



# Microsoft Office 365 Remote Connectivity – User Guide

JANUARY 2020





# Introduction

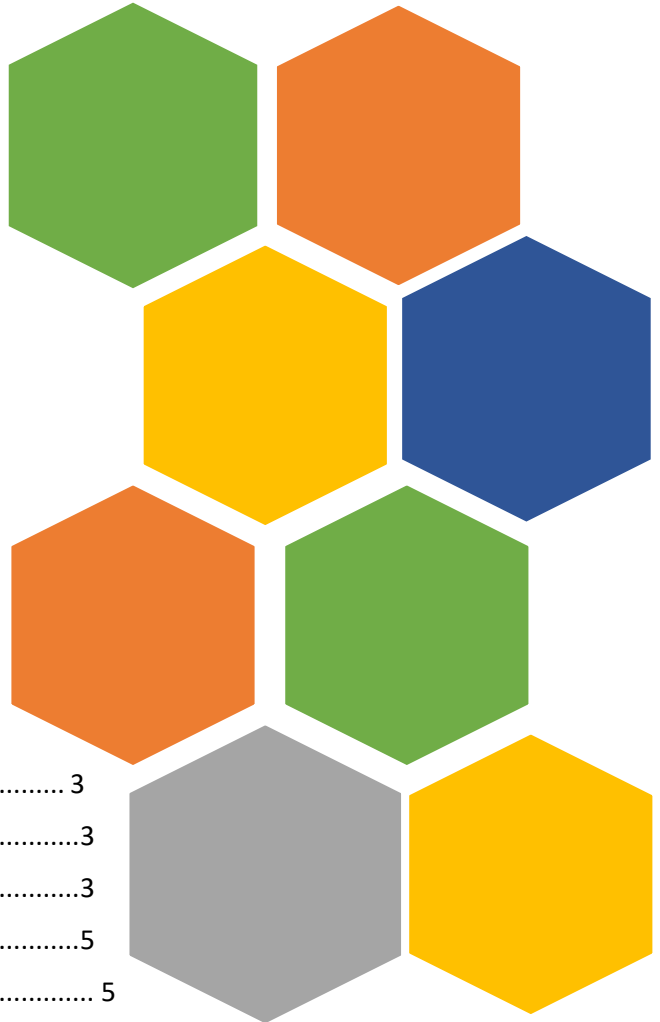
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Microsoft Office 365 is the online platform used by Savills for a number of functions including emails, collaboration, office tools (including Word, Excel, PowerPoint)

Users with a valid Microsoft O365 accounts can access the systems online using their PCs or mobile devices anywhere. This document covers the basic usage and options available to users when they are working in remote location outside of Savills office.

## Contents

Introduction .....	1
Accessing Microsoft Office 365.....	2
1. What is Microsoft Office 365? .....	2
2. Who can use Microsoft Office 365?.....	2
3. How to access Microsoft Office 365 remotely.....	2
Microsoft Office 365 Online (Web).....	3
1. Technical Requirement .....	3
2. Accessing O365 Online.....	3
Microsoft Office 365 Mobile App.....	5
1. Introduction and Technical Requirement.....	5
2. Download and Installation .....	5
3. Authentication .....	6
Known Limitations .....	7
1. Security Controls.....	7
2. Functionality Limitation .....	7
ANNEX A: Document History .....	7



## Accessing Microsoft Office 365

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### 1. What is Microsoft Office 365?

- 1.1. Microsoft Office 365 (O365 in short) is an integrated platform of apps and services powered by Microsoft to provide business functions such as:
  - Email (Microsoft Exchange and Outlook)
  - Collaboration Tools (Microsoft Teams, Skype for Business)
  - File Sharing and Storage (OneDrive and Sharepoint)
  - Microsoft Office suite (Word, Excel, PowerPoint)
- 1.2. Microsoft Office 365 apps are available in a number of different platforms, including in PC, web or mobile and most of the functions are available even if the users are accessing outside of Savills network.

### 2. Who can use Microsoft Office 365?

- 2.1. All Savills users should be provided with a Microsoft Office 365 license entitled them to access the range of services provided by Microsoft Office 365.
- 2.2. Apps and services available would depend on the license granted.

