

# OFFICE 365

## **Your go-to Office—anywhere**

Whether you're working in your office or on the go, you get a familiar, top-of-the-line set of productivity tools. Office applications —always the latest versions—let you create, edit, and share from your PC/Mac or your iOS, Android™, or Windows device with anyone in real time.

## **Tools for the professional**

Brand your business-class email address with your company name to build name recognition, and market your business with customized marketing materials that are easy to create. Connect better with customers and colleagues with a range of communication tools, from email and IM to social networking and video conferencing.

## **Tools for teamwork**

With 1 TB of storage per user, you'll have plenty of space for all your files. Plus, because your files are stored online, you can share with people in or outside your company, from wherever you're working, whenever you need to. And with multi-party HD video, content sharing, and shared calendars, you'll always be in sync with your team.