

LAUNCH TO THE CLOUD

Microsoft Cloud for Health Care



1 Microsoft 365 for Business

Reimagine the way you work with Microsoft 365 and Microsoft Teams.



Be productive anywhere

Get work done and stay connected whether you're working remotely or onsite.

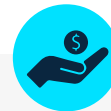
- Chat, call, and host meetings
- Share documents in the cloud
- Collaborate using Office apps
- Connect via email and calendar



Secure your business

Help safeguard business data with built-in security features.

- Defend against cyberthreats
- Make customer data more secure
- Help secure your devices
- Manage users and devices



Get a cost effective solution

Streamline IT setup, management, and costs with a single productivity solution.

- Improve user productivity
- Save on automation and IT costs
- Consolidate vendor spend
- Reduce cost of security risks

2 Microsoft Bookings

A simpler way to organise schedules and manage appointments.



Simplify scheduling to save time

Save time when scheduling with Microsoft Bookings. Customise appointment details, booking requirements, and specify service providers to streamline the booking experience for you and your customers.



Meet virtually with Microsoft Teams

Make your Microsoft Bookings meetings virtual with Microsoft Teams. Every appointment booked as an online meeting creates a meeting link that everyone can join virtually from anywhere.



Customise appointments to your business

Microsoft Bookings has flexibility and customisation options to fit a variety of scheduling needs across departments, individuals, and types of appointments. Create and manage multiple Bookings calendars, each with their own unique setup.



Provide your clients flexibility, convenience and control

Microsoft Bookings offers more options for your customers when they visit your booking page, book an appointment, or get a confirmation email and calendar invitation. Customers who book an appointment online can easily reschedule or cancel it themselves to keep everyone in sync.

+ Basic Features



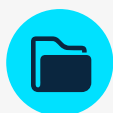
Automatic replies:

By allowing you to create a message that's automatically sent to anyone who contacts you via email, this feature makes it easy to let others know that you're out of the office, when you'll be back, and who they should contact in your absence.



Applying rules:

Rules are actions that you can automatically apply to incoming and/or outgoing messages. They give you the freedom to choose what triggers a rule – and which actions are taken once they're triggered. For instance, if you want all messages from your boss to go to a special folder, you can arrange that by setting a rule. Or, if you want to immediately delete messages with "enroll today" in the subject, you can create a rule that will make that happen.



Folders:

Most free email services offer some type of organizational feature, like folders, that allow you to manually sort and store messages based on whatever system works best for you. For instance, if you're working on "Project X," you can create a folder titled "Project X" and manually transfer all of the messages pertaining to the project over to the folder – which makes it easy to keep records of any communication related to the project. Or, if you're researching pricing on a product that your company needs, you can create a folder for all of the messages and estimates you've received to date – and have them in one convenient place.

+ Additional Features with Enterprise Email Services

Of course, when you need the power to do more than basic features will allow, enterprise email may be the answer. And although every email client is different, some of the types of features you can expect to find in an enterprise solution include:



Secure email communication and storage:

Using encryption and a wide range of advanced security features, many enterprise email solutions have the power to keep all of your messages safe – in transit and in your inbox.



Shared calendars:

With shared calendars, you can see when someone (or your entire team) is available for meetings, which makes it easy to schedule them, and other group events, at times that are convenient for everyone. Shared calendars can also be a great way to let people know you'll be out of the office. Just add a calendar item for your vacation and block the time accordingly, then everyone with access to the calendar can tell when you'll be gone.



Message several people using a single email alias:

Some email services make it easy to message all of the people you work with on a certain project at once – using just one name. So, if you work with, say, 10 people on a project, you can place those 10 people into a group and call it "Team Project X," and message those 10 people any time you address an email to "Team Project X" – which makes it easy to share files and keep everyone informed.



Email retention:

In order to comply with industry and government regulations, and your own corporate governance standards, archiving your company's email messages is critical. Fortunately, most enterprise email solutions give you the power to set your own retention policies so you can archive what you need – for however long you need.