

MICROSOFT 365

NEED BETTER COLLABORATION TOOLS?

You got it! Remote meetings, information sharing, secure access and more. Get the tools you need to optimize your processes and get business done.

BRING YOUR WORK WITH YOU

- Keeping your business running from anywhere¹ is easier with mobile, desktop and online applications.

GET BETTER AT COLLABORATING

- With tools like Teams, SharePoint, OneDrive and Exchange, you'll keep your business and coworkers connected.
- Keep your documents and data safe while you use your favourite Microsoft apps, with Microsoft's enterprise-grade cloud security.

MAINTAIN YOUR PEACE OF MIND

- Get the most out of Microsoft 365 when you bundle with Business Internet or SmartWiFi.¹
- Already have Microsoft 365 licenses? Easily transfer your licenses over to your Shaw Business account to have Internet and Microsoft 365 billed on a single invoice. Contact us today to learn how.²



Shaw) Business

VISIT:
business.shaw.ca/microsoft-365

¹ To add Microsoft 365, customers must be new or existing Business Internet or SmartWiFi customers.
² Businesses must have existing Basic or Standard licenses to be billed on a single invoice. This option is not available for Enterprise licenses.

FIND THE RIGHT SOLUTION FOR YOUR BUSINESS

Microsoft 365 Business Basic	Microsoft 365 Business Standard
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Web and mobile versions of Office apps		
Web versions of Word, Excel, PowerPoint, Outlook and OneNote	✓	✓
Always up-to-date versions of Word, Excel, PowerPoint, OneNote and Outlook for iOS and Android on up to 5 mobile devices and 5 tablets	✓	✓
Real-time coauthoring so multiple users can work in the same document, simultaneously	✓	✓
Email (including hosting) with 50 GB mailbox, calendaring, and Business-class email on mobile/tablet/desktop and web with Exchange	✓	✓
Use your own custom domain name (for example, yourname@yourcompany.com)	✓	✓
Set up new user emails, restore deleted accounts, create custom scripts, and more from anywhere ¹	✓	✓
Teamwork and communication		
Host online meetings and video calls for up to 250 people with Microsoft Teams	✓	✓
Chat with your team from your desktop or on the go with Microsoft Teams	✓	✓
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	✓	✓
File storage and sharing		
1 TB of OneDrive storage for file storage and sharing	✓	✓
Work on a file and save it directly to OneDrive or SharePoint; your changes are updated across your synced devices	✓	✓
Share files with external contacts by providing access or guest links	✓	✓
Securely share documents and send emails so only those with the right permissions can access the information	✓	✓
Access and sync files on PC or Mac and mobile devices	✓	✓
Security and compliance		
Protect your email against spam, malware, and known threats with Exchange Online Protection	✓	✓
Meets key 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	✓	✓
Support and deployment		
Around the clock phone and online support	✓	✓
99.9 percent uptime guarantee	✓	✓
Maximum number of users	300	300
Licensed for commercial use	✓	✓
Desktop versions of Office apps for PC and Mac		
Desktop 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		✓
Tools to build and manage your business		
Plan schedules and daily tasks with Microsoft Teams		✓
Make it easier for your customers to schedule and manage appointments with Microsoft Bookings		✓
Have real-time, accurate mileage tracking and reporting in the palm of your hand with MileIQ		✓