

Email Management with Microsoft Teams

What You Absolutely Need to Know for Remote Working



David Lavenda
Chief Product Officer
harmon.ie



Christian Gross
Chief Executive Officer
Solutions2Share



Solutions2Share

Introduction



● 18 Employees

An innovative team located near Nuremberg, Germany.

● Founded 2011

SharePoint & Office 365 software development for 8 years.

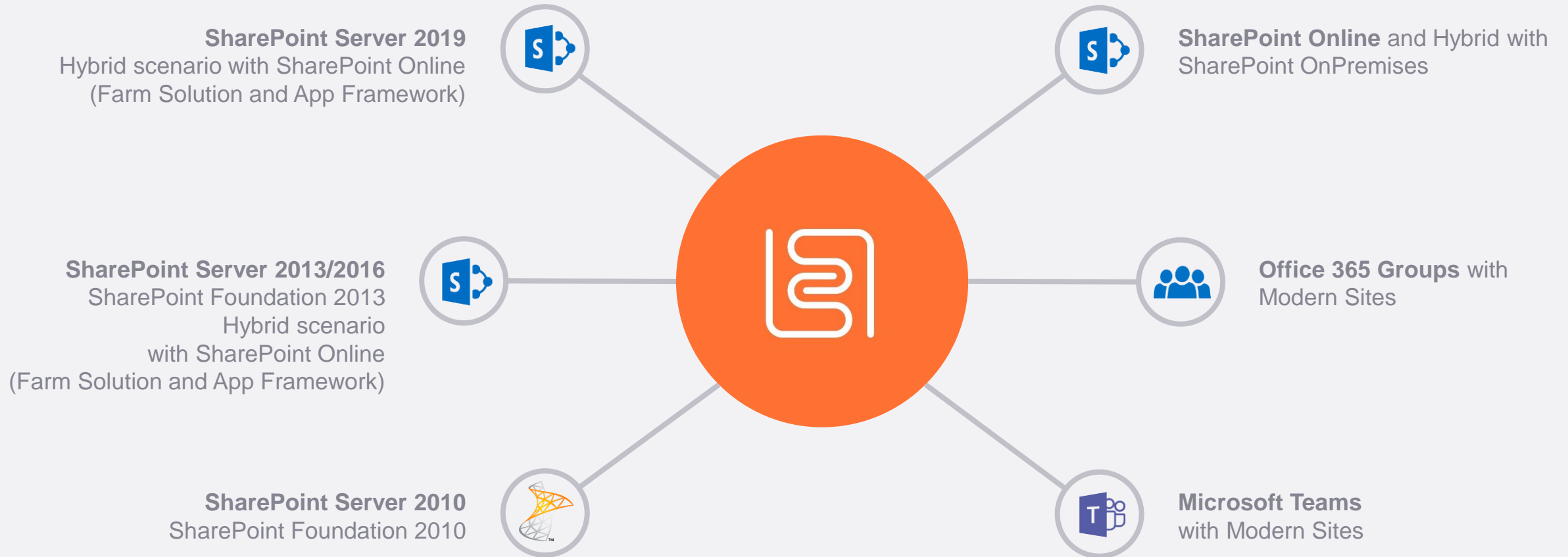
● 15k Installations

Our apps in the Teams/SharePoint Store have been installed more than 15,000 times.

● Cloud Experts

Tools for SharePoint Online, Groups and Microsoft Teams since the very start.

Our solutions: Your advantage



Our Solutions



Teams Manager

Everything for easy Teams Management: Complex templates with included approval process. Install from the Teams App Store.



Meeting Manager

Create meetings with agendas including tasks, documents, decisions and automatic minutes in SharePoint.



Collaboration Manager

Easily provision Microsoft Teams, SharePoint sites and groups based on complex templates – on all platforms.



