



# Microsoft 365 for Frontline Workers Level 100

You can ask questions using the Chat function.

Your microphone is automatically muted.

Your camera will not be in use.

Please turn your audio up to ensure you can hear the presenter.



# Agenda

Leverage the power of Microsoft Teams

Create and manage time using Shifts

Set and conduct appointments with Bookings

Automate tasks using Approvals

Assign and review Tasks with ease

Walkie Talkie

Viva Connections

# Leverage the power of Microsoft Teams

Use a single hub for teamwork, and seamlessly manage Tasks



Build deeper connection across your organization

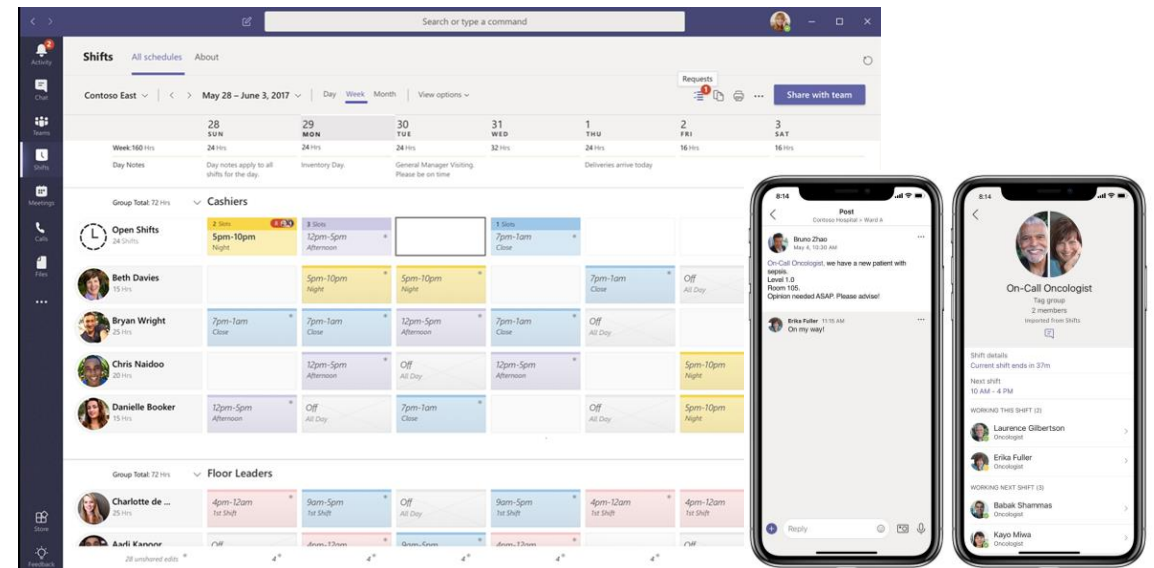
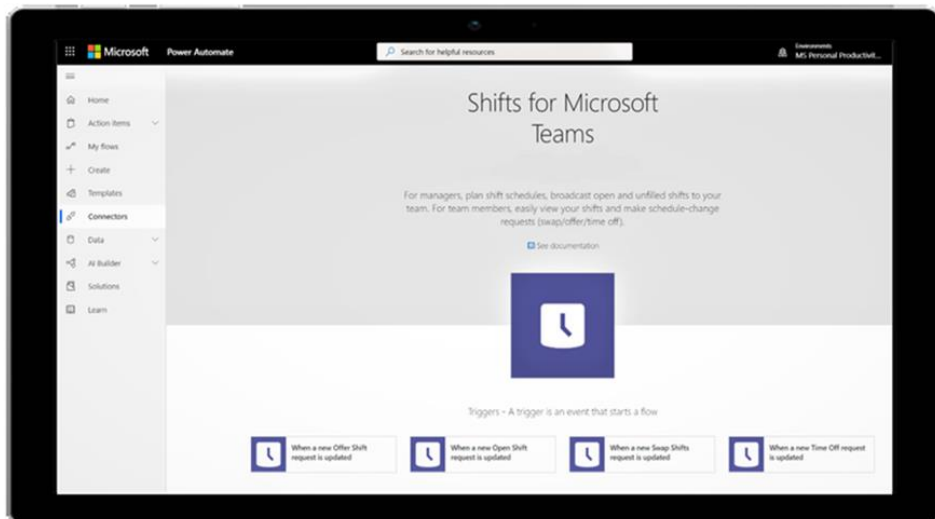
Leverage agile scheduling tools

Manage changing business needs

# Create and manage time using Shifts

Manage shift schedules seamlessly:

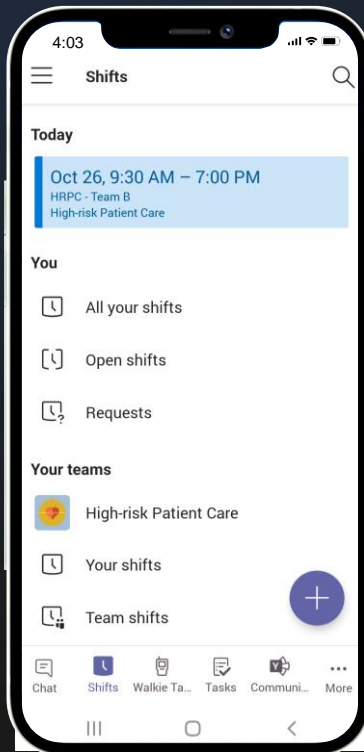
- Complex scheduling requirements
- Staffing needs while accommodating employee time off
- Connect directly with chat, video calling and push-to-talk Walkie Talkie



# Streamline schedule management and coordination

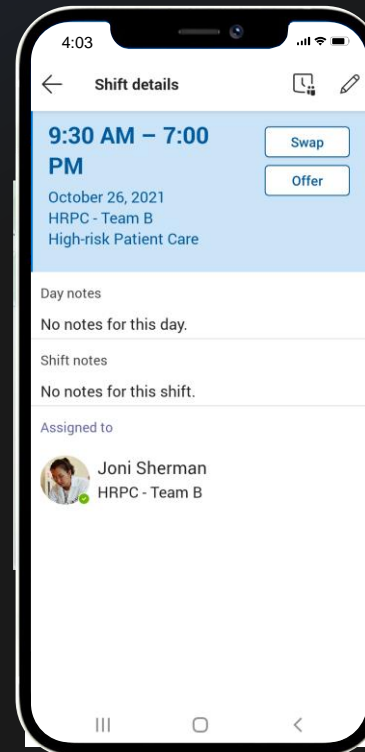
## Create team schedules with ease

Plan schedules from scratch or import from Excel or a partner application to deploy to your healthcare workforce both onsite and remote



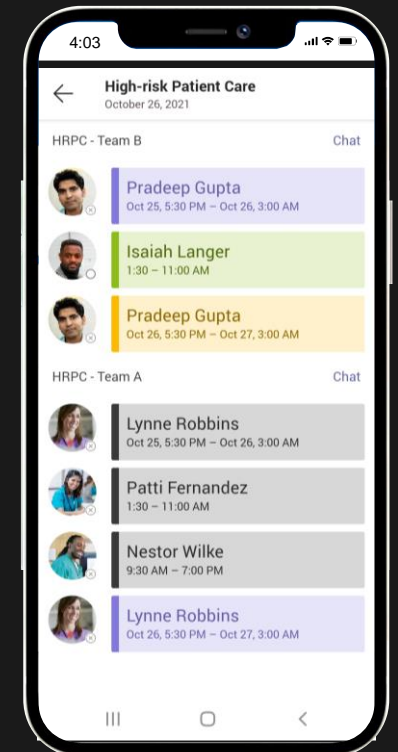
## Empower frontline workers to own their schedules with self-service tools

Visibility to see their schedule, swap shifts, and request time off



## Track time smarter

Enable hourly workers, like nurses and support staff, to clock in and out with location detection and digital tracking sheets to ensure accurate accounting



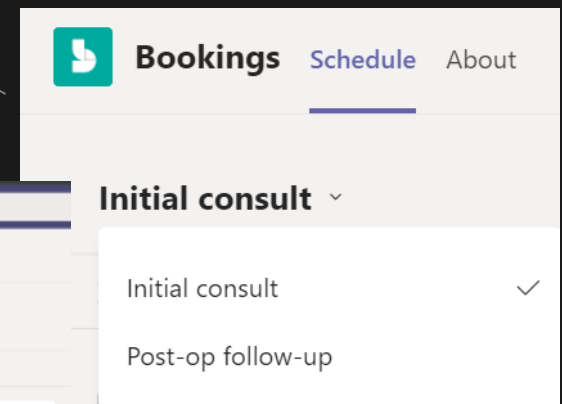
SHIFTS

Efficiently manage and motivate care teams

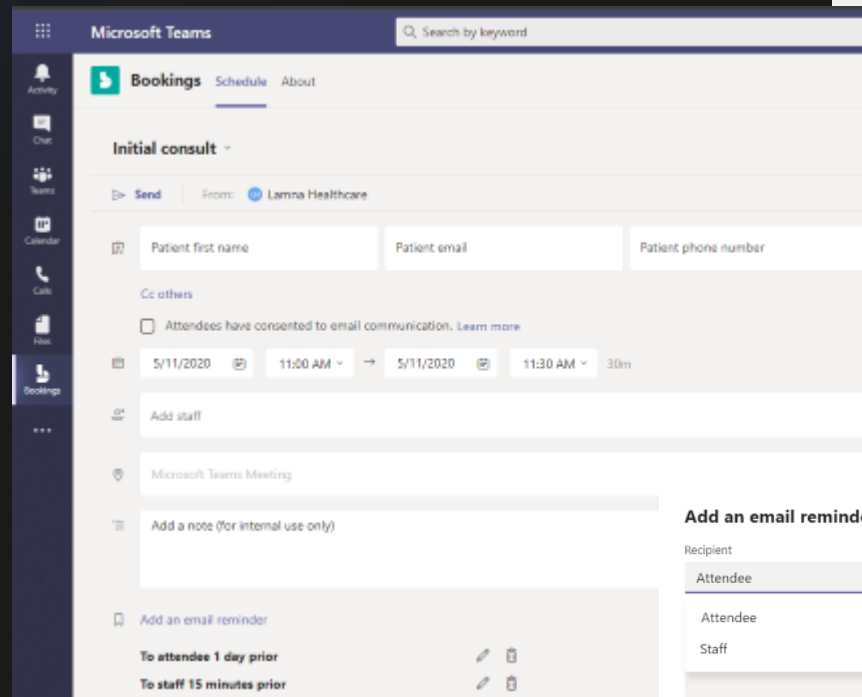
# Set and conduct appointments with Bookings

