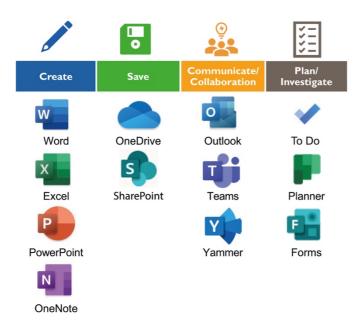# Rules for Office 365

What is Office 365?

Office 365 is a cloud-based platform with tools for working anywhere and on different platforms. It contains applications such as Word, PowerPoint, Excel, Outlook mail, and Outlook calendar, and several other tools/services, such as programs to discuss, exchange ideas, plan, collaborate and share documents. More information regarding services supported by Mid Sweden University are found below.

User Guidelines

In addition to general rules in accordance with the University's liability for Office 365 (O365), the following applies:

- The purpose of O365 is to support the activities and tasks that employment or studies require.
- O365 must not contain data that is covered by confidentiality under the Public Access to Information and Secrecy Act or by law violations and specific categories of personal data (so-called sensitive personal data) according to the Data Protection Regulation (see Mid Sweden University's digital crib sheet).
- O365 must not be used for private business.
- O365 must not be used so that the use infringes on the privacy of others, attempts to insult or humiliate others, illegally disseminates copyrighted

material, solicits violations or violates Swedish law or is otherwise inappropriate, offensive, disturbing, vulgar, obscene or indecent.

- The information/content of the various platforms in O365 can often be general documents that are saved or sorted-out based on current rules. The information may be provided upon request. All employees should keep this in mind when using O365.
- The services must follow the graphic profile of Mid Sweden University, when it is possible to alter the design.
- The home page for employees at miun.se/en/staff is the gateway to the O365 services.
- Office 365 may be installed on private computers (each user has access to O365 on a total of 5 devices), but please note that Helpdesk ONLY provides support to computers owned by Mid Sweden University.

Special Guidelines for Teams and Yammer

- All employees can create groups in Teams and Yammer.
- Anyone who creates a team in Teams and Yammer is fully responsible for ensuring that the group's data and content does not violate the University's liability and rules or violate Swedish law.
- All groups must have an owner and a substitute.
- The creator of the group is the contact person for INFRA.
- The owner of the group/team is responsible for ensuring that long-term storage of information in temporary groups is handled according to given policies.
- The system owner reserves the right to rename groups/teams when there are operational or working reasons.
- The system owner reserves the right to shut down or remove groups/ teams for operational reasons or in the case of justified suspicion of a violation of the University's liability and rules or of a justified suspicion of a violation of Swedish law.
- The system owner reserves the right, after information via e-mail to the group/team owner, to remove groups/teams that have not been used for 24 months.

General Documents, Saving and Sorting

To determine if information on the O365's various platforms are public documents or not, the crib sheet for managing e-mail and Teams should be used:
https://www.miun.se/medarbetare/gemensamt/personuppgiftshantering/faq/ (in Swedish)

The platforms are different channels for information, but the same rules/policies apply.

No information is saved/archived long-term via O365. Documents to be archived are handled in the operating systems and processes to which they belong and are

archived electronically, or sent digitally or on paper to the university's archive function for archiving according to agreed routines. Each employee is responsible for sorting and deleting information that is no longer relevant in the O365 work formats.

Name Standard

The following name standard is recommended as it leads to a more obvious and user-friendly structure for groups via Teams and Yammer in Office 365. Remember to use unique and descriptive names that make it easy for users to understand the purpose and use of the group/team.

- The creator of the team should add a prefix before Description/Name such as the abbreviation for the organizational division that the team has (e.g. OMV management group, INFRA Helpdesk group).

- If the team is to be used for collaborative work across organizational divisions, the abbreviation MIUN is recommended as a prefix.

- If the team is to be used for a project with a set timeframe, the team title should always start with "Project".

- In exceptional cases, if more appropriate, a name/description without a prefix can be used. The Name/description should be so unique that it is not confused with other teams.

Reporting Misuse

When a student or employee believes that someone is violating the above guidelines, it is to be classified as an incident. Incidents are reported and handled in accordance with the university's Incident Management Process.

Sanctions

Sanctions are in accordance with Mid Sweden University's liability agreement.

Mid Sweden University's supported services in O365

By support is meant technical support, simpler method support and help to order educational assistance.

Word, Excel and PowerPoint

Office software for word processing, calculation and presentation.

Outlook

E-mail and calendar.

Teams – a chat-based collaboration workspace

Teams is a collaboration workspace where you can create specific groups, e.g. your department (or equivalent) or for a project/work area. The group can share files and collaborate in real time, and the team can e.g. have a common Planner with tasks that need to be implemented and use Forms to create votes in the team. It is also possible to connect other external applications. Just like in Skype, you can chat, participate in calls and online meetings in Teams.

OneNote – a digital notebook

OneNote is an alternative to a regular notebook. You have your own place to quickly save your thoughts, ideas and plans. If you are e.g. working in a group, OneNote is useful for the joint meeting notes.

OneDrive – a personal area for saved files

OneDrive is your personal space where you can save files. You own them, but if you want, you can share selected documents with others, and in real time, together and from anywhere, work in the document and update it.

SharePoint – a common area for saved files

SharePoint is a common area where files from a team are saved. The files are shared within the team and all team members can work with the files in real time.

Planner – a project board in the cloud

Planner is a digital planning solution where each task is added to and distributed within the group. The data can then be followed up in a simple and clear way.

Yammer – a discussion forum based on areas of interest

Yammer is best described as a social network for the organization, much like the organization's own Facebook. It is built around open communication and is in many ways inspired by the large social forums we otherwise use. Compared to Teams, Yammer acts more like a discussion forum.

Forms – a survey tool

Forms is a tool to create and conduct studies, tests and polls.