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 mgt tools (Planner+)
- Digital storytelling tools (Sway)

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

Business Premium
$4.10/user/month

Limited to 300 users

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

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

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
$6.10/user/month

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

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

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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 E3: Azure AD P1, Intune, Cloud App Security, Azure MFA, Azure Info Protection P1. Non-profits get 50 free licenses, then $3.40/user/month

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

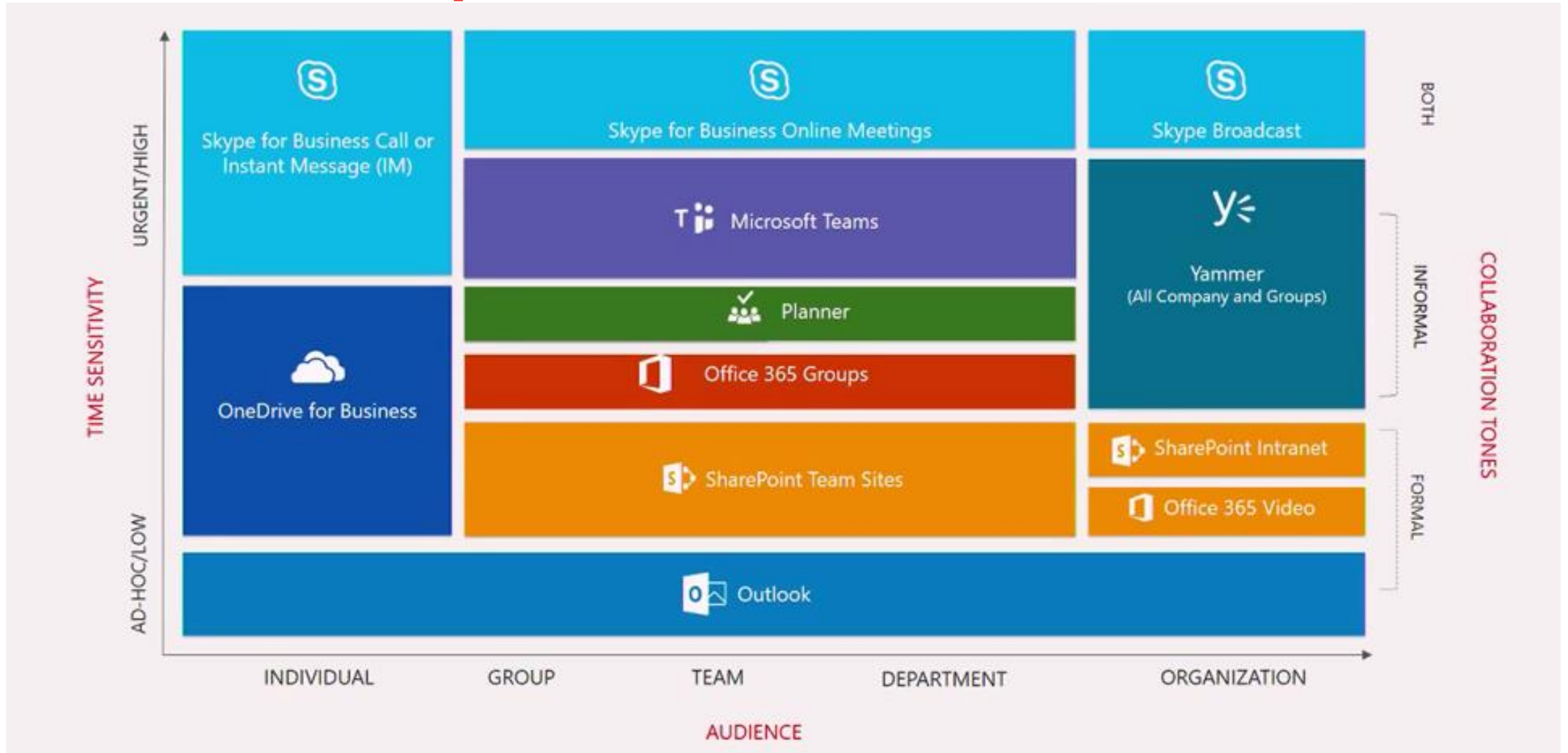Plus all the standard applications on subscription – project, visio, etc.

