



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

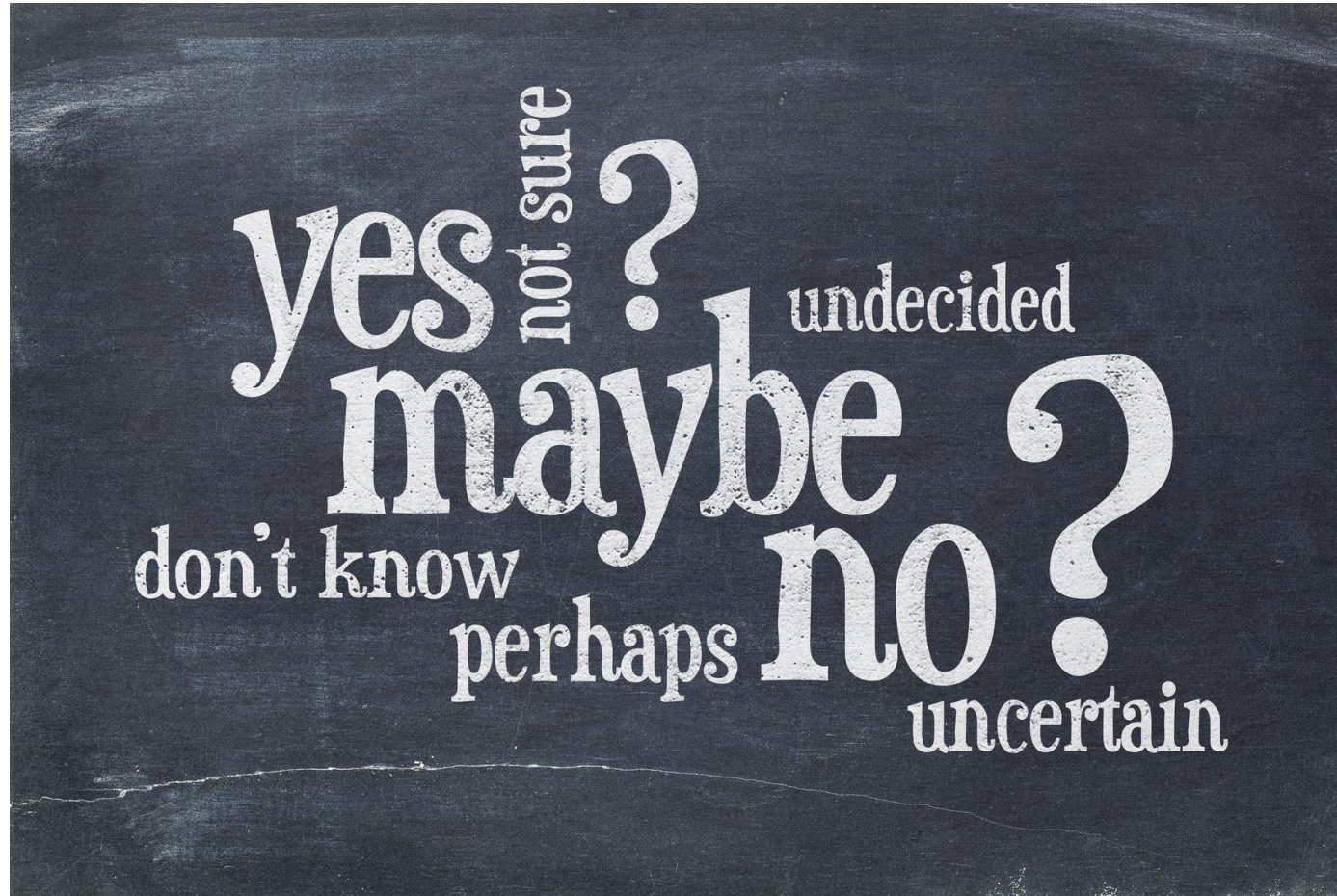
Agenda

Agenda

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

Introduction & Overview

When to use what?



Teamwork is how work gets done

2_x

Teams compared to 5 years ago



Internal & External Members

People outside the firewall need unfettered access

50%

Increase in “collaborative” work

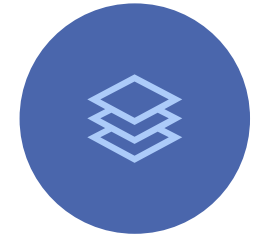


Geographically Distributed

Need varied ways to connect across locations and time-zones

5_x

More likely to be high performing



Diverse Workforce

Different expectations, preferences, and tool demands

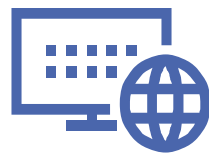
Microsoft 365: Universal Toolkit for Teamwork

