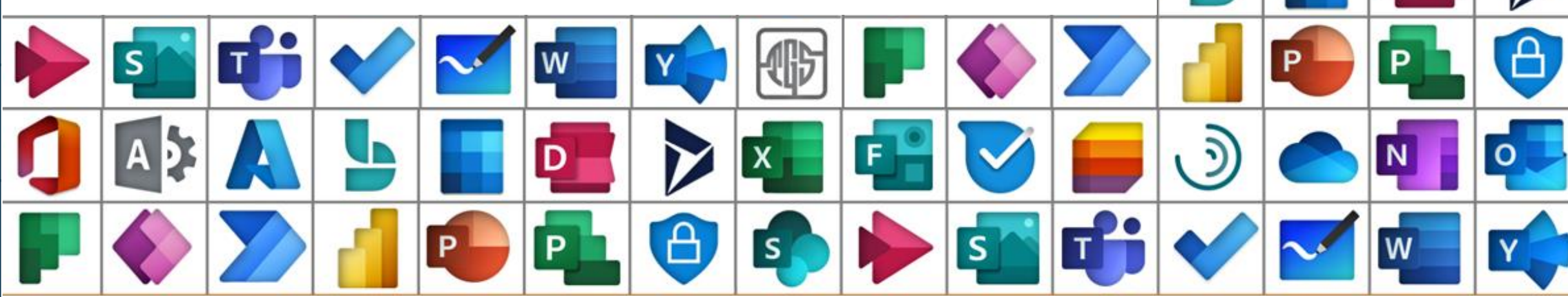




Supercharged collaboration with Microsoft Teams, OneNote, Planner & OneDrive





2021

SUPERCHARGED collaboration with Microsoft **Teams, OneNote, Planner & OneDrive**

Tracy van der Schyff

Microsoft Coach & Catalyst

Business Applications & Office Apps & Services MVP

The Guid Stuff, South Africa

@tracyvds

<https://tracyvanderschyff.com>

<https://www.youtube.com/c/tracyvanderschyff>





I don't know everything, but I know everyone who does.



Microsoft[®]
Most Valuable
Professional



Certified Microsoft
Service Adoption
Specialist

Contact me for Microsoft | Office 365 consulting, mentorship & coaching, Intranets, prototype incubation, training, change management & user adoption.



SAST				IST		UTC		EDT/EST		PDT/PST	
Start	End	Time	Topic	Start	End	Start	End	Start	End	Start	End
16:00	16:15	00:15	Opening / Speaker Intro / Outline	19:30	19:45	14:00	14:15	10:00	10:15	07:00	07:15
16:15	16:30	00:15	Attendees Meet & Greet / Survey	19:45	20:00	14:15	14:30	10:15	10:30	07:15	07:30
16:30	16:45	00:15	Microsoft 365 Intro	20:00	20:15	14:30	14:45	10:30	10:45	07:30	07:45
16:45	17:00	00:15	Collaboration Tools	20:15	20:30	14:45	15:00	10:45	11:00	07:45	08:00
17:00	17:15	00:15	The Digital Citizen	20:30	20:45	15:00	15:15	11:00	11:15	08:00	08:15
17:15	17:30	00:15	Tea / Coffee Break	20:45	21:00	15:15	15:30	11:15	11:30	08:15	08:30
17:30	18:15	00:45	Define your Strategy	21:00	21:45	15:30	16:15	11:30	12:15	08:30	09:15
18:15	19:00	00:45	Microsoft Teams	21:45	22:30	16:15	17:00	12:15	13:00	09:15	10:00
19:00	19:30	00:30	Lunch Break	22:30	23:00	17:00	17:30	13:00	13:30	10:00	10:30
19:30	19:40	00:10	Microsoft Teams Continued	23:00	23:10	17:30	17:40	13:30	13:40	10:30	10:40
19:40	20:25	00:45	Modern Workplace Skills	23:10	23:55	17:40	18:25	13:40	14:25	10:40	11:25
20:25	20:40	00:15	Tea / Coffee Break	23:55	00:10	18:25	18:40	14:25	14:40	11:25	11:40
20:40	21:00	00:20	Recap, Sharing of Resources / QnA	00:10	00:30	18:40	19:00	14:40	15:00	11:40	12:00

- Microsoft | Office 365 Intro

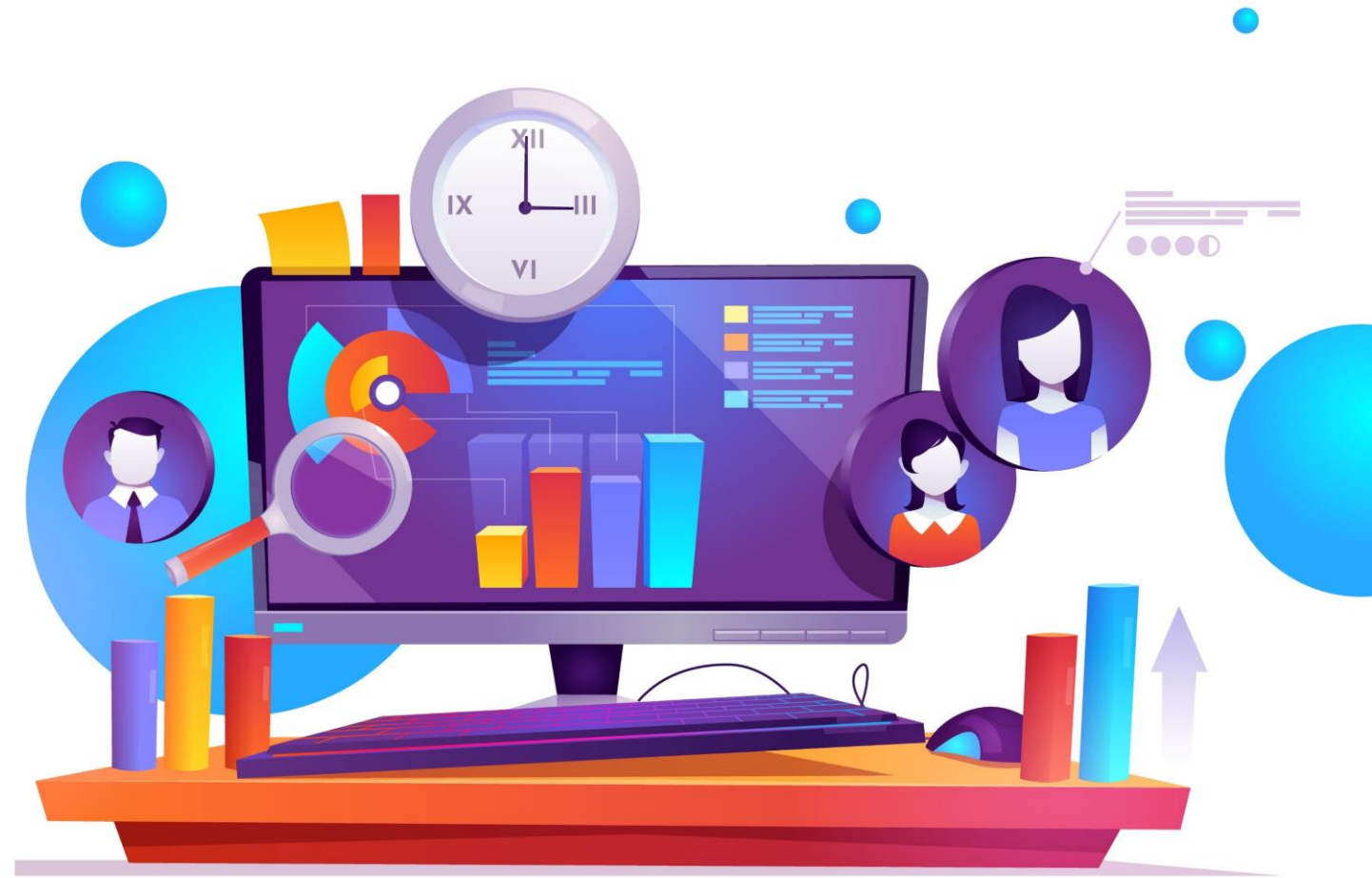
- Collaboration Tools

- Digital Citizens

- Define your Strategy

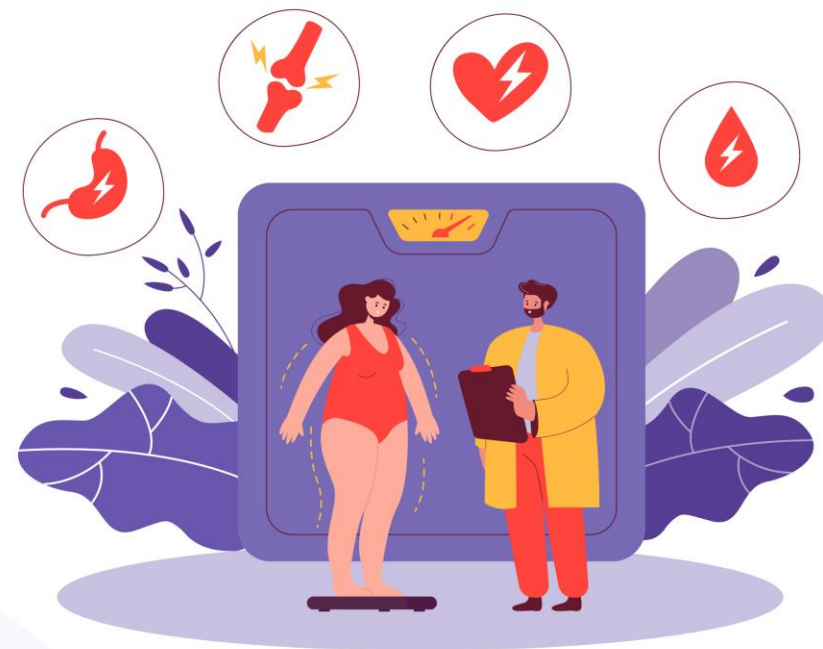
- Supercharged Teamwork

- Modern Workplace Skills



Disclaimer

The treadmill doesn't make you lose weight. Consistently using it does...



Invest in your greatest asset – YOU. For every hour spent in training / workshops, spend two going through the content, making notes / making sense of it all. Then repeat, repeat, repeat until it becomes a natural “way of doing”. Tracy

Microsoft | Office 365 Introduction



Microsoft 365 Business Basic

Best for businesses that need easy remote solutions, with Microsoft Teams, secure cloud storage, and Office Online (desktop versions not included).

Microsoft 365 Business Standard

Best for businesses that need full remote work and collaboration tools including Microsoft Teams, secure cloud storage, business email, and premium Office applications across devices.

Microsoft 365 Business Premium

Best for businesses that require secure, remote work solutions with everything included in Business Standard, plus advanced cyberthreat protection and device management.

Microsoft 365 Apps

Best for businesses that need Office apps across devices and cloud file storage. Business email and Microsoft Teams not included.

Microsoft 365 Apps for enterprise

The enterprise edition of the Office apps plus cloud-based file storage and sharing. Business email not included¹.

Office 365 E1

Business services such as email, file storage and sharing, Office for the web, meetings and IM, and more. Office apps not included¹.

Office 365 E3

All the features included in Microsoft 365 Apps for enterprise and Office 365 E1 plus security and compliance¹.

Office 365 E5

All the features of Office 365 E3 plus advanced security, analytics, and voice capabilities¹.

Microsoft 365 E3

Get best-in-class productivity apps combined with core security and compliance capabilities for your enterprise.

Microsoft 365 E5

Get best-in-class productivity apps and advanced security, compliance, voice and analytical capabilities for your enterprise.

Microsoft 365 F3

Formerly Microsoft 365 F1 Empower your Firstline workforce with productivity apps and cloud services that allow them to do their best work.

OPTIMIST

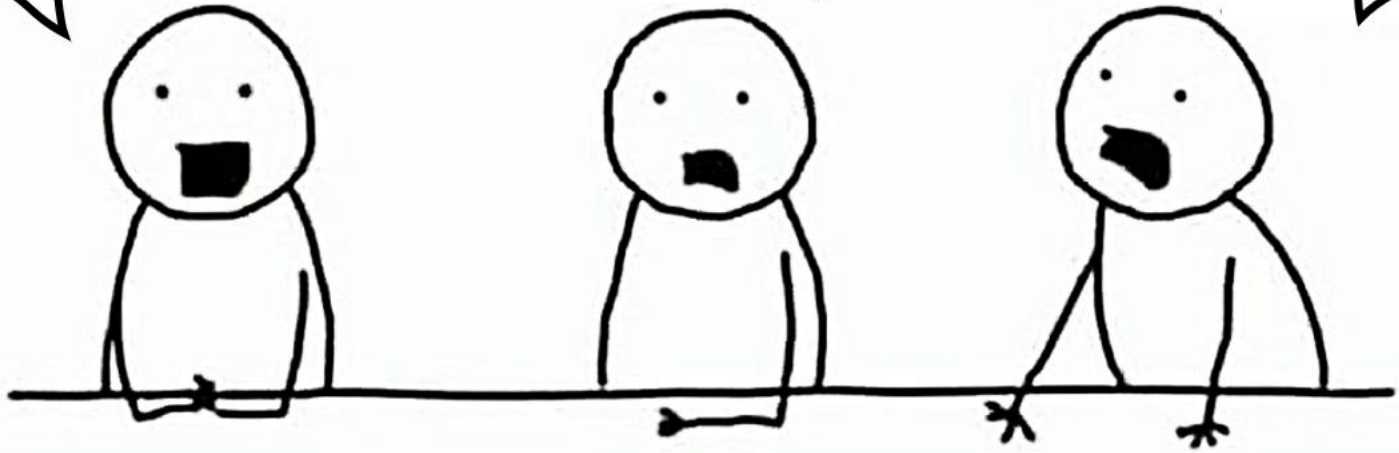
PESSIMIST















ME

ALL APPS ARE THERE FOR A REASON.

APPS ARE RANDOM AND MEANINGLESS

APPS?!! WHAT APPS? NOBODY TOLD ME ABOUT APPS!



	Admin	Your admin web portal for subscription management
	Azure *	The Azure cloud platform is more than 200 products and cloud services designed to help you bring new solutions to life - to solve today's challenges and create the future.
	Bookings	Simplify how you schedule and manage appointments both inside and outside your organization
	Calendar	Schedule and share meetings and event times, and automatically get reminders.
	Delve	Get personal insights and relevant information based on who you work with and the content you work on.
	Dynamics 365 *	Break down the silos between your business processes and applications with Microsc
	Excel	Discover and connect to data, model and analyze it, and visualize insights.
	Forms	Create surveys, quizzes, and polls and easily see results in real time.
	Kaizala	A simple and secure mobile chat app for work.
	Lists	Allow users to create, share, and track data inside lists.
	MyAnalytics	Create better work habits with insights into your meetings, email, and focus hours.
	OneDrive	Store, access, and share your files in one place.
	OneNote	Capture and organize your notes across all your devices.
	Outlook	Business-class email through rich and familiar Outlook experience.
	People	Organize your contact info for all your friends, family, colleagues, and acquaintances.
	Planner	Create plans, organize and assign tasks, share files, and get progress updates.

	Power Apps	Build mobile and web apps with the data your organization already uses.
	Power Automate	Create workflow between your apps, files, and data to automate time-consuming tasks.
	Power BI	Create actionable, dynamic, and engaging data dashboards you can share with others.
	PowerPoint	Design professional presentations.
	Project	Develop project plans, assign tasks, track progress, and manage budgets.
	Security & Compliance	Meet your organization's legal, regulatory, and technical standards for content security and data use.
	SharePoint	Share and manage content, knowledge, and applications to empower teamwork.
	Stream	Store and share videos of classes, meetings, presentations, and training sessions.
	Sway	Create and share interactive reports, presentations, and personal stories.
	Teams	The customizable, chat-based team workplace in Microsoft 365.
	To Do	Keep track of your tasks in one place with intelligence that helps you collect, prioritize, and get more done together.
	Whiteboard	Ideate and collaborate on freeform canvas designed for pen, touch, and keyboard.
	Word	Bring out your best in writing.
	Yammer	Connect with coworkers and classmates, share information, and organize around projects.

* Separate from Microsoft 365 Subscriptions

Microsoft 365 Business Apps All apps Tips and Tricks Add-Ins →

	Admin Your admin web portal for subscription mana...		Bookings Simplify how you schedule and manage appo...		Calendar Schedule and share meeting and event times,...		Compliance Meet your organization's legal, regulatory, an...
	Delve Get personal insights and relevant informatio...		Excel Discover and connect to data, model and anal...		Forms Create surveys, quizzes, and polls and easily s...		Kaizala A simple and secure mobile chat app for work
	Lists Allows users to create, share, and track data i...		MyAnalytics Create better work habits with insights into y...		OneDrive Store, access, and share your files in one place.		OneNote Capture and organize your notes across all yo...
	Outlook Business-class email through a rich and famili...		People Organize your contact info for all your friends...		Planner Create plans, organize and assign tasks, share...		Power Apps Build mobile and web apps with the data you...
	Power Automate Create workflows between your apps, files, an...		Power BI Create actionable, dynamic, and engaging dat...		PowerPoint Design professional presentations.		Project Develop project plans, assign tasks, track pro...
	Security Go to Security		SharePoint Share and manage content, knowledge, and a...		Stream Share videos of classes, meetings, presentatio...		Sway Create and share interactive reports, presenta...
	Teams The customizable, chat-based team workspac...		To Do Keep track of your tasks in one place with int...		Whiteboard Ideate and collaborate on a freeform canvas ...		Word Bring out your best writing.
	Yammer Connect with coworkers and classmates, shar...						

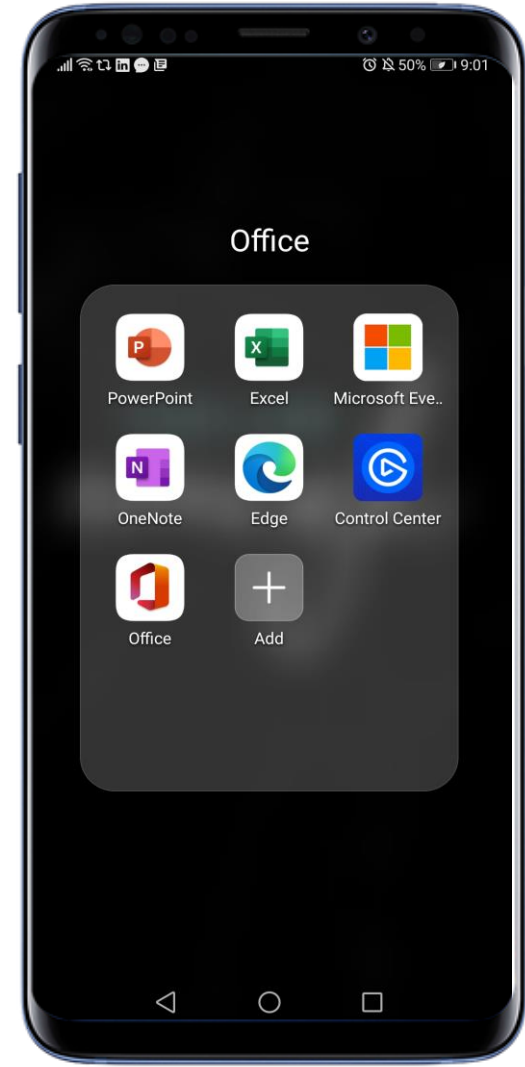
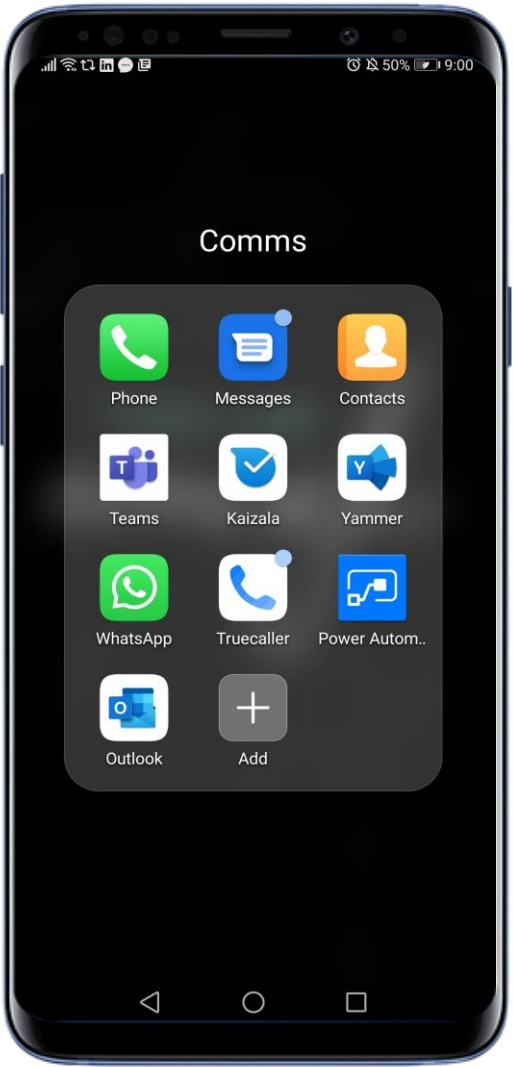
Business Apps

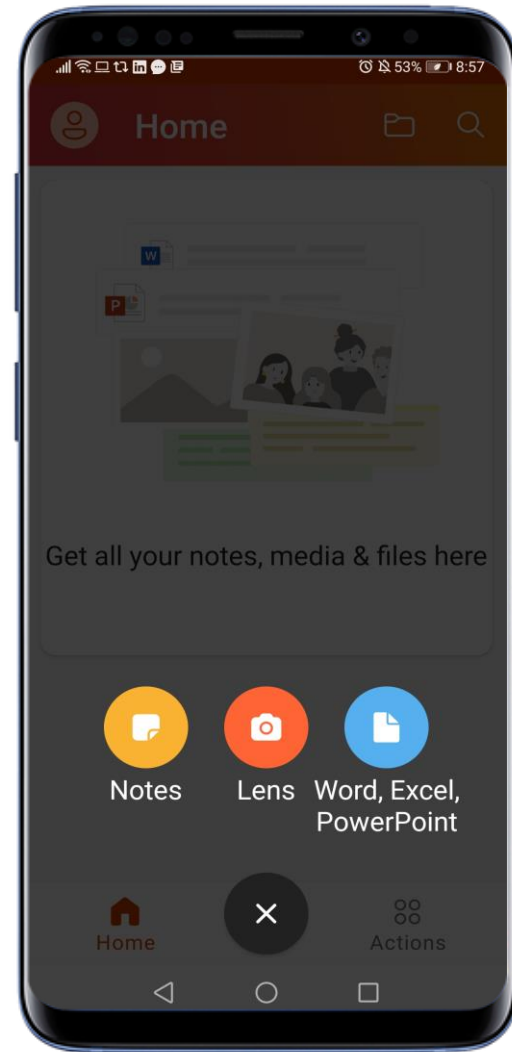
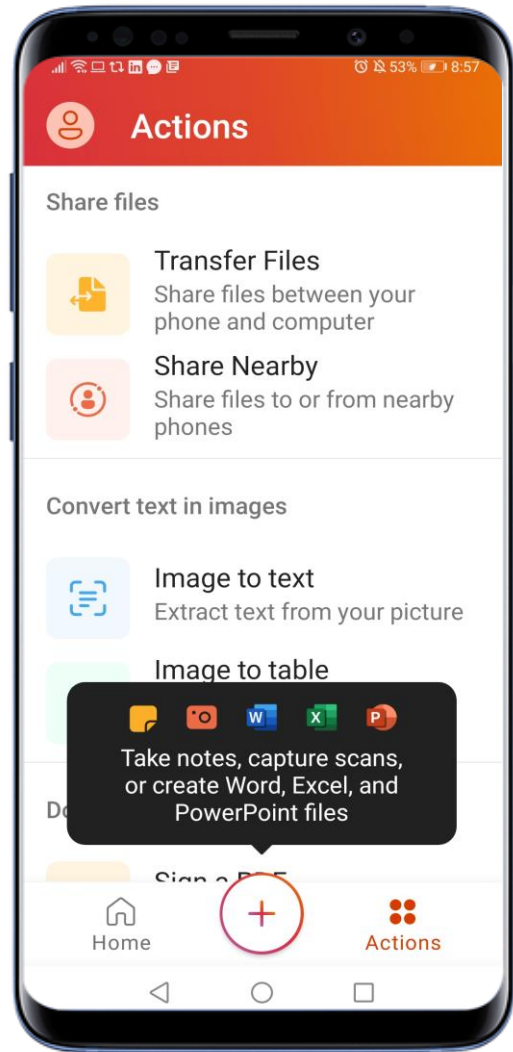
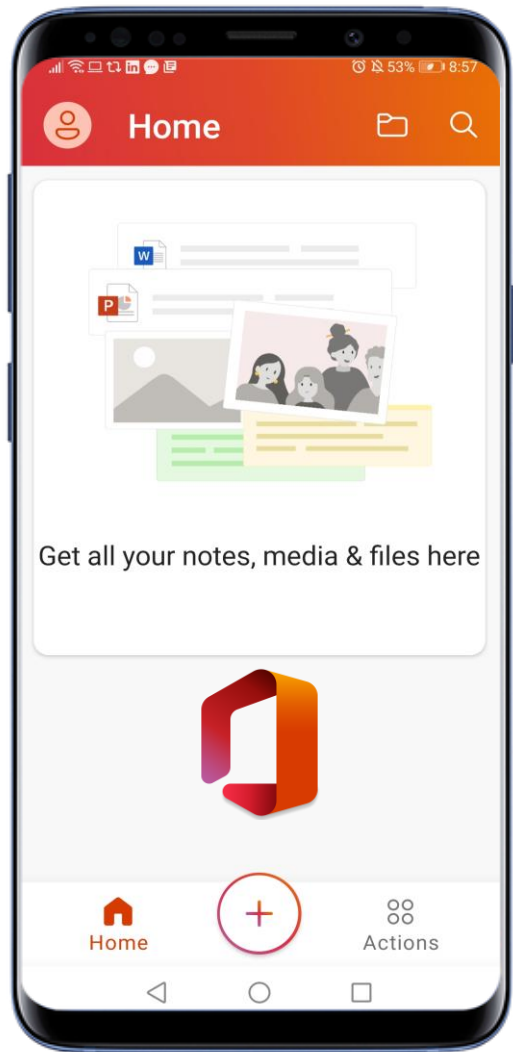
#

- 3D Viewer
- A
 - Access
 - Acrobat Reader DC
 - Adobe Connect
 - Adobe Photoshop Express
 - Alarms & Clock
 - Any PDF to JPG
 - Avast Free Antivirus
- B
 - Blackmagic Design
 - Busylight
 - Busylight for MS Teams Presence
- C
 - Calculator
 - Calendar
 - Camera

Microsoft Teams	Office	PowerPoint	Outlook	Calculator
OneNote for...	Excel	Access	Word	
Saturday 31	Cortana	Acrobat Reader DC	Alarms & Clock	Pretoria 12° 23° 4°
Your Phone	Google Chrome	Sway	Publisher	Whiteboard
Microsoft Edge	Skype	Tips	Surface	
				Paint 3D





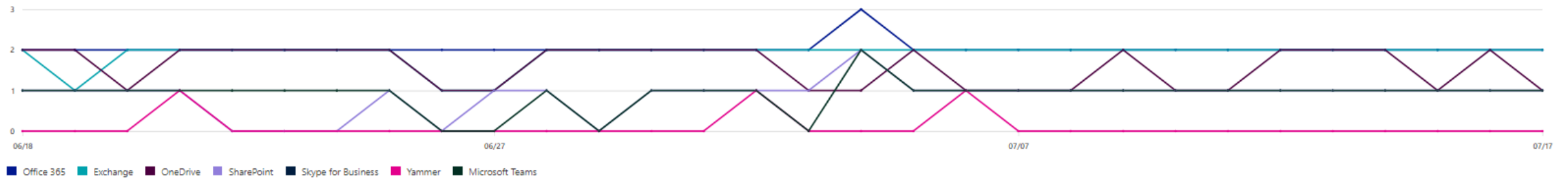


Usage

Microsoft 365 usage reports show how people in your business are using Microsoft 365 services. Reports are available for the last 7 days, 30 days, 90 days, and 180 days. Data won't exist for all reporting periods right away. The reports become available within 48 hours. [Learn more about Microsoft 365 usage reports](#)

? Help Past 30 days

Active users

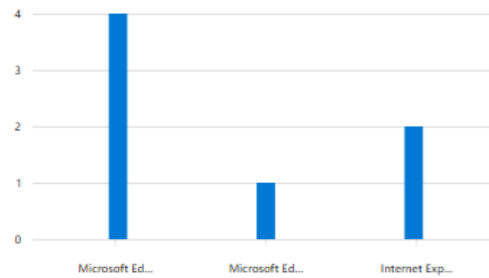


Microsoft browser usage

2 people need to upgrade their browsers ▲ 100.0%

Your organization had 2 users working in Microsoft 365 online services on Microsoft Edge Legacy (unsupported) and Internet Explorer. We recommend you contact those users and ask them to use the latest version of Microsoft Edge.

