



Weekly Technical Office Hours for Partners

Remote Work in challenging times

Wednesday, May 6, 2020

The meeting will start at
WEST 11:00 - CET 12:00 – EEST 13:00

Technical Office Hours for WE Microsoft Partners: Remote Work in challenging times



Agenda

- 1. Introduction**
- 2. Teams Tips & Tricks**
- 3. Q & A**
- 4. Poll – Proposed topics for next session**
- 5. How to get further help**
 - Support channels and options

Our Virtual Team



Jing Liu
Cloud Solution Architect (Azure)



Giorgio Cifani
Partner Tech. Architect (Teams)



Jos Verlinde
Partner Tech. Architect (Teams)



Nuria Baeza Garcia
Partner Tech. Architect (Security)



Stefano Ceruti
Partner Tech. Architect (Teams)



Sara Canteiro
Partner Tech. Architect (Teams)



Juha Saarinen
Partner Tech. Architect (Teams)

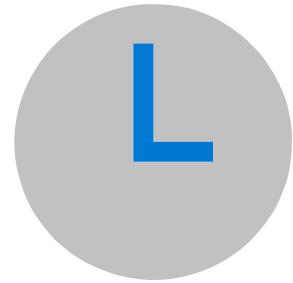


Philippe Goldstein
Partner Tech. Manager

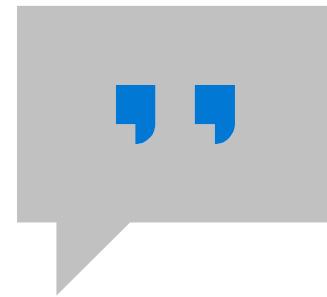


Olivier van der Kruijf
Cloud Solution Architect (Azure)

WE Weekly Technical Office Hours – How it works



60 minutes
40 min, presentation
20 min, Q&A



Questions via
chat through

Q&A

The screenshot shows the 'Live event Q&A' interface in Microsoft Teams. At the top, there are three icons: a person, a gear, and an information sign. Below that is a header bar with the title 'Live event Q&A' and a help icon. The main area has tabs for 'Featured' and 'My questions'. Under 'Featured', there are three user cards with blurred names and profile pictures. Under 'My questions', there are three user cards with blurred names and profile pictures. Below the cards is a section for 'Ask a moderator' with a note: 'Questions won't be visible to everyone until a moderator approves them'. It includes fields for 'Your name (optional)' and 'Ask a question', and a checkbox for 'Post as anonymous'. At the bottom right is a large blue 'Send' button.

(WEEKLY) Technical Office Hours for WE Microsoft Partners:

Remote Work in challenging times

JOIN
UPCOMING
SESSION



Currently we are receiving a lot of questions from our partners and customers with regards to recommendations and help on working remotely.

To address the main technical topics around working remotely, Microsoft's Western Europe OCP Technical Team is setting up a series of Weekly Office Hours for Partners,

- every Wednesday at 12:00 – 13:00 CET (11:00 – 12:00 WEST)
- every Friday at 13:00 – 14:00 CET (12:00 – 13:00 WEST)

Wednesdays



Fridays



All sessions will be held in English.

<https://aka.ms/WE-TechOfficeHours>

Next
Session
Details

Upcoming
Sessions

Materials &
Recordings

Other
Resources

Feedback
Form

Don't miss a session;

Update your calendar by
using the invites above.

Influence the Agenda

Please fill the following survey to influence the agenda and help us delivering session relevant for you.

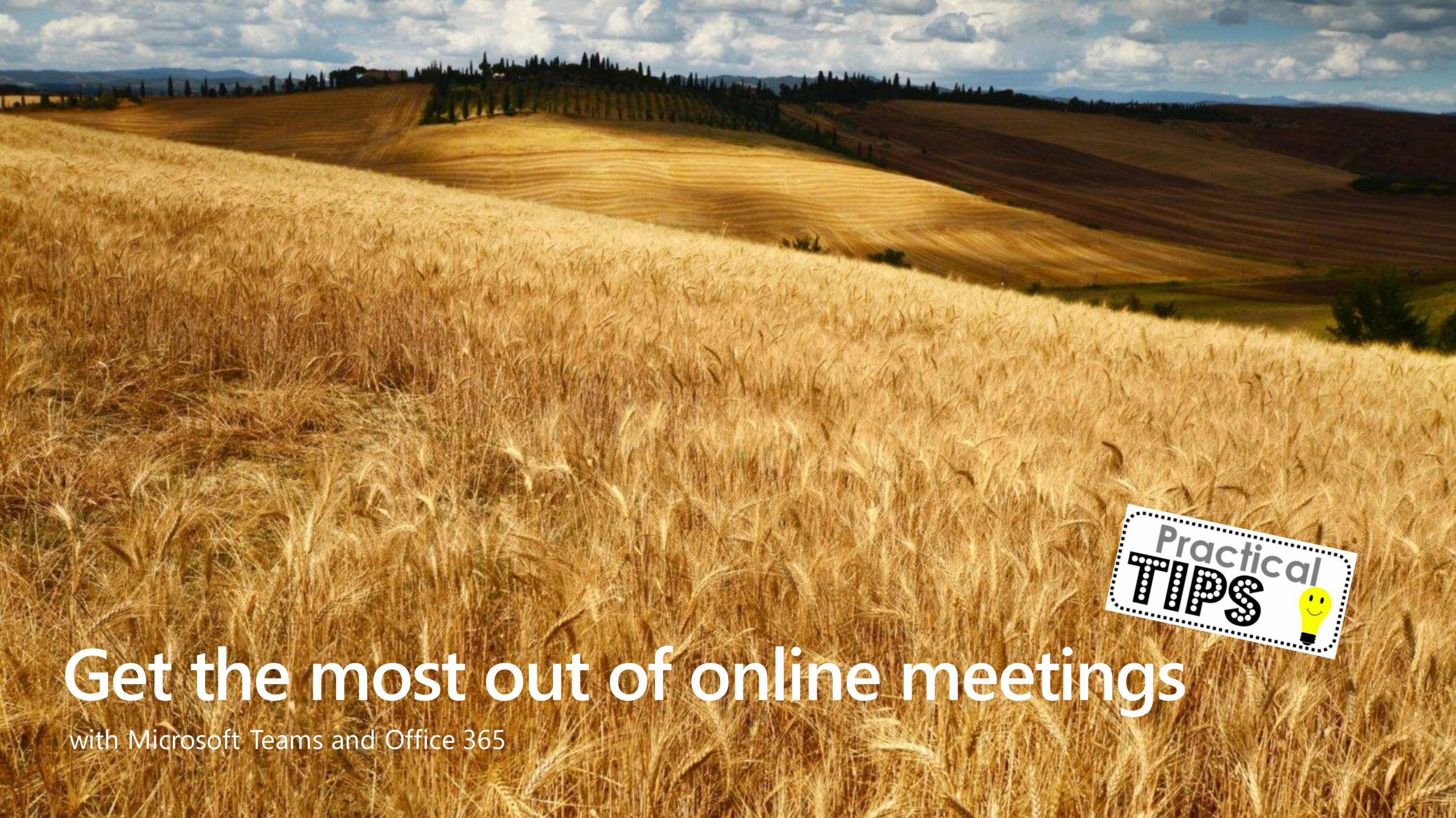


or <http://aka.ms/WE-TechOfficeHoursAgenda>

Teams Tips and Tricks



Giorgio Cifani
Partner Tech. Architect(Teams)



Get the most out of online meetings

with Microsoft Teams and Office 365





Disclaimer: the content on the following slides is a mix of Microsoft presentations and practical tips from myself and other colleagues. It is not an official guidance by Microsoft.



