



Microsoft Teams, Office 365 Groups, SharePoint, Yammer: What Should I Use and When?



Dux Raymond Sy
@meetdux | AvePoint
Microsoft RD + MVP



Unleash the Power of You

Agenda

Modern Workplace Today

Drive Company Engagement

Facilitate Team Collaboration

Ensure Sustainable Adoption



Modern Workplace Today



Modern workplace is top of mind for business leaders

81%

of business leaders plan to increase their modern workplace investments in the next 2 years

72%

of business leaders say it is very important that technology empowers employee creativity and innovation

\$4M

Average cost of a data breach



Today's modern workforce



Management
Office Staff



Field Sales
Task Workers
Shop-floor Workers
Maintenance Engineers
Medical Staff



Vendors
Suppliers
Wholesalers
Citizens
Partners
Volunteers

Information Worker

Firstline Worker

Value Chain



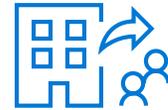
Teamwork

The landscape has changed

2x

More collaboration

People work on twice as many teams and spend 50% more time collaborating



Internal, external & remote

People need to connect and communicate across organizations, locations & time zones



Diverse workforce

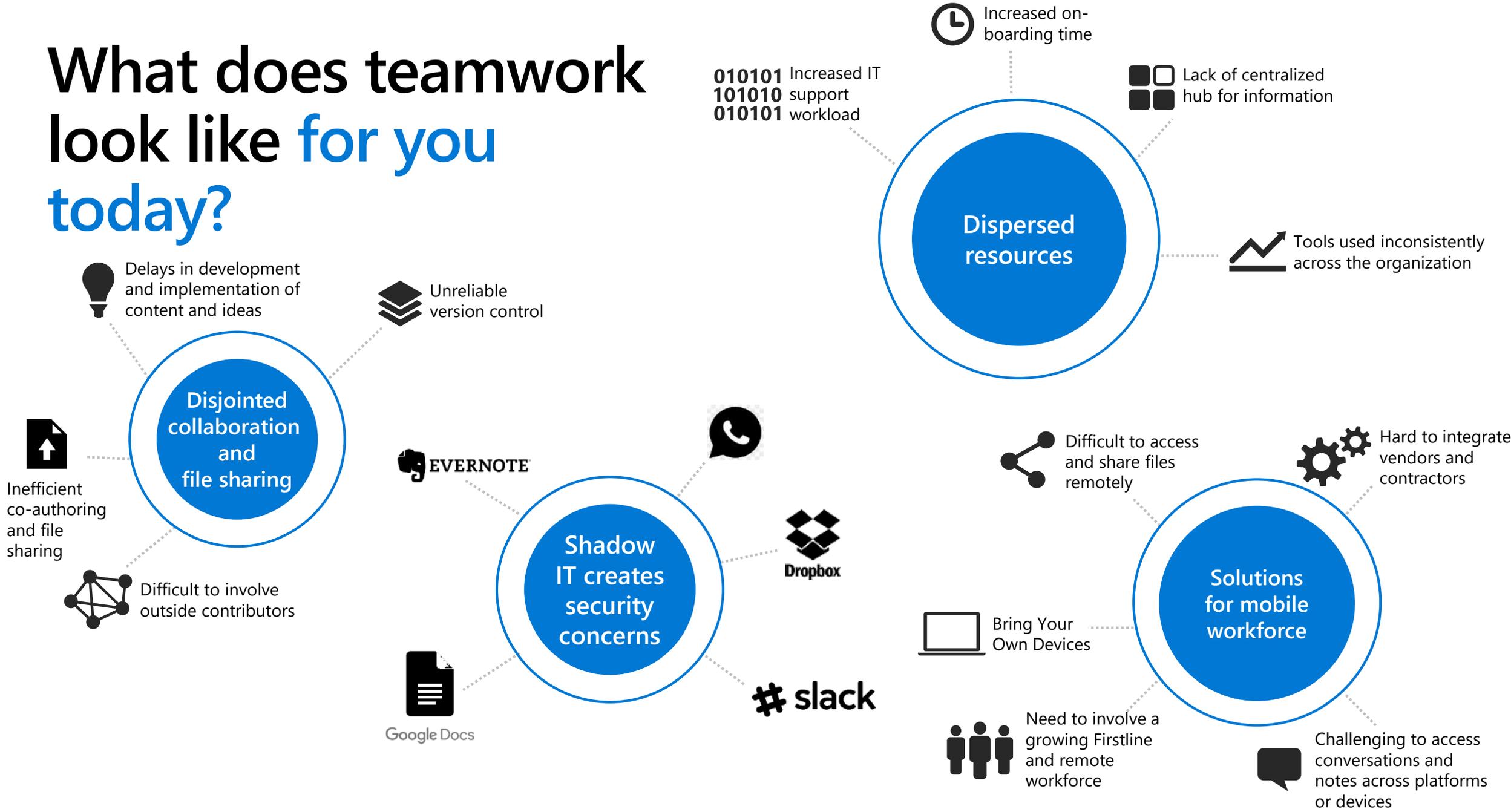
People have different expectations, preferences, skillsets and abilities



Employee engagement

Globally, employee engagement is 15%, but at the best performing companies, 70% of employees are engaged and profits are 21% higher

What does teamwork look like for you today?



Microsoft 365

A complete, intelligent solution to empower employees to be creative and work together, securely

Office 365

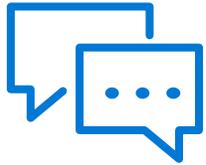
Windows 10

Enterprise Mobility + Security



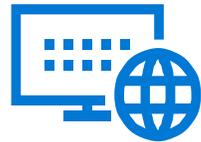
Microsoft 365: Universal Toolkit for Teamwork

Teams



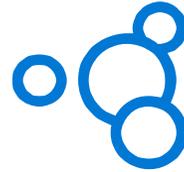
Hub
for Teamwork

SharePoint



Intranets &
Content Management

Yammer



Connect Across
the Organization

Office Apps



Co-Author

Outlook



Email
& Calendar

Office 365 Groups

Single team membership
across apps and services

Microsoft Graph

Suite-wide intelligence
connecting people and content

Security and Compliance

Centralized policy management

Teamwork in Microsoft 365



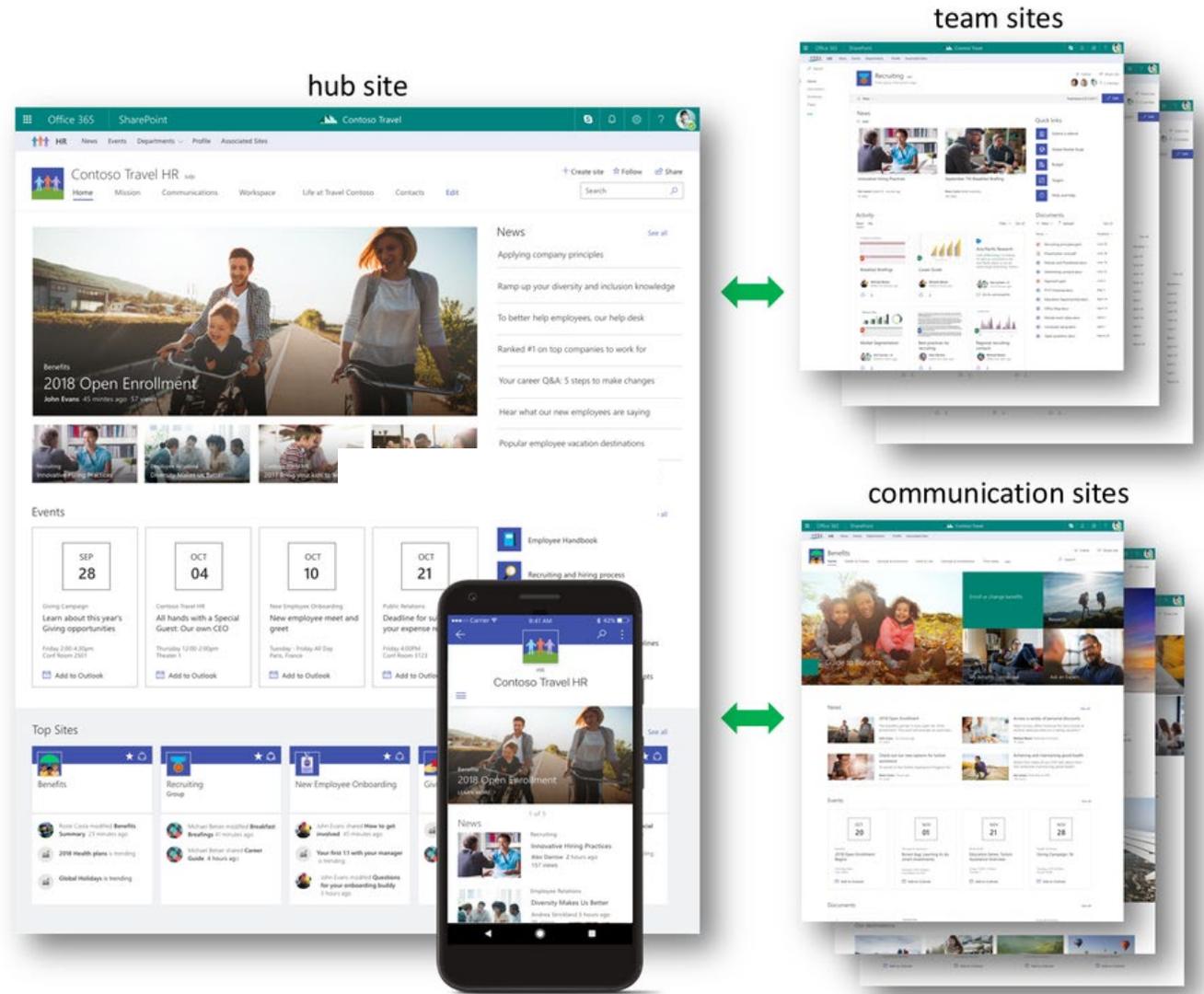
Drive Company Engagement

Gateway to the Modern Workplace

Centralize corporate communications

One-stop shop for corporate resources

Access to business critical information and workflows





Välkommen till Dokument Portal

Denna bibliotekssamling har bevis på processöverensstämmelse som sitt syfte. I processuppföljning har Processowner och Processleaders tillgång till alla processbibliotek. Varje process i VLS har ett bibliotek speglat i Dokumentportalen. I Huvudkontor hittar du HQ Stockholm, HQ Malmö, BilMog och avdelningarna på toppnivå. I Division Bus och Divisionsutbildningen hittar du alla webbplatser som rapporterar till divisionsdirektören för antingen buss eller tåg.



