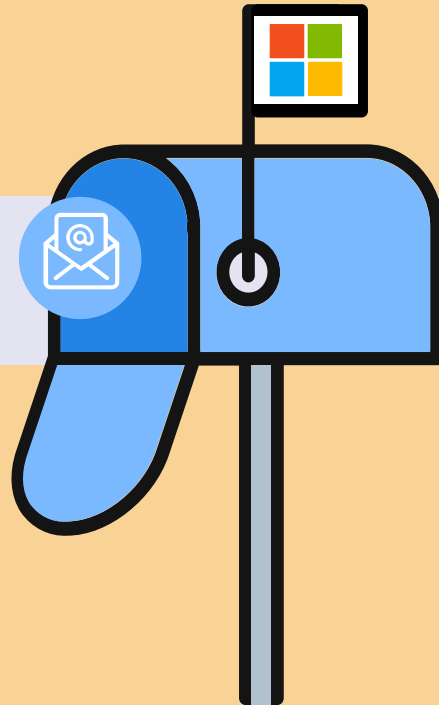




Adding Emails to Microsoft Teams Conversations

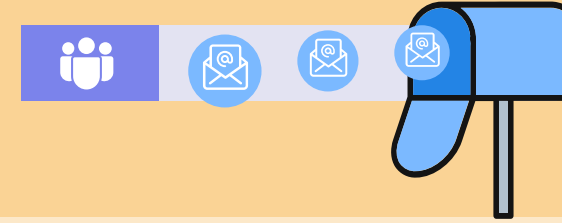


The Next Step in Your
Remote Working Journey

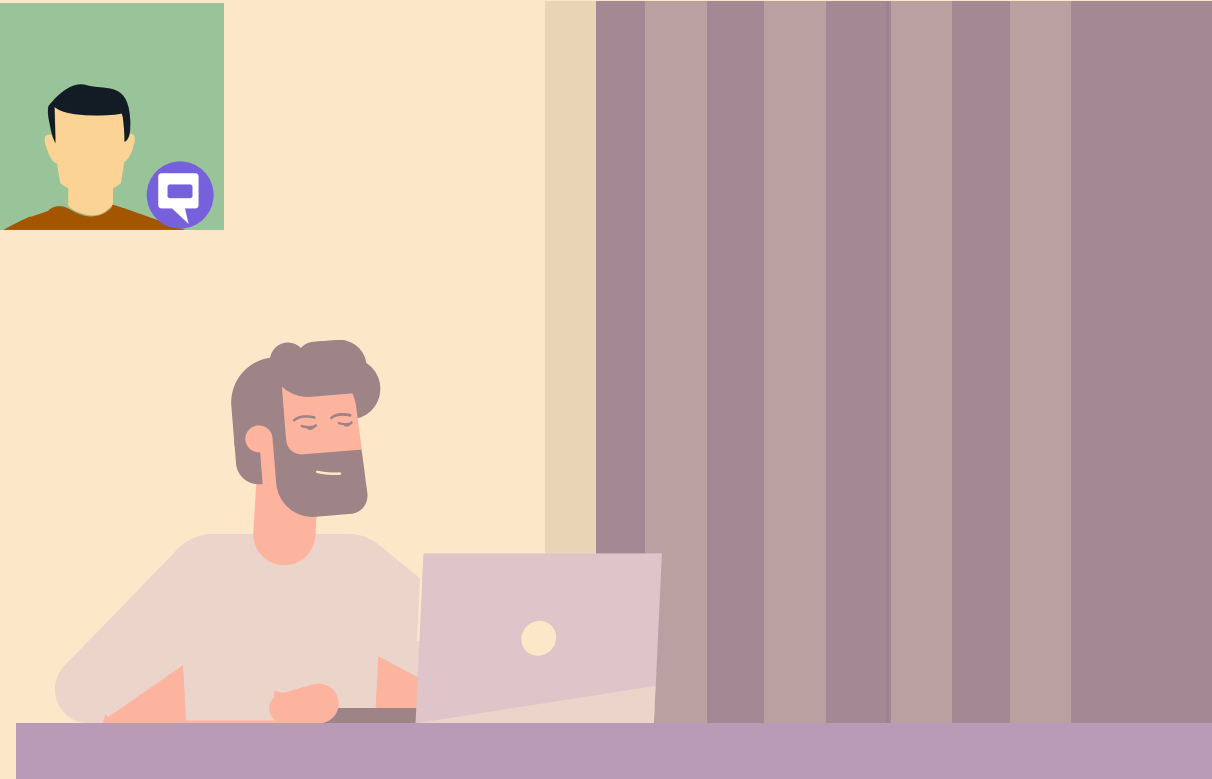
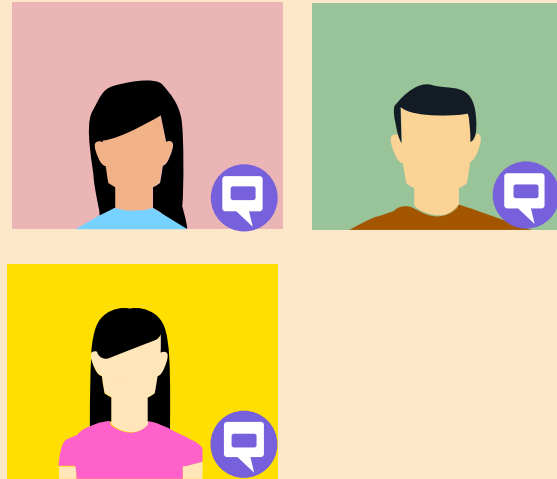


