



QUICK START GUIDE

Connected Office

Business-Class Data & Collaboration Services

Now powered by Microsoft® Office 365



CenturyLink®
Business

Welcome to Connected Office



With High-Speed Internet plus a suite of powerful online conferencing and collaboration tools, Connected Office provides everything you need to work as a smoothly functioning team – bundled with the Internet essentials every business expects, such as email, automatic backup and more. And now, Connected Office is powered by Office 365, your complete office in the cloud.

Connected Office is available in 3 levels: Essential, Advanced, or Premium. The level you chose is listed on your Order Confirmation letter.

Connected Office includes:	Essential	Advanced	Premium
High-Speed Internet	Up to 15Mbps	Up to 25Mbps	Up to 45Mbps
Microsoft® Office 365 Enterprise Premium	3 subscriptions	5 subscriptions	10 subscriptions
Microsoft® Office Applications (Word, Excel, PowerPoint, Outlook)	3 licenses	5 licenses	10 licenses
McAfee® Endpoint Protection	3 seats	5 seats	10 seats
Website Hosting plus Design and Marketing Tools	5GB storage 1 Domain Name Registration	5GB storage 1 Domain Name Registration	5GB storage 1 Domain Name Registration
Online Data Backup	75GB / 3 devices 25GB each	125GB / 5 devices 25GB each	250GB / 10 devices 25GB each
Cloud Fax	Up to 20 pages / month	Up to 20 pages / month	Up to 20 pages / month

CONNECTEDOFFICE

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This Quick Start Guide offers a brief outline for setting up and using your new Connected Office services. The best way to get started is with a FREE one-hour Application Activation session with our Technology Support Team. Please visit centurylink.com/activate to schedule your appointment or call 1-888-712-1406 for help at any time.

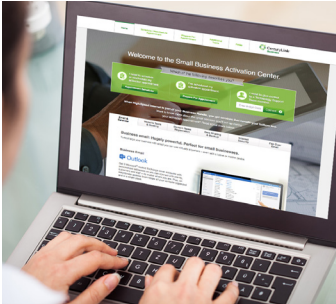
Getting Started



Install your High-Speed Internet and Modem

Your High-Speed Internet service must be connected before you can activate services.

- **EASY SELF-INSTALLATION**
Please follow the installation guide included inside your CenturyLink modem kit.
- **TECHNICIAN INSTALL**
Call 1-888-712-1406 if you'd rather have a CenturyLink technician do it for you.



Learn how to Set Up and Use Connected Office

Schedule your FREE Activation Appointment

During this complimentary one-hour consultation, a member of our Technology Support Team will guide you through the activation process and provide invaluable user tips for your Connected Office services. 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.
- Set aside one hour for the appointment, at a time when you can be both on the phone and online at your computer. You and the consultant will walk through each step together, right on your computer screen.
- If you prefer to set up your services on your own, use the following pages as a guide. For in-depth instructions, refer to the Do-It-Yourself section at centurylink.com/apps/knowledge-base.



Activation Checklist

What to prepare before you start

Whether you choose the guided activation, or prefer to handle it on your own, there are a few things you should have prepared ahead of time:

- ☐ Decide who will be the primary Administrator of your account. Administrator functions are indicated with this icon ★ throughout this guide.
- ☐ Consider what users and email addresses you need.
- ☐ 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). You may also need the login credentials for your current domain registrar (such as GoDaddy), if any.
- ☐ Determine which computers and/or devices you would like to set for backup.
- ☐ Coordinate with your company's IT department, if any, to ensure systems access.
- ☐ You will need a **CenturyLink ID**, which is the same user name and password you use to access your CenturyLink account online. If you don't already have a CenturyLink ID, choose the Get Help button on the first CenturyLink login screen. You'll be redirected to a page where you can Create New Account.

Or, you can go to centurylink.com/myaccount now and click the Enroll Now button.

- ☐ You'll also need the **Office 365 Administrative ID** you should receive in a separate welcome email from CenturyLink. If you do not receive the email, call 1-855-459-6121.

