**Office 365 for Businesses and Office Servers**

**Customer Preview Fact Sheet**

**July 2012**

Today, Microsoft Corp. showcased a customer preview of the new Office — formerly code-named “Office 15.” This new release delivers the Office client as a personalized cloud service that harnesses innovations in Windows 8. The new Office also includes new offers and updates for Microsoft Office 365 and upgrades to Microsoft’s award-winning line of communications and collaboration solutions — Microsoft Exchange, Microsoft SharePoint, Microsoft Lync, Microsoft Project and Microsoft Visio.

## Customer Preview

Office 365 is an always up to date subscription service available in a variety of plans for individuals and organizations. Office 365 and server options in the customer preview include the following:

Office 365 ProPlus Preview: This subscription for business users includes Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Microsoft Outlook, Microsoft OneNote, Microsoft Access, Microsoft Publisher, Microsoft InfoPath and Lync and can be used across five different PCs or Macs.\*\*

Office 365 Small Business Premium Preview: Ideal for businesses with up to 10 employees, each user can get Office 365 ProPlus on up to five PCs. It includes professional email, shared documents, and high-definition (HD) videoconferencing\* in an easy-to-manage solution hosted by Microsoft.

Office 365 Enterprise Preview:This option includes the benefits of Office 365 ProPlus with

Microsoft Exchange Online, Microsoft SharePoint Online and Microsoft Lync Online for communications and collaboration.

Exchange, SharePoint, Lync, Project and Visio are available hosted in the cloud as part of Office 365 for businesses. They can also be deployed on-premises or a combination of both.

**Deploy It Your Way**

The cloud is the future of Office, but you can go there at your own pace. Microsoft provides comprehensive cloud and on-premises options. Not only can you install Exchange, SharePoint or Lync in your own datacenter, the latest releases of Office servers are built on the very same technology that powers Office 365. That means you can keep some users on-premises while others consume services from the cloud. Move to the cloud at your own pace. Test different configurations before deploying. Keep sensitive data within your firewall. Whatever the reason — deploy it how you want to. You can even still get traditional, perpetual Office client licenses to install on desktops and PCs in your organization.

**Office 365 ProPlus Preview**

**It Is Your Office, Delivered Fast to Your Windows-Based PCs**

Experience productivity on demand with your new, personalized Office 365 ProPlus. Office applications, with all your settings, are quickly streamed to your PCs. Office 365 ProPlus includes Word, PowerPoint, Excel, Outlook, OneNote, Access, Publisher and Lync. Get enterprise-grade security, side-by-side support for previous versions of Office, streamlined update experiences, and IT controls that let you manage Office on your terms and with your tools and processes.

**Top 10 reasons to try Office 365 ProPlus Preview:**

➊ Deploy more easily than ever. This release of Office was built from the ground up to be the easiest ever to deploy. It is designed so your current add-ins and customizations just work. Powerful new Office telemetry tools inspect file and application compatibility, and optimized provisioning allows IT to quickly deploy broadly without uninstalling existing Office applications.

➋ Enjoy the power of the cloud — on your terms. Use existing IT tools and processes for delivering software; there is no need to change your management infrastructure before installing. Automation and group policy management tools give you full control over how Office is installed and configured.

➌ Get personal productivity on demand. Stream Office applications to your PC, so you are up and running nearly instantly. Run this version of Office alongside earlier versions — no extra work involved.

➍ Monitor performance centrally. New Office telemetry tools give IT more power to monitor the health and performance of Office across your organization and support you while you migrate from earlier versions of Office. Proactive controls help ensure that Office performs at peak levels to keep users productive.

➎ Help keep data more secure. Enhanced security and multifactor authentication helps protect your files, devices and users, letting your users easily access the information they need while meeting security and compliance requirements. New tools for Excel scan spreadsheets and perform diagnostics for errors, hidden information and broken links, and they can help prevent fraud by searching workbooks for inconsistencies.

➏ Get started more quickly and easily. An improved Start experience helps you begin creating documents and presentations more quickly. Easily access templates and your recently viewed documents and folders

➐ Build a social network. Combined, SharePoint, Lync and Exchange create powerful social networks for your organization. Stay connected to the people you work with and communicate with important contacts via voice and video.

➑ Discover and share insights from your data. Excel gives you intuitive and new ways to explore your data, inspiring new insight. Visualize and analyze data in greater depth than ever before. Combine Excel with Microsoft SQL Server to centrally analyze and quickly generate insights from large data stores.

