

A Power Users Guide to building Productivity Solutions in Office 365

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ABOUT US

ABOUT ME



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ABOUT ME



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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

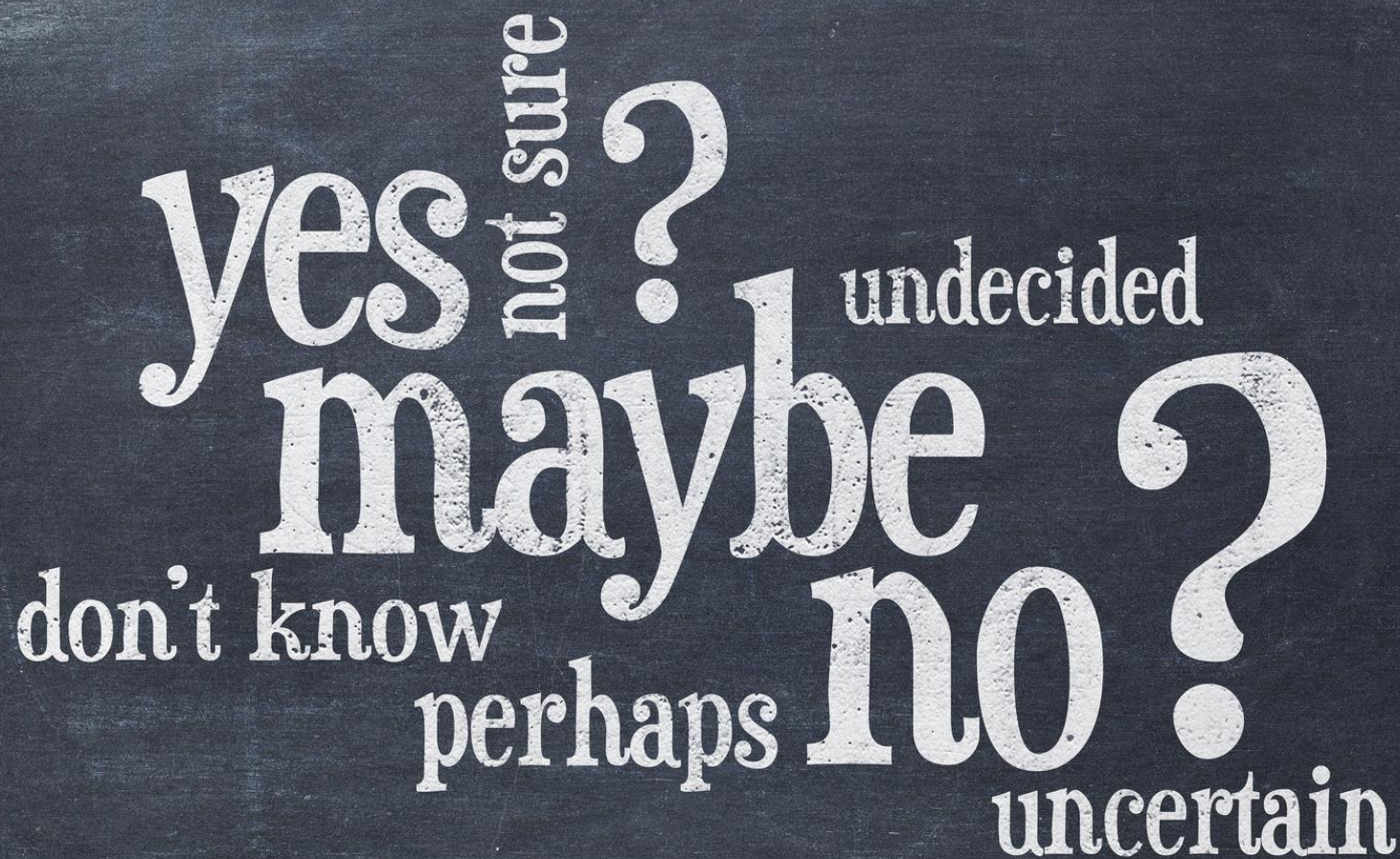
OUR ENVIRONMENT

DEMOS WILL BE FROM A MIX OF TOOLS, INCLUDING:

- TEAMS (TEAM COLLABORATION)
- SHAREPOINT TEAM SITES (TEAM COLLABORATION)
- SHAREPOINT COMMUNICATION SITES (INTRANET)

INTRODUCTION & OVERVIEW

WHEN TO USE WHAT?