Log in via the CenturyLink Portal

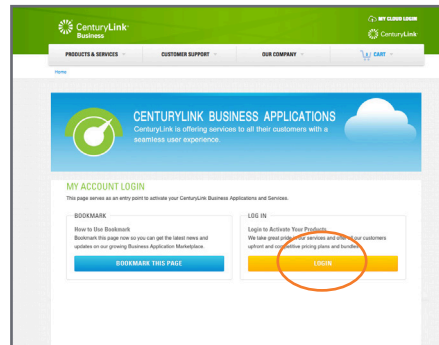
Go to centurylink.com/apps/login

- You'll always access your features using this same URL, so you may want to bookmark this page.
- Click the **[LOGIN]** button and enter your **CenturyLink ID**.

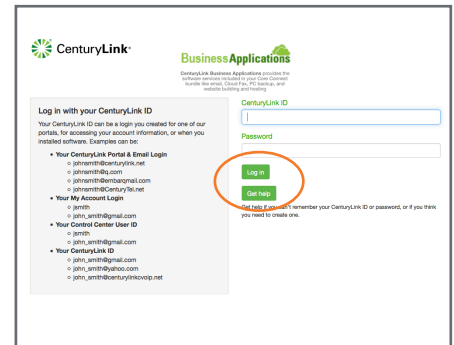
 **Bookmark** your portal page at centurylink.com/apps/login so you can easily get to it again.

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.



CENTURYLINK PORTAL



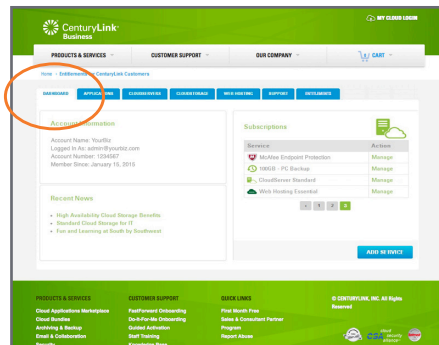
LOGIN SCREEN

Get acquainted with your Management Console

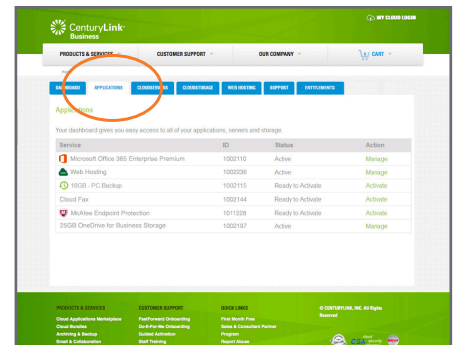
After you log in, you will be at your **Management Console**. Let's take a look at the sections:

- 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.
- Choose any **individual tab**, such as Web Hosting, to access that particular service.
- Under **MyCloud** in the upper right corner, pull down for convenient links to your Dashboard and Account.

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

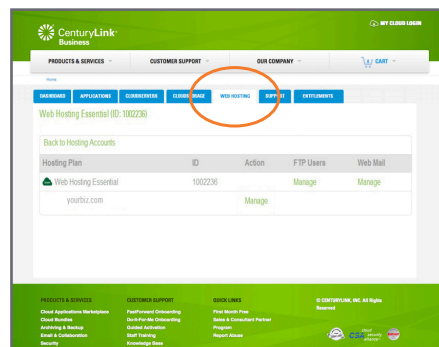


DASHBOARD TAB

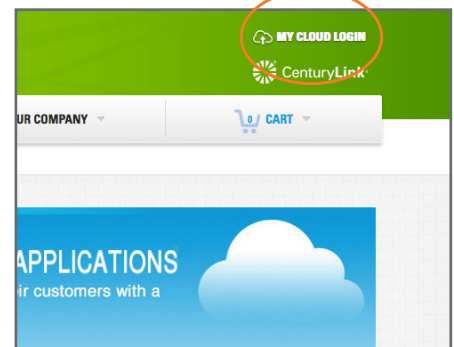


APPLICATIONS TAB

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



INDIVIDUAL SERVICE TAB



MY CLOUD

Activate Entitlements

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

- **Log in to your Management Console:** centurylink.com/apps/login as described on the previous page.
- You will be presented with the **Entitlements** screen, which lists all the services included in your package.

