



Office 365 Unlocked Features

We have recently opened up the O365 features highlighted below to increase your productivity and collaboration while teleworking.

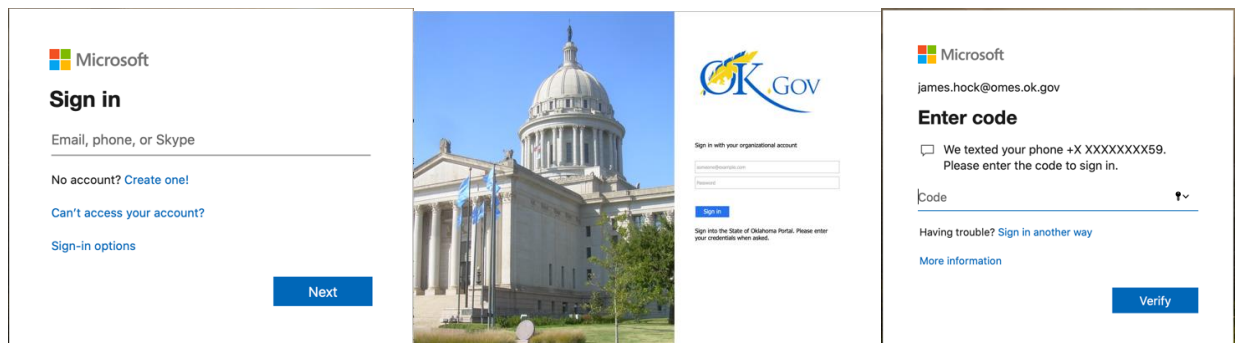
Current state employees have the ability to download and use the O365 suite on up to five (5) devices with their O365 subscription. Devices supported include desktops, laptops, tablets, and cell phones. These devices may be those provided by your organization or personal devices you have at home. Be mindful and ensure compliance with regulatory data, organizational policies and procedures when accessing data in O365 applications while teleworking on personal devices.

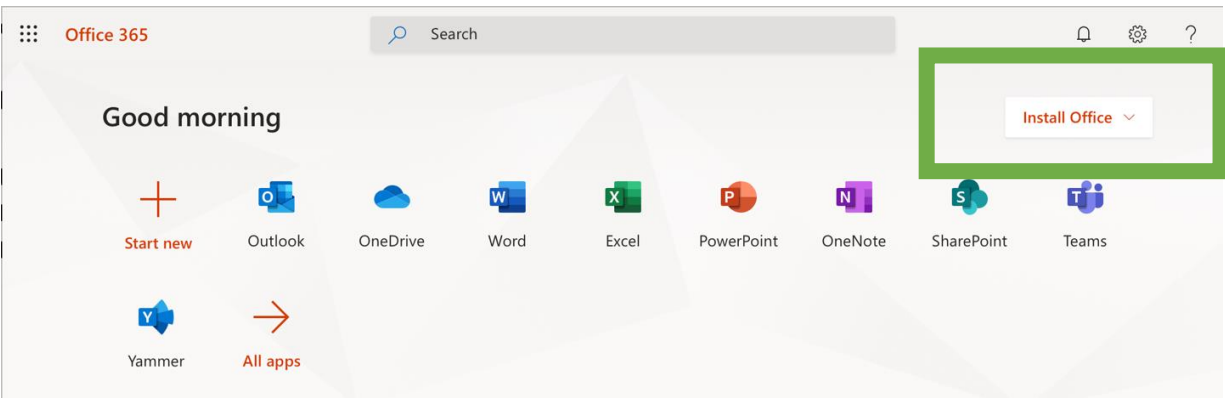
The O365 Suite includes: Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, and Yammer.

O365 allows you to access your email, OneDrive, and use SharePoint securely **without the need for a VPN**. Use of O365 is authorized on your personal devices (i.e. home computers and laptops) as long as two-factor authentication is active on your account.

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. Click on "Install Office" in the top right-hand corner of your O365 Dashboard.
5. Follow the installation steps provided by O365.





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.

OMES has updated our Teams environment to 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. Click "Add". Your guest will receive a welcome email invitation.

Data Loss Prevention in O365

OMES has updated our policies to ensure regulatory data continues to be in compliance while customers are teleworking. Regulatory data includes HIPAA, FERPA, PCI, and others.

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

If an attempt to share regulated data (HIPAA, PCI, FERPA, etc.) is detected, the following message will be displayed:

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

- 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**.

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.

Override and send.

Type your justification

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

- OMES will contact you with further information regarding your report.

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

Microsoft O365 SharePoint

O365 includes a subscription to Microsoft SharePoint. SharePoint allows you to create internal sites for organizations and groups in order to upload, organize, and share files. Employees are encouraged to use SharePoint in the same way they used shared drives in the past.

Many employees have already been added to different SharePoint Sites in order to collaborate with their specific group 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. Click "Create Site".
2. Choose either "Team" or "Communications" 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. Click "Finish" and you can begin uploading and sharing.

SharePoint also allows employees to move saved files currently housed in Microsoft OneDrive into their SharePoint sites. [Step by step instructions for this can be found on the Microsoft website.](#)
