Office 365
for businesses

Stay connected on the go

firstCMS
Smart Software Solutions

Welcome to 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.
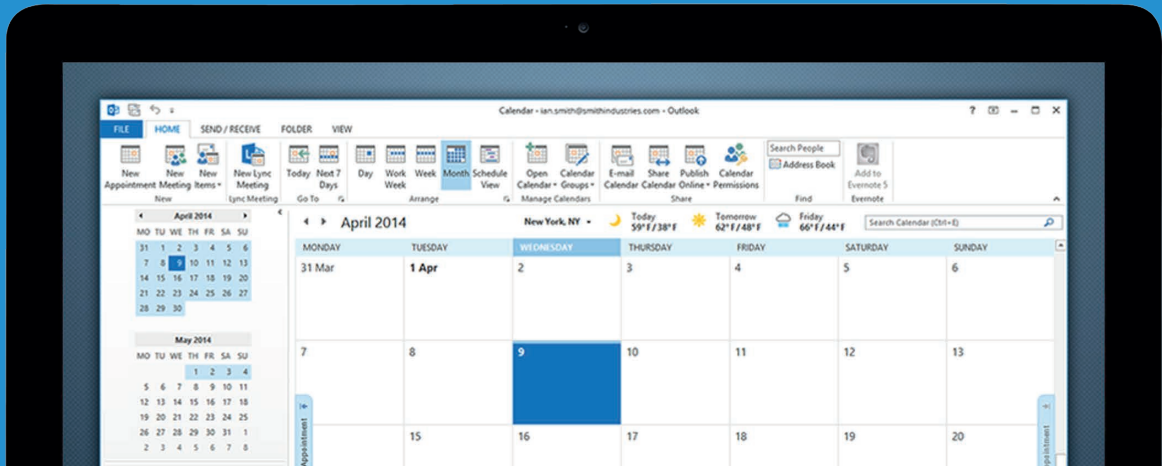
Why choose Office 365...?

In today's business you need technology to be available around the clock and across multiple devices, to make sure that your business continues to be productive and efficient. Office 365 delivers just that, so that you can then deliver fast, reliable service to your customers.
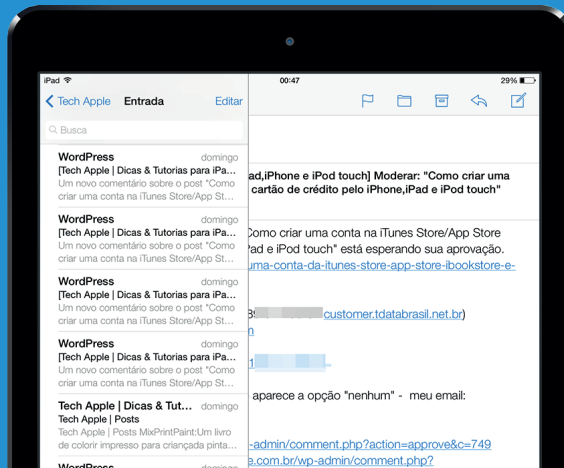
The low-cost solution...

Because Office 365 is a cloud based solution, you can gain big business benefits for a low monthly cost. What's more, there's no costly set-up fees, expensive upgrades or lengthy set-up times.

Technology on demand...

Installation is simple. You can soon be up and running with everything from email, contacts and calendars to web-conferences and file sharing.

A solution to suit all businesses...

With Office 365 there are a variety of packages available, all designed to suit different business needs.

Safe and secure...

Your data is automatically held safely in the cloud so in the event of a power outage, fire or theft you know your data is safe. Furthermore, you'll have secure access to your documents on virtually any device – including smartphones.

