



# The Role of Email in the Post-Pandemic Workplace



David Lavenda  
Chief Product Officer

# 2020 – The Year of ‘Working from Home’



- Improved infrastructure for working from home
- Flexible work arrangements
- New ‘enabling’ tools
- **‘Working from remote’ can be productive**



# Digital Transformation



*“We’ve seen two years’ worth of digital transformation in two months. From remote teamwork and learning, to sales and customer service, to critical cloud infrastructure and security.”*

Satya Nadella  
Microsoft CEO  
April 2020

Source: [Microsoft](#), April 2020

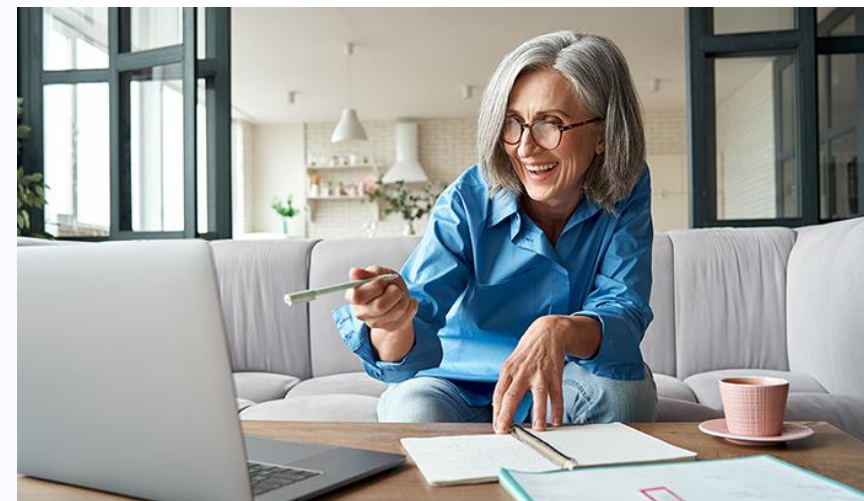


# The Post-Pandemic Digital Workplace



## Working from multiple locations

- Home
- Satellite offices
- Corporate offices
- Customer sites



# Unique Challenges for the Post-Pandemic Workplace



Staying connected to the business



Remaining productive



Being more self-sufficient

# Teams is Great for Meetings, Chat & Conversations



# External Communications Remains in Email



Customers



Partners



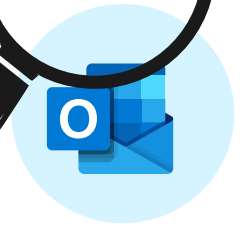
Suppliers

# Digital Workplace Challenges



Disconnected business conversations

Finding information across Teams, OneDrive, SharePoint & Outlook





# Key Digital Workplace Scenarios



## Sample Business Use Cases

- Account Management
- Customer Service
- Customer support
- Project Management
- Sales

## Sample Industries

- Professional Services
- Government Agencies
- Manufacturing

# 'Working From Remote'

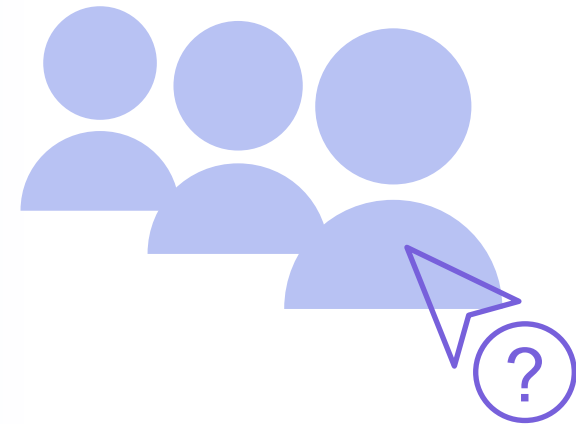
## Be Self-Sufficient and Collaborative



Finding and discovering  
information in  
**emails &  
documents**



Getting help  
from  
**colleagues**



# harmon.ie for Outlook

## Capture, Classify & Find Important Emails and Documents Quickly



The screenshot shows the Outlook interface with a ribbon at the top and a list of emails on the left. The main pane displays an email from Annie Tuckker with the subject 'FW: Please review'. A harmon.ie search window is overlaid on the right, showing a search for 'praxis' in the 'Current Library'.

**Outlook Email Content:**

**From:** Annie Tuckker  
**To:** Annie Tuckker  
**Subject:** FW: Please review

**SharePoint document links:**  
[Procurement Process.docx](#)

asdasd

**From:** Harmon Young <harmony@ravenwood-corp.com>  
**Sent:** Friday, 1 May 2020 20:25  
**To:** Angela Neilson <angelan@ravenwood-corp.com>; Annie Tuckker <anniet@ravenwood-corp.com>; Deborah Dawson <deborahd@ravenwood-corp.com>; Fred Neal <fredn@ravenwood-corp.com>; Harmon Young <harmony@ravenwood-corp.com>; Kathleen Banks <kathleenb@ravenwood-corp.com>  
**Subject:** Please review

