

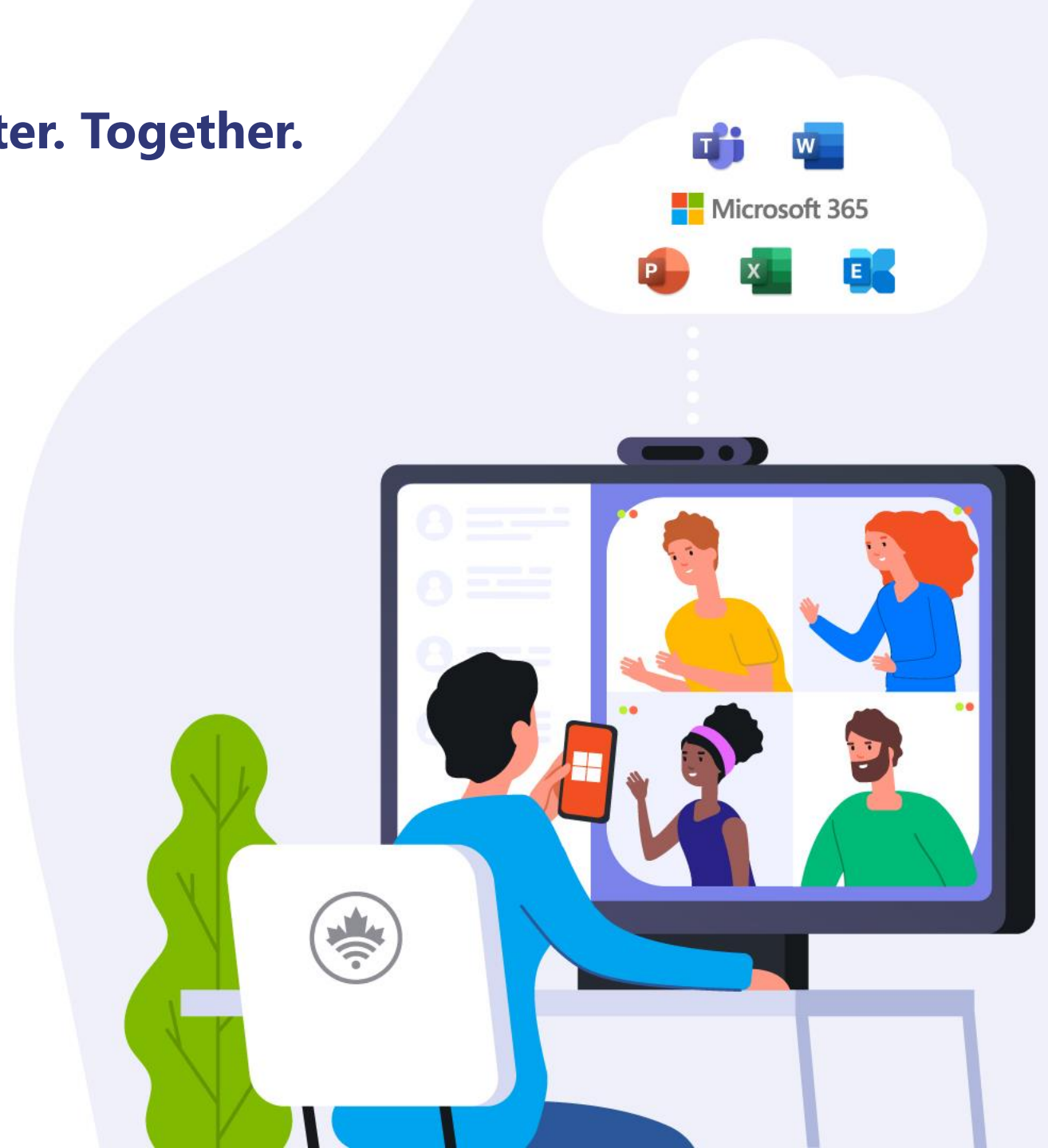


Working better. Together.

Welcome to M365!

M365 is the Government of Canada's new digital platform to improve the way you communicate and collaborate with your colleagues and drive the services you provide to Canadians.

Every department and agency is able to select the applications in M365 that will best support their work, and SSC provides guidance in the implementation and onboarding of the tools.



