



## With Office 365, businesses of all sizes can **work easier, work together** and **worry less**.

At its heart is Office itself—the familiar Office applications businesses use everyday—now offered as a cloud service, so it’s always up-to-date.

But Office 365 is also so much more. It provides businesses with the enterprise-grade productivity and collaboration services they need to work easier, work together and worry less.

-  Always up-to-date. Never buy a new version of Office again!
-  Each user can install Office on up to 5 PCs or Macs.
-  Save to the cloud for backup and anywhere access.
-  Use Office on smartphones and tablets.

## Office 365 and the cloud changes how work is done.

**Work easier, from anywhere.** Wherever your people are, online or offline, they can securely get to—and work with—the most up-to-date versions of the files and productivity tools they need to get things done. And they’ll get consistent access and optimized experiences across devices.

**Work better together.** Office 365 includes business-class email, shared calendars, IM, web conferencing, team sites, file storage in the cloud and private social networking. Business users can easily and securely work with colleagues, customers, partners and suppliers real-time, from virtually any device.

**Worry less.** Office 365 provides built-in, enterprise-grade security features and extensive privacy and compliance controls. All services can be securely managed from a single cloud-based console. And Microsoft provides a 99.9% uptime guarantee. Businesses can worry less knowing Office 365 provides the reliability and security features they need to protect their corporate data.

## Get the full Office suite plus business-class productivity and collaboration services.



**Full Office desktop applications** on up to 5 PCs or Macs per user and Office for mobile devices on up to 5 tablets and 5 phones per user. Always up-to-date.



**Secure online file storage and sharing.** 1TB of space in the cloud per user to securely store, backup and easily share documents. Files are accessible from almost any device and can be synchronized to device for offline access. (OneDrive for Business)



**Unlimited online meetings.** Hold online meetings with up to 250 participants with screen sharing, HD audio & video, virtual whiteboards, polls and shared notes. Join from any device with a browser and Internet connection. (Skype for Business)



**Team and project sites.** Create intranet and extranet sites and libraries to support teams and project. Share internally and externally. Connect with others through social feeds, groups and communities. (SharePoint Online)



**Business-class email.** Large, 50GB mailboxes that can send messages up to 150MB in size, with contacts, shared calendars, and spam and malware protection that stays up-to-date. Businesses can use their own custom domain. Accessible across devices. (Exchange Online)



**Private social networking.** Stay connected, share information and make faster, more informed decisions with a company social network. (Yammer)



**Professional digital storytelling.** Create and share interactive reports, presentations, personal stories and more in the cloud. (Sway)



**Search and discovery.** Get tailored results and quickly find who and what you need. Connect people, documents and ideas. (Delve)

## Reduce costs, improve security and simplify management.

**Reduce capital expenditure.** Office 365 is available as a simple monthly subscription. Avoid large up-front costs for new software while moving the cost of IT from capital to operating expense.

**Always up to date.** Since Office 365 is in the cloud, it is always up-to-date. No patches or software upgrades necessary. Microsoft adds new value and capabilities on a monthly basis.

**Simplified management.** Reduce headaches by reducing IT infrastructure. Data and services reside safely in Microsoft’s globally distributed datacenters with continuous backup & disaster recovery abilities. Office 365 services are easily managed via a single console.

**Financially backed SLA.** Get peace of mind knowing Office 365 services come with a financially-backed 99.9% uptime service level agreement.

**Enterprise-grade security and privacy.** Built for businesses, Office 365 provides best-in-class security and privacy features. Customer owns and controls their data. Microsoft keeps Office 365 up-to-date with standards and regulations for each industry and region.

<http://aka.ms/office365forbusiness>

Office 365 Services and Features by Plan	Business Essentials	Business	Business Premium	Pro Plus	Enterprise E1	Enterprise E3/E4	Enterprise E5
Maximum Users	300	300	300	Unlimited	Unlimited	Unlimited	Unlimited
Full, installed Office apps		●	●	● (plus Access)		● (plus Access)	● (plus Access)
Office on tablets and phones		●	●	●		●	●
Online versions of Office	●	●	●	●	●	●	●
File storage and sharing (One Drive for Business)	● 1TB	● 1TB	● 1TB	● 1TB	● 1TB	● unlimited	● unlimited
Business class email, calendar (Exchange Online)	●		●		●	●	●
Unlimited online meetings (Skype for Business)	●		●		●	●	●
Intranet sites for teams (SharePoint Online)	●		●		●	●	●
Corporate social network (Yammer)	●		●		●	●	●
Professional digital storytelling (Sway)	●	●	●	●	●	●	●
Personalized search and discovery (Delve)	●		●		●	●	●
Corporate video portal (Office 365 Video)					●	●	●
Meeting Broadcast					●	●	●
Self-service Business intelligence				●		●	●
Enterprise Management of Apps				●		●	●
Rights Management, Data Loss Prevention						●	●
Compliance Center				●	●	●	●
Advance eDiscovery					Add-on*	Add-on*	●
Customer Lock Box					Add-on*	Add-on*	●
Advanced Threat Protection					Add-on*	Add-on*	●
Advanced Analytics (Power BI Pro, Delve Analytics)					Add-on*	Add-on*	●
Cloud PBX					Add-on*	Add-on*	●
PSTN Conferencing					Add-on*	Add-on*	Add-on*

Advanced Features