Microsoft Office enables your business to perform better. Microsoft Bookings is there to help you ensure that your meetings are more productive and efficient. Microsoft Bookings makes it easy for clients and co-workers alike to book themselves a meeting, and for you, as the owner, to be aware of what everyone else is up to.

Remote working means you are getting the most out of your employees. Everyone gets so much more done when they're out of the office. It's even more than you think – each remote worker that you have in your team contributes to 240% of a full-time employee's work. By 2019 there will be 7.7 billion devices on the planet.

Remote working is no longer a lonely pursuit with Office 365 Business Premium. We haven't figured out how to get this virtual employee to come along to Friday afternoon drinks just yet… but we’re getting there.

Your staff will be happier. No one likes being unproductive, because we've all got busy lives and who has time to waste? From learning all the office slang to leveraging machine-learning or conducting research, with Office 365, it's like having an additional team mate by your side.

Why remote working is the greatest gift to your business

The Modern Workplace Equation: Happier staff generates higher productivity

How to turn the 'uh-ohs' into 'no problems'

Microsoft Office allows you to access your presentation anywhere you are and your colleague’s files are also not lost, but are available for easy access. In terms of security, Microsoft has this figured out as well, all the business owner needs to do is to revert permission to stop unwanted eyes accessing the account.

Outlook in Office 365 helps you prioritise them – colourfully. And then there's Microsoft Teams. Use Microsoft Teams to drop your collaborator a note or an attachment and declutter your inbox. As an added bonus, Teams makes conversations easy to track over a long period of time… and what a relief it must be to finally do away with those long email chains.

Office 365 Business Premium is just $209 per year, for all these features and with more being deployed regularly. Work better, work smarter with Microsoft Office.