



Microsoft 365

Five Critical Things You Need to Know

WOODARDTM

During this Training Event You Will...

- Identify key security features in Microsoft 365
- List key cloud-based services available
- Utilize new features available with Microsoft 365
- Take advantage of collaboration tools in Microsoft 365



Today's Major Topics

The full scope of the Microsoft 365 service offering



Securing your Microsoft 365 implementation



Collaborating with Microsoft 365



Empowering remote workers with Microsoft 365



Key new features in Microsoft 365 applications

SEGMENT 1

The Full Scope of the Microsoft 365
Service Offering



What is Microsoft 365?

Microsoft 365 is a collection of Microsoft products and services available to individuals and businesses. Some of the components of Microsoft 365 are cloud-based, and some are traditional, desktop solutions. Microsoft 365 subscribers can choose from à la carte options and from bundled packages to create a solution tailored to their specific needs. Additionally, subscription-based pricing helps Microsoft 365 users manage cash flow without requiring any significant up-front investments in software licenses.



What is Microsoft 365?

- Microsoft 365 is a collection of products and services that combines familiar desktop apps such as **Excel**, **Word**, and **PowerPoint** with Cloud-based services such as **SharePoint Online**, **Teams**, **OneDrive**, and **numerous ancillary services**
- Microsoft 365 subscriptions are available for **individuals**, **businesses** of all sizes, **governmental**, **educational**, and **not-for-profits**
- Generally, **subscribers can license an entire suite** of apps and services, **or they can choose to license individual components on an *a la carte* basis**, providing for tremendous flexibility



What is Microsoft 365?

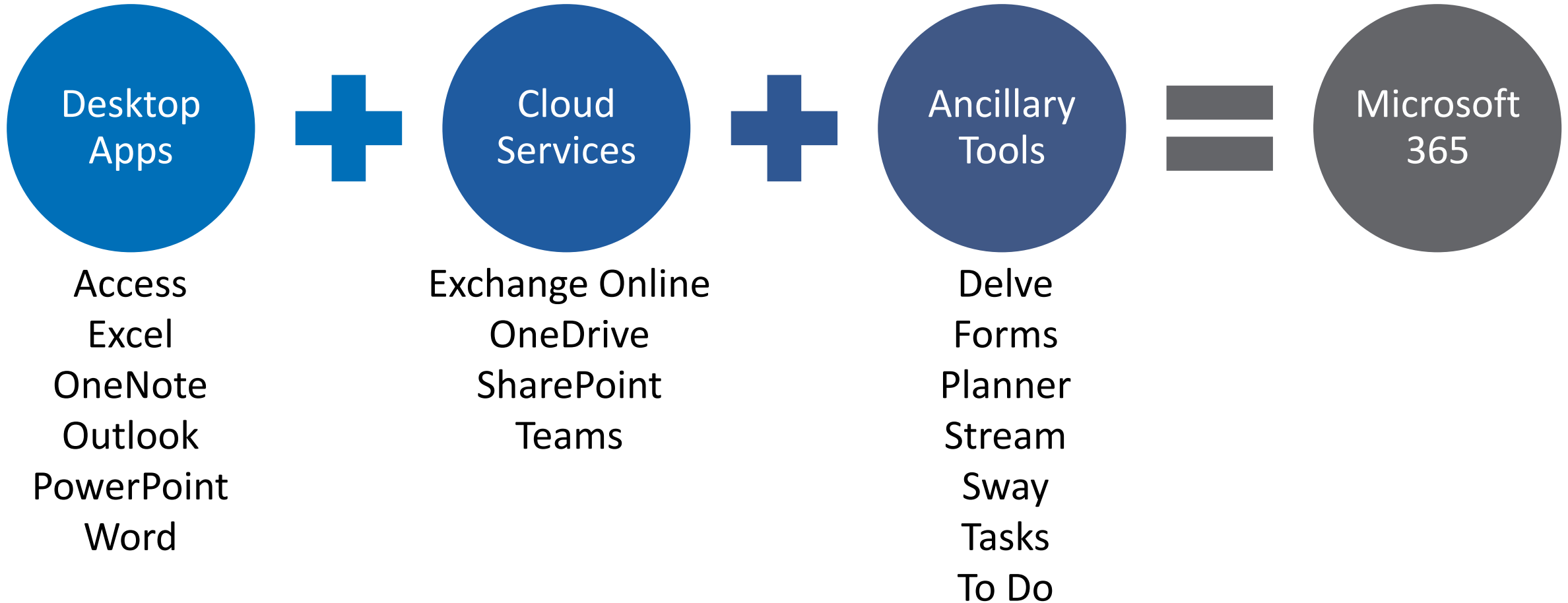
Not a single product, but rather an umbrella under which you have access to numerous products and services

