ARE YOU ONLY SCRATCHING THE SURFACE OF WHAT MICROSOFT 365 HAS TO OFFER?

Microsoft 365 is a powerful tool — do you know just how powerful it is?

Over the past few years, productivity suites have become more and more popular with businesses of all sizes, in a wide and varied range of industries. It's the type of solution that has something to offer everyone.

Cloud-based technologies, in general, are changing the way users like you view the capabilities of their technology — especially Microsoft 365.

6 Key Benefits Offered By Microsoft 365

1. **A Vast Range Of Apps:** The standard Microsoft Office only included a few core apps, (Word, Excel, PowerPoint, Outlook). Microsoft 365, on the other hand has several other useful apps like SharePoint, Skype for Business, Yammer, OneDrive for Business, and Microsoft Teams. It also comes with additional enhanced services like Power BI, Delve, Forms, Sway, Flow, Stream, and Planner. These extra apps and services make Microsoft 365 more useful than the standard version.

2. **Simple & Secure Accessibility:** The most significant advantage of Microsoft 365 is that you can access it from anywhere. Users can install it locally or use the online version at Office.com. It allows each user up to 15 installations with one valid enterprise license, i.e., five phones, five tablets, and five Mac/PCs. Microsoft made these changes deliberately to address the increasing demand for a mobile workforce. You can now work from home or on-the-go just as effectively as you would in a traditional office setup.

3. **Robust Security Features:** Microsoft 365 uses a defense-in-depth approach to provide physical, logical, and data layers of security features and operational best practices:

- The Microsoft 365 Cloud App Security provides insight into any suspicious activity in the program. You can investigate situations that could pose a risk and if needed, take action to address them. You'll receive notifications of triggered alerts for any unusual activities. Then you can view what data is being accessed and used and suspend any user accounts that exhibit suspicious activity. Afterward, if you authorize, the user can log back into Microsoft 365.

- Multi-Factor Authentication (MFA) is another way that Microsoft 365 keeps your data more secure. MFA requires the consumer to utilize two methods to confirm that they are the rightful account owner. By setting up these types of verification, you add an extra layer of security to your nonprofit's Microsoft 365 accounts.

- Microsoft 365 uses several strong encryption protocols, and technologies including Transport Layer Security/Secure Sockets Layer (TLS/SSL), Internet Protocol Security (IPSec), and Advanced Encryption Standard (AES). Encryption technology is a great way to protect important data. By making data unreadable to anyone who isn't supposed to have access to it, you can secure files stored on your systems, servers, and mobile devices, as well as files sent via email or through file-sharing services.

- Built-in Mobile Device Management in Microsoft 365 Business allows you to manage access to your data securely. The built-in Mobile Device Management (MDM) lets you secure and manage your users' mobile devices like iPhones, iPads, Androids, and Windows phones. You can create mobile device security policies, remotely wipe a device, and view detailed device reports.

4. **Automatic Updates:** Enjoy the latest versions of your preferred apps like Microsoft Word and Excel, thanks to automatic patches and updates. No need to pay for version upgrades — updates are included in your subscription. New features are rolled out to Microsoft 365 customers regularly.

5. **Enhanced Collaboration:** Additional apps and services like Teams and SharePoint enable you and your colleagues to work on projects simultaneously. You can see other member's audits in real-time and receive instant notifications. Instead of sending file copies, you can share links to the online versions to ensure that every user has the most recent document. With Teams, you can easily switch to calls and video conferences directly from chats. All these features enhance collaboration and enable you to work on projects more efficiently as a team.

6. **Robust Data Security & Continuity:** Microsoft 365 is hosted in the cloud, which is safer and less prone to hacks and data breaches. Glitches in your physical devices or local connectivity issues do not affect online access, which limits disruptions and enhances business continuity.

    - **Pay As You Go Pricing:** Using Microsoft 365 is often more cost-efficient than alternatives, as you pay a low-cost per month for access to the desktop, mobile, and cloud-based applications you need. This tends to be less expensive with no upfront costs. Plus, upgrades are automatically released so there's no need to pay for new software.

    - **Flexible And Customizable Plans:** Custom fitting your Microsoft 365 plan to your specific needs is easy with the flexible plans offered. There is no need for an IT overhaul, as you can easily fit the new services into your existing strategy.

Want To Harness All Of Microsoft 365's Benefits?

As the leading name in cloud business productivity software, Microsoft 365 offers a range of services and features designed to help you and your employees do more each day – but only if you know how to optimize your experience.

OnPar Technologies offers Microsoft 365 support geared to address the needs of today's businesses. Our Microsoft 365 solutions are based on a tailored approach to workflow, ensuring that you have the correct version, setup, and integration of Microsoft 365.

Get in touch with the OnPar Technologies team to enjoy every benefit Microsoft 365 has to offer.

