



# Microsoft Office 365 from O<sub>2</sub>

## Features and Benefits

Business is changing. Staying in touch and keeping up-to-date have never been more important. Wouldn't it be great if there was a solution that let you do all this and more?

There is. Microsoft Office 365 from O<sub>2</sub>.

### What is it?

Microsoft Office 365 is the same Office you already know with a little extra. Because it's powered by the cloud, you can get to your applications and files from virtually anywhere. PC, Mac, and tablets—and they're always up-to-date. And the same goes for updates to features. You get them automatically.

And as an O<sub>2</sub> customer, you can get it all from us with a simple monthly fee, our free O<sub>2</sub> Gurus and a dedicated Microsoft-accredited support team at your disposal.

### How it works

You'll get the most up-to-date Office applications on demand and easy-access, on any internet-connected device. So the latest software, business-grade email, calendar management, document sharing, HD video-conferencing and instant messaging are all yours. All with no hidden costs.

### Who's it for?

Anybody who owns, manages or works in a small or medium-sized business. Whether you're a sole trader or part of a company with up to 2000 employees, you can benefit from the wide range of Office applications and O<sub>2</sub> connectivity.

## Just some of the ways we can help you to work smarter

### Be more productive

Nothing increases productivity like staying connected. Avoid communication glitches with Business-class email and shared calendars that you can get to from virtually anywhere. So your people stay on sync and on schedule. Our award-winning 4G network and Office 365 help you do that. If you've got access to the internet, just log in and start work. Or use your Office applications offline and back up later.

### Look professional

How customers view your business can make all the difference. Look the part with business grade email, with your own company address.

### Work together with online file storage and sharing

Office 365 makes it easy to more securely share documents with your team and customers wherever you are. Plus with multi-party HD video-conferencing, Presence and instant messaging, it's easy to get the right people in one, virtual, place.

### All the support you need from us

Our O<sub>2</sub> Gurus are on hand to help every step of the way, as well as our Microsoft accredited experts to help you get set up and running. They'll give you on-going advice to guide you all the way.

## Why O<sub>2</sub>?

We take the hassle out of technology and make it simple for businesses to work smarter, faster and more efficiently.

- **Support.** We're on hand to help, every step of the way. We offer free and impartial advice so you can be sure you always have the most effective tools for your business. Our O<sub>2</sub> Gurus, Microsoft-accredited experts and dedicated support team is just a call away.
- **Connectivity.** Make sure your business is always connected, no matter where you are. We have 4G. Thousands of O<sub>2</sub> Wifi hotspots. Fast broadband. Faster fibre. And tariffs to suit your business.
- **Devices.** We can help you find the right smartphones, tablets and dongles so you can work smarter, faster and more efficiently. We'll take the time to understand your needs and from our extensive range make sure you get the ones that are best for your business.
- **Business apps.** We've selected the best business apps to help you run your business. Microsoft Office 365 right now and more coming very soon.

## What is the cloud?

The cloud is a virtual server, hosted remotely and accessed through the internet. Because all your software and documents are in the cloud, you can access your files from any device with an internet connection.

And that's not all. The cloud has huge capacity, so you can efficiently store files, emails, calendars and more, that you can't fit, or don't want on your mobile, tablet, PC or Mac.

## Key features and benefits

With a simple monthly Microsoft Office 365 subscription from us, you'll have all the latest software and auto updates. The package includes Office, Exchange, Skype for Business and SharePoint.

What you get	Why it's good for business
<b>Office</b>	
Microsoft 365 Office Client (subject to package selected)	Latest version of Word, Excel, PowerPoint, Outlook, Access, One Note, Publisher, and InfoPath updated automatically. Each licence covers up to five devices (eg PC, Mac, iPad, tablet) and can be used from any Smartphone. So you can work from home, in the office or on-the-go.
Web apps	View, share and store documents, from any device connected to the web. Multiple users can edit the same document, at the same time. And everything's saved securely to the cloud.
<b>Exchange</b>	
Large mailbox	Save important emails and task lists with up to 50GB storage per user. Send large attachments up to 25MB.
Personalised domain name	Use your own business name in your email address. It's a great way to instantly look more professional.
Premium anti-malware protection and anti-spam filtering	Keep your data safe and protect against spam, viruses and cyber-attacks.
Shared calendars and centralised contacts	Store all your contacts in one place, and access and share. Virtually anytime, anywhere.
<b>Skype for Business</b>	
Multi-party HD video-conferencing	Hold face-to-face meetings, wherever you and your teams are. Saving you time and travel costs.
Online meetings, secure communications	Set up and access online meetings in just a few clicks. Share desktops and access a virtual whiteboard too.
Instant messaging (IM)	Less formal and more responsive than an email, instant messaging is the simple and quick way to connect.
Know your colleagues' online status (presence)	Indicators show when colleagues are available, busy, on a call, or away. Helping you plan meetings and calls.
<b>SharePoint</b>	
Share documents with customers and colleagues	Invite customers to access files online, with a secure login so you can control who gets to see what.
Online and offline access to your documents	All files automatically backed up online, even those on your PC, so you'll never lose any documents.
Central place to store and access documents. 10GB baseline storage and 500MB of storage per user	Access from virtually anywhere. Work together on projects, share information and keep everything up-to-date.
<b>OneDrive for Business</b>	
OneDrive for Business gives you unlimited free cloud storage for your own files and documents.	You've got access to everything on your OneDrive for Business, wherever you are. Store, sync and file your photos, documents, and all your other important files.

Internet access needed for some packages. Subject to availability, status and payment by direct debit. Minimum terms apply, depending on package. For full terms see [o2.co.uk/termsandconditions/business](http://o2.co.uk/termsandconditions/business).