



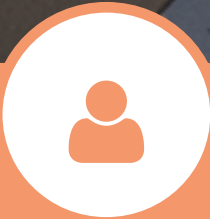
Office 365 is your complete Office in the cloud. It lets you and your organisation work from anywhere, on any device, whether your online or offline, with better ways to work together, and easier ways to share.

Find out how you can benefit.

serviceteamit

Modernise the workplace with Office 365

- Deliver an end-to-end solution complete with support, applications, network, and hardware.
- Introduce hybrid scenarios, upgrades, and long-term journey to the cloud options.
- Integrate line-of-business applications with APIs for your bespoke processes.



Personalised Insight

For data to be meaningful, it must be personalised by intelligent software and tools that understand the context of why people do things, not simply what they do.

- Office Delve displays personalised content to you from across Office 365.
- For the end user, the Office Graph uses sophisticated machine learning techniques to map the relationships between people, content, and activity that occurs across Office 365.
- Office 365 is a platform that provides business intelligence and enables not only personalisation of the data, but crucially helps people drive insight from the data.



Modern Collaboration

The cloud shifts the world from individual creation to real-time, anytime, anywhere, collaboration and collective creation. It is central to powering our devices in a truly mobile world so that any device can become your device - including mobile phones, tablets, laptops, or desktops.

- Surface Hub and Skype for Business enable people to easily join scheduled and ad-hoc meetings with one tap.
- Groups can create content and brainstorm with OneNote for Surface Hub, the whiteboard app for an infinite canvas with natural inking.
- Tools like Yammer, OneDrive, and features such as co-authoring allows idea generation and crowd sourcing to happen in real-time.
- Skype for Business will give organisations reach to hundreds of millions of Skype users outside the walls of their business.

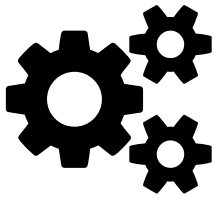


People Centric Compliance

As we evolve to a truly mobile world, the risks associated with our devices and cloud services increase. To mitigate these challenges, Office 365 focusses on empowering people without compromising compliance and security.

- Microsoft's best in class security has been developed over decades of building enterprise software and online services.
- Privacy by Design ensures customer information is only used to deliver services, not advertising.
- Compliance leadership has been earned by driving and adopting compliance standards in support of Enterprise customers' needs.

Why Office 365?



RELIABILITY

Get peace of mind knowing your services are available with a guaranteed 99.9% uptime, financially backed service level agreement (SLA).



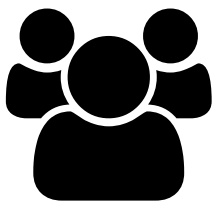
SECURITY

Your data is yours. Office 365 safeguards it and protects your privacy.



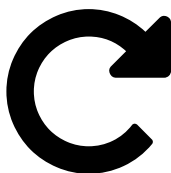
PRIVACY

Cutting-edge security practices with five layers of security and proactive monitoring help keep customer data safe.



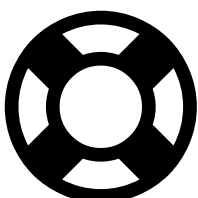
ADMIN TOOLS

The admin portal provides IT detailed configuration options for your services, either from an online portal or through automated management with PowerShell commands.



UPDATES

No need to pay for version upgrades; updates are included in your subscription. New features are rolled out to Office 365 customers in an IT-configurable experience.



SUPPORT

24/7 phone support for all IT issues. For less urgent issues, you can make service requests directly through the admin portal.

A long-exposure photograph of a night sky showing star trails in a circular pattern, set against a dark blue background. The foreground shows a rocky, desert-like landscape with sparse vegetation.

Business
solutions
that work
around
You.

Feature Comparison

	Exchange Online Plans			Office 365 Enterprise Plans			
Monthly price/user	Kiosk £1.50	Plan 1 £3.00	Plan 2 £6.00	Kiosk £3.00	E1 £6.00	E3 £17.60	E5 £30.80
Email Storage	2GB	50GB	Unlimited	2GB	50GB	Unlimited	Unlimited
Calendar, Contacts, Tasks, Notes	✓	✓	✓	✓	✓	✓	✓
Sharepoint Online, OneDrive, Intranet, Cloud Storage				Sharepoint Only	✓	✓	✓
Skype, Online Meetings, Meeting Broadcast					✓	✓	✓
Office Desktop, Office Mobile, Office Online				Office Online	Office Online	✓	✓
Personalised Search, Compliance, Hybrid Deployment		✓	✓			✓	✓
Cloud PBX, PSTN Conferencing, Analytics Tools							✓

Notes

All Office 365 plans include a guaranteed 99.9% uptime, financially backed service level agreement, as well as IT-level web support and 24/7 phone support for critical issues. Administrators will also benefit from data security and all plans including Active Directory integration to easily manage user credentials and permissions.

