



Microsoft Office 365 Data Sheet

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Microsoft Office 365: Work Virtually Anytime, Anywhere

Your people need to be connected so they can collaborate, whether in or out of the office. For example, your operations director is in a customer meeting and receives an urgent, confidential email on her phone, indicating the supply of a key ingredient used in the company's most popular product is running low. Later, back at her desk, she uses Microsoft® Outlook® 2010 connected to Microsoft Exchange Online to arrange a meeting with her supplier to discuss pricing. After viewing the supplier representative's calendar, she discovers he is unavailable for the rest of the week; however, his presence indicator shows he's available now. She initiates a voice chat with him using Microsoft Lync™ Online. Although he is at home, he is able to log into your company's Microsoft SharePoint® Online site and update the pricing spreadsheet from within the browser using the Microsoft Excel® Web App. A potential crisis is averted and your business doesn't miss a beat, thanks to an innovative solution that keeps your people connected from virtually anywhere through virtually any device.

In another scenario, you're working on a document under a tight deadline. Opening the SharePoint Online document library, you notice that the file is checked out by your editor, who is traveling. Lync Online's presence indicator shows that your editor is online, so you use Microsoft Lync to send him an instant message in order to initiate an online conference. Working together in real time on the same document, you finalize the document. After checking the team calendar in Outlook 2010, you schedule a review meeting for the following day and send a meeting request to the team that includes a link to the finished document via Exchange Online.

With Microsoft Office 365, you can achieve results like these while meeting your needs for robust security, continual reliability, and user productivity. Office 365 brings together online versions of trusted communication and collaboration solutions, including Exchange Online, SharePoint Online, and Lync Online, as well as Microsoft Office Professional Plus and Microsoft Office Web Apps.

*An appropriate device, Internet connection, and supported browser are required. Some mobile functionality requires Office Mobile 2010 which is not included in Office 2010 applications, suites, or Web Apps. There are some differences between the features of the Office Web Apps, Office Mobile 2010 and the Office 2010 applications.

How Can Office 365 Help You?

Office 365 lets you quickly enhance and expand your collaboration and communication services with enterprise-class security and reliability without the need for costly server deployment or time-consuming maintenance. Designed to work with the Office applications your people already know, Office 365 delivers seamless connectivity between PC, smart phone and browser for the best productivity experience with minimal training.

Enterprise-Class Security and Reliability

The success of your business depends on the ability of your people to collaborate and communicate from anywhere at any time. To do this, your company's services must always be available to them. Office 365 runs on a global network of data centers protected by the strength of multiple security layers and a strict privacy policy. Built to International Organization for Standardization (ISO) 27001 standards, Office 365 also helps you meet industry-specific compliance needs with fewer resources and at lower costs.

Geographically dispersed, fully redundant, and designed with enterprise-grade reliability and disaster recovery capabilities, Office 365 data centers employ operational best practices to help keep your content and services always available. As a result, when the services are released for general availability, they will be provided with a financially backed Service Level Agreement (SLA) for a guaranteed 99.9-percent scheduled uptime.

IT Control and Efficiency

Office 365 lightens your company's IT load by reducing routine management tasks such as retaining current security updates and upgrading back-end systems. Your IT staff retains control over user management and service configuration, so they can tailor services to fit the way your company does business. And with around-the-clock IT-level support, Office 365 provides your IT staff the help they need when they need it.

User Familiarity and Productivity

Through a host of integrated services, Office 365 helps your people stay more productive and better connected by offering flexible, powerful, and familiar ways to deliver their best work—regardless of where they are or the devices they use.

Office Professional Plus gives your people the freedom to use Microsoft Office applications from different locations and on different devices, enhancing the way they communicate and collaborate.

Outlook and Exchange Online allows your people to conveniently and efficiently manage their work schedules, share their calendar availability, and resolve appointment conflicts. With the help of MailTips—a feature of Exchange Online—Outlook alerts you when you are about to send mail to someone who is out of the office. MailTips also provides safeguards against accidental “reply all” situations and distribution of confidential information outside the company. Outlook also works with Lync Online to show when senders are available for an instant message (IM) session.

