

Strategies for Remote Working with Microsoft Teams

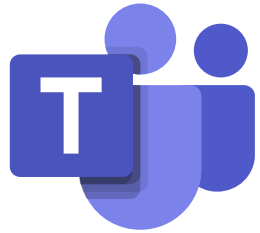


David Lavenda,
Chief Product Officer

Teams is Great for Meetings



But...Remote Work is More Than Meetings



And What About People Outside Your Company?

Customer



Partners



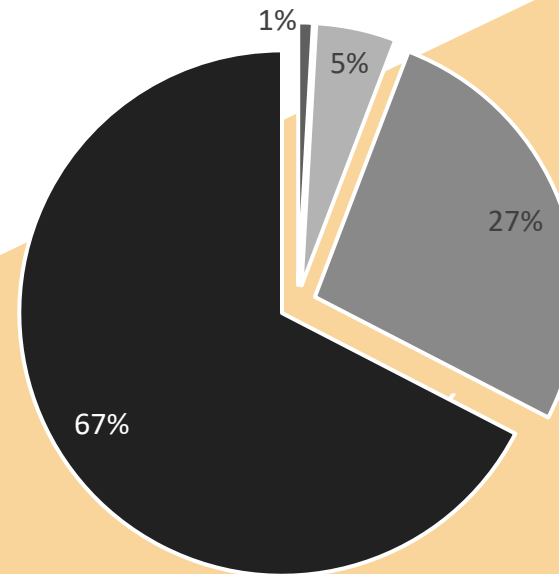
Supplier



Email is Still Important

Email is still
important to **94%**
of respondents

What role does e-mail play in your
business processes?

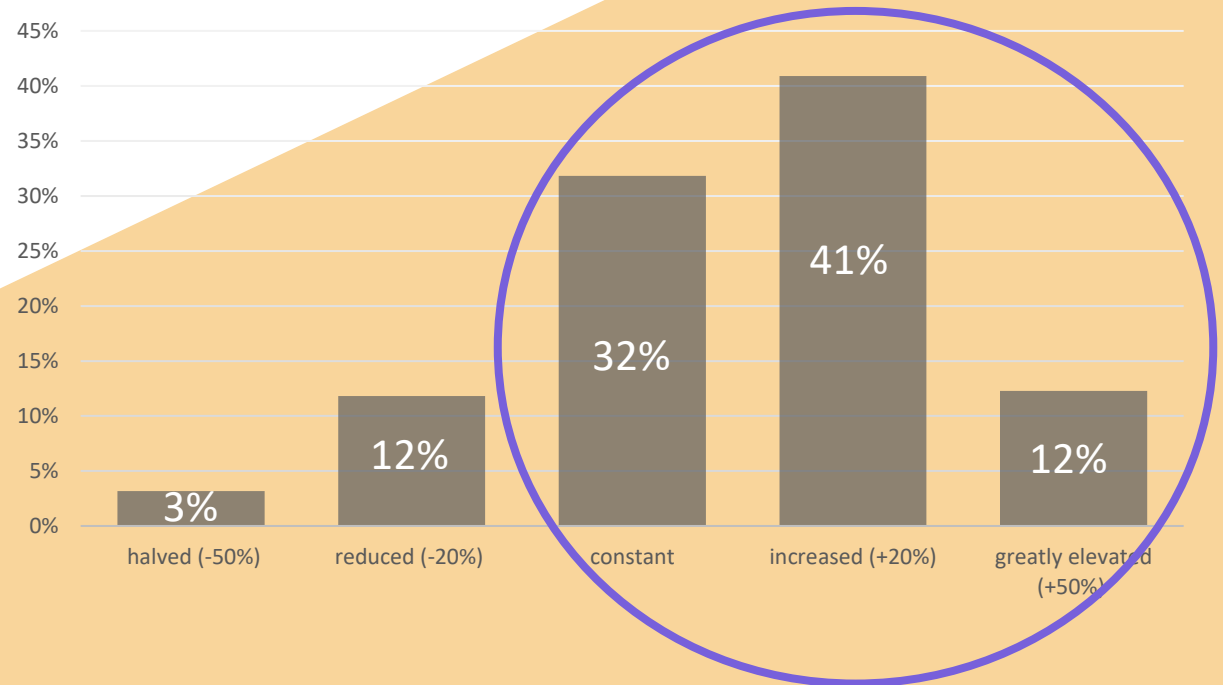


■ not important at all 2 ■ less important 11 ■ Important 60 ■ very important 151

Email is Still Growing

85% say
email increasing or
remaining steady

How Has The Volume Of E-mail In Your
Company Developed Over The Last 3 Years?

