

# 5 Reasons to Move to Outlook





**100  
GB**

# 1. Increased Quotas

- Moving to Outlook means you get more storage for all your emails and attachments
- Your email quota will expand to 100 GB!
- Plus, with integrated access to your 5TBs of OneDrive storage, you'll never need to worry about running out of space again

# 2.

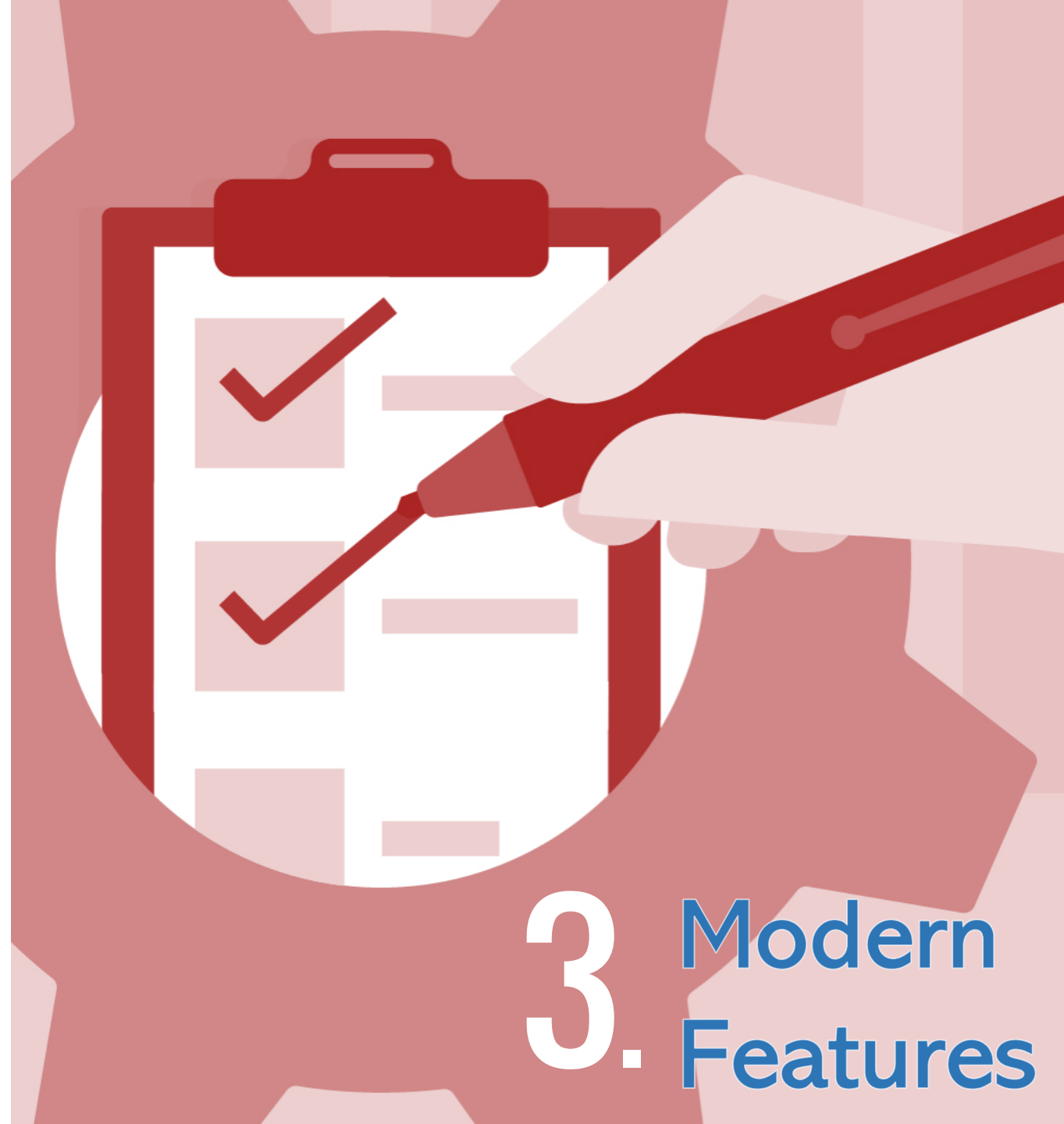
- As a member of York University, you already have access to Microsoft's suite of business applications and services
- By migrating to Outlook, you are fully integrating your O365 services, which means you'll be increasing your productivity and ease of use
- You'll also be joining your colleagues who've already made the move, and can take advantage of a single-service approach to business communications
- Outlook's integration with OneNote, OneDrive, SharePoint, and Teams, means that your email client is both an extension and hub for all your enterprise communication platforms

# Integrated Services



[To find out more, click here!](#)

- Outlook has advanced calendaring capabilities that fully integrate our community's rooms and resources. Use the **Scheduling Assistant** feature to know when team members are available, and what rooms are free to book for your meetings
- Save time pulling up old emails and attachments with Outlook's advanced **Search** features. Outlook's **Search** feature uses advanced algorithms to instantly locate and display relevant data
- Simple things—like Outlook's **Smart Attachment** feature, an element that suggests recently accessed documents as attachments—can save you time and increase your productivity



## 3. Modern Features

# 4 Enhanced Security



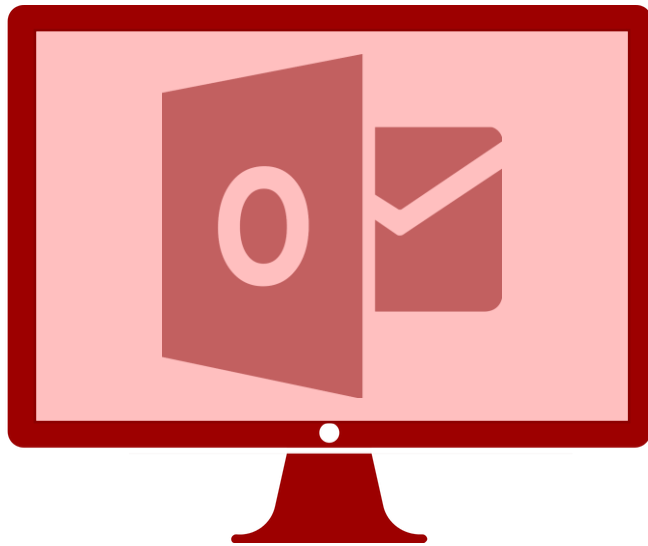
- Microsoft Outlook maintains the latest defenses against viruses and spam with Exchange Online Protection (EOP)—a service that handles virus, spam and policy enforcement for over 8.5 million users globally
- Microsoft helps to safeguard your data by hosting it in Canadian data centers with continuous data backup and a premier disaster recovery plan



[To find out more, click here!](#)

# 5. Multi-Platform Options

- Moving to Microsoft Outlook for email and calendaring means gaining access to flexible multi-platform clients
- With Outlook, you always have access to your email and calendaring—even on the go. And the cloud connection makes sure that everything is always synced and up to date
- Outlook's mobile and desktop clients also support caching, so—even when you're disconnected—you're never out of the loop



[To find out more, click here!](#)