# Modern Workplace

## Featuring Microsoft Teams

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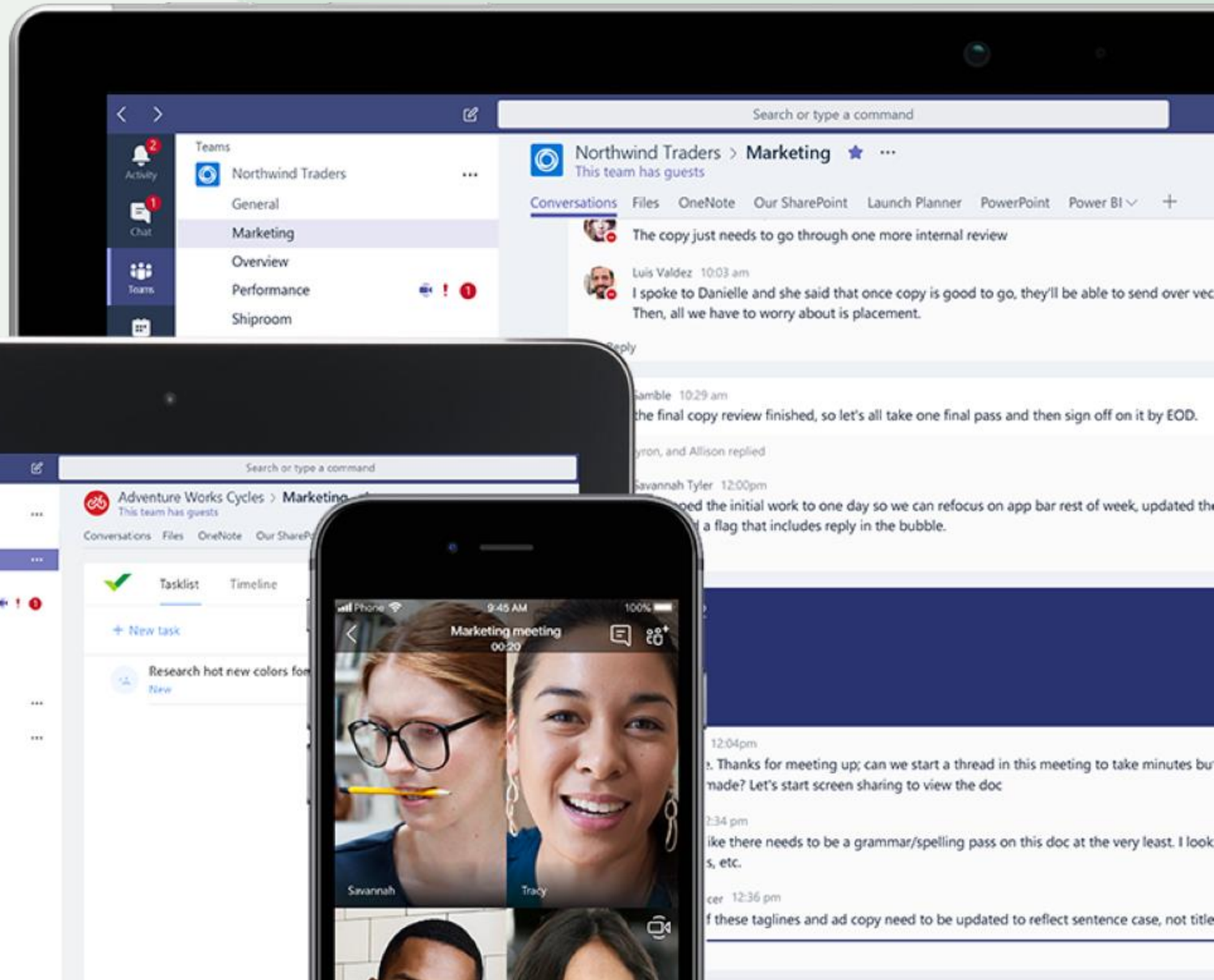
# Microsoft Teams

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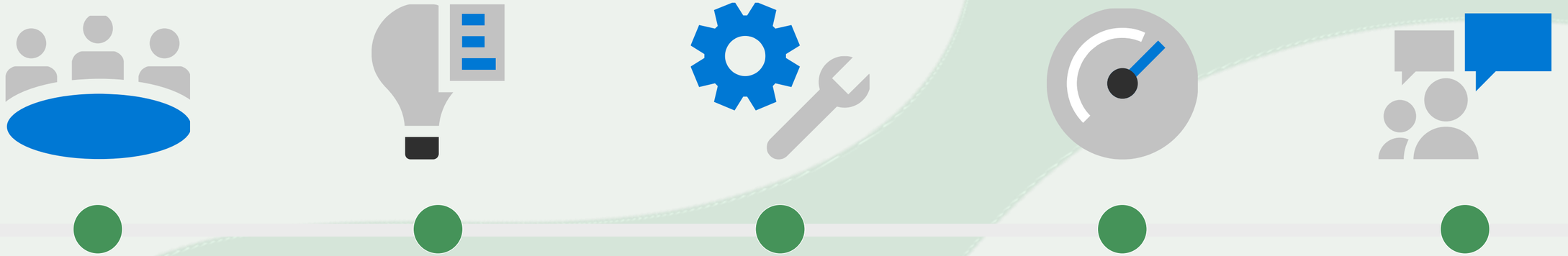
# Reshaping the way you work

Today's workplace is book-ended by generations with very different experiences. Add to that the fact that more and more businesses operate globally and must bring together teams with cultural and geographical distances as well. So how do organizations manage this divide between generations, cultures, and geographies?



Inspire employees with a consistent and clear vision

Foster creativity, ideation, and innovation

Make it easier for team members to do their jobs

Improve team productivity

Get stronger engagement from team members

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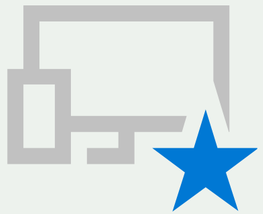
# Unleash the power of your team



### Mobile worker support

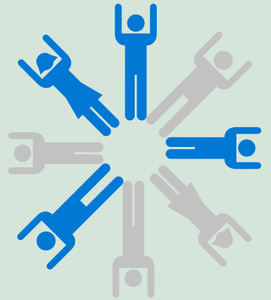
Easily support team members who want to work anywhere from any device.

### External collaboration

Look more professional when you engage in email and online with customers, coworkers, suppliers.

### Enterprise-grade security

Enable access to those who need it and keep out those who don’t.



### Real-time teamwork

Work together in one solution with shared docs and online meetings.

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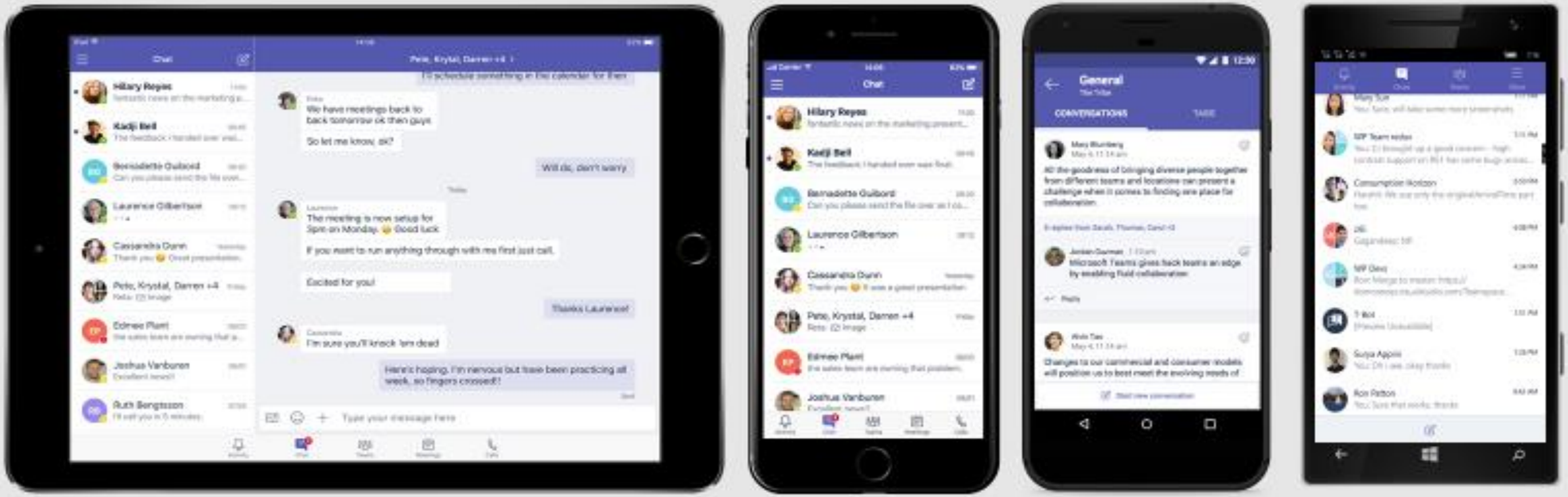
# Available across Mobile platforms



iPad iPhone Android WP

Available in **181** markets and **25** languages to empower every individual to achieve more together

