



Service Description: Microsoft Online Services

PART A - SERVICE DETAILS

We will provide Microsoft Online Services (Office 365) Licensing and support to you.

1. Service Overview

Microsoft Online Services or “Office 365” refers to subscription plans that include access to Office applications plus other productivity services that are enabled over the Internet (cloud services), such as Lync web conferencing and Exchange Online hosted email for business and additional online storage with OneDrive for Business.

All Office 365 plans are paid for on a subscription basis.

The following Office 365 plans include the desktop version of the latest Office applications, which users can install across up to 5 computers and devices:

- Small Business Premium (Plan P2)
- Midsize Business
- Office 365 Business
- Office 365 Business Premium
- Enterprise (Plan E3)
- Enterprise (Plan E4)
- Office ProPlus

Those Office 365 plans that include the desktop version of the latest Office applications allow you to work offline and the next time you connect to the Internet all your work will automatically sync. Your desktop version of Office 365 is also automatically kept up to date and upgraded when you connect to the Internet.

The online only Office 365 plans are compatible with existing desktop versions of the latest version of Office, Office 2010, Office 2007 (with slightly limited functionality), Office 2011 for Mac and Office 2008 for Mac.

Internet access is required to install and activate all Office 365 plans and to manage your subscription account. Internet connectivity is also required to access Office 365 cloud productivity services, including email, conferencing, IT management and other services.

Office 365 is highly scalable and can support everything from a one-person business to companies with tens of thousands of users:

- Office 365 Small Business plans are best for companies with up to 10 employees and can accommodate up to 250 users.
- Office 365 Midsize Business is best for companies with 11 to 250 employees and can accommodate up to 300 users.
- Office 365 Enterprise plans fit organizations ranging in size from a single employee to 50,000-plus users.



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2. Related Information

- Individual services for Enterprise: in addition to the Enterprise plans the following individual services can be purchased:
 - Exchange Online (Plan 1 and Plan 2),
 - SharePoint Online (Plan 1 and Plan 2)
 - Lync Online (Plan 1 and Plan 2)
 - Kiosk plans are also available for deskless workers.
 - Project Pro for Office 365 and Project Online
 - Visio Pro for Office 365
 - Windows Intune
 - Office ProPlus
 - Power BI
- The following add-ons are available for Enterprise and Midsize Business plans:
 - Office 365 Extra File Storage
 - Exchange Online Archiving (EOA) for Exchange Online Customers
 - Lync Online (Plan 3) 'Add-on'

Office 365 provides the following mobile apps that can be used:

- Office Mobile: Now available for select models of iPhone and Android phones, in addition to being preinstalled on Windows Phone 8.
- Any Office 365 subscription plan that includes the full Office desktop applications includes the license for Office Mobile. You will need to sign in to your Office 365 subscription on first run to activate Office Mobile. Please note that an Office 365 subscription is not required to activate and use Office Mobile on Windows Phone 8.
- Outlook Mobile: Windows Phone 8 includes a pre-installed version of Outlook that you can use to access your Outlook.com, Office 365, or Exchange email.
- OneNote: You can use the mobile OneNote app to access your notes while on the go. This app is available on Windows Phone 8, iPhone, iPad and Android phones.
- OWA: If you have an Office 365 subscription that includes Exchange Online, you can use the OWA app to sort, scan, and respond to email, and stay on top of your schedule. This app is available on iPhone and iPad.
- SharePoint Newsfeed: You can use the SharePoint Newsfeed app to access your newsfeed from your mobile device. This app is available on Windows Phone 8, iPhone, and iPad.
- Office for iPad: If you have an Office 365 subscription that includes downloadable versions of Office software, then you can use the Office for iPad apps (Word, Excel, PowerPoint) to edit Office documents.
- Office apps for mobile: If you have an Office 365 subscription that includes downloadable versions of Office software and you have a supported mobile device and mobile operating system, then you can use the Office for iPad apps (Word, Excel, PowerPoint) to edit Office documents.

PART B - PRICING

You may choose one or a combination of licences to meet you requirements. All licences are charged on a per-seat (per user) basis.



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- (1) Charges are valid for 12 months from the Commencement Date. At the end of that period these charges will be subject to change
 - (2) A minimum 12 month term applies for each license purchased.
 - (3) Early termination charges apply. Notwithstanding anything else in this Agreement, if you terminate the Agreement or cease any of the Microsoft Online Services during the initial term, we may require you to pay 25% of all service charges owed for the remainder of the term.
 - (4) GST is payable in addition to the prices listed for Office 365.
 - (5) Minimum operating systems specifications are required to be met in order to use Office 365.
 - (6) You cannot combine the Office 365 Small Business plans with Office 365 Midsize Business plan
 - (7) Office 365 Small Business can only be combined with an Office 365 Small Business Premium subscription or Office 365 ProPlus and Windows Intune.
 - (8) An Office 365 Midsize Business subscription cannot be combined with Office 365 Small Business or Office 365 Small Business Premium or any of the Enterprise Plans



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PART C - SPECIFIC TERMS

1. You agree that you will comply with Microsoft's Online Use Terms. These terms are available from us on request or at www.vodafone.co.nz/terms.
2. You agree that the privacy statement set out at www.vodafone.co.nz/terms is applicable to your use of the Services and your information used in conjunction with the Services. This statement is also available from us on request.
3. To the extent permitted by law, Microsoft Corporation (including its affiliates or suppliers) will not be liable to you for any damages, whether direct, indirect or consequential, arising from the use of the Services set out in this Service Description. This clause is for the benefit of Microsoft Corporation (and its affiliates or suppliers)
3. We, and not Microsoft, will provide support for the Services set out in this Services Description in accordance with the Microsoft Online Services Standard SLA (Schedule 2A).