



**SharePoint
CONFERENCE
NORTH AMERICA**

A Power Users Guide to Building Productivity Solutions in Office 365

About Us

About Me



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VENADO TECHNOLOGIES

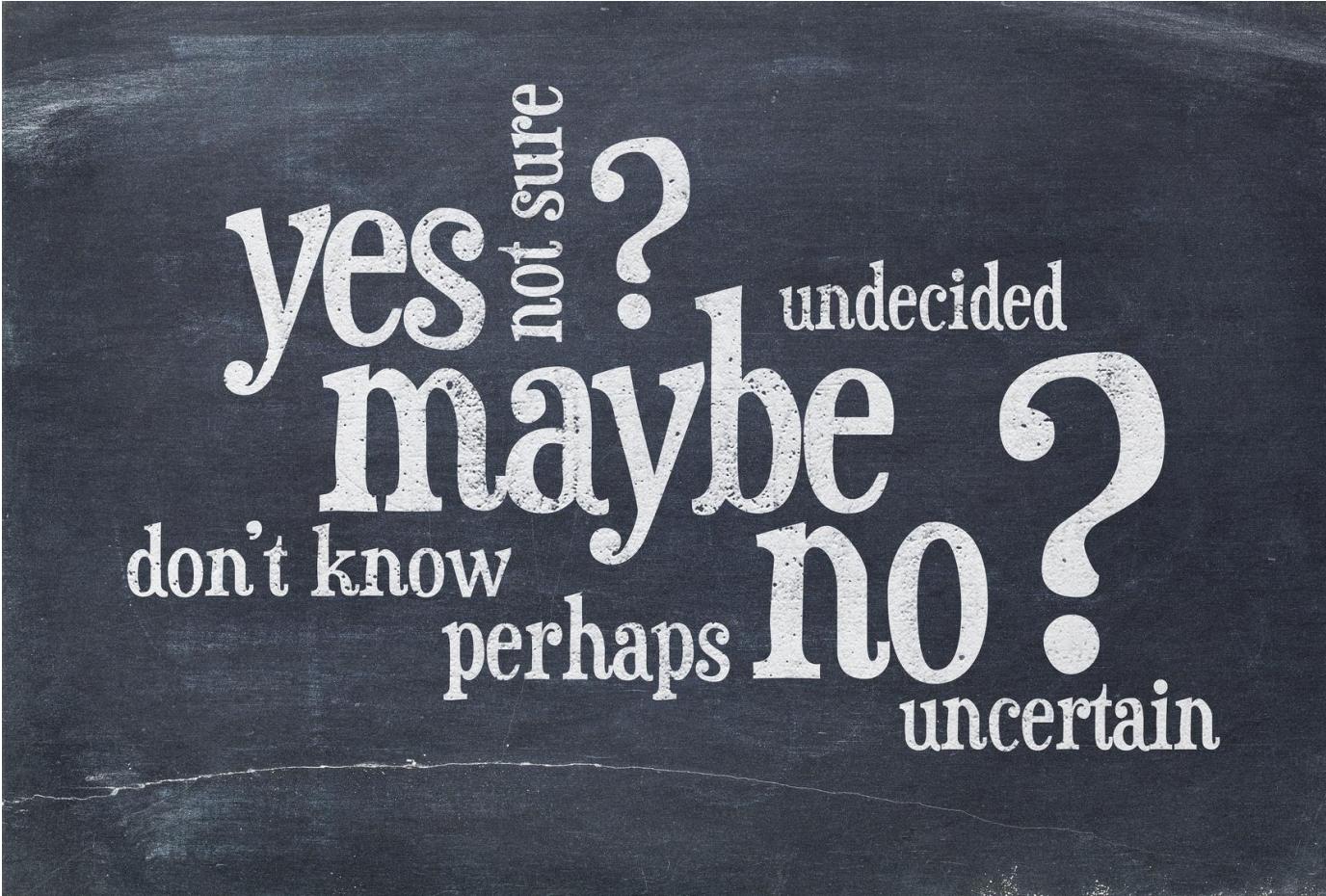
Agenda

Agenda

- 9:00 Introduction & Overview
- 9:30 Using Teams & SharePoint to Stay Connected Part 1
- 10:30 *Coffee Break***
- 10:45 Using Teams & SharePoint to Stay Connected Part 2
- 11:15 Collaborating on Documents
- 11:45 Searching for Content & People
- 12:00 *Lunch***
- 1:00 Building Communication Sites
- 2:15 Automating Solutions & Designing Forms Part 1
- 2:30 *Coffee Break***
- 2:45 Automating Solutions & Designing Forms Part 2
- 3:30 Q&A

Introduction & Overview

When to use what?



Teamwork is how work gets done

2x

Teams compared to 5 years ago



Internal & External Members
People outside the firewall need unfettered access

50%

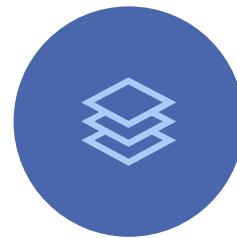
Increase in “collaborative” work



Geographically Distributed
Need varied ways to connect across locations and time-zones