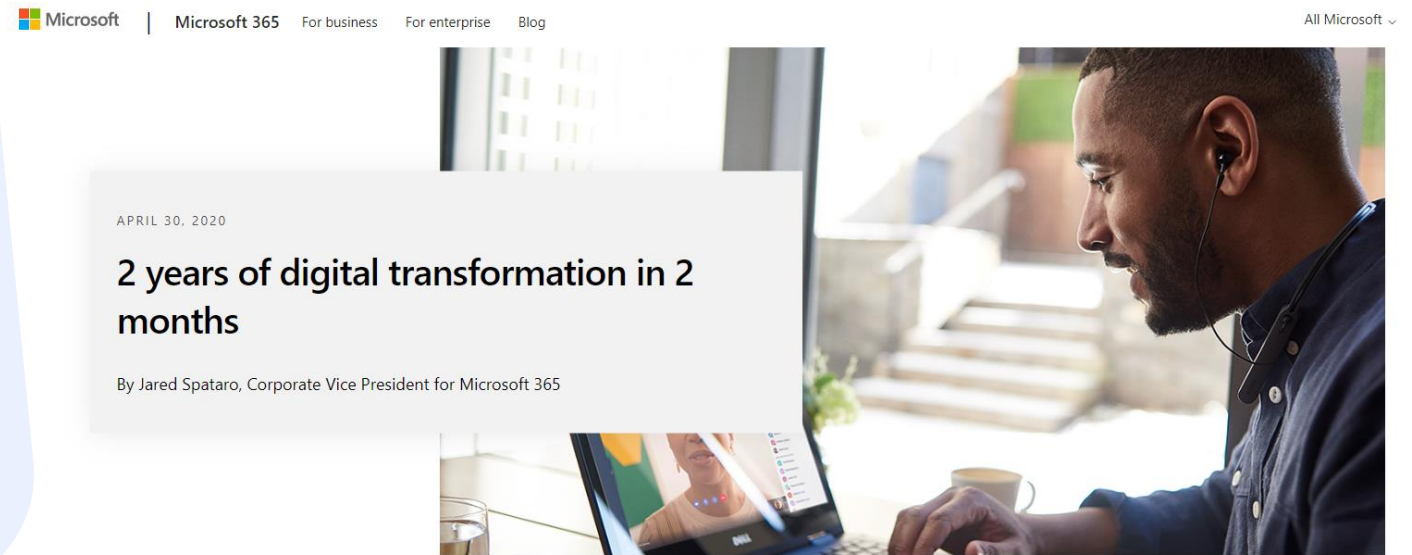
Template Hub

Manage and protect corporate document templates and make sure your users always use the latest version of a file template.

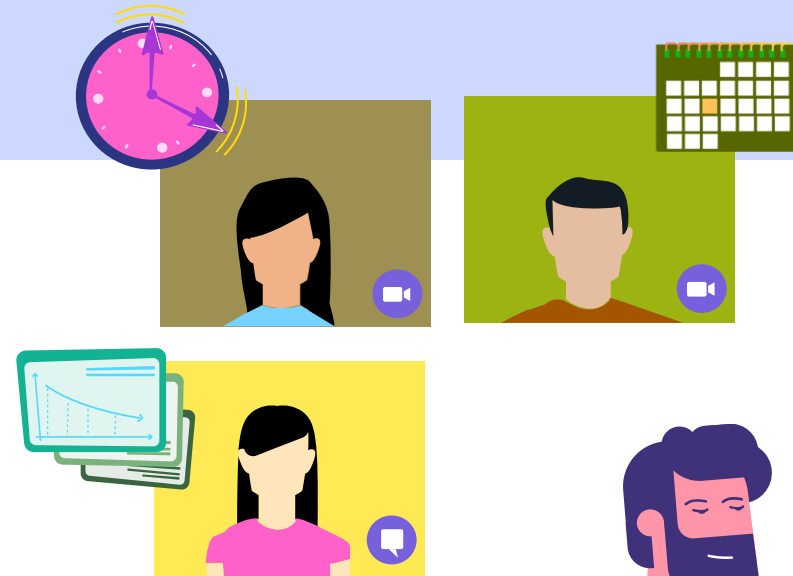
Teams Adoption is “Off the Charts” ... for Meetings and Chat



“In April, we saw more than 200 million Microsoft Teams meeting participants in a single day, generating more than 4.1 billion meeting minutes. Also, Teams now has more than 75 million daily active users”



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



What About People Outside Your Company?

