

### **Email, Collaboration, and Online Meeting Solutions:**

Microsoft has years of experience delivering scalable, secure online solutions. Enhance your Office experience with Office 365 features like a 50-gigabyte (GB) mailbox that accommodates attachments up to 25 megabytes (MB), calendaring, contacts, online meetings, instant messaging, document collaboration and more.

### **Anytime, Anywhere Access:**

Microsoft® Office 365 provides web-enabled access to email, important documents, contacts, and calendar on almost any device—including PCs, Macintosh computers, iPhones, Android phones, and BlackBerry smartphones. It frees you to work where and when you choose, letting you respond to important requests right away, from almost any location.

With the ability to access email and documents from your mobile device, you no longer need access to a computer. If you're traveling without access to Microsoft Office, Office 365 helps you view and edit documents from the most popular web browsers on PCs and Macintosh computers. Take control of when and where you work with Office 365.

### **Seamless Coordination with the Tools You Already Know:**

Office 365 works seamlessly with the programs you already know and use, including Outlook, Word, Excel, OneNote, Publisher and PowerPoint. These tools provide the same great features you rely on as well as powerful capabilities in Office 365. With multiple subscription levels in Microsoft Office 365, you can see if others are editing the document you're using, synchronize documents with your desktop, broadcast PowerPoint presentations, and check documents in and out of your online document library.

### **Safety and Security:**

Security is priority at Microsoft data centers. With Office 365, you can use the same systems used by Microsoft and other enterprises worldwide to help protect email, documents, and networks. These systems scan your messages and documents for spam and malicious software (also called malware) 24 hours a day, 7 days a week. Microsoft data centers help safeguard your data and are certified to meet multiple industry-standard certifications.