





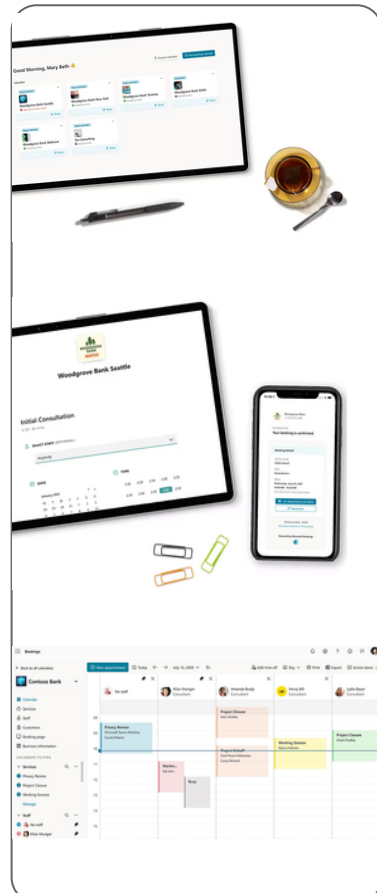
## A simpler way to organise schedules and manage appointments.

### Simplify scheduling to save time

Save time when scheduling with Microsoft Bookings. Customise appointment details, booking requirements, and specify service providers to streamline the booking experience for you and your customers. Bookings is integrated with your Microsoft 365 calendar to help your customers quickly find available times and avoid double-booking. With Bookings, you'll spend less time scheduling and more time meeting with customers.

### Meet virtually with Microsoft Teams

Make your Microsoft Bookings meetings virtual with Microsoft Teams. Every appointment booked as an online meeting creates a meeting link that everyone can join virtually from anywhere. Bookings is also available as an app within Teams to help you create calendars, assign staff, schedule new appointments, and meet without ever leaving Teams.



## Use Sway to reimagine how your ideas come to life

### What is Sway

Sway is a new app from Microsoft Office that makes it easy to create and share interactive reports, personal stories, presentations, and more.

### What can I create with Sway?

Whether it's a report, a presentation, a newsletter, a personal story, a photo album, or a visual trip report, there's virtually no limit on what you can express creatively with Sway.

### Easily add content from anywhere

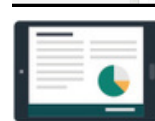
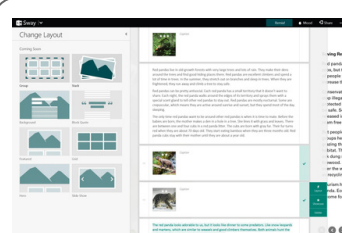
Easily drop in photos, videos and other multimedia – Sway is integrated with your device and the web.

### Save time with effortless design

Sway's design engine brings your content together beautifully; put in final touches to achieve the style that works for you.

### Captivate your audience with your online canvas

Sway dynamically adapts so that it looks great on any screen, and can be shared or co-edited with a simple URL.



Reports



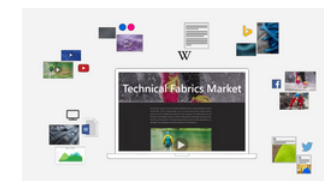
Presentations



Newsletters



Stories



### Planner

Create plans, organise and assign tasks, share files, and get progress updates.



### To Do

List and manage your tasks.



### Engage

Connect with co-workers and classmates, share information, and organise around projects.



### Power Pages

Unleash the power of Copilot to craft secure, low-code business websites with ease.



### Stream

Share videos of classes, meetings, presentations, and training sessions.



### Kaizala

A simple and secure mobile chat app for work



### Project

Develop project plans, assign tasks, track progress, and manage budgets.



### Forms

Customise surveys and quizzes, get real-time results.



### Clipchamp

Make and edit videos.



### Power Automate

Sync files and more to simplify your work.



### Lists

Allows users to create, share, and track data inside lists.



### Visio

Simplify and communicate complex information visually.

Contact idash today to find the best Microsoft 365 plan that's right for you.



www.idash.co.uk | Info@idash.co.uk | 01480 471 086