



# Transforming Work with the Modern Workplace

Reimagine your workplace with Microsoft's most powerful business applications and strategic IT management to support them.



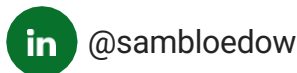
# About Thriveon

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## Sam Bloedow

CEO, Thriveon



When founder and CEO Sam Bloedow started Thriveon in 2002, it was born from a love of technology and the needs of small-to-midsize businesses (SMBs) that weren't being met by their current IT service. Fascinated by how companies could leverage technology to enable growth, Sam founded Thriveon on the philosophy of helping other businesses find success the same way.

As technology continues to evolve, so does the need for strategic guidance. That's why, for the last 20+ years, Thriveon has deployed an approach that proactively eliminates IT risk and supports business growth.

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CHAPTER ONE

# Introduction to the Modern Workplace

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## INTRODUCTION

# Welcome to the Future of Work

At the forefront of digital transformation is the Microsoft Modern Workplace. Microsoft's comprehensive suite of productivity tools, collaboration platforms and cloud-based solutions has empowered businesses of all shapes and sizes, especially SMBs, to enhance efficiency, improve communication and drive innovation. It enables employees to work efficiently from any location while maintaining seamless communication and access to critical data and applications.

### Thriveon as a Microsoft Partner

At Thriveon, we recognize the key to thriving in this new era is adopting the right technology. That's why we trust Microsoft's suite of modern workplace tools.

As a Microsoft partner, we've seen firsthand how their innovative solutions meet the evolving needs of today's workforce and empower companies. Our partnership with Microsoft allows us to provide our clients with the latest technology, expert support and a deep understanding of how to leverage these tools for maximum benefit.

Let's explore how organizations can leverage Microsoft's cutting-edge applications to create a connected, efficient and secure work environment. Whether you're looking to improve remote collaboration, harness the power of data or ensure your business is ready for the future, we will guide you through creating a Microsoft Modern Workplace



**Microsoft Teams:** As the central hub for communication and teamwork, Teams integrates chat, video meetings, file sharing and third-party apps, allowing employees to collaborate in real-time, regardless of location.



**Copilot:** An AI-powered assistant that supports productivity by automating routine tasks, Copilot helps users work smarter, not harder. It offers intelligent suggestions, automates workflows and allows employees to focus on strategic, high-value work.



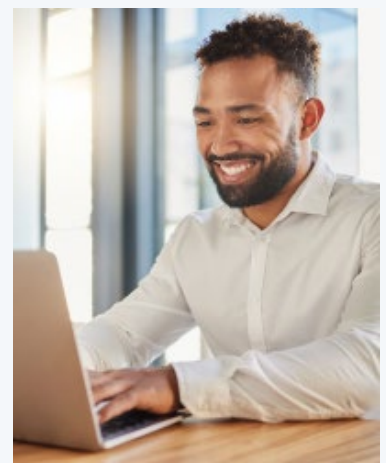
**Power BI:** This business intelligence tool transforms complex, raw data into interactive, easy-to-understand visualizations. By offering profound insights and enabling data-driven decision-making,



**Azure:** Microsoft's cloud platform provides scalable, secure solutions for computing, storage and data management. Its powerful cloud capabilities support modern IT infrastructure needs so businesses can scale as needed.



**Power Automate:** This tool streamlines repetitive tasks by automating workflows across apps and services, enabling teams to reduce manual labor, enhance efficiency and ensure more consistent processes.



CHAPTER TWO

# Understanding the Microsoft Modern Workplace

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# What is the Microsoft Modern Workplace?

Save \$800 and 250+ hours per employee per year

The modern workplace is more than a buzzword and some digital tools. It's a shift in how businesses operate, communicate and grow in today's interconnected world. At the heart of this transformation is technology that empowers employees to work from anywhere, collaborate seamlessly and access real-time data to make smarter decisions.

The [Microsoft Modern Workplace](#) is an extension of this mindset. It's a suite of comprehensive tools that help companies be more productive and collaborative by taking a transformative approach to their IT infrastructure. The tools include a range of technologies and applications to create a flexible, scalable and efficient workplace.

## Why the Microsoft Modern Workplace Matters

Microsoft's Modern Workplace tools meet the needs of today's rapidly evolving business environment. By leveraging these robust applications, companies can break down traditional barriers, increase agility and position themselves for long-term success in a competitive marketplace. In essence, the Microsoft Modern Workplace isn't only about improving operations – it's about transforming how businesses approach work.