David Lavenda,
Chief Product Officer

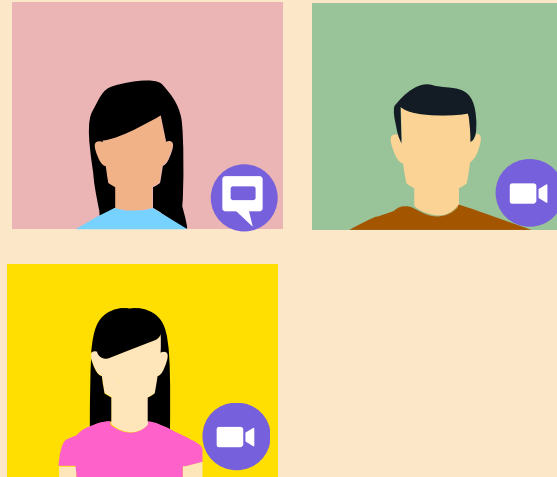
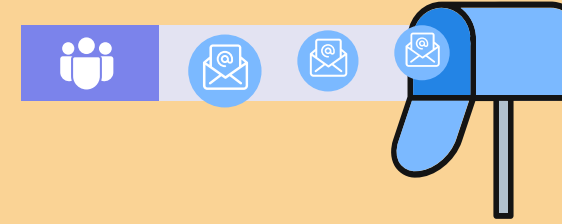
You Are Probably Using Teams for Chat



Chat



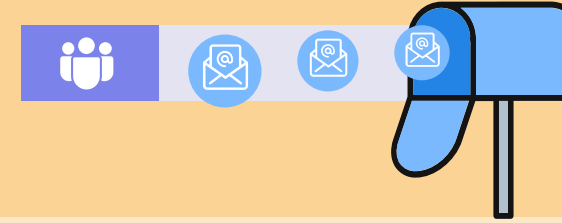
But...Remote Work is More Than Meetings and Chat



Communicating with People Outside Your Company



Poll Question



How do you collaborate with external parties like customers, suppliers and partners?

