

# Office 365

Microsoft Office 365 delivers the power of cloud productivity to businesses of all sizes, helping to save time, money and free up valued resources. Office 365 combines the familiar Office desktop suite with cloud-based versions of our next-generation communications and collaboration services: Exchange Online, SharePoint Online, and Lync Online. Working with the tools people know and use today, Office 365 provides anywhere access to email, important documents, contacts, and calendars on nearly any device - always backed up by robust security, reliability and control to run your business.

## Is Office 365 still BPOS?

Office 365 is the introduction of new online services and capabilities, new user experiences, and new online platform capabilities related to the introduction of new underlying "2010" server software into Microsoft Online Services datacenters as well as other major new service and platform investments. The name may be new and includes new offerings, but you are subscribed to the same service – just significantly enhanced. It will just give you a lot more features and functionality once you make the transition.

## Product Benefits

- Access from any device your inbox with Outlook Web App, view and edit documents with Office Web App or join an online meeting with Lync Web App
- Secure and consistent access to information from almost any location
- For extra reassurance, the solution includes a financially-backed Service Level Agreement for guaranteed 99.9% scheduled uptime
- Office 365 can help customers significantly reduce costs, and remove the distraction of deploying and managing on-premise servers
- With Office 365 data is protected with the highest standard of physical and digital security
- Microsoft Exchange Online has built-in anti-virus and spam filtering protection is designed to combat virus and spam threats
- Data is safeguarded by enterprise-grade reliability, continuous data back-up, disaster recovery capabilities and a strict privacy policy
- Microsoft is proud to provide Office 365 subscribers with global IT-level support 24 hours a day, 7 days a week

## Services

### **Procuring Microsoft Online Services**

We can provide valuable information and assist you throughout the sales process.

### **Consulting**

Plan Office 365 with confidence

### **Deployment and Migration**

Making the transition to a hosted service is even easier with a partner to help with implementation and the migration of your users.

### **Customization and Integration**

Being able to customize a solution for your organization that integrates hosted services with existing on-premise applications is a unique advantage of working with ISHIR and Microsoft.

### **Managed Services**

We can also help you provide managed services including, but not limited to:

- Business Consulting
- End-user training and support
- User management
- Administration
- Office 365 Support



Available in select Microsoft Office 365 service plans, Office Professional Plus delivers the productivity of Office as a flexible, pay-as-you-go service. It is a complete, enterprise-class Office experience that ensures you will always have the latest versions of all Office desktop applications. And with Office Web Apps, you can access your documents, email, and calendars from virtually any device using the light weight features.

By using the power of the cloud, you can experience the Office suite, fully integrated with all the other great services of Office 365.

## Features

- Master your inbox with Conversation View and schedule meetings more efficiently by viewing calendar availability for colleagues in other companies in addition to your own co-workers in Microsoft Outlook.
- Use the Outlook Social Connector to better leverage the power of business and social networks.
- Collaborate with control and confidence with real-time co-editing. With co-authoring, you can edit the same document at the same time with others. No more multiple versions or waiting your turn.
- Share slideshows instantly, across town or around the world, with Microsoft PowerPoint Broadcast Slide Show.
- Create presentations that are as brilliant to watch as they are easy to create with new video and photo editing tools in PowerPoint.
- Transform enormous quantities of data into meaningful information with Excel.
- Work from virtually any place and on any device with Office Web Apps using the light weight editing.
- The easy-to-use, powerful video and photo editing tools in Office Professional Plus help you add real impact to your communications, without the expense of professional fees.



Office 365 gives you access to email, calendar, and contacts from virtually anywhere, at any time, on desktops, laptops, and mobile devices - while it helps to protect against viruses and spam.

## How it works

- Data is hosted in geographically-distributed datacenters with continuous data backup and premiere disaster recovery capabilities
- A team of security experts monitors Exchange Online around the clock and updates anti-virus and spam filters to address new threats as soon as they appear
- Automatic patching eliminates the time and effort of maintaining and servicing your email system
- An easy-to-use Web interface lets you manage your online environment from anywhere
- Live phone support is available to you 24 hours a day, 7 days a week, 365 days a year

## Features

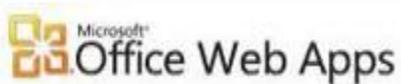
- Work from almost anywhere and get automatically updated email, calendar, and contacts on the devices you use most, including PCs, Macintosh computers, iPhone, Android phones, Blackberry smartphones\*\*, Windows Mobile, and Windows Phones\*.
- Get professional, easy-to-manage email. Exchange Online provides each user with a 25-gigabyte (GB) mailbox and lets them send email messages up to 25 megabytes (MB).
- Connect with Microsoft Outlook 2010 or Outlook 2007 and use all of the rich Outlook functionality you already know and use, whether you are connected to the Internet at home or in the office or you are working offline.
- Easily schedule meetings by sharing calendars and viewing them side by side, so you can see your colleagues' availability and suggested meeting times from your calendar.
- Access your email, calendar, and contacts from nearly any web browser while you keep the rich, familiar Outlook experience with Microsoft Outlook Web App.
- Help protect your organization from spam and viruses with Microsoft Forefront Online Protection for Exchange, which includes multiple filters and virus-scanning engines.



