




braintree

Masters of Microsoft

TAKING CONTROL OF YOUR DIGITAL LIFESTYLE

Sharing, connectivity,
collaboration and productivity
with **Microsoft 365**
for home use

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DRAWING A LINE BETWEEN WORK AND PERSONAL LIFE

Let's be honest, that's easier said than done in this day and age where hybrid and remote working, company devices and business suites such as Microsoft 365 connect employees to their employer's business ecosystem seamlessly and quickly.

The uptake of cloud services has made it possible for employees to meaningfully contribute to work tasks, be these collaborative documents or spreadsheets or even video or voice conferencing, from anywhere. It also means that most people have grown accustomed to using their favourite applications and carry this over to their personal lives.

Many businesses supply corporate devices and access to business suites to enable their workforce. What happens is that while it does, in fact, do the job of empowering an employee to be productive anywhere or at any time, many people also use the business devices and accounts for personal use.

Most modern devices are fitted with solid-state drives that may well deliver high performance but they sacrifice storage space. This inevitably means that storing information directly onto the device is not ideal – or even possible – and so employees rely on the cloud to store their data. Nothing wrong here, and, in fact, the right thing to do, especially from a safety standpoint where important data is safe in the cloud no matter what happens to the device... except when the employee starts using the cloud to store their personal information. Someone might well question why they should subscribe to additional services for their home life when they get it all through the company. This may make sense until you think about it very carefully.

Even if it is very neatly done, with correctly labelled folders, it should not happen. When you store your personal information on work devices and cloud service accounts, you are placing your data into the remit of the organisation. There's nothing particularly ominous about that, except that when you leave the company, you immediately lose access to all this data which could be legal contracts, mortgage information and other crucial information.

One may argue that they only use their business device and account for productivity tools and not storage, but even then, what happens when they leave the business? Beyond that, Microsoft 365 Family has features and benefits that simply aren't found in the business suite and are more suited to family functions. This is because it is made to benefit families so that they can take control of their digital lives.

Once you make the decision not to leave technology up to the business that employs you, the value derived from a Microsoft family package becomes immediately apparent: storage for photos, videos and documents, safety and security for your family, especially children, and access to a suite of communication and collaboration tools.

Rather than be a grudge purchase because you feel it somehow duplicates what you have in your work life, a Microsoft 365 Family package fosters a culture of being in control of a family's digital life with access to all the apps you have grown to love.

PRODUCTIVITY AND COLLABORATION FOR HOME

We have all grown accustomed to hearing about productivity and collaboration tools for business. The truth is that productivity in a home setup is crucial in an age where we generate more data and build more digital memories than at any point in time.

By way of example, a Microsoft 365 Family subscription enables up to six family members to use the suite on five different devices. Essentially, this means that once the main member has assigned access to different family members, they can use Word, Excel, Powerpoint, Outlook, Teams, Skype, and much more, on 30 connected devices. It doesn't matter whether these devices are powered by Windows or macOS, or Android or iOS.

What would productivity and collaboration look like in a

home setup? Imagine a family member stopping at a shop on the way home but not quite remembering what was on the grocery list stuck on the fridge door. And so, this person buys two milks and a loaf of bread. His or her spouse is also on the way home, is in the same position and buys milk and toilet rolls. Perhaps one of the older children is also at a store, and wanting to help out around the home, buys milk and a bottle of fruit juice.

Everyone gets home and realises there's enough milk to feed everyone on the street, but not one of them remembered to buy coffee.

Now, imagine that the family was connected to the Microsoft 365 platform and took to using OneNote, with a groceries folder. When each of them goes to the shop,

quickly opening the app, and ticking off what they bought, instantly solves the problem of six litres of milk and no coffee.

Beyond collaboration - even in non-traditional ways like just mentioned - productivity is boosted when children have access to the same suite of apps that they will be using at school and university already.

Every member of the family gets an hour's Skype minutes per month with the subscription. Don't feel like having a video conference with your child holed up in their bedroom when they need to come join you for supper? Give them a call. Your whole family can make use of this function to make voice calls over the internet as part of the subscription service, without having to use other paid-for services.



STORAGE FOR THE MODERN FAMILY

As any one of us will attest, families have thousands of photos and videos on our phones. Some people are disciplined, others not so much. The amount of storage - a terabyte per member - available means that every piece of data being generated has a home.

