



GET MORE FOR WHAT YOU ALREADY PAY

**MAXIMIZE YOUR OFFICE 365:
TEAMS, BOOKINGS, SHAREPOINT**





WELCOME

To our 30-minute webinar



ABOUT THE INFORMATION WE ARE COVERING TODAY

- ◆ These are some of the lesser-known Office 365 tools I use
- ◆ I will be sharing my screen to do some "live" demos

ABOUT ME



I'm Colin Pearce, and I am from Hamilton via Toronto, via Hamilton.

I founded my IT support services company, Inderly in 2017.

For over 15 years I've been managing and troubleshooting technology for businesses.



MICROSOFT BOOKINGS

Calendly alternative, give staff and clients the option to book a meeting in your calendar

Create a personal page

Create a team page: great for new clients/intake

<https://outlook.office.com/bookings/>



MICROSOFT SHAREPOINT

More than just a firm's shared drive
OneDrive is your personal, SharePoint is for sharing
Great way to share with outside parties
You can request documents (from OneDrive only)



MICROSOFT TEAMS

Zoom alternative for meetings
Possible to integrate SharePoint and OneDrive (most
features depend on IT setup)
You can do webinars like this one!



BONUS: POWER AUTOMATE

Powerful automation engine
Tie together data sources
Automatically update documents
Create alerts




THANK YOU






CONTACT INFO

We will email you a condensed version of this presentation.

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