

Store, sync, and share at the speed of business.

Productivity means keeping track of work and who owns what. Office 365 provides one central, secure place to access and collaborate on work, helping you and your team stay on the same page.



Simultaneously **sync files** to your devices and **the cloud**

Provide document feedback through comments and familiar social experience

70% of SMBs are looking to the **cloud for collaboration**

Easily **control document access** and data management with **per-user permissions**

Gain offline access to your documents and **automatically re-sync** once back online



Learn more at Office.com/business
Join the conversation at [#modernbiz](https://twitter.com/modernbiz)

Microsoft

Business is better with  Office 365

Personal online file storage, synchronization and sharing...

OneDrive for Business provides a simple and secure location where people can store, sync, and share their work files. Top features include:

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1TB of secure online storage Safely store, backup, and share all your valuable work files. Easily edit files in the browser with Office Online or open directly in the rich Office desktop apps.
- 
Accessible on any device Documents can be accessed from any device through a supported browser or by using native applications on Windows 7–8.1, Windows RT, iOS, Android, and Windows Phone devices.
- 
Simple sharing with anyone Private by default, safely share your files with others both inside and outside your company. Easily manage who can access or edit your files.
- 
Collaborate in real time Work simultaneously on your documents with others using Office Online or the traditional Office desktop apps. Track changes and view previous versions with automatic versioning controls.
- 
Available offline Files can be synchronized offline and available without an Internet connection. Offline edits will automatically sync the next time you connect to the Internet.
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Easy to learn and use Seamlessly integrated with Office and Windows. Save directly to the cloud from the Office desktop applications. Move, rename, and delete files directly in File Explorer on your PC.

...with the manageability you need and security you can trust.

OneDrive for Business is run in Microsoft’s geographically-distributed data centers with continuous data backup and premier disaster recovery capabilities with security experts monitoring it around the clock.

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Protect your critical business information Cloud saved files are not lost when local hard drives fail or are stolen, or if an employee leaves the company and takes the computer and files with them.
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Manage access with ease OneDrive for Business provides granular control of capabilities like external sharing, offline sync, and access permissions. Admins can generate standard and custom audit reports to understand usage.
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Backed by Microsoft Store your files with the industry leader in enterprise-grade software, not a startup or consumer-focused company. Microsoft provides 24/7 phone support and a 99.9% financially-backed uptime agreement.
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Unmatched service compliance OneDrive for Business in Office 365 is compliant with world-class industry standards, including ISO 27001, EU Model clauses, HIPAA BAA, and FISMA, and is verified by third-party auditors.

How can I get OneDrive for Business?

OneDrive for Business is available within all Office 365 suite plans. Here are a few key differences between plans. Customers are able to combine plans as needed.

		Business Essentials	Business	Business Premium
Core Details	Price/user/month \$USD (with annual commitment)	\$5	\$8.25	\$12.5
	Seat Cap	300		
	24/7 phone support from Microsoft for critical issues	●		
OneDrive features	1TB of OneDrive for Business storage per user	●	●	●
	Cross browser support (IE, Chrome, Firefox, Safari)	●	●	●
	Applications for Windows 7-8.1, Windows RT, iOS, Android	●	●	●
	Access thru Office Mobile apps for Windows Phone, Android, iOS	●	●	●
	Edit documents and collaborate in browser with Office Online	●	●	●
Office	Full Office Desktop Apps (Outlook, Word, Excel, PowerPoint, etc.)		●	●
	iPad, Windows RT & smartphone apps		●	●
Additional Services	On-premises Active Directory synchronization for single sign on	●	●	●
	Email - 50 GB email, contacts, shared calendars	●		●
	Online Meetings - Web conferencing, IM, video, presence	●		●
	Private social networking (Yammer)	●		●
	Team sites, internal portals (SharePoint)	●		●



Office 365 is your complete office in the cloud.



At its heart is Office itself—the familiar Office applications businesses use everyday—now offered as a cloud service, so it's always up to date. But Office 365 is also so much more. It's about bringing enterprise-grade services to organizations of all sizes, from online meetings to sharing documents to business-class email.

- Always up to date.** Never buy a new version of Office again!
- Each user can install Office on up to **5 PCs or Macs**.
- Save to the cloud** for backup and anywhere access.
- Use Office on your **smartphone and tablet**.

Business-class email Large, 50GB mailboxes that can send messages up to 25MB in size, with contacts, shared calendars and spam and malware protection that stays up to date. Built with Exchange email technology, the leading email solution for business around the world. Use your own custom domain for your email address, connect with Outlook for fully featured offline support, and access via the web through any modern browser. Available on your PC or Mac, as well as Windows Phone, iPhone, Android, and Blackberry devices.

Online meetings Hold scheduled or ad hoc online meetings for up to 250 participants, with screen sharing, audio and video, virtual whiteboards, polls, and shared notes. Partners and customers can fully participate through any HTML5 browser

Online document storage and file sharing 1TB of space in the cloud to store, backup, and easily share files. Files are accessible from almost any device, and can be synchronized offline and made available without an Internet connection.

Private social networking and collaboration A social network that helps your company stay connected, share information across teams, and make faster, more informed decisions.

Technical support Telephone support for setup and deployment issues, as well as online answers, how-to resources, and connections with the Office 365 customer community for additional help.

Simplified IT Management Reduce headaches by reducing your IT infrastructure. Content lives safely in globally-distributed datacenters with continuous backup and disaster recovery abilities.

Financially-backed SLA Get peace of mind knowing your services are available with a financially-backed 99.9% uptime service level agreement.

Office 365 and the cloud changes how work is done...

Get work done from anywhere Wherever your people are, online or offline, they can get to—and work with—the most up-to-date versions of the files and tools they need to get things done, and on virtually any device.

Work better together—simply Office 365 offers business-class email, shared calendars, IM, web conferencing, and access to the most up-to-date documents stored in the cloud. You can work together in real time without compromising security.

...and how companies consume IT.

Reduce your capital expenditure Office 365 is available as a simple monthly subscription. Avoid large up-front costs for new software while moving the cost of IT from capital to operating expense.

Be always up to date Since Office 365 is in the cloud, it is always up to date. No patches or software upgrades necessary. Microsoft is adding new value and capabilities on a monthly basis.

Cut hardware and energy costs Without servers to run for email, websites, and document storage, you can reduce energy costs and save by no longer purchasing new server hardware.

License per user Simplify licensing while providing each user access to business critical technology on 5 PCs/Macs and 5 mobile devices. Save money when compared to traditional, per-device licensing.

Scale your business quickly Office 365 grows with you—adding a new user is as simple as buying an additional license.

License what you need Office 365 provides many plans to fit the right capability needs and price points for each user in an organization.