### 3. How to access Microsoft Office 365 remotely

- 3.1. Microsoft Office 365 is available through the following platforms:
  - Online using web browsers on PC or mobile devices – including Microsoft Edge, Chrome, Safari or Firefox
  - Mobile apps (iOS or Android)

## Microsoft Office 365 Online (Web)

### 1. Technical Requirement

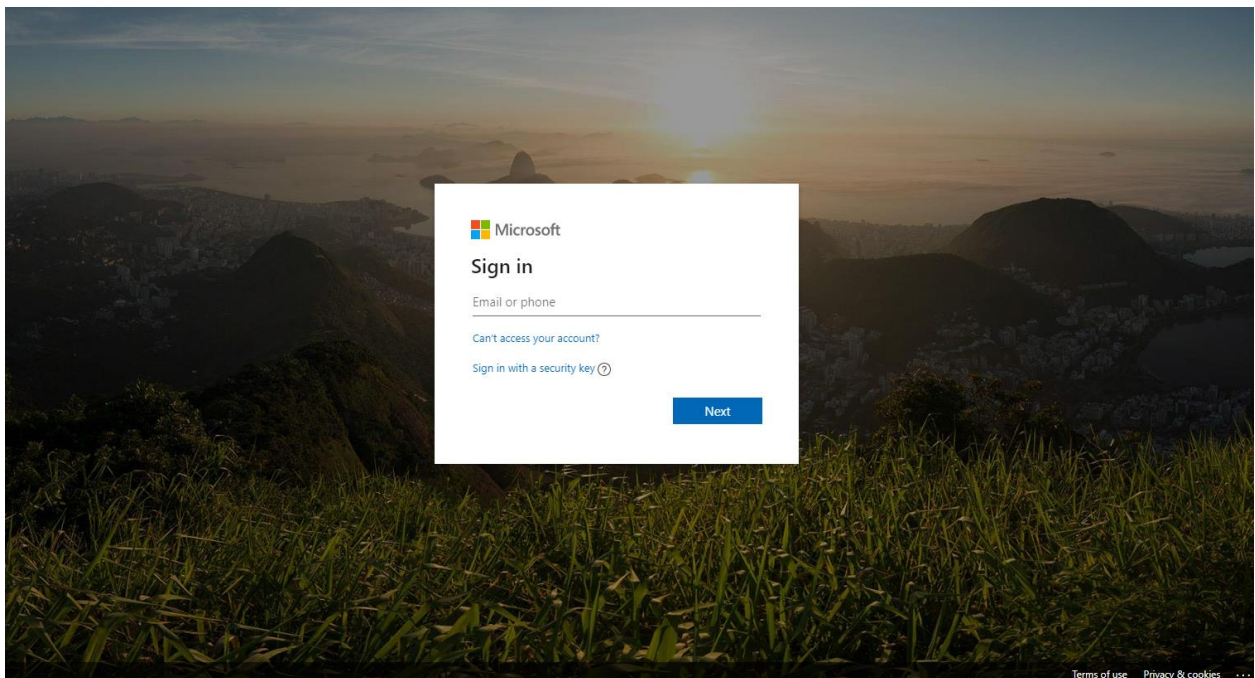
- 1.1. Basically you would need a web browser and an internet connection to access O365 online from your PC.
- 1.2. The following web browsers are recommended by Microsoft:
  - Windows 10: Microsoft Edge, Internet Explorer 11, Mozilla Firefox, Google Chrome, Apple Safari
  - Windows 8, 8.1 or 7: Internet Explorer 11, Mozilla Firefox, Google Chrome, Apple Safari
  - Mac OS X: Apple Safari or Google Chrome
  - Linux: Mozilla Firefox or Google Chrome (limited features)
- 1.3. Most mobile browser will work with Microsoft O365. It's recommended you keep your mobile device and its apps up to date:
  - Phone or tablet with Android 5.0 or later
  - An iPhone, iPad or iPod touch with iOS 10.0 or later