Love new ways of working



Connect and Communicate

Keeping in touch with your team in a way that makes sense. Reducing emails, focusing on channel discussions, making proper use of chats, and connecting virtually with your team.



Effective Meetings

Making the most of our Teams meetings. Ensuring full accessibility, utilizing the built-in features, customizing meeting settings, and mastering the tracking and organization at your meetings.



Working Smarter with Documents

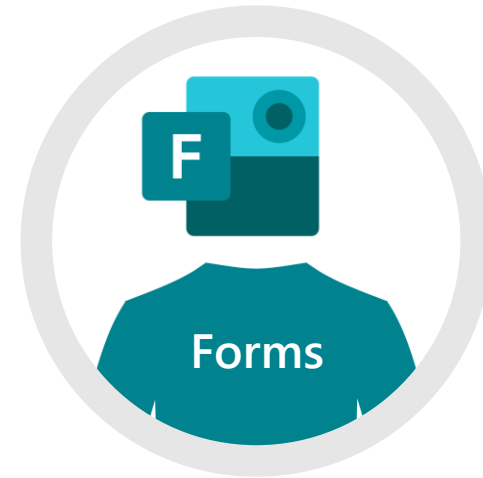
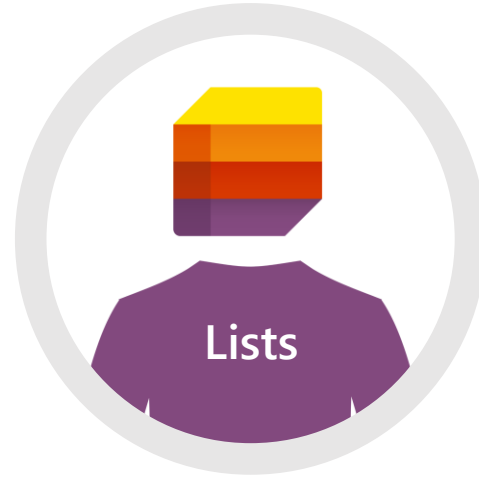
Improving the processes for collaborating on files, and making you work more efficiently. Introducing co-authoring, cloud storage and sharing, built-in file versioning, easy accessibility checks, and more!



Work from Anywhere

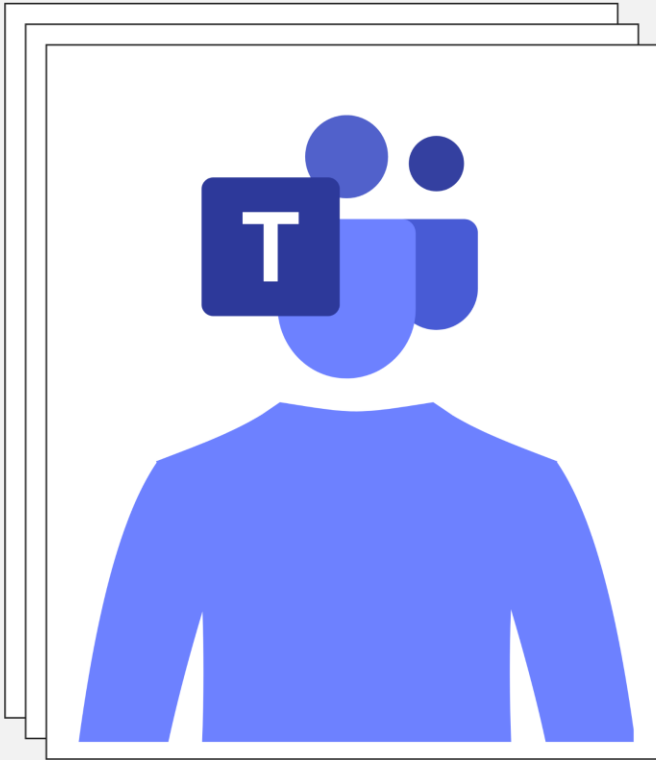
Accessing your files, conversations and content from any SSC device, any time. M365 is all about the cloud, and it just keeps getting better as we roll out the mobile applications!

Meet the Apps



Teams

- ✓ Well-rounded
- ✓ Multi-talented
- ✓ Social butterfly



Who Am I?

