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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

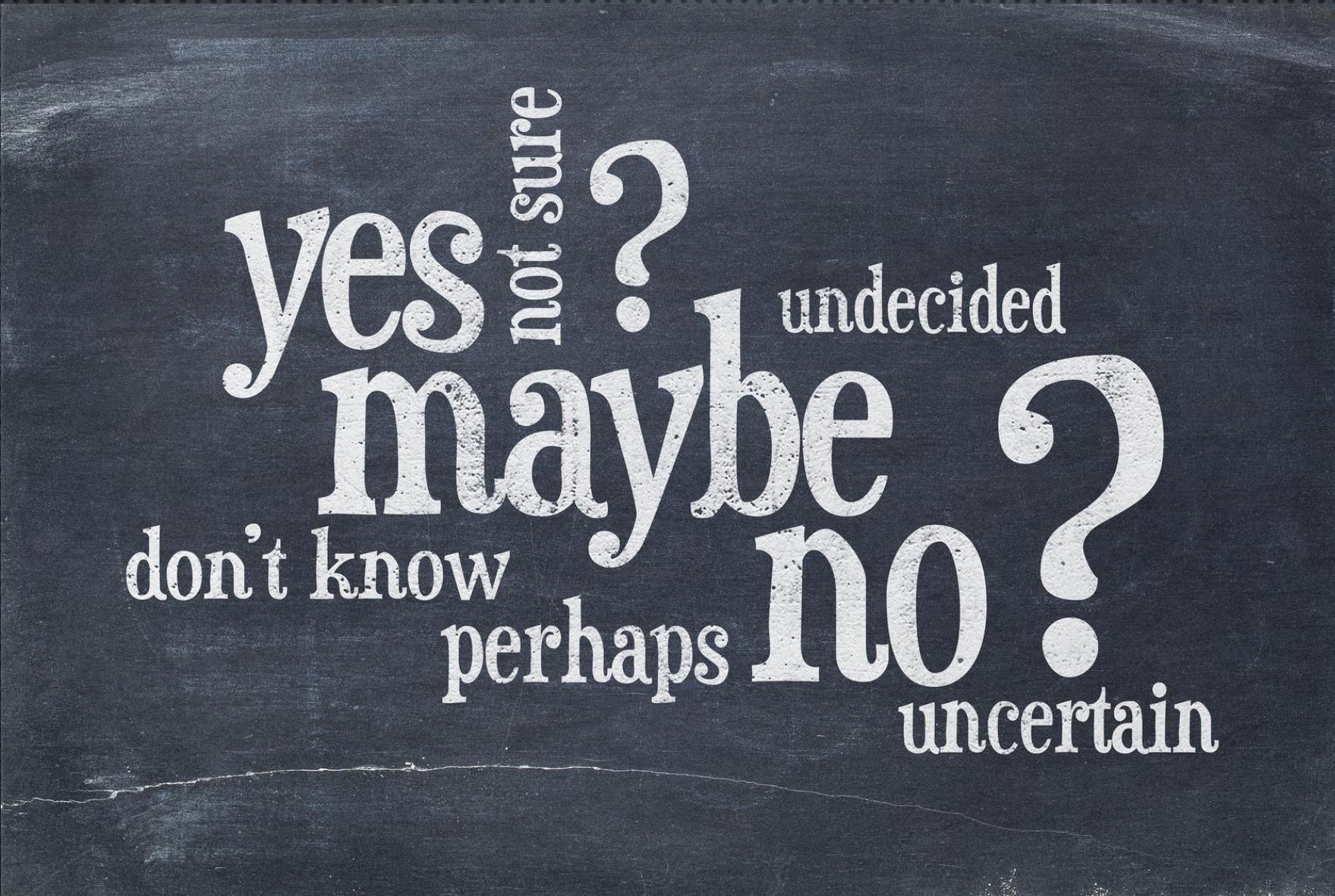
OUR ENVIRONMENT

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?



