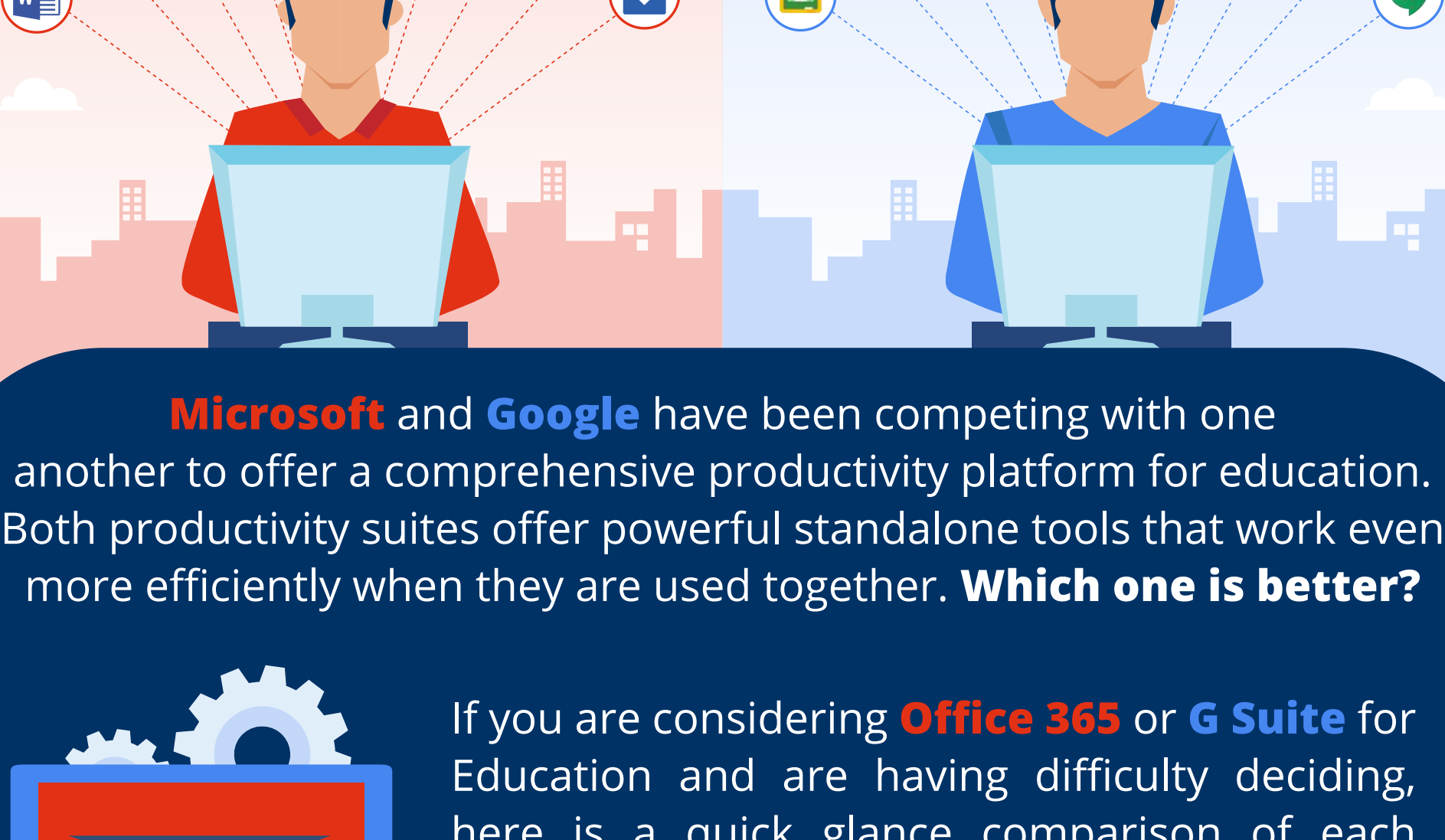


# OFFICE 365

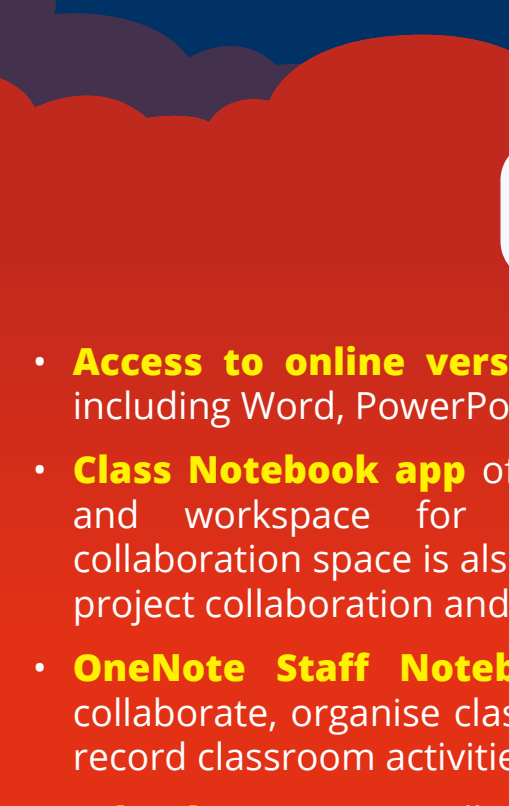


# G SUITE

## FOR EDUCATION



**Microsoft** and **Google** have been competing with one another to offer a comprehensive productivity platform for education. Both productivity suites offer powerful standalone