yes not sure ?
maybe undecided ?
don't know perhaps no ?
uncertain

TEAMWORK IS HOW WORK GETS DONE

2_x

Teams compared to 5 years ago

50%

Increase in “collaborative” work

5_x

More likely to be high performing



Internal & External Members
People outside the firewall need unfettered access



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



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

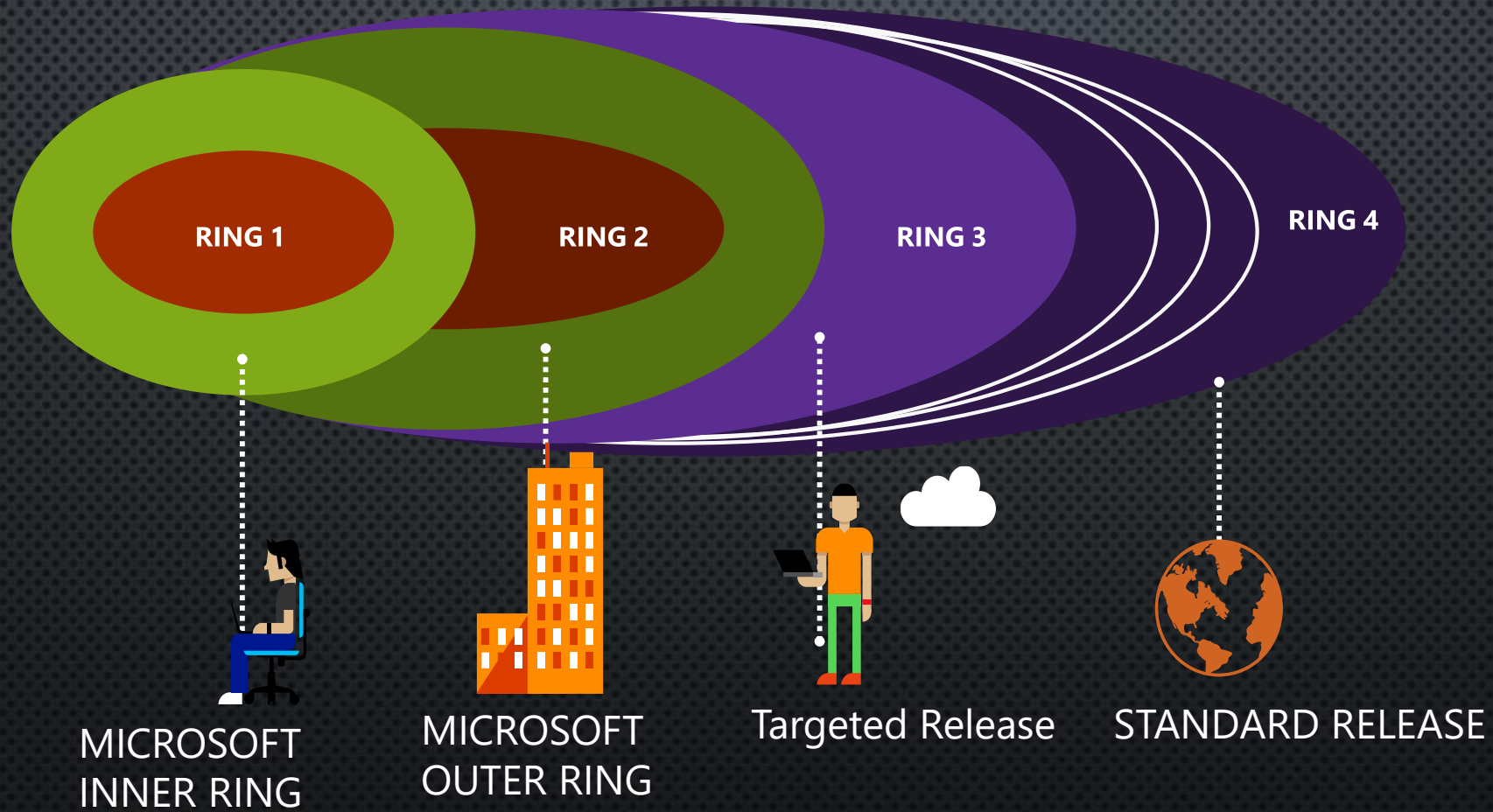
Microsoft Graph

Suite-wide intelligence
connecting people and content

Security and Compliance

Centralized policy management

RELEASE & VALIDATE



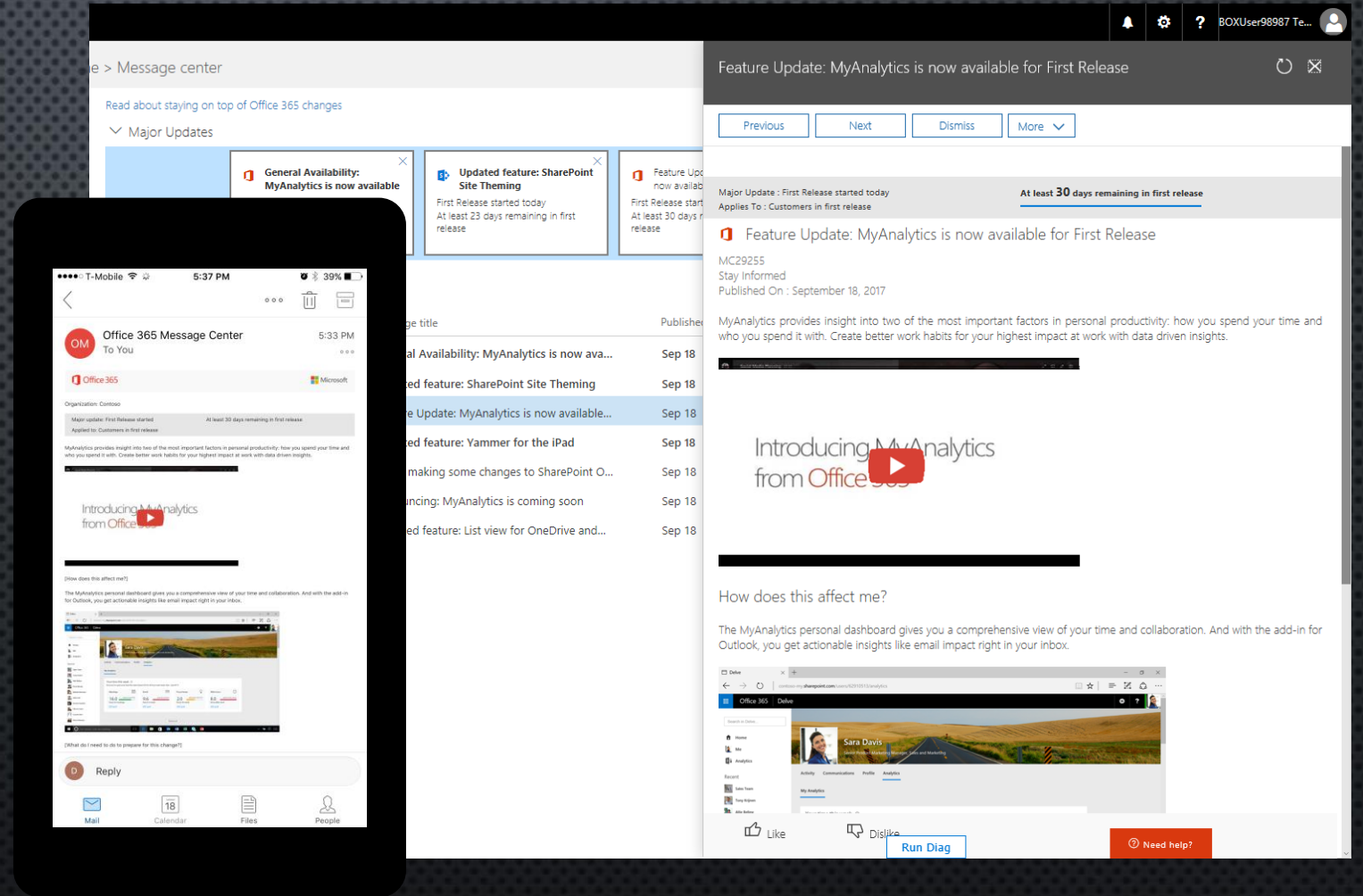
MAJOR UPDATE HITS TARGETED RELEASE

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

Announcement

