



Microsoft®
SharePoint® 2010



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Microsoft Office 365

Microsoft Online Services - A Complete Cloud Solution

Exchange Online

Exchange Online offers email, calendar and contacts designed to provide your business with the control you want and the security and reliability you need. With Exchange Online, you run your email on our globally-redundant servers, protected by built-in antivirus and anti-spam filters and unlimited, IT-level phone support 24 hours-a-day, seven days-a-week.

SharePoint Online

SharePoint Online will help keep your teams synchronized. SharePoint Online gives you a central place to share documents and information with colleagues and customers. Designed to work with familiar Office applications, it's easy to save documents directly to SharePoint and work together on projects in real-time because you have access to the documents and information you need from virtually anywhere.

Lync Online

Lync Online is a next-generation cloud communications service that connects people in new ways from anywhere by using presence, instant messaging, audio/video calling, and rich online meetings with audio, video, and web conferencing. Lync Online transforms interactions with colleagues, customers, and partners from today's hit-or-miss communication to a more collaborative, engaging, and productive experience.

Subscription Plans

Plan P1:

- For individuals and small offices requiring no more than 50 licenses

Plan K1:

- For users without a dedicated PC that need occasional access to Web email and internal sites
- Online viewing of Office documents

Plan K2:

- For users without a dedicated PC that need occasional access to Web email and internal sites
- Online viewing and basic editing of Office documents

Plan E1:

- For users that need communication and collaboration tools accessible from PCs, the Web and mobile devices



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Plan E2:

- For users that need communication and collaboration tools and online-only access to Office documents with the Office Web Apps

Plan E3:

- The best plan for users that need complete productivity, communication and collaboration tools with the full Office suite, including Office Web Apps

Plan E4:

- For users that need complete productivity, communication and collaboration tools with the full Office suite, including Office Web Apps and on-premises server rights for enterprise voice capabilities

Office 365 Pricing

Plan	USD Per User/Month
Package Plans	
P1	\$6.00
E1	\$10.00
E2	\$16.00
E3	\$24.00
E4	\$27.00
K1	\$4.00
K2	\$10.00
Exchange Online	
Exchange Plan 1	\$5.00
Exchange Plan 2	\$10.00
Exchange Online Archiving	\$4.00
Exchange Online Kiosk	\$2.00
SharePoint Online	
SharePoint Plan 1	\$5.25
SharePoint Plan 2	\$10.25
Lync Online	
Lync Plan 1	\$2.00
Lync Plan 2	\$6.50
Stand Alone Plans	
SharePoint Online Extra Storage	\$2.50
SharePoint Online Partner Access (min 50 licenses)	\$2.00
Office Professional Plus (annual subscription)	\$12.00
Office Professional Plus (monthly subscription)	\$15.00
Office Web Apps w/SharePoint Plan 1	\$11.25
Office Web Apps w/ SharePoint Plan 2	\$16.25



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Office 365 Feature Comparison across Plans

Features / Plans	P1	K1	K2	E1	E2	E3	E4
Exchange Online - mailbox with archiving plan	●	●	●	●	●	●	●
SharePoint Online collaboration sites	●	●	●	●	●	●	●
Office Web Applications – Viewing documents	●	●	●		●	●	●
Office Web Applications – Editing documents	●		●		●	●	●
Lync Online - instant messaging and online meetings	●			●	●	●	●
Advanced administration capabilities, Active Directory integration and 24/7 support				●	●	●	●
License rights to access on-premises deployment of Exchange Server, SharePoint Server and Lync Server				●	●	●	●
Complete and full-featured set of office productivity applications with Office Professional Plus						●	●
Visio Services and Access Services with SharePoint Online						●	●
Advanced archive capabilities, unlimited email storage, and hosted voicemail with Exchange Online						●	●
Full enterprise voice capabilities on premises with Lync Server on-premises							●

External user licenses (Partner Access Plan). External user licenses allow limited access to Office 365. This license has view-only rights, no My Site, and no additional storage.



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SharePoint Online Feature Comparison across Plans

Plan	P1 For Small Businesses	K1/K2 For Kiosk Workers	E1/E2 / SharePoint Online Plan 1	E3/E4 / SharePoint Online Plan 2
Team Sites	●	●	●	●
Simple Public-Facing Site	●		●	●
Site Designer (ribbon tool used to edit the simple public-facing site)	●	●	●	●
SharePoint Designer 2010	●	●	●	●
Custom Workflows	●	●	●	●
Sandbox Solutions (PTC)	●	●	●	●
My Site			●	●
Enterprise Features (Forms Services, Excel Services, Visio Services)				●
Access Services	●			●
Business Connectivity Services (BCS)				
Site Collections	Single Site Collection		Up to 300	Up to 300
Office Web Apps integration	View & Edit	View only for K1 View & Edit for K2	View only for E1 View & Edit for E2	View & Edit
Search (across Site Collections)		●	●	●
Basic External Document Sharing	Up to 50 free.		First 50 free.	First 50 free.
Storage	10GB + 500MB per USL	10GB + 0MB per USL	10GB + 500MB per USL	10GB + 500MB per USL
Buy additional storage		●	●	●
Max Org Users	Up to 50	TBD	TBD	TBD
Administrator	Within Single Site Collection		Tenant level.	Tenant level.
Support	Community	24x7 phone support for Admin	24x7 phone support for Admin	24x7 phone support for Admin



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USL - User Subscription License

Storage

SharePoint Online allocates an initial 10GB of storage plus 500MB for each user. This storage is pooled and available for allocation across multiple site collections. For example, an organization of 1,000 users by default would have a base of 510,000MB (510GB) of storage.

