



## **Working, collaborating and working from home**

Achieve maximum efficiency and productivity with ease from your digital workplace.

## Work anytime, anywhere with a **single, integrated solution**

### This guide includes:

- An optimized workplace thanks to the right tools
- Working anytime and anywhere with a single, integrated solution
- Devices based on your specific needs
- Custom support for total peace of mind
- Getting started with Workplace as a Service



Individual work, contact with colleagues for sharing organization-wide information, social interaction, communication and collaboration with the outside world? Virtual distributed teaming does require customization, but it can all be done today from a single application.

Microsoft Teams is the hub for online collaboration, so it can therefore function perfectly as the all-in-one tool for all your home workers. Chatting, conferencing, sharing files and working with business apps? All of this is possible. The tool makes remote collaboration easier, getting more done in less time.

## Digital is the new normal

The pandemic has completely transformed the way we work. As many as nine out of ten Belgian companies allow their employees to work from home, and for 83% of those same companies, working from home has become indispensable to ensure business continuity.

Even at home, every employee needs a digital workplace that facilitates productivity, cooperation and the work-life balance. Given that every company employs different profiles, each with their own specific needs and wishes,

this presents a challenge that has a multitude of dimensions.

The time has therefore come to roll out a next-gen digital workplace that provides your employees with the right tools for maximum performance. Workplace as a Service also puts your employees first, while simplifying the operational management of your workplace.

## A productive workplace thanks to the right software

To fully complete the digital employee experience, your employees also need tools that make working and collaborating easier.

With the cloud-based applications of Microsoft 365, you will already be maximizing connectivity and efficiency while giving every employee access to the right tools. Anywhere and from any device.

## Microsoft 365 suite

The Microsoft 365 suite provides the most appropriate tools where they are needed most. Basic productivity applications enable work intuitively and digitally.

With secure access to applications such as Outlook, Planner, OneDrive and Teams, among others; services such as email, calendar, file sharing and online meetings can be securely deployed on the go and everything becomes easier straight away.

### User adoption

Selecting the proper and most efficient tools is one thing. Working with them often proves to be the biggest challenge. At Inetum-Realdolmen, we assist users and train them to perfection. Even online. This is also how your workplace is going to pay off to maximum effect.

## How does it work?

- **Sharing files:** Teams allows home workers to access, share and work on files securely and from virtually any location. The days of sending files via WeTransfer are over. Share files in channels, meetings and chats and define who can access your files inside and outside the organization.

- **Meeting:** Meeting together in one room? That's possible! Microsoft Teams virtualizes your meeting space and makes it available to all your employees. Invitations still go out via email, and thanks to screen sharing, presentations don't have to be put on hold either.
- **Collaborating:** We do it without giving it a second thought. Even now that we are all working from home, collaborating doesn't

have to be a problem. More than that, Teams lets home workers collaborate in real time on the same document, and automatic synchronization eliminates any confusion there might be about different versions floating about. The integrated apps such as Word, PowerPoint and Excel make collaboration even easier.

- **Mobile:** From your PC, mobile or tablet? With Teams, you can work anytime and anywhere. What's more, thanks to the integration of SharePoint and OneDrive, you can access your files whenever you want and on any device.
- **Privacy and security:** Collaborating remotely? That does involve a number of risks. But these don't have to get in the way of your work-at-home ambitions. With Teams, you easily satisfy

legal, regulatory and organizational needs thanks to industry-leading compliance and security capabilities.

- **Simple integration:** The definition of simple. That's the best way to describe the integration of Teams into your (home) work environment. Since it is already a part of the Microsoft 365 suite, you also have immediate access to all of its familiar applications and don't have to switch between different tabs or programs.
- **Bots:** Bots are a feature that allows you to get information from websites, and you can access software or websites right from the chat or a tab. Requesting statistics in Microsoft 365 or conducting employee surveys? Thanks to the integrated bots in Teams, this is now possible in just one click.

## Getting started together?

Teams is undoubtedly an intuitive tool, but even you may occasionally reach your limits. With MS Teams Jumpstart, Inetum-Realdolmen will help you and your employees get started and get rid of annoying stumbling blocks and ambiguities.

## Everything starts with the right device

Do you want to drive your employees' productivity to new heights? Everything starts with a hyper-personalized and high-tech work environment.

