



ADMIN COLLECTIVE

UNLOCK THE MICROSOFT 365 TOOLS YOU ALREADY HAVE!

9 Tools to Streamline Your Business and Save you Time

Most businesses use Microsoft 365 every day, but often only for Word, Excel, and Outlook. What many don't realise is that they're already paying for a full suite of powerful tools designed to save time, cut costs, and make teamwork easier.

Before signing up for yet another app or subscription, take a look at the hidden gems already included in Microsoft 365. You might be surprised at how much your system can actually do, once you know where to look. And the best part is, they all talk to each other without the need for external plugins and integrations.

How to use this guide

Microsoft 365 keeps evolving, with new features and updates rolling out all the time. Instead of diving into detailed "how-to" steps that can quickly change, this guide gives you a simple overview of a few handy tools already included in your subscription.

Each section highlights what the tool does, how it can help your business, and a quick tip to get you started, so you can explore the ones that fit your needs best.

Think of this as your roadmap to getting more value out of Microsoft 365, without adding extra subscriptions or complexity

MICROSOFT 365 TOOLS YOU ALREADY HAVE



PLANNER

Use to:

Simplify project management with a user-friendly task tracking tool.

Quick Tip: Use Planner to organise tasks across teams without needing a third-party app.

Similar to:



BOOKINGS

Use to:

Streamline appointment scheduling with an integrated booking system.

Quick Tip: Set up a booking page for clients to schedule calls without the back-and-forth emails. Synching seamlessly with your Outlook calendar.

Similar to:



POWER AUTOMATE

Use to:

Automate repetitive tasks like email sorting, data entry, or notifications. Integrates with other tools and software.

Quick Tip: Use templates to create workflows quickly, even if you're new to automation.

Similar to:



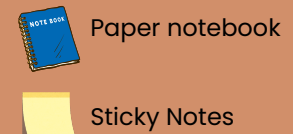
TO-DO

Use to:

Keep your tasks organised and synced across all your devices. Integrates with Outlook to create tasks directly from emails

Quick Tip: Create daily to-do lists and prioritise tasks with deadlines.

Similar to:



WHITEBOARD

Use to:

Collaborate visually in real-time with a digital canvas.

Quick Tip: Use Whiteboard during virtual meetings to brainstorm or share ideas visually.

Similar to:



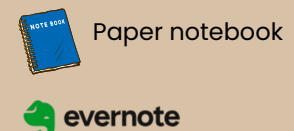
ONE NOTE

Use to:

Organise notes, meeting details, and ideas in one place.

Quick Tip: Use tags to categorise your notes for easy searching.

Similar to:



MICROSOFT 365 TOOLS YOU ALREADY HAVE



FORMS

Use to:

Create surveys, quizzes, or feedback forms easily.

Quick Tip: Use Forms to gather team feedback or client insights in minutes.

Similar to:



TEAMS BREAKOUT ROOMS

Use to:

Host more productive virtual meetings with smaller group discussions.

Quick Tip: Set up breakout rooms before a meeting for smoother transitions.



COPILOT

Use to:

Your built-in AI productivity partner
Let Copilot do the heavy lifting. It can draft emails, create presentations, summarise meetings, and even analyse data in Excel — all using plain language prompts.

Quick Tip: Try asking, "Summarise my unread emails from today," or "Create a task list from this meeting." You'll be surprised how much time it saves.

Similar to:



BEFORE YOU BUY ANOTHER TOOL... CHECK MICROSOFT
FIRST.

YOU MIGHT ALREADY BE PAYING FOR IT.

*For more tips and tools, follow us on social media
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