



Connected Office
Business-Class Data & Collaboration Services



Welcome to Connected Office

This Quick Start Guide is a brief outline for getting your new Connected Office services up and running. The best way to get started with your collaboration and conferencing tools and other online services is with a FREE Application Activation session with our Technology Support Team. Please visit centurylink.com/activate to schedule your appointment, or call 800.238.5100 for help at any time.

Your CenturyLink® Connected Office bundle provides everything you need to work as a smoothly functioning team, including:

DATA SERVICES

- Microsoft® Hosted Exchange email, Web mail, calendars and more
- Domain name registration for one name
- Website hosting and design templates
- Search engine optimization and marketing tools
- Automatic Online Data Backup
- CloudFax (Fax Over Email)
- Microsoft® Hosted Lync online conferencing and collaboration tools
- McAfee® Email Protection and Continuity
- McAfee® Encryption
- McAfee® Email Archiving
- McAfee® Endpoint Protection
- Complimentary Activation Appointment with Tech Support Team

HIGH-SPEED INTERNET

- Connection speeds up to 40 Mbps, depending on the level of Connected Office you selected
- 24x7 technical support

CONNECTEDOFFICE

TABLE OF CONTENTS

Click the page number to learn more:

High-Speed Internet Setup	3
Complimentary Activation Appointment.....	3
Connected Office Services	
Activating your services	4
Domain Name Registration	4
About the Management Console	5
Online Help	5
Microsoft Hosted Exchange Email	6
Website and SEO Tools	6
Secure Online Backup.....	7
CloudFax	7
Microsoft Hosted Lync.....	8
McAfee Services Activation.....	9
McAfee Email Protection and Continuity	10
McAfee Email Encryption	10
McAfee Multi-Year Email Archiving Retention.....	10
McAfee Endpoint Protection	11
Resources and Help	12
Terms & Conditions.....	12

1

CONNECT YOUR
HIGH-SPEED
INTERNET SERVICE

Getting Started

Install your High-Speed Internet and Modem

Your High-Speed Internet service must be connected before you can activate your Connected Office online services.

- **EASY SELF-INSTALLATION**
Please follow the installation guide included inside your CenturyLink modem kit.
- **TECHNICIAN INSTALL**
Call 1-800-238-5100 if you'd rather have a CenturyLink technician do it for you.

2

SCHEDULE YOUR
FREE ONLINE
SERVICES
ACTIVATION

Learn how to set up and use your Online Services

During this complimentary telephone consultation, a member of our Technology Support Team will guide you through the setup of all the Online Services included with Connected Office. Whether you're tech-savvy or not, this session is the easiest way to get everything set up properly for the unique needs of your business.

If you were not scheduled for an Activation Appointment when you placed your order, we recommend you do so now.

- Please visit centurylink.com/activate to schedule your appointment online.
- You will need to be online at your computer for the appointment, which will take about one hour. You and the consultant will walk through each step together, right on your computer screen.
- If you prefer to set up your online services on your own, use the following pages as a guide. For in-depth instructions, refer to the Do-It-Yourself section at savvisdirect.com/knowledge-base.

HELPFUL HINTS

As you get ready to activate and configure your new Connected Office services, here are a few things to prepare before you jump in.

- Have a domain name in mind for your business, either one you already own or the one you'd like to have (e.g. yourbiz.com).
- Decide who will be the primary Administrator of your account.
- Consider what email addresses you need.
- Determine which computers and/or devices you would like to set for backup.
- You will need a CenturyLink ID, which is the same user name and password you use to access your CenturyLink account. If you do not have a CenturyLink ID yet, go to centurylink.com/myaccount and click the Enroll Now button.

3

ACTIVATE AND
SET UP YOUR
ONLINE SERVICES

Online Services

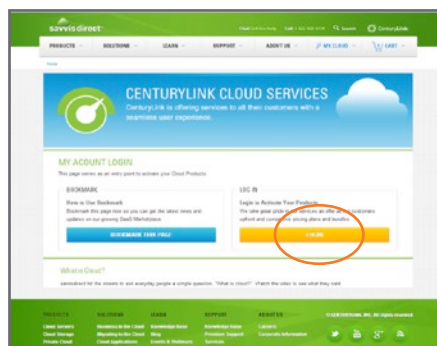
Activate your available Online Services

First, you have to **ACTIVATE** the services you plan to use before you can start setting them up.