- a) **Microsoft Teams**
- b) **Email**
- c) **Slack or other chat app**
- d) **Other**

94% of business workers use email to communicate with external parties*

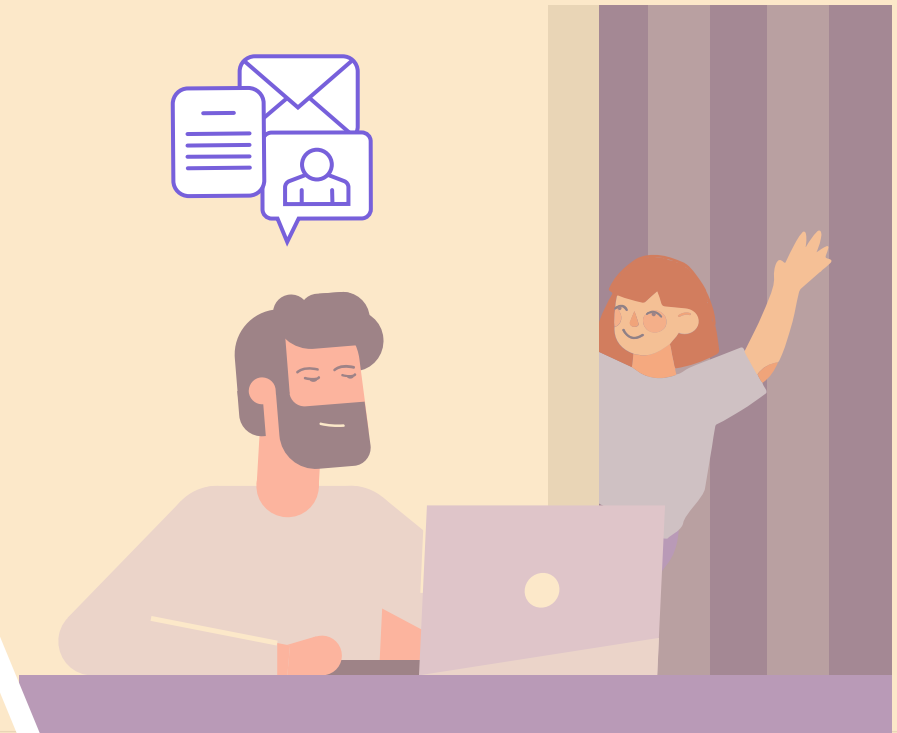
The Challenge



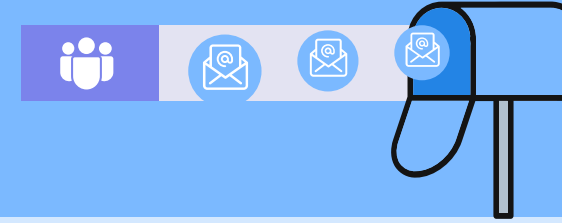
Disconnected Business Conversations



People need to be self-sufficient



You Still Need email with Teams



Each organization needs a complete record of interactions.



Supplier



Customer



Account Manager



Today, Many People are Working Remote

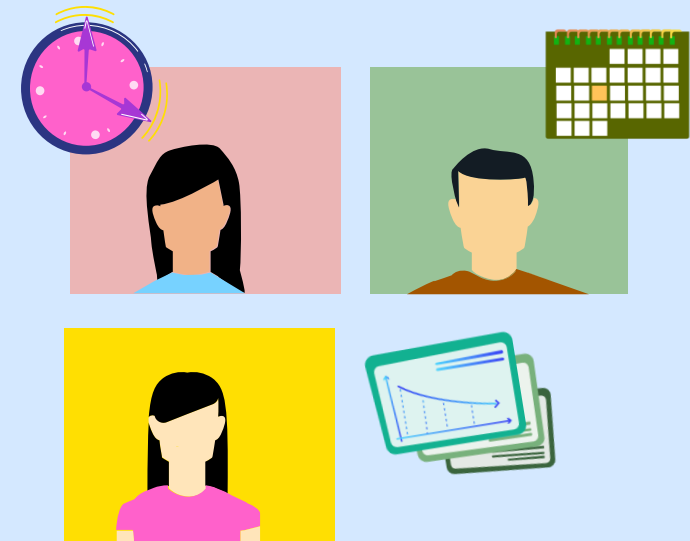


Help People Be More Self-Sufficient

Make the Right Thing the Easy Thing



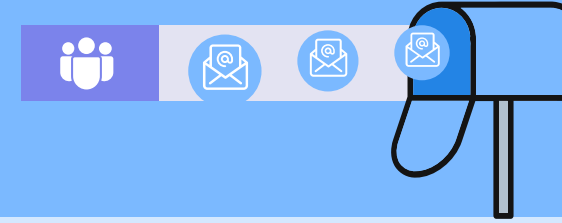
Create a single, coherent discussion



How Do You Make This Easy?



