

Office 365 for Small Businesses



"It's the real deal, and it blows away Google Apps."

- Edward F. Moltzen, CRN

Move to the cloud? If you're like most small businesses then chances are you've struggled with this issue—and with good reason. After all, you've got a lot to think about. What is the cloud really going to cost? Will it enable your people to work how and where they want while keeping you in control? How do you know your data is secure? Don't worry. We hear you.

That's why we recommend Microsoft Office 365. Office 365 is a cloud-based service hosted by Microsoft that brings together familiar Microsoft Office desktop applications with business-class email, shared calendars, instant messaging (IM), video conferencing, and file sharing. With Office 365, you'll receive secure, enterprise-grade tools for a predictable monthly cost and no upfront infrastructure investments. Get your work done faster from virtually anywhere, working with the Office you already know!

Be more productive anywhere

Work how you want, where you want

- Use Office across your devices—PC, Mac, tablet, smartphone
- Sign into Office to access the latest version of your documents and personal settings
- Sync files to your devices using SkyDrive Pro for offline access and automatic re-syncing and backup
- When away from your devices, sign into Office using a browser and quickly stream an Office application to a PC for full-experience viewing and editing

"By using Office 365, we have access to complete information from wherever we are, which helps us deliver better service both to the companies we represent and the customers who need their products."

Tad Papineau
President, PSI
Solutions

Look more professional

Make the best impression

- Save up to 7GB of files to the cloud, open/edit files in your browser, share large files easily, and sync to your computer for offline access using SkyDrive Pro
- Showcase your work and impress customers using HD video conferencing and screen sharing
- Market your business with an easy-to-create website using your own domain name—without needing a designer or paying additional hosting fees

"With Office 365, our employees are a click away from meeting clients without leaving the office..."

Edgar Westerhoven,
Product Advisor and
Manager, ICT, Evers
Partners

Simplify, but stay in control

Manage without an IT staff

- Easy-to-use web-based management center to add or delete users, manage email, and set file-sharing policies
- Install Office on desktops quickly by streaming directly from Office 365—ready to use within moments of clicking "install"
- Robust protection against malware, spam, and viruses
- Ensure your files are safe with automatic backup
- Financially-backed, 99.9 percent uptime guarantee

"By using Office 365, we have access to capabilities that would typically be reserved for very large organisations. That's a huge advantage for us."

Lance Criscuolo,
President
Zyvx Technologies

Get more for your investment

Get a familiar experience for a predictable price

- Business-grade tools designed for your business
- Always get the latest technology for a predictable monthly cost
- Simplified per-user licensing of up to 5 devices per user
- No upfront licensing costs
- Easily add or delete users as you need to

"In addition to being affordable, using Office 365 takes away infrastructure worries and provides a professional presence for us as we set ourselves apart from our competitors."

Kevin Lisota
Chief Executive Officer,
findwell

What's included in Office 365?

Office 365 is not a one-size-fits-all solution. There are multiple plans available to fit different company sizes and needs. Features and benefits include the following:

Familiar Office experience

Microsoft Office is the world's leading productivity application giving you anywhere access from virtually any device.

- Always the latest version of the familiar Office apps that you use and install on your desktop (e.g. Word, Excel, PowerPoint)
- Consistent formatting across your PC, Mac, phone, browser
- Office Web Apps as online companion for light editing in any browser (Internet Explorer, Chrome, Safari, or Firefox)

Instant messaging and video conferencing

Powered by Microsoft Lync Online, you can set up and join online meetings in Outlook with just one-click.

- Presence, IM, voice, and HD video conferencing
- Real-time note taking and document sharing
- Conduct online meetings with customers and partners
- Connect with Skype contacts using presence, IM, and voice



Business-class email

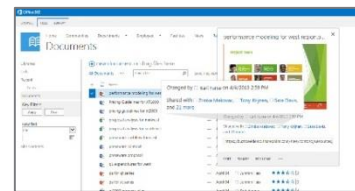
Powered by Microsoft Exchange Online, you can access your emails, shared calendars, and contacts from your PC, Mac, phone, and browser.

- 50 GB user mailboxes with up to 25 MB attachments
- Easy to add users and set up email on your domain name
- Robust anti-spam and anti-malware

Document sharing

Powered by Microsoft SharePoint Online, you can easily share documents and information with colleagues and customers.

- Share documents with controlled access
- Sync online files to your devices for offline access
- Share team emails and documents with Site Mailboxes
- Co-edit documents with others at the same time



	Office 365 Small Business Premium	Office 365 Midsize Business	Office 365 Enterprise E1	Office 365 Enterprise E3
	1-10 users	10-250 users	> 250 users	> 250 users
	£8.40/user/month	£9.80/user/month	£5.20/user/month	£15.00/user/month
Office desktop apps (subscription to the latest full-featured Office, up to 5 PCs/Macs per user)	•	•		•
Email, calendar, antivirus/anti-spam, personal archive	•	•	•	•
Collaboration sites, secured file sharing	•	•	•	•
HD video conferencing, IM and presence	•	•	•	•
Office Web Apps (for editing Office files in browser)	•	•	•	•
Public web site (no additional hosting fees)	•	•	•	•
24/7 technical phone support	Critical issues only	Critical issues (biz hours for non)	For all issues	For all issues
Active Directory integration for single sign-on		•	•	•
Advanced email: <ul style="list-style-type: none"> o Archiving and legal hold capabilities, plus unlimited storage; o Data Loss Prevention to avoid sharing certain data externally; o Information Rights Management to set rules on emails 				•
Simple interactive dashboards using Access, Excel, or Visio Services				•
eDiscovery for compliance				•

WHAT'S NEXT?

1. Try Office 365 today at www.opusflow.co.uk/office365
2. Schedule a free IT assessment - sales@opusflow.co.uk
3. Read testimonials on www.whymicrosoft.com