## The Pillars of the Modern Workplace

The modern workplace stands on three crucial pillars, all of which are enhanced by Microsoft's suite of applications:

**Collaboration:** Teams must work together efficiently, no matter where they are. Microsoft's collaboration tools, like Teams, allow employees to communicate in real-time, share files and collaborate on projects from any device with an internet connection. This level of connectivity is essential for maintaining productivity and fostering innovation.

**Flexibility:** Businesses must be adaptable, enabling their teams to work in ways that suit them best, whether it's remote, hybrid or in-office. With cloud-based platforms like Azure, companies can scale operations quickly and securely, offering remote work options and supporting an increasingly mobile workforce.

**Security:** In a world where breaches and cyber threats are commonplace, protecting sensitive information is paramount. Microsoft tools are built with enterprise-grade security, ensuring your data remains safe, whether it's stored in the cloud or shared across devices.

## CHAPTER THREE

# Microsoft Teams

Features and Functionality



# Microsoft Teams

In today's fast-paced work environment, effective communication and collaboration are crucial for success. Teams are often spread across different locations, time zones and devices, making it critical to have a tool that brings everyone together seamlessly.

Microsoft Teams is more than a messaging app – it's an all-in-one platform where employees can chat, hold virtual meetings, share files and collaborate on projects, all in real-time. Whether your team works remotely or in the office, Teams enables smooth, efficient communication and collaboration that drives productivity, making it an essential tool for remote and hybrid teams.

**Real-time communication:** Microsoft Teams allows you to instantly chat with individuals or groups in a centralized workspace. Host high-quality video meetings with anyone, anywhere. Sync Teams with Outlook to schedule meetings and set reminders so you never miss an important call. This real-time communication fosters quick decision-making and reduces delays.

**Channels for organized conversations:** Speaking of communication, Teams uses channels to keep discussions organized by topic, department or project. This helps keep the workspace clutter-free and lets employees quickly find relevant conversations or topics.

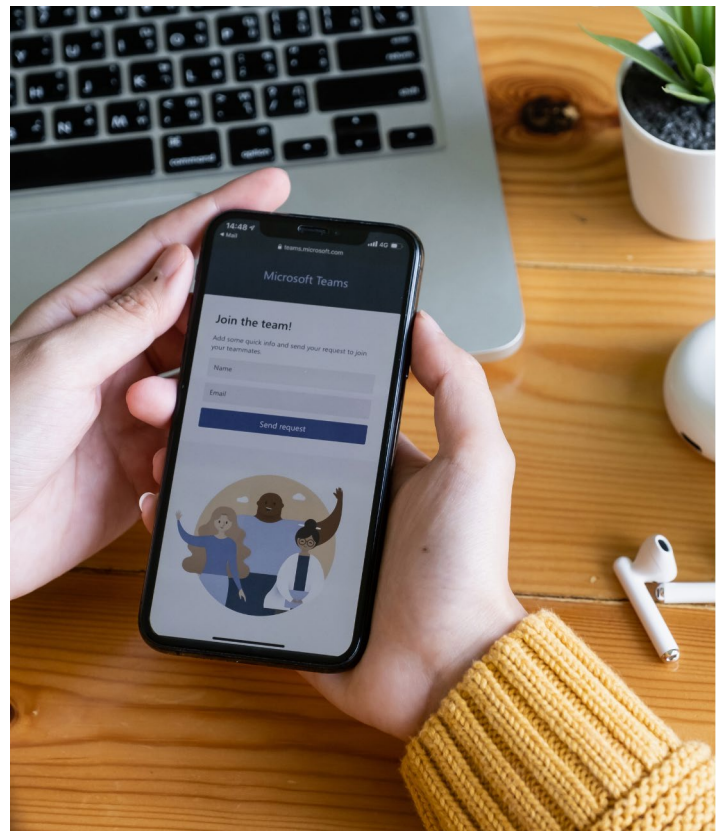
**Document collaboration:** Teams allows users to collaborate on files directly within the app, thanks to its integration with Microsoft 365 tools like Word, Excel and PowerPoint. Multiple team members can co-author and edit documents simultaneously, ensuring everyone is working from the latest version.

**Security and compliance:** Built with enterprise-grade security features, Teams protects your conversations, files and data. Your business is secure with advanced encryption, multi-factor authentication and compliance certifications.

**Integration with other apps:** The power of Teams is amplified by its integration with a wide variety of apps, both inside and outside of the Microsoft ecosystem. From OneDrive and SharePoint for file storage to third-party tools like Trello and Asana and CRM systems like Salesforce, Teams can be tailored to suit your business needs.

