Appetite

HOW TO CREATE A GREENER WORKPLACE WITH MICROSOFT 365

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Building a sustainable, future-ready workplace means rethinking how your business operates digitally.

Microsoft 365 provides powerful tools to help you work greener, smarter, and more efficiently.

Here's a practical guide to get you started...

✅ 1. MODERNISE YOUR DOCUMENT MANAGEMENT WITH SHAREPOINT

Outdated systems and messy file storage waste time, drive up printing, and create inefficiency.

How to take action:

- Migrate files to SharePoint to centralise storage
- Organise documents by department or project for easy access
- Set permissions to strengthen security and governance

Green benefit: Cut paper use and energy by replacing filing.

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✅ 2. AUTOMATE ADMIN WITH POWER AUTOMATE AND COPILOT

Manual tasks like approvals, data entry, and reporting waste time and resources.

How to take action:

✅ Use Power Automate to streamline repetitive tasks

✅ Harness Copilot to draft communications generate reports, and summarise meetings

✅ Integrate with Teams and Outlook for smoother workflows

Green benefit: Saves energy and resources by automating tasks and optimising operations with AI.

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✅ 3. ENABLE REMOTE AND FLEXIBLE WORK

Remote working cuts commuting emissions and improves work-life balance.

How to take action:

✅ Use Teams for real-time communication
✅ Enable secure remote access via Microsoft 365
✅ Encourage cloud-first working habits

Green benefit: Reduces travel emissions and office resource use.

✅ 4. GO PAPERLESS WITH DIGITAL PROCESSES

Paper-heavy processes are a major source of waste.

How to take action:

- ✅ Replace paper forms with Microsoft Forms or Power Apps
- ✅ Store all approvals and documents digitally
- ✅ Promote a print-free culture

Green benefit: Significantly lowers paper consumption and costs.

✅ 5. STRENGTHEN ETHICAL DATA MANAGEMENT

Going digital must also mean operating responsibly.

How to take action:

✅ Use Microsoft Purview and SharePoint governance features

✅ Apply ISO-compliant data management policies

✅ Audit data access regularly
   Green benefit: Supports ethical, transparent operations that build trust

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✅ 6. SCALE SUSTAINABILITY WITH AI AND SMART INSIGHTS

Transformation should grow with your business and sustainability goals.
How to take action:

✅ Review your Microsoft 365 setup regularly for new efficiencies
✅ Track sustainability KPIs with Power BI
✅ Use Copilot's AI insights to spot inefficiencies and recommend greener actions

Green benefit: Drives smarter, AI-powered decisions that reduce your environmental footprint.

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🌿 **Final Thought:** Small Digital Shifts, Big Environmental Impact

With Microsoft 365 and Copilot, it's easier than ever to work smarter, waste less, and create a greener, more resilient workplace.

👉 Learn more at... **appetite.business**