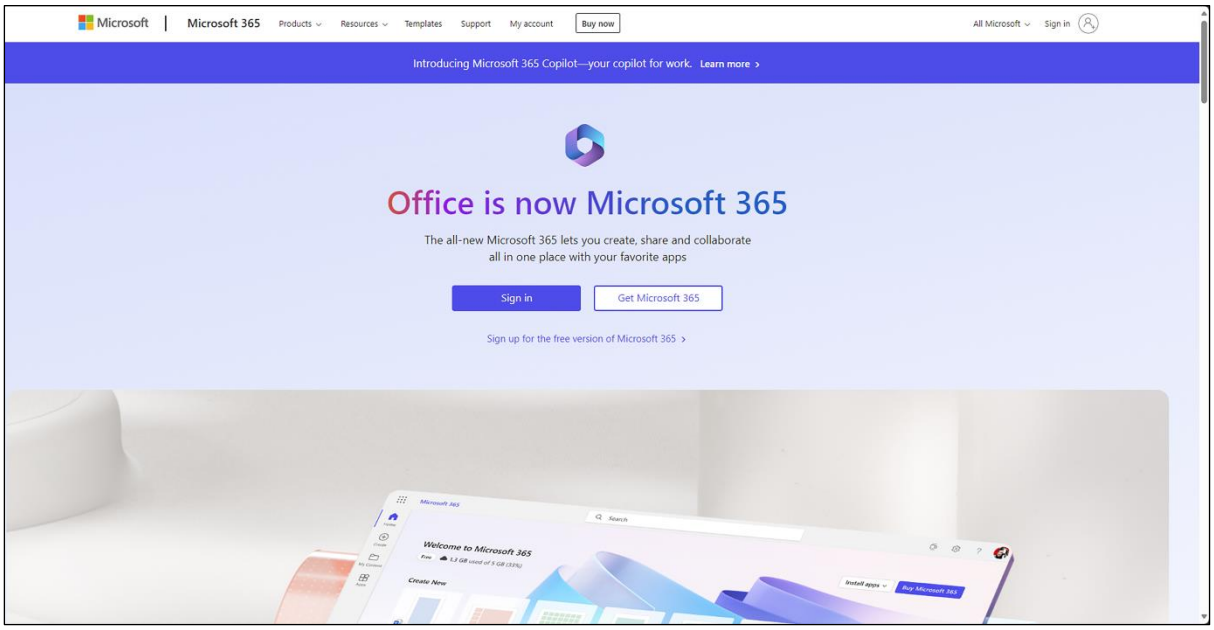
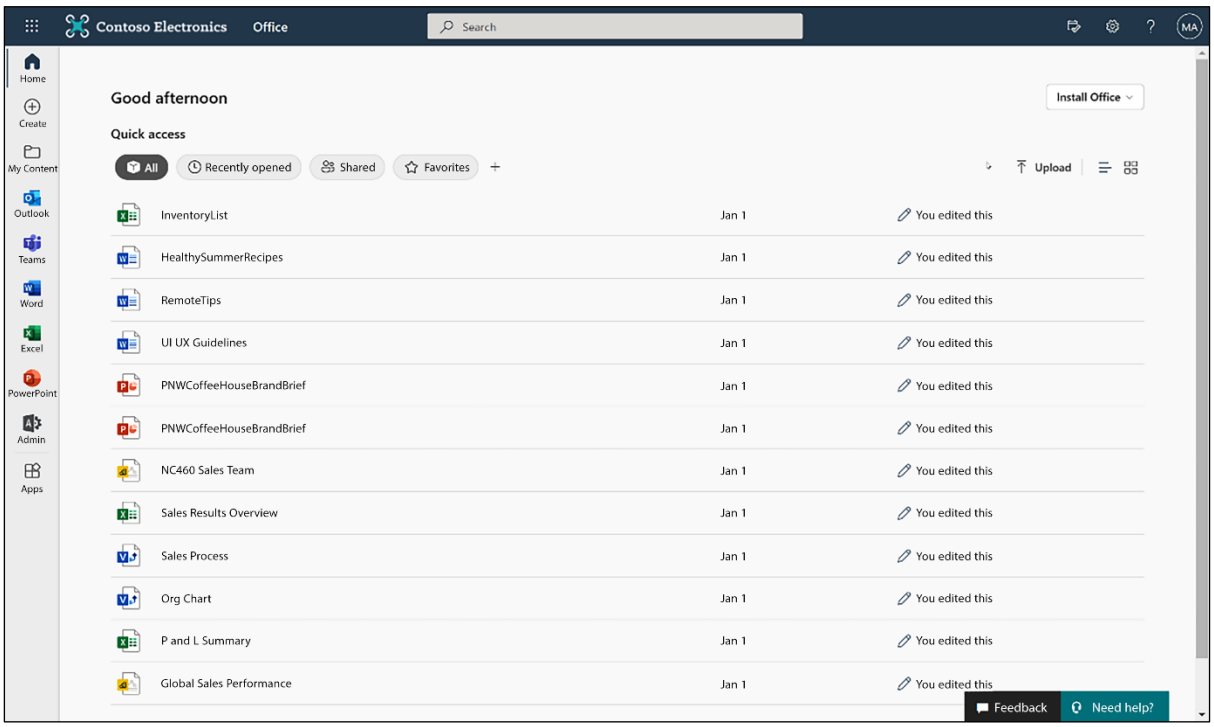
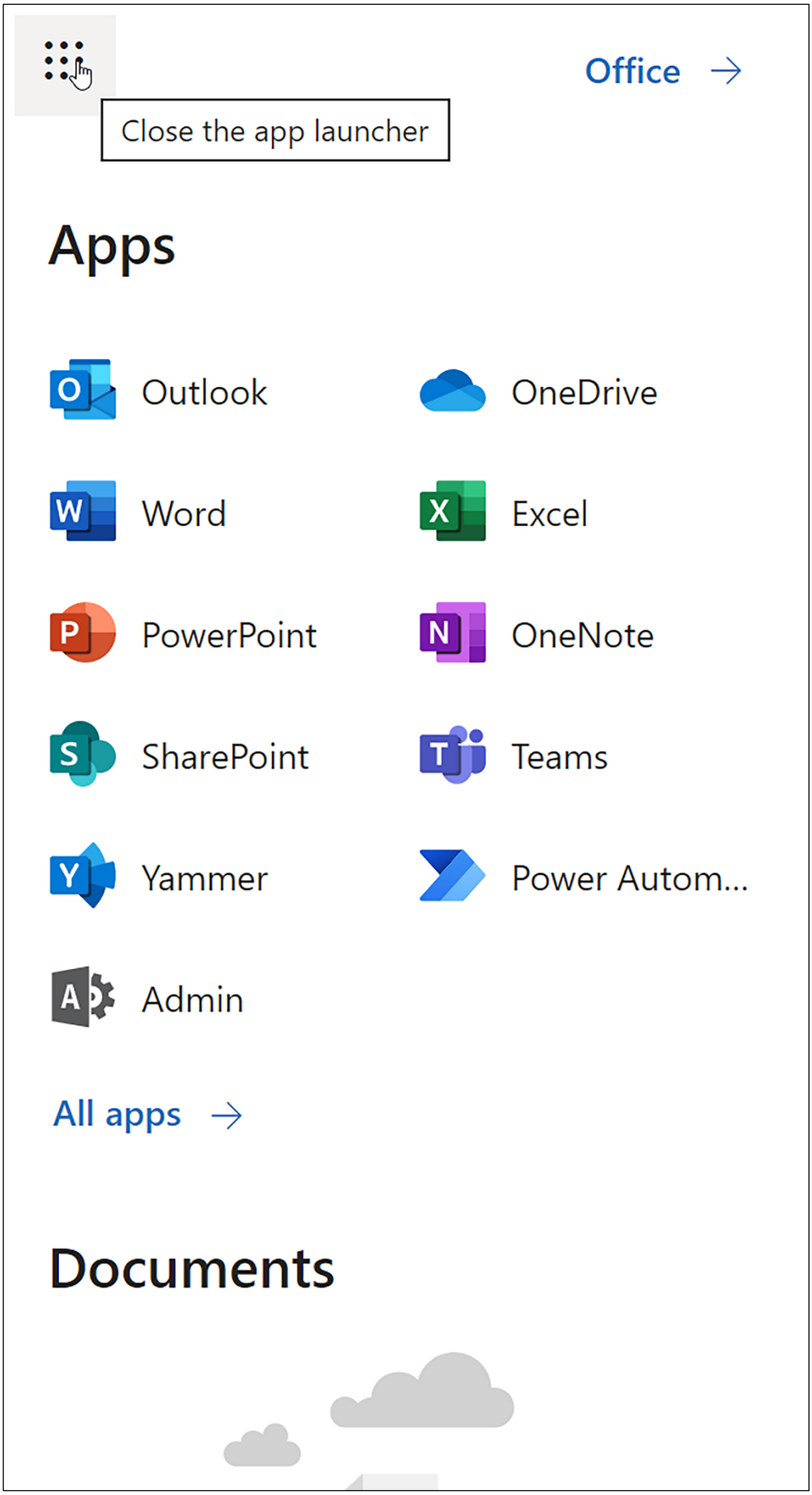
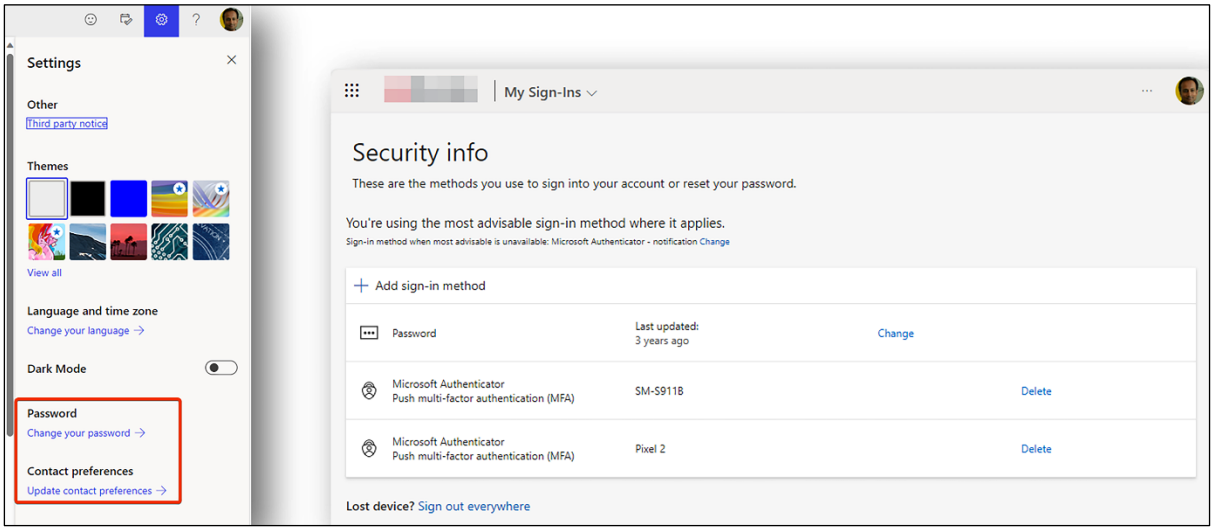
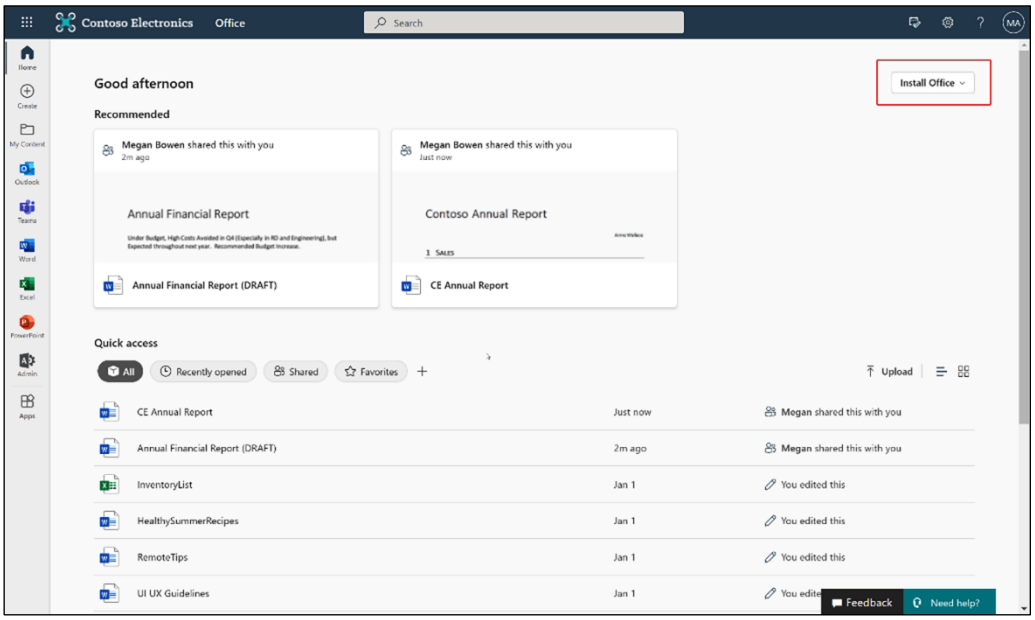
Chapter 1: Overview of Microsoft 365

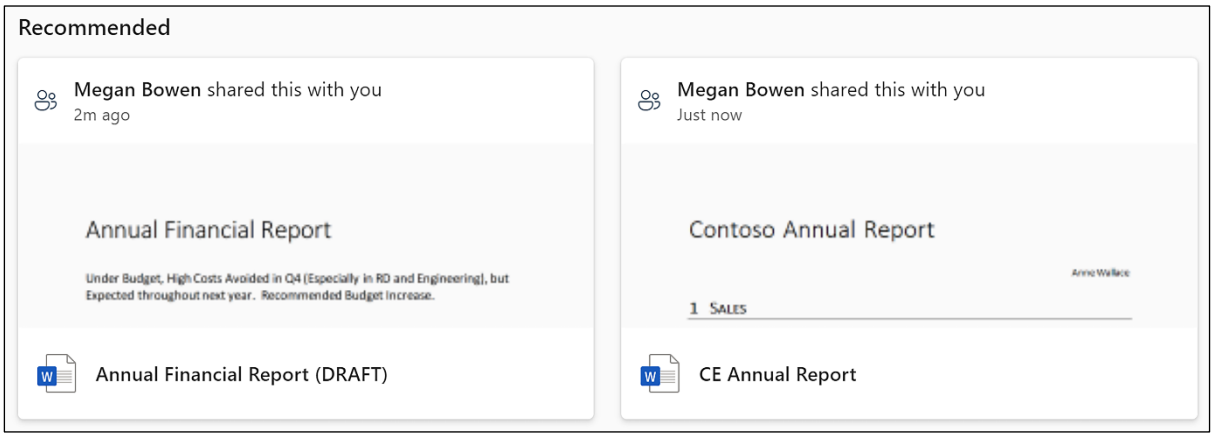




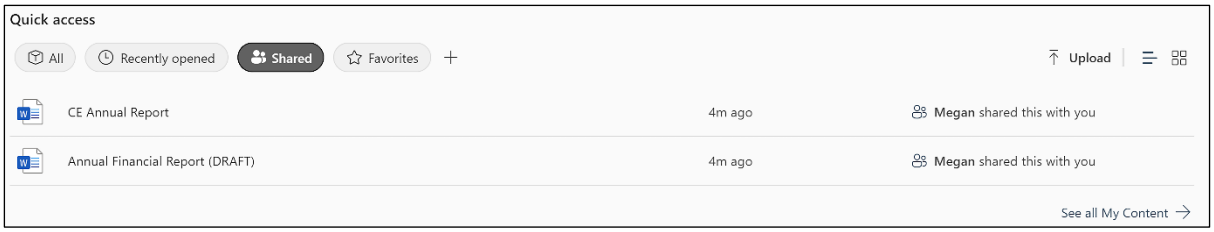

Office
Close the app launcher
Apps
Outlook
OneDrive
Word
Excel
PowerPoint
OneNote
SharePoint
Teams
Yammer
Power Autom...
Admin
All apps
Documents

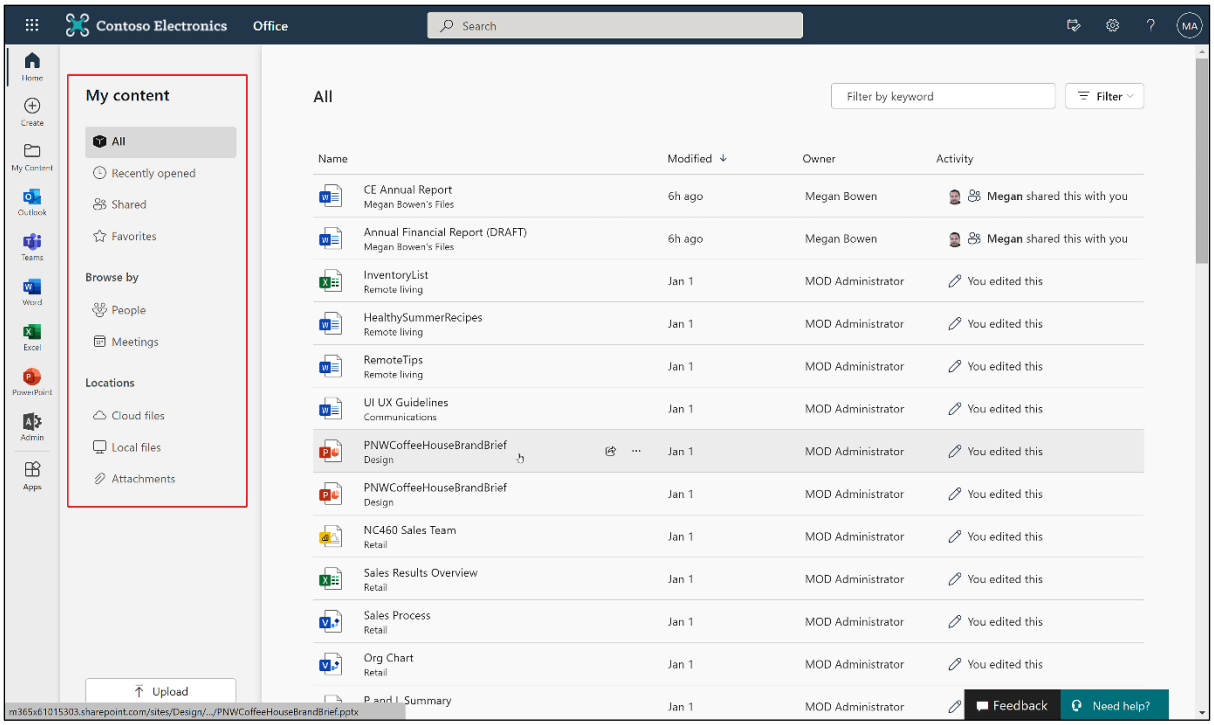

Settings
Other
Third party notice
Themes
View all
Language and time zone
Change your language
Dark Mode
Password
Change your password
Contact preferences
Update contact preferences
My Sign-Ins
Security info
These are the methods you use to sign into your account or reset your password.
You're using the most advisable sign-in method where it applies.
Sign-in method when most advisable is unavailable: Microsoft Authenticator - notification Change
Add sign-in method
Password
Last updated:
3 years ago
Change
Microsoft Authenticator
Push multi-factor authentication (MFA)
SM-S911B
Delete
Microsoft Authenticator
Push multi-factor authentication (MFA)
Pixel 2
Delete
Lost device? Sign out everywhere

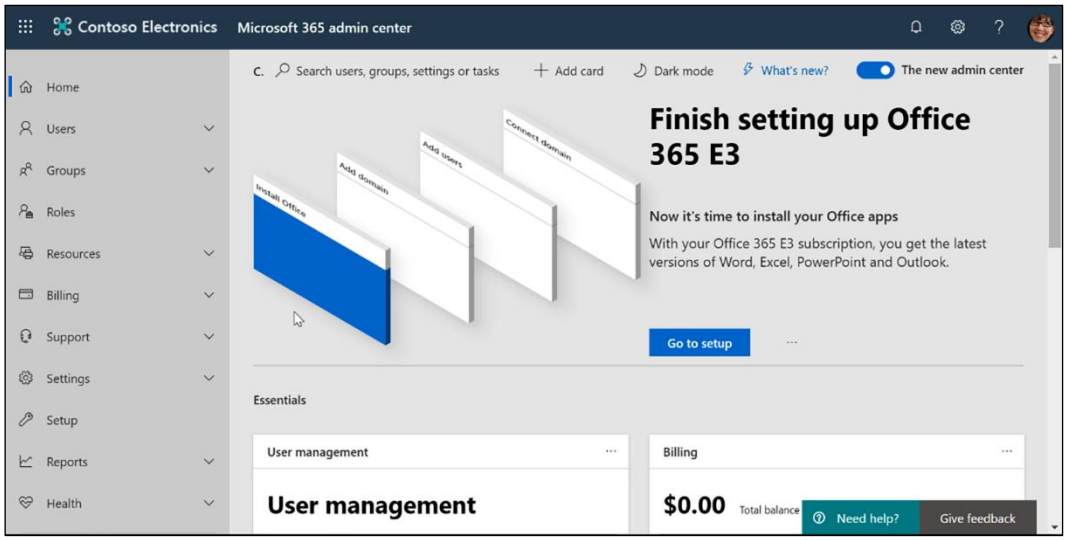

Contoso Electronics
Office
Search
Good afternoon
Install Office
Recommended
Megan Bowen shared this with you
2m ago
Annual Financial Report
Annual Financial Report (DRAFT)
Megan Bowen shared this with you
Just now
Contoso Annual Report
CE Annual Report
Quick access
All
Recently opened
Shared
Favorites
Upload
CE Annual Report
Just now
Megan shared this with you
Annual Financial Report (DRAFT)
2m ago
Megan shared this with you
InventoryList
Jan 1
You edited this
HealthySummerRecipes
Jan 1
You edited this
RemoteTips
Jan 1
You edited this
UI UX Guidelines
Jan 1
Feedback
Need help?


Recommended
Megan Bowen shared this with you
2m ago
Annual Financial Report
Under Budget, High Costs Avoided in Q4 (Especially in RD and Engineering), but
Expected throughout next year. Recommended Budget Increase.
Annual Financial Report (DRAFT)
Megan Bowen shared this with you
Just now
Contoso Annual Report
1 SALES
CE Annual Report

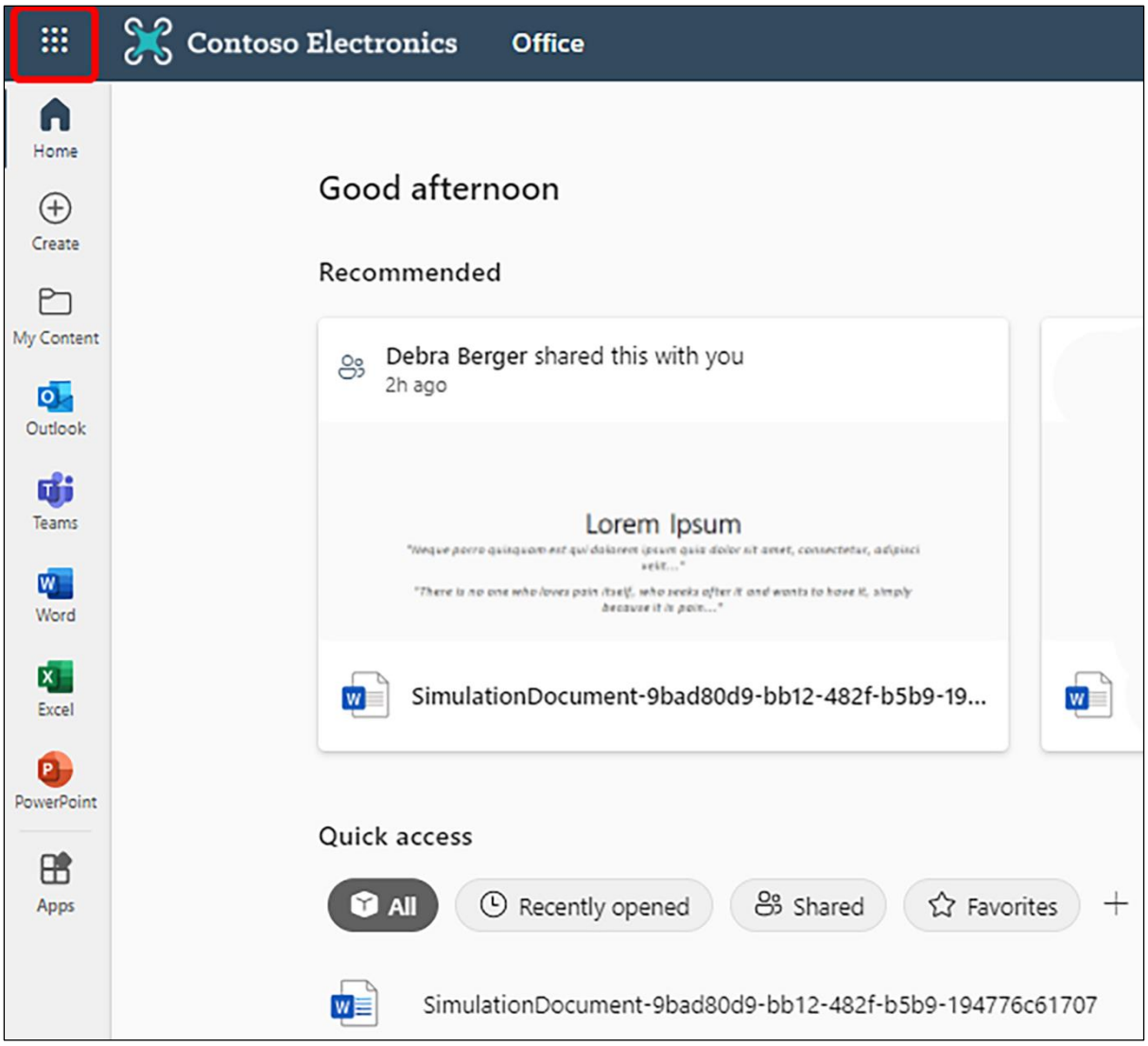
Quick access
All
Recently opened
Shared
Favorites
Upload
Consumer Website traffic
Jan 1
Contoso Q2 Division Sales
Jan 1
Sales
Jan 1
Operations Analytics
Jan 1
See all My Content

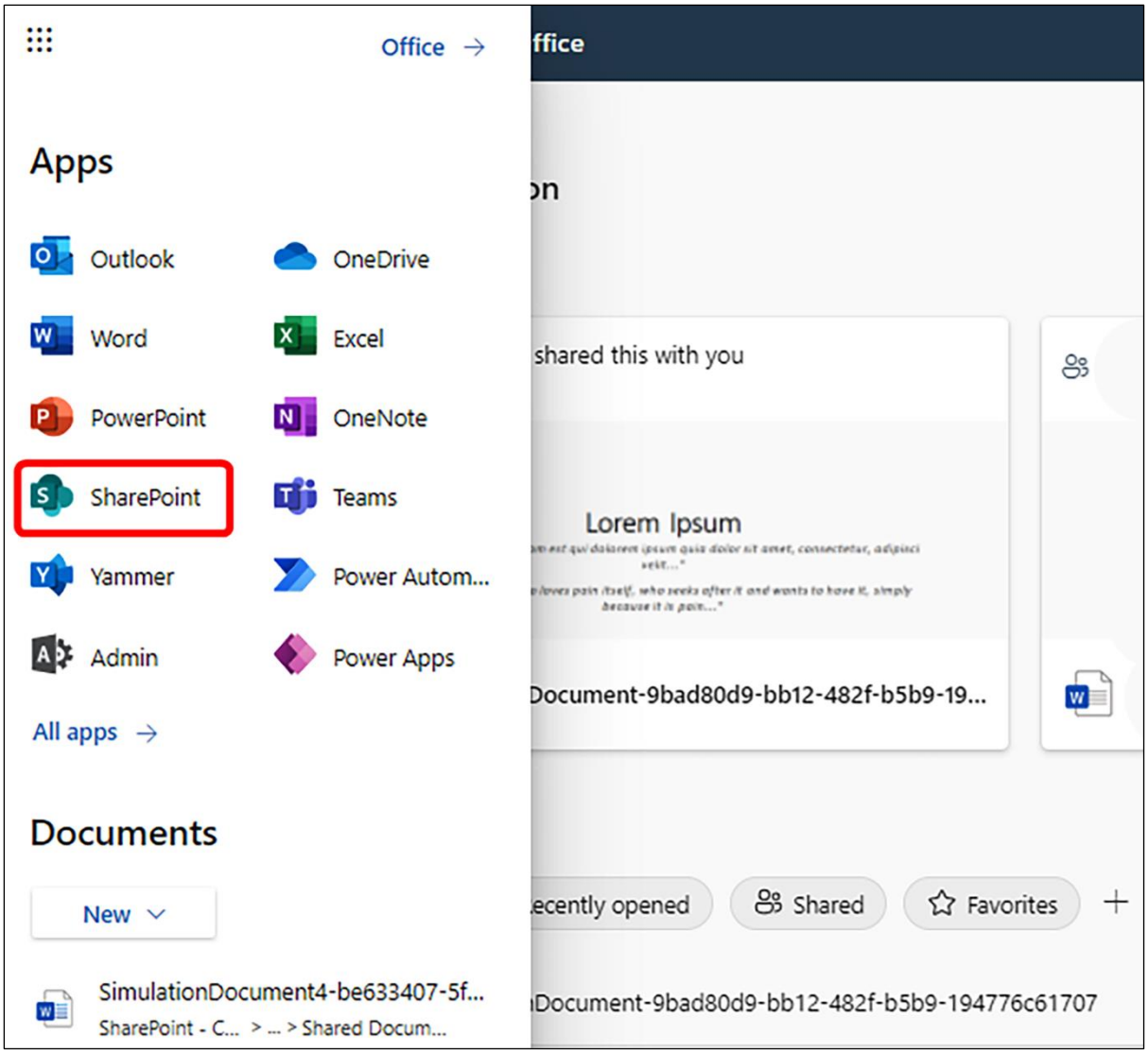

Quick access
All
Recently opened
Shared
Favorites
Upload
CE Annual Report
4m ago
Megan shared this with you
Annual Financial Report (DRAFT)
4m ago
Megan shared this with you
See all My Content

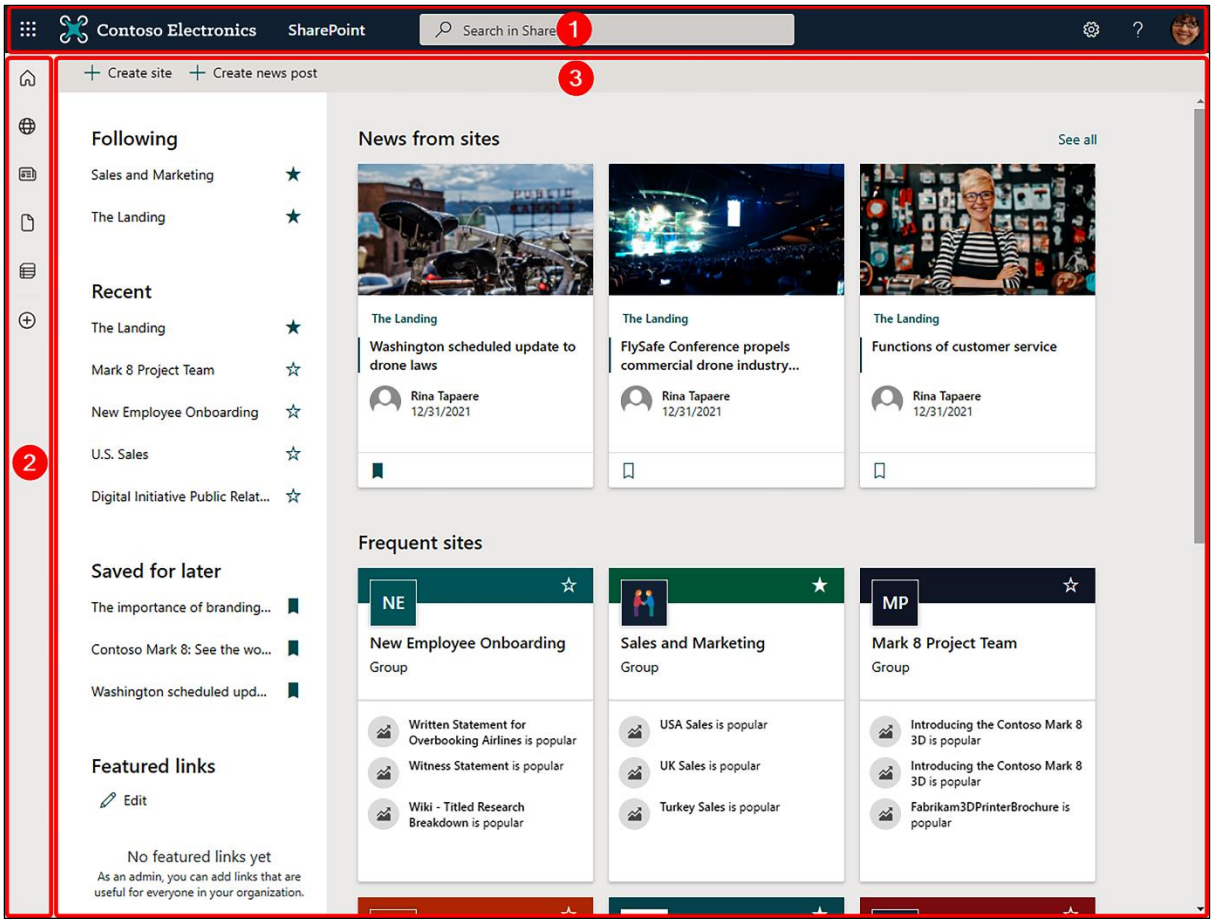

Contoso Electronics
Office
Search
MA
Home
Create
My Content
Outlook
Teams
Word
Excel
PowerPoint
Admin
Apps
My content
All
Recently opened
Shared
Favorites
Browse by
People
Meetings
Locations
Cloud files
Local files
Attachments
Upload
All
Filter by keyword
Filter
Name
Modified
Owner
Activity
CE Annual Report
Megan Bowen's Files
6h ago
Megan Bowen
Megan shared this with you
Annual Financial Report (DRAFT)
Megan Bowen's Files
6h ago
Megan Bowen
Megan shared this with you
InventoryList
Remote living
Jan 1
MOD Administrator
You edited this
HealthySummerRecipes
Remote living
Jan 1
MOD Administrator
You edited this
RemoteTips
Remote living
Jan 1
MOD Administrator
You edited this
UI UX Guidelines
Communications
Jan 1
MOD Administrator
You edited this
PNWCoffeeHouseBrandBrief
Design
Jan 1
MOD Administrator
You edited this
PNWCoffeeHouseBrandBrief
Design
Jan 1
MOD Administrator
You edited this
NC460 Sales Team
Retail
Jan 1
MOD Administrator
You edited this
Sales Results Overview
Retail
Jan 1
MOD Administrator
You edited this
Sales Process
Retail
Jan 1
MOD Administrator
You edited this
Org Chart
Retail
Jan 1
MOD Administrator
You edited this
P and L Summary
Jan 1
MOD Administrator
Feedback
Need help?
m365x6101530.sharepoint.com/sites/Design/.../PNWCoffeeHouseBrandBrief.pptx


Contoso Electronics
Microsoft 365 admin center
Search users, groups, settings or tasks
Add card
Dark mode
What's new?
The new admin center
Home
Users
Groups
Roles
Resources
Billing
Support
Settings
Setup
Reports
Health
Install Office
Add domain
Add users
Connect domain
Finish setting up Office 365 E3
Now it's time to install your Office apps
With your Office 365 E3 subscription, you get the latest versions of Word, Excel, PowerPoint and Outlook.
Go to setup
Essentials
User management
User management
Billing
$0.00
Total balance
Need help?
Give feedback

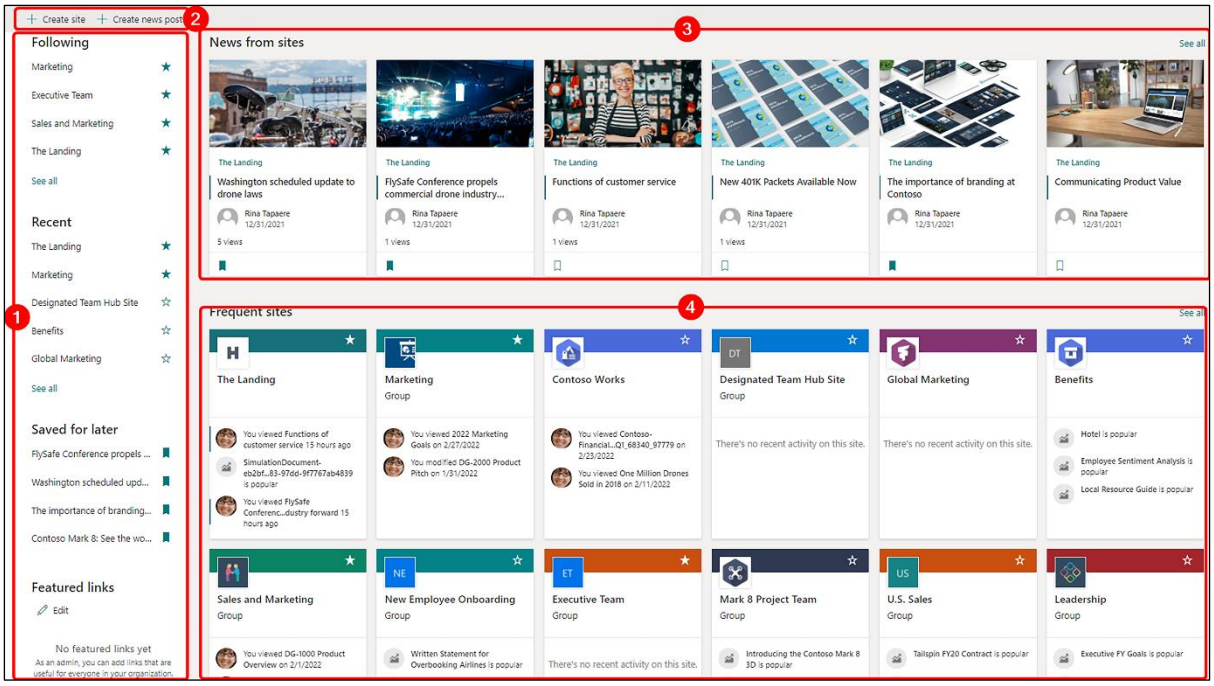
Chapter 2: Introduction to SharePoint Online

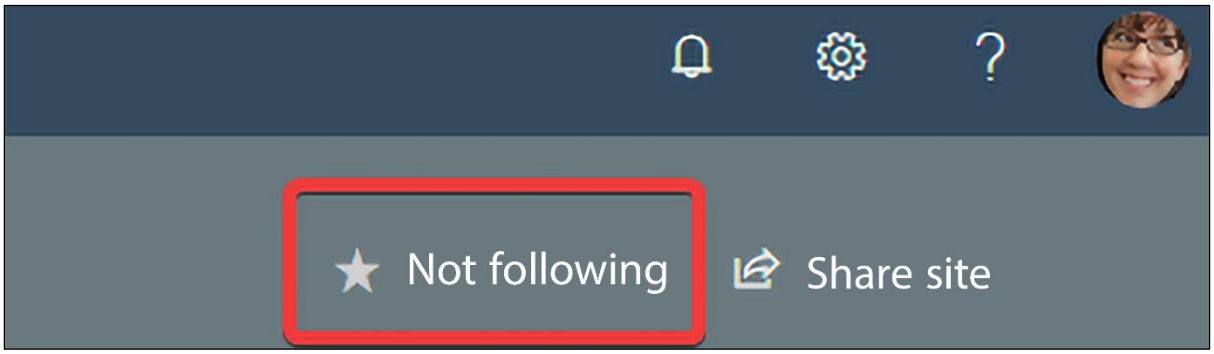


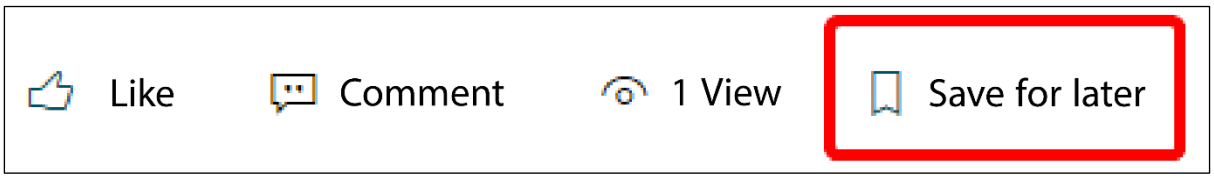

Office
Apps
Outlook
OneDrive
Word
Excel
PowerPoint
OneNote
SharePoint
Teams
Yammer
Power Autom...
Admin
Power Apps
All apps
Documents
New
SimulationDocument4-be633407-5f...
SharePoint - C... > ... > Shared Docum...
ffice
on
shared this with you
Lorem Ipsum
Document-9bad80d9-bb12-482f-b5b9-19...
ecently opened
Shared
Favorites
Document-9bad80d9-bb12-482f-b5b9-194776c61707

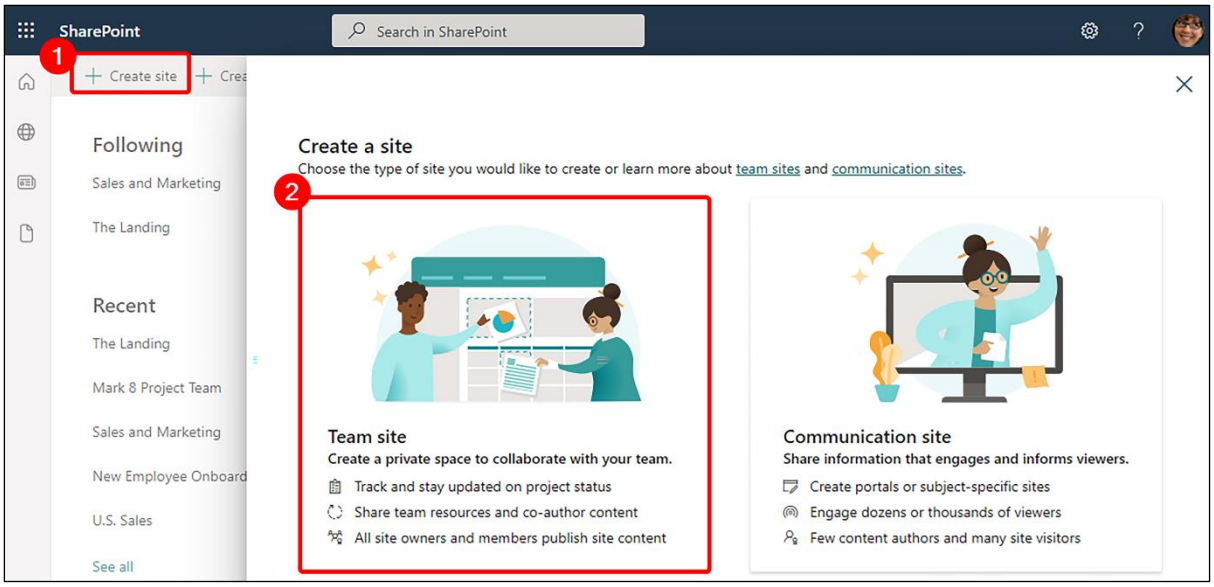

Contoso Electronics
SharePoint
Search in Share
1
Create site
Create news post
3
Following
Sales and Marketing
The Landing
Recent
The Landing
Mark 8 Project Team
New Employee Onboarding
U.S. Sales
Digital Initiative Public Relat...
2
Saved for later
The importance of branding...
Contoso Mark 8: See the wo...
Washington scheduled upd...
Featured links
Edit
No featured links yet
As an admin, you can add links that are useful for everyone in your organization.
News from sites
See all
The Landing
Washington scheduled update to drone laws
Rina Tapaere
12/31/2021
The Landing
FlySafe Conference propels commercial drone industry...
Rina Tapaere
12/31/2021
The Landing
Functions of customer service
Rina Tapaere
12/31/2021
Frequent sites
NE
New Employee Onboarding
Group
Written Statement for Overbooking Airlines is popular
Witness Statement is popular
Wiki - Titled Research Breakdown is popular
Sales and Marketing
Group
USA Sales is popular
UK Sales is popular
Turkey Sales is popular
MP
Mark 8 Project Team
Group
Introducing the Contoso Mark 8 3D is popular
Introducing the Contoso Mark 8 3D is popular
Fabrikam3DPrinterBrochure is popular

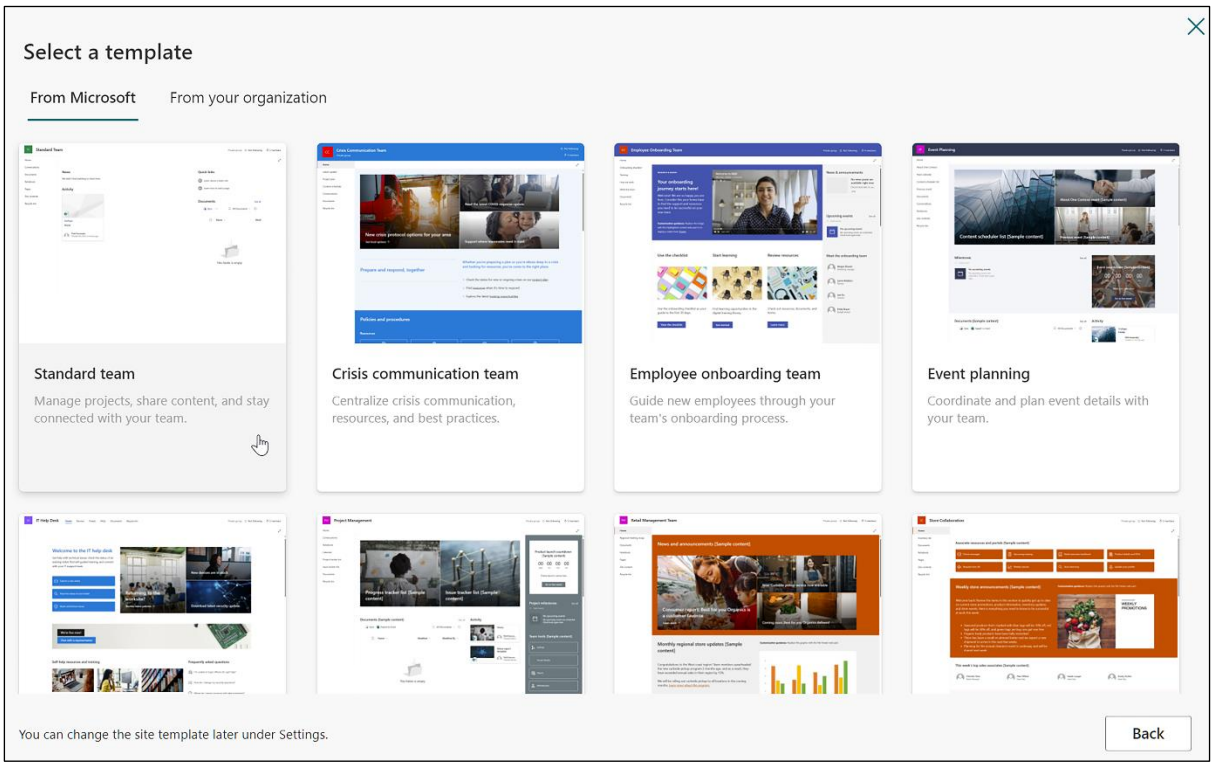
1
2
3
4
5
6

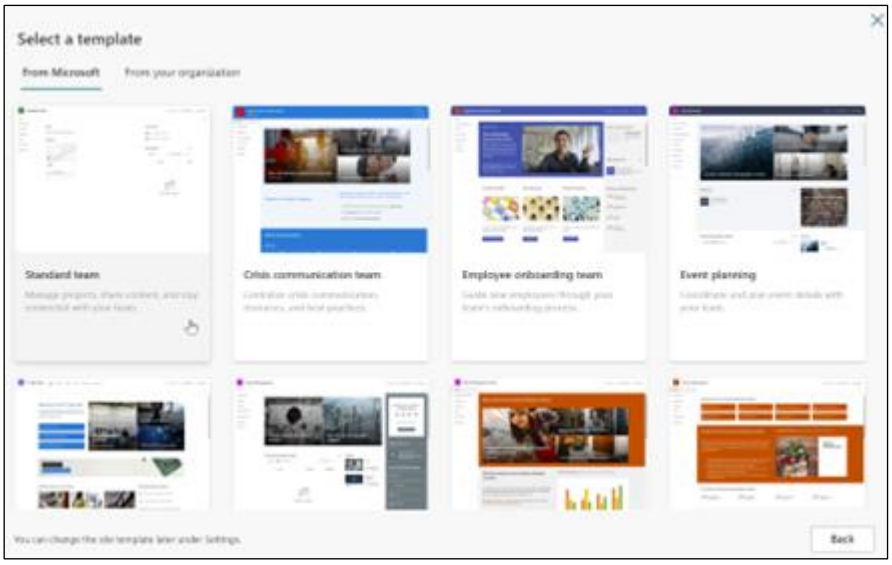

Create site
Create news post
2
Following
Marketing
Executive Team
Sales and Marketing
The Landing
See all
Recent
The Landing
Marketing
Designated Team Hub Site
Benefits
Global Marketing
See all
1
Saved for later
FlySafe Conference propels ...
Washington scheduled upd...
The importance of branding...
Contoso Mark 8: See the wo...
Featured links
Edit
No featured links yet
As an admin, you can add links that are useful for everyone in your organization.
3
News from sites
See all
The Landing
Washington scheduled update to drone laws
Rina Tapaere 12/31/2021
5 views
The Landing
FlySafe Conference propels commercial drone industry...
Rina Tapaere 12/31/2021
1 views
The Landing
Functions of customer service
Rina Tapaere 12/31/2021
1 views
The Landing
New 401K Packets Available Now
Rina Tapaere 12/31/2021
1 views
The Landing
The importance of branding at Contoso
Rina Tapaere 12/31/2021
The Landing
Communicating Product Value
Rina Tapaere 12/31/2021
4
Frequent sites
See all
The Landing
You viewed Functions of customer service 15 hours ago
SimulationDocument-eb2bf...83-97dd-9f7767ab4839 is popular
You viewed FlySafe Conferenc...dustry forward 15 hours ago
Marketing
Group
You viewed 2022 Marketing Goals on 2/27/2022
You modified DG-2000 Product Pitch on 1/31/2022
Contoso Works
You viewed Contoso-Financial...Q1_68340_97779 on 2/23/2022
You viewed One Million Drones Sold in 2018 on 2/11/2022
Designated Team Hub Site
Group
There's no recent activity on this site.
Global Marketing
There's no recent activity on this site.
Benefits
Hotel is popular
Employee Sentiment Analysis is popular
Local Resource Guide is popular
Sales and Marketing
Group
You viewed DG-1000 Product Overview on 2/1/2022
New Employee Onboarding
Group
Written Statement for Overbooking Airlines is popular
Executive Team
Group
There's no recent activity on this site.
Mark 8 Project Team
Group
Introducing the Contoso Mark 8 3D is popular
U.S. Sales
Group
Tailspin FY20 Contract is popular
Leadership
Group
Executive FY Goals is popular

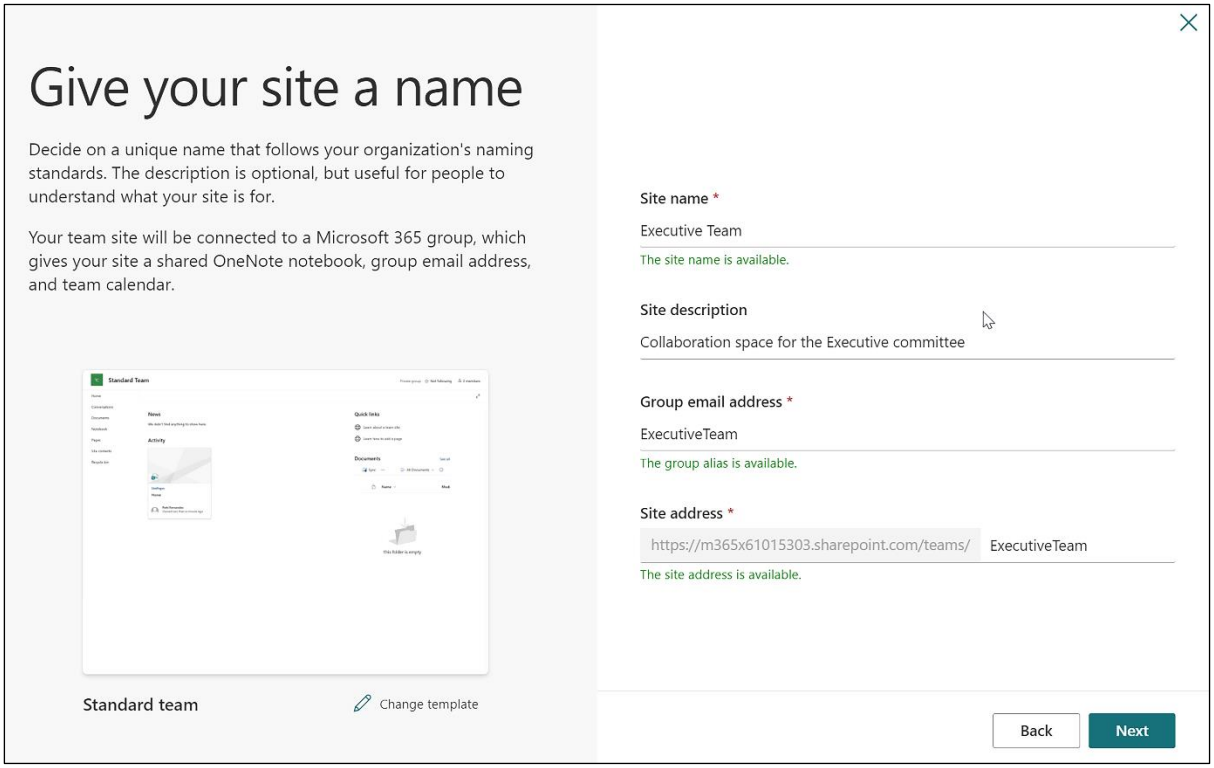

Not following
Share site

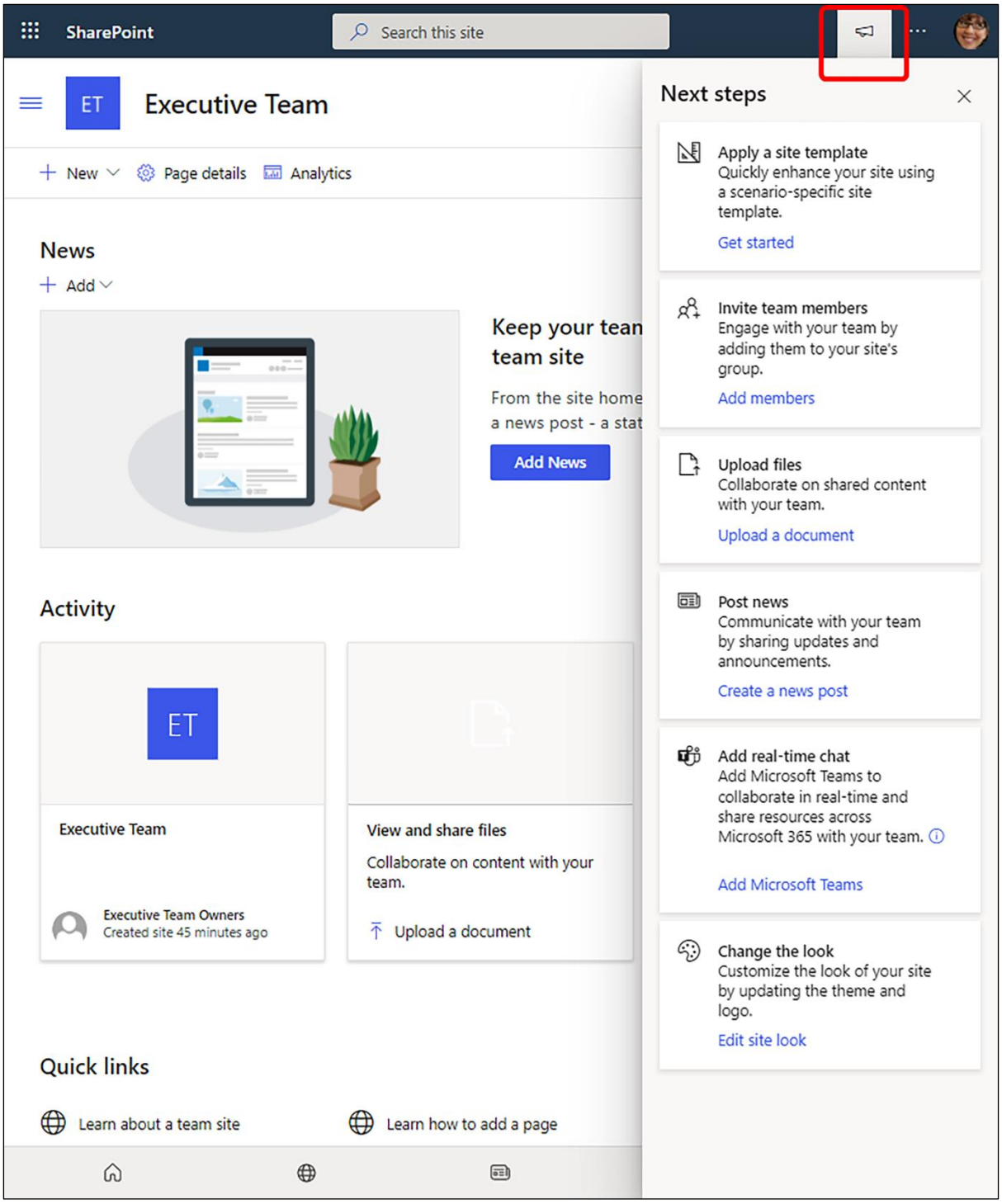

Like
Comment
1 View
Save for later

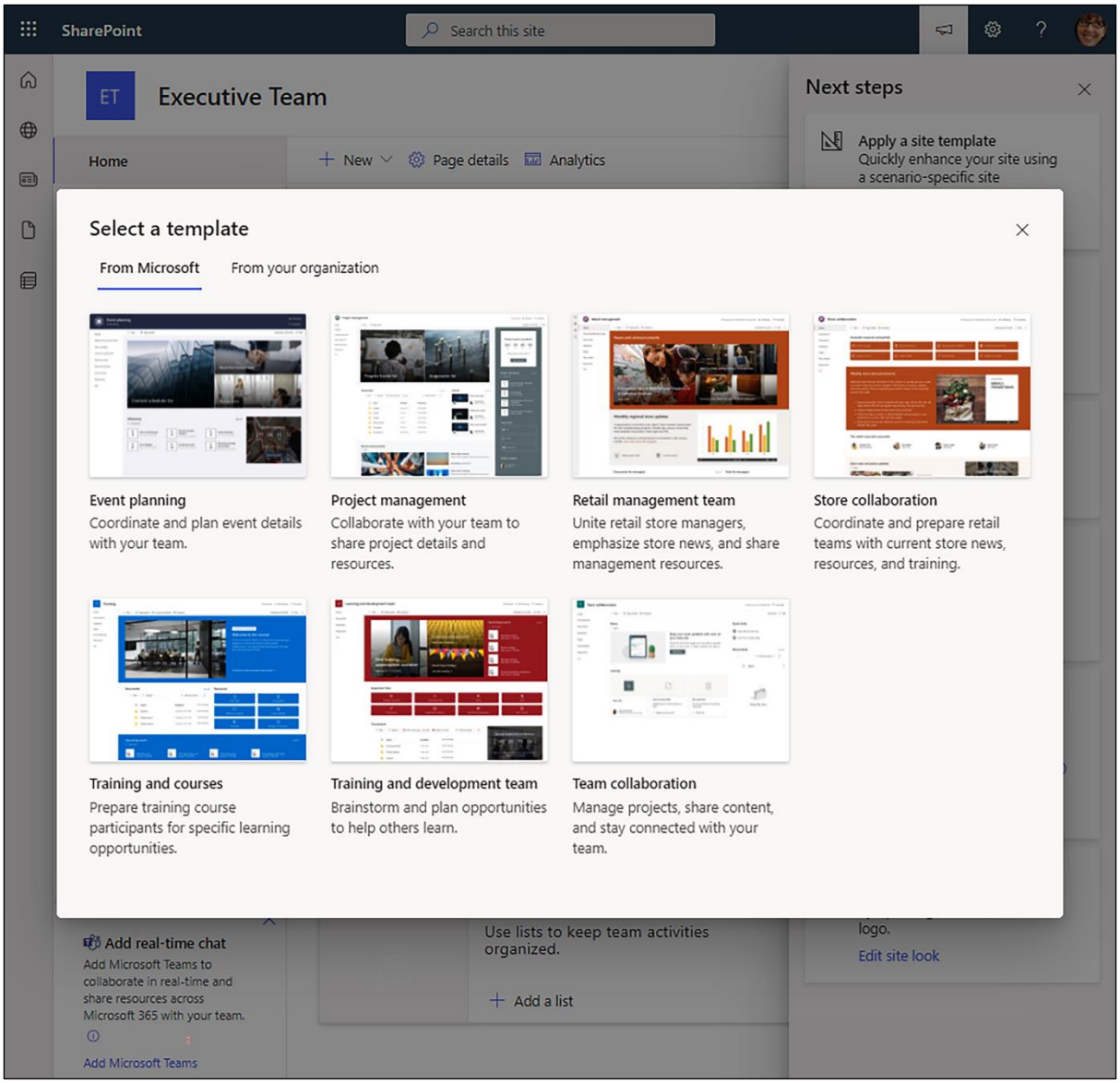

SharePoint
Search in SharePoint
1
Create site
Following
Sales and Marketing
The Landing
Recent
The Landing
Mark 8 Project Team
Sales and Marketing
New Employee Onboard
U.S. Sales
See all
Create a site
Choose the type of site you would like to create or learn more about team sites and communication sites.
2
Team site
Create a private space to collaborate with your team.
Track and stay updated on project status
Share team resources and co-author content
All site owners and members publish site content
Communication site
Share information that engages and informs viewers.
Create portals or subject-specific sites
Engage dozens or thousands of viewers
Few content authors and many site visitors


Select a template
From Microsoft
From your organization
Standard team
Manage projects, share content, and stay connected with your team.
Crisis communication team
Centralize crisis communication, resources, and best practices.
Employee onboarding team
Guide new employees through your team's onboarding process.
Event planning
Coordinate and plan event details with your team.
You can change the site template later under Settings.
Back


Select a template
From Microsoft
From your organization
Standard team
Crisis communication team
Employee onboarding team
Event planning
Back

