Work from anywhere with Microsoft

Even before the global pandemic, the nature of work was changing. A 2019 report found that 99% of respondents said they would like to work remotely at least some of the time for the rest of their careers. Of course, supporting the different needs of office-based and remote workers creates challenges for businesses. Microsoft 365 brings together popular Office applications, collaboration tools, Cloud services, device management and security, enabling your staff to work anywhere.

Make the most of SharePoint

If you operate a business across multiple locations, it can be difficult to make sure that everyone has access to the same real-time information. Microsoft SharePoint enables authorized employees easy access to the files, documents and data they need from anywhere, on any device. This means your office staff and remote workers all enjoy the same convenience. All they need is the Internet.

More than file management

At its simplest, SharePoint is a searchable file repository. However, you can also use it to share company news, create team sites, collaborate with colleagues and access a wide range of business apps. SharePoint helps bring organizations together, make them more productive, secure and compliant.

Make your business flow

A business performs numerous routine tasks, every day. SharePoint workflows enable you to automate many mundane processes and procedures such as feedback, document approvals, digital signature collection and activity tracking of support incidents, sales leads and project tasks. SharePoint workflows also integrates with other business applications, email services and Web browsers to provide a simple, consistent user experience. SharePoint workflows can help you save time, reduce waste and increase productivity.

Security

Working remotely from multiple locations increases your exposure to cyber threats. In response, Microsoft 365 is equipped with an arsenal of advanced security measures to protect your devices, your identity and your company data.

Data protection

According to a study by CompTIA, around 52% of data breaches are caused by human error or insider misuse. To help prevent costly data breaches, SharePoint access controls allow you to lockdown sites, folders, documents and applications.

Compliance

Regulatory compliance can be a burden on any organization. SharePoint enables you to setup the appropriate security settings, storage policies and auditing procedures to meet your compliance obligations. SharePoint also lets you manage data retention and deletion automatically by file, folder, library or content type.

SharePoint key features include:

- **Work anywhere, on any device**
- **Advanced document management**
- **Customise to your business needs**
- **Integrates with numerous business apps**
- **Multi-layered security**
- **Automate routine tasks**
- **Data protection and compliance**
- **Teams communication and collaboration platform**
- **Analyise use to improve productivity**

User analysis

SharePoint is a great platform for collecting, storing and sharing data. However, how do you know SharePoint is working effectively for your business? SharePoint analytics allows you to see exactly how your organization, departments and people are using the platform. SharePoint analytics can help you spot potential issues with your setup, improve its utility and increase productivity.

SharePoint and Teams integration

Working from home has become the new normal for many of us. Video conferencing and collaboration software have become essential business tools. Microsoft Teams is a chat-based collaboration platform complete with document sharing, online meetings, and many other useful features for business communications. Teams makes it easy to switch between voice, video and text communications.

As part of the Microsoft 365 ecosystem, Teams and SharePoint are completely integrated. Every intranet site, news feed, project folder, company file and document you have stored in SharePoint is instantly accessible through Teams. You can also create new Teams sites from within SharePoint in just a few clicks.

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