

Office 365 Business Essentials

Do your best work from anywhere with always-up-to-date Office tools and collaboration services.

Get work done anywhere

Work across your devices to create, edit, and share your Word, PowerPoint, Excel, and OneNote files online. Anytime, anywhere.

Simplify how you work together

Store, sync, and share your files online so they're always up to date. Plus, you can edit documents with others in real time.

Easy setup and management

With step-by-step guidance, you can set up users easily and start using the services fast. And Office 365 takes care of IT for you.

Office 365 Business includes:

Email and calendars

Use business-class email through a rich and familiar Outlook experience you can access from your desktop or from a web browser using Outlook Web App. Get a 50 GB mailbox per user and send attachments up to 25 MB.

Online conferencing

Host online meetings with audio and video using one-click screen sharing and HD video conferencing.

Instant messaging and Skype connectivity

Connect with other Lync users via instant message, voice calls, and video calls, and let people know your availability with your online status. Share presence, IM, and audio calling with Skype users.

File storage and sharing

OneDrive for Business gives each user 1 TB of personal cloud storage that can be accessed from anywhere and that syncs with their PC/Mac for offline access. Easily share documents with others inside and outside your organization and control who can see and edit each file.

Team sites

Enable easy access and sharing of documents with 10 GB of baseline storage plus 500 MB of storage per user. Share insights through interactive reports with Excel Services and Visio Services, and view them on mobile device browsers that support HTML5.

Mobile apps for your devices

Access, edit, and view Word, Excel, and PowerPoint documents on Windows Phones, iPhones®, and Android phones. Use the OneNote, OWA, Lync Mobile, and SharePoint Newsfeed apps on most devices.

Site mailboxes

Make it easier for teams to collaborate. Store and share email and documents in project-specific folders, so everyone on the team can find the information they need fast.

Social networking

Yammer collaboration software and business applications allow your employees to connect with the right people, share information across teams, and organize around projects so they can go further, faster.

Search and discovery

Stay in the know. Search and discover content across Office 365 based on personalized insights. Office Delve is the first experience to be powered by Office Graph, a collection of analysed signals or insights derived from each user's behaviour and relationships to content, topics, and contacts.