Available packages

Office 365 Business & Enterprise packages

Office 365 Business Essentials

- Online versions of Office including Word, Excel, and PowerPoint
- File storage and sharing with 1 TB storage/user
- Business-class email including calendar and contacts with a 50GB mailbox
- Unlimited online meetings, IM and HD video conferencing
- Skype for Business App
- Corporate social networking

Office 365 Business

- Full, installed Office applications (Word, Excel, PowerPoint, Outlook, Publisher, and OneNote) on up to 5 PCs or Macs
- Office on up to 5 tablets and 5 phones
- Online versions of Office including Word, Excel, and PowerPoint
- File storage and sharing with 1 TB storage/user

Office 365 Business Premium

- Full, installed Office applications (Word, Excel, PowerPoint, Outlook, Publisher, and OneNote) on up to 5 PCs or Macs
- Office on up to 5 tablets and 5 phones
- Online versions of Office including Word, Excel, and PowerPoint
- File storage and sharing with 1 TB storage/user
- Business-class email including calendar, and contacts with a 50 GB inbox
- Unlimited online meetings, IM and HD video conferencing
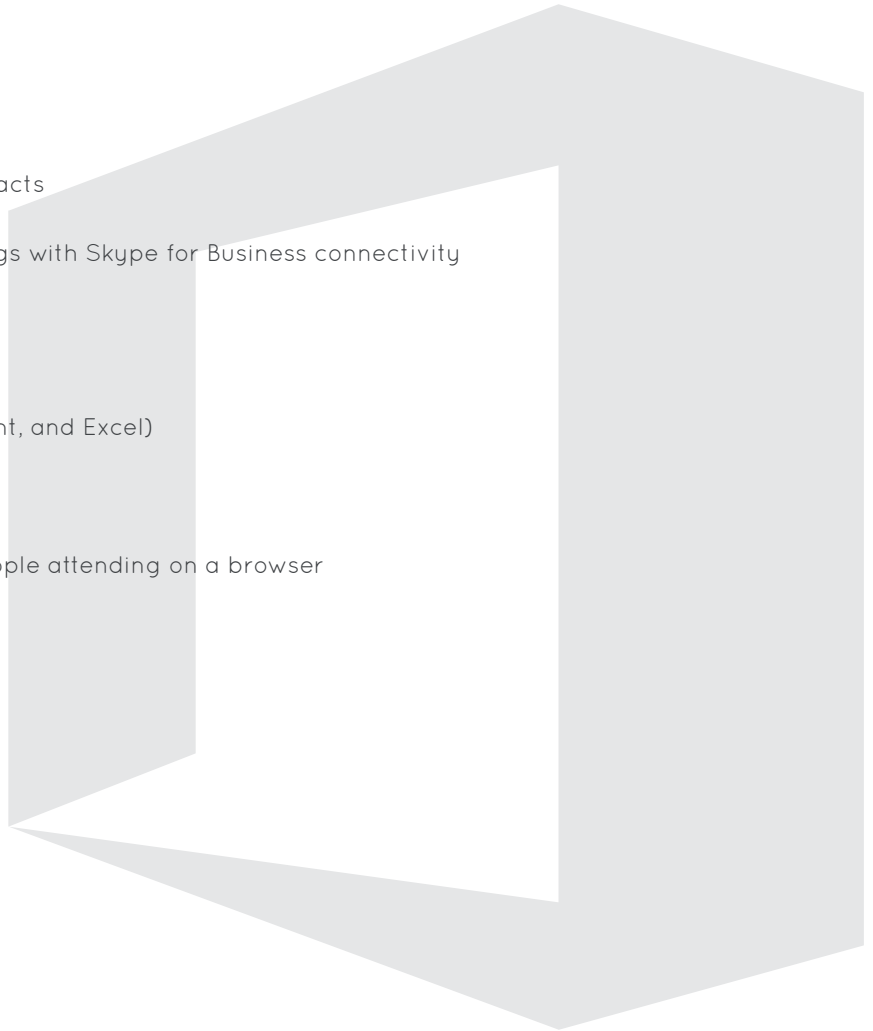- Skype for Business App
- Corporate social networking

