Maximising Microsoft 365 for Hospices
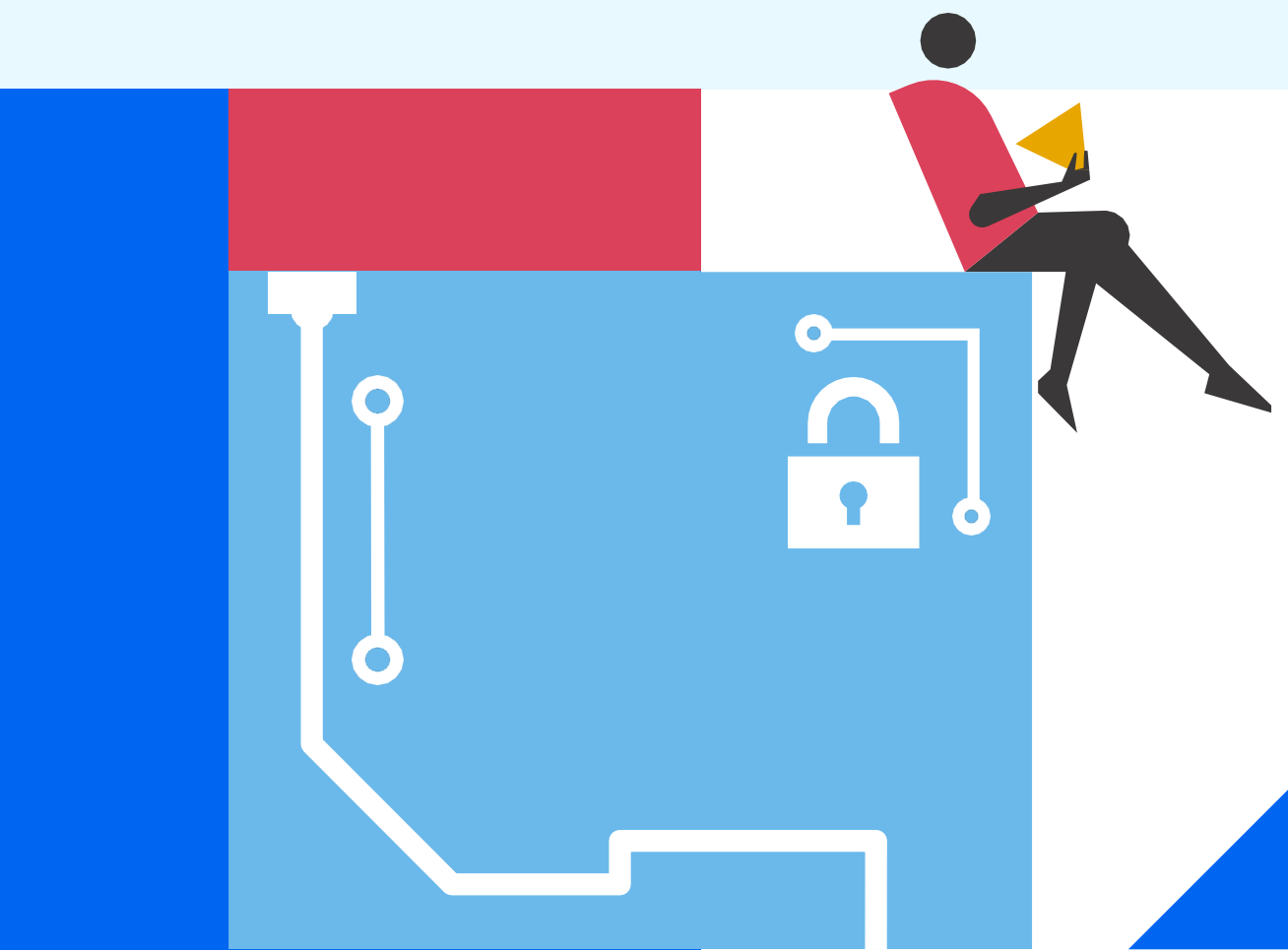
Episode 1: Applications to enhance hospice care