After all, your employees need the appropriate devices to access the resources they need to flourish in their roles and to create value for your business.

They themselves often prefer lightweight, portable and, above all, user-friendly devices. That proper choice of devices is becoming an increasingly important factor when it comes to employee satisfaction and their willingness to (continue to) work for a particular employer.

At Realdolmen, we identify all roles and types of employee and suggest the most appropriate devices. Do you want to let your employees choose freely from a selection of devices? This is possible, too!

## Guaranteed continuity

Together with our partners DELL, HP, Lenovo and Microsoft, Inetum-Realdolmen has developed an offer that allows your company to purchase the new and innovative workplace as a service: Workplace as a Service. At Inetum-Realdolmen, we offer this solution based on a service model allowing you to easily put together a package that is perfectly tailored to the specific needs of all your employees.

**"60% of all IT managers say they spend too much time managing devices"**

## Support for total peace of mind

As we are well aware that efficiency also plays a crucial role in your operational IT management, we also offer your organization the necessary service on top of the appropriate devices, software and tools.

After all, managing your workplace is becoming increasingly complex, and innovation and technological development must continue to take center stage. A challenge that needs to be addressed by many IT departments, but thanks to our Workplace as a Service offering, this challenge is not insurmountable.

Include all of the administration, or just part of it? Make your team knowledge-proof, or rely on our helpdesk and support services? Our team of experts is there to provide advice, training, management services and support.

**"83% of companies use 3 to 9 different tools for device management"**

**"75% of businesses are lagging behind when it comes to installing security patches"**

## Workplace as a Service – The benefits at a glance

### For your employees

Digital workplace available anytime and anywhere

- Seamless switching between different devices
- Fast and easy collaboration with colleagues
- Support when problems arise

### For CIOs

- Wide range of devices
- Financial predictability
- Operational efficiency
- Secure working environment

### For CFOs

- More efficient cost management
- Innovation

### For HR managers

- Increased employee satisfaction
- Extra incentive for new hires
- Helps with employee development
- Indispensable for smooth business operations

## Clear packages

From simple device lifecycle management to complete service handling, we have the perfect solution for everyone. All you have to do is choose from our clear packages.

## Getting started with WPAAS

With a high-tech workplace as a service, you are truly laying the foundation for the new normal. Working from home, mobile work or dynamic office work becomes easier and much more efficient. Your employees and IT professionals receive the right tools, and you can focus on what really matters – your core business.

The smart workplace is at your fingertips and can be integrated in a few significant steps. Rely on our many years of experience and find out what the design, implementation and management of a digital work environment can do for your organization.



### 1. Basic:

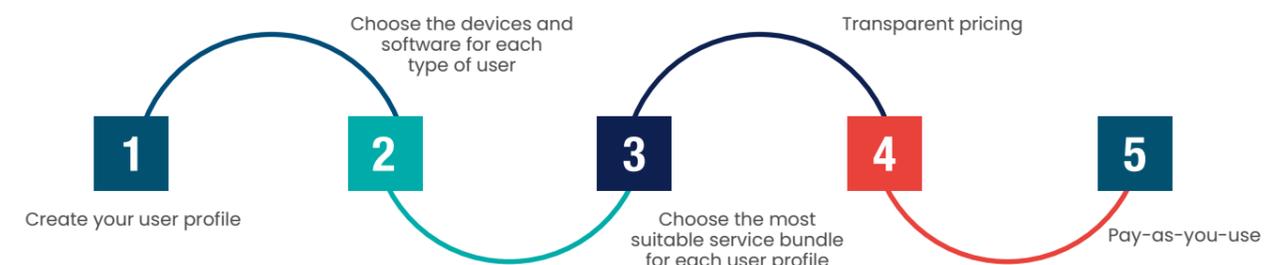
Support, maintenance and replacement of your employees' devices. The most important services covered, and you can also count on a backup system if necessary.

### 2. Essential:

The operating system of these devices can also be managed. Optimization of licensing and execution of patches and updates? You name it!

### 3. Convenient:

If you have hardware, you need software. All Office applications, business applications and their administration are included.



# Looking for 'the' digital workplace?

Contact our experts and discover the possibilities  
at [info@inetum-realdolmen.world](mailto:info@inetum-realdolmen.world).

