

Ilona's Office 365 Experience

Ilona Lewicka
London HR

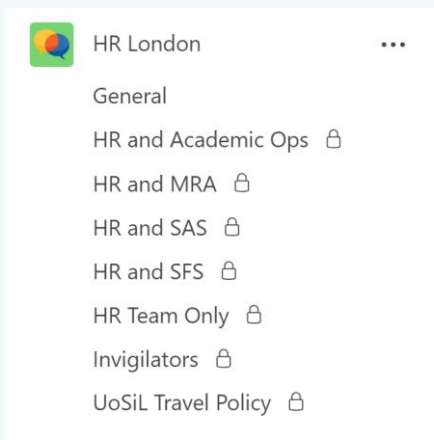


Ilona is using **Office 365** on a **daily basis**, with both colleagues in her team, as well as across different teams in London. Here we see how she uses **Teams**.



This Team is for everything HR related, *except* recruitment.

Each **channel focusses on one particular aspect** and is **set to private**, due to the sensitive information within.

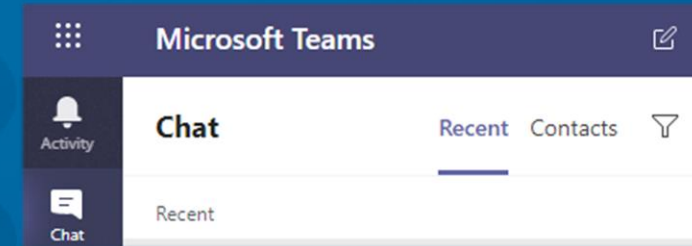


This Team is **split into channels** and covers:

- Recruitment campaign(s)
- Job descriptions
- Shortlisting
- Interviews
- IT policies
- ... and more

Organising and sharing files was one particular **advantage** of this Team and its channels

When **working remotely**, Ilona uses the **chat function in Teams** to stay in touch with her colleagues. It's **quick, easy** and **keeps the chat history**.



Ilona says about the **IT Policies** channel:

“ It was a **godsend**, many people had an input and it made things **so much easier!** ”

Ilona summarises her **experience with Office 365** so far like this:

“ I don't know how we did all this before **Office 365!** ”

Going forward, Ilona would like to use **Office 365** for...

“...**working together** with the Payroll Team down in Sunderland...”

“ ... and **explore** the functionalities of **OneDrive** and **Planner**. ”