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Five Strategies for Finding Information Quickly in SharePoint and Microsoft Teams

New harmon.ie 8.2 Helps You Be Productive When Working From Home



David Lavenda, Chief Product Officer

Finding Information Is a Big Problem...

Where Did I Put That Email/Document?



Capturing and Classifying Information is a Necessary Step





Source: Microsoft July 2019

NEW

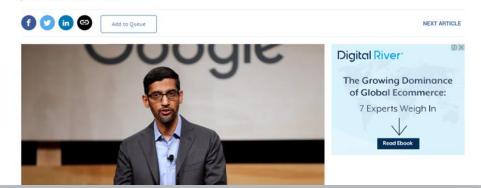
...Now It Is Even Bigger

Work from home extended to June 2021

NEWS AND TRENDS

17 Major Companies That Have Announced Employees Can Work Remotely Long Term

Many major companies remain remote as the coronavirus pandemic wears on - and plenty of those have no immediate plans to return to the office.



'Work from homers' need to be self-sufficient

NEW





Poll Question #1

What is **the longest** amount of time it has ever taken you to find an important document or email?

- 1. Less than 1 minute
- 2. 1 to 10 minutes
- 3. 11 to 30 minutes
- 4. 30 minutes to one day
- 5. I am still looking for it





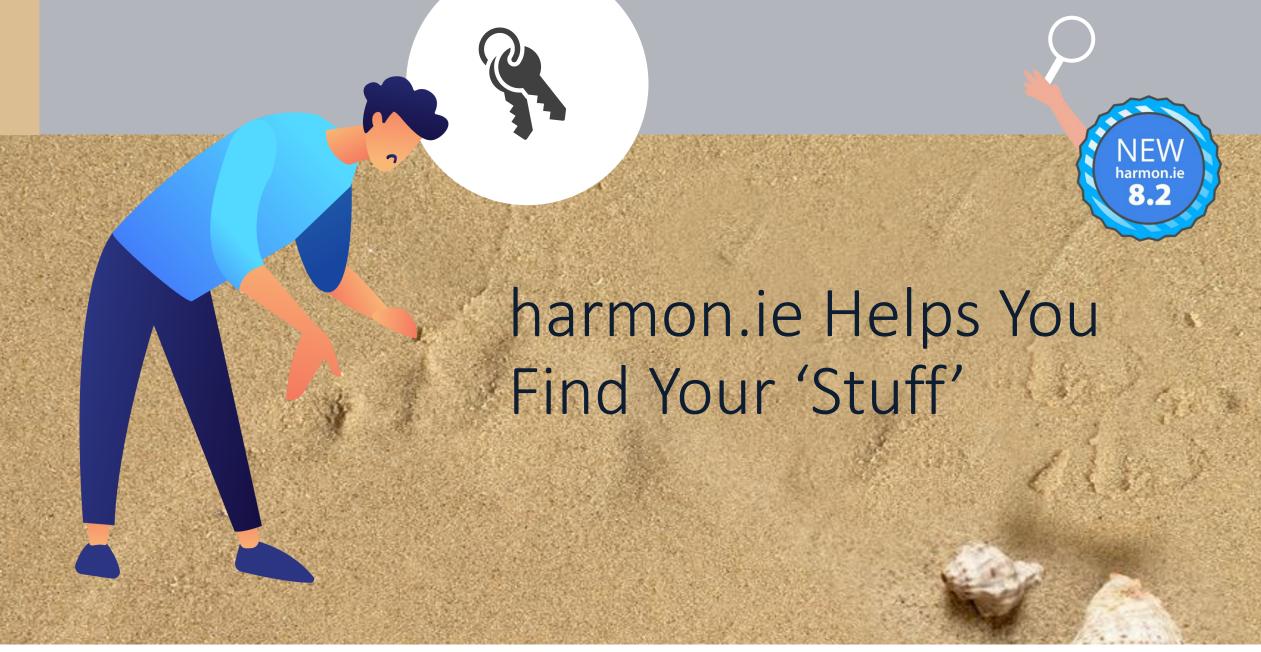
Poll Question #2

How long does it **typically** take you to find an important document or email?

