

# EMPOWERING SMALL BUSINESS WITH **OFFICE 365**



**PENTA IT**  
SOLUTIONS



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# THE WAY WE WORK IS CHANGING!

Gone are the days when employees did all their work from one computer in their office. New technology means today's workers can collaborate at anytime from anywhere, whether it's across the hall or across the country.

Did you know?

50%

of business email users will rely primarily on a surface, tablet or other mobile device within the next year.

3.5 million

SMBs will use instant collaboration apps by 2018, and 2.5 million small businesses will use web conferencing.

71%

of SMBs believe mobile apps will replace traditional solutions in the near future.



# WHAT IS OFFICE 365?

## **Your workplace isn't the same anymore. And neither is Office!**

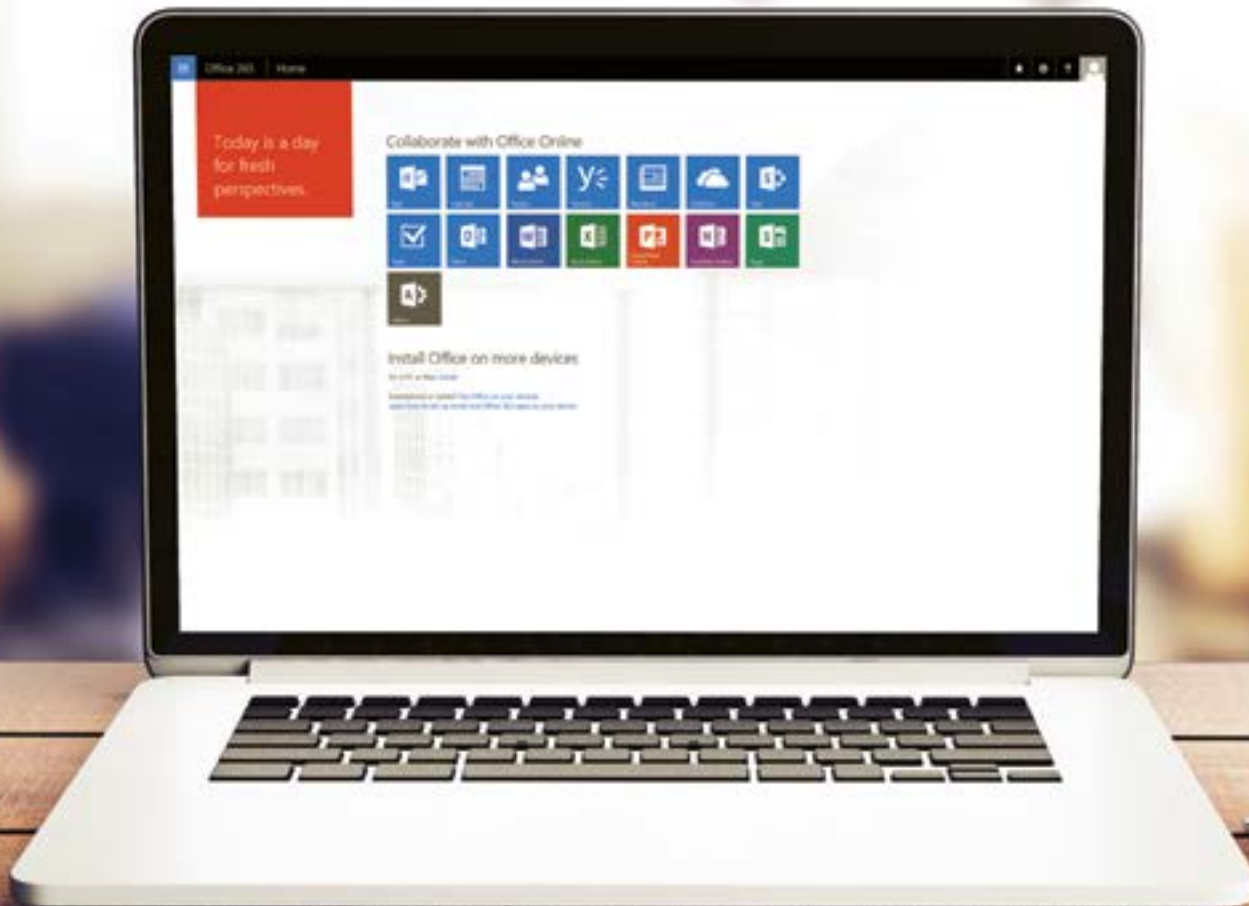
Everyone uses Word, Excel, PowerPoint and other Office tools. Office 365 takes this one step further. It has other business productivity and collaboration tools that will revolutionize your workplace.

The Office applications you know can now be used on all your devices. This means you can work from anywhere. You don't need special configurations or IT skills. Office Web Apps, such as Word, Excel, PowerPoint, and OneNote are always available right from your browser. All you need is an internet connection, and you're ready to work!

The latest Office Apps have some real cool features, too, like co-authoring and Real-Time typing in Word. There's also a simplified new menu that allows you to review various versions of documents. Everything has been reworked to give you a more collaborative and mobile way to work.

## **A full set of productivity and collaboration tools, now available for small businesses.**

When you move to Office 365 in the cloud, you have access to a full set of new tools: skype for business for instant meetings and conferencing, SharePoint, Exchange and OneDrive. These tools are especially useful for small businesses, where teamwork and productivity are vital to stay ahead of the competition.



# GET THE MOST OUT OF OFFICE 365



## Simplify team work and collaboration

One of the main reasons small businesses are moving to Office 365 in the cloud is to collaborate better. Here's a quick overview of what your business can do with Office 365:

- Create an Office 365 site that is customized for your team. Create document libraries and tasks to manage projects and improve collaboration.
- Synchronize email, calendars and contacts via Outlook and Outlook Web Apps. This makes it easy to find contacts, look for meeting times and schedule meetings without leaving your Outlook interface.
- Set up online meetings using Skype that have full web conferencing features, including audio, video, sharing, and presentations.
- Get a 1TB of OneDrive for business storage space.

