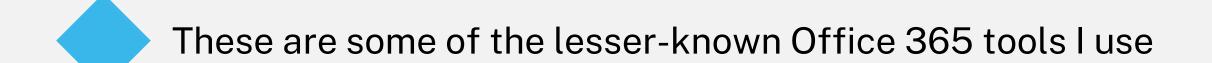
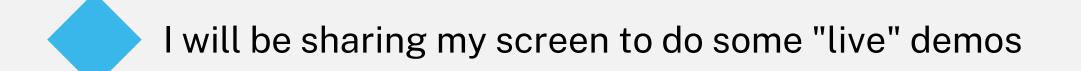
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WELCOME

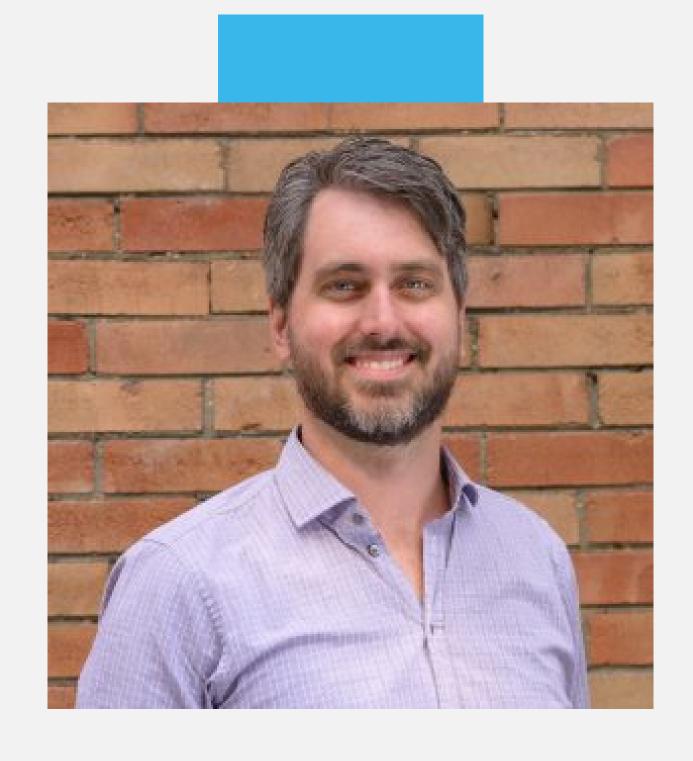
To our 30-minute webinar

ABOUT THE INFORMATION WE ARE COVERING TODAY





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)
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BONUS: POWER AUTOMATE

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



THANKYOU



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