

## PRODUCT BRIEF

# Microsoft Office 365 Cloud-Based Productivity

The reliability of Microsoft Office has now been enhanced with cloud features.

### Easy Team Collaboration in Real-Time

*Your entire team can work on the same project from anywhere.*

Office 365 empowers users to share, collaborate, and communicate in the cloud.



Office 365 takes the Microsoft Office applications and combines them with hosted versions of Microsoft Exchange, SharePoint, and Lync.

Microsoft guarantees that Office 365 servers will have 99.9 percent uptime so your work will always be accessible!

### Stay Connected With Team Sites

*Share and manage important documents with everyone on your team.*

Team Sites are collaboration spaces only available to users that the administrator chooses. From the Team Site you can share documents and post messages to co-workers with a customizable look and layout to suit your company.

### Your Favorite Apps On the Cloud

The Microsoft Office Productivity Suite includes the following familiar Apps: Outlook, Word, Excel, PowerPoint, Access, OneNote, a SharePoint Team/Public Site, and an online meeting package. The applications are streamlined to load quickly and work well with touchscreens. You can also open documents from your PC and save them back to the cloud completed.

### Customizable Plans to Fit Your Needs

*No matter the size of your organization, we have an Office 365 package that will fit your needs.*

- **Small Business:** Stay connected with integrated IM, Web conferencing, and multi-party data sharing to allow joint efforts on projects.
- **Mid-to-Large Sized Operation:** Microsoft Office has a record of reliability, and the Professional Plus desktop suite on the cloud is the strongest software solution for project teamwork and communication. With MTG, you will never pay for more IT than you need, and you can easily add additional services as your company grows.
- **Education:** The cloud-based features of Office 365 allows students to work together even between classrooms safely and securely.

### Features

- Familiar Microsoft applications includes: Word, Outlook, PowerPoint, Excel, OneNote and Access
- Email hosting with 25GB of storage
- Anti-spam and anti-virus filtering
- License rights to access on-premise deployment of Exchange Server, SharePoint and Lync Server
- Instant messaging, video calls, and online meetings
- 24/7 IT administrator support
- Share documents over any web browser on any device

### Benefits

- Access your e-mail, documents, and calendar anytime, from anywhere, and on any device
- Guaranteed 99.9% uptime
- Your work is always backed up
- Data recovery service
- You control your data and manage who can view and edit
- Cloud computing is a secure and an environmentally friendly solution



**Get Proactive! Call Us TODAY!**

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