



## Office 365 Fact Sheet

Microsoft Office 365 brings together cloud versions of our most trusted communications and collaboration products with the latest version of our desktop software and companion Web Apps. Office 365 is designed to meet the needs of organizations of all sizes — from independent professionals to small, midsize and large businesses and from government agencies to educational institutions — helping them save time, money and free up valued resources.

### Office 365 Key Benefits

- Access to e-mail, documents, contacts and calendars on nearly any device
- Simple and highly secure collaboration with colleagues and business partners
- Works seamlessly with Microsoft Office, Microsoft SharePoint, Microsoft Exchange and Microsoft Lync
- Business-class features, such as IT-level phone support, financially backed 99.9 percent uptime, geo-redundancy, disaster recovery, and robust security and privacy controls and standards
- Comprehensive solutions, such as desktop productivity applications, portals, extranets, external websites, instant messaging (IM), voiceconferencing and videoconferencing, webconferencing, e-mail, voice mail and unified messaging
- Pay-as-you-go pricing options, which provide predictability and flexibility for all or part of an organization

### What's Included

- **Microsoft Office**  
The world's leading productivity tool on the desktop (Office Professional Plus) and on the Web (Office Web Apps) now seamlessly connected and delivered with cloud services — for a comprehensive productivity experience across the PC, phone and browser.<sup>1</sup>
- **Exchange Online**  
Cloud-based e-mail, calendar and contacts with the most current anti-virus and anti-spam solutions. Includes the ability to get e-mail on

virtually any mobile phone and options for voice mail, unified messaging and archiving.

- **Office SharePoint Online**  
Cloud-based service for creating sites to connect colleagues, partners and customers. Includes enterprise social networking and customization options.
- **Lync Online**  
Cloud-based IM, presence, and online meeting experiences with screen sharing, and voiceconferencing and videoconferencing.

## Office 365 Plans

Office 365 is designed to meet the needs of organizations of all sizes with plans for independent professionals to small, midsize and large businesses and for government agencies to educational institutions — helping them to save time and money and free up valued resources.

### Office 365 for Small Businesses (Limit 50 Users Max)

This is an easy-to-use set of Web-enabled tools for small businesses, independent consultants and professionals looking for business-class productivity services. It works with the tools people know and use today. Benefits include the following:

- Access e-mail, important documents, contacts and calendar on nearly any device, including PC, Mac, Windows Phone, iPhone, Android and BlackBerry
- Office Web Apps for viewing, editing and sharing documents
- Large 25GB mailboxes for each user and the ability to send attachments up to 25 MB
- Easy-to-use design tools to build a professional-looking website quickly
- Password-protected team sites for collaborating on documents and information
- Industry-leading, always-up-to-date anti-virus and anti-spam solutions
- Integrated IM, presence and online meetings with audioconferencing and videoconferencing and multiparty data sharing
- Financially backed, guaranteed 99.9 percent service uptime
- 24x7 moderated community-based support

#### **Example:**

Organizations with one to 25 users (maximum 50) that have minimal IT resources. Organizations that require Active Directory Federation Services, archiving for legal compliance, BlackBerry service or phone support should consider Office 365 for enterprises.

Price: \$6/5.25 euros/600 yen per user, per month

It includes the following:

- Office Web Apps Web productivity applications
- Exchange Online for e-mail, mobile access, calendar, discovery, anti-virus and anti-spam
- SharePoint Online for Microsoft Office Access services, team sites and an easy-to-build public website
- Lync Online for instant messaging and virtual meetings
- Community support
- Simplified setup and management

## Office 365 for Enterprises

We have a variety of plans to meet the needs of businesses and government agencies of all sizes and varying IT needs. Each plan has the same 99.9 percent uptime guarantee and includes the security technologies and support businesses expect from Microsoft. Office 365 offers great flexibility by allowing businesses to provide people with access to only the services they need and pay-as-you-go pricing options. Benefits include the following:

- Large 25GB mailboxes and the ability to send attachments up to 25 MB
- Financially backed, guaranteed 99.9 percent uptime service level agreement
- 24x7, IT-level support over the phone, the Web or e-mail
- Single sign-on capabilities with Active Directory deployment
- Latest version of Office Professional Plus — connecting users to communication and collaboration services
- Office Web Apps for viewing, sharing and minor editing of documents directly from a browser
- Industry-leading, up-to-date anti-virus and anti-spam solutions
- Integrated IM and presence, online meetings with audioconferencing and videoconferencing, and multiparty data sharing
- Team sites to share, manage and search for information and resources

### Example for Existing BPOS Customers

Existing customers of Microsoft's Business Productivity Online Suite receive the same services with new enhancements for the same list price they pay today.

List price: \$10/9 euros/1000 yen per user, per month.

- Exchange Online, including e-mail, mobile access, calendar, discovery, anti-virus and anti-spam
- SharePoint Online, including advanced portals for collaboration
- Lync Online, including IM and virtual meetings
- 24x7 IT-level phone support
- On-premises licenses
- Control and management features

### Example With Office Desktop Software

For organizations that want Office Professional Plus desktop software along with the full functionality of Exchange, SharePoint and Lync Online.

List price: \$24/22.75 euros/2540 yen per user, per month.

- Office Professional Plus desktop software
- Office Web Apps Web productivity applications
- Exchange Online, including e-mail, mobile access, calendar, discovery, anti-virus, anti-spam, voice mail, unified messaging and archiving
- SharePoint Online, including advanced portals for collaboration, Microsoft Office Forms, Access, Visio and Excel services
- Lync Online, including IM, virtual meetings and on-premises voice
- 24x7 IT-level phone support
- On-premises licenses
- Control and management features

### Office 365 Enterprise Plans for Kiosk Workers

Many larger businesses have people who do not have dedicated computers — sometimes called kiosk workers. Getting kiosk workers access to e-mail and documents to stay connected to the broader organization is still important. Office 365 has several subscription plans that offer value and flexibility for companies with kiosk workers. Solutions start at \$2 per user, per month, for basic e-mail. Kiosk plans can be combined with Office 365 for enterprises plans to help organizations reduce costs and provide people just what they need.

- 500MB e-mail storage per mailbox
- Outlook Web Apps for e-mail access on a PC
- Ability to view SharePoint sites to stay informed
- Office Web Apps (with certain plans)
- Single IT management console to help managers easily add users and administer between plans