Outlook



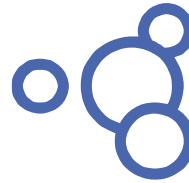
Email & Calendar

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

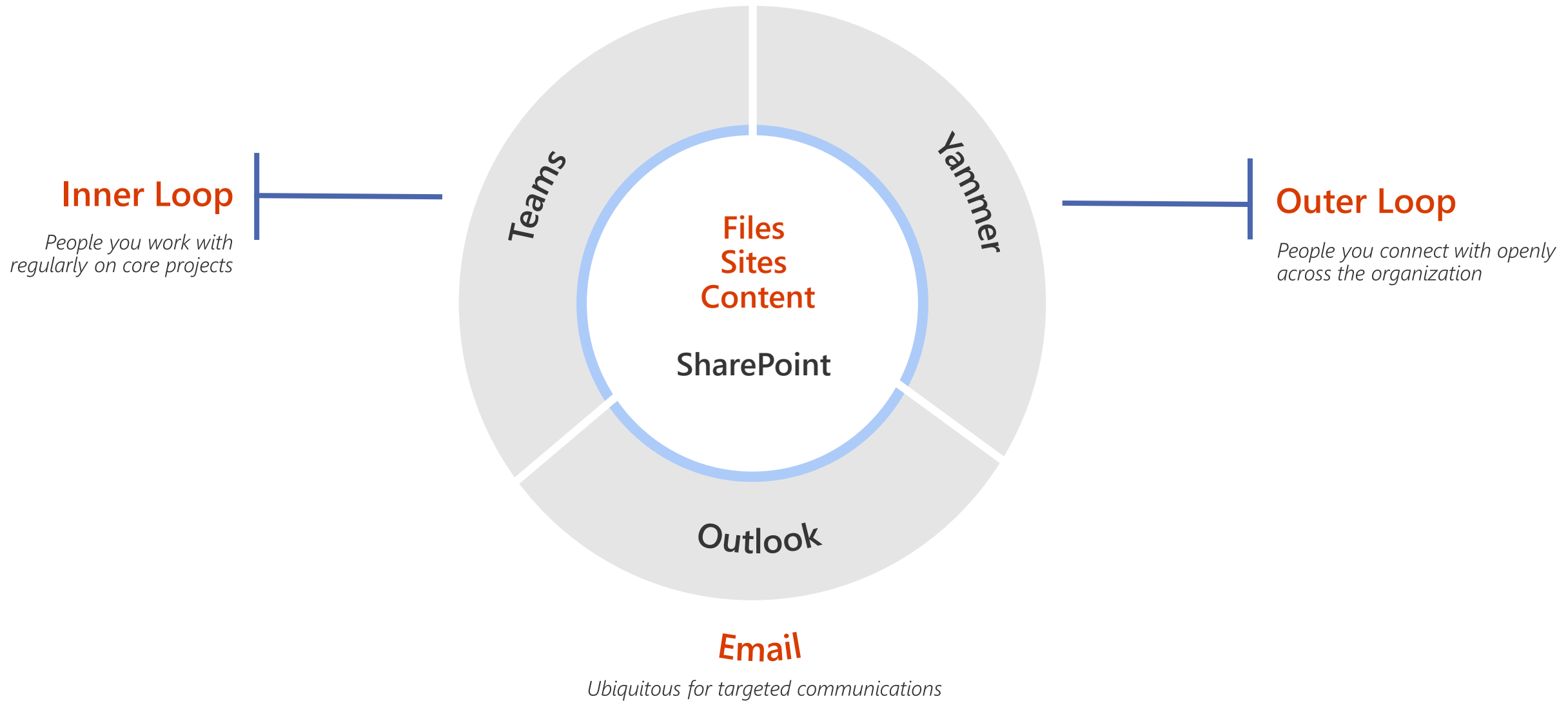
Microsoft Graph

Suite-wide intelligence
connecting people and content

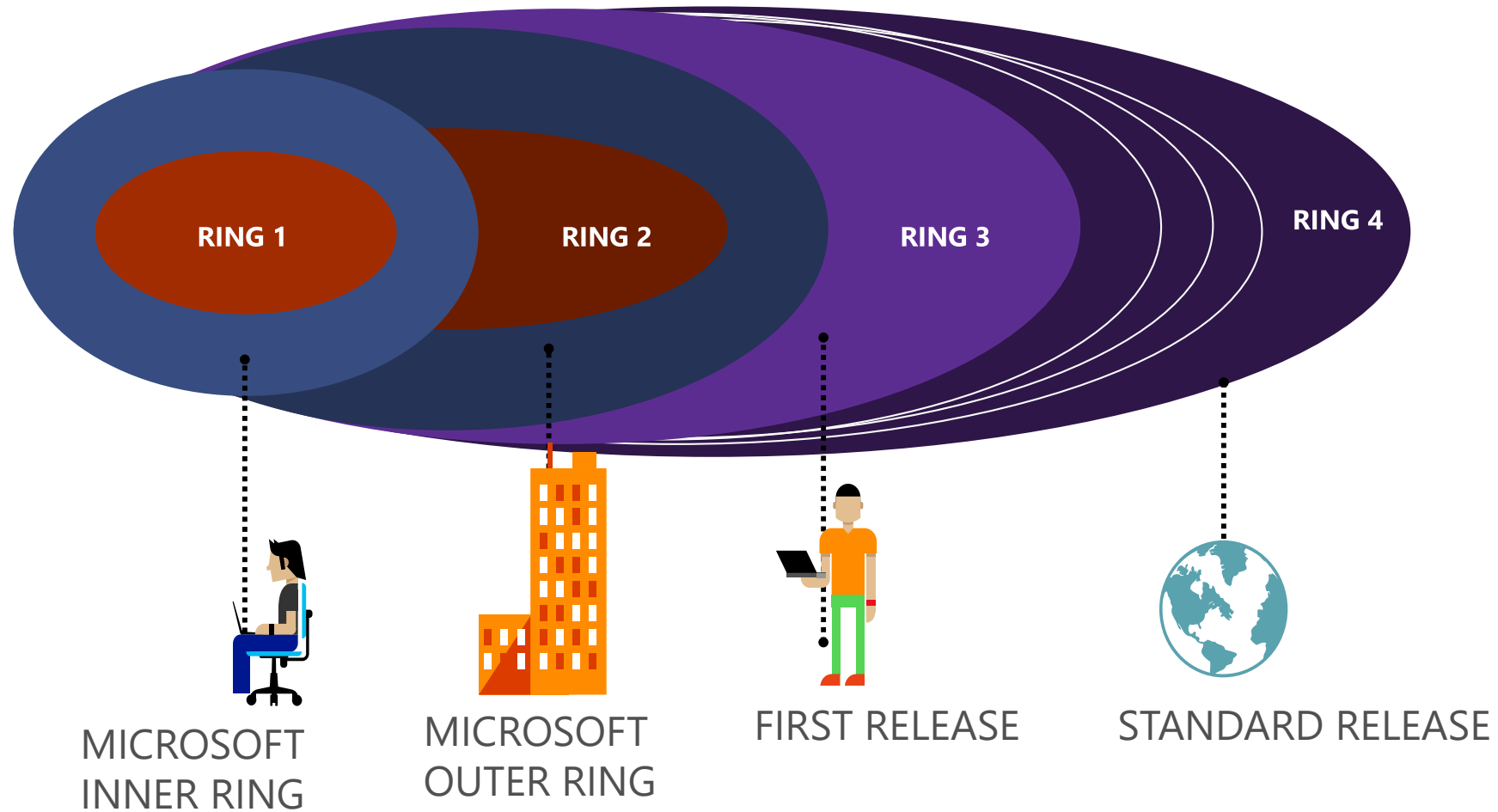
Security and Compliance

Centralized policy management

Microsoft 365 Teamwork: Where to Start a Conversation

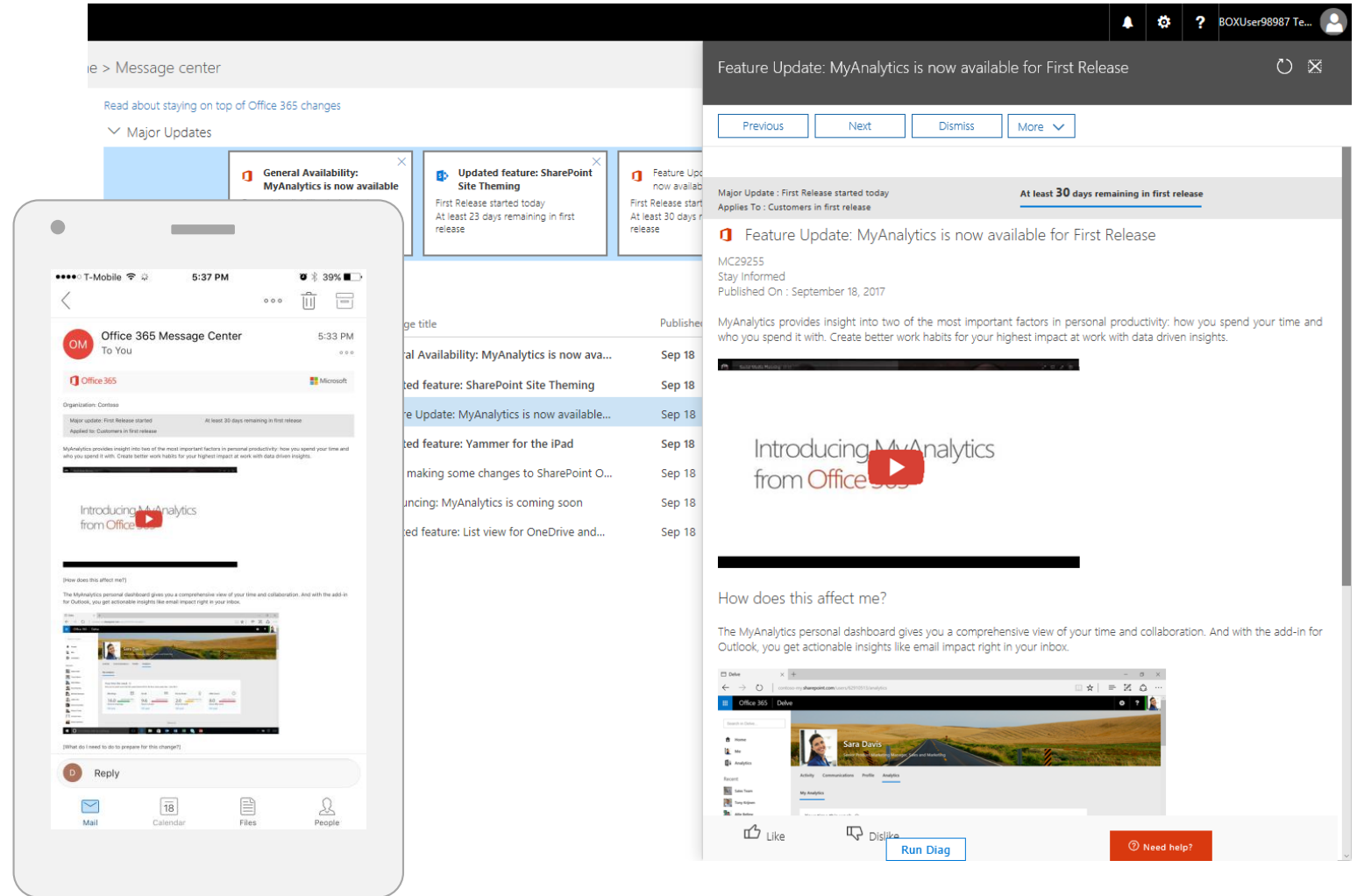
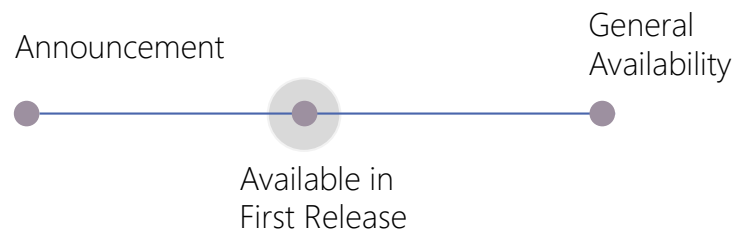


