



**Utilize Microsoft 365 effectively  
to save up to 60 minutes a day**



2021

# Utilize Microsoft 365 effectively to save up to 60 minutes a day

## 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		Time	Topic	IST		UTC		EDT/EST		PDT/PST	
Start	End			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	17:00	00:30	Microsoft 365 Intro	20:00	20:30	14:30	15:00	10:30	11:00	07:30	08:00
17:00	17:20	00:20	New Habits / Habitual Usage	20:30	20:50	15:00	15:20	11:00	11:20	08:00	08:20
17:20	17:35	00:15	Tea / Coffee Break	20:50	21:05	15:20	15:35	11:20	11:35	08:20	08:35
17:35	17:55	00:20	Operating System Hacks	21:05	21:25	15:35	15:55	11:35	11:55	08:35	08:55
17:55	18:40	00:45	Microsoft 365 Apps for Enterprise	21:25	22:10	15:55	16:40	11:55	12:40	08:55	09:40
18:40	19:10	00:30	Lunch Break	22:10	22:40	16:40	17:10	12:40	13:10	09:40	10:10
19:10	19:40	00:30	OneDrive & Microsoft Teams	22:40	23:10	17:10	17:40	13:10	13:40	10:10	10:40
19:40	20:25	00:45	Office 365 Time-saving Apps	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

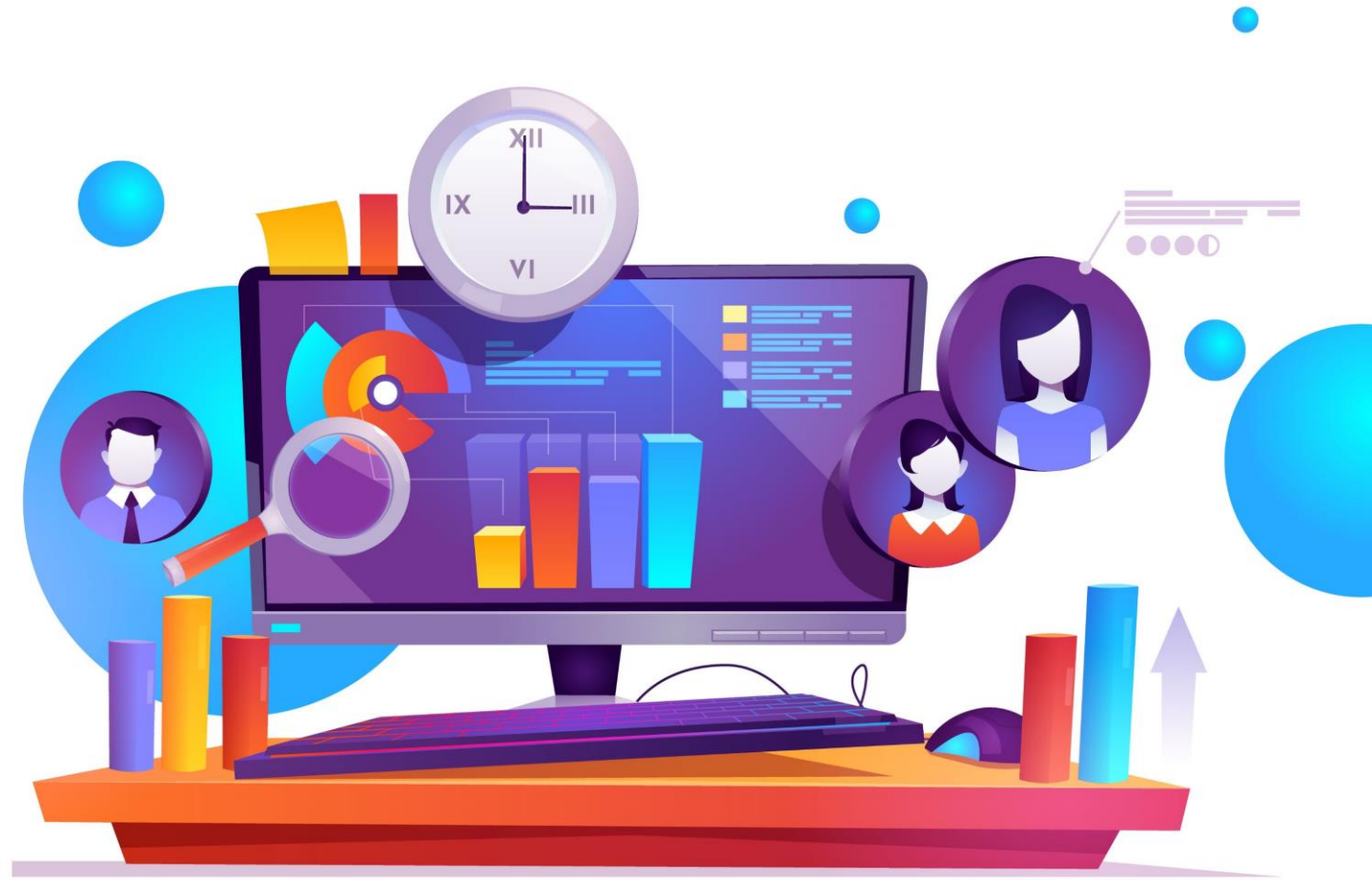
- New Habits

- Operating System Hacks

- Microsoft 365 Apps for Enterprise

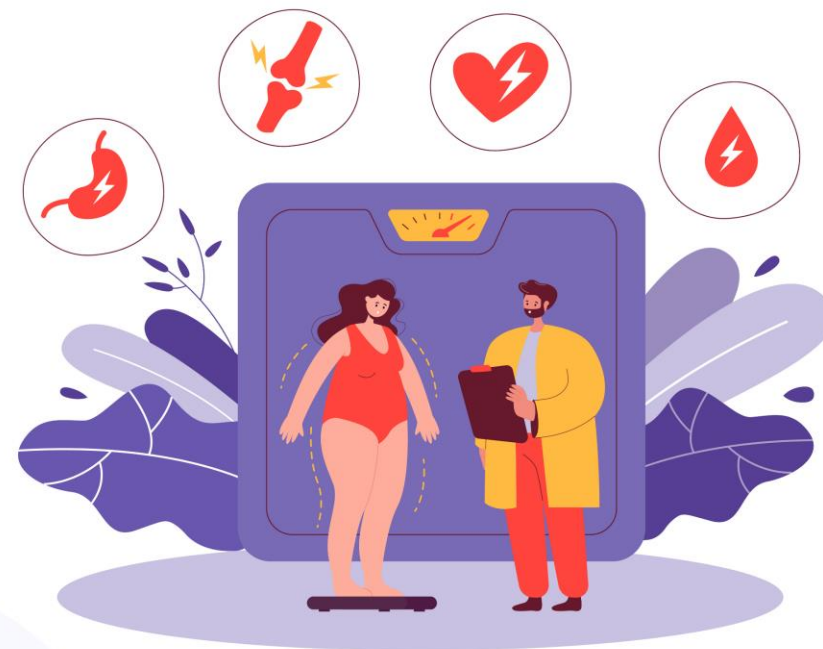
- OneDrive & Microsoft Teams

- Microsoft | Office 365 Time-saving Apps



# 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

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



### 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 included<sup>1</sup>.

### Office 365 E1

Business services such as email, file storage and sharing, Office for the web, meetings and IM, and more. Office apps not included<sup>1</sup>.

### Office 365 E3

All the features included in Microsoft 365 Apps for enterprise and Office 365 E1 plus security and compliance<sup>1</sup>.

### Office 365 E5

All the features of Office 365 E3 plus advanced security, analytics, and voice capabilities<sup>1</sup>.

### 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.



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

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

\* Separate from Microsoft 365 Subscriptions

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

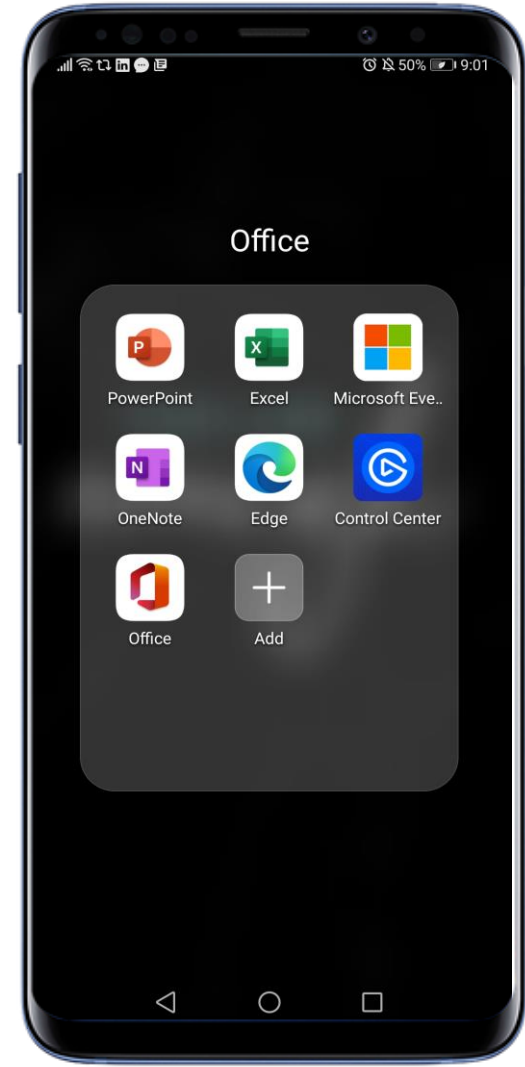
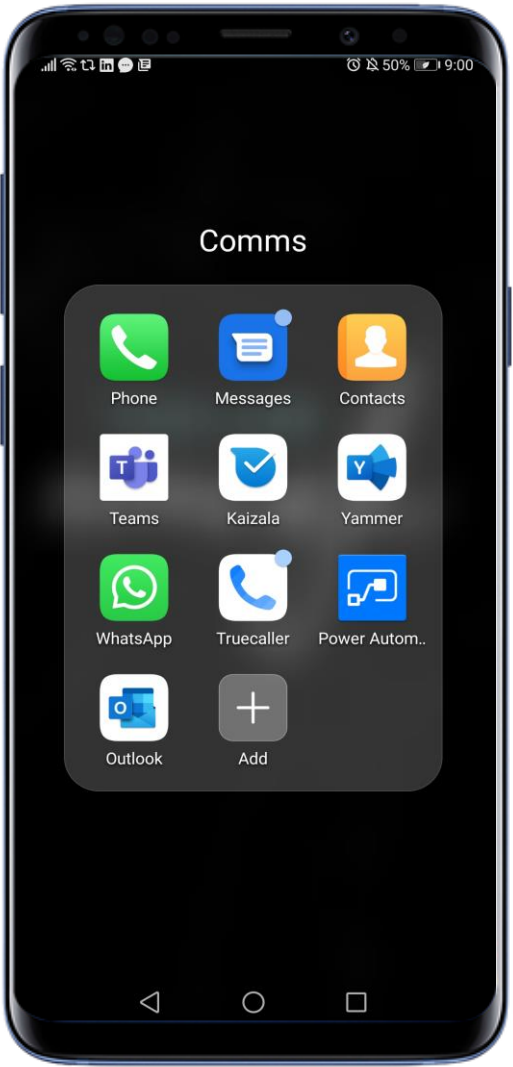
Business Apps

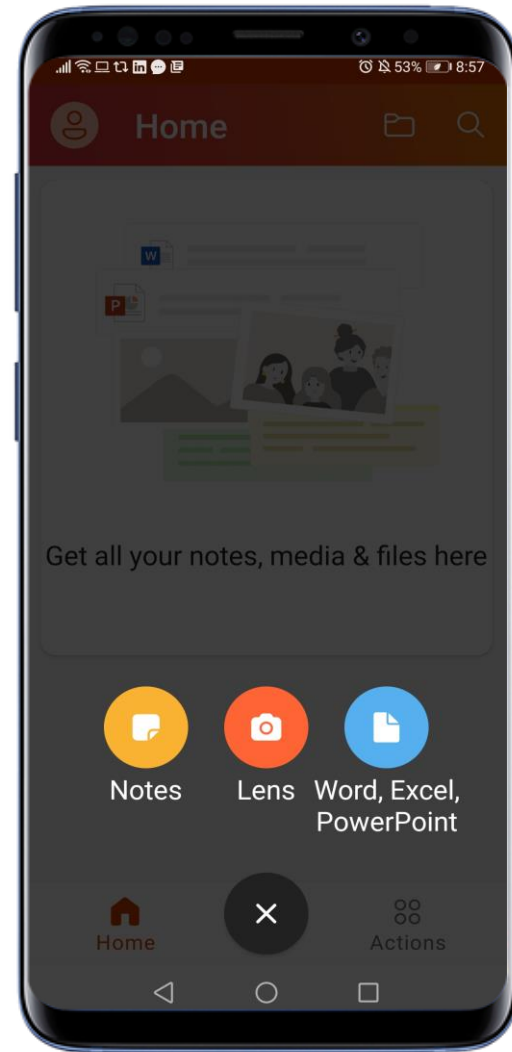
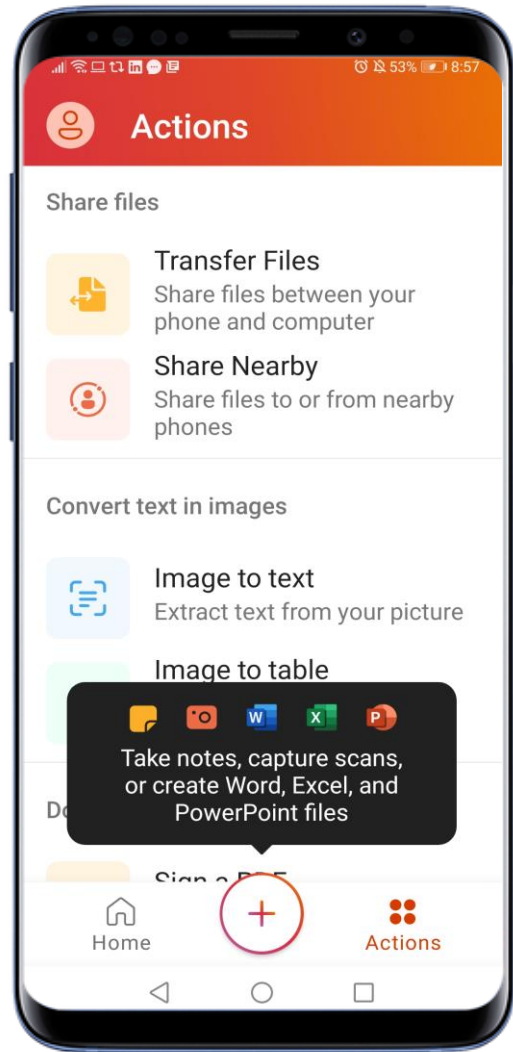
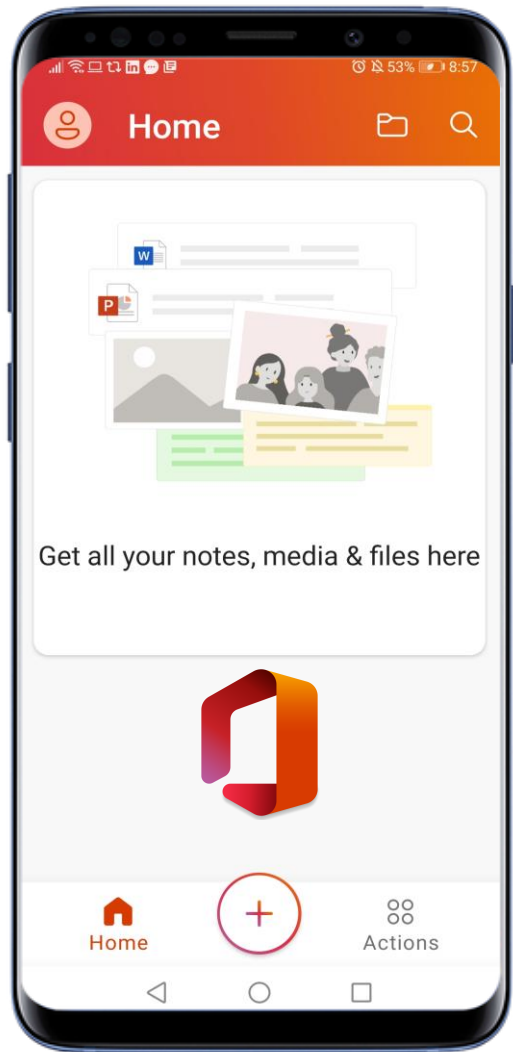
#

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







Home

Focus

Wellbeing

Network

Collaboration

Config Settings

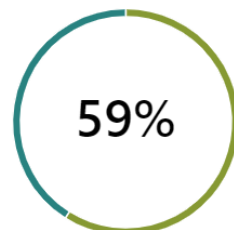
Feedback

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**

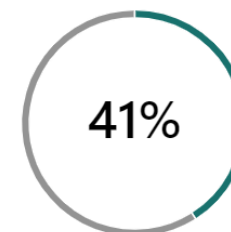
Do you proactively manage your network?

**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 >](#)

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

# Focus

Last 4 weeks (Jul 4 - Jul 31)



## Your focus plan

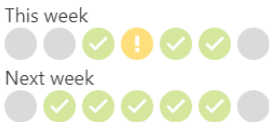
Track your progress and plan ahead. [Learn more](#)

[Plan configuration](#)

### Plan the next 2 weeks



Focus time booked  
**8** of 10 days



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? [thumbs up] [thumbs down]

### 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





## 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

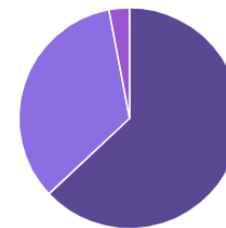
5 of 28 days

### 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? 👍 🗨️

### Quiet hours notifications



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

[View Suggestions](#)

Is this helpful? 👍 🗨️

Is this helpful? 👍 🗨️

# 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.uk** and 22 others to your external network.

[View Suggestions](#)

Is this helpful?

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

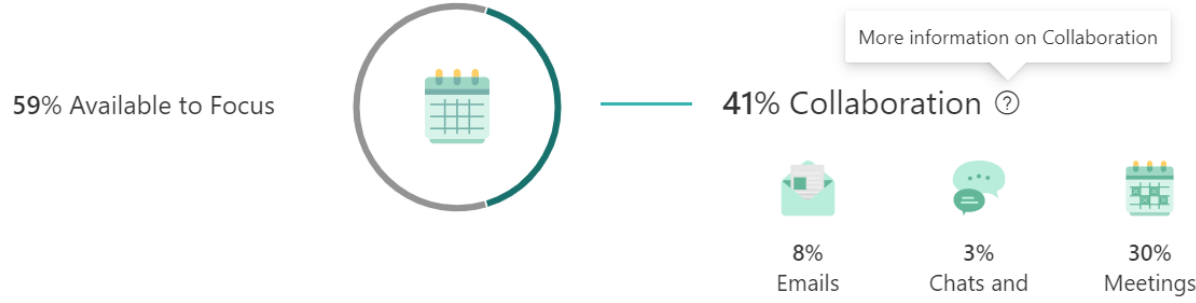
# Collaboration

Last 4 weeks (Jun 27 - Jul 24)

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

## Weekly average

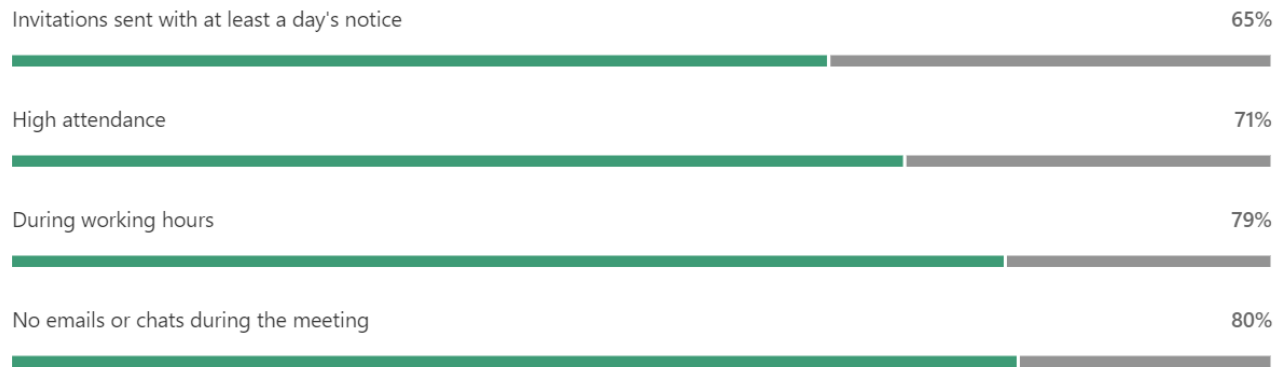
Collaboration is the % of time in the last 4 weeks during your working hours. Breakout of your time outside working hours can be found in the Wellbeing section.



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](#)

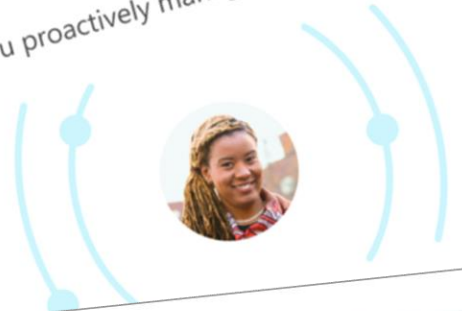
Is this helpful?



**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?

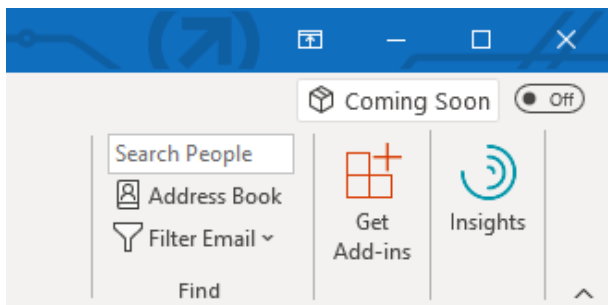
Available to focus  
**30%**



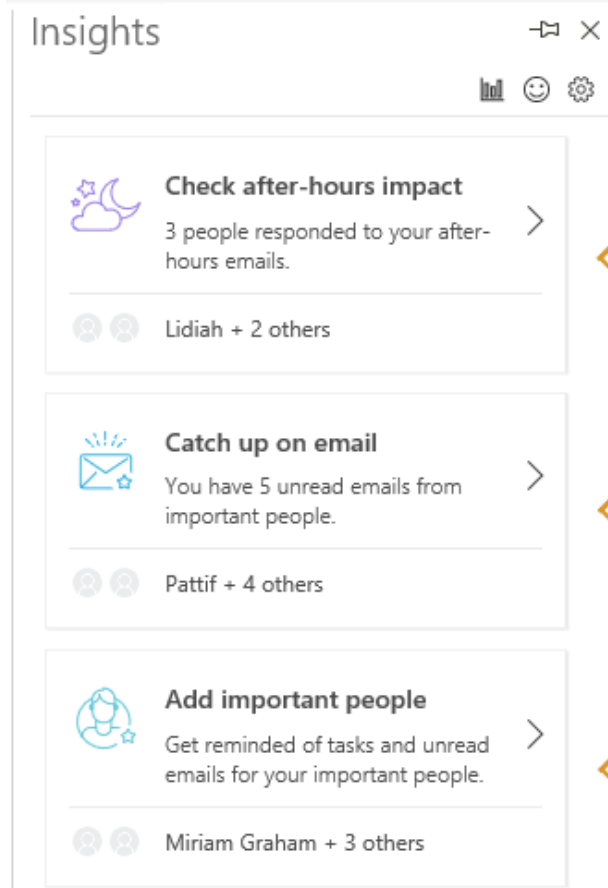
Collaboration time  
**70%**

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.