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

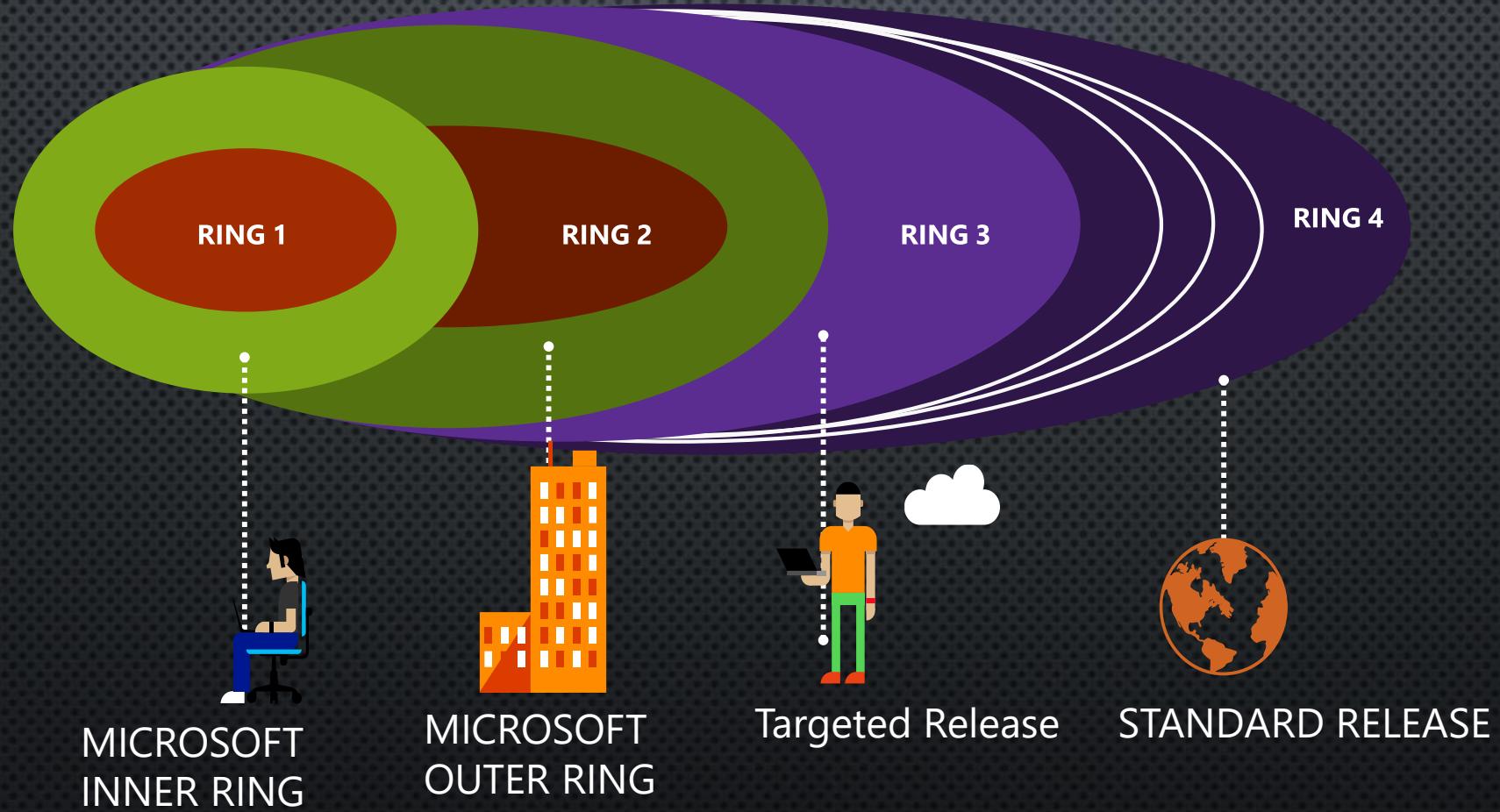
Microsoft Graph

Suite-wide intelligence
connecting people and content

Security and Compliance

Centralized policy management

RELEASE & VALIDATE



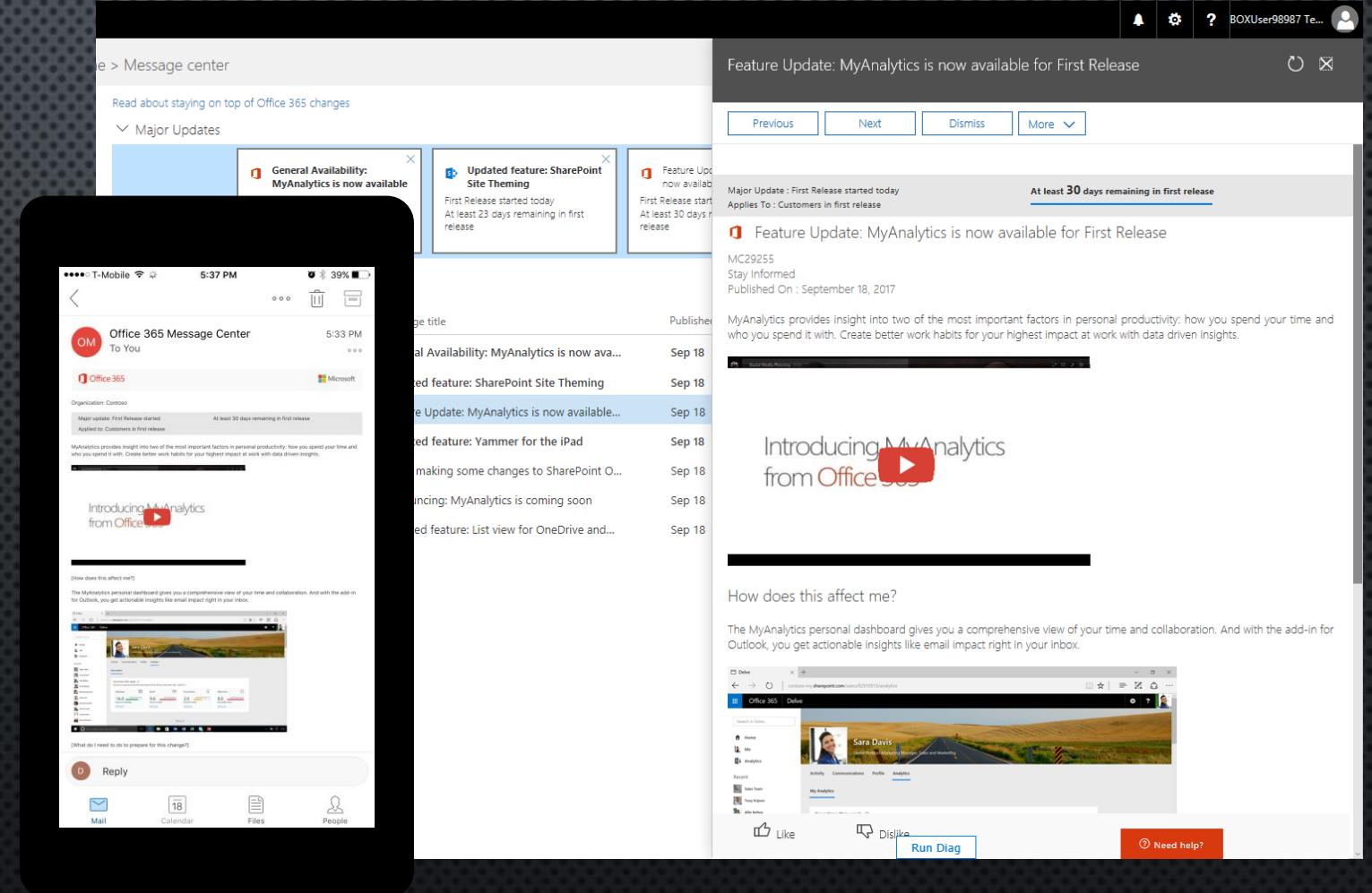
MAJOR UPDATE HITS TARGETED RELEASE

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

Announcement

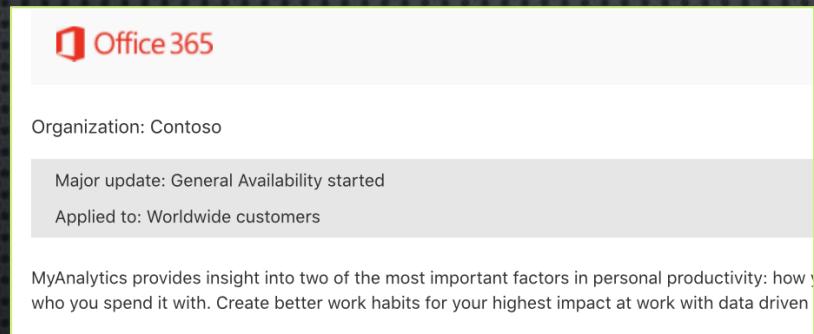
General Availability

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.