**harmon.ie Search Window:**

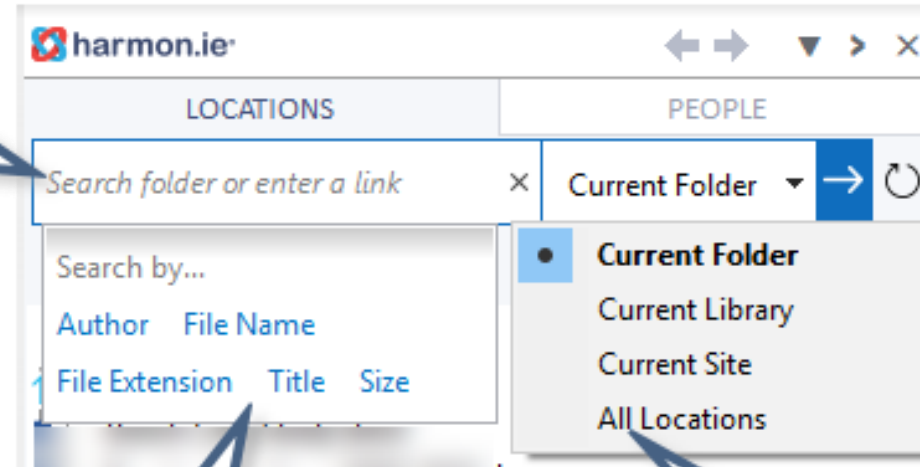
Search library or enter a link: praxis  
Search by: From | Subject | Cc | Author | File Name | File Extension | Title | Size | Modified... | Client

File Name	File Extension	Title	Size	Modified...	Client
100 Fox Hill.pdf	.pdf		1.32 MB	3/3/2015 1:32 AM	Fred Neal
20150512085840296.pdf	.pdf			5/12/2015 5:20 PM	Samuel C...
2015-6 FDA(12).pptx	.pptx			6/12/2015 9:12 PM	Samuel C...
55694_001.pdf	.pdf			4/23/2019 3:00 PM	Annie Tuc...
ACB launch meeting 28.1.18 test1 Incid...				5/6/2020 11:00 AM	Annie Tuc... ABB
ACB-contract-signed.pdf	.pdf			5/6/2020 11:00 AM	Annie Tuc... ABB
Account Confirmation Scott Holt NEW...				11/4/2016 12:26 PM	Samuel C... NIBC
Agency contract Beta2.docx	.docx			12/23/2015 8:24 AM	Annie Tuc... Boehringer
Agency contract.pdf	.pdf			3/28/2016 1:47 PM	Annie Tuc...
Agency LAndlord contract.pdf	.pdf			5/6/2015 10:24 PM	Harmon ...
Alvarez & Marsal Holdings, LLC invoice ...				6/13/2016 2:24 PM	Annie Tuc... ABB
bird protection.docx	.docx			5/2/2019 4:08 PM	Annie Tuc... ABB
Birds Protection Topics.docx	.docx			5/2/2019 4:08 PM	Annie Tuc... ABB
Building footprint 1.jpg	.jpg			5/31/2016 3:04 PM	Annie Tuc...
Building footprint 11.jpg	.jpg			5/6/2015 10:23 PM	Angela N...
Building views picture.msg	.msg			5/7/2015 10:16 PM	Angela N...
case_study_milestone_evaluation_form...				12/3/2014 2:53 PM	Annie Tuc...
Contact List.xlsx	.xlsx			1/2/2018 3:41 PM	Annie Tuc... CononoPhillps
Contact Us Submission - Sales_2019-09...				9/16/2019 3:36 PM	Fred Neal Alpha
ContentType.png	.png			12/24/2015 9:22 AM	Annie Tuc... CononoPhillps
Contract docx.msg	.msg			12/3/2014 2:50 PM	Annie Tuc...
contract review.msg	.msg			5/5/2015 1:33 AM	Angela N...
Contract.msg	.msg			1/2/2018 3:59 PM	Annie Tuc... SITA
Contractor Agreement.msg	.msg			7/31/2018 2:23 PM	Annie Tuc... ABB
Contractor Agreement.pdf	.pdf			7/31/2018 2:20 PM	Annie Tuc... ABB
Doc18.docx	.docx			4/23/2019 9:34 PM	Harmon ... RasGas
Driving Change.pptx	.pptx			5/7/2015 10:07 PM	Angela N...
Emergency Operating Procedures.msg	.msg			5/6/2015 10:24 PM	Harmon ...
Emergency-Operating-Procedures-sign...				5/6/2015 10:24 PM	Harmon ...



# Search Across SharePoint & Teams

Text to search,  
or SharePoint  
link to open



Search by  
column

Search  
scope



Search by Email Fields



Search by metadata



Set search scope

# New harmon.ie App: Email TeamMate

Ask for help from colleagues by sharing emails, from inside Teams



The screenshot shows the Microsoft Teams interface with the Email TeamMate app open. The app is titled "Email TeamMate" and is powered by harmon.ie. It displays an inbox with 10 emails to share and a "Subscribe" button. The inbox is organized by date, showing messages from today and yesterday. The messages include:

- Richard S. Kaplan: Roadmap reports (11:36 AM). Subject: "Roadmap reports". Content: "Hey everyone, we are just finishing the roadmap reports..."
- Amanda Land: Comments on project proposal (11:25 AM). Subject: "Comments on project proposal". Content: "Attached please find the proposal docs with comments...". Attachments: "ProposalDetails.docx" and "Project Budget.pptx".
- Ryan Williams: Catching up regarding 4Q (10:55 AM). Subject: "Catching up regarding 4Q". Content: "Take a quick look - we are just finishing the roadmap..."
- Ashley McCarthy: Review - support (Mon 5/25). Subject: "Review - support".

The interface also includes a search bar, a "Current Folder" dropdown, and a "Show only read emails" toggle.



