



# Microsoft Office 365 Data Sheet

Get the value and simplicity of Microsoft® Office 365, a set of web-enabled tools that let you access your email, documents, contacts, and calendars from virtually anywhere, on almost any device. The service brings together online versions of the best communications and collaboration tools from Microsoft, at a monthly subscription based pricing.



SharePoint  
Lync  
Exchange

## Why Office 365?

### Work from Virtually Anywhere

#### Be productive on the go.

- Rich client access via Office applications on PCs and Macs.
- View and edit documents with Office Online across a broad range of browsers (Internet Explorer, Firefox, Safari).
- Access your email from most browsers with Outlook Online.
- Access mail, contacts, calendar, and SharePoint® sites from mobile devices.

## Collaborate Better

### Work together, smarter.

- Skype for Business: Conduct online meetings with colleagues, partners, and customers, including audio, video and screen sharing.
- SharePoint: Create sites to store your important office documents and work together with colleagues, partners, and customers.
- Outlook: Share your calendar with colleagues, partners, and customers.
- Office Online: Simultaneously edit documents with your colleagues.
- Yammer: Stay on top of it all. Start conversations, work together on files, and organize around projects.

## Work with What You Know

### Use familiar Office tools.

- Works seamlessly with the programs you know and use most including Microsoft Outlook®, Word, Excel®, and PowerPoint®.
- Outlook powered by Exchange Online provides powerful tools for managing your email, calendar, and contacts.
- A familiar ribbon interface across the Office suite.

## Overview of Services

### Office Online

Easily access, view, and edit documents directly from a web browser.

- View and make light edits to Word, Excel, PowerPoint, and OneNote® documents.
- Simultaneously edit Excel and OneNote documents with others in real-time.

Manage and share important documents to keep teams in synch, with SharePoint Online.

- 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.

### Instant Messaging and Online Meetings

- Find and connect with colleagues and customers from virtually anywhere with Skype.
- Gain rich presence information, IM, audio/video calls, and online meetings.
- Make PC-to-PC voice and video calls and conduct rich online meetings—including audio, video, and web conferencing.

### Access Virtually Anywhere

- Synch email, calendar, and contacts across PC, phone, and browser with Exchange Online.
- Easily manage email, calendar, and contacts from virtually anywhere.
- Premium antivirus and anti-spam protection.



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