SharePoint Online brings additional Office document collaboration capabilities by publishing documents, shared calendars, and contacts to Outlook. In addition SharePoint Online capabilities enable co-authoring—the simultaneous editing of the same document by two or more people. With Lync Online, SharePoint Online and Office tightly integrated, your people can easily determine the availability of others from within a document or email message and, with a single click, contact them using IM. From there, they can employ Lync Online to start an audio or video chat, as well as share their desktops.

Office Web Apps let your people work with Office documents directly in a supported browser when they are on the go or at a shared PC. They can also manage their email; streamline communications; find and share information; and access documents, contacts, and calendars from supported browsers, PCs, and many mobile devices—from anywhere there is Internet access.

Office 365 Services

Office 365 services offer the powerfully-integrated capabilities of SharePoint Online, Exchange Online, and Lync Online, as well as Office Professional Plus and Office Web Apps as a cost-effective way to enhance the collaboration, communication and productivity of your people.

SharePoint Online provides a single, integrated location in the cloud where your people can easily share ideas and expertise, build custom team and project sites and solutions, find organizational resources, or search for information. They also can invite external users to view, share, and collaborate on extranet site collections.

| Features | Benefits |
|-----------------------|---|
| User Interface | <ul style="list-style-type: none"> Complete tasks more quickly with contextual and customizable menus from Microsoft Office Fluent™ user interface and ribbon technology. Customize sites quickly and easily by editing page text and media in the browser with Web Edit. |
| Communities | <ul style="list-style-type: none"> Share information on My Sites, a social hub, featuring people and groups with relevant interests and expertise. Tag multiple types of content, add “I like it” bookmarks, and navigate and search by tags. Add personal and professional information—including biographies, skills, and previous project experience—to the My Profile page. Capture best practices and expertise using blogs, wikis, Really Simple Syndication (RSS) Feeds, and surveys. |
| Composites | <ul style="list-style-type: none"> Use Sandboxed Solutions to more safely deploy custom solutions into the SharePoint Online environment without involving the SharePoint Online farm or server administrator. Enable users to create, edit, save and share Microsoft Access databases in a web browser on SharePoint. Render, share, view, update, and refresh data-connected Microsoft Visio® web drawings in a web browser using Visio Services. Create advanced, no-code solutions quickly with the Workflow Designer and improved user interface and expanded capabilities of SharePoint Designer 2010. |
| Content | <ul style="list-style-type: none"> Simultaneously share and work on documents posted to SharePoint Online sites and document libraries using integration with Office Web Apps. Easily discover content and access multiple taxonomies and folksonomies from a central term store service using metadata-driven navigation and embedded metadata fields in documents. Improve the managing and tracking of information through the Unique Document ID service, which assigns unique identifiers to content. Help users store, work on, and export multiple files as a single entity by introducing document sets. Use retention and auditing policies to help define document retention and expiration periods, provide access control and security, and enable tracking. |
| Insights | <ul style="list-style-type: none"> Help people locate the information they need by providing access to databases and spreadsheets stored with SharePoint Online with features such as Data Visualization and Visio Services. |
| Search | <ul style="list-style-type: none"> Initiate interactive web experiences in documents without opening an Office client application with the View-in-Browser feature. Support multiple search types, including contextual, phonetic, and people and expertise. |
| Sites | <ul style="list-style-type: none"> Receive out-of-the-box support for multilingual experiences on SharePoint Online sites and configure fields within lists using the Multilingual User Interface feature.* Synchronize SharePoint Online calendar, contacts, and tasks with Outlook 2010 and then view them offline. Invite external users to view, share, and collaborate on extranet site collections.* Receive 100-site collections, each of which supports multiple sites. Add 500 megabytes (MB) of storage for every user. |
| Mobile | <ul style="list-style-type: none"> Capitalize on low-cost office 365 subscription plans for company workers without dedicated PCs. Access SharePoint Online sites and documents on mobile devices (including web-enabled mobile devices) using a simplified, text-only format. |
| Security | <ul style="list-style-type: none"> Receive regularly scheduled security assessments and continuous intrusion monitoring and detection. Use Microsoft Forefront® Security for SharePoint for virus filtering and protection from malicious data. |
| Administration | <ul style="list-style-type: none"> Configure and manage SharePoint Online via centralized, web-based access. |

Items marked with an asterisk (*) may or may not be offered at initial general availability. Some may become available in subsequent service updates.