➒ Create and share beautiful documents. Create visually striking documents and presentations with Word and PowerPoint on your own or with others. Stay on top of the latest changes to a shared document and the conversations in the document. Use the new online sharing feature in PowerPoint to share with your audience even if it does not have PowerPoint.

➓ Add the power of the Web and media to documents***.*** Integrate rich Web or intranet content directly into your documents, and bring your files and data to life with real-time views into dynamic content. Stay up to the minute with reporting systems, integrate directly with map services or see what your customers are saying without having to update your files.

**Office 365 Small Business Premium Preview**

Microsoft Office 365 Small Business Premium Preview is ideal for businesses with one to 10 employees. It is a set of enterprise-grade business tools that allows you to work efficiently and look professional, in a simplified solution that you can manage without technical expertise.

With Office 365 Small Business Premium Preview you can access familiar Office applications and your most up to date documents from any Windows-based PC (Windows 7 or Windows 8 required). You also get business-class email branded with your company name, multiparty HD videoconferencing,\* an easy-to-create public website, and a place to share documents with your customers and partners.

With Office 365, your critical business data is backed up automatically, and enterprise-grade security features help protect you from spam and viruses. All this comes in an easy-to-manage solution that is hosted by Microsoft and requires no specialized technical knowledge to set up.

**Top 10 new features:**

➊ Take Office with you wherever you go: Office now roams with you so that you have quick access to your most important programs and documents when you are on the go. When away from your computer, you can stream a full-featured version of Office on any Internet-connected PC\* with Office on Demand (Windows 7 or Windows 8 required). Sign in to your account, and your Office programs, documents and personal settings are right there, just the way you left them. Your work is saved online where it is easy to access, edit and share.

➋ **Enjoy the newest versions of familiar Office applications:** Trusted programs such as Word, Excel and PowerPoint are even smarter and easier to use. Word opens PDF files so you can edit and reuse PDF content and make it look great. Excel recommends the most appropriate charts, tables and graphs to help you understand the meaning behind your data. PowerPoint adds tools that keep you in control when you are presenting to customers or partners, so you can deliver presentations with ease and confidence.

➌ **Equip your business with professional email that is smarter than ever:** The business-class email provided in Office 365 gets even better with new capabilities that make your inbox more intelligent. Outlook helps you focus on the most important email messages so you can get your work done faster. It alerts you if you forget to attach a document to an email and recognizes text that can be used to automatically create an appointment or display an inline map. When you are away from your desk, you can access your email, calendar and contacts with an elegant and touch-enabled Outlook Web App experience.

➍ **Conduct more effective meetings with HD videoconferencing:** Online meetings with your customers and partners are now easier to set up and more interactive. You can join a meeting with a single click, view a multiparty HD video gallery and share notes in real time to keep everyone on the same page. Guests outside your company can join meetings from a Web browser and enjoy a first-class meeting experience, including multiparty audio and HD video,\* instant messaging, and desktop, application and PowerPoint sharing.

➎ **Build a professional-looking public website with ease:** A new array of modern templates allows you to quickly build a high-quality website and then customize its look and feel to fit your business. Inserting pictures and videos and editing the layout of the site is easy and intuitive. As you adjust the design of your site, you can preview each change and decide whether to keep it or try something else. You can also easily add sharing and commenting buttons that help you reach new customers on Facebook and other social networks.

➏ **Quickly share documents with co-workers:** Setting up a central place to share business information is easier than ever, thanks to new templates and a guided process for getting started. In just a few clicks, you can set up a shared site where everyone in your business can access common documents in an authenticated environment. You can drag and drop files into the site from your desktop and edit documents with your co-workers in real time with enhanced co-authoring capabilities. Everyone has access to the most up to date information and materials, even while out of the office, so there is no need to email multiple versions back and forth.

➐ **Work together with customers and partners:** Inviting people outside your business to work with you has been simplified and streamlined. You can share individual documents directly from any Office application or set up an authenticated site where customers or partners can work with you on shared documents, lists and project timelines. It is now quicker and easier to share your calendar, so scheduling meetings is a snap. Plus, you can communicate in real time with people who use Office 365, Windows Live Messenger or other instant messaging services.

➑ **Store personal documents in the cloud:** In addition to letting you store shared files for easy access by co-workers, customers and partners, Office 365 now provides you with a personal area for storing your own important files. For the documents you access regularly, you can create a desktop folder that constantly synchronizes changes to and from your private storage area in Office 365. You can access these documents on your PC, even if you are offline. You can also access them remotely from any computer with a Web browser and an Internet connection. Plus, if your computer fails, your files remain reliably in your online personal storage area.

