



2025

**Want to know how to
elevate your non-
profit potential with
technology?**

Contents

3	Summary
4	Optimising M365 for maximum impact
5	The game changer for productivity and efficiency
6	Effortless efficiency with Copilot
7	What is Cyber Essentials?
8	Nebula's Cyber Advisors
9	How tech can help with fundraising
10	How do gap reports work
11	Bridging the gap
12	Stay in touch





At the heart of every charity is a mission to create **positive change**.

Limited budgets, remote teams, and the constant need to demonstrate impact can make it challenging to reach those goals.

Imagine having a partner that simplifies your operations, boosts your outreach, and secures your data – all while being **affordable**, **flexible** and **easy**. That's exactly what Microsoft 365 is all about.

This guide is designed specifically for **non-profit organisations**. We will walk you through how Microsoft 365 offers practical tools, how it eliminates common everyday struggles in the workplace, and how you can get the most out of your existing technology.

Learn how to leverage technology using what you **already have**.

With Microsoft 365, you can organise and collaborate effortlessly using familiar apps like Word, Excel, and Teams. Features like cloud storage in OneDrive ensure your files are accessible from anywhere, while real time co-authoring in Office apps makes teamwork seamless. Tools like Power Automate can help you create automated workflows, reducing manual effort in repetitive processes.

When paired with AI solutions like Copilot, you can supercharge your productivity. Copilot integrates with apps like Word, Excel, and Outlook to draft content, analyse data, and summarise emails, enabling you to focus on high-value tasks. By fully exploring these tools, you can amplify your efficiency without needing additional resources or software.

It's all about exploring the capabilities of what you already have to **work smarter, not harder!**

Optimising M365 for **maximum** impact

1. Train your team

Your staff and volunteers are valuable assets. When equipped with the right skills, this ensures they are able to use Microsoft 365's tools most effectively.

Focus on what matters most: Show your team how to use core applications like Outlook, Teams, OneDrive, and Excel.

Easy online training: Microsoft has a large range of free videos and guides to help everyone learn, regardless of skill level. Explore the Microsoft Learn platform to find tailored courses!

Role based training: Customise any training based on roles. For example, finance teams can learn advanced Excel, while marketing teams focus on SharePoint and Powerpoint.

2. Automate small tasks

Admin tasks can take a significant amount of time and resources, which could otherwise be directed to your core mission as a non-profit! Power Automate, a tool within Microsoft 365, simplifies workflows by automating these repetitive tasks. Some of these examples would be auto-generating thank you emails after receiving contributions, setting up reminders for application deadlines, or automatically organising files in sharepoint based on tags or names.

3. Regularly review security settings

Keeping donor and beneficiary data safe is absolutely non-negotiable. Microsoft 365 provides advanced security features, but they're only effective when actively managed.



Grants and discounts for non-profits

Microsoft offers substantial discounts and grants to non-profits through its Tech for Social Impact program. These include free licenses (Business Premium licenses at no cost for up to 10 users), Azure credits for website hosting or running cloud-based applications, and free tools such as Microsoft's Fundraising and Engagement app to manage donor relationships.

4. Enable Multi-Factor Authentication (MFA)

Limit access to sensitive files based on user roles or locations, and enable Data Loss Prevention (DLP) policies to prevent sensitive information from being shared accidentally.

5. Maximise fundraising potential with Teams

Teams isn't just for internal communication. It can also power outreach efforts such as assisting with virtual fundraisers, collaborative campaign planning and engaging volunteers via training sessions, ensuring everyone is connected and motivated.

The game changer for **productivity**

A fundraising team automated their donor acknowledgement emails, saving hours of manual effort and allowing staff to focus on **outreach!**



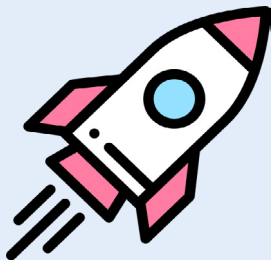
Cost effective solutions:

Every penny counts when you're working for a cause. Microsoft 365 understands this and you can expect free and discounted plans tailored for non-profits.



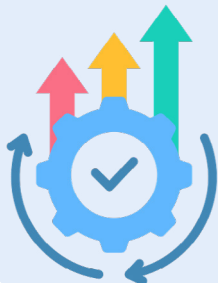
Collaboration made simple:

Many non-profits rely on volunteers and staff working from different locations. Staying connected is vital, and Microsoft 365 makes this effortless with Teams, Sharepoint and OneDrive.



Scalability and flexibility:

As your organisation grows, so does Microsoft 365. Designed to scale alongside you, whether it's onboarding volunteers or expanding to new locations. Its simple to adjust!



Improved productivity and automation:

when time and resources are limited, efficiency becomes essential. Microsoft 365 allows you to work smarter, not harder, with Planner and Power Automate.

Effortless efficiency with Copilot

By handling repetitive tasks like drafting emails, creating reports, and summarising documents, Microsoft Copilot frees up valuable time for staff and volunteers. For example, it can take the hassle out of writing grant applications, giving your team more space to focus on running programs and helping the people you serve.

