



Microsoft Office 365

Discover the key productivity tools to enable efficient remote working

With Microsoft Office 365, you have access to a suite of tools that make it easy to work remotely. Here, we look at some of the applications and how they can help you be more productive.

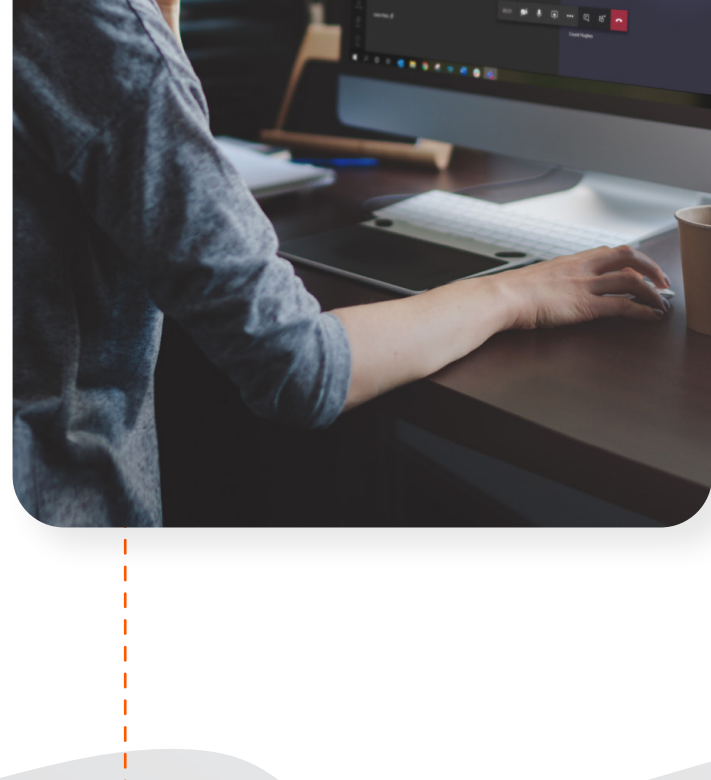
BOOSTING COLLABORATION AND STORAGE CAPABILITIES

Teams

Brings multiple Office 365 collaboration tools into one place, allowing teams to work better together.

Key benefits: Enhanced communication and collaboration.

Use it for: Specific groups needing to work with various other O365 tools (Planner, PowerBI, Documents, Notes) towards a common goal. Teams enables this to happen and gives team members a central hub to discuss their work.



OneDrive for Business

A place to store and share files, with content backed up in the cloud.

Key benefits: Secure document storage and collaboration.

Use it for: Storing, syncing and sharing individual files in a secure environment. These can be existing or 'work in progress' documents, which can also be made available to a small group to encourage collaboration. It's a good idea to replace your 'My Documents' folder with your OneDrive folder.

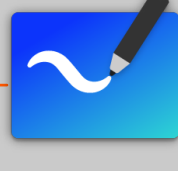


SharePoint

Hubs for team collaboration and communications.

Key benefits: Flexible group collaboration and file sharing.

Use it for: There are two types of hub. **Team Sites** are intended for collaboration among a specific working group. They are connected to an O365 group and therefore provide additional tools such as Outlook distribution lists and shared document libraries. **Communication Sites** are not tied to a specific O365 group and are standalone, internal hubs on which to place content aimed at a broader audience.



Microsoft Whiteboard

A freeform digital canvas for the discussion of ideas and content.

Key benefits: Easier collaboration and idea sharing.

Use it for: Informal note taking, either alone or in a group, and to host remote Design Thinking sessions. Whiteboard can also be used as part of a Teams meeting and is accessible via PC, mobile and Surface Hub.

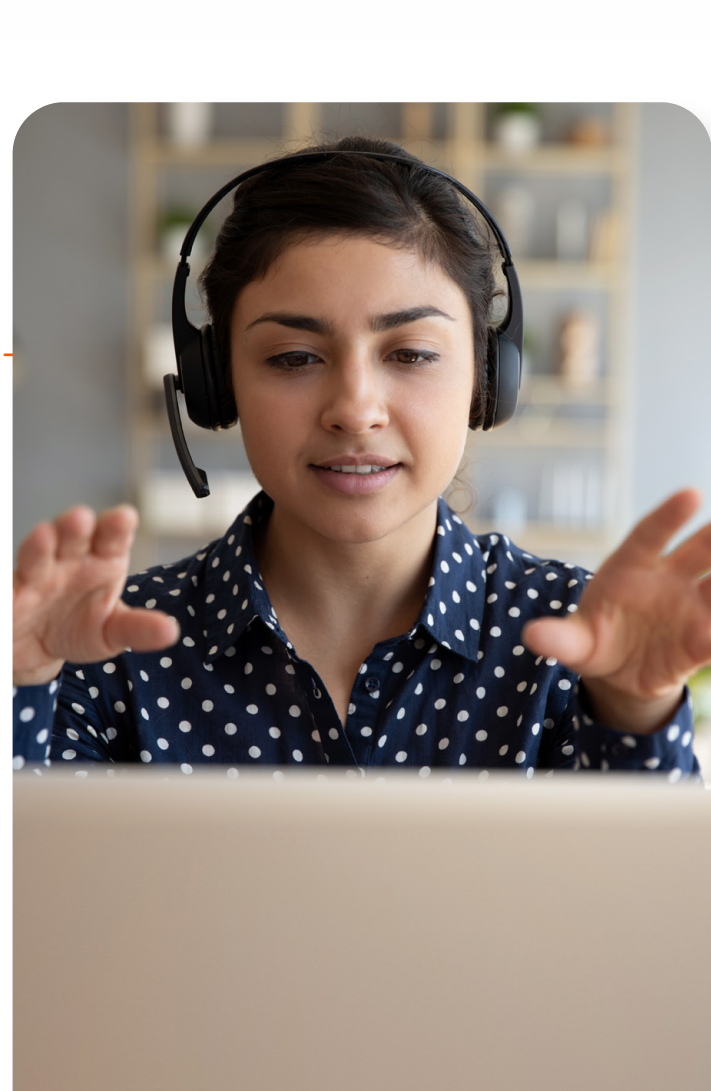


Meeting Room Technologies

Cutting-edge meeting and collaboration tools featuring crystal clear audio and video.

Key benefits: Better-quality communications and meetings.

Use it for: Connecting seamlessly with colleagues across the globe or across the world through virtual, in-person, or hybrid meetings. Meeting Room Technologies include Surface Hubs and Microsoft Teams Rooms.



MAKING IT EASIER TO ORGANIZE



OneNote

A simple way to take and share notes.

Key benefits: Improved note taking and collaboration.

Use it for: Taking free-form notes that are backed up in OneDrive by default and made easily accessible and shareable. Content can include personal notes, meeting notes, individual task management and screen captures, or collaborative team notes involving Microsoft Teams or SharePoint.



Planner

An ideal tool for tracking tasks and reporting on projects.

Key benefits: Trouble-free task and project management.

Use it for: Managing, assigning and tracking individual and team tasks or projects. Planner can be accessed via a web browser or through a tab in Teams.



Microsoft To-Do

An integrated task management system.

Key benefits: Organize and access your workload more easily.

Use it for: Keeping organized with a list of upcoming activities that's accessible from computer, tablet and smartphone. To-Do is a cloud based, standalone app that is fully integrated with Outlook and its different capabilities.

Discover how Office 365 can boost productivity when remote working by collaborating in new ways that empower your employees through the cloud. For more tips and guidance on remote working check out our resources on [our dedicated COVID-19 page](#).