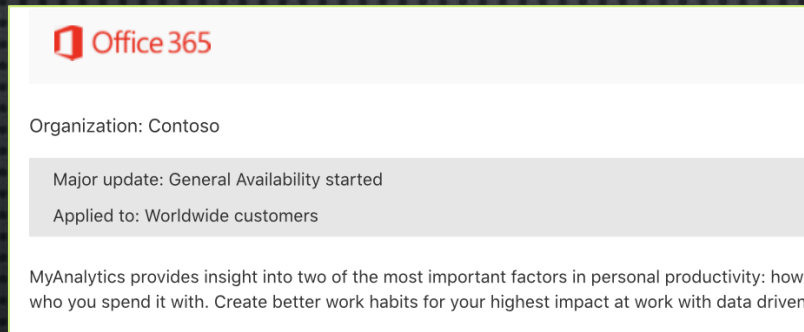
General Availability

Available in Targeted Release



MAJOR UPDATES HITS GA

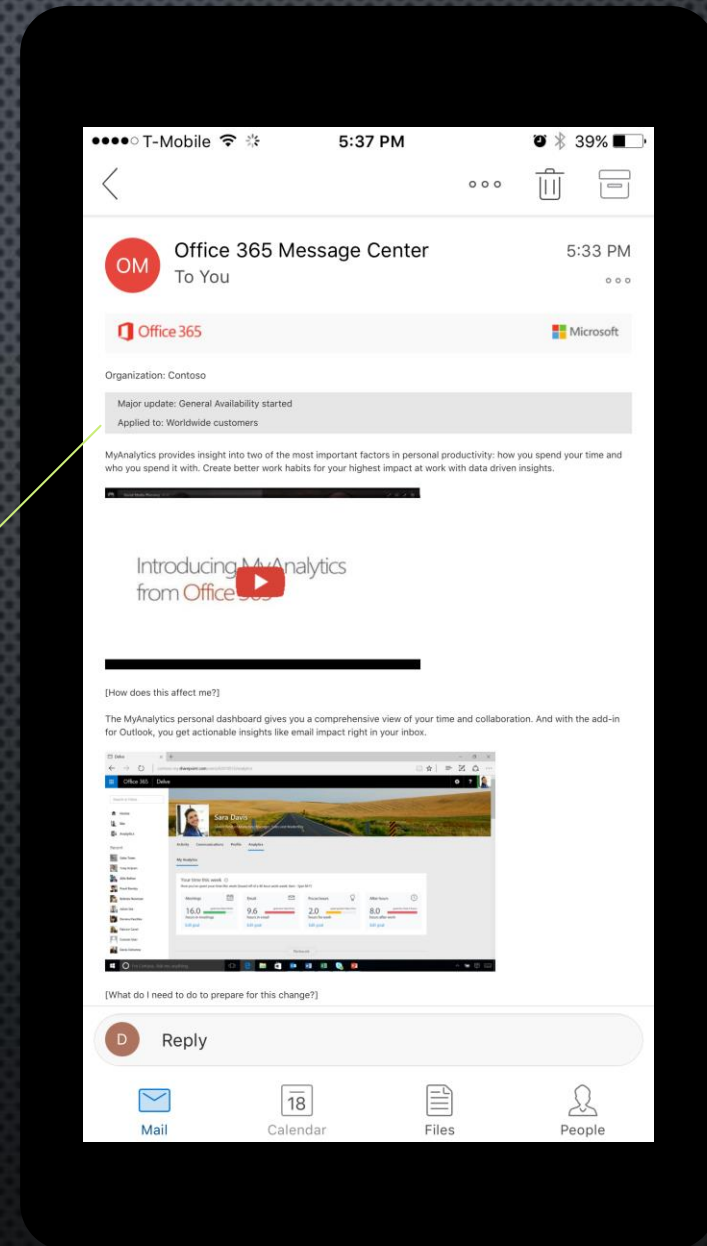
When a major update exits Targeted Release and is being exposed to all customers, Microsoft initiates a final communication.



Announcement

General Availability

Available in
Targeted
Release



USING TEAMS &
SHAREPOINT TO STAY
CONNECTED

MICROSOFT TEAMS, THE HUB FOR TEAMWORK IN OFFICE 365



CHAT, CALLS & MEETINGS
FOR TODAY'S TEAMS



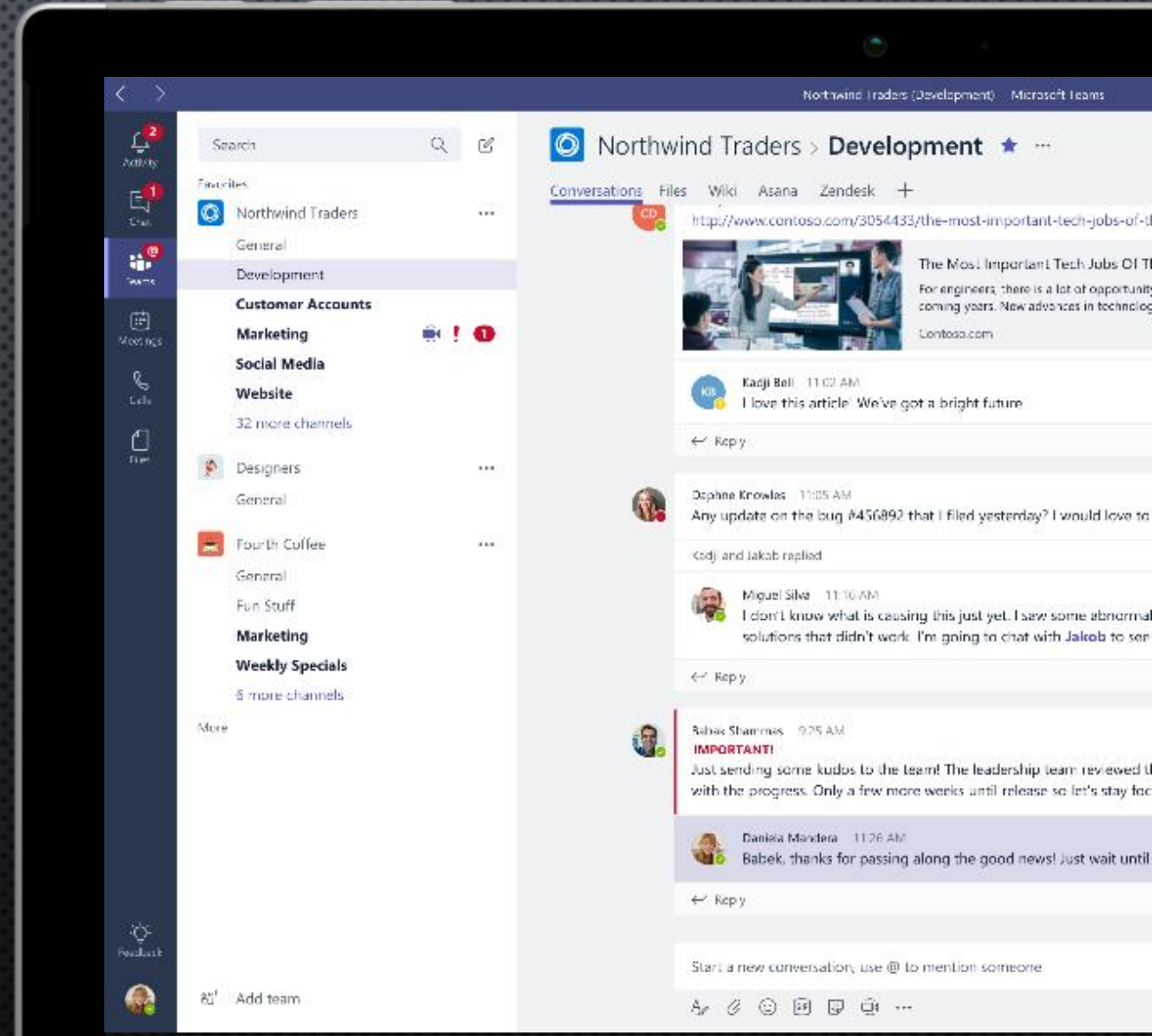
INTEGRATED OFFICE 365 APPS



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](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](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

