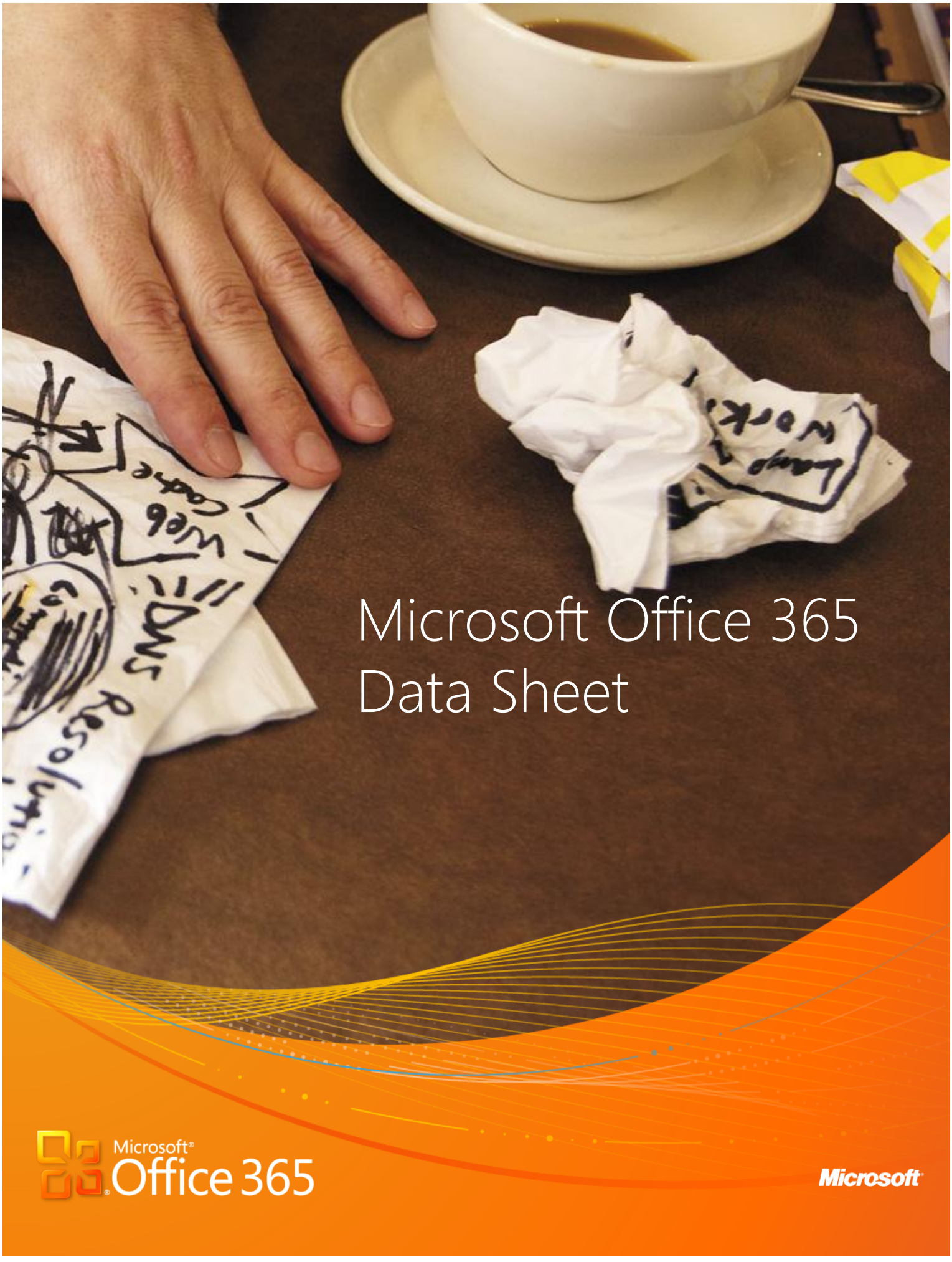

Microsoft Office 365 Data Sheet

Microsoft® Office 365

Microsoft

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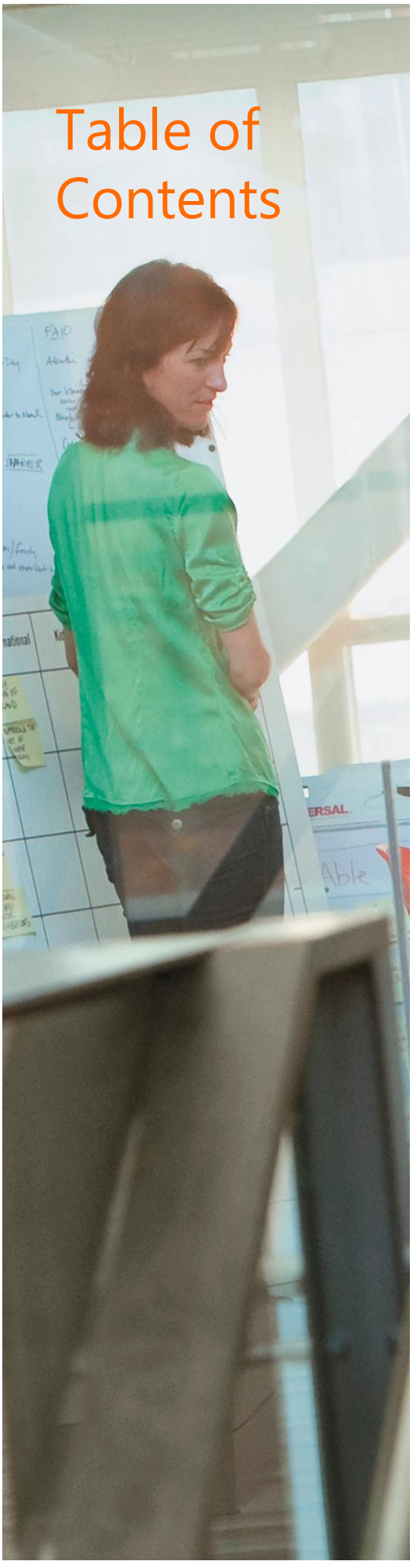

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Microsoft Office 365: Work Virtually Anytime, Anywhere

Your people need to be connected and collaborative when in and out of the office. For example, your operations director is in a customer meeting and receives an urgent, confidential email on her phone. She learns that she's running out of a key ingredient needed for your most popular product. Later, back at her desk, she uses Microsoft® Outlook® 2010 connected to Microsoft Exchange Online to arrange a meeting with the supplier about pricing. She views the supplier representative's calendar and sees that he is unavailable for the rest of the week. However, his presence indicator shows he's available now, so she starts a voice chat with him using Microsoft Lync™ Online. He is at home, but he can log into your Microsoft SharePoint® Online site and update the pricing spreadsheet from within the browser by using the Microsoft Excel® Web App. With these solutions, your business moves forward, from virtually anywhere and virtually any device.

In another scenario, you're working on a document that you must finish in a few hours. Opening the SharePoint Online document library, you notice that that the document is checked out by your editor, who is traveling. The presence indicator provided by Lync Online shows that your editor is online, so you use Microsoft Lync to send an instant message to the editor and then escalate the discussion to a conference. Working together on the same document, you add the final details and close the document. Checking the team calendar in Outlook 2010, you schedule a review meeting the next day and send the meeting request to the team and a link to the finished document via Exchange Online.

The Microsoft Office 365 services offering can help you achieve these results and help meet your needs for robust security, continual reliability, and user productivity. Office 365 brings together online versions of trusted communication and collaboration solutions, including Exchange Online, SharePoint Online, and Lync Online as well as Microsoft Office Professional Plus and Microsoft Office Web Apps.

**An appropriate device, Internet connection, and supported browser are required. Some mobile functionality requires Office Mobile 2010 which is not included in Office 2010 applications, suites, or Web Apps. There are some differences between the features of the Office Web Apps, Office Mobile 2010 and the Office 2010 applications.*

How Can Office 365 Help You?