➒ **Put people at the center of your communications:** Wherever you see a person’s name in Office 365, you have easy ways to interact with them. Contact information from your Outlook personal contacts, shared business contacts and social networks is transparently integrated into one view, so you have it all in one place. This unified view gives you fast options to communicate, such as starting an email, instant message or online meeting. Integration with social networks such as LinkedIn allows you to see context about the customers and partners you work with, such as their photo, job title and recent activities.

➓ **Manage your online environment without IT expertise:** A new Web-based management console, specifically designed for organizations with fewer than 10 users, makes it easier than ever to deploy, manage and help safeguard Office 365. The simplified interface makes it easy for you to add users, set access rules, and remotely lock and wipe devices.

**Office 365 Enterprise Preview**

**The Efficiency You Want, the Controls You Need**

Create professional content more easily than ever, reliably connect with customers and partners, and take advantage of powerful tools for more effective management, control and compliance with enterprise-grade security, data loss prevention (DLP) and rights management.

**Top 10 reasons to try Office 365 Enterprise Preview:**

##### ➊ Have Office when you need it. When you are away from your PC, stream a full-featured version of Office on any Internet-connected PC (Windows 7 or later required) with Office on Demand.

##### ➋ Work together with Site Mailboxes. Store documents from your PC and project-related email in a Site Mailbox so that your team can access the content online no matter where you are. The Site Mailbox syncs with SharePoint, ensuring content is up-to-date.

##### ➌ Help protect sensitive data. Help keep your organization safe with DLP capabilities that prevent users from mistakenly sending sensitive information to unauthorized people. The DLP features in Exchange identify, monitor and help protect sensitive data through deep content analysis and provide built-in and extensible DLP policies that are based on regulatory standards such as PII, HIPAA and PCI.

#####  ➍ Stay compliant with archiving. The ability to retain and discover data across your organization is essential to helping to ensure internal and regulatory compliance. Compliance officers can use the new eDiscovery Center to identify, hold and analyze your organization’s data from Exchange, SharePoint and Lync. The data remains in place so you do not need to manage a separate data store.

##### ➎ Keep people connected. You can follow documents, sites and people to track what others are working on. SharePoint even recommends people or documents to follow. With ratings and reputation tools, you can acknowledge co-workers and inspire them to work better.

##### ➏ Gain business insights. Combine large volumes of data from various sources with PowerPivot in Excel and explore data, visualize and tell a compelling story with Power View. Make better decisions with teammates by sharing business intelligence-enriched reports and dashboards on SharePoint.

##### ➐ Work across time zones and geographies. Discuss and meet, co-author documents, find experts, and chat in real time with improved capabilities that keep everyone connected no matter where they are. Detailed contact cards and presence are integrated across all Office applications, making it easier than ever to connect.

##### ➑ Collaborate with confidence. New capabilities and data governance and protection policy features in SharePoint let you work confidently with partners and customers. Use Lync to connect with others, while getting the authentication, encryption and media controls your enterprise needs.

##### ➒ Get more out of your meetings. The new Lync Digital Meetings tools let you interact with people through video, audio and instant messaging and to share content while meeting. Join a Lync meeting from an HTML5-based browser using the Lync Web App and enjoy HD video,\* voice over Internet protocol, instant messaging, and sharing of desktops, applications and PowerPoint presentations.

##### ➓ Manage and control your business more easily. Office 365 continues to improve the ease of management from a Web-based portal, provides powerful scripting access via PowerShell, and continues to invest in the infrastructure with data backup, disaster recovery and globally redundant datacenters. In addition, the new service health dashboard provides customizable reports that help you get insights into your service.

**The New Exchange Preview**

# **Email, Contacts, Calendars Everywhere**

The more places you can access email, the faster your business can move. Office 365 gives you the power of Exchange in a hosted service that is easy to manage for solo professionals and small businesses but powerful enough for the largest enterprise organizations. Exchange helps protect email and data with powerful anti-spam and anti-malware services that are always up to date, along with Data Loss Prevention.

You can now take enterprise-grade email with you anywhere. The improved Outlook Web App works on all major browsers and is optimized for touch navigation. With the free Outlook Web App, employees can get email, contacts, calendars and tasks on a variety of mobile devices.

# **Top 10 new and improved features:**

➊ Help keep your organization safer: The new Data Loss Prevention features in Exchange identify, monitor and help protect sensitive data through deep content analysis.

➋ Easier e-discovery: Compliance officers can use the new Exchange eDiscovery Center to discover and analyze Exchange, SharePoint and Lync data stored in Exchange from a single interface.

