

Microsoft Office 365 for professionals and small businesses

Get the value, power, and simplicity of Microsoft® Office 365 for small businesses, 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 price that small businesses can afford. This is the much-anticipated cloud service that gives small businesses the capabilities and efficiencies to grow and target more rapid success.

WHY OFFICE 365?

WORK FROM VIRTUALLY ANYWHERE

Be productive on the go.

- Access your information via familiar Office desktop applications on PCs and Macs.
- View and edit documents with Office Web Apps across a broad range of browsers (Internet Explorer®, Firefox, Safari).
- Access your email from most browsers with Outlook Web App.
- Access mail, contacts, calendar, and SharePoint® sites from mobile devices including Windows® Phones, Nokia, Android, iPhone, and BlackBerry.

COLLABORATE BETTER

Work together, smarter.

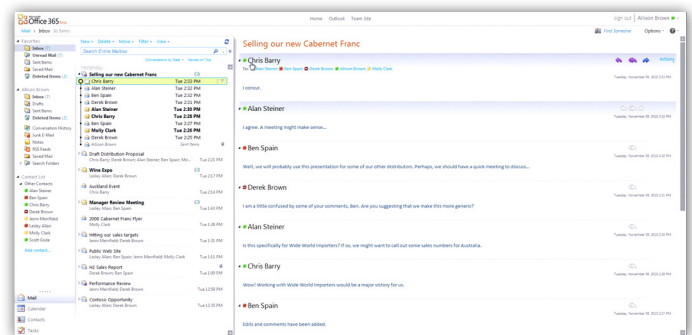
- Conduct online meetings with colleagues, partners, and customers, including audio, video, and screen sharing.
- Create sites to store your important office documents and work together with colleagues, partners, and customers.
- Share your calendar with colleagues, partners, and customers.
- Share important business information, including Access databases.
- Simultaneously edit documents with your colleagues.

LOOK PROFESSIONAL

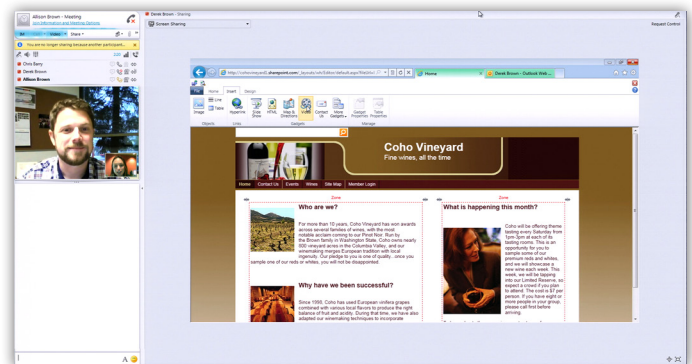
Be what's next.

- Easily design a professional looking public web site.
- Communicate with a domain-based email.
- Interface with customers using professional communications and collaboration tools.

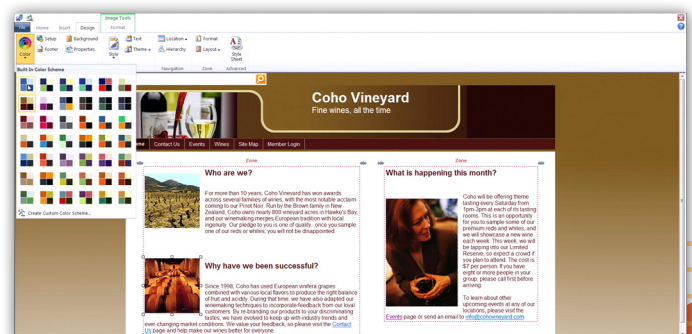
Web applications with cross-browser support



Online meeting presentation with PC-to-PC audio and video



Easy-to-use web-based design tools

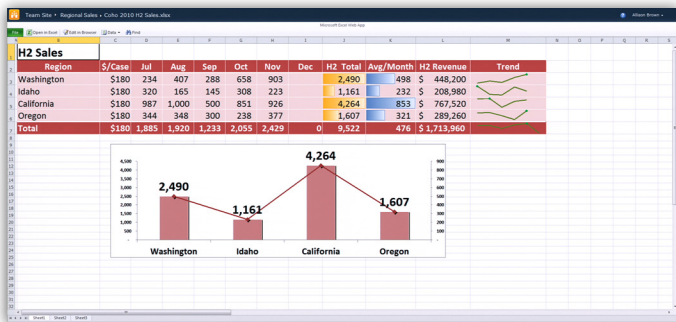


WORK WITH WHAT YOU KNOW

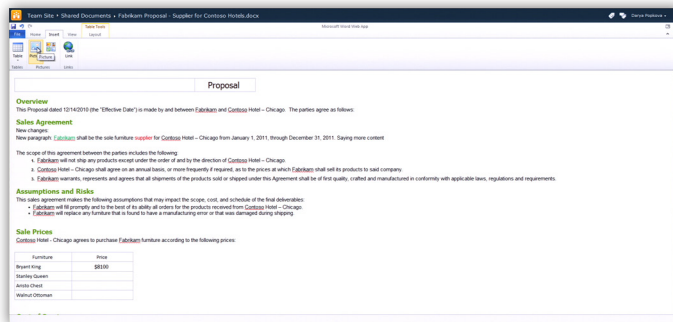
Use familiar Office tools.

- 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, including within Web Apps.

Familiar Office applications



Edit documents in the browser



OVERVIEW OF SERVICES

Microsoft Office Web Apps

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.

Microsoft SharePoint Online

Share business information in one centralized place.

- Share important documents, insights, and status updates with colleagues.
- Market your business with a simple public-facing web site.

Microsoft Lync Online

Find and connect with colleagues and customers from virtually anywhere with Microsoft Lync™ Online.

- View presence status information and click-to-communicate through 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.

Microsoft Exchange Online

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.

Pricing and Licensing

Price	\$6 (USD) / €5.25 / ¥600 / \$7 (CAD) / £4 per user per month
Number of Users	Organizations with 1–25 users (maximum of 50)
Licensing	Available only under User Subscription Licenses (USL); not available under Microsoft Volume Licensing.
Subscription Terms	Available on a month-to-month basis with automatic renewal each month. Cancel at any time with no early termination fee.

Sign up for the Office 365 beta today at www.office365.com