



Microsoft 365

**Secure & Efficient Collaboration
with Microsoft Teams**



Microsoft Teams is an effective platform for communication and teamwork that centralizes all the tools you need to collaborate and work productively with your team. It is a comprehensive center for more than just video conferencing software. Other features are,

Chatting: To keep discussions organized, use threaded conversations, group chats, and instant messaging.

Calls and Meetings: For inclusive communication, conduct video conferences with screen sharing, recording features, and real-time captioning.

File sharing and collaboration: Use integrated programs like Word, Excel, and PowerPoint to collaborate in real-time on documents, spreadsheets, and presentations.

Task management: To keep your team on track, assign tasks, monitor progress, and establish deadlines.

Organization of the channel: Establish channels specifically for projects, departments, or subjects in order to maintain information.

Integration: To improve workflow, integrate with well-known third-party tools and other Microsoft 365 apps and services.

Using Microsoft Teams will simplify teamwork and communication, depend less on email, and accomplish more together which will enhanced productivity. This encourages participation and a feeling of community among team members, wherever they may be. Improved communication replaces old in-person meetings into online video calls, share screens, and work together in real time on documents. Every team member's file, discussion, and task is in one easy-to-access place. With business growth teams align with any size business because they may expand or contract in tandem. Deploying policy made it easier for safe and secure data communication maintaining proper business compliance. We will be focusing on deploying general policies that ensures business communication, security and compliance. Few of the capabilities are mentioned as follows:

Data Loss Prevention Policy

Implementing DLP policies in Microsoft Teams helps to protect sensitive customer information and comply with regulatory requirements. These policies should focuses on preventing the sharing of sensitive information.

DLP policies secure sensitive information in Teams chats. Configuring DLP policy will prevent users from sharing messages containing sensitive information with external users. If a user attempts to send a message containing sensitive information to an external user, the message will be deleted.

Retention Policy

For Microsoft Teams retention policies help to protect sensitive customer and financial data by limiting the amount of data that is stored and by ensuring that data is deleted when it is no longer needed.

Periodically deleting old and unnecessary data and limiting them can help banks optimize their storage usage and reduce associated costs.

Communication Compliance Policy

Implementing a comprehensive information barrier policy in Microsoft Teams is to ensure that sensitive information is protected within specific group and communication within group is properly maintained.

Meeting Record Access Policy

Implementing a meeting record access policy in Microsoft Teams involves defining who can access meeting recordings and under what conditions.

App Permission Policy

Applying app permission policies for Teams helps to limit the usages of unwanted applications for individuals and groups.

Security Score

Microsoft Secure Score is a measurement of an organization's security posture, with a higher number indicating more recommended actions taken. It is a comprehensive score that takes into account a wide range of security factors, including identity, policy, and device, app, and data security.