➌ Keep your data in one place: Large mailboxes and in-place archiving enable you to manage storage needs and compliance in cost-effective ways.

➍ Easily manage team and project communications: Allow users to see old communications on a project as soon as they join, have access to the current versions of their team documents, and access all that information right from within Outlook.

➎ Unified user experience: Co-authoring, document storage and versioning is provided by SharePoint while messaging is handled by Exchange with a great user experience within Outlook.

➏ Touch-enabled inbox. Use touch\*\*\* to manage your inbox or view your calendar and experience the same thoughtful design in the Outlook desktop interface, as well as in the browser and mobile interfaces.

➐ Move to the cloud on your terms: Onboard to the cloud overnight, move in stages, or maintain a hybrid deployment with mailboxes on-premises and online to meet your business needs.

➑ Simplify management: Do it all from the Exchange Administration Center — a single, easy-to-use Web-based administration interface.

➒ Web content in Outlook: Customize Exchange by integrating relevant, Web-based Office Apps into the desktop and browser-based Outlook experiences with innovative security technologies.

➓ Unified contacts: Enable users to bring contacts in from other networks. Exchange works to consolidate duplicates into one contact card.

**The New Lync Preview**

# **Work Together Across Your Business**

Lync connects people everywhere, on Windows 8 and other devices, as part of their everyday productivity experience. Lync provides a consistent, single client experience for presence, instant messaging, voice, video and meetings. Lync 2013 supports multiparty HD videoconferencing,\* modern “touch-first” capabilities for fast and natural communications, and work-anywhere scenarios that do not require a VPN for encryption. Lync users can connect to anyone on Skype, enabling rich communication with hundreds of millions of people around the world.

# **Top 10 new and improved features:**

➊ Stay in touch anywhere: Lync enables users to communicate reliably anywhere they have network connectivity and automatically adapts to network conditions.

➋ Unified client: Lync integrates voice and video calls, Lync meetings, presence, and instant messaging in one easy-to-use client.

➌ Consistent experience: Lync makes communicating easier with a consistent and familiar experience that is optimized for the device, OS or browser being used, including Windows, Windows Phone, iOS and Android smartphones.

➍ Connect with the outside world: Lync Federation extends unified communications over the Internet to customers, suppliers and partners across the most common messaging platforms, including Skype, Windows Live Messenger, Yahoo!, AIM and Google Talk.

➎ Take notes in OneNote: OneNote Share allows users to create and share OneNote digital meeting notes within Lync meetings.

➏ Hold virtual conferences or ad-hoc conversations with interactive video: See multiple video streams simultaneously and see the active speaker automatically.

➐ Adaptive videoconferencing: Lync uses open standards including H.264 SVC to enable video compression, which adapts to bandwidth for a high-quality experience for everyone.

➑ Click to join: Joining a Lync meeting requires only a single click or touch on PCs and mobile devices.

➒ Browser-based access: The Lync Web App allows PC and Mac users to join a Lync meeting from a browser and delivers a robust Lync meeting experience including instant messaging, voice, multiview video, data collaboration and sharing.

➓ Quickly and intuitively find the best way to communicate: Quick Lync is a menu that appears over a contact in the Lync contact list and shows available communication modes.

**The New SharePoint Preview**

With SharePoint it is easier than ever to share ideas and keep track of what your colleagues are working on. You can tap into the knowledge of specialists from across your organization and discover connections to information and people you never knew existed.

SharePoint makes it easy to store, sync and share all your important docs. A new, simplified user experience helps you streamline common tasks and create sites to keep teams in sync. New work management capabilities help you organize all your tasks from across SharePoint, Project and Outlook with indicators to help you prioritize your work. Developers can build modern apps and designers can build eye-catching websites.

With SharePoint, Microsoft is redefining collaboration and document management and providing you with a new way to work together.

# **Top 10 new and improved features:**

➊ A new and simplified user experience: Drag and drop content into document libraries, see live previews of your content, edit lists inline and create sites in a few simple clicks. SharePoint puts you in control.

➋ Put social to work: New social features let you share what you are working on, ask questions and keep track of what your colleagues are doing. SharePoint puts social to work.

➌ Grow your network: New search profile features help you connect with people across your organization and easily discover interests, past projects and documents they have worked on. SharePoint helps you find answers to questions and discover experts you never knew existed.

➍ Store and sync your documents: SkyDrive Pro syncs your content in SharePoint to your desktop, so if you are working remotely or about to jump on a plane, your docs are just a mouse click away. SharePoint keeps your content in sync from virtually anywhere.

