

# Strategies for Working from Home with Microsoft Teams



**David Lavenda,**  
Chief Product Officer



# Working from Home

Is Here to Stay



# Unique WFH Challenges



Staying connected to the business



Remaining Productive



Dealing with WFH fatigue



# How Can Microsoft Teams Help?



# Teams is Great for Meetings



# But...Remote Work is More Than Meetings



# And What About People Outside Your Company?

Customer



Supplier



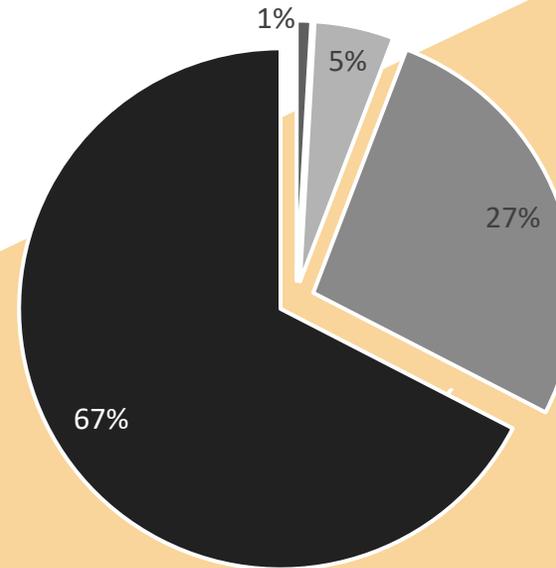
Partners



# Email is Still Important

Email is still  
important to **94%**  
of respondents

What role does e-mail play in your  
business processes?

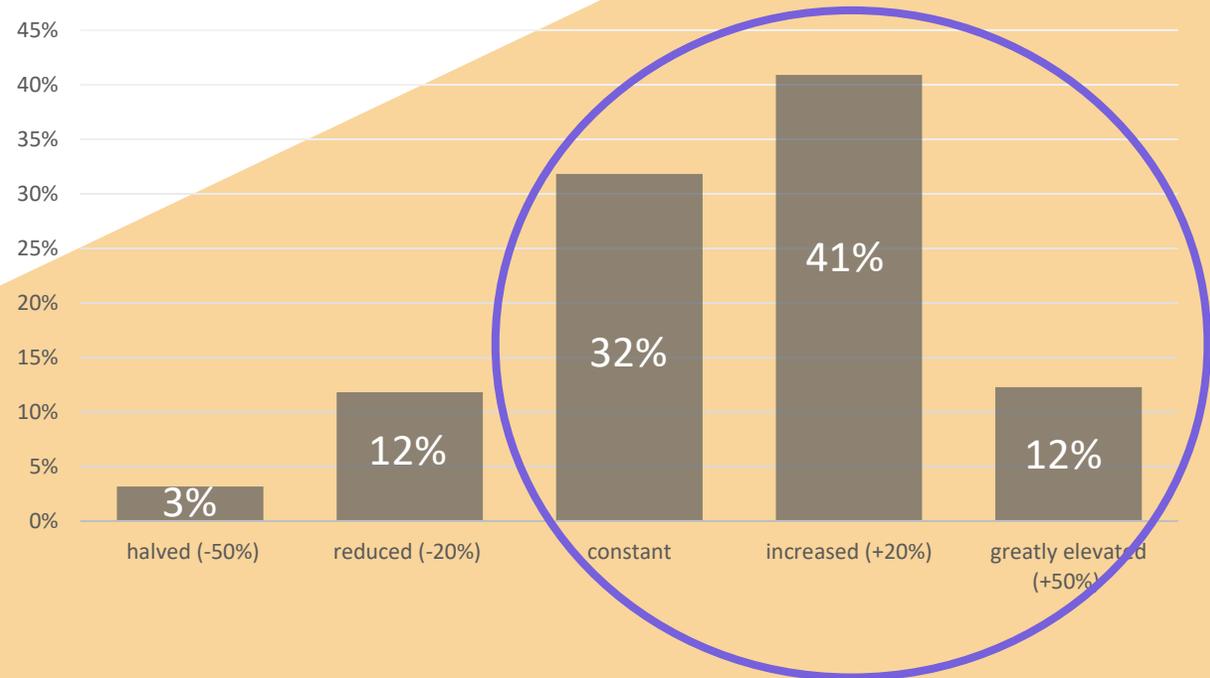


■ not important at all 2 ■ less important 11 ■ Important 60 ■ very important 151

# Email is Still Growing

**85% say**  
email increasing or  
remaining steady

How Has The Volume Of E-mail In Your  
Company Developed Over The Last 3 Years?

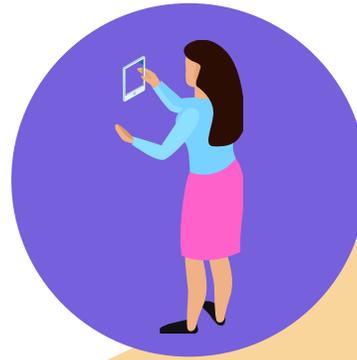


# You Still Need email with Teams

Each organization needs a complete record of interactions.



