



Microsoft 365 Business

Factsheet



Features			
Office Applications	Web and mobile versions of Word, Excel and PowerPoint	Outlook, Word, Excel and PowerPoint, Publisher (only PC), Access (only PC)	Outlook, Word, Excel and PowerPoint, Publisher (only PC), Access (only PC)
Cloud services	Teams, Exchange, OneDrive, SharePoint	OneDrive	Teams, Exchange, OneDrive, SharePoint
Installable office applications			
Word Text processing program	-	Yes	Yes
Excel Spreadsheet program	-	Yes	Yes
PowerPoint Presentation program	-	Yes	Yes
Outlook Program for managing e-mails, contacts and calendars	-	Yes	Yes
OneNote Digital notepad for the important things in life	-	Yes	Yes
Security and reliability			
99.9% availability Thanks to an industry-leading guaranteed operating time of 99.9% backed by financial compensation, you can be sure that your services are available at all times.	Yes	Yes	Yes
Protect your data and privacy	Yes	Yes	Yes
Free version upgrades	Yes	Yes	Yes



User administration	Yes	Yes	Yes
Managing user login information and user rights. Add and remove users in just a few minutes.			
Free support in three languages	Yes	Yes	Yes
Our specialized team would be pleased to answer your questions about our Office 365 product. Our support is available at +41 844 842 842, Monday to Friday from 8:00 to 17:30, CET,. You can also use the contact form to send a written request.			

Details

Office full version

Per user up to 5 PC/MAC installable full versions of Microsoft Office (Word, Excel, PowerPoint, Outlook, OneNote, Publisher).

Office Online

Office via web browser – independent of location and operating system.

E-mail and calendar

Each user has a 50 GB mailbox and can send up to 150 MB e-mail attachments.

Lync

Connects everyone and everything thanks to voice and video conferences (also with Skype users) and you can send chat messages. You see whether your colleagues are available (presence information) and can share the desktop for meetings and editing documents.

Yammer

This social network platform is designed especially for companies. The focus is on sharing and editing documents, sharing knowledge and working together and communicating within and beyond company borders.

Sharepoint

For optimal collaboration everywhere. In projects or teamwork, teams remain synchronized and can work together on documents and data.