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## Join the Office 365 community with 10 FREE licenses!

**Office 365 Plan P is specifically designed for small and medium sized businesses with up to 10 staff.**

**Click here** for your FREE 30 day trial - explore all the features in the 'Plan P' version of Microsoft Office 365.

You can easily continue using Office 365 beyond the 30-day trial period if you choose to purchase.

## What's included in your FREE 30 day 'Plan P' trial offer?

Microsoft Office 365 (Plan P1) is a subscription service that combines the familiar Microsoft Office Web Apps with online versions of our next-generation communications and collaboration services:

- Email & Calendar
- Office Web Apps
- Websites and Collaboration
- Instant Messaging (IM) and Online Meetings

## Is an Office 365 'Plan P' right for your organisation?

For an optimal Office 365 (Plan P1) experience, please evaluate the system requirements to ensure that you understand the Office 365 (Plan P1) programme:

- During the trial, there is a 25 user limit per account.
- You will be able to get access to community-assisted support on our [Office 365 Community site](#).
- [Learn more about the essential and recommended system requirements](#).
- Users of the trial version will have 30 days from trial activation to decide whether to purchase.

## Does your business need Office 365 for enterprises?

**Click here** to see the [Office 365 Medium Business Packages](#) if you have more than 10 employees or need any of the following:

- Active Directory Sync – the ability to sync/manage user groups
- Advanced archiving capabilities, such as email archiving for legal compliance
- Phone support 24 hours a day, seven day a week
- The full Microsoft Office Professional Plus suite

# Get started with Office 365 Plan P1

After you sign up for the Office 365 (Plan P1), you can explore many exciting areas. Here are a few recommendations to get you started. Visit the [Office 365 Community site](#) for more information.

## **Explore the Office 365 Portal**

After you sign in to Office 365, you will see the Office 365 Portal. As an administrator, you have access to administrator-specific areas of the portal to help you manage your user accounts and services.

## **Set up email**

You can manage your company's email settings, create distribution lists, manage shared resources, and manage your users' mailboxes.

## **Create a team site**

As the first administrator of your company's services, you are also a global administrator on the Microsoft SharePoint Online site. You can start building your company's team site to share documents and collaborate. As you create new user accounts, you must decide which accounts to add to your sites.

## **Instant messaging (IM), video calls, and online meetings**

Microsoft Lync Online provides embedded presence and click-to-communicate capability in Office, enabling users to resolve issues quickly by moving, with context, from IM to audio and video calls and ad-hoc online meetings. Also, users can conduct scheduled online presentations with colleagues and customers that include audio, video, screen sharing, and a virtual whiteboard.

# System requirements

To get the best experience, we recommend that customers meet our system prerequisites. For example, the prerequisites for the Office 365 (Plan P1) include web browser support. The Office 365 service will not work if customers are using Internet Explorer 6 or if they try to connect with Office 2003. If you do not have these system requirements, you can still use our current [Microsoft Business Productivity Online Services](#), which has millions of business users today.

## Operating systems

- Windows 7
- Windows Vista with Service Pack 2
- Windows XP with Service Pack 3
- Windows XP Home Edition is supported, but it will not support federated identity
- Windows XP Media Center Edition is supported, but it will not support federated identity
- Mac OS X 10.5 Leopard, 10.6 Snow Leopard

## System software

- Microsoft .NET Framework 3.0 (for Windows XP)
- Java client 1.4.2 (for Macintosh OS X)

## Office clients

- Microsoft Office 2010 or Office 2007 Service Pack 2
- Office 2008 for Mac and Microsoft Entourage 2008 Web Services Edition
- Office 2011 for Mac and Outlook 2011 for Mac
- .NET Framework 2.0 or later
- Microsoft Lync 2010

## Client applications

- Services Connector

## Browser software—Microsoft Online Portal

- Internet Explorer 7 or later
- Mozilla Firefox 3.x
- Apple Safari 3.x

## Browser requirements—Microsoft Outlook Web App

- Internet Explorer 7 or later
- Firefox 3 or later
- Safari 3 or later on Macintosh OS X 10.5
- Chrome 3 and later versions
- Outlook Web App also has a light version that supports a reduced feature set on almost any browser



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## Detailed Microsoft Office 365 System Requirements

### Office 365

#### Client software requirements

Software	Supported Versions
Office clients	Microsoft Office® Professional Plus Microsoft Office® 2010 Office 2007 SP2 ** Office 2008 for Mac & Entourage 2008 Web Services Edition Office 2011 for Mac and Outlook 2011 for Mac Microsoft Lync™ 2010
Operating systems	Windows 7 Windows Vista SP2 Windows XP SP3 with RPC over HTTP patch  Windows XP Home Edition , Windows XP Media Center Edition MAC OS X - 10.4 (Tiger), 10.5 (Leopard), 10.6 (Snow Leopard)
System software	Microsoft .NET Framework 3.0 (for Windows XP) Java client 1.4.2 (for Macintosh OS X)
Client applications	Microsoft Office 365 Desktop Setup
Browser software	Microsoft Internet Explorer 7, 8 or 9 Mozilla Firefox 3.x, Apple Safari 3.x

\*\* Office 2003 is not a supported version for Office 365

### Office Professional Plus

#### Client hardware requirements

Component	Requirement
Computer and processor	500 MHz processor; 1 GHz required for Outlook with Business Contact Manager
Memory	256 MB RAM; 512 MB recommended for graphics features, Outlook Instant Search, Outlook with Business Contact Manager, Lync 2010, and certain advanced functionality
Hard disk	3.5 GB available disk space
Display	Display 1024x768 or higher resolution monitor
Operating system	Windows XP SP3 (32-bit), Windows 7, Windows Vista with Service Pack (SP) 1, Windows Server 2008, or later 32- or 64-bit OS.
Graphics	Graphics hardware acceleration requires a DirectX® 9.0c graphics card with 64 MB or more video memory.

Note: These are the same requirements as Office Professional Plus 2010

#### Deployment options

Office 365 install is 750MB+ download	Imaging
Office 365, Windows Live, patches, etc. Planning similar to VL Office 2010 planning Network impact Branch storage ConfigMgr packages and replication (or SWD) Microsoft Branch Cache (Windows Server 2008) Caching servers or appliances	Pre-installed and sysprepped  Pre-staged/Pre-cached install Microsoft Deployment Toolkit 2010 Update 1  <b>Management</b> Firewall policies Security Baseline Group Policy Preferences