

## All Office 365 Enterprise plans include:

<b>Email and Calendars</b>	<b>Use business-class, browser-based Outlook, including a 25 GB mailbox per user, shared calendars, and task-management tools.</b>
<b>Web Conferencing</b>	Host online meetings with audio and video using one-click screen sharing and HD video conferencing.
<b>Instant Messaging</b>	Connect with others via instant message and let people know your availability with your online status.
<b>File storage and sharing</b>	SkyDrive Pro gives users 7 GBs of personal storage that syncs with their PC or Mac for offline access. Easily share documents with others through Office or SharePoint.
<b>Team Sites</b>	Work together on projects with team sites that help keep related documents, notes, tasks, and conversations organized together.
<b>Office Web Apps</b>	Create and edit Word, OneNote, PowerPoint, and Excel documents from any modern browser.
<b>Mobility</b>	Sync email, calendar, and contacts; access SharePoint sites; view and edit Office documents with Office Web Apps using a browser on Windows Phone, iOS, and Android devices.
<b>Apps for Office and SharePoint</b>	New third-party and customer-developed apps work with Office and SharePoint to bring web services right into your documents and sites.
<b>Administration</b>	The admin portal provides IT detailed configuration options for their services, either from an online portal or through automated management with PowerShell commands.
<b>Reliability</b>	Get peace of mind knowing your services are available with an industry-leading, financially backed 99.9% uptime guarantee.
<b>Security</b>	Cutting-edge security practices with five layers of security and proactive monitoring help keep customer data safe.
<b>Privacy</b>	Your data belongs to you. Microsoft does not scan emails or documents for advertising purposes.
<b>Up to date</b>	No need to pay for version upgrades; updates are included in your subscription. New features are rolled out to Office 365 customers in an IT-configurable experience.
<b>Support</b>	24/7 phone support for all IT issues. For less urgent issues, you can make service requests directly through the admin portal.

## Some Office 365 for enterprise plans also include:

<b>Always have the latest versions of Word, Excel, PowerPoint, Outlook<sup>1</sup>, OneNote, Publisher<sup>1</sup>, and Access.<sup>1</sup></b>	
<b>Office suite included</b>	<ul style="list-style-type: none"><li>• Capture your ideas however you work best—using a keyboard, pen, or a touchscreen.</li><li>• Easily format information in Excel with tools that recognize your pattern and auto-complete data.</li><li>• Easily incorporate content from PDFs to create your own great-looking Word documents.</li><li>• Design customized marketing materials that fit your brand and customers.</li></ul>
<b>Office on more devices</b>	Experience Office on your PC, Mac, Windows tablet, and other select devices.
<b>Office on any PC</b>	Stream full versions of Office programs on any PC with Office on Demand. <sup>2</sup>
<b>Advanced email</b>	Archiving and legal hold capabilities, plus unlimited storage.
<b>Advanced voice support</b>	Hosted voicemail support with auto-attendant capabilities.
<b>Advanced business intelligence tools</b>	Create and manage interactive dashboards with multiple data sources.

<sup>1</sup> Windows PC client programs and/or features only. Cannot be used across devices.

<sup>2</sup> PC running Windows 7 or Windows 8 and Internet connection required.