

# 팀 협업을 위한 허브, Microsoft Teams 새로운 기능 소개

권혁란 부장 | Smart Work팀 | 씨앤티트

# Pandemic<sup>0</sup>이후의 Microsoft Teams 폭발적인 사용 증가

**7천 5백만 명**

Teams 일일 활성 사용자

**41억 분**

일간 Teams meeting 시간

**2억 명**

일간 접속사용자

## MS, 8월 기업용 화상회의 솔루션 '깜짝 1위' 등극

입력 2020.10.02 10:30 | 수정 2020.10.02 10:30

한국경제기사-아이지에이웍스조사결과

지난 8월 마이크로소프트(MS)가 기업용 협업 툴 시장에서 국내 1위 업체로 올라선 것으로 확인됐다.

# Microsoft Teams, Microsoft 365의 팀 협업을 위한 허브



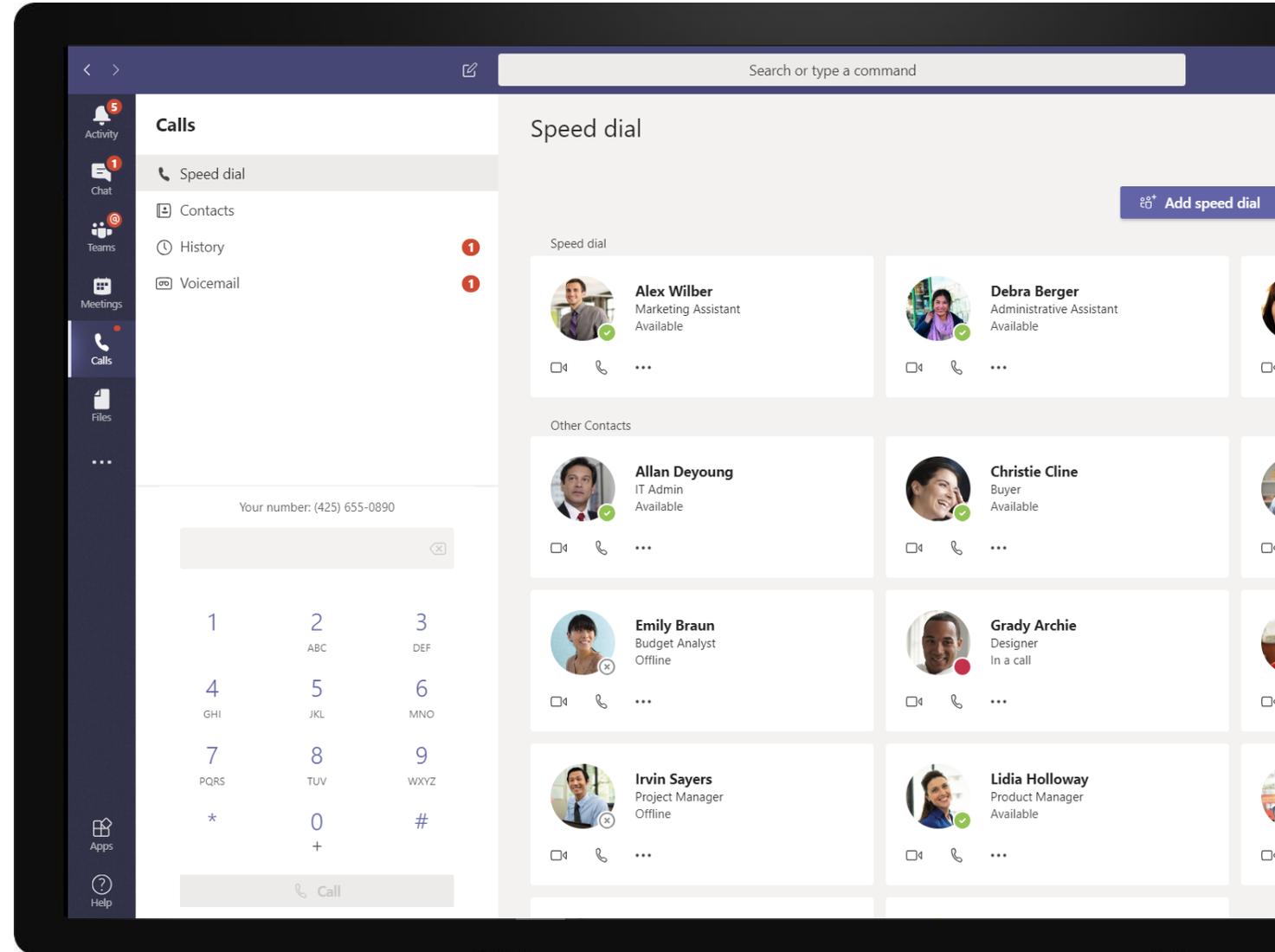
채팅 & 협업

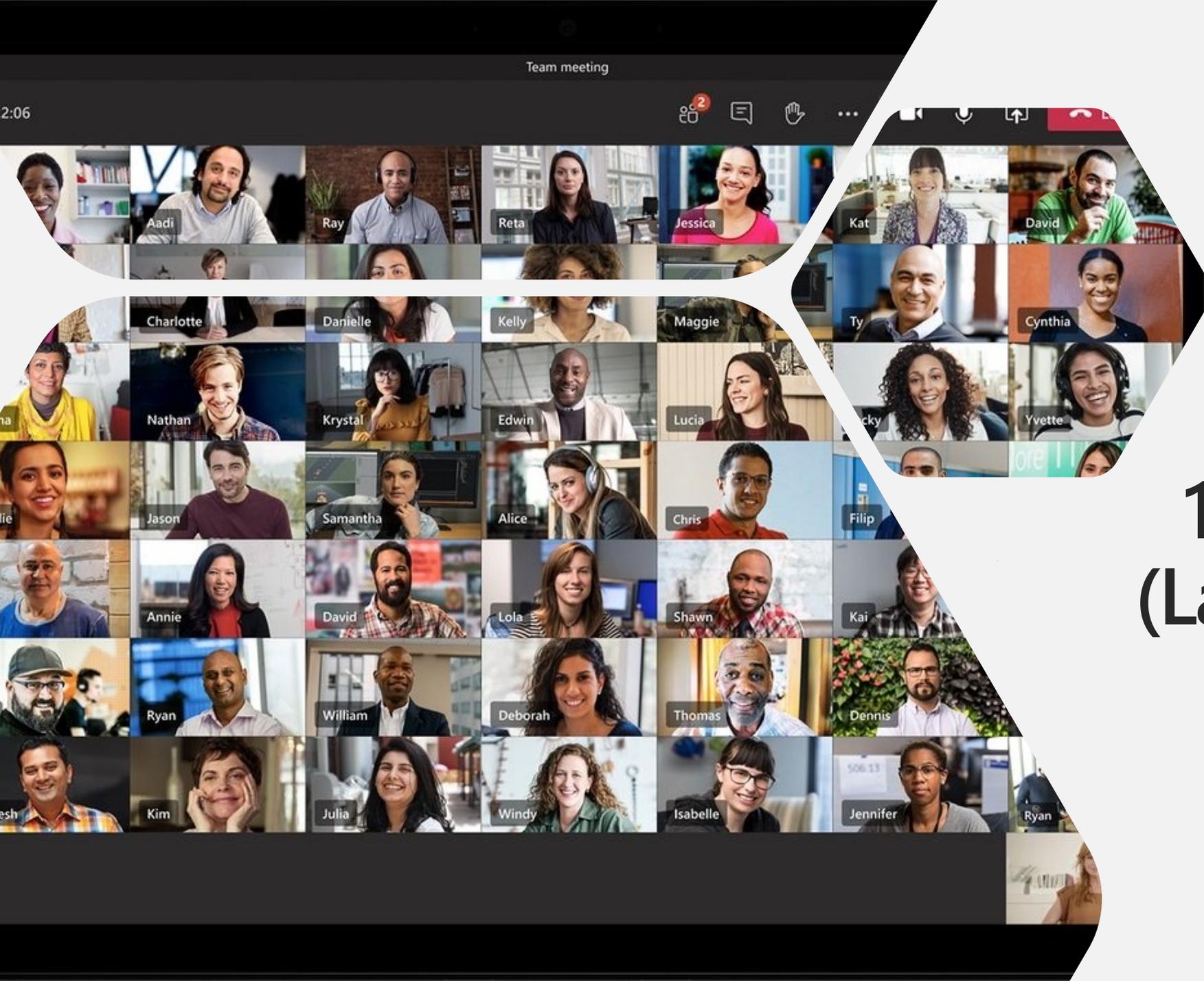


미팅 및 통화



앱 및 워크플로우





# 1. 큰 갤러리 (Large Gallery)

- Activity
- Chat
- Teams
- Assignments
- Calendar
- Calls
- Files
- ...
- Apps
- Help

Choose your audio and video settings for  
**Back-to-school ready!**



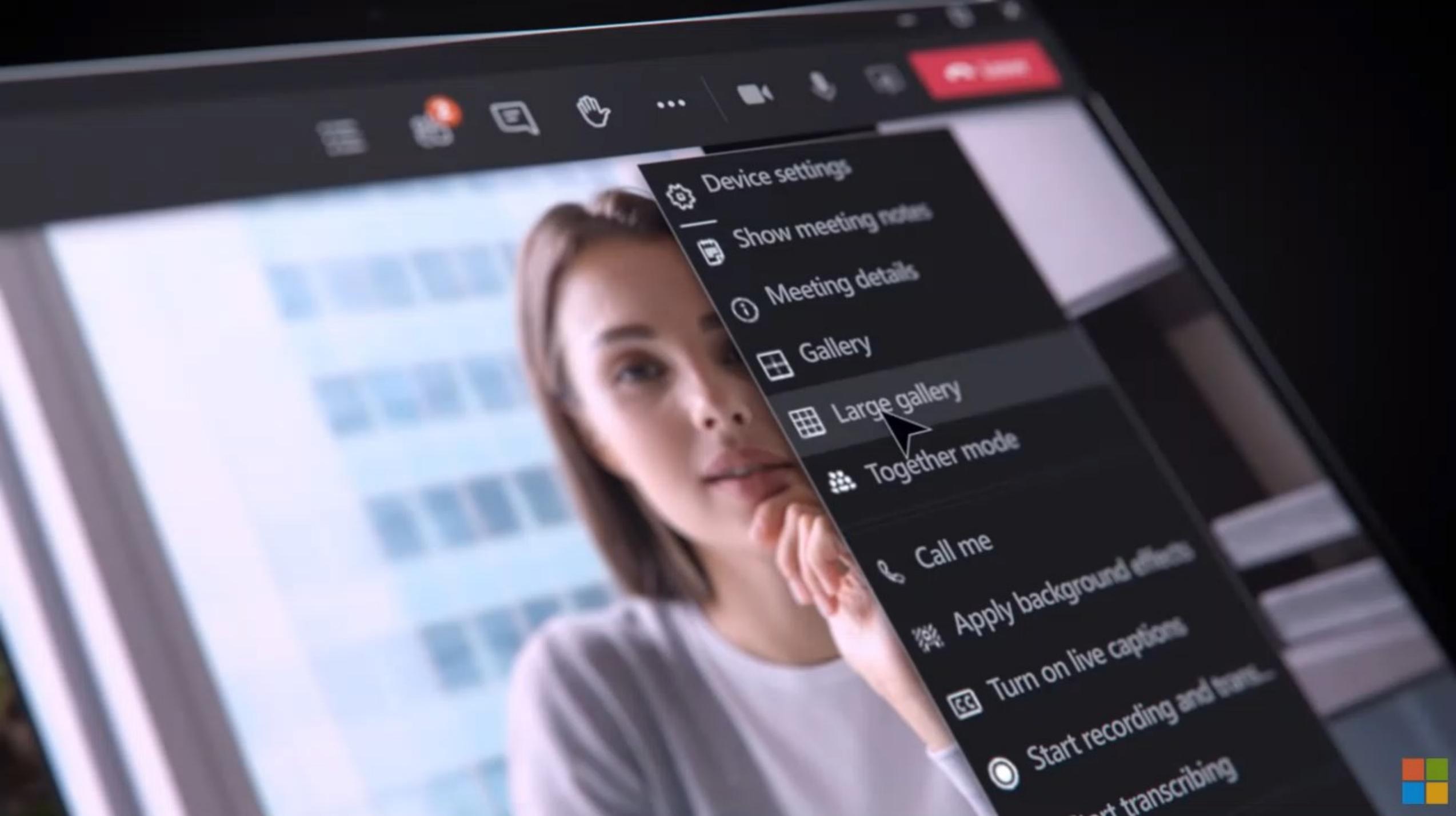
Other join options

- Audio off
- Phone audio
- Add a room



## 2. 함께 모드 (Together mode)





Device settings

Show meeting notes

Meeting details

Gallery

Large gallery

Together mode

Call me

Apply background effects

Turn on live captions

Start recording and trans...