Information and collaboration
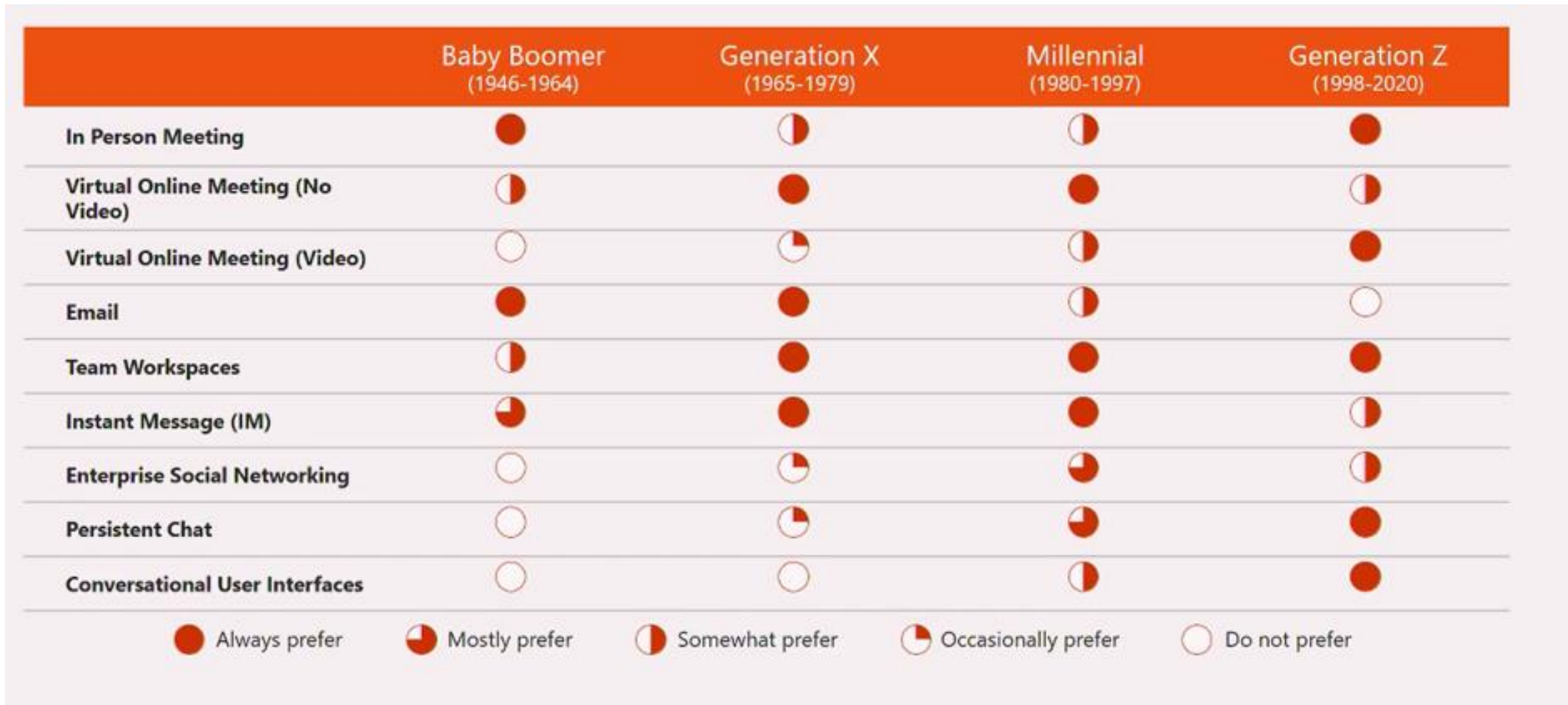
Design your environment so it

