

My Tasks



project c ...



tasks

■ This task is late
 ■ On time
 ■ Completed on time
 Revise final deck Revise final deck Meet with execs

activity

 Sandra Ho updated
ProjectPlan.pptx at 12:36pm

notes

documents

N OneNote
Today 12:32pm
Meeting Notes

Powerpoint
TeamStatus.pptx

Rohit Banerjee
Modified Tues at 10:52am

Rohit Banerjee
Modified Tuesday at 10:52am

recordings

6/9/15 team planning meeting



project a

- This task is late

Revise final deck
- This task is late

Revise final deck
- On time but coming due

Reschedule meeting with Clark G.
- Completed on time

Update mapping spreadsheet

project b

- This task is late

Revise final deck
- This task is late

Revise final deck
- On time but coming due

Reschedule meeting with Clark G.
- On time but coming due

Reschedule meeting with Clark G.
- On time but coming due

Reschedule meeting with Clark G.

project c

- Completed on time

Meet with execs
- On time

Revise final deck
- This task is late

Revise final deck

project d

- This task is late

Revise final deck
- This task is late

Revise final deck
- On time but coming due

Reschedule meeting with Clark G.
- Completed on time

Update mapping spreadsheet
- Completed on time

Update status deck
- Completed on time

Call Richard Simmons

project e

- On time

Revise project sc
- This task is late

Create functional

← Project A Documents



⊕ new ↑ upload ↺ sync ✎ edit ⚙ manage ↻ share

Rohit Banerjee
Modified Tuesday at 12:44pm

O365 case study

Word



This case study might be good background and maybe something to share during the presentation.

Aaron Eslinger
Modified Monday at 12:44pm

Presentation template

Powerpoint



Rohit, can you please go through and insert those slides you were mentioning?

Aaron Eslinger
Modified Oct 5 at 1:29pm

Presentation notes

Excel



Here's a list of everything we need to be sure to cover, with some owners identified.

Aaron Eslinger
Modified Monday at 12:44pm

Team Status Presentation

Powerpoint

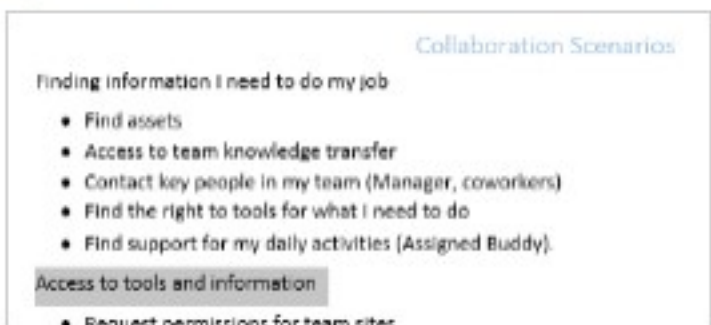


Rohit, can you please go through and insert those slides you were mentioning?

Rohit Banerjee
Modified Tuesday at 12:44pm

O365 case study

Word



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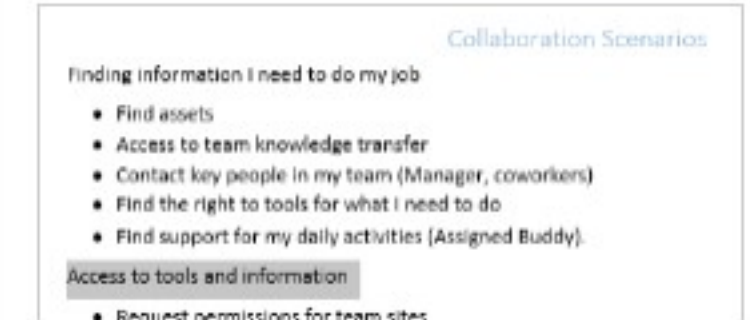
published for review

dependent teams

Rohit Banerjee
Modified Tuesday at 12:44pm

O365 case study

Word



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exec

Aaron Eslinger
Modified Monday at 12:44pm

Team Status Presentation

Powerpoint



workspace

 meet in workspace

 work in workspace

- 

Abe Wenning (Avanade)

- Offline 30 mins
- 

Bijan Hashemi (Avanade)

- In a meeting home
- 

Erin Clark (AVANADE INC)

