

# Office 365 Business



Office when and where you need it



**Microsoft Partner**  
Silver Small and Midmarket Cloud Solutions

# What is Office 365 Business?

Do you have a mobile workforce, or often employ temporary staff? Office 365 Business could be for you...

Are you fed up of paying out hundreds of pounds of a Microsoft Office licence to sit on an unused machine? With Office 365 Business, familiar tools like Word, Excel, PowerPoint and Outlook are available when and where you need them for a *monthly fee*. Pay only for the number of licences you need, adding or revoking them when you need to.

## What does Office 365 Business provide?

### Familiar Office Tools...

#### Office Suite

- Always have the latest version of Microsoft Office
- Capture your ideas however you work best – using a keyboard, pen or touchscreen
- Easily format information in Excel with tools that recognise you and autocomplete data
- Easily incorporate content from PDFs to create your own great-looking Word documents



#### Office on PCs, tablets and phones

Enjoy a full, installed Office experience across your PCs, tablets and most mobile devices. What's more, each user can install Office on up to 5 devices!

### Plus Online Services...

#### File Storage and Sharing

OneDrive for Business gives each user 1TB of personal cloud storage that can be accessed from anywhere. It syncs with their PCs for offline access and documents can be shared easily with users inside and outside of your company...controlling who can see and edit each file.



#### Office Online

Create and edit Word, OneNote, PowerPoint and Excel documents from your browser!

#### 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. They're easy to share and look great on any screen.



## All Office 365 for Business plans include...

### Reliability

Get peace of mind knowing your services are available with a guaranteed 99.9% uptime, financially-backed SLA

### Security

Cutting-edge security practices with five layers of security and proactive monitoring help keep your data safe.

### Privacy

Your data is yours. It is safeguarded and protected for the utmost privacy control.

### Administration

SYS3 are proud Microsoft Partners. We will deploy and manage Office 365 across your company, adding and removing users in minutes.

### Updates

No need to pay for version upgrades. Updates are included in your subscription. New features are rolled out regularly.

### Support

The Microsoft Office 365 administration centre allows SYS3 to provide you with the quick and efficient support you need.