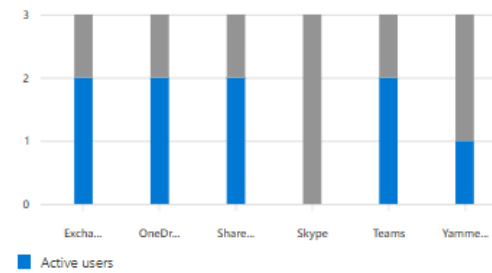
[View browser usage](#)



Active users - Microsoft 365 Services

3 active users

Total number of unique active users per Microsoft 365 Service

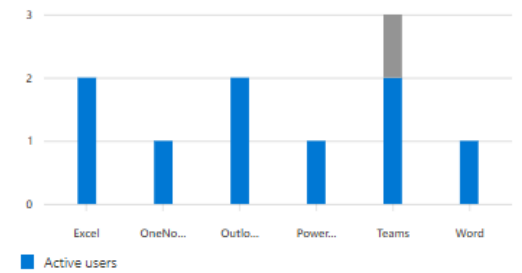


[View more](#)

Active users - Microsoft 365 Apps

3 active users

Total number of unique active users per Microsoft 365 App



[View more](#)

Email activity

2.7K activities ▼ 1.4%

Number of send and receive actions over the selected time period

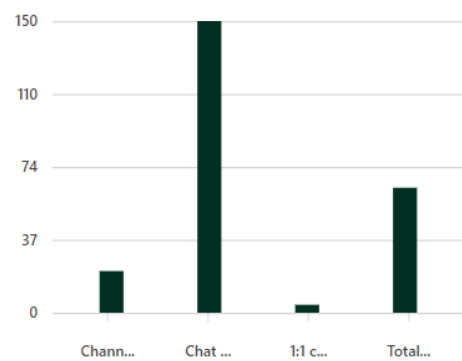


[View more](#)

Microsoft Teams activity

235 activities ▼ 17.5%

Total number of Teams activities over the selected time period

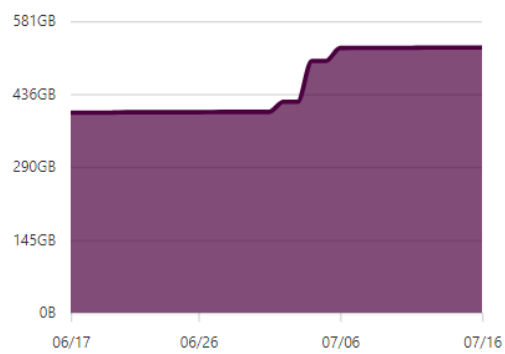


[View more](#)

OneDrive files

66.1K files stored ▲ 25.3%

Latest number of files in OneDrive

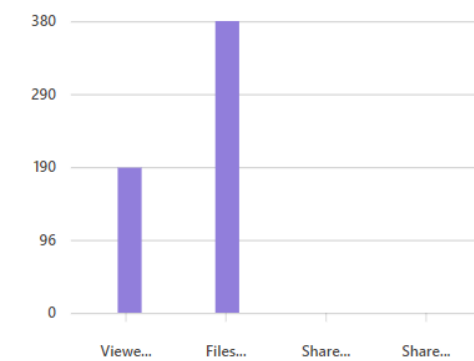


[View more](#)

SharePoint files

27.5K files stored ▲ 3.1%

Latest number of files in SharePoint

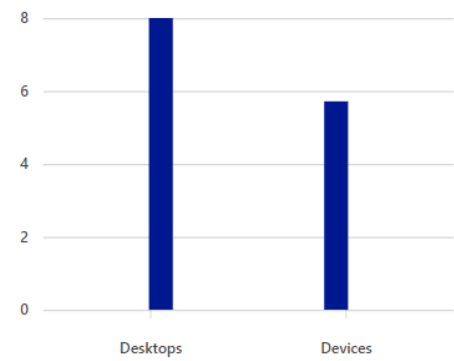


[View more](#)

Office activations

12 activations

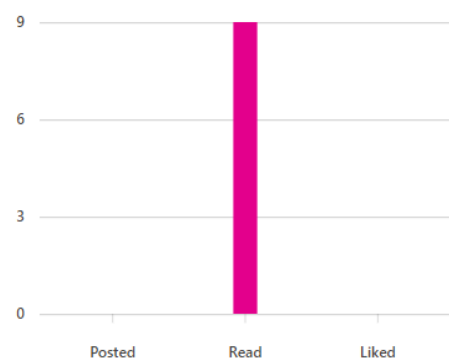
Total number of Office activations over the selected time period



Yammer activity

9 activities ▼ 92.0%

Total Yammer activity over the selected time period



Forms activity

3 activities ▼ 88.9%

Total forms created and responses submitted over the selected time period



Skype for Business activity

Total Skype for Business activity over the selected time period

Looks like no one is using this product yet

[View more](#)



Executive Summary

Overview

Activation/Licensing

Product Usage

User Activity

Adoption

December 2020 Active User %

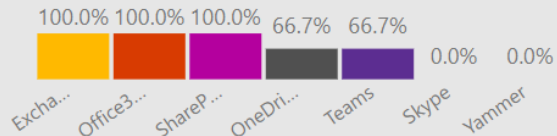
100.0%

December 2020 Active and Enabled Users

3 of 3

Usage

December 2020 Active User %

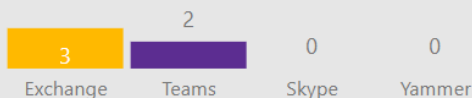


Mobility

Apps	UserCount
Outlook	2
OutlookMobile	2
Web	2

Communication

December 2020 Active Users



Collaboration

December 2020 Total Files in OneDrive

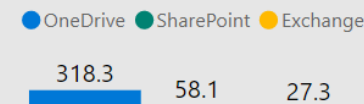
47.1K

December 2020 Total Files in SharePoint

23.5K

Storage

December 2020 Storage Used



Exchange

December 2020 Active User %

100.0%

December 2020 Mailbox Count

3

OneDrive

December 2020 Active Sites

2

December 2020 Active Users

2

SharePoint

December 2020 Active Sites

24

December 2020 Active Users

3

Teams

December 2020 Active Users

2

December 2020 Active User %

66.7%

Yammer

December 2020 Active Users

0

December 2020 Active User %

0.0%

Skype for Business

December 2020 Active Users

0

December 2020 Active User %

0.0%



- Dashboard
- Teams
- Devices
- Locations
- Users
- Meetings
- Messaging policies
- Teams apps
- Voice
- Policy packages
- Analytics & reports
 - Usage reports
- Org-wide settings
- Planning
- Notifications & alerts
- Call quality dashboard

Analytics & reports

Analytics and reports will help you create different ty reports will help you better understand usage patter

View reports Downloads

Report Date rang

Select report Select da

- Apps usage
- PSTN blocked users
- PSTN minute and SMS (pre...
- PSTN and SMS (preview) u...
- Teams device usage
- Teams live event usage
- Teams usage
- Teams user activity
- Information protection lice...

Report	What's measured?	Report	What's measured?
	Active users Active users in teams and channels Active channels Messages Privacy setting of teams		Time stamp User name Phone number Call type Called to
Teams usage report	Guests in a team Messages a user posted in a team chat Messages a user posted in a private chat 1:1 calls a user participated in Number of meeting user organized number of meeting user participated it		To country or region Called from From country or region Charge Currency Duration Domestic/International Call ID
Teams user activity report	Meetings Audio, Video and Screen sharing time Last activity date of a user		Number type Country or region Conference ID
Teams device usage report	Windows users Mac users iOS users Android phone users	Teams PSTN usage report - Calling Plans	Capability (license) Time stamp Display name SIP address Phone number Call type Called to
Teams live event usage report	Recording setting Production type Display name Phone number Reason		Start time Invite time Failure time End time Duration
Teams PSTN blocked users report	Action type Action date and time Country or region Capability (license) Total minutes		Number type Media bypass SBC FQDN Azure region Event type Final SIP code
Teams PSTN minute pools report	Minutes used Minutes available	Teams PSTN usage report - Direct Routing	Final Microsoft subcode Final SIP phrase Correlation ID Whether users have valid licenses to push their messages via change notifications
		Teams information protection license report - Direct Routing	Total number of change notification events triggered by a user What apps are listening to org-wide change notification events



Productivity Score

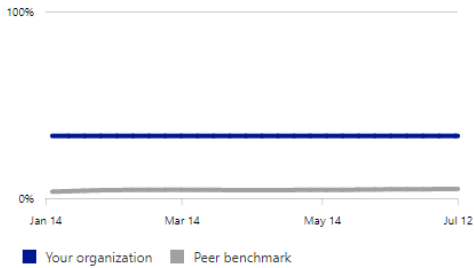
Productivity Score provides insights into your organization's digital transformation journey through its use of Microsoft 365 and the technology experiences that support it. Your organization's score reflects people and technology experience measurements and can be compared to benchmarks from organizations similar to yours.

People experiences

Communication

Organizations that use a variety of ways to communicate support different work styles, needs, and preferences.

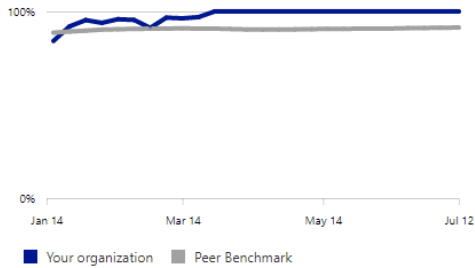
33% of the people in your org use two or more modes to communicate.



Meetings

When people use online meeting tools effectively, they can save up to 104 minutes a week.

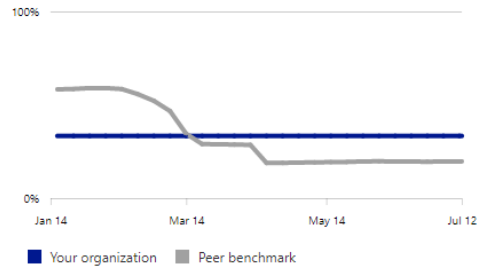
100% of meetings in your org follow one or more meeting best practices.



Content collaboration

When people collaborate with online files, they can save up to 100 minutes a week.

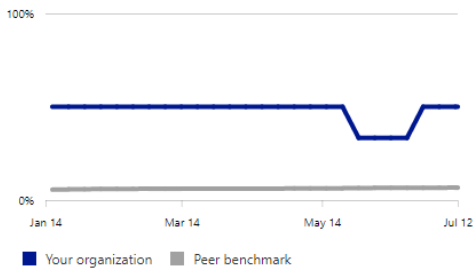
33% of the people in your org collaborate with online Microsoft 365 files.



Teamwork

When people share information and collaborate in a shared workspace, they can save up to 4 hours a week.

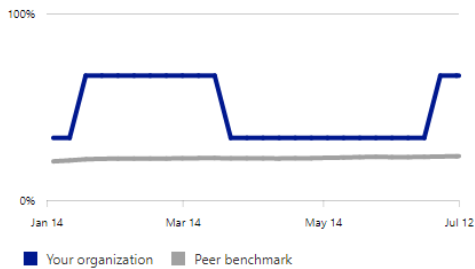
50% of people in your org are contributing to shared workspaces.



Mobility

Access to email and files, and communication with teammates on any device help people get work done on their schedule.

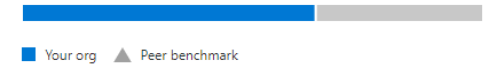
67% of the people in your org use apps across multiple platforms.



Technology experiences

Your organization's score: 64%

Total score: 446/700 points



Your organization's Productivity Score is the total of its people experiences and technology experiences scores, which are each comprised of several categories of data. Scores are not provided at the individual user level.

Score components

446/700 points

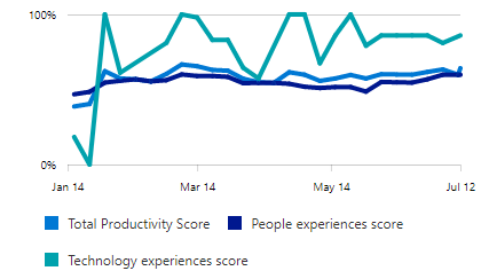
People experiences: 299/500

Technology experiences: 147/200

Peer benchmark

[Learn about how your org's score is calculated](#)

Your organization's score history



More information

[Learn more about Productivity Score](#)

[Learn more about privacy in Productivity Score](#)

Communication

We measure how frequently people use email, chat, and community posts to communicate so you understand how people in your organization find and share information. Research shows that using real-time communication tools creates a more unified organization and builds employee morale, regardless of location. [See the evidence](#)

33% of the people in your org use more than one mode to communicate

Collaboration improves when people have choices in the way they communicate, using the right mode to fit their needs. Microsoft 365 offers flexibility in communications, with email, messages, and community posts. [How we calculate your organization's score](#)

People using more than one mode to communicate 1/3



▲ Peer benchmark

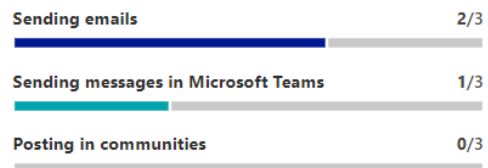
[View communication resources](#)

Explore how your org communicates

Breakdown of how people in your org use different modes to communicate

Encourage people to use email, messages, or community posts to share knowledge and access resources, when and where they need.

People communicating, by modes ⓘ

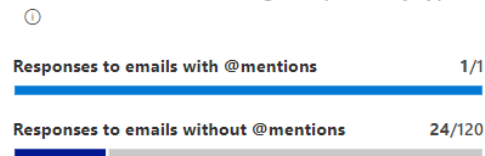


[View related content](#)

New email threads with @mentions have a 80% higher response rate in your org

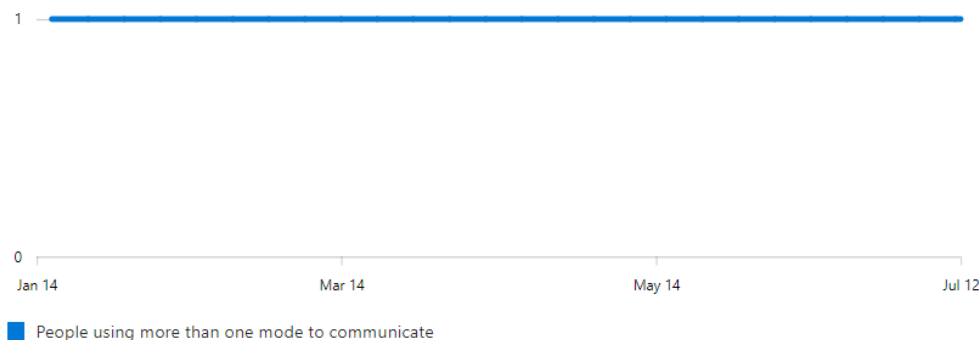
Using @mentions in email improves email response rates and helps focus attention in a crowded inbox. In your org, 50% of people use @mentions in emails.

New email threads receiving a response, by type ⓘ



[View related content](#)

Number of people using more than one mode to communicate over time



100% of people use Teams channels to communicate

Teams channels help people organize their work by project or topic, keeping conversations, files, and meeting notes all in one place.

People messaging in Microsoft Teams, by message type ⓘ



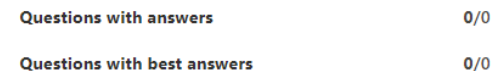
[View related content](#)

No people are using questions and answers on Yammer

Using the question format in Yammer helps community members tune out the noise and find posts with the answers they need.

ⓘ This insight cannot be shown. To view this insight, users in your org need to be using question-and-answer feature in Yammer. [Learn more about Communication for Productivity Score](#)

Questions in Yammer, by answer type ⓘ



[View related content](#)

Meetings

Research shows that when people use online meeting tools effectively, they improve the quality of their meetings and can save up to 104 minutes per week. To determine your Meetings score, we measure the use of meeting best practices, including using video, screen-sharing, and app and file-sharing. We're continually adding best practices to this report. [See the evidence](#)

100% of meetings in your org include one or more meeting best practices

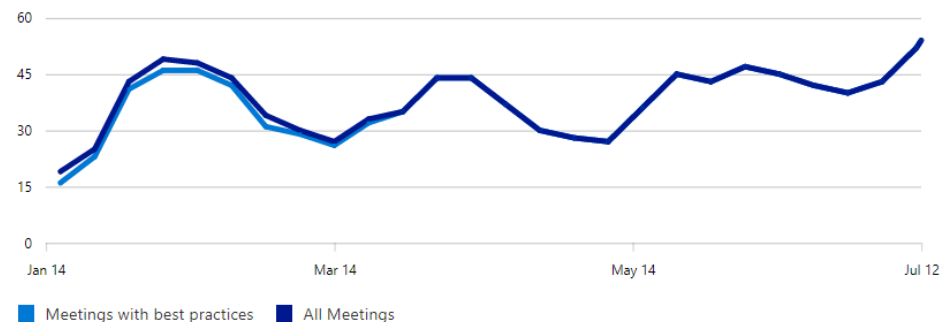
Meetings where people understand the goal, are able to attend no matter where they are, and have clear next steps help build an inclusive culture and more efficient decision-making. [How we calculate your organization's score](#)

Meetings with best practices 54/54

▲ Peer benchmark

[View resources about meetings](#)

Number of meetings organized and conducted with best practices over time



Explore more about meetings in your org

94% of meetings had someone with video on

Turning on the video during meetings makes people feel more included and the sessions more engaging.

Meetings with best practices in Microsoft Teams, by type

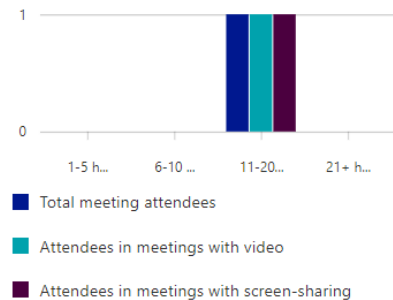


[View related actions](#)

100% of people spend over 10 hours a week in meetings

Help ensure that people make good use of the time they spend in meetings with tools that help them feel engaged and productive.

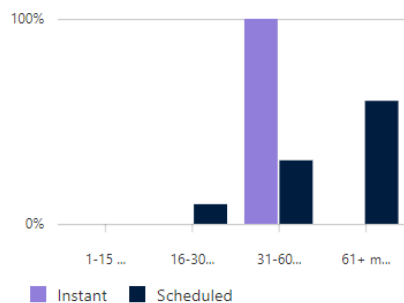
Meeting attendees, broken out by total hours in meetings per week



Less than 1% of instant meetings are less than 30 minutes long

Instant meetings can help people quickly resolve issues and make decisions.

Percent of instant and scheduled meetings, broken out by meeting length

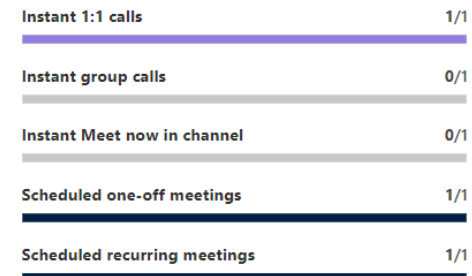


[View related actions](#)

Less than 1% of people participate in instant meetings from Microsoft Teams channels

Holding instant meetings from a Microsoft Teams channel creates transparency and helps with decision making. Encourage people to record these sessions to help keep coworkers informed.

Meeting attendees, across meeting types



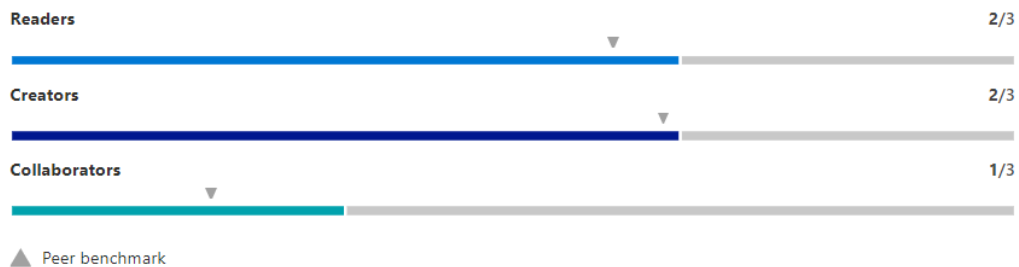
[View related actions](#)

Content collaboration

We measure the number of people who create, read, and collaborate (edit and share) online for this part of your score. When people collaborate with online files, each person saves an average of 100 minutes, or almost 2 hours, per week. [See the evidence](#)

33% of people in your org collaborate with online Office files

When people create and read files online, they are more likely to collaborate online as well. We define content collaboration as one person creating and sharing an Office file, and then at least one other person reading it. This data contributes to your overall productivity score. [How we calculate your organization's score](#)



[View content collaboration resources](#)

Explore how your org collaborates

100% of people who use Office create files in OneDrive or SharePoint

Creating files in OneDrive or SharePoint means they're backed up, available from other devices, and set up for real-time collaboration.

People creating files, by location [ⓘ]

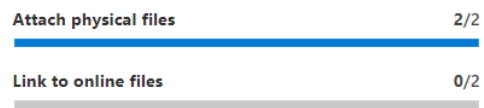


[View related content](#)

100% of people share files as an email attachment

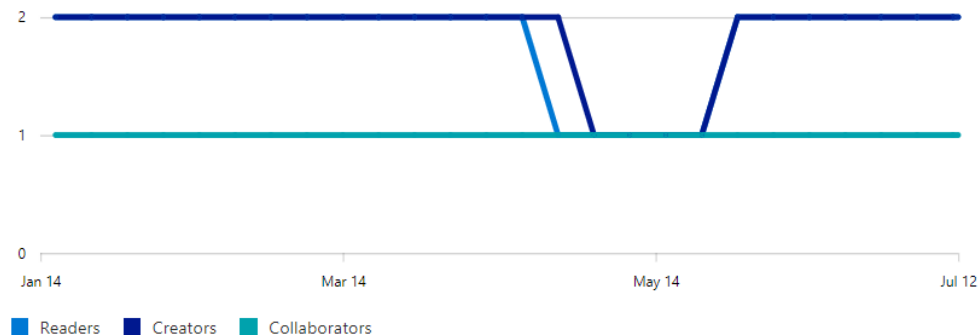
Sharing a link to a file in the cloud instead of attaching a copy in email makes sharing more secure and allows users to collaborate in real time.

People sharing files in email, by type [ⓘ]



[View related content](#)

Number of readers, creators, and collaborators over time



33% of people share content externally

Customize SharePoint's external sharing settings to help people collaborate with external partners or people in your organization who have different licenses.

People sharing content [ⓘ]

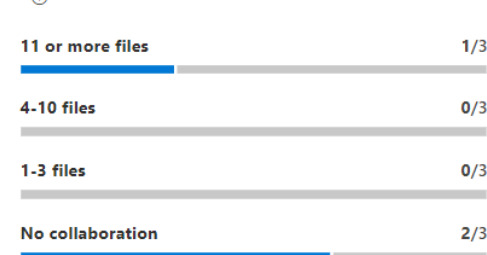


[View related content](#)

33% of people collaborate on 4 or more Office files

Invite people to learn about saving and sharing files in the cloud, co-authoring in real time, and collaborating with @mentions.

People collaborating, by number of shared files [ⓘ]



Teamwork

Research shows that when people share information and collaborate in a shared workspace, they can save up to 4 hours a week. To determine your Teamwork score, we measure how members communicate and collaborate within these shared workspaces—such as Microsoft Teams and Microsoft 365 groups—and how regular the communication is. [See the evidence](#)

50% of people in your org are contributing to shared workspaces

Top-performing teams consider diverse perspectives and engage each member on a consistent basis. They also regularly encourage collaboration, such as the creation of shared files and participation in conversations in email and Microsoft Teams message threads. [How we calculate your organization's score](#)



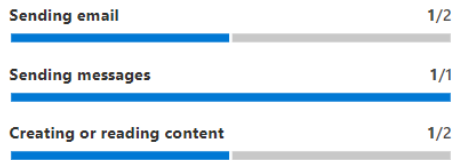
[View resources about teamwork](#)

Explore more about teamwork in your org

Breakdown of how people in your organization engage in shared workspaces

If users aren't yet contributing to a shared workspace, encourage them to start. Team dynamics improve and teams are more efficient when members create content in a collaborative way.

People in shared workspaces, by activity type ⓘ

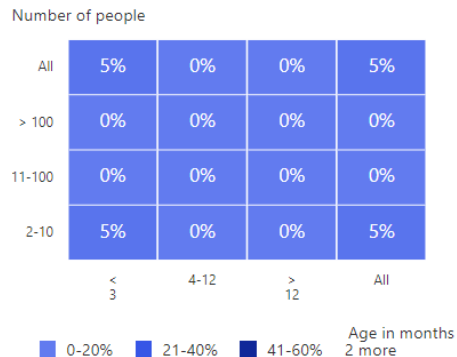


[View related content](#)

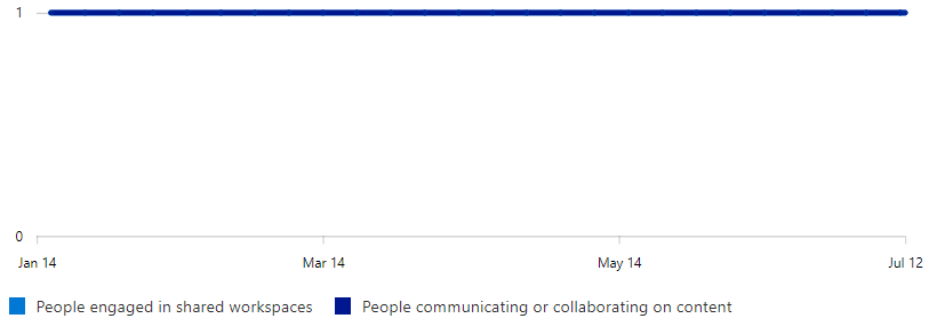
5% of shared workspaces have some degree of engagement

Help ensure that people can focus more easily by archiving or deleting Microsoft Teams channels that are no longer active.

Shared workspaces with activity, comparing workspace size and months of activity ⓘ



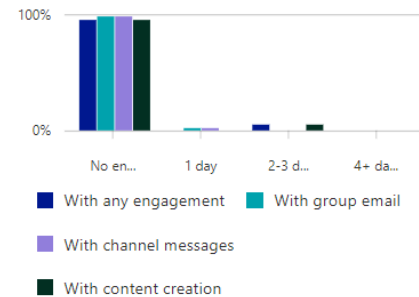
Number of people who engage in shared workspaces over time



0% of shared workspaces have over 3 days of engagement per week

People are better connected when they collaborate frequently. Teams can stay informed and organized with channels and searchable conversations in Microsoft Teams, and emails to group mailboxes.

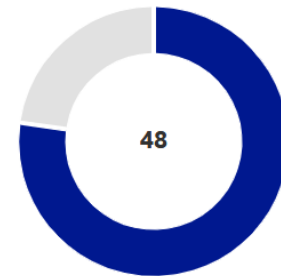
Shared workspaces, broken out by activity type and days of activity per week ⓘ

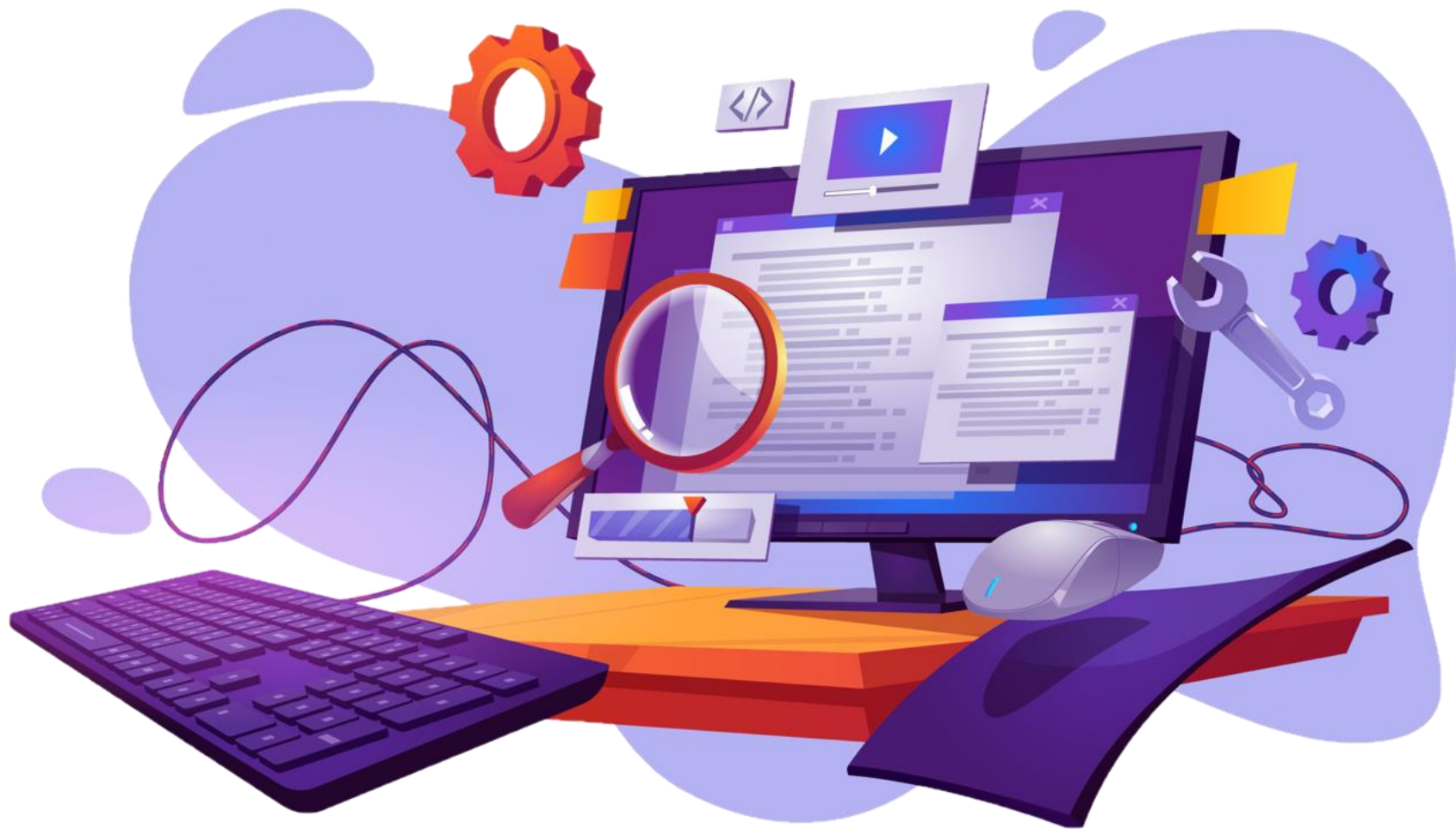


77% of shared workspaces use Microsoft Teams for better collaboration

Having a shared workspace in Microsoft Teams helps groups to quickly and easily collaborate on content, communicate over channels, and share and make decisions in meetings.

Shared workspaces using Microsoft Teams ⓘ





Tools

Outlook

Quick Start Guide

New to Outlook? Use this guide to learn the basics.

