



*The DynaSis Educational Series for C-Level Executives*

## The Microsoft Office 365 Productivity Suite in 2017

*Collaboration, security and mobility have become vital in today's business world and Microsoft continues to lead the way.*

The above statement reflects the need for companies to leverage the best available cloud-based business tools for maximized employee productivity, and protection for themselves and their customers. The answer: **Microsoft Office 365**. Office 365 is not just the next upgrade to the Office suite you have used for years; it is a giant leap forward that brings you a new generation of collaboration-based applications, with the availability, security and mobility that benefits your employees, your partners, and your customers on a daily basis.

In this white paper, we are going to address the needs of the small to mid-sized business, essentially those with as few as 10 and as many as 200 users, and why cloud computing (yes, Office 365 is cloud computing) is important today, and how, without it, you are allowing a divide to grow between you and your competitors who have already moved in that direction.

While keeping pace with your competition, enabling your current employees to become more productive, and advanced network security are certainly great reasons to consider the upgrade, it is also important to understand today's business user. Before accepting new job offers, today's best millennial workers are asking the question: What software is available to do my job and will it allow for the flexibility I have come to expect? Today's younger workers have grown up in a highly technical world and have become accustomed to a level of technology that not only eclipses the moon launch, but would have gotten man to Mars and beyond. They do not want to take a step backwards.

Worry  
less

Work  
easier

Work  
together

## Worry less. Work easier. Work together.

Admirable goals, to be sure, so let's look at how Office 365 can help your business accomplish these, because each of these is important to the success of your business and the quality of your life

**Worry less** by protecting those things that you value most. Some people think of it in terms of being able to sleep at night. Office 365 is an important cog in your security management system, protecting both your data and devices. Think about all the devices your employees use today. Gone are the days when employees' only access to technology were the hours between 9 to 5 when they were sitting at their desks. Think laptops, tablets, smartphones and you will understand why it is so important that Office 365 provides **data loss prevention, mobile device management, and admin rights management (who has access to what, and what they can do when they do have access)**. Today's employees are more than likely using their own devices as well as those supplied by the company. Unless you are prepared to supply your employees with desktops, laptops, tablets and smartphones, chances are they will each be using at least one device of their own and may be using unsanctioned applications if they do not have the tools they need to do their jobs. You need to have enterprise level protection and continuity, but with Office 365, you won't have to bear the cost of an IT department equivalent to that of a major company.



Also remember that we are speaking about **Microsoft**, a company that can provide a financially backed service level agreement (SLA) that isn't available with most other solutions. Risk is also minimized as your backup is continuously updated in Microsoft's worldwide data centers.

**Work easier.** Today "working easier" includes the ability to work when and where a person wants, whether in the office, at home, in an airport, or in a customer's office across the country...or across the world. It means that if someone wants to prepare for an important 8 AM Monday morning meeting, she can work as effectively at home at 4 AM Sunday morning as she would be sitting at her desk in the office. Remember when, if you wanted to work from home, you had to make sure you emailed yourself the files you needed? Or put them



on a flash drive? Then discovered you forgot to include the most important document...or left the flash drive on your desk. With Office 365 you have the anytime / anywhere access to everything you need, just as you would at your office desk.

**Work together.** Few people work in a vacuum today. Marketing interacts with sales, which interacts with R & D, which interacts with finance, and support teams interact with everyone. The old saying goes, “Two heads are better than one.” In today’s work environment, “five heads are better than one” is a better description and collaboration is critical.

## The Office 365 Applications

There is a lot here to absorb. We are not suggesting that your business needs everything Office 365 offers. While the core basics, such as Word, Excel, PowerPoint, Outlook and Exchange, are still there, every business will find additional applications that will make life simpler and more productive

Below is a list of some of the most popular of the Office 365 applications that many businesses find useful. There are many more listed at the end of this paper.

**Microsoft Office - Word, Excel, PowerPoint:** These are the gold standards of the business world. Your team has probably been using these for years and now they will always have the most current version.



**Exchange for Email:** Always available. Always secure. Because **Exchange** is cloud-based, even if your on-premises server goes down, your email is always up and running. Your email can also be formatted to match your business’ specific needs, including running with mailboxes both in the cloud AND on premises. You can also add attachments up to 150 MB. Typical email systems max out at 20 MB, way too small for today’s many complex business documents, especially those with hi-res images.

**Outlook:** Outlook has become the universal email and calendar app for business that gives you a clear and unified view of not only your email and calendar, but also your contacts and files. It also highlights your important emails, shares your schedule with others (at your discretion), schedules meetings and sets reminders.

**Skype for Business:** The advanced business version that allows your choice of video or voice calls and conferencing, and lets people know whether or not you are currently available. Instant Messaging (IM) is also included to “ping” someone for a quick piece of information. Video conferencing allows fully integrated presentation of PowerPoint, Excel and Word docs.



**OneDrive for Business:** **OneDrive** is each user's personal cloud of 1 TB of storage that is accessible anytime, anywhere, and syncs with both PCs and Macs. **OneDrive** allows sharing of documents, while also allowing control of who can see, edit and collaborate on each file. This can be done in real-time while securely sharing, storing and syncing files from virtually any device.