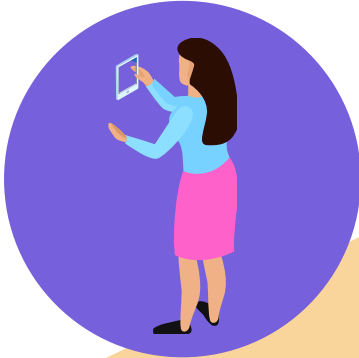


You Still Need email with Teams

Each organization needs a complete record of interactions.



Supplier



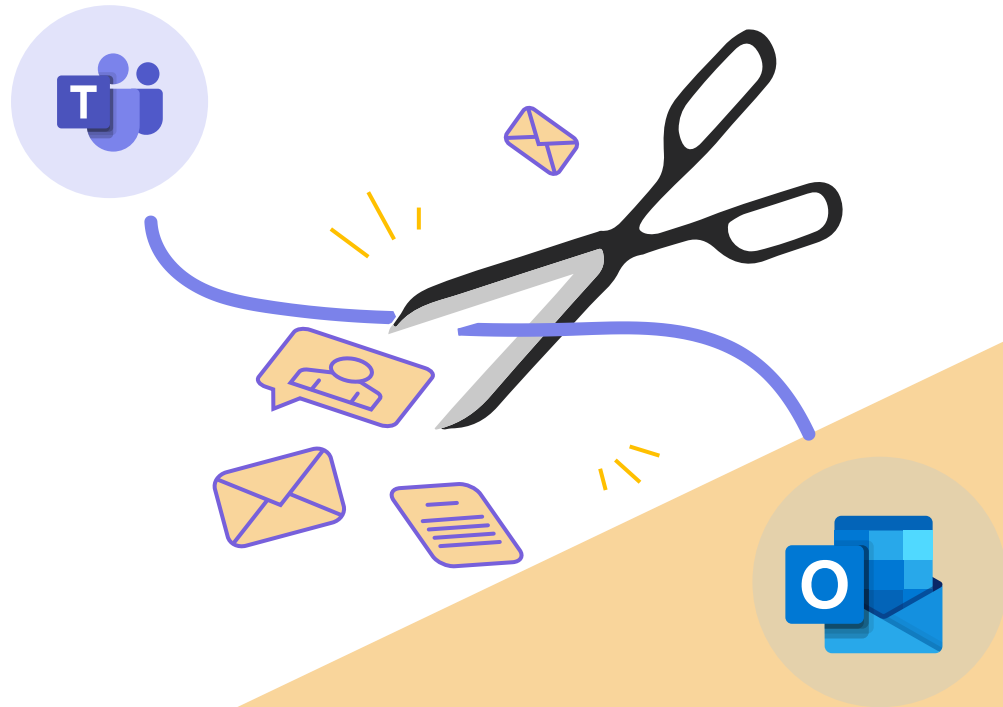
Customer



Account Manager

The Challenge

Disconnected Business Conversations



People need to be self-sufficient



Working Remote

Help People Be More Self-Sufficient

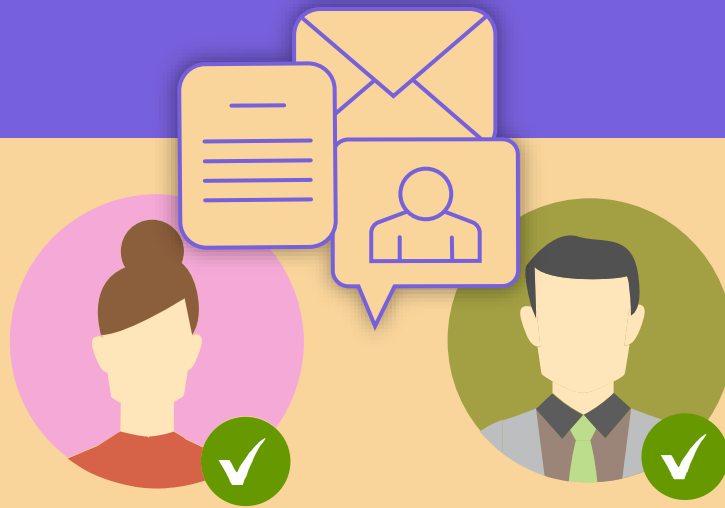
Make the Right Thing the Easy Thing



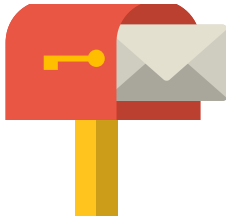
Make capture, classify, search easier



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



Capture and Classify...

Store in a centralized place –
SharePoint/Teams



... So, you can find stuff
Search is critical

Introducing harmon.ie SmartAssistant™

The screenshot displays a Microsoft Outlook interface. The top ribbon includes tabs for Respond, Quick Steps, Move, and Tags. The main pane shows an email from Harmon Young to Annie Tucker, titled "Updated construction plans". The email body contains the text: "Hi Annie, Attached is the updated construction plans for ABB, approved by eng. Lewis. Thanks, Harmon". A PDF attachment titled "ABB Construction.pdf" (684 KB) is visible. On the right, a sidebar for "harmon.ie" is open, showing a navigation pane with sections for "LOCATIONS", "PEOPLE", and "TEAMS". Under "TEAMS", there are sub-sections for "Project Management", "RW Construction and Demo", "Test New Sam C", and "SharePoint". The "SharePoint" section lists various document libraries and folders, including "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".



- Favorites**
Inbox 12
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 > anniet@ravenwood-corp.c...
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 > Inbox 12
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 > Conversation History
 > harmon.ie 5
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 Outbox
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Please review		Tue 12:26 AM	
SharePoint document links:			
Last Week			
▶ 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			
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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

harmon.ie

LOCATIONS PEOPLE TEAMS

All Locations > Favorites

Name

- Teams
 - Accounts
 - General
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Three Weeks Ago		
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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

Annie,

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- 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

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Samuel Cooper

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Acquisitions
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Honor Merger Strategy

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Start a Conversation Saved!

Samuel Cooper

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To Annie Tuckker
Mon 1/20

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Post a message to 'General'

Type a new message. Use @ to mention someone.

