Office 365 | Quick Facts

What is it?

Office 365 is a cloud-based, off-site email, calendaring, storage, and collaboration suite from Microsoft. UNC currently uses an on-site Microsoft Exchange system for your email and calendar. Office 365 joins your email, calendar, file storage and Office applications together into one easy-to-access solution. And, it will look & feel just like what you're used to now with Outlook, Word, Excel, etc.!

Why is it better?

- More email storage (Outlook) and file storage (OneDrive)
- Better collaboration options (browser-based editing & sharing)
- Stronger physical and digital security for your information
- 24/7/365 accessibility from anywhere with network connectivity
- Complements the technology environment at UNC-Chapel Hill
- Office applications are automatically updated from the cloud

Quick Comparison

Features	Office 365	Current UNC Environment
Email Storage	**50 GB** *plus unlimited archive storage space*	**2GB**
File Storage	**1 TB** *of OneDrive file storage (for personal or work use, and more secure than Dropbox)*	**None**
File Sharing	**Yes**, *with those internal to UNC*	**No**
File Collaboration	*With Microsoft Online Apps using SharePoint and/or OneDrive*	**None**
Licenses for Office installations	**5** *on desktop computers (including personal devices)* **5** *on mobile devices (tablets and smart phones)*	**1 per work machine (no personal devices)**
Automatic Updates for Office	**Yes**, *all Office applications updated from the cloud*	**No**