### 2. Accessing O365 Online

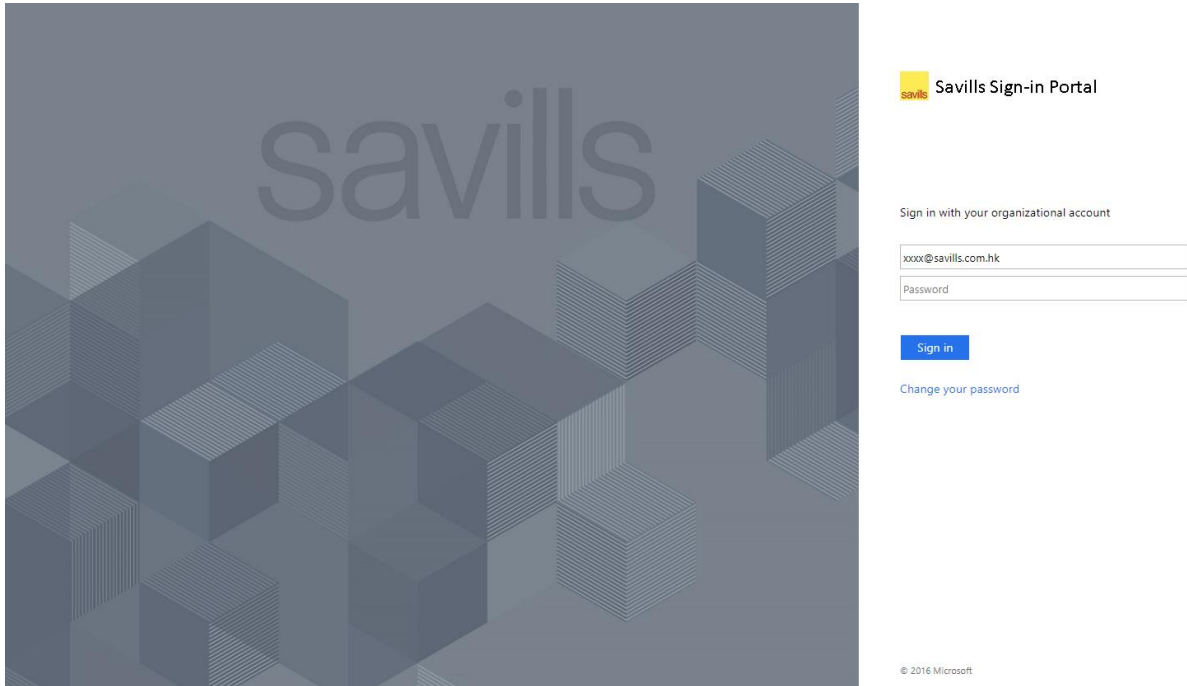
- 2.1. Office 365 Online can be accessed through the following address:

**<https://office.com/?auth=2>**

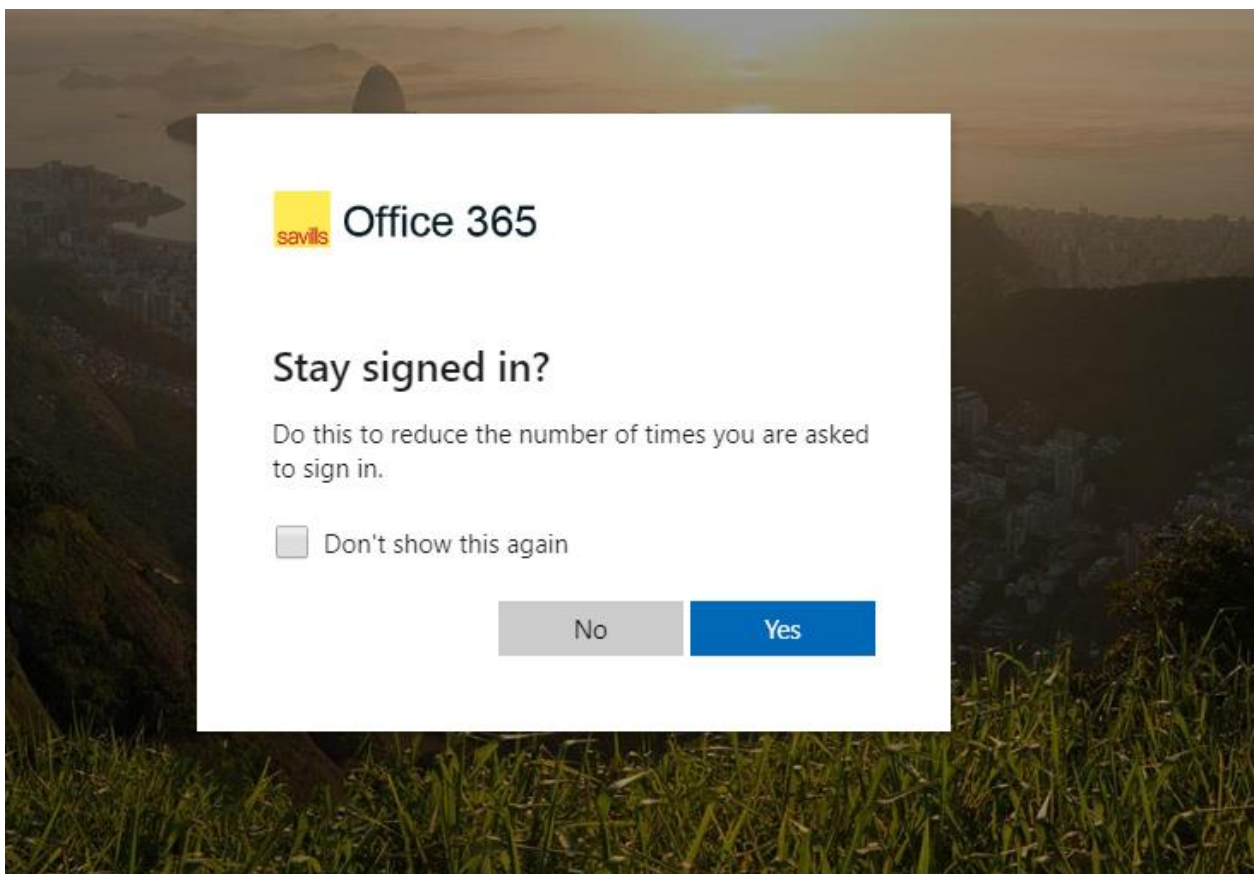
- 2.2. You will be directed to the “Sign in” page. Under the “email or phone” field, please enter your full Microsoft account username (for example, [xxxx@savills.com.hk](mailto:xxxx@savills.com.hk)). Click “Next”.