The digital productivity and collaboration of being able to add to shared albums, for example, goes a long way to securing treasured memories. Your teenager may well have a photo finger more agile than a tourist on Table Mountain for the first time when compared to you and capture the perfect moment around a birthday cake - with access, everyone can contribute and share in the albums meaning the whole family benefits. One great feature here reminds you of memories that happened on this day in previous years - what better way to celebrate memories?

The same concept holds true for receipts or waybills, contracts, copies of important documents, and more. The ability to place documents into a vault adds a security layer that's just not possible on physical devices or work machines.

If you use OneDrive you can take a photo, except that everything around the edges of the document is filtered out, and the important information is "scanned", providing a highly convenient tool to be on top of admin. A few

years ago we would have needed a scanner and printer at home, or to take a trip to the local internet services cafe to scan important documents. Today, we scan, save, move and collaborate on our device in real-time through the power of Microsoft 365 Family.

Let's give a practical example of how this plays out in real life. Because you have a subscription, it means you can install OneDrive onto your phone. This means that you can connect it to all your applications, meaning that whatever you do, you automatically save your data - photos, videos, documents, music, into the drive. It's certainly a lot easier than the old paradigm of having to remember to physically save "something" to "somewhere", and then trying to remember where that "somewhere" was!

Beyond the convenience and professionalism, of shared access to Outlook email services, you can run various Outlook accounts on your profile. The attachments autosave functionality is superb in that if you receive a bank statement on your personal account, for example, it will save it to the email attachments folder in your personal OneDrive folder.

The take-home message is that in the same way that cloud computing has improved your professional life, it can do the same for your personal and family digital hygiene.



SAFETY AND SECURITY - PEACE OF MIND IS PRICELESS

Let's start at the beginning. Assuming you are the primary member who signs up for the Microsoft 365 Family license. You assign five other people in your organisation, or, as we call them, family. You grant your mother, spouse and children - whoever makes up your family - access to the office suite of applications. They can install this on up to five devices.

We've already mentioned that this means your family is essentially using up to 30 devices, with a child or children accessing services through a smartphone, laptop and tablet, for example. The Microsoft ecosystem provides state-of-the-art security, which is absolutely vital. Using the suite means you are saving and working in applications within this security net.

Recent reports quoting the University of South Africa's Bureau for Market Research's Youth Research Unit have indicated that children first encounter pornography or other harmful content by accident. This thought alone would give any parent sleepless nights and so it is absolutely vital to manage the digital lives of our children.

Digital safety means being able to access and be aware of what your children are accessing, when, and for how long. There is a functionality where you can limit their screen time on their devices, as part of general digital hygiene. Beyond this, a Microsoft 365 Family subscription will give you reports on things such as screen time and what is being searched for on the internet. An age restriction setting will block the child

from being able to download applications, including apps and games, that do not fall within the allowed age range.

Beyond this, Microsoft 365 Family has built-in location services, so the parent will always know where the children are at any time.

Let's consider that an internet connection provides a point of entry for an entire world's worth of seedy characters and criminals, with an endless catalogue of harmful content being easily accessible. State-of-the-art security, accompanied by important insights, control and monitoring capability in the hands of adults to protect minors, is invaluable. Microsoft 365 enables this level of protection.





CONCLUSION: TAKE CONTROL OF YOUR DIGITAL LIFESTYLE

Our lives will never be the same again - remote and hybrid working has fundamentally changed how we interact with our company and workplace systems. Because we have all grown used to, and love, the Microsoft suite of applications such as Word, Excel, Powerpoint, Outlook, and others, it is tempting to merge our personal and business lives. As has been made clear, this is a mistake.

However, it is possible to take control of your personal digital lifestyle with Microsoft 365 Family.

A summary of benefits (among much more):

- Access to all the Microsoft applications with smart assistance features
- Each member can download and use the subscription on up to five devices
- A terabyte's space for each family member and the ability to store, share and collaborate with OneDrive
- The ability to manage and monitor internet usage and screen time of minors, as well as location services to be aware of members' location at all times.
- Advanced security protection in OneDrive and Outlook



Who is Braintree?

Braintree, powered by Vivica, is a trusted Microsoft partner and product optimiser for the business and home. They equip businesses and home users with the best, most-suitable Microsoft products to help your business grow and that positively improve your home, for work or play.