Processuppföljning



Huvudkontor



Division Buss



Division Tåg



Dashboard

London is changing. It's getting busier and its inhabitants – our customers – are changing the way they choose to live, work, play, transact, shop and travel. Consumer expectations as a whole are rising, and the users of London's transport system are no different.

We need your help to Proudly Deliver a World Class Railway for London. Submit your ideas, respond to our challenges and earn points along the way! Visit our [Astronaut Academy](#) for more information!

Submit an idea

Latest Open Ideas

- Streetview mapping Of stations
- Daniel Sweeting
- History of your Overground Station

Trending Ideas

- This is an example response.
- Online Payslips
- #Countdown

Latest Open Challenges

- Health, Safety & Wellbeing Strategy - Mental health innovation
- Health, Safety & Wellbeing Strategy - Ideas & Suggestions



Questions and Answers

Why we need to change

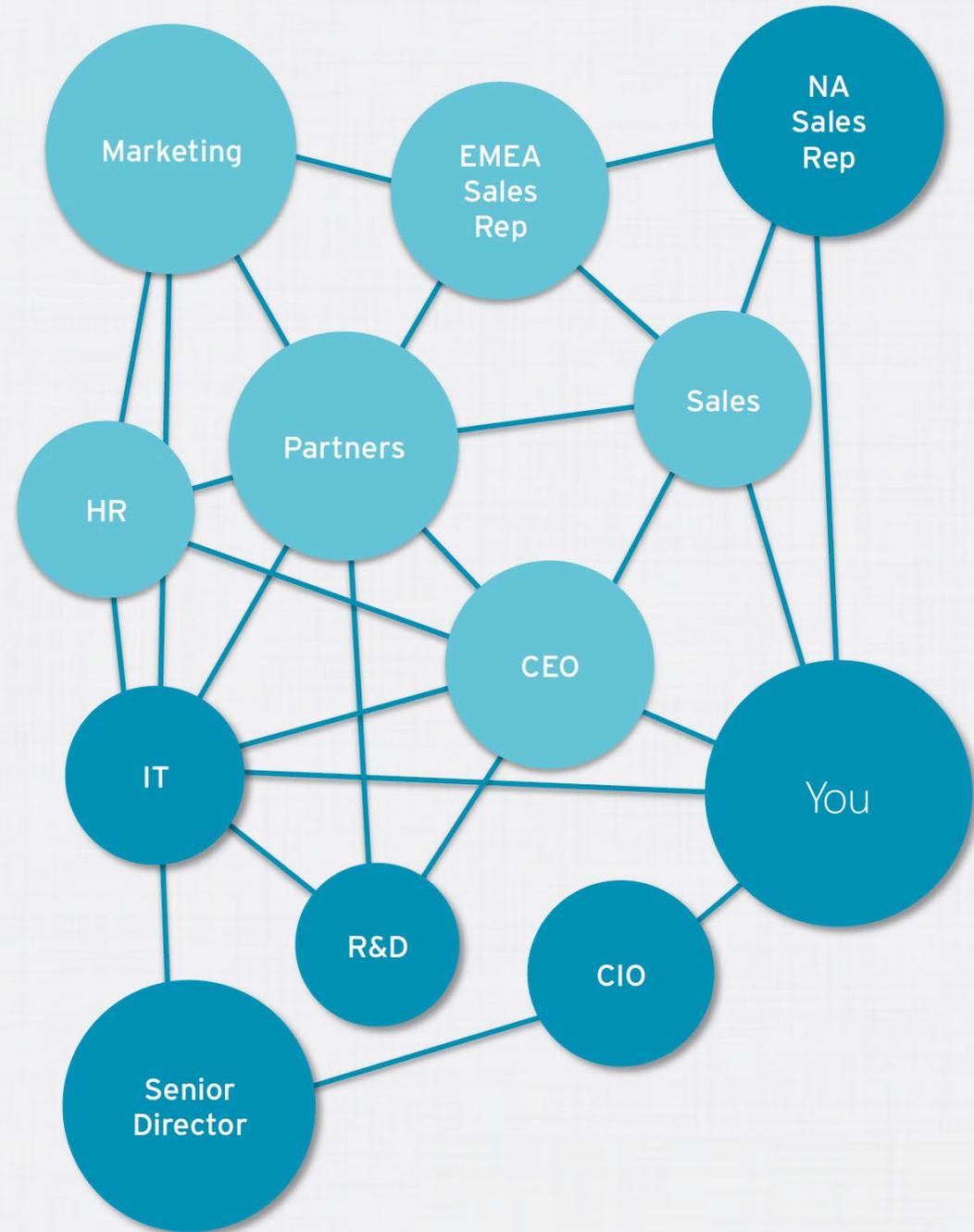
- Why are you proposing to make changes?
- Why are the changes happening now?

Initial proposals

- What are the proposed changes for frontline employees?
- Are ticket offices closing?
- If ticket offices are closed, what will happen to the employees?
- If a ticket office is closed, will there be booths located on the station instead?
- What the proposed new roles look like?
- How will stations be staffed in the future?
- Will there be any measures to protect employees that will now be outside, for example, additional security?
- How will ARL address any safety and security concerns that might result from lone working?
- Our customers tell us that they would like increased visibility on the trains. Is this something you are looking at?
- Will you use agency staff for the night/security shifts?

yammer

» Born to connect
EVERYONE
in the workplace



People
connecting
based on role

Organization



Example: Executive engagement

Town Hall
NEW CONVERSATIONS ALL CONVERSATIONS FILES SEARCH

Here's the PPT:
<https://www.yammer.com/avepoint.com/#/files/118834492>

Here's the recording:
<https://web.microsoftstream.com/video/f592ffb2-1706-4369-b32e-caa6e9e02f75?list=studio>



2018 Q1 Town Hall
66 views 0 likes

LIKE REPLY SHARE EDIT ...

Pengbin Zhang, Ricky Yin, Xiao Ma, and 17 others like this

1 share #Cg #Greathappens #Goodtogreat #Gtmcentral #Avepointrebrand #Yourock

Show 2 previous replies

CEO Connection
Share what's on your mind and see what others are saying about Satya's recent employee...
CONVERSATIONS FILES SEARCH Join Group

Update Poll Praise

Share something with this group...

May 10 at 9:38 AM

Greetings Satya,
I was told I had too much of a fixed mindset, so set off to figure out what that meant. I now understand the difference between a "fixed mindset" and an "open growth mindset". Truly I am thankful I now have a knowledge of these thought processes and the incredible differences between them. I fully 100% support the new Microsoft culture and work every day to improve myself and anyone else I am able to help. My thought is this.. there is no training or workshops available outside of Redmond that I am aware of. There are a couple online presentations that have software issues, but outside of that, people must rely on their own resources to become exposed to this new and dynamic culture. When will any scope of training, or workshops, or classes, or any helpful resources pertinent to open growth, become available to those who don't reside in Redmond?

LIKE REPLY SHARE ... and like this Seen by 912

2 shares Add Topics

May 10 at 8:10 PM from Desktop

If you haven't already, take a look at [redacted] It has huge number of very useful courses accessible to Microsoft employees worldwide. The course titled "Explore Growth mindset through Sway" was extremely useful for me and it covers whole Microsoft ideology of growth mindset.

LIKE REPLY SHARE ...

MEMBERS

INFO
Stay tuned for details on the next Employee Q&A with Satya, and visit <http://aka.ms/ceoconnection> to watch past events.
How to ask a question: 1. Read through this group to see if your question has already been asked. If so, vote it up by liking or commenting. 2. Don't see it? Post a new question. 3. Satya will answer questions based on what's on most employees' minds.