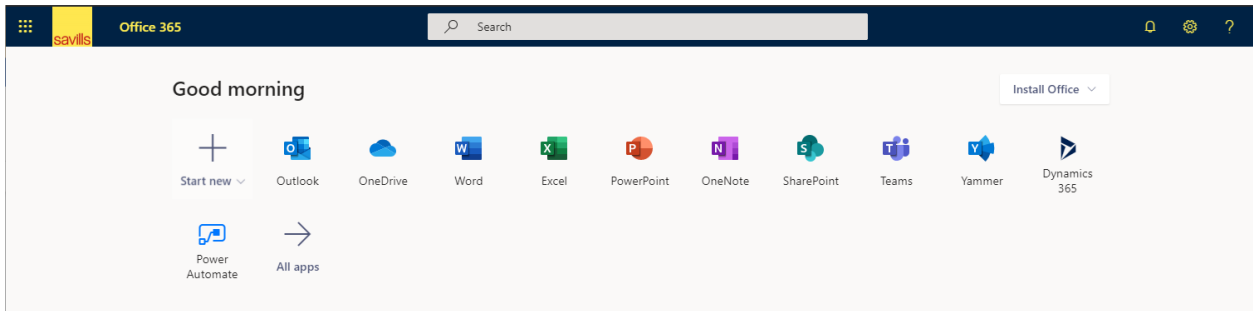
- 2.3. In the next page “Savills Sign-in Portal”, username should be pre-filled with the same username you have filled in in the previous page, and under password, please fill in your Microsoft account password (the same password you use to log in to your company PC)



2.4. If the following screen was displayed, please click “Yes” to continue.



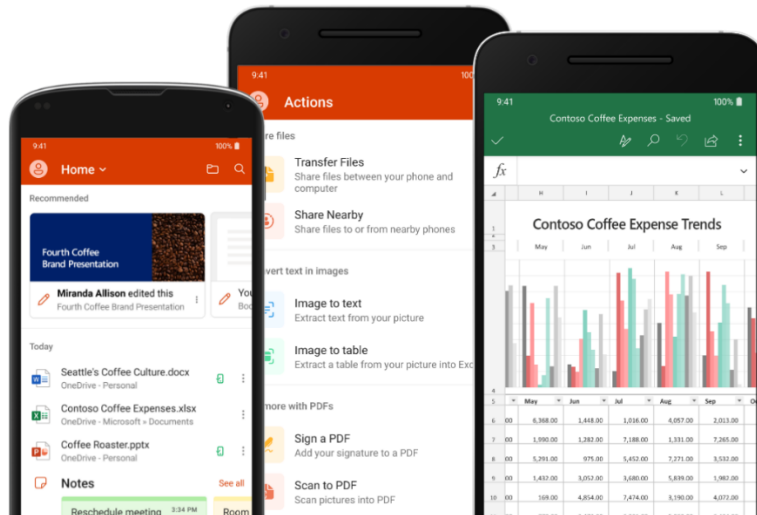
2.5. Once you are authenticated, you will be directed to the Microsoft Office 365 Online landing page. All the applications you have access would be displayed.