central technology

YOKO:10™

Mike Owen,
Modern Workplace Director
yoko:10

Gavin Turnbull,
Managed Services Consultant
Central Technology

Central Technology – IT services for businesses across the UK

- Founded in 2002, with over 20 years' experience in IT Managed Services
- Working with over 30 hospices, charities and healthcare organisations since 2019
- Supporting organisations across the UK from our Head Office in Derbyshire, with additional branches in Leicester and Dorset
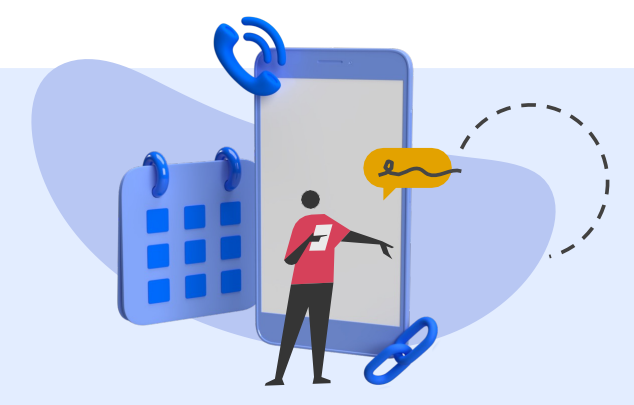- Strategic, partnership approach to IT
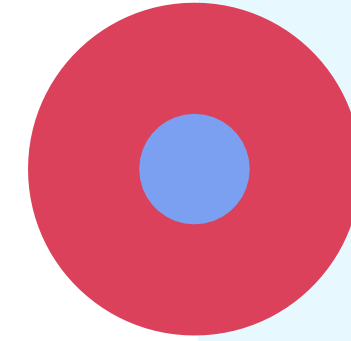
IT Support