GROUP ACTIONS
View Group Insights

OFFICE 365 RESOURCES
SharePoint Document Library
SharePoint Site
OneNote
Planner

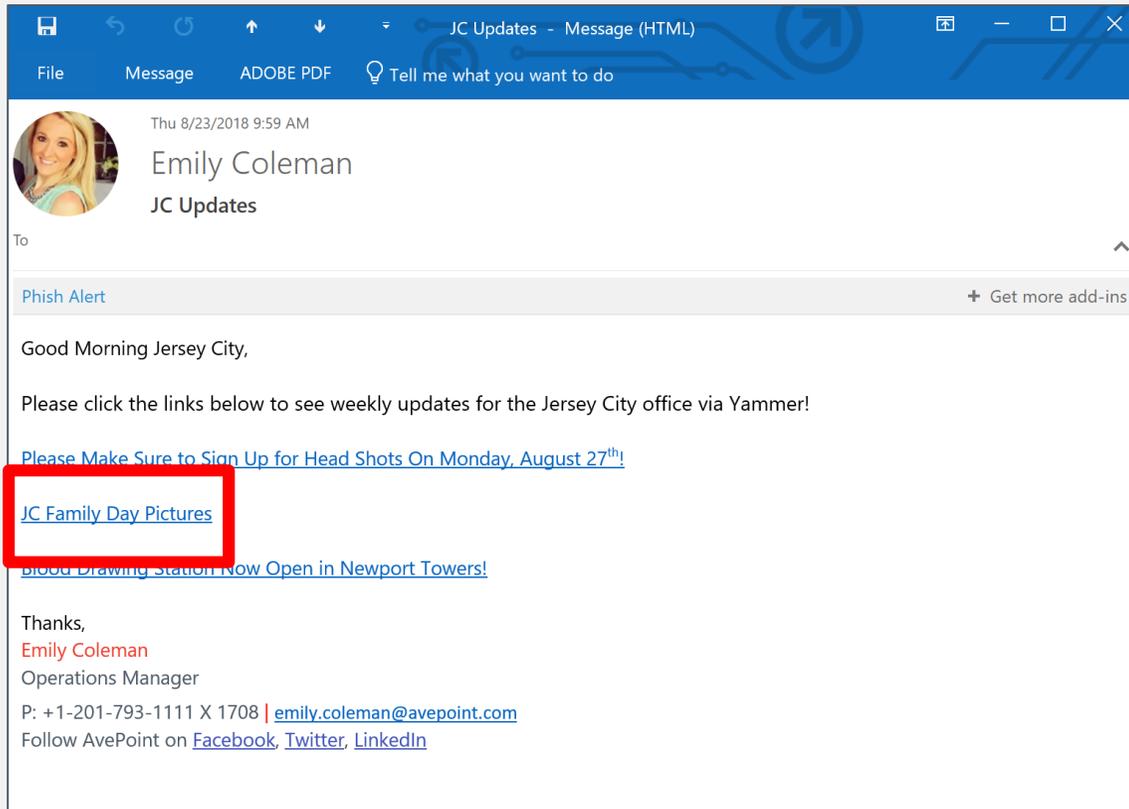


People
connecting
around a topic

Community



Example: Office updates



File Message ADOBE PDF Tell me what you want to do

JC Updates - Message (HTML)

Thu 8/23/2018 9:59 AM

Emily Coleman
JC Updates

To

Phish Alert + Get more add-ins

Good Morning Jersey City,

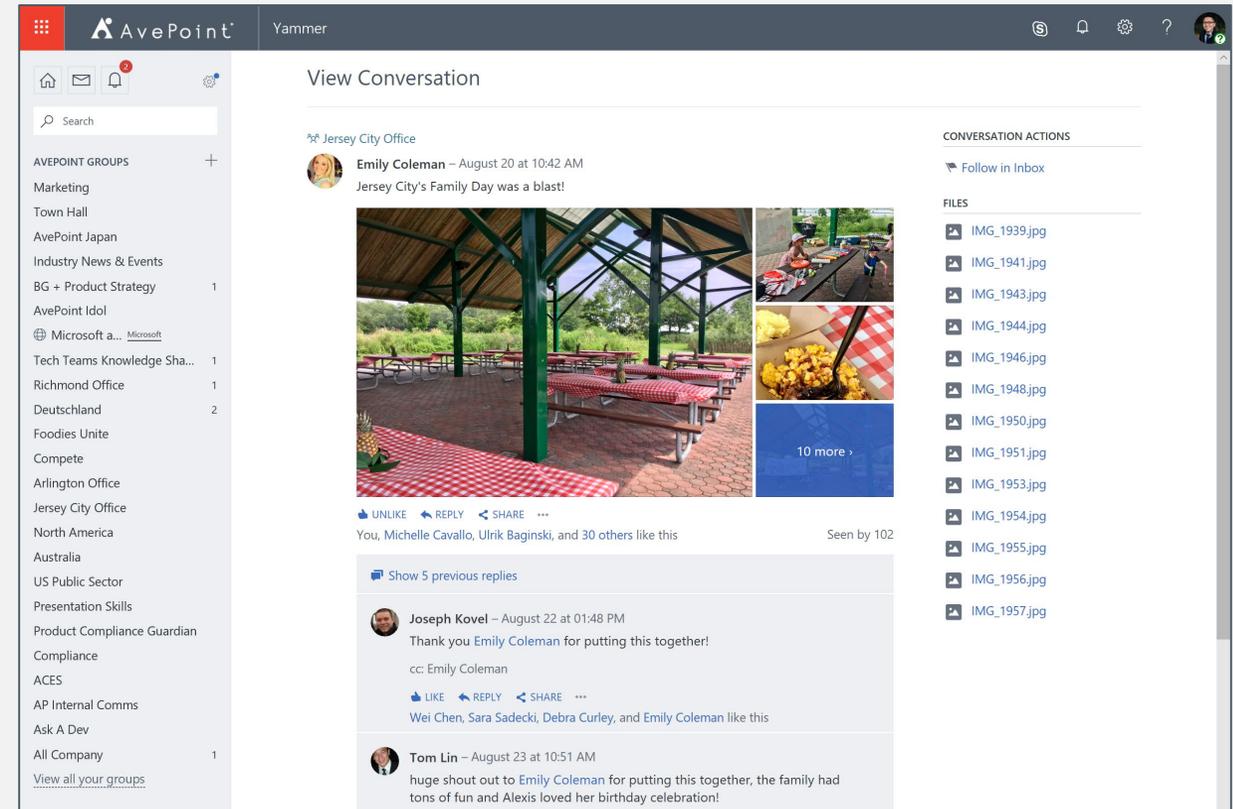
Please click the links below to see weekly updates for the Jersey City office via Yammer!

[Please Make Sure to Sign Up for Head Shots On Monday, August 27th!](#)

[JC Family Day Pictures](#)

[Blood Drawing Station Now Open in Newport Towers!](#)

Thanks,
Emily Coleman
Operations Manager
P: +1-201-793-1111 X 1708 | emily.coleman@avepoint.com
Follow AvePoint on [Facebook](#), [Twitter](#), [LinkedIn](#)



AvePoint Yammer

View Conversation

Jersey City Office

Emily Coleman - August 20 at 10:42 AM
Jersey City's Family Day was a blast!



UNLIKE REPLY SHARE ...
You, Michelle Cavallo, Ulrik Baginski, and 30 others like this
Seen by 102

Show 5 previous replies

Joseph Kovel - August 22 at 01:48 PM
Thank you **Emily Coleman** for putting this together!
cc: Emily Coleman
LIKE REPLY SHARE ...
Wei Chen, Sara Sadecki, Debra Curley, and Emily Coleman like this

Tom Lin - August 23 at 10:51 AM
huge shout out to **Emily Coleman** for putting this together, the family had tons of fun and Alexis loved her birthday celebration!

CONVERSATION ACTIONS
Follow in Inbox

FILES
IMG_1939.jpg
IMG_1941.jpg
IMG_1943.jpg
IMG_1944.jpg
IMG_1946.jpg
IMG_1948.jpg
IMG_1950.jpg
IMG_1951.jpg
IMG_1953.jpg
IMG_1954.jpg
IMG_1955.jpg
IMG_1956.jpg
IMG_1957.jpg



People
connecting
towards a goal

Initiative



Dear Arriva trains Wales,
 I absolutely love your trains and I would love to drive them when I'm older - My favourite routes of yours are Manchester Piccadilly to Fishguard Harbour, Manchester Piccadilly to Milford Haven and Milford Haven to Barry Island - If I were to drive your trains is it better to go to university first and is there a certain course I can take - Also do you get assigned a route for a day or do you get a route and stick with it for a while - I am about to start senior school and I would love advice -

UNLIKE REPLY SHARE ...

You, Gareth Smith, Lewis Brencher, and 18 others like this

Seen by 311



Gareth Morgan – January 26 at 8:28am from Android

This is fantastic!!! My tips, work hard at GCSE's and also A Level's to get a good education. Study the rail industry as a whole and understand how train drivers fit into the customer journey. Why dont we get this aspiring person in for a drive in the simulator?

LIKE REPLY SHARE ...

Chris Williams, Jay Bryce, Lewis Brencher, and 3 others like this



Dean Katchi – January 26 at 9:04am from Android

Could we write back and offer a day in the Simulator? My th SIM and talk about expectations of a Driver.

LIKE REPLY SHARE ...

Jay Bryce, Lewis Brencher, Gareth Thomas, and 2 others like this



Gaz Derry – January 26 at 2:33pm from Android

I'd also suggest that there are lots of great jobs on the railway, not just driving and that by doing them you get to learn lots about all of the railway.

Maybe if they came down to the sim they could have a mock interview or something like too? I'd happily give up some of my time to talk to them about what it's like to be a driver though, it's lovely to see young people with good ambitions

UNLIKE REPLY SHARE ...

You, Jay Bryce, Gemma Southgate, and 3 others like this

0365 Grp - Chiltern Railways - All Company Join



Lauren Henney – June 20 at 5:36 PM from iPhone

#magicmoments One of my many favourite things about this job is witnessing real magic moments - when family and friends reunite at the station. Seeing the joy and love on their faces is something I will never get tired of! Here is my little Nephew Max visiting Auntie lols (as he calls me) on a day out with his mummy and daddy. He was chuffed to get a magic moment of his own - a wave from his train driver and still talks about it, so thank you to whoever that was - you made his day!!!



