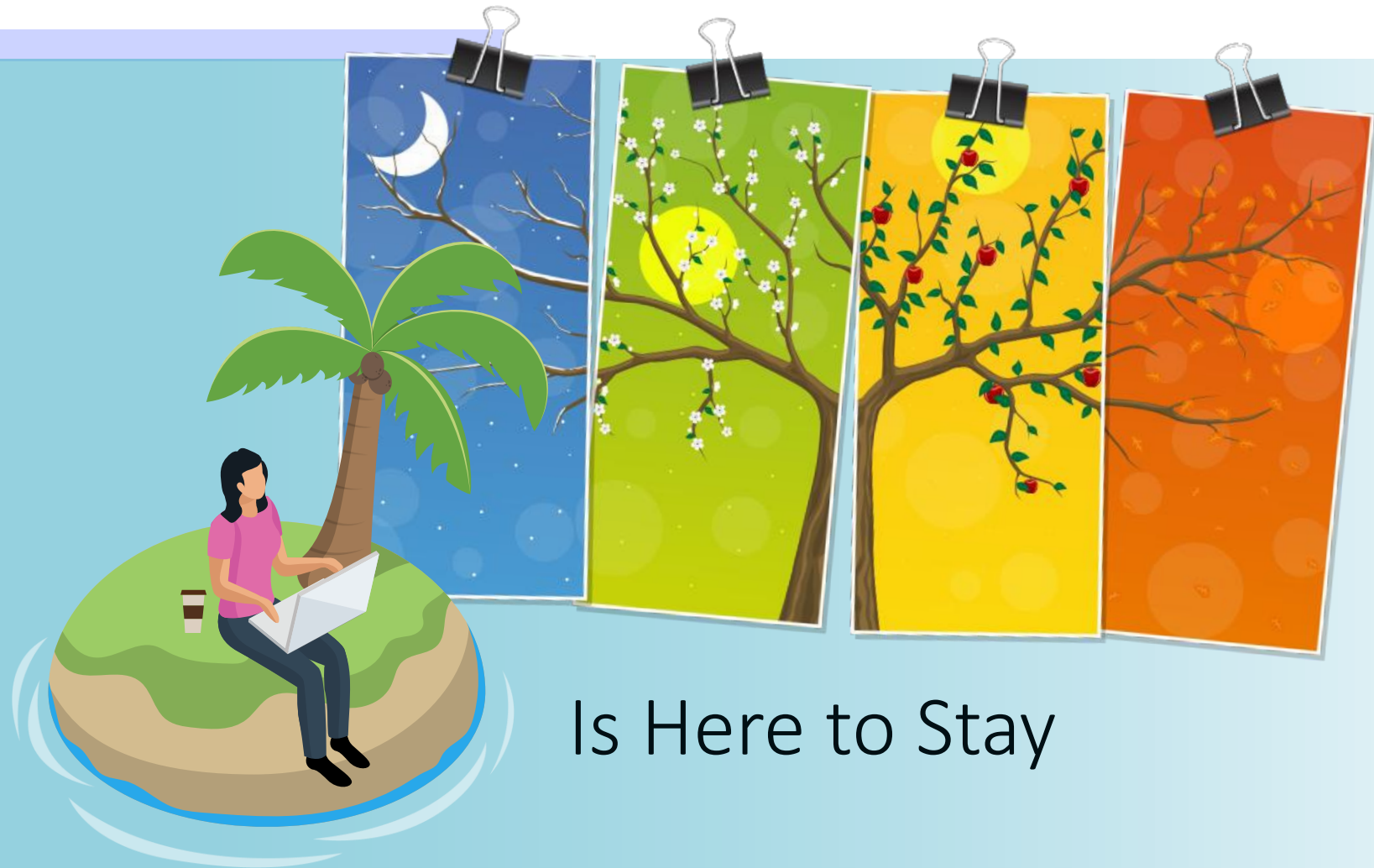


# Working From Home Using Outlook, SharePoint, and Teams



**Yaacov Cohen**  
Founder & CEO

# Working From Home



Is Here to Stay

# Unique WFH Challenges



Staying connected to  
the business

Remaining productive

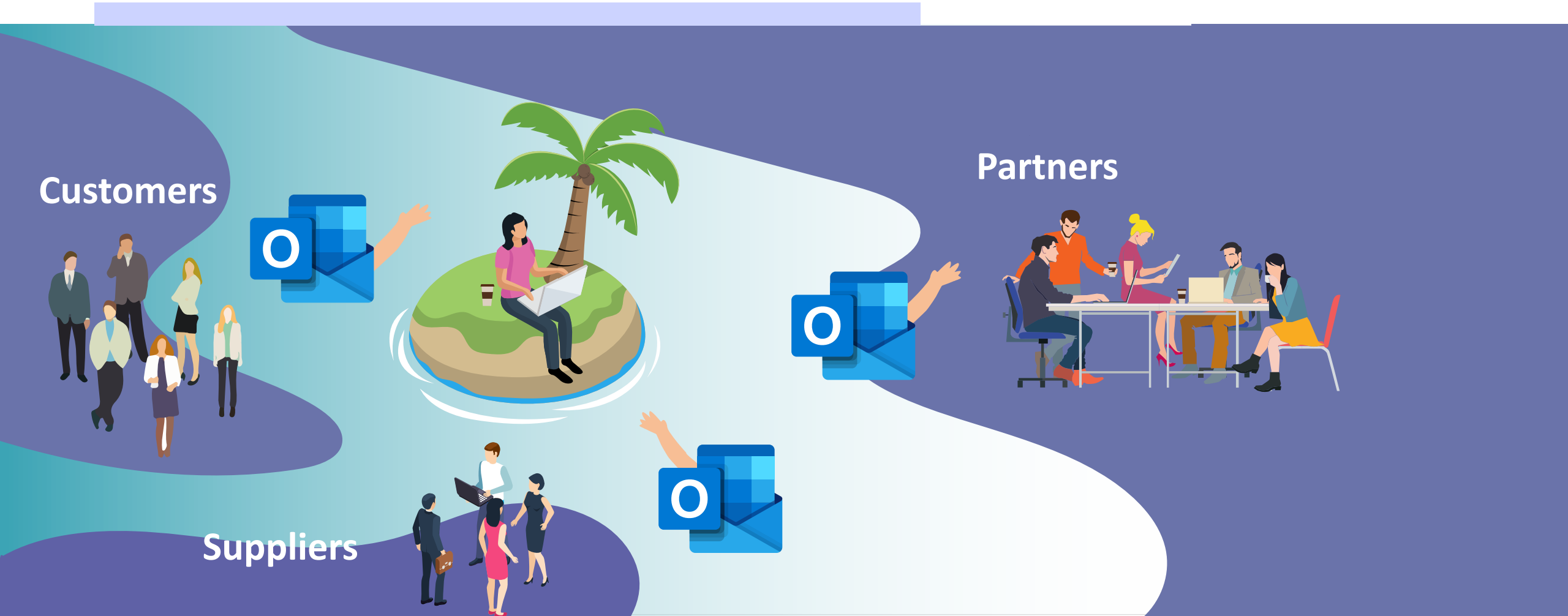


Being more self-sufficient

# Teams is Great for Meetings, Chats & Conversations



# But Written Communications Remain in Email



# The Challenge



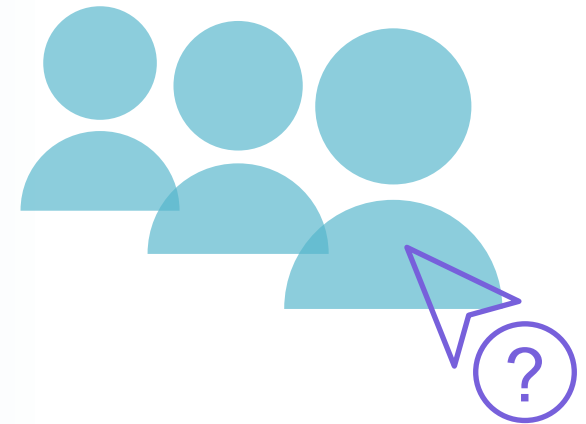
# Working From Home Solution

## Being 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. On the left is the email list, with the selected email from Annie Tuckker highlighted. The main pane shows the email content, including a "SharePoint document links" section with a link to "Procurement Process.docx". A "harmon.ie" search window is overlaid on the right, displaying a search for "praxis" in the "Current Library". The search results table is as follows:

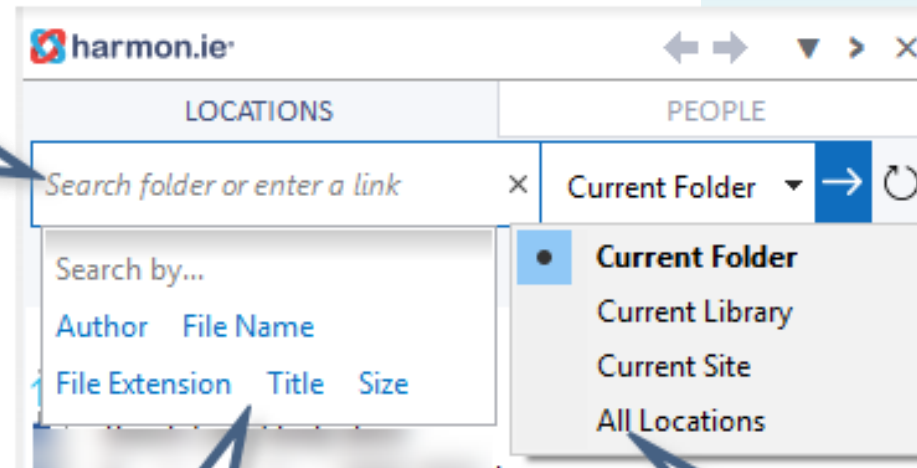
| From                                       | To | Subject | Cc | Author | File Name | File Extension | Title | Size | modified... | Client |
|--|----|---------|----|--------|-----------|----------------|-------|------|-------------|--------|
| 20150512085840296.pdf                      |    |         |    |        |           |                |       |      |             |        |
| 2015-6 FDA(12).pptx                        |    |         |    |        |           |                |       |      |             |        |
| 55694_001.pdf                              |    |         |    |        |           |                |       |      |             |        |
| ACB launch meeting 28.1.18 test1 Incid...  |    |         |    |        |           |                |       |      |             |        |
