



OHIO
ASSOCIATION for
JUSTICE
TRIAL LAWYERS HELPING PEOPLE

2020 Virtual Annual Convention

Thursday, August 13th

Technology Session



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**Microsoft Teams: Bringing the Remote Office
Together**

Andrew Baker, Esq.



**MICROSOFT
TEAMS**
**THE ULTIMATE VIRTUAL OFFICE
HUDDLE**
Andrew Baker
THE BAKER LAW GROUP
andrew.baker@bakermwgroup.net

1


“The wise adapt themselves
to circumstances, as water
molds itself to the pitcher”
Chinese Proverb

2

**REMOTE OFFICE
SETUP**

**A Combination of
Access,
Communication and
Productivity.**

**TEAMS provides all
three to maximize
remote productivity.**



3

Communicating with Staff and Clients in a Remote Environment

Methods of Staff and Client Communication	Video Chat Services
<ul style="list-style-type: none">• Phone• Email• Text	<ul style="list-style-type: none">• Facetime• Skype• Zoom• Microsoft Teams

4

Communicating with Staff and Clients in a Remote Environment

- **Zoom**
 - Zoom Pro
 - \$100/year (if pay up front)
 - 1 host
 - Up to 100 active participants (video, talk, chat, etc.)
 - Record Meetings
 - Can Save Chat Messages
 - Can share screen & discuss documents, photos, video, etc.

5

Communicating with Staff and Clients in a Remote Environment

- **FaceTime**
 - IOS Application / iPhone, iPad tablet
 - No matter where you are, at home or away, use FaceTime to talk to one person or a whole group.
 - Up to 32 Participants
 - Live Photo During Conference
 - Con – Screen Share / Doc Share Not Available
 - Less Commercial Related Features

6

Communicating with Staff and Clients in a Remote Environment

- **Skype for Business**
 - Microsoft is Phasing Out
 - TEAMS to Replace Skype for Business
 - Lacked Stability
 - TEAMS More Robust

7

Communicating with Staff and Clients in a Remote Environment – **MICROSOFT TEAMS**

FREE WITH MICROSOFT OFFICE 365 SUBSCRIPTION!



8



Communicating with Staff and Clients in a Remote Environment – **MICROSOFT TEAMS**

Methods of Communication Using TEAMS

- Chat with Team (Instant Messenger)
- Chat with Guest (Instant Messenger)
- Video Conferences with Team
- Video Conferences with Guest (setup note – IT Admin)

9

Communicating with Staff and Clients in a Remote Environment - **MICROSOFT TEAMS**

• **Methods of Communication using TEAMS (Continued)**

- Share Documents / Screen Share
- Integrates with Existing Microsoft Products
- Integrates with Other Software
- *Confirm Guest Access with IT Consultant*



10

Communicating with Staff and Clients in a Remote Environment – **MICROSOFT TEAMS**

How is TEAMS Organized?

Teams are a collection of people, content, and tools surrounding different projects and outcomes within an organization.

11

Communicating with Staff and Clients in a Remote Environment – **MICROSOFT TEAMS**

How is TEAMS Organized? (Cont.)

- Teams are open and anyone within the organization can join (up to 5000 members).
- Teams can be created to be private to only invited users.
- Teams can also be created to be public and as the hub for teamwork, is where people - including people outside your organization - can **actively** connect and collaborate in real time to get things done.

12

Communicating with Staff and Client During
Quarantine - *TEAMS*

How is Teams Organized?

Channels are dedicated sections within a team to keep conversations organized by specific topics, projects, disciplines—whatever works for your team!

13

Communicating with Staff and Clients in a Remote
Environment – **MICROSOFT TEAMS**

How is Teams Organized? (Cont.)

*Channels are places where conversations happen and where the work **actually gets done**. Channels can be open to all team members or, if you need a more select audience, they can be private.*

14

Communicating with Staff and Clients in a Remote
Environment – **MICROSOFT TEAMS**

How is Teams Organized? (Cont.)