- Bookings calendar
- Appointment type
- Schedule appointments

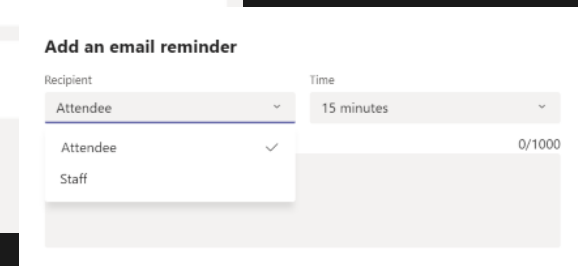
Select your appointment type



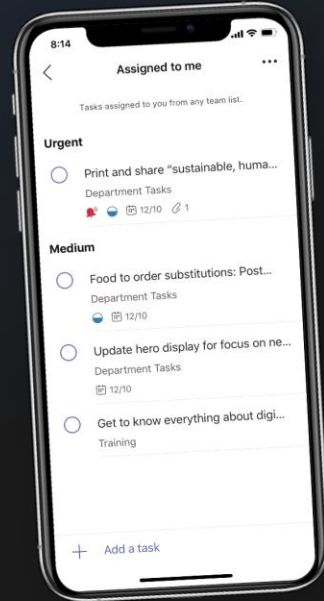
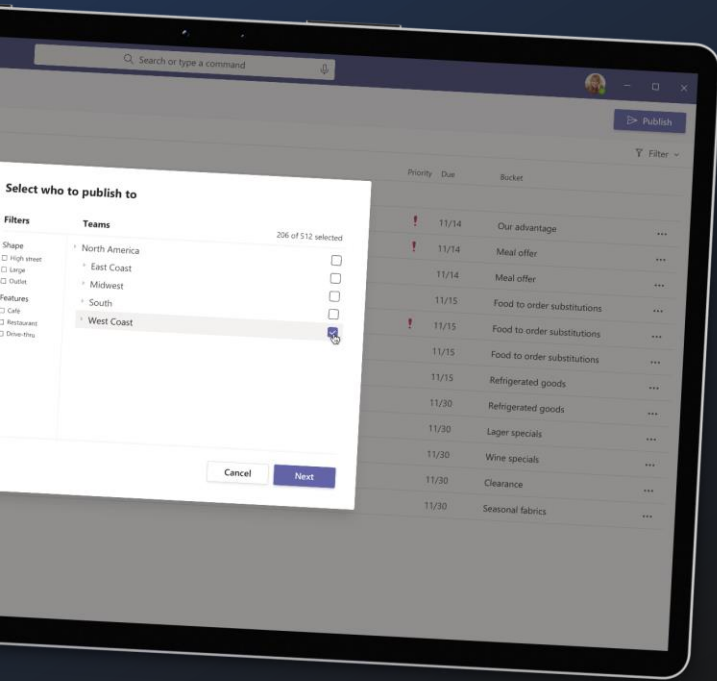
Add details about the appointment



Add an email reminder



# Automate tasks using Approvals



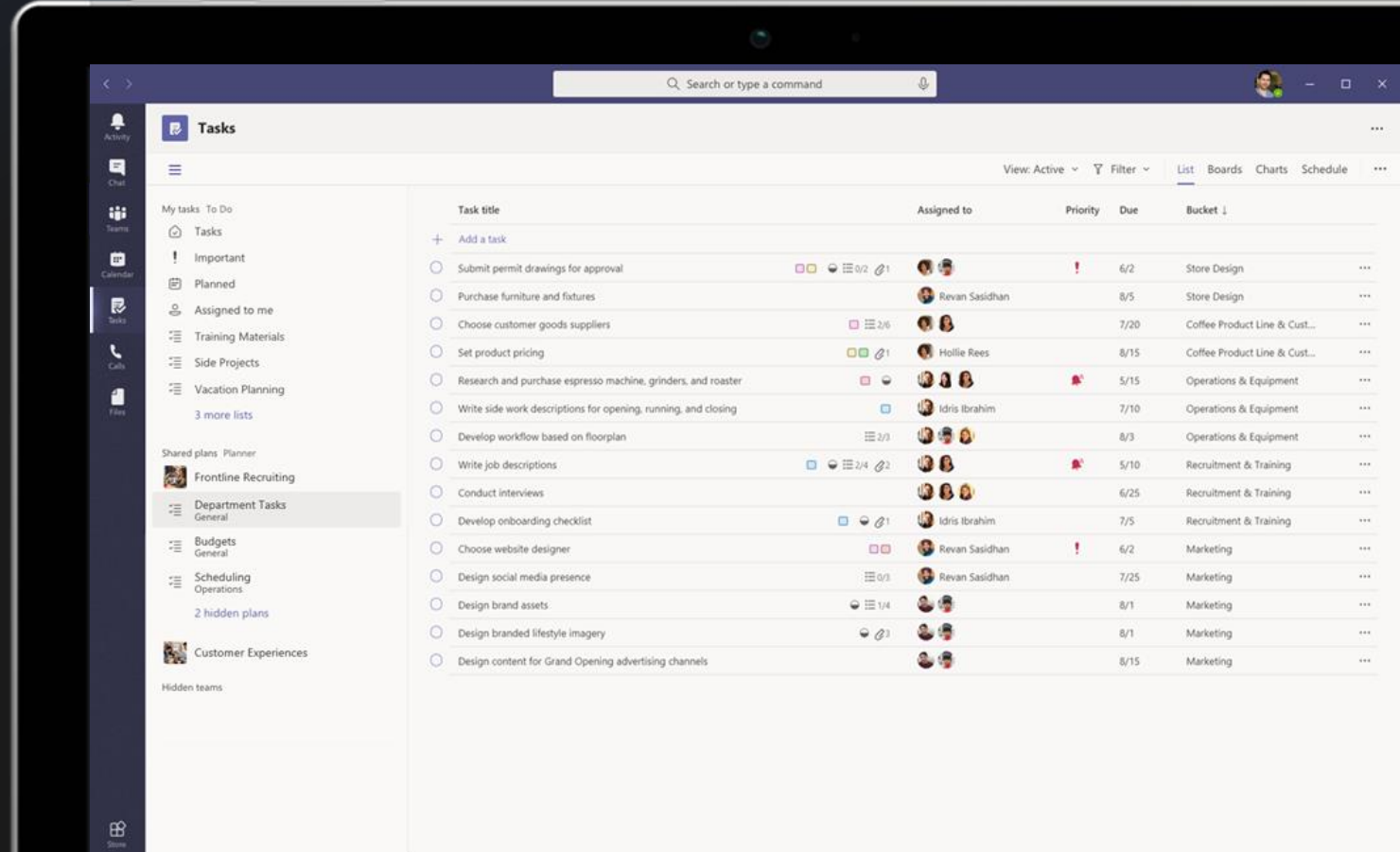
Get control over tasks and clearer direction with Tasks in Microsoft Teams, including:

- Approvals hub
- Approvals from chat
- Basic approval
- Workflow approval
- Notifications



# Assign and review Tasks with ease

- Create, add and assign tasks in real time
- Create open tasks
- Manage complex programs and projects across the workforce



The screenshot displays the Microsoft Teams Tasks application. The interface is divided into a left-hand navigation pane and a main task list area. The navigation pane includes sections for 'My tasks' (To Do, Important, Planned, Assigned to me, Training Materials, Side Projects, Vacation Planning), 'Shared plans' (Planner, Frontline Recruiting, Department Tasks, Budgets, Scheduling), and 'Hidden teams' (Customer Experiences). The main task list area shows a table of tasks with columns for 'Task title', 'Assigned to', 'Priority', 'Due', and 'Bucket'. The tasks are listed in a table format, each with a circular progress indicator and a list of assigned team members.