8.2

- 1. Less than 1 minute
- 2. 1 to 10 minutes
- 3. 11 to 30 minutes
- 4. 30 minutes to one day
- 5. I am still looking for it







The 5 Strategies to Find Information



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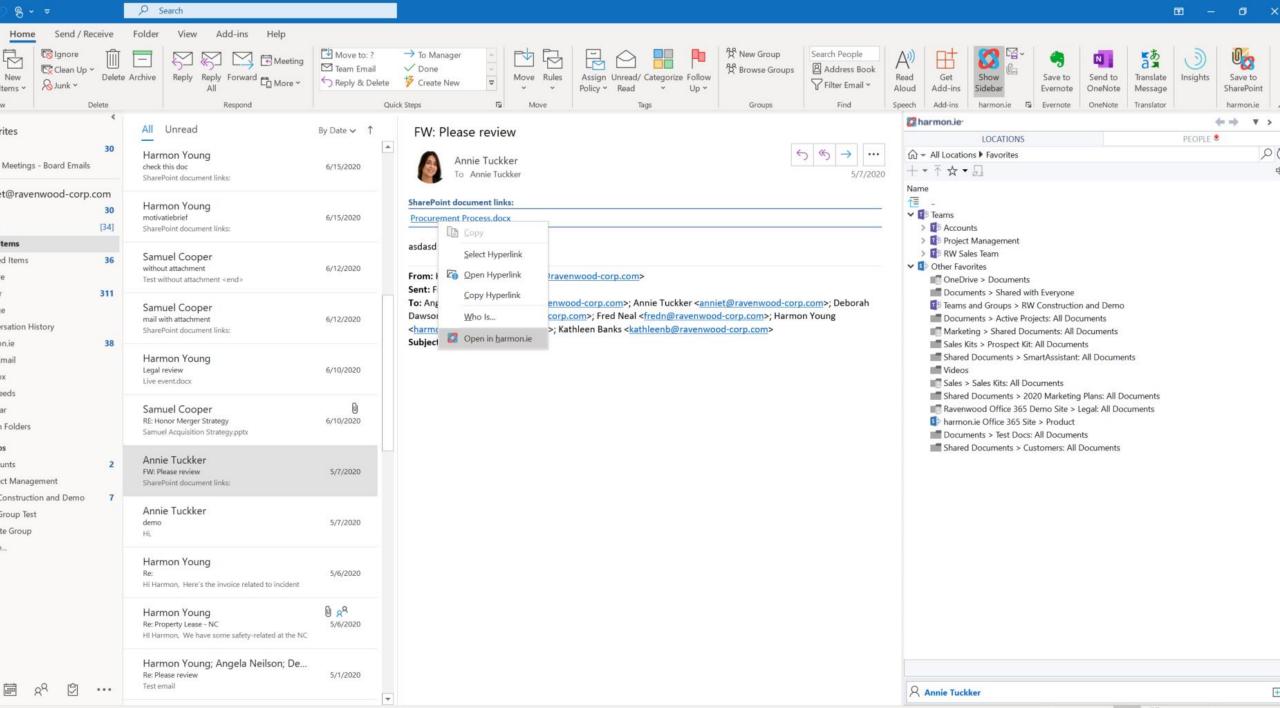
Navigating to a SharePoint or Teams Link

