

BEST TIPS TO MAXIMIZING OFFICE365

YOU'VE ALREADY PAID FOR IT!

Make sure your company takes full advantage of your Office365 investment. xperta® is here to help you with the constant updates and new features. xperta® have put together a short list of the top 5 Office365 features xperta® believe every business should be leveraging in Office365 during 2016.

With all the many constant updates and new features being added to Office365, it can be a challenge to keep up and ensure they are being leveraged to its full potential. It can also be hard to change old habits and start using something new, even though it might increase your company's productivity.

1. SKYPE FOR BUSINESS

The majority of Office365 plans include Skype for Business, both within Business Essentials and Enterprise. Your company might be using other similar tools such as; GoToMeeting or WebEx. Skype for Business can do everything those applications can do and more. This will not only decrease your IT cost, but it can also help increase collaboration and to be more productive.

Some of the key features included in Skype of business are:

- ✓ **Meetings and calls with anyone:** Meet with up to 250 people — even if they're not on Skype for Business. All they need is a phone or internet connection.
- ✓ **Powerful productivity with Office:** See your contacts' online statuses, schedule meetings in Outlook, and start conversations from apps like Word and PowerPoint.
- ✓ **Security and control:** Conversations are protected by strong authentication and encryption, and you manage employee accounts and features.

2. GROUPS FOR OFFICE365

Another fantastic application to leverage in Office365 is Groups. Groups is a very useful way to organize a specific project or opportunity requiring input from several people. Office365 Groups provides a single location to share documents, conversations, meetings, and notes. Below are a few examples of how to benefit from Groups:

- ✓ Engage in team and group discussions via email, by messaging the group directly from Outlook and other clients
- ✓ Keep track of shared documents, spreadsheets and other files through a centralized and easily manageable document library
- ✓ Collaborate with research and seamlessly share information with the teams/groups OneNote notebook
- ✓ Have a clear overview of the team's events and appointments inside the calendar in Outlook and Office 365

3. ONE DRIVE FOR BUSINESS

Today a great deal of people works from anywhere and at any time, and it's important to be able to access your files, no matter where you are. OneDrive for Business makes this possible:

- ✓ **Never worry about losing documents:** OneDrive automatically saves and backs up your files.
- ✓ **Back up available for all devices:** It will work with Android phones, the iPhone, Windows phones, iPads, tablets and more.
- ✓ **Easy access to your files:** Users can access their files from anywhere, so long as they have an Internet connection and log into their account.
- ✓ **Synchronization with local computers:** Users are able to synchronize with a local computer, and the app for synchronization is available with Office 2013 or Office 365. You never have to worry that you forgot to update a file to the latest version. It updates automatically—but if you do want to keep a copy of the old version, you can save it using another name.

4. SHAREPOINT ON-LINE

Having a company intranet, a private network, accessible only to your organization, is a great way to improve internal communication, increase collaboration and create a focal point for internal and external resources. SharePoint on-line can centralize access to all company documentation and information right in Office365.

Ready built, packed with features, and easily customizable, your company's SharePoint intranet portal will engage employees, facilitate communication, increase collaboration, streamline processes, and organize your knowledge base for fast and lasting productivity gains. Easily deployed and administered, with the flexibility of SharePoint on-line you eliminate the complexity, cost and risk of a tailor mode solution to bring immediate business value to your company.

5. SWAY

Another fantastic tool in Office365 is Sway. It's a digital storytelling application that helps you easily bring any story to life using interactive content, video, responsive charts, and more. Sway lets you convey concepts fast, easily and clearly and suits well for content like tutorials, topic introductions and interactive reports. Like all data in Office365, Sway presentations are backed up to the cloud, and can be easily shared or embedded in websites.



WHAT XPERTA® ADVISE YOU TO DO NOW

When seeing all features above, any organization should invent usage and start communicating the business value of these applications to increase collaboration, decrease IT cost and to help the core business increase the company productivity.

XPERTA® CAN ASSIST YOU WITH ALL THESE STEPS:

1. Invent usage
2. Demonstrate functions
3. Integrate Office365 into your existing processes

WHAT XPERTA® CAN DO FOR YOU NOW – FOR FREE!

If you're business don't already work with Office 365 Groups, Sway, OneDrive for business or any other part of Office 365, Xperta® will be happy to demonstrate this, in a relevant way for your specific needs – free of charge.

WE LOOK FORWARD IN HELPING YOU TO DECREASE YOUR IT COSTS IN A SAFE WAY!