MicroAge

7 ways to work smarter in the cloud with Office 365





Teamwork and communication...

...are vital to the success of every business. With apps like Word, Excel, and Outlook—not to mention Microsoft Teams, featuring real-time coauthoring, IM, video, and voice—Microsoft Office 365 makes it easier to create, share, and work together wherever you are, on any device.

In this e-book, you'll learn seven ways Office 365 can help you improve communication and teamwork to make your business more effective.

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01

Get your head in the cloud

Now people can work wherever, however, and on whatever devices they prefer. That's because businesses of all sizes are taking advantage of the convergence of cloud and mobile technology. Whether it's enhancing teamwork and productivity or empowering different work styles and reducing costs, cloud-based productivity tools help people communicate and collaborate more effectively.

In March 2016, an Economist Intelligence Unit survey reported that 60 percent of employees said mobile technology makes them more productive, while another 45 percent acknowledged it causes their creativity to rise.[1]

With the new Office 365 apps, workers can use a mix of business and personal devices, whether they run on iOS, Android, or Windows operating systems. Office 365 also provides the flexibility to securely access and edit documents in real time, so your team is working from the latest version.



1. Economist Intelligence Unit, Mobility, Performance and Engagement, 2016.

02

Go mobile

The world reached a new milestone in 2017 with 8.4 billion mobile devices in use worldwide, up 31 percent from 2016, and that number will reach 20.4 billion by 2020.[2] In addition, 80 to 90 percent of the US workforce say they would like to telecommute at least part time, and 3.7 million people already do.[3]

As mobile technology continues to change how and where people work, organizations have the opportunity to grow by redefining how work gets done. That means embracing mobile workers and their ability to complete mission-critical tasks in more efficient and cost-effective ways.

Office 365 offers you and your team full-fidelity viewing and editing of Office documents across Windows, Android, and Apple devices. That means you and your team can review, edit, analyze, and present with a consistent, familiar user experience. You can also switch easily from one device to the next without missing a beat. Using Office apps' integration with OneDrive for Business, you can access documents and even coauthor with others on the go so your business never stops.



"Employees can install Office programs on up to five devices really helping them stay productive when mobile".

2. Gartner, "Gartner Says 8.4 Billion Connected 'Things' Will Be in Use in 2017, Up 31 Percent from 2016," February 7, 2017.
3. GlobalWorkplaceAnalytics.com, "Latest Telecommuting Statistics," accessed November 8, 2017.

03

Synchronize your business

It's rare to find a business today that's solely a 9-to-5 operation. The most successful businesses have become more fluid, using cloud and mobile technology to broaden their reach and compete within the market. These businesses often need to communicate and share information with customers, partners, and suppliers in different time zones or even different countries.

Cloud storage helps synchronize information across different devices, so your team, customers, and suppliers have access to the data they need and small and midsize business (SMB) owners don't have to be on call 24/7. Cloud-based productivity and collaboration tools also keep everyone who's offsite online and in touch.



