

# There's more to Office 365 than just Outlook

**Office 365 is a big opportunity for businesses of all sizes. It's an easy, reliable and affordable way to embrace cloud technology, backed up by one of the largest, most respected and reliable brands in the industry.**

While many of your customers will be aware of the headline services included as part of Office 365, such as Outlook, OneDrive and Skype, some of the lesser known benefits are overlooked. However, in the right hands, these tools can be of immense value to businesses. Whether it's offering a better level of security, helping to manage company finances or keeping track of day-to-day operations, a fully utilised Office 365 package is a powerful tool that can give your clients an advantage.



## Here are some of the hidden gems you should know about, and how they can benefit your customers

### Microsoft Connections

**Your customers can use this simple marketing software to develop newsletters and updates, keeping their customers informed and engaged.**

- Design and customise mail
- Distribute to mailing lists automatically
- Schedule deployment for out-of-hours messages
- Track campaigns with powerful analytics
- Track your campaigns with powerful analytics

### Outlook Customer Manager

**Regardless of what your clients' business' area of expertise, they will undoubtedly need to keep track of a variety of projects, meetings and request. Customer Manager is the easiest way to do just that.**

- Organise meetings, calls, notes and tasks in one place
- Share the information with your team
- Ensure a deadline is never missed, or a client ignored
- Update and share the information instantly

### Microsoft Listings

**Easily publish and manage your business information across top websites**

- Help customers find your business
- List your details on sites like Facebook, Google and Bing
- Ensure your brand information is consistent across the board
- Build a more professional picture for your business

### Microsoft Bookings

**Make scheduling and managing appointments easier for your customers**

- Let your customers book visits automatically
- Keep track of appointments easily
- Display a live calendar of appointment slots
- Never double-book an appointment again

### Microsoft Invoicing

**Create great-looking invoices quickly and easily**

- Generate professional-quality estimates in minutes
- Customise an invoice with your brand identity and logo
- Convert estimates to invoices
- Seamlessly email customers and suppliers

### MileIQ

**Automatically log your mileage from the palm of your hand**

- Manage expenses quickly and easily
- Check weekly mileage reports
- No more worrying about fuel receipts
- Premium package included with Office 365 Business Premium