The screenshot shows the Outlook desktop application interface. The ribbon is set to 'Home'. The left sidebar shows the 'Favorites' pane with folders like 'Inbox' (29 items), 'Sent Items', 'Drafts', and 'Project Falcon'. The main pane shows a list of emails, with one selected: 'Our Spring Blog Update' from Alex Wilber to Megan Bowen. The right pane shows the email content, including a draft of a message.

Quick Access Toolbar
Keep favorite commands permanently visible.

Explore the ribbon
See what Outlook can do by selecting the ribbon tabs and exploring available tools.

Find whatever you need
Search all your mail boxes and commands with a keyword or phrase.

Customize the ribbon display
Choose whether Outlook should auto-hide the ribbon.

Your inbox, your way
Sort and filter messages, and group messages by subject in conversation view.

Show or hide the ribbon
Select arrow to switch between the Simplified and Classic ribbons.

Navigate your mail folders
Select a folder to see its contents. To turn this pane on or off, select View > Folder Pane.

Display what you need
Switch between the different Outlook features like Mail, Calendar, and People views.

Read emails faster
Dock the reading pane on the side or at the bottom to view messages where you want to.

Manage Outlook Groups
Communicate with teams and share conversations, messages, calendars, and events.

View connection status
See your folder sync status and server connection status here.

OneNote

Quick Start Guide

New to OneNote? Use this guide to learn the basics.

The screenshot shows the OneNote 2016 interface with several callout boxes providing instructions:

- Quick Access Toolbar:** Keep favorite commands permanently visible.
- Explore the ribbon:** See what OneNote can do by selecting the ribbon tabs and exploring available tools.
- Discover contextual commands:** Select any part of a table or an inserted recording to reveal additional tabs.
- Get help with OneNote:** Select the question mark icon to learn how to use OneNote.
- Share your notes with others:** Give other people permission to view or edit your notebooks.
- Notebooks List:** Select the notebook name to switch between notebooks or select the pin icon to keep the Notebooks pane open.
- Notebook Sections:** Select these tabs to switch between sections in the current notebook.
- Control the ribbon:** Select the pin icon to keep the ribbon displayed, or hide it again by selecting the arrow.
- Type anywhere on a page:** OneNote's flexible canvas isn't constrained in the ways that other apps are.
- Instantly find everything:** Search the current page or all notebooks at once and navigate the results with ease.
- Select or move paragraphs:** Select or drag the gripper to the left of a note to select or move it, or right-click it for more options.
- Resize Note Containers:** Drag the edge to make notes fit the page or drag the entire frame to move it elsewhere.
- Notebook Pages:** Select these tabs to switch between pages in the current notebook section.

Quick Start Guide

Do more wherever you are with secure access, sharing, and file storage. Sign in to your Office 365 subscription and select **OneDrive** from the app launcher.

Open
Open and edit a file online or in a desktop app.

Share
Share files directly from OneDrive. Files are private until shared.

Copy link
Get a link to the selected file to insert into an IM, email, or site.

Move to/Copy to
Move or copy to another destination in your OneDrive or any SharePoint site.

Information pane
See file information, recent activity, and manage access to the file.

Shared
View and sort files by date shared, activity, or who they are shared with.

Discover*
View trending content in your organization and content relevant to your work.

Recycle bin
Recover files you've accidentally deleted up to 93 days.

Shared libraries
Navigate to shared libraries on Microsoft Teams, SharePoint sites, or Office 365 Groups.

Download
Download a copy of a file or work offline on a device.

Flow
Create and manage automated workflows.

Version history
View a file's version history and restore a file to a previous version.

Sharing status
See which files are being shared and who they're shared with.

Manage access
See who can access a file, and manage what people can do with it.

Activity
See the sharing, viewing, and editing activity for a file.

Name	Modified	Modified By	File Size	Sharing
Contoso Electronics	July 6	Megan Bowen		Private
Private Info	July 6	Megan Bowen		Private
Annual Financial Report (DRAFT)...	July 6	Megan Bowen	22.2 KB	Shared
Contoso Patent Template.docx	July 6	Megan Bowen	83.6 KB	Private
Contoso Purchasing Data - Q1...	July 6	Megan Bowen	21.5 KB	Private
Contoso Purchasing Permission...	July 6	Megan Bowen	24.7 KB	Private
Contoso Purchasing Permission...	July 6	Megan Bowen	28.8 KB	Shared
CR-227 Product Overview.docx	July 6	Megan Bowen	1.62 MB	Private
Création du contoso Mark 8.pptx	July 6	Megan Bowen	827 KB	Private

Microsoft Teams

Quick Start Guide

New to Microsoft Teams? Use this guide to learn the basics.

The screenshot shows the Microsoft Teams interface with several callout boxes providing instructions:

- Every team has channels**: Click one to see the files and conversations about that topic, department, or project.
- Start a new chat**: Launch a one-on-one or small group conversation.
- Use the command box**: Search for specific items or people, take quick actions, and launch apps.
- Add tabs**: Highlight apps, services, and files at the top of a channel.
- Manage profile settings**: Change app settings, change your pic, or download the mobile app.
- Move around Teams**: Use these buttons to switch between Activity, Chat, your teams, Calendar & Files.
- View and organize teams**: Click to see your teams. In the teams list, drag a team name to reorder it.
- See your calendar**: Click to see your schedule and join meetings.
- Manage your team**: Add or remove members, create a new channel, or get a link to the team.
- Add files**: Let people view a file or work on it together.
- Reply**: Your message is attached to a specific conversation.
- Compose a message**: Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!
- Join or create a team**: Find the team you're looking for, join with a code, or make one of your own.
- Access your apps**: Find apps added for your teams or your personal use.



Planner

Quick Start Guide

New to Microsoft Planner? Use this guide to learn basics.

Home
Intro
Tools
Citizens
Strategy
Teams
Skills
Closing

New Plan
Click to create new plan or link new plan to existing Office 365 Group

Navigation Pan
Click to collapse or expand the left navigation pane

Planner Hub
Click to see a visual overview of your various plans

My Tasks
View Tasks assigned to you

Left Navigation
View Favourites, Recommended and Recent Plans

- New plan
- Planner hub
- My tasks
- Favorites
 - Human Resources
 - Team Guid Stuff
- Recommended
 - New Team Site Planner
 - Product Development ...
 - SharePoint Saturdays
- Recent
 - Java Lava
 - Digital Strategy
 - Process Plant
 - Project Management T...
 - Project Cortex Team
 - Project A

Board
Board displays the tasks in Bucket lists (columns)

Human Resources ★

General

+ Add task

- Demo Booth
 - 02/11/2020
 - 2/4
 - Tracy van der Schyff
- Deliver Training PMB
 - 3/4
 - Braam InternSheep
- SharePoint Training
 - 12/14/2018
 - 2/3
 - Braam InternSheep
- build Intranet
 - 11/29/2019
 - 4/5
 - Braam InternSheep

Actions

- Appoint new sales manager

Charts
Charts will show a graphical report on tasks based on Status, Bucket & Members

Tasks
Create tasks with fields used for tracking and management

Labels
Use the labels on tasks for an additional level in reporting

Status

34 Tasks left

- Not started: 3
- In progress: 0
- Late: 31
- Completed: 10

Bucket

General	2
Career Management	1
Compensation and Benefits	1
Tracy	1
Recruitment	1

Schedule
The schedule view shows tasks by month or week

Ellipses
Open the menu for more settings for example export, copies and leaving plans

Tasks
SharePoint Training

Braam InternSheep

Add label

Bucket: General

Progress: Not started

Priority: Med

Start date: Start anytime

Due date: 12/14/2018

Notes: Type a description or add notes here

Checklist 2 / 3

- Build SharePoint Site
- Add licenses
- Train People

Conversation

- Members
- Files
- Notebook
- Sites
- Open in Microsoft Teams
- Remove from favorites
- Copy plan
- Export plan to Excel
- Copy link to plan
- Plan settings
- Add plan to Outlook calendar
- Leave plan

Search for label

- Actions
- Decisions
- Ad Hoc
- Green
- Blue
- Purple
- Bronze
- Lime



collaborative **WORK** management

Spend less time managing work and more time working with Microsoft 365

If your team is constantly managing work, then they're not actually working. Microsoft 365 streamlines work management through a set of purpose-built apps that add structure to all the unseen pieces—tasks, status updates, documentation, etc.—that go into delivering quality business results. With a more efficient approach to the process of work, your team has more time to collaborate on the work itself.

apps for work **MANAGEMENT**

Delivering quality work on time starts with an efficient process for managing that work. The four work management apps available in Microsoft 365 were each designed for a specific kind of work. Choose the best one for the job at hand, or a combination of apps for larger efforts.

Microsoft **TO DO**

for individual task management. Use To Do to manage your own tasks, whether they are tied to a team or are personal priorities.



Microsoft **PLANNER**

for team task management. Use Planner to visually manage simple, task-based efforts on a Kanban board.



Microsoft Teams **TASKS APP**

for managing your Planner and To Do tasks in one place. Tasks from both apps surface in the Tasks app in Teams, and updates sync in real time.



Microsoft **LISTS**

for tracking information. Use Lists to stay on top of large, ongoing work efforts comprised of status updates, custom fields, and workflow.



Microsoft **TEAMS**

Microsoft Teams is your hub for teamwork—and it's your hub for collaborative work management. All your apps are connected through Teams, so you can manage and collaborate on your work in one place.

That's the beauty of Teams: you can organize your tasks, track your lists of information, share files, and coauthor documents—without switching apps.



If you're a Microsoft 365 business or enterprise subscriber, all the apps in this pamphlet are already available to you. Once you've got a sense of what each does, flip this over to learn how you can use them for your team's work efforts.

apps for work **COLLABORATION**

Managing your work is the first part of the equation; the second part is delivering that work with your team. The productivity apps available in Microsoft 365 give you a secure, consistent sharing experience across apps and the familiarity of Microsoft Word, Excel, and PowerPoint.

Microsoft **ONEDRIVE + SHAREPOINT**

for securely sharing your files. OneDrive and SharePoint enable secure sharing from whatever app you're in, whether that's Teams, any of the work management apps, or Office. The experience is always consistent across apps too, so there's no guesswork in how to protect your files when you're sharing them from different apps.



Microsoft **OFFICE**

for working together on word documents, spreadsheets, and presentations. You can attach Word, Excel, and PowerPoint files to any of your work management apps, and built-in features like coauthoring, threaded comments, and @mentions ensure the full team is involved in the final deliverable.



ORGANIZE your work

Get to the resources you need fast to manage work more efficiently

Does your team...

- Manage the same work effort in multiple places?
- Struggle to find context needed for their work?
- Look for resources in the wrong spots?
- Spend a lot of time searching for files?

A single workstream might involve several email threads, multiple cloud repositories, different status calls, and countless apps. Instead, spin up a **TEAMS** team for all work tasks, files, and comms.

The right resources help your team deliver the right results. Attach files and other information directly to **PLANNER** and **TO DO** tasks and **LISTS** items to pair useful context with the work itself.

Spend less time searching and more time working. Whether you need to find a specific chat, colleague, or piece of info, unified search in **MICROSOFT 365** surfaces content across apps.

Try these apps for...

- Providing your team one place for all your work
- Attaching relevant resources to the task itself
- Implementing better document management
- Finding the right resources fast

HYBRID work

The apps here are available on all your favorite devices and platforms, enabling strong, consistent work practices from anywhere. No matter where your office is – at home, at work, or on the go – collaborative work management brings your team together

TRACK your work

Use the right tools for the job to stay on top of your work and meet deadlines

Does your team...

- Use an assortment of tools to track work efforts?
- Miss deadlines without constant reminders?
- Host frequent meetings just to review status?
- Struggle to prioritize what's important?

Teamwork delivers the best work if everyone is in sync. Manage team tasks in **PLANNER** and your own priorities from that team effort in **TO DO**—or use the **TASKS APP** to do both in one place.

Longer projects can be harder to manage, especially as the amount of information piles up. Use **LISTS** to track ongoing work and all its resources in a highly customizable app tied to the flow of your business.

Every **WORK MANAGEMENT APP** has intelligent, visual tools, like automatic reminders and visual formatting to keep you on top of what's most important.

Try these apps for...

- Managing your work using fewer tools
- Planning your next corporate event
- Completing your daily to-do list
- Tracking work progress or team processes

WHEN TO USE each app

Go to aka.ms/whentouse for guidance on which app to use for your work. You'll find comparisons for:

- Planner, Lists, and Project
- To Do, Planner, and Lists
- To Do, Planner, and Tasks app

WORK with your team

Share and collaborate in real time with your team to deliver quality results

Does your team...

- Meet in-person to edit deliverables?
- Still share local documents?
- Need more control over who can access files?
- Iterate over email to finalize documents?

Connect your team communications with your work resources. Each **TEAMS** channel comes with its own chat thread, so you can talk about work in the place dedicated to that work effort.

Sharing a file doesn't need to have a lot of steps. **ONEDRIVE + SHAREPOINT** offer a simple, consistent, and secure file sharing experience across all apps, with built-in access permissions.

Skip the back-and-forth and collaborate on **OFFICE** files and **WORK MANAGEMENT APPS** directly within **TEAMS**. Coauthoring, @mentions, and more keep everyone in sync without switching apps.

Try these apps for...

- Working together on deliverables in one place
- Simple sharing and permissions management
- Raising awareness of progress and milestones
- Quickly grabbing a colleague's attention in a file

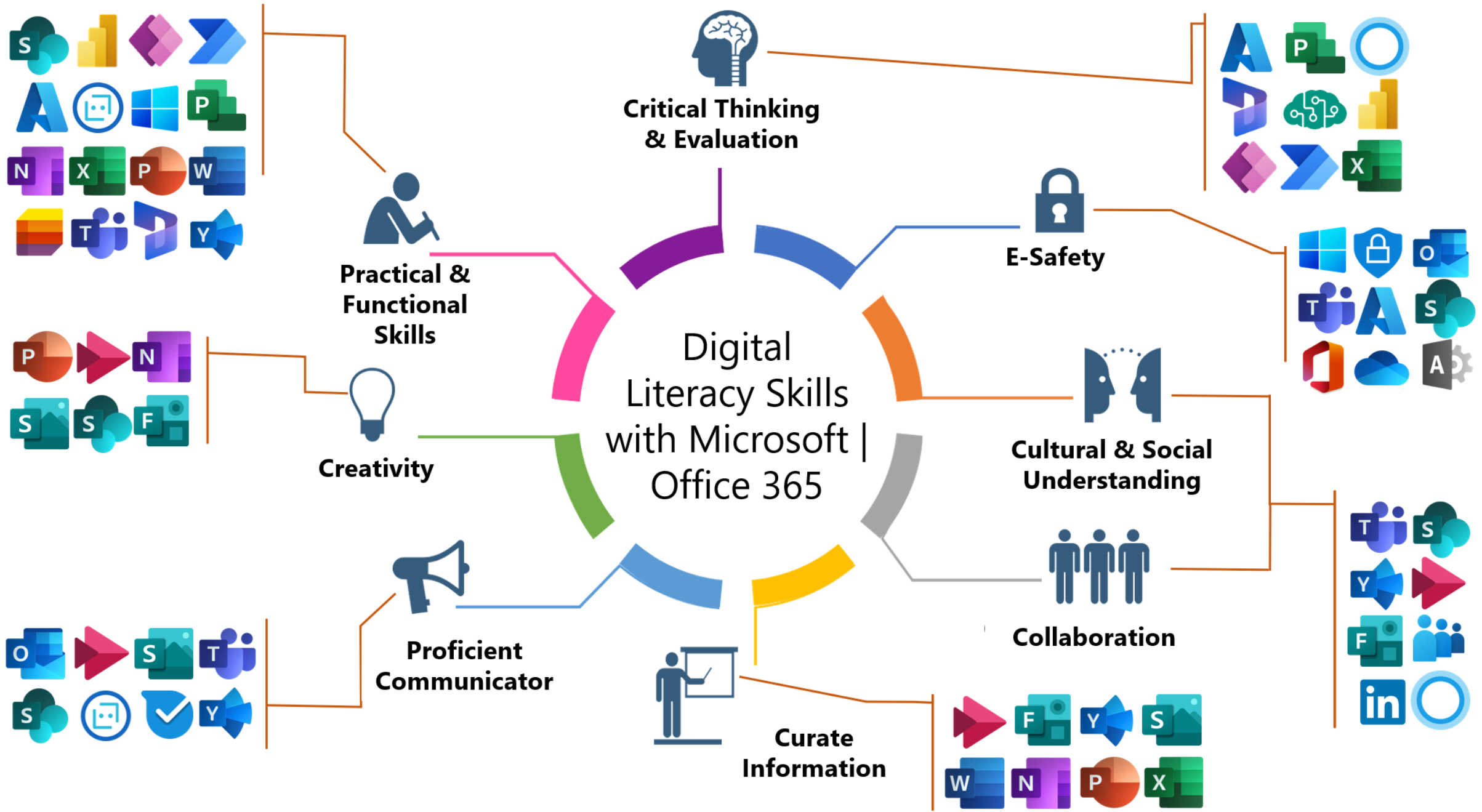
Digital Citizens



“Digital citizenship is the **responsible use of technology and etiquette** pertaining to an online presence. This includes behaviors and responses to others within a **digital community** in which one is a member. Digital citizenship typically refers to those who use the internet regularly and is part of one or more online communities...” What.Is.com

With great
power,
comes great
responsibility...





Usage

Use of technology

Adoption

Efficient use of technology

Digital Citizen..

Responsible & efficient use of technology



Autonomy in the digital workplace

autonomy

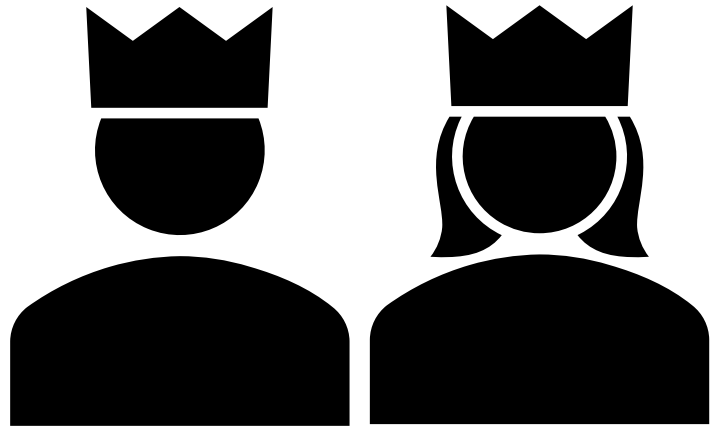
/ɔ:ˈtɒnəmi/

noun

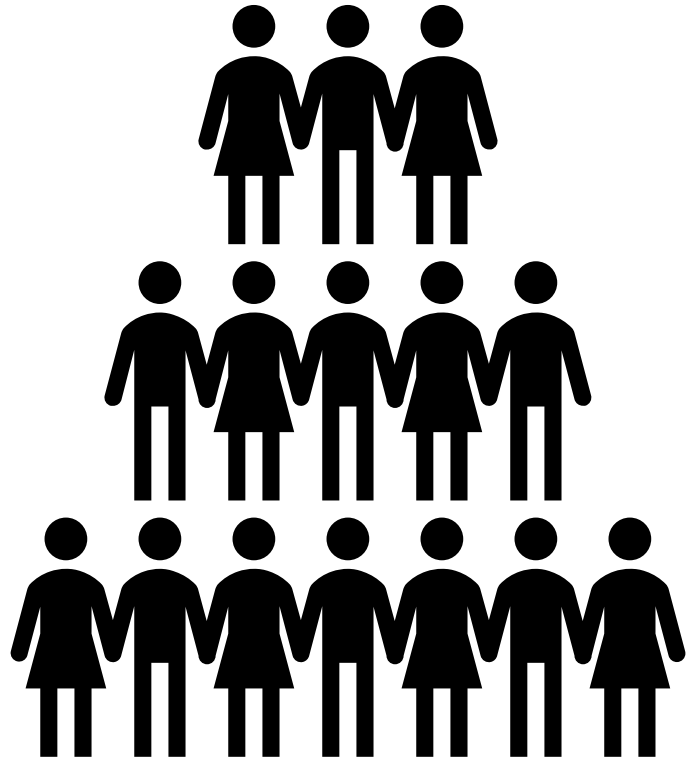
1. the right or condition of self-government.
2. the capacity of an agent to act in accordance with objective morality rather than under the influence of desires.

Ownership of Business Systems

- Skill
- Governance
- Strategy



King & Queen of IT



Business





You have earned a well deserved **15-minute** break, take a walk, pat yourself on the back, be awesome. See you soon.

























Define your Strategy



ME

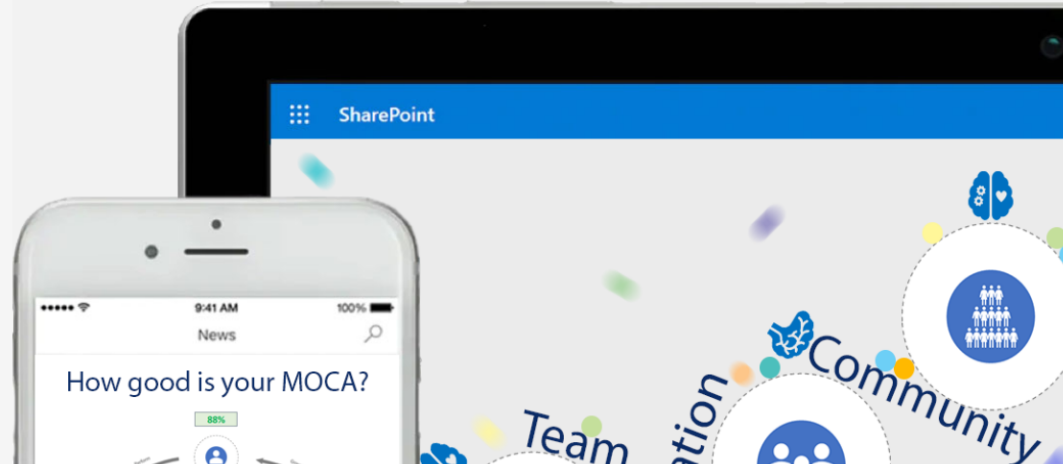
WE

										
Personal Files	Work Drafts	Shared Externally	Shared Internally (Ad Hoc)	My Tasks	My Notebooks	Shared Department or Team Level	My Team's Notebooks	My Team's Planner	Team or Company Videos	Shared Internally with Large Audience
										
Files stored on OneDrive (Web or synced to my PC Explorer / Finder)	Files stored on OneDrive (Web or synced to my PC Explorer / Finder)	Files stored on OneDrive and then shared with external parties through link via email	Files stored on OneDrive and then shared with employees through Teams Chat / Group Chat	Add the tasks for yourself on To-Do. This will integrate to the Planner Tasks from To Do and Planner in Teams	Personal OneNote Notebooks that I use linked to my Windows/ Office 365 Account.	Files stored in Teams (SharePoint) in structured channels / folders, allowing coauthoring and collaboration.	OneNote Notebooks created and linked to my structured Teams environments.	Planner created and linked to the Team's Office 365 Group and then added to the Team.	Videos loaded in Microsoft Stream Channels linked to Groups will be accessible to specific teams. In Org Wide Channels these will be available to all.	Files stored in SharePoint Intranet environment. Small group of contributors, large group of consumers.

Modern Collaboration Architecture (MOCA)

Learn "which tool when" supported by the Modern Collaboration Architecture (MOCA), enabling improved collaboration, communication and information management by individuals, teams, communities and across the organization using Microsoft Teams, SharePoint, Yammer and the rest of the Microsoft 365 suite.

[Microsoft 365 Adoption Whitepaper >](#)



MOCA Application for PowerApp

Want to help your organization understand "which tool when"? Download our new app to help navigate MOCA.

[Download >](#)

MOCA on a page

The whole Modern Collaboration Architecture brochure with the complete visual on a page.

[Download >](#)

Mental Stillness app on iOS and Android

Silence your Mind

Collaborative Overload

The Overcommitted Organization

Attention Management PowerPoint Deck

MOCA Presentation PowerPoint Deck

The Art of Teamwork

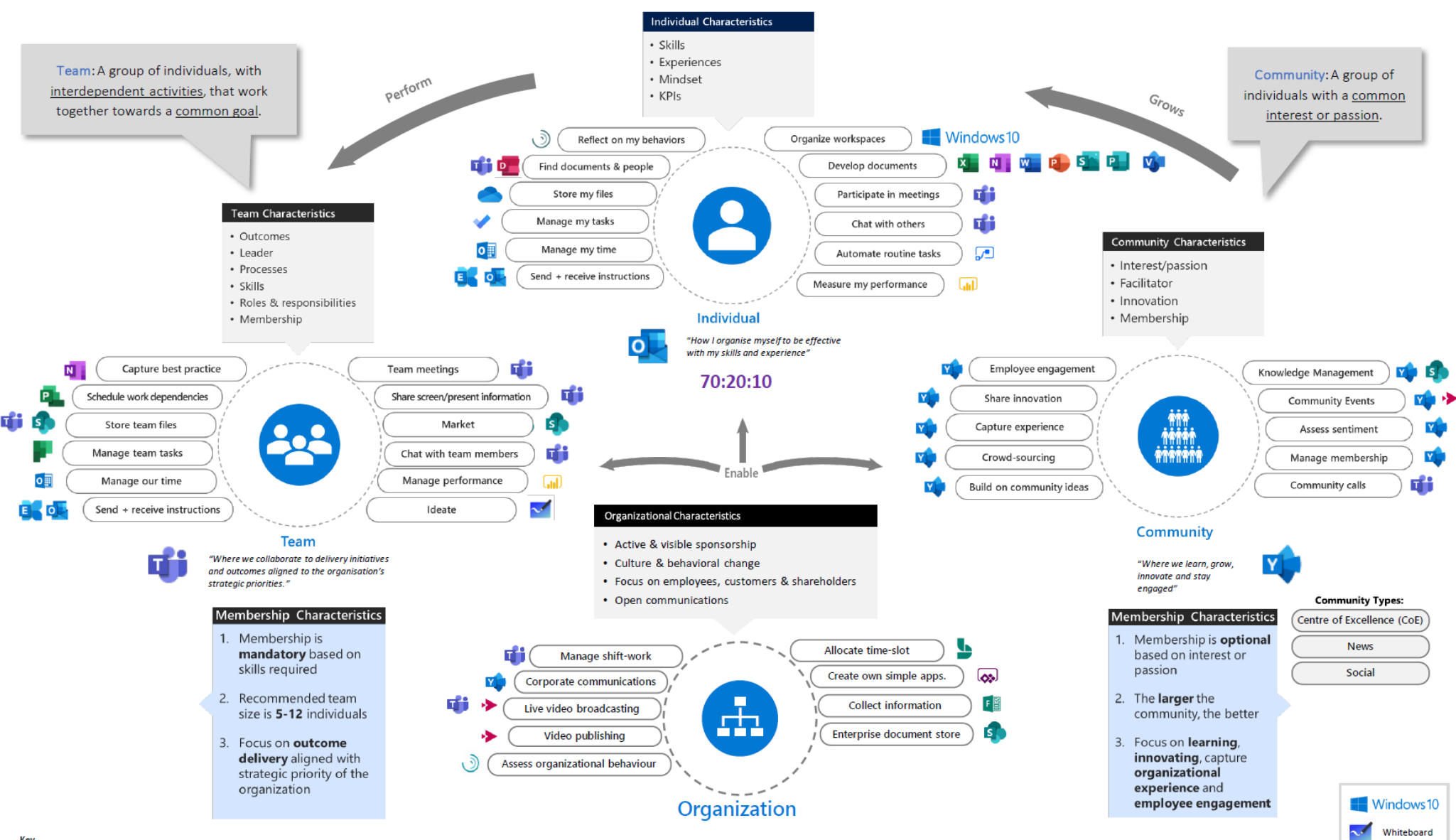
Individual MOCA Assessment

The Communications Flow PowerPoint Deck

Rethinking meeting experiences for the new normal

Avoiding miscommunication in a digital world

Modern Collaboration Architecture (MOCA)



TGS Home

Activity

Chat

Teams

Calendar

Calls

Files

...

Apps

Help

Teams

Pinned

TK Training Management
Training and Knowledge Managem...

Your teams

DS Digital Strategy

General

Graphics

Training Content

11 hidden channels

TK Training and Knowledge ...

JL Java Lava

TG Team Guid Stuff

Hidden teams

Join or create a team

General

Modern Collaboration Tools - Which Tool When?

Individual Productivity

Team Productivity

Community Enablement

Organizational Productivity

The **Modern Collaboration Architecture (MOCA)** is designed to help everyone in an organisation get the most from their digital workplace and facilitate focus across four different areas:

- **Individual productivity** - make the most of you time
- **Team productivity** - collaborate smarter
- **Community enablement** - building and running communities
- **Organisational productivity** - scale insights, ideas and communications

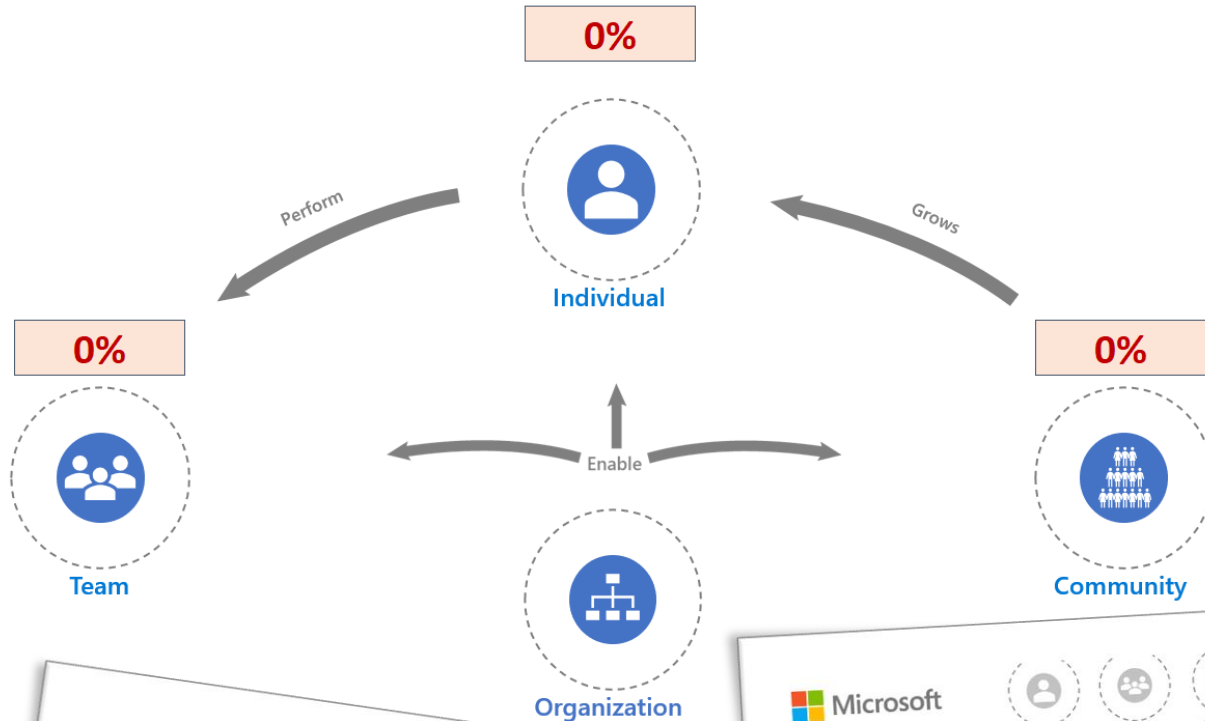
To learn more select a focus area to the left or search all

Tip of the Day

Enable Transparent Decision Making

Improve engagement and collective ideation by working openly, collaborating and encouraging people be a part of the decision making process from the start.

