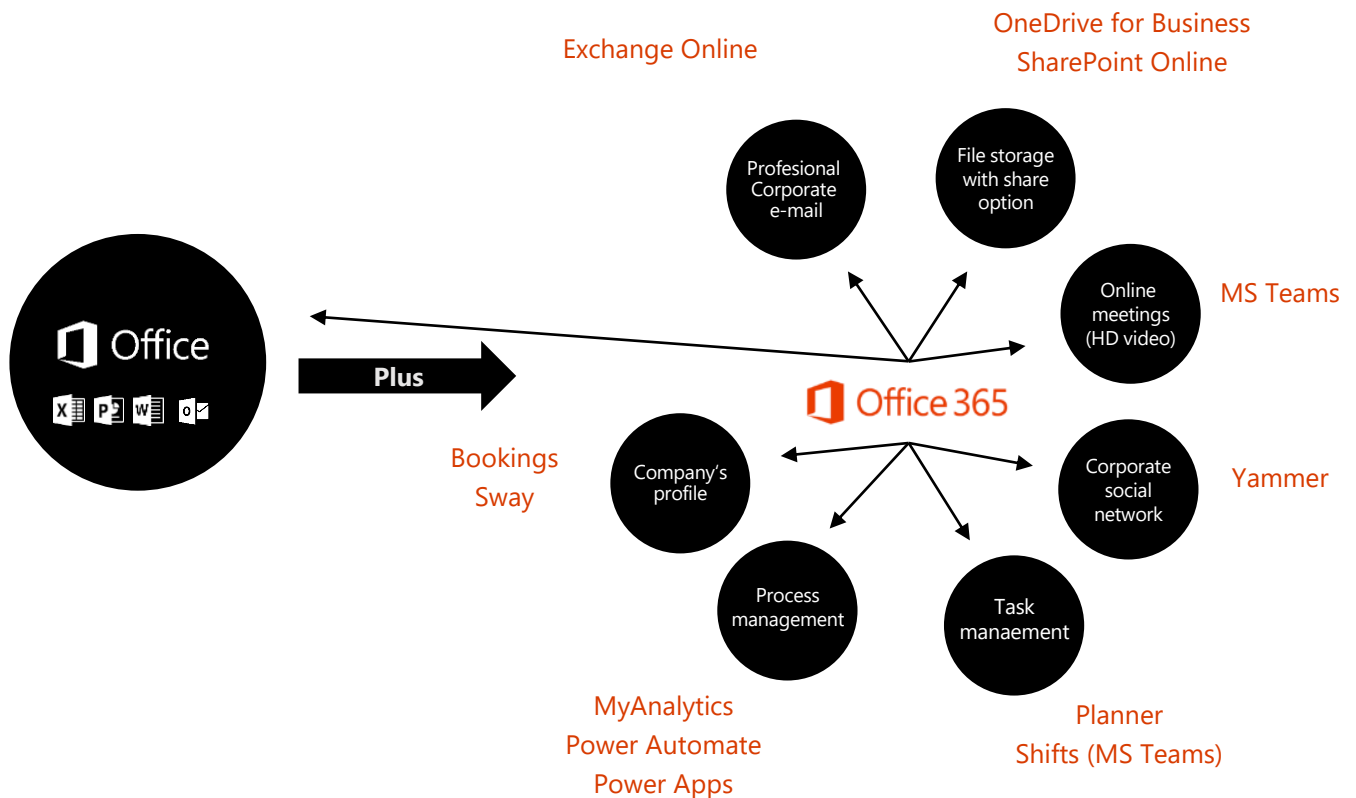




Microsoft 365 Business

Microsoft 365 is a generative cloud, which brings excellent Office applications together with robust cloud services, device management, and advanced security.



Chat, call, attend online meetings, or co-operate in real-time from anywhere. Get one integrated solution, including Teams, cloud storage OneDrive and Office applications. However, Microsoft 365 is not only a package of Office applications. It also consists of teamwork tools, secure identity management, process automation applications, and many more tools and functions.

Microsoft 365 Business is a set of enterprise applications and services provided by Microsoft data centers. It is a professional e-mail with advanced security and sensitive information protection, secure personal and corporate storage for documents, a corporate portal with the definition of work processes, online meetings, and videoconferences. It provides real-time user collaboration and easy project management and includes a complete environment for team collaboration and Business Intelligence reporting.

Microsoft
Partner

Gold Data Analytics
Gold Enterprise Resource Planning
Silver Application Development
Silver Small and Midmarket Cloud Solutions

NAVERTICA
A BETTER BOTTOM LINE

Overview of office applications



Word
Document editing



Outlook
E-mails and calendars



Excel
Sheet management



OneNote
Note making



PowerPoint
Presentation making



Publisher
Professional publications maker*



Access
Database management*

* Only in Business Standard



Collaboration platform Microsoft **Teams**, which brings enhanced cooperation in teams, departments, and divisions. Communication in chat, calls and meetings, collaboration with deeply integrated Office applications. Professional video calls even from home by using a customized background.