The basics

This move to remote work is all about protecting our physical health by minimizing contact with the virus

Stay well

Working where you live can create its own kind of stress. Taking time to **exercise, eat well, and enjoy real downtime** away from screens are all essential to maintaining mental well-being while working from home.

Go all in

If you've scheduled one-on-ones, **keep them**. If you've planned big meetings, **hold them**. If you're ready to brainstorm an upcoming presentation, jump on that video call.

Support your teammates

We use our online tools for more than just work, sharing photos of family and pets and **checking in with each other** throughout the day. Cheering each other up is not just good for maintaining morale, it also helps **keep our team together** when we work apart.

Microsoft Teams

a new approach to effective meetings



BEST PRACTICES

Before the meeting

Communicate agenda in the Outlook invite with clear purpose
Use [FindTime](#) or [Calendar visibility](#) to plan at an appropriate slot
Share materials ahead using Teams
Always includes Teams link + audio-conferencing for dial-in options

During the meeting

Take [shared notes](#)
Turn video on and mute yourself by default to avoid background noise
Use [Share option](#) to share document/desktop (co-author)
[Record the meeting](#) for replay in case everyone cannot join
[Join the meeting](#) with your mobile phone

D&I

After the meeting

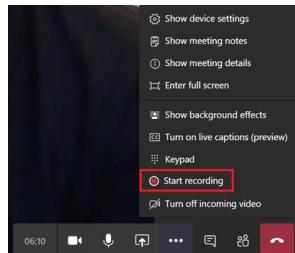
Drive recap and next steps in Teams
Share the link to shared notes in Teams
Use [Planner](#) to drive team tasks (name will change → Tasks)
Encourage [replay](#) for those who couldn't attend

More tips to work from your home-office with Microsoft Teams



Record the meeting

Ask first and if ok record the meeting



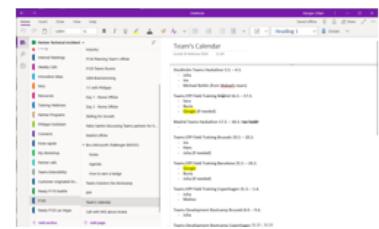
Be inclusive and use your video

If bandwidth allow turn on video, eventually with background blur

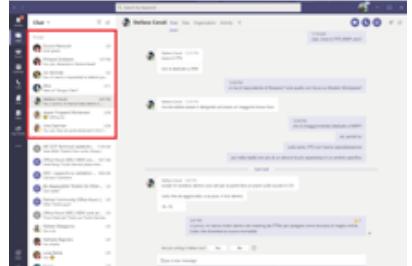


Track notes and action items

Capture action items and follow-up in meeting's OneNote

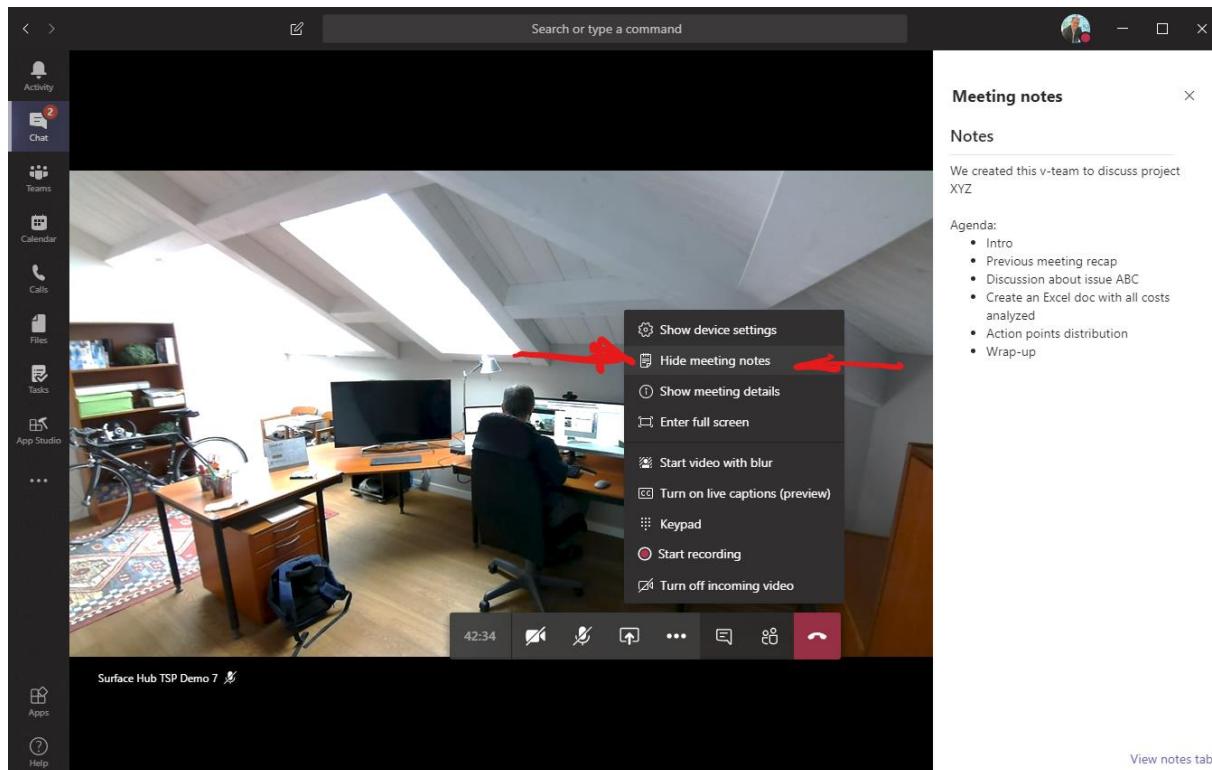


Customize your virtual workspace
Pin frequently used channels/group chat/1:1



Meeting notes (with OneNote)

You can access meeting notes during the meeting and/or in meeting chat



A screenshot of the Microsoft Teams meeting interface. The top navigation bar has several tabs: Activity, Chat, Files, Details, **Meeting notes**, Scheduling Assistant, and Whiteboard. The 'Meeting notes' tab is highlighted with a red circle. Below the tabs, the 'Testing group work' meeting details are shown, including the agenda and notes. A second red circle highlights the 'Meeting notes' tab in the top navigation bar of a separate screenshot below it.

