



# OFFICE 365 FOR BUSINESS

Stay connected on the go



# WELCOME TO OFFICE 365

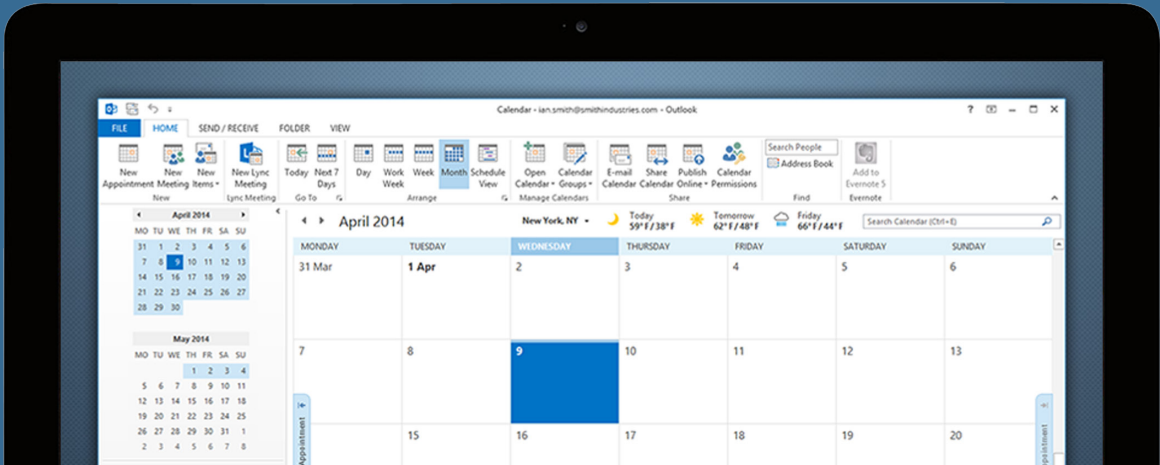
Office 365 is a cloud-based service hosted by Microsoft that brings together familiar Microsoft Office desktop applications with business-class email, shared calendars, instant messaging (IM), video conferencing and file sharing.

In today's business you need technology to be available around the clock and across multiple devices, to make sure that your business

continues to be productive and efficient. Office 365 delivers just that, so that you can then deliver fast, reliable service to your customers.

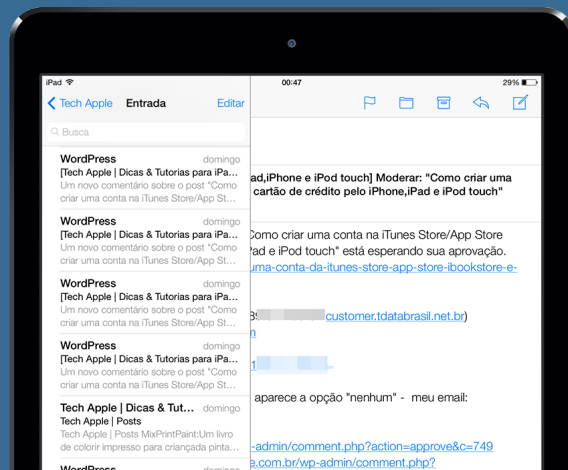
# THE LOW COST SOLUTION...

Because Office 365 is a cloud based solution, you can gain big business benefits for a low monthly cost. What's more, there's no costly set-up fees, expensive upgrades or lengthy set-up times.



# TECHNOLOGY ON DEMAND...

Installation is simple. You can soon be up and running with everything from email, contacts and calendars to web-conferences and file sharing.



# A SOLUTION TO SUIT ALL BUSINESSES...

With Office 365 there are a variety of packages available, all designed to suit different business needs.

## Safe and secure...

Your data is automatically held safely in the cloud so in the event of a power outage, fire or theft you know your data is safe. Furthermore,

you'll have secure access to your documents on virtually any device – including smartphones.