Release & Validate



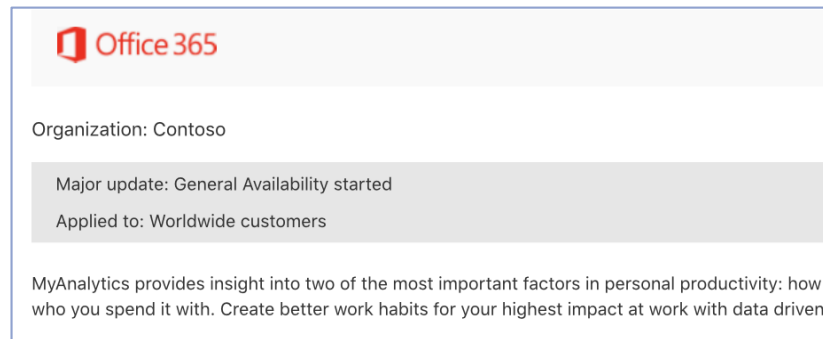
Major Update hits First Release

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



Major Updates hits GA

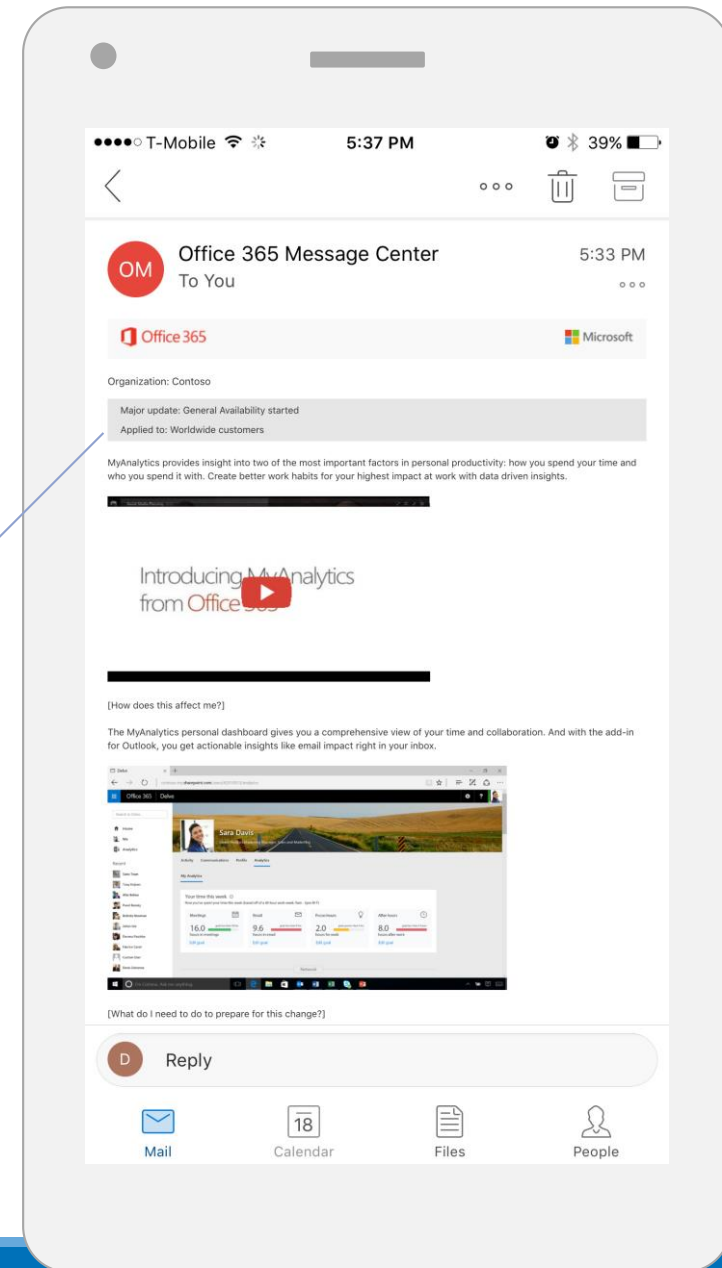
When a major update exits First Release and is being exposed to all customers, Microsoft initiates a final communication.



Announcement

General Availability

Available in
First Release



Using Teams & SharePoint to Stay Connected

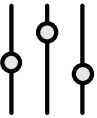
Microsoft Teams, the hub for teamwork in Office 365