★ Activate your Domain

Before you can set up any of your Connected Office services, you need to designate the domain name you want to use. You may register a new name if you don't have one yet, transfer an existing name to your CenturyLink account, or continue to use a name you already own. Locate the **Add Your Domain** section, then:

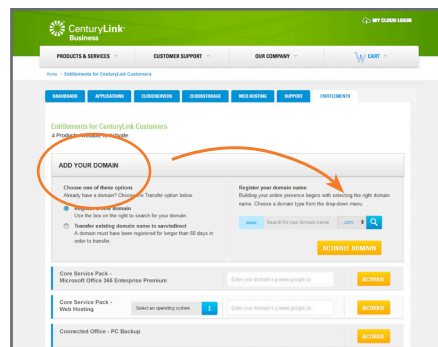
- **To register a new name**, click the Register New button, then enter your desired Domain Name in the box on the right. Click **[ACTIVATE DOMAIN]**. You'll be taken to a screen where you can "purchase" the domain name included in your package for \$0.00. Follow the instructions, then return to your Entitlements list.
- **To transfer an existing name**, click the Transfer button, then **[ACTIVATE DOMAIN]**. Follow the instructions given on the next screen. You will need to contact your current registrar for an authorization code to complete the transfer.
- **To keep an existing name with your current provider**, it should already be listed on your account when you purchased Connected Office. If not, go to the Web Hosting tab, Configure & Buy page. Click the Use Existing button, and enter your current domain name. This tells Connected Office to make that domain name available for your email, website and other included services.

Your company's designated Account Administrator should perform the functions indicated by this icon ➦.

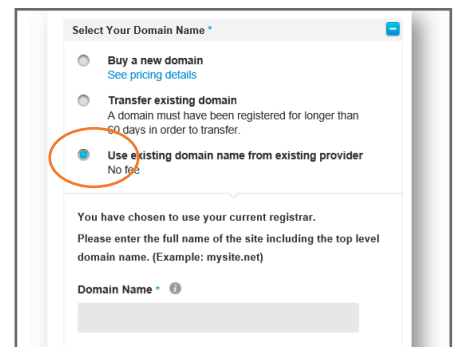
Registration of one domain is included with Connected Office. If a new name you want isn't available, you'll be given some alternate suggestions, or you can try again with another name.

You may register and purchase any number of domain names through CenturyLink, however only the first one included in your CenturyLink package is free of charge.

Transfer a domain name from another provider to CenturyLink in order to save money or to keep all your services together in one place.



ENTITLEMENTS / ADD YOUR DOMAIN



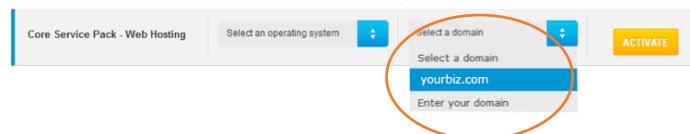
CONFIGURE & BUY OPTIONS

★ Activate other Entitlements

After you choose your Domain Name, return to the **Entitlements** tab.

- If you're ready to activate more of your Entitlements, select any of the others you want to use EXCEPT for Microsoft Office 365, 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 right now.
- Some of the Entitlements, such as Web Hosting, will have a dropdown menu where you can select which domain you intend to use for that service. The dropdown should already list the domain name(s) you registered in the steps above.

If your domain name(s) don't appear in the dropdown, try refreshing your screen. Or, pull down to Enter your Domain and follow the instructions.



- If you activate all the Entitlements, you'll see the message: "You have no Entitlements that require activation."
- **Follow the special instructions to activate Office 365 on the following page.**

Activating Office 365 requires a different activation procedure from the other Entitlements.

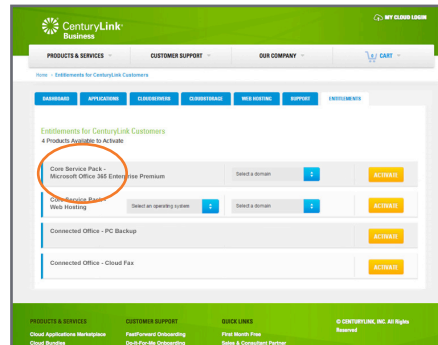
- **Log in to your Management Console:** centurylink.com/apps/login

