

Office 365 for Small Businesses



“It’s the real deal, and it blows away Google Apps.”

- Edward F. Moltzen, CRN

Move to the cloud? If you’re like most small businesses then chances are you’ve struggled with this issue—and with good reason. After all, you’ve got a lot to think about. What is the cloud really going to cost? Will it enable your people to work how and where they want while keeping you in control? How do you know your data is secure? Don’t worry. We hear you.

That’s why we recommend Microsoft 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. With Office 365, you’ll receive secure, enterprise-grade tools for a predictable monthly cost and no upfront infrastructure investments. Get your work done faster from virtually anywhere, working with the Office you already know!

Anywhere access

Stay connected on the go

- Use Office across your devices—PC, Mac, tablet, smartphone
- Sign into Office to access the latest version of your documents and personal settings
- Sync files to your devices using SkyDrive Pro for offline access and automatic re-syncing and backup
- When away from your devices, sign into Office using a browser and quickly stream an Office application to a PC for full-experience viewing and editing

Look professional

Make the best impression

- Conduct effective online meetings with multi-party HD video conferencing, screen sharing, and real-time note-taking
- Create a mailbox within a site to access team communications and documents directly from Microsoft Outlook
- Share documents from SkyDrive Pro or SharePoint team sites with controlled access
- Build a company website with easy-to-use templates

No IT required

Manage without an IT staff

- Easy-to-use web-based management center to add or delete users, manage email, and set file-sharing policies
- Install Office on desktops quickly by streaming directly from Office 365—ready to use within moments of clicking “install”
- Robust protection against malware, spam, and viruses

Best value

Get the most from your investment

- Business-grade tools designed for small businesses
- Always up to date
- Simplified per-user licensing of up to 5 devices per user
- Predictable monthly costs
- No upfront licensing costs
- Add or remove users easily

- Ensure your files are safe with automatic back-up
- Financially-backed, 99.9 percent uptime guarantee

What's included in Office 365?

Office 365 Small Business Premium is designed for companies with less than 10 users with business communication and collaboration needs and no IT expertise.

Familiar Office experience

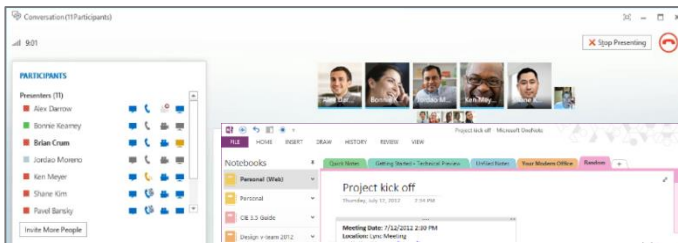
Get anywhere access from virtually any device to the world's leading productivity applications.

- Always the latest version of Office desktop apps (e.g. Word, Excel) licensed as a subscription
- Each user can use Office on 5 PCs/Macs and mobile devices
- Stream any Office application on a PC when travelling
- An online companion for light editing in any browser

Online meetings

Hold effective online meetings with HD video conferencing, desktop sharing, and real-time note taking.

- Meeting features include IM, audio, HD video, desktop sharing, and note taking—with people both inside and outside of your business
- Presence and access to people card across all services
- Connect with Skype contacts using presence, IM, and voice



Business-grade email

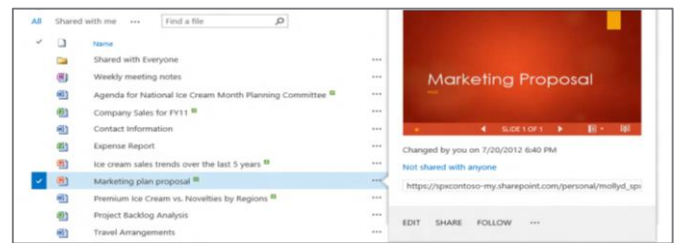
Access your emails, shared calendars, and contacts from your PC, Mac, smartphone, tablet, and browser.

- 25 GB user mailboxes with up to 25 MB attachments
- Familiar Microsoft Outlook experience
- Robust protection against spam and malware
- Set and manage mobile access and policies

Document sharing

Easily share documents and information with colleagues and customers from one central location.

- Team sites to share documents internally and externally
- Save to the cloud and sync with your devices for offline and mobile access using SkyDrive Pro
- Ability to edit documents with others at the same time
- Tools to build and maintain a public-facing website



Hosted Email	Small Business	Small Business Premium
\$4/user/mo.	\$6/user/mo.	\$12.50/user/mo.

Office desktop applications (subscription to the latest full-featured Office, up to 5 PCs/Macs per user)

Office Mobile Apps (Word, Excel, and PowerPoint on select devices)

Office Web Apps (for viewing and minor editing in browsers)

Business-grade email (25 GB per user)

Web conferencing

Public website

Spam and malware protection

Community and phone support

Financially-backed 99.9 percent uptime guarantee

Reflects US pricing

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Public website			•
Spam and malware protection	•	•	•
Community and phone support	•	•	•
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2. Schedule a free IT assessment
3. Read testimonials on www.whymicrosoft.com

www.ceeva.com
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