## The Power of Remote Collaboration

Microsoft Teams has transformed how businesses operate by making remote and hybrid work not just possible but highly effective. With a unified platform designed specifically for real-time collaboration, companies can maintain high levels of productivity, communication and teamwork, no matter where employees are based. From small project teams to company-wide initiatives, Teams is the backbone of modern communication and collaboration.



CHAPTER FOUR

# Microsoft Power BI

Data-Driven Decision Making

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# Microsoft Power BI

Data is the lifeblood of business success. However, data alone isn't enough – what matters is how you use it to stay competitive. That's where Power BI comes in.

Power BI is Microsoft's industry-leading [business intelligence and analytics tool](#) that helps companies visualize data, make data-driven decisions and create interactive reports and dashboards by turning complex data into clear, actionable insights. With Power BI, you can understand your data and, more importantly, act on it.

In a competitive business landscape, the ability to quickly turn data into actionable insights can be the difference between success and stagnation. Power BI helps organizations understand what has happened and predict what will happen, allowing for better planning and strategy execution.

Whether you're a small business or a large enterprise, Power BI scales to meet your needs by offering businesses a deeper understanding of their operations so they can identify opportunities for improvement and make data-driven decisions.



**Data visualization:** Power BI transforms raw, complex data into engaging visuals that tell a story. From bar charts and heat maps to pie charts and line graphs, you can create customizable visuals highlighting trends and insights.

**Real-time analytics:** Businesses often need up-to-the-minute information to make quick decisions. With Power BI, you get access to real-time analytics, enabling you to monitor live dashboards and get instant updates as your data changes.

**Reports and dashboards:** Power BI's reports and dashboards allow you to interact with your data dynamically. Drill down into specific areas, filter by criteria and share insights with your team. These interactive reports and dashboards help stakeholders get the most out of their data without the need for deep technical expertise.

**Advanced data security:** Power BI is built with enterprise-grade security and governance features to protect your sensitive data. Features like role-based access controls and data encryption ensure that only authorized users can access your insights.

**Integration with Microsoft tools:** Power BI seamlessly integrates with other Microsoft applications, including Excel, SharePoint and Azure. This flexibility makes it easier to pull data from multiple sources and bring it into one place for in-depth analysis.

CHAPTER FIVE

# Microsoft Power Automate

Streamline Your Workflows

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# Microsoft Power Automate

Efficiency is at the heart of modern business success. However, repetitive, time-consuming tasks often slow down progress, especially if they have many errors. Power Automate can eliminate these bottlenecks by streamlining workflows and automating processes, allowing companies to focus on what matters most.

Power Automate is Microsoft's powerful automation tool that enables organizations to create custom workflows between apps and services without the need for extensive coding. Whether it's automating approvals, syncing files or collecting data, Power Automate helps businesses save time and reduce human error.

## How Power Automate Transforms Modern Businesses

Agility and efficiency are crucial in today's fast-paced business environment. Power Automate empowers organizations to automate repetitive, mundane tasks, improve efficiency and reduce errors, freeing up your team's time and resources to focus on more strategic tasks. Whether you're a small business seeking to streamline day-to-day operations or a large corporation looking to automate complex processes, Power Automate [provides scalable solutions](#) that reduce the risk of human error, improve customer satisfaction and enhance productivity.

**Automated workflows:** Power Automate allows users to create workflows that automate repetitive tasks, such as sending notifications, moving files or updating databases. These workflows help speed up operations and eliminate manual effort.

**Customizable templates:** Power Automate offers a vast library of pre-built templates and connectors to help you get started quickly. Whether it's simple tasks or complex multi-step processes, these tools help organizations automate promptly and efficiently.

**Cloud and on-premises automation:** Automate tasks across both cloud services and on-premises systems with Power Automate's robust capabilities, ensuring you can streamline processes regardless of where your data resides.

**Integration with apps and services:** Power Automate integrates with hundreds of popular apps and services, including Microsoft 365, Salesforce, Google Workspace, Dropbox and Twitter. This wide range of integrations enables you to create seamless workflows across multiple platforms.



CHAPTER SIX

# Microsoft Copilot



AI at Your Fingertips

# Microsoft Copilot

Artificial intelligence (AI) is no longer a futuristic concept; it's an everyday reality for organizations looking to boost productivity and streamline operations. One of the [most powerful AI tools](#) in the Microsoft Modern Workplace is Copilot.