[Learn More](#)



Microsoft Individual Team Community Organization [Return to dashboard](#)

Individual Productivity

Question	Score
1 I use email for only one-way instructional communication	
2 I make time in my calendar to complete my outstanding tasks	
3 I have a clear idea of the activities I need to complete for the day	
4 I am in control of how I store and share documents I am accountable for with my colleagues	
5 It is easy for me to find the right documents and people in my organisation using Delve	
6 I regularly reflect how I organise my time, tasks and collaboration using tangible and measurable data.	
7 I organise my digital workspace and use physical and virtual screen space well within Windows 10	
8 I have access to the right tools to develop the right documents (Word, PowerPoint, Excel, etc.)	
9 The 1:1 Microsoft Teams meetings I participate in are effective	
10 I reach out to get information and discuss with colleagues 1:1 or 1:few	

Microsoft Individual Team Community Organization [Return to dashboard](#)

Community Productivity

Question	Score
1 I understand the purpose and the purpose of each of my communities	
2 I feel a sense of belonging with my community members	
3 My communities have clearly defined etiquettes, which are followed at all times	
4 My community members proactively share new ideas and experiences	
5 I receive response from my community members in a reasonable time	
6 My communities have active and visible facilitators who are passionate about our purpose	
7 I regularly crowd-source ideas in my communities	
8 My community members often build on other people's ideas	
9 I like my communities are knowledgeable and I get to leverage their wisdom	
10 My communities hold regular events using Yammer live stream	
11 I feel like my communities have a positive mindset where everyone can contribute and is heard	

Microsoft Individual Team Community Organization [Return to dashboard](#)

Team Productivity

Question	Score
1 All my Microsoft Teams meet the definition of a team	
2 All my Microsoft Teams are within the range of 5 - 12 team members	
3 We have clearly defined outcomes, processes and roles and responsibilities in my teams	
4 We only use email for one-way instructional communication	
5 We manage time effectively using our calendar	
6 We store all our team files in our Microsoft Teams	
7 We manage team tasks and work dependencies effectively using Planner and Project Online	
8 We capture meeting notes and team best practices in OneNote	
9 We have regular team meetings that have an agenda and are facilitated to achieve an outcome	
10 We regularly share and present information in real time during virtual meetings	
11 We have an intranet presence for our team so the organisation can find out more about us	
12 We use channels to communicate openly across the team on matters relating to the outcome	

Microsoft Individual Team Community Organization [Return to dashboard](#)

Organizational Productivity

Question	Score
1 Our senior leadership is looking to drive a positive change with the new ways of working in Microsoft 365	
2 Our senior leadership is active and visible in leading the new ways of working change	
3 My organization has a balanced focus on employees, customers and shareholders	
4 Our leaders encourage open and transparent communication, and are approachable	
5 We have a useful intranet site where I can find more about the various teams and initiatives across the organization	
6 Our senior leadership are actively engaging with employees on Yammer	
7 Our senior leadership communicate directly with employees and are open to a conversation	
8 My organization holds regular live events	
9 My organisation allows any employee to contribute a video to Stream	
10 My organization looks to understand employee behaviors using a behavior assessment tool	
11 My organization lets me use bookings to allocate time from the services teams like HR and legal	
12 My organization encourages the business areas to create their own simple apps using	



Microsoft 365 learning pathways

Home ▾ Microsoft 365 training ▾ Ask questions and get help ▾ Edit

★ Following 🔄 Share

+ New ▾ ⚙️ Page details 📊 Analytics

Published 7/12/2021 ✎ Edit ↗

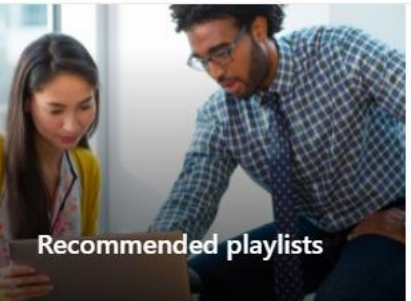


Modern Workplace Resources

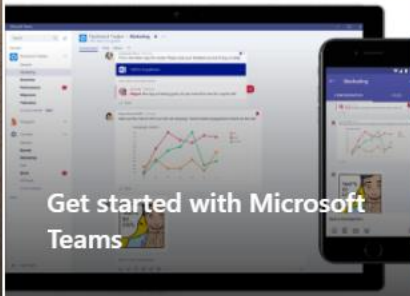
LEARN MORE →



Microsoft 365 training



Recommended playlists



Get started with Microsoft Teams



Ask questions and get help

Product Guidelines



News

+ Add ▾



Email Attachments
Lorem ipsum dolor sit amet...
Tracy van der Schyff February 3
18 views



M365 Monthly Digest
Lorem ipsum dolor sit amet...
Tracy van der Schyff October 26, 2020
38 views

Events

+ Add event

See all



Create an event
When you add an event, it will show here where your readers can see it.



Title of event
Tuesday 12:00 AM - 1:00 PM

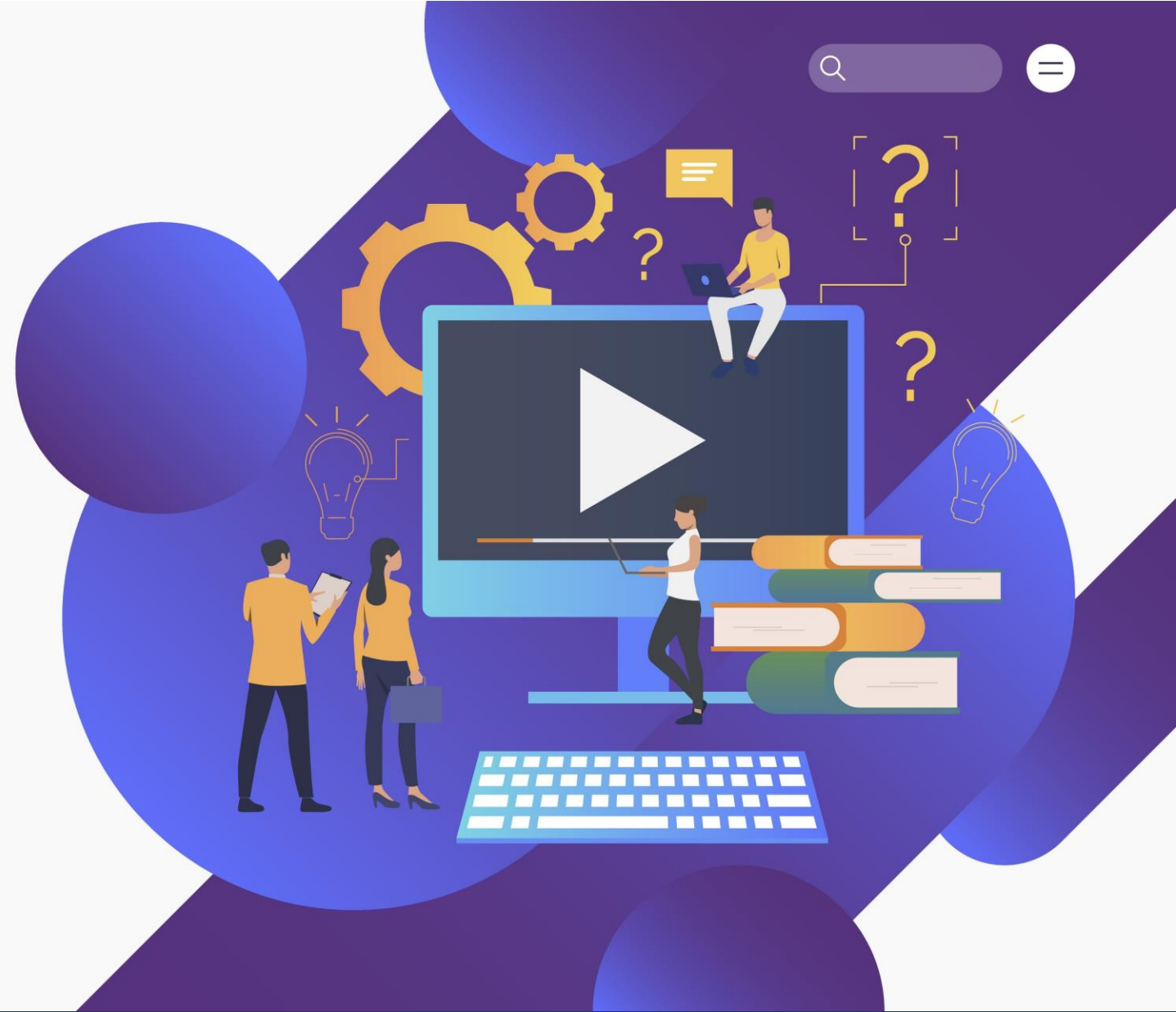


Title of event
Tuesday 12:00 AM - 1:00 PM

Yammer



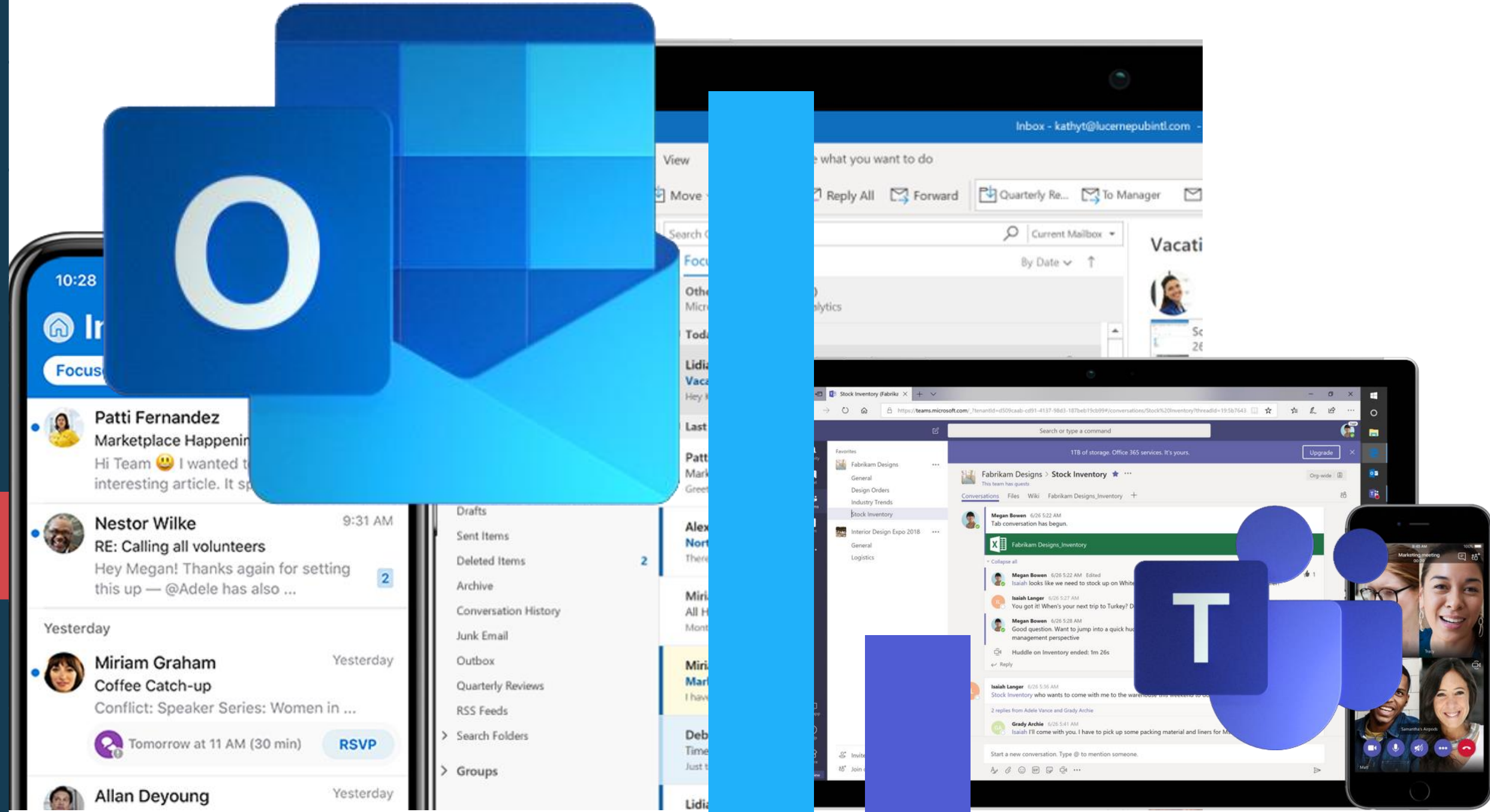
Digital Strategy & Governance Demo

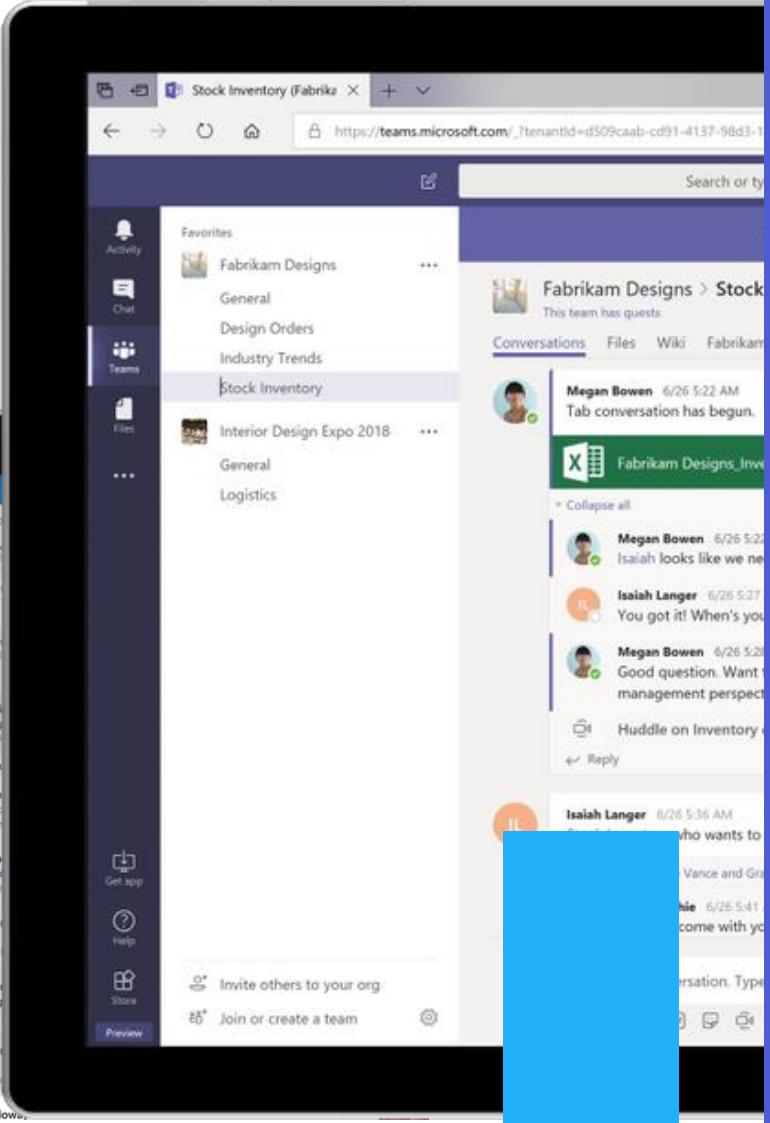
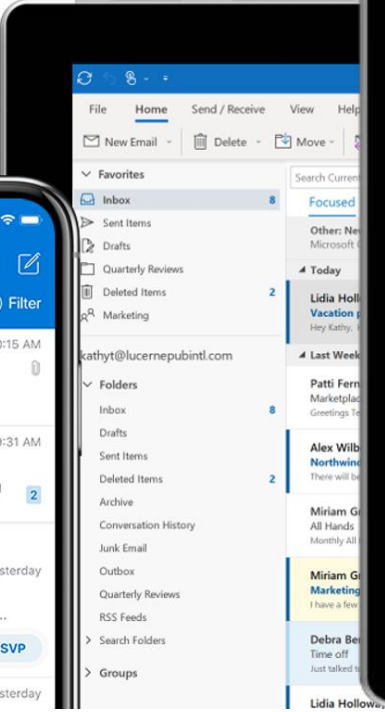
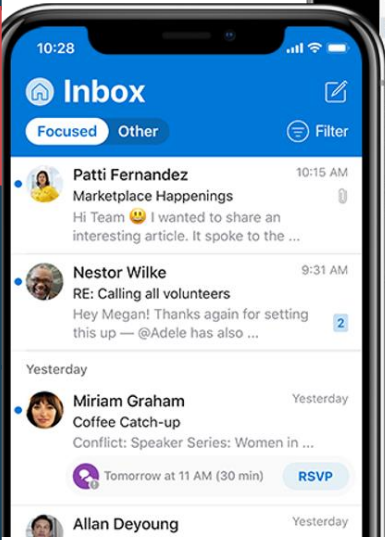




Teamwork

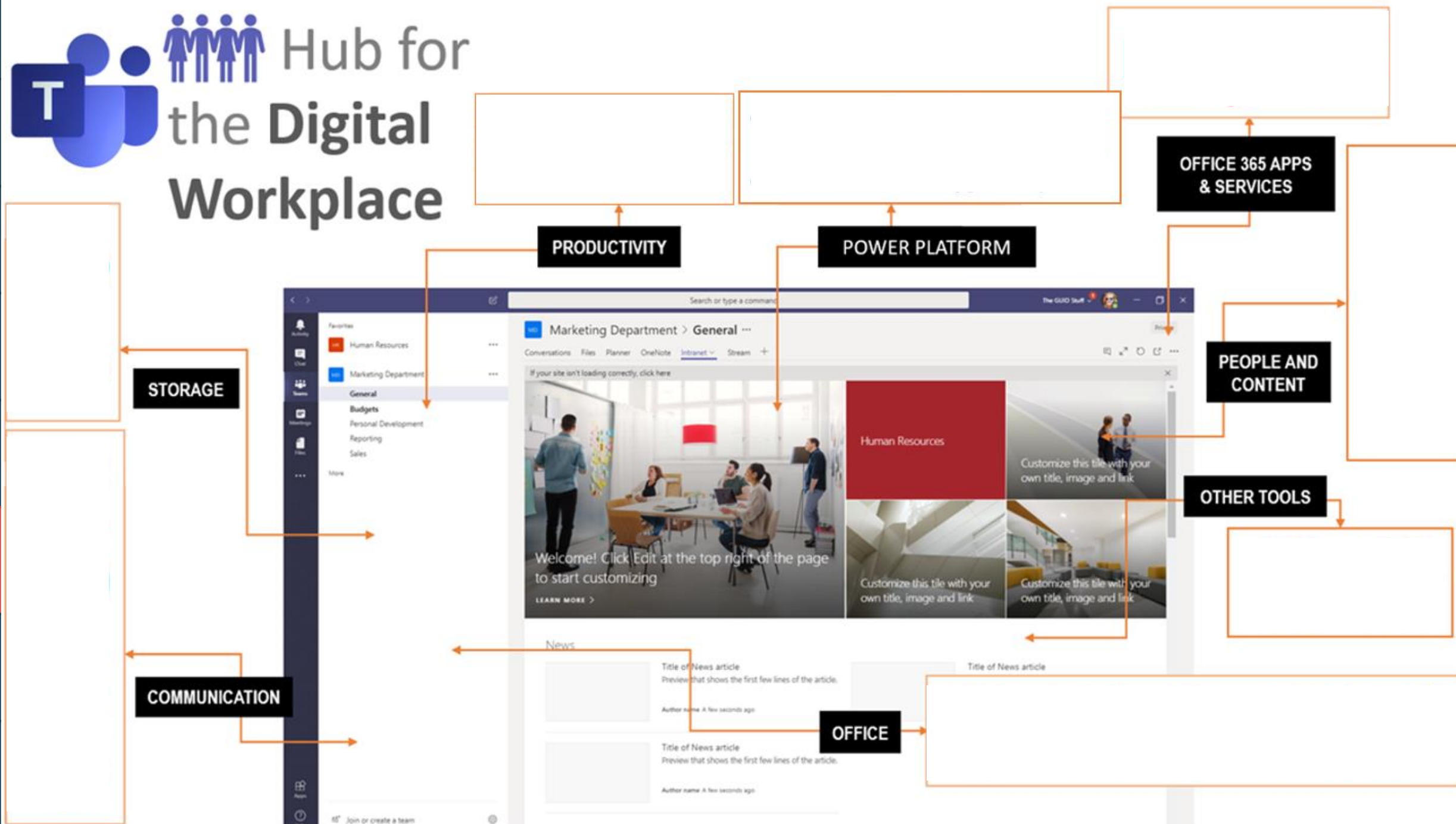








Hub for the Digital Workplace





Human brain has the capability to hold only limited information at a time.

“ *The Magic Number 7, plus or minus 2, describes that number of ideas, facts, or issues that an average individual can hold in his working memory is 7 ± 2 . This is called the Rule of 7 ”*

-George Miller
Experimental psychologist

Chat	Chat	With one person
	Group Chat	With multiple people



Teams	Teams	Channels	Sub-folders	Sub-folders
	Human Resources Management			
		General		
		New Offers		
		Salaries		
	Human Resources			
		General Benefits	Medical Aid Pension	Sub-folder Sub-folder
	New Offers			
	Performance Appraisals			
	Recruitment	Job Descriptions	Sub-folder	
	Reporting	Staff Movement	Sub-folder	
	Salaries			
	Training	Evaluations Training Material	Sub-folder Sub-folder	

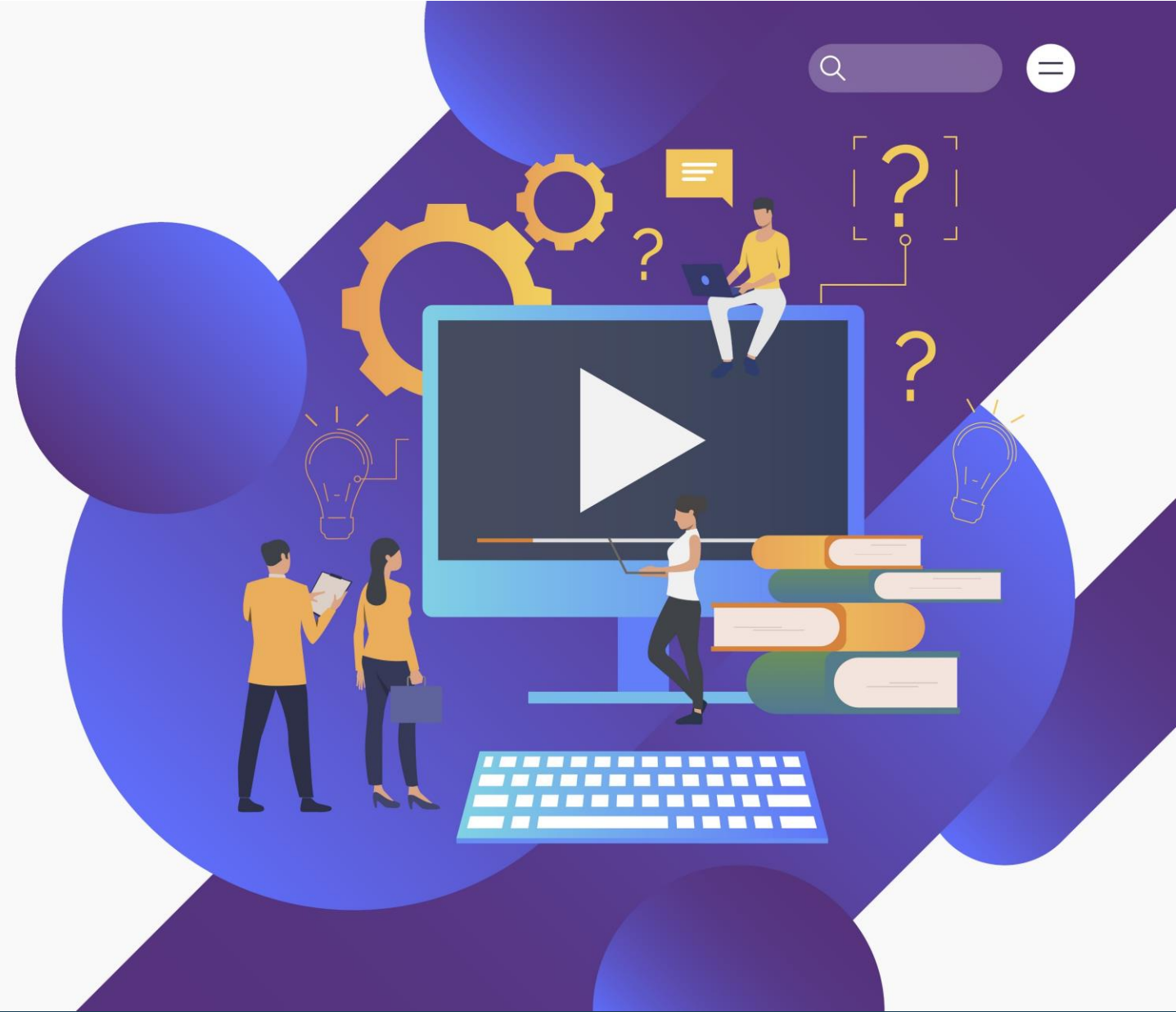
7

3

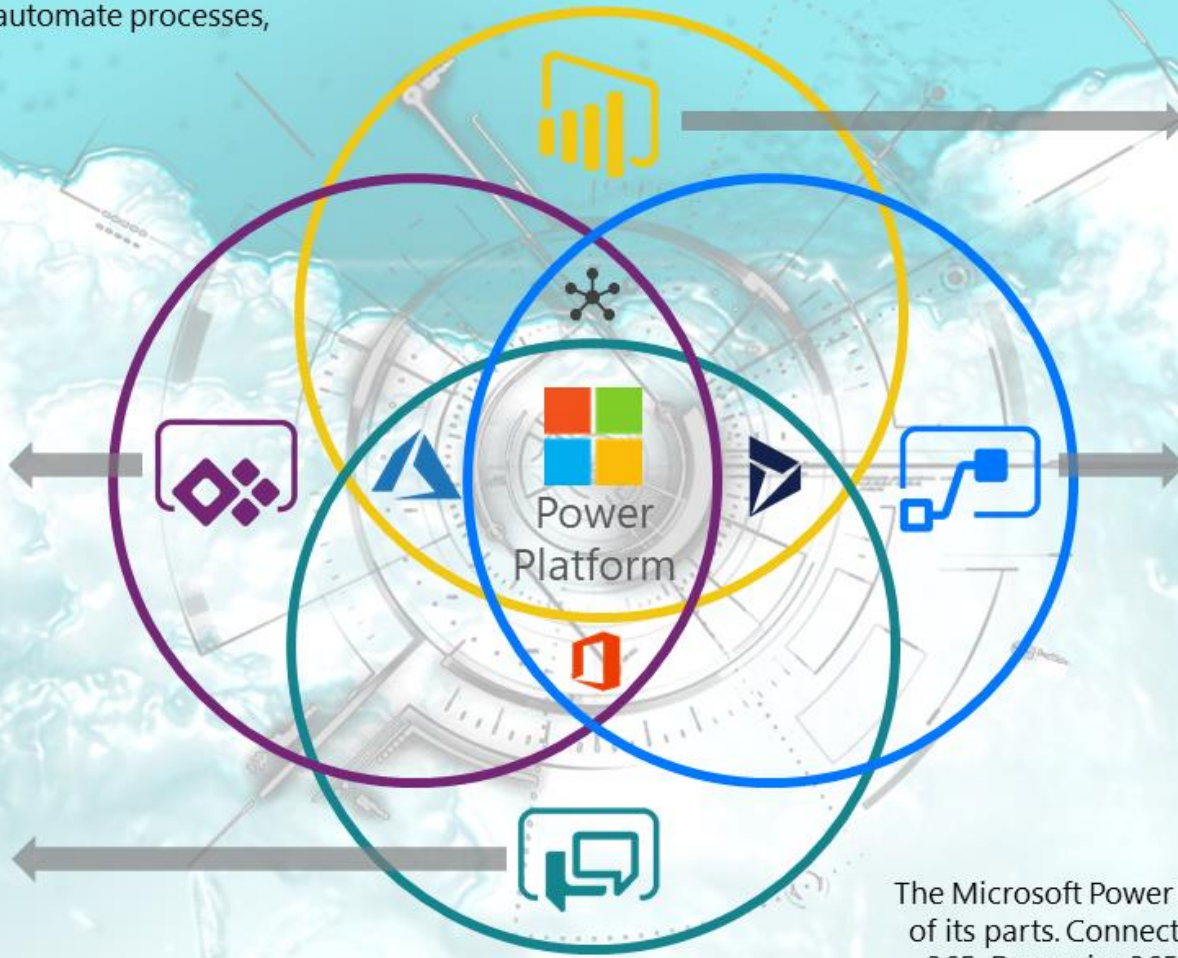


Task	Owners	Members
Create Team	X	
Change Teams Settings	X	
Add Existing OneNote	X	
Create New Planner in Portal	X	
Add Existing Planner	X	
Add Owners and Members	X	
Setup Alert on SharePoint	X	X
Sync SharePoint Library *	X	X
Create Channels	X	
Create Subfolders *	X	X
Add Channel specific Calendars	X	
Add Tabs on Channels	X	

Microsoft Teams Demo - build, apps and teamwork



Foster innovation everywhere across your organisation with the Microsoft Power Platform—analyse data, build solutions, automate processes, and create virtual agents.