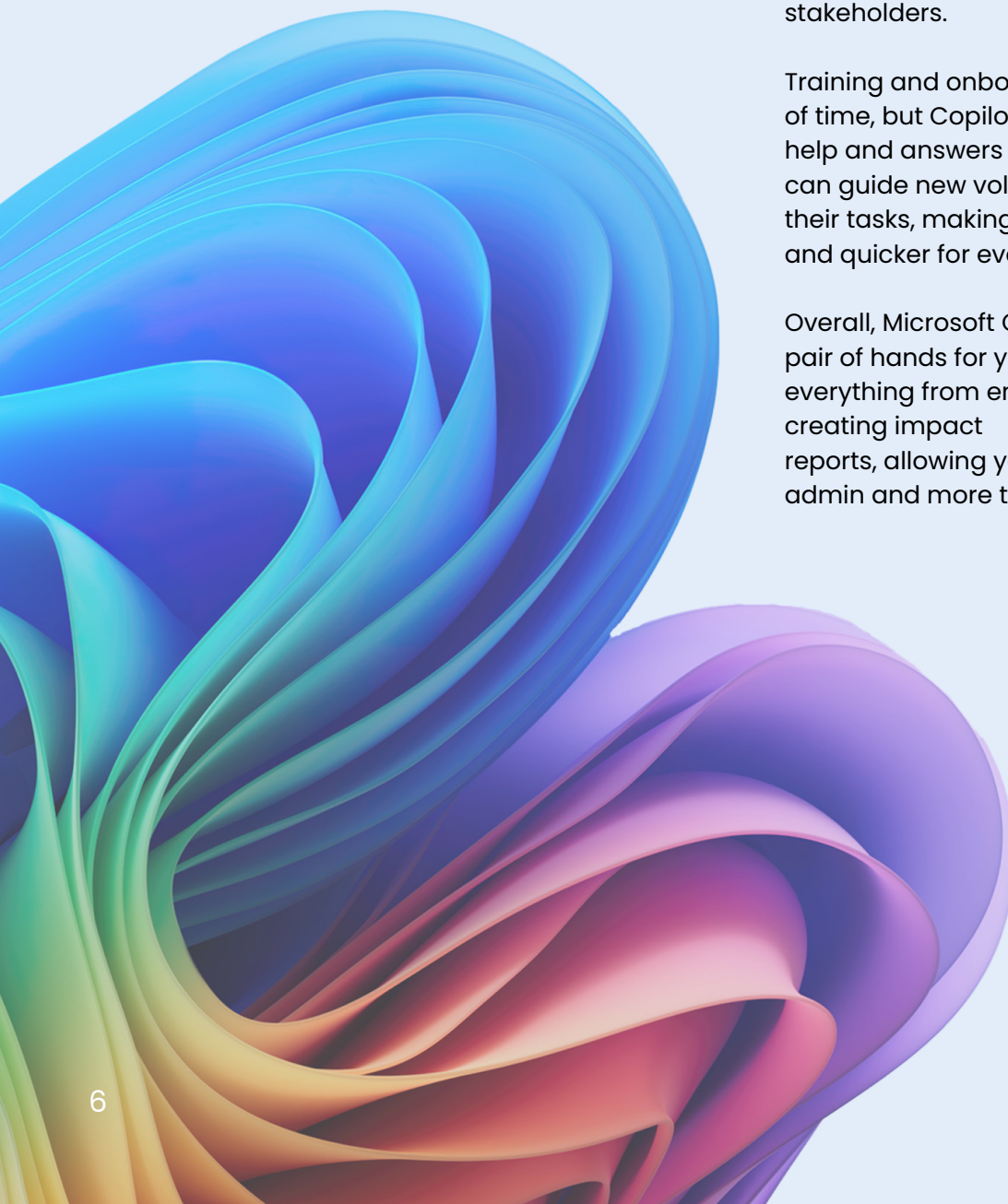
Engaging donors and volunteers is a top priority for most charities, and Copilot makes this easier by personalising communications like thank-you emails, identify trends in donor activity, and even suggest creative content for social media posts.

Collaboration, especially for teams spread out across different locations, can be a challenge. Copilot makes it simple. It can summarise key points from meetings, highlight important updates in team chats, and quickly answer questions about shared documents. Global charities have used these features to keep everyone on the same page, avoiding delays and making their work more efficient.

Copilot is also great for helping charities show the impact of their work. It can pull together data to create clear, compelling reports that highlight how donations are being used and what's being achieved. This is especially useful when applying for grants or reporting back to donors and stakeholders.

Training and onboarding can take up a lot of time, but Copilot is able to provide instant help and answers to common questions. It can guide new volunteers or staff through their tasks, making the process smoother and quicker for everyone involved.

Overall, Microsoft Copilot is like an extra pair of hands for your charity, helping with everything from engaging supporters to creating impact reports, allowing you to spend less time on admin and more time changing lives.



