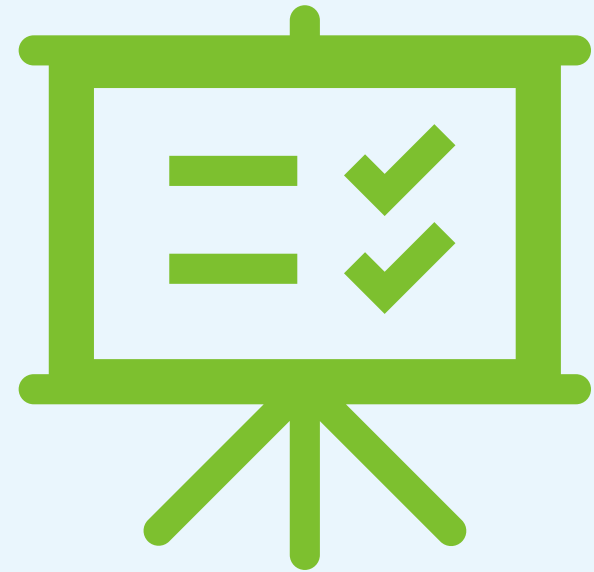# Basic Tech Options
for non-profit groups

superhighways
harnessing **technology** for **community** benefit

What we'll be covering

✓ High-level view looking at the good infrastructure options for non profits:

✓ Microsoft 365
✓ Google Workspace
✓ Some other options

✓ Useful features

✓ Costs

✓ Best practice

Type of Community Groups

Maybe obvious, but important regarding access to software

- Community Groups (Unincorporated association)

- Community Interest Company (CIC)

- Registered Charity
- Charitable Incorporated Organisation (CIO)

Introductions

Your name, organisation, type of organisation & your role.

&

What one thing would you like to learn today?

Data challenges Bingo!

I never know where to find anything! **1**

We keep getting messages that we are running out of storage space **2**

It's time consuming sharing files by attaching to emails & then collating changes **3**

We always run into issues when we try and edit a document together **4**

I'm often worried that I'm not accessing the latest version of a file **5**

One of our laptops 'died' and we lost a bunch of files that were saved locally **6**

We had a virus and it corrupted some of our files stored on a PC **7**

I'm not sure we are fully complying with data protection regulations **8**

A previous CEO left the organisation and we can't find key files **9**

What are we looking for in a basic tech infrastructure?

- Store & access files
- Edit and collaborate on files
- Access from anywhere
- Security
- Permission levels
- Integrated email?

What's available to me?

- **Community Group**
  Open-source software, free versions of paid-for software

- **Community Interest Company (CIC)**
  As Community Group plus individual discounted non-profit offers such as: Canva

- **Registered Charity & CIO**
  Same as a CIC plus lots of donated and discounted software available via Charity Digital

Basic file storage

Microsoft OneDrive

- 2GB free

- 1 TB for paid accounts

- Access and sync files on PC or Mac and mobile devices

- Work on a file and save it directly to OneDrive or SharePoint; your changes are updated across your synced devices

- Share files with external contacts by providing access or guest links

- *Securely share documents and send emails only those with the right permissions can access*

Dropbox

Dropbox Business Standard for £51/year per user (minimum 3 users) for registered UK charities.

- 5 TB of shared storage

- 30-day file and account recovery

- Large file delivery with Dropbox Transfer (up to 2 GB), 3 free eSignatures per month

- Team management tools, admin console and audit log, remote device wipe.

Free plan with 2 GB of storage

Box

Personal:

- Free, 10GB

- Sync files across devices and access them from the web or mobile apps

- Share files and folders with others

- Basic security features like password protection and SSL encryption.

Starter: (free for Charities)

- For teams of up to 10 users

- 100GB of storage with a file size limit of 2GB.

- Advanced collaboration tools like comments, tasks, annotations, and Box Notes

- Manage users and groups, set permissions

Google Drive

Personal Use 15 GB of storage space for free

- Create and collaborate on documents, spreadsheets, slides, forms, and more using Google's online apps

