

Set your office free.

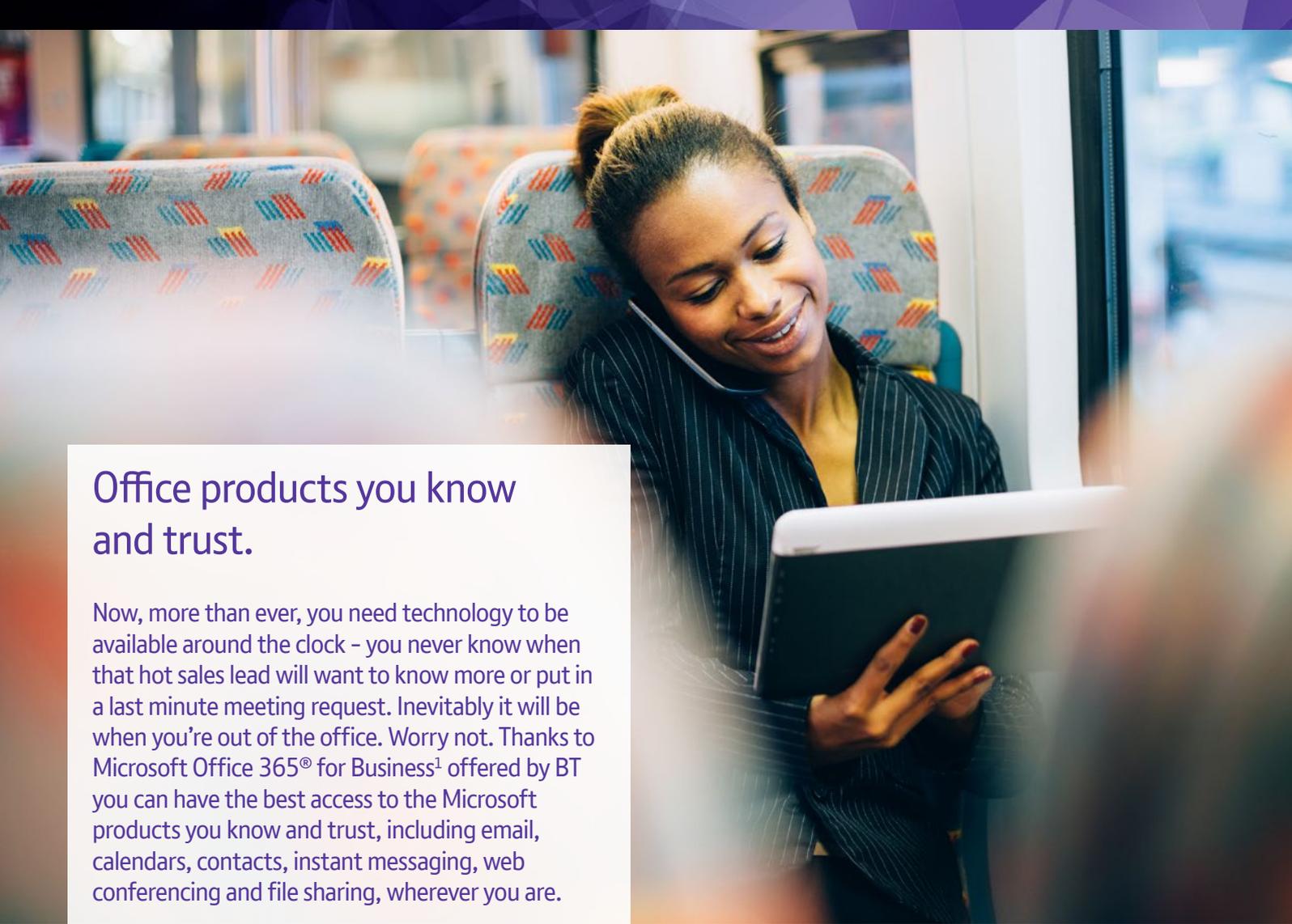
Microsoft Office 365 offered by BT.



- Anywhere access. Stay connected on the go.
- Look professional. Make the best impression.
- Easy-to-manage IT.
- Big business benefits without big business costs.

 Office 365





Office products you know and trust.

Now, more than ever, you need technology to be available around the clock - you never know when that hot sales lead will want to know more or put in a last minute meeting request. Inevitably it will be when you're out of the office. Worry not. Thanks to Microsoft Office 365® for Business¹ offered by BT you can have the best access to the Microsoft products you know and trust, including email, calendars, contacts, instant messaging, web conferencing and file sharing, wherever you are.

Your office in the Cloud.

Microsoft Office 365 is a complete office in the cloud. It gives all the familiar Office tools you know and love – Word, PowerPoint, Excel, Outlook, etc. The key difference is you also have all the flexibility that comes from being in the cloud, which means you can access it in the office, on the move, anywhere.

