A Power Users Guide to building Productivity Solutions in Office 365

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ABOUT US

ABOUT ME

Jennifer Ann Mason

Director of Innovation & Strategic Solutions,
Planet Technologies

@JenniferMason
jenniferann@jenniferannmason.com
www.jenniferannmason.com

Planet Technologies

ABOUT ME

Corey Roth

For Hire ☺

@CoreyRoth
coreyroth@live.com
www.dotnetmafia.com

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

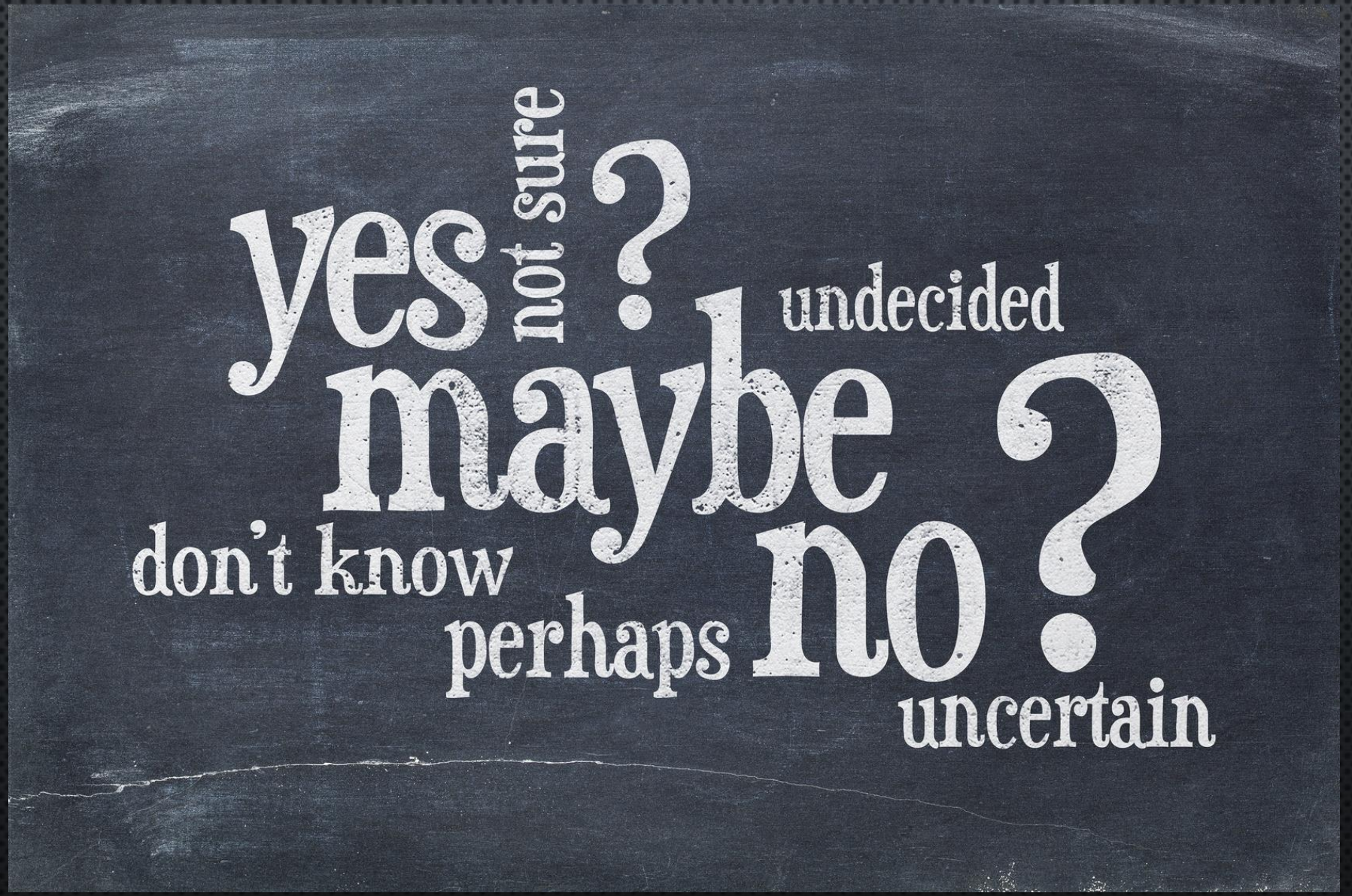
Our Environment

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

50%

Increase in "collaborative" work

5x

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

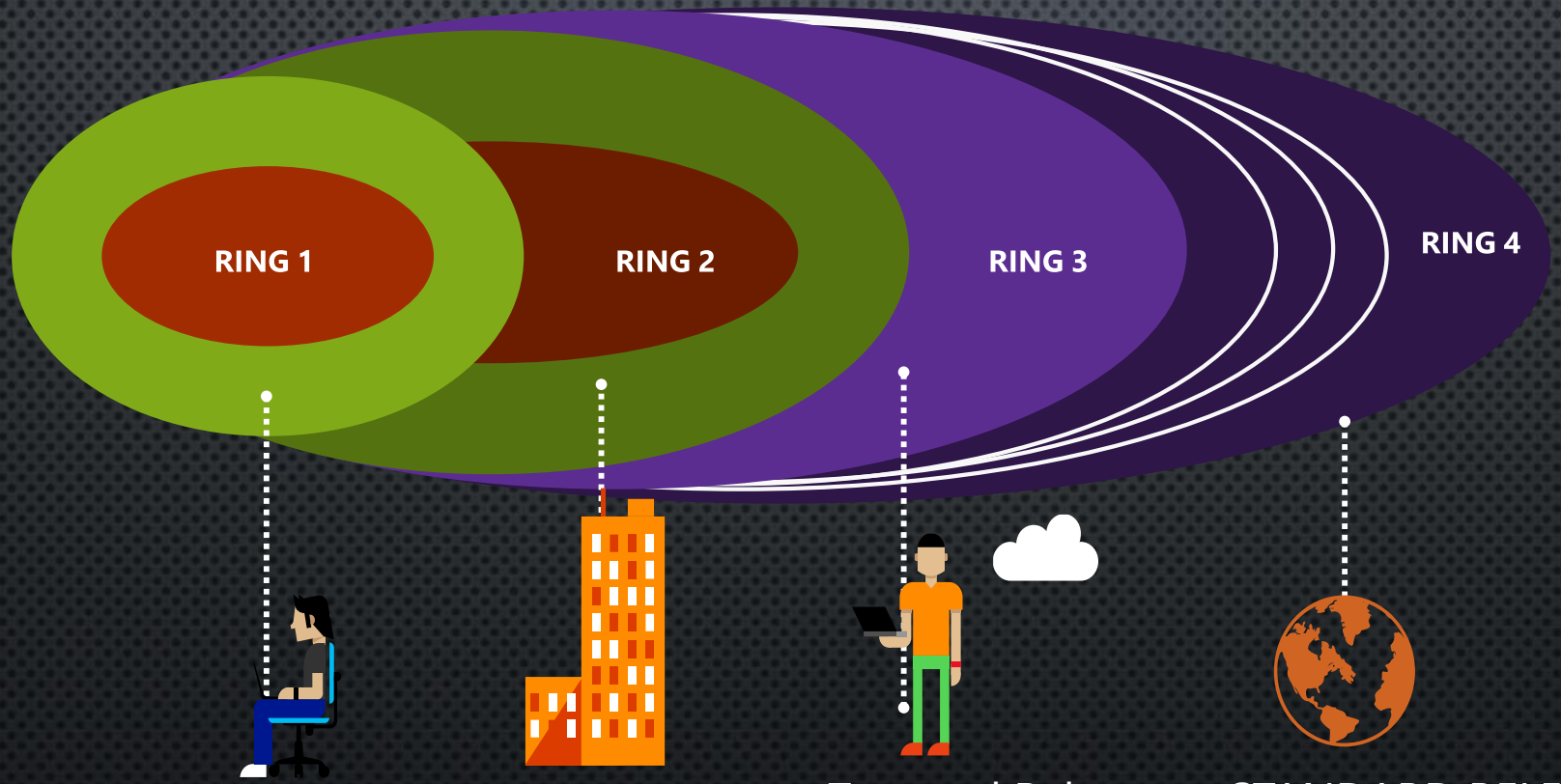
Microsoft Graph

Suite-wide intelligence connecting people and content

Security and Compliance

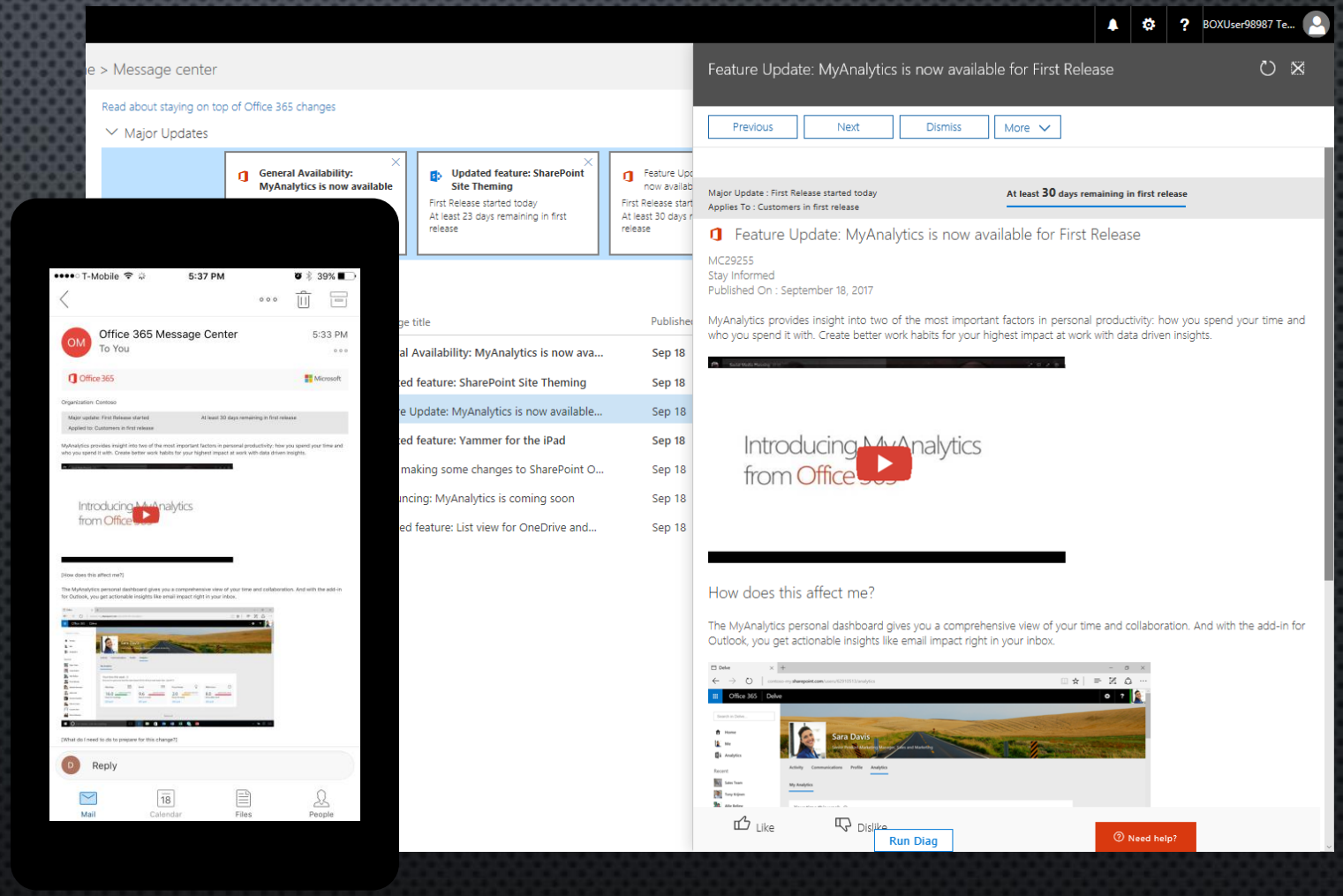
Centralized policy management

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.



