



## Microsoft Office 365 for Professionals and Small Businesses

Microsoft® Office 365 for small businesses is a set of web-enabled tools that let you access your email, documents, contacts, and calendars from virtually anywhere, on almost any device. Designed for organizations with 1–25 employees, the service brings together online versions of the best communications and collaboration tools from Microsoft, including Microsoft Office Web Apps, at a price that small businesses can afford. Office 365 was designed to be easy enough for small businesses to run without specialized IT knowledge.

### Why Office 365?

#### Easy to Use

Office 365 is easy to try, simple to learn, and straightforward to use. It works seamlessly with the programs small businesses know and use most, including Microsoft Outlook®, Word, Excel®, and PowerPoint®.

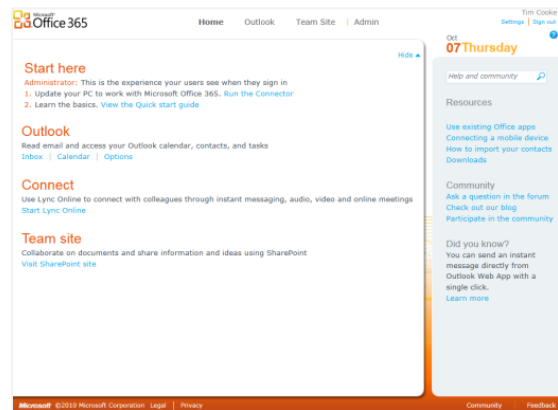
#### Improved Collaboration

With Office 365, your small business can create a password-protected portal to share large, hard-to-email files both inside and outside of the organization, giving people a single location to find the latest versions of files or documents, no matter how many colleagues are working on them.

#### Security and Reliability

Powerful security features from Microsoft can help protect your data, and Office 365 will come with a 99.9-percent uptime, financially backed guarantee when commercially released. Office 365 helps to safeguard data with enterprise-grade reliability, disaster recovery capabilities, data centers in multiple locations, and a strict privacy policy. It also

helps to protect your email environment with up-to-date antivirus and anti-spam solutions.



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

## Overview of Services

### Email, Calendar, and Contacts

Powered by Microsoft Exchange Online

- Take advantage of large, 25-GB mailboxes and the ability to send messages up to 25 MB in size.
- Automatically update email, calendar, and contacts across commonly used devices, including PC, Macintosh, Windows® Phone, iPhone, certain Android models, and BlackBerry Internet Service.<sup>1</sup>
- Connect with Microsoft Outlook 2010 or 2007 and use rich Outlook functionality whether on the Internet or offline.
- Access email, calendars, and contacts from nearly any web browser while keeping a rich, familiar experience with Outlook Web App.<sup>2</sup>

<sup>1</sup> Users of BlackBerry Internet Service get push email and can add calendar and contacts to their BlackBerry devices through a wired sync with Outlook on the PC. Access from mobile devices depends on carrier network availability.

<sup>2</sup> An appropriate device, Internet connection, and supported browser are required. Some mobile functionality requires Office Mobile 2010, which is not included in Office 2010 applications, suites, or Web Apps. There are some differences between the features of the Office Web Apps, Office Mobile 2010, and the Office 2010 applications.



- With Microsoft Lync™ Online, send instant messages (IM) through Outlook Web App.
- Easily schedule meetings by sharing calendars and viewing them side-by-side to see others' availability and suggest meeting times.
- Protect data with industry-leading, automatically updated antivirus and anti-spam solutions.

### Team Sites and Public Websites

Powered by Microsoft SharePoint® Online

- Manage and share important documents to keep teams in sync.
- Work together more easily by giving partners access to the business information they need.
- Maintain a professional-looking public website with easy-to-use templates.
- Access documents in SharePoint from a mobile device.
- Publish Microsoft Access databases to SharePoint Online using Access Services.

### Office Web Apps

Hosted on Microsoft SharePoint Online

- Online companions to Microsoft Word, Excel, PowerPoint, and OneNote® that offer an easy way to access, view, and edit documents directly from a web browser.
- Simultaneously edit Excel spreadsheets or OneNote notebooks with others in real time.
- Access and view files from a mobile device.
- View documents in high fidelity.
- Ensure that viewers see files with consistent formatting when moving between Office Web Apps and desktop Office applications.

### Instant Messaging and Online Meetings

Powered by Microsoft Lync Online

- Find and connect with colleagues and customers from virtually anywhere through rich presence, IM, audio/video calls, and online meetings.
- Use presence information to see when colleagues and partners are online and available.
- Make PC-to-PC voice and video calls.
- Conduct rich online meetings—including audio, video, and web conferencing—with people both inside and outside of your organization.
- Share the desktop, online whiteboards, and presentations with colleagues and partners.

### Support and Service Level Agreements

- Financially backed, guaranteed 99.9-percent service uptime.
- Around-the-clock moderated, community-based support.
- Simplified setup and management.

#### Pricing and Licensing

Price \$6 (USD) / €5.25 / ¥600 / \$7 (CAD) / £4 per user per month.

Number of Users Organizations with 1–25 users (maximum of 50).

Licensing Available only under User Subscription Licenses (USL); not available under Microsoft Volume Licensing.

Subscription Terms Available on a month-to-month basis with automatic renewal each month. Cancel at any time with no early termination fee.

#### Countries Where Office 365 Beta Is Available

Canada, France, Germany, Hong Kong, Ireland, Italy, Japan, Mexico, Puerto Rico, Singapore, Spain, United Kingdom, and United States