



OFFICE 365 VS GSUITE: WHY TO CHOOSE OFFICE 365

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Introduction

Office 365 and G Suite are a suite of productivity tools that let you perform common business tasks in the cloud. Using cloud productivity suites allows you to save money on maintaining software licenses, installations, running an IT department, and more. All your data is stored in the cloud which makes it easier to access files from anywhere using any device.

Both Office 365 and G Suite includes the following features:

- Business email and shared calendaring services attached to custom domains
- Online storage, with shared space for collaboration and a large allotment of personal storage space for each user account
- Productivity apps for creating and collaborating on documents, spreadsheets, and presentations
- Corporate communication tools, including messaging, online meetings, and video conferencing
- A management interface, with advanced features such as compliance and archiving for enterprise customers as well as security features including two-factor authentication

Professional Business Email

Both G Suite and Office 365 allow you to create professional business email accounts using your own domain name.

G Suite allows you to register a domain name or use your existing domain name to create email accounts. You can also create up to 30 email aliases for each user. Your email would also work with Gmail apps for mobile devices.

Office 365 also allows you to easily create professional email addresses with your own domain name. It offers 400 email aliases for each user. It uses Outlook as the mailing app which has a web version, a full-featured desktop email client, and mobile apps. Also migrating to Office 365 can actually be easy and since Office 365 will undergo constant updates from Microsoft, you'll never need to migrate your data again! Here you can choose Microsoft Office365 especially for medium or large organisations.

Cloud File Storage and Sharing

G Suite gives you 30 GB of cloud storage for each user with the basic plan, unlimited storage with business and enterprise plans, 1 TB of storage for each user if you have less than 5 users on business or enterprise plan.

Office 365 offers 1 TB of cloud storage for each user with all their plans. Each user also gets 50 GB of email storage which is separate from your drive storage limit. It uses OneDrive to store and manage files which also comes with desktop, mobile, and web apps. Similar to Google Drive, you can sync files using OneDrive and easily share them. Confidently share your files with OneDrive so others can access them seamlessly and securely, inside and outside your organization. Track the history of all activity on files to keep everyone on the same page.

Use SharePoint for managing and sharing files or folders—within team sites or intranet sites, and across your organization. Also for Office365 for all account types, the organization gets 1TB (plus 10GB per user) of SharePoint storage.

Business Apps in Office 365

An Office 365 business subscription gives you access to the Microsoft Office apps like Word, Excel, PowerPoint, Outlook, and OneNote. For desktop computers, these apps are still the most feature-rich and complete office application suite on the market. Office 365 also offers web versions and mobile version of these apps. or businesses tied to Microsoft ecosystem with Windows PCs, these apps are a great option and can be a deciding factor in which platform you choose.

Collaboration Tools in G Suite vs Office 365

Office365 does allow multiple users to work on the same document at the same time. Users can easily leave notes, comments, and suggestions.

It uses Skype for text messaging and video conferencing. While it has free Skype-to-Skype video conferencing and calls. Skype for Business brings together all of the typically disparate ways to communicate into one platform, so employees can access and use multiple communication applications through a single interface, using any device and from any location. G Suite also allows multiple users to work on a file simultaneously. Users can leave comments and notes on documents, make suggestions, review changes, and revert back to an earlier version.

You can choose Office 365 that accomplishes the same goals with the Skype for Business app plus the newer Microsoft Teams and Streams apps.

G Suite vs Office 365 Security

Google allows you to set different policies to prevent unauthorized access to your admin console or any of the user accounts. You can use Two-Factor authentication and enforce it for all your users. G Suite has built-in spam, virus, and malware detection which scans all documents and attachments.

Office 365 allows you to enable Multiple Factor Authentication for all user passwords. It includes a data loss prevention tool to protect against data theft and leaks. Your organization can also restrict user access to company-issued devices by using their device management tool. This feature belongs to Office365 and you can also wipe data from any device (mobile, tablet, PC). Also uses Microsoft's spam, virus, and malware detection tools to scan all documents, emails, and attachments. We strongly recommend Office365 for better secure in your organisation since there are a lot of features that G Suite.

Conclusion – G Suite vs Office 365 – Which one is Better?

G Suite and Office 365 are both great cloud productivity suites. They both enable your business to collaborate, store files online and easily share them. They both free you to work from anywhere using different devices.

We believe that Office365 is a much better choice for medium or large organisations. It is much easier to use, their web and mobile apps are the best, and you probably already use many of their apps.

With Office 365, you get pay-as-you-go pricing options that give you predictability and flexibility for your business. Office 365 also offers great flexibility by allowing you to easily provide users with only the services they need, cost-effectively adding value to your business. Office 365 also is more suitable for enterprise-level businesses where all employees work from an office using a Windows PC.



Chrisanthi Christodoulou is working for IBSCY for the last 4 years. She is the head of maintenance and support department which consist of 4 people. Her team is fully responsible for the support calls and request of our clients internationally. She holds several certifications from Microsoft, HPE, VMWare and other vendors.