5x

More likely to be high performing



Diverse Workforce
Different expectations, preferences, and tool demands

Microsoft 365: Universal Toolkit for Teamwork

Outlook



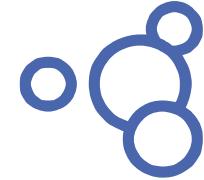
Email & Calendar

SharePoint



Intranets &
Content Management

Yammer



Connect Across
the Organization

Office Apps



Co-Author

Teams



Hub for Teamwork

Office 365 Groups

Single team membership
across apps and services

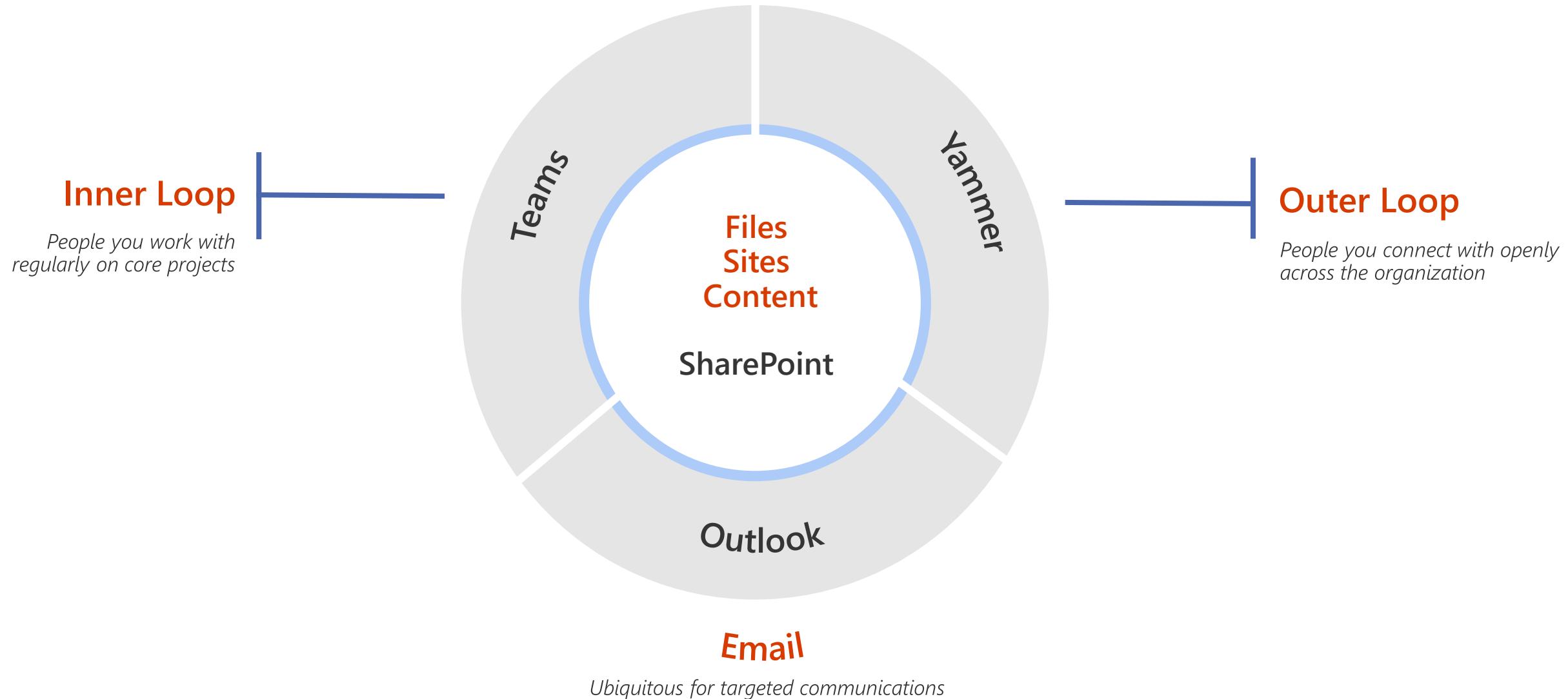
Microsoft Graph

Suite-wide intelligence
connecting people and content

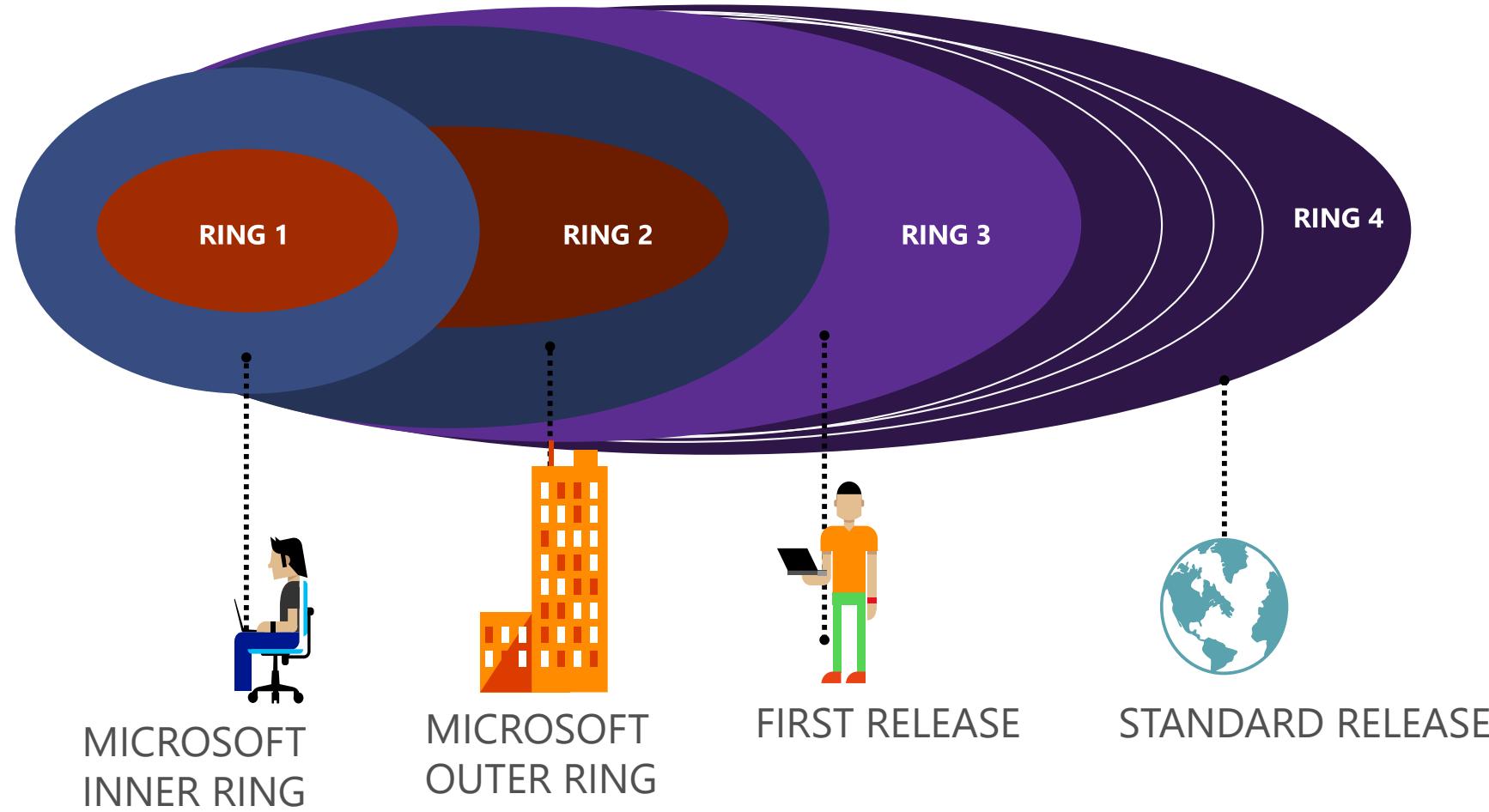
Security and Compliance

Centralized policy management

Microsoft 365 Teamwork: Where to Start a Conversation



