



What is Office 365?



Microsoft Office



Word



Excel



Outlook



OneNote



PowerPoint



Publisher

Every device

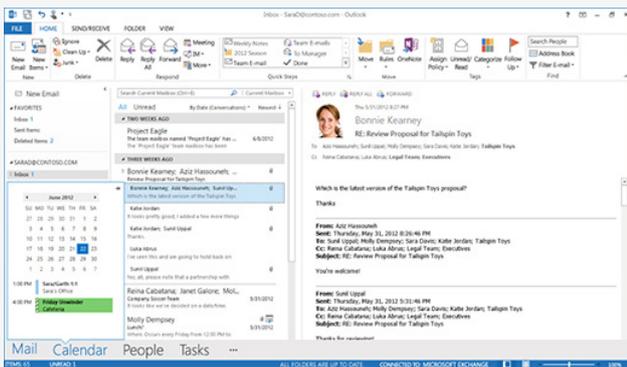
Stay productive, even on the go. Install Office on up to 5 PCs or Macs plus 5 tablets plus mobile devices. Access, edit, and view on iPhones, Android phones, and Windows Phones.

Always up to date

With Office 365 you always have the latest versions of Word, Excel, PowerPoint, Outlook, OneNote and Publisher whether offline or online. Work together in real time and maintain the IT control you need, without compromise.

Every document

Your personalised Office goes where you go. Office links you to your files from virtually anywhere, and your personalised settings roam with you, no matter what device you're using.



Advanced Email

The gold standard in email productivity

Get business email, contacts and more on your PC, phone, and web browser through Office 365. Take advantage of the most advanced Outlook yet, powered by Microsoft's globally redundant Exchange servers. Stay protected by anti-malware, anti-spam filters and 24/7 IT-level phone support.

All your emails

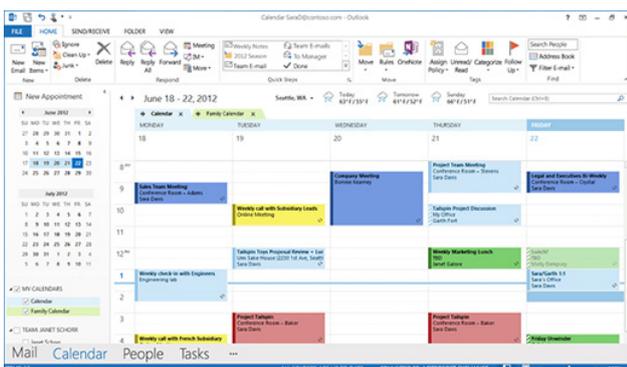
Keep important data in one place. Office 365 gives each user a 50GB mailbox, meaning your employees save time and have the flexibility to retain email or move items to an In-Place Archive. With powerful retention policies, you can take control of your storage and compliance demands while keeping your users productive.

All your contacts

Keep your contacts in sync across every device, website and application. Office 365 gives you instant access to the most up-to-date contact details and social feeds for the people around you. Keep your contacts safely secured in the cloud and instantly wipe them from lost or stolen devices.

All secure

Exchange Online actively protects your communications with built-in defences against viruses, spam, and phishing attacks. Office 365 can identify, monitor, and protect sensitive data through deep content analysis and inform users about policy violations before they occur.



Shared Calendars

Office 365 makes it easy to organise your day and stay connected on the go. Calendars stay up-to-date across every device and allow others within the organisation to see your availability. Accept and respond to meeting invites with one click, and share synchronised minutes and notes for every meeting.





Collaboration

Skype for Business

Connect on the go or create, moderate, and join pre-planned meetings. Communicate using real-time presence, instant messaging, audio, video, screen sharing and virtual whiteboards. Let customers participate in your conference calls even if they are not Office 365 or Skype for Business customers.

Presence

Get real-time availability, status, photos and location information with enhanced instant messaging to connect efficiently and effectively. Make voice calls through your computer to other users inside or outside your organisation using Lync or Skype.

HD Video conferencing & sharing

Host online meetings with audio and video using one-click screen sharing and HD video conferencing. Invite up to 250 attendees inside or outside your organisation on the fly, or send out a meeting request with one-click from Outlook.

Skype for Business + Skype

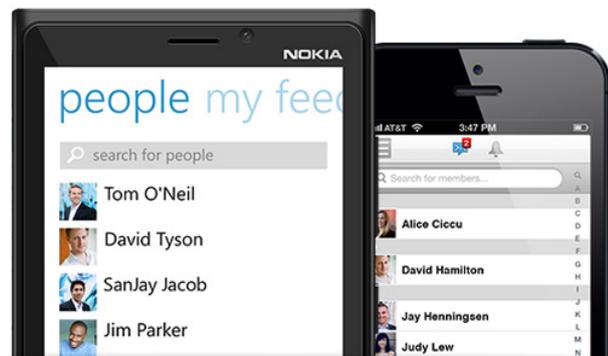
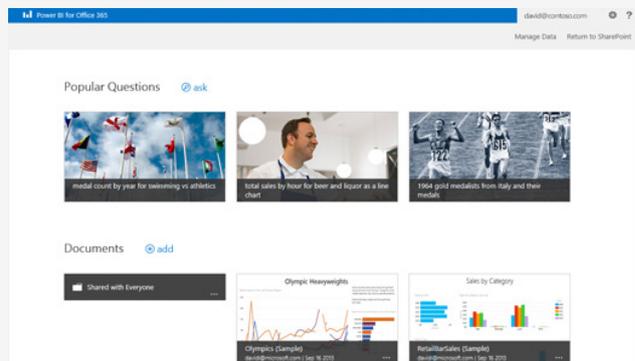
Your address book just got bigger. Skype for Business – Skype connectivity gives your users the ability to communicate with hundreds of millions of Skype users worldwide. Take advantage of the global reach of Skype to connect with suppliers, customers, and partners while still relying on the enterprise richness of Skype for Business.

SharePoint & OneDrive for Business

Share and store in the cloud

Keep everyone working together, wherever they happen to be. Collaborate on documents in real time with teammates, share reports with business partners, back up your files to the cloud and connect with customers on the web. Conveniently add, respond to, and track comments so everyone stays in the know.

Plus every user gets 1TB of storage in the cloud with OneDrive for Business.



Get Social

Yammer

Used by 85% of Fortune 500 companies, Yammer is the private social network that helps you and your company stay on top of it all. Get connected to the right people, share information across teams and organize around projects so you can go further and faster.