

OFFICE 365 APPS AND “ONEDRIVE” STORAGE FEATURES

Office 365 is a subscription service that ensures you always have the most up-to-date tools from Microsoft. There are Office 365 plans for home and personal use, as well as for small and mid-sized businesses, large enterprises, schools, and nonprofits.

All Office 365 plans include Office 2016 (online) with the full versions of Office applications that you’re familiar with, like Word, PowerPoint, and Excel, plus extra online storage (OneDrive), ongoing tech support at no extra cost, and more. Office 365 lets you collaborate and work via almost any machine with an INTERNET connection due to the Online Applications and access to OneDrive to store and share your files.

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 the Outlook Web App. Get a 50 GB mailbox per user and send attachments up to 25 MB.

Web conferencing: Host online meetings with audio and video using one-click screen sharing, HD video conferencing, and virtual whiteboard. (via Skype)

Instant messaging: Connect with others via instant message (Skype) and let people know your availability with your online status.

File storage and sharing: OneDrive gives users 1 TB of personal storage that syncs with their PC for offline access. Easily share documents with others through Office or SharePoint.

Team sites: Work together on projects, in study groups, or in clubs with team sites that help keep related documents, notes, tasks, and conversations organized together. Up to 300 subsites.

Office Online: Create and edit Word, OneNote, PowerPoint, and Excel documents from any modern browser.

Mobility: Sync email, calendar, and contacts; access SharePoint sites; view and edit Office documents with Office Online using a browser on Windows Phone, iOS, and Android devices

