Productivity On The Go

The Anywhere Workplace

A valuable e-Book resource that showcases some of the powerful, yet untapped, productivity features of the Office 365 Suite.

Microsoft | Data#3

Mobile Productivity

Mobile Productivity

Move beyond remote access to pervasive mobile productivity

It is all too easy for discussions of mobility in the workplace to focus on access, mobile devices and security. They are critical considerations of course, but there is so much more to the Anywhere Workplace in a modern organisation. The real promise of a mobile workforce has always been greater flexibility and increased productivity for end users. Has your organisation lost sight of the productivity dividend?

Many organisations underutilise the productivity capabilities on offer, despite much of it already being bundled into an organisation's Microsoft license agreement. With the right advice and careful configuration, your organisation can provide end users with powerful capabilities for productivity on the go - some well-known, some often overlooked.
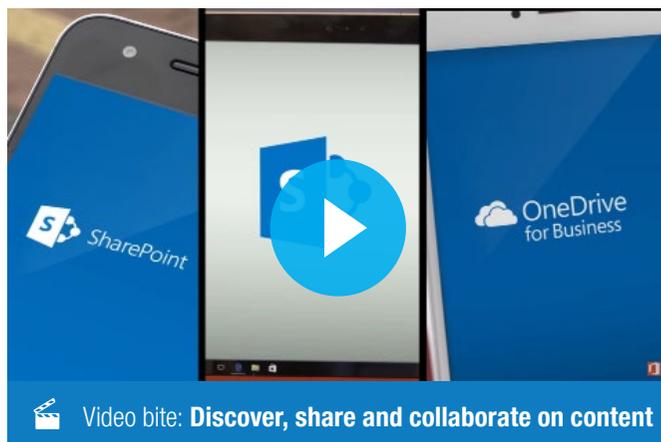
Untapped Capabilities

- Create and share interactive online videos
- Create and share interactive reports, presentations and newsletters
- Discover relevant information and people based on who you work with and content you work on
- Give insights to users about the way they work
- Organise teamwork
- Gather, visualise, analyse and share data from multiple sources
- Capture, organise, and share ideas with digital notebooks
- Discover, share, and collaborate on content from anywhere, on any device
- Quickly attach files to emails regardless of where you are working on them
- Move low priority email clutter automatically based on past behaviour

1.

Content Collaboration

Discover, share, and collaborate on content from anywhere, on any device (SharePoint)

Easily create team sites and portals to discover, share and collaborate on content with colleagues inside and outside your organisation from any device.

Video bite: **Discover, share and collaborate on content**

Anywhere access

You need to stay productive wherever life takes you and now you can with the new SharePoint app. It's like having your company's intranet in your pocket giving you anywhere access to your team and organisational resources needed to get work done.

Intelligence and insights

The intelligence provided by Office Graph makes SharePoint completely unlike anything else out there. With the new SharePoint home (released in May 2016) you can stay current with all the different teams and projects you're working on via activity feeds and recommendations based on your association to others and the content they're working on.

Seamless collaboration

Today's SharePoint team site is your team's content hub. It's where everyone you work with both inside and outside your organisation comes together in real time to get work done – creating and sharing content using the same, familiar Microsoft Office tools you use every day.
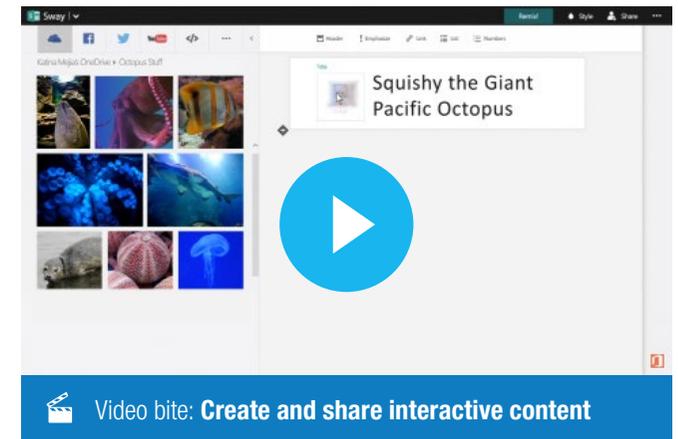
Enterprise-grade security and compliance

Today, more than ever, enterprises need a scalable solution that meets security and compliance requirements while ensuring unified policies are applied across every workload and every device. SharePoint offers best-in-class security, with more than a decade of experience building enterprise software and online services. End users get the productivity they've been asking for while the IT department gets the Cloud security and compliance requirements they require.