Channels are most valuable when extended with apps that include tabs, connectors, and bots that increase their value to the members of the team. To learn more, see [Apps, bots, & connectors in Teams](#)

15

Communicating with Staff and Clients in a Remote Environment – **MICROSOFT TEAMS**

Functions Within TEAMS(Cont.) -Have a conversation right where the work is happening.

- Coauthoring a Document
- Have a Meeting / Video Conference
- Work together in other apps

16

Communicating with Staff and Clients in a Remote Environment – **MICROSOFT TEAMS**

Functions Within TEAMS(Cont.)

- Have informal chats
- Iterate quickly on a project
- Work with team files
- Collaborate on shared deliverables.
- Share Documents and Collaborate

17

Communicating with Staff and Clients in a Remote Environment – **MICROSOFT TEAMS**

Nuts and Bolts of Setup – Open your TEAMS Application

- Basic Settings
- Permissions / Adding Members to Teams
- Security / Guest Access

18

Communicating with Staff and Clients in a Remote Environment – **MICROSOFT TEAMS**

Nuts and Bolts of Setup

- Setting Up a Team
- Setting Up a Channel

<https://docs.microsoft.com/en-us/microsoftteams/teams-channels-overview>

19

Communicating with Staff and Clients in a Remote Environment – **MICROSOFT TEAMS**

Nuts and Bolts of Setup

- Chat Within Channel (Instant Messenger)
 - Private Chat
 - Team Chat
- General Discussion Outside of Teams

20

Communicating with Staff and Clients in a Remote Environment – **MICROSOFT TEAMS**

Nuts and Bolts of Setup

- Schedule Meetings in TEAMS / TEAMS Calendar
 - Video Chat
 - Screen Share
 - Document Share
- Guest Invite (Expert, Client, Other Participant)

21

Communicating with Staff and Clients in a Remote Environment – **MICROSOFT TEAMS**

- Incorporating Email / Outlook Message into TEAMS
- Incorporating other Microsoft Apps
- Incorporating Third Party Apps (Zapier)

22

Communicating with Staff and Clients in a Remote Environment – **MICROSOFT TEAMS**

- **Helpful Links**
- <https://docs.microsoft.com/en-us/microsoftteams/teams-channel-overview> - TEAMS Overview Link
- <https://support.office.com/en-us/article/send-an-email-to-a-channel-in-teams-d91db004-d9d7-4a47-82cf-fb1b16d6d51c> – How to send an email to a channel in TEAMS
- <https://www.youtube.com/watch?v=CH2sclS5Wb0> – Overview and tour of TEAMS – Video
- https://www.youtube.com/watch?v=1IGX1gB9Y_M – How to upload a document into TEAMS

23

Thank you for attending.

Questions

24

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THE ULTIMATE VIRTUAL OFFICE HUDDLE

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1 Methods of Staff and Client Communication

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 - Email
 - Text

3 Video Chat Services

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- Skype
 - Zoom
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- <https://support.office.com/en-us/article/send-an-email-to-a-channel-in-teams-d91db004-d9d7-4a47-82e6-fb1b16dfd51e> – How to send an email to a channel in TEAMS
- <https://www.youtube.com/watch?v=CH2seLS5Wb0> – Overview and tour of TEAMS – Video
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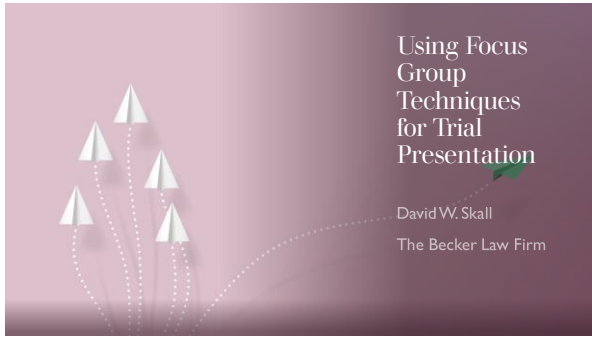
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**Utilizing Focus Group Technology for Trial
Presentation**