Cyber Security

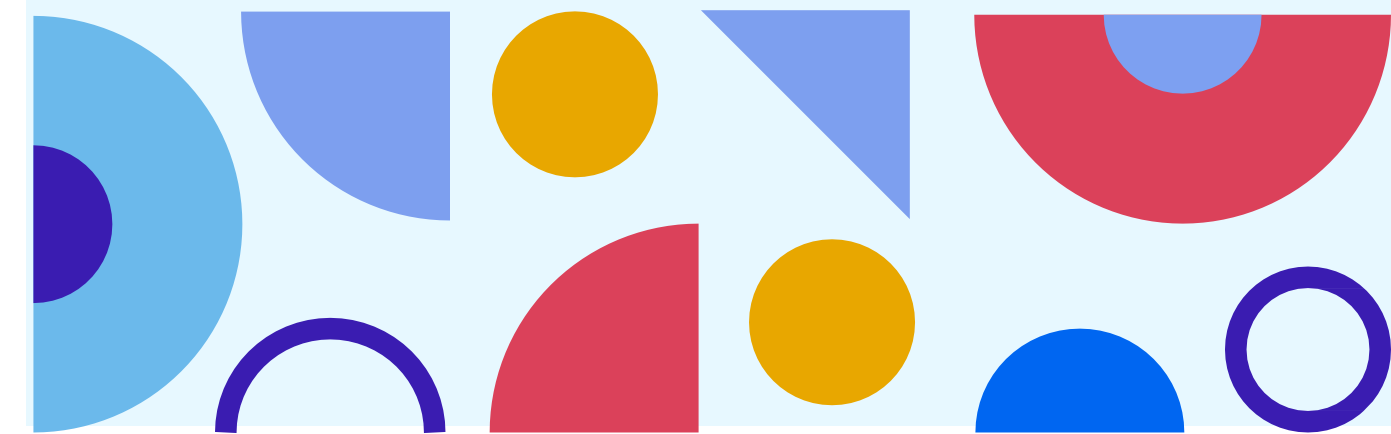**Cloud Solutions**

Communications

Agenda

Introduction to Microsoft 365 for Hospices

License comparison between E3 and Small Business Premium

Using Microsoft Teams for Collaboration

Live Q&A

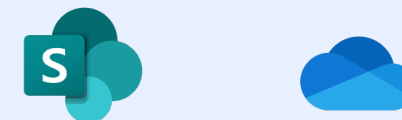# Introduction to Microsoft 365 for Hospices

Microsoft 365 Overview

Microsoft Office

(Online/Installable Apps)

Exchange Online

(Email)

SharePoint & OneDrive

(Web Sites & File Storage)

Microsoft Teams

(Collaboration)

Power Platform Suite

(Custom workflows & Apps)

Microsoft InTune

(Device & Application Protection)

Microsoft Purview

(Data Security & Compliance)

Viva Suite

(Employee Engagement)

Bookings

(Client bookings app)

Microsoft Stream

(Video Presentation/playback)

Microsoft Forms

(Electronic Forms for Data Capture)

+ Others!
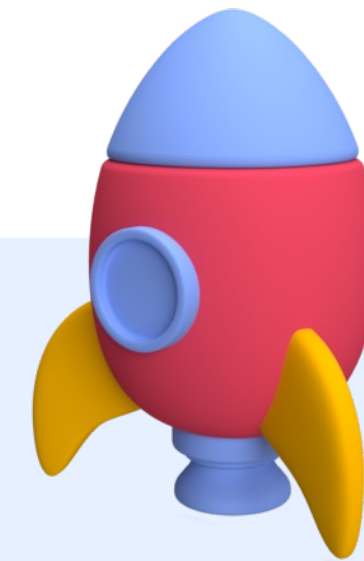
(Project, Planner, Clipchamp, Sway, ..)

Managing Microsoft 365 is Challenging!

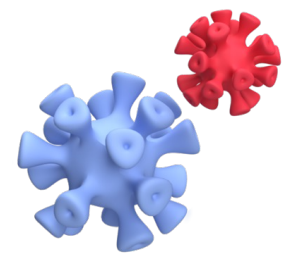**Unmanaged Sprawl**
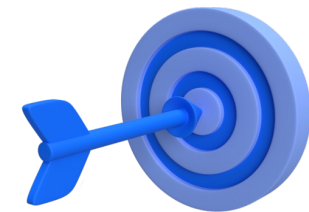
Secure & Safe Collaboration

User Adoption

The Importance of Governance

Microsoft 365 governance is a set of clear rules and guidelines for how people should use Microsoft 365.
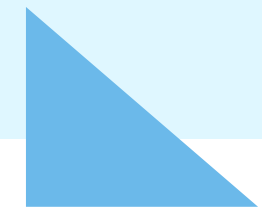
Reduces risks