SHAREPOINT SITES



MODERN LISTS & LIBRARIES



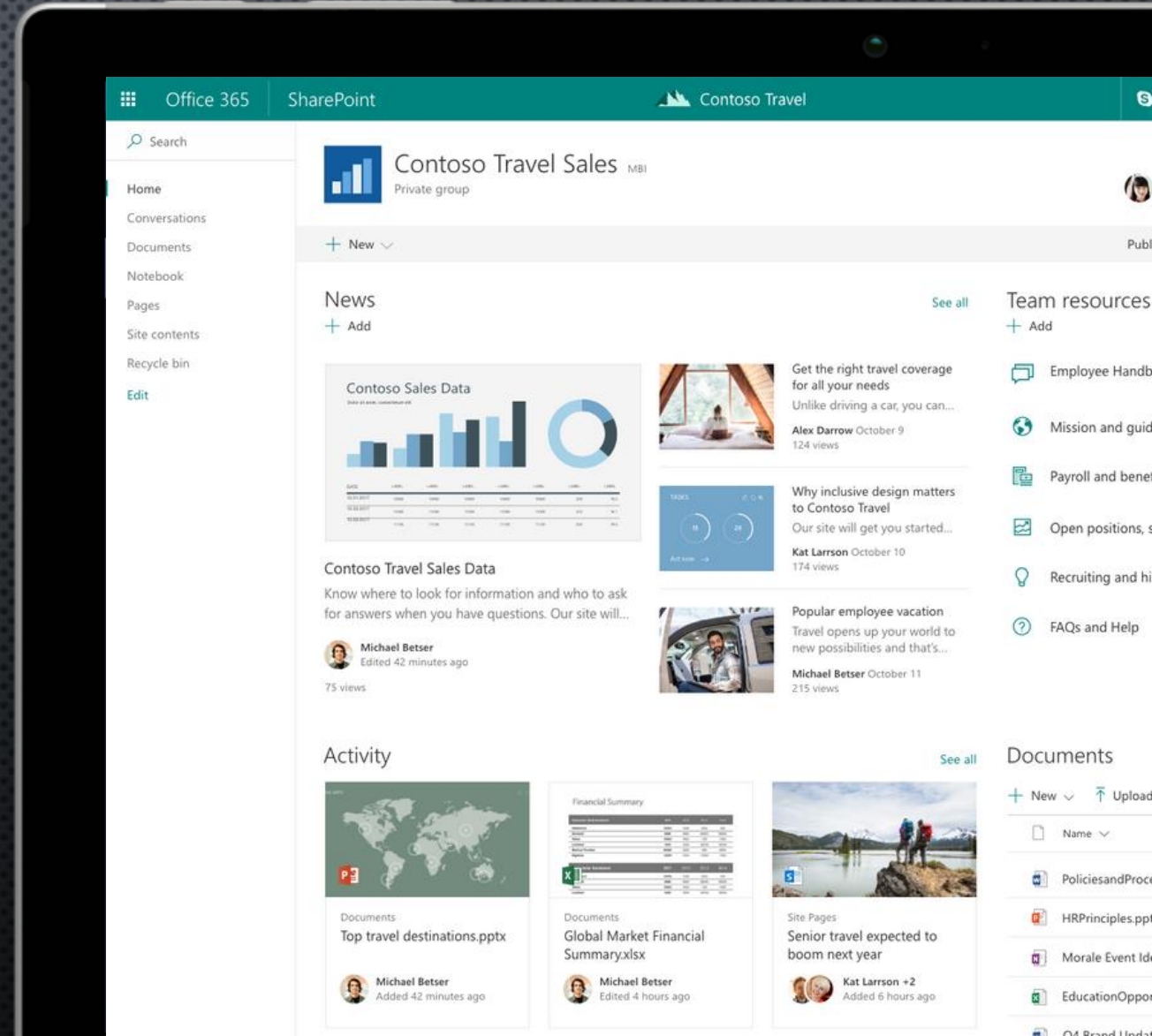
INTEGRATED OFFICE 365



MODERN PAGES & WEB PARTS



ENTERPRISE SECURITY, COMPLIANCE
& MANAGEABILITY



DEMO: MICROSOFT TEAMS & SHAREPOINT TEAM SITES

COLLABORATING ON DOCUMENTS

SHAREPOINT DOCUMENT LIBRARIES



ITEMS NEEDS ATTENTION!