Office 365 ProPlus

- Office Suite (Word, PowerPoint, Excel, Publisher, Outlook, OneNote, Skype for Business and Access)
- Office on PCs, tablets and phones (on up to 5 per user)
- Office Online (Word, OneNote, PowerPoint, and Excel documents)
- OneDrive file storage and sharing (1TB)
- Rights Management and Data Loss Prevention
- Business Intelligence with visualised data in Excel
- Enterprise management of apps
- Tools to create interactive reports

Office 365 Enterprise E1

- Business class email, calendars and contacts
- Online conferencing
- Instant messaging and unlimited meetings with Skype for Business connectivity
- OneDrive file storage and sharing (1TB)
- Team sites
- Site mailboxes
- Social networking with Yammer
- Office Online (Word, OneNote, PowerPoint, and Excel)
- Sync email, calendars and contacts
- Access SharePoint sites
- Video portal
- Broadcast meetings for up to 10,000 people attending on a browser
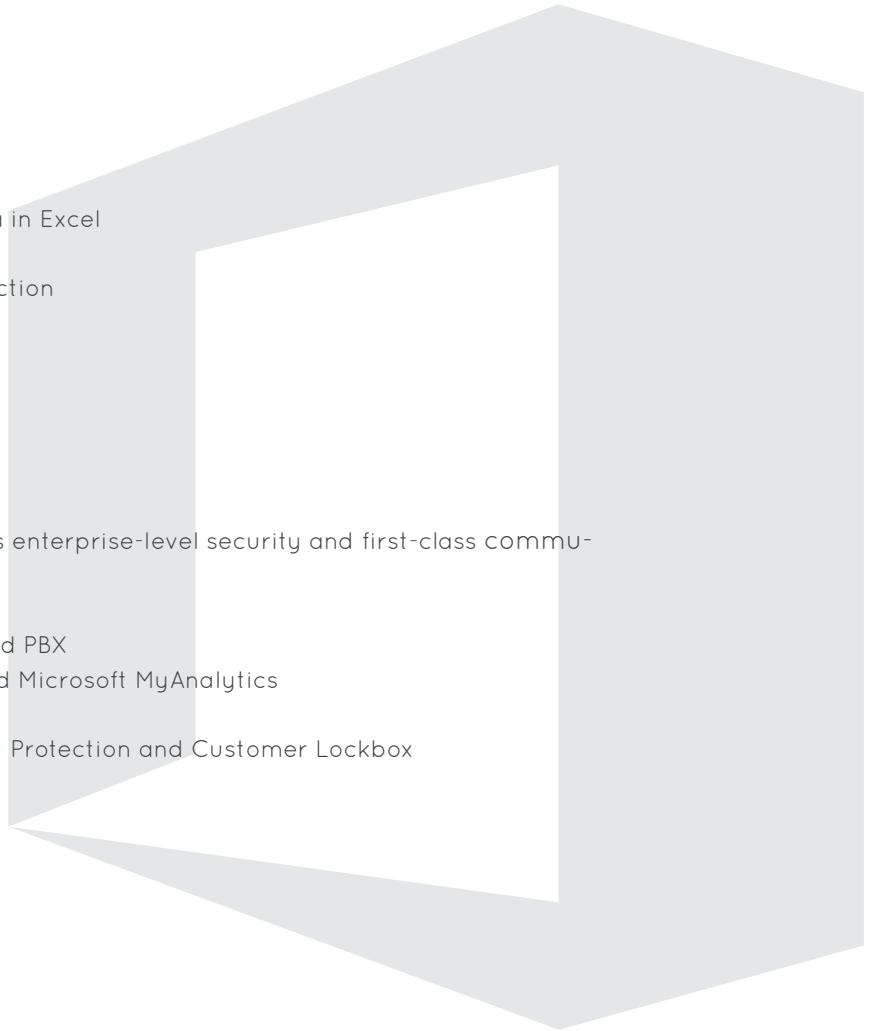
Office 365 Enterprise E3

