OUT OF THE BOX SOLUTIONS

MICROSOFT OFFICE 365 FOR BUSINESS

PRODUCT BRIEF

Microsoft Office 365 Cloud-Based Productivity

The reliability of Microsoft Office enhanced with cloud features.

Easy, Real-Time Collaboration

Have all team members work and comment on the same project from different locations.

Microsoft Office 365 is designed to enable its users to share, collaborate, and communicate in the cloud. Office 365 takes the Microsoft Office applications you know and love, and combines them with hosted versions of Microsoft Exchange, SharePoint, and Skype for Business. Office 365 is a reliable alternative to desktop applications, now with cloud storage, which ensures that your information will be safe. Microsoft guarantees that Office 365 servers will have 99.9 percent uptime to make sure that your work will always be accessible.

Remote File Sharing

Share and manage important documents with your workforce.

One of the unique features of Office 365 is the ability to create team sites. Team sites are collaboration spaces that are only available to users that the admin chooses. From the team site you'll be able to share documents for collaboration on projects, as well as post messages to co-workers. The team site is highly customizable with tools that you can use to personalize the look and layout.

Cloud Access to Your Favorite Apps

Never lose access to your mission-critical applications.

The Microsoft Office Productivity Suite includes the following familiar apps: Outlook, Word, Excel, PowerPoint, Access, OneNote, a SharePoint team/public site, and an online meeting package. Not only are the applications streamlined to allow for maximum efficiency, they are also optimized for use on touch-screen devices. You can even choose to open your documents locally on your PC, then send them back to the cloud simply by saving.

Customizable, Flexible Plans

Microsoft Office 365 is scalable to meet the individual needs of your business.

Your Office 365 package is customizable, and you will never pay for more services than you need; if you find you need more services, you can easily add new features to accommodate your company's growth.

- **Small and Medium-Sized Business:** Stay connected by improving communications with integrated instant messaging, web conferencing, and data sharing.
- **Larger Organizations:** Organizations which employ more than 25 people depend on their IT infrastructure to achieve success. Microsoft has a record of reliability, and the Professional Plus desktop suite with cloud support is the strongest collaborative software solution on the market.
- **Educational IT:** Due to the collaborative nature of Microsoft Office 365, it's an ideal tool for students of all varieties to simultaneously work on projects. These cloud-based features also provide students and faculty with greater online security.

Features

- Microsoft Office 365 Productivity Suite: Word, Outlook, PowerPoint, Excel, OneNote and Access
- Managed Email Hosting
- Remote Document Sharing
- On-Premise Exchange and SharePoint Servers
- Instant Messaging, Video Calls, and Online Meetings
- Complete, Comprehensive Support
- Guaranteed 99.9% Uptime

Benefits

- Access your email, documents, and calendar remotely; anytime, anywhere, on any device.
- Your work is always backed up and stored safely in the cloud.
- Administrator control over your data, including who can view and edit your documents.
- Cloud computing is a secure and environmentally friendly solution.
- Use your favorite Microsoft applications for a low flat rate.

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