



Microsoft Office 365 from AT&T

Microsoft Office 365 from AT&T is a cloud service that offers users the full set of Microsoft applications—including the Office suite, email, document creation and collaboration, and conferencing—from virtually any device*. Microsoft Office 365 handles IT functions in the cloud, which eliminates the need to buy and manage servers and in-house IT resources.

Our experience in moving small businesses to cloud-based services allows us to offer productivity support beyond that of other providers. With Office 365, our advanced setup and integration options make it easy for you to begin using the service. For example, with our optional Standard Activation Service, we help establish your domain and account settings, and our dedicated technical support team works with you to migrate your data to the cloud.

We provide comprehensive U.S.-based technical support to help with Office 365 installation, configuration, and end-user activation. Support includes 24x7 live click-to-chat via the AT&T Productivity Suite portal and 24x7 staffed toll-free helpdesk. In addition, the self-service portal provides troubleshooting and management tools so that you can identify technical issues and make many changes to your account and service, such as adding users and modifying permissions.

You can choose between three business plans to get the features and pricing options that best suit your needs, and in some cases, we can integrate the billing with your current AT&T invoice. And, because cloud-enabled Office 365 is flexible and scalable, it can grow with your business.

How does it work?

Office 365 is built on the familiar Microsoft Office platform but uses cloud technology to make the applications accessible virtually. These familiar applications include email, document sharing, and conferencing tools that workers already use every day. However, with Office 365, workers can also use authorized online and mobile devices to access the applications in the cloud, which functions as a storage and sharing environment. You activate and manage your account and services through the AT&T Productivity Suite portal. After we set up your administrator login and activate your licenses, your administrator uses the portal to create the profiles for other team members to start using the service.



What will it do for me?

Microsoft Office 365 from AT&T offers you these features:

- **Professional email solution**—With Microsoft Exchange Online, you can access your business and personal email, contacts, tasks, and shared calendars in one unified inbox. The solution includes archiving, data loss prevention (with some plans), anti-virus and anti-spam protection. Because the service integrates with most operating systems and browsers, you have access to all of its features on virtually any device, including smartphones and tablets. As a result, your email access goes where you go so that you can conduct business productively.
- **Desktop productivity tools**—With Microsoft Office Professional Plus, each of your users receives five downloadable instances of the Office suite, which they can install on desktops and devices. And, they'll always have the most current version with ongoing updates that the service provides. Because you pay only monthly recurring charges, you incur no capital expenses for the licenses. So, your employees always have the productivity tools they need to keep your business going, and you can better control expenses.
- **Online meeting service**—With Microsoft Lync® Online, you can host meetings and HD video conferences, send and receive instant messages, and generate PC-to-PC calling with a single click. The service also provides desktop and application sharing and a robust file transfer tool. By being able to locate your employees online, communicate with them instantly, and share content stored in the cloud, you may be more productive and more responsive to your customers' needs.
- **Document sharing**—With Microsoft SharePoint® Online, you can view, edit, and share documents with anyone. This highly secure, enterprise-class document management solution in the cloud enables collaboration in real-time from both your desktop and mobile devices. And, with inherent content permissions control and a robust disaster recovery solution for your most important documents, you may be able to run your business more efficiently.
- **Flexible mobile access**—With Office Web Apps, you can access Word, Excel®, PowerPoint®, and OneNote® from your mobile devices using any current browser, including Internet Explorer®, Chrome®, Firefox®, and Safari®. So, your employees can be more productive with virtually anywhere, anytime access to the most needed and familiar Office applications.



Legal Notices

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* Requires an Internet connection or a data plan. Office 365 works on most operating systems, including iOS, Android, BlackBerry® and Windows®.