Start transcribing

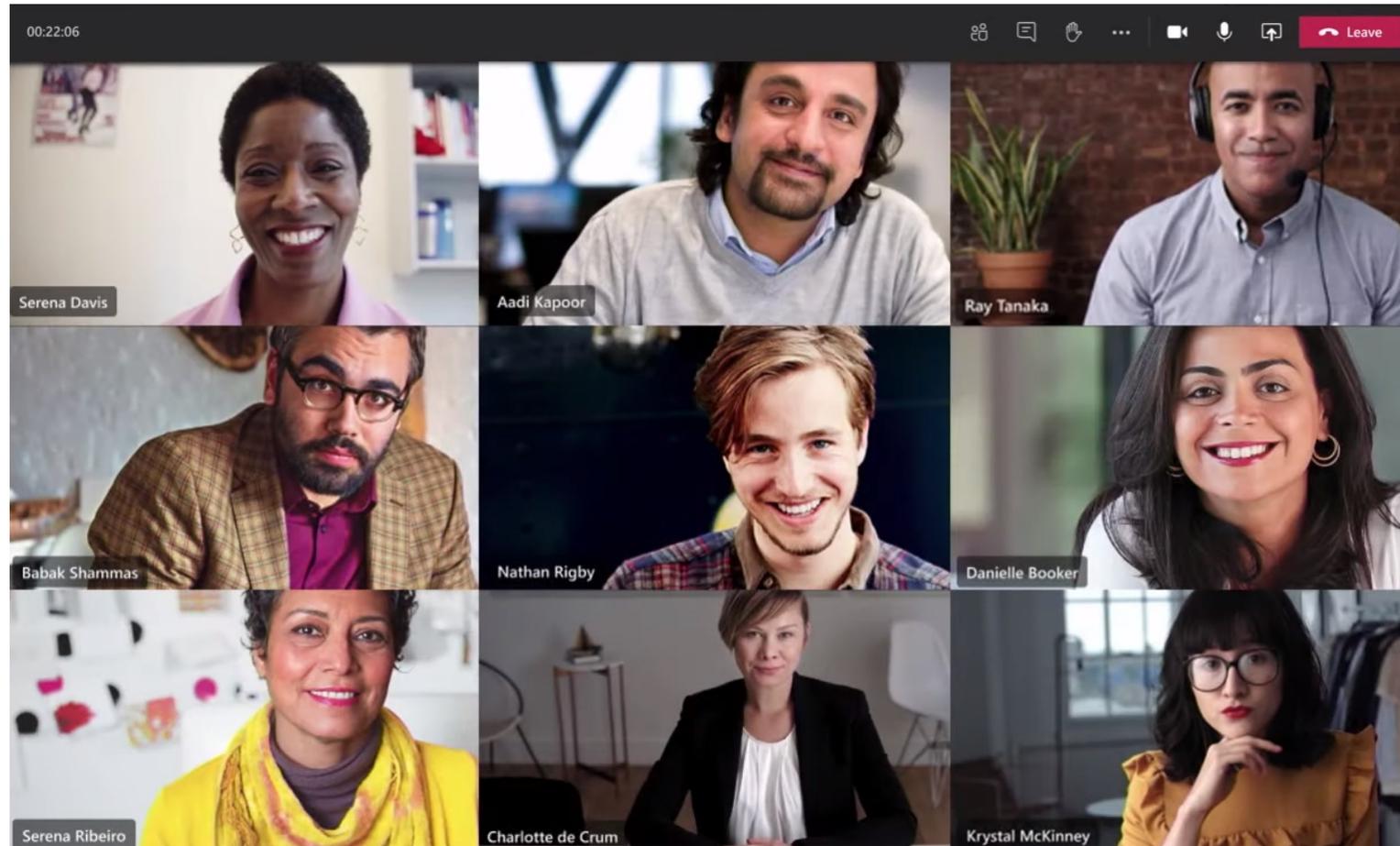




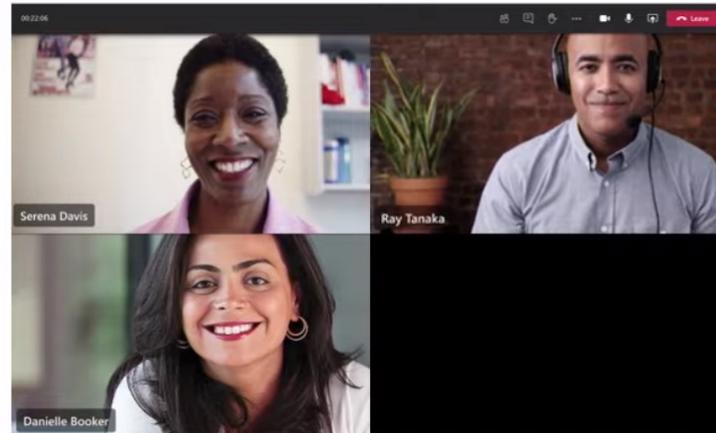
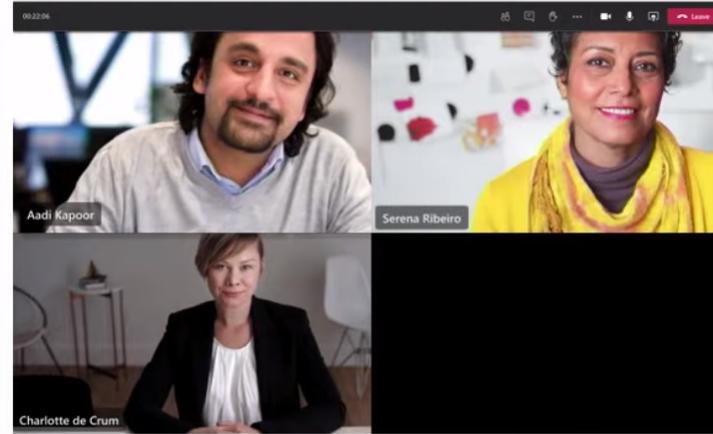
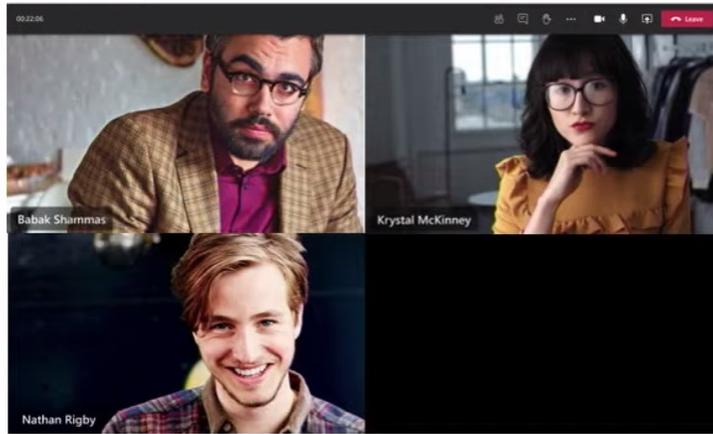


# 3. 소규모 회의실 (breakout rooms)

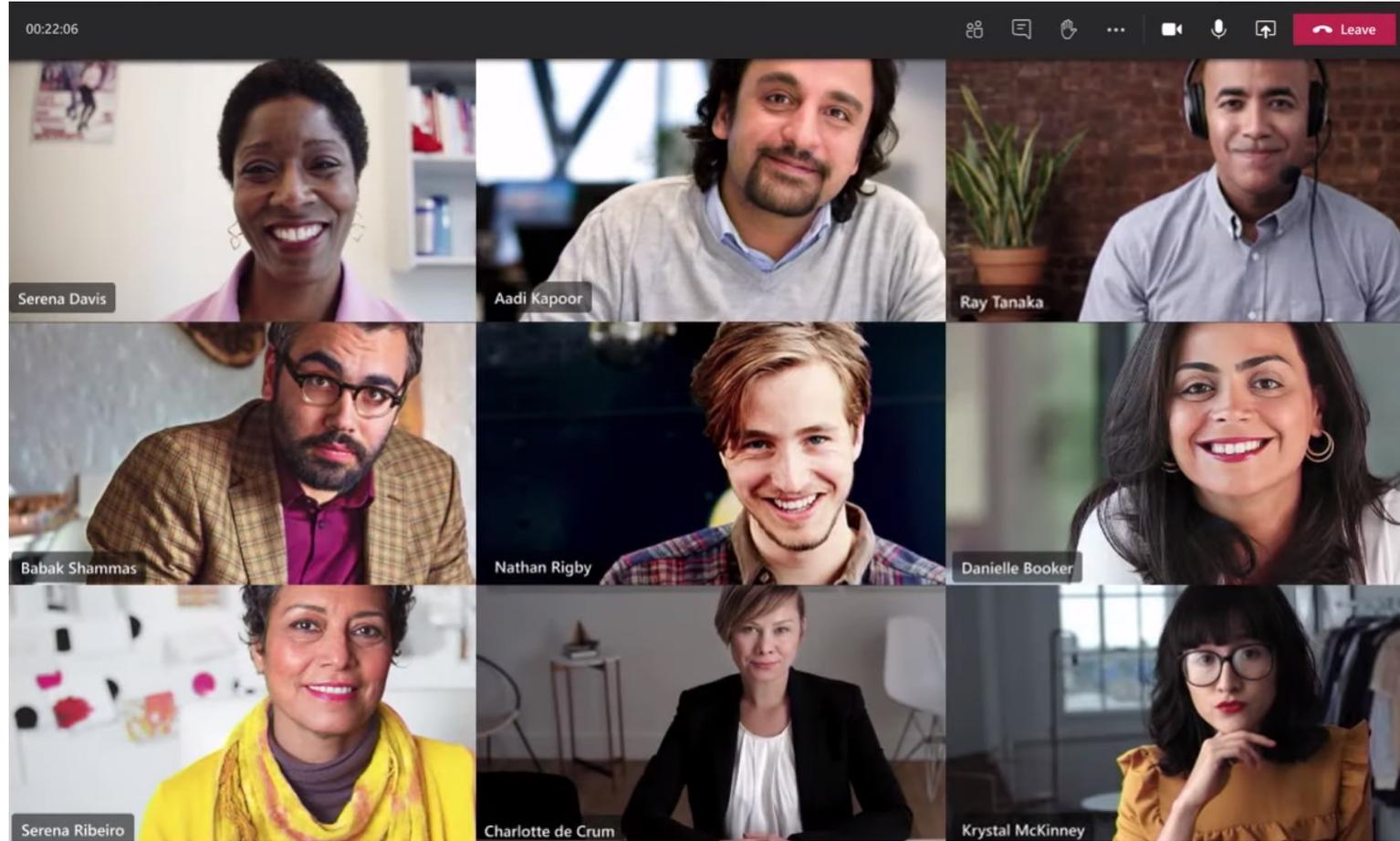
# 소규모 회의실 (breakout rooms) 이란?



# 소규모 회의실 (breakout rooms) 이란?



# 소규모 회의실 (breakout rooms) 이란?





Breakout rooms



# Breakout assignment

30 minutes

- SWOT analysis
- Proposed budget composition
- 30-, 60-, 90-day plan

A grid of video thumbnails showing participants in a meeting. The participants are: Chase Carpenter, Leah Kim, Chrissy Va..., Zheng Mu, Renee Lo, Adele Van..., Peter Con..., Amy Albe..., and Susan Burk. Each thumbnail includes a name and a microphone icon.



Stop presenting



Leave



# Breakout assignment

30 minutes

## Create Breakout Rooms

### Room settings

How many rooms do you need?

1

1

2

3

4

5

6

7

8

9

10

11

### Participants

How would you like to assign participants



#### Automatically

Assign 10 people into 1 room (10 participants per room)



#### Manually

Add participants individually to Breakout Rooms.

Cancel

Create Rooms



Nakul Madaan

- 30-, 60-, 90-day plan

position



# Breakout assignment

30 minutes

- SWOT analysis
- Proposed budget composition
- 30-, 60-, 90-day plan

Grid of participant video feeds:

- Chase Carpenter
- Leah Kim
- Chrissy Va...
- Zheng Mu
- Renee Lo
- Adele Van...
- Peter Con...
- Amy Albe...
- Susan Burk

## Breakout Rooms

Assign participants  
All participants are assigned

Manage rooms [Add room](#) [Start rooms](#)

- Room 1 (5)  
Chase Carpenter, Leah Kim, Nak... **CLOSED**
- Room 2 (5)  
Adele Vance, Amy Alberts, Susa... **CLOSED**



Stop presenting



Leave



# Breakout assignment

## 30 minutes

- SWOT analysis
- Proposed budget composition
- 30-, 60-, 90-day plan



### Breakout Rooms

Assign participants  
All participants are assigned

Manage rooms

Add room

Start rooms

Blue room (5) CLOSED  
Chase Carpenter, Leah Kim, Nakul...

Select all Assign

Chase Carpenter

Leah Kim

Nakul Madaan

Chrissy Vaughn

Peter Connelly

Green room (5) CLOSED  
Adele Vance, Amy Alberts, Susa...

Select all Assign

Adele Vance

Amy Alberts

Susan Burk

Zheng Mu

Renee Lo



Stop presenting



Leave



# Breakout assignment

30 minutes

- SWOT analysis
- Proposed budget composition
- 30-, 60-, 90-day plan



## Breakout Rooms

Assign participants  
All participants are assigned

Manage rooms

Add room

Start rooms

Blue room (5)  
Chase Carpenter, Leah Kim, Nakul Madaan, Chrissy Vaughn, Peter Connelly

CLOSED

- Select all
- Chase Carpenter
- Leah Kim
- Nakul Madaan
- Chrissy Vaughn
- Peter Connelly

Assign

Unassigned

Green room (5)

Green room (5)  
Adele Vance, Amy Alberts, Susan Burk, Zheng Mu, Renee Lo

CLOSED

- Select all
- Adele Vance
- Amy Alberts
- Susan Burk
- Zheng Mu
- Renee Lo

Assign



# Breakout assignment

30 minutes

- SWOT analysis
- Proposed budget composition
- 30-, 60-, 90-day plan

## Breakout Rooms

Assign participants  
All participants are assigned

Manage rooms

Add room

Close rooms

	<b>Blue room (5)</b> Chase Carpenter, Leah Kim, Chri...	<b>OPEN</b>
<input type="checkbox"/>	Select all	Assign
	Chase Carpenter	In meeting
	Leah Kim	In meeting
	Chrissy Vaughn	In meeting
	Peter Connelly	In meeting
	Amy Alberts	In meeting
	<b>Green room (5)</b> Adele Vance, Susan Burk, Zheng...	<b>OPEN</b>
<input type="checkbox"/>	Select all	Assign
	Adele Vance	In meeting
	Susan Burk	In meeting
	Zheng Mu	In meeting
	Renee Lo	In meeting
	Nakul Madaan	In meeting

Using Jabra Speak 710



# Breakout assignment

30 minutes

- SWOT analysis
- Proposed budget composition
- 30-, 60-, 90-day plan

## Breakout Rooms

Assign participants  
All participants are assigned

Manage rooms Add room Close rooms

Blue room (5) OPEN  
Chase Carpenter, Leah Kim, Chri...

Select all Join room

- Chase Carpenter Open room
- Leah Kim Rename room
- Chrissy Vaughn Close room
- Peter Connelly Close room
- Amy Alberts Delete room

Green room OPEN  
Adele Vance, Susan Burk, Zheng...

- Select all Assign
- Adele Vance In meeting
  - Susan Burk In meeting
  - Zheng Mu In meeting
  - Renee Lo In meeting
  - Nakul Madaan In meeting



Leave

Leave



Chase Carpenter



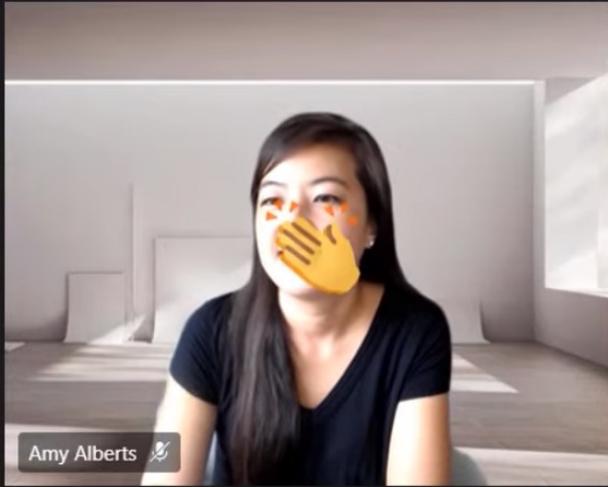
Chrissy Vaughn



Leah Kim



Peter Connelly



Amy Alberts



### Strengths

- Target local peak shopping for launch promo
- Partnership with top distributors
- Loyal customers

Great customer reviews

### Weaknesses

- Local competition
- Delivery windows
- Delayed research and development
- Supply chain uncertainty

### Threats

- Price variability
- Mfg increases
- Shipping delays
- Supplier reliability
- Too many versions

Need cost analysis

### Opportunities

- Regional influencers
- Local bloggers
- Community support
- Create community for loyal product enthusiasts
- Sponsor podcasts
- Holiday shopping promotions



Nakul Madaan

Nakul Madaan

**Breakout Rooms** ⋮ ×

📄 **Assign participants**  
All participants are assigned

Manage rooms **Add room** **Close rooms**

📄 **Blue room (5)** Chase Carpenter, Leah Kim, Cnn... **OPEN**

📄 **Green room (5)** Adele Vance, Susan Burk, Zheng... **OPEN**

**Announcement**

Five minutes remain: please begin |

**Cancel** **Send**

Waiting for others to join...



Connecting...



Connecting...



Connecting...



Connecting...



Connecting...



Connecting...



Connecting...



Connecting...



Connecting...



Connecting...

### Breakout Rooms

**Assign participants**  
All participants are assigned

Manage rooms [Add room](#) [Close r...](#)

**Blue room (5)** Closing...  
Amy Alberts, Leah Kim, Chrissy V...

- Select all Assign
- Amy Alberts In meeting
- Leah Kim In meeting
- Chrissy Vaughn In meeting
- Peter Connelly In meeting
- Chase Carpenter In meeting

**Green room (5)** Closing...  
Adele Vance, Zheng Mu, Nakul ...

- Select all Assign
- Adele Vance In meeting
- Zheng Mu In meeting
- Nakul Madaan In meeting
- Renee Lo In meeting
- Susan Burk In meeting

팀



참가 또는 팀 만들기

팀 검색



내 팀

- CTDEMO
- Mark 8 Project Team
- 일반
  - Design
  - Digital Assets Web
  - Research and Development
  - Go to Market Plan
- U.S. Sales
  - 일반
    - Sales East
    - Sales West
  - Sales and Marketing
    - 일반
      - Monthly Reports
  - M365 Project
    - 일반
      - 숨겨진 채널 3개
- 참가 또는 팀 만들기

### 팀 만들기



**처음부터**

기본 팀 만들기를 도와드리겠습니다.



**그룹 또는 팀으로부터**

소유하고 있거나 다른 팀에서 만든 Microsoft 365 그룹에서 팀을 만듭니다.

템플릿에서 선택



**Cnthoth 기본 템플릿**

Cnthoth에서 사용하는 기본 팀 템플릿입니다.



**Office 365 도입 일반**

도입을 촉진할 챔피언 커뮤니티를 만듭니다.



**병원 의료**



**사건 대응에 협력 정부**

팀이란?

# 4. 팀 템플릿



최신 상태를 유지하세요. 데스크톱 알림을 켜세요.

켜기

해제

## Teams



Contoso Health Main Campus

Posts Files Wiki +

Team Confidential



Meet



## Your teams



Contoso Health



General

Contoso Health Main Campus

Contoso Health North

Contoso Health South

Contoso Health West



Patient Safety



General

Avoidable deaths

Mortality review

Preventing falls

Sepsis plans

## Hidden teams

## Create a team



## From scratch

We'll help you create a basic team.



## From a group or team

Create your team from an Office 365 group that you own or from another team.

## Start from a template



## Employee onboarding

General

Use this template to create a central experience to onboard new employees.



## Collaborate on Patient...

Healthcare

Collaborate on patient care in a hospital ward or department



## Help desk

General

Use this team template to collaborate on



## Project management

General

Use this template to coordinate your

What's a team?