# Email TeamMate™



Find the Right Email to Share

Outlook Folder access

Familiar Outlook interface in a Teams app

The screenshot shows the Outlook interface within a Teams app for a user named Annie. On the left, a folder list is visible with 'Inbox' highlighted and containing 18368 items. Other folders include Drafts (21), Sent Items (14174), Deleted Items (8720), Junk Email (3901), Archive (6043), analysts (254), Collage (15), and competitors (0). The main area shows the 'Inbox' with a search bar and a list of three emails. The first email is from 'Itay Pahima in Teams' with the subject 'Itay sent a message' and a snippet 'So I think it's enough to explain it's an ...'. The second email is also from 'Itay Pahima in Teams' with the subject 'Itay mentioned harmon.ie General' and a snippet '...'. The third email is from 'Itay Pahima' with the subject 'RE: Teammate' and a snippet 'Hi Ron, Excellent feedback, about your...'. A third email from 'Yaacov Cohen' is partially visible with the subject 'Re: Yaacov Cohen shared "harmonieSun'. A 'Show read emails' toggle is at the bottom right.

Outlook Search

Select an email to share



# Email TeamMate™

Get Help From Colleagues in Real-Time



The screenshot shows a Microsoft Teams chat interface. On the left is a sidebar with 'Teams' and 'Your teams' including 'Accounts', 'General', 'Glory Inc', 'Qoherent', 'RW Sales Team', 'RW Construction and Demo', 'RW Partners', and 'Project Management'. The main chat area is for 'Glory Inc' and shows a message from Deborah Dawson on October 18, 2020. The message content is: 'I just had a really good call with our client at Glory. It seems they want to move ahead with the deal.' Below this is a reply from Annie: 'Hi. Continuing our conversation from last week, see these documents for the merger with Honor Inc.' followed by a bulleted list: 'See our proposed acquisition strategy in the attached presentation.' and 'View the market research that we have recently completed building a business case for the merger'. Three attachments are shown: 'Acquisition Strategy.pptx' (326.9 kB), 'Market Research.xlsx' (12.6 kB), and 'Tax Opinion Letter' (44.6 kB). At the bottom of the chat, there are buttons for 'Reply', 'Reply All', and 'Show Full Email'. A 'New conversation' button is at the very bottom.

- Your colleagues can read emails and attachments that are embedded in a conversation
- Your team can then collaborate about the email
- Colleagues can even reply to emails *you* received, directly from the Teams conversation



# Email TeamMate™

The Complete Discussion in One Place – Microsoft Teams



The outside email discussion

The internal Teams conversation

The screenshot shows a Microsoft Teams chat interface for a team named "Glory Inc". At the top, there are navigation options: "Posts", "Files", "Wiki", and "harmon.ie SmartAssist...". The chat history shows two messages:

- Annie Tuckker** (8/19 1:32 PM): "Hi Fred Neal - you need to review this invoice please." This message contains an embedded email discussion:
  - FW: Updated invoice** (Sent by Harmon Young, at 2/27/2020 5:43 PM)
  - From: Harmon Young Sent: Wednesday, February 26, 2020 9:01 AM To: Harmon Young Subject: Updated invoice
  - Harmon, Attached is a revised copy of the in...
  - Attachment: **Invoice 4.pdf**
- Deborah Dawson** (10/18 2:22 PM): "I just had a really good call with our client at Glory. It seems they want to move ahead with the deal." Below this message, it says "3 replies from you and Deborah".

At the bottom of the chat window, there is a "New conversation" button.





- Favorites**  
**Inbox** 12  
 Board Meetings - Board Emails  
**anniet@ravenwood-corp.c...**  
 Z  
 > Inbox 12  
 Drafts [31]  
 Sent Items  
 > Deleted Items 56  
 Archive  
 Clutter 634  
 Collage  
 > Conversation History  
 > harmon.ie 5  
 Junk Email  
 Outbox  
 RSS Feeds  
 webinar  
 > Search Folders  
 > Groups

All	Unread	By Date	↓
<b>Yesterday</b>			
Harmon Young	Links	Tue 8:00 PM	
Harmon Young in Teams			
Harmon mentioned Bids		Tue 1:36 AM	
Hi Bids, I would like to share this email.			
Harmon Young			
Please review		Tue 12:26 AM	
SharePoint document links:			
<b>Last Week</b>			
▶ Samuel Cooper			
Tax Inquiry from Glory Inc.			
Hello Annie, As we have previously discussed, we are exploring a			
Samuel Cooper			
Honor Merger Strategy		Wed 1/22	
Annie, Hi. Continuing our conversation from last week, see these			
Samuel Cooper			
Glory Inc - More Tax Questions		Wed 1/22	
Annie, Hi. Have you had a chance to review my notes from the			
Jessica McKenzie			
OnePlace Solutions January Newsletter		Tue 1/21	
MyAnalytics			
MyAnalytics   Focus Edition		Mon 1/20	
<b>Two Weeks Ago</b>			
Harmon Young			
Please review		1/16/2020	
SharePoint document links:			
<b>Three Weeks Ago</b>			
Harmon Young			
Please review		1/9/2020	

### Tax Inquiry from Glory Inc.

Samuel Cooper  
 To Annie Tuckker  
 Wed 1/22

If there are problems with how this message is displayed, click here to view it in a web browser.

