

## Office 365 Business

Do your best work with full, installed Office applications across your devices plus online file storage and sharing.

### Your Office in the cloud

With Office 365 Business, familiar tools like Word, Excel, PowerPoint, and Outlook are available where and when you need them.

### Collaboration simplified

Since your files are stored online, you can share them with anyone, even co-author, in real time. No matter where you are.

### Always-up-to-date tools

OneDrive for Business stores files online, so they're always in sync and up to date. Office applications are always the latest version too.

## Office 365 Business includes:

### Office suite

Always have the latest versions of:



- Capture your ideas however you work best—using a keyboard, pen, or a touchscreen.
- Easily format information in Excel with tools that recognize your pattern and auto-complete data.
- Easily incorporate content from PDFs to create your own great-looking Word documents.
- Design customized marketing materials that fit your brand and customers.



### Office on PCs, tablets, and phones

Enjoy a full, installed Office experience across PCs, Macs, Windows tablets and iPad® and Android tablets, and most mobile devices. Each user can install Office on 5 PCs or Macs, 5 tablets (Windows, iPad, and Android), and 5 phones.

Office supports PCs and Windows tablets running Windows 7 or higher, and Macs running MAC OS X 10.6 or higher. Office for iPad can be installed on iPads running version 7 or higher. Office for Android can be installed on tablets running Android KitKat 4.4 or higher.



### Office Online

Create and edit Word, Excel, PowerPoint, and OneNote files via a web browser. Real-time co-authoring simplifies collaboration.



### OneDrive for Business

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.