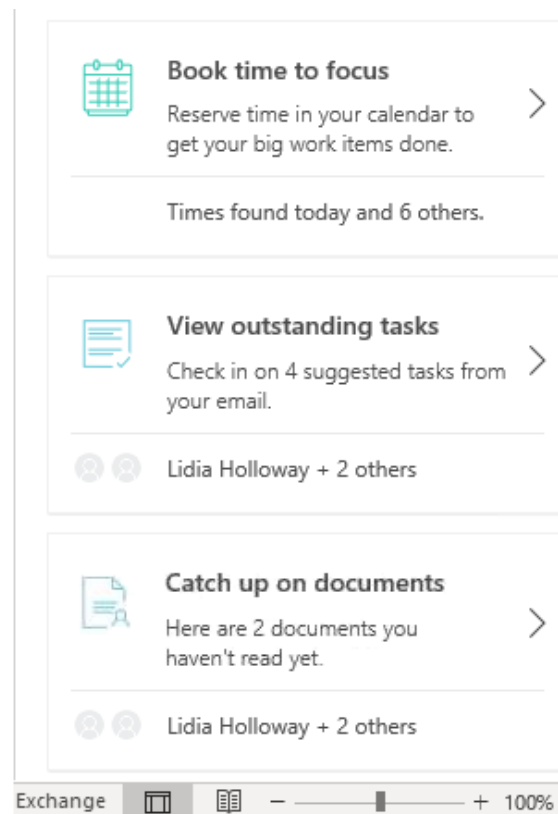


**After-hours impact**  
Help your team achieve work-life balance by reviewing the impact of your after-hours emails.

**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:

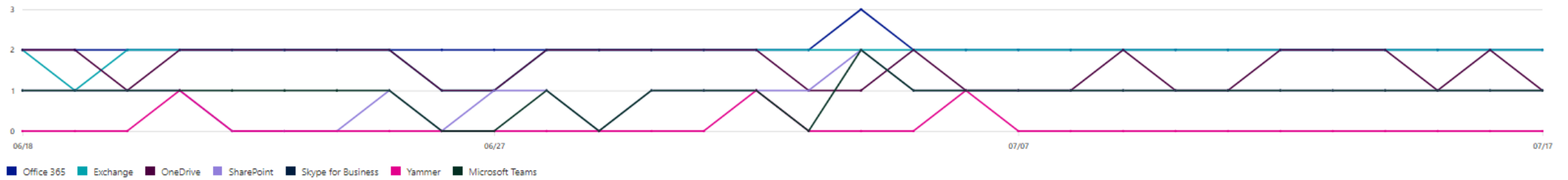
- [Delay delivery](#)
- [Suggested outstanding tasks](#)
- [Get more time to focus](#)
- [Plan your time away](#)
- [Protect your focus time](#)
- [Shorten a meeting](#)
- [Track email open rate](#)
- [Track email](#)

# 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

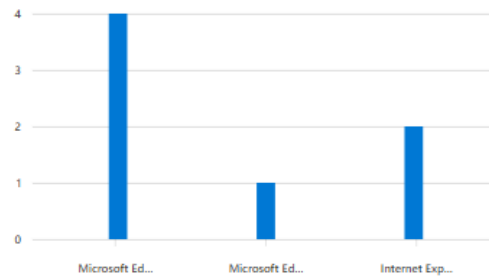


## Microsoft browser usage

### 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.

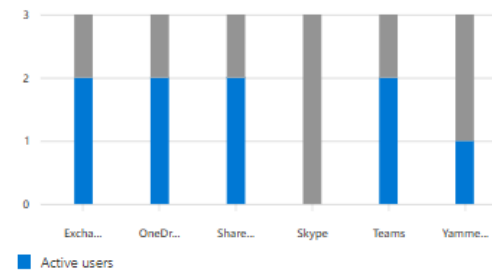
[View browser usage](#)



## Active users - Microsoft 365 Services

### 3 active users

Total number of unique active users per Microsoft 365 Service

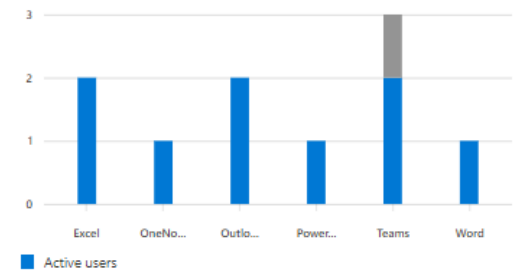


[View more](#)

## 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

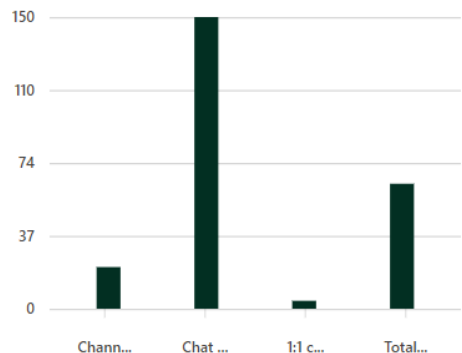


[View more](#)

### Microsoft Teams activity

**235 activities** ▼ 17.5%

Total number of Teams activities over the selected time period

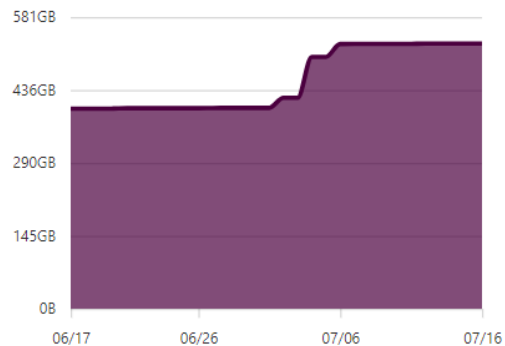


[View more](#)

### OneDrive files

**66.1K files stored** ▲ 25.3%

Latest number of files in OneDrive

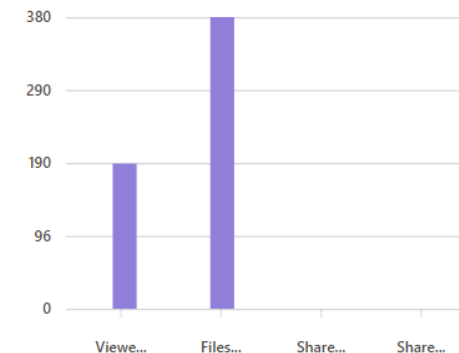


[View more](#)

### SharePoint files

**27.5K files stored** ▲ 3.1%

Latest number of files in SharePoint

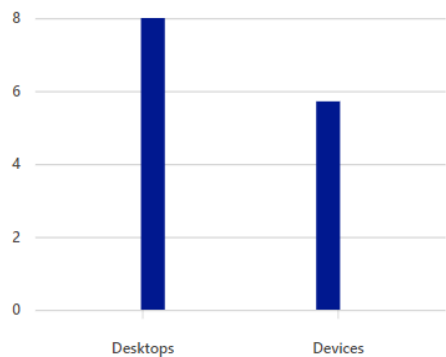


[View more](#)

### Office activations

**12 activations**

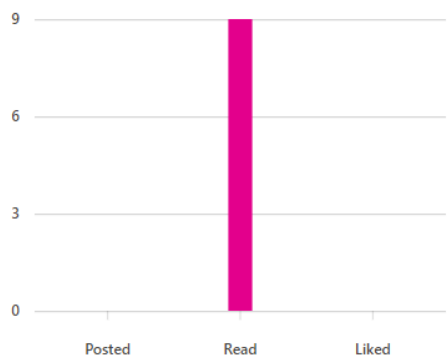
Total number of Office activations over the selected time period



### 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 %

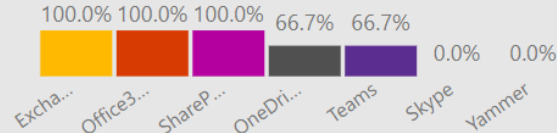
100.0%

December 2020 Active and Enabled Users

3 of 3

## Usage

December 2020 Active User %



## Mobility

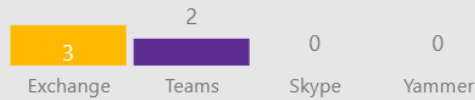
Apps

UserCount

Apps	UserCount
Outlook	2
OutlookMobile	2
Web	2

## Communication

December 2020 Active Users



## Collaboration

December 2020 Total Files in OneDrive

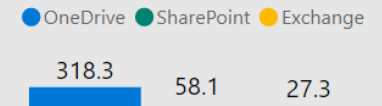
47.1K

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 types of reports will help you better understand usage patterns.

View reports Downloads

Report Date range

Select report Select date range

- Apps usage
- PSTN blocked users
- PSTN minute and SMS (pre-2019)
- PSTN and SMS (preview) usage
- Teams device usage
- Teams live event usage
- Teams usage
- Teams user activity
- Information protection license usage

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



# Productivity Score

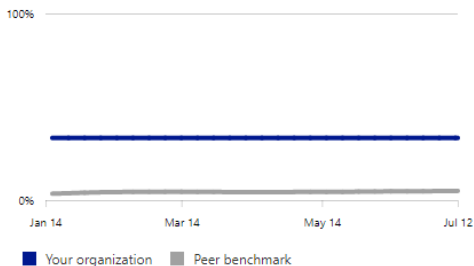
Productivity Score provides insights into your organization's digital transformation journey through its use of Microsoft 365 and the technology experiences that support it. Your organization's score reflects people and technology experience measurements and can be compared to benchmarks from organizations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

## People experiences

### Communication

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

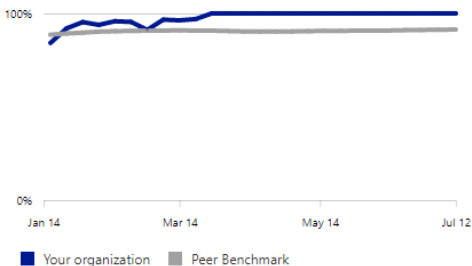
33% of the people in your org use two or more modes to communicate.



### Meetings

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

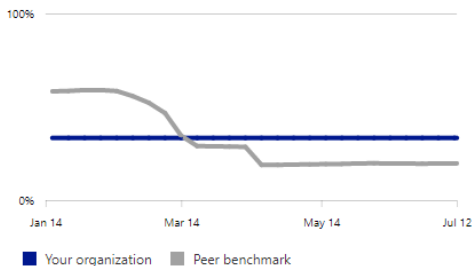
100% of meetings in your org follow one or more meeting best practices.



### Content collaboration

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

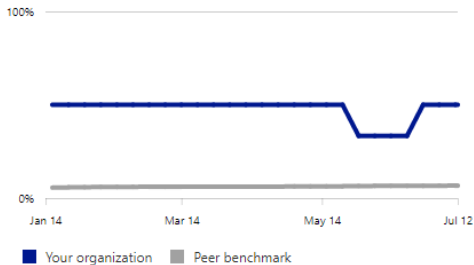
33% of the people in your org collaborate with online Microsoft 365 files.



### Teamwork

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

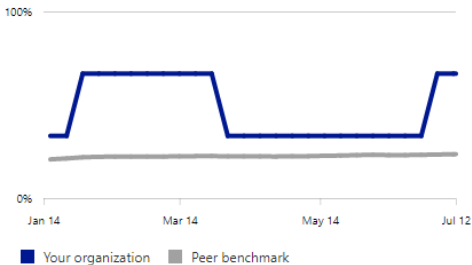
50% of people in your org are contributing to shared workspaces.



### Mobility

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

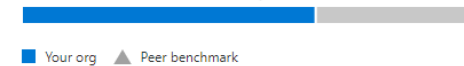
67% of the people in your org use apps across multiple platforms.



## Technology experiences

## Your organization's score: 64%

Total score: 446/700 points



■ Your org ▲ Peer benchmark

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

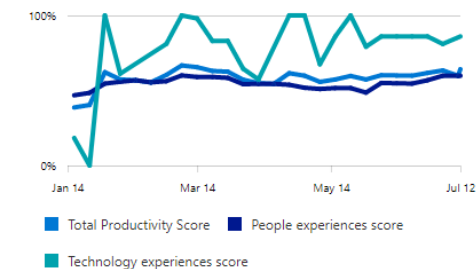
People experiences: 299/500

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](#)



▲ Peer benchmark

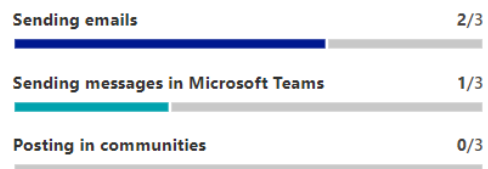
[View communication resources](#)

## 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 ⓘ

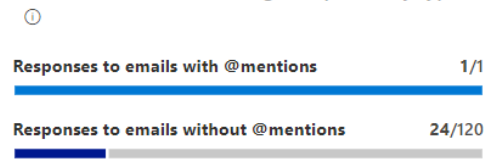


[View related content](#)

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

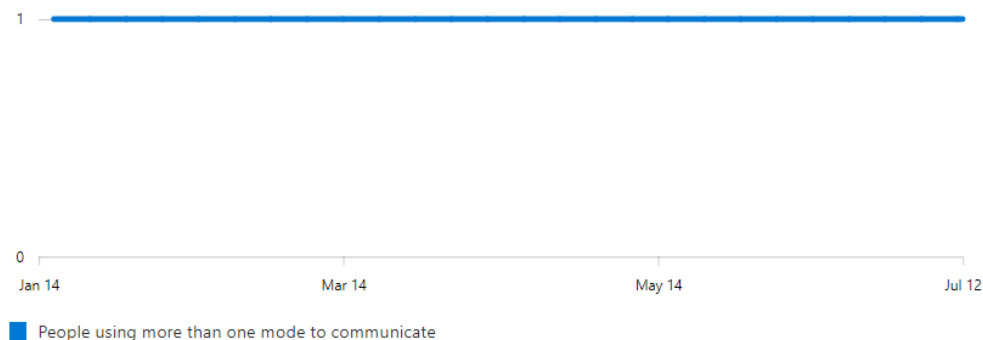
Using @mentions in email improves email response rates and helps focus attention in a crowded inbox. In your org, 50% of people use @mentions in emails.

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 ⓘ



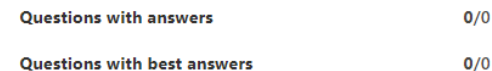
[View related content](#)

### 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](#)



[View resources about meetings](#)

## 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 ⓘ

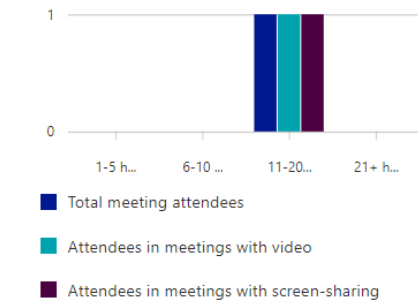


[View related actions](#)

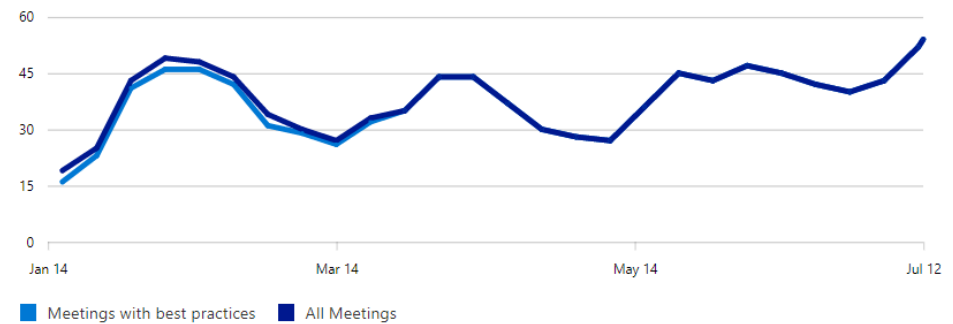
### 100% of people spend over 10 hours a week in meetings

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 ⓘ



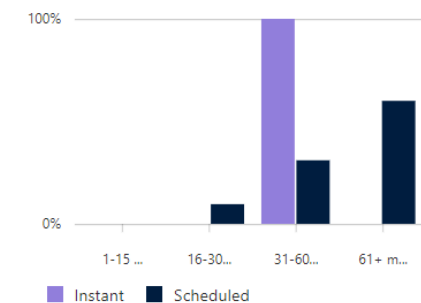
## Number of meetings organized and conducted with best practices over time



### 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 ⓘ

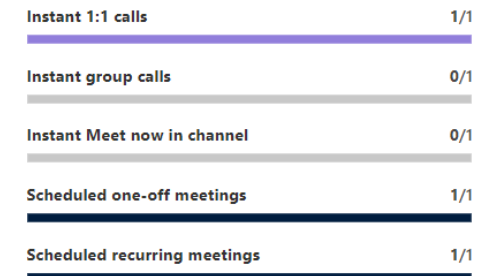


[View related actions](#)

### 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](#)

[View related actions](#)

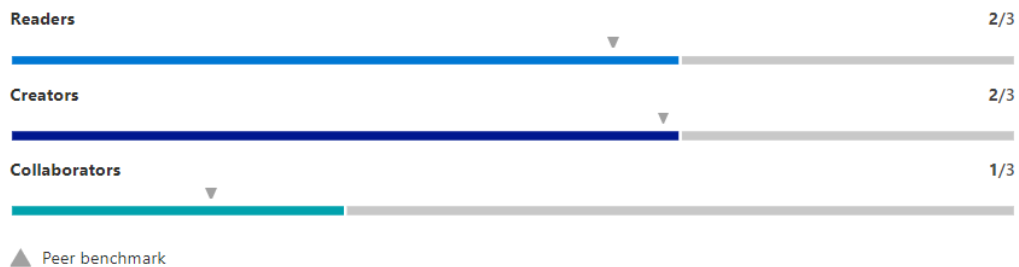
[View related actions](#)

# 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 <sup>ⓘ</sup>



[View related content](#)

### 100% of people share files as an email attachment

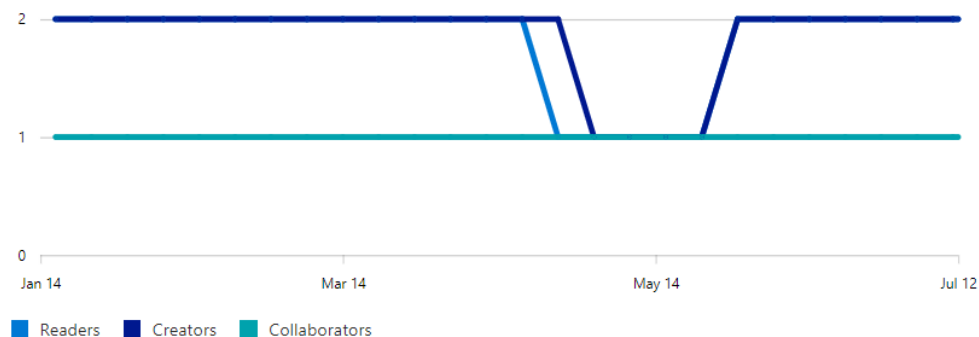
Sharing a link to a file in the cloud instead of attaching a copy in email makes sharing more secure and allows users to collaborate in real time.

People sharing files in email, by type <sup>ⓘ</sup>



[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 <sup>ⓘ</sup>

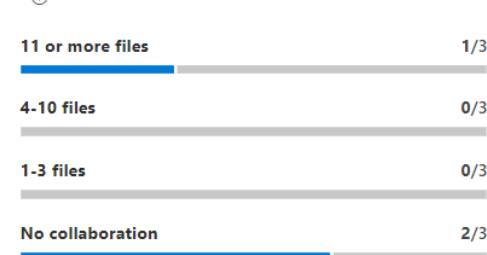


[View related content](#)

## 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 <sup>ⓘ</sup>



# 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](#)



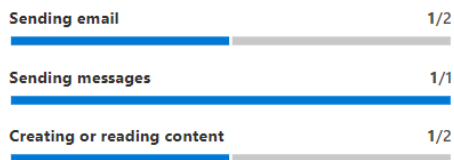
[View resources about teamwork](#)

## 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 ⓘ

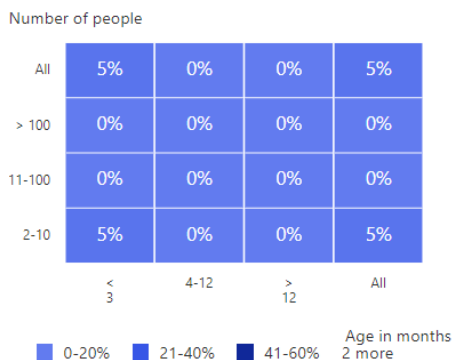


[View related content](#)

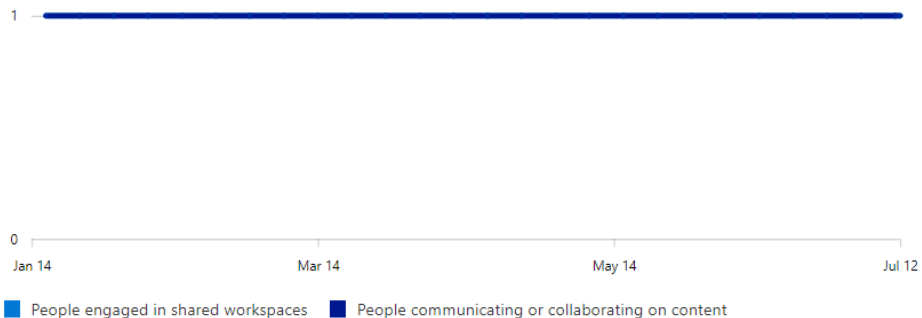
### 5% of shared workspaces have some degree of engagement

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 ⓘ



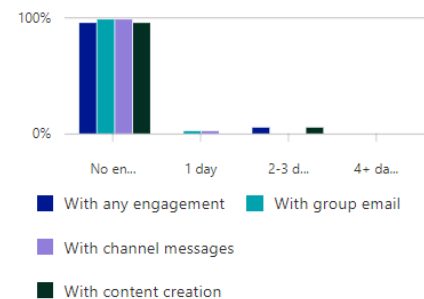
## Number of people who engage in shared workspaces over time



### 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.

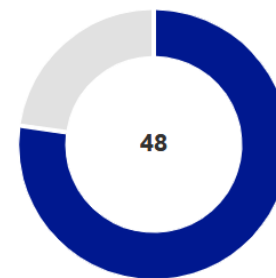
#### Shared workspaces, broken out by activity type and days of activity per week ⓘ



### 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 ⓘ



# Pilot - Baseline Survey

Use this survey to gather baseline data about your pilot end users' knowledge of Office 365.

Thank you for participating in this survey. We appreciate your time.