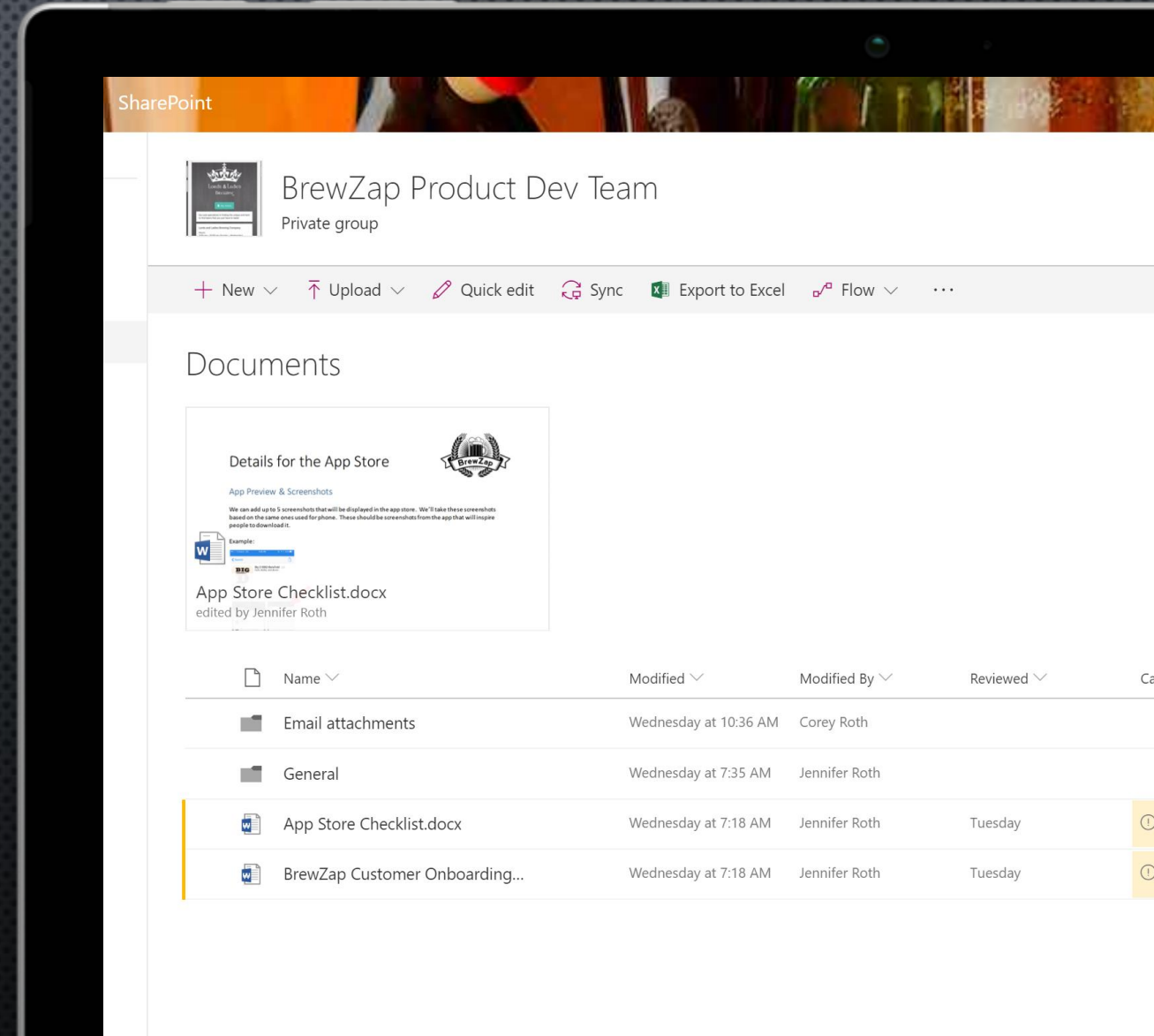
MICROSOFT FLOW



NAVIGATION & FILTERING



COPY & SHARE DOCUMENTS



DEMO: SHAREPOINT DOCUMENTS

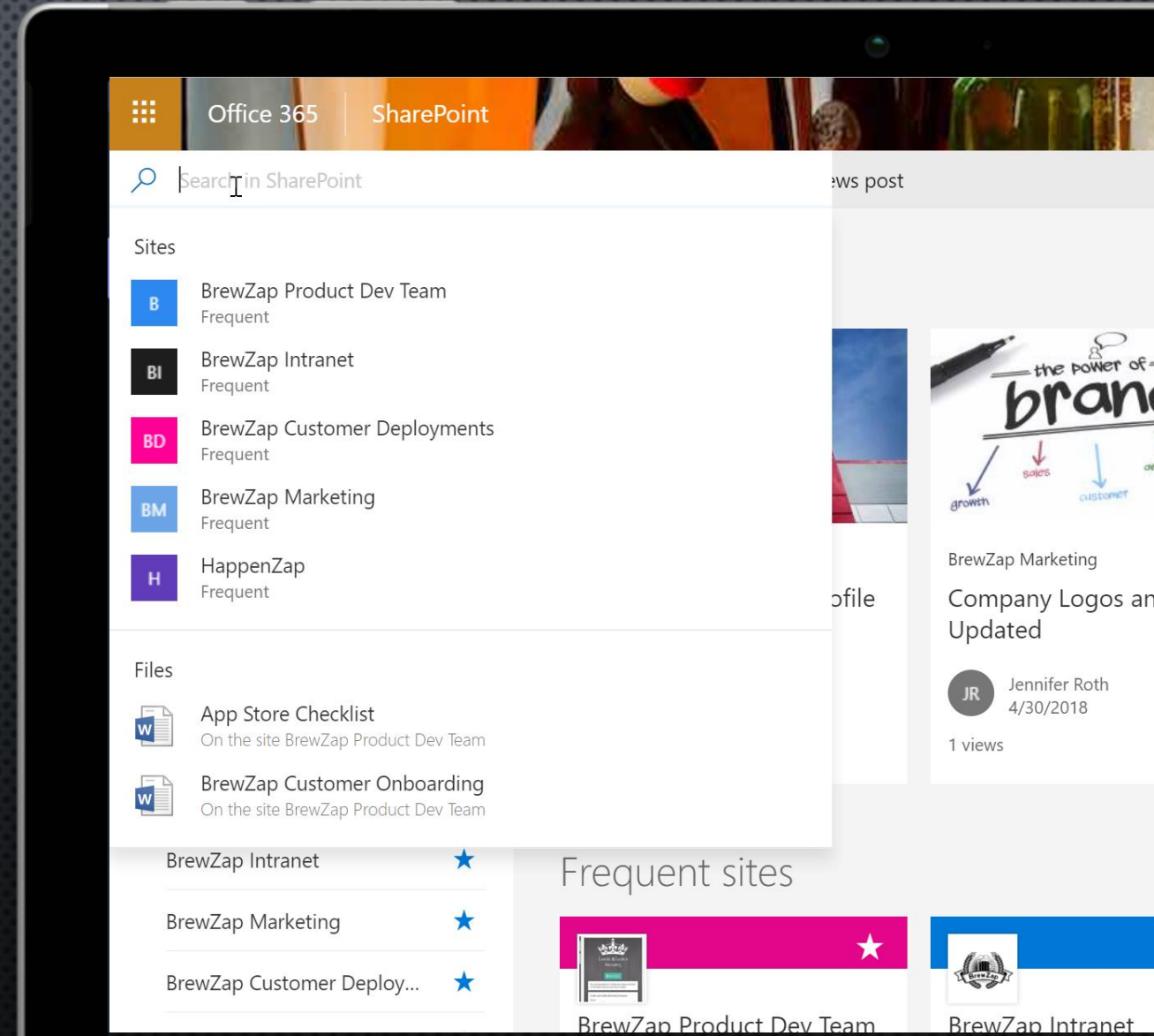
SEARCHING CONTENT
& PEOPLE

SEARCHING FOR PEOPLE & CONTENT

[] ZERO TIME QUERY

[] OFFICE SEARCH

[] WINDOWS 10 SEARCH



DEMO:
SEARCH

BUILDING COMMUNICATION SITES

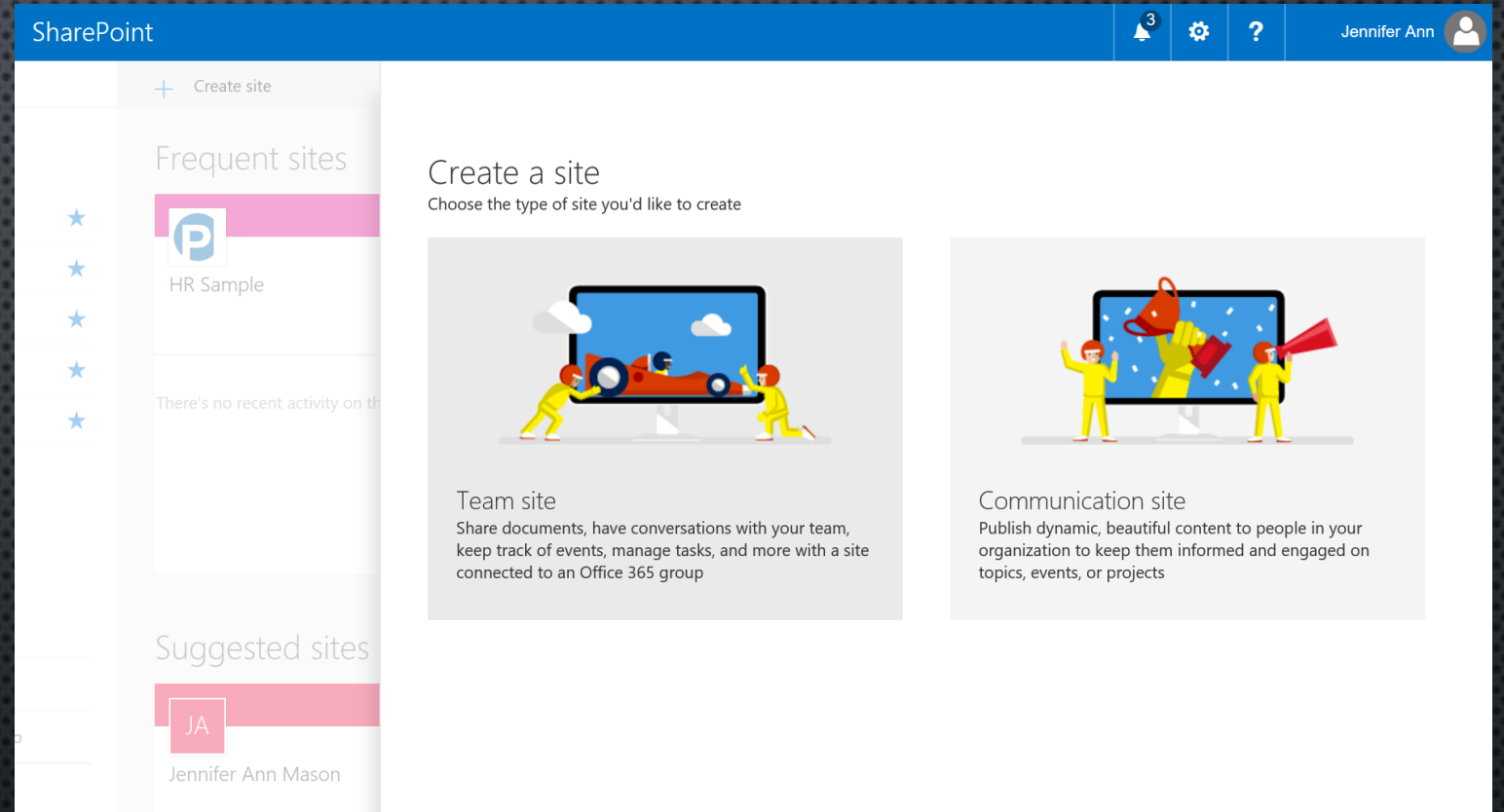
WHEN TO USE COMMUNICATION SITES:

COMMUNICATION WITH A LARGE AUDIENCE ON A BROAD SUBJECT



COMMUNICATION SITES

COMMUNICATION SITES
ARE CREATED THROUGH
SELF SERVICE CREATION

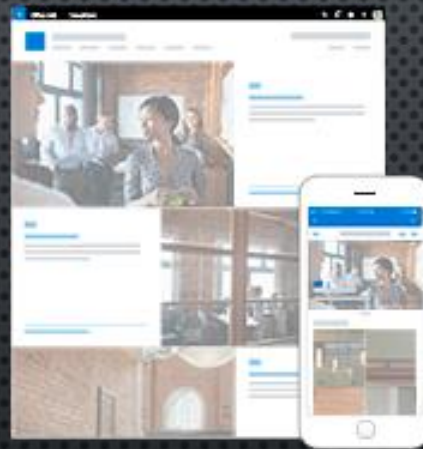


THREE LAYOUT OPTIONS



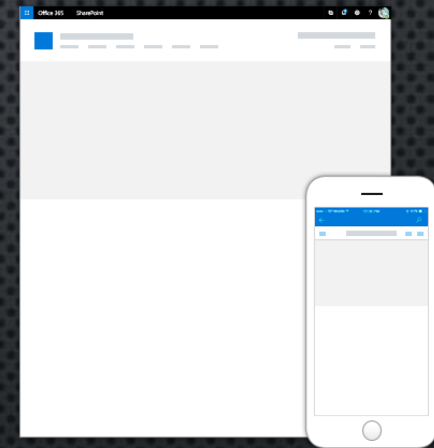
TOPIC

HEAVY ON CONTENT – NEWS, EVENTS



SHOWCASE

HEAVY ON IMAGES



BLANK

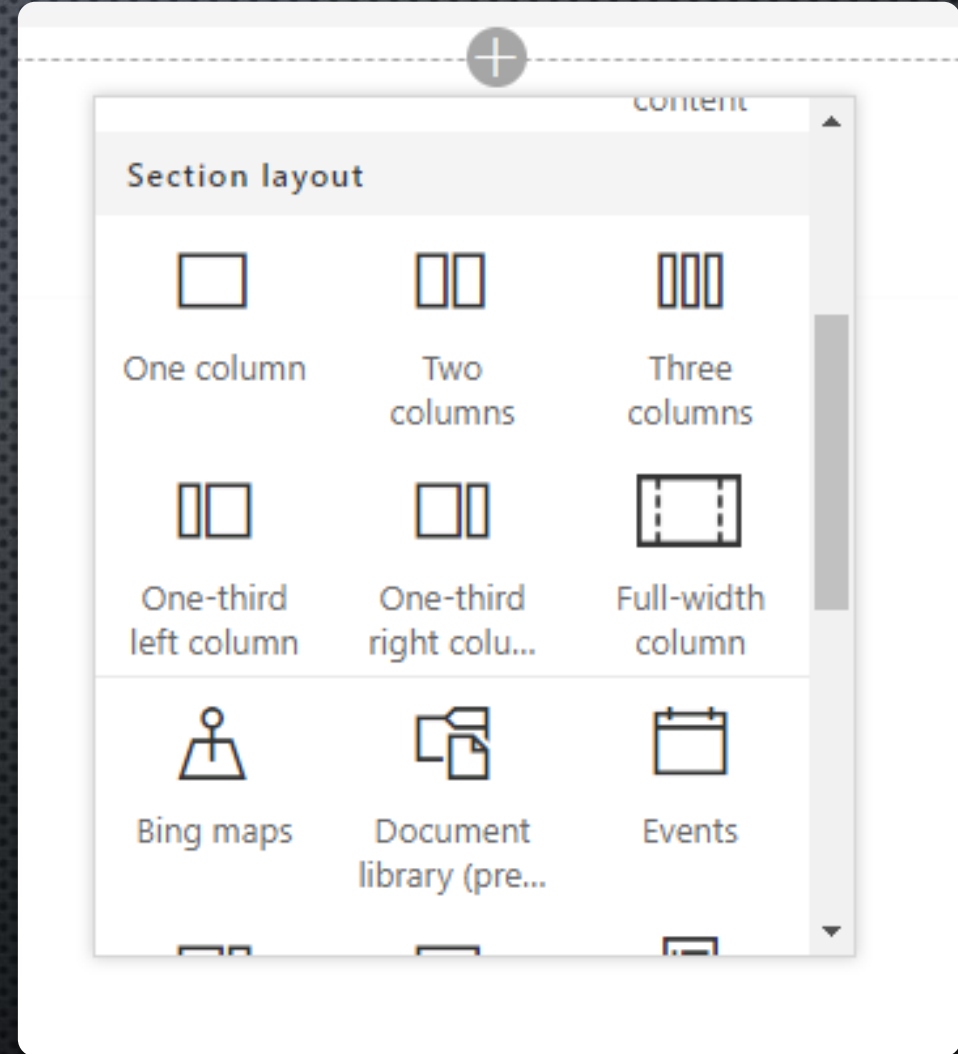
A BLANK CANVAS FOR CUSTOMIZING

WORKING WITH PAGES

SECTION LAYOUTS

ADDING, MOVING WEB PARTS

WEB PART PROPERTIES



WEB PARTS

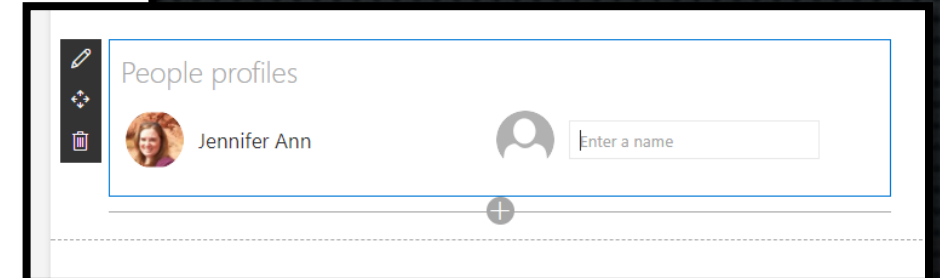
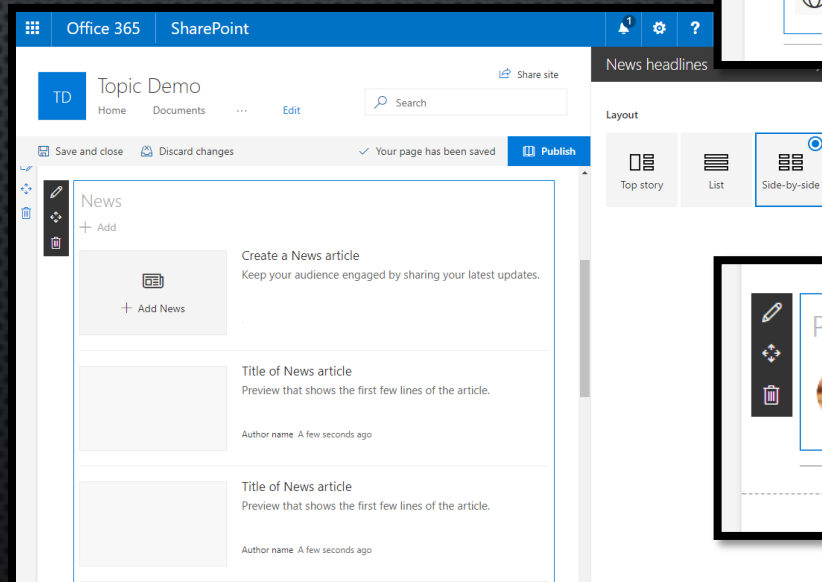
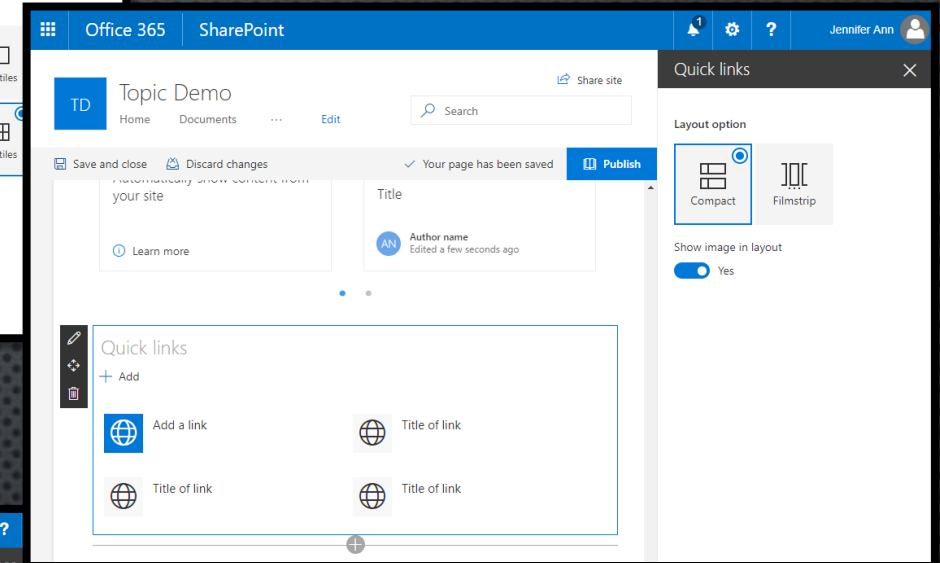
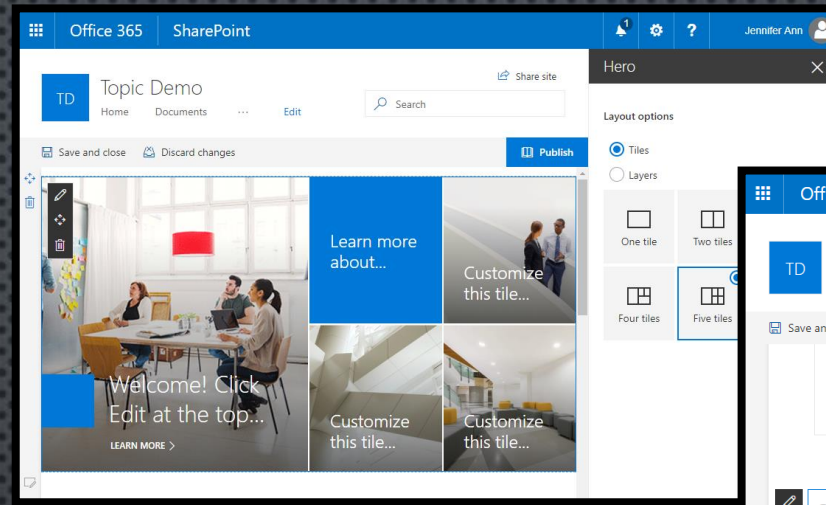
Hero News

Highlighted Content

Quick Links

People

Image Gallery



HUB SITES

SHARED NAVIGATION

CONTENT ROLLUP

Office 365 | SharePoint | Contoso Travel