See your organization's guidelines

Type a new message



Join or create a team



- 🏠 대시보드
- 👤 팀
  - 팀 관리
  - 팀 정책
  - 팀 서식 파일
- 🔔 장치
- 🌐 위치
- 👥 사용자
- 📅 모임
- 💬 메시징 정책
- 📦 Teams 앱
- 📞 음성
- 📄 정책 패키지
- 📊 분석 및 보고
- ⚙️ 조직 전체 설정
- 📅 플랜

## 팀 서식 파일

팀 서식 파일은 비즈니스 요구 사항이나 프로젝트를 중심으로 설계된 팀의 구조에 대한 사전 작성된 정의입니다. Teams 클라이언트를 사용하여 서식 파일을 만든 다음 조직에 저장된 서식 파일을 업로드하고 관리할 수 있습니다. 이 서식 파일은 팀 정책을 사용하여 특정 그룹에 할당할 수 있습니다.

<span style="border: 2px solid red; padding: 2px;">+ 추가</span> <span style="margin-left: 10px;">✎ 편집</span> <span style="margin-left: 10px;">🗑️ 삭제</span>		
<input checked="" type="checkbox"/>	이름	설명
	Office 365 도입	새로운 기술로 동료를 이끌고 지원하여 챔피언 커뮤니티를 구성하고, 확장하며, 유지하는 데 도움을
	병원	병원 내의 여러 병동, 공간, 부서 사이에서 의사 소통 및 공동 작업을 간소화합니다. 이 서식 파일에는
	사건 대응에 협력	위기 관리 또는 인시던트 대응 팀의 커뮤니케이션 및 중요 리소스를 중앙에 집중시킵니다. 이 팀에서
	세계적 위기 또는 이벤트에 대해 공동 작업	사업부 전반에 걸쳐 위기 팀의 공동 작업을 중앙에 집중시키고 비즈니스 연속성 계획을 만들고, 원격
	소매업 - 관리자 공동 작업	관리자 공동 작업 서식 파일은 관리자들의 집합에 팀을 만들어 저장소/지역 등에서 공동 작업을 하는
	은행 지점 안에서 공동 작업	주택 담보 대출 공동 작업과 같은 허들, 고객 모임, 비즈니스 프로세스 전반에 걸쳐 사용자 은행 지점
	이벤트 관리	매력적인 이벤트를 제공하는 데 필요한 모든 항목에 대한 작업, 문서를 관리하고 공동 작업할 수 있습
	저장소 구성	유통업체 직원을 한곳의 중앙 환경에 모아 작업을 관리하고 문서를 공유하며 고객 문제를 해결할 수

경고 이전에 사용자 지정 서식 파일을 만들지 않은 것 같습니다. 첫 번째 템플릿은 저장하는 데 시간이 오래 걸릴 수 있습니다.

시작 지점 선택

서식 파일 설정

채널, 탭 및 앱

## 새 서식 파일에 대한 시작 지점 선택

처음부터 시작하고 기존의 팀을 시작점으로 사용하거나 혹은 기존의 서식 파일을 시작점으로 사용할 수 있습니다.

- 새 서식 파일 만들기  
새 슬라이드로 시작하고 처음부터 서식 파일을 만듭니다.
- 기존 팀을 서식 파일로 사용  
기존의 팀 중 하나를 시작 지점으로 사용합니다. 서식 파일은 선택하는 기존 팀과 정확하게 일치해 보이는 상태에서 시작하고 사용자 지정을 할 수 있습니다.
- 기존의 서식 파일을 사용하여 시작  
기존 서식 파일을 시작점으로 사용한 다음 사용자 지정을 할 수 있습니다.

다음

취소

시작 지점 선택

서식 파일 설정

채널, 탭 및 앱

## Cnthoth 기본 템플릿

### 서식 파일 설명

이 서식 파일에 대한 간단하고 긴 설명을 추가합니다. 간단한 설명은 여러 개의 서식 파일이 동시에 표시되기 때문에 사용할 수 있는 공간이 많지 않은 새 팀 만들기 대화 상자와 같은 곳에서 사용됩니다. 긴 설명은 전체 대화 상자가 서식 파일 전용인 서식 파일의 세부 정보 화면과 같은 곳에 표시됩니다.

Cnthoth에서 사용하는 기본 팀 템플릿입니다.

Cnthoth에서 사용하는 기본 팀 템플릿입니다.

### 로캘

이 서식 파일에 대한 로캘을 선택하세요. 템플릿이 작성되는 언어를 추적하는 데 로캘을 사용합니다.

한국어

뒤로

다음

취소

팀 서식 파일 \ 서식 파일 만들기

### 채널

각 채널에 대한 설정을 추가, 이름 바꾸기 및 편집하여 팀 서식 파일을 사용자 지정할 수 있습니다.

+ 추가   편집   삭제



이름

탭

일반

공지사항 



업무보고 

### 앱

팀을 만들 때 사용자를 위해 설치할 앱을 선택 합니다.

+ 추가   앱 삭제



이름

뒤로

제출

### 편집

이름 \*

업무보고 

설명

간단한 설명을 추가하므로 생성된 이유를 알 수 있습니다.

기본적으로 표시됨

아니요

이 서식 파일에 앱 추가

이름으로 검색



### 탭(2)



업무계획



회의록



적용

취소

- ☰
- 🏠 [대시보드](#)
- 👥 [팀](#)
  - 👤 [팀 관리](#)
  - 📄 [팀 정책](#)
  - 📁 [팀 서식 파일](#)
- 📱 [장치](#)
- 🌐 [위치](#)
- 👤 [사용자](#)
- 📅 [모임](#)
- 💬 [메시징 정책](#)
- 📦 [Teams 앱](#)
- 🔊 [음성](#)
- 📄 [정책 패키지](#)
- 📊 [분석 및 보고](#)
- ⚙️ [조직 전체 설정](#)
- 📅 [플랜](#)
- 📄 [기존 포털](#)

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+ 추가   ✎ 편집   🗑️ 복제   🗑️ 삭제

🔍 검색 ⚙️

	이름	설명
✓	Cnthoth 기본 템플릿	Cnthoth에서 사용하는 기본 팀 템플릿입니다.
	Office 365 도입	새로운 기술로 동료들을 이끌고 지원하여 챔피언 커뮤니티를 구성하고, 확장하며, 유지하는 데 도움을 줍니다.
	병원	병원 내의 여러 병동, 공간, 부서 사이에서 의사 소통 및 공동 작업을 간소화합니다. 이 서식 파일에는 병원 운영을 위한...
	사건 대응에 협력	위기 관리 또는 인시던트 대응 팀의 커뮤니케이션 및 중요 리소스를 중앙에 집중시킵니다. 이 팀에서 모든 문서에...
	세계적 위기 또는 이벤트에 대해 공동 작업	사업부 전반에 걸쳐 위기 팀의 공동 작업을 중앙에 집중시키고 비즈니스 연속성 계획을 만들고, 원격 작업 팀을 공유...
	소매업 - 관리자 공동 작업	관리자 공동 작업 서식 파일은 관리자들의 집합에 팀을 만들어 저장소/지역 등에서 공동 작업을 하는 데 이상적입니다.
	은행 지점 안에서 공동 작업	주택 담보 대출 공동 작업과 같은 허들, 고객 모임, 비즈니스 프로세스 전반에 걸쳐 사용자 은행 지점 직원들의 공동...
	이벤트 관리	매력적인 이벤트를 제공하는 데 필요한 모든 항목에 대한 작업, 문서를 관리하고 공동 작업할 수 있습니다. 회사 내...
	저장소 구성	유통업체 직원을 한곳의 중앙 환경에 모아 작업을 관리하고 문서를 공유하며 고객 문제를 해결할 수 있습니다. 피드백 보내...



팀



내 팀

CTDEMO

Mark 8 Project Team

일반

Design

Digital Assets Web

Research and Development

Go to Market Plan

U.S. Sales

일반

Sales East

Sales West

Sales and Marketing

일반

Monthly Reports

M365 Project

일반

숨겨진 채널 3개

참가 또는 팀 만들기



참가 또는 팀 만들기

팀 검색



팀 만들기



모두 모여 일을 시작하세요!



코드를 사용하여 팀 참가

코드 입력

팀에 참가하기 위한 코드를 받으셨나요? 위에 코드를 입력하세요.

팀



참가 또는 팀 만들기

팀 검색



내 팀

CTDEMO

Mark 8 Project Team

일반

Design

Digital Assets Web

Research and Development

Go to Market Plan

U.S. Sales

일반

Sales East

Sales West

Sales and Marketing

일반

Monthly Reports

M365 Project

일반

숨겨진 채널 3개

참가 또는 팀 만들기



팀 만들기



처음부터

기본 팀 만들기를 도와드리겠습니다.



그룹 또는 팀으로부터

소유하고 있거나 다른 팀에서 만든 Microsoft 365 그룹에서 팀을 만듭니다.

템플릿에서 선택



Cnthoth 기본 템플릿

Cnthoth에서 사용하는 기본 팀 템플릿입니다.



Office 365 도입

일반

도입을 촉진할 챔피언 커뮤니티를 만듭니다.



병원

의료



사건 대응에 협력

정부

팀이란?

팀

내 팀

CTDEMO

Mark 8 Project Team

일반

Design

Digital Assets Web

Research and Development

Go to Market Plan

U.S. Sales

일반

Sales East

Sales West

Sales and Marketing

일반

Monthly Reports

M365 Project

일반

숨겨진 채널 3개

참가 또는 팀 만들기

참가 또는 팀 만들기

팀 검색

### Cnthoth 기본 템플릿

Cnthoth에서 사용하는 기본 팀 템플릿입니다.

3개의 채널

- 일반
- 공지사항
- 업무보고

2개의 앱

- Planner
- 위키

< 뒤로

시작

팀



참가 또는 팀 만들기

팀 검색



내 팀

CTDEMO

Mark 8 Project Team

일반

Design

Digital Assets Web

Research and Development

Go to Market Plan

U.S. Sales

일반

Sales East

Sales West

Sales and Marketing

일반

Monthly Reports

M365 Project

일반

숨겨진 채널 3개

참가 또는 팀 만들기

어떤 종류의 팀이 됩니까?



비공개

사람들이 참가할 권한이 필요합니다.



공개

조직 내 모든 사람이 참가할 수 있습니다.

< 뒤로



팀

- 내 팀
  - CTDEMO
  - Mark 8 Project Team
    - 일반
      - Design
      - Digital Assets Web
      - Research and Development
      - Go to Market Plan
    - U.S. Sales
      - 일반
        - Sales East
        - Sales West
      - Sales and Marketing
        - 일반
          - Monthly Reports
      - M365 Project
        - 일반
          - 숨겨진 채널 3개

참가 또는 팀 만들기

팀 검색

비공개 팀에 관한 일부 간단한 세부 정보

팀 이름

**경영지원팀**

설명

다른 사람에게 이 팀이 어떤 팀인지 알려주세요.

< 뒤로

만들기



팀

- 내 팀
  - CTDEMO
  - Mark 8 Project Team
    - 일반
      - Design
      - Digital Assets Web
      - Research and Development
      - Go to Market Plan
    - U.S. Sales
      - 일반
        - Sales East
        - Sales West
      - Sales and Marketing
        - 일반
          - Monthly Reports
      - M365 Project
        - 일반
          - 숨겨진 채널 3개

참가 또는 팀 만들기

팀 검색

경영지원팀에 구성원 추가

팀에 추가할 이름, 주소록 또는 메일 사용 보안 그룹을 입력하세요.

AH Ask HR x Alex Wilber x

추가

건너뛰기



팀



경영 업무보고 게시물 파일 Wiki 업무계획 +

팀 모임

내 팀

CTDEMO

Mark 8 Project Team

U.S. Sales

Sales and Marketing

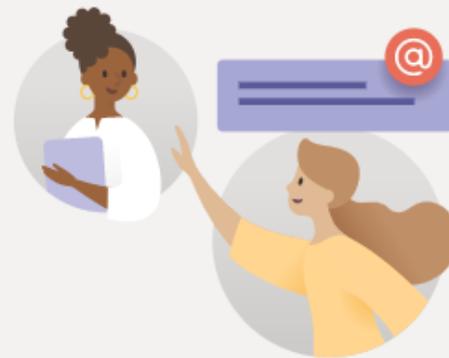
M365 Project

경영 경영지원팀

일반

공지사항

업무보고



대화를 시작해 보세요.

공동으로 작업하고 싶은 사용자를 @멘션하거나 몇 개의 탭을 추가하여 공간을 사용자 지정하세요.