Chat, calls & meetings
for today's teams



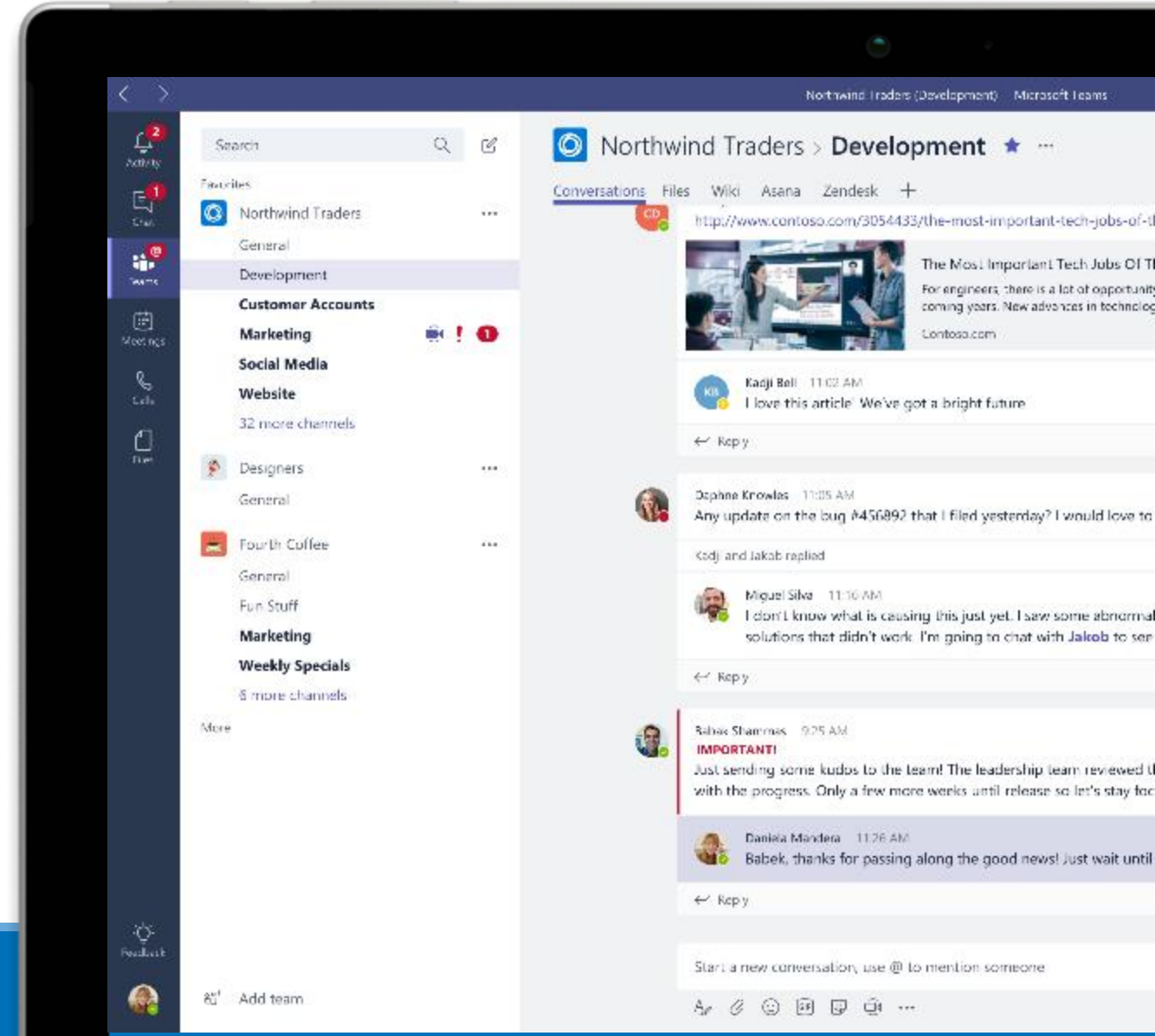
Integrated Office 365 apps



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

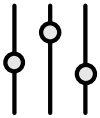
SharePoint Sites



Modern Lists & Libraries



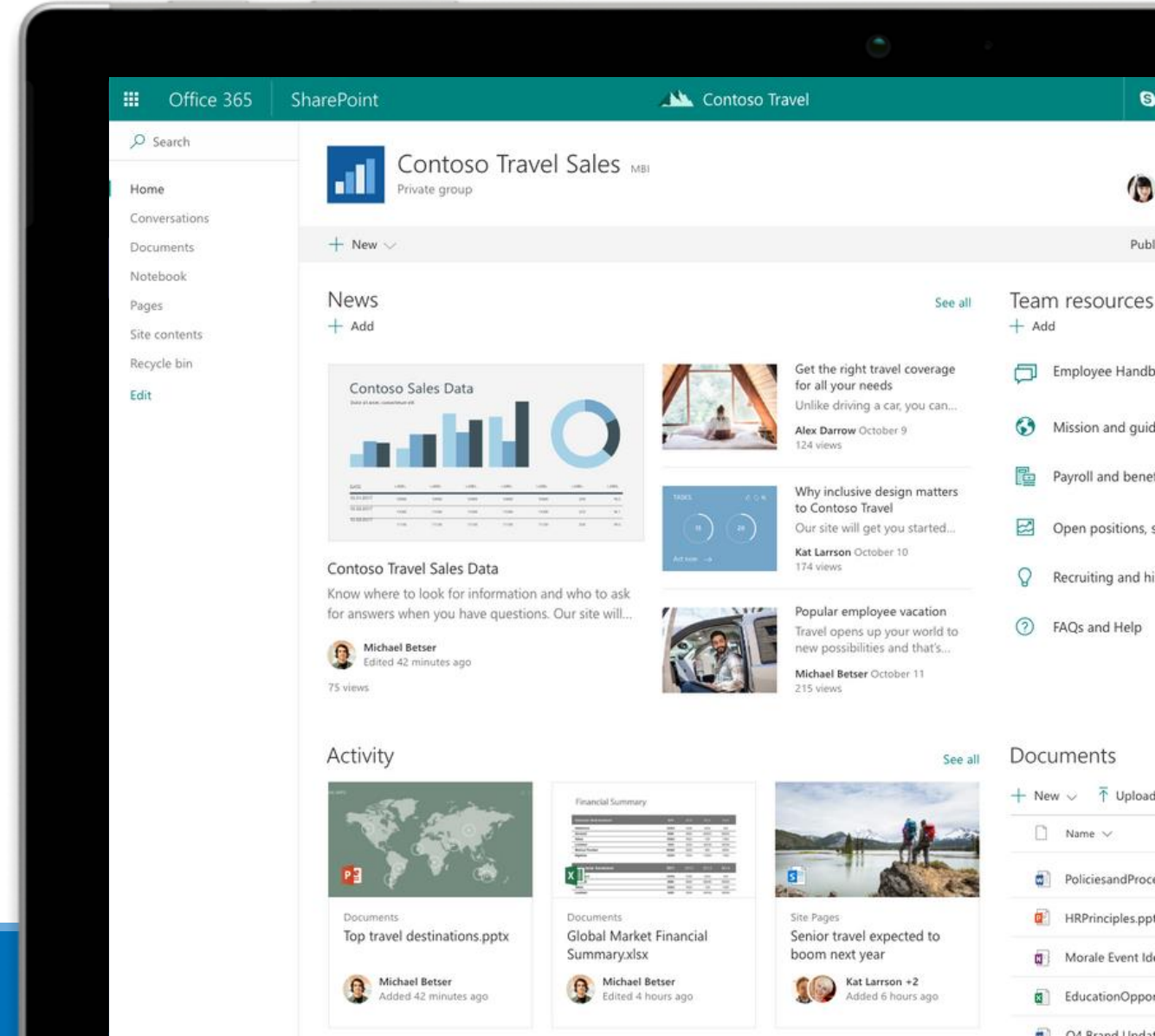
Integrated Office 365



Modern Pages & Web Parts



Enterprise security,
compliance & manageability



Demo:

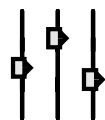
Microsoft Teams & SharePoint Team Sites

Collaborating on Documents

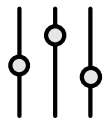
SharePoint Document Libraries



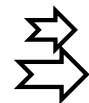
Items Needs Attention!