## Work on the go:

With Office 365 in the cloud, you can start a document on your PC, finish it on your tablet and share it with your team! You don't need special settings and you won't pay additional fees. Depending on your needs, your small business can access the Microsoft Office apps from your browser and have them installed on all your devices. Plus, these apps (Word, PowerPoint, OneNote and Excel) are optimized for mobile use. This means you can access the same interface and features whether you're working from your mobile or on your PC. Amazing, don't you think?







## Simplify IT management

When you manage IT in-house, you have to keep up with different versions on different computers, and manage all the upgrades yourself. With Office 365 in the cloud, you always get the full team on the same page, automatically! Small business owners can use the time and resources they save to focus on growing their business.

## Keep your data safe

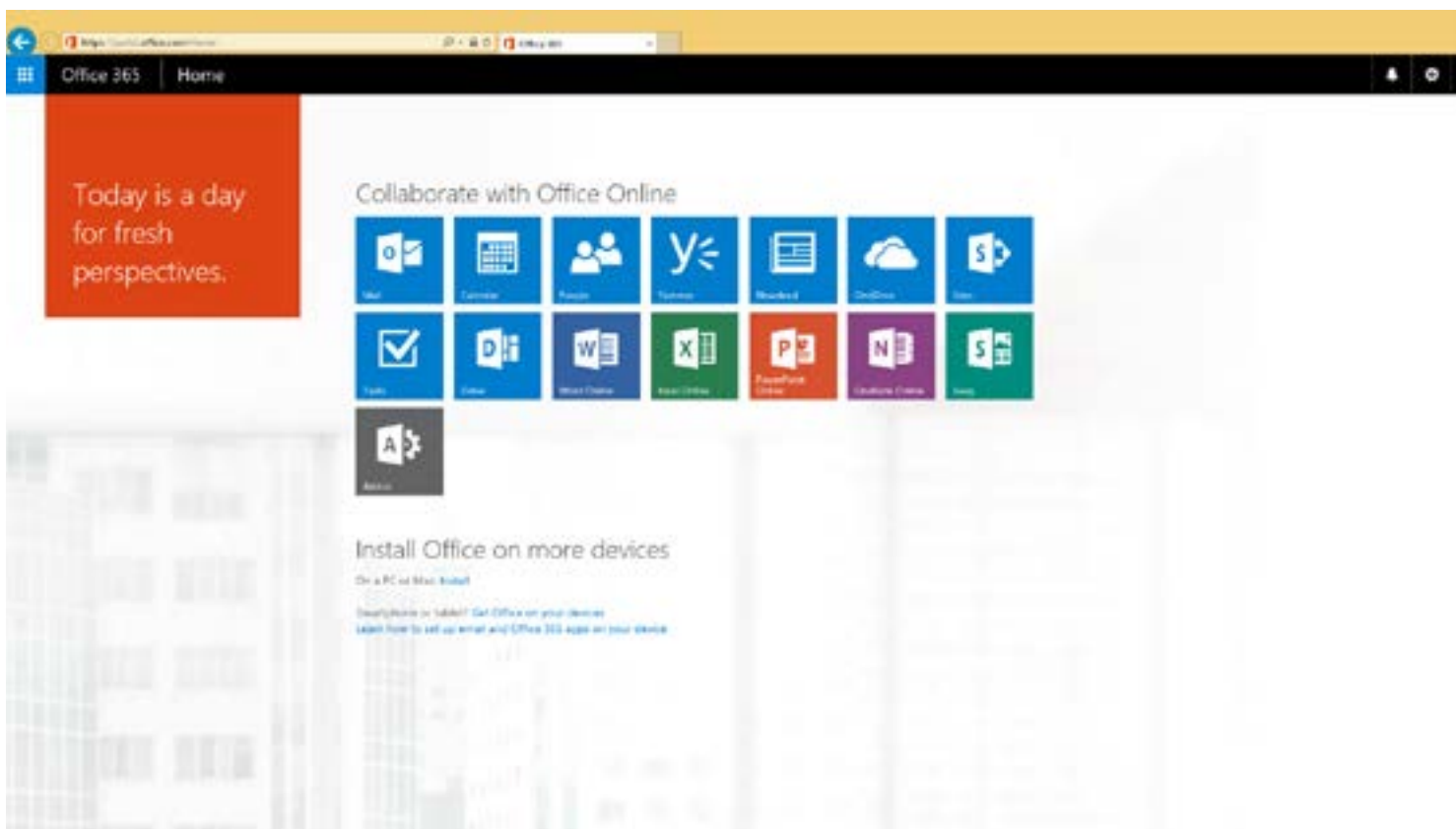
With Office 365, your data is more secure than ever. You own it. You control it. And it's yours to take with you if you decide to cancel your subscription. Data security is one of the biggest concerns people have when moving to the cloud. Office 365 brings peace of mind with built-in security and transparency. You always know where your data is and who has access to it. Your email is safe in the cloud and actually more secure than it would be in an on-premises environment.



