

Microsoft 365 & SharePoint

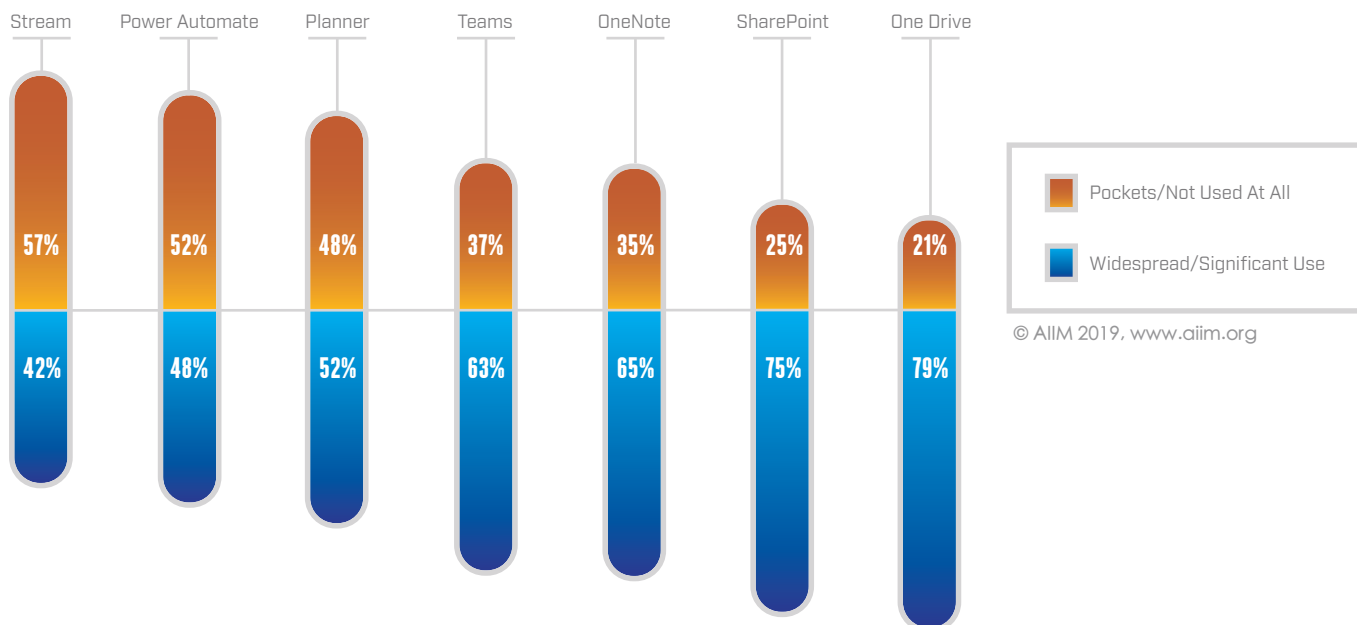


Maximize Your Investment

Most organizations have yet to leverage the full range of Microsoft 365 capabilities.

You've made an investment in Microsoft 365, but struggle to move beyond its basic email and file sharing capabilities. Now is the time to take full advantage of the document management, collaboration, and automation features which are often available at little or no extra cost. Sometimes, the solutions to your information management needs are in the software you already own.

The illustration below shows the utilization of the most common Microsoft 365 applications based on a 2019 survey conducted by AIIM. Aside from Outlook, only a few applications have achieved widespread use among large organizations.



The Information Challenge

Companies face increasing complexity with managing information as they simultaneously:

- » Maintain and improve productive collaboration
- » Move their existing data to the cloud
- » Automate processing of new information
- » Retire or upgrade legacy systems

Microsoft 365 offers solutions to all of these challenges by providing a complete productivity and collaboration suite, available across mobile platforms and at a global scale.

Make Microsoft 365 Work for Your Organization

Microsoft 365 is a collection of capabilities that most organizations have yet to take full advantage of. Build time-saving workflows into everything from your individual tasks to large-scale systems with Power Automate. Deliver a multi-channel view of your content and information by using SharePoint, Teams, and OneDrive seamlessly. And with Microsoft Teams, foster productive collaboration through discussion threads, chat, and team workspaces. In fact, more and more companies are discovering the unique ability of Teams to bring coworkers and documents together on our workstations and phones enhancing communication and reducing the barriers to productive collaboration.



Microsoft Teams
brings coworkers and documents together for productive collaboration.

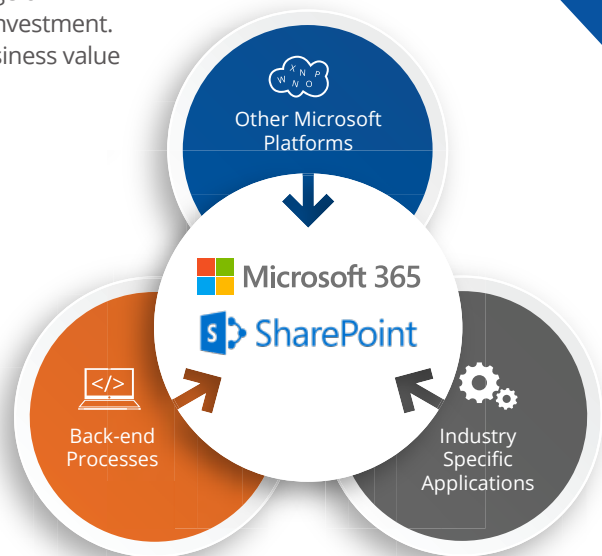
Accelerate ROI with Third-Party Integrations

Integration with other applications that take full advantage of the range of EIM capabilities offers the best return for your Microsoft 365/SharePoint investment. Integrating complementary applications with SharePoint provides business value that leads to:

- » Better Collaboration
- » Simplified/One-System Operation and Maintenance
- » Increased Productivity
- » Enabled Mobility
- » Improved Processes



Areas for third-party augmentation:



Get Your Team Up and Running Fast

We begin by working with you to develop a strategic plan for Microsoft 365 which includes the following strategic decisions and practical rollout considerations:

- » Creating a Plan for Knowledge Management
- » Determining Whether to Use the Cloud vs. On-Premises Servers
- » Identifying Priority Capabilities & Features to Be Deployed
- » Evaluating and Selecting Complementary Platforms
- » Migrating to the New System

The end result is an enterprise-class system ready to scale to meet your growing EIM needs.

Information.
Integrity.
Experience.



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