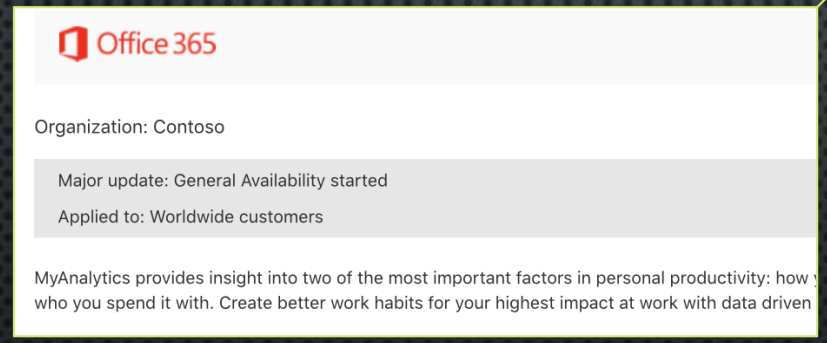
Announcement

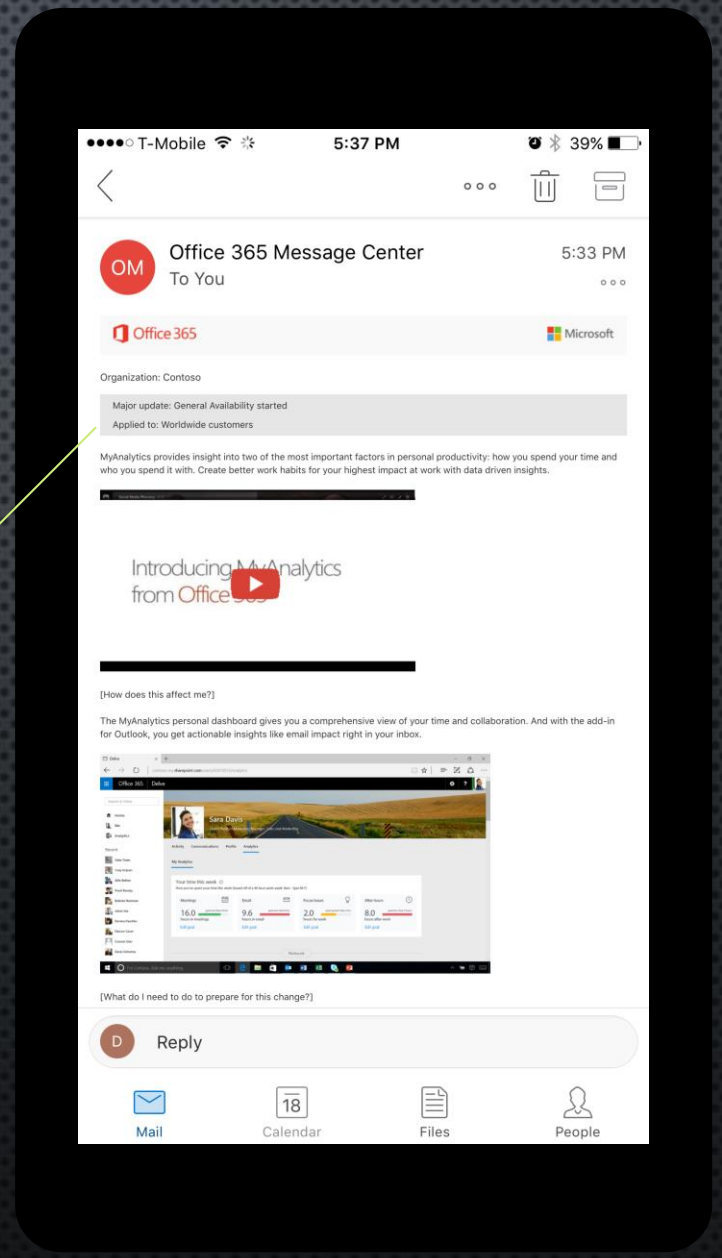
General Availability

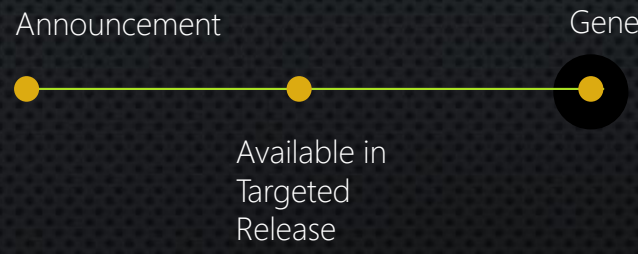
Available in Targeted Release

MAJOR UPDATES HITS GA

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



