

Open



Your guide to optimising your Microsoft 365 costs

Optimising your Microsoft 365 license spend requires a thorough understanding of your organisation's current license usage and needs, careful evaluation of subscription plans, utilisation of usage analytics, planning for growth and change, and working with licensing experts. By taking these steps, you can ensure that you're getting the most value from your Microsoft 365 licensing spend.



Microsoft 365

Kick-start your optimisation journey

Keep reading to find out how else you can optimise your spend.

It's important to have a clear understanding of your current license usage, including how many licenses you have, which applications are being used, and how often they are being used. This can help you identify areas where you may be over- or under-licensed, and make informed decisions about which licenses to maintain, reduce, or remove.

Find and Remove License from Inactive Users:

Users: If your organisation doesn't follow 'disabling former employees' accounts,' you can identify them using the users' last active time or last logon time. You can also find the inactive users still consuming Microsoft 365 licenses.

Re-harvest/gain licenses from Former Employees:

Most organisations block former employees' access by disabling their accounts. Disabling access will not remove the license from users. So, admins need to identify disabled users, who still consume the Microsoft 365 license.

Identify Shared Mailboxes with Licenses:

Generally, shared mailboxes don't require a license until the storage size exceeds 50 GB, litigation-hold disabled, or in-place archiving disabled. So, Admins can remove licenses from shared mailboxes which fall under this category.



Reclaim Licenses from Deleted Users:

Users: To optimise license usage, admins should determine whether any deleted users still hold M365 licenses. These can then be assigned to newly onboarded users without the need to purchase new licenses.

Duplicate licenses:

Identify users that have duplicate licenses such as an O365 license with a M365 license.

Activation optimisation:

If there are licenses that are assigned but have not been used there may be potential for license downgrading.

Kick-start your optimisation journey



Identify user roles and needs

Different users have different needs, and not all users require the same level of access to Microsoft 365 applications. For example, some users may only require email access, while others may require full access to applications like Excel and PowerPoint. Identifying user roles and needs can help you optimize your licensing by allocating licenses to users based on their actual usage.



Tagging

Utilising the Quantum 365 Tagging engine can provide greater insights into spend and usage across different business units. This can be synced to on premise and Azure Active Directory.



Consider subscription plans

Microsoft 365 offers a range of subscription plans with varying features and pricing, including Business Basic, Business Standard, Business Premium, and Enterprise plans. Evaluating the specific needs of your organisation and selecting the appropriate subscription plan can help you optimize your licensing spend.



Leverage usage analytics

Microsoft provides usage analytics to help you understand how your users are using Microsoft 365 applications. This can help you identify underutilised licenses, so you can reallocate them to users who need them more. Additionally, usage analytics can help you identify which applications are being used most frequently, so you can ensure you have enough licenses for those applications.

Kick-start your optimisation journey



Plan for growth and change

As your organisation grows and changes, your licensing needs will also change. It's important to regularly evaluate your licensing needs and adjust your licensing accordingly. This can help you avoid unnecessary costs and ensure that your licensing aligns with your current and future needs.



Work with a licensing expert

If you're not sure how to optimise your Microsoft 365 licensing, or if you want to ensure that you're getting the best value for your licensing spend, consider working with Bytes and our team of licensing experts. We can help you evaluate your current licensing, identify areas for optimisation, and make strategic decisions to reduce costs without compromising productivity.



Consider Tenant-level Services

A tenant-level service is an online service that when purchased for any user on the tenant (standalone or as part of Office/Microsoft 365 plans) is activated in part or in full for all users on the tenant. While in these cases some unlicensed users may technically be able to access the service, a license is still required for any users that you intend to benefit from the service.