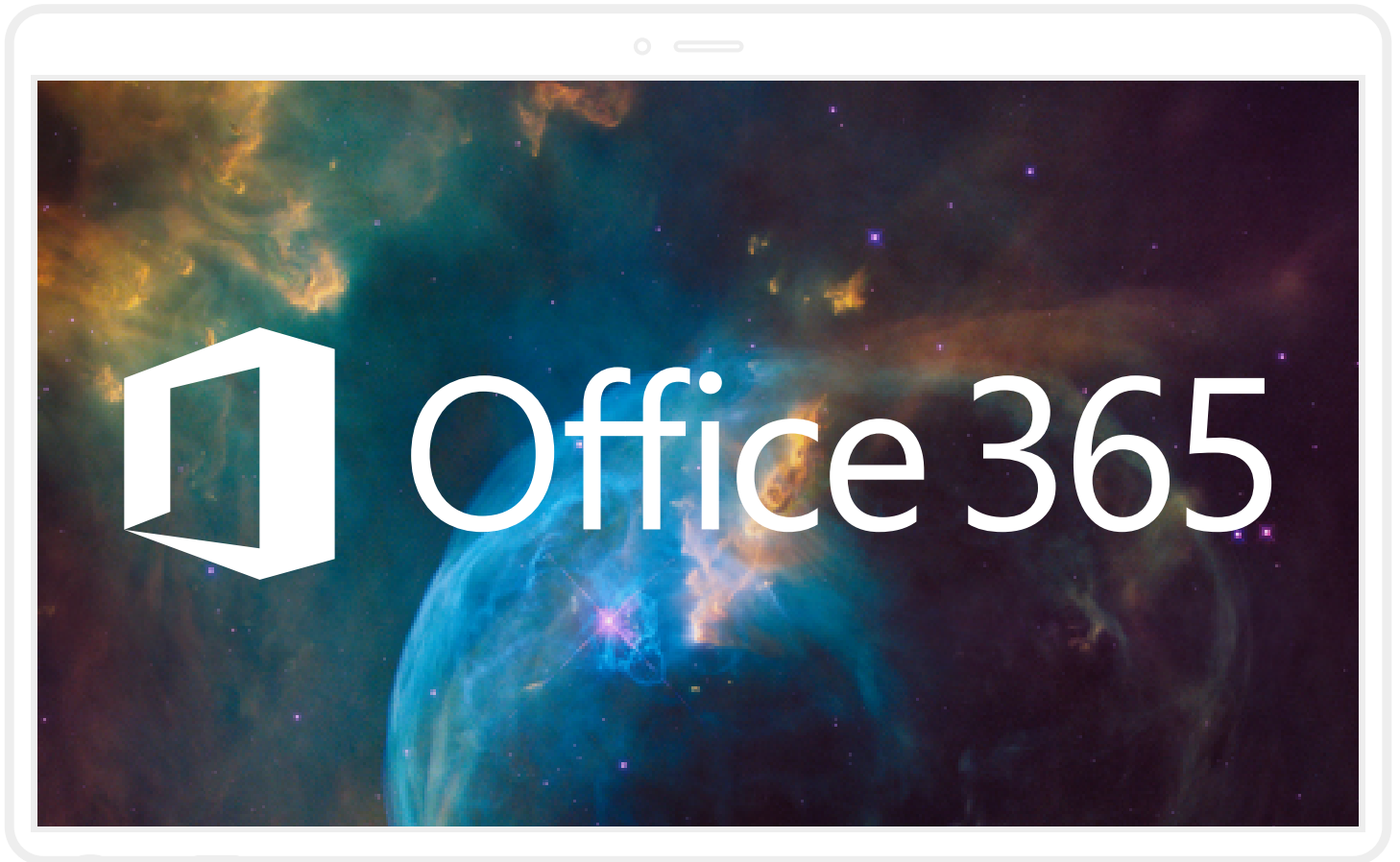
Kiosk licenses are available to users with existing enterprise plans and cannot be purchased alone. The rationale behind kiosk licenses is that they are suited to users who require access to email (Exchange) and information (Sharepoint) but don't necessarily sit at a fixed desk. These may include users such as shift-based

workers or factory floor works and any users who don't require the full functionality of a desktop or Office.

