

# Microsoft Office 365 for Midsized Businesses

An easy-to-use set of productivity solutions that make it simple for businesses of all sizes to access email, important documents, contacts, and calendars from nearly any location.

Microsoft® Office 365 brings together cloud versions of our most trusted communications and collaboration products with the latest version of our desktop suite for businesses of all sizes. Designed to help meet your needs for robust security, 24/7 reliability, and user productivity, these services can be up and running in minutes—helping businesses improve productivity and reduce the cost and complexity of server management and maintenance.

## ENTERPRISE-CLASS SECURITY & RELIABILITY

Office 365 delivers online versions of Microsoft email and collaboration systems that businesses have been using for decades, all designed for the reliability, availability, and performance needed by smaller organizations.

- Helps protect your email environment with always-up-to-date antivirus and anti-spam solutions built-in.
- Helps safeguard your data with enterprise-grade reliability and disaster recovery, thanks to multiple geo-redundant datacenters and a strict privacy policy to provide the highest level of physical and digital security.
- Financially-backed Service Level Agreement with a 99.9 percent uptime guarantee.

## IT CONTROL & EFFICIENCY

Office 365 virtually eliminates the time and effort that IT people must spend managing your email and collaboration servers—while keeping you firmly in control.

- Patches, security updates, and back-end upgrades are automatically deployed.
- Web-based access to system administration and user management.
- Subscription service plans allows for more accurate forecasting of IT expenditures with predictable annual costs and no hardware or upgrade costs.
- Purpose-built migration tools streamline getting started and user adoption.
- 24/7 IT-level phone support.

## USER FAMILIARITY & PRODUCTIVITY

Office 365 works seamlessly with Microsoft Outlook® and the other Office programs your employees already know, while providing them with access to email, calendars, and contacts from nearly any device.

- 25GB of mailbox storage per user without driving up storage costs.
- Password-protected sites where employees and external users can work together in real-time on documents, spreadsheets, projects, and other files.
- Shared calendaring, presence information, and centralized company directory makes scheduling easier, by showing who is available when.
- Works with the devices used most—PC, Mac, Windows® Phone, iPhone, Android, and Blackberry<sup>1</sup>.

<sup>1</sup> Access from mobile devices depends on carrier network and availability.

Office 365 includes our best business-grade communications and collaboration products, priced for businesses of any size. Visit [www.office365.com](http://www.office365.com) for more information about specific service plans.

## Microsoft Office Professional Plus

With **MICROSOFT OFFICE PROFESSIONAL PLUS**, you get the latest version of Office applications—seamlessly integrated with the other Office 365 online services—so you can access your documents, email, and calendars from virtually any device.

- Master your Inbox and calendar with Conversation View and other advanced management tools in Outlook.
- Leverage the power of business and social networking right within Outlook with the Outlook Social Connector.
- Collaborate with control and confidence with co-authoring.
- Instantly share slideshows, across town or around the world, with PowerPoint® Broadcast Slide Show.
- Create presentations that are as brilliant to watch as they are easy to create with new video and photo editing tools in PowerPoint.
- Quickly work with hundreds of millions of rows of data in Excel® to transform enormous quantities of data into meaningful information.

## Microsoft Exchange Online

**MICROSOFT EXCHANGE ONLINE** provides business-class email, calendar, and contacts for organizations of all sizes.

- Equip employees with large 25GB mailboxes and the ability to send email messages up to 25MB in size.
- Protect your information with built-in antivirus and anti-spam filters that maintain the latest defenses against viruses and spam.
- Enable employees to work together more effectively with shared calendar, contacts, and meeting rooms.
- Access your mailbox from wherever you go, with full support for Outlook, a premium web browser experience, and access from a wide range of mobile phones, including Windows Phone, BlackBerry, iPhone, Palm, and certain Android and Nokia phones.
- Designed to work with Outlook 2003 or later and Entourage for Mac.

## Microsoft SharePoint Online

**MICROSOFT SHAREPOINT ONLINE** helps businesses of all sizes create sites to share documents and information with colleagues and customers.

- Manage and share important documents with colleagues.
- Share personal insights and status updates with colleagues.
- Keep teams in synch and manage important projects.
- Find important documents and people easily.
- Stay up to date with company information and news.
- Market your business with a simple public-facing web site.

## Microsoft Lync Online

**MICROSOFT LYNC ONLINE** is a next-generation cloud communications service that connects people in new ways, anytime, from virtually anywhere.

- Move easily from instant messaging into ad-hoc online meetings including audio, video, and screen sharing with just a few mouse clicks.
- Conduct online presentations to customers and colleagues including audio, video, screen sharing, and a virtual whiteboard.
- Invite external contacts to easily join online meetings via a native or web-based client.
- Communicate with external organizations running Lync using instant messaging, audio, and video through Lync federation.
- Connect with Windows Live® Messenger contacts using IM, audio, and video calls directly from Lync.
- Click interactive presence icons within Outlook, SharePoint, and Office apps to start IM sessions, video calls, or online meetings with only a few clicks.

Sign up for the free Beta today!

Bring together the power of Office 365 for the best productivity experience across the PC, Phone, and Browser. Sign up for the Beta at [www.office365.com](http://www.office365.com). For a more in-depth evaluation, ask your Microsoft Partner about a customized evaluation or proof-of-concept engagement for your business.