Your Office Anywhere

OneDrive for Business with Hosted SharePoint

Secure UK Cloud Document Management from Your Office Anywhere

Cloud Storage is commonplace but for businesses that want secure UK Cloud based document and records management then OneDrive for Business combined with Hosted SharePoint is the ideal solution.

OneDrive for Business

Most people are familiar with Cloud based storage. Services such as Dropbox and Google Drive have been around for a few years and these offer the ability to connect to the same storage from many devices: phones, PCs and tablets. Microsoft's OneDrive is extremely popular and owners of Windows 8.1 computers or mobiles are generally given a OneDrive account by default.

For IT departments or Data Governance managers this type of storage can be a headache. Workers demand the flexibility that they offer but security is left in the hands of the individual, something that would be unheard of for on site data where companies are used to strict file and folder security as a minimum. For many documents full records management with version history, audit trails and retention polices are also required.

OneDrive for Business enables all the features and flexibility of services like Dropbox, but because at the backend you have the power and security of SharePoint 2013 you also have the ability to centrally manage security permissions and records management policies.

OneDrive for Business also creates "offline" copies of the documents in the library allowing users to open, edit and save documents when not connected to the Internet.

Unlike normal OneDrive, OneDrive for Business can be used to connect to your own or an independently hosted SharePoint site, giving you much more control of where your data is kept.

OneDrive for Business

Hosted SharePoint

SharePoint has been around for many years and is a sophisticated yet easy to use collaboration platform that features: Records Management, News Articles, Discussions, Forms, Workflows and Lists amongst other things; as well as being a platform for custom applications. It is often used as a company intranet for organisations of all sizes. There is much information about SharePoint on the Internet so no need to repeat it here.

SharePoint generally requires some elaborate infrastructure including SQL database servers and web servers. To move documents securely over the internet also requires the web servers to be internet facing behind a proper firewall and requires the installation of certificates to ensure the data is encrypted. For large organisations this infrastructure is expensive to implement and maintain, and may be prohibitive for many SMBs.

Hosted SharePoint is exactly the same but by taking advantage of Cloud technology sites can be made available for as little as £2 per user per month.

While SharePoint offers a massive range of features this white paper is primarily concerned with shared document storage to enable people to share and collaborate on documents securely from anywhere over the Internet but at the same time complying with their organisations data security and data protection policies.

SharePoint

Storing Documents in Hosted SharePoint

There are three methods of accessing your documents stored in SharePoint document libraries.

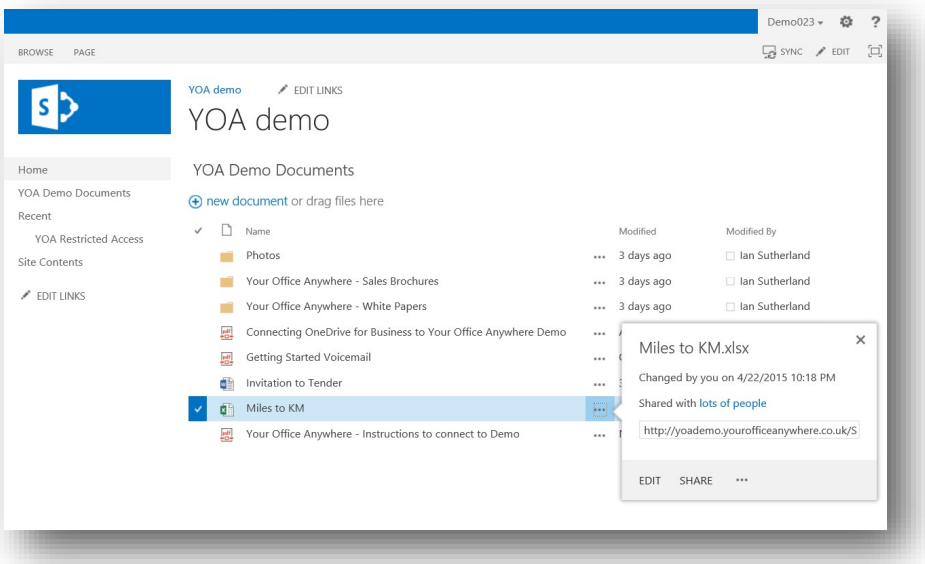
Web Portal

The first is using a web browser, the document library has its own URL and will request a username and password when you try to connect.