Integrated directly into [Microsoft 365 applications](#), including Word, Excel, PowerPoint and Outlook, this AI-driven assistant brings the power of AI to your fingertips, helping you automate repetitive tasks, enhance creativity and make smarter decisions faster. Whether drafting documents, analyzing data or summarizing emails, Copilot helps you work more efficiently and productively so you can focus on higher-value tasks. Its user-friendly interface and intelligent features make it easy for anyone, even those with limited technical knowledge, to leverage its power.

**Document creation in Word:** Copilot helps you draft and edit documents, generate summaries and write content based on your inputs. Whether you're creating a report or writing a proposal, Copilot can offer suggestions, correct grammar and format your text to align with company standards.

**Data insights in Excel:** Excel users can take advantage of Copilot's ability to analyze data sets, create complex formulas and generate visual representations like charts and graphs. Instead of manually inputting data and creating formulas, Copilot speeds up the process by predicting what you need and automating calculations.

**Design assistance in PowerPoint:** Copilot helps you craft visually appealing presentations by generating design ideas, optimizing slide layouts and suggesting visuals based on your content.

**Email management in Outlook:** Managing your inbox has never been easier. Copilot can summarize long email threads, draft responses and prioritize your most important messages. This saves time and ensures that nothing critical slips through the cracks.

**Automate tasks in Teams:** Copilot can also be integrated into Microsoft Teams. There, it enhances communication and collaboration by automating routine tasks and providing real-time insights.

## How Copilot Enhances Workplace Efficiency

Copilot's ability to take on time-consuming tasks means employees can focus on more strategic work, such as solving problems, brainstorming ideas and executing business strategies. As Copilot continues to evolve, this tool will become indispensable in helping companies remain competitive. By automating repetitive tasks, enhancing creativity and providing data-driven insights, Copilot is reshaping how employees work.



CHAPTER SEVEN

# Microsoft Azure



# Microsoft Azure

Cloud computing is a necessity for businesses that want to stay agile, secure and scalable. At the heart of this transformation is Microsoft Azure, a [comprehensive cloud computing platform](#) offering a vast array of services that help businesses manage, store and analyze data, develop applications and scale operations globally. Whether you're looking to host your applications, store data securely or leverage AI, Azure provides the foundation to support these activities, all while ensuring flexibility, security and reliability. With Azure, companies can break free from traditional IT limitations and tap into the full potential of the cloud.

**Scalability and flexibility:** With Azure, organizations can easily scale their infrastructure up or down based on demand. Whether you're a small startup or a large enterprise, Azure's cloud services grow with your business, ensuring you only pay for what you need without being limited by physical hardware constraints.

**Global reach with local control:** Azure's global network of data centers enables businesses to deploy applications and services virtually anywhere in the world, ensuring low latency and high availability. At the same time, Azure's compliance with local data laws gives companies confidence in maintaining data sovereignty and meeting regulatory requirements.

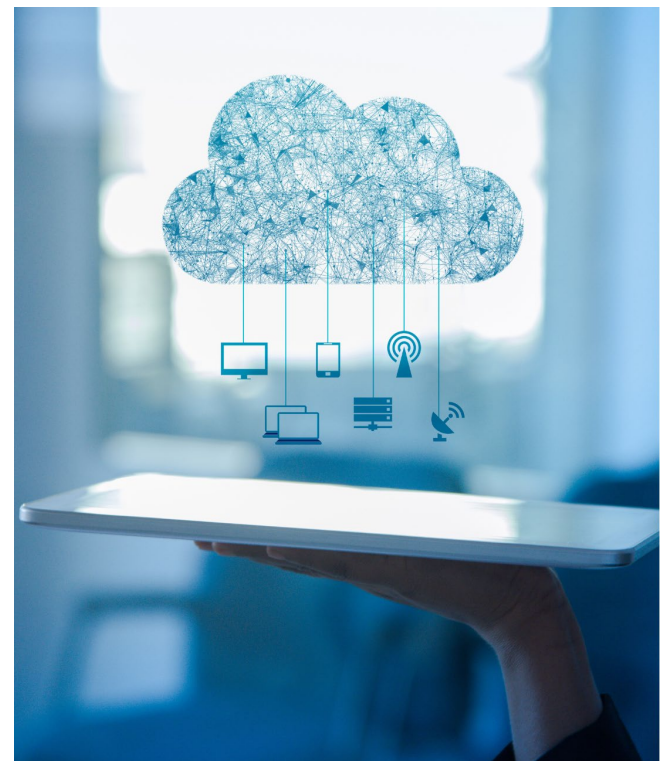
**Integrated security:** Multi-layered features like advanced threat protection, DDoS protection and multi-factor authentication ensure that your data and applications are secure, whether it's in transit or at rest. Azure also provides tools to manage identity and access, allowing organizations to control who has access to sensitive information.