In addition, users can purchase more SharePoint Online storage in GB increments charged monthly, currently \$2.50USD/GB/month.

Site Storage Quotas

The SharePoint Online service administrator can set the storage limits for site collections and sites created by users. The minimum storage allocated to a new site collection is 24MB. The maximum storage available for any site collection is up to 100GB. The maximum SharePoint Online storage available to a single company's tenancy is up to 5 terabytes (TB).

Site Collections

SharePoint Online lets users allocate their available storage space across up to 300 site collections. A site collection consists of a top-level site and its subsites. Site collections are often based on departmental boundaries. My Sites (personal site collections) do not count against this overall number of team site oriented site collections, nor do My Sites pull from the pool of storage; each My Site, once provisioned, is allocated 500MB of personal storage.

Microsoft Office Professional Plus for Office 365

Office Professional Plus for Office 365 includes the same applications that are available in the Microsoft Office Professional Plus 2010 client suite. These include the following:

- Microsoft Access
- Microsoft Excel
- Microsoft InfoPath
- Microsoft OneNote
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft SharePoint Workspace
- Microsoft Word

Office Professional Plus can be purchased as an annual or monthly subscription as an add-on service to Office 365 E Plans. Office Professional Plus for Office 365 includes new activation technology that enables a monthly subscription model. Every month, Office Professional Plus automatically verifies the status of a user's subscription. The validation process requires Internet access. If the user's subscription cannot be verified, Office Professional Plus enters a 30 day grace period.



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Browser Support

SharePoint Online users can access SharePoint Online sites and information by using several common web browsers. Supported browsers are:

- Internet Explorer 7
- Internet Explorer 8
- Firefox 3
- Safari 3.1.2 (with Macintosh OS X 10.5)

Mobile Device Support

SharePoint Online sites can be viewed on the following mobile devices:

- Windows Phone 7 (both IE mobile and the Office Hub)
- Windows Mobile 6.1 + (IE mobile and Office Mobile 2010 (for 6.5.x devices))
- Nokia S60 3.0 +, E series and N series devices
- Apple iPhone 3.0 +
- Blackberry 4.2 +
- Android 1.5 +

Deleted Item Recovery

SharePoint Online users have a Recycle Bin where deleted content is stored. They can access the Recycle Bin to recover deleted documents and lists if they need to. Items in the Recycle Bin are retained for 30 days.

Data Backup

Data protection services are provided to prevent the loss of SharePoint Online data. Backups are performed every 12 hours and retained for 14 days. Note that this describes the data backup services as offered when SharePoint Online is generally available.

Service Level Agreement

Microsoft Online Services guarantees you 99.9% uptime for all Office 365 services in our Service Level Agreement (SLA). These service levels are financially backed. That means, if Microsoft does not meet the terms of your Service Level Agreement, you are eligible to receive service credits equal to a percentage off your total monthly bill.

These are the services credit tiers for any loss of monthly uptime:

Monthly Uptime Percentage	Service Credit
< 99.9%	25%
< 99%	50%
< 95%	100%



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Virus Filtering

Forefront Security for SharePoint is included with SharePoint Online to help protect the SharePoint Online environment from viruses while maintaining uptime and optimizing performance.

Forefront Security for SharePoint provides comprehensive protection for SharePoint document libraries using multiple scan engines and content controls to help eliminate documents that contain malicious code.

Site Language Selection

SharePoint Online provides support for the following **40** languages within both the SharePoint Online Administration center and main SharePoint Online sites within a customer's tenancy:

Arabic, Chinese (Simplified), Chinese (Traditional), Czech, Danish, Dutch, English, Finnish, French, German, Greek, Hebrew, Hungarian, Italian, Japanese, Korean, Norwegian, Polish, Portuguese (Brazil), Portuguese, Russian, Spanish, Swedish, Thai, Turkish, Basque, Bulgarian, Catalan, Croatian, Estonian, Galician, Hindi, Kazakh, Latvian, Lithuanian, Romanian, Serbian Latin, Slovak, Slovenian, and Ukrainian.

Service administrators can select a language at the time they create a site collection. Different site collections, as well as subsites within a collection, can be created in different languages.

Custom Development and Extensibility

•**Configuration by using the browser** Customizations that you can perform by using the SharePoint Online user interface in your browser. For example, you can edit page layouts, add and customize the default Web Parts, add lightweight Microsoft Silverlight widgets to a page, or embed jQuery code in a Content Editor Web Part.

•**Customization by using SharePoint Designer** Microsoft SharePoint Designer 2010 is a Web and application design program you can use to design, build, and customize your websites within SharePoint Online. With SharePoint Designer 2010, you can create data-rich webpages, build powerful no-code workflow-enabled solutions, and design the appearance and behavior (look and feel) of your site. Customizations that you can perform in SharePoint Designer are generally declarative, and can also employ client-side scripting.

•**Developing SharePoint Online solutions that contain custom code** In the Office 365, developers can upload custom code into SharePoint Online with the new Sandboxed Solution feature inherited from SharePoint 2010, plus the use of Silverlight and the client object model.