Enhances productivity

Improves security

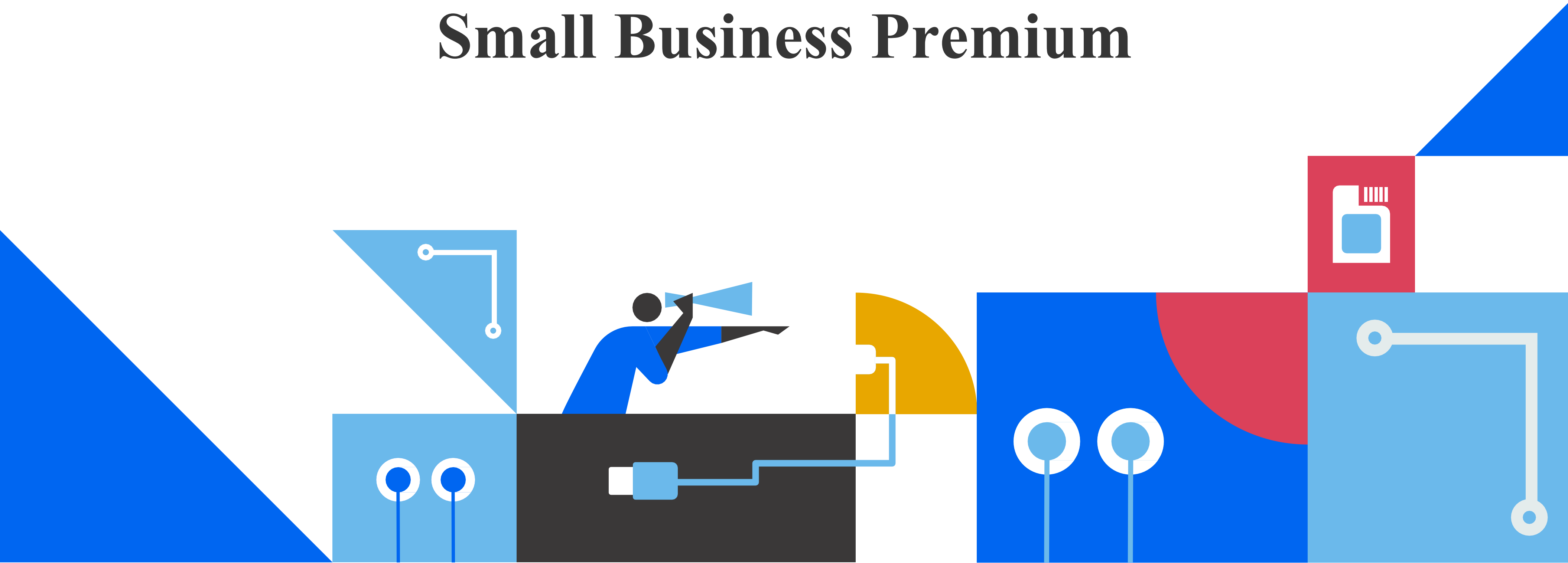**Improves content & data management**

Policies & processes
for governing Microsoft 365

01 What tools to use, when?

02 Roles & responsibilities

03 Naming & tagging conventions

04 Data Lifecycle – Files & Sites/Teams

05 Application policies

06 Compliance & Security policies

License comparison between E3 and Small Business Premium

The Main Differences

Feature	Office 365 E3	MS365 Business Premium
User capacity	Unlimited Users	Up to 300 users
Email & storage	100GB mailbox, 5TB OneDrive	50GB mailbox, 1TB OneDrive
Data loss prevention (DLP)	Advanced DLP with granular controls	Basic DLP with limited customisation
Compliance	Advanced eDiscovery tools for regulatory needs	Baselines compliance features for SMBs
Microsoft Teams	Not included/Add-on required	Included
Microsoft Intune	Not included/Add-on required	Included

