



## DigitalNL Newsletter

### Working together with Microsoft 365

As part of our digital transformation, we are introducing Microsoft Office 365 and want everyone to benefit from the range of products we will be able to use as part of our new digital workplace.

Along with providing the ability to collaborate and work more effectively, Office 365 offers the secure, anytime, anywhere access to files and data that we need to support our move towards remote and agile ways of working.

This is the start of a big and exciting time of change and there's lots of communication, activities and training planned over the coming months to help us move to the new platform and hopefully leave us wondering how we ever worked without it.

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### What is Microsoft Office 365?

Quite simply, Office 365 is going to be our new online tool box. It's full of the apps we know and need such as Outlook, Word, Excel and PowerPoint but it also offers new products like SharePoint, Teams and Yammer to make accessing information, collaborating with colleagues and keeping in touch much easier.



Our Office 365 training pages on [learnNL](#) are a great place to find out more about the products available and identify the training modules that will help you make the most of our Microsoft package.

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**Here's a summary of some of the new Office 365 products coming your way...**



**Teams** - this product will be up there as one of your favourites. It's a chat-based collaboration workspace that allows you to arrange and join video and audio calls, share documents in real-time with colleagues and manage online conversations and teams channels. Trust us, you'll love it.

**Delve** - if you ever have moments when you're looking for something but can't remember which report or folder it's in, then Delve is for you.



Using key words, it can search and find related content that has been created by you, shared with you or available to you on platforms such as SharePoint. It's a very clever app and capable of a whole lot more, so if quick searches and organised files are your thing, then you've found your new sidekick.



**SharePoint** - this is a key product and one that we need to get right, as it's central to the Office 365 environment. SharePoint is a bit like a series of intranet sites that will allow our services to upload and control their own work groups, documents and data within one 'shared' area. It offers a huge array of features and advantages for team working - it will be one for us all to master but we have training for that.

**OneDrive for Business** - is a cloud-based storage area for files and folders. It can be set as a personal space, so that only you can see the content or you can choose to share with others. You are in control of this area, you can give no one access or your whole team, it's up to you.



**OneNote** - is a digital notebook, allowing you to write, record and share notes across all of your devices. You can also filter and search for notes relevant to a particular project, date or meeting, how very organised. Along with saving you money in paper notebooks, you'll also be doing your bit for the environment.

**Last but not least it's Yammer** - this is a corporate social network platform that helps people stay in touch with others, start conversations, share news and updates and collaborate within specialist groups. It's a popular and well-used site within the council and if you haven't yet joined, log onto [Yammer](#) and enter your normal network password to access our page.



Our Yammer usage policy and process for requesting new groups can be found on [Connect](#).

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## Training and support

Introducing new software and encouraging people to work in a different way, takes time and easy to access and understand training.



We don't want you to feel overwhelmed and stick to the packages you're comfortable with – Office 365 offers more than just Word and Excel and we need to use it.

Our new digital learning platform on [learnNL](#) offers a range of training materials such as guides, videos and online modules. Some are essential units to provide an overview of Office 365 and others are there to dip in and out of to help you become familiar with the products you're interested in and relevant to your role.

Further support will also be available through our network of Digital Transformers. Profiles of all service area representatives, and how to contact them, are being added to myNL and the link to the page will be circulated very soon.



## Testing and timeline for introduction

Office 365 will be rolled out to nearly 5,000 members of staff, so to make sure this runs smoothly, a user testing programme is underway.

At the moment, a small pilot involving our technical team within Business Solutions, is taking place and we will soon be opening this up to include a further 200 employees, including our Digital Transformers and staff who require assistive technology on their work devices.

Throughout August, this team will gain access to the full product suite and will use and provide feedback on how well they work and flag issues that need to be resolved ahead of mass migration. Following rigorous testing during this trial period, and when considered successful, our goal is to move everyone across to Office 365 before the end of March 2021, at the latest.

Further details on the testing progress and migration plan by service area will be shared and discussed as appropriate, in the coming weeks.

## Storage and the Cloud

Office 365 stores all data in the Cloud. Please don't look to the heavens.

In simple terms the Cloud is just a series of servers that are accessed over the internet. These servers are located in data centres across the UK and by using the Cloud, we can get anytime access to the software and systems that we need, using any device, without the requirement to manage and maintain the same quantity of physical servers ourselves, result!



So, when you save something to the Cloud, think server and not the sky. There will be a test on this later...

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## Will my files and online interactions be secure?



In one word - Yes. The information that we host is extremely valuable, and in many cases highly confidential, so please be assured that Office 365 offers the highest level of security solutions possible to safeguard data on PCs, phones and other mobile devices.

The [Microsoft website](#) details the investment and best practice features in place and those under development to protect Office 365 networks.

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## Get ready to move

While the testing and technical changes are happening in the background, please start to have a clear out of the folders, files, and photos you have currently have on your drives that are no longer required for business use.

We don't want to move out of date content onto the new platform, so now is the perfect time to remove the files you no longer need. This also applies to your inbox, so have a look and delete old messages and large attachments and remember to empty your recycling box too.

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## And finally...

This is the start of our Office 365 journey and we want to give you the opportunity to ask questions and get involved. To drive more awareness, we will be running an Office 365 information week later this month, so if there are topics and product features that you would like to know more about, please get in touch using the email address highlighted below.



Look forward to hearing from you.

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