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

Contoso Travel HR | Create site | Follow | Share

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

Search

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

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	OCT 04	OCT 10	OCT 21
Giving Campaign Learn about this year's Giving opportunities	Contoso Travel HR All hands with a Special Guest: Our own CEO	New Employee Onboarding New employee meet and greet	Public Relations Deadline for submitting your expense reports
Friday 2:00-4:30pm Conf Room 2501	Thursday 12:00-2:00pm Theater 1	Tuesday - Friday All Day Paris, France	Friday 4:00PM Conf Room 3123
Add to Outlook	Add to Outlook	Add to Outlook	Add to Outlook

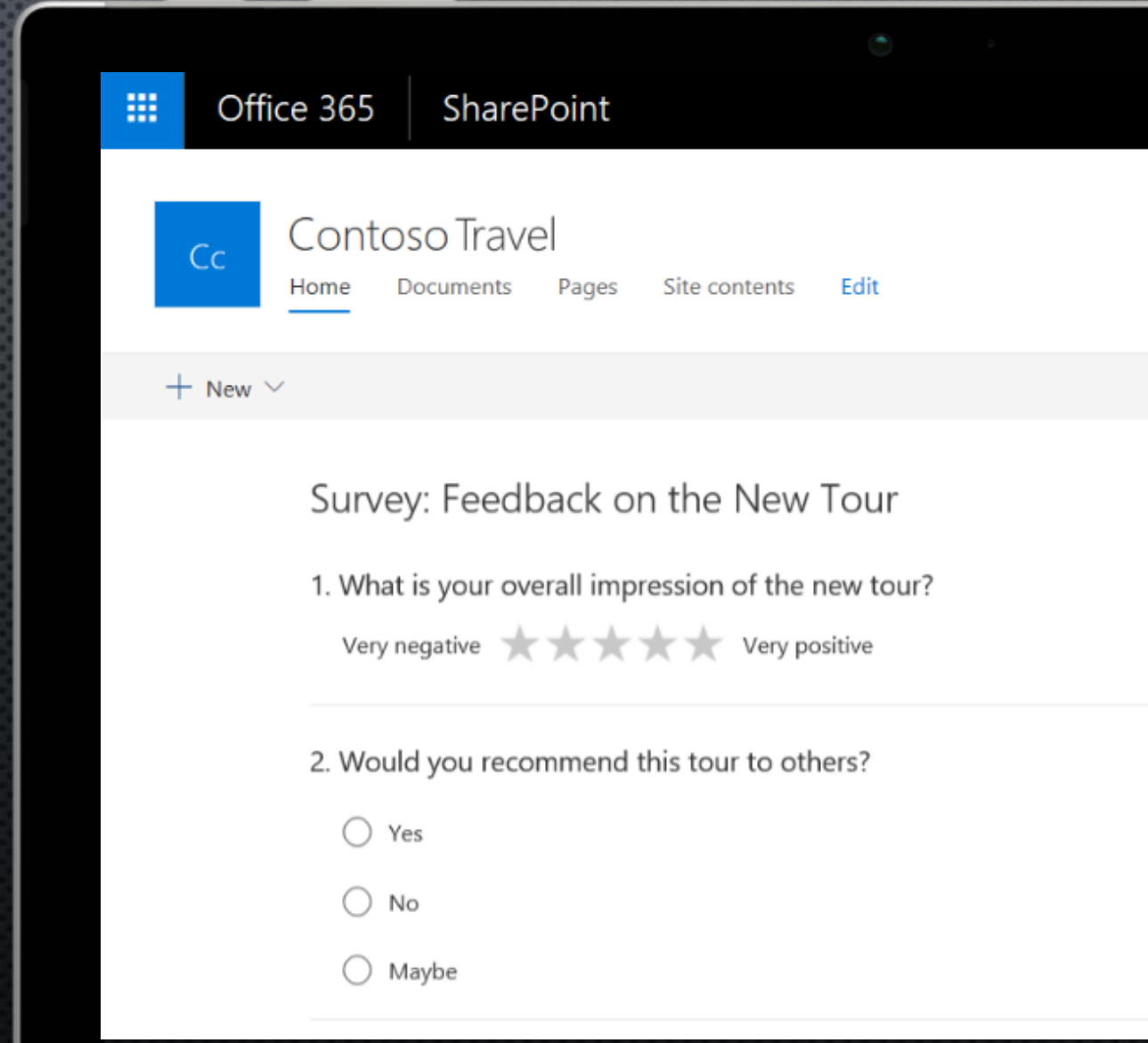
Quick links [See all](#)