Merger Plan.pdf 75 KB Merger Structure.docx 32 KB

Action Items + Get more add-ins

Hello Annie,

As we have previously discussed, we are exploring a possible merger with Honor Inc. Attached to this email, you will find a document that describes the current proposal for the merger structure. Please provide feedback and guidance on the tax implications of this proposal.

Thanks in advance,

Samuel Cooper  
 Business Analyst, Glory Inc.  
 (312)555-1212

harmon.ie

LOCATIONS PEOPLE TEAMS

All Locations > Favorites

Name

- Teams
  - Accounts
    - General
    - Glory Inc
    - Honor
    - Coherent
  - RW Sales Team
- Other Favorites
  - Documents > Shared with Everyone
  - OneDrive > Documents
  - Teams and Groups > RW Construction and Demo
  - Documents > Active Projects: All Documents
  - Marketing > Shared Documents: All Documents
  - Sales Kits > Prospect Kit: All Documents
  - Shared Documents > SmartAssistant: All Documents
  - Videos
  - Sales > Sales Kits: All Documents
  - Shared Documents > 2020 Marketing Plans: All Documents

Samuel Cooper

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**Inbox** 12  
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 > anniet@ravenwood-corp.c...  
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Harmon Young Please review SharePoint document links:		
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Jessica McKenzie	OnePlace Solutions January Newsletter	Tue 1/21
MyAnalytics	MyAnalytics   Focus Edition	Mon 1/20
Two Weeks Ago		
Harmon Young	Please review	1/16/2020
Three Weeks Ago		
Harmon Young	Please review	1/9/2020

### Honor Merger Strategy

Samuel Cooper  
 To Annie Tuckker  
 Wed 1/22

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Acquisition Strategy.pptx 319 KB  
 Market Research.xlsx 12 KB  
 Tax Opinion Letter - Draft.docx 43 KB

Annie,

Hi. Continuing our conversation from last week, see these documents for the merger with Honor Inc.

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- View the market research that we have recently completed building a business case for the merger

Thanks,  
Sam

harmon.ie

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Samuel Cooper




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Samuel Cooper	Glory Inc - More Tax Questions	Wed 1/22
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Two Weeks Ago		
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EDIT UPLOADED DOCUMENT(S)

All Locations > Favorites

Multiple Items... (4 items)  
Please fill the properties of the uploaded document(s).

Title  
<Multiple Values>

Inquiry Type  
<Multiple Values>

Cancel

▼ Favorites

**Inbox** 12

Board Meetings - Board Emails

▼ anniet@ravenwood-corp.c...

Z

> Inbox 12

Drafts [32]

Sent Items

> Deleted Items 56

Archive

Clutter 634

Collage

> Conversation History

> harmon.ie 5

Junk Email

Outbox

RSS Feeds

webinar

> Search Folders

> Groups

All Unread By Date ↓

▼ Yesterday

Harmon Young Links E001	Tue 8:00 PM
<b>Harmon Young in Teams</b> Harmon mentioned Bids Hi Bids, I would like to share this email.	<b>Tue 1:36 AM</b>
<b>Harmon Young</b> Please review SharePoint document links:	<b>Tue 12:26 AM</b>
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▼ Two Weeks Ago	
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## Honor Merger Strategy

Samuel Cooper  
To Annie Tuckker  
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<Multiple Values>

Inquiry Type

Mergers  
Acquisitions  
Manufacturing

Cancel

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Two Weeks Ago

Harmon Young Please review SharePoint document links:	1/16/2020
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Three Weeks Ago

Harmon Young Please review	1/9/2020
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### Honor Merger Strategy

Samuel Cooper  
 To Annie Tucker  
 Wed 1/22

You saved this message in the 'Accounts' Team

If there are problems with how this message is displayed, click here to view it in a web browser.

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 Market Research.xlsx 12 KB  
 Tax Opinion Letter - Draft.docx 43 KB

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harmon.ie

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Start a Conversation Saved!

Samuel Cooper

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<b>Three Weeks Ago</b>			
	Harmon Young	Please review	1/9/2020
<b>Older</b>			
	Jessica McKenzie	OnePlace Solutions November Newsletter	11/26/2019

### MyAnalytics | Focus Edition

MyAnalytics <no-reply@microsoft.com>  
To Annie Tuckler  
Mon 1/20

You saved this message in the 'Accounts' Team

Post a message to 'General'

Type a new message. Use @ to mention someone.

Hi @General, I would like to share this email.

Post Cancel

Available to focus **98%** Collaboration time **2%**

### Book focus time

Tomorrow

8:00 AM – 10:00 AM Book

10:00 AM – 12:00 PM Book

Tuesday

harmon.ie

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Loading...


MyAnalytics

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	Harmon Young	Please review	1/9/2020
<b>Older</b>			
	Jessica McKenzie	OnePlace Solutions November Newsletter	11/26/2019

### MyAnalytics | Focus Edition

**M** MyAnalytics <no-reply@microsoft.com>  
To Annie Tuckker  
Mon 1/20


You saved this message in the 'Accounts' Team




**MyAnalytics**  
Discover your habits. Work smarter.

## Your month in review: Focus

Do you have enough uninterrupted time to get your work done?



Available to focus  
**98%**



Collaboration time  
**2%**

### Book focus time

Tomorrow

8:00 AM – 10:00 AM Book

10:00 AM – 12:00 PM Book

Tuesday

harmon.ie

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Continue in Teams

MyAnalytics



# Teams



Glory Inc

## Qoherent

1 hidden channel

RS

RW Sales Team



General

## Sub Contractors

RC

RW Construction and De...