From the web browser you can upload documents, edit and save documents, download local copies as well as sharing documents with others who have access to the library by sending them a URL link.

From the browser you can also choose to Sync documents to work offline.

The browser method is also used to configure security permissions on folders and files as well as other SharePoint features.

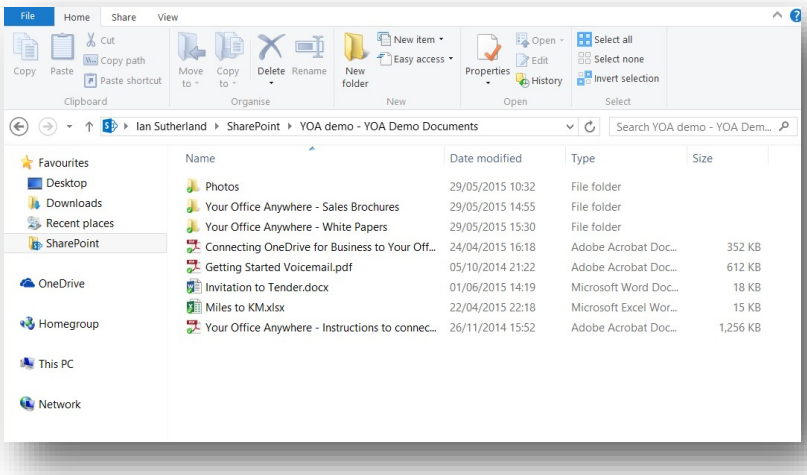


Add a Network Location

From File Explorer in Windows you can Right Click "This PC" and choose to "Add a network location" This creates a permanent connection to the SharePoint document library that is accessible while you are connected to the Internet. It will ask for your username and password to connect.

One Drive for Business

Similar to the Add network drive, One Drive for Business displays your document library in Windows File Explorer but OneDrive for Business also synchronises a local copy of the file to your Windows PC so you can work on it while disconnected from the Internet.



Once you are back online your changes are synchronised back to the server.

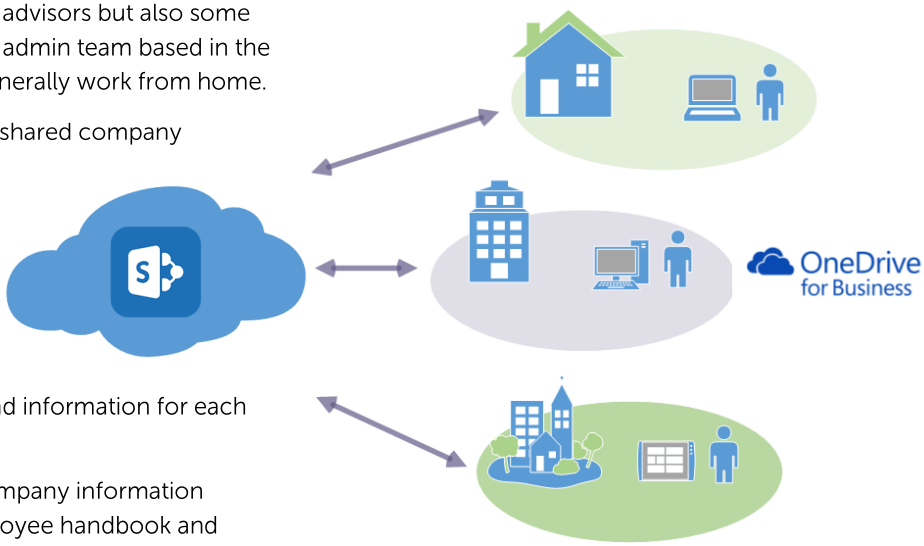
Symbols on the files and folder show you whether your documents have fully synchronised so you always know that your working on the latest version.

If someone else edits a document while you are offline, or has it checked out "reserved" when you want to edit it SharePoint will notify you, and also send you a message once the other person has saved and closed the document, checking it back in.

Any changes they have made will be highlighted and you can merge your changes in with theirs. With version control you can also open up previous versions of a document and the audit trail will identify who has made any changes and when.