★ Activate Office 365

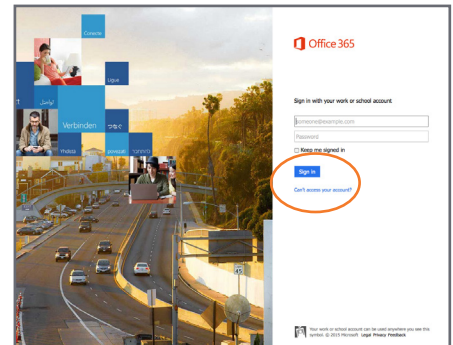
- **From the Entitlements screen**, select the **Microsoft Office 365** line item. Choose your domain name from the pulldown menu, or enter a new one now. Click **[ACTIVATE]**.
- You will be redirected to the **Office 365** login page to establish a master Admin password.
- Enter the Office Administrative ID you received in your Office 365 welcome email (NOT your CenturyLink ID). Click the **Can't Access Your Account** link, enter your desired password, then click NEXT to return to the Office 365 login screen and continue.

Your Connected Office package includes Microsoft Office 365 Enterprise Premium.

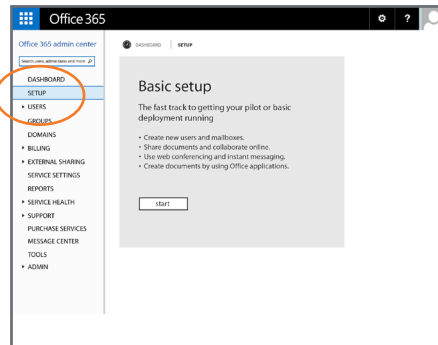
Make a note of your new password. You will need it each time you log in to Office 365.



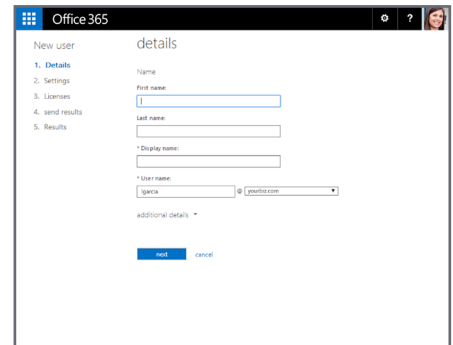
ENTITLEMENTS



OFFICE 365 LOGIN



OFFICE 365 ADMIN CENTER / DASHBOARD



OFFICE 365 SET UP USERS

★ Set up Office 365 Users

Connected Office includes 3, 5, or 10 users depending on the level of service you chose. Unlimited additional users are available for a small fee per user.

If you're switching existing email addresses over to Office 365, make sure they are typed out **exactly** the same when you Add Users.

IMPORTANT: All existing users need to be set up in Office 365 **BEFORE** you update your DNS records, or their email could disappear.

Once you get logged in, you'll be at the **Office 365 Admin Center**. Click **SETUP** in the left sidebar and follow the Basic Setup wizard. You will be guided to:

- **Verify your Domain**
Tell Office 365 what domain you'll be using for your email. Take your time and follow the instructions carefully. Be sure to wait for confirmation at each step. Call for assistance if you need help.
- **Add Users and Assign Licenses**
Add Users one at a time, establishing each email address (jgarcia@yourbiz.com) you need for your staff. A password will be automatically generated for each person, or you can type in your own. Keep in mind that the same user will be enabled on every Office 365 feature, so make sure to assign your users wisely. You will receive an email to confirm that each user has been set up. Make sure to provide their passwords to them.
- **Update DNS Records** to switch your email from your current provider to flow through CenturyLink / Office 365. *Once you complete this step, your email will no longer go to your previous provider. All of your email will start to appear in Office 365 / Outlook instead.* See page 8.

Now you are ready to start using the Office 365 features.

★ Admins: Make sure to provide your individual users with the email addresses and passwords you set up for them.

Skype for Business and OneDrive applications need to be installed individually and will be covered later.

Now that your Office 365 users are set up, each individual can access their own services.

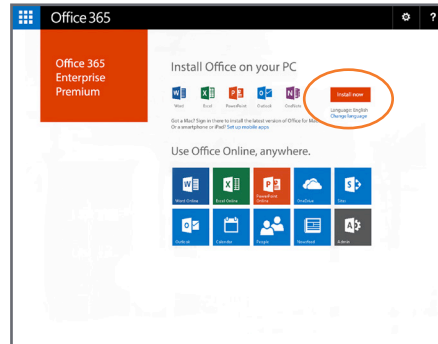
- **Log in to the CenturyLink Management Console:** centurylink.com/apps/login with your CenturyLink user name and password. From the APPLICATIONS tab, choose Office 365 and Manage. **or**
- **Log in to Office 365 directly at:** portal.office.com with your Office 365 email / user name and password.

