

# Transitioning to Cloud Computing

## Comparison of Google and Microsoft services

Data compiled with a Hub01 agent

	Gsuite	Office 365
Cost	<ul style="list-style-type: none"> <li>• Free for non-profits</li> </ul>	<ul style="list-style-type: none"> <li>• Microsoft Business 365 Essential free for non-profits</li> <li>• Microsoft Business 365 Premium approx. \$3.80/month/user</li> </ul>
Cloud storage included	<ul style="list-style-type: none"> <li>• 30G per user</li> <li>• Does not include Google file formats</li> <li>• Includes emails</li> </ul>	<ul style="list-style-type: none"> <li>• 1,000 GB per organization</li> <li>• 10 GB per licence</li> </ul>
Sharing	<ul style="list-style-type: none"> <li>• Within the organization: define shared drives according to user groups that require access to them</li> <li>• Sub-folders cannot be shared independently</li> <li>• Documents can be shared independently</li> <li>• Drives and documents can be shared with people outside of the organization</li> </ul>	Same
Office suite	<ul style="list-style-type: none"> <li>• Email messaging</li> <li>• Document storage</li> <li>• Word processing</li> <li>• Spreadsheets</li> <li>• Slide presentations</li> <li>• Calendar</li> <li>• Surveys/forms</li> <li>• Instant messaging</li> <li>• Videoconferencing</li> <li>• Project management</li> <li>• Task manager</li> <li>• Etc.</li> </ul>	Same
File formats	<ul style="list-style-type: none"> <li>• Google</li> <li>• Proprietary</li> <li>• Compatible with currently used office suites (Microsoft, Open Office)</li> <li>• Conversion to Microsoft or other format is required (done automatically during export)</li> </ul>	<ul style="list-style-type: none"> <li>• Microsoft</li> <li>• Proprietary</li> <li>• Same format, locally or in the cloud (i.e., .docx)</li> <li>• Compatible with Google environment</li> </ul>
Synch with office	Possible with <a href="#">Drive File Stream</a>	Possible with an extension

Offline work	<ul style="list-style-type: none"> <li>• On your computer or device: possible with Drive File Stream</li> <li>• With Chrome Navigator: possible with an extension</li> </ul>	<ul style="list-style-type: none"> <li>• On your computer or device: same file format in cloud or on computer</li> </ul>
Integration with third-party apps	Very easy	Less easy
File saving	Automatic on Google servers	Automatic on Microsoft servers
Security	Access issues arbitrarily restricted by Google (i.e., attempt to connect to a new device can be blocked)	Access issues arbitrarily restricted by Microsoft (i.e., attempt to connect to a new device can be blocked)
Other available products	<ul style="list-style-type: none"> <li>• Google Ad Grants</li> <li>• Google Analytics</li> <li>• YouTube</li> </ul>	