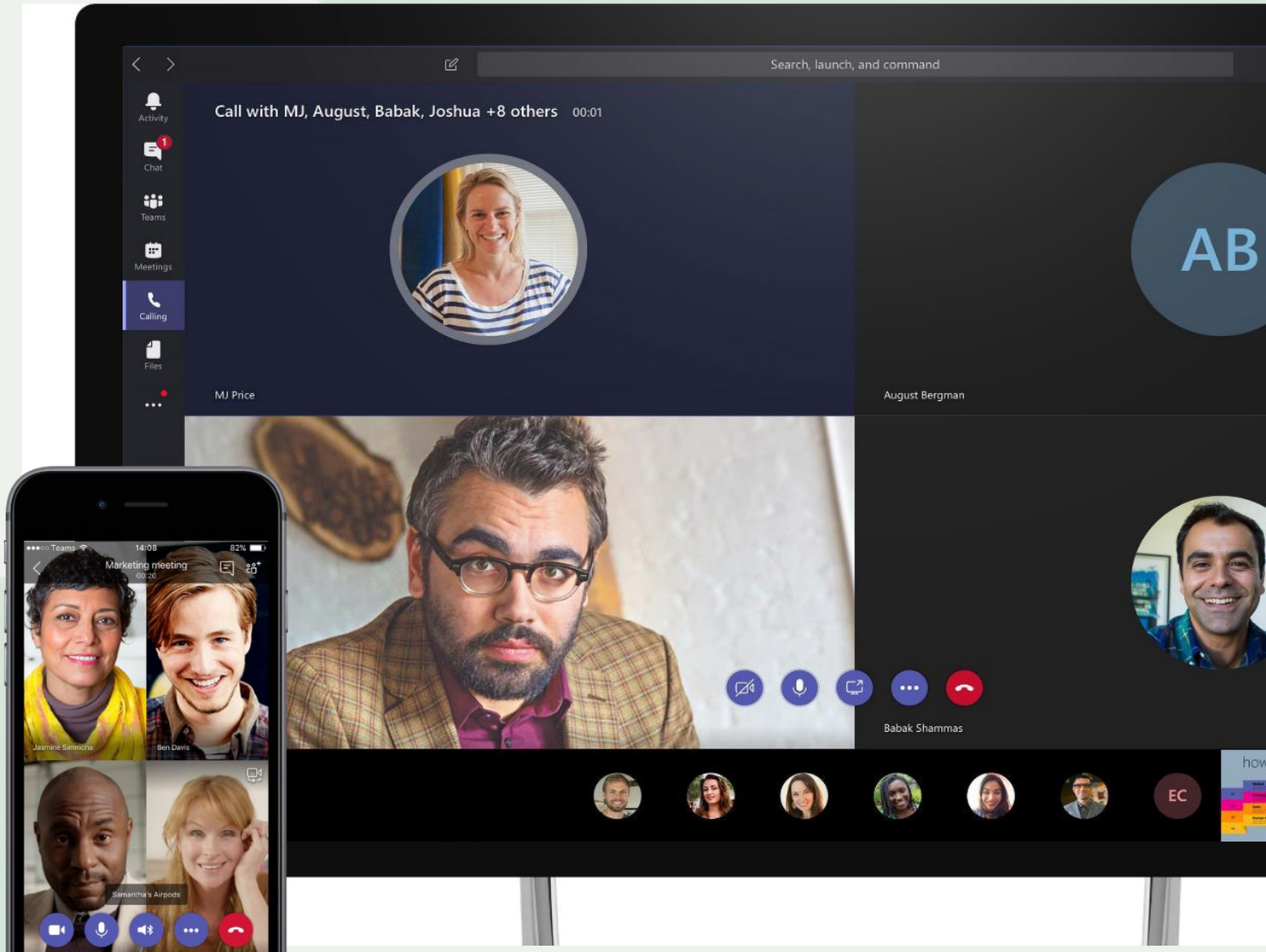
# Chat and online meetings

Empower workers as they engage with customers, see products in action, and represent your business.

**Work from anywhere**
by holding online meetings with anyone inside or outside the organization

**Make work easy**
using the meeting scheduling assistant, sharing screens, and collaborative note taking as part of online meetings

**Speed innovation**
together through 1:1 chats and conversations centered around workstreams



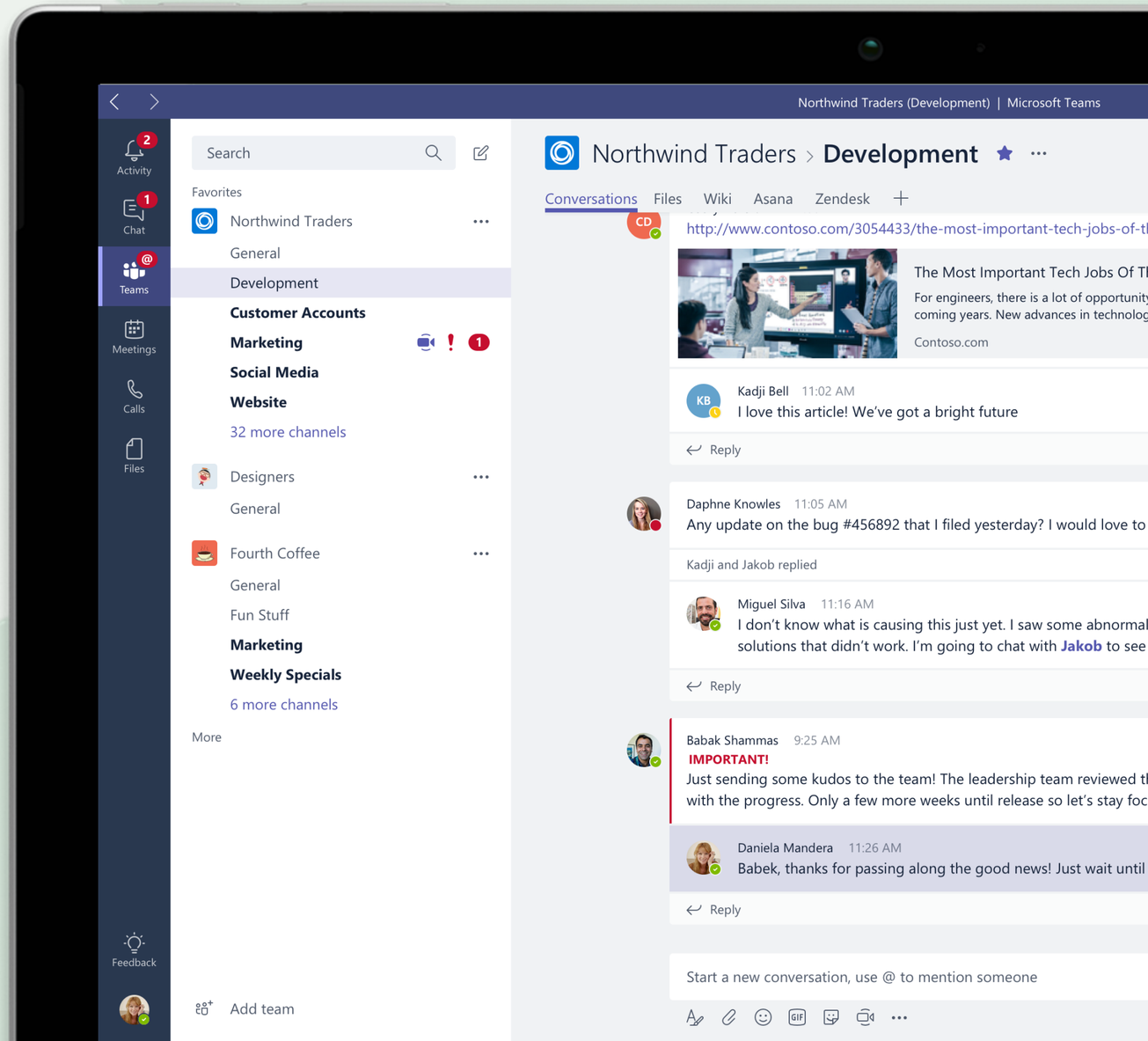
# Online file storage, document sharing, co-authoring

## Keep everything to share in one place with tools for real-time collaboration

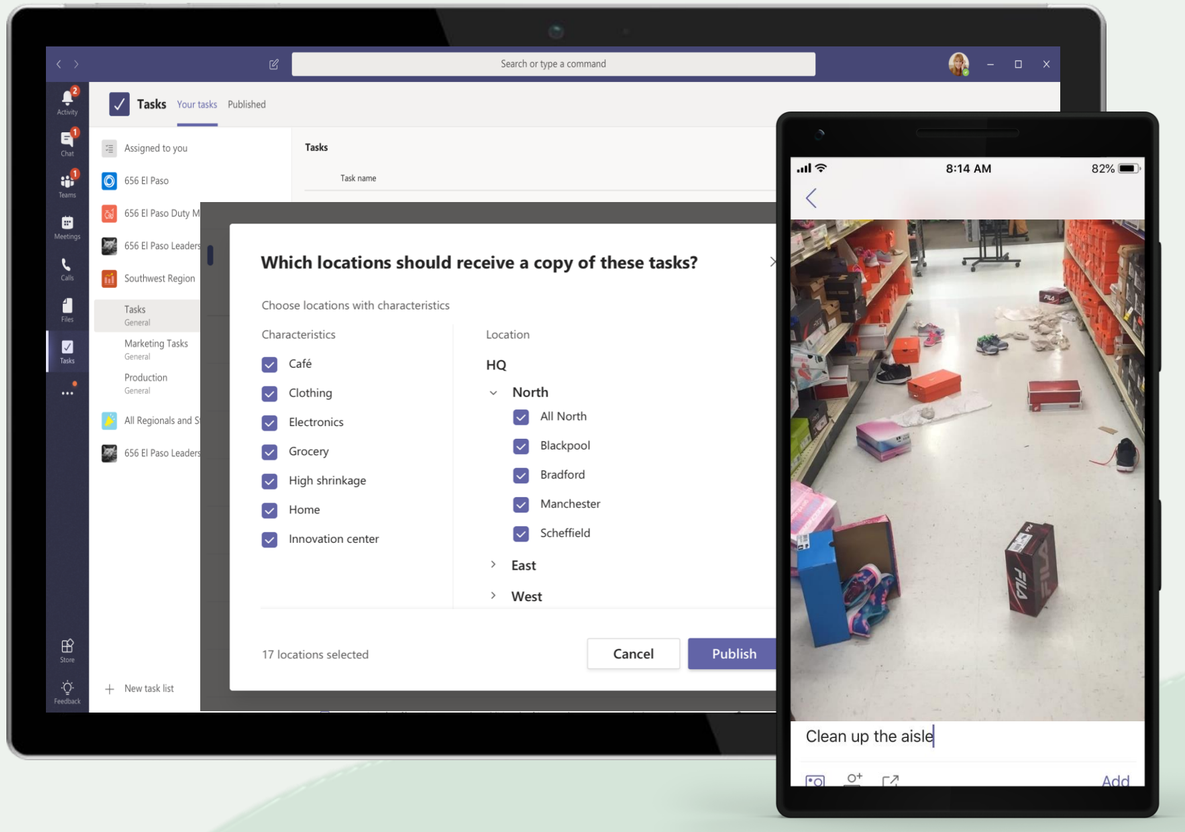
**Access and share**
content from anywhere with Microsoft Teams desktop, web, and mobile apps