Task title	Assigned to	Priority	Due	Bucket
Submit permit drawings for approval	[User Icons]	High	6/2	Store Design
Purchase furniture and fixtures	Revan Sasidhan	Medium	8/5	Store Design
Choose customer goods suppliers	[User Icons]	Medium	7/20	Coffee Product Line & Cust...
Set product pricing	Hollie Rees	Medium	8/15	Coffee Product Line & Cust...
Research and purchase espresso machine, grinders, and roaster	[User Icons]	High	5/15	Operations & Equipment
Write side work descriptions for opening, running, and closing	Idris Ibrahim	Medium	7/10	Operations & Equipment
Develop workflow based on floorplan	[User Icons]	Medium	8/3	Operations & Equipment
Write job descriptions	[User Icons]	High	5/10	Recruitment & Training
Conduct interviews	[User Icons]	Medium	6/25	Recruitment & Training
Develop onboarding checklist	Idris Ibrahim	Medium	7/5	Recruitment & Training
Choose website designer	Revan Sasidhan	High	6/2	Marketing
Design social media presence	Revan Sasidhan	Medium	7/25	Marketing
Design brand assets	[User Icons]	Medium	8/1	Marketing
Design branded lifestyle imagery	[User Icons]	Medium	8/1	Marketing
Design content for Grand Opening advertising channels	[User Icons]	Medium	8/15	Marketing

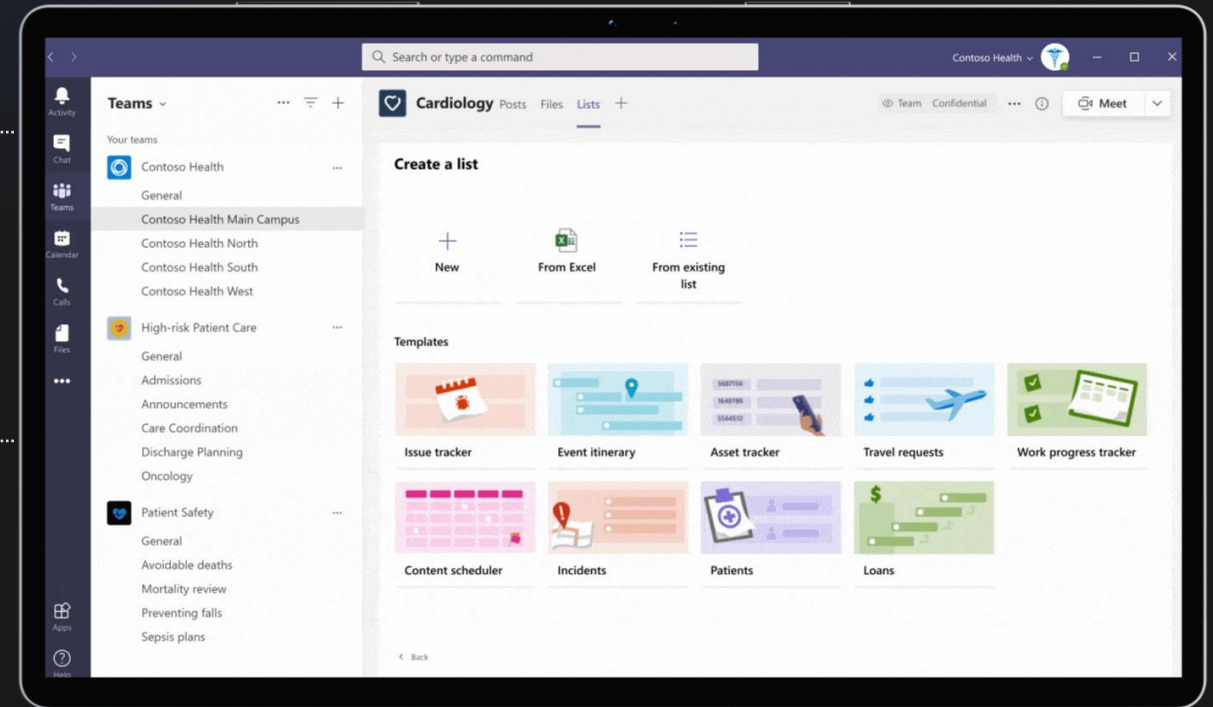
# Reduce the administrative burden

Simplify task management

Create workflows, oversee task progress, and manage approvals seamlessly

Meet the challenges of healthcare delivery

Leverage apps and automation to lessen stressors on a burnt-out care team



MICROSOFT PLANNER

Efficiently manage and motivate care teams

# Keep critical, time-sensitive communications one-click away



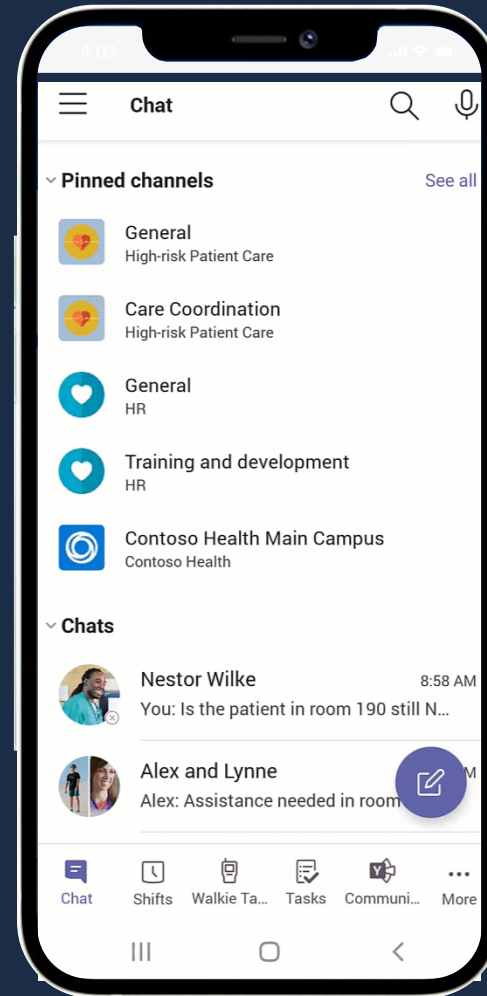
## Hands-free and heads up

Leverage seamless push-to-talk functionality to keep critical staff, like healthcare support workers, close at hand



## Secure and convenient

No crosstalk or eavesdropping from outsiders nor the limited range of radio as Walkie Talkie works over Wi-Fi and cellular data



**WALKIE TALKIE**

Connect and engage the healthcare workforce

Walkie Talkie in Microsoft Teams



# Microsoft Viva

# Microsoft Viva

Empower people and teams to be their best

**Viva Insights** | Give employees, managers and leaders data-driven insights that help everyone work smarter and thrive.

**Viva Topics** | Organize content and expertise across systems and teams to deliver just-in-time knowledge in the apps people use every day

**Viva Learning** | Discover, share, and engage in learning to grow personally and professionally

**Viva Connections** | Shape culture, foster connections, and modernize the employee experience

## Microsoft Viva Insights

Balance productivity and wellbeing.



## Microsoft Viva Topics

Connect to knowledge and experts.



## Microsoft Viva Learning

Make learning a natural part of your day.



## Microsoft Viva Connections

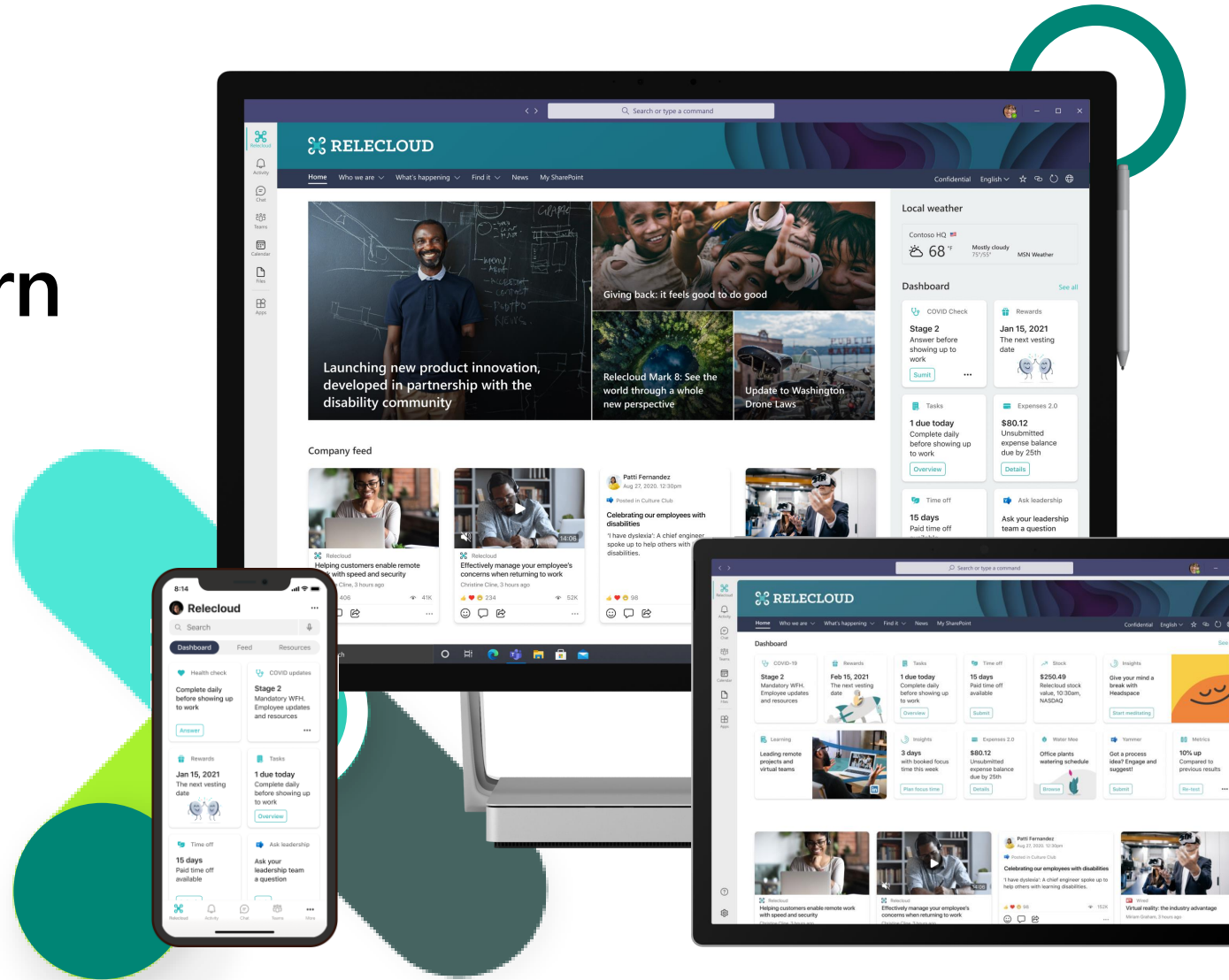
Stay engaged and informed.



