

OFFICE + EMAIL + PROTECTION + BACKUP

OFFICE APPS



Office 365

An Office365 package will give you and your staff reliable email, document storage and collaboration, backups and support.

50GB Mailbox that synchronises perfectly with Outlook on your computers, and Outlook on your mobile devices.

Shared Calendars that synchronise with your calendar programs and apps, and allow shared or private entries.

1TB Cloud Data Storage for documents and files that can be shared across your organisation. Permission levels allow data security among different staff.

Document Collaboration which allows multiple people to edit a single document at the same time.

Online versions of Outlook, Word, Excel and Powerpoint that can be used through any web browser.

Live Office Chat for conversations that are more efficient than email, but are still stored for reference in the future. This also allows guests to be added to certain chats. Users can join chats anywhere in the world.

Audio and Video Calls, and Screen Sharing to connect you and your staff in the most efficient and fastest ways.

Non-Microsoft Backup to ensure Microsoft's small retention periods don't lead to loss of important data (Optional).

Support from Sympact (a Microsoft Partner company) means you have 24/7 support from the company that manages your Office365 subscription.

Costs:

- ★ **Includes online version of Office:** \$7.00 per user per month.
- ★ **Includes desktop version of Office:** \$18.00 per user per month.
- ★ **AvePoint Office365 Backup:** \$7.50 per user per month.

Bitdefender®

Bitdefender is an enterprise level anti-virus, anti-malware and anti-phishing security system.

Multiple layers of security for endpoints: antivirus and antimalware with behavioral monitoring, zero-day threat protection, application control whitelisting, sandboxing, firewall, device control and content control with anti-phishing and anti-spam for Exchange mail servers.

Managed and Monitored by Sympact: your Bitdefender installation will be managed by Sympact, where your licence, updates and threats will be monitored daily. This means your antivirus never expires and is monitored by the people that manage your network.

Cost: 3-14 licences is \$64 and over 14 licences is \$55 - per device per year.

Bitdefender®

Bitdefender also offers Email Security to add essential threat prevention to your Microsoft 365:

Bitdefender GravityZone Email Security is a comprehensive email protection solution that covers all email security needs.

It offers your organization complete business email protection that goes beyond malware and other traditional threats such as spam, malware, large-scale phishing attacks and malicious URLs.

This system stops malicious emails before they reach your mailbox.

It also stops modern, targeted and sophisticated email threats including Business Email Compromise (BEC) and CEO fraud.

Cost: \$70 per mailbox per year. A minimum of 5 licenses is required to purchase.



SkyBase is a cloud-based system for collecting and storing operational information & documents.

Built for your business: SkyBase is designed for your business with each section configured with fields and options that you need.

These extensive features that will make the information management in your business more accessible, efficient and reliable:

Managing Your Database Records:

- ★ **Dashboard:** View all your records, filtered how you want to see them.
- ★ **Quick Add:** Add new items from your dashboard using the one-line entry box.
- ★ **File Storage:** Upload documents for secure storage and easy access
- ★ **Auto-Fill:** Easily add regular content with one click
- ★ **Archive:** Data is backed up on every save for historical review or rollback
- ★ **Access Control:** Control which areas or items are accessible per user
- ★ **Linked Items:** Each item can be linked to other items for cross-reference
- ★ **Journal Entries:** Every item has a journal for recording notes and activities.

Date-Based Management:

- ★ **Drag-and-Crop Calendar:** Each item that has a date field can be viewed and adjusted on the on-screen calendar.
- ★ **Share and Embed:** Calendar items can be shared, or added to your own calendars such as Google Calendar or Outlook.

Communication Tools:

- ★ **Email Conversations:** Send and receive emails from within SkyBase to keep all details of an item together (and get a copy to your inbox as well)
- ★ **Bulk Email:** Sent pre-written yet customised emails to your contacts
- ★ **Daily Reports:** Each morning receive a range of filtered lists and reports.

External Access:

- ★ **Web Forms:** Allow external parties to add records through smart forms.
- ★ **Customer or Staff Dashboard:** Allow people to access their own items with the ability to edit certain fields. No login needed as accessed via secure link.

Cost is \$99/month for unlimited users and 10GB of storage (more on request).



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