



## CHANGE HOW YOU WORK.

Microsoft Office 365 is a cloud-based solution and the world's leading productivity platform. Your workforce can access the necessary tools and information whenever and wherever they want. Shared calendars, instant messaging and web conferencing lets your team work together in real time, securely.

### Office 365 will help you:

- Avoid large up-front costs for new software: Office 365 is a monthly subscription service
- Cut hardware and energy costs: Office 365 is a cloud-based solution, no hardware required
- Scale your business quickly: Adding a new user is as simple as buying an additional license
- Stay up-to-date: Always up to date, no patches or software upgrades necessary
- Pay only for what you need: There are many plans to fit the needs and price points for each user in your organization

### OUR TEAM WILL:

- Identify the right licensing options and plans for your business
- Perform migration services including transition and setup, tenant creation, data planning and migration, and hybrid configuration setup
- Provide ongoing support and management with end-user support and troubleshooting from our 24/7 service desk

### WITH OFFICE 365 YOU'LL GET

- Business-class email
- Online meetings
- Private social networking & collaboration
- Online document storage & file sharing
- Simplified I.T. Management

Gold  
**Microsoft Partner**



**Ricoh IT Services** specializes in the design, implementation, security and support of infrastructure, cloud, and networking systems. We are focused on empowering the growth of your business

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