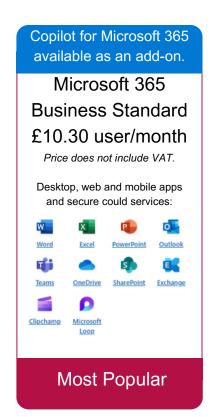


What is included in



Microsoft 365









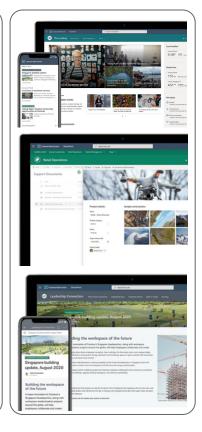
Your mobile, intelligent intranet.

Simple sharing and seamless collaboration software

SharePoint in Microsoft 365 empowers teamwork with dynamic and productive team sites for every project team, department, and division. Share files, data, news, and resources. Customise your site to streamline your team's work. Collaborate effortlessly and securely with team members inside and outside your organisation, across PCs, Macs, and mobile devices.

Engage and inform your organisation

Build cohesion and inform your employees throughout your intranet. Drive organisational efficiency by sharing common resources and applications on home sites and portals. Tell your story with beautiful communication sites. And stay in the know with personalised, targeted news on the web and the SharePoint mobile app.





Think, plan, and create together

Stay in sync without switching apps

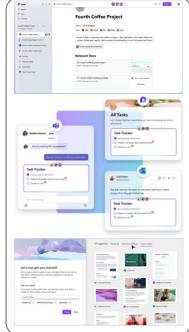
Get more done right where you are with Loop components that sync across apps in real time.

Get started easily

Quickly kick off projects with intelligent suggestions, page templates, and an insert menu at your fingertips to easily add what you need to work together.

Work together wherever, whenever

Communicate ideas asynchronously, collaborate, and stay in touch wherever you are despite time zone differences, commutes, and work style preferences.





Digital note-taking app

Note-Taking

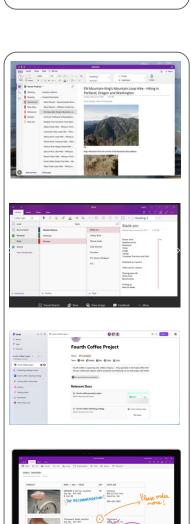
OneNote is designed for note-taking and is optimised for quickly capturing and organising ideas, meeting notes, research and other content. OneNote makes it easy to create and organise different types of content in a single notebook. Including text, images, audio recordings and even hand drawn sketches.

Mobility

Optimised for mobile devices and is easy to access your notes and content from anywhere. OneNote is available on all major platforms. including Windows, Mac, iOS and Android, and it automatically syncs your notes across all devices.

Organisation

OneNote is built for arganising and managing large amounts of content. OneNote allows you to create different notebooks for different topics, and can organise your content within each notebook using sections, pages and subpages. OneNote's search feature makes it easy to quickly find specific notes or content.





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.





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 ese.



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 realtime 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.