**Disaster recovery and backup:** With Azure's disaster recovery services, businesses can safeguard against data loss by automating backups, maintaining redundancy and ensuring business continuity during outages or disasters. Azure's backup solutions are cost-effective and provide peace of mind, knowing data is secure and recoverable.

**AI:** Azure offers a rich set of tools for AI, enabling companies to build and deploy intelligent applications and automate processes. From predictive analytics to automation, Azure's AI services empower organizations to create smarter, more efficient processes and enhance productivity.

### How Azure Supports the Modern Workplace

Azure's role in the modern workplace goes beyond cloud storage or computing. It serves as the backbone for businesses looking to enhance their flexibility, security and innovation. Whether it's powering complex BI tools, hosting critical applications or providing scalable storage for growing data needs, Azure delivers the flexibility organizations need to stay ahead of the curve. From startups to global enterprises, Azure provides the infrastructure necessary to innovate, scale and secure data in a world where agility is critical.



CHAPTER EIGHT

# Benefits of the Modern Workplace

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"With the change to the modern workplace, we can now access our files from any location at any time with just an internet connection. Our documents are at our fingertips whether working from home, at a client site or sitting in an airport."— Financial Services client

By adopting the Microsoft Modern Workplace, businesses can take advantage of a fully integrated digital ecosystem where communication, data, security and intelligence are seamlessly connected. Here's a list of why companies are increasingly turning to the [Microsoft Modern Workplace](#) – and why your business should, too.

**Increased collaboration and communication:**

With tools like Microsoft Teams, employees can seamlessly collaborate in real-time, whether they're in the office or working remotely. Teams brings together chat, video conferencing, file sharing and integrated apps, creating a central hub for real-time collaboration.

**Seamless integration across applications:** The effortless interconnectivity of the Microsoft Modern Workplace eliminates silos and ensures that information flows smoothly across departments and teams, creating a unified work environment.

**Improve productivity:** The Microsoft Modern Workplace includes a range of productivity tools to streamline tasks, automate processes and offer data-driven insights, allowing employees to focus on high-value work.

**Enhanced security and compliance:** From Azure's advanced threat detection to multi-factor authentication, businesses are protected from data breaches and unauthorized access. Microsoft's tools help companies maintain compliance with industry regulations, like HIPAA, GDPR and CMMC.

**Scalability and flexibility:** As you grow, you can easily add more users, increase your storage capacity or expand your use of IT resources. Microsoft's cloud-based solutions ensure your workplace evolves alongside your business needs.

**Data-driven decision making:** With Power BI and AI analytics enable businesses to visualize data, identify trends and make informed decisions that drive growth and operational efficiency.

**Enhanced employee experience:** The Microsoft Modern Workplace empowers employees by providing tools that streamline their day-to-day tasks, improve collaboration and enhance work-life balance.

CHAPTER NINE

# Best Practices for Implementing the Modern Workplace

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# Best Practices

Implementing the [Microsoft Modern Workplace](#) is an ongoing journey. It requires continuous optimization, employee engagement and alignment with business goals. To get the most out of it, businesses should follow these best practices and unlock its full potential:

- 1. Assess your needs:** Before implementing any new technology, conduct a thorough assessment of your organization's current IT infrastructure. Review your current workflows, identify pain points and understand your team's needs.
- 2. Choose the right tools:** The Microsoft Modern Workplace offers a wide variety of tools and features, each designed to meet specific business needs. Evaluate which tools will maximize productivity and collaboration.
- 3. Develop an implementation plan:** Once you've chosen the right tools, it's time to develop a clear and structured implementation plan. A successful transition requires careful planning and clear communication.
- 4. Train your team:** Ensure that all team members are familiar with the tools and functionalities of Microsoft Modern Workplace. Provide training sessions and resources to help them maximize the available tools and platforms.
- 5. Integrate with existing systems:** Leverage Microsoft's vast ecosystem to seamlessly integrate with other systems your company relies on.
- 6. Prioritize security:** Microsoft offers robust security features, but it's important to configure these tools properly and ensure that your organization complies with industry regulations and data protection standards.
- 7. Monitor and optimize:** After implementing the Microsoft Modern Workplace, measuring the rollout's success is crucial. Use Power BI and Azure monitoring tools to track performance and make continuous improvements.



# Take the Next Step

When you're ready to bring your organization into a Modern Workplace environment, contact us to get started.

**GET STARTED**

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