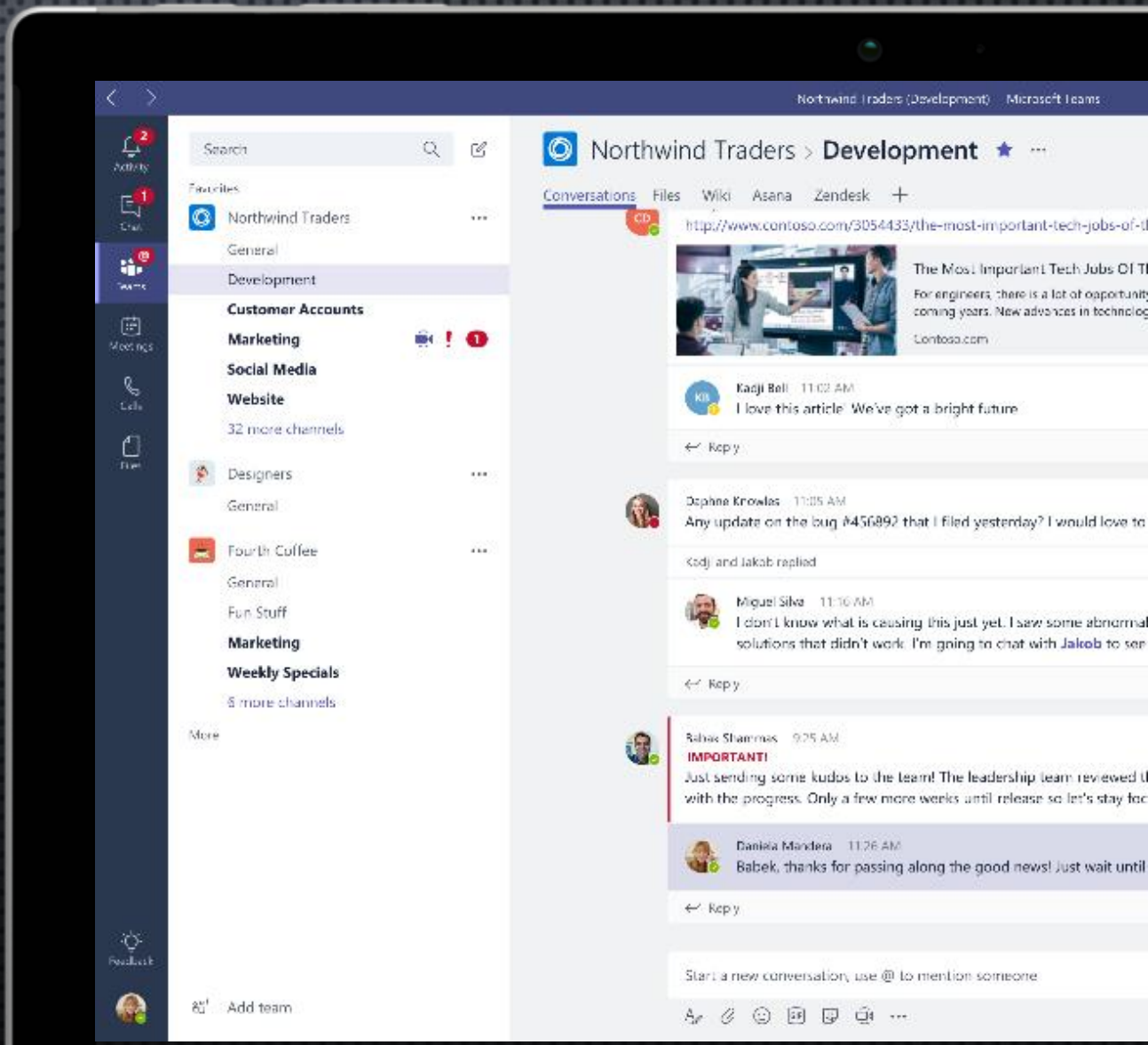




USING TEAMS & SHAREPOINT TO STAY CONNECTED

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

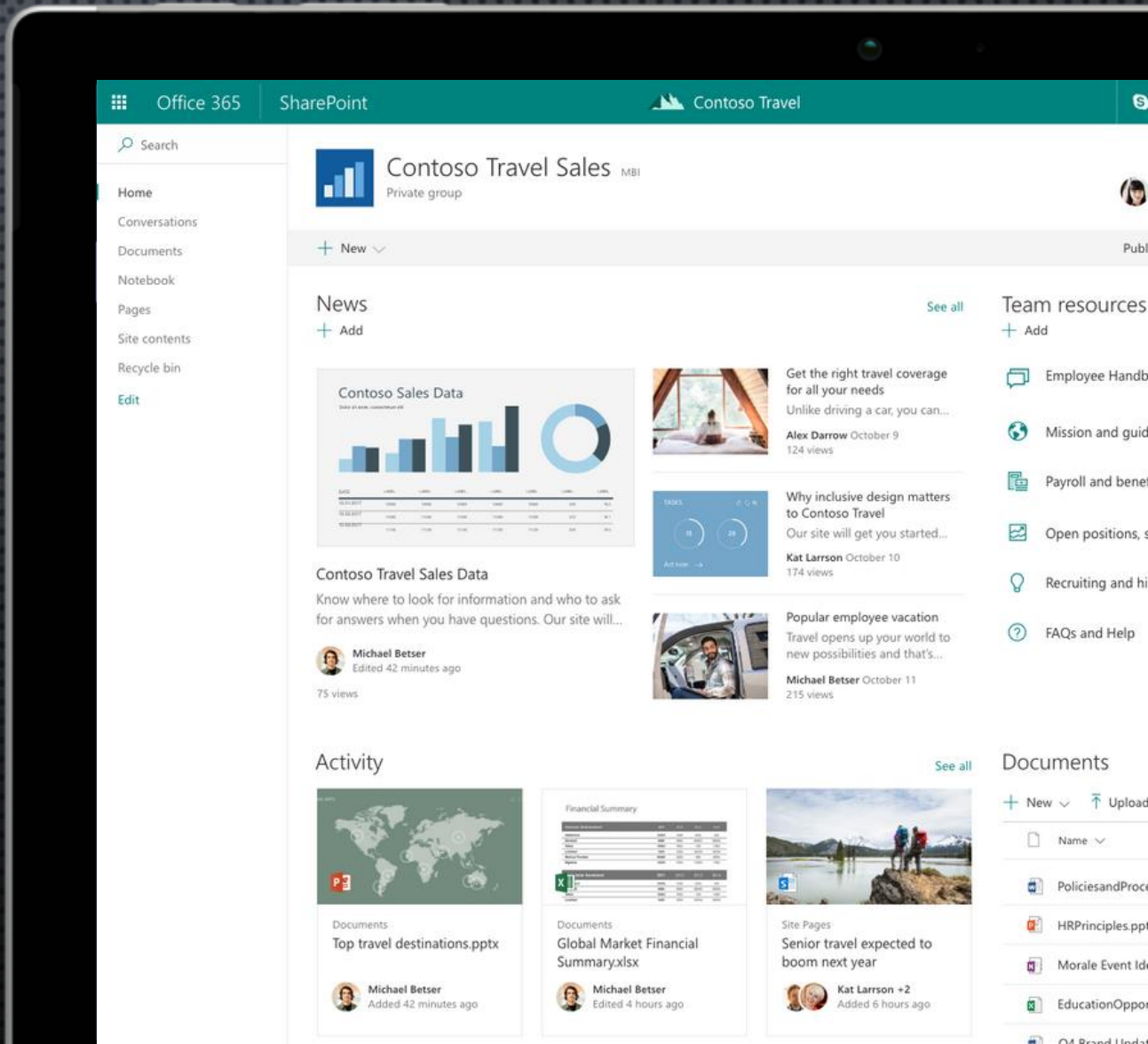
Windows 7+, Mac OSX 10.10+, Android 4.4+, iOS 10+,
Windows Mobile 10+

