





Microsoft 365 Main Features




Office suite



Monthly Updates




Connection & collaboration



Secure cloud storage and sharing



Workflow automation




Works across multiple devices



Secure Business-Class Email & calendars

Operating Systems



	Office suite Word, Excel, PowerPoint, OneNote, Publisher, Access.		System configuration manager Deploy software, protect data, monitor health, and enforce compliance across all devices in an organization within a unified management console.
	Office on PCs, tablets and phones Each user can install Office on 5 PCs or Macs, 5 tablets (Windows, iPad, and Android), and 5 phones.		Intelligent search and discovery Discover content and expertise across your organization with intelligent search across all your data sources including SharePoint, Delve, and Office apps.
	Secure business-class email and calendars Use business-class email through familiar Outlook experience.		Microsoft stream Engage and inform with intelligent video.
	Microsoft security and compliance center Monitor your overall compliance posture, review recommended actions, and configure settings to meet complex compliance obligations.		Phone system and voice mail Enable call control and PBX capabilities in the cloud with Microsoft Teams.
	Document and email access control Rights Management Services enables you to restrict access to documents and email to specific people.		Advanced compliance Perform risk assessments across Microsoft Cloud services, automatically protect and govern sensitive data throughout its lifecycle, and efficiently respond to regulatory requests.
	Advanced information protection Data loss prevention and encryption across Exchange Online, Skype for Business, and SharePoint Online help keep your content safe in email, IM, meetings and team sites.		Azure advanced threat protection Protect enterprise hybrid environments from multiple types of advanced targeted cyberattacks and insider threats.
	Online meetings Host online meetings with audio, HD video, and web conferencing over the Internet. Join meetings with a single touch or click from the smartphone, tablet, or PC of your choice.		Power BI Pro Deliver insights to enable fast, informed decisions with business analytics.
	Modern digital workspace Connect your team with Microsoft Teams in Microsoft 365, where chat, content, people and tools live together.		Staff workers Connect your workers to the information they need to do their job for the day. Microsoft StaffHub provides convenient scheduling, content sharing and workgroup messaging.
	Teams live event Microsoft Teams live events are an extension of Teams meetings that enable you to schedule and produce events that stream to large online audiences!		Microsoft 365 data loss prevention Use automatic or ad-hoc policies to protect sensitive messages regardless of the recipient's email domain.
	Windows defender antivirus Protect against software threats like viruses, malware, and spyware across email, apps, the cloud, and the web.		Power Automate for Office 365 Make repetitive tasks easy with workflow automation.
	Microsoft cloud app security View apps used in your organization, identify and combat cyberthreats, and monitor and control data travel in real time.		Windows 10 Enterprise Experience our most powerful operating system with built-in security, manageability, and productivity features.
	Analytics tools With the live dashboards and interactive reports of Power BI Pro non-technical users can visualize and analyze data with greater speed, efficiency and understanding.		Reliability Get peace of mind knowing your services are available with a guaranteed 99.9% uptime, financially backed service level agreement (SLA).
	Secure cloud file storage and sharing OneDrive for Business gives each user personal cloud storage that can be accessed from anywhere and syncs with their PC/Mac for offline access.		Privacy Your data belongs to you. Microsoft does not scan emails or documents for advertising purposes.
	Intranet and team sites Inform and engage your organization and connect people to content, expertise, and processes with team sites through SharePoint. Tell your story with beautiful sites.		Administration The admin portal provides IT detailed configuration options for your services, either from an online portal or through automated management with PowerShell commands.
	Corporate social network Yammer collaboration software, share information across teams and organise around projects so they can communicate further, faster.		Up to date Updates are included in your subscription. New features are rolled out to Office 365 customers regularly.
	Office Online Create and edit Word, OneNote, PowerPoint, and Excel documents from any modern browser.		Active directory integration Manage user credentials and permissions. Single sign-on and synchronization with Active Directory.
	Work management Planner makes it easy for your team to create new plans, organise and assign tasks, share files, chat about what you're working on and get updates on progress.		Support 24/7 phone support for all IT issues. For less urgent issues, you can create service requests directly through the admin portal.
	Professional digital storytelling With Sway, a new Office 365 app, you can easily create engaging, interactive web-based reports, presentations, newsletters, training material and more—right from your phone, tablet or browser.	FastTrack	Microsoft FastTrack for Office 365 Microsoft FastTrack for Office 365 is our customer success service designed to help you move to Office 365 smoothly and with confidence and realize business value faster.