What You Need to Do



Stay in the comfort zone: people work in Outlook

- Make it very simple
people are alone & *stressed out*, so they need to be self-sufficient
- Don't try to change behavior



Make it Easy to Include...

Drag and Drop emails to Teams conversations



... So you have one coherent conversation

Introducing harmon.ie SmartAssistant™



The screenshot displays an Outlook email interface. The main email is from Harmon Young to Annie Tucker, titled "Updated construction plans". It includes a PDF attachment named "ABB Construction.pdf" (684 KB) and the text: "Hi Annie, Attached is the updated construction plans for ABB, approved by eng. Lewis. Thanks, Harmon".

Overlaid on the right is a Teams chat window for the "harmon.ie" group. The chat window shows a navigation pane with "LOCATIONS" and "PEOPLE" tabs. Under "LOCATIONS", there is a tree view of folders: "All Locations", "Favorites", "Teams", "Project Management", "RW Construction and Demo" (containing "General", "Active Projects", "Bids", "Safety and Incidents"), "Test New Sam C", and "SharePoint" (containing "OneDrive > Documents", "Documents > Shared with Everyone", "Wash Reserve Board Emails", "RSPB > Documents: All Documents", "Ravenwood Office 365 Demo Site > Legal: Legal Case Matter", "Marketing > Shared Documents: All Documents", "Projects > Ravenwood HQ: All Documents", and "Active Projects").



All	Unread	By Date	↓
▼ Yesterday			
Harmon Young	Links	E001	Tue 8:00 PM
Harmon Young in Teams	Harmon mentioned Bids	Hi Bids, I would like to share this email.	Tue 1:36 AM
Harmon Young	Please review	SharePoint document links:	Tue 12:26 AM
▼ Last Week			
Samuel Cooper	Tax Inquiry from Glory Inc.	Hello Annie, As we have previously discussed, we are exploring a	Wed 1/22
Samuel Cooper	Honor Merger Strategy	Annie, Hi. Continuing our conversation from last week, see these	Wed 1/22
Samuel Cooper	Glory Inc - More Tax Questions	Annie, Hi. Have you had a chance to review my notes from the	Wed 1/22
Jessica McKenzie	OnePlace Solutions January Newsletter		Tue 1/21
MyAnalytics	MyAnalytics Focus Edition		Mon 1/20
▼ Two Weeks Ago			
Harmon Young	Please review	SharePoint document links:	1/16/2020
▼ Three Weeks Ago			
Harmon Young	Please review		1/9/2020

Honor Merger Strategy

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.

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.

- 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

harmon.ie

LOCATIONS PEOPLE TEAMS

Home > 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

	All	Unread	By Type	
10	Harmon Young	Please review	1/28/2020	
	SharePoint document links:			
10	Samuel Cooper	Tax Inquiry from Glory Inc.	1/22/2020	
[34]	Hello Annie, As we have previously discussed, we are			
37	Samuel Cooper	Honor Merger Strategy	1/22/2020	
	Annie, Hi. Continuing our conversation from last week,			
387	Samuel Cooper	Glory Inc - More Tax Questions	1/22/2020	
	Annie, Hi. Have you had a chance to review my notes			
27	Harmon Young	Please review	1/16/2020	
	SharePoint document links:			
	Harmon Young	Please review	1/9/2020	
	Harmon Young in Teams	Harmon mentioned Bids	11/18/2019	
7	Hi Bids, I would like to share this email and			
	Harmon Young	Please review	11/18/2019	
	Team Please review <end>			
2	Harmon Young	Please review	11/8/2019	
	Harmon Young in Teams	Harmon mentioned Bids	11/7/2019	
	Hi Bids, I would like to share this email.			
	Harmon Young in Teams	Harmon mentioned Bids	11/5/2019	
	Hi Bids, I would like to share this email and attachment.			
	Harmon Young in Teams			