» is intuitive for staff, and

» aligns with their preferred work styles

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Collaboration Options

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Generational Preferences

	Baby Boomer (1946-1964)	Generation X (1965-1979)	Millennial (1980-1997)	Generation Z (1998-2020)
In Person Meeting	Always prefer	Somewhat prefer	Somewhat prefer	Always prefer
Virtual Online Meeting (No Video)	Somewhat prefer	Always prefer	Always prefer	Somewhat prefer
Virtual Online Meeting (Video)	Do not prefer	Occasionally prefer	Somewhat prefer	Always prefer
Email	Always prefer	Always prefer	Somewhat prefer	Do not prefer
Team Workspaces	Somewhat prefer	Always prefer	Always prefer	Always prefer
Instant Message (IM)	Mostly prefer	Always prefer	Always prefer	Somewhat prefer
Enterprise Social Networking	Do not prefer	Occasionally prefer	Mostly prefer	Somewhat prefer
Persistent Chat	Do not prefer	Occasionally prefer	Mostly prefer	Always prefer
Conversational User Interfaces	Do not prefer	Do not prefer	Somewhat prefer	Always prefer

● Always prefer   ◕ Mostly prefer   ◑ Somewhat prefer   ◔ Occasionally prefer   ○ Do not prefer

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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
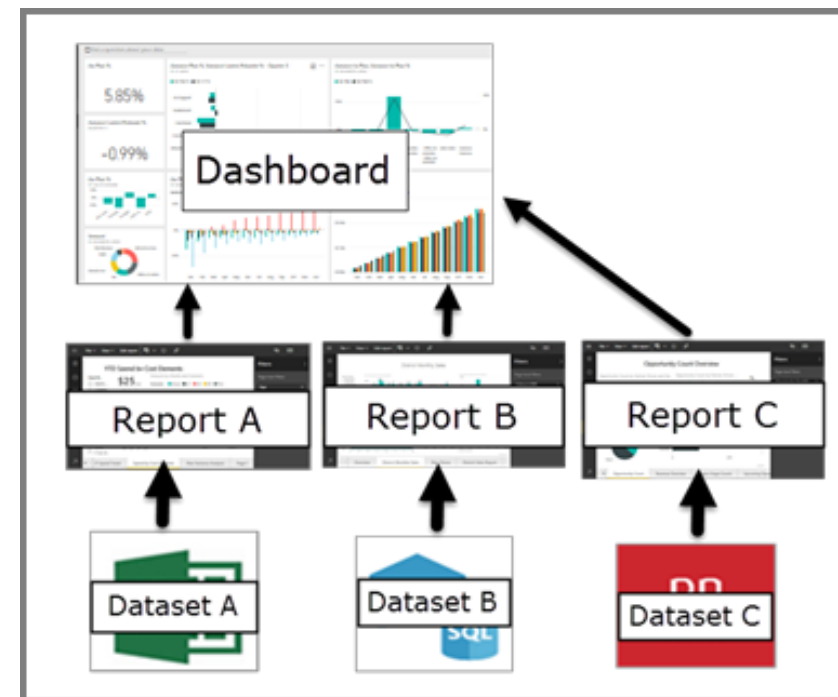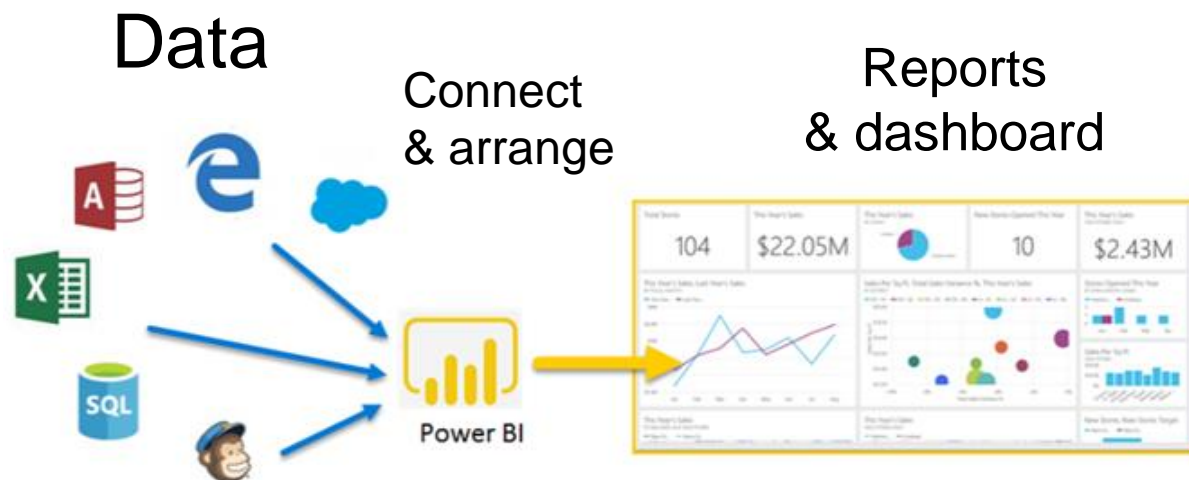
Demonstrations