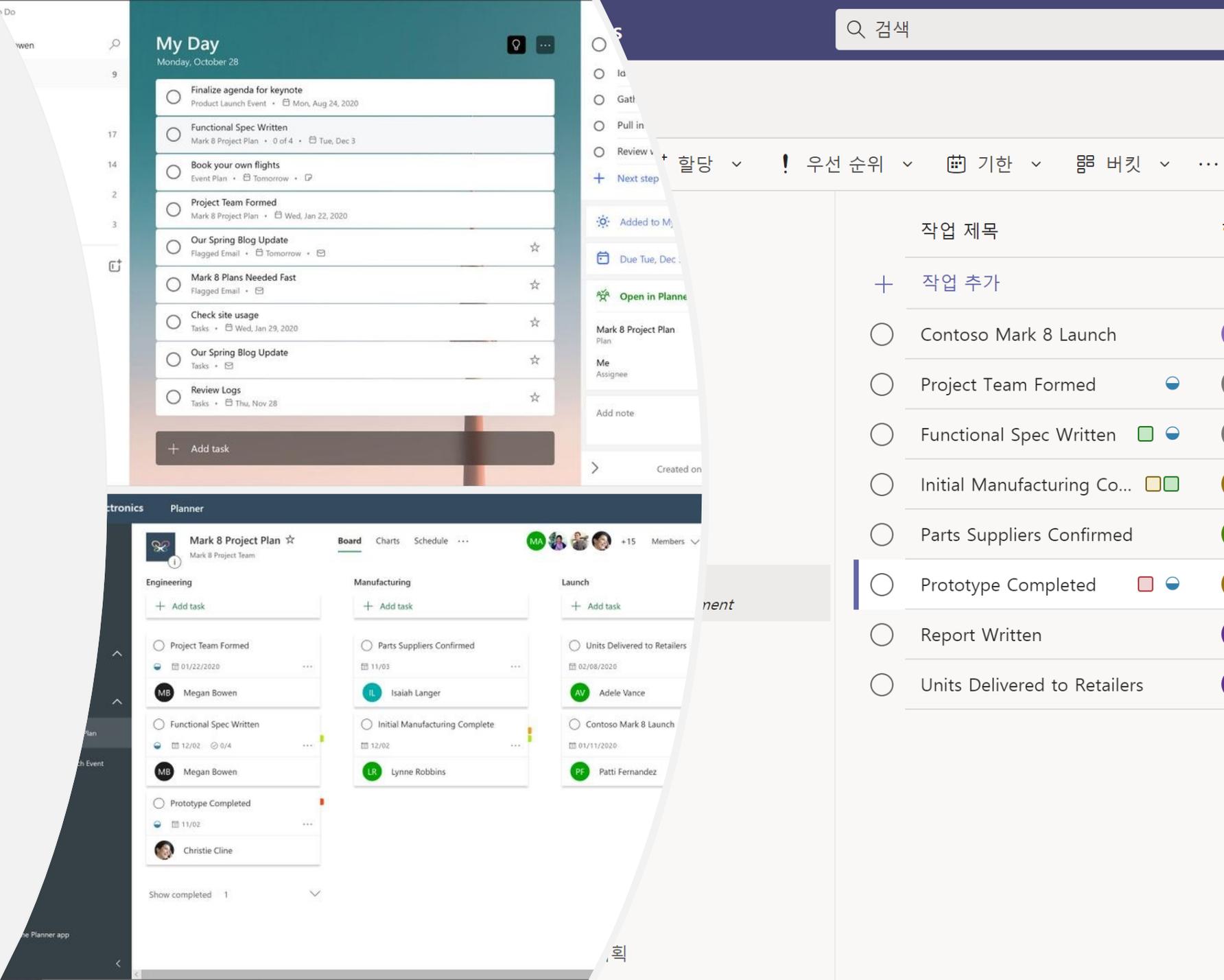


Planner OneNote 웹사이트 탭 추가

새 대화

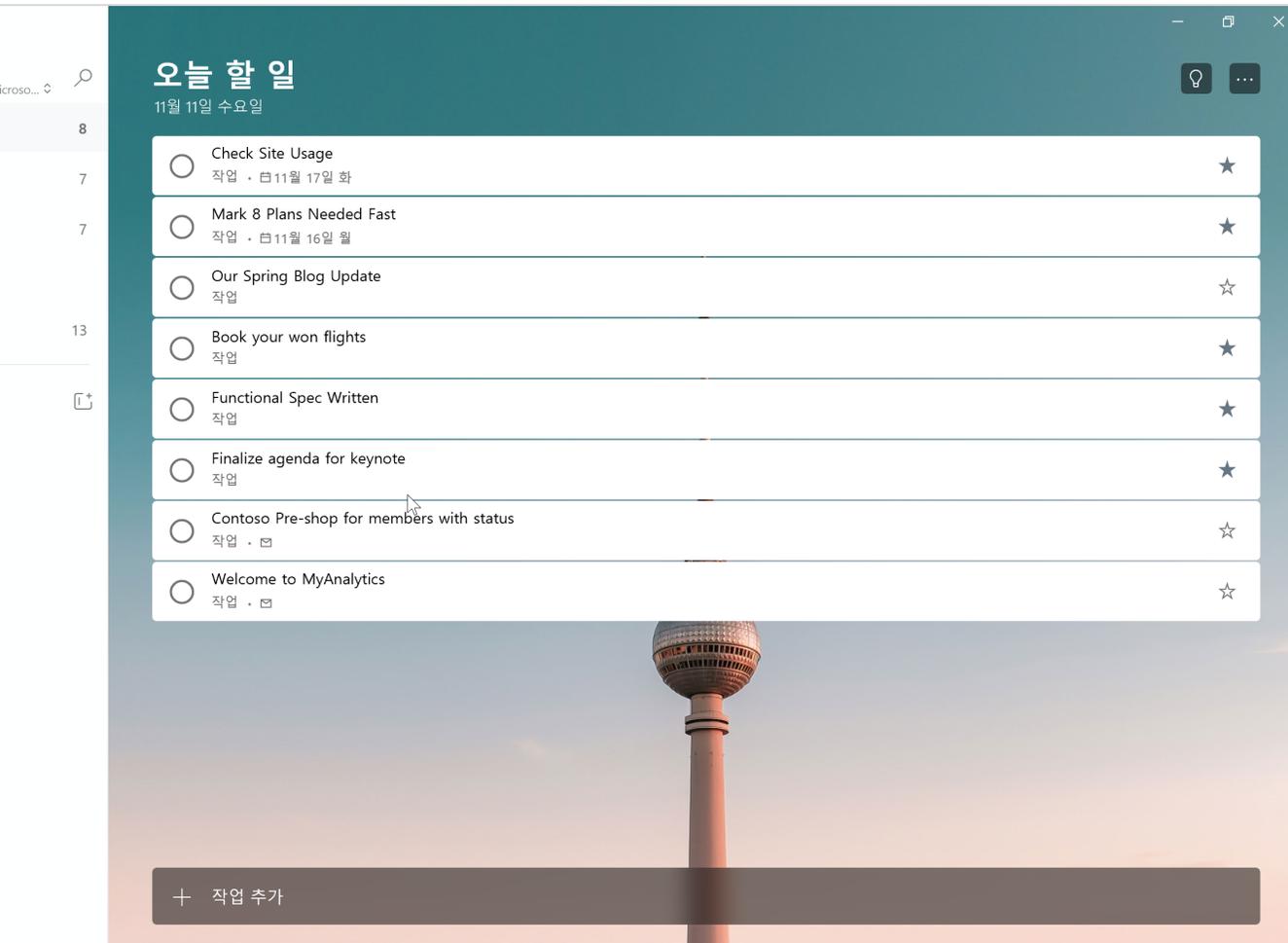
참가 또는 팀 만들기

# 5. 작업 앱 (Tasks App)



# Tasks App = To Do + Planner

To Do : 개인의 할 일 목록

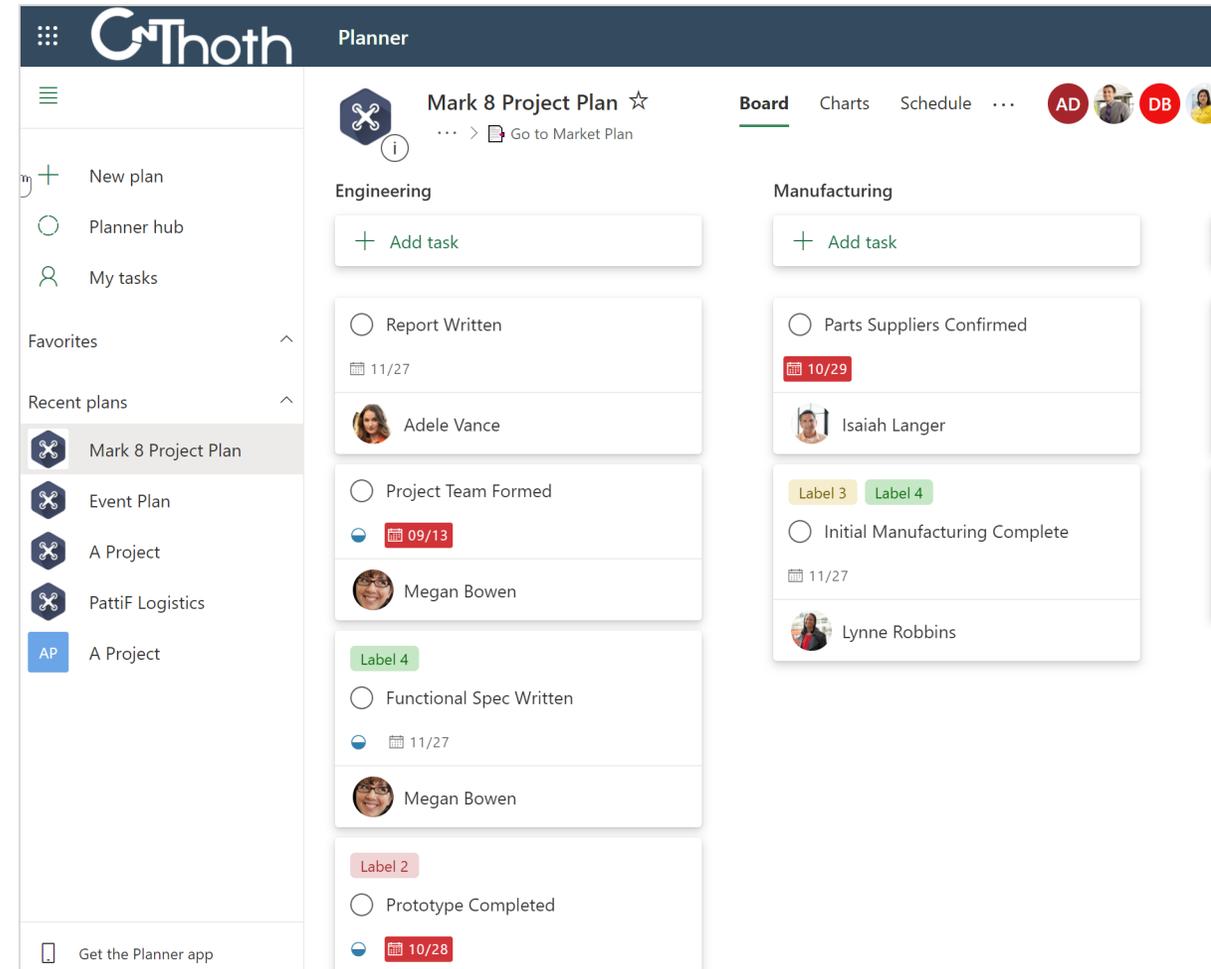


The screenshot shows the 'To Do' app interface. At the top, it says '오늘 할 일' (Today's Tasks) for '11월 11일 수요일' (Wednesday, November 11). Below this is a list of tasks, each with a circular checkbox, a title, a category, a due date, and a star icon for favorites. The tasks are:

- Check Site Usage (작업 · 11월 17일 화) ★
- Mark 8 Plans Needed Fast (작업 · 11월 16일 월) ★
- Our Spring Blog Update (작업) ☆
- Book your won flights (작업) ★
- Functional Spec Written (작업) ★
- Finalize agenda for keynote (작업) ★
- Contoso Pre-shop for members with status (작업 · 📧) ☆
- Welcome to MyAnalytics (작업 · 📧) ☆

At the bottom, there is a '+ 작업 추가' (Add Task) button. The background features a tower structure.

Planner : 특정 목적을 가진 팀 단위에 Tasks 관리



The screenshot shows the 'Planner' app interface for a project named 'Mark 8 Project Plan'. The interface is divided into several sections:

- Navigation:** Includes 'New plan', 'Planner hub', 'My tasks', 'Favorites', and 'Recent plans'.
- Project Overview:** Shows the project name 'Mark 8 Project Plan' with a star icon and a 'Go to Market Plan' link.
- Engineering Section:** Contains a '+ Add task' button and a task 'Report Written' (11/27) assigned to 'Adele Vance'. Below it is 'Project Team Formed' (09/13) assigned to 'Megan Bowen'. A 'Label 4' tag is present.
- Manufacturing Section:** Contains a '+ Add task' button and a task 'Parts Suppliers Confirmed' (10/29) assigned to 'Isaiah Langer'. Below it is 'Initial Manufacturing Complete' (11/27) assigned to 'Lynne Robbins'. 'Label 3' and 'Label 4' tags are present.
- Bottom Section:** Shows 'Prototype Completed' (10/28) assigned to 'Megan Bowen' with a 'Label 2' tag.

At the bottom left, there is a 'Get the Planner app' button. The top right shows user avatars and initials 'AD' and 'DB'.

 Adele Vance  
adelev@m365x934195.onmicroso... ▾

# 오늘 할 일

# To Do : 개인의 할 일 목록

11월 11일 수요일



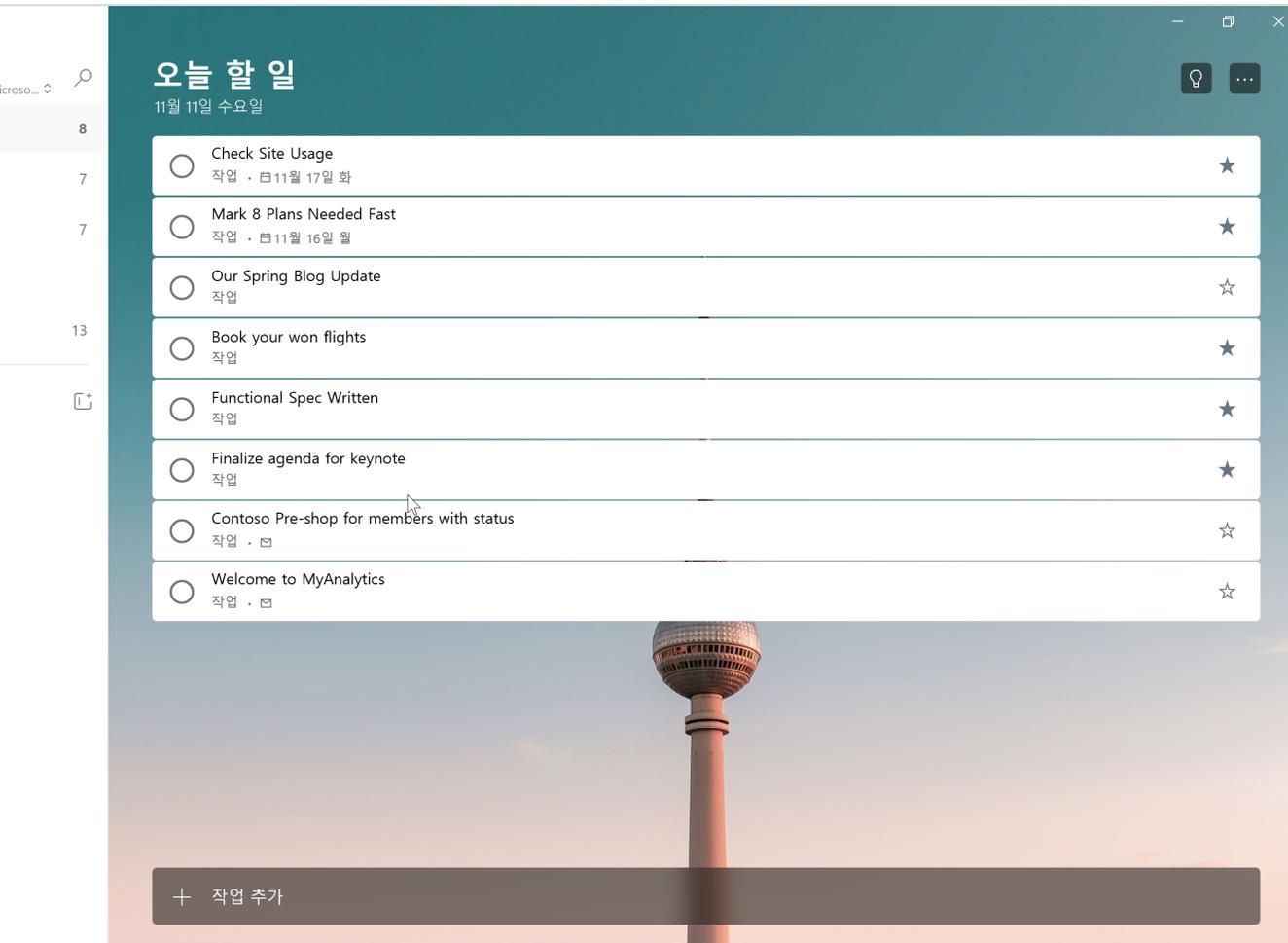
-  오늘 할 일 8
-  중요 7
-  계획된 일정 7
-  나에게 할당됨
-  작업 13
-  새 목록 

- Check Site Usage  
작업 · 11월 17일 화 
- Mark 8 Plans Needed Fast  
작업 · 11월 16일 월 
- Our Spring Blog Update  
작업 
- Book your won flights  
작업 
- Functional Spec Written  
작업 
- Finalize agenda for keynote  
작업 
- Contoso Pre-shop for members with status  
작업 ·  
- Welcome to MyAnalytics  
작업 ·  



# Tasks App = To Do + Planner

To Do : 개인의 할 일 목록

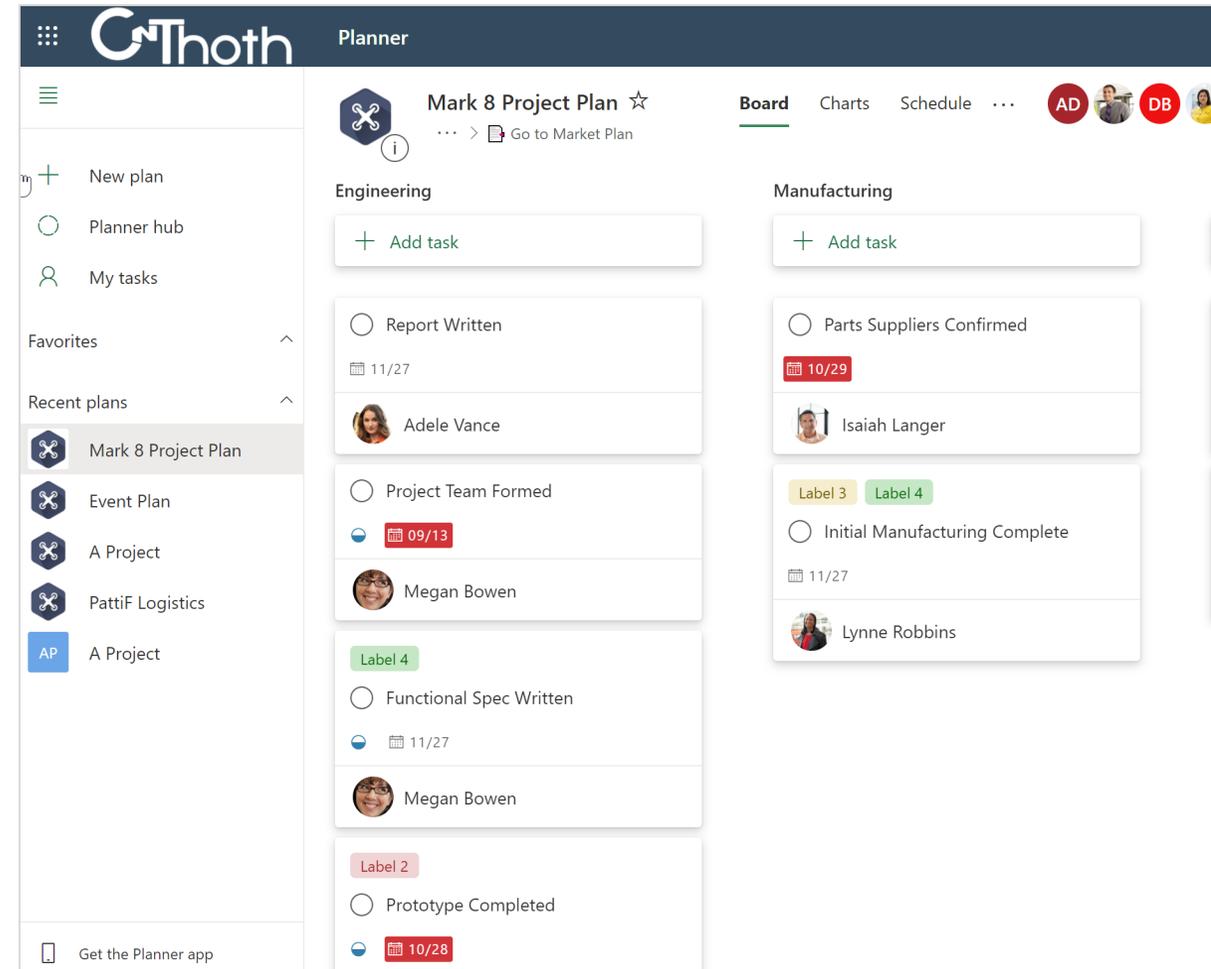


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- Check Site Usage (작업 · 11월 17일 화) ★
- Mark 8 Plans Needed Fast (작업 · 11월 16일 월) ★
- Our Spring Blog Update (작업) ☆
- Book your won flights (작업) ★
- Functional Spec Written (작업) ★
- Finalize agenda for keynote (작업) ★
- Contoso Pre-shop for members with status (작업 · ✉) ☆
- Welcome to MyAnalytics (작업 · ✉) ☆

At the bottom, there is a '+ 작업 추가' (Add Task) button. The background features a tower structure.

