

# How Microsoft 365 improves productivity



## Microsoft 365 provides organizations with the tools and flexibility they need to embrace hybrid work

Collaboration solutions such as Teams can enhance hybrid work by helping people access, edit, and seamlessly share content online or offline from any device. With Microsoft Teams and familiar Office apps, people can connect using one-on-one conversations and group chats, and they can easily access files, chats, and apps in one workspace. Workers can make decisions faster with real-time sharing in meetings for instant feedback and collaboration, and they can share, edit, and co-author Word, Excel, and PowerPoint files.



## Improve collaboration

When all apps are in one platform, coworkers can easily communicate with each other. Coworkers can see each other's feedback in shared documents in real time and immediately ask clarifying questions. They can simply tag a colleague in a document, without emailing an attachment and without version control issues. Multiple people can contribute to the same online whiteboard during a virtual brainstorm while projects, chats, meetings, and collaboration become seamless.



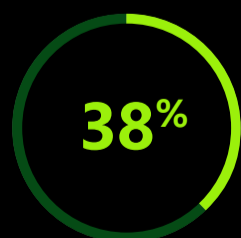
94% of executives agree that it's important that the digital applications and tools employees use seamlessly interact with one another.<sup>1</sup>



35% of knowledge workers still collaborate on documents using email.<sup>2</sup>

## Optimize hybrid work tools

Hybrid work is here to stay, with 66 percent of executives saying that their workforces will be at least half remote for the foreseeable future.<sup>1</sup> This growing number of hybrid workers increasingly needs digital tools and application that run in the cloud. Moving to a consolidated all-in-one platform frees workers to get work done from anywhere, with anyone, with easy access to the tools and information they need.



38% of employees have adopted hybrid work, with a mix of in-office and remote working.<sup>3</sup>



53% of employees are likely to consider a transition to hybrid work.<sup>3</sup>



<sup>1</sup>Harvard Business Review, "Managing the Explosion of Digital Tools: Additional Employee Applications Can Cause Rather Than Solve Problems," 2022.

<sup>2</sup>TECHanalysis Research, "Workplace of the Future: Progress, But Slowly," <https://technalysresearch.com/downloads/TECHanalysis%20Research%20Workplace%20of%20the%20Future%20Study%20Highlights.pdf>

<sup>3</sup>Microsoft WorkLab, "Annual Work Trend Index Report: Great Expectations: Making Hybrid Work Work," 2022.