Release & Validate



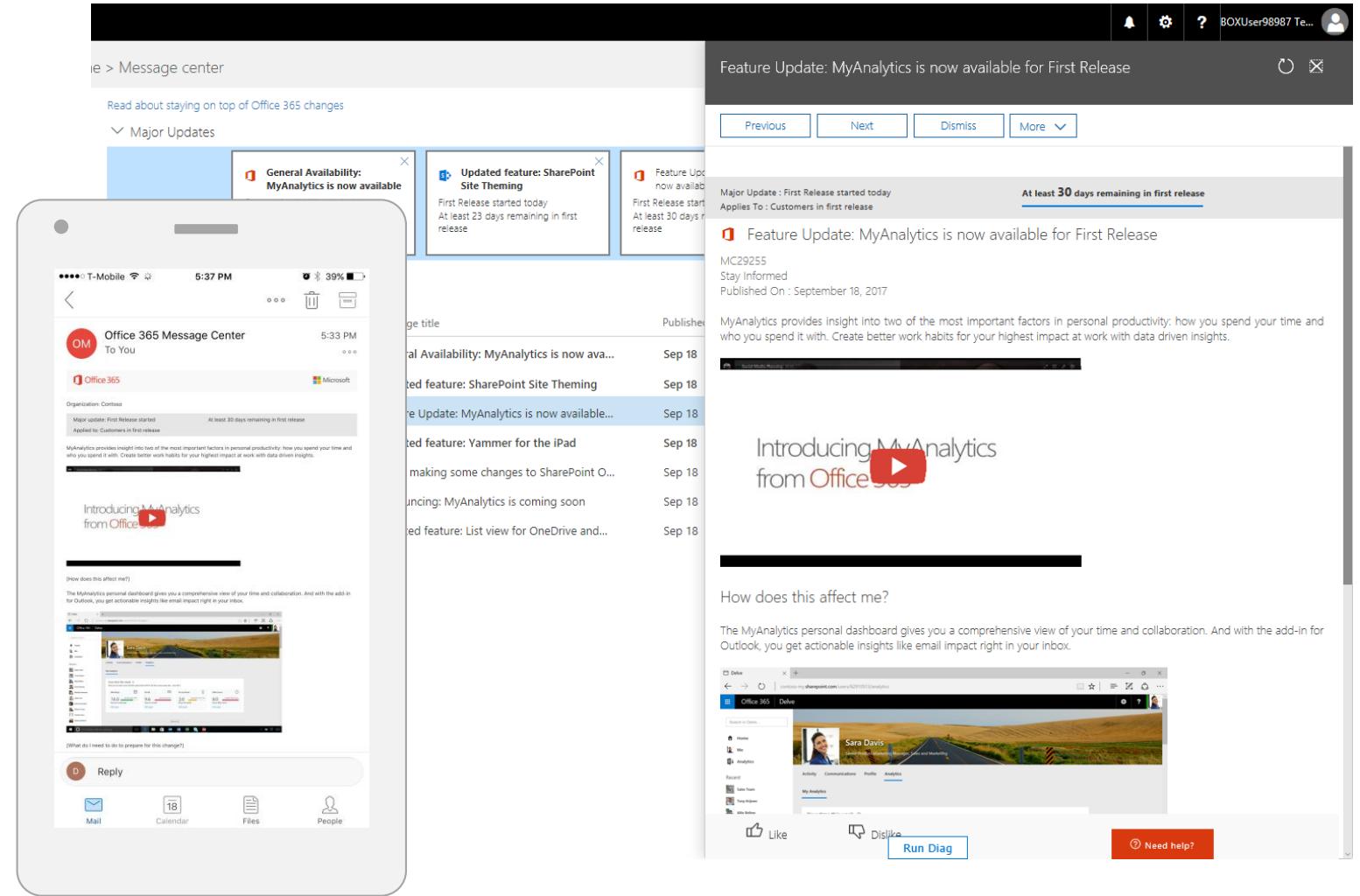
Major Update hits First Release

When a major update hits First Release, the feature will remain there for at least 30 days before it proceeds to GA.

Announcement

General Availability

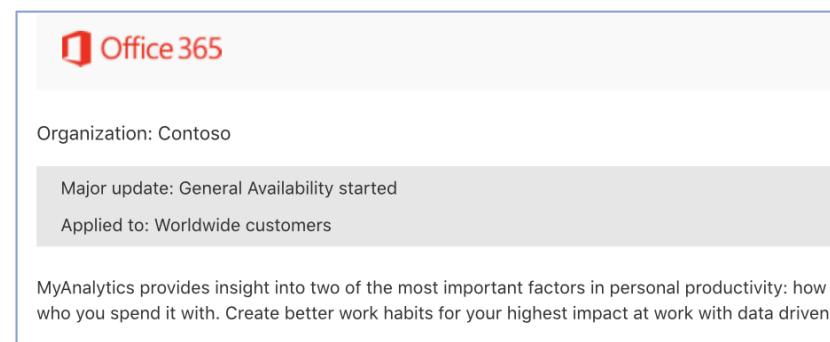
Available in
First Release



Major Updates hits GA

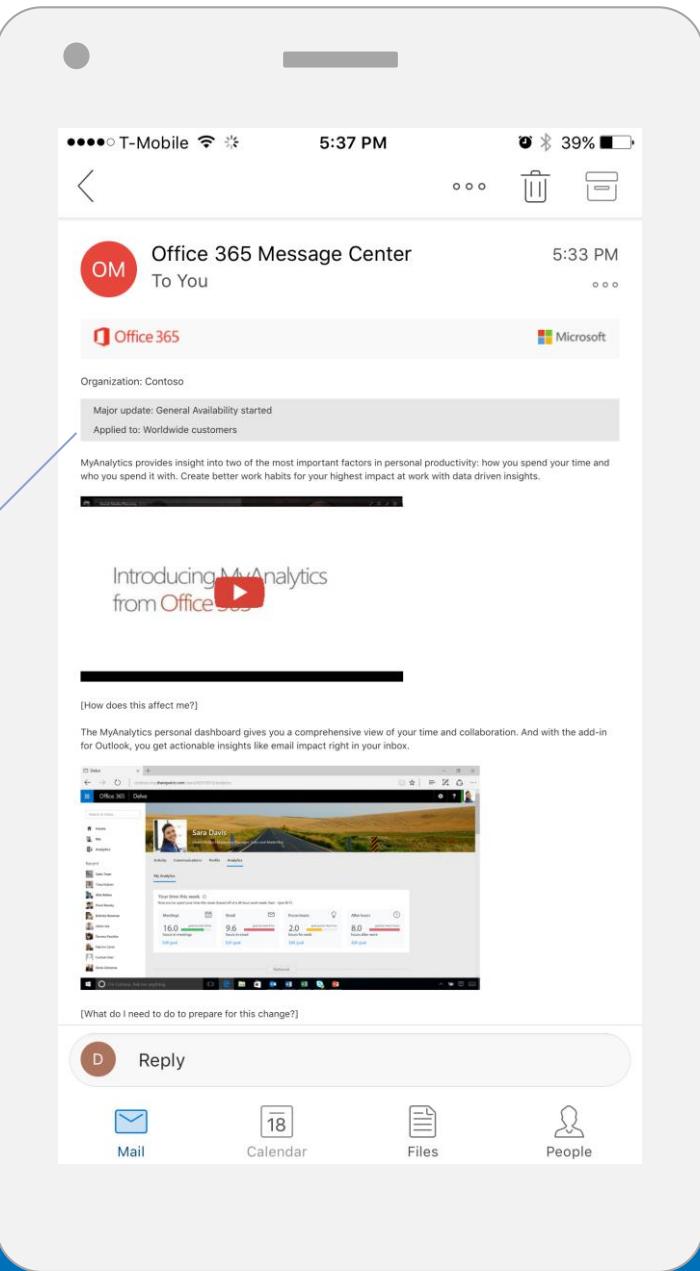
When a major update exits First Release and is being exposed to all customers, Microsoft initiates a final communication.

Announcement



General Availability

Available in
First Release



Using Teams & SharePoint to Stay Connected

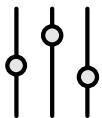
Microsoft Teams, the hub for teamwork in Office 365