A screenshot of the Microsoft Teams meeting interface, similar to the one above but with a different focus. It shows the 'Meeting notes' tab selected in the top navigation bar. A red circle highlights this tab. The meeting details and agenda are visible below.

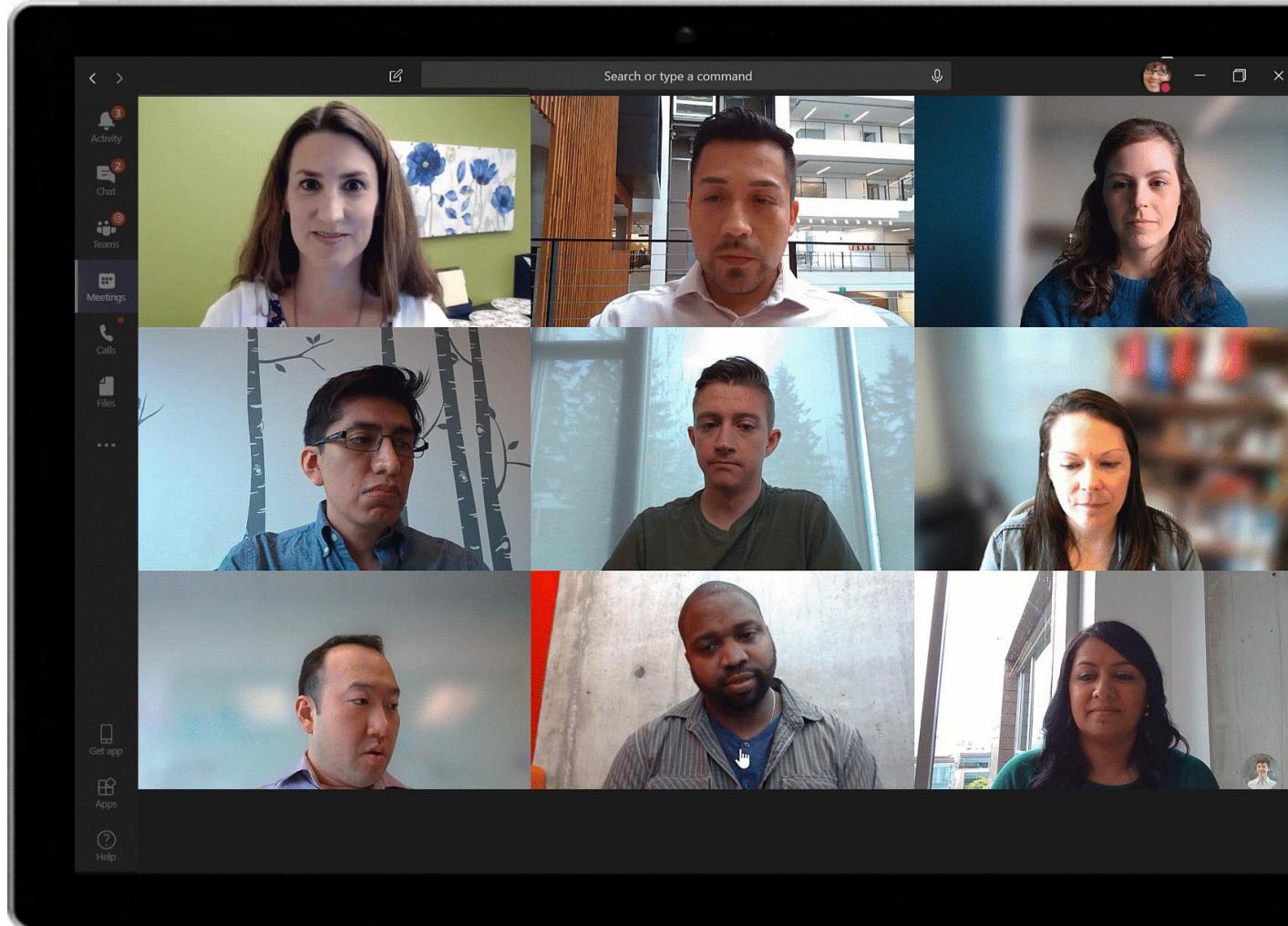
Meet with intelligence and inclusivity

Follow along in real-time with [live captions](#)

[Cloud recordings](#) saved as a part of the meeting lifecycle (Microsoft Stream)

[Search](#) cloud recorded meeting [transcripts](#) for names or keywords

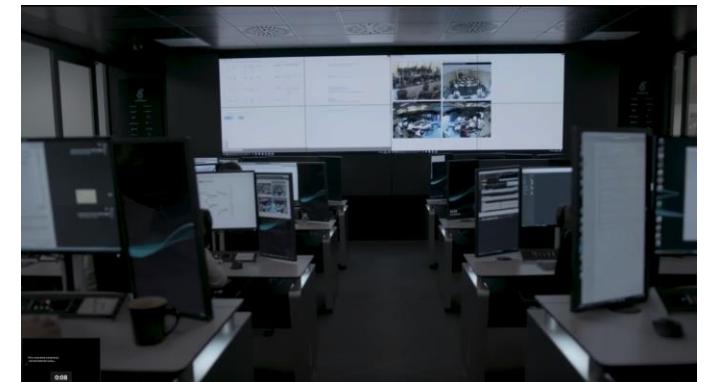
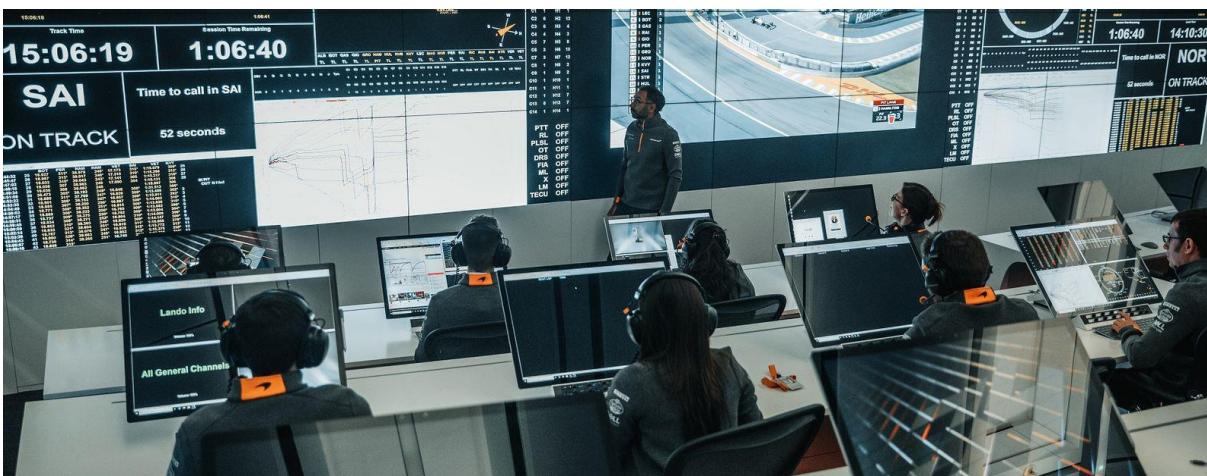
Remove distractions and personalize your video experiences with [custom backgrounds](#)



About visual inclusivity, the concept of Remote Garage

During Formula 1 race weekends engineers work at the factory in a special equipped **Race Support Room** and are constantly connected, through intercom and video streams, with other colleagues deployed at the race circuit.