Can obtain piecemeal or in bundled plans

Subscription based, allowing you to scale up and scale down as the needs of your business evolve

Does not require significant outlays of capital

Microsoft 365 Plan Configurations



Microsoft 365 Strategic Advantages

Familiarity with
core technologies

Access to
technology that
otherwise may be
out of reach

Services to expand
functionality

Interoperability
with existing tools

Predictable, and
often lower,
technology
expenditures

Outsourced
technology back-
office functions

SEGMENT 2

Securing Your Microsoft 365 Implementation



Security Features and Options

- Microsoft 365 provides **numerous, security features and options** to allow you and your team to work more securely
- Among these are
 - **Multi-Factor Authentication (MFA)**
 - **Mobile Device Management**
 - **Microsoft Defender**
 - **Encrypted Email**
 - **Data Loss Prevention (DLP)**
 - **Secure Score**



Microsoft Defender

- Among other security measures, **Defender analyzes potentially malicious links and attachments to emails** before the messages arrive in your Inbox
- Defender **“opens” the links and attachments in a virtual environment and checks them for malicious activity**
 - If malicious activity is noted, it blocks the offending message(s)
- Defender is native in some 365 subscriptions and is an add-on in others (\$2 per month)



Data Loss Prevention

- **Data Loss Prevention (DLP)** is used to prevent sensitive information from being emailed outside the organization or stored in unsecured locations, such as unprotected drives
- In the context of email, DLP can **block unencrypted outbound email messages that contain Social Security Numbers**, for example
- DLP can also **block files that contain sensitive information from being stored in folders that are not protected**, helping to prevent the accidental leakage of data in an organization



Microsoft Secure Score

- *One of the most innovative security measures available today!*
- Secure Score analyzes your 365 implementation and provides a **“report card” on the relative security of your implementation**
- Secure Score also **provides specific recommendations** on how you can improve the security of your Microsoft 365 implementation



Microsoft Secure Score

☰ Microsoft 365 security ⚙️ ?

Action plan

Update status for this improvement action.
Note: some statuses are system generated and can't be updated.

- Completed
- To address
- Planned
- Risk accepted
- Resolved through third party
- Resolved through alternate mitigation

Notes:

Write a note 😊

At a glance

Category: Identity

Protects against: [Password Cracking](#), [Account Breach](#)

Product: Azure Active Directory

User impact

Your users will no longer need to periodically create new passwords.

Users affected
All of your Microsoft 365 users

Implementation

Prerequisites
✔ You have Azure Active Directory Office App.

Next steps
In the [Microsoft 365 admin center](#) go to Settings > Org Settings > Security & privacy. Then uncheck the box "Set user passwords to expire after a number of days", this will help you set the password policy to never let passwords expire. You must be a global admin to edit the password policy.

If your organization has an on-premise implementation, it is recommended that you set status for this action to "Resolved through alternate mitigation."

Implementation status
Your current policy is set to require a password reset every days.