Office 365 lets you quickly enhance and expand your collaboration and communication services with enterprise-class security and reliability. You don't have to worry about costly server deployment or time-consuming server maintenance tasks. Because it's designed to work with the Office applications your people already know, you can offer them the best productivity experience across the PC, phone, and browser—without heavily investing in retraining.

Enterprise-Class Security and Reliability

You depend on collaboration and communication to make your business successful. You need your services to be available at any time. Office 365 runs on a global network of data centers strongly protected by multiple layers of security and a strict privacy policy. By complying with International Organization for Standardization (ISO) 27001 standards, Office 365 helps you to meet industry-specific compliance needs with fewer resources and lower costs.

The Office 365 data centers are geographically dispersed and fully redundant, designed with enterprise-grade reliability and disaster recovery capabilities. The data centers employ operational best practices with the goal that your content and services are always available. As a result, when the services are released for general availability, they will be provided with a financially backed Service Level Agreement (SLA) for a guaranteed 99.9-percent scheduled uptime.

IT Control and Efficiency

Office 365 reduces the burden of performing routine IT management tasks such as retaining current security updates and upgrading back-end systems. Your IT staff retains control over user management and service configuration, so they can adjust the services to meet how your company does business. Office 365 includes around-the-clock IT-level support, so your IT staff can always find help if they need it.

User Familiarity and Productivity

Your people need to be connected, even when they are away from the office. Office 365 offers flexible, powerful, and familiar ways for your people to deliver their best work and stay productive—regardless of where they are or the devices they use.

Office 365 provides your people with the communication and collaboration capabilities through the Microsoft Office applications that they already rely on. Office Professional Plus provides the foundation for a familiar Office experience, giving people the freedom to use Office from different locations and from different devices.

With Outlook and Exchange Online, your people can conveniently and efficiently manage their work schedule, share their calendar availability, and resolve appointment conflicts. With the help of the information provided by MailTips—a feature of Exchange Online—Outlook alerts you when you are about to send mail to someone who is out of the office. MailTips can also help you avoid accidentally replying to a large distribution list or distributing confidential information outside the company. Outlook works with Lync Online to show when senders are available for an instant message (IM) session.

SharePoint Online brings additional capabilities to people working on Office documents. SharePoint Online can publish documents, shared calendars, and contacts to Outlook. In addition to document collaboration and management, new capabilities now enable co-authoring—that is, two or more people can simultaneously edit the same document. With tight integration of Lync Online with SharePoint Online and Office, your people can easily see the availability of others from within the document or an email message and, with a single click, reach them using IM. Using Lync Online, they can start an audio chat or video chat or share their desktops.

Further, Office Web Apps lets your people work with Office documents directly in a supported browser when they are on the go or at a shared PC. You can also allow your people to manage their email; streamline communications; find and share information; and access their documents, contacts, and calendars from supported browsers, PCs, and many mobile devices—anywhere they have access to the Internet.

Office 365 Services

The Office 365 services offering gives your business the powerful productivity capabilities of SharePoint Online, Exchange Online, and Lync Online, as well as Office Professional Plus and Office Web Apps—making it easier for your people to quickly and cost effectively access up-to-date collaboration, communication, and productivity services.

SharePoint Online

SharePoint Online provides a single, integrated location in the cloud where your people can easily collaborate with team members to share ideas and expertise, build custom team and project sites and solutions, find organizational resources, or search for information. People can also invite external users to view, share, and collaborate on extranet site collections.

SharePoint Online Feature	Benefits
User Interface	• Complete tasks more quickly with contextual and customizable menus from Microsoft Office Fluent™ user interface and ribbon technology. • More easily customize sites with Web Edit features that help you quickly edit page text and media in the browser.