LIKE REPLY SHARE ...

Debbie Osborne, Rebecca Thorneycroft, Carl Rodger, and 16 others like this

Seen by 152

#Magicmoments



Stephen Arthur – June 20 at 7:08 PM from Android

Fantastic heart warming moment..Great post

LIKE REPLY SHARE ...

Adil Lone and Lauren Henney like this



arriva
 a DB company



Search

AVEPOINT GROUPS +

Accounting NA

ATS Collaboration

All Company

+ Create a group

Discover more groups

PRIVATE MESSAGES +

Create your first private message by clicking the + button next to this tip.

+ Create a message



Accounting NA

Accounting NA

✓ Joined

NEW CONVERSATIONS ALL CONVERSATIONS FILES SEARCH

Update Poll Praise Announcement

GIF S Y

Accounting NA Add people to notify

Add topics

Post



Post a message.

You've got an idea to share, update to give, or deadline to make—why not post it?

MEMBERS (2)



INFO

[Click here to edit this section.](#)

GROUP ACTIONS

- View Group Insights
- Add or Remove Apps
- Add Members
- Create a Live Event

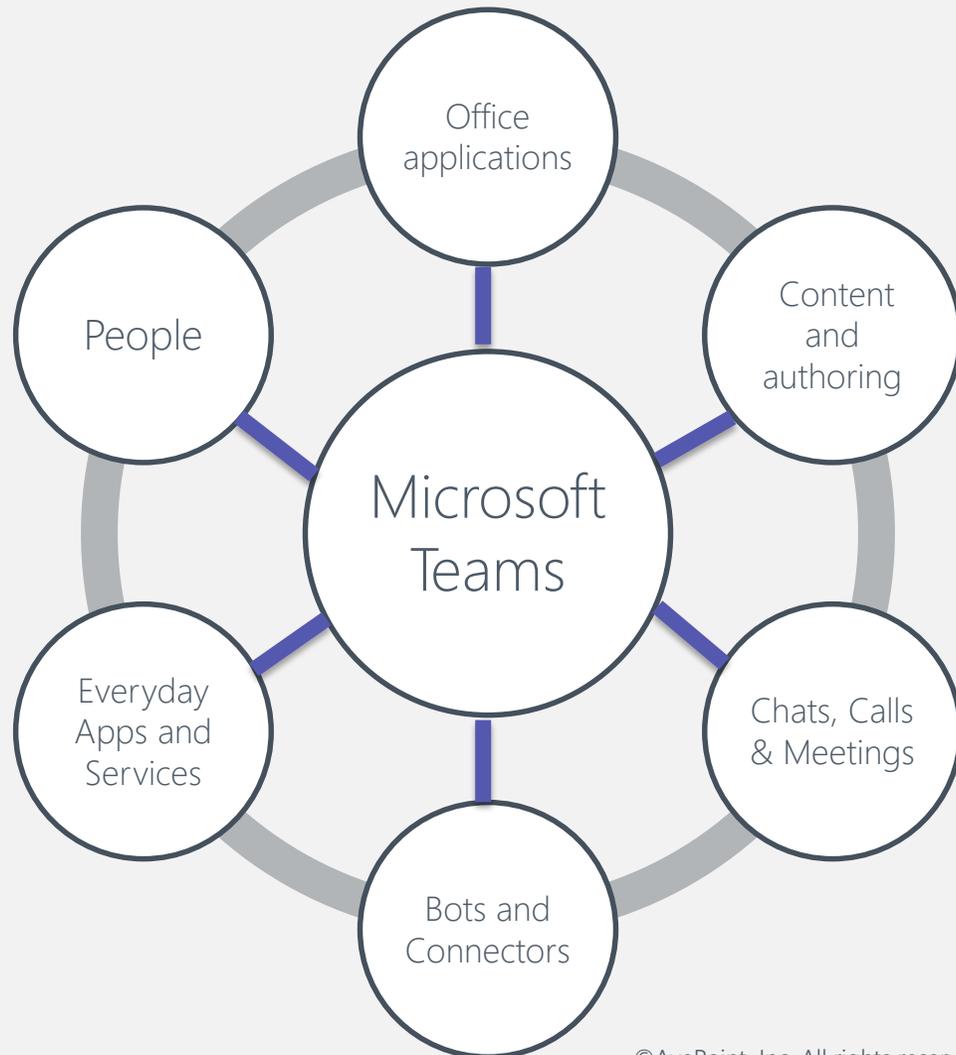
OFFICE 365 RESOURCES

- SharePoint Document Library
- SharePoint Site
- OneNote
- Planner

Facilitate Team Collaboration



Microsoft Teams – The Hub for Teamwork



Communicate: Chat, calls & meetings for today's teams



Collaborate: Deeply integrated Office 365 apps



Customize & Extend: 3rd party apps & existing systems



Work w/ Confidence: Enterprise security, compliance & manageability



Microsoft Teams Capabilities



Channel Tabs

- Sharing group information
- Pin information or tools important for the channel

Compose Extensions

- Make it easy for your users to look up and share information

Connectors

- Simple webhook notifications in channels

Personal Tabs

- Create a personal workspace
- Aggregate content from across Teams

Bots in channels

- Coordinate tasks in a team environment
- Broadly share information

Bots in 1:1 chat

- Easy access to commands
- Q&A
- Provide user right insight at right time



Microsoft Teams interface for "New Employee Onboarding > Orientation" channel. The channel is public and has no classification. A meeting titled "Meeting in 'Orientation'" is in progress, showing 20 participants and 0 co-presenters. The meeting content is currently blacked out. The left sidebar shows various channels including "MBA Recruiting", "Candidate Of...", "Final Interview", "Mentor Pro...", and "Orientation". The bottom of the interface shows a toolbar with icons for chat, emojis, GIFs, and video.



Teams for different departments

Marketing

Deliver marketing campaigns and go-to-market activities across a diverse group of internal and external stakeholders.



Sales

Build and deliver proposals with input from different stakeholders.

Manage sales planning, training and sales readiness in the same place.



Finance

Aggregate and report on data while conducting business reviews.



Human Resources

Manage recruitment, training and reviews across departments.



IT

Drive IT transformation and change management.

Plan, execute and manage all phases of IT deployment, adoption and rollout.



Engineering

Move quickly between ideation, development and deployment. Integrate with developer tools.



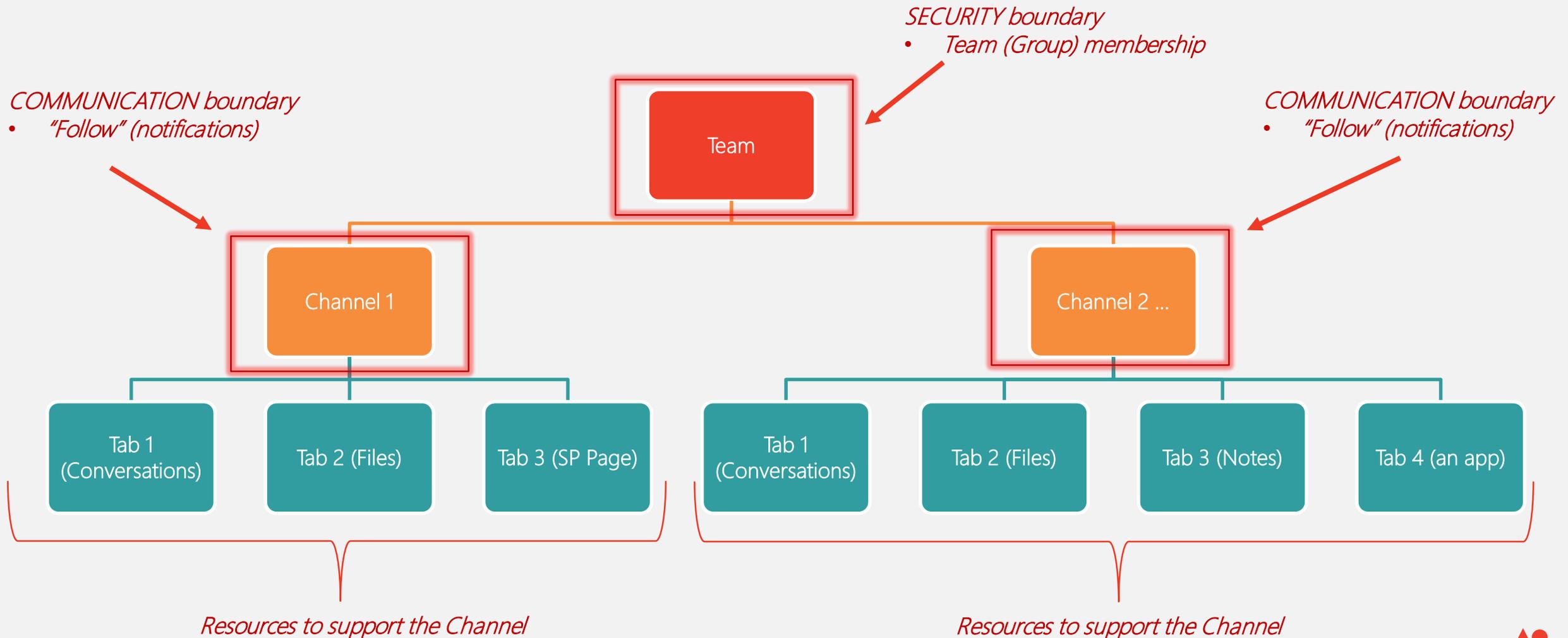
Project Management

Manage project stakeholders, tools, budgets, project reviews and feedback.

