

## Productivity Software Suite Standard

### Introduction

State employees, agencies and external partners have an ever-increasing need for collaboration tools like interagency instant chatting and document sharing software. OMES is committed to balancing the convenience of such software against the threats of cybersecurity and risk exposure.

### Purpose

This document establishes the productivity software suite standard for the State of Oklahoma.

### Standard

The State of Oklahoma standard for productivity software used to create, modify or communicate information for business needs is Microsoft 365 in the State of Oklahoma tenant. The Microsoft 365 environment features system redundancy, network security and physical security at data center sites, as well as mailbox auditing and disaster recovery at geo-redundant data centers. Data is encrypted in transit and at rest.

The tools Microsoft 365 offers support collaboration in a secure manner. OMES Cyber Command continually refines this guidance and releases additional products related to the secure use of productivity software solutions as they become available. The references below are helpful resources to learn more about these designated tools for state agencies.

### Compliance

This standard shall take effect upon publication and is made pursuant to Title 62 O.S. §§ 34.11.1 and 34.12 and Title 62 O.S. § 35.8. OMES IS may amend and publish the amended standards policies and standards at any time. Compliance is expected with all published policies and standards, and any published amendments thereof. Employees found in violation of this standard may be subject to disciplinary action, up to and including termination.

### Rationale

To coordinate and require central approval of state agency information technology purchases and projects to enable the chief information officer to assess the needs and capabilities of state agencies as well as streamline and consolidate systems to ensure that the state delivers essential public services to its citizens in the most efficient manner at the lowest possible cost to taxpayers.

### References

- [Microsoft Office 365 Quick Start.](#)
- [Microsoft training for Outlook.](#)
- [Microsoft training for OneDrive.](#)
- [Microsoft training for Teams.](#)

### Revision history

This standard is subject to periodic review to ensure relevancy.

<b>Effective date:</b> 01/31/2022	<b>Review cycle:</b> Annual
<b>Last revised:</b> 04/04/2025	<b>Last reviewed:</b> 02/23/2026
<b>Approved by:</b> Dan Cronin, Chief Information Officer	