

Microsoft 365: What's included?

Welcome to the exciting world of Microsoft 365's business productivity and security solutions. Take a look at the other benefits your organisation can take advantage of in Microsoft 365.



Get work done.

Stay productive by using tools that help you get your job done quickly and easily. Microsoft 365 includes office productivity tools that are accessible as a desktop or web app.

- **Office productivity tools:** Word, Excel, PowerPoint, Access, OneNote, Publisher.
- **Email, calendar, and address book:** Outlook.
- **File storage:** OneDrive for Business, SharePoint.
- **Online Surveys:** Forms.
- **Videos:** Stream.
- **Manage appointments:** Bookings.
- **Task and project management tools:** Planner, To-Do.
- **Schedule management:** Shifts.



Improve your teamwork.

Get your team to work better together by strengthening team collaboration and simplifying corporate communications with these tools:

- **Chat, call, meeting online, share content, webinars:** Microsoft Teams.
- **Intranet or extranet portals, project sites, team workspaces:** SharePoint.
- **Enterprise social and company-wide communications:** Yammer.
- **Enterprise content and profile discovery:** Delve.



Securely share files.

Share and edit files together with your colleagues to speed up team collaboration. Microsoft SharePoint comes with the out-of-the-box features below to enable secure file sharing.

- **Collaborate more conveniently:** co-authoring, version control, internal or external sharing, document activity auditing.
- **Manage files and records:** records management, team file storage.
- **Speed up file searches:** enterprise search, document tagging.
- **Guard against data leaks:** document security and sensitivity, permission setting per user or groups.



Build agile business processes.

Empower your users to automate your manual business processes using tools that do not require conventional coding skills.

- **Low-code application development:** Power Apps.
- **Rapid workflow automation:** Power Automate.
- **Self-service reporting and analytics:** Power BI.
- **AI-powered chat bots:** Power Virtual Agent.



Protect your data.

Safeguard your business against sophisticated cyber threats with built-in security solutions in Microsoft 365.

- Data loss prevention (DLP), e-Discovery, multi-factor authentication (MFA).
- Mail filtering and anti-malware.
- Data retention and classification policies.
- Mobile device management for BYOD security: Windows Autopilot and Intune.
- Advanced threat protection, data governance, and cloud app security.



Take your Microsoft 365 adoption to the next level.

Find out how we can help you further adapt Microsoft 365 now!

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Let's Talk

1800 126 499 | pa.com.au | enquiries@pa.com.au