Data Security & Compliance Demo
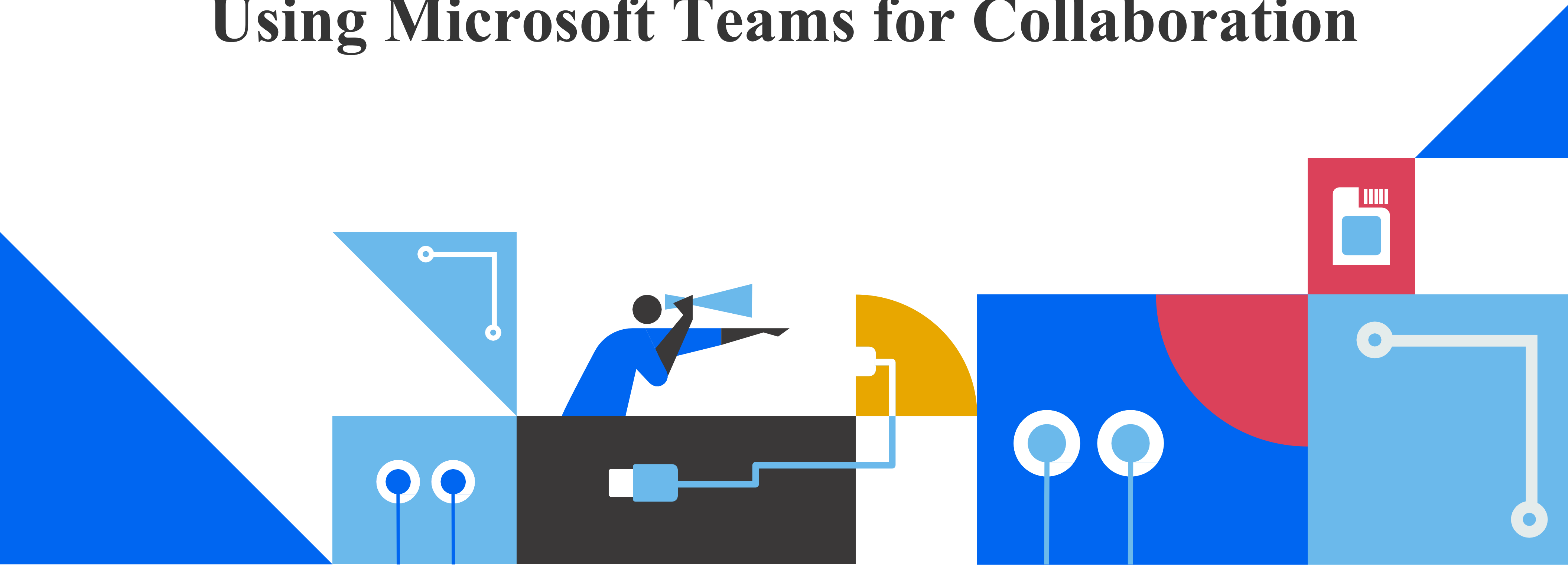
01   Sensitivity labels to protect individual files

02   Prevent unintentional data loss

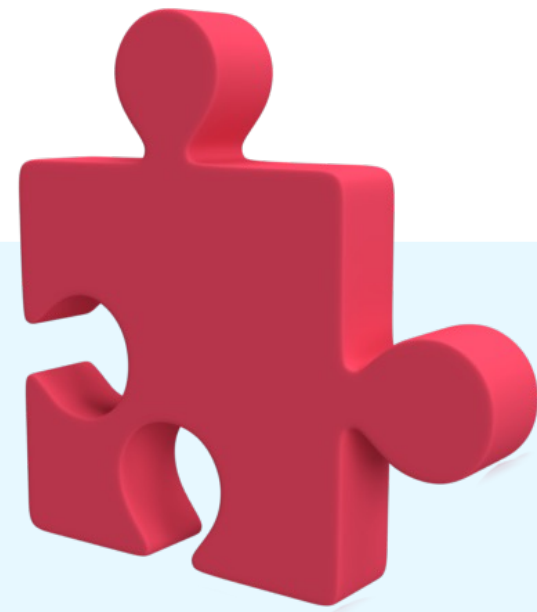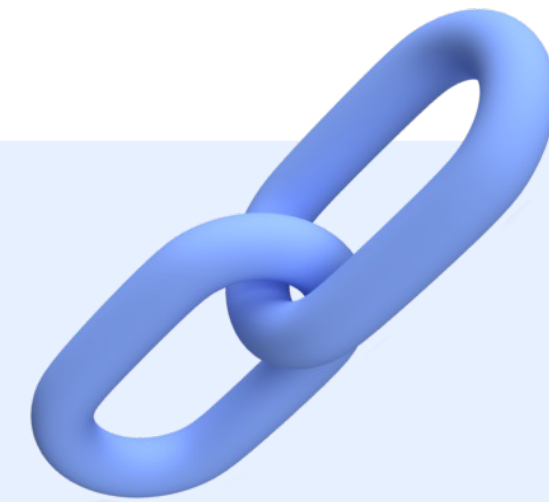**03**   Data compliance with retention labels