**Connect and work together**
across multiple projects and get important notifications in real-time

**Coauthor files simultaneously**
with popular Office 365 apps, like Word, Excel, and PowerPoint.

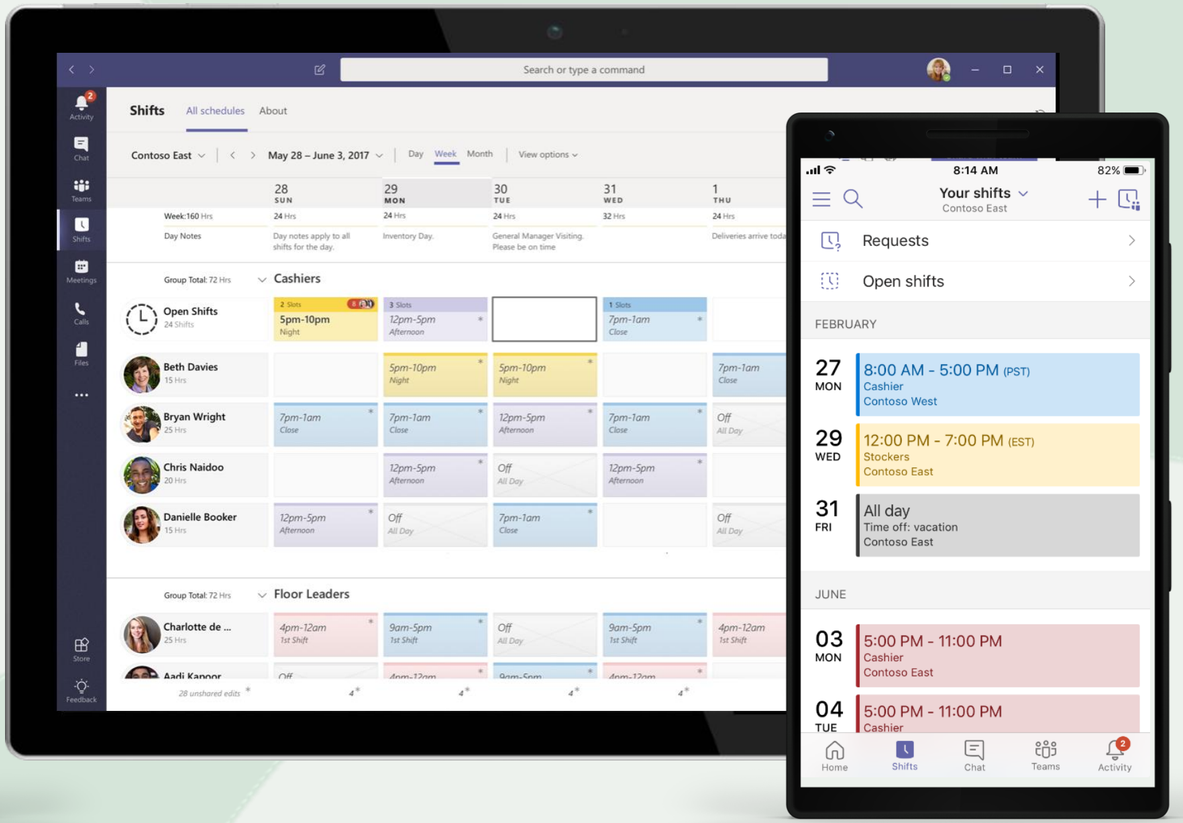


# Shift and task management













Automate everyday activities with PowerApps and Flow

Create and manage schedules and tasks with Shifts

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# Business Development Sample
# RFP Response Collaboration

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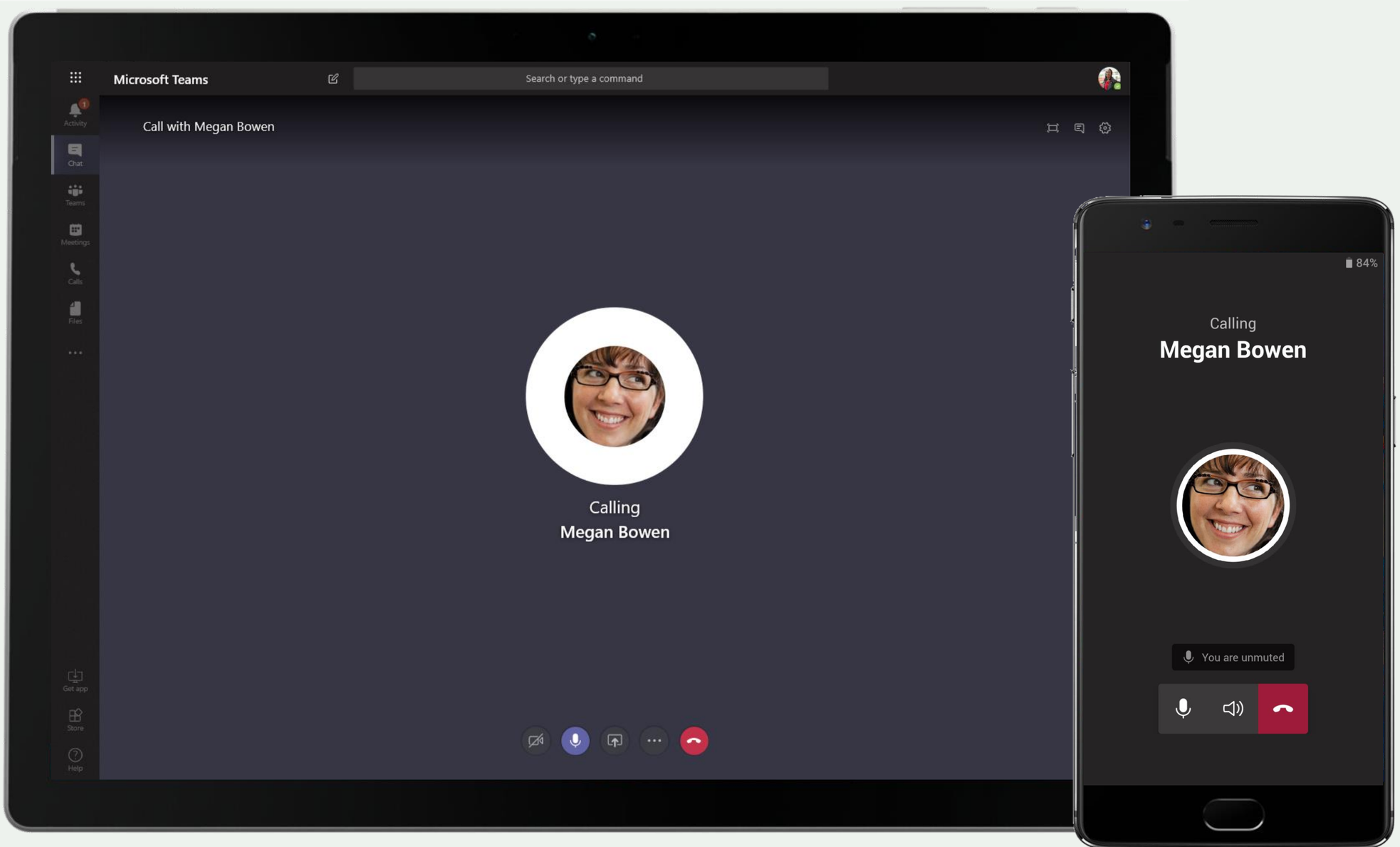
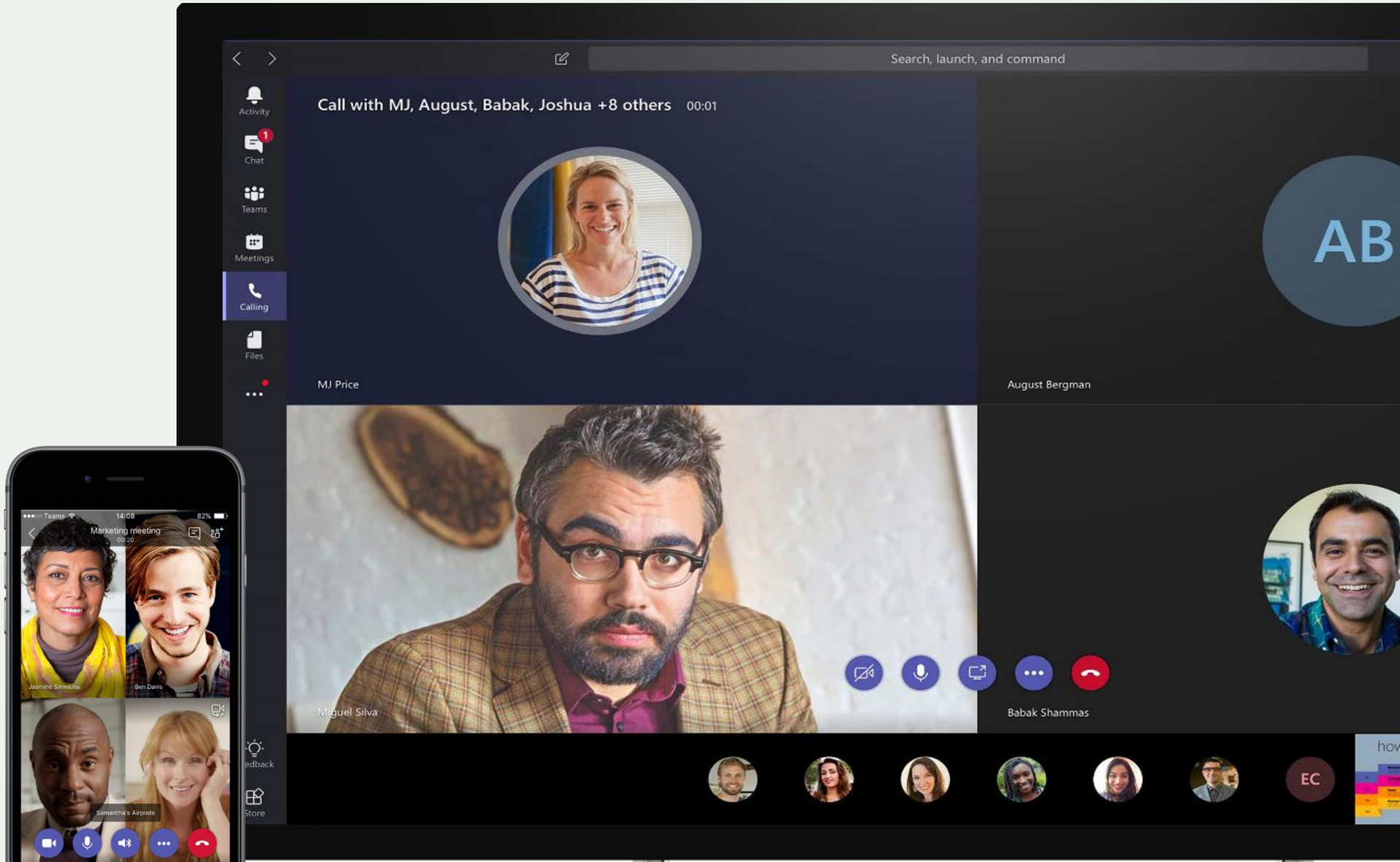
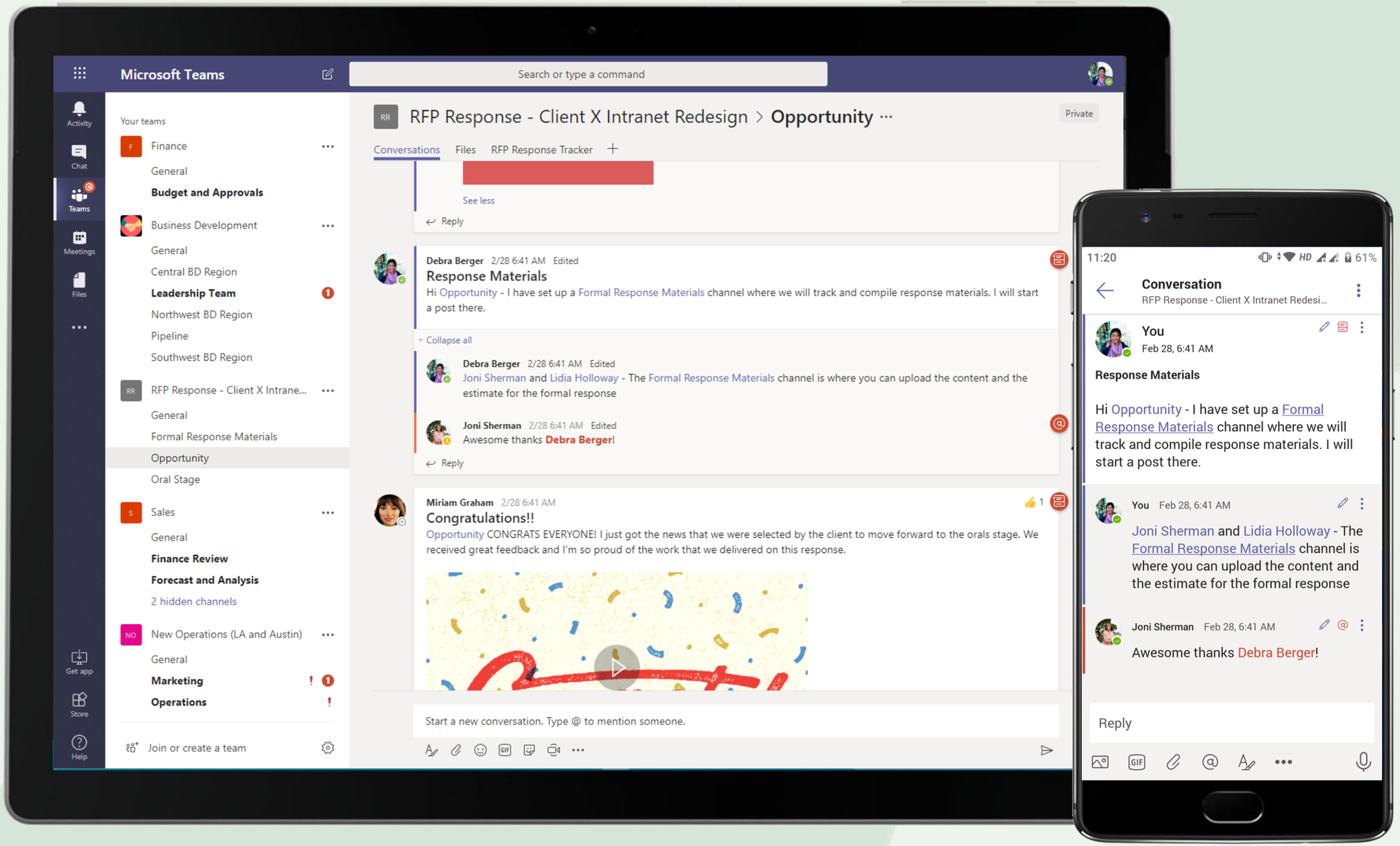
# One on one calling