Glory Inc - More Tax Questions



Samuel Cooper
To Annie Tuckker



1/22/2020

[SharePoint] This message was saved in 'Ravenwood Office 365 Demo Site > Construction > Correspondence'

You forwarded this message on 2/14/2020 11:35 AM.
If there are problems with how this message is displayed, click here to view it in a web browser.

- Tax inquiry statement.pdf (63 KB)
- Acquisition Cost Analysis.xlsx (39 KB)

Action Items + Get more add-ins

Annie,

Hi. Have you had a chance to review my notes from the merger plan and structure that I sent you last week?

Attached is a draft of the acquisition cost analysis, please **complete the parts of this document that are highlighted in yellow.**

Have you received recent tax statements from Honor? If not, please send them the attached tax inquiry statement as a template for them to complete.

Regards,
Sam

harmon.ie

LOCATIONS PEOPLE

All Locations Favorites

Name

- Teams
- Accounts
 - General
 - ABC Corp
 - Glory Inc
 - Honor
 - Qoherent
- Project Management
- RW Sales Team
- Other Favorites
 - OneDrive > Documents
 - Documents > Shared with Everyone
 - 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
 - Ravenwood Office 365 Demo Site > Legal: All Documents
 - harmon.ie Office 365 Site > Product

Sharing email with your team

Uploading 'Acquisition Cost Analysis.xlsx' to 'Glory Inc' (2 of 3).

	All	Unread	By Type
10	Harmon Young	Please review	1/28/2020
	SharePoint document links:		
10	Samuel Cooper	Tax Inquiry from Glory Inc.	1/22/2020
[34]	Hello Annie, As we have previously discussed, we are		
37	Samuel Cooper	Honor Merger Strategy	1/22/2020
	Annie, Hi. Continuing our conversation from last week,		
387	Samuel Cooper	Glory Inc - More Tax Questions	1/22/2020
	Annie, Hi. Have you had a chance to review my notes		
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	SharePoint document links:		
	Harmon Young	Please review	1/9/2020
	Harmon Young in Teams	Harmon mentioned Bids	11/18/2019
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	Harmon Young	Please review	11/18/2019
	Team Please review <end>		
2	Harmon Young	Please review	11/8/2019
	Harmon Young in Teams	Harmon mentioned Bids	11/7/2019
	Hi Bids, I would like to share this email.		
	Harmon Young in Teams	Harmon mentioned Bids	11/5/2019
	Hi Bids, I would like to share this email and attachment.		
...	Harmon Young in Teams	Harmon mentioned Bids	10/31/2019

Glory Inc - More Tax Questions


Samuel Cooper
 To Annie Tuckker 1/22/2020

[SharePoint] This message was saved in 'Ravenwood Office 365 Demo Site > Construction > Correspondence'

You forwarded this message on 2/14/2020 11:35 AM. If there are problems with how this message is displayed, click here to view it in a web browser.

- Tax inquiry statement.pdf 63 KB
- Acquisition Cost Analysis.xlsx 39 KB

Action Items Post a message to 'Glory Inc' + Get more add-ins

Annie,

Hi. Have you sent you last

Attached is a document th

Have you received recent tax statements from Honor? If not, please send them the attached tax inquiry statement as a template for them to complete.

Regards,
Sam

Post a message to 'Glory Inc'

Your email was shared. Say something about it.

Hi @Fred Neal Take a look at this document.