Using Microsoft Teams for Collaboration

Microsoft Teams

Meetings & messaging

Collaboration

Connected apps & experiences

Teams Collaboration Demo

01   **Sharing information and files**
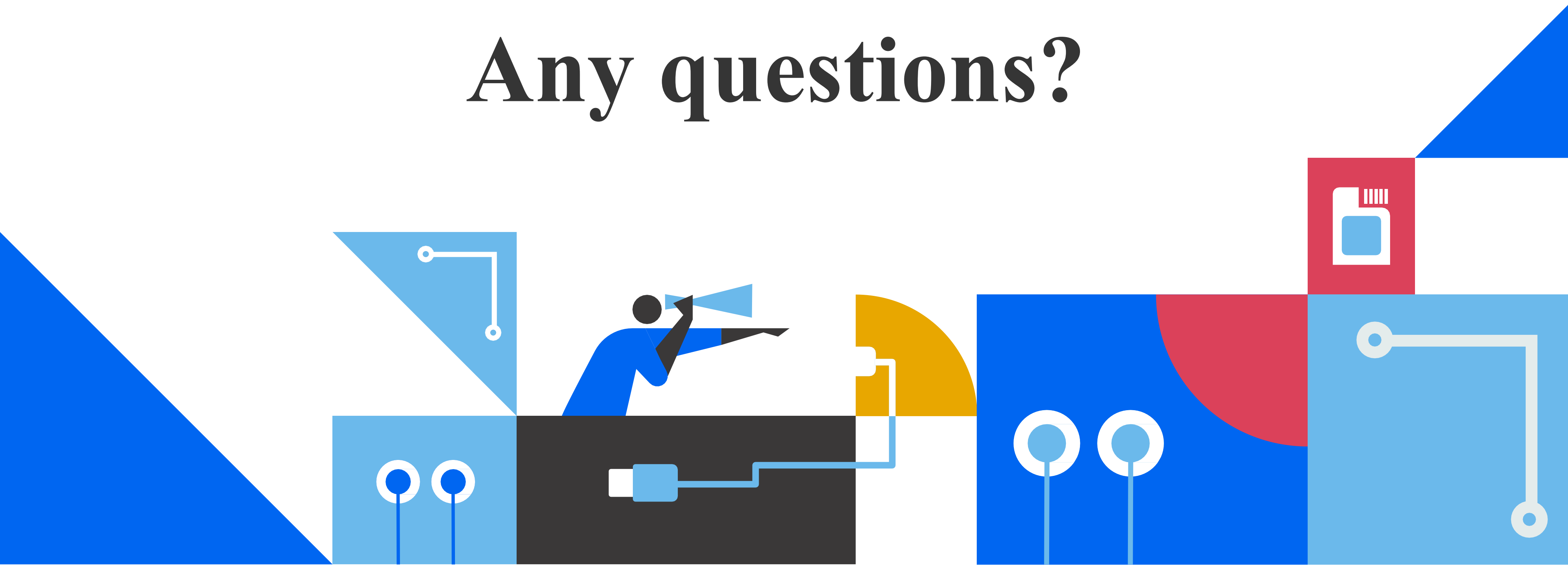
02   **Collaborating on a policy**

03   **Shifts app**

Any questions?

Thank you for attending!

Webinar recording will be sent out to everyone, including those who missed it!

Any feedback is welcome! Please contact **gavin.turnbull@ct.uk** with any additional questions you might have.

Next week...

Episode 2: Modern data compliance for hospices
A deep dive into the security of Microsoft applications and what policies you need to implement to meet compliance and data governance requirements.