

## Office 365 is built for your business

Microsoft Office 365 is a cloud-based service that combines the familiar Microsoft Office desktop suite with Microsoft's next-generation communications and collaboration software to help your organization meet its needs for productivity, mobility, and security. With a top-of-the-line set of productivity tools, it offers the complete Office experience with services integration for your PC, Mac, and mobile devices, so users can be productive from virtually anywhere. It delivers the power of cloud productivity to businesses of all sizes, helping save time, money, and free up valued resources.

### KEY FEATURES

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#### Office productivity tools

Various applications such as Word, Excel, PowerPoint and many others enable you to create databases, customized web apps, documents, newsletters, reports, spreadsheets, cloud-based notes, diagrams and charts, presentations, videos, customized print collateral, and much more.

#### Internal and external communication

Microsoft Office comes with a number of communication applications and services such as audio conferencing, cloud PBX phone system, Exchange business-class email client, Outlook email, and Skype for Business video conferencing and chat, Teams for live-stream meetings or calls, and Yammer for a private social network.

#### Cloud storage and data management and analysis

Store files in the cloud on OneDrive or host intranet and team websites on SharePoint. For data management and analysis, Advanced Data Governance manages the lifecycle of data, and Advanced eDiscovery analyzes data in select apps. eDiscovery searches, holds, and exports data. Exchange Online Archiving solves archiving, compliance, and regulatory challenges. MyAnalytics tracks and analyzes your work to help boost productivity, and Power BI Pro collects and sorts business intelligence data.

#### Security and compliance

Secure your data with a number of apps and features. Cloud App Security assesses risks and offers insight into potential threats to your data. Customer Lockbox enables you to control how Microsoft support accesses customer content to resolve a customer issue. Exchange Online Advanced Threat Protection protects your email, files, and Office 365 applications against attacks and malware. Threat Intelligence identifies, monitors, and helps you understand attacks and quickly address threats.

## KEY BENEFITS

### Work better together and get more done

Collaborate, share, and communicate with flexible tools that go where your team goes. Connect better with customers and colleagues with a range of communication tools, from email and IM to social networking and video conferencing. With multiparty HD video, content sharing, shared calendars, and team chat, you'll always be in sync with your team. Further increase productivity with Office apps enhanced with the latest AI tools.

### Make better decisions with intelligence and analytics

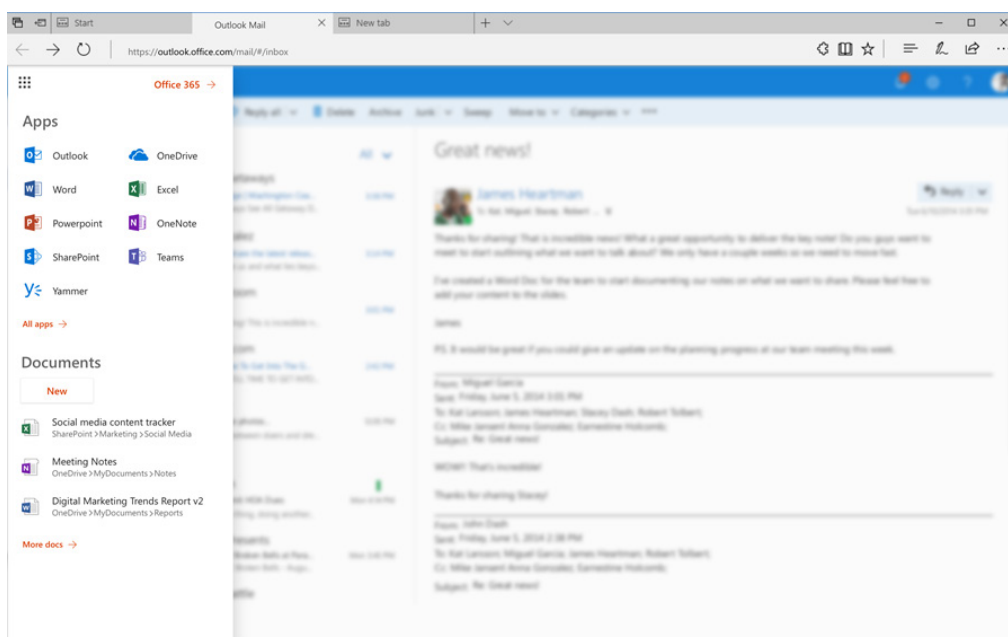
With analytics and intelligence at its core, Office 365 gives you the insights and assistance you need to do your best work every day.

### Scalability

With Office 365, you pay for what you use. As your organization grows, you simply pay for the additional services and storage needed.

### Boost business management

Give your business a lift with tools to manage customer relationships, send email marketing campaigns, and create an online presence. Manage your business better with easy ways to send invoices, manage customer appointments, and track mileage. Centrally manage the business apps from the Office 365 Business



## GET IN TOUCH

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