

# Microsoft 365

Practical information – here's what you need to do

# What is Microsoft 365?

SLU's digital workplace, where you:

- read and send emails,
- store documents,
- share information and collaborate.





### SharePoint on arbetsplats.slu.se

- Is local and **not** in the cloud
- Used for shared pages and documents
- A characteristic is that you need to **save manually** before closing a document



### Email

- Send and receive emails, Calendar, meeting bookings and shared mailboxes
- Used for daily communication within and outside SLU
- Today, email is handled **locally and not in the cloud**



### Teams

- Chat, meetings and collaboration in groups
- Gathers communication and documents in one place
- Files shared in Teams are stored in **SharePoint or OneDrive in the cloud**



### SharePoint Online (e.g. via Teams)

- Is online and in the cloud
- Used for shared documents and collaboration
- **Multiple people can work simultaneously** in the same document
- Changes are **saved automatically**



### OneDrive

- Personal document area for work material
- Documents are stored in the cloud
- Easy to share files with others
- Changes are **saved automatically**



### Office applications (Word, Excel, PowerPoint)

- Currently used in **both local and cloud-based mode**
- When documents are stored in **OneDrive or SharePoint Online**: changes are saved automatically & multiple people can work simultaneously
- When documents are stored **locally or on certain network drives**: you need to save manually

# Why Microsoft 365?

**A modern platform for communication and collaboration that:**

- is more secure than the current solution
- provides greater flexibility for working on campus and remotely
- creates opportunities for new features such as Copilot
- brings together our digital tools – reducing technical complexity



# What is behind the decision?

**A well-founded decision based on:**

- one year of analysis and evaluation
- a comparison between upgrading the on-premises environment or moving to the cloud
- assessment of risk, cost and long-term benefits
- comparison with other universities and public authorities

# What do I need to do?

1. **Delete or save emails** on SLU's local server that contain classified information or sensitive personal data.
2. **Delete or move documents** to SLU's local server that contain classified information or sensitive personal data.
3. **Tidy up your emails** – Outlook is not an archive.



# Sensitive personal data

- health data
- trade union membership
- genetic data and biometric data used to identify a person
- ethnic origin
- political opinions
- religious or philosophical beliefs
- a person's sex life or sexual orientation



# Classified information

**Information that, according to law, must not be disclosed because it could harm individuals, the organisation or society, for example:**

- Research data not yet published, where disclosure could harm the research or collaborations.
- Contract and procurement information relating to business or competitive matters.
- Security-sensitive information, for example about premises, systems or protective measures.



# May I delete old emails?

## Delete emails that contain:

- information of minor importance
- invitations and meeting bookings
- private messages

## Keep emails that contain:

- decisions and approvals not registered in the official records
- instructions, orders and agreements
- supporting documentation in cases
- communication with external parties that affects operations

# Practical walkthrough

- Working in Outlook
- Document management
- More information



# Practical walkthrough

## Working in Outlook

- Save emails locally
- Search emails and tidy up smartly
- Send secure emails using Zend to



# Practical walkthrough

## Document management

- Your personal storage
- Shared storage
- Information about back-up



# Practical walkthrough

**More information is available at:**

- [internt.slu.se/en/365](http://internt.slu.se/en/365)
- Staff web homepage



## Now we prepare for the transition to Microsoft 365

Do you have emails or documents containing confidential information or sensitive personal data saved in cloud services such as Outlook, SharePoint, Teams or OneDrive? If so, you need to take part in the preparations. Here you will find a simple 3-step guide and answers to frequently asked questions.

The background of the entire image is a collage of various scientific and environmental images. It includes a close-up of a green, textured surface (possibly a leaf or microorganism), a satellite view of a forest, a glowing green energy field, a blue glowing structure, and a microscopic view of a cell with a nucleus and organelles. A faint grid pattern is also visible.

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