Power Apps Capture Data

Build apps in hours—not months—that easily connect to data, use Excel-like expressions to add logic, and run on the web, iOS, and Android devices.

Virtual Agents Engage Conversationally

Easily build chatbots to engage conversationally with your customers and employees—no coding required.

Power BI Get Insights

Unify data from many sources to create interactive, immersive dashboards and reports that provide actionable insights and drive business results.

Power Automate Manage Process

Include powerful workflow automation directly in your apps with a no-code approach that connects to hundreds of popular apps and services.

The Microsoft Power Platform is more than the sum of its parts. Connect them together—and to Office 365, Dynamics 365, Azure, and hundreds of other apps—and build end-to-end business solutions

@tracyvds <https://powerplatform.microsoft.com/>



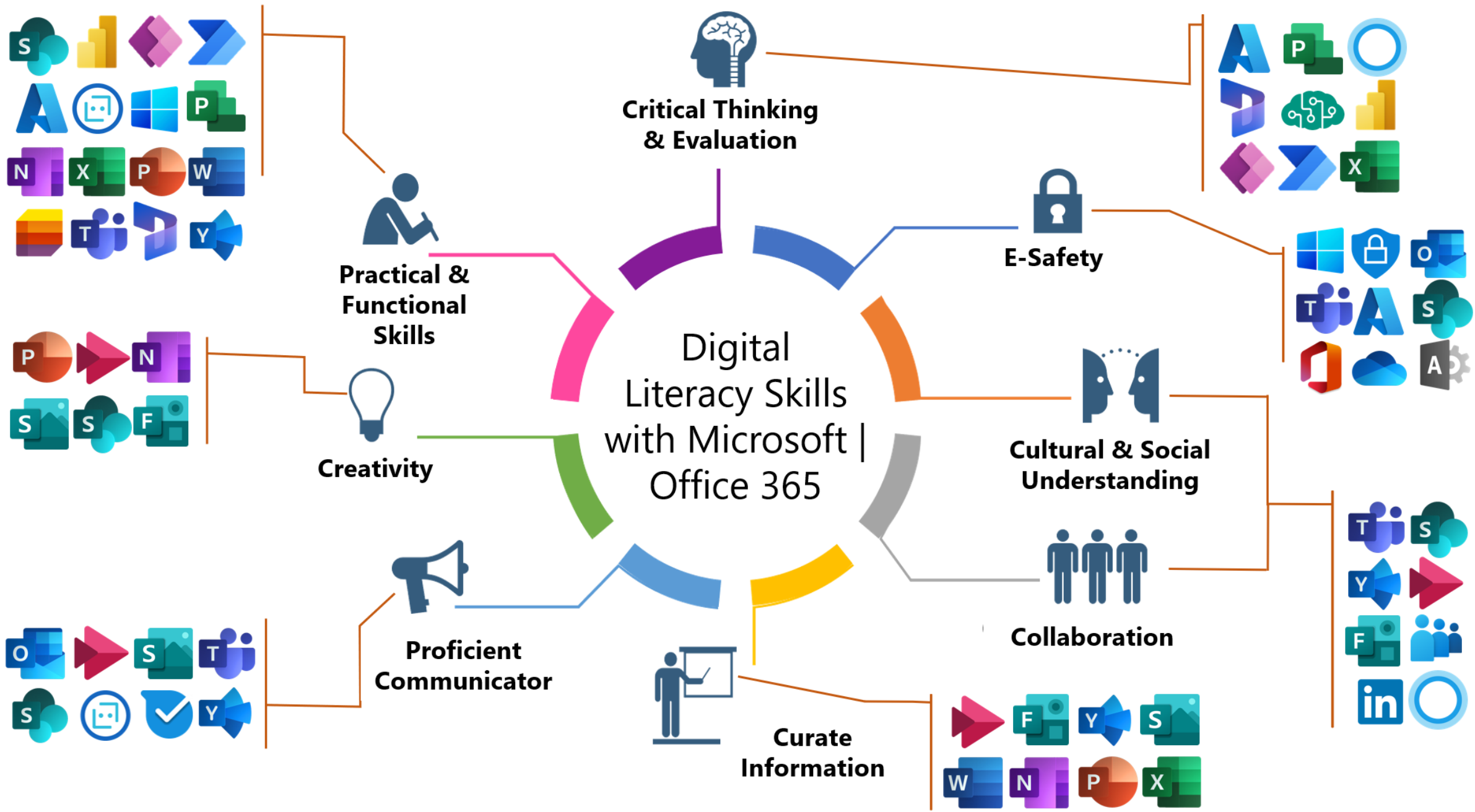
You have earned a well deserved **30-minute** break, take a walk, eat something, pat yourself on the back, be awesome.
See you soon.









Modern Workplace Skills





Meetings



Should it be a meeting?		
Teams Chat  Chat	Email / Channel Conversation   Teams	Meeting  Calendar
When you need a quick answer but not all team members are available or in the same place.	When you don't need a response, want to share an update, or need to reach a large group of people.	When you need to brainstorm or talk about subjects that are complex or emotionally nuanced.
<ul style="list-style-type: none"> • Ask quick questions • Share feedback or check in • Update small teams on status • Share files and information 	<ul style="list-style-type: none"> • To inform others, especially large groups of people • Provide a status update • When no response is required 	<ul style="list-style-type: none"> • Complex topics • Emotional topics • Desire to build interpersonal relationships

Schedule effective meetings

First, ensure a meeting is the best method



Check everyone's time zones, consider international holidays, and share the burden of meetings that occur outside of regular working hours for your region.



Avoid double or triple booking without asking first.



Include an agenda and any information that should be read in advance in the meeting invitation.



Ensure you include a link to the Microsoft Teams meetings for those that need to call in.



Record the meeting to provide people with a way to catch up with the content if they cannot attend.



Give participants time to transition between meetings by configuring the Outlook calendar invite to end the meeting five minutes early.



Find Time | Cortana Scheduler



OneNote



Teams Meeting








Saved to OneDrive






Calendar Settings




Intentional meeting checklist

				
<p>Always have an agenda - Creating a shared OneNote that is pre-populated with the agenda and encourage others to contribute to the agenda.</p>	<p>Establish rules of engagement - At the start of the meeting, the organizer should articulate the agenda and the basic rules that will be used, especially for hybrid meetings.</p>	<p>Take turns speaking:</p> <ul style="list-style-type: none">• Be deliberate about selecting next speaker.• People in the meeting room should wait for people calling in to share first.• Its ok to pause the meeting and actively address the overlap situation.	<p>Use parallel chat effectively in meetings - Parallel chat in meetings can be useful to share links to more information and use @mentions to get the attention of specific people.</p>	<p>Don't forget to follow-up - Leave time for summarizing action-items at the end of your meeting. Consider adding a OneNote notebook to Teams or adding a Wiki tab in Teams to capture follow up items and meeting notes for reoccurring meetings.</p>

How to think about asynchronous methods

	Traditional meeting type:	Meeting goal:	Asynchronous solution:
	Recurring status update meetings	Update a specific audience on project status and give an opportunity to ask questions and share feedback	Use a SharePoint team site or Microsoft Team to provide a secure landing place where project status and news can be shared in one place
	General announcements	Share important news that does not need to be given in real-time	Publish SharePoint news to a specific Microsoft Teams channel or send an email message to a channel in Teams. Use Announcements in Microsoft Teams across channels / Teams.
	Check in	Touch base with a teammate or partner to get up to speed	Chat in Teams and Teams channels or catch up on meeting notes and recordings

Reduce meeting fatigue

	<p>Reduce the number of meetings: Limit the meetings you have and use asynchronous meeting methods that allow you to collaborate with other without needing to be in the same location at the same time when possible.</p>	<p>Limit distractions in meetings: Turn off your camera when appropriate and remind yourself and others in meetings to reduce background distractions.</p>	<p>Take visual breaks in meetings: Give yourself visual breaks in meetings by turning your gaze off screen from time to time like you would in a traditional in-person meeting.</p>
	<p>Build in gaps between meetings: Schedule meetings with a 5- or 10-minute transition time "to get to the next meeting" like you would in an office setting.</p>	<p>Schedule daily breaks: Build in gaps in your schedule and take breaks throughout the day.</p>	<p>Change the meeting view: Use Together mode in Teams meetings to reduce the cognitive load of viewing faces in different orientations on the screen.</p>
	<p>Designate focus time: Proactively schedule blocks of focus time that won't be interrupted by meetings.</p>	<p>Take meetings on the go: Consider taking one meeting a day from your mobile device to get a break from your desk and computer screen.</p>	<p>Implement "no meeting" times: At an organizational level, consider blocking off an afternoon a week or event an entire day where no meetings can be scheduled.</p>

Create inclusive meeting environments / Empathy / Limit distractions

Making it easy for people of all disciplines and abilities to participate in meetings regardless of working hours or location.	Reducing barriers to participating in the meeting and accessing related content.	Providing options to allow people to participate in real-time , or later, especially for teams working across time zones and locations.
Consider using SharePoint document libraries to store shared content in an accessible place for all team or project members. In addition to keeping shared content in a known and secure place, consider using the content accessibility checker for email messages, documents, and spreadsheets.	Teams can detect what's said in a meeting and can provide live captions . This feature is helpful for many people, not just those who may be hard of hearing. Consider people in your meeting who may be experiencing background noise , have a poor internet connection , or are still in the process of learning the preferred language in the workplace.	When your mic is turned on in a Teams meeting or call, background noise around you—shuffling papers, slamming doors, barking dogs, and so on—can distract others. Teams offers three levels of noise suppression to help keep meeting participants focused.
Un-clutter your Teams feed and workspace by adjusting notification settings to fit your workflow.	Hide and mute chats in Teams to further reduce distractions during meetings.	Encourage everyone to take turns sharing their ideas by using the raise your hand feature .
When you are in a meeting, your status in Teams will appear as "busy" but can also be changed to "do not disturb" which will temporarily turn off notifications.	If you want to change what appears behind you in your video, you can either blur your background or replace it entirely with any image you want. Learn more about how using a background blur can keep the focus on you.	Even for meetings that are intended to be in-person meetings, including a dial-in number can be helpful if a key participant cannot attend in person or for participants who have an unreliable internet connection.
Consider using a SharePoint team site in conjunction with a Teams channel. Then, you can easily and securely share content, updates, and news .	Consider adding a OneNote notebook to Teams or adding a Wiki tab in Teams to capture follow up items, meeting notes, or brainstorming sessions that can be shared with others.	Any Teams meeting or call can be recorded to capture audio, video, and screen sharing activity. The recording happens in the cloud, and it is saved so you can share it securely across your organization.

Track edits to content and understand file activity over time

				
<p>Turn on Track changes so that changes made over time are easy to spot. The changes are like suggestions that you can review, and then remove them or make them permanent. If needed, you can also compare two different Word documents to see the differences.</p>	<p>PowerPoint doesn't have a Track Changes feature like Word, but you can receive comments and feedback from reviewers by first saving your presentation to your computer, and then posting a second copy to a shared location such as OneDrive or SharePoint. Learn more about collaboration in PowerPoint.</p>	<p>When co-authoring in Excel, consider using Sheets views create customized views in an Excel worksheet so that your work isn't disrupted by others. New "Show Changes" Feature.</p>	<p>SharePoint keeps track of changes and updates of files in your library. You can see the changes that were made and when. To help you keep track of changes, you can set up an alert for a list, library, folder, file, or list item. You can also enable and configure versioning for a SharePoint list or libraries to track and manage sensitive content over time.</p>	<p>If you share a document from your OneDrive with others to view and edit, you can get notified when a team member updates the file and you can track change details in the version history pane or details pane.</p>



FindTime

Built for Microsoft Outlook

The easiest way to schedule across companies



Sign in

Access your dashboard



Install for free

Requires Office 365



Find the best times

FindTime shows what days and times work the best for you and the attendees when available using free/busy data



All attendees vote

Propose your selected times to all attendees and allow everyone to vote and quickly come to a consensus



...and you're done!

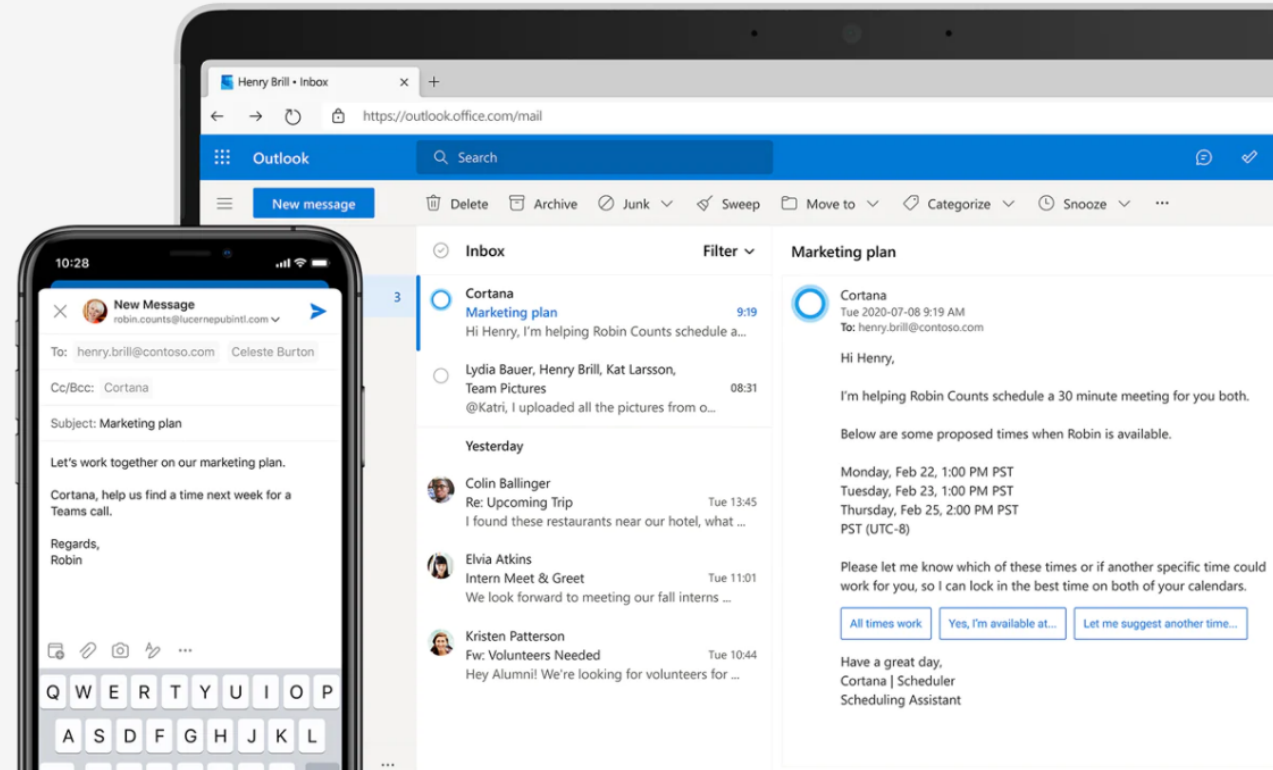
FindTime sends out the meeting invite on your behalf

Scheduler and Cortana can schedule your meetings for you

Just add Cortana to an email conversation, and let Cortana do all the work.

See pricing

Learn the requirements

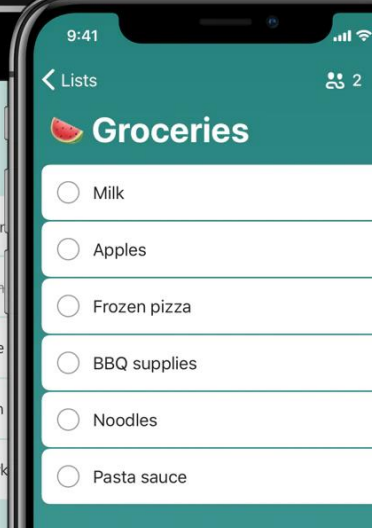
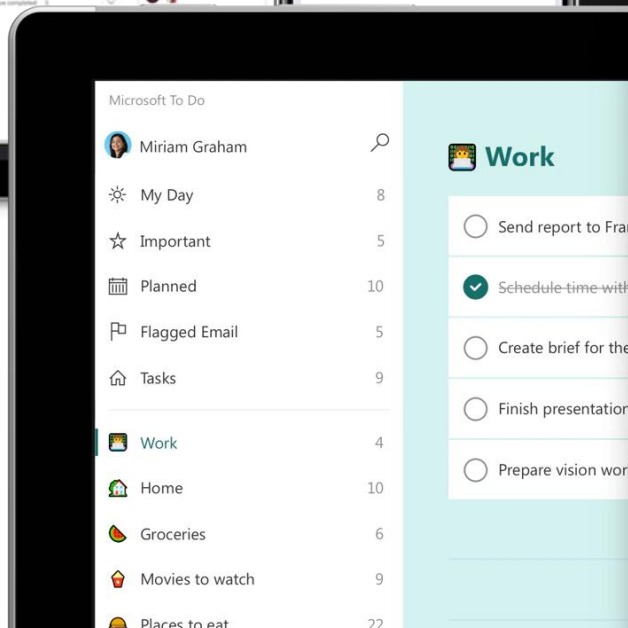
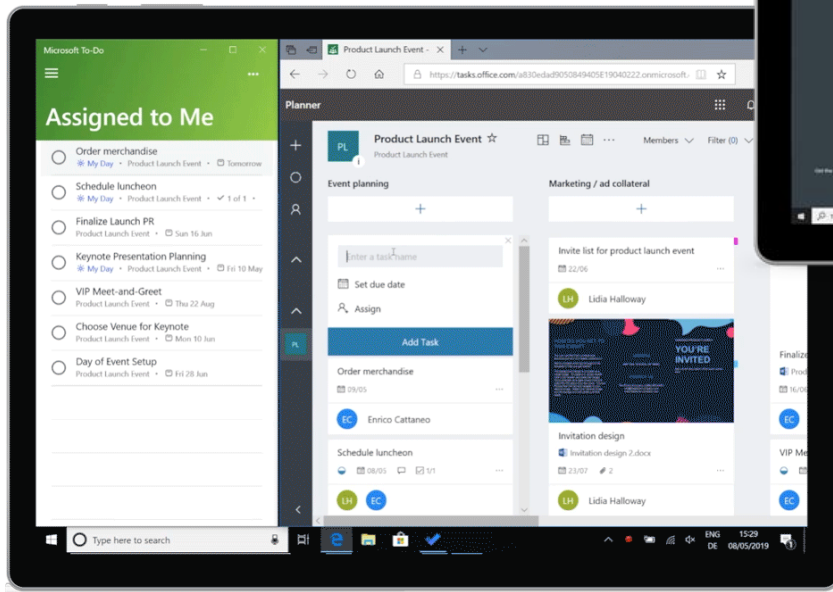
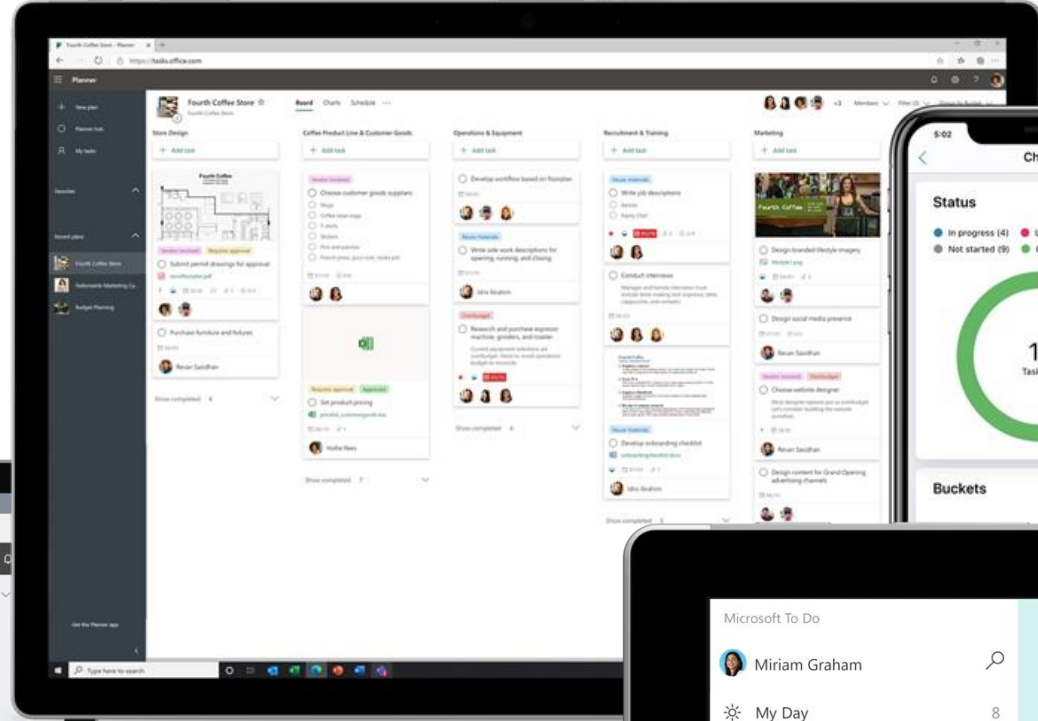
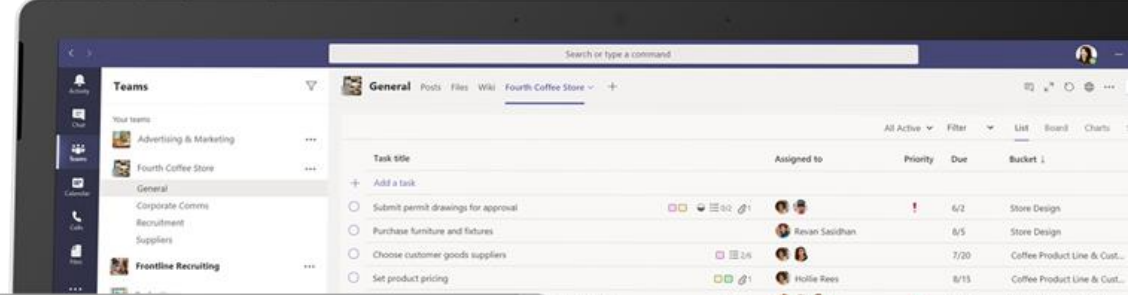
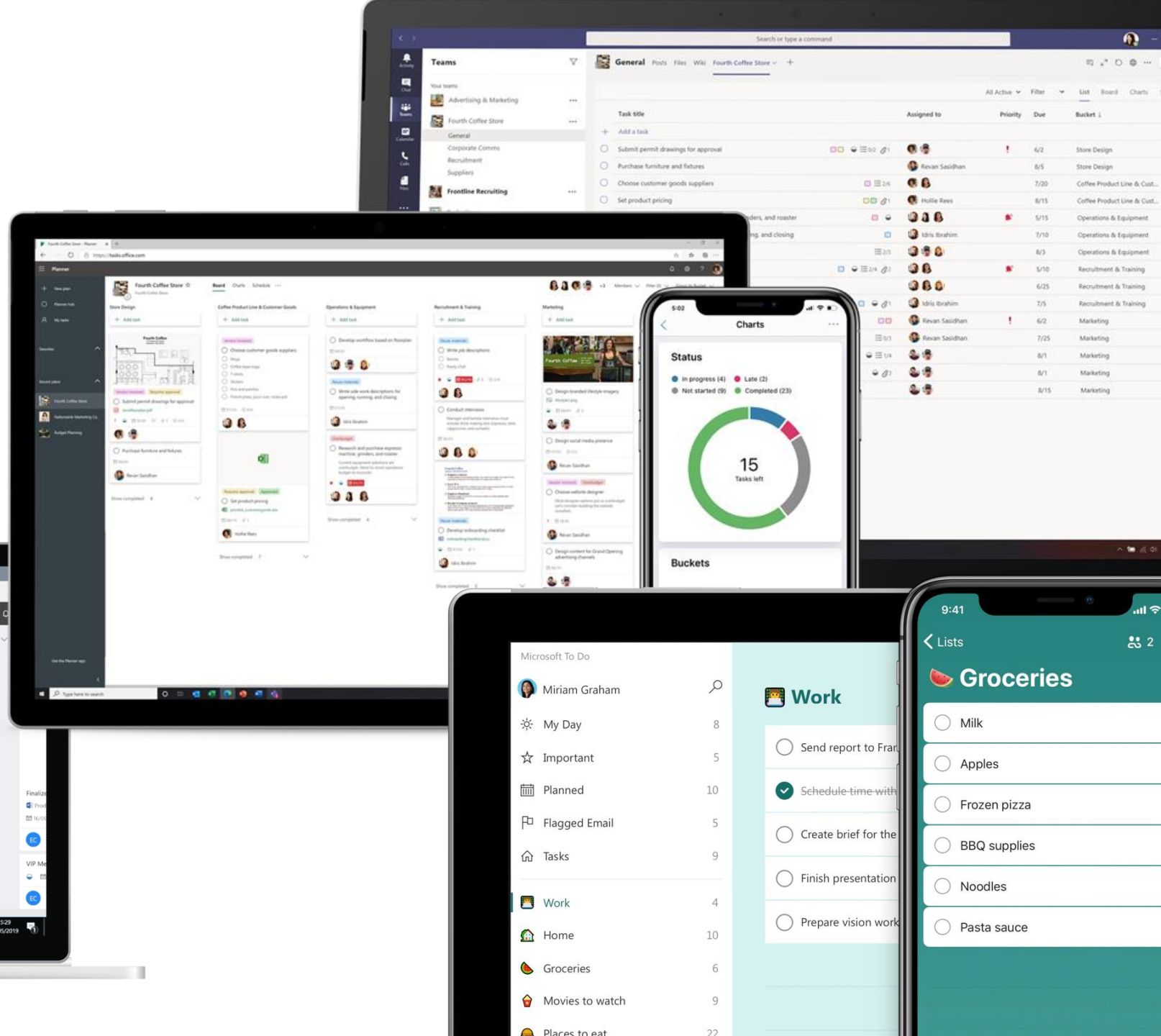


Convenient. Efficient. Connected.

Personal Assistants



Microsoft Planner is a Kanban solution that simplifies task management for teams and is integrated across Microsoft 365 apps. With Microsoft To Do you can easily create and sync your task lists across multiple devices, so you have your to do list available whether you are on your desktop, phone, or tablet.



Power Platform: Track created Planner Tasks with Power Automate

Power Platform: Track created Planner Tasks with Power Automate and publish to Microsoft Teams

Power Platform: Add the display names from Planner in your Power Automate

Power Platform: Add the display name for the created by and assigned to from Planner in your Power Automate

Post message in Teams when a Planner task is completed

By Microsoft Power Automate Community

Automated 7942

Post a daily message to Microsoft Teams with Planner tasks due tomorrow

By Microsoft Power Automate Community

Scheduled 6605

Post messages to Microsoft Teams when a new task is created in Planner

By Microsoft Power Automate Community

Automated 79141

Log new tasks created in Planner in Excel Online (Business)

By Microsoft Flow Community

Automated 11852

Send a digest email of all outstanding Planner tasks

By Microsoft

Scheduled 17085

When a new task is created

- Plan Id: EXCO Planner

Get user profile (V2) 2

- User (UPN): value Created ...

Initialize variable

- Name: AssigneeID
- Type: String
- Value: substrings(...)

Get User Profile (V2)

- User (UPN): AssigneeID

Set variable

- Name: AssigneeID
- Value: Display Name

Apply to each

- Select an output from previous steps: value assignme...

Post message (Preview)

- Team: Brand and Marketing EXCO
- Channel: Planner Audit Log
- Message:


```
</>
            New task Name: value Title
            Due Date: value Due Date Time
            Created By: Display Name
            Assigned To: Display Name
```

Weekly planning

12:06

Open in app

New Product Launch

Agenda

- ★ Discuss action items from last meeting
- ★ Verify remaining tasks for the launch
- ★ Confirm that launch activities will be completed

Follow ups

- Feature list for website
- Updated documentation
- Decide on campaign and release options
- Research insights shared with team
- Type here...

