

# Microsoft 365

Work anytime, anywhere, on any device with the same Office apps you've used for years, paired with the added benefits of the cloud.



“Microsoft 365 frees up a lot of our time and money to invest in growing and building our company.”

- Randy Clemons  
Managing Director, Redwood Global

## 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.

## That's why we recommend Microsoft 365.

A Microsoft-hosted, cloud-based service, Microsoft 365 brings together familiar Office desktop applications with business-class email, shared calendars, instant messaging (IM), video conferencing, and file sharing.


## Work better together, wherever you are.

Use Office across all devices – PCs, Macs, tablets, and smartphones – and connect your employees to the people, information, and content they need to improve productivity and transform collaboration.

### Be more productive wherever you are

 **Office Apps**  
Stay up to date on any device with the latest versions of Word, Excel, PowerPoint, and more.

 **Email and calendaring**  
Connect with customers and coworkers using Outlook and Exchange.

 **Chat, calls, and meetings**  
Keep your team on the same page with chat, online meetings, and calling in Microsoft Teams.

 **Cloud Storage**  
Manage your files from anywhere with 1TB of OneDrive storage.

### Don't drown in paperwork

 **Reduce Paperwork**  
Digitize manual and repetitive paper-based forms with Microsoft Forms.

 **Captured Insights**  
Create surveys, questionnaires, and polls to gather data and insights from employees and customers.

 **Easily convert tasks**  
Automate everyday business processes with Power Automate.

 **Works with existing apps**  
Access all your tools in one place with third-party app integrations in Microsoft Teams.

### Protect what matters most

 **Cyberthreat defense**  
Protect against viruses, malware, phishing attempts, ransomware, spam, and other threats.

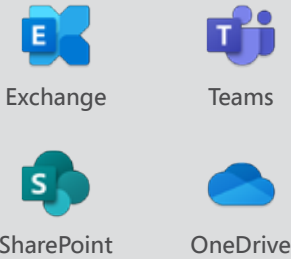
 **Keep data safe**  
Protect information from cybercriminals, unauthorized access, and accidental deletion.

 **Secure devices**  
Help keep your data safe, even when accessed on employees' personal devices.

 **Simplify IT management**  
Easily set up and manage users, devices, and data so you can focus on running your business.

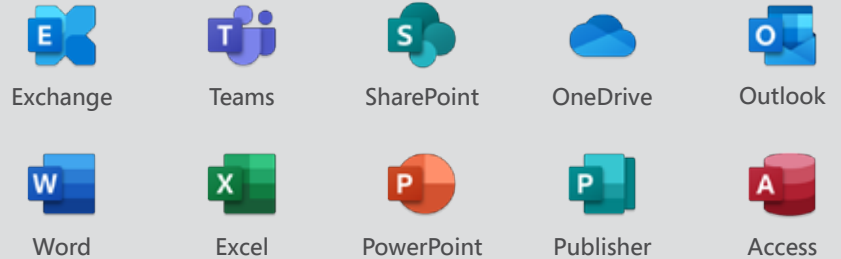
### Microsoft 365 Business Basic

Web and mobile versions of Office apps with 1TB free cloud storage and additional cloud services.



### Microsoft 365 Business Standard

Desktop versions of Office apps plus additional cloud services to help run your business.



### Microsoft 365 Business Premium

Advanced security features in addition to the desktop apps, cloud storage and services.



### Only need the Office apps? We've got a plan for you too!

#### Microsoft 365 Apps for Business

- Always up-to-date desktop and mobile versions of Office apps: Outlook, Word, Excel, PowerPoint, OneNote (*plus Access and Publisher for PC only*)
- Web versions of Word, Excel, and PowerPoint
- 1 TB of OneDrive cloud storage
- One license covers fully installed Office apps on 5 phones, 5 tablets, and 5 PCs or Macs per user

## What's included in Microsoft 365?



#### Familiar Office experience

You can now have Microsoft Office's leading productivity applications giving your business virtually anywhere access across your devices.



#### Document sharing and file storage

Most small businesses have limited space and must make the most of the resources they have on site. But with Microsoft 365, you have 1TB of space to use in the cloud to securely store documents.



#### Instant messaging and video conferencing

Connect your office with Microsoft Lync- a tool to connect within and outside your network. Presence, IM, voice, and HD video conferencing

- Real-time note taking and document sharing
- Conduct online meetings with customers and partners
- Connect with Skype contacts using presence, IM, and voice



#### Business-class email

Powered by Microsoft Exchange Online, you can access your emails, shared calendars, and contacts from your PC, Mac, phone, and browser- easy access anywhere, anytime.

- 25 GB user mailboxes with up to 25 MB attachments
- Easy to add users and set up email on your domain name
- Robust anti-spam and anti-malware
- Access your e-mail from any computer by logging into the easy online portal.

Contact us today to help you choose the right Microsoft 365 solution for your needs!