Chat, calls & meetings
for today's teams



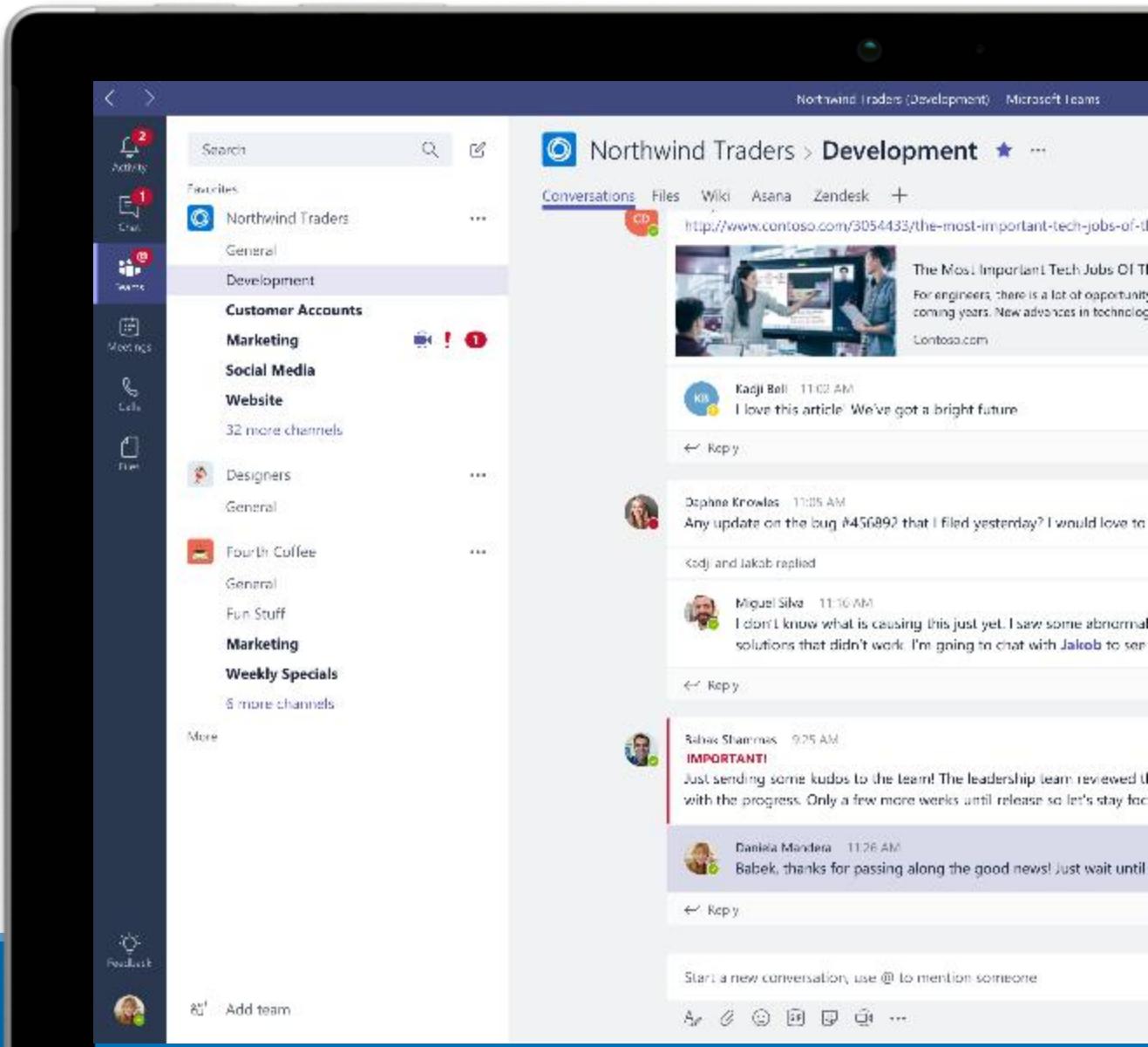
Integrated Office 365 apps



Customizable and extensible



Enterprise security,
compliance & manageability



Microsoft Teams use cases for every scenario

Customer Support

- Enable continuous knowledge sharing between shifts
- Provide visibility into customer escalations
- Search for solutions across conversations
- Speed up issue resolution with various subject matter experts



Engineering

- Enable continuous discussion across a distributed team
- Discuss ideas and requirements, gather inputs in the open
- Store standard documentation and files
- Integrate with developer tools like Jira



Finance

- Prepare earnings release with cross-functional stakeholders
- Streamline data consolidation and analysis
- Store budgeting documentation and files
- Share economic trends and news



Human Resources

- Drive alignment on job descriptions and streamline interview processes
- Plan and prepare new employee onboarding
- Engage distributed employees in training
- Share department resources and documentation



Marketing

- Coordinate campaigns and event tasks
- Share the latest content drafts for feedback
- Get automated reports from analytics tools
- Prepare marketing launch across multiple stakeholders



Sales

- Get quick answers from PMs and Sales Ops
- Share key customer wins
- Get lead notifications and deal mentions
- Share latest company, product and competitor news



Operations & Project Management

- Streamline project communication and tools
- Provide status updates, get feedback, coordinate tasks
- Share files and collaborate on deliverables
- Get new project members up to speed quickly



Get guidance on these and other scenarios in the [FastTrack Productivity Library](#)

Clients

Web clients

<https://teams.microsoft.com>

Edge, Chrome (latest), Firefox (latest), Internet Explorer 11+

Offers to install desktop client and mobile apps

Desktop and mobile clients

<https://teams.microsoft.com/downloads>

Windows 7+, Mac OSX 10.10+, Android 4.4+, iOS 10+,

Windows Mobile 10+

Windows Store app under development

Mobile clients available via app stores

Microsoft Teams

Office 365 commercial suites

O365 Business Essentials

O365 Business Premium

O365 Enterprise E1, E3, E5

Existing O365 Enterprise E4 purchased before its retirement

Office 365 Education

O365 Education

O365 Education Plus

O365 Education E5

Existing O365 Education E3 purchased before its retirement

Government

Not available to Government customers at this time

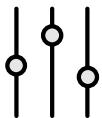
SharePoint Sites



Modern Lists & Libraries



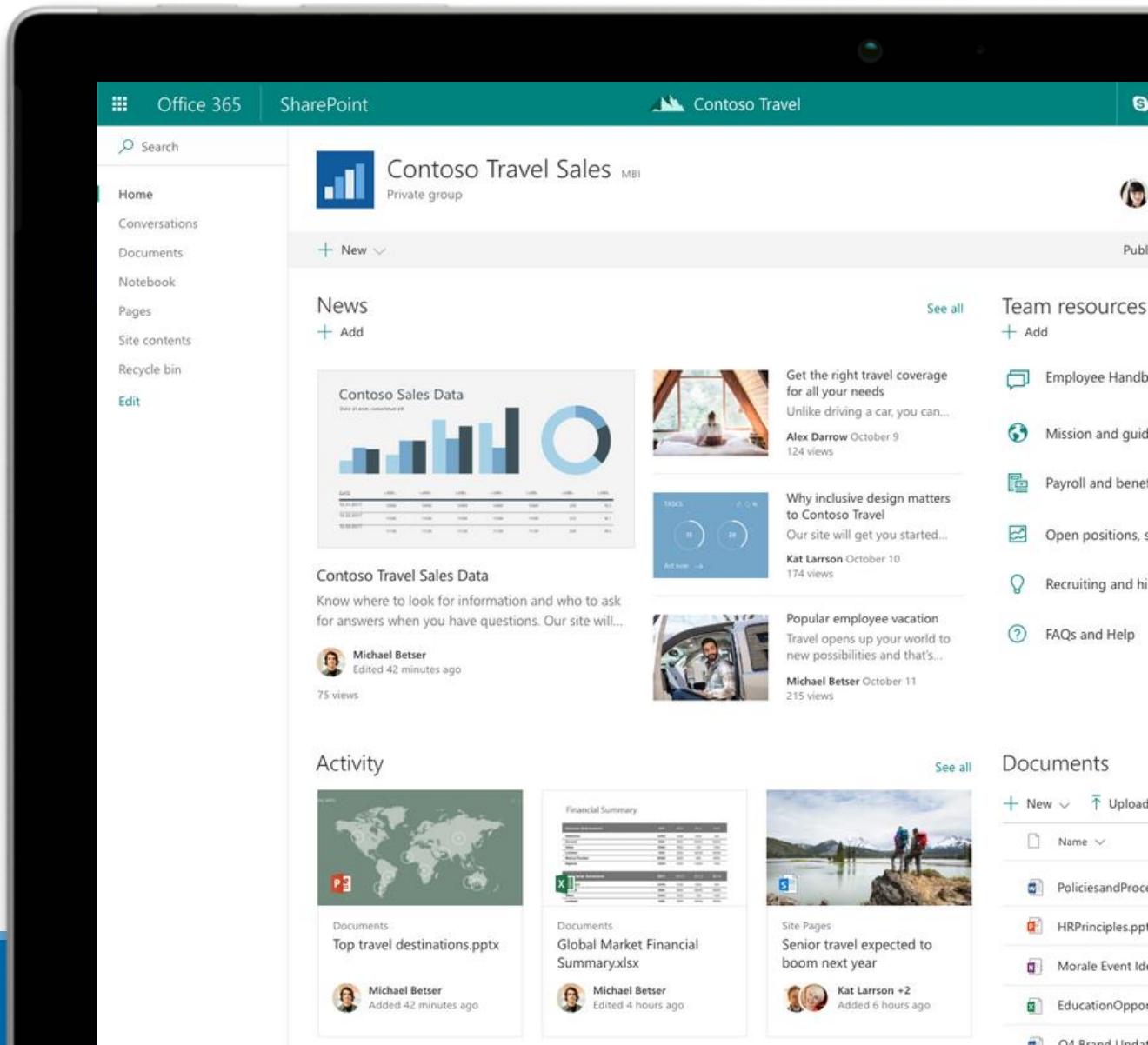
Integrated Office 365



Modern Pages & Web Parts



Enterprise security,
compliance & manageability



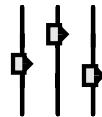
Demo:
Microsoft Teams &
SharePoint Team Sites

Collaborating on Documents

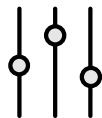
SharePoint Document Libraries



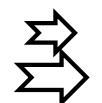
Items Needs Attention!