They all share the same data; they are in **visual contact** and they hear everything is discussed between drivers and engineers working in the pit box.



People and ideas come together digitally

Draw, sketch, and write together on a shared digital canvas with Microsoft Whiteboard and digital ink

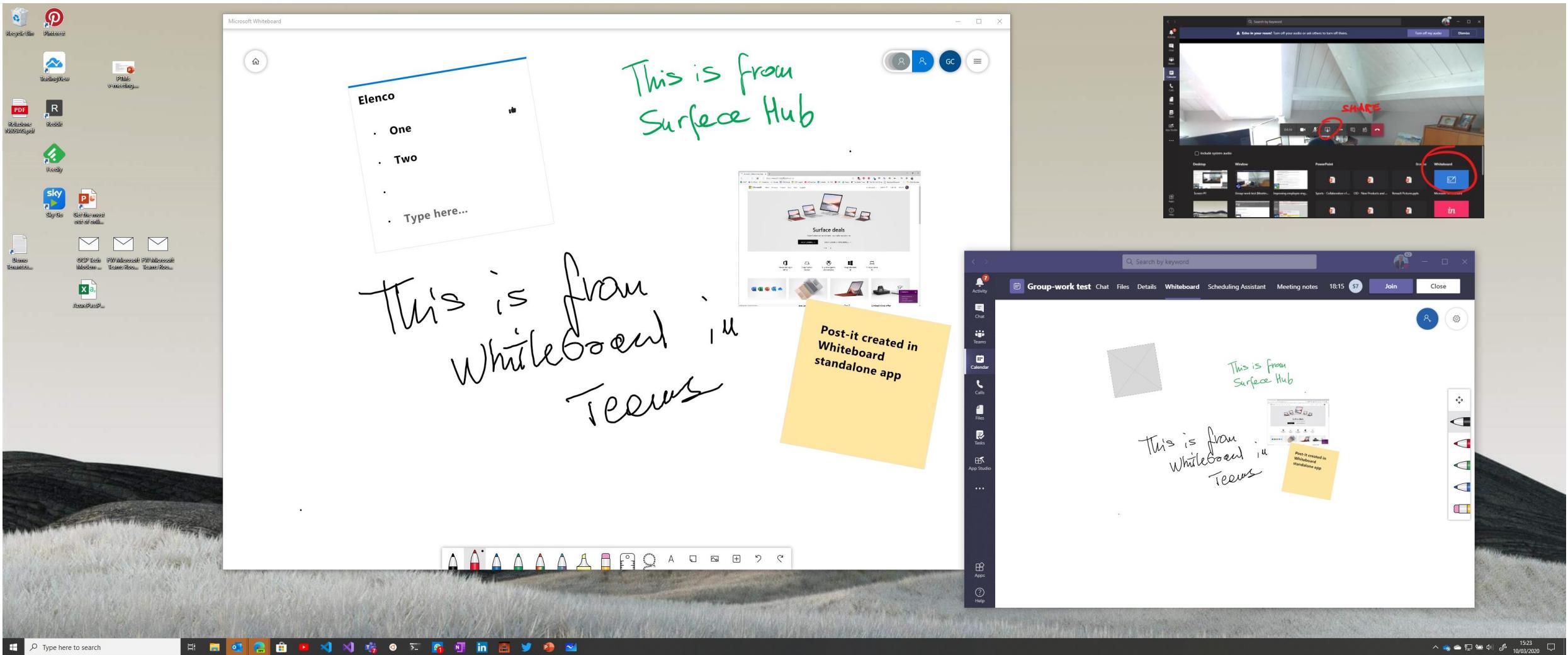
Whiteboards are saved as a part of the meeting lifecycle, are persistent, and referenceable after the meeting

Available in Teams desktop, mobile, and web meetings



Whiteboard

To activate: Share → Whiteboard. Remember to pop-up to standalone Whiteboard app that is more complete (inside Teams is Whiteboard Web)

