



— MICROSOFT 365

HYBRID & REMOTE WORKING

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LIMITLESS POSSIBILITIES



Unlock the power of Microsoft 365

Microsoft 365 is used by a huge number of businesses around the world every day, including 330,000 in the UK alone. It's the top choice for business apps, with a 90% share of the productivity suite market. But, despite its popularity, very few of those companies use it to its full potential. At So365, we're on a mission to share the limitless possibilities of Microsoft 365, helping businesses become more efficient, productive, secure, and profitable.

In this guide, we've highlighted just a few ways Microsoft 365 helps HR departments improve hybrid and remote working for both the business, and its employees.

Transform your business with Microsoft 365



Centralised: Improved control and efficiency



Secure: Industry-leading cloud security



Compliant: Exceptional data privacy control and protection



Lifetime value: A future proof investment built to your requirements

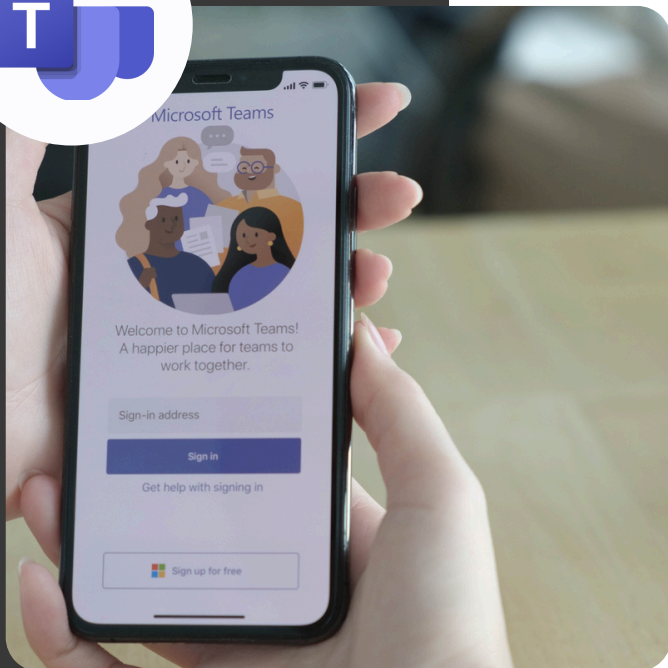


Minimal risk: Reliable, accessible, always available



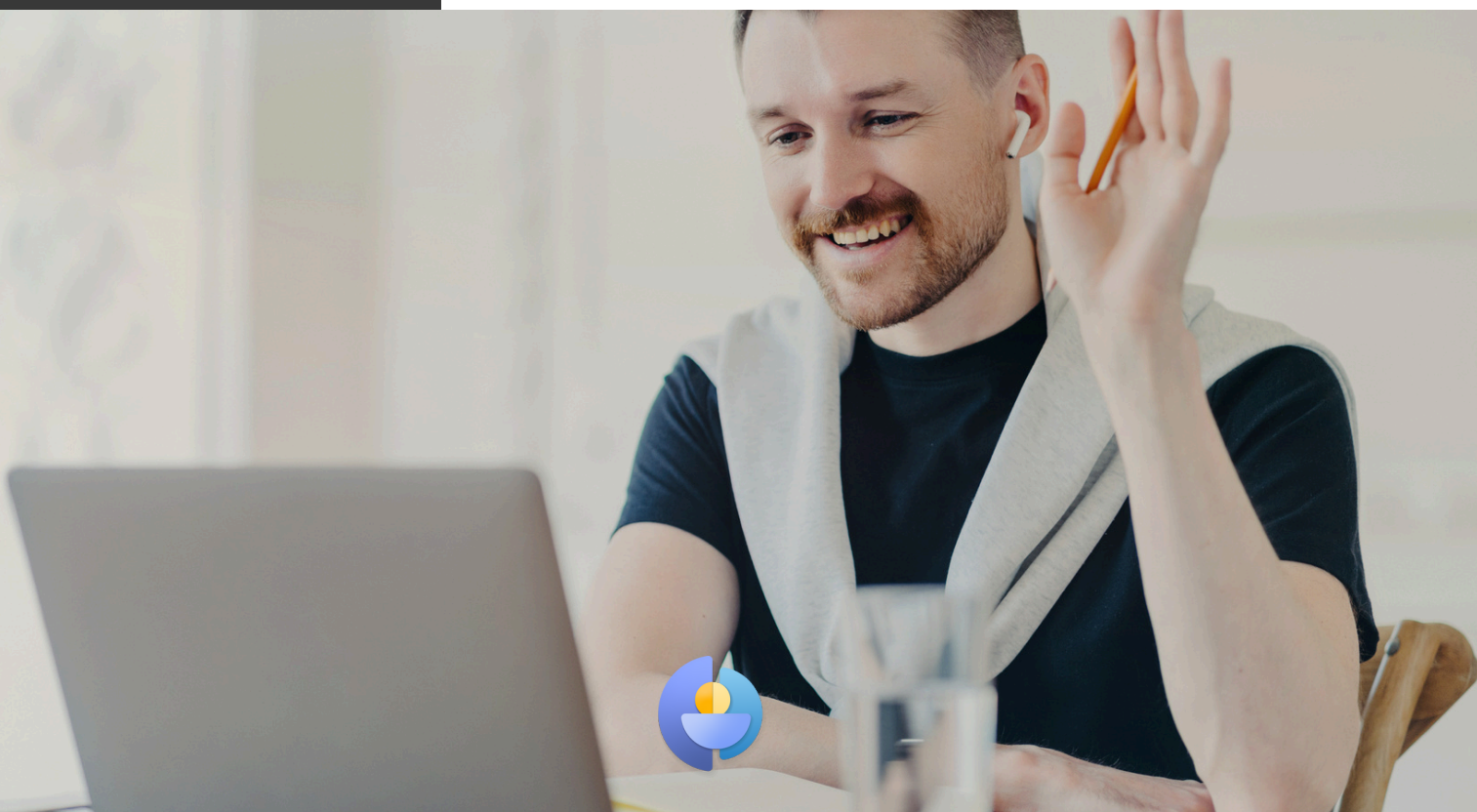
Engagement and productivity: Unrivalled employee experience