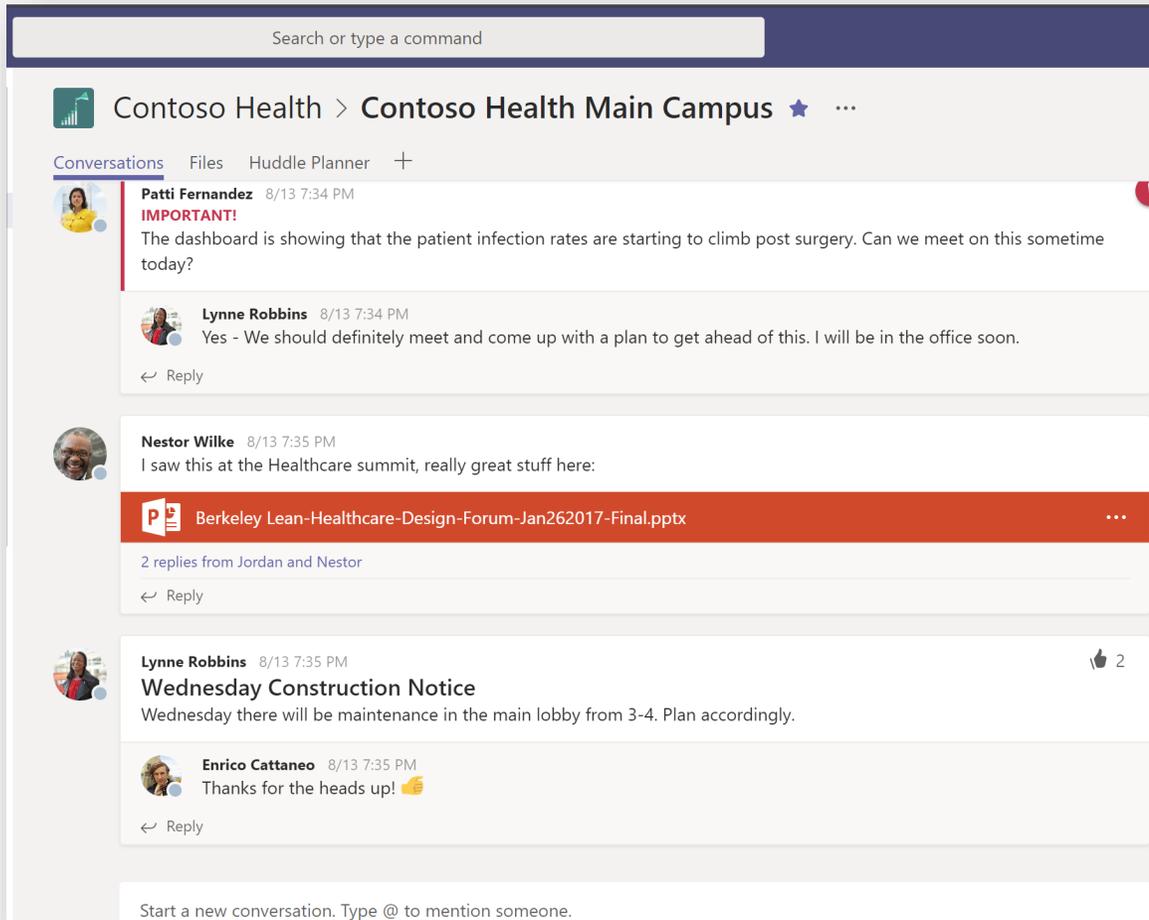


Get guidance on these and other scenarios in the [FastTrack Productivity Library](#)

The basic shape of a Team



“Conversations” are at the heart of Team collaboration



The screenshot shows a Microsoft Teams channel interface for 'Contoso Health Main Campus'. At the top, there is a search bar with the text 'Search or type a command'. Below the search bar, the channel name 'Contoso Health Main Campus' is displayed with a star icon and a menu icon. The channel tabs include 'Conversations', 'Files', and 'Huddle Planner'. The main conversation area shows four messages:

- Patti Fernandez** (8/13 7:34 PM): **IMPORTANT!** The dashboard is showing that the patient infection rates are starting to climb post surgery. Can we meet on this sometime today?
- Lynne Robbins** (8/13 7:34 PM): Yes - We should definitely meet and come up with a plan to get ahead of this. I will be in the office soon.
- Nestor Wilke** (8/13 7:35 PM): I saw this at the Healthcare summit, really great stuff here:
A red banner contains a PowerPoint icon and the text 'Berkeley Lean-Healthcare-Design-Forum-Jan262017-Final.pptx'. Below the banner, it says '2 replies from Jordan and Nestor'.
- Lynne Robbins** (8/13 7:35 PM): **Wednesday Construction Notice**
Wednesday there will be maintenance in the main lobby from 3-4. Plan accordingly.

At the bottom, there is a text input field with the placeholder text 'Start a new conversation. Type @ to mention someone.'

- Follow/unfollow channel to be notified of all activity
- @Mention people or the Team to alert them to your message regardless of their follow status
- Only users that have favorited a channel get notified if you @Mention the Channel itself



Example: Structure of a real-life Team

The screenshot illustrates the structure of a real-life team in Microsoft Teams. On the left, the 'Favorites' list shows the 'US-PubSec' team, which is highlighted with a red box and labeled 'The TEAM'. Below it, the 'Knowledge Channel' is highlighted with a teal box and labeled 'The Team's CHANNELS'. The right side of the image shows the 'US-PubSec > Knowledge Channel' view, with the channel tabs (Conversations, Files, AP Wiki, AP University, L&L Planner, Resources, 1 more) highlighted with an orange box and labeled 'Channel TABS'. A message from Taylor Davoport is visible, titled 'Following Group Emails in Outlook', with a screenshot of an Outlook interface showing the 'SLED TEAM' group and a 'Follow the Group' button.



Understanding the SharePoint and Teams relationship

The screenshot shows the Microsoft Teams interface. On the left is a dark blue navigation pane with icons for Activity, Chat (with a red badge showing '2'), Teams (with a red badge showing '@'), Meetings, and Calls. The main area displays the 'BGLeads' team, represented by a red 'A' logo. Below the team name is a list of channels: 'General' (highlighted), 'BG Virtual Stand-up', 'BG-Dev Workshop 2018', 'GTM-Sales', 'Product Strategy', 'Project Tasks', 'SP 2019', 'Technical Partnerships', and '2 more channels'.

The screenshot shows the 'Documents' view for the 'BGLeads' team. At the top, there is a header for the team 'BGLeads' (Private group) and a toolbar with options: '+ New', 'Upload', 'Quick edit', 'Sync', and 'Export to Excel'. Below the toolbar is a table of documents, which are all folders.

Name	Modified
BG Virtual Stand-up	July 16
BG-Dev Workshop May 2018 C...	April 24
Field Feedback	March 15
General	November 17, 2017
GTM-Sales	August 14, 2017
Product Strategy	August 14, 2017
Project Tasks	6 days ago
SP 2019	July 3
Technical Partnerships	August 14, 2017



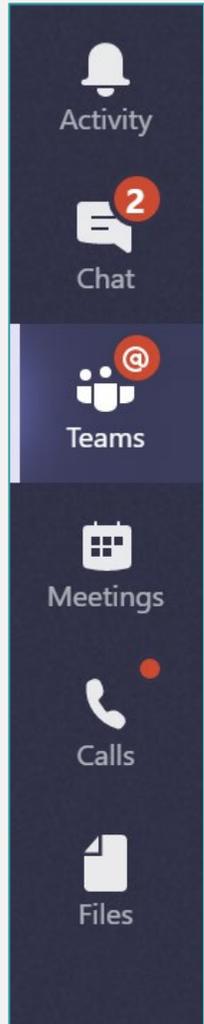
The Difference between TEAMS and CHATS

Team Conversations

- Visible to all Team members/owners
- Uploaded files go into the SharePoint folder for the Channel
- Conversation history goes into the Team mailbox for compliance needs (hidden)
- Notifications will be sent to those following the Channel + those who are @mentioned

Chats

- Visible only to those in the chat
- Uploaded files go into the OneDrive of the poster and are shared with current chat participants automatically
- Chat history goes into the participants mailboxes for compliance needs (hidden)
- Notifications will be sent to participants



Office 365 Groups = Membership Service

Attributes

One identity

Azure AD is the master for group identity & membership

Federated resources

Office 365 services extend with their data

Loose coupling

Service notify each other of changes to a group

Flow

User creates new group for teamwork



Group identity created in Azure Active Directory



Group experience populated in app of choice

Apps



Azure AD

Outlook

Teams

StaffHub

SharePoint

Planner

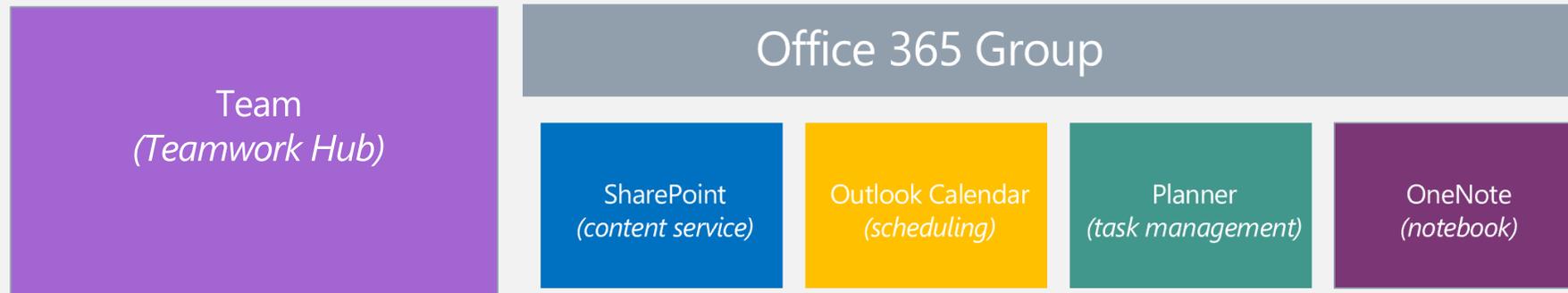
Dynamics CRM

Yammer

Stream

Power BI

When Creating a Team ...