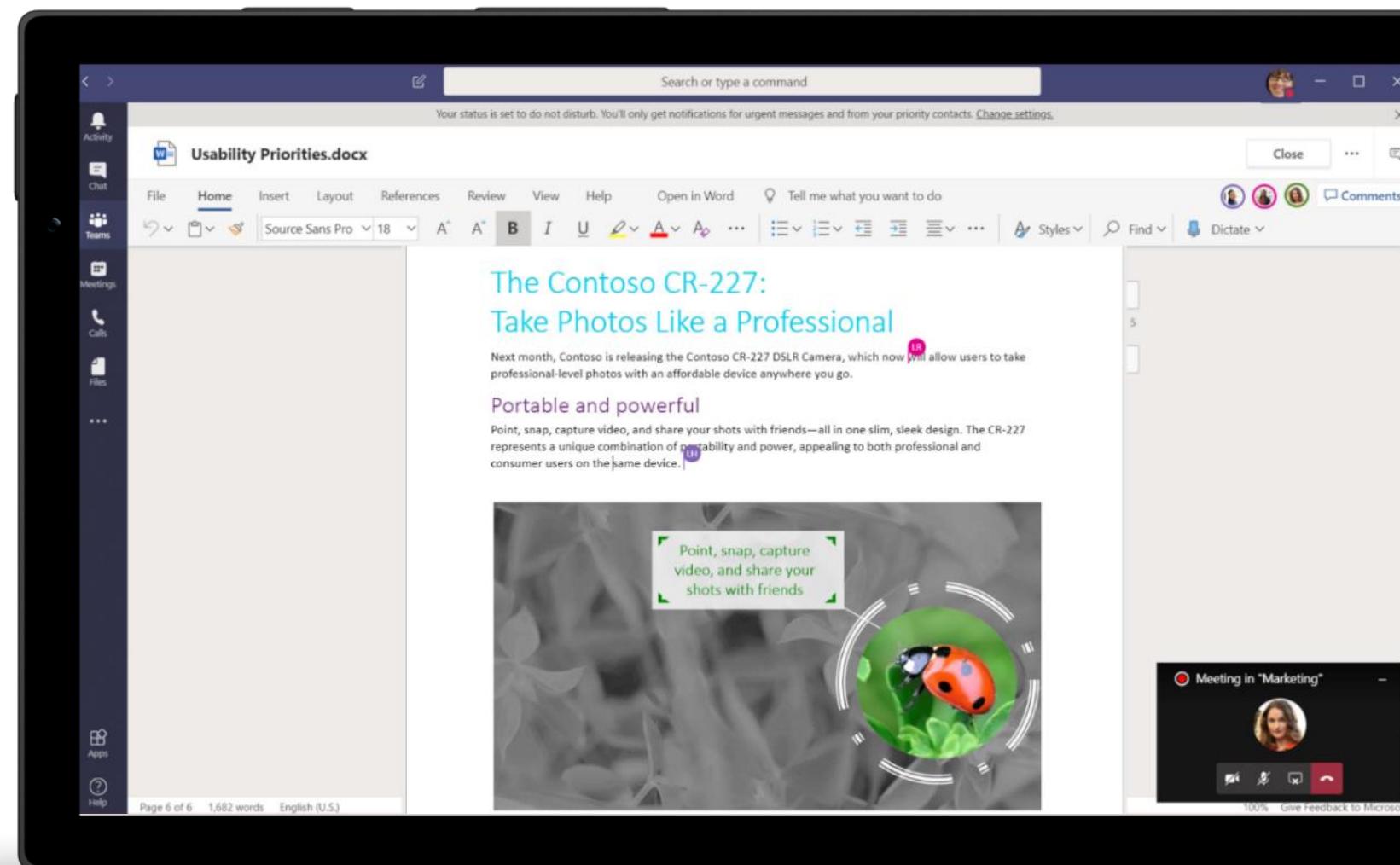


Office 365 app integration – in-meeting co-authoring made easy!

Meet where you work throughout your day in **Office 365**

Office apps built right in, making **real-time co-authoring** during meetings easy

Easily **collaborate** and share files stored in SharePoint and OneDrive



Office Forms (Preview)

<http://forms.office.com>

- Designer
 - Choice
 - Text
 - Rating
 - Date
- Preview
- Responses
- Send
 - Link
 - QR code
 - Email
 - Social media

The screenshot shows a Microsoft Forms (Preview) window. At the top, there's a toolbar with various icons and a tab labeled "Forms (Preview)". Below the toolbar, the title "Group work quick survey - Saved" is displayed. On the left, there's a thumbnail image of people in a classroom setting. The main area has two tabs: "Questions" and "Responses". The "Questions" tab is selected, showing the following content:

Group work quick survey

To poll topics of interest through the online group

1. What is the top rated topic for today's call?

Whiteboard
 OneNote
 Forms

2. Could you please add more details about your choice?

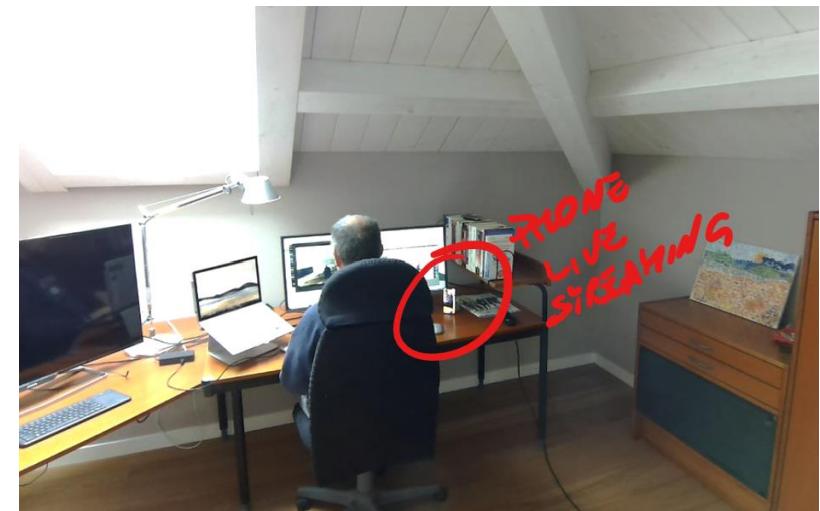
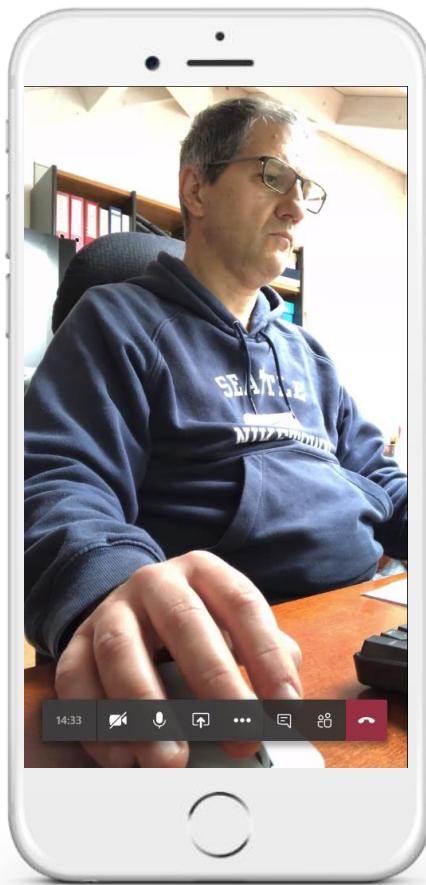
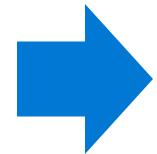
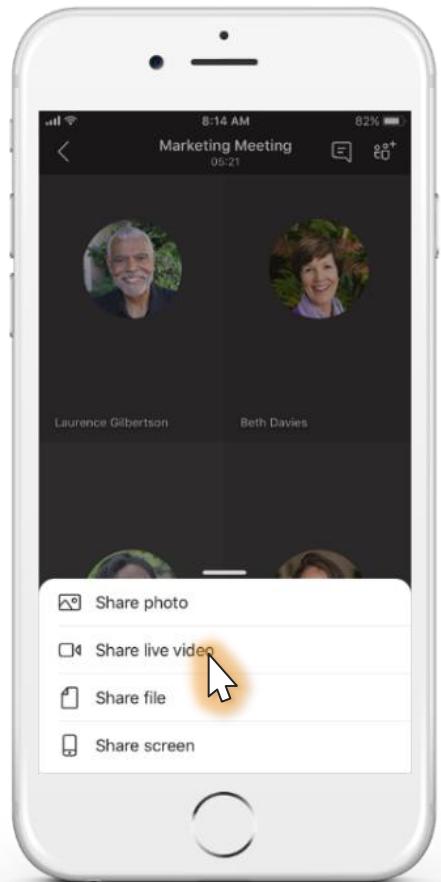
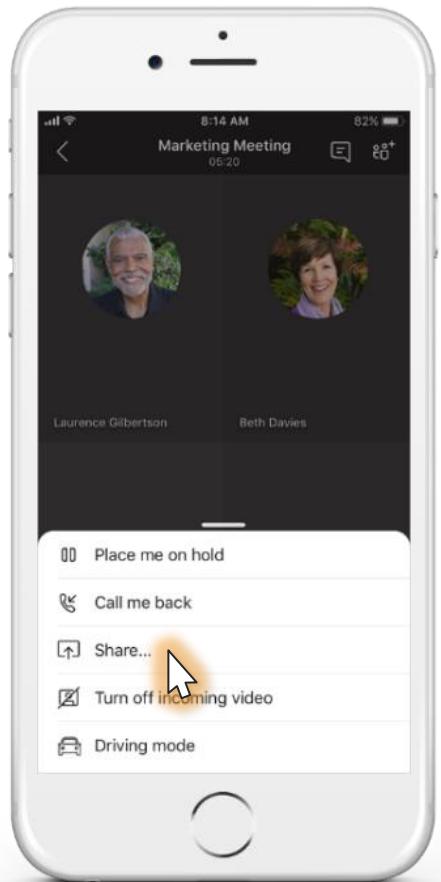
Enter your answer