MICROSOFT TEAMS TIPS AND TRICKS

Using Microsoft Teams? Here are 10 great tips to help you get the most from your Microsoft Teams. Watch our great training video.

With nearly the entire country working and schooling from home, Microsoft Teams has become the go-to for meetings and learning. Despite the pandemic and shelter-in-place orders, you still want your team to be productive. This can be done by utilizing Microsoft Teams and knowing about all its amazing features, such as bookmarking chats and customizing notifications. OnPar Technologies understands that you want your company to run as effectively as possible during the pandemic. For that reason, we've put together a list of some tips that will help make working with Microsoft Teams seamless.

Tip 1: **Customize Notifications**

If you belong to multiple channels you'll want to customize your notifications. This way, when you're in a meeting, you won't be interrupted. This gives you the best possible experience during live sessions. To customize your notifications, simply click on your profile picture located on the right top corner and select the Notifications tab. From here, you can select how you want to be alerted and how often.

Tip 2: **Forward Your Email Messages Into a Channel**

The corporate world relies heavily on email for effective and timely communication. Did you know that Microsoft Teams has made it easy to forward your Outlook email directly to a channel? To do this, click the ellipsis that is located next to any of your channels and select "Get Email Address". From here, you will create an email address to forward documents and other communication.

Tip 3: **Utilize the Mobile Apps**

When you're not sitting at your desk, use the Microsoft Teams apps — yes they have more than one — that most people don't even know about. These apps will help you simplify life when you're on the go, something we encourage at OnPar Technologies. Use the apps to access team chats and channels on a straightforward platform. The apps feature lots of options for users and can be run on your desktop as well as your Android.

Tip 4: **Title Your Chat Exchanges**

How do you keep track of dozens, if not hundreds, of conversations in Microsoft Teams? Easy. Title your chat exchanges to easily find any conversation you want to look back on or continue. To title your chats, click the pencil on the top of the chat and beside the member name. Here you can type in any relevant title or keyword you want.

Tip 5: **Chat With Anyone in Your Organization**

With Microsoft Teams, you are not restricted to just chatting with team members. Invite a guest into a chat as long as they have an Outlook account. To access other members of your organization, simply search for their name and issue an invite. Once they're in, you can start chatting and exchanging documents.

Tip 6: **Translate Messages**

Many companies who have gone global need an effective way to communicate with those who speak other languages. Microsoft Teams thought of this and included a feature that instantly translates any message. To do this, click the ellipses on the message you wish to translate, click translate, and select the desired language you want.

Tip 7: **Create Your Own GIFs**

Motivate your team members with the custom GIFs you create. This makes chatting inspirational and fun. Choose from animated GIFs already created by Microsoft Teams or design your own using the Giphy app. In order to use this app, however, it must first be approved by the Teams administrator.

Tip 8: **Transcribe Teams Meetings**

Easily get a written transcription of a Teams meeting by going to the recording options and clicking the three dots. This will open your video in a Microsoft Stream. Under details, click on the three dots and the file will be available for download.

Tip 9: **T-Bot Gets You Quick Support Assistance**

T-Bot is a helpful little bot that helps you answer questions, understand the features of Teams, and how to create and assign tasks, for example.

Tip 10: **Team Chats Bookmarking**

Some conversations just need to be saved and found in a flash. To bookmark any chat, click the bookmark icon.

HOW TO GET MORE OUT OF MICROSOFT FORMS

Inside Microsoft 365 is a handy little tool, often overlooked and underutilized. Those who have used Microsoft Forms will sing its praises, boasting of the flexibility of the app.

What Is Microsoft Forms?

Wikipedia says Microsoft Forms is an "online survey creator", but that is a vast oversimplification of the tool. Microsoft Forms, yet another productivity app produced as part of the Microsoft 365 productivity powerhouse suite, serves to collect information or data.

The ultimate goal of any form is to collect details, but Microsoft Forms injects innovation and efficiency into the data collection process. Microsoft Forms allows users to create forms quickly and easily, with a user-friendly widget guiding users through the process to produce the easiest and most accurate results.

How to Start Using Microsoft Forms

You don't need to install software or download an application to your computer to use Microsoft Forms. No, as part of the Microsoft 365 app suite, users will open an Internet browser, navigate to the Microsoft Forms homepage and log in using your Microsoft account. If you don't already have one, creating one is easy and free.

Step 1: **Log In**

After you log in, you may see your "Welcome" screen, even if you're logging in for the very first time. You may see more Microsoft 365 productivity apps on the left side of your browser window for easy navigation, and the Forms dashboard will already be loaded as the My Forms section.

Step 2: **Create Your Form and Choose a Name**

From here, you'll click on the plus sign (+) to create a new Form, and the widget will prompt you to set a name for your form in the Questions section. This may seem misleading since it's in the Questions widget, but this is the first step and will be the theme of your Form. You can also choose a description to give more information about your Form to those who are drawn to the Form to fill in responses.