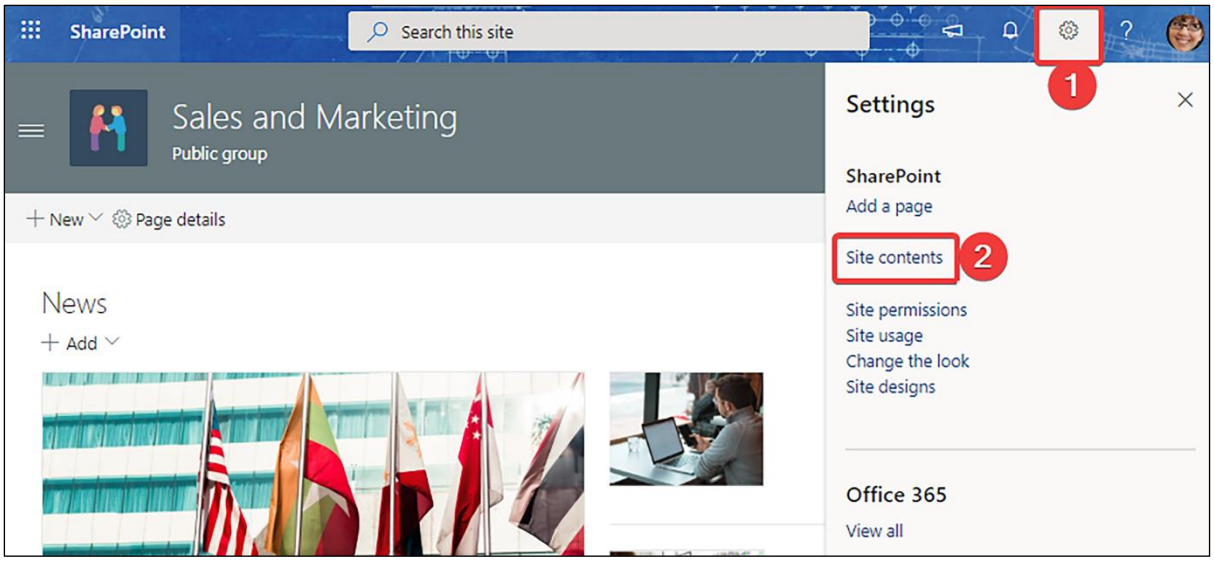

Give your site a name
Decide on a unique name that follows your organization's naming standards. The description is optional, but useful for people to understand what your site is for.
Your team site will be connected to a Microsoft 365 group, which gives your site a shared OneNote notebook, group email address, and team calendar.
Standard team
Change template
Site name *
Executive Team
The site name is available.
Site description
Collaboration space for the Executive committee
Group email address *
ExecutiveTeam
The group alias is available.
Site address *
https://m365x61015303.sharepoint.com/teams/
ExecutiveTeam
The site address is available.
Back
Next

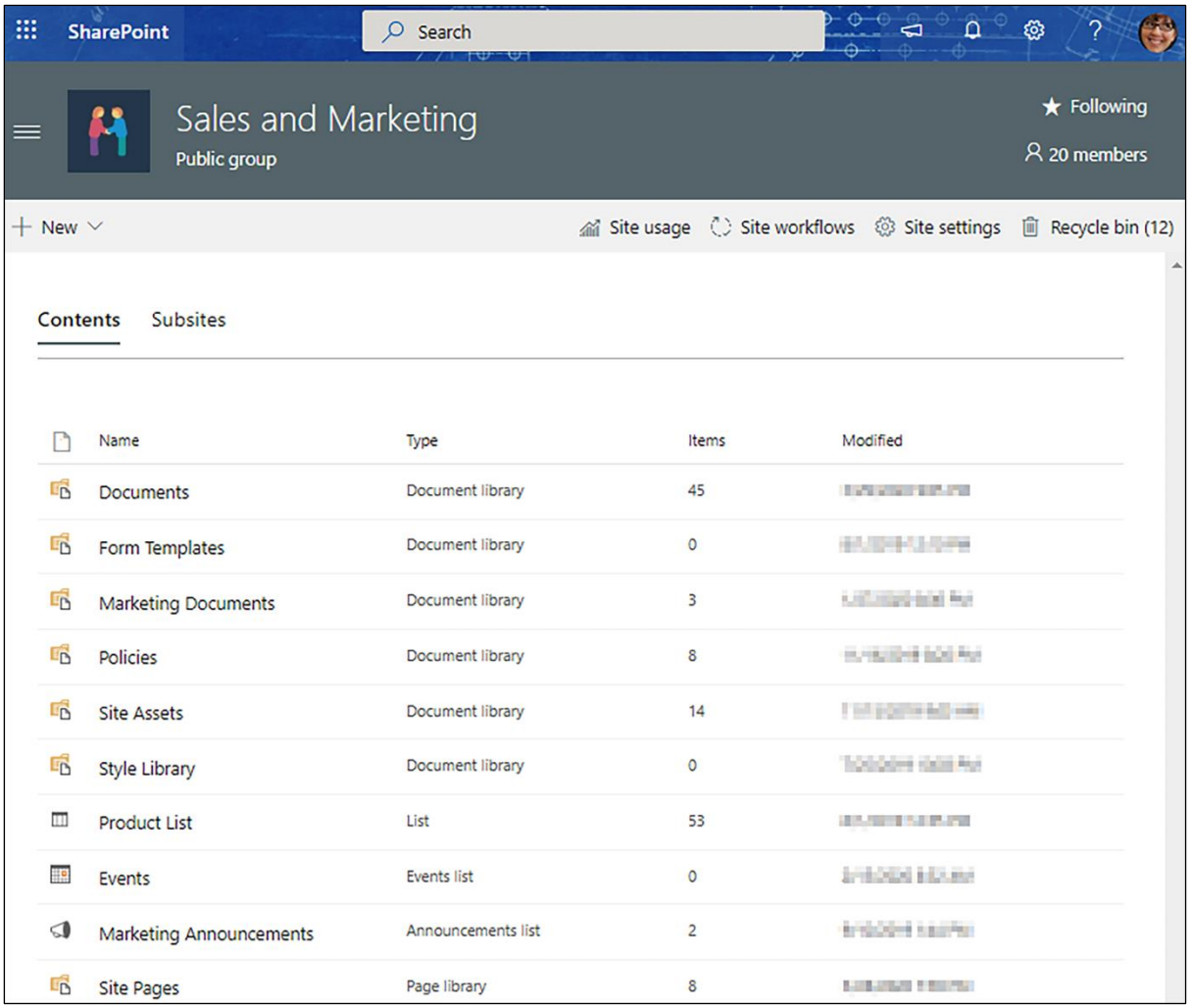

SharePoint
Search this site
ET
Executive Team
New
Page details
Analytics
News
Add
Keep your tean
team site
From the site home
a news post - a stat
Add News
Activity
ET
Executive Team
Executive Team Owners
Created site 45 minutes ago
View and share files
Collaborate on content with your team.
Upload a document
Quick links
Learn about a team site
Learn how to add a page
Next steps
Apply a site template
Quickly enhance your site using a scenario-specific site template.
Get started
Invite team members
Engage with your team by adding them to your site's group.
Add members
Upload files
Collaborate on shared content with your team.
Upload a document
Post news
Communicate with your team by sharing updates and announcements.
Create a news post
Add real-time chat
Add Microsoft Teams to collaborate in real-time and share resources across Microsoft 365 with your team.
Add Microsoft Teams
Change the look
Customize the look of your site by updating the theme and logo.
Edit site look

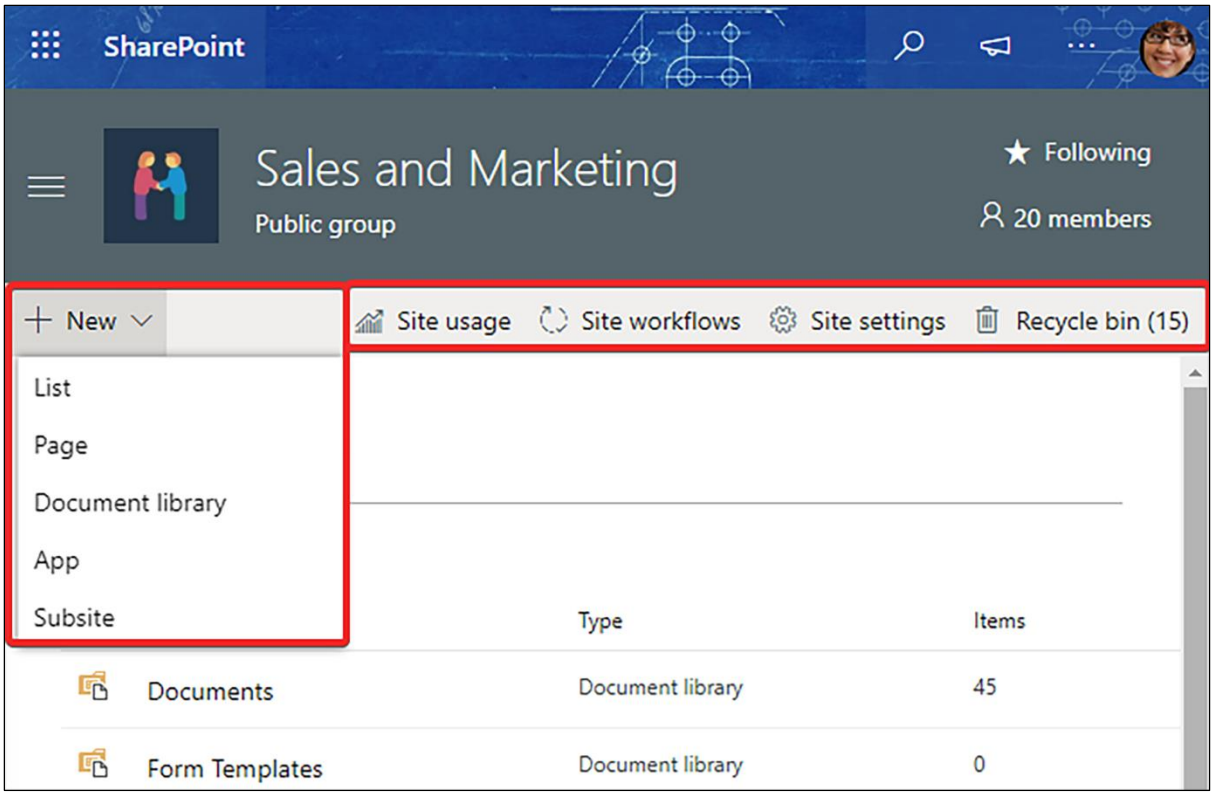


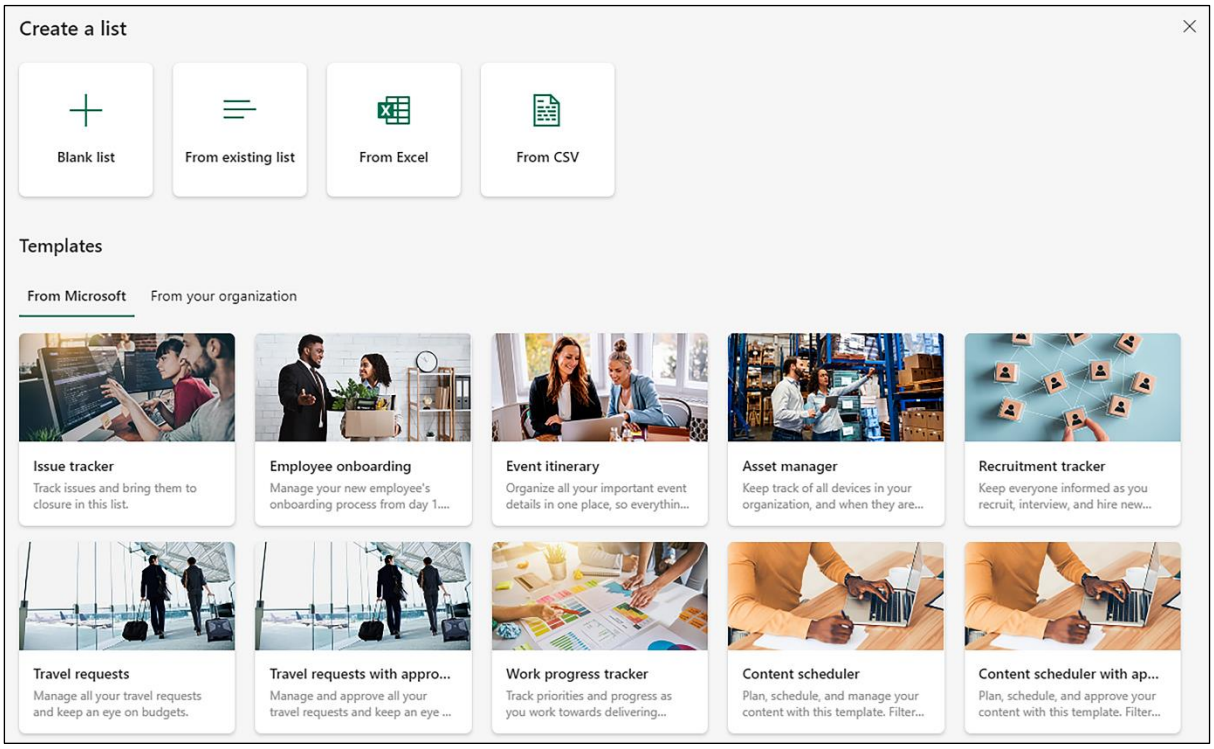
Share this site with others
Get help managing site content by adding site owners and members, then share the site with visitors.

Add owners, members, and visitors

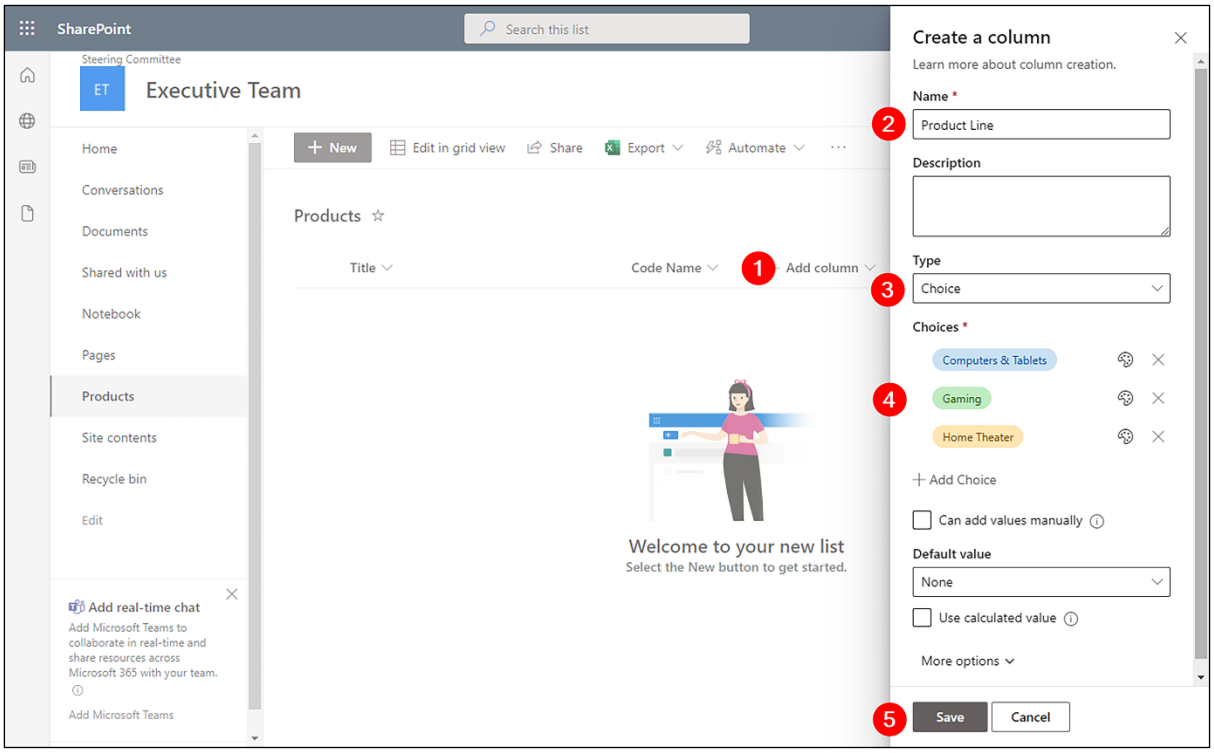

SharePoint
Search this site
1
Sales and Marketing
Public group
Settings
SharePoint
Add a page
Site contents
2
Site permissions
Site usage
Change the look
Site designs
Office 365
View all
New
Page details
News
Add

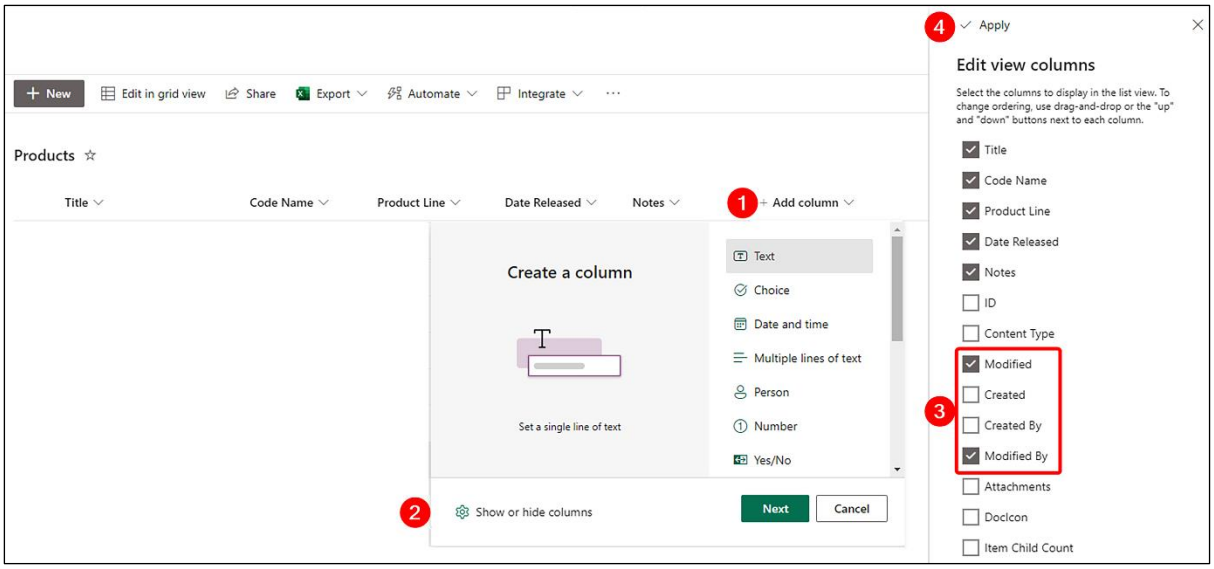

SharePoint
Search
Sales and Marketing
Public group
Following
20 members
New
Site usage
Site workflows
Site settings
Recycle bin (12)
Contents
Subsites
Name
Type
Items
Modified
Documents
Document library
45
Form Templates
Document library
0
Marketing Documents
Document library
3
Policies
Document library
8
Site Assets
Document library
14
Style Library
Document library
0
Product List
List
53
Events
Events list
0
Marketing Announcements
Announcements list
2
Site Pages
Page library
8

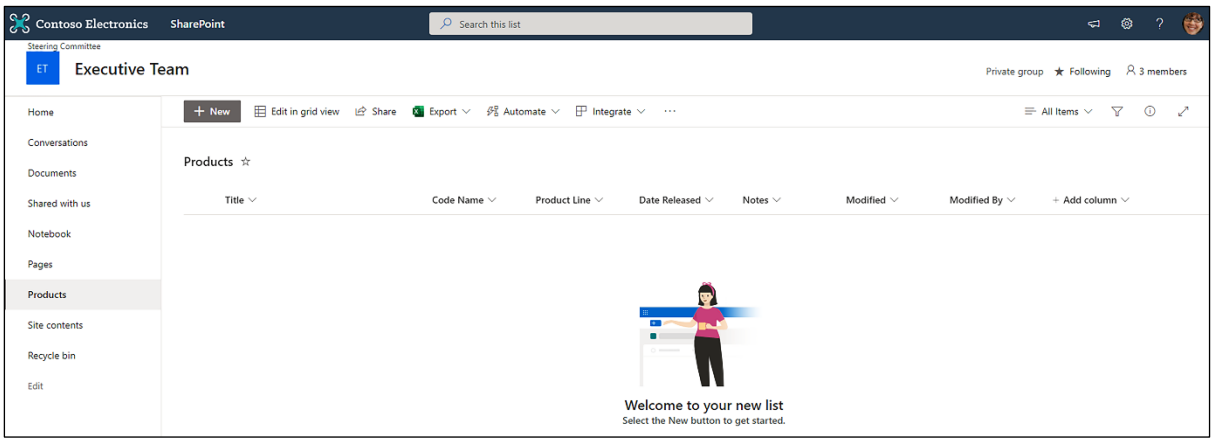

SharePoint
Sales and Marketing
Public group
Following
20 members
New
Site usage
Site workflows
Site settings
Recycle bin (15)
List
Page
Document library
App
Subsite
Type
Items
Documents
Document library
45
Form Templates
Document library
0

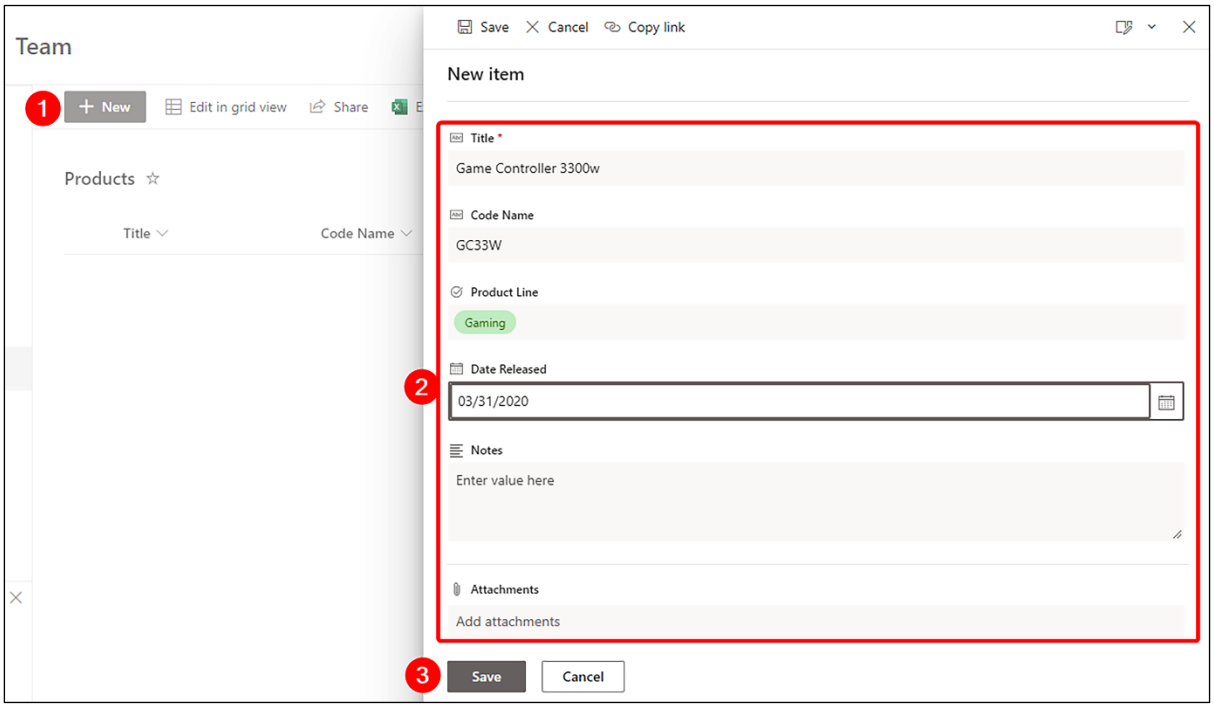

Create a list
Blank list
From existing list
From Excel
From CSV
Templates
From Microsoft
From your organization
Issue tracker
Track issues and bring them to closure in this list.
Employee onboarding
Manage your new employee's onboarding process from day 1....
Event itinerary
Organize all your important event details in one place, so everythin...
Asset manager
Keep track of all devices in your organization, and when they are...
Recruitment tracker
Keep everyone informed as you recruit, interview, and hire new...
Travel requests
Manage all your travel requests and keep an eye on budgets.
Travel requests with appro...
Manage and approve all your travel requests and keep an eye ...
Work progress tracker
Track priorities and progress as you work towards delivering...
Content scheduler
Plan, schedule, and manage your content with this template. Filter...
Content scheduler with ap...
Plan, schedule, and approve your content with this template. Filter...

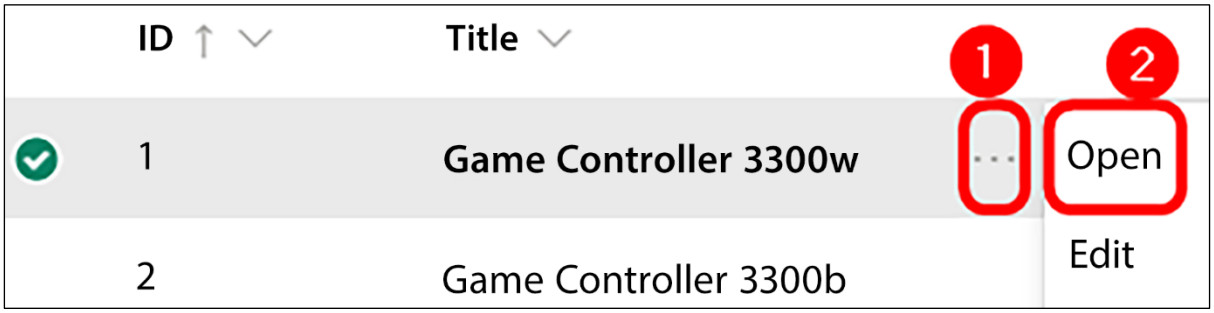
Name *
Products
Description
Master list of our company products
Site navigation
Show in site navigation
Back
Create
Cancel

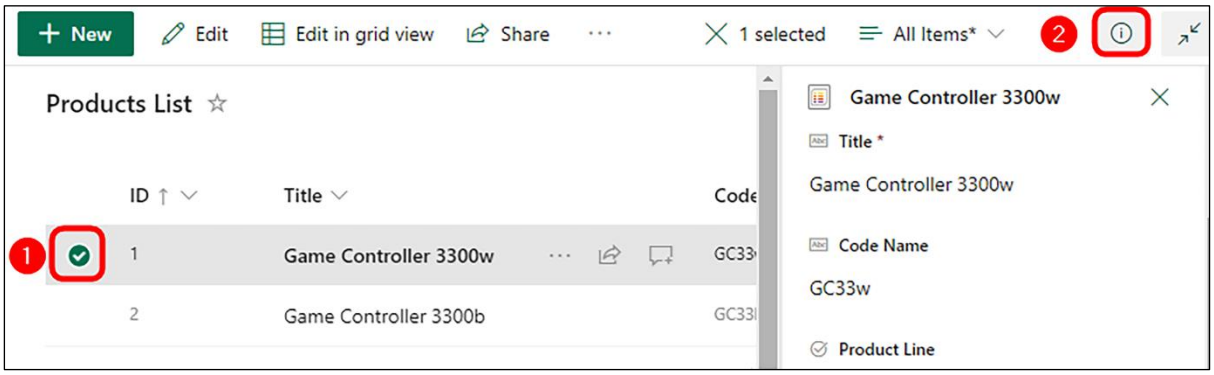

SharePoint
Search this list
Steering Committee
ET
Executive Team
Home
Conversations
Documents
Shared with us
Notebook
Pages
Products
Site contents
Recycle bin
Edit
Add real-time chat
Add Microsoft Teams to collaborate in real-time and share resources across Microsoft 365 with your team.
Add Microsoft Teams
New
Edit in grid view
Share
Export
Automate
Products
Title
Code Name
1
Add column
Welcome to your new list
Select the New button to get started.
Create a column
Learn more about column creation.
Name *
2
Product Line
Description
Type
3
Choice
Choices *
Computers & Tablets
4
Gaming
Home Theater
Add Choice
Can add values manually
Default value
None
Use calculated value
More options
5
Save
Cancel

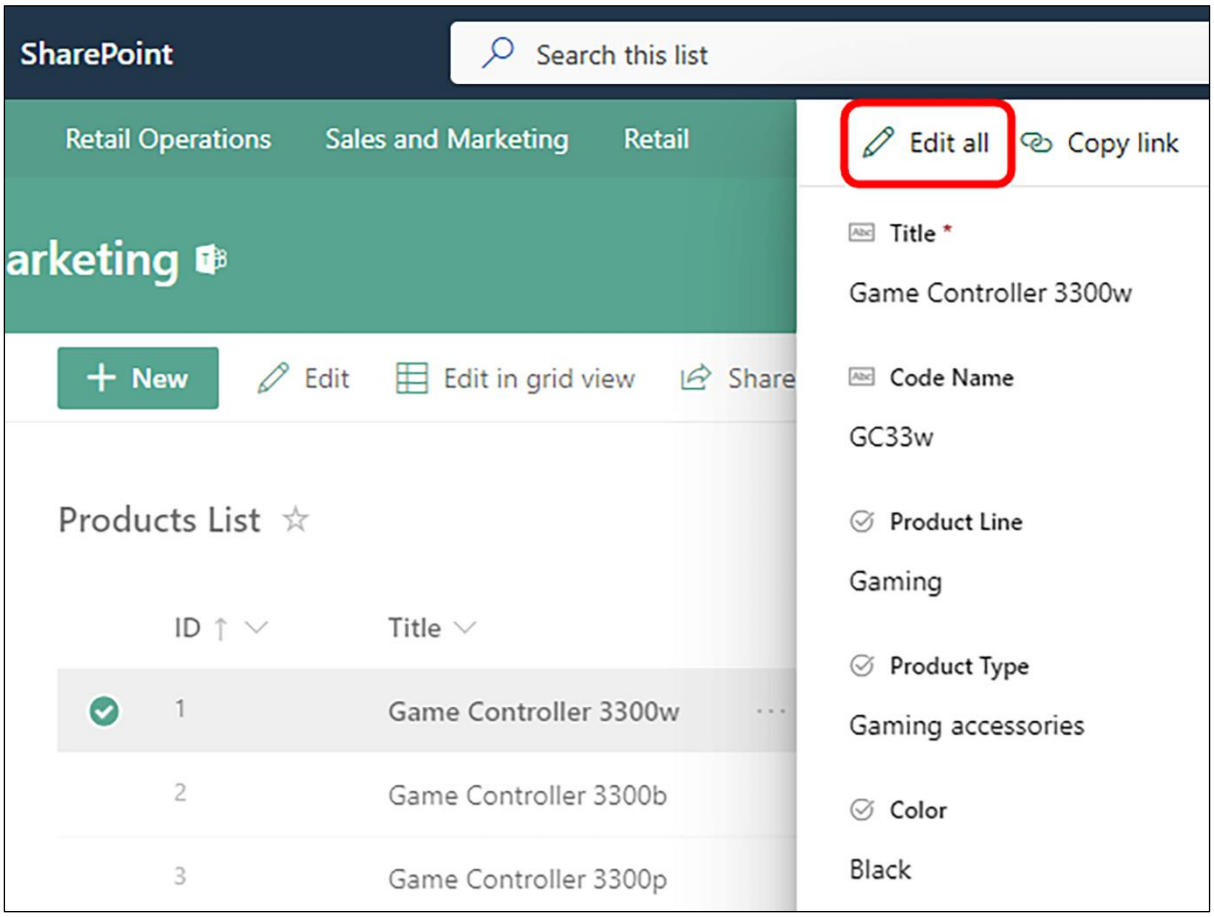

New
Edit in grid view
Share
Export
Automate
Integrate
Products
Title
Code Name
Product Line
Date Released
Notes
1
Add column
Create a column
Set a single line of text
Text
Choice
Date and time
Multiple lines of text
Person
Number
Yes/No
2
Show or hide columns
Next
Cancel
4
Apply
Edit view columns
Select the columns to display in the list view. To change ordering, use drag-and-drop or the "up" and "down" buttons next to each column.
Title
Code Name
Product Line
Date Released
Notes
ID
Content Type
Modified
Created
3
Created By
Modified By
Attachments
DocIcon
Item Child Count

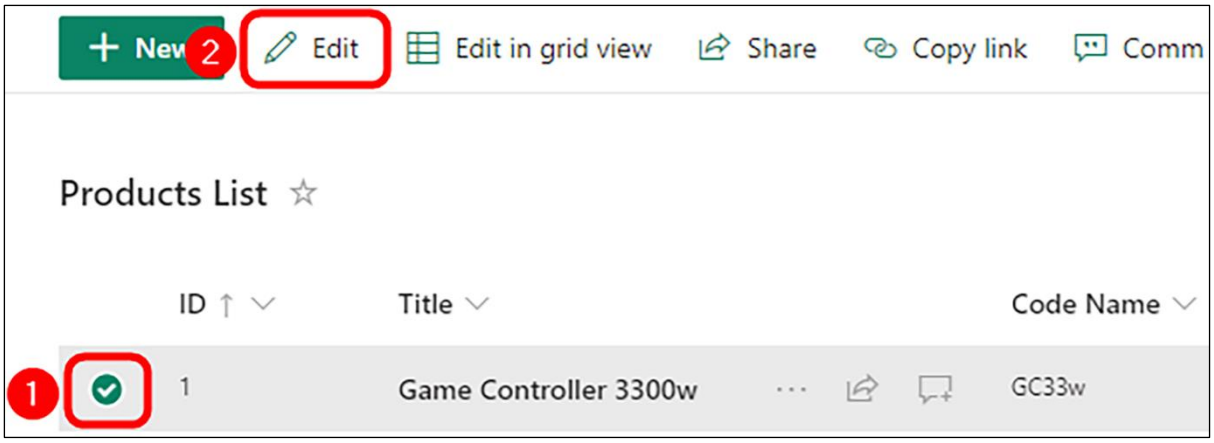

Contoso Electronics
SharePoint
Search this list
Steering Committee
ET
Executive Team
Private group
Following
3 members
Home
Conversations
Documents
Shared with us
Notebook
Pages
Products
Site contents
Recycle bin
Edit
New
Edit in grid view
Share
Export
Automate
Integrate
All Items
Products
Title
Code Name
Product Line
Date Released
Notes
Modified
Modified By
Add column
Welcome to your new list
Select the New button to get started.

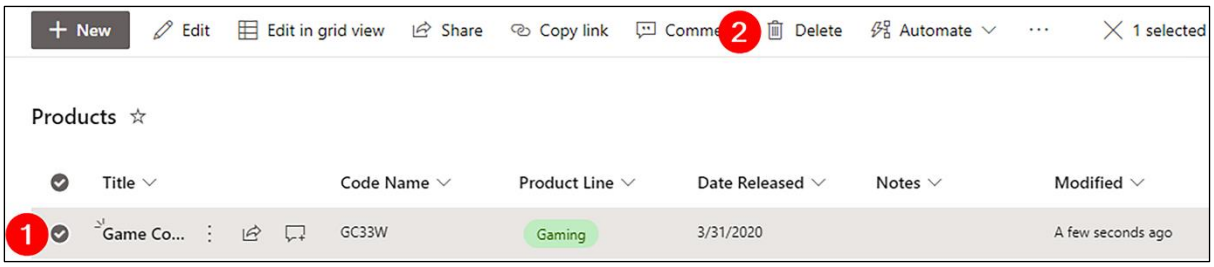

Team
1
New
Edit in grid view
Share
Products
Title
Code Name
Save
Cancel
Copy link
New item
Title *
Game Controller 3300w
Code Name
GC33W
Product Line
Gaming
Date Released
2
03/31/2020
Notes
Enter value here
Attachments
Add attachments
3
Save
Cancel

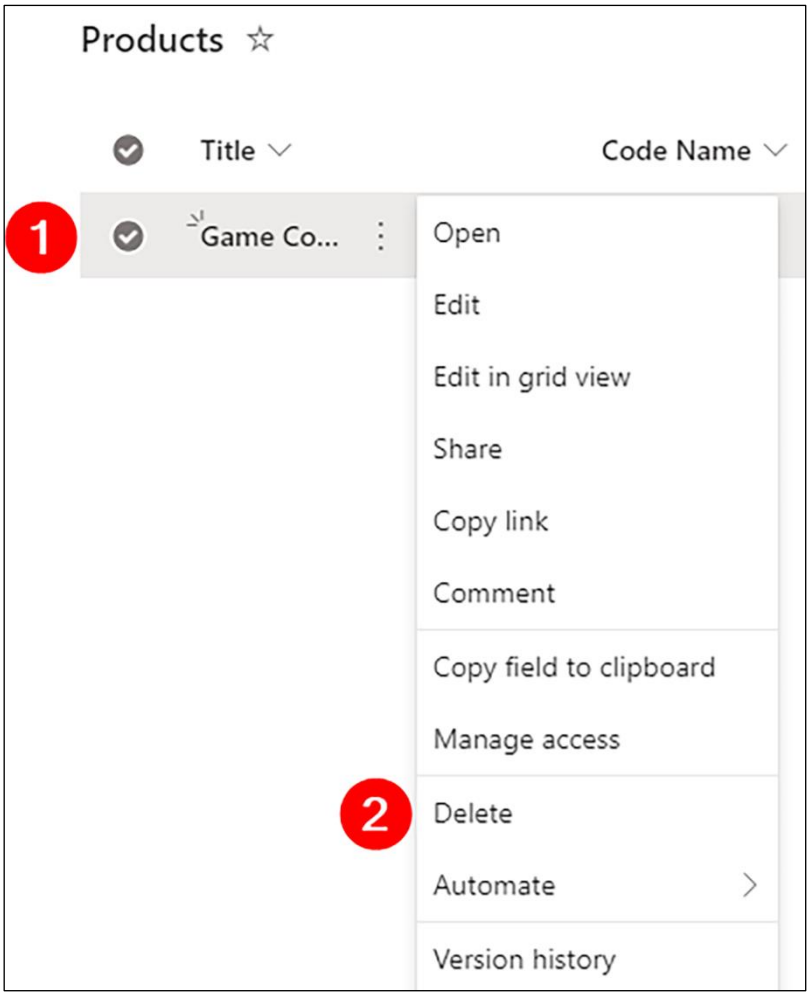

ID
Title
1
2
1
Game Controller 3300w
Open
2
Game Controller 3300b
Edit

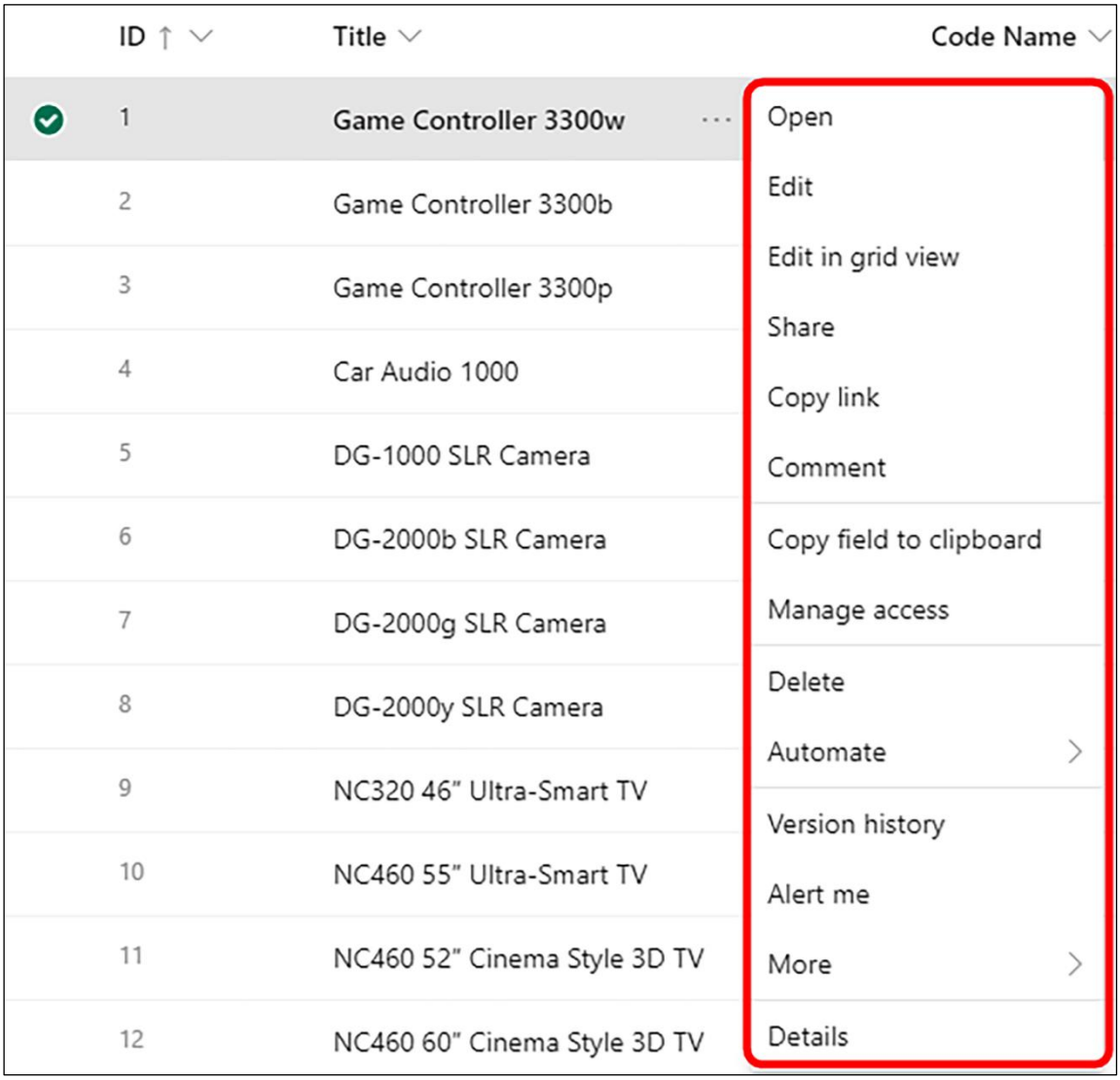

New
Edit
Edit in grid view
Share
1 selected
All Items*
2
Products List
ID
Title
Code
1
Game Controller 3300w
GC33
2
Game Controller 3300b
GC33
Game Controller 3300w
Title *
Game Controller 3300w
Code Name
GC33w
Product Line

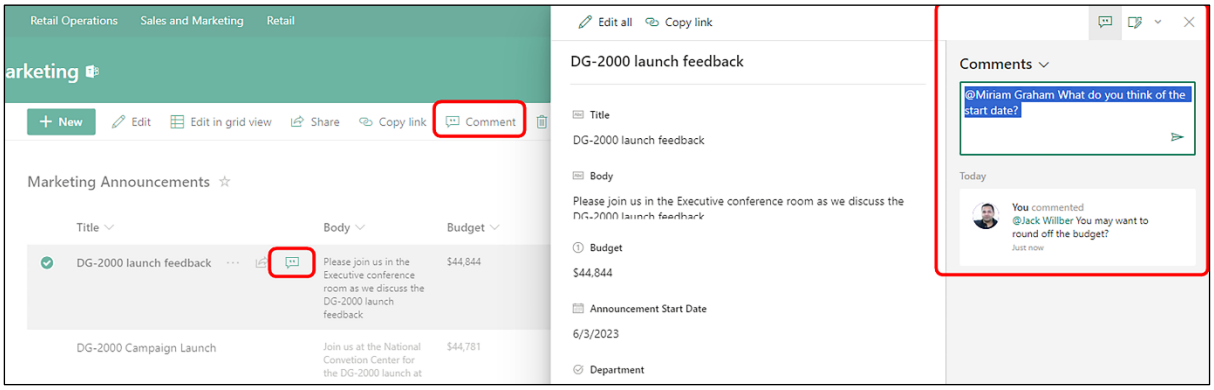

SharePoint
Search this list
Retail Operations
Sales and Marketing
Retail
Edit all
Copy link
arketing
Title *
Game Controller 3300w
New
Edit
Edit in grid view
Share
Code Name
GC33w
Products List
Product Line
Gaming
ID
Title
Product Type
1
Game Controller 3300w
Gaming accessories
2
Game Controller 3300b
Color
3
Game Controller 3300p
Black

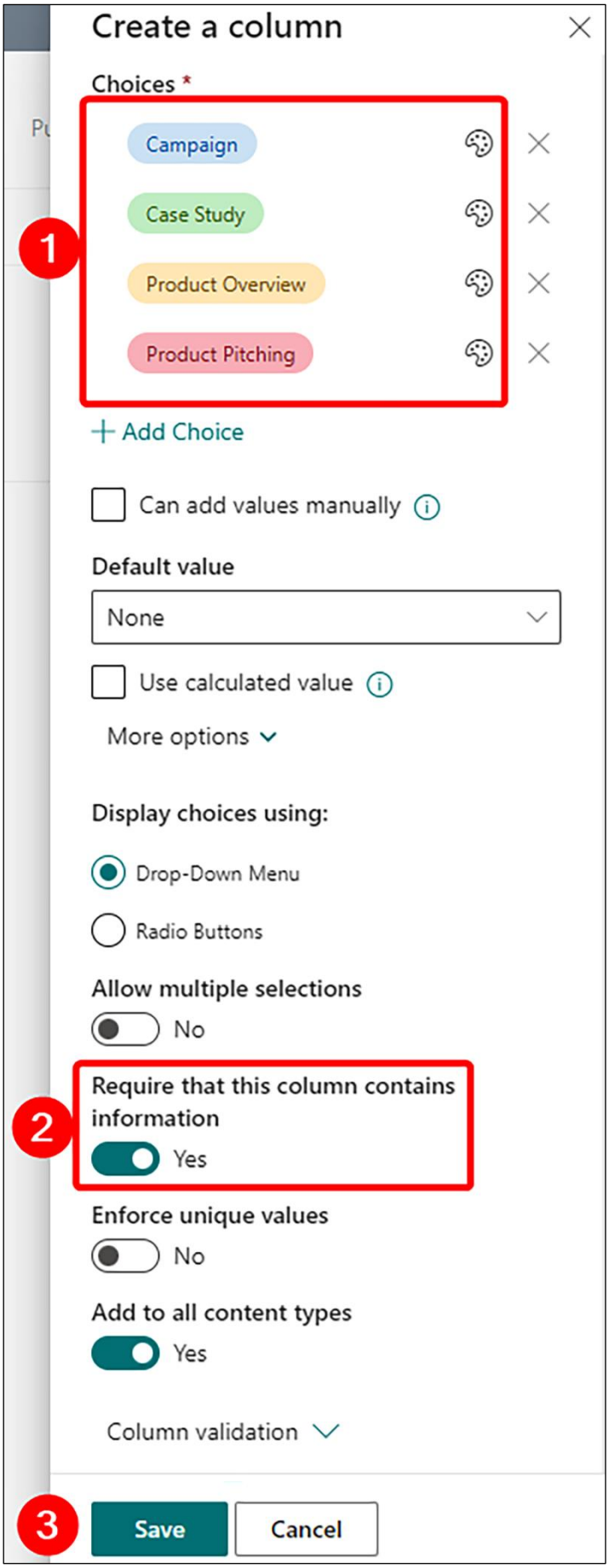

New
2
Edit
Edit in grid view
Share
Copy link
Comm
Products List
ID
Title
Code Name
1
1
Game Controller 3300w
GC33w

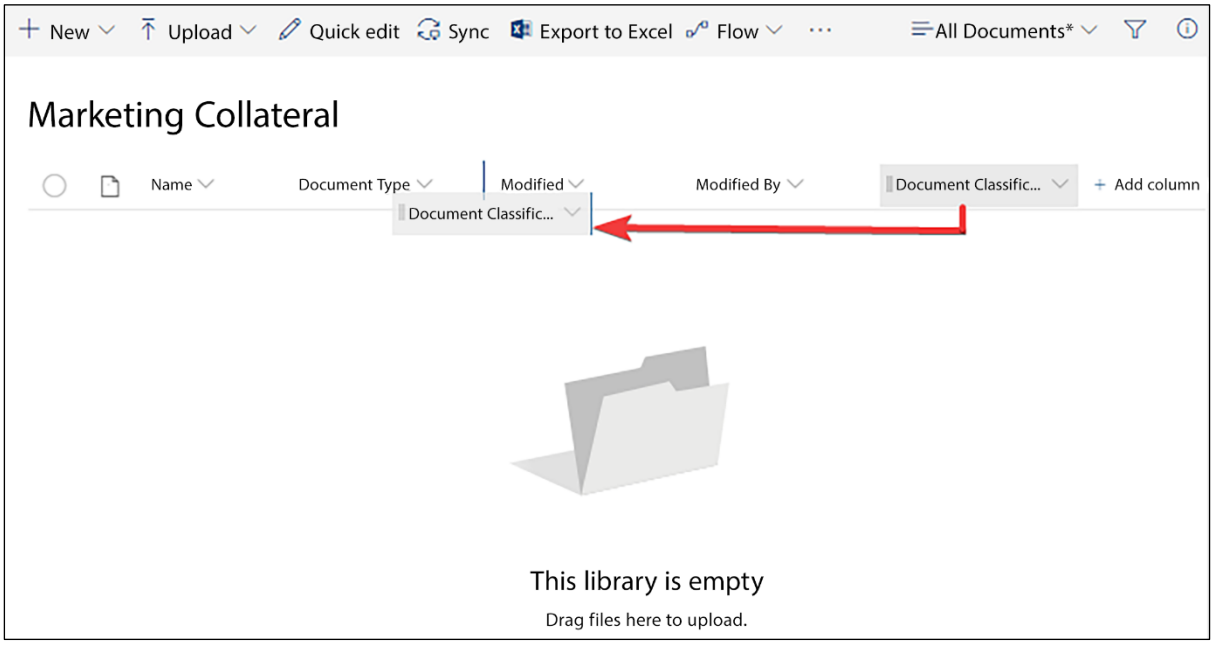

New
Edit
Edit in grid view
Share
Copy link
Comme
2
Delete
Automate
1 selected
Products
Title
Code Name
Product Line
Date Released
Notes
Modified
1
Game Co...
GC33W
Gaming
3/31/2020
A few seconds ago

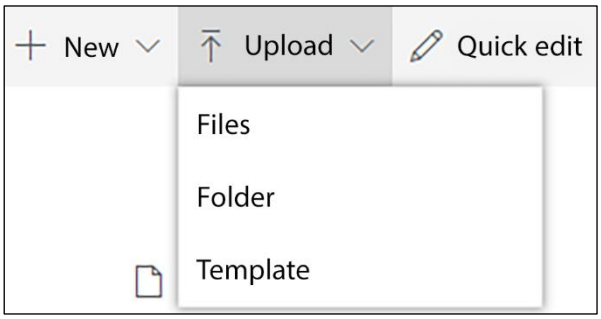

Products
Title
Code Name
1
Game Co...
Open
Edit
Edit in grid view
Share
Copy link
Comment
Copy field to clipboard
Manage access
2
Delete
Automate
Version history

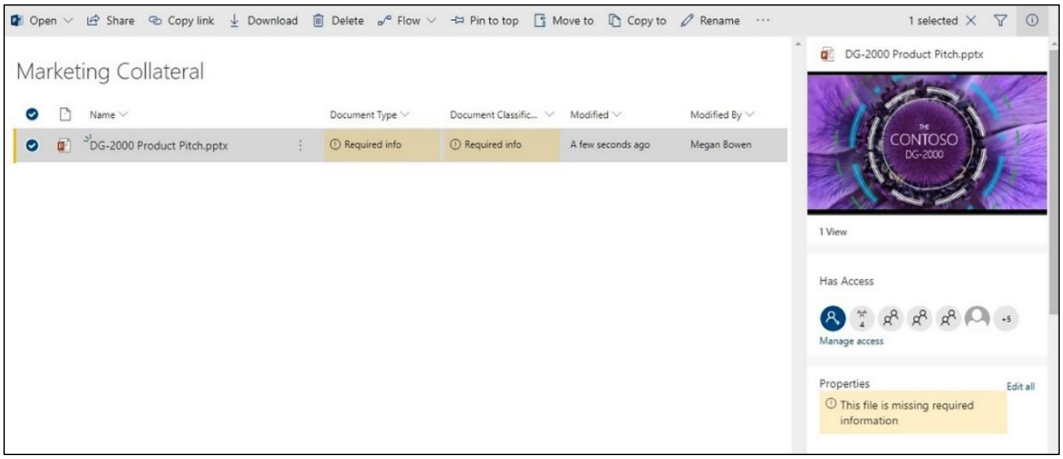

ID
Title
Code Name
1
Game Controller 3300w
2
Game Controller 3300b
3
Game Controller 3300p
4
Car Audio 1000
5
DG-1000 SLR Camera
6
DG-2000b SLR Camera
7
DG-2000g SLR Camera
8
DG-2000y SLR Camera
9
NC320 46" Ultra-Smart TV
10
NC460 55" Ultra-Smart TV
11
NC460 52" Cinema Style 3D TV
12
NC460 60" Cinema Style 3D TV
Open
Edit
Edit in grid view
Share
Copy link
Comment
Copy field to clipboard
Manage access
Delete
Automate
Version history
Alert me
More
Details

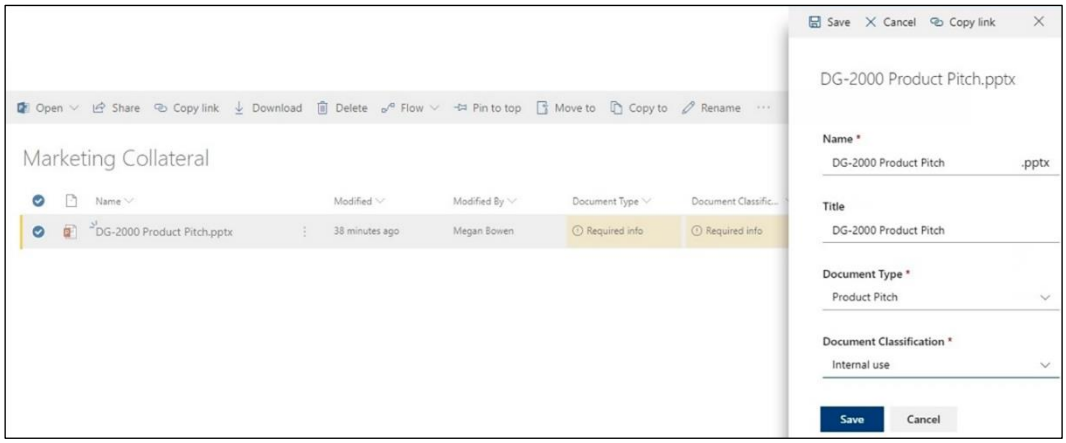

Retail Operations
Sales and Marketing
Retail
arketing
New
Edit
Edit in grid view
Share
Copy link
Comment
Marketing Announcements
Title
Body
Budget
DG-2000 launch feedback
Please join us in the Executive conference room as we discuss the DG-2000 launch feedback
$44,844
DG-2000 Campaign Launch
Edit all
Copy link
DG-2000 launch feedback
Title
DG-2000 launch feedback
Body
Please join us in the Executive conference room as we discuss the
Budget
$44,844
Announcement Start Date
6/3/2023
Department
Comments
@Miriam Graham What do you think of the start date?
Today
You commented
@Jack Willber You may want to round off the budget?
Just now

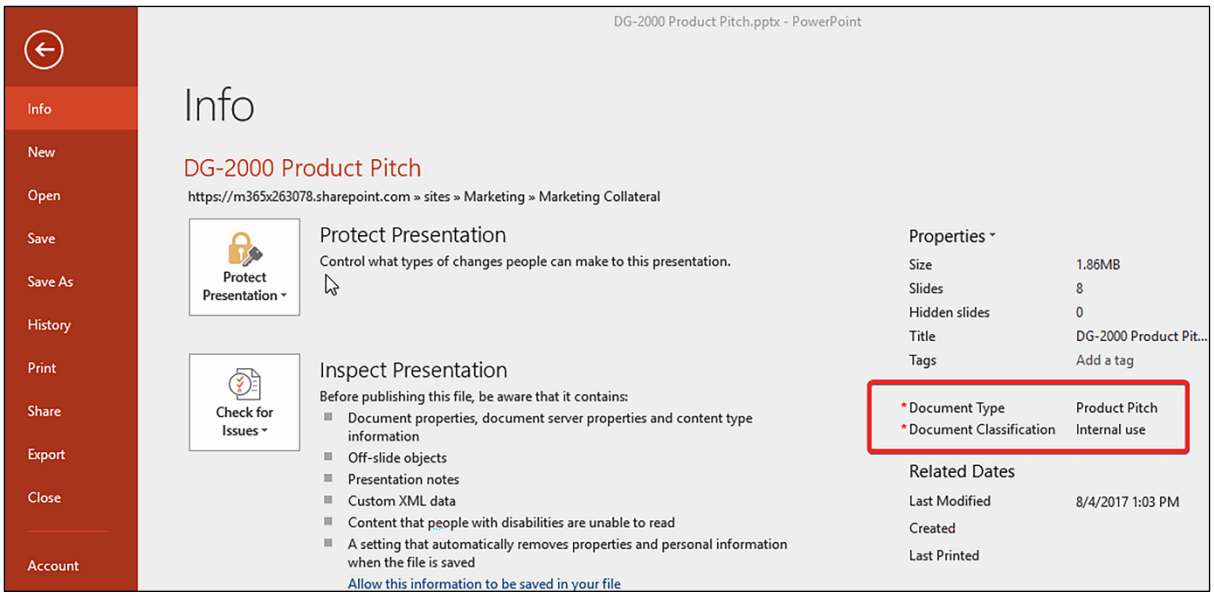

Create a column
Choices *
Campaign
Case Study
Product Overview
Product Pitching
1
+ Add Choice
Can add values manually
Default value
None
Use calculated value
More options
Display choices using:
Drop-Down Menu
Radio Buttons
Allow multiple selections
No
Require that this column contains information
2
Yes
Enforce unique values
No
Add to all content types
Yes
Column validation
3
Save
Cancel

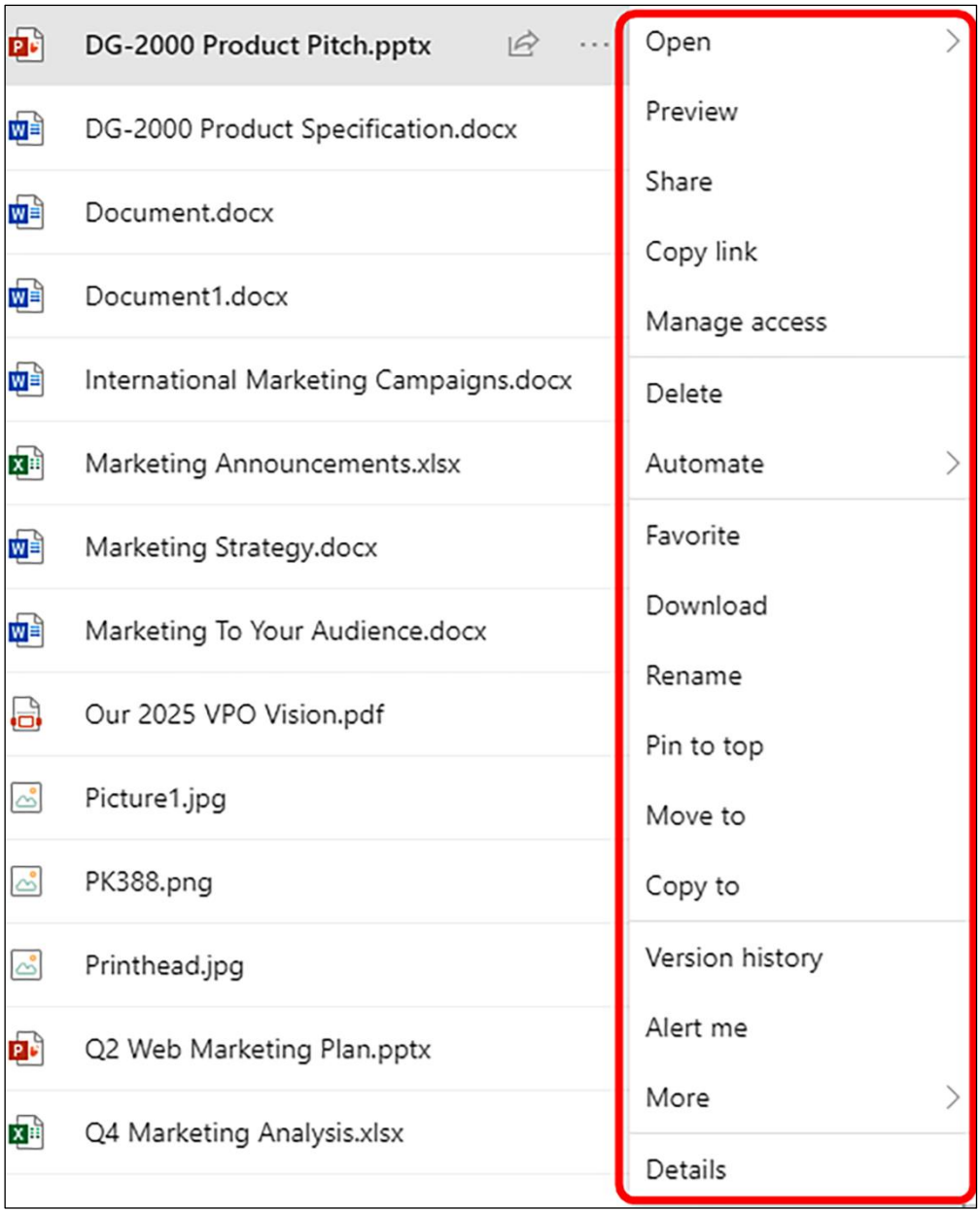

New
Upload
Quick edit
Sync
Export to Excel
Flow
All Documents*
Marketing Collateral
Name
Document Type
Modified
Modified By
Document Classific...
Document Classific...
Add column
This library is empty
Drag files here to upload.