In addition, Office 365 offers more functionality and lots of other great services and benefits. Office 365 includes 1TB of storage per user with OneDrive for Business, to help organise files wherever you are. And when you save your important documents to the cloud with Microsoft Office 365, you can be sure the files you want are there when you need them. Plus there's a range of cloud-based productivity services, hosted by Microsoft. These include business-grade email, file sharing, and HD video with Skype for Business. All the features work together, making it quicker and easier to stay in touch with customers and colleagues and on any device (PCs, Macs, tablets and smartphones).

BT and Microsoft Office 365 – making the cloud work for you.

Microsoft Office 365 offered by BT includes 24/7 Freefone technical support as standard, so you can be assured you will get help anytime if you need it.

Working in the cloud is only as good as your connection to it. So by choosing experts like us, you can get the best out of Microsoft Office 365 and transform the way you work.

Because BT Business Infinity has the fastest upload speeds in the UK,² sharing files, working together in real time and even video conferencing, are quick, easy and highly effective. When you're out and about, our great range of smartphones and mobile broadband mean you can email from the device of your choice, and be sure your calendar and contacts are always up-to-date with 99.7% UK mobile coverage. And with free, unlimited access to the UK's largest network of over 5 million wi-fi hotspots, you can relax, knowing you won't use up your data allowance managing your virtual office.

And if it's service you're after - we've got that covered too. Our unlimited broadband comes with Prompt Care as standard, aiming to fix problems by the end of the next working day. Our experts are available at any time of the day or night to help. Plus you get all the benefits of working with just a single supplier to bring it all together, saving yourself time, hassle and money.



Anywhere access. Stay connected on the go.

No matter where you need to be, Microsoft Office 365 can help transform the way you work. Send emails, read documents and access contacts and calendars on the go. Synchronise your data across different devices, so you're always up-to-date. You can IM colleagues or hold video conferences using Skype for Business from virtually any device and work together no matter where you are. And with your most important files, folders and documents safe in the cloud, your office can go wherever you go.

- Access your files and data from virtually any device or browser – including iPhone™, Android™ and Windows® phones.™
- Work easily with colleagues or clients using shared files and libraries, video conferencing, screen sharing and real time note taking.
- With your important files securely in the cloud you don't have to worry about losing any vital work. Office 365 includes 1TB of storage with OneDrive for Business.

Margaret is a self-employed wedding and events planner. She was on her way to an event in Glasgow when her laptop died whilst she was working on the train. With Microsoft Office 365 she was able to log on securely from her BT Mobile smartphone to access her files. She could still work, share ideas, send emails and stay connected when she really needed to.

Look professional. Make the best impression.

Microsoft Office 365 gives you the professional tools you need to make the best impression. You can send emails from your own domain name when you're out and about. You can work on documents and presentations, share them with staff and customers, and manage projects and schedule customer meetings wherever you are. And with easy-to-use templates, you can have a professional looking website in no time.

- Professional, secure email, with huge 50GB mailboxes, so it won't stop working just when you need it.
- Easy-to-use templates to create your own professional looking website.
- Emails, calendars and contacts synchronise between different devices, so you always know what's going on.

Pete and Greg have just started up a business specialising in renovating and painting commercial buildings. Both directors are out of the office most of the time seeing new clients and securing contracts.

Greg was asked to make a last-minute pitch to some new clients while Pete was finishing off a job in Scotland. Using Microsoft Office 365, Pete was able to update the presentation from a BT Wi-fi hotspot. He added new pictures from the job, and a great new customer quote, to make sure the clients got the best impression.

Easy-to-manage IT.

With Microsoft Office 365 for Business, installation is simple – just plug and play. You'll soon be up and running, with everything from email, contacts and calendars to web-conferences and file sharing. It's even simple to manage your web-site. Your most important files can be held safely in the cloud so in the event of a power outage, leak or natural disaster you know your data is safe. You'll have secure access to your documents on virtually any device – including smartphones. And if for any reason you do need help, Freefone support is always available.

- Quick and easy to install with email filters against malware, spam and viruses.
- No need for expensive servers. Your email and calendars are stored safely in the cloud.
- 24/7 Freefone technical support.

Zoe runs a sports clinic which is growing fast. She has employed another member of staff and needs to get them up and running quickly. Microsoft Office 365 for Business makes adding users hassle-free so Zoe can focus on running her business. She was also able to build her website really quickly with BT Business Infinity. With IT this easy to manage, she can sleep soundly knowing it's all under control.

Enjoy big business benefits without big business costs.

Microsoft Office 365 for Business gives you and your staff the opportunity to work flexibly and efficiently while maintaining a professional image when out and about. You can create documents that will get you noticed and use email with your own domain name. Plus with instant messaging, web conferencing and file sharing your own web-site, you can get real big business benefits at low monthly costs.