This survey is being conducted by <insert your organization name here> . It can be completed in 15 to 20 minutes.

We would like to discover how you are collaborating with others as well as how you would prefer to learn to integrate Microsoft Office 365 into your everyday work activities. Your answers will help us tune the pilot to support your needs.

Please be assured that the answers you provide will be kept confidential and you will not be individually identified.

Thank you again for your participation.

## A. Profile Questions

1. Please enter the name of the organization you work for:

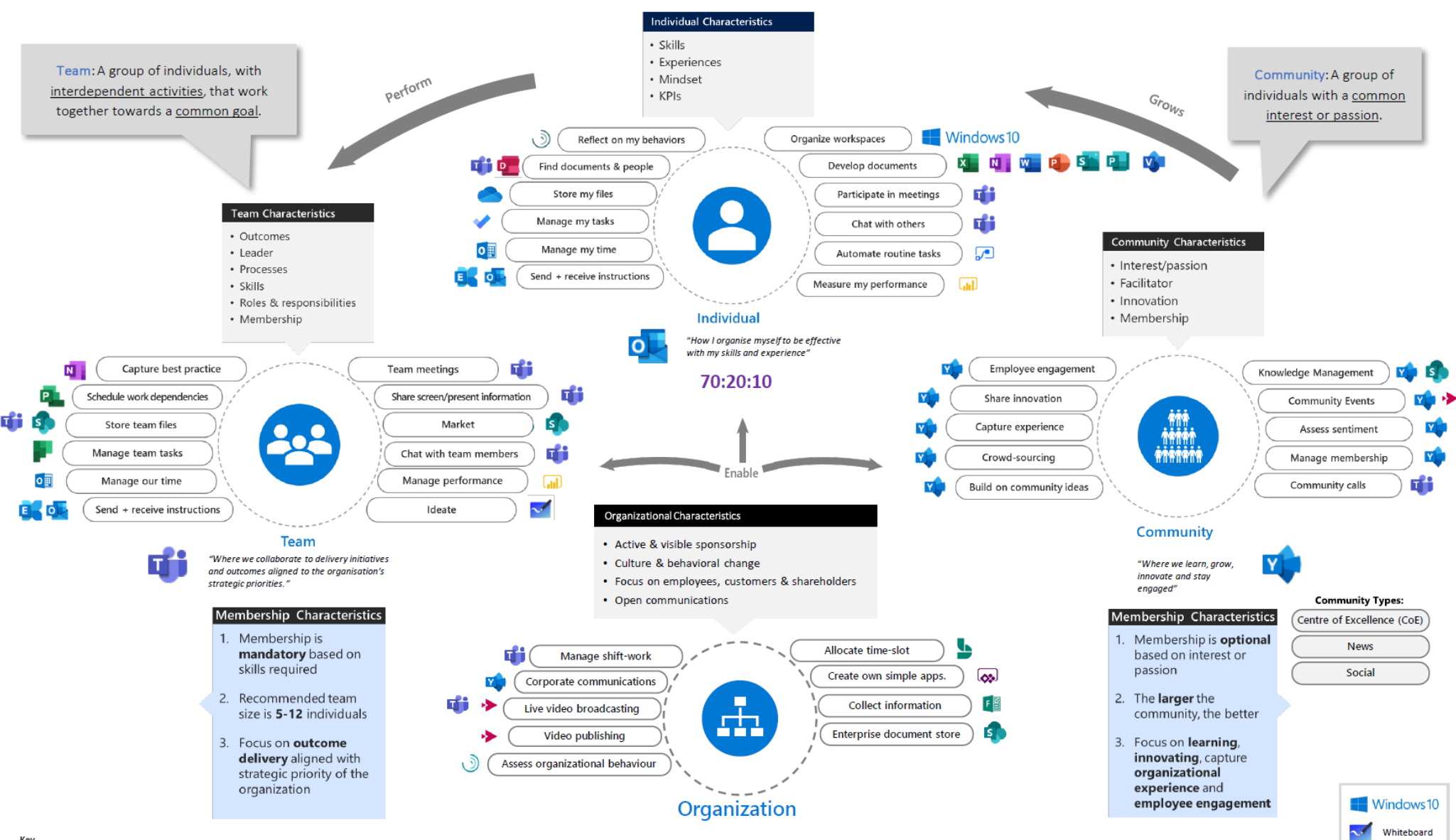
2. Indicate how useful each communications service is in helping you be effective in your role.

	Extremely Useful	Somewhat Useful	Not Very Useful	Not Useful At All	Don't Know	N/A
Desk Phone	1	2	3	4	Don't Know	N/A
Skype for Business phone	1	2	3	4	Don't Know	N/A
Presence Status and Availability	1	2	3	4	Don't Know	N/A
Instant Messaging	1	2	3	4	Don't Know	N/A
Audio conferencing	1	2	3	4	Don't Know	N/A
Video conferencing	1	2	3	4	Don't Know	N/A
Content/Desktop sharing	1	2	3	4	Don't Know	N/A
Online or Web conferencing	1	2	3	4	Don't Know	N/A

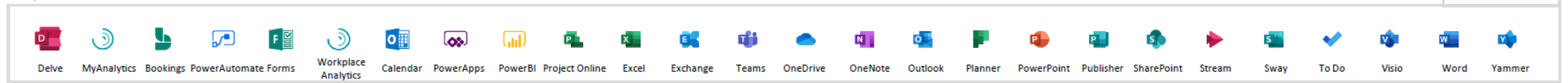
3. Indicate how many times per day you use the following communications services:

	1 or Fewer	Over 1	Over 5	Over 10	Don't Know	N/A
Desk Phone	1 or Fewer	Over 1	Over 5	Over 10	Don't Know	N/A
Skype for Business phone	1 or Fewer	Over 1	Over 5	Over 10	Don't Know	N/A
Presence Status and Availability	1 or Fewer	Over 1	Over 5	Over 10	Don't Know	N/A
Instant Messaging	1 or Fewer	Over 1	Over 5	Over 10	Don't Know	N/A

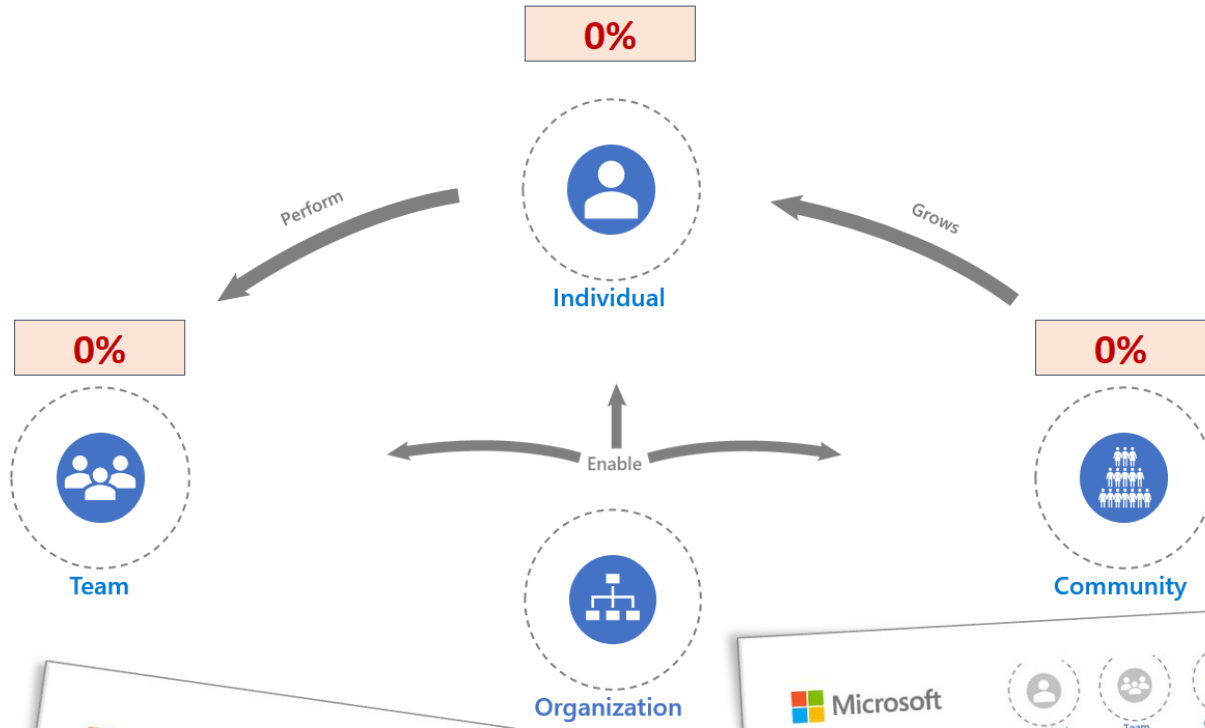
# Modern Collaboration Architecture (MOCA)



Key







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 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 feedback 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](#)

### Organizational Productivity

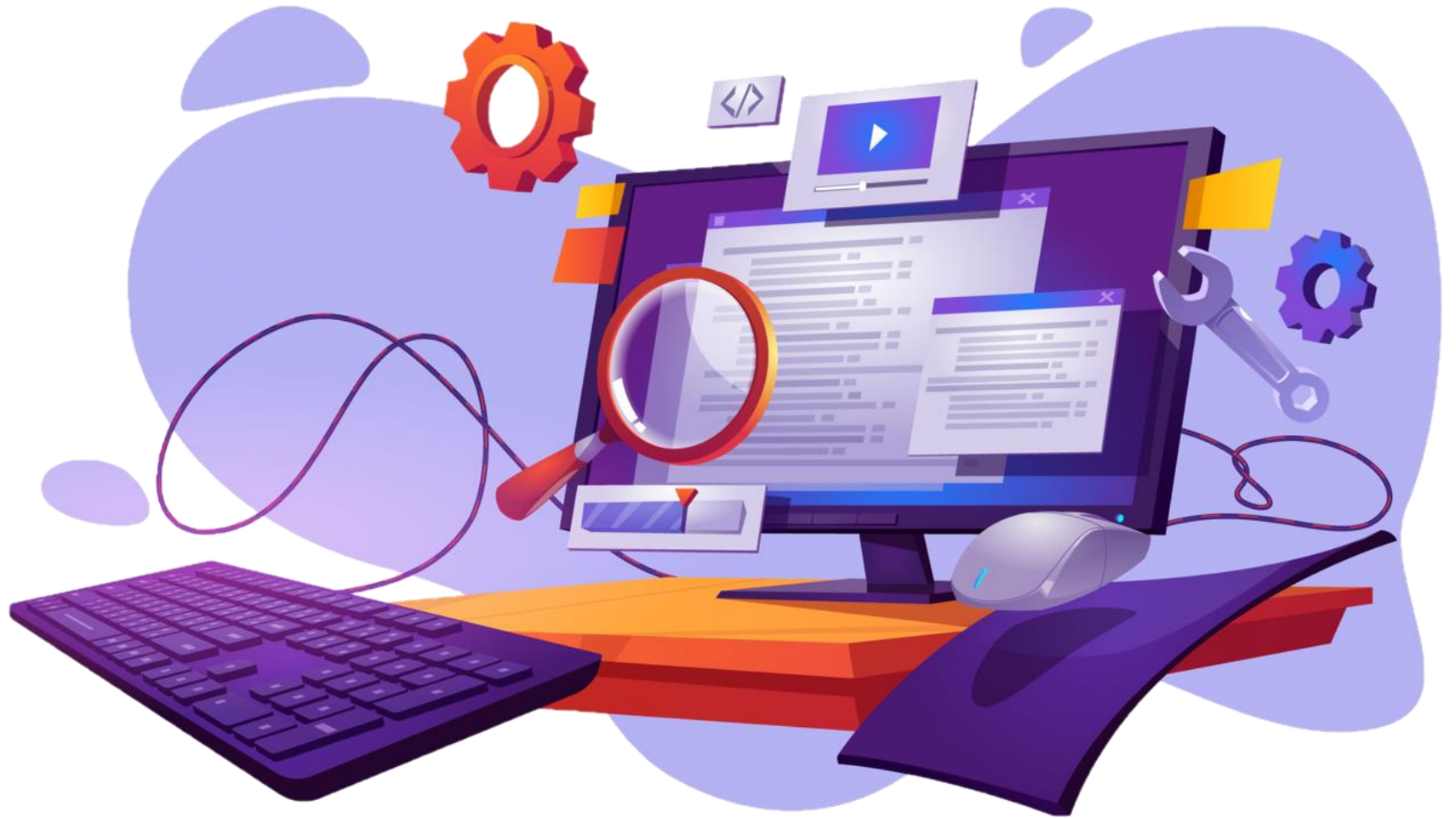
Question	Score
1 Our senior leadership is looking to drive a positive change with the new ways of working in Microsoft 365	
2 Our senior leadership is active and visible in leading the new ways of working change	
3 My organization has a balanced focus on employees, customers and shareholders	
4 Our leaders 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 Individual Team Community Organization [Return to dashboard](#)

### Team Productivity

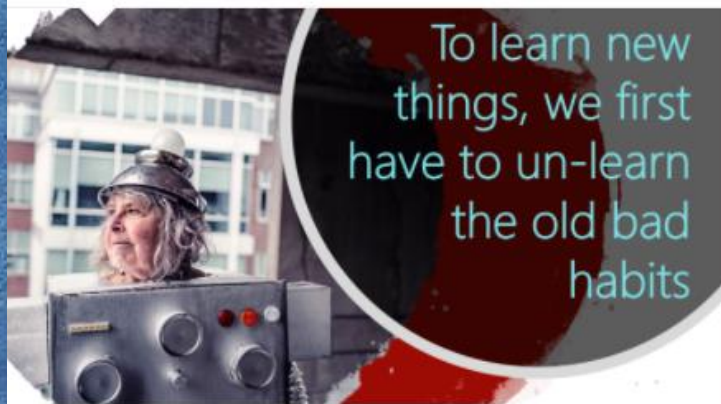
Question	Score
1 All my Microsoft Teams meet the definition of a team	
2 All my Microsoft Teams are within the range of 5 - 12 team members	
3 We have clearly defined outcomes, processes and roles and responsibilities in my teams	
4 We only use email for one-way instructional communication	
5 We manage 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	

- To Learn New Things, We Have To Unlearn Old Habits
- Why We Do Things The Way We Do?
- The Psychology Behind The Fear Of Tech
- Determining Roi On Time-Saving



# Habits

#Microsoft365 Day 354: To learn new things, we first have to un-learn the old bad habits.



**Clock**

**MS-DOS Executive**

File View Special

A  C  D

C: \WINDOWS

ABC.T  
BUILD  
CALC.  
CALEM  
CARDP  
CGA.D  
CGA.G  
CGA.L  
CITOH  
CLIPB  
CLOCK  
COMM

**Write - README.DOC**

File Edit Search  
Character Paragraph  
Document

**Reversi**

Game Skill

Microsoft Windows  
MS-DOS Executive

Version 1.01  
Copyright © 1985, Microsoft Corp.

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Disk Space Free: 30024K  
Memory Free: 303K

CONTROL.EXE	EGAMONO.GRB	HPLA
COURA.FON	EGAMONO.LGO	IBMG
COURB.FON	ENN.AT	JOYN
COURC.FON	ENN.PC	KERN

information should  
indows. Also co  
Addendum encl

↑

WITHOUT THE SPO  
o print from an ap  
This may be pref  
onfiguration as it  
ature change the  
tion of the WIN.IT

Spooler=no will c

Terminal

RUNNING BATCH (.BAT) FILES  
If you run a standard application  
should create a PIF file for the b

↓

Page 1

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



# Evolution of Finding Stuff



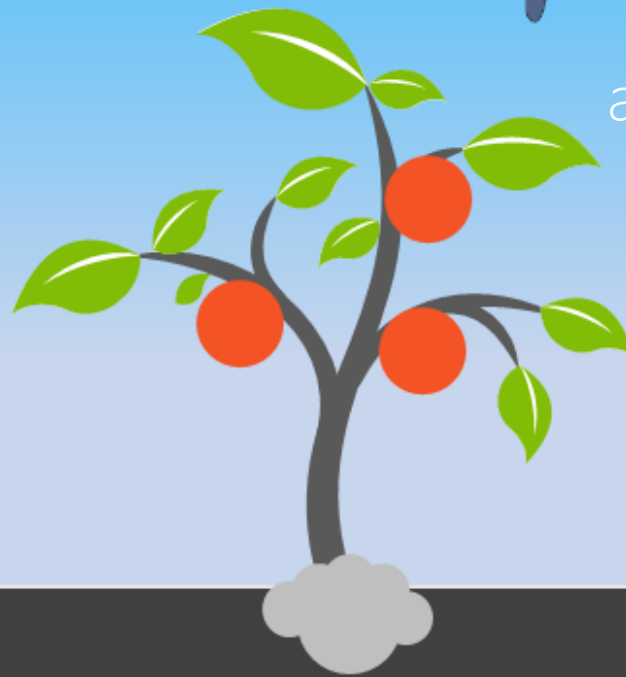
See



Navigate



Search



Discover



40% Of our actions are driven by habits rather than conscious, informed decisions.

@tracyvds

The act of a user consuming a service that's made available to them (**ad-hoc consumption**; people see new features but don't know what to do with them)

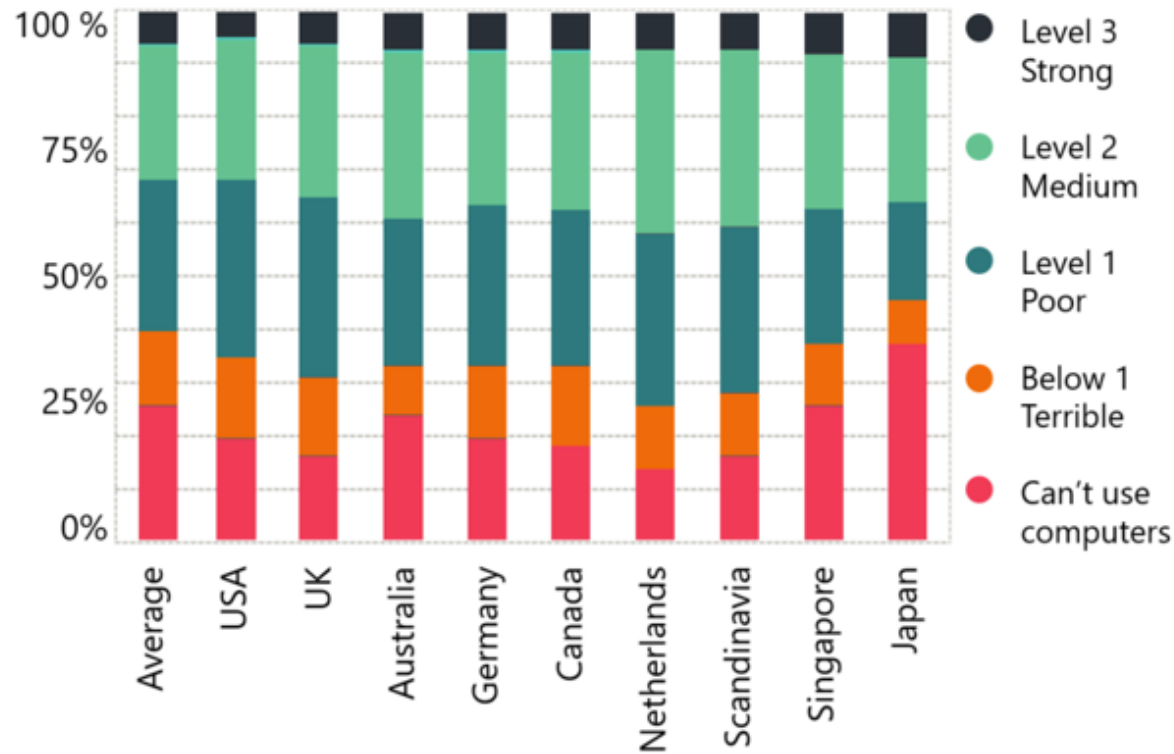
# Usage ≠ Adoption

No Change Management

With Change Management



# DIGITAL (PC) LITERACY



Statistics tell us that only 5% of our employees are power users. Approximately 70% are not considered PC (digitally) Literate. Employees can gain up to 33 productive minutes per day after receiving PC Literacy Training.







“Moving everyone to Teams elevates collaboration.”

—Manager, technology



Qualitative Benefits & Additional Impact

**4 hrs/wk**

are saved by information workers through improved collaboration and information sharing

**17.7%**

improvement of time-to-decision made by decision makers

**150 trips**

average number of overnight trips replaced with online meetings by Year 3

**88%**

of survey respondents felt “having all of our solutions in one place saves time”

**45 minutes**

per week are saved by firstline workers collaborating

**18.9%**

reduction in meetings each week

**Teams reduces the total number of meetings and their duration.** Online meetings conducted over Teams are reliable and of very high audio-video quality. As a result, employees spend less time addressing setup and call quality issues, and more time interacting. The total time savings equal \$6.9 million.

**Information workers save four hours per week from improved collaboration and information sharing.** With Teams features like coauthoring, integrated file storage, and internal directory, information workers can effectively and efficiently collaborate in real-time. The potential savings equal more than \$14.3 million.

**Information workers save more than one hour per week by not having to switch between applications.** Access to third-party and line-of-business apps inside Teams from any device benefits all workers, especially remote workers. This creates better employee cohesion and a common corporate culture across locations. The total savings are nearly \$4.8 million.

**Having resources available online in Teams reduces downtime by 14.6 percent.** When resources are available in one cloud-based location, downtime is reduced and complexity is lowered, making security and compliance easier. Compared to on-premises solutions, the time savings are worth \$258,000 across information and Firstline Workers.

