

# OUR CUSTOMER TERMS

## CLOUD SERVICES – MICROSOFT CLOUD SERVICES

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Certain words are used with the specific meanings set out below or in the General Terms section of Our Customer Terms.

### 1 ABOUT THE MICROSOFT CLOUD SECTION

- 1.1 This is the Microsoft Cloud Services section of Our Customer Terms. Depending on the nature of the products and services you are receiving under this Cloud Services section, provisions in other parts of the Cloud Services section may apply.
- 1.2 Unless you have entered into a separate agreement with us which excludes them, the General Terms section of Our Customer Terms also applies. See section one of the General Terms of Our Customer Terms at <http://www.telstra.com.au/customer-terms/business-government/index.htm> for more detail on how the various sections of Our Customer Terms are to be read together.
- 1.3 See section one of the General Terms of the Cloud Services section for more detail on how the various parts of the Cloud Services section are to be read together.
- 1.4 The Microsoft Cloud Services are available through the Telstra Apps Marketplace. To use the Telstra Apps Marketplace, you need an internet connection, and need to create an account in that marketplace. You also need to meet any minimum system requirements required to use that marketplace.
- 1.5 The Telstra Apps Marketplace part of the Cloud Services section of Our Customer Terms (available at <https://www.telstra.com.au/customer-terms/business-government/cloud-services>) governs your use of the Telstra Apps Marketplace.
- 1.6 The Microsoft Cloud Services are not available to Telstra Wholesale customers or for resale.

### Applicability

- 1.7 This Microsoft Cloud Services section of Our Customer Terms **applies to you only if:**
  - (a) You are a new customer for Microsoft products through Telstra. We will consider you to be a new customer if you were not receiving Microsoft products through Telstra under the Microsoft Online Services section of Our Customer Terms (at: <https://www.telstra.com.au/customer-terms/business-government/cloud-services/apps-marketplace>) at 9.00am on 5 April 2016; or
  - (b) You were an existing customer for Microsoft products through Telstra under the Microsoft Online Services section of Our Customer Terms (at: <https://www.telstra.com.au/customer-terms/business-government/cloud-services/apps-marketplace>) at 9.00am on 5 April 2016 but after that time and date cancelled your subscription to all

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the said Microsoft products under the Microsoft Online Services section of Our Customer Terms and after a period of time (to be specified by Microsoft) have subsequently purchased Microsoft products through Telstra; or

- (c) We notify you that this Microsoft Cloud Services section of Our Customer Terms applies to you.

**If clauses 1.7(a) to 1.7(c) above do not apply to you**, then your Microsoft products as sold to you by Telstra are governed by the Microsoft Online Services section of Our Customer Terms (at <https://www.telstra.com.au/customer-terms/business-government/cloud-services/apps-marketplace>) and this Microsoft Cloud Services section does not apply.

**If clauses 1.7(a) to 1.7(c) above do apply to you**, then **all** of your Microsoft products as sold to you by Telstra are governed by this Microsoft Cloud Services section of Our Customer Terms (and the Microsoft Online Services section of Our Customer Terms does not apply).

## 2 MICROSOFT CLOUD SERVICE - TERMS OF USE

- 2.1 You must comply and ensure each of your Users comply with these Microsoft Cloud Service Terms of Use with respect to their access to and use of the Microsoft Cloud Services.
- 2.2 Except as otherwise permitted under these Microsoft Cloud Service Terms of Use, you must not and must ensure each of your Users do not access or use a Microsoft Cloud Service after the corresponding User Licence terminates, is cancelled or expires.

### Definitions

- 2.3 In these Microsoft Cloud Service Terms of Use, the following words have the following special meanings:

**Customer Data** means all data (including all text, sound or image files and software) that is provided to us, our licensors or Microsoft by you (or on your behalf) through your or your Users' use of a Microsoft Cloud Service.

**Microsoft** means Microsoft Regional Sales Corporation or a successor or assign.

**Microsoft Cloud Service** means any one of the Microsoft products that you purchase from us under the terms of this Microsoft Cloud Services section of Our Customer Terms.

**Microsoft Customer Agreement** means the Microsoft cloud agreement between you and Microsoft the terms of which you accept as a condition of using a Microsoft Cloud Service and which governs your use of that Microsoft Cloud Service.

**Non-Microsoft Product** means any software, data, service, website or other product licensed, sold or otherwise provided to you by an entity other

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than us or Microsoft, whether you obtained it via a Microsoft Cloud Service or elsewhere.

**User** means any individual who accesses or uses a Microsoft Cloud Service under a Microsoft Customer Agreement.

**User Licence** means a User's subscription licence between you and Microsoft in respect of a specified Microsoft Cloud Service that is sold to you by us.

### Amending the Terms of Use

- 2.4 We may update these Microsoft Cloud Service Terms of Use at any time. Subject to any right you may have to cancel your subscription to a Microsoft Cloud Service, you agree to the new terms by continuing to use the Microsoft Cloud Services after we notify you of them.

### Microsoft and application of Microsoft Customer Agreement

- 2.5 A copy of your Microsoft Customer Agreement is available on <http://www.telstra.com.au/content/dam/tcom/personal/consumer-advice/pdf/business-gov/cloud/microsoft-cloud-agreement.pdf>.
- 2.6 By placing an order with us for Microsoft Cloud Services, you accept the terms of the Microsoft Customer Agreement. For the avoidance of doubt, the Microsoft Customer Agreement regulates the relationship between you and Microsoft. You agree that acceptance of the terms of the Microsoft Customer Agreement is a condition of the use of the Microsoft Cloud Service.
- 2.7 You acknowledge that Microsoft Customer Agreement incorporates the Online Services Terms, the SLAs and the Offer Details for your Microsoft Cloud Services (as each term is defined in the Microsoft Customer Agreement).
- 2.8 If you choose to purchase Microsoft Cloud Services from us, we will be your Reseller (as that term is defined in your Microsoft Customer Agreement) in relation to those Microsoft Cloud Services.
- 2.9 You acknowledge and agree that Microsoft can, in its discretion, refuse to agree to licence you to use the Microsoft Cloud Service. We have no control over, or liability in relation to, any such refusal.
- 2.10 Microsoft is responsible for provisioning the Microsoft Cloud Services based on the information that you provide to us. We will provide you with administrative log-in credentials for accessing your Microsoft Cloud Services that Microsoft provides to us.

### Territorial restriction

- 2.11 You acknowledge and agree that we are only permitted to supply User Licences to you if you are located in Australia.

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### No Commercial Resale

- 2.12 Without limiting anything else in Our Customer Terms or your Microsoft Customer Agreement, you must not:
- (a) offer any Microsoft Cloud Service as a service bureau; or
  - (b) make any Microsoft Cloud Service available to third parties on a commercial basis.

### Charges

- 2.13 Without limiting any other charges payable by you under Our Customer Terms, you agree that we will charge you on a monthly basis for all for your Microsoft Cloud Services User Licences.
- 2.14 The term options for any User Licence and any early termination charges will be contained in the applicable product specific terms set out below.
- 2.15 Subject to the limitations set out below, the monthly price payable by you for your Microsoft Cloud Services User Licences will be fixed at the applicable price set out at <https://marketplace.telstra.com> at the time of your order for 12 months from:
- (a) the date of your first bill for those Microsoft Cloud Services User Licences; or
  - (b) any other date that we tell you,
- (the "**Pricing Validity Period**").

If clause 1.7(c) applies to you and only in respect of your pre-existing Microsoft products that you have purchased through us, the Pricing Validity Period in respect of the relevant Microsoft Cloud Service will have commenced at such earlier date as we would have previously notified you.

- 2.16 You agree that:
- (a) each Pricing Validity Period only applies to the Microsoft Cloud Service User Licence type purchased by you at the time of your initial order for those User Licences (for example, if you purchase "Plan A" User Licences, the Pricing Validity Period does not apply to "Plan B" User Licences);
  - (b) if you increase your number of Microsoft Cloud Service User Licences under a current subscription, the price payable by you under your current Pricing Validity Period for that Microsoft Cloud Service User Licence type will apply (for example, if you purchased "Plan A" User Licences on 1 January and you then purchased additional "Plan A" User Licences on 1 June, the existing Pricing Validity Period will apply to those additional User Licences and any other additional licences purchased on or before 31 December); and



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- (c) if you purchase a different Microsoft Cloud Service User Licence type, a separate Pricing Validity Period will apply (for example, if you purchase "Plan B" User Licences after purchasing "Plan A" User Licences, a new Pricing Validity Period will apply to your "Plan B" User Licences.

- 2.17 If you continue to use your Microsoft Cloud Service application at the end of the Pricing Validity Period, the monthly price payable by you for your Microsoft Cloud Service User Licences will be the then-current prices set out at <https://marketplace.telstra.com>. The monthly price payable by you at this time will be fixed for a further 12 month Pricing Validity Period.

#### Third party programs

- 2.18 The Microsoft Cloud Services may include third party programs. Additional terms may apply to your use of those third party programs which will be notified to you by us, our suppliers or through the Microsoft Cloud Services. You must comply with any such additional terms.
- 2.19 The Microsoft Cloud Services may also contain third party open source programs that Microsoft, not the third party, licenses to you under Microsoft's licence terms. Notices, if any, for the third party open source programs are included for your information only.

#### Technical Limitations

- 2.20 The Microsoft Cloud Services are provided subject to certain technical limitations which only allow you to use the Microsoft Cloud Services in certain ways. You must not work around any applicable technical limitation.
- 2.21 You must comply (and must ensure that your Users comply) with all applicable technical limitations. For further information regarding the applicable technical limitations for each Microsoft Cloud Service, refer to your Microsoft Customer Agreement (and the Online Service Terms incorporated by the Microsoft Customer Agreement).

#### Intellectual Property Rights

- 2.22 The rights granted under these Microsoft Cloud Service Terms of Use do not give you or Users any right to use or exploit our patents or other intellectual property rights in software or devices that access that device.
- 2.23 Without limiting anything else in Our Customer Terms, all intellectual property rights in documentation provided to you by us for training or education, or other information about the Microsoft Cloud Service are owned by us, Microsoft or our suppliers. You are granted no rights under such intellectual property rights and must not copy such documentation unless permitted by Our Customer Terms. Any person that has valid access to your computer or internal network may copy and use such documentation for your internal reference purposes.
- 2.24 Additional intellectual property right restrictions may be contained in your Microsoft Customer Agreement.

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### Reallocation of User Licences

- 2.25 Your rights to reassign User Licences (if any) will be as stated in your Microsoft Customer Agreement or otherwise communicated to you by Microsoft.
- 2.26 If you are permitted to reassign a User Licence from one User to another, you must remove the software or block access from the former User's device.