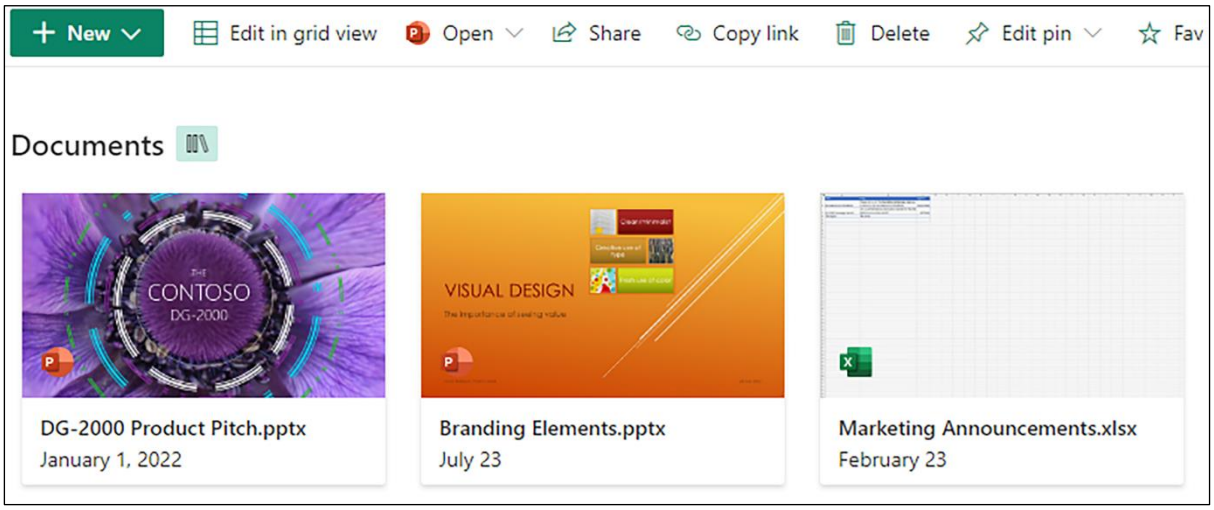

New
Upload
Quick edit
Files
Folder
Template

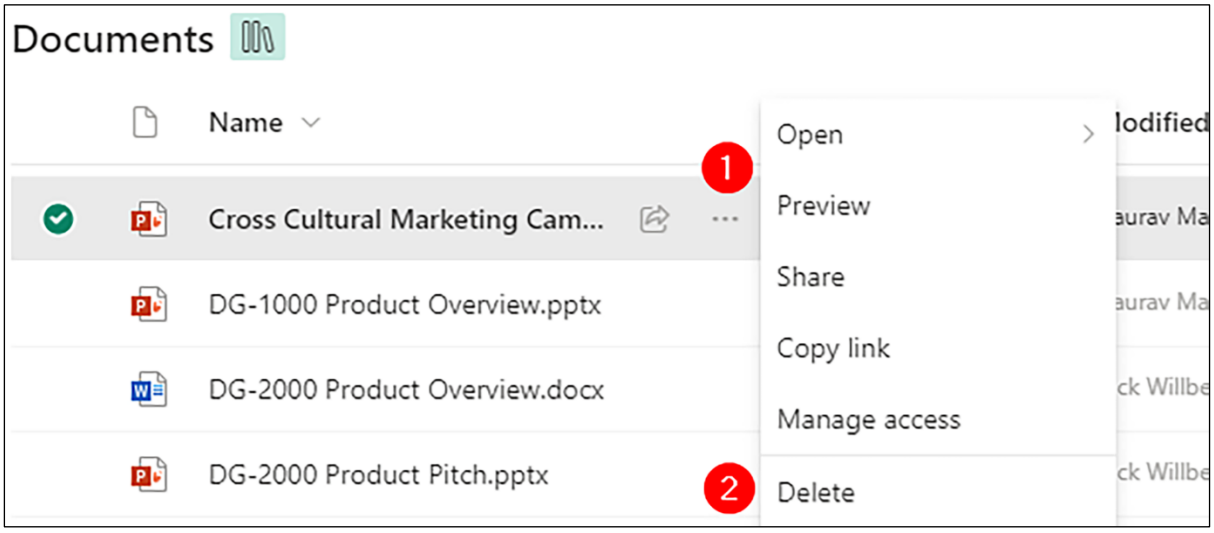

Open
Share
Copy link
Download
Delete
Flow
Pin to top
Move to
Copy to
Rename
1 selected
Marketing Collateral
Name
Document Type
Document Classific...
Modified
Modified By
DG-2000 Product Pitch.pptx
Required info
Required info
A few seconds ago
Megan Bowen
DG-2000 Product Pitch.pptx
CONTOSO
DG-2000
1 View
Has Access
Manage access
Properties
Edit all
This file is missing required information

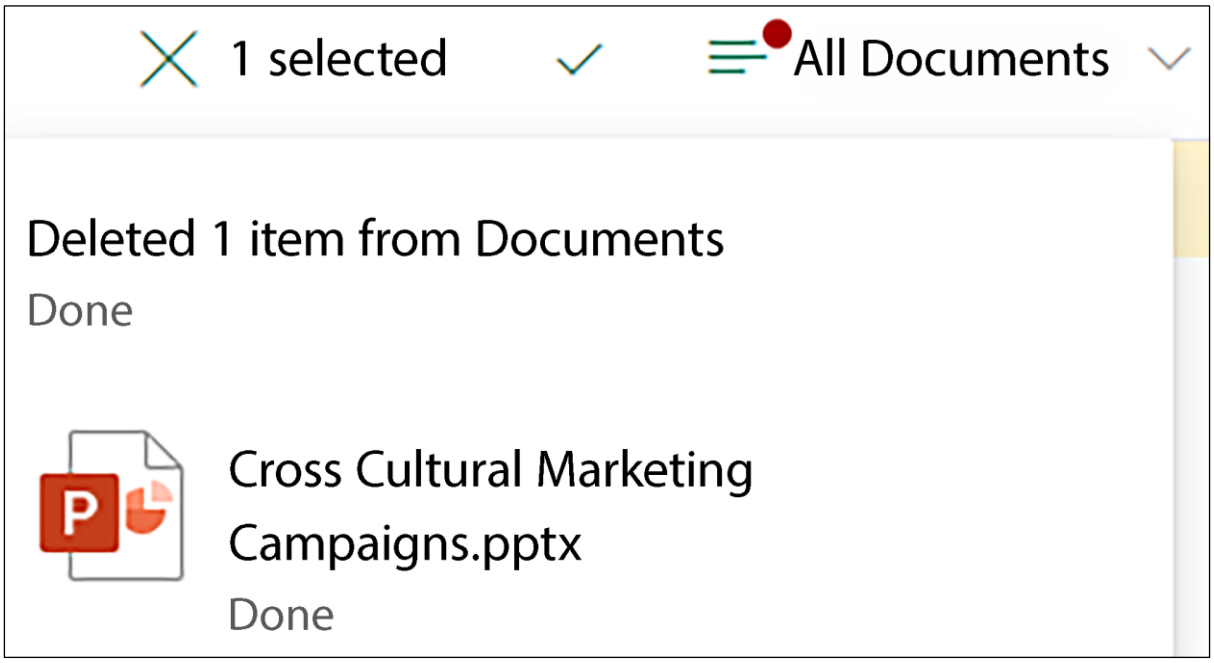

Save
Cancel
Copy link
DG-2000 Product Pitch.pptx
Open
Share
Copy link
Download
Delete
Flow
Pin to top
Move to
Copy to
Rename
Marketing Collateral
Name
Modified
Modified By
Document Type
Document Classific...
DG-2000 Product Pitch.pptx
38 minutes ago
Megan Bowen
Required info
Required info
Name *
DG-2000 Product Pitch
.pptx
Title
DG-2000 Product Pitch
Document Type *
Product Pitch
Document Classification *
Internal use
Save
Cancel

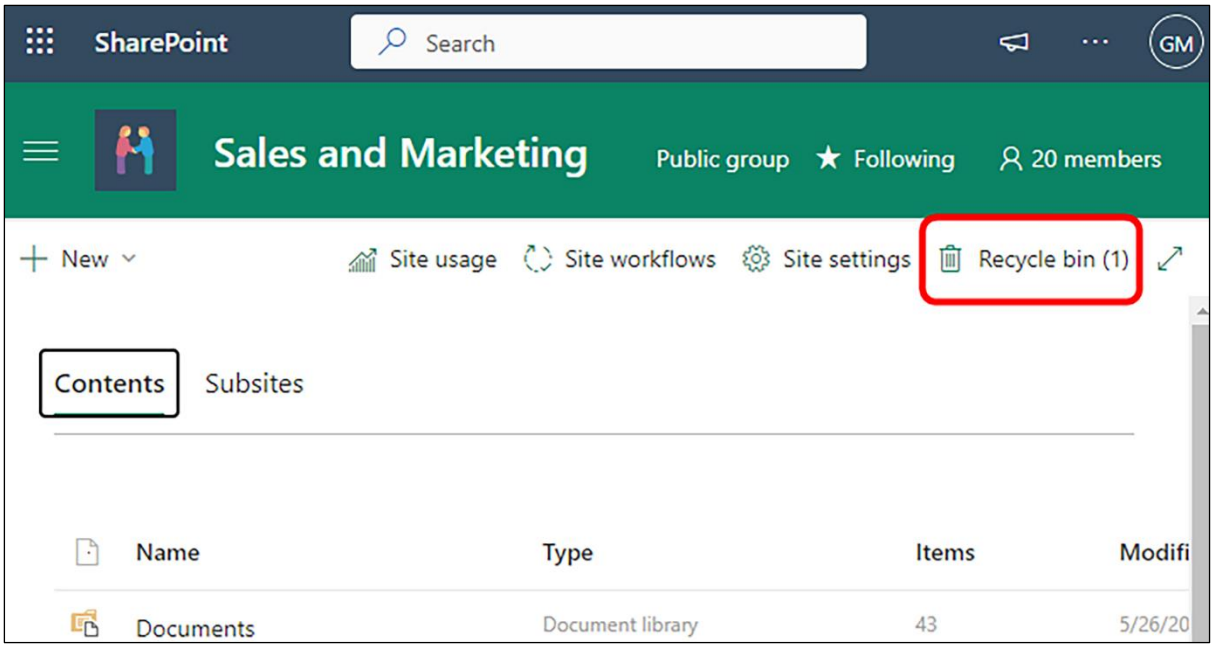

DG-2000 Product Pitch.pptx - PowerPoint
Info
New
Open
Save
Save As
History
Print
Share
Export
Close
Account
Info
DG-2000 Product Pitch
https://m365x263078.sharepoint.com » sites » Marketing » Marketing Collateral
Protect Presentation
Protect Presentation
Control what types of changes people can make to this presentation.
Check for Issues
Inspect Presentation
Before publishing this file, be aware that it contains:
Document properties, document server properties and content type information
Off-slide objects
Presentation notes
Custom XML data
Content that people with disabilities are unable to read
A setting that automatically removes properties and personal information when the file is saved
Allow this information to be saved in your file
Properties
Size 1.86MB
Slides 8
Hidden slides 0
Title DG-2000 Product Pit...
Tags Add a tag
* Document Type Product Pitch
* Document Classification Internal use
Related Dates
Last Modified 8/4/2017 1:03 PM
Created
Last Printed

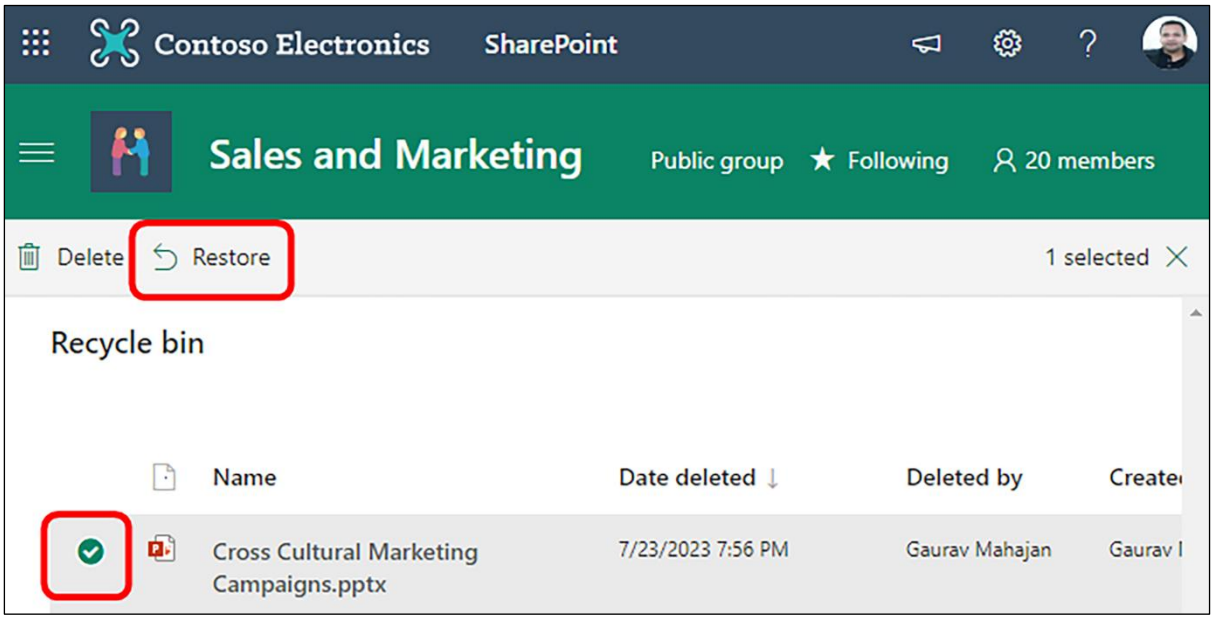

DG-2000 Product Pitch.pptx
DG-2000 Product Specification.docx
Document.docx
Document1.docx
International Marketing Campaigns.docx
Marketing Announcements.xlsx
Marketing Strategy.docx
Marketing To Your Audience.docx
Our 2025 VPO Vision.pdf
Picture1.jpg
PK388.png
Printhead.jpg
Q2 Web Marketing Plan.pptx
Q4 Marketing Analysis.xlsx
Open
Preview
Share
Copy link
Manage access
Delete
Automate
Favorite
Download
Rename
Pin to top
Move to
Copy to
Version history
Alert me
More
Details

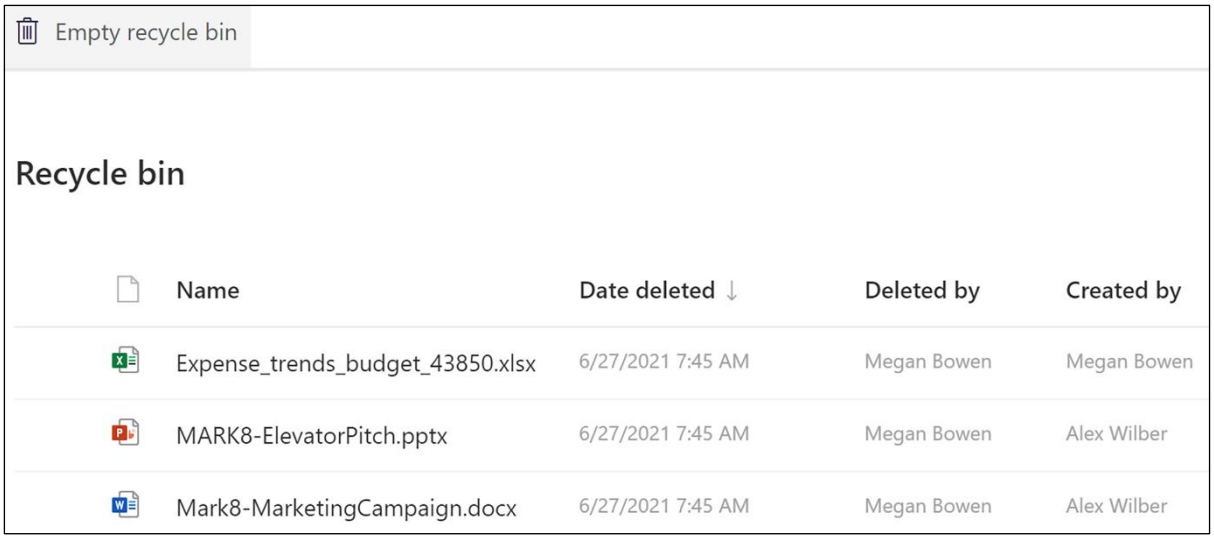

New
Edit in grid view
Open
Share
Copy link
Delete
Edit pin
Fav
Documents
CONTOSO
DG-2000
VISUAL DESIGN
DG-2000 Product Pitch.pptx
January 1, 2022
Branding Elements.pptx
July 23
Marketing Announcements.xlsx
February 23

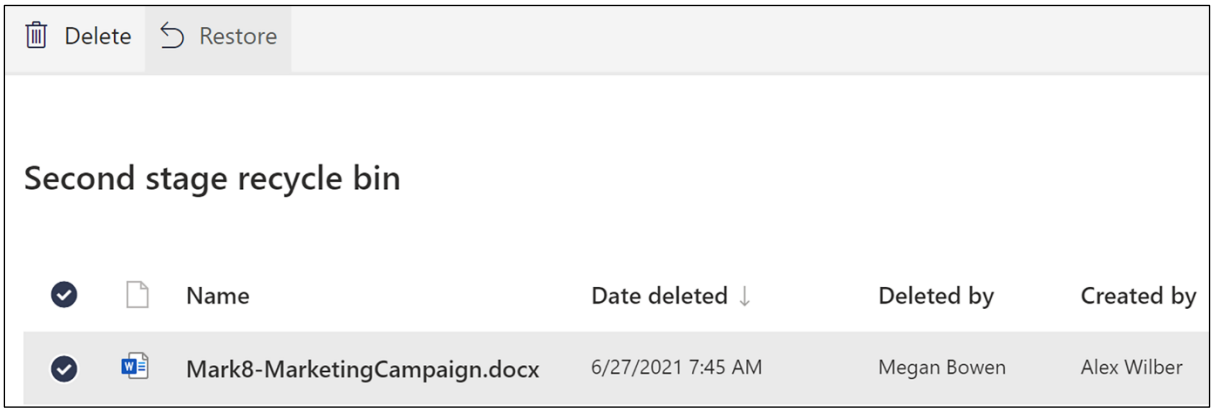

Documents
Name
Cross Cultural Marketing Cam...
DG-1000 Product Overview.pptx
DG-2000 Product Overview.docx
DG-2000 Product Pitch.pptx
1
2
Open
Preview
Share
Copy link
Manage access
Delete
lodified
aurav Ma
aurav Ma
ck Willbe
ck Willbe

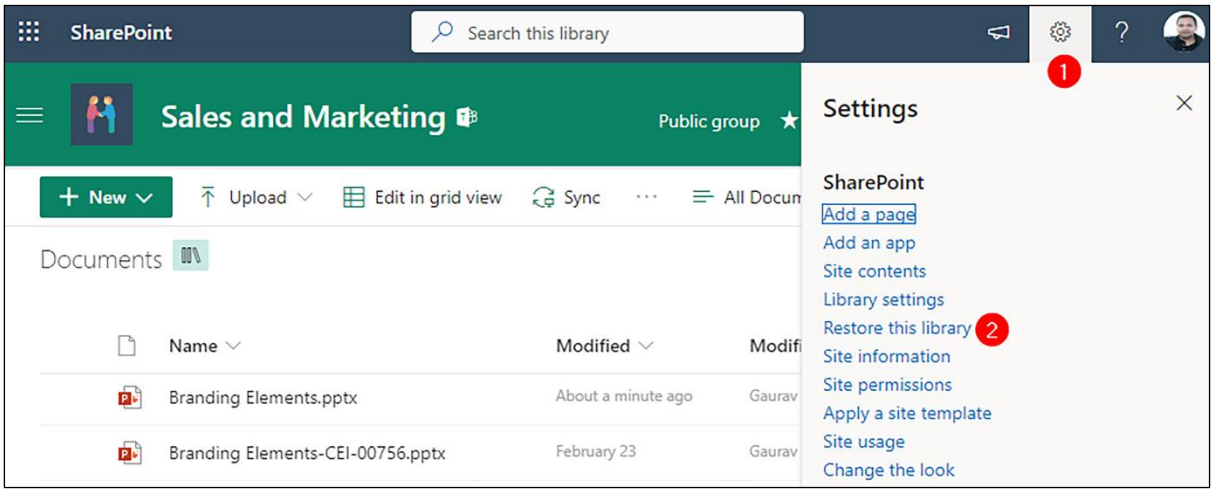

1 selected
All Documents
Deleted 1 item from Documents
Done
Cross Cultural Marketing Campaigns.pptx
Done


SharePoint
Search
GM
Sales and Marketing
Public group
Following
20 members
New
Site usage
Site workflows
Site settings
Recycle bin (1)
Contents
Subsites
Name
Type
Items
Modifi
Documents
Document library
43
5/26/20


Contoso Electronics
SharePoint
Sales and Marketing
Public group
Following
20 members
Delete
Restore
1 selected
Recycle bin
Name
Date deleted
Deleted by
Create
Cross Cultural Marketing Campaigns.pptx
7/23/2023 7:56 PM
Gaurav Mahajan
Gaurav


Empty recycle bin
Recycle bin
Name
Date deleted
Deleted by
Created by
Expense_trends_budget_43850.xlsx
6/27/2021 7:45 AM
Megan Bowen
Megan Bowen
MARK8-ElevatorPitch.pptx
6/27/2021 7:45 AM
Megan Bowen
Alex Wilber
Mark8-MarketingCampaign.docx
6/27/2021 7:45 AM
Megan Bowen
Alex Wilber


Delete
Restore
Second stage recycle bin
Name
Date deleted
Deleted by
Created by
Mark8-MarketingCampaign.docx
6/27/2021 7:45 AM
Megan Bowen
Alex Wilber


SharePoint
Search this library
1
Sales and Marketing
Public group
Settings
New
Upload
Edit in grid view
Sync
All Docum
SharePoint
Add a page
Add an app
Site contents
Library settings
Restore this library
2
Site information
Site permissions
Apply a site template
Site usage
Change the look
Documents
Name
Modified
Modifi
Branding Elements.pptx
About a minute ago
Gaurav
Branding Elements-CEI-00756.pptx
February 23
Gaurav

Restore Mark 8 Project Team - Documents

If something went wrong, you can restore this library to a previous time. Select a date preset or use the slider to find a date with unusual activity in the chart. Then select the changes that you want to undo.

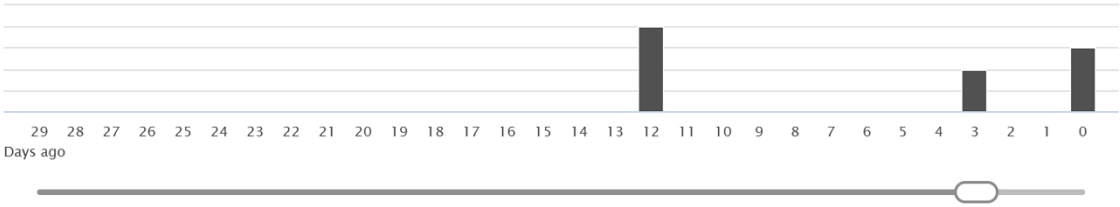
Select a date

One week ago

All changes after 6/20/2021, 12:00:00 AM will be rolled back

Restore Cancel

Move the slider to quickly scroll the list to a day.

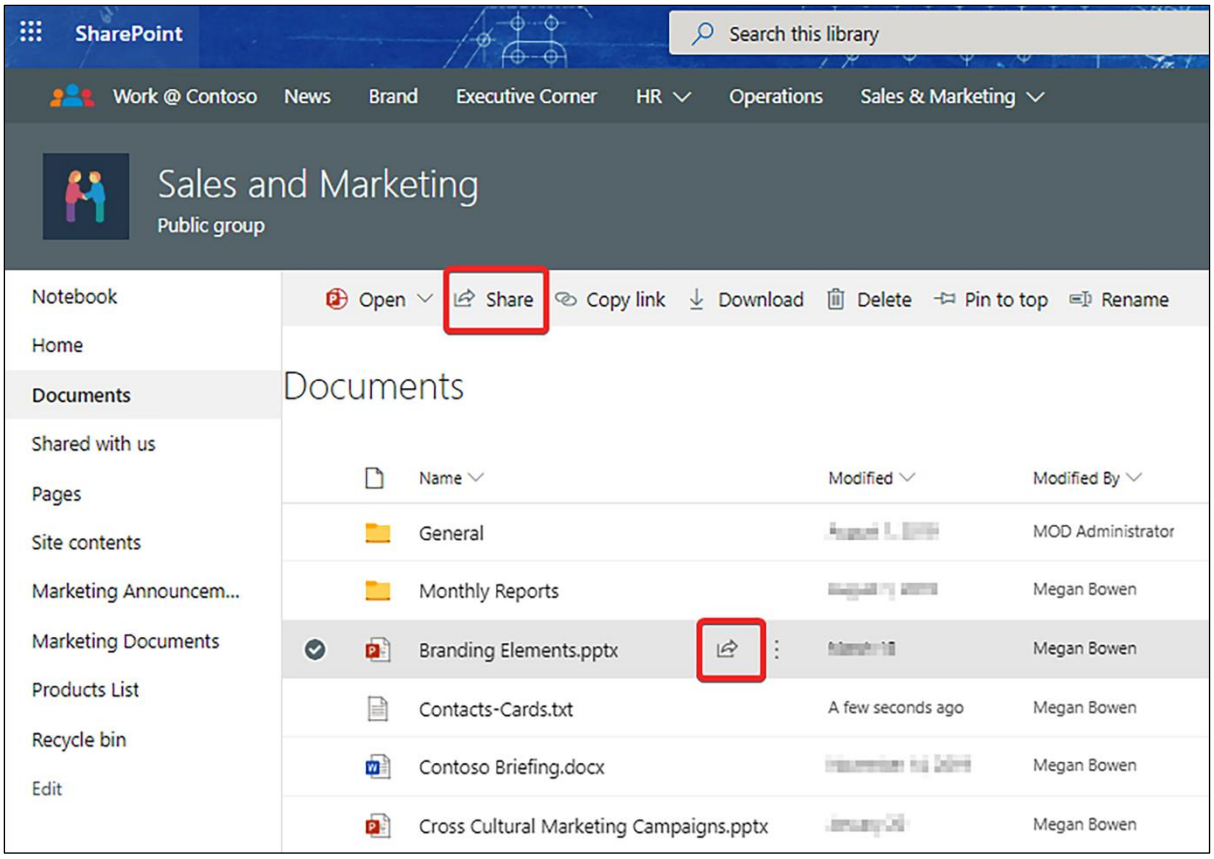


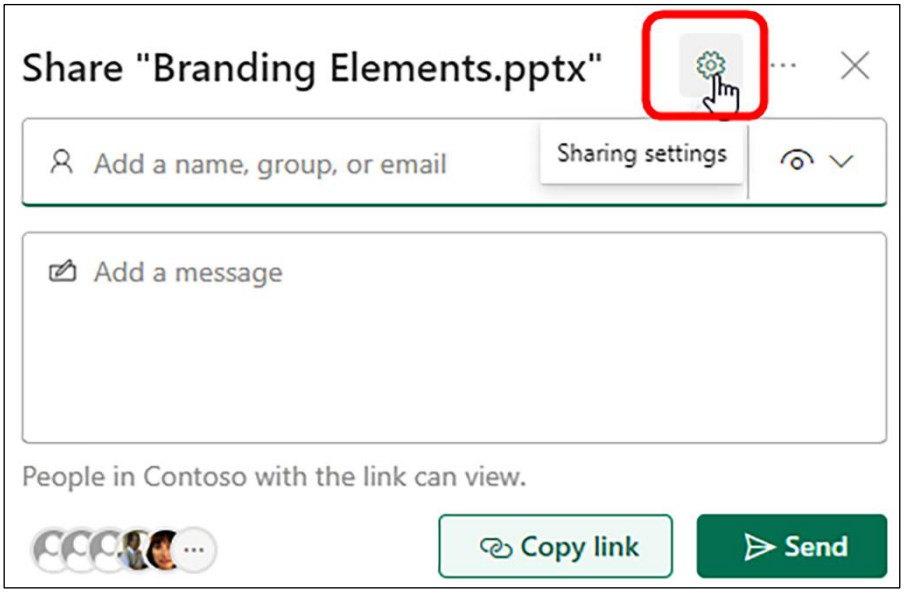
Select a change in the list below to highlight it and all the changes before it. Then select the Restore button to undo all the highlighted changes.

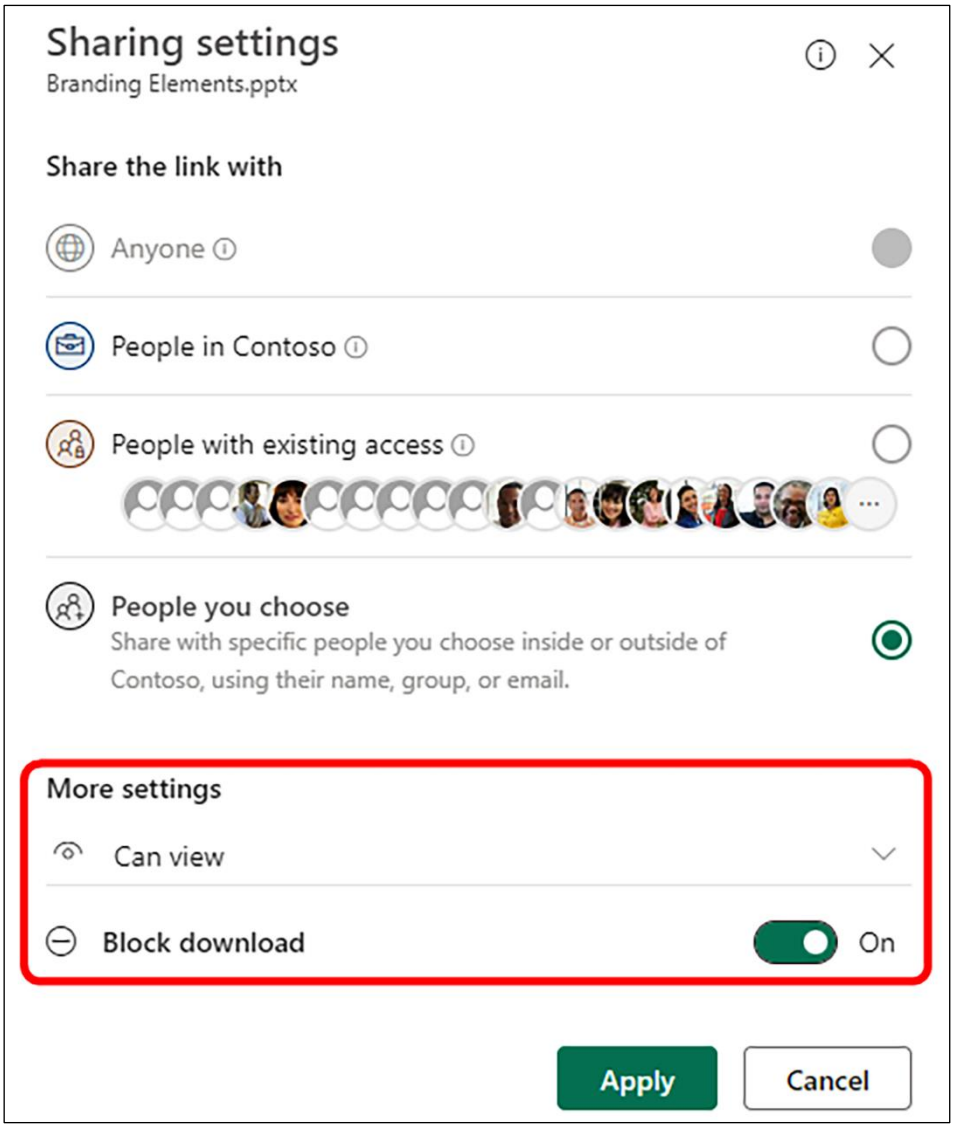
Change	File name
Today - 6/27/2021 (3)	
Deleted by Megan Bowen 9:45:28 AM	Mark8-MarketingCampaign.docx
Deleted by Megan Bowen 9:45:27 AM	MARK8-ElevatorPitch.pptx

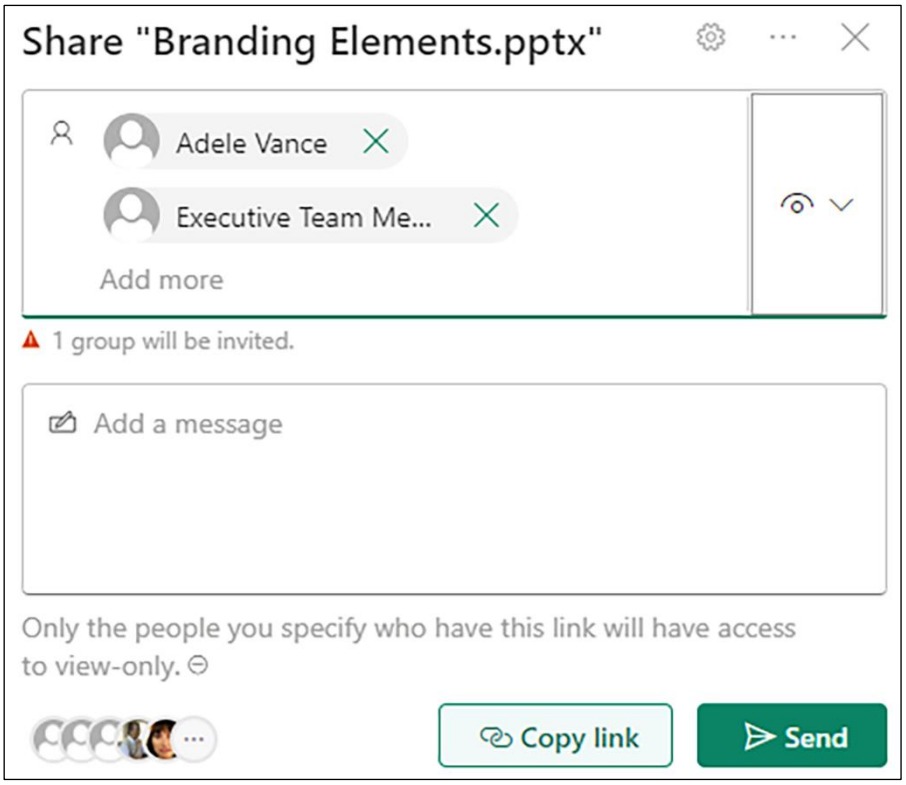
Recycle bin

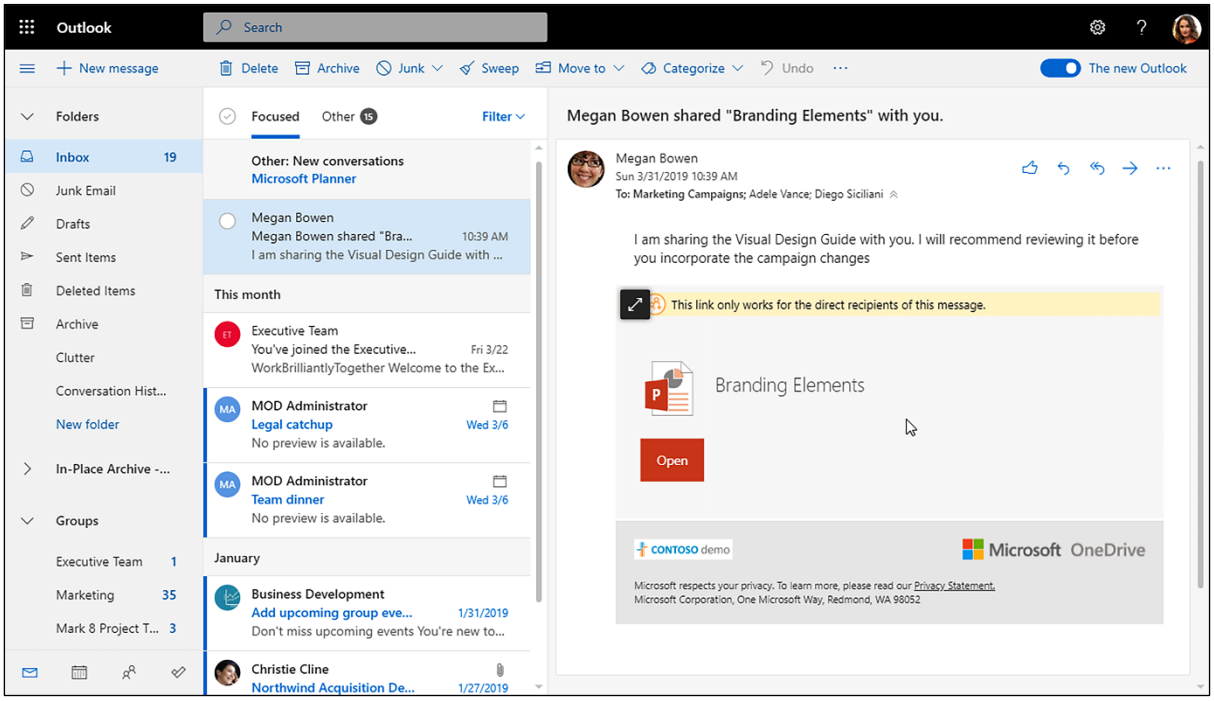
Name	Date deleted	Deleted by	Created by
MktgCampaign.docx (2.0)	6/27/2021 8:31 AM	Megan Bowen	Provisioning User

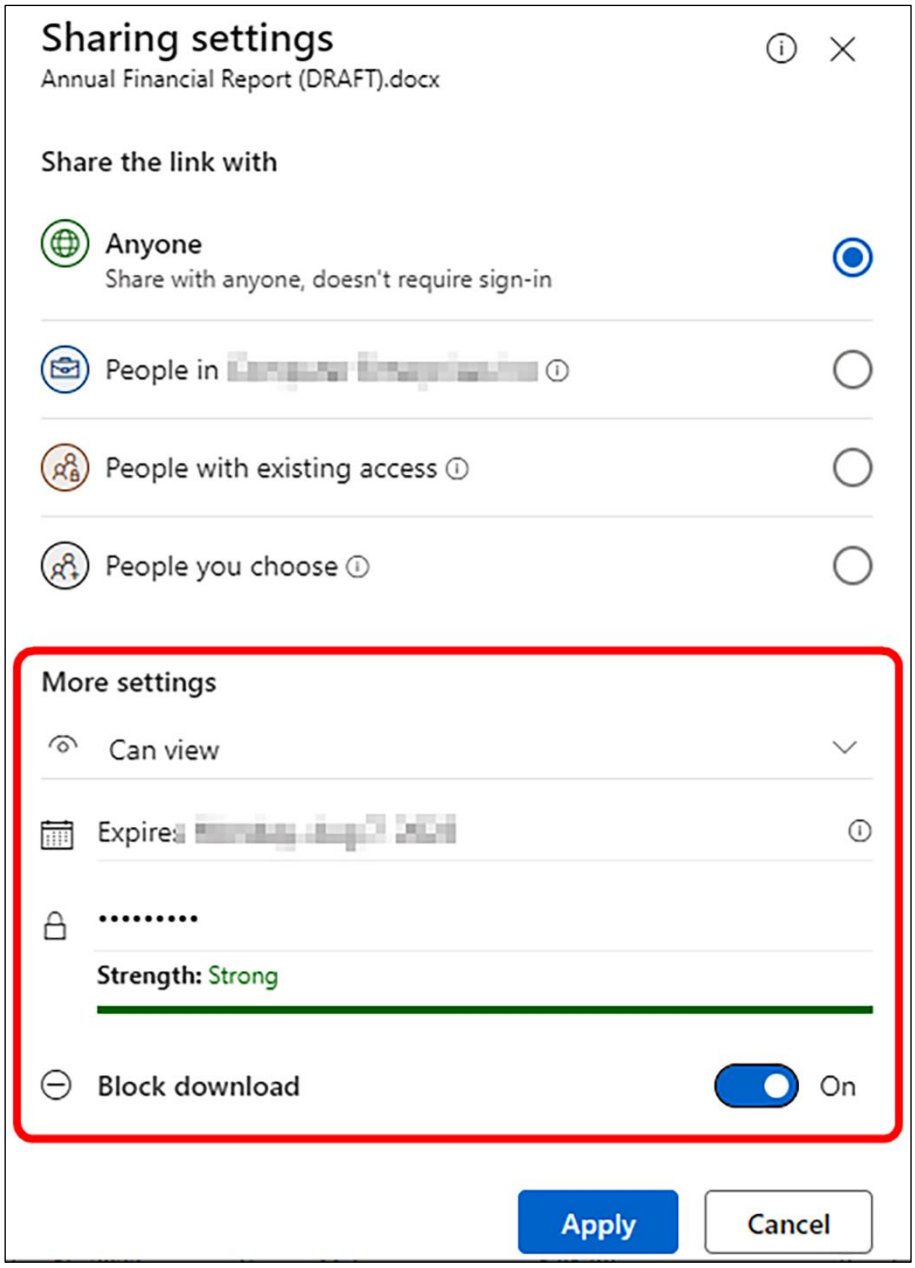

SharePoint
Search this library
Work @ Contoso
News
Brand
Executive Corner
HR
Operations
Sales & Marketing
Sales and Marketing
Public group
Notebook
Home
Documents
Shared with us
Pages
Site contents
Marketing Announcem...
Marketing Documents
Products List
Recycle bin
Edit
Open
Share
Copy link
Download
Delete
Pin to top
Rename
Documents
Name
Modified
Modified By
General
MOD Administrator
Monthly Reports
Megan Bowen
Branding Elements.pptx
Megan Bowen
Contacts-Cards.txt
A few seconds ago
Megan Bowen
Contoso Briefing.docx
Megan Bowen
Cross Cultural Marketing Campaigns.pptx
Megan Bowen

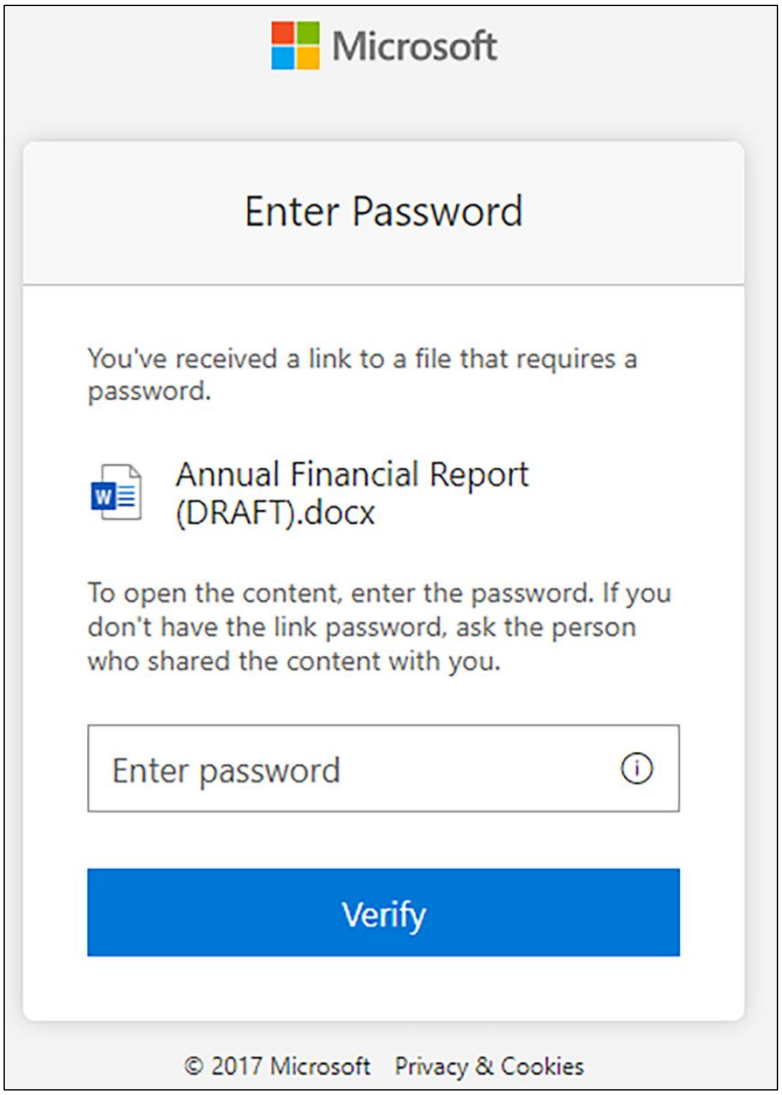

Share "Branding Elements.pptx"
Add a name, group, or email
Sharing settings
Add a message
People in Contoso with the link can view.
Copy link
Send

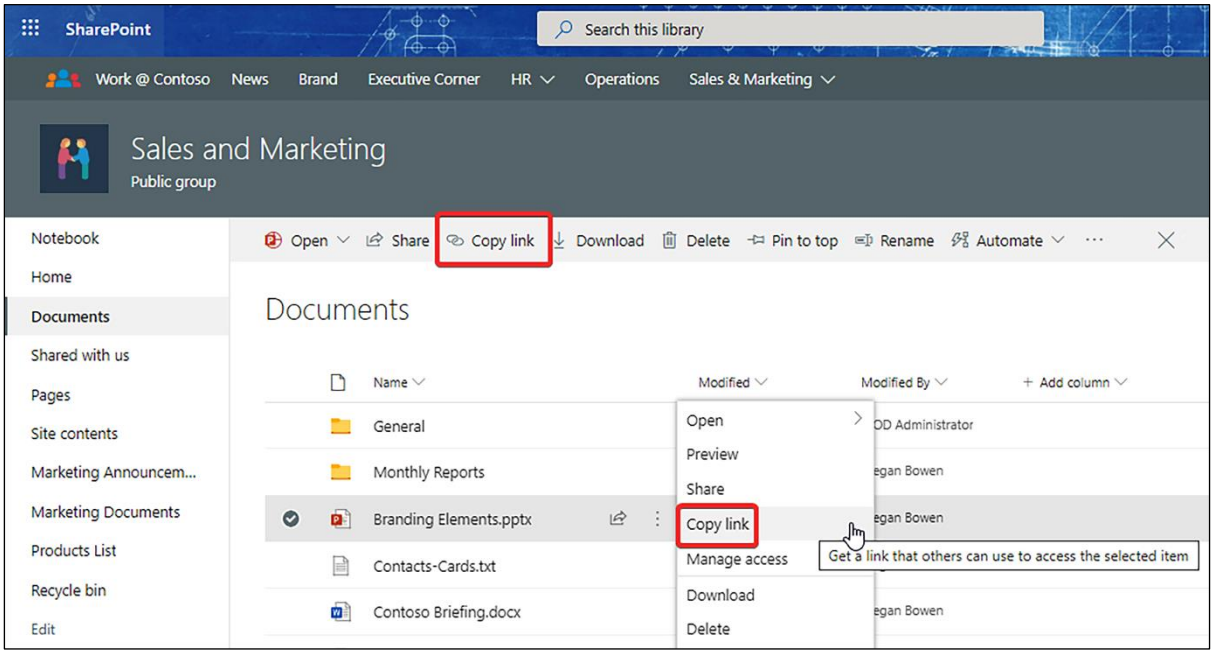

Sharing settings
Branding Elements.pptx
Share the link with
Anyone
People in Contoso
People with existing access
People you choose
Share with specific people you choose inside or outside of Contoso, using their name, group, or email.
More settings
Can view
Block download
On
Apply
Cancel

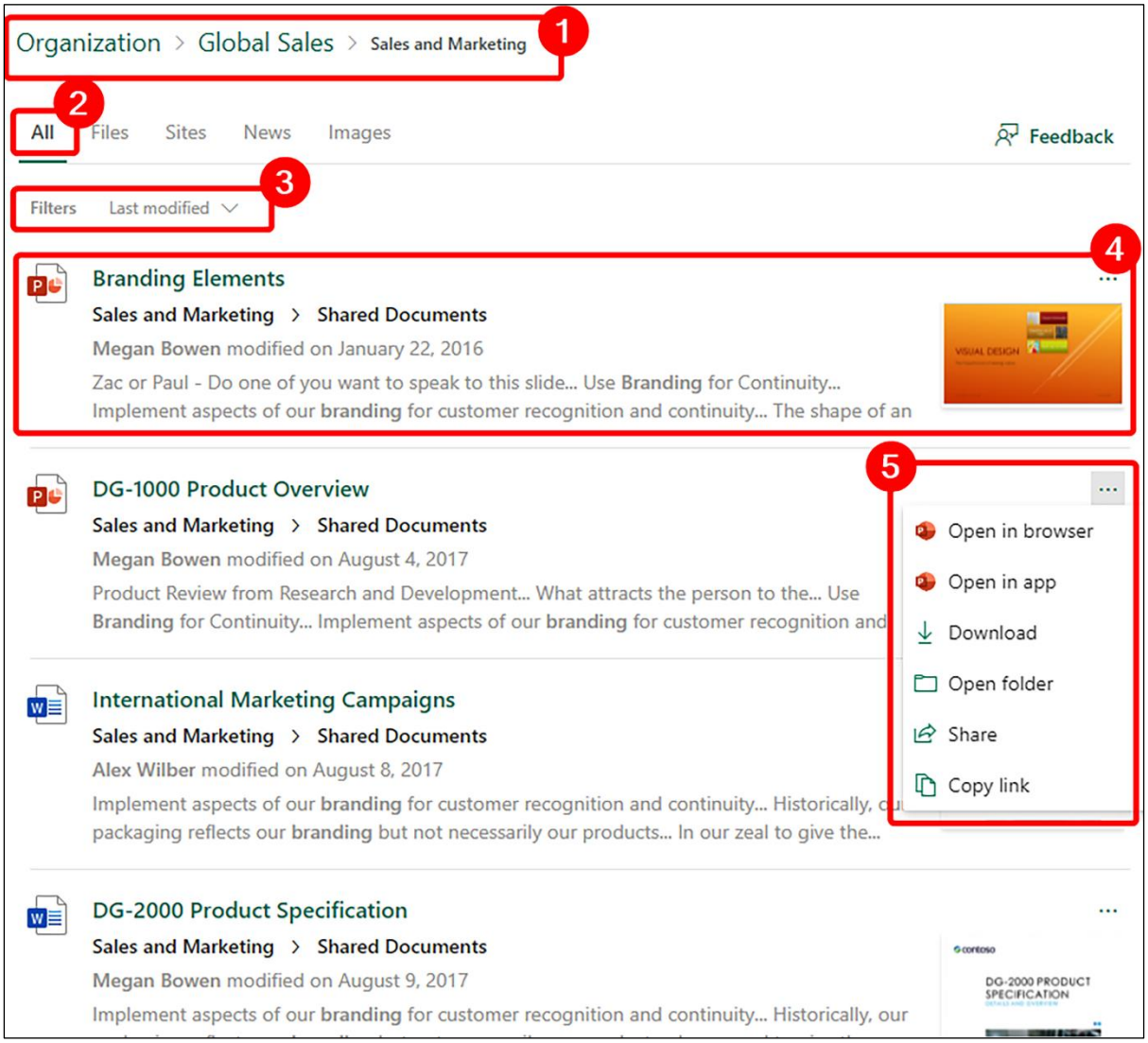

Share "Branding Elements.pptx"
Adele Vance
Executive Team Me...
Add more
1 group will be invited.
Add a message
Only the people you specify who have this link will have access to view-only.
Copy link
Send


Outlook
Search
New message
Delete
Archive
Junk
Sweep
Move to
Categorize
Undo
The new Outlook
Folders
Inbox 19
Junk Email
Drafts
Sent Items
Deleted Items
Archive
Clutter
Conversation Hist...
New folder
In-Place Archive -...
Groups
Executive Team 1
Marketing 35
Mark 8 Project T... 3
Focused
Other 15
Filter
Other: New conversations
Microsoft Planner
Megan Bowen
Megan Bowen shared "Bra... 10:39 AM
I am sharing the Visual Design Guide with ...
This month
Executive Team
You've joined the Executive... Fri 3/22
WorkBrilliantlyTogether Welcome to the Ex...
MOD Administrator
Legal catchup Wed 3/6
No preview is available.
MOD Administrator
Team dinner Wed 3/6
No preview is available.
January
Business Development
Add upcoming group eve... 1/31/2019
Don't miss upcoming events You're new to...
Christie Cline
Northwind Acquisition De... 1/27/2019
Megan Bowen shared "Branding Elements" with you.
Megan Bowen
Sun 3/31/2019 10:39 AM
To: Marketing Campaigns; Adele Vance; Diego Siciliani
I am sharing the Visual Design Guide with you. I will recommend reviewing it before you incorporate the campaign changes
This link only works for the direct recipients of this message.
Branding Elements
Open
CONTOSO demo
Microsoft OneDrive
Microsoft respects your privacy. To learn more, please read our Privacy Statement.
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052


Sharing settings
Annual Financial Report (DRAFT).docx
Share the link with
Anyone
Share with anyone, doesn't require sign-in
People in
People with existing access
People you choose
More settings
Can view
Expires
Strength: Strong
Block download
On
Apply
Cancel


Microsoft
Enter Password
You've received a link to a file that requires a password.
Annual Financial Report (DRAFT).docx
To open the content, enter the password. If you don't have the link password, ask the person who shared the content with you.
Enter password
Verify
© 2017 Microsoft Privacy & Cookies


SharePoint
Search this library
Work @ Contoso
News
Brand
Executive Corner
HR
Operations
Sales & Marketing
Sales and Marketing
Public group
Notebook
Home
Documents
Shared with us
Pages
Site contents
Marketing Announcem...
Marketing Documents
Products List
Recycle bin
Edit
Open
Share
Copy link
Download
Delete
Pin to top
Rename
Automate
Documents
Name
Modified
Modified By
+ Add column
General
Monthly Reports
Branding Elements.pptx
Contacts-Cards.txt
Contoso Briefing.docx
Open
Preview
Share
Copy link
Manage access
Download
Delete
Get a link that others can use to access the selected item

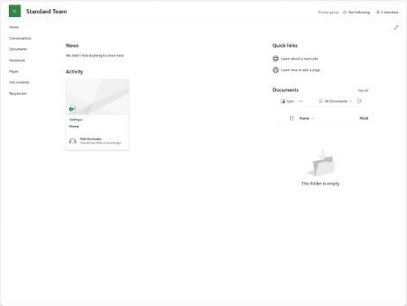

Organization > Global Sales > Sales and Marketing
1
2
All
Files
Sites
News
Images
Feedback
3
Filters
Last modified
4
Branding Elements
Sales and Marketing > Shared Documents
Megan Bowen modified on January 22, 2016
Zac or Paul - Do one of you want to speak to this slide... Use Branding for Continuity... Implement aspects of our branding for customer recognition and continuity... The shape of an
5
DG-1000 Product Overview
Sales and Marketing > Shared Documents
Megan Bowen modified on August 4, 2017
Product Review from Research and Development... What attracts the person to the... Use Branding for Continuity... Implement aspects of our branding for customer recognition and
Open in browser
Open in app
Download
Open folder
Share
Copy link
International Marketing Campaigns
Sales and Marketing > Shared Documents
Alex Wilber modified on August 8, 2017
Implement aspects of our branding for customer recognition and continuity... Historically, our packaging reflects our branding but not necessarily our products... In our zeal to give the...
DG-2000 Product Specification
Sales and Marketing > Shared Documents
Megan Bowen modified on August 9, 2017
Implement aspects of our branding for customer recognition and continuity... Historically, our
DG-2000 PRODUCT SPECIFICATION

Add site owners and members

Consider assigning one additional site owner or a group to help manage site content. Learn more about permissions

Site owners have full control of site content, theme, permissions, hub associations, and other site settings.

Site members can edit and view site content, including files, pages, lists, and navigation.



