Appendix 1: Office 365 Features

Office Pro Plus
- The ability to install Office on 5 devices - PCs or Macs, tablets (Windows, iPad, & Android), and phones.
- Office apps
- Improved user interface and touchscreen integration
- PDF editing
- Improved collaboration and document sharing
- Integration with SharePoint and OneDrive for Business

Exchange Online
- Access to email from Outlook or from a web browser using the Outlook Web App.
- Provision of a 50 GB mailbox per user, 500 times the current limit.
- Archive and legal hold capabilities, plus unlimited storage, for compliance needs.
- Data loss prevention (DLP) policies and policy tips that educate users for additional compliance enforcement in email.

Skype for Business
- Hosting online meetings with audio and video using one-click screen sharing and HD video conferencing.
- Connecting with other Skype for Business users via instant message (IM), voice calls, and video calls, and letting people know your availability with your online status.

OneDrive for Business
- OneDrive for Business provides each user with 1 TB of personal cloud storage that can be accessed from anywhere and that syncs with a PC/Laptop for offline access.
- The ability to easily share documents with others inside and outside the organisation controlling who can see and edit each file.
- Access to documents from different devices (PC, laptop, tablet or phone).
- Ability to share large files.
- Documents protected even if a device is lost.

SharePoint Online
- Enabling easy access and sharing of documents with SharePoint Online with both internal and external users.

Security and Business Continuity
- Rights Management Services enabling restricted access to documents and email for specific people and the ability to prevent anyone else from viewing or editing these documents, even if they are sent outside the organisation.
- Provision of geographic-redundancy (Data centres in Dublin and Amsterdam),
- Accredited security, Office 365 now holds the UK Government's "OFFICIAL" level of security accreditation. OFFICIAL includes most public-sector data, and will usually include the kinds of data that were previously UNCLASSIFIED, RESTRICTED, or CONFIDENTIAL.