- Business-grade tools that help make small businesses more competitive.
- No upfront charges.
- Predictable low monthly costs.
- Always the latest and up-to-date version of your Office tools – there's no maintenance to worry about or need for buying upgrades.

Tom and Sarah run a business specialising in UK tours for American visitors, and work with a US-based rep. They all work together using Microsoft Office 365, so everyone can input to sales presentations and brochures. Even when they're out on the road, Tom and Sarah use BT Mobile broadband to stay in touch. The rep can update bookings and pass on new information using Microsoft Office 365, so everyone's always up-to-date. For just a small monthly charge, Tom and Sarah's business gets the benefits normally only available to larger companies.



Your complete office in the Cloud.

Microsoft Office 365 Business Premium¹ gives you all the benefits of the Business Essentials version, but with all your Office favourites – like Word, Excel and PowerPoint – installed on your PCs, MACs, and tablets or smartphones, allowing you to work offline or online as you so desire. So now you can have your complete office wherever you need it.

- Full Microsoft Office suite – includes Word, Excel, PowerPoint, OneNote, Outlook and Publisher.
- Installs on your desktops or laptops quickly and effortlessly.
- Always the latest version and always up-to-date on up to 5 different PCs and MACs per user, and up to 5 tablets and 5 smartphones.

	Business Essentials	Business Premium	Business
Full, installed Office applications Word, Excel, PowerPoint, Outlook, Publisher and OneNote on up to 5 PCs or Macs		✓	✓
Office on tablets and phones For the full, installed Office experience on up to 5 tablets and 5 phones		✓	✓
Online versions of Office Including Word, Excel and PowerPoint Accessible through a web browser	✓	✓	✓
1 TB of storage per user with OneDrive for Business	✓	✓	✓
Business class email, calendar, and contacts with a 50BG inbox	✓	✓	
Unlimited online meetings, IM and HD video conferencing With Skype for Business	✓	✓	
Team sites, internal portal With Sharepoint	✓	✓	
Yammer: Corporate social media To help employees collaborate across departments, locations and business apps	✓	✓	
Maximum users	300	300	300
99.9% financially backed uptime guarantee	✓	✓	✓
24/7 Freephone technical support with BT	✓	✓	✓
Active Directory Integration Allowing customers to organise, manage, and find resources on their network	✓	✓	✓

Pricing.

Microsoft Office 365 Business Essentials.

Minimum Period	Monthly cost
Office 365 Business Essentials 1Yr	£3.80
Office 365 Business Essentials rolling monthly contract	£4.50

Microsoft Office 365 Business Premium.

Minimum Period	Monthly cost
Office 365 Business Premium 1yr	£9.40
Office 365 Business Premium rolling monthly contract	£11.30

Microsoft Office 365 Business.

Minimum Period	Monthly cost
Office 365 Business 1yr	£7.90
Office 365 Business rolling monthly contract	£9.60



Why BT?

- We include 24/7 freephone technical support as standard.
- Our broadband customers have unlimited access to 5m+ BT Wi-fi hotspots across the UK, meaning they can access Microsoft Office 365 services from anywhere.
- We keep it simple. Customers can get everything they need in one place – at BT Business. That means there's only one supplier to deal with and one bill at the end of the month – saving time and money.

Things you need to know:

All prices exclude VAT and are correct at the time of publication, but may change from time to time.

1. Microsoft Office 365 Business Essentials and Business Premium offered by BT are available for organisations with 1-300 employees unless otherwise agreed. Minimum Terms and conditions apply. Microsoft Office 365 activation normally takes under 20 minutes but may take up to 48 hours. When upgrading from Business Email Lite, customers with an existing company domain will be without email for some time. Normally this is under 20 minutes but may take up to 48 hours. Breach of any limit or restriction may result in the rejection, deletion or loss of data. Each mailbox that shares a custom domain must have its own User SL in order to benefit from all the collaboration features of Microsoft® Office 365 offered by BT. BT cannot guarantee that the security included within Microsoft Office 365 offered by BT will detect or protect against malicious code, malicious software or spam. BT recommends the Customer takes appropriate measures, including the installation of suitable antivirus software, to protect and secure its PCs and computer network against harmful and malicious viruses. Outlook and Publisher to remove are Windows PC client programs and/or features only and cannot be used across other devices. A User may activate the software for local or remote use on up to five concurrent Operating System Environments. The User may also use the Software activated by another User under a different User Subscription Licence. Other users are allowed to remotely access the Service solely to provide support services. Each User which has the Software must be connected to the Internet at least once every 30 days. Failure to comply with this requirement may result in the functionality of the Software being affected.

For full details of our terms and conditions, please visit www.bt.com/terms.

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Offices Worldwide

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