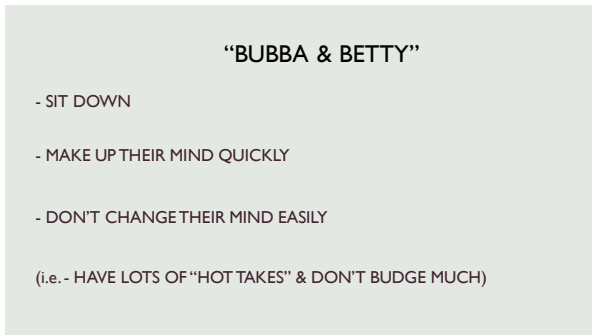
David Skall, Esq.



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3

STRONG "HOT TAKES"?

- ON EVERYTHING!!!
- CLAIMS & DEFENSES
- YOUR CLIENT(S)!!!
- WITNESSES
- KEY EVIDENCE/EXHIBITS & DEMONSTRATIVE
- YOU & YOUR PRESENTATION

4

GOAL OF FOCUS GROUP

- PERSUADE / CONVINCED BUBBA & BETTY YOU'RE RIGHT?
- FIND OUT WHAT'S ON THEIR MIND
- LEARN WHAT YOU DIDN'T KNOW YOU WERE MISSING
- SOME GOOD, BUT ABSOLUTELY THE BAD!!
- EVALUATE CONSISTENCY OF THEIR THINKING
- ADJUST PARTS OF YOUR CASE TO SUIT THEM

5

FOCUS GROUP TECHNIQUES

- DISCUSSION/NARRATIVE GROUP – OPEN DIALOGUE
- TARGETED GROUP AS TO PARTICULAR PERSON OR ASPECT
- COMPETING CLAIMS V. DEFENSES ("CLOPENINGS")
- OPENING STATEMENT OR CLOSING ARGUMENT

6

COMMON MISTAKES & PITFALLS

- TRYING TO COVER TOO MUCH, i.e. "SHOTGUN BLAST"
- NOT LISTENING OR TALKING TOO MUCH
- TRYING TO PRESUADE & CONVINC, i.e. GETTING DEFENSIVE
- TRYING TO WIN INSTEAD OF LOSE
- NOT RECORDING
- ANALYZING INSUFFICIENT SAMPLE INFORMATION

7

REAL TIME CASE EXAMPLES

(Skall's War Stories)

- TARGET GROUP (CLIENT APPEAL & KEY DEFENSE TEST)
- DISCUSSION/NARRATIVE (THE GROUP TAKE – ATTRIBUTION BIAS)
- TARGET GROUP (WITNESS APPEAL & DAMAGES ASSESSMENT)
- TARGET GROUP FOR RISKY CLIENT
- EXHIBIT & DEMONSTRATIVE EVIDENCE (DAY IN LIFE VIDEO)
- OPENING CLOSING TECHNIQUE

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Running Technology at Trial

Tyson Mutrux, Esq.



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Zoom Depositions 101

Michael Astrab, Esq.

Taking Depositions via Zoom - Checklist

- ✓ Be sure to have a good webcam and microphone.
- ✓ Minimize the use of large headphones.
- ✓ Using your computer is ALWAYS preferable to phone/iPad.
- ✓ Make sure Notice of Deposition specifies video.
- ✓ Always schedule far more time than you think you'll need.
- ✓ Get permission to record the deposition from opposing counsel.
- ✓ DON'T FORGET TO HIT 'RECORD.'
- ✓ Make sure opposing counsel is always visible.
- ✓ Get on-record agreement as to no client communication.
- ✓ "Pin" the deponent's screen and ensure that the deponent is framed well on the screen.
- ✓ Make sure that you pause recording when marking exhibits and taking breaks – don't hit "Stop."
- ✓ Be sure to have a practice session with your client.
- ✓ Questions? Email **Mike Astrab**: michael.astrab@eadiehill.com