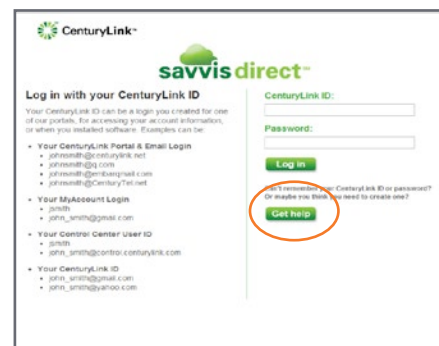
- **Start by going to:** <http://savvisdirect.com/CenturyLink/>

Make sure to include the /CenturyLink/ at the end of this URL to get to the CenturyLink portal. Since you'll be using this same address to access all your features, you may find it handy to bookmark this page.

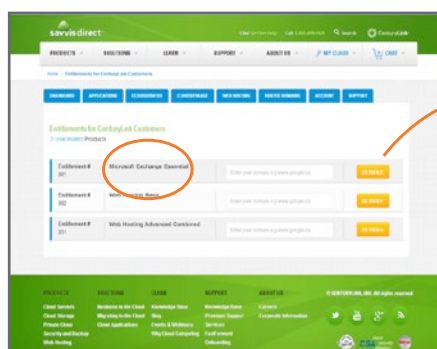
- Click the **[LOGIN]** button and enter your **CenturyLink ID**.



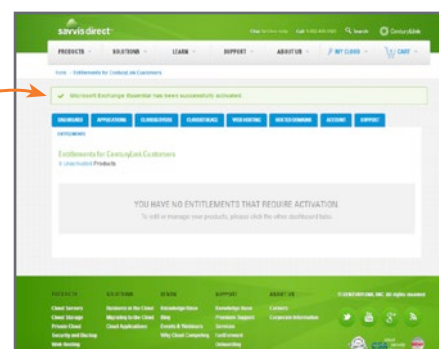
CENTURYLINK PORTAL



LOGIN SCREEN



ENTITLEMENTS



CONFIRMATION MESSAGE

- At the **Entitlements** screen, you'll see a list of all the online services included in your package.
- Click on the line item called **Microsoft Exchange** first, and enter your desired Domain Name (e.g. yourbiz.com), or an existing Domain if you already own one. Click **[ACTIVATE]**.
- You'll be taken to a screen where you can "purchase" the domain name included in your package for \$0.00. Follow the instructions, then return to your Entitlements listing.
- You should see a confirmation message that Microsoft Hosted Exchange has been activated.
- If you're ready to activate more of your Entitlements, select the one(s) you want to use, and click **[ACTIVATE]**. Make sure you receive a confirmation for each. You can always return at another time and activate more if you're not sure which ones you're going to use at this point.
- If you activate all the Entitlements, you'll see the message: "You have no entitlements that require activation."
- Now you can start setting up your services through your **Management Console** (see next page).

Bookmark your portal page at <http://savvisdirect.com/CenturyLink/> so you can easily get to it again.

Enter the same user name and password that you use to access your CenturyLink account, if you have one already.

If you are a new user, click the **Get Help** button. You'll be taken to a screen where you can **Create New Account**.

If your desired domain name is available, follow the steps to have CenturyLink register it. Registration of one domain is included in your Connected Office bundle. If the name you want isn't available, you'll be given some alternate suggestions, or you can try again with another name.

3

ACTIVATE AND
SET UP YOUR
ONLINE SERVICES

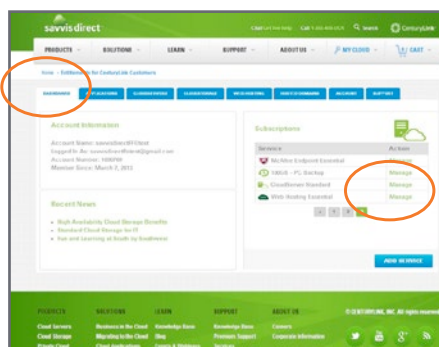
Online Services

Navigating your Management Console

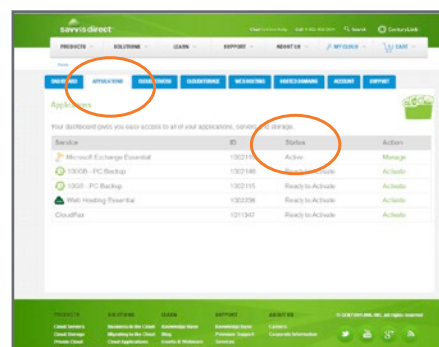
Now that your Connected Office services are activated, you can start setting up each one. Convenient tabs in your **Management Console** let you access your services in several ways:

- The **DASHBOARD** tab shows account information on the left side, and a list of your subscribed services on the right. Click Manage to access that service.
- The **APPLICATIONS** tab shows a complete list of your services and their status. The Status may say Ready to Activate, Provisioning, or Active depending on what stage of setup you've completed. You don't have to deal with everything at once, but we do recommend that you set up Microsoft Exchange first (see next page) to get your email established.
- Choose any **individual tab**, such as Web Hosting, to access that particular service.
- Under **MyCloud** in the upper right corner, pull down to find convenient links to Your Dashboard, Applications and more.