04

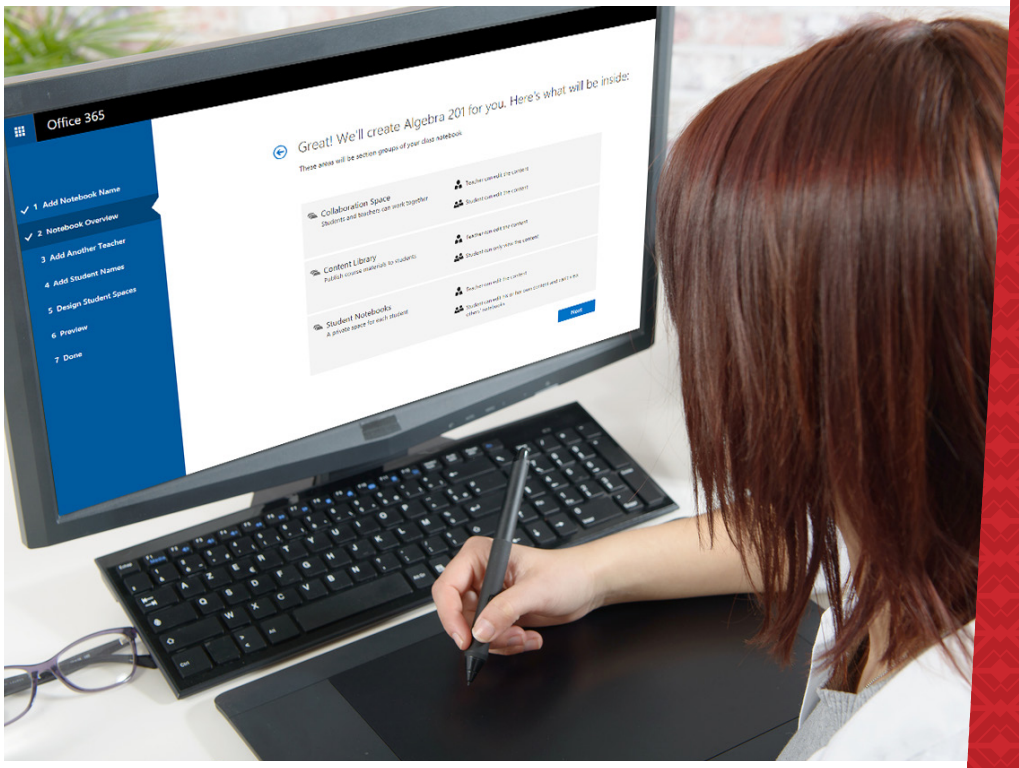
Next-level teamwork

A growing number of forward-thinking businesses are taking collaboration to a new level by adopting Teams. In fact, 80 percent of organizations that use social technology say it is very or extremely important for meeting goals.[4]

With features like OneNote shared notebooks, Teams is a way for people to centralize and share project information using photos, videos, and even handwritten notes. When team members work together in the same notebook, OneNote syncs their changes within seconds.

Social technology has numerous implications that go well beyond personal use. In fact, it's vital in supporting open communication and seamless collaboration—no matter where people work—so companies can respond to ever-changing market conditions. Additionally, 90 percent of organizations indicate that collaboration tools help them save company money and improve time management.[5]

Real-time collaboration tools help your people work better not only internally, but also with those outside your business. That means everyone can communicate in the moment and stay in the know.



4. Harvard Business Review, Collaboration Tech: Boosting the Midsize Organization, 2016.
5. Aperian Global, "Top 12 Tools and Apps That Make Virtual Collaboration Possible," July 26, 2016.

05

Meetings, simplified

Meetings are the lifeblood of any business, but it shouldn't be at the expense of efficiency. According to information compiled by Atlassian, most employees attend 62 meetings a month, including 31 hours spent in unproductive meetings. Those unnecessary meetings carry a high price, costing US businesses $37 billion annually.[6]

New communication and collaboration tools like Teams make it easy to conduct more productive meetings by providing familiar, easy-to-use features, plus enterprise-grade security, compliance, and control. For more and more organizations that can't always get everyone in the same room, Teams provides a rich and immersive meeting experience where workers can add Office files, such as PowerPoint documents with animations, via desktop or mobile.

Need to ping someone for a quick question? With just a click or two, start instant messaging, share documents, or set up an online meeting. Team members in different locations can then meet face to face using high-fidelity imagery and view the same information without spending the time or money to meet in person.



The ability to meet online means you can hold effective meetings no matter where your employees are working from without people commuting back and forth.

6. Atlassian, "You Waste a Lot of Time at Work," accessed November 8, 2017.

06

Demand more from your data

More and more businesses are using business intelligence (BI) solutions to spot trends, identify risks, and find new opportunities. One-click forecasting in Office 365 helps SMBs quickly transform dense company data into analyses of future trends, so you can make business decisions based on data and not on a hunch.

Workers can use these new tools to connect, view, and shape data from multiple sources. The improved Power Pivot features within Excel can help you map different datasets with drag-anddrop ease and calculate hundreds of millions of rows of data in a snap.