Microsoft SharePoint Server technology is now delivered as an online service. Now make the power of the cloud work for your organization. SharePoint Online lets you create sites to share documents and information with colleagues, and customers.

## Features

- Manage and share important documents with colleagues
- Easily create, customize, and manage Intranet and Team Sites.
- Share personal insights and status updates with colleagues
- Keep teams in sync and manage important projects
- Find important documents and people easily
- Stay up to date with company information and news
- Create Microsoft Office documents and save them directly to SharePoint Online
- Protect sensitive content with document-level permissions
- Access important documents offline by using SharePoint Workspace
- MySites provide a personal site and a central location for employees to manage and store documents, content, links, and contacts as well as a rich set of new social networking and sharing features.
- Enable real-time communication with colleagues from within SharePoint Online
- Control service provisioning, monitoring, and reporting to simplify management through a single console
- View and share Office documents right in the browser (Firefox, Safari, and Internet Explorer).



You can now view, share and edit your Microsoft Office documents on the web with Microsoft Office Web Apps. Using virtually any device connected to the internet, view your Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft OneNote documents online and make basic edits on the go. Share your documents with others, and make simultaneous edits to Excel and OneNote files in real time with great document fidelity and consistent formatting even when team members are working on a PC with a different version of Office installed, or on a Mac or slate device. And because Office Web Apps work with the Office applications you already know, your documents always look the way you want – from your PC to the web, and back again.

## Features

- View, edit and share content created in the Word, Excel, PowerPoint, and OneNote desktop applications online, from almost any device with an Internet connection.
- Provide a common set of online viewing and editing tools to people who use different platforms and different versions of Microsoft Office, including those who do not have Microsoft Office on their computers.
- Ensure a familiar experience by providing an environment that uses many of the same editing and formatting features users already know from Microsoft Office.
- Need a feature you don't see in the Web Apps? Open documents in the applicable Office desktop application with one click from Office Web Apps to access rich editing features (requires Office Professional Plus 2007 Service Pack 2 or later, Office for Mac 2008 with Entourage 2008 Web Services Edition, or Office for Mac 2011 and Outlook for Mac 2011).
- Access and view Office documents from supported mobile browsers.
- Simultaneously edit shared Excel spreadsheets and OneNote Shared Notebooks with co-authoring support in the Office Web Apps. See the areas colleagues are editing in real-time.



Next-generation cloud communications services that connect people in new ways, from virtually anywhere. Lync Online transforms interactions with colleagues, customers, and partners from today's hit-or-miss communication to a more collaborative, engaging, and effective experience. It also helps IT administrators stay in control of end-user permissions and policies while reducing infrastructure costs.

## Features

- Connect with others through instant messaging (IM), video calls and online meetings
- Move easily from instant messaging into ad-hoc online meetings that include audio, video, and screen sharing with just a few mouse clicks
- Conduct online presentations to customers and colleagues including audio, video, screen sharing, and a virtual whiteboard
- Invite external contacts to easily join online meetings through a native or web-based client
- View presence status and click to communicate from within Microsoft Outlook, Office SharePoint, and other Office applications
- Communicate with external organizations running Lync using IM, audio and video through Lync federation
- Connect with Windows Live Messenger contacts using IM, audio and video calls directly from Lync
- Reply to an email with an instant message or an audio call for quicker and more effective resolution of issues

## About ISHIR

ISHIR is a global diversified outsourced IT services company and we make outsourcing successful for our clients.

We assist our clients to achieve their business objectives by successfully outsourcing their non-core business processes and functions in the areas of technology and digital marketing.

We have been part of the outsourcing industry since 1999 and have successfully implemented strategic offshore programs in the areas of custom software development, software product development, casino game development and outsourced digital marketing production services to India. ISHIR has been servicing clients thousands of miles away, maturing into a core dependable extension of a client's internal team.

ISHIR has extensive experience in providing outsourcing of non-core business processes - **IT functions** (Custom Software Development, Software maintenance, SharePoint consulting and development, mobile app development, software testing, Remote Managed IT services, Cloud and Software Virtualization solutions), Interactive (web design and development, game development), Managed Web Hosting, setting up Built Operate Transfer (BOT), specialized R&D facilities, and **non-IT functions** (Digital Marketing (Search Engine Optimization, Paid Search, Display and Social Media marketing services) Business Process Outsourcing (Data Entry, Data Cleansing, Lead Generation, Research, Photo Editing, Online Customer Support, Finance)).

We have vast experience in offshore outsourcing and have matured into a dependable outsourcing partner providing substantial value and savings to our clients, often exceeding up to 65 percent. We leverage our people, processes and effective use of technology to catapult our clients to achieve their business potential.

**Next Step: Discover how ISHIR can accelerate the success of your business. Contact us today:**

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## For More Information

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