# Conference calls



# Conversations within Teams



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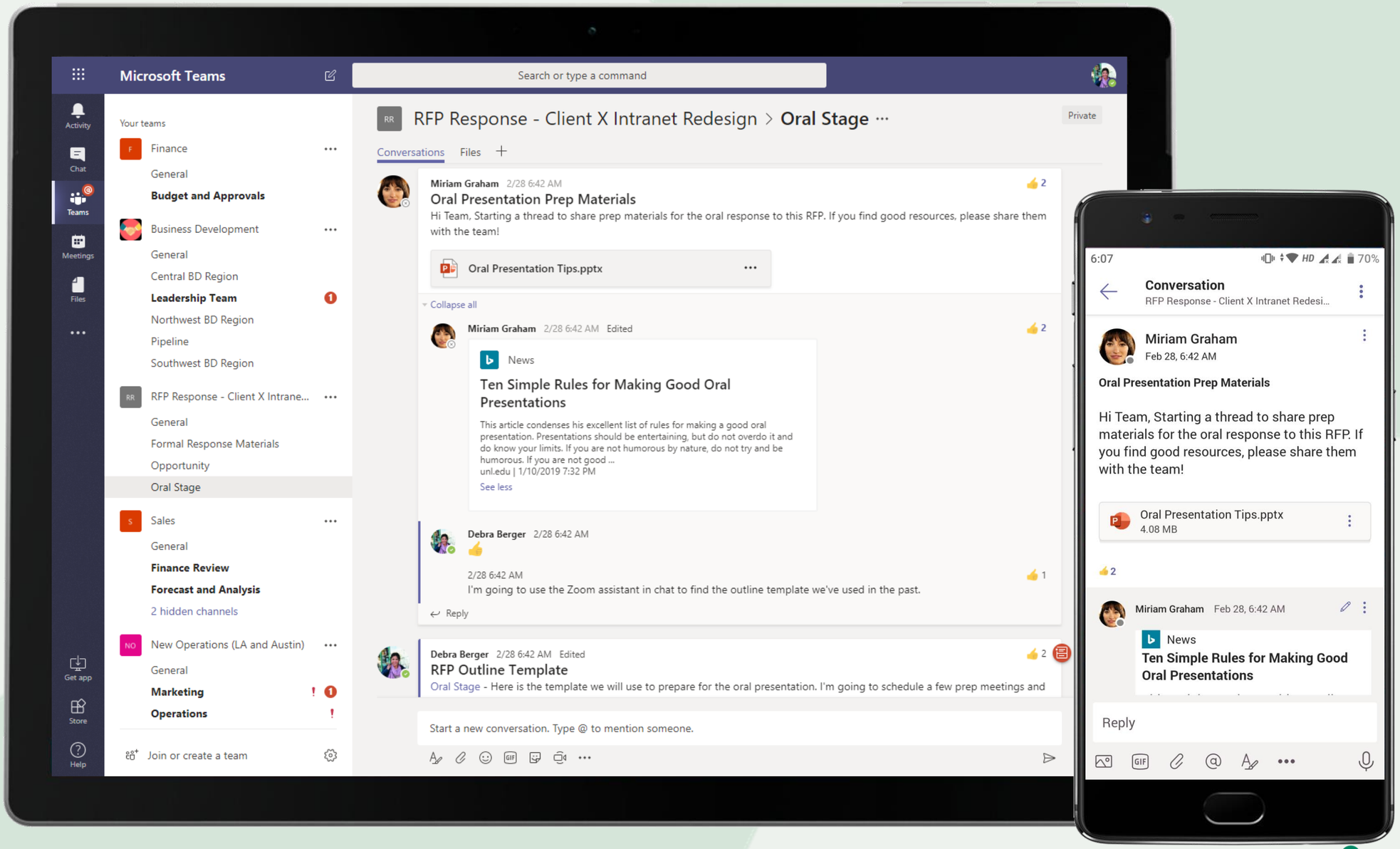




