

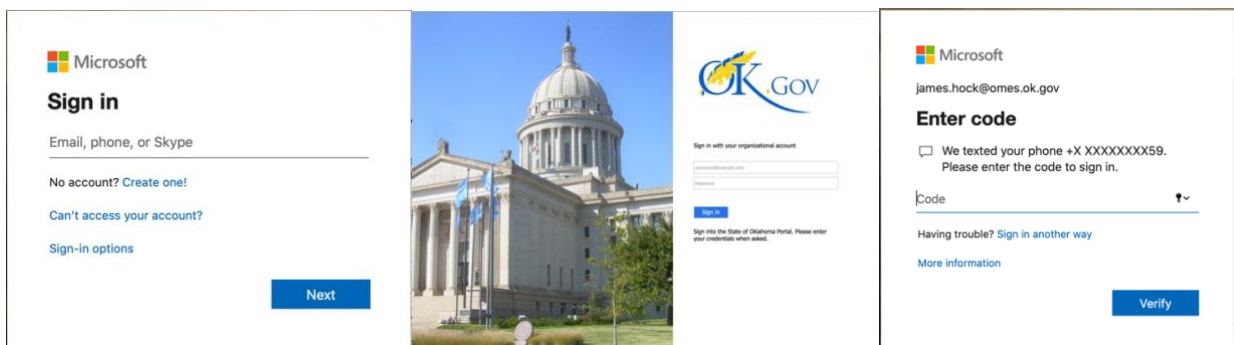
## Office 365 benefits

We have recently unlocked new O365 features and would also like to provide resources on existing features that will increase your productivity and collaboration while teleworking.

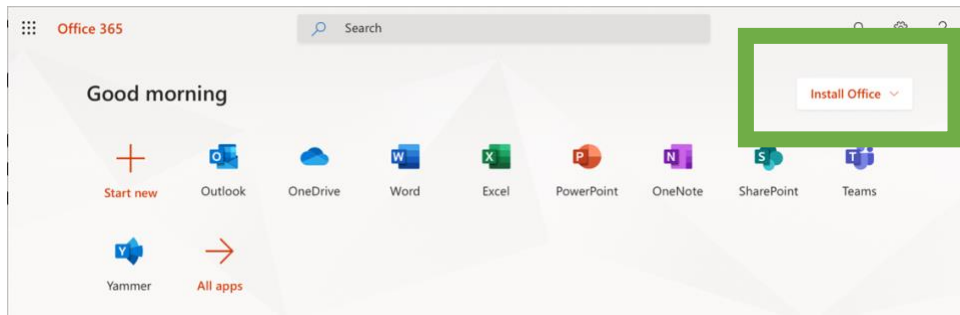
- O365 allows you to securely access your email, OneDrive and many other features **without the need for a VPN**.
- Current state employees have the ability to download and use the O365 suite on **up to five (5) devices** with their O365 subscription.
- The O365 Suite includes: Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, and Yammer.
- **Use of O365 is authorized on your personal devices** (i.e. home computers, laptops and cell phones) as long as two-factor authentication is active on your account.
- **Be mindful and ensure compliance with regulatory data**, organizational policies and procedures when accessing data in O365 applications while teleworking on personal devices. If you choose to download O365 on personal devices:
  - Review the state's [PersonalDeviceStandard](#) to learn more about acceptable use
  - Consult with your agency leadership and counsel regarding the applicability of the standard and Open Records Act if using a personal device to access O365.
  - Refrain from downloading files from O365 to your personal device.

To download O365 on your devices, follow the instructions below:

1. Open your web browser, enter <https://login.microsoft.com> in the address bar and hit enter.
2. Enter your state agency email address and you will be re-routed to the State of Oklahoma sign-in page.
3. Enter your password and follow the instructions on your two-factor authentication.
4. Select Install Office in the top right corner of your O365 Dashboard.
5. Follow the installation steps provided by O365.



The image displays three sequential screenshots of the Microsoft sign-in process for the State of Oklahoma. The first screenshot shows the Microsoft 'Sign in' page with a text input field for 'Email, phone, or Skype' and a 'Next' button. The second screenshot shows the 'OK GOV' logo and a sign-in form with a 'Sign in' button. The third screenshot shows the 'Enter code' page with a checkbox for 'We texted your phone +X XXXXXXXX59. Please enter the code to sign in.' and a 'Verify' button.



