

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.



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.

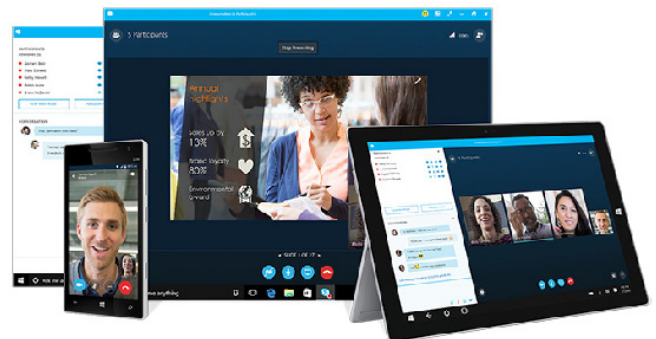
- Work together more easily by giving partners access to the business information they need.
- Maintain a professional-looking public website with easy-to-use templates.

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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Microsoft Office 365 Plan Comparison



		Business <300 Users			Enterprise >300 Users		
		Business Essentials	Business	Business Premium	E1	ProPlus	E3
Standard Services	Includes Exchange	✓		✓	✓		✓
	Access apps online & via installed version		✓	✓		✓	✓
	Access apps online only	✓			✓		
	Includes Microsoft Access					✓	✓
	Access to Office apps & documents from all major smartphones & iPad		✓	✓			✓
	OneDrive for Business – personal online document storage	1TB	1TB	1TB	1TB	1TB	Unlimited
	Office Online – Create/ view/ edit rights for online versions of core Office apps for collaborating on documents	✓	✓	✓	✓	✓	✓
	Sway for Office365	✓	✓	✓	✓	✓	✓
	Sites – team collaboration & internal portals (SharePoint)	✓		✓	✓		✓
	Private social networking (Yammer)	✓		✓	✓		✓
	Email 50GB email, Contacts, Shared calendars (Exchange)	✓		✓	✓		✓
	Meetings & communications Web conferencing, IM, Video, Presence (Skype for Business)	✓		✓	✓		✓
Advanced Services	On-premises Active Directory synchronization for single sign on	✓	✓	✓	✓	✓	✓
	Mobile Device Management (MDM) for Office 365	✓	✓	✓	✓	✓	✓
	Access to equivalent on-premises server workloads (Exchange server, SharePoint server, Skype for Business server)				✓		✓
	Upcoming services: Office 365 Video				✓		✓
	Legal compliance & archiving needs for email (Archiving, eDiscovery, Mailbox hold)						✓
	Information protection (Message encryption, Rights management, Data loss prevention)						✓



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