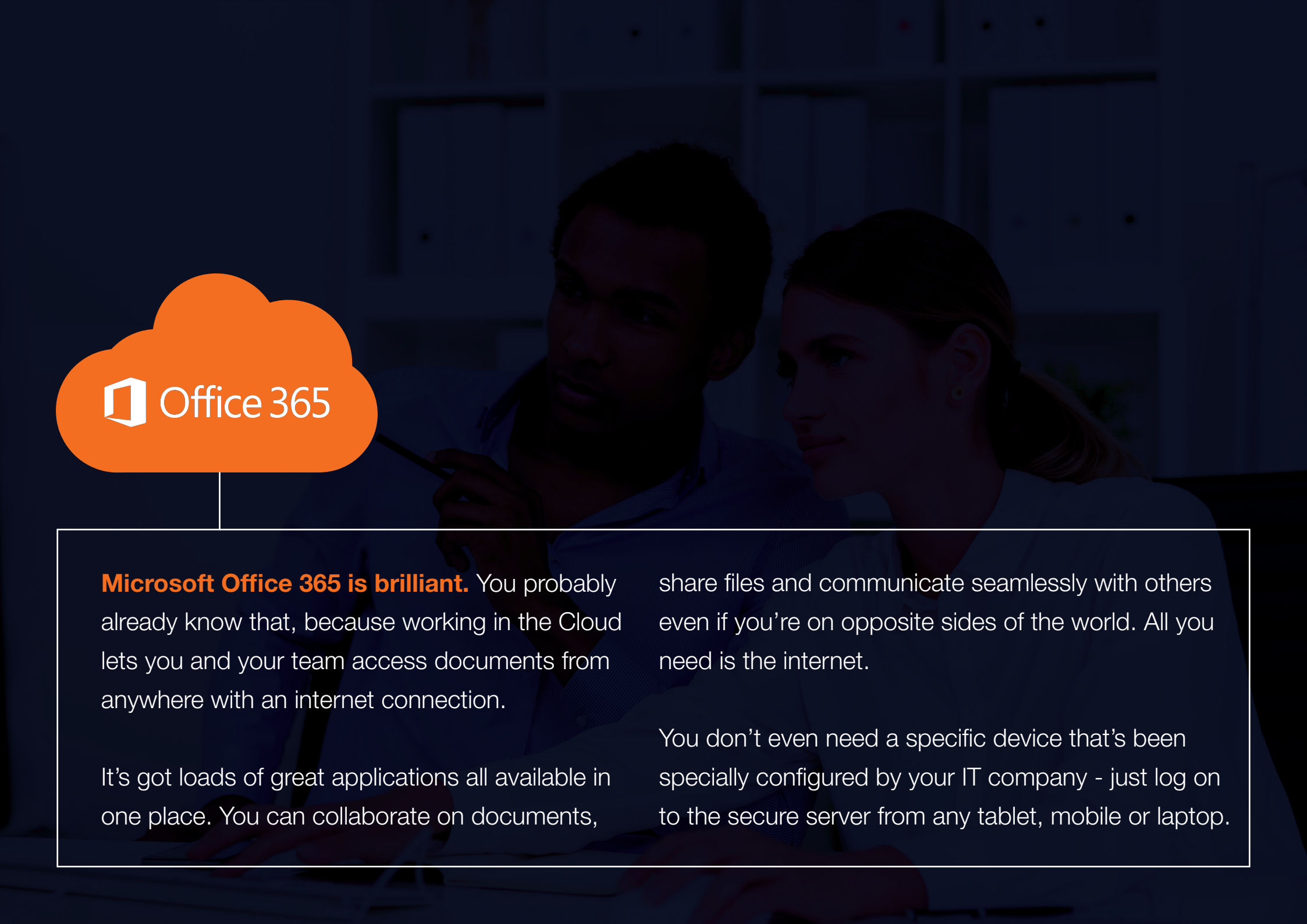
Office 365
Five Clever Ways
to make your team extra
productive with Office 365



Microsoft Office 365 is brilliant. You probably already know that, because working in the Cloud lets you and your team access documents from anywhere with an internet connection.

It's got loads of great applications all available in one place. You can collaborate on documents, share files and communicate seamlessly with others even if you're on opposite sides of the world. All you need is the internet.

You don't even need a specific device that's been specially configured by your IT company - just log on to the secure server from any tablet, mobile or laptop.

Office products like Word, Excel and Outlook can be installed on multiple devices, keeping your business critical data at your fingertips and allowing you to stay productive 24/7. And because it can also be installed on your PC or Mac it gives you the best of both worlds: the freedom of virtual computing with the familiarity of working at your desk.

For the vast majority of business owners, it's the availability of 365 that has really made a difference to their organisations. Microsoft guarantees a 99.9% uptime Service Level Agreement, which is a huge deal for anyone who's ever known the frustration of sitting around waiting for files to become available. Downtime causes low morale and leads to loss of income, so this promise of round the clock access is a real winner.

But we're willing to put money on the fact that you're also missing out on some fantastic features because you don't yet know they exist.

It's understandable. When you're busy the last thing you want to do is sit around trudging through pages and pages of instructions. After all, the whole point of using computers is to help us become more efficient and save time - something that's already in pretty short supply when you're running a business.

The thing is, even the best teams won't achieve their potential without the right equipment and solid leadership. Simply picking a great group of people and purchasing some all singing, all dancing software doesn't guarantee that everything will run like clockwork.