Office 365 allows users to change their user licenses on the spot so there's nothing to stop Kiosk users being upgraded to full licenses while retaining all their data and email.

Emails & calendar on the go

With Office 365 your team stays connected, even on the move, with email and calendars you can access from anywhere. Coordinate meetings on the go, access synchronized contacts, check task lists, and use intelligent tools to manage email. This easy access from virtually any device means you'll never be out of touch.



The perfect team tool, Office 365 lets you check calendars, retrieve contacts and set up meetings from any device. Avoid scheduling hassles by easily sharing calendars and viewing other's availability.

Powerful email management provides a rich experience and the tools you need to manage a busy inbox and a packed calendar - on all devices.

Rely on Outlook to keep your contacts synced and up to date across all your devices, and reach them on Skype for Business with just one touch.



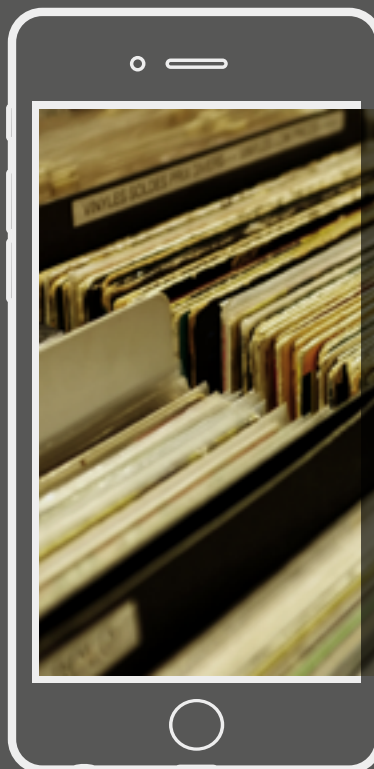
Run more effective meetings

You need to get the right people working together to get the work done - which is not always simple in our on-the-go world. Office 365 makes it easy for people to meet and connect online, from wherever they are, on multiple devices. With Skype for Business, people can join or start a meeting in just one click, whether across the hall or across the globe. HD video, screen sharing, and real-time note-taking help meetings matter, producing actionable results and decisions for your team.

- Bring teams, customers and partners closer than ever with Skype for Business. Powerful HD collaboration can be set up in just a few moments.
- You and your colleagues can share screens, present PowerPoint, collaborate on whiteboards and chat on IM, all from within a single application.
- No matter what device you are on, Skype for Business allows you to easily check a contact's availability and quickly get in touch with video, voice, or instant message.

Store, sync, share your files

When everyone is working together it can be hard to keep track of files and even harder to work with them on the go. OneDrive for Business or a customised Sharepoint platform gives you one place for all your work files, so you can access them anytime, from any device, and share the latest version with the rest of the team.



With OneDrive for Business it's simpler than ever to keep everyone in sync. Share a document, review a colleague's work or even post to Yammer to collaborate in real time.

Modern Attachments mean no more version control issues. Instead of sending copies, everyone accesses the original document stored in OneDrive for Business.

How can your organisation benefit?

HR & Internal Comms

Onboard New Employees

First days are stressful—for both new employees and the HR department. There's a lot to learn and a lot to pass on. Where do you begin? With Office 365, you can easily provide resources like documents, presentations, and even videos. You can make it easier for people to connect with their peers or mentors, understand the business, and ramp up quickly. Take advantage of automatic task routing and use forms built right into your site to minimize paperwork and assist faster completion.

- Provide relevant materials and gather and process employee requests electronically, right from your onboarding site.
- Give your new starters access to tools that will help them tap into the resources available to them.
- Use Yammer to connect new employees to job-relevant people and knowledge throughout your organization, accelerating their time-to-productivity and reducing costs.

Keep Everyone Informed

Your company has a unique story, but like any great tale, it needs people to make it come alive. How do you get your employees excited about your vision? How do you get them talking about ideas... and talking to each other? Office 365 gives you a whole set of tools to help you stay engaged with the people you work with. It's like a "social glue" that keeps your employees and your vision moving forward together.