Exchange Online provides rich, familiar, and more secure access to email, calendar, contacts, and tasks across PCs, the web, and mobile devices, delivering robust capabilities of Microsoft Exchange Server as a cloud-based service. In addition, Exchange Online greatly simplifies IT management and provides advanced security and reliability features that help you safeguard company data.

| Features | Benefits |
|-----------------------------------|--|
| Access to Exchange Online | <ul style="list-style-type: none"> • Access email, calendar, contacts, and tasks through Exchange ActiveSync® from a wide range of mobile devices, including Microsoft Windows Mobile®, Nokia E and N series devices, Palm devices, Apple iPhone and iPad, and certain Android phones. • Configure Short Message Service (SMS) message alerts on mobile devices with SMS Notification. • Control what users can do in Exchange Online through role-based access control (RBAC). • Access email from almost anywhere through a web browser using Outlook Web App. |
| Email | <ul style="list-style-type: none"> • Receive support for delegate access (permitting another user to manage your email and calendar). • Automatically apply specific actions to messages as they arrive based on specified criteria using inbox rules. • See your messages from multiple email accounts in one place with the Connected Accounts feature. • Avoid email mistakes with automated alerts called MailTips. • Access local copies of Exchange mailboxes via Cached Exchange Mode when not connected to the Internet. • Use the Autodiscover service, which lets you receive your required profile settings directly from Exchange Online when initially signing in. • Access address lists, even when working offline, through the offline address book. • Use Global Access List (GAL) photos that show photos of other users in the GAL. |
| Calendar | <ul style="list-style-type: none"> • Receive support for advanced distribution group capabilities, including restricted, dynamic, moderated, and self-service distribution groups. • Enable calendar sharing through iCalendar for anonymous access by other users. • Enable federated calendar sharing with other Exchange Online or Exchange Server 2010 users. |
| Voice Mail and Fax | <ul style="list-style-type: none"> • Take advantage of Hosted Unified Messaging services that provide call answering (voice mail), dial-in user interface to Exchange (Outlook Voice Access), and dial-in interface for callers (Automated Attendant). • Ensure interoperability with on-premises Unified Messaging systems. • Use inbound fax solutions that can interoperate with Exchange Online via simple mail transfer protocol (SMTP). |
| Security | <ul style="list-style-type: none"> • Increase protection via Microsoft Forefront Online Protection for Exchange of incoming, outgoing, and internal messages from malicious software and spam in email messages. • Help prevent spoofing and provide confidentiality for messages in transit using the Transport Layer Security (TLS) method. |
| Archiving and Compliance | <ul style="list-style-type: none"> • Add disclaimers to messages in transit using transport rules. • Archive via personal archive capabilities of Exchange 2010. • Reduce the liabilities associated with email and other communications through retention policies. • Capitalize on legal hold capabilities that immediately preserve your deleted and edited mailbox items from both your primary mailbox and personal archives. |
| Administration Center | <ul style="list-style-type: none"> • Configure and administer Exchange Online services—including user and group settings, role-based settings, and phone and voice setting—through centralized, web-based access. • Use a granular RBAC framework to give users access to selected features in the Exchange Control Panel. • Perform management tasks that are not available or practical in the web management interface by using Remote PowerShell™ to connect to Exchange Online.* • Download Directory Synchronization, Migration, and Sign In tools from the Administration Center. |
| International Availability | <ul style="list-style-type: none"> • Available in Canada, France, Germany, Hong Kong, Ireland, Italy, Japan, Mexico, Puerto Rico, Singapore, Spain, United Kingdom, and United States. |

Items marked with an asterisk (*) may or may not be offered at initial general availability. Some may become available in subsequent service updates.

