



Work securely from anywhere, on any device, with Microsoft 365

## Work From Anywhere

Microsoft 365 enables you to work wherever you want, using any device you want. All your files and applications are stored centrally in Microsoft's cloud. Because your documents are centrally stored, your organization has one source of truth. Gone are the days of juggling different versions of the same file and having to track down documents that are scattered across multiple devices. If you have an internet connection (or available data if you're using a mobile device) you have access to the most up-to-date versions of documents across your organization.

Microsoft 365 promotes mobility even further by offering online versions of most of their applications. Just sign into Office.com to access all the Microsoft applications you need to do your job (e.g. Word, Excel, PPT, Teams, etc.), with no download or setup required.

If you, or anyone you know, is struggling with working remotely, check out our essential guide to working from home.

[Essential Guide to Working From Home](#)

## Collaborate With Your Team

Effective communication is critical for your employees to be successful; this is especially true for remote workers. Microsoft 365 facilitates effective communication and collaboration by means of instant messaging, video conferencing, and document management systems.

If you're using Microsoft SharePoint, all your files are accessible via the cloud. Because your documents are all saved in one location, multiple people can easily access and work on a document at the same time. Edits are updated and saved in real-time so no need to take turns editing a document or worrying if you are looking at the most recent version.

Microsoft Teams allows you to connect with your team through instant messaging & video conferencing. Use instant messaging if you need to quickly get in-touch with a team member, or if you want to share files. Have a lot to talk about? Take advantage of Teams' video conferencing feature to conduct meetings or to have an in-depth one-on-one with a team member.

**Collaboration Tip:** Use Teams' whiteboard feature to help visually explain a concept to people in your meeting or to assist in brainstorming.

## Work Securely

Microsoft 365 offers a wide range of baseline security features; with the option to purchase upgraded features if your business has greater security needs. Multi-factor authentication is one of the baseline security features included with Microsoft 365. If your business is looking to improve your security posture, but aren't sure where to start, multi-factor authentication is a great first step. According to Microsoft, with multi-factor authentication enabled, your accounts are 99.9% less likely to be compromised.

### Outlook Phishing Protection

**Safelinks** - All links are scanned to ensure they go to a safe destination. If an unsafe link is clicked, a warning will pop-up before allowing the user to proceed.

**Attachments Scanning** - Attachments are tested for viruses and malware. Malicious attachments are removed before the email is delivered to the user.

**Zero-Hour Auto Purge (ZAP)** - If an email is flagged as malicious, Outlook will pull the flagged email from the inboxes of everyone who received it.

Some versions of Microsoft 365 include Microsoft's **Advanced Threat Protection (ATP)**. Here's what ATP includes:

**Threat protection policies** - Define threat protection policies to set the appropriate level of protection for your organization.

**Reports** - View real-time reports to monitor ATP's performance in your organization.

**Threat investigation and response capabilities** - Use leading-edge tools to investigate, understand, simulate, and prevent threats.

**Automated investigation and response capabilities** - Save time and effort investigating and mitigating threats.

Security tools are a great way to establish a baseline level of security, but you still need to educate your people how to respond to a possible security incident.

[Click here](#) to learn how to train your people to defend your business.

## Microsoft 365 Application Resources



### Teams

Collaborate with your team via instant messaging and video conferencing

[How to Join a Teams Meeting](#)

[Teams Quickstart Guide](#)

[Teams VoIP Phone System](#)



### SharePoint & OneDrive

Real-time collaboration; store and access your files from anywhere

[Learn SharePoint in 30 mins](#)

[SharePoint Quickstart Guide](#)

[OneDrive Quickstart Guide](#)



### Power BI

Business analytics tool that lets you visualize your data & share insights

[What is Power BI?](#)

[Getting Started With Power BI](#)

[Learn Power BI](#)



### Outlook

Email and calendar in one place

[Outlook for Business](#)

[Outlook Cheat Sheets](#)

[Outlook Tips & Tricks](#)



### Excel, Word, & PPT

Work anywhere using the programs you know

[Working Remote with Microsoft Office Online](#)

[Excel Learning Resources](#)

[PowerPoint Learning Resources](#)

## Our Value

At Aldridge, we deliver Microsoft 365 implementation projects on time and on budget. If you need help determining your IT needs, or your company is considering a Microsoft 365 implementation, we can help. Contact an Aldridge representative today to start moving in the right direction.

[Contact an Aldridge Representative](#)