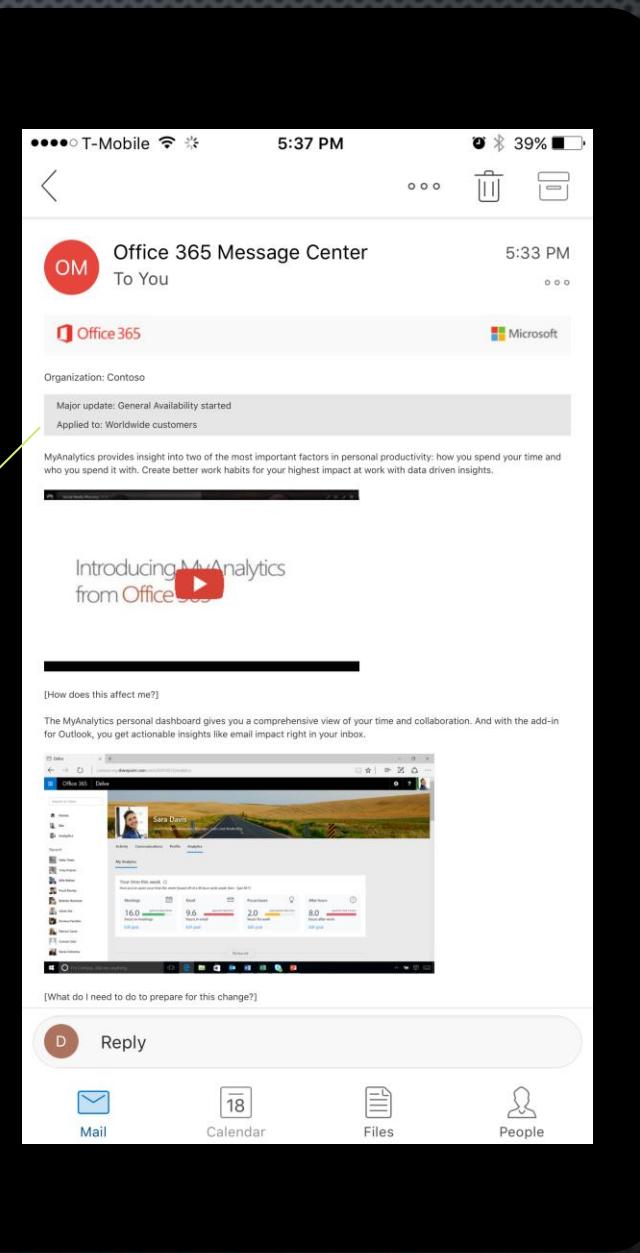


Announcement



Available in
Targeted
Release

General Availability



USING TEAMS &
SHAREPOINT TO STAY
CONNECTED

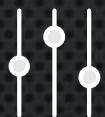
MICROSOFT TEAMS, THE HUB FOR TEAMWORK IN OFFICE 365



