



business  
telecoms direct

# CHOOSE THE WAY YOU WORK WITH MICROSOFT OFFICE 365 FROM O2

With 72% of businesses saying that flexible working positively affects levels of employee engagement,\* can you afford not to have a flexible working environment?

To ensure your business is ready to enable flexible working, increase productivity and potentially save you between 10-20%^ we have one simple solution - Microsoft Office 365.

A cloud based solution which is so much more than the traditional Office suite that Microsoft is so readily associated. It includes many different features all geared towards giving you the capability to work whenever you want, almost anywhere you want, on a device of your choice.

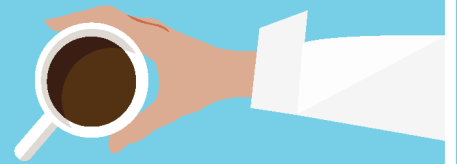
\*CIPD 2012  
^IDC 2013

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# MICROSOFT OFFICE 365

- Look Professional with Business-Class Email and your own website that is easy to set up.
- Access the latest software without the need for expensive upgrades - Office software is installed on your PC, with automatic updates, so you're always current and up-to-date
- Automatically backup your work with OneDrive which is a personal library for storing and organising work documents which automatically syncs to the cloud. OneDrive also allows you to access to your documents offline in areas without internet.
- Can grow with your business as Office 365 can be easily scaled up or down via a pay per user structure which can dramatically reduce the upfront cost.
- In business collaboration is key and these two tools which form part of Office 365 can be invaluable to your company.

## Lync

So much more than just a HD video conferencing tool, Lync allows you to communicate easily both in the office and on the move.

- Set-up and access online meetings with customers and colleagues in a few clicks
- Access to multi-party HD video conferencing and instant messaging
- View colleagues' online presence
- Encourage collaboration and communication between colleagues.

## SharePoint

More than just a file sharing platform, with SharePoint you can:

- Save documents in the cloud by default
- Share documents with customers/partners with controlled access
- Create and manage your company website without a web designer
- Sync online files to your devices for offline access with OneDrive for Business with 1TB storage.

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