Why Microsoft Teams Will Soon Be Just as Common as Outlook



Published: 18 June 2018 ID: G00348503

Analyst(s): [Larry Cannell](#) | [Mark Cortner](#)

Summary

Microsoft Teams is playing an increasingly unifying and expanding role in Office 365. This report guides technical professionals on getting the most value out of Teams, analyzes Teams' impact on the rest of Office 365, and assesses Teams' strengths and weaknesses.

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Analysis

Microsoft Teams From an End-User Perspective

Channels Are the Heart of Group Collaboration in Microsoft Teams

Peer-to-Peer Chat Provides Simple Messaging and Sharing

Teams Also Provides Personal Productivity Features

How Teams Impacts Other Office 365 Products and Services

Membership: Teams and Office 365 Groups

Messaging: Teams, Yammer, Skype for Business and Outlook

Content Collaboration: Teams, Office 365 ProPlus, OneDrive for Business and SharePoint

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By default, anyone can create an Office 365 group. Therefore, anyone can create a team in Microsoft Teams. However, history has shown that allowing this privilege to go ungoverned can result in users creating workspaces on impulse. Such workspaces often become abandoned, because their creators fail to promote them. Ultimately, people wonder why the workplaces were created in the first place. For example, you may recall the early days of SharePoint Server. Some enterprises saw the creation of hundreds, perhaps thousands, of sites, with little thought given to why those sites were needed.

<https://www.gartner.com/doc/3879669>



Unlock productivity with



150+ integrations



officevibe



workato



Stream

How can we improve everyday experiences by extending Teams?

Every day I have to ... eat

CAFÉ Café and Dining Dev

[Conversation](#) [Favorites](#) [Reminders](#) [About](#)

Yesterday 1:49 PM
Where is the nearest café?

CAFÉ Café and Dining Dev Yesterday 1:49 PM
You need to sign in before you can use Café Bot.
[Sign in](#)

Here's are all the cafés. Please select a café to get menu details.

Cafés near you



Cafe Bravern 1
Building BRAVERN-1

Here's the menu for Cafe Bravern 1 on Wednesday

What can I do?

Type your questions here

Every day I have to ... eat

CAFÉ Café and Dining Dev

Conversation Favorites Reminders About

Here's the menu for Cafe Bravern 1 on Wednesday



Cafe Bravern 1
Breakfast 7:00 - 10:30 am | Lunch
11:00 - 2:00 pm | Espresso 7:00 -
4:30 pm

THE WOK
Fried Rice, Spicy Fried Chicken Wing, Mongolian Tofu, General Tso Chicken

SUB SHOPPE
Build Your Own Sub

SOUPS
Vegetarian Southwest Vegetable (vegan), Old Fashion Tomato (vegan), Chicken
Noodle w/ Penne Pasta

SALAD BAR
Salad Bar

GRILL

What can I do?

Take a tour	Learn about what I can do
Where is the nearest café?	Get cafés nearest to your assigned building
What is on menu for Friday?	Get menu of any week day for your building's ...
Today's menu at Lincoln Square	Get today's menu for a cafe
What cafés are serving sushi	See what cafés are serving sushi
Remind me when sushi available	Get reminders for when a food item is on the ...
Meal card balance	See your meal card balance and add money

Type your questions here

✎ 😊 📺 🗣️ 🎧 ... ▶

Every day I have to ... eat

CAFÉ Café and Dining Dev

Conversation Favorites Reminders About

Noodle w/ Penne Pasta

SALAD BAR
Salad Bar

GRILL
Mushroom Swiss Burger, California Fried Chicken, Haystack Burger, Diablo Burger, The Grill

GLOBAL
Whole Roasted Striploin with Brussel Sprout and Potato

ESPRESSO
Proudly Serving Caffe Lusso Espresso!

CULTURAL CUISINES
TERIYAKI

CHEF'S TABLE
Salmon with Cashew Gremola

BREAKFAST
Simply Breakfast

View full menu Get directions Order now

Favorite

Yesterday 1:54 PM
Meal card balance

CAFÉ Café and Dining Dev Yesterday 1:54 PM
Here's your meal card balance.

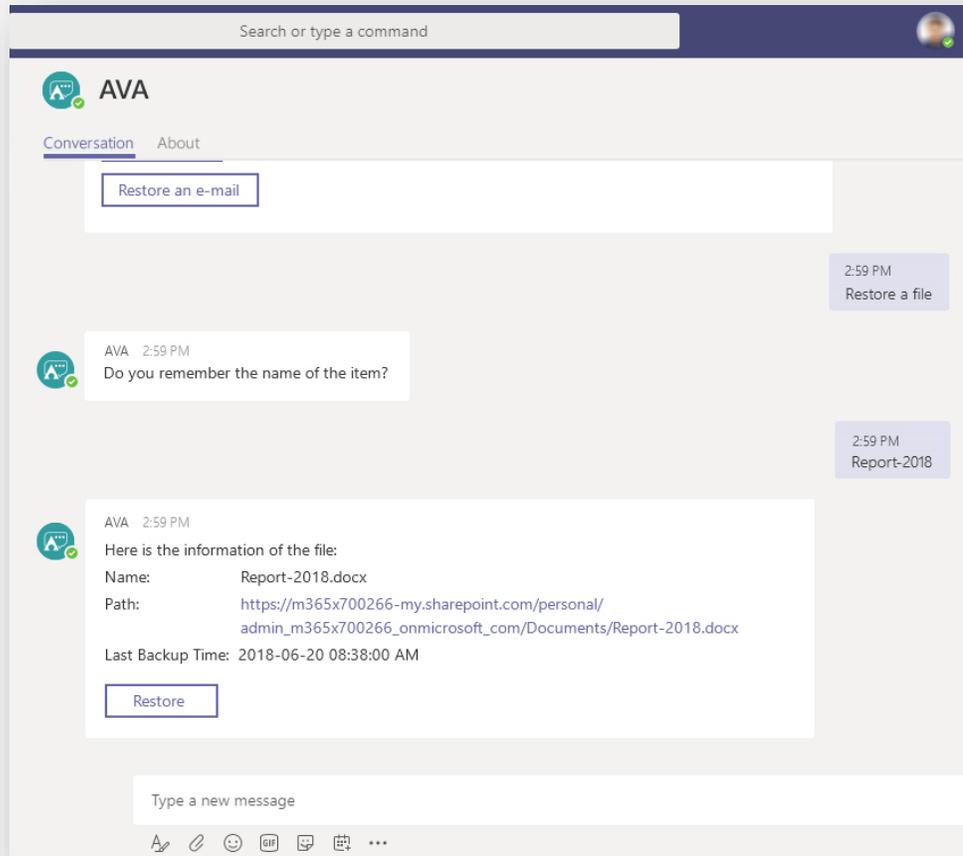
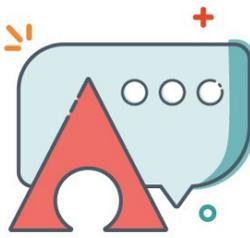
\$426.01
Meal card balance as of 10/31/2018

Manage

Type your questions here

✍️ 😊 📄 🗨️ 🎧 ⋮

AVA: Restore Deleted Emails + Files



Give users a place to look for lost content:

- Filenames that can't be found
- Documents modified recently
- Broken URLs to documents and files
- Lost e-mails that can't be searched in Exchange / Outlook

Highlight quick-wins to limit support calls:

- Identify version history, first and second level recycle bins, soft-deleted content
- Identify recent data in AvePoint's backup data sets
- Fully security-trimmed to each user



Ensure Sustainable Adoption





Change is
often met with
resistance

Only 34% are the early
majority willing to adopt
new technology within the
enterprise *

