

## OfficeTech Managed Services by GNS

This list highlights GNS's expertise in Microsoft 365 enterprise and email services, data backup and archiving, and overall IT management for firms with traditional offices as well as those who operate in modern, hybrid/remote environments. GNS utilizes solutions from leading vendors that fulfill specific technology needs and integrates these into a comprehensive technology platform to provide a best-of-breed IT services solution.

<b>Account Management</b>	Initial Microsoft 365 account setup and ongoing account management.
<b>Network Management</b>	Design, implement and maintain secure office networks with the procurement and installation of enterprise level firewalls, switches and wireless access points.
<b>Server Management</b>	Remote maintenance of physical and virtual servers, including performance monitoring, DBA services, and application support.
<b>Workstation Deployment</b>	Provision, set up, and actively manage desktops and laptops for end-users.
<b>Migration Services</b>	Expert migrations from third-party services (e.g. Google Workspaces) to Microsoft 365 email, SharePoint, and OneDrive as well as to and from on-premises environments, GNS cloud, AWS, Azure and Google Cloud.
<b>Email &amp; Collaboration Tools</b>	Deploy and manage Microsoft 365 enterprise solutions (E3/E5) including Teams, Word, Excel, PowerPoint and other productivity applications.
<b>IT Help Desk</b>	Responsive troubleshooting of hardware, cybersecurity, software, and connectivity issues with <b>24x7x365</b> support available.
<b>Email Archiving</b>	Implement email retention policies and secure archiving solutions to comply with regulatory requirements.
<b>Document Archiving</b>	Configure and maintain secure archiving for documents using Microsoft 365 OneDrive, SharePoint, and other tools.
<b>Proactive Maintenance</b>	Perform regular updates, patches, and health checks on all IT systems.
<b>Cloud Services Integration</b>	Integrate and manage public cloud solutions to ensure optimal efficiencies.
<b>VoIP Telephone Service</b>	Implement and manage VoIP systems for seamless voice communication with office handsets and mobile phones.
<b>IT Asset Management</b>	Maintain hardware and software inventories for optimal use.
<b>Office IT Buildout/Relocation</b>	Plan and execute seamless physical office implementations including low voltage cabling, network provisioning, environmental monitoring and physical security.
<b>Cybersecurity Services</b>	Deploy antivirus solutions, firewalls, and endpoint protection to safeguard data. Provide penetration testing and vulnerability scanning. Implement email threat detection and end-user awareness training.
<b>Backup/Disaster Recovery</b>	Configure automated backups and create recovery plans for all data.
<b>Ransomware Protection</b>	Implement and maintain a comprehensive, tamper-proof ransomware protection program.
<b>Mobile Device Management</b>	Enforce security policies and manage access for employee laptops and cellular phones.
<b>vCISO Services</b>	Full virtual CISO service package to implement and maintain a comprehensive security management program.