**Supplier**

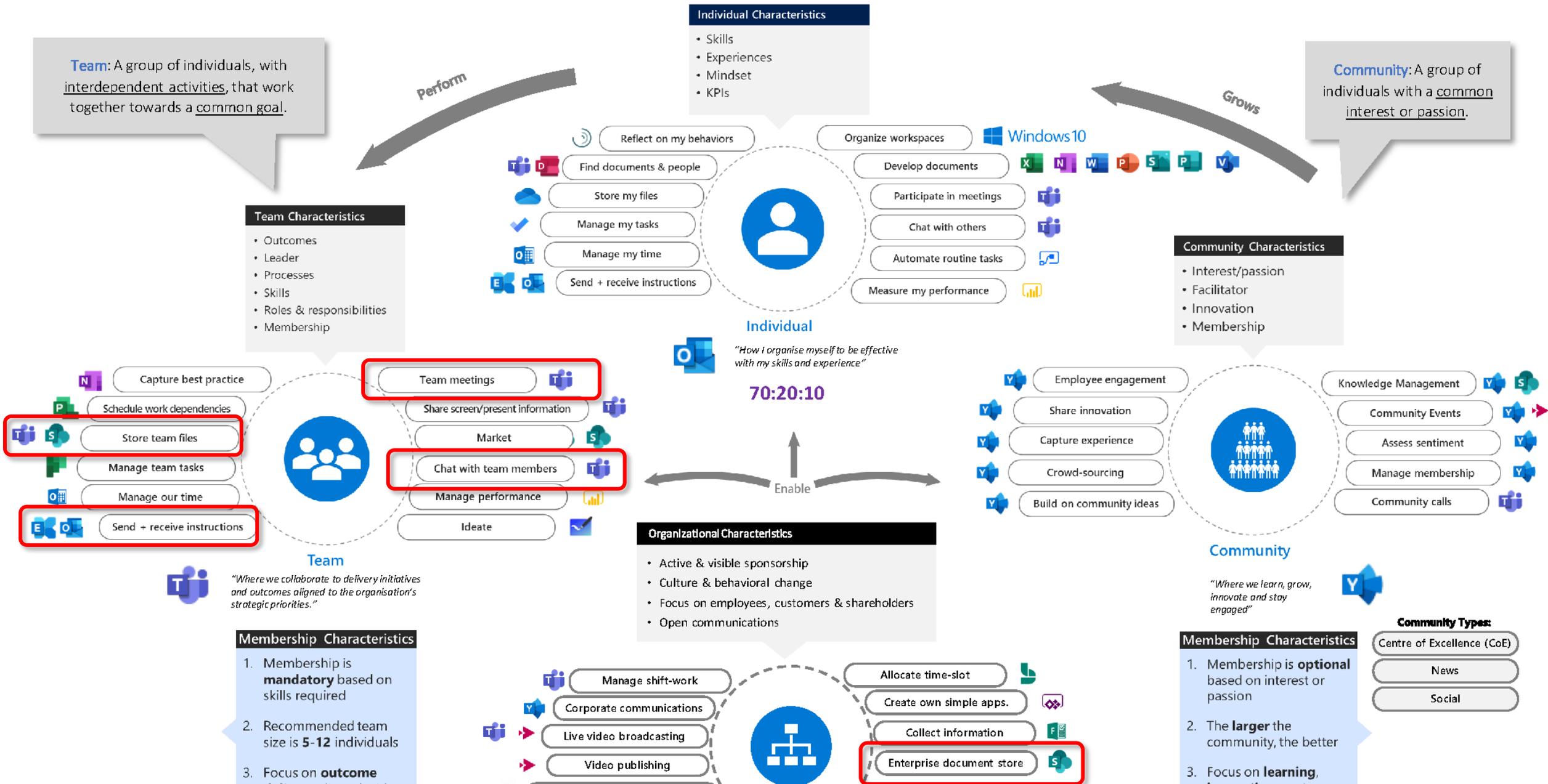


**Customer**



**Account Manager**

# Modern Collaboration Architecture (MOCA)



# The Challenge

Disconnected Business Conversations



People need to be self-sufficient



# Working Remote

## Help People Be More Self-Sufficient

Make the Right Thing the Easy Thing



Make capture, classify, search easier



# How Do You Make This Easy?



# What You Need to Do



## Stay in the comfort zone: people work in Outlook

- Make it very simple  
people are alone & *stressed out*  
so they need to be self-sufficient
- Don't try to change behavior



## Capture and Classify...

Store in a centralized place –  
SharePoint/Teams



**... So, you can find stuff**  
Search is critical

# Introducing harmon.ie for Teams

The screenshot displays a Microsoft Outlook email interface. The main window shows an email from Harmon Young to Annie Tucker with the subject "Updated construction plans". The email body contains the text: "Hi Annie, Attached is the updated construction plans for ABB, approved by eng. Lewis. Thanks, Harmon". A PDF attachment titled "ABB Construction.pdf" (684 KB) is visible. The left sidebar shows a list of emails. The right sidebar, titled "harmon.ie", displays a navigation tree under the "TEAMS" tab, listing various Teams and SharePoint locations such as "Project Management", "RW Construction and Demo", "Test New Sam C", and "SharePoint".



- Favorites**
  - Inbox** 12
  - Board Meetings - Board Emails
- anniet@ravenwood-corp.c...**
  - Z
  - Inbox** 12
  - Drafts [31]
  - Sent Items
  - Deleted Items** 56
  - Archive
  - Clutter 634
  - Collage
  - Conversation History
  - harmon.ie 5
  - Junk Email
  - Outbox
  - RSS Feeds
  - webinar
  - Search Folders
  - Groups

All	Unread	By Date	↓
<b>Yesterday</b>			
Harmon Young	Links	Tue 8:00 PM	
Harmon Young in Teams			
Harmon mentioned Bids		Tue 1:36 AM	
Hi Bids, I would like to share this email.			
Harmon Young			
Please review		Tue 12:26 AM	
SharePoint document links:			
<b>Last Week</b>			
Samuel Cooper			
Tax Inquiry from Glory Inc.			
Hello Annie, As we have previously discussed, we are exploring a			
Samuel Cooper			
Honor Merger Strategy		Wed 1/22	
Annie, Hi. Continuing our conversation from last week, see these			
Samuel Cooper			
Glory Inc - More Tax Questions		Wed 1/22	
Annie, Hi. Have you had a chance to review my notes from the			
Jessica McKenzie			
OnePlace Solutions January Newsletter		Tue 1/21	
MyAnalytics			
MyAnalytics   Focus Edition		Mon 1/20	
<b>Two Weeks Ago</b>			
Harmon Young			
Please review		1/16/2020	
SharePoint document links:			
<b>Three Weeks Ago</b>			
Harmon Young			
Please review		1/9/2020	

### Tax Inquiry from Glory Inc.

Samuel Cooper  
 To Annie Tuckker  
 Wed 1/22

If there are problems with how this message is displayed, click here to view it in a web browser.

Merger Plan.pdf 75 KB  
 Merger Structure.docx 32 KB

Action Items + Get more add-ins

Hello Annie,

As we have previously discussed, we are exploring a possible merger with Honor Inc. Attached to this email, you will find a document that describes the current proposal for the merger structure. Please provide feedback and guidance on the tax implications of this proposal.

Thanks in advance,

Samuel Cooper  
 Business Analyst, Glory Inc.  
 (312)555-1212

harmon.ie

LOCATIONS PEOPLE TEAMS

All Locations > Favorites

Name

- Teams
  - Accounts
    - General
    - Glory Inc
    - Honor
    - Coherent
  - RW Sales Team
- Other Favorites
  - Documents > Shared with Everyone
  - OneDrive > Documents
  - Teams and Groups > RW Construction and Demo
  - Documents > Active Projects: All Documents
  - Marketing > Shared Documents: All Documents
  - Sales Kits > Prospect Kit: All Documents
  - Shared Documents > SmartAssistant: All Documents
  - Videos
  - Sales > Sales Kits: All Documents
  - Shared Documents > 2020 Marketing Plans: All Documents

Samuel Cooper

▼ Favorites

**Inbox** 12

Board Meetings - Board Emails

▼ anniet@ravenwood-corp.c...

Z

> Inbox 12

Drafts [31]

Sent Items

> Deleted Items 56

Archive

Clutter 634

Collage

> Conversation History

> harmon.ie 5

Junk Email

Outbox

RSS Feeds

webinar

> Search Folders

> Groups

All Unread By Date ↓

▼ Yesterday

Harmon Young Links E001	Tue 8:00 PM
<b>Harmon Young in Teams</b> Harmon mentioned Bids Hi Bids, I would like to share this email.	Tue 1:36 AM
<b>Harmon Young</b> Please review SharePoint document links:	Tue 12:26 AM
▼ Last Week	
Samuel Cooper Tax Inquiry from Glory Inc. Hello Annie, As we have previously discussed, we are exploring a	Wed 1/22
<b>Samuel Cooper</b> Honor Merger Strategy Annie, Hi. Continuing our conversation from last week, see these	Wed 1/22
Samuel Cooper Glory Inc - More Tax Questions Annie, Hi. Have you had a chance to review my notes from the	Wed 1/22
Jessica McKenzie OnePlace Solutions January Newsletter	Tue 1/21
<b>MyAnalytics</b> MyAnalytics   Focus Edition	Mon 1/20
▼ Two Weeks Ago	
Harmon Young Please review SharePoint document links:	1/16/2020
▼ Three Weeks Ago	
Harmon Young Please review	1/9/2020

## Honor Merger Strategy

Samuel Cooper  
To Annie Tuckker  
Wed 1/22

If there are problems with how this message is displayed, click here to view it in a web browser.