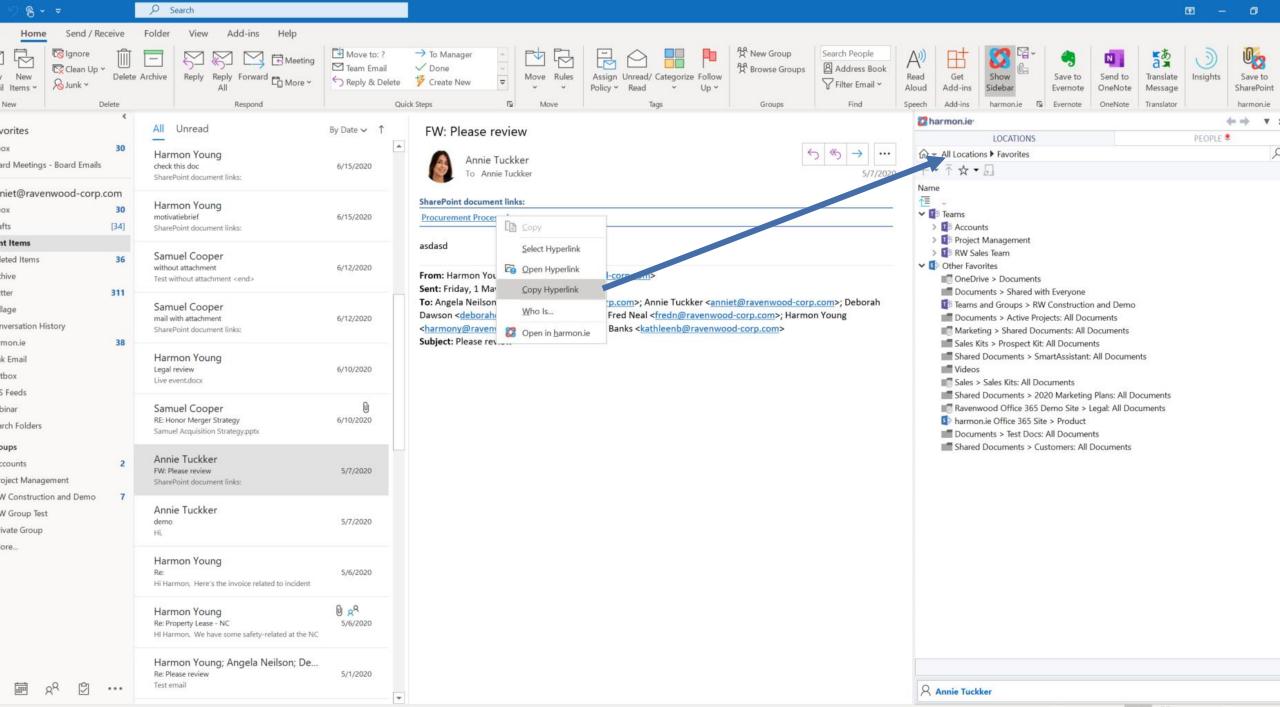


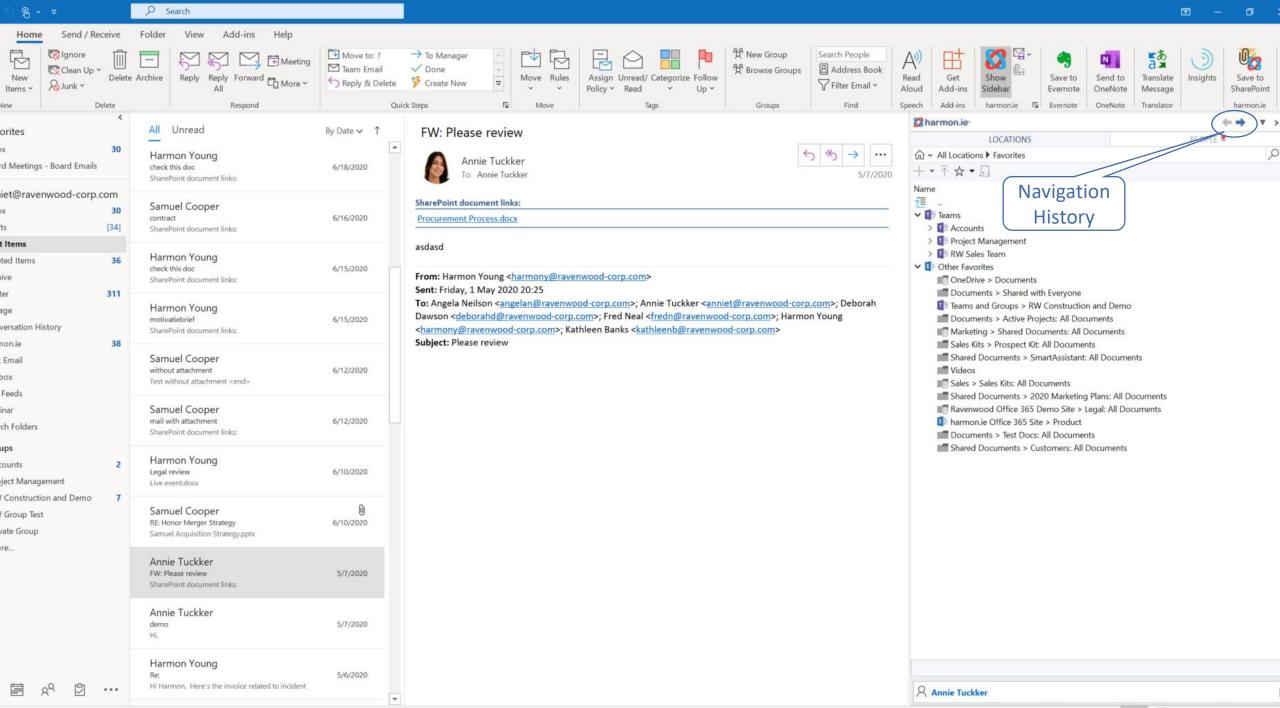