CHAT, CALLS & MEETINGS
FOR TODAY'S TEAMS



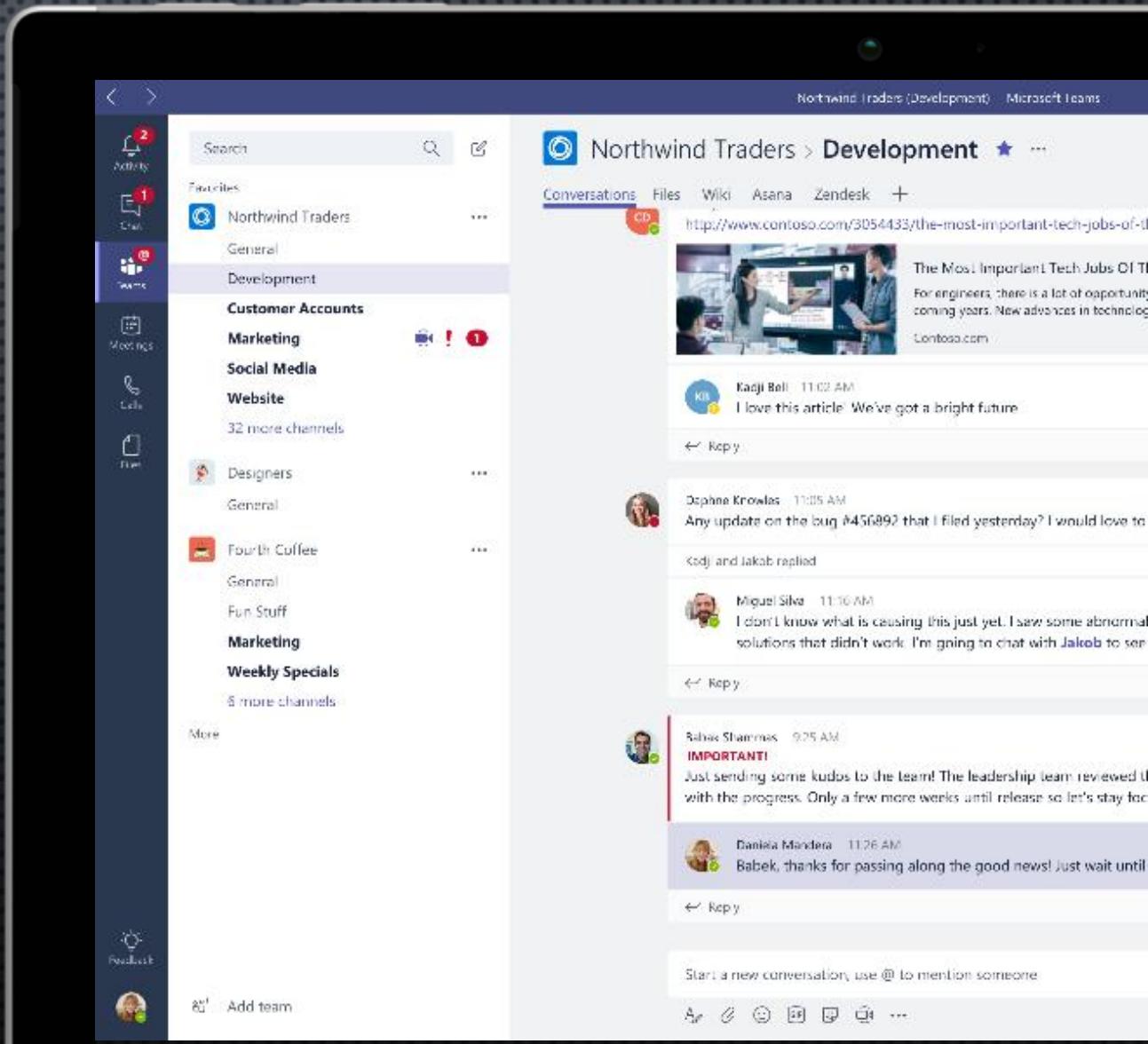
INTEGRATED OFFICE 365 APPS



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

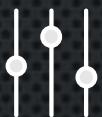
SHAREPOINT SITES



MODERN LISTS & LIBRARIES



INTEGRATED OFFICE 365



MODERN PAGES & WEB PARTS



ENTERPRISE SECURITY, COMPLIANCE
& MANAGEABILITY

The screenshot shows the SharePoint Home page for the 'Contoso Travel Sales' private group. The page includes a navigation bar with 'Office 365' and 'SharePoint' tabs, and a header with the site name 'Contoso Travel'. The main content area features a 'Contoso Travel Sales' section with a bar chart and a pie chart, followed by a 'News' section with a 'Contoso Sales Data' article by Michael Betser, a 'Tasks' section, and a 'Popular employee vacation' section. The right side of the page displays 'Team resources' with links to 'Employee Handbook', 'Mission and guidance', 'Payroll and benefits', 'Open positions', 'Recruiting and hiring', and 'FAQs and Help'. The bottom section shows 'Activity' with a world map, a 'Financial Summary' document, and a 'Site Pages' document. The footer contains links for 'New', 'Upload', 'Name', 'Policies and Procedures', 'HR Principles', 'Morale Event Ideas', and 'Education Opportunities'.

DEMO:
MICROSOFT TEAMS & SHAREPOINT
TEAM SITES

COLLABORATING ON
DOCUMENTS

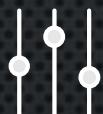
SHAREPOINT DOCUMENT LIBRARIES



ITEMS NEEDS ATTENTION!



MICROSOFT FLOW



NAVIGATION & FILTERING



COPY & SHARE DOCUMENTS

SharePoint

BrewZap Product Dev Team
Private group

+ New ▾ ⚡ Upload ▾ 🖊 Quick edit ⚡ Sync 📊 Export to Excel ⚡ Flow ▾ ...