# OFFICE 365 OVERVIEW

## Access your services from any browser

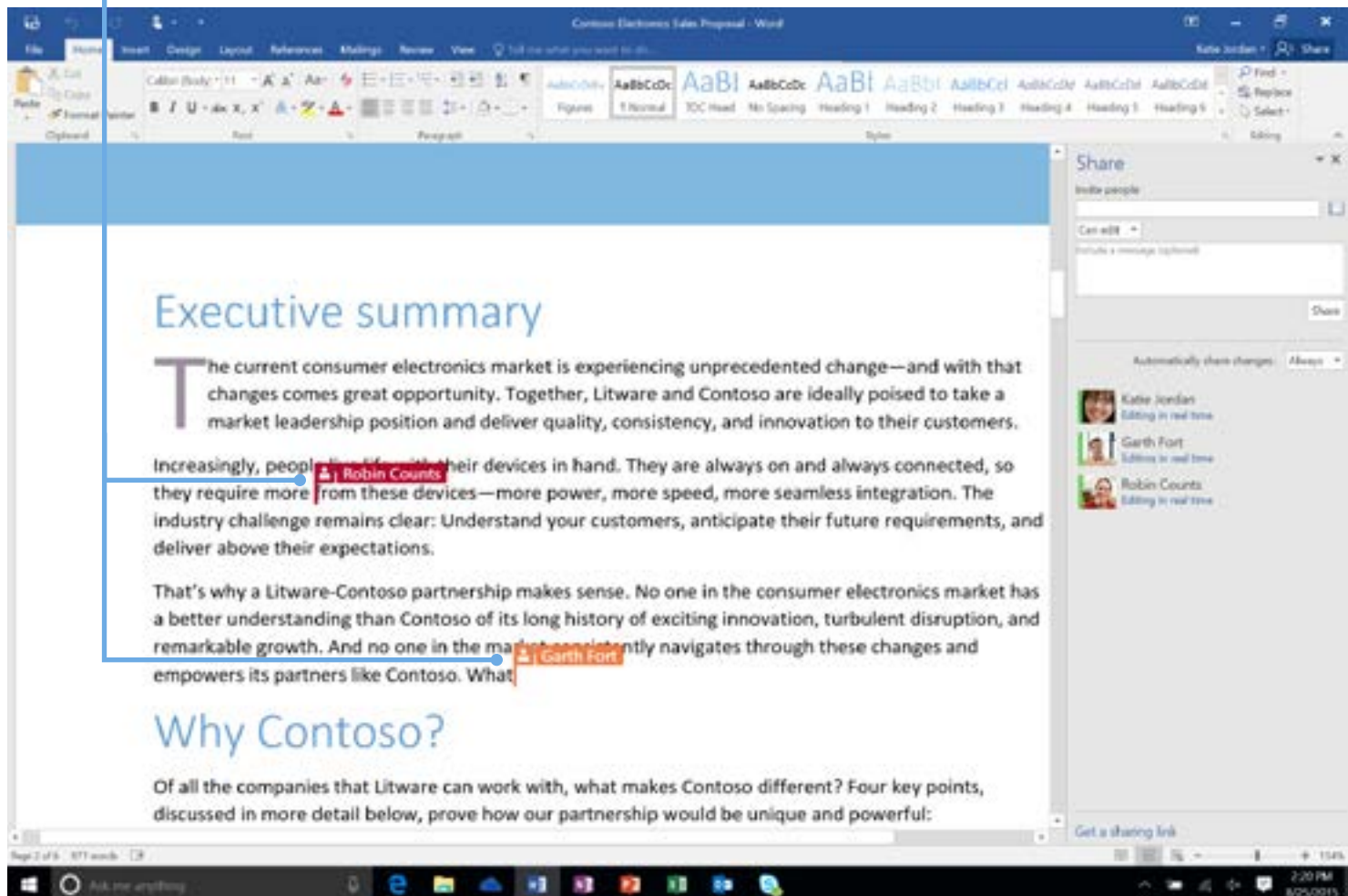
Here's your Office 365 dashboard. The interface is pretty simple and you can access any service you need right here. Note you can also install Office apps from here, depending on which plan you subscribe to.



# Now includes 2016 Office apps!

The same tools are available online and some packages include an installable version so you can have it on your PC as well as in the cloud. You also get real time co-authoring, real time typing and simplified sharing in Word, plus a bunch of other cool features in Excel, PowerPoint and OneNote. Basically, if you want to improve collaboration and productivity, Office 365 will make your life even easier with Office 2016 apps.

Real time co-authoring,  
real time typing





# Simple email management via Outlook

Every user you add to the Office 365 Business Essentials and Business Premium plans gets email, calendaring and contact management plus a 50GB inbox on business-grade Exchange Online.

Everything is easier because it's all managed in one place.