### Service suspension rights

2.27 Without limiting any other right we or Microsoft may have, we may suspend the supply of a Microsoft Cloud Service (in whole or in part) with or without notice:

- (a) if you or a User uses the Microsoft Cloud Service in a way that we believe:
  - (i) is fraudulent;
  - (ii) poses a direct or indirect threat to our security or network capability, functionality or integrity or anyone else's use of the Microsoft Cloud Service; or
  - (iii) is illegal or likely to be found illegal;
- (b) in an emergency or if there are reasonable grounds to believe there is a threat or risk to the security of a Microsoft Cloud Service or integrity of our or our supplier's network;
- (c) if we reasonably believe it is necessary to prevent unauthorised access to any customer's data;
- (d) for Microsoft Cloud Service maintenance, if we reasonably believe it is necessary or desirable to do so to maintain or restore any part of the network;
- (e) if we reasonably believe it is necessary to comply with a legal requirement; or
- (f) if we reasonably believe that you have breached Our Customer Terms.

2.28 If we suspend a Microsoft Cloud Service:

- (a) we will provide advance notice before suspending the Microsoft Cloud Service, except where we or Microsoft reasonably believe an immediate suspension is required. We will provide at least 30 days' notice before suspending a Microsoft Cloud Service for non-payment;
- (b) we will provide you with the reason for such suspension at your request;

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- (c) you and your Users may not be able to access any data through that Microsoft Cloud Service during the suspension period;
  - (d) the suspension will only apply to the minimum necessary portion of the Microsoft Cloud Service and will only be in effect for as long as is reasonably necessary to address the issues which gave rise to the suspension; and
  - (e) we may cancel your Microsoft Cloud Service subscription and instruct Microsoft to delete your Customer Data without any retention period, if you do not fully address the reasons for the suspension within 60 days after we suspend your online service.
- 2.29 Microsoft may disable your subscription including for legal or regulatory reasons and as set out in your Microsoft Customer Agreement. We have no control over, and no liability in relation to, any such disablement.
- 2.30 Without limiting anything else in Our Customer Terms, if:
- (a) you cancel your subscription to a Microsoft Cloud Service in accordance with Our Customer Terms; or
  - (b) your subscription to a Microsoft Cloud Service is suspended (unless the suspension is at your request, for a material breach by the you, due to a system or network outage, or because we reasonably believe that you are a credit risk),
- we will:
- (c) except for the first month of the subscription term, refund to you any unused portion of your total monthly fees and any other amount you have prepaid on account or in advance for Microsoft Cloud Service which have not been provided to you; and
  - (d) deduct from your refund any amounts that you owe to us, such as charges you incurred before the cancellation.
- 2.31 Without limiting anything else in Our Customer Terms, if you cancel your subscription to a Microsoft Cloud Service at any time before the end of the first month of your subscription, you agree that we are not required to refund the monthly fees and any other amount that you have prepaid on account or in advance for the Microsoft Cloud Service for the first month.

#### **Availability of Microsoft Cloud Services**

- 2.32 You acknowledge that availability of the Microsoft Cloud Services, some service functionality, and language versions varies by country.
- 2.33 Your Users may only use the Microsoft Cloud Services and the functionality of the Microsoft Cloud Services that is made available in Australia. Links to information regarding availability are contained in the Online Service Terms that form part of your Microsoft Customer Agreement.

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### Responsibility for Your Accounts

- 2.34 Without limiting anything else in Our Customer Terms, you are responsible for:
- (a) passwords for Users, if any;
  - (b) all activity with your Microsoft Cloud Service accounts, including that of Users; and
  - (c) dealings with third parties that take place through your Microsoft Cloud Service account or associated accounts.
- 2.35 You must keep and ensure each User keeps your accounts and all non-public authentication credentials associated with your accounts (for example, passwords) confidential.
- 2.36 You must notify us right away about any possible misuse of your accounts or authentication credentials, or any security incident related to the Microsoft Cloud Service.

### Updates

- 2.37 Microsoft may update or supplement the Microsoft Cloud Services licensed to you. You acknowledge and agree that we have no control of, and no liability in relation to, any such update or supplement, including where any such update or supplement would cause detriment to you.
- 2.38 If Microsoft modify the functionality or features of, or update, your Microsoft Cloud Service applications licensed to you as part of your Microsoft Cloud Service, you acknowledge that:
- (a) some previously available functionality or features may change or may no longer be available to you and your Users; and
  - (b) if you do not use the updated application or software, some or all features may not be available to you and your Users and the use of the application and software may be interrupted.
- 2.39 If Microsoft provides additional functionality for a Microsoft Cloud Service, additional licence terms and/or fees may apply. We will tell you beforehand if any additional terms or fees will apply to your ongoing use of a Microsoft Cloud Service.

### Use of Other Web Sites and Services

- 2.40 You and each User may need to use Microsoft or Microsoft-approved web sites and services to access and use the Microsoft Cloud Service. You may also choose to use certain Microsoft applications that you obtain from the Microsoft Office store or other Microsoft marketplace. The terms of use that come with those sites, applications or services (as applicable) will apply to your use of them.

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### Third Party Content and Services

- 2.41 To the extent permitted by law, we are not responsible for any third party content you or Users access directly or indirectly via the Microsoft Cloud Service.
- 2.42 You are responsible for your dealings and any dealings of Users with any third party (including advertisers) related to the Microsoft Cloud Service (including the delivery of and payment for goods and services).

### Non-Microsoft Products

- 2.43 Your use of any Non-Microsoft Product will be governed by separate terms between you and the third party providing that Non-Microsoft Product.
- 2.44 You understand that neither we nor Microsoft assume any responsibility or liability whatsoever for the Non-Microsoft Product.
- 2.45 You are solely responsible for any Non-Microsoft Product that you install or use with the Microsoft Cloud Service. We are not a party to and are not bound by any terms governing your use of any Non-Microsoft Product.
- 2.46 If you install or use any Non-Microsoft Product with the Microsoft Cloud Service, then you, not Microsoft or us, direct and control the installation and use of it in the Microsoft Cloud Service through your use of application programming interfaces and other technical means that are part of the Microsoft Cloud Service. We will not run or make any copies of such Non-Microsoft Product outside of our relationship with you.
- 2.47 If you install or use any Non-Microsoft Product with the online service, you may not do so in any way that would subject our or Microsoft's intellectual property or technology to obligations beyond those set out in Our Customer Terms.

### Your materials

- 2.48 You may be able to submit Customer Data for use in connection with the Microsoft Cloud Service.
- 2.49 When you submit Customer Data for use in connection with any Microsoft Cloud Service that enables communication or collaboration with third parties, you acknowledge that those third parties may then be able to:
  - (a) use, copy, distribute, display, publish, and modify your Customer Data;
  - (b) publish your name in connection with the Customer Data; and
  - (c) facilitate others' ability to do the same.

Some Microsoft Cloud Services may offer functionality that restricts third parties' ability to do so. It is your responsibility to make use of that functionality as appropriate for your intended use of the Customer Data.

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- 2.50 You must secure all rights in your Customer Data necessary for us to provide you the Microsoft Cloud Service without violating the rights of any third party, or otherwise obligating Microsoft or us to you or any third party. Neither we nor Microsoft accepts or will accept any obligations set out in any separate license or other agreement that may apply to your Customer Data or use of the Microsoft Cloud Service
- 2.51 You are responsible for all Customer Data and other content sent using and/or included in the Microsoft Cloud Service.
- 2.52 As between you and us, you retain all right, title and interest in and to your Customer Data. We acquire no rights in Customer Data other than the rights you grant to us (if any) for the applicable Microsoft Cloud Service. This does not apply to software or services that we license to you.
- 2.53 Microsoft's rights and obligations in relation to your Customer Data will be set out in your Microsoft Customer Agreement.

### Use of Customer Data

- 2.54 You consent to us and Microsoft using and disclosing Customer Data:
- (a) to ensure compliance by you and your Users with Our Customer Terms;
  - (b) as required or authorised by law;
  - (c) to protect our rights or the rights of others;
  - (d) to provide the Microsoft Cloud Service to you;
  - (e) to provide troubleshooting for the Microsoft Cloud Service;
  - (f) to improve the Microsoft Cloud Service; and/or
  - (g) as otherwise provided in Our Customer Terms.
- 2.55 You are responsible for responding to requests by a third party regarding your use of the Microsoft Cloud Service (such as a request to take down content under applicable legislation).

### Acceptable Use

- 2.56 Without limiting anything else in Our Customer Terms, and in addition to any restrictions in your Microsoft Customer Agreement, you must not and must ensure each User does not:
- (a) use the Microsoft Cloud Service in a way that is prohibited by any law, regulation or governmental order or decree in any relevant jurisdiction;
  - (b) use the Microsoft Cloud Service to try to gain unauthorised access to or disrupt any service, data, account or network by any means;

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- (c) use the Microsoft Cloud Service to violate the rights of others;
- (d) authorise any third party to access or use the Microsoft Cloud Service on your behalf (other than your employees, contractors or other persons authorised by you to use the Microsoft Cloud Service in connection with your business, as contemplated under Our Customer Terms or your Microsoft Customer Agreement);
- (e) use any automated process or service to access or use the Microsoft Cloud Service such as a BOT, a spider or periodic caching of information stored by us or our suppliers;
- (f) use the Microsoft Cloud Service to falsify any email header information (e.g. "spoofing"), send spam or distribute malware;
- (g) use the Microsoft Cloud Service to make available any offering designed to violate these terms (e.g. enable sending of spam, enable denial of service attacks etc.);
- (h) use the Microsoft Cloud Service in a way that could harm the Microsoft Cloud Service or impair anyone else's use of it; or
- (i) remove, modify, or tamper with any regulatory or legal notice or link that is incorporated into the Microsoft Cloud Service.

### No High Risk Use

- 2.57 You acknowledge that the Microsoft Cloud Service is not fault-tolerant and is not guaranteed to be error free or to operate uninterrupted.
- 2.58 We do not recommend that you or your Users use the Microsoft Cloud Service in any application or situation where the Microsoft Cloud Service's failure could lead to death or serious bodily injury of any person, or to severe physical or environmental damage ("**High Risk Use**").
- 2.59 Examples of High Risk Use include, but are not limited to: aircraft or other modes of human mass transportation, nuclear or chemical facilities, life support systems, implantable medical equipment, motor vehicles, or weaponry systems.

### Electronic Notices

- 2.60 You agree that we may provide you and you Users with information about the Microsoft Cloud Service in electronic form. It may be via email to the address you provide when you sign up for the Microsoft Cloud Service, or through a web site that we identify. Notice via email is given as of the transmission date. As long as you use the Microsoft Cloud Service, you have the software and hardware needed to receive these notices.
- 2.61 You and any User must not use the Microsoft Cloud Service if you do not agree to receive these electronic notices.



