

# Office 365

Microsoft's award-winning Office 365 suite of software allows your business to connect, share and collaborate information wherever you are and across multiple devices.

TMT is one of the UK's leading adopters and implementers of the technology and our experts will ensure the optimum implementation and support of the platform for your business.



## OFFICE 365

**Launched in 2001, Office 365 is a cloud-based subscription model version of Microsoft's highly successful productivity suite Microsoft Office.**

Office 365 contains the same core applications as traditional versions of the original core Office suite including Word, Excel, PowerPoint, Outlook, OneNote but can also include other apps such as Publisher, OneDrive, SharePoint, Access, and Microsoft Teams.

There are many different packages available when licencing O365 and TMT experts will guide you through the decision about which package is best suited to your business.

The big benefit of O365 is that it allows access to the core applications from virtually anywhere allowing for ultimate flexibility and mobile working and equally supports collaboration and sharing across your whole organisation regardless of location.

Office 365 files can be opened and edited across a wide range of desktops, laptops, phones, and tablets. Outlook emails and inbox configuration is simple and able to be customised for each user, and teamwork and communication are enhanced through Microsoft Teams allowing instant chat, video calls, and simple but secure file sharing.

## BENEFITS

**Flexible solutions** - There is a wide variety of Office 365 bundles and packages available according to need and budget. Solutions can be scaled up and down as your business evolves. TMT Microsoft experts guide you through the process.

**Application access across devices** - Office 365 provides support of multiple devices e.g., desktop and mobile – as standard meaning information and services can be accessed wherever you may be 24 hours a day 7 days a week.

**Collaboration** - Office 365 is also a collaboration hub, providing the facility to easily store and share files and provide instant and effective communication with colleagues and customers through both instant video and chat services.

**Data migration and security** - TMT experts will ensure your implementation of Office 365 is handled in a safe, secure but rapid way. Our team will ensure no data loss or reduction in productivity. Any legacy data can be migrated onto the new platform in a planned effective manner. The TMT team will also provide full training and support desk services to users as required.

**On-going infrastructure support** - After implementation TMT experts will remain on hand to help you and your organisation make maximum use of the considerable power of the Microsoft 365 platform through helpdesk and training services.