# AVAILABLE PACKAGES

## **OFFICE 365 BUSINESS ESSENTIALS**

- Online versions of Office including Word, Excel, and PowerPoint
- File storage and sharing with 1 TB storage/user
- Business-class email including calendar and contacts with a 50GB mailbox
- Unlimited online meetings, IM and HD video conferencing
- Microsoft Teams
- Corporate social networking

## **OFFICE 365 BUSINESS**

- Full, installed Office applications (Word, Excel, PowerPoint, Outlook, Publisher, and OneNote) on up to 5 PCs or Macs
- Office on up to 5 tablets and 5 phones
- Online versions of Office including Word, Excel, and PowerPoint
- File storage and sharing with 1 TB storage/user

## **OFFICE 365 BUSINESS PREMIUM**

- Full, installed Office applications (Word, Excel, PowerPoint, Outlook, Publisher, and OneNote) on up to 5 PCs or Macs
- Office on up to 5 tablets and 5 phones
- Online versions of Office including Word, Excel, and PowerPoint
- File storage and sharing with 1 TB storage/user
- Business-class email including calendar, and contacts with a 50 GB inbox
- Unlimited online meetings, IM and HD video conferencing
- Microsoft Teams
- Corporate social networking

## **OFFICE 365 PROPLUS**

- Office Suite (Word, PowerPoint, Excel, Publisher, Outlook, OneNote, Microsoft Teams and Access)
- Office on PCs, tablets and phones (on up to 5 per user)
- Office Online (Word, OneNote, PowerPoint, and Excel documents)
- OneDrive file storage and sharing (1TB)
- Rights Management and Data Loss Prevention
- Business Intelligence with visualised data in Excel
- Enterprise management of apps
- Tools to create interactive reports







## **OFFICE 365 E1**

- Business class email, calendars and contacts
- Online conferencing
- Instant messaging and unlimited meetings with Microsoft Teams connectivity
- OneDrive file storage and sharing (1TB)
- Team sites
- Site mailboxes
- Social networking with Yammer
- Office Online (Word, OneNote, PowerPoint, and Excel)
- Sync email, calendars and contacts
- Access SharePoint sites
- Video portal
- Broadcast meetings for up to 10,000 people attending on a browser

## OFFICE 365 E3

- Office Suite (Word, Excel, PowerPoint, Outlook, Publisher, OneNote, Access, and Microsoft Teams)
- Office on PCs, tablets and phones (on up to 5 per user)
- Business class email, calendars and contacts
- Advanced email with unlimited storage, in-place archiving and legal hold
- Document and email access control
- Online conferencing, instant messaging and Microsoft Teams connectivity
- OneDrive file storage and sharing (1TB)
- Team sites
- Social networking with Yammer
- Office Online (Word, OneNote, PowerPoint, and Excel)
- Sync email, calendar, and contacts
- Access SharePoint sites
- Video portal
- Broadcast meetings for up to 10,000 people attending on a browser
- Enterprise management of apps
- Business Intelligence with visualised data in Excel
- Fully compliant solutions
- Rights Management and Data Loss Protection

## OFFICE 365 E5

**Benefit from all of the features of E3, plus enterprise-level security and first-class communication tools from Microsoft Teams**

- Advanced eDiscovery
- Advanced security with Advanced Threat Protection and Customer Lockbox
- Advanced analytics with Power BI Pro and Microsoft MyAnalytics

## OFFICE 365 F1

- Business class email, calendar, and contacts with a 2 GB inbox per user
- Premium anti-malware protection and anti-spam filtering
- Exchange ActiveSync (EAS) support for smartphones
- POP support for email clients
- Corporate social networks
- Access to SharePoint Online sites, Office Online (Word, OneNote, PowerPoint, and Excel documents)

## **OFFICE 365 SHAREPOINT (PLAN 1)**

- App catalogue and Marketplace
- Team sites
- Work management
- External sharing
- Basic, standard and enterprise search
- Content and record management
- Access services
- SharePoint 2013 workflow

## **OFFICE 365 SHAREPOINT (PLAN 2)**

- App catalogue and Marketplace
- Team sites
- Work management
- External sharing
- Basic and standard search
- Content and record management
- E-discovery, ACM and Compliance
- Access services
- Visio services
- Form based application
- SharePoint workflow
- Business connectivity services



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