

Office 365 is a completely Flexible Solution which allows you to select all of the Microsoft products or just the ones that are most suited to your business giving your business the benefits that come with Flexible Working.

Office 365 - It Just Works

For many SMEs staying productive means working and staying connected on the go. Office 365 enables small businesses to work remotely and connect employees in different locations.

Making and sharing updates to documents using latest Office 2016 applications including the Word and Excel has never been easier. Multiple team members or work streams can work on a document at the same time with access from anywhere from virtually any smartphone, tablet or PC devices, with OneDrive for Business.

Enterprise Mobility Suite - Business Anywhere

Office 365 can be accessed from virtually anywhere so you can work effectively on the move. Whenever you sign in to your account, your applications, documents and settings are right there, just the way you left them. All you need is an internet connection – and you can continue your work whenever, wherever. Plus with 1 TB of storage per user, you'll have plenty of space for all your files and, because your files are stored online, you can securely share files with employees, customers and suppliers, while tracking exactly who has access to them, from wherever you're working, whenever you need to.



MICROSOFT OFFICE 365 IS HELPING MANY BUSINESSES TO ACHIEVE MORE

Skype for Business integrated With Office 365

Skype for Business and Office 365 work together so you can easily work together from your Office apps. Specifically for SMEs. With all the familiar features and experiences you know and love from Skype, you can now use it for your business and have peace of mind when it comes to security, compliance, and control.

Business Anywhere

Reduce the costs of commuting by hosting and attending business meetings remotely with Office 365 and Skype for Business. Talk to colleagues, customers and suppliers via online meetings where you can share, co-create and collaborate on the apps you use every day like Excel, Word, and Outlook. Video calling is becoming vital to small business success, empowering you to have more flexibility around "face-to-face" communication with customers, keeping you well connected and control wherever you are. With Skype for Business you can schedule meetings with up to 250 people, and use convenient features such as record, share screen, add shared notes and include additional participants for productive meetings wherever you are.

Cloud Services & Security You Can Trust

Privacy is everyone's concern. Microsoft was the first cloud computing platform to conform to ISO/IEC 27018, which prohibits use of personal data for advertising or marketing. Plus Office 365 offers core security capabilities built into the service. This means you need not take on additional projects to deploy encrypted email, data leakage and rights management capabilities. Microsoft takes security and compliance to the next level. Now you have even more control over your data security and compliance with built-in privacy, transparency, and refined user controls.

Office 365 plans include:

- **Guaranteed 99.9% uptime, financially backed service level agreement**
- **IT-level web support and 24/7 phone support for critical issues**
- **Active Directory integration to easily manage user credentials and permissions**
- **World-class data security**

Why choose Microsoft Office 365?

- ✓ **Familiar tools** - applications, settings and functionality are intuitive, so the learning curve is minimised and personal productivity is immediately improved
- ✓ **Accessible from anywhere** - the full suite includes Microsoft Word, Excel, PowerPoint, Outlook, OneNote, OneDrive, Publisher, Skype for Business and Access. As it's hosted in the cloud, your software is always up-to-date and there are no licenses or upgrades to worry about
- ✓ **Virtually any device** - gives everyone in your business easy and secure access to the information they need to get things done, on virtually any device and from almost anywhere
- ✓ **Worry-free IT** - a web-based portal makes it easier than ever to set up, manage and secure, leaving you free to focus on your business priorities
- ✓ **Easy Updates** - Office 365 keeps itself up to date, so you have access to all the latest features and updates Office Apps has to offer.
- ✓ **Enhanced security** - Enhanced security and multi-factor authentication protects your files, devices and users, so access to all your business information is easy, but importantly, totally secure
- ✓ **Simplify and reduce costs** - Everything you need is included in a predictable, per-user monthly fee. There are no ongoing costs for software licenses, maintenance or upgrades, so you can accurately budget and remove cost and complexity from your business
- ✓ **A simple, all-in-one solution managed by us for you** - to keep things simple for you, we provide a single point of contact for service and ongoing support

 Office 365

 Skype for Business



Get in touch! Call us on **01675 444320** to find out more about Microsoft Office 365.

Midlands (Head Office)
4 Station Court
Old Station Road
Hampton in Arden, Solihull
B92 0HA

Tel : 01675 444 320

London Office
1st Floor
17 Hanover Square
London
W1S 1BN

Tel: 020 7287 9928

Bristol Office
2 Farleigh House
Old Weston Road
Flax Bourton, Bristol
BS48 1UR

Tel: 0117 953 5353

Scotland Office
27A Haddington Place
Edinburgh
Midlothian
EH7 4AF

Tel: 0131 557 8300



pmgc[®]

COMMUNICATION MADE SIMPLE

www.pmgrouppuk.com



@pmgcUK



pmgc-technology-group-ltd



search: Pmgrouppuktech

MICROSOFT OFFICE 365 OVERVIEW/FEATURES/BENEFITS

Microsoft Office 365 offered by Vodafone is a hosted, cloud-based IT solution that combines Microsoft's suite of communication tools with Vodafone's telephony and connectivity services.

It's ideal for businesses of all sizes enabling their employees to work together seamlessly and securely whether they're at home, in the office or on the move—and whether they're using an iPhone, Android™ or BlackBerry® phone, or a PC, Mac or laptop.

Key Features

Office:

- Pay-as-you-go, per-user licensing
- Complete Office experience with services integration
- Simplified user set-up to pre-configure services
- The latest full, rich version of the Office apps, including Office Online
- Office on Demand
- Familiar Office user experience
- Visio and Project (Optional).

Exchange:

- 50GB Mailbox
- Premium anti-virus/anti-spam (Forefront)
- Shared calendars, contacts, and tasks
- Mobile email for most mobile devices including iPhone, Windows Phone, Android
- Email archiving and compliance capabilities.

SharePoint:

- Store important documents
- Share documents, task lists, and schedules in sync using team sites
- Work effortlessly with partners and customers by creating sites to share information securely
- 10GB per tenant + 500MB per user
- OneDrive 1TB per user and online/offline working.

Skype for Business:

- Instant messaging and presence
- PC-to-PC audio and video calling
- Click-to-communicate from Outlook, SharePoint and other Office Applications
- Online meetings with PC-audio, video conferencing & screen sharing
- Single click meeting creation & join from Outlook
- Calendar integration with Outlook and Exchange.

Get in touch! Call us on **01675 444320** to find out more about Microsoft Office 365.

Midlands (Head Office)
4 Station Court
Old Station Road
Hampton in Arden, Solihull
B92 0HA

Tel : 01675 444 320

London Office
1st Floor
17 Hanover Square
London
W1S 1BN

Tel: 020 7287 9928

Bristol Office
2 Farleigh House
Old Weston Road
Flax Bourton, Bristol
BS48 1UR

Tel: 0117 953 5353

Scotland Office
27A Haddington Place
Edinburgh
Midlothian
EH7 4AF

Tel: 0131 557 8300



pmgc[®]

COMMUNICATION MADE SIMPLE

www.pmgrouppuk.com

[@pmgcUK](https://twitter.com/pmgcUK)

[in](https://www.linkedin.com/company/pmgc-technology-group-ltd) pmgc-technology-group-ltd

[G+](https://www.google.com/search?q=Pmgrouppuktech) search: Pmgrouppuktech