Windows Store app under development

Mobile clients available via app stores

SHAREPOINT SITES

- MODERN LISTS & LIBRARIES
- INTEGRATED OFFICE 365
- MODERN PAGES & WEB PARTS
- ENTERPRISE SECURITY, COMPLIANCE & MANAGEABILITY

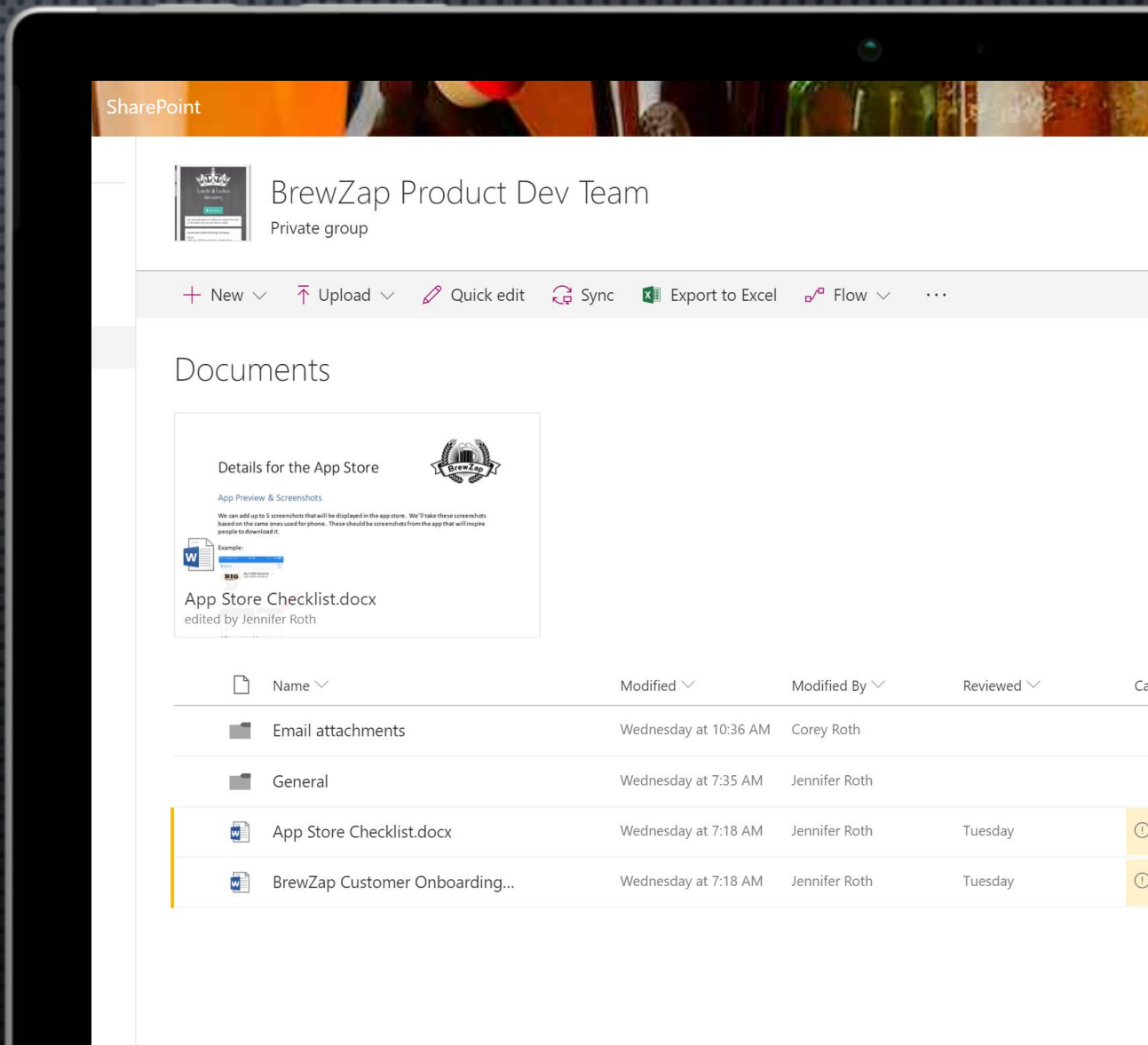


DEMO:
MICROSOFT TEAMS & SHAREPOINT TEAM SITES

COLLABORATING ON DOCUMENTS

SHAREPOINT DOCUMENT LIBRARIES

- ITEMS NEEDS ATTENTION!