Learn more

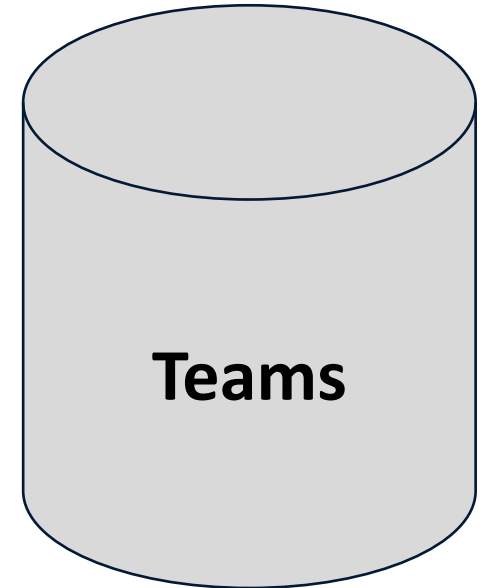
Related reports None **Related tasks** [Enable self-service password reset](#)

SEGMENT 3

Empowering Remote Workers with
Microsoft 365



Microsoft 365-Provided Storage Locations



These are all **Cloud-based** tools

SharePoint Online

- **SharePoint Online provides 1TB plus 10GB per license of file storage in all Microsoft 365 plans**, with larger amounts available for purchase
- You can **sync document libraries to local devices**, and they are also accessible on mobile devices
- The process of **creating SharePoint Online sites to support projects and general team collaboration has been simplified**



OneDrive for Business

- **OneDrive for Business** delivers Cloud-based ***encrypted*** file storage without the complexity of SharePoint
- OneDrive for Business is generally administered and controlled at the ***user or personal level***
- **Microsoft 365 plans generally provide 1TB of file storage per user** with file versioning and users may request more storage, as needed
- Organizations may impose **compliance standards with admin controls, and with auditing and reporting**
- You can **sync files locally and access them from mobile devices**



Teams

- If you use Teams, you can store data there
- Like SharePoint Online and OneDrive for Business, data stored in Teams is **accessible from mobile devices, can be synchronized to local devices, and you can apply version control to your documents**
- Moreover, with built-in Excel, Word, and PowerPoint apps, **Teams makes co-authoring exceedingly easy for documents stored in Teams**



Document Storage Comparison

OneDrive For Business

- Document storage for individuals
- Less admin control and oversight
- DLP rules apply
- Sync to local PC

SharePoint

- Project, department, or organization focused document storage
- Usually, more admin control and oversight
- DLP rules apply
- Sync to local PC

Teams

- Collaboration focused document storage
- Usually, more admin control and oversight
- DLP rules apply
- Sync to local PC

SEGMENT 4

Collaborating with Microsoft 365



Collaborating Comes Easily In Microsoft 365

- Largely **because of Microsoft 365's Cloud-based storage options, collaboration comes easily**
- Saving documents in Teams, OneDrive for Business, or SharePoint Online facilitates both **collaboration** and **co-authoring** with your team members
- But what many do not realize is that **you can also use Microsoft 365 to collaborate with those outside your organizations**, including consultants, clients, vendors, etc.



Teams Options for Collaboration



Co-authoring



Working with Guests and External team members



Syncing SharePoint Online to local drives



Security and compliance in Teams

Guest and External Users

- **You are not limited to internal team members!**
- You can “share” Teams to persons outside your organization to expand its’ reach and usefulness
 - There’s no added cost for doing this!
- **“External” users are limited to chat, call, and meetings capabilities**
- **“Guest” users can access almost everything in Teams**
- See the article at <https://bit.ly/3yZ6yVI>



