

Microsoft SharePoint

Information on the Service

Microsoft SharePoint Online is an online intranet and collaboration tool for business available on the Optus Smart Shop.

You can use it as a secure place to store, organise, share, and access information from almost any device.

This service can be accessed through a web browser with your Optus Smart Shop login details.

What's Included

Full access to the Microsoft SharePoint Online features; including, dedicated sites for each team in your business, manage projects and information, pull together tasks from all of your projects, across SharePoint, Outlook, and the Project web app.

Additional tools included in the upgraded Plan 2 version of the service. Access is per user.

*Additional tools include: PowerPivot, PowerView, Enterprise Search, e-Discovery Search, Visio Services, Business Connectivity Services

Other Important Information

Internet connection required to access online version of applications.

Minimum Monthly Charge

N/A

Other Information

Service Management

Manage your application using the Optus Smart Shop Dashboard at www.smartshop.optus.com.au/login

Billing

Billed per user per year. Contract will renew if not cancelled. You need to give 32 days notice to avoid a further annual charge.

Help Details

www.smartshop.optus.com/en/help

<https://support.office.com/>

Customer Service

Phone

You can call **1300 620 646** for assistance with your Optus Smart Shop subscription, website or platform issues or application issues.

Website

For other assistance and account information, see www.smartshop.optus.com/en/help

Complaints

You can contact our complaint resolution area by calling us on **1300 620 646**. We encourage you to contact us first so that we can try to resolve your complaint straight away. If you're not happy with the outcome, you may also contact the Telecommunications Industry Ombudsman on **1800 062 058**.

Pricing Information

Plan Pricing	Plan 1: Standard	\$84	Per user per year
	Plan 2: Enhanced*	\$156.00	
Option Add Ons		N/A	
Minimum Cost		\$84.00 per user per year	
Early Termination Charge		Annual Contract, 32 days notice applies. You will incur an additional annual charge if you give less than 32 days notice.	