




# Office 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



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