SharePoint Online Feature	Benefits
Communities	• Share information on My Sites, a social hub that features people and group profiles with relevant interests and expertise. • Tag multiple types of content, add "I like it" bookmarks, and navigate and search by tags. • Add personal and profession information—including biographies, skills, and previous project experience—to the My Profile page. • Capture best practices and expertise using blogs, wikis, Really Simple Syndication (RSS) Feeds, and surveys.
Composites	• Use Sandboxed Solutions to more safely deploy custom solutions into the SharePoint Online environment without involving the SharePoint Online farm or server administrator. • Enable SharePoint Online users to create, edit, and save Microsoft Access databases in a web browser, allowing them to publish and share Access databases on SharePoint. • Render, share, view, update, and refresh data-connected Microsoft Visio® web drawings in a web browser using Visio Services. • Create advanced, no-code solutions quickly with the Workflow Designer and improved user interface and expanded capabilities of SharePoint Designer 2010.
Content	• Simultaneously share and work on documents posted to SharePoint Online sites and document libraries using integration with Office Web Apps. • Easily discover content and access multiple taxonomies and folksonomies from a central term store service using metadata-driven navigation and embedded metadata fields in documents. • Improve the processes of managing and tracking information through the Unique Document ID service, which assigns unique identifiers to content. • Help users store, work on, and export multiple files as a single entity by introducing document sets. • Use retention and auditing policies to help define document retention and expiration periods, provide access control and security, and enable tracking.
Insights	• Help people locate the information they need by providing access to the information in databases and spreadsheets stored with SharePoint Online with features such as Data Visualization and Visio Services.
Search	• Begin interactive web experiences in documents without opening an Office client application with the View-in-Browser feature. • Support multiple types of searches, including contextual search, phonetic search, and people and expertise search.
Sites	• Receive out-of-the-box support for multilingual experiences on SharePoint Online sites and configure fields within lists to support multiple languages by using the Multilingual User Interface feature.* • Synchronize the SharePoint Online calendar, contacts, and tasks with Outlook 2010 and then view them offline. • Invite external users to view, share, and collaborate on extranet site collections.* • Receive 100 site collections, each of which supports multiple sites. • Add 500 megabytes (MB) of storage for every user.

SharePoint Online Feature	Benefits
Mobile	• Capitalize on low-cost subscription plans for Office 365 that benefit companies with workers who do not have dedicated PCs. • Access SharePoint Online sites and documents on mobile devices (including web-enabled mobile devices) using a simplified, text-only format.
Security	• Receive regularly scheduled security assessments and continuous intrusion monitoring and detection of the service. • Use Microsoft Forefront® Security for SharePoint for virus filtering and protection from malicious data.
Administration	• Configure and manage SharePoint Online via centralized, web-based access.

Items marked with an asterisk (*) may or may not be offered at initial general availability. Some may become available in subsequent service updates.

Exchange Online

Exchange Online provides rich, familiar, and more secure access to email, calendar, contacts, and tasks across PCs, the web, and mobile devices. It delivers the robust capabilities of Microsoft Exchange Server as a cloud-based service. In addition to delivering powerful and familiar Exchange Server capabilities, Exchange Online greatly simplifies IT management and provides advanced security and reliability features that help you safeguard data.

Exchange Online Feature	Benefits
Access to Exchange Online	• Access email from almost anywhere through a web browser using Outlook Web App. • Use Microsoft Office Outlook for a rich client experience and offline access to your mailbox. • Access email, calendar, contacts, and tasks through Exchange ActiveSync® from a wide range of mobile devices, including Microsoft Windows Mobile® and Windows Phone 7, Nokia E and N series devices, Palm devices, Apple iPhone and iPad, and certain Android phones.
Email and Contacts	• Enjoy 25 gigabytes (GB) of mailbox storage space per user and send messages up to 25 megabytes (MB) in size. • Automatically apply actions to messages as they arrive using inbox rules. • Avoid email mistakes with automated alerts called MailTips. • Set up restricted, moderated, and self-service distribution groups to help users collaborate.
Calendar	• Configure delegate access (that is, permitting another user to manage your calendar). • Enable individual calendar sharing through iCalendar for anonymous access by other users. • Enable federated calendar sharing with other Exchange Online or Exchange Server 2010 organizations.
Voicemail	• Take advantage of hosted Unified Messaging services that provide call answering (voicemail), dial-in user interface (Outlook Voice Access), and company automated attendant capabilities.
Security	• Help protect your inbox from malicious software and spam in incoming, outgoing, and internal messages with Microsoft Forefront Online Protection for Exchange. • Help prevent spoofing and provide confidentiality for messages in transit with Transport Layer Security (TLS).