- Yammer "announcements" allow for important information to be quickly published and communicated to your entire organization.

R&D and Operations:

Share Your Knowledge

With Office 365, your knowledge isn't limited to the people in your immediate circle. You can easily share what you know with as many people as you want, whether they're in your department or in another country.

You can capture best practices in one place, organize them however you need to, and refine them with your peers. Now people in your organization can easily discover what you know. And sharing works both ways, too. It's just as easy for you to discover other groups' best practices.

- Build dedicated sites to provide your team with access to content and information that is most relevant, including documents, lists, project timelines, conversations and more.

Boost Business Process

Do you ever wish you could improve your business processes and help people save time? You can! For example, automating recurring approval or review processes is easy and doesn't take much time with built-in workflows. Once processes are in place, you can keep an eye on how well they're performing for your team, department, or the entire organization. Whenever you need to, you can refine your processes or create reports from them.

- Collaborate with colleagues to streamline operations and automate business processes. Create workflows in Visio, and when you're ready, publish directly to SharePoint.
- Once your workflows are in place it is simple to keep track of active processes. When a user initiates a task the process is automatic and the progress is clearly visible.

Finance & Accounting

Crunch numbers together

Crunching the numbers doesn't have to be difficult. Excel lets you gather a lot of information from different people and departments into a single spreadsheet. Best of all, you can work with more than one person—even your whole team—on the same spreadsheet at the same time. Working together doesn't just make life easier, it also helps boost productivity and can lead to new insights that can be easily shared with anyone in your organization.

- Work with colleagues in real-time, collaborating to share the task and to combine ideas. See edits as they happen and add comments to discuss your changes.
- Office 365 eliminates the hassle of combining everyone's amendments and the headaches of version control. Have confidence that you are working with the most current information.

Make informed decisions

Your company has a unique story, but like any great tale, it needs people to make it come alive. How do you get your employees excited about your vision? How do you get them talking about ideas... and talking to each other? Office 365 gives you a whole set of tools to help you stay engaged with the people you work with. It's like a "social glue" that keeps your employees and your vision moving forward together.

- Quickly produce stunning dashboards with Power View so that you can visualize and share your insights.
- Office 365 gives users access to new tools like Power Map to create and interact with geographical and temporal data.

Sales & Marketing:

Make a Top First Impression

First impressions count. That's why Office 365 gives you the power of professional quality design and content creation with Word and PowerPoint, yet with the familiarity and ease of use that you've come to expect. Sharing your work is now easier than ever—you can quickly invite a colleague to view the document you're working on and even work together in real-time. The new, cleaner comment view in Word and PowerPoint makes it easier to read and post comments. Plus, versioning is built-in so you don't have to worry about losing track of the right version of your document. Just focus on your content and let Office 365 take care of the rest.

- Working as a team to win a new client or impress an existing one has never been simpler. Co-authoring unleashes the power of collaboration and ensures you meet even the tightest of deadlines.
- Present from your favourite device with full control and all the functionality of the familiar desktop version - speaker notes, timers, pointers etc.
- OneDrive for Business ensures you always have the right version of the presentation and can collaborate with your team to review and make final edits right up until go-time.

Align your teams

Deals can be won and lost depending on how closely marketing and sales teams are aligned - such is the importance of clear communication. Office 365 gives people a better way to stay in sync, letting you bypass unnecessary email and in-person meetings, putting you directly in touch with groups across your organization. Skype for Business makes it easier than ever to

bring the right people together to interact, share and collaborate, no matter where they are located.

- Skype for Business gives you the tools to work as a team. Maximize productivity with HD video, instant messaging, screen sharing, collaborative whiteboards and more.
- Share screens with the click of a mouse, whether to let your colleagues co-author your work or to deliver an important presentation.
- Skype for Business lets you create online meetings in moments, quickly bringing together the people you need to get the job done.

Engage your audience online

With Office 365, connecting with your customers and partners has never been more effective. Using Yammer, you can engage in conversations about the things that really matter, receive constant feedback and develop relationships with both internal and external stakeholders. It's never been easier to stay in sync with the people that matter most to your business.