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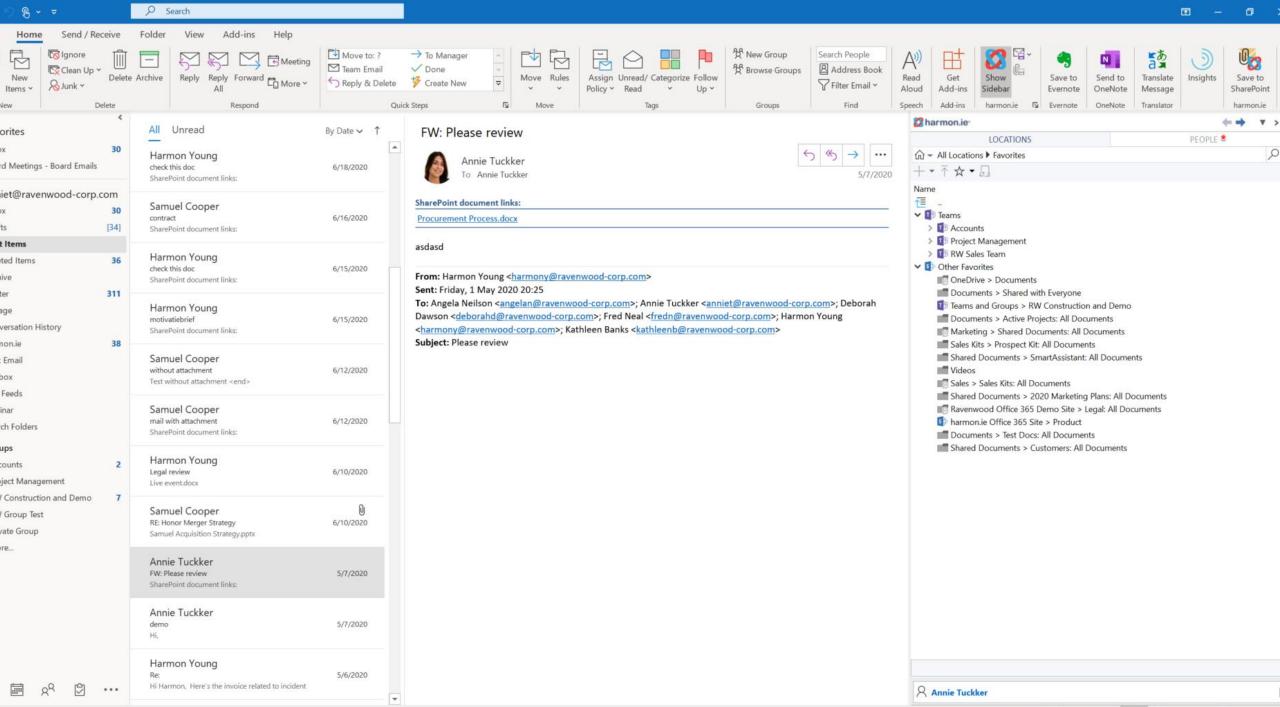