Planner : 특정 목적을 가진 팀 단위에 Tasks 관리



The screenshot shows the 'Planner' app interface for a project named 'Mark 8 Project Plan'. The interface is divided into two main columns: 'Engineering' and 'Manufacturing'. Each column has a '+ Add task' button and a list of tasks with checkboxes, dates, and assignees.

**Engineering:**

- Report Written (11/27) - Adele Vance
- Project Team Formed (09/13) - Megan Bowen
- Functional Spec Written (11/27) - Megan Bowen
- Prototype Completed (10/28) - Megan Bowen

**Manufacturing:**

- Parts Suppliers Confirmed (10/29) - Isaiah Langer
- Initial Manufacturing Complete (11/27) - Lynne Robbins

The left sidebar shows navigation options: 'New plan', 'Planner hub', 'My tasks', 'Favorites', and 'Recent plans'. The 'Recent plans' list includes 'Mark 8 Project Plan', 'Event Plan', 'A Project', 'PattiF Logistics', and 'A Project'. At the bottom, there is a 'Get the Planner app' button.

- New plan
- Planner hub
- My tasks
- Favorites
- Recent plans
- Mark 8 Project Plan
- Event Plan
- A Project
- PattiF Logistics
- A Project

**Mark 8 Project Plan** ☆  
 Go to Market Plan

Board | Charts | Schedule | ... | AD | DB | +16 | Members | Filter (0) | Group by Bucket

**Engineering**

+ Add task

Report Written

11/27

Adele Vance

Project Team Formed

09/13

Megan Bowen

Label 4

Functional Spec Written

11/27

Megan Bowen

Label 2

Prototype Completed

10/28

**Manufacturing**

+ Add task

Parts Suppliers Confirmed

10/29

Isaiah Langer

Label 3 | Label 4

Initial Manufacturing Complete

11/27

Lynne Robbins

**Launch**

+ Add task

Units Delivered to Retailers

02/03/2021

Adele Vance

Contoso Mark 8 Launch

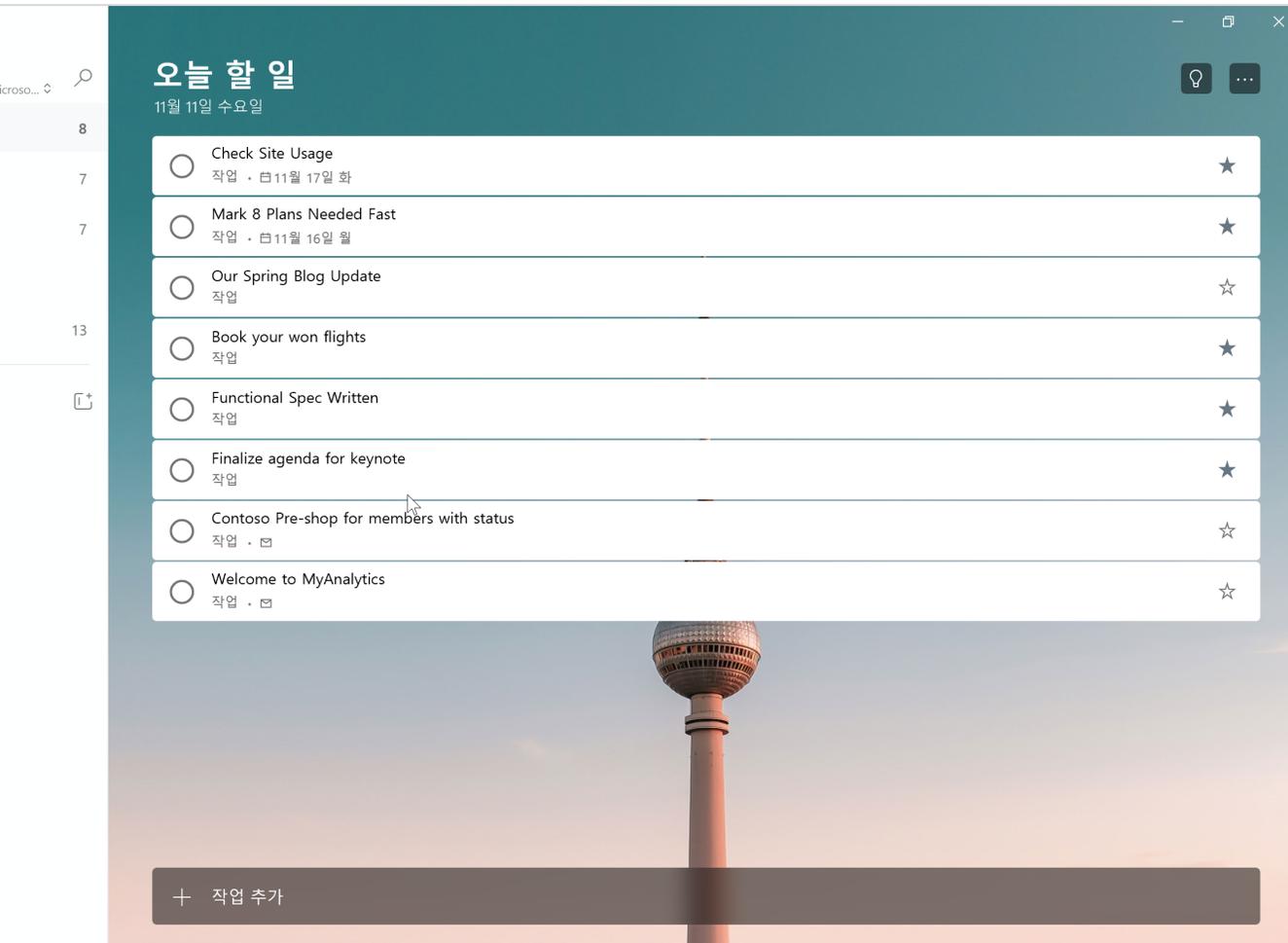
01/06/2021

Patti Fernandez

Planner : 특정 목적을 가진 팀 단위에 Tasks 관리

# Tasks App = To Do + Planner

To Do : 개인의 할 일 목록

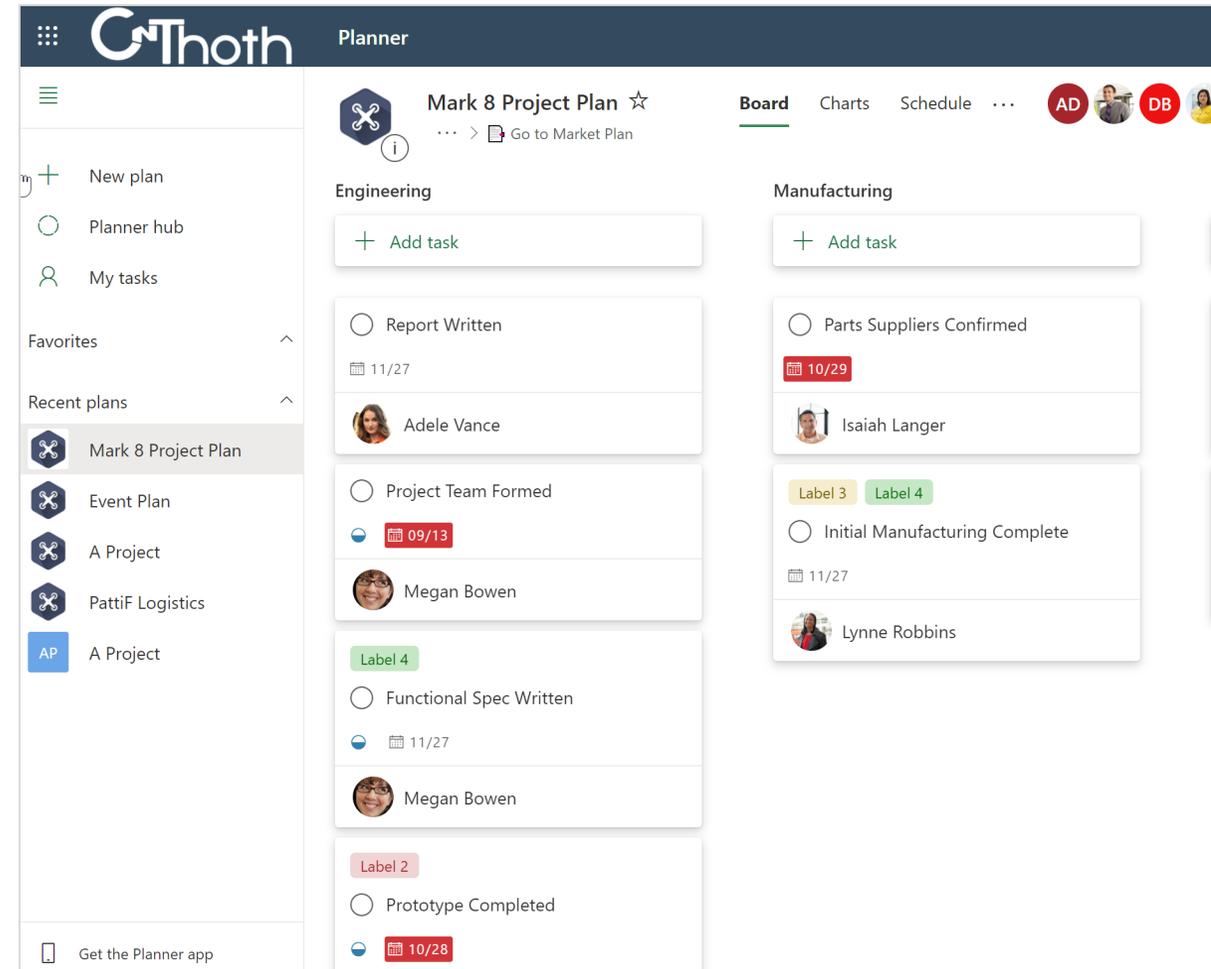


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- Our Spring Blog Update (작업) ☆
- Book your won flights (작업) ★
- Functional Spec Written (작업) ★
- Finalize agenda for keynote (작업) ★
- Contoso Pre-shop for members with status (작업 · 📧) ☆
- Welcome to MyAnalytics (작업 · 📧) ☆

At the bottom, there is a '+ 작업 추가' (Add Task) button. The background features a tower structure.

Planner : 특정 목적을 가진 팀 단위에 Tasks 관리



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- Bottom Section:** Shows 'Prototype Completed' (10/28) assigned to 'Megan Bowen' with a 'Label 2' tag.
- Footer:** Includes a 'Get the Planner app' button.



# 플래너



모든 활성 작업 ▾

필터 ▾

## 내 작업 To Do

📁 작업

! 중요

📅 예상

👤 나에게 할당됨

## 공유 계획 Planner

🔗 Mark 8 Project Team

☰ A Project  
👤 Design

☰ Mark 8 Project Plan  
💡 Research and Development

☰ Event Plan  
📅 Go to Market Plan

☰ Mark 8 Project Plan  
📅 Go to Market Plan

☰ PattiF Logistics  
📅 Go to Market Plan

+ 새 목록 또는 계획

작업 제목

우선 순위 ↑

기한

+ 작업 추가



FRP Meeting 준비

11. 11.



Team Monthly Report

11. 23.



Prototype Completed

11. 25.





# 플래너

진행률 | 할당 | 우선 순위 | 기한 | 버킷 | 1개 선택됨 | 모든 활성 작업 | 필터 | 목록 | 게시판 | 차트 | 일정

내 작업 To Do

- 작업
- 중요
- 예상
- 나에게 할당됨

공유 계획 Planner

- Mark 8 Project Team
- A Project Design
- Mark 8 Project Plan *Research and Development*
- Event Plan *Go to Market Plan*
- Mark 8 Project Plan *Go to Market Plan*
- PattiF Logistics *Go to Market Plan*

+ 새 목록 또는 계획

작업 제목	할당 대상 ↑	우선 순위	기한	버킷	
Report	👤	•		Engineering	✓ ✕
Contoso Mark 8 Launch			2021. 1. 6.	Launch	⋮
Project Team Formed			9. 13.	Engineering	⋮
Functional Spec Written			11. 27.	Engineering	⋮
Initial Manufacturing Co...			11. 27.	Manufacturing	⋮
Parts Suppliers Confirmed	IL Isaiah Langer		10. 29.	Manufacturing	⋮
Prototype Completed	CC Christie Cline		10. 28.	Engineering	⋮
Report Written	AV Adele Vance		11. 27.	Engineering	⋮
Units Delivered to Retailers	AV Adele Vance		2021. 2. 3.	Launch	⋮

ly

할당 해제됨

LR Lynne Robbins



# 플래너



버킷별로 그룹화 ▾ 필터 ▾ 목록 **게시판** 차트 일정

## 내 작업 To Do

- 작업
- 중요
- 예상
- 나에게 할당됨

## 공유 계획 Planner

- Mark 8 Project Team
  - A Project Design
  - Mark 8 Project Plan Research and Development
  - Event Plan Go to Market Plan
  - Mark 8 Project Plan Go to Market Plan**
  - PattiF Logistics Go to Market Plan

+ 새 목록 또는 계획

### Engineering

+ 작업 추가

Report Written

11.27.

Adele Vance

Project Team Formed

09.13.

Megan Bowen

Label 4

Functional Spec Written

11.27.

Megan Bowen

Label 2

Prototype Completed

### Manufacturing

+ 작업 추가

Parts Suppliers Confirmed

10.29.

Isaiah Langer

Label 3 Label 4

Initial Manufacturing Complete

11.27.

Lynne Robbins

### Launch

+ 작업 추가

Units Delivered to Retailers

2021.02.03.

Adele Vance

Contoso Mark 8 Launch

2021.01.06.

Patti Fernandez



# 플래너



## 내 작업 To Do

- 작업
- 중요
- 예상
- 나에게 할당됨

## 공유 계획 Planner

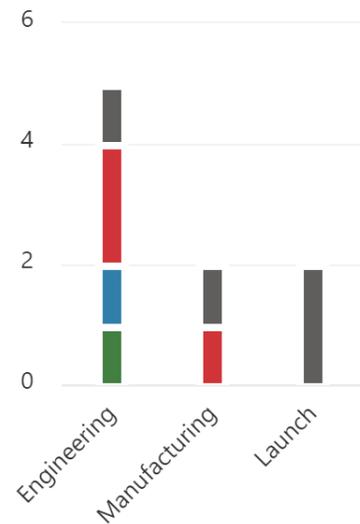
- Mark 8 Project Team
  - A Project Design
  - Mark 8 Project Plan Research and Development
  - Event Plan Go to Market Plan
  - Mark 8 Project Plan Go to Market Plan
  - PattiF Logistics Go to Market Plan

### 상태



● 시작되지 않음	4
● 진행 중	1
● 늦음	3
● 완료됨	1

### 버킷



### 작업

+ 작업 추가

#### Engineering

○ Report Written

11.27.