Acquisition Strategy.pptx 319 KB  
Market Research.xlsx 12 KB  
Tax Opinion Letter - Draft.docx 43 KB

Annie,

Hi. Continuing our conversation from last week, see these documents for the merger with Honor Inc.

- See our proposed acquisition strategy in the attached presentation.
- View the market research that we have recently completed building a business case for the merger

Thanks,  
Sam

harmon.ie

LOCATIONS PEOPLE TEAMS

All Locations > Favorites

Name

- Teams
  - Accounts
    - General
    - Glory Inc
    - Honor
    - Coherent
  - RW Sales Team
- Other Favorites
  - Documents > Shared with Everyone
  - OneDrive > Documents
  - Teams and Groups > RW Construction and Demo
  - Documents > Active Projects: All Documents
  - Marketing > Shared Documents: All Documents
  - Sales Kits > Prospect Kit: All Documents
  - Shared Documents > SmartAssistant: All Documents
  - Videos
  - Sales > Sales Kits: All Documents
  - Shared Documents > 2020 Marketing Plans: All Documents

Samuel Cooper

▼ Favorites

**Inbox** 12

Board Meetings - Board Emails

▼ anniet@ravenwood-corp.c...

Z

> Inbox 12

Drafts [32]

Sent Items

> Deleted Items 56

Archive

Clutter 634

Collage

> Conversation History

> harmon.ie 5

Junk Email

Outbox

RSS Feeds

webinar

> Search Folders

> Groups

All Unread By Date ↓

▼ Yesterday

Harmon Young Links E001	Tue 8:00 PM
<b>Harmon Young in Teams</b> Harmon mentioned Bids Hi Bids, I would like to share this email.	<b>Tue 1:36 AM</b>
<b>Harmon Young</b> Please review SharePoint document links:	<b>Tue 12:26 AM</b>
▼ Last Week	
Samuel Cooper Tax Inquiry from Glory Inc. Hello Annie, As we have previously discussed, we are exploring a	Wed 1/22
Samuel Cooper Honor Merger Strategy Annie, Hi. Continuing our conversation from last week, see these	Wed 1/22
Samuel Cooper Glory Inc - More Tax Questions Annie, Hi. Have you had a chance to review my notes from the	Wed 1/22
Jessica McKenzie OnePlace Solutions January Newsletter	Tue 1/21
<b>MyAnalytics</b> MyAnalytics   Focus Edition	<b>Mon 1/20</b>
▼ Two Weeks Ago	
Harmon Young Please review SharePoint document links:	1/16/2020
▼ Three Weeks Ago	
Harmon Young Please review	1/9/2020

## Honor Merger Strategy

Samuel Cooper  
To Annie Tuckker  
Wed 1/22

If there are problems with how this message is displayed, click here to view it in a web browser.

Acquisition Strategy.pptx 319 KB  
Market Research.xlsx 12 KB  
Tax Opinion Letter - Draft.docx 43 KB

Annie,

Hi. Continuing our conversation from last week, see these documents for the merger with Honor Inc.

- See our proposed acquisition strategy in the attached presentation.
- View the market research that we have recently completed building a business case for the merger

Thanks,  
Sam

EDIT UPLOADED DOCUMENT(S)

All Locations > Favorites

Multiple Items... (4 items)  
Please fill the properties of the uploaded document(s).

Title  
<Multiple Values>

Inquiry Type  
<Multiple Values>

Cancel

▼ Favorites

**Inbox** 12

Board Meetings - Board Emails

▼ anniet@ravenwood-corp.c...

Z

> Inbox 12

Drafts [32]

Sent Items

> Deleted Items 56

Archive

Clutter 634

Collage

> Conversation History

> harmon.ie 5

Junk Email

Outbox

RSS Feeds

webinar

> Search Folders

> Groups

All Unread By Date ↓

▼ Yesterday

Harmon Young Links E001	Tue 8:00 PM
<b>Harmon Young in Teams</b> Harmon mentioned Bids Hi Bids, I would like to share this email.	<b>Tue 1:36 AM</b>
<b>Harmon Young</b> Please review SharePoint document links:	<b>Tue 12:26 AM</b>
▼ Last Week	
Samuel Cooper Tax Inquiry from Glory Inc. Hello Annie, As we have previously discussed, we are exploring a	Wed 1/22
Samuel Cooper Honor Merger Strategy Annie, Hi. Continuing our conversation from last week, see these	Wed 1/22
Samuel Cooper Glory Inc - More Tax Questions Annie, Hi. Have you had a chance to review my notes from the	Wed 1/22
Jessica McKenzie OnePlace Solutions January Newsletter	Tue 1/21
<b>MyAnalytics</b> MyAnalytics   Focus Edition	<b>Mon 1/20</b>
▼ Two Weeks Ago	
Harmon Young Please review SharePoint document links:	1/16/2020
▼ Three Weeks Ago	
Harmon Young Please review	1/9/2020

## Honor Merger Strategy

Samuel Cooper  
To Annie Tuckker  
Wed 1/22

If there are problems with how this message is displayed, click here to view it in a web browser.

Acquisition Strategy.pptx 319 KB  
Market Research.xlsx 12 KB  
Tax Opinion Letter - Draft.docx 43 KB

Annie,

Hi. Continuing our conversation from last week, see these documents for the merger with Honor Inc.

- See our proposed acquisition strategy in the attached presentation.
- View the market research that we have recently completed building a business case for the merger

Thanks,  
Sam

EDIT UPLOADED DOCUMENT(S)

> All Locations > Favorites

Multiple Items... (4 items)  
Please fill the properties of the uploaded document(s).

Title  
<Multiple Values>

Inquiry Type

Mergers  
Acquisitions  
Manufacturing

Cancel

▼ Favorites

**Inbox** 12

Board Meetings - Board Emails

▼ anniet@ravenwood-corp.c...

Z

> Inbox 12

Drafts [31]

Sent Items

> Deleted Items 56

Archive

Clutter 634

Collage

> Conversation History

> harmon.ie 5

Junk Email

Outbox

RSS Feeds

webinar

> Search Folders

> Groups

All Unread By Date ↓

▼ Yesterday

Harmon Young Links E001	Tue 8:00 PM
<b>Harmon Young in Teams</b> Harmon mentioned Bids Hi Bids, I would like to share this email.	<b>Tue 1:36 AM</b>
<b>Harmon Young</b> Please review SharePoint document links:	<b>Tue 12:26 AM</b>
▼ Last Week	
Samuel Cooper Tax Inquiry from Glory Inc. Hello Annie, As we have previously discussed, we are exploring a	Wed 1/22
Samuel Cooper Honor Merger Strategy Annie, Hi. Continuing our conversation from last week, see these	Wed 1/22
Samuel Cooper Glory Inc - More Tax Questions Annie, Hi. Have you had a chance to review my notes from the	Wed 1/22
Jessica McKenzie OnePlace Solutions January Newsletter	Tue 1/21
<b>MyAnalytics</b> MyAnalytics   Focus Edition	<b>Mon 1/20</b>
▼ Two Weeks Ago	
Harmon Young Please review SharePoint document links:	1/16/2020
▼ Three Weeks Ago	
Harmon Young Please review	1/9/2020

## Honor Merger Strategy

Samuel Cooper  
To Annie Tuckker  
Wed 1/22

You saved this message in the 'Accounts' Team

If there are problems with how this message is displayed, click here to view it in a web browser.

