



## Sophisticated content protection made simple

Security is high profile.

The news is full of stories of content being shared, stolen, or leaked and the damage to the organisations at the centre of the allegations is measurable in financial terms causing long lasting reputational damage.

Enabling your users to be aware of, and comply with governance and security policies to prevent, identify and recover from accidental data loss is essential for all organisations. With **Microsoft 365**, enhancements to Word, Outlook, Excel and PowerPoint enable the user to manage the security settings for all of their content.

These settings apply corporate governance and policies and are enforced, tracked, traced and revoked, no matter where the content is in the world.

### SECURITY WITH REASSURANCE BUILT-IN

A typical example of the lifetime of content, is for a user to create a document and share it via email.

Additional steps that increase the security and compliance of the content include automatic classification of documents and, the emails sent to share the documents.

There is also the ability to track the document, where it has been opened, by whom and, if necessary, revoke access.



Create and share a document quickly, securely and in-line with organisational policies



**1. CREATE DOCUMENT**  
Create a document with familiar tools



**2. LABEL DOCUMENT**  
Automatically label the document based on typed content



**4. EMAIL DOCUMENT**  
Attach your document to an email



**3. FORMAT DOCUMENT**  
Apply header, footer and watermark on security classification



**5. LABEL EMAIL**  
Outlook automatically classifies the email based on the attachment



**6. TRACK ACCESS**  
Track the document usage



**8. REVOKE ACCESS**  
If necessary, revoke access to the document with one click



**7. MAP ACCESS**  
See the timeline and the locations where the document has been opened

## MOBILE PRODUCTIVITY

-  **Device security**  
Before being allowed to connect to corporate content, devices must adhere to security criteria such as having a PIN. These criteria are defined by the organisation.
-  **Identity**  
Users sign-in with the same corporate identity to access trusted apps as they do in the office. Multi-factor authentication can be enforced to double check the identity of the user.
-  **Mobile apps**  
The organisation can define 'trusted' apps that are permitted to access corporate content. Data cannot be moved from a trusted app to a personal app.
-  **Synchronisation**  
The apps that work with Microsoft 365 synchronise data between all devices, e.g. recent files in Word are the same on Windows and a mobile device.
-  **Remote wipe**  
The organisation can remotely wipe the corporate data stored on a device leaving all personal data, or can completely wipe a corporate device.

## PLANNING

We understand the need to discover the requirements of your organisation, including the nature of your business, company culture and your perceived threats related to security and compliance.

We will work with you to agree a vision of how your organisation wants to work in the future and understand your priorities to provide a stepped approach to implementing the changes, both technically and as an extension of your corporate culture.

## ADOPTION

The implementation of security and compliance within an organisation is a complex process due to the impact on end users.

It is essential that users understand change is on the way, and more importantly, the benefits that change will bring to the organisation and to them personally.

Whether you are starting from a position of no policies and introducing them for the first time, or have existing policies and are changing the way they are enforced, CPS are experts in supporting your users in adopting the working practices to apply your policies.

## WHAT IS MICROSOFT 365?

**Microsoft 365 is a suite of products that includes Office 365, Windows 10 and Enterprise Mobility and Security.**

Windows 10 offers a secure desktop environment that seamlessly integrates with the security and device management policies of an organisation, including password-free login.

Office 365 is Microsoft's flagship productivity suite including, among others, Exchange Online, OneDrive for Business, SharePoint Online, Skype for Business and Yammer.

Enterprise Mobility and Security provides advanced security and compliance tools and device and application management tools such as Intune, Azure Active Directory and Azure Information Protection.



## WHO ARE CPS?

We know the importance of workplace productivity and transformation, which is why we help our clients reach their business objectives by supporting their journey to digital transformation.

Underpinned by Microsoft technologies, our consultants take pride in delivering tangible technology solutions that solve both technical and business issues.

We don't believe in a 'one size fits all' approach. Our consultants spend time with clients to appreciate their current IT landscape and what might need to change, adapt or evolve to meet business goals and directives.

**To find out how we can support you on your journey, contact us today.**

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Gold Cloud Customer Relationship Management  
Gold Messaging  
Gold Application Development  
Silver Cloud Platform  
Silver Data Platform