Standard team

Add members

Start typing a name

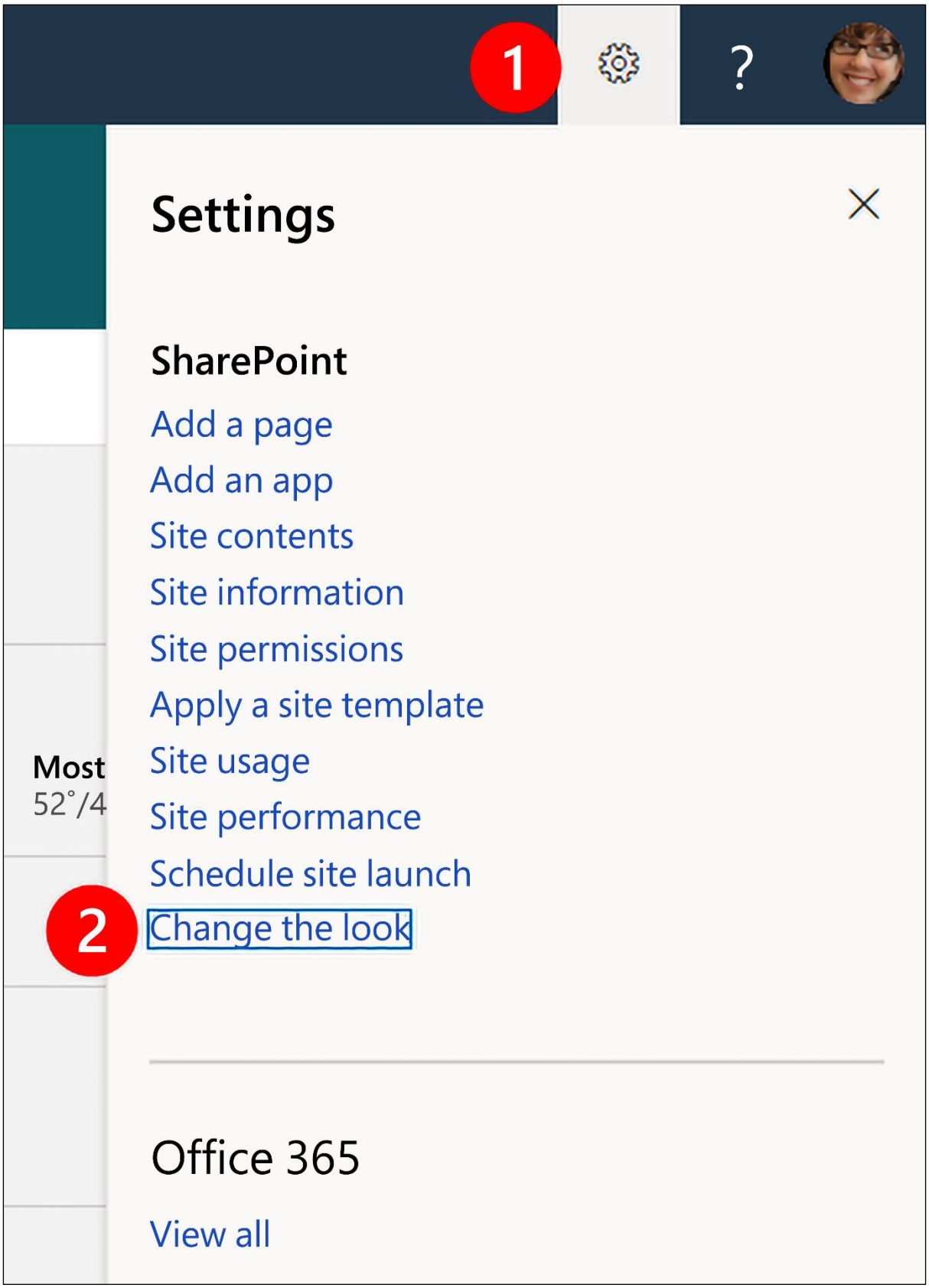
2 members to be added

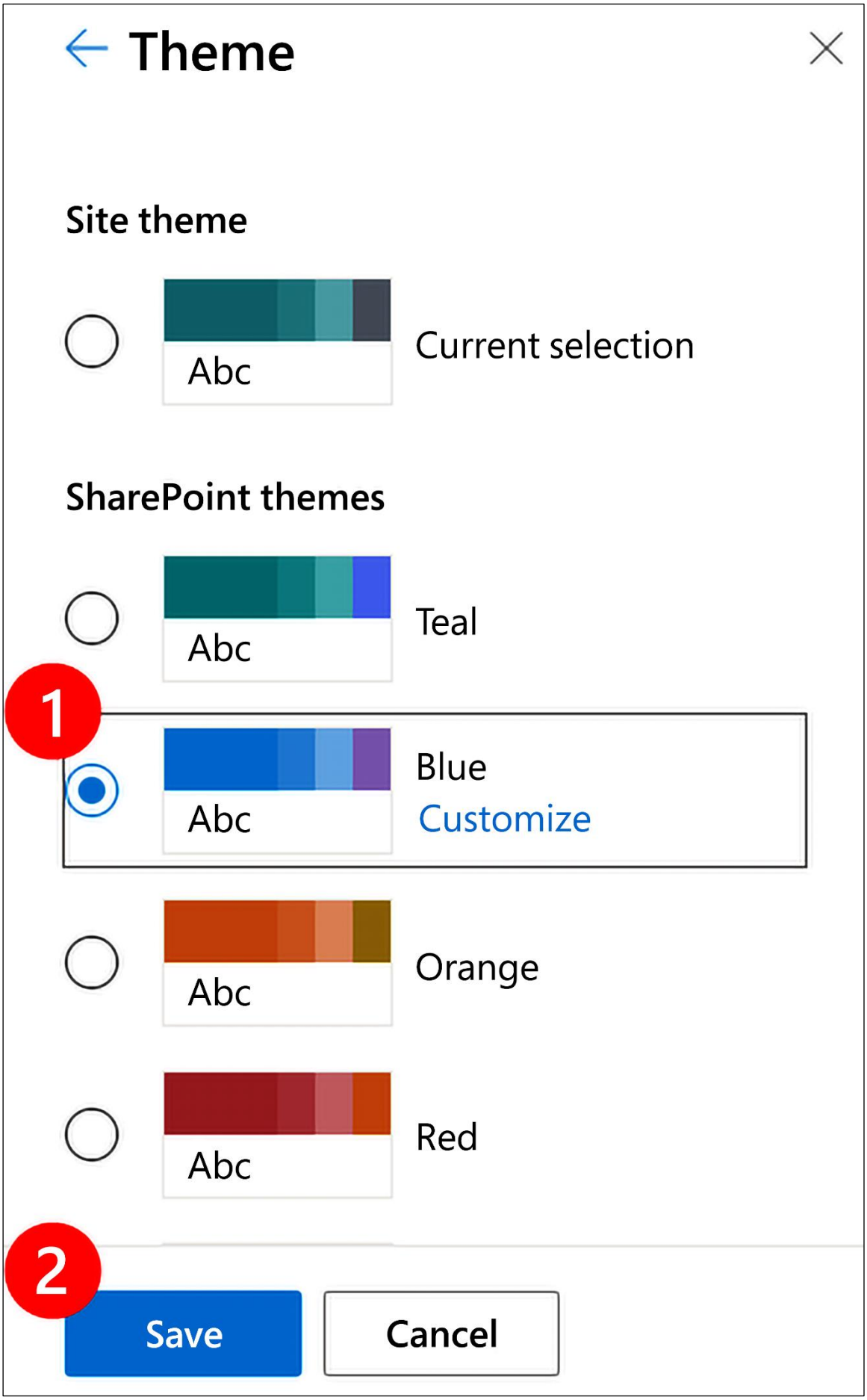
Adele Vance
Member

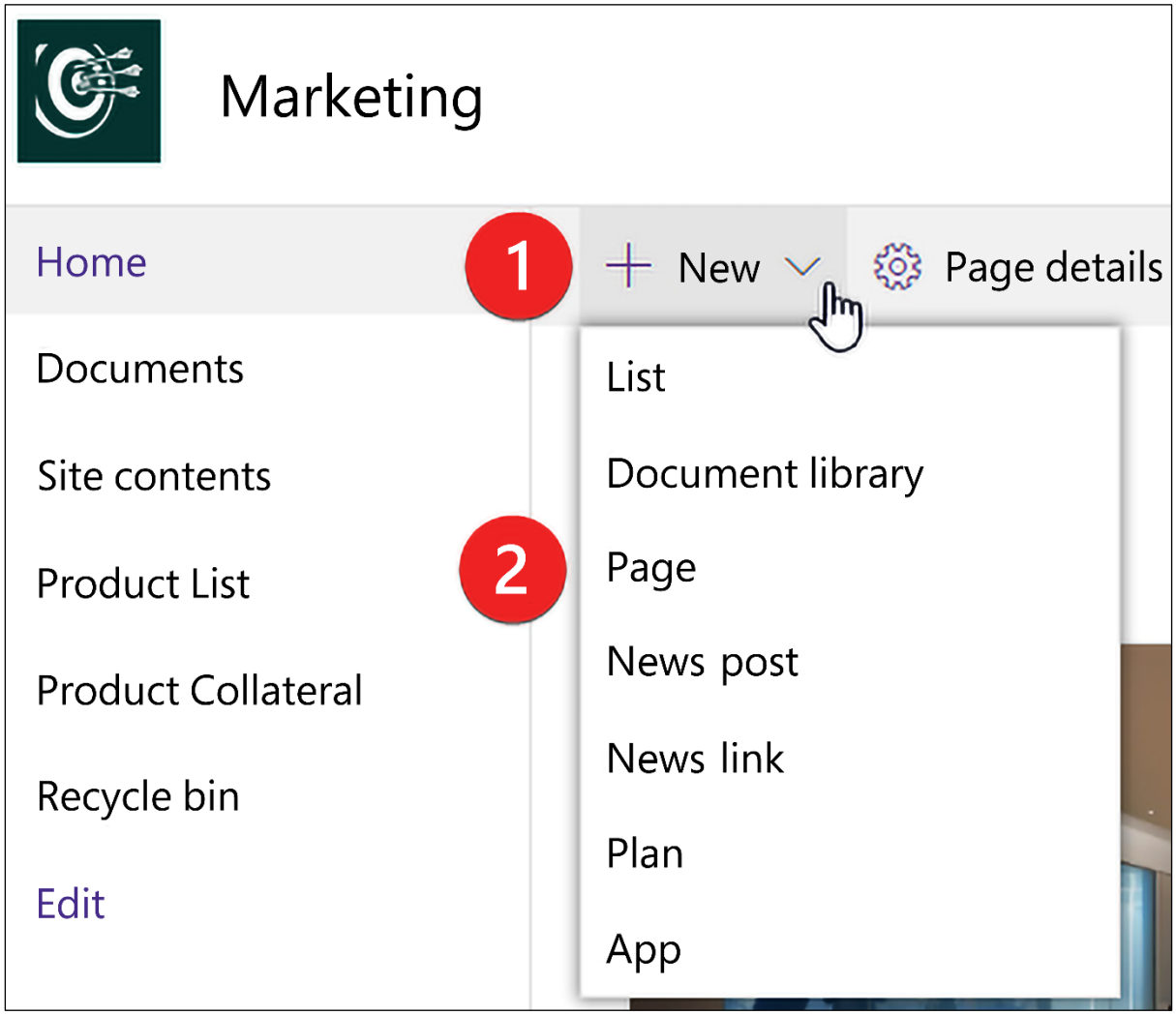
Jack Willber
Member

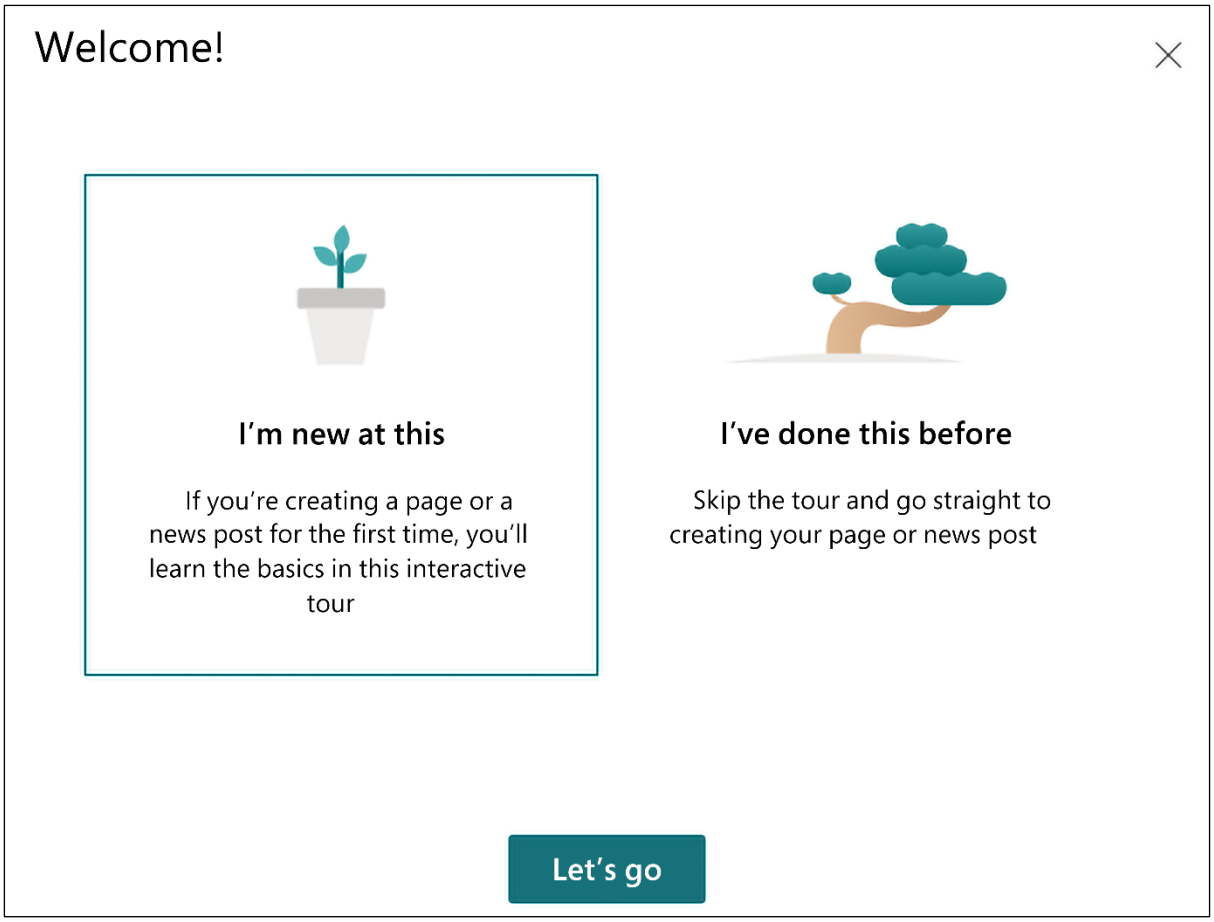
- ✓ Member
- Owner

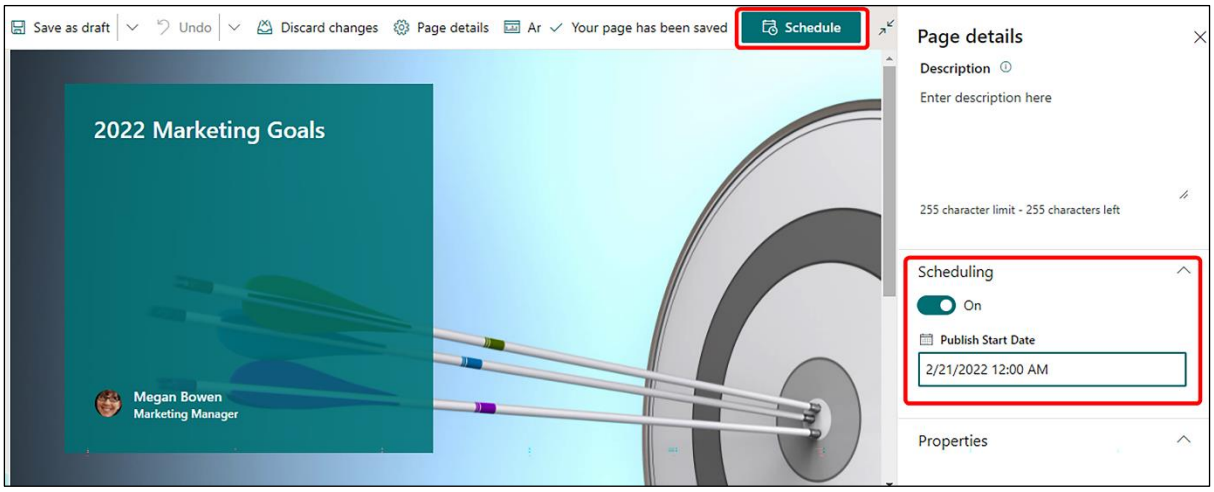
Finish

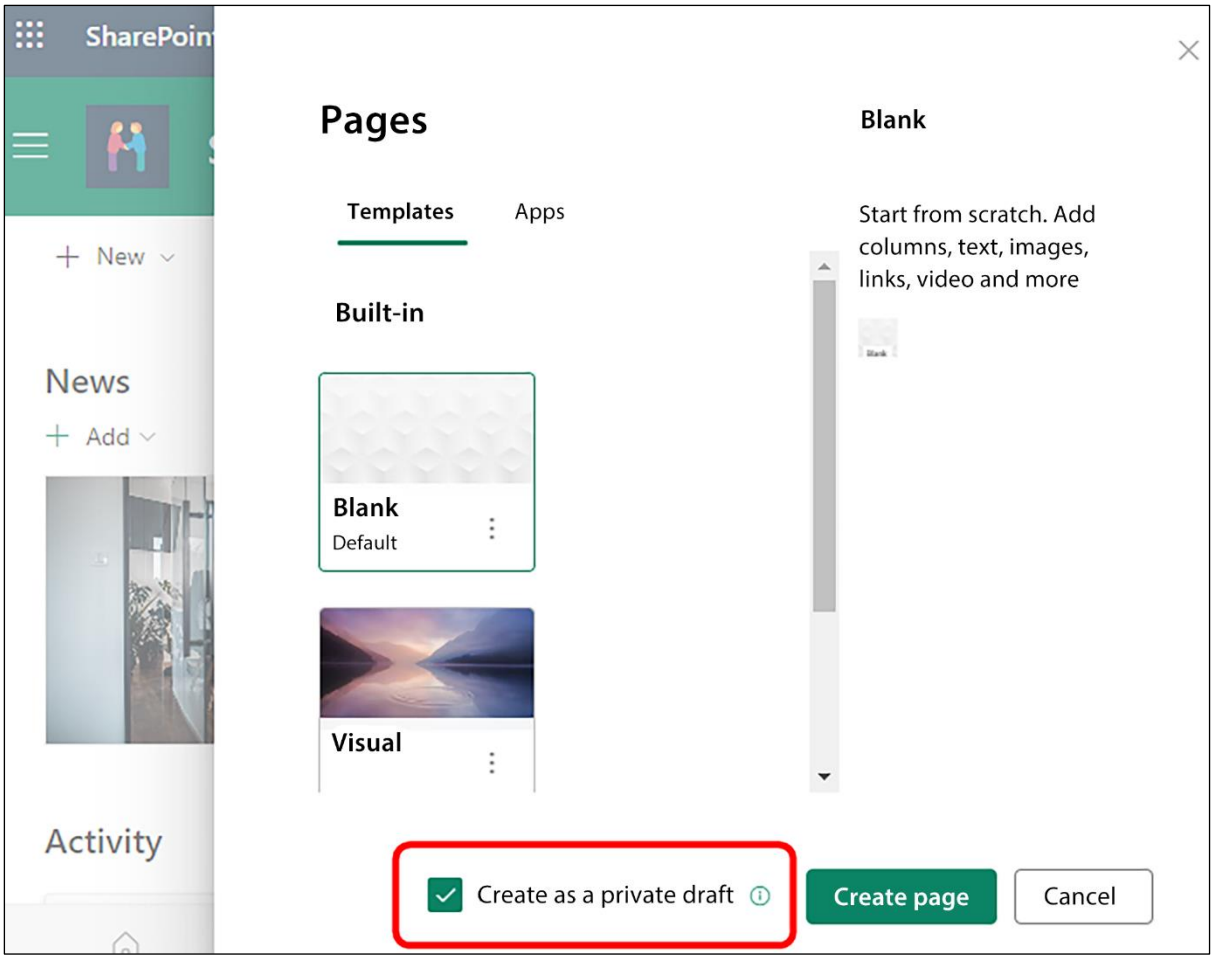

1
?
Settings
SharePoint
Add a page
Add an app
Site contents
Site information
Site permissions
Apply a site template
Site usage
Site performance
Schedule site launch
2
Change the look
Office 365
View all
Most
52°/4

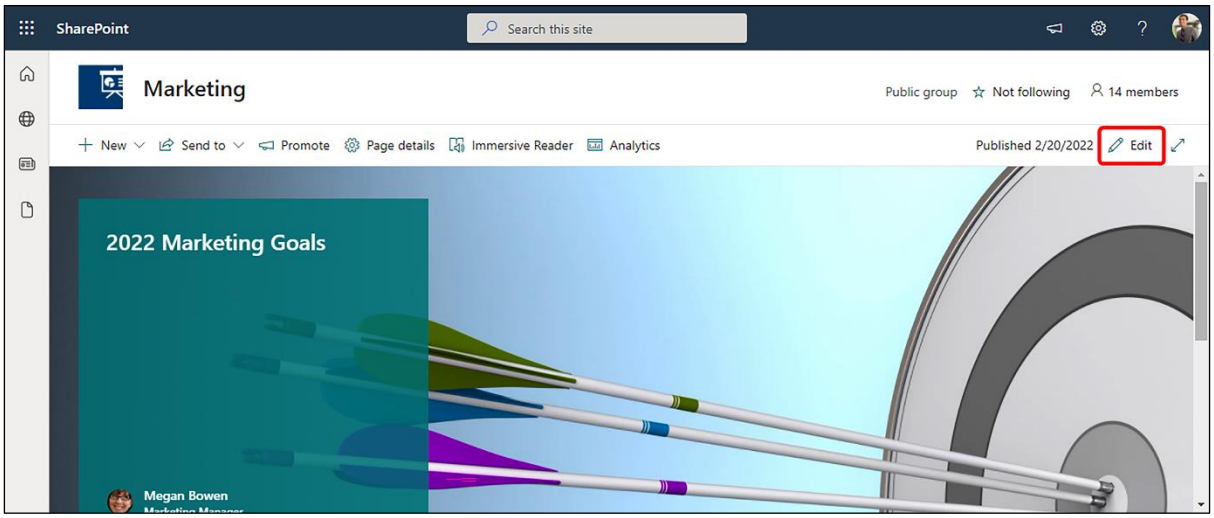

Theme
Site theme
Abc
Current selection
SharePoint themes
Abc
Teal
1
Abc
Blue
Customize
Abc
Orange
Abc
Red
2
Save
Cancel

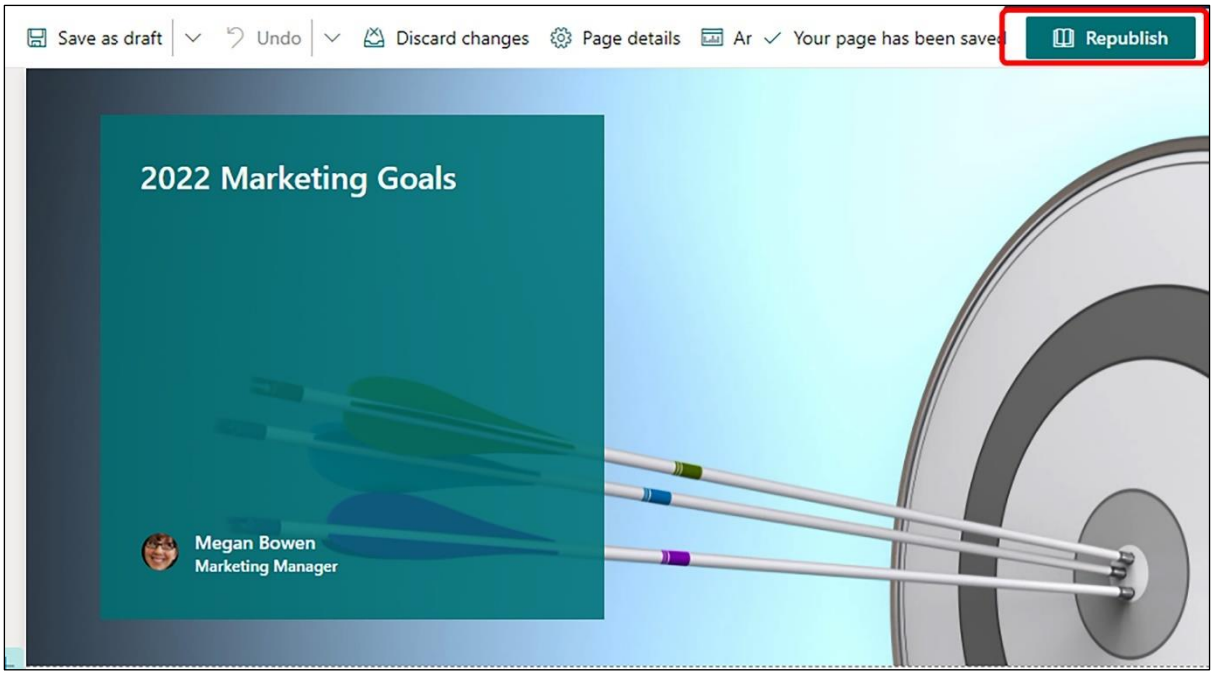

Marketing
Home
1
New
Page details
Documents
Site contents
Product List
Product Collateral
Recycle bin
Edit
2
List
Document library
Page
News post
News link
Plan
App

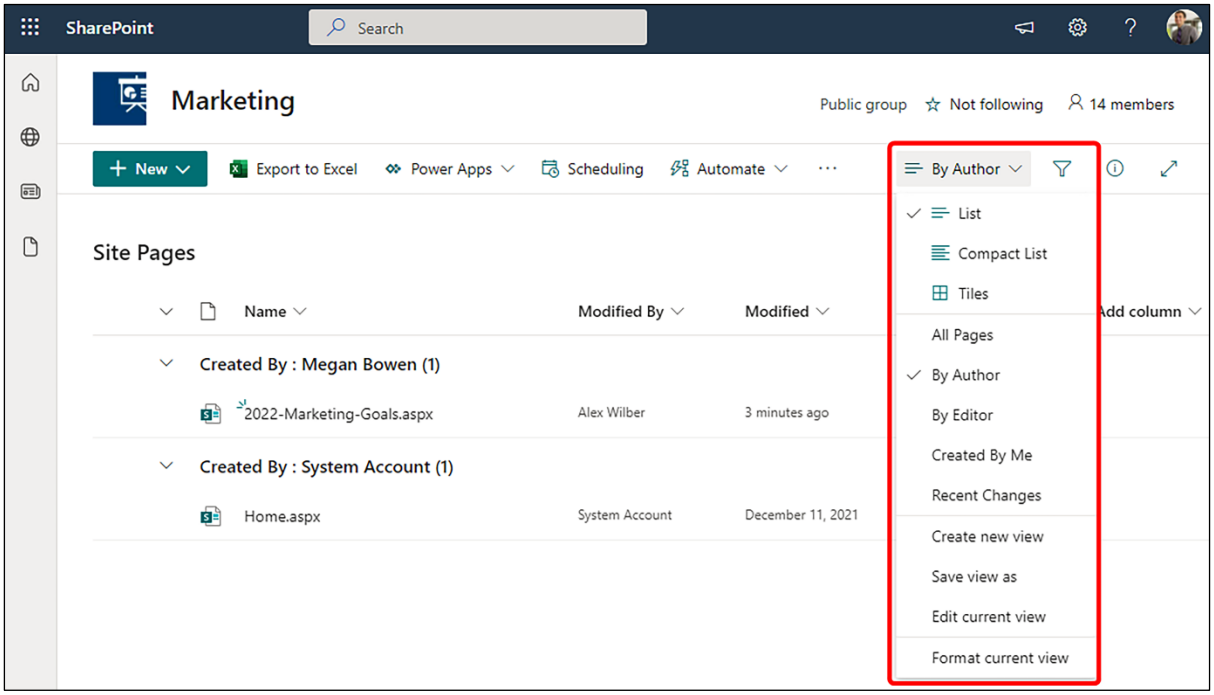

Welcome!
I'm new at this
If you're creating a page or a news post for the first time, you'll learn the basics in this interactive tour
I've done this before
Skip the tour and go straight to creating your page or news post
Let's go

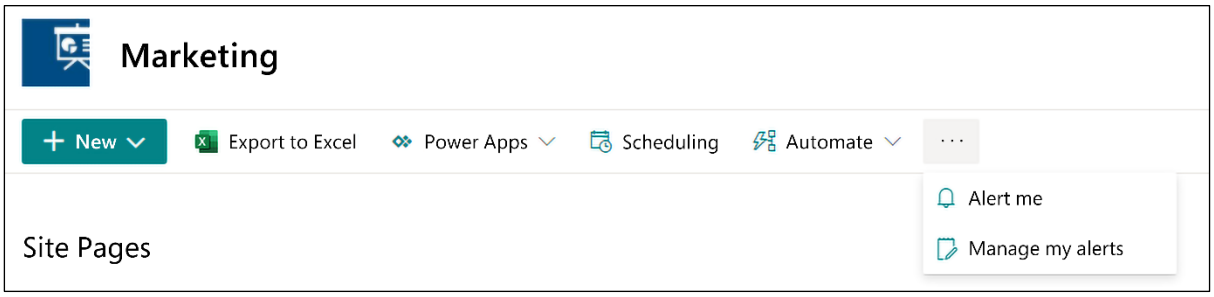

Save as draft
Undo
Discard changes
Page details
Your page has been saved
Schedule
2022 Marketing Goals
Megan Bowen
Marketing Manager
Page details
Description
Enter description here
255 character limit - 255 characters left
Scheduling
On
Publish Start Date
2/21/2022 12:00 AM
Properties

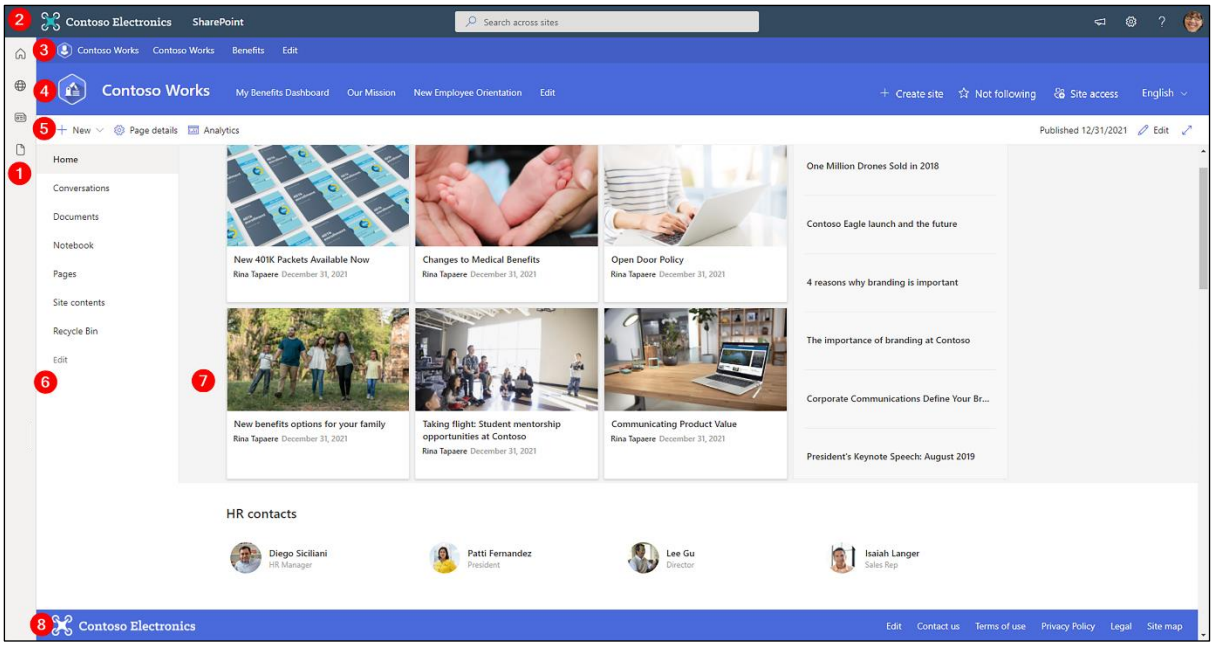

SharePoint
New
News
Add
Activity
Pages
Templates
Apps
Built-in
Blank
Default
Visual
Blank
Start from scratch. Add columns, text, images, links, video and more
Create as a private draft
Create page
Cancel

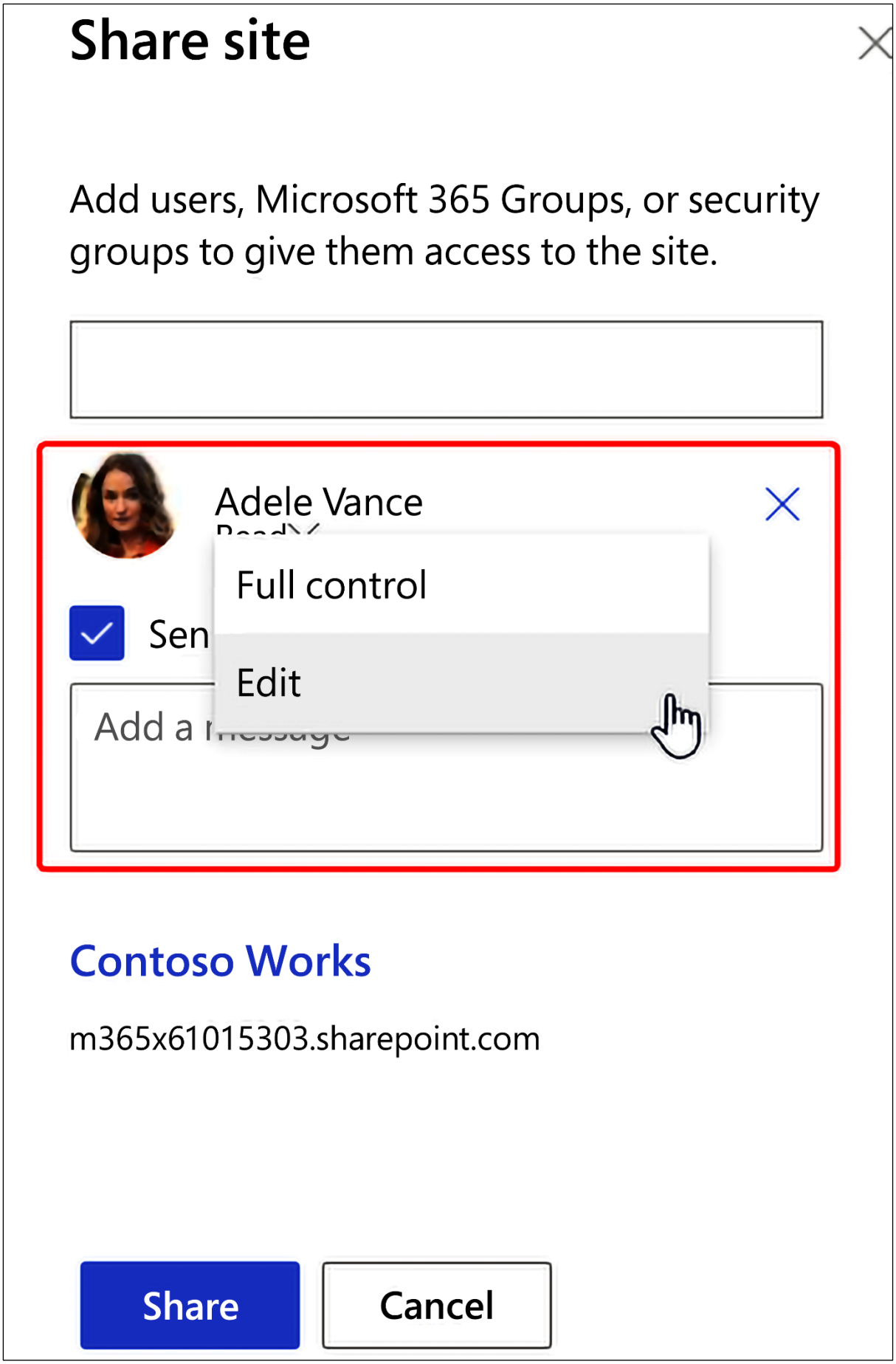

SharePoint
Search this site
Marketing
Public group
Not following
14 members
New
Send to
Promote
Page details
Immersive Reader
Analytics
Published 2/20/2022
Edit
2022 Marketing Goals
Megan Bowen

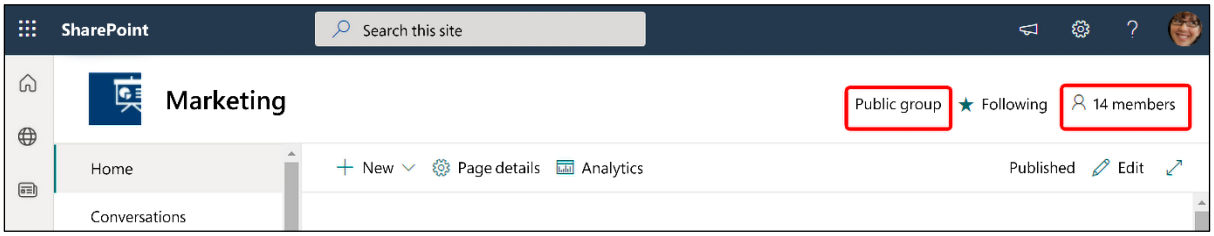

Save as draft
Undo
Discard changes
Page details
Ar
Your page has been saved
Republish
2022 Marketing Goals
Megan Bowen
Marketing Manager

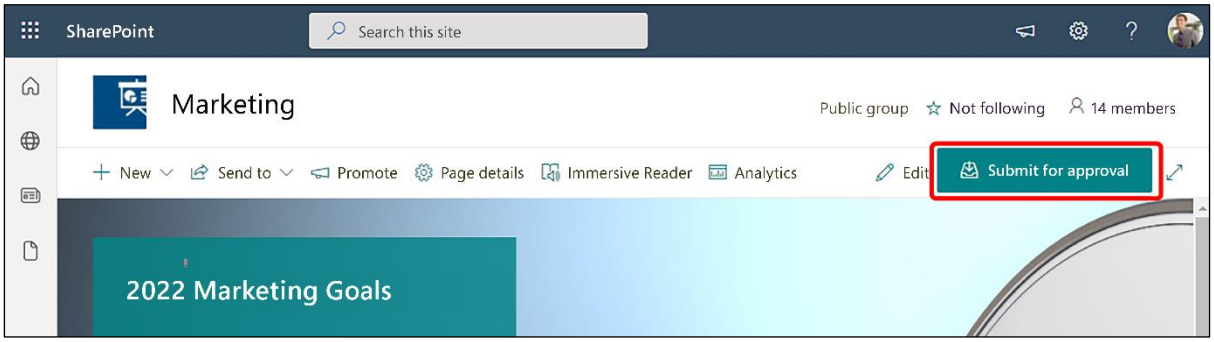

SharePoint
Search
Marketing
Public group
Not following
14 members
New
Export to Excel
Power Apps
Scheduling
Automate
By Author
List
Compact List
Tiles
All Pages
By Author
By Editor
Created By Me
Recent Changes
Create new view
Save view as
Edit current view
Format current view
Site Pages
Name
Modified By
Modified
Add column
Created By : Megan Bowen (1)
2022-Marketing-Goals.aspx
Alex Wilber
3 minutes ago
Created By : System Account (1)
Home.aspx
System Account
December 11, 2021

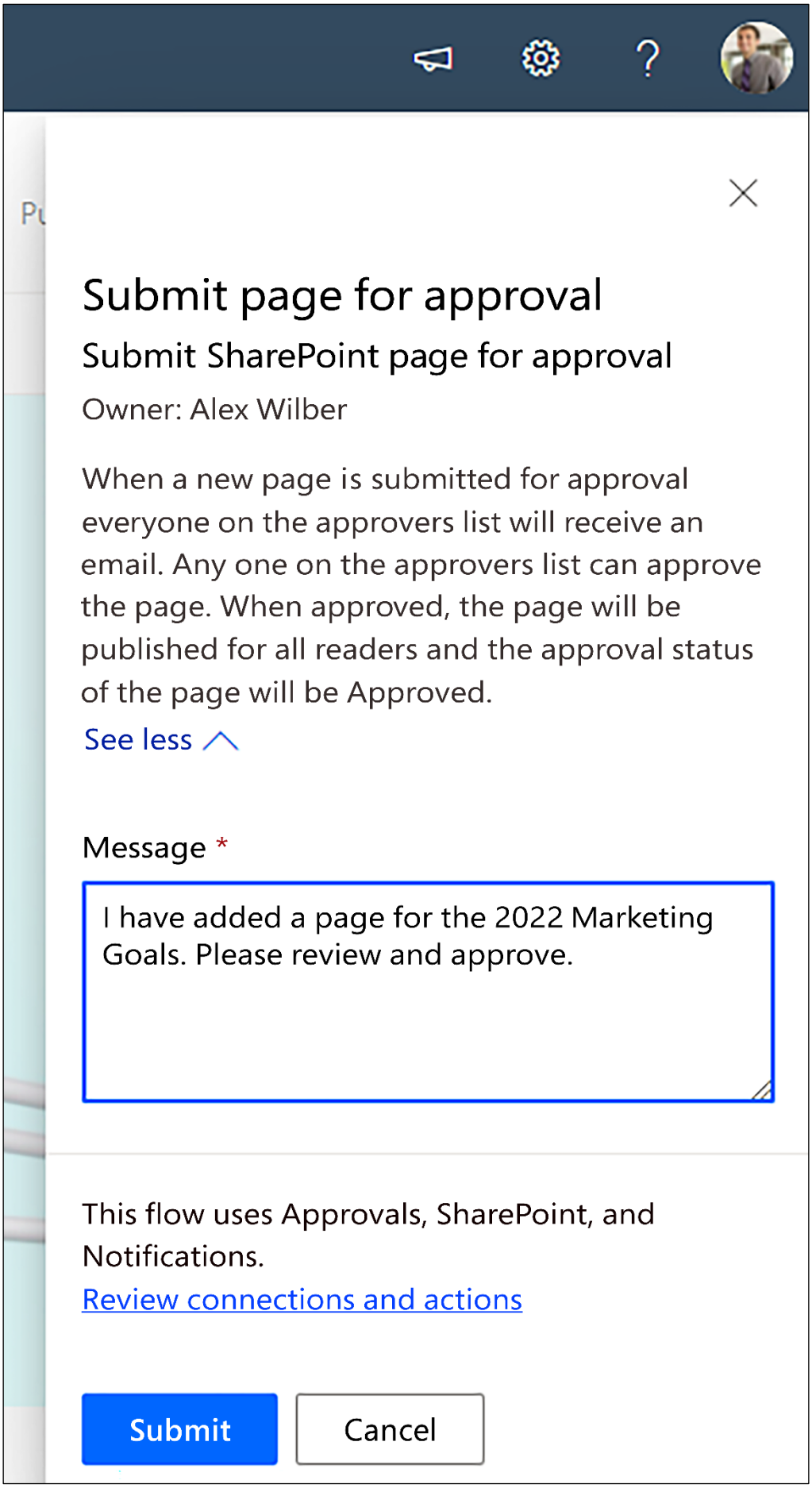

Marketing
New
Export to Excel
Power Apps
Scheduling
Automate
Alert me
Manage my alerts
Site Pages

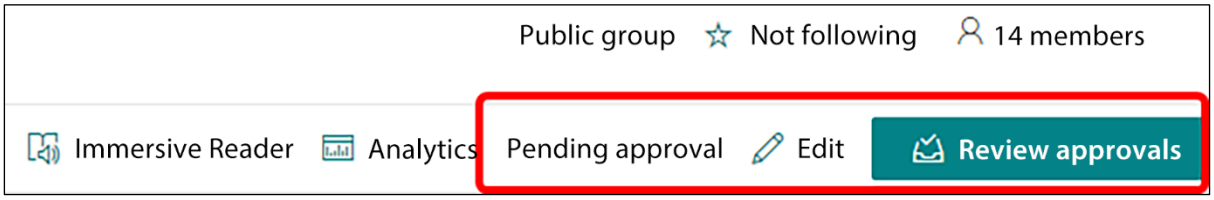

2
Contoso Electronics
SharePoint
Search across sites
3
Contoso Works
Contoso Works
Benefits
Edit
4
Contoso Works
My Benefits Dashboard
Our Mission
New Employee Orientation
Edit
Create site
Not following
Site access
English
5
New
Page details
Analytics
Published 12/31/2021
Edit
1
Home
Conversations
Documents
Notebook
Pages
Site contents
Recycle Bin
Edit
6
7
New 401K Packets Available Now
Rina Tapaere December 31, 2021
Changes to Medical Benefits
Rina Tapaere December 31, 2021
Open Door Policy
Rina Tapaere December 31, 2021
New benefits options for your family
Rina Tapaere December 31, 2021
Taking flight: Student mentorship opportunities at Contoso
Rina Tapaere December 31, 2021
Communicating Product Value
Rina Tapaere December 31, 2021
One Million Drones Sold in 2018
Contoso Eagle launch and the future
4 reasons why branding is important
The importance of branding at Contoso
Corporate Communications Define Your Br...
President's Keynote Speech: August 2019
HR contacts
Diego Siciliani
HR Manager
Patti Fernandez
President
Lee Gu
Director
Isaiah Langer
Sales Rep
8
Contoso Electronics
Edit
Contact us
Terms of use
Privacy Policy
Legal
Site map


Share site
Add users, Microsoft 365 Groups, or security groups to give them access to the site.
Adele Vance
Full control
Edit
Sen
Add a
Contoso Works
m365x61015303.sharepoint.com
Share
Cancel


SharePoint
Search this site
Marketing
Public group
Following
14 members
Home
Conversations
New
Page details
Analytics
Published
Edit


SharePoint
Search this site
Marketing
Public group
Not following
14 members
New
Send to
Promote
Page details
Immersive Reader
Analytics
Edit
Submit for approval
2022 Marketing Goals


Submit page for approval
Submit SharePoint page for approval
Owner: Alex Wilber
When a new page is submitted for approval everyone on the approvers list will receive an email. Any one on the approvers list can approve the page. When approved, the page will be published for all readers and the approval status of the page will be Approved.
See less
Message *
I have added a page for the 2022 Marketing Goals. Please review and approve.
This flow uses Approvals, SharePoint, and Notifications.
Review connections and actions
Submit
Cancel


Public group
Not following
14 members
Immersive Reader
Analytics
Pending approval
Edit
Review approvals

Respond: Approve

Overview

Approval
'2022 Marketing Goals' requires approval for publishing

Requester
AW Alex Wilber

Received
Feb 21, 01:30 AM (30 sec ago)

Link
Click here to review the page

Details

Message sent with request:

I have added a page for the 2022 Marketing Goals. Please review and approve.

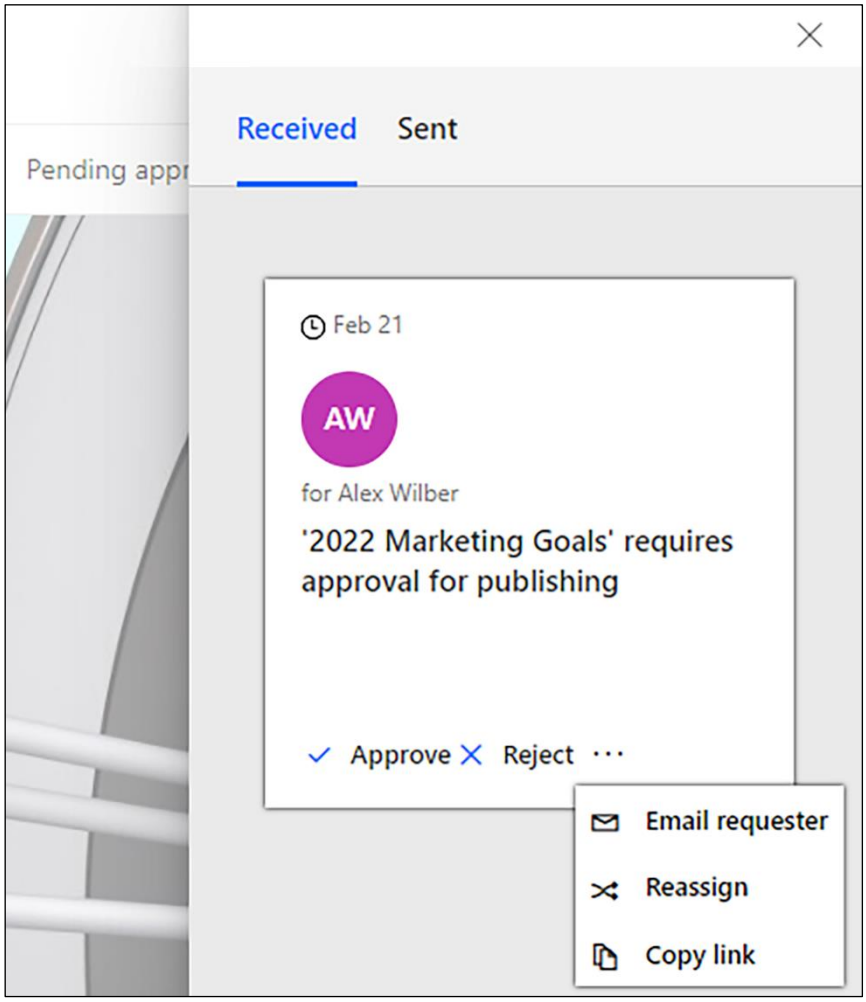
Choose your response *

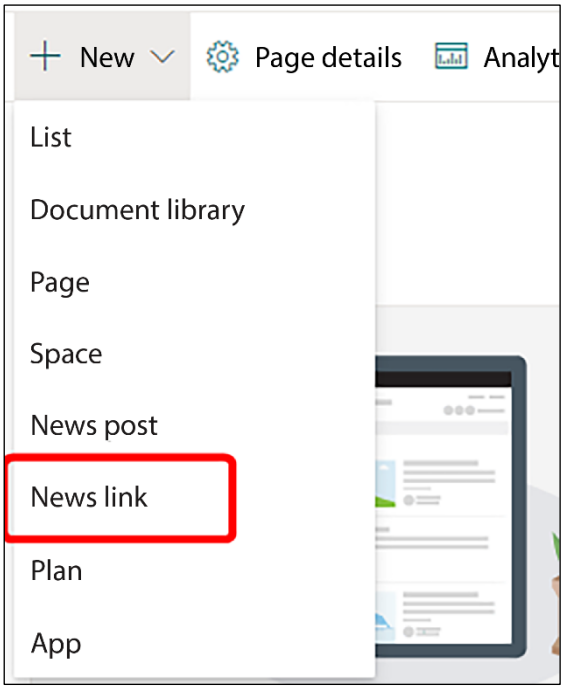
Approve

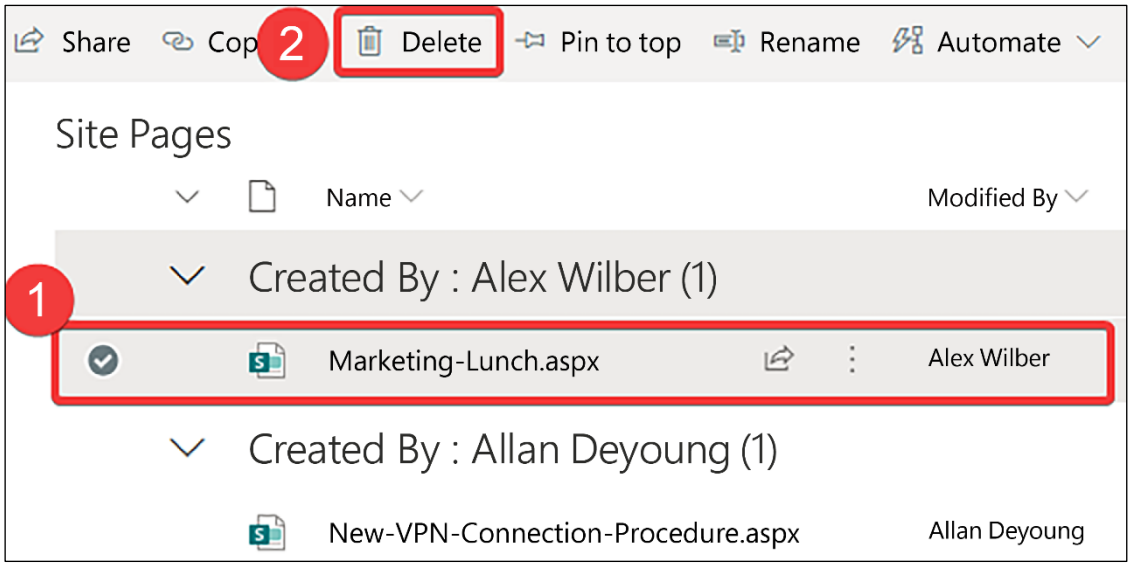
Add a comment

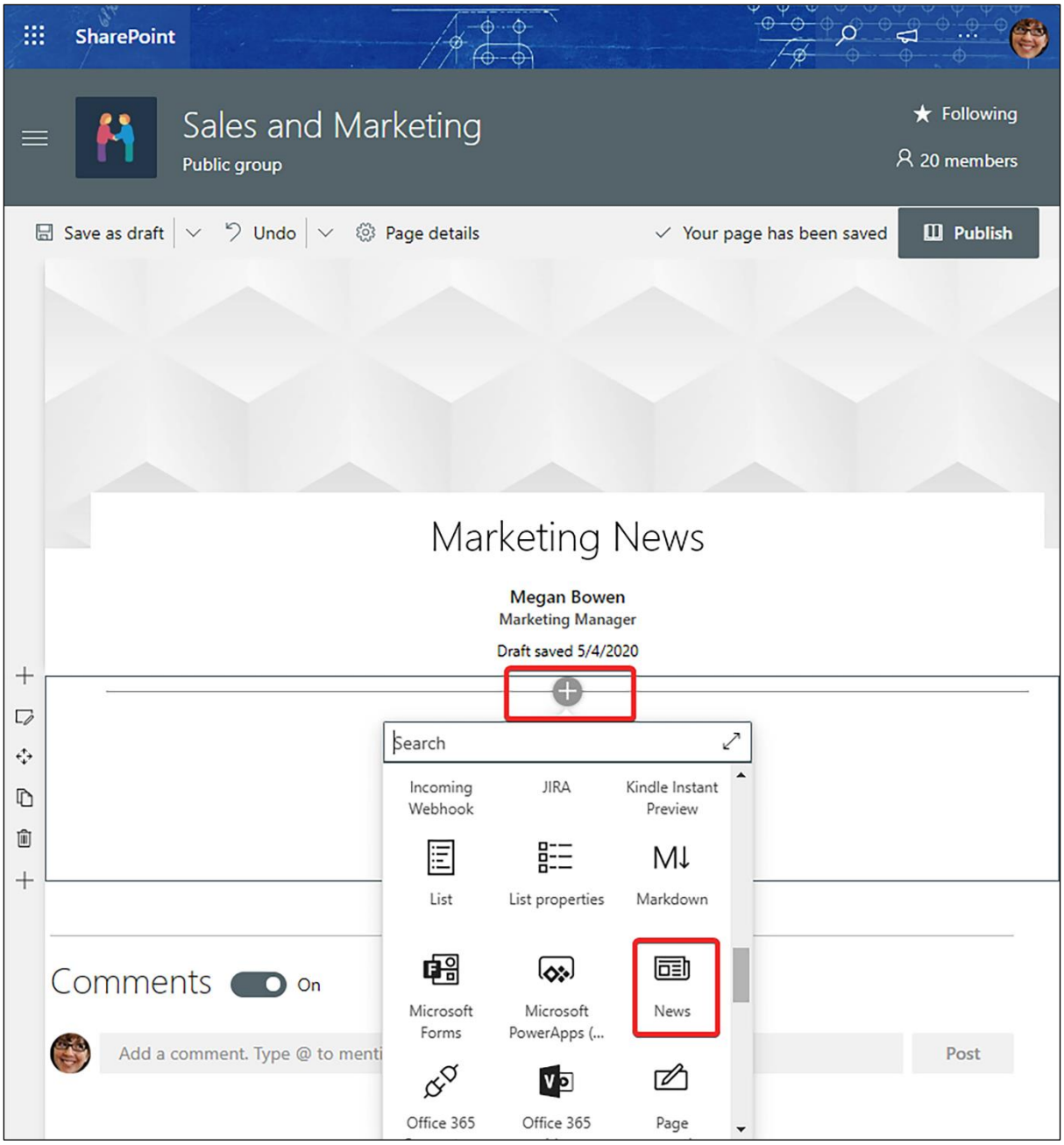
Looks good!

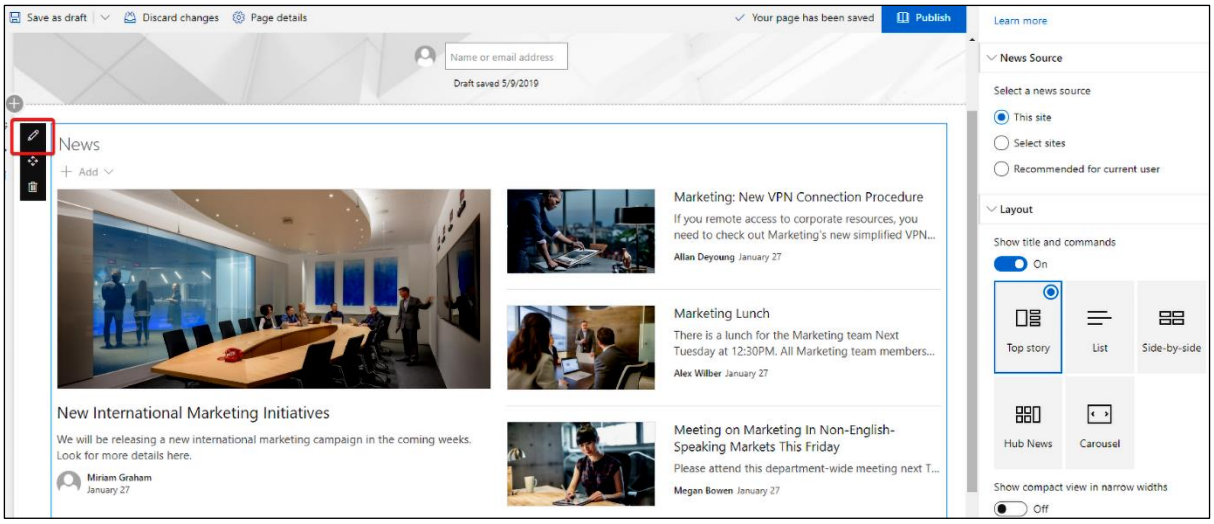
Confirm | Cancel

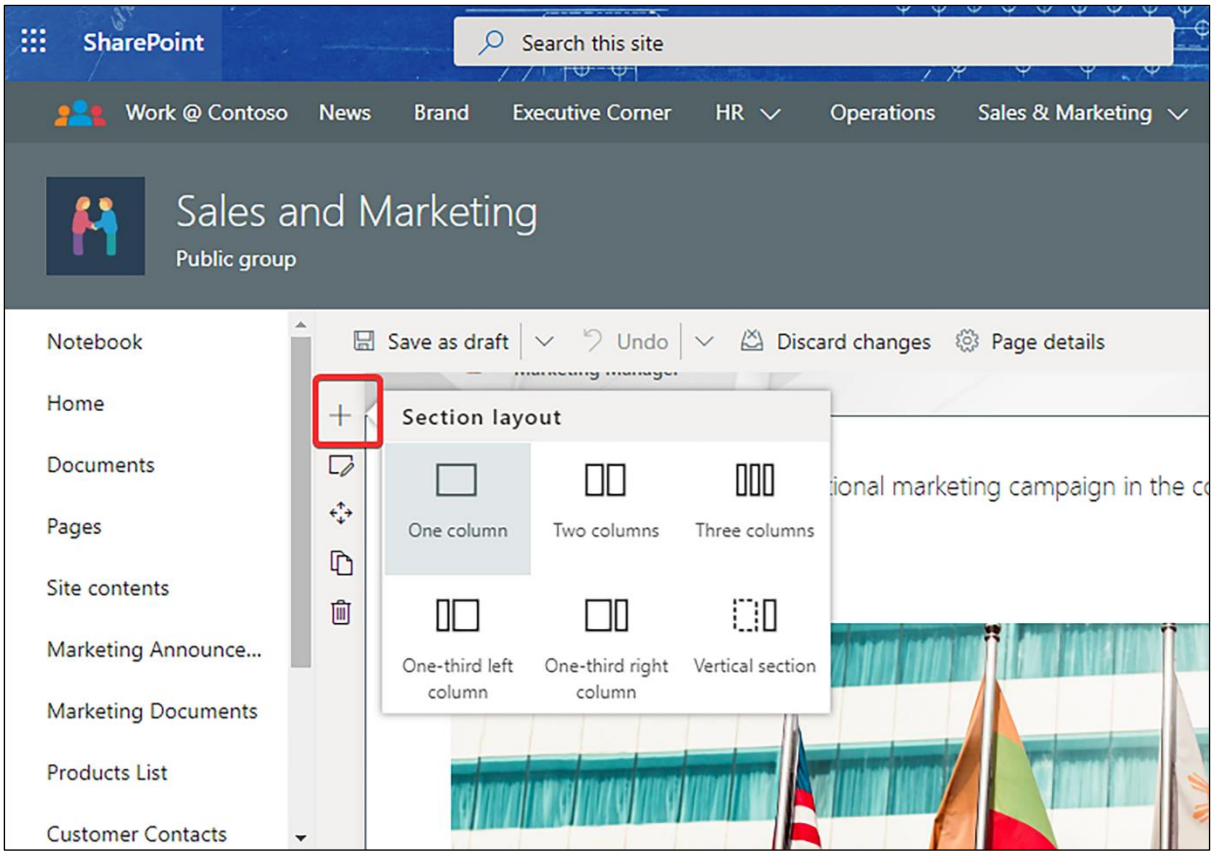

Received
Sent
Pending appr
Feb 21
AW
for Alex Wilber
'2022 Marketing Goals' requires approval for publishing
Approve
Reject
Email requester
Reassign
Copy link

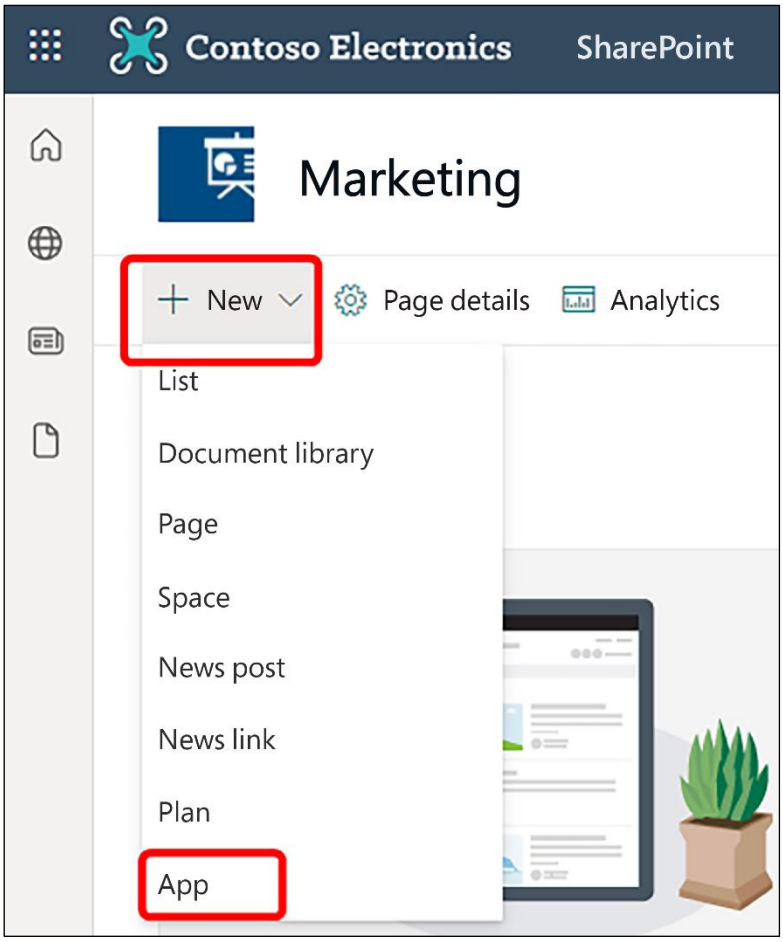

New
Page details
Analyt
List
Document library
Page
Space
News post
News link
Plan
App

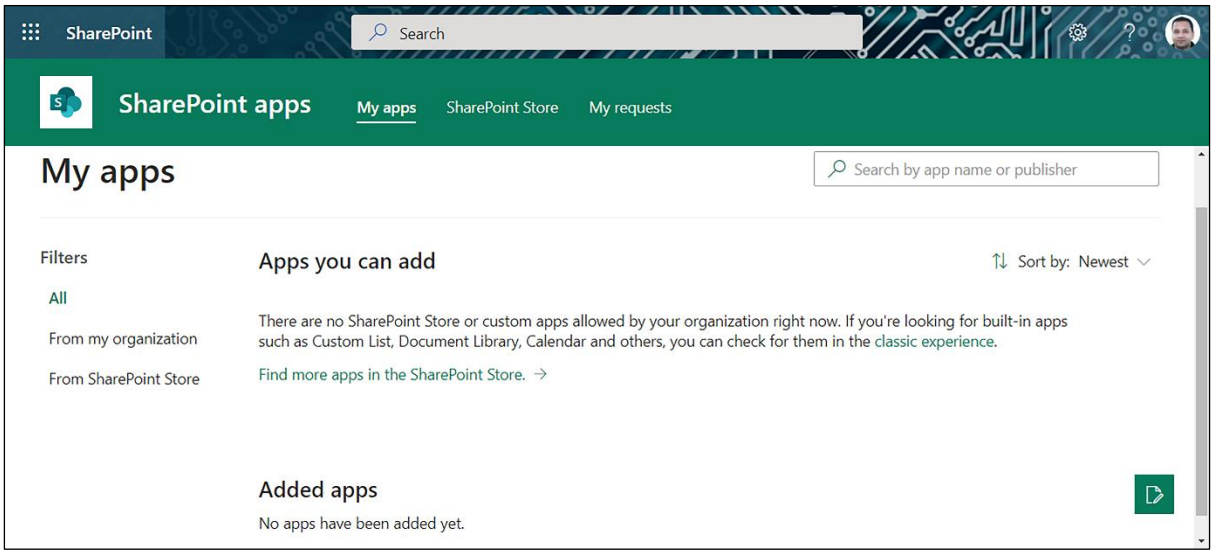

Share
Cop
2
Delete
Pin to top
Rename
Automate
Site Pages
Name
Modified By
1
Created By : Alex Wilber (1)
Marketing-Lunch.aspx
Alex Wilber
Created By : Allan Deyoung (1)
New-VPN-Connection-Procedure.aspx
Allan Deyoung

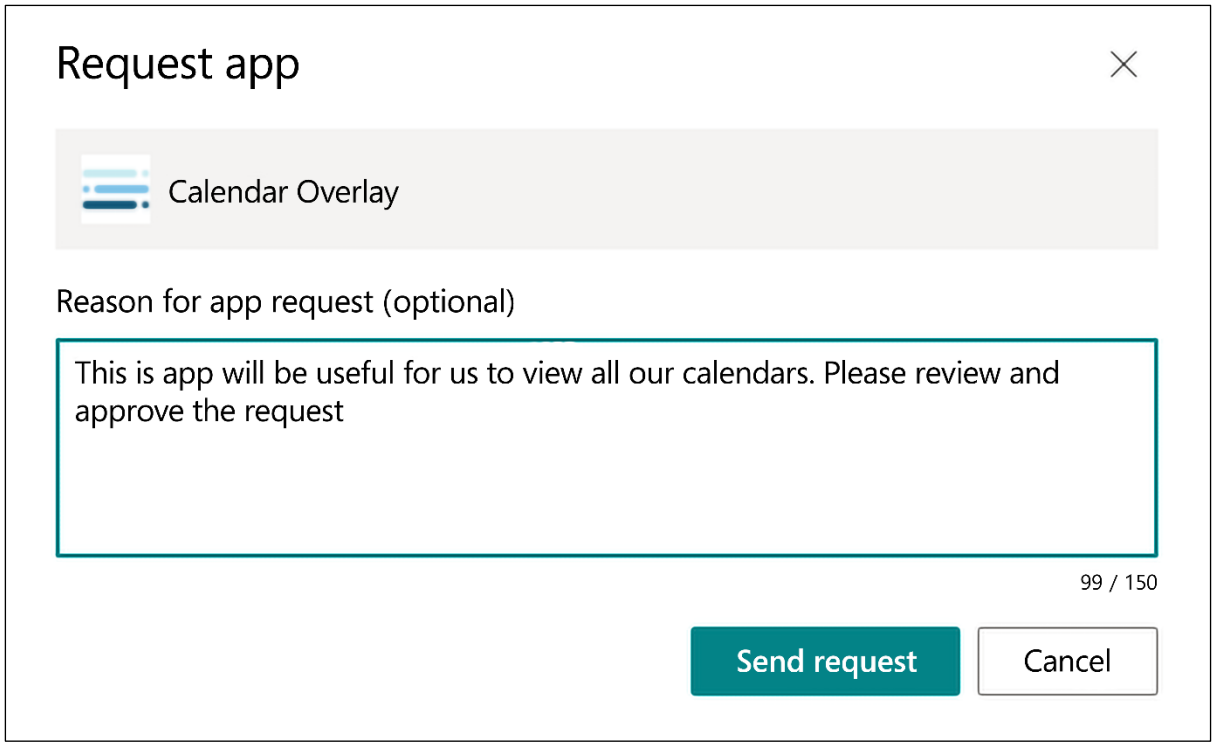

SharePoint
Sales and Marketing
Public group
Following
20 members
Save as draft
Undo
Page details
Your page has been saved
Publish
Marketing News
Megan Bowen
Marketing Manager
Draft saved 5/4/2020
Search
Incoming Webhook
JIRA
Kindle Instant Preview
List
List properties
Markdown
Microsoft Forms
Microsoft PowerApps (...
News
Office 365
Office 365
Page
Comments
On
Add a comment. Type @ to menti
Post


Save as draft
Discard changes
Page details
Your page has been saved
Publish
Learn more
Name or email address
Draft saved 5/9/2019
News
Add
Marketing: New VPN Connection Procedure
If you remote access to corporate resources, you need to check out Marketing's new simplified VPN...
Allan Deyoung January 27
Marketing Lunch
There is a lunch for the Marketing team Next Tuesday at 12:30PM. All Marketing team members...
Alex Wilber January 27
New International Marketing Initiatives
We will be releasing a new international marketing campaign in the coming weeks. Look for more details here.
Miriam Graham January 27
Meeting on Marketing In Non-English-Speaking Markets This Friday
Please attend this department-wide meeting next T...
Megan Bowen January 27
News Source
Select a news source
This site
Select sites
Recommended for current user
Layout
Show title and commands
On
Top story
List
Side-by-side
Hub News
Carousel
Show compact view in narrow widths
Off


SharePoint
Search this site
Work @ Contoso
News
Brand
Executive Corner
HR
Operations
Sales & Marketing
Sales and Marketing
Public group
Notebook
Home
Documents
Pages
Site contents
Marketing Announce...
Marketing Documents
Products List
Customer Contacts
Save as draft
Undo
Discard changes
Page details
Section layout
One column
Two columns
Three columns
One-third left column
One-third right column
Vertical section


Contoso Electronics
SharePoint
Marketing
New
Page details
Analytics
List
Document library
Page
Space
News post
News link
Plan
App


SharePoint
Search
SharePoint apps
My apps
SharePoint Store
My requests
My apps
Search by app name or publisher
Filters
All
From my organization
From SharePoint Store
Apps you can add
Sort by: Newest
There are no SharePoint Store or custom apps allowed by your organization right now. If you're looking for built-in apps such as Custom List, Document Library, Calendar and others, you can check for them in the classic experience.
Find more apps in the SharePoint Store.
Added apps
No apps have been added yet.


Request app
Calendar Overlay
Reason for app request (optional)
This is app will be useful for us to view all our calendars. Please review and approve the request
99 / 150
Send request
Cancel

App Info

App Name
Calendar Overlay

Publisher
Cloudwell

Release Date
February 2022

Lastest Version
2.3.1.0

Rating
★★★★★ 5 (7 Ratings)

Legal
Terms and Conditions
Privacy Policy

About

Are you ready to elevate your calendar game? Designed to make your life easier regardless of industry, our app makes it easy to **overlay SharePoint lists and libraries, Exchange calendars, and Planner plans** in one place. Use it with...

See more

Comments

Message to person requesting this app (optional)

Add message here

Approve and add this app

Decline request

The app you're about to enable will have access to data by using the identity of the person using it. Enable this app only if you trust the developer or publisher.

