



# Portiva Update Office 365

## About this Office 365 Portiva Update – [January 2019](#)

We like to inform our customers on a strategic level and of course preferably in person. However, we also would like to keep you up to date monthly, with all the news coming from Microsoft about Office 365. With this update, we hope to achieve that you have a better and clear understanding on how those new updates could impact your business, and what you can do with/about them.

We marked each message sent by Microsoft with a flag to mark their importance, interpreted by Portiva professionals that use their experience to weigh these new or updated experiences for our customers.



New features that are relevant and interesting for your organization



Changes/updates that have direct impact on user / admin experience, important to know!



Noticeable but less important updates

With post-it notes we provide you with specific advice on how to handle that specific change or new feature.



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# Portiva Update Office 365

## Office 365 General updates

### Updates to PowerApps licensing in Office 365

Over the past two years, Microsoft has helped drive business process transformation with Microsoft 365 by helping organizations create innovative business apps based on tools like Microsoft Flow, PowerApps, SharePoint lists, Microsoft Forms, and Power BI.

Select Office 365 plans include PowerApps and Microsoft Flow capabilities to help organizations extend Office 365. Beyond Office 365, PowerApps and Microsoft Flow Plans 1 and 2 offer additional capabilities that enable users to integrate external data into Office 365 experiences and standalone apps. We are simplifying the distinction between our PowerApps and Microsoft Flow for Office 365 plans and the standalone plans.

Starting February 1, 2019, the following capabilities will require a PowerApps or Microsoft Flow Plan 1 or Plan 2 license:

- Integration of on-premises data through the on-premises data gateway
- Custom connectors
- HTTP triggers and actions inside Microsoft Flow

### New Feature: Sharing links that block download

Users will be able to share a link to Office documents that blocks recipients from downloading copies but still allows them to view the document in Office Online.

Users can create links that block download by using the common Sharing experience that exists across Office 365. By going into Link Settings they'll be able to toggle the "block download" option for view-only links.

*These changes have effect on your licensing, make sure to check it out and determine the impact based on the features that you use or not.*

*An easy way for your end users to share links but restricting downloads. Make sure to embed in your training & adoption materials.*



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Updated feature: Outlook for iOS user experience updates

As part of ongoing Office 365 user experience updates announced this summer and the new icons revealed last week, the changes to Outlook for iOS updates include:

- A bold blue header and updated typography across email, calendar, search experiences and account and contact avatars for instant recognition and ease of navigation to and within the app
- Enhancements to the Focused Inbox and Other toggle and message filtering experience
- Subtle design additions including sensory improvements and haptic feedback with swipe

The user experience for Outlook on iOS will change. Make sure to mention this in your regular communication!

Update - Updated feature: New "Sign-in options" link on the Office 365 login page

We're updating the Office 365 login page to add a new link for more sign-in options. The functionality this link provides only applies to personal accounts. Microsoft leverages a common sign in start page utilized for both consumer and commercial services. Once the user enters a personal (e.g. Microsoft account) or an organization ID, they are then directed to either the consumer or commercial service to complete authentication.

Minor changes to the login page. Make sure to determine what impact it has for your guest users?

New Service or app: Productivity insights in Outlook powered by MyAnalytics

We're excited to offer you productivity insights in an Outlook add-in powered by MyAnalytics. The add-in shows users insights about their recent collaboration and communication patterns and suggests ways to work more effectively.

<https://docs.microsoft.com/en-us/Workplace-Analytics/insights-in-outlook>

An additional information panel provided within Outlook, setup as your personal assistant. It could help office workers to do their job more efficient.



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The Microsoft Stream mobile app is now available for Android and iOS

With the Microsoft Stream mobile app you can:

- Find and engage with videos you need fast with smart search tools
- Watch videos at your own convenience by saving content for offline viewing
- Enjoy the best experience for consuming Stream videos by deep-linking into the app
- Get the enterprise-level security and compliance features you expect from Office 365

All your corporate videos at hand within a very user friendly mobile app. Promote it in your workplace, it is a good and secure alternative for youtube!

We're making it easier for your users to save files to OneDrive Consumer, OneDrive for Business, and SharePoint Online

This new experience allows users of Word, Excel & PowerPoint on Windows and macOS to save documents to the cloud more easily.

A better user experience when working on Office files. This won't require any training or communication.

When using Ctrl-S (Windows), Cmd-S (macOS), or the Save button in the QAT (Quick Access Toolbar), a new dialog will allow users to quickly set the file name and save to OneDrive Consumer, OneDrive for Business or SharePoint Online. When closing an unsaved document, users will also see a new save experience that defaults to automatic saving to a user's preferred Microsoft 365 cloud storage solution.



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## SharePoint Online updates

Updated Feature: New site branding and mega menu navigation features are rolling out

We are updating the “change the look” settings with additional options to enable customization of select site brand elements – specifically, header layouts, footer control, and navigation layout options. In addition to setting the theme and header background, site owners will now be able to switch between two site header layouts, each changing the position or displaying of header elements.

The new megamenu navigation layout is only available for horizontally oriented navigation controls and allows for a panel display of links/labels up to three levels. The footer control is initially only available for modern pages in new and existing communication sites, a logo or title and up to 8 links or labels. Along with these updates, the content bar (also referred to as the “social bar”) - which contains the Like, Comment, View and Save for Later icons - will be docked permanently on top of the Comments section on all modern pages and news posts.

We'll begin rolling this out to Targeted Release organizations in Feb 2019, and the worldwide roll out will be completed by the end of March 2019. This roll out was initially scheduled for November 2018 and was delayed until now.