Do More with Less

Keep reading to find out
how Bytes can help

A new **Total Economic Impact™ of Microsoft 365 E3 study** by Forrester Consulting, commissioned by Microsoft, found that adopting Microsoft 365 E3 saved composite organisations \$1,500 per user per year, with a return on investment of 205% and a payback period of less than three months. The report details three ways organisations can reduce cost and complexity with Microsoft 365:



1. Eliminate redundant solutions.

Moving to Microsoft 365 E3, the composite organization can cut licensing spending by an average of \$55 per user per month - a 60% reduction in per-user licensing costs - while also reducing device spending by another 23%. We've heard from IT leaders about the redundant and overlapping solutions they've been asked to support over the last two years.

[This latest study](#) shows how Microsoft 365 can help free you to cut redundant licenses for products across communications, chat and collaboration, file sharing, endpoint management, email, storage, mobile device management, identity and access management, information protection and labelling, and endpoint protection.



2. Simplify IT management.

Moving to Microsoft 365 E3, the composite organization can reduce time spent deploying and managing new software by 25% using [Microsoft Azure Active Directory](#) and [Microsoft Intune](#), decrease endpoint configuration times by 75% by using [Windows Autopilot](#), reduce the time required to set up a user on a new endpoint by 75% by leveraging Microsoft's modern application stack, and eliminate 15% of help desk tickets while reducing time to resolve remaining tickets by another 15%.



3. Protect and support a digitally connected, distributed hybrid workforce.

Finally, moving to Microsoft 365 E3, the composite organization can save users an average of 60 hours per year through improved productivity. Other benefits included reduced travel and related expenses by 25%, as well as a substantial reduction in the risk of a security breach using granular Conditional Access policies, detailed and integrated security logs, multifactor authentication, and the overall security of Azure.

How Bytes can help you

Quantum 365

With Quantum you'll receive full visibility of your desktop estate. View user activity, eliminate wasted licenses, take advantage of spend forecasting and improve ROI by identifying licenses with no usage.



Commercial Advisory Service

CAS is a service designed to ensure that your technology agreements align with your IT strategy. Our consultants will assess your current situation and future procurement plans, before building a better commercial approach to support your strategic aims. CAS is effective during contract renewals, new technology purchases, digital transformation programs and cloud migration.



Our licensing expertise

Within our business we have over 150 members of staff qualified as Microsoft Certified Professionals (MCP) and Microsoft Certified Technology Specialists, who are experts in licensing, software asset management and technology, so you can get the best advice at every moment.



Transaction expertise

Ability to transact all licensing agreements to suit an organisations requirement, from CSP through to Enterprise Agreements and everything in between.



ACM service

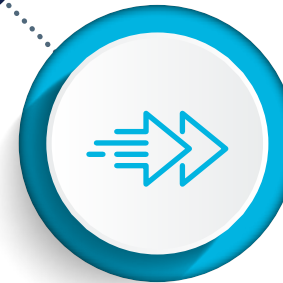
Our Adoption & Change Management service helps your organisation to embrace change, whilst ensuring technology is deployed successfully and staff have the skills necessary to take full advantage of each solution.

You'll gain the expertise and assistance required to rollout digital change across your organisation, which will result in greater efficiency, productivity, success and growth.



Microsoft FastTrack

Designed to help you make a smooth transition to Microsoft 365. Providing your business with a full suite of best practices, tools, remote assistance and resources. FastTrack can help you at any stage of your journey you're at, whether you're planning initial rollout, onboarding additional users, migrating existing data or driving end-user adoption.



[Listen to our latest podcast to find out more.](#)



Smarter with 365

SMARTER WITH 365

Accelerate your journey to the Microsoft cloud with Bytes. From Teams Voice, E5 Security, and Windows 11, to Endpoint Management and Viva - we've got you covered!

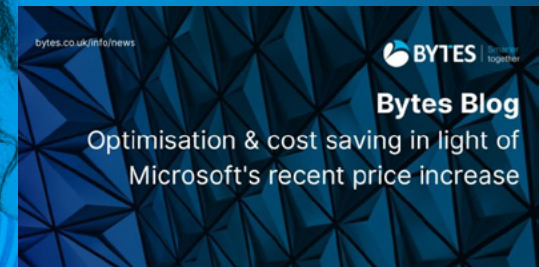
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