## General

## Active Projects

## Bids

1

1 hidden channel

RP

RW Partners



PM

## Project Management



# General

Posts

Files

Wiki

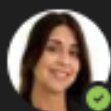
1 more ▾



Org



← Reply



Annie Tuckker 11:45 AM

Hi General, I would like to share this email.



### MyAnalytics | Focus Edition

Sent by MyAnalytics, at  
1/20/2020 8:50 PM

MyAnalytics Discover your habits. Work smarter. For your eyes only Learn more > Your month in review: Focus Do you have enough uninterrupted time to ...

← Reply

	All	Unread	By Date
<b>Yesterday</b>			
	Harmon Young	Links	Tue 8:00 PM
11	Harmon Young in Teams	Harmon mentioned Bids	Tue 1:36 AM
[31]	Hi Bids, I would like to share this email.		
53	Harmon Young	Please review	Tue 12:26 AM
SharePoint document links:			
<b>Last Week</b>			
634	Samuel Cooper	Tax Inquiry from Glory Inc.	Wed 1/22
Hello Annie, As we have previously discussed, we are exploring a			
5	Samuel Cooper	Honor Merger Strategy	Wed 1/22
Annie, Hi. Continuing our conversation from last week, see these			
	Samuel Cooper	Glory Inc - More Tax Questions	Wed 1/22
Annie, Hi. Have you had a chance to review my notes from the			
	MyAnalytics	MyAnalytics   Focus Edition	Mon 1/20
<b>Two Weeks Ago</b>			
	Harmon Young	Please review	1/16/2020
SharePoint document links:			
<b>Three Weeks Ago</b>			
	Harmon Young	Please review	1/9/2020
<b>Older</b>			
	Jessica McKenzie	OnePlace Solutions November Newsletter	11/26/2019

### MyAnalytics | Focus Edition

MyAnalytics <no-reply@microsoft.com>  
To Annie Tuckker  
Mon 1/20

You saved this message in the 'Accounts' Team

## Your month in review: Focus

Do you have enough uninterrupted time to get your work done?

Available to focus

**98%**

Collaboration time

**2%**

### Book focus time

Tomorrow

8:00 AM – 10:00 AM Book

10:00 AM – 12:00 PM Book

Tuesday

harmon.ie

LOCATIONS PEOPLE TEAMS

All Locations > Teams and Groups > Accounts > Documents > Glory Inc

Name	Modified	Modified By	Inquir
..			
ABB Construction.pdf	10/10/2019 2:04 PM	Annie Tuckker	Merge
Acquisition Cost Analysis.xlsx	10/29/2019 6:10 PM	Annie Tuckker	Merge
Acquisition Strategy.pptx	1/29/2020 11:40 AM	Annie Tuckker	Manu
ActivateTeamsTab.zip	1/29/2020 11:08 AM	Annie Tuckker	
Capitalization table.xlsx	12/3/2019 3:46 PM	Annie Tuckker	Merge
Claim Summary - partially complete...	10/2/2019 3:03 PM	Fred Neal	
Claim Summary.docx	9/24/2019 2:54 PM	Fred Neal	Merge
Company profile.pdf	12/3/2019 3:46 PM	Annie Tuckker	Merge
glory manufacturing costs.xlsx	10/10/2019 11:14 AM	Fred Neal	Merge
Incident Report - RH 55-12345.docx	10/10/2019 12:23 PM	Annie Tuckker	
Manufacturing line diagram.docx	10/3/2019 12:45 PM	Fred Neal	Manu
Market Research.xlsx	1/29/2020 11:40 AM	Annie Tuckker	Manu
Merger Idea.docx	9/24/2019 2:59 PM	Fred Neal	Merge
Merger Idea.pdf	9/24/2019 2:59 PM	Fred Neal	Merge
Merger Plan.pdf	12/3/2019 4:58 PM	Annie Tuckker	Merge
Merger Structure.docx	12/3/2019 4:58 PM	Annie Tuckker	Merge
Tax inquiry statement.pdf	10/29/2019 6:10 PM	Annie Tuckker	Merge
Tax Opinion Letter - Draft.docx	1/29/2020 11:40 AM	Annie Tuckker	Manu
Tax Opinion Letter.docx	9/24/2019 5:38 AM	Fred Neal	

All Documents 19 items

Annie Tuckker

- ▼ Favorites
  - Inbox 2
  - Board Meetings - Board Emails
- ▼ anniet@ravenwood-corp.c...
  - > Inbox 2
  - Drafts [40]
  - Sent Items
  - > Deleted Items 71
  - Archive
  - Clutter 323
  - Collage
  - > Conversation History
  - > harmon.ie 36
  - Junk Email
  - Outbox
  - RSS Feeds
  - webinar
  - > Search Folders
- ▼ Groups
  - Accounts 2
  - Project Management
  - RW Construction and Demo 7
  - RW Group Test
  - Private Group
  - More...