Documents

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

DEMO:
SHAREPOINT
DOCUMENTS

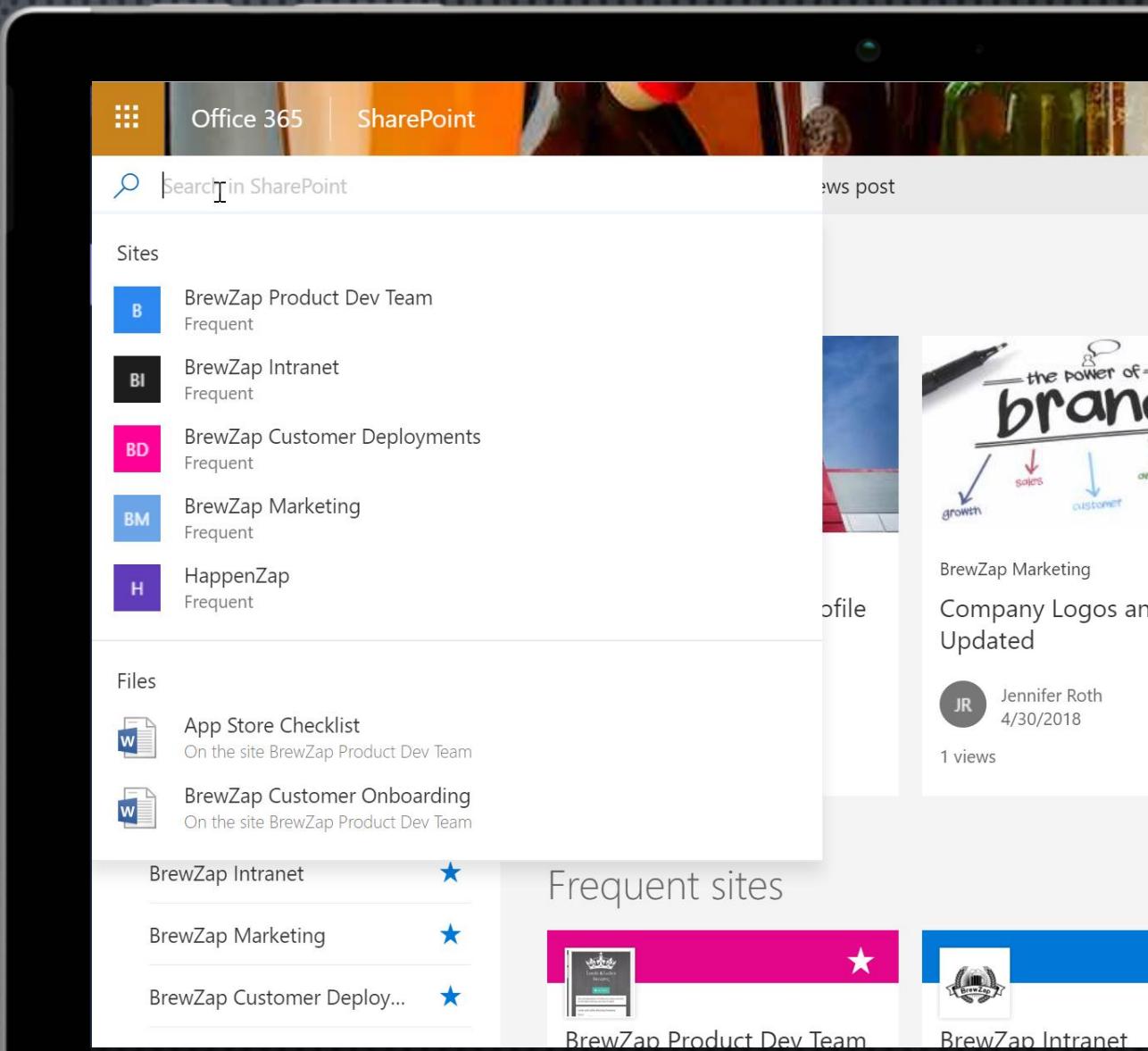
SEARCHING CONTENT
& PEOPLE

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

SharePoint

+ Create site

Frequent sites

HR Sample

There's no recent activity on this site

Suggested sites

Jennifer Ann Mason

Create a site

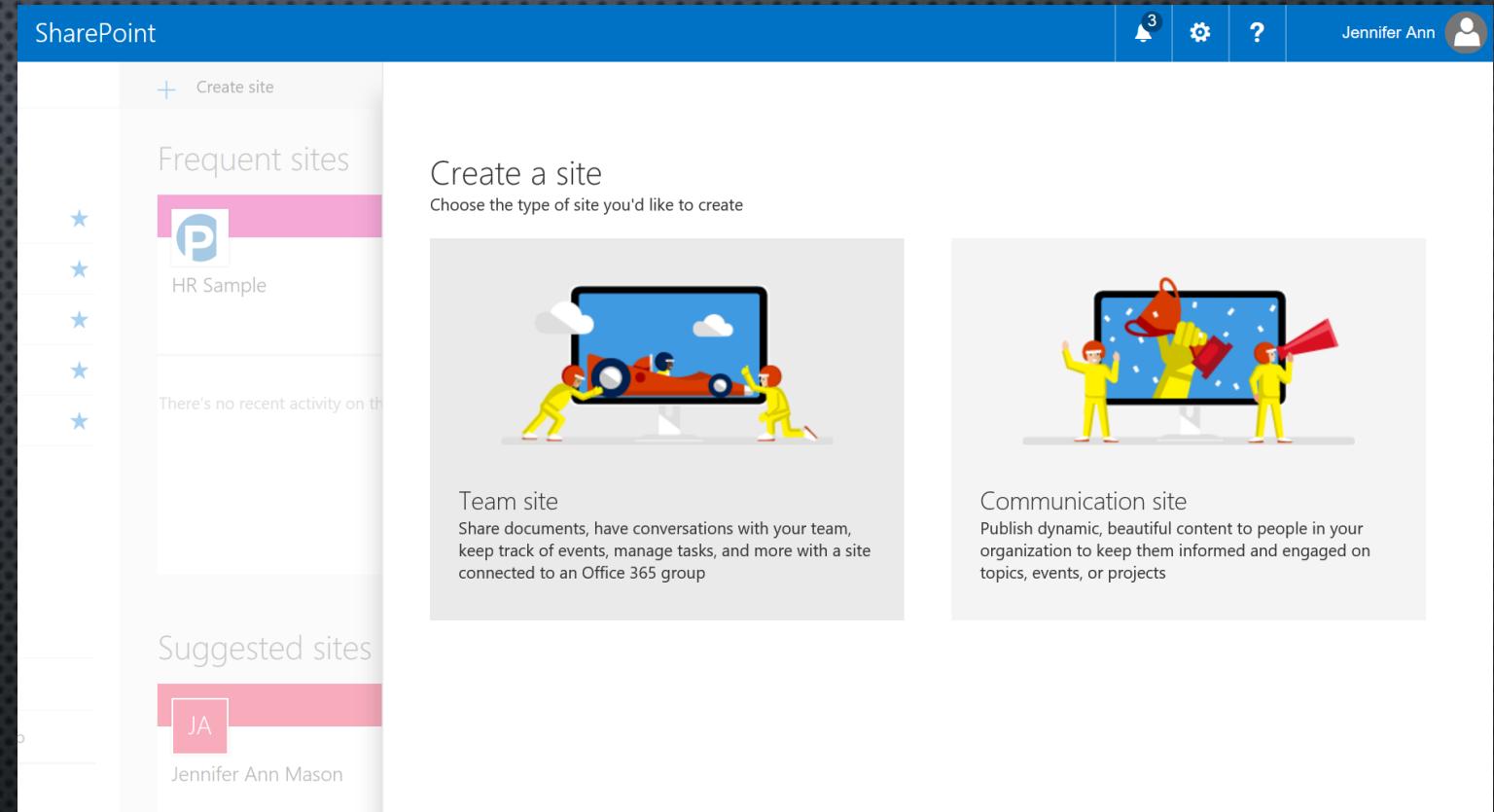
Choose the type of site you'd like to create

Team site

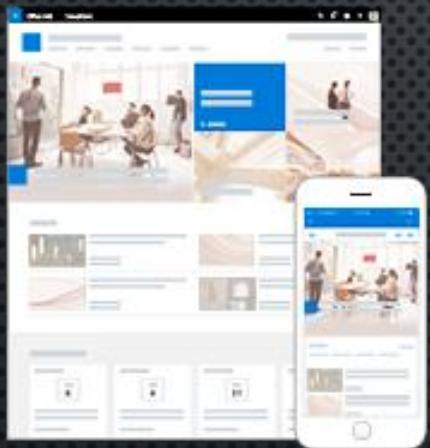
Share documents, have conversations with your team, keep track of events, manage tasks, and more with a site connected to an Office 365 group

