Microsoft 365 Collaboration Policy

1. Purpose

This policy explains how we will use Microsoft 365 for all work communication, document sharing, and collaboration. Our goal is to make teamwork simple, organized, and secure.

2. Scope

This policy applies to everyone in the organization who uses Microsoft 365 tools for work.

3. What We Use Microsoft 365 For

Tool	Use
Teams	For chat, calls, meetings, and team discussions
SharePoint	For storing and sharing team files and official documents
OneDrive	For personal work files before sharing with others
Outlook	For emails and calendar scheduling
Planner / Tasks	For tracking work and project progress
Forms	For collecting data and feedback
Power Automate	For automating approvals and requests
Viva Engage	For company-wide updates and announcements

4. Communication Rules
- All work chats, calls, and meetings must be done in Microsoft Teams.
- Do not use WhatsApp, Telegram, or personal emails for office work.
- Use @mentions in Teams to get someone's attention.
- Important announcements go through Viva Engage or the SharePoint homepage — not by bulk email.

5. File and Document Rules
- Store shared documents in SharePoint or your Team's Files tab in Teams.
- Use OneDrive only for your personal work files.
- Don't save office documents on your computer desktop.
- When working on files together, edit directly in Teams or SharePoint — no need to download or send attachments.
- Use Version History in SharePoint to track changes.

- Files must have clear names, e.g.: ProjectName_Date.docx

6. Meetings and Notes
- All meetings should be held in Teams.
- Meeting notes and recordings must be saved in the related Teams channel or SharePoint folder.
- For brainstorming, use Whiteboard or Loop during Teams meetings.

7. Forms and Approvals
- All official forms (leave requests, purchase requests, etc.) must be created and submitted through Microsoft Forms or Power Apps.
- Approvals must go through Power Automate, so they are tracked automatically.

8. Security
- Always sign in using your official work account.
- Do not share passwords.
- Always use Multi-Factor Authentication (MFA).
- Share files only with people who need them.
- Do not forward company documents to personal emails or external people without approval.

9. Responsibilities

Role	Responsibility
All Staff	Follow this policy and use Microsoft 365 for all work
Department Heads	Make sure their teams follow the policy
IT Department	Manage access, train staff, and support users

10. Training
- The IT team will organize short training sessions to help everyone use Microsoft 365 better.
- Quick guides and videos will be uploaded to the SharePoint homepage.

11. Review
- This policy will be reviewed every 6 months by the IT team and management.
- Updates will be shared with all staff.

12. Summary
Use Teams for chats and meetings
Use SharePoint for team files

Use OneDrive for personal work files
Use Forms / Power Automate for requests and approvals
Keep everything secure within Microsoft 365