# Viva Connections

## Your gateway to a modern employee experience

Shape culture and foster connections to help your employees thrive



*Powered by Microsoft Teams, SharePoint, and backed by Microsoft 365 security, privacy, and compliance.*



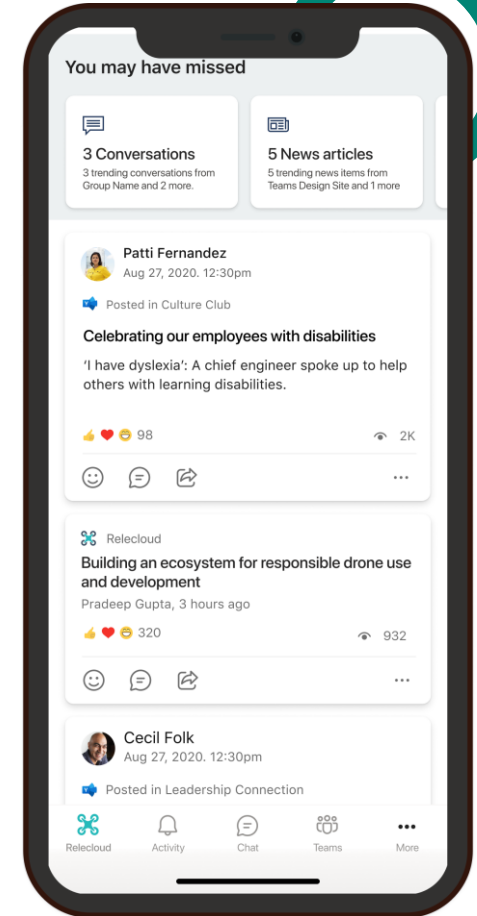
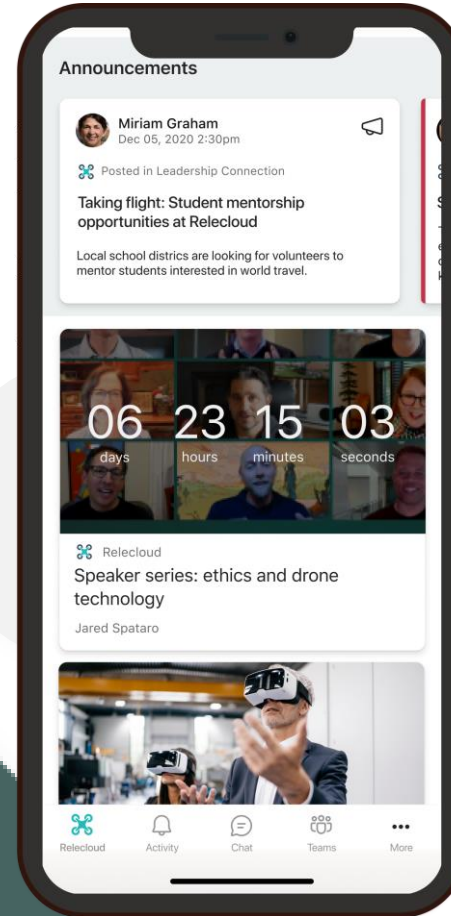
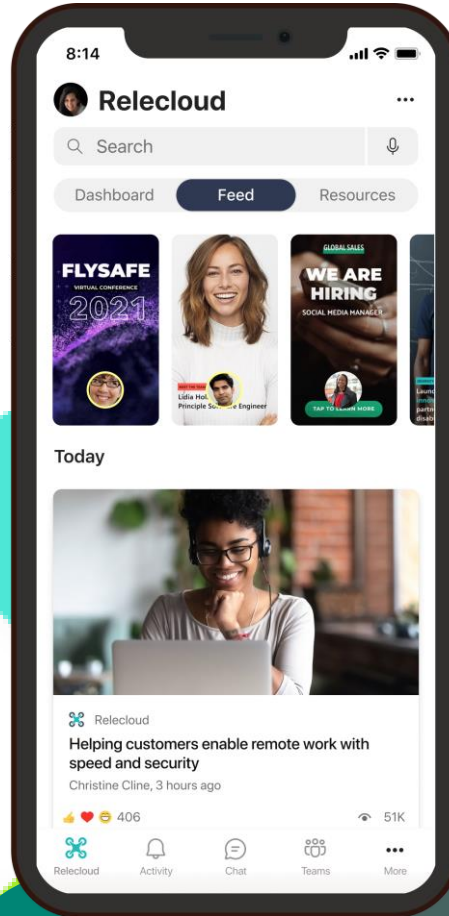
Discover and engage

# Explore news and join conversations from across the organization in a personalized feed

Aggregate relevant news from across Microsoft 365 services

Stay informed about what's happening in the organization

Connect employees to peers and spark collaboration through Teams and Yammer conversations and announcements

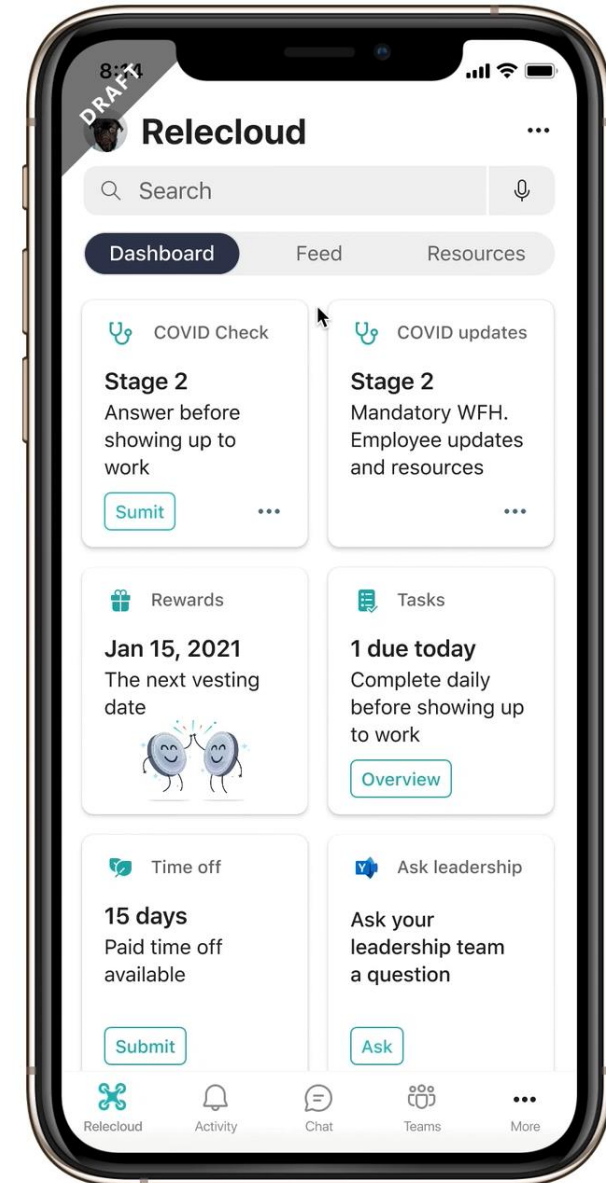


# View your dashboard of insights, tasks, and apps

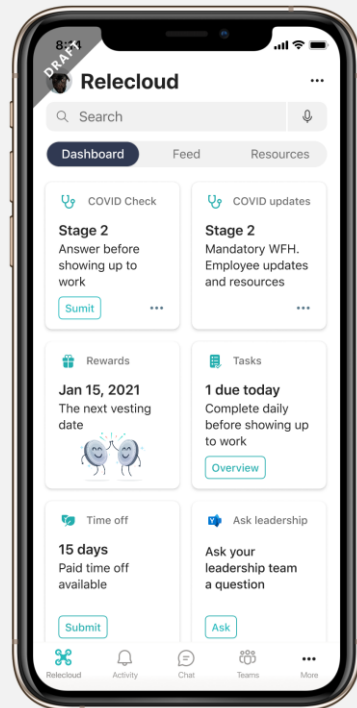
Provide fast and easy access to key employee data and job-related tasks

Enable customers to easily build this experience and the cards they want for their employees – no code to pro developer range of options

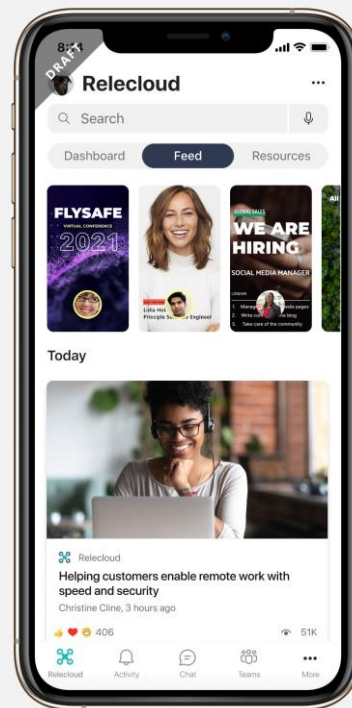
Targeted for employees across roles, markets, and job functions...