Add new

The background of the form window shows a classroom environment with students at desks.

Meet Anywhere

Optimized for mobile: Share PowerPoints, screen or live video



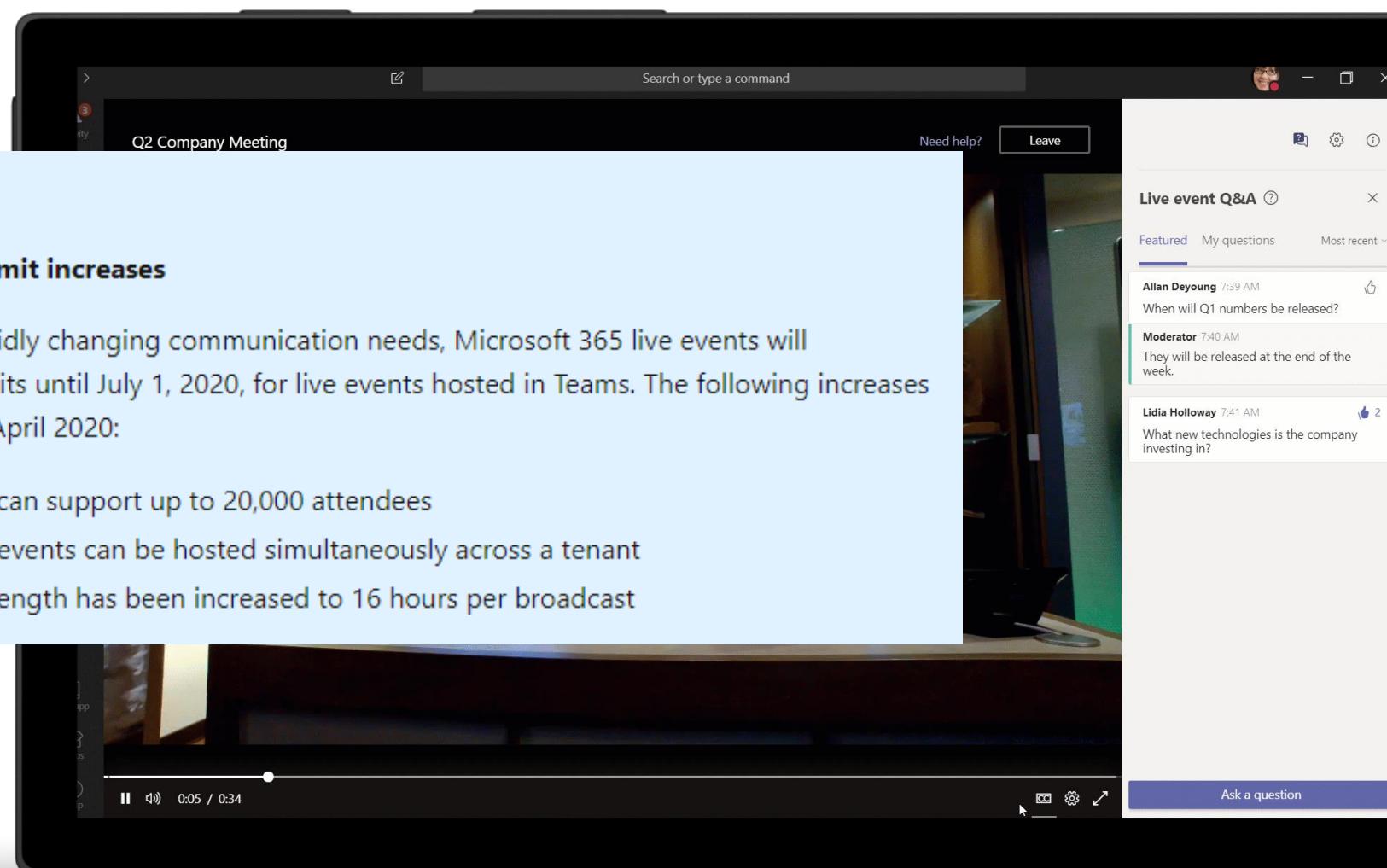
Broadcast Meetings with Teams Live Events - up to 10K attendees