Fifty-nine percent of CFOs chose facilitating analysis and decision making as the number one process areas that needed technology investment, which business intelligence can address.[7]



7. inside BIGDATA, "Why Business Intelligence Is Key to Competitive Advantage," September 3, 2016.

07

Get on the same page

Competitive markets move fast, and businesses that rise to the top do too. To keep up, people often need to work together on the same documents, such as sales reporting spreadsheets and marketing plans.

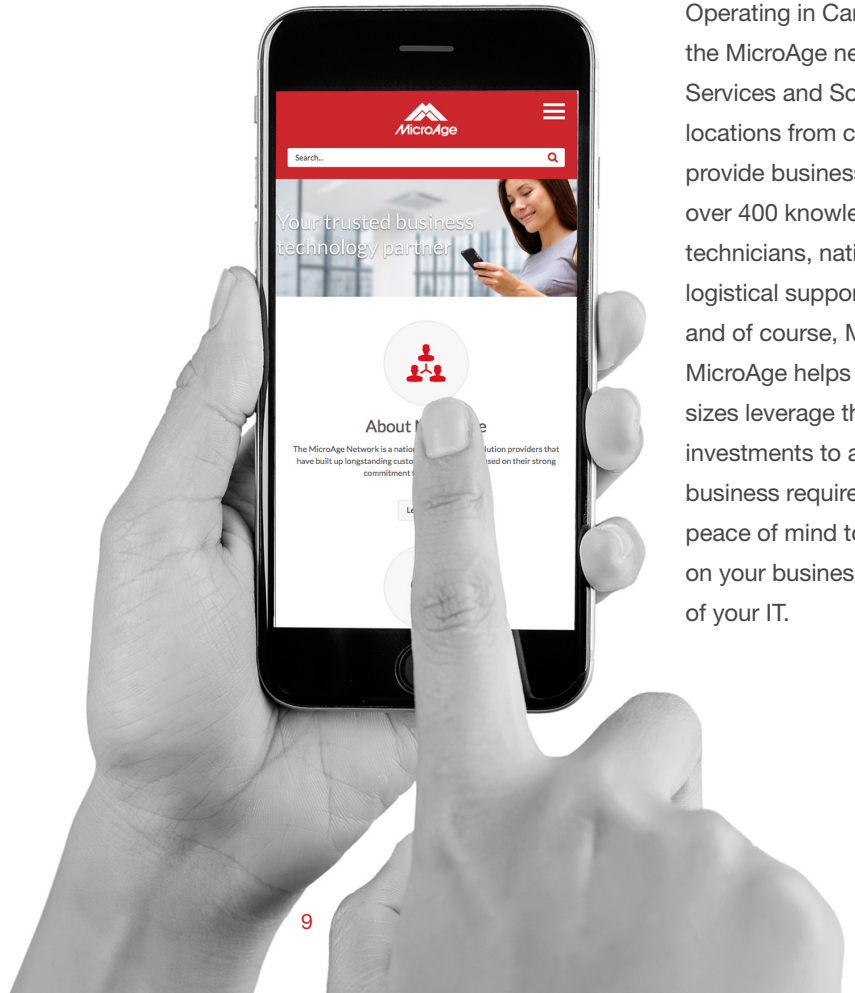
An important collaboration feature of Office 365 and Office Online is real-time coauthoring, which makes it possible for you and your team to edit and add to documents at the same time. No matter the device or its location, every change will be synced in the document, automatically saved to the cloud, and made visible to the team.

Collaboration improves drastically when you leverage Office 365 and the cloud increasing productivity and your ability to compete.