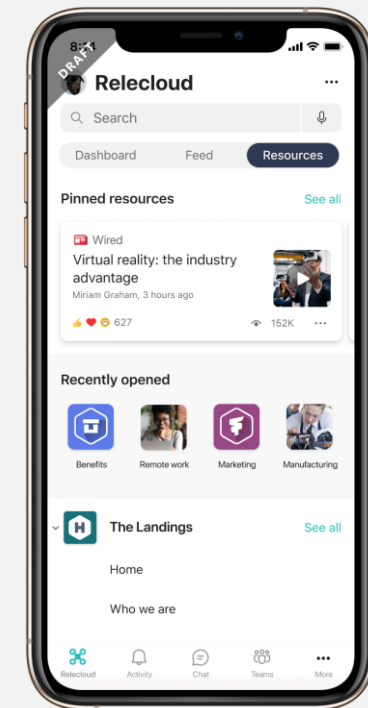
# Create engaged employees by giving everyone the power they need to succeed



Complete Tasks and focus on critical information



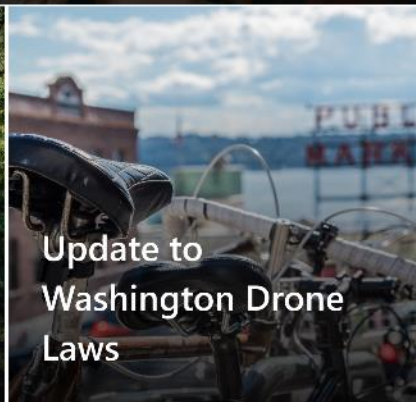
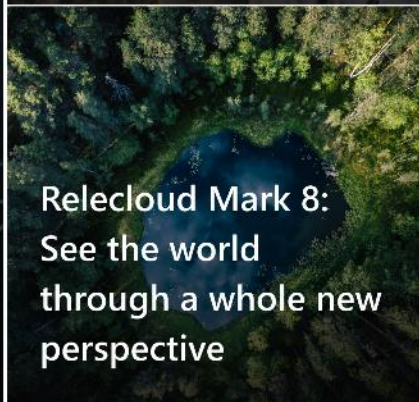
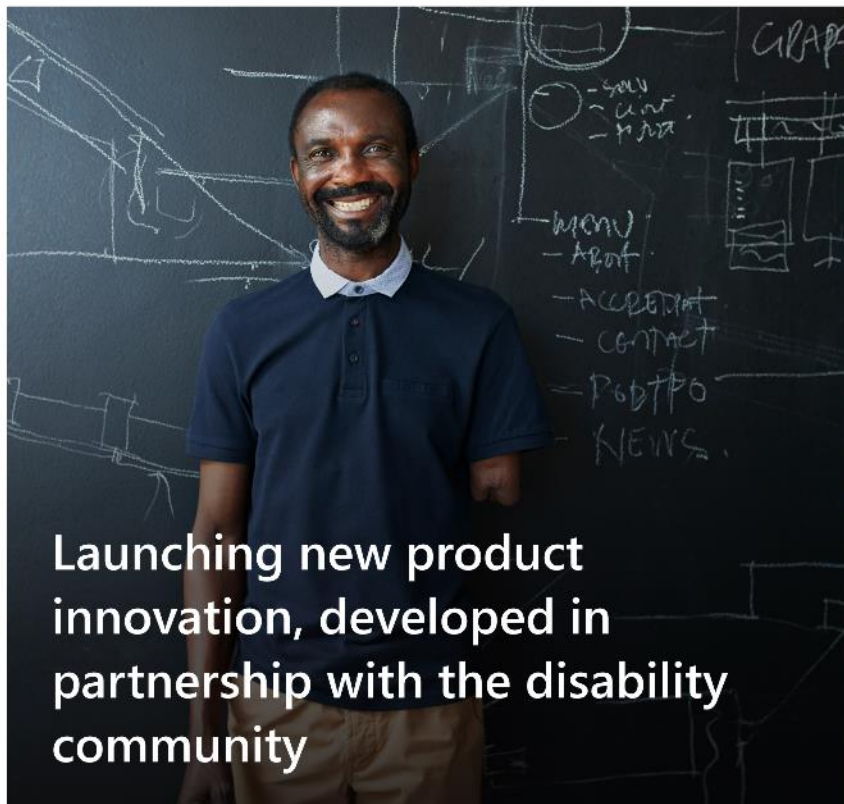
Discover and engage with news and conversations



Curate customized employee experiences

DEMO

Viva Connections



## Local weather

Contoso HQ

68°F Mostly cloudy  
75°/55° MSN Weather

## Dashboard

[See all](#)

COVID Check

**Stage 2**  
Answer before showing up to work

[Submit](#) ...

Rewards

**Jan 15, 2021**  
The next vesting date

Tasks

**1 due today**  
Complete daily before showing up to work

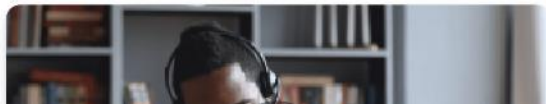
[Overview](#)

Expenses 2.0

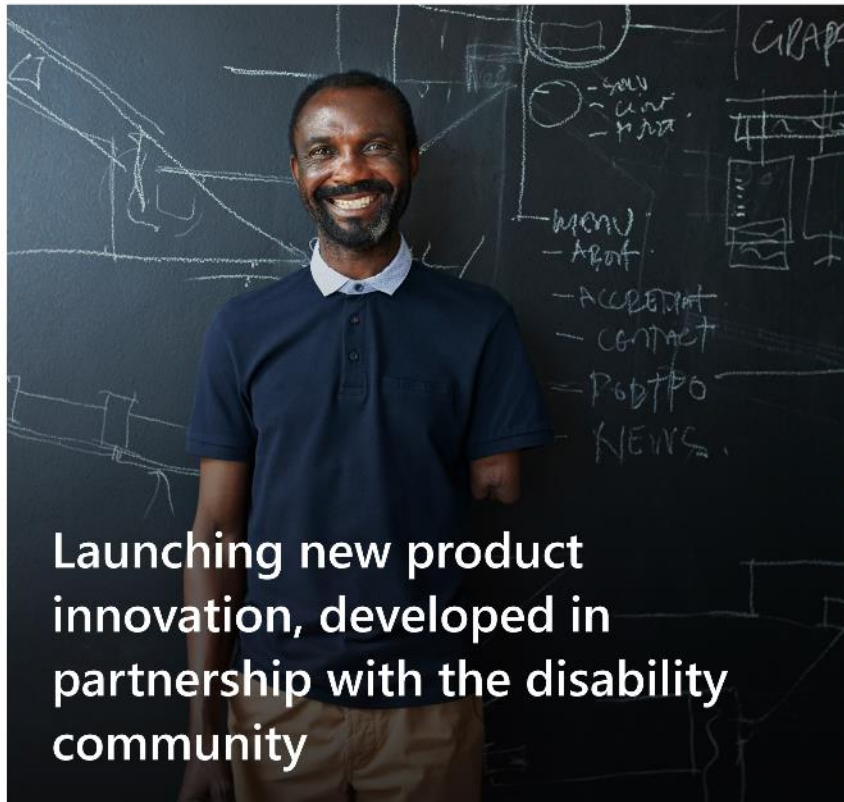
**\$80.12**  
Unsubmitted expense balance due by 25th

[Details](#)

## Company feed



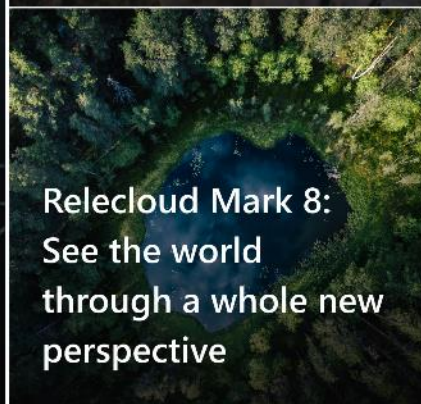
Patti Fernandez  
Aug 27, 2020. 12:30pm



Launching new product innovation, developed in partnership with the disability community



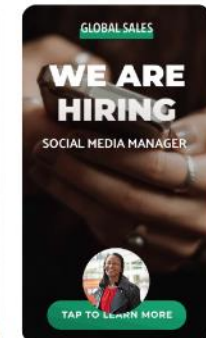
Giving back: it feels good to do good



Relecloud Mark 8: See the world through a whole new perspective



Update to Washington Drone Laws



### Today



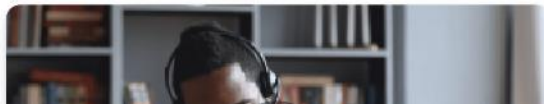
Relecloud

Helping customers enable remote work with speed and security

Christine Cline, 3 hours ago



### Company feed



Patti Fernandez

Aug 27, 2020. 12:30pm

8:14

RELECLOUD

Home Who we are What's happening Find it

Activity

Chat

Teams

Calendar

Files

Apps

Launching new product innovation, developed in partnership with the disability community

Company feed

8:14

Relecloud

Search

Dashboard Feed Resources

FLYSAFE VIRTUAL CONFERENCE 2021

Lidia Hol, Principle Software Engineer

WE ARE HIRING SOCIAL MEDIA MANAGER

Today

Helping customers enable remote work with speed and security

Christine Cline, 3 hours ago

Confidential English

Local weather

Contoso HQ

68°F Mostly cloudy 75°/55° MSN Weather

Dashboard [See all](#)

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Expenses 2.0

\$80.12 Unsubmitted expense balance due by 25th

Details

8:14



 **Relecloud**



 Search



Dashboard

**Feed**

Resources

Today



 Relecloud

**Helping customers enable remote work with speed and security**

Christine Cline, 3 hours ago

   406

 51K



**Joni Sherman**

Oct 30, 2020 2:36pm

 Posted in Leadership Connection

What are we shipping for the holiday season?



8:14



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Dashboard

**Feed**

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8:14



Relecloud News



## Helping customers enable remote work with speed and security



Natalie Singer

Christine Cline, 3 hours ago

Over the past year, the pandemic has dramatically changed the way we live and work. Organizations around the world adopted tools to support working from home and hybrid work.

How do you move tens of thousands of employees to remote work overnight? With the COVID-19 outbreak spreading around the

👍 ❤️ 🗨️ 406



👁️ 51K

8:14



Relecloud News



A crowded conference call can make it difficult for people to share their opinions. Pause frequently to allow time for questions and remind attendees that they can use the chat window to share their thoughts.



### Bring the team together

Working remotely can feel a bit isolating. It's important to create opportunities for the whole team to virtually get together, whether it's large brainstorms with the Microsoft Whiteboard app or daily check-ins over a virtual coffee.