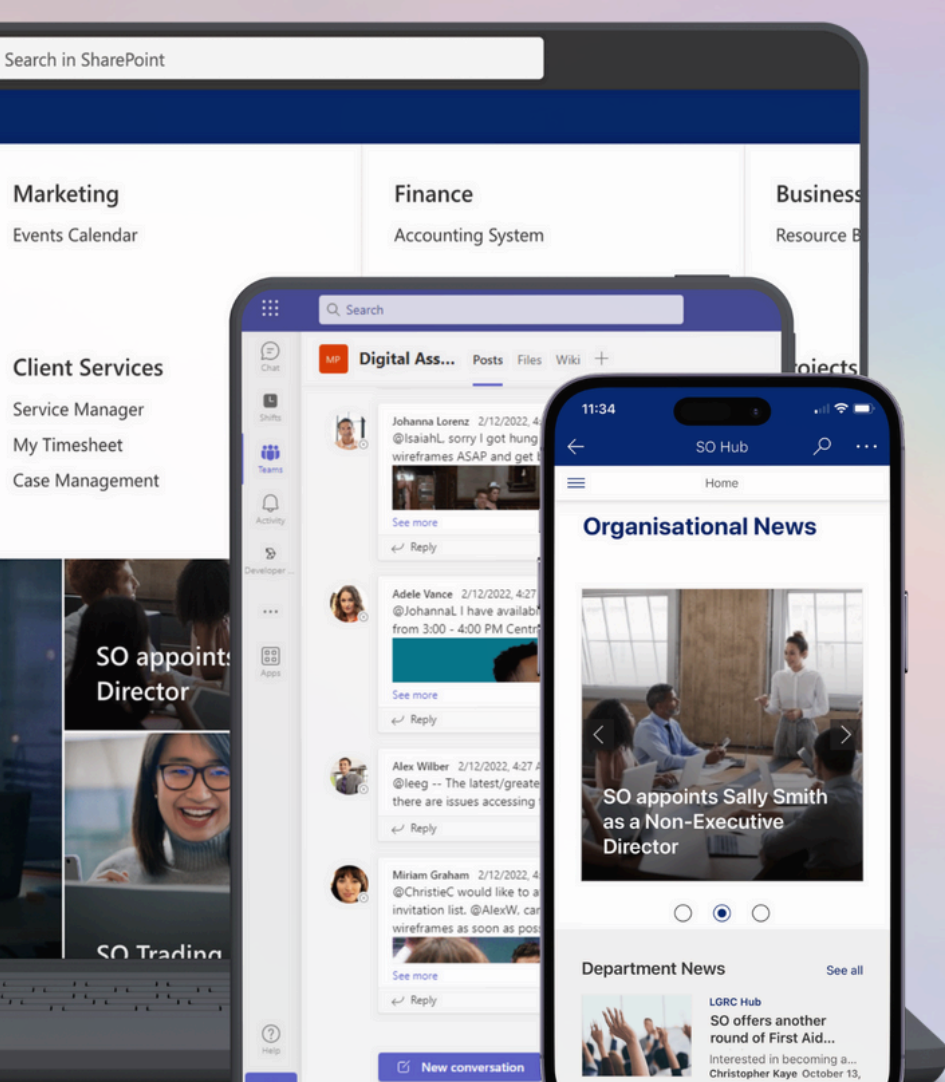
Microsoft 365 supports the benefits of hybrid and remote working by enabling work from anywhere, any time, on any device, offering flexibility, cost savings, and productivity. However, it also presents challenges for HR teams, such as maintaining communication, collaboration, and culture, ensuring employee well-being and engagement, and providing support and resources for effective work from anywhere.