SEGMENT 5

Key New Features in Microsoft 365



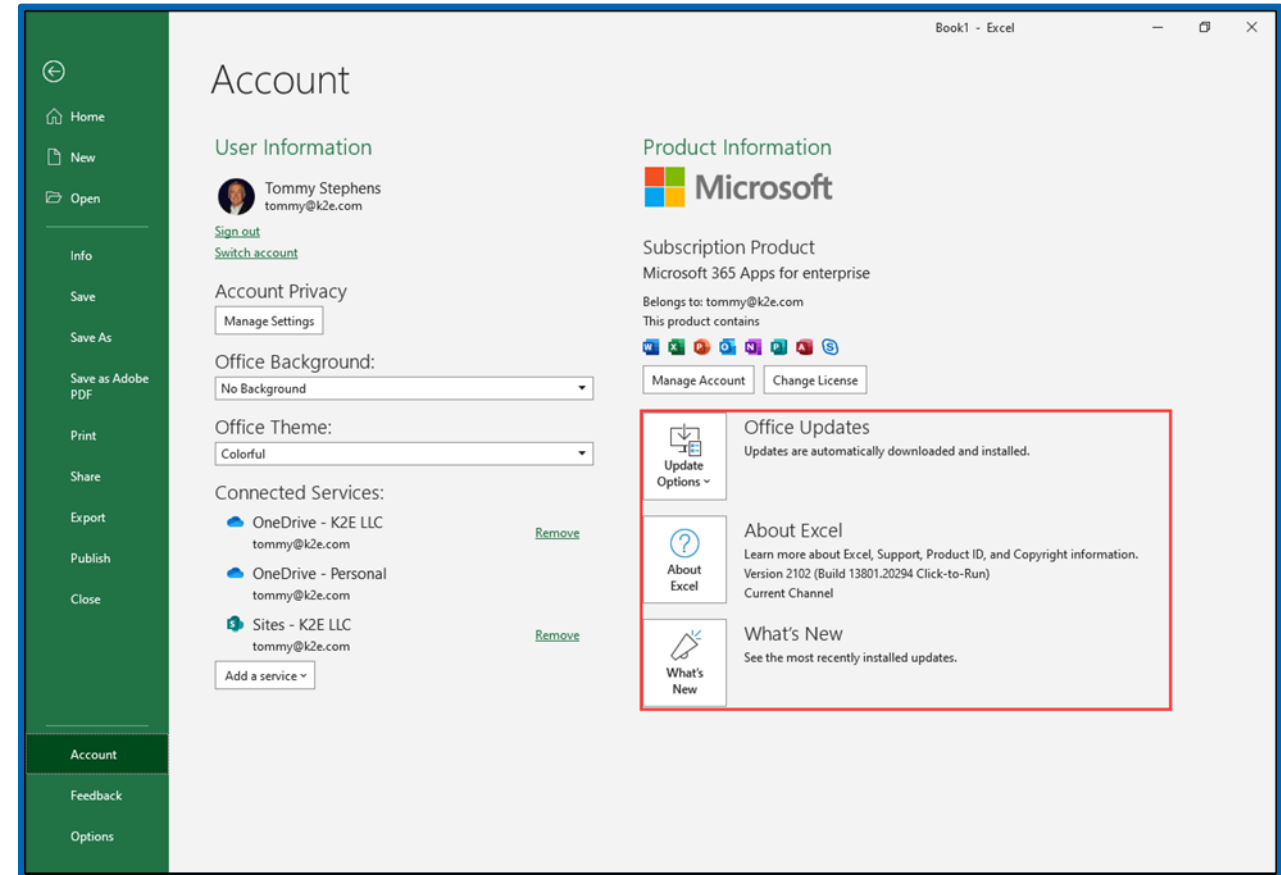
Microsoft 365 Offers Continual Improvement

- **Continual Improvement** is a term that is used often, but rarely implemented or achieved
- With Microsoft 365's periodic updates, **users benefit from a continual stream of new features**
- **Subscribers receive feature updates on a monthly or semi-annual basis**, depending upon the update cadence they opt for, or their IT staff establishes for them
 - Note: **security updates and “bug” fixes, occur monthly**, and more often if necessary



So, What Version Are You Running?