Why Training Alone is Not Working



Non-Contextual

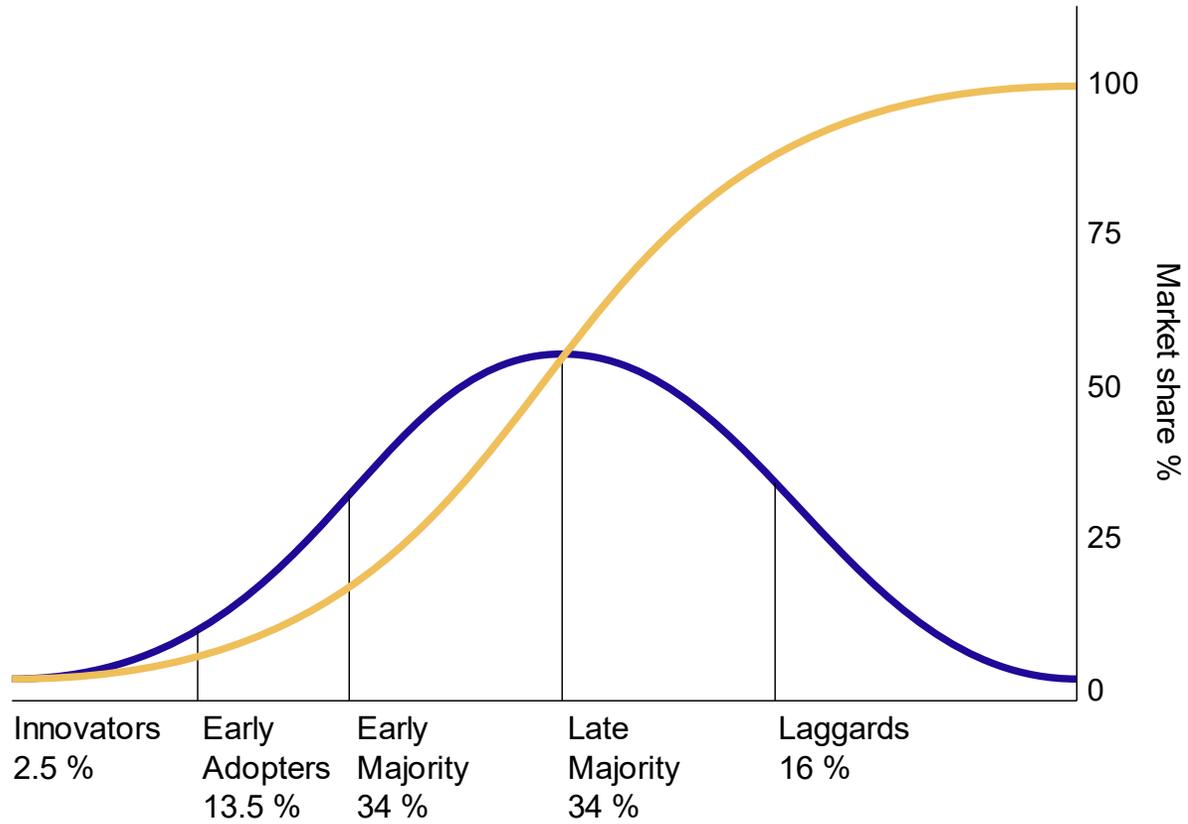
Unclear Roles

Generational Gap

What's In It For Me?



How do you achieve 90% adoption?



* [Diffusion of Innovations](#) by Everett Rogers



Make it easy to do
the right thing

Focus on business scenarios as use cases

Enforce policies by automating governance

Specify rules of engagement



Examples: Specify rules



- Post company wide message on All Company group and send link via email
- Post office announcements on specific yammer group and send summary via email
- Encourage knowledge sharing



- Departmental and/or project-based communications and collaboration
- Virtual meetings
- Instant messaging



Example: Departmental collaboration

The screenshot shows a Microsoft Teams chat window for the 'AvePoint Marketing > General' channel. The left sidebar lists various channels and favorites, including 'AvePoint Marketing', 'General', 'Articles', 'Comms', 'Events', 'Ideas', 'Internal Rebranding Project', 'Photo of the Day', '5 more channels', 'Digital Marketing', 'Field Marketing', 'AvePoint Content Mark...', 'AvePoint Product Mark...', 'US CN Technical Writing', 'AvePoint Design', 'Microsoft Ignite 2018', 'BG+PMK', and 'Marketing Leadership'. The main chat area shows a conversation from August 16, 2018. Evelyn Wang posted a message at 3:42 AM: 'Meet Jenny Dong, New Technical Writer'. She introduced Jenny Dong and asked for help in giving her a warm welcome. Violet Zhang replied at 6:35 AM, asking for help in directing her to the technology team to draft a blog. Dux Raymond Sy replied at 8:44 AM, mentioning Brent Middleton and Michael Segner. Violet Zhang replied again at 9:31 PM, thanking Dux Raymond Sy and Michael Segner for their help.

The screenshot shows a Microsoft Word document titled 'Citizen Services 1.3.1 Product Update...'. The document content includes the title 'Citizen Services 1.3.1', a paragraph describing the release, and a section titled 'Smart Forms'. The 'Smart Forms' section includes a numbered list with one item: '1. Conditional Logic to Show/Hide fields'. This item describes how conditional logic can be added to forms to show or hide fields based on other form selections. Below this list is a figure caption: 'Figure 1: Show or hide fields based on other form selections.' The document also includes a paragraph about the capability making forms more usable, and another section titled 'Cascading Dropdowns' which describes how cascading dropdowns can be used to relate fields to each other. Below this is another figure caption: 'Figure 2: Configure cascading dropdown lists.' The document concludes with a paragraph about the ability to export service request data to CSV. The right sidebar shows a chat window with messages from Paul Olenick and Vanessa Molnar, including a video player and a 'Request' form.



Example: Make email work better

The screenshot displays the Microsoft Teams interface. At the top, there is a search bar with the text "Search or type a command". The user's profile is shown as "AvePoint" with a dropdown arrow, a profile picture, and window control icons. The left sidebar contains navigation options: Activity, Chat (with a notification badge), Teams, Meetings, Calls, and Files. The main area shows a channel named "AvePoint Marketing > Comms" with a "Private" status. A context menu is open over the "Comms" channel, listing several actions: "Remove favorite", "Edit this channel", "Connectors", "Get email address" (highlighted), "Get link to channel", "Delete this channel", and "Follow this channel". The channel content shows a message from "Inoda" dated "5/24 4:26 AM" with a thumbs-up icon and a mention icon. The message text discusses GDPR and mentions "Raymond Sy" and "Michael Segner". Below it, a message from "Copeland" dated "6/18 11:59 AM" is visible, mentioning "AvePoint Marketing" and a news release link.





Facilitate leadership buy-in

Highlight financial benefits

Demonstrate better transparency

Expedite organizational agility

Examples: Leadership buy-in



- Conduct townhalls
- Institutional knowledge repository for new hire onboarding
- Executive engagement



- Geographically dispersed teams visibility
- Facilitate better knowledge management across docs, chats, meetings
- Integrate line of business tools



Example: Executive engagement

Town Hall
NEW CONVERSATIONS ALL CONVERSATIONS FILES SEARCH

Here's the PPT:
<https://www.yammer.com/avepoint.com/#/files/118834492>

Here's the recording:
<https://web.microsoftstream.com/video/f592ffb2-1706-4369-b32e-caa6e9e02f75?list=studio>



2018 Q1 Town Hall
66 views 0 likes

LIKE REPLY SHARE EDIT ...

Pengbin Zhang, Ricky Yin, Xiao Ma, and 17 others like this

Seen by 216

< 1 share #Cg #Greathappens #Goodtogreat #Gtmcentral #Avepointrebrand #Yourock

Show 2 previous replies

CEO Connection
Share what's on your mind and see what others are saying about Satya's recent employee...
CONVERSATIONS FILES SEARCH Join Group

Update Poll Praise

Share something with this group...

– May 10 at 9:38 AM

Greetings Satya,
I was told I had too much of a fixed mindset, so set off to figure out what that meant. I now understand the difference between a "fixed mindset" and an "open growth mindset". Truly I am thankful I now have a knowledge of these thought processes and the incredible differences between them. I fully 100% support the new Microsoft culture and work every day to improve myself and anyone else I am able to help. My thought is this.. there is no training or workshops available outside of Redmond that I am aware of. There are a couple online presentations that have software issues, but outside of that, people must rely on their own resources to become exposed to this new and dynamic culture. When will any scope of training, or workshops, or classes, or any helpful resources pertinent to open growth, become available to those who don't reside in Redmond?

LIKE REPLY SHARE ... and like this Seen by 912

2 shares Add Topics

– May 10 at 8:10 PM from Desktop

If you haven't already, take a look at [redacted] It has huge number of very useful courses accessible to Microsoft employees worldwide. The course titled "Explore Growth mindset through Sway" was extremely useful for me and it covers whole Microsoft ideology of growth mindset.

LIKE REPLY SHARE ...

MEMBERS

INFO
Stay tuned for details on the next Employee Q&A with Satya. and visit <http://aka.ms/ceoconnection> to watch past events.
How to ask a question: 1. Read through this group to see if your question has already been asked. If so, vote it up by liking or commenting. 2. Don't see it? Post a new question. 3. Satya will answer questions based on what's on most employees' minds.

GROUP ACTIONS
View Group Insights

OFFICE 365 RESOURCES
SharePoint Document Library
SharePoint Site
OneNote
Planner



Example: Global team collaboration

The screenshot shows a Microsoft Teams chat window for the 'Field Marketing' team. The left sidebar lists various teams, including 'AvePoint Marketing', 'Digital Marketing', 'Field Marketing', 'AvePoint Content Mark...', 'AvePoint Product Mark...', 'US CN Technical Writing', 'AvePoint Design', 'Microsoft Ignite 2018', 'BG+PMK', and 'Marketing Leadership'. The main chat area is titled 'Field Marketing > General' and shows a conversation from July 30, 2018. A message from Martina Dingis asks for help with branded assets for upcoming events. Below it, AnnMarie Connolly and Adeline Boror provide responses and links.

Search or type a command

Field Marketing > General

Conversations Files Wiki Meetings Notes

July 30, 2018

Martina Dingis 7/27 10:42 AM
Stuff for events
Hi Field Marketing!