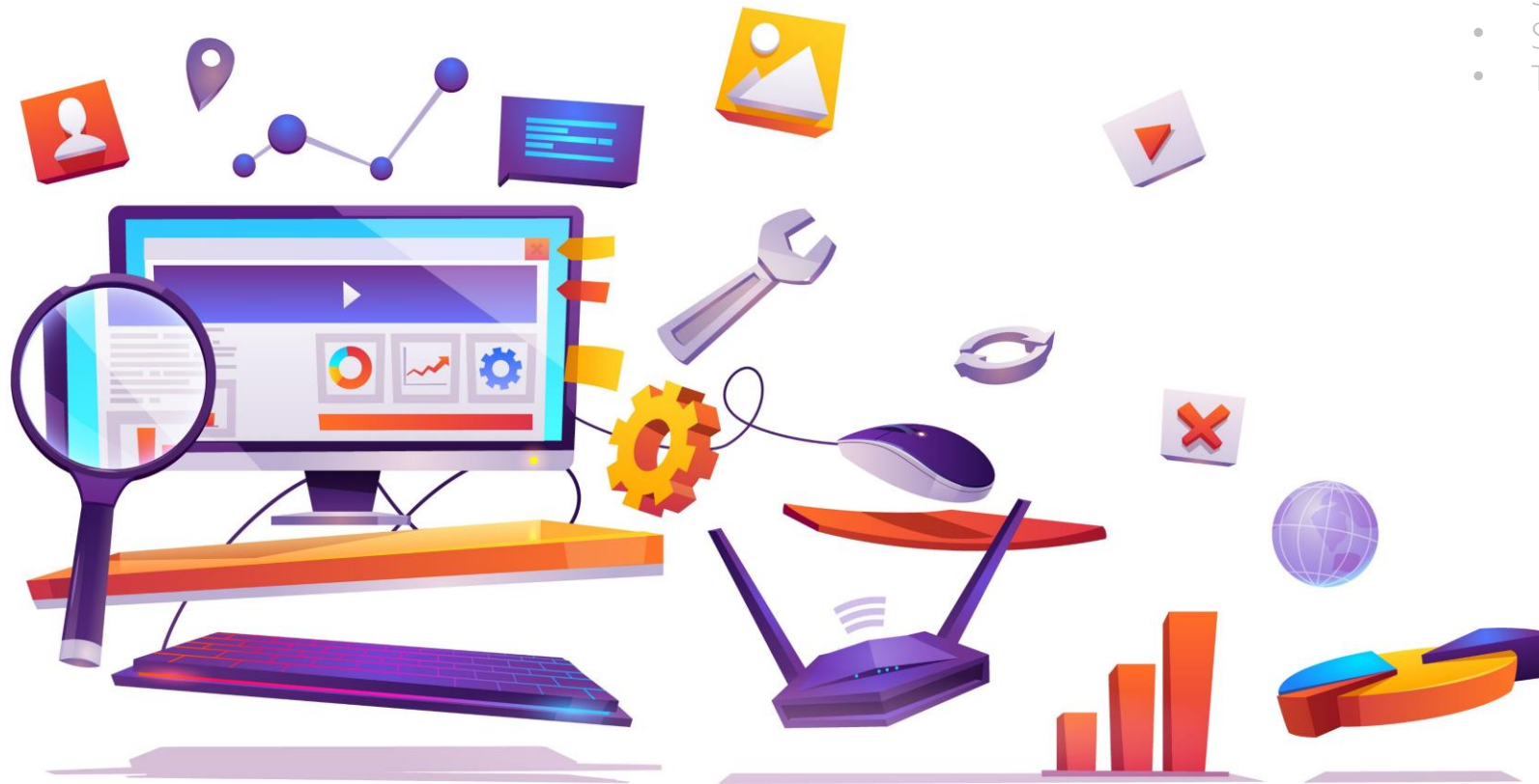
Average Employee Salaries for a company of 3000 employees (example salaries)

Number	Role	R per Year per Person	R per Month per Person	Total Cost per Month	Per Day	Per Hour	Per Minute
50	Receptionist / PA / Ad	R 270 000	R 22 500	R 1 125 000	R 53 571	R 6 696	R 112
1 700	Junior	R 390 000	R 32 500	R 55 250 000	R 2 630 952	R 328 869	R 5 481
250	Senior	R 570 000	R 47 500	R 11 875 000	R 565 476	R 70 685	R 1 178
450	Junior Manager	R 750 000	R 62 500	R 28 125 000	R 1 339 286	R 167 411	R 2 790
400	Senior Manager	R 960 000	R 80 000	R 32 000 000	R 1 523 810	R 190 476	R 3 175
130	Senior Manager 2	R 1 140 000	R 95 000	R 12 350 000	R 588 095	R 73 512	R 1 225
20	Director / Executives	R 1 740 000	R 145 000	R 2 900 000	R 138 095	R 17 262	R 288
<b>3 000</b>	<b>Totals</b>			<b>R 143 625 000</b>	<b>R 6 839 286</b>	<b>R 854 911</b>	<b>R 14 249</b>

Salaries per year R 1 723 500 000.00

**4 hrs/wk saving on productivity per year R 172 350 000.00**

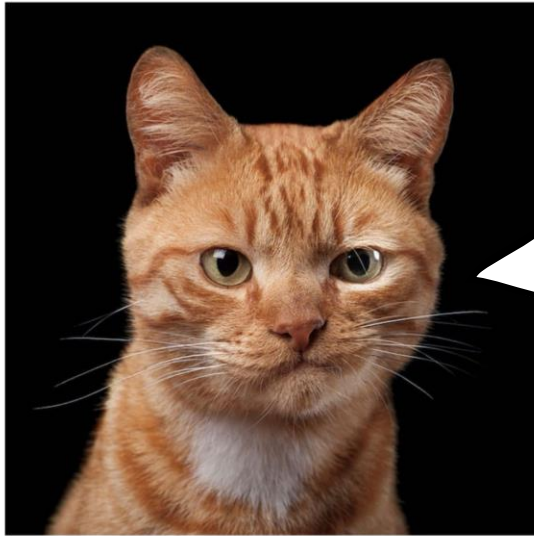




- Windows 10 / 11 Productivity Tips
- macOS Shortcuts & Tips
- Shortcuts / Multitasking
- Supercharged Search
- Training Resources

# Operating System Hacks





Oh dear...  
Why?

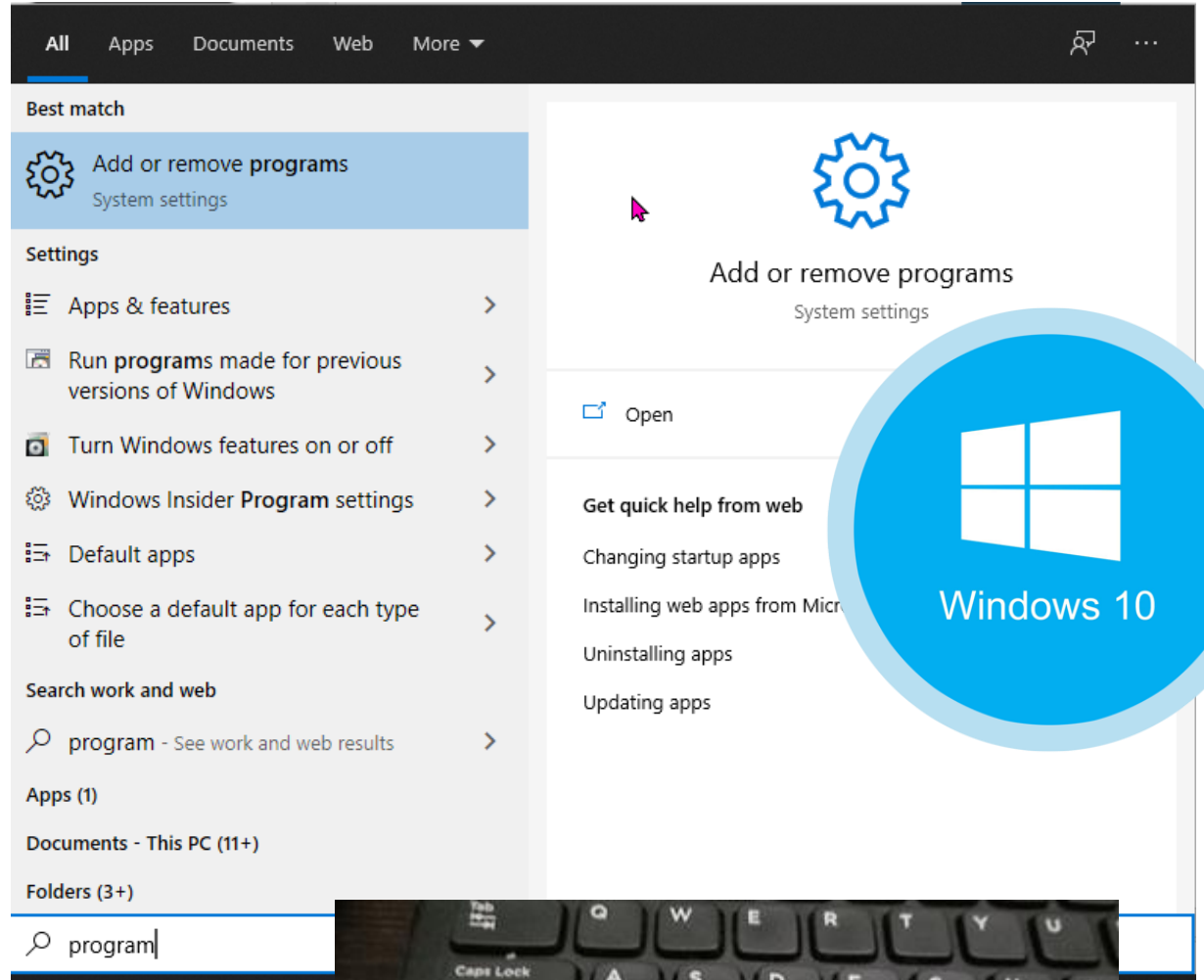
**Obey these steps:**

1. Close Word and any other Office programs. ...
2. Press the Win+X keyboard shortcut. ...
3. Choose Control Panel.
4. Below the Programs heading, click the Uninstall a Program link. ...
5. Select Microsoft Office from the list of programs. ...
6. Click the Change button. ...
7. Choose Quick Repair. ...
8. Click the Repair button.

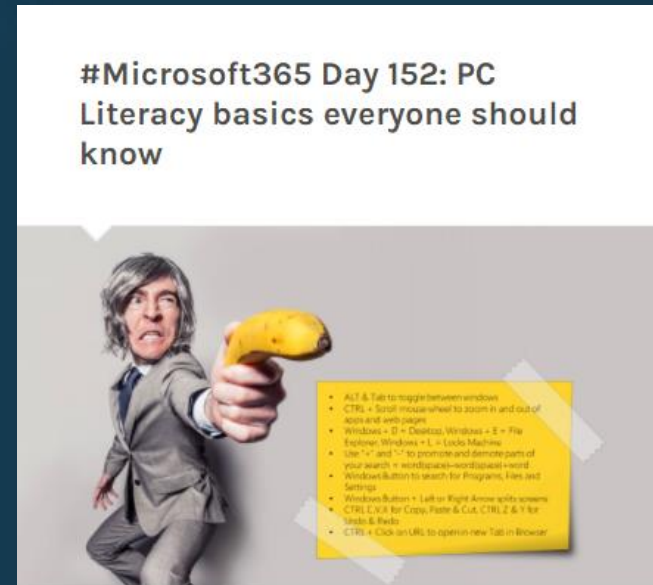
[More items...](#)

[https://www.dummies.com › software › microsoft-office](https://www.dummies.com/software/microsoft-office)

[Run the Office Repair Utility to Fix Word 2016 - dummies](#)



- Use your Windows button to search for programs, files and settings on your machine – press the button, start typing – enter to open.
- Windows + Left and Right Arrow will split your screens (on current screen)
- Windows + Shift + left and right arrow – will move screens to other physical screens
- Windows + D – goes to Desktop
- Windows + E opens File Explorer
- Windows + L locks your machine (do not do this if you do not have a password on your machine)
- Use the Windows button to search for programs, right click on search result – add to task bar. This will now appear on task bar at bottom of your screen.
- Search better with Boolean operators etc. – see my [video](#) which shows how to bring your search results down dramatically using “+” and “-”.
- To open search results in multiple screens (tabs) keep CTRL in while clicking on link
- CTRL + Shift + T reopens a tab you accidentally closed in the browser.
- Pin to Quick Access in Explorer















- Quit many apps in a row: Cmd + Tab
- To completely delete a file: Option + Cmd + Delete
- To copy-paste a screenshot: Shift + Control + Cmd + 4
- To remove window overload: Cmd + F3
- To launch Spotlight search: Cmd + Space bar
- To invert colors on screen: Cmd + Option + F5
- To restore a closed tab: Cmd + Shift + T
- To quickly shut down a Mac: Control + Option + Command + Eject
- To launch Siri: Cmd + Space bar
- Cmd + Shift + A (for Applications)
- Cmd + Shift + U (for Utilities)
- Cmd + Shift + D (for Desktop)
- To close a current tab in Chrome: Cmd + W
- To close a Chrome window: Cmd + Shift + W
- To open a new Chrome tab: Cmd + T
- To paste text without formatting: Hold down Shift + Option + Cmd and hit V
- To paste emojis in the text: Press Control + Command + Space
- To apply strikethrough formatting: Cmd + Shift + X
- To select folder contents: Cmd + A
- To delete a group of files after selection: Cmd + Delete
- To empty the Trash: Cmd + Shift + Delete







 Win +  A	Open Quick Settings
 Win +  N	Open Notification Center
 Win +  W	Open Windows Widgets
 Win +  Z	Launch Snap Assist
 Win +  C	Opens Teams Chat





According to a McKinsey report, employees spend 1.8 hours every day searching and gathering information. On average, that's **9.3 hours per week!**

The most powerful applications of social technologies in the global economy are largely untapped. By using social technologies, companies can raise the productivity of knowledge workers by **20 to 25 percent.**

---

The social economy: Unlocking value and productivity through social technologies  
McKinsey Global Institute

ducati monster - Google

google.co.za/#q=ducati+monster

Google ducati monster

Sign in

All Images Videos News More


About 11 300 000 results (0,47 seconds)

**Monster - Ducati**  
[www.ducati.com/bikes/monster/index.do](http://www.ducati.com/bikes/monster/index.do)  
The new **Monster** 1200 S sharpens that **Monster** sports performance to an even finer edge thanks to premium componentry such as the sophisticated Öhlins ...  
Ducati Monster 797 · Ducati Monster 1200 S · 1200 R · Ducati Monster 1200

**Ducati Monster 797 - Ducati**  
[www.ducati.com/bikes/monster/797/index.do](http://www.ducati.com/bikes/monster/797/index.do)  
The **Ducati Monster** 797 is the entrance to the Ducati world and its values, style, sophistication and performance. It is a Monster, sporty and essential, and it's ...  
Gallery · Ducati Monster 797 · Monster 821 · Monster 797 Plus

**Ducati Monster 1200 S - Ducati**  
[www.ducati.com/bikes/monster/1200\\_s/index.do](http://www.ducati.com/bikes/monster/1200_s/index.do)  
The exclusive **Monster** 1200 S sharpens that **Monster** sports performance to an even finer

Get to Google faster. Switch your default search engine to Google.  
Yes, show me



Ducati Monster  
Product line

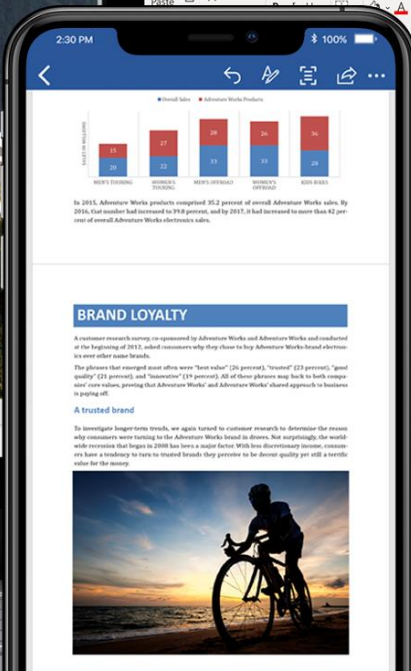
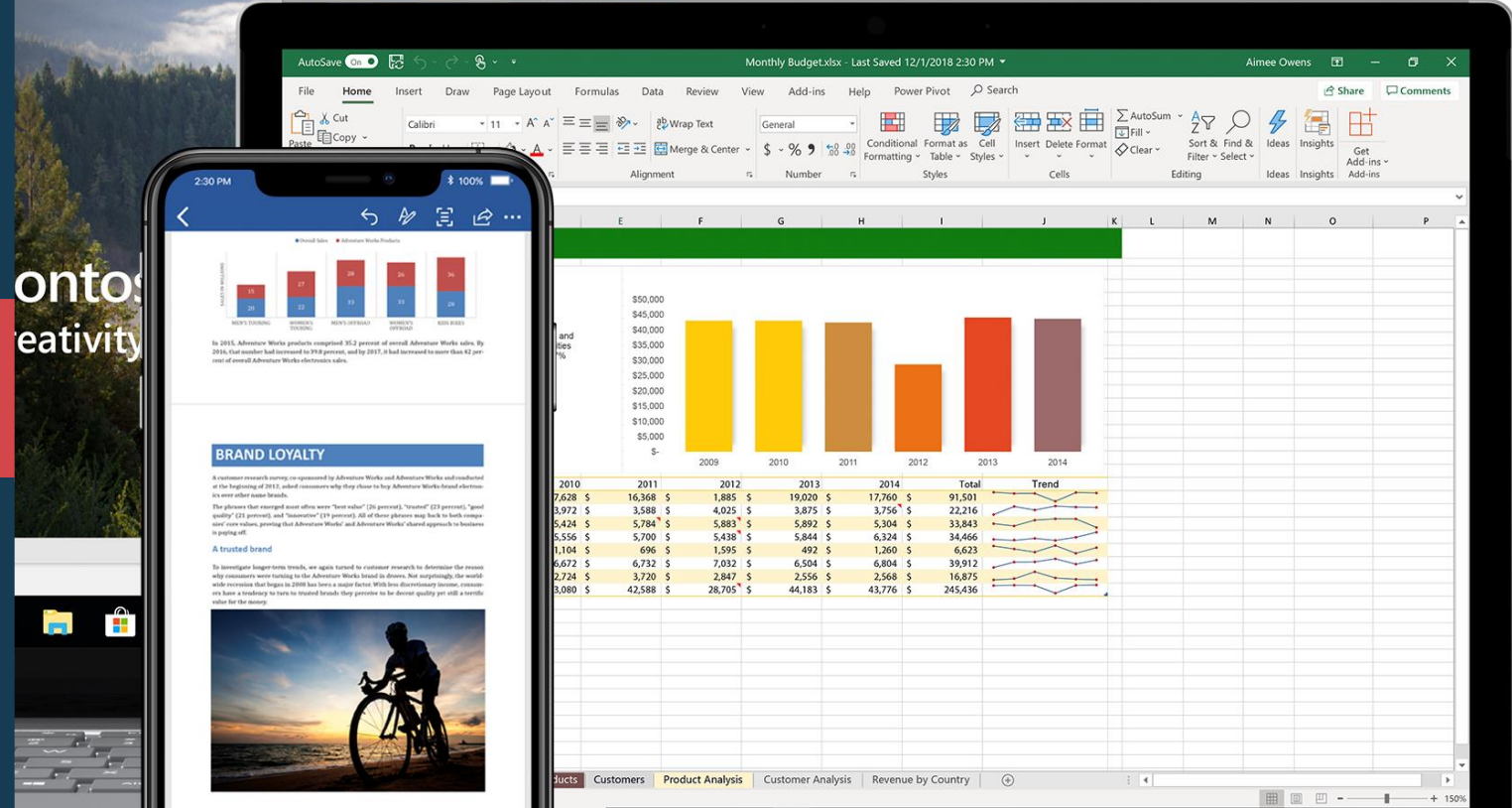
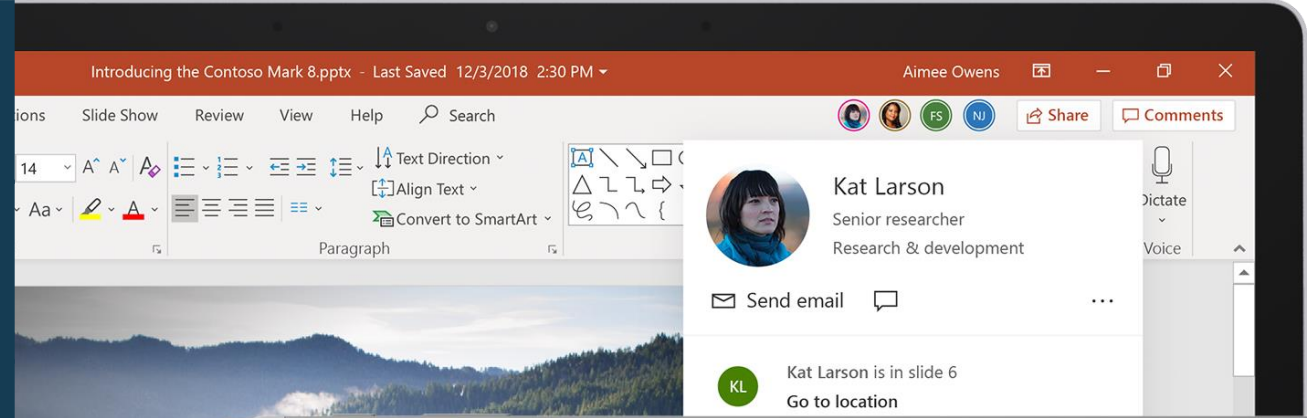
The Ducati Monster is a muscle bike designed by Miguel Angel Galvez and produced by Ducati in Bologna.

# Microsoft 365 Apps for Enterprise

- Explore AI-Powered Intelligent Features In Office
- Latest Features & Staying Up To Date
- Training Resources



Home  
Intro  
Habits  
Windows  
Office  
Teamwork  
Office 365  
Closing QnA



Most used  
**business-critical**  
apps in your  
organization

@collab365 | @tracyvds

collab365.