Sharing and managing content, knowledge, and applications that improve teamwork, finding information quickly, and collaborate seamlessly across the organization. Microsoft **SharePoint** improves collaboration with dynamic and productive team sites for individual project teams, departments, and divisions.



A hosted e-mail with a 50 GB mailbox for every user. Enterprise-level e-mail on phones, tablets, computers even on the web thanks to Microsoft **Exchange**. In Outlook, you can manage calendars, plan meetings, share your free time, and use notifications. Thanks to shared calendars, you can easily schedule appointments and accept invitations. You can set up e-mail accounts from anywhere for new users, recover deleted accounts, create your scripts, and many more.



Corporate social network Microsoft **Yammer** makes it easy to create and conduct corporate meetings and training. It enables the sharing of necessary communication materials, watching videos, and participating in discussions.



Organize teamwork in Microsoft **Planner** using intuitive, visual task manager that enables effective collaboration—creating Kanban panels using content tabs with files, checklists, labels, and more.



Microsoft **OneDrive** allows access and collaboration on shared documents from anywhere, sharing and easy uploading, 1TB online storage for each user.



Work more efficiently with an overview of personal productivity. Microsoft **MyAnalytics** allows you to explore your work rhythm and discover ways to work more efficiently - improve your timing schedule for intensive work, improve communication and collaboration with colleagues, and achieve greater well-being.



Microsoft **Power Apps** allows you to quickly develop applications that can be used on various devices and through Microsoft Teams. Applications built with Power Apps offer business logic and workflow features and transfer manual business processes into automated digital processes.



Microsoft **Forms** consists of applications for creating forms, questionnaires, quizzes, tests. Prepared forms enable fabrication testing questions for Occupational safety and health area or employees training by making educational materials. The results are stored in Excel sheets and evaluated automatically.



All videos are in one place, accessible from anywhere. Microsoft **Stream** allows you to record video calls and meetings in Microsoft Teams and then play them on Stream at any time.



Microsoft **Power Automate** allows you to quickly make your workflows automated, simplify tasks with business logic, and connect processes. An example can be setting up a process for uploading e-mail attachments to your OneDrive.



With the presentation tool Microsoft **Sway**, you can make newsletters, presentations, and reports.



Microsoft **Booking** reservation system organizes meetings. Customers can book appointments with your company's employees by themselves—integration with MS Outlook.



It is possible to Create and share To-Do sheets with Microsoft **To-Do** integrated with Outlook calendar.

Security features



Exchange online protection

- Everyday protection against spam and malware



Azure Active Directory – Integrated identity management

- Local directory synchronization
- The self-service password change
- Single sign-on
- Access rights configuration



Microsoft 365 Business

Microsoft Business Basic and Business Standard contains:

- Web versions of Outlook, Word, Excel, PowerPoint, and OneNote.
- Always up-to-date versions of Outlook, Word, Excel, PowerPoint, and OneNote for iOS and android on up to 5 mobile devices and five tablets.
- Real-time co-authoring so multiple users can work on the same document, simultaneously.
- Bring together all your team's chats, meetings, files, and apps so you can easily connect and collaborate from one place with Microsoft Teams.
- Create team sites to share information, content, and files throughout your intranet using SharePoint.

- 99,9 percent uptime guarantee.
- Licensed for commercial use.
- E-mail hosting with 50 GB mailbox · Use your custom domain name (for example, yourname@yourcompany.com).
- Business-class e-mail on mobile devices, tablets, desktop, and the web with Exchange.
- Manage your calendar, share available meeting times, schedule meetings, and get reminders.
- Schedule meetings and respond to invitations with easy using shared calendars.
- Protect your e-mail against spam, malware, and known threats with Exchange Online Protection.

- Meets critical international, regional, and industry-specific standards and terms, with more than 1,000 security and privacy controls.
- Control who and when someone has access to your business information with security groups and custom permissions.
- Create password policies that require users to reset their passwords after a specified number of days.
- Around the clock phone and online support.

Only in Business Standard

- Make it easier for your customers to schedule and manage appointments with Microsoft Bookings.
- Fully installed and always up-to-date versions of Outlook, Word, Excel, PowerPoint, OneNote for Windows or Mac (plus Access and Publisher for PC only).
- Each user can install the Office apps on up to 5 PCs or Macs.

Further information is available at www.navertica.com

If you are interested in any solution, please contact **NAVERTICA Microsoft 365 specialist:**

Jan Zajíc; +420 605 207 363; jan.zajic@navertica.com

We are happy to become your professional advisor!

As a modern, internationally operating, and certified partner of ERP, CRM, and M365 solutions, we advise setting up new company-wide processes comprehensively. We apply Best Practices in connecting finance, business processes, and logistics. We have been operating in the market of business information systems for 30 years. We help improve the financial result of our customers in the Czech and Slovak Republic. We also implement software solutions for customers in many European countries, South Africa, and the USA. We focus mainly on industry solutions in production, trade, services, logistics, project management, and healthcare.