

Microsoft 365 is increasingly the go-to product for accessing organisations suite of productivity tools such as Word, Excel, PowerPoint and so on. This makes sense; not only does the cloud delivery model offers organisations the agility and elastic scale they need to remain competitive and cost-effective, but it also offers a centralised hub for employees to work on shared documents. Microsoft 365 Groups have now been introduced, based on SharePoint Online and uniting Microsoft Outlook's email, calendar and directory functions in a single centralised location. Different members of the group can collaborate on projects through a shared interface – in other words, collaboration is effortlessly enabled.

The benefits of collaborating remotely have just been shown in a recent [survey](#), it was found that having all solutions in one place for improved collaboration and information sharing as well more efficient meetings saved users time (varies based on role): 1.1 to 8.0 hours per user per week.

Microsoft Teams is already deployed as a matter of course as part of Microsoft 365, so provides yet another incentive for businesses to make the switch to online collaboration. Teams offers a hub for virtual meetings, as well as bots which can be tailored to offer functions like polling groups of colleagues or creating scheduled reports from sources like Salesforce. Even the product name reminds us that it exists to foster a group, collaborative approach to working.

Then there's mobility to consider, and especially following recent events. The modern workplace does not just encourage collaboration in the office; it also recognises that employees increasingly wish to, or have to be able to work outside the office, from home and on the move. This is essential both for offering the flexible approach to working that staff increasingly expect or need, and for harnessing the idea generation and productivity that can occur away from the strict parameters of the office location and the 9-5. Again, a significant advantage of the products within Microsoft 365, including Teams, is that they can be seamlessly accessed anytime, anywhere and on mobile devices.

Delivering business with modern collaboration solutions means it can be difficult to protect data. Businesses can have millions of files across multiple systems, accessed by hundreds of users some of which may not even work for the business. New roles, Virtual Teams and evolving business models mean that permissions that are valid one day may not be valid the next. Keeping control of these permissions with traditional manual processes and tools can be time-consuming, complex and still leave gaps for data security.

Using Microsoft Teams & SharePoint, combined with, for example, **Torsion from CloudCoCo** gives control of data access back to the business.

### **Keeping it simple**

These applications might sound less exciting than exotic new mobile apps or the latest game-changing software platform that your industry is abuzz about – and of course, depending on the sector you operate in, it might still be wise to invest in the latest headline-grabbing, industry-specific tool. But by quietly creating a workplace which, from the ground up, is founded on the sharing of ideas and clear, instant communication across a choice of channels, these really are the technologies which make a modern workplace.