- MICROSOFT FLOW
- NAVIGATION & FILTERING
- COPY & SHARE DOCUMENTS

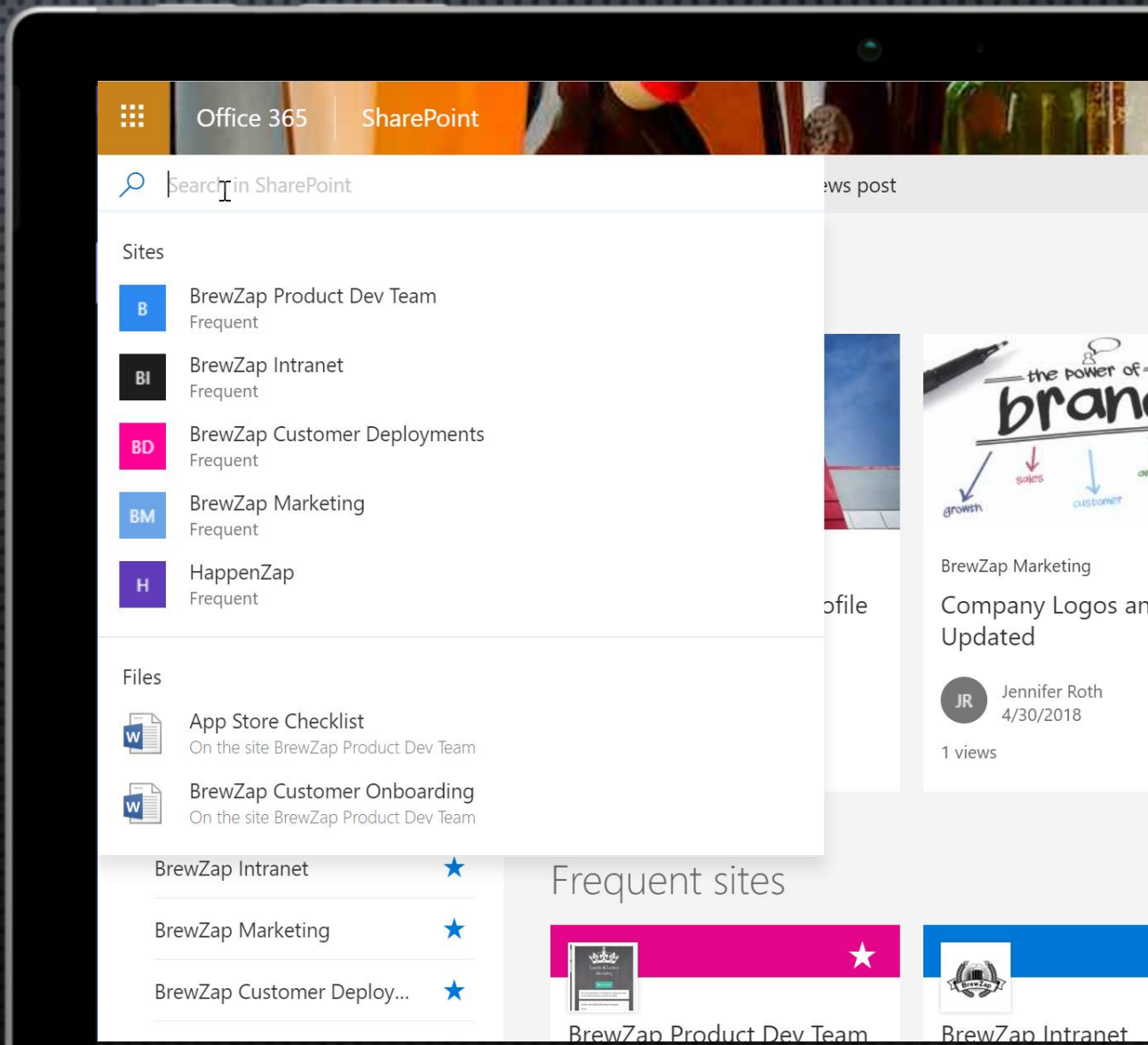


DEMO: SHAREPOINT DOCUMENTS

SEARCHING CONTENT & PEOPLE

SEARCHING FOR PEOPLE & CONTENT

- [ ] ZERO TIME QUERY
- [ ] OFFICE SEARCH
- [ ] WINDOWS 10 SEARCH



DEMO: SEARCH

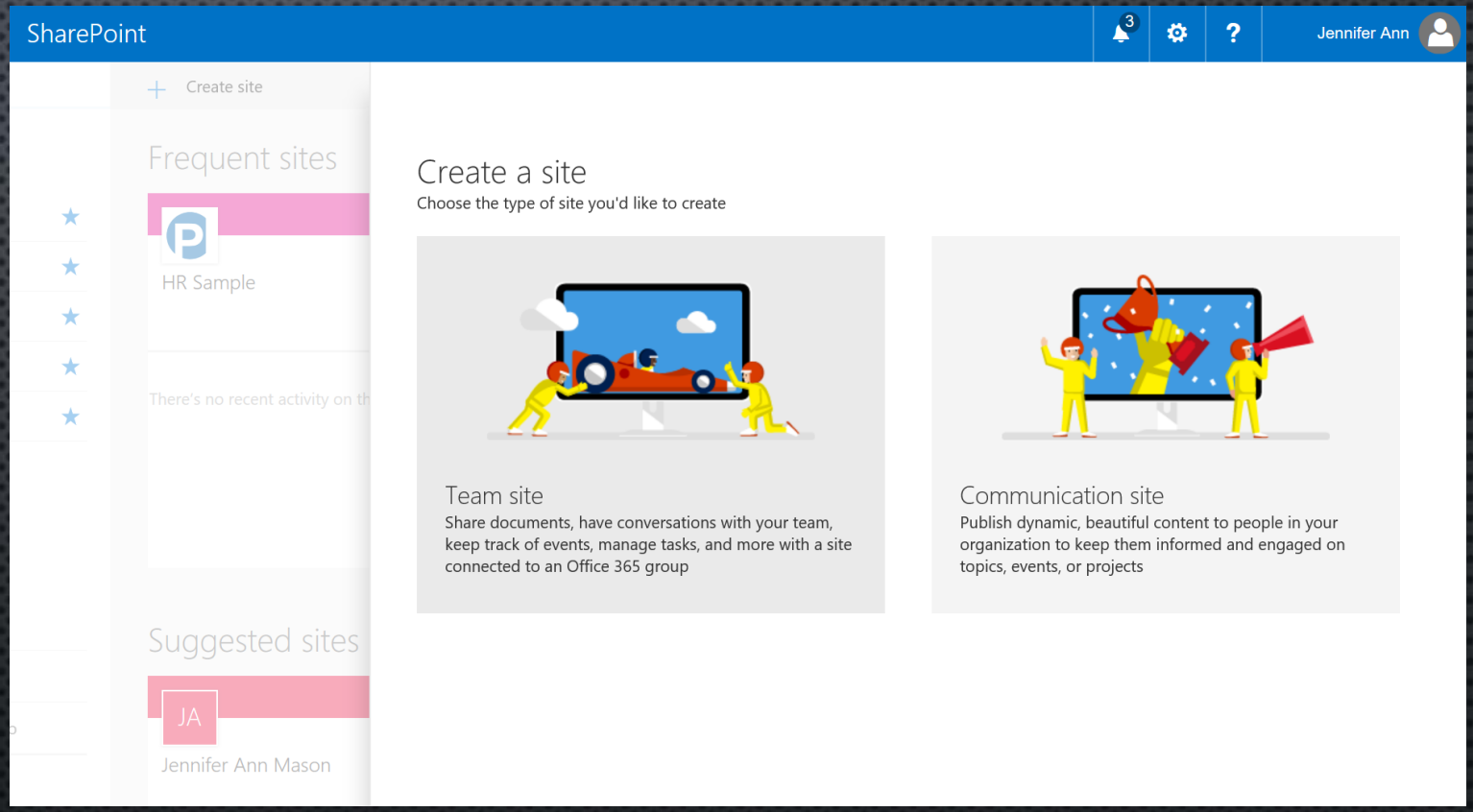
BUILDING COMMUNICATION SITES

WHEN TO USE COMMUNICATION SITES:

- COMMUNICATION WITH A LARGE AUDIENCE ON A BROAD SUBJECT

COMMUNICATION SITES

COMMUNICATION SITES ARE CREATED THROUGH SELF SERVICE CREATION



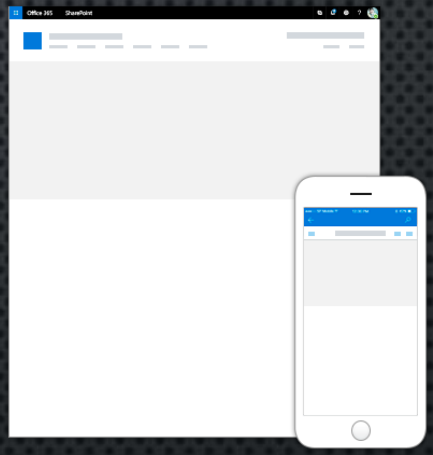
THREE LAYOUT OPTIONS

TOPIC

HEAVY ON CONTENT – NEWS, EVENTS

SHOWCASE

HEAVY ON IMAGES

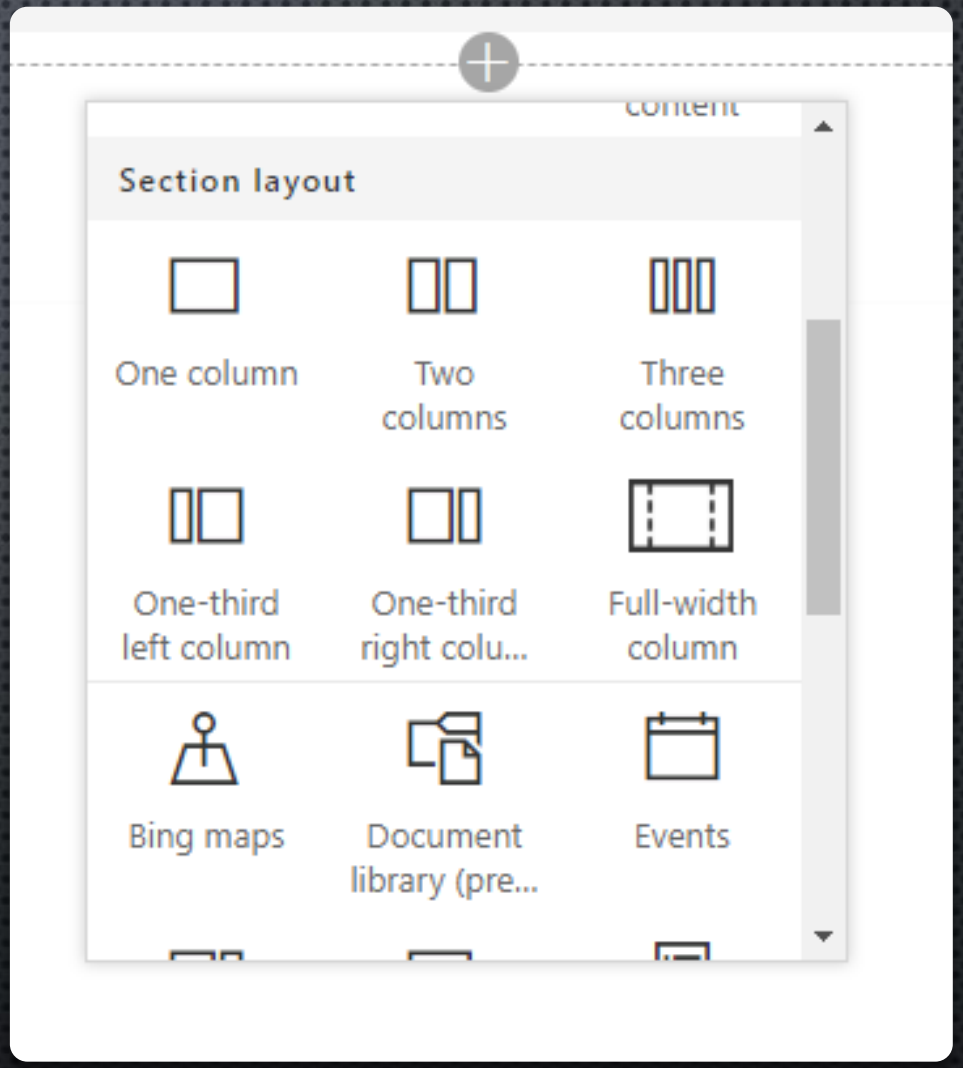


BLANK

A BLANK CANVAS FOR CUSTOMIZING

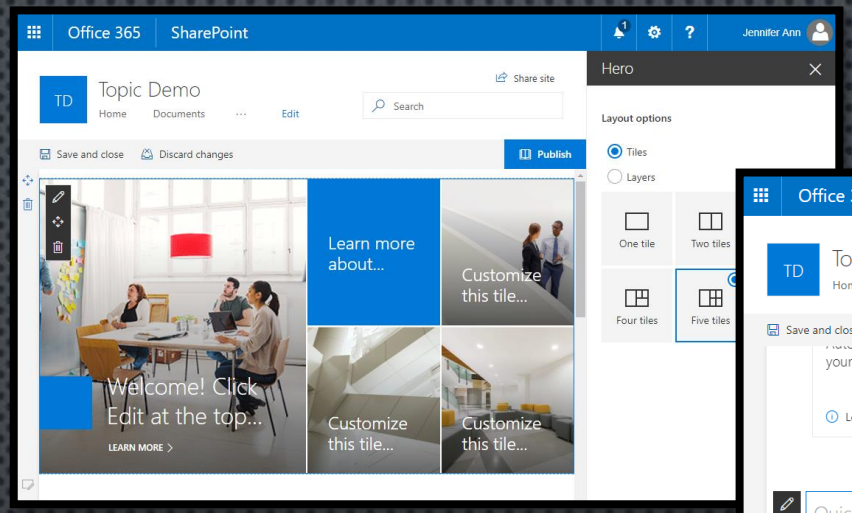
WORKING WITH PAGES

