

Office 365:

Take Your Office with You
Wherever You Go



If you've ever wished that you could have the familiarity of the Office suite of productivity tools with the flexibility and security that you're used to in your own physical office from anywhere you go, that wish has come true. Office 365 is Microsoft's cloudbased service that provides subscription-driven access to a comprehensive host of administrative capabilities accessible from anywhere you can connect to the Internet, using essentially any Web compatible device.

Office 365: A Productivity Accessible Service

Every traditional administrative business task of significance can be accomplished using Office 365. Among the capabilities are:

- E-mail access
- A personal calendar and scheduling application
- Instant messaging
- A presence indicator, telling you which of your contacts are online at any given time
- A website editing and launching application

Because all of these functions are cloud-based, you have access to all of them on your own computer, your smart phone, a remote computer or just about any device that will allow you to access the Internet.

Collaborative Capabilities

The collaborative capabilities of the Office 365 service are extensive and—particularly when coupled with the flexibility the service provides—are extremely powerful.

Collaborative functions include:

- File Sharing. You can provide immediate, real time access to documents and data to colleagues.
- Project management.
- Video conferencing.
- Audio and video calling.
- Online meetings and Web conferencing.

Combining the collaborative and mobile potential of Office 365 and you really have the ability to take your office with you wherever you go, and with functions that you may not have possessed even in your physical office. If a smart phone or PDA is your device of choice, you can fit your mobile office in your pocket.

The Office Suite

The Office 365 plan provides full access to Microsoft Office productivity programs such as Word, Excel and

Powerpoint through the Office Web app, which is included. It's fully compatible with the Office programs and documents created with the app and the standalone Office programs are interchangeable. You can literally edit documents and files through your Web browser of choice. Office 365 brings all of the collaborative and portability

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advantages of the plan to working with Office applications, on both the Windows and Mac platforms. Documents and data can be shared with others and by saving files on the cloud, you have full access to them from anywhere you can access the Internet.

Security

Office 365 leverages Microsoft's strong commitment to privacy and data security. The company has been directly involved with online data security for more than 15 years and complies with an assortment of international security standards that are verified by third parties.

The End Game

Never has it been easier to retain full office productivity no matter where you are than it is today. Contact a professional information technology consultant to fully understand and take advantage of everything Office 365 has to offer in helping you run your business in a mobile-friendly and collaborative way.

Contact us for your free, no-obligation, Office 365 productivity consultation.