All Unread By Date ↑

▼ Yesterday

**MyAnalytics**  
MyAnalytics | Wellbeing Edition **Mon 5:00 AM**

▼ Last Month

Yaacov Cohen  
RE: Brooklyn Shade RFP 12/9/2020  
From: Annie Tucker

▼ Older

Harmon Young  
FW: Updated Roll-out plan 11/12/2020  
From: Samuel Cooper

David Lavenda  
FW: Brooklyn Shade RFP 11/11/2020  
From: Yaacov Cohen <yaacovc@harmon.ie>

**Harmon Young**  
**Send and File** 11/10/2020  
This is a test <end>

Harmon Young  
Please review 11/5/2020  
SharePoint document links:


Samuel Cooper  
Updated Roll-out plan 11/4/2020  
Hi Harmon, it was great meeting (virtually) you

Harmon Young  
FW: RFP - Technical Requirements 9/30/2020  
SharePoint document links:

Harmon Young  
Please review 9/30/2020  
SharePoint document links:

Harmon Young  
Please review 7/17/2020

Deborah Dawson

  
 Select an item to read  
[Click here to always preview messages](#)

harmon.ie

LOCATIONS PEOPLE

Search or enter a link × Current Site

File-Name:demo  
Subject:test  
Subject: RFP

Search by...

From To **Subject** Cc Author File Name File Extension Title

Size

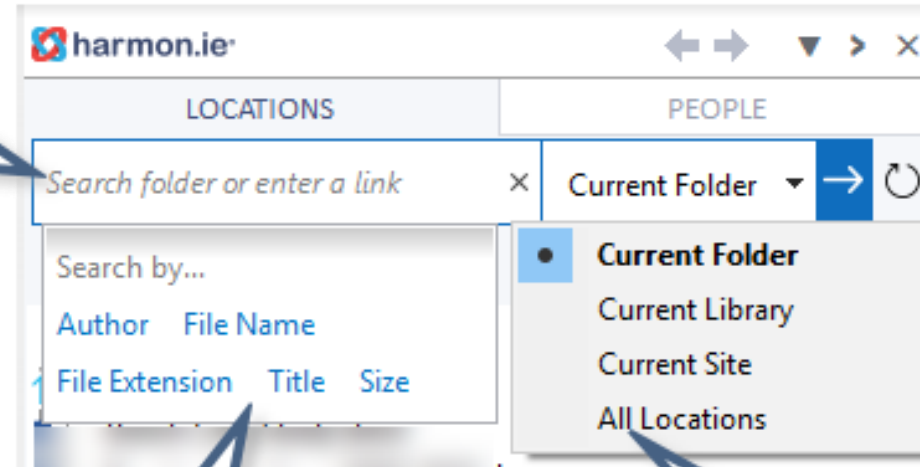
- Email
- Reports
- Resellers
- Sales Collateral
- Sales Kits
- Sales Meetings
- Sales System
- Services
- Trials
- Announcements
- Links
- MDMs
- Sales Tasks
- Sean Training

★ 18 items



# Search Across SharePoint & Teams

Text to search,  
or SharePoint  
link to open



Search by  
column

Search  
scope



Search by Email Fields



Search by metadata



Set search scope

	All	Unread	By Date
<b>Yesterday</b>			
11	Harmon Young	Links	Tue 8:00 PM
11	Harmon Young in Teams	Harmon mentioned Bids	Tue 1:36 AM
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	Samuel Cooper	Honor Merger Strategy	Wed 1/22
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	MyAnalytics	MyAnalytics   Focus Edition	Mon 1/20
<b>Two Weeks Ago</b>			
	Harmon Young	Please review	1/16/2020
<b>Three Weeks Ago</b>			
	Harmon Young	Please review	1/9/2020
<b>Older</b>			
	Jessica McKenzie	OnePlace Solutions November Newsletter	11/26/2019

### MyAnalytics | Focus Edition

MyAnalytics <no-reply@microsoft.com>  
To Annie Tuckker  
Mon 1/20

You saved this message in the 'Accounts' Team

## Your month in review: Focus

Do you have enough uninterrupted time to get your work done?

Available to focus

**98%**

Collaboration time

**2%**

### Book focus time

Tomorrow

8:00 AM – 10:00 AM Book

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Tuesday

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Acquisition Strategy.pptx	1/29/2020 11:40 AM	Annie Tuckker	Manu
ActivateTeamsTab.zip	1/29/2020 11:08 AM	Annie Tuckker	
Capitalization table.xlsx	12/2/2019 2:46 PM	Annie Tuckker	Merge
Claim Summary - partially complete		Open	d Neal
Claim Summary.docx		Open in Browser	d Neal Merge
Company profile.pdf		Show Preview	nie Tuckker Merge
glory manufacturing costs.xlsx		Save As...	d Neal Merge
Incident Report - RH 55-12345.docx		Cut	d Neal Manu
Manufacturing line diagram.docx		Copy	nie Tuckker Manu
Market Research.xlsx		Share...	d Neal Merge
Merger Idea.docx		Shared With...	nie Tuckker Merge
Merger Idea.pdf		Rename	nie Tuckker Merge
Merger Plan.pdf		Delete	nie Tuckker Manu
Merger Structure.docx		Check Out	d Neal
Tax inquiry statement.pdf		Add New Version...	
Tax Opinion Letter - Draft.docx		Version History	
Tax Opinion Letter.docx		Apply Retention Label	
		View Properties	
		Edit Properties	

- None (clear the label)
- Contracts (7 years)
- Record label (5 days)
- Sensitive (14 days)

All Documents 19 items

Annie Tuckker

- ### Teams
- Your teams
- Accounts
  - General
  - Glory Inc**
  - Qoherent**  
3 hidden channels
  - RW Sales Team
  - General
  - Sub Contractors
  - RW Construction and De...  
**General**
  - Active Projects** (5)
  - Bids** (3)
  - Finance and Budget** (locked)
  - 2 hidden channels
  - RW Partners
  - Join or create a team

## Glory Inc

Posts | Files | Wiki | harmon.ie SmartAssist... +

Org | Meet

... you need to review this invoice please

**FW: Updated invoice**  
Sent by Harmon Young, at 2/27/2020 5:43 PM

From: Harmon Young Sent: Wednesday, February 26, 2020 9:01 AM To: Harmon Young Subject: Updated invoice Harmon, Attached is a revised copy of the in...