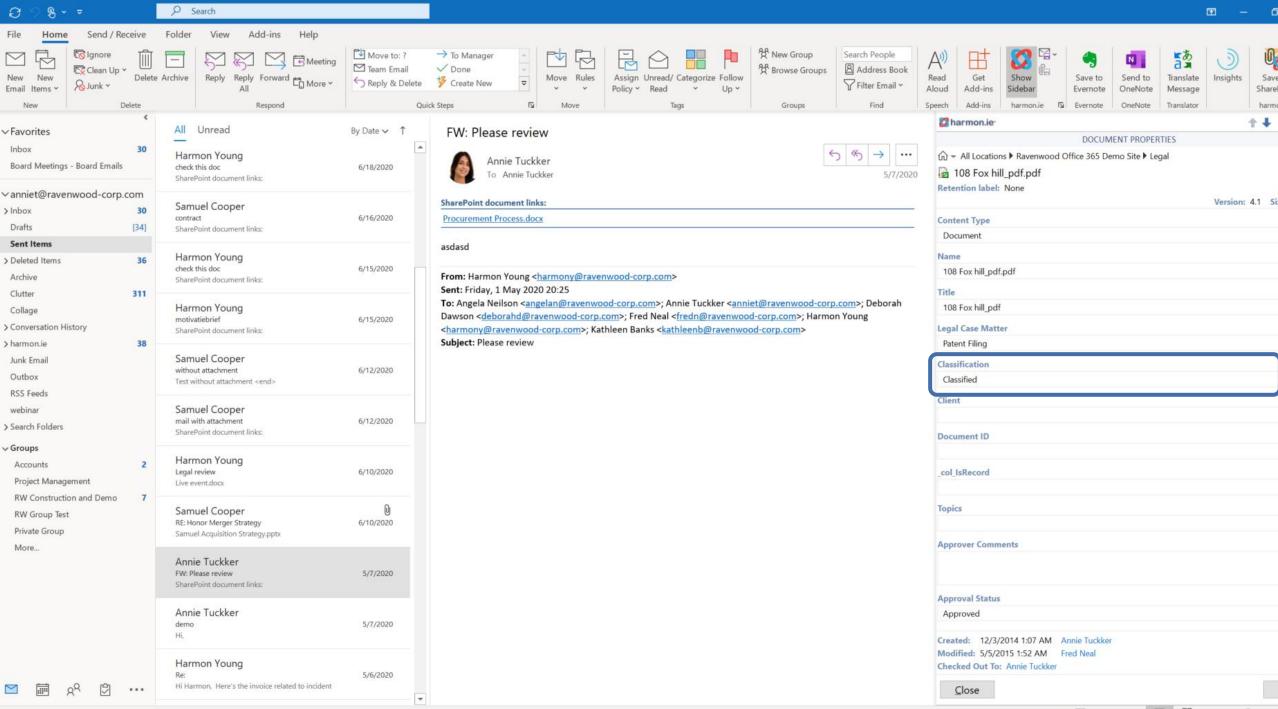






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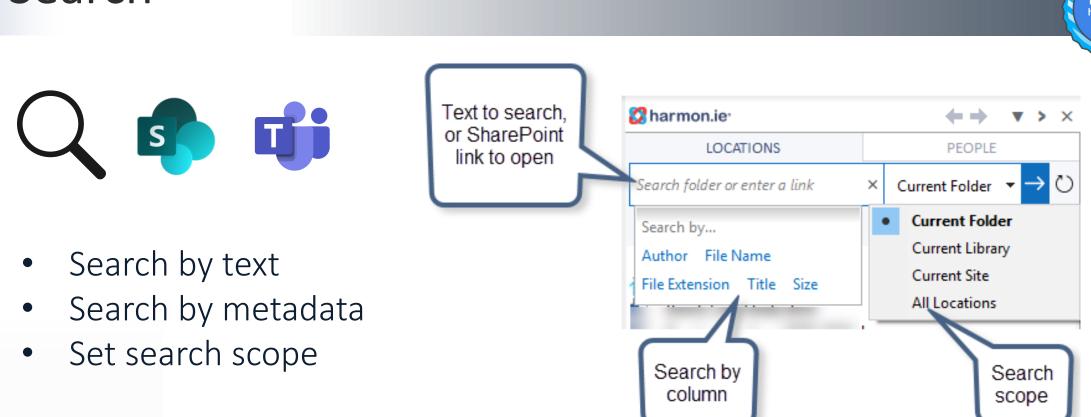