Adele Vance

○ Project Team Formed

09.13.

Megan Bowen

Label 4

○ Functional Spec Written

11.27.

Megan Bowen

+ 새 목록 또는 계획

### 우선 순위



# 플래너



모든 활성 작업 ▼ 필터 ▼

## 내 작업 To Do

작업

중요

예상

나에게 할당됨

## 공유 계획 Planner

Mark 8 Project Team

A Project Design

Mark 8 Project Plan Research and Development

Event Plan Go to Market Plan

Mark 8 Project Plan Go to Market Plan

PattiF Logistics Go to Market Plan

새 목록 또는 계획

작업 제목

출처

우선 순위

기한 ↓

+ 작업 추가

<input type="radio"/>	FRP Meeting 준비		작업		11. 11.	...
<input type="radio"/>	Team Monthly Report		작업		11. 23.	...
<input type="radio"/>	Car Service for Patti F.		Event Plan	<span style="color: red;">■</span>	11. 24.	...
<input type="radio"/>	Car Service for Patti F.		Event Plan	<span style="color: red;">■</span>	11. 24.	...
<input type="radio"/>	Prototype Completed		작업		11. 25.	...
<input type="radio"/>	Book Patti's Flight		Logistics	<span style="color: purple;">■</span> <span style="color: blue;">■</span>	11. 25.	...
<input type="radio"/>	Book Patti's Flight		PattiF Logistics	<span style="color: purple;">■</span> <span style="color: blue;">■</span>	11. 25.	...
<input type="radio"/>	Schedule Post Event Press Interviews		Event Plan	<span style="color: purple;">■</span> <span style="color: red;">■</span> <span style="color: yellow;">■</span>	11. 25.	...
<input type="radio"/>	Schedule Post Event Press Interviews		Event Plan	<span style="color: purple;">■</span> <span style="color: red;">■</span> <span style="color: yellow;">■</span>	11. 25.	...
<input type="radio"/>	Report Written		Research and Development...		11. 27.	...
<input type="radio"/>	Web Media Kit		Event Plan	<span style="color: yellow;">■</span> <span style="color: blue;">■</span>	12. 2.	...
<input type="radio"/>	Web Media Kit		Event Plan	<span style="color: yellow;">■</span> <span style="color: blue;">■</span>	12. 2.	...
<input type="radio"/>	Book Valet Service for Event		Event Plan	<span style="color: purple;">■</span> <span style="color: yellow;">■</span> <span style="color: blue;">■</span>	12. 7.	...
<input type="radio"/>	Book Valet Service for Event		Event Plan	<span style="color: purple;">■</span> <span style="color: yellow;">■</span> <span style="color: blue;">■</span>	12. 7.	...

- 새 메시지
- 즐거찾기
  - U.S. Sales 1
  - 즐거찾기에 추가
  - 폴더
- 받은 편지함 3
- 임시 보관함
- 보낸 편지함
- 다시 알림 실행됨
- 지운 편지함
- 정크 메일
- 보관
- 메모
- Clutter
- 대화 내용
- 새 폴더
- In-Place Archive ...
- 그룹
  - U.S. Sales 1
  - Digital Initiativ... 1
  - Contoso Team 2
  - Retail 1

- 중요 기타 필터
- Alex Wilber**  
**IMPORTANT: Statement of Work 24JUN...**  
 2020-09-30  
 Hello all, Here is the SOW file, please download and revie...  
 Zero-Hour Aut...
- 어제
- Microsoft Teams  
 You have been added to a team in Micros... 화 01:00  
 Microsoft Teams HYUKRAN added you to the 경영지원팀 ...
- 지난달
- MyAnalytics  
 Welcome to MyAnalytics 화 10-27  
 MyAnalytics Discover your habits. Work smarter. For your ...
- 9월
- Payroll Update**  
 Urgent - Update Your Payroll Details 2020-09-30  
 Megan Bowen, Your payroll details need updating, please...
- Christie Cline**  
 Contoso Pre-shop for members with status 2020-09-30  
 Pre-Shop begins tomorrow (July 9th) for Contoso Status C...
- There's new activity in Teams**  
**You have 2 mentions** 2020-09-29  
 Adele Vance, yes I am available the next two hours. ...
- Christie Cline**  
**Northwind Acquisition Details** 2020-09-29  
 Hello team, Here is the current set of Northwind Traders ...  
 Northwind Fina... Northwind Acq... 외 ...

### Urgent - Update Your Payroll Details

보낸 사람이 수신 허용 - 보낸 사람 목록에 없으므로 이 메시지 일부 내용이 차단되었습니다.  
 payrollservices@payrolltooling.com 님의 콘텐츠를 신뢰합니다. | 차단된 콘텐츠 표시

**PU** Payroll Update <payrollservices@payrolltooling.com>  
 수 2020-09-30 06:15  
 받는 사람: Megan Bowen

 Megan Bowen, Your payroll details need updating, please click below to start the update.

**UPDATE YOUR ACCOUNT DETAILS**

Dear, Megan Bowen

We have recently upgraded our payroll system, as a security measure we need you to confirm your bank routing number details for your account nominated to receive your salary.

Please review and enter your routing number details at the link above Megan Bowen - by clicking on the "Update Your Account Details" button above.

**Failure to update your account details will result in delays with your salary being processed. Please make sure to update the details at least 5 days before the next Payroll cycle to avoid an unnecessary delay in processing.**

Please let us know if you have any questions.

Thank you.

- 일정 To Do
- 작업
- + 작업 추가
  - Prototype Completed 11월 25 ☆
  - FRP Meeting 준비 11월 11 ☆
  - Team Monthly Report 11월 23 ☆

- 새 메시지
- 즐거찾기
  - U.S. Sales 1
  - 즐거찾기에 추가
- 폴더
  - Inbox 4
  - Drafts
  - Sent Items
  - Snoozed
  - Deleted Items
  - Junk Email
  - Archive
  - Notes
  - Clutter
  - Conversation His...
  - 새 폴더
  - In-Place Archive ...
  - 그룹
    - U.S. Sales 1
    - Digital Initiativ... 1
    - Contoso Team 2
    - Retail 1

- 중요 기타 Filter
- Alex Wilber**  
**IMPORTANT: Statement of Work 24JUN...** 2020-09-30  
 Hello all, Here is the SOW file, please download and revie...  
 Zero-Hour Aut...
  - 어제
    - Microsoft Teams  
 You have been added to a team in Micros... 화 01:00  
 Microsoft Teams HYUKRAN added you to the 경영지원팀 ...
  - 지난달
    - MyAnalytics**  
**Welcome to MyAnalytics** 화 10:27  
 MyAnalytics Discover your habits. Work smarter. For your ...
  - September
    - Payroll Update  
 Urgent - Update Your Payroll Details 2020-09-30  
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 Hello team, Here is the current set of Northwind Traders ...  
 Northwind Fina... Northwind Acq... 외 ...

### Welcome to MyAnalytics

- 이 메시지를 보낸 사람은 신뢰할 수 있습니다.
- 추가 작업에 플래그를 지정합니다. 2020-11-12부터 시작합니다. 기한은 2020-11-12까지입니다.

MyAnalytics  
 화 2020-10-27 18:56  
 받는 사람: Adele Vance

**MyAnalytics**  
 Discover your habits. Work smarter.

**Welcome, Adele Vance!**

Your Office 365 account now includes MyAnalytics, a way to discover how you work

### Three things to get started

#### Check your to-dos

Click on Insights in the Outlook ribbon to see your to-dos and more.

Try it out

#### Find out where your time goes

See who's in your network, how much you work after hours, and more.

Visit dashboard

### Stay tuned for weekly summaries

이벤트로 추가

1 대화

작업으로 추가

- 새 메시지
- 즐거찾기
  - U.S. Sales 1
  - 즐거찾기에 추가
  - 폴더
- Inbox 4
- Drafts
- Sent Items
- Snoozed
- Deleted Items
- Junk Email
- Archive
- Notes
- Clutter
- Conversation His...
- 새 폴더
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  - Retail 1

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 화 10-27
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**MyAnalytics**  
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 받는 사람: Adele Vance

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**Three things to get started**

**Check your to-dos**

Click on Insights in the Outlook ribbon to see your to-dos and more.

[Try it out](#)

**Find out where your time goes**

See who's in your network, how much you work after hours, and more.

[Visit dashboard](#)

**Stay tuned for weekly summaries**

Check back next week for deep dives into your work patterns on Focus, Wellbeing,

- 일정 To Do
- Tasks
- + 작업 추가
  - Welcome to MyAnalytics** (highlighted with red box) ☆
  - Prototype Completed 11월 25 ☆
  - FRP Meeting 준비 11월 11 ☆
  - Team Monthly Report 11월 23 ☆

새 이벤트

오늘 ↑ ↓ 2020 11월

월 공유 인쇄

2020 11월						
일	월	화	수	목	금	토
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

일요일	월요일	화요일	수요일	목요일	금요일	토요일
11월 1	2	3	4	5	6	7

11월 11 수 5°



해당 날짜에 예정된 항목이 없습니다.  
한 번 이용해 보세요!

- 일정 추가
- 내 일정
- 일정
- 그룹
- U.S. Sales
- Digital Initiative Publi...
- Contoso Team
- Retail
- Mark 8 Project Team
- 자세히 표시

8	9	10	11월 11 5°	12	13	14
---	---	----	-----------	----	----	----

15	16	17	18	19	20	21
			FRP Meeting			

✓ FRP Meeting 준비

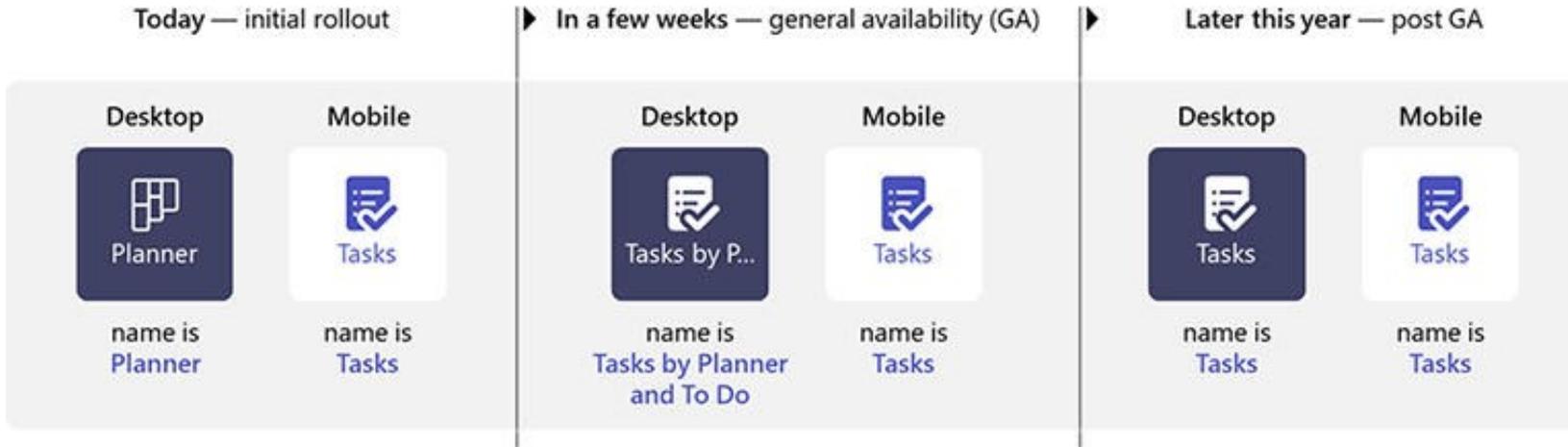
🕒 목 2020-11-19(하루 중일)

📅 일정

✎ 편집 🗑️ 삭제

일정 To Do

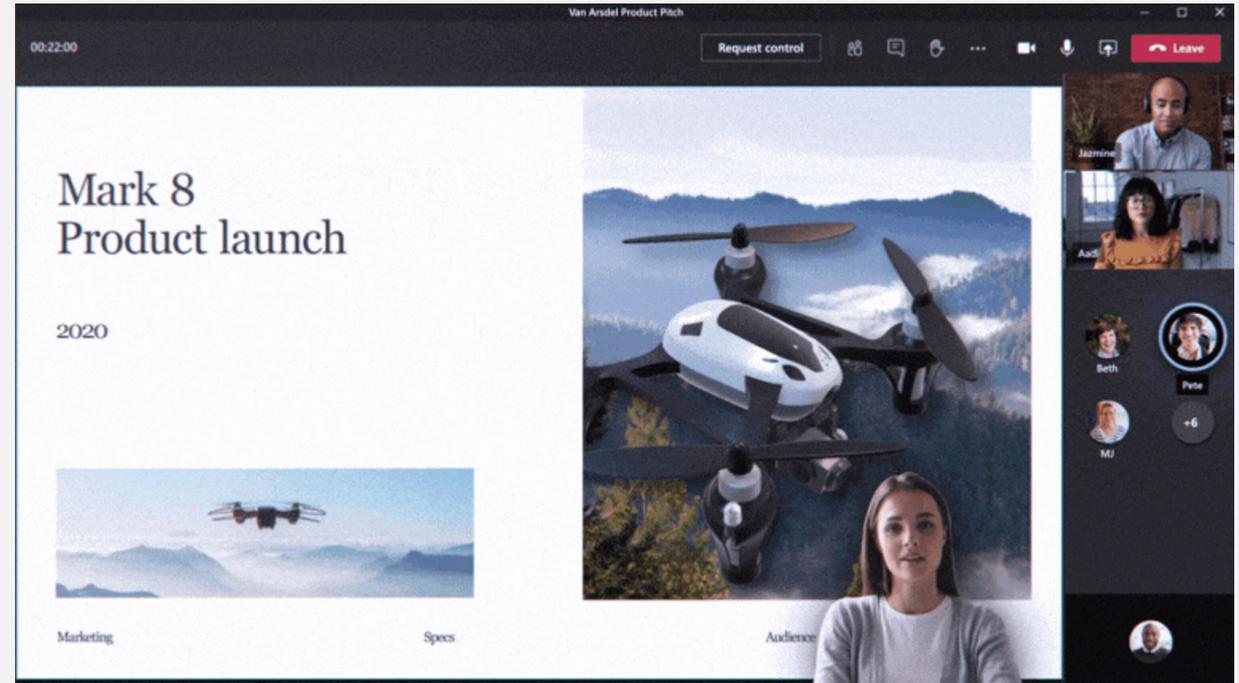
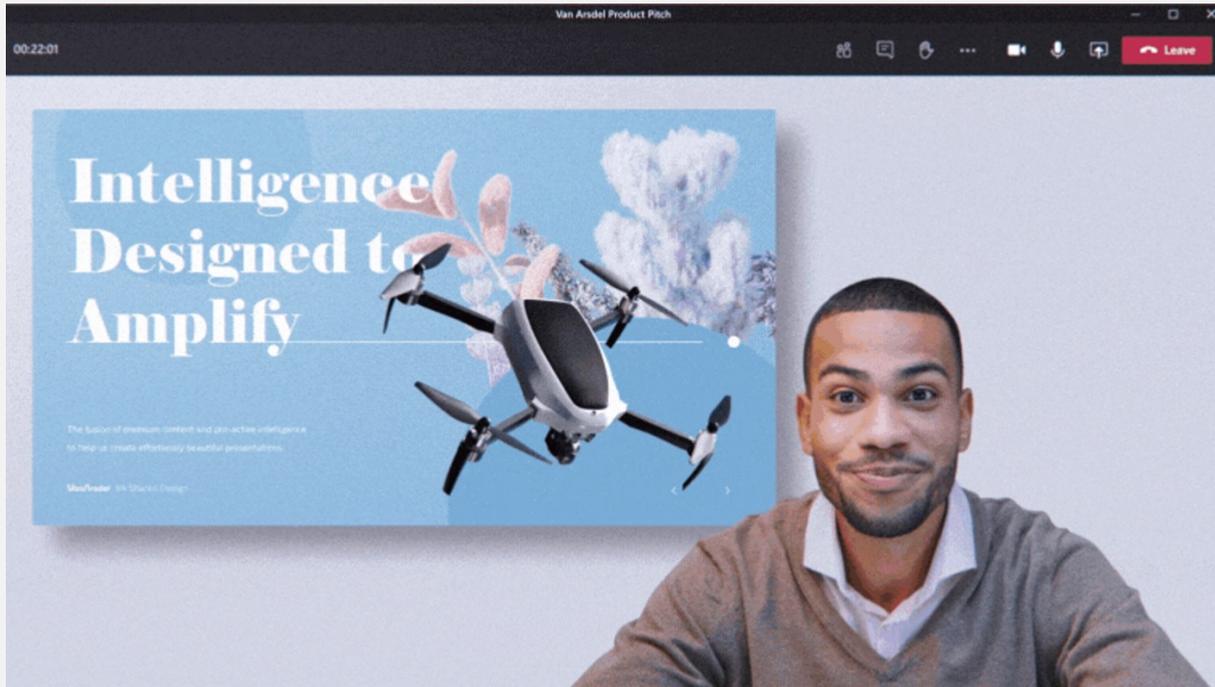
- 작업
- + 작업 추가
  - Our Spring Blog Update  
※ 나의 하루 ☆
  - Check Site Usage  
※ 나의 하루 • 📅 11월 17 ☆
  - Mark 8 Plans Needed Fast  
※ 나의 하루 • 📅 11월 16 ☆
  - Our Spring Blog Update  
📅 11월 11 ☆
  - Project Teams Formed  
📅 11월 12 ☆
  - Book your won flights  
※ 나의 하루 ☆
  - Functional Spec Written  
※ 나의 하루 ☆
  - Finalize agenda for keynote  
※ 나의 하루 ☆
  - Contoso Pre-shop for members with status  
📧 ※ 나의 하루 ☆
  - Welcome to MyAnalytics  
📧 ※ 나의 하루 ☆
  - Prototype Completed  
📅 11월 25 ☆
  - FRP Meeting 준비  
📅 11월 11 ☆
  - Team Monthly Report  
📅 11월 23 ☆



데스크톱 Task 앱의 이름이 여러 번 변경 됩니다.