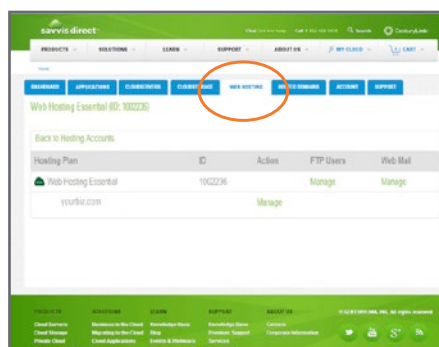
Although most features can be found in several places, the instructions for certain services may recommend that you access them through a particular screen.



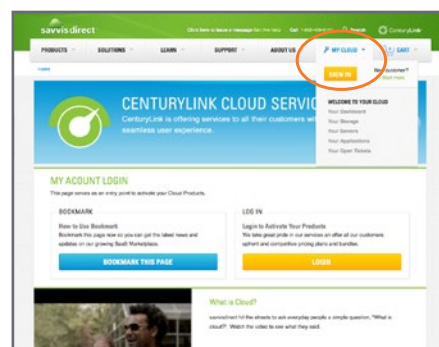
DASHBOARD TAB



APPLICATIONS TAB



INDIVIDUAL SERVICE TAB

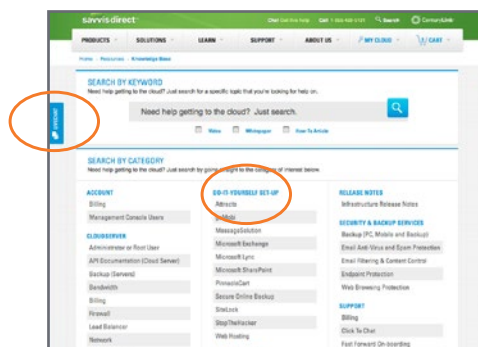


MY CLOUD

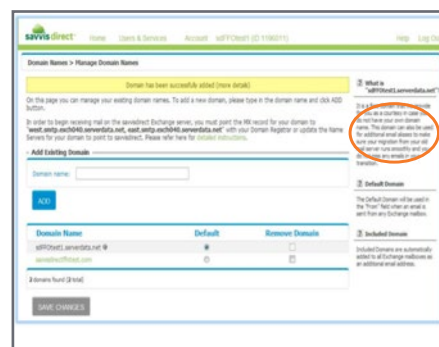
Where to find help

Look for more complete instructions in the Do-It-Yourself section at savvisdirect.com/knowledge-base. Or, click the **Live Chat** button for immediate assistance at any time.

Some features also have helpful tips in the right sidebar area.



LIVE CHAT / KNOWLEDGE BASE



SIDEBAR HINTS

3

ACTIVATE AND
SET UP YOUR
ONLINE SERVICES

A specific number of vanity Exchange mailboxes based on your domain name (you@yourbiz.com) are included in your bundle, determined by the level of Connected Office you selected.

Microsoft Outlook allows you to have synchronized email, shared calendars and contacts no matter where you are or what computer you're using.

Connected Office includes hosting for a web site with up to 5GB of storage. Already paying to have a site hosted elsewhere? Ask how to transfer the hosting to your Connected Office account and save.

Advanced Web tools such as FTP access, custom scripts, databases and more are also available in the Web Hosting section.

Up to 500 generic Web Mail addresses are included (e.g. you@imp.yourbiz.com).

Online Services

Now you can start setting up your individual Connected Office services.

- If you're not already logged in, go to <http://savvisdirect.com/CenturyLink/> 

For more detailed instructions, go to <http://savvisdirect.com/knowledge-base>

Activate Microsoft® Hosted Exchange and set up your Email

- From your **Management Console**, go to the APPLICATIONS tab and locate Microsoft Hosted Exchange.
- If it doesn't already say Active in the Status column, click **Activate**, then **Setup** to enter the Account Administrator information. Click SAVE.
- You'll see the Status change to Provisioning. Wait about 5 minutes, then return to the Applications tab or refresh your page. The Status should now say Active.
- Now click on **Manage** in the Action column, then **Launch Service**. This will open a new tab directing you to the Microsoft Hosted Exchange Control Panel.
- Enter Contact Information and Security Questions.
- You will now be at the **Get Started** page, where you find links for the following setup items. Click on each one and follow the instructions provided.
 1. Primary Set Up: Domain / Users / Account Contacts
When setting up your Users, check the box for Exchange. If you also plan to use Lync, you can check that box too and easily set up all your Users for both services at the same time. Keep in mind that you have a limited total number of users included in your bundle.
 2. Download and set up your Email Client
Choose the version of Outlook you would like to use, download the software and install it on your computer. If you don't want to use Outlook for your email, choose Internet Mail Clients instead.
 3. Set Up Company Information
 4. Set Up Messaging, Wireless and Compliance
 5. Get your Mailbox Users started