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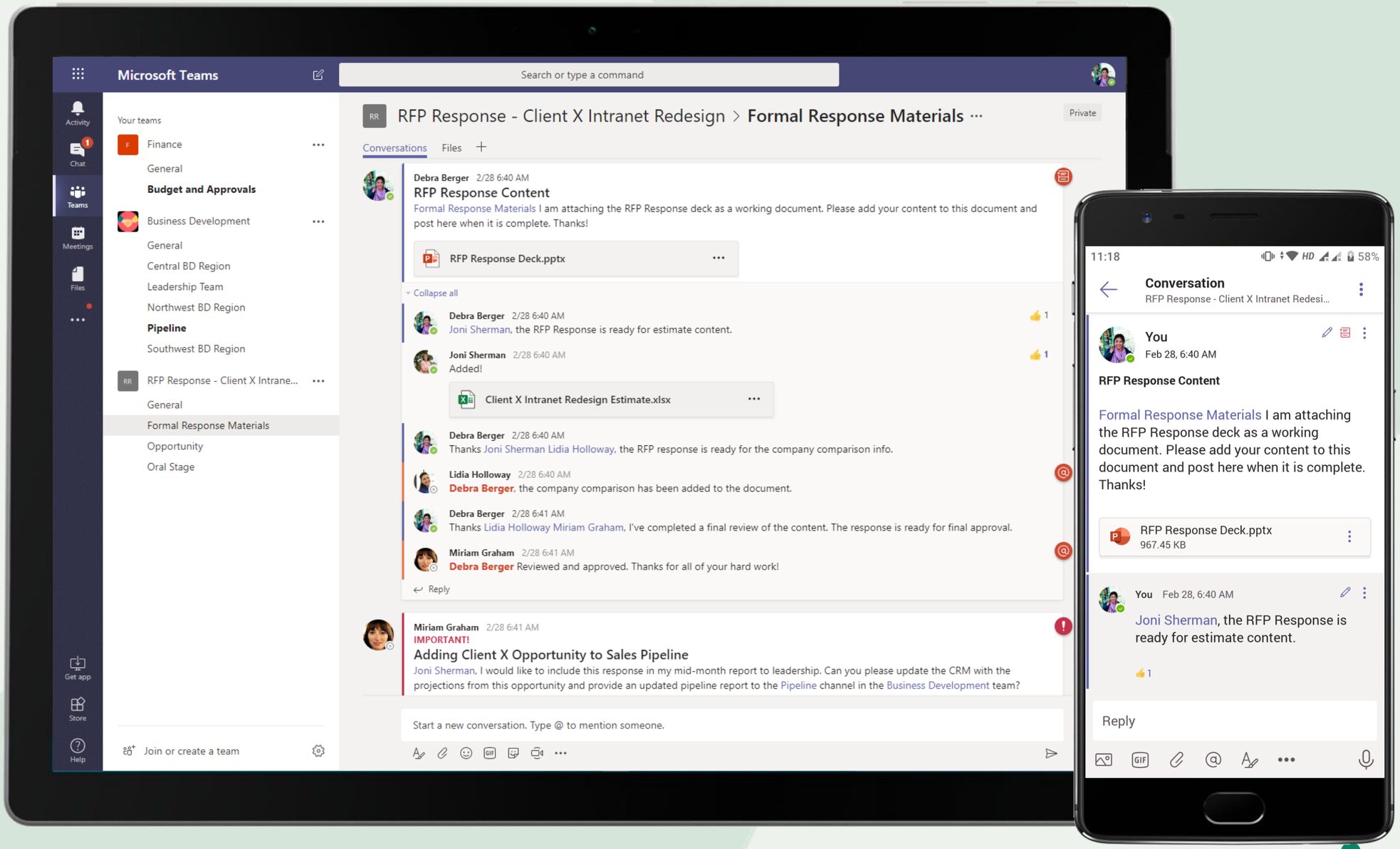
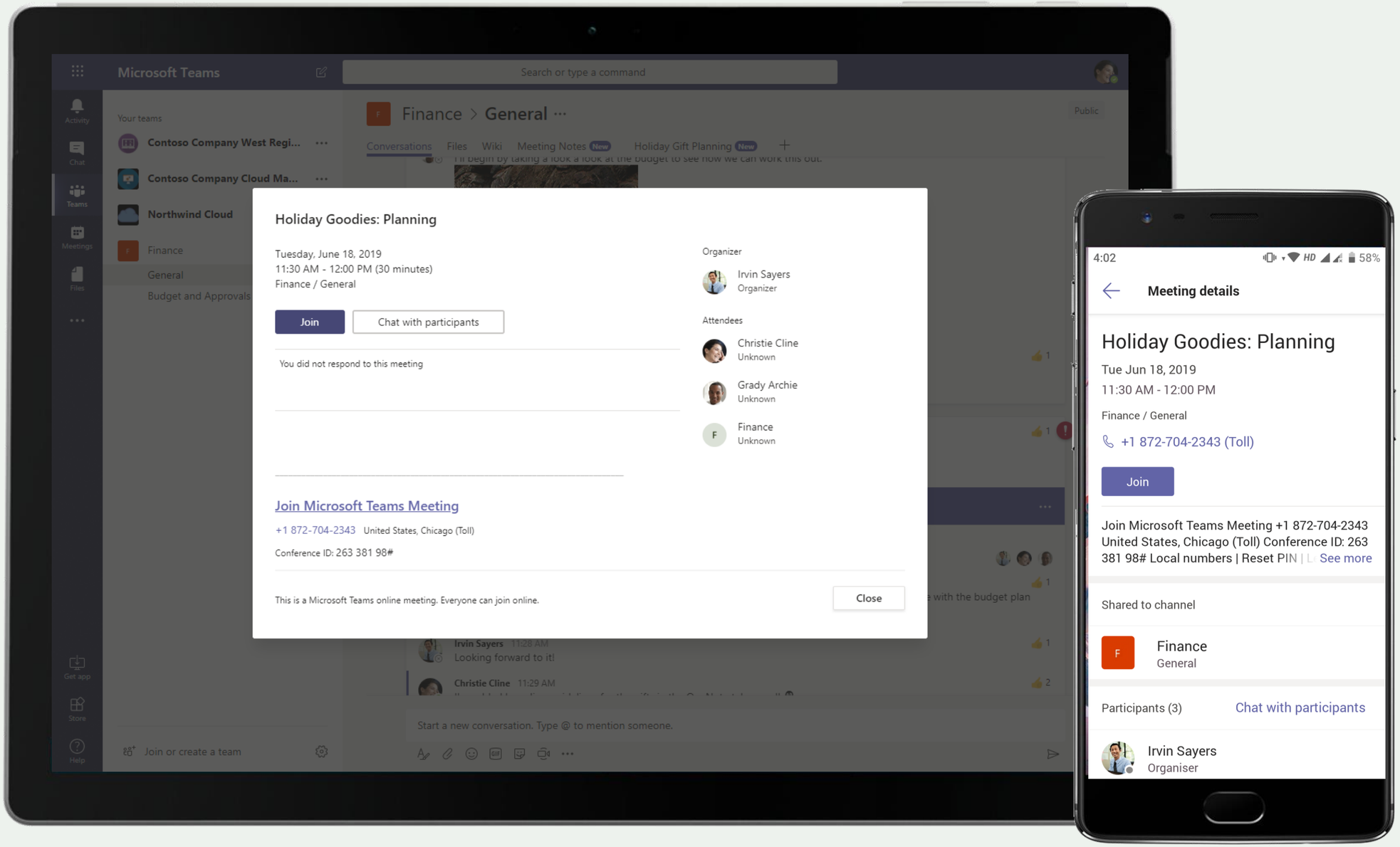
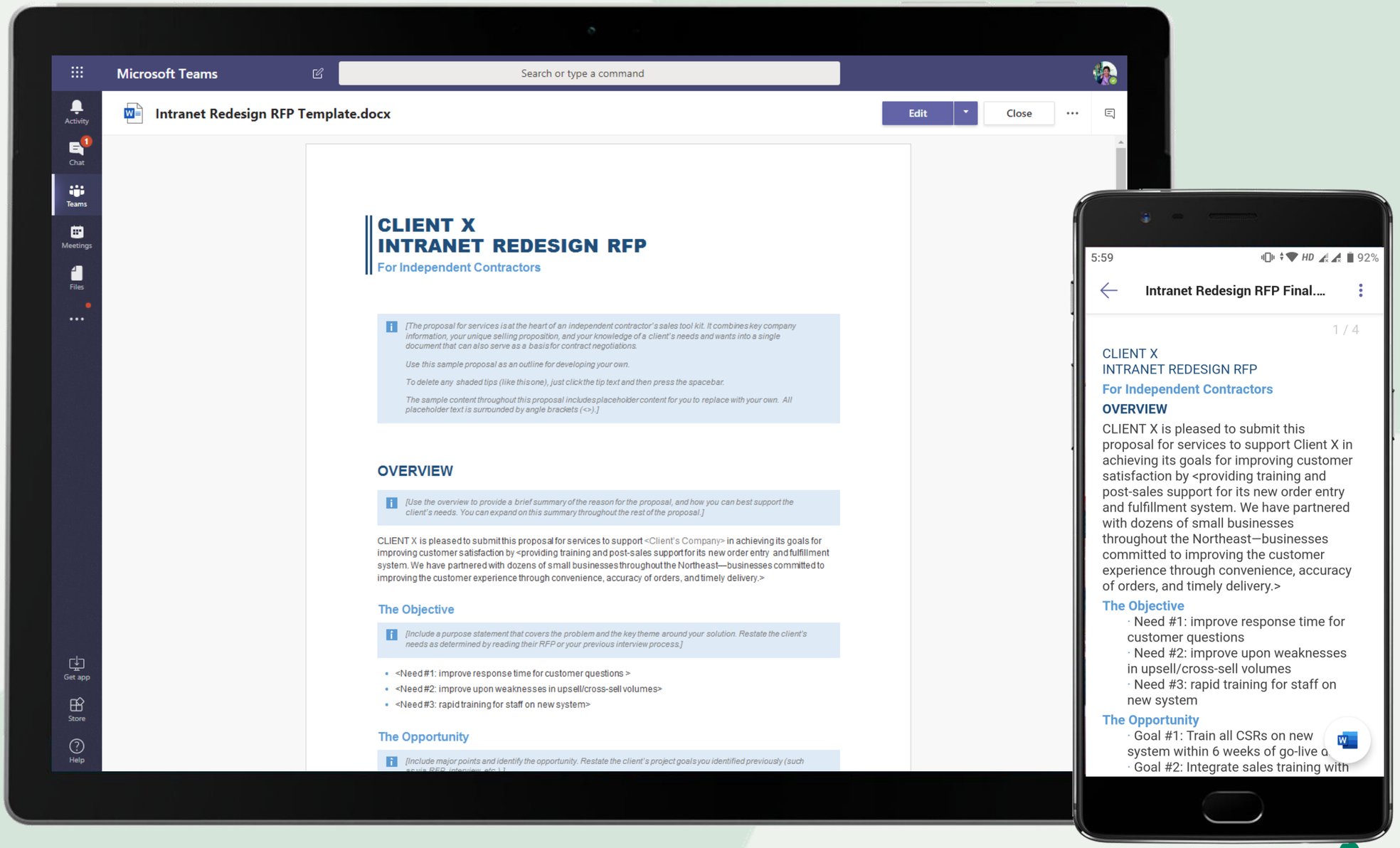
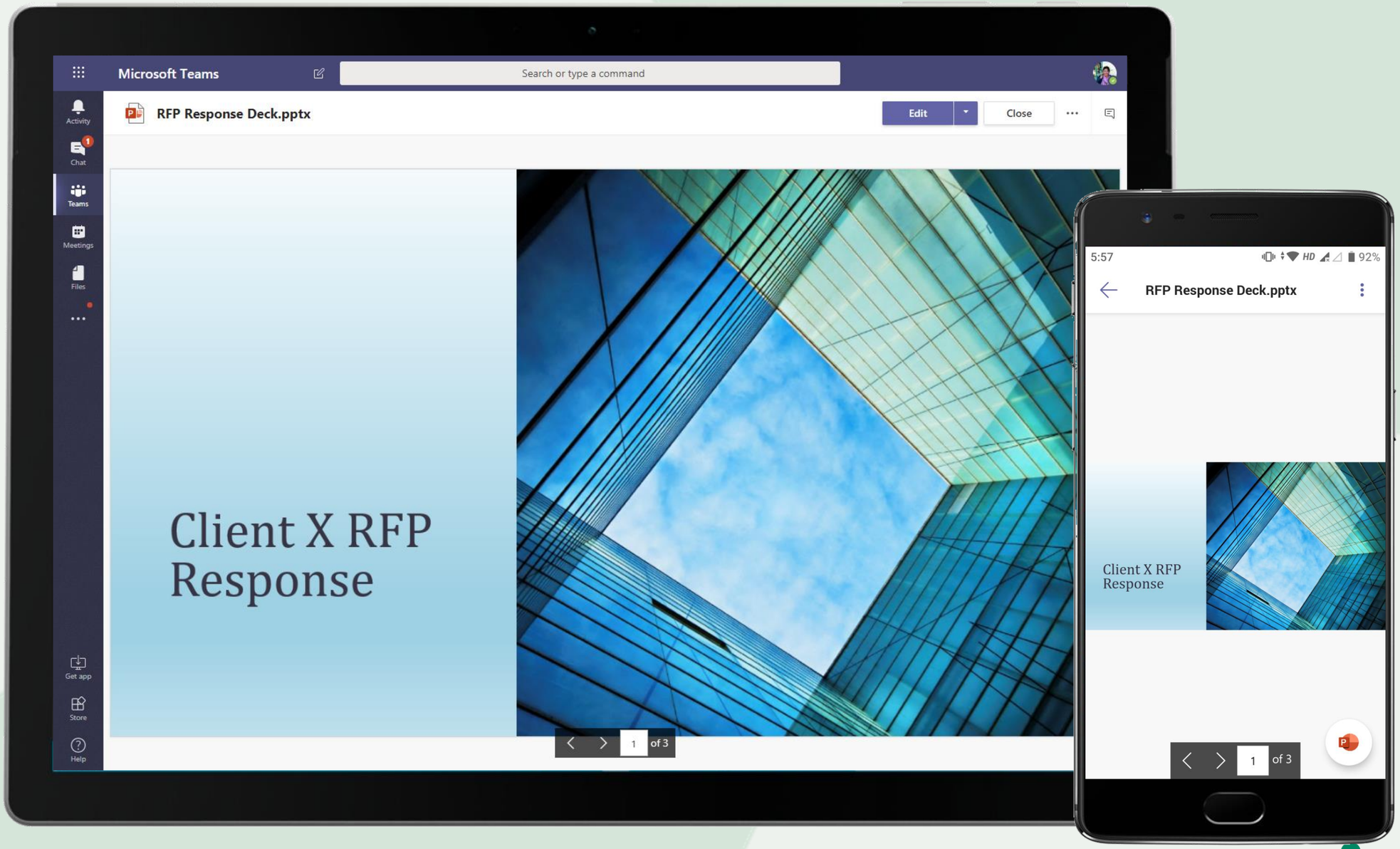