2.

Interactive Reports

Create and share interactive reports, presentations and newsletters (Sway)

Sway is a digital storytelling app added to Microsoft Office in 2015 intended to convey concepts quickly, easily and clearly. Unlike PowerPoint, it is primarily for presenting ideas on screen rather than to a live audience. Sway has the look and feel on screen of a simple interactive website. Made for web rather than print, it is great for tutorials, information sharing and interactive reports. Sway presentations are backed up to the Cloud, and can be easily shared or embedded in websites.

Video bite: **Create and share interactive content**

Go from start to finish in minutes

Sway makes it quick and easy to create and share polished, interactive reports, presentations, personal stories and more. Add your content and Sway will take care of the rest.

Tell your story with interactive content

Bring your Sway to life with interactive content. Include a video to talk about your idea or add an interactive chart to let others dive into the details.

See suggested search results based on your content

Sway suggests searches to help you find relevant images, videos, tweets, and other content that you can drag and drop right into your creation. No need to juggle apps and web pages to find what you want.

Instantly transform your Sway with great designs

You don't need to worry about formatting, Sway's built-in design engine takes care of it. If the first design isn't right for you, Remix! it to see others or customise it to make it your own.

Easily share by sending a link

It's super easy to share Sway. Colleagues can see your creation on the web without signing up or downloading additional software, and you can change privacy settings for more control.

Smart Discovery

3.

Smart Discovery

Discover information and people based on who you work with and content you work on (Office Delve)

Microsoft Delve is a data visualisation and discovery tool that incorporates elements of social networking and machine learning with the search capability of the Microsoft Office 365 Suite. Delve uses machine-learning technology to pull content from within your organisation's OneDrive, SharePoint, and Yammer accounts, serving it up to your users in a card-based interface. In addition to traditional search tools, Delve has a "discover" function, which brings potentially relevant information to the attention of users, based on relationships between people, content and past activity. The user experience centres on a personalised profile page, which includes displays for recently accessed documents, colleague profiles and a suggested content feed.

Video bite: **Discover information and people**

Information comes to you:

View content that's relevant to you – Office Delve serves personalised content to you from across Office 365 – from OneDrive for Business, SharePoint, Exchange, Yammer and more. Powered by the Office Graph, Delve brings you information based on what you're working on, who you're working with, while always maintaining established permissions.

Break down silos and focus – Quickly return to recent content, without remembering titles or where content is stored. Easily get back to all of your work, the work of your colleagues, and related content with intuitive views.
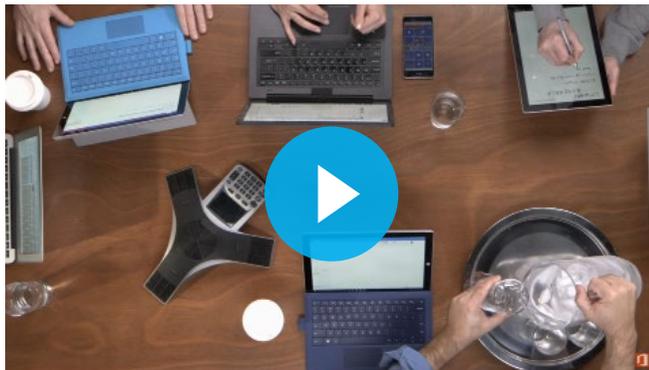
Discover and be discovered:

Create and share your information and expertise – Build a rich, personal profile to work out loud across your organisation, sharing who you are and content you're working on.