This app gets data from:

- SharePoint

API access that must be approved after you enable this app

- Microsoft Graph, User.ReadBasic.All
- Microsoft Graph, Calendars.ReadWrite
- Microsoft Graph, Calendars.ReadWrite.Shared
- Microsoft Graph, Group.ReadWrite.All
- Microsoft Graph, Tasks.ReadWrite
- Microsoft Graph, Tasks.ReadWrite.Shared
- Microsoft Graph, Directory.AccessAsUser.All

App availability

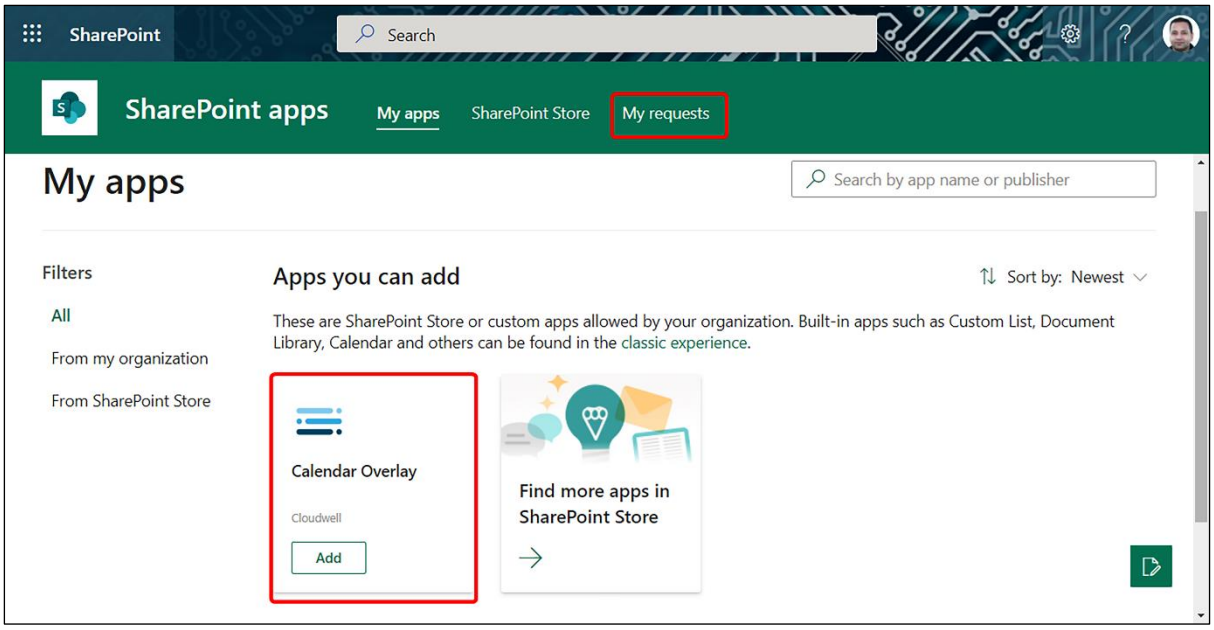
(●) Only enable this app

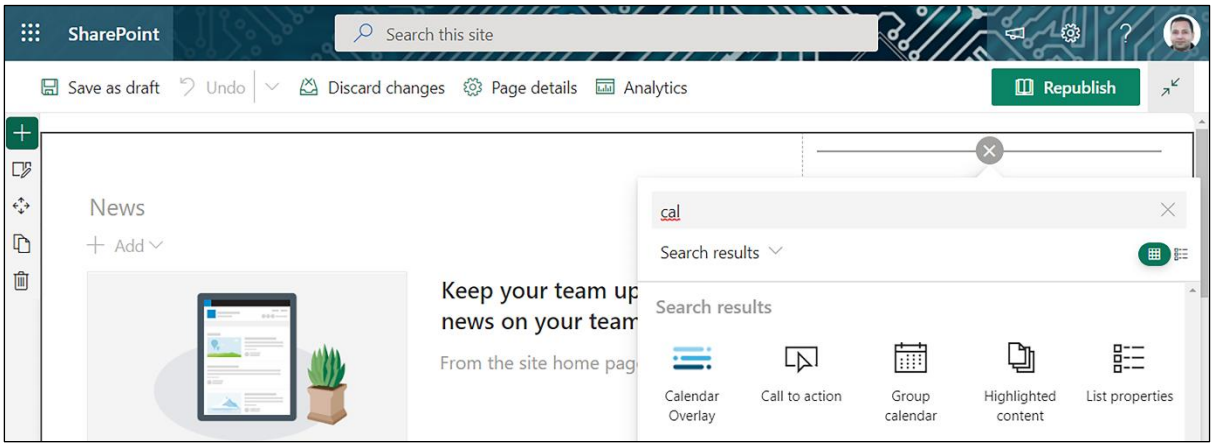
Selecting this option makes the app available for site owners to add from the My apps page. Learn how to add an app to a site

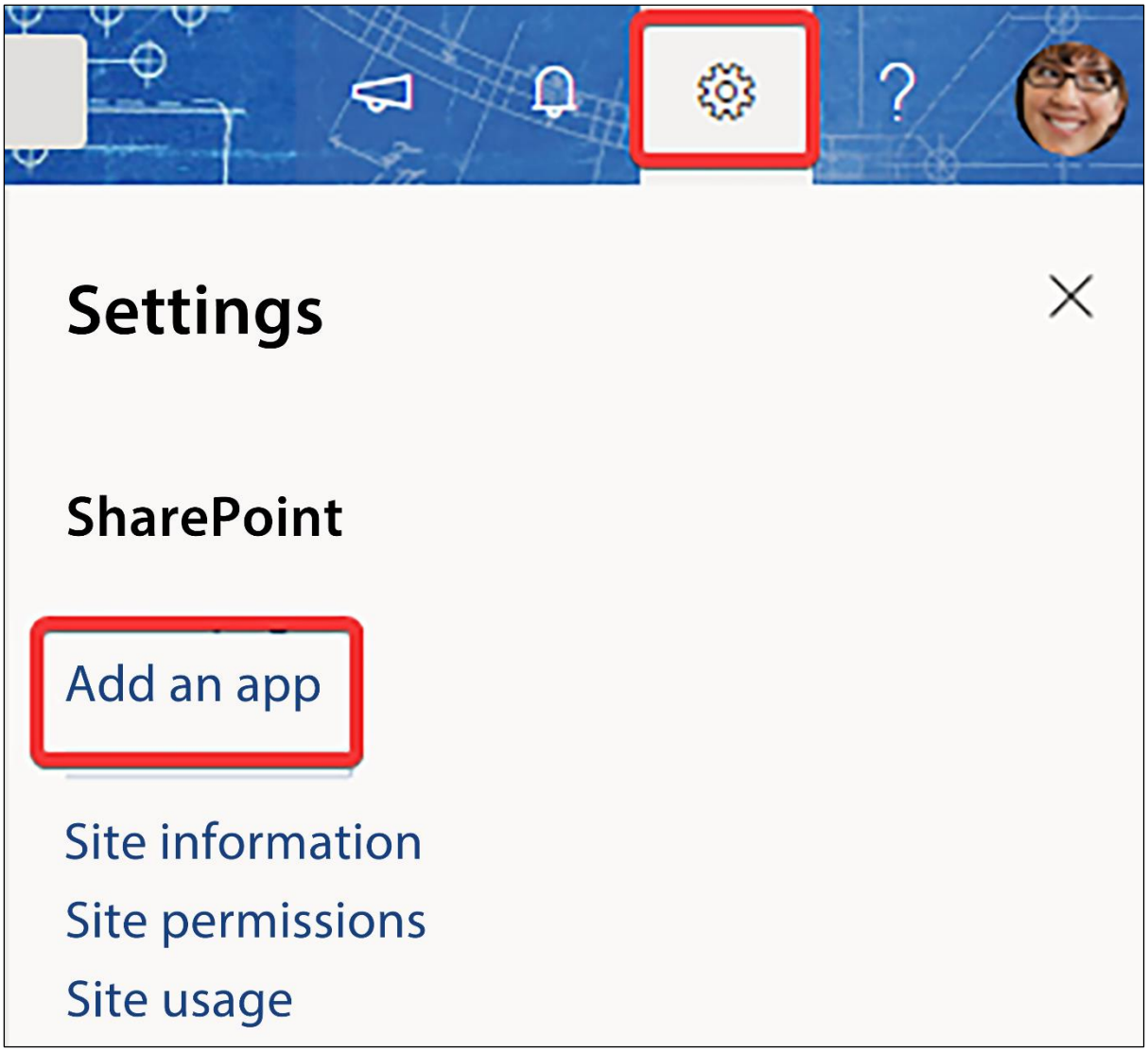
( ) Enable this app and add it to all sites

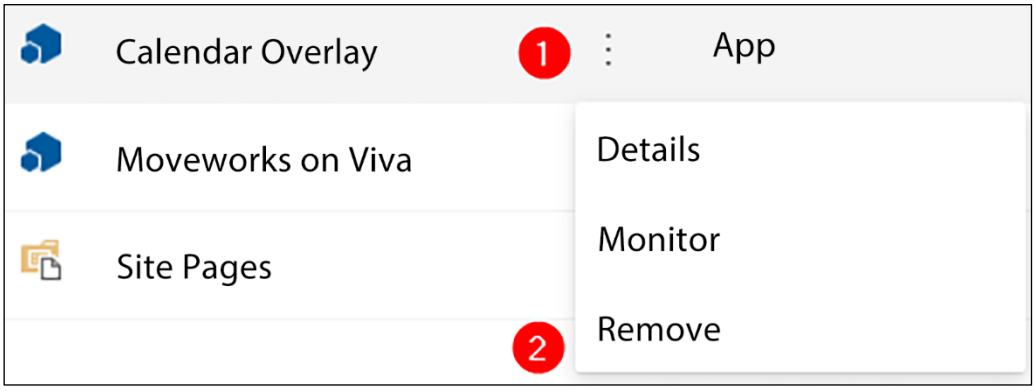
Selecting this option adds the app automatically so site owners don't need to.

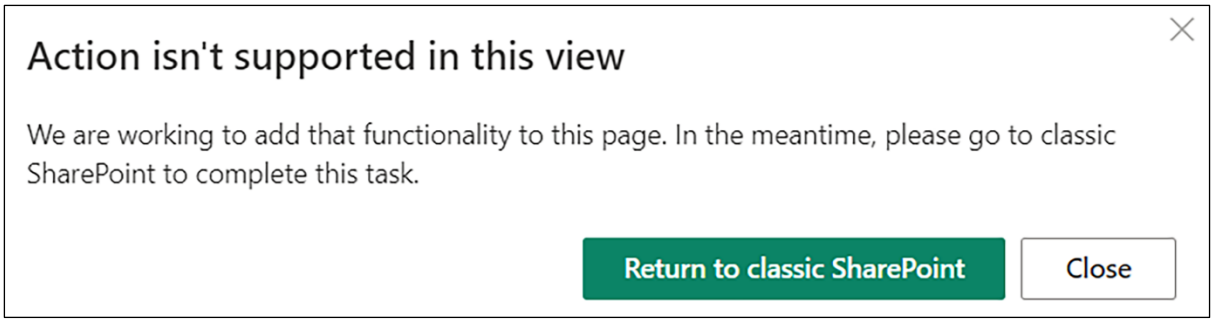
Confirm | Cancel

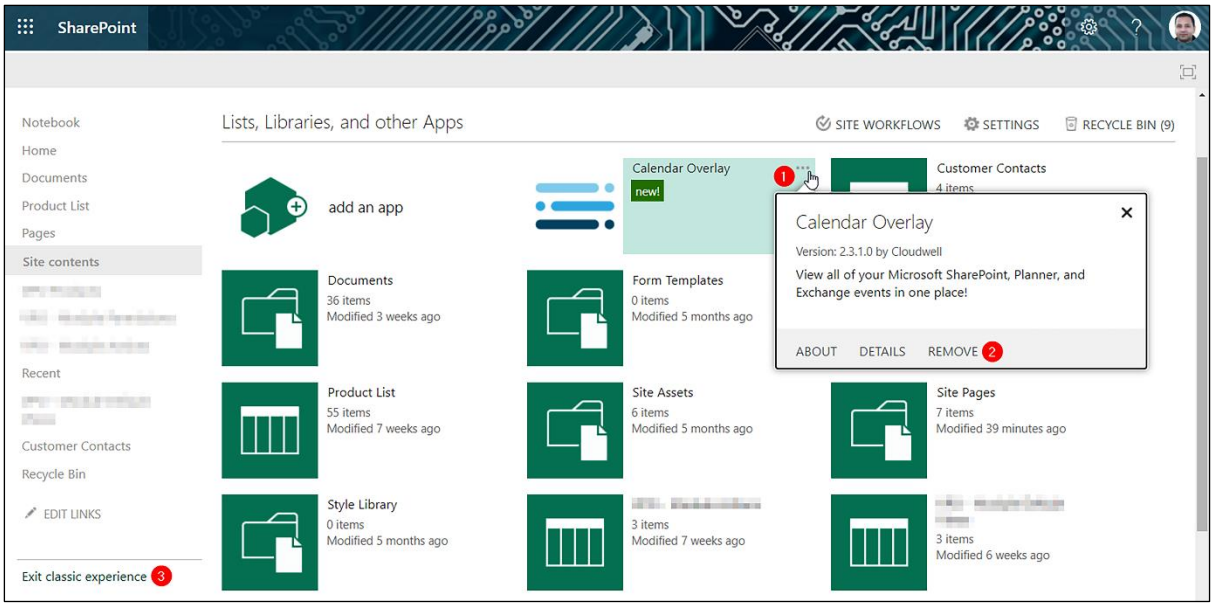

SharePoint
Search
SharePoint apps
My apps
SharePoint Store
My requests
My apps
Search by app name or publisher
Filters
All
From my organization
From SharePoint Store
Apps you can add
Sort by: Newest
These are SharePoint Store or custom apps allowed by your organization. Built-in apps such as Custom List, Document Library, Calendar and others can be found in the classic experience.
Calendar Overlay
Cloudwell
Add
Find more apps in SharePoint Store

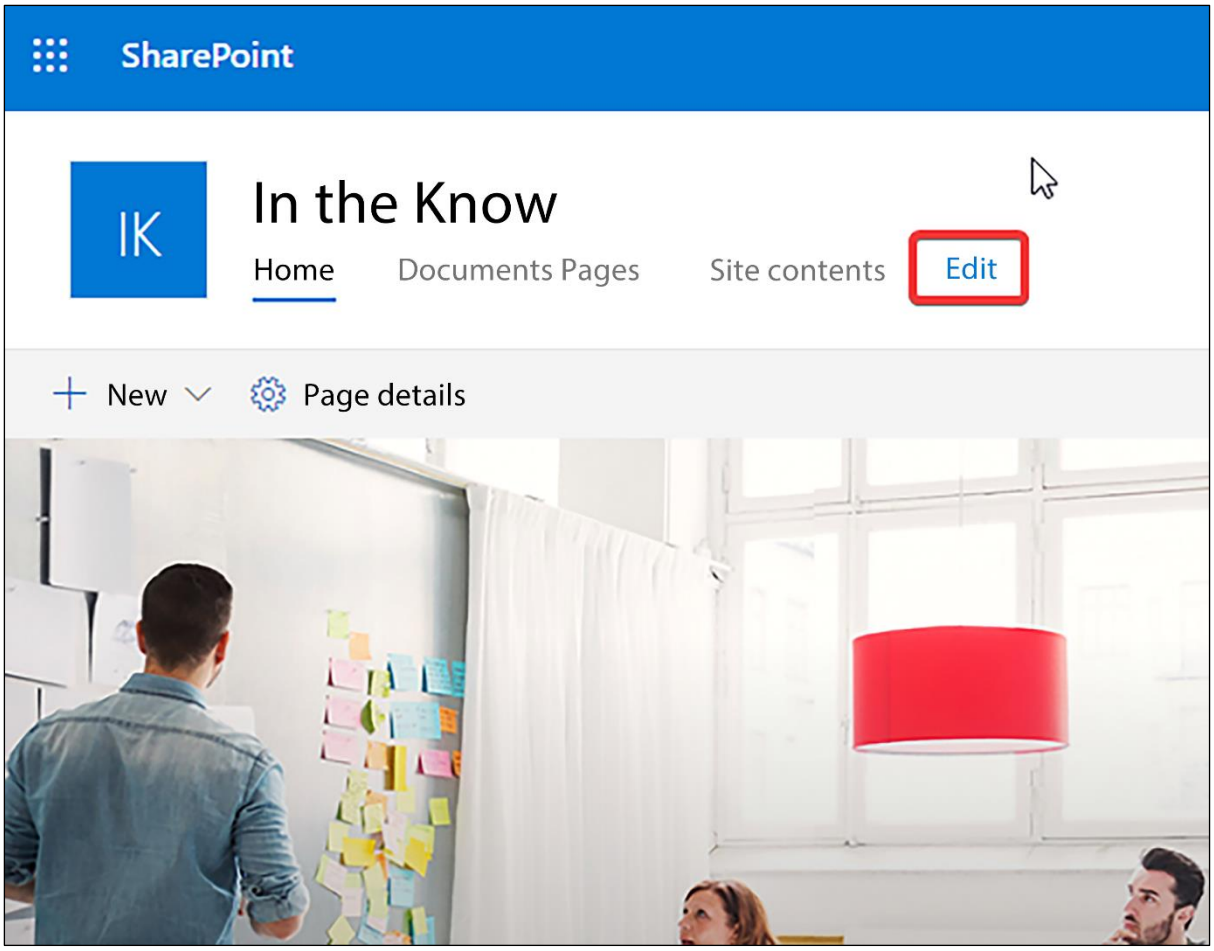

SharePoint
Search this site
Save as draft
Undo
Discard changes
Page details
Analytics
Republish
News
Add
Keep your team up
news on your team
From the site home pag
cal
Search results
Search results
Calendar Overlay
Call to action
Group calendar
Highlighted content
List properties

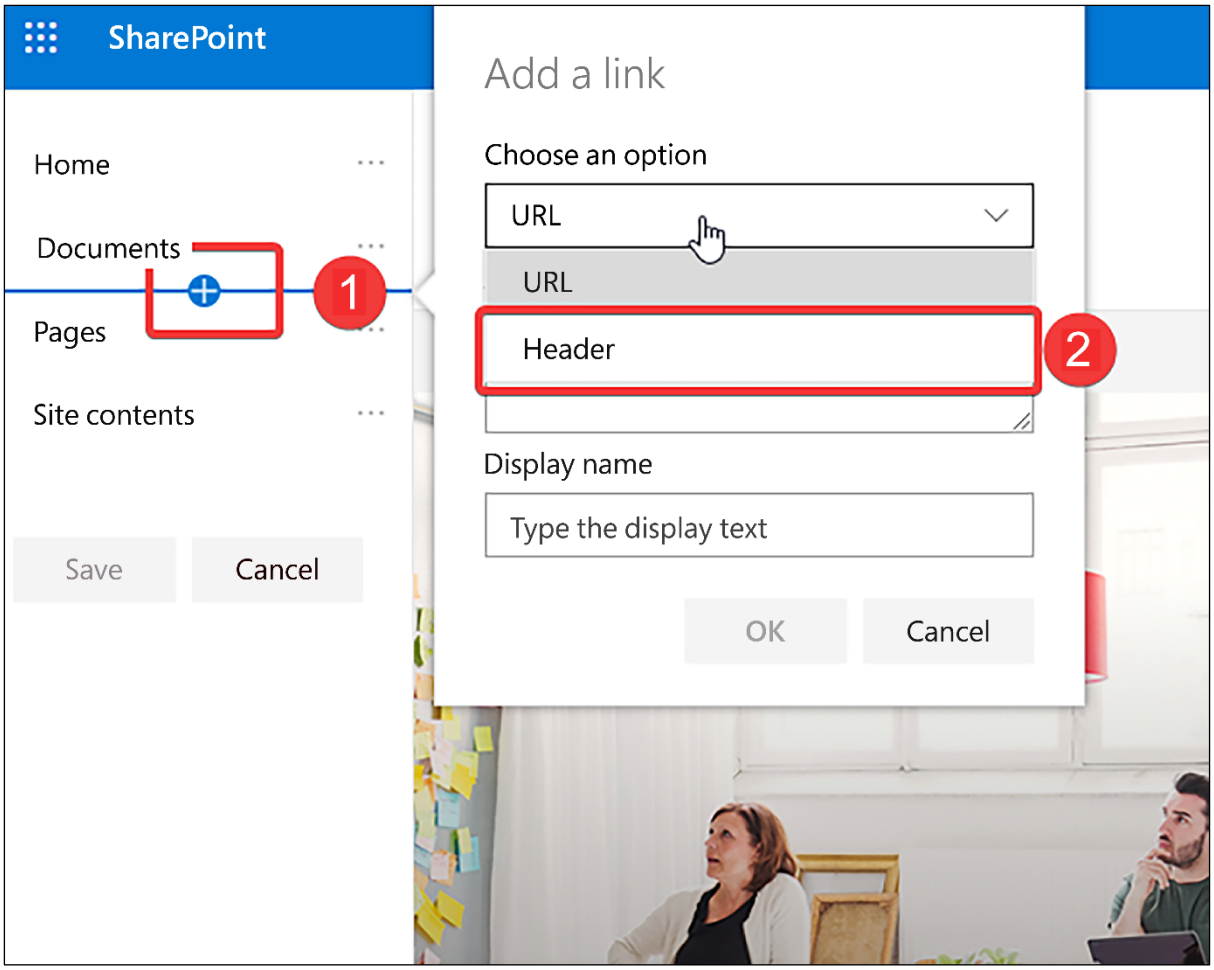

Settings
SharePoint
Add an app
Site information
Site permissions
Site usage

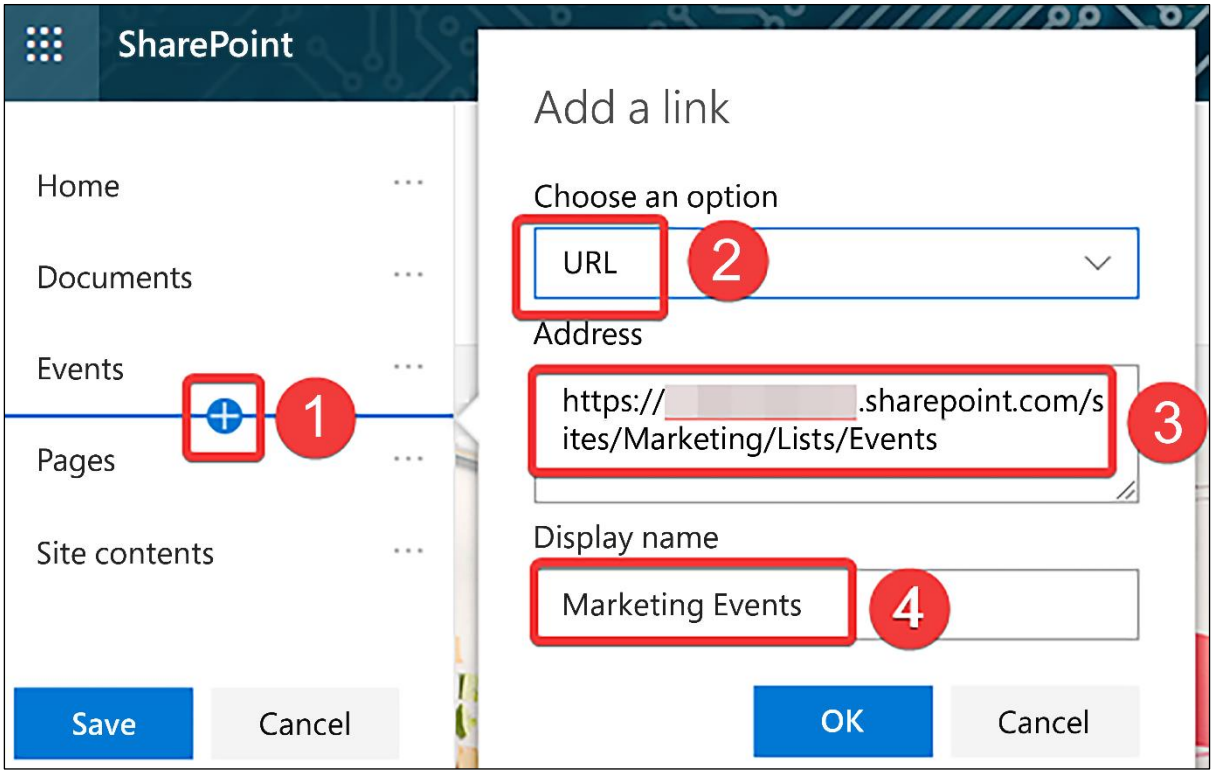

Calendar Overlay
1
App
Moveworks on Viva
Details
Site Pages
Monitor
2
Remove

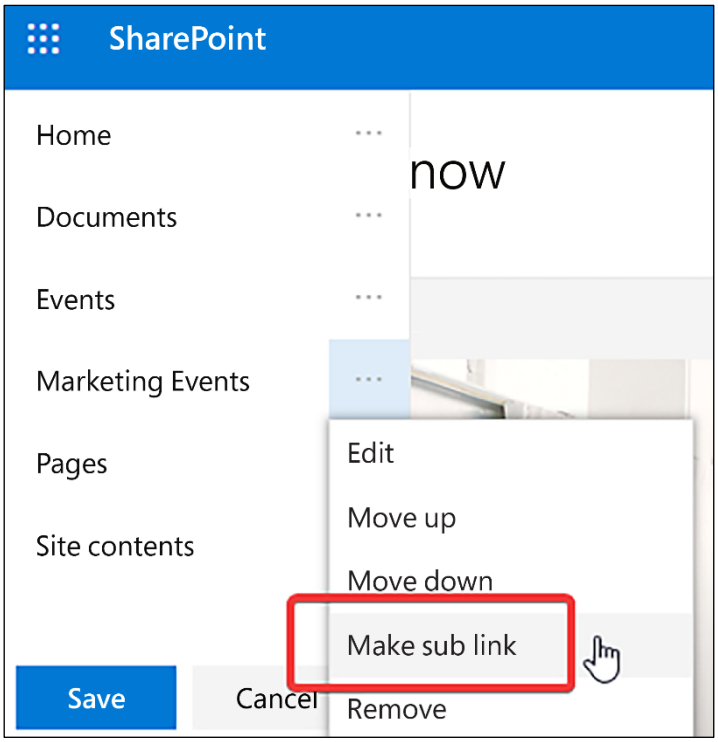

Action isn't supported in this view
We are working to add that functionality to this page. In the meantime, please go to classic SharePoint to complete this task.
Return to classic SharePoint
Close

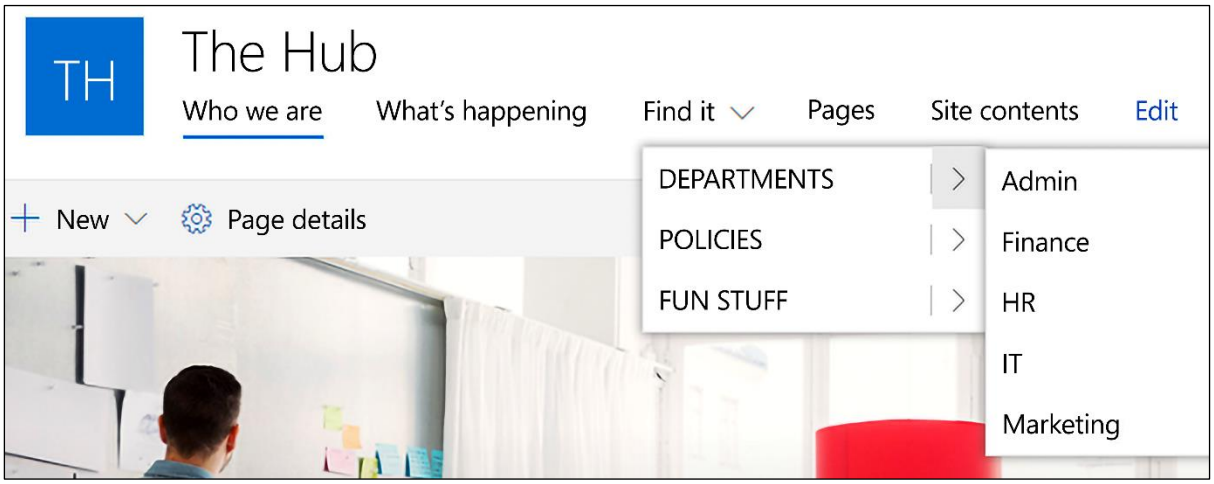

SharePoint
Notebook
Home
Documents
Product List
Pages
Site contents
Recent
Customer Contacts
Recycle Bin
EDIT LINKS
Exit classic experience 3
Lists, Libraries, and other Apps
SITE WORKFLOWS
SETTINGS
RECYCLE BIN (9)
add an app
Calendar Overlay
new!
1
Customer Contacts
4 items
Calendar Overlay
Version: 2.3.1.0 by Cloudwell
View all of your Microsoft SharePoint, Planner, and Exchange events in one place!
ABOUT
DETAILS
REMOVE 2
Documents
36 items
Modified 3 weeks ago
Form Templates
0 items
Modified 5 months ago
Product List
55 items
Modified 7 weeks ago
Site Assets
6 items
Modified 5 months ago
Site Pages
7 items
Modified 39 minutes ago
Style Library
0 items
Modified 5 months ago
3 items
Modified 7 weeks ago
3 items
Modified 6 weeks ago

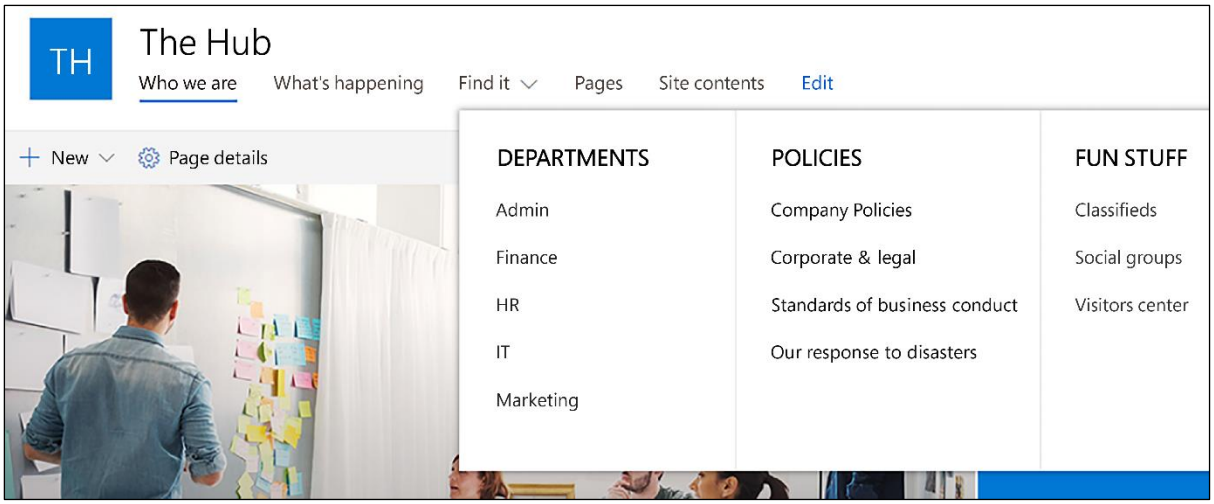

SharePoint
IK
In the Know
Home
Documents Pages
Site contents
Edit
New
Page details

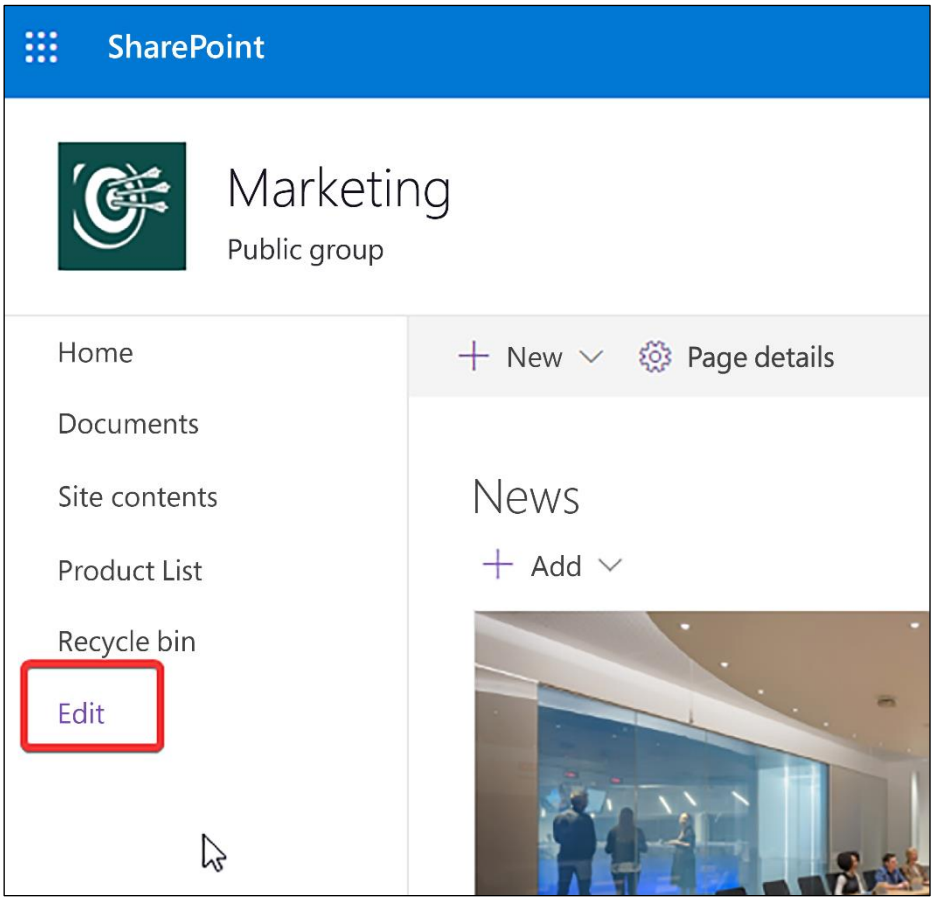

SharePoint
Home
Documents
Pages
Site contents
Save
Cancel
1
Add a link
Choose an option
URL
URL
Header
2
Display name
Type the display text
OK
Cancel

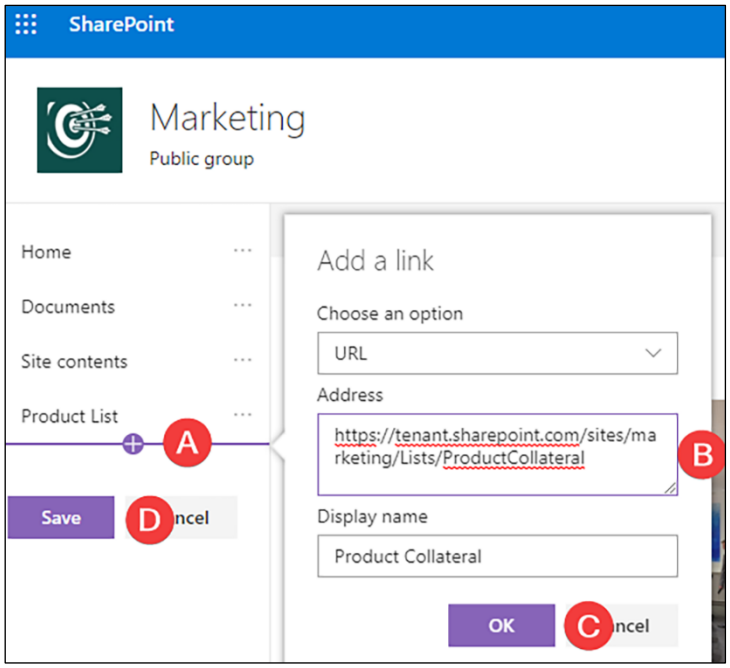

SharePoint
Home
Documents
Events
Pages
Site contents
Save
Cancel
1
Add a link
Choose an option
URL
2
Address
https:// .sharepoint.com/sites/Marketing/Lists/Events
3
Display name
Marketing Events
4
OK
Cancel

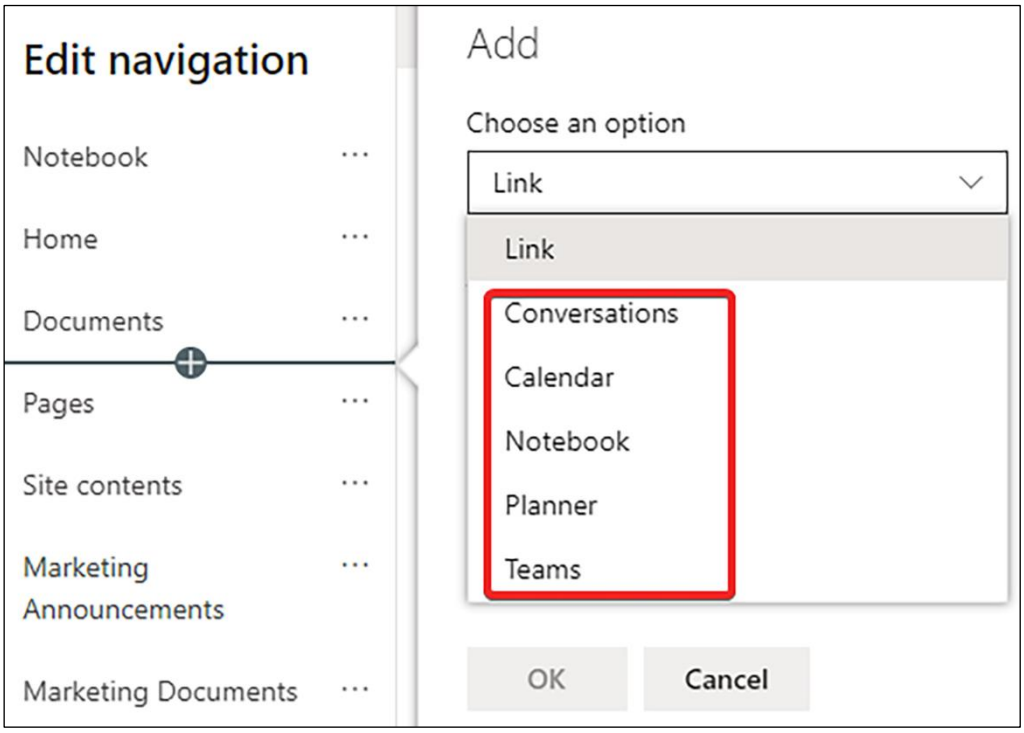

SharePoint
Home
Documents
Events
Marketing Events
Pages
Site contents
Save
Cancel
Edit
Move up
Move down
Make sub link
Remove

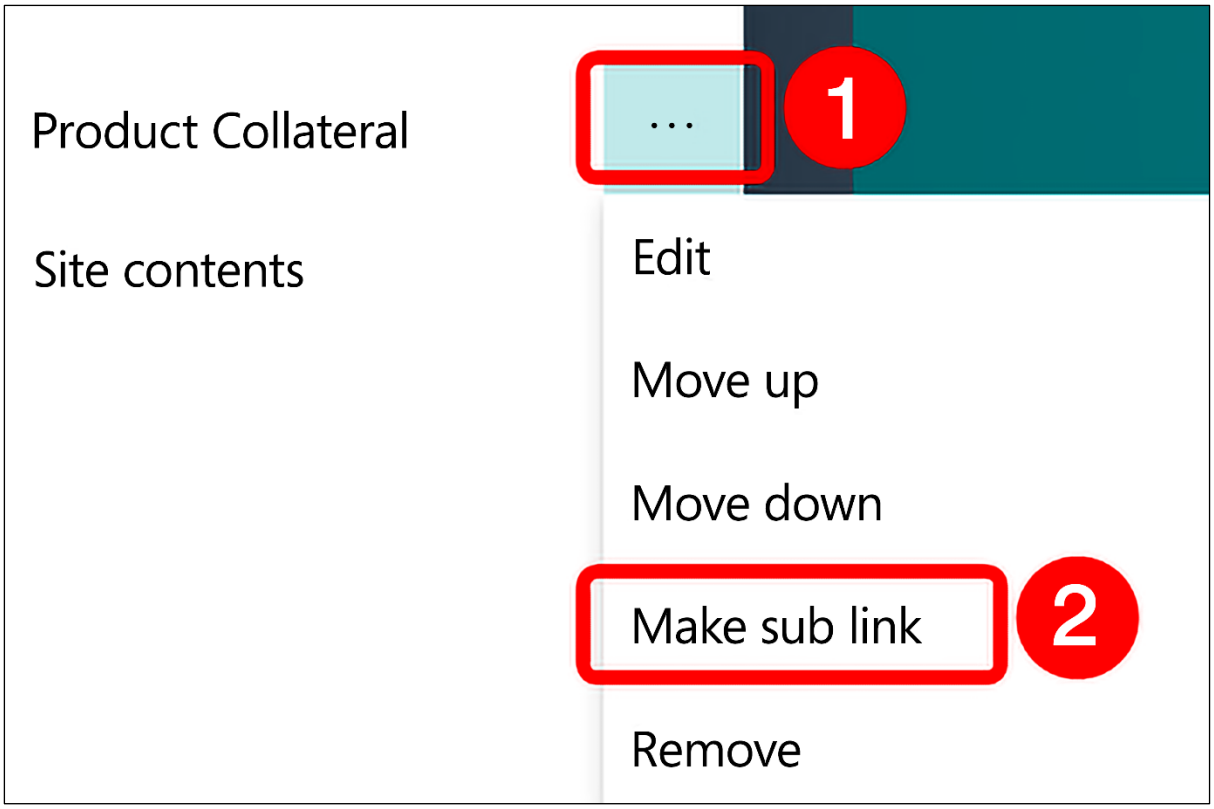

TH
The Hub
Who we are
What's happening
Find it
Pages
Site contents
Edit
New
Page details
DEPARTMENTS
POLICIES
FUN STUFF
Admin
Finance
HR
IT
Marketing

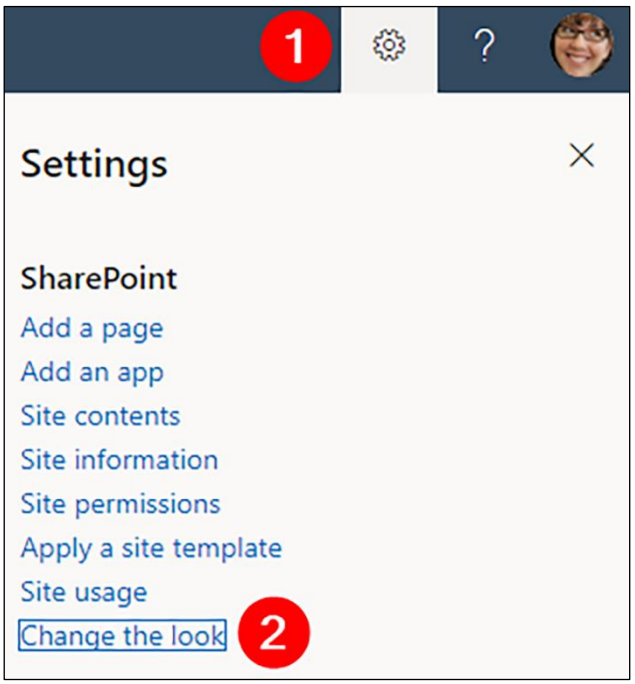

TH
The Hub
Who we are
What's happening
Find it
Pages
Site contents
Edit
New
Page details
DEPARTMENTS
Admin
Finance
HR
IT
Marketing
POLICIES
Company Policies
Corporate & legal
Standards of business conduct
Our response to disasters
FUN STUFF
Classifieds
Social groups
Visitors center

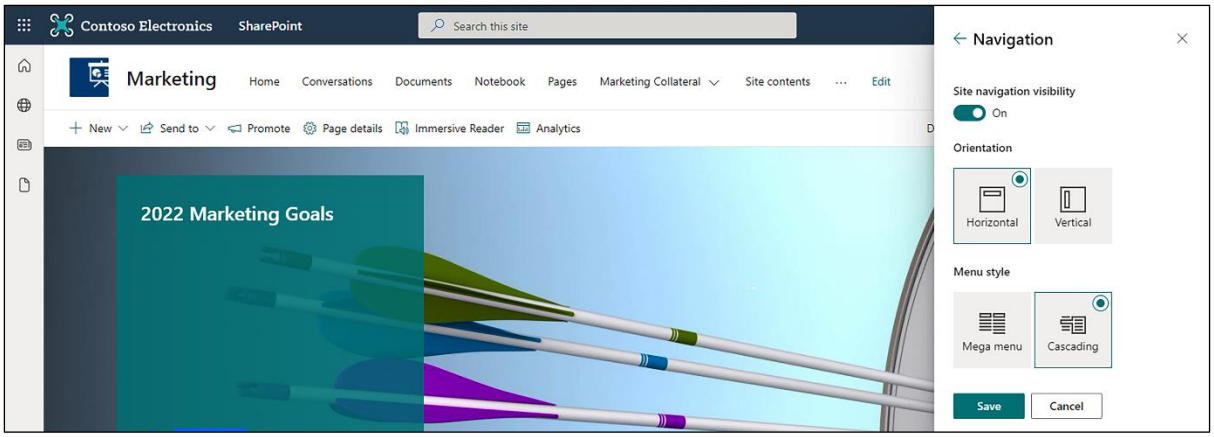

SharePoint
Marketing
Public group
Home
Documents
Site contents
Product List
Recycle bin
Edit
New
Page details
News
Add

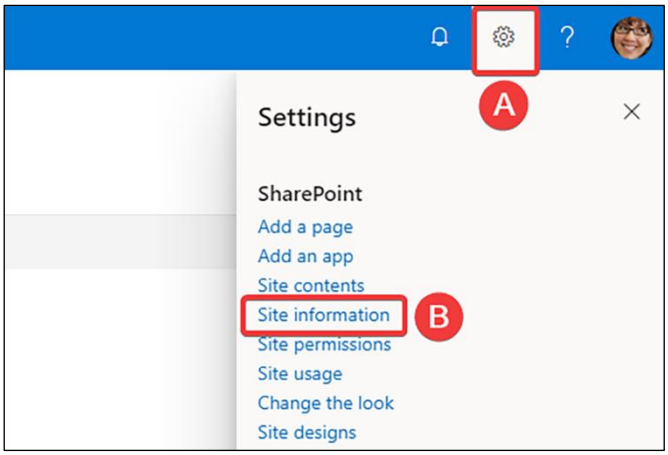

SharePoint
Marketing
Public group
Home
Documents
Site contents
Product List
A
Save
D
ncel
Add a link
Choose an option
URL
Address
https://tenant.sharepoint.com/sites/marketing/Lists/ProductCollateral
B
Display name
Product Collateral
OK
C
ncel

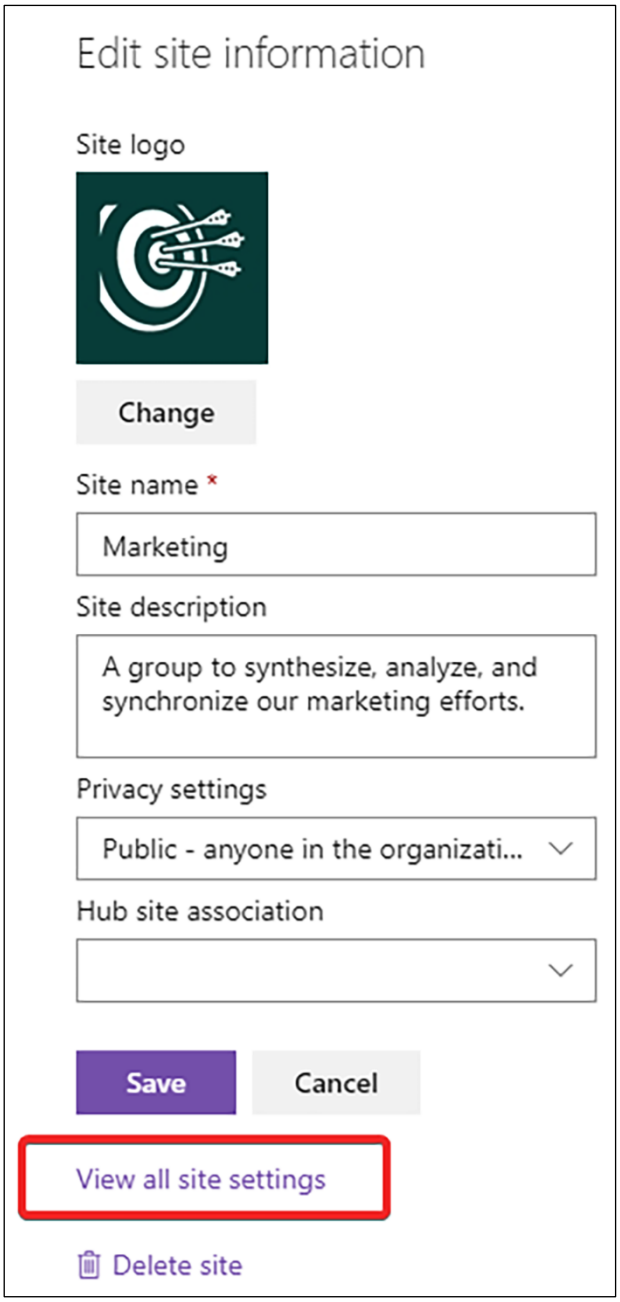

Edit navigation
Notebook
Home
Documents
Pages
Site contents
Marketing Announcements
Marketing Documents
Add
Choose an option
Link
Link
Conversations
Calendar
Notebook
Planner
Teams
OK
Cancel

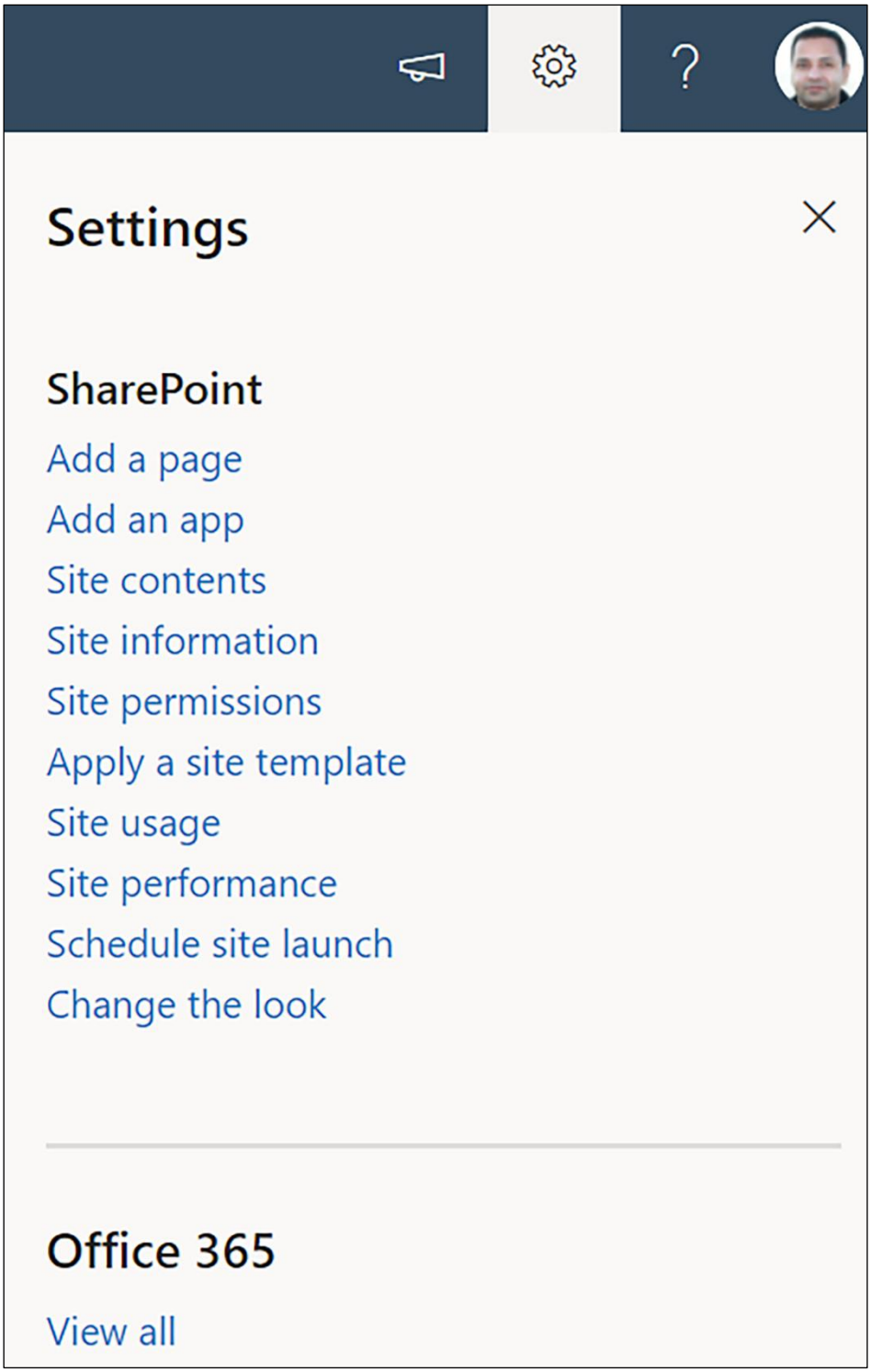

Product Collateral
Site contents
...
1
Edit
Move up
Move down
Make sub link
2
Remove

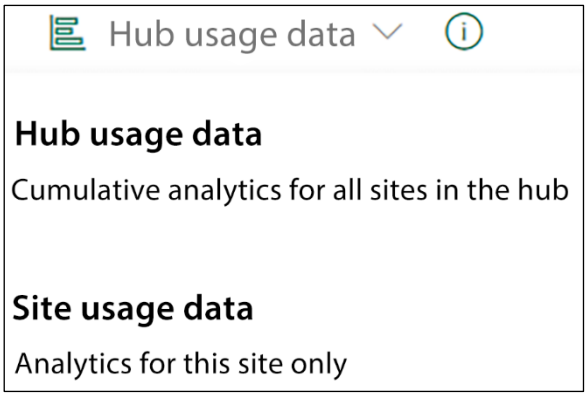

1
Settings
SharePoint
Add a page
Add an app
Site contents
Site information
Site permissions
Apply a site template
Site usage
Change the look
2

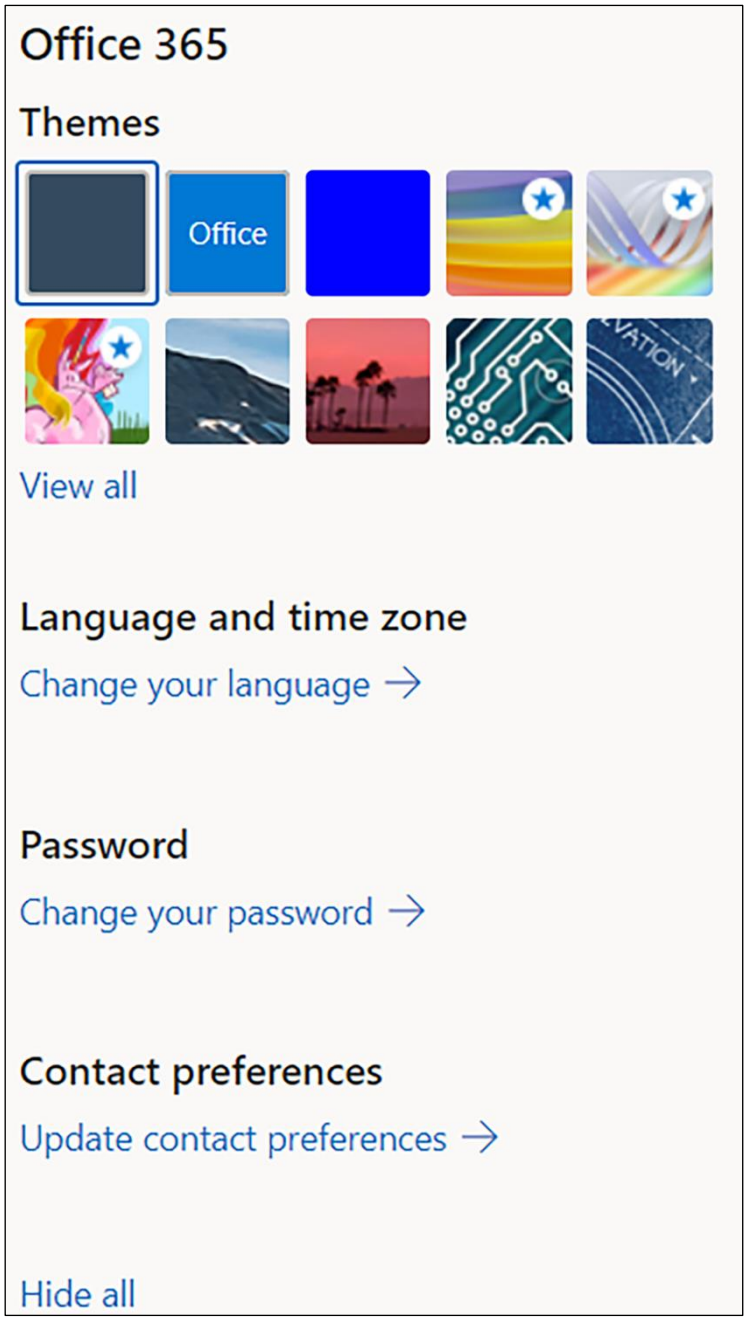

Contoso Electronics
SharePoint
Search this site
Marketing
Home
Conversations
Documents
Notebook
Pages
Marketing Collateral
Site contents
Edit
New
Send to
Promote
Page details
Immersive Reader
Analytics
2022 Marketing Goals
Navigation
Site navigation visibility
On
Orientation
Horizontal
Vertical
Menu style
Mega menu
Cascading
Save
Cancel


A
Settings
SharePoint
Add a page
Add an app
Site contents
Site information
B
Site permissions
Site usage
Change the look
Site designs


Edit site information
Site logo
Change
Site name *
Marketing
Site description
A group to synthesize, analyze, and synchronize our marketing efforts.
Privacy settings
Public - anyone in the organizati...
Hub site association
Save
Cancel
View all site settings
Delete site


Settings
SharePoint
Add a page
Add an app
Site contents
Site information
Site permissions
Apply a site template
Site usage
Site performance
Schedule site launch
Change the look
Office 365
View all


Hub usage data
Hub usage data
Cumulative analytics for all sites in the hub
Site usage data
Analytics for this site only


Office 365
Themes
Office
View all
Language and time zone
Change your language
Password
Change your password
Contact preferences
Update contact preferences
Hide all

Look and Feel
Quick launch
Navigation Elements
Change the look

Site Actions
Manage site features
Save site as template
Enable search configuration export
Reset to site definition

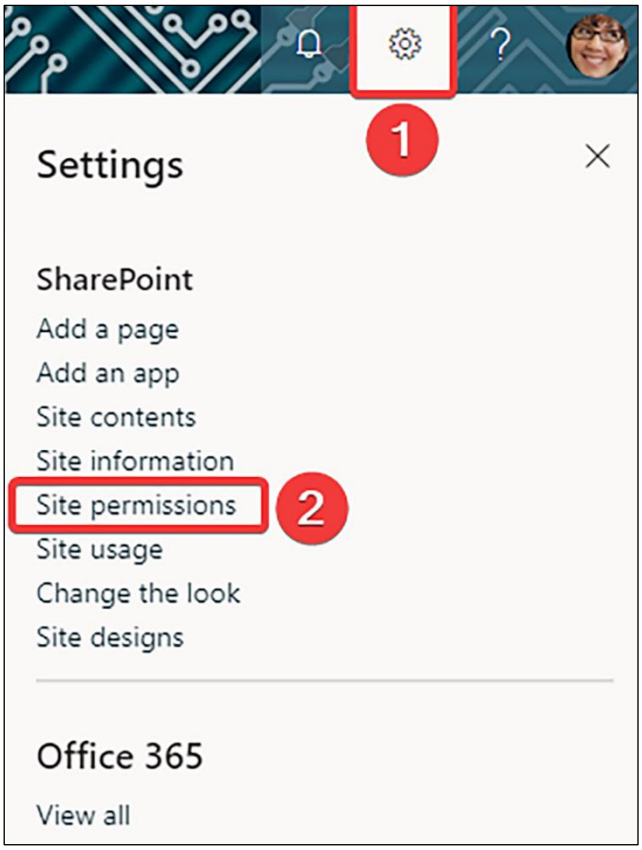
Site Collection Administration
Recycle bin
Search Result Sources
Search Result Types
Search Query Rules
Search Schema
Search Settings
Search Configuration Import
Search Configuration Export
Site collection features
Site hierarchy
Site collection audit settings
Portal site connection
Site collection app permissions
Storage Metrics
Content type publishing
SharePoint Designer Settings
HTML Field Security
Site collection health checks
Site collection upgrade

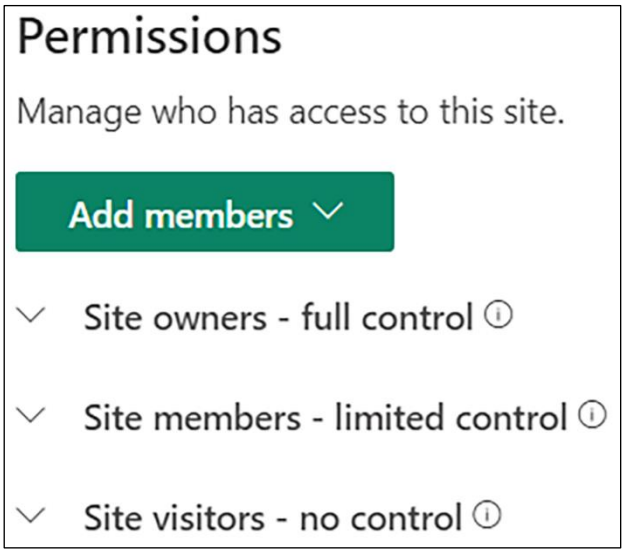
Microsoft Search
Configure search settings

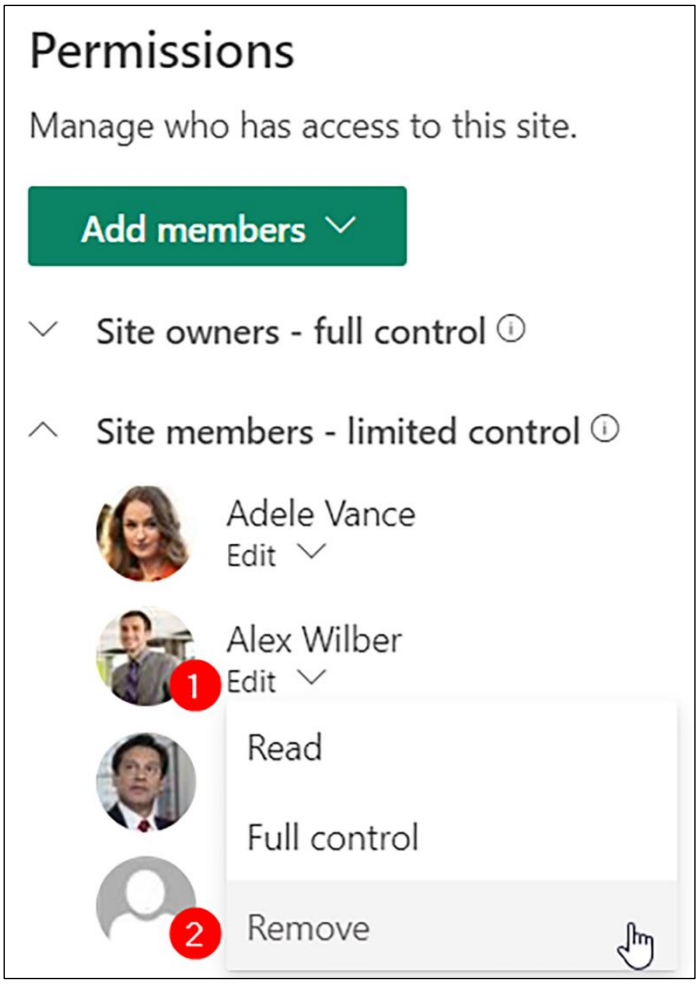
Web Designer Galleries
Site columns
Site content types
Web parts
List templates
Master pages
Themes
Solutions
Composed looks

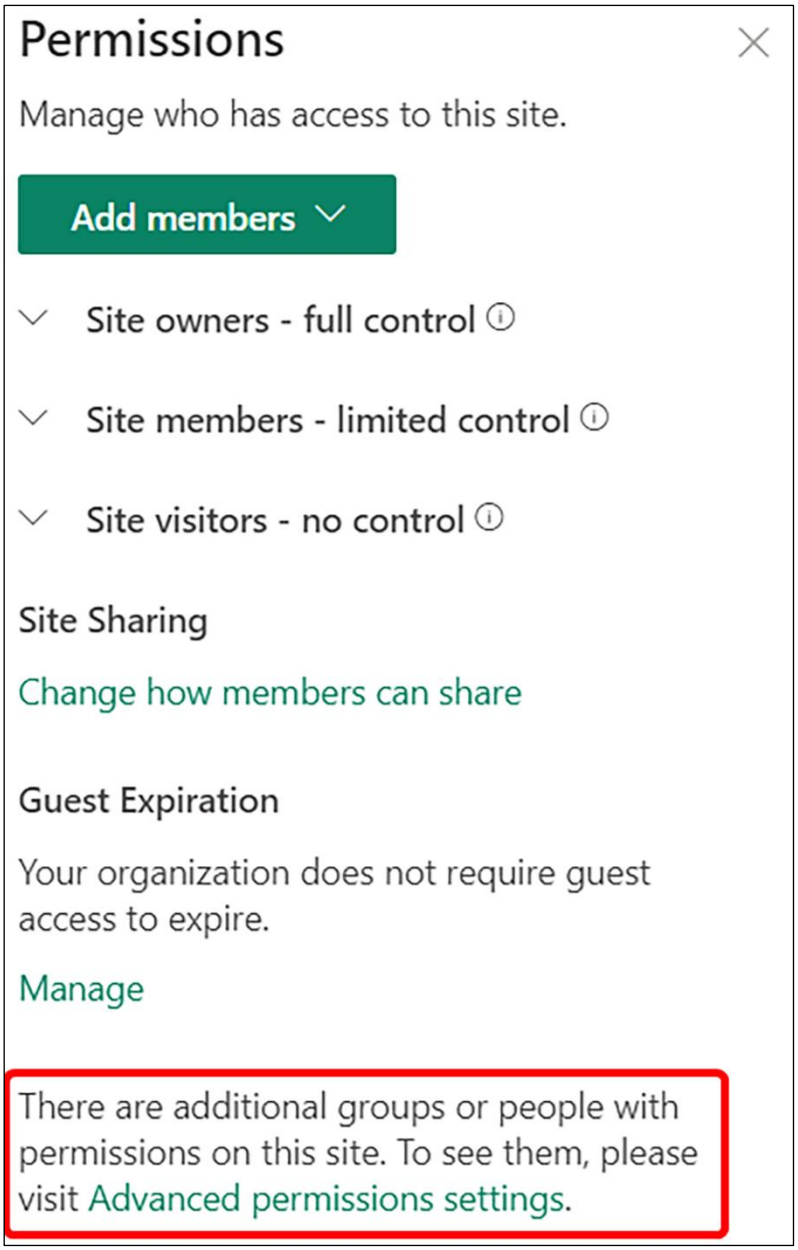
Site Administration
Regional settings
Language settings
Export Translations
Import Translations
Site libraries and lists
User alerts
RSS
Sites and workspaces
Workflow settings
Term store management

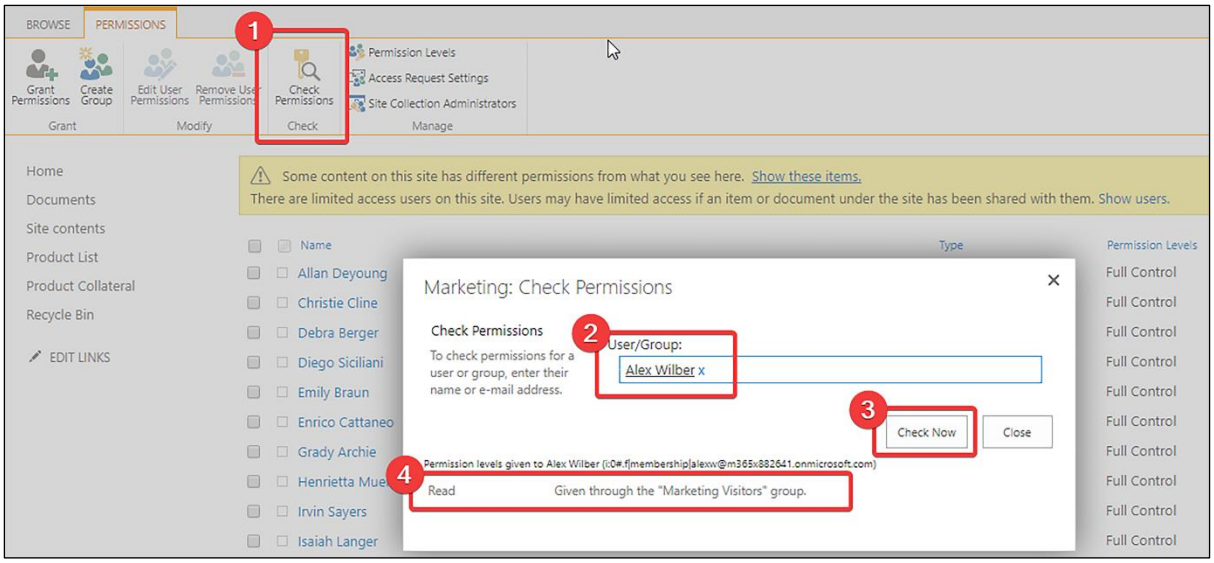
Search
Result Sources
Result Types
Query Rules
Schema
Search Settings
Search and offline availability
Configuration Import
Configuration Export

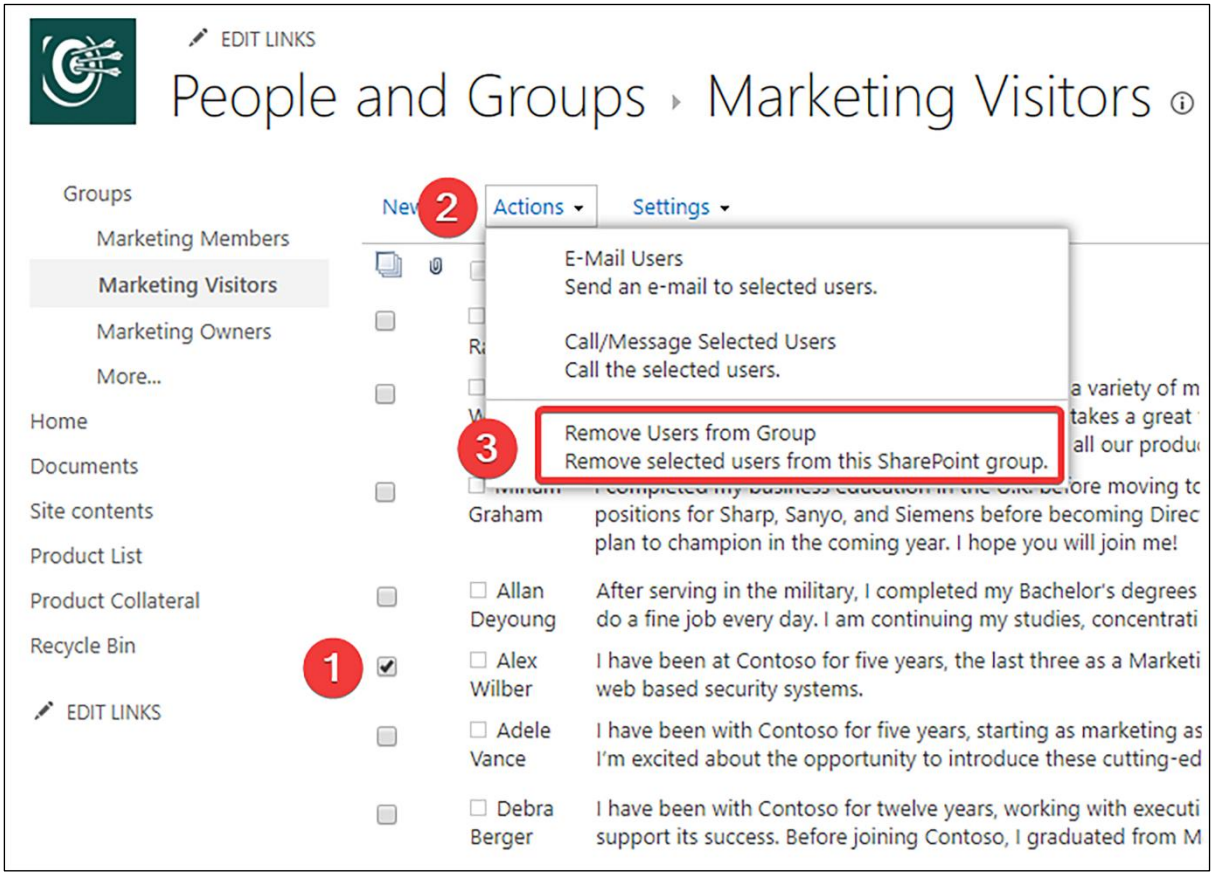

1
Settings
SharePoint
Add a page
Add an app
Site contents
Site information
Site permissions
2
Site usage
Change the look
Site designs
Office 365
View all


Permissions
Manage who has access to this site.
Add members
Site owners - full control
Site members - limited control
Site visitors - no control


Permissions
Manage who has access to this site.
Add members
Site owners - full control
Site members - limited control
Adele Vance
Edit
Alex Wilber
Edit
1
Read
Full control
Remove
2


Permissions
Manage who has access to this site.
Add members
Site owners - full control
Site members - limited control
Site visitors - no control
Site Sharing
Change how members can share
Guest Expiration
Your organization does not require guest access to expire.
Manage
There are additional groups or people with permissions on this site. To see them, please visit Advanced permissions settings.


