



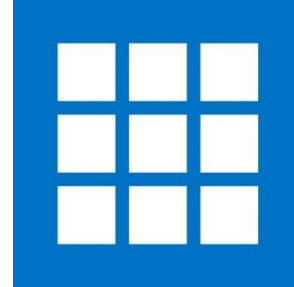
# O365 @ Hasbro

Office 365 (O365) provides easy access to Microsoft's suite of cloud-based productivity and collaboration tools. It gives you the latest versions of the applications you know and love, like Word, Excel, PowerPoint, and webmail, as well as new tools like OneDrive for Business, which provides a place in the cloud where you can store, share, and sync your individual work files.

Because O365 is cloud-based, you can use Office when and where you need it. Just sign in to your O365 account, and access the applications and files you need to do your work, from anywhere.

It all starts with the O365 waffle:

- Log in to your O365 account, using your Hasbro credentials, at: [webmail.hasbro.com](http://webmail.hasbro.com)
- Click on the O365 waffle to access all of your tools and applications.



## OneDrive for Business:

*A Place in the Cloud to Save, Share and Sync Your Work Files*

### Share with Colleagues

With OneDrive, you can easily share documents without emailing attachments back and forth, and ensure that everyone is viewing the most recent version.

### Access from Anywhere

Files saved in your OneDrive for Business folder on your computer are automatically synchronized to the cloud, so you always have access to your work, whether you're in the office, travelling or working remotely.

### Work and Edit Together

Share a document with team members, and you can edit the document together – in real-time, no matter where you are – getting work done efficiently.



### Always Available Online

Never worry about losing your documents again. With OneDrive, you'll always be able to access your work files online, even if something happens to your computer.

### Built-in Version Control

You can quickly revert to a previous version of a document if you need to.

### Unlimited Cloud Storage Space

OneDrive for Business provides unlimited cloud storage space for your work documents. Please check usage guidelines on the back to see what kinds of documents you should save in your OneDrive for Business folder.

### Your Files Are Private


By default, all documents in your OneDrive folder are private, unless you decide to share them. You can set Edit or View access when you share a document, and can change access at any time.





## What Kinds of Documents Should I Save in OneDrive for Business?

Your OneDrive for Business folder is intended to be the primary storage location for your individual work and workplace-related documents. Please make sure documents saved in OneDrive for Business do not contain information that is regulated by a government entity, or that is private, restricted or sensitive.

Do Save in OneDrive for Business	Don't Save in OneDrive for Business
<ul style="list-style-type: none"> <li>Files that you would previously have saved in your 'My Documents' folder (Windows users) or 'Documents' folder (Macintosh users)</li> <li>Work and workplace-related documents</li> <li>Documents of no or low sensitivity</li> </ul> 	<ul style="list-style-type: none"> <li>Personal files such as family photos or videos, music, movies</li> <li>Private, Restricted, or Sensitive information, as described below: <ul style="list-style-type: none"> <li>Private information: Data regulated by a government agency (SEC, CPSA, FCC, etc.) such as customer personally identifiable information (PII), credit card data, vendor tax ID, employee information such as birthdate, benefits, and medical information</li> <li>Restricted information: Sensitive Intellectual Property (SIP), including licensed IP, product designs, pre-release product images and videos, product presentations, strategic plans and product roadmaps</li> <li>Sensitive information: Confidential business records, contracts, audit reports, non-public financial data and performance results, company assets, pre-release IP, legal documentation and records, application source code, design documents</li> </ul> </li> </ul>

### Learn How:

Access our full OneDrive for Business training library, at <http://training.hasbro.com>. Just click on the Hasbro Business Systems Library then navigate to OneDrive for Business.