Install Office Applications

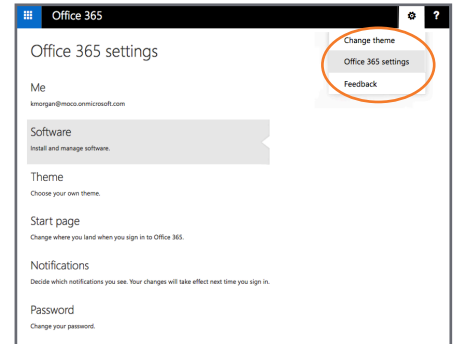
Connected Office includes desktop, online and mobile versions of the Office application suite. Every time you're online, your files are being continuously saved, and software updates happen automatically. You no longer have to worry about buying the most current version of Office.

DESKTOP SOFTWARE

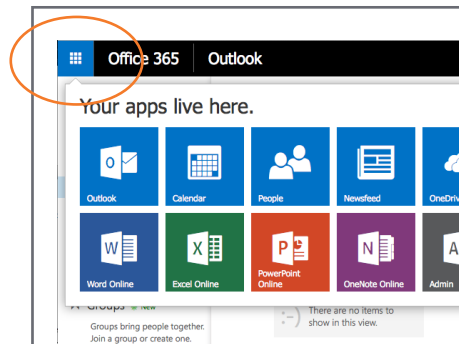
- Go to your **Office 365 Admin Center** page. If you aren't automatically presented with the Install screen shown below, go to the Settings icon ⚙ upper right, and pull down to Office 365 Settings. Choose Software.
- Choose your language, then click **[INSTALL NOW]** and run the installer.
- This will install **Office, PowerPoint, Excel, OneNote** and **Outlook** onto your computer. If you're using a Mac, follow the instructions to get the Mac versions instead.



INSTALL OFFICE APPLICATIONS



SETTINGS / SOFTWARE



APPLICATION LAUNCHER



MOBILE DOWNLOAD

OFFICE ONLINE SOFTWARE

- To use Online versions, click on the **Application Launcher** grid  in the upper left corner.

MOBILE VERSIONS




- Go to Google Play or the App Store and locate the **Office Mobile** application.
- Install the App on your mobile phone or tablet.
- Open the Office App and sign in with your user name and password. Enjoy anywhere, anytime access to your synchronized Word, Excel and PowerPoint documents.

Now you're ready to get to work...

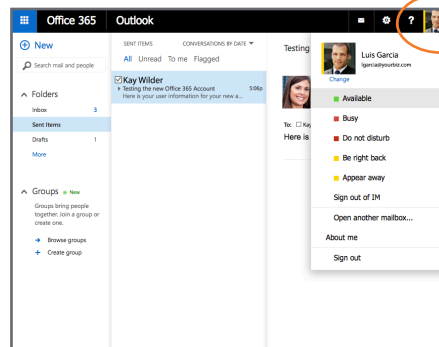
If you are not already at the Office 365 Admin Center:

- **Log in to the CenturyLink Management Console:** centurylink.com/apps/login with your CenturyLink user name and password. From the APPLICATIONS tab, choose Office 365 and Manage.
- **Log in to Office 365 directly at:** portal.office.com with your Office 365 email / user name and password.

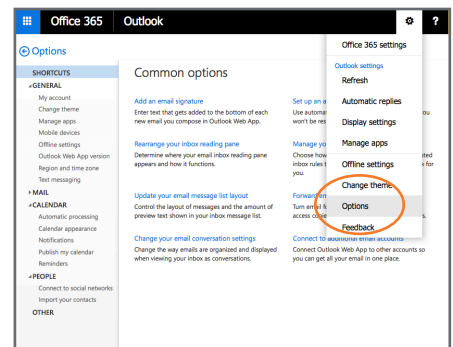
Outlook Setup • Email • Contacts • Calendar

- Open the Outlook application, either from the launcher  or on your computer.
- The first time you open Outlook, you'll be prompted through an Auto Account Setup. Enter your own user name and password, then click NEXT. It may take a few moments for your account to be provisioned.
- Reopen Outlook and you will see a typical email interface. Check your Inbox and send mail as always.
- From the launcher , choose **People** to build or import your contact list. You'll also find an integrated Calendar and Tasks in the launcher.
- Modify your profile and account settings in Options under the Settings icon .