Microsoft Flow



Navigation & Filtering



Copy & Share Documents

The screenshot shows a SharePoint document library interface. At the top, there's a header with the SharePoint logo, the group name 'BrewZap Product Dev Team', and a 'Private group' label. Below the header are standard SharePoint navigation buttons: '+ New', 'Upload', 'Quick edit', 'Sync', 'Export to Excel', 'Flow', and a 'More' button. The main area is titled 'Documents' and displays a list of files. One file is highlighted: 'App Store Checklist.docx', which was edited by Jennifer Roth. The list includes other files like 'Email attachments', 'General', and 'BrewZap Customer Onboarding...'. The bottom of the screenshot shows a table with columns for 'Name', 'Modified', 'Modified By', and 'Reviewed'.

Name	Modified	Modified By	Reviewed
Email attachments	Wednesday at 10:36 AM	Corey Roth	
General	Wednesday at 7:35 AM	Jennifer Roth	
App Store Checklist.docx	Wednesday at 7:18 AM	Jennifer Roth	Tuesday
BrewZap Customer Onboarding...	Wednesday at 7:18 AM	Jennifer Roth	Tuesday

Demo:
SharePoint Documents

Demos (30 minutes)

- Create Library
- Create New Documents
- Add Documents
- Multi-upload files with required metadata

Library Actions

- Create Columns
- Create & Modify Views
- Filter Pane
- Edit Properties in Word
- Bulk Edit Column Data
- Files that need attention / required metadata
- Column Formatting 😊 - JSON based customizations

Document Actions

- Share
- Copy / Move
- Run a Flow

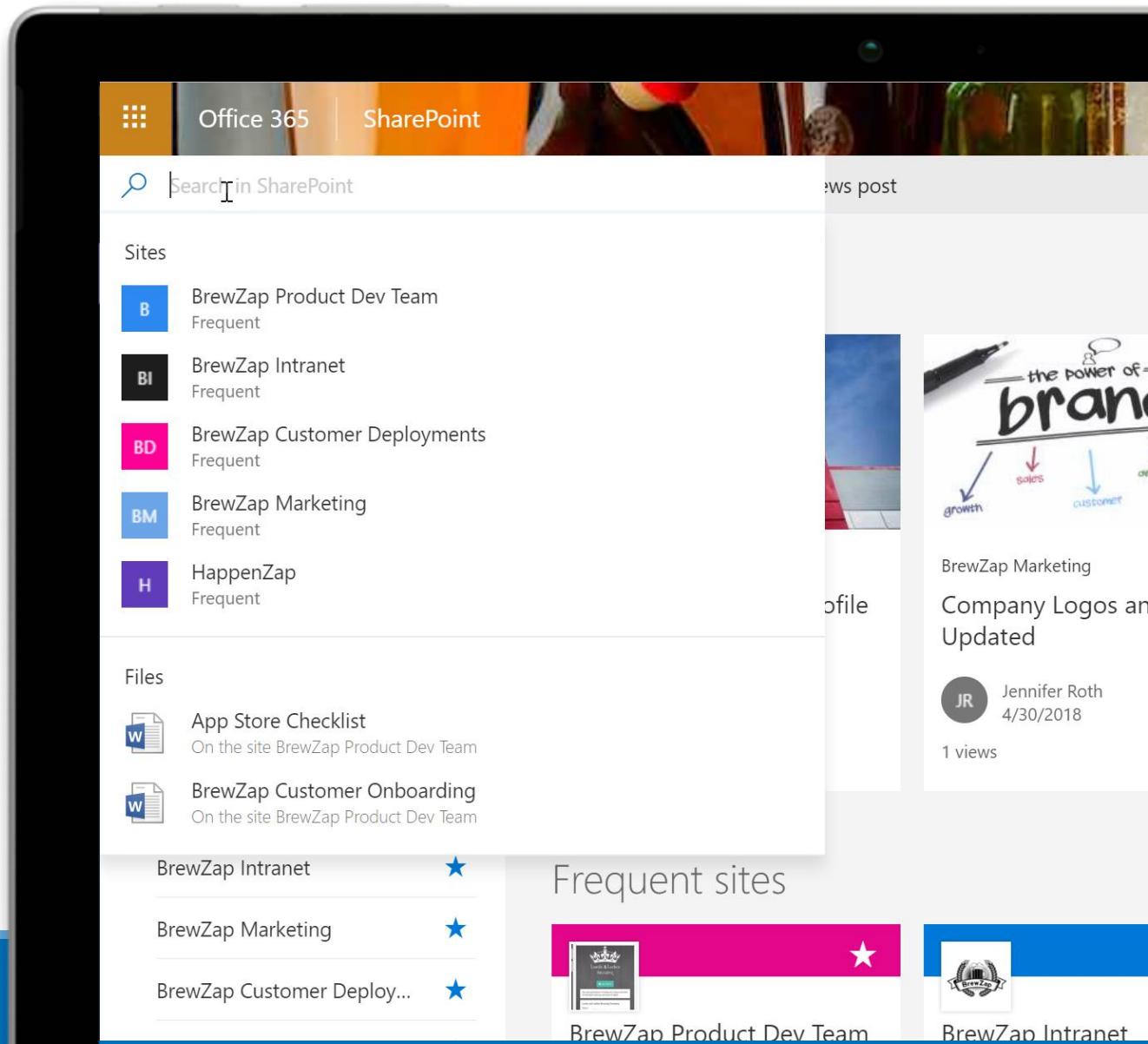
Searching Content & People

Searching for People & Content

[] Zero Time Query

[] Office Search

[] Windows 10 Search



Demo:
Search

Demos (15 minutes)

- O365 Home (we don't have)
- SharePoint Home
- Search in SharePoint (Zero Time Query)
- Search inside PPT
- Search in Windows 10

Building Communication Sites

When to use communication sites:

Communication with a large audience on a broad subject



Communication Sites

Communication Sites
are created through
Self Service Creation

SharePoint

+ Create site

Frequent sites

HR Sample

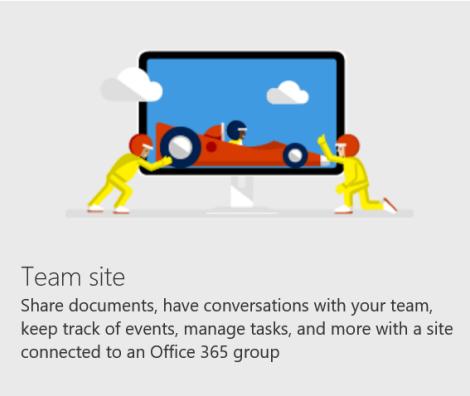
There's no recent activity on this site

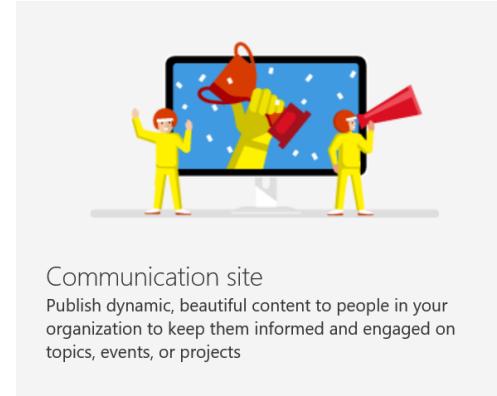
Suggested sites

Jennifer Ann Mason

Create a site

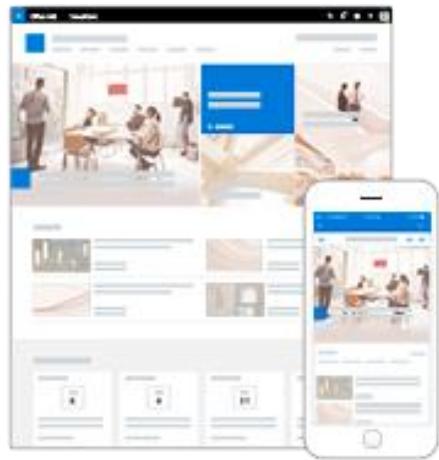
Choose the type of site you'd like to create

 Team site
Share documents, have conversations with your team, keep track of events, manage tasks, and more with a site connected to an Office 365 group

 Communication site
Publish dynamic, beautiful content to people in your organization to keep them informed and engaged on topics, events, or projects