Acquisition Strategy.pptx 319 KB  
Market Research.xlsx 12 KB  
Tax Opinion Letter - Draft.docx 43 KB

Annie,

Hi. Continuing our conversation from last week, see these documents for the merger with Honor Inc.

- See our proposed acquisition strategy in the attached presentation.
- View the market research that we have recently completed building a business case for the merger

Thanks,  
Sam

harmon.ie

LOCATIONS PEOPLE TEAMS

All Locations > Favorites

Name

- Teams
  - Accounts
    - General
    - Glory Inc
    - Honor
    - Coherent
  - RW Sales Team
- Other Favorites
  - Documents > Shared with Everyone
  - OneDrive > Documents
  - Teams and Groups > RW Construction and Demo
  - Documents > Active Projects: All Documents
  - Marketing > Shared Documents: All Documents
  - Sales Kits > Prospect Kit: All Documents
  - Shared Documents > SmartAssistant: All Documents
  - Videos
  - Sales > Sales Kits: All Documents
  - Shared Documents > 2020 Marketing Plans: All Documents

Start a Conversation Saved!

Samuel Cooper

Unread	All	Unread	By Date
11	Yesterday	Harmon Young Links E001	Tue 8:00 PM
11	Harmon Young in Teams Harmon mentioned Bids	Hi Bids, I would like to share this email.	Tue 1:36 AM
53	Harmon Young Please review	SharePoint document links:	Tue 12:26 AM
634	Last Week	Samuel Cooper Tax Inquiry from Glory Inc. Hello Annie, As we have previously discussed, we are exploring a	Wed 1/22
5	Samuel Cooper Honor Merger Strategy	Annie, Hi. Continuing our conversation from last week, see these	Wed 1/22
	Samuel Cooper Glory Inc - More Tax Questions	Annie, Hi. Have you had a chance to review my notes from the	Wed 1/22
	MyAnalytics MyAnalytics   Focus Edition		Mon 1/20
	Two Weeks Ago	Harmon Young Please review SharePoint document links:	1/16/2020
	Three Weeks Ago	Harmon Young Please review	1/9/2020
	Older	Jessica McKenzie OnePlace Solutions November Newsletter	11/26/2019

### MyAnalytics | Focus Edition

MyAnalytics <no-reply@microsoft.com>  
To Annie Tuckler  
Mon 1/20

You saved this message in the 'Accounts' Team

Discover your habits. Work smarter.

Post a message to 'General'

Type a new message. Use @ to mention someone.

Hi @General, I would like to share this email.

Post Cancel

Available to focus

98%

Collaboration time

2%

### Book focus time

- Tomorrow
- 8:00 AM – 10:00 AM
Book
  - 10:00 AM – 12:00 PM
Book
- Tuesday

harmon.ie

LOCATIONS PEOPLE TEAMS

All Locations Favorites

Name

- Teams
  - Accounts
    - General
    - Glory Inc
    - Honor
    - Qoherent
  - RW Sales Team
- Other Favorites
  - Documents > Shared with Everyone
  - OneDrive > Documents
  - Teams and Groups > RW Construction and Demo
  - Documents > Active Projects: All Documents
  - Marketing > Shared Documents: All Documents
  - Sales Kits > Prospect Kit: All Documents
  - Shared Documents > SmartAssistant: All Documents
  - Videos
  - Sales > Sales Kits: All Documents
  - Shared Documents > 2020 Marketing Plans: All Documents

Loading...

MyAnalytics

	All	Unread	By Date
<b>Yesterday</b>			
11	Harmon Young	Links	Tue 8:00 PM
	Harmon Young in Teams Harmon mentioned Bids		Tue 1:36 AM
	Harmon Young	Please review	Tue 12:26 AM
<b>Last Week</b>			
5	Samuel Cooper	Tax Inquiry from Glory Inc.	Wed 1/22
	Samuel Cooper	Honor Merger Strategy	Wed 1/22
	Samuel Cooper	Glory Inc - More Tax Questions	Wed 1/22
	MyAnalytics	MyAnalytics   Focus Edition	Mon 1/20
<b>Two Weeks Ago</b>			
	Harmon Young	Please review	1/16/2020
<b>Three Weeks Ago</b>			
	Harmon Young	Please review	1/9/2020
<b>Older</b>			
	Jessica McKenzie	OnePlace Solutions November Newsletter	11/26/2019

### MyAnalytics | Focus Edition

MyAnalytics <no-reply@microsoft.com>  
To Annie Tuckker  
Mon 1/20

You saved this message in the 'Accounts' Team

## Your month in review: Focus

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

Available to focus

**98%**

Collaboration time

**2%**

### Book focus time

Tomorrow

8:00 AM – 10:00 AM Book

10:00 AM – 12:00 PM Book

Tuesday

harmon.ie

LOCATIONS PEOPLE TEAMS

All Locations > Favorites

Name

- Teams
  - Accounts
    - General
    - Glory Inc
    - Honor
    - Coherent
  - RW Sales Team
- Other Favorites
  - Documents > Shared with Everyone
  - OneDrive > Documents
  - Teams and Groups > RW Construction and Demo
  - Documents > Active Projects: All Documents
  - Marketing > Shared Documents: All Documents
  - Sales Kits > Prospect Kit: All Documents
  - Shared Documents > SmartAssistant: All Documents
  - Videos
  - Sales > Sales Kits: All Documents
  - Shared Documents > 2020 Marketing Plans: All Documents

Continue in Teams

MyAnalytics

# Teams



Glory Inc

## Qoherent

1 hidden channel

RS

RW Sales Team



General

## Sub Contractors

RC

RW Construction and De...



## General

## Active Projects

## Bids

1

1 hidden channel

RP

RW Partners



PM

## Project Management



# General

Posts

Files

Wiki

1 more ▾



Org



← Reply



**Annie Tuckker** 11:45 AM

Hi General, I would like to share this email.





**MyAnalytics | Focus Edition**  
Sent by MyAnalytics, at 1/20/2020 8:50 PM

MyAnalytics Discover your habits. Work smarter. For your eyes only [Learn more >](#) Your month in review: Focus Do you have enough uninterrupted time to ...

