



## What is it?

Office 365 is a subscription-based online office and software plus services suite which offers access to various services and software built around the Microsoft Office platform. Microsoft Office 365 is perfect for:

- Creating and sharing work documents and presentations
- Connecting through IM, email, or video calls
- Storing and organizing all of your files

## What it does!

Office 365 combines the familiar Microsoft Office desktop suite with cloud-based versions of Microsoft's next-generation communications and collaboration services—including Microsoft Exchange Online, Microsoft SharePoint Online, Microsoft Office Web Apps, and Microsoft Lync Online—to help users be productive from virtually anywhere through the Internet.

## Applications



**SharePoint 2013** – Microsoft SharePoint 2013 takes advantage of the best of the web to help you be more productive at work. With SharePoint 2013, you can manage and search documents, publish reports and business information, track contacts, display information from other databases, and collaborate using blogs, wikis, and discussion boards. You can use SharePoint's websites to store, track, secure, and share all the stuff you do at work.



**Lync 2013** – Microsoft Lync 2013 provides a single interface that unites voice communications, IM, and audio, video, and Web conferencing into more contextual offering. It has expanded sharing and collaboration features, including application sharing, whiteboard, and annotation tools, polling, and PowerPoint presentations. It offers recording and playback for meetings, improved meeting join experience, and call quality checks and diagnostics.



**Office Web Apps 2013** – Microsoft Office Web Apps extend your Microsoft Office experience to the web browser, where you can work with documents right there on the website where the document is stored. Office Web Apps are available for organizations that have installed and configured Office Web Apps on their SharePoint site, and for professionals and businesses that subscribe to select Office 365 services.



**OneNote 2013** – Microsoft OneNote 2013 is a digital notebook that provides a single place where you can gather all of your notes and information, with the added benefits of powerful search capabilities to find what you are looking for quickly, plus easy-to-use shared notebooks so you can manage information overload and work together with others more effectively.



**Outlook Web App 2013** – Microsoft Outlook Web App allows you to access your e-mail and calendar from any computer that has Internet access via a Web browser. With Outlook Web App (OWA) there is no reason to be tied to your desk as it allows you to have all your professional tools and resources that are in Outlook even when you are at home or on a business trip.



**OneDrive** - Microsoft OneDrive is a file hosting service that allows users to upload and sync files to a cloud storage and then access them from a Web browser or their local device. It allows users to keep the files private, share them with contacts, or make the files public.