Web Hosting

Several services are included under the Web Hosting section, accessed either via the Web Hosting tab, or listed under Subscribed Services in the Dashboard.

WEB SITE

- To access the SiteBuilder tool,* click the WEB HOSTING tab. On the line with your domain name, click **Manage**, then **Manage** again to the right of SiteBuilder in the services list.
- Select your website topic and choose your language, then click CREATE SITE.
- Prefill your website with your contact information. This is what will be used on your Contact page.
- Now you'll be at the SiteBuilder Toolbar where you can choose a design template, start filling in your content, add features such as a blog, online store, social media links and more.

SEO TOOLS

- On the WEB HOSTING tab, locate your domain name and click **Manage**, then **Manage** again after Applications.
- At the Webhosting Control Panel, click on the Applications icon in the left column.
- Locate Attracta SEO and click INSTALL. Fill out the account information and click INSTALL.
- Back at the Webhosting Control Panel, you should now see Attracta under the Quick Launch Apps. Hover over the icon and choose Control Panel where you can start building your site traffic by submitting your site to major search engines, building links, and more.

WEB MAIL

- To set up your Web Mail addresses, click the Web Hosting tab and click **Manage** under the Web Mail heading. Follow the instructions to set up each user. Remember to provide users with their user names and passwords.
- To access Web Mail, go to [http://imp.\(insert your domain name\)](http://imp.(insert your domain name)), then enter your own user name and password to log in.

* SiteBuilder subject to browser compatibility.

3

ACTIVATE AND
SET UP YOUR
ONLINE SERVICES

Backup your important data to a remote location online. Retrieve and restore files at any time.

Each device to be backed up requires a unique email address and user name.

Schedule a convenient time (such as after hours) when backup can run automatically and then shut down your computer.

Send or receive up to a total of 20 incoming or outgoing 8.5 x 11" pages a month from your computer — no fax machine or extra phone line required!

If you need post-activation support for your Web and Email Hosting, Secure Online Backup or CloudFax, please contact CenturyLink at 1-855-459-6121.

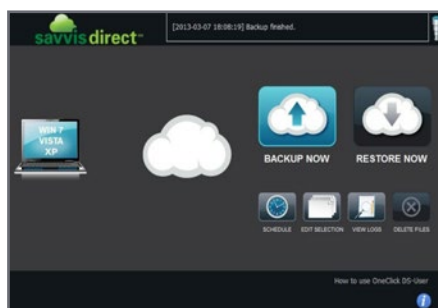
Online Services

- If you're not already logged in, go to <http://savvisdirect.com/CenturyLink/>

For more detailed instructions, go to <http://savvisdirect.com/knowledge-base>

Secure Online Backup

- From the Management Console, click the APPLICATIONS tab, locate **PC Backup** and click **Activate**, then **Setup** under the Action column.
- Fill out the Account Information and SAVE.
- You'll see the Status change to Provisioning. Wait about 5 minutes, then return to the Applications tab or refresh your page. The Status should now say Active.
- Click **Manage** and you'll see how many users you have available.
- Click **NEW USER** and set up the Name, Email and Password for the person who will use this account. That person will receive an email with installation instructions.
- From the email, launch the **Installer** to install the Backup software onto the PC or laptop you want to have backed up.*
- During the installation, you will be required to enter a Private Key and Account Key that you will need if you ever have to recover your data. **Keep this information in a safe place! It cannot be recovered if you lose it.** Click YES at the encryption screen.
- Secure Online Backup will now install and automatically initiate a full file backup.
- To configure your Backup schedule, manually run a Backup or Restore files on your computer, go to Start > Programs > savvisdirect DS-Consumer Client > OneClick DS User. Log in with your own User Name and Password to get to the control screen. Click a function and follow the instructions provided.