Use @ to mention someone.

harmon.ie

LOCATIONS PEOPLE

All Locations Favorites

Teams

- Accounts
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 - Qoherent
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 - Ravenwood Office 365 Demo Site > Legal: All Documents
 - harmon.ie Office 365 Site > Product

10

Samuel Cooper

	All	Unread	By Type	↓
10	Harmon Young	Please review	SharePoint document links:	1/28/2020
10	Samuel Cooper	Tax Inquiry from Glory Inc.	Hello Annie, As we have previously discussed, we are	1/22/2020
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7	Harmon Young in Teams	Harmon mentioned Bids	Hi Bids, I would like to share this email and	11/18/2019
	Harmon Young	Please review	Team Please review <end>	11/18/2019
2	Harmon Young	Please review		11/8/2019
	Harmon Young in Teams	Harmon mentioned Bids	Hi Bids, I would like to share this email.	11/7/2019
	Harmon Young in Teams	Harmon mentioned Bids	Hi Bids, I would like to share this email and attachment.	11/5/2019
	Harmon Young in Teams	Harmon mentioned Bids		10/31/2019

Glory Inc - More Tax Questions

Samuel Cooper
To Annie Tuckker
1/22/2020

[SharePoint] This message was saved in 'Ravenwood Office 365 Demo Site > Construction > Correspondence'

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

- Tax inquiry statement.pdf 63 KB
- Acquisition Cost Analysis.xlsx 39 KB

Action Items

Post a message to 'Glory Inc'

Successfully posted!

Close Continue in Teams

Annie,

Hi. Have you had a chance to review my notes on the merger plan and structure that I sent you last week?

Attached is a draft of the acquisition cost analysis, please **complete the parts of this document that are highlighted in yellow.**

Have you received recent tax statements from Honor? If not, please send them the attached tax inquiry statement as a template for them to complete.

Regards,
Sam

harmon.ie

LOCATIONS PEOPLE

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 - Shared Documents > SmartAssistant: All Documents
 - Videos
 - Sales > Sales Kits: All Documents
 - Shared Documents > 2020 Marketing Plans: All Documents
 - Ravenwood Office 365 Demo Site > Legal: All Documents
 - harmon.ie Office 365 Site > Product

Samuel Cooper



Teams



Your teams

- A** Accounts
 - General
 - Glory Inc**
 - Qoherent
 - 2 hidden channels
- RS** RW Sales Team
 - General
 - Sub Contractors
- RC** RW Construction and De...
 - General
 - Active Projects** 1
 - Bids** 1
 - Finance and Budget** 🔒
 - 2 hidden channels
- RP** RW Partners
- PM** **Project Management**



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



Prompt to replace attachment #4
Sent by Harmon Young, at 5/14/2020 7:36 PM

[Email contains no body...]



Merger Structure.docx

← Reply



Annie Tucker 12:53 PM
Hi Fred Neal Take a look at this document.



Glory Inc - More Tax Questions
Sent by Samuel Cooper, at 1/22/2020 1:14 PM

Annie, Hi. Have you had a chance to review my notes from the merger plan and structure that I sent you last week? Attached is a draft of the acquisition cost analysis, ple...



Tax inquiry statement.pdf



Acquisition Cost Analysis.xlsx

← Reply



Search



Glory Inc - More Tax Questions.msg

Start conversation

Close



SharePoint document links:

[Tax inquiry statement](#) [Acquisition Cost Analysis](#)

From: Samuel Cooper <samc@ravenwood-corp.com> on behalf of Samuel Cooper
Sent on: Wednesday, January 22, 2020 11:14:14 AM
To: Annie Tuckker <anniet@ravenwood-corp.com>
Subject: Glory Inc - More Tax Questions
Attachments: 74bc6ea1-3b1b-4502-b22d-fd094b139035.gif (845 Bytes), a5db40af-d24b-45a8-9f3d-96774bd8d1a6pdf (238 Bytes), 166b7884-889b-4446-aa2e-b2d2f7fc84bfxlsx (276 Bytes)

Categories: [SharePoint] This message was saved in 'Ravenwood Office 365 Demo Site > Construction > Correspondence'; [SharePoint] This message was saved in 'Ravenwood Office 365 Demo Site > Construction > E-mail'; [SharePoint] This message was saved in 'Ravenwood Office 365 Demo Site > Construction Projects > Documents'; [SharePoint] This message was saved in 'Accounts > Documents > General'

Annie,

Hi. Have you had a chance to review my notes from the merger plan and structure that I sent you last week?