| ACB-contract-signed.pdf                    |    |         |    |        |           |                |       |      |             |        |
| Account Confirmation Scott Holt NEW...     |    |         |    |        |           |                |       |      |             |        |
| Agency contract Beta2.docx                 |    |         |    |        |           |                |       |      |             |        |
| Agency contract.pdf                        |    |         |    |        |           |                |       |      |             |        |
| Agency LAndlord contract.pdf               |    |         |    |        |           |                |       |      |             |        |
| Alvarez & Marsal Holdings, LLC invoice ... |    |         |    |        |           |                |       |      |             |        |
| bird protection.docx                       |    |         |    |        |           |                |       |      |             |        |
| Birds Protection Topics.docx               |    |         |    |        |           |                |       |      |             |        |
| Building footprint 1.jpg                   |    |         |    |        |           |                |       |      |             |        |
| Building footprint 11.jpg                  |    |         |    |        |           |                |       |      |             |        |
| Building views picture.msg                 |    |         |    |        |           |                |       |      |             |        |
| case_study_milestone_evaluation_form-...   |    |         |    |        |           |                |       |      |             |        |
| Contact List.xlsx                          |    |         |    |        |           |                |       |      |             |        |
| Contact Us Submission - Sales_2019-09...   |    |         |    |        |           |                |       |      |             |        |
| ContentType.png                            |    |         |    |        |           |                |       |      |             |        |
| Contract docx.msg                          |    |         |    |        |           |                |       |      |             |        |
| contract review.msg                        |    |         |    |        |           |                |       |      |             |        |
| Contract.msg                               |    |         |    |        |           |                |       |      |             |        |
| Contractor Agreement.msg                   |    |         |    |        |           |                |       |      |             |        |
| Contractor Agreement.pdf                   |    |         |    |        |           |                |       |      |             |        |
| Doc18.docx                                 |    |         |    |        |           |                |       |      |             |        |
| Driving Change.pptx                        |    |         |    |        |           |                |       |      |             |        |
| Emergency Operating Procedures.msg         |    |         |    |        |           |                |       |      |             |        |
| Emergency-Operating-Procedures-sign...     |    |         |    |        |           |                |       |      |             |        |