Collaboration space for people, conversations and projects

Favourite Hobbies:

Collaborating with my team

Storing team files

Hosting meetings

Chatting with coworkers

What I have to offer:



Work Smarter
with Documents



Connect and
Communicate



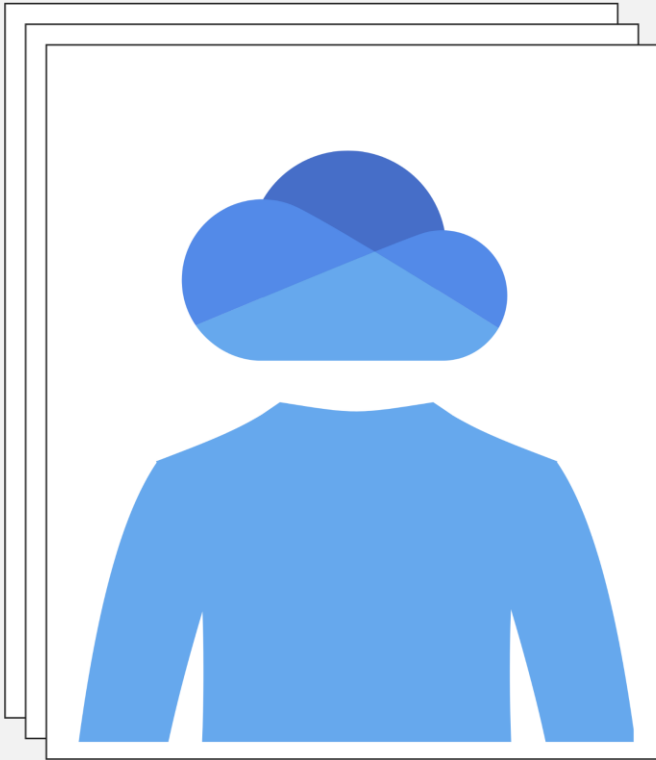
Effective
Meetings



Work from
Anywhere

OneDrive

- ✓ Dedicated to you
- ✓ Protective
- ✓ Reliable



Who Am I?

Personal cloud-based file storage

Favourite Hobbies:

Storing personal work files

Accessing files from anywhere

Sharing a file with a co-worker

Auto-saving and backing up documents

What I have to offer:



Work Smarter with Documents



Connect and Communicate



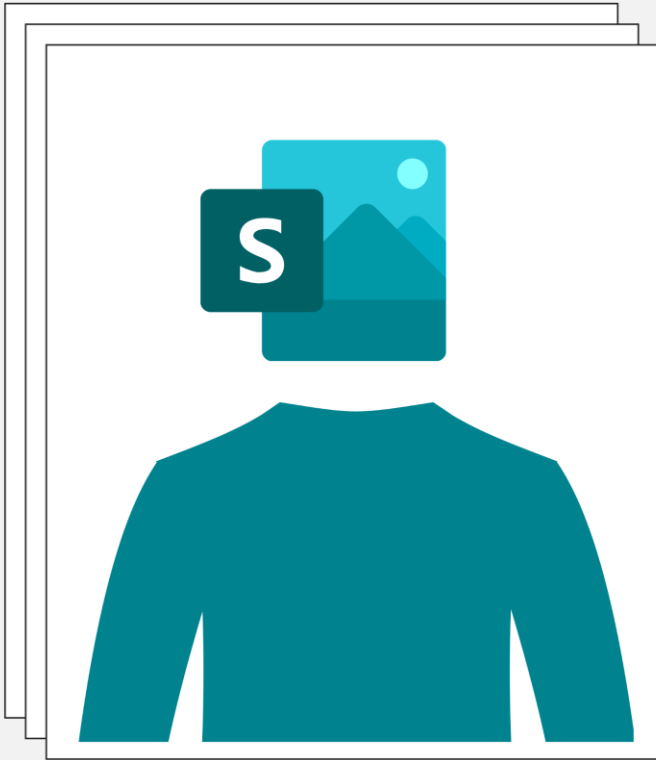
Effective Meetings



Work from Anywhere

Sway

- ✓ Creative
- ✓ Imaginative
- ✓ Innovative



Who Am I?