Communication site

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



THREE LAYOUT OPTIONS



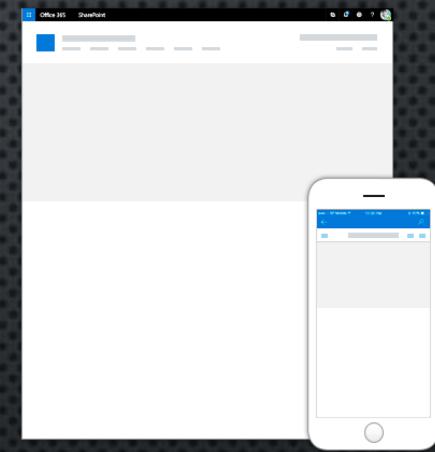
TOPIC

HEAVY ON CONTENT – NEWS, EVENTS



SHOWCASE

HEAVY ON IMAGES



BLANK

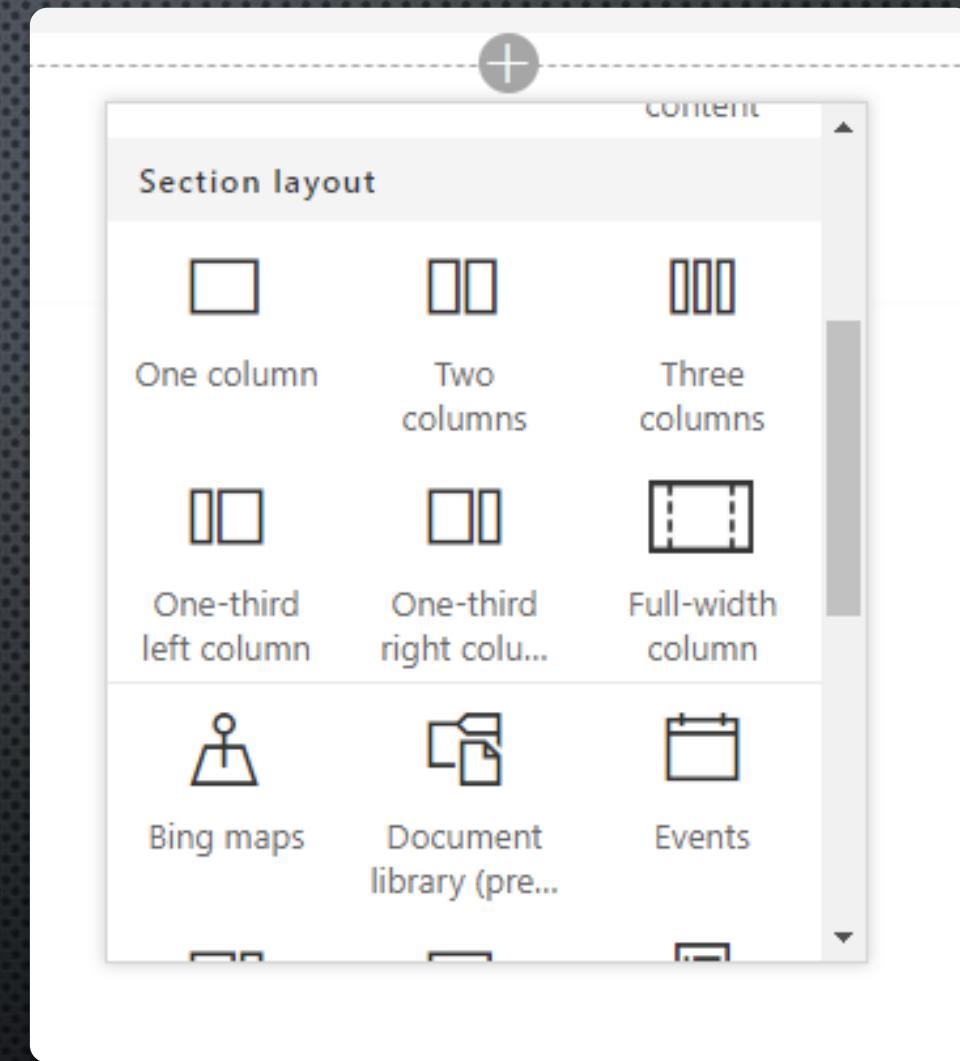
A BLANK CANVAS FOR CUSTOMIZING

WORKING WITH PAGES

SECTION LAYOUTS

ADDING, MOVING WEB PARTS

WEB PART PROPERTIES



WEB PARTS

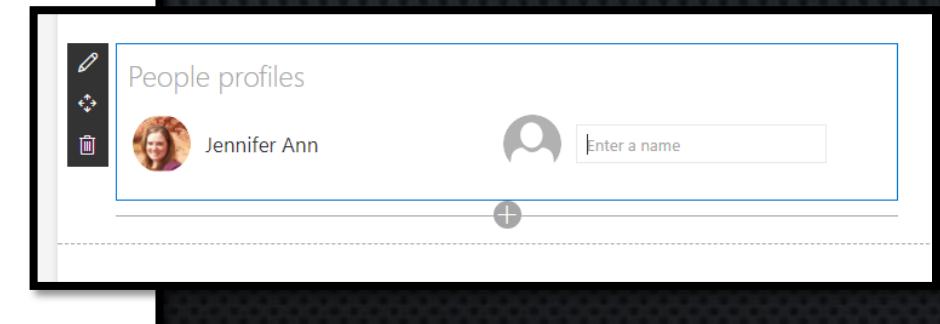
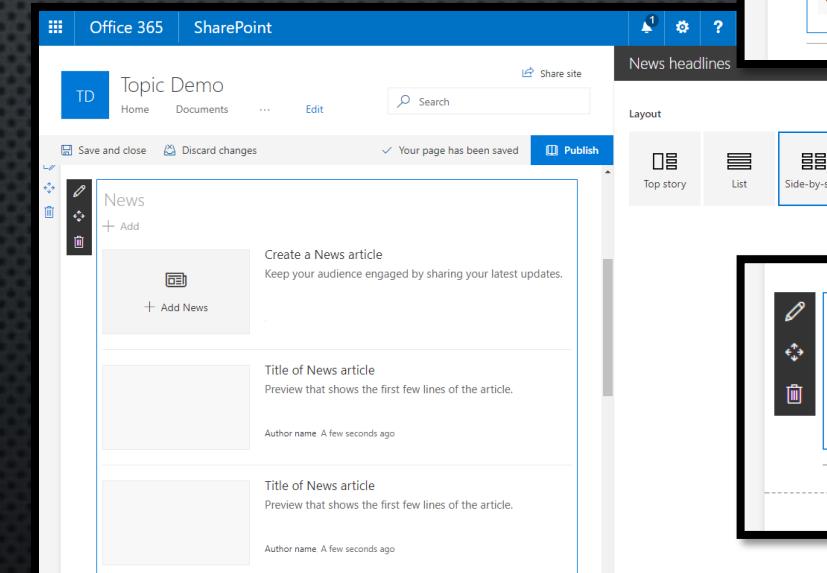
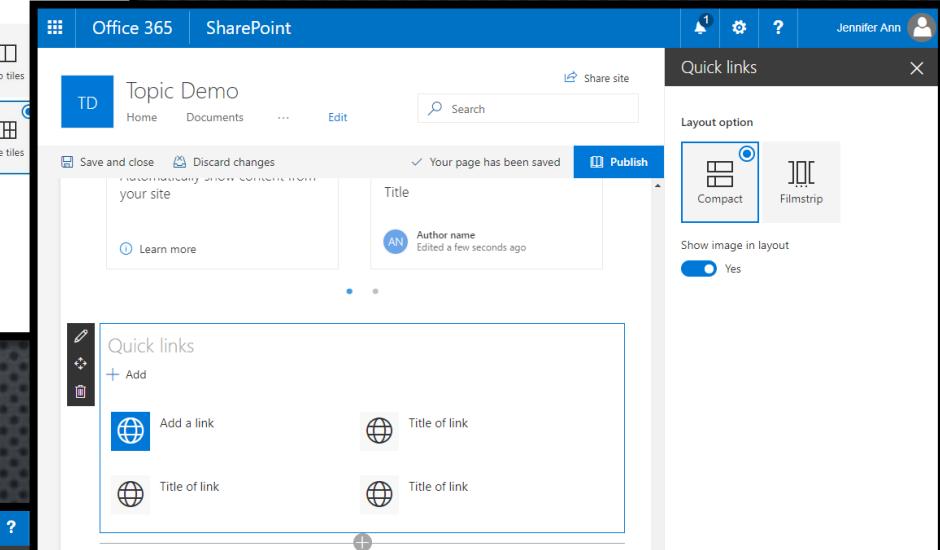
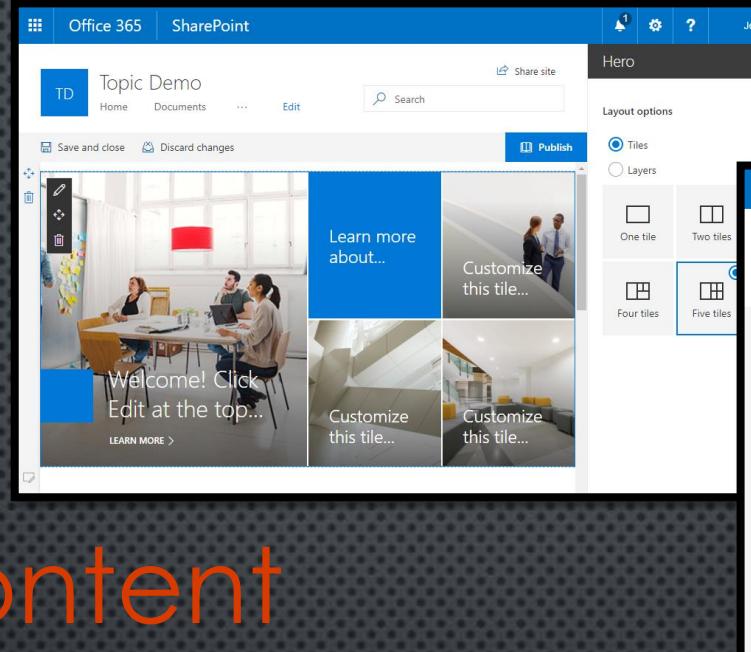
HERO News

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 - M&B

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

Benefits

2018 Open Enrollment

John Evans 45 minutes ago 57 views

Recruiting Innovative Hiring Practices Employee Inclusion Diversity Makes Us Better Contoso Travel HR 2017 Bring your kids to work day Giving Campaign Giving Goals for CY17

Events See all

SEP 28 OCT 04 OCT 10 OCT 21

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

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

New Employee Onboarding New employee meet and greet Tuesday 4:00PM Paris, France Add to Outlook