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### Privacy

- 2.62 Without limiting anything else in Our Customer Terms, you acknowledge that Customer Data (including Personal Information as defined in the *Privacy Act 1988 (Cth)*) collected through a Microsoft Cloud Service may be transferred and stored and processed in the United States, Australia, Singapore or any other country in which Microsoft or its service providers and their subcontractors maintain facilities.
- 2.63 By using a Microsoft Cloud Service, you consent to the transfer of Customer Data (including Personal Information as defined in the *Privacy Act 1988 (Cth)*) outside of Australia.
- 2.64 You must also obtain the consent of each person who provides Customer Data (including Personal Information as defined in the *Privacy Act 1988 (Cth)*) to you to:
- (a) transfer that data to Microsoft and its agents and affiliates; and
  - (b) permit its transfer, storage and processing in accordance with Our Customer Terms.
- 2.65 We agree to comply with the *Privacy Act 1988 (Cth)*, the *Telecommunications Act 1997 (Cth)*, the *Spam Act 2003 (Cth)* and the *Do Not Call Register Act 2006 (Cth)* in relation to Customer Data.
- 2.66 You agree that Customer Data (including Personal Information as defined in the *Privacy Act 1988 (Cth)*) collected through a Microsoft Cloud Service (or in relation to these Microsoft Cloud Service Terms and Conditions) may be used by Microsoft and its affiliates for the purposes of calculating amounts payable, tracking and monitoring usage of the Microsoft Cloud Services, support services and internal analysis.
- 2.67 Unless you otherwise notify us, by using the Microsoft Cloud Service, you consent and agree to provide the consent of each User to Microsoft and its affiliates contacting you for the purposes of the operation and delivery of the Microsoft Cloud Service, marketing or selling its products and services.

### Retention of data

- 2.68 Upon termination or expiration of your subscription to a Microsoft Cloud Service, you must notify us whether you want Microsoft to either:
- (a) disable your account and delete your Customer Data, in which case you will not be able to extract your Customer Data from your account; or
  - (b) retain your Customer Data stored in the Microsoft Cloud Service in a limited function account for at most 90 days after the expiration or termination of your subscription ("Holding Period"), during which period you may extract your Customer Data from your User's accounts at your own cost.



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- 2.69 If you do not notify us to either disable your account or retain your Customer Data for the Holding Period, Microsoft will retain your Customer Data for the Holding Period.
- 2.70 If your Customer Data is retained during the Holding Period, at our request, you must reimburse us for any reasonable costs incurred by us as a result of the retention of your Customer Data.
- 2.71 You are advised to extract your data from your User's accounts as soon as possible after your subscription to such Microsoft Cloud Service expires or terminates because your accounts may be permanently deactivated after the end of the Holding Period.
- 2.72 You agree that after the end of the Holding Period, we may require Microsoft to permanently deactivate and disable your and your User's accounts and delete Customer Data in such accounts.
- 2.73 You understand that the Microsoft Cloud Service may not support retention or extraction of software provided by you to run in the Microsoft Cloud Service.

### **No Liability for Deletion of Customer Data**

- 2.74 You agree that, other than as described above, neither we nor our suppliers have any obligation to continue to hold, export or return your Customer Data. You agree that neither we nor our suppliers have any liability whatsoever for deletion of your Customer Data pursuant to the above terms.

### **Additional termination consequences**

- 2.75 If you wish to terminate your subscription to any Microsoft Cloud Service, you may do so in the Telstra Apps Marketplace administration portal.

### **Regulatory requirements**

- 2.76 Without limiting anything else in Our Customer Terms, we may modify or cancel a Microsoft Cloud Service where there is any current or future government requirement or obligation that subjects Microsoft to any regulation or requirement not generally applicable to businesses operating there, presents a hardship for Microsoft to continue operating the Microsoft Cloud Service without modification and/or causes Microsoft to believe that these Microsoft Cloud Service Terms of Use or the Microsoft Cloud Service may be in conflict with any such requirement or obligation.

### **Compliance with laws and regulations**

- 2.77 You must comply with all laws and regulations applicable to your Customer Data and use of the Microsoft Cloud Services, including any laws and regulations applicable to you or your industry.

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### Changing licence numbers

- 2.78 If you wish to decrease the number of User Licences under your subscription, you may do so in the Telstra Apps Marketplace administration portal.
- 2.79 If you wish to increase the number of User Licences for your Microsoft Cloud Service subscription, your customer administrator or Support Partner will be able to do this through the Telstra Apps Marketplace administration portal. The additional User Licences will be included in your existing subscription and will be co-terminus with your existing User Licences. The additional User Licences will be charged at the price that is payable by you under your current Pricing Validity Period for that User Licence type.

### System requirements

- 2.80 You are responsible for having the platforms, systems, hardware and software for each User which is required for access to, and use of, the Microsoft Cloud Service as advised by Microsoft from time to time. You acknowledge that if you do not have such platforms, systems, hardware or software you and your Users may not be able to access or use the Microsoft Cloud Service. In such circumstances, you must still pay all fees and charges in relation to your subscription for the Microsoft Cloud Service.

### Disclaimer

- 2.81 Without limiting any other disclaimers in Our Customer Terms, you acknowledge that the information, software, products, and services included in or available through the Microsoft Cloud Service may include errors, including inaccuracies or typographical errors.
- 2.82 To the extent permitted by law and unless expressly stated, we (including our affiliates) do not, make any representations or warranties in relation to the Microsoft Cloud Service (including fitness for a particular purpose, merchantability, title and non-infringement of third party rights, or that the Microsoft Cloud Service will be uninterrupted or error free), and have no liability for damages, whether direct, indirect or consequential, arising from the use by you or your Users of the Microsoft Cloud Service.
- 2.83 To the extent there are any warranties in relation to the Microsoft Cloud Service which cannot be excluded by law, our liability for breach of such warranty will, to the extent permitted by law, be limited, at our option, to the supply of the Microsoft Cloud Service again or the payment of the cost of having the Microsoft Cloud Service supplied again.

### Liability

- 2.84 We will not be responsible or liable in any way for:
- (a) unauthorised access to or alteration of your transmissions or data with, any material or data sent or received or not sent or received with, or any transactions entered into through or in connection with, the Microsoft Cloud Service;

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- (b) any threatening, defamatory, obscene, offensive or illegal content or conduct of any other party or any infringement of another's rights, including intellectual property rights;
- (c) any content sent using and/or included in the Microsoft Cloud Service; and/or
- (d) the deletion, corruption or failure to store any messages or other content maintained or transmitted by the Microsoft Cloud Service.

### Indemnity

- 2.85 You agree to indemnify and hold us harmless from any loss, damage or expense (including reasonable legal fees) we suffer of incur in connection with any claim, demand, or proceedings asserted by any third party due to or arising out of your or your User's breach of these terms or the Microsoft Customer Agreement, or conduct while using the Microsoft Cloud Service.

### What are the support services for Microsoft Cloud Services?

- 2.86 We will provide you with support services for Microsoft Cloud Services 24 hours per day, 365 days per year. Support hours for Telstra Professional Services for Microsoft Dynamics CRM Online shall be in accordance with clause 9.21 below. Support for other types of professional services may be advised to you at or around the time of purchase (for instance, in a welcome email).
- 2.87 All operational and technical support questions should be directed to our technical support on 1800 878 483. Support number for Telstra Professional Services for Microsoft Dynamics CRM Online shall be advised to you at or around the time of purchase (for instance, in a welcome email).
- 2.88 Support services include account set-up issues; sign-up issues; accounts and billing issues; "how to" articles and FAQs; and performance and service availability issues that are within our control.

### What are our service levels for Microsoft Cloud Services?

- 2.89 Microsoft makes certain service level commitments to you under the Service Level Agreement that forms part of your Microsoft Customer Agreement.

### Professional services

- 2.90 We can agree to provide you with professional services. If we do, these professional services may be ordered via the Telstra Apps Marketplace and governed by the terms of the Professional Services section of Our Customer Terms (<https://www.telstra.com.au/customer-terms/business-government/other-services/professional-services>).
- (a) In respect of the Telstra Professional Services for Microsoft Dynamics CRM Online, in addition to the aforementioned Professional Services section of Our Customer Terms, the relevant provisions in clauses 8.1 to 9.22 below shall apply.

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- (b) In respect of the Office 365 Bundles with professional services, the applicable professional services terms may be indicated in the relevant clauses of this section of Our Customer Terms (for instance, and without limitation, refer to clause 40.6 below in respect of professional services provided by Mural for the Office 365 Bundles).

### Term

- 2.91 You must subscribe to the relevant Microsoft Cloud Service on a casual (month to month) basis.
- 2.92 Unless you or we cancel your Microsoft Cloud Service subscription, your subscription will automatically renew on a monthly basis.

### Early Termination Charge

- 2.93 No early termination charges will apply in relation to a Microsoft Cloud Services (unless we specify otherwise).

## 3 ENTERPRISE MOBILITY SUITE

### What is Enterprise Mobility Suite?

- 3.1 Enterprise Mobility Suite is a suite of the Microsoft Cloud Services applications to provide end user and device cloud services. It includes the following Microsoft Cloud Services applications:
  - (a) Azure Active Directory Premium;
  - (b) Azure Rights Management; and
  - (c) Microsoft Intune.

### Application features

- 3.2 Refer to individual Microsoft Cloud Services applications.

## 4 AZURE ACTIVE DIRECTORY

### What is Azure Active Directory?

- 4.1 Azure Active Directory provides a set of capabilities for identity and access management in the cloud.
- 4.2 Azure Active Directory offers the following types of user licenses:
  - (a) Azure Active Directory Basic;
  - (b) Azure Active Directory Premium;
  - (c) Azure Active Directory Premium P2; and
  - (d) Azure Multi Factor Authentication.

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### Application features

- 4.3 Azure Active Directory Basic includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:
- (a) group-based access management;
  - (b) self-service password reset for cloud applications; and
  - (c) Azure Active Directory Application Proxy.
- 4.4 Azure Active Directory Premium includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:
- (a) self-service identity and access management (IAM);
  - (b) identity protection and security;
  - (c) self-service group management with dynamic groups; and
  - (d) self-service password reset.
- 4.5 Azure Active Directory Premium P2 includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:
- (a) self-service identity and access management (IAM);
  - (b) identity protection and security;
  - (c) self-service group management with dynamic groups;
  - (d) self-service password reset;
  - (e) Identity protection; and
  - (f) Privileged identity management.
- 4.6 Azure Multi-Factor Authentication includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:
- (a) Safeguards access to data and applications; and
  - (b) Simple sign on process.

