



Microsoft Office 365

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 lets you do all this and more?

There is. Microsoft Office 365 from O₂.

What is it?

Microsoft Office 365 allows you to work almost whenever and wherever you want*, on any device you choose.

It's cloud-based. So all your emails, documents, contacts and shared calendars are always with you. And always up-to-date. And as an O₂ customer, you can get it all from us with a simple, fixed monthly fee and 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, diary 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 O₂ connectivity.

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

Be more productive

Nothing increases productivity like staying connected to your office. Our award-winning network and Office 365 helps 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.

Work together

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.

Look professional

How customers view your business can make all the difference. Look the part with business grade email, with your own company address. And behind the scenes, create, publish and manage your own website with professionally designed templates. All at no additional cost.

All the support you need from us

Our dedicated Microsoft-accredited support teams are just a phone call away. From set up to day-to-day technical support and on-going advice, we'll guide you all the way.

Why O₂?

We give our customers a great level of service, putting them at the heart of everything we do.

- We're with you all the way. From set up, to day-to-day technical support and on-going advice, our Microsoft-accredited and dedicated support team is just a call away.
- We have a big choice of phones, tablets and accessories to suit every type of business, big or small.
- Our award-winning network has been voted 2013 Best Network Operator by Mobile News for the third year running. So you can rely on us to keep you connected. Landline, mobile or wifi.
- When you choose O₂, you could get a free Windows smartphone (depending on the tariff you decide on).
- Plus there are lots of great things from us, for free. Like Priority Moments, an app that gives you treats and special deals, just for being on O₂. And O₂ Gurus, our tech-savvy experts that can answer any question you throw at them.

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 anything with 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, Lync and SharePoint.

What you get	Why it's good for business
Office	
Microsoft Office 365 Pro Plus (subject to package selected)	Latest version of Word, Excel, PowerPoint, Outlook, Access, One Note, Publisher, and InfoPath updated automatically. Each license covers up to five devices (eg PC, Mac, 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.
Exchange	
Large mailbox	Save important emails and task lists with up to 25GB 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.
Lync	
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, in a call, or away. Helping you plan meetings and calls.
SharePoint	
Design, publish and update your company website with professionally designed and easy-to-use templates	Increase your business profile with your own website, managed in-house, with no additional hosting fees.
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.
SkyDrive	
SkyDrive gives you 7GB of free cloud storage for your own files and documents	You've got access to everything on your SkyDrive, wherever you are. Store, sync and file your photos, documents, and all your other important files.