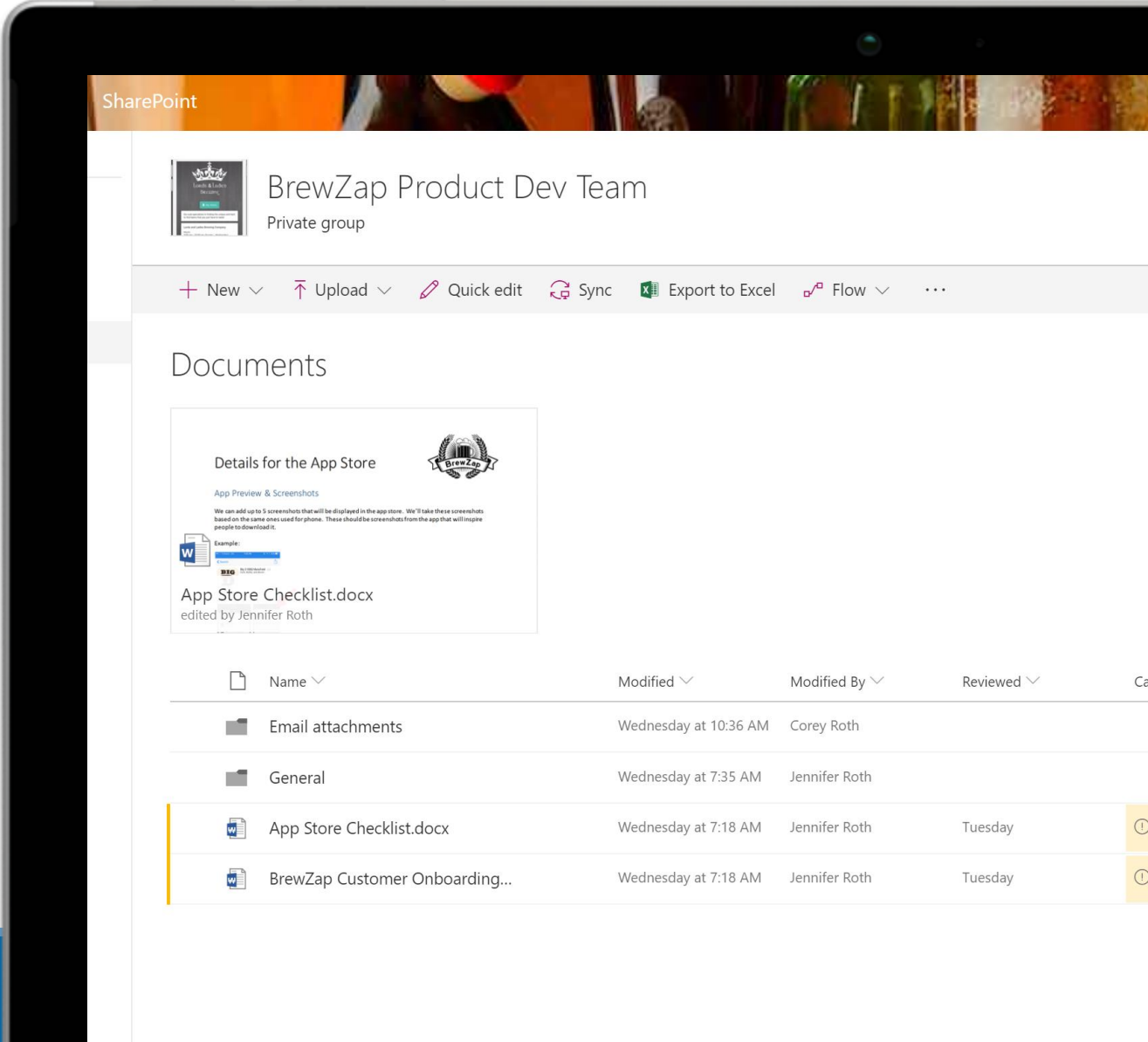
Microsoft Flow



Navigation & Filtering



Copy & Share Documents



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

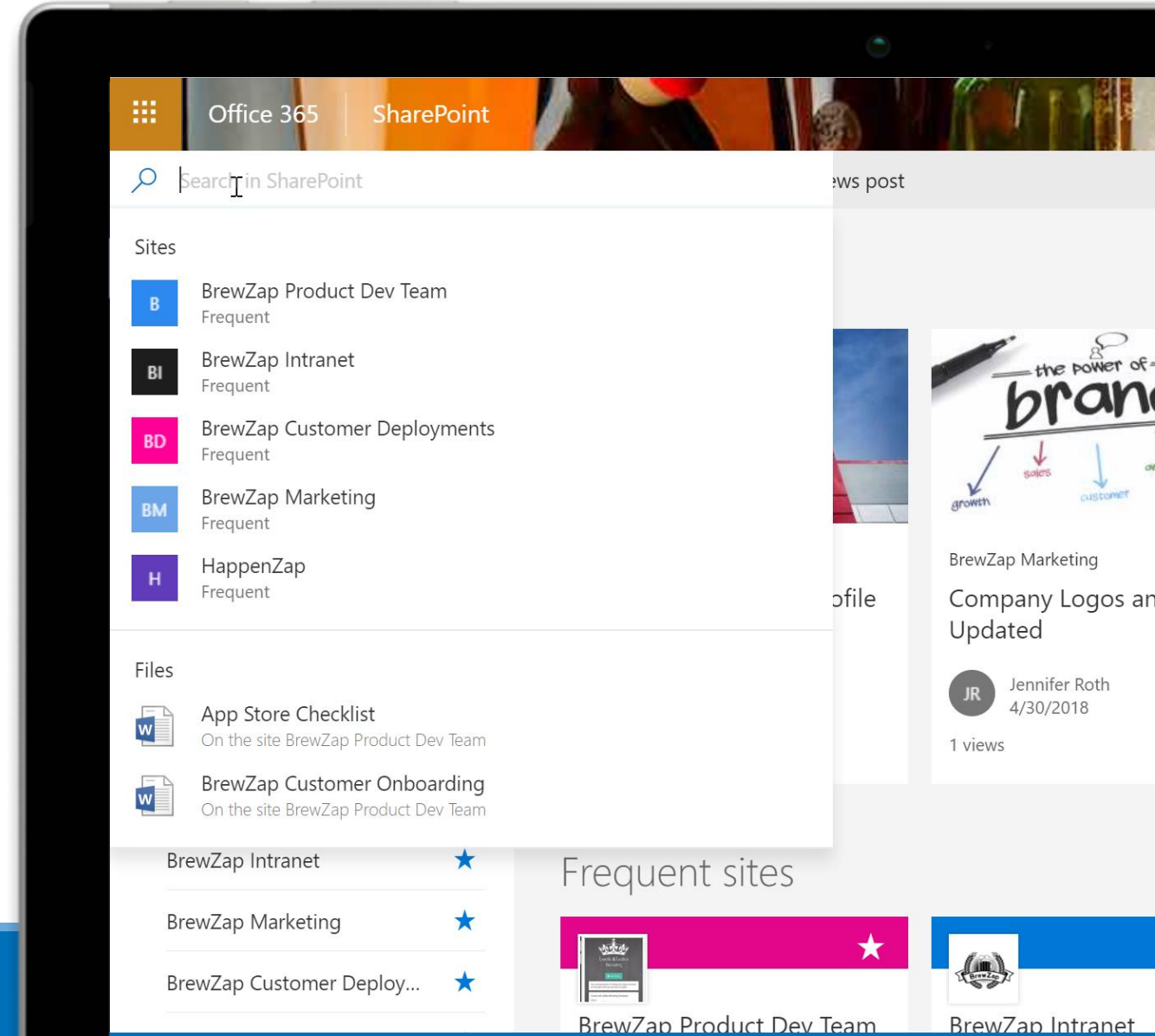
Document Actions

- 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

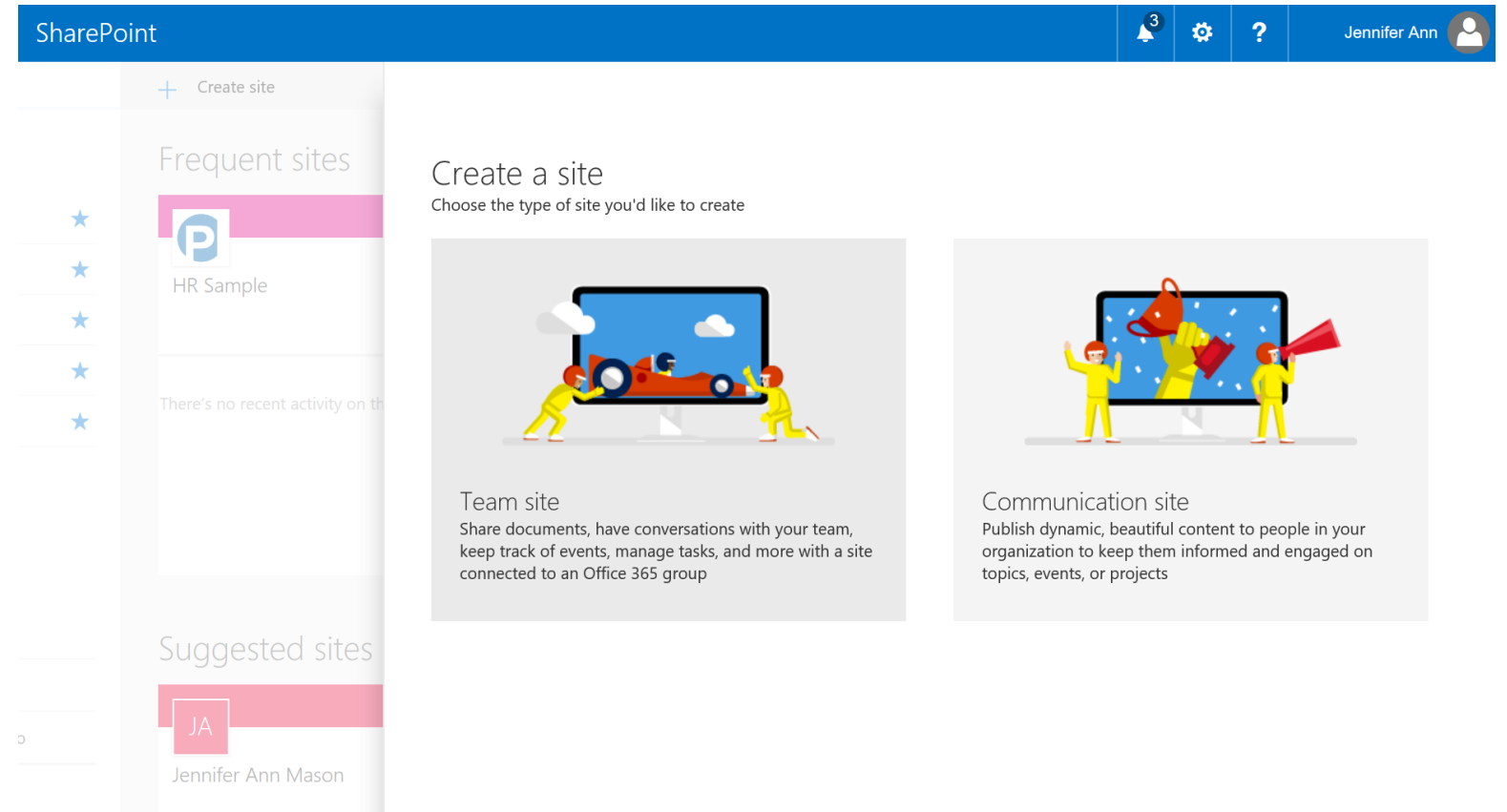
When to use communication sites:

