




Microsoft Office 365 Features

Feature	Description
Greater productivity	<ul style="list-style-type: none"> • Simple and familiar design - not much different than working in the desktop application. • Allows you to focus more on your work and less on the technology.
Access from anywhere	<p>Access to your files from work, home, or mobile devices.</p>  <p>The diagram illustrates connectivity from four locations: 'On the go' (mobile phone), 'At home' (desktop/laptop), 'At the office' (desktop/laptop), and 'On the road' (laptop). All locations are connected to a central cloud labeled 'The Internet' via double-headed arrows, indicating bidirectional access.</p>
Work with software you know: Word Excel PowerPoint OneNote	<ul style="list-style-type: none"> • Familiar in design and functionality. • OneNote makes meeting collaboration seamless when all team members have access to project files regardless of geographic location. • No need to save documents and notes update in real-time while editing online.
OneDrive	Each user receives unlimited storage.
Operating System	Office 365 does not have an operating system requirement, except that the operating system you use must be supported by its manufacturer. However, there might be advanced Office 365 configuration options, features, scenarios, or tools that have explicit dependencies on an operating system or behave differently on different operating systems.
Browser Requirements	<ul style="list-style-type: none"> • IE version 10 & 11 • Latest version of Firefox and immediately previous version • Latest version of Safari • Latest version of Google Chrome.