

Little-Known Microsoft 365 Features

Are you aware of the features that could increase efficiency and productivity?



Microsoft 365 Features

Microsoft 365 continuously evolves to bring their customers the highest performing applications. All are aimed at boosting productivity, security and company-wide synergy.

As Microsoft regularly updates its apps, new features are introduced. It may surprise you to know that many of these features go unused. Be sure you're using the tools to the highest efficiency as we break down the most advantageous attributes of Microsoft 365.



Secure Single Sign-On

Employees can use multiple apps and devices simultaneously with the single sign-on feature. Research shows that average worker will manage 25+ logins and passwords. Now, employees can use one sign-in across all Windows 10 devices and Microsoft 365 apps without compromising security.

Shared Mailboxes

Keep your team up-to-date with customers through shared mailboxes. With a shared alias such as, “help@microsoft.com”, employees can monitor and reply to emails sent to the alias. When sending emails in a shared mailbox, emails will show as sent from the alias. Start using shared mailboxes to keep your team on the same page.



Customizable Security

Utilize the Microsoft 365 Admin Center to set up policies and security for devices as well as applications. This even lets you set different permissions for those working in different departments such as finance or HR.

The 45-option menu is condensed into a concise 15-option menu. For example, set security measures for files by requiring a pin number or fingerprint. Customize your company's policies to fit your unique needs.

Automatic Updates

To ensure your devices are always secure, Microsoft 365 implements automatic updates on devices and applications. This provides necessary fixes to vulnerabilities without the hassle of remembering to install the update yourself.

Protect Data

Microsoft 365 lets you control access to data remotely. In the event an employee's device is lost or stolen, those with admin privileges can remotely "wipe" the device by revoking access. This keeps company data safe, no matter where your workers are.



The Next Steps

Contact us for a free audit of your Microsoft 365 subscription. Our team will identify if you are overpaying or underutilizing these tools which will save you money in the long-run.



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