- 2.6. Typically, the following applications will be available to most users:
- Outlook: Company Email
  - OneDrive: Online File Storage
  - Word: Online version of Microsoft Word
  - Excel: Online version of Microsoft Excel
  - PowerPoint: Online version of Microsoft PowerPoint
  - SharePoint: Online File Sharing
  - Teams: Online collaboration and communications

## Microsoft Office 365 Mobile App

### 1. Introduction and Technical Requirement



- 1.1. A number of Microsoft O365 applications are available through mobile app for devices running iOS or Android.
- 1.2. Technical requirement, functionalities and version varies with different apps, but typically, the following devices were supported:
  - Phone or tablet with Android 5.0 or later
  - An iPhone, iPad or iPod touch with iOS 10.0 or later
- 1.3. To install or access the app, an internet connection is required either through mobile/cellular data or Wi-fi.

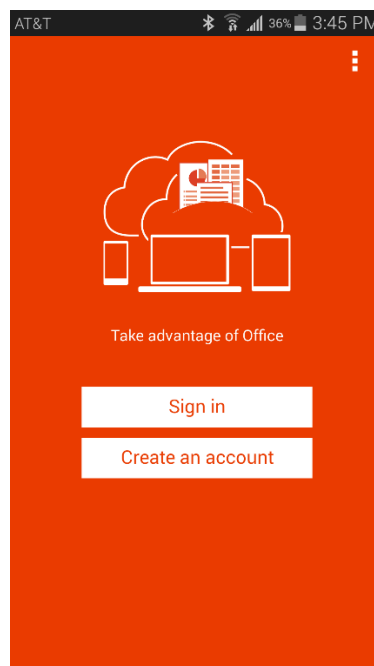
### 2. Download and Installation



- 2.1. Microsoft O365 mobile apps are available through Apple App Store or Google Play. Use your own Apple or Android log in to access the sites and to download/install the apps in your own device. All of them should be available free of charge.
- 2.2. For the latest link for individual apps, please refer to Microsoft support site at: <https://products.office.com/en/mobile/office>

**3. Authentication**

- 3.1. For each of the Mobile App, you are required to sign in. Please use your Savills windows account username (for example, [xxxx@savills.com.hk](mailto:xxxx@savills.com.hk)) and password to sign in when prompted.



- 3.2. There may be additional prompts requiring your response depending on the system used. Please follow the instructions on your mobile devices.



- 3.3. Once authenticated, you can use the mobile apps in the similar manner as you would using the traditional desktop or web online versions.

## Known Limitations

### 1. Security Controls

- 1.1. Some controls were in place to prevent users from downloading or storing data on a non company-owned or offline device as per corporate security policy.
- 1.2. So, there may be restriction in download functions or executing/accessing certain files. If needed, users can save their data in their own OneDrive folder or SharePoint document library.
- 1.3. By using the mobile app in users' own devices to access company data (including emails and files), users are subject to relevant corporate security policies. Users may also need to grant Savills access to the device to monitor usage but your personal data in your mobile device would not be affected.

### 2. Functionality Limitation

- 2.1. While the web interface and mobile apps were designed to provide the same level of functionalities and experience similar to the desktop app, some limitations and constraints may exist. If needed, please consult Savills IT Service Desk team or Microsoft Support website for technical assistance.
- 2.2. There were also known issues regarding stability regarding some Microsoft O365 mobile apps, depending on the device and system used. Some of those issues may be out of Savills IT support scope.

## ANNEX A: Document History

### Version History

Version	Date	Author(s)	Comment
1.0	1/13/2020	Gary Suen	Initial Draft

### Approval History

Version	Date	Approver(s)	Department/Role	Comment

### Review History

Version	Date	Reviewer(s)	Department/Role	Comment
1.0	1/13/2020			