Microsoft Teams
Search or type a command
Activity
Chat
Teams
Meetings
Files
Get app
Store
Help
Your teams
Finance
General
Budget and Approvals
Business Development
General
Central BD Region
Leadership Team
Northwest BD Region
Pipeline
Southwest BD Region
RFP Response - Client X Intrane...
General
Formal Response Materials
Opportunity
Oral Stage
Join or create a team
RFP Response - Client X Intranet Redesign > Formal Response Materials
Private
Conversations
Files
Debra Berger 2/28 6:40 AM
RFP Response Content
Formal Response Materials I am attaching the RFP Response deck as a working document. Please add your content to this document and post here when it is complete. Thanks!
RFP Response Deck.pptx
Collapse all
Debra Berger 2/28 6:40 AM
Joni Sherman, the RFP Response is ready for estimate content.
Joni Sherman 2/28 6:40 AM
Added!
Client X Intranet Redesign Estimate.xlsx
Debra Berger 2/28 6:40 AM
Thanks Joni Sherman Lidia Holloway, the RFP response is ready for the company comparison info.
Lidia Holloway 2/28 6:40 AM
Debra Berger, the company comparison has been added to the document.
Debra Berger 2/28 6:41 AM
Thanks Lidia Holloway Miriam Graham, I've completed a final review of the content. The response is ready for final approval.
Miriam Graham 2/28 6:41 AM
Debra Berger Reviewed and approved. Thanks for all of your hard work!
Reply
Miriam Graham 2/28 6:41 AM
IMPORTANT!
Adding Client X Opportunity to Sales Pipeline
Joni Sherman, I would like to include this response in my mid-month report to leadership. Can you please update the CRM with the projections from this opportunity and provide an updated pipeline report to the Pipeline channel in the Business Development team?
Start a new conversation. Type @ to mention someone.
11:18
58%
Conversation
RFP Response - Client X Intranet Redesi...
You
Feb 28, 6:40 AM
RFP Response Content
Formal Response Materials I am attaching the RFP Response deck as a working document. Please add your content to this document and post here when it is complete. Thanks!
RFP Response Deck.pptx
967.45 KB
You Feb 28, 6:40 AM
Joni Sherman, the RFP Response is ready for estimate content.
Reply

# **Finance & Accounts** - Planning Budget for Holiday Giveaways




Microsoft Teams
Search or type a command
Activity
Chat
Teams
Meetings
Files
Get app
Store
Help
Intranet Redesign RFP Template.docx
Edit
Close
CLIENT X
INTRANET REDESIGN RFP
For Independent Contractors
[The proposal for services is at the heart of an independent contractor's sales tool kit. It combines key company information, your unique selling proposition, and your knowledge of a client's needs and wants into a single document that can also serve as a basis for contract negotiations.
Use this sample proposal as an outline for developing your own.
To delete any shaded tips (like this one), just click the tip text and then press the spacebar.
The sample content throughout this proposal includes placeholder content for you to replace with your own. All placeholder text is surrounded by angle brackets (<>).]
OVERVIEW
[Use the overview to provide a brief summary of the reason for the proposal, and how you can best support the client's needs. You can expand on this summary throughout the rest of the proposal.]
CLIENT X is pleased to submit this proposal for services to support <Client's Company> in achieving its goals for improving customer satisfaction by <providing training and post-sales support for its new order entry and fulfillment system. We have partnered with dozens of small businesses throughout the Northeast—businesses committed to improving the customer experience through convenience, accuracy of orders, and timely delivery.>
The Objective
[Include a purpose statement that covers the problem and the key theme around your solution. Restate the client's needs as determined by reading their RFP or your previous interview process.]
<Need #1: improve response time for customer questions >
<Need #2: improve upon weaknesses in upsell/cross-sell volumes>
<Need #3: rapid training for staff on new system>
The Opportunity
5:59
92%
Intranet Redesign RFP Final....
1 / 4
CLIENT X
INTRANET REDESIGN RFP
For Independent Contractors
OVERVIEW
CLIENT X is pleased to submit this proposal for services to support Client X in achieving its goals for improving customer satisfaction by <providing training and post-sales support for its new order entry and fulfillment system. We have partnered with dozens of small businesses throughout the Northeast—businesses committed to improving the customer experience through convenience, accuracy of orders, and timely delivery.>
The Objective
· Need #1: improve response time for customer questions
· Need #2: improve upon weaknesses in upsell/cross-sell volumes
· Need #3: rapid training for staff on new system
The Opportunity
· Goal #1: Train all CSRs on new system within 6 weeks of go-live
· Goal #2: Integrate sales training with



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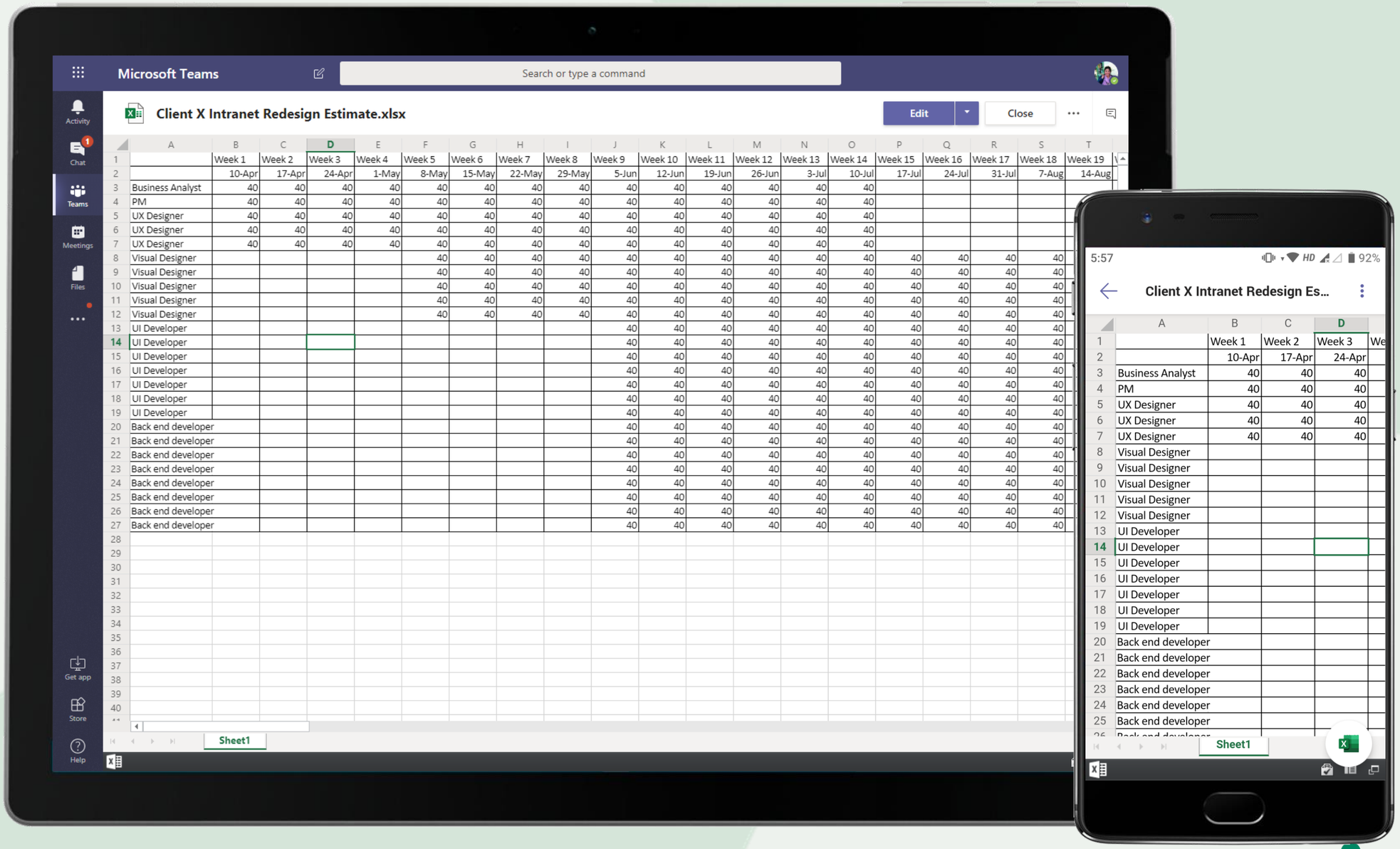


| | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 | Week 7 | Week 8 | Week 9 | Week 10 | Week 11 | Week 12 | Week 13 | Week 14 | Week 15 | Week 16 | Week 17 | Week 18 | Week 19 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 10-Apr | 17-Apr | 24-Apr | 1-May | 8-May | 15-May | 22-May | 29-May | 5-Jun | 12-Jun | 19-Jun | 26-Jun | 3-Jul | 10-Jul | 17-Jul | 24-Jul | 31-Jul | 7-Aug | 14-Aug |
| Business Analyst | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | | | | | |
| PM | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | | | | | |
| UX Designer | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | | | | | |
| UX Designer | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | | | | | |
| UX Designer | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | | | | | |
| Visual Designer | | | | | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | |
| Visual Designer | | | | | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | |
| Visual Designer | | | | | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | |
| Visual Designer | | | | | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | |
| Visual Designer | | | | | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | |
| UI Developer | | | | | | | | | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | |
| UI Developer | | | | | | | | | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | |
| UI Developer | | | | | | | | | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | |
| UI Developer | | | | | | | | | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | |
| UI Developer | | | | | | | | | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | |
| UI Developer | | | | | | | | | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | |
| Back end developer | | | | | | | | | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | |
| Back end developer | | | | | | | | | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | |
| Back end developer | | | | | | | | | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | |
| Back end developer | | | | | | | | | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | |
| Back end developer | | | | | | | | | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | |
| Back end developer | | | | | | | | | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | |
| Back end developer | | | | | | | | | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | |



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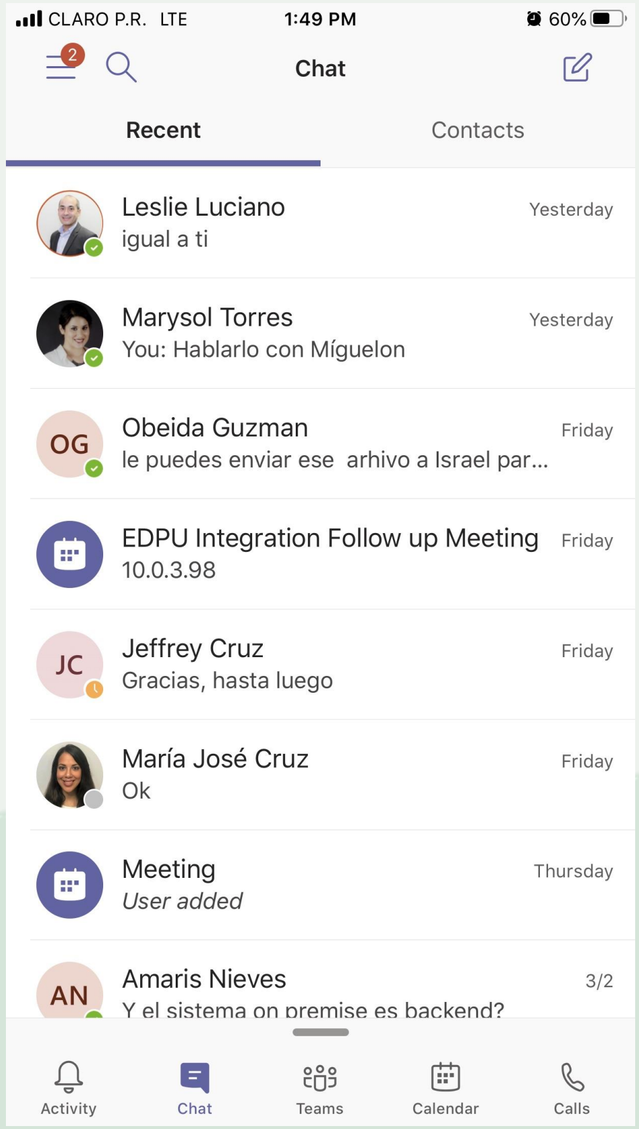
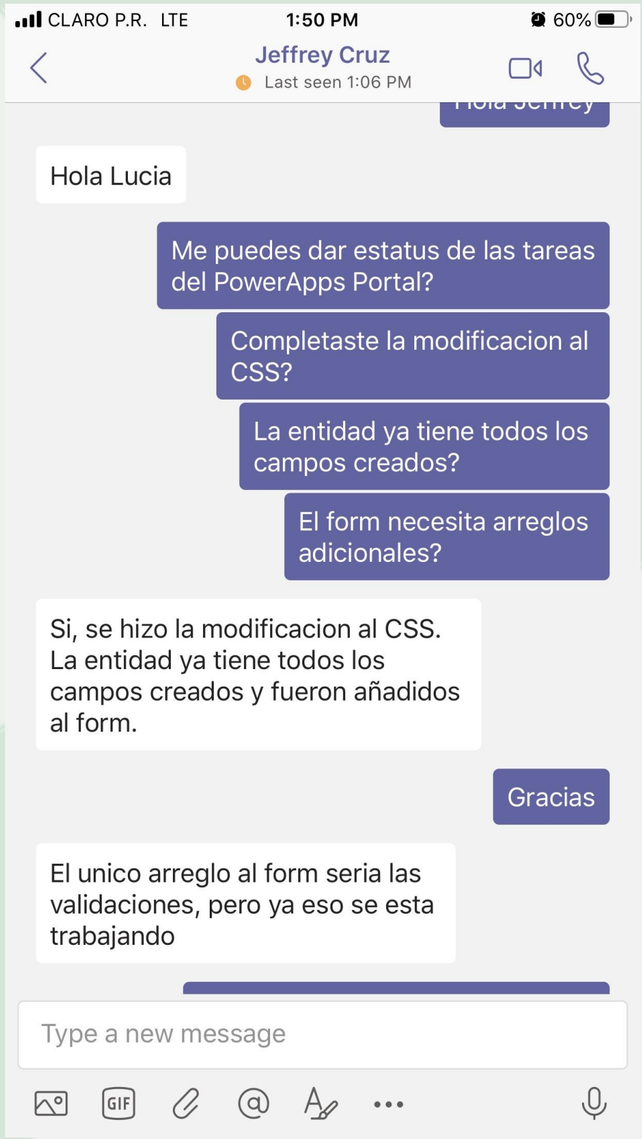
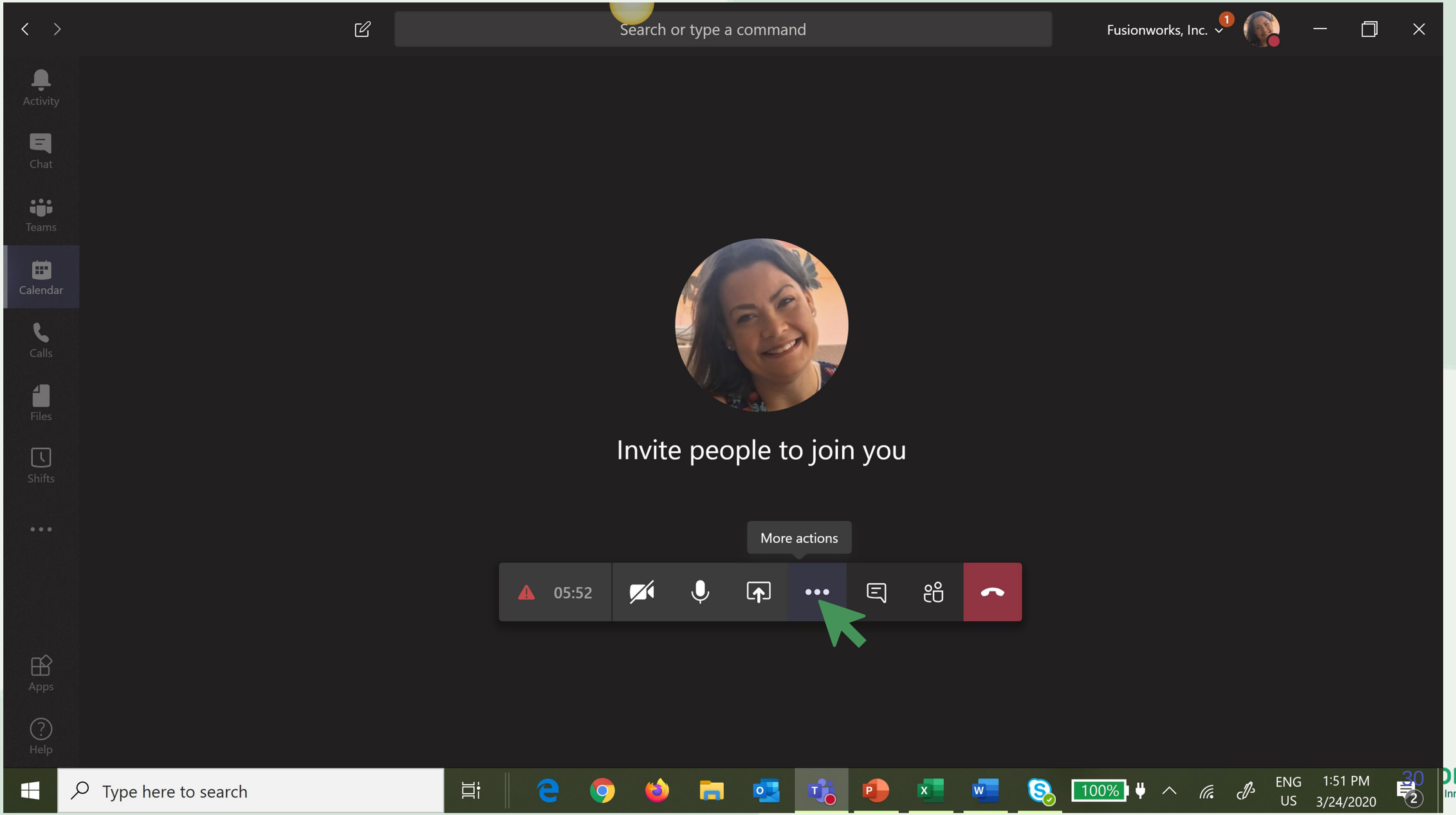
# Mobile version view