Communication with a large audience on a broad subject



Communication Sites

Communication Sites
are created through
Self Service Creation



Three Layout Options



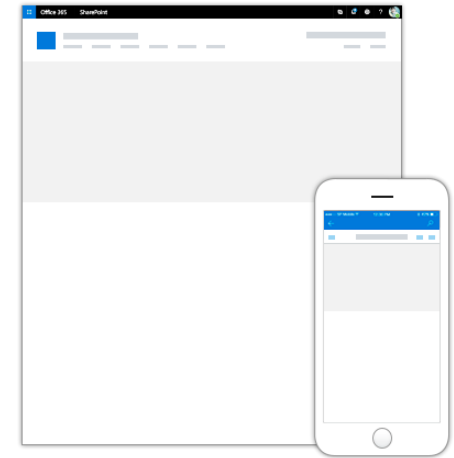
Topic

Heavy on Content – News, Events



Showcase

Heavy on Images



Blank

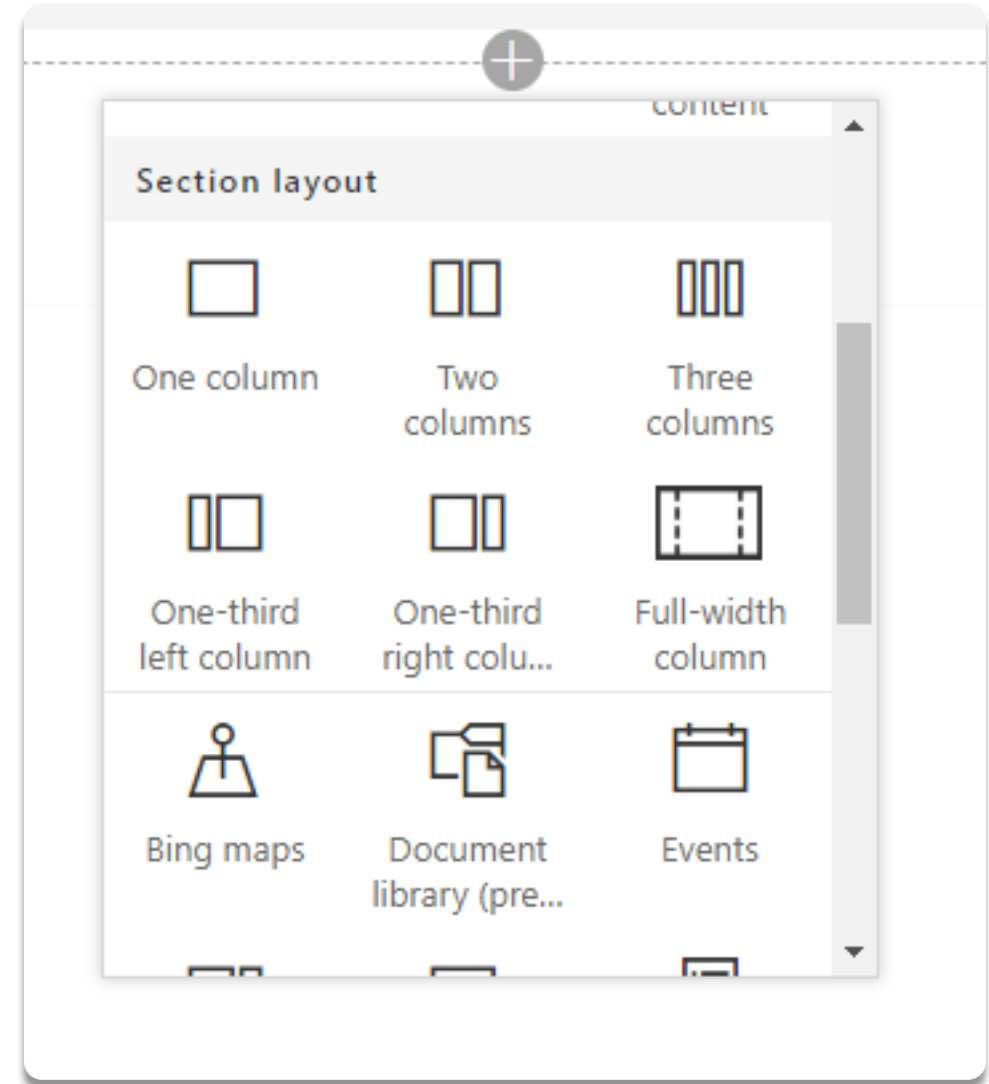
A blank canvas for customizing

Working with Pages

Section Layouts

Adding, Moving Web Parts

Web Part Properties



Web Parts

Hero

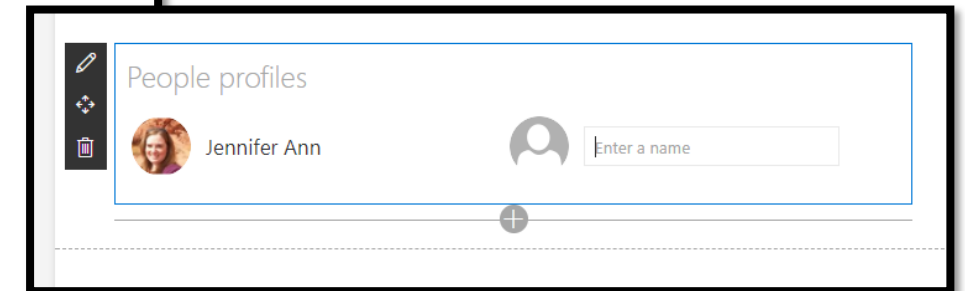
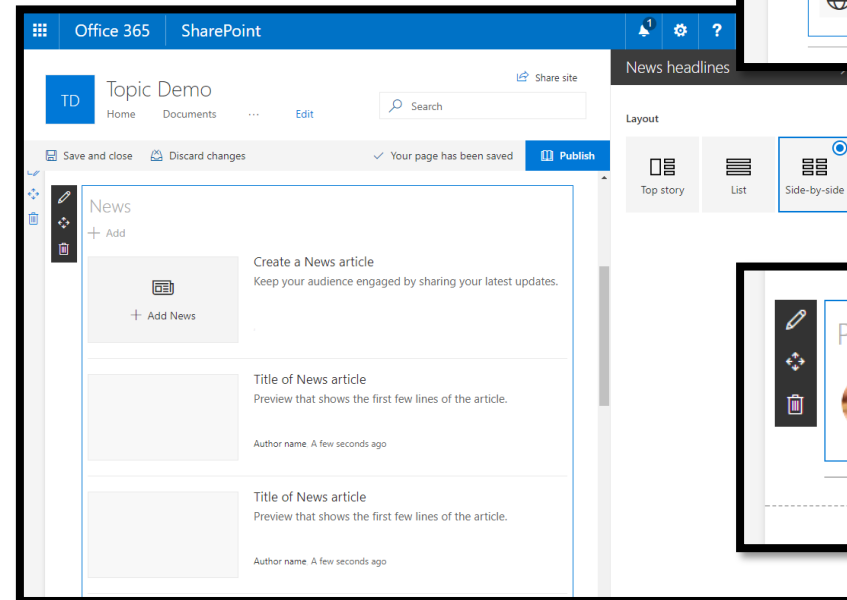
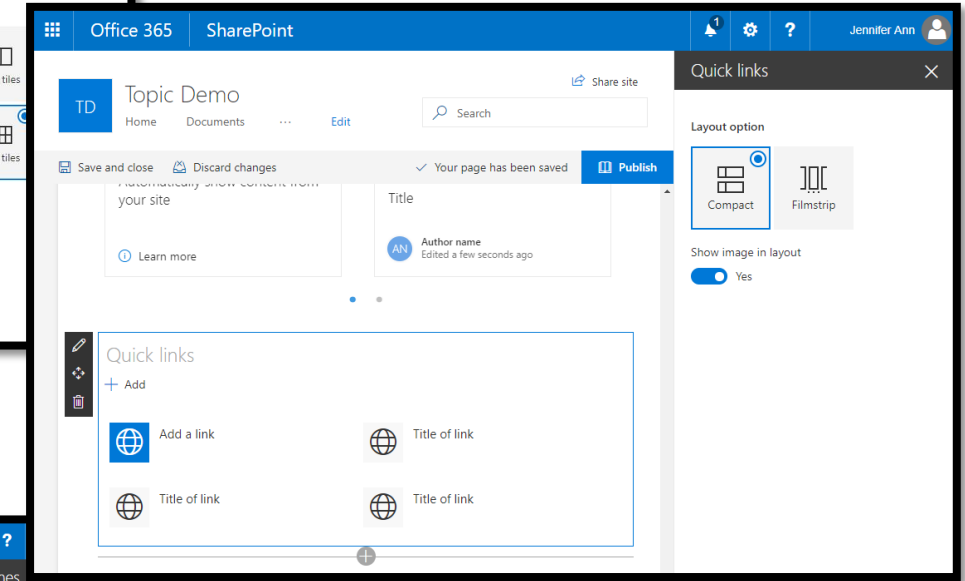
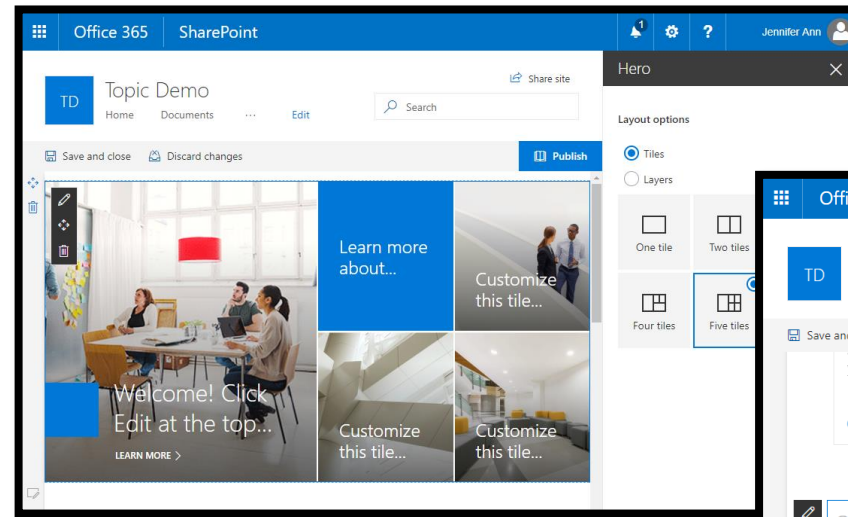
News

Highlighted Content

Quick Links

People

Image Gallery



Hub Sites

Shared Navigation Content Rollup

The screenshot displays a SharePoint Hub Site for 'Contoso Travel HR'. The top navigation bar includes 'Office 365', 'SharePoint', and 'Contoso Travel'. Below this, a secondary navigation bar lists 'HR', 'News', 'Events', 'Departments', 'Profile', and 'Associated Sites'. The main content area features a large hero image of a family on a path, with the text 'Benefits 2018 Open Enrollment' and 'John Evans · 45 minutes ago · 57 views'. Below the hero image are four smaller images with captions: 'Recruiting: Innovative Hiring Practices', 'Employee Relations: Diversity Makes Us Better', 'Contoso Travel HR 2017 Bring your kids to work day', and 'Giving Campaign: Giving Greets for CY17'. The right sidebar contains a 'News' section with a 'See all' link and a list of news items: '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', and 'Contoso Travel HR September 2017 update'. Below the news section is a 'Quick links' section with a 'See all' link and a list of links: 'Employee Handbook', 'Recruiting and hiring process', 'Open positions, submit a referral', 'Training opportunities for all disciplines', and 'How to submit expenses with receipts'. The bottom section is titled 'Events' and features a 'See all' link. It contains four event cards for September 28 and October 4, 10, and 21. Each card includes the date, event title, description, time, location, and an 'Add to Outlook' button.

Office 365 | SharePoint | Contoso Travel

HR | News | Events | Departments | Profile | Associated Sites

Contoso Travel HR | Create site | Follow | Share

Home | Mission | Communications | Workspace | Life at Travel Contoso | Contacts | Edit

Search

Benefits
2018 Open Enrollment
John Evans · 45 minutes ago · 57 views

Recruiting: Innovative Hiring Practices

Employee Relations: Diversity Makes Us Better

Contoso Travel HR 2017 Bring your kids to work day

Giving Campaign: Giving Greets for CY17

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
Conf 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
Conf Room 3123

[Add to Outlook](#)

Quick links [See all](#)