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

Quick links See all

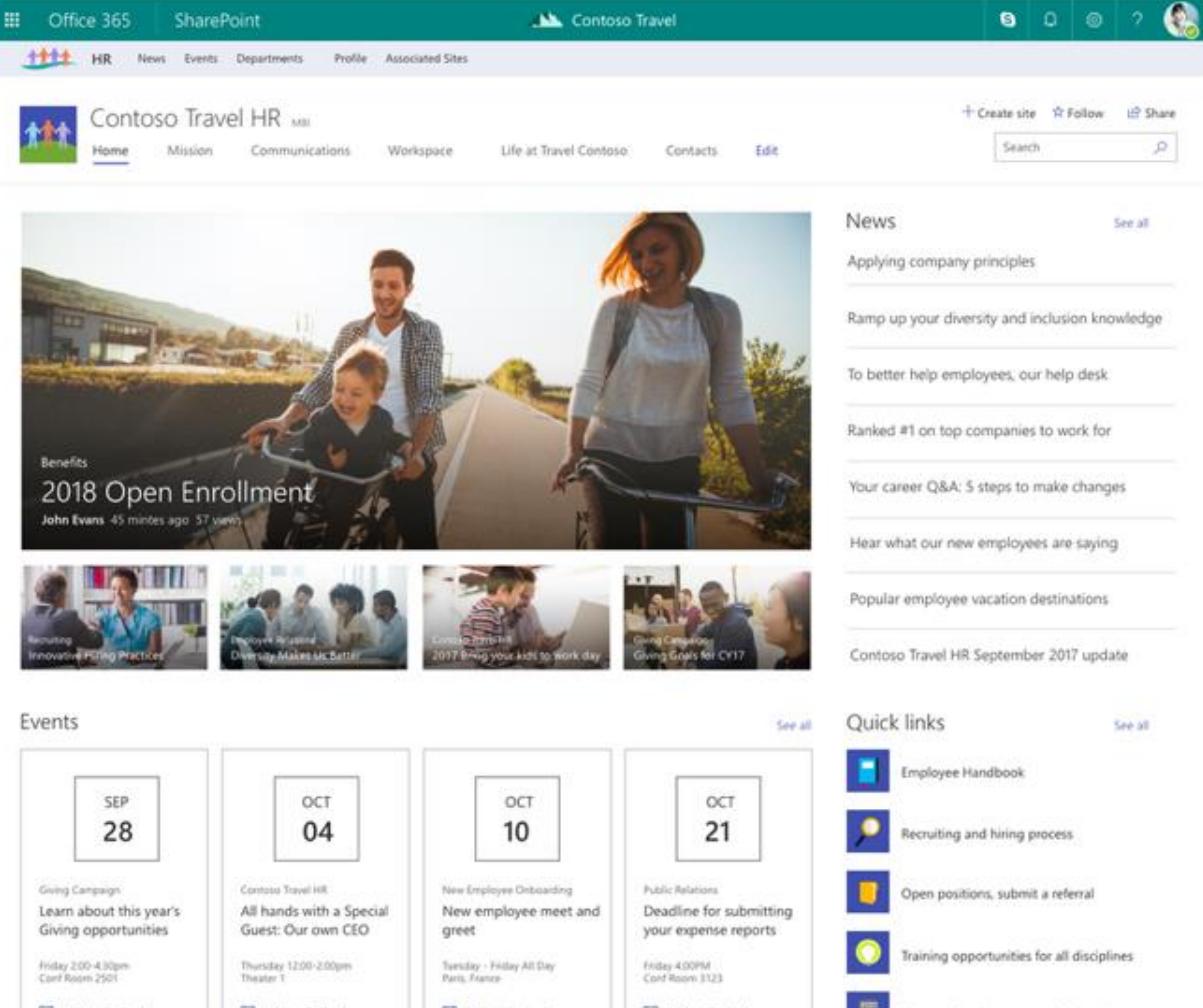
Employee Handbook

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 Microsoft SharePoint site for 'Contoso Travel'. The navigation bar includes 'Office 365' and 'SharePoint'. The page title is 'Contoso Travel'. The top navigation bar has 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 is '1. What is your overall impression of the new tour?'. It includes a rating scale from 'Very negative' to 'Very positive' with five stars. The second question is '2. Would you recommend this tour to others?'. It has 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

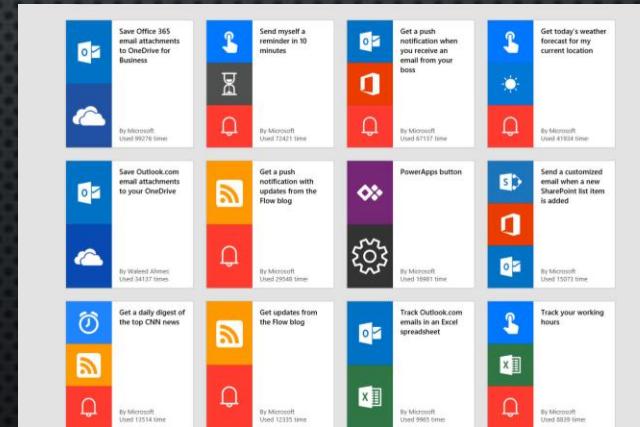
MICROSOFT POWERAPPS & FLOW

ENTERPRISE CLOUD-BASED SOFTWARE SERVICE

AUTOMATE PROCESSES ACROSS SERVICES AND APPS

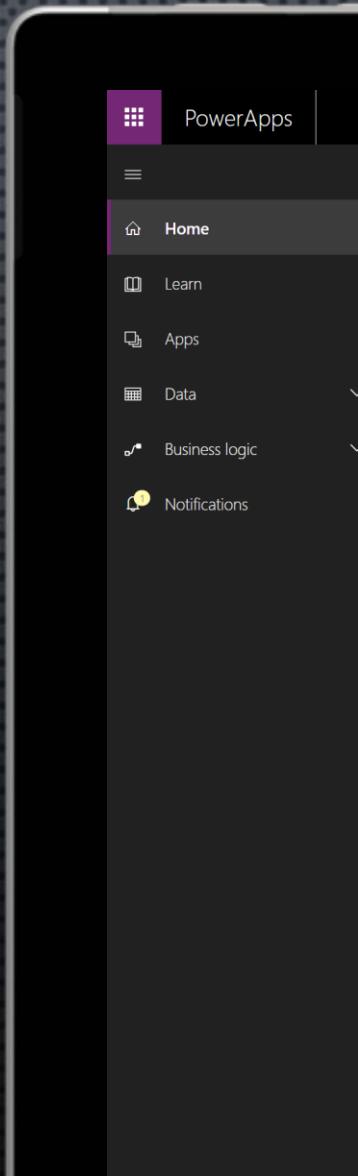
CREATE, BUILD, PUBLISH AND SHARE APPS FOR MOBILE & WEB

MORE THAN 160 CONNECTORS FOR POWERAPPS AND FLOW



POWERAPPS

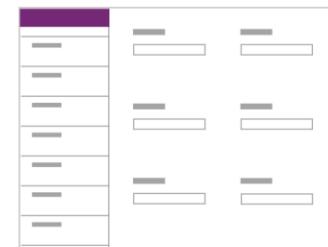
- • WYSIWYG DESIGN EXPERIENCE
- • CREATE APP LOGIC WITH FAMILIAR EXCEL-LIKE EXPRESSIONS
- • MASH UP DATA FROM MULTIPLE SOURCES RIGHT AT THE APP LEVEL



Build business apps, fast

Create apps that connect to your data and work across web and mobile. [Learn more](#)

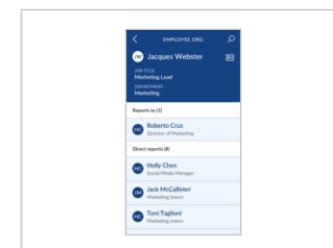
Make apps like these



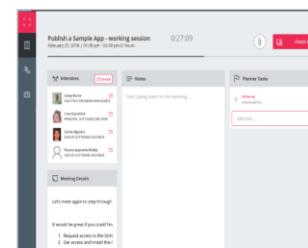
Start from blank



Start from data



Org Browser



Meeting Capture

MICROSOFT FLOW HELPS NON-DEVELOPERS WORK SMARTER BY AUTOMATING WORKFLOWS ACROSS SERVICES



Get notifications



Copy files



Collect data



Automate approvals

Q&A