

BT Business



Bringing it all together

Available at only
£4.50 per user, per month

Microsoft® Office 365 offered by BT.

Reach for the cloud – easy access to your business critical information, from virtually anywhere.



Work from virtually anywhere with Microsoft® Office 365 offered by BT.

With easy online access to email, calendar, contacts, documents, instant messenger, presence and online meetings, Microsoft Office 365 makes it easy for everyone in your business to work together, even when working apart.

It is a cloud computing solution providing online access to Microsoft's collaboration and productivity tools: Exchange Online, SharePoint Online, Lync Online, and Office Web Apps.

Instead of storing documents on your own computers and servers, you pay £4.50 per user, per month accessing everything you need through a web browser, on virtually any smart phones and tablets.



“With virtually no upfront costs we had a good return on investment. We were more productive and could allocate more to building our website – a key benefit for any business.”

“It enables us to work remotely whether we're at work or at home – accessing applications such as Word, Excel, and PowerPoint.”

Help when you need it.

We are able to provide help and support when you need it. Our Customer Service desk is open 24 hours a day, 7 days a week so you will always be able to speak to a real person at a time that's convenient for you.

Our people are here to help. They will listen to your business challenges to understand your needs, advising on how to make the right choices when it comes to BT's technologies. You will also receive a 'welcome to service' call to help get you up and running.

Find out more

Call: 0800 389 3364
Visit: btlocalbusiness.co.uk

Fact file:




- **Enable your staff to work effectively:** your business will have secure access to information, from virtually anywhere
- **Always the latest version:** providing the latest Microsoft Office 365 software
- **Free up your time to focus on your core business:** BT provides fast easy set-up and management
- **Work with familiar applications:** use the Microsoft applications you know
- **Collaborate together online:** share large, hard-to-email files in a password protected environment. Hold online meetings with audio, video and desktop sharing
- **Professional presence:** create a professional presence with easy to use website design tools
- **Protect the security of your company data:** Microsoft's worldwide servers are protected by industry-leading anti-virus and anti-spam software
- **Lower your costs to reinvest in your business:** a predictable fee of £4.50 per user, per month. Suitable for businesses with up to 30 users, although scalable up to 50 individuals.



Bringing it all together

Business class service at a glance.

Microsoft Office 365 offered by BT brings you much more than just email, its familiar tools make it easy to connect with others. It is designed to deliver reliability, availability and performance with a guaranteed 99.9% uptime, and because your information is stored in the cloud, you don't need to manage your own server – which saves you both time and money.

Services	Features
	<p>You can get your emails, calendars, and contacts on a computer or a mobile phone, and it's easy to schedule appointments because you can see the diaries of your colleagues too. The address book means you have your important contact details to hand and backed up.</p> <ul style="list-style-type: none"> ✓ 25GB email mailbox, send/receive attachments up to 25MB ✓ Automatically updates email, calendar and contacts, and connects with Microsoft Outlook 2010 or 2007 ✓ Built-in email anti-virus and anti-spam.
	<p>Have you ever found yourself wanting to access an important document or database but couldn't because it's somewhere else? You can upload your information to Office 365 instead of saving it on your computer, enabling you and your colleagues to retrieve it when you are online. It is also easy to build your own website.</p> <ul style="list-style-type: none"> ✓ Easy-to-use web site creation tools for customer and internally facing websites ✓ Online storage of documents and content to share with colleagues and partners ✓ 10GB standard storage, plus 500MB per subscriber. So if you have 10 people in your company that means your shared storage will be 15GB.
	<p>Sometimes it might be quicker and better to chat with someone instead of sending an email, with Office 365 you can choose to use Instant Messenger. You just click to type them a message, and you can see them on live video if you have suitable accessories.</p> <ul style="list-style-type: none"> ✓ Instant messenger ✓ Presence ✓ Video calls and online meetings (requires webcam, microphone and speakers).

Microsoft® Office Web Apps

Microsoft Office 365 offered by BT also gives you Microsoft Office Web Apps. You will be familiar with Microsoft Office Word, Excel, and PowerPoint and maybe even Microsoft OneNote which is terrific for note taking. Office Web Apps is an online version of this software, which means you can easily edit or create new information you keep in Office 365. You'll also be kept up-to date with the latest software.

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Get the most out of Microsoft Office 365.

For the best experience with Office 365, we recommend the following operating systems and software:

- Windows 7
- Office 2010 or Office Professional Plus
- Internet Explorer 8
- Lync 2010 (free download with Office 365)
- Office desktop set up (an installable piece of software).

The following operating systems and software versions are not supported when using Office 365:

- Microsoft Office Outlook 2003
- Microsoft Office Communicator 2007.
- Microsoft Internet Explorer 6

Big-business tools at a small-business price.

Better than free

Office 365 offers much more than free email. It provides a set of tools helping to free up your time so you can focus on your business.

.com .co.uk or another domain?

An easy-to-remember name that identifies your business. If you do not have a domain name we can help you choose one. If you already have one we can help you switch.

On with the new

Once Office 365 is live, you can decide whether you would like to store old messages and export them to your new account, or start afresh.

Welcome to Office 365

We will help you activate Office 365 and get you started. There is online help too, and what's special about BT is you can phone and speak to a person 24/7.

Why BT?

BT offers a wide range of products and services to help you cope with today's increasingly complex communications.

- BT works with world-class partners like Microsoft to bring you global products suitable to your local needs in the UK.
- BT Business Total Broadband is value for money and helps get the best out of Office 365. As fibre technology with BT Infinity for business rolls out, download speeds are up to four times faster than standard business broadband.
- The latest BT Business Hub works as an Openzone hotspot so your colleagues and visitors can use a wireless connection. Inclusive Openzone minutes mean you can use 3 million UK hotspots. So almost wherever you are, you can get your business critical information without needing to spend more.
- With BT One Bill, you can get all your services on a single invoice, and have peace of mind that there is someone to help you from our 'round the clock' service desk.

Terms and Conditions.

£4.50 per user, per month, 12/24 minimum term. All prices exclude VAT. Full terms and conditions can be found at www.bt.com/business/office365/terms - referring to section: 'Things you need to know'.

Offices Worldwide

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