

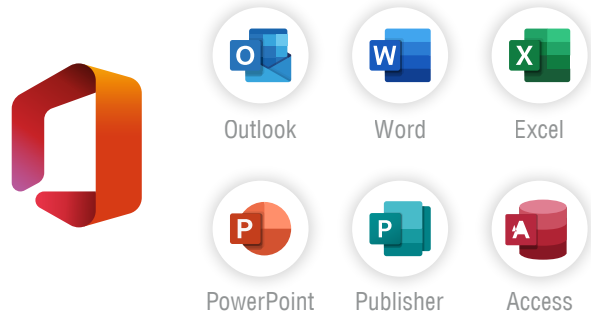


Expand your scope of productivity with Office for desktop by upgrading to **Microsoft 365 Business Standard**

Access the most advanced features of Microsoft Office software

Most features of the desktop versions of Office software are not supported in the Office version on the web. Enjoy full and always up-to-date versions by installing Office apps on **5 mobile devices, 5 tablets and 5 PCs or Macs** per user.

In addition, **Microsoft Business Standard** includes all the features of Microsoft Business Basic.



Streamline appointment scheduling and management with **Bookings**, an easy-to-customize tool. Help your staff stick to their schedule and avoid double bookings. Easy-to-navigate web page lets your clients find and book appointments 24 hours a day.



Accurate mileage tracking and reporting in the palm of your hand with **MileIQ**. Works in the background while you are driving. Automatically classify frequent trips. Keep an accurate record of your mileage.



Exchange Online



Teams



OneDrive



Planner



SharePoint



Forms



Power Automate & Power Apps

Collaborate in real time and increase your employees' productivity with professional tools.