<p><b>Reply faster using suggested replies in Outlook</b> When you receive a message that can be answered with a few words, Outlook suggests responses that you can use to reply with just a couple of clicks</p>	<p><b>Get relevant file suggestions when you search</b> When you type in the Search box, the most relevant files related to your search will be included in your suggestions.</p>	<p><b>Dictation is available in more languages</b> Dictation now supports 7 new languages: Hindi, Russian, Polish, Portuguese (Portugal), Korean, Thai, Chinese (Taiwan).</p>
<p><b>Draft documents with your voice</b> Use the new dictation toolbar, voice commands and auto-punctuation to draft documents.</p>	<p><b>Share to Teams</b> Share messages from Outlook with a person or channel in Teams.</p>	<p><b>Set online meeting options</b> Update your calendar settings to make every meeting you create a Teams Meeting by default, so you no longer need to remember to click the Teams Meeting option</p>
<p><b>Search for it the way you'd say it</b> Select the Search box at the top of Outlook and use your own naturally formed queries when you search in Outlook.</p>	<p><b>Quick Steps</b> Quick Steps apply multiple actions at the same time to email messages. This helps you quickly manage your mailbox</p>	<p><b>Find Time / Scheduler in Cortana</b> Easy scheduling of meetings with external parties</p>
<p><b>Immersive Reader &amp; Read Aloud</b> Immersive Reader in Outlook for the web and Read Aloud in Outlook desktop allow you to hear the text of an email read out loud while following along.</p>	<p><b>End meetings early or start late</b> Check the Shorten appointments and meetings checkbox and select End early or Start late depending on what you want.</p>	<p><b>Natural language search in Outlook</b> With Natural Language in search, you simply type the way you would ask a question/statement, no fancy syntax needed. We take the guess work out of choosing the right words and understand your intents expressed naturally.</p>



<p><b>One-click writing suggestions</b> Apply writing suggestions with a single click. The updated Editor pane makes it easy to navigate between suggestions.</p>	<p><b>Draft documents with your voice</b> Use the new dictation toolbar, voice commands and auto-punctuation to draft documents.</p>	<p><b>New images to bring your documents to life</b> Thousands of royalty-free stock images, icons, and stickers you can use in your documents. Go to Insert &gt; Pictures &gt; Stock Images to get started.</p>	<p><b>Save shapes as pictures</b> In just a few clicks, save a shape, icon, or other object as a picture file so you can reuse it elsewhere.</p>
<p><b>Save to your pinned folder</b> Pinned folders stay near the top of your Save locations so you can quickly access the folder you need.</p>	<p><b>Know who's in your document</b> See who else is working along with you, and where they are in the document. You'd find this experience across other Office apps.</p>	<p><b>Up-level your writing</b> Go to Home &gt; Editor to see everything from clarity to conciseness suggestions for your document.</p>	<p><b>Convert files to improve accessibility</b> Upgrade your files to the modern format to make them more accessible for everyone.</p>
<p><b>Say it another way</b> When you want to say it differently, Rewrite is there to help. Rewrite offers alternatives for finessing your phrases.</p>	<p><b>Take your doc from static to stunning</b> Transform your document into an interactive, easy-to-share web page that looks great on any device.</p>	<p><b>Create more accessible PDFs</b> Create a PDF and the accessibility checker will point out accessibility issues to fix before you save.</p>	<p><b>Annotate your private copy</b> Create handwritten notes for your eyes by making a private copy of a shared document. Go to View &gt; Create a Private Copy to get started.</p>
<p><b>Smart Lookup / Researcher</b> Select a word or phrase, right-click it, and choose Smart Lookup for web results, or use research to find articles and cite references.</p>	<p><b>Better collaboration with modern comments</b> Have control of when you send comments to your co-authors, easily @mention notifications.</p>	<p><b>Dictation is available in more languages</b> Dictation now supports 7 new languages: Hindi, Russian, Polish, Portuguese (Portugal), Korean, Thai, Chinese (Taiwan).</p>	<p><b>No more bouncing to the browser</b> You decide how links to Office documents open: in the browser or in the app. See Link Handling under File &gt; Options &gt; Advanced.</p>





<p><b>Linked data types: Real data for real life</b> New linked data types bring you facts and data on hundreds of subjects to help you accomplish your goals right in Excel.</p>	<p><b>Improved Conditional Formatting dialogs</b> Conditional Formatting dialogs are now resizable, and now you can duplicate the rule with a single click.</p>	<p><b>Unhide many sheets at the same time</b> No need to unhide one sheet at a time anymore -- unhide multiple hidden sheets at once.</p>
<p><b>Insert data from picture</b> Take a picture of printed data and convert to text / table</p>	<p><b>Make polished Visio diagrams in Excel</b> Create data-driven diagrams like flowcharts or organizational charts from data in a worksheet.</p>	<p><b>Save to your pinned folder</b> Pinned folders stay near the top of your Save locations so you can quickly access the folder you need.</p>
<p><b>Have a question about your data? Ask Excel:</b> Excel Ideas allows you to ask questions about your data - no need to spend time writing formulas.</p>	<p><b>Tame your big workbook</b> Cells, formulas, charts, tables... get a snapshot of your workbook with Workbook Statistics.</p>	<p><b>Automatically use new data types</b> When you type a data value that resembles a stock or a geographic location, Excel offers to convert it to the right connected data type - Stocks or Geography.</p>
<p><b>Chat with co-authors while you edit</b> Collaborate more effectively by chatting with your co-authors without leaving the app.</p>	<p><b>More insight from your data</b> Get a deeper understanding of your data using the new data profiling views in Power Query Editor.</p>	<p><b>Customize Ribbons</b> Build your own customized ribbon with all your favorite functions</p>
<p><b>Make quick edits using the Excel pen</b> With the action pen, you can directly handwrite in the cells, jot down data with ink that gets automatically converted to Excel data.</p>	<p><b>Filter and sort without disrupting others</b> Sort and filter your Excel file while collaborating with others with Sheet View. The view prevents you from being impacted by other user's sorts and filters while coauthoring the document.</p>	<p><b>3D or World Maps</b> Click Insert &gt; 3D Map &gt; Open 3D Maps. The Launch 3D Maps window appears, showing your new tour. Select any cell in the Excel table or range of cells that has your data.</p>



<p><b>No need for a clicker: your Surface earbuds have you covered</b> Use your Surface Earbuds to control PowerPoint presentations. Once paired, you'll need to enable the feature in PowerPoint to use it.</p>	<p><b>Design Ideas for great graphics</b> Create professional slide layouts with PowerPoint Designer. Get design ideas. Ask for design ideas any time by choosing Design &gt; Design Ideas on the ribbon.</p>	<p><b>New images to bring your documents to life</b> Thousands of royalty-free stock images, icons, and stickers you can use in your documents. Go to Insert &gt; Pictures &gt; Stock Images to get started.</p>
<p><b>Save to your pinned folder</b> Pinned folders stay near the top of your Save locations so you can quickly access the folder you need.</p>	<p><b>Save time by going straight to new</b> Do not show the start screen when application starts.</p>	<p><b>Zoom for dynamic slides</b> When you're presenting, you can use the zoom to go from one place in your presentation to another in any order you like.</p>
<p><b>More icons to match your mood</b> We've added over 300 new icons. Find them at Insert &gt; Icons.</p>	<p><b>Recording</b> Use PowerPoint to record your slides or record videos of other apps for training etc.</p>	<p><b>PowerPoint Live</b> PowerPoint Live transforms your presenting experience - only in Microsoft Teams.</p>
<p><b>Save as PNG, Video and GIFS</b> Use PowerPoint to create graphics for other applications.</p>	<p><b>Morph Transitions</b> The Morph transition in PowerPoint allows you to animate smooth movement from one slide to the next.</p>	<p><b>GIFs in a jiffy</b> One slide, one frame. Easily create looping GIFs in PowerPoint.</p>
<p><b>Sharpen your lines with SVG</b> For crisper, clearer images, save a chart, shape, or other illustration as a scalable vector graphic. Save your slides as SVGs too!</p>	<p><b>Rehearse your presentation with Presenter Coach</b> Get feedback on the things that help keep an audience engaged — like pacing, pitch, filler words, sensitive phrases, and more.</p>	<p><b>Contextual mini toolbar</b> PowerPoint now includes three additional buttons at the end of the Mini Toolbar, which are personalized for you based on your most recent actions in the app.</p>



<p><b>Easily navigate and organize your notebooks</b></p> <p>The OneNote for Windows 10 app window now offers more note-taking space by providing an easier way to control the navigation interface. You can choose to display the notebook, section, and page navigation panes only when you need them.</p>	<p><b>Mark your notes with custom tags</b></p> <p>Using tags in your notes is a great way to visually call out and categorize important notes for follow-up (for example, to track action items after a meeting). To create your own custom tags, click the Tags menu dropdown on the Home tab and then click Create New Tag.</p>	<p><b>Go easy on your eyes with Dark Mode</b></p> <p>This new optional mode switches OneNote's interface elements from light to dark — either as a color preference or as a functional benefit. Dark Mode can improve readability of your notes in low light environments, increase the legibility of the user interface, provide better contrast, and reduce eye strain.</p>
<p><b>View a feed of all your notes</b></p> <p>The OneNote feed displays a chronological list that combines all the notes you've taken in different apps, including OneNote, Sticky Notes, and Samsung Notes.</p>	<p><b>Search for text phrases, not just keywords</b></p> <p>In addition to searching your notes for specific keywords, you can now enclose any search phrase in quotation marks to find those exact words anywhere in your notes.</p>	<p><b>Improved printouts of Office files</b></p> <p>Insert Word documents, Excel spreadsheets, or PowerPoint presentations as a virtual printout to include their pages as images in your notes.</p>
<p><b>Insert File Printouts</b></p> <p>Insert files for easy search, for example operating manuals, recipes, procedures etc.</p>	<p><b>CTRL + E</b></p> <p>Search across all notebooks, sections &amp; pages.</p>	<p><b>Brainstorming &amp; handwritten Notes</b></p> <p>Use OneNote to take notes and draw for brainstorming.</p>
<p><b>Protect your OneNote pages</b></p> <p>Add passwords on specific sections.</p>	<p><b>Research</b></p> <p>Copy text from websites with automatic URL references.</p>	<p><b>Team Sharing</b></p> <p>Easily share OneNote with others for collaboration.</p>
<p><b>Improved Print to OneNote</b></p> <p>In Windows 10 Settings, select "OneNote" as your default printer and then print files from any app or browser on your PC.</p>	<p><b>Video and Audio Recording</b></p> <p>Use OneNote to record your in-person meeting audio / video.</p>	<p><b>Search for tagged notes</b></p> <p>Searching for tags in your notes now displays matching tags in a separate search results pane.</p>

Home  
Intro  
Habits  
Windows  
Office  
Teamwork  
Office 365  
Closing QnA

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. 3219404em

KTM

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:**

<b>Kitchen</b>	Sparkling Lemon	Blackboard	
<b>Office</b>	Burnt Horizon	Chalkboard	
<b>Room</b>		Blackboard	
<b>Lounge</b>	Burnt Horizon		

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

Home Insert Draw View Help

Tracy Personal

- Conference Details
- Location, links etc.
- Session Notes
- 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

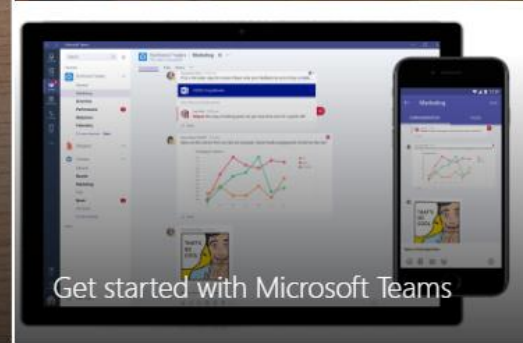
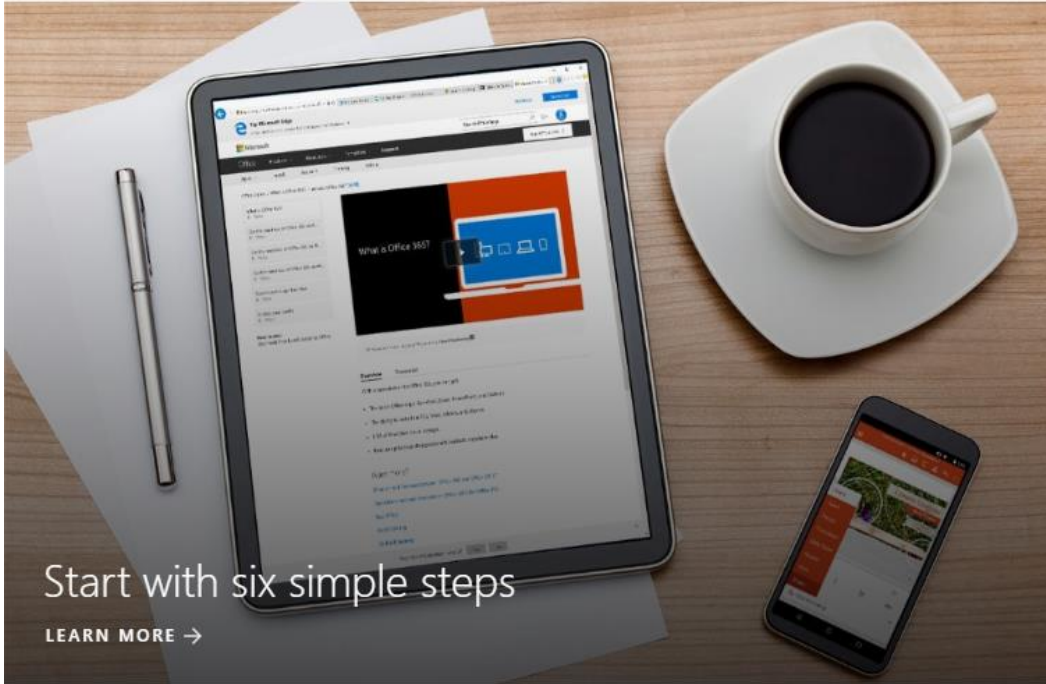
Can we use the apps on mobile in the company - check with IT

Clients / projects, meetings

Conference and training notes

+ New    ⚙ Page details

Published 10/24/2019    [Edit](#)



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





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?



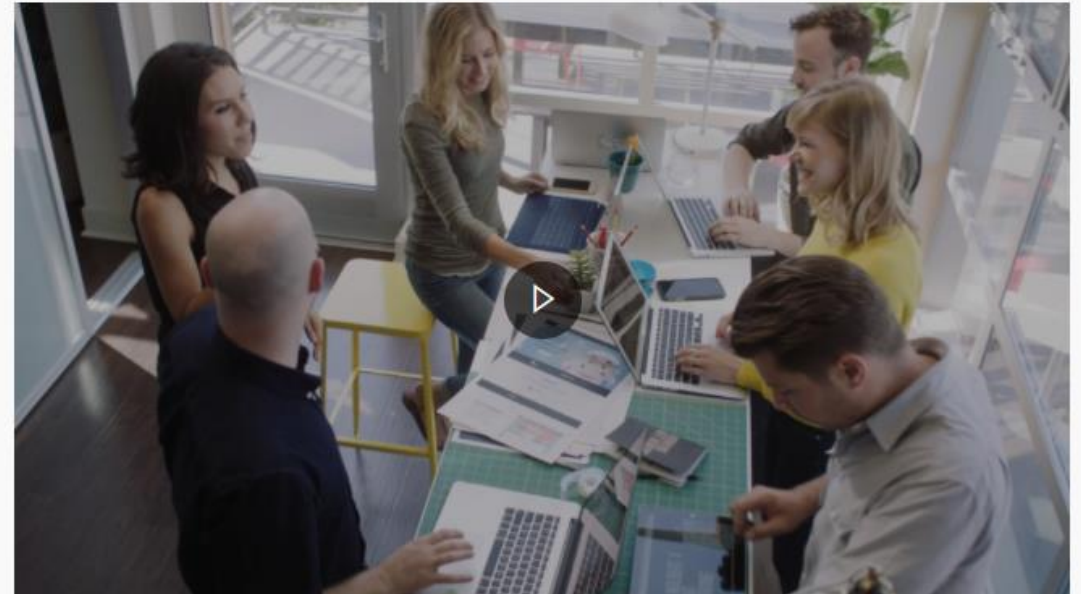
## Discover what's possible with Microsoft 365

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:

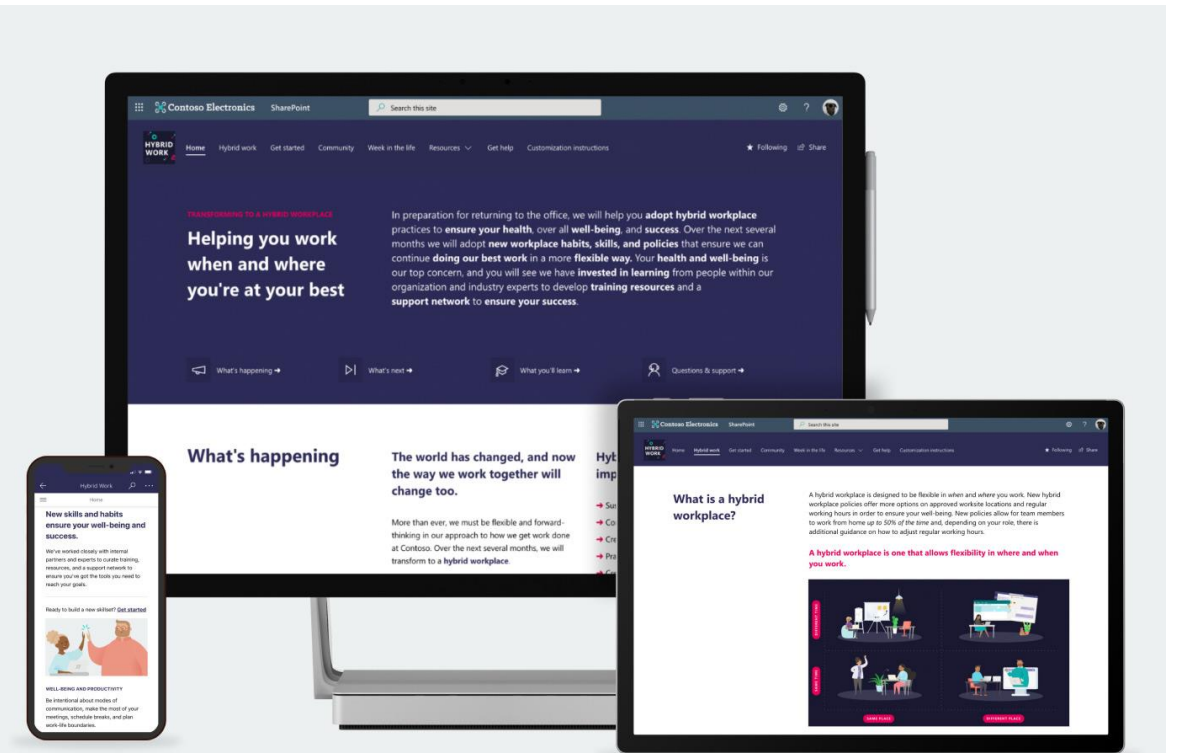
- ⇒ Take breaks and schedule personal time
- ⇒ Sustain personal productivity
- ⇒ Plan and respect boundaries
- ⇒ Stay connected in the hybrid workplace



## 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](#)




< > Search or type a command


**Viva Learning** My learning Manage


Search catalog


Activity  
Chat  
Teams  
Calendar  
Files  
Learning  
Apps


LinkedIn Learning See more

**Leading Remote Projects and Virtual Teams**   
Cyndi Snyder Dionisio  
2/12 | Course | 29m  
819 views | 227 likes


**Defining and Achieving Professional Goals**   
Dorie Clark  
Course | 33m  
574 views | 122 likes


**Gretchen Rubin on Creating Great Workplace Habits**   
Gretchen Rubin  
Course | 39m  
410 views | 105 likes


**Building Relationships While Working at Home**   
Dave Crenshaw  
Course | 22m  
421 views | 136 likes


**Python Code Challenges**   
Barron Stone  
Course | 48m  
411 views | 101 likes


Microsoft Learn See more

**Explain DevOps Continuous Delivery and Continuous Quality**   
Module | 18m  
810 views | 200 likes

**Get Started with Power Apps**   
Module | 1h 3m  
489 views | 126 likes

**Discuss Azure Fundamental Concepts**   
Module | 24m  
541 views | 135 likes

**Core Cloud Services - Azure Networking Options**   
Module | 28m  
188 views | 142 likes

**Prepare Data for Analysis**   
Learning Path | 3h 26m  
196 views | 104 likes

Microsoft 365 Trainings See more





### 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.

## What's new in your favorite Office app



Access



Excel



OneNote



Outlook



PowerPoint



Project



Visio



Word



Teams



OneDrive



A subscription to make the most of your time

Try one month free

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

- Enterprise Mobility + Security +
- Office 365 +
- Windows 10 +

### Release Phase

+

### Platform

+

### Cloud Instance

+

### New & Updated Features

+

Showing 719 updates<sup>1</sup>:

[Download](#) [Share](#) [RSS](#)

	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.

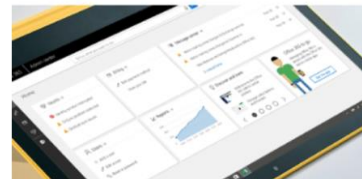
[GET NOW >](#)



## Infographics

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

[SEE ALL >](#)



## For small businesses

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

[WATCH VIDEOS >](#)



## For admins and IT Pros

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

[TAKE TRAINING >](#)

### Teams

Your teams

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

## Flow

# 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

Hidden teams

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

AutoSave On [Icons]

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

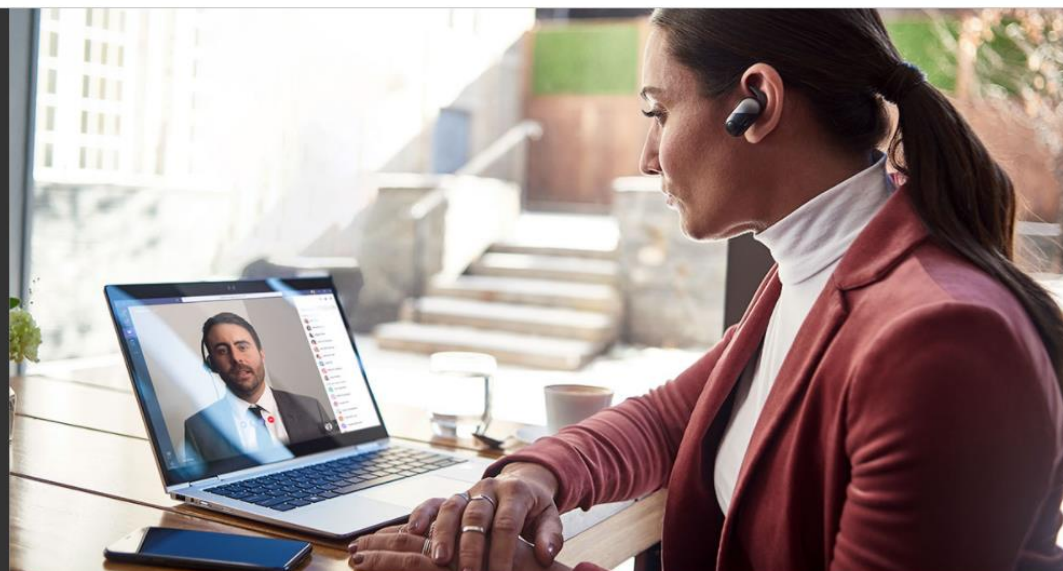
Tracy van der Schyff Yesterday 5:14 PM  
Added a new tab at the top of this channel. Here's a link

[Icons]

## 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.







- Understanding The New Information Architecture
- Creating Office Documents From Your Preferred Workplace
- Co-Authoring & Collaboration
- Seamless Integration With Other Apps & Services
- Teams: Inspections | Bulletins | Idea Management
- Supercharged Search in Teams (+ Tags)