출처 – Microsoft

## 6. 사용자 지정 레이아웃 (Custom Layouts)



00:22:00

Request control



Leave

# Mark 8 Product launch

2020



Beth



Peter



MJ

+0

## Description

Microsoft Teams: Custom layouts for meetings

## Status

In  
development

## Tags

Worldwide (Standard Multi-  
Tenant)  
Microsoft Teams  
General Availability

## Release

December  
CY2020

Feed

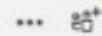


- Meeting info available** 3:45 PM  
VanArsdel Product Pitch  
26 May 2020 1:30 PM - 2:00 PM
- Charlotte, Babak replied to you 10:58 AM  
Northwind Traders > Marketing  
Want to go out for lunch today? It's my...
- Will posted 8:39 AM  
Northwind Traders > Marketing  
filename.png
- Sarah +2 reacted to your message 7:15 AM  
Chat with Reta, Miguel, +3  
I prefer the blue one
- Miguel posted 8/23  
Northwind Traders > Overview  
We will be casting our votes today, every...
- Voicemail from Marie 8/23  
(121)-489-1902
- Northwind Traders is expiring soon! 8/22
- Polly sent you a card 8/21  
Take this poll today!
- Sarah replied 8/20  
Tailspin Toys > General  
Customer focus groups sign ups are open
- Daichi mentioned 8/19  
Tailspin Toys  
Tailspin Toys > Accounting



VanArsdel Product Pitch

Chat Details Files Meeting notes Recording & Transcript Polly +



Join

RSVP Forward Show as: Busy Category: None

26 May 2020 1:30 PM - 2:00 PM [View series](#) | [Show meeting info](#)

Recording  
58m 5s

Transcript

Notes

**VanArdel Pitch Deck**  
Linked

Setting up time for us to come together and iterate on the latest designs for the VanArsdel Mark III. We will start off with a presentation led by Daniela Madera. Then we will transition into breakout sessions where smaller teams will focus on three key product areas, marketing sales strategy, material engineering  
[VanArsdel Pitch Deck](#)

Tracking

- Daniela Madera  
Organiser
- Aadi Kapoor  
Accepted
- Babak Shammass  
Accepted
- Beth Davies  
Declined
- Pete Turner  
Accepted

Optional

- Crum
- Serena Davis  
Tentative

Conference room: 16537/AV/13  
Accepted



# 7. 회의 요약 (Meeting Recap)



# VanArsdel Product Pitch

Chat **Details** Files Meeting notes Recording & Transcript Polly



Join

RSVP Forward Show as: Busy Category: None

26 May 2020 1:30 PM - 2:00 PM [View series](#) | [Show meeting info](#)

Recording  
58m 5s

Transcript

Notes

**VanArdel Pitch Deck**  
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[VanArsdel Pitch Deck](#)

## Tracking

Daniela Madera  
Organiser

Aadi Kapoor  
Accepted

Babak Shammass  
Accepted

Beth Davies  
Declined

Pete Turner  
Accepted

### Optional

Charlotte de Crum  
Tentative

Serena Davis  
Tentative

### Rooms

eed ▾

**VanArsdel Product Pitch** Chat Details Files Meeting notes Recording & Transcript Polly +

Join

- Meeting info available** 3:45 PM  
 VanArsdel Product Pitch  
 26 May 2020 1:30 PM - 2:00 PM
- Charlotte, Babak replied to you** 10:58 AM  
 Northwind Traders > Marketing  
 Want to go out for lunch today? It's my...
- Will posted** 8:39 AM  
 Northwind Traders > Marketing  
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 Chat with Reta, Miguel, +3  
 I prefer the blue one
- Miguel posted** 8/23  
 Northwind Traders > Overview  
 We will be casting our votes today, every...
- Voicemail from Marie** 8/23  
 (121)-489-1902

RSVP ▾ 
 Forward ▾ 
 Show as: Busy ▾ 
 Category: None ▾

26 May 2020 1:30 PM - 2:00 PM [View series](#) | [Show meeting info](#) ▾

Recording  
58m 5s

Transcript

Notes

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[VanArsdel Pitch Deck](#)

**Tracking**

- Daniela Madera  
Organiser
- Aadi Kapoor  
Accepted
- Babak Shammass  
Accepted
- Beth Davies  
Declined
- Pete Turner  
Accepted

**Optional**

- Charlotte de Crum  
Tentative
- Serena Davis  
Tentative

Description	Status	Tags	Release
Microsoft Teams: Meeting Recap	In development	Worldwide (Standard Multi-Tenant) Microsoft Teams General Availability	December CY2020

# 8. 웨비나 등록 및 리포팅 (Webinar registration and reporting)

The screenshot shows the 'New meeting' interface in Microsoft Teams. The meeting title is 'Design Webinar', scheduled for Friday, September 5, 2020, at 11 AM. The registration page is currently active. The 'Registration' section includes input fields for 'First name', 'Last name', and 'Email'. A dropdown menu for 'Add field' is open, showing options for 'Address', 'Country', and 'Custom question'. The 'Details' section contains the meeting description: 'Enjoy a compelling conversation on today's eco-friendly architecture and landscape design. Including a virtual tour through augmented site prototypes and building processes.' The 'Speakers' section lists Reta Taylor as the speaker, with a brief bio: 'Reta is the founder and creative director of Contoso. She lectures about design at creative conferences and universities.'

The screenshot displays the 'Attendance' report for the 'Design Webinar'. It provides a summary of registration and attendance statistics:

Registration page views	Registered attendees	Attended	Total event time	Average attendance
384	350	274	01:06:23	00:58:11

Below the summary is a table of participants with their status, attendance duration, join/leave times, and engagement metrics.

Name	Status	Attendance	Join time	Leave time	Engagement summary
Daniela Mandera	Teams meeting	1h 32m	10:00 am	11:32 am	10 2 0 0
Reta Taylor	Teams meeting	1h 32m	10:00 am	11:32 am	7 2 1 2
Ray Tanaka	Teams meeting	0h 28m	10:00 am	10:28 am	0 1 0 0
Edmee Plant	Overflow room	1h 18m	10:00 am	11:18 am	0 2 0 0
Carianne Gentry	Cancelled				
Hanno Simon	Teams meeting	1h 20m	10:00 am	11:20 am	5 2 0 4
Paquale Mariano	Cancelled				
Kotone Nakano	Teams meeting	1h 20m	10:00 am	11:25 am	2 1 1 0

Search or type a command

**New meeting** Details Scheduling Assistant Registration Polls +

Save Copy link View in browser



### Details

Design Webinar

Fri, Sept 5, 2009 11 AM - 12 PM 1h

Microsoft Teams meeting

**B** *I* U ~~X~~ Paragraph

Enjoy a compelling conversation on today's eco-friendly architecture and landscape design, including a virtual tour through augmented site prototypes and building processes.

### Speakers

Reta Taylor

Reta is the founder and creative director of Contoso. She lectures about design at creative conferences and universities.

### Registration

First name \*

Last name \*

Email \*

+ Add field

- Address
- Country
- Custom question

Search or type a command

**New meeting** Details Scheduling Assistant Registration Polls +

Save Copy link View in browser



### Details

Design Webinar

Fri, Sept 5, 2009 11 AM - 12 PM 1h

Microsoft Teams meeting

**B** *I* U ~~X~~ Paragraph

Enjoy a compelling conversation on today's eco-friendly architecture and landscape design, including a virtual tour through augmented site prototypes and building processes.

### Speakers

Reta Taylor

Reta is the founder and creative director of Contoso. She lectures about design at creative conferences and universities.

### Registration

First name \*

Last name \*

Email \*

+ Add field

- Address
- Country
- Custom question

Discard

In browser

Design Webinar

Chat Details Files Registration Attendance Polls

Join Close

Download attendance report

Filter Find

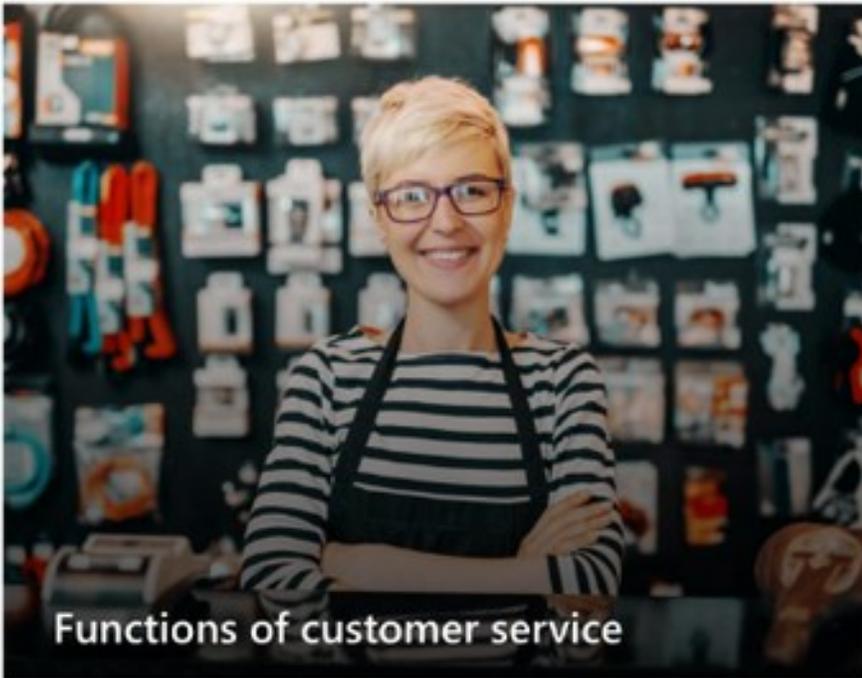
ATTENDEES			TIME	
384	350	274	01:06:23	00:58:11
Registration page views	Registered attendees	Attended	Total event time	Average attendance

PARTICIPANTS						
Name	Status	Attendance	Join time	Leave time	Engagement summary	
Daniela Mandera daniela.mandera@contoso.com	Teams meeting	1h 32m	10:00 am	11:32 am	10	2  0  0
Reta Taylor reta.taylor@contoso.com	Teams meeting	1h 32m	10:00 am	11:32 am	7	2  1  2
Ray Tanaka ray.tanaka@contoso.com	Teams meeting	0h 28m	10:00 am	10:28 am	0	1  0  0
Edmore Plant edmore.plant@contoso.com	Overflow room	1h 18m	10:00 am	11:18 am	0	2  0  0
Carianne Gentry carianna.gentry@contoso.com	Cancelled					
Hanno Simon hanno.simon@contoso.com	Teams meeting	1h 20m	10:00 am	11:20 am	5	2  0  4
Pasquale Mariano pasquale.mariano@contoso.com	Cancelled					
Kotone Nakano kotone.nakano@contoso.com	Teams meeting	1h 20m	10:00 am	11:20 am	2	1  1  0

# THE LANDING

Who we are | What's happening | Policy | Support

Public Group | General | English | ☆ | 🔄 | 🌐



## 9. SharePoint Home site in Teams

### LIVE AND ON-DEMAND

#### Watch the latest events

Enhance your communications, company meetings, and training with events for up-to 10,000 attendees. Whether at home, work, or on the go—everyone has a seamless video experience across web and mobile apps.

### Recommended viewing



August Town Hall Highlights



In the Design Studio with Carlos



Your privacy is our policy

### Local weather

Contoso HQ 🇺🇸

☁️ 90°F Smoke 9/17/2020 09/10/2020 MSN Weather

### Global time

Contoso HQ 🇺🇸

1:56 PM Thursday, 9/10/2020

Contoso SK 🇸🇰

4:56 AM 15h ahead Friday, 9/11/2020

### Employee resources

- 📄 Benefits  
Learn what's covered and manage your benefits
- ✈️ Travel guidelines  
Get the latest guidelines for travel
- 📄 Expense Reports



### Contoso



- > Quick Access
- > Company Information
- > Social Impact
- > Career
- > Benefits
- [See all](#)

