



Jim Gast



<https://linktr.ee/splicenet>

Microsoft Teams Practical Law Firm Uses, Part 2



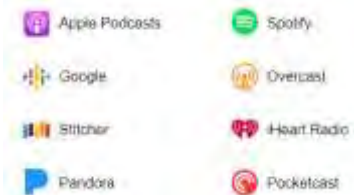
Who The Heck Is This Guy?



LAW FIRM IT CONSULTING | TECHNOLOGY MANAGEMENT | CYBERSECURITY

Founder SpliceNet Consulting & No Law Firm Left Behind

- Law Firm Technology, Legal Apps & Cybersecurity Expert
- 250+ Law Firms over 25 Years
- National Speaker/Writer for the OSBA, ABA & ALA on Cybersecurity, Technology, Disaster Recover, Cloud & Microsoft 365
- Creator of No Law Firm Left Behind www.linkedin.com/groups/12383419



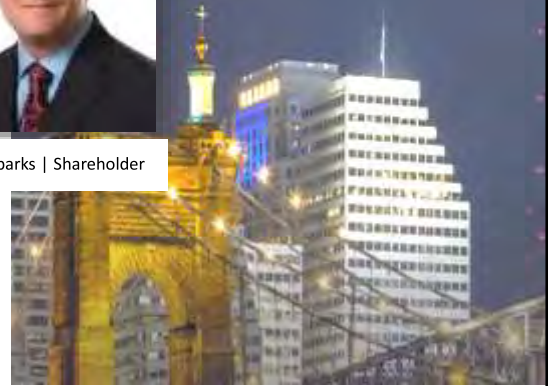
Customer Experiences

Teams ensured seamless communications and collaboration //

Shortly before the COVID-19 quarantine and as work-from-home orders were issued, SpliceNet Consulting remotely setup Microsoft Teams for Strauss Troy's 100 employees. We're happy we did because **Microsoft Teams ensured seamless communications and collaboration** between our lawyers, staff, and clients during a very difficult time. **Our people now use Microsoft Teams regularly everyday** on their PCs, laptops, tablets, and mobile phones to help us solve our client's most important legal challenges.



Rob R. Sparks | Shareholder



Why Microsoft Teams



Communicate through chat

Communicate across geographies, languages and organizations

Share information in an open and transparent way with **threaded, persistent channel discussions**

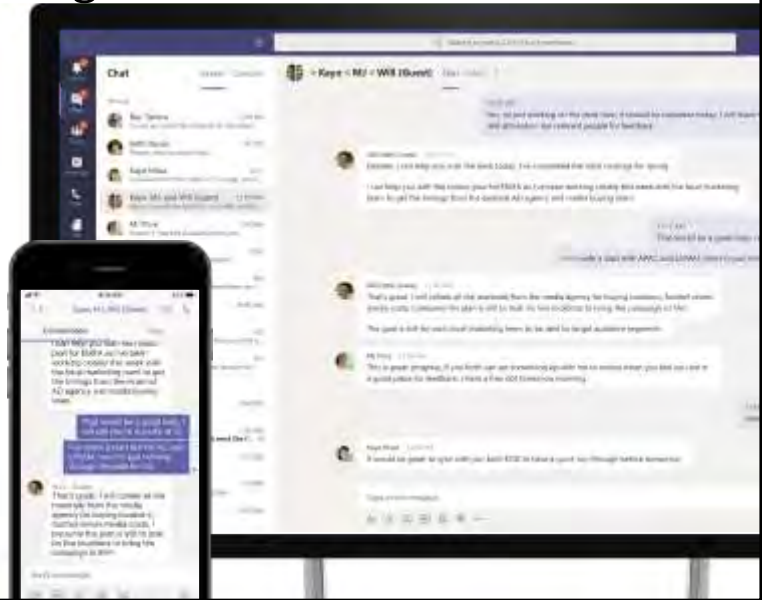
Manage private conversations with new **secure private channels**

Stay in sync with **1:1 or group chats**

Communicate across geographies, languages, and organizations with **guest access, federation, and translation**

Add some fun to your conversations with **gifs, memes, stickers & emojis**

Available across **mobile, desktop, browser**, and a wide range of devices



5



Communicate through meetings

Communicate from anywhere with an intelligent cloud meeting solution

Stay connected with an **intelligent meeting solution** using video, content sharing, digital whiteboard, notes and chat

Engage in **all types of meetings**—spontaneous, scheduled, external and large-scale live and on-demand events

Make meetings more effective by having meeting history and **relevant content at your fingertips**

Search through meeting content with cloud recordings and automatic **transcription and translation**

Join from a **range of platforms and devices**, including desktop, browser, mobile, and meeting room devices



6



Collaborate with integrated

Office 365 apps

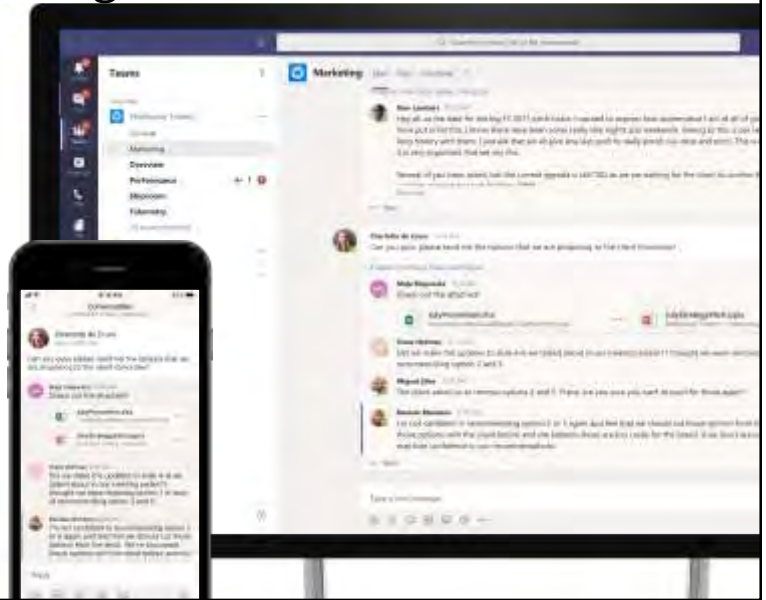
Quick access to the apps you love

Share and co-author Office documents from within Teams app

Reduce context switching with **built in access to Office 365 apps—SharePoint, OneNote, Power BI, Planner, Flow and PowerApps**

Search across people, files and chats to find what you need—**leveraging intelligence from the Microsoft Graph**

Keep the whole team in the loop with **email integration and notifications**



7

What about my needs

8

What We're Going To Do

December 2, 2020

Use Microsoft Bookings both internally and externally to schedule Case related meetings with client email and text reminders and automated Teams meetings.

Securely use OneNote Notebooks with staff within Microsoft Teams.

Last Session: November 4, 2020

Use Teams to organize Cases in Channels and how to securely share it to your client and others.

Microsoft Planner within Teams for practice specific Case planning, tasks and tracking

Use Microsoft To Do/Lists to assign and track deadlines

9

Let's Get To Work...

10



Jim Gast



<https://linktr.ee/splicenet>

QUESTIONS & THANKS