

# Microsoft Office 365 delivered by CASCADE



**Microsoft Office 365 is a new way to think about productivity in the cloud.**

**It brings together Office Professional Plus, Office Web Apps, SharePoint Online, Exchange Online, and Lync Online in an always up-to-date cloud service with anywhere access via any mobile device. With Office 365, customers get the latest productivity solutions for a predictable monthly cost.**

## Why Office 365 delivered by CASCADE?

It offers you not only Office 365, but a whole package of complementary solutions enabling you to get your IT services from one vendor, on one bill, through the CASCADE management portal. Simple!



## Always receive the latest version of Office

Office 365 is continually updated with the latest versions of Microsoft products. Previous adopters are already enjoying the very latest version of Office 2013 Professional Plus!

### Office 365

**Lync Online-** Instant messaging, online meetings and video calls

**Office Web Apps-** Word, Excel, Powerpoint, One Note all accessible online

**Exchange Online-** Email with shared calendars, contacts and tasks

**SharePoint Online-** Online collaboration portal and document store

### Complete security

Office 365 can be bundled with Symantec.cloud Anti-Spam and Anti-Virus and Sonian Mail Archiving to provide a complete secure IT solution for your business\*:

#### Symantec.cloud

Prevents email spam from reaching your network, gives protection from email-borne malware and provides 100% protection from known and unknown viruses.

#### Sonian Mail Archiving

Provides a reliable cloud based offsite, secure storage facility for your emails ensuring they are always backed

up and comply with legal and regulatory requirements. backs up every email, eRecovery, and comprehensive email search facility to recover archived emails quickly.

### Microsoft Office 2013 Professional Plus

Customers on the majority of Office 365 SKUs (P2, M, E3) can download the full Office 2013 Professional Plus Suite to use on up to 5 machines per user.

### Reliable

- 24/7 reliability
- 99.9% uptime guaranteed
- Disaster recovery
- Automatic failover
- ISO9000/27001 certified

### Complete Support

- Business hours Technical Support
- Online Support Portal
- Deployment guides

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## Instant Messaging & Presence

**Powered by Lync Online-** Helps users find the right person to connect with, view their presence, and then communicate with them in the most effective way.

**Presence-** Shows whether a user is available, in a meeting, away from their desk or offline, additional notes such as location and status, and how the user can be contacted.

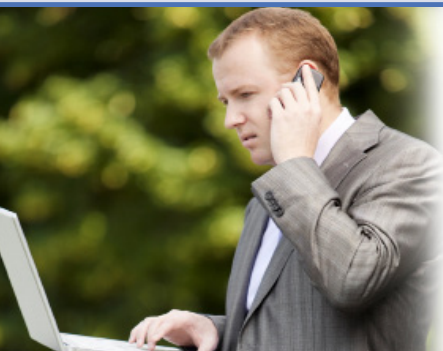
**Instant Messaging-** Contact anyone, even groups of people, within your company, allowing them to answer if and when they are available. Transfer files, schedule meetings and initiate video calls all within the IM window.

## Conferencing

**Powered by Lync Online** - Online conferencing tool enabling IM, Lync video calls and online meetings. A simple IM conversation can be escalated to an audio conference with desktop sharing among multiple team members instantly.

**Voice and video capabilities-** Work reliably and from any location with an Internet connection. And, by reducing travel expenses help businesses achieve substantial cost savings.

**Share-** Audio, video, documents, desktops, and applications. All parties can see and edit presentations, documents and other content without a single e-mail exchange.



## Online Collaboration Portal and Document Store

**Powered by Sharepoint Online-** Store, edit and share documents online, available from any device via the internet.

**Portals-** Design, deploy and manage tailored intranet portals and websites.

**Controlled working-** Includes check in and check out of documents, version control and precise role-based controls

## Microsoft Office Professional Plus

**Powered by SharePoint Online-** Access Word, Excel, Powerpoint and One Note either using the hosted Microsoft Office Web Apps or Microsoft Office Professional Plus.

**Consistent formatting from Desktop to Web-** Without the worry of offline or online changes affecting the look of your document you can edit documents anywhere with confidence.

**Edit Together-** Simultaneously edit with others in real-time, removing the need to email documents between team members.



## Email, Calendar

**Sync email, calendar, and contacts** across PC, phone, and browser with Exchange Online. Take advantage of large, up to 25GB mailboxes and the ability to send messages up to 25 MB in size.

**Connect with Microsoft Outlook 2013, 2010 or 2007** and use rich Outlook functionality whether on the Internet or offline. Access email, calendars, and contacts from nearly any web browser while keeping a rich, familiar experience with Outlook Web App.

**Easily schedule meetings** by sharing calendars and viewing them side-by-side to see others' availability and suggest meeting times.