

# Office 365 Business is your familiar Office in the cloud

Office 365 Business is the Office you know and love, on all devices you use most whenever you need it, and virtually wherever you are.



## Get the full Office suite...

When purchasing Office 365, customers receive an always up-to-date version of the full Office desktop applications including:



**Outlook** Manage your email, schedules, contacts, and to-do items. Outlook is the one place to go to communicate with all of your important contacts.



**Word** Create documents with style, polish work with others easily, and enjoy the new reading experience on modern touch devices.



**PowerPoint** Easily work with others and design beautiful presentations. Presenting tools help you deliver your ideas and impress your audience.



**OneNote** All your notes together and with you anywhere. OneNote is your digital notebook for capturing to-dos, meeting notes, and anything else you need to remember.

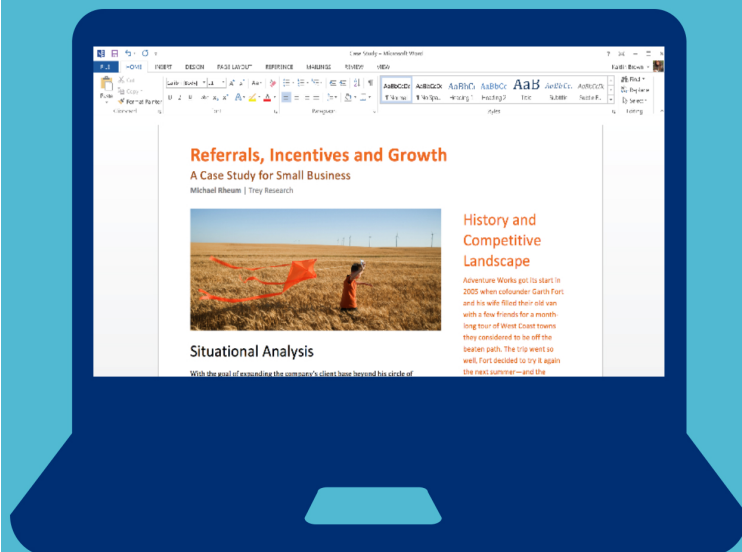


**Excel** Excel gives you intuitive ways to explore your data. Quickly discover new ways to visualize your data, and see your information in new depths.



**Publisher** Use familiar, simple tools to create and share professional-looking, personalized publications that make an impact.

## ...plus great new benefits provided by the cloud



**Use on 5 PCs and Macs** Each user can use the Office desktop applications on 5 Windows PCs or Macintosh computers, at work or at home.



**Always up to date** With Office connected to the cloud, you always have the latest version of the Office desktop applications with unobtrusive updates.



**Use Office on your smartphone and tablet** Access your documents and make edits on the go with Office apps for iPad, Windows Phone, iPhone, and Android phones.



**Access your documents anywhere** Office saves to your online storage by default, so your files are automatically backed up and linked to you virtually anywhere you go.



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Business is better with



Office 365



Office when and where you need it  
 Be productive whenever, wherever using the familiar Office apps. Access, edit, and share your files from any device so you can **get work in the office and on the go, online and off.**

The best & latest version of Office  
 Get familiar, best-in-class tools that are **always up to date** so you can deliver your best work. Updates are automatically synced to your Office apps so you'll never have to install a new version of Office again.



All your work in one place  
 Work together easily and securely in real-time with built-in sharing and storage in your Office apps. With 1TB of cloud storage you'll have anywhere, anytime access to all your work.

The Office you know. The capability & flexibility you need.



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