BROWSE
PERMISSIONS
1
Grant Permissions
Create Group
Edit User Permissions
Remove User Permissions
Check Permissions
Permission Levels
Access Request Settings
Site Collection Administrators
Grant
Modify
Check
Manage
Home
Documents
Site contents
Product List
Product Collateral
Recycle Bin
EDIT LINKS
Some content on this site has different permissions from what you see here. Show these items.
There are limited access users on this site. Users may have limited access if an item or document under the site has been shared with them. Show users.
Name
Type
Permission Levels
Allan Deyoung
Christie Cline
Debra Berger
Diego Siciliani
Emily Braun
Enrico Cattaneo
Grady Archie
Henrietta Mue
Irvin Sayers
Isaiah Langer
Full Control
Marketing: Check Permissions
Check Permissions
To check permissions for a user or group, enter their name or e-mail address.
2
User/Group:
Alex Wilber x
3
Check Now
Close
4
Permission levels given to Alex Wilber (i:0#.f|membership|alexw@m365x882641.onmicrosoft.com)
Read
Given through the "Marketing Visitors" group.


EDIT LINKS
People and Groups › Marketing Visitors
Groups
Marketing Members
Marketing Visitors
Marketing Owners
More...
Home
Documents
Site contents
Product List
Product Collateral
Recycle Bin
EDIT LINKS
New
2
Actions
Settings
E-Mail Users
Send an e-mail to selected users.
Call/Message Selected Users
Call the selected users.
3
Remove Users from Group
Remove selected users from this SharePoint group.
Graham
positions for Sharp, Sanyo, and Siemens before becoming Direc
plan to champion in the coming year. I hope you will join me!
Allan Deyoung
After serving in the military, I completed my Bachelor's degrees
do a fine job every day. I am continuing my studies, concentrati
1
Alex Wilber
I have been at Contoso for five years, the last three as a Marketi
web based security systems.
Adele Vance
I have been with Contoso for five years, starting as marketing as
I'm excited about the opportunity to introduce these cutting-ed
Debra Berger
I have been with Contoso for twelve years, working with executi
support its success. Before joining Contoso, I graduated from M

Permissions ▸ Permission Levels

Add a Permission Level | Delete Selected Permission Levels

Permission Level	Description
Full Control	Has full control.
Design	Can view, add, update, delete, approve, and customize.
Edit	Can add, edit and delete lists; can view, add, update and delete list items and documents.
Contribute	Can view, add, update, and delete list items and documents.
Read	Can view pages and list items and download documents.

Name:

Edit

Description:

Can add, edit and delete lists; can view, add, update and delete list items and documents.

Select the permissions to include in this permission level.

- [ ] **Select All**

List Permissions

- [x] Manage Lists - Create and delete lists, add or remove columns in a list, and add or remove public views of a list.
- [ ] Override List Behaviors - Discard or check in a document which is checked out to another user, and change or override settings which allow users to read/edit only their own items
- [x] Add Items - Add items to lists and add documents to document libraries.
- [x] Edit Items - Edit items in lists, edit documents in document libraries, and customize Web Part Pages in document libraries.
- [x] Delete Items - Delete items from a list and documents from a document library.
- [x] View Items - View items in lists and documents in document libraries.
- [ ] Approve Items - Approve a minor version of a list item or document.
- [x] Open Items - View the source of documents with server-side file handlers.
- [x] View Versions - View past versions of a list item or document.
- [x] Delete Versions - Delete past versions of a list item or document.
- [x] Create Alerts - Create alerts.
- [x] View Application Pages - View forms, views, and application pages. Enumerate lists.

Site Permissions

- [ ] Manage Permissions - Create and change permission levels on the Web site and assign permissions to users and groups.
- [ ] View Web Analytics Data - View reports on Web site usage.
- [ ] Create Subsites - Create subsites such as team sites, Meeting Workspace sites, and Document Workspace sites.
- [ ] Manage Web Site - Grants the ability to perform all administration tasks for the Web site as well as manage content.
- [ ] Add and Customize Pages - Add, change, or delete HTML pages or Web Part Pages, and edit the Web site using a Microsoft SharePoint Foundation-compatible editor.
- [ ] Apply Themes and Borders - Apply a theme or borders to the entire Web site.
- [ ] Apply Style Sheets - Apply a style sheet (.CSS file) to the Web site.
- [ ] Create Groups - Create a group of users that can be used anywhere within the site collection.
- [x] Browse Directories - Enumerate files and folders in a Web site using SharePoint Designer and Web DAV interfaces.
- [x] Use Self-Service Site Creation - Create a Web site using Self-Service Site Creation.
- [x] View Pages - View pages in a Web site.
- [ ] Enumerate Permissions - Enumerate permissions on the Web site, list, folder, document, or list item.
- [x] Browse User Information - View information about users of the Web site.
- [ ] Manage Alerts - Manage alerts for all users of the Web site.
- [x] Use Remote Interfaces - Use SOAP, Web DAV, the Client Object Model or SharePoint Designer interfaces to access the Web site.
- [x] Use Client Integration Features - Use features which launch client applications. Without this permission, users will have to work on documents locally and upload their changes.
- [x] Open - Allows users to open a Web site, list, or folder in order to access items inside that container.
- [x] Edit Personal User Information - Allows a user to change his or her own user information, such as adding a picture.

Personal Permissions

- [x] Manage Personal Views - Create, change, and delete personal views of lists.
- [x] Add/Remove Personal Web Parts - Add or remove personal Web Parts on a Web Part Page.
- [x] Update Personal Web Parts - Update Web Parts to display personalized information.

Site sharing settings

Control how things in this site can be shared and how request access works.

Sharing permissions

- ○ Site owners and members can share files, folders, and the site. People with Edit permissions can share files and folders.
- ○ Site owners and members, and people with Edit permissions can share files and folders, but only site owners can share the site.
- ◉ Only site owners can share files, folders, and the site.

Access requests

Allow access requests [On]

Choose who will receive access requests for this site:

- ◉ Contoso Works Owners
- ○ Specific email

Add a custom message to the request access page:

For example: Please allow three days for us to review your request.

Save | Discard

Site contents ▸ New SharePoint Site

Title and Description

Title:

DG-2000 Drone Launch

Description:

This is a team collaboration site for the DG-2000 Drone Launch

Web Site Address

URL name:

https://m365x882641.sharepoint.com/sites/Marketing/ DG2000Launch

Template Selection

Select a language:

English

Select a template:

Collaboration | Enterprise | Duet Enterprise

- Team site
- Team site (classic experience)
- Blog
- Project Site

A site with no connection to an Office 365 Group.

Permissions

You can give permission to access your new site to the same users who have access to this parent site, or you can give permission to a unique set of users.

Note: If you select **Use same permissions as parent site**, one set of user permissions is shared by both sites. Consequently, you cannot change user permissions on your new site unless you are an administrator of this parent site.

User Permissions:

- (●) Use same permissions as parent site
- ( ) Use unique permissions

Navigation

Display this site on the Quick Launch of the parent site?

( ) Yes (●) No

Display this site on the top link bar of the parent site?

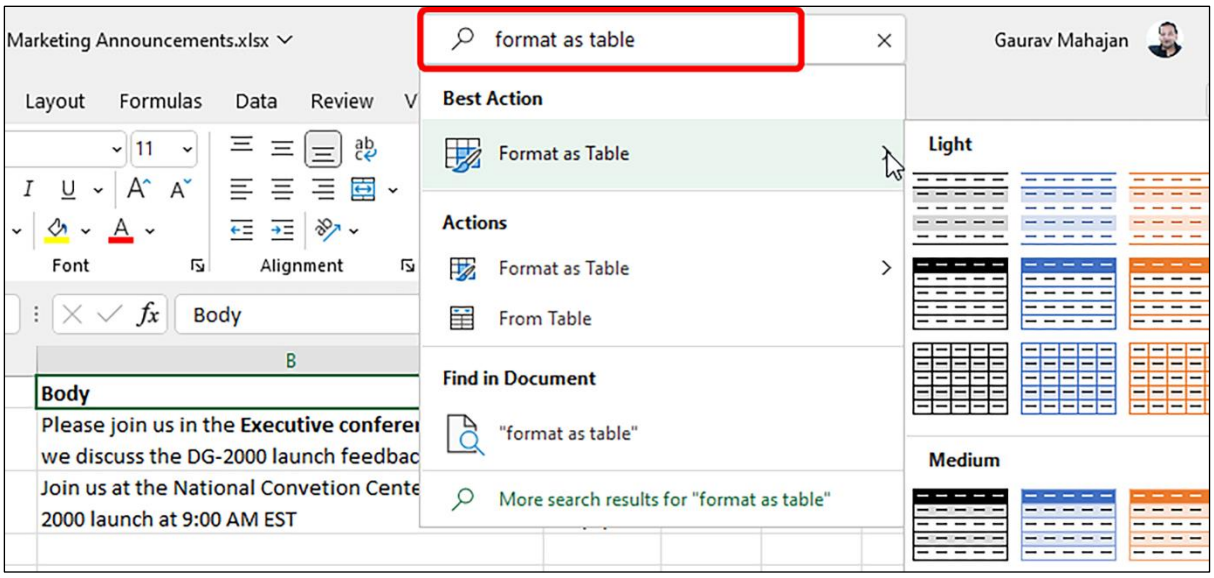
(●) Yes ( ) No

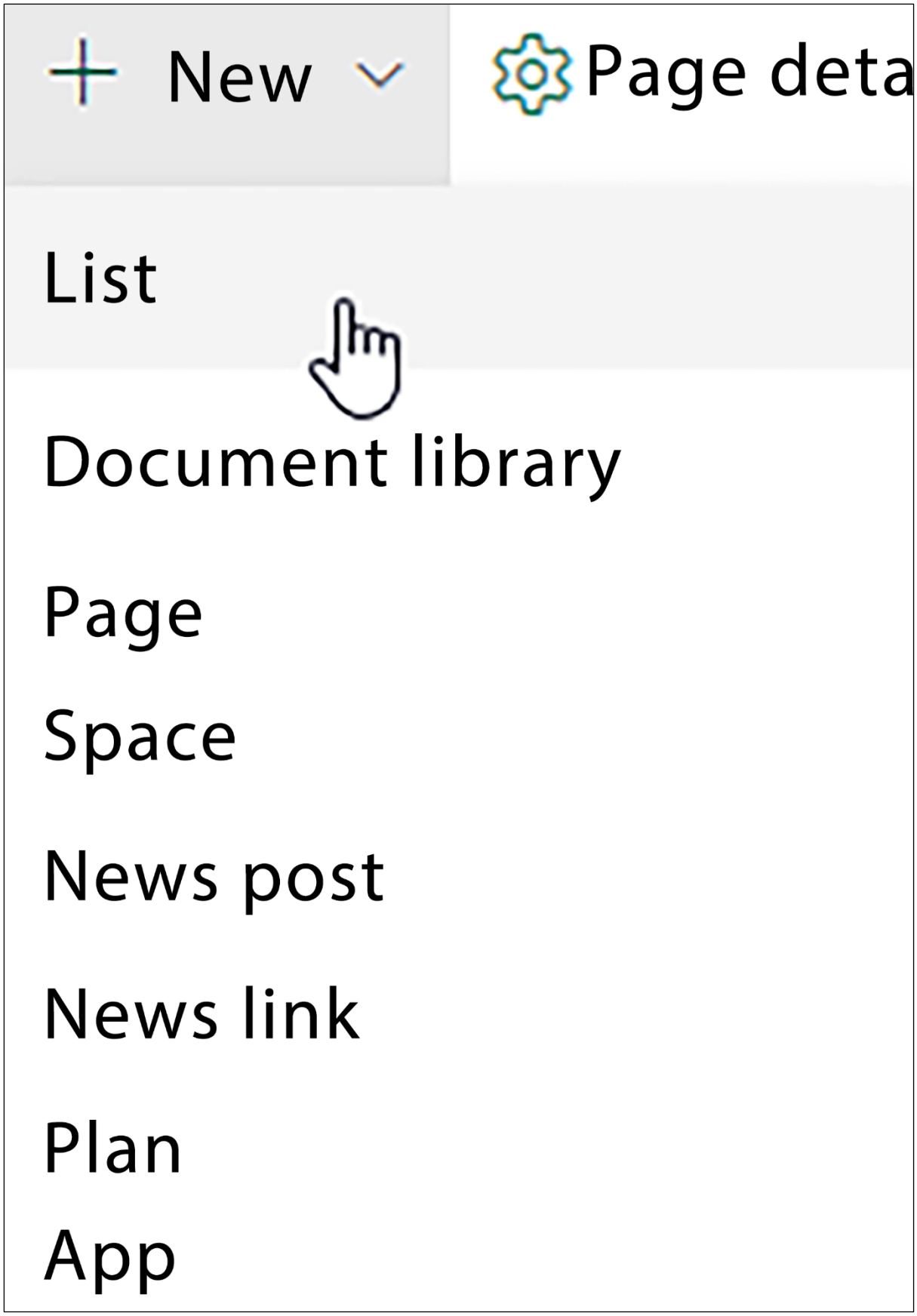
Navigation Inheritance

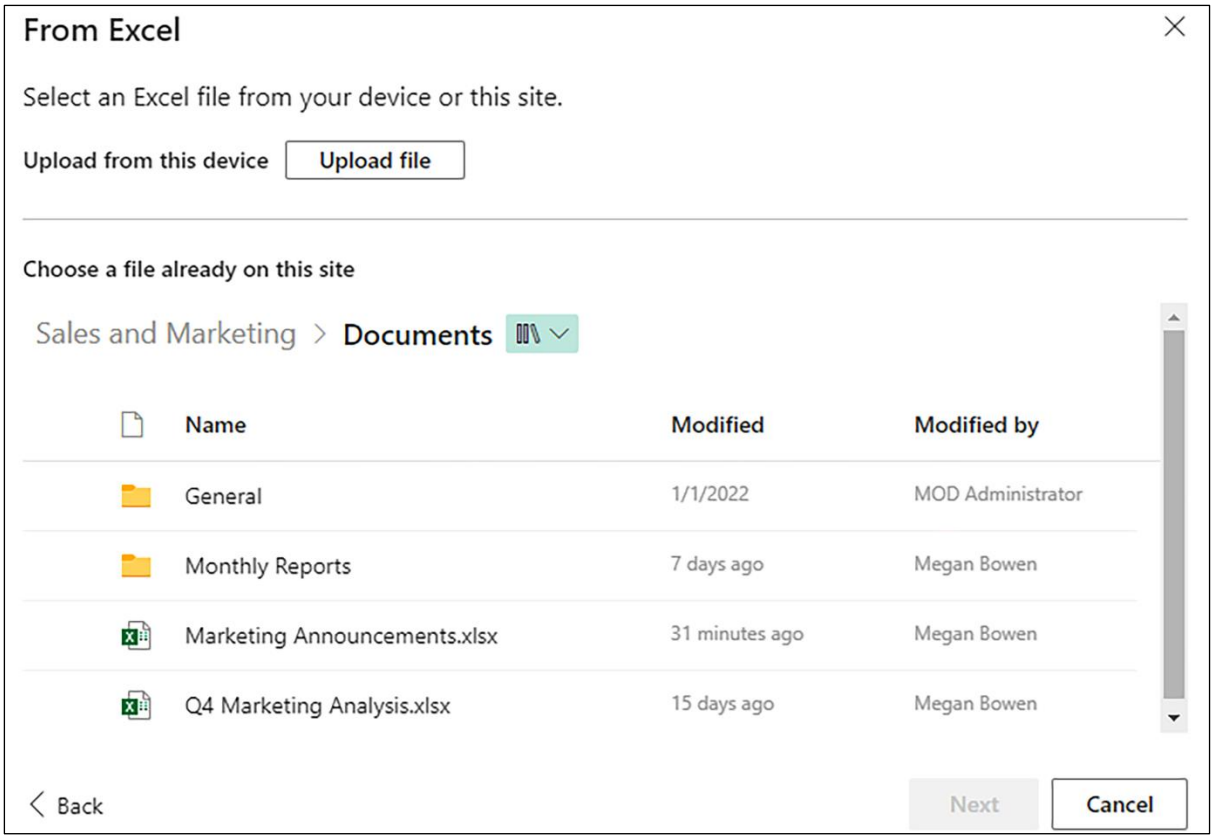
Use the top link bar from the parent site?

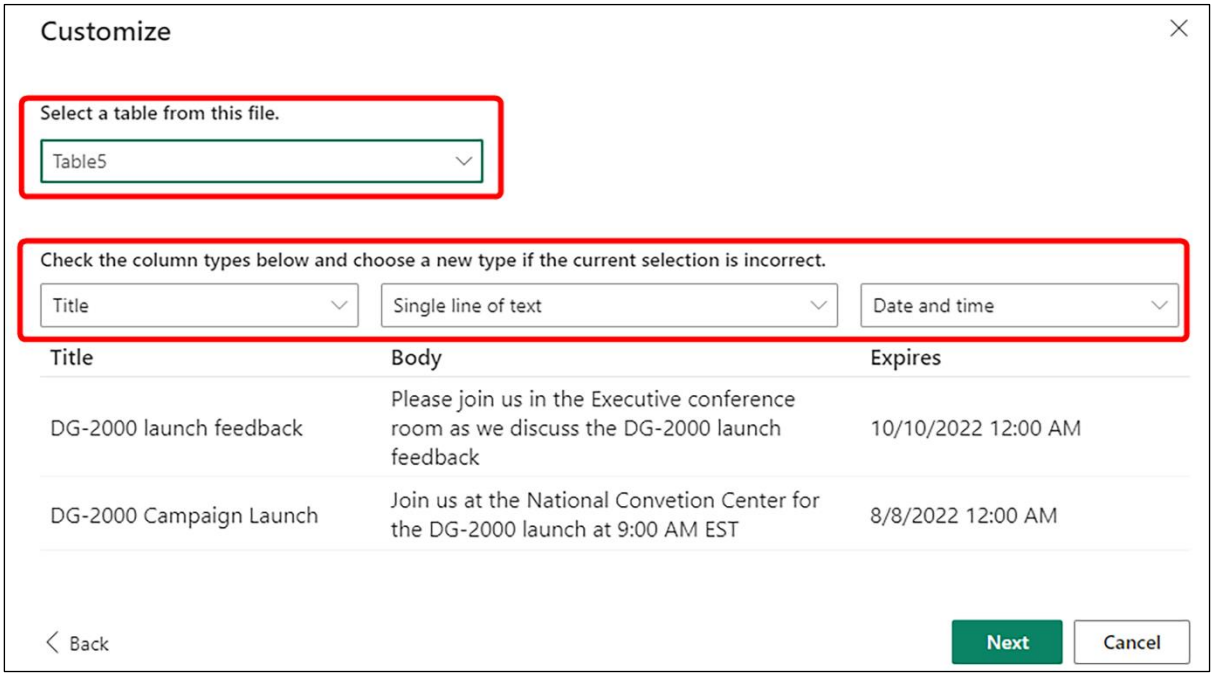
(●) Yes ( ) No

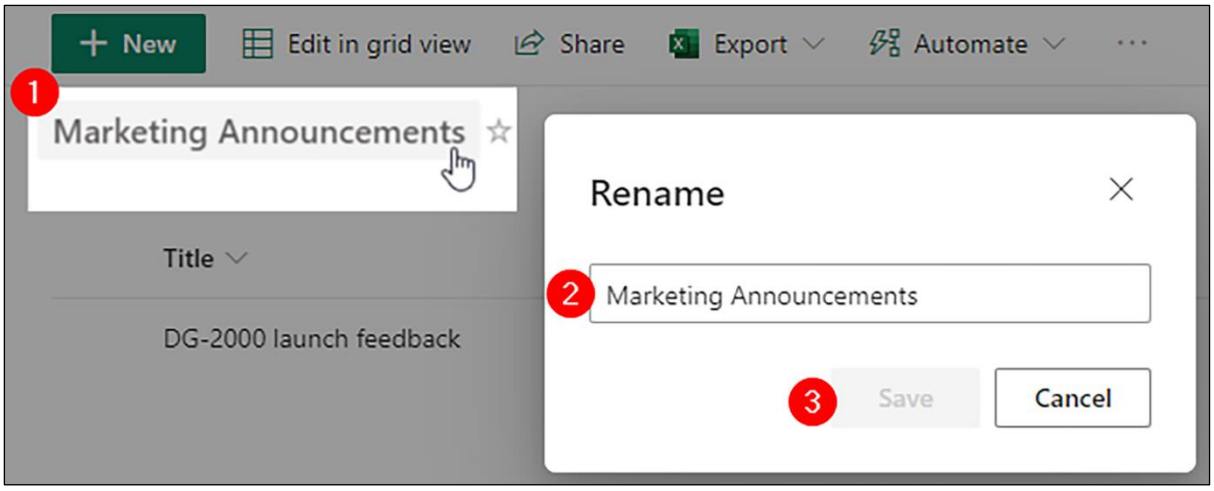
Chapter 4: Lists and Libraries in SharePoint Online




New
Page deta
List
Document library
Page
Space
News post
News link
Plan
App


From Excel
Select an Excel file from your device or this site.
Upload from this device
Upload file
Choose a file already on this site
Sales and Marketing
Documents
Name
Modified
Modified by
General
1/1/2022
MOD Administrator
Monthly Reports
7 days ago
Megan Bowen
Marketing Announcements.xlsx
31 minutes ago
Megan Bowen
Q4 Marketing Analysis.xlsx
15 days ago
Megan Bowen
Back
Next
Cancel


Customize
Select a table from this file.
Table5
Check the column types below and choose a new type if the current selection is incorrect.
Title
Single line of text
Date and time
Title
Body
Expires
DG-2000 launch feedback
Please join us in the Executive conference room as we discuss the DG-2000 launch feedback
10/10/2022 12:00 AM
DG-2000 Campaign Launch
Join us at the National Convetion Center for the DG-2000 launch at 9:00 AM EST
8/8/2022 12:00 AM
Back
Next
Cancel


New
Edit in grid view
Share
Export
Automate
1
Marketing Announcements
Title
DG-2000 launch feedback
Rename
2
Marketing Announcements
3
Save
Cancel

Create a column

Learn more about column creation.

Name *

Announcement Start Date

Description

This is the date when the announcements will show on the home page

Type

Date and time

Include Time

No

Friendly format

No

Default value

Today's date

Use calculated value

More options

Require that this column contains information

Yes

Enforce unique values

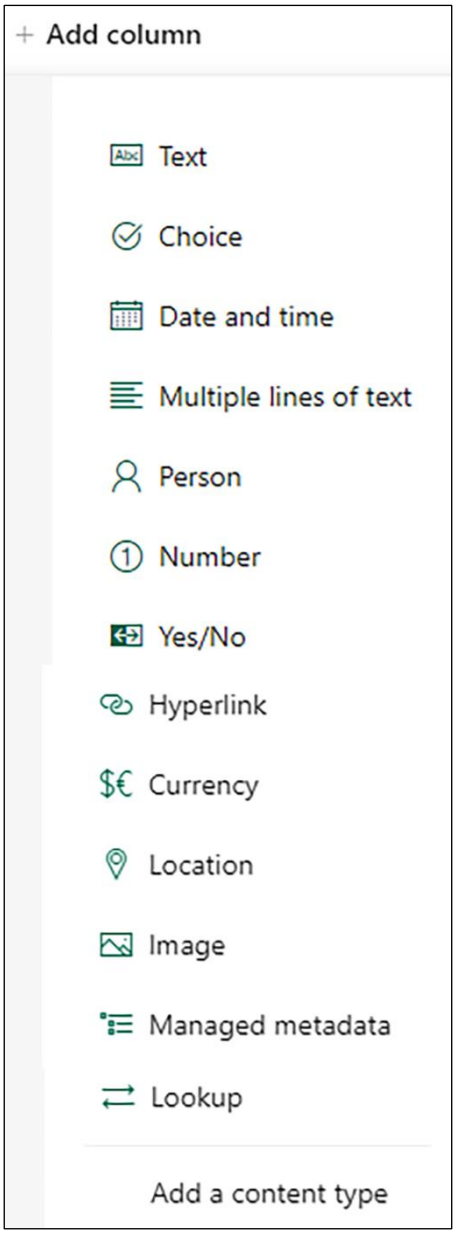
No

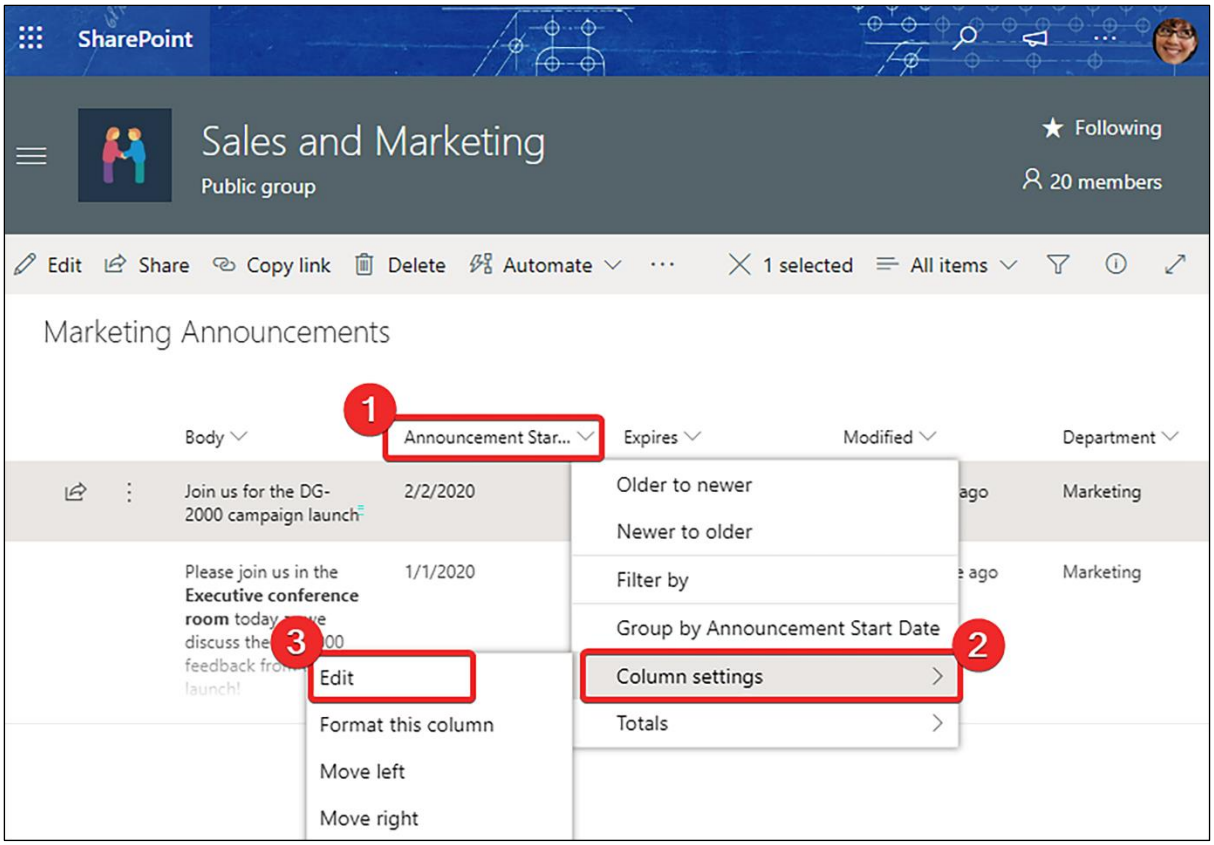
Add to all content types

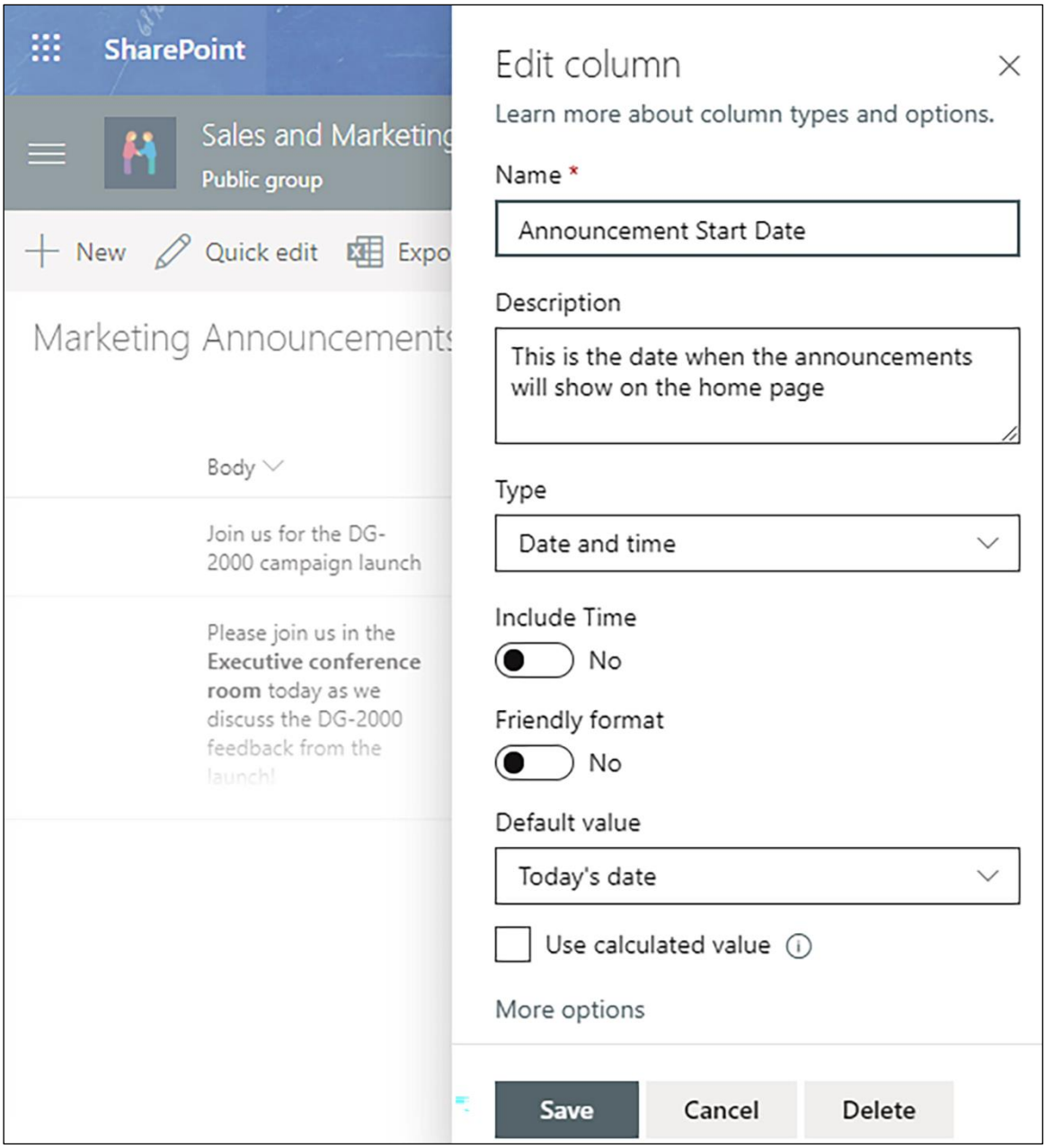
Yes

Column validation

Save Cancel


Add column
Text
Choice
Date and time
Multiple lines of text
Person
Number
Yes/No
Hyperlink
Currency
Location
Image
Managed metadata
Lookup
Add a content type


SharePoint
Sales and Marketing
Public group
Following
20 members
Edit
Share
Copy link
Delete
Automate
1 selected
All items
Marketing Announcements
Body
Announcement Star...
Expires
Modified
Department
Join us for the DG-2000 campaign launch
2/2/2020
Marketing
Please join us in the Executive conference room today
1/1/2020
Marketing
Older to newer
Newer to older
Filter by
Group by Announcement Start Date
Column settings
Totals
Edit
Format this column
Move left
Move right
1
2
3


SharePoint
Sales and Marketing
Public group
New
Quick edit
Expo
Marketing Announcements
Body
Join us for the DG-2000 campaign launch
Please join us in the Executive conference room today as we discuss the DG-2000 feedback from the launch!
Edit column
Learn more about column types and options.
Name *
Announcement Start Date
Description
This is the date when the announcements will show on the home page
Type
Date and time
Include Time
No
Friendly format
No
Default value
Today's date
Use calculated value
More options
Save
Cancel
Delete

More options

Require that this column contains information

Yes

Enforce unique values

No

Column validation

Specify the formula that you want to use to validate the data in this column when new items are saved to this list. The formula must evaluate to TRUE for validation to pass. Example: If your column is called "Company Name" a valid formula would be [Complany Name]="My Company".

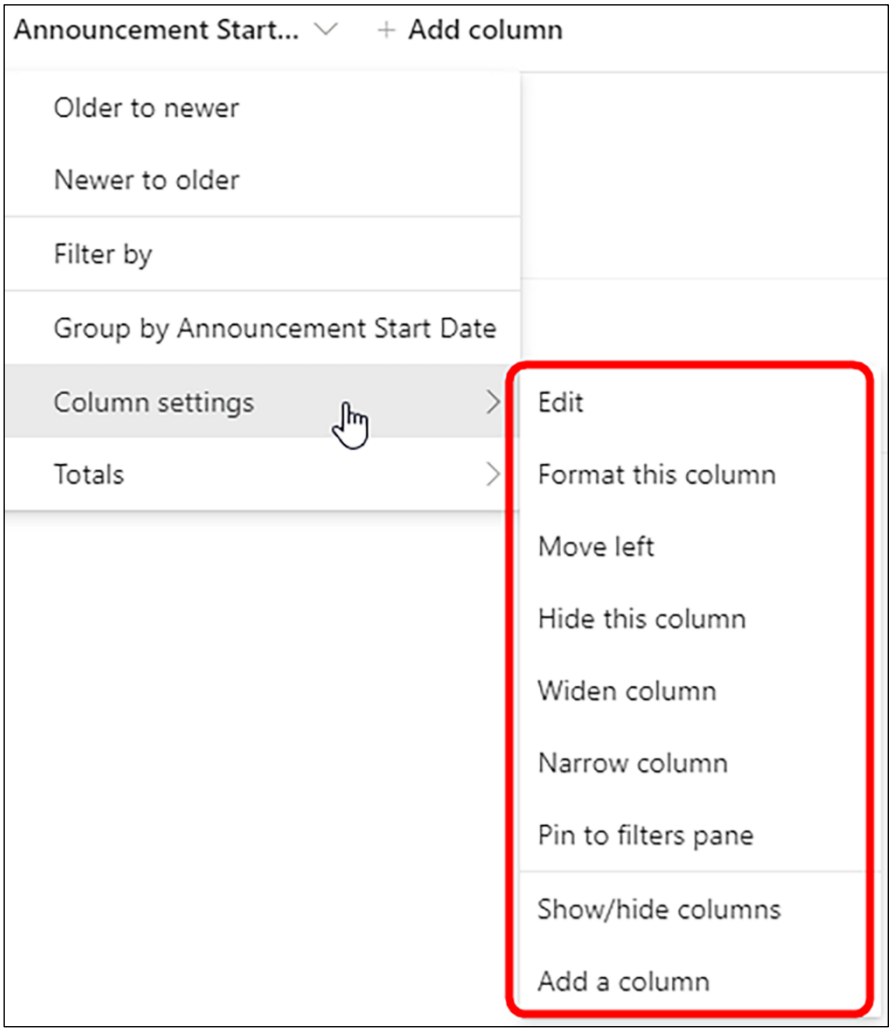
Learn more about the proper syntax for formulas.

Formula

=[Announcement Start Date]> =TODAY0

User message

The Announcement Start Date should be greater than or equal to taday's date



Description	Approval	Item Status	Approval Action By
Item 1	This item is approved	Approved	Michel Mendes
Item 2	This item is rejected	Rejected	Michel Mendes
Item 3	This item is approved	Approved	Michel Mendes
Item 4	Approve Reject	Pending	
Item 5	Approve Reject	Pending	

2021
Jan
30

[KN321] Welcome & introduction

Introduction session by the conference host; what to expect for the next two days;
how to get the most of the conference.

Keynote | 12:00:00 AM - 4:00:00 AM | Las Vegas | 100

Session Information

Session name *	Session code	Session type
Welcome & introduction	KN321	Keynote

Description	Speaker(s)	Notes
Introduction session by the conference host; what to expect for the next two days; how to get the most of the conference.	Tetsuya Kawahara	Enter value here

Date and Time

Start date and time	End Date and Time	Duration
1/30/2021 12:00 AM	1/30/2021 4:00 AM	3 hours

Place

Capacity	Location
100	Las Vegas

Site Settings ▸ Site Columns

Create

Site Column

Base Columns

Append-Only Comments

Categories

Name and Type

Type a name for this column, and select the type of information you want to store in the column.

Column name:

The type of information in this column is:

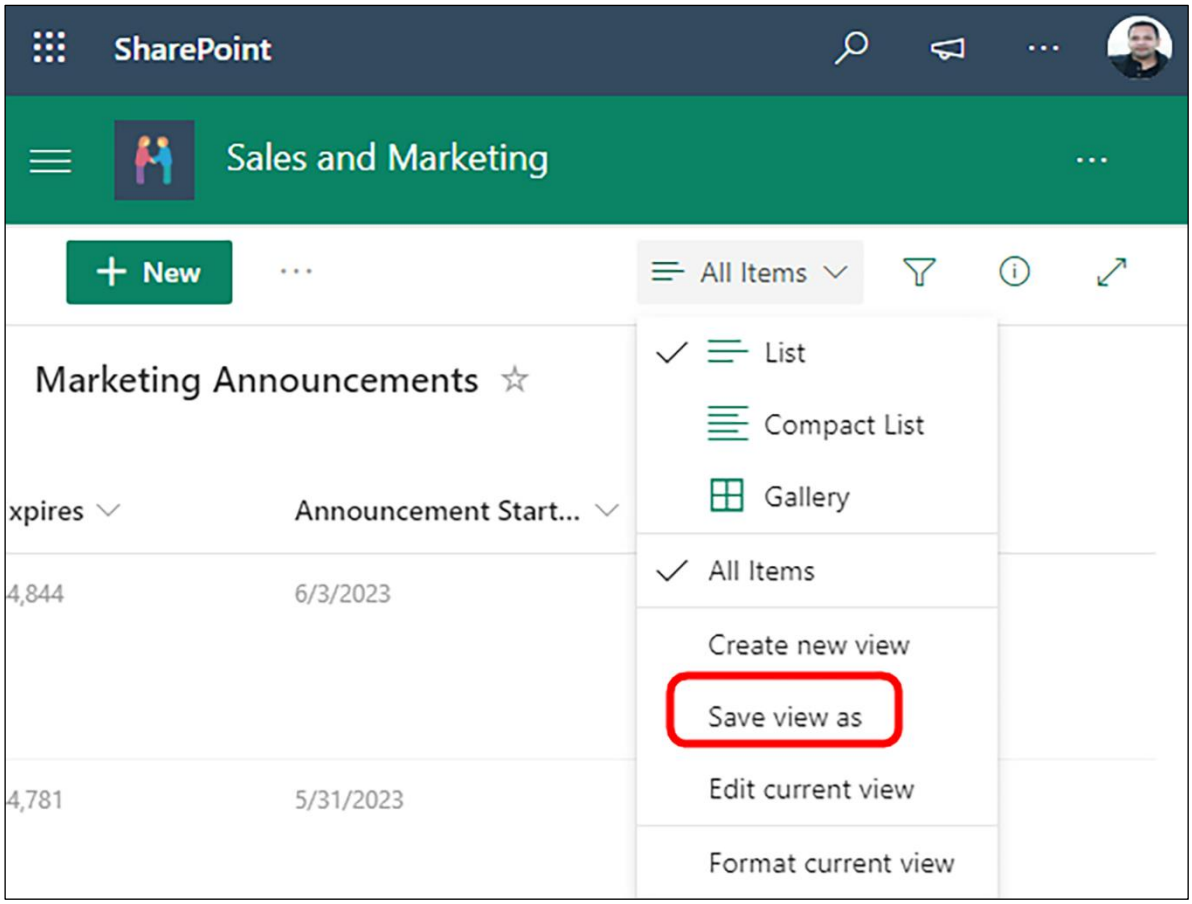
- (●) Single line of text
- ( ) Multiple lines of text
- ( ) Choice (menu to choose from)
- ( ) Number (1, 1.0, 100)
- ( ) Currency ($, ¥, €)
- ( ) Date and Time
- ( ) Lookup (information already on this site)
- ( ) Yes/No (check box)
- ( ) Person or Group
- ( ) Hyperlink or Picture
- ( ) Calculated (calculation based on other columns)
- ( ) Task Outcome
- ( ) Full HTML content with formatting and constraints for publishing
- ( ) Image with formatting and constraints for publishing
- ( ) Hyperlink with formatting and constraints for publishing
- ( ) Summary Links data
- ( ) Rich media data for publishing
- ( ) Managed Metadata

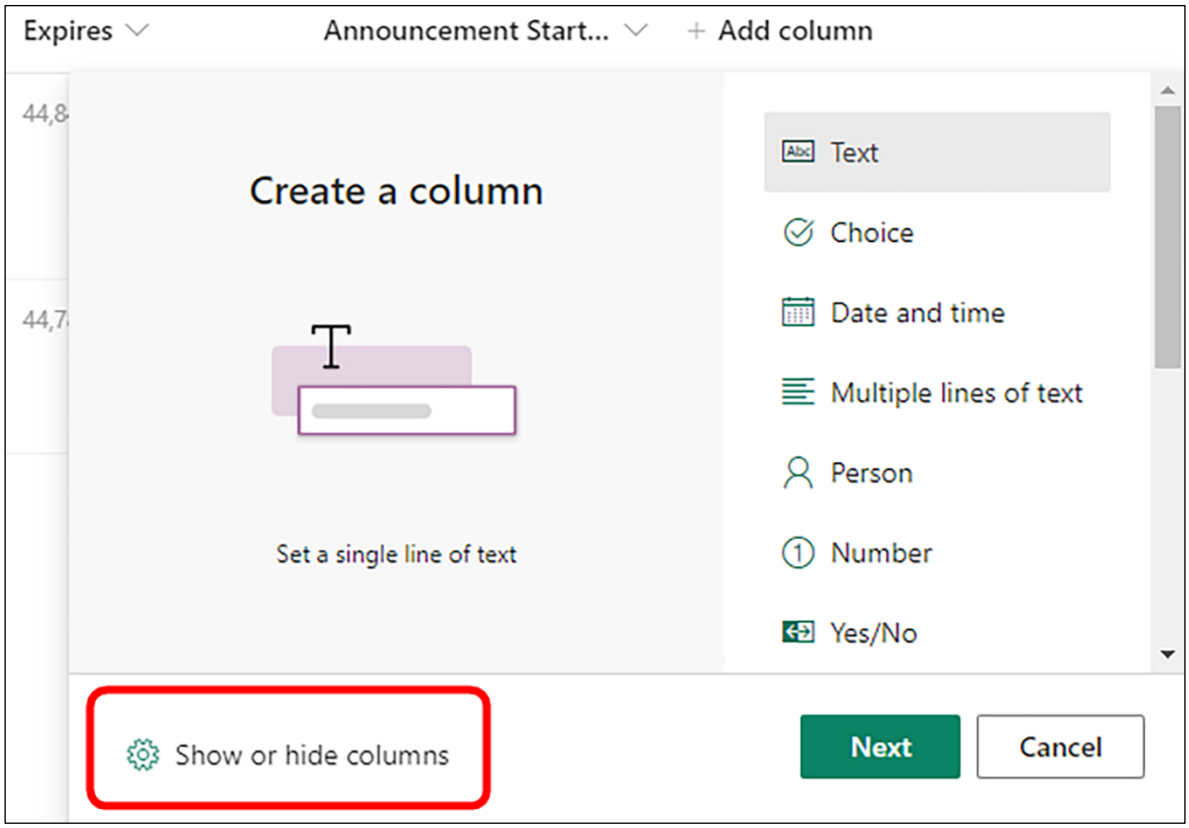
Group

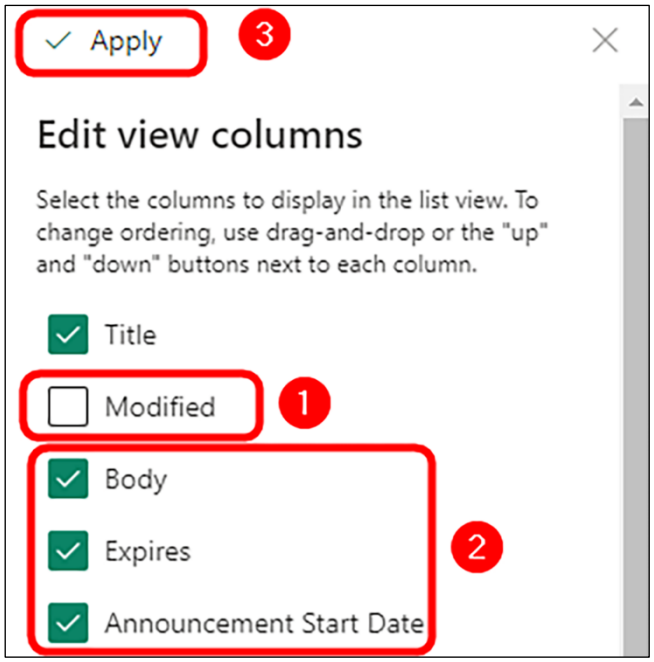
Specify a site column group. Categorizing columns into groups will make it easier for users to find them.