# Search Across SharePoint & Teams



Text to search,  
or SharePoint  
link to open



Search by  
column

Search  
scope



Search by Email Fields



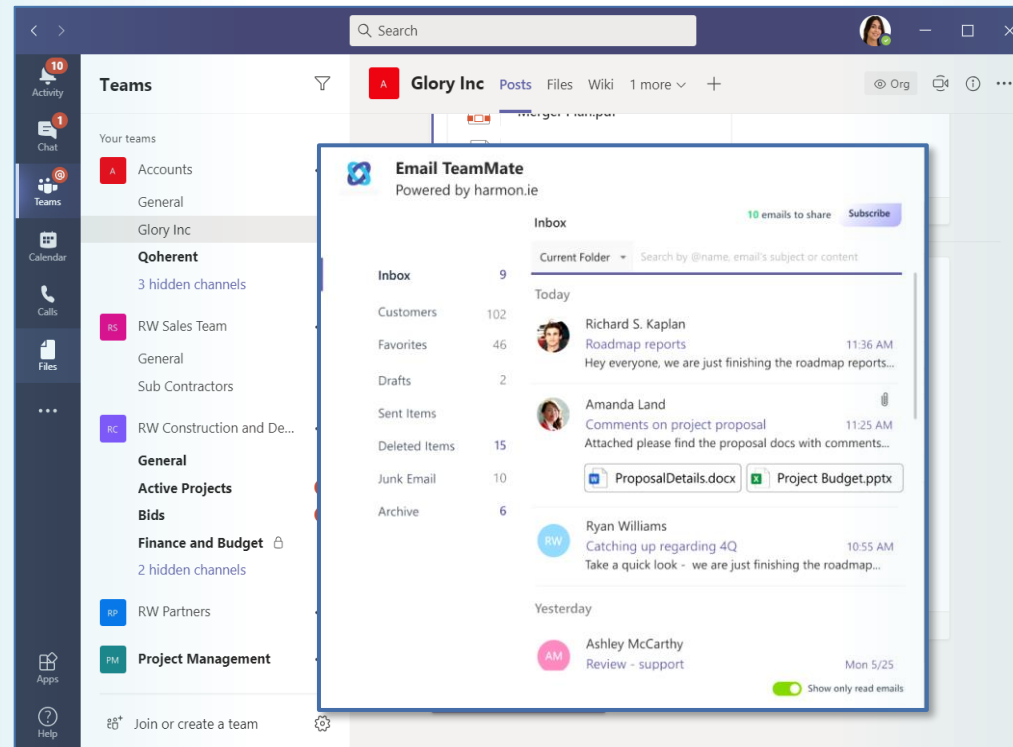
Search by metadata



Set search scope

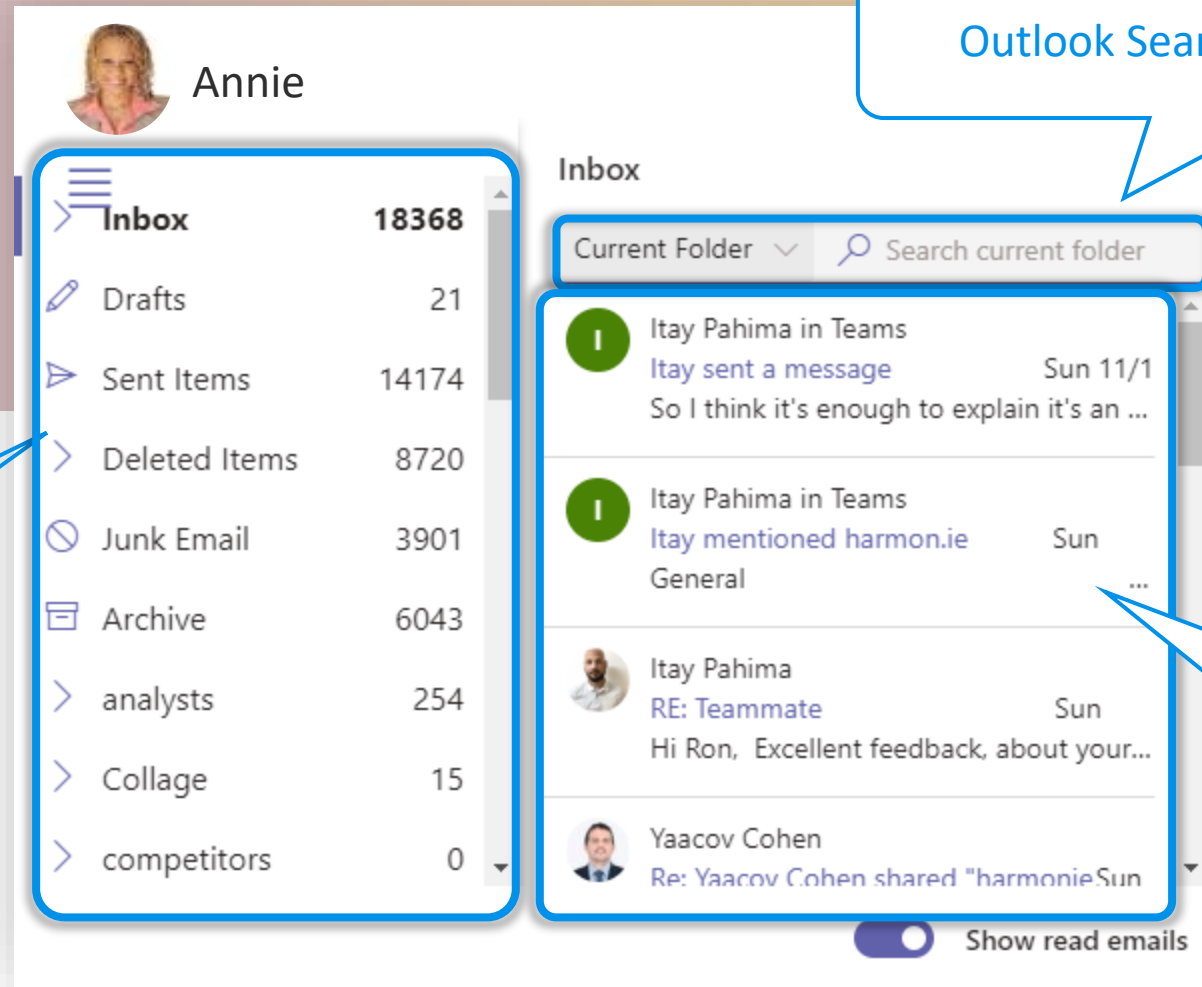
# New harmon.ie App: Email TeamMate

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