ONLINE BACKUP



CLOUD FAX

CloudFax

- From the Management Console, click the APPLICATIONS tab, locate **CloudFax** and click **Manage**, then **Setup** under the Action column.
- Fill out the user ID and password information. The Login/User ID must be an email address. Click SAVE.
- You'll see the Status change to Provisioning. Wait about 5 minutes, then return to the Applications tab or refresh your page. The Status should now say Active.
- Click **Launch Service**.
- To **SEND** a fax, click the Send Fax icon, then enter the recipient's fax number manually, or you can add from your contacts list. Browse and attach the file(s) you would like to send, and choose whether you want to include a cover page with a message. Click **[SEND]** when you're ready.
- To **RECEIVE** a fax, you will need to provide your senders with the CloudFax telephone number you will be assigned during setup. Anyone can then use their fax machine to send a fax to you, and you will receive the fax in your email.
- CloudFax includes an Inbox and Outbox so you can keep a record of all your outgoing and incoming faxes.

* Secure Online Backup systems requirements: Windows XP, Vista, Windows 7. Not compatible with Macintosh computers.

3

ACTIVATE AND
SET UP YOUR
ONLINE SERVICES

Collaborate with colleagues and customers in the next room, across town or even another country! With Web and video conferencing, desktop sharing, and instant messaging, Microsoft Hosted Lync provides the tools to work as a team, all within a secure, private and compliant space.

Online Services

- If you're not already logged in, go to <http://savvisdirect.com/CenturyLink/> 

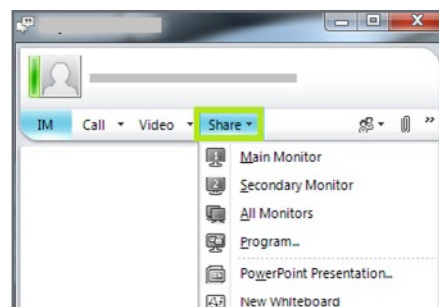
For more detailed instructions, go to <http://savvisdirect.com/knowledge-base>

Microsoft® Hosted Lync

- From your **Management Console**, go to the APPLICATIONS tab and locate Microsoft Hosted Lync in the list.
- If it doesn't already say Active in the Status column, click **Activate**, then **Setup** to enter the Account Administrator information. Click **SAVE**.
- You'll see the Status change to Provisioning. Wait about 5 minutes, then return to the Applications tab or refresh your page. The Status should now say Active.
- Now click on **Manage** in the Action column, then **Launch Service**. This will open a new tab directing you to the Microsoft Hosted Lync Control Panel.
- Enter Contact Information and Security Questions.
- You will now be at the **Get Started** page, where you will be prompted to set up the following: Click on each one and follow the instructions provided.
 - Create Users
You may have already created Users when you set up Microsoft Exchange.
 - Download and install Lync onto your computer.*
- Now you can open the Lync application on your computer. Enter your email address and password, then choose a status from the pulldown menu: Available, Busy, Do No Disturb, Be Right Back, or Away. Click **SIGN IN**.
- Start by building your Contact List. You may build your list manually or import a contacts list.
- To initiate a session, double-click on the Contact(s) you want to collaborate with.
- From the Contact window, you can choose IM, Call, Video, Share or attach a file. Follow the options listed under each pulldown menu.
- For more detailed setup instructions, please visit:
<https://www.savvisdirect.com/knowledge-base/category/138>
- For Lync usage instructions, please review the various articles listed here:
<https://www.savvisdirect.com/knowledge-base/category/41>



LYNC LOGIN



LYNC CONTACT / SHARE PULLDOWN

* Lync 2013 Systems and Software Requirements: Lync 2013 and Online Meeting are currently available only for computers running Windows 7 or higher, with Internet Explorer 8 or 9 as a browser. On supported Windows XP and Windows Vista operating systems, computer-based voice and video are not available. Application viewing and application sharing are available. Lync software is not compatible with Macintosh computers, however Mac users may participate in meetings that are initiated by someone using Lync.

3

ACTIVATE AND
SET UP YOUR
ONLINE SERVICES

Online Services

- If you're not already logged in, go to <http://savvisdirect.com/CenturyLink/>

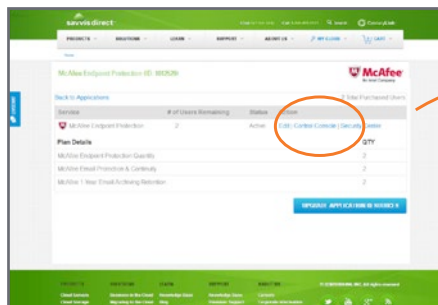
For more detailed instructions, go to <http://savvisdirect.com/knowledge-base>

