



# Microsoft Office 365 for Small Businesses Introductory User Guide

 Microsoft®  
Office 365

Microsoft

# Contents

This guide provides a step-by-step overview of Microsoft Office 365 for professionals and small businesses.

Introduction .....	3
Why Office 365 is Right for Your Organisation .....	3
Overview of Services Provided by Office 365.....	4
About My Office 365.....	6
1: Sign Up and Get Started With Your Office 365 Account .....	7
2: E-Mail, Calendar and Contacts .....	17
3: Storing and Sharing Documents With SharePoint Online Team Sites .....	19
4: Exploring Office Web Apps and Using Team Sites With Microsoft Office...	31
5: Databases .....	36
6: Public Websites .....	40
7: Instant Messaging, Video Chat and Online Meetings .....	45

## Introduction

Microsoft Office 365 for small businesses is a set of Web-enabled tools that lets you access your e-mail, important documents, contacts and calendars from virtually anywhere and on almost any device. Designed for organisations with 5 to 50 staff, the service brings together online versions of the best communications and collaboration tools from Microsoft plus Microsoft Office Web Apps at a price that small businesses can afford. Office 365 works seamlessly with the programs you already know and use — Microsoft Outlook, Microsoft Word, Microsoft Excel and Microsoft PowerPoint. This is the much-anticipated cloud service that gives small businesses the capabilities and efficiencies to grow and target more rapid success.

Powerful security features from Microsoft Corp. help protect your data, and when the service is released for general availability, it will be backed with a 99.9 percent uptime guarantee. Office 365 was designed to be easy enough for small businesses to run without specialized IT knowledge.

## Why Office 365 is Right for Your Organisation

### Virtually Anytime, Anywhere Access

Office 365 helps you access your e-mail, important documents, contacts and calendar on nearly any device from almost anywhere. It frees you to work where and when you choose, allowing you to respond to important requests right away, no matter where you are. Because you can use your mobile device to access e-mail and documents, you won't have to hurry back to the office (or look for a Wi-Fi hot spot if you are using your computer). When traveling, you can access your e-mail and even edit online documents from most popular Web browsers.<sup>1</sup>

### Easy to Use

Office 365 is easy to try, simple to learn and straightforward to use. It works seamlessly with the programs you know and use most, including Outlook, Word, Excel and PowerPoint. With Office 365, you can choose which tools to use.

### Improved Collaboration

With Office 365, you can create a password-protected portal to share large, hard-to-e-mail files both inside and outside your organization, giving you a single location to find the very latest versions of files or documents, no matter how many people are working on them.

### Security and Reliability

Powerful security features from Microsoft help protect your data, and Office 365 will be backed with a 99.9 percent uptime, financially backed guarantee when commercially released (general availability). Office 365 helps safeguard your data with enterprise-grade reliability, disaster recovery capabilities, data centers in multiple locations and a strict privacy policy. It also helps protect your e-mail environment with up-to-date antivirus and anti-spam solutions.

---

<sup>1</sup> Access from mobile devices requires Wi-Fi capability or depends on carrier network availability.

# Office 365 Services Overview

## E-Mail, Calendar and Contacts



Office 365 provides you with access to e-mail, calendar and contacts from virtually anywhere at any time on desktops, laptops and mobile devices — while helping to protect against malicious software and spam.

- Easily manage your e-mail with 25GB mailboxes, and send e-mails up to 25MB in size.
- Work from almost anywhere with automatically updated e-mail, calendar and contacts across devices you use most, including PCs, Macintosh computers, iPhone, Android phones, Blackberry smartphones,<sup>2</sup> Microsoft Windows Mobile, and Windows Phones<sup>3</sup>
- Connect with Microsoft Outlook 2010 or Office Outlook 2007 and use all the rich Outlook functionality you already know and use, whether you are connected to the Internet at home or in the office or are working offline.
- Access your e-mail, calendar and contacts from nearly any Web browser while keeping a rich, familiar Outlook experience with Outlook Web App.
- Use your existing domain name to create customized e-mail addresses powered by Exchange Online (e.g., [mark@contoso.com](mailto:mark@contoso.com)).
- Easily schedule meetings by sharing calendars and viewing them side by side, seeing your colleagues' availability and suggested meeting times from your calendar.
- Help protect your organization from spam and viruses with Microsoft Forefront Online Protection for Exchange, which includes multiple filters and virus-scanning engines.

## Team Sites and Public Websites



SharePoint Online helps you create sites to share documents and information with colleagues and customers. It lets you do the following:

- Work together effectively by sharing team documents and tracking project milestones to keep everyone in sync
- Keep your team's important documents online so the latest versions are always at hand
- Provide all team members with online access to critical business information whenever and wherever they need it
- Easily protect critical business information by controlling who can access, read, and share documents and information
- Design and maintain a simple professional-looking public website with a custom domain name (e.g., [www.contoso.com](http://www.contoso.com))

---

<sup>2</sup> Users of Blackberry Internet Service get push e-mail and can add calendar and contacts to their Blackberry device through a wired sync with Outlook on the PC.

<sup>3</sup> Access from mobile devices depends on carrier network availability.

## Office Web Apps



Office Web Apps are convenient online companions to Word, Excel, PowerPoint and Microsoft OneNote that offer you an easy way to access, view and edit documents directly from your Web browser.

- Simultaneously edit Excel spreadsheets and OneNote notebooks with others in real time and see exactly who is editing and viewing your documents.
- Access and view files from your mobile device.
- View documents in high fidelity.
- Ensure that viewers see files with consistent formatting when moving between Office Web Apps and desktop Office applications.

## Instant Messaging and Online Meetings



Microsoft Lync helps you find and quickly connect with the right person from within the Office applications you already use.

- Find and connect with colleagues and customers from virtually anywhere via rich presence, instant messaging, audio-video calls and online meetings.
- Use the presence indicator to see when co-workers and partners are online and available.
- Make PC-to-PC voice and video calls with colleagues and customers.
- Conduct rich online meetings — including audio-, video- and webconferencing — with people both inside and outside your organization.
- Share your desktop, online whiteboards and presentations with colleagues and partners inside and outside your organization.
- Click to communicate with other users of Office 365, Microsoft Windows Live and MSN Messenger.

[Click here to download full PDF material](#)