Customer



Supplier



Partner



You Still Need email with Teams



Each organization needs a complete record of interactions.



Supplier



Customer



Account Manager

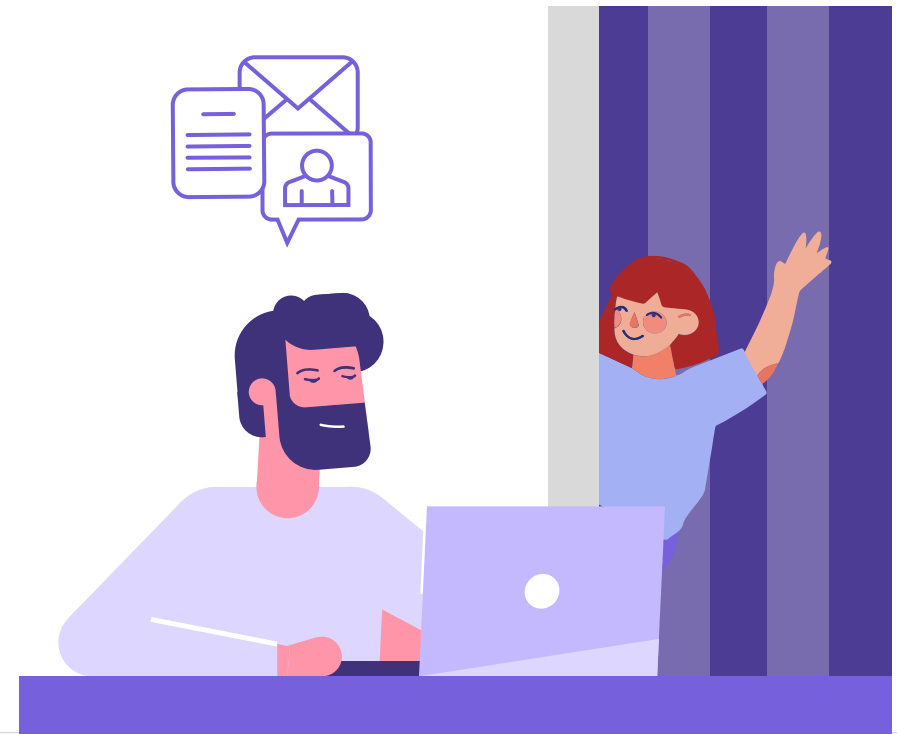
The Challenge



Disconnected Business Conversations



People need to be self-sufficient



Working Remote

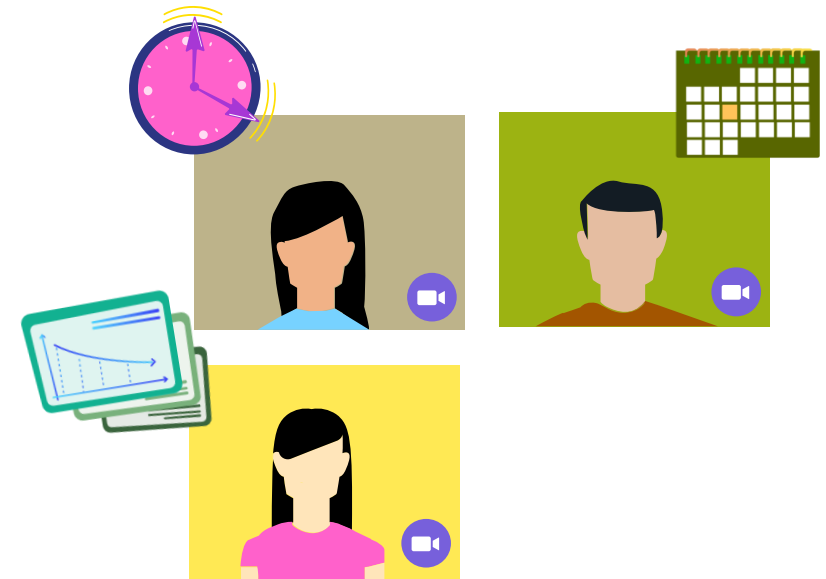


Help People
Be More
Self-Sufficient

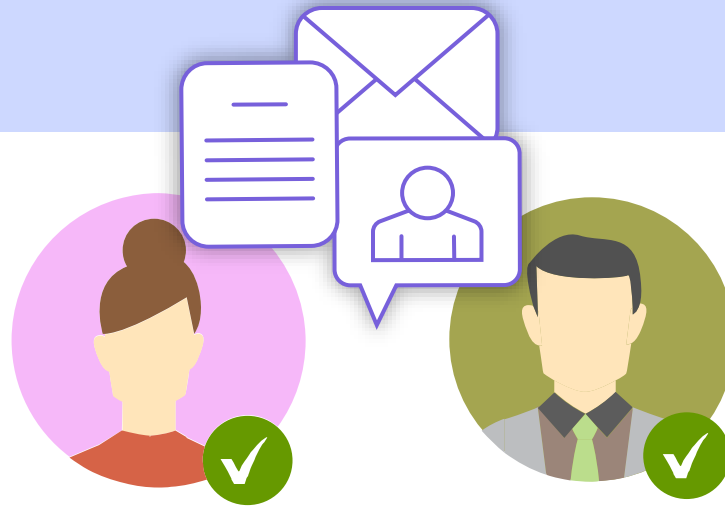
Make the Right Thing
the Easy Thing



Make capture, classify,
search easier



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



Simplify Capture and Classify...

Store in a centralized place – SharePoint/Teams



... So you can find stuff

Search is critical

Introducing harmon.ie SmartAssistant™



Outlook Interface:

- Sender:** Harmon Young (Annie Tucker)
- Subject:** Updated construction plans
- Attachment:** ABB Construction.pdf (684 KB)
- Body:**

Hi Annie,

Attached is the updated construction plans for ABB, approved by eng. Lewis.

Thanks,
Harmon

harmon.ie SmartAssistant Overlay:

- Navigation:** LOCATIONS, PEOPLE, TEAMS
- Path:** All Locations > Favorites
- Structure:**
 - Teams
 - Project Management
 - RW Construction and Demo
 - General
 - Active Projects
 - Bids
 - Safety and Incidents
 - Test New Sam C
 - SharePoint
 - 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
 - Active Projects



- 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	↓
Yesterday			
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:			
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Tax Inquiry from Glory Inc.			
Hello Annie, As we have previously discussed, we are exploring a			
Samuel Cooper			
Honor Merger Strategy		Wed 1/22	
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Annie, Hi. Have you had a chance to review my notes from the			
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OnePlace Solutions January Newsletter		Tue 1/21	
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	

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

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LOCATIONS PEOPLE TEAMS

All Locations Favorites

Name

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Samuel Cooper

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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

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Thanks,
Sam

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

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Inquiry Type
<Multiple Values>

Cancel

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Acquisitions
Manufacturing

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Start a Conversation Saved!

Samuel Cooper

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Older			
	Jessica McKenzie	OnePlace Solutions November Newsletter	11/26/2019

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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

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Mon 1/20

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Your month in review: Focus

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

Available to focus

98%

Collaboration time

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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

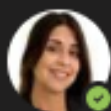
1 more ▾



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

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 - > **Inbox** 11
 - Drafts [31]
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MyAnalytics
Discover your habits. Work smarter.