McAfee® Initial Activation and Setup

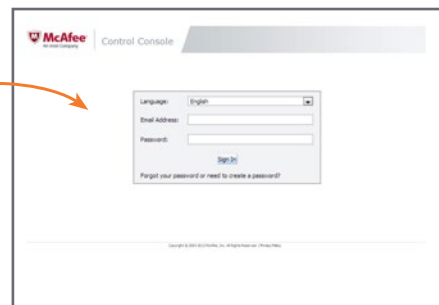
All of your included McAfee services will be accessed through the same McAfee Control Console and will share administrator and password information. Follow these steps to set up your master McAfee administration:

- From your **Management Console**, go to the APPLICATIONS tab and locate any McAfee product in the list.
- If it doesn't already say Active in the Status column, click **Activate**, then **Setup**.
- Follow the instructions to enter the Account Administrator information, selecting the domain name you want to protect, using an email address associated with that domain name. It's easiest if the contact email address and the McAfee Administrator are the same.
- You will then be asked to register a Security Center email address and password. Use the same email address that you entered for the McAfee Administrator.
- Under Journal Retention, select the time period you would like to store your email archives, from as little as 30 days up to 10 years. Click SAVE. You will set up the rest of your archiving later.
- You'll see the Status change to Provisioning. Wait about 5 minutes, then return to the Applications tab or refresh your page. The Status should now say Active.
- Now click on **Control Console** in the Action column. This will open the **McAfee Control Console Login**. You will be using the McAfee Control Console to manage Email Protection and Continuity, Email Encryption and Email Archiving and Retention. The other link for **Security Center** is used for Endpoint Protection and will be covered on page 11.
- Log in with the same email address you used above. The first time you log in to McAfee, you will need to create a password and security questions. Click the **Create a Password** link and follow the instructions.

To access your McAfee services, always go to your CenturyLink Management Console first, locate the product you want to manage under the APPLICATIONS tab, then click either Control Console or Security Center to log in to McAfee.

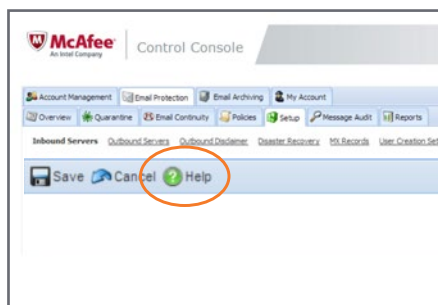


CENTURYLINK MANAGEMENT CONSOLE



MCAFFEE CONTROL CONSOLE LOGIN

- This will bring you to the **McAfee Control Console**, where you will see two rows of tabs that you will use to access the McAfee products listed.
- Whenever you need help with your McAfee services, click the **Help** button along the top bar of any task window for instant coaching. Or, check out the McAfee Knowledge Center at mysupport.mcafee.com.



MCAFFEE CONTROL CONSOLE TABS / HELP DETAIL



MCAFFEE SERVICE PORTAL / KNOWLEDGE CENTER

3

ACTIVATE AND
SET UP YOUR
ONLINE SERVICES

Protect incoming and outbound email, attachments and sensitive information from attacks, viruses and other fraudulent activity. And in the event of a server outage or disaster, help ensure continuity with a cloud-based email Web interface.

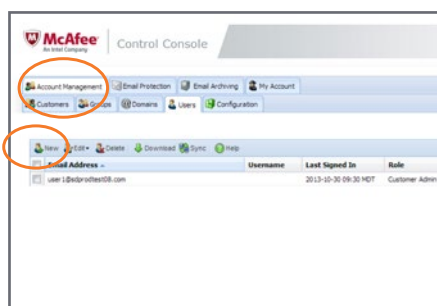
Online Services

- If you're not already logged in, go to <http://savvisdirect.com/CenturyLink/>

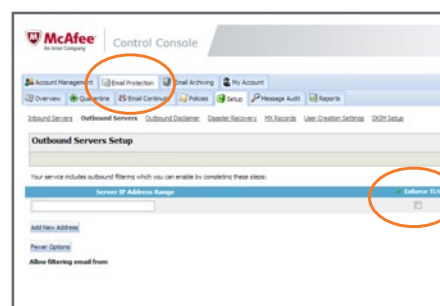
For more detailed instructions, go to <http://savvisdirect.com/knowledge-base>

