



**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 E3 package includes applications such as email, SharePoint, OneDrive and fully installed, local versions of Office.**

Office 365 E3 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 online meetings, share documents and manage projects with Skype for Business, OneDrive, SharePoint and Yammer. To ensure security and compliance E3 also includes a range of advanced compliance and archive features such legal hold and advanced data protection.

## 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

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

## Features & Benefits

Microsoft Office 365 E3 includes a wide range of applications and features which are subject to change by Microsoft. A full list of features is available [here](#).

- ☑ Complete Office suite including Word, Excel, PowerPoint and OneNote
- ☑ Office for mobile and tablet
- ☑ Business-class email and calendar
- ☑ Advanced document and email access controls
- ☑ Message encryption
- ☑ File storage and secure document sharing anywhere with OneDrive for Business
- ☑ Information protection and compliance tools
- ☑ Host online meetings
- ☑ Instant messaging with Skype for Business
- ☑ Improve team working with SharePoint.