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 - iv. within 20 business days following receipt of written notice of any material breach that is not cured within such period.
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- g. *Survival.* The provisions of Sections 1, 3(b), 5, 6, and 9 shall survive expiration or termination of this License.

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EXHIBIT 1

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Microsoft Office branding guidelines:

1. Branding should be that of the Microsoft customer company (logo, font, colors, photography, voice, etc.) and should not use the Microsoft logo, colors, or font.

Correct:



Incorrect:



2. Refer to Microsoft products in body copy, without use of logos or icons (see Exhibit 1, Section 5 below for acceptable use of icons).

Correct:



Incorrect:

Lorem ipsum dolor ven
ete with  365.

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- Write Microsoft product names correctly. Please refer to Exhibit 2 below for Office product names and [here](#) for other Microsoft names.

Incorrect: We're using O365 and you'll want to store your files in Sharepoint.

Correct: We're using Office 365 and you'll want to store your files in SharePoint.

- All Microsoft products must be attributed to Microsoft in one of the following ways:
 - If talking about multiple Microsoft products, establish that they're all Microsoft at first mention.

Correct: "We're launching Microsoft Office 365, where you may use Outlook, Word, etc."
 - If only talking about one Microsoft product, establish that it's a Microsoft product at first mention. However, the following product names must include "Microsoft" at every mention: Microsoft Teams, Microsoft To-Do, and Microsoft Stream.

Correct: "Learn how to use Microsoft Outlook. Outlook is a..."
 - Select Office products (as noted in Exhibit 2) must include "Microsoft Office" at first mention.

Correct: "Microsoft Office Lens" or "Microsoft Office Mix"
 - In addition, certain products (also noted in Exhibit 2) never include "Microsoft" before the name. These products must be attributed to Microsoft by saying something like, "Skype, a Microsoft product" or "GroupMe, by Microsoft."

Incorrect: "Our company is using Microsoft Skype..."

Correct: "Our company is using Skype, a Microsoft product..."
 - If talking about Microsoft and other products within the same context, ensure that it's clear which ones are Microsoft products by either including "Microsoft" in the name at first mention of each product or by indicating them in an ownership notice.

Incorrect: "You'll want to use both Microsoft Office and Acrobat."

Correct: "You'll want to use both Microsoft Office and Adobe Acrobat."

- Icon guidance:

The following apps have new icons: Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Microsoft Teams, Yammer, and Skype. These new icons should be used as soon as your version of Office starts using them (kit includes both old and new versions). Since these new icons have multiple colors, we're also including monochromatic versions of them in positive and negative form (see below). This kit also includes the positive and negative versions of the current icons for the other Office apps (see full list in Exhibit 2 below). All Office icons will be updated over time, so please check back to ensure you have the latest.



Full-color,
positive



Monochromatic,
positive



Monochromatic,
negative



Negative



Positive

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Office app icons may be used as follows:

- a. In current Microsoft product UI, shown in device screens. Device screens may be zoomed in and cropped to show more detail.
- b. In onboarding exercises, where the goal is to properly identify the app with its icon, the full-color, positive icon should be used, to match what's seen in the system tray. Icons may be used outside of UI screens for this use.
- c. The full-color, positive version of the app icon is always preferred, unless the context is using other, monochromatic, monoline, or reversed out icons, in which case the Office icon should match.
- d. To link to or launch an app experience. In this instance, the appropriate version of the icon must be used given the context (see 5.c. above) with the product name labeled nearby as shown below.



Word



Excel



PowerPoint

- e. In a lineup of products that are indicated with logos or icons. In this case, the positive or negative icon may be used with the product name labeled in body copy below it, as in the example above.

6. Office app icons may not be used as follows:

- a. As logos – defined as the icon with the name locked up horizontally with it in the same color font or the name or icon in a branded or decorative position (i.e. a corner).



- b. In a sentence
- c. In any way that is not covered in this document

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EXHIBIT 2

Microsoft Office product names

Microsoft [Name]:

Access	Bookings	Delve	Excel	Exchange	Flow
Forms	InfoPath	Invoicing	MyAnalytics	Office 365	Office 2016 or 2019
OneDrive	OneNote	Outlook	Outlook Customer Manager	Planner	PowerApps
Power BI	PowerPoint	Project	Publisher	SharePoint	StaffHub
Stream*	Sway	Teams*	To-Do*	Visio	Word
Workplace Analytics					

*See 4.b.

Microsoft Office [Name]:

Lens	Remote
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Other (see 4.d.):

GroupMe	MileIQ	Skype	Skype for Business	Skype Meeting Broadcast
Skype Lite (India only)	Skype Radio	Skype Room Systems	Skype TX	Yammer