Erika F. 2:30 PM



Great article. Found it super helpful.



Laurence G. 2:35 PM



This checklist was spot on. Once I was able to find a dedicated work area and set boundaries I felt so much more productive.



Megan B. 2:45 PM



I have to say, I do miss seeing you all!



Reply



8:14



Relecloud News



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Reply



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Activity

Chat

Teams

Calendar

Files

Apps

Helping customers enable remote work with speed and security

Christine Cline, 3 hours ago

406 51K

Effective concern

Christine C

406 51K

What are we shipping for the holiday season?

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8:14

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Christine Cline, 3 hours ago

406 51K

Joni Sherman

Oct 30, 2020 2:36pm

Posted in Leadership Connection

What are we shipping for the holiday season?

Complete daily before showing up to work

Unsubmitted expense balance due by 25th

Overview Details

Time off

15 days Paid time off available

Ask leadership

Ask your leadership team a question

Submit Ask

Insights

Give your mind a break with Headspace


Start meditating

Learning


Leading remote projects and virtual teams

Insights Stock

Company feed



Relecloud  
**Helping customers enable remote work with speed and security**  
 Christine Cline, 3 hours ago  
 406 likes 51K views



Relecloud  
**Effectively manage your employee's concerns when returning to work**  
 Christine Cline, 3 hours ago  
 87 likes 512K views

Patti Fernandez  
 Aug 27, 2020. 12:30pm  
 Posted in Culture Club  
**Celebrating our employees with disabilities**  
 'I have dyslexia': A chief engineer spoke up to help others with learning disabilities. A recent head of the Relecloud Insider Program, Miraham Graham led a bustling community of 17 million pre-release Relecloud customers around the world.  
 98 likes


8:14

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**What are we shipping for the holiday season?**

MEET THE TEAM BEHIND THE DESIGN

**How partnerships build inclusive ideas and innovation at Relecloud**

Meet the team pushing collaborative technologies beyond the status quo by tailoring complex experiences for every user level.





### Latest news



**HR Connection**  
**Guide to working from home**  
 General guidance, tips, and resources for employees during the COVID-19 outbreak.



**RELECLOUD NEWS ROOM**  
**Download the hybrid work guidebook**  
 Get detailed information on our



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 COVID-19 has created many opportunities for malicious actors ...



**Core Learning**  
**Improve your management**  
 Watch these videos from Harvard Business Publishing, and then discuss the lessons with your team by u

### Company events



JAN 1

US Corporate Holidays  
New Years Day

Friday, all day



JAN 5

All Company  
Employee Town Hall

Tuesday 10:00-10:30 am  
Online at relecloud.com/events/em...



JAN 18

US Corporate Holidays  
Martin Luther King Day

Monday, all day



FEB 1-4

Live events  
Flysafe conference 2021

Monday 8:00-4:30 pm  
Online at relecloud.com/event



### Announcements



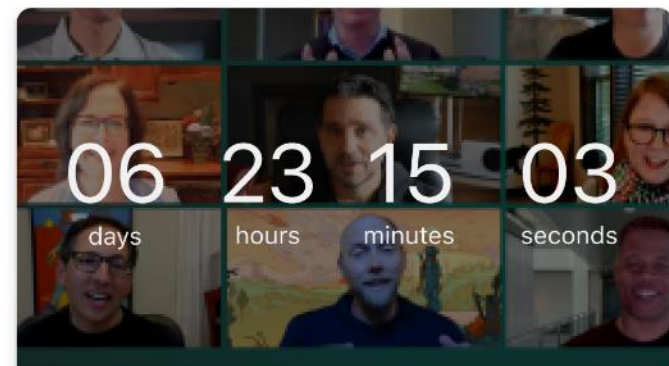
**Miriam Graham**  
Dec 05, 2020 2:30pm



Posted in Leadership Connection

#### Taking flight: Student mentorship opportunities at Relecloud

Local school districts are looking for volunteers to mentor students interested in world travel.



Relecloud

#### Speaker series: ethics and drone technology





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Wired

### Virtual reality: the industry advantage

Miriam Graham, 3 hours ago

232

1K



Relecloud

### Meet the team behind the design: how partnerships build inclusive ideas and innovation at Relecloud.

Isaiah Langer, 3 hours ago

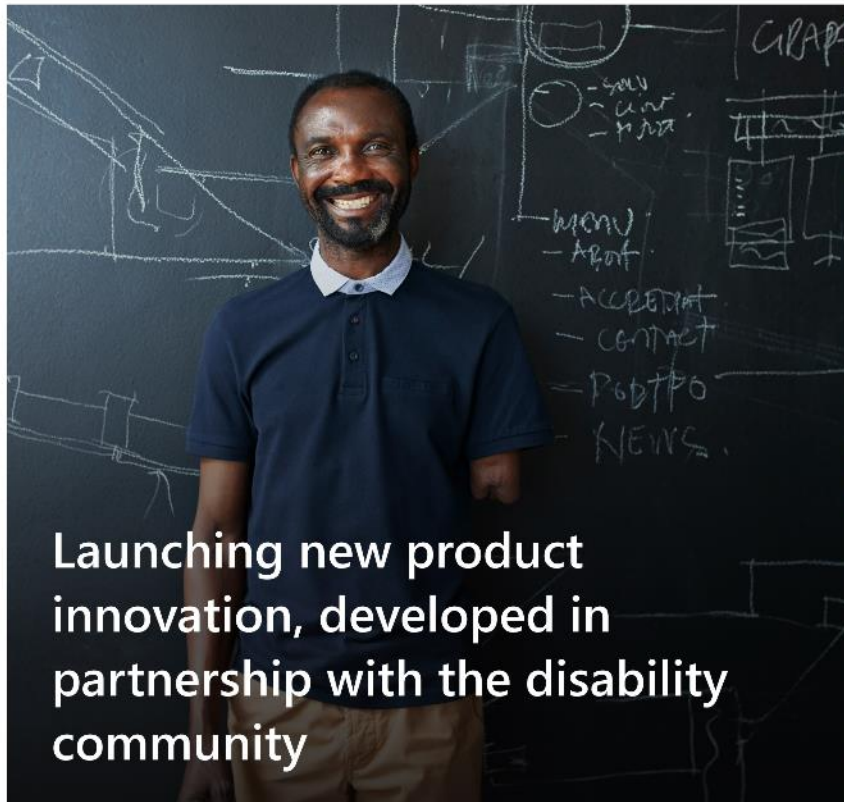
98

152K



YOU ARE ALL CAUGHT UP!





Launching new product innovation, developed in partnership with the disability community



Giving back: it feels good to do good

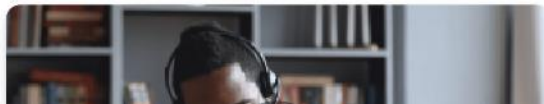


Relecloud Mark 8: See the world through a whole new perspective



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Patti Fernandez  
Aug 27, 2020. 12:30pm



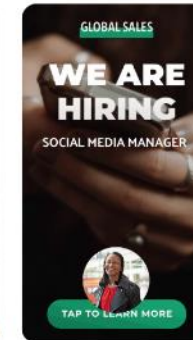
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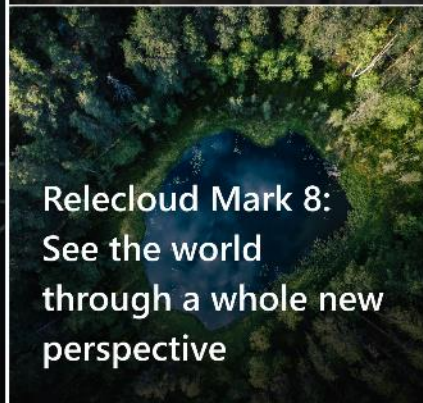
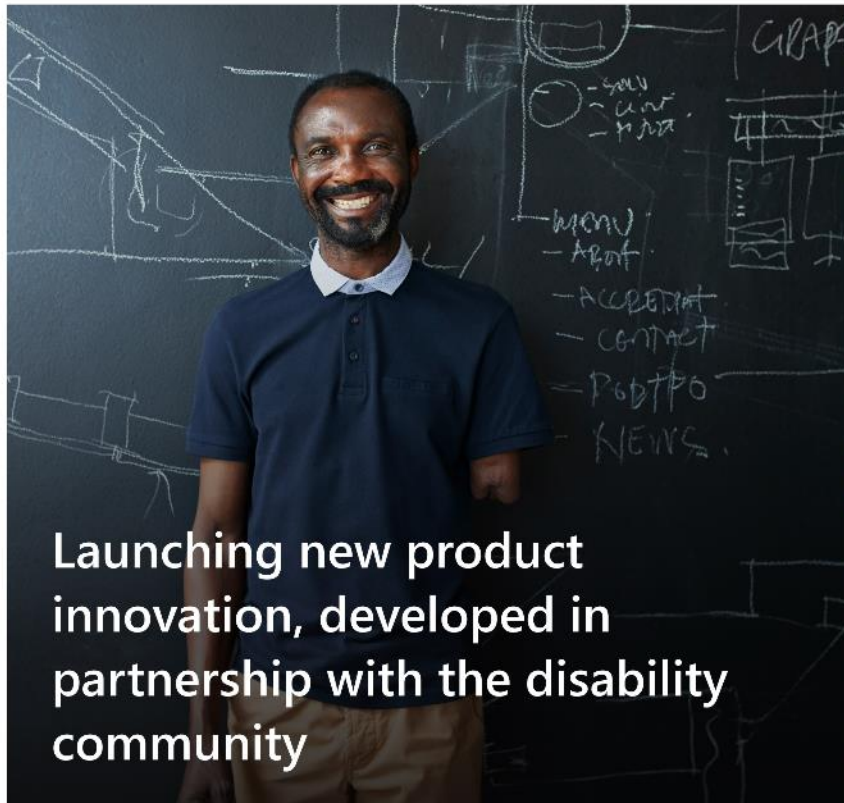