**Invoice 4.pdf**

← Reply

October 18, 2020

**Last read**

**Deborah Dawson** 10/18 2:22 PM

I just had a really good call with our client at Glory. It seems they want to move ahead with the deal.

2 new 3 replies from you and Deborah

← Reply

**New conversation**

- Teams**
- Your teams
- Accounts
    - General
    - Glory Inc
  - Qoherent**
    - 3 hidden channels
  - RW Sales Team
    - General
    - Sub Contractors
  - RW Construction and Demo
    - General**
    - Active Projects** (5)
    - Bids** (3)
    - Finance and Budget** (lock icon)
    - 2 hidden channels
  - RW Partners
  - Project Management
  - Join or create a team

**Glory Inc** Posts Files Wiki harmon.ie SmartAssist...

**Annie Tuckker** 8/19 1:32 PM  
Hi **Fred Neal** - you need to review this invoice please.

**FW: Updated invoice**  
Sent by Harmon Young, at 2/27/2020 5:43 PM

From: Harmon Young Sent: Wednesday, February 26, 2020 9:01 AM To: Harmon Young Subject: Updated invoice Harmon, Attached is a revised copy of the in...

**Invoice 4.pdf**

Reply

October 18, 2020

**Deborah Dawson** 10/18 2:22 PM  
I just had a really good call with our client at Glory. It seems they want to move ahead with the deal.

3 replies from you and Deborah

Reply

Rich text editor toolbar: Bold, Italic, Text color, Background color, Bulleted list, Numbered list, Link, Unlink, Undo, Redo, More options

**New conversation**

- Accounts
  - General
  - Glory Inc
  - Qoherent
  - 3 hidden channels
- RW Sales Team
  - General
  - Sub Contractors
- RW Construction and Demo
  - General
  - Active Projects
  - Bids
  - Finance and Budget
  - 2 hidden channels
- RW Partners
  - General
- Project Management
  - General
  - Bosch
  - EY
  - 9 hidden channels



**TeamMate**  
Powered by harmon.ie



Inbox

9 emails to share [Subscribe](#)

Current Folder Search current folder

Samuel Cooper  
[Tax Inquiry from Glory Inc.](#) Wed 1/22  
 Hello Annie, As we have previously discussed, we are exploring a possible merger with Honor Inc. Attac...  
 Merger Plan.pdf Merger Structur...

Samuel Cooper  
[Honor Merger Strategy](#) Wed 1/22  
 Annie, Hi. Continuing our conversation from last week, see these documents for the merger with Hono...  
 Acquisition Stra... Market Researc... +1

Samuel Cooper  
[Glory Inc - More Tax Questions](#) Wed 1/22  
 Annie, Hi. Have you had a chance to review my notes from the merger plan and structure that I sent yo...  
 Tax inquiry state... Acquisition Cost...

Harmon Young  
[Please review](#) Thu 1/16  
 SharePoint document links: Customer test

Show read emails


[New conversation](#)



Teams

Your teams

- Accounts
  - General
  - Glory Inc
  - Qoherent
  - 3 hidden channels
- RW Sales Team
  - General
  - Sub Contractors
- RW Construction and Demo
  - General
  - Active Projects
  - Bids
  - Finance and Budget
  - 2 hidden channels
- RW Partners
  - General
- Project Management
  - General
  - Bosch
  - EY
  - 9 hidden channels




**TeamMate**

Powered by harmon.ie

✕

---



**Honor Merger Strategy**


Wed 1/22

👁

**From:** Samuel Cooper  
**To:** Annie Tucker

Annie, Hi. Continuing our conversation from last week, see these documents for the merger with Honor Inc.  
\* See our proposed acquisition strategy in the attached presentation. \* View the market research that we have recently completed build

---




Acquisition Strategy.pptx

326.8 kB

✕

---




Market Research.xlsx

12.5 kB

✕

---



Tax Opinion Letter - Draft.docx

44.6 kB

✕

Back

Share



TeamMate

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Honor Merger Strategy

Wed 1/22



✉ Honor Merger Strategy

Annie,

Hi. Continuing our conversation from last week, see these documents for the merger with Honor Inc.

- See our proposed acquisition strategy in the attached presentation.
- View the market research that we have recently completed building a business case for the merger

Thanks,  
Sam

Back

Share



- Activity (8)
- Chat (2)
- Teams
- Calendar
- Calls
- Files
- ...
- Apps
- Help

- Teams**
- Your teams
- Accounts
    - General
    - Glory Inc
    - Qoherent
    - 3 hidden channels
  - RW Sales Team
    - General
    - Sub Contractors
  - RW Construction and Demo
    - General
    - Active Projects (5)
    - Bids (3)
    - Finance and Budget (2 hidden channels)
  - RW Partners
  - Project Management
    - General
    - Bosch
    - EY
    - 9 hidden channels
- Join or create a team

**Glory Inc** Posts Files Wiki harmon.ie SmartAssist... +

harmon, Attached is a revised copy of the in...

