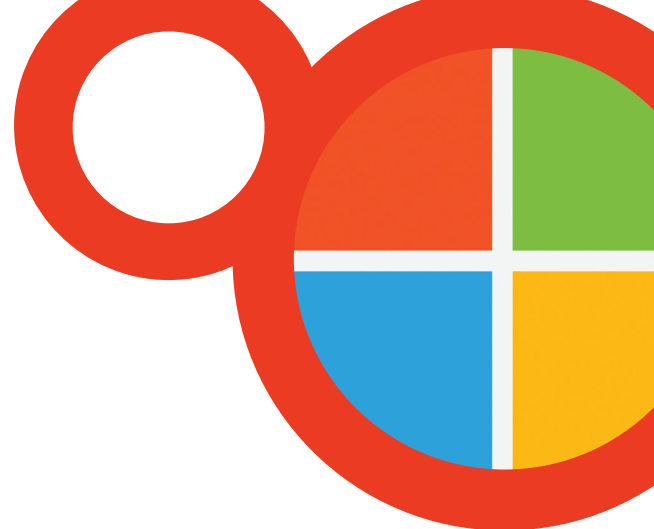


# Welcome to Microsoft 365



With Microsoft 365, EDGE now offer the easiest way to complete your Microsoft 365 suite. Microsoft 365 allows for far greater productivity, collaborations and sharing with its anytime, anywhere access. It's perfect for Local Councils and SME's with its tiered solutions and applicable features.

Moving to the cloud doesn't have to be complex, though. Starting with Microsoft 365 Business Basic, you can start with a new email solution utilising your own custom domain, with a 50GB mailbox and gain access to a host of other online features, including SharePoint, OneDrive with 1TB of online storage as well as Microsoft Teams for online meetings of up to 300 people or video call or chat with your colleagues.

EDGE recommend Business Standard for officers/employees and Business Basic for councillors/associates.

## Why choose Microsoft 365?

In today's modern office you need technology to be available around the clock and across multiple devices, to make sure that your business continues to be productive and efficient. Microsoft 365 delivers just that, so that you can then deliver fast, reliable service to your customers.

## The low-cost solution

Because Microsoft 365 is a cloud based solution, you can gain big business benefits for a low monthly cost. It's also much more flexible when it comes to user account management. Allowing you to grow or shrink with your demand.

## Technology on demand

Installation is simple. You can be up and running in a matter of days, with everything you need from email, contacts and calendars to video calling and file sharing.

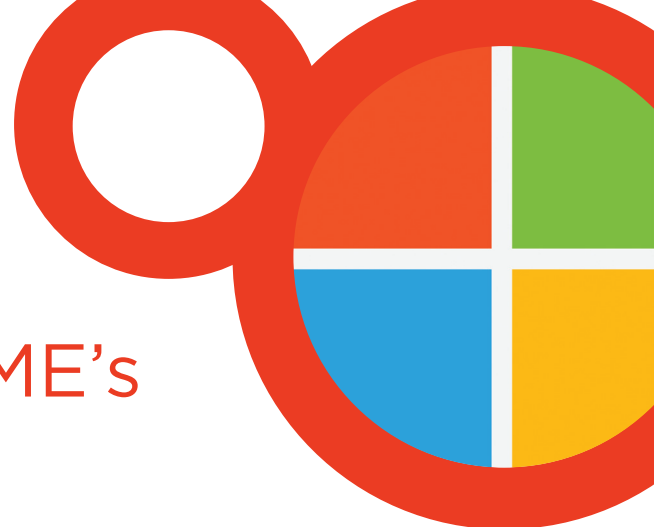
## A solution to suit all businesses

With Microsoft 365 there are a variety of packages available, all designed to suit different business needs.

## Safe and secure

Your data is automatically held safely in the cloud in UK data centres, so in the event of a power outage, fire or theft you know your data is safe. Furthermore, you'll have secure access to your documents on mobile devices, tablets, desktops, and the web so you'll be able to pick up and work from anywhere.

# Microsoft 365 for Local Councils & SME's



## Technical Features

| Microsoft 365 for Business   |                      |                |                   |
|--|----------------------|----------------|-------------------|
| Feature  | Exchange Online (P1) | Business Basic | Business Standard |
| Business class email, calendar, and contacts with a 50GB mailbox accessible on mobile devices, tablets, desktops, and the web. | ✓                    | ✓              | ✓                 |
| Use your own custom domain name (for example, yourname@yourcompany.com).   | ✓                    | ✓              | ✓                 |
| Protect your email against spam, malware, and known threats with Exchange Online Protection.                                   | ✓                    | ✓              | ✓                 |
| Web and mobile versions of Microsoft 365 apps.   |                      | ✓              | ✓                 |
| Desktop versions of Microsoft 365 apps with premium features for each user on up to 5 PCs.                                     |                      |                | ✓                 |
| Chat with your team from your desktop or on the go with Microsoft Teams.   |                      | ✓              | ✓                 |
| 1TB of OneDrive storage for file storage and sharing.  |                      | ✓              | ✓                 |
| Create team sites to share information, content, and files using SharePoint.   |                      | ✓              | ✓                 |
| Share files with external contacts by providing access or guest links.   |                      | ✓              | ✓                 |
| Host online meetings and video calls for up to 300 people with Microsoft Teams.  |                      | ✓              | ✓                 |
| Host webinars that include attendee registration pages, email confirmations and reporting.                                     |                      |                | ✓                 |

### Exchange Online (Plan 1)



### Business Basic



### Business Standard

