



**Microsoft 365 is a suite of business applications that enables you to work together with colleagues, partners and customers from anywhere, on any device. The E1 package includes a range of popular Microsoft applications such as email, SharePoint, OneDrive, Skype for Business and Office online.**

Office 365 E1 enables your users to work anywhere, on any device with confidence and security. Automatically receive the latest software updates and security patches as they happen. In addition to traditional email and Office applications such as Word, Excel and PowerPoint, you can host meetings, share documents and manage projects with Skype for Business, OneDrive, SharePoint and Yammer.

## Delivery

To request this service contact a member of the sales team who will be happy to provide a quote.

## Terms of Service

Typical subscriptions have a 12 months term and licenses are available within 24-48 hours. Microsoft provide details of their online subscription agreement [here](#).

## Exceptions

The E1 package does not include locally installed versions of Office applications such as Word, Excel and PowerPoint. Only the online version.

An Office 365 subscription includes the latest versions of applications. However, it does not include downgrade rights to previous versions of Microsoft applications.

## Features & Benefits

Microsoft Office 365 E1 includes a wide range of applications and features which are subject to change by Microsoft. These currently include:

- ☑ Office for mobile and tablet
- ☑ Business-class email and calendar with a familiar Outlook experience
- ☑ Work face-to-face almost anywhere with online meetings
- ☑ Instant messaging by text, voice and video.
- ☑ File storage and secure document sharing anywhere with OneDrive for Business
- ☑ Improve team working with SharePoint
- ☑ Office online gives you browser access to Word, Excel, OneNote and PowerPoint
- ☑ A full list of the many features and benefits is available [here](#).