Learn more about other people, their documents and ideas – Other people's profiles help you find out more about what they are working on, who they work with and their expertise, plus quick actions to connect with them via email, chat or call.

4.

Workflow Insight

Provide insights to users about the way they work (Microsoft MyAnalytics)

MyAnalytics helps you understand how you communicate and spend your time at work. Set your own goals and let MyAnalytics measure your progress.

▶

🎬 Video bite: **Provide insights on work time and relationships**

Understand how you spend your time to be more productive – If you don't know where your time goes, you can't reach your goals. MyAnalytics details how you spend your day (email, meetings, and more) so you can manage your time better and be more effective.

Spend time efficiently – MyAnalytics supports collaboration by enabling you to know who you're spending time with, how much time you're working together and who you're losing touch with. Use this information to schedule your time to stay connected to the key people for your job.

Be more effective – Spend the right amount of time with the right people and get insights about the effectiveness of your communications to maximise your impact.

Most of what you see, such as how much time you spend in meetings, or how long it takes someone to reply to your emails, is based on data you can already find in your mailbox and calendar. MyAnalytics simply does the work of putting it all together. The information gives you insights that you can act on.
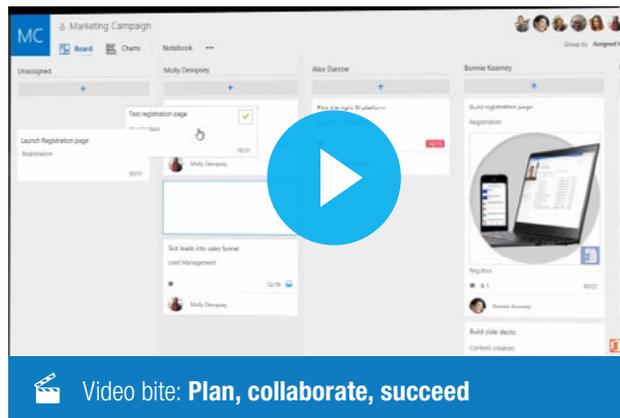
With the MyAnalytics Outlook add-on, you can also see statistics about each email directly in Outlook. For emails you've sent, see how many people have read, forwarded and replied to your emails. You'll only see statistics for emails you sent to at least five recipients (who are also Office 365 users within your organisation), and the statistics are presented in aggregate form, so that people who read or forwarded your email are not identified by name.

For emails you've received, learn more about your relationship with the sender. See how many emails you've exchanged, response times between you, and how up to date you are on their emails.

5.

Teamwork Planning

Organise teamwork (Microsoft Planner)

Take the chaos out of teamwork and get more done. Planner makes it easy for teams to create new plans, organise and assign tasks, share files, chat about what you're working on, and get updates on progress.

Video bite: **Plan, collaborate, succeed**

Create a plan, build a team, assign tasks, and update status:

Easy to use – Launch Planner from the Office 365 app launcher with a single click. You can then create a new plan, build a team, assign tasks, and update status – in a few easy steps.

Organise work visually – Each plan has its own board, where you can organise tasks into buckets. You can categorise tasks based on their status or on whom they're assigned to. To update the status or change assignments, just drag and drop tasks between columns.

See who is working on what, attach files and have rich conversations around tasks:

Visibility and transparency – The My Tasks view provides a comprehensive list of all your tasks and their status across all your plans. When working together on a plan, team members always know who is working on what.

Collaborate around tasks – Built for Office 365, Planner lets you attach files to tasks, work together on those files, and even have conversations around tasks without switching between apps. With Planner, all your team's discussions and deliverables stay with the plan and don't get locked away across disparate applications.

