Microsoft Office 365

Microsoft Office 365 for Small Businesses (Plan P1)

Top 10 Benefits

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Top 10 Benefits of Microsoft Office 365 for Small Businesses

Microsoft® Office 365 for small businesses is an easy-to-use set of web-enabled tools that let you access your email, important documents, contacts, and calendar from almost anywhere and any device—including PCs, Macintosh computers, iPhones, Android phones, and BlackBerry smartphones. Designed to meet the needs of a diverse range of small businesses, Office 365 lets you choose which tools to use. It works seamlessly with the programs you already know and use, including Microsoft Outlook®, Microsoft Word, Microsoft Excel®, and Microsoft PowerPoint®. It's easy to try and simple to learn, and it works with your existing hardware. Office 365 also offers improved collaboration capabilities, including a password-protected portal to share large, hard-to-email files both inside and outside of your organization. Powerful security features from Microsoft help protect your data, and when the service is released for general availability, it will be backed with a 99.9-percent uptime guarantee.

Note

Access from mobile devices depends on carrier network availability.
Users of Blackberry Internet Service get push email and can add calendar and contacts to their Blackberry devices through a wired sync with Outlook on the PC.

Anytime, Anywhere Access

Office 365 provides web-enabled access to email, important documents, contacts, and calendar on almost any device—including PCs, Macintosh computers, iPhones, Android phones, and BlackBerry smartphones. It frees you to work where and when you choose, letting you respond to important requests right away, from almost any location. With the ability to access email and documents from your mobile device, you don't need to hurry to the office or look for a WIFI hot spot. And if you're traveling without access to Microsoft Office, Office 365 helps you view and edit documents from the most popular web browsers on PCs and Macintosh computers. Take control of when and where you work with Office 365.

Note

Access from mobile devices depends on carrier network availability.
Users of Blackberry Internet Service get push email and can add calendar and contacts to their Blackberry devices through a wired sync with Outlook on the PC.

Professional Face for Your Business

Using professional services like Office 365 tells potential customers that you're serious about business. For example, you can impress your prospects by inviting them to a collaborative online meeting where you can review your latest proposal. With these state-of-the-art but easy-to-use collaboration, mail, and messaging services, you can set yourself apart from organizations that use free or ad-supported services. A custom domain name further enhances your branding, and Office 365 includes design tools to easily create a professional, public-facing website in minutes.

Easily Communicate and Collaborate Inside and Outside Your Organization

With Office 365, you can create a password-protected portal to share large, hard-to-email files both inside and outside of your organization, giving you a single location to find the latest versions of files or documents, no matter how many people are working on them. Send instant messages to colleagues and customers and invite them to participate in online meetings where you can review documents or take control of a desktop.

Simple to Learn, Straightforward to Use

Office 365 is easy to try, simple to learn, and straightforward to use. You don't need to learn new software, install complicated systems, or learn new jargon. In just a few minutes, you can create a trial account and see how easily your business can be "in the cloud" with benefits usually found only in larger organizations.

Email, Collaboration, and Online Meeting Solutions

Microsoft has years of experience delivering scalable, secure online solutions. Enhance your Office experience with Office 365 features like a 25-gigabyte (GB) mailbox that accommodates attachments up to 25 megabytes (MB), calendaring, contacts, online meetings, instant messaging, document collaboration, and more. With Office 365, you can take advantage of these easy-to-use solutions and advanced features at a small-business price.

Safety and Security

Security is priority at Microsoft data centers. With Office 365, you can use the same systems used by Microsoft and other enterprises worldwide to help protect email, documents, and networks. These systems scan your messages and documents for spam and malicious software (also called malware) 24 hours a day, 7 days a week. Microsoft data centers help safeguard your data and are certified to meet several industry-standard certifications, including the ISO 27001 certification and the EU Safe Harbor seal.

Seamless Coordination with the Tools You Already Know

Office 365 works seamlessly with the programs you already know and use, including Outlook, Word, Excel, and PowerPoint. These tools provide the same great features you rely on as well as powerful capabilities in Office 365. With Microsoft Office 2010 and Microsoft Office Professional Plus, you can see if others are editing the document you're using, synchronize documents with your desktop, broadcast PowerPoint presentations, and check documents in and out of your online document library. These and other features are automatically enabled when you use Office 2010 and Office Professional Plus with Office 365.

No Requirement for Advanced IT Knowledge

Office 365 administration is designed for organizations without IT staff, so you can easily set up and use the features, helping you focus on your business rather than on learning menus and technical lingo. Perform administrative tasks using an intuitive, web-based portal that is accessible only to people you designate. The online portal provides step-by-step instructions on how to add users and set up your account so your employees can quickly start using Office 365.

99.9-Percent Availability, Money-Back Guarantee

Office 365 helps safeguard your data with enterprise-grade reliability, disaster recovery capabilities, data centers in multiple locations, and a strict privacy policy. The Microsoft data centers that deliver Office 365 are designed with redundant networks, power systems, servers, and continuous monitoring. These and other high availability safeguards provide the basis for the 99.9-percent uptime, money-back guarantee that are included with the service after the release for general availability.

Flexibility for Your Business

With Office 365, you get pay-as-you-go pricing options that give you predictability and flexibility for your business. Office 365 also offers great flexibility by allowing you to easily provide users with only the services they need, cost-effectively adding value to your business.