# Email TeamMate

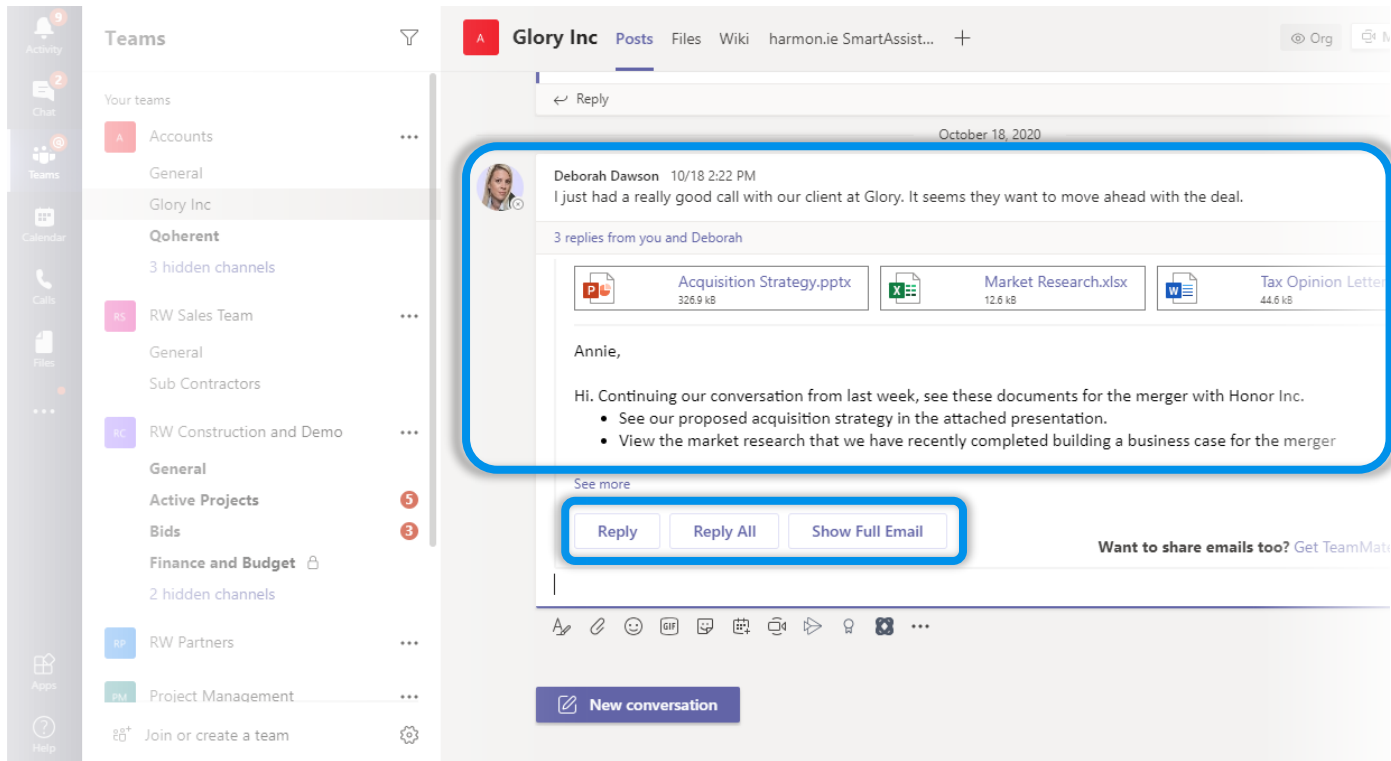
Find the Right Email to Share



Familiar Outlook interface in a Teams app

# Email TeamMate

## Get Help From Colleagues in Real-Time



- 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 window for a team named "Glory Inc". The chat history includes:

- A message from Annie Tucker (8/19 1:32 PM) saying "Hi Fred Neal - you need to review this invoice please." This message contains an embedded email discussion:
  - Subject: **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**
- A message from Deborah Dawson (10/18 2:22 PM) saying "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 indicates "3 replies from you and Deborah".

