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## C Office 365

## The new way to get things done

Your complete Office in the cloud

Office 365 is your personal Office and more. It lets you work from anywhere, on any device, whether you're online or offline. It helps you do your best work, the way you want to, wherever you are. That means more powerful tools for creating content, better ways to work together, and easier ways to share.

And that's just the beginning.

Check out the scenarios in this book to see some of the ways Office 365 can help you get things done, better, together.

# **GETTING STARTED**

Office 365 is all about making you and your team more productive from anywhere, on any device.

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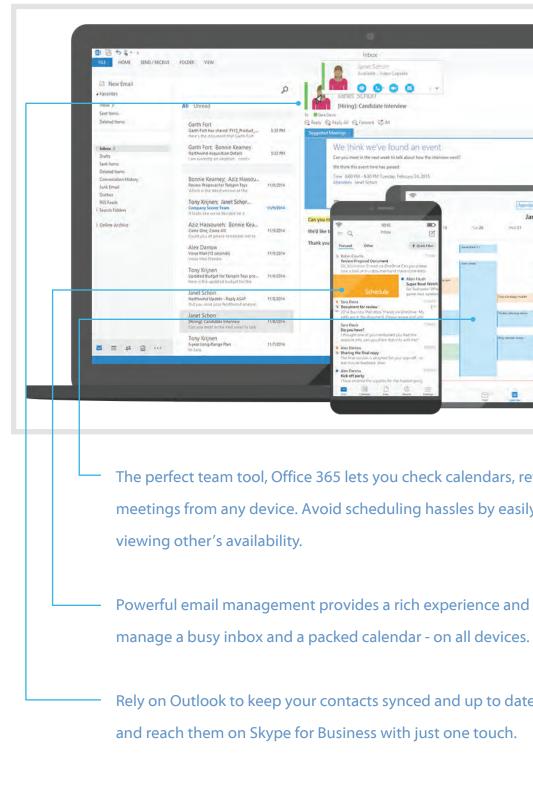


#### **GETTING STARTED**

## Emails & calendar on the go

With Office 365 your team stays connected, even on the move, with email and calendars you can access from anywhere. Coordinate meetings on the go, access synchronized contacts, check task lists, and use intelligent tools to manage email. This easy access from virtually any device means you'll never be out of touch.





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The perfect team tool, Office 365 lets you check calendars, retrieve contacts and set up meetings from any device. Avoid scheduling hassles by easily sharing calendars and

Powerful email management provides a rich experience and the tools you need to

Rely on Outlook to keep your contacts synced and up to date across all your devices,

#### **GETTING STARTED**

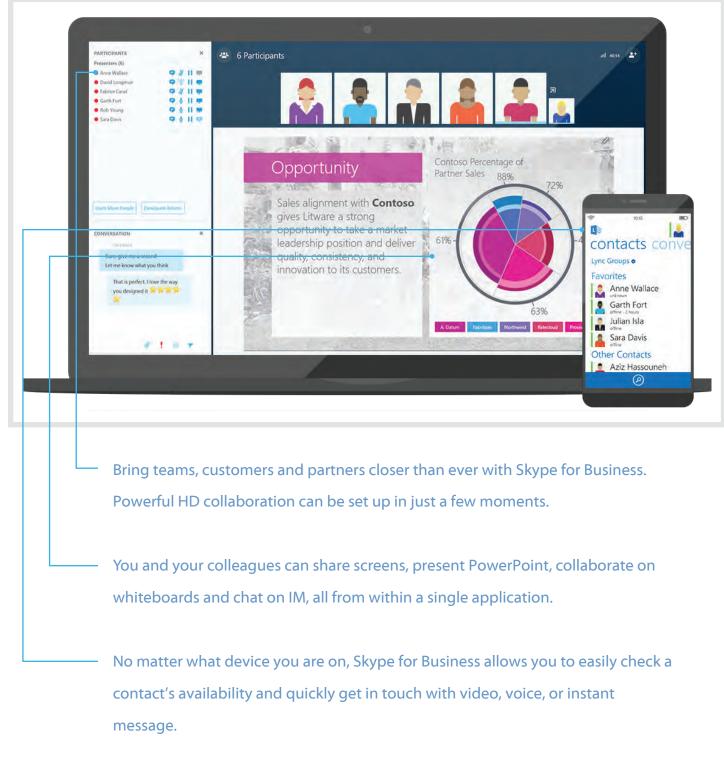
## Run more effective meetings

You need to get the right people working together to get the work done - which is not always simple in our on-the-go world. Office 365 makes it easy for people to meet and connect online, from wherever they are, on multiple devices. With Skype for Business, people can join or start a meeting in just one click, whether across the hall or across the globe. Video, screen sharing, and real-time note-taking help meetings matter, producing actionable results and decisions for your team.