Lync Online provides your people with next-generation communications capabilities, including presence, IM, and PC-to-PC audio and video calling. Lync Online also provides enterprise-class communications features that can improve productivity, drive business efficiencies, and build a more agile organization by providing a powerful combination of presence awareness and IM.

| Features | Benefits |
|-------------------------------------|---|
| Instant Messaging | <ul style="list-style-type: none"> Send an IM to anyone in your organization or any federated organization you're connected to. |
| Lync 2010 | <ul style="list-style-type: none"> Available to service subscribers at no additional charge. Works with a USB Headset to provide voice over IP chats and meetings. Show Out of Office messages and other messages from Exchange Online. Easily identify user presence using photos next to contact information arranged in customized groups. |
| Presence | <ul style="list-style-type: none"> Instantly communicate with people from within Outlook 2010. Use presence information in SharePoint Online to easily send IMs and escalate conversations to a meeting to review a document Use presence information in Outlook Web App to know who is available to receive IMs rather than email. Tag status changes on colleagues so you receive a notification when they sign-on. |
| Meetings | <ul style="list-style-type: none"> Easily invite others to spontaneous meetings that use voice and video with the Meet Now capability. Allow people who do not subscribe to Office 365 to join meetings using the free Lync Web App. Record meetings on your workstation. |
| Share Desktop | <ul style="list-style-type: none"> Share your desktop with others using the built-in Meetings capability of Lync. Review documents, instruct others, or troubleshoot remote problems. |
| Internet Access | <ul style="list-style-type: none"> Connect to others in your organization or federated connections over the Internet without first using a VPN to connect to your company network. |
| Distribution Lists | <ul style="list-style-type: none"> Add email distribution lists to Contact Lists Control your messages by directing communications to individuals in distribution lists or broadcasting to the entire distribution list. Fully expand distribution lists with 100 or fewer members. |
| File Transfer | <ul style="list-style-type: none"> Transfer files as part of an IM conversation without using email through the peer-to-peer file transfer capability (not supported on remote access connections). |
| Interoperability | <ul style="list-style-type: none"> Enjoy interoperability with on-premises Exchange Server 2010 and Exchange Server 2007 Use IM federation that allows Lync Online to interoperate with Lync Server. Take advantage of PC-to-PC audio and video calls (limited to two PCs within the same Lync Online organization or between permitted federated domains). |
| Instant Messaging Federation | <ul style="list-style-type: none"> Communicate with organizations using Lync Online or on-premises Lync Server. Federate with trusted users from the Microsoft Windows Live™ Messenger public IM network. |
| Security | <ul style="list-style-type: none"> Capitalize on enhanced URL filtering and file filter control for URLs and files sent via IM. Automatically encrypt IM text for enhanced security. |
| Administration Center | <ul style="list-style-type: none"> Manage Lync Online services through centralized, web-based access. |

With Office Professional Plus, your people are equipped with powerful ways to do their best work from more places—whether they're using a PC, phone, or web browser. As part of Office 365, Office Professional Plus delivers the complete, familiar, and intuitive applications you need to keep your business connected.

