

Office 365 Overview

Microsoft Office 365 is our source for our key office productivity applications. This includes

Word for work processing

PowerPoint for presentations

Publisher for complex office documents

Excel for spreadsheets

Outlook for email

We currently use locally-installed versions of all applications, instead of the cloud-based solution, so that all applications are available regardless of network connectivity.

We have a non-profit license for subscriptions, and this is priced per user. For the most part, there is a license for each staff member. Microsoft permits multiple installations for each user. Our current process is to use a license on the primary workstation for the staff member. For some group use workstations, such as in the Sanctuary, or Fellowship Hall, we use the additional installations under the license for some of the users, primarily the technical support staff.

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