

## COLLABORATE IN REAL TIME



With **Microsoft Teams**, view, share and co-edit files securely in real time. Combine chat, voice, and video calls in one app.



Get 1TB of online storage with **OneDrive** to create, edit, and share documents, photos, and more from anywhere, on all your devices.



Use team sites to educate and engage members of your organization, and to connect your users to content, skills, and procedures through **SharePoint**.



With **Microsoft Forms**, you have a simple form to create polls, surveys, and quizzes. Collect data and visualize it in real time with automatic charts.



**Organize your team's work** with intuitive, collaborative, and visual task management thanks to **Planner**.



**Automate your workflows** directly with a no-code approach that connects to hundreds of popular apps and services with **Power Automate & Power Apps**.



Access the web version of **Word**, **Excel** and **PowerPoint** from anywhere and collaborate in real time with others on documents right from your favorite browser.



In addition, the **Microsoft 365 Business Basic** plan contains **Exchange Online** allowing you to enjoy business email.