New feature: OneDrive Files On-Demand for Mac is now available

OneDrive Files On-Demand helps you access all your files in OneDrive without having to download all of them and use storage space on your device. When you turn on Files On-Demand, you'll see all your files in Finder. New files created online or on another device appear as online-only files, which don't take up space on your device.

When you're connected to the Internet, you'll be able to use the files like every other file on your device.

Big changes for branding sites, themes and navigation layouts. Important to assess the impact and possibilities if you are involved working on look and feel!

A more efficient way of working with your online files. No longer need for downloads on your local drive.



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## Self-service Office 365 Video migration to Microsoft Stream

When your tenant is eligible for migration to Stream, Office 365 Video admins will see a banner in the Office 365 Video homepage prompting initiation of the migration wizard. The self-service wizard will guide you through the migration process when you opt in. During this process, we will migrate all your videos, channels and permissions to Microsoft Stream.

Streams will replace Office 365 video, this is the time to migrate. Make the necessary preparations!

## New Feature: Out of box Flow templates in OneDrive

After this change takes place, you and your users will be able to create and run Flows directly from OneDrive for Business. Just select a document and click on the Flow button in the command bar, and you'll automatically have the options to Copy as a PDF and to Request approval Flow templates. Run the Flow and with one click you can create a copy of any document or send one off for an approval.

Personal automation right at hand from within your OneDrive for Business files. This could be part of your training material.

## Update: Create a Reminder in SharePoint Online

After this change takes place for your organization, if you have a custom date column in a list or library, you can now create an email reminder a number of days in advance of the date column selection.

This feature has been released to Targeted Release organizations.

We'll begin rolling this feature out towards the end of January 2019, and we anticipate rollout completion by mid-February 2019.

A nice new feature for all you functional experts. An easy way to create reminders based on a date column!

This SharePoint Online feature update is not available for GCC organizations.



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## Security & Compliance updates

Updated feature: Exchange Online mailbox audit to add mail reads by default



To ensure that you have access to critical audit data to investigate security incidents in your organization, we're making some updates to Exchange mailbox auditing. After this change takes place, Exchange Online will audit mail reads/accesses by default for owners, admins and delegates under the MailItemsAccessed action.

Additional audit trails for exchange online mailboxes is being added. Inform your audit team about this change!

Updated feature: Role-based access to alerts in Office 365 Security



We're updating alert policies in the Office 365 Security & Compliance Center with more granular role-based access control. With this feature, admins will have more granular control over which alerts can be viewed by whom in the Office 365 Security & Compliance Center. After the release, roles a user has will determine what category of alerts they have access to. For example, a Compliance admin will no longer have access to Threat management or Mail flow alerts, which helps them better focus on triaging and investigating compliance related alerts, like Data governance, Data loss prevention, etc.

More security control from within the security center. Make sure to determine the impact and discuss these new features with the security officers.

A new mass delete notification is coming to SharePoint Online and OneDrive for Business



Whenever someone deletes more than 200 synced OneDrive or Team Site files at once from their device, the OneDrive sync client will prompt the user to confirm it was intentional. If it was accidental, the user can tap "Restore Files" to bring them back, or if the action was intentional, they can choose to tap "Remove" which will complete their action. If a user wants to bypass this new feature, they can select the "Always remove files" box before tapping "Remove" to skip the prompt for future mass deletions.

A small change that you could embed in your regular end user communication.



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## Microsoft Teams updates

We're making a change to how non-licensed users place calls from Microsoft Teams

We've noticed an increased number of users without Enterprise Voice licenses attempt to make PSTN calls. This is occurring because these users can see clickable phone numbers in the Calling App. When they attempt to make the call, they receive a generic error message.

In order to rectify this problem, we are no longer providing access to the Calls App for non-licensed users. Enterprise Voice Licensed users are unaffected and will continue to see the Calls App to make calls as before. Once all PSTN number entry points have been disabled, the Calls App will be re-enabled for all users. We anticipate that the Calls App will come back online near the end of March 2019.

Users will no longer be able to click phone numbers if PSTN is not enabled. A minor user experience adjustment.

Schedule Management for Firstline workers coming to Teams through Shifts app

New app: Microsoft Teams Shifts app for Schedule Management

Shifts, your schedule management tool in Teams, will be publicly available to all Teams users on Web, Desktop, Mac, iOS and Android. Shifts is rolling out now and will be completed shortly.

Should you want to manage and control your roll out, you can turn off or turn on the app for your organization by visiting the Microsoft 365 admin center.

1. Sign in to the Microsoft 365 admin center with your Office 365 admin account.
2. Go to Settings > Services & add-ins > Microsoft Teams.
3. Under Tenant-wide settings, select Apps, and then under Default Apps, clear or select the Shifts check box to turn off or turn on the app.

If you haven't seen StaffHub before, make sure to check this out. Also make sure to check out the settings on Tenant level to switch it on or off.





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Updated feature: Planner Notifications for Teams

After this update takes place, team members who are members of a team with Planner installed will receive a Teams notification when a task is assigned to them by another person. This notification will appear in the Teams Activity Feed and Chat.

This update adds a Planner bot to teams where Planner is installed, and audit logs will show the bot as being added by "Microsoft Teams Services" on behalf of the team owner. The only purpose of the bot is to send a notification to a specific user when a task is assigned to him or her by another person, users cannot interact with this bot in any other way.

Members will see updates right from their collaboration environment in Teams. Communicate that there will a bot present and what it's function will be!