tools that work even more efficiently when they are used together. **Which one is better?**



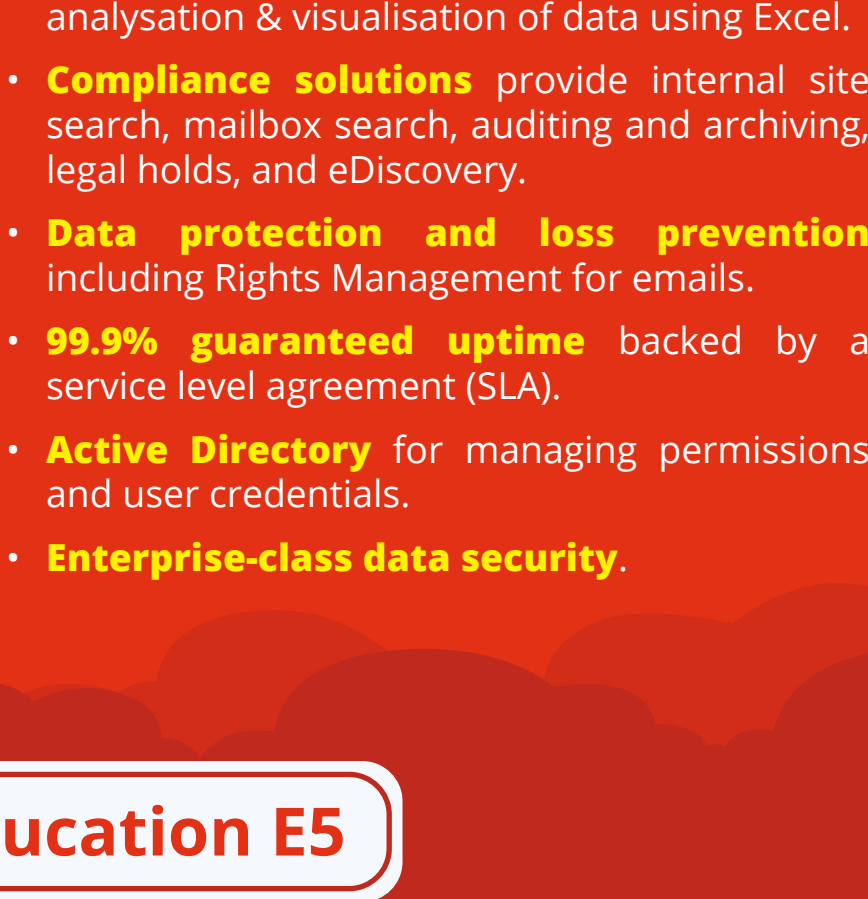
If you are considering **Office 365** or **G Suite** for Education and are having difficulty deciding, here is a quick glance comparison of each productivity suite.