HINT: Click on the avatar (person icon) in the upper right corner and add your own photo so you and your colleagues can easily recognize each other. You can also choose your visibility to show others if you're Available for messaging or meetings whenever you're in any of the Office 365 online applications.




OUTLOOK INBOX

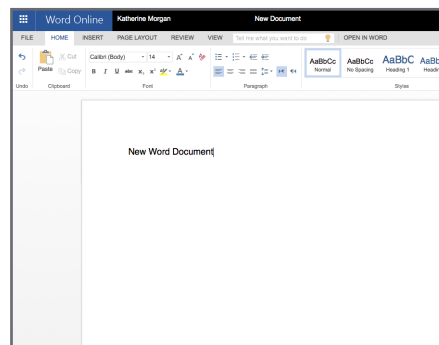


OUTLOOK SETTINGS

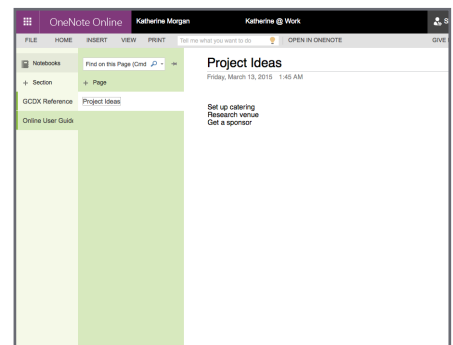
Microsoft Office • Excel • PowerPoint • OneNote Online

- Open your online Office applications from the launcher .
- Each application looks just like the desktop software you're used to, with familiar tools and commands. As you create new documents, they are continuously saved to OneDrive storage (see next page).
- You can always choose Save As to save a copy of your document to your hard drive.
- Access any of your documents anytime you have access to a Web browser, or via the Office Mobile App.

Create Notebooks in OneNote to store ideas, text, pictures and more.



OFFICE ONLINE / NEW DOCUMENT




ONENOTE ONLINE

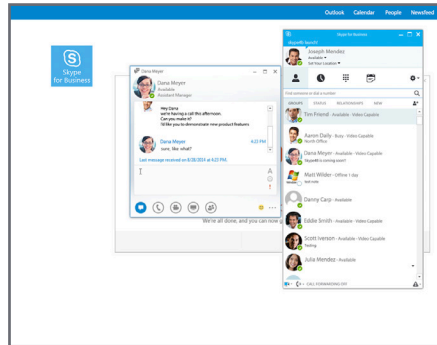
- **Log in to the CenturyLink Management Console:** centurylink.com/apps/login with your CenturyLink user name and password. From the APPLICATIONS tab, choose Office 365 and Manage.
- **Log in to Office 365 directly at:** portal.office.com with your Office 365 email / user name and password.

With Web and video conferencing, desktop sharing, and instant messaging, Skype for Business gives you the most up-to-date tools to work as a team, all within a secure, private and compliant space.

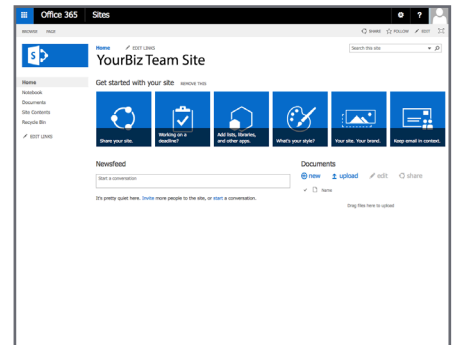
Watch more about Skype for Business
centurylink.com/apps/support/knowledge-base/skype-new-uses-guide

Skype for Business (formerly Lync Online)

- Before you can use Skype, you will need to install the application. From the Office 365 Admin Center page, go to the Settings icon  upper right, and pull down to Office 365 Settings. Choose Software. Follow the instructions to install Skype.
- Now you can open the Skype application. Enter your email address and password, then choose a status from the pulldown menu: Available, Busy, Do Not 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. You'll only be able to use Skype with others who also have Skype accounts.
- To initiate a session, double-click on the Contact(s) you want to collaborate with. Choose Instant Messaging (IM), place a Call from your computer, conduct a Video Conference, Share Files, and more.




