



# BT Business Broadband Value Added Services (pre 10 April 2017) Annex to the BT Business Broadband Schedule

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## A note on 'you'

'You' and 'your' mean the Customer.

Phrases that refer to 'either', 'neither', 'each of us', 'both of us', 'we each' or 'we both' mean one or both of BT and the Customer, whichever makes sense in the context of the sentence.

## 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 before 10 April 2017.

### 2 Microsoft® Office 365

- 2.1 Depending on the Service Option you have selected, you may download and use either:
  - 2.1.1 Microsoft® Office 365 Business Essentials at no additional charge;
  - 2.1.2 Microsoft® Office 365 Business Premium at the discounted Charge set out in Section 52, Part 6, Sub-part 3 of the BT Price List; or
  - 2.1.3 where you select Infinity Premium, Infinity Ultra or Infinity on Demand, Microsoft® Office 365 Business Premium at no additional charge.
- 2.2 You agree that BT provides Microsoft® Office 365 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 BT will provide you with:
  - 3.1.1 10 email accounts (one of which will be allocated by BT to a username that BT will provide to you in accordance with Paragraph 3.1.2); and
  - 3.1.2 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 You acknowledge that:
  - 3.2.1 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
  - 3.2.2 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.