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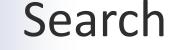
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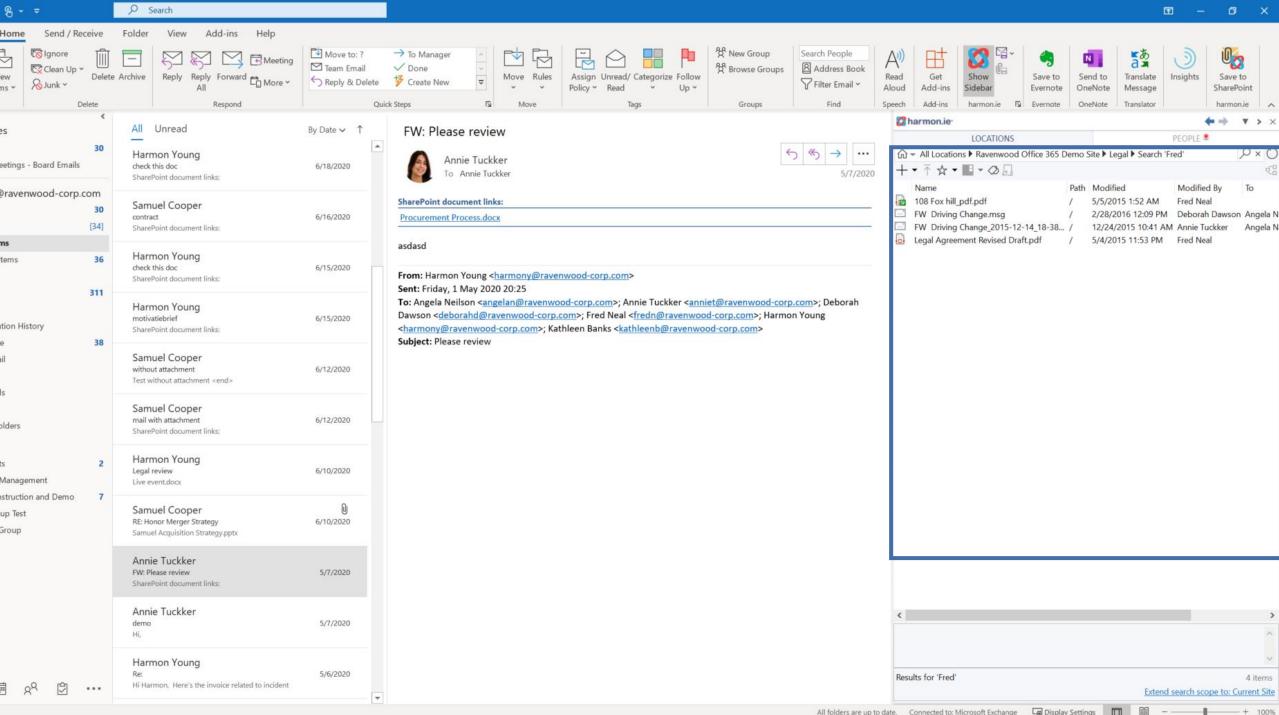


