

Microsoft Office 365

Office 365 is a cloud-based productivity service hosted by Microsoft, delivers the latest enterprise productivity tools optimized for smaller business with no upfront server costs.

With Office 365, you gain anywhere access to your familiar Office applications, email, calendar, document sharing, and High Definition video conferencing across your devices including laptops, tablets and smartphones. A web-based admin console makes it easy to add or remove users, manage email, set document sharing and control access to sites.

Why Office 365?

Work from Virtually Anywhere

Be productive on the go:

- Access mail, contacts, calendar, and SharePoint sites from mobile devices
- Access to Office applications
- View and Edit documents

Collaborate Better

Work together, smarter:

- Conduct online meetings with colleagues.
- Create sites to store your important office documents and work together with colleagues.
- Share your calendar with colleagues, partners, and customers.
- Share important business information.
- Edit documents with your colleagues.

Work with What You Know

Use familiar Office tools:

- Works seamlessly with the programs you know and use most including Microsoft Outlook, Word, Excel, PowerPoint, OneNote and Publisher desktop applications.
- Office 365 is designed to help you work seamlessly online or offline.

Overview of Services

The core cloud services for running your business:

- Business-class email and calendaring- 50GB mailboxes, custom domains and built in spam and malware protection.
- Office Online versions of Word, Excel, PowerPoint and OneNote for collaboration on documents
- Online meetings-screen sharing, audio, video and IM for up to 250 participants
- OneDrive for Business-1TB cloud storage and file sharing
- Yammer-private social networking

This plan is great for customers who have Office today and want to supplement it with simple-to-use but enterprise grade cloud serves that enhance their Office experience.

What is included in Office 365?

Get everything from both the Office 365 Business and Business Essentials plans. This is great for customers who want the latest version of the Office desktop application and a way to access and work on their documents on any device, as well as simple to use enterprise grade cloud services. The best value for you to grow your business

Microsoft Office 365 Service Subscriptions (Paid directly to Microsoft using Credit Card)

Office 365 Plans	Business Essentials \$5/user/month	Business Premium \$12.50/user/month	Exchange Online \$4/user/month	Enterprise E1 \$8/user/month	Enterprise E3 \$20/user/month
User maximum	300	300	Unlimited	Unlimited	Unlimited
Exchange Online 50 GB mailbox	X	X	X	X	X
Intranet site for your teams with customizable security settings (SharePoint Online)	X	X		X	X
File storage and sharing with 1 TB storage/user (OneDrive for Business)	X	X		X	X
Unlimited online meetings, IM, and HD video conferencing (Lync Online)	X	X		X	X
Corporate social network to help employees collaborate across departments and locations (Yammer)	X	X		X	X
Full, installed Office applications on up to 5 PCs or Macs (Office suite)		X			X
Office on tablets and phones on up to 5 tablets and 5 phones		X		X	X
Compliance and information protection including Legal Hold, Rights Management and Data loss Prevention for email and files					X