← Reply

- Favorites
  - Inbox 11
  - Board Meetings - Board Emails
- anniet@ravenwood-corp.c...
  - Z
  - > **Inbox** 11
  - Drafts [31]
  - Sent Items
  - > Deleted Items 53
  - Archive
  - Clutter 634
  - Collage
  - > Conversation History
  - harmon.ie 5
  - Junk Email
  - Outbox
  - RSS Feeds
  - webinar
  - > Search Folders
  - > Groups

All	Unread	By Date	↓
▼ Yesterday			
Harmon Young	Links	E001	Tue 8:00 PM
Harmon Young	Harmon mentioned Bids	Hi Bids, I would like to share this email.	Tue 1:36 AM
Harmon Young	Please review	SharePoint document links:	Tue 12:26 AM
▼ Last Week			
Samuel Cooper	Tax Inquiry from Glory Inc.	Hello Annie, As we have previously discussed, we are exploring a	Wed 1/22
Samuel Cooper	Honor Merger Strategy	Annie, Hi. Continuing our conversation from last week, see these	Wed 1/22
Samuel Cooper	Glory Inc - More Tax Questions	Annie, Hi. Have you had a chance to review my notes from the	Wed 1/22
MyAnalytics	MyAnalytics   Focus Edition		Mon 1/20
▼ Two Weeks Ago			
Harmon Young	Please review	SharePoint document links:	1/16/2020
▼ Three Weeks Ago			
Harmon Young	Please review		1/9/2020
▼ Older			
Jessica McKenzie	OnePlace Solutions November Newsletter		11/26/2019

### MyAnalytics | Focus Edition

MyAnalytics <no-reply@microsoft.com>  
To Annie Tuckker  
Mon 1/20

You saved this message in the 'Accounts' Team

Discover your habits. Work smarter.

## Your month in review: Focus

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

Available to focus

**98%**

Collaboration time

**2%**

### Book focus time

Tomorrow

8:00 AM – 10:00 AM Book

10:00 AM – 12:00 PM Book

Tuesday

harmon.ie

LOCATIONS PEOPLE TEAMS

Accounts

All Channels **Glory Inc**

Mergers

Filter this list

- Links  
From Harmon Young, Yesterday at 8:00 PM
- Please review  
From Harmon Young, Jan 16, 2020 at 6:08 PM
- Tax Inquiry from Glory Inc.  
From Samuel Cooper, Oct 23, 2019 at 1:29 PM
- Merger Plan.pdf
- Merger Structure.docx
- Additional Merger Information  
From Samuel Cooper, Oct 23, 2019 at 1:27 PM
- Capitalization table.xlsx
- Company profile.pdf
- Tax Inquiry from Glory Inc.  
From Samuel Cooper, Oct 23, 2019 at 1:29 PM
- Merger Plan.pdf
- Merger Structure.docx
- Honor Merger Strategy  
From Samuel Cooper, Oct 28, 2019 at 10:44 AM
- Acquisition Strategy.pptx
- Market Research.xlsx

- Favorites
  - Inbox 11
  - Board Meetings - Board Emails
- anniet@ravenwood-corp.c...
  - Z
  - > **Inbox** 11
  - Drafts [31]
  - Sent Items
  - > Deleted Items 53
  - Archive
  - Clutter 634
  - Collage
  - > Conversation History
  - > harmon.ie 5
  - Junk Email
  - Outbox
  - RSS Feeds
  - webinar
  - > Search Folders
  - > Groups

All	Unread	By Date	↓
▼ Yesterday			
Harmon Young	Links	Tue 8:00 PM	
Harmon Young	Harmon mentioned Bids	Tue 1:36 AM	
Harmon Young	Please review	Tue 12:26 AM	
▼ Last Week			
Samuel Cooper	Tax Inquiry from Glory Inc.	Wed 1/22	
Samuel Cooper	Honor Merger Strategy	Wed 1/22	
Samuel Cooper	Glory Inc - More Tax Questions	Wed 1/22	
MyAnalytics	MyAnalytics   Focus Edition	Mon 1/20	
▼ Two Weeks Ago			
Harmon Young	Please review	1/16/2020	
▼ Three Weeks Ago			
Harmon Young	Please review	1/9/2020	
▼ Older			
Jessica McKenzie	OnePlace Solutions November Newsletter	11/26/2019	

### MyAnalytics | Focus Edition

MyAnalytics <no-reply@microsoft.com>  
To Annie Tuckker  
Mon 1/20

You saved this message in the 'Accounts' Team

Discover your habits. Work smarter.

## Your month in review: Focus

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

Available to focus

**98%**

Collaboration time

**2%**

### Book focus time

Tomorrow

8:00 AM – 10:00 AM Book

10:00 AM – 12:00 PM Book

Tuesday

harmon.ie

LOCATIONS PEOPLE TEAMS

Accounts

All Channels **Glory Inc**

Mergers

Filter this list

- Please review  
From Harmon Young, Jan 16, 2020 at 6:08 PM
- Tax Inquiry from Glory Inc.  
From Samuel Cooper, Oct 23, 2019 at 1:29 PM
- Merger Plan.pdf
- Merger Structure.docx
- Additional Merger Information  
From Samuel Cooper, Oct 23, 2019 at 1:27 PM
- Capitalization table.xlsx
- Company profile.pdf
- Honor Merger Strategy  
From Samuel Cooper, Oct 28, 2019 at 10:44 AM
- Acquisition Strategy.pptx
- Market Research.xlsx
- Glory Inc - More Tax Questions  
From Samuel Cooper, Oct 28, 2019 at 11:01 AM
- Tax inquiry statement.pdf
- Acquisition Cost Analysis.xlsx
- Honor Merger Strategy  
From Samuel Cooper, Oct 28, 2019 at 10:44 AM

- Favorites
  - Inbox 11
  - Board Meetings - Board Emails
- anniet@ravenwood-corp.c...
  - Z
  - > **Inbox** 11
  - Drafts [31]
  - Sent Items
  - > Deleted Items 53
  - Archive
  - Clutter 634
  - Collage
  - > Conversation History
  - > harmon.ie 5
  - Junk Email
  - Outbox
  - RSS Feeds
  - webinar
  - > Search Folders
  - > Groups

All Unread By Date ↓

Yesterday

Harmon Young  
Links  
E001 Tue 8:00 PM

**Harmon Young in Teams**  
Harmon mentioned Bids Tue 1:36 AM

Hi Bids, I would like to share this email.

Harmon Young  
Please review Tue 12:26 AM

SharePoint document links:

Last Week

Samuel Cooper  
Tax Inquiry from Glory Inc. Wed 1/22

Hello Annie, As we have previously discussed, we are exploring a

Samuel Cooper  
Honor Merger Strategy Wed 1/22

Annie, Hi. Continuing our conversation from last week, see these

Samuel Cooper  
Glory Inc - More Tax Questions Wed 1/22

Annie, Hi. Have you had a chance to review my notes from the

MyAnalytics  
MyAnalytics | Focus Edition Mon 1/20

Two Weeks Ago

Harmon Young  
Please review 1/16/2020

SharePoint document links:

Three Weeks Ago

Harmon Young  
Please review 1/9/2020

Older

Jessica McKenzie  
OnePlace Solutions November Newsletter 11/26/2019

### MyAnalytics | Focus Edition

MyAnalytics <no-reply@microsoft.com>  
To Annie Tuckker  
Mon 1/20

You saved this message in the 'Accounts' Team

MyAnalytics  
Discover your habits. Work smarter.