- In a meeting
If I appear offline, please try me at erin.k.clark@avanade.com
- 

Dawn Lee

- Inactive 1 hour - Mobile
Working from home today... find me on Skype for Business

activity



- 

Sandra Ho updated ProjectPlan.pptx

at 12:36pm
- 

Joe Contoso added ProjectPlan.pptx

at 11:15am
- 

Joe Contoso joined the Space!
- 

Shane Sams posted a doc.
- 

Bijan Hashemi replied to your email

tasks



- 

Mariah H: Pull together draft schedule
- 

Joe B: Email partners about scheduling
- 

Sam G: Upload interview recordings
- 

Joe B: Email partners about scheduling

documents

 new  upload  sync

 Word

ProjectPlan.docx

Rohit Banerjee
Modified Tues at 12:44pm

Concepts.docx

Aaron Eslinger
Modified Mon at 1:29pm

 Powerpoint

ProjectPlan.pptx

Rohit Banerjee
Modified Tues at 10:52am

TeamStatus.pptx

Rohit Banerjee
Modified Tues at 10:52am

 Excel

ProjectSchedule.xlsx

Rohit Banerjee
Modified Tuesday at 10:52am

meeting stuff

 OneNote

Today 2:15pm
Team Ideas

Today 12:32pm
Meeting Notes

Yesterday 11:13am
Team Checkin

whiteboards

today
Meeting Title: <name>

yesterday
Meeting Title: <na

June 9th, 2015
Meeting Title: <name>

June 8th, 2015

recordings

 6/9/15 team planning meeting

 6/9/15 team planning

 6/9/15 team planning meeting

 6/9/15 team planning

← Project A Documents

🔍

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Rohit Banerjee
Modified Tuesday at 12:44pm

⋮

12



Aaron Eslinger
Modified Monday at 12:44pm

⋮



Aaron Eslinger
Modified Oct 5 at 1:29pm

⋮

O365 case study

Word

Case study: O365 and productivity



Presenter Name
Role



This case study might be good background and maybe something to share during the presentation.

Aaron Eslinger
Modified Monday at 12:44pm

Team Status Presentation

Powerpoint

Core Experience: team – Collaboration Experience: Research outcomes
May 2015

MFP



Rohit, can you please go through and insert those slides you were

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share with existing Group



upload to OneDrive



create a new Group with meeting participants



upload to SharePoint



post to yammer



send via email

share

published for review

dependent teams

Rohit Banerjee
Modified Tuesday at 12:44pm

O365 case study

Word

Collaboration Scenarios

Finding information I need to do my job

- Find assets
- Access to team knowledge transfer
- Contact key people in my team (Manager, coworkers)
- Find the right to tools for what I need to do
- Find support for my daily activities (Assigned Buddy).

Access to tools and information

- Request permissions for team sites



This case study might be good background and maybe something to share during the presentation.

exec

Aaron Eslinger
Modified Monday at 12:44pm

Team Status Presentation

Powerpoint

Core Experience: team – Collaboration Experience: Research outcomes
May 2015

MFP





Rohit Baner
Modified Tue

O365 cas

Word

Case study: O365



Presenting your
idea



This case s
backgrou
share dur

Publish Settings - Exec

1 2



Add Users and Groups

enter email address or name

add

add my immediate team +

add my org+



Manage Permissions



Mark as Final

Let readers know the document is final and make it read-only



Encrypt with Password

Password-protect this document



Restrict Editing

Control the types of changes others can make



Restrict Access

Grant people access while removing their ability to edit, copy, or print.



Add a Digital Signature

Ensure the integrity of the document by adding an invisible digital signature



Copy Link Location

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Link Expires in



1 day

save

X



Share Meeting Materials with a New Group

Name Your Group

enter a name for your Group

Add More People

enter email address or name

add

Group Members:

Kara Thrace

Lee Adama

Sharon Valeri

Laura Roslin

Gaius Baltar

share to group

←

→

https://microsoft.sharepoint.com/teams/collaborationcore

🔍

🔒

🔄

MSW

MS Dev Share

MS Collab Share

Middle Tier Dev Kit

Build on Others

Apple Dev

Android Dev

MSDN Samples

Office 365

OneDrive

Microsoft

🔔

⚙️

?

Site folders

Recycle bin

^ Groups

Collaboration Core E...

O365 - Groups Featu...

Proviso2

Team Discovery Cha...

More

+

New

↑

Upload

↻

Sync

🔗

Share

More ▾

Drag files here to upload

GroupsEndtoEnd.docx

An End-to-end Experience with Groups

By Linn Kasper, Program Manager
Microsoft Outlook

On September 29th, Groups in Office 365 were introduced as a new way of working, and followed by a general roll-out starting with our first Release customers. As of January 2015, we are pleased to announce that our new experience is now available to all Office 365 customers.

We would like to offer you an opportunity to offer a deeper look at the Groups features across the Office 365 suite. We will look at the benefits Groups bring to team collaboration, the experience in Office 365, and how Groups work with Outlook desktop clients.

What are Groups?

Groups bring together People, Conversations, and Content across Office 365. By providing an integrated experience that all together email, calendar, file storage, and OneDrive event management, Groups create an integrated experience for teams to focus on group activity. Groups can be public to enable information sharing with your company, or private for teams that collaborate.

PAGE 1 OF 12

Changed by Carrie Doring on 4/9/2015 2:49 PM

Shared with lots of people

https://microsoft.sharepoint.com/teams/collaborationcoreexperik

EDIT SHARE START CONVERSATION ...