

PRODUCTIVITY ON THE GO

9 ways to enhance productivity using Microsoft Dynamics

Discover the powerful features of the Office 365 Suite.

The real promise of a mobile workforce has always been greater flexibility and increased productivity for end users. With the right advice and careful configuration, your organisation can provide end users with powerful capabilities for productivity on the go:

1 CONTENT COLLABORATION

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



INTELLIGENCE AND INSIGHTS

Stay current with different teams and projects via activity feeds and recommendations based on your association to others and the content they're working on



SEAMLESS COLLABORATION

Different team members come together to get work done



ENTERPRISE-GRADE SECURITY AND COMPLIANCE

End users get the productivity needed 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)



GO FROM START TO FINISH IN MINUTES

Add your content and Sway, a digital storytelling app added to Microsoft Office in 2015, will help convey concepts quickly, easily and clearly



TELL YOUR STORY WITH INTERACTIVE CONTENT

Include a video to talk about your idea or interactive chart



SEE SUGGESTED SEARCH RESULTS BASED ON YOUR CONTENT

Sway suggests searches to help find relevant images, videos, and other content you can drag and drop into your creation



INSTANTLY TRANSFORM YOUR SWAY WITH GREAT DESIGNS

Browse designs or customise it



EASILY SHARE BY SENDING A LINK

No need to sign up or download any software

3 SMART DISCOVERY

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

INFORMATION COMES TO YOU:



VIEW CONTENT THAT'S RELEVANT TO YOU

Office Delve, a data visualisation and discovery tool, serves personalised content to you from across Office 365 based on what you're working on, who you're working with



BREAK DOWN SILOS AND FOCUS

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 share across your organisation



LEARN MORE ABOUT OTHER PEOPLE, THEIR DOCUMENTS AND IDEAS

Discover people's profiles and connect via email, chat or call

4 WORKFLOW INSIGHT

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



UNDERSTAND HOW YOU SPEND YOUR TIME TO BE MORE PRODUCTIVE

Get information about how you spend your day so you can manage your time better



SPEND TIME EFFICIENTLY

Know who you're spending time with, how much time you're working together and who you're losing touch with



BE MORE EFFECTIVE

Insights about the effectiveness of your communications to maximise productivity

5 TEAMWORK PLANNING

Organise teamwork (Microsoft Planner)



EASY TO USE

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



VISIBILITY AND TRANSPARENCY

When working together on a plan, team members always know who is working on what



COLLABORATE AROUND TASKS

Attach files to tasks, work together on those files, and even have conversations around tasks without switching between apps



WORKS ACROSS DEVICES

Planner works across all your devices keeping everyone on the same page



EMAIL NOTIFICATIONS

Receive email notifications whenever you're assigned a new task or added to a conversation

6 BUSINESS INTELLIGENCE

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



YOUR WHOLE BUSINESS ON ONE DASHBOARD

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, Maketo, Microsoft Dynamics CRM, MySQL, OData, Oracle



CREATE STUNNING INTERACTIVE REPORTS

Each plan has its own board, where you can organise tasks into buckets



CONSISTENT ANALYSIS ACROSS YOUR ORGANISATION

Easily build robust, reusable models over your data to provide consistency



EASILY EMBED BI AND ANALYTICS IN YOUR APP

Deliver stunning interactive reports in your app with the Power BI Embedded service.

7 DIGITAL NOTEBOOKS

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



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

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.

With Office Mix you can:

- Record yourself using audio and video
- Write or draw on your PowerPoint slides using animated inking
- See who watched which portions of your content
- Add quizzes, poll questions, live web pages and simulations into PowerPoint
- Insert live web pages, videos and fun educational simulations
- Capture quality screen recordings for demos and simulations
- Share the result securely on the Cloud

9 EMAIL CLUTTER

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

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.

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