

Upcoming Office 365 Changes

Overview

The purpose of this project is to secure sensitive information from being stored on personal devices or printed.

Personal Laptops/Computers:

Personal computers are not managed by NHRMC and should never have sensitive NHRMC data information stored there. Microsoft MCAS (Conditional Access) is a security tool that will be used to restrict functionality on personal laptops/computers.

Corporate Laptops/Computers:

Corporate computers and laptops can be on NHRMC network. Some of these devices are currently being used at home. Because these devices are being managed by NHRMC and data is encrypted, there will be no restrictions for corporate computers whether they are being used at home or at NHRMC. AWS Workspaces are also considered corporate devices.

Current State Office 365 & Future State:

Personal PC	Current State	New setup
Download files locally	Yes	No
Upload	Yes	Yes
Copy & Paste text within O365	Yes	No
Copy & Paste text outside O365	Yes	No
Print	Yes	No

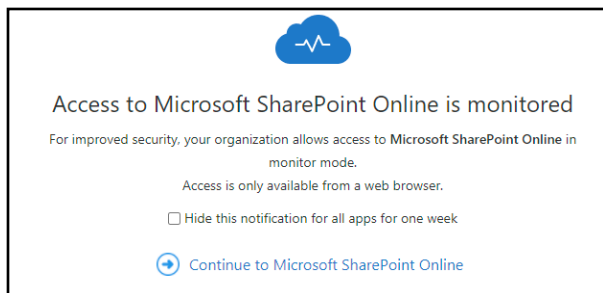
Corporate Laptops/Computers

No Restrictions
Current & Future State

How does this affect me working from home?

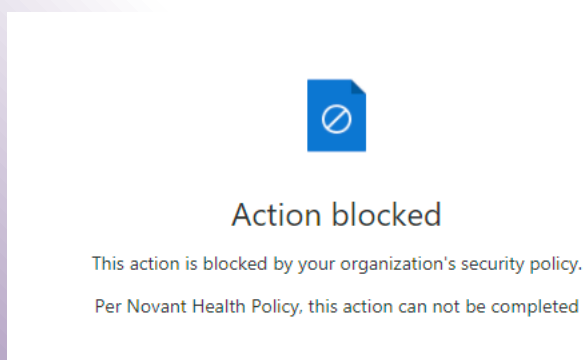
Personal Computers—Office 365 Web Products

When opening Office web products either through office.com or nhrmc.okta.com, you'll receive this type of message after login:



- You can check the “hide this notification” box so that you do not see this every time you access Office apps for the entire week. After clicking Continue, you will be able to access the web application.

- When accessing files from Office 365 web, it will always open up in the web version.
- You can create new files and save those files to One Drive. You can open email attachments in Outlook Web and save those to One Drive. You will not, however, be able to save those files locally to your personal computer.
- Other restrictions in place:
 - * You will not be able to print documents to personal printers.
 - * You will not be able to cut/copy and paste in Office 365.
 - * If you try to do any of these actions you will receive this type of message:



- For more information on how to navigate in Outlook Web, go to this link:

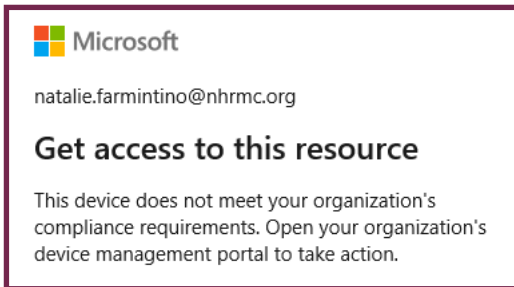
<https://support.microsoft.com/en-us/office/get-help-with-outlook-on-the-web-cf659288-35cc-4c6c-8c75-e8e4317fda11?ui=en-us&rs=en-us&ad=us>

How does this affect me working from home?

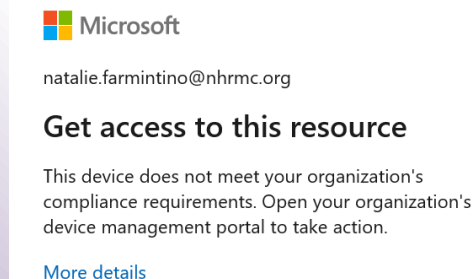
Personal Computers—Office apps Installed

If you have Office products installed on your personal computer you will no longer be able to access NHRMC data through Outlook, One Drive or Teams using those applications.

When you try to access the Outlook, One Drive or Teams via the installed application, you will receive this message:



- There may still be old emails in the Outlook client but the data will not refresh. Please remove your NHRMC email account from the Outlook client using the following instructions:
<https://support.microsoft.com/en-us/office/remove-or-delete-an-email-account-from-outlook-1fa900ae-6dc8-468c-b754-10292f7ee47a>
- You can still use Word, Excel, Access, PowerPoint and Publisher and save locally for your personal use. It cannot be used for NHRMC business.
- You will be able to access Outlook, Teams, One Drive and all other Office applications through Office Web or through the Okta portal.
 - * Office Web: www.office.com
 - * NHRMC Okta Portal: <https://nhrmc.okta.com>
- If you're accessing documents through SharePoint, you will not be able to edit that document through an installed Office application.
 - * You must only open and edit it in the Web version.
 - * For example, I opened an Excel document in SharePoint. It opens in the web version of Excel. If I try to go to "Editing" then "Open in Desktop App", I receive this message:



How does this affect me working from home?

Corporate Computer/Laptop

If you are using a corporate desktop or laptop from home, you will not have any Office 365 restrictions.

This means for installed Office applications, they will function as if you were in the office on the NHRMC network.

If you're using a browser or Okta to access Office Web, you will have no restrictions there either.

Important:

- **If your NHRMC provided device has Office restrictions, please enter a ticket into the ServiceNow system or contact the IS Help Desk at 667-7855.**

Personal Computers accessing Work Computers

- Many team members access office computers through <https://remote.nhrmc.org>.
 - * You will still be able to access your office computer. There will be no Office 365 restrictions on computers located in the office.
 - * Same is true for those accessing AWS (Amazon Workspaces) through a personal computer. You will still be able to access your workspace and there will be no Office 365 restrictions in your workspace.