Launch tasks

- Upload changes to the website
- Update launch video
- Staggered release of features
- New version comparison
- Schedule feedback review and next version brainstorming

Home
Intro
Tools
Citizens
Strategy
Teams
Skills
Closing

OneNote for Windows 10



Home Insert Draw View Help

Tracy Personal

- Calm 2 my Chaos > 2021
- Conferences 2020 2021 > Software and Licenses
- Conferences > 2020
- Books > Buying preferences and notes
- Blogs
- Hoekwil House
- ICE
- Marketing
- Webinars
- Data Centre
- Quotes and Inspiration
- Other
- Ideas

Operating Manuals

OWNER'S MANUAL 2016
1290 Super Duke R
Alt. no. 3219404en



OneNote for Windows 10

Home Insert Draw View Help Table

Tracy Personal

- Calm 2 my Chaos > 2021
- Conferences 2020 2021 > Software and Licenses
- Conferences > 2020
- Books > Buying preferences and notes
- Blogs Healthy food
- Hoekwil House Cosmetics and Toiletries
- ICE Derma Rolling
- Marketing House
- Webinars > Operating Manuals
- Data Centre Aftershokz Aeropex

Buying preferences and specs for house

House

Saturday, 04 July 2020 11:30

Light Bulbs

- Lounge - small screw in
- Kitchen - small screw in +1
- White square lamp - small screw in
- Grey lamp - small screw in +1
- White round lamp - click in normal size
- Office - small screw in + 1
- Room - Big screw in
- Spare Room - small screw in

Paint:

Kitchen	Sparkling Lemon	Blackboard	
Office	Burnt Horizon	Chalkboard	
Room		Blackboard	
Lounge	Burnt Horizon		

OneNote for Windows 10

Home Insert Draw View Help

The Guid Stuff

- MEETINGS
- 20210804 Workshop
- 20210715 Catch-up
- 20210629 Workshop Details
- OTHER

20210804 Workshop

Wednesday, August 4, 2021 12:01 PM

Meeting Date: 8/4/2021 03:30 PM
Location:
Invitation Message: (Expand)
Participants (5) (Email meeting notes) (Expand)

Notes:

- Remember to share system audio
- Survey at beginning
- Share slides afterwards
- Smile, breath, drink coffee

OneNote for Windows 10

Home Insert Draw View Help

Tracy Personal


- Microsoft | Office 365 Intro
- New Habits
- Operating System Hacks
- Microsoft Office
- OneDrive & Microsoft Teams
- Office 365 Time-saving Apps
- Resources

Microsoft | Office 365 Intro

Monday, 02 August 2021 11:32

Microsoft | Office 365 Intro

- Licenses
- Apps & Purposes
- Web, Desktop & Mobile Access
- MyAnalytics Dashboard, Digests, Insights Outlook Add-In, & Inline Suggestions



Can we use the apps on mobile in the company - check with IT

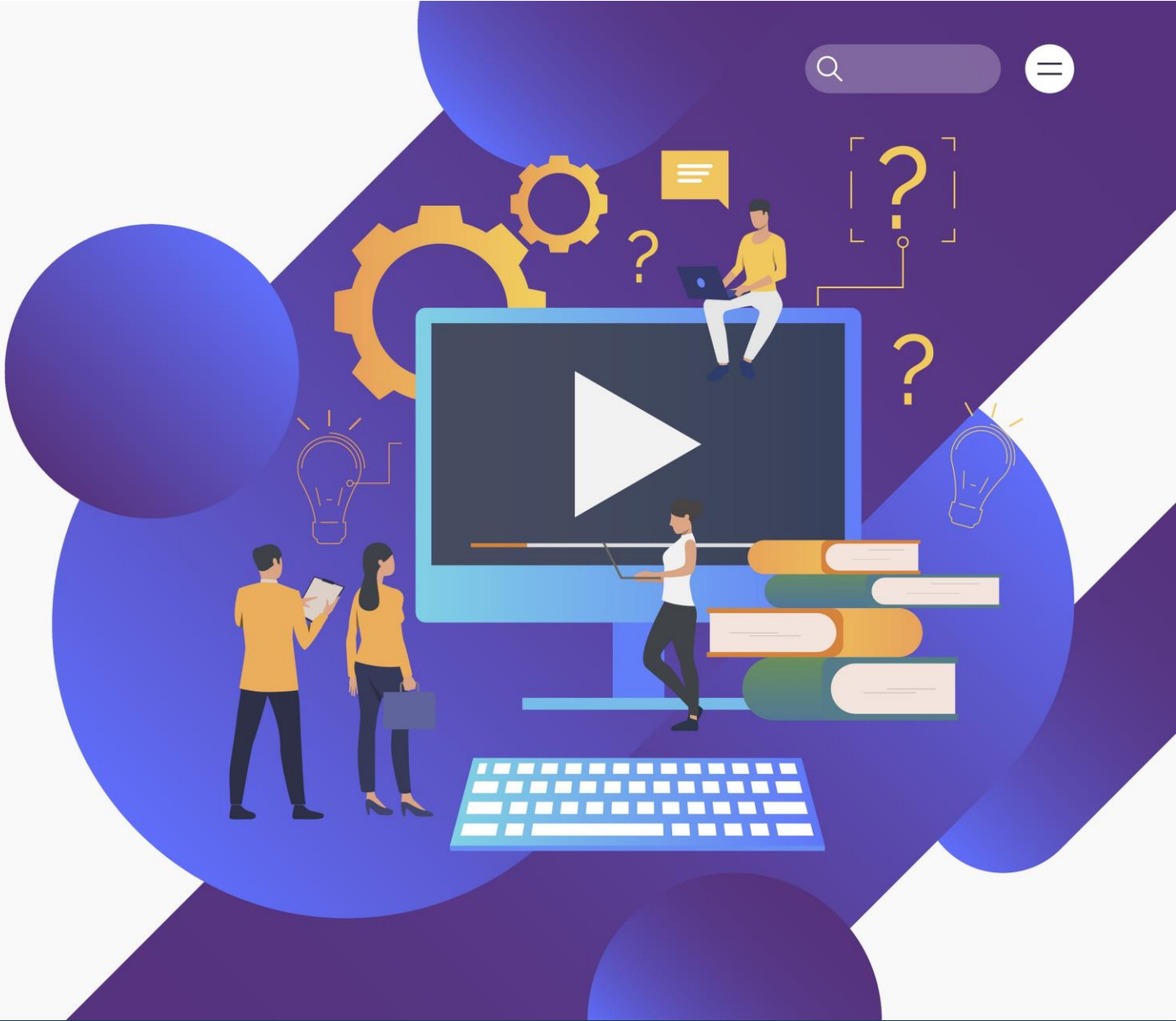
Clients / projects, meetings

Conference and training notes

Communication



Demo





Wellbeing

@collab365 | @tracyvds

collab365.

Home

Focus

Wellbeing

Network

Collaboration

Config Settings

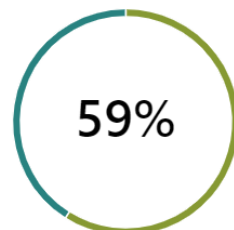
Feedback

How it works

Your work patterns the last 4 weeks

[Launch tour](#) **Focus**

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

**Available to focus**

This is the time you typically have leftover to focus on your tasks outside of meetings, emails, chats and calls.

[Make more time to focus >](#) **Wellbeing**

Are you able to disconnect and recharge?

**Quiet Days**

These are days without interruptions of meetings, emails, chats and calls outside your working hours set in Outlook.

[Explore daily breakdown >](#) **Network**

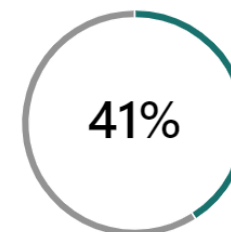
Do you proactively manage your network?

**69 Active Collaborators**

These are people you have recently contacted through meetings, emails, chats and calls.

[Explore all collaborators >](#) **Collaboration**

Could your time working with others be more productive?

**Collaboration**

This is the percentage of your time spent in meetings, emails, chats and calls.

[Explore collaboration habits >](#)

Focus

Last 4 weeks (Jul 4 - Jul 31)



Your focus plan

Track your progress and plan ahead. [Learn more](#)

[Plan configuration](#)

Plan the next 2 weeks



Focus time booked

8 of 10 days

This week



Next week



Needs review

1 of 10 days

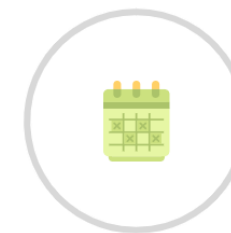
Meeting conflicts or no focus time available

[Review](#)

Weekends, past days, and days marked as "Out of office" on your calendar

Is this helpful?

Last week



0 of 5 days

Focus time booked

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

Weekly average

Plan your week



Home

Focus

Wellbeing

Network

Collaboration

Explore: Are you able to disconnect and recharge?

Quiet days

Quiet days are days without significant activity outside your working hours of 8:00 AM to 5:00 PM. [Configure working hours](#)



Quiet hours kept on

5 days

Quiet hours lost on

23 days

4 week trend

Weekends are included because they are opportunities to recharge from work for a full day. [Configure weekends](#)

Quiet days kept in Jun-Jul 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24

Quiet days

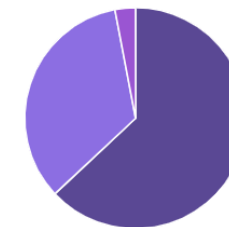
5 of 28 days

Did you know?

Longest streak of Quiet days kept **2**

Average Quiet days kept per week **1**

Quiet hours disruptions



- Meetings 63%
- Emails 34%
- Chats/calls 3%

Is this helpful? [Like](#) [Feedback](#)

Quiet hours notifications



It looks like you read and respond to email quickly outside your working hours.

[View Suggestions](#)

Is this helpful? [Like](#) [Feedback](#)

Config Settings

Feedback

How it works

- Home
- Focus
- Wellbeing
- Network**
- Collaboration
- Config Settings
- Feedback
- How it works

Network

Last 4 weeks (Jun 27 - Jul 24)

Explore: Are you growing your network?

Number of collaborators



69 Active

People you emailed, chatted, or met with in the last 4 weeks

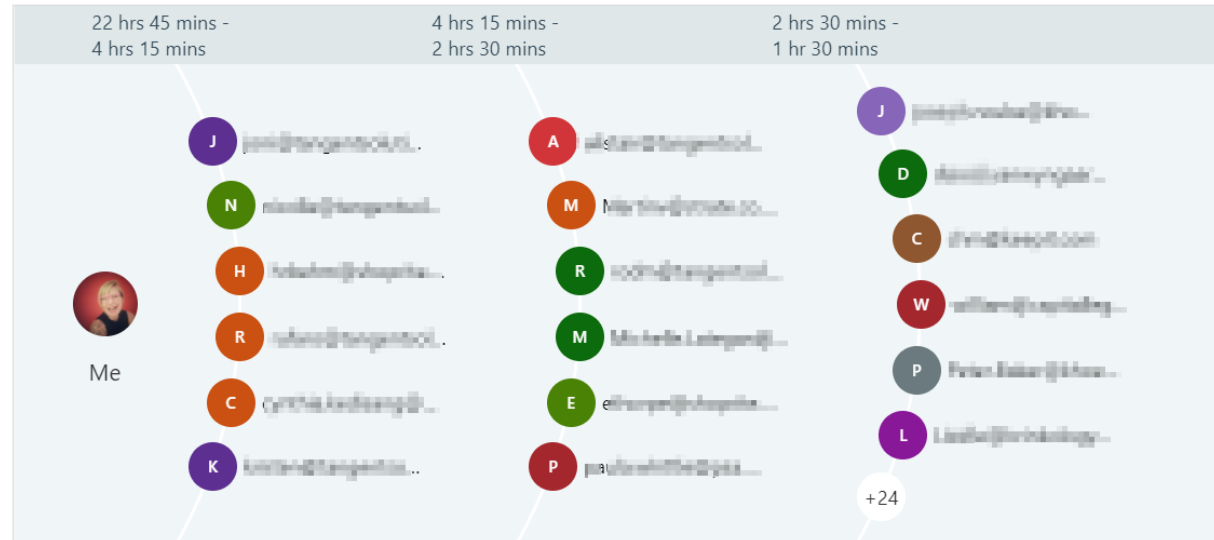
392 Total

People you emailed, chatted, or met with in the past 12 months

Top Collaborators

Active External New Important

Map View



Is this helpful?

Your network composition



Almost all your active collaborators are people outside your company.

[View Suggestions](#)

Is this helpful?

Your new collaborators



You recently added Michelle.Latagan@archsoftware.co.za and 22 others to your external network.

[View Suggestions](#)

Is this helpful?

- Home
- Focus
- Wellbeing
- Network
- Collaboration**
- Config Settings
- Feedback
- How it works

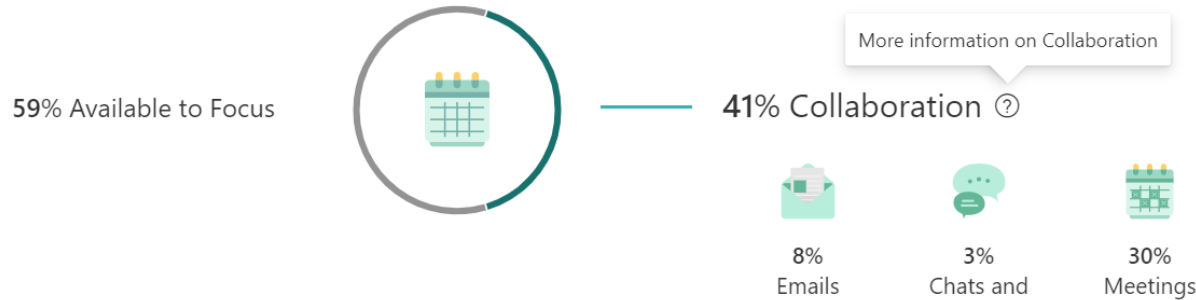
Collaboration

Last 4 weeks (Jun 27 - Jul 24)

Explore: Could your time working with others be more productive?

Weekly average

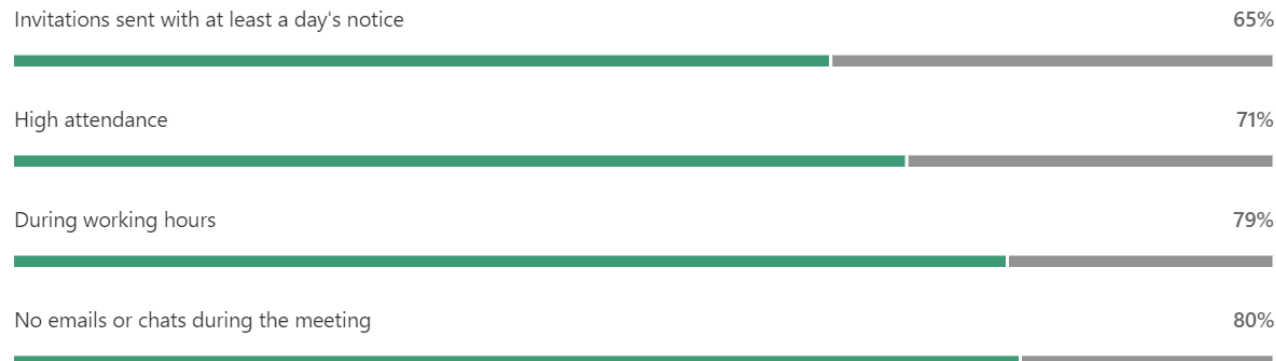
Collaboration is the % of time in the last 4 weeks during your working hours. Breakout of your time outside working hours can be found in the Wellbeing section.



Is this helpful?

Meeting habits

Out of 66 meetings you organized or attended in the last 4 weeks, here are the most common types:



Time in meetings



You typically have 40% of your week spent in meetings. That's about 17 hours each week. 5% of your weekly meetings are recurring.

[View Suggestions](#)

Is this helpful?

Respond to meetings on time



You did not respond to 13% of your meeting requests last month.

[View Suggestions](#)

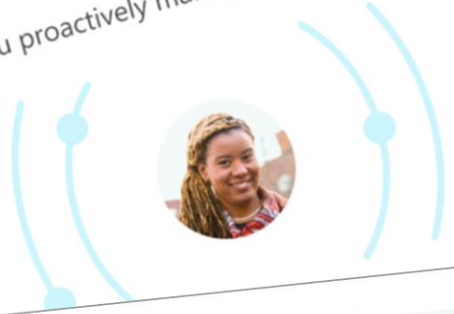
Is this helpful?



MyAnalytics
Discover your habits. Work smarter.

Your month in review: Network

Do you proactively manage your network?



Food for thought



By the time your week starts, its already full of meetings.

Protect time in your calendar to prevent meetings from taking over.

Food for thought

Top collaborators during quiet hours

The top 3 people you have worked with during your quiet hours in the past 4 weeks are:



Max Morris



Julie Andrews



Malcolm Stewart

[See more insights](#)

MyAnalytics
Discover your habits. Work smarter.

For your eyes only
[Know more >](#)

Your month in review: Focus time

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

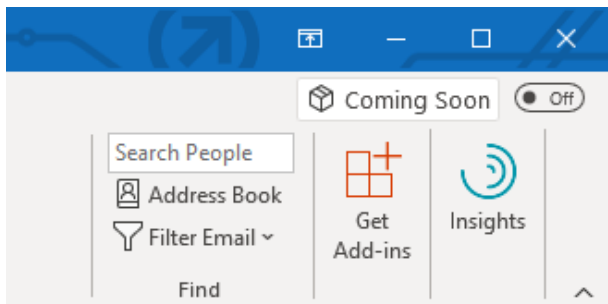
Available to focus
30%



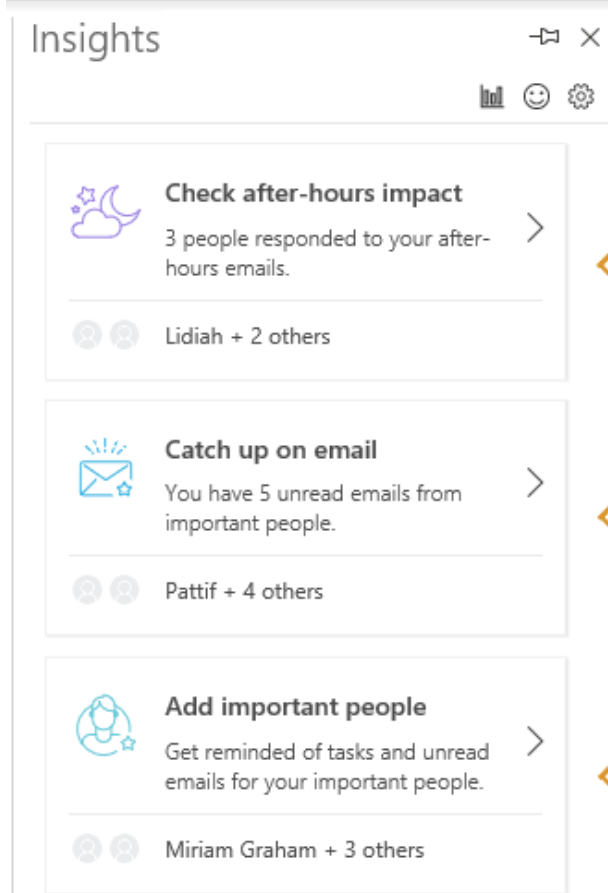
Collaboration time
70%

Want time every day for your important tasks?
Automatically schedule up to 2 hours to focus every day.

[Book time](#)



Open Insights by selecting its icon on the **Home** ribbon.

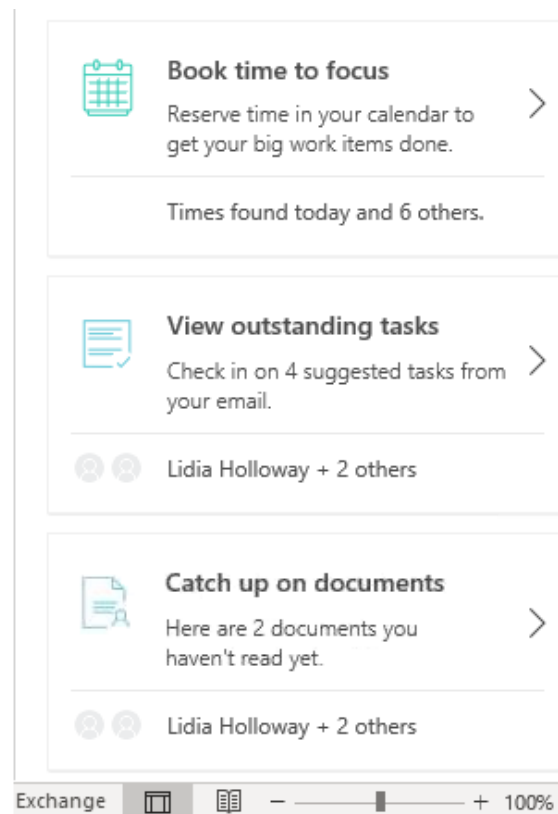


After-hours impact
Help your team achieve work-life balance by reviewing the impact of your after-hours emails.

Unread email
Cut through the clutter with a summary of unread emails from your most important contacts.

Add important people
Manage the list of your important contacts. You'll see reminders when you have tasks to do for these people or unread emails from them.

Outlook add-in provides actionable insights to help you stay on top of your tasks and get more done.



Book focus time
Protect your calendar by reserving focus time before meetings take over.

Task reminders
Make sure nothing falls through the cracks with reminders of tasks that you promised to complete for coworkers over email.

Catch up on documents
Select this card to see a list of shared OneDrive and SharePoint documents in email that you need to catch up on

Types of inline suggestions

The following are a few of the suggestions you might see in Outlook:

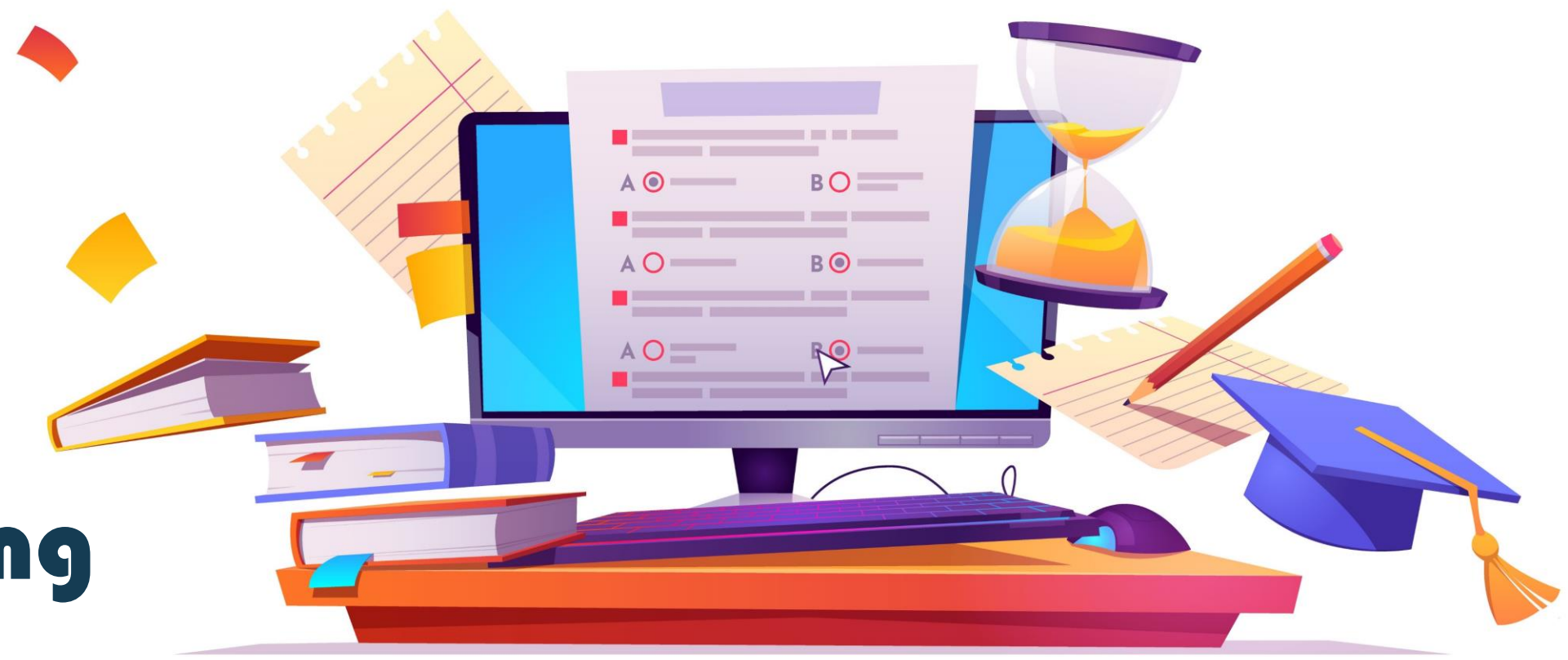
- [Delay delivery](#)
- [Suggested outstanding tasks](#)
- [Get more time to focus](#)
- [Plan your time away](#)
- [Protect your focus time](#)
- [Shorten a meeting](#)
- [Track email open rate](#)
- [Track email](#)



You have earned a well deserved **15-minute** break, take a walk, pat yourself on the back, be awesome. See you soon.



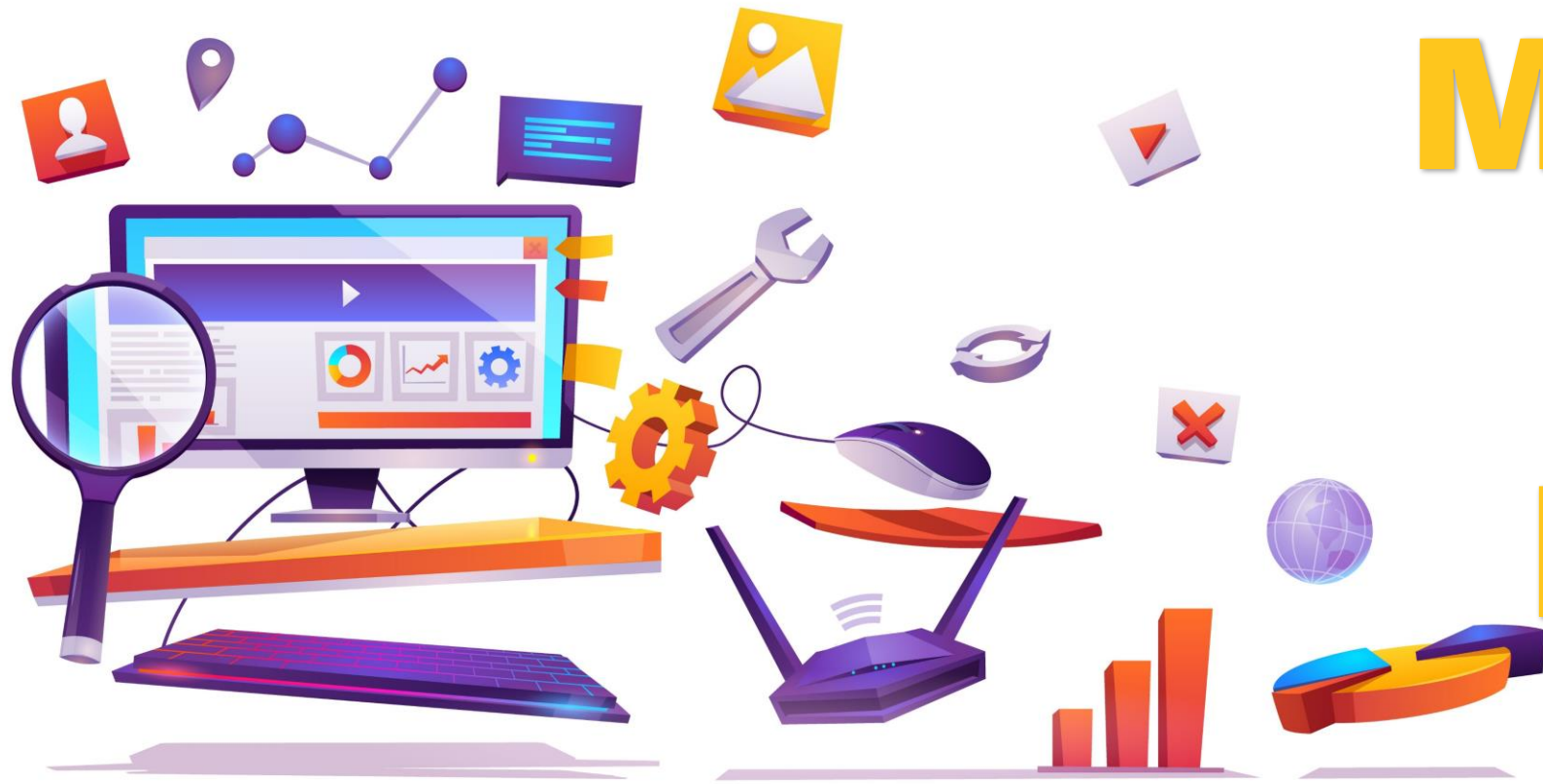
Closing QnA



Resources

Recap

Recap of Important Microsoft Teams Features



Checklist for Teams:









1. Owner: Create Team (Naming Conventions)
2. Owner: Add existing OneNote in Teams
3. Owner: Add Planner in Portal > add to existing group, give same name
4. Owner: Add the above Planner in Teams
5. Owner: Change settings for members (channels / tabs)
6. Owner: Add other Owners / Members (always 2 Owners per team)
7. Owner / Members: When added to Team, also check members first to understand audience
8. Owner / Members: Navigate to SharePoint, add alert for deleted items (all documents)
9. Owner / Members: While in SharePoint Sync library? (all documents)
10. Owner: Add Channels (with input from the team)
11. Owner: Add Tabs (with input from team)
12. Owner: Add Channel specific Calendars? (with input from team)
13. Owner: Add Channel specific OneNote Sections? (with input from team)



SharePoint Site Collection(s) & Home Site behind Team




Teams


- Your teams
-  Project Management Team
 - General**
 - Administration
 - Comms from Client
 - Fun Stuff
 - Invoices
 - PMO Sensitive Risk and Issue Registers 
 - Reporting
-  Project AI Discovery
-  Project Cortex Team
-  Process Plant
-  Graphic Design Team



Hidden teams



 Join or create a team 


Documents > **General**


	Name	Modified	Modified By
---	------	----------	-------------

 **SharePoint**


 Project Management Team HUB 

  **Project Management Team** Private group



 **Home**

Conversations

 **Documents** > **General**

Shared with us








Notebook



Pages

Site contents

Recycle bin

Edit

 New  Upload  Edit in grid view  Share  Copy link  Sync  Downl

	Name	Modified	Modified By
	2021-03-15 13_39_35-Highlight.png	March 15	Tracy van der Schyff

Teams

- Your teams
- PM** Project Management Team
 - General
 - Administration
 - Comms from Client
 - Fun Stuff
 - Invoices
 - PMO Sensitive Risk and Issue Registers
 - Reporting
 - PA** Project AI Discovery
 - PC** Project Cortex Team
 - PP** Process Plant
 - GD** Graphic Design Team
- Hidden teams

PM Administration Posts Files Wiki Project X Issue tracker Calendar +

Team Meet

Tracy van der Schyff set this channel to be automatically shown in the channels list. March 1, 2021

gMOMe SharePoint Search you are enough

Project Management Team HUB Add link

PM Project Management Team Private group + Create site ★ Following
3 members

Home (highlighted) + New Page details Published 3/19/2021 Edit

Conversations Documents Notebook Pages Site contents Recycle bin Edit

News

+ Add

Keep your team updated with news on your team site

From the site home page you'll be able to quickl...