» Teams, including planner

» Forms

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

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Key Power BI components

Data

Connect & arrange

Reports & dashboard

Pie Charts
Line graphs
Histograms
Scatterplots
Tree maps

Waterfall
Funnel charts
Gauge charts
Cards
Geospatial

Power BI: free (NFP pricing)
Power BI Pro: $4.10/user/month (NFP pricing)

Note: This demonstration uses 'dummy' data

Specialist Housing Outcome Data

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Person ID	Alpha Cod	Given Nam	Family Nai	Sex	Note ID	Date	Worker	Stage	Completer	Motivation	Self care a	Managing	Social netv	Drug and a	Physical he	Emotional	Meaningfu	Managing	Offending
2	1234	ILNDR	Bill	Anderson	male	12198	29/09/2014	Angela Percy	0. Initial Assessment		4	4	4	3	10	4	4	7	4	10
3	1234	ILNDR	Bill	Anderson	male	12199	30/09/2014	Angela Percy	1st Review		6	5	5	6	10	6	6	6	5	10
4	1234	ILNDR	Bill	Anderson	male	13820	30/12/2014	Gerard Palk	2nd Review		2	3	5	4	4	5	6	7	6	6
5	1234	ILNDR	Bill	Anderson	male	13821	31/12/2014	Anthony Laura	3rd Review		3	4	5	6	7	7	6	5	4	3
6	1234	ILNDR	Bill	Anderson	male	13829	12/01/2015	Gerard Palk	0. Initial As	Client	4	4	5	6	6	6	5	5	6	6
7	1334	ARRME	Gary	Armless	male	12880	3/12/2014	Training Eleve	1st Review		7	5	7	5	7	5	7	6	7	8
8	1334	ARRME	Gary	Armless	male	12837	3/12/2014	Training Eleve	0. Initial Assessment		2	5	1	3	6	1	1	1	3	2
9	1183	ROAGI	Frodo	Baggins	male	15134	1/10/2015	Training Eight	0. Initial As	Client and	5	3	4	1	1	1	4	1	6	10
10	1183	ROAGI	Frodo	Baggins	male	15142	13/10/2015	Training Eight	1st Review		7	5		3	4	7	5	5	3	3
11	1183	ROAGI	Frodo	Baggins	male	15143	13/10/2015	Training Eight	2nd Reviev	Client and	7	7	5	5	3	3	7	7	5	3
12	1183	ROAGI	Frodo	Baggins	male	15145	13/10/2015	Training Eight	4. Ongoing Review		10	9	9	9	8	7	6	5	5	5
13	1183	ROAGI	Frodo	Baggins	male	15144	13/10/2015	Training Eight	3rd Review		9	8	7	6	5	4	3	2	1	2
14	1430	REASE	Fred	Bassett	female	13294	9/12/2014	Training Ten	1st Review		4	8	5	8	3	7	4	5	4	5
15	1430	REASE	Fred	Bassett	female	13300	9/12/2014	Training Ten	2nd Review		9	6	6	5	5	5	7	6	5	6
16	1430	REASE	Fred	Bassett	female	13286	9/12/2014	Training Ten	0. Initial Assessment		5	7	3	7	5	7	5	4	5	6
17	2017	ASEA2	Jasmine	Bean	female	14552	14/08/2015	Angela Percy	0. Initial As	Client	8	6	6	7	6	6	3	4	4	2
18	2017	ASEA2	Jasmine	Bean	female	14553	14/08/2015	Angela Percy	1st Review	Client	7	8	7	6	7	5	5	5	6	5
19	1363	AREA2	Barbra	Bear	female	13012	5/12/2014	Training Two	1st Review		1	1	6	6	10	6	4		8	1
20	1363	AREA2	Barbra	Bear	female	13293	9/12/2014	Training One	0. Initial Assessment		4	3		6	9	2	7		3	8

Demonstration

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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

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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

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THANK YOU!

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