



# Mobilize your nonprofit organization

with Microsoft Office 365

# Let's face it: most of your donors and staff are already mobile.

Sitting at a desk in the office from 9 A.M. to 5 P.M. every day is becoming an outdated concept. More and more, workers have come to expect the freedom to work where and when they want. It is crucial for your organization to be able to accommodate this new mobile work style to stay competitive and attract top talent.

Luckily for small and mid-sized nonprofits, mobilizing your organization with the cloud gives workers flexible, secured access to data and applications. Documents are safely stored, synchronized, and shareable at a moment's notice—collaboration on the go has never been easier.

# Anytime, anywhere

Now that mobility is the expected standard for work and life worldwide, nonprofits are taking advantage of this trend. They're allowing staff to work from anywhere both to accommodate different work styles and to save costs. In fact, studies have found that telecommuters are frequently more productive than onsite staff and tend to work longer hours overall because they aren't struggling with long commutes.

Enter Microsoft Office 365. Thanks to decentralized cloud-based services, you and your files are no longer tethered to a single device in a designated workspace. You can check email at home over coffee, put the finishing touches on a presentation while riding the train, and then present via HD teleconference\* to donors and staff around the world. And, because Microsoft Outlook manages time zones automatically, you can stay in sync—no matter where in the world you are.

With Office 365 for Business, staff get the full, installed Office experience they know and love on up to five PCs or Macs, five tablets, and five phones. And they receive online versions of Office as well. That means you don't have to invest in new equipment, staff can use their preferred devices, and you can take advantage of Protected View, Trusted Documents, and other security features built into Microsoft Office to protect business information.

\*Compatible HD hardware and broadband connection required.

# Team work makes the dream work

The beauty of productivity tools in the cloud is that your entire team can work together collectively and efficiently, whether you're in Toronto or Tokyo, New York or New Delhi. With Office 365, it's easier than ever for you to stay on the same page. When one of you finishes work on a document, another can instantly pick up right where you left off. Having synchronized data on your devices helps your team stay nimble and responsive.

Working in the cloud also makes it possible to staff your organization regardless of physical location. As long as there's an Internet connection, you can hire the best people for the job, whether they live in the same city or across the globe—and you can expand your organization just as easily. With multiparty HD video conferencing\* from Skype for Business, content sharing, and shared calendars, teams will always

be in sync. You'll never miss a meeting because it's easy to meet and connect online from wherever you are on whatever device works best.

Since Office 365 includes Microsoft OneDrive—which gives each of your employees 1 terabyte of personal document storage—they can store all of their files online and access them anywhere. And, based on the rights and restrictions you establish, they can share documents with people inside or outside your company, from wherever they're working, whenever they need to.

\*Compatible HD hardware and broadband connection required.

# Safety first

Working remotely means being portable. But with portability comes security risks—not only for your devices, but also for the important data you store on them. Nearly every organization considers data security the primary concern when it comes to mobility. By shifting to cloud storage, the enormous burden of securing your data is lifted from your shoulders.

At the service level, Office 365 uses the defense-in-depth approach to provide physical, logical, and data layers of security features and operational best practices. What's more, you get enterprise-grade user and administrative controls to further help secure your environment. And, with Microsoft handling server maintenance and system updates for you, your services are always fully available and up to date.

Office 365 also helps organizations to manage compliance with controls that stay current with standards and regulations that apply to your industry and region. Because regulations often share the same or similar controls, it's easier for Microsoft to meet the requirements of new regulations along with those that are specific to your organization and industry.

Taking advantage of the cloud doesn't mean giving up control. With Office 365, you can take over and remotely manage mobile devices whenever necessary. For example, you can lock lost or stolen devices to restrict access, reset user names and passwords to enable access once a device has been found, and wipe data from devices that can't be located.

# The Office 365 difference

With Office 365, you can free employees from traditional device and location constraints. Keeping your team in sync is a cinch, and you don't have to worry about putting your data or devices at risk. By using the Office programs you know along with cloud-based productivity tools, Office 365 helps your team work better together.

Don't let your head get stuck in the cloud—run your organization in it and get more done in less time. Learn more about the productivity benefits of cloud-based mobility at [office.com/nonprofit](https://office.com/nonprofit).