**Your month in review: Focus**

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

Available to focus **98%**

Collaboration time **2%**

**Book focus time**

Tomorrow

8:00 AM – 10:00 AM [Book](#)

10:00 AM – 12:00 PM [Book](#)

Tuesday

harmon.ie

LOCATIONS PEOPLE TEAMS

Accounts

All Channels **Glory Inc**

Mergers

man

Glory manufacturing query  
From Annie Tuckker, Oct 02, 2019 at 2:44 PM

glory manufacturing costs.xlsx

- Favorites
  - Inbox 11
  - Board Meetings - Board Emails
- anniet@ravenwood-corp.c...
  - Z
  - > **Inbox** 11
  - Drafts [31]
  - Sent Items
  - > Deleted Items 53
  - Archive
  - Clutter 634
  - Collage
  - > Conversation History
  - > harmon.ie 5
  - Junk Email
  - Outbox
  - RSS Feeds
  - webinar
  - > Search Folders
  - > Groups

- All Unread By Date ↓
- Yesterday
- Harmon Young Links E001 Tue 8:00 PM
  - Harmon Young in Teams **Harmon mentioned Bids** Tue 1:36 AM  
Hi Bids, I would like to share this email.
  - Harmon Young **Please review** Tue 12:26 AM  
SharePoint document links:
- Last Week
- Samuel Cooper Tax Inquiry from Glory Inc. Wed 1/22  
Hello Annie, As we have previously discussed, we are exploring a
  - Samuel Cooper Honor Merger Strategy Wed 1/22  
Annie, Hi. Continuing our conversation from last week, see these
  - Samuel Cooper **Glory Inc - More Tax Questions** Wed 1/22  
Annie, Hi. Have you had a chance to review my notes from the
- MyAnalytics MyAnalytics | Focus Edition Mon 1/20
- Two Weeks Ago
- Harmon Young Please review 1/16/2020  
SharePoint document links:
- Three Weeks Ago
- Harmon Young Please review 1/9/2020
- Older
- Jessica McKenzie OnePlace Solutions November Newsletter 11/26/2019

### MyAnalytics | Focus Edition

MyAnalytics <no-reply@microsoft.com>  
To Annie Tuckker  
Mon 1/20

You saved this message in the 'Accounts' Team



**MyAnalytics**  
Discover your habits. Work smarter.

## Your month in review: Focus

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



Available to focus  
**98%**





Collaboration time  
**2%**

## Book focus time

Tomorrow

8:00 AM – 10:00 AM Book

10:00 AM – 12:00 PM Book

Tuesday

harmon.ie

LOCATIONS PEOPLE TEAMS

Accounts

All Channels **Glory Inc**

Filter this list

- Honor Merger Strategy From Samuel Cooper, Jan 22, 2020 at 1:16 PM
  - Acquisition Strategy.pptx
  - Market Research.xlsx
  - Tax Opinion Letter - Draft.docx
- Links From Harmon Young, Yesterday at 8:00 PM
- Please review From Harmon Young, Jan 16, 2020 at 6:08 PM
- Tax Inquiry from Glory Inc. From Samuel Cooper, Oct 23, 2019 at 1:29 PM
  - Merger Plan.pdf
  - Merger Structure.docx
- Additional Merger Information From Samuel Cooper, Oct 23, 2019 at 1:27 PM
  - Capitalization table.xlsx
  - Company profile.pdf Open Online
- Tax Inquiry from Glory Inc. From Samuel Cooper, Oct 23, 2019 at 1:29 PM
  - Merger Plan.pdf
  - Merger Structure.docx Open File Loc Start a Convers

	All	Unread	By Date
<b>Yesterday</b>			
11	Harmon Young	Links	Tue 8:00 PM
11	Harmon Young in Teams	Harmon mentioned Bids	Tue 1:36 AM
[31]	Harmon Young	Please review	Tue 12:26 AM
53	SharePoint document links:		
634	<b>Last Week</b>		
	Samuel Cooper	Tax Inquiry from Glory Inc.	Wed 1/22
5	Samuel Cooper	Honor Merger Strategy	Wed 1/22
	Samuel Cooper	Glory Inc - More Tax Questions	Wed 1/22
	MyAnalytics	MyAnalytics   Focus Edition	Mon 1/20
<b>Two Weeks Ago</b>			
	Harmon Young	Please review	1/16/2020
<b>Three Weeks Ago</b>			
	Harmon Young	Please review	1/9/2020
<b>Older</b>			
	Jessica McKenzie	OnePlace Solutions November Newsletter	11/26/2019

### MyAnalytics | Focus Edition

MyAnalytics <no-reply@microsoft.com>  
To Annie Tuckker  
Mon 1/20

You saved this message in the 'Accounts' Team

## Your month in review: Focus

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

Available to focus

**98%**

Collaboration time

**2%**

### Book focus time

Tomorrow

8:00 AM – 10:00 AM Book

10:00 AM – 12:00 PM Book

Tuesday

harmon.ie

LOCATIONS PEOPLE TEAMS

All Locations > Teams and Groups > Accounts > Documents > Glory Inc

Name	Modified	Modified By	Inquir
..			
ABB Construction.pdf	10/10/2019 2:04 PM	Annie Tuckker	Merge
Acquisition Cost Analysis.xlsx	10/29/2019 6:10 PM	Annie Tuckker	Merge
Acquisition Strategy.pptx	1/29/2020 11:40 AM	Annie Tuckker	Manu
ActivateTeamsTab.zip	1/29/2020 11:08 AM	Annie Tuckker	
Capitalization table.xlsx	12/3/2019 3:46 PM	Annie Tuckker	Merge
Claim Summary - partially complete...	10/2/2019 3:03 PM	Fred Neal	
Claim Summary.docx	9/24/2019 2:54 PM	Fred Neal	Merge
Company profile.pdf	12/3/2019 3:46 PM	Annie Tuckker	Merge
glory manufacturing costs.xlsx	10/10/2019 11:14 AM	Fred Neal	Merge
Incident Report - RH 55-12345.docx	10/10/2019 12:23 PM	Annie Tuckker	
Manufacturing line diagram.docx	10/3/2019 12:45 PM	Fred Neal	Manu
Market Research.xlsx	1/29/2020 11:40 AM	Annie Tuckker	Manu
Merger Idea.docx	9/24/2019 2:59 PM	Fred Neal	Merge
Merger Idea.pdf	9/24/2019 2:59 PM	Fred Neal	Merge
Merger Plan.pdf	12/3/2019 4:58 PM	Annie Tuckker	Merge
Merger Structure.docx	12/3/2019 4:58 PM	Annie Tuckker	Merge
Tax inquiry statement.pdf	10/29/2019 6:10 PM	Annie Tuckker	Merge
Tax Opinion Letter - Draft.docx	1/29/2020 11:40 AM	Annie Tuckker	Manu
Tax Opinion Letter.docx	9/24/2019 5:38 AM	Fred Neal	

