



Microsoft 365 F3 and F1
Implementation Plan for Frontline
Workers

Agenda

- Overview
- Week 1: Initial Setup and Communication
- Week 2: Collaboration and Productivity
- Week 3: Engagement and Efficiency
- Week 4: Final Touches and Evaluation
- Tailored Implementation
- Microsoft 365 F1 and F3 Comparison
- Microsoft 365 F3
 - Empower your Frontline Workforce
 - Features
- Microsoft 365 F1
 - Empower your Frontline Workforce
 - Features



Overview

1-month implementation plan for deploying Microsoft 365 F3 or F1 to your frontline workers





Week 1: Initial Setup and Communication

- Kickoff meeting and assessment
- Deploy Microsoft 365 F3 or F1
- Train users on essential apps
 - Email
 - Teams
 - Office Apps

Week 2: Collaboration and Productivity

- Implement Teams for chat and file sharing
- Set up Outlook and Microsoft Stream



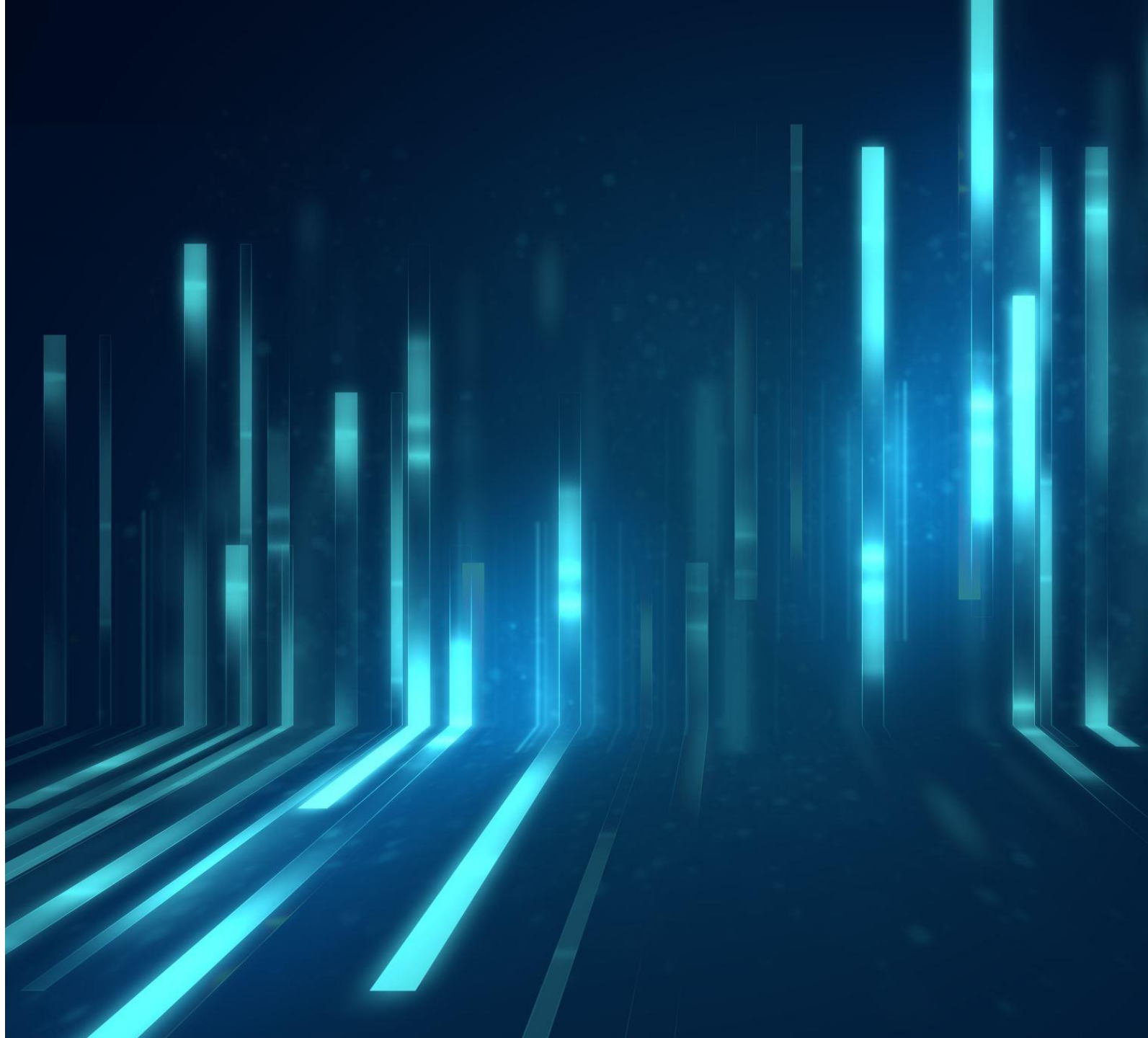
Week 3: Engagement and Efficiency

- Deploy Viva Connections
- Explore Power Apps and automation



Week 4: Final Touches and Evaluation

- Set up Viva Engage and Bookings
 - Ensure proper setup of Viva Engage and Bookings for smooth operation
- Review security and compliance
 - Ensure that security and compliance measures are in place and up to date



Tailored Implementatio n

- Project tailored specifically for frontline workers
 - Ensures they have the right tools to excel in their roles



Microsoft 365 F1 and F3 Comparison

- Microsoft 365 F1
 - Includes MS Teams and SharePoint/Viva
- Microsoft 365 F3
 - Includes email, collaboration tools and more

Microsoft 365 Plan	Features
F1	MS Teams, SharePoint/Viva
F3	Email, Collaboration tools and more



Microsoft 365 F3: Empower your Frontline Workforce

- Equip frontline workers with powerful and intuitive tools
 - Deliver a connected and secure experience
- Transform business processes with customized apps and workflow automation
 - Save time and money
- Safeguard company assets with intelligent security
 - Won't slow down frontline productivity

Microsoft 365

F3: Features

- Productivity apps on the web and mobile
 - Word, Excel, PowerPoint and OneNote apps designed for all mobile devices and tablets
- Exchange
 - Business-class email and calendaring
- Microsoft OneDrive for work
 - Access, share, and collaborate on files from anywhere
- Outlook web and mobile
 - Connect and stay organized with email, calendar, and contacts
- Microsoft Stream
 - Engage and inform with intelligent video
- Microsoft Teams
 - Chat, meet, share files, and work with business apps within a shared workspace





Microsoft 365 F1: Empower your Frontline Workforce

- Help protect and secure your organization
 - Empower your frontline to work in new and flexible ways
- Equip your frontline workforce with powerful tools
 - Provide communication, collaboration, and productivity experiences

A black and white photograph of a person sitting in a large, modern chair by a window. The person is wearing a long-sleeved shirt, dark pants, and sneakers, and is looking at a laptop. The window is on the left, showing a view of trees and a building. The room is dimly lit, with light coming from the window.

Microsoft 365 F1: Features

- Features
- Equip your frontline workforce with secure, intuitive, and purpose-built tools.
- Microsoft 365 on the web and mobile
- Read-only experience across Word, Excel, PowerPoint, and OneNote.
- Exchange
- Work smarter with business-class email and calendaring.¹
- Microsoft Stream
- Engage and inform with intelligent video.²
- Microsoft Teams
- Chat, meet, share files, and work with business apps within a shared workspace. Includes Microsoft Walkie Talkie, Microsoft Tasks, and Microsoft Shifts.
- Microsoft Bookings
- Simplify how customers schedule and manage appointments.