As we have many upcoming events in autumn, I would like to get some new branded assets.
I was wondering if you can share pictures of the stuff you have in your regions? I appreciate any help 😊
I am looking to get new

- T-Shirts or Shirts for Event Staff
- Booth (a magnetic one maybe)
- Best raffle gifts

Have a great weekend all!

See less

AnnMarie Connolly 7/27 10:44 AM
Annie Wang when ya get a free min, pls share graphic and images for t-shirts produced at our NL Events.

Martina Dingis 7/27 10:46 AM
Got those from Annie Wang already 😊 thanks AnnMarie Connolly

Adeline Boror 7/30 8:32 AM
Hi Martina Dingis we don't do shirt or tshirt in France I did order some name badges in metal with magnetic fittings (see attached)
Regarding price draw I shared with you the 3D printer which is not expensive only 150 euros link here : https://www.gearbest.com/3d-printers-3d-printer-kits/pp_969800.html?wid=1433363

See less

Start a new conversation. Type @ to mention someone.

The screenshot shows a Microsoft Teams chat window for the 'US CN Technical Writing' team. The left sidebar lists various teams, including 'AvePoint Marketing', 'Digital Marketing', 'Field Marketing', 'AvePoint Content Mark...', 'AvePoint Product Mark...', 'US CN Technical Writing', 'AvePoint Design', 'Microsoft Ignite 2018', 'BG+PMK', and 'Marketing Leadership'. The main chat area is titled 'US CN Technical Writing > Just for fun!' and shows a conversation from June 20, 2018. A message from Delphine Chen shares a photo of a rainbow and asks for help with branded assets. Below it, Dorothea Zhang shares a photo of a double rainbow.

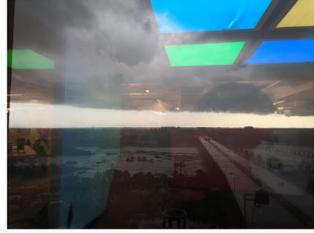
Search or type a command

US CN Technical Writing > Just for fun!

Conversations Files Wiki

June 20, 2018

Delphine Chen 6/20 11:14 AM Edited
Just want to show you the amazing power of nature in Richmond
with Microsoft light on~~US CN Technical Writing



See less

June 21, 2018

Dorothea Zhang 6/21 1:19 AM
Double rainbows from CC yesterday 😊



Start a new conversation. Type @ to mention someone.



Ensure quick wins

Enable mobility

Partner with other dept

Activate champions



Examples: Quick Wins



- Corporate initiatives
- External collaboration
- Learning and enrichment



- Utilize mobile app
- Forward emails to channels
- Conduct meetings



Example: Corporate initiatives

The screenshot shows a Yammer group interface for 'AvePoint Idol'. The top navigation bar includes the AvePoint logo, the word 'Yammer', and utility icons for search, notifications, settings, and help. A user profile picture is visible in the top right corner. The left sidebar lists various 'AVEPOINT GROUPS' such as Marketing, Town Hall, and AvePoint Japan, with 'AvePoint Idol' currently selected. The main content area features a group header with the title 'AvePoint Idol' and a description: 'A global competition open to ALL employees, teams & offices.' Below the header are tabs for 'NEW CONVERSATIONS', 'ALL CONVERSATIONS', 'FILES', and 'SEARCH'. A post by 'Anna Goranson' dated August 17 at 01:29 PM is the central focus. The post text reads: 'Hi AvePoint People! AvePoint Idol is moving on to the next round of competition – the TRIVIA round. See how much Thomas Heinz, Eric Lam, Matthias Prösl, Jesse Strauch, Ken Teoh, Hunter Willis, Peter Sandeen, Alexander Dick know about the company. Congrats to our semi-finalists! Cheer on your favorite contestant here or use #avepointidol! Stayed tuned until next Monday for the results and the finalist announcement! cc: Thomas Heinz, Eric Lam, Matthias Prösl, Jesse Strauch, Ken Teoh, Hunter Willis, Peter Sandeen, and Alexander Dick'. Below the post are interaction options: UNLIKE, REPLY, SHARE, and a 'Seen by 59' indicator. A hashtag '#Avepointidol' is visible at the bottom of the post. The right sidebar contains a 'MEMBERS (90)' section with profile pictures, an 'INFO' section with the text 'Who will be voted AvePoint Idol 2018?', a 'GROUP ACTIONS' section with a 'View Group Insights' link, a 'PINNED' section with two PDF documents, and a 'RELATED GROUPS' section with an 'Add a related group' button.



Example: Make meetings better





Make a Difference – Become a Champion

- Get more from Office 365
- Help others do the same
- Enhance your career

Get started at <https://aka.ms/O365Champions>

Establish Rollout Timeline

Month 1

- Identify 3 use cases for Yammer and 3 use cases for Teams
- Engage leadership and secure buy-in
- Develop rules of engagement and how-to resources

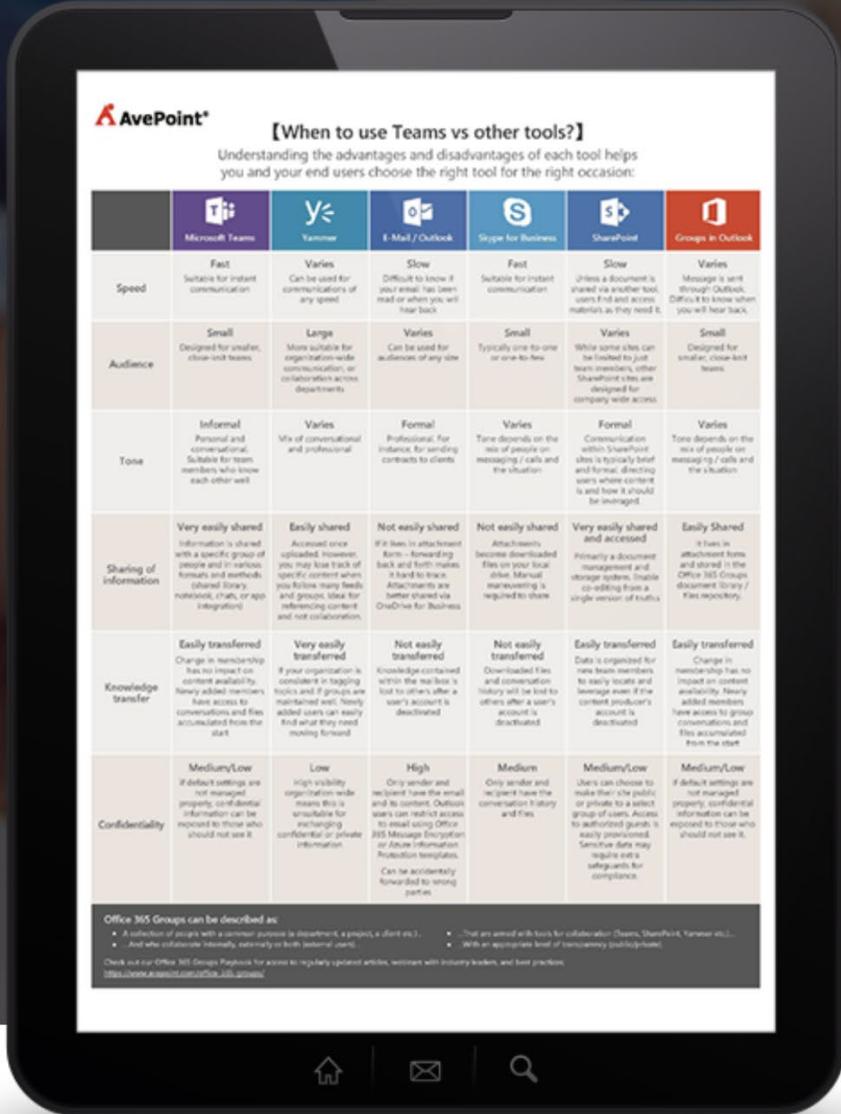
Month 2

- Engage 3 departments/groups to pilot Yammer and Teams use cases
- Identify what works and what doesn't with use cases then modify
- Configure Yammer and Teams to support use cases for company wide deployment

Month 3

- Launch use cases company wide
- Encourage leadership to consistently promote and adopt the use cases
- Showcase and highlight wins of adopting Yammer and Teams





Free eBook

When to Use and How to Manage Microsoft Teams & Office 365 Groups

- Chapter 1: What are Office 365 Groups?
- Chapter 2: What is Microsoft Teams?
- Chapter 3: What collaboration tool should I use when?
- Chapter 4: Top 3 concerns for Office 365 admins and how to alleviate them

[Free Download >](#)

avepoint.com/resources

DIGITAL TRANSFORMATION

FROM THE TRENCHES

▶ *Register for FREE at*
ShiftHappensCon.com

Use Code: "CUSTOMER50"

Washington, D.C.

June 12-13, 2019

#shifthappens

thank you

Gracias

ευχαριστώ

Danke

Grazie

благодаря

Hvala

Obrigado

Kiitos

شكراً

Tak

Ahsante

Teşekkürler

متشكراً

Salamat Po

감사합니다

Cám ơn

شكريه

Terima Kasih

Dank u Wel

Děkuji

நன்றி

Köszönöm

ありがとう
ございます

ឧបត្ថម្ភគ្រប់

Dziękuję

谢谢

Tack

Mulțumesc

спасибо

Merci

תודה

多謝晒

дядкую

Ďakujem

Get Resources



avepoint.com/presentations

Let's Connect



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