

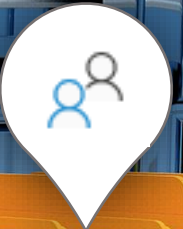
Find Documents Fast in Microsoft 365



David Lavenda
Chief Product Officer
harmon.ie



There are (Too) Many Places to Store Documents



Why Is It Hard to Find Documents in Microsoft 365?



Search for "customer RFP" in several Teams locations

No results



One last try in likely SharePoint locations

200 results



227 results



Try in OneDrive

No results



The Key to Finding Documents

Make the Right Thing the Easy Thing



Make it Easy to Find Documents in Microsoft 365

Search for "customer RFP" across all Microsoft 365 locations - SharePoint, Teams, and OneDrive

450 results



Set search scope, and filter by document types

3 results



Customer RFP.pdf



Customers Support : 4/20/2022



RFP1.docx



Customer Success : 3/21/2022



My_RFP.pptx



Bradley Jackson : 3/21/2022

harmon.ie 365

Access All Microsoft 365 Apps
from Outlook

The image shows a screenshot of the Microsoft Outlook interface with a harmon.ie overlay. The Outlook window displays an email list on the left and a selected email titled "Please review" in the center. The harmon.ie overlay is positioned on the right side of the screen. At the top of the overlay is the harmon.ie logo and window controls. Below this is a "LOCATIONS" header with a search icon. A dropdown menu is open, showing "All Locations" and a list of accounts including Favorites, SharePoint, Recent, Teams, and various organizational accounts like ABC Corp, Glory Inc, Honor, Qoherent, RW Construction and Demo, RW Contracts, OneDrive, and Shared With Me. A yellow folder icon labeled "Email TeamMate" is highlighted. At the bottom of the overlay, there is a progress bar and two status messages: "Uploading document to SharePoint" and "Uploading 'Please review.msg' to 'Glory Inc'".

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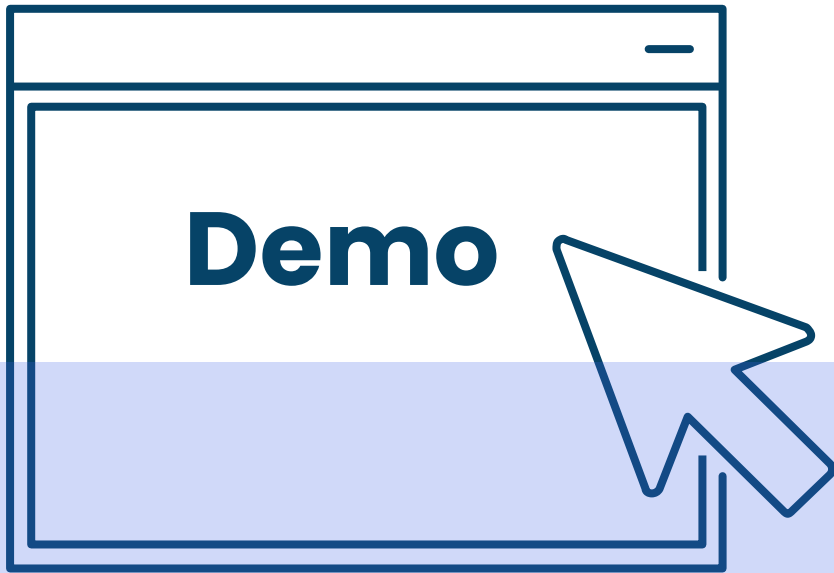
LOCATIONS

▼ All Locations 🔍

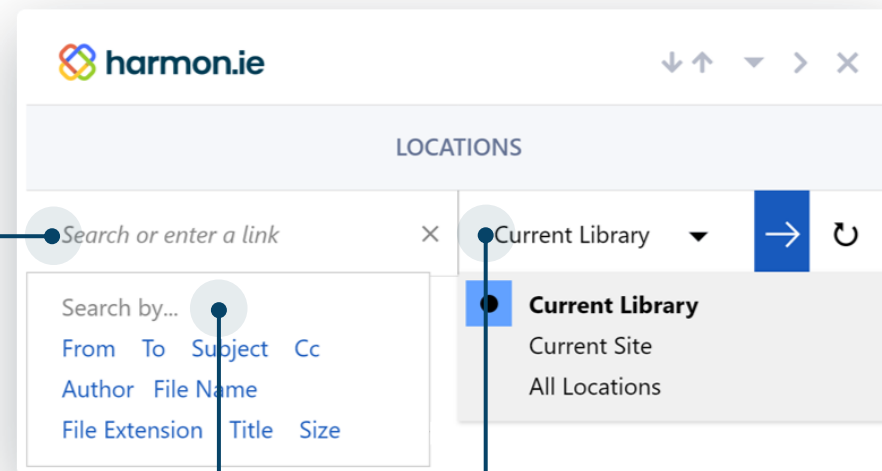
- ★ Favorites
- 📁 SharePoint
- 🕒 Recent
- 👤 Teams
- 👤 Accounts
 - 📁 General
 - 📁 ABC Corp
 - 📁 Glory Inc
 - 📁 Email TeamMate
 - 📁 Honor
 - 📁 Qoherent
 - 👤 RW Construction and Demo
 - 👤 RW Contracts
- 📁 OneDrive
- 👤 Shared With Me
- 📁 Documents