Jennifer Ann 

Three Layout Options



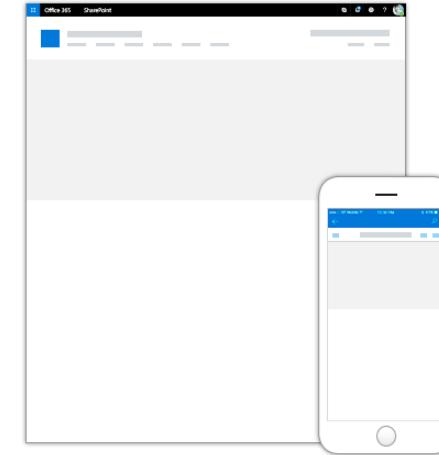
Topic

Heavy on Content – News, Events



Showcase

Heavy on Images



Blank

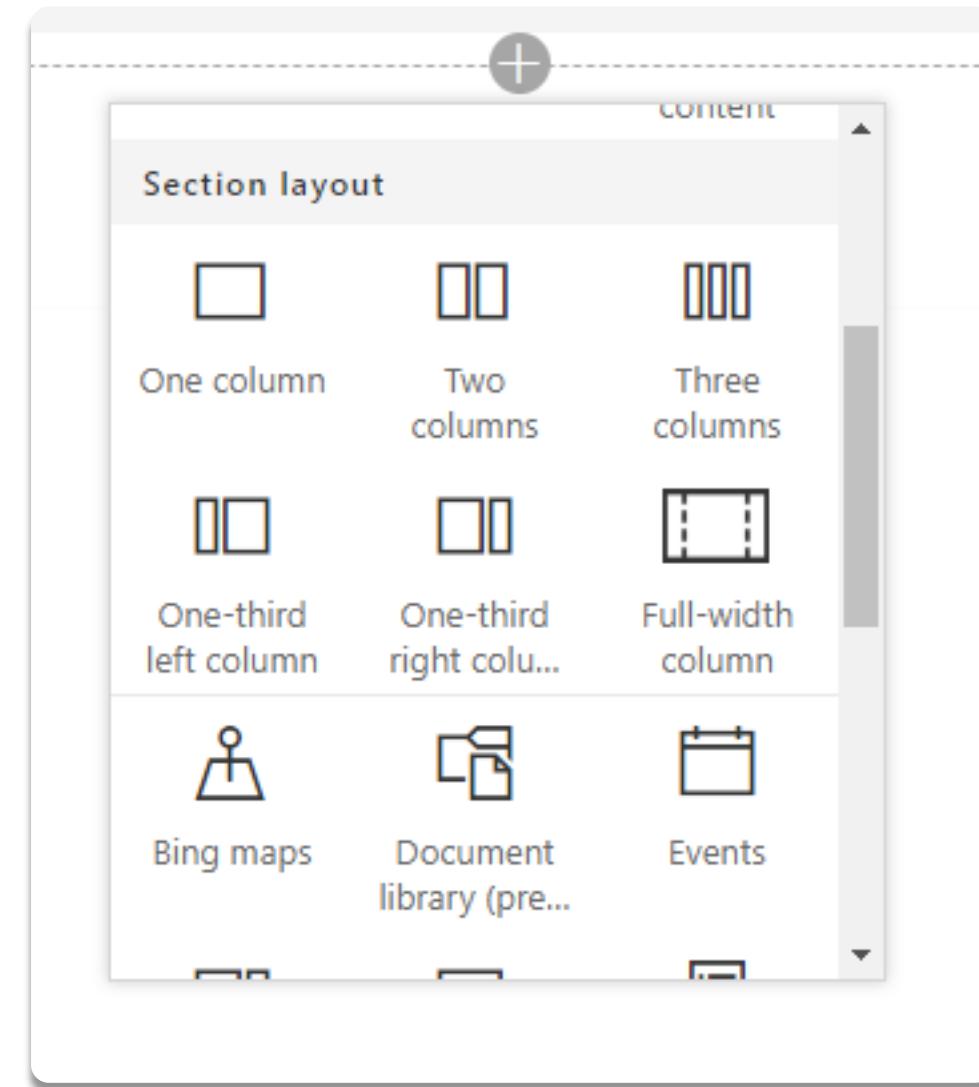
A blank canvas for customizing

Working with Pages

Section Layouts

Adding, Moving Web Parts

Web Part Properties



Web Parts

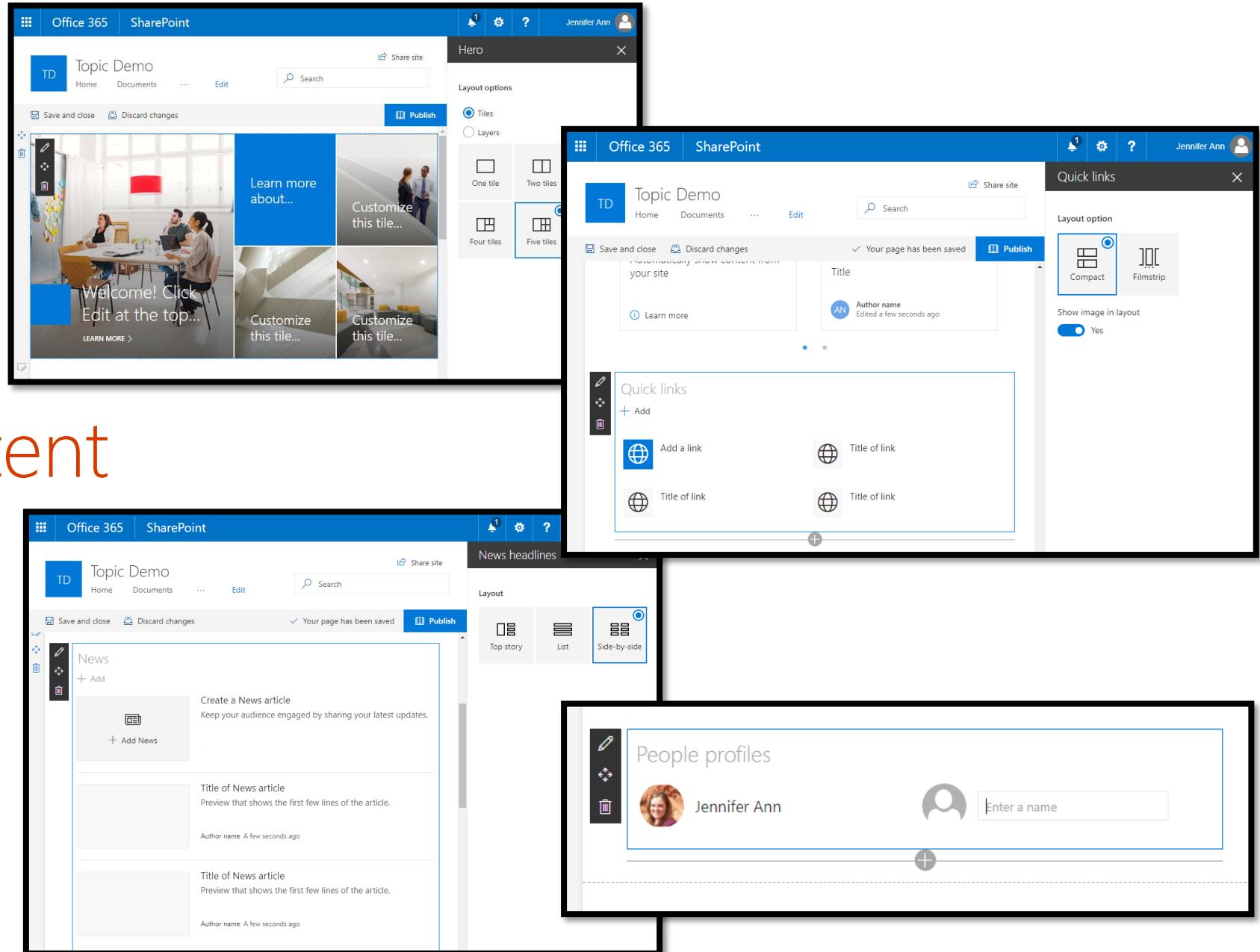
Hero
News

Highlighted Content

Quick Links

People

Image Gallery



Hub Sites

Shared Navigation Content Rollup

Office 365 SharePoint Contoso Travel

Contoso Travel HR

Home Mission Communications Workspace Life at Travel Contoso Contacts Edit

+ Create site Follow Share

Search

News See all

Applying company principles

Ramp up your diversity and inclusion knowledge

To better help employees, our help desk

Ranked #1 on top companies to work for

Your career Q&A: 5 steps to make changes

Hear what our new employees are saying

Popular employee vacation destinations

Contoso Travel HR September 2017 update

Events See all

SEP 28 Giving Campaign: Learn about this year's Giving opportunities Friday 2:00-4:30pm Cont Room 2501 Add to Outlook

OCT 04 Contoso Travel HR All hands with a Special Guest: Our own CEO Thursday 12:00-2:00pm Theater 1 Add to Outlook

OCT 10 New Employee Onboarding New employee meet and greet Tuesday - Friday All Day Paris, France Add to Outlook

OCT 21 Public Relations Deadline for submitting your expense reports Friday 4:00PM Cont Room 3123 Add to Outlook