Interactive presentation builder

Favourite Hobbies:

Presenting interactive reports

Building visual newsletters

Telling compelling stories

Creating dynamic presentations

What I have to offer:



Connect and Communicate



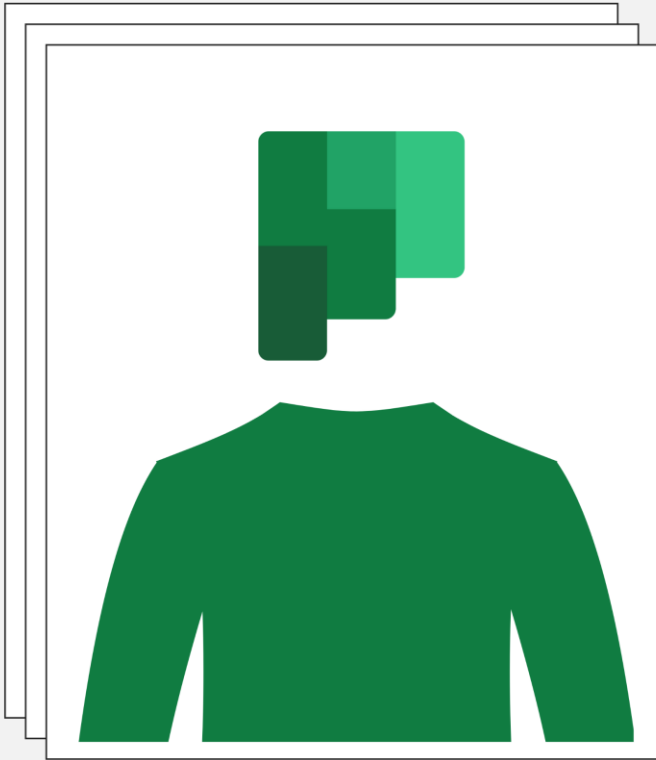
Effective Meetings



Work from Anywhere

Planner

- ✓ Organized
- ✓ By-the-book
- ✓ Responsible



Who Am I?

Lightweight visual task management tool

Favourite Hobbies:

Managing Activities

Assigning Tasks

Building Kanbans

Organizing small projects

What I have to offer:



Connect and
Communicate



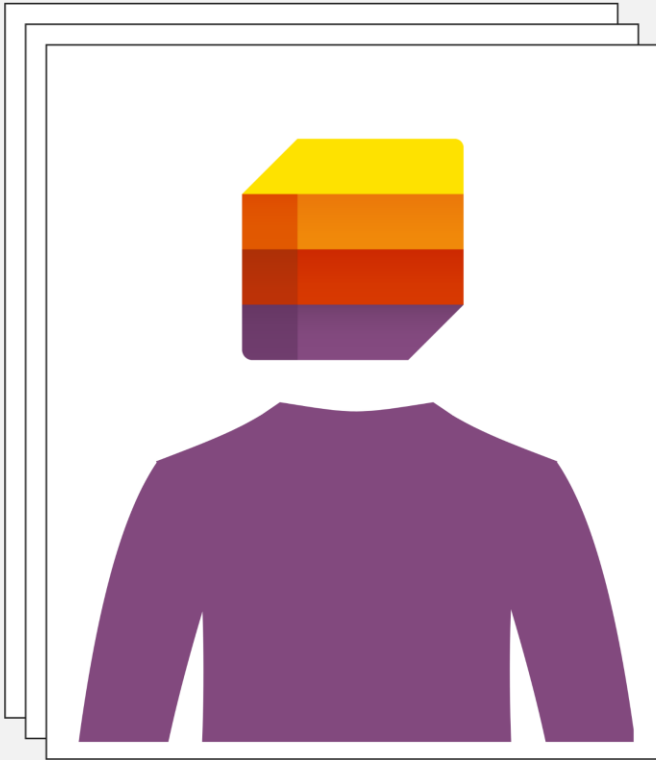
Effective
Meetings



Work from
Anywhere

Lists

- ✓ Detail-Oriented
- ✓ Perfectionist
- ✓ Type "A"



Who Am I?

