



BT Business Broadband Value Added Services

Annex to the BT Business Broadband Schedule

(if ordered between 10 April 2017 and 25 November 2018)

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A note on 'you'

'You' and 'your' mean the Customer and your Users, where applicable.

Words defined in the General Terms

Words that are capitalised but have not been defined in this Annex have the meanings given to them in the General Terms or the BT Business Broadband Schedule.

1 This Annex

- 1.1 The terms of this Annex apply in addition to the terms of the General Terms and the BT Business Broadband Schedule.
- 1.2 This Annex will apply where you have ordered the Service on or after 10 April 2017.

2 Microsoft® Office 365

- 2.1 If you have placed an Order with BT on or after 10 April 2017 and up until 23 October 2017 and where you have selected Infinity Premium, BT will provide you with Microsoft® Office 365 Business Essentials at no additional charge. Microsoft® Office 365 will not be available for any new BT customers signing a Contract with BT or any existing BT customers who renew their Contract with BT on or after 23 October 2017.
- 2.2 You agree that BT provides Microsoft® Office 365 Business Essentials subject to the terms for Microsoft® Office 365 set out at <https://business.bt.com/content/dam/bt-business/pdfs/terms/legacy/bt1161.pdf>

3 Email Addresses

- 3.1 If you have placed an Order with BT:
 - 3.1.1 on or after 10 April 2017 and before 17 September 2018; or
 - 3.1.2 on or after 17 September 2018, where you are re-signing a contract originally signed before 17 September 2018,BT will provide you with:
 - (a) 10 email accounts (one of which will be allocated by BT to a username that BT will provide to you in accordance with Paragraph (b)); and
 - (b) a username and a mailbox for each email account, subject to the terms set out at [BT Business Email Lite powered by Microsoft Office 365](#).
- 3.2 If you have placed an Order with BT on or after 17 September 2018:
 - 3.2.1 you will be responsible for providing your own email address to allow BT to create an online 'My BT Business Account' profile; and
 - 3.2.2 if BT has already provided you with an email address for a BT online account, BT may continue to provide you with:
 - (a) one email account (which will be allocated by BT to a username that BT will provide to you in accordance with Paragraph (b)); and
 - (b) a username and a mailbox for the email account, subject to the terms set out at: [BT Business Email Lite powered by Microsoft Office 365](#).
- 3.3 You acknowledge that:
 - 3.3.1 BT may delete your mailbox(es), Content and/or username if you have not accessed the mailbox(es) for over 90 days and BT may terminate your email service. BT will not be liable to you for any such deletion, including where this results in your failure to perform any of your obligations under the Contract; and
 - 3.3.2 30 days after the end of the Contract for any reason, BT will disable your email accounts (including any sub-accounts) and mailboxes and delete any Content and/or username. It is your responsibility to copy or back up to a separate device or service any emails or other Content you wish to keep before this 30 day period ends.