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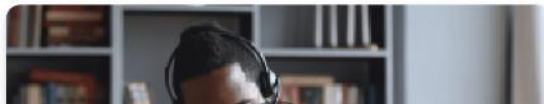
Helping customers enable remote work with speed and security

Christine Cline, 3 hours ago





## Company feed



Patti Fernandez  
Aug 27, 2020. 12:30pm



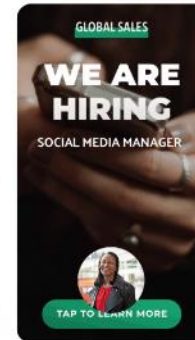
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Relecloud

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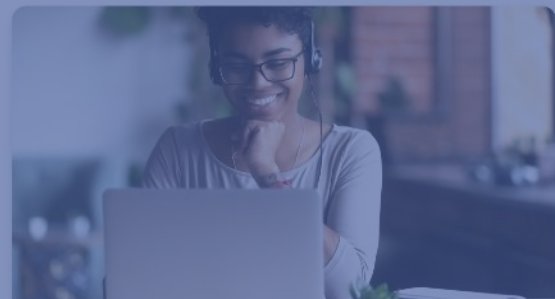
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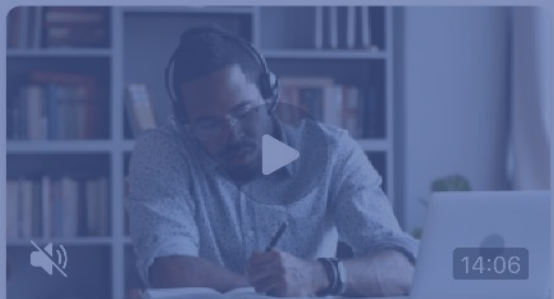
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98 likes

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Ask



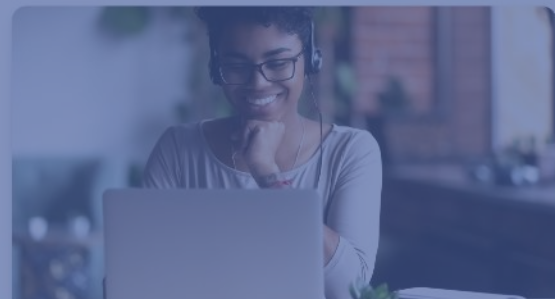
**Launching new product innovation, developed in partnership with the disability community**

**Giving back: it feels good to do good**

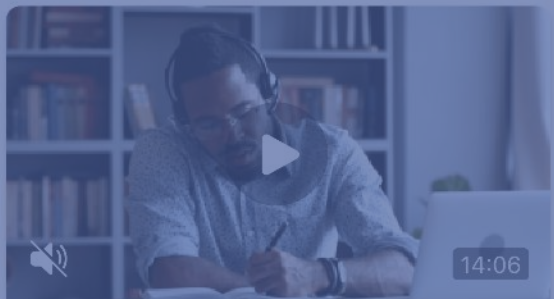
**Relecloud Mark 8: See the world through a whole new perspective**

**Update to Washington Drone Laws**

Company feed



**Relecloud**  
**Helping customers enable remote work with speed and security**  
 Christine Cline, 3 hours ago  
 406 likes 51K views



**Relecloud**  
**Effectively manage your employee's concerns when returning to work**  
 Christine Cline, 3 hours ago  
 87 likes 512K views

**Patti Fernandez**  
 Aug 27, 2020. 12:30pm  
 Posted in Culture Club

**Celebrating our employees with disabilities**  
 'I have dyslexia': A chief engineer spoke up to help others with learning disabilities. As the recent head of the Relecloud Insider Program, Miraham Graham led a bustling community of 17 million pre-release Relecloud customers around the world.

98 likes

Insights

Give your mind a break with Headspace

Start meditating



Learning

Leading remote projects and virtual teams



Insights

3 days with booked focus time this week

Plan focus time

Stock

\$250.49 Relecloud stock value, 10:30am, NASDAQ

8:14



Relecloud



Search



Dashboard

Feed

Resources

 COVID Check

### Stage 2

Answer before showing up to work

Submit




 COVID updates

### Stage 2

Mandatory WFH. Employee updates and resources



 Rewards

**Jan 15, 2021**  
The next vesting date



 Tasks

**1 due today**  
Complete daily before showing up to work

Overview

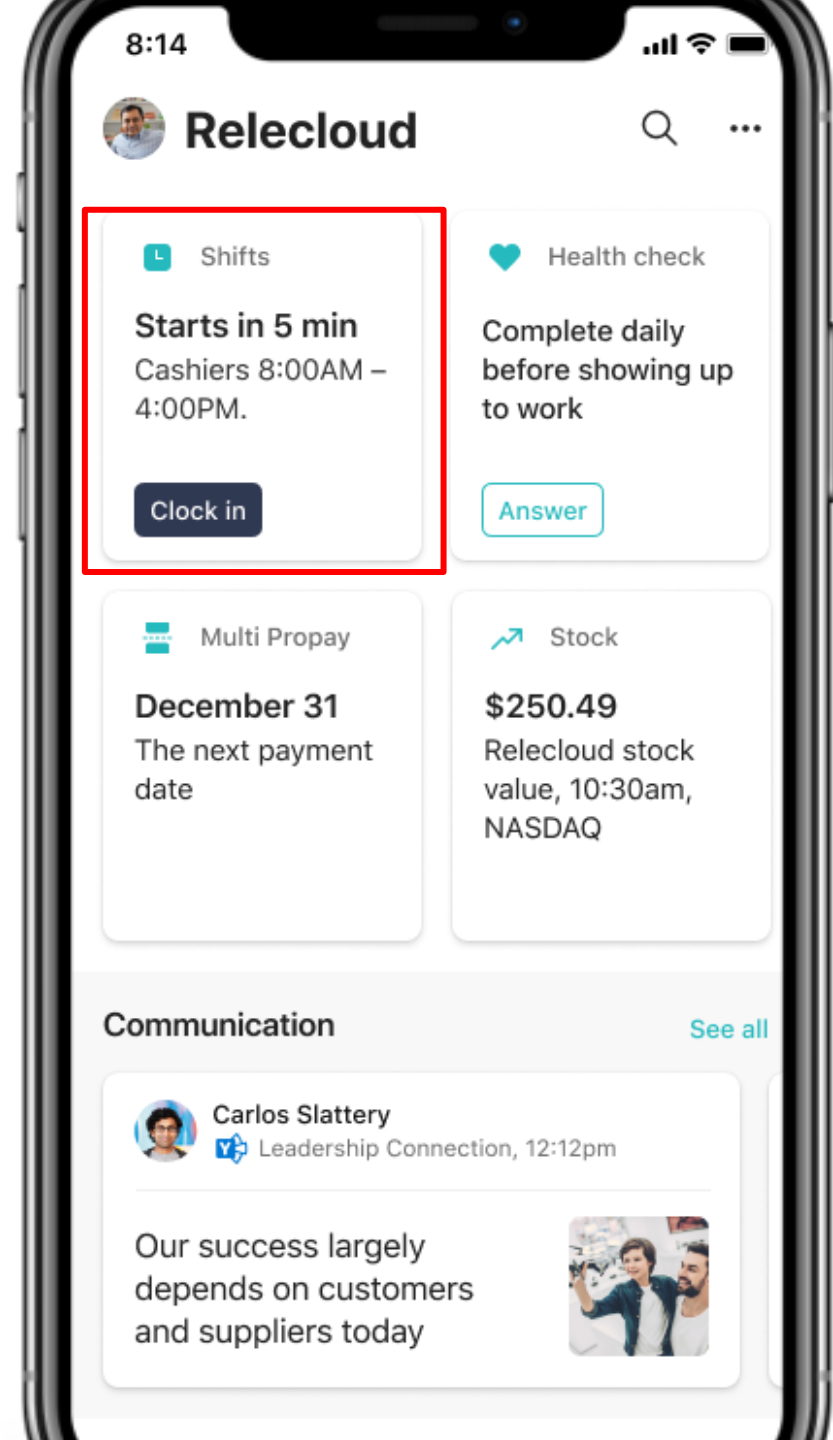
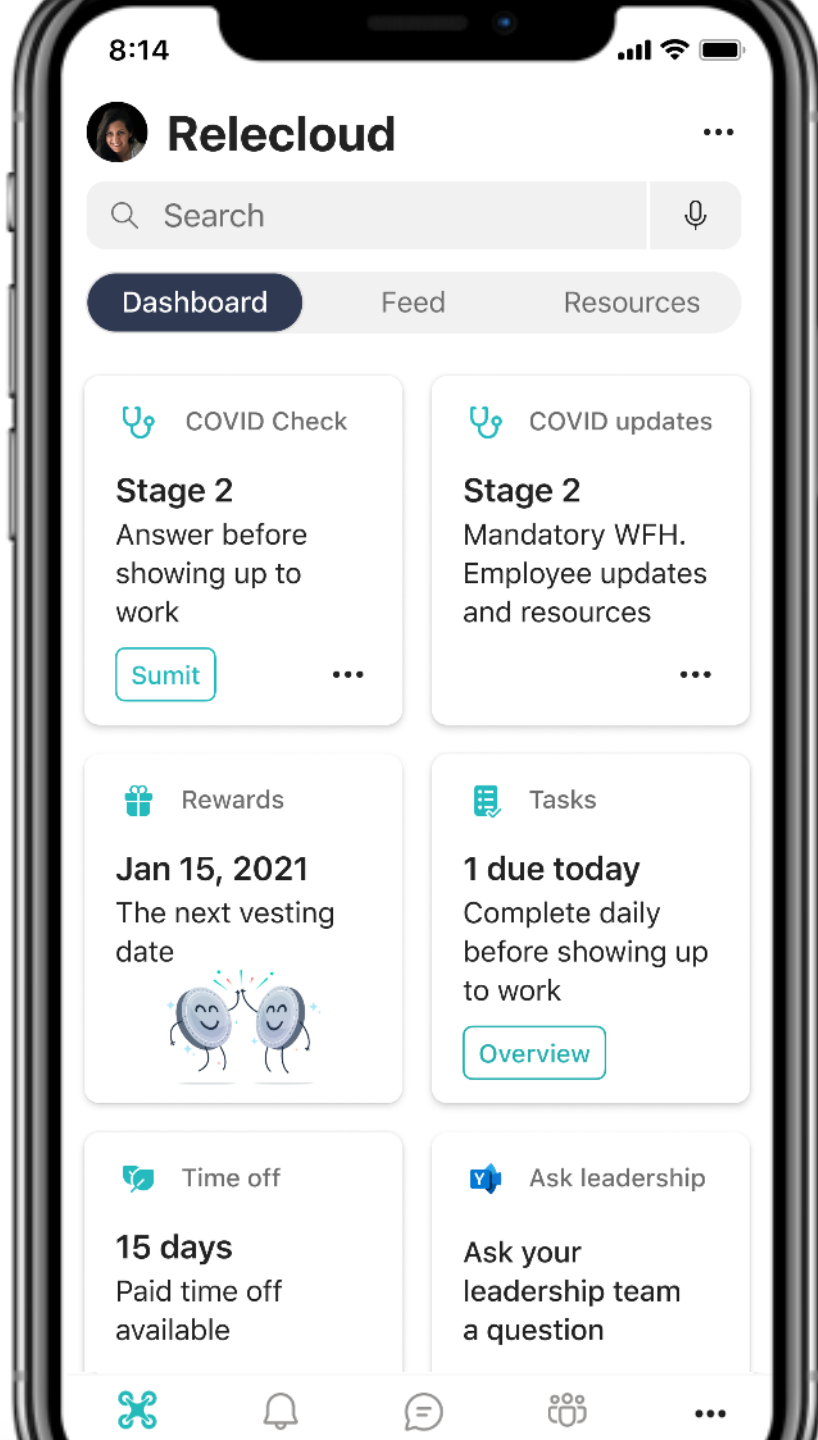
 Time off