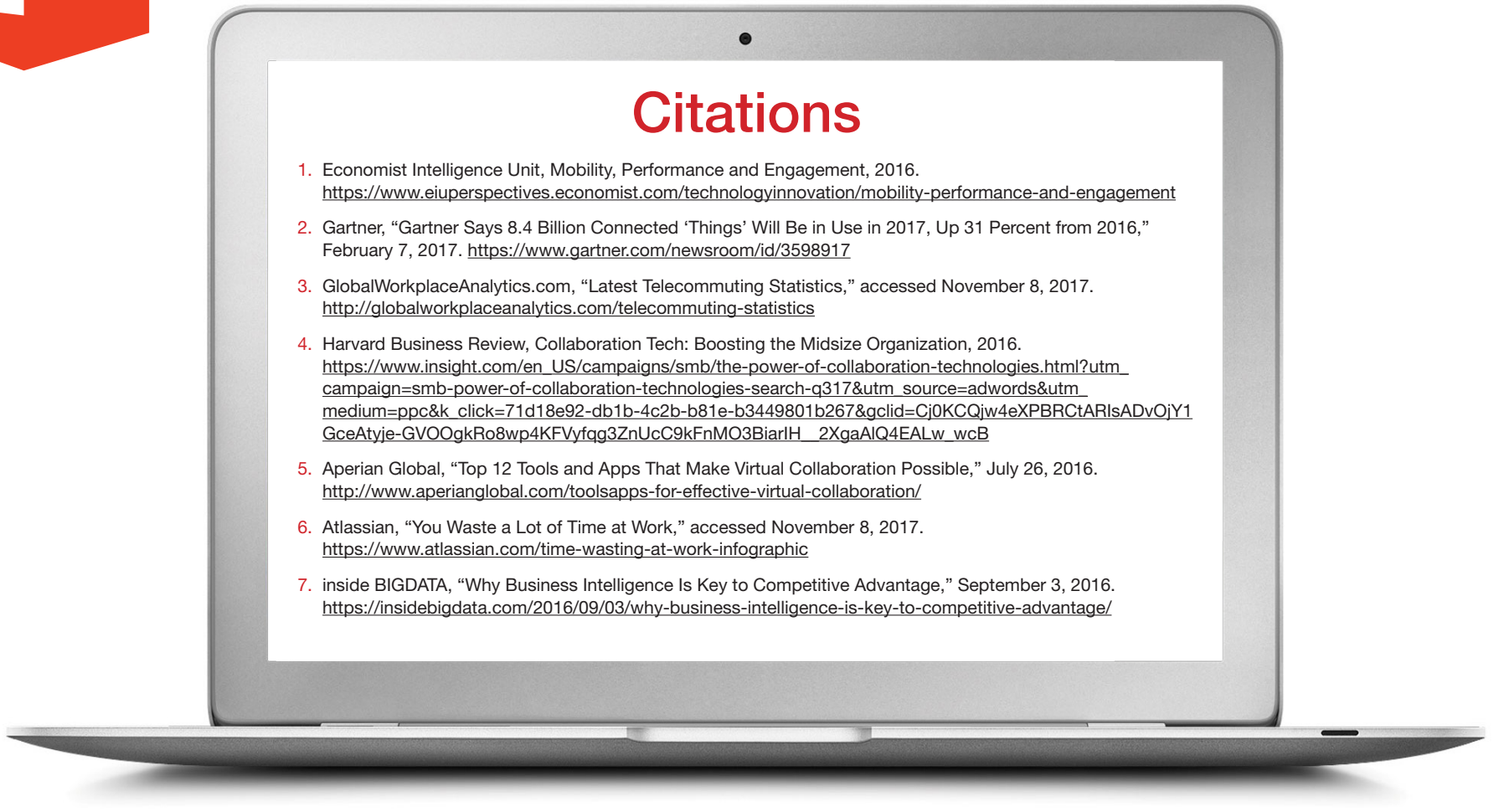


Bring collaboration and communication into the 21st century with Office 365

About MicroAge



Operating in Canada since 1981, the MicroAge network delivers IT Services and Solutions through 30 locations from coast to coast. We provide businesses with access to over 400 knowledgeable, certified technicians, national service delivery, logistical support and distribution, and of course, Managed IT Services. MicroAge helps businesses of all sizes leverage their technology investments to address their business requirements. We offer peace of mind to allow you to focus on your business while we take care of your IT.



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