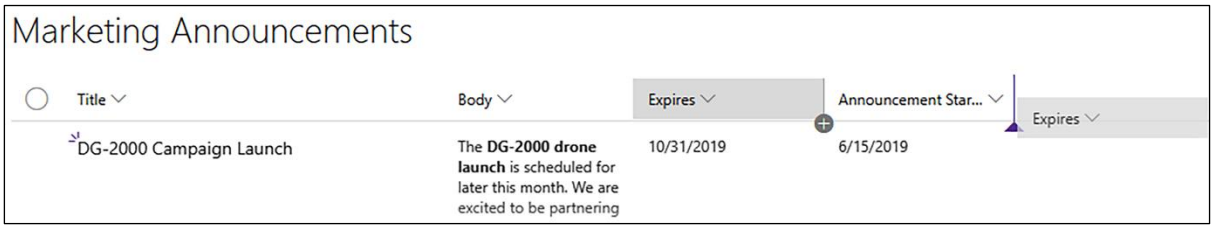
Put this site column into:

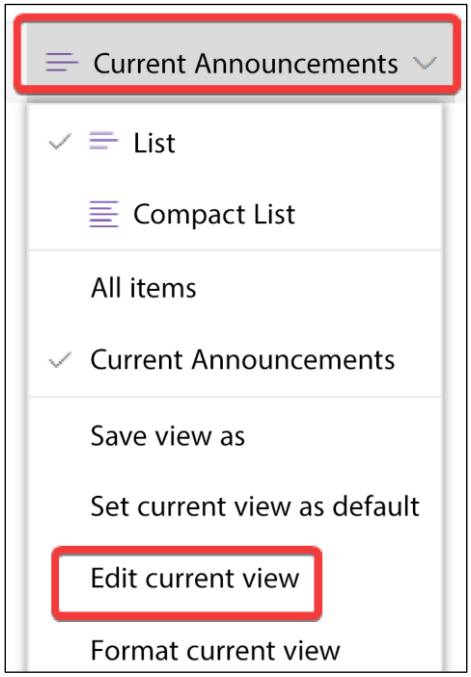
- ( ) Existing group: Custom Columns
- (●) New group: Contoso Marketing Site Columns

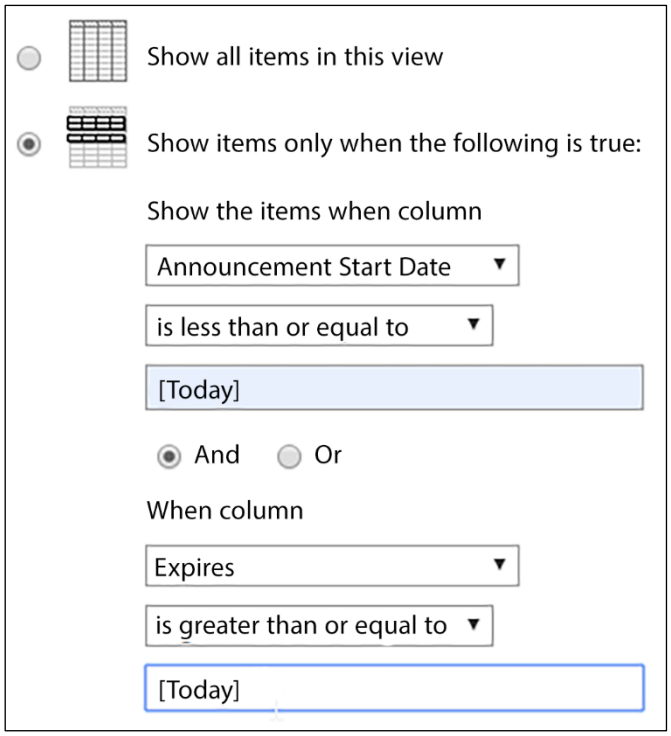

SharePoint
Sales and Marketing
New
All Items
Marketing Announcements
xpires
Announcement Start...
4,844
6/3/2023
4,781
5/31/2023
List
Compact List
Gallery
All Items
Create new view
Save view as
Edit current view
Format current view

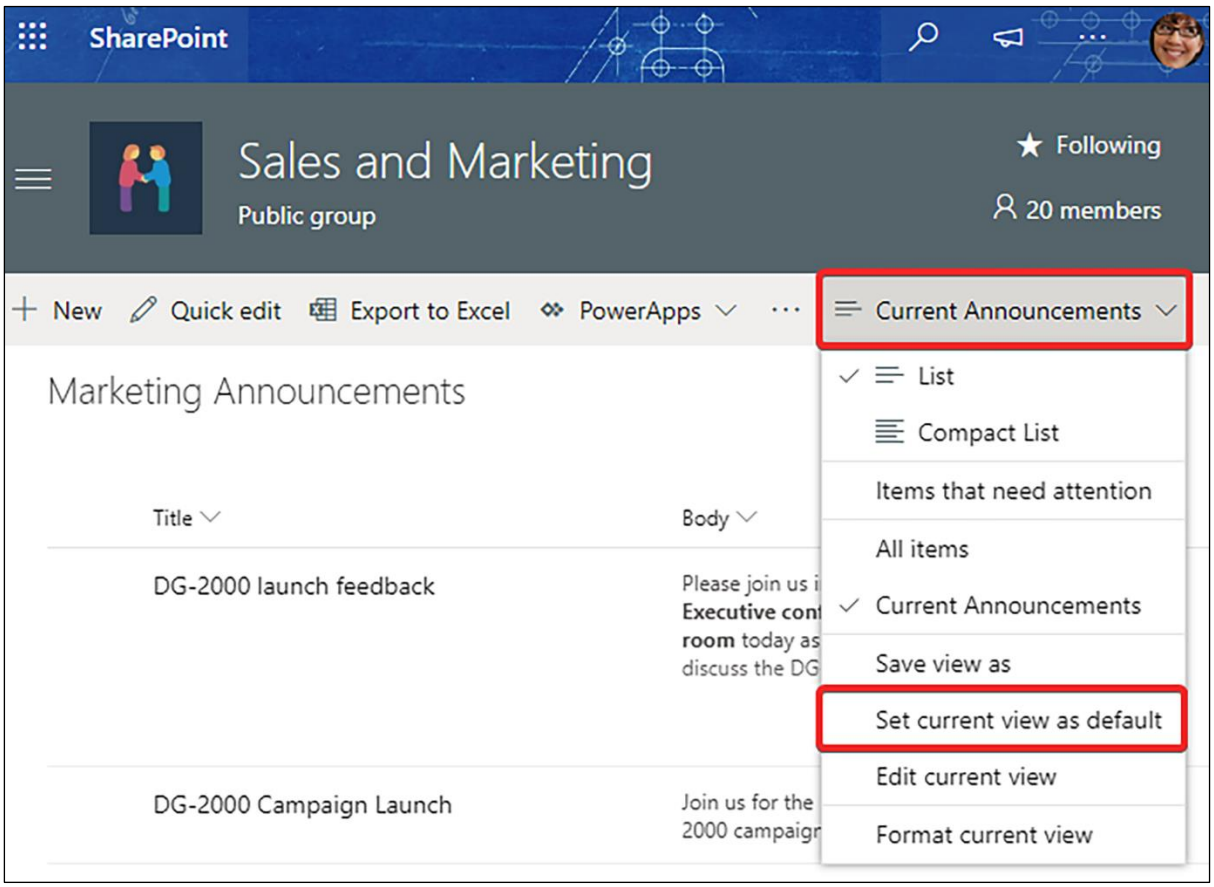

Expires
Announcement Start...
Add column
Create a column
Set a single line of text
Text
Choice
Date and time
Multiple lines of text
Person
Number
Yes/No
Show or hide columns
Next
Cancel

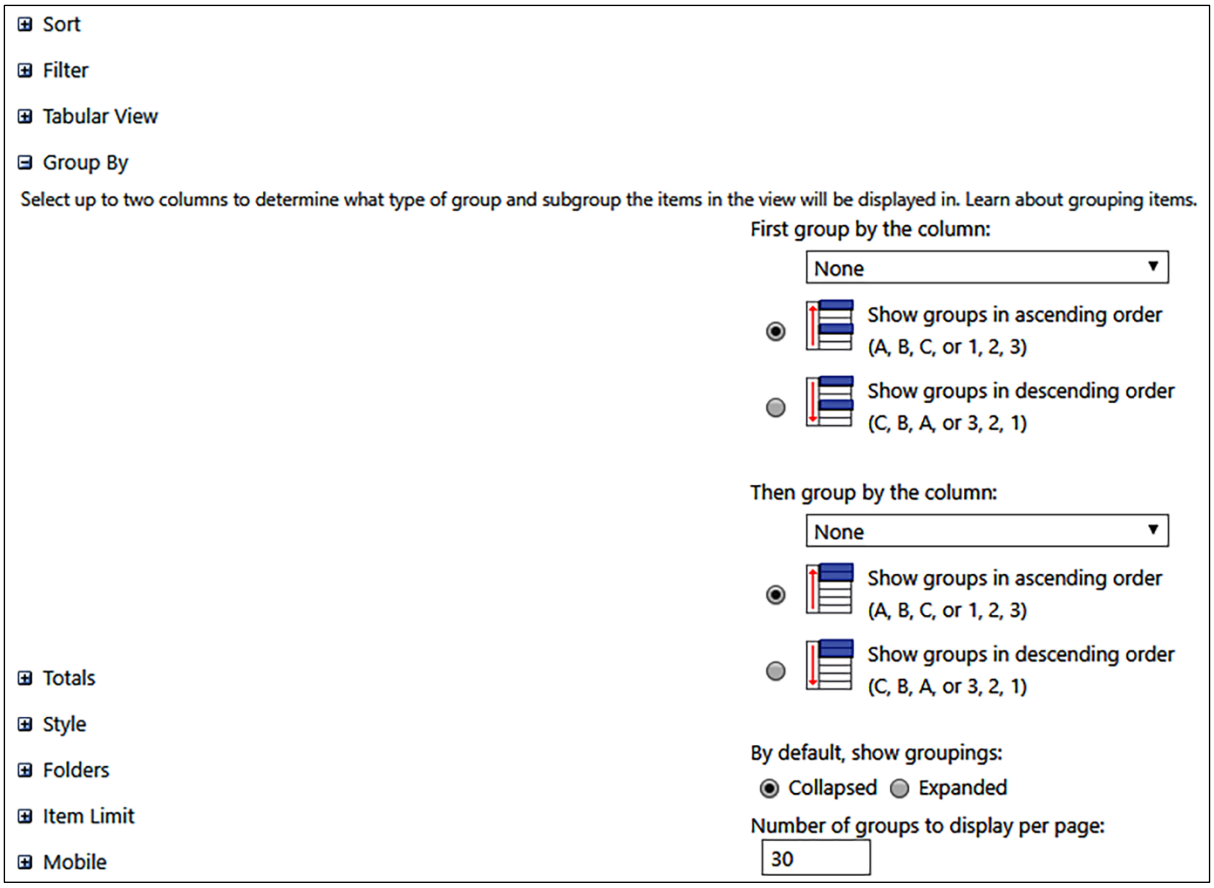

Apply
3
Edit view columns
Select the columns to display in the list view. To change ordering, use drag-and-drop or the "up" and "down" buttons next to each column.
Title
Modified
1
Body
Expires
2
Announcement Start Date


Marketing Announcements
Title
Body
Expires
Announcement Star...
Expires
DG-2000 Campaign Launch
The DG-2000 drone launch is scheduled for later this month. We are excited to be partnering
10/31/2019
6/15/2019

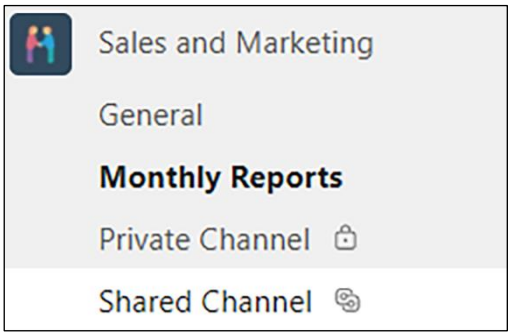

Current Announcements
List
Compact List
All items
Current Announcements
Save view as
Set current view as default
Edit current view
Format current view

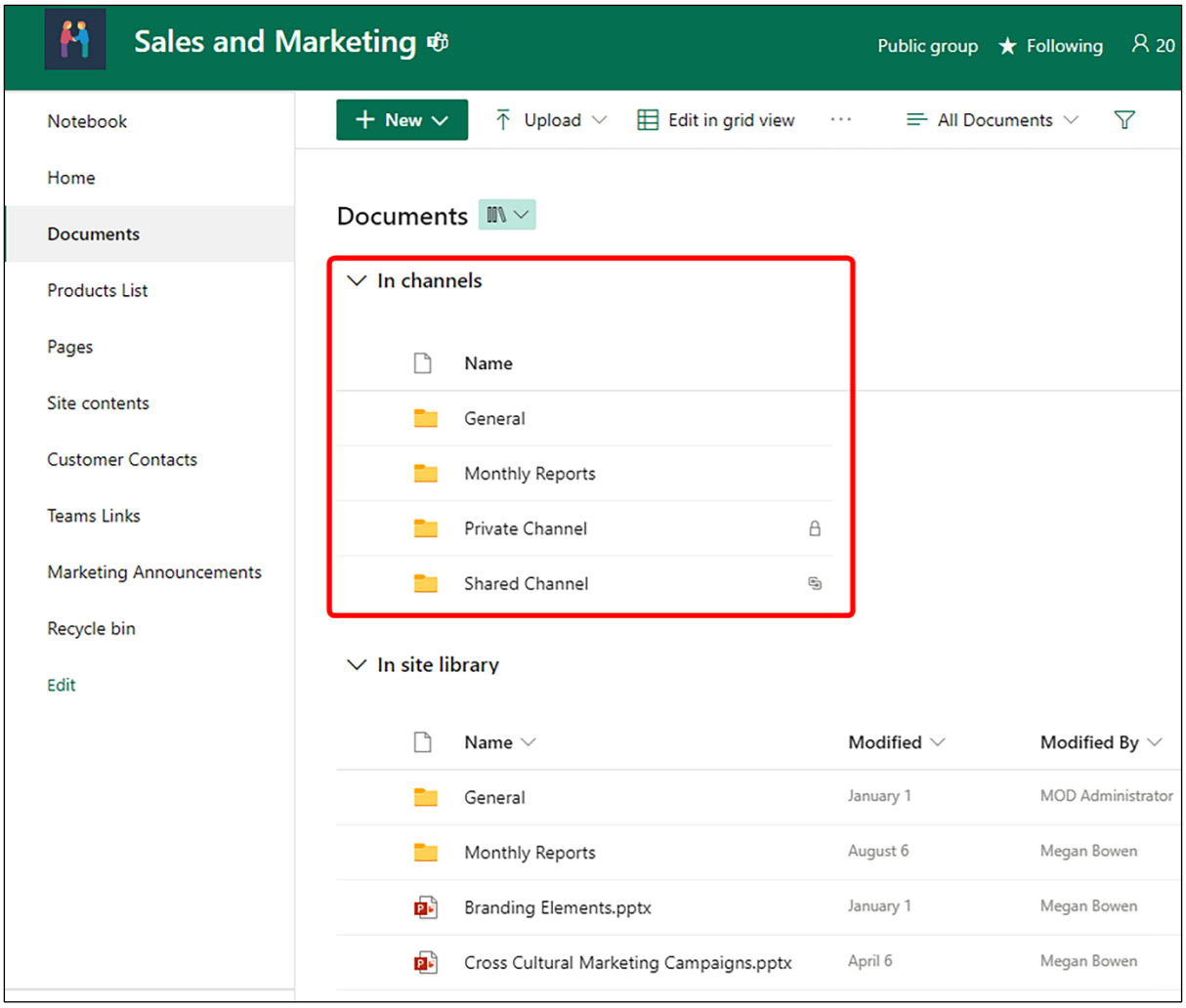

Show all items in this view
Show items only when the following is true:
Show the items when column
Announcement Start Date
is less than or equal to
[Today]
And
Or
When column
Expires
is greater than or equal to
[Today]

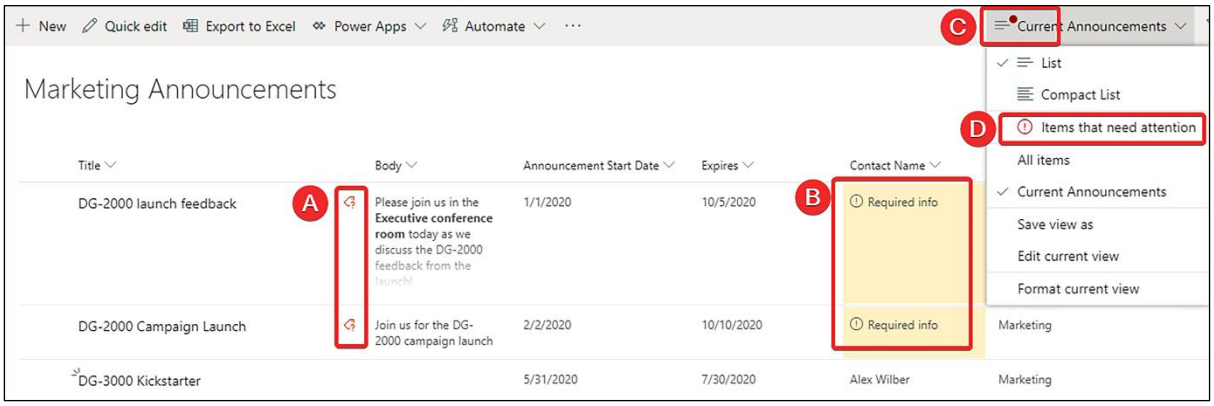

SharePoint
Sales and Marketing
Public group
Following
20 members
New
Quick edit
Export to Excel
PowerApps
Current Announcements
Marketing Announcements
Title
Body
DG-2000 launch feedback
DG-2000 Campaign Launch
List
Compact List
Items that need attention
All items
Current Announcements
Save view as
Set current view as default
Edit current view
Format current view

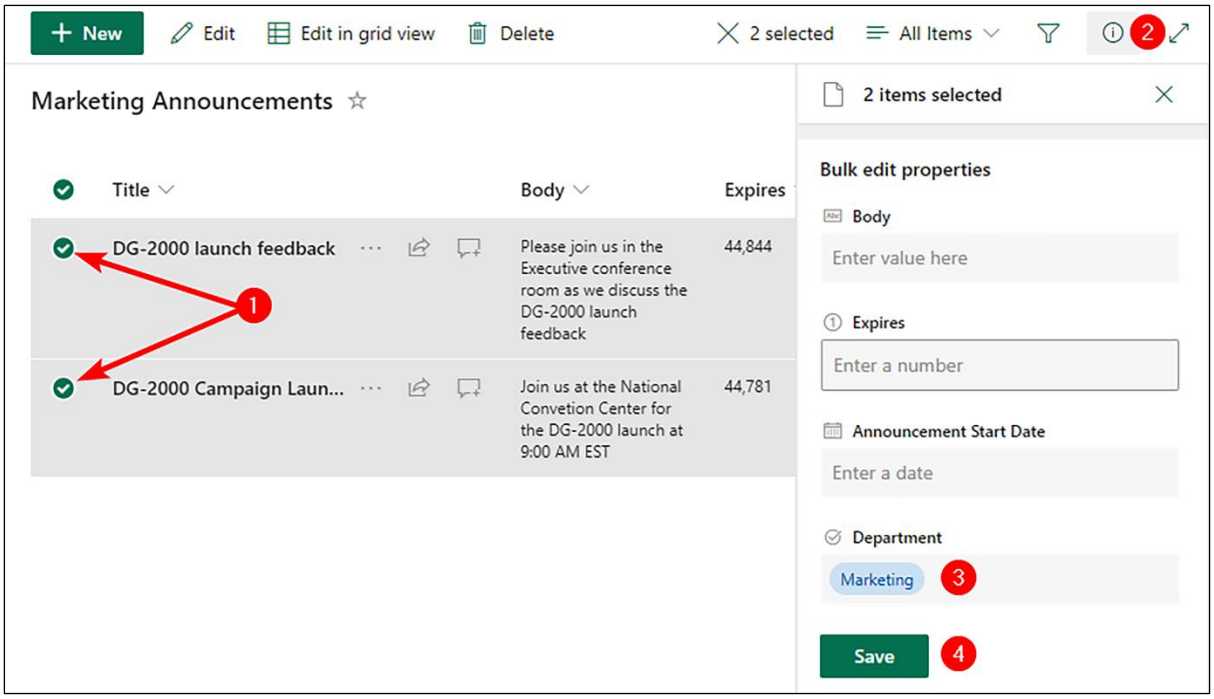

Sort
Filter
Tabular View
Group By
Select up to two columns to determine what type of group and subgroup the items in the view will be displayed in. Learn about grouping items.
First group by the column:
None
Show groups in ascending order (A, B, C, or 1, 2, 3)
Show groups in descending order (C, B, A, or 3, 2, 1)
Then group by the column:
None
Show groups in ascending order (A, B, C, or 1, 2, 3)
Show groups in descending order (C, B, A, or 3, 2, 1)
Totals
Style
Folders
Item Limit
Mobile
By default, show groupings:
Collapsed
Expanded
Number of groups to display per page:
30

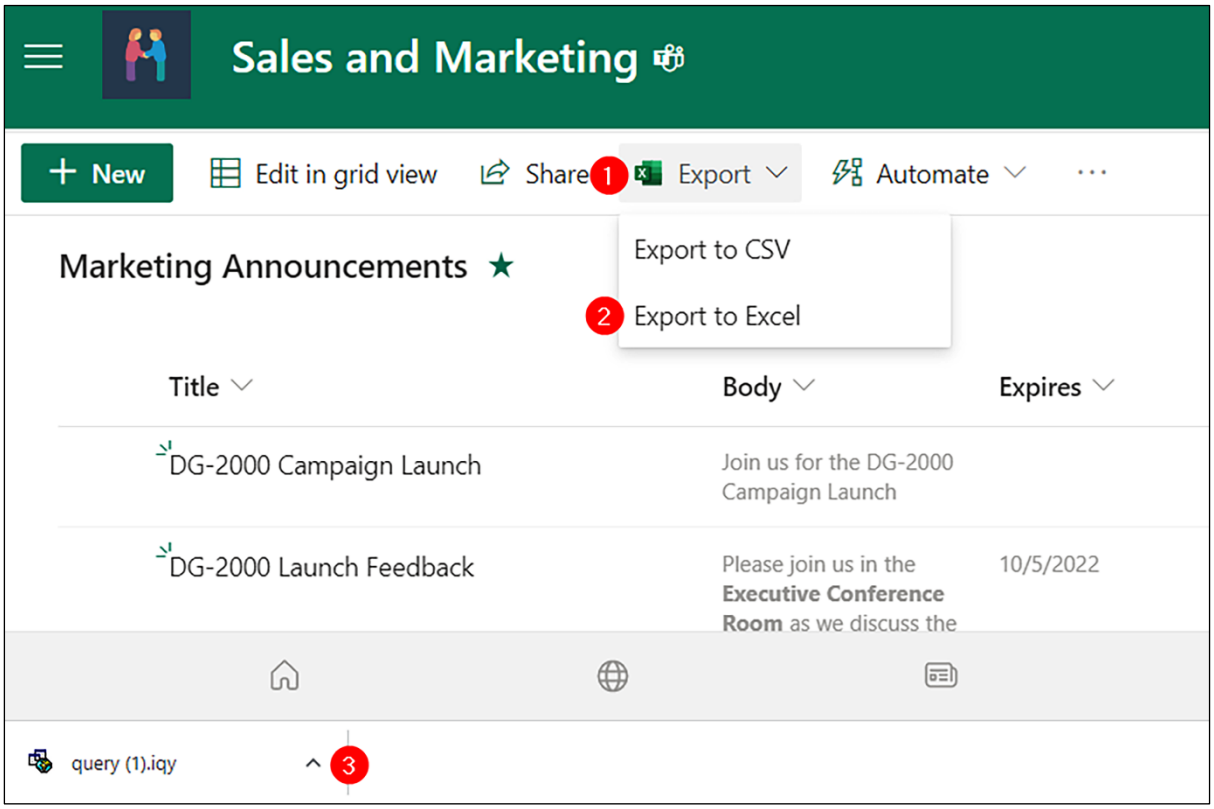
EDIT LINKS
Settings › Edit View
Notebook
Home
Documents
Pages
Teams
Site contents
Delete
OK
Cancel
Name
Type a name for this view of the list. Make the name descriptive, such as "Sorted by Author", so that site visitors will know what to expect when they click this link.
View Name:
My View
Web address of this view:
https://m365x821376.sharepoint.com/sites/SalesAndMarketing/Lists/Marketing Announcements/
My View
.aspx

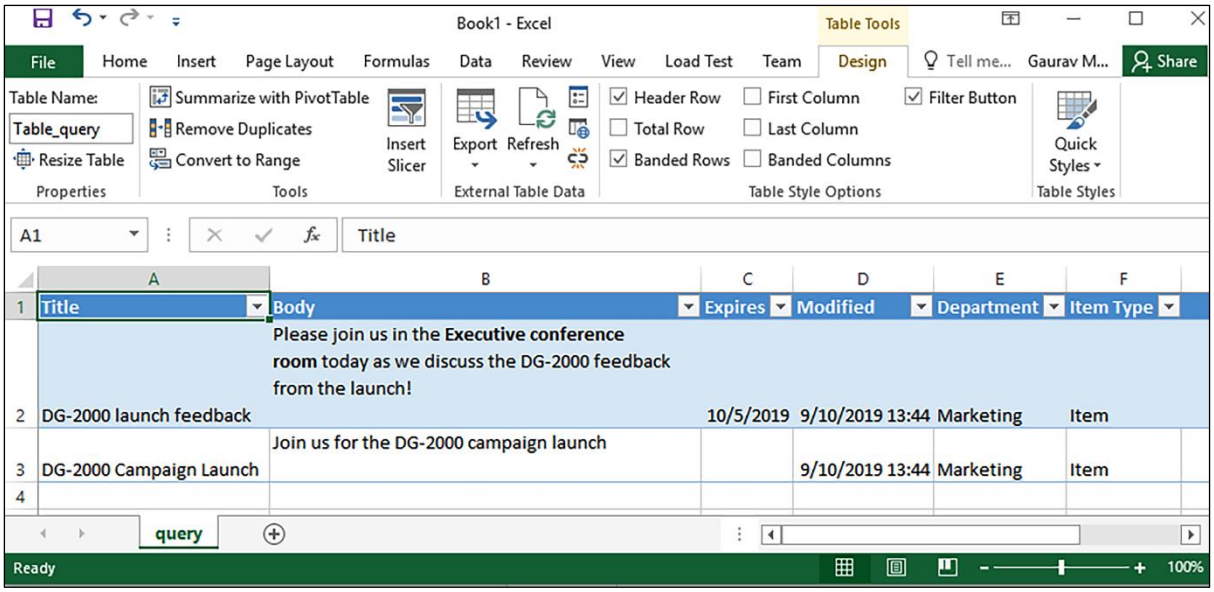

Sales and Marketing
General
Monthly Reports
Private Channel
Shared Channel

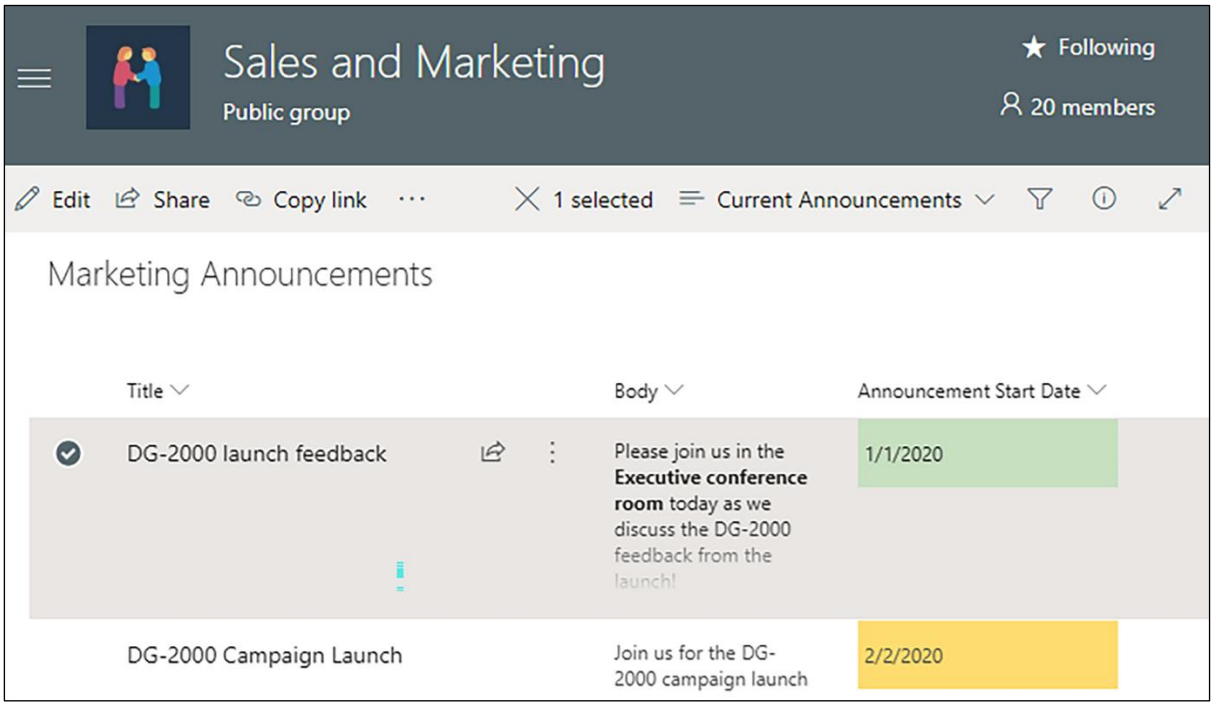

Sales and Marketing
Public group
Following
20
Notebook
Home
Documents
Products List
Pages
Site contents
Customer Contacts
Teams Links
Marketing Announcements
Recycle bin
Edit
New
Upload
Edit in grid view
All Documents
Documents
In channels
Name
General
Monthly Reports
Private Channel
Shared Channel
In site library
Name
Modified
Modified By
General
January 1
MOD Administrator
Monthly Reports
August 6
Megan Bowen
Branding Elements.pptx
January 1
Megan Bowen
Cross Cultural Marketing Campaigns.pptx
April 6
Megan Bowen

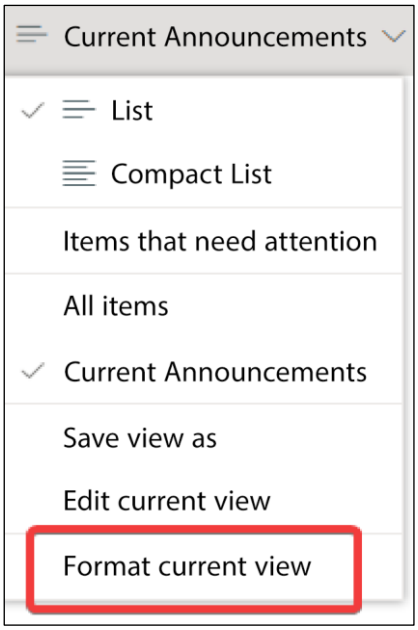

New
Quick edit
Export to Excel
Power Apps
Automate
Current Announcements
List
Compact List
Items that need attention
All items
Current Announcements
Save view as
Edit current view
Format current view
Marketing Announcements
Title
Body
Announcement Start Date
Expires
Contact Name
A
B
C
D
DG-2000 launch feedback
Please join us in the Executive conference room today as we discuss the DG-2000 feedback from the launch!
1/1/2020
10/5/2020
Required info
DG-2000 Campaign Launch
Join us for the DG-2000 campaign launch
2/2/2020
10/10/2020
Required info
Marketing
DG-3000 Kickstarter
5/31/2020
7/30/2020
Alex Wilber
Marketing

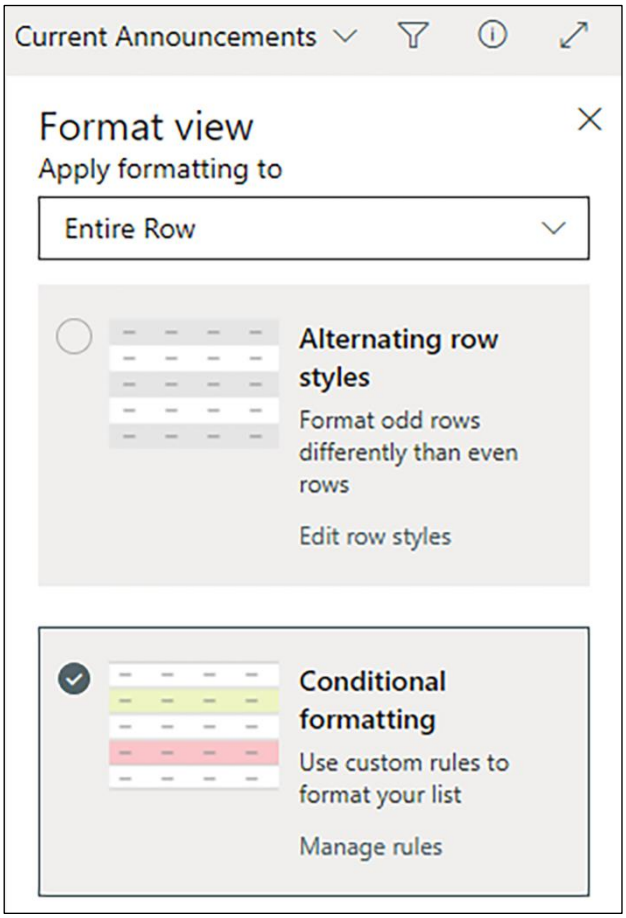

New
Edit
Edit in grid view
Delete
2 selected
All Items
2
Marketing Announcements
Title
Body
Expires
DG-2000 launch feedback
Please join us in the Executive conference room as we discuss the DG-2000 launch feedback
44,844
1
DG-2000 Campaign Laun...
Join us at the National Convetion Center for the DG-2000 launch at 9:00 AM EST
44,781
2 items selected
Bulk edit properties
Body
Enter value here
Expires
Enter a number
Announcement Start Date
Enter a date
Department
Marketing
3
Save
4

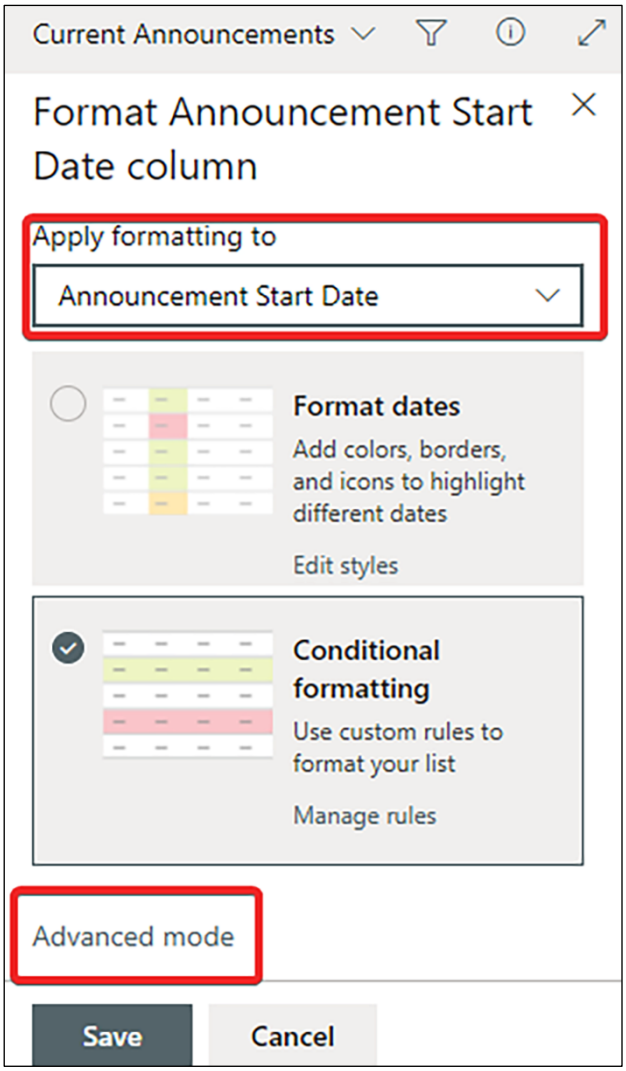

Sales and Marketing
New
Edit in grid view
Share
1
Export
Automate
Marketing Announcements
Export to CSV
2
Export to Excel
Title
Body
Expires
DG-2000 Campaign Launch
Join us for the DG-2000 Campaign Launch
DG-2000 Launch Feedback
Please join us in the Executive Conference Room as we discuss the
10/5/2022
query (1).iqy
3

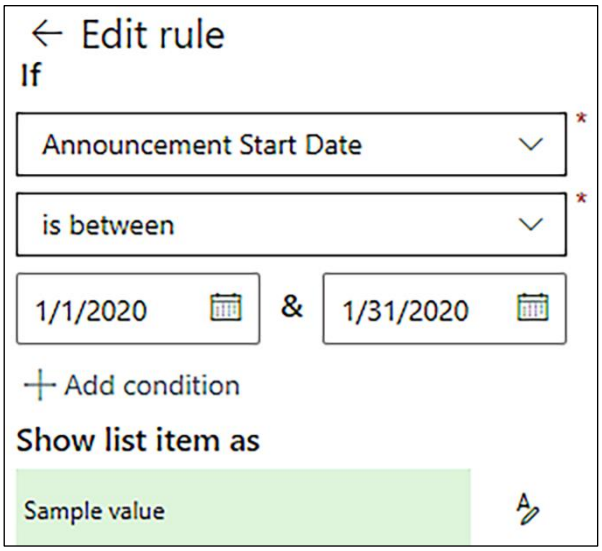

Book1 - Excel
Table Tools
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Load Test
Team
Design
Tell me...
Gaurav M...
Share
Table Name:
Table_query
Resize Table
Properties
Summarize with PivotTable
Remove Duplicates
Convert to Range
Tools
Insert Slicer
Export
Refresh
External Table Data
Header Row
Total Row
Banded Rows
First Column
Last Column
Banded Columns
Filter Button
Table Style Options
Quick Styles
Table Styles
A1
Title
Title
Body
Expires
Modified
Department
Item Type
Please join us in the Executive conference room today as we discuss the DG-2000 feedback from the launch!
DG-2000 launch feedback
10/5/2019
9/10/2019 13:44
Marketing
Item
Join us for the DG-2000 campaign launch
DG-2000 Campaign Launch
9/10/2019 13:44
Marketing
Item
query
Ready
100%


Sales and Marketing
Public group
Following
20 members
Edit
Share
Copy link
1 selected
Current Announcements
Marketing Announcements
Title
Body
Announcement Start Date
DG-2000 launch feedback
Please join us in the Executive conference room today as we discuss the DG-2000 feedback from the launch!
1/1/2020
DG-2000 Campaign Launch
Join us for the DG-2000 campaign launch
2/2/2020


Current Announcements
List
Compact List
Items that need attention
All items
Current Announcements
Save view as
Edit current view
Format current view


Current Announcements
Format view
Apply formatting to
Entire Row
Alternating row styles
Format odd rows differently than even rows
Edit row styles
Conditional formatting
Use custom rules to format your list
Manage rules


Current Announcements
Format Announcement Start Date column
Apply formatting to
Announcement Start Date
Format dates
Add colors, borders, and icons to highlight different dates
Edit styles
Conditional formatting
Use custom rules to format your list
Manage rules
Advanced mode
Save
Cancel


Edit rule
If
Announcement Start Date
is between
1/1/2020
&
1/31/2020
Add condition
Show list item as
Sample value

Leadership

Title	Job Title	Company	Email	Phone	Street Address	City	State	Zip Code	Picture
Lynne Robbins	Chief Executive Officer	Contoso	Lynne.Robbins@contoso.com	758-555-3298	1413 Main St.	Knoxville	TN	37918	
Emily Braun	Chief Financial Officer	Contoso		758-555-3513	3819 N. State St.	Sacramento	CA	3819	
Alex Wilber	Human Resources	Contoso							

Leadership

Lynne Robbins
Chief Executive Officer
Contoso

Lynne.Robbins@contoso.com
758-555-3298

1413 Main St.
Knoxville, TN 37918

Notes:
Lynne Robbins is the CEO of Contoso since 1994.

Emily Braun
Chief Financial Officer
Contoso

758-555-3513

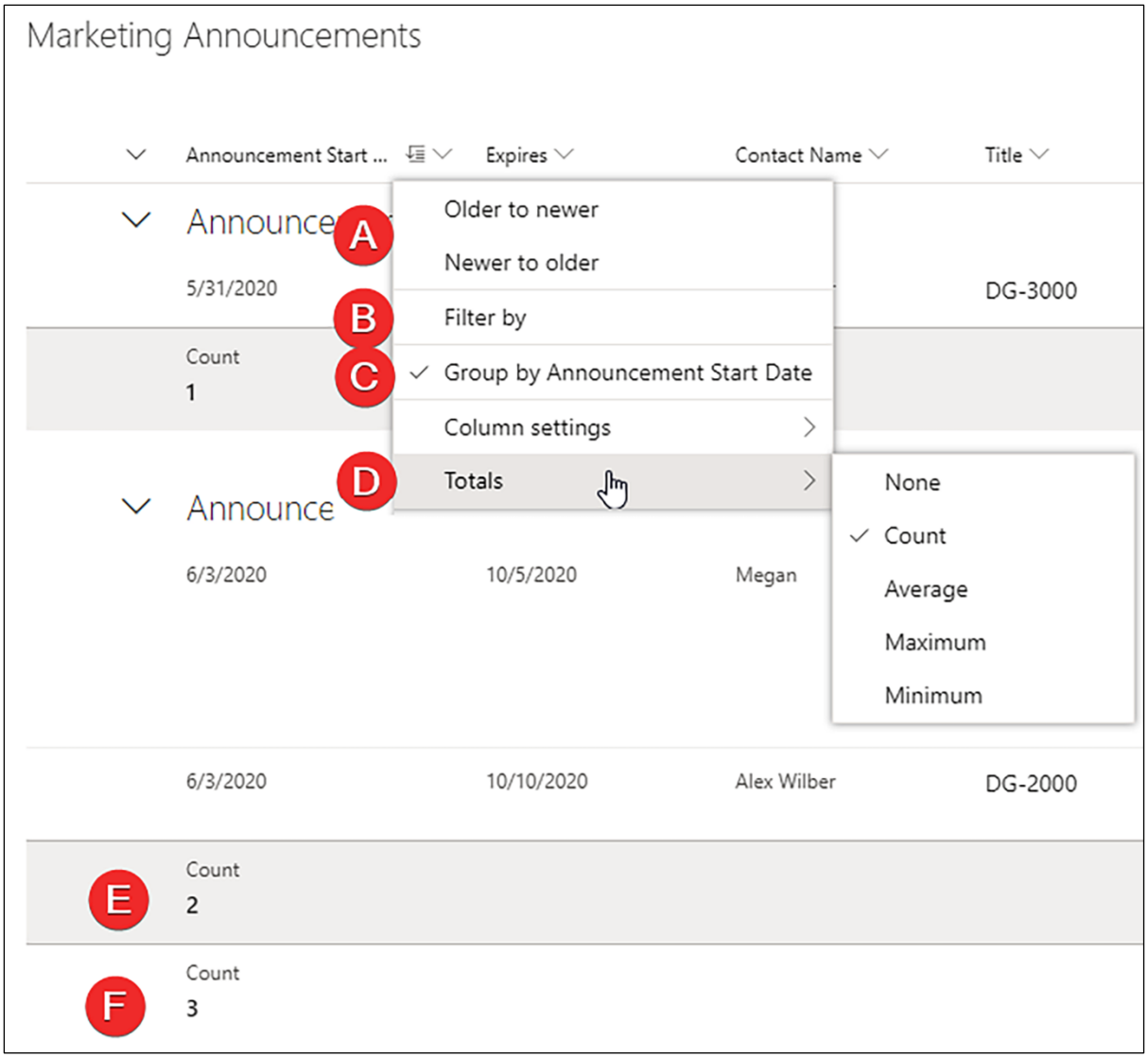
3819 N. State St.
Sacramento, CA 3819

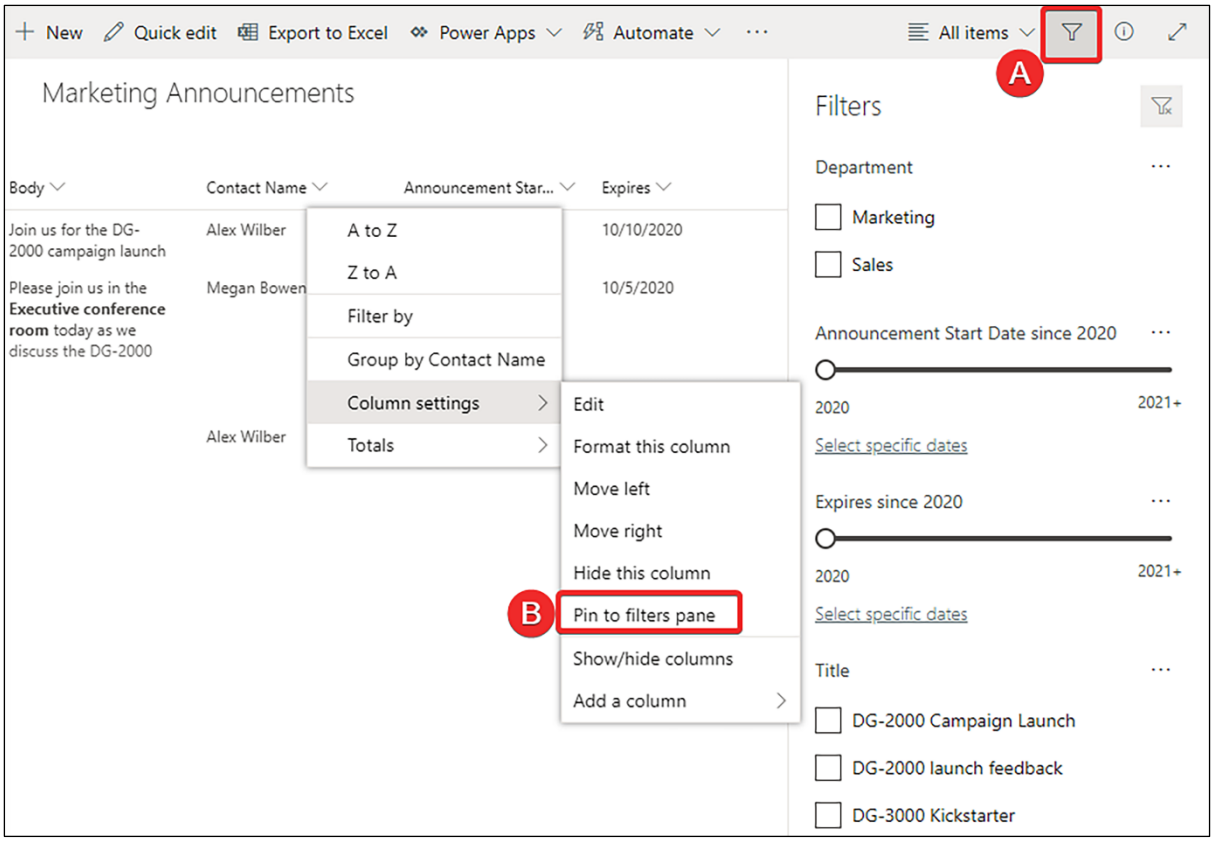
Notes:
Emily Braun has been working at Contoso since 1998, of which the last 2 years she acted as CFO.

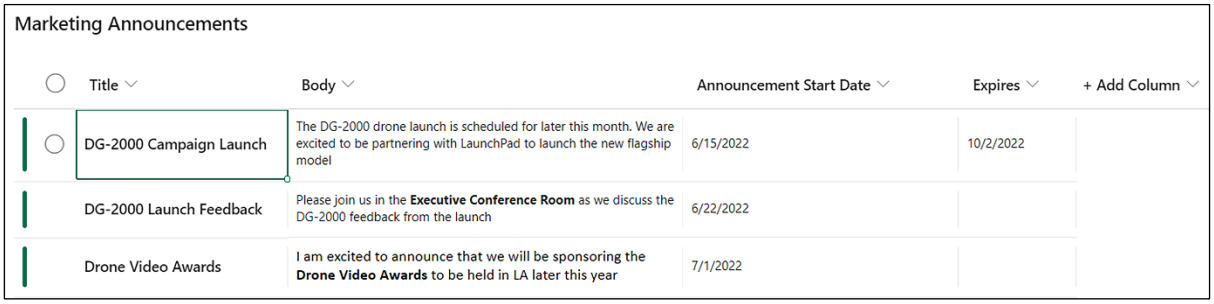
Alex Wilber
Human Resources
Contoso

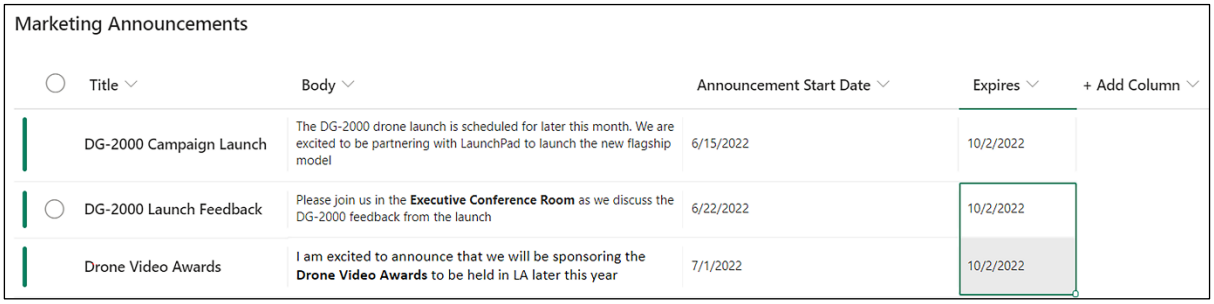
901 K St NW
Washington, DC 20001

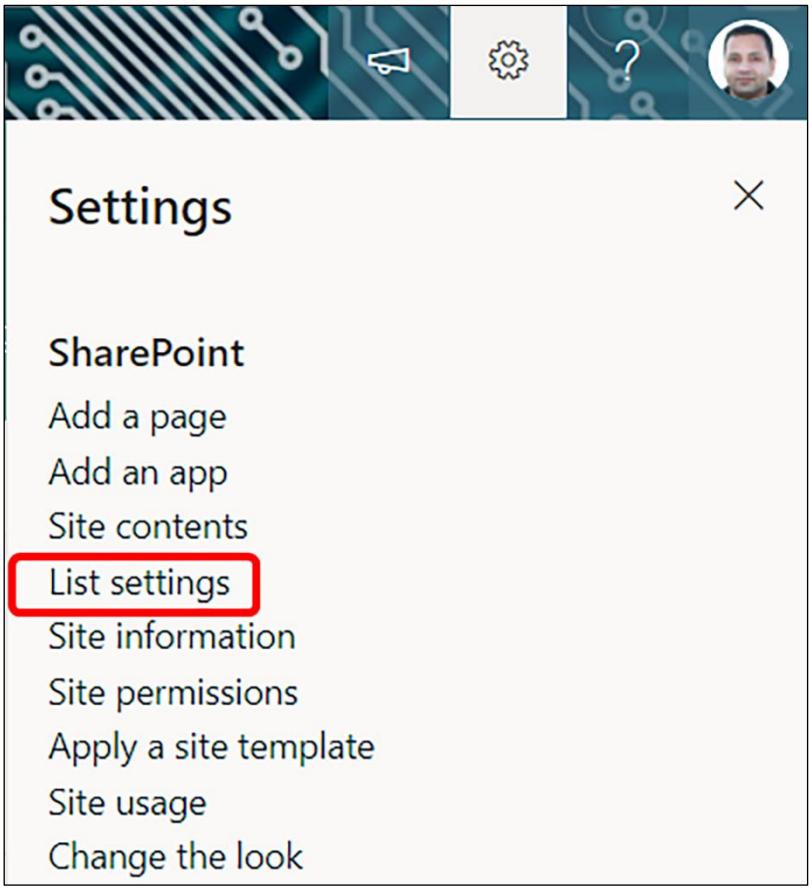
Notes:
No notes entered


Marketing Announcements
Announcement Start ...
Expires
Contact Name
Title
Announce
5/31/2020
DG-3000
Count
1
Announce
6/3/2020
10/5/2020
Megan
6/3/2020
10/10/2020
Alex Wilber
DG-2000
Count
2
Count
3
A
Older to newer
Newer to older
B
Filter by
C
Group by Announcement Start Date
Column settings
D
Totals
None
Count
Average
Maximum
Minimum
E
F


New
Quick edit
Export to Excel
Power Apps
Automate
All items
A
Marketing Announcements
Filters
Body
Contact Name
Announcement Star...
Expires
Join us for the DG-2000 campaign launch
Alex Wilber
10/10/2020
Please join us in the Executive conference room today as we discuss the DG-2000
Megan Bowen
10/5/2020
Alex Wilber
A to Z
Z to A
Filter by
Group by Contact Name
Column settings
Totals
Edit
Format this column
Move left
Move right
Hide this column
B
Pin to filters pane
Show/hide columns
Add a column
Department
Marketing
Sales
Announcement Start Date since 2020
2020
2021+
Select specific dates
Expires since 2020
2020
2021+
Select specific dates
Title
DG-2000 Campaign Launch
DG-2000 launch feedback
DG-3000 Kickstarter


Marketing Announcements
Title
Body
Announcement Start Date
Expires
+ Add Column
DG-2000 Campaign Launch
The DG-2000 drone launch is scheduled for later this month. We are excited to be partnering with LaunchPad to launch the new flagship model
6/15/2022
10/2/2022
DG-2000 Launch Feedback
Please join us in the Executive Conference Room as we discuss the DG-2000 feedback from the launch
6/22/2022
Drone Video Awards
I am excited to announce that we will be sponsoring the Drone Video Awards to be held in LA later this year
7/1/2022


Marketing Announcements
Title
Body
Announcement Start Date
Expires
+ Add Column
DG-2000 Campaign Launch
The DG-2000 drone launch is scheduled for later this month. We are excited to be partnering with LaunchPad to launch the new flagship model
6/15/2022
10/2/2022
DG-2000 Launch Feedback
Please join us in the Executive Conference Room as we discuss the DG-2000 feedback from the launch
6/22/2022
10/2/2022
Drone Video Awards
I am excited to announce that we will be sponsoring the Drone Video Awards to be held in LA later this year
7/1/2022
10/2/2022


Settings
SharePoint
Add a page
Add an app
Site contents
List settings
Site information
Site permissions
Apply a site template
Site usage
Change the look

Settings ▸ Validation Settings

Formula

Specify the formula you want to use to validate data when new items are saved to this list. To pass validation, the formula must evaluate to TRUE. For more information, see Formulas in Help.

Example: =[Discount]<[Cost] will only pass validation if column Discount is less than column Cost.

Learn more about proper syntax for formulas.

Formula:

```
=AND([Announcement Start Date]>=TODAY(),[Expires]>=[Announcement Start Date])
```

Insert Column:

- Announcement Start D...
- Compliance Asset Id
- Created
- Expires
- Modified
- Title

Add to formula

User Message

Type descriptive text that will help site visitors understand what is needed for a valid list item. This description will be shown if the validation expression fails.

User Message:

One or more of the following validation errors occurred:
1. The announcement start date should be greater than or equal to today's date.
2. The Expiration date should be greater than or equal to the Announcement Start Date.
Please fix these errors and try submitting the form again.

Save | Cancel

New item

Error: One or more of the following validation errors occurred: 1. The announcement start date should be greater than or equal to today's date. 2. The Expiration date should be greater than or equal to the Announcement Start Date. Please fix these errors and try submitting the form again.

Title *

This is a past announcement and should not be allowed to pass validation

Body

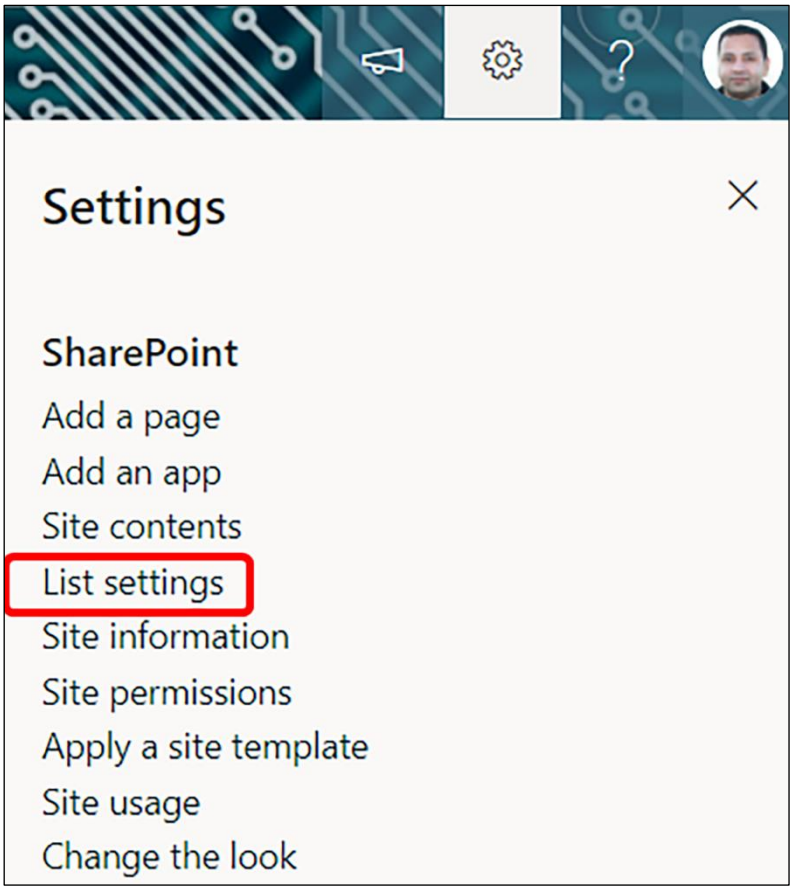
Announcement Start Date

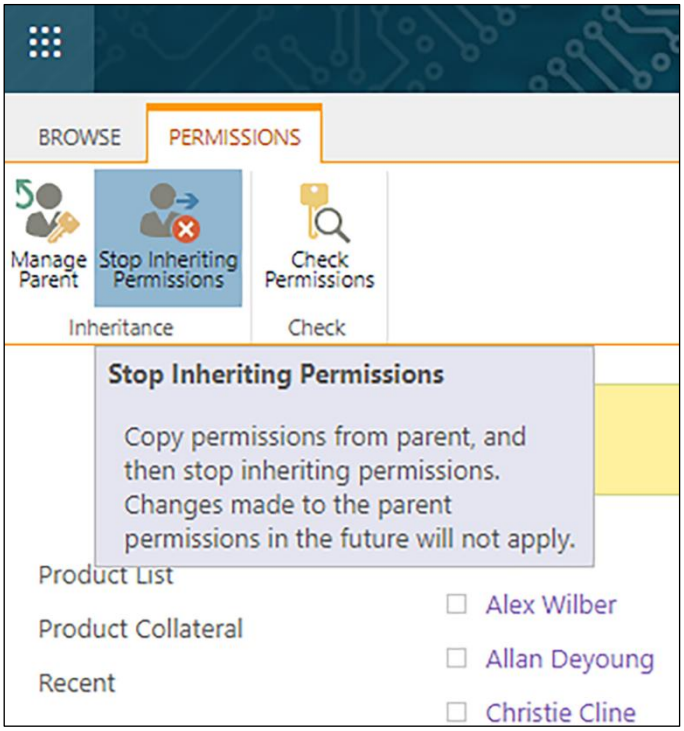
6/11/2010

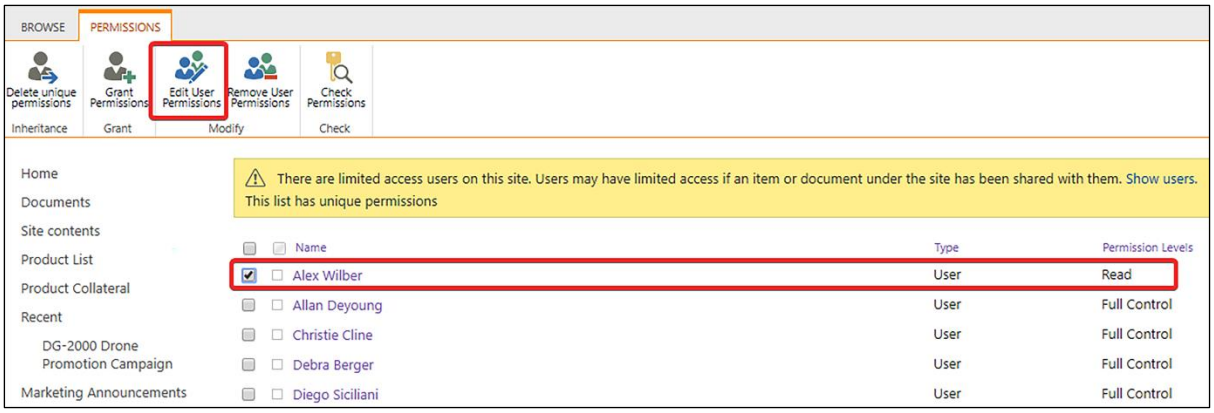
This is the date when announcements will start showing on the home page

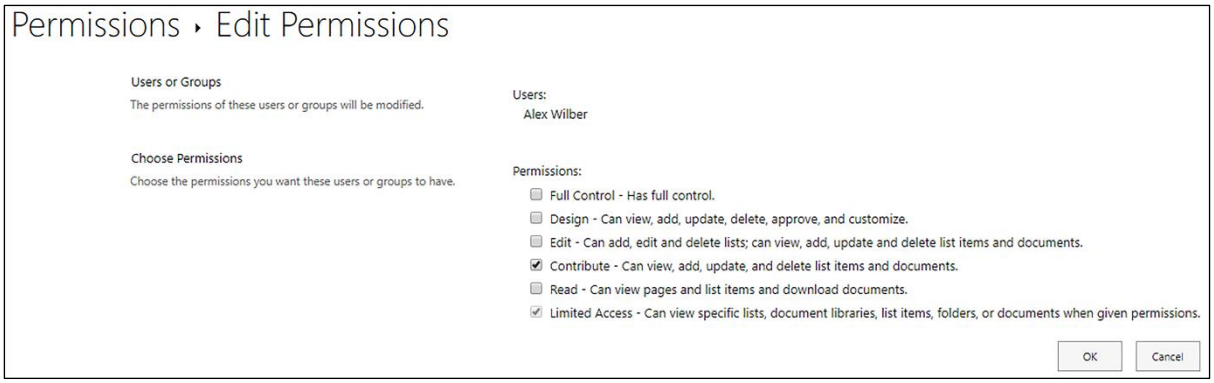
Expires

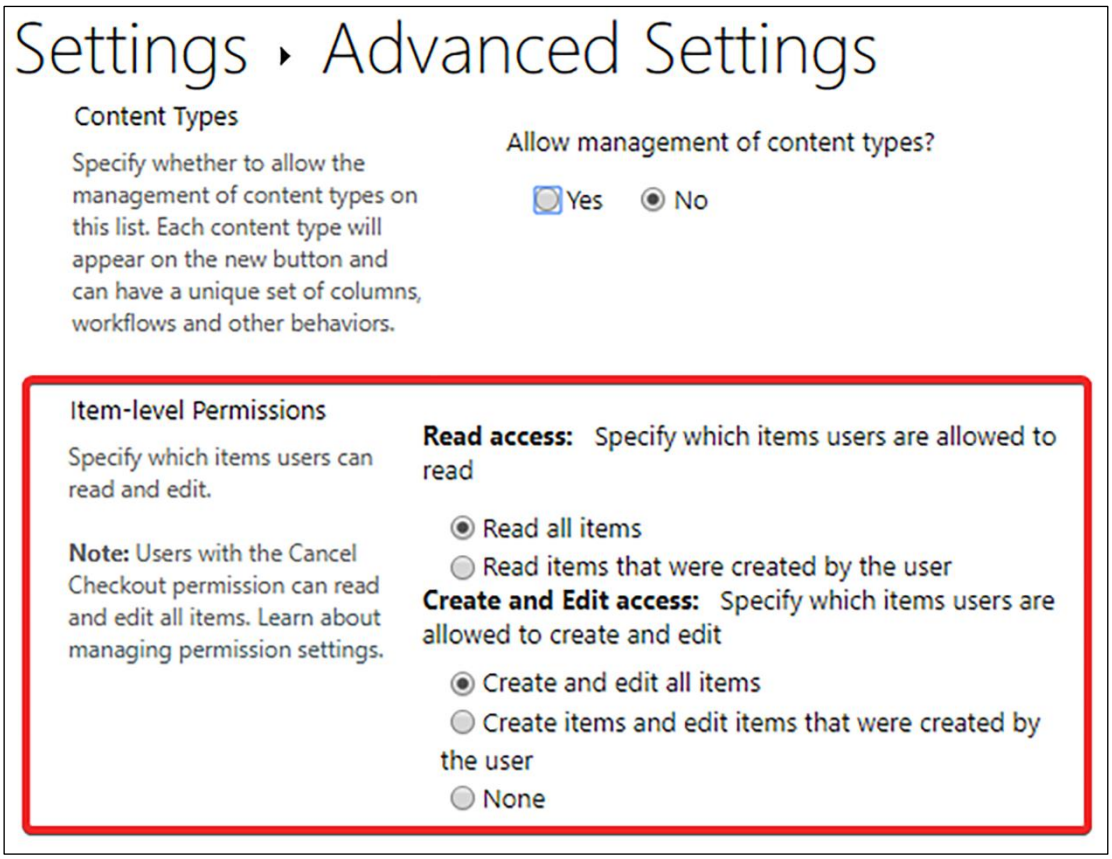
6/28/2019

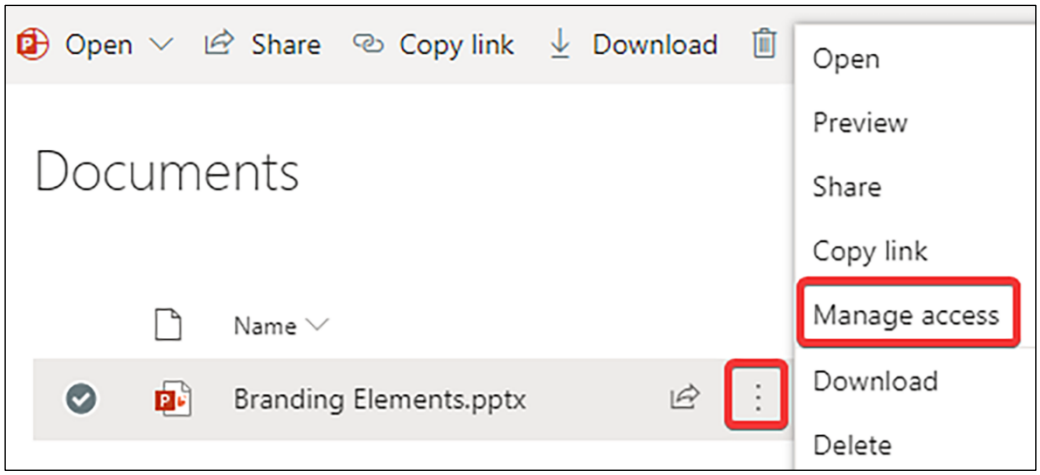

Settings
SharePoint
Add a page
Add an app
Site contents
List settings
Site information
Site permissions
Apply a site template
Site usage
Change the look

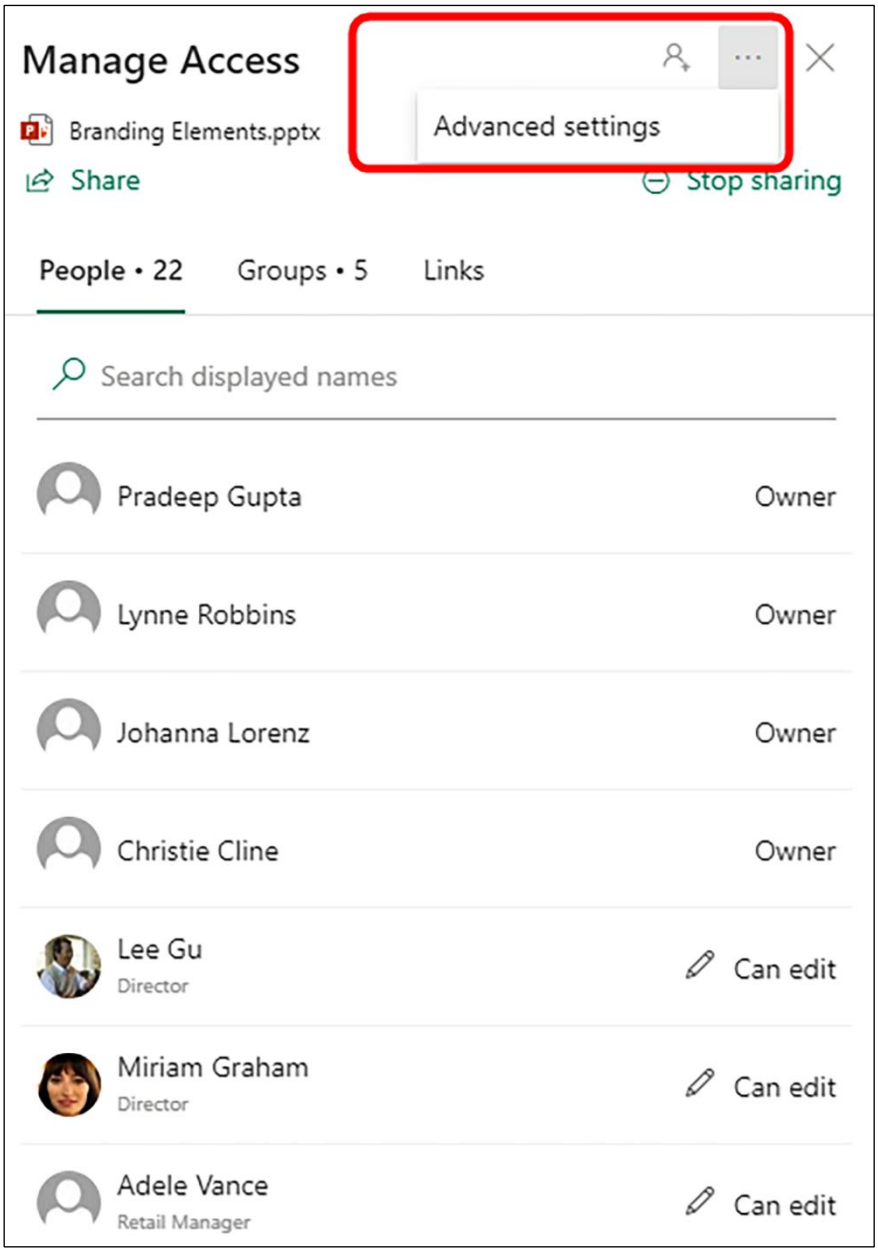

BROWSE
PERMISSIONS
Manage Parent
Stop Inheriting Permissions
Check Permissions
Inheritance
Check
Stop Inheriting Permissions
Copy permissions from parent, and then stop inheriting permissions. Changes made to the parent permissions in the future will not apply.
Product List
Product Collateral
Recent
Alex Wilber
Allan Deyoung
Christie Cline

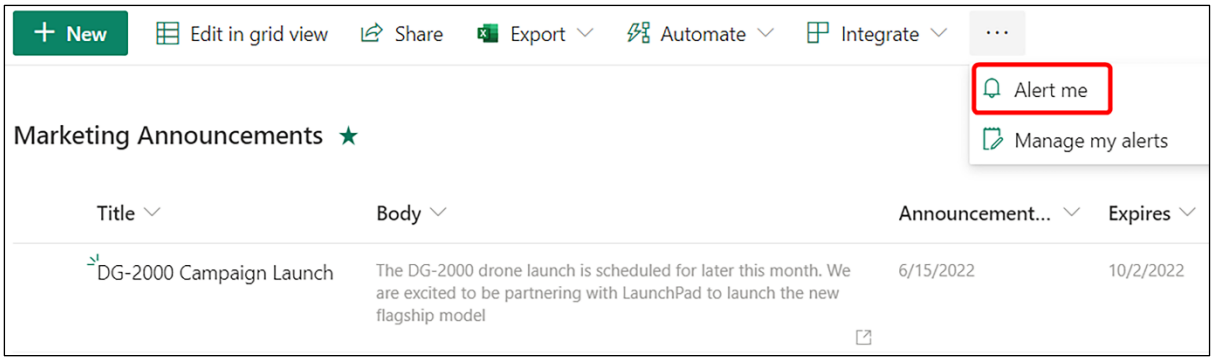

BROWSE
PERMISSIONS
Delete unique permissions
Grant Permissions
Edit User Permissions
Remove User Permissions
Check Permissions
Inheritance
Grant
Modify
Check
Home
Documents
Site contents
Product List
Product Collateral
Recent
DG-2000 Drone Promotion Campaign
Marketing Announcements
There are limited access users on this site. Users may have limited access if an item or document under the site has been shared with them. Show users.
This list has unique permissions
Name
Type
Permission Levels
Alex Wilber User Read
Allan Deyoung User Full Control
Christie Cline User Full Control
Debra Berger User Full Control
Diego Siciliani User Full Control