Attached is a draft of the acquisition cost analysis, please **complete the parts of this document that are highlighted in yellow.**

Have you received recent tax statements from Honor? If not, please send them the attached tax inquiry statement as a template for them to complete.

Regards,
Sam



Start conversation

Close



Reset This Form

Form



Tax inquiry statement

Mail or fax this form to the address below or to submit online, visit our website at dor.wa.gov/rulings.
You can expect a reply within 10 days.

Date _____

1 Your Information

Name _____

Business name _____

Street address _____ City _____

State _____ Zip _____ Phone _____

Account ID/UBI _____

Email address _____

2 Your question

Give detailed information about your request. Please attach additional pages if more space is needed.

Need help?

If you need help completing this form call 360-705-6705.

Mail or fax this form to:


Taxpayer Services

	All	Unread	By Date
Yesterday			
	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:			
Last Week			
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
Two Weeks Ago			
	Harmon Young	Please review	1/16/2020
SharePoint document links:			
Three Weeks Ago			
	Harmon Young	Please review	1/9/2020
Older			
	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




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

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

	All	Unread	By Date
Yesterday			
11	Harmon Young	Links	Tue 8:00 PM
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53	Harmon Young	Please review	Tue 12:26 AM
Last Week			
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	Samuel Cooper	Honor Merger Strategy	Wed 1/22
	Samuel Cooper	Glory Inc - More Tax Questions	Wed 1/22
Two Weeks Ago			
	Harmon Young	Please review	1/16/2020
Three Weeks Ago			
	Harmon Young	Please review	1/9/2020
Older			
	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

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Acquisition Cost Analysis.xlsx	10/29/2019 6:10 PM	Annie Tuckker	Merge
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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	id Neal
Claim Summary.docx		Open in Browser	id Neal Merge
Company profile.pdf		Show Preview	nie Tuckker Merge
glory manufacturing costs.xlsx		Save As...	id Neal Merge
Incident Report - RH 55-12345.docx		Cut	id Neal Manu
Manufacturing line diagram.docx		Copy	nie Tuckker Manu
Market Research.xlsx		Share...	id 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	id 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

Untitled - Message (HTML)

File Message Insert Draw Options Format Text Review Help Acrobat Tell me what you want to do

Clipboard Basic Text

Send To: Samuel Cooper

Cc:

Subject: tax letter stuff

Capitalization table.xlsx
39 KB

[Capitalization table.xlsx](#)

harmon.ie

LOCATIONS PEOPLE TEAMS

Accounts Documents Glory Inc

Name	Modified
..	
ABB Construction.pdf	10/10/2019 2:04 PM
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Claim Summary - partially complete...	10/2/2019 3:03 PM
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Incident Report - RH 55-12345.docx	10/10/2019 12:23 P
Manufacturing line diagram.docx	10/3/2019 12:45 PM
Market Research.xlsx	1/29/2020 11:40 AM
Merger Idea.docx	9/24/2019 2:59 PM
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Merger Plan.pdf	12/3/2019 4:58 PM
Merger Structure.docx	12/3/2019 4:58 PM
Tax inquiry statement.pdf	10/29/2019 6:10 PM
Tax Opinion Letter - Draft.docx	1/29/2020 11:40 AM
Tax Opinion Letter.docx	9/24/2019 5:38 AM