Exchange Online Feature	Benefits
Archiving and Compliance	• Add disclaimers to messages in transit using transport rules. • Automatically archive old messages to a personal email archive to reduce inbox clutter. • Reduce the liabilities associated with email by applying expiration policies. • Use legal hold capabilities to immediately preserve deleted and edited mailbox items from users' primary mailboxes and personal archives.
Administration Center	• Configure and administer Exchange Online services through a web-based control panel. • Use role-based access control (RBAC) to delegate permissions to responsible users based on job function. • Perform management tasks that are not available in the web management interface by using Remote PowerShell™ to connect to Exchange Online.
International Availability	• Available in Canada, France, Germany, Hong Kong, Ireland, Italy, Japan, Mexico, Puerto Rico, Singapore, Spain, United Kingdom, and United States.

Items marked with an asterisk (*) may or may not be offered at initial general availability. Some may become available in subsequent service updates.

Lync Online

Lync Online provides your people with next-generation communications capabilities, including presence, IM, and PC-to-PC audio and video calling. Lync Online provides enterprise-class communications features that can improve the productivity of your people, drive their business efficiencies, and build a more agile organization by providing a powerful combination of presence awareness and IM.

Lync Online Feature	Benefits
Instant Messaging (IM)	• Send an IM to anyone in your organization or any federated organization you're connected to.
Lync 2010	• Available to service subscribers at no additional charge. • Works with a USB Headset to provide voice over IP chats and meetings. • Show Out of Office messages and other messages from Exchange Online. • Easily identify user presence using photos next to contact information arranged in customized groups.
Presence	• Instantly communicate with people from within Outlook 2010. • Use presence information in SharePoint Online to easily send IMs and escalate conversations to a meeting to review a document • Use presence information in Outlook Web App to know who is available to receive IMs rather than email. • Tag status changes on colleagues so you receive a notification when they sign-on.
Meetings	• Easily invite others to spontaneous meetings that use voice and video with the Meet Now capability. • People who do not subscribe to Office 365 can join meetings using the free Lync Web App. • Record meetings on your workstation.
Share Desktop	• Share your desktop with others using the built-in Meetings capability of Lync. • Review documents, instruct others, or troubleshoot remote problems.
Internet Access	• Connect to others in your organization or federated connections over the Internet without first using a VPN to connect to your company network.

Lync Online Feature	Benefits
Distribution Lists	• Add email distribution lists to Contact Lists • Control your messages by directing communications to individuals in distribution list or broadcast to the entire distribution list. • Fully expand distribution lists with 100 or fewer members.
File Transfer	• Transfer files as part of an IM conversation without using email through the peer-to-peer file transfer capability (not supported on remote access connections).
Interoperability	• Interoperability with on-premises Exchange Server 2010 and Exchange Server 2007 • Use IM federation that allows Lync Online to interoperate with Lync Server. • Take advantage of PC-to-PC audio and video calls (limited to two PCs within the same Lync Online organization or between permitted federated domains).
Instant Messaging Federation	• Communicate with organizations using Lync Online or on-premises Lync Server. • Federate with trusted users from the Microsoft Windows Live™ Messenger public IM network.
Security	• Capitalize on enhanced URL filtering and file filter control for URLs and files sent via IM. • Automatically encrypt IM text for enhanced security.
Administration Center	• Manage Lync Online services through centralized, web-based access.

Office Professional Plus

With Office Professional Plus, your people are equipped with powerful ways to do their best work from more places—whether they're using a PC, phone, or web browser. As part of Office 365, Office Professional Plus delivers the complete, familiar, and intuitive applications you need to keep your business connected.

