



# MICROSOFT® SHAREPOINT ONLINE AND ONEDRIVE FOR BUSINESS WITH OFFICE ONLINE APPLICATION

## INFORMATION ABOUT THE SERVICE

Your plan is for a Microsoft SharePoint Online application or OneDrive for Business with Office Online application which is available through the Telstra Apps Marketplace.

The Microsoft SharePoint Online application is a Microsoft hosted document collaboration application based on Microsoft SharePoint 2013. You need one of the following user licences for each user of the application (User SL):

- SharePoint Online Kiosk User SL (if you are taking up a Microsoft Office 365 Suite kiosk only);
- SharePoint Online (Plan 1) User SL; and
- SharePoint Online (Plan 2) User SL.

The OneDrive for Business application is a personal online storage space, with 1TB of cloud storage, hosted by Microsoft. SharePoint Online (Plan 2), included in all Office 365 suites and can also be purchased as a standalone plan.

## Telstra Apps Marketplace

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

You need an internet connection to access the Telstra Apps Marketplace. To start using the Telstra Apps Marketplace, visit [marketplace.telstra.com](https://marketplace.telstra.com) and create an account.

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

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

## Minimum Term

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

## What's included

Depending on which User SL you choose, your Microsoft SharePoint Online or OneDrive for Business with Office Online application includes the features listed in the table below.

Application feature	Microsoft Sharepoint online kiosk per User SL	Microsoft Sharepoint online (plan 1) per User SL	Microsoft Sharepoint online (plan 2) per User SL	Onedrive for Business
Additional storage to overall pooled quota	0 GB	500 MB per User Licence	500 MB per User Licence	N/A
Team sites	✓	✓	✓	✗
Simple public-facing site	✗	1 basic public facing site included	1 basic public facing site included	✗
Enterprise features (forms services, Excel services, Visio services)	✗	✗	✓	✗
Number of site collections	N/A	Up to 300	Up to 300	N/A
Basic external document sharing	✗	✓	✓	✓
OneDrive for Business included	✓	✓	✓	✓
Office Online included	✗	✗	✓	✓

Users must have a compatible mobile device to access the Microsoft SharePoint Online or OneDrive for Business with Office Online application on their mobile.

## INFORMATION ABOUT PRICING

### Your minimum monthly charge

Plan	Charge per user per month
Microsoft SharePoint Online (Plan 1)	\$7.59
Microsoft SharePoint Online (Plan 2)	\$15.07
Office 365 Additional Storage	\$0.30
Microsoft SharePoint Online Partner Access	\$3.20
OneDrive for Business with Office Online	\$7.59

### Early Termination Charge

There's no Early Termination Charge.

## OTHER INFORMATION

### Manage your service online

You can manage your Telstra Apps Marketplace applications online at [marketplace.telstra.com](https://marketplace.telstra.com)

## Billing

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

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

### We're here to help

You'll find more information at [marketplace.telstra.com](https://marketplace.telstra.com)

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

### Complaints or disputes

If you need to make a complaint you can:

- call 13 2000 and say "complaint"
- call your Account Representative if you have one
- visit [telstra.com/business/complaints](https://telstra.com/business/complaints)

### Further investigation

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

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