### COMPARISONS



### PLANS

#### Office 365 Education



- **Access to online versions of Office apps** including Word, PowerPoint and Excel.
- **Class Notebook app** offers a content library and workspace for each student. A collaboration space is also included for creative project collaboration and classroom lessons.
- **OneNote Staff Notebooks** help teachers collaborate, organise classroom materials, and record classroom activities.
- **School Data Sync** allows you to sync class rosters and automate classroom management and class materials.
- **1TB (terabyte) file storage** and file sharing for each user.
- **50GB (gigabyte) email inbox** with access to calendars, business-class email and contacts.
- **Microsoft Forms** allows you to create surveys, quizzes, and questionnaires and then analyze the results with built-in analytics.
- **Access to Instant Messaging (IM)**, audio, High Definition (HD) video, and **web conferencing** with unlimited access to online meetings.
- **Intranet site** for student team project collaboration with security settings that can be customised.
- **Social network** allows teachers and staff to work together across different buildings and departments.
- **Digital storytelling tools** help to create educational project reviews, web-based lessons, newsletters, & interactive assignments using a mobile device or web browser.
- **Work management tools** help students to collaborate, share files and tasks, and communicate together.

- **Search and discovery tools** allow students to search Office 365 for files and documents.
- **Video portal** provides video sharing across your classroom or school.
- **Enterprise app management** helps with computer sharing, setting group policies, and data collection using telemetry.
- **Business Intelligence tools** assist with analysis and visualisation of data using Excel.
- **Compliance solutions** provide internal site search, mailbox search, auditing and archiving, legal holds, and eDiscovery.
- **Data protection and loss prevention** including Rights Management for emails.
- **99.9% guaranteed uptime** backed by a service level agreement (SLA).
- **Active Directory** for managing permissions and user credentials.
- **Enterprise-class data security.**