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### 5 AZURE RIGHTS MANAGEMENT

#### What is Azure Rights Management?

5.1 Azure Rights Management is a Microsoft-hosted application designed to give users the ability to encrypt and assign usage restrictions to content for your Microsoft Cloud Services subscriptions.

#### Application features

5.2 Azure Rights Management includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:

- (a) Information Rights Management (IRM); and
- (b) Office 365 Message Encryption.

### 6 MICROSOFT INTUNE

#### What is Microsoft Intune?

6.1 Microsoft Intune provides mobile device management, mobile application management, and PC management capabilities from the cloud.

#### Application features

6.2 Microsoft Intune includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:

- (a) Configure PC, smartphone and tablet policies;
- (b) Remote wipe for lost or stolen devices; and
- (c) Users can enrol devices and install their own app.

#### Application features - Microsoft Intune Extra Storage

6.3 Microsoft Intune Extra Storage provides additional storage at 1GB increments to store applications for software distribution.

6.4 The additional storage will be added to your company-wide application storage pool.

6.5 You must have a Microsoft Intune subscription to purchase Microsoft Intune Extra Storage.

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### 7 AZURE INFORMATION PROTECTION

#### What is Microsoft Intune?

- 7.1 Azure Information Protection is a Microsoft-hosted application designed to give customers control and help secure email, documents and sensitive data that you share outside this organisation.

#### Application Features

- 7.2 Azure Information Protection Plan 1 includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:

- (a) document classification and consumption of classified documents
- (b) Protection for Microsoft Exchange Online, Microsoft SharePoint Online, and Microsoft OneDrive for Business content
- (c) Provides additional rights to use the on-premises connectors,

- 7.3 Azure Information Protection Plan P2 includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:

- (a) Automated classification, labelling and protection with policy-based rules
- (b) Protection for Microsoft Exchange Online, Microsoft SharePoint Online, and Microsoft OneDrive for Business content
- (c) Provides additional rights to use the on-premises connectors,
- (d) Hold Your Own Key (HYOK) configurations that span Azure RMS and Active Directory RMS

### 8 MICROSOFT DYNAMICS 365

- 8.1 Microsoft Dynamics 365 is a Microsoft-hosted application that provides customer relationship management tools to help manage and analyse sales performance.

- 8.2 Microsoft Dynamics 365 offers the following types of user licenses:

- (a) Dynamics 365 Enterprise Edition Plan 1
- (b) Dynamics 365 for Customer Service, Enterprise Edition
- (c) Dynamics 365 for Field Service, Enterprise Edition
- (d) Dynamics 365 for Project Service Automation, Enterprise Edition

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- (e) Dynamics 365 for Sales, Enterprise Edition
- (f) Dynamics 365 for Team Members, Enterprise Edition

8.3 You may purchase different types of user licenses for use on one Microsoft Dynamics 365 instance provided requirements for each user type are met.

### **Application features - Microsoft Dynamics 365 Enterprise Edition Plan 1**

8.4 Microsoft Dynamics 365 Enterprise Edition Plan 1 includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:

- (a) Sales force automation;
- (b) Customer service automation;
- (c) Field service automation
- (d) Project service automation
- (e) Read and write custom application data;
- (f) Manage activities; and
- (g) View activity feeds.

### **Application features – Microsoft Dynamics 365 for Customer Service, Enterprise Edition**

8.5 Microsoft Dynamics 365 for Customer Service, Enterprise Edition includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:

- (a) Customer service automation
- (b) Read and write custom application data;
- (c) Manage activities; and
- (d) View activity feeds.

### **Application features – Microsoft Dynamics 365 for Field Service, Enterprise Edition**

8.6 Microsoft Dynamics 365 for Field Service, Enterprise Edition includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:

- (a) Field service automation



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- (b) Read and write custom application data;
- (c) Manage activities; and
- (d) View activity feeds.

### **Application features – Microsoft Dynamics 365 for Project Service Automation, Enterprise Edition**

8.7 Microsoft Dynamics 365 for Project Service Automation, Enterprise Edition includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:

- (a) Project service automation
- (b) Read and write custom application data;
- (c) Manage activities; and
- (d) View activity feeds.

### **Application features – Microsoft Dynamics 365 for Sales, Enterprise Edition**

8.8 Microsoft Dynamics 365 for Sales, Enterprise Edition includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:

- (a) Sales force automation
- (b) Read and write custom application data;
- (c) Manage activities; and
- (d) View activity feeds.

### **Application features – Microsoft Dynamics 365 for Sales, Enterprise Edition (SMB)**

8.9 Microsoft Dynamics 365 for Sales, Enterprise Edition (SMB) includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:

- (a) Sales force automation;
- (b) Read and write custom application data;
- (c) Manage activities; and
- (d) View activity feeds.

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You may only order a maximum of 25 User Licences for this edition. If you wish to purchase more than 25 users you may apply for the Microsoft Dynamics 365 for Sales, Enterprise Edition or another edition as made available from time to time by us and Microsoft.

#### **Application features – Microsoft Dynamics 365 for Team Members, Enterprise Edition**

8.10 Microsoft Dynamics 365 for Team Members, Enterprise Edition (Business Discount) includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:

- (a) Read and write custom application data;
- (b) View activity feeds.

#### **Application features – Microsoft Dynamics 365 for Team Members, Enterprise Edition (SMB)**

8.11 Microsoft Dynamics 365 for Team Members, Enterprise Edition (Business Discount) includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:

- (a) Read and write custom application data;
- (b) View activity feeds.

You may only order a maximum of 150 User Licences for this edition. If you wish to purchase more than 150 users you may be able to apply for the Microsoft Dynamics 365 for Team Members, Enterprise Edition or another edition as made available from time to time by us and Microsoft.

#### **Microsoft Dynamics 365 Services**

8.12 Eligibility: Applications to purchase Microsoft Dynamics 365 Design Services or Microsoft Dynamics 365 Managed Services 365 (**Dynamics 365 Services**) are processed via and subject to the conditions and requirements of the Telstra Apps Marketplace.

8.13 Term: Microsoft Dynamics 365 Design Services may be purchased as a one-off or Microsoft Dynamics 365 Managed Services may be purchased on a plan for a fixed term.

8.14 Specifications: Dynamics 365 Services specifications including features, plans, and inclusions (and exclusions) will be those set out on the Telstra Apps Marketplace from time to time.

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- 8.15 Early Termination Charges: If you contract for Microsoft Dynamics 365 Managed Services for a fixed term and cancel your contract before the end of the term, Early Termination Charges (**ETCs**) shall apply. ETCs shall be 70% of the contracted monthly payments multiplied by the number of remaining months in the term.
- 8.16 Support: the Dynamics 365 Services support hours shall be 9am to 5pm in your local time zone. The number for you to call for Dynamics 365 Services support shall be advised to you at or around the time of purchase (for instance, in a welcome email). Any support escalations in relation to Dynamics 365 Services support shall be dealt with during business hours. (Business hours exclude public holidays and weekends.)
- 8.17 Other applicable terms: in addition to the Dynamics 365 Services terms above, the terms of the Professional Services section of Our Customer Terms (<https://www.telstra.com.au/customer-terms/business-government/other-services/professional-services>) shall apply.

### 9 MICROSOFT DYNAMICS CRM ONLINE

**Microsoft Dynamics CRM Online is not available for purchase from 23 January 2017. If you have purchased Microsoft Dynamics CRM Online before 23 January 2017, you may remain on your current plan until the completion of the applicable Pricing Validity Period, after which your service will terminate unless you choose to purchase Microsoft Dynamics 365.**

#### What is Microsoft Dynamics CRM Online?

- 9.1 Microsoft Dynamics CRM Online is a Microsoft-hosted application that provides customer relationship management tools to help manage and analyse sales performance.
- 9.2 Microsoft Dynamics CRM Online offers the following types of user licenses:
- (a) Microsoft Dynamics CRM Online Professional;
  - (b) Microsoft Dynamics CRM Online Professional Add-On to Office 365;
  - (c) Microsoft Dynamics CRM Online Basic; and
  - (d) Microsoft Dynamics CRM Online Essentials.
- 9.3 You may purchase different types of user licenses for use on one Microsoft Dynamics CRM Online instance provided requirements for each user type are met.
- 9.4 You must have one of the following Office 365 subscriptions to purchase Microsoft Dynamics CRM Online Professional Add-On to Office 365:
- (a) Office 365 Enterprise E3;
  - (b) Office 365 Enterprise E4;

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- (c) Office 365 Enterprise E5; or
- (d) Office 365 Business Premium.

### **Application features - Microsoft Dynamics CRM Online Professional**

9.5 Microsoft Dynamics CRM Online Professional includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:

- (a) Administer and customise CRM;
- (b) Sales force automation;
- (c) Customer Service automation;
- (d) Workflows and approvals;
- (e) Unified Service Desk; and
- (f) Microsoft Social Engagement

9.6 Microsoft Dynamics CRM Online Professional requires a minimum purchase of five user licenses

### **Application features - Microsoft Dynamics CRM Online Professional Add-On to Office 365**

9.7 Microsoft Dynamics CRM Online Professional Add-On to Office 365 includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:

- (a) Administer and customise CRM;
- (b) Sales force automation;
- (c) Customer Service automation;
- (d) Workflows and approvals;
- (e) Unified Service Desk; and
- (f) Microsoft Social Engagement.

9.8 Microsoft Dynamics CRM Online Professional Add-On to Office 365 requires a minimum purchase of five user licenses

### **Application features - Microsoft Dynamics CRM Online Basic**

9.9 Microsoft Dynamics CRM Online Basic includes the following features (which may be revised by us from time to time in accordance with Our Customer

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Terms) and such other standard user features which are advised from time to time by us or Microsoft:

- (a) Create and manage personal dashboards and charts;
- (b) Read and write contacts, leads, accounts, and cases;
- (c) Read and write custom application data;
- (d) Manage activities; and
- (e) View activity feeds.

### **Application features - Microsoft Dynamics CRM Online Essentials**

9.10 Microsoft Dynamics CRM Online Essentials includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:

- (a) Read and write custom application data;
- (b) Manage activities; and
- (c) View activity feeds.

### **Application features - Microsoft Dynamics CRM Online Add-ons**

9.11 The following add-ons are also available for Microsoft Dynamics CRM Online Professional; or Microsoft Dynamics CRM Online Professional Add-On to Office 365:

- (a) Microsoft Dynamics CRM Online Additional Storage;
- (b) Microsoft Dynamics CRM Online Additional Production Instance;
- (c) Microsoft Dynamics CRM Online Additional Non-Production Instance;
- (d) Microsoft Social Engagement Additional 10K Posts;
- (e) Microsoft Social Engagement Additional 10K Posts (Minimum 10 Licenses); and
- (f) Microsoft Social Engagement Additional 10K Posts (Minimum 100 Licenses)

9.12 Microsoft Dynamics CRM Online Additional Storage provides additional storage at 1GB increments to expand the storage capacity of a compatible Microsoft Dynamics CRM Online subscription.

