



What is Office365?

Microsoft Office 365 delivers the power of cloud productivity to businesses of all sizes, helping to save time, money and free up valued resources. Office 365 combines the familiar Office desktop suite with cloud-based versions of our next-generation communications and collaboration services: Exchange Online, SharePoint Online, and Lync Online. Working with the tools people know and use today, Office 365 provides anywhere access to email, important documents, contacts, and calendars on nearly any device - always backed up by robust security, reliability and control to run your business.

Is Office 365 still BPOS?

Office 365 is the introduction of new online services and capabilities, new user experiences, and new online platform capabilities related to the introduction of new underlying "2010" server software into Microsoft Online Services datacenters as well as other major new service and platform investments. The name may be new and includes new offerings, but you are subscribed to the same service – just significantly enhanced. It will just give you a lot more features and functionality once you make the transition.

Product Benefits

Anywhere Access

Office 365 helps customers work from virtually anywhere on almost any device – PC, Mac, iPhone, Android or BlackBerry. Working remotely with Office 365 means customers have secure and consistent access to the info they need from almost any location. When they are not in the office, they can access their inbox with Outlook Web App, view and edit documents with Office Web App or join an online meeting with Lync Web App.

99.9% Availability and Financially-Backed Guarantee

With Office 365, customers' mail, documents and services are available when they need them. Office 365 is delivered from a global network of state-of-the-art data centres, and is protected by multiple layers of security and a strict privacy policy. For extra reassurance, the solution includes a financially-backed Service Level Agreement for guaranteed 99.9% scheduled uptime.

Reduce Costs

Office 365 offers customers their essential communication, collaboration and productivity tools for a predictable annual cost. In addition, it can help customers significantly reduce costs, and remove the distraction of deploying and managing on-premise servers.





Enterprise Security

With Office 365, customers' data is protected with the highest standard of physical and digital security. Microsoft Exchange Online has built-in anti-virus and spam filtering protection is designed to combat virus and spam threats – both known and unknown – as soon as they appear. In addition, customer data is safeguarded by enterprise-grade reliability, continuous data back-up, disaster recovery capabilities and a strict privacy policy. Email is run on geographically redundant servers maintained by Microsoft. Office 365 is also designed to help customers meet certain regulatory requirements.

24/7 Support

Microsoft is proud to provide Office 365 subscribers with global IT-level support 24 hours a day, 7 days a week. Service administrators can create support tickets at any time, or call any one of the support centres around the globe.

Products & Features

				
<p>A version of Microsoft Office delivered as a flexible service and supported by cloud-connected Office 365 services. You get the latest versions of the familiar Office applications and the Office Web Apps, freeing your people to create, communicate, and work together efficiently from virtually any device.</p>	<p>Exchange Online offers email, calendar and contacts designed to provide your business with the control you want and the security and reliability you need. With Exchange Online, you run your email on our globally-redundant servers, protected by built-in antivirus and anti-spam filters and unlimited, IT-level phone support 24 hours a day, seven days a week in your local language.</p>	<p>Keep teams in sync. SharePoint Online gives you a central place to share documents and information with colleagues and customers. Designed to work with familiar Office applications, it's easy to save documents directly to SharePoint, and work together on proposals and projects in real-time because you have access to the documents and information you need from virtually anywhere.</p>	<p>Lync Online is a next-generation cloud communications service that connects people in new ways from anywhere by using presence, instant messaging, audio/video calling, and rich online meetings with audio, video, and web conferencing. Lync Online transforms interactions with colleagues, customers, and partners from today's hit-or-miss communication to a more collaborative, engaging, and productive experience.</p>	<p>Office Web Apps are convenient online companions to Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft OneNote that offer you an easy way to access, view, and edit documents directly from your web browser.</p>

 Microsoft Office Professional Plus



- Master your inbox with Conversation View and schedule meetings more efficiently by viewing calendar availability for colleagues in other companies in addition to your own co-workers in Microsoft Outlook.
- Use the Outlook Social Connector to better leverage the power of business and social networks.
- Collaborate with control and confidence with real-time co-editing.
- Share slideshows instantly, across town or around the world, with Microsoft PowerPoint Broadcast Slide Show.
- Create presentations that are as brilliant to watch as they are easy to create with new video and photo editing tools in PowerPoint.
- Transform enormous quantities of data into meaningful information with Excel.
- Work from virtually any place and on any device with Office Web Apps.

 Microsoft Exchange Online

- Work from almost anywhere and get automatically updated email, calendar, and contacts on the devices you use most, including PCs, Macintosh computers, iPhone, Android phones, Blackberry smartphones**, Windows Mobile, and Windows Phones*.
- Get professional, easy-to-manage email. Exchange Online provides each user with a 25-gigabyte (GB) mailbox and lets them send email messages up to 25 megabytes (MB).
- Connect with Microsoft Outlook 2010 or Outlook 2007 and use all of the rich Outlook functionality you already know and use, whether you are connected to the Internet at home or in the office or you are working offline.
- Easily schedule meetings by sharing calendars and viewing them side by side, so you can see your colleagues' availability and suggested meeting times from your calendar.
- Access your email, calendar, and contacts from nearly any web browser while you keep the rich, familiar Outlook experience with Microsoft Outlook Web App.
- Help protect your organization from spam and viruses with Microsoft Forefront Online Protection for Exchange, which includes multiple filters and virus-scanning engines.

 Microsoft SharePoint Online

- Manage and share important documents with colleagues
- Share personal insights and status updates with colleagues
- Keep teams in sync and manage important projects
- Find important documents and people easily
- Stay up to date with company information and news
- Create Microsoft Office documents and save them directly to SharePoint Online.
- Protect sensitive content with document-level permissions.
- Access important documents offline by using SharePoint Workspace.
- Enable real-time communication with colleagues from within SharePoint Online.
- Control service provisioning, monitoring, and reporting to simplify management through a single console.

	<ul style="list-style-type: none"> • Connect with others through instant messaging (IM), video calls and online meetings. • Move easily from instant messaging into ad-hoc online meetings that include audio, video, and screen sharing with just a few mouse clicks. • Conduct online presentations to customers and colleagues including audio, video, screen sharing, and a virtual whiteboard. • Invite external contacts to easily join online meetings through a native or web-based client. • View presence status and click to communicate from within Microsoft Outlook, Office SharePoint, and other Office applications. • Communicate with external organizations running Lync using IM, audio and video through Lync federation. • Connect with Windows Live Messenger contacts using IM, audio and video calls directly from Lync. • Reply to an email with an instant message or an audio call for quicker and more effective resolution of issues.
	<ul style="list-style-type: none"> • View, edit and share content created in the Word, Excel, PowerPoint, and OneNote desktop applications online, from almost any device with an Internet connection. • Provide a common set of online viewing and editing tools to people who use different platforms and different versions of Microsoft Office, including those who do not have Microsoft Office on their computers. • Ensure a familiar experience by providing an environment that uses many of the same editing and formatting features users already know from Microsoft Office. • Need a feature you don't see in the Web Apps? Open documents in the applicable Office desktop application with one click from Office Web Apps to access rich editing features (requires Office Professional Plus 2007 Service Pack 2 or later, Office for Mac 2008 with Entourage 2008 Web Services Edition, or Office for Mac 2011 and Outlook for Mac 2011). • Access and view Office documents from supported mobile browsers. • Simultaneously edit shared Excel spreadsheets and OneNote Shared Notebooks with co-authoring support in the Office Web Apps. See the areas colleagues are editing in real-time.

If you want more information about *MS Office 365* send us an email to info@clearpeople.com or call us on **+44 (0) 20 33 769 500**