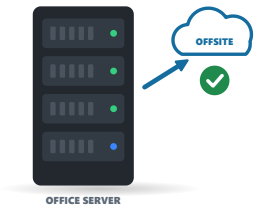
NAPLES COMPUTERS
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Microsoft 365 or Google Workspace?

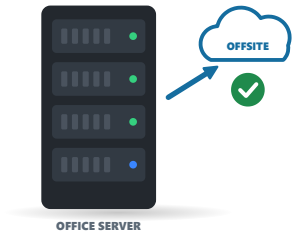
A quick checklist to see which platform fits your office.



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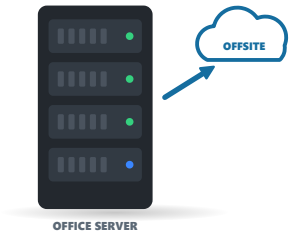
1 Check What You Already Use

Already working in Outlook, Word and Excel day to day? That's a strong signal toward Microsoft 365.



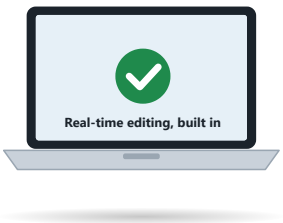
2 Check Your Devices

Mostly Windows PCs? Microsoft 365 fits naturally. Mostly Chromebooks or browser-only? Consider Google Workspace.



3 Think About Collaboration Habits

Google Docs' simple real-time editing is a draw for teams that already live in the browser.



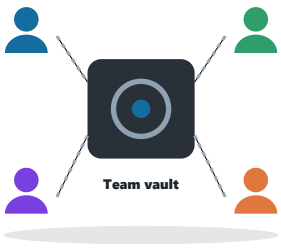
4 Look at Admin and Security Needs

A Microsoft 365 admin center adds multi-factor authentication and compliance controls company-wide.



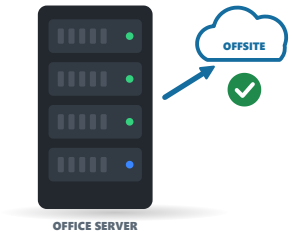
5 Weigh Shared Mailboxes and Calendars

Both platforms support shared access; the setup and feel differ, so match what your team is comfortable with.



6 Plan for a Zero-Downtime Move

A good migration holds your MX records until everything is built and synced, so email doesn't go down.



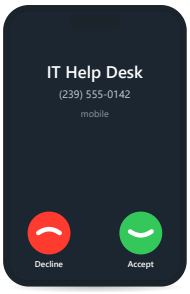
7 Keep Spam Filtering Either Way

Layered spam filtering, like N-able Mail Assure, can run alongside either platform.



8 Ask a Microsoft Partner for Help

Naples Computers is a Microsoft Partner and sets up and supports both platforms for your office.



Good to Know

- Neither platform is better in general; the fit depends on how your office already works.
- Either platform can be migrated to without downtime, with mailboxes moved over while everyone keeps working.
- Not sure which one fits? Call **239-513-1960** and we'll help you decide.

Need Help?

Contact Naples Computers

239-513-1960

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