



# **MICROSOFT 365 BUSINESS BASIC TO BUSINESS STANDARD**

The easiest way to complete your 365 suite

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Tech**

# DISCOVER THE BEST MICROSOFT 365 PLAN

Microsoft 365 is best for productivity, collaboration and sharing with its anytime, anywhere access. It's equally perfect for the SMB and Enterprise markets with its tiered solutions and applicable features. But discovering the right 365 suite for your business is much more difficult, particularly if you have specific needs.

Moving to the Cloud doesn't have to be

complex, though. With Microsoft 365 Business Basic, you can start with a new email solution from a 50GB mailbox and gain access to a host of other online features, including SharePoint and 1TB of online storage with OneDrive for Business. But for many, online access only just isn't enough.

The easiest way to complete your 365 suite in the cloud is with Business Basic.

# LET'S PINPOINT THE DIFFERENCES...

For when you need access to online and offline features, Business Standard is the most cost-effective option for the people you employ. It broadens your scope for productivity with Office for Desktop, gives you five installs on PC

or Macs, as well as five installs on Tablets and Mobile devices, and still offers 1TB per user of storage space in OneDrive for Business.

# INTRODUCING MICROSOFT ACCESS

From January 2017, Microsoft has expanded the Microsoft for Desktop app collection by launching Microsoft Access for all Business Standard users. As a database management solution, Access enables businesses to collect and store data on their own desktop without requiring any external support from their IT

administrator. Not only is it easily accessible on Business Standard, but Access can track, develop and analyse data from multiple sources. From a simple customer contact list to a robust management system, the app is often the perfect fit for many SMBs.

# INCREASE BUSINESS AGILITY

As Microsoft continue to expand 365 and its features, your business can experience greater agility when communicating through the cloud. With Business Standard, you can take that experience and maximise it for better opportunities when at the office, at home, or

while on the move from multiple installs on different devices. Connect to colleagues through Microsoft Teams or collaborate on the same Microsoft Word or Excel document at exactly the same time, no matter where you are. It's truly anywhere, anytime access.



# TECHNICAL FEATURES

Feature	Microsoft 365 Business Basic	Microsoft 365 Business Standard
Fully installed Office apps – Word, Excel, PowerPoint, Outlook, OneNote, Publisher and Access		●
Installs on up to five PCs or Macs		●
Installs on up to five Tablets and Mobile devices per user		●
Office Online	●	●
1TB of file storage with OneDrive for Business	●	●
Business class email with 50GB inbox per user	●	●
Unlimited online meetings, IM, audio and video with Microsoft Teams	●	●
Yammer integration	●	●
Team sites with SharePoint integration	●	●
Access to digital storytelling with Microsoft Sway	●	●
User Maximum	300	300

**CONTACT US FOR MORE INFORMATION ON  
UPGRADING TO BUSINESS STANDARD TODAY.**

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