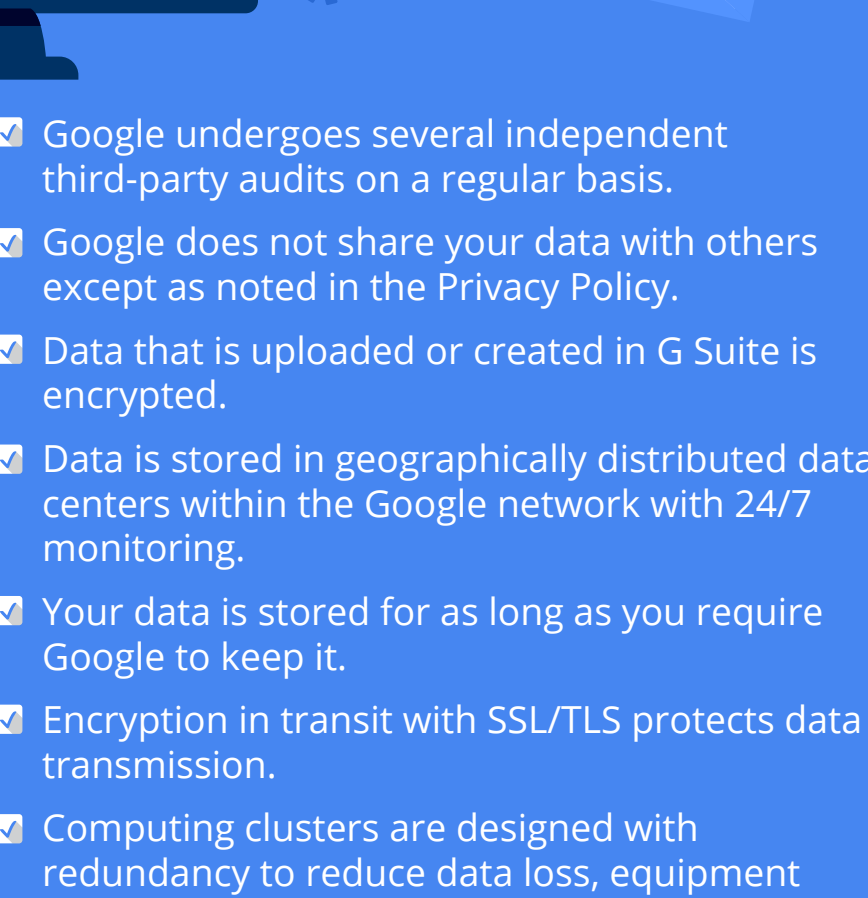
#### Office 365 Education E5



- **Full installation of Office apps on up to 5 PCs or Macs per user.** Apps include Word, PowerPoint, Excel, Publisher, Outlook and OneNote.
- **Full installation of Office on tablets and smartphones** for up to 5 devices per user.
- **Access to online versions of Office apps** including Word, PowerPoint and Excel.
- **Class Notebook app** offers a content library and workspace for each student. A collaboration space is also included for creative project collaboration and classroom lessons.
- **OneNote Staff Notebooks** help teachers collaborate, organise classroom materials, and record classroom activities.
- **School Data Sync** allows you to sync class rosters and automate classroom management and class materials.
- **1TB (terabyte) file storage** and file sharing for each user.
- **50GB (gigabyte) email inbox** with access to calendars, business-class email and contacts.
- **Microsoft Forms** allows you to create surveys, quizzes, and questionnaires and then analyze the results with built-in analytics.
- **Access to Instant Messaging (IM)**, audio, High Definition (HD) video, and **web conferencing** with unlimited access to online meetings.
- **Enterprise-class data security.**

- **Microsoft Classroom** allows teachers to manage multiple classes and sections with access to the Professional Learning Center.
- **Intranet site** for student team project collaboration with security settings that can be customised.
- **Social network** allows teachers and staff to work together across different buildings and departments.
- **Digital storytelling tools** help to create educational project reviews, web-based lessons, newsletters, and interactive assignments using a mobile device or web browser.
- **Work management tools** help students to collaborate, share files and tasks, and communicate together.
- **Search and discovery tools** allow students to search Office 365 for files and documents.
- **Video portal** provides video sharing across your classroom or school.
- **Enterprise app management** helps with computer sharing, setting group policies, and data collection using telemetry.
- **Business Intelligence tools** assist with analysis and visualisation of data using Excel.
- **Compliance solutions** provide internal site search, mailbox search, auditing and archiving, legal holds, and eDiscovery.
- **Data protection and loss prevention** including Rights Management for emails.
- **Access to Advanced eDiscovery** with text analytics and predictive coding.
- **Message system protection** against zero-day attacks, viruses, and malware.
- **Access to PowerBI and Microsoft MyAnalytics** for classroom and organisational insights.
- **Access to Skype for business** for conferences via a landline or mobile phone.
- **Access to cloud-based call management** for call transfer, making and receiving calls across multiple devices.
- **99.9% guaranteed uptime** backed by a service level agreement (SLA).
- **Active Directory** for managing permissions and user credentials.

### G Suite for Education



- **Access to online Google Docs, Slides, and Sheets.**
- **Online collaboration with web browser** allows students to create, share, and edit docs with automatic saves to changes.
- **Easy to create sites with security controls** provide students with classroom workspace and sharing.
- **Unlimited Storage or 1TB per user** if fewer than 5 users.
- **Access from any device to 30GB of online storage** in Google Drive for file syncing and instant sharing.
- **30GB email inbox** with access to online calendars, business-class email & contacts.
- **Google Forms** allows you to create surveys, quizzes, and questionnaires and then analyze the results with built-in analytics.
- **Access to Google Hangouts** for communication via video, voice, or text. **Text chat** is offered for student help and quick questions. Hangouts also helps teachers collaborate across departments.
- **Google Classroom app** allows you to easily create, share and grade assignments. Advanced Classroom tools help to improve student communication and keeps your classroom organised.
- **Advanced search functions** help to locate files and export to different formats.
- **Access to auditing and reporting insights** for Drive content and sharing.
- **Access to Google Vault** for eDiscovery recovering docs, files, emails, and chats.