➎ Share your stuff: Sharing documents from Office or SkyDrive Pro with people inside and outside your organization puts working together with anyone just a couple of clicks away. SharePoint helps you get stuff done.

➏ Keep your teams in sync: Set up a new team site in minutes with wizards built into SharePoint to help you set permissions, track meeting notes and bring together all your team’s email and documents in one place. SharePoint makes teamwork easy.

➐ Keep your projects on track: Organize your projects and tasks, giving you a view into upcoming deliverables across SharePoint, Outlook and Project. SharePoint helps you prioritize and get stuff done.

➑ Find what you are looking for: Quickly customize and narrow your search to deliver more relevant results and also provide recommendations on people and documents to follow. SharePoint makes it easy to discover answers and take action.

➒ Take SharePoint with you on the go: If you are running from meetings or out of the office you can share documents or update your activity feed from your mobile devices or tablet. SharePoint keeps you connected from virtually anywhere.

➓ Do more with SharePoint apps: The SharePoint store is an online marketplace to discover and install apps that are designed to work with SharePoint. If you need a specific business solution, the store is just a click away.

**The New Project Preview**

Project has a new, flexible online solution, Project Online, for project portfolio management (PPM) and everyday work — enabling organizations to get started, prioritize project portfolio investments and deliver with the intended business value. With Project Online, you can do the following:

**See what your teams are doing**, even when they are managing everyday work or ad-hoc projects in SharePoint Online task lists.

**Evaluate, select and govern** optimal project portfolios by analyzing constraints, demand and resource capacity.

**Bring together the social experiences** of SharePoint Online with Project Online, facilitating discussions and information sharing to help your teams complete projects and everyday work.

**Quickly aggregate and visualize data**, better understand risk, and align long-term planning and short-term execution needs with business priorities.

Tools for project management include the new Project Pro for Office 365, a subscription that offers full project management capabilities on the desktop. With Project Pro for Office 365 you can do the following:

**Easily create modern-looking reports** to measure progress or quickly design customized reports with familiar Excel-like functionality to pinpoint specific details.

**Communicate with team members directly** from your project to remedy potential concerns or share urgent schedule changes (requires Lync Online, sold separately).

**Connect with teams** and deliver the information they need, no matter their location, with improved SharePoint Online task list synchronization (requires SharePoint Online, sold separately).

The entire Project family of services and products includes the following, among others:

**Project Online:**It is the online solution for PPM and everyday work. Project Online gives you flexible options for achieving strategic priorities while helping your team deliver effectively. It is for people who need to participate online from virtually anywhere on almost any device.

**Project Pro for Office 365:** Effectively plan, manage and collaborate with others from virtually anywhere and deliver winning projects.

**Project Online with Project Pro for Office 365:** It is the flexible cloud solution for PPM and everyday work. It includes Project Pro for Office 365 — for people who need full project management capabilities on the desktop and want to participate online from anywhere on almost any device.

**Project Professional and Standard:** Easily collaborate with others to quickly start and deliver projects. Keep projects organized and on track.

**Project Server:** The on-premises solution for PPM and everyday work, Project Server helps organizations get started and prioritize investments from anywhere (requires SharePoint, which is sold separately).

**The New Visio Preview**

Visio has several new features that create diagrams easily — including new and updated shapes and stencils, improved themes and effects, and options to make teamwork simpler. Make diagrams more dynamic by linking shapes to real-time data and share them through a browser with others, even if they do not have Visio, using Visio Services in SharePoint (sold separately).

**Create professional diagrams quickly.** New features make it easy and intuitive to create professional diagrams in just a few clicks. New and updated shapes and themes make diagrams look professional and engaging. There are several new organization chart styles and the option to import people’s photos or information from Outlook, Exchange or a spreadsheet.

**Collaborate with your team.** Visio makes it easier for teams to work together on diagrams and share information without merging multiple versions or managing conflicts. See who else is working on different parts of the diagram, get notifications when anything changes and choose when to merge changes with the version you are working on. View diagrams through a browser on any PC and virtually any device and save them to Office 365 or SharePoint so others can see them, even if they do not have Visio but do have SharePoint.

**Link diagrams to dynamic data.** With Visio, use the shapes in your diagram to show real-time data. Link diagram shapes to data with a simple wizard to make complex information easier to understand. Formatting and data graphics — including icons, symbols and bar charts — automatically adjust when your data changes to make patterns evident at a glance. Link to data from common data sources, including Excel, Excel Services, Microsoft SQL Server, Microsoft SQL Azure and SharePoint External Lists.

\* HD video camera required.

\*\* Office for Mac 2011 included for Macs.

\*\*\* Touch-capable device required.