- Office Suite (Word, Excel, PowerPoint, Outlook, Publisher, OneNote, Access, and Skype for Business)
- Office on PCs, tablets and phones (on up to 5 per user)
- Business class email, calendars and contacts
- Advanced email with unlimited storage, in-place archiving and legal hold
- Document and email access control
- Online conferencing, instant messaging and Skype for Business connectivity
- OneDrive file storage and sharing (1TB)
- Team sites
- Social networking with Yammer
- Office Online (Word, OneNote, PowerPoint, and Excel)
- Sync email, calendar, and contacts
- Access SharePoint sites
- Video portal
- Broadcast meetings for up to 10,000 people attending on a browser

Office 365 Enterprise E3 continued…

- Enterprise management of apps
- Business Intelligence with visualised data in Excel
- Fully compliant solutions
- Rights Management and Data Loss Protection

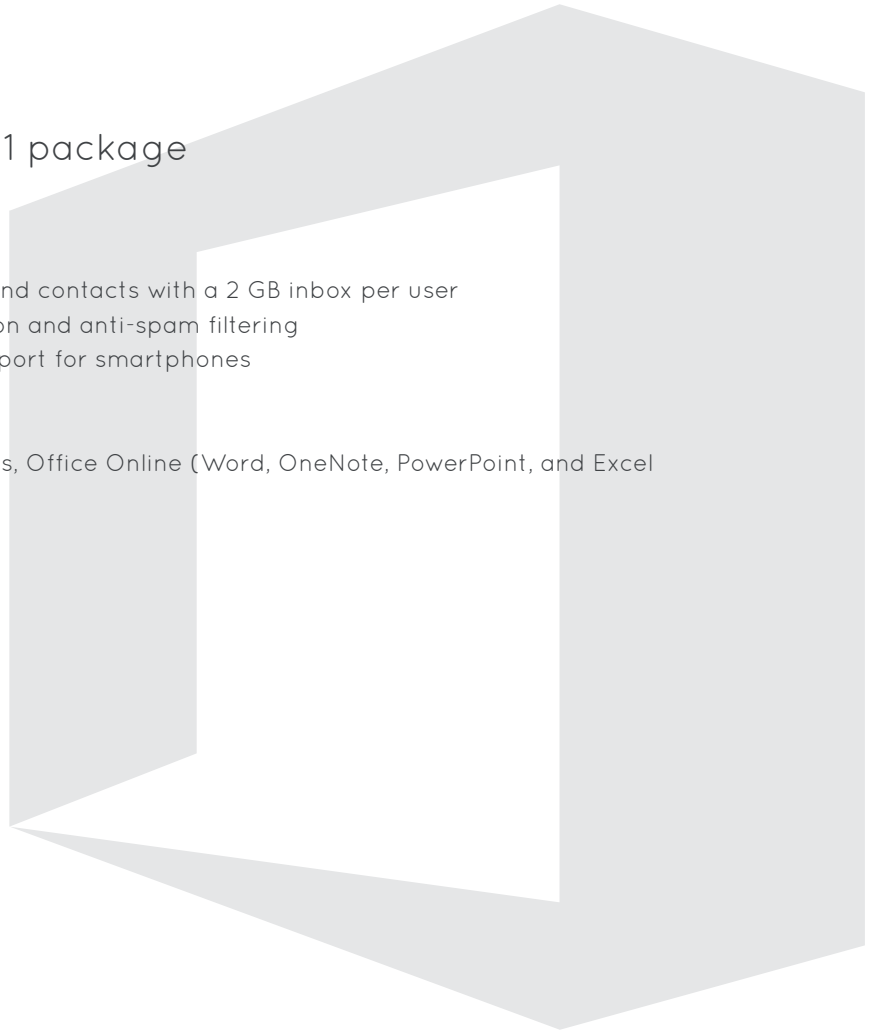**Office 365 Enterprise E5**

- Benefit from all of the features of E3, plus enterprise-level security and first-class communication tools from Skype for Business.
- PSTN conferencing
- Cloud-based call management with Cloud PBX
- Advanced analytics with Power BI Pro and Microsoft MyAnalytics
- Advanced eDiscovery
- Advanced security with Advanced Threat Protection and Customer Lockbox