Mini Case Study

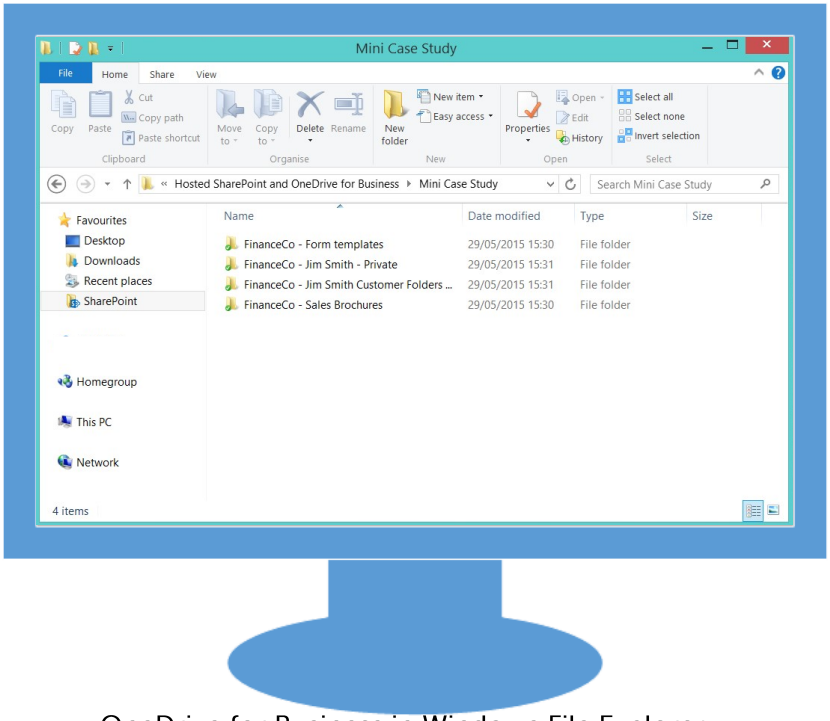
This case study is from an independent financial advisor who's representatives visit clients in their home to advise on tax and savings and to sign them up to recommended policies. The company employs a number of internal advisors but also some external associate advisors. There is an admin team based in the office who support the advisors who generally work from home.



All of the advisors need access to some shared company documents such as template forms and brochures. Each individual advisor has their own personal area that they share with the admin team in the office but is not visible by other advisors as it contains personal information such as commission details. They also have an area that contains private documents and information for each individual client.

The Internal advisors need access to company information directed to employees such as the employee handbook and holiday calendar that isn't visible to the External advisors.

Much of the information needs to be available offline as the advisors often visit customers in their home and may not have Internet Access. The company doesn't want the advisors to keep ad-hoc copies on their C: drive as versions of forms and rates change frequently.



OneDrive for Business in Windows File Explorer.
Note the green tick symbol to show the file is synchro-

By Using Hosted SharePoint 2013 combined with OneDrive for Business the company is able to give each advisor a secure area that they can connect to over the Internet and can edit documents offline. All the advisor needs is a URL and his own unique logon and password. The employees also have access to company information in a separate document library.

The solution satisfies the companies Data Protection polices as the data is held in secure UK data centres and there is a full audit trail and version history so any changes to documents are evident and can be disclosed during a compliance audit.

Hosting Options

Multi-Tenanted Platform

For organisations just needing a standard SharePoint site, particularly if just using document libraries to share and collaborate on documents over the Internet our standard Multi -Tenanted Hosted SharePoint platform is ideal. Each customer has their own secure site and has total control over who can do what. Security can be applied to individuals or groups can be created to simplify administration.

Data is backed up daily and instantly shipped to a second Your Office Anywhere data centre, also in the UK.

All support and maintenance of the SharePoint server is done by our experienced team. Customers can manage security and permissions on their site or if required can call upon our friendly UK helpdesk for assistance.

Pricing for using the Multi-Tenanted platform is really simple . Each organisation pays just £1 per user per month for access to the platform and then a monthly charge for the total storage used.

Storage Prices per month are:

1GB - £1.00

10GB - £7.50

50GB - £17.50

100GB - £30.00

Considering that for a standard Office document of say a couple of pages without pictures is about 15KB, 1GB could contain 10s of thousands of documents. So an organisation of 10 people could be up and running on Hosted SharePoint for as little as £11 a month.