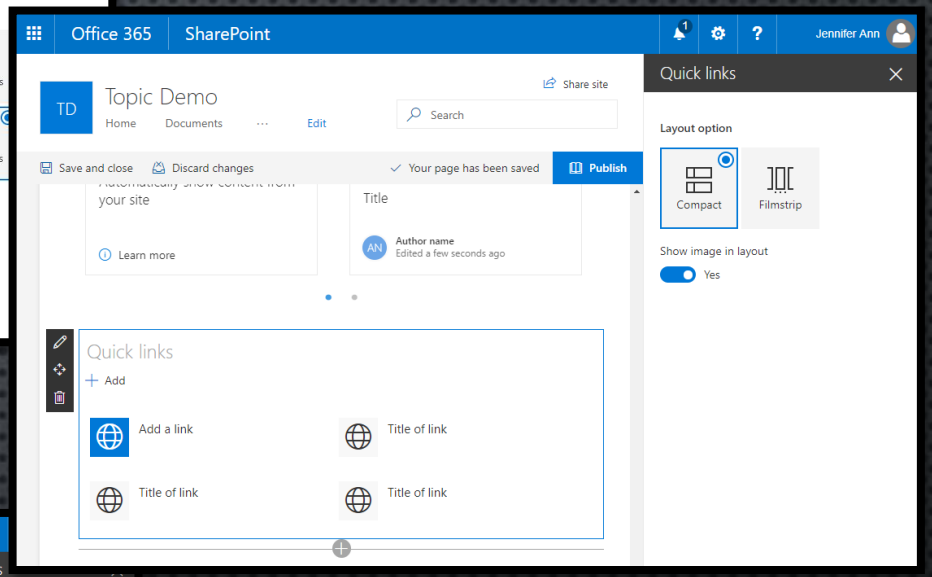
- SECTION LAYOUTS
- ADDING, MOVING WEB PARTS
- WEB PART PROPERTIES

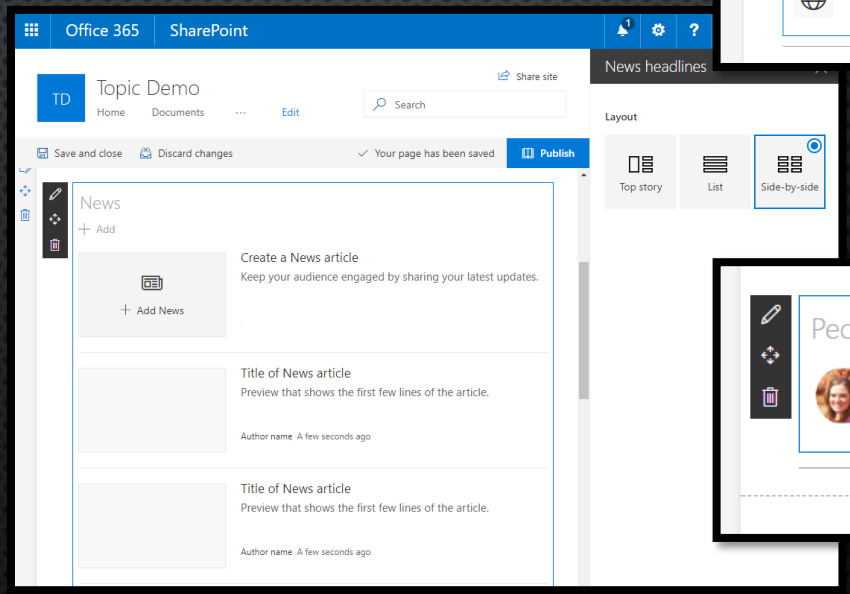


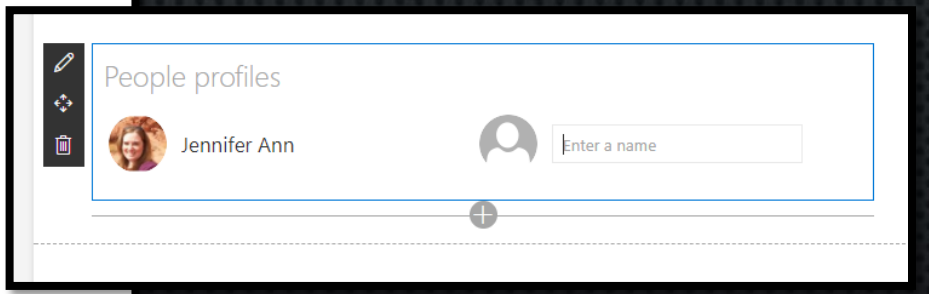
WEB PARTS

- HERO
- News
- Highlighted Content
- Quick Links
- People
- Image Gallery





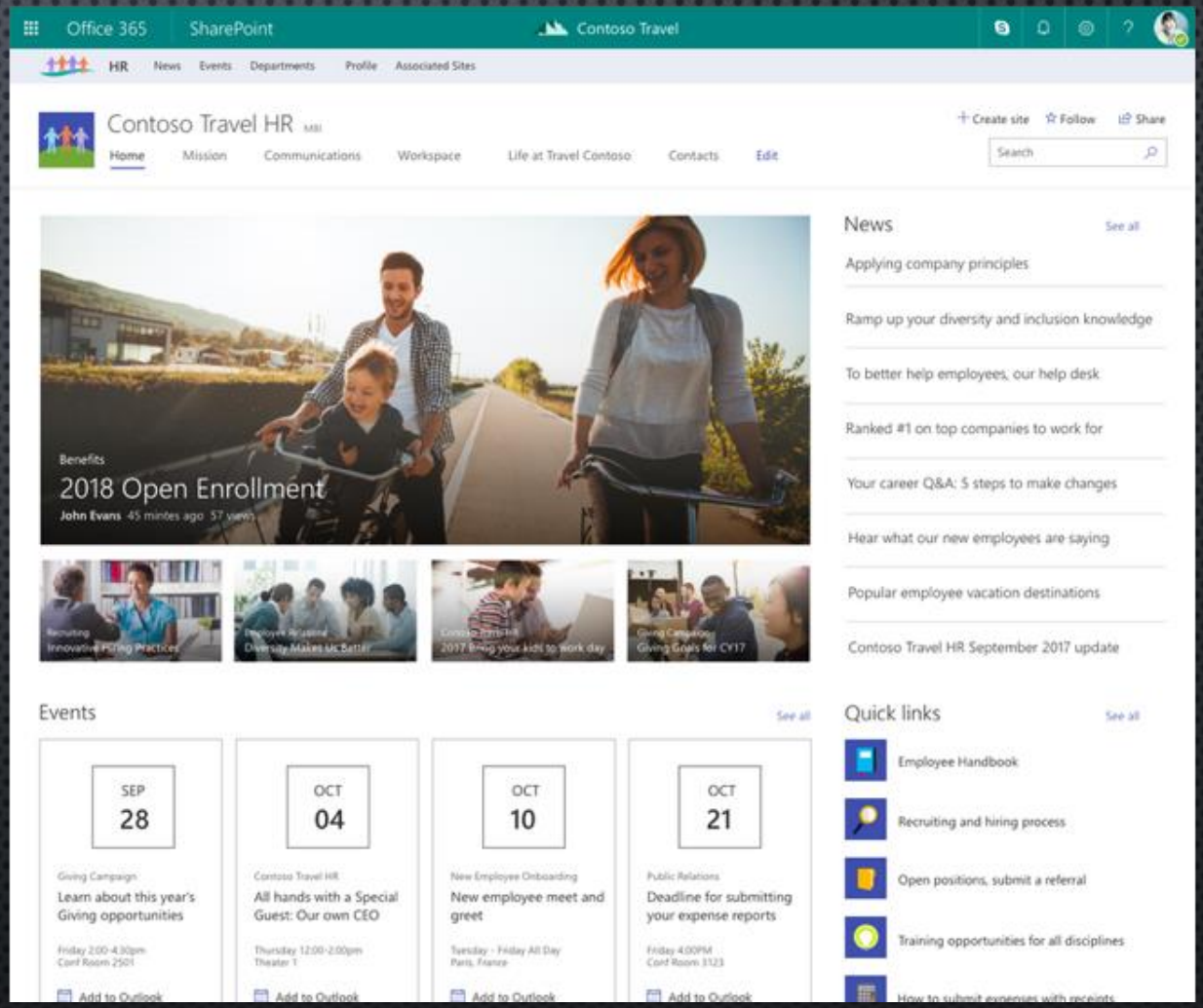




HUB SITES

SHARED NAVIGATION

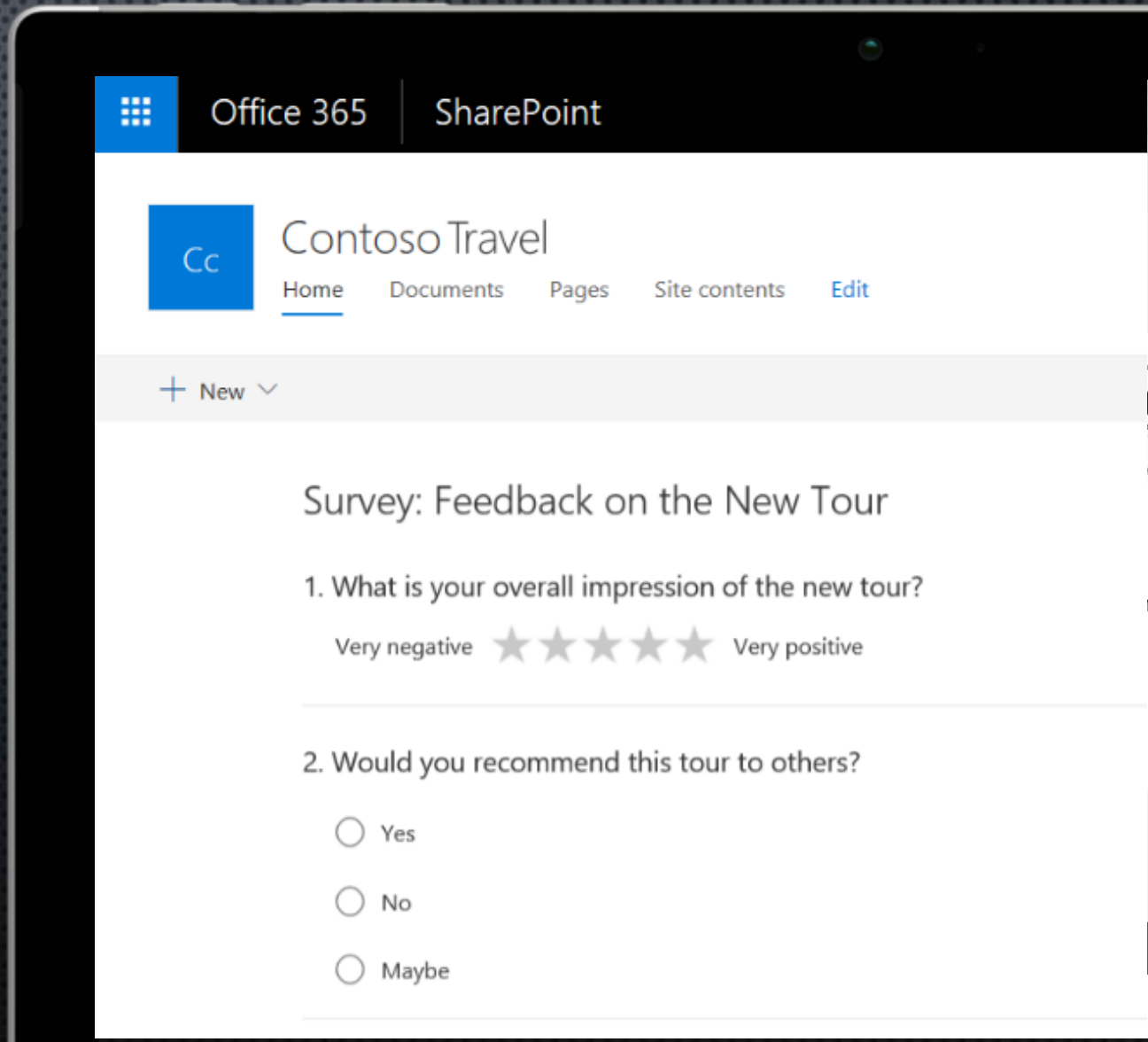
CONTENT ROLLUP



AUTOMATING SOLUTIONS & DESIGNING FORMS