# OneDrive | Microsoft Teams | SharePoint





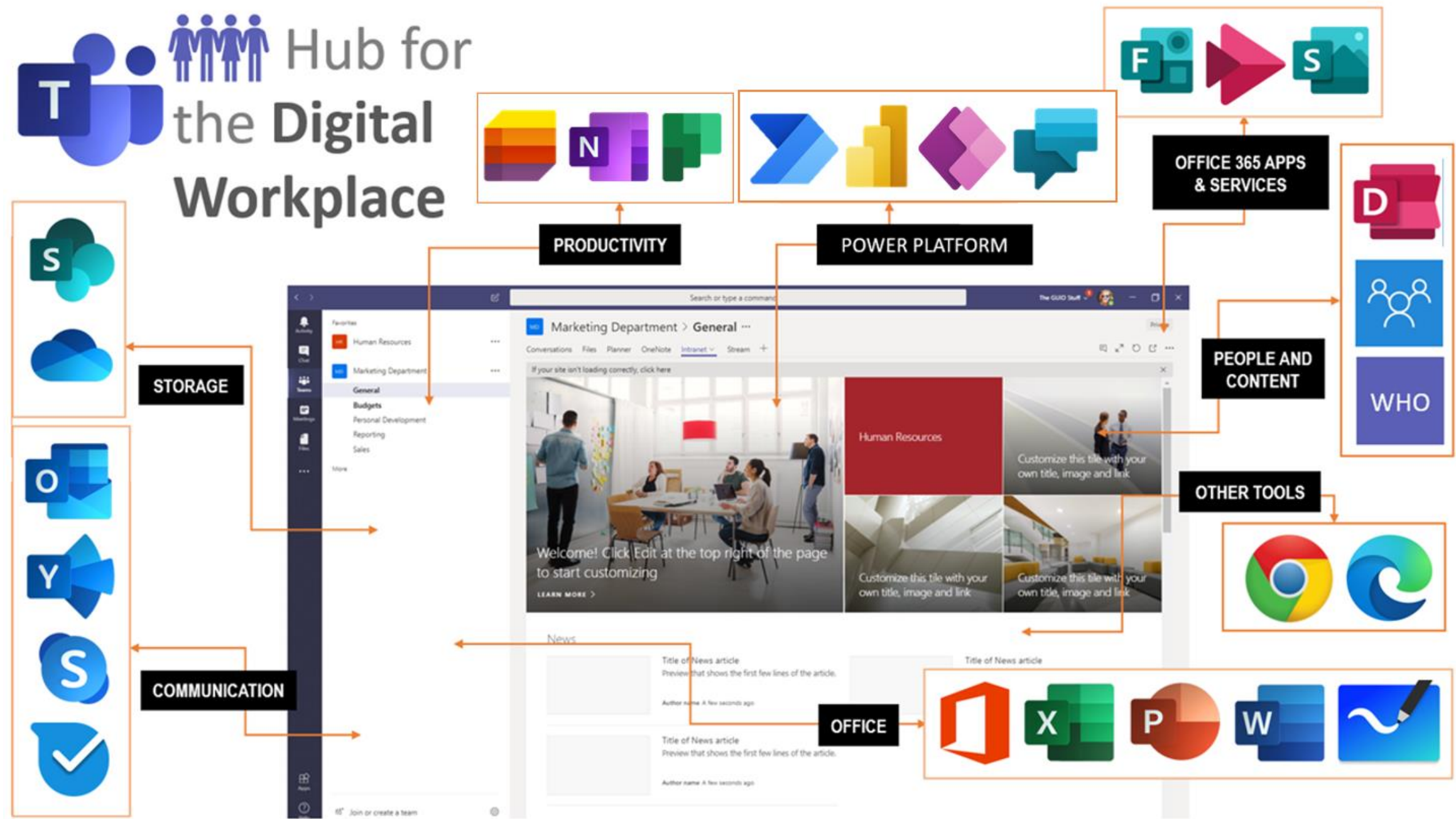


**Human brain has the capability to hold only limited information at a time.**

“ *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  $7 \pm 2$ . This is called the Rule of 7* ”

-George Miller  
Experimental psychologist


# Hub for the Digital Workplace



# ME




Personal Files

  
Files stored on OneDrive (Web or synced to my PC Explorer / Finder)



Work Drafts

  
Files stored on OneDrive (Web or synced to my PC Explorer / Finder)



Shared Externally

  
Files stored on OneDrive (Web or synced to my PC Explorer / Finder) and then shared with external parties through link via email



Shared Internally (Ad Hoc)

  
Files stored on OneDrive (Web or synced to my PC Explorer / Finder) and then shared with employees through Teams Chat / Group Chat

# WE



Shared Departmental or Team Level

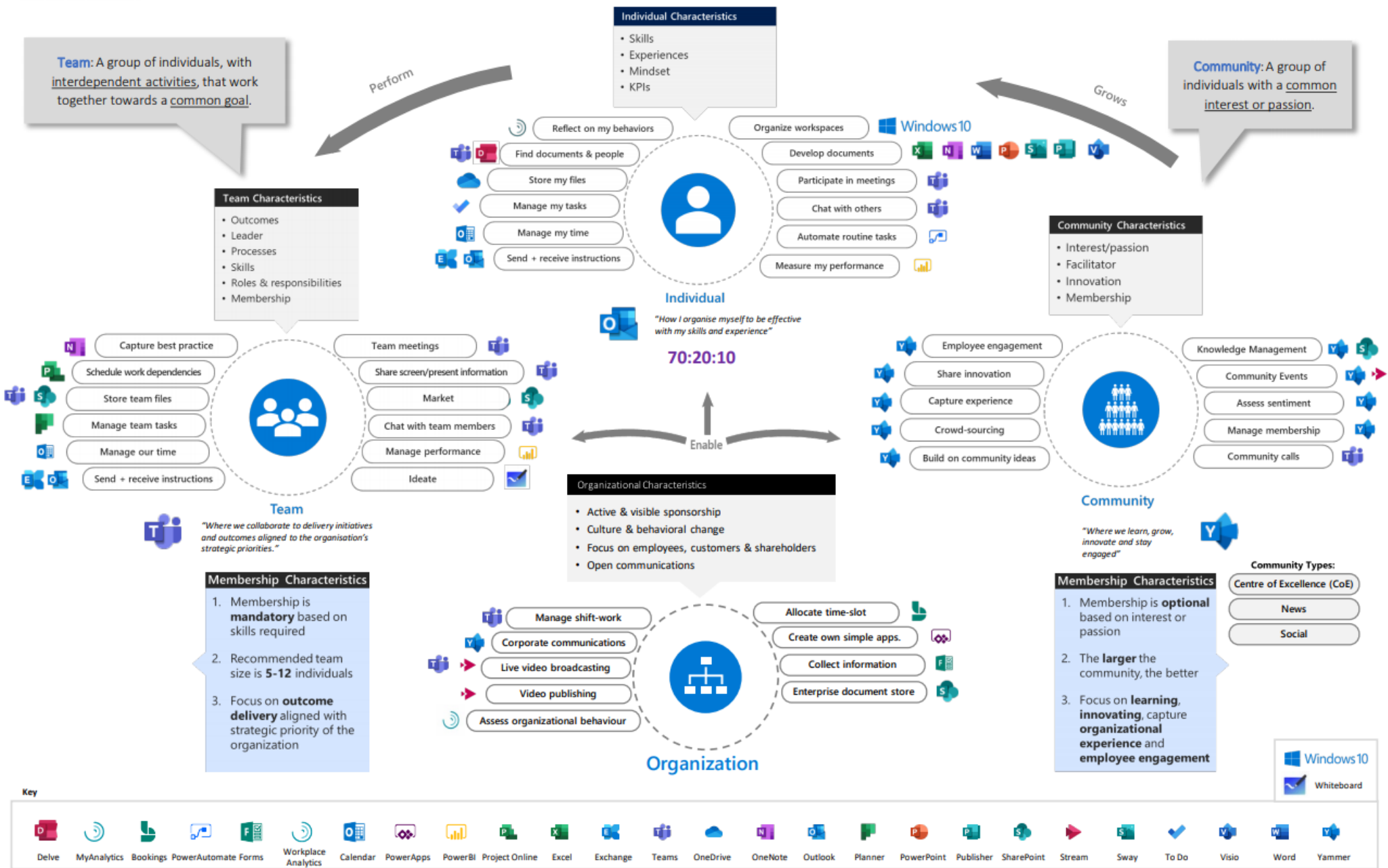
  
Files stored in Teams (SharePoint) in structured channels / folders, allowing coauthoring and collaboration.



Shared Internally with Large Audience

  
Files stored in SharePoint Intranet environment. Small group of contributors, large group of consumers.

# Modern Collaboration Architecture (MOCA)



# 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.



## 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.



## 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.



Available on Teams as a tab the Tasks app the web mobile app desktop | Pamphlet current as of April 2021

## 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

## 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

## 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

## 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

## WHEN TO USE each app

Go to [aka.ms/whentouse](https://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

Learn about **TEAMS** at [aka.ms/microsoftteams](https://aka.ms/microsoftteams) **TO DO** at [aka.ms/microsofthtodo](https://aka.ms/microsofthtodo) **PLANNER** at [aka.ms/planner](https://aka.ms/planner) **TASKS APP** at [aka.ms/tasksapp](https://aka.ms/tasksapp) **LISTS** at [aka.ms/microsoftlists](https://aka.ms/microsoftlists)



<p><b>Teams Meeting &amp; Calling recordings stored in OneDrive and SharePoint</b> Teams meeting and call recordings will now be stored in your OneDrive for Business</p>	<p><b>OCR on Photos</b> Take photos with mobile and within seconds, the text on the photos are searchable</p>	<p><b>Version History</b> 500 Versions available of previous edits on files</p>
<p><b>Immersive reader in OneDrive &amp; SharePoint</b> Users can now open documents directly in the <a href="#">Immersive Reader</a> from inside OneDrive and SharePoint.</p>	<p><b>Link settings to the quick permissions</b> A more intuitive and discoverable drop-down menu to help you easily select a permission levels ( Can edit or Can view )</p>	<p>Expiring access for external users SharePoint site administrators and OneDrive owners will have the authority to extend or remove access for the selected users</p>
<p><b>Exclude specific files from sync on macOS</b> Functionality in OneDrive for macOS that allows IT admins to prevent the OneDrive sync app from uploading certain files to OneDrive or SharePoint.</p>	<p><b>Jump to Page for PDF viewing</b> Users of OneDrive for iOS and Android will be able to navigate quickly to specific pages in PDFs</p>	<p><b>Outline for PDF viewing</b> Outline creates a clickable table of contents to help people who use OneDrive on iOS and Android to quickly navigate PDFs</p>
<p><b>Bookmarks for PDF viewing on Android</b> Getting back to your important PDFs in your mobile devices just got easier. Use the new bookmark option in OneDrive for Android to add bookmarks to your important content so you can pick up where you left off.</p>	<p><b>Page rotation for PDF viewing on iOS and Android</b> You can now leverage the page rotation tool to rotate one page or multiple pages, so you don't have to switch your device's screen orientation when reading a document in OneDrive.</p>	<p><b>Dark mode for web</b> Dark Mode for OneDrive web, for both commercial and personal accounts. In addition to its aesthetic appeal, Dark Mode also reduces eye strain and improves the battery life of your devices.</p>
<p><b>"At a glance" summaries in sharing emails</b> When users share Word files, the sharing e-mail will now include new information like estimated time to read as well as key points in the document.</p>	<p><b>Create shared library in OneDrive web</b> The new streamlined experience backed by an Office 365 group, allowing you to specify the people you want to share with – and the new shared library appears immediately as a new content collaboration space for your team files.</p>	<p><b>Known Folder Move</b> Moving your important folders to OneDrive allows you to have the power of cloud in your most productive folders on Windows.</p>



<p><b>Find a meeting recording based on what was said with Microsoft Search</b></p> <p>You can now find meeting recordings in Microsoft Search based on the meeting transcript</p>	<p><b>Lock a meeting from additional joins</b></p> <p>Organizers can now choose to lock their meetings to prevent subsequent join attempts.</p>	<p><b>Slide translate in PowerPoint Live in Teams</b></p> <p>Make your slides more inclusive with slide translate in PowerPoint Live in Teams. This private setting allows you to see a personalized view of the slide where text is translated in your chosen language.</p>
<p><b>Teams Meetings Auto Recording</b></p> <p>Meeting organizers are now able to set a single meeting occurrence or series to auto-record by enabling the "Record automatically" setting from Meeting Options.</p>	<p><b>Paging on Video Gallery</b></p> <p>When you are in gallery view mode, and there are more videos than what can be shown at once on the meeting stage, navigation controls &lt; and &gt; now appears below the Video Gallery.</p>	<p><b>Organization-wide background</b></p> <p>You can now tailor your Teams meetings background to your organization.</p> <p><b>Approvals in Teams</b></p> <p>Create, manage, and share approvals directly from your hub for teamwork</p>
<p><b>Transfer Calls between desktop and mobile</b></p> <p>The capability allows you to seamlessly move your calls between different devices, such as from your laptop to mobile phone.</p>	<p><b>Live transcription with speaker attribution</b></p> <p>Live transcription allows you to follow and review conversations (in English-US) alongside the meeting video or audio in real time.</p>	<p><b>Meeting recap</b></p> <p>Meeting recap helps teams stay on track and keep their work moving forward after the meeting is over.</p>
<p><b>Meet Now in Outlook client for Windows</b></p> <p>You can now start an instant Teams meeting from the Calendar tab in Outlook for Windows by clicking Meet Now.</p>	<p><b>History Menu</b></p> <p>The History Menu for Teams desktop clients displays your recently visited locations when hovering over the backward and forward navigation options.</p>	<p><b>Polls in Teams meeting</b></p> <p>Attendees and guest attendees on mobile devices can now participate in Polls in Teams meetings.</p>
<p><b>Preconfigured website tab in Team Templates</b></p> <p>As an admin you can now add a URL of their choice to the website tab in a team template.</p>	<p><b>Presenter mode</b></p> <p>Presenter mode empowers presenters to customize how their video feed and content appear to the audience with powerful professional layouts</p>	<p><b>Custom attendee registration</b></p> <p>Add a custom attendee registration page to your meetings or webinars to better manage attendance before your virtual event starts.</p>






<p><b>Microsoft Viva Connections for Microsoft Teams</b> This enables people to discover and search intranet content, sites, and news from across the organization right in Microsoft Teams</p>	<p><b>Modern pages are getting collapsible sections</b> You can show page sections in an accordion view (collapsed or expanded).</p>	<p><b>Boost SharePoint news</b> The SharePoint news service delivers an intelligent view of news, meaning it's targeted to you based on factors like your role or location, and further personalized based on signals in Microsoft Graph about where, how, and with whom you work.</p>
<p><b>SharePoint Pages in Teams</b> Edit a page or news post in Microsoft Teams after you've added it as a tab in a Teams channel.</p>	<p><b>Microsoft Lists: Custom list templates</b> Today, we have several ready-made List templates designed to make it easy to get started tracking and managing information – like events, issues, and requests.</p>	<p><b>SharePoint Auto News Digest updates</b> Time to up your game when keeping everyone informed.</p>
<p><b>SharePoint admin center</b> New information columns on Active sites page</p>	<p><b>SharePoint admin center</b> New homepage insights dashboard</p>	<p><b>Immersive Reader</b> Available in OneDrive and SharePoint for documents</p>
<p><b>Audience Targeting capability for Events Web Part</b> This provides the ability to target specific audiences per event within the SharePoint Events Web Part.</p>	<p><b>Focus mode for modern SharePoint pages</b> Focus on a greater amount of page content by hiding the site header, site navigation, and global navigation bar with one click.</p>	<p><b>SharePoint Events web part will display event images</b> SharePoint page authors who use the Events web part can enable an image to show per event.</p>
<p><b>SharePoint Page Analytics updates</b> Introducing analytics for SharePoint pages and news articles.</p>	<p><b>Version History</b> 500 Versions available of previous edits on files. Can change to 50,000</p>	<p><b>Alerts</b> Ability to setup alerts on Item / Folder level</p>

**Office**

Create new

- Document Word
- Spreadsheet Excel
- Presentation PowerPoint
- Notebook OneNote
- Form Forms
- Quiz Forms
- Page Sway



**OneDrive**

Tracy van der Schyff

+ New Upload Sync Automate

- Folder
- Word document
- Excel workbook
- PowerPoint presentation
- OneNote notebook
- Forms for Excel
- Link

	Modified	Modified By	File size
Attachments	February 25	Tracy van der Schyff	11 items
Discovery Statements	February 16, 2020	Tracy van der Schyff	1 item
Documents	August 22, 2020	Tracy van der Schyff	7 items
Documents	May 20	Tracy van der Schyff	12 items
Documents	February 25, 2018	Tracy van der Schyff	2 items
Documents for Blogs DO NOT CHANGE	May 26, 2019	Tracy van der Schyff	4 items

**Teams**

TGS Home

Your teams

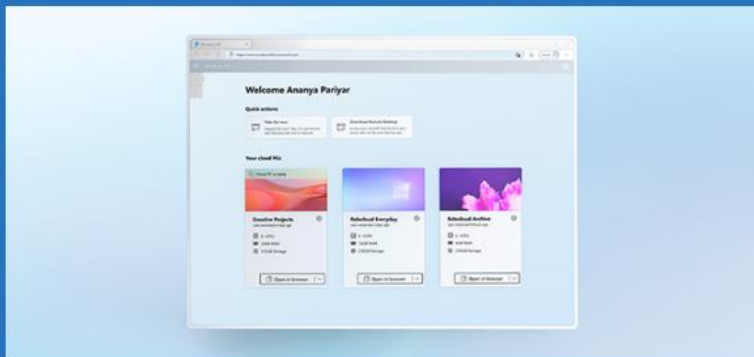
- Java Lava
- General
- Administration**
- Audit Findings
- Demo Channel
- Innovation
- Personal Development
- Project Management

Administration Posts Files Travel requests Device Order Excel Mindtools

+ New Upload Sync Copy link Download Add

- Folder
- Word document
- Excel workbook
- PowerPoint presentation
- OneNote notebook
- Forms for Excel

	Modified	
	June 6	
	June 4	SharePoint App
	June 6	Tracy van der S



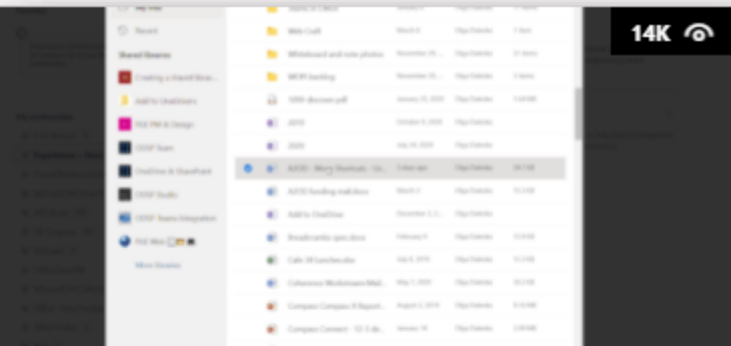
### Featured Blog

Scott Manchester in Windows IT Pro Blog on Aug 02 2021 09:11 AM

## Announcing the general availability of Windows 365

Find the resources that will help you get started with this new cloud service and the Cloud PC.

Read more →



### OneDrive Roadmap Roundup – May 2021

Ankita Kirti on Jun 15 2021 09:08 AM

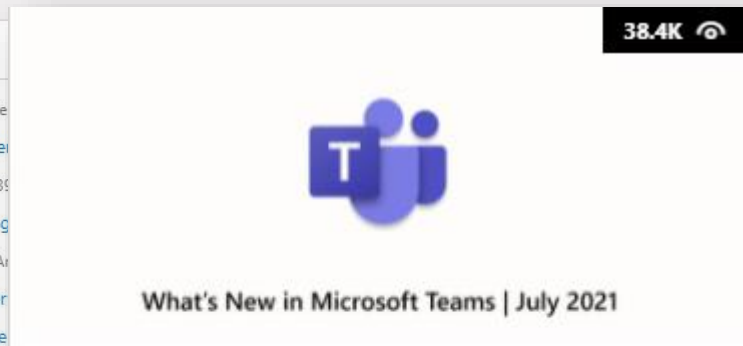
Here are the latest functionalities that rolled out to production last month. Updated file picking experience for Yammer...



### SharePoint Roadmap Pitstop: July 2021

Mark Kashman on Aug 02 2021 09:16 AM

July 2021 brought some great new offerings: SharePoint news boost, collapsible page sections, edit pages and news articl...



### What's New in Microsoft Teams | July 2021

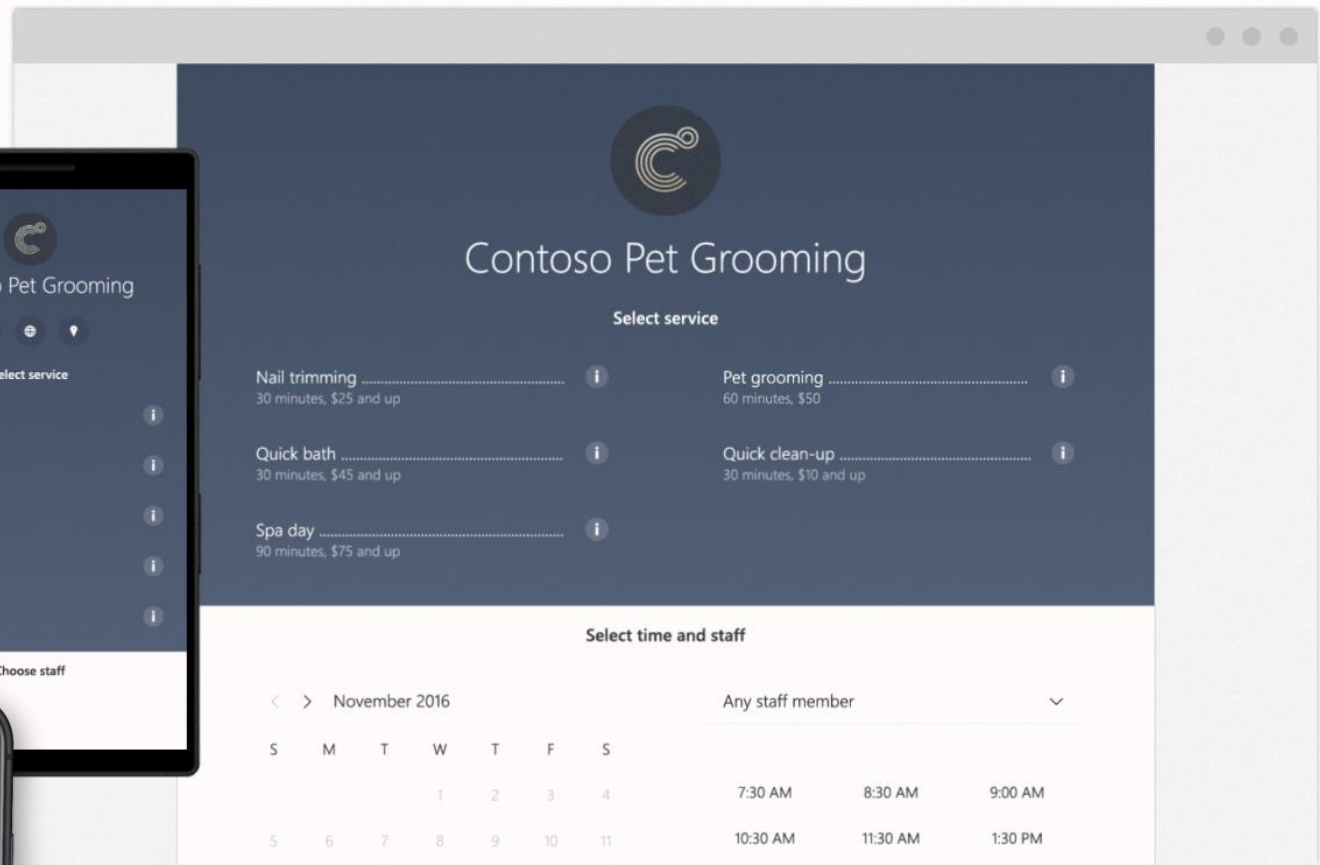
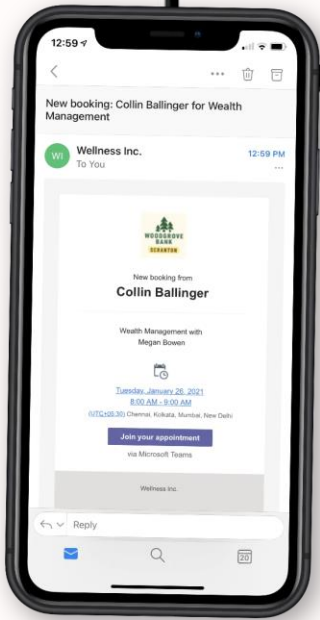
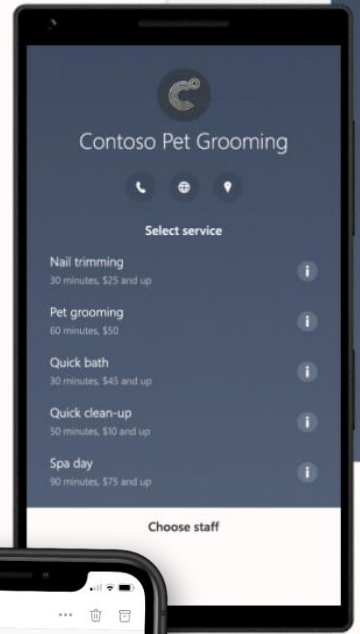
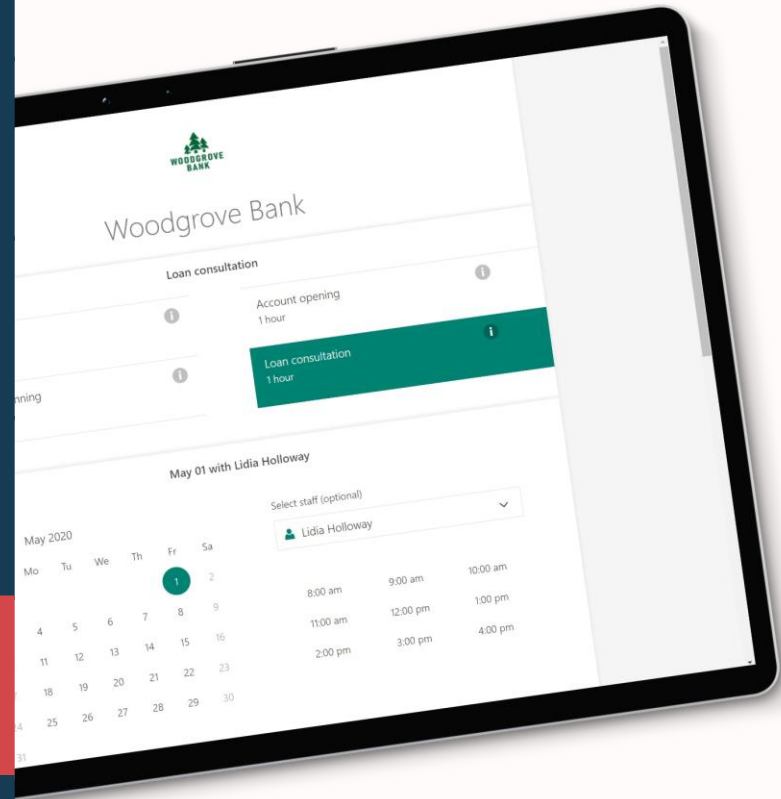
Microsoft\_Teams\_team on Jul 30 2021 06:43 AM

Welcome to What's New in Teams for July! The Teams product team has been busy delivering several new features in July to...



