### Email & Calendar Documentation

#### Overview

This document outlines the setup and optimization of Email & Calendar functionalities within the Microsoft 365 E5 (no Teams) environment, focusing on Outlook and Exchange Online.

#### Productivity Tools

- \*\*Outlook\*\*: A comprehensive email and calendar application that supports email management, scheduling, and task organization.

- \*\*Exchange Online\*\*: A hosted messaging application providing email services, calendar scheduling, and more.

#### Security Features

- \*\*Advanced Threat Protection (ATP)\*\*: Protects your email against new, sophisticated malware attacks in real time. It includes features like Safe Attachments, Safe Links, and anti-phishing capabilities.

#### Automation

- \*\*Email Management Automation\*\*: Utilize Outlook rules to automatically sort incoming emails, flag important messages, and delete spam. This helps in maintaining an organized inbox and improving productivity.

---

### Documents & Collaboration Documentation

#### Overview

This document details the setup and optimization of Document & Collaboration tools within the Microsoft 365 E5 (no Teams) environment, focusing on Word, Excel, PowerPoint, OneDrive, and SharePoint.

#### Productivity Tools

- \*\*Word, Excel, PowerPoint\*\*: Core Office applications for document creation, data analysis, and presentations.

- \*\*OneDrive\*\*: A cloud storage service for hosting documents and files, facilitating easy access and collaboration.

- \*\*SharePoint\*\*: A web-based collaborative platform for document management and storage.

#### Security Features

- \*\*Data Loss Prevention (DLP)\*\*: Helps prevent the loss of sensitive information through monitoring and protection policies.

- \*\*eDiscovery\*\*: Assists in the identification, collection, and preservation of electronic information for legal cases.

#### Automation

- \*\*Document Workflow Automation\*\*: Leverage Power Automate to create workflows for document approval, signatures, and storage, enhancing document management efficiency.

---

### Communication Documentation

#### Overview

This document provides insights into setting up and optimizing Communication tools within the Microsoft 365 E5 (no Teams) environment, focusing on Skype for Business.

#### Productivity Tools

- \*\*Skype for Business\*\*: Offers instant messaging, voice and video calls, and meeting capabilities, facilitating effective team and client communication.

#### Security Features

- \*\*Secure Score\*\*: Evaluates your organization's security posture and provides recommendations for improvement.

- \*\*ATP for SharePoint, OneDrive, and Teams\*\*: Protects your data in SharePoint, OneDrive, and Teams from malicious files and links.

---

### Analytics & Intelligence Documentation

#### Overview

This document explores the setup and utilization of Analytics & Intelligence tools within the Microsoft 365 E5 (no Teams) environment, focusing on MyAnalytics and Power BI Pro.

#### Productivity Tools

- \*\*MyAnalytics\*\*: Provides insights into your work patterns, helping you optimize your time and productivity.

- \*\*Power BI Pro\*\*: A business analytics tool that allows for the creation of reports and dashboards, offering insights into business data.

#### Security Features

- \*\*Office 365 Cloud App Security\*\*: Provides visibility into your cloud apps and services, sophisticated analytics to identify and combat cyberthreats, and control over data travel.

---

### Identity & Access Management Documentation

#### Overview

This document outlines the setup and management of Identity & Access Management within the Microsoft 365 E5 (no Teams) environment, focusing on Azure Active Directory.

#### Productivity Tools

- \*\*Azure Active Directory (Azure AD)\*\*: A cloud-based identity and access management service, helping your employees sign in and access resources.

#### Security Features

- \*\*Conditional Access\*\*: Allows you to implement automated access control decisions for accessing your cloud apps based on conditions.

- \*\*Multi-Factor Authentication (MFA)\*\*: Adds a layer of security, requiring two or more verification methods to access cloud apps.

---

Each document serves as a focused guide on setting up, optimizing, and securing each category of tools within the Microsoft 365 E5 (no Teams) environment.