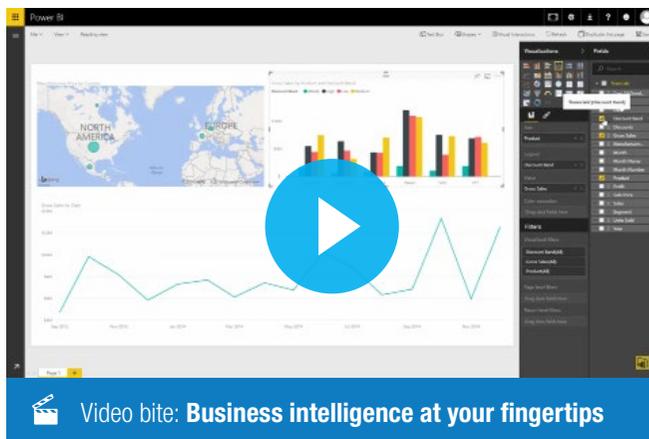## Keep track of team progress and stay on top of work – from anywhere, on any device:

Works across devices – Planner works across all your devices, and with Planner, everyone is always on the same page. A glance at Charts is all it takes to know where things stand and if the team is making enough progress towards their goal.

Email notifications – With Planner, you'll never miss a beat! Receive email notifications whenever you're assigned a new task or added to a conversation.

Business Intelligence

6.

Business Intelligence

Gather, visualise, analyse and share data from multiple sources (Power BI)

Gather data, visualise data, and share information with people in your organisation across multiple devices. Power BI transforms your company's data into rich visuals for you to collect and organise so you can focus on what matters to you. Power BI is a suite of business analytics tools to analyse data and share insights. Monitor your business and get answers quickly with rich dashboards available on every device.

Your whole business on one dashboard – Monitor your important data from across your organisation and from all of the apps you rely on with Power BI on the web.

Create stunning interactive reports – Power BI Desktop gives you tools to transform, analyse, and visualise data. Share reports in seconds with your organisation using Power BI on the web.

Consistent analysis across your organisation – With SQL Server Analysis Services on-premises and Azure Analysis Services in the Cloud, you can easily build robust, reusable models over your data to provide consistency across reporting and analysis in your organisation.

Easily embed BI and analytics in your app – Deliver stunning interactive reports in your app with the Power BI Embedded service.

Video bite: **Business intelligence at your fingertips**

Visualise and analyse everything in one place

In less than five minutes, you can start creating personalised dashboards and reports on your data using natural language and drag-and-drop gestures to find answers to your most important questions. Power BI integration brings together all your data so you can start analysing in seconds information drawn from:

Excel
Exchange
Github
Google Analytics
IBM DB2
MailChimp
Mandrill
Marketo
Microsoft Dynamics CRM
MySQL
OData
Oracle

Full list ▶

7.

Digital Notebooks

Capture, organise, and share ideas with digital
notebooks (OneNote)

Capture, organise, and share your ideas with digital notebooks that you can access on any device. Find things quickly with a powerful search engine that tracks your tags, indexes your typed notes, and recognises text in images and handwritten notes.
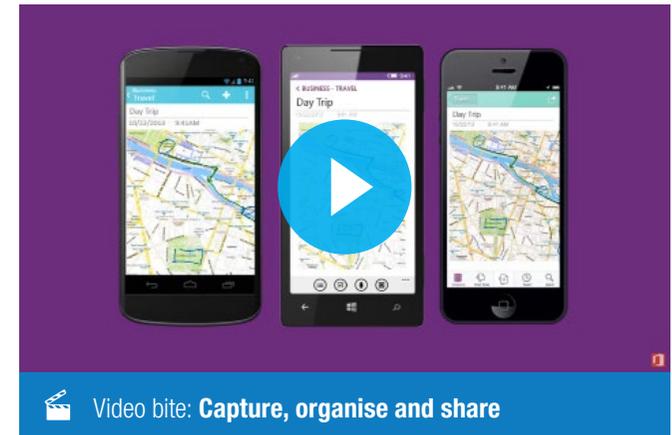
Capture notes – Harness your thoughts in a digital notebook.

More than text notes – Bold, italicise, underline, highlight, insert files, pictures, and tables – format your notes like you want in a free form canvas.

Stay organised – Create, move, copy, reorder, rename, colour code, search, and delete pages, sections, and notebooks to organise your content.

Tag notes – Check things off your to-do list and help remind yourself to ask that question.