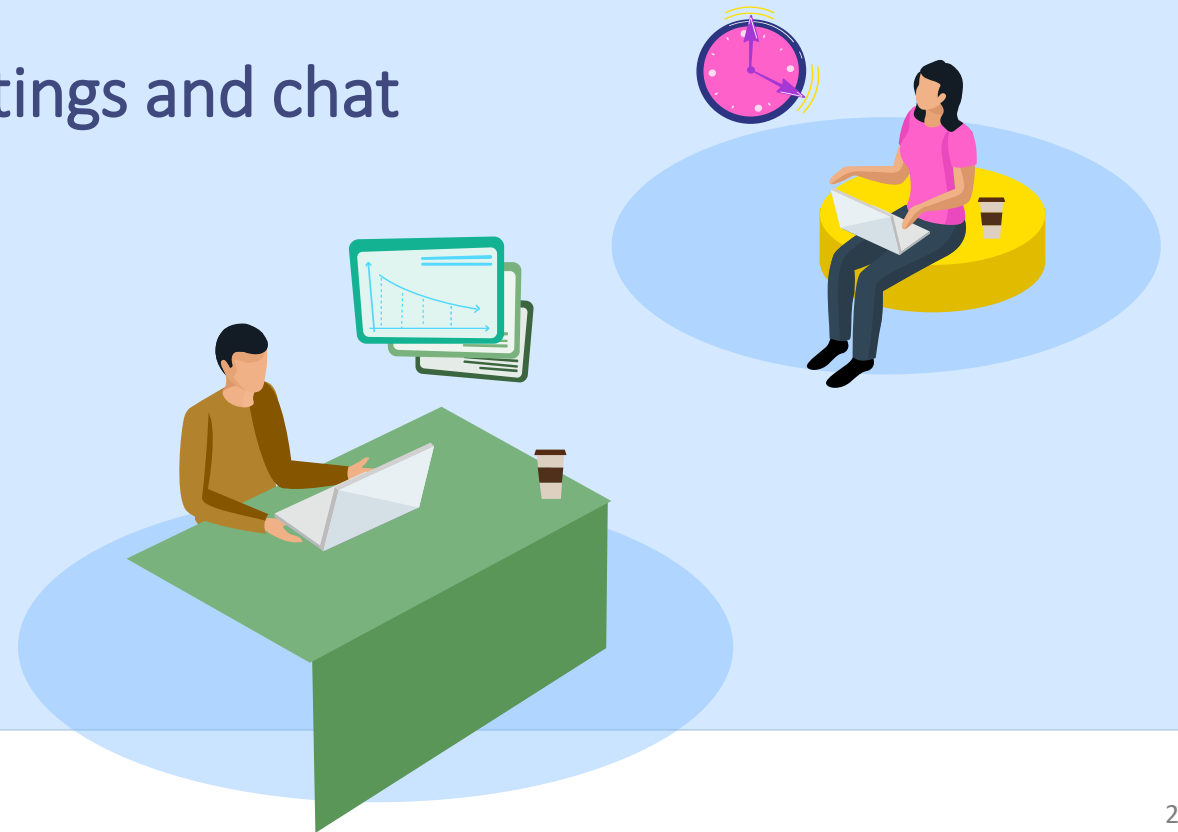
All Documents 19 items



Summary

The Next Step to Remote Working with Microsoft Teams

- Build on the success of Teams for meetings and chat
- Minimize behavioral change
make it easy for workers
to do the 'right thing'
- Enable people to be self-sufficient



Try It Now!



New Customers

Enterprise Trial

The Enterprise Trial program gives you full-featured access for 30 days to Office 365 and SharePoint – all from the convenience of your email or mobile device. Fill out the form to start your harmon.ie trial today:

* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* Job Title	* Company Name
<input type="text"/>	<input type="text"/>
* Work Email	* Company Size
<input type="text"/>	<input type="text" value="select..."/>
* Country	* How many licenses are you looking to purchase following your trial?
<input type="text" value="select..."/>	<input type="text"/>

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

Existing Customers



harmon.ie

Enter the username and password from your company's order fulfillment email to log in.

Log In to Download your Enterprise licenses

User ID:

Password:

Remember my User ID

Please use Chrome, Firefox or IE with compatibility mode.

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