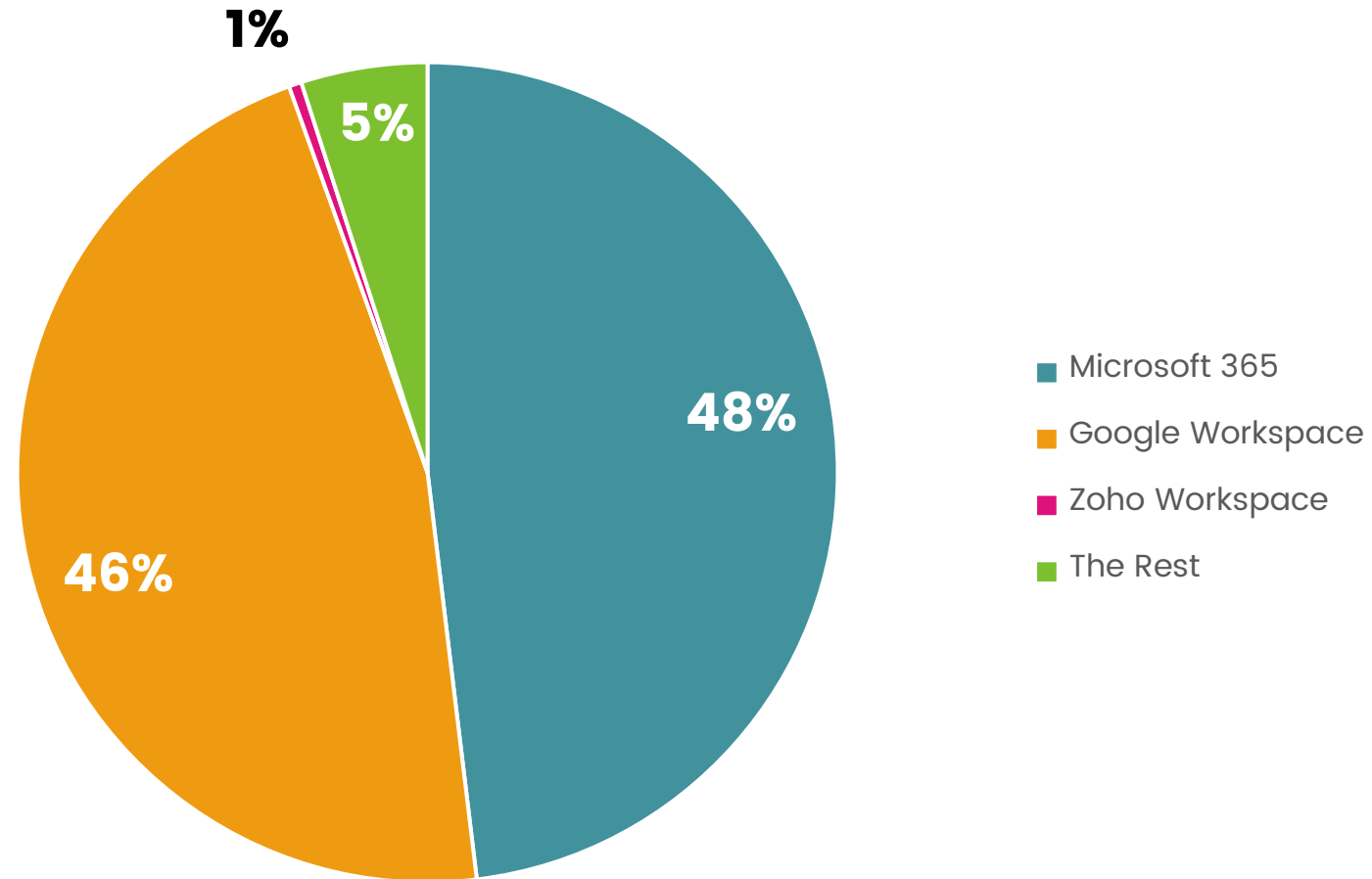Google Workspace for Nonprofits – free for Charities

- 30 GB of storage per user

Productivity suites

Productivity Suites Market Share

Microsoft 365: 48%
Google Workspace: 46%
Zoho Workspace: 1%
The Rest: 5%

Productivity Suites/Collections

- Microsoft 365 (the original)

- Google Workspace (main competitor of M365)

- Zoho Workplace (free plan for 5 users)

- LibreOffice (free and open-source, not SaaS)

✅ **- maybe choose an on-line service people are familiar with**

Microsoft 365

The most popular productivity suite including

Word, Excel, PowerPoint, OneDrive, OneNote, Outlook, Planner, Sharepoint, Forms, Lists, Publisher and Access, which can be used across PCs, Macs, tablets, and mobiles.

Compare Microsoft 365 Nonprofit Plans

Microsoft 365 Licenses

Microsoft 365 Business Basic

- Free for up to 300 users (not volunteers)

- Includes web and mobile versions of Microsoft 365 apps

- 1 TB of cloud file storage per user

Microsoft 365 – Licenses

Microsoft 365 Business Standard

- Costs £2.50 per user per month

- Everything in Business Basic

- Plus desktop versions of Microsoft 365 apps

- Webinar hosting in Teams

- Customer appointment management

Microsoft 365 – Licenses

Microsoft 365 Business Premium

- Free for up to 10 users (not volunteers)

- Costs £4.50 per user per month for additional users

- Everything in Business Standard

- Plus advanced security features, cyberthreat protection, and advanced device management

Productivity solutions for Nonprofits

Explore how Microsoft 365 with Microsoft Teams can help your nonprofit improve cybersecurity, reduce costs, and empower staff and volunteers to work from anywhere.

See plans and pricing

Find out if your organization qualifies >

Microsoft 365 Business Premium grant

Microsoft 365 with Microsoft Teams can help your nonprofit improve cybersecurity, reduce costs, and empower staff and volunteers to work from anywhere.

Learn more >

Google Workspace

Productivity suite including:

Gmail, Sheets, Docs, Slides, Forms, Contacts, Calendar, Meet, Chat and Drive for storage

Compare Google Workspace non-profits offerings

Google Workspace for non-profits

- Free

- Gmail, Doc, Sheets etc

- 100 participant video meetings

- 30 GB cloud storage per user

- Security and management controls

Google Workspace Business Standard

- £2.50 per user per month (79% discount)

- 150 participant video meetings

- 2TB cloud storage per user

- Security and management controls

- Standard support

Google Workspace Business Plus

- £4.20 per user per month (76% discount)

- 250 participant video meetings

- 5TB cloud storage per user

- Enhanced security and management controls, + Vault, advanced endpoint management

Google Workspace Essentials Starter

Free with using your current work email address:

- Calendar
- Drive – 15GB per user
- Docs
- Sheets
- Slides
- Meet
- Chat

Designed to be used if you already have email

Be more collaborative, productive, and efficient with Google Workspace for Nonprofits

How to register with Charity Digital

- Provide some basic information about your charity

- Verify your charity status by uploading a copy of your registration document

- Once registered, you can browse the catalogue of software products and apply for the ones that suit your needs

Charity Digital - Home

Have we answered the question you had at the beginning?

What questions do you have about other digital tools for your work?

Thanks for listening

Kate White

info@superhighways.org.uk

www.superhighways.org.uk

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