Customizable information & work tracker

Favourite Hobbies:


Tracking information


Managing schedules


Creating detailed task trackers

Customizing fields, layouts & views

What I have to offer:

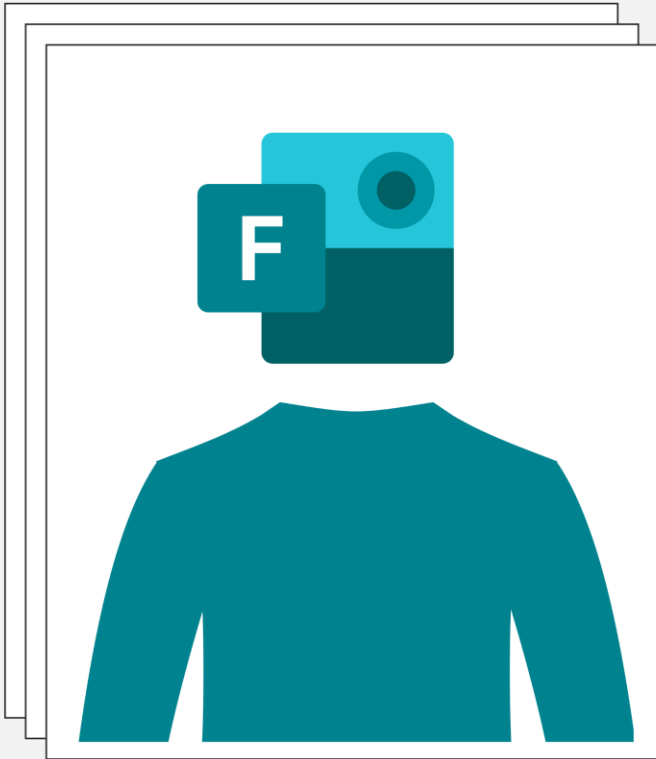

Connect and Communicate


Effective Meetings


Work from Anywhere

Forms

- ✓ Curious
- ✓ Smart
- ✓ Know-it-all



Who Am I?

Easy-to-use online form creator

Favourite Hobbies:

Managing sign-ups

Gathering feedback

Conducting polls

Creating quizzes

What I have to offer:



Connect and
Communicate



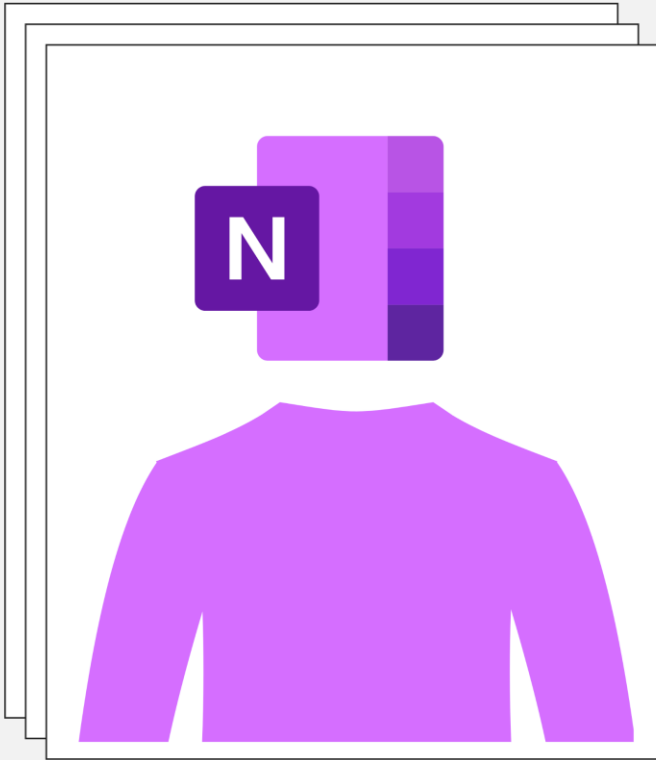
Effective
Meetings



Work from
Anywhere

OneNote

- ✓ Versatile
- ✓ Gets along with everyone
- ✓ Always available



Who Am I?

Digital free-form notebook

Favourite Hobbies:

Creating daily agendas


Personal to-do lists


Tracking meeting minutes

Brainstorming ideas

What I have to offer:


Connect and
Communicate


Effective
Meetings


Work from
Anywhere

Canada

Working better. Together.

Which applications are available at your department?

Find out by contacting your departmental CIO's team.