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Accounts

All Channels **Glory Inc**

Mergers

Filter this list

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From Samuel Cooper, Oct 28, 2019 at 10:44 AM
- Acquisition Strategy.pptx
- Market Research.xlsx


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	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

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

Accounts

All Channels **Glory Inc**

Mergers

man

Glory manufacturing query
From Annie Tuckker, Oct 02, 2019 at 2:44 PM

glory manufacturing costs.xlsx

- Favorites
 - Inbox 11
 - Board Meetings - Board Emails
- anniet@ravenwood-corp.c...
 - Z
 - Inbox 11
 - Drafts [31]
 - Sent Items
 - Deleted Items 53
 - 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
 - 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:
- Last Week
- Samuel Cooper Tax Inquiry from Glory Inc. Wed 1/22
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
- 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

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10:00 AM – 12:00 PM Book

Tuesday

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- LOCATIONS PEOPLE TEAMS
- Accounts
- All Channels **Glory Inc**
- Filter this list
- Honor Merger Strategy From Samuel Cooper, Jan 22, 2020 at 1:16 PM
 - Acquisition Strategy.pptx
 - Market Research.xlsx
 - Tax Opinion Letter - Draft.docx
 - Links From Harmon Young, Yesterday at 8:00 PM
 - Please review From Harmon Young, Jan 16, 2020 at 6:08 PM
 - Tax Inquiry from Glory Inc. From Samuel Cooper, Oct 23, 2019 at 1:29 PM
 - Merger Plan.pdf
 - Merger Structure.docx
 - Additional Merger Information From Samuel Cooper, Oct 23, 2019 at 1:27 PM
 - Capitalization table.xlsx
 - Company profile.pdf Open Online
 - Tax Inquiry from Glory Inc. From Samuel Cooper, Oct 23, 2019 at 1:29 PM
 - Merger Plan.pdf Open File Loc
 - Merger Structure.docx Start a Convers

	All	Unread	By Date
Yesterday			
11	Harmon Young	Links	Tue 8:00 PM
11	Harmon Young in Teams	Harmon mentioned Bids	Tue 1:36 AM
[31]	Harmon Young	Please review	Tue 12:26 AM
53	SharePoint document links:		
634	Last Week		
	Samuel Cooper	Tax Inquiry from Glory Inc.	Wed 1/22
5	Samuel Cooper	Honor Merger Strategy	Wed 1/22
	Samuel Cooper	Glory Inc - More Tax Questions	Wed 1/22
	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
Older			
	Jessica McKenzie	OnePlace Solutions November Newsletter	11/26/2019

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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

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Yesterday			
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MyAnalytics			
MyAnalytics Focus Edition			
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

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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
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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

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](#)

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Accounts Documents Glory Inc

Name	Modified
..	
ABB Construction.pdf	10/10/2019 2:04 PM
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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

- Inbox
 - Sent Items
- itayp@harmon.ie
- harmon.ie
 - Kaneka - Automatically PDF uplo...
 - Conflicts
- OWA
 - Mobile
 - Website & documentation
 - Meeting conclusions
 - Desktop Support
 - Server Room move
- Business Apps
 - Automated mails
 - Salesforce
 - Store issues
 - Translations
- IMPORTANT
- Tests
- Hertz
- Weekly Product
- Archive
- Inbox**
- CustomizationTool
- Drafts
- Sent Items
- Deleted Items
- Clutter
- > Conversation History
- Junk Email [3]
- Outbox


- Focused Other By Date ↑
- Yesterday**
- MyAnalytics | Wellbeing Ed... Sun 14:32
- Last Week**
- Team Algolia Webinar: Drive loyalty with... Thu 02/04
 - Azure DevOps Bug 16294 - How it works li... Tue 31/03
 - Logz.io Join our Webinars Mon 30/03
 - MyAnalytics | Focus Edition Sun 29/03
- Two Weeks Ago**
- Progress Don't miss our webinar on ... 26/03/2020
 - Team Algolia Webinar: Drive loyalty with... 24/03/2020
 - The Telerik UI for Bla... Blazor: A Beginners Guide ... 23/03/2020
 - MyAnalytics | Collaboration... 22/03/2020
- Three Weeks Ago**
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To Itay Pahima

Sun 05/04/2020 14:32

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Your month in review: Wellbeing

Are you able to disconnect and recharge?



