



### **Get business-class email with Exchange Online Plan 1**

Get the new Exchange as a hosted service from Microsoft or as a part of an Office 365 Business Premium plan that includes SharePoint and Skype for Business and more. Exchange Online 1 offers the following

- **Large mailboxes**

Each user gets 50 GB of mailbox storage and can send messages up to 150 MB in size.

- **Outlook support**

Users can connect supported versions of Outlook to Exchange Online, so they can use the rich client application they already know. Compatible with Outlook 2007 onwards and Windows 10 Mail App.

- **Web-based access**

For web-client access, Outlook on the web provides a premium browser-based experience that matches the look and feel of the full Outlook client.

- **Outlook app**

Get more done on your phone and tablet with the Outlook app for iOS and Android.

- **Inbox management**

Stay focused on the most important messages with Clutter, which applies machine learning to clean up your inbox and set up rules that match the way you work.

- **Shared calendar and contacts**

Compare calendars to schedule meetings and access collaboration features, including shared calendars, groups, the global address list, external contacts, tasks, conference rooms, and delegation capabilities.

- **Security**

Every mailbox is protected with premier anti-malware and anti-spam protection via Exchange Online Protection.

- **In-Place Archive**

Keep your inbox clean by automatically moving old messages to an In-Place Archive.

£3.70 + V.A.T  
User/Month  
Monthly Commitment





### Office 365 Business Essentials

Run your business more easily with Office 365. Get everything you need to get work done anytime, anywhere. Offers all the benefits from Exchange Online Plan 1 plus the additional services.

- Online versions of Office

Including Word, Excel and PowerPoint.

- File storage and sharing

1 TB Online Storage Per User powered by OneDrive For Business.

- Unlimited online meetings

IM, and audio, HD video, and web conferencing powered by Skype for business.

- Corporate social network

Help employees collaborate across departments and locations

- Microsoft Teams chat-based workspace

With instant access to your chats, content, people, and tools.

- Professional digital storytelling

Tools to create interactive reports, presentations, and more.

£4.70 + V.A.T  
User/Month  
Monthly Commitment





### Office 365 Business

Do your best work with fully installed Office applications across your devices plus online file storage and sharing. Office 365 Business now includes the new Office 2016 apps for your PC and Mac.

- **File storage and sharing**

OneDrive for Business gives each user 1 TB of personal cloud storage that can be accessed from anywhere and that syncs with their PC/Mac for offline access. Easily share documents with others inside and outside your organization and control who can see and edit each file.

- **Office Online**

Create and edit Word, OneNote, PowerPoint, and Excel documents from a browser.

- **Professional digital storytelling**

With Sway, a new Office 365 app, you can easily create engaging, interactive web-based reports, presentations, newsletters, trainings and more—right from your phone, tablet, or browser. Sways are easy to share and look great on any screen.

- **Office on PCs, tablets, and phones**

Enjoy a fully installed Office experience across PCs, Macs, Windows tablets, iPad® and Android™ tablets, and most mobile devices. Each user can install Office on 5 PCs or Macs, 5 tablets (Windows, iPad, and Android), and 5 phones.

- **Office suite**

Now includes the new Office 2016 apps for your PC and Mac.

Always have the latest versions of:



- Capture your ideas however you work best—using a keyboard, pen, or a touchscreen.
- Easily format information in Excel with tools that recognize your pattern and autocomplete data.
- Easily incorporate content from PDFs to create your own great-looking Word documents.
- Design customized marketing materials that fit your brand and customers.

£9.60 + V.A.T  
User/Month  
Monthly Commitment





### Office 365 Business Premium

Do your best work with fully installed Office applications across your devices plus online file storage and sharing and Exchange email.

- File storage and sharing

OneDrive for Business gives each user 1 TB of personal cloud storage that can be accessed from anywhere and that syncs with their PC/Mac for offline access. Easily share documents with others inside and outside your organization and control who can see and edit each file.

- Office And Exchange Online

Create and edit Word, OneNote, PowerPoint, and Excel documents from a browser. Use business-class email through a rich and familiar Outlook experience you can access from your desktop or from a web browser. Get a 50 GB mailbox per user and send attachments up to 150 MB

- Professional digital storytelling

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£11.30 + V.A.T  
User/Month  
Monthly Commitment