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



# 'Email TeamMate' Pricing

**INCLUDED**

harmon.ie  
One  
subscribers

**\$2.25**

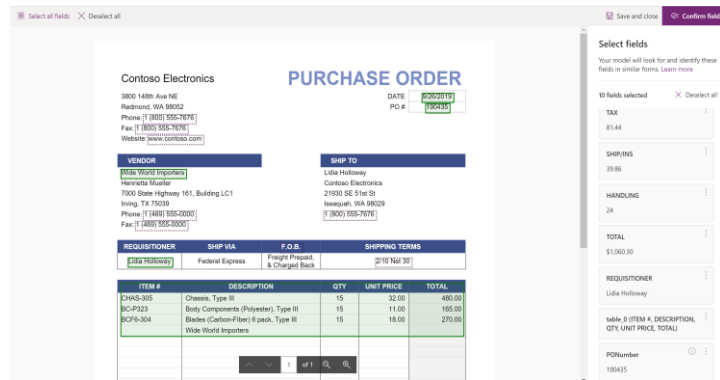
per user / month

Email  
TeamMate  
subscribers

# What's next? SharePoint Syntex

## Content understanding

Automatically classify by applying metadata, for knowledge discovery

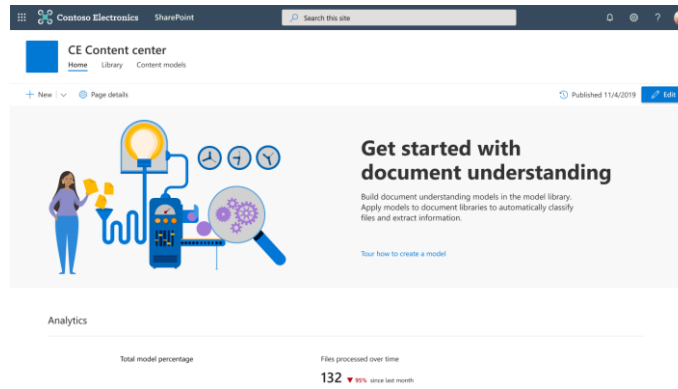


The screenshot shows a purchase order document from Costoso Electronics. A sidebar on the right titled 'Select fields' allows users to choose which fields from the document to be automatically classified. The document includes a header with the company name and address, a 'PURCHASE ORDER' title, and a table of items with columns for item number, description, quantity, unit price, and total.

| ITEM #   | DESCRIPTION                            | QTY | UNIT PRICE | TOTAL  |
|--|--|-----|------------|--------|
| OHAS-305   | Oven, Type III                         | 15  | 32.00      | 480.00 |
| BC-P223  | Body Components (Polyester), Type III  | 15  | 11.00      | 165.00 |
| BCF6-304   | Bodies (Carbon-Fiber) 8 pack, Type III | 15  | 18.00      | 270.00 |
| table, 3 ITEM #, DESCRIPTION, QTY, UNIT PRICE, TOTAL |  |     |            |        |

## Content processing

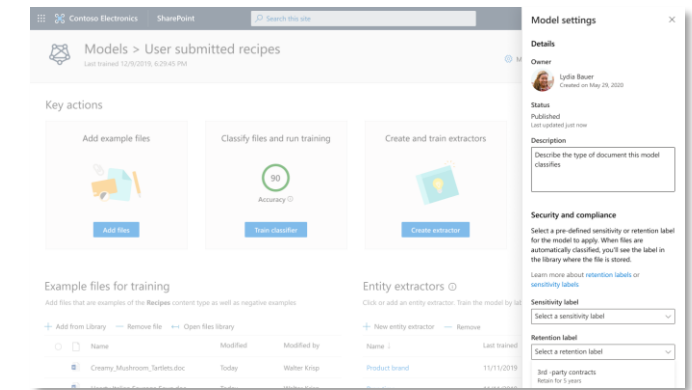
Automate capture, ingestion and categorization of content using Power Automate.



The screenshot shows the 'CE Content center' page in SharePoint. It features a 'Get started with document understanding' section with a lightbulb icon and a magnifying glass. Below this, there is an 'Analytics' section showing 'Total model percentage' and 'Files processed over time' with a bar chart indicating 132 files processed over 96% since last month.