Microsoft Teams

Microsoft Teams is a hub for teamwork, allowing HR teams and employees to communicate, collaborate, and coordinate in real-time from any device and location. It integrates with other Microsoft 365 apps and services, as well as third-party tools, to create a seamless work experience. Teams can be used for various HR purposes, such as remote appraisals, meetings, and sharing HR documents.





SharePoint

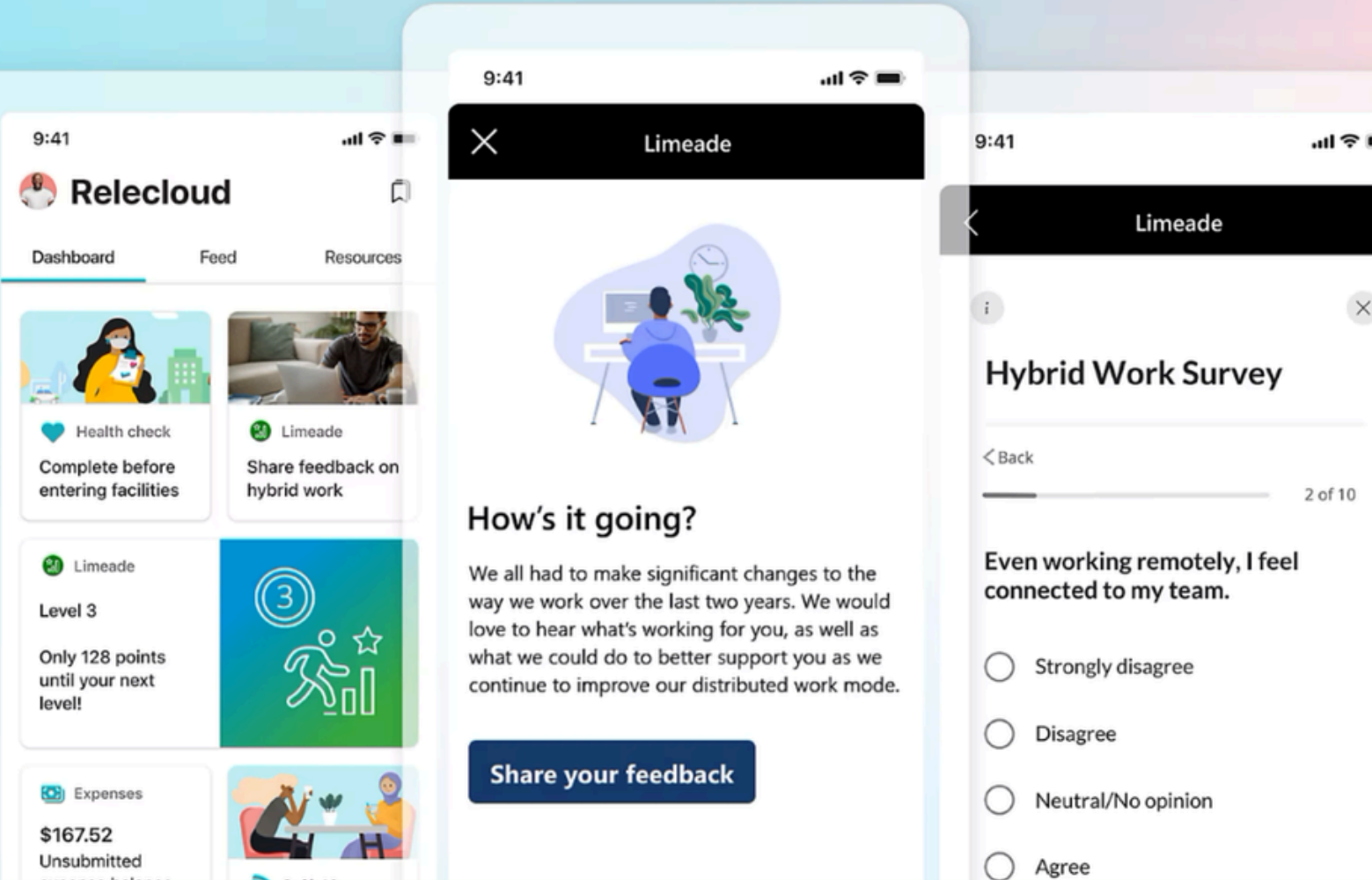
SharePoint is a cloud-based service for HR teams and employees to create, store, and share content. HR teams can build intranet sites and communication hubs, such as an HR Hub, to publish news, announcements, policies, forms, and resources. SharePoint allows secure sharing of sensitive documents with controlled access, ensuring compliance with data privacy regulations.