If you ***really*** want to get the best out of your team, it's up to you to make sure they've got the right tools and know how to use them.

Office 365

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Taking the time out to discover everything Office 365 has to offer can boost your team's productivity even more. IT products contain countless features that often go completely unused, resulting in a lot of waste.

But the trouble is, unless we really understand how those features translate to our business needs, we're likely to ignore them.

There's an old marketing quote from businessman Leo McGinneva that explained why people bought drill bits:

"People don't want quarter inch drill bits. They want quarter inch holes."

In order to really dig deep and discover what's available, we have to know what's in it for us. We like to buy into services that enable us to become better versions of ourselves.

Put simply, Office 365 can make your team become better versions of themselves. It can make them quicker, more efficient, better organised and more effective communicators.

It's just a question of finding out how, and giving them the confidence to fly.

So, just because we want to make your life as easy as possible too, we've put together our five favourite ways that 365 can make your team extra productive. There are lots of others, but these will all get you well on the way to a super productive team.

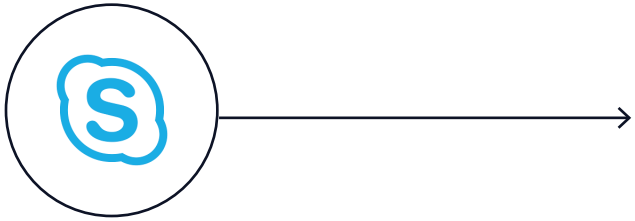
Once you learn these little hacks you'll wonder how you ever managed without them. And that's just the beginning.

01

Hold virtual meetings through Skype

Depending on the type of licence you've got, Skype for Business probably comes as part of your Office 365 package. This means that even if there's a sudden snow storm and nobody's able to make it into the office, meetings can still happen. Employees are able to send instant messages, join conference calls and share content with co-workers at the click of a button.

Skype calls are instant, efficient and totally eliminate the need to meet face to face. That means no cancellations, no flustered staffers turning up late and no need to even buy a packet of rich teas to make morning meetings more bearable.

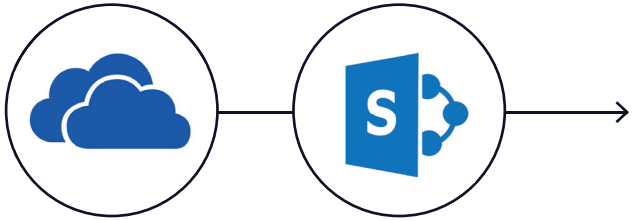


02

Collaborate on documents through One Drive and Share Point

Working on joint projects can be frustrating. Especially when you have to be logged onto the company network to access documents, or wait for someone to email them to you. The beauty of One Drive and Share Point is that they enable workers to collaborate on and share documents from any device, with updates appearing instantly. This has made working remotely easier than ever, whilst benefiting office-based employees at the same time.

Better still, they even work if you're stuck in the middle of nowhere without an internet connection. Simply synchronise files to your hard drive and work offline until you're back up and running – files are then automatically synced to the Cloud as soon as you've got a connection.

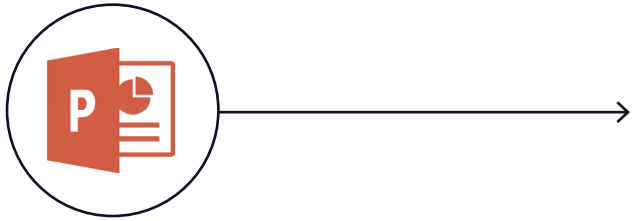


03

Get help with PowerPoint Presentations

Unless you've got impressive design skills and a natural affinity for animation, putting together professional looking presentations can take days. What a lot of people don't know is that there's a feature called PowerPoint Designer that does all the fiddly bits and formatting for you, creating winning slides in a fraction of the time.

If you want to take your presentations even further and wow your audiences with moving images, gifs and fancy visuals, try the "Morph" feature for fast, stunning results that require zero programming skills.



04

Revolutionise your team's to-do lists with Microsoft Planner

This new feature is like recruiting a super-efficient project manager who lives on caffeine and steroids. It keeps everyone up to date with their daily tasks, sets due dates, updates statuses, and allows for constant collaboration on tasks. An easy to use dashboard gives clear visual updates so teams can see how projects are progressing at a glance.

It's quick, efficient and no-nonsense. Exactly what you want from a project manager.

05

Find the documents you need more quickly with Delve

Sometimes people have a habit of saving files in strange places. Our brains all work differently, so what seems like an obvious folder to one person might seem totally nonsensical to you. And when you're in a hurry, searching for that file can cause blood pressure to soar.

If you've got the Enterprise edition of Office 365 and you're storing documents in the Cloud, you'll have access to Delve. It's a search tool that automatically routes you to popular documents used in your organisation, an also enables you to see the files co-workers are editing just by clicking on their name. Easy as pie.

As Mary Poppins so eloquently put it, these are a few of our favourite things. But there are so many benefits of using Office 365 that we can't possibly put them all into one short guide. If you want to really dig deep, put aside a few hours to learn all the ins and outs of the guidebook.

Or, you can have someone come in and talk to you about your how your business works, then show you how Office 365 can help you.

We'd be delighted to come and chat to you and show you even more ways to make your team more productive than you could have ever thought possible. **Call us today.**

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