## Content compliance

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

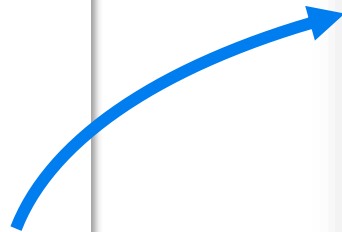
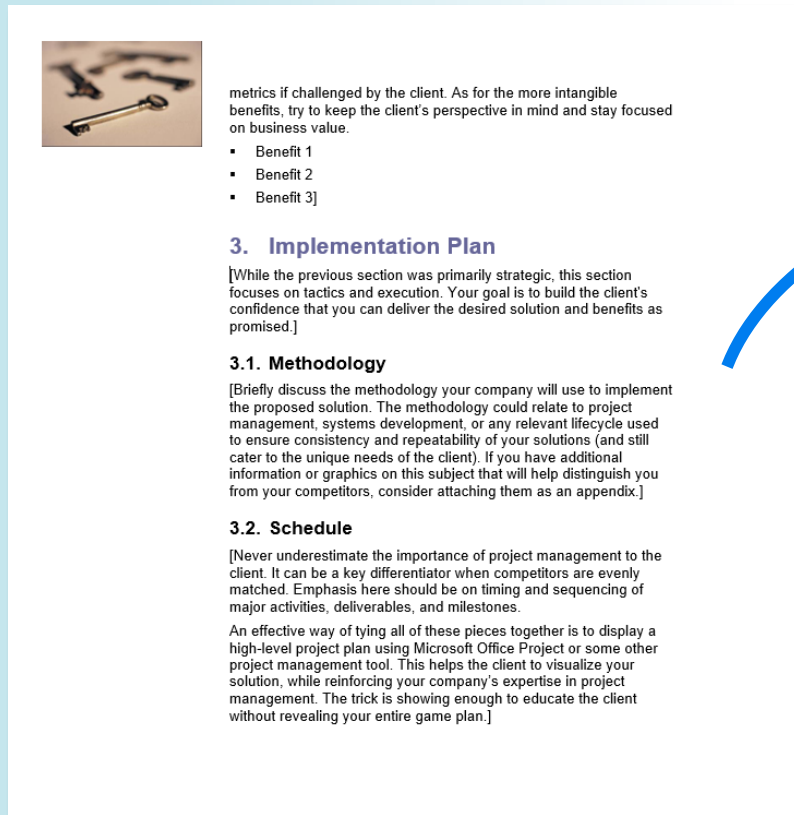


The screenshot shows the 'Models' page in SharePoint Syntex. It displays 'User submitted recipes' and provides key actions: 'Add example files', 'Classify files and run training' (showing 90% accuracy), and 'Create and train extractors'. There is also a table of 'Example files for training' and a 'Security and compliance' section with dropdown menus for 'Sensitivity label' and 'Retention label'.

| Name                         | Modified | Name          | Last trained |
|------------------------------|----------|---------------|--------------|
| Creamy_Mushroom_Tortiles.doc | Today    | Wahler King   | 11/11/2019   |
|                              |          | Product brand |              |



# Discover Information with harmon.ie for Syntex



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 [envelope icon] [document icon] [checkbox icon]

**Today**

- W Pension 2019 status [S P]
- [envelope icon] Planning meeting update [O P]
- [envelope icon] Task force agenda 6/19 [O P]

**Older**

- [X] Pilot plan [S P]
- [HM] Offsite training agenda [T B]
- [X] Pilot B Reboot [S P]
- [TE] Pension Checklist and Timeline [T B]
- [W] Pilot summary [S P]
- [envelope icon] Planning Meeting next week [O P]

1  
Selects metadata value to find related content

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



Download a 30-day eval here



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

Contact information: [Sales@harmon.ie](mailto:Sales@harmon.ie)