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

Post Cancel

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ocus
t 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

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To Annie Tuckker
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

2%

Book focus time

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Continue in Teams

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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

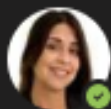
1 more ▾



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

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To Annie Tuckker
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harmon.ie

LOCATIONS PEOPLE TEAMS

Accounts

All Channels **Glory Inc**

Mergers

Filter this list

- Links
From Harmon Young, Yesterday at 8:00 PM
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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
 - 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
- Two Weeks Ago
- Harmon Young Please review SharePoint document links: 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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To Annie Tuckker
Mon 1/20

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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

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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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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
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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
..	
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Tax Opinion Letter.docx	9/24/2019 5:38 AM

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 - Server Room move
- ▼ Business Apps
 - Automated mails
 - Salesforce
 - Store issues
 - Translations
- IMPORTANT
- Tests
- Hertz
- Weekly Product
- Archive
- Inbox**
- CustomizationTool
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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

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 - Translations
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- Weekly Product
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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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 - Sent Items
- ✓ itayp@harmon.ie
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- ✓ Business Apps
 - Automated mails 1
 - Salesforce
 - Store issues
 - Translations
- IMPORTANT
- Tests
- Hertz
- Weekly Product
- Archive
- Inbox 1**
 - CustomizationTool
 - Drafts
 - Sent Items
 - Deleted Items
 - Clutter
- > Conversation History
 - Junk Email [3]
 - Outbox

- Focused **Other** By Date ↑
- Focused: New message (1)
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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 Remote Working with Microsoft Teams

- **Minimize behavioral change**
make it easy for workers to do the 'right thing'
- **Enable people to be self-sufficient**

