



6 Ways Microsoft Office 365 Makes Your Job Easier

Think of Office 365 as your personal Office that goes wherever you go. It allows you to work from virtually anywhere on almost any device, whether you're online or offline. It helps you do your best work, the way you want to without having to worry about a thing. That means more powerful tools for creating content, better ways to work together, and easier ways to share everything.

That's only scratching the surface.

Here are 6 ways that Office 365 can help you get things done better and together.

1. **Amp up that productivity** – The Office tools you already know and love are now more powerful than ever. Now you can create, explore and get more done without having to be at your desk or on a specific device. Personal settings never change, so you can switch between devices without missing a beat.
2. **Store, sync, and share content** – By storing your content in the cloud, your files are no longer stuck in one place and they are always up to date. Also, multiple people can work on a file and have all changes tracked in real-time.
3. **Always be in the know** – Create a home base or team site where everyone can share and organize resources. No more running around to find the document or conversation you need.
4. **Deliver projects on time** – Meet more deadlines and milestones by easily tracking all the work being done on a project. Get warnings for any delays and keep future steps on your radar. Everything is updated in real-time.
5. **Find what you need, faster** – Search for information at work as easily as you would typing some words into Google. Quickly find what you need across sites, notes or email. You don't even need to be that accurate. Any keyword entered will help you narrow down what you are looking for.
6. **Empower staff while staying secure** – Every company needs to strike a balance between what IT requires and what staff want. Office 365 empowers a modern workplace that provides a safety net so everything is more secure and make the IT people happy. That security goes with you wherever you do.

Ready to get more done when it comes to your business without having to worry about any of the technology behind it? [Order Office 365 from myhosting today.](#)