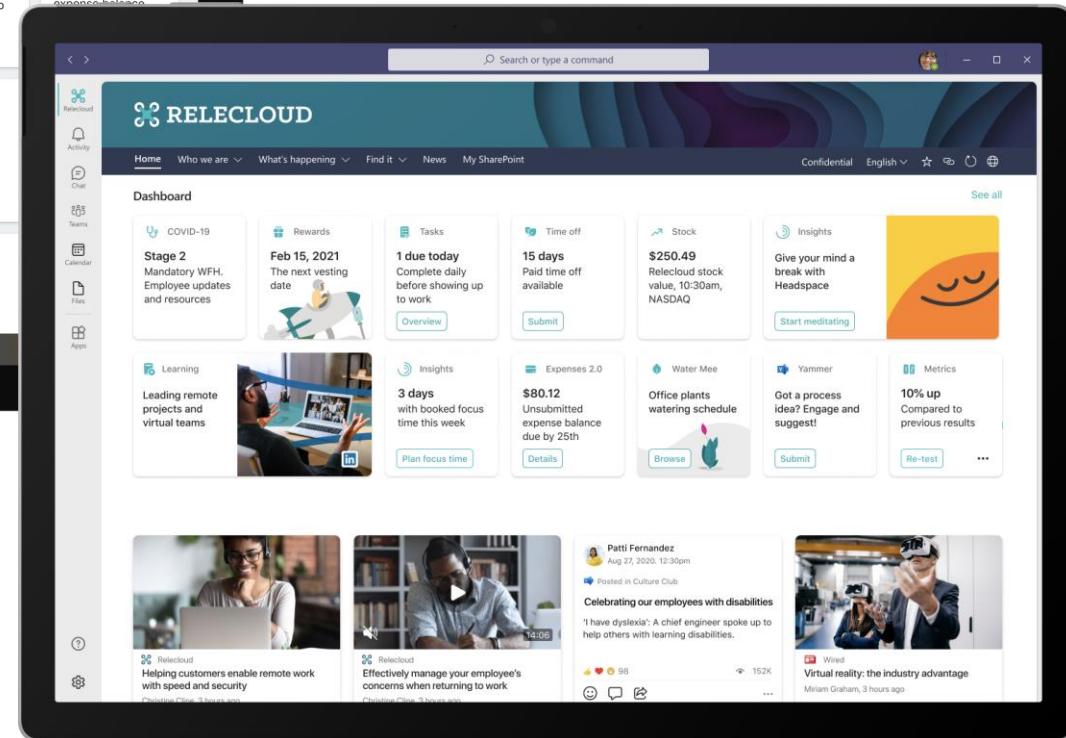
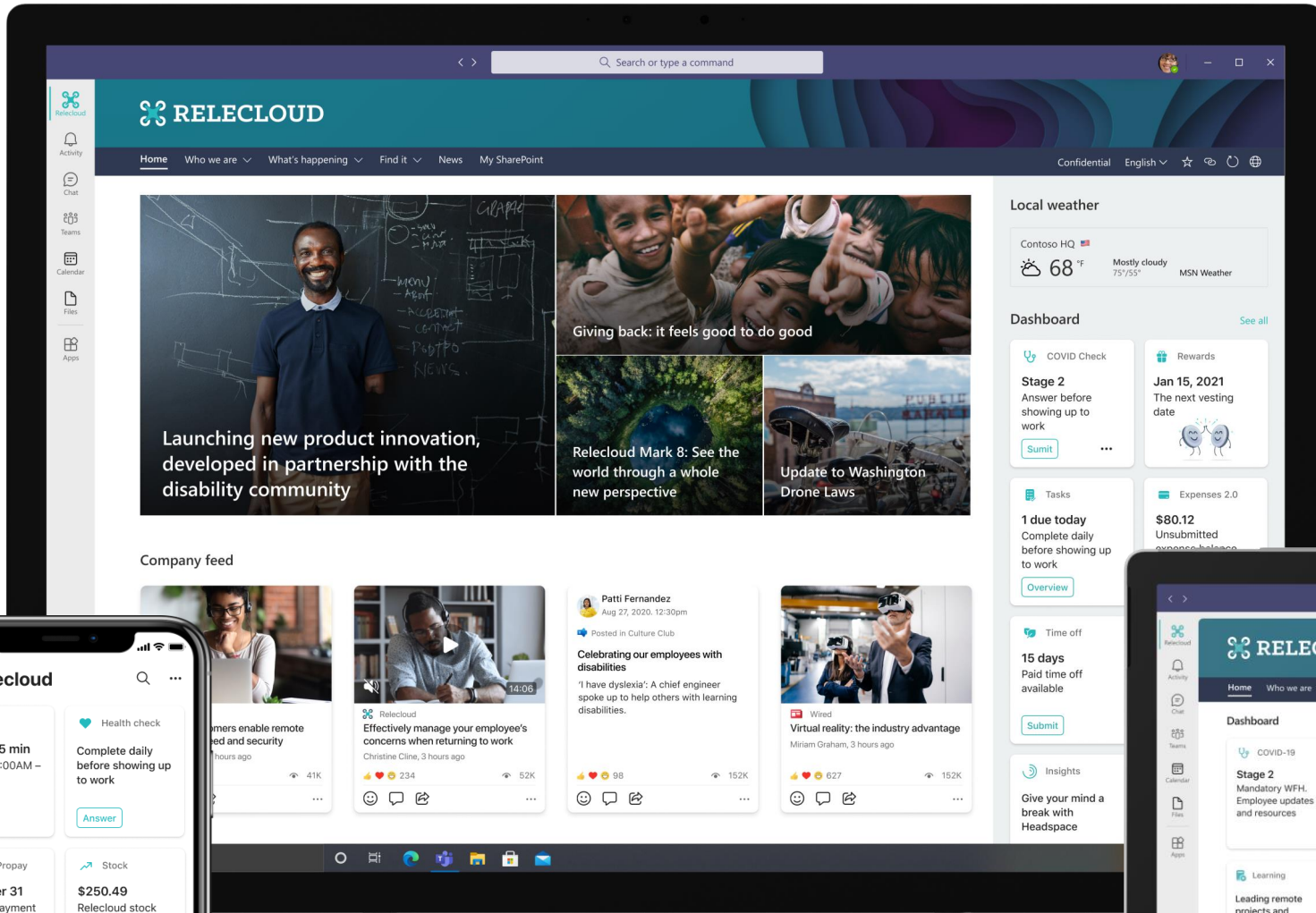
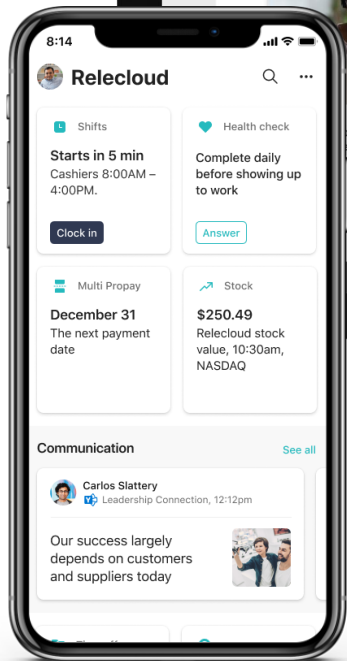
**15 days**  
Paid time off available

 Ask leadership

Ask your leadership team a question







# Demonstration

Microsoft Teams for Frontline Workers

Microsoft Shifts

Microsoft Approvals

Microsoft Task management in Microsoft 365

Microsoft Store