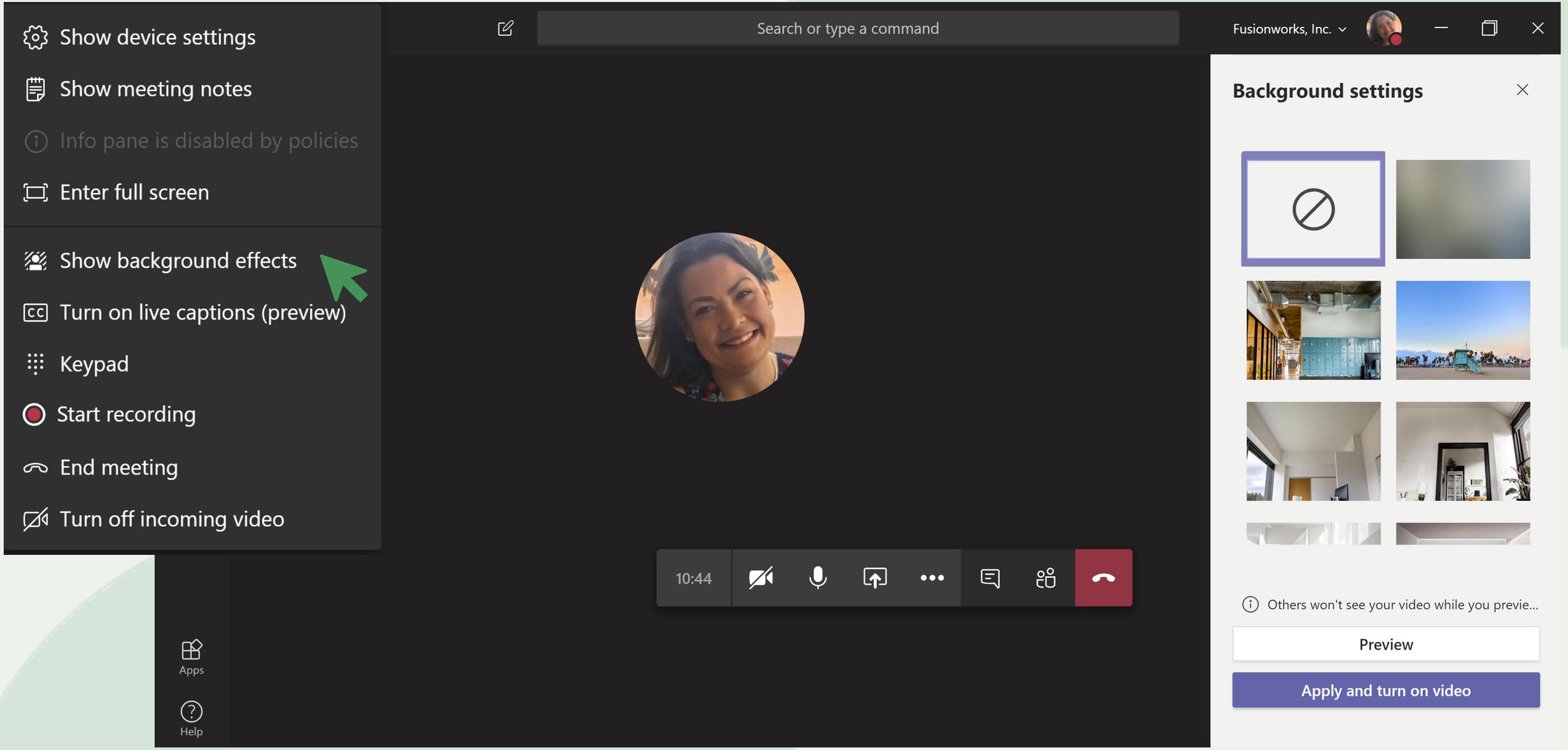


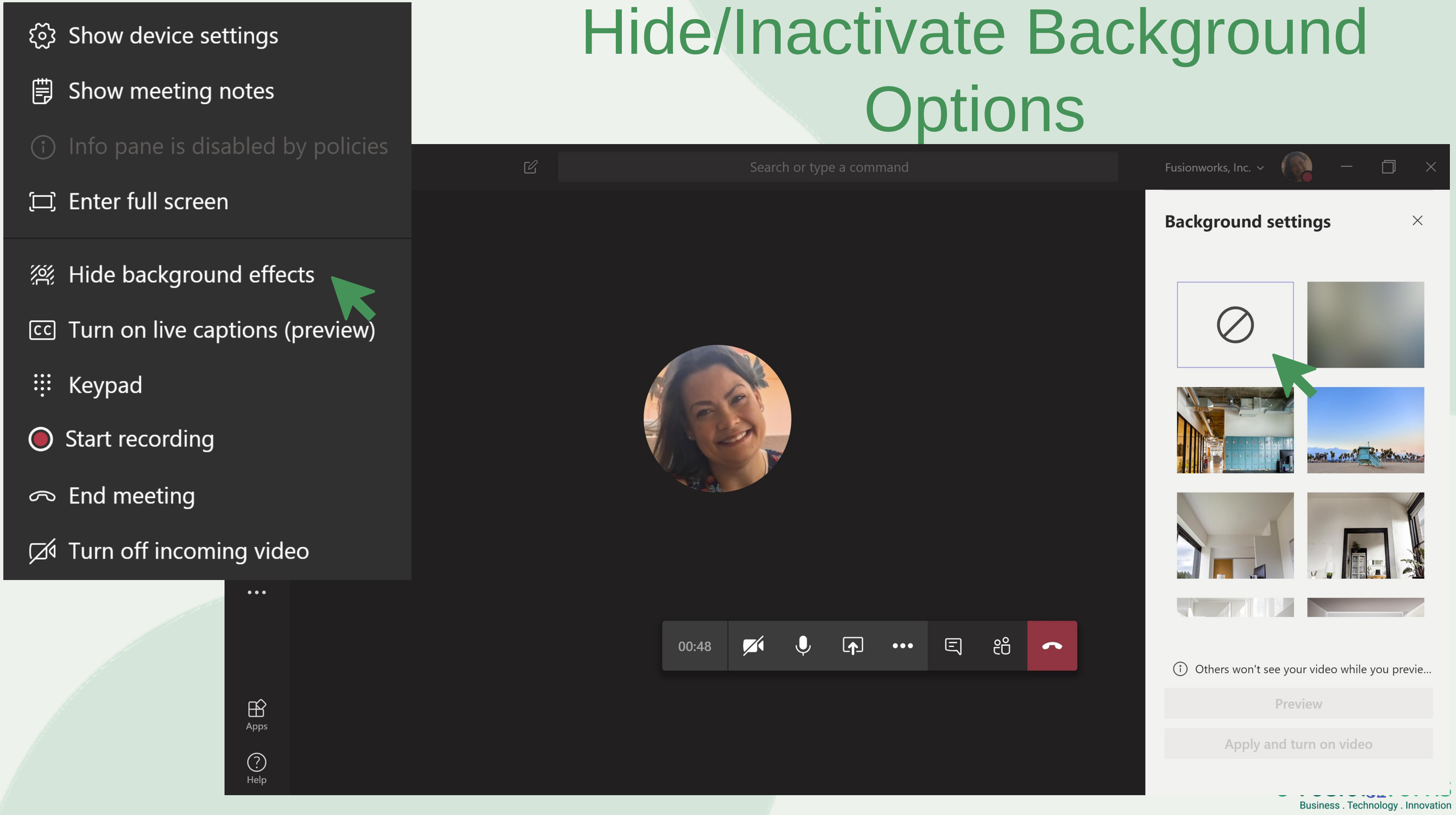
# Activate Background Options



# Background Options



# Hide/Inactivate Background Options

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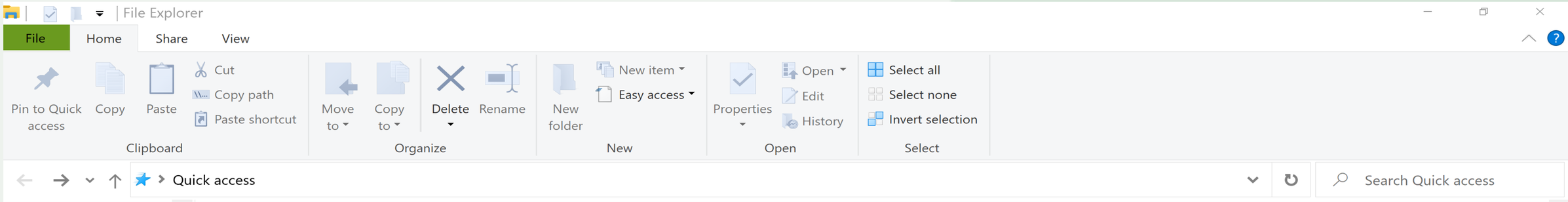
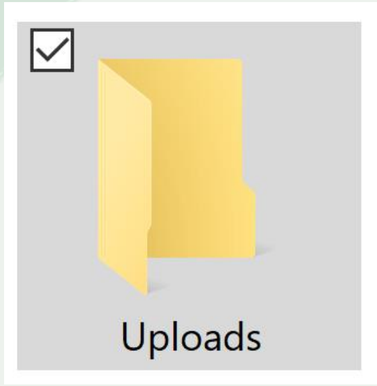
# Setup Custom Background




*%APPDATA%\Microsoft\Teams\Backgrounds*



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# Share your Desktop

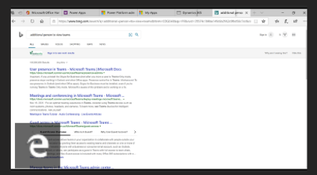
Include system audio

**Desktop**

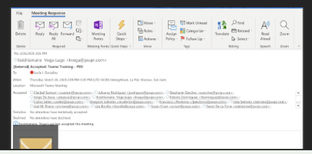
Screen #1

**Window**

Microsoft Teams



additional person to view...



**PowerPoint**

Browse

FWPRModernWorkplace...

FWPRModernWorkplaceT...

FWPRTechnologyAtWork....

**Whiteboard**

Microsoft Whiteboard

# THANK YOU!

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