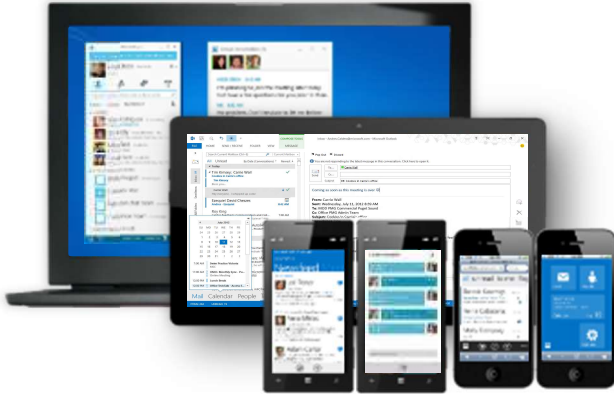


# Microsoft 365 for Your Business



“It’s the real deal, and it blows away Google Apps.”

- Edward F. Moltzen, CRN

**Move to the cloud?** If you’re like most small businesses then chances are you’ve struggled with this issue—and with good reason. After all, you’ve got a lot to think about. What is the cloud really going to cost? Will it enable your people to work how and where they want while keeping you in control? How do you know your data is secure? Don’t worry. We hear you.

**That’s why we recommend Microsoft Microsoft 365.** Microsoft 365 is a cloud-based service hosted by Microsoft that brings together familiar Microsoft Office desktop applications with business-class email, shared calendars, instant messaging (IM), video conferencing, and file sharing. With Microsoft 365, you’ll receive secure, enterprise-grade tools for a predictable monthly cost and no upfront infrastructure investments. Get your work done faster from virtually anywhere, working with the Office you already know!

## Anywhere access

### Stay connected on the go

- Use Office across your devices—PC, Mac, tablet, smartphone
- Sign into Office to access the latest version of your documents and personal settings
- Sync files to your devices using OneDrive Pro for offline access and automatic re-syncing and backup
- When away from your devices, sign into Office using a browser and quickly stream an Office application to a PC for full-experience viewing and editing

## No IT required

### Manage without an IT staff

- Easy-to-use web-based management center to add or delete users, manage email, and set file-sharing policies
- Install Office on desktops quickly by streaming directly from Microsoft 365—ready to use within moments of clicking “install”
- Robust protection against malware, spam, and viruses
- Ensure your files are safe with automatic back-up
- Financially-backed, 99.9 percent uptime guarantee

## Look professional

### Make the best impression

- Conduct effective online meetings with multi-party HD video conferencing, screen sharing, and real-time note-taking
- Collaborate with your team on projects and documents using Team Sites to
- Create a mailbox within a site to access team communications and documents directly from Microsoft Outlook
- Share documents from OneDrive Pro or SharePoint team sites with controlled access

## Best value

### Get the most from your investment

- Business-grade tools designed for businesses
- Always up to date
- Simplified per-user licensing of up to 5 devices per user
- Predictable monthly costs
- No upfront licensing costs
- Add or remove users easily

# What's included in Microsoft 365?

Get the latest version of Office plus business-class email, team sites, web conferencing, and document sharing—all easy to manage, without IT expertise.

## Familiar Office experience

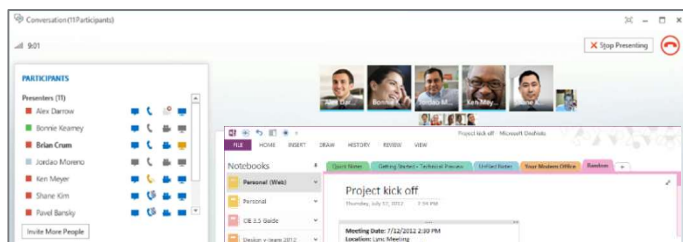
Get anywhere access from virtually any device to the world's leading productivity applications.

- Always the latest version of Office desktop apps (e.g. Word, Excel) licensed as a subscription
- Each user can use Office on 5 devices PCs, Macs, and mobile
- Stream any Office application on a PC when travelling
- An online companion for light editing in any browser

## Online meetings

Hold effective online meetings with HD video conferencing, desktop sharing, and real-time note taking.

- Meeting features include IM, audio, HD video, desktop sharing, and note taking—with people both inside and outside of your business
- Presence and access to people card across all services
- Connect with Skype contacts using presence, IM, and voice



## Business-grade email

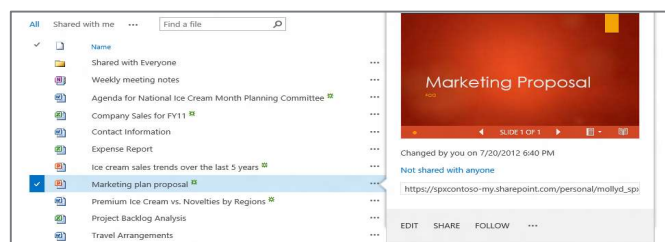
Access your emails, shared calendars, and contacts from your PC, Mac, smartphone, tablet, and browser.

- 50 GB user mailboxes with up to 25 MB attachments
- Familiar Microsoft Outlook experience
- Robust protection against spam and malware
- Set and manage mobile access and policies

## Document sharing

Easily share documents and information with colleagues and customers from one central location.

- Team sites to share documents internally and externally
- Save to the cloud and sync with your devices for offline and mobile access using OneDrive for Business
- Ability to edit documents with others at the same time
- Tools to build and maintain a public-facing website



	Business Essentials	Business Premium
Unmanaged Microsoft 365 pricing*:	\$8/user/mo.	\$18/user/mo.
Fully Managed Microsoft 365 @ ourfingertips bundled pricing*:	\$14/user/mo.	\$24/user/mo.

Office desktop applications (subscription to the latest full-featured Office on 5 PCs/Macs)

Office Mobile Apps (Word, Excel, PowerPoint on tablets & smartphones & select devices)

Office Web Apps (for viewing and minor editing in browsers)

Business-class email with 50 GB of email storage

Web conferencing (Unlimited online meetings and HD video conferencing)

File storage and sharing with 1 TB of storage/user (OneDrive and Team Sites)

Spam and malware protection

Community and phone support

Financially-backed 99.9 percent uptime guarantee

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\* Pricing is in Canadian dollars, taxes extra if applicable. 'Managed' pricing is based on providing one hour per year per user and additional support at \$80 per hour or as quoted before work begins. 'Unmanaged' support is at \$100 per hour and has no service level agreement and is subject to our availability – can add Managed Microsoft 365 for \$7/user/mo.



1. Get started with Microsoft 365 today at [www.ourfingertips.com/microsoft](http://www.ourfingertips.com/microsoft)
2. Call Robert @ ourfingertips at 416-433-9855 for free assessment and consultation
3. Take the Guided Tour: [www.microsoft.com/en-ca/microsoft-365/business/small-business-solutions](http://www.microsoft.com/en-ca/microsoft-365/business/small-business-solutions)