Office 365 Enterprise K1 package
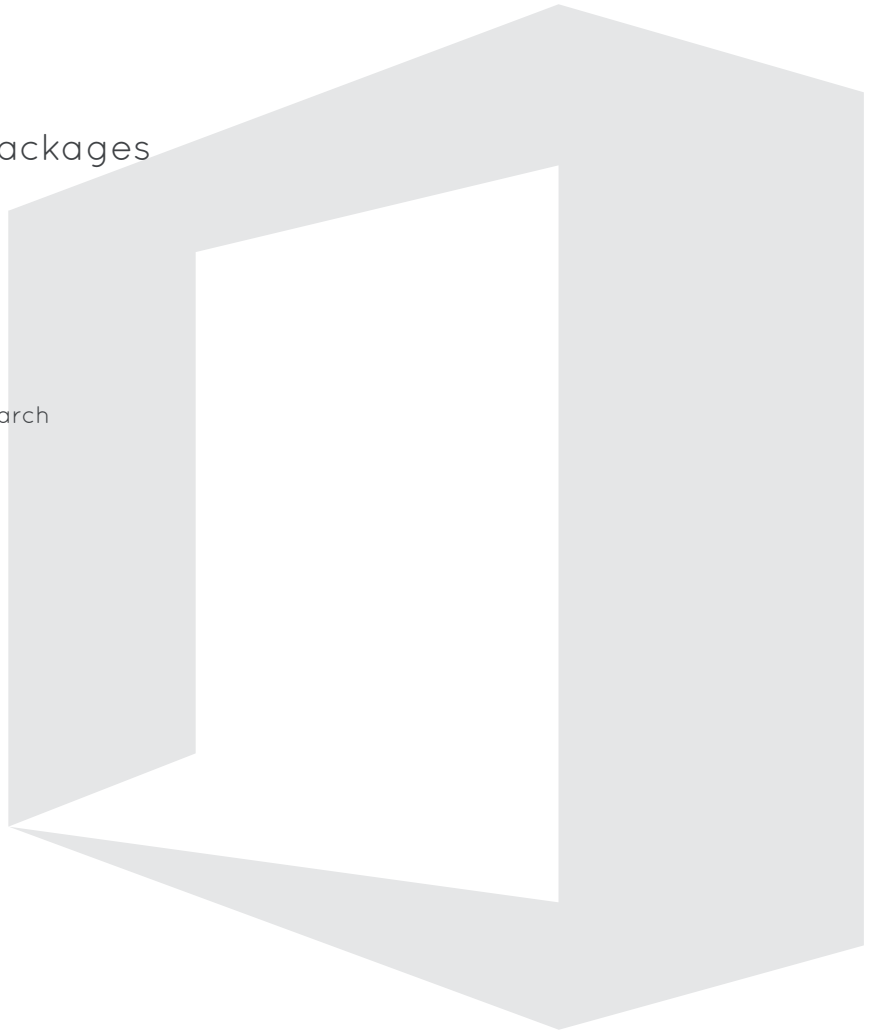
Office 365 Enterprise K1

