NAPLES COMPUTERS HOW-TO · BUSINESS I.T.

Why We Recommend Microsoft 365 for Small Offices (and When Google Workspace Fits)

Microsoft 365 and Google Workspace are both solid, well-built platforms for business email and documents. The real question isn't which one is better; it's which one fits how your office already works. This guide covers the signs that point toward each platform, and what Naples Computers can help with either way.

It's not about which one is better

Both platforms do business email and documents well; the fit is what matters.

Both are real, supported platforms
Microsoft 365 and Google Workspace are both actively maintained, business-grade tools from large companies.

The fit depends on your habits
What software your team already uses day to day usually matters more than any feature list.

We support and migrate to either one
Naples Computers sets up and migrates offices to whichever platform actually fits them.

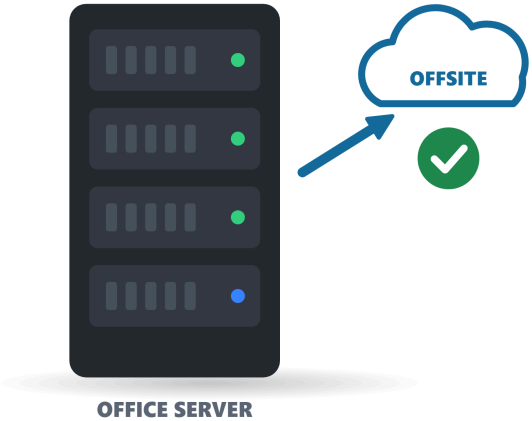
Step by step

MICROSOFT 365 OR GOOGLE WORKSPACE?

Microsoft 365 or Google Workspace?

Both are solid, well-built platforms. The right one depends on how your office already works.

WHAT TO DO
We're Naples Computers, and we set up and support both.



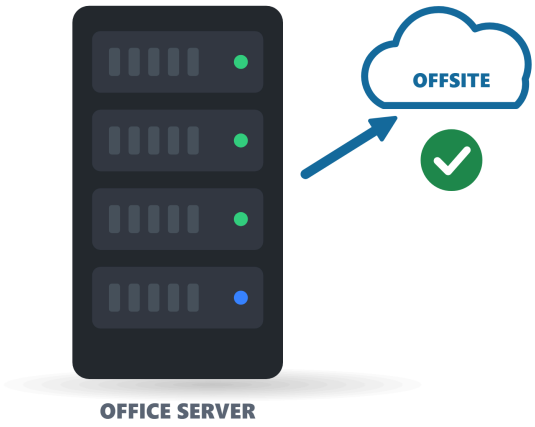
SIGN 1 OF 3

! Your office already runs Windows and Office apps

If your team already lives in Outlook, Word and Excel on Windows PCs, Microsoft 365 keeps everything connected the way it already works.

WHAT TO DO

Desktop Office apps, Outlook, and Windows sign-in all work together natively.



Built around Outlook, Word and Excel

SIGN 2 OF 3

! You need business-grade admin control

A central admin center for managing users, enforcing multi-factor authentication, and applying compliance settings across the whole company.

WHAT TO DO

This is also where a Microsoft Partner, like Naples Computers, helps the most: setup, MFA, and ongoing support.



One admin center for the whole office

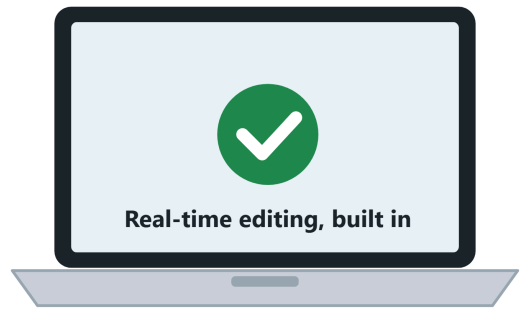
SIGN 3 OF 3

When Google Workspace fits better

If your team already lives in Gmail, Google Docs and Chromebooks, and wants simple real-time collaboration, Google Workspace is a strong, legitimate fit too.

WHAT TO DO

We'll say so plainly if that's the better call for your office, and help with that migration too.



A fit for teams already living in Gmail and Docs

A few things to weigh

- [ ] **Think about habits, not just features**
  The platform your team already knows how to use well is usually the right starting point
- [ ] **Either platform migrates without downtime**
  Mailboxes and files move over while everyone keeps working, with MX records held until the switch
- [ ] **A Microsoft Partner can help either way**
  Naples Computers is a Microsoft Partner and supports both platforms day to day

Recap: Microsoft 365 or Google Workspace?

- [ ] Neither platform is better in general; the fit is what matters
- [ ] Already on Windows and Office apps? Microsoft 365 usually fits best
- [ ] Already set up in Gmail or Docs? Google Workspace can be the right call
- [ ] Naples Computers supports and migrates to either platform

Think about habits before features: the platform your team already knows how to use well is usually the right starting point, and both platforms can migrate without downtime.

Not sure which platform fits your office?

Call 239-513-1960

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