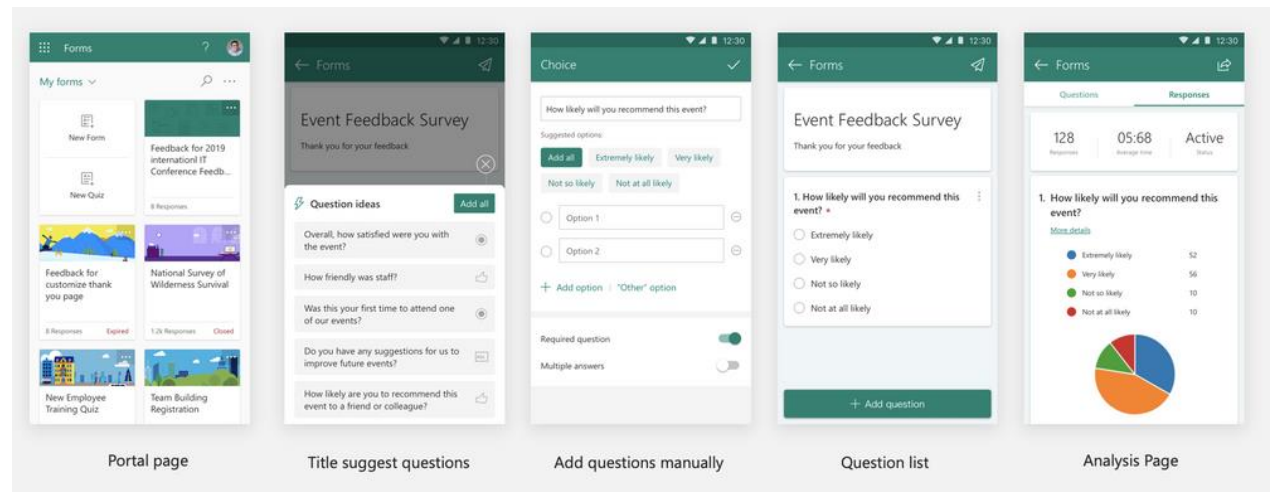
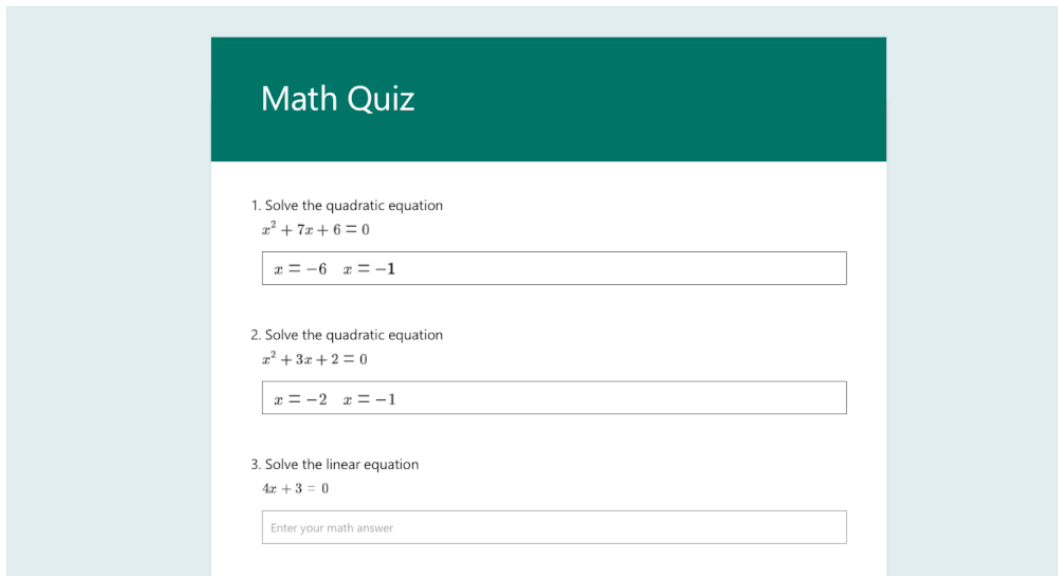
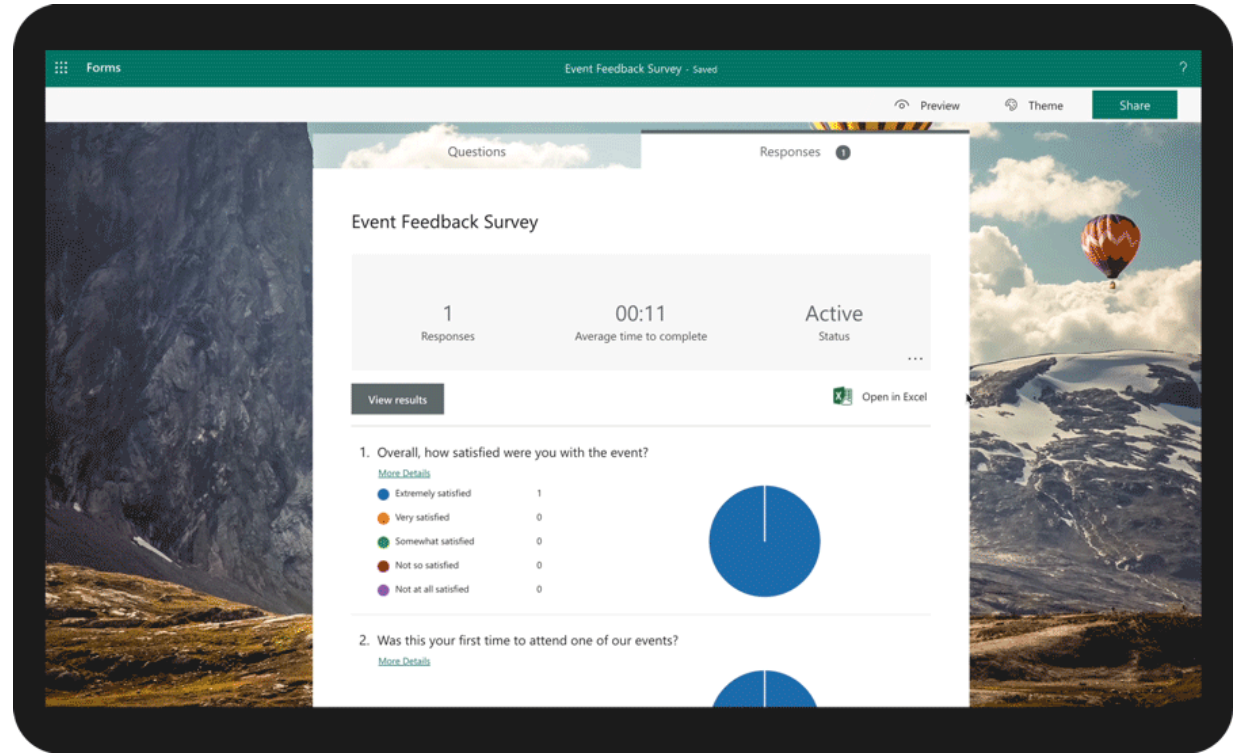
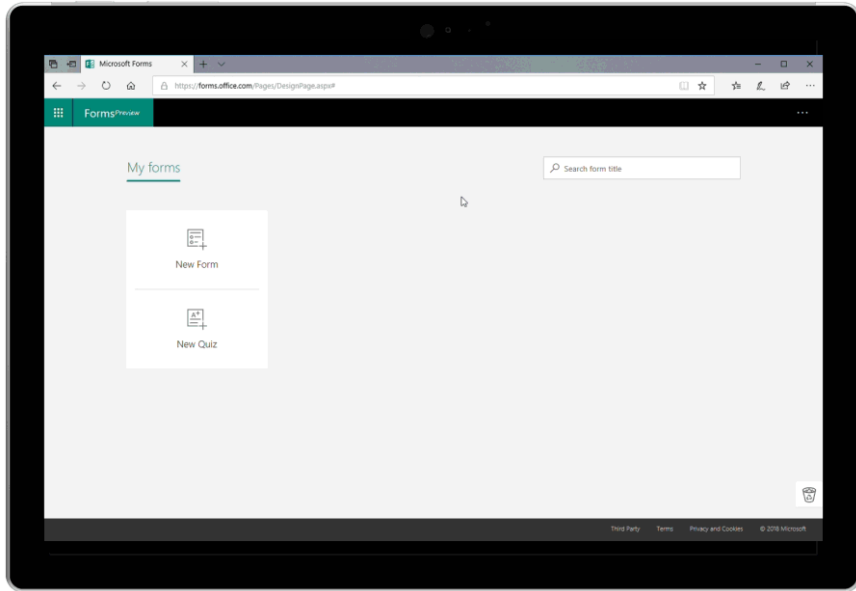
# Office 365 Time-saving Apps

- Bookings
- Microsoft Forms
- Microsoft Lists
- Sway
- To Do & Planner



Microsoft Bookings makes scheduling and managing appointments a breeze. Bookings includes a web-based booking calendar and integrates with Outlook to optimize your staff's calendar and give your customers flexibility to book a time that works best for them.








Microsoft Forms is a basic, lightweight app intended to quickly collect information via surveys and quizzes.



Marketing Plan Data									
Go to Marketing Plan Lists			Status Color Legend & Toggle						
	Not Started	In Progress	Delayed	Complete	Custom 1	Custom 2	Custom 3	Custom 4	
	ON	ON	ON	ON	ON	ON	ON	ON	
Task	Status	Owner	Assigned to	Anticipated Start Date	Anticipated End Date	Actual Start Date	Actual End Date	Estimated Cost	Actual Cost
Product Analysis	Not Started	John C.	John C.	7/1/2021	8/1/2021	6/28/2021		\$1,500	\$1,250
Design Storyboards	In Progress	Mark M.	John C.	7/15/2021	8/15/2021	7/13/2021		\$2,000	\$1,840
Review Storyboard Design	Delayed	Mark M.	John C.	8/1/2021	8/20/2021			\$1,450	

**Teams**

Your teams

-  Training and Knowledge Management
  - General
  - Training Management
  - Training Modules
-  Java Lava
  - General
  - Administration
  - Audit Findings**
  - Demo Channel
  - Innovation
  - Personal Development
  - Project Management**
  - Reporting
  - Social and Facebook
  - Tools and Resources
  - Training and Support
  - Viva Learning
-  Digital Strategy
  - General
  - Graphics
  - Training Content
  - 10 hidden channels

Hidden teams

Join or create a team

**Project Management** Posts Files **Project Dashboard** Lists Project Calendar +

+ New item Share Open in SharePoint ...

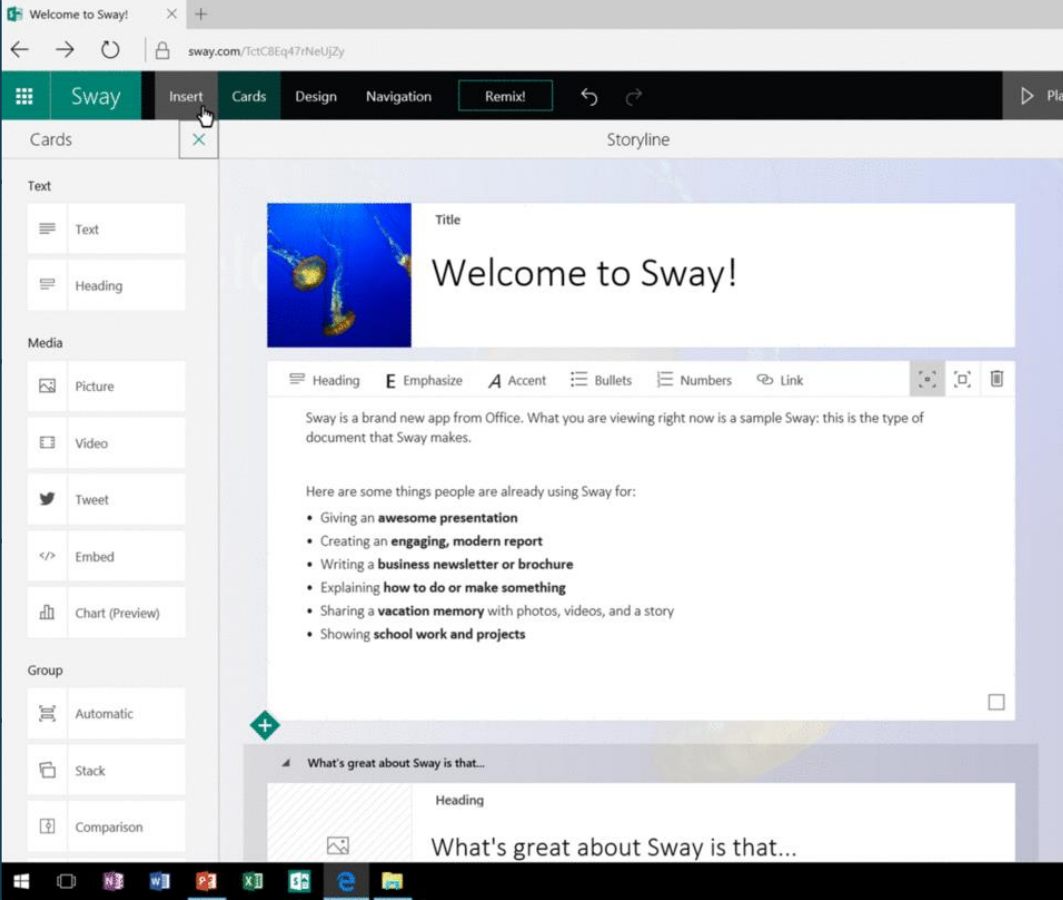
All Items Filter Info

Project Management Team  
**Project Dashboard** ☆

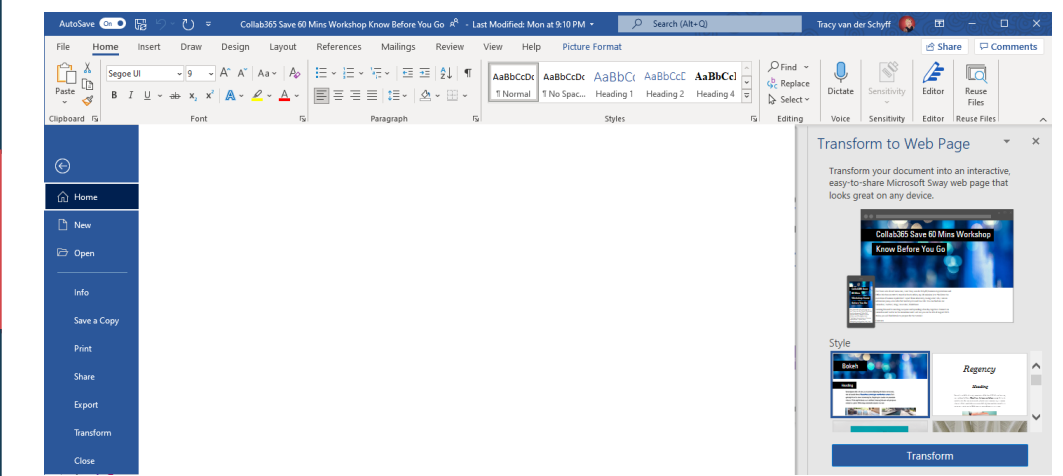
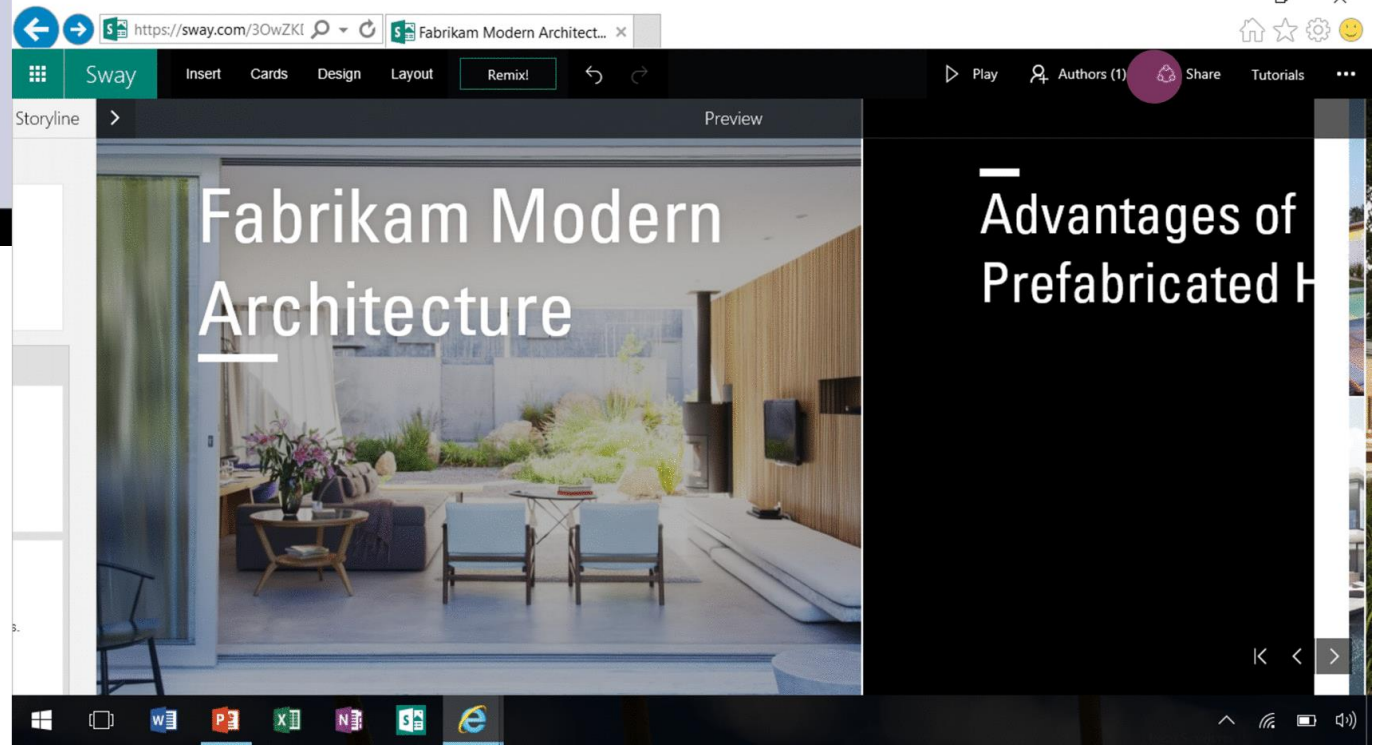
Update	Project Name	Client	RAG	Scope Summary	Start	End	Amount
Update : 1/25/2021 (5)							
1/25/2021	Project Azure Explore	FNB	Orange	Build an app to help with adding innovations and vote for it.	1/4/2021	5/14/2021	R54,720.00
1/25/2021	Project Cortex	ABSA	Green	Create an app to add topics etc.	12/7/2020	3/5/2021	R187,263.00
1/25/2021	Project Viva	Nedbank	Red	Change Management for Project Viva. Awareness and Training	2/4/2021	5/21/2021	R350,000.00
1/25/2021	Project AI Discovery	Standard Bank	Green	Assist Standard Bank on investigating the value of AI discovery on platform.	11/11/2020	4/16/2021	R75,000.00
1/25/2021	Project ABSA Intranet	ABSA	Green	Scope and Build Intranet	2/8/2021	4/16/2021	R1,250,000.00
Update : 2/25/2021 (5)							
2/25/2021	Project Azure Explore	FNB	Orange	Build an app to help with adding innovations and vote for it.	1/4/2021	5/14/2021	R54,720.00
2/25/2021	Project Cortex	ABSA	Green	Create an app to add topics etc.	12/7/2020	3/5/2021	R187,263.00
2/25/2021	Project Viva	Nedbank	Red	Change Management for Project Viva. Awareness and Training	2/4/2021	5/21/2021	R350,000.00



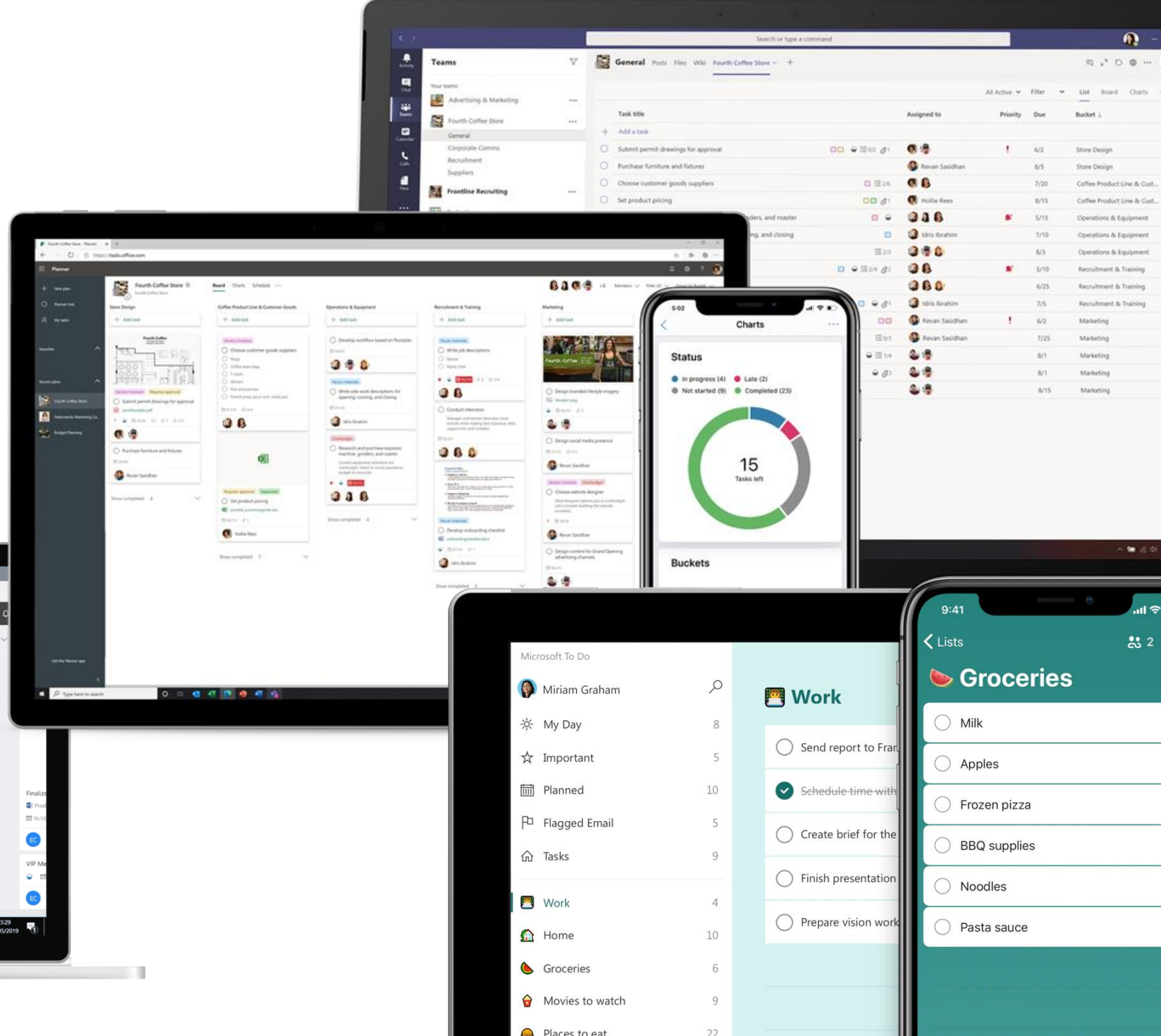




Sway is an easy-to-use digital storytelling app for creating interactive reports, presentations, personal stories and more. Its built-in design engine helps you create professional designs in minutes. With Sway, your images, text, videos, and other multimedia all flow together in a way that enhances your story.

