

## Email in Office 365



### Get business-class email with Office 365

With Office 365, your email is hosted in geographically distributed data centers with continuous data backup, has premier disaster recovery capabilities, and has a team of security experts monitoring it around the clock. Other features include:



**Large mailboxes:** 50 GB of email storage with ability to send messages up to 25 MB in size.



**Custom domain:** Ability to use your own custom domain as your email address->[you@yourbusiness.com](mailto:you@yourbusiness.com).



**Outlook support:** Connect supported copies of Outlook and get access to mail, contacts and calendars with fully featured offline support.



**Guaranteed uptime:** Get peace of mind knowing your email will be available when you need it, with a financially-backed 99.9% uptime service level agreement.



**Mobile access:** Available from all phones and tablets that can receive email, including Windows Phone, iPhone, iPad, Android, and Blackberry devices.



**Secure and protected:** Defend against malware and spam with built in filters that are frequently updated to address new threats.



**Web-based access:** Access email through any modern web browser using the Outlook Web App, which provides a premium browser-based experience that matches the look and feel of Outlook.



**Shared calendar and contacts:** Users can compare calendars to schedule meetings and can contacts, groups, and access a company-wide global address list, external contacts, tasks, conference rooms.

### How can I buy email in Office 365?

All of these Office 365 plans include business class email as mentioned above and can be combined together.

		Exchange Online	Business Essentials	Business Premium
Core Details	Price/user/ month <input type="text"/> (with annual commitment)	£2.50	£3.10	£7.80
	Seat Cap	Unlimited	300	
	24/7 phone support from Microsoft <sup>1</sup>	All issues	Critical issues	
Basic Features	Features noted above	●	●	●
	Exchange Active Sync, IMAP and POP support	●	●	●
	Ability to delegate access to mail and calendar	●	●	●
	Distribution groups, shared company contact lists	●	●	●
	Calendar sharing, conference room management	●	●	●
Advanced Features	On-premises Active Directory synchronization for single sign on	●	●	●
	Licensed for hybrid deployment with on-premises servers	●		
	Email compliance features: eDiscovery, transport rules, journaling, S/MIME, retention tags & policies	●	●	●
	Email protection features: Message Encryption, IRM using Azure RMS	O <sup>2</sup>	O <sup>2</sup>	O <sup>2</sup>
Office	Full Office Desktop Apps (Outlook, Word, Excel, PowerPoint, etc.)			●
	iPad, Windows RT & smartphone apps			●
Additional Services	1TB cloud storage (OneDrive for Business)		●	●
	Online Meetings with web conferencing, IM, video, presence (Lync)		●	●
	Team collaboration sites & internal portals (SharePoint)		●	●
	Private social networking (Yammer)		●	●

1. Business plans include business hours support for all non-critical issues.
2. Available with add on purchase of Azure Rights Management.



## With Office 365, you get the latest Office applications –and much more.

At its heart is Office itself — the familiar Office applications businesses use everyday— now offered as a cloud service, so it's always up to date. But Office 365 is also so much more. It's about bringing enterprise-grade services to organizations of all sizes, from online meetings to sharing documents to business-class email.

## Office



- Always up-to-date. Never buy a new version of Office again!
- Each user can install Office on up to 5 PCs or Macs.
- Save to the cloud for backup and anywhere access.
- Use Office on your smartphone and tablet.



**Business-class email** Large, 50GB mailboxes that can send messages up to 25MB in size, with contacts, shared calendars and spam and malware protection that stays up to date. Built with Exchange email technology, the leading email solution for business around the world. Use your own custom domain for your email address, connect with Outlook for fully featured offline support, and access via the web through any modern browser. Available on your PC or Mac, as well as Windows Phone, iPhone, Android and Blackberry devices.



**Online meetings** Hold scheduled or ad hoc online meetings for up to 250 participants, with screen sharing, audio & video, virtual whiteboards, polls and shared notes. Partners and customers can fully participate through any HTML-5 browser



**Online document storage and file sharing** 1TB of space in the cloud to store, backup and easily share files. Files are accessible from almost any device, also synchronized offline and available without an internet connection.



**Private social networking and collaboration** A social network that helps your company stay connected, share information across teams and make faster, more informed decisions.



**Technical support** Telephone support for setup and deployment issues, as well as online answers, how-to resources, and connections with the Office 365 customer community for additional help.



**Simplified IT Management** Reduce headaches by reducing your IT infrastructure. Content lives safely in globally distributed datacenters with continuous backup & disaster recovery abilities.



**Financially backed SLA** Get peace of mind knowing your services are available with a financially-backed 99.9% uptime service level agreement.

## Office 365 & the cloud changes how work is done...



**Get work done from anywhere** Wherever your people are, online or offline, they can get to — and work with— the most up-to-date versions of the files and tools they need to get things done. And they can do it on virtually any device.



**Work better together— simply** Office 365 offers business-class email, shared calendars, IM, web conferencing, and access to the most up-to-date documents stored in the cloud. You can work together in real time without compromising security.

## ...and how companies consume IT.



**Reduce your capital expenditure** Office 365 is available as a simple monthly subscription. Avoid large up-front costs for new software while moving the cost of IT from capital to operating expense.



**Be always up to date** Since Office 365 is in the cloud, it is always up to date. No patches or software upgrades necessary. Microsoft is adding new value and capabilities on a monthly basis.



**Cut hardware and energy costs** Without servers to run for email, websites and document storage, you can reduce energy costs and save by no longer purchasing new server hardware.



**License per user** Simplify licensing while providing each user access to business critical technology on 5 PCs/Macs and 5 mobile devices. Save money when compared to traditional, per device licensing.



**Scale your business quickly** Office 365 grows with you - adding a new user is as simple as buying an additional license.



**License what you need** Office 365 provides many plans to fit the right capability needs and price points for each user in an organization.