



Fact Sheet

Microsoft® Office 365 brings together cloud versions of our most trusted communication and collaboration products with the latest version of our desktop suite. Office 365 is designed to meet the needs of organisations of all sizes – everyone from sole proprietors to small, mid-sized and large businesses and from government agencies to educational institutions – helping them to save time, money and free up valuable resources.

Office 365 Key Benefits

- Access to email, documents, contacts, and calendars on nearly any device
- Simple and secure collaboration with colleagues and business partners
- Works seamlessly with Microsoft Office and the other programs people use today
- Business-class features including IT-level phone support, financially-backed 99.9% uptime, geo-redundancy, disaster recovery, and robust security and privacy controls and standards.
- Comprehensive solutions including desktop productivity applications, portals, extranets, external website, instant messaging, voice and video conferencing, web conferencing, email, voice mail and unified messaging
- Pay-as-you-go pricing options which provide predictability and flexibility for all or part of an organisation.

Office 365 Includes

- **Microsoft Office**
The world's leading productivity tool on the desktop (Office Professional Plus) and on the Web (Office Web Apps) now seamlessly connected and delivered with cloud services – for the best productivity experience across the PC, Phone and Browser
- **Exchange Online**
Cloud-based email, calendar and contacts with the most current antivirus and anti-spam solutions. Includes the ability to get email on virtually any mobile phone and options for voice mail, unified messaging and archiving
- **SharePoint® Online**
Cloud-based service for creating sites to connect colleagues, partners and customers. Includes enterprise social networking and customisation options
- **Lync™ Online**
Cloud-based instant messaging, presence, and online meeting experiences with screen sharing and voice and video conferencing



Robust IT control with simple web tools in Office 365 for enterprises

Office 365 Plans

Office 365 is designed to meet the needs of organisations of all sizes with plans for everyone from independent professionals to small, mid-sized and large businesses and from government agencies to educational institutions – helping them to save time, money and free up valuable resources.

Office 365 for small businesses

An easy-to-use set of web-enabled tools for small businesses, sole proprietors and professionals looking for business-class productivity services. Works with the tools people know and use today. Benefits include:

- Access email, important documents, contacts, and calendar on nearly any device, including PC, Mac, Windows® Phone, iPhone and Android
- Office Web Apps for viewing, editing and sharing documents
- Large 25 GB mailboxes for each user and the ability to send attachments up to 25 MB
- Easy-to-use design tools to build a professional-looking website quickly
- Password-protected team sites for collaborating on documents and information
- Industry-leading, automatically updated anti-virus and anti-spam solutions
- Integrated IM, presence and online meetings with audio/video conferencing and multiparty data sharing
- Financially-backed, guaranteed 99.9% service uptime
- 24x7 moderated community-based support

Example:

Organisations with 1-25 users (max 50) who have minimal IT resources. Organisations who have more advanced needs such as Active Directory® federation, archiving for legal compliance or 24x7 phone support should consider Office 365 for enterprises.

Price: £4 per user per month.

Includes:

- Office Web Apps web productivity applications
- Exchange Online for email, mobile access, calendar, contacts, anti-virus, anti-spam
- SharePoint Online for team sites, Access services, and an easy-to-build public website
- Lync Online for instant messaging and online meetings
- 24x7 moderated community-based support
- Simplified setup and management



The user's home page for Office 365 for small businesses

Office 365 for enterprises

We have a variety of plans to meet the needs of businesses and government agencies of all sizes and varying IT needs. Each plan has the same 99.9% uptime guarantee and includes the security and support businesses expect from Microsoft. Office 365 offers great flexibility by allowing businesses to provide people access to only the services they need and pay-as-you-go pricing options. Benefits include:

- Large 25 GB mailboxes and the ability to send attachments up to 25 MB
- Financially-backed, guaranteed 99.9% uptime Service Level Agreement
- 24/7, IT-level support over the phone, the web or email
- Single sign on capabilities with Active Directory deployment
- Latest version of Office Professional Plus – connecting users to communication and collaboration services
- Office Web Apps for viewing, sharing and minor editing of documents directly from a browser
- Industry-leading, always-up-to-date anti-virus and anti-spam solutions
- Integrated IM and presence, online meetings with audio and video conferencing and multiparty data sharing
- Team sites to share, manage and search for information and resources

Example for Existing BPOS Customers:

Existing customers of Microsoft's Business Productivity Online Suite receive the same services with new enhancements.

List Price: £6.50 per user per month.

Includes:

- Exchange Online for email, mobile access, calendar, discovery, anti-virus, anti-spam
- SharePoint Online for advanced portals for collaboration
- Lync Online for IM and online meetings
- 24/7 IT-level phone support
- On-premises licences
- Control and management features

New enhancements

- Single sign on
- New Outlook® Web App
- Email archiving, retention and cross mailbox search
- View documents using Office Web Apps
- Increased SharePoint storage
- My Sites and other new team sites
- Site search capabilities

Example with Office Desktop Software:

For organisations who want Office Professional Plus desktop software along with the full functionality of Exchange, SharePoint and Lync Online.

List Price: £15.75 per user per month.

Includes:

- Office Professional Plus desktop software
- Office Web Apps web productivity applications
- Exchange Online for email, mobile access, calendar, discovery, anti-virus, anti-spam, as well as advanced capabilities for voice mail, unified messaging, and compliance archiving
- SharePoint Online for advanced portals for collaboration and advanced capabilities including Forms, Access®, Visio® & Excel® services
- Lync Online for IM and online meetings
- 24/7 IT-level phone support
- On-premises licences
- Control and management features



Plans for kiosk workers

Many people in larger businesses do not have a dedicated computer. Office 365 has solutions for the 'kiosk worker', giving them access to email and company information. Plans start at £1.30 / user / month for basic email. Kiosk plans can help organisations reduce costs and provide people just what they need. Benefits include:

- 500 MB email storage per mailbox
- POP3 access for mobile connectivity
- Outlook Web App for email access on a PC
- Ability to view SharePoint sites to stay informed
- Office Web Apps (with certain plans)
- Single IT management console to easily add users and administer between plans