

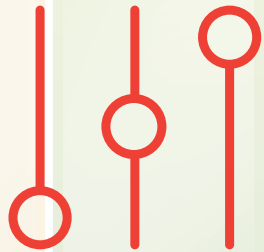
BEST PRACTICES FOR OFFICE 365 GOVERNANCE

Office 365 is amazing! Users can create, share and access information from anywhere, at any time, from any device. But, you need a **governance plan**. An established set of rules that enable users while keeping information secure.

Determine which Office 365 applications you're going to use. You might not want to use them all. Yet!



Office 365



Know who will administering the system. Generally, this will be the IT department.

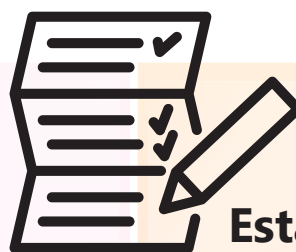
SharePoint



Now - Outline who can use what applications and how those applications should be used.

Create usage policies and security provisioning.

- Read**
- Write**
- Edit**



Establish your governance plan. Document your corporate usage policies and define permissions based on roles and responsibilities.

Kiefer can help your organization deploy Office 365 and assist you in building a governance plan and policy that enables users and helps you secure information in the cloud!