9.13 Microsoft Dynamics CRM Online Additional Production Instance expands the number of production instances of Microsoft Dynamics CRM Online.

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- 9.14 Microsoft Dynamics CRM Online Additional Non-Production Instance expands the number of non-production instances of Microsoft Dynamics CRM Online.
- 9.15 Microsoft Social Engagement Additional 10k Posts provides 10,000 posts per month to expand the search/listening capabilities of Microsoft Social Listening. No minimum number of licenses are required.
- 9.16 Microsoft Social Engagement Additional 10k Posts (Minimum 10 Licenses) provides 10,000 posts per month to expand the search/listening capabilities of Microsoft Social Listening. A minimum of 10 licenses are required.
- 9.17 Microsoft Social Engagement Additional 10k Posts (Minimum 100 Licenses) provides 10,000 posts per month to expand the search/listening capabilities of Microsoft Social Listening. A minimum of 100 licenses are required.

### Telstra Professional Services for Microsoft Dynamics CRM Online

- 9.18 Professional Services for Microsoft Dynamics CRM Online are not available for purchase from 23 January 2017. (If you have purchased Microsoft Dynamics 365, you may be eligible to purchase Microsoft Dynamics 365 Design Services and Microsoft Dynamics 365 Managed Services from that date.) If you have purchased Professional Services for Microsoft Dynamics CRM Online before 23 January 2017, you may remain on your current plan that shall apply in respect of the Microsoft Dynamics CRM Online product until the completion of the applicable term for the Professional Services for Dynamics CRM Online. Term: CRM Services may be purchased as a one-off or on a plan for a fixed term.
- 9.19 Specifications: CRM Services specifications including features, plans, and inclusions (and exclusions) will be those set out on the Telstra Apps Marketplace from time to time.
- 9.20 Early Termination Charges: If you contract for CRM Services for a fixed term and cancel your contract before the end of the term, Early Termination Charges (**ETCs**) shall apply. ETCs shall be 70% of the contracted monthly payments multiplied by the number of remaining months in the term.
- 9.21 Support: the CRM Services support hours shall be 9am to 5pm in your local time zone. The number for you to call for CRM Services support shall be advised to you at or around the time of purchase (for instance, in a welcome email). Any support escalations in relation to CRM Services support shall be dealt with during business hours. (Business hours exclude public holidays and weekends.)
- 9.22 Other applicable terms: in addition to the CRM Services terms above, the terms of the Professional Services section of Our Customer Terms (<https://www.telstra.com.au/customer-terms/business-government/other-services/professional-services>) shall apply.

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### 10 EXCHANGE ONLINE

#### What is Exchange Online?

- 10.1 Exchange Online is a Microsoft-hosted enterprise messaging application based on the Microsoft Exchange Server application.
- 10.2 Exchange Online offers the following types of user licenses:
- (a) Exchange Online (Plan 1);
  - (b) Exchange Online (Plan 2); and
  - (c) Exchange Online Kiosk.

#### Application features

- 10.3 Exchange Online (Plan 1) includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:
- (a) 50GB of storage per user apportioned between the User's primary mailbox and personal archive;
  - (b) Outlook support;
  - (c) Web-based access;
  - (d) Exchange ActiveSync support;
  - (e) Shared calendar and contacts; and
  - (f) Spam filtering and malware protection through Exchange Online Protection.
- 10.4 Exchange Online (Plan 2) includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:
- (a) 50GB of storage per user in the User's primary mailbox, plus unlimited storage in the User's personal archive;
  - (b) Outlook support;
  - (c) Web-based access;
  - (d) Exchange ActiveSync support;
  - (e) Shared calendar and contacts;
  - (f) Spam filtering and malware protection through Exchange Online Protection;

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- (g) In-Place Hold;
  - (h) Hosted Voicemail; and
  - (i) Data Loss Prevention (DLP).
- 10.5 Exchange Online Kiosk includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:
- (a) 2GB of mailbox storage per user;
  - (b) Calendar and contacts;
  - (c) Exchange ActiveSync support;
  - (d) Spam filtering and malware protection; and
  - (e) POP support for email clients.

### **Application features - SPAM filtering**

- 10.6 The spam filtering feature operates for incoming email sent to users through the Microsoft Exchange Online application. It identifies and prevents emails that are suspected spam from reaching your mailbox.
- 10.7 You acknowledge that the spam protection feature:
- (a) may not prevent all spam from reaching a User's mailbox; and
  - (b) may prevent some emails that are not spam from reaching a User's mailbox.

### **Application features - Malware protection**

- 10.8 Subject to the limitations that are set out below, the malware protection feature operates to help protect incoming, outgoing, and internal messages from malicious software transferred through email.
- 10.9 You acknowledge that the malware scanning feature cannot guarantee that:
- (a) all malware will be detected; and
  - (b) your email system will be completely protected against malware.
- 10.10 You acknowledge that the malware scanning feature may:
- (a) prevent some emails which are not infected with malware from reaching you; and
  - (b) cause a delay in delivery of emails to your mailbox.



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### Application features - Data protection and security

- 10.11 The Microsoft data protection and security features in the Exchange Online application include:
- (a) deleted item recovery for up to 14 days from the time of deletion;
  - (b) deleted user mailbox recovery for up to 30 days from the time of deletion; and
  - (c) continuous intrusion monitoring and detection to help notify you of connection attempts that are classified as suspicious.
- 10.12 You acknowledge that the above data protection and security features cannot guarantee against or prevent all security leaks and breaches.

### Application features - Hosted Voicemail (Unified Messaging)

- 10.13 Exchange Online (Plan 2) offers a hosted voicemail (unified messaging) application feature which allows you to connect compatible on-premises phone systems to voicemail services provided by Microsoft Exchange Online.
- 10.14 If you have purchased Exchange Online (Plan 2) and you wish to implement the hosted voicemail (unified messaging) application feature, you must engage your PABX provider or a certified Microsoft partner to assist you. If you choose to implement the hosted voicemail (unified messaging) application feature, you acknowledge that we will not support your implementation or ongoing use of the hosted voicemail (unified messaging) application feature.
- 10.15 You may require additional hardware and/or PBX configuration services to implement and use the hosted voicemail (unified messaging) application feature. It is your responsibility to acquire all required hardware and configuration services.

## 11 EXCHANGE ONLINE ARCHIVING FOR EXCHANGE ONLINE

### What is Exchange Online Archiving for Exchange Online?

- 11.1 Exchange Online Archiving for Exchange Online is a Microsoft-hosted email archive and in-place hold solution which is available as an add-on to the following plans:
- (a) Exchange Online (Plan 1);
  - (b) Exchange Online Kiosk;
  - (c) Office 365 Business Essentials;
  - (d) Office 365 Business Premium;
  - (e) Office 365 Enterprise E1; and
  - (f) Office 365 Enterprise K1.

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### Application features

- 11.2 Exchange Online Archiving for Exchange Online includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:
- (a) Management interface to manage archives from within the Exchange Administration Centre;
  - (b) Unlimited storage for every user's archive; and
  - (c) eDiscovery.

## 12 EXCHANGE ONLINE PROTECTION

### What is Exchange Online Protection?

- 12.1 Exchange Online Protection provides anti-malware and anti-spam protection for email deployments.
- 12.2 Exchange Online Protection is included in Exchange Online.

### Application features

- 12.3 Exchange Online Protection includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:
- (a) Spam filtering; and
  - (b) malware protection.

### Application features - SPAM filtering

- 12.4 The spam filtering feature operates for incoming email sent to users through the Exchange Online Protection application. It identifies and prevents emails that are suspected spam from reaching your mailbox.
- 12.5 You acknowledge that the spam protection feature:
- (a) may not prevent all spam from reaching a User's mailbox; and
  - (b) may prevent some emails that are not spam from reaching a User's mailbox.

### Application features - Malware protection

- 12.6 Subject to the limitations that are set out below, the malware protection feature operates to help protect incoming, outgoing, and internal messages from malicious software transferred through email.
- 12.7 You acknowledge that the malware scanning feature cannot guarantee that:

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- (a) all malware will be detected; and
- (b) your email system will be completely protected against malware.

12.8 You acknowledge that the malware scanning feature may:

- (a) prevent some emails which are not infected with malware from reaching you; and
- (b) cause a delay in delivery of emails to your mailbox.

### 13 EXCHANGE ONLINE ADVANCED THREAT PROTECTION

#### What is Exchange Online Advanced Threat Protection?

- 13.1 Exchange Online Advanced Threat Protection provides advanced email protection features for Exchange Online.
- 13.2 Exchange Online Advanced Threat Protection is available as an add-on to the following Microsoft Cloud Services:
- (a) Exchange Online Kiosk;
  - (b) Exchange Online (Plan 1);
  - (c) Exchange Online (Plan 2);
  - (d) Office 365 Business Essentials;
  - (e) Office 365 Business Premium;
  - (f) Office 365 Enterprise K1;
  - (g) Office 365 Enterprise E1;
  - (h) Office 365 Enterprise E3; and
  - (i) Office 365 Enterprise E4.

#### Application features

- 13.3 Exchange Online Advanced Threat Protection includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:
- (a) Safe Links;
  - (b) Safe Attachments; and
  - (c) Reporting and message trace.
  - (d) Spam filtering; and

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- (e) malware protection.

### Application features - SPAM filtering

- 13.4 The spam filtering feature operates for incoming email sent to users through the Exchange Online Protection application. It identifies and prevents emails that are suspected spam from reaching your mailbox.
- 13.5 You acknowledge that the spam protection feature:
  - (a) may not prevent all spam from reaching a User's mailbox; and
  - (b) may prevent some emails that are not spam from reaching a User's mailbox.

### Application features - Malware protection

- 13.6 Subject to the limitations that are set out below, the malware protection feature operates to help protect incoming, outgoing, and internal messages from malicious software transferred through email.
- 13.7 You acknowledge that the malware scanning feature cannot guarantee that:
  - (a) all malware will be detected; and
  - (b) your email system will be completely protected against malware.
- 13.8 You acknowledge that the malware scanning feature may:
  - (a) prevent some emails which are not infected with malware from reaching you; and
  - (b) cause a delay in delivery of emails to your mailbox.

## 14 OFFICE 365 BUSINESS

### What is Office 365 Business?

- 14.1 Office 365 Business is a Microsoft-hosted application suite that includes access to Office applications like Microsoft Word, Excel, PowerPoint plus cloud storage.
- 14.2 You may purchase a maximum of 300 user licences for Office 365 Business. You can have a maximum of 900 user licences across Office 365 Business, Office 365 Business Essentials and Office 365 Business Premium.

