MAXIMISING YOUR USE OF OFFICE 365

15 May 2019
The main non-profit Office 365 selections

### Business Essentials & E1 - Donation

**Limited to 2,000 users**

*Excluded: Office desktop apps*

(often purchased through Connecting Up, e.g. $43 for Office Std)

#### Services

- Exchange
- OneDrive
- SharePoint
- Skype for Business
- MS Teams

Plus:

- Web versions of Word, Excel, etc
- 1 TB of OneDrive storage
- email, calendar & contacts (50 GB inbox)
- Online meetings, IM, audio, HD video, and web conferencing
- A hub for teamwork with Microsoft Teams
- Intranet (SharePoint)
- Corporate social network (Yammer)
- Planning & work mgmt tools (Planner+)
- Digital storytelling tools (Sway)

**Also: Office 365 E1 volunteer: $2.70/u/m**

### Business Premium

**Limited to 300 users**

Everything in Business Essentials, plus **Office desktop applications**

- Word
- Outlook
- PowerPoint
- Excel
- OneNote
- Access (PC only)
- Publisher (PC only)

**Business Premium $4.10/user/month**

#### Plus:

- Desktop versions of Office applications: Word, Excel, PowerPoint, Outlook, and OneNote, plus Access and Publisher for PC only on up to 5 PCs or Macs per user
- Optimized Office experience on 5 tablets and 5 phones

### Enterprise 3

**Limited to 300 users**

Everything in Business Premium, with **no limit to user numbers**, plus

- Self-service Business Intelligence to discover, analyze, and visualize data with Excel
- Compliance solutions to support Archiving, Auditing, eDiscovery, mailbox and internal site search, and legal hold capabilities depending upon subscription type
- Information Protection including Rights Management and Data Loss Prevention for emails
- Corporate video portal for uploading and sharing your in-house corporate videos
- Meeting broadcast on the Internet to up to 10,000 people
- Enterprise management of apps with Group Policy, Telemetry, Shared Computer

**Enterprise 3 $6.10/user/month**
Reasons to extend beyond E1

» Office Pro Plus - Desktop licenses installed locally by each user on up to five devices using ‘click to run’ – eliminating upgrade effort every few years

» mobile apps – for advanced editing on Word, Excel & PowerPoint documents on your tablet

» advanced email – legal hold, archiving and unlimited storage

» eDiscovery centre – tools to support compliance. Search across SharePoint sites & Exchange

» Business Intelligence – create and manage interactive dashboards with multiple data sources
Other less often used options

**Applications**

*Flow* - Create workflows between your apps, files, and data to automate time-consuming tasks so you can focus on what's next.

*Forms* - Create surveys, quizzes, and polls in minutes. Send them to anyone and easily see results in real time.

*Planner* - Create new plans, organize and assign tasks, share files, chat about what you're working on, and get progress updates with Planner.

*PowerApps* - Build mobile and web apps with the data your organization already uses.

*Stream* - Share videos of classes, meetings, presentations, training sessions, or other videos with people in your company or school.

*Yammer* - Connect to the right people, share information across teams, and organize around projects with coworkers or classmates.

*Power BI Pro* – Create and share dashboards to help your organisation understand your information

**Services**


*Enterprise Mobility & Security E5:* As above but stronger security controls, reporting and preventative analytics. $8.20/user/month

*Office 365 E5* – All the features of E3 plus advanced security, analytics, and voice capabilities. $20.60/user/month

Plus all the standard applications on subscription – project, visio, etc.
Information and collaboration

Design your environment so it
» is intuitive for staff, and
» aligns with their preferred work styles
# Generational Preferences

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Improving collaboration and productivity

Teams, Power BI, SharePoint, Planner, OneDrive, Word.....

» Use the right tool for the job (but don’t overwhelm staff!)
» Reduce email
» Have one version of the facts that everyone can access
» Ensure your information architecture is documented, owned by key staff, and is intuitive
  • OneDrive for personal files
  • Teams for collaboration
  • SharePoint as a more permanent information store
  • ?file shares
Collaboration features we love

» Collaborative authoring
» Working anywhere with file synchronisation
» OneNote
» Workflow automation with PowerApps, SharePoint and Flow
Teams

Brings key elements together for a team:

» Instant messaging
» Group Chat
» File Sharing
» Tasks (planner)
» Calendar

Replaced Skype for new tenants
Excellent solution for project groups, teams & small clients

Please:

» Review internet connections
» Use headsets for audio
Demonstrations

» Teams, including planner

» Forms
Power BI
Most NFPs don’t have good information at their fingertips

Analysis of our non-profit tech survey (Feb 2018, 385 respondents) showed:

» 50% of organisations reported their system aren’t capable of capturing information about client outcomes

» 49% of organisations reported they can’t easily get the information and reports from their systems they require to inform planning, improvement and reporting

» 45% of organisations reported that they don’t understand the outcomes they achieve over time and how they vary by client circumstances and situation
Key Power BI components

Power BI: free (NFP pricing)
Power BI Pro: $4.10/user/month (NFP pricing)
Note: This demonstration uses ‘dummy’ data
# Specialist Housing Outcome Data

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Technology for social justice | www.infoxchange.org
Demonstration
Information security
Data breaches are on the rise

» The Office for the Australian Information Commissioner received 262 notifications Oct-Dec 2018, up 10% from the prior quarter

» One data breach affected 1-10m people

» Majority (64%) are malicious (from cyber criminals)

» Health service providers lead the pack with 54 breaches, followed by finance (40) and legal, accounting and management services (23).

» Australian Information Commissioner and Privacy Commissioner Angelene Falk:
  • “We need you to be on the alert for suspicious emails or texts, with 20 percent of all data breaches in the quarter attributed to phishing.”
  • “Everyone who handles personal information in their work needs to understand how data breaches can occur so we can work together to prevent them,”
Top hacker entry points into NFPs (today)

1. Phishing email (Office 365 / OneDrive)
2. Internet direct hack (weak password)
3. Virus attachment
4. Stolen or lost device, account compromise
Design for security from Day One

Office 365 allows staff to access to your information from anywhere with an internet connection. This can make it a target.

1. Assess your security culture – do staff
   - Understand how to spot a phishing email?
   - Have strong, complex passwords
   - Understand your ‘use of technology’ policy to keep your information safe?

2. If mobile devices carry sensitive information, encryption &/or Intune (part of EMS E3) should be considered

3. Enable multi-factor authentication (MFA) for high risk individuals at a minimum, and consider it for all staff.

4. Use the 50 free Enterprise Mobility & Security (EMS) E3 licences to enable risk-based reporting, and enhance MFA

5. Control user accounts – onboarding, offboarding, administrative accounts, ‘shared’ mailboxes, etc.
Discussion and questions
THANK YOU!

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