- Click **File, Account, Options** to display the window shown to the right
- Note the **version number** and the **channel**



To Identify New Features in Your Channel

- Visit <https://bit.ly/3vLyJFd> and click Release Notes

The screenshot shows the Microsoft Office Release Notes page for Version 2102: March 01. The page is divided into several sections:

- Filter by title:** A search bar at the top left.
- Navigation menu:** A list of links on the left side, including "Release information", "Security Updates", "Microsoft 365 Apps", "Update history (by date)", "Update sizes", "Current Channel", "Release Notes" (highlighted), "Archived Release Notes", "Monthly Enterprise Channel", "Semi-Annual Enterprise Channel", "Semi-Annual Enterprise Channel (Preview)", "Office Insider Program", "Update history on Windows 7", "ODT release history", "Office for Mac", "Office (perpetual)", "Office Server products", and "Related links".
- Version 2102: March 01:** The main heading, with the sub-heading "Version 2102 (Build 13801.20266)".
- Feature updates:** A section heading followed by a sub-heading "Excel".
- Excel updates:**
 - **Unhide many sheets at the same time:** No need to unhide one sheet at a time anymore -- unhide multiple hidden sheets at once. [Learn more](#)
 - **Improved Conditional Formatting dialogs:** Conditional Formatting dialogs are now resizable, and now you can duplicate the rule with a single click. [Learn more](#)
 - **Require users to apply sensitivity labels:** Users will be prompted to apply a sensitivity label if their organization's policy requires it.
- Outlook:** A section heading followed by a sub-heading "Outlook".
- Outlook updates:**
 - **Updated Contacts list view:** Contacts list now shows email addresses and updated photo and text size.
 - **Break the language barrier with a built-in translator:** Add-ins for translation aren't required anymore! You can now use the Intelligent Translator in Outlook. When you receive a message in another language, a prompt will appear on top of the message asking if you'd like Outlook to translate it to your default language. You can also right-click to translate specific words, phrases, or the whole message. [Learn more](#)
- PowerPoint:** A section heading followed by a sub-heading "PowerPoint".
- PowerPoint updates:**
 - **Require users to apply sensitivity labels:** Users will be prompted to apply a sensitivity label if their organization's policy requires it.
- Is this page helpful?:** A feedback section with "Yes" and "No" buttons.
- In this article:** A list of links to other release notes articles, including "Version 2102: March 01" (highlighted), "Version 2101: February 16", "Version 2101: February 09", "Version 2101: January 26", "Version 2012: January 21", "Version 2012: January 12", "Version 2012: January 05", "Version 2011: December 21", "Version 2011: December 08", "Version 2011: December 02", "Version 2011: November 30", "Version 2011: November 23", "Version 2010: November 17", "Version 2010: November 10", "Version 2010: October 27", "Version 2009: October 21", and "Version 2009: October 13".
- Download PDF:** A button at the bottom left.

A Short List of Key New Features

- **Excel**

- STOCKHISTORY
- XLOOKUP
- Dynamic Arrays

- **Word**

- Commenting
- Dark Mode
- New dictation toolbar

- **PowerPoint**

- Design Ideas
- Zoom
- Commenting

- **Outlook**

- Share to Teams
- Writing suggestions
- Improved conference room bookings

Summary

- **Microsoft 365 is more than another way to license Microsoft Office!**
- **With an ever-evolving list of features and tools, Microsoft 365 can become an organization's backbone, facilitating communication, collaboration, and most fundamental business processes**
- **Further, Microsoft 365 can provide the enhanced security tools and features needed by most organizations today**
- **Whether or not you currently subscribe to Microsoft 365, we encourage you to consider how using the platform can improve productivity, client service, and security in your firm**

Training Options from Woodard Microsoft 365 Implementation Boot Camp

10-week Boot Camp begins Week of July 5th

Learn how to:

- Deploy, or expand your use of, Microsoft 365 in your business, including transferring email & files, if applicable.
- Modernize team collaboration , document sharing, and business information.
- Centralize information through comprehensive Microsoft Cloud utilization.
- Adopt best practices for the use of Microsoft 365 applications.





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