- 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 for a site named 'Contoso Travel'. The top navigation bar includes 'Office 365' and 'SharePoint'. Below this, the site header shows the 'Cc' logo and the site name 'Contoso Travel', with links for 'Home', 'Documents', 'Pages', 'Site contents', and 'Edit'. A '+ New' button is visible. 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?', followed by 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

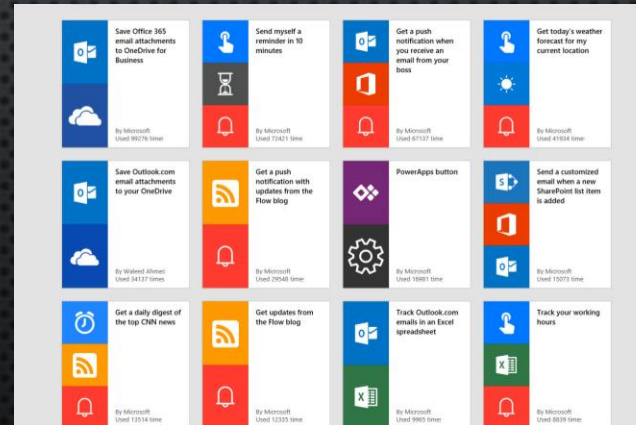
MICROSOFT POWERAPPS & FLOW

ENTERPRISE CLOUD-BASED SOFTWARE SERVICE

AUTOMATE PROCESSES ACROSS SERVICES AND APPS

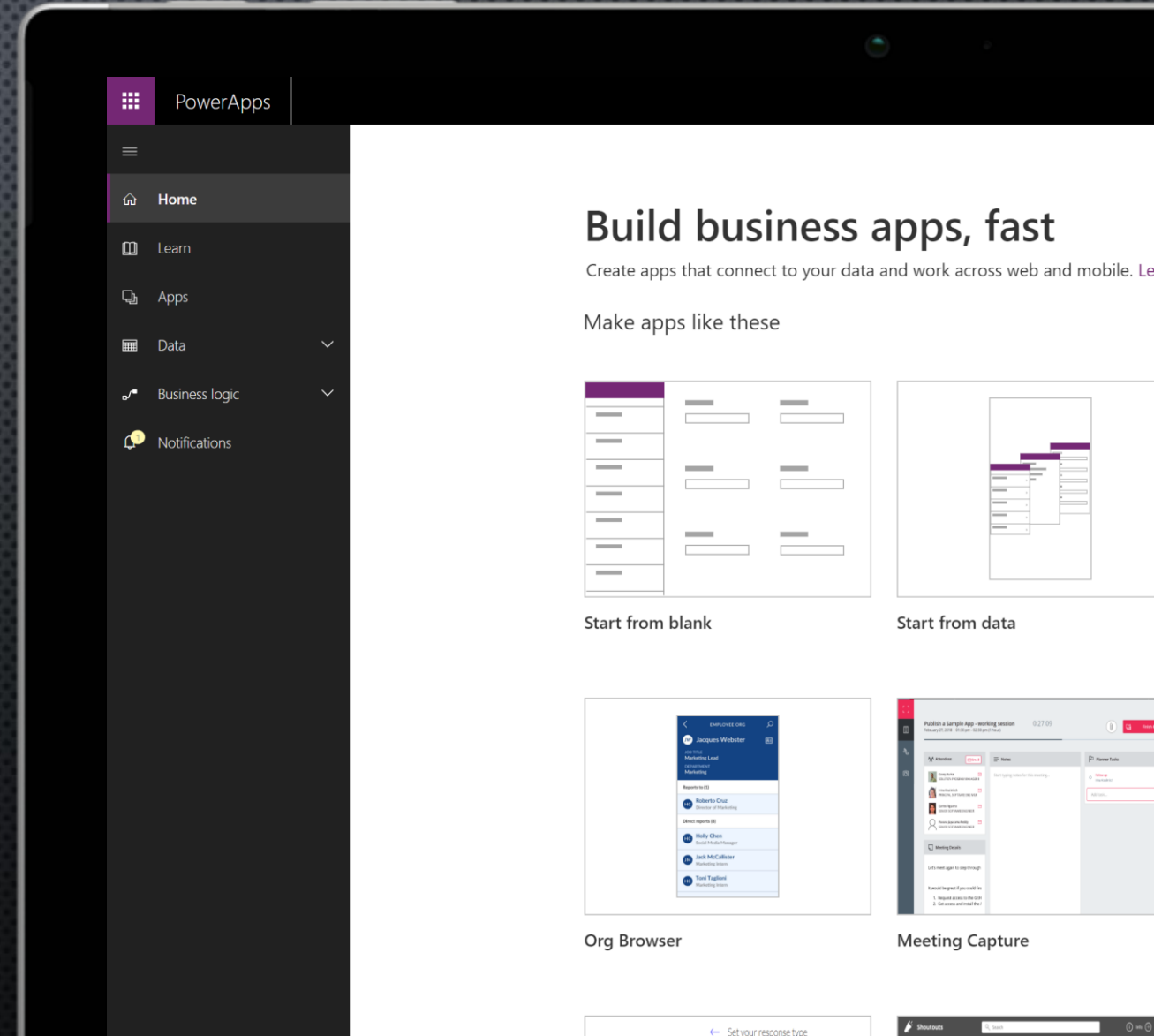
CREATE, BUILD, PUBLISH AND SHARE APPS FOR MOBILE & WEB

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