Add News

Quick links

- Learn about a team site
- Learn how to add a page

Documents

See all

+ New ... All Documents

- Name
- Administration
- Comms from Client
- Fun Stuff
- General
- Invoices

Activity

See all

- Agendas**
20210321 Sales Report
- Administration**
20210321 Sales Report

Activity
Chat
Teams
Calendar
Calls
Files
Tasks by Pl...
OneNote
Apps
Help

Teams

Your teams

- PM Project Management Team ...
- PA Project AI Discovery ...
- PC **Project Cortex Team** ...
- PP **Process Plant** ...
- GD Graphic Design Team ...

Hidden teams

Join or create a team

PM Project Management Team

Private group

Create site Following
3 members

+ New Upload Edit in grid view Sync Add shortcut to OneDrive All Documents

- General
- Administration
- Comms from Client
- Fun Stuff
- Invoices
- PMO Sensitive Risk and Iss...
- Reporting

Documents

Name	Modified	Modified By	+ Add column
Administration	February 12, 2020	Tracy van der Schyff	
Comms from Client	February 26	Tracy van der Schyff	
Fun Stuff	February 26	Tracy van der Schyff	
General	February 12, 2020	Tracy van der Schyff	
Invoices	March 24	Tracy van der Schyff	
Reporting	February 12, 2020	Tracy van der Schyff	

Activity
Chat
Teams
Calendar
Calls
Files
Tasks by PL...
OneNote
Who
Join or create a team

Teams

Your teams

- PM Project Management Team
- General
- Administration
- Comms from Client
- Fun Stuff
- Invoices
- PMO Sensitive Risk and Iss...**
- Reporting

Hidden teams

Project Management Team - Doc x

SharePoint Search this library

PM Project Management Team Private group

+ Create site ★ Following
3 members

+ New Upload Edit in grid view Sync Add shortcut to OneDrive All Documents

Documents

Name	Modified	Modified By	+ Add column
Administration	February 12, 2020	Tracy van der Schyff	

*Untitled - Notepad

```
https:// /sites/ProjectManagementTeam-PMOSensitiveRiskandIssueRegisters  
https:// /sites/ProjectManagementTeam
```

oMOMe SharePoint Search this library

PM Project Management Team - PMO Sensitive Risk and Issue Registers

+ New Upload Edit in grid view Share Copy link Sync Down

This folder is connected to a channel in Microsoft Teams

Documents > PMO Sensitive Risk and Issue Registers

Activity

Teams

- CG Collaborator Group - B
- CI Company Intranet
- CT Company Team
- CR Covid Reaction Project
- DS DWCAU19 SharePoint Workshop
- DD Departmental Demo**
- General
- Announcements
- Channel Deleted**
- Channel Renamed
- Cool Stuff
- Forms and Templates
- Reporting and Administration

Finance

- FM Finance Management
- GC Global Collaborator Group
- GF Governance Forum
- General
- Business Governance
- Business Rules

Join or create a team

Microsoft Office Home x Departmental Demo x

SharePoint

Departmental Demo

Private group 2 members

+ New Upload Edit in grid

Documents

Name
Announcements
Channel Deleted
Channel Renamed
Cool Stuff
General

Departmental Demo

- CI Company Intranet
- CT Company Team
- CR Covid Reaction Project
- DS DWCAU19 SharePoint Workshop
- DD Departmental Demo**
- General
- Announcements
- Channel Renamed XXX**
- Cool Stuff
- Forms and Templates
- Reporting and Administration

Finance

The GUID Stuff

Meet

Open in SharePoint All Documents

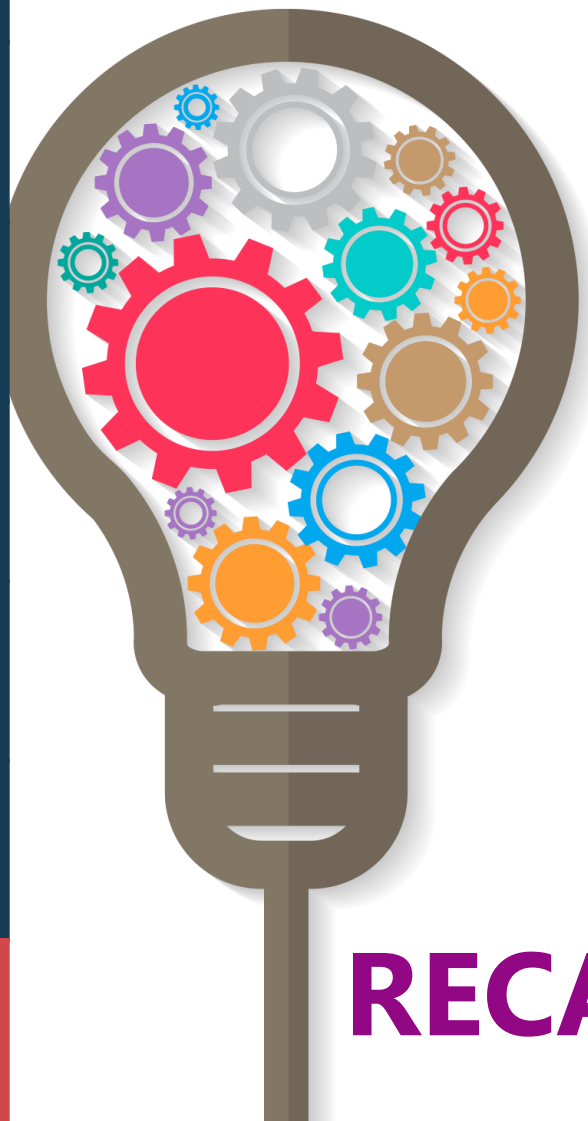
Departmental Demo

Private

+ New Upload Edit in grid view

Documents

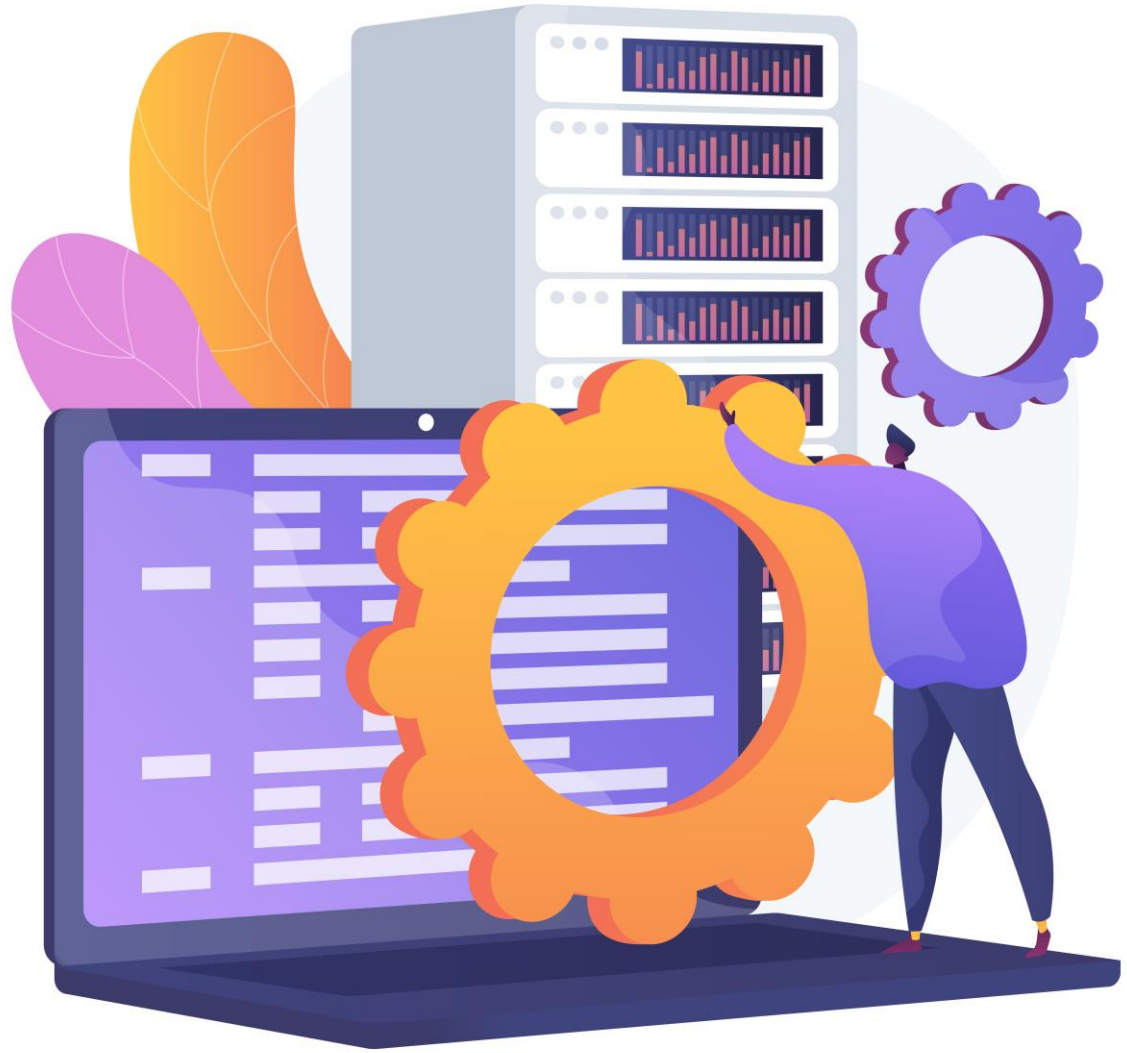
Name
Announcements
Channel Deleted
Channel Renamed
Cool Stuff
General



RECAP

- **There is a SharePoint Site Collection behind your Team**
- **Each Channel is a folder in the Documents Library**
- **Private Channels create a new SharePoint Site Collection**
- **Channel delete or rename does not apply to SharePoint**

Permissions



Teams



Project Management Team

Team

Your teams

Project Management Team

Members Pending Requests Channels Settings Analytics Apps

Add member

- General
- Administration
- Comms from Client
- Fun Stuff
- Invoices
- PMO Sensitive Risk and Iss...
- Reporting
- Project AI Discovery
- Project Cortex Team**
- Process Plant**
- Graphic Design Team

- Hide
- Manage team
- Add channel
- Add member
- Leave the team
- Edit team
- Get link to team
- Manage tags
- Delete the team

SharePoint

PERMISSIONS

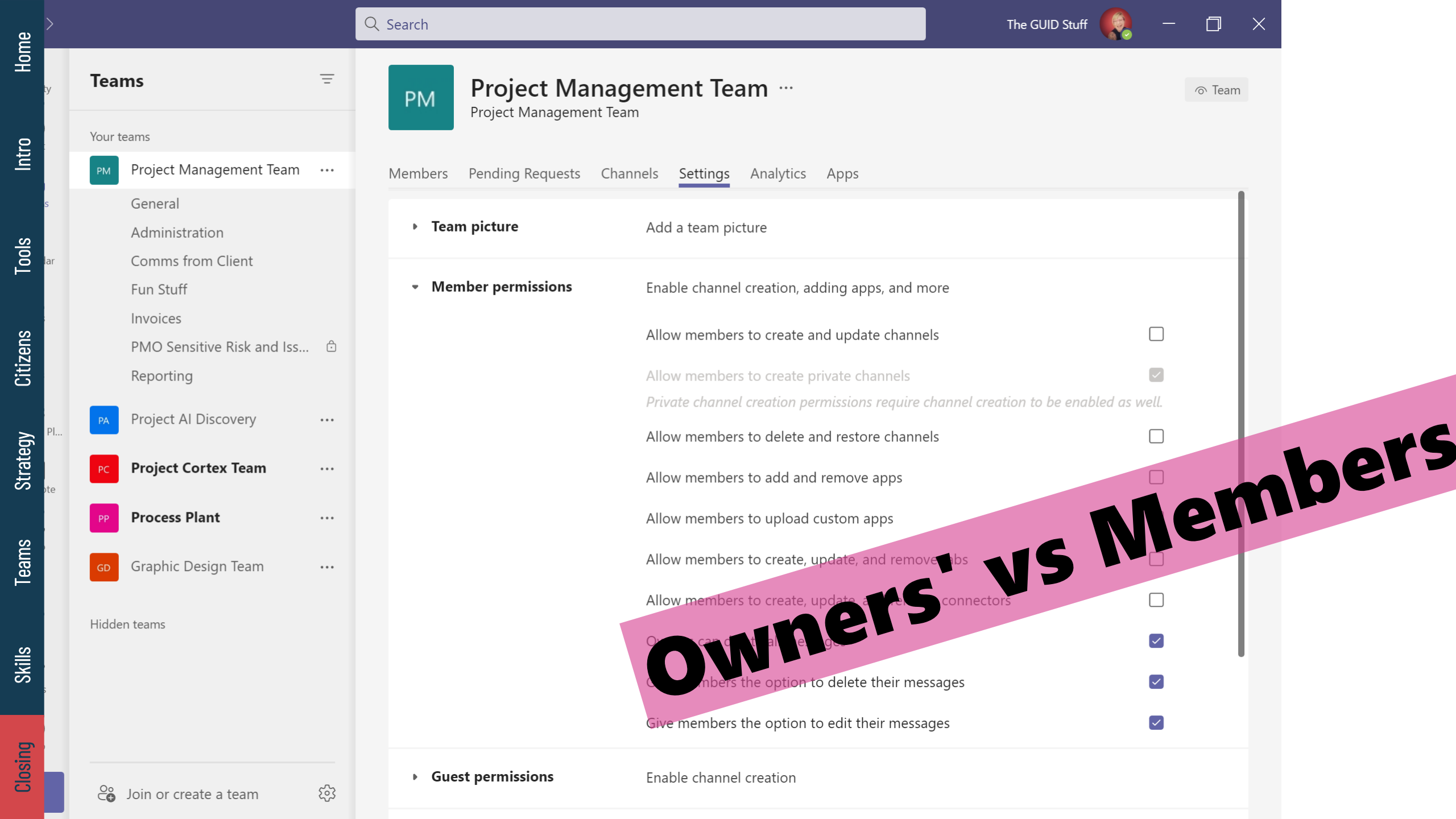
Grant Permissions Create Group Edit User Permissions Remove User Permissions Check Permissions

Permission Levels Access Request Settings Site Collection Administrators

	Name	Type	Permission Levels
<input type="checkbox"/>	Project Management Team Members	SharePoint Group	Edit
<input type="checkbox"/>	Project Management Team Owners	SharePoint Group	Full Control
<input type="checkbox"/>	Project Management Team Visitors	SharePoint Group	Read


- Full Control: Has full control.
- Design: Can view, add, update, delete, approve, and customize.
- Edit: Can add, edit and delete lists; can view, add, update and delete list items and documents.**
- Contribute: Can view, add, update, and delete list items and documents.
- Read: Can view pages and list items and download documents.


Join or create a team




Teams


Your teams

 Project Management Team ...

- General
- Administration
- Comms from Client
- Fun Stuff
- Invoices
- PMO Sensitive Risk and Iss... 
- Reporting



 Project AI Discovery ...

 **Project Cortex Team** ...


 **Process Plant** ...

 Graphic Design Team ...

Hidden teams

 Join or create a team 

Project Management Team ...

Project Management Team 

Members Pending Requests Channels Settings Analytics Apps

▶ **Team picture** Add a team picture

▼ **Member permissions** Enable channel creation, adding apps, and more

Allow members to create and update channels

Allow members to create private channels

Private channel creation permissions require channel creation to be enabled as well.

Allow members to delete and restore channels

Allow members to add and remove apps

Allow members to upload custom apps

Allow members to create, update, and remove tabs

Allow members to create, update, and remove connectors

Give members the option to delete their messages

Give members the option to edit their messages

▶ **Guest permissions** Enable channel creation

Owners' vs Members



RECAP

- **Owners and members can edit and delete anything**
- **Owners can change members' permissions**
- **DON'T MESS WITH THE PERMISSIONS ON SHAREPOINT!**

Version History



Search

PM **General** Posts Files Project Dashboard 10 more +

Copy link Download ... 1 selected All Documents

General

Name	Modified
2021-03-15 13_39_35-Highlight.png	
Microsoft Office 365 (002).pdf	

- Copy link
- Download
- Delete
- Pin to top
- Rename
- Open in SharePoint
- Move
- Copy
- More

Project Management Team - Gen

SharePoint

PM **Project Management Team...** Create site Following 3 members

Edit in grid view Share Copy link Download Delete ... 1 selected

Documents > **General**

Name	Modified By
2021-03-15 13_39_35-Highlight...	acy van der Schyf
Microsoft Office 365 (002).pdf	acy van der Schyf

- Preview
- Share
- Copy link
- Manage access
- Download
- Delete
- Automate
- Rename
- Pin to top
- Move to
- Copy to
- Version history
- Alert me
- More
- Details

Project Management Team HUB Add link

Documents Settings

List Information
Name: Documents
Web Address: https://theguidstuff.sharepoint.com/...
Description:

General Settings

- List name, description and navigation
- Versioning settings**
- Advanced settings
- Validation settings
- Column default value settings
- Audience targeting settings
- Rating settings
- Form settings

SharePoint
Add a page
Add an app
Site contents
Library settings
Restore this library
Hub site settings
Site information
Site permissions
Site usage
Change the look
Site designs

Create a version each time you edit a file in this document library?
 Create major versions
Example: 1, 2, 3, 4
 Create major and minor (draft) versions
Example: 1.0, 1.1, 1.2, 2.0

Keep the following number of major versions:
500

Can be changed to 50,000

500 to 50,000

Return to classic SharePoint

Waiting for webshell.suite.office.com...

Project Management Team HUB Add link



Project Management Team

Private group

+ Create site ★ Following

👤 3 members

- Home
- Conversations
- Documents**
- Shared with us
- Notebook
- Pages
- Site contents
- Recycle bin
- Edit

+ New Upload Edit in grid view Share Copy link Sync Download All Documents

Documents > Administration

Name	Modified	Modified by
Agendas	March 26	Tracy va
Registers	March 26	Tracy va
20210321 Sales Report.xlsx	March 26	Tracy va
Microsoft TEAMS FAQ.docx	March 1	Tracy van der Schyff

1 item wasn't uploaded to Administration

Microsoft TEAMS FAQ.docx
A file with this name already exists.
Would you like to add this new file as the latest version of the existing file, or rename it and keep them both?

Replace

Keep both

Project Management Team HUB Add link



Project Management Team

Private group

+ Create site ★ Following

👤 3 members

- Home
- Conversations
- Documents
- Shared with us
- Notebook
- Pages
- Site contents
- Recycle bin
- Edit

Version history

Delete All Versions

No. ↓	Modified	Modified By	Size	Comments
2.0	4/19/2021 7:22 AM	<input type="checkbox"/> Tracy van der Schyff	26.4 KB	
1.0	3/1/2021 12:30 AM	<input type="checkbox"/> Tracy van der Schyff	26.4 KB	

- View
- Restore
- Delete



RECAP

- **Same name document replaces**
- **Can restore previous versions**
- **Keep between 500 and 50,000 versions**
- **Trust people > trust the technology – use versions to manage some of the risk**

Library Sync



Project Management Team HUB Add link



Project Management Team

Private group

+ Create site ★ Following

3 members

Home

Conversations

Documents

Shared with us

Notebook

Pages

Site contents

Recycle bin

Edit

Return to classic SharePoint

[+ New](#)
[Upload](#)
[Edit in grid view](#)
[Sync](#)
[Add shortcut to OneDrive](#)
[Export](#)
[All Documents](#)

Documents ← **Correct Level !!**

Name	Modified	Modified By	+ Add column
Administration	February 12, 2020	Tracy van der Schyff	
Comms from Client	February 26	Tracy van der Schyff	
Fun Stuff	February 26	Tracy van der Schyff	
General	February 12, 2020	Tracy van der Schyff	
Invoices	March 24	Tracy van der Schyff	
Reporting	February 12, 2020	Tracy van der Schyff	

Activity
Chat
Teams
Calendar
Calls
Files
Tasks by Pl...
OneNote
Who
Apps
Help

Teams

Your teams

- PM **Project Management Team** ...
 - General**
 - Administration
 - Comms from Client
 - Fun Stuff
 - Invoices
 - PMO Sensitive Risk and Iss... 🔒
 - Reporting
- PA **Project AI Discovery** ...
- PC **Project Cortex Team** ...
- PP **Process Plant** ...
- GD **Graphic Design Team** ...

Hidden teams

Join or create a team [Settings Icon]

Talk to Cortana

PM **General** Posts Files Project Dashboard Whiteboard InfoHub 8 more +

Meet [Dropdown]

Copy link Download Delete Pin to top Rename ... 1 selected All Documents

Project Management Team - Documents

File Home Share View

The GUID Stuff > Project Management Team - Documents

Name	Status	Date modified	Type	Size
Quick access				
OneDrive - The GUID				
The GUID Stuff				
This PC				
3D Objects				
Desktop				
Documents				
Downloads				
Music				
Pictures				
Videos				
Local Disk (C:)				
Network				
Administration	📁	2021/04/19 16:31	File folder	
Comms from Client	📁	2021/04/19 16:31	File folder	
Fun Stuff	📁	2021/04/19 16:31	File folder	
General	📁	2021/04/19 16:31	File folder	
Invoices	📁	2021/04/19 16:31	File folder	
Reporting	📁	2021/04/19 16:31	File folder	

Project Management Team - Documents

File Home Share View

< > > The GUID Stuff > Project Management Team - Documents

Search Project Management Team...

Name	Status	Date modified	Type	Size
Administration	Cloud icon	2021/04/19 16:31	File folder	
Comms from Client	Cloud icon	2021/04/19 16:31	File folder	
Fun Stuff	Cloud icon	2021/04/19 16:31	File folder	
General	Cloud icon	2021/04/19 16:31	File folder	
Invoices	Cloud icon	2021/04/19 16:31	File folder	
Reporting	Cloud icon	2021/04/19 16:31	File folder	

Quick access

- OneDrive - The GUID
- The GUID Stuff
- This PC
- 3D Objects
- Desktop
- Documents
- Downloads
- Music
- Pictures
- Videos
- Local Disk (C:)
- Network

Microsoft OneDrive

Settings Account Backup Network Office About

OneDrive -

373 GB of 1 024 GB cloud storage used [Add an account](#)
[Manage storage](#) [Unlink this PC](#)

4 locations are syncing

Location	Storage used	Choose folders	Stop sync
OneDrive - The GUID Stuff	33,5 GB used on this PC	Choose folders	Stop sync
Project Management Team - Documents	0 KB	Choose folders	Stop sync
TGS Strategy - Documents	36,7 GB	Choose folders	Stop sync
The Guid Stuff Vault - The Vault	0 KB	Choose folders	Stop sync

OK Cancel

OneDrive is up to date
The GUID Stuff

- Microsoft Teams, What you should ...
Introduction: 2021 Conference
1 message
- What's New Resources, 2021/04/19 ...
Introduction: 2021 Conference
1 message
- Meeting by Fab, 2021/04/19 ...
Introduction: 2021 Conference
1 message
- Micro ...
Available
4 minutes
- Time ...
Available
4 minutes
- 2021 ...
Available
4 minutes
- 2021 ...
Available
4 minutes

- Open your OneDrive - The GUID Stuff folder
- Open your The GUID Stuff folder
- Settings
- View online
- Pause syncing
- Manage storage
- Get help
- Send feedback
- Close OneDrive

Open folder View online Help & Settings

6 items



RECAP

- **Sync to your explorer**
- **Remember to sync at library level not folder level**
- **Your changes syncs back to SharePoint / Microsoft Teams**
- **Always create channels / subfolders in Microsoft Teams**
- **Stop sync before removing from your PC!**

Alerts & Notifications





Project Management Team

Private group

+ Create site ★ Following
3 members

- Home
- Conversations
- Documents**
- Shared with us
- Notebook
- Pages
- Site contents
- Recycle bin
- Edit
- Return to classic SharePoint

Edit in grid view Share Copy link Download Add shortcut to OneDrive ... 1 selected All Documents

Documents

- Folder
- Folder
- Folder
- Folder
- Folder
- Folder

Only send me alerts when:

- All changes
- New items are added
- Existing items are modified
- Items are deleted

Send me an alert when:

- Anything changes
- Someone else changes a document
- Someone else changes a document created by me
- Someone else changes a document last modified by me

Send notification immediately

- Send a daily summary
- Send a weekly summary

Time: Monday 7:00 AM



- Delete
- Pin to top
- Rename
- Automate
- Move to
- Copy to
- Properties
- Alert me**
- Manage my alerts



- **Setup alerts to monitor deleted items?**
- **Monitor when someone edits a document that you created (uploaded)?**
- **Can setup alert on Library / Folder and Document level**
- **Trust people > trust the technology – use alerts to manage some of the risk**

RECAP

Recycle Bin



Project Management Team HUB Add link



Project Management Team

Private group

+ Create site ★ Following

👤 3 members

🔍 Search

🗑️ Delete ↶ Restore

1 selected ✕

93 Days

Home

Conversations

Documents

Notebook

Pages

Site contents

Recycle bin

Edit

Recycle bin

<input checked="" type="checkbox"/>		Name	Date deleted ↓	Deleted by	Created by	Original location
<input checked="" type="checkbox"/>		Microsoft Office 365 (002).pdf	4/19/2021 7:45 AM	Tracy van der Schyff	Tracy van der Schyff	sites/ProjectManagementTeam/Shared Documents/General

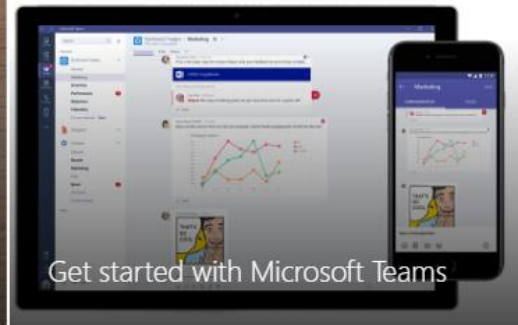
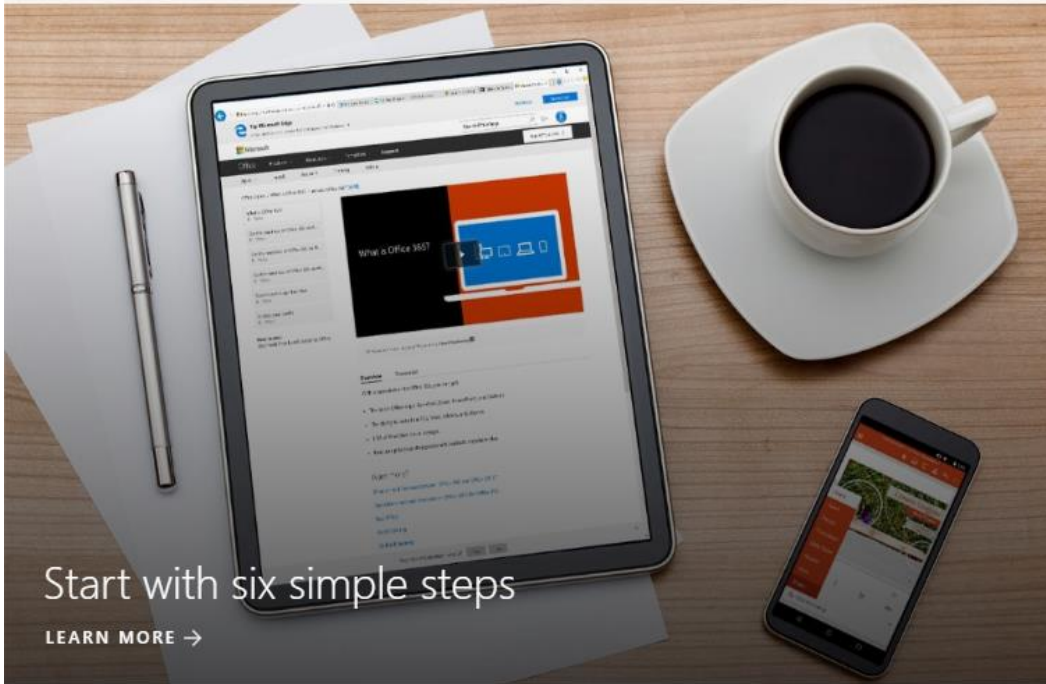


- **93 Days to restore items**
- **Setup alert on deleted items**
- **Trust people > trust the technology – use restore to manage some of the risk**

RECAP

+ New ⚙ Page details

Published 10/24/2019 [Edit](#)



[Get started with the Admin Success Center](#)



Tracy van der Schyff

Facilitating The Evolution of Human Capabilities





Support

Microsoft 365

Office

Windows

Surface

Xbox

Deals

Buy Microsoft 365

All Microsoft

Search

Sign in



Office support

Products

Devices

What's new

Install Office

Account & billing

Templates

More support

Modern workplace training

How can we help you?