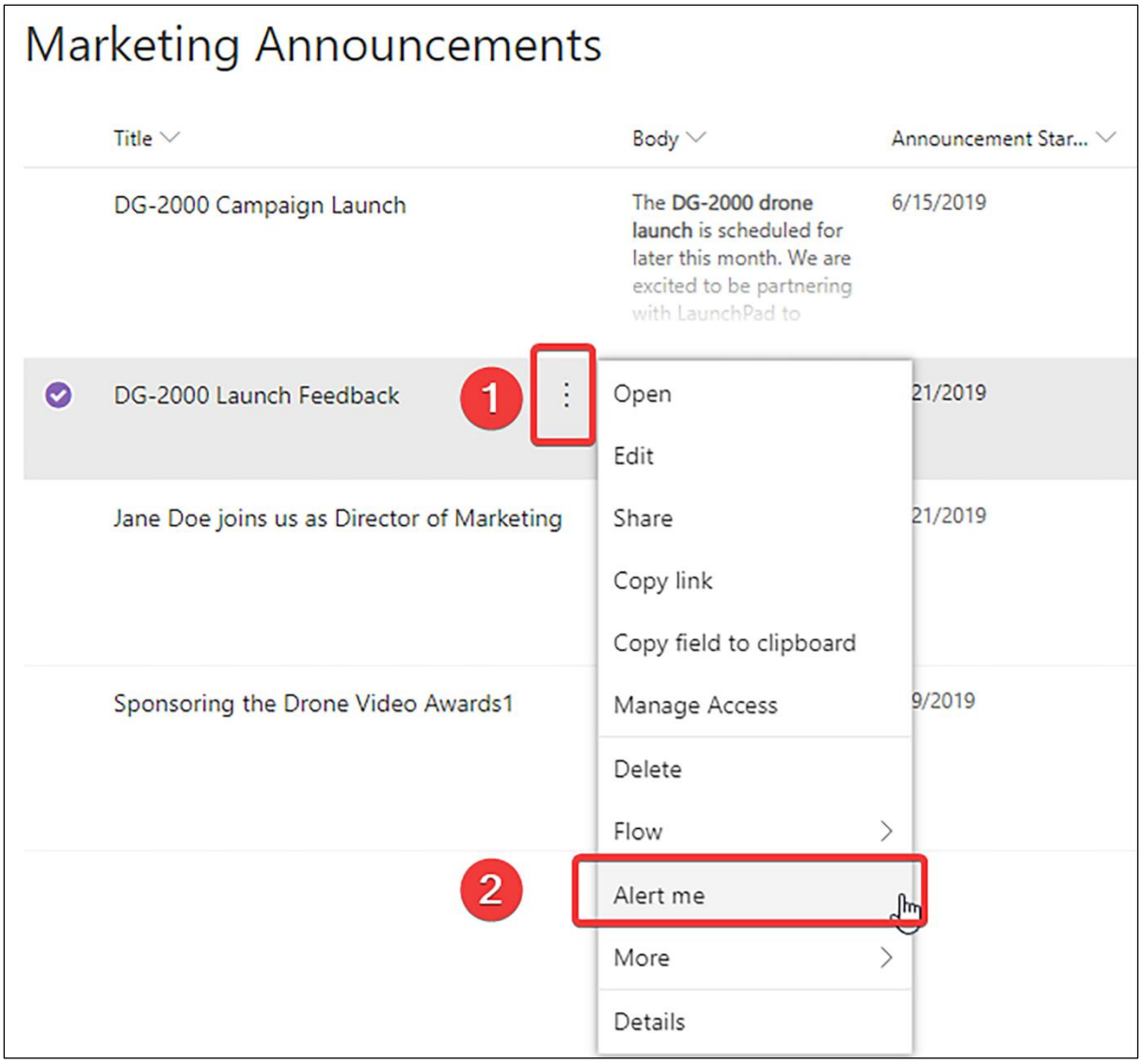

Permissions ‣ Edit Permissions
Users or Groups
The permissions of these users or groups will be modified.
Users:
Alex Wilber
Choose Permissions
Choose the permissions you want these users or groups to have.
Permissions:
Full Control - Has full control.
Design - Can view, add, update, delete, approve, and customize.
Edit - Can add, edit and delete lists; can view, add, update and delete list items and documents.
Contribute - Can view, add, update, and delete list items and documents.
Read - Can view pages and list items and download documents.
Limited Access - Can view specific lists, document libraries, list items, folders, or documents when given permissions.
OK
Cancel

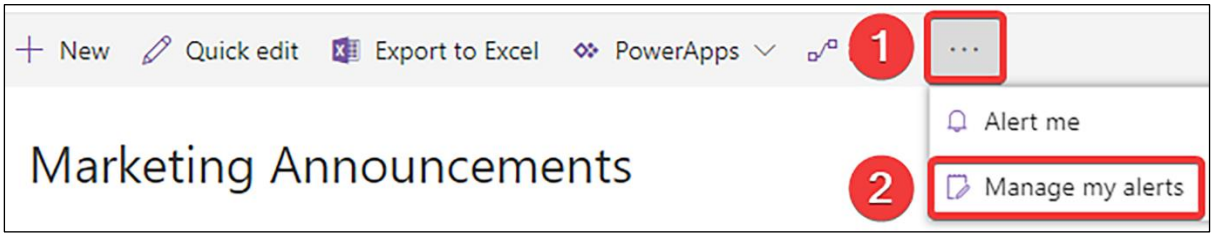

Settings ‣ Advanced Settings
Content Types
Specify whether to allow the management of content types on this list. Each content type will appear on the new button and can have a unique set of columns, workflows and other behaviors.
Allow management of content types?
Yes
No
Item-level Permissions
Specify which items users can read and edit.
Note: Users with the Cancel Checkout permission can read and edit all items. Learn about managing permission settings.
Read access: Specify which items users are allowed to read
Read all items
Read items that were created by the user
Create and Edit access: Specify which items users are allowed to create and edit
Create and edit all items
Create items and edit items that were created by the user
None


Open
Share
Copy link
Download
Documents
Name
Branding Elements.pptx
Open
Preview
Share
Copy link
Manage access
Download
Delete


Manage Access
Branding Elements.pptx
Advanced settings
Share
Stop sharing
People • 22
Groups • 5
Links
Search displayed names
Pradeep Gupta
Owner
Lynne Robbins
Owner
Johanna Lorenz
Owner
Christie Cline
Owner
Lee Gu
Director
Can edit
Miriam Graham
Director
Can edit
Adele Vance
Retail Manager
Can edit


New
Edit in grid view
Share
Export
Automate
Integrate
Alert me
Manage my alerts
Marketing Announcements
Title
Body
Announcement...
Expires
DG-2000 Campaign Launch
The DG-2000 drone launch is scheduled for later this month. We are excited to be partnering with LaunchPad to launch the new flagship model
6/15/2022
10/2/2022


Marketing Announcements
Title
Body
Announcement Star...
DG-2000 Campaign Launch
The DG-2000 drone launch is scheduled for later this month. We are excited to be partnering with LaunchPad to
6/15/2019
DG-2000 Launch Feedback
1
Open
Edit
Share
Copy link
Copy field to clipboard
Manage Access
Delete
Flow
2
Alert me
More
Details
Jane Doe joins us as Director of Marketing
Sponsoring the Drone Video Awards1


New
Quick edit
Export to Excel
PowerApps
1
Alert me
Marketing Announcements
2
Manage my alerts

My Alerts on this Site

Add Alert | Delete Selected Alerts

Alert Title

Frequency: Immediate

- [ ] Marketing Announcements
- [ ] Marketing Announcements: DG-2000 Launch Feedback

Frequency: Daily

- [ ] Documents: Branding Elements.pptx

You have successfully created an alert for 'All changes on Marketing Announcements '

Getting too much email? Unsubscribe

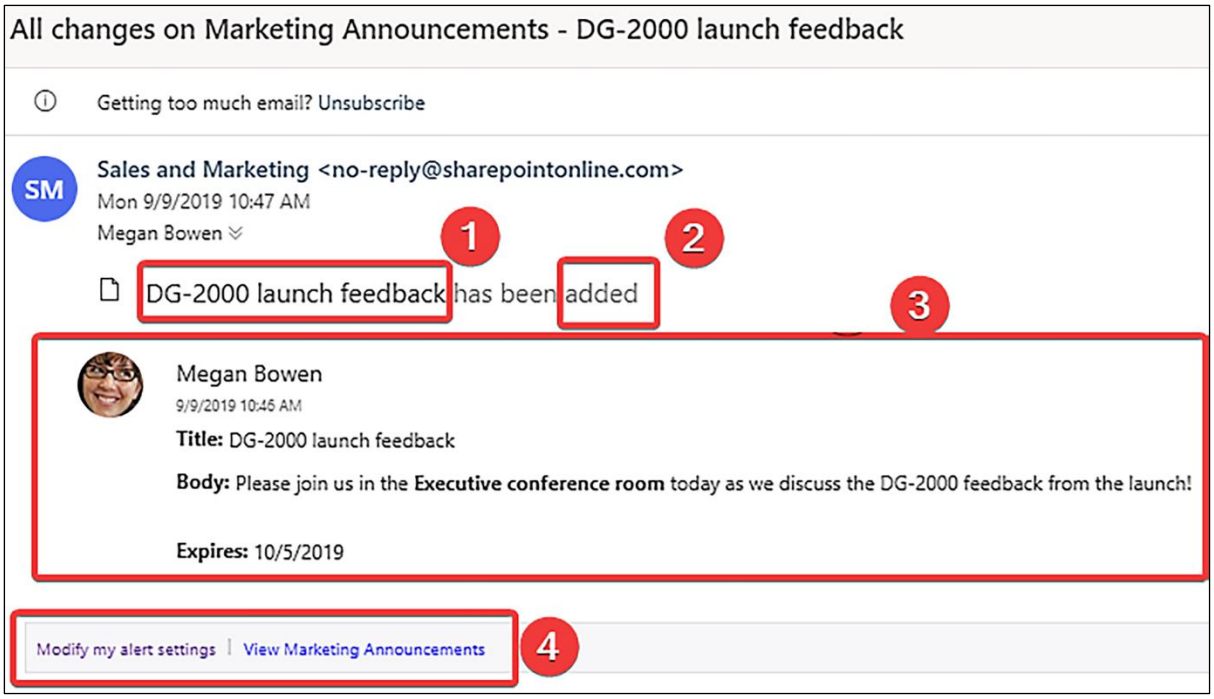
SM

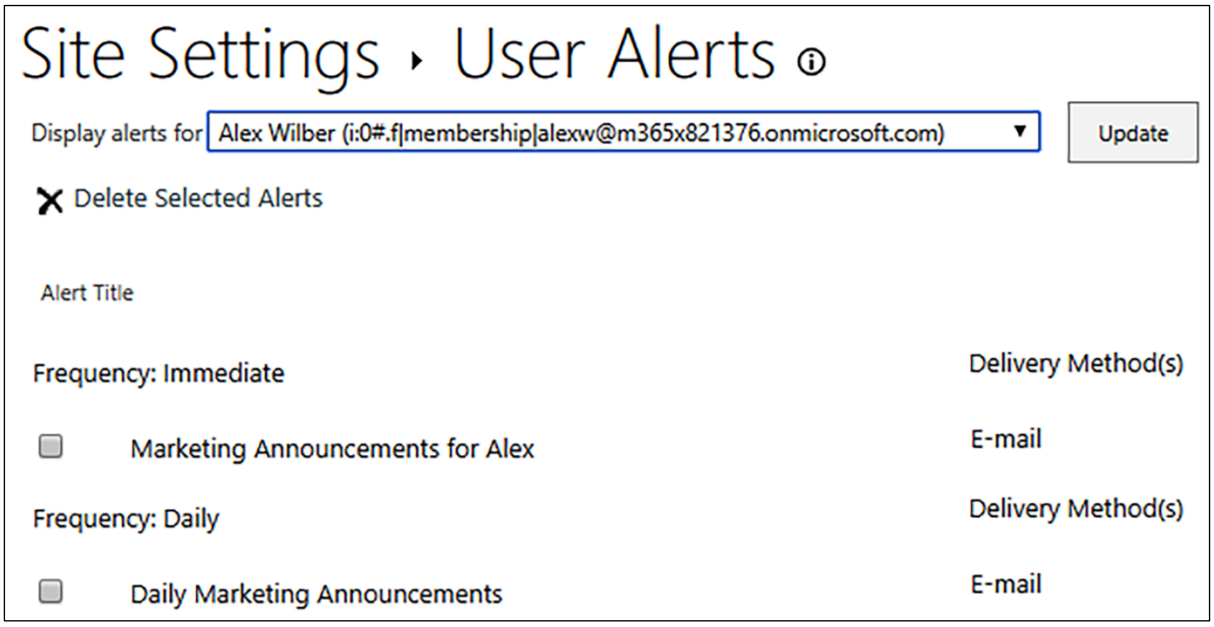
Sales and Marketing <no-reply@sharepointonline.com>
Mon 9/9/2019 10:17 AM
Megan Bowen

Alert 'All changes on Marketing Announcements ' has successfully been added on 'Sales and Marketing'.

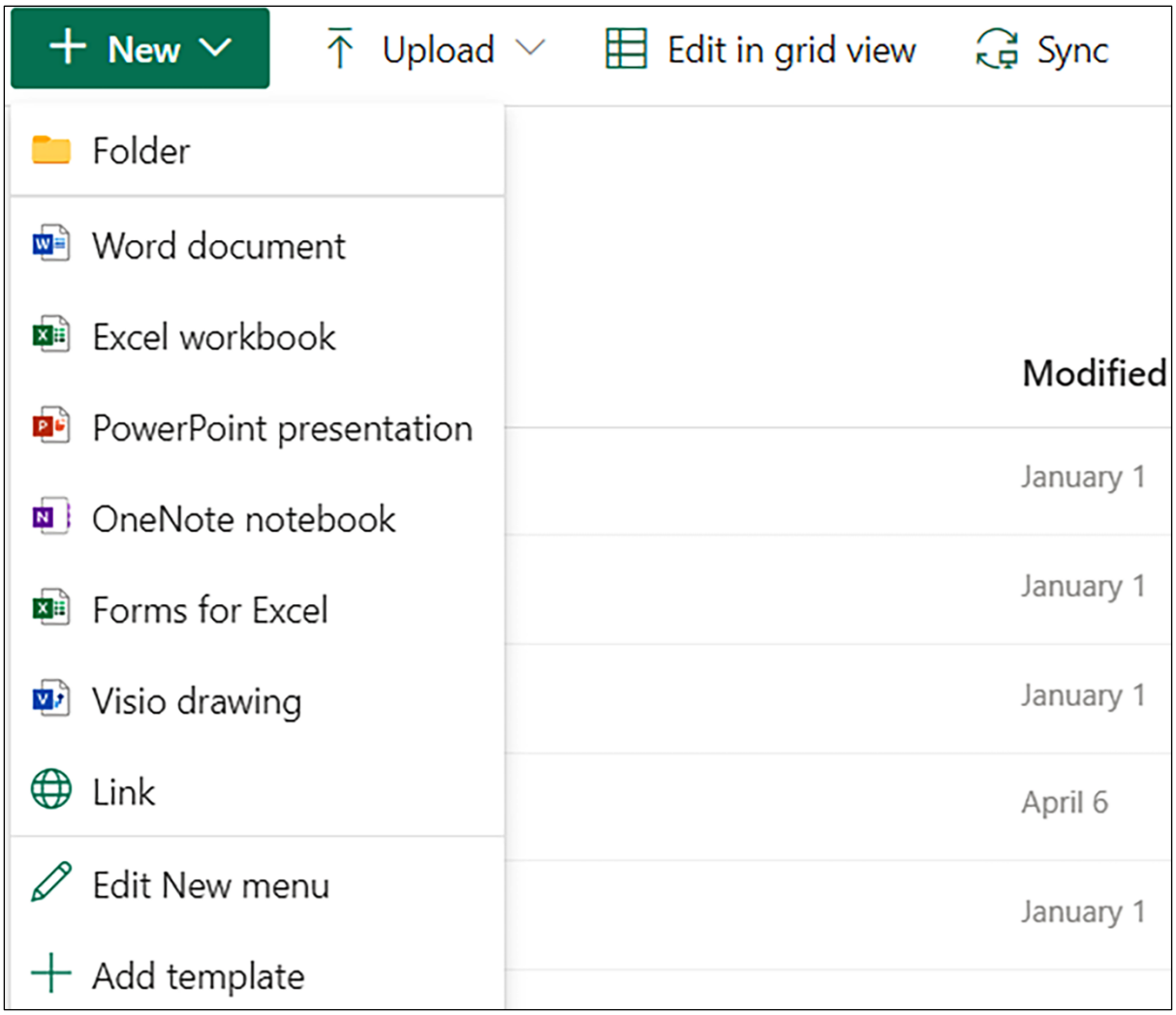
You will receive alerts according to the delivery method, timing and criteria that were selected when the alert was created.

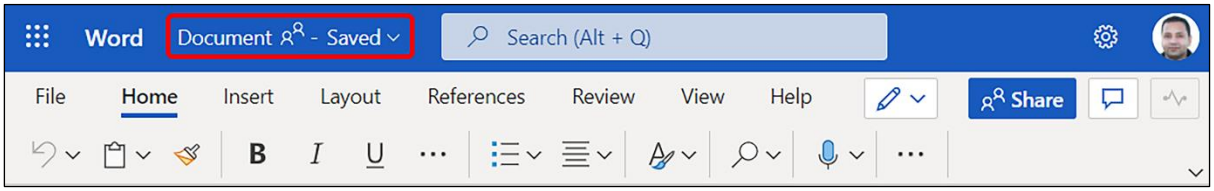
You can change this alert or any of your other alerts on the My Alerts on this Site page.

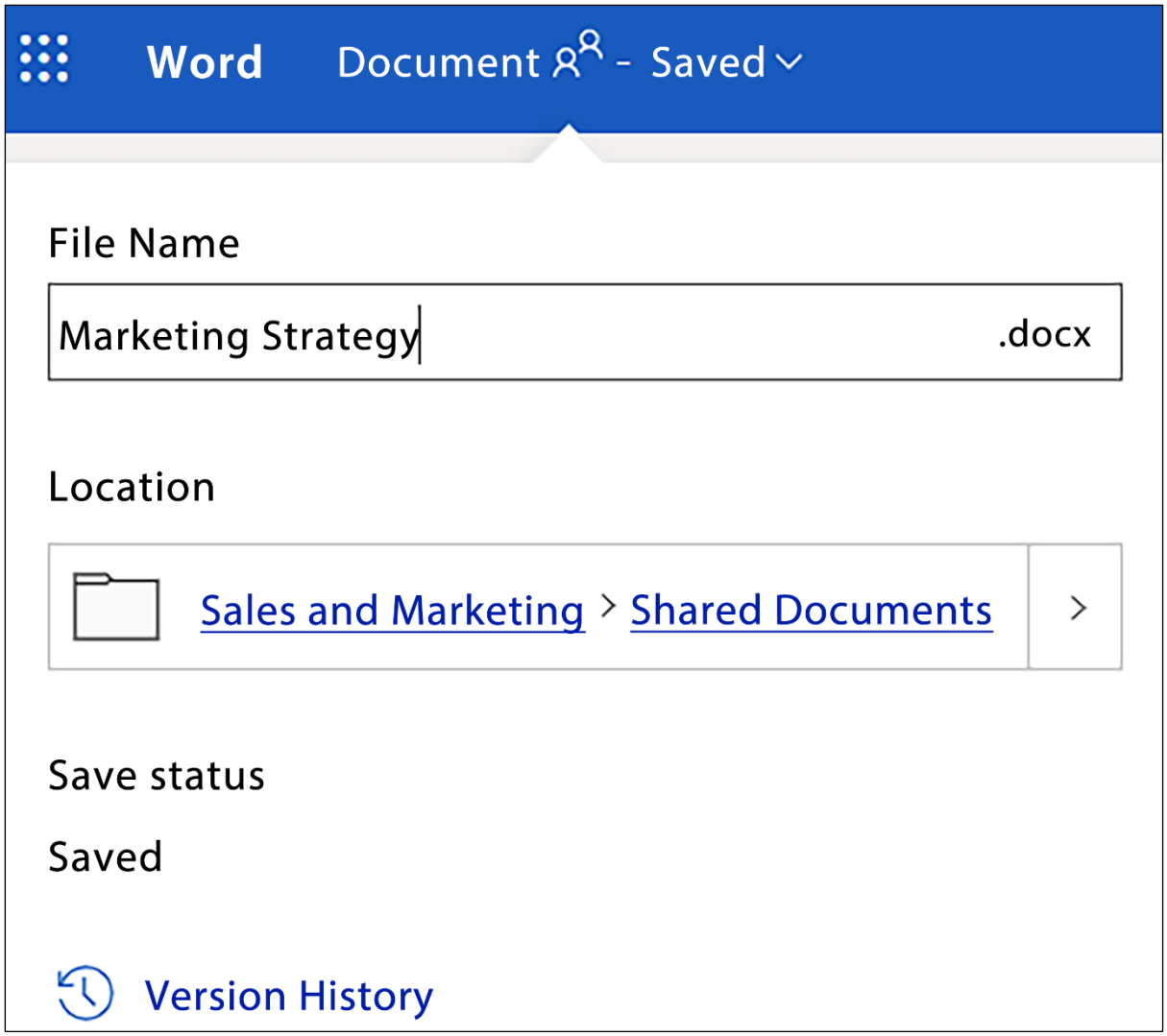

All changes on Marketing Announcements - DG-2000 launch feedback
Getting too much email? Unsubscribe
SM
Sales and Marketing <no-reply@sharepointonline.com>
Mon 9/9/2019 10:47 AM
Megan Bowen
1
2
DG-2000 launch feedback has been added
3
Megan Bowen
9/9/2019 10:46 AM
Title: DG-2000 launch feedback
Body: Please join us in the Executive conference room today as we discuss the DG-2000 feedback from the launch!
Expires: 10/5/2019
Modify my alert settings | View Marketing Announcements
4

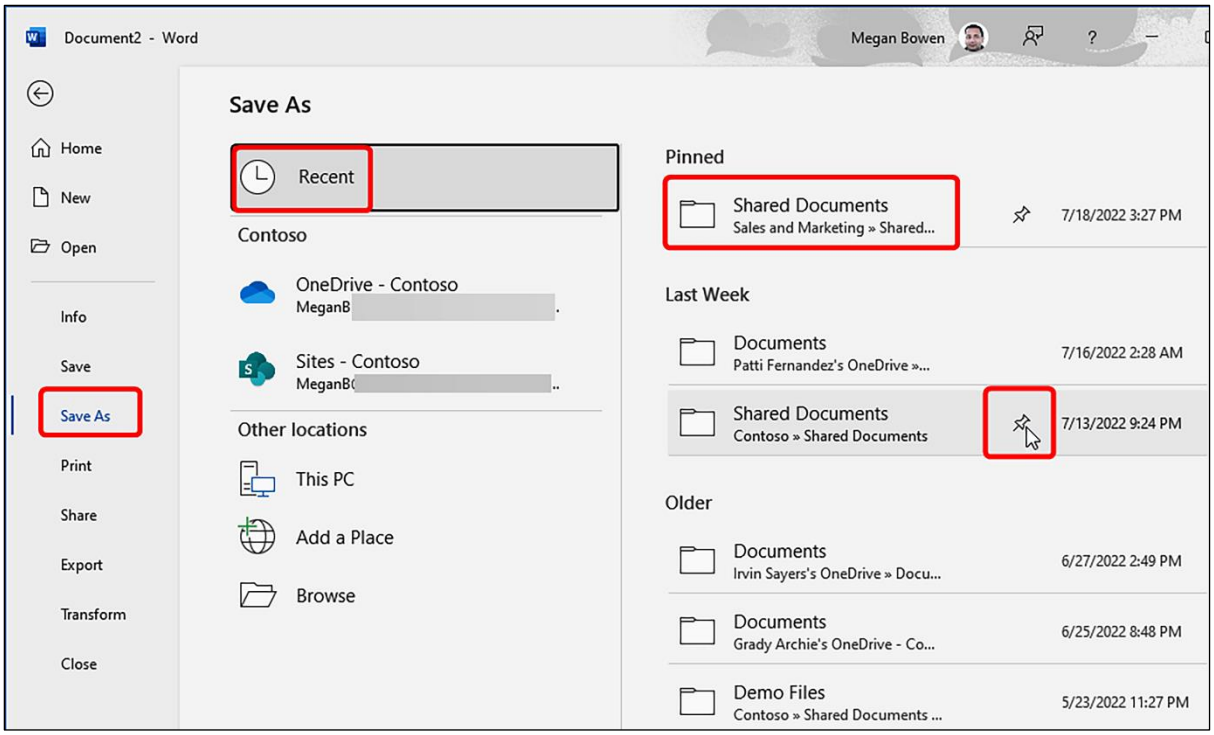

Site Settings ▸ User Alerts
Display alerts for
Alex Wilber (i:0#.f|membership|alexw@m365x821376.onmicrosoft.com)
Update
Delete Selected Alerts
Alert Title
Frequency: Immediate
Delivery Method(s)
Marketing Announcements for Alex
E-mail
Frequency: Daily
Delivery Method(s)
Daily Marketing Announcements
E-mail

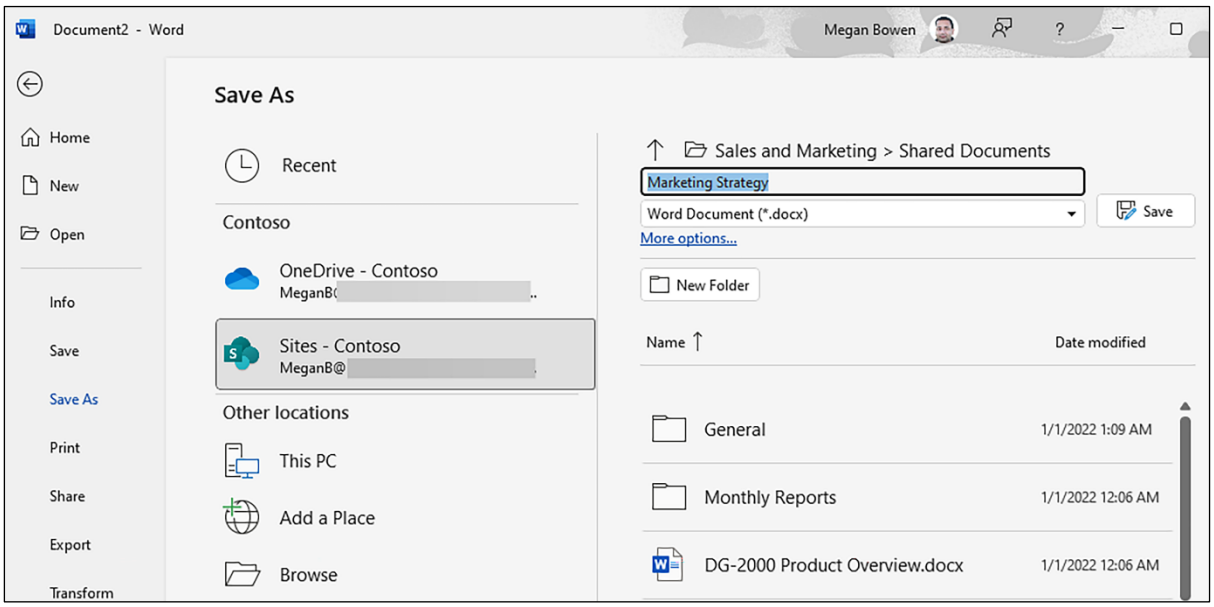
Chapter 5: Document Management in SharePoint Online

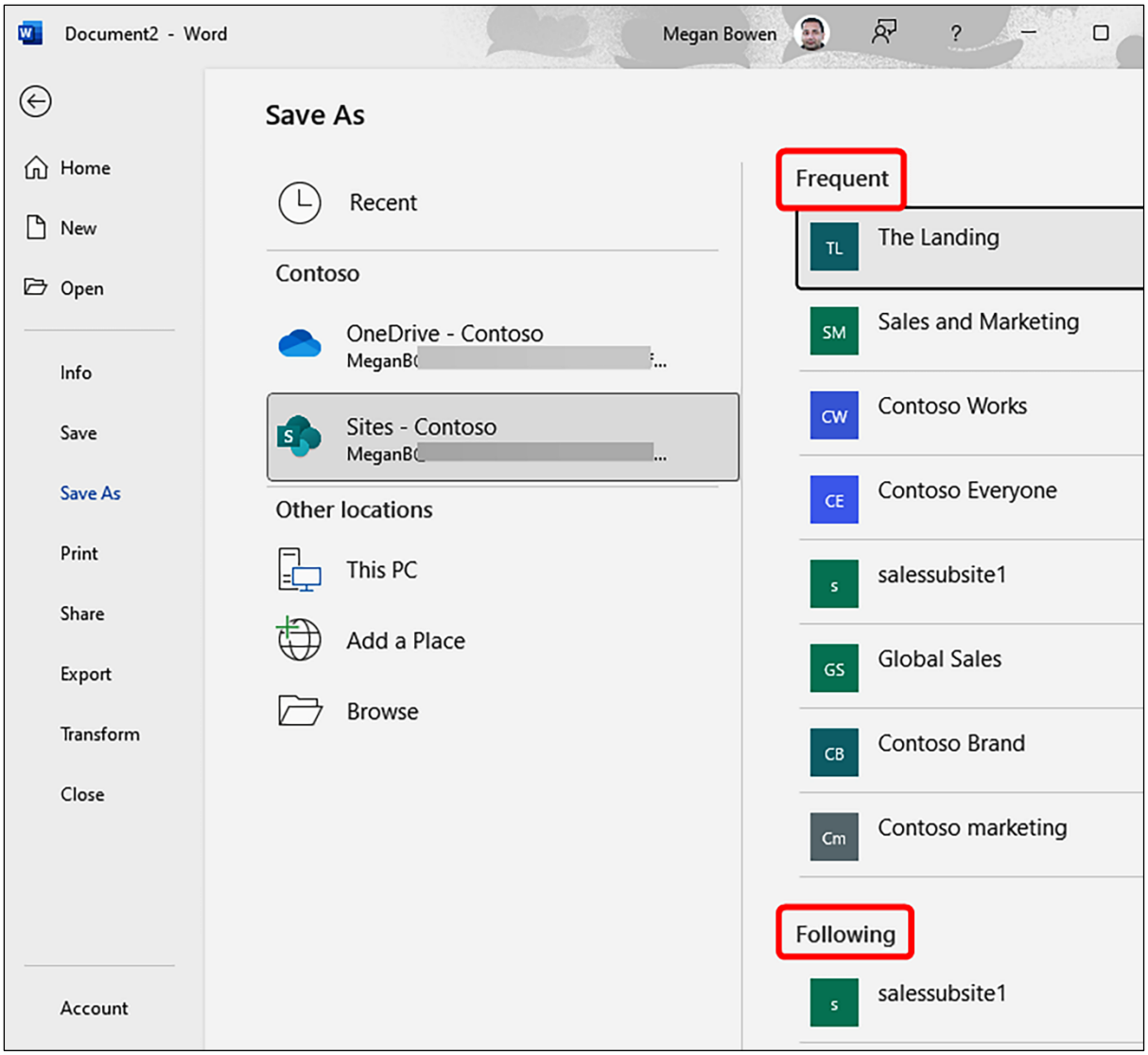


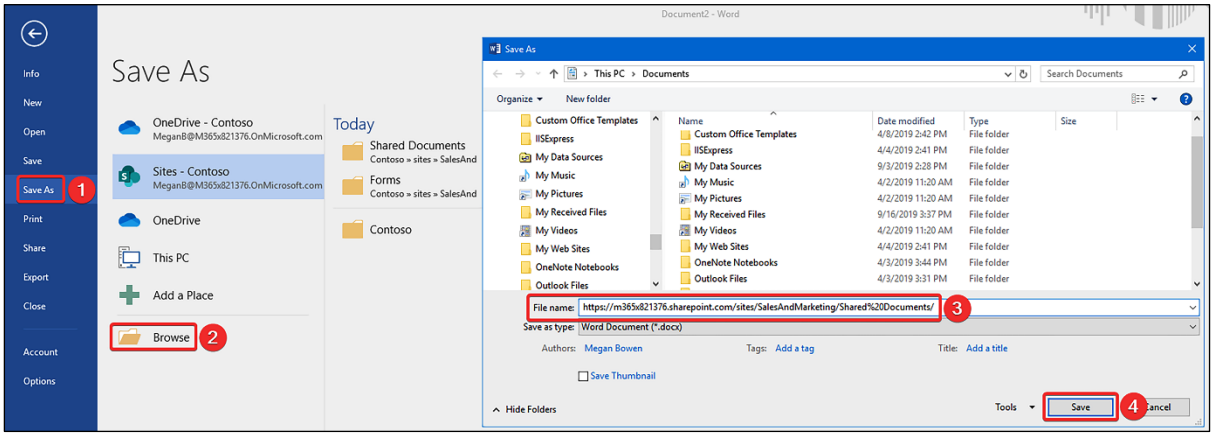


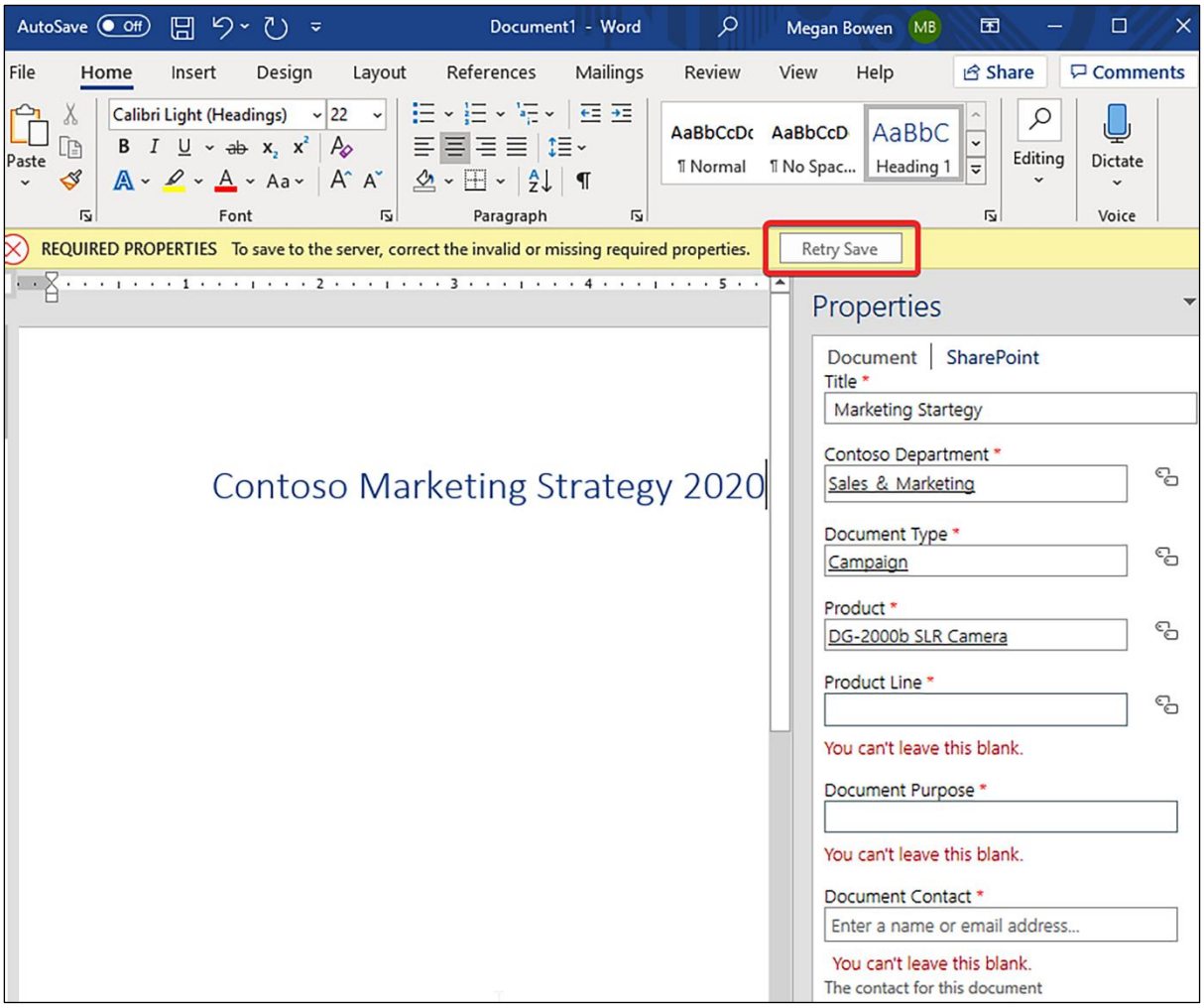

Word
Document - Saved
File Name
Marketing Strategy
.docx
Location
Sales and Marketing
Shared Documents
Save status
Saved
Version History


Document2 - Word
Megan Bowen
Home
New
Open
Info
Save
Save As
Print
Share
Export
Transform
Close
Save As
Recent
Contoso
OneDrive - Contoso
MeganB
Sites - Contoso
MeganB(
Other locations
This PC
Add a Place
Browse
Pinned
Shared Documents
Sales and Marketing » Shared...
7/18/2022 3:27 PM
Last Week
Documents
Patti Fernandez's OneDrive »...
7/16/2022 2:28 AM
Shared Documents
Contoso » Shared Documents
7/13/2022 9:24 PM
Older
Documents
Irvin Sayers's OneDrive » Docu...
6/27/2022 2:49 PM
Documents
Grady Archie's OneDrive - Co...
6/25/2022 8:48 PM
Demo Files
Contoso » Shared Documents ...
5/23/2022 11:27 PM


Document2 - Word
Megan Bowen
Home
New
Open
Info
Save
Save As
Print
Share
Export
Transform
Save As
Recent
Contoso
OneDrive - Contoso
MeganB(
Sites - Contoso
MeganB@
Other locations
This PC
Add a Place
Browse
Sales and Marketing > Shared Documents
Marketing Strategy
Word Document (*.docx)
Save
More options...
New Folder
Name
Date modified
General
1/1/2022 1:09 AM
Monthly Reports
1/1/2022 12:06 AM
DG-2000 Product Overview.docx
1/1/2022 12:06 AM


Document2 - Word
Megan Bowen
Home
New
Open
Info
Save
Save As
Print
Share
Export
Transform
Close
Account
Save As
Recent
Contoso
OneDrive - Contoso
Sites - Contoso
Other locations
This PC
Add a Place
Browse
Frequent
TL The Landing
SM Sales and Marketing
CW Contoso Works
CE Contoso Everyone
s salessubsite1
GS Global Sales
CB Contoso Brand
Cm Contoso marketing
Following
s salessubsite1


Save As
OneDrive - Contoso
Sites - Contoso
OneDrive
This PC
Add a Place
Browse
Today
Shared Documents
Forms
Contoso
File name: https://m365x821376.sharepoint.com/sites/SalesAndMarketing/Shared%20Documents/
Save as type: Word Document (*.docx)
Save
Cancel
1
2
3
4


AutoSave Off
Document1 - Word
Megan Bowen MB
File Home Insert Design Layout References Mailings Review View Help
Share
Comments
Paste
Calibri Light (Headings)
22
Font
Paragraph
AaBbCcDc ¶ Normal
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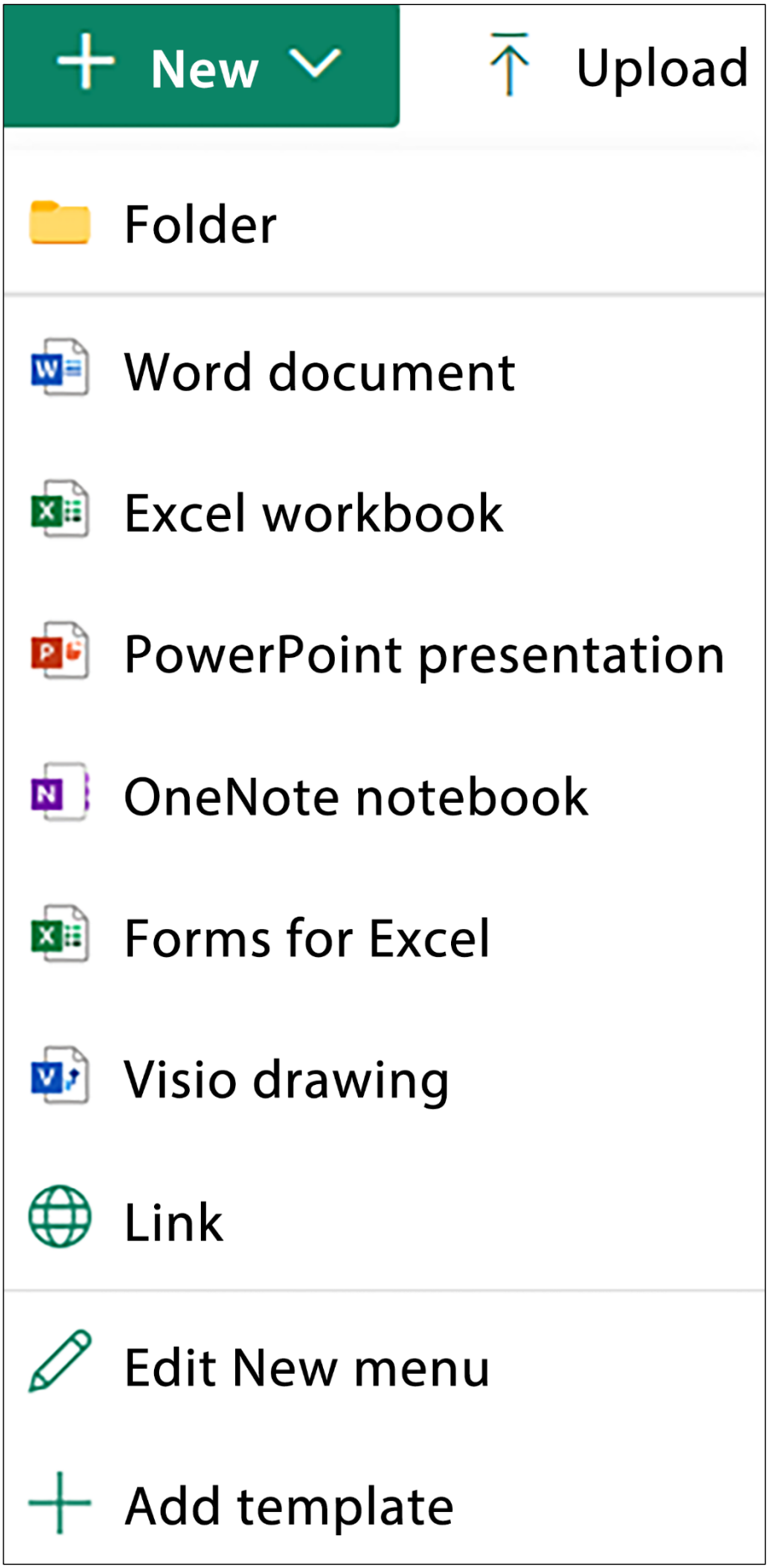
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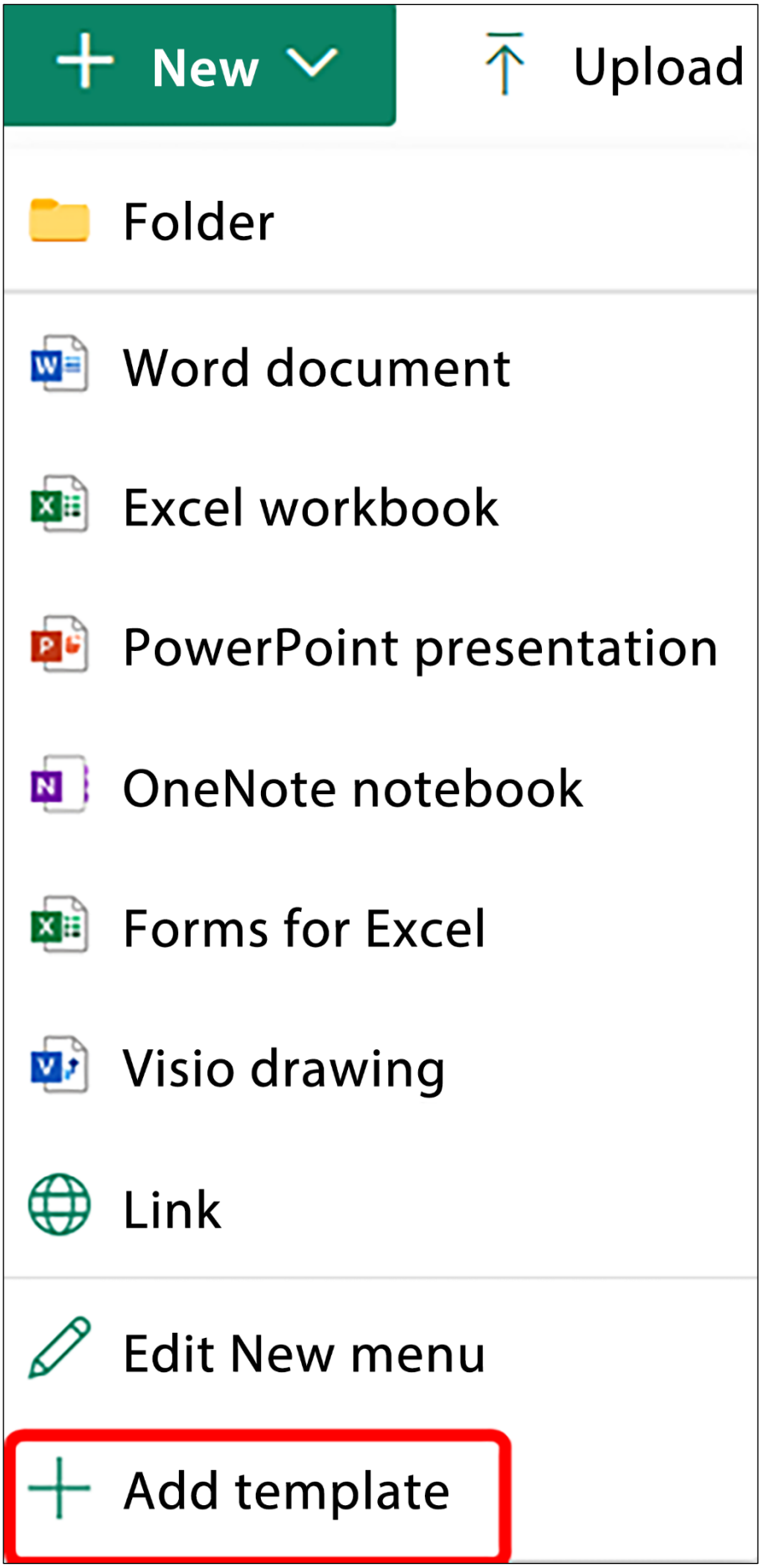
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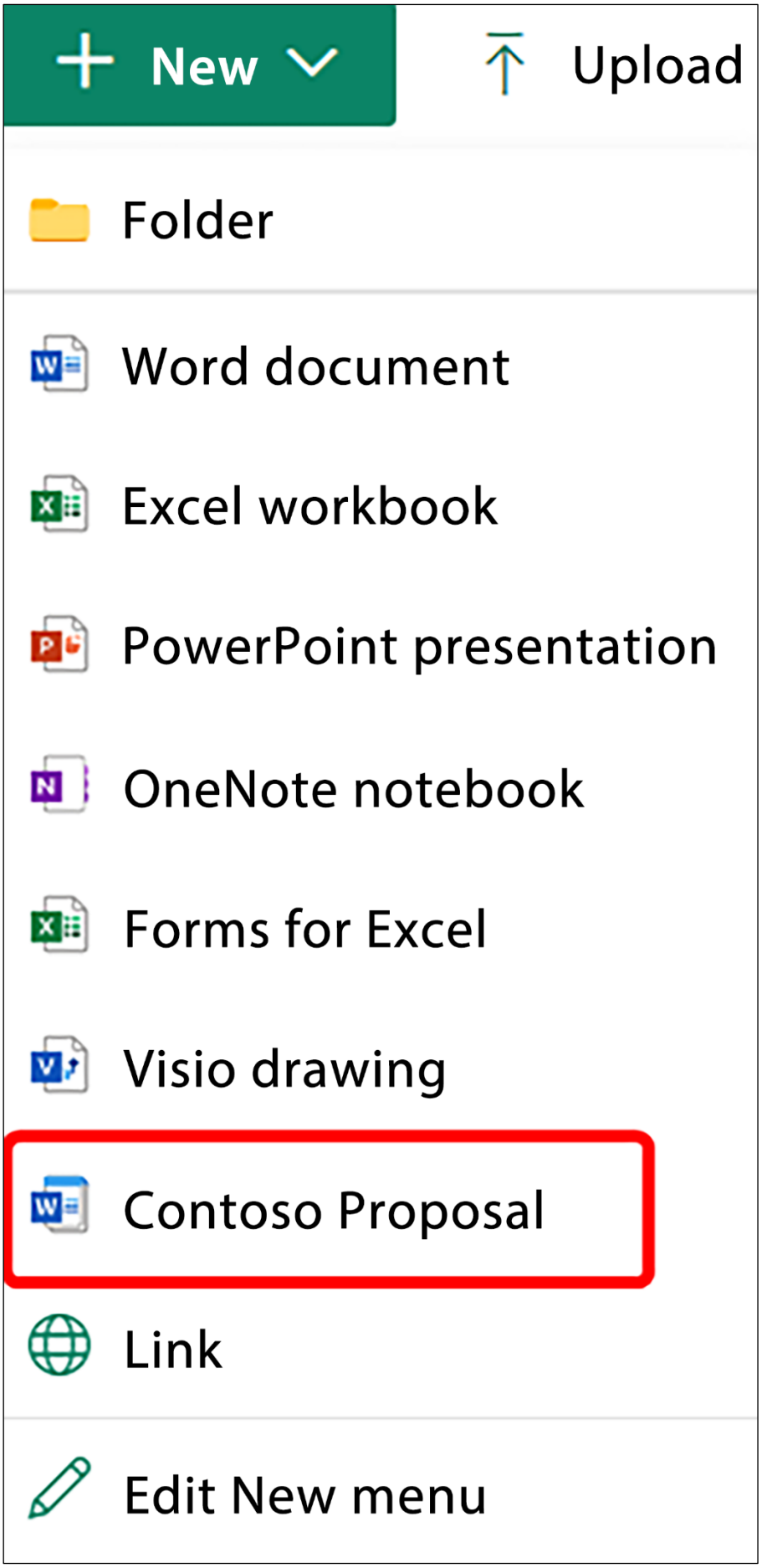
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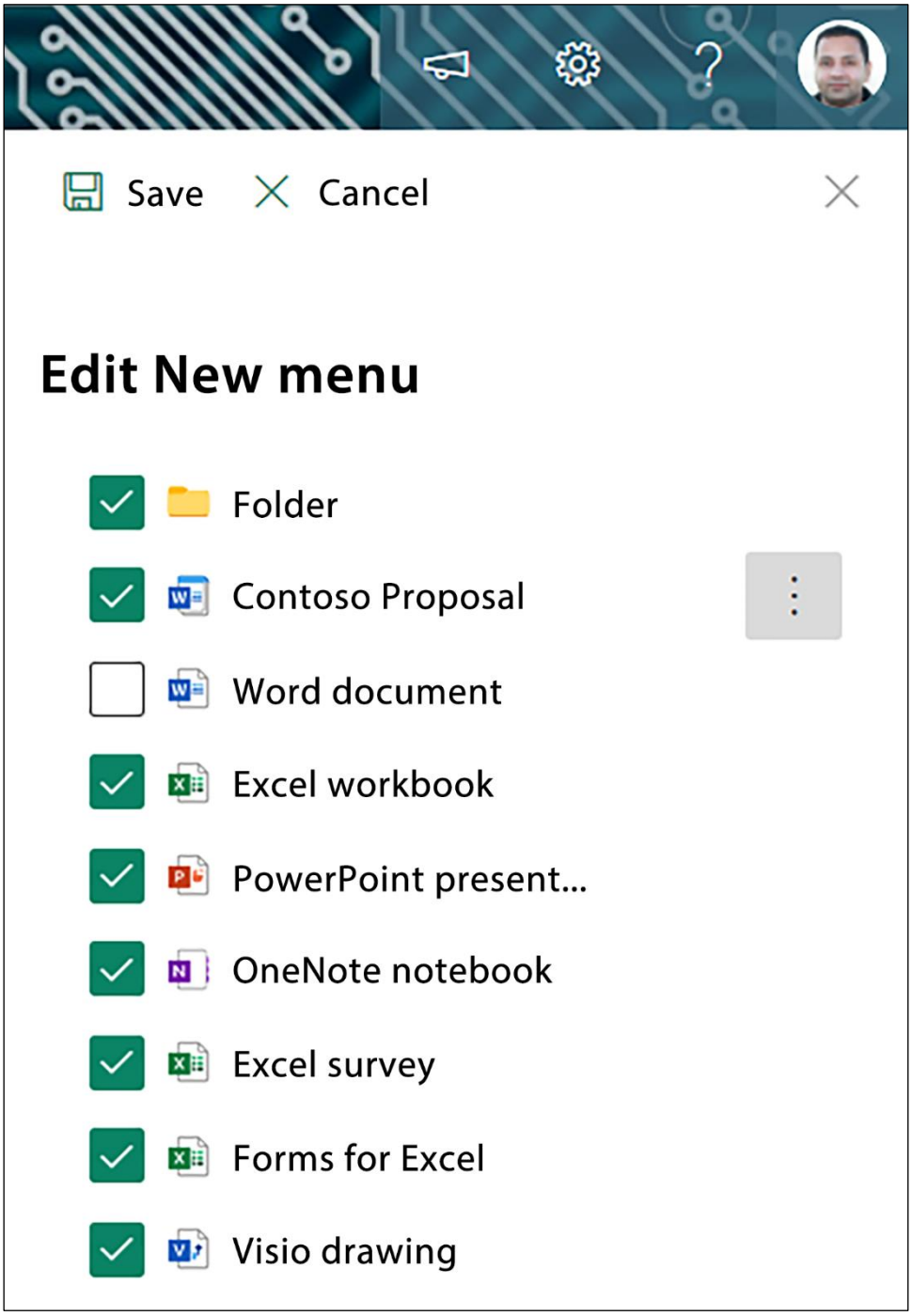
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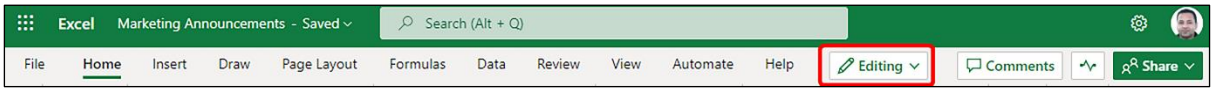
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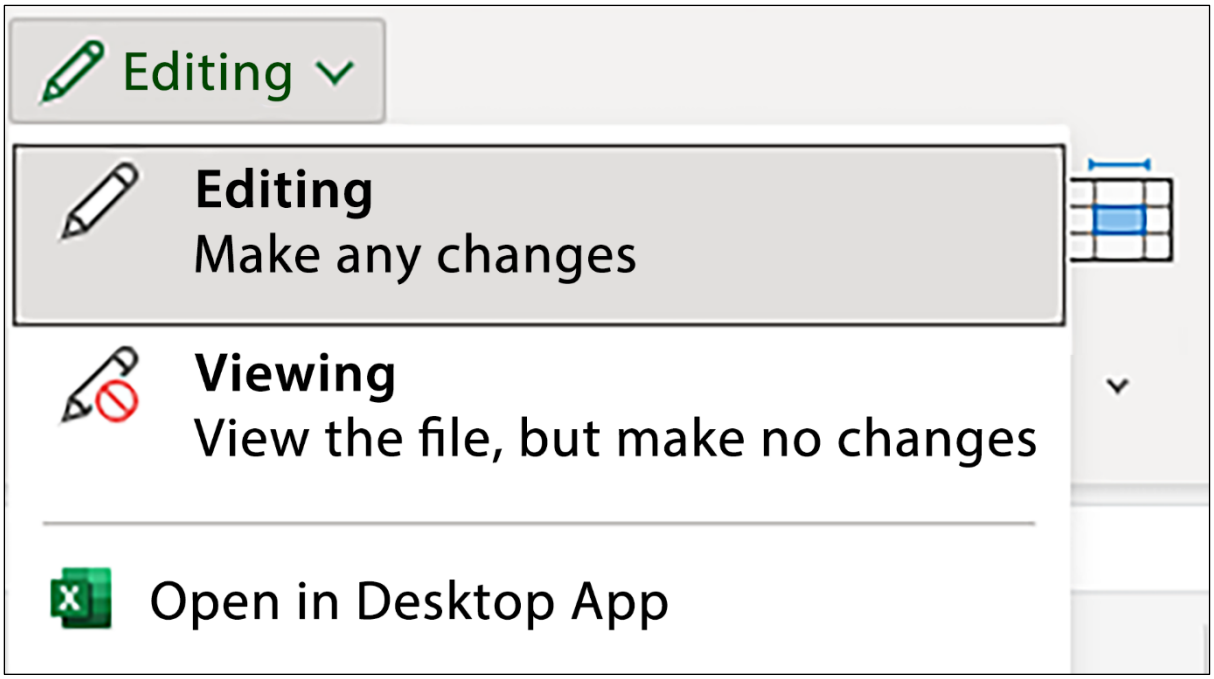
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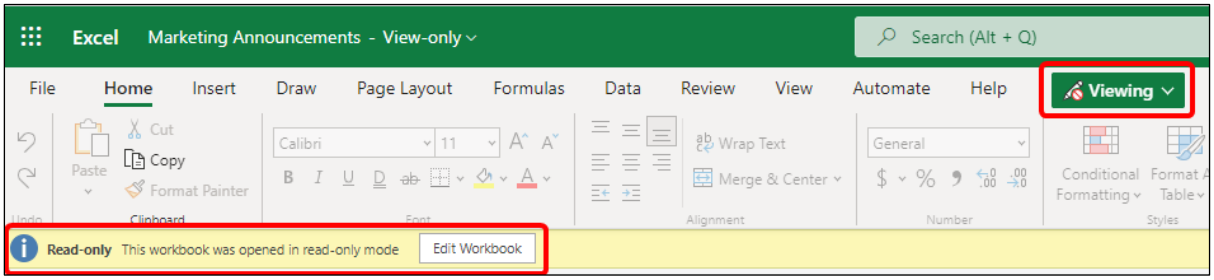
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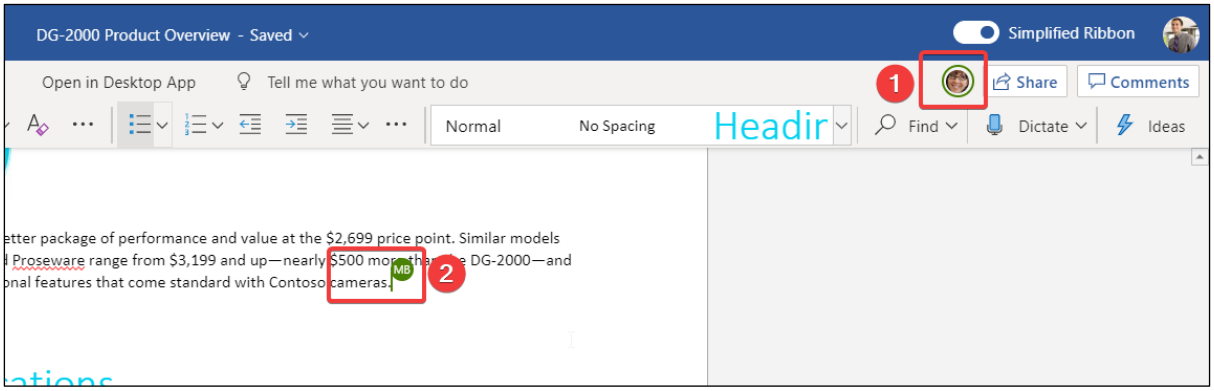
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etter package of performance and value at the $2,699 price point. Similar models
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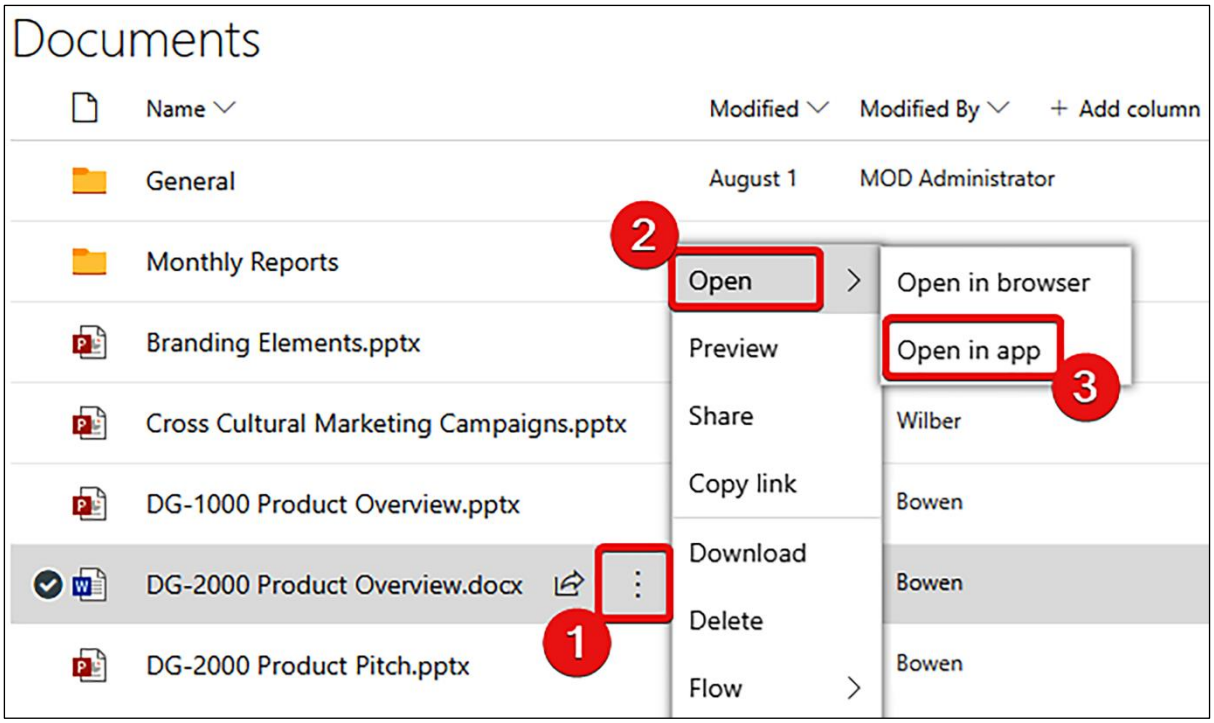
DG-2000—and
onal features that come standard with Contoso cameras.
2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