Office Professional Plus Feature	Benefits
Office 2010 Applications Included	• Microsoft Access 2010 • Microsoft InfoPath® 2010 • Microsoft Outlook 2010 • Microsoft Publisher 2010 • Microsoft Word 2010 • Microsoft Excel 2010 • Microsoft PowerPoint® 2010 • Microsoft SharePoint Workspace 2010 • Microsoft Lync 2010
Office Web Apps	• Edit documents read or edit Office documents in a web browser, and easily escalate into an Office editing session. • Works with Excel, Word, PowerPoint, and Microsoft OneNote®. • Built into SharePoint Online.
Microsoft Office Mobile 2010	• Enable coworkers in different locations to share, edit, and comment on documents with a familiar Office experience best suited to mobile devices.
Co-Authoring	• Enable web-based collaboration, allowing multiple people to edit Excel spreadsheets, build reports or documents in Word, and annotate OneNote notebooks simultaneously.

Office Professional Plus Feature	Benefits
SharePoint Online Services for Access, Excel, and InfoPath.	• Share an Access database and its associated macros with users who do not have Access through SharePoint Online. • Recalculate Excel spreadsheets directly in SharePoint Online. • Allow users who do not have InfoPath installed to use InfoPath forms in the browser.
Photo and Video Editing	• Use cutting-edge audio, video, and animation capabilities in PowerPoint 2010 to embed, edit, and format audio and video files.
Broadcast Slide Show	• Broadcast PowerPoint 2010 presentations live with a remote audience, as long as the audience can access a web browser.
Presence from Lync Online	• See presence of team members and communicate with them in the context of their work and the flow of their ideas. • Easily initiate conversations directly from within select Office 2010 applications.
Email Management	• Easily manage large amounts of email with the improved Conversation View in Outlook 2010. • Perform multi-command tasks—such as moving an email message to another folder and replying to it with a meeting request—with a single click using the Quick Steps feature. • Receive information on recipients through MailTips so you can avoid mistakes before sending email messages.
Text, Images, Audio, and Video	• Capture content from a single place—from daily sales reports to customer presentations—with OneNote 2010. • Spend less time searching for information and more time focusing on your goals with improvements to the Notebook Navigation Bar, better text tagging, and quick grouping of similar items.
Visualization and Analysis Tools	• Turn complexity into clarity with new visualization and analysis tools in Excel 2010. • Easily display visual summaries of analyses near values with new charts called Sparklines.
Shared Content between Applications	• Embed a PowerPoint slide directly in a Word document. • Add an Excel spreadsheet into a PowerPoint presentation.

Office Web Apps

Office Web Apps is the online companion to Word, Excel, PowerPoint, and OneNote applications that helps your people access documents from almost anywhere. People can view, share, and work on documents online with others across PCs, mobile devices, and the web.

Office Web Apps Feature	Benefits
Read and Edit Office Documents in the Browser	• View and edit Word, Excel, PowerPoint, and OneNote documents without using Microsoft Office.
Escalate into editing with Office	• Quickly transform the session from web based to the rich client experience of Microsoft Office in a single click.

Office Web Apps Feature	Benefits
Presence from Lync Online	• See presence of team members and communicate with them in the context of their work and the flow of their ideas. • Easily initiate a conversation directly from within select Office 2010 applications.
Co-Authoring	• Enable web-based collaboration, allowing multiple people to edit Excel spreadsheets, build reports or documents in Word, and annotate OneNote notebooks in real time.
Office Mobile 2010	• Enable coworkers in different locations to share, edit, and comment on documents with a familiar Office experience best suited to mobile devices.
Broadcast Slide Show	• Broadcast PowerPoint 2010 presentations live with a remote audience, as long as the audience can access a web browser.
Localization	• Available in all Office 2010 desktop suite languages
Improved Performance and Appearance with Silverlight	• In the Word Web App, experience faster page loads; improved text fidelity at full zoom; Microsoft ClearType tuner settings support; and when using the Find on This Page feature, improved accuracy in the location of search string instances. • Using the PowerPoint Web App, experience faster page loads, smoother animations, and presentation slides that scale with the size of the browser window.

Conclusion

With Office 365, you can take advantage of sophisticated collaboration and messaging capabilities without the operational burden of on-premises server software. Office 365 keeps you in control and provides business-class reliability, high availability, comprehensive security, simplified management, and familiar user interface so that you can confidently choose it as your collaboration and communication solution.