What is Cyber Essentials?

Cyber Essentials is a **simple, government-backed certification** that helps businesses protect themselves from common cyber threats. It focuses on five key areas: secure internet connections, protecting devices and software, controlling access to data, keeping systems up to date, and using strong passwords. By achieving the Cyber Essentials certification as a non-profit, an organisation can show that it has basic security measures in place to safeguard against cyberattacks, and **stand out from the rest!**

Level one

Independently verified self-assessment



Cyber Essentials works through a self-assessment questionnaire. Organisations answer questions about their employees, devices, and work setup.

They also respond to questions about five key security areas: user access, device settings, software updates, firewalls/routers, and malware protection.

A senior manager or board member must review and approve the answers, which are then checked by an independent assessor.

Level two

Technical audit of IT systems



The Cyber Essentials verified self-assessment is the first step before you can apply for Cyber Essentials Plus.

While both certifications have the same basic requirements, Cyber Essentials Plus includes a technical audit of your IT systems to confirm that the security controls are properly in place. This gives extra confidence that you're following the rules.

The audit checks a sample of user devices, all internet connections, and servers that are accessible from the internet.

Nebula's **Cyber Advisors**

UK small businesses are targeted with **65,000** cyber-attacks per day. And over 4,500 of these attacks are successful.

Our cyber advisors at Nebula are experts, here to help you understand where cyber risks lie, find the software and hardware solutions that are suitable for your situation and budget, develop a cyber security culture in your business that filters from the top down, and drive good practice across the whole organisation.

Assured Service Provider

Being designated as an NCSC Assured Service Provider is a reflection of our **dedication** to the rigorous cybersecurity standards set by the NCSC. This recognition certifies that we are fully equipped to deliver services that meet, and often exceed, the NCSC's high expectations for security and resilience in the face of cyber risks.

Clients can have complete confidence that their data is protected by NCSC-vetted practices and technologies. We are extremely proud of this accomplishment and what it signifies for both our clients and our team.

For non-profits, this certification offers an added layer of reassurance. With limited resources often available for cybersecurity, partnering with an NCSC Assured Service Provider ensures that non-profits have access to the highest levels of protection, reducing the risk of cyber threats and enabling them to focus on their mission. It also helps boost trust with donors and stakeholders who expect strong data security.

As we continue to evolve, we remain dedicated to upholding these standards, further enhancing our security capabilities, and delivering services you can **100% trust**.



How tech can help with fundraising

Data isn't just about numbers – it's about understanding your supporters, telling compelling stories, and making smart decisions. With the right technology, your non-profit organisation can use data to raise more funds, save time, and stay secure.

How tech can make fundraising easier

Imagine knowing exactly which donors are most likely to give and when they are most engaged. With data-driven tools, nonprofits can identify trends, personalise outreach, and create fundraising campaigns that connect emotionally with supporters. Instead of guessing what works, you can use real insights to drive donations.

Using data and tech to tell a powerful story

People give when they feel connected to a cause. Data helps you craft compelling stories by showing the real-world impact of your work. By analysing past donations, engagement, and success stories, you can share powerful narratives that inspire generosity. Whether it's through personalised emails, social media, or video campaigns, technology helps you reach the right people with the right message.

Fundraise smarter, not harder

With AI and data-driven tools, we make it easy to track donor engagement, manage campaigns, and protect sensitive information – so you can focus on making a difference.



Let's help you bridge the gap!

Running a non-profit or charity comes with enough challenges – technology and digital safety shouldn't be one of them! At Nebula IT, we want to make sure your IT setup is actually helping your organisation to thrive, not just as a one off, but ongoing. We are able to offer a tailored, detailed gap report, where we take an honest and thorough look at your systems, security, and understand how processes are working for you.

We'll go through everything, from data security to day-to-day efficiency, and help you spot any gaps that might be costing you time, money, or peace of mind. Our friendly advisors can organise a no obligation discovery call with you to discuss where you are now with your IT, and where you could be, to ensure you're getting the best value out of your system.

Maximising your potential
starts [here](#)



How do Gap Reports work?

Simply put, a Technology Gap Report helps non-profits/charities to identify any **weaknesses** in their current technology setup and find the best opportunities for **improvements**.



1. Identify weaknesses

Highlights areas where technology infrastructure, software, or digital skills are lacking.



2. Assess current capabilities

Evaluates how well existing technology aligns with business or operational goals.



3. Improve efficiency

Helps streamline operations by identifying outdated or inefficient systems that need upgrading or replacing.



4. Enhance security & compliance

Ensures technology meets industry standards, regulatory requirements, and cybersecurity best practices.



5. Aid in strategic planning

Supports decision-making for future investments in IT, cloud solutions, cybersecurity, and digital transformation



6. Optimise budgeting & resources

Guides resource allocation to prioritise the most impactful technological improvements.

Stay in touch!

We'd love to stay in touch. If you found this eBook helpful, if you have any questions about anything you've seen, or simply would like to enquire about any of our other services, feel free to reach out.

Book a discovery call

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