## Microsoft O365 Teams

O365 includes a subscription to Microsoft Teams. The Teams application allows you to collaborate with other members or groups within your organization. Collaboration abilities include private and group chats, private and group calls, file sharing, and scheduling calendar meetings.

**We have updated our Teams environment to allow guests outside of your organization to participate in collaboration efforts with you and your groups if they are also on O365;** however, guest access is limited in comparison to organizational access. Access differences are listed below:

| Permissions in Teams                       | Team member within organization | External user with guest access |
|--|---------------------------------|---------------------------------|
| Create a channel*                          | ✓                               | ✓                               |
| Participate in a private chat              | ✓                               | ✓                               |
| Participate in a channel conversation      | ✓                               | ✓                               |
| Post, delete and edit messages             | ✓                               | ✓                               |
| Share a channel file                       | ✓                               | ✓                               |
| Share a chat file                          | ✓                               |                                 |
| Create meetings or access schedules        | ✓                               |                                 |
| Invite an external user to become a guest* | ✓                               |                                 |
| Create a team                              | ✓                               |                                 |
| Discover/join a public team                | ✓                               |                                 |

\*Team owners control these settings.

If you would like to add a guest in Teams, follow the instructions below:

1. Select Teams and go to the team in your team list.
2. Select More Options and click Add Member.
3. Enter the guest's email address.
4. Select Edit Guest information in order to add your guest's name.
5. Select Add. Your guest will receive a welcome email invitation.

## Data loss prevention in O365

Since guest access outside of our organization has been unlocked, we have updated our policies to ensure regulatory data continues to be in compliance. Regulatory data includes HIPAA, FERPA, PCI and others.

If you attempt to share regulatory data via O365, you will now receive a message being notified of a policy violation. If you believe a violation did not occur, follow the steps below to report the issue to CyberCommand.

1. If you believe that your action does not violate policy and is legitimate, please select the option to "Report this to my admin, it does not contain sensitive data." Then select Confirm.
2. OMES will contact you with further information regarding your report.

### Policy tip for 'DLP Example.docx'

This item is protected by a policy in your organization. Access to this item is blocked for everyone except its owner, last modifier, and the site owner.

#### Issues

Item contains the following sensitive information: Credit Card Number

Last scanned: 31 minutes ago

Your message was blocked because it contains sensitive data

- U.S. Social Security Number (SSN)
- International Classification of Diseases (ICD-10-CM)
- International Classification of Diseases (ICD-9-CM)

This item is protected by a policy in your organization.

**Here's what you can do**

Override the policy and send the message, or report this to your admin if you think the message was blocked in error.

Report this to my admin. It doesn't contain sensitive data.

Cancel    Confirm

If you have questions regarding whether your documents contain regulated data, contact your supervisor.

### Audio conferencing in Teams

We have also unlocked the audio conferencing feature in Teams help to help maximize your experience. If you choose to participate to this offering, you will receive a dial-in number for Teams meetings.

Having a toll-free dial-in number will be ideal in the following situations:

- People are on the road and can't attend a meeting using the Microsoft Teams app.
- Internet connectivity is limited.
- People can join a meeting hands free using Bluetooth devices.
- A meeting is audio only.

Contact your OMES IT strategist to learn more.

### Microsoft O365 SharePoint

Another tool available in O365 is SharePoint. SharePoint allows you to create internal sites for organizations and groups in order to upload, organize and share files. We encourage you to use SharePoint in the same way you may have used shared drives in the past.

Many employees have already been added to different SharePoint sites in order to collaborate with their specific team or supervisor. If you would like to create your own site in order to collaborate with specific individuals or groups, follow the instructions below:

1. Select Create site.
2. Choose either Team site or Communication Site.
3. Enter a site name, site description and choose to have your site public or private.
4. Enter the email addresses of those you would like added to your site as owners or members.
5. Select Finish and you can begin uploading and sharing.

SharePoint also allows you to move saved files currently housed in Microsoft OneDrive into your SharePoint sites. [Step-by-step instructions](#) for this are available.

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