### Application features

- 14.3 Office 365 Business includes the following applications (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard User features which are advised from time to time by us or Microsoft:

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- (a) Microsoft Office
  - (i) Microsoft Word
  - (ii) Microsoft Excel
  - (iii) Microsoft PowerPoint
  - (iv) Microsoft Outlook
  - (v) Microsoft OneNote
  - (vi) Microsoft Publisher
- (b) OneDrive for Business with 1TB of storage

- 14.4 You may install Office 365 Business applications on up to 5 PCs or Macs per user.
- 14.5 You may install Office 365 Business applications on up to 5 tablets and 5 phones per user.
- 14.6 Microsoft Publisher is only available as a Windows PC client program and cannot be used across devices.

### 15 OFFICE 365 PROPLUS

#### What is Office 365 ProPlus?

- 15.1 Office 365 ProPlus is a Microsoft-hosted application suite that includes access to Office applications like Microsoft Word, Excel, PowerPoint and Access.

#### Application features

- 15.2 Office 365 ProPlus includes the following applications (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard User features which are advised from time to time by us or Microsoft:
  - (a) Microsoft Office;
    - (i) Microsoft Word;
    - (ii) Microsoft Excel;
    - (iii) Microsoft PowerPoint;
    - (iv) Microsoft Outlook;
    - (v) Microsoft OneNote;
    - (vi) Microsoft Publisher;

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- (vii) Microsoft Access; and
- (viii) Microsoft Skype for Business client.
- (b) OneDrive for Business with 1TB of storage
- 15.3 You may install Office 365 ProPlus applications on up to 5 PCs or Macs per user.
- 15.4 You may install Office 365 ProPlus applications on up to 5 tablets and 5 phones per user.
- 15.5 Microsoft Publisher and Microsoft Access are only available as Windows PC client programs and cannot be used across devices.
- 15.6 The Lync for Mac client may be substituted for the Skype for Business client for Mac installation due to availability.

### 16 VISIO PRO FOR OFFICE 365

#### What is Visio Pro for Office 365?

- 16.1 Visio Pro for Office 365 is a Microsoft-hosted diagramming application which provides the same capabilities as Visio Professional.

#### Application features

- 16.2 Visio Pro for Office 365 includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:
  - (a) professional diagramming capabilities;
  - (b) simple wizard to create diagrams from data; and
  - (c) share diagrams through a browser.

### 17 PROJECT PRO FOR OFFICE 365

**Project Pro for Office 365 is not available for purchase by new customers from 21 September 2018. Existing customers can continue on their applicable terms until further notice.**

#### What is Project Pro for Office 365?

- 17.1 Project Pro for Office 365 is a Microsoft-hosted project management application which includes access to the Project Professional application.

#### Application features

- 17.2 Project Pro for Office 365 includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms)

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and such other standard user features which are advised from time to time by us or Microsoft:

- (a) plan & manage projects;
- (b) gantt charts;
- (c) project timelines; and
- (d) burndown and resource reports.

### 18 PROJECT ONLINE

#### What is Project Online?

18.1 Project Online is a Microsoft-hosted project portfolio management application.

#### Application features

18.2 Project Online includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:

- (a) prioritise project portfolio investments;
- (b) program management;
- (c) resource management; and
- (d) issue and risk management.

#### Application features – SharePoint Online

18.3 Your Project Online application requires the use of SharePoint Online (Plan 2), which will be provisioned for you as part of the Project Online application.

18.4 You may use such SharePoint Online (Plan 2) service only in conjunction with your use of Project Online, and only for the purpose of supporting the functionality for which you use Project Online. You have no other rights to use SharePoint Online (Plan 2) under these license terms.

### 19 PROJECT LITE

#### What is Project Lite?

19.1 Project Lite is a Microsoft-hosted project portfolio management application that is offered as an add-on for customers who have Project Online.

19.2 Project Lite is not a stand-alone product. It can be used only for projects managed with Project Online or Project Server.

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### Application features

- 19.3 Project Lite includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:
- (a) manage tasks;
  - (b) enter timesheets; and
  - (c) add issues or risks.

## 20 PROJECT ONLINE WITH PROJECT PRO FOR OFFICE 365

### What is Project Online with Project Pro for Office 365?

- 20.1 Project Online with Project Pro for Office 365 is a Microsoft-hosted project portfolio management and project management application. It combines the features of Project Online and Project Pro for Office 365 in one subscription.

### Application features

- 20.2 Refer to individual Microsoft Cloud Services applications.

## 21 MICROSOFT PROJECT

### What is Microsoft Project?

- 21.1 Microsoft Project is a Microsoft-hosted project and portfolio management solution. It contains integrated planning tools that help you keep track of project and stay organised.
- 21.2 Microsoft Project offers the following types of user licences:
- a) Project Online Essentials
  - b) Project Online Professionals
  - c) Project Online Premium

### Application features

- 21.3 Project Online Essentials includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:
- (a) Manage tasks;
  - (b) Enter timesheets; and



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- (c) Add issues or risks.
- 21.4 Project Online Essentials is a team member add-on for customers who have Project Online Professional or Project Online Premium.
- 21.5 Project Online Professionals includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:
  - (a) Manage tasks
  - (b) Enter timesheets
  - (c) Plan projects using familiar scheduling tools
  - (d) Use business intelligence tools and manage project resources
- 21.6 Project Online Premium includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:
  - (a) Manage tasks
  - (b) Enter timesheets
  - (c) Plan projects using familiar scheduling tools
  - (d) Use business intelligence tools and manage project resources
  - (e) Model different portfolio scenarios and gain insights with project data

## 22 ONEDRIVE FOR BUSINESS

### What is OneDrive for Business?

- 22.1 OneDrive for Business is a Microsoft-hosted application that provides personal online storage space and online applications to perform light editing of documents from a web browser.
- 22.2 OneDrive for Business offers the following types of user licenses:
  - (a) OneDrive for Business (Plan 1); and
  - (b) OneDrive for Business (Plan 2).

### Application features

- 22.3 OneDrive for Business (Plan 1) includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms)

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and such other standard user features which are advised from time to time by us or Microsoft:

- (a) 1TB of cloud storage;
- (b) Sync OneDrive for Business to your computer;
- (c) the following online applications:
  - (i) Microsoft Word Online;
  - (ii) Microsoft Excel Online;
  - (iii) PowerPoint Online; and
  - (iv) OneNote Online.

22.4 OneDrive for Business (Plan 2) includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:

- (a) 1TB of cloud storage;
- (b) Sync OneDrive for Business to your computer;
- (c) the following online applications:
  - (i) Microsoft Word Online;
  - (ii) Microsoft Excel Online;
  - (iii) PowerPoint Online; and
  - (iv) OneNote Online.
- (d) compliance and information protection for your files including:
  - (i) legal hold;
  - (ii) rights management; and
  - (iii) data loss prevention.

## 23 SHAREPOINT ONLINE

### What is SharePoint Online?

23.1 SharePoint Online is a Microsoft-hosted document collaboration application based on the Microsoft SharePoint application.

23.2 SharePoint Online offers the following types of user licenses:

- (a) SharePoint Online (Plan 1); and

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- (b) SharePoint Online (Plan 2).

### Application features

23.3 SharePoint Online (Plan 1) includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:

- (a) 10GB storage plus 500MB per user
- (b) team sites;
- (c) work management;
- (d) standard search;
- (e) content management;
- (f) Excel and Access services; and
- (g) OneDrive for Business (Plan 1) is included in SharePoint Online (Plan 1)

23.4 SharePoint Online (Plan 2) includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:

- (a) 10GB storage plus 500MB storage per user
- (b) team sites;
- (c) work management;
- (d) enterprise search;
- (e) content management;
- (f) Excel, Access and Visio services;
- (g) eDiscovery and compliance;
- (h) scorecards and dashboards;
- (i) business connectivity services;
- (j) data loss prevention; and
- (k) OneDrive for Business (Plan 2) is included in SharePoint Online (Plan 2)

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### 24 OFFICE 365 EXTRA STORAGE

#### What is Office 365 Extra Storage?

- 24.1 Office 365 Extra File Storage offers additional file storage options for SharePoint Online.
- 24.2 Office 365 Extra File Storage is available as an add-on to the following Microsoft Cloud Services:
- (a) SharePoint Online (Plan 1);
  - (b) SharePoint Online (Plan 2);
  - (c) Office 365 Enterprise E1;
  - (d) Office 365 Enterprise E3;
  - (e) Office 365 Business Essentials; or
  - (f) Office 365 Business Premium

#### Application features

- 24.3 Office 365 Extra File Storage provides additional storage at 1GB increments.

#### Term

- 24.4 On the date your corresponding SharePoint Online subscription expires, the Office 365 Extra File Storage connected with that subscription will expire and your full access to the Office 365 Extra File Storage will be disabled.
- 24.5 If you terminate your corresponding SharePoint Online subscription, the Office 365 Extra File Storage connected with that subscription will also automatically terminate immediately.
- 24.6 You can decrease the size of your subscription for the Office 365 Extra File Storage by subscribing to a lower storage amount and terminating your existing subscription. It is your responsibility to ensure that all data which you wish to retain has been allocated to your new subscription before your existing subscription is terminated.

### 25 SKYPE FOR BUSINESS ONLINE

#### What is Skype for Business Online?

**Skype for Business Online (Plan 1) is not available for purchase by new customers from 1 August 2018. Existing customers can continue to use Skype for Business Online (Plan 1) until further notice. From 1 August 2018, existing customers will be unable to increase the number of licences for Sype for Business Online (Plan 1). Skype for Business Online (Plan 2) continues unaffected.**

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- 25.1 Skype for Business Online is a Microsoft-hosted communications application that includes Instant Messaging, Presence and online meetings with audio and video conferencing and multiparty data sharing.
- 25.2 Skype for Business Online offers the following types of user licenses:
- (a) Skype for Business Online (Plan 1) (not available to new customers from 1 August 2018); and
  - (b) Skype for Business Online (Plan 2).