12 Quiet days

Protected from quiet hours disruptions

Quiet days are based on the meeting, email, chat and calls activity outside your working hours as set in Outlook.

Edit

Discover more

Here's a closer look

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LOCATIONS PEOPLE

Search folder or enter a link

Find results by...

Author	File Extension	Title	Size	From	To	Subject
Cc						
ISO	4,568	89,654,123	Kaneka USA corp	06/04/2020	9:27	

Kaneka view 1 item

All Items Show More

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To Itay Pahima

Sun 05/04/2020 14:32

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LOCATIONS PEOPLE

Author: itayp@harmon.ie

Doc	Order No	Sold-To No	Sold-To Name	Created
ISO	4,568	89,654,123	Kaneka USA corp	06/04/2020 9:27

Kaneka view 1 item

All Items Show More

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- Favorites
 - Inbox 1
 - Sent Items
- itayp@harmon.ie
- harmon.ie
 - Kaneka - Automatically PDF uplo...
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 - Desktop Support
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 - Automated mails 1
 - Salesforce
 - Store issues
 - Translations
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- Inbox 1
 - CustomizationTool
 - Drafts
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 - Deleted Items
 - Clutter
- Conversation History
 - Junk Email [3]
 - Outbox

- Focused Other By Date ↑
- Focused: New message (1)
Jean Buchnik (harmon.ie)
- Yesterday
- MyAnalytics
MyAnalytics | Wellbeing Ed... Sun 14:32
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Webinar: Drive Loyalty with... Thu 02/04
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Maya Bickson mentioned
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LOCATIONS PEOPLE

harmon.ie Office ... > 4QA > Search 'From:itayp@harmon.ie'

Name	Path
asdasdasdasdasdasd.msg	/Email Header Mapping
Bug 43316 - SetTitleOnUpload Do...	/Email Header Mapping
Hello mm.msg	/Email Header Mapping
HelloDude.msg	/Email Header Mapping
https_lynctdom-mail.lynctdom.ilof...	/Email Header Mapping
Mark test.msg	/Email Header Mapping
Re_Donation.msg	/Email Header Mapping
Re_harmon_ie certificate is expire...	/Email Preview
Re_Running too slow (3).msg	/Without required properties
TestMessage_2016-03-08_07-16-04...	/OWA
TESTT.msg	/Email Header Mapping
OWA Planning [OWA-50459 Impro...	/taxonomy/6__Req check out R
RE_string of sharepoint online in n...	/Email Header Mapping/8.0 Guy
_ Starting with __.eml	/Email Header Mapping/itay
Accepted Label feature - R&D & ...	/OWA/test & test
Canceled_OWA Grooming.msg	/Email Preview/evgeny
Mail with attachment .eml	/Content Type/Only Email CT
OWA Planning .eml	/taxonomy/7__No Req check ou
OWA Planning Grooming.eml	/ta Created By: Ofer Musai
OWA Unit-tests.eml	/4c Last Modified: 03/09/2018 18:11
Owa-IIS manifest.eml	/C Size: 8 KB
Share custom message.msg	/taxonomy/6__Req check out R
test.eml	/taxonomy/6__Req check out R
TestMessage (2).msg	/4qa&testing/MailContenttype
OWA Planning Grooming.eml	/taxonomy/6__Req check out R
RE_Build failed due to error in tran...	/4qa&testing/Shared Documents
RE_Build failed.msg	/taxonomy/6__Req check out R
c12307ce0d1bf11b9bacaf75b88017...	/taxonomy/6__Req check out R
OWA Daily.msg	/Validation/Content Type/Test Co
OWA Performance status.eml	/taxonomy/6__Req check out R
RE_Done Testing BEIS admin Cons...	/Content Type/Multiple Doc Type
RE_Can you test our manifest pass...	/4qa&testing/Vinci Filter Conten