Schedule, produce and broadcast meetings **up to 10K attendees**

Attendees watch the event **demand** via desktop, web, mobile

Q&A manager and attendee reporting directly in Teams

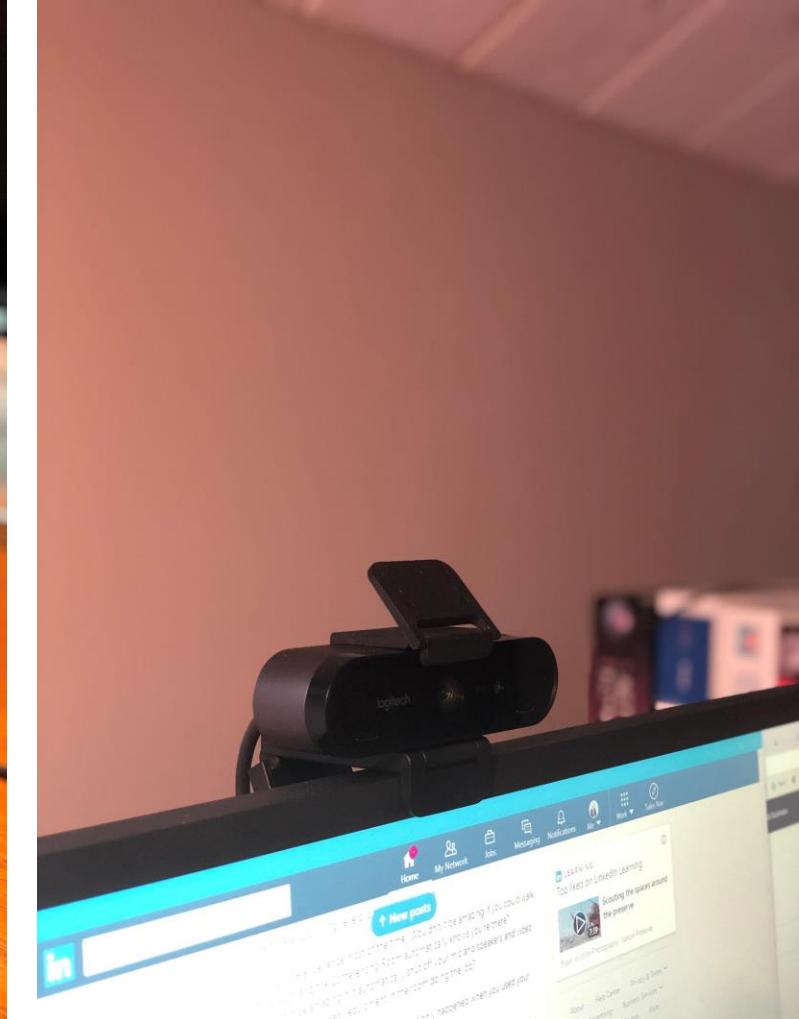
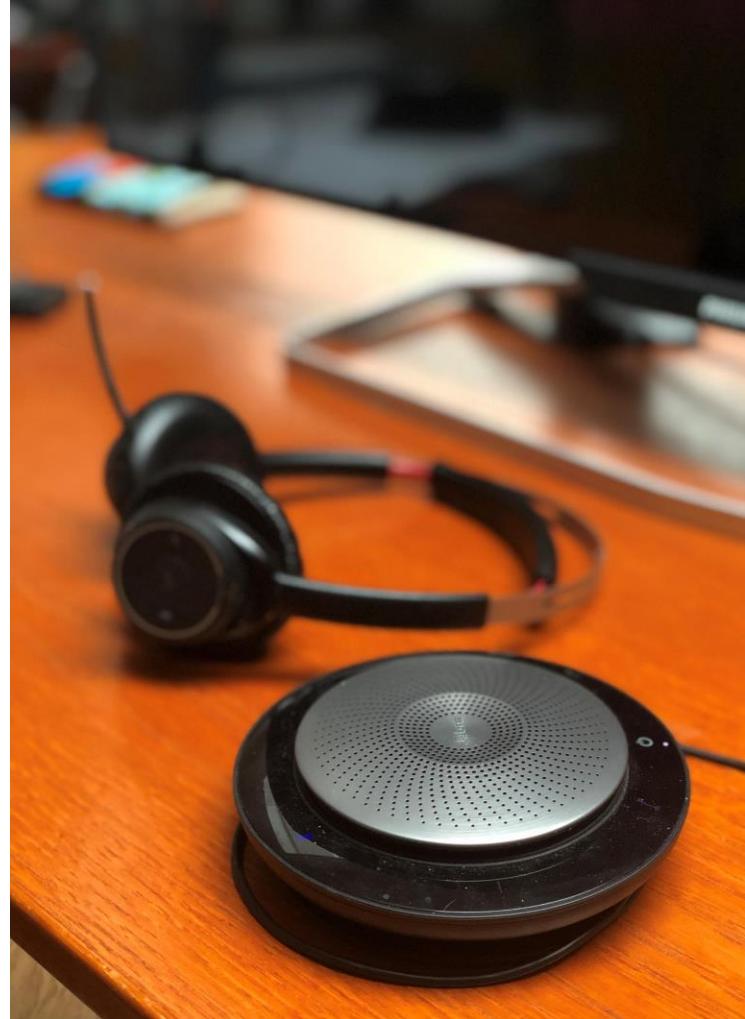
Supports **hardware-based** advanced events



Take care of your home equipment

Personally I use:

- a Plantronics wireless headset
- a Jabra 710 (puck) ambient speaker/mic *
- and I recently added a high quality 4K Logitech webcam (*colleagues noticed a difference when I started using it*)



* Because of the increasing hours online I am using more and more this speakerphone

Ideal World: working from a home-office not working from



Let others know that you are working, maybe with a wireless presence status outside the home office

A screenshot of a product listing page for the "Blynclight Wireless" from the brand "embrava". The page includes a product image showing a green glowing cube-shaped device with a speaker icon, a brief description, and a price of €89,95. It also features a "Add to Cart" button and a note about free shipping.

If you are in DIY there's a Raspberry Pi Zero W version



Hybrid meetings: co-presenting

In case of in-person meetings with few people attending:

- Engage colleagues from abroad without asking to fly in country
- Jointly present topics with a local host introducing and moderating remotely connected colleague(s)
- On the right myself running a workshop in Madrid few months ago sharing the agenda with a colleague connected from Reading, UK