McAfee® Email Protection and Continuity

- From the **McAfee Control Console**, choose the **Account Management** tab, then the **Users** tab.
- Click the **+New** icon and enter each User's details. You will need to choose a **Role** and a **Type** for each User.
- After each user is created, you can Edit their details, create Aliases, and enter settings for Spam Reporting, Allowed Senders and Blocked Senders. Only a user designated with the Customer Administrator role will be able to modify users.
- Now you need to have CenturyLink configure your inbound and outbound routing so that your email will start flowing through the McAfee services. Go to the CenturyLink Management Console (savvisdirect.com/CenturyLink/) and open a support ticket, or you may click the Live Chat button or call 1-800-247-7285 for assistance. Configuration usually takes a day or two.
- Your designated Administrator will receive an email from CenturyLink when all the settings have been established, and Email Protection has been activated. To view your settings, choose the **Email Protection** tab, then the **Setup** tab.
- Note that your **Email Continuity** settings are found under the Disaster Recovery link.
- For detailed Email Protection and Continuity instructions, please visit: <http://www.savvisdirect.com/support/knowledgebase/configure-mcafee%C2%AE-saas-email-protection>



MCAFFEE ACCOUNT MANAGEMENT / USERS



MCAFFEE EMAIL ENCRYPTION / ENFORCE TLS

McAfee® Email Encryption

Email Encryption is an option you can choose within Email Protection and Continuity. Based on the policies you set, it will automatically detect key documents and sensitive language, then encrypt or block those before they are emailed in or out of your company.

- Choose the **Policies** tab to set your preferences for the type of documents and language to be detected.
- Then go to the Inbound and Outbound Server settings, and check the **Enforce TLS** box to encrypt your email according to your policies.

McAfee® Multi-Year Email Archiving Retention

- You should already have configured your McAfee users per the instructions above.
- The designated Administrator will need to contact CenturyLink support to turn on Archiving. When this is completed, you will receive an email. Make sure to keep the email you receive. You will need the settings it contains if you'd rather have CenturyLink to configure your Archiving settings instead of doing it yourself.
- Before you begin, we recommend you read all the information about Email Archiving in the Help section of the McAfee Control Console. Click for **Help** anywhere along the way.
- From the **McAfee Control Console**, choose the **Email Archiving** tab, then the **Setup** tab.
- Follow the instructions given to configure your Storage, Mail Sources, Alerts and more.
- For more information about Email Archiving, please review the articles listed here: <https://www.savvisdirect.com/knowledge-base/category/40>

Manage your email archives securely and economically, minimizing your business risk and meeting all compliance requirements.

3

ACTIVATE AND
SET UP YOUR
ONLINE SERVICES

Safeguard your network and computers with firewall protection, threat detection and Web browsing security functions.

Online Services

- If you're not already logged in, go to <http://savvisdirect.com/CenturyLink/>

For more detailed instructions, go to <http://savvisdirect.com/knowledge-base>

McAfee® Endpoint Protection

- From your **Management Console**, go to the APPLICATIONS tab and locate McAfee Endpoint in the list.
- If you haven't already activated Endpoint, follow the instructions on page 9 to do so.
- Once the Status is Active, click on **Security Center** in the Action column.
- Log in to the Security Center with the same email address and password you set up in the activation process.
- You will need to install Endpoint software onto each device you want to protect. At the **Security Center Dashboard**, click the Install button top left. You will have two options:
 1. Install on this computer now. We recommend that you select all the products listed in the checkboxes.
 2. Send an email with an installation link to another computer. That person will receive an email with installation instructions.

Once Endpoint has been installed, you will be able to manage it two ways:

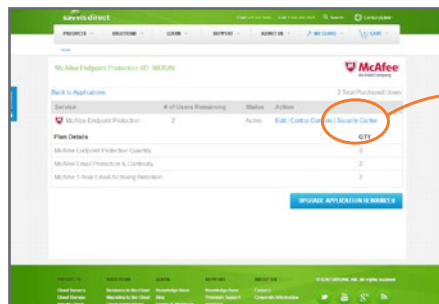
• **Security Center Dashboard**

Use the tabs across the top of the screen to manage your devices, see which users have completed their installations, set your policies, view activity, run reports and more. You may also **Add Widgets** for the items you want to monitor. Widgets are the interactive sections shown in the lower portion of your dashboard.

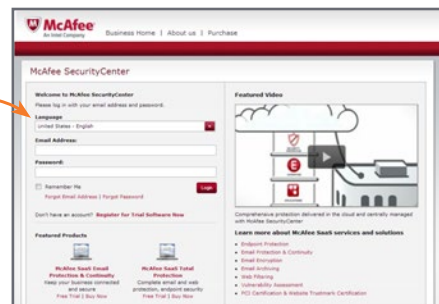
• **Endpoint Software**

Individual users may also open and manage the Endpoint application on their own devices. Launch the software and you will see immediately whether your computer is secure or not. Use the **Action Menu** at top right to manage your settings.