SKYPE COLLABORATION



SHAREPOINT SITE



SharePoint

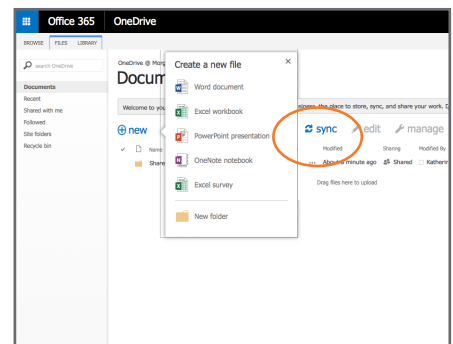
SharePoint is used to create private project-specific "sites" where your teams can interact.

- From the launcher , choose **SITES** to open the SharePoint environment.
- Choose **+new** to create and name a new site for your Project or Department. You can even customize each site with a different brand and description for easy recognition.
- Continue to build your project by inviting contacts, establishing deadlines and tasks, and including corresponding documents and email from Outlook.
- Install the Yammer app to create a custom social network within your SharePoint workspace.

OneDrive

OneDrive is where all the documents you create are stored. You can also create new documents from inside OneDrive and may find it convenient to do most of your work from this workspace.

- From the launcher , open **OneDrive**.
- The first time, you may be asked to download the software. Follow the instructions given.
- Get in the habit of using the **Sync** button. This will ensure that any of the documents you create online are automatically updated with the documents you have on your computer.
- Files that have been synced will display a  green checkmark beside the file name.



ONEDRIVE DOCUMENT STORAGE / MANAGEMENT

Online Backup

- If you're not already logged in, go to centurylink.com/apps/login

★ Secure Online Backup

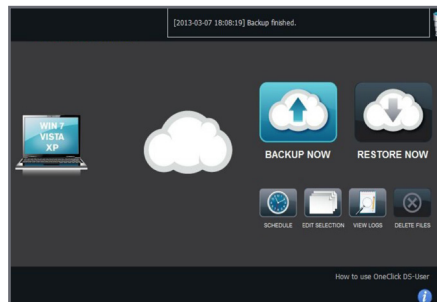
Secure all of your important files with external backup and cloud-based storage. Automatic backup provides peace of mind anytime, anywhere.

- From the CenturyLink 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 create 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.

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. Online backup users can be different from the people who were set up as users in the Office 365 applications.

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



ONLINE BACKUP

* Secure Online Backup systems requirements: Windows XP, Vista, Windows 7. Not compatible with Macintosh computers. Backup of mobile devices is not supported in Connected Office.

Web and Fax Services

- If you're not already logged in, go to centurylink.com/apps/login

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.

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.

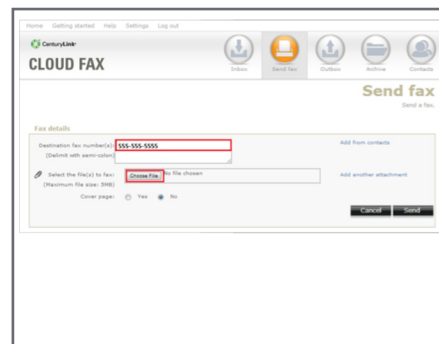
Advanced Web tools such as FTP access, custom scripts, databases and more are also available in the Web Hosting section.

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.



SITEBUILDER TEMPLATE



CLOUD FAX

Cloud Fax

- From the Management Console, click the APPLICATIONS tab, locate **Cloud Fax** 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 Cloud Fax 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.
- Cloud Fax includes an Inbox and Outbox so you can keep a record of all your outgoing and incoming faxes.

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 Cloud Fax, please contact CenturyLink at 1-855-459-6121.

* SiteBuilder subject to browser compatibility.

McAfee® Services

McAfee Endpoint Protection safeguards your network and computers with firewall protection, threat detection and Web browsing security functions.

It's easiest if the contact email address and the McAfee Administrator are the same.

- If you're not already logged in, go to centurylink.com/apps/login

McAfee® Initial Activation and Administrator Setup

McAfee services are accessed through the McAfee Control Console, set up by a master McAfee administrator.

- From your **Management Console**, go to the APPLICATIONS tab and locate McAfee Endpoint.
- If it doesn't already say Active in the Status column, click **Activate**, then **Setup**.
- Enter the Account Administrator information, selecting the domain name you want to protect, using an email address associated with that domain name.
- 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.
- 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.