# THE LANDING

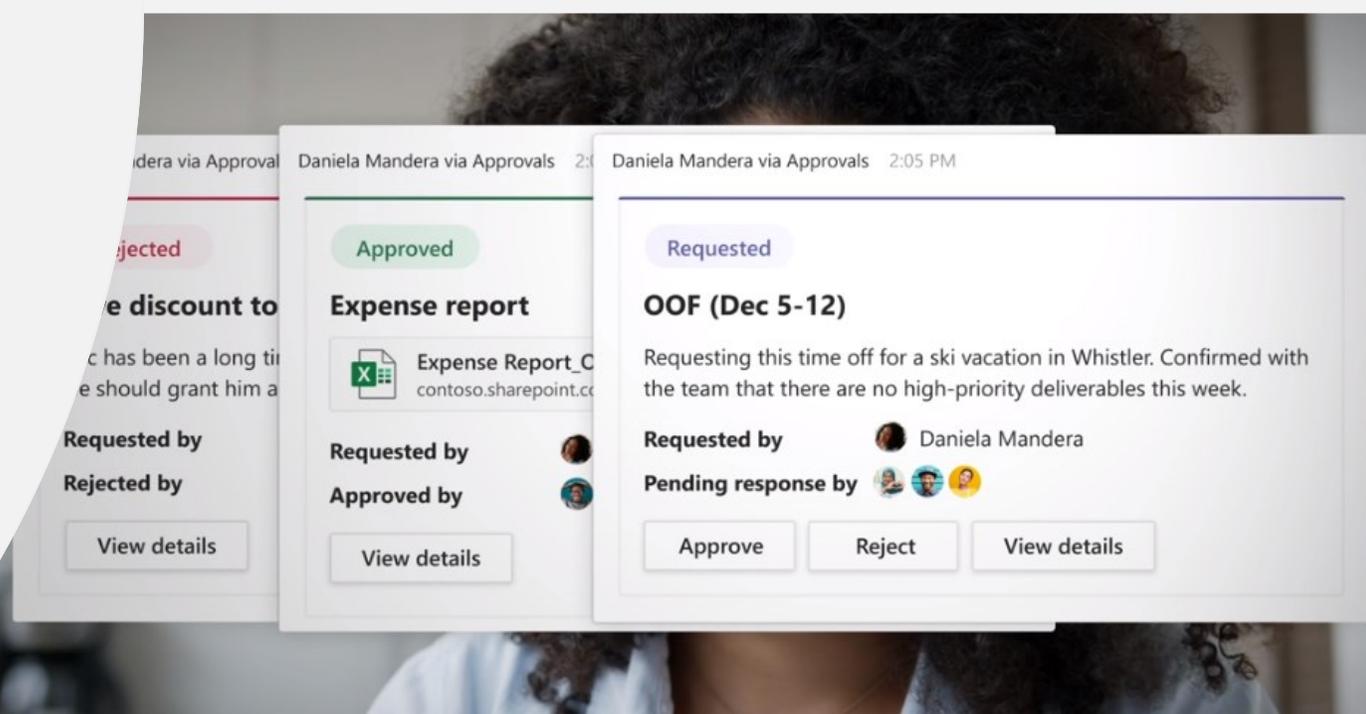
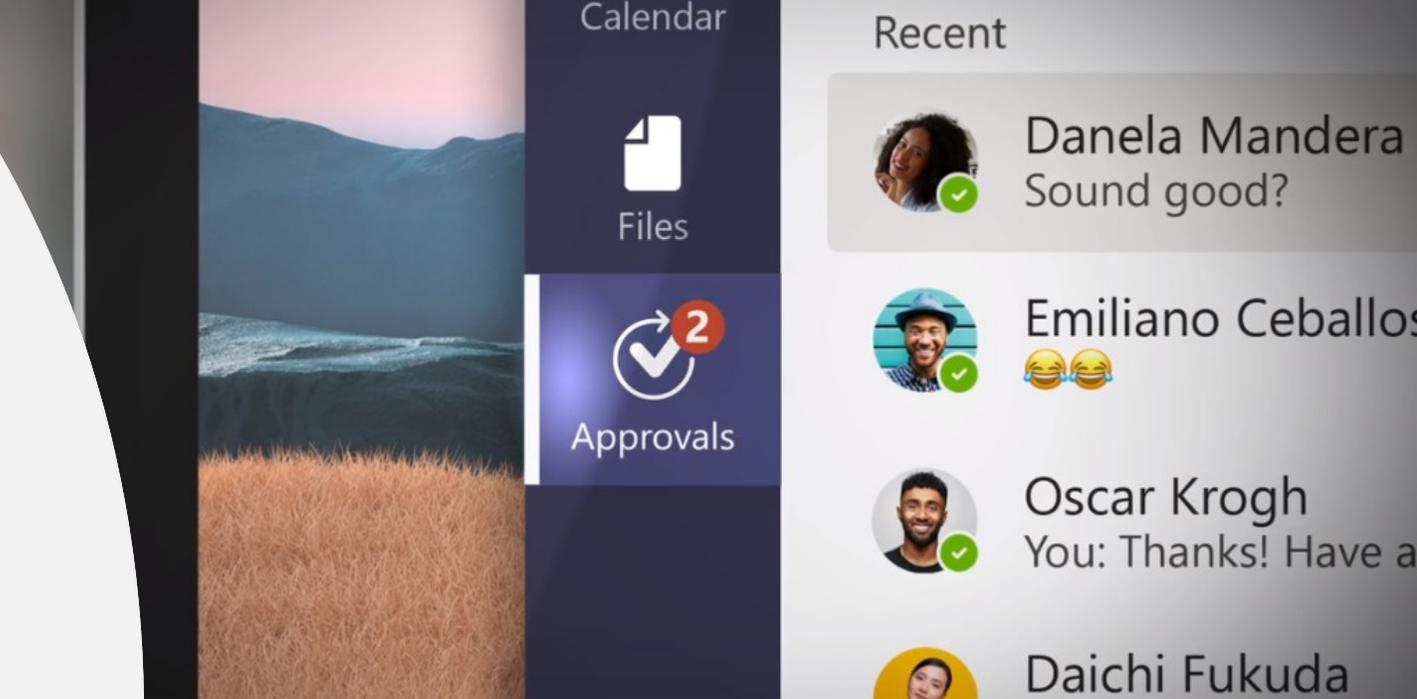
Support



Description	Status	Tags	Release
<p><b>Microsoft Teams: SharePoint home site app</b></p> <p>With the new home site app, you can bring your intranet directly into Teams. The app's icon and name match your company brand and enable employees to discover, navigate and consume your top sites in Teams. The home site app gives employees a window into the rest of the company intranet by using the same global navigation as the SharePoint app bar.</p> <p>Feature ID: 66584            Added to Roadmap: 9/22/2020            Last Modified: 9/22/2020            Tags: Worldwide (Standard Multi-Tenant), Microsoft Teams, SharePoint, General Availability</p>	In development	Worldwide (Standard Multi-Tenant) Microsoft Teams SharePoint General Availability	March CY2021



# 10. 승인 앱 (Approvals in Microsoft Teams)



A woman with curly hair, wearing a light blue button-down shirt, is seated at a desk. She is looking down at a large sheet of paper she is holding with both hands. The paper appears to be a project proposal or report, with some text and a small chart visible. To her left is a silver laptop. In the background, there is a large window with a view of greenery outside. The overall scene is brightly lit, suggesting a professional office environment.

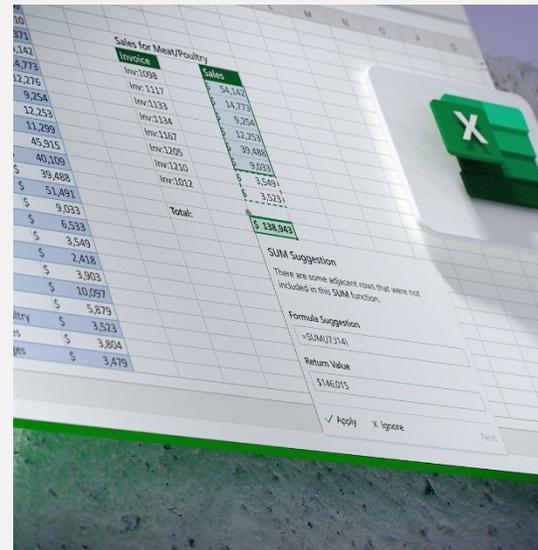
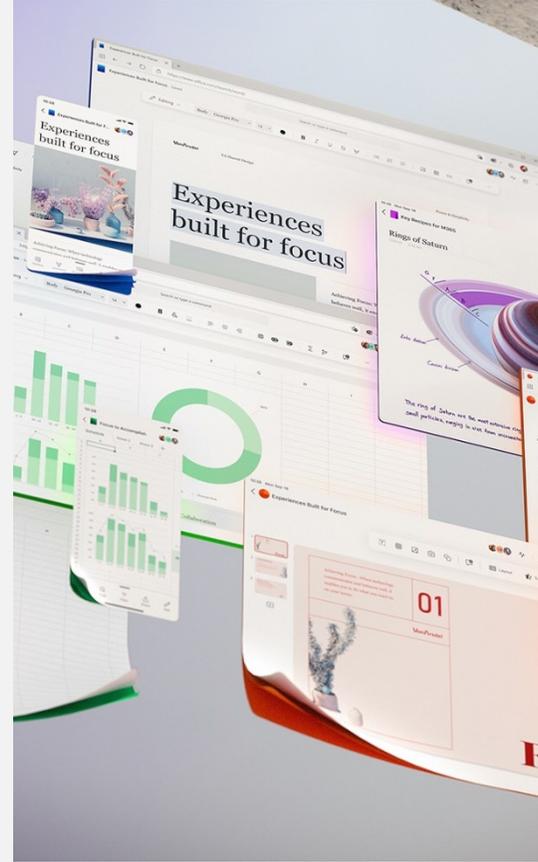
From project proposals



REQUESTOR

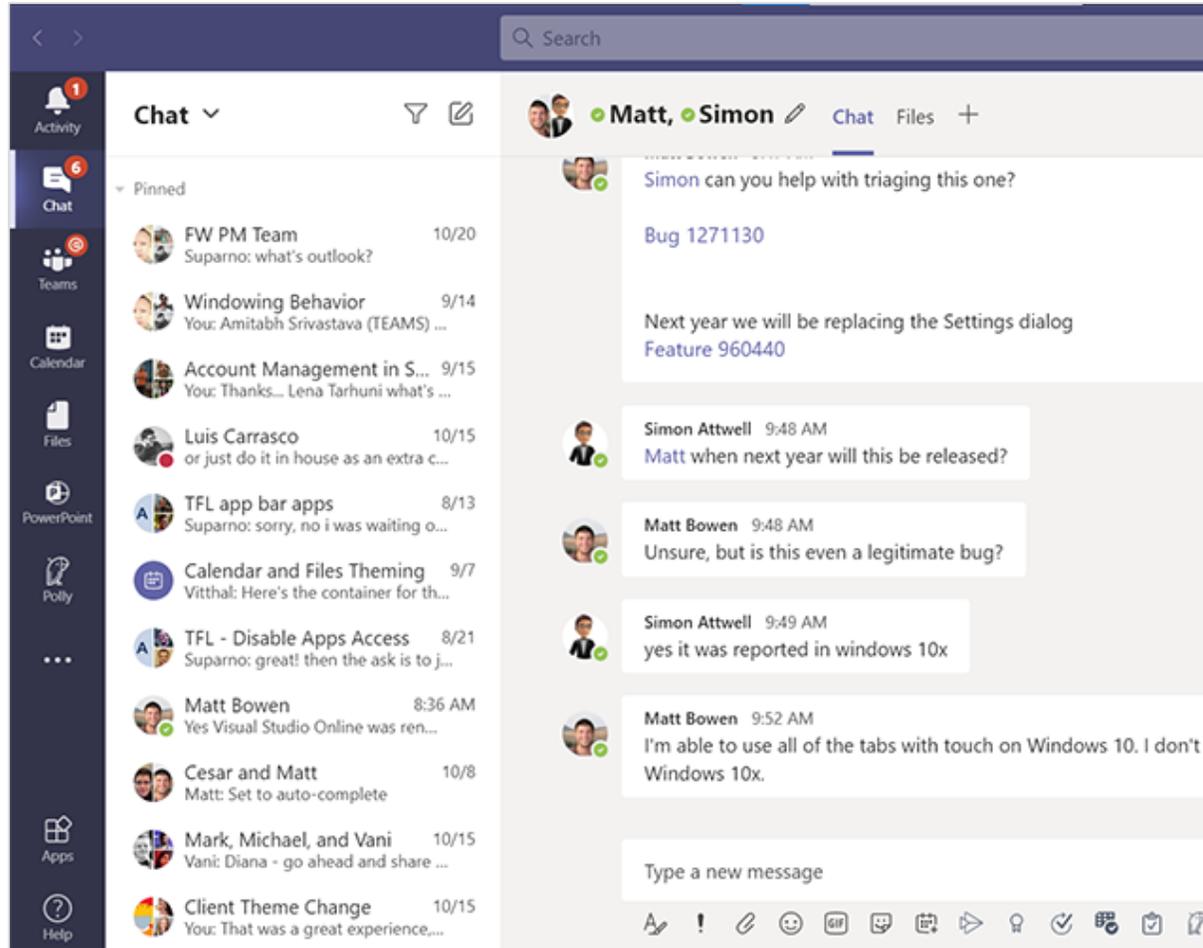
**Pete Daderko**

# 11. 웹용 Teams 테마 및 아이콘 업데이트

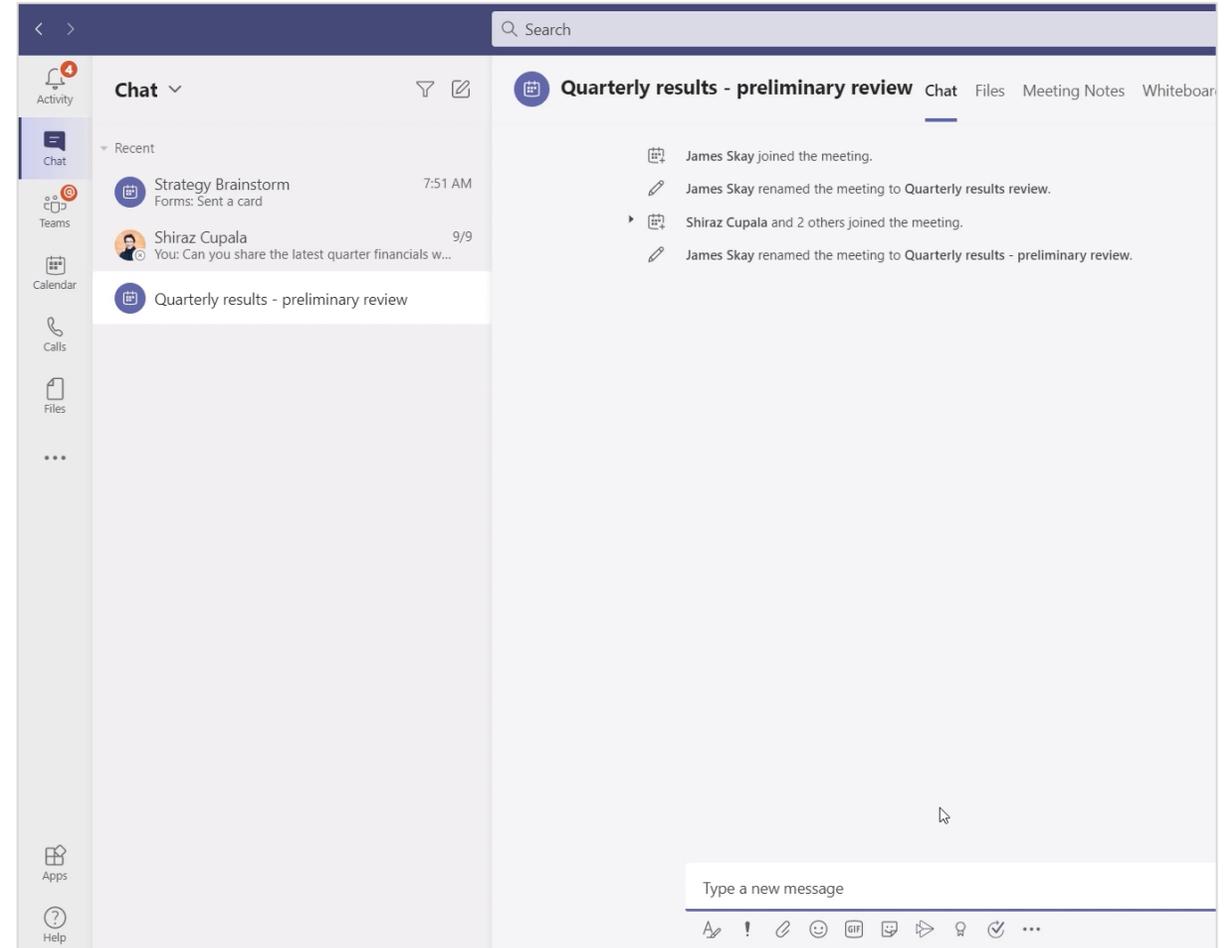




# Current design



# Updated design



- ### Chat
- Recent
- Strategy Brainstorm 7:51 AM  
Forms: Sent a card
  - Shiraz Cupala 9/9  
You: Can you share the latest quarter financials w...
  - Quarterly results - preliminary review**

## Quarterly results - preliminary review

Chat | Files | Meeting Notes | Whiteboard | +

**Join** | 4 | [Menu] | [Share]

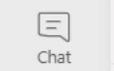
- James Skay joined the meeting.
- James Skay renamed the meeting to Quarterly results review.
- Shiraz Cupala and 2 others joined the meeting.
- James Skay renamed the meeting to Quarterly results - preliminary review.

Type a new message



# Quarterly results - preliminary review

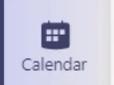
Join Close



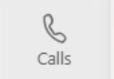
Cancel meeting Time zone: (UTC-08:00) Pacific Time (US & Canada) Meeting options Response options



Quarterly results - preliminary review



Shiraz Cupala Tentative Aya Tange Tentative PC Peter Connelly Tentative + Optional



9/23/2020 10:00 AM → 9/23/2020 10:30 AM 30m All day



Suggested: 10:30 AM-11:00 AM 8:30 AM-9:00 AM 11:30 AM-12:00 PM



Does not repeat

Add location

B I U S | A Paragraph Ix | <=> | " | @ | | <=>

Hi team -

Let's review the numbers before we present to leadership team. Just wrapping up the numbers now and will share the deck ahead of our meeting.

Chat soon

### Join Microsoft Teams Meeting

+1 323-484-1710 United States, Los Angeles (Toll)

Conference ID: 129 159 728#

Local numbers | Reset PIN | Learn more about Teams | Meeting options

## Tracking

James Skay Organizer

Shiraz Cupala Unknown

Aya Tange Unknown

PC Peter Connelly Unknown





# Calendar

Meet now

+ New meeting

Today < > September 2020

You're up to date! Work week

	21 Monday	22 Tuesday	23 Wednesday	24 Thursday	25 Friday
8 AM					
9 AM			Team meeting Shiraz Cupula		
10 AM		Weekly Check-in Peter Connelly	Quarterly results - preliminary review James Skay		
11 AM			RFP vendor inquiry - Tailspin Toys James Skay		
12 PM					
1 PM		Weekly project review Shiraz Cupula			
2 PM					
3 PM					

감사합니다