### Application features

- 25.3 Skype for Business Online (Plan 1) (not available for purchase by new customers from 1 August 2018) includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:
- (a) Instant messaging and presence
  - (b) Skype for Business-to-Skype for Business audio/video calling
  - (c) Skype for Business external connectivity (Skype for Business federation)
- 25.4 Skype for Business Online (Plan 2) includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:
- (a) Instant messaging and presence
  - (b) Skype for Business to Skype for Business audio/video calling
  - (c) Skype for Business external connectivity (Skype for Business federation)
  - (d) Initiate ad hoc and scheduled online meetings
  - (e) Initiate multi party Skype for Business based audio/video
  - (f) Initiate interactive data sharing (screen/application/whiteboard)

### Application features - Skype for Business Online Add-ons

- 25.5 The following Skype for Business Online add-ons are also available:
- (a) Skype for Business Online Cloud PBX; and
  - (b) Skype for Business Plus CAL.
  - (c) Skype for Business Audio Conferencing

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- 25.6 You must have one of the following Microsoft Cloud Services to purchase the above add-ons:
- (a) Skype for Business Online (Plan 2);
  - (b) Office 365 Enterprise E1;
  - (c) Office 365 Enterprise E3; or
  - (d) Microsoft 365 Enterprise E3
  - (e) Business Premium (applicable for Skype for Business Audio Conferencing only)
- 25.7 Skype for Business Online Cloud PBX is a Microsoft-hosted application that provides call management capabilities (make, receive and transfer calls) in the cloud.
- 25.8 Skype for Business Plus CAL provides authorisation for users to access enterprise telephony and call management features in Skype for Business Server.
- 25.9 Skype for Business Audio Conferencing is a Microsoft-hosted application allows users to join the audio portion of a meeting from virtually anywhere by dialing a PSTN phone number.

## 26 POWER BI PRO

### What is Power BI Pro?

- 26.1 Power BI Pro is a Microsoft-hosted application that enables you to visualise and analyse data.

### Application features

- 26.2 Power BI Pro includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:
- (a) data visualisation;
  - (b) extended data source support;
  - (c) data capacity of 10GB per user;
  - (d) consume data that is refreshed up to 8 times per day; and
  - (e) consume streaming data in your dashboards and reports of 1 million rows per hour.

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### 27 YAMMER ENTERPRISE

**Yammer Enterprise is not available for purchase by new customers from 21 September 2018. Existing customers can continue on their applicable terms until further notice.**

#### **What is Yammer Enterprise?**

27.1 Yammer Enterprise is a Microsoft-hosted application for enterprise social networking.

#### **Application features**

27.2 Yammer Enterprise includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:

- (a) private social network;
- (b) groups;
- (c) conversations;
- (d) mobile access through mobile app.

### 28 OFFICE 365 BUSINESS ESSENTIALS

#### **What is Office 365 Business Essentials?**

28.1 Office 365 Business Essentials is a suite of the Microsoft Cloud Services applications featuring access to email, file sharing, and online conferencing. It includes the following Microsoft Cloud Services applications:

- (a) Exchange Online (Plan 1);
- (b) SharePoint Online (Plan 1);
- (c) Microsoft Teams;
- (d) OneDrive for Business (Plan 1); and
- (e) Yammer Enterprise.

28.2 You may purchase a maximum of 300 user licences for Office 365 Business Essentials. You can have a maximum of 900 user licences across Office 365 Business, Office 365 Business Essentials and Office 365 Business Premium.

#### **Application features**

28.3 Refer to individual Microsoft Cloud Services applications.

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### 29 OFFICE 365 BUSINESS PREMIUM

#### What is Office 365 Business Premium?

29.1 Office 365 Business Premium is a suite of the Microsoft Cloud Services applications featuring access to email, file sharing, online conferencing and desktop version of Office applications. It includes the following Microsoft Cloud Services applications:

- (a) Exchange Online (Plan 1);
- (b) SharePoint Online (Plan 1);
- (c) Microsoft Teams;
- (d) Yammer Enterprise; and
- (e) Office 365 Business.

29.2 You may purchase a maximum of 300 user licences for Office 365 Business Premium. You can have a maximum of 900 user licences across Office 365 Business, Office 365 Business Essentials and Office 365 Business Premium.

#### Application features

29.3 Refer to individual Microsoft Cloud Services applications.

### 30 OFFICE 365 ENTERPRISE E1

#### What is Office 365 Enterprise E1?

30.1 Office 365 Enterprise E1 is a suite of the Microsoft Cloud Services applications featuring access to email, file sharing, and online conferencing. It includes the following Microsoft Cloud Services applications:

- (a) Exchange Online (Plan 1);
- (b) SharePoint Online (Plan 1);
- (c) Skype for Business Online (Plan 2); and
- (d) Yammer Enterprise;

#### Application features

30.2 Refer to individual Microsoft Cloud Services applications.

#### Application Add-Ons

30.3 There are a number of Application Add-Ons available through Telstra which are compatible with Office 365 Enterprise E1. Details of the Application Add-Ons, including pricing, are set out on the Telstra Apps Marketplace at <https://marketplace.telstra.com>.



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### 31 OFFICE 365 ENTERPRISE E3

#### What is Office 365 Enterprise E3?

31.1 Office 365 Enterprise E3 is a suite of the Microsoft Cloud Services applications featuring access to email, file sharing, online conferencing and desktop version of Office applications. It includes the following Microsoft Cloud Services applications:

- (a) Exchange Online (Plan 2);
- (b) SharePoint Online (Plan 2);
- (c) Skype for Business Online (Plan 2);
- (d) Yammer Enterprise; and
- (e) Office 365 ProPlus.

#### Application features

31.2 Refer to individual Microsoft Cloud Services applications.

#### Application Add-Ons

31.3 There are a number of Application Add-Ons available through Telstra which are compatible with Office 365 Enterprise E3. Details of the Application Add-Ons, including pricing, are set out on the Telstra Apps Marketplace at <https://marketplace.telstra.com>.

### 32 OFFICE 365 ENTERPRISE E4

#### What is Office 365 Enterprise E4?

32.1 Office 365 Enterprise E4 is a suite of the Microsoft Cloud Services applications featuring access to email, file sharing, online conferencing, desktop version of Office applications and enterprise voice licensing. It includes the following Microsoft Cloud Services applications:

- (a) Exchange Online (Plan 2);
- (b) SharePoint Online (Plan 2);
- (c) Skype for Business Online (Plan 2);
- (d) Yammer Enterprise;
- (e) Office 365 ProPlus; and
- (f) Skype for Business Plus CAL.

#### Application features

32.2 Refer to individual Microsoft Cloud Services applications.

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### 33 OFFICE 365 ENTERPRISE E5

#### What is Office 365 Enterprise E5?

33.1 Office 365 Enterprise E5 is a suite of the Microsoft Cloud Services applications featuring access to email, file sharing, online conferencing, desktop version of Office applications and enterprise voice. It includes the following Microsoft Cloud Services applications:

- (a) Exchange Online (Plan 2);
- (b) SharePoint Online (Plan 2);
- (c) Skype for Business Online (Plan 2);
- (d) Yammer Enterprise;
- (e) Office 365 ProPlus;
- (f) Skype for Business Plus CAL;
- (g) Skype for Business Cloud PBX;
- (h) Office 365 Delve Analytics;
- (i) Office 365 Advanced eDiscovery; and
- (j) Customer Lockbox.

#### Application features

33.2 Refer to individual Microsoft Cloud Services applications.

### 34 OFFICE 365 ENTERPRISE F1

#### What is Office 365 Enterprise F1?

34.1 Office 365 Enterprise F1 is a Microsoft-hosted application suite featuring access to web email, internal sites and documents.

#### Application features

34.2 Office 365 Enterprise F1 includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:

- (a) Exchange Online Kiosk;
- (b) Yammer Enterprise;
- (c) access to view SharePoint Online sites; and
- (d) create and edit Word, Excel, PowerPoint, and OneNote files.

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### 35 OFFICE 365 EDUCATION E5 FOR FACULTY

#### What is Office 365 Education for Faculty?

35.1 Office 365 Education E5 for Faculty is a Microsoft-hosted application for academic institutions featuring desktop versions of Office on PC/Mac with applications for tablets and smartphones, additional security features, and a new class of unified communications solutions with advanced Skype for Business meeting and voice capabilities.

#### Application features

35.2 Office 365 Education for Faculty includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:

- (a) Office for PC/Mac with applications for tablets and smartphones;
- (b) 1 TB file storage and sharing and self-service BI in Excel;
- (c) Advanced Threat Protection and Customer Lockbox;
- (d) unified communications solutions with advanced Skype for Business meeting and voice capabilities.

35.3 To be eligible for this application you and your Users must:

- (a) be a full-time or part-time faculty or staff member or student at an academic institution; and
- (b) have a specific email address provided by the academic institution (for example, contoso.edu) that can receive external email.

### 36 OFFICE 365 EDUCATION E5 FOR STUDENTS

#### What is Office 365 Education for Students?

36.1 Office 365 Education E5 for Students is a Microsoft-hosted application for students featuring desktop versions of Office on PC/Mac with applications for tablets and smartphones, additional security features, and a new class of unified communications solutions with advanced Skype for Business meetings and voice capabilities.

#### Application features

36.2 Office 365 Education for Students includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:

- (a) Office for PC/Mac with applications for tablets and smartphones;

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- (b) 1 TB file storage and sharing and self-service BI in Excel;
- (c) Advanced Threat Protection and Customer Lockbox;
- (d) unified communications solutions with advanced Skype for Business meeting and voice capabilities.

36.3 To be eligible for this application you and your Users must:

- (a) be a full-time or part-time student at an academic institution; and
- (b) have a school-specific email address provided by the school (for example, contoso.edu) that can receive external email.

### **37 OFFICE 365 EDUCATION E5 WITHOUT PSTN CONFERENCING FOR FACULTY**

#### **What is Office 365 Education E5 without PSTN Conferencing for Faculty?**

37.1 Office 365 Education E5 without PSTN Conferencing for Faculty is a Microsoft-hosted application for academic institutions featuring desktop versions of Office on PC/Mac with applications for tablets and smartphones, additional security features, and unified communications solutions.

#### **Application features**

37.2 Office 365 Education E5 without PSTN Conferencing for Faculty includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:

- (a) Office for PC/Mac with apps for tablets and smartphones;
- (b) 1 TB file storage and sharing and self-service BI in Excel; and
- (c) Advanced Threat Protection and Customer Lockbox.

37.3 To be eligible for this application you and your Users must:

- (a) be a full-time or part-time faculty or staff member or student at an academic institution; and
- (b) have a school-specific email address provided by the school (for example, contoso.edu) that can receive external email.

### **38 OFFICE 365 EDUCATION PROPLUS FOR STUDENTS**

#### **What is Office 365 Education ProPlus for Students?**

38.1 Office 365 Education ProPlus for students is a Microsoft-hosted application for students that includes productivity software (including Word, PowerPoint, Excel, Outlook, OneNote, Publisher, Access, Skype for Business) on up to five PCs or Macs and on your mobile devices.

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### Application features

38.2 Office 365 Education ProPlus for students includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:

- (a) Office for PC/Mac with apps for tablets and smartphones; and
- (b) 1 TB file storage and sharing and self-service BI in Excel.

