



## Office 365 main features

- Office suite
- Office on PCs, tablets and phones
- Instant messaging and Skype connectivity
- 1 TB file storage and sharing
- Office Online
- Work Management
- Email & calendars  
50 GB mailbox  
150 MB attachments

Office 365

Operating Systems

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| <p><b>Office suite</b><br/>Word, Excel, PowerPoint, OneNote, Publisher, Access.</p>  | <p><b>Enterprise management of apps</b><br/>Simplify management of apps in your organization with Group Policy, Telemetry and Shared Computer Activation.</p>  |
| <p><b>Office on PCs, tablets and phones</b><br/>Each user can install Office on 5 PCs or Macs, 5 tablets (Windows, iPad, and Android), and 5 phones.</p>   | <p><b>Search and discovery</b><br/>Search and discover content across Office 365 based on personalized insights. Office Delve is powered by Office Graph.</p>  |
| <p><b>Email and calendars</b><br/>Use business-class email through familiar Outlook experience. Get a 50 GB mailbox per user and send attachments up to 150 MB.</p>  | <p><b>Corporate video portal</b><br/>Easily manage videos within your organization. Office 365 Video is a company-wide destination for video upload, sharing and discovery and smooth playback across devices.</p>                             |
| <p><b>Advanced email</b><br/>Unlimited storage, data loss prevention (DLP).</p>  | <p><b>Voicemail integration (Unified Messaging)</b><br/>Hosted voicemail support with auto-attendant capabilities. Voicemails are recorded to Exchange Online.</p>   |
| <p><b>Document and email access control</b><br/>Rights Management Services enables you to restrict access to documents and email to specific people.</p>   | <p><b>Advanced compliance tools</b><br/>You can search across Exchange, Skype for Business and SharePoint. Integration with advanced retention, archiving, analytics enabled in-place and predictive eDiscovery. Decreasing cost and risk.</p> |
| <p><b>Advanced information protection</b><br/>Data loss prevention and encryption across Exchange Online, Skype for Business, and SharePoint Online help keep your content safe in email, IM, meetings and team sites.</p>                           | <p><b>Information protection</b><br/>Rights management, data loss prevention, encryption for Exchange Online, Skype for Business, and SharePoint Online help keep your content safe in email, IM and meetings and team sites.</p>              |
| <p><b>Online Meetings</b><br/>Host online meetings with audio, HD video, and web conferencing over the Internet. Join meetings with a single touch or click from the smartphone, tablet, or PC of your choice.</p>                                   | <p><b>Apps for Office and SharePoint</b><br/>New third-party and customer-developed apps work with Office and SharePoint to bring web services right into your documents and sites.</p>  |
| <p><b>Meeting Broadcast</b><br/>Broadcast Skype for Business meetings on the Internet for up to 10,000 people dialogue during the broadcast.</p>   | <p><b>Staff Workers</b><br/>Connect your workers to the information they need to do their job for the day. Microsoft StaffHub provides convenient scheduling, content sharing and workgroup messaging.</p>                                     |
| <p><b>Instant messaging and Skype connectivity</b><br/>Instant message, voice calls, and video calls, availability. Share presence, IM, and audio calling with Skype users.</p>  | <p><b>Self-service Business Intelligence in Excel</b><br/>Excel discover and connect to data with Power Query, model and analyze this data with Power Pivot, and visualize insights in interactive maps with 3D Maps.</p>                      |
| <p><b>Chat-based workspace</b><br/>Connect your team with Microsoft Teams in Office 365, where chat, content, people and tools live together.</p>  | <p><b>PSTN conferencing</b><br/>Enable attendees to join Skype for Business from any telephone by dialing a local access number and dial out from a meeting to add others when needed.</p>   |
| <p><b>Advanced security</b><br/>Advanced Threat Protection helps defend users against sophisticated threats hidden in emails, attachments and links.</p>   | <p><b>Modern voice with Cloud PBX</b><br/>Make, receive and transfer business calls in the office, at home or on the road, using phone, PC and mobile without the need for a traditional phone system.</p>                                     |
| <p><b>Analytics tools</b><br/>With the live dashboards and interactive reports of Power BI Pro non-technical users can visualize and analyze data with greater speed, efficiency and understanding.</p>  | <p><b>Reliability</b><br/>Get peace of mind knowing your services are available with a guaranteed 99.9% uptime, financially backed service level agreement (SLA).</p>  |
| <p><b>File storage and sharing</b><br/>OneDrive for Business gives each user 1 TB of personal cloud storage that can be accessed from anywhere and syncs with their PC/Mac for offline access.</p>   | <p><b>Privacy</b><br/>Your data belongs to you. Microsoft does not scan emails or documents for advertising purposes.</p>  |
| <p><b>Team sites</b><br/>Enable easy access and sharing of documents with 1 TB of baseline storage plus 500 MB of storage per user.</p>  | <p><b>Administration</b><br/>The admin portal provides IT detailed configuration options for your services, either from an online portal or through automated management with PowerShell commands.</p>   |
| <p><b>Corporate social network</b><br/>Yammer collaboration software, share information across teams and organize around projects so they can communicate further, faster.</p>   | <p><b>Up to date</b><br/>Updates are included in your subscription. New features are rolled out to Office 365 customers regularly.</p>   |
| <p><b>Office Online</b><br/>Create and edit Word, OneNote, PowerPoint, and Excel documents from any modern browser.</p>  | <p><b>Active Directory integration</b><br/>Manage user credentials and permissions. Single sign-on and synchronization with Active Directory.</p>  |
| <p><b>Work management</b><br/>Planner makes it easy for your team to create new plans, organize and assign tasks, share files, chat about what you're working on and get updates on progress.</p>  | <p><b>Support</b><br/>24/7 phone support for all IT issues. For less urgent issues, you can create service requests directly through the admin portal.</p>   |
| <p><b>Professional digital storytelling</b><br/>With Sway, a new Office 365 app, you can easily create engaging, interactive web-based reports, presentations, newsletters, training material and more—right from your phone, tablet or browser.</p> | <p><b>Microsoft FastTrack for Office 365</b><br/>Microsoft FastTrack for Office 365 is our customer success service designed to help you move to Office 365 smoothly and with confidence and realize business value faster.</p>                |

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