



# Your Office Is Yours

## 7 Reasons Why Office 365 is the Answer

### 1. Simplicity has never been so simple

**All in one place.** Every tool you could possibly need, at your fingertips.

Take control: feel free to create, edit and share documents to your heart's content. Start your day by checking emails, organising meetings and keeping an eye on other useful features, such as your calendar, task lists, presentations, videos and contact list.

And be confident in your IT skills, as it's all familiar territory with Office 365's world-class Word, Excel, PowerPoint, and Outlook apps.

Give yourself **more time to focus on the real work**, and rest assured that all installations and updates will take care of themselves. All so you can get right down to business.

**Easy setup and management:** You can get users up and running smoothly, with the help of step-to-step guidance

**Simplified admin centre:** Monitor and manage all IT activity, in real-time

**Respond to changing business needs:** Office 365 provides true flexibility and the power to adapt as your business grows

**Relieve the burden:** of managing and maintaining business systems

### 2. Anywhere, anytime

**Stay mobile and work on the go.**

In a world where mobile devices have begun to outnumber people, it has become increasingly important to stay up-to-date whilst on the move.

No matter the size, businesses of today more often than not require their employees to travel to meet clients; to work with teams from other offices; or to connect with workers in the field, in different locations.

**Your Office goes with you.** Online or off, at your desk or on the go, from your PC, Mac, iPad, Android tablet, or phone, you can access what you need, when and where you need it. This allows you and your team to review, edit, analyse, and present with a consistent, familiar user experience optimised for your preferred device.

### 3. Increase Productivity

**Looking to boost productivity? Office 365 enables you to connect better with customers and employees, alike. Get to grips with the latest messaging and collaboration tools.**

**Mobile technology has met the Cloud**—and so, now is a better time than ever to promote flexibility and accommodate different working styles. Give employees the choice to work where, how, and on which device they prefer.

In a March 2014 Dimensional Research survey of 300 small to medium business IT professionals, 97% reported that anytime, anywhere access to data and apps led to better results.

A happy team is a more productive one.

Step back and observe the benefits of creating **an empowered workforce**, by allowing fluid document sharing, and productive meetings hosted from multiple locations through Skype for Business.

### 4. Trusted technology

**Keep your business in safe hands. Let your IT systems run smoothly through trusted, reliable and world-renowned software.**

Office 365 is **always up and running**, up-to-date, and offers peace of mind with a 99.9% uptime financially backed guarantee.

Have access to high-quality features, automatic updates, availability on any operating system, and experience built-in security and compliance.



## Your Office Is Yours

### 7 Reasons Why Office 365 is the Answer

#### 5. Be in sync with your team

**Two heads are better than one.**

It's now vital for businesses to stay in the here and now. Teams must be ready to react. And fast. Because if you don't, somebody else will. **So in comes synchronisation** - allowing you to bring together new ideas, generate leads and keep up-to-speed on projects.

Break away from the traditional 9:00-5:00 working hours. The most successful businesses have become much more fluid, using cloud and mobile tech to broaden their reach and compete within the market.

Office 365 users can utilise integrated features such as multi-party HD video conferencing (includes real-time note taking and document sharing), voice, instant messaging, and shared calendars. All to keep connected with colleagues and improve productivity.

**Keep the work flowing with Co-authoring...**

To keep up with competitors, and even get ahead, employees often need to work together on the same documents, such as sales reporting spreadsheets and marketing plans. One solution is real-time co-authoring, which enables you and your team to edit and contribute to documents at the same time.

**Auto-save as you go**, is also by your side and prevents you from losing those critical files and falling behind.

#### 6. Save the £££'s

**Taking a leap to the Cloud may seem like a daunting task, but it could be the best move you make.**

Growing businesses in the digital age are moving away from time-consuming implementation and licensing headaches. It's time to maximise your investment and keep on budget.

Office 365 enables you to **reduce infrastructure costs**, prevent the need for costly onsite deployment, and not deal with any upfront software cost.

Be in control and only pay for what you decide to use.

#### 7. Store beyond your heart's desire

**Not only should saving those critical company files be a quick and easy process, as a business you shouldn't feel restricted, at least not when it comes to storing data.**

With Office 365's colossal **1 TB of storage per user**, there should be plenty of space for all your documents.

**Built-in security**, as well as compliance and privacy controls, help keep your files safe.

And the fact everything is stored safely online in the Cloud, makes it that much easier for you to **share files with people** in or outside your company.

Access from anywhere, anytime. From wherever you're working from, whenever you need to.

Want to learn more? Explore further benefits of moving your business to the Cloud, and find out more on how to get started with Office 365. Call 0800 054 6000 or visit [communicatebetter.co.uk](http://communicatebetter.co.uk) today.

**Work smarter** achieve more

IT • MOBILE • TELEPHONY • TELEMATICS