- **Compliance solutions** help you place and enforce litigation holds on inboxes.
- **Data protection tools** allow you to set message retention policies and archive emails.
- **Retain and search for your emails and chats.** Export these files to Google Drive to keep records of communications.
- **Advanced tools** allow you to place litigation holds on email inboxes.
- **99.9% guaranteed uptime** backed by a service level agreement (SLA).
- **Customised security and admin controls** provide a way to set permissions and user credentials.
- **Enterprise-class data security.**

### SECURITY & PRIVACY



- ✓ Microsoft data centers are audited on a regular basis.
- ✓ Microsoft does not share your data with others.
- ✓ Data that is uploaded is protected by strong security and encryption.
- ✓ Data is stored in geographically distributed data centers within the Microsoft network with 24/7 monitoring.
- ✓ Your data is kept for as long as you require Microsoft to store it.
- ✓ Encryption in transit with SSL/TLS protects data transmission.
- ✓ Built-in security with redundancy reduces data loss, equipment failure, and environmental risks.
- ✓ Access to data centers is limited to select Microsoft employees and personnel.
- ✓ Multi-factor authentication, including biometric scanning, controls and secured data center access.
- ✓ Data is protected like your own server. Unauthorised parties cannot access your data.
- ✓ Security is in compliance with the Family Educational Rights and Privacy Act.
- ✓ School officials know where the data resides and who has access.

- ✓ Google undergoes several independent third-party audits on a regular basis.
- ✓ Google does not share your data with others except as noted in the Privacy Policy.
- ✓ Data that is uploaded or created in G Suite is encrypted.
- ✓ Data is stored in geographically distributed data centers within the Google network with 24/7 monitoring.
- ✓ Your data is stored for as long as you require Google to keep it.
- ✓ Encryption in transit with SSL/TLS protects data transmission.
- ✓ Computing clusters are designed with redundancy to reduce data loss, equipment failure and environmental risks.
- ✓ Access to data centers is limited to select Google employees and personnel.
- ✓ Multi-factor authentication, including biometric scanning, controls and secures data center access.
- ✓ Data is protected like your own server. Unauthorised parties cannot access your data.
- ✓ Security is in compliance with the Family Educational Rights and Privacy Act.
- ✓ School officials know where the data resides and who has access.

### COMPLIANCE



- ISO/IEC 27018:2014
- Office 365 and data centers are SSAE 16 / ISAE 3402 Type II SOC 2-audited and have achieved ISO 27001 certification.
- Microsoft has signed the Student Privacy Pledge.
- Office 365 complies with the Family Educational Rights and Privacy Act (FERPA)
- Schools using Office 365 Education get the parental consent required by COPPA (Children's Online Privacy Protection Act).

- ISO/IEC 27018:2014
- G Suite and data centers are SSAE 16 / ISAE 3402 Type II SOC 2-audited and have achieved ISO 27001 certification.
- Google has signed the Student Privacy Pledge.
- G Suite complies with the Family Educational Rights and Privacy Act (FERPA)
- Schools using G Suite for Education get the parental consent required by COPPA (Children's Online Privacy Protection Act).

### DEPLOYMENT



Deployment is both cloud-based and hybrid.

Deployment is cloud-based.

### ANYWHERE ACCESS



- Access to email, file, & productivity-ready tools allow you to work using almost any device.
- On-the-go access allows you to work productively with online versions of office, OneDrive, and online meetings.

- Completely cloud-based with easy to access to applications, emails, messages, calendars and schedules, Google Drive, Google Classroom, stored files and documents.

### OFFLINE ACCESS



- Desktop versions of the latest Office apps are installed on your computer when you first activate Office 365.
- Office 365 mobile apps are designed to integrate with desktop-installed Office apps.
- OneDrive can be synced with your computer prior to going offline. Documents are stored on your hard drive for offline access. The next time you go online, any document edits are automatically uploaded to OneDrive.

- Downloaded files to your computer can be synced with Google Drive for offline access and editing. The files remain on your hard drive and in Google Drive to allow you to access them with any device.
- G Suite is completely cloud-based and does not offer offline sharing between applications.
- Gmail can be configured to work offline to allow you to view emails and compose new emails without an internet connection. The messages you composed while offline will be automatically sent when you go back online.
- Data automatically syncs while you are working online. When you go offline you still have access to the most recent emails Gmail Offline.
- You can set up offline access for Google Calendar using Google Chrome so you can view dates and events without an internet connection. Calendar is then read-only and events cannot be created or edited.