Our designers share drawings with customers and have valuable conversations through Lync\*. We don't have to be in the same room to work closely with customers, which means we take care of their needs a lot faster now.

Fred Patterson, Vice President of Product Engineering, Kennametal

\*Now Skype for Business



### **REAL-TIME COLLABORATION**

Office 365 makes it easier to work on content with other people.



#### **REAL-TIME COLLABORATION**

## Work on content together

Crunching the numbers doesn't have to be difficult. Excel lets you gather a lot of information from different people and departments into a single spreadsheet, document or presentation. Best of all, you can work with more than one person—even your whole team—on the same file at the same time. Working together doesn't just make life easier, it also helps boost productivity and can lead to new insights that can be easily shared with anyone in your organization.

In the past, our financial manager would have had to extract data, send it to the IT department, and wait weeks for a custom report.

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anada	Cameras & Camcorders	\$147,402	\$130,000	\$120,000	\$130,000	\$527,402	\$550,000	0	-4.1%	\$589,608
anada	Cell Phones	\$42,298	\$40,000	\$45,000	\$45,000	\$172,298	\$175,000	0	-1.5%	\$169,194
Canada	Computers	\$131,822	\$140,000	\$150,000	\$150,000	\$571,822	\$560,000		2,1%	\$527,290
Canada	Home Appliances	\$323,642	\$300,000		\$350,000	\$1,293,642	\$1,400,000		-7.6%	\$1,294,56
Tanada	TV & Video	\$74,876	\$70,000	\$60,000	\$50,000	\$254,876	\$250,000		2.0%	\$299,505
rance	Audio	\$43,135	\$40,000	\$45,000	\$45,000	\$173,135	\$175,000	0	-1.1%	\$172,541
rance	Cameras & Camcorders	\$513,915	\$500,000	\$600,000	\$650,000	\$2,263,915	\$2,000,000		13.2%	\$2,055,66
rance	Cell Phones	\$108,389	\$124,000	\$160,000	\$180,000	\$572,389	\$500,000		14.5%	\$433,556
rance	Computers	\$705,394	\$700,000	\$600,000	\$560,000	\$2,565,394	\$2,750,000		-6.7%	\$2,821,57
rance	Home Appliances	\$553,963	\$565,000	\$575,000	\$600,000	\$2,293,963	\$2,250,000		2.0%	\$2,215,85
irance	TV & Video	\$418,847	\$400,000	\$350,000	\$325,000	\$1,493,847	\$1,500,000		-0.496	\$1,675,38
Sermany	Audio	\$72,748	\$75,000	\$80,000	\$85,000	\$312,748	\$300,000		4.2%	\$290,993
ier many	Cameras & Camcorders	\$663,792	\$660,000	\$650,000	\$600,000	\$2,573,792	\$2,000,000		28.7%	\$2,655,16
iermany .	Cell Phones	\$220,357	\$225,000	\$240,000	\$275,000	\$960,357	\$1,000,000	0	-4.0%	\$881,428
Sermany .	Computers	\$744,007	\$750,000	\$800,000	\$900,000	\$3,194,007	\$3,000,000		6.5%	\$2,976,02
ier <mark>many</mark>	Home Appliances	\$499,588	\$500,000	\$515,000	\$525,000	\$2,039,588	\$2,250,000		-9.4%	\$1,998,35
iermany	TV & Video	\$417,533	\$400,000	\$420,000	\$430,000	\$1,667,533	\$1,500,000		11.2%	\$1,670,13
Inited States	Audio	\$669,653	\$675,000	\$690,000	\$700,000	\$2,734,653	\$2,750,000		-0.6%	\$2,678,61
Inited States	Cameras & Camcorders	\$6,049,805	\$6,000,000	\$6,250,000	\$6,500,000	\$24,799,805	\$25,000,000	0	-0.8%	\$24,199,22
Inited States	Cell Phones	\$1,503,222	\$1,500,000	\$1,400,000	\$1,400,000	\$5,803,222	\$6,000,000	0	-3,3%	\$6,012,88
Inited States	Computers	\$7,059,337	\$7,000,000	\$7,000,000	\$7,500,000	\$28,559,337	\$27,500,000		3.9%	\$28,237,34
Inited States	Home Appliances	\$4,908,178	\$5,000,000	\$5,000,000	\$5,000,000	\$19,908,178	\$20,000,000	0	-0.5%	\$19,632,71
United States	TV & Video	\$4,321,465	\$4,000,000	\$4,100,000	\$4,200,000	🚨 Katie Jorda	\$16,000,000		3.9%	\$17,285,86
					TOTAL	\$121,471,029	\$119,510,000		1.6%	
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