Employee Handbook

Recruiting and hiring process

Open positions, submit a referral

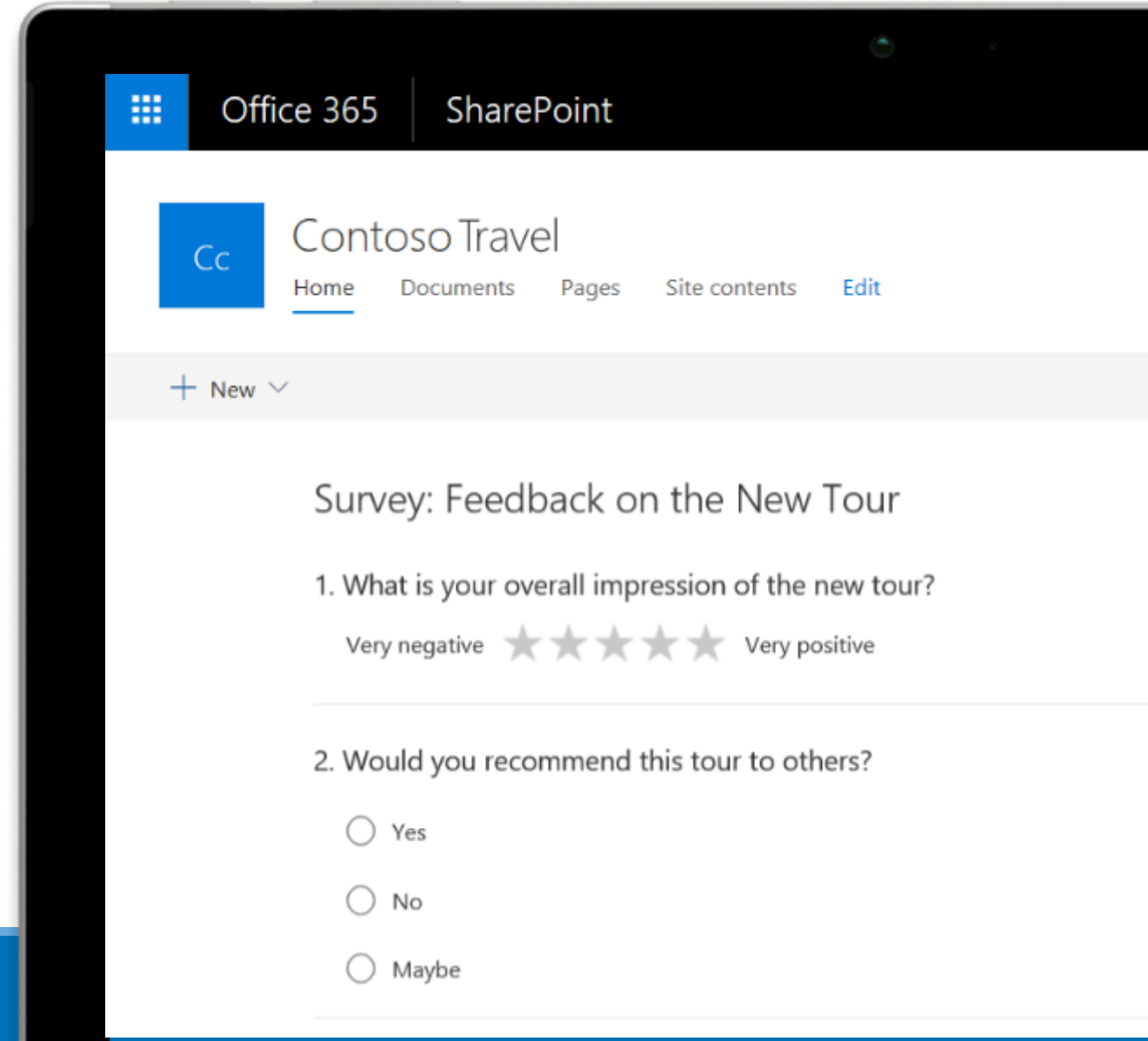
Training opportunities for all disciplines

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 SharePoint interface with a Microsoft Forms web part. The top navigation bar includes the Office 365 logo and the text 'Office 365 | SharePoint'. Below this, the site title 'Contoso Travel' is displayed next to a 'Cc' icon. Navigation links for 'Home', 'Documents', 'Pages', 'Site contents', and 'Edit' are visible. A '+ New' button is located below the navigation links. The main content area displays a survey titled 'Survey: Feedback on the New Tour'. The first question is '1. What is your overall impression of the new tour?' with a five-star rating scale from 'Very negative' to 'Very positive'. The second question is '2. Would you recommend this tour to others?' with radio button options for 'Yes', 'No', and 'Maybe'.

Office 365 | SharePoint

Cc Contoso Travel

Home Documents Pages Site contents Edit

+ New

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

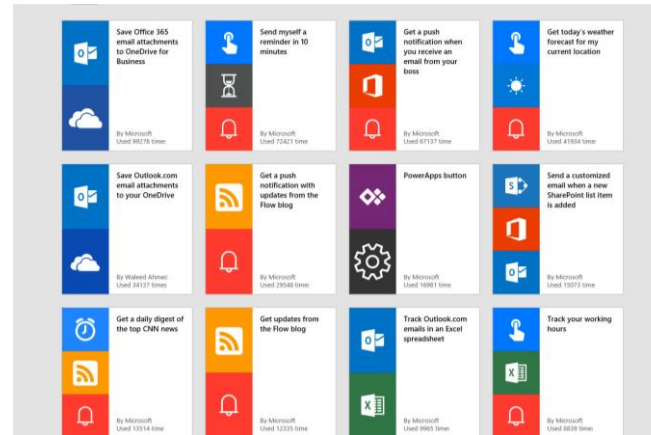
Microsoft PowerApps & Flow

Enterprise cloud-based software service

Automate processes across services and apps

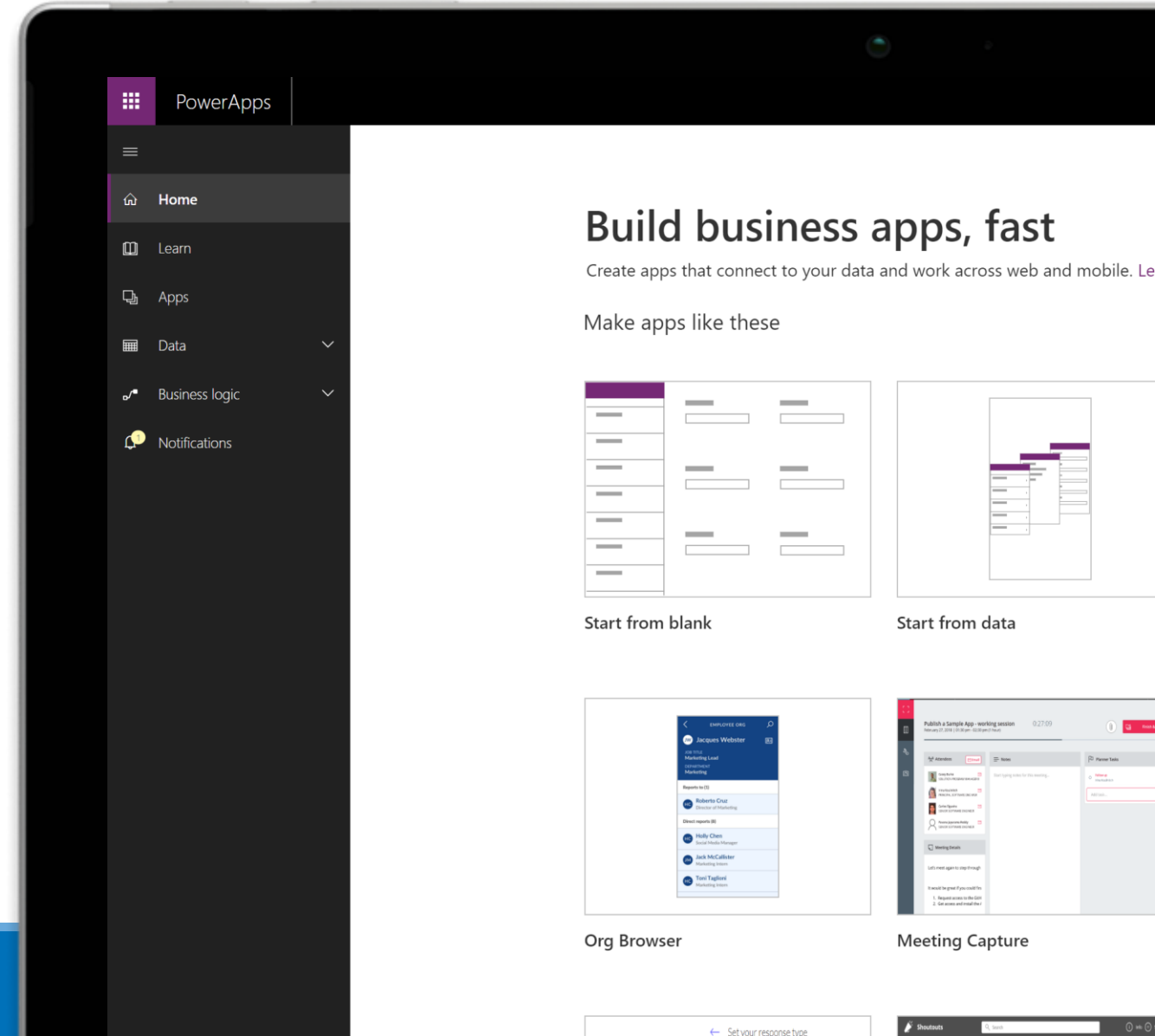
Create, build, publish and share apps for mobile & web

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



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



Get notifications



Copy files



Collect data



Automate approvals

Q&A