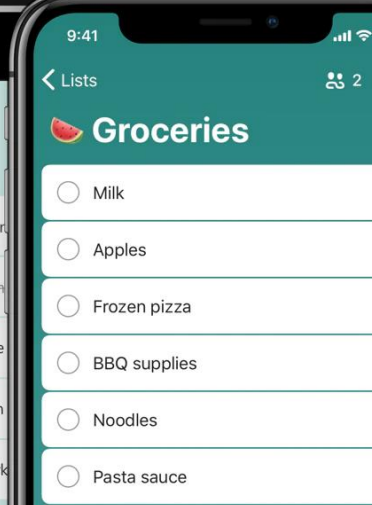
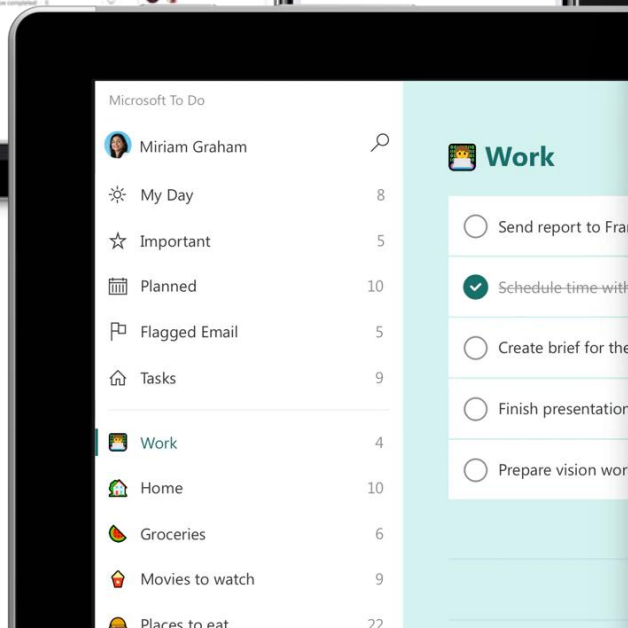
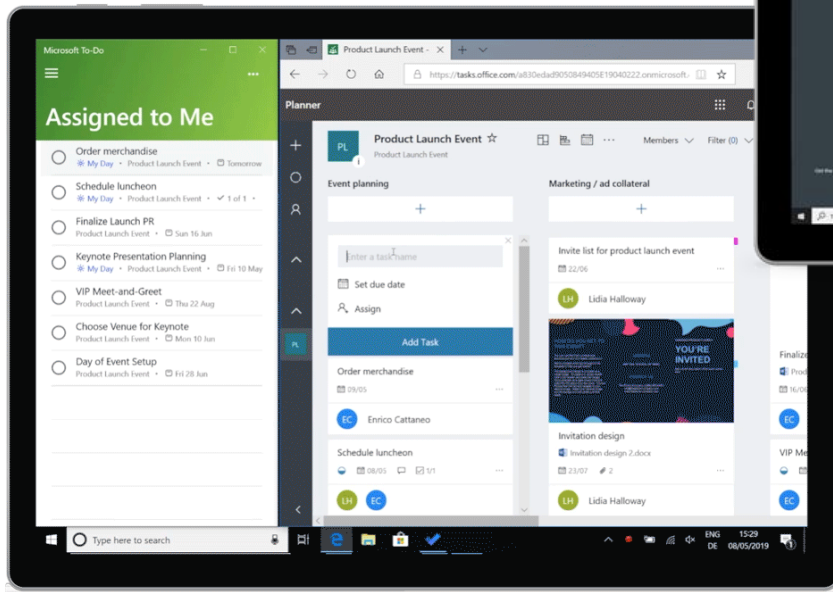
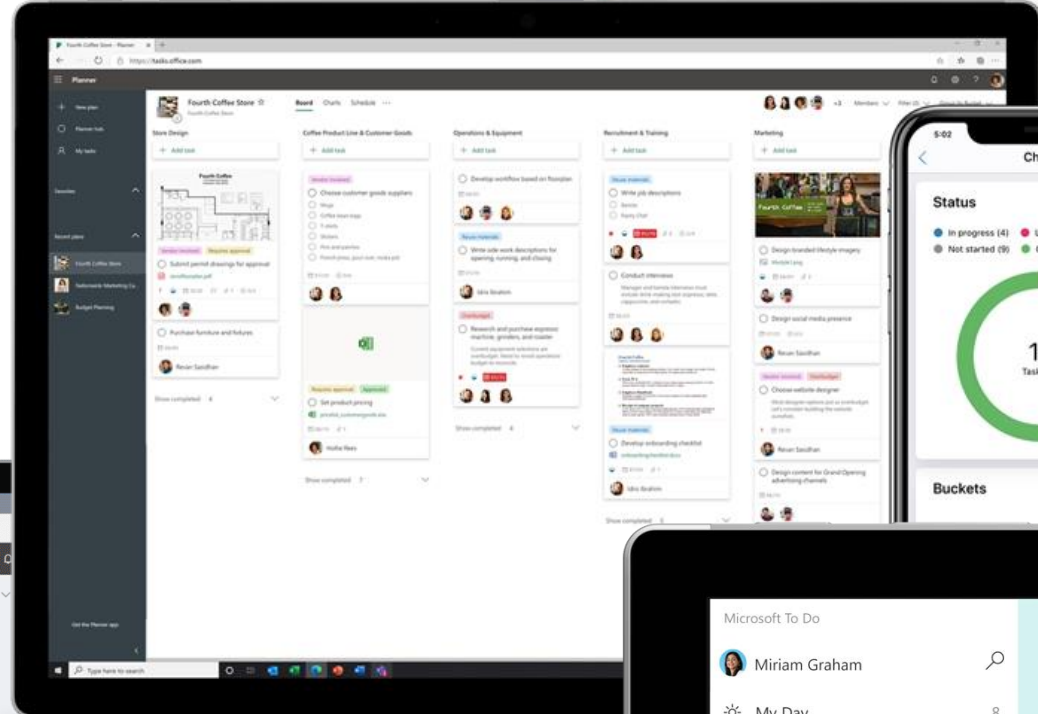


Microsoft Planner is a Kanban solution that simplifies task management for teams and is integrated across Microsoft 365 apps. With Microsoft To Do you can easily create and sync your task lists across multiple devices, so you have your to do list available whether you are on your desktop, phone, or tablet.



Microsoft Teams Channel: Fourth Coffee Store

Task title	Assigned to	Priority	Due	Bucket 1
Submit permit drawings for approval	Rivan Saidhan	High	6/2	Store Design
Purchase furniture and fixtures	Rivan Saidhan	Medium	6/5	Store Design
Choose customer goods suppliers	Hollie Rees	Medium	7/20	Coffee Product Line & Cust.
Set product pricing	Hollie Rees	Medium	8/15	Coffee Product Line & Cust.
Develop workflow based on flowchart	Idris Ibrahim	Medium	5/15	Operations & Equipment
Review job work descriptions for learning, training and closing	Idris Ibrahim	Medium	7/10	Operations & Equipment
Research and purchase new equipment (machines, generators, and trailer)	Idris Ibrahim	Medium	6/3	Operations & Equipment
Develop training and closing	Rivan Saidhan	Medium	5/10	Recruitment & Training
Develop training and closing	Rivan Saidhan	Medium	6/25	Recruitment & Training
Write job descriptions	Rivan Saidhan	Medium	7/5	Recruitment & Training
Design standard design imaging	Rivan Saidhan	Medium	6/2	Marketing
Design social media presence	Rivan Saidhan	Medium	7/25	Marketing
Design content for Grand Opening advertising channels	Rivan Saidhan	Medium	8/1	Marketing
Design content for Grand Opening advertising channels	Rivan Saidhan	Medium	8/15	Marketing



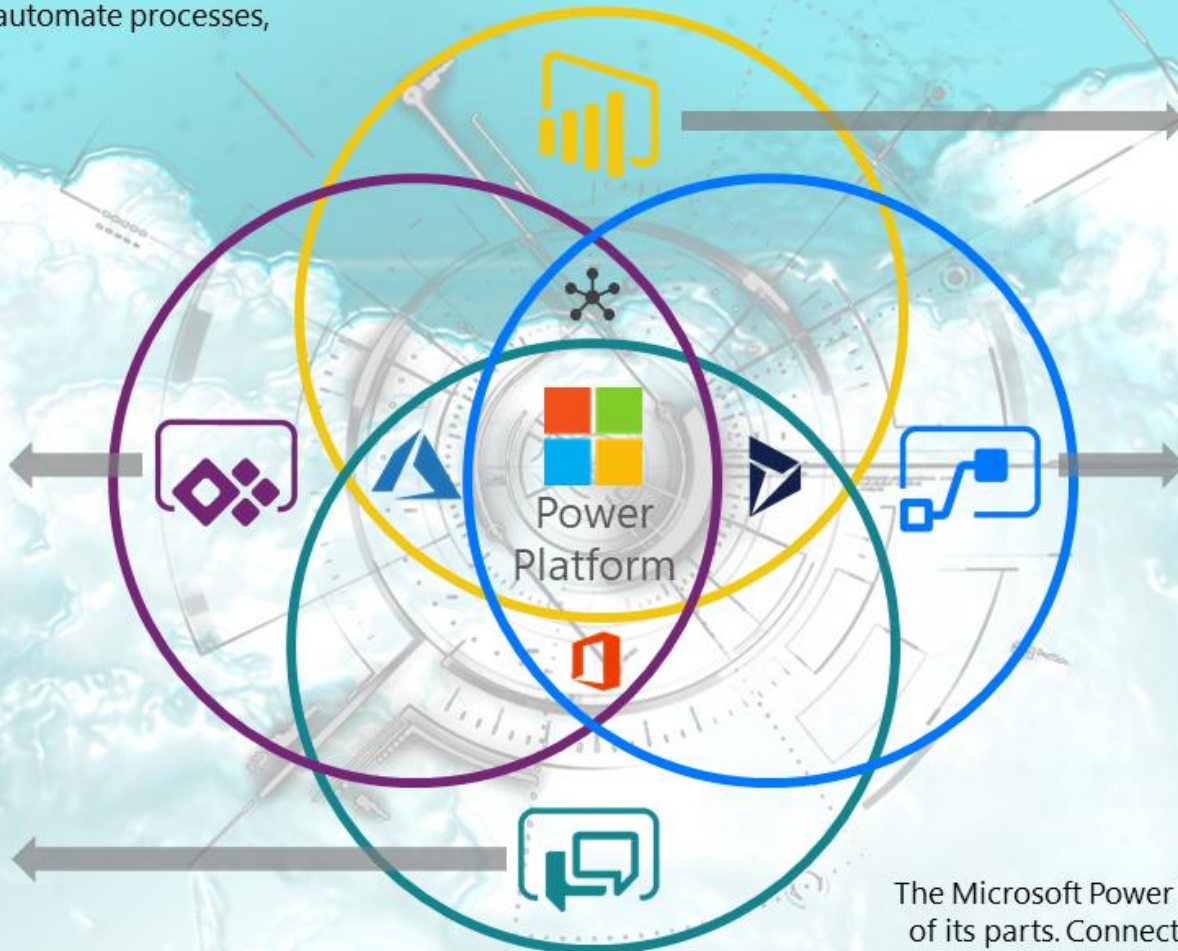
Foster innovation everywhere across your organisation with the Microsoft Power Platform—analyse data, build solutions, automate processes, and create virtual agents.

### 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

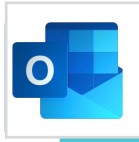
@tracyvds <https://powerplatform.microsoft.com/>





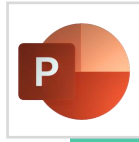
Windows

- Search
- Shortcuts
- Better naming conventions
- Less is more
- Use the AI features



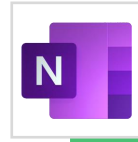
Outlook

- Quick Steps
- Dictation
- Read Aloud
- Insights
- Suggestions
- Find Time
- Scheduler



PowerPoint

- Design Ideas
- Morph
- Zoom
- Recording
- Alignment
- GIFs / Images
- Icons / Stickers
- Online Images



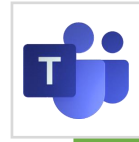
OneNote

- Sections and pages
- Meeting minutes
- Operating Manuals
- Buying preferences
- Recording
- Search
- Tags



Microsoft 365

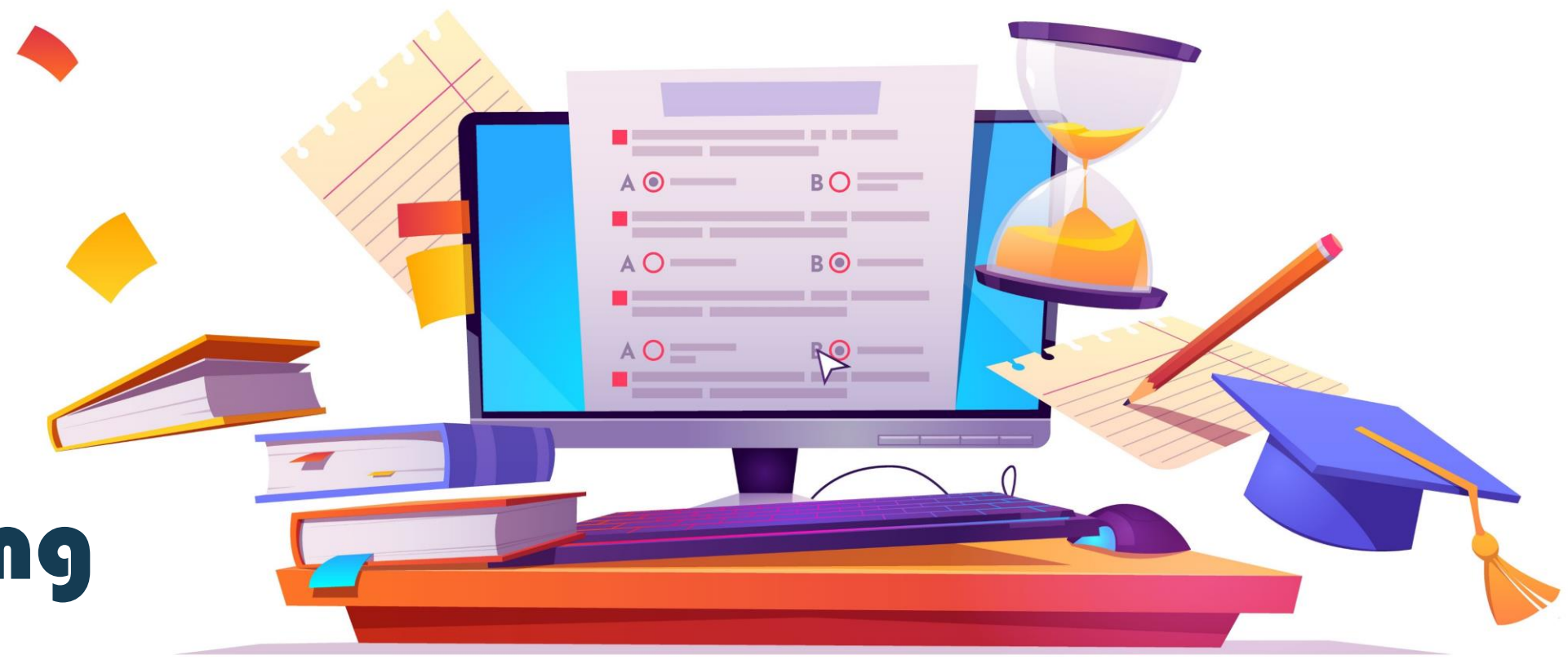
- Forms for Surveys
- Sway for Information Packs
- Lists to replace Excel
- Alerts in SharePoint
- Microsoft Lists



Teams

- Search
- Tags
- Tabs for co-authoring
- Integration with other apps
- Mail a channel
- Who Bot

# Closing QnA



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  
Habits  
Windows  
Office  
Teamwork  
Office 365  
Closing QnA

# 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>



Supercharge your team's collaboration & comms with Microsoft 365

Save 60 minutes a day by using Microsoft 365 more effectively!

A 5-HOUR WORKSHOP BY TRACY VAN DER SCHYFF MVP ...

# Streamline your team's collaboration & comms with Microsoft 365

It's effortless to do the basics with Microsoft Teams, OneNote and Planner, but it's NOT easy to create systems and processes that become the "digital brain" of your Projects and Teams. This Workshop will change how you approach and think about Team collaboration and communications.

## WHAT WILL I LEARN?

- ✓ Define your new way of working (strategy) to understand Microsoft 365 apps (Teams, OneNote, Planner & OneDrive) and their purpose better.
- ✓ Learn the necessary modern workplace skills to be able to work within that strategy.
- ✓ Evolve your digital | hybrid workplace & team into a more productive, efficient, lean machine.

LIVE STREAM



WEDS 25TH AUGUST | 2PM UTC | 5-HOURS | LIVE

Super Early-Bird Pricing (Ending Soon):

~~\$247~~ \$79

RESERVE MY SEAT

With Access To Recordings After The Event

Hi! We're here to answer any questions you may have







- @Microsoft
- @Windows
- @Microsoft365
- @Office365
- @Azure
- @Office
- @MicrosoftTeams
- @OneDrive
- @SharePoint
- @MSPowerBI
- @MSPowerAutomate
- @PowerApps
- @MSTCommunity
- @tracyvds





Tracy van der Schyff

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**

ENJOY THE LITTLE THINGS

**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



#MicrosoftTeams: 10 Things You Should Know

**Microsoft Teams: 10 Things You Should Know**

Want #Office365 Consumption? Do these 5 things

Want Office 365 Consumption? Do these 5 things

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

Microsoft | Office 365: Consumption vs Adoption. Is there a difference?

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

Change Management Tips for #Microsoft365 Citizen

#Office365 #Adoption Truths: Users can smell your fear

STOP MEN DYING TOO YOUNG

#Office365 #AdoptionTruths: Users can smell your fear

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

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

Viking Laws for #Office365 Projects & User Adoption

Viking Laws for #Office365 User Adoption

Office 365 Adoption: People buy experience, not products

WHO ARE WE DOING THIS FOR?

#Microsoft365 Day 341: Bring Governance into your #MicrosoftTeams

Bring Governance Guidelines to your users, where they need it

Webinar: Build your training portal with Microsoft 365

Webinar: Build your training portal with Microsoft 365

Home  
Intro  
Habits  
Windows  
Office  
Teamwork  
Office 365  
Closing QnA

## 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 habits. – 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

[Windows 11 Keyboard Shortcuts - All Things How](#)  
[Windows 11 \(developing\) keyboard shortcuts](#)  
[A minimalist approach to computing with #Office365 and #Windows – 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 Windows 10 - Office Support \(microsoft.com\)](#)  
[5 steps to get you collaborating more effectively in Office 365 Word, Excel, and PowerPoint](#)  
[Microsoft 365 learning pathways – Microsoft Adoption](#)  
[Tracy van der Schyff – Facilitating The Evolution of Human Capabilities](#)  
[Modern Workplace Training](#)  
[Hybrid workplace guides](#)  
[Workplace Transformation Site](#)  
[Employee Learning | Microsoft Viva Learning](#)  
[What's new in Microsoft 365 - Office Support](#)  
[Microsoft 365 Roadmap | Microsoft 365](#)  
[Microsoft 365 Training](#)  
[Microsoft 365 Adoption | Get Started](#)

## Office 365 Time-saving Apps

[Microsoft Bookings | Microsoft Docs](#)  
[Introduction to Microsoft Forms - Office Support](#)  
[What is Microsoft Forms - Microsoft Tech Community](#)  
[Microsoft Lists | Microsoft 365](#)  
[Microsoft Lists - Microsoft Tech Community Resource Center](#)  
[Create a new form or quiz - Office Support \(microsoft.com\)](#)  
[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](#)
- [Manage your life with Microsoft 365](#)
- [Save Time Tips](#)
- [Office Quick Starts](#)
- [Windows 10 keyboard shortcuts – Microsoft Support](#)
- [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](#)