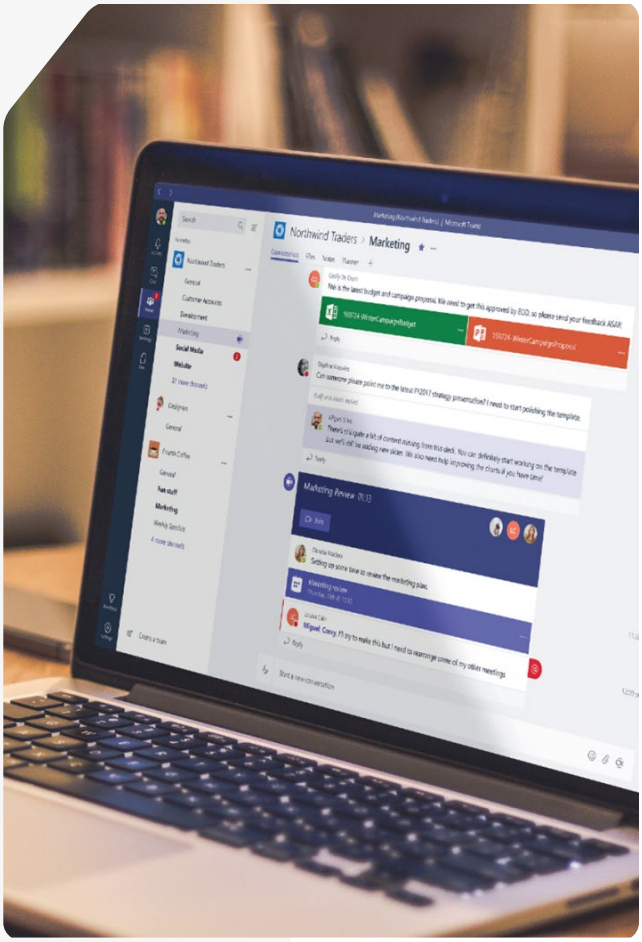
Factsheet

Microsoft 365

Microsoft 365 gives you all your favourite Microsoft Office software (like Word, Excel, and PowerPoint) on all your devices and stores all your documents in the cloud so that you can choose to use them wherever you are. And with Exchange, Teams, SharePoint and online storage, it is more than just your office, it is your complete productivity suite designed to help you achieve more.

Be more productive wherever you are

For many SMEs, staying productive means working and staying connected on the go. Microsoft 365 enables businesses to work remotely and connect employees in different locations. Making and sharing updates to documents using the latest office applications has never been easier. Multiple team members or work-streams can work on a document, at the same time, with access from anywhere, on virtually any smartphone, tablet or PC device, with OneDrive for Business.



Don’t drown in paperwork

Microsoft 365 can be accessed from virtually anywhere so you can work effectively on the move. Whenever you sign-in to your account, your applications, documents and settings are right there, just the way you left them. All you need is an internet connection – and you can continue your work whenever, wherever. Plus with 1 TB of storage per user*, you’ll have plenty of space for all your files and, because your files are stored online, you can securely share them with your employees, customers and suppliers, all whilst tracking exactly who has access to them.

*Extra space will depend on your subscription, but users will have 1 TB cloud storage space.

Microsoft 365 is helping many businesses to achieve more

Microsoft Teams - The hub for teamwork in Microsoft 365

Microsoft 365 works seamlessly together to incorporate your office apps. Simple to use, Microsoft Teams can be used to chat, meet, call and collaborate all in one place, no matter where you are. Video calling is becoming vital to small business success, empowering you to have more flexibility around "face to face" communication with customers, and keeping you well -connected and control wherever you are. Teams of 10, or 10,000 can all meet in one place and with the teams calling systems, you can take the stress out of conference calls and live events. Plus, with the ability to access, share and edit Word, PowerPoint and Excel files in real time, there's no more time wasted searching and sending files back and forth.

Protect what matters most - Help safeguard your employees, data, and customer information with enterprise-grade security you can trust.

Privacy is everyone's concern so you need trustworthy, tested protection for your digital environment. Microsoft 365 offers core security capabilities built into the service. This means you don't need to take on additional projects to deploy encrypted email, data leakage and rights management capabilities. Microsoft takes security and compliance to the next level. Now you have even more control over your data security and compliance with built-in privacy, transparency, and refined user controls. Easily protect against viruses, malware, phishing attempts, ransomware, spam, and other threats and help keep your data safe, even when accessed on employees' personal devices, with Microsoft 365's core abilities.

Why choose Microsoft 365?

- ✓ **Familiar tools -** Applications, settings and functionality are intuitive, so the learning curve is minimised, and personal productivity is immediately improved.
- ✓ **Accessible from anywhere -** As it's hosted in the cloud, your software is always up-to-date and there are no extra licenses or upgrades to be concerned about.
- ✓ **Compatibility across devices -** Give everyone in your business easy and secure access to the information that they need to get things done, on virtually any device and from almost anywhere.
- ✓ **Worry-free IT -** A web-based portal makes it easier than ever to set up, manage and secure, leaving you free to focus on your business priorities
- ✓ **Easy Updates -** Microsoft 365 keeps itself up to date, so you have access to all the latest features and updates that all the apps have to offer.
- ✓ **Enhanced security -** Enhanced security and multi-factor authentication protects your ¬files, devices and users, so access to all your business information remains easy, but importantly, is completely secure.
- ✓ **Simple costs -** Everything you need is included in a predictable, per-user monthly fee. There are no ongoing costs for software licenses, maintenance or upgrades, so you can accurately budget and remove costs and complexity from your business.

Microsoft 365 Business Plans

Now you can enjoy enterprise-grade email, scheduling, collaboration and task-list tools for an affordable, predictable, per-user monthly fee - which includes all of the fixed and mobile connectivity you need. This flexible solution allows you to select either the full range of Microsoft products or just the ones that suit your business.

With 3 levels of plans for small business, you can cater your Microsoft 365 experience to your needs:

Business Basic

- Host email with a 50 GB mailbox and custom email domain address.
- Create a hub for teamwork to connect your teams with Microsoft Teams.
- Access web versions of Office apps: Outlook, Word, Excel, PowerPoint, OneNote (plus Access and Publisher for PC only).
- Store and share files with 1 TB of OneDrive cloud storage per user.
- Host online meetings and video conferencing for up to 250 users.
- Get help anytime with around-the-clock phone and web support from Microsoft.

Business Standard

- Get desktop versions of Office apps: Outlook, Word, Excel, PowerPoint, OneNote (plus Access and Publisher for PC only).
- Host email with a 50 GB mailbox and custom email domain.
- Create a hub for teamwork with Microsoft Teams.
- Store and share files with 1 TB of OneDrive cloud storage per user.
- Use one license to cover fully installed, Office apps on five mobile devices, five tablets, and five PCs or Macs per user.
- Get help anytime with around-the-clock phone and web support from Microsoft.

Business Premium

- Stay up to date with the latest versions of Word, Excel, PowerPoint, and more.
- Connect with customers and co-workers using Outlook, Exchange, and Teams.
- Manage your files from anywhere with 1 TB of cloud storage on OneDrive per user.
- Defend your business against advanced cyberthreats with sophisticated phishing and ransomware protection.
- Control access to sensitive information using encryption to help keep data from being accidentally shared.
- Secure devices that connect to your data and help keep iOS, Android, Windows, and Mac devices safe and up to date.



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