

MICROSOFT® OFFICE ONLINE

INFORMATION ABOUT THE SERVICE

Your plan is for a Microsoft® Office Online (formerly Office Web Apps) application which is available through Telstra's T-Suite® web-based portal.

The Microsoft Office Online application is a Microsoft hosted online companion to Microsoft Word, Microsoft Excel®, Microsoft PowerPoint® and Microsoft OneNote® applications, which can help your users view, share and access documents online.

You need these Microsoft applications to use the Microsoft Office Online application and they're not included in your plan.

You need a licence for each user of the application (User SL).

Telstra Apps Marketplace

The Telstra Apps Marketplace is a web-based marketplace that enables you to purchase and manage various software applications that we make available from time to time.

You need an internet connection to access the Telstra Apps Marketplace. To start using the Telstra Apps Marketplace, visit marketplace.telstra.com and create an account.

You may need to meet minimum system requirements to use certain applications available on the marketplace, which will be set out on marketplace.telstra.com and Our Customer Terms.

You're responsible for ensuring that you meet these requirements.

Minimum term

Casual. There is no fixed or minimum term but you need to give us 30 days notice to cancel your Microsoft Office Online application.

What's included

The Microsoft Office Online application enables your users to open documents created using compatible Microsoft Office applications on the users' computers, make light edits to those documents on the web and open those documents again in your users' compatible desktop applications.

The Microsoft Office Online application includes the following features:

- view and edit documents in a browser;
- co-authoring (available for Excel and OneNote, but not for Word and PowerPoint); and
- PowerPoint 2010 Broadcast Slide Show (this feature requires a network service to host the slide show. Presenters can use the PowerPoint Broadcast service or a server that can host Microsoft Office Online (such as Microsoft SharePoint® 2010 or Microsoft SharePoint Online).

INFORMATION ABOUT PRICING

Your minimum monthly charge

Plan	Charge per user per month
Microsoft® Office Online (Plan 1)	\$7.00
Microsoft® Office Online (Plan 2)	\$12.60
Microsoft® Office ProPlus	\$19.14

Early Termination Charge

There's no Early Termination Charge.

OTHER INFORMATION

Manage your service online

You can manage your Telstra Apps Marketplace applications online at marketplace.telstra.com

Billing

The figures in this Critical Information Summary are for a full billing cycle but your first bill may include pro rata charges for part of the month if you started or changed your plan part way through a billing period.

To opt into receiving paperless billing, visit telstra.com/emailbill to request an email bill and/or set up direct debit. For more information on other bill payment options, go to telstra.com/billpay

We're here to help

You'll find more information at marketplace.telstra.com

If you have questions about your bill, need technical or account support, please call the Marketplace team on 1800 878 483 or 1800 808 981 (TTY).

Complaints or disputes

If you need to make a complaint you can:

- call 13 2000 and say "complaint"
- call your Account Representative if you have one
- visit telstra.com/business/complaints

Further investigation

If we can't resolve your complaint to your satisfaction, you can contact the Telecommunications Industry Ombudsman by phone on 1800 062 058. For full contact information go online at tio.com.au/about-us/contact-us

This is a summary only – the full legal terms for this plan are contained in your agreement with Telstra and Our Customer Terms, which is available at telstra.com.au/customer-terms/