All Documents 19 items

Annie Tuckker

	All	Unread	By Date
<b>Yesterday</b>			
11	Harmon Young	Links	Tue 8:00 PM
11	Harmon Young in Teams	Harmon mentioned Bids	Tue 1:36 AM
[31]	Hi Bids, I would like to share this email.		
53	Harmon Young	Please review	Tue 12:26 AM
SharePoint document links:			
<b>Last Week</b>			
5	Samuel Cooper	Tax Inquiry from Glory Inc.	Wed 1/22
Hello Annie, As we have previously discussed, we are exploring a			
	Samuel Cooper	Honor Merger Strategy	Wed 1/22
Annie, Hi. Continuing our conversation from last week, see these			
	Samuel Cooper	Glory Inc - More Tax Questions	Wed 1/22
Annie, Hi. Have you had a chance to review my notes from the			
<b>MyAnalytics</b>			
MyAnalytics   Focus Edition			
<b>Two Weeks Ago</b>			
	Harmon Young	Please review	1/16/2020
SharePoint document links:			
<b>Three Weeks Ago</b>			
	Harmon Young	Please review	1/9/2020
<b>Older</b>			
	Jessica McKenzie	OnePlace Solutions November Newsletter	11/26/2019

### MyAnalytics | Focus Edition

MyAnalytics <no-reply@microsoft.com>  
To Annie Tuckker  
Mon 1/20

You saved this message in the 'Accounts' Team

## Your month in review: Focus

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

Available to focus

**98%**

Collaboration time

**2%**

### Book focus time

Tomorrow

8:00 AM – 10:00 AM Book

10:00 AM – 12:00 PM Book

Tuesday

harmon.ie

LOCATIONS PEOPLE TEAMS

All Locations > Teams and Groups > Accounts > Documents > Glory Inc

Name	Modified	Modified By	Inquir
..			
ABB Construction.pdf	10/10/2019 2:04 PM	Annie Tuckker	Merge
Acquisition Cost Analysis.xlsx	10/29/2019 6:10 PM	Annie Tuckker	Merge
Acquisition Strategy.pptx	1/29/2020 11:40 AM	Annie Tuckker	Manu
ActivateTeamsTab.zip	1/29/2020 11:08 AM	Annie Tuckker	
Capitalization table.xlsx	12/2/2019 2:46 PM	Annie Tuckker	Merge
Claim Summary - partially complete		Open	id Neal
Claim Summary.docx		Open in Browser	id Neal Merge
Company profile.pdf		Show Preview	nie Tuckker Merge
glory manufacturing costs.xlsx		Save As...	id Neal Merge
Incident Report - RH 55-12345.docx		Cut	id Neal Manu
Manufacturing line diagram.docx		Copy	nie Tuckker Manu
Market Research.xlsx		Share...	id Neal Merge
Merger Idea.docx		Shared With...	nie Tuckker Merge
Merger Idea.pdf		Rename	nie Tuckker Merge
Merger Plan.pdf		Delete	nie Tuckker Manu
Merger Structure.docx		Check Out	id Neal
Tax inquiry statement.pdf		Add New Version...	
Tax Opinion Letter - Draft.docx		Version History	
Tax Opinion Letter.docx		Apply Retention Label >	
		View Properties	
		Edit Properties	

- None (clear the label)
- Contracts (7 years)
- Record label (5 days)
- Sensitive (14 days)

All Documents 19 items

Annie Tuckker

Untitled - Message (HTML)

File Message Insert Draw Options Format Text Review Help Acrobat Tell me what you want to do

Clipboard Basic Text

Send To: Samuel Cooper

Cc:

Subject: tax letter stuff

Capitalization table.xlsx 39 KB

[Capitalization table.xlsx](#)

harmon.ie

LOCATIONS PEOPLE TEAMS

Accounts Documents Glory Inc

Name	Modified
..	
ABB Construction.pdf	10/10/2019 2:04 PM
Acquisition Cost Analysis.xlsx	10/29/2019 6:10 PM
Acquisition Strategy.pptx	1/29/2020 11:40 AM
ActivateTeamsTab.zip	1/29/2020 11:08 AM
Capitalization table.xlsx	12/3/2019 3:46 PM
Claim Summary - partially complete...	10/2/2019 3:03 PM
Claim Summary.docx	9/24/2019 2:54 PM
Company profile.pdf	12/3/2019 3:46 PM
glory manufacturing costs.xlsx	10/10/2019 11:14 A
Incident Report - RH 55-12345.docx	10/10/2019 12:23 P
Manufacturing line diagram.docx	10/3/2019 12:45 PM
Market Research.xlsx	1/29/2020 11:40 AM
Merger Idea.docx	9/24/2019 2:59 PM
Merger Idea.pdf	9/24/2019 2:59 PM
Merger Plan.pdf	12/3/2019 4:58 PM
Merger Structure.docx	12/3/2019 4:58 PM
Tax inquiry statement.pdf	10/29/2019 6:10 PM
Tax Opinion Letter - Draft.docx	1/29/2020 11:40 AM
Tax Opinion Letter.docx	9/24/2019 5:38 AM

All Documents 19 items

- Favorites
  - Inbox
  - Sent Items
- itayp@harmon.ie
- harmon.ie
  - Kaneka - Automatically PDF uplo...
  - Conflicts
- OWA
  - Mobile
  - Website & documentation
  - Meeting conclusions
  - Desktop Support
  - Server Room move
- Business Apps
  - Automated mails
  - Salesforce
  - Store issues
- Translations
- IMPORTANT
- Tests
- Hertz
- Weekly Product
- Archive
- Inbox**
- CustomizationTool
- Drafts
- Sent Items
- Deleted Items
- Clutter
- Conversation History
- Junk Email [3]
- Outbox

- Focused Other By Date ↑
- Yesterday
- MyAnalytics  
MyAnalytics | Wellbeing Ed... Sun 14:32
- Last Week
- Team Algolia  
Webinar: Drive loyalty with... Thu 02/04
  - Azure DevOps  
Bug 16294 - How it works li... Tue 31/03
  - Logz.io  
Join our Webinars Mon 30/03
  - MyAnalytics  
MyAnalytics | Focus Edition Sun 29/03
- Two Weeks Ago
- Progress  
Don't miss our webinar on ... 26/03/2020
  - Team Algolia  
Webinar: Drive loyalty with... 24/03/2020
  - The Telerik UI for Bla...  
Blazor: A Beginners Guide ... 23/03/2020
  - MyAnalytics  
MyAnalytics | Collaboration... 22/03/2020
- Three Weeks Ago
- Progress  
How Fiddler conquers the ... 18/03/2020

### MyAnalytics | Wellbeing Edition

MyAnalytics <no-reply@microsoft.com>  
To Itay Pahima

Sun 05/04/2020 14:32

Reply Reply All Forward

**MyAnalytics** Discover your habits. Work smarter.

**For your eyes only**

**Your month in review: Wellbeing**

Are you able to disconnect and recharge?

**12 Quiet days**

Protected from quiet hours disruptions

Quiet days are based on the meeting, email, chat and calls activity outside your working hours as set in Outlook.

**Edit**

[Discover more](#)

Here's a closer look

harmon.ie

LOCATIONS PEOPLE

Search folder or enter a link

Find results by...

