

# Productivity in the Cloud with Office 365/2016 — Beyond the Legacy Applications



Office 365 takes productivity to a whole new level, making it easier for users to work smarter—not harder—and from anywhere, anytime, and on any device. For businesses, it's a game changer, allowing for digital transformation to be more than just a concept. But, this transformation can only be achieved when business leaders take a human-centric approach.

## What does that mean?


New software is not always intuitive to every employee. Although the fast pace of technology upgrades and releases provide end-users with better ways to work efficiently and effectively, most don't achieve this goal. It's because users don't know how to take advantage of the new features and functionality, or simply do not know such features exist. This leads to frustration and wasted time. Productivity needs a little push and Vitalyst can help maximize adoption.


After all, what good is Office 365 if your users aren't using it? Do you know how to maximize the return on your investment?


## OFFICE 365—MORE THAN THE MICROSOFT OFFICE SUITE


When you combine legacy applications—Microsoft Office suite—with productivity apps such as Delve, Sway and Planner within Office 365, you have the ability to redefine how your employees communicate and collaborate. It's by offering resources that not only makes them aware, but teaches them how to utilize each application, that you can make your business more effective, collaborative and successful.

Here's a look at some of the lesser known, but equally powerful productivity applications, and what it can do for your users and your business—if they know how.

 **Delve** tees up relevant content based upon what your employees are working on and who they're working with. Pulling content from applications across Office 365, users can locate people, documents, or boards. For example, if two employees are working on a joint presentation, they can click on the other person's name and have Delve show them all of the documents they're working on together. From there, they can select a document, edit and collaborate. And with the ability to set up permissions, employees don't have to worry about other colleagues being able to see and access unwanted documents.

 Managing projects has never been easier thanks to **Planner**. Now, teams can create plans, assign tasks, share files, chat about the project and get updates via notifications thanks to full integration with Office 365. Plus, it captures all of this information in a visually pleasing way because each plan has its own board. It's like Pinterest for work.

 **Sway** gives your employees the ability to be great storytellers—even if they're not one by trade. The application lets users create interactive reports, presentations and personal stories by incorporating images, text, videos and other forms of media into their project. Sway is PowerPoint boosted to new heights, with less focus on data and more focus on the visual. Plus, the final piece can be shared across social sites within Office 365, including Yammer and SharePoint.

 With **SharePoint** online, users can create team sites and portals to discuss and share ideas. It allows for true collaboration among colleagues both inside and outside your organization from any device. For example, ten employees can be in one document at the same time, all editing with the ability to see changes in real time. Plus, flexible management options means you maintain the control you need to meet the compliance requirements of your organization.





**Yammer** is a private social network that allows for collaboration by giving people the ability to work together securely across departments and geographies—both inside and outside of the enterprise. It's designed to inspire company-wide knowledge exchange and to increase team efficiency. With its integration across Office 365, users can share files, follow groups and collaborate on a file using Yammer. Once it's saved, it can be accessed through Delve's document library or within SharePoint project sites.



**Office 365 Video** is a streaming video service for your business. It's available with SharePoint Online within Office 365 and can be viewed or shared through a number of applications. Users can post or view a wide range of videos, including recordings of training classes, meetings and presentations. And, you can share the video on Yammer or send a link to it via email.



The **Tasks** application lets users manage the things they need to accomplish, while also providing reminders for completion. It functions exactly like the desktop version, but with the added benefit of being able to mark it complete from any device (which employees couldn't do before). For example, if the accounting team needs users within the enterprise to submit expense reports by a certain date and time, that person can set up a task and push it out via email. Applicable users will be notified and sent reminders about the task. Users can view, update and complete the task at any time and on any device.



Just like Facebook provides a newsfeed detailing the activities friends within your network have taken, **Newsfeed** lets your employees scroll and find out what their colleagues have been working on. So, if an employee clicks on a colleague's name, that person will see a list of documents the colleague has shared and has been working on. An added bonus, Newsfeed captures activity across your employees' internal and external groups via Yammer. Plus, just like Facebook, users can change what they share with the Newsfeed settings.



**Power BI** connects users to a broad range of real-time data through easy-to-use dashboards, provides interactive reports and delivers compelling visualizations that bring data to life. This analytics tool allows users to evaluate data quickly and efficiently. Traditionally, users would need to compile information from several different data points. But with Power BI, that information is readily available in one dashboard. So, users can spend less time digging and more time analyzing to help your business make more strategic decisions.

## WHAT ARE YOU WAITING FOR?



Vitalyst can help make your digital transformation a reality. We have successfully helped business users adopt cloud technology by taking a human-centric approach. We can do the same for you. **>> Find out more.**

Vitalyst is the global provider of client learning solutions driving digital adoption and proficiency by transforming employees' technology experience. We deliver a unique, employee-centric experience, enabling our clients to develop sustainable improvements for continued innovation and growth.

### What services are available?

#### Software coaching for enhanced how-to support

We provide access—24/7—to expertly-trained and knowledgeable advisors who answer software-specific, how-to questions.

#### Self-help services

Our Help Me kNow brand of self-help resources, including the Help Me kNow Hub—an online portal with videos and tips—and Help Me kNow Guides—digital tech tips—empower your employees by giving them access to information the moment it's needed and in various formats.

#### Training services

You can give your employees the benefit of ongoing, flexible and tailored training options—from instructor-led training to e-learning to knowledge resources—delivered by the same experts supporting Office 365 day in and day out for 400+ customers (no scripts here!).

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