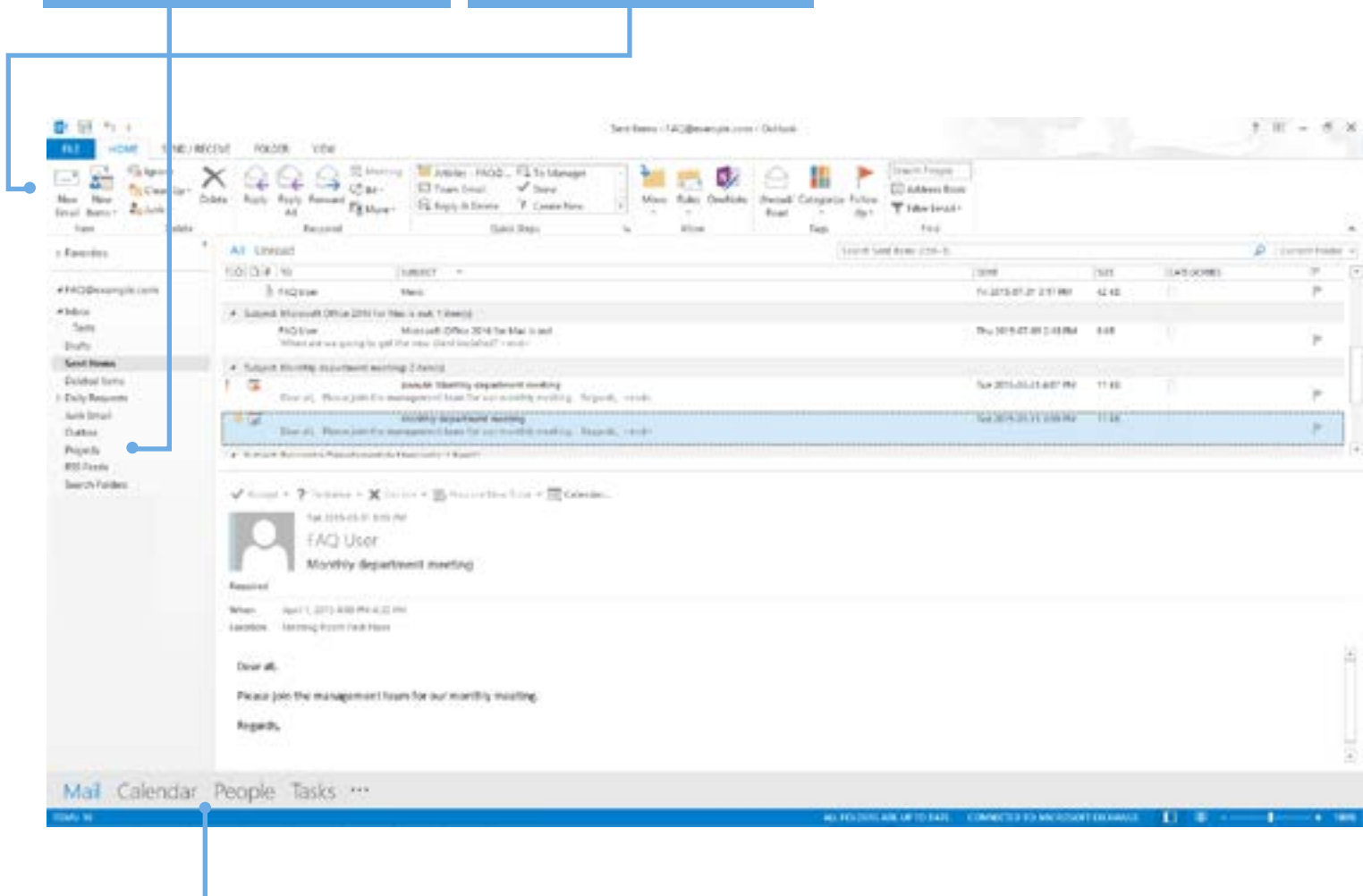
- Send, receive, and manage all your email messages and folders
- Manage your calendar, and create appointments and online meetings
- Add contacts and check availability

## Mail folders

Create new folders to keep track of your messages by project, person or task.

## Customize ribbon

Use the ribbon to act quickly on your messages and folders or set options.



## Switch view

Go to your calendar task or contacts with one click.

# Integrated Calendar

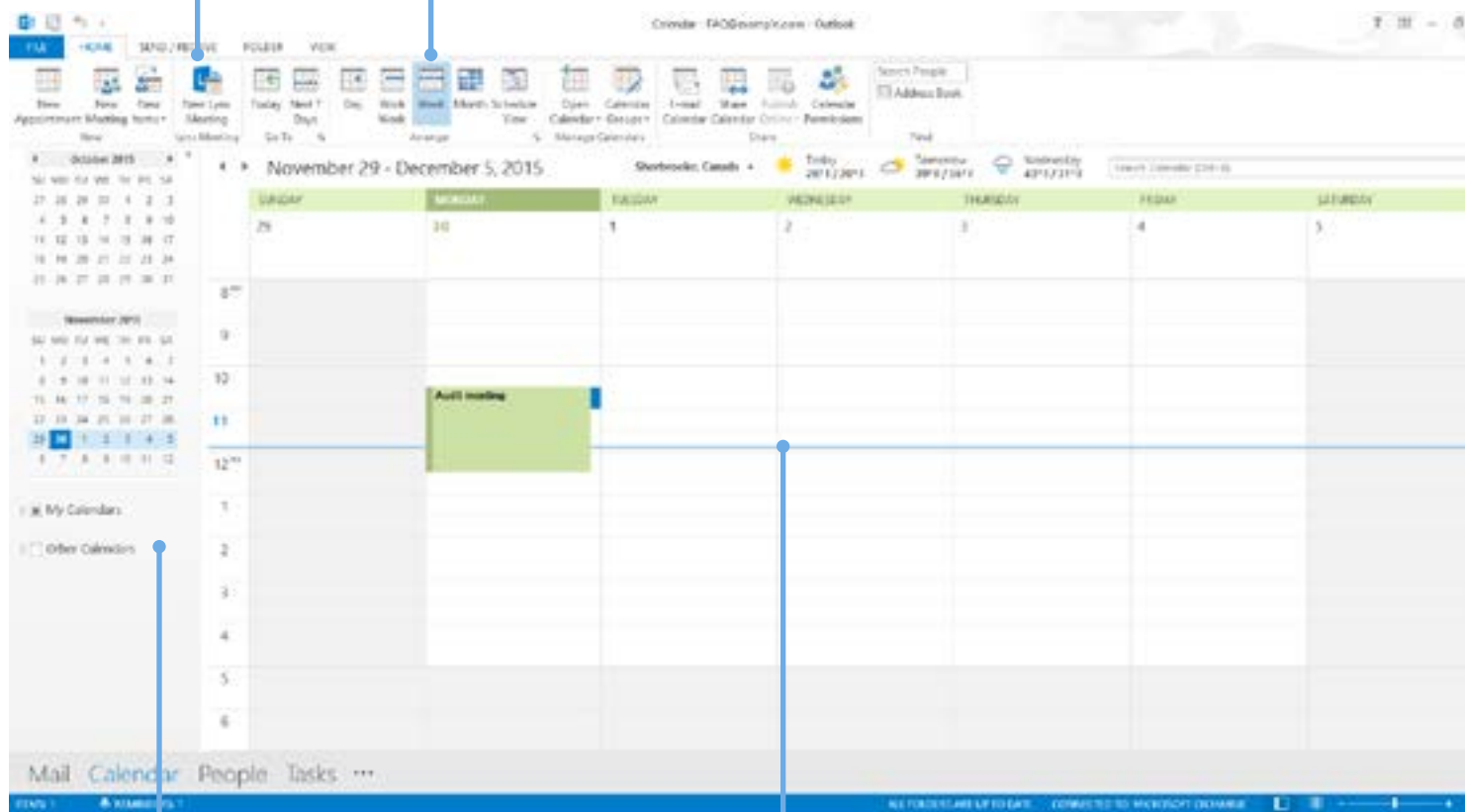
- Check your appointments, switch views, and create other calendars (e.g., a family calendar)
- Create, delete, and change appointments; get local weather information.
- Schedule online Skype meetings

## Schedule a Lync Meeting

Meet face-to-face or save yourself a trip by meeting online with Lync 2013.