McAfee® Endpoint Protection

- Back at the **Management Console**, locate Endpoint, and 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.

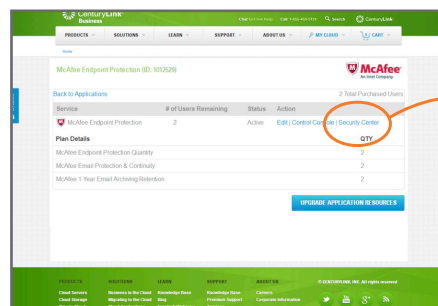
Once Endpoint has been installed, you will be able to manage it two ways:

- **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.

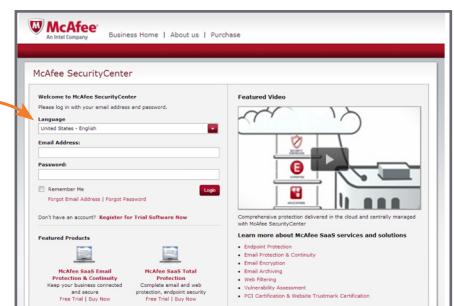
To access your McAfee services, always go to your CenturyLink Management Console first, locate the product you want to manage under the APPLICATIONS tab, then click Security Center to log in to McAfee.

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.

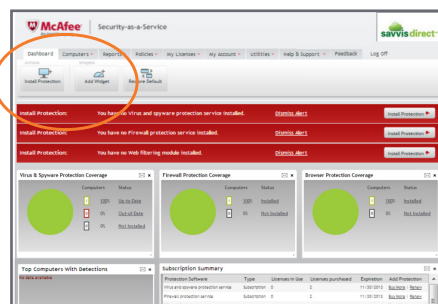
You may also visit the McAfee articles here: centurylink.com/apps/knowledge-base/category/31



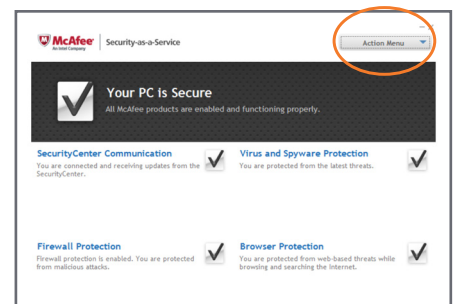
MANAGEMENT CONSOLE



MCAFFEE SECURITY CENTER LOGIN



SECURITY CENTER DASHBOARD WITH WIDGETS



MCAFFEE SOFTWARE / INDIVIDUAL DEVICE

Resources



Bookmark the business applications portal at centurylink.com/apps/login along with the others you will use most often.

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

MANAGE YOUR CONNECTED OFFICE SERVICES

[**centurylink.com/apps/login**](http://centurylink.com/apps/login)

SCHEDULE AN APPLICATION ACTIVATION APPOINTMENT

[**centurylink.com/activate**](http://centurylink.com/activate)

HELP AND TUTORIALS

[**centurylink.com/apps/knowledge-base**](http://centurylink.com/apps/knowledge-base) in the Do-It-Yourself section

[**mysupport.mcafee.com**](http://mysupport.mcafee.com) in the Knowledge Center

[**support.office.com**](http://support.office.com)

CONNECTED OFFICE 24/7 TECHNICAL SUPPORT

Internet Services **800.786.6272**

Email, Hosting, Cloud Fax, Online Backup **855.459.6121**

REQUEST ON-SITE MODEM INSTALLATION

888.712.1406

MANAGE YOUR CENTURYLINK ACCOUNT ONLINE

[**centurylink.com/myaccount**](http://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 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 centurylink.com/apps/terms-conditions.
- **Office 365:** Office 365 is not sold separately. Must be bundled with qualifying CenturyLink service. Customer must accept CenturyLink terms and conditions located at centurylink.com/apps/terms-conditions, and all applicable third party terms and conditions, as required. Service level agreements (SLAs) in the terms and conditions describe customer's sole remedy for service quality or performance issues of any kind. Features may be added, modified, or removed during the service period and customer should install updates when they become available. Office 365 is designed to work with the current or immediately previous version of Internet Explorer or Firefox, or the latest version of Chrome or Safari.

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.