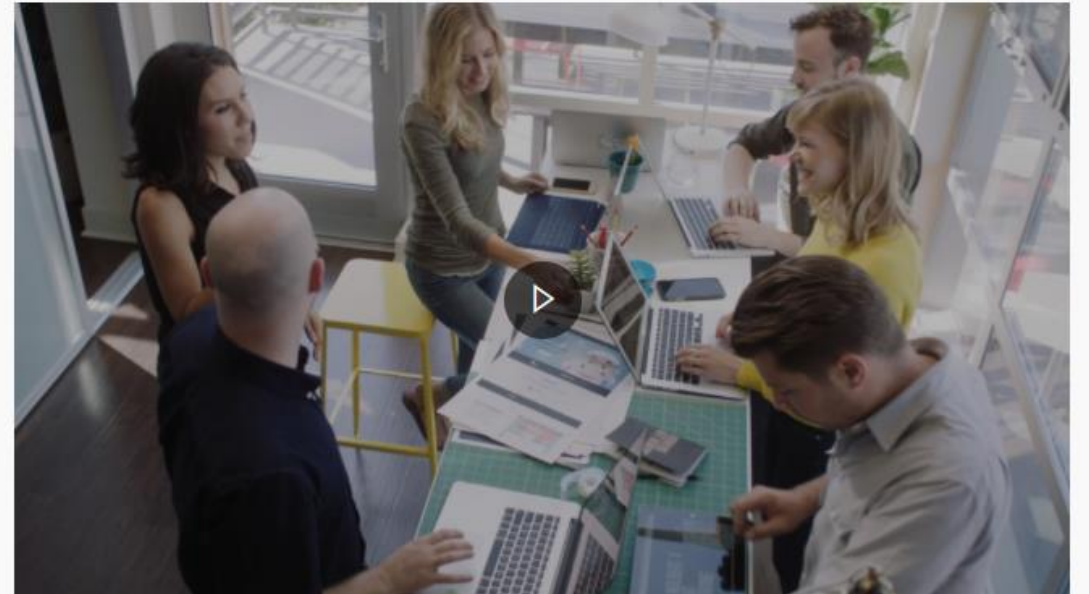
Discover what's possible with Microsoft 365

A new culture of work is here. It's open and collaborative, letting you work together securely, from anywhere in the world on any device. Learn how to enable the modern workplace with Microsoft 365 solutions.

[GET MY WORK DONE >](#)

[GET WORK DONE WITH MY TEAM >](#)

[GET WORK DONE WITH MY ORG >](#)



Hybrid workplace guides

Many organizations are deciding to adopt a hybrid way of working - one that allows employees to work from home or from the office depending on the job function and the needs of the business. As we re-enter the workplace, [Microsoft research insights](#) illustrate the need to learn new hybrid workplace skills and habits around core areas of work such as meetings and productivity.



Meetings and collaboration

Learn how to make the most of meetings and asynchronous collaboration methods:

- ⇒ [Run effective meetings](#)
- ⇒ [Reduce or replace meetings using other methods](#)
- ⇒ [Create inclusive meeting environments](#)
- ⇒ [Collaborate and co-author shared content](#)



Wellness and productivity

Learn how to establish work-life boundaries while sustaining productivity:

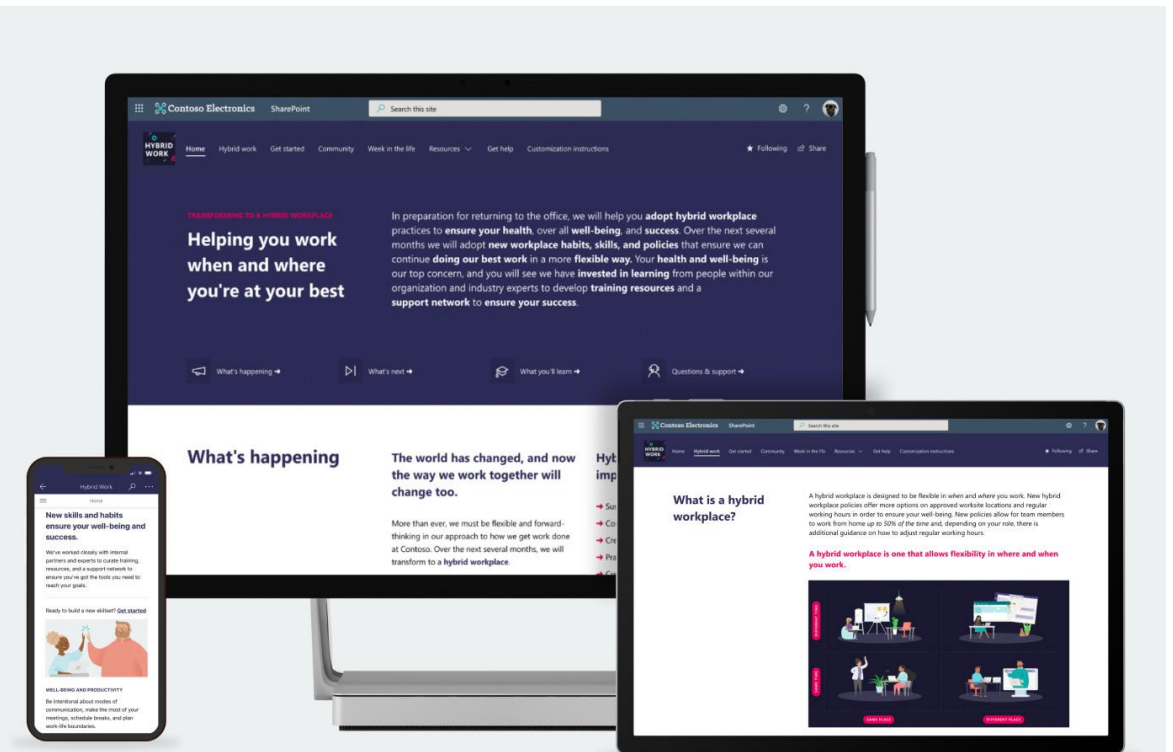
- ⇒ [Take breaks and schedule personal time](#)
- ⇒ [Sustain personal productivity](#)
- ⇒ [Plan and respect boundaries](#)
- ⇒ [Stay connected in the hybrid workplace](#)

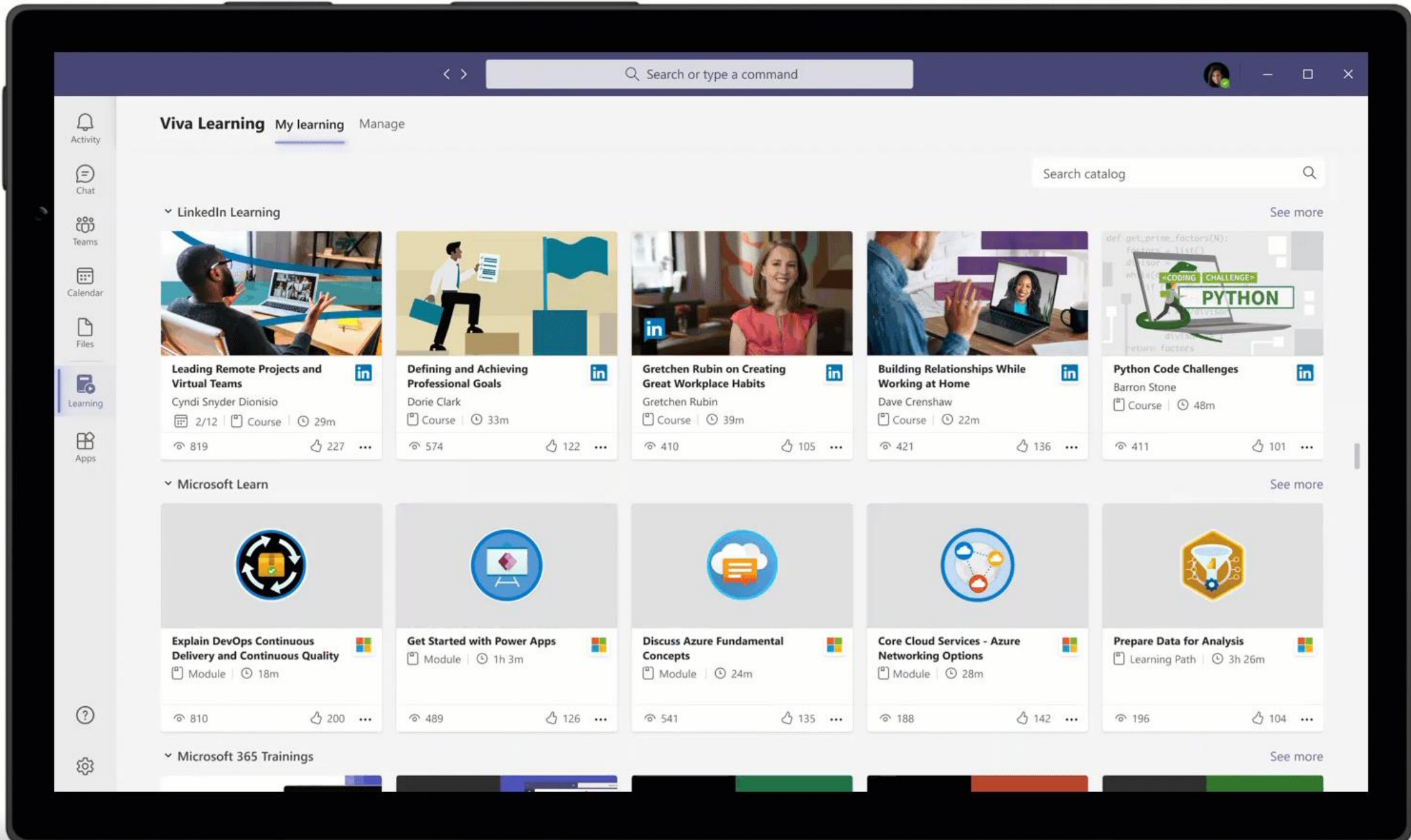


Security and data protection

Learn how to protect sensitive personal, customer, and company data:

- ⇒ [Top tips for working securely from home](#)
- ⇒ [Use multifactor authentication](#)
- ⇒ [Keep your PC up to date](#)
- ⇒ [Use wireless connections safely](#)





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Dorie Clark
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Barron Stone
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Microsoft Learn



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Get Started with Power Apps
Module | 1h 3m
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Discuss Azure Fundamental Concepts
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Core Cloud Services - Azure Networking Options
Module | 28m
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Prepare Data for Analysis
Learning Path | 3h 26m
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Microsoft 365 Trainings



What's new

What's new in Office?

For Office 2019 users

For Microsoft 365 subscribers

For non-subscribers

For Office for the web users

When do I get new features?

Microsoft 365 or Office 2019?

What's new in Microsoft 365

Excel for Microsoft 365, Outlook for Microsoft 365, PowerPoint for Microsoft 365, [More...](#)

As a Microsoft 365 subscriber, you regularly get new and improved Office features. Take a look below to see what's available to you today.

Windows Desktop

Mac

iOS

Android

Windows Mobile

Here's what's new in Version **16.0.14131.20278**, the June release. [Find your Office version](#)

Note: If you use Office at work, the availability of the features above may vary based on your company's update policies.



A subscription to make the most of your time

[Try one month free](#)

What's new in your favorite Office app



Access



Excel



OneNote



Outlook



PowerPoint



Project



Visio



Word



Teams OneDrive

New: Share your roadmap experience using the feedback icon in the lower right corner of the page.

Microsoft 365 Roadmap

Get the latest updates on our best-in-class productivity apps and intelligent cloud services. Rethink productivity, streamline business processes, and protect your business with Microsoft 365.

Take a quick tour



Filters

- Products —
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Showing 719 updates¹:

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In development <input type="checkbox"/>		Rolling out <input type="checkbox"/>		Launched <input type="checkbox"/>	
194		149		374	
Description	Status	Tags	Release		
Risky IP for Active Directory Federation Services (ADFS) extranet lockout protection Public Preview	Rolling out	Azure Active Directory	Q2 CY2019		
Improvements in reporting of 'bad items' during mailbox migrations	In development	Exchange	Q3 CY2019		
Microsoft Information Protection API on Graph	In development	Azure Information Protection	Q4 CY2019		

Microsoft 365 Training



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Microsoft Teams



Learn the basics

Get going quickly and easily with Office 365 video training.



Training templates

Learn what's possible with Word, Excel, and PowerPoint.



Quick Starts

Get up to speed in no time with these popular guides.



Save time with tips

Work smarter and get more out of your Office apps.



Cheat sheets

Get up to speed fast with these quick references and keyboard shortcuts.

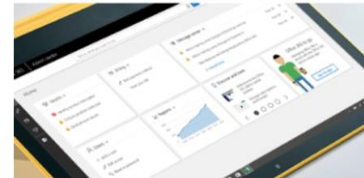
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Infographics

Get inspired with cool new infographics for your favorite Office apps.

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For small businesses

Watch these short, easy videos to help you set up Office 365.

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For admins and IT Pros

Learn about cloud services, deploying Office 365, and more.

[TAKE TRAINING >](#)

Activity
Chat
Teams
Calendar
Calls
Files
Apps
Help

Teams

Your teams

- Home
- Action items
- My flows
- Create
- Templates
- Connectors
- Data
- AI Builder
- Solutions

Hidden teams


- Topics
- Training
- What's new
- Suggest a feature
- Give feedback

Microsoft Flow helps Office 365 work sm

Need to free up some time? Let Flow take on repetitive ta the apps you already use.

[Watch a quick video](#)

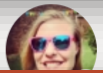
Search for a template by app, task, or industry









Save Office 365 email attachments to OneDrive for Business






Now you can have easy access to your Office 365 email attachments from OneDrive for

- Documentation
- Learn
- Support
- Roadmap
- Community
- Give Feedback
- Blog
- Pricing

 **Tracy van der Schyff** Yesterday 5:14 PM
Added a new tab at the top of this channel. Here's a link








AutoSave **On**       Microsoft Ignite PowerPoint Template 2... - Saving...

File Home Insert Draw Design Transitions Animations Slide Show Review View

Help Contact Support Feedback Show Training What's New

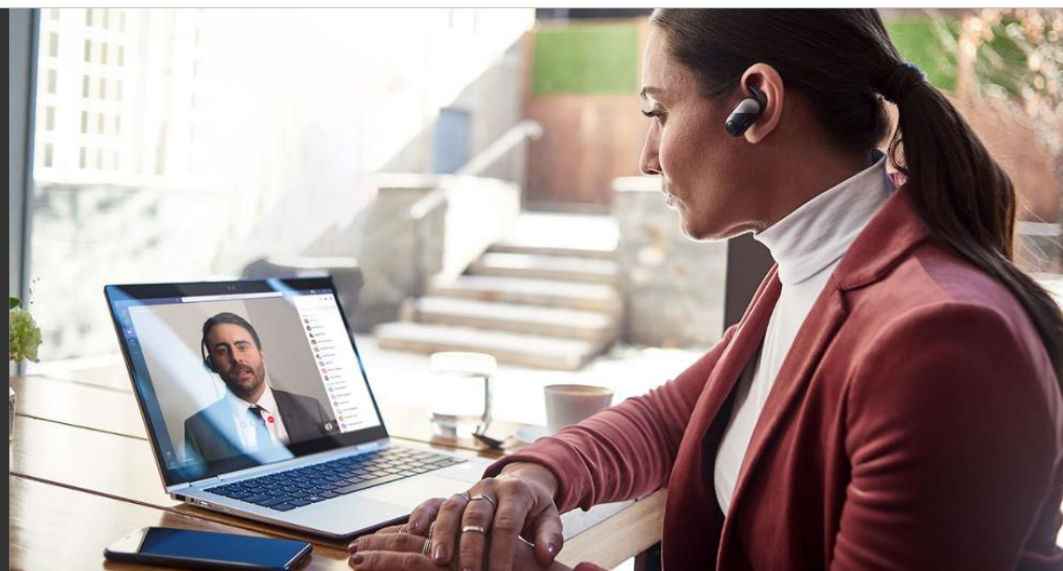
Help

The human side of working remotely

Take a #HumansFirst approach to productivity, collaboration and communication as we navigate the now, plan our future and build what's next. Bring people together with Microsoft Teams.

[Learn more >](#)



The right resource, quickly. | Find what you're looking for.

Search

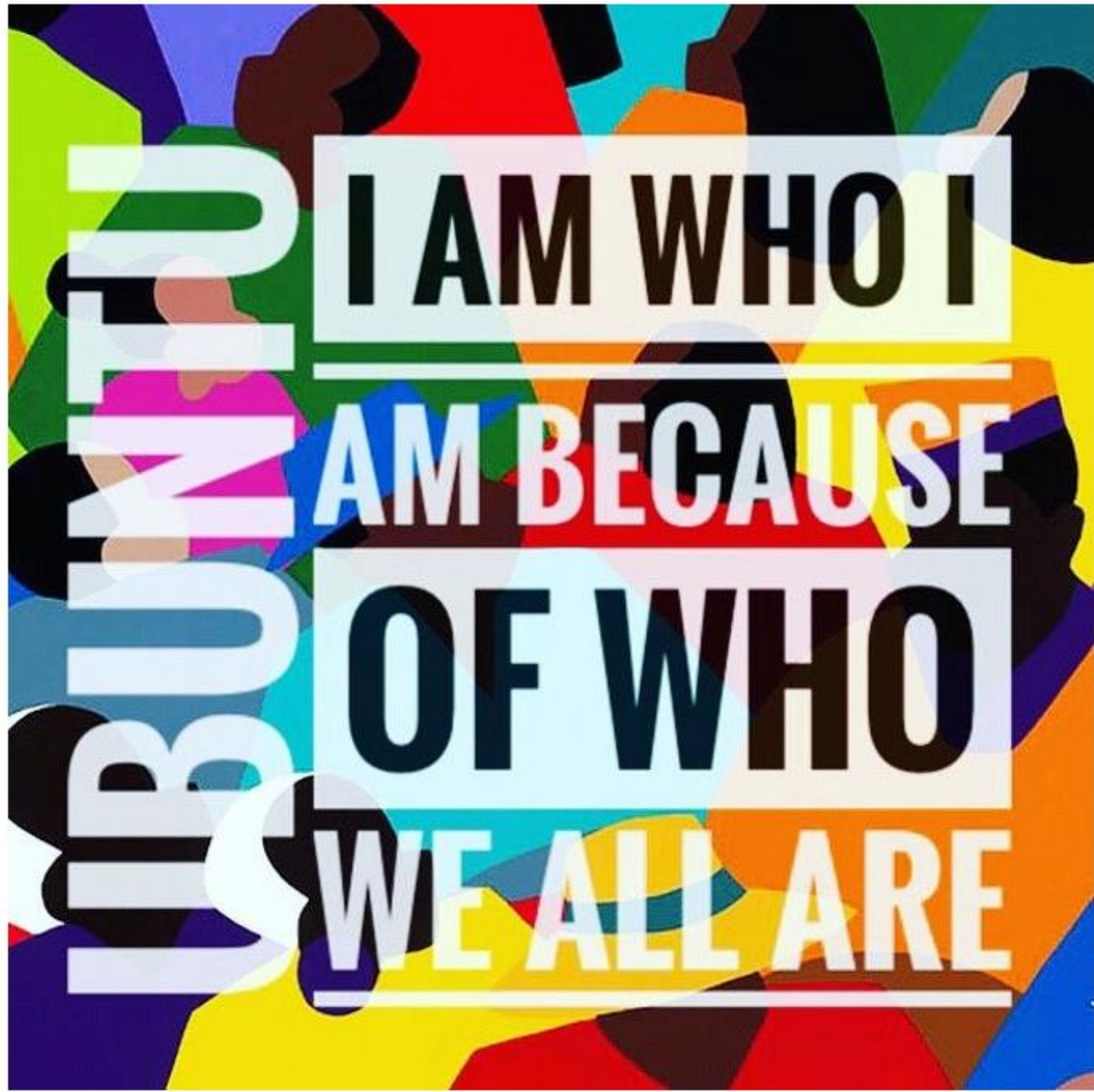
Envision, Onboard and Drive Value with Microsoft 365 Adoption Tools

Use our resources to **go from inspiration to execution** and accelerate your time to value with our productivity cloud. We know your time is important, so we've created guides and resources using the best practices we've gathered from Microsoft and industry experts and you, our customers. Get started, experiment with our services and onboard employees at scale while being confident that you are improving the employee experience.





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- @Windows
- @Microsoft365
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- @Office
- @MicrosoftTeams
- @OneDrive
- @SharePoint
- @MSPowerBI
- @MSPowerAutomate
- @PowerApps
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- @tracyvds





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TOP 20

Facilitating The Evolution of Human Capabilities

Why users are not adopting Microsoft | Office 365

Why users are not adopting Microsoft | Office 365

Applying the Kubler-Ross Change Curve to Adopting #Office365 #SharePoint Online

Applying the Kubler-Ross Change Curve to Adopting Office365

Microsoft 365 Day 1: 10 Rules
Zombieland taught me about User Adoption

Microsoft 365 Day 35: Why Teams is the User Adoption Catalyst

Why I consider Microsoft Teams the ultimate User Adoption Catalyst

How to support your #Office365 #SharePoint Intranet Contributors

How to support your SharePoint Intranet Contributors

#Microsoft365 Day 73: How we deliver IT Support should change

IT Support needs a facelift

Microsoft | Office 365 Supports Digital Literacy Skills

Digital Literacy Skills with Microsoft Office 365

Microsoft Teams | SharePoint Permissions: 7 Things to consider

Oooh..... We can change SharePoint Permissions!!

Microsoft Teams: 10 Things you need to know about SharePoint

Microsoft Teams: 10 Things you should know about SharePoint

Importance of Executive support in #Office365 #Tech Projects

Can someone please tell me why C-Level Management sits in boardrooms, signs off on budget for projects like moving to Microsoft / Office 365 and then don't actually support the project or use the actual product? This is one of the greatest barriers to user

Active and visible participation Building a coalition with executive peers



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TOP 20

Facilitating The Evolution of Human capabilities

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#MicrosoftTeams: 10 Things You Should Know

Want #Office365 Consumption? Do these 5 things

Microsoft 365: Is there a difference between consumption and adoption?

#Microsoft365 Day 345: Change Management Tips for #Microsoft365 Citizen Developers (part 7)

#Office365 #Adoption Truths: Users can smell your fear



Yes, #MicrosoftTeams "Over-Adoption" does exist, and it's scary

Viking Laws for #Office365 Projects & User Adoption

Office 365 Adoption: People buy experience, not products

#Microsoft365 Day 341: Bring Governance into your #MicrosoftTeams

Webinar: Build your training portal with Microsoft 365



Home
Intro
Tools
Citizens
Strategy
Teams
Skills
Closing

Microsoft | Office 365 Introduction

[Microsoft 365 for Business | Microsoft 365](#)
[Compare Office 365 Enterprise | Microsoft](#)
[Compare Microsoft 365 Enterprise plans](#)
[MyAnalytics dashboard - Workplace Intelligence | Microsoft Docs](#)
[Activity Reports in the Microsoft 365 admin center - Microsoft 365 admin | Microsoft Docs](#)
[Microsoft Productivity Score - Microsoft 365 admin | Microsoft Docs](#)
[Microsoft Teams usage report - Microsoft Teams | Microsoft Docs](#)
[Inline suggestions in Outlook - Workplace Intelligence | Microsoft Docs](#)
[Productivity insights in Outlook - Workplace Intelligence | Microsoft Docs](#)
[Microsoft 365 Adoption | Get Started](#)
[Enabling Modern Collaboration – Microsoft Adoption](#)
[#Microsoft365 Day 354: To learn new things, we first have to un-learn the old bad Tools. – Tracy van der Schyff](#)
[#Microsoft365 Day 73: How we deliver IT Support should change – Tracy van der Schyff](#)
[#Microsoft365 Day 86 – The Evolution of Finding Stuff – Tracy van der Schyff](#)
[#Microsoft365 Day 129: ROI on Training, transform your business! – Tracy van der Schyff](#)
[\(PDF\) CTRL ALT DELETE Lost productivity due to IT problems and inadequate computer skills](#)
[Quantifying the value of collaboration with Microsoft Teams](#)

Operating System Hacks

[Strategy 11 Keyboard Shortcuts - All Things How](#)
[Strategy 11 \(developing\) keyboard shortcuts](#)
[A minimalist approach to computing with #Office365 and #Strategy – Tracy van der Schyff](#)
[#Microsoft365 Day 152: PC Literacy basics everyone should know – Tracy van der Schyff](#)
[The State of Data Discovery & Cataloging.pdf \(alteryx.com\)](#)
[MGI The social economy Full report.ashx \(mckinsey.com\)](#)
[The High Cost of Not Finding Information](#)
[Reality Check: Still Spending More Time Gathering Instead Of Analyzing \(forbes.com\)](#)

OneDrive | Microsoft Teams | SharePoint

[Enabling Modern Collaboration – Microsoft Adoption](#)
[Collaborative work management on the Microsoft Virtual Hub – Microsoft Adoption](#)
[OneDrive release notes - Office Support \(microsoft.com\)](#)
[Microsoft OneDrive Blog - Microsoft Tech Community](#)
[What's new in Microsoft Teams - Office Support](#)
[Microsoft Teams Blog - Microsoft Tech Community](#)
[Microsoft SharePoint Blog - Microsoft Tech Community](#)

Microsoft 365 Apps for Enterprise

[What's new in Outlook for Microsoft 365 - Office Support](#)
[Inbox Zero with Microsoft 365 Quick Steps in Outlook – Tracy van der Schyff](#)
[What's new in Word for Microsoft 365 - Office Support](#)
[What's new in Excel for Microsoft 365 - Office Support](#)
[What's new in PowerPoint for Microsoft 365 - Office Support](#)
[What's new in OneNote for Strategy 10 - Office Support \(microsoft.com\)](#)
[5 steps to get you collaborating more effectively in Office 365 Word, Excel, and PowerPoint](#)
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Office 365 Time-saving Apps

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[What is Microsoft Forms - Microsoft Tech Community](#)
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[Microsoft Lists - Microsoft Tech Community Resource Center](#)
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[Create a list from the Lists app - SharePoint \(microsoft.com\)](#)
[Microsoft Planner video training - Office Support](#)
[Sign in to Sway - Sway \(microsoft.com\)](#)
[Create and share lists - Office Support \(microsoft.com\)](#)

Closing

[The Definitive Guide Employee Experience Josh Bersin](#)
[Microsoft Modern Workplace & Wellbeing Resources – Tracy van der Schyff](#)



Microsoft Resources: Training Adoption Modern Workplace Wellbeing

Microsoft Modern Workplace & Wellbeing Resources – Tracy van der Schyff

Thought leadership: Culture / Future of work / Resilience / Wellbeing

- [The future of work](#)
- [Navigating the complexities of hybrid work together](#)
- [Embracing a flexible workplace](#)
- [Learn how resilience can help your organization thrive](#)
- [Growing your business in a changing world](#)
- [New research reveals future work trends for South African organisations \(Work Reworked\)](#)
- [Unblocking teamwork: 4 tools and strategies to improve collaboration](#)
- [New tools can help boost wellbeing and soothe unexpected stresses of working from home](#)
- [Happy and productive at work: Predicting opportune moments to switch tasks and take breaks](#)
- [A pulse on employees' wellbeing, six months into the pandemic](#)
- [Seven ways we're empowering every person and every organization to thrive in a new world of work](#)
- [Doing what matters – prioritizing wellbeing at work](#)
- [Microsoft Workplace Insights](#)
- [Microsoft 365 Adoption Whitepaper](#)
- [Quantifying the value of collaboration with Microsoft Teams](#)
- [Strategies for Onboarding in a Hybrid World](#)

Staying up to date

- [Microsoft 365 Roadmap | Microsoft 365](#)
- [What's new in Microsoft 365 – Office Support](#)
- [What's new in Office 365 \(latest features released\)](#)
- [Tech Community Blogs](#)

Adoption

- [Microsoft Adoption](#)
- [Microsoft Service Adoption Specialist | edX](#)
- [Microsoft 365 Learning Pathways](#)
- [App templates for Microsoft Teams](#)

Product Training

- [Teams Basics](#)
- [Microsoft Teams Adoption Guide](#)
- [Microsoft Lists Look Book](#)
- [SharePoint Look Book](#)
- [Yammer Look Book](#)
- [Microsoft 365 Training – Microsoft Support](#)
- [Office for the web training](#)
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- [Save Time Tips](#)
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- [Keyboard shortcuts in Office](#)
- [Office Templates](#)
- [Office 365 on LinkedIn](#)
- [Docs.Microsoft.Com](#)
- [Microsoft Learn](#)
- [Microsoft Learn TV](#)
- [Build Fundamental Business Skills](#)
- [Crash Course in Microsoft Teams](#)

Modern | Hybrid Workplace Training

- [Workplace Transformation Site](#)
- [Hybrid workplace guides](#)
- [Modern Workplace Training](#)
- [Make meetings work for everyone no matter where they are](#)
- [Collaborate on files](#)
- [Collaborate with Office 365](#)
- [Collaborate with Office](#)
- [M365 Collaboration infographic](#)
- [Productivity Library](#)
- [Best practices for collaborating with Microsoft 365](#)
- [Guide to collaborative work management in Microsoft 365](#)
- [Streamline end-user training Collaborative Work Management CWM Organizing with Tasks & Lists Guided Demo Managing & Sharing Files in Teams Guided Demo Tracking Tasks on Mobile Guided Demo](#)
- [The Art of Teamwork](#)
- **Measurement & Insights**
- [How Microsoft Productivity Score can help you build a more resilient business](#)
- [The definitive guide to Productivity Score](#)
- [Microsoft Productivity Score](#)
- [Microsoft MyAnalytics](#)
- [Outlook Insights](#)
- [Introducing insights in Teams to power wellbeing and productivity](#)
- [Office 365 Satisfaction Surveys](#)
- [Microsoft 365 Reports in the admin center](#)

The Definitive Guide
Employee Experience – Josh
Bersin

Do the **right**
thing, for the
right reasons.

The Irresistible Organization

Meaningful Work



Job and values fit

Autonomy and agency

Agile teams and supportive coworkers

Time to focus, innovate, and recover

Strong Management



Clear goals with stretch opportunities

Regular coaching and feedback

A focus on management development

Transparent, simple performance management

Positive Workplace



Tools, processes, and systems to get work done productively

Appreciation, recognition, and rewards

Flexible hours and workspace

Inclusive, diverse, and a sense of belonging and community

Health and Wellbeing



Safety and security in all aspects of work

Personal fitness, health, and physical-wellbeing support

Psychological and emotional wellbeing and support

Family and financial support

Growth Opportunity



Open, facilitated job and role mobility

Career growth in multiple paths

Many forms of learning as needed

A culture that supports learning

Trust in the Organization



Mission and purpose beyond financial goals

Transparency, empathy, and integrity of leadership

Continuous investment in people

Focus on society, environment, and community

Home
Intro
Tools
Citizens
Strategy
Teams
Skills

Thank You !

Tracy van der Schyff

Microsoft Coach & Catalyst

Business Applications & Office Apps & Services MVP

The Guid Stuff, South Africa

@tracyvds

<https://tracyvanderschyff.com>

<https://www.youtube.com/c/tracyvanderschyff>