**Yammer:** Yammer takes the team collaboration concept a step further by sharing information across multiple teams, allowing important input from both inside and outside sources (with appropriate permissions) to take full advantage of all available resources.

**OneNote:** Whether you are accustomed to scribbling great ideas and thoughts on napkins or sticky notes, or carefully typing and filing your thinking, OneNote gives you a platform to save, organize and share your notes. You can also write and draw with the feeling of pen and paper. Also search the web and save from there, then pull the content you have saved from anywhere on any device, any platform.

Few businesses will adopt every single Office 365 application in their daily use - but with Office 365 you have whatever you need, when you need it, to propel your business productivity, collaboration and mobility to a whole new level. In fact, Microsoft has analyzed a number of industries to determine which apps are best suited for which industries, such as Financial Services, Healthcare, Retail, Manufacturing, Legal, Hospitality, to name a few.

## Usability

**Office 365 is always up-to-date.** The Office 365 Productivity Suite always updates itself to the newest version. Your entire team will always be working with the most recent versions of all the applications.

**Office 365 is fully functional** on Mac, PC, iPads and iPhones, Windows phones and tablets and Android phones and tablets.

## Security

Security today requires a multipronged offense/defense approach, and Office 365 is an important piece, providing:

**Rights Management Services:**

Built-in capabilities and controls are included so you can determine who has access to what.

**Compliance Center:**

A powerful tool for your Office 365 administrator to manage and control compliance across all the Office 365 applications. With this, you are a long



way towards meeting the legal, regulatory and organizational compliance requirements of your business and industry. This consolidation makes compliance easier and more effective.

**Data Loss Prevention:**

Identifying and monitoring sensitive info, such as personal/private ID numbers, credit card data, etc., used by your company becomes much easier. You can also set up notifications that let users know when they are using or sending sensitive information, or block its transmission.

**Encryption:**

It is now easy to securely send encrypted emails, which remain encrypted until recipient opens, and stay encrypted once they are closed.

**Only pay for what you need:**

Flexible plans means you can easily add or delete users as your staffing needs change. And with the ability to mix and match plans, you can choose the appropriate plan for each employee according to their needs.

*At **DynaSis**, we have been a proud Microsoft Partner since 1993. Since our founding in 1992, we have been the leading managed IT security and service provider for small to mid-sized businesses in the Atlanta Metro area. If you would like to learn why, please contact us at 678.373.0716 or visit us at [www.DynaSis.com](http://www.DynaSis.com).*

**As promised above, here are more of the Office 365 applications that help drive productivity:**

**Teams:** A group-chat app within **Skype for Business** that has been designed for teams, and which functions of two levels. Chat with the entire team, keeping a record of the conversation, or private chat with a subset so that it is not necessary for the entire team to follow a chat between just a few individuals.

**SharePoint Online:** While **OneDrive** is each employee's personal cloud storage space, **SharePoint** provides secure cloud storage for a team. The team can store, access, organize, update, synch and share information from any of their devices, then collaborate with each other as well as partners and customers.

**Delve:** Now you can find your documents without having to remember either their titles or where they are stored in either **OneDrive** or **SharePoint**. Delve points the way. Note that Delve will not change anyone's permissions, so each employee can only see documents to which they already have access. **Delve** also allows employees to create detailed profiles of themselves, only available to other employees, and is designed to let other employees learn more about the individual so as to foster team cooperation and collaboration.

**eDiscovery:** How often have you needed to find something that you knew you had, but couldn't remember where it was located? While **Delve** will search **OneDrive** and **SharePoint**, **eDiscovery** will search content in your mailbox and Skype for Business conversations.

**Video:** Microsoft Video – easy access to company videos, plus the ability to find relevant videos across the Internet. Curate training, sales, how-to and general information videos with a simple drag and drop function, then adding tags and descriptions. You can then share them through Yammer and SharePoint, plus they can be found using Delve.

**Visio:** An advanced yet easy-to-use diagramming tool that can be used for the creation of flowcharts, org charts, floor plans, networking diagrams, engineering designs and more. These can then be used in all the Office 365 applications such as Word, Excel and PowerPoint as well as in video conferencing through Skype for Business.

**Sway:** Create and share high-quality interactive reports, presentations, stories, and videos. All you do is add the content and Sway does the rest. It will also suggest searches that can help you find relevant content. Then, just drag and drop into place.

**Smart Lookup (Insights):** Select a word or a phrase and you get much more than just a definition. Powered by Bing, with just a right click you get the definition PLUS Wiki articles and top searches from the web.

There are still others: **Tasks**, flagging and scheduling tasks; **Newsfeed**, post or follow colleagues' conversations; **Planner**, manage tasks on graphic boards; **PowerBI**, interactive business analytics and dashboards; **PowerApps**, build your own mobile apps; **Project Online**, project management; **Dynamics 365**, customer relationship management; **Flow**, automating workflows across apps; and much more.

But the key is to get started. Once you have made the decision to migrate to Office 365, you will be amazed at the level of productivity you can achieve with just a few of these many tools.

For more information, [www.DynaSis.com/O365](http://www.DynaSis.com/O365). Or call us at 678.373.0716.