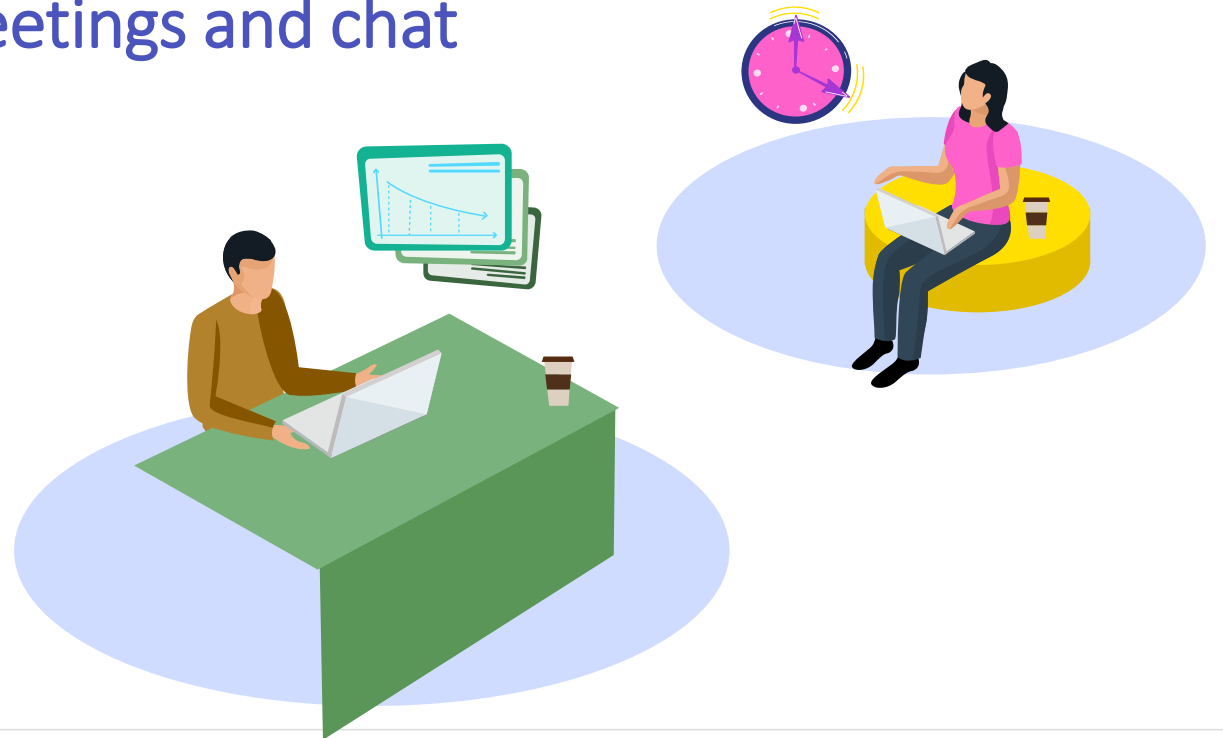
Results for 'From:itayp@harmon.ie' 142 items
[Search all locations of: 'harmon.ie Office 365 ...'](#)

Summary

Keys to Email Management When 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



Register for our next webinar



The Governance Beginner's Guide for Microsoft Teams: How To Avoid Uncontrolled Growth

Wednesday, June 24,
16:00 (CET) / 10AM (EDT)