- Yammer lets you connect with those inside and outside your network, with the confidence that you retain control of sensitive information.
- Create online communities with Yammer and enjoy real-time interaction with customers, partners or users

Legal

Help meet compliance needs

Trying to make sense of all the rules, laws, and regulations you need to follow is hard enough without retrofitting your whole IT infrastructure to comply with them. You won't run into this problem with Office 365 because it's built to make compliance easy and straightforward. In fact, you can automate many of the processes for managing, protecting, and preserving critical data, and even create retention schedules to manage the entire life-cycle of your organization's digital assets. If you ever need to respond quickly to litigation or audits, you can use self-service eDiscovery to help get what you need immediately, without involving IT.

- SharePoint lets you connect files, templates and associated metadata to help ensure everyone is using the right template for the task.
- Setting mandatory fields is simple, ensuring you collect consistent metadata that will define what happens to the document next.
- Data Loss Prevention (DLP) helps policy-owners to enforce important business policies. Users are informed of potential risks before sensitive information (e.g. credit card details) is shared, and smart system rules ensure compliance.



What do we specialise in?



CONNECTIVITY

The team have vast experience in finding the right connectivity solution that works for your organisation, including **Fibre Ethernet**, **Amazon** or **Azure Direct Connect**, and **Smart Networks** to simplify network management.



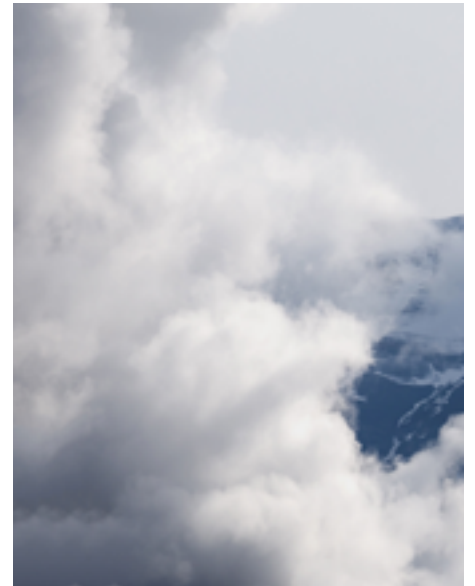
COMMUNICATION

Innovative ways to improve communications using the Internet and cloud are increasingly widespread. Serviceteam IT can improve voice, data, email, and document management with **IP Telephony**, **Exchange** & **Sharepoint**.



CONTINUITY

In the face of growing external threats, ensuring your business can continue operations is essential. Serviceteam IT can identify vulnerabilities and implement solutions that maintain **compliance**, **security**, and **continuity**.



CLOUD

Enhance productivity, communication, and scalability. Harnessing platforms such as **Amazon Web Services**, **Office 365**, and **Azure** for compute, storage & content, database, networking, analytics, management & reporting.

What can we do for you?

Serviceteam IT draws upon over 20 years of experience to design and deliver bespoke connectivity, network, and telecoms solutions for your organisation.

Serviceteam IT design and deliver sophisticated connectivity, network, and telecoms solutions. We get to know our clients inside out so we can design custom solutions with a single point of contact for delivery and management.

The objective is to simplify your business environment into an intuitive user friendly one where owners and senior managers have an understanding of their IT eco-system and are comfortable that it is supporting the business.

It is our ambition to remove the mystery that surrounds IT and Communications so you have a clear understanding of what you are purchasing, why you are purchasing it and what benefits it will bring you.

This allows us to make the right recommendations to our customers to ensure that their IT and Communications is supporting their business strategy. Our services and solutions methodology exists to enable your IT and com-

munications consumption to find the best fit for your organisational needs, supporting your objectives, delivering value, and focusing on results.

If you would like additional information or would like to speak to someone about how you can benefit from Fibre Ethernet, there are a number of ways to contact us:

☎ 0121 468 0101

✉ info@serviceteamit.co.uk



SPEED

A bandwidth capacity to suit you, from 10 Mbps to more than 10Gbps



RELIABILITY

Up to 99.999% uptime as guaranteed by Service Level Agreement



EXTENSIBILITY

Our infrastructure can easily grow, adapt, and scale with your business



CONTINUITY

Network designed with contingency options to ensure business continuity



SUPPORT

24/7 support from our dedicated fault management team



RESILIENCE

A resilient connect to minimise downtime, delay, packet loss, & jitter



MAINTENANCE

Hardware maintenance included within standard service



COST SAVINGS

Do away with expensive hardware, switching, and set-up costs



COMPLIANCE

Full IPv4 and IPv6 compliance means you can continue to communicate.



serviceteamit

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