

Office 365

Enterprise-grade capabilities at a small business price point.



"Office 365 frees up a lot of our time and money to invest in growing and building our company."

- Randy Clemons, Managing Director, Redwood Global

Move to the cloud? If you're like most small businesses then chances are you've struggled with this issue—and with good reason. After all, you've got a lot to think about. What is the cloud really going to cost?

That's why we recommend Microsoft 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.

Be more productive anywhere

Work how you want, where you want

- Use Office across your devices—PC, Mac, tablet, smartphone

"By using Office 365, we have access to complete information from wherever we are, which helps us deliver better service both to the companies we represent and the customers who need their products."

Tad Papineau
President, PSI Solutions

Work better together

Make the best impression

- Conduct effective online meetings with multi-party HD video conferencing, screen sharing, and real-time note taking
- Create a mailbox within a site to access team communications and documents directly from Microsoft Outlook

"With Office 365, our employees are a click away from meeting clients without leaving the office..."

Edgar Westerhoven,
Product Advisor and Manager,
ICT, Evers Partners

New Office 365 Plans- Built for Small Businesses

Office 365 Business

The full Office applications – Outlook, Word, Excel, PowerPoint, OneNote and Publisher, with 1TB of OneDrive for Business cloud storage to access, edit and share your documents across your Windows PC, Mac, iPad, Windows tablet and smartphone.

Office 365 Business Essentials

The core cloud services for running your business – business class email and calendaring, Office Online, online meetings, IM, video conferencing, cloud storage and file sharing and much more.

Office 365 Business Premium

Everything from both the Office 365 Business and Business Essentials Plans.

What plan is best for your business?

	Business	Business Essentials	Business Premium
Core Details			
Price per user per month \$USD (with annual commitment)	\$8.25	\$5	\$12.5
Seat Cap	300 (for each plan)		
Office Applications			
Word, Excel, PowerPoint, Outlook, OneNote, Publisher	•		•
Install Office desktop applications on up to 5 Windows PCs or Macs	•		•
Access to core Office apps and documents from all major smartphones, Windows tablets and iPad	•		•
Office Online - online versions of Word, Excel, PowerPoint and OneNote for collaborating on documents	•	•	•
Standard Services			
OneDrive for Business – 1TB personal online document storage & access on PCs, smartphones and tablets	•	•	•
Email - 50 GB email, contacts, shared calendars (Exchange)		•	•
Online meetings - Web conferencing, IM, video, presence (Lync)		•	•
Sites - team collaboration & internal portals, public website (SharePoint)		•	•
Private social networking (Yammer)		•	•
Other value			
99.9% financially-backed uptime guarantee	•	•	•
24/7 phone support from Microsoft for critical issues	•	•	•
On-premises Active Directory synchronization for single sign on	•	•	•

What's included in Office 365?



Familiar Office experience

You can now have Microsoft Office's leading productivity applications giving your business virtually anywhere access across your devices.



Document sharing and file storage

Most small businesses have limited space and must make the most of the resources they have on site. But with Office 365, you have 1TB of space to use in the cloud to securely store documents



Instant messaging and video conferencing

Connect your office with Microsoft Lync- a tool to connect within and outside your network. Presence, IM, voice, and HD video conferencing

- Real-time note taking and document sharing
- Conduct online meetings with customers and partners
- Connect with Skype contacts using presence, IM, and voice



Business-class email

Powered by Microsoft Exchange Online, you can access your emails, shared calendars, and contacts from your PC, Mac, phone, and browser- easy access anywhere, anytime.

- 25 GB user mailboxes with up to 25 MB attachments
- Easy to add users and set up email on your domain name
- Robust anti-spam and anti-malware
- Access your e-mail from any computer by logging into the easy online portal.

WHAT'S NEXT?

1. Try Office 365 today at www.office.com/smallbusiness
2. Schedule a free IT assessment
3. Read testimonials on www.whymicrosoft.com