MICROSOFT FORMS

- EASY SOLUTION FOR BASIC DATA COLLECTION
- INTEGRATION WITH MICROSOFT FLOW
- SHAREPOINT WEB PART



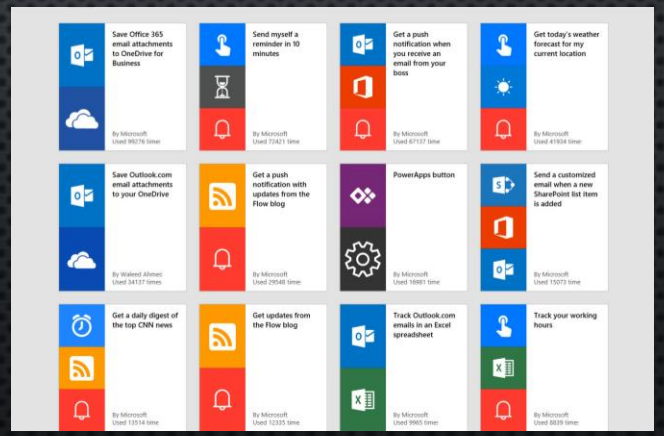
MICROSOFT POWERAPPS & FLOW

ENTERPRISE CLOUD-BASED SOFTWARE SERVICE

AUTOMATE PROCESSES ACROSS SERVICES AND APPS

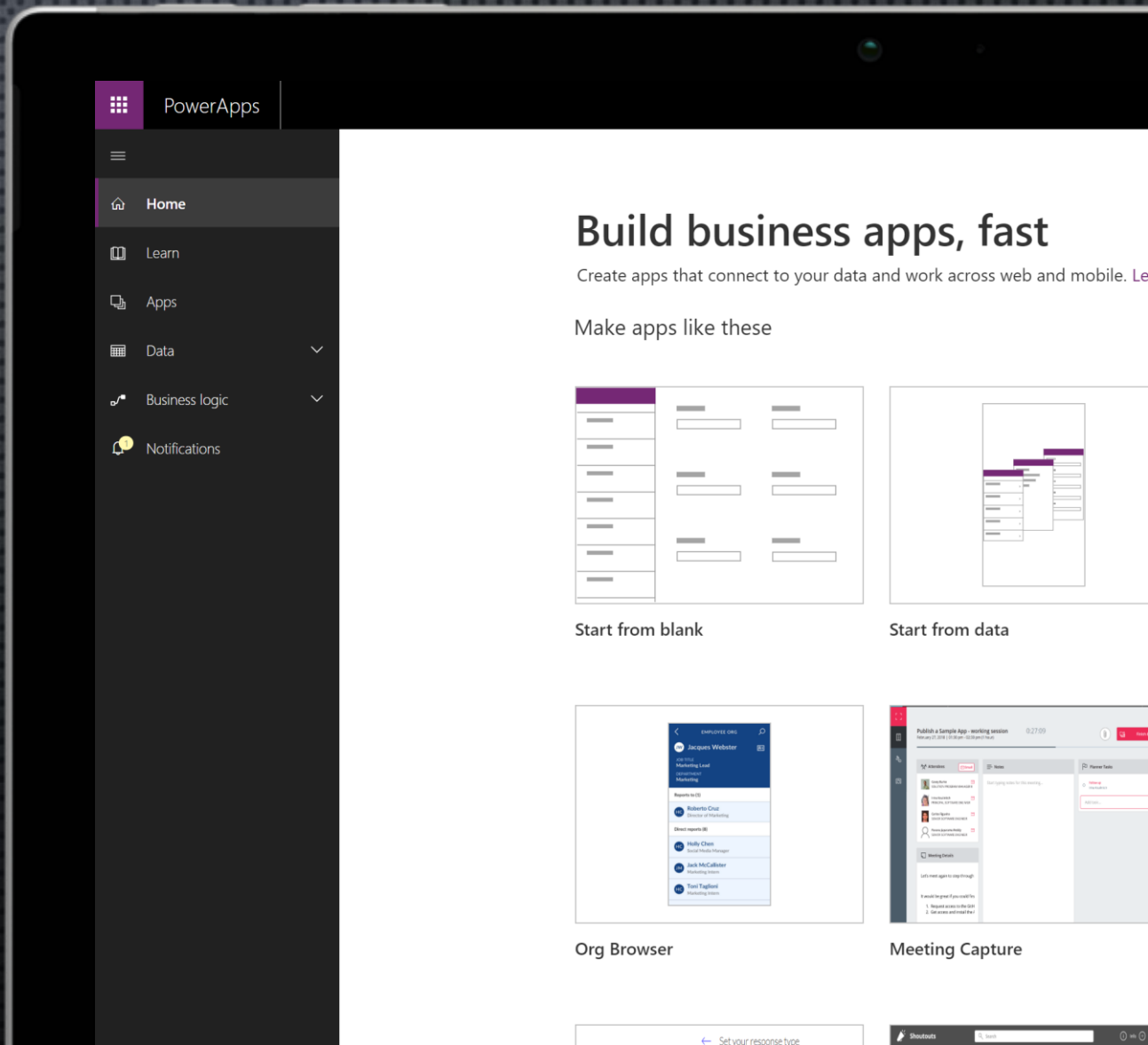
CREATE, BUILD, PUBLISH AND SHARE APPS FOR MOBILE & WEB

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