Step 3: **Choose Your Questions**

After you name your Form, choose the button that says "+ Add New" to begin to add your questions to your Form. From here, the Form widget will offer you a choice of options for your questions, including:

- Multiple choice
- Text
- Rating
- Date
- Many more options

Step 4: **Preview and Test Your Form**

Before you click "Send" to finalize your Form, you can preview your Form to make sure everything you've entered matches up with what you were planning for your Form questions and details you want to collect from respondents.

You can also preview your Form in mobile format – quite the helpful step if any of your respondents could submit responses via mobile device so you can see how the questions will look to mobile respondents.

After you've previewed your Form, you can test your Form by keying answers in Preview mode to submit responses without having the responses record in your report.

If you need to edit your Form, you can easily click "Back" and make edits from here. If you're finished with your Form and it's ready to use, click "Send" and you will see a menu with a URL/link to share, as well as formats to share including embed code or email format.

Why Should You Use Microsoft Forms?

Demand for cloud-based applications and communication platforms has recently reached fever pitch status given the need for remote collaboration and a more connected workplace. Microsoft 365 and Microsoft Forms allow you to :

- Create Forms quickly
- Collect responses in real-time
- Export data easily
- Visualize data using automatic charts

In just a matter of minutes, you can be up and running with Microsoft Forms and share a Form that respondents can fill out on any web browser instead of installing another app – which means you're that much more likely to get quality answers, and fast.

TROUBLESHOOT ISSUES THAT CAUSE OUTLOOK TO CRASH OR STOP RESPONDING WHEN USED WITH OFFICE 365

INTRODUCTION

This article describes how to troubleshoot the following kinds of issues in Microsoft Outlook when it's used together with Office 365:

- Outlook stops responding (hangs).
- Outlook crashes, even though you aren't actively using it.
- Outlook crashes when you start it.

PROCEDURE

To help troubleshoot Outlook issues in an Office 365 environment, follow these steps.

Step 1: **Investigate possible issues caused by add-ins.**

1. Exit Outlook.

2. Open a Run dialog box. To do this, use one of the following procedures, as appropriate to your version of Windows:

   - If you're running Windows 10, Windows 8.1, or Windows 8, press the Windows logo key+R.

   - If you're running Windows 7, click Start, type Run in the Search box and click Run.

3. Type Outlook /safe, and then click OK.

4. If the issue is fixed, click Options on the File menu, and then click Add-Ins.

5. Select COM Add-ins, and then click Go.

6. Click to clear all the checkboxes in the list, and then click OK.

7. Restart Outlook. If the issue doesn't occur, start adding the add-ins one at a time until the issue occurs.

Step 2: **Repair Office**

1. Open Control Panel, and then click Uninstall a program.

2. In the list of installed programs, right-click the entry for your Office installation, click Change, and then click Online Repair.

Step 3: **Run Outlook Diagnostics**

1. Run the Outlook won't start automated diagnostics to fix the issues. Note Click Run when your browser prompts you.

2. If the tool doesn't resolve the issue, go to Windows or Look to start Microsoft Support and Recovery Assistant for Office 365 (SaRA).

3. On the first screen, select Outlook, and then select Next.

4. Select any of the following options, as appropriate, and then select Next:

   - Outlook keeps hanging or freezing.

   - Outlook keeps crashing with a message "Microsoft Outlook has stopped working."

   SaRA runs some diagnostic checks and returns possible solutions for you to use to try to fix Outlook connectivity issues.

Step 4: **Create a new Outlook profile**

Note If you ran SaRA in Step 3 and created a new profile, you can skip all of Step 4.

1. Open Control Panel, and then click Mail.

2. Click Show Profiles.

3. Select the profile that you want to remove, and then click Remove.

   Important:
   Removing the profile also removes associated data files. If you're unsure whether the data files are backed up or stored on a server, do not remove the profile. Instead, go to step 4.

4. Click Add.

5. In the Profile Name box, type a name for the new profile.

6. Specify the user name, the primary SMTP address, and the password. Then, click Next.

7. You may receive the following message:

   Allow this website to configure alias@domain server settings?
   In this message, click to select the Don't ask me about this website again check box, and then click Allow.

8. When you're prompted, enter your login credentials, and then click OK.

9. When Setup is finished, click Finish.

Step 5: **Run SaRA Advanced Diagnostics before you contact Support**

This step creates detailed information about your Outlook configuration and provides solutions for any known issues that are detected. It also gives you the option to upload your results to Microsoft so that a Support engineer can review them before you make a Support call.

1. Click Outlook Advanced Diagnostics.

2. Click Run when your browser prompts you.

MORE INFORMATION

For more information on Outlook, contact OnPar Technologies

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