## Switch views

Use the calendar view that best fits your workflow. Switch as often as you like



## Create other calendars

Quickly see the best time to schedule a business meeting or family vacation.

## Current time marker

The line across the middle indicates the current time so you can see what's up next.

# Easy Contact Management with Outlook

- Add, remove and manage your contacts
- Create a Contact group
- Check your contacts' availability, get more contact information and start conversations or meetings

## Add a new contact

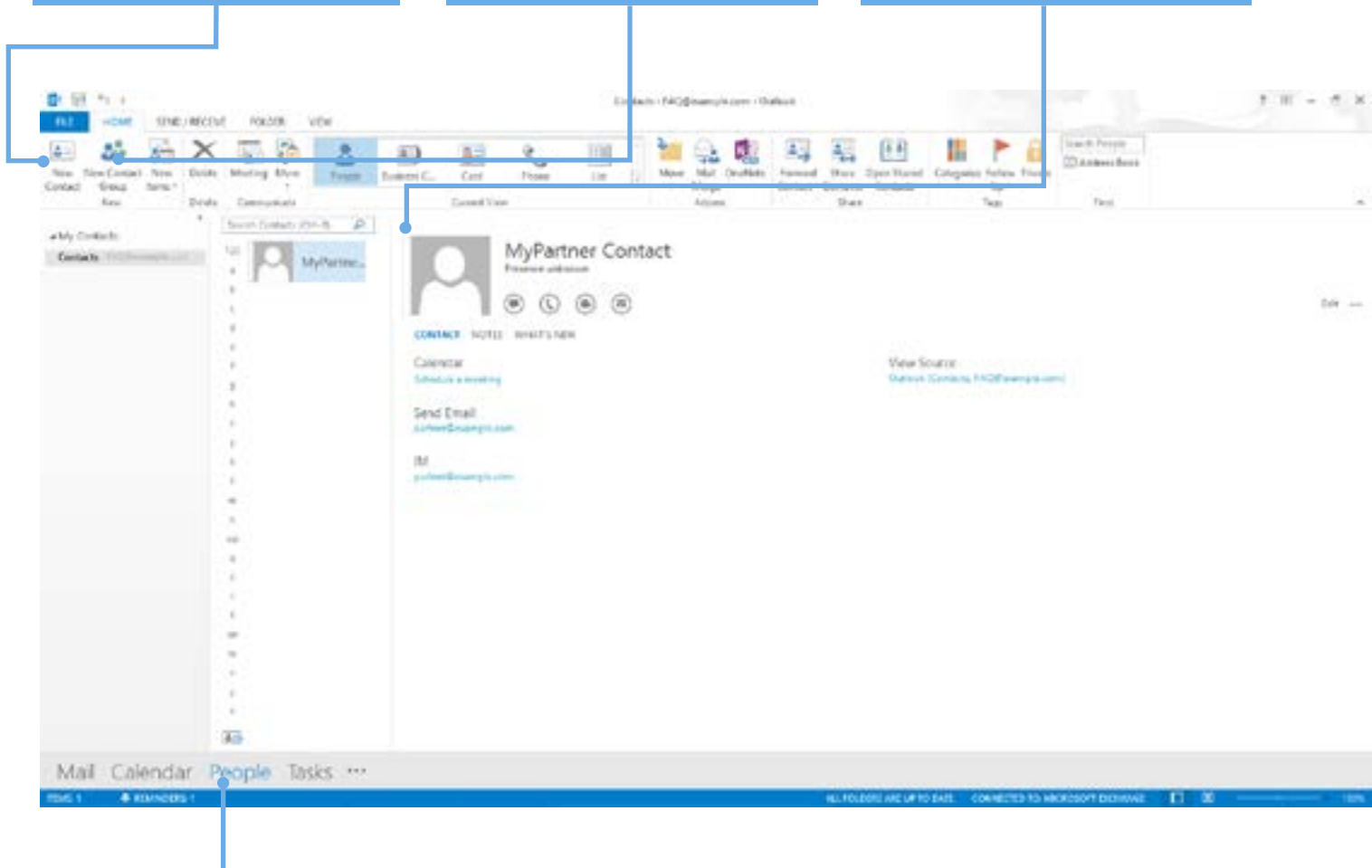
Add people you work with often to your Contact list. See the status of your contacts at a glance and start a conversation with one click.

## Create a Contact group

If you often start conversations with the same group of people, create a new Contact group for them. Contact groups are listed under My Contacts.

## Are you there?

See at a glance if your contact is available by checking the color band next to their picture. Available (green), Busy (red), Away (yellow) and Offline (gray).



