



Microsoft 365 for Business

Microsoft 365 is the productive cloud that enables the use of world-class Office apps combined with robust cloud services, device management, and security.

Microsoft 365 is a cloud-based set of business applications and services. It includes a professional e-mail client with shared calendars, secure personal and corporate storage, an internal and external communications center with chats, online meetings and video conferencing, and other business applications to improve productivity.

Main advantages

- Real-time collaboration
- Wide range of sharing options
- The option to choose corporate branded backgrounds in meetings
- Single sign-on (SSO) login to all Microsoft applications
- Connectivity to third-party applications
- Connectivity across applications
- Automatic synchronization of documents
- Regular updates

Hlavní funkce

- Office applications
- E-mails
- Shared calendars
- Chats
- Calls
- Videocalls
- Livestreams
- Webinars
- Personal and Shared Storage
- Basic Project Management
- To-Do Lists
- Booking system
- Personal and shared notepads
- Process automation
- Enterprise social network
- Lists



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Overview of Microsoft 365 applications



Word
document
editing



Outlook
e-mails and
calendars



Excel
spreadsheet
management



OneNote
writing
notes



PowerPoint
presentation
creation



Publisher
publication
creation*



Access
database
management*

* Business Standard version only



Team Collaboration Platform Microsoft **Teams** enables significant improvements in collaboration across teams, departments, and divisions. Communication through chats, calls and meetings, collaboration with deep integrated Office applications and file sharing across teams.



Share and manage content, knowledge, and applications to improve teamwork, fast information retrieval, and hassle-free collaboration across the organization. **SharePoint** improves teamwork thanks to dynamic and productive team websites for individual project teams, departments, and divisions.



A hosted e-mail with a 50 GB mailbox for each user. With **Exchange**, you can use enterprise-level e-mail on phones, tablets, computers, and the web. Manage your calendar, schedule appointments, and use notifications in Outlook. Thanks to shared calendars, you can efficiently schedule meetings and respond to invitations. You can set up e-mail accounts for new users, and restore or delete accounts from anywhere.



The enterprise social network **Yammer** makes it easy to create and host company gatherings and training sessions. Provides the ability to share various rich information and learning materials, watch videos and participate in discussions via the web and mobile apps.



Organize teamwork in Microsoft **Planner** with intuitive, visual task administration that enables effective collaboration. Creation of Kanban dashboards using content-rich task cards with the ability to keep files, checklists, labels, and more.



OneDrive lets you access and collaborate on all your personal and shared files anywhere, with effortless sharing and storing, while providing 1TB of storage for every user.



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Work more effectively thanks to an insight into personal productivity. **Viva insights** explore your work rhythm and help you discover ways to work more efficiently - to better schedule your time for intensive work, improve communication and collaboration with colleagues, and achieve greater sense of well-being.



Power Apps enable you to quickly develop apps that can be used on different devices and through Microsoft Teams. Applications developed with Power Apps offer rich business logic and workflow functionality, enabling you to transform manual business processes into automated digital ones.



Apps for creating questionnaires, forms, quizzes, and tests. **Forms** can be used, for example, to generate test questions for mandatory company OH&S training, create a questionnaire for feedback, or employee training. The results are stored in Excel spreadsheets with self-assessment.



All videos are in one place and they are accessible from anywhere. Microsoft **Stream** allows you to record video calls and meetings in Teams and subsequently play them in Stream anytime.



Microsoft **Power Automate** allows you to quickly automate workflow processes, simplify tasks through business logic and connect operations. For example, setting up a process to save e-mail attachments to a company's OneDrive



Sway presentation tool allows you to create bulletins, presentations, and reports.



The **Bookings** reservation system organizes appointments. Customers book appointments themselves and take advantage of the integration with Outlook (Business Standard version only).



Creation of To-Do lists and sharing them in Microsoft **To-Do**. Integration with Outlook calendar.



The **Microsoft Whiteboard** digital whiteboard provides endless space for drawing and creativity. Whiteboard can be shared directly in a Team Meeting and work together during a call.



Microsoft Lists provide a user-friendly environment related to SharePoint for list creation. You can create your own lists or use pre-built templates.



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Microsoft Business Basic and Business Standard include:

- It allows using the web versions of Outlook, Word, Excel, PowerPoint, and OneNote.
- There are always up-to-date versions of Outlook, Word, Excel, PowerPoint, and OneNote for iOS and Android® devices for up to five smartphones and five tablets.
- Collaboration through real-time co-creation enables multiple users to work simultaneously on a single copy of a document at the same time.
- All team chats, meetings, files, and apps are in one place in Microsoft Teams, so you can easily connect and collaborate with colleagues.
- Create team websites using SharePoint to share information, content, and files across your intranet.

- 99.9% guaranteed availability.
- It is licensed for commercial use.
- A hosted e-mail with a 50 GB mailbox
- Use your domain name (e.g., Your_Name@Your_Company.com).
- Due to Exchange, you have business e-mail on phones, tablets, desktops, and the web.
- Manage your calendar, share time available for appointments, schedule meetings and use the reminder feature.
- Easily schedule meetings and respond to invitations using shared calendars.
- Protect your e-mail against spam, malware, and known threats with Exchange Online Protection.

- Ensure compliance with relevant international, local, and industry standards and requirements.
- Use more than 1,000 controls to secure and protect personal data.
- Decide who has access to your corporate data and when - security groups and custom permissions can help.
- Create password policies that require users to reset their passwords after a certain number of days.
- You can access support on the phone or the web at any time.

Business Standard version only

- With Microsoft Bookings, it's easy for customers to schedule and manage your business appointments.
- Fully installed and always up-to-date versions of Outlook, Word, Excel, PowerPoint, and OneNote for Windows or Mac (and Access and Publisher on PCs, too).
- It enables the installation of Office applications on up to 5 PCs or a Mac per user.

Contact us, we are here for you!

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