### COLLABORATION



- Work on Office files with anyone, in any location, and in any time.
- Create, store, and share documents, spreadsheets, presentations, projects and notebooks online.
- Unlimited online meetings, IM, HD video, audio, social network and web conferencing.

- Online collaboration in real-time shows changes to document edits as they are being typed.
- Create, store and edit documents, spreadsheets, and presentations online and in real-time.
- Social network and Google Hangouts allow teachers and staff to work together across different buildings and departments.

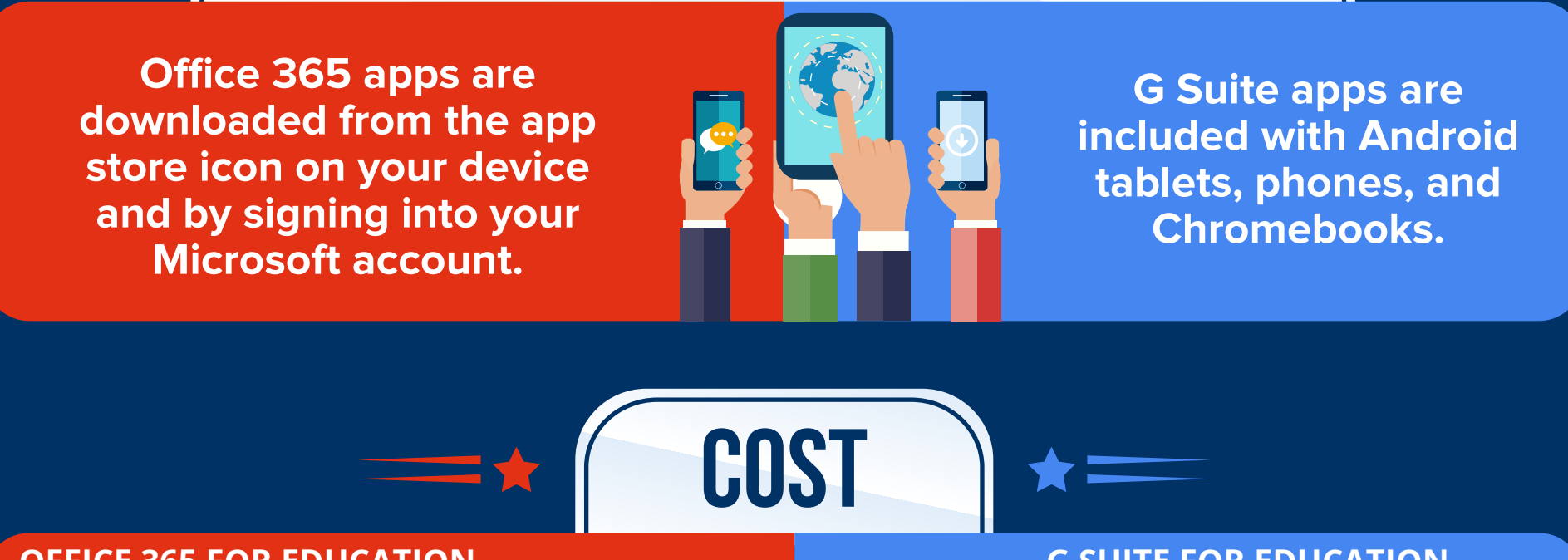
### ONLINE MEETINGS



- Unlimited online meetings, Instant Messaging, and high definition video conferencing.
- Collaborate with Skype.
- Communicate with school-wide social network.

- Schedule events in Google Calendar in real-time.
- Get meeting reminders directly to your Gmail inbox.
- Join a video meeting in one-click through Google Hangouts.

### COMPATIBILITY & MOBILE ACCESS



Office 365 apps are downloaded from the app store icon on your device and by signing into your Microsoft account.

G Suite apps are included with Android tablets, phones, and Chromebooks.

### COST

OFFICE 365 FOR EDUCATION	G SUITE FOR EDUCATION
Students – Free	Students – Free
Faculty & Staff – Free	Faculty & Staff – Free
OFFICE 365 FOR EDUCATION E5	
STUDENTS £5.30 per user per month	
FACULTY £7.00 per user per month	