Invoice 4.pdf

← Reply

October 18, 2020



**Deborah Dawson** 10/18 2:22 PM  
I just had a really good call with our client at Glory. It seems they want to move ahead with the deal.

3 replies from you and Deborah

TeamMate

**Honor Merger Strategy**

**From: Samuel Cooper**  
To: Annie Tucker <anniet@ravenwood-corp.com>  
Wed 01/22

Acquisition Strategy.pptx 326.8 kB

Tax Opinion Letter - Draft.docx 44.6 kB

Annie,

Hi. Continuing our conversation from last week, see these documents for the merger with Honor Inc.

- See our proposed acquisition strategy in the attached presentation.
- View the market research that we have recently completed building a business case for the merger

- ✍
- 📎
- 😊
- 🖼️
- 🗣️
- 📅
- 🎥
- 👉
- 💡
- ⚙️
- ⋮

**New conversation**



### Teams

Your teams

- A** Accounts
  - General
  - Glory Inc
  - Qoherent
  - 3 hidden channels
- RS** RW Sales Team
  - General
  - Sub Contractors
- RC** RW Construction and Demo
  - General
  - Active Projects 5
  - Bids 3
  - Finance and Budget 1
  - 2 hidden channels
- RP** RW Partners
- PM** Project Management
  - General
  - Bosch
  - EY
  - 9 hidden channels

### Glory Inc

Posts Files Wiki harmon.ie SmartAssist... +

Org Meet



Invoice 4.pdf

Reply

October 18, 2020



Deborah Dawson 10/18 2:22 PM

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3 replies from you and Deborah



Acquisition Strategy.pptx

326.8 kB



Tax Opinion Letter - Draft.docx

44.6 kB

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Thanks,  
Sam

Reply

Reply All

Show Full Email

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New conversation

Join or create a team



- Activity 8
- Chat 2
- Teams 1
- Calendar
- Calls
- Files
- ...
- Apps
- Help

Send Attach Sensitivity Discard

To noreply@email.teams.microsoft.com

Bcc

Cc

Harmon mentioned Bids

|

**From:** Harmon Young in Teams <noreply@email.teams.microsoft.com>  
**Sent:** 9/14/2020, 8:09:00 PM  
**To:** anniet@ravenwood-corp.com  
**Subject:** Harmon mentioned Bids

**Hi,**

Your teammates are trying to reach you in **Microsoft Teams**.

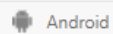


**Harmon mentioned Bids in RW Construction and Demo > Bids**

Hi Bids, I would like to share this email.

[Reply in Teams](#)

Install Microsoft Teams now



Rich text editor toolbar: Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Quote, Unquote, Link, Unlink, X<sup>2</sup>, X<sub>2</sub>, Undo, Redo, Spell check, Table

Send

Discard

# 'Email TeamMate' Pricing



**INCLUDED**

harmon.ie One subscribers

**\$2.50**

per user / month

Email TeamMate subscribers

# What's Next for Remote Workers? Support for SharePoint Syntex



## Content understanding

Automatically classify by applying metadata, for knowledge discovery

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
CHAS-305	Oven, Type III	15	32.00	480.00
BC-P223	Body Components (Polyester), Type III	15	11.00	165.00
BCFP-304	Bodies (Carbon-Fiber) 8 pack, Type III	15	18.00	270.00
table, 8 ITEM #, DESCRIPTION, QTY, UNIT PRICE, TOTAL				

## Content processing


Automate capture, ingestion and categorization of content using Power Automate.

## Content compliance

Connect and manage content to improve security and governance with integration to Microsoft Information Protection.

Name	Modified	Modified by	Name	Last trained
Creamy_Mushroom_Tortiles.doc	Today	Walter King	Product brand	11/11/2019

# Discover Information with harmon.ie for Syntex



metrics if challenged by the client. As for the more intangible benefits, try to keep the client's perspective in mind and stay focused on business value.

- Benefit 1
- Benefit 2
- Benefit 3]

### 3. Implementation Plan

[While the previous section was primarily strategic, this section focuses on tactics and execution. Your goal is to build the client's confidence that you can deliver the desired solution and benefits as promised.]

#### 3.1. Methodology

[Briefly discuss the methodology your company will use to implement the proposed solution. The methodology could relate to project management, systems development, or any relevant lifecycle used to ensure consistency and repeatability of your solutions (and still cater to the unique needs of the client). If you have additional information or graphics on this subject that will help distinguish you from your competitors, consider attaching them as an appendix.]

#### 3.2. Schedule

[Never underestimate the importance of project management to the client. It can be a key differentiator when competitors are evenly matched. Emphasis here should be on timing and sequencing of major activities, deliverables, and milestones.

An effective way of tying all of these pieces together is to display a high-level project plan using Microsoft Office Project or some other project management tool. This helps the client to visualize your solution, while reinforcing your company's expertise in project management. The trick is showing enough to educate the client without revealing your entire game plan.]



harmon.ie

Discover more about...

**Implementation Plan.docx**  
Email by Angela Neilson on 11 Apr, 2019 | 6:52

Praxis Corp Pension Consulting  
2018 Compliance and Legal

All

**Today**

- Pension 2019 status
- Planning meeting update
- Task force agenda 6/19

**Older**

- Pilot plan
- Offsite training agenda
- Pilot B Reboot
- Pension Checklist and Timeline
- Pilot summary
- Planning Meeting next week

1  
Select metadata value to find related content

2  
View and edit Office 365 emails, documents with matching metadata values





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

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