Uploading document to SharePoint

Uploading "Please review.msg" to "Glory Inc"



Search Across Microsoft 365 Apps



Type text to search or enter SharePoint link to navigate to location or document

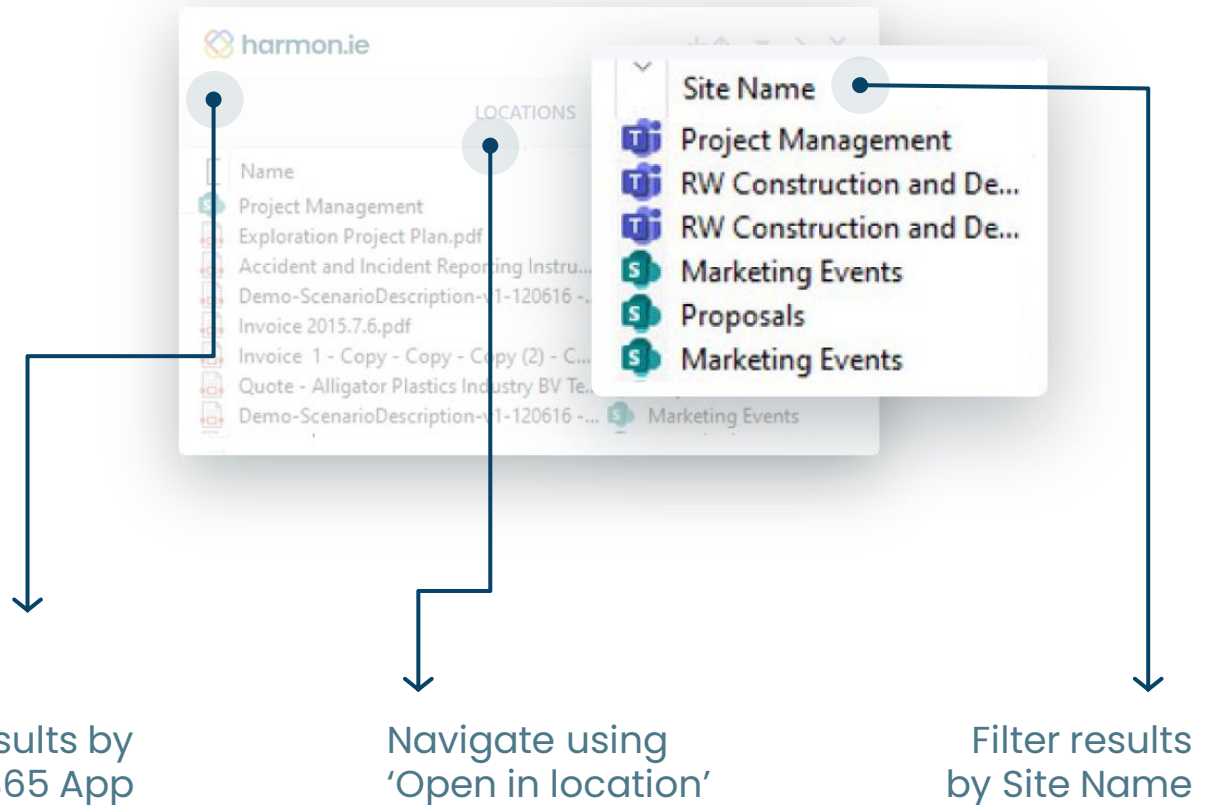
Search by column or metadata

Search scope

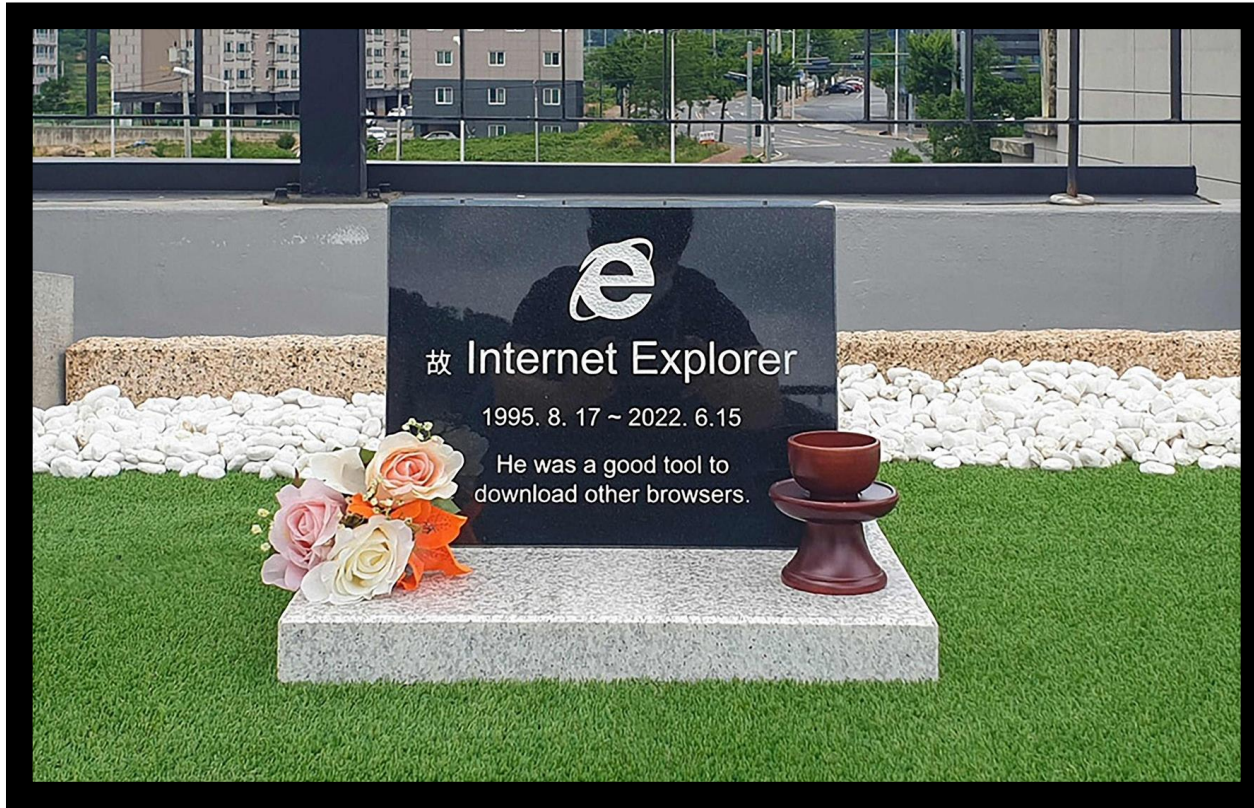
Search Across Microsoft 365 Apps



- Filter/Sort by Microsoft 365 App
- Filter/Sort by Site
- Navigate directly to location



Internet Explorer Is No More



“After 25+ years of helping people use and experience the web, Internet Explorer (IE) is officially retired and out of support as of today, June 15, 2022.”

*[Sean Lyndersay](#)
Microsoft GM*

Sources: Microsoft, [Internet Explorer 11 has retired and is officially out of support—what you need to know](#), June 15, 2022
NY Post, [RIP Internet Explorer: Korean Engineer’s \\$330 Gravestone Goes Viral](#), June 17, 2022

... So, You Need to Upgrade to 9.3.2, Today

- Microsoft dropped Internet Explorer (IE), including services provided to apps (9.3.2)
- Save S/MIME encrypted emails to SP unencrypted (9.3)
- Property editing enhancements (9.3)
- **Accessibility (9.2)**
 - WCAG 2.1 Keyboard Support
 - JAWS Narration Support
- **Private channel support (9.1)**
- **External Share of folders & document sets (9.1)**

Check out > [“What’s New in harmon.ie”](#)





Download a 30-day eval here

Download NEW product:

<https://harmon.ie/login>

Get 30-day free trial:

<https://harmon.ie/enterprise-trial>



Thank you!