Author	File Extension	Title	Size	From	To	Subject
Cc						
ISO	4,568	89,654,123		Kaneka USA corp	06/04/2020 9:27	

Kaneka view 1 item

All Items Show More

MyAnalytics

- Favorites
  - Inbox
  - Sent Items
- itayp@harmon.ie
- harmon.ie
  - Kaneka - Automatically PDF uplo...
  - Conflicts
- OWA
  - Mobile
  - Website & documentation
  - Meeting conclusions
  - Desktop Support
  - Server Room move
- Business Apps
  - Automated mails
  - Salesforce
  - Store issues
  - Translations
- IMPORTANT
- Tests
- Hertz
- Weekly Product
- Archive
- Inbox**
- CustomizationTool
- Drafts
- Sent Items
- Deleted Items
- Clutter
- Conversation History
- Junk Email [3]
- Outbox

- Focused Other By Date ↑
- Yesterday
- MyAnalytics  
MyAnalytics | Wellbeing Ed... Sun 14:32
- Last Week
- Team Algolia  
Webinar: Drive loyalty with... Thu 02/04
  - Azure DevOps  
Bug 16294 - How it works li... Tue 31/03
  - Logz.io  
Join our Webinars Mon 30/03
  - MyAnalytics  
MyAnalytics | Focus Edition Sun 29/03
- Two Weeks Ago
- Progress  
Don't miss our webinar on ... 26/03/2020
  - Team Algolia  
Webinar: Drive loyalty with... 24/03/2020
  - The Telerik UI for Bla...  
Blazor: A Beginners Guide ... 23/03/2020
  - MyAnalytics  
MyAnalytics | Collaboration... 22/03/2020
- Three Weeks Ago
- Progress  
How Fiddler conquers the ... 18/03/2020

### MyAnalytics | Wellbeing Edition

MyAnalytics <no-reply@microsoft.com>  
To Itay Pahima

Sun 05/04/2020 14:32

Reply Reply All Forward



Discover your habits. Work smarter.

**For your eyes only** 

[Learn more >](#)

## Your month in review: Wellbeing

Are you able to disconnect and recharge?



# 12 Quiet days

Protected from quiet hours disruptions

Quiet days are based on the meeting, email, chat and calls activity outside your working hours as set in Outlook.

**Edit**

[Discover more](#)

Here's a closer look

harmon.ie

LOCATIONS PEOPLE

Author:itayp@harmon.ie

Doc	Order No	Sold-To No	Sold-To Name	Created
ISO	4,568	89,654,123	Kaneka USA corp	06/04/2020 9:27

Kaneka view 1 item

All Items Show More

MyAnalytics

- ✓ Favorites
  - Inbox 1
  - Sent Items
- ✓ itayp@harmon.ie
- ✓ harmon.ie
  - ✓ Kaneka - Automatically PDF uplo...
  - Conflicts
- ✓ OWA
  - Mobile
  - Website & documentation
  - Meeting conclusions
  - Desktop Support
  - Server Room move
- ✓ Business Apps
  - Automated mails 1
  - Salesforce
  - Store issues
  - Translations
- IMPORTANT
- Tests
- Hertz
- Weekly Product
- Archive
- Inbox 1**
  - CustomizationTool
  - Drafts
  - Sent Items
  - Deleted Items
  - Clutter
- > Conversation History
  - Junk Email [3]
  - Outbox

- Focused **Other** By Date ↑
- Focused: New message (1)  
Jean Buchnik (harmon.ie)
- Yesterday
- MyAnalytics  
MyAnalytics | Wellbeing Ed... Sun 14:32
- Last Week
- Team Algolia  
Webinar: Drive Loyalty with... Thu 02/04  
View this email online.
  - Azure DevOps  
Bug 16294 - How it works li... Tue 31/03  
Maya Bickson mentioned
  - Logz.io  
Join our Webinars Mon 30/03
  - MyAnalytics  
MyAnalytics | Focus Edition Sun 29/03
- Two Weeks Ago
- Progress  
Don't miss our webinar on ... 26/03/2020  
Learn now Fiddler conquers
  - Team Algolia  
Webinar: Drive Loyalty with... 24/03/2020  
View this email online.
  - The Telerik UI for Bla...  
Blazor: A Beginners Guide ... 23/03/2020  
Learn what makes the Blazor
- Three Weeks Ago
- MyAnalytics  
MyAnalytics | Collaboration... 22/03/2020

## MyAnalytics | Wellbeing Edition

MyAnalytics <no-reply@microsoft.com>  
To Itay Pahima

Reply Reply All Forward

Sun 05/04/2020 14:32

**For your eyes only**  
Learn more >

### Your month in review: Wellbeing

Are you able to disconnect and recharge?

## 12 Quiet days

Protected from quiet hours disruptions

Quiet days are based on the meeting, email, chat and calls activity outside your working hours as set in Outlook.

**Edit**

[Discover more](#)

Here's a closer look

harmon.ie

LOCATIONS PEOPLE

harmon.ie Office ... > 4QA > Search 'From:itayp@harmon.ie'

Name	Path
asdasdasdasdasdasd.msg	/Email Header Mapping
Bug 43316 - SetTitleOnUpload Do...	/Email Header Mapping
Hello mm.msg	/Email Header Mapping
HelloDude.msg	/Email Header Mapping
https_lyncdom-mail.lyncdom.ilof...	/Email Header Mapping
Mark test.msg	/Email Header Mapping
Re_Donation.msg	/Email Header Mapping
Re_harmon_ie certificate is expire...	/Email Preview
Re_Running too slow (3).msg	/Without required properties
TestMessage_2016-03-08_07-16-04...	/OWA
TESTT.msg	/Email Header Mapping
OWA Planning [OWA-50459 Impro...	/taxonomy/6__Req check out R
RE_string of sharepoint online in n...	/Email Header Mapping/8.0 Guy
_ Starting with __.eml	/Email Header Mapping/itay
Accepted Label feature - R&D & ...	/OWA/test & test
Canceled_OWA Grooming.msg	/Email Preview/evgeny
Mail with attachment .eml	/Content Type/Only Email CT
OWA Planning .eml	/taxonomy/7__No Req check ou
OWA Planning Grooming.eml	/ta Created By: Ofer Musai
OWA Unit-tests.eml	/4c Last Modified: 03/09/2018 18:11
Owa-IIS manifest.eml	/C Size: 8 KB
Share custom message.msg	/taxonomy/6__Req check out R
test.eml	/taxonomy/6__Req check out R
TestMessage (2).msg	/4qa&testing/MailContenttype
OWA Planning Grooming.eml	/taxonomy/6__Req check out R
RE_Build failed due to error in tran...	/4qa&testing/Shared Documents
RE_Build failed.msg	/taxonomy/6__Req check out R
c12307ce0d1bf11b9bacaf75b88017...	/taxonomy/6__Req check out R
OWA Daily.msg	/Validation/Content Type/Test Co
OWA Performance status.eml	/taxonomy/6__Req check out R
RE_Done Testing BEIS admin Cons...	/Content Type/Multiple Doc Type
RE_Can you test our manifest pass...	/4qa&testing/Vinci Filter Conten

Results for 'From:itayp@harmon.ie' 142 items  
Search all locations of: 'harmon.ie Office 365 ...'

# Summary - Keys to Remote Working with Microsoft Teams

- **Minimize behavioral change**  
make it easy for workers to do the 'right thing'
- **Enable people to be self-sufficient**