## Switch screen

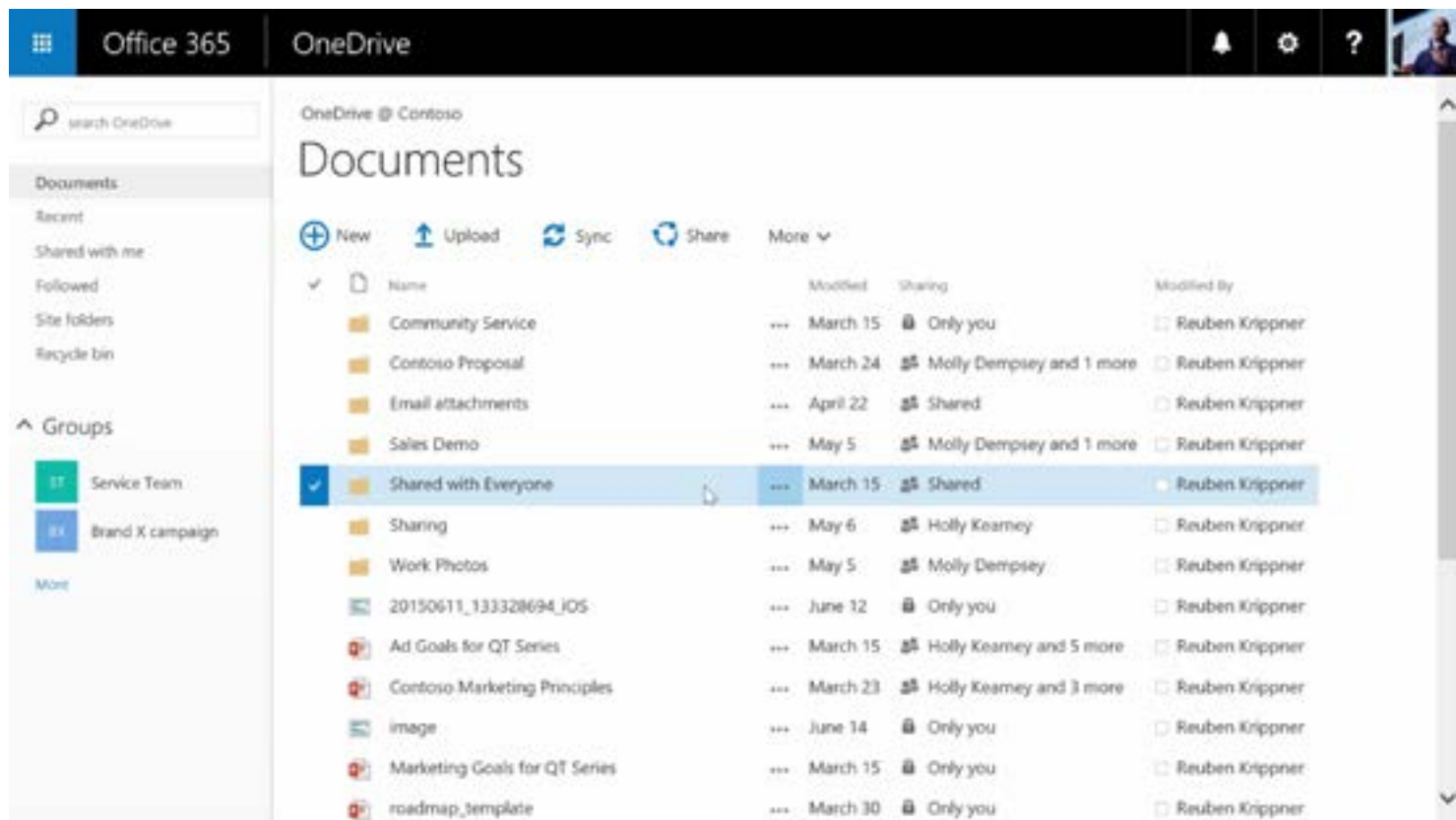
Switch to email, your calendar, or task list.



# Storing and sharing with OneDrive for Business

Office 365 includes OneDrive for Business with 1TB of storage space per user. This means you can safeguard your documents online without worrying about storage space anymore. There are features to share files inside and outside the organization, and comprehensive tools to manage who can access which files and when.

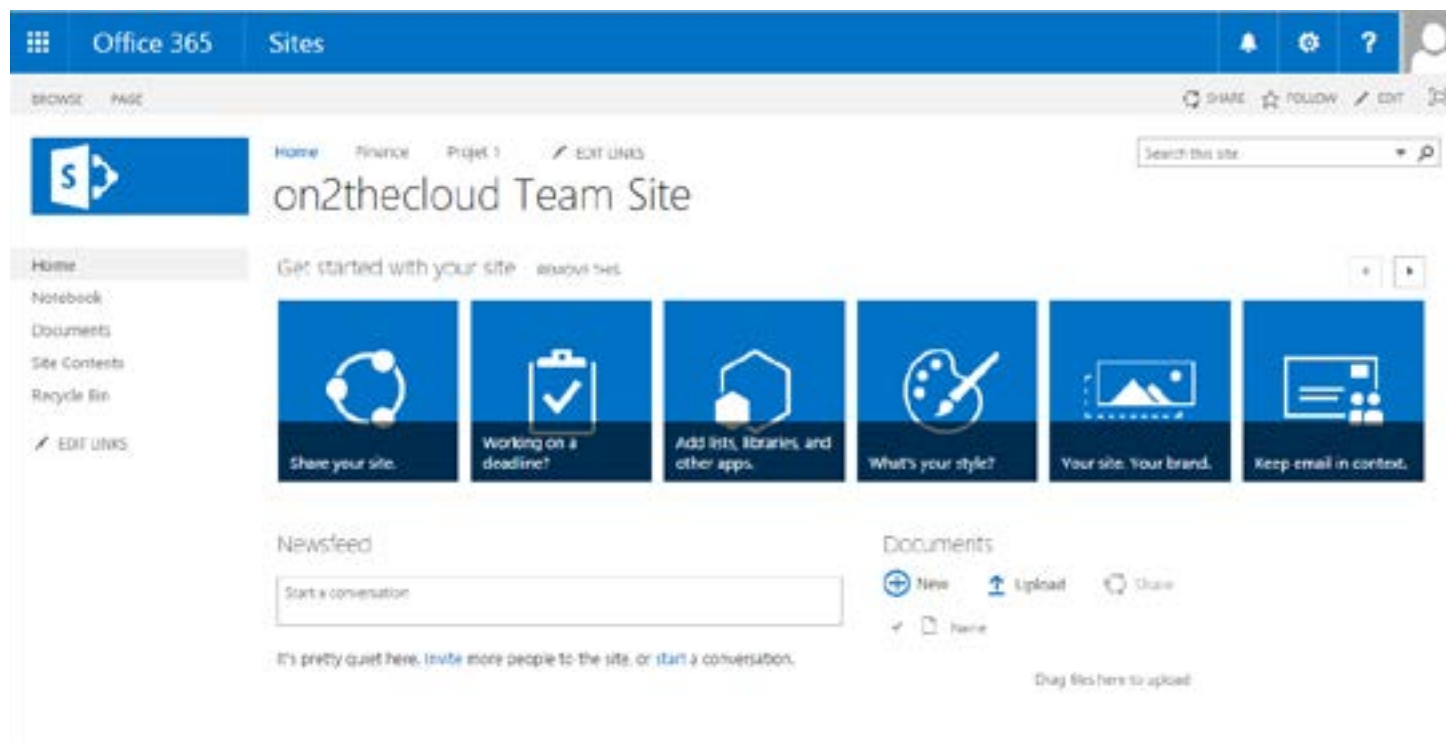
- Review and edit documents that are shared with you
- Sync libraries to your computer
- Send email to people you're sharing a document with