| Features | Benefits |
|--|--|
| Office 2010 Applications Included | <ul style="list-style-type: none"> • Microsoft Access 2010 • Microsoft InfoPath® 2010 • Microsoft Outlook 2010 • Microsoft Publisher 2010 • Microsoft Word 2010 <ul style="list-style-type: none"> • Microsoft Excel 2010 • Microsoft PowerPoint® 2010 • Microsoft SharePoint Workspace 2010 • Microsoft Lync 2010 |
| Office Web Apps | <ul style="list-style-type: none"> • Read or edit Office documents in a web browser; then easily escalate into an Office editing session. • Works with Excel, Word, PowerPoint, and Microsoft OneNote®. • Built into SharePoint Online. |
| Microsoft Office Mobile 2010 | <ul style="list-style-type: none"> • Enable coworkers in different locations to share, edit, and comment on documents with a familiar Office experience best suited to mobile devices. |
| Co-Authoring | <ul style="list-style-type: none"> • Enable web-based collaboration, allowing multiple people to edit Excel spreadsheets, build reports or documents in Word, and annotate OneNote notebooks simultaneously. |
| SharePoint Online Services for Access, Excel, and InfoPath. | <ul style="list-style-type: none"> • Share an Access database and its associated macros through SharePoint Online with users who do not have Access. • Recalculate Excel spreadsheets directly in SharePoint Online. • Allow users who do not have InfoPath to use InfoPath forms in the browser. |
| Photo and Video Editing | <ul style="list-style-type: none"> • Use cutting-edge audio, video, and animation capabilities in PowerPoint 2010 to embed, edit, and format audio and video files. |
| Broadcast Slide Show | <ul style="list-style-type: none"> • Broadcast PowerPoint 2010 presentations live with a remote audience, as long as the audience can access a web browser. |
| Presence from Lync Online | <ul style="list-style-type: none"> • See presence of team members and communicate with them in the context of their work and the flow of their ideas. • Easily initiate conversations directly from within select Office 2010 applications. |
| Email Management | <ul style="list-style-type: none"> • Easily manage large amounts of email with the improved Conversation View in Outlook 2010. • Perform multi-command tasks—such as moving an email message to another folder and replying to it with a meeting request—with a single click using the Quick Steps feature. • Receive information on recipients through MailTips so you can avoid mistakes before sending email messages. |
| Text, Images, Audio, and Video | <ul style="list-style-type: none"> • Capture content from a single place—from daily sales reports to customer presentations—with OneNote 2010. • Spend less time searching for information and more time focusing on your goals with improvements to the Notebook Navigation Bar, better text tagging, and quick grouping of similar items. |
| Visualization and Analysis Tools | <ul style="list-style-type: none"> • Turn complexity into clarity with new visualization and analysis tools in Excel 2010. • Easily display visual summaries of analyses near values with new charts called Sparklines. |
| Shared Content between Applications | <ul style="list-style-type: none"> • Embed a PowerPoint slide directly in a Word document. • Add an Excel spreadsheet into a PowerPoint presentation. |

Office Web Apps is the online companion to Word, Excel, PowerPoint, and OneNote applications that helps your people view, share, and work on documents online with others across PCs, mobile devices, and the web from almost anywhere.

| Features | Benefits |
|---|---|
| Read and Edit Office Documents in the Browser | <ul style="list-style-type: none"> • View and edit Word, Excel, PowerPoint, and OneNote documents without using Microsoft Office. |
| Escalate into editing with Office | <ul style="list-style-type: none"> • Quickly transform the session from web based to the rich client experience of Microsoft Office in a single click. |
| Presence from Lync Online | <ul style="list-style-type: none"> • See presence of team members and communicate with them in the context of their work and the flow of their ideas. • Easily initiate a conversation directly from within select Office 2010 applications. |
| Co-Authoring | <ul style="list-style-type: none"> • Enable web-based collaboration, allowing multiple people to edit Excel spreadsheets, build reports or documents in Word, and annotate OneNote notebooks in real time. |
| Office Mobile 2010 | <ul style="list-style-type: none"> • Enable coworkers in different locations to share, edit, and comment on documents with a familiar Office experience best suited to mobile devices. |
| Broadcast Slide Show | <ul style="list-style-type: none"> • Broadcast PowerPoint 2010 presentations live with a remote audience, as long as the audience can access a web browser. |
| Localization | <ul style="list-style-type: none"> • Available in all Office 2010 desktop suite languages |
| Improved Performance and Appearance with Silverlight | <ul style="list-style-type: none"> • In the Word Web App, experience faster page loads; improved text fidelity at full zoom; Microsoft ClearType tuner settings support; and when using the Find on This Page feature, improved accuracy in the location of search string instances. • Using the PowerPoint Web App, experience faster page loads, smoother animations, and presentation slides that scale with the size of the browser window. |

Conclusion

Office 365 lets you take advantage of sophisticated collaboration and messaging capabilities without the operational burden of on-premises server software, keeping you in control by providing business-class reliability, high availability, comprehensive security, simplified management, and a familiar user interface. In short, Office 365 is the collaboration and communication solution of choice.