



Three Problems Solved with Microsoft Office 365

Presented by Matt Hooper
Session #9




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Grand Prize



Don't forget to fill out your card!



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Overview

Nearly all cities use Microsoft's suite of products in some capacity. Learn how the newest products included with Office 365 solve three common problems faced by municipalities.



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What is Microsoft Office 365?

Office Software + Cloud


- Traditional Office Applications
 - Word, Outlook, Excel, OneNote, etc
 - SharePoint
- Plus Cloud Services
 - Cloud services can reduce/eliminate servers
 - Office data access from web or mobile
 - Government cloud
- Broad feature set
 - Productivity & Collaboration
 - Security & Compliance
 - Analytics & Intelligence



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Problem #1

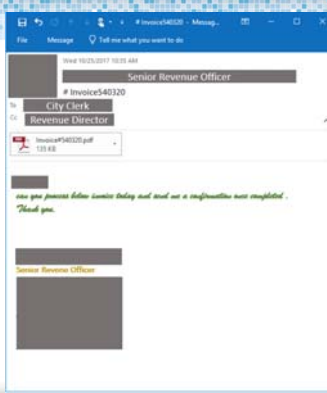
A spoofed email tricks an employee to transfer \$76,000 to a malicious party



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Spoofed Email


- Sent to City Clerk
- Appears to be from the Revenue Officer



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Problem #2

Its hard to maintain and access meeting agendas and accountability of meeting follow up actions




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Problem #2 – Solved!

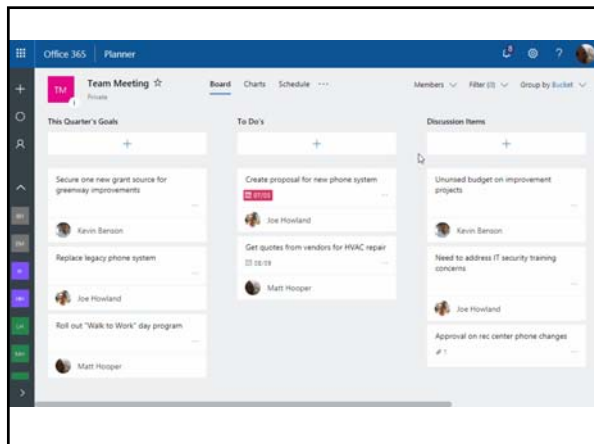
Its hard to maintain and access meeting agendas and accountability of meeting follow up actions

SOLUTION

Put meeting items and actions on an **Office 365 Planner** board. Shared access for everyone and from any device.




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The screenshot shows the Office 365 Planner interface for a 'Team Meeting'. It features three main columns: 'This Quarter's Goals', 'To Do's', and 'Discussion Items'. The 'Goals' column lists items like 'Secure one new grant source for greenway improvements' and 'Replace legacy phone system'. The 'To Do's' column includes 'Create proposal for new phone system' and 'Get quotes from vendors for HVAC repair'. The 'Discussion Items' column contains 'Unursed budget on improvement projects', 'Need to address IT security training concerns', and 'Approval on rec center phone changes'. The interface includes navigation tabs for 'Board', 'Charts', and 'Schedule', and a sidebar with team member avatars.

Problem #3

You need three people to help you with a document. You email them a copy, and you get three copies back. You're stuck merging the changes into one document.



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Email Attachment Problem



CELEBRATE SPRING
SPRING SATURDAY
MUSIC AND FOOD!

SATURDAY 3/24 11AM – 4PM
THOMPSON COMMUNITY PARK
256 MAIN ST.


It will be a special day at the park, as we celebrate the spring planting season! At Spring Saturday, you can eat tasty food, hear great music, and expand your knowledge of how food is grown. Live music will be performed by Second Nature and The Jazz Band and beer will be available for purchase.



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Email Attachment Problem



Original

Copy 1


MUSIC, GARDENING, AND FOOD!

Copy 2

Free parking will be available at the municipal garage.

Copy 3

celebrate the spring planting season! At Spring Saturday, you can eat tasty food, hear great music, and expand your knowledge of how food is grown. Live music will be performed by Second Nature and The Jazz Band and beer will be available for purchase.



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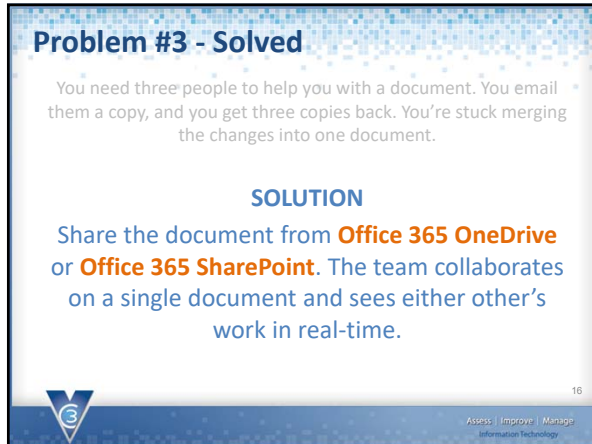
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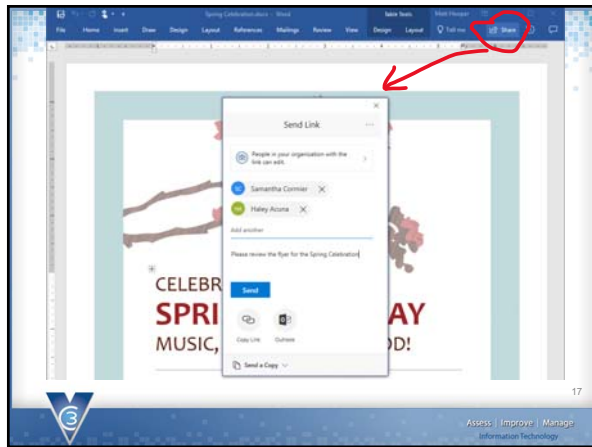
Problem #3 - Solved

You need three people to help you with a document. You email them a copy, and you get three copies back. You're stuck merging the changes into one document.

SOLUTION

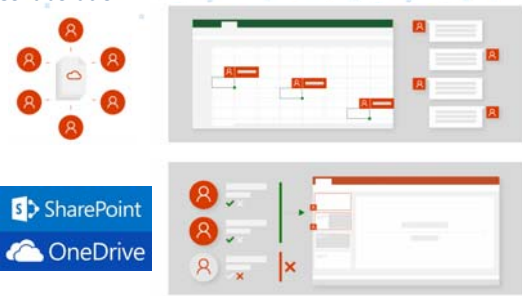
Share the document from **Office 365 OneDrive** or **Office 365 SharePoint**. The team collaborates on a single document and sees either other's work in real-time.







SharePoint & OneDrive – Word, Excel, PowerPoint Collaboration



SharePoint
OneDrive

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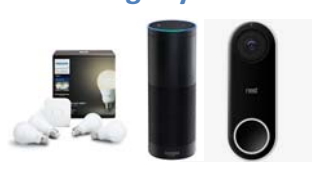
Thank You!
For more information contact Lynn Kenyon.

lynn.kenyon@vc3.com
803-753-5441

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Suggestions and feedback?
Visit www.vc3.com/masc2018

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