# Team Sites with SharePoint Online

SharePoint has often been used by large corporations that need intranets and document management systems. But it can be just as useful for smaller businesses and smaller work teams. A simple SharePoint site for managing your team or projects doesn't have to involve a lot of work. Office 365 provides built-in guidance to help you add task lists, calendars, document libraries, and other features. You can set up your work space in no time.

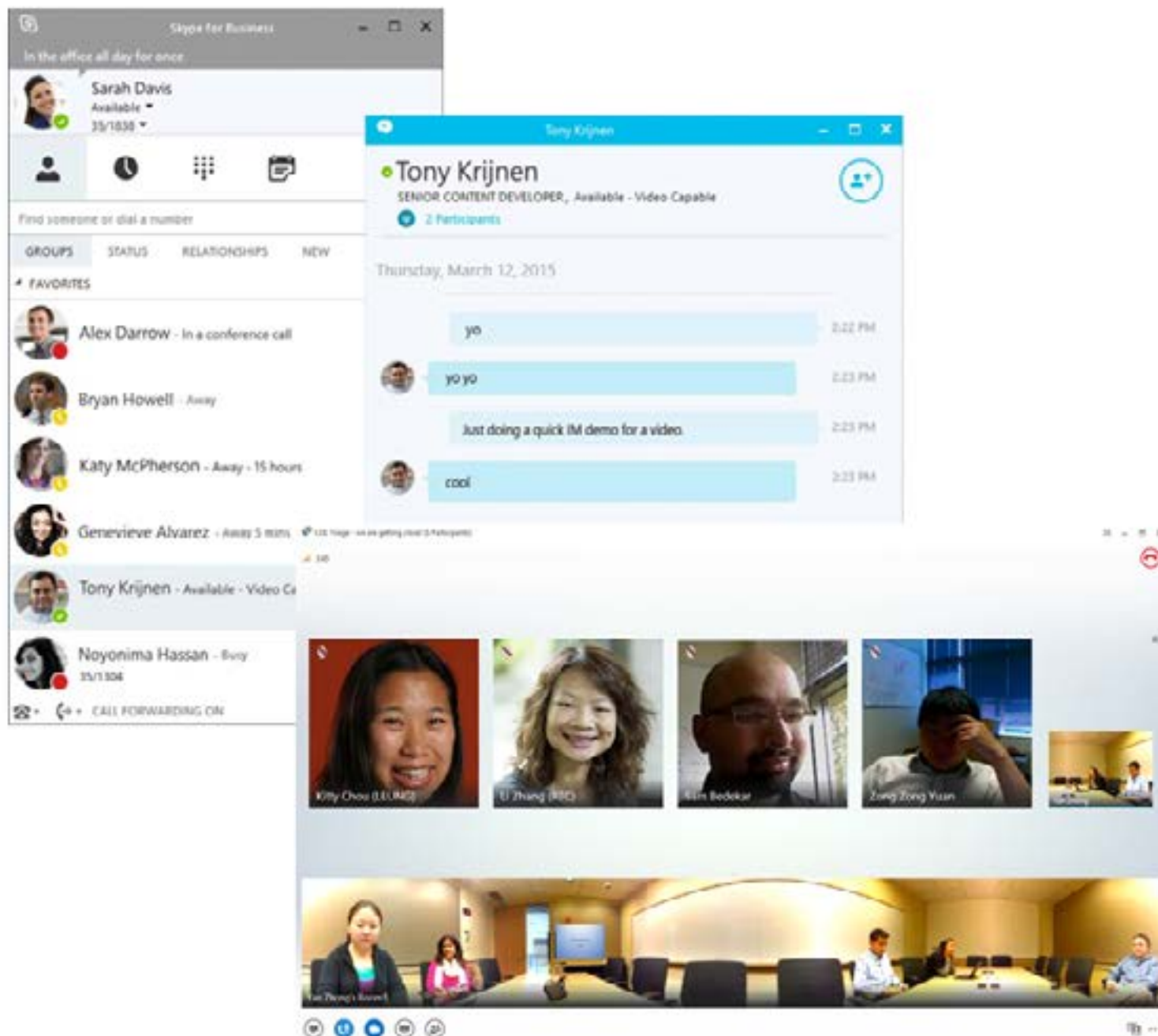
You can personalize these sites to reflect your company's branding, and even create public sites to share info with customers or partners. You might not buy Office 365 just for SharePoint, but you may be surprised how useful it can be for small business.



## Easy online meetings with Skype for Business

Until now, Skype for Business has generally been used by bigger companies for conferencing, instant messaging and voice/video calls. But small businesses will find it's just as useful to communicate with coworkers in the office and even off-site. You can also talk to clients or partners located elsewhere.