Present a slide like this during break/lunchtime



Break

Back at 11:00



A background music is playing to confirm that your headset/speaker is working ☺



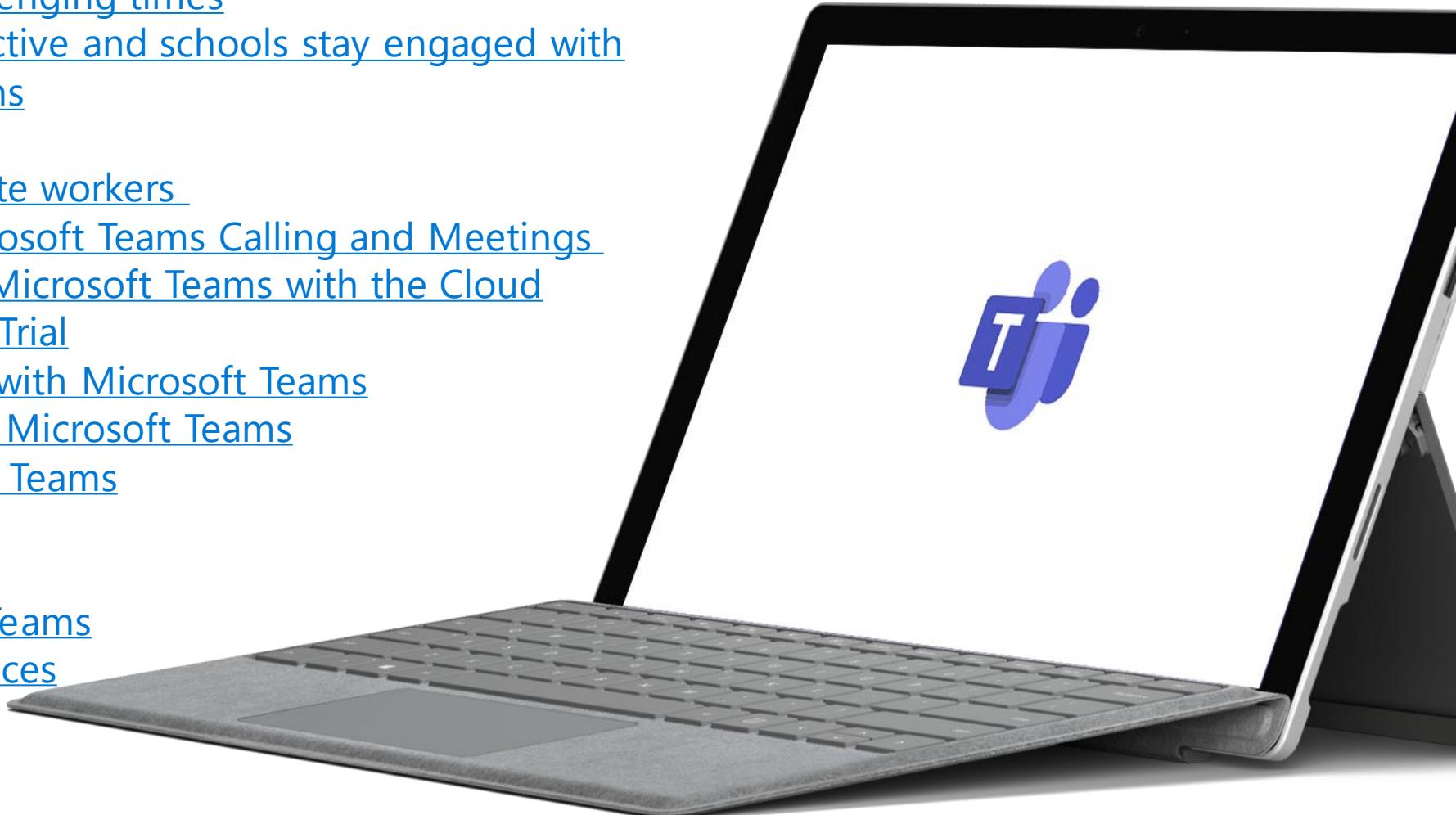
Present a slide like this to measure audience interest and capture feedback



Let's hear from **you**

Resources

- [Working remotely during challenging times](#)
- [Help organizations stay productive and schools stay engaged with remote work in Microsoft Teams](#)
- [Remote working tips](#)
- [Guidance for supporting remote workers](#)
- [Partner resource page for Microsoft Teams Calling and Meetings](#)
- [Enabling customers to access Microsoft Teams with the Cloud Solution Provider \(CSP\) Teams Trial](#)
- [4 Tips for working from home with Microsoft Teams](#)
- [Support remote workers using Microsoft Teams](#)
- [Working remotely in Microsoft Teams](#)
- [The Art of Teamwork guide](#)
- <https://aka.ms/RemoteWorkInTeams>
- <https://aka.ms/TeamsBestPractices>



Thank you!



Open Q & A

Please ask any question in the Q&A

We will read your questions and answer them in this meeting , or a next meeting.





<https://aka.ms/WE-TechOfficeHours/Poll>

1. Please order the following topics based on the priority it has for your organization
Would you like us to cover something else which is not listed above? *

Security - How to secure Teams practical example

Phone System and Cloud Voice: Architecture and flow

How to build a simple BOT

Managed Devices - Autopilot and Intune

How you can quickly build Teams Application using Templates

Teams for Healthcare

Meeting Room and Teams Meeting Best Practices

Behind the scenes: How we run Office Hours on Teams Live Events

Password less authentication, (FIDO2, Windows Hello, SMS sign-ins....)

Sessions

Planned Sessions	Main Topics
Wednesday, May 06, 2020	Teams tips and tricks
Friday, May 08, 2020	<ul style="list-style-type: none">• Remote work re-imagined using app templates• Create Teams-integrated PowerApps
Wednesday, May 11, 2020	Teams for Healthcare

Partner Support Resources

WE Weekly Technical Office Hours

- **Goal:** address the main technical topics around working remotely and leveraging Microsoft technology (incl. Teams, Security, Power Platform, Windows Virtual Desktop...)
- Weekly Sessions – aka.ms/WE-TechOfficeHours
 - **Wednesdays at 12:00 – 13:00 CET** (11:00 – 12:00 WEST, 13:00 – 14:00 EEST)
 - **Fridays at 13:00 – 14:00 CET** (12:00 – 13:00 WEST, 14:00 – 15:00 EEST)
- Hosted and moderated by **experts** on these topics, from **WE OCP Technical Team**, **EMEA Partner Tech Services** and **Corp Engineering Team**

Get help now

- Check out the [Technical Support Options](#) for Microsoft Partners
<https://support.microsoft.com/en-us/help/4020188/technical-support-for-microsoft-partners>
- If you have a **dedicated Partner Development Manager / Partner Technology Strategist** – reach out to them [directly](#) with your query
- If you do not have a dedicated Partner Development Manager / Partner Technology Strategist, and you need **guidance on a specific customer scenario** (pre-sales technical or deployment assistance) – make use of your [advisory hours](#) and reach out to [Partner Technical Services](#)

Other Partner Resources

- **Best practices and discussion for remote work**
 - [Best practices](#), based on Microsoft internal learnings
 - (new) [Microsoft Tech Community](#) forum for discussing / sharing best practices
- **Enabling Microsoft Teams**
 - We recommend that partners lead with the [CSP Trial](#). See details in our [news article](#).
 - For customers who **don't align to the CSP Trial**, partners can get access to the **Office 365 E1 Trial** for them.
Go to [Partner Center Support](#) and click on *CSP > Cannot find an offer in the catalog*.
- **Resources for Education Partners**
 - Check out the [EDU Partner Flash on Yammer](#)
 - **Office 365 A1 – Free** versions to **all educational institutions**: unlimited chat, built-in group and one-on-one audio or video calling, 10 GB of team file storage, and 2 GB of personal file storage per user. You also get real-time collaboration with the Office apps for web, including Word, Excel, PowerPoint, and OneNote. No restrictions for # of users.
 - **Microsoft Teams for Free** (**Individuals** and **IT roll-out** – in Office 365 A1 above): unlimited chat, built-in group and one-on-one audio or video calling, 10 GB of team file storage, and 2 GB of personal file storage per user.
 - **Minecraft: Education Edition**: We've extended access to Minecraft: Education Edition to all free and paid O365 Education accounts through the end of June 2020 and published a [M:EE remote learning toolkit](#) with links to >100 Minecraft lessons and STEM curriculum.

Feedback Form

- Feedback on sessions
- Topic suggestions

Please take 1 minute to fill the survey and help us improve!



or <https://aka.ms/WE-TechOfficeHoursSurvey>

Thank You!