- Business class email, calendar, and contacts with a 2 GB inbox per user
- Premium anti-malware protection and anti-spam filtering
- Exchange ActiveSync (EAS) support for smartphones
- POP support for email clients
- Corporate social networks
- Access to SharePoint Online sites, Office Online (Word, OneNote, PowerPoint, and Excel documents)
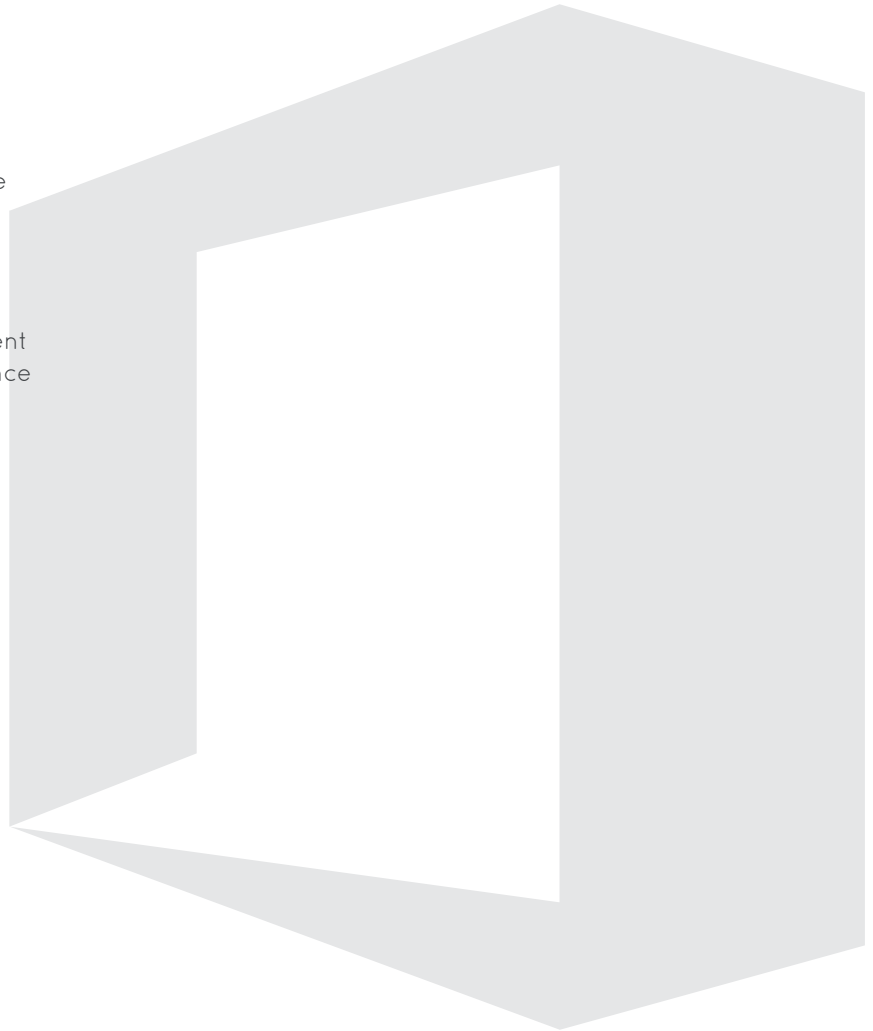
Office 365 SharePoint packages

Office 365 SharePoint (Plan 1)

- App catalogue and Marketplace
- Team sites
- Work management
- External sharing
- Basic, standard and enterprise search
- Content and record management
- Access services
- SharePoint 2013 workflow

Office 365 SharePoint (Plan 2)

- App catalogue and Marketplace
- Team sites
- Work management
- External sharing
- Basic and standard search
- Content and record management
- E-discovery, ACM and Compliance
- Access services
- Visio services
- Form based application
- SharePoint 2013 workflow
- Business connectivity services

Office 365 Skype for Business packages

Office 365 Skype for Business (Plan 1)

- Presence and group IM
- Transfer files in IM, Audio and HD video calling to Skype for Business users
- Skype connectivity

Office 365 Skype for Business (Plan 2)

- Presence and group IM
- Transfer files in IM
- HD video calling to Skype for Business users
- Skype connect ivity
- Group HD video calling
- Schedule meetings in Outlook
- Join meetings in desktop and web browsers
- Join meetings anonymously from web browsers
- Meeting control for presenters
- Desktop, application and whiteboard sharing
- Remotely control others desktops
- Record audio and video in meetings

For further packages, pricing and information simply get in touch.

Contact us for more information today.

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