



OKLAHOMA Office of Management & Enterprise Services

OMES has unlocked additional Office 365 features that are intended to increase your productivity and collaboration while teleworking. O365 allows you to securely access your email, files and many other features without the need for a VPN.

The most notable feature is that our Microsoft Teams environment now allows you to add guests outside of your organization to Teams. Guests must have their own O365 account or will need to create one in order to join a team. While guest access is limited in comparison to organizational access, this feature creates another avenue for you to interact with your core community and industry partners.

Additionally, current state employees can download and use the O365 suite on up to five devices. Use of O365 is authorized on personal devices (e.g., home computers, laptops and cellphones) if two-factor authentication is active. This option has the potential to alleviate the need for agencies to purchase additional laptops or VPN licenses.

As always, be mindful and ensure compliance with regulatory data, organizational policies and procedures when accessing data in O365 applications while teleworking on personal devices. If you choose to download O365 on personal devices, we encourage you to review the recommendations below:

Review the state's [Personal Device Standard](#) to learn more about acceptable use.

- Consult with your agency leadership and counsel regarding the applicability of the standard and Open Records Act if using a personal device to access O365
- Refrain from downloading files from O365 to your personal device.
- More details can be found in this [O365 Features Quick Start Guide](#) and in the [OMES Telework Toolkit](#).

If you have questions, please contact the [OMES Service Desk](#) or try our new chat feature on the [OMES webpage](#) where you can chat directly with a Service Desk representative.

OMES Service Desk
405-521-HELP (local)

866-521-2444 (toll free) ServiceDesk@omes.ok.gov

Contact us anytime! We are available 24 hours a day, seven days a week