- Share your desktop, a program, or a PowerPoint presentation
- Record a meeting, share the recording, and play it back
- Manage permissions, use a lobby for admittance, and manage participants during the meeting







# WHY OFFICE 365 IS GOOD FOR SMALL BUSINESS

## STAY UP AND RUNNING, NO MATTER WHAT HAPPENS

If your in-house system crashes, you're stuck. You have no data, servers or website. Sending your data to the cloud means your applications, such as email, are always available, even if there's a power outage, fire or flood.

## NO VPN REQUIRED

Working remotely used to mean you needed help from the IT department to access your files from the office. Office 365 makes it easy to connect from anywhere. No need for any special configuration or IT skills. If you have an internet connection, you can work!

## PROPERLY SYNCED MOBILE DEVICES

Meetings, email and contact management are a big part of everyday life in a small business. When you use Office 365, email, calendar and contacts are all synchronized to work together. Update a contact on your mobile phone and it will be automatically updated across all your devices. This is a really cool feature to help small businesses get the most from Office 365.

## RECURRING MONTHLY COST

Forget about upfront costs! Office 365 has a flexible monthly billing process that lets you add or decrease the number of users to suit your needs. This kind of scalable solution might be exactly what a small business is looking for to get started in the cloud.

## LARGER MAILBOX STORAGE

We have this tendency to store all our email communications in our inboxes. Sometimes we try to clean it up, but we end up keeping every email we've ever sent or received. With a 50GB mailbox, this kind of housekeeping is behind you! Say goodbye to that red popup that tells you it's time to clean up your email.

## NO MORE LICENSING UPGRADES!

XP, 2010, 2013 – There was always an upgrade cycle. Office 365 includes all licensing and it can be deployed company wide. This means everyone has the same version of Microsoft Office!

## DATA SECURITY AND CONTROL

Data security in the cloud is no longer an issue. Office 365 has built-in security and continuous compliance so small businesses can focus on the right things. You always know where your data is and who has access to it, and you have a financially backed guarantee of 99.9% uptime. You can also remotely wipe all data when you need to. So, go ahead and store your data safely in the cloud.



# NICE THINGS TO KNOW ABOUT OFFICE 365

## 1. What is the cloud?

“The cloud” is a friendly way of describing web-based computing services that are hosted outside of your organization. When you use cloud-based services, your IT infrastructure resides off your property (off-premises). It’s maintained by a third party (hosted) instead of residing on a server that you maintain in your home or business (on-premises). With Office 365, for example, information storage, computation, and software are located and managed remotely on servers owned by Microsoft. Many services you use every day are a part of the cloud—everything from web-based email to mobile banking and online photo storage. Because this infrastructure is located online or “in the cloud,” you can access it virtually anywhere, from a PC, tablet, smartphone, or other device. All you need is an Internet connection.

## 2. Will Office 365 work with my copy of Office?

Office 365 is designed to work with the latest version of Office, Office 2016, Office 2013, and Office 2011 for Mac. Previous versions of Office, such as Office 2010 and Office 2007, may work with Office 365, but with reduced functionality. For more information, contact one of our small business specialists. If you have Office 2003 or an earlier version, you’ll have to update to a newer version to use Office 365. You can also subscribe to one of the many Office 365 plans that include the latest version. Automatic updates are included.

## 3. Is Internet access required for Office 365?

Internet access is required to install and activate all Office 365 plans and to manage your subscription account. Internet connectivity is also required to access Office 365 cloud productivity services, including email, conferencing, IT management, and other services.

Many Office 365 plans also include the desktop version of Office, such as Office 365 Business Premium and Office 365 Enterprise E3. One of the benefits of having the desktop version of Office applications is that you can work offline and know that the next time you connect to the Internet all your work will be automatically synchronized. Your desktop version of Office is also automatically kept up to date and upgraded when you connect to the Internet.



#### 4. How safe is my data?

With Office 365, your data is safely hosted in one of Microsoft's datacenters staffed by world-class infrastructure and security experts. They follow best-in-class security processes and regular backup practices to meet strict compliance standards. With Office 365's financially backed guarantee of 99.9% uptime, you will always have access to your data. You will always own and control your data, even if you decide to cancel your subscription at a later date.

#### 5. How is Office 365 with us different from Office 365 from Microsoft?

We offer the same plans for Office 365, but here's the difference. You get seamless A-to-Z migration and onboarding with a dedicated agent. We offer 24/7 customer support on all issues, by phone, email or chat. We'll answer your calls within 40 seconds and resolve most tickets in less than 1 day. With Microsoft, you only get migration self-help guides and IT-level web support. Microsoft will provide 24/7 phone support, but only for issues that they decide are critical. If you have other support issues, you're on your own.

#### 6. Is it Lync or is it Skype?

Lync joined Skype in April 14, 2015 and is now available as Skype for Business. The features and control panel are basically the same with a bit of the Skype design.

#### 7. What is Yammer?

Yammer is a social network for your business. To join your Yammer network, an applicant must have a working email address from your company's domain. You can also create external networks to allow suppliers and customers to communicate with your company. Yammer helps you transform your teams into social networks to improve communication.

#### 8. How can I migrate my data to Office 365?

Our migration team handles the entire migration and onboarding experience. You can migrate from any platform with limited downtime and no data loss. Our team will take care of the account creation, migration and user provisioning to seamlessly migrate you to Office 365. We'll also adapt and schedule the migration to fit your specific needs. Your dedicated onboarding agent will make sure you're 100% up and running before we consider you fully migrated.



# PENTA IT

## SOLUTIONS

Since 2009, Penta IT Solutions has been helping businesses increase agility and trim IT overhead with our best-in-class cloud services. Today, we have catered to businesses of all sizes and forms that are working more productively. Thanks to the added value we build into our wide range of SaaS, IaaS and PaaS solutions.

Planning on moving to Office 365 in the cloud? For more details on our services , Visit [www.pentasolutions.com.au](http://www.pentasolutions.com.au) or call one of our agents at 1300-589-315.

We're ready to set up your Office 365 account!

**SEE OUR PLANS & PRICING**

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