Share notes – Easily share OneNote notebooks with colleagues so everyone can add their notes and work together on projects.
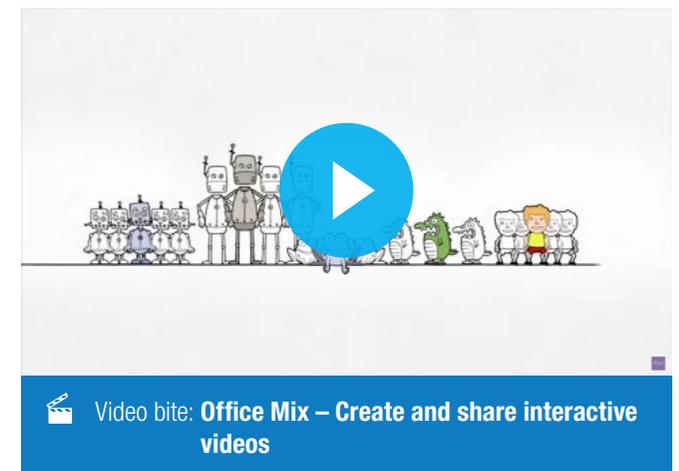

Video bite: **Capture, organise and share**

8.

Interactive Videos

Create and share interactive online videos (Office Mix)

Office Mix is a free add-in for PowerPoint with everything you need to easily create and share interactive online videos. Once installed, when you open PowerPoint you see a new Mix tab which provides access to a treasure-trove of capabilities. With Office Mix, you can transfer knowledge more effectively by adding voice, video, and digital ink to your slides. You can see who watched which portions of your content, and survey your audience to gain feedback and insights.

With Office Mix you can:

- Record yourself using audio and video
- Write or draw on your PowerPoint slides using animated inking
- Add quizzes, poll questions, live web pages and simulations into PowerPoint slides
- Insert live web pages, videos and fun educational simulations
- Capture quality screen recordings for demos and simulations
- Share the resulting interactive Mix securely on the Cloud

Video bite: **Office Mix – Create and share interactive videos**

Interactive Classroom Case Study:
West Moreton Anglican College

⬇ **DOWNLOAD Office Mix Free**

9.

Email Clutter

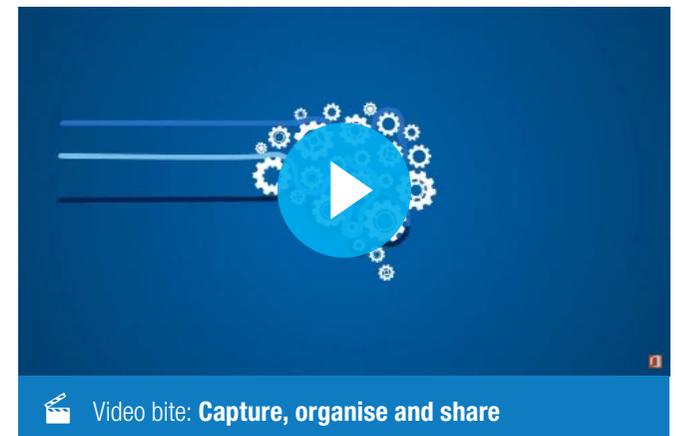Move low priority email clutter automatically based on
past behaviour (Clutter)

Clutter moves your low priority messages out of your Inbox so you can easily scan for important messages. Clutter analyses your email habits, and based on your past behaviour, it determines the messages that you're most likely to ignore. It then moves those messages to a folder called Clutter, where you can review them later.

It might take Clutter a while to fully adapt to your preferences, as it records your choices and uses that information to identify similar messages in the future.

Clutter benefits:

- Analyses messages and filters the types of messages that you usually ignore or don't respond to, based on your past behaviour.
- Examines various aspects of messages to understand what you don't typically read, for example: the sender, whether you've participated in the conversation, whether you're the only recipient, the importance.

As your reading habits change, Clutter learns and adapts.

Video bite: **Capture, organise and share**

To learn more about how Office 365 can improve productivity in your organisation, book an adoption workshop, or find out how we can tailor training packages to suit your needs.

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