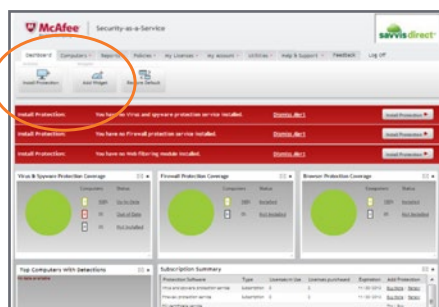
- For more information, please visit:
<https://www.savvisdirect.com/knowledge-base/category/31>



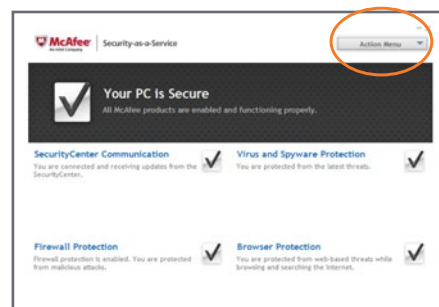
MANAGEMENT CONSOLE



MCAFFEE SECURITY CENTER LOGIN



SECURITY CENTER DASHBOARD WITH WIDGETS



MCAFFEE SOFTWARE / INDIVIDUAL DEVICE

Resources



Bookmark the online services page <http://savvisdirect.com/CenturyLink/> along with the others you will use most often.

MANAGE YOUR CONNECTED OFFICE SERVICES

savvisdirect.com/CenturyLink/

SCHEDULE AN ACTIVATION APPLICATION APPOINTMENT

centurylink.com/activate

HELP AND TUTORIALS

savvisdirect.com/knowledge-base in the Do-It-Yourself section

mysupport.mcafee.com in the Knowledge Center

ACCESS WEB MAIL

[http://imp.\(your domain name\)](http://imp.(your domain name))

CONNECTED OFFICE 24/7 TECHNICAL SUPPORT

Internet Services 800.247.7285

Email, Hosting, CloudFax, Online Backup 855.459.6121

REQUEST ON-SITE MODEM INSTALLATION

800.238.5100

MANAGE YOUR CENTURYLINK ACCOUNT ONLINE

centurylink.com/myaccount

TERMS AND CONDITIONS

CenturyLink Connected Office is a bundle of services, including CenturyLink Business-Class High-Speed Internet services and office application services. The terms and conditions for each service are listed below.

- **High-Speed Internet Services.** High-Speed Internet Services are a required component of the CenturyLink Connected Office bundle. Depending on your High-Speed Internet service location, CenturyTel Broadband Services, LLC or the CenturyLink local operating company for your service location provides CenturyLink Business-Class High-Speed Internet Services under the CenturyLink Standard Terms and Conditions for Communications Services (and, for eligible customers, CenturyLink Local Government Customer Annex) and the CenturyLink Business-Class High-Speed Internet Services Annex, available at <http://www.centurylink.com/Pages/AboutUs/Legal/TermsAndConditions/business.html>. You must accept these terms and conditions prior to using the services.
- **Office Application Services.** Office application services are a required component of the CenturyLink Connected Office bundle. CenturyLink provides these third-party services under the terms and conditions available at <https://www.savvisdirect.com/terms-conditions>.

These terms and conditions contain additional provisions that apply to the CenturyLink Connected Office bundle, including, among other things, mutual confidentiality, your required indemnification of CenturyLink, CenturyLink's limitations of liability, minimum required term commitment periods, and CenturyLink's disclaimers of warranties.

CenturyLink Connected Office bundle discounts and savings will apply after the first full month of billing, and do not apply to any other services. The monthly rates, fees, discounts, and savings in effect when you subscribe to the CenturyLink Connected Office bundle will apply until expiration of the applicable term commitment period.

Important CenturyLink Connected Office and related bundle components term commitment period and early termination information:

You are required to maintain service for the term commitment period listed on your order confirmation letter. If you do not, you will be required to pay an early termination charge of \$200 for a 2-year term commitment or \$300 for a 3-year term commitment, prorated for the number of months remaining in the term. If you do not agree with these terms, call CenturyLink to cancel your service within 30 days. If you decide to remove any of the required components of CenturyLink Connected Office, the standard monthly rates will apply for any remaining applications or services.

Product and service limitations may exist. If a product or service insert or specific instructions to obtain additional information were not provided for your product or service, please contact your CenturyLink Representative or call 1-800-238-5100 referring to your order date and order number, for product or service details, plan and feature restrictions and limitations. Conditions encountered at installation may require additional labor and equipment charges, which will be listed on your CenturyLink bill.

©2014 CenturyLink. All Rights Reserved. The CenturyLink mark, pathways logo and certain CenturyLink product names are the property of CenturyLink. All other marks are the property of their respective owners. COQSG_BE 5/16/14