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Putting It All Together







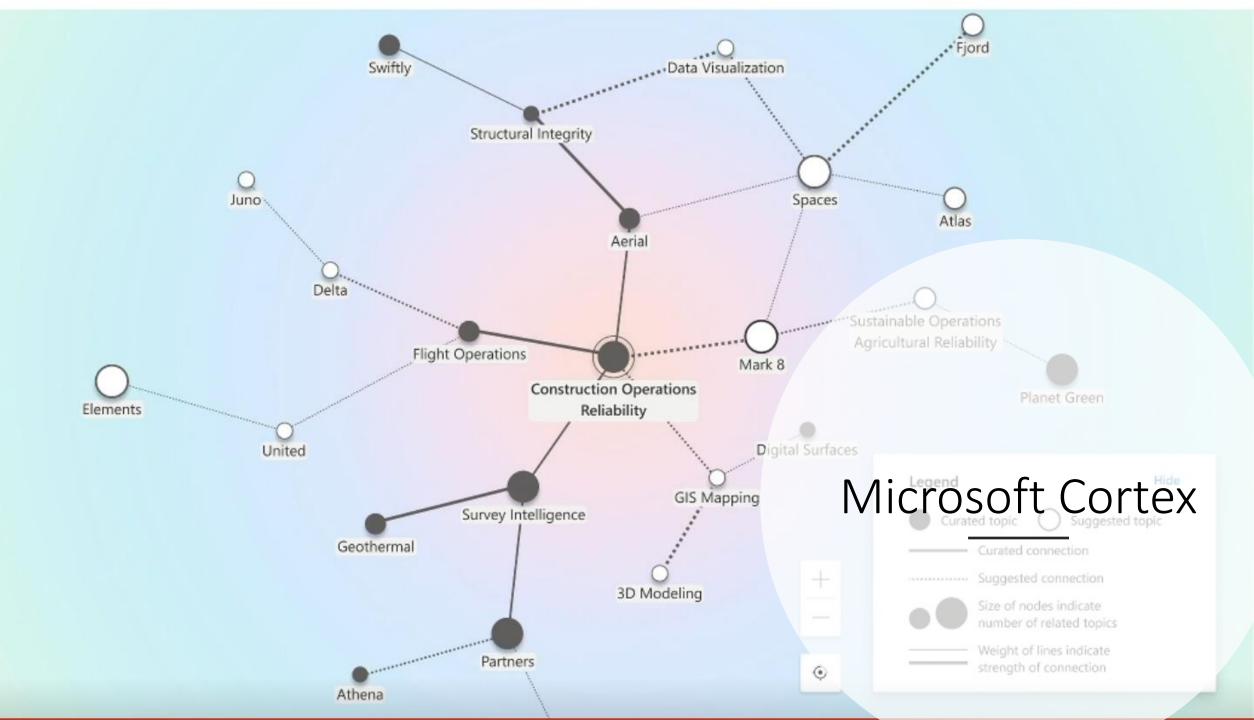
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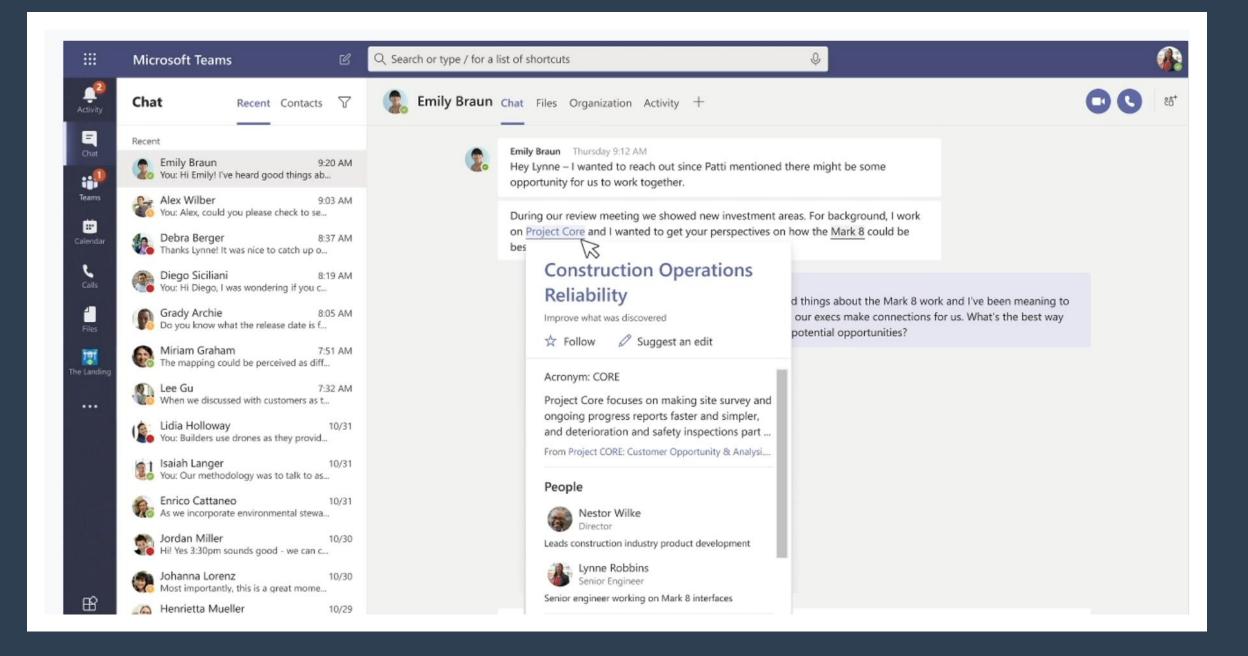
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