38.3 To be eligible for this application you must:

- (a) be a full-time or part-time student at an academic institution; and
- (b) have a school-specific email address provided by the school (for example, contoso.edu) that can receive external email.

## 39 OFFICE 365 EDUCATION PROPLUS FOR FACULTY

### What is Office 365 Education ProPlus for Faculty?

39.1 Office 365 Education ProPlus for Faculty is a Microsoft-hosted application for academic institutions that includes productivity software (including Word, PowerPoint, Excel, Outlook, OneNote, Publisher, Access, Skype for Business) on up to five PCs or Macs and on your mobile devices.

### Application features

39.2 Office 365 Education ProPlus for Faculty includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard user features which are advised from time to time by us or Microsoft:

- (a) Office for PC/Mac with apps for tablets and smartphones; and
- (b) 1 TB file storage and sharing and self-service BI in Excel.

39.3 To be eligible for this application you and your Users must:

- (a) be a full-time or part-time faculty or staff member or student at an academic institution; and
- (b) have a school-specific email address provided by the school (for example, contoso.edu) that can receive external email.

## 40 OFFICE 365 BUNDLES

### What are Office 365 Bundles?

40.1 The Office 365 Bundle comprises of either:

Choice A:

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- (a) a choice of Office 365 Business application or the Office 365 Business Essentials or Office 365 Business Premium Suites; and
- (b) a Telstra Apps Marketplace Domain Name (either a .com.au or .net.au domain name).

**or Choice B:**

- (c) a choice of either Office 365 Business Essentials or Office 365 Business Premium Suites; and
- (d) professional services in the form of set-up, domain configuration and mail migration services (such as for instance and without limitation Mural professional services) as described further in clause 40.4 below; and
- (e) a Telstra Apps Marketplace Domain Name (either a .com.au or .net.au domain name).

40.2 In either of the two choices in clause 40.1 above, if you have an existing domain name you may use this with your Office 365 Bundle and we will provide domain name administration services and host your domain name on a DNS server.

### **Bundle features and terms**

- 40.3 Application features: refer to individual Microsoft Cloud Services applications.
- 40.4 Professional services features: the professional services are designed to migrate and setup new Office 365 email users. Services will include the migration of data (comprising of calendars, notes, tasks, contacts, journals, rules, and shared mailboxes), configuration on a desktop or laptop, and an email functionality test.
- 40.5 The Telstra Apps Marketplace Domain Name are the terms applicable to Australian Domains as defined and set out in <https://www.telstra.com.au/content/dam/tcom/personal/consumer-advice/pdf/business-b/apps-domains.pdf>
- 40.6 In respect of the professional services provided by Mural, the Telstra Apps Marketplace Mural terms shall apply, as found at this link: <https://www.telstra.com.au/content/dam/tcom/personal/consumer-advice/pdf/business-b/cloud-mural.pdf>

### **Term and early termination charge**

- 40.7 You must subscribe to the Office 365 Bundles for an initial term of 24 months ("**Initial Term**").
- 40.8 Unless you or we cancel your Office 365 Bundles, at the end of the Initial Term your subscription will automatically renew on a monthly basis.

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- 40.9 If your Office 365 Bundles are cancelled or terminated (other than for our material breach) during the Initial Term, we may charge you an early termination charge calculated as either: a) in respect of Choice A at clause 40.1 above, \$4.00; or b) in respect of Choice B at clause 40.1 above, the contracted price, in each case multiplied by the number of remaining months in the Initial Term from the date of cancellation or termination.

#### **Charges**

- 40.10 Without limiting any other charges payable by you under these Our Customer Terms, you agree that we will charge you on a monthly basis for all of your Office 365 Bundles at the prices set out at <https://marketplace.telstra.com> (as updated by us from time to time).

#### **Eligibility**

- 40.11 To be eligible for the Office 365 Bundles you must be eligible for the purchase of products through the Telstra Apps Marketplace.

#### **User numbers**

- 40.12 You may purchase a maximum of 300 User Licences for each of Office 365 Business, Office 365 Business Essentials and Office 365 Business Premium.
- 40.13 You can combine Office 365 Bundles across Office 365 Business, Office 365 Business Essentials and Office 365 Business Premium up to a maximum of 900 User Licences.
- 40.14 If you cancel your Office 365 Bundle(s) you cannot later reapply for same the Office 365 Bundle.
- 40.15 You can increase or decrease the number of User Licences for your Office 365 Bundles, by:
- (a) Talking to the Telstra Apps Marketplace Help Desk; or
  - (b) visiting the Telstra Apps Marketplace administration portal.
- 40.16 The additional User Licences will be included in your existing subscription and will expire at the same time as your existing User Licences. The additional User Licences will be charged on the basis of the subscription fees applicable at the date that you increase the User Licences.
- 40.17 Any reduction in the number of User Licences will take effect from the date of cancellation. You must maintain at least one User Licence.
- 40.18 Please note that professional services under 40.1(d) will not be provided for additional users added after the initial purchase of the relevant bundle.

#### **Renewal of Domain Names**

- 40.19 For so long as you continue to acquire one of the Office 365 Bundles we will, at your request, renew your domain name at no additional charge and continue to provide domain name administration services in accordance with

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the terms set out at the following link:

<https://www.telstra.com.au/content/dam/tcom/personal/consumer-advice/pdf/business-b/apps-domains.pdf>.

### Subscribing to Microsoft Office 365 plans and applications

40.20 There may be restrictions on your ability to subscribe to:

- (a) Microsoft Office 365 plans; and/or
- (b) standalone Microsoft Cloud Services; and

you may contact the Telstra Apps Marketplace Helpdesk for further information regarding any applicable restrictions that may apply to you.

### Additional cancellation and suspension rights

40.21 If you wish to cancel the Office 365 Bundles, you must:

- (a) tell us that you would like to cancel your Offer by:
  - (i) via the Telstra Apps Marketplace Help Desk; or
  - (ii) visiting the Telstra Apps Marketplace administration portal.
- (b) transfer administration of your domain name to another provider in accordance with the provisions in the Telstra Apps Marketplace Domain Names section above.

40.22 We will then cancel your User Licences and cease to provide domain name administration for your domain name (although your domain name registration will continue for the remainder of the registration period).

## 41 WINDOWS 10 ENTERPRISE

### What is Windows 10 Enterprise?

41.1 Windows 10 Enterprise is a suite of the Microsoft cloud service applications featuring advanced security features, device and app management, and operating system deployment and update control.

### Eligibility and restrictions

41.2 To be eligible to purchase Windows 10 Enterprise, you must have the following:

- (a) Windows 10 Pro, version 1607 (also known as Windows 10 Anniversary Update) or later installed on the devices to be upgraded; and
- (b) Azure Active Directory (Azure AD) available for identity management (can be purchased through the Telstra Apps Marketplace).

41.3 For each user covered by the license, you can deploy Windows 10 Enterprise edition on up to five devices.



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- 41.4 The minimum number of licences required for purchase is 1. There is no limit to the number of licences that can be purchased for this application.

#### Application features

- 41.5 Windows 10 Enterprise includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard User features which are advised from time to time by us or Microsoft:
- (a) Credential guard – hardware-level security, virtualization-based security, improved protection against persistent threats and improved manageability;
  - (b) Device guard – protects against malware, protects the Windows system core from vulnerability and zero-day exploits, and allows trusted apps to run;
  - (c) Applocker management – helps IT professionals determine which applications and files users can run on a device;
  - (d) Application virtualization – makes applications available to end users without installing the applications directly on the users device;
  - (e) User experience virtualization – captures user-customized Windows and application setting and store them on a centrally managed network file share; and
  - (f) Managed user experience – helps customize and lock down a Windows device’s user interface to restrict it to a specific task.

## 42 MICROSOFT 365 ENTERPRISE E3

### What is Microsoft 365 Enterprise E3?

- 42.1 Microsoft 365 Enterprise E3 is suite of the Microsoft cloud service applications featuring Office 365, Windows 10 Enterprise, and Enterprise Mobility and Security.

#### Application features

- 42.2 Microsoft 365 Enterprise E3 includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard User features which are advised from time to time by us or Microsoft:
- (a) Office applications (Word, Excel, PowerPoint)
  - (b) Email and Calender
  - (c) Microsoft Teams
  - (d) Skype for Business

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- (e) SharePoint, Yammer
- (f) Threat Protection (Microsoft Advanced Threat Analytics, Windows Defender Antivirus, Device Guard)
- (g) Azure Active Directory P1, Windows Hello and Credential Guard
- (h) Microsoft Intune
- (i) Office 365 Data Loss Prevention, Windows Information Protection and BitLocker, Azure Information Protection P1
- (j) Advanced eDiscovery, Customer Lockbox, Advanced Data Governance
- (k) Delve

### 43 MICROSOFT 365 ENTERPRISE E5

#### What is Microsoft 365 Enterprise E5?

43.1 Microsoft 365 Enterprise E5 is suite of the Microsoft cloud service applications featuring Office 365, Windows 10 Enterprise, and Enterprise Mobility and Security.

#### Application features

- 43.2 Microsoft 365 Enterprise E5 includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard User features which are advised from time to time by us or Microsoft:
- (a) Office applications (Word, Excel, PowerPoint)
  - (b) Email and Calendar
  - (c) Microsoft Teams
  - (d) Skype for Business, PSTN Conferencing and Cloud PBX
  - (e) SharePoint, Yammer
  - (f) Threat Protection (Microsoft Advanced Threat Analytics, Windows Defender Antivirus, Device Guard); (Windows Defender Advanced Threat Protection, Office 365 Advanced Threat Protection, Office 365 Threat Intelligence)
  - (g) Azure Active Directory P1, Windows Hello and Credential Guard
  - (h) Microsoft Intune
  - (i) Office 365 Data Loss Prevention, Windows Information Protection and BitLocker, Azure Information Protection P1; Azure Active Directory P2

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- (j) Advanced eDiscovery, Customer Lockbox, Advanced Data Governance
- (k) Delve
- (l) Power BI Pro, MyAnalytics

### **44 MICROSOFT 365 BUSINESS**

44.1 Microsoft 365 Business is suite of the Microsoft cloud service applications featuring Office 365, Windows 10 Business, and some components of Enterprise Mobility and Security.

44.2 Microsoft 365 Business includes the following features (which may be revised by us from time to time in accordance with Our Customer Terms) and such other standard User features which are advised from time to time by us or Microsoft:

- (a) Office applications (Word, Excel, PowerPoint)
- (b) Email and Calender
- (c) Microsoft Teams
- (d) Skype for Business
- (e) SharePoint, Yammer
- (f) Business Apps – Outlook Customer Manager, Bookings, MileIQ Business center, Listings, Connections, Invoicing
- (g) Azure Active Directory P1
- (h) Microsoft Intune
- (i) Windows AutoPilot