



⚙️ How Microsoft Office G3 fits into your cybersecurity and compliance plan

For Arkansas municipalities, Act 929 and the coming state cybersecurity initiatives expect cities to:

- use a **.gov domain** for legitimacy and trust,
- **protect sensitive data** (citizen info, court data, HR files),
- **apply multi-factor authentication** and secure devices, and
- **retain and audit communications** properly.

➡️ The **G3 license** checks all those boxes.

An “email-only” license (Exchange Online Plan 1 or 2) doesn’t give you Teams, OneDrive, Intune, or Defender — meaning you’re missing critical tools for collaboration, security, and compliance.



Example: What happens if you choose “email only”

- You get a mailbox — but **no** Word/Excel apps, **no** Teams, **no** OneDrive/SharePoint, **no** device management.
 - Files end up on desktops or USB drives — not backed up, not compliant.
 - No centralized MFA or device policies — insurance and state requirements unmet.
 - You’d have to bolt on several other tools (Dropbox, Zoom, antivirus, etc.), which ends up **costing more** and being less secure.
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Bottom line

“G3 is the minimum standard for any city employee who handles documents, email, or citizen data. It’s not just about sending mail — it’s about working securely, collaborating effectively, and meeting government cybersecurity and compliance.

Microsoft 365 Government G3 — What’s Included

G3 is a **complete productivity and security suite** for government users. It’s designed for cities, counties, courts, and other agencies that must balance ease of work, collaboration, and compliance with state and federal security requirements.

Productivity & Office Apps

Included desktop, web, and mobile apps:

- Word
- Excel
- PowerPoint
- Outlook
- OneNote
- Access (Windows only)
- Publisher (Windows only)

Why it matters:

Staff can work on city documents, budgets, and forms both offline and online with automatic updates and cloud storage integration. No more juggling software versions or file confusion.

Email, Calendar, and Contacts

Exchange Online Plan 2

- 100 GB mailbox per user
- Shared mailboxes and calendars
- Built-in anti-spam and malware protection

- Archiving and retention features
- Supports custom .gov domains

Why it matters:

Your city's email becomes professional and compliant — “@CityName.AR.gov” — with enterprise-grade uptime and data security.

 **File Storage & Collaboration**

OneDrive for Business

- 1 TB per user for secure cloud file storage
- Sync to desktop for offline access

SharePoint Online

- Team sites, document libraries, and intranets

Microsoft Teams

- Chat, video meetings, screen sharing, calls
- File collaboration tied directly to OneDrive and SharePoint

Why it matters:

Departments can share council packets, ordinances, police reports, or HR documents safely — with access control, no public file links, and automatic backups.

 **Security & Identity**

Microsoft Entra ID (Azure AD)

- Multi-Factor Authentication (MFA)
- Conditional Access
- Single Sign-On (SSO) across apps

Intune Device Management

- Manage and secure PCs, laptops, and mobile devices
- Enforce encryption and screen-lock policies
- Remotely wipe lost or stolen devices

Microsoft Defender for Office 365 Plan 1

- Anti-phishing and anti-malware protection
- Safe Links and Safe Attachments
- Real-time threat detection

Why it matters:

These tools are what meet cyber-insurance requirements and align with Arkansas Act 929's focus on strong cybersecurity controls.



Compliance & Data Protection

- **Data Loss Prevention (DLP)** for email and files
- **eDiscovery** and legal hold tools
- **Retention Policies** for records management
- **Customer Lockbox** (optional add-on)
- U.S. Government-only cloud environment (GCC)

Why it matters:

City records, emails, and files are stored in a U.S.-only government cloud and can be retained according to public-records laws.










Reporting & Insights

- **Power Automate** for workflow automation
 - **Power Apps** for low-code forms or data collection
 - **Power BI Pro** (in G5 upgrade, optional add-on)
 - Audit logs and security reports in the admin center
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Licensing Summary

Feature Category	Included in G3	Notes
Office desktop/web apps		Always-up-to-date versions
Email & Calendar		100 GB mailbox w/ archiving
Teams collaboration		Chat, calls, meetings
OneDrive & SharePoint		1 TB storage per user
Endpoint & Identity Security		Entra ID + Intune + Defender P1
Compliance Tools		DLP, retention, eDiscovery
Advanced Security (Defender P2, etc.)	 Upgrade to G5	Optional for high-risk orgs