Quick links See all

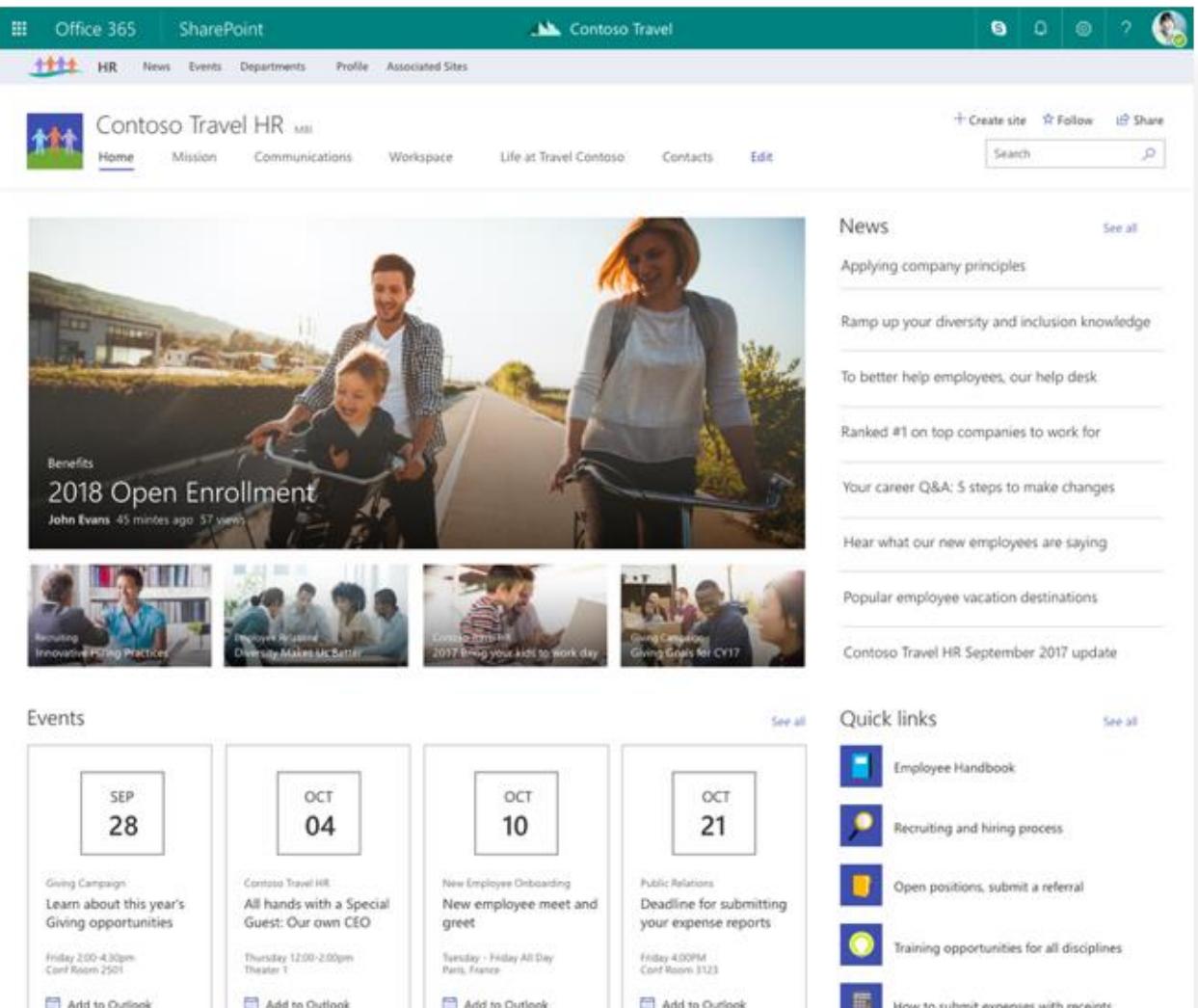
Employee Handbook

Recruiting and hiring process

Open positions, submit a referral

Training opportunities for all disciplines

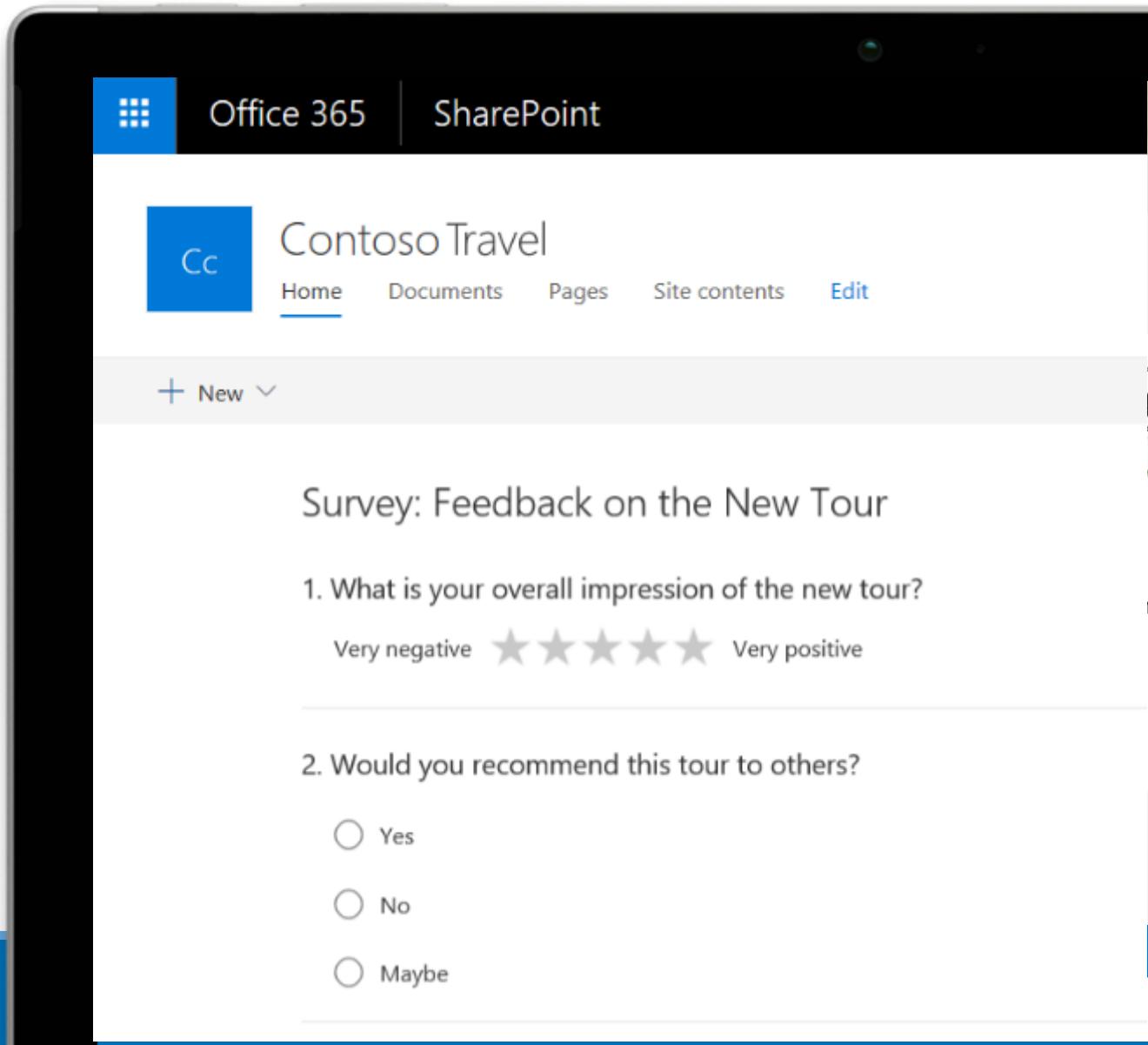
How to submit expenses with receipts



Automating Solutions & Designing Forms

Microsoft Forms

- Easy Solution for basic data collection
- Integration with Microsoft Flow
- SharePoint Web Part



The screenshot shows a Microsoft SharePoint site for 'Contoso Travel'. The top navigation bar includes 'Office 365' and 'SharePoint'. The site header shows the site name 'Contoso Travel' and navigation links for 'Home', 'Documents', 'Pages', 'Site contents', and 'Edit'. A 'New' button is visible. The main content area displays a Microsoft Forms survey titled 'Survey: Feedback on the New Tour'. The first question asks 'What is your overall impression of the new tour?' with a five-star rating scale from 'Very negative' to 'Very positive'. The second question asks 'Would you recommend this tour to others?' with three options: 'Yes', 'No', and 'Maybe'.

Survey: Feedback on the New Tour

1. What is your overall impression of the new tour?

Very negative ★★★★★ Very positive

2. Would you recommend this tour to others?

Yes

No

Maybe

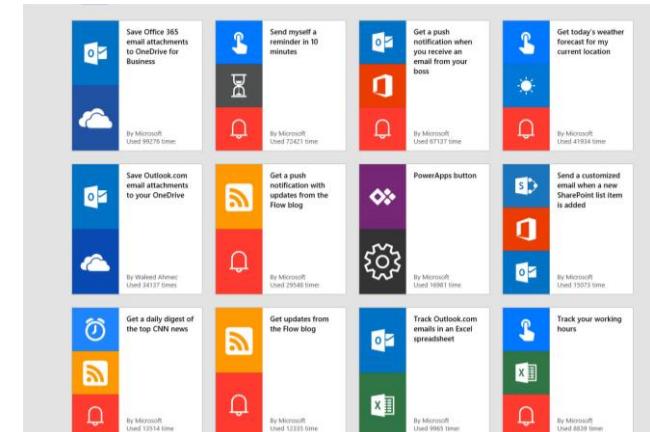
Microsoft PowerApps & Flow

Enterprise cloud-based software service

Automate processes across services and apps

Create, build, publish and share apps for mobile & web

More than 160 connectors for PowerApps and Flow



PowerApps

- WYSIWYG Design Experience
- Create app logic with familiar Excel-like expressions
- Mash up data from multiple sources right at the app level

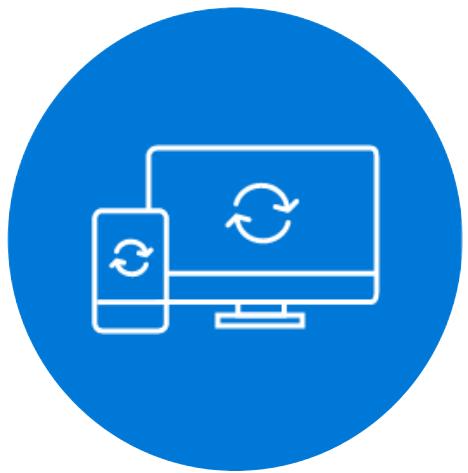
The image displays the PowerApps interface on the left, featuring a dark theme with a purple header and a sidebar containing 'Home', 'Learn', 'Apps', 'Data', 'Business logic', and 'Notifications'. To the right, there are several examples of apps:

- Build business apps, fast**: A section with the subtext "Create apps that connect to your data and work across web and mobile. Learn more".
- Start from blank**: A screenshot of a blank app canvas with a grid layout.
- Start from data**: A screenshot of a blank app canvas with a list layout.
- Org Browser**: A screenshot of a hierarchical app showing an organization chart with names like Jacques Webster, Roberto Cruz, Holly Chen, Jack McCallister, and Tami Taggart.
- Meeting Capture**: A screenshot of a meeting capture app showing a list of attendees and a poll.

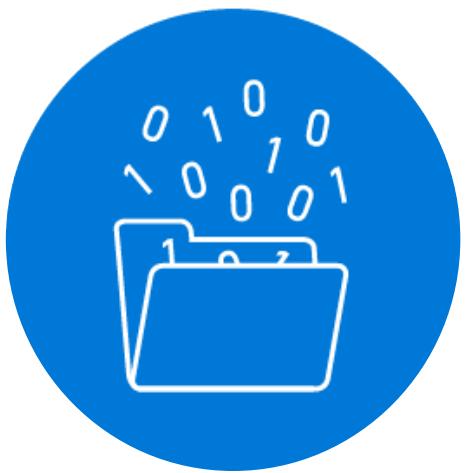
Microsoft Flow helps non-developers work smarter by automating workflows across services



Get notifications



Copy files



Collect data



Automate approvals

Q&A