Dedicated SharePoint server

Some organisations may need more flexibility over their SharePoint platform allowing them full control to customise the platform as needed. Your Office Anywhere can provide dedicated SharePoint servers with either a dedicated SQL server or dedicated instance on our Enterprise SQL server.

Hosting your SharePoint platform in a "Private Cloud" approach gives you the same manageability as on premises servers with the added benefit that we look after all the backups, anti-virus and Windows critical updates. The server also benefits from seamless failover in the event of problems on the underlying host hardware giving you increased resilience.

For more information about a dedicated hosted SharePoint server please contact our technical sales team, details at the end of the paper.

Why Choose Your Office Anywhere?

At Your Office Anywhere we have been delivering Cloud hosting solutions longer than almost anyone is in the market long before anyone coined the term "Cloud" and certainly longer than names like Microsoft Azure or Amazon Web Services. In that time we have learned what customers want from a hosted desktop service and have developed a platform which delivers flexibility, scalability, security and convenience at a really competitive price. As an organisation we are proud to be certified for ISO 27001 Information Security Management System, so you know your data is safe with us.

Listed below are some of the features and benefits you should look for in a hosted desktop provider, that come as standard with Your Office Anywhere:

- UK Helpdesk manned by Microsoft Certified Professionals available on call 24/7 for critical issues.
- Helpdesk available by phone or email, plus access to knowledgebase.
- Ability to monitor CPU and Memory usage for performance of the server.
- Ability to remote control customer's PCs to assist with supporting issues.
- Installation of any software that is supported on a Terminal Server solution.
- Managed (Locked Down) desktop to simplify user experience and reduce downtime/support calls.
- Anti-Virus on the Server.
- Windows Updates on the Server
- Rental of Microsoft licences, and licence reporting for compliance.
- Upgrades to latest versions of Microsoft applications.
- UK Data Centres - Important for customers who must keep their data in the UK.
- All Infrastructure: servers, switches, storage etc. owned by Your Office Anywhere.
- Ability to "Snapshot" servers prior to software upgrades.
- Failover to alternate host server in the event of a hardware failover.
- No long term contracts, just rolling 1 month contract.

Free Trial

Moving to the cloud can be a big decision, especially for established businesses for existing on premises infrastructure. To make the decision easier we can provide a free trial/demo account for you and your colleagues to try the solution for a couple of weeks. The trial server includes a copy of Sage 50 Accounts and Microsoft Office 2016, including Outlook and a working email account.

Test Server

To test how a particular application runs we can provide you with access to a Windows 2016 server, help install your software and provide you with demo accounts to make sure that your application works as you expect it to on our platform. This is all free of charge.

Your Office Anywhere

Your course to the Cloud

Hosted SharePoint is just one of the many Cloud computing solutions available on the Your Office Anywhere platform. Choosing the right solution depends upon individual circumstances, there is no one size fits all, and for some businesses Cloud may not be the answer.

Our technical sales team is staffed solely by experienced, time served IT consultants who specialise in working with businesses to understand the challenges the business is trying to overcome, the constraints (financial, technical, geographic), and identify the solution that is right for that business. Whether that is public cloud, private cloud, or a hybrid (which is probably the most common), and if a cloud solution isn't appropriate for your business or circumstance we will tell you.

If you are considering moving to the Cloud, or you are a new business starting up and looking at what options you have to provide your business with the flexible IT solution it needs, please get in touch. We can provide no obligation advice, indicative costs or formal quotations. We don't employ high pressure sales techniques beyond perhaps calling or emailing you to follow up on a proposal.

To get in touch either call our Technical Sales team on **01282 500318**

or email **sales@yourofficeanywhere.co.uk**

Other white papers available:

- Hosted Desktop
- Hosted Exchange
- Hosted Servers
- Private Managed Cloud
- Applications Anywhere - RemoteApps and how to get them
- Telephones Anywhere - Hosted Telephony, Voice over IP
- Hosted SQL server
- Access Database Hosting
- Hosted Sage 50 Accounts, Sage 200.
- Hosted Desktop for Charities

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