Viva Connections

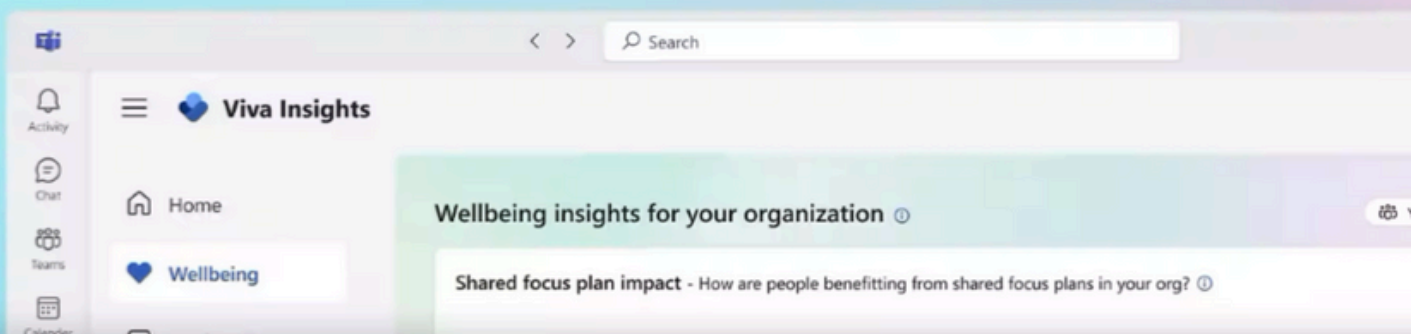
Viva Connections is a personalised gateway to your organisation's intranet and resources within Microsoft Teams and on mobile devices. It helps create a sense of belonging and engagement by keeping employees informed and updated with HR news, announcements, and resources.





Viva Insights

Viva Insights provides personalised insights and recommendations to employees based on their work patterns, such as when to take breaks or schedule focus time. It helps employees manage their time and energy, improving well-being and productivity. It also helps managers and HR teams understand work trends and well-being and take actions to improve them.



Number of hours booked for focus time among enrolled employees in your org



Start a shared focus plan

Help your team find time to focus with fewer distractions.



Schedule a team no-meeting day

Reduce meeting fatigue and with a day that's dedicated to focusing



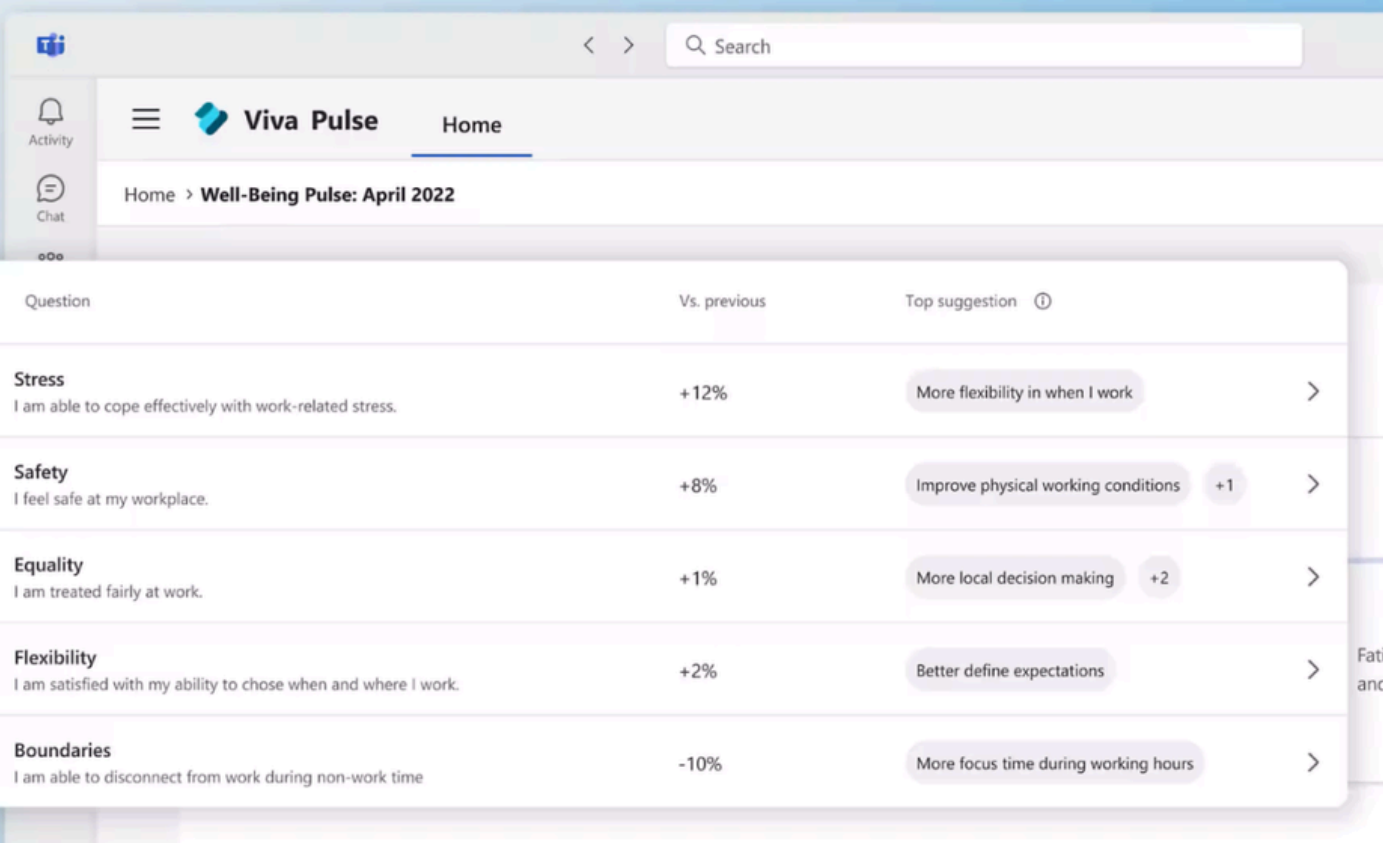
Set up praise reminders

Remind yourself to show gratitude for peers who went above and beyond at work.



Viva Pulse

Viva Pulse is a feedback and survey tool that collects and acts on employee feedback in real-time. It measures and improves employee engagement, satisfaction, and well-being, and identifies and addresses issues or concerns. Surveys can be created using built-in templates or customised, and distributed through Teams, email, or mobile devices.



Self-Service Tools and Apps

HR teams can use Microsoft 365 services, such as Power Apps and Power Automate, to create self-service tools for employees, for tasks such as submitting expenses or requesting holidays. Microsoft Forms can also replace paper forms with online intelligent electronic forms that capture employee requests and submissions, streamlining the end-to-end process.



LIMITLESS POSSIBILITIES

Transform your business with SoHR

[BOOK A CALL](#)



All the benefits of Microsoft in one out-the-box HR Solution

SoHR leverages all the power of Microsoft 365 to create a fully customisable, out-the-box HR solution inside your Microsoft 365 environment.

The HR solution built for you in Microsoft 365



Designed with flexibility for your business

Unlike most HR systems, SoHR is fully customisable. It can be configured to meet your unique requirements, eliminating functionality that you don't need, and flexing and growing alongside your organisation.



Enhanced Employee Engagement

SoHR provides your employees with easy to use self-service tools and a modern compelling experience for accessing HR information, news and resources.



Fully integrated

To get the most out of your HR system, you need it to easily integrate with your other systems. SoHR is built within your Microsoft 365 environment meaning it integrates seamlessly with all your other Microsoft 365 apps.



Secure, private, accessible, and **owned by you**

HR systems should reduce risk, not increase it. Two of the biggest IT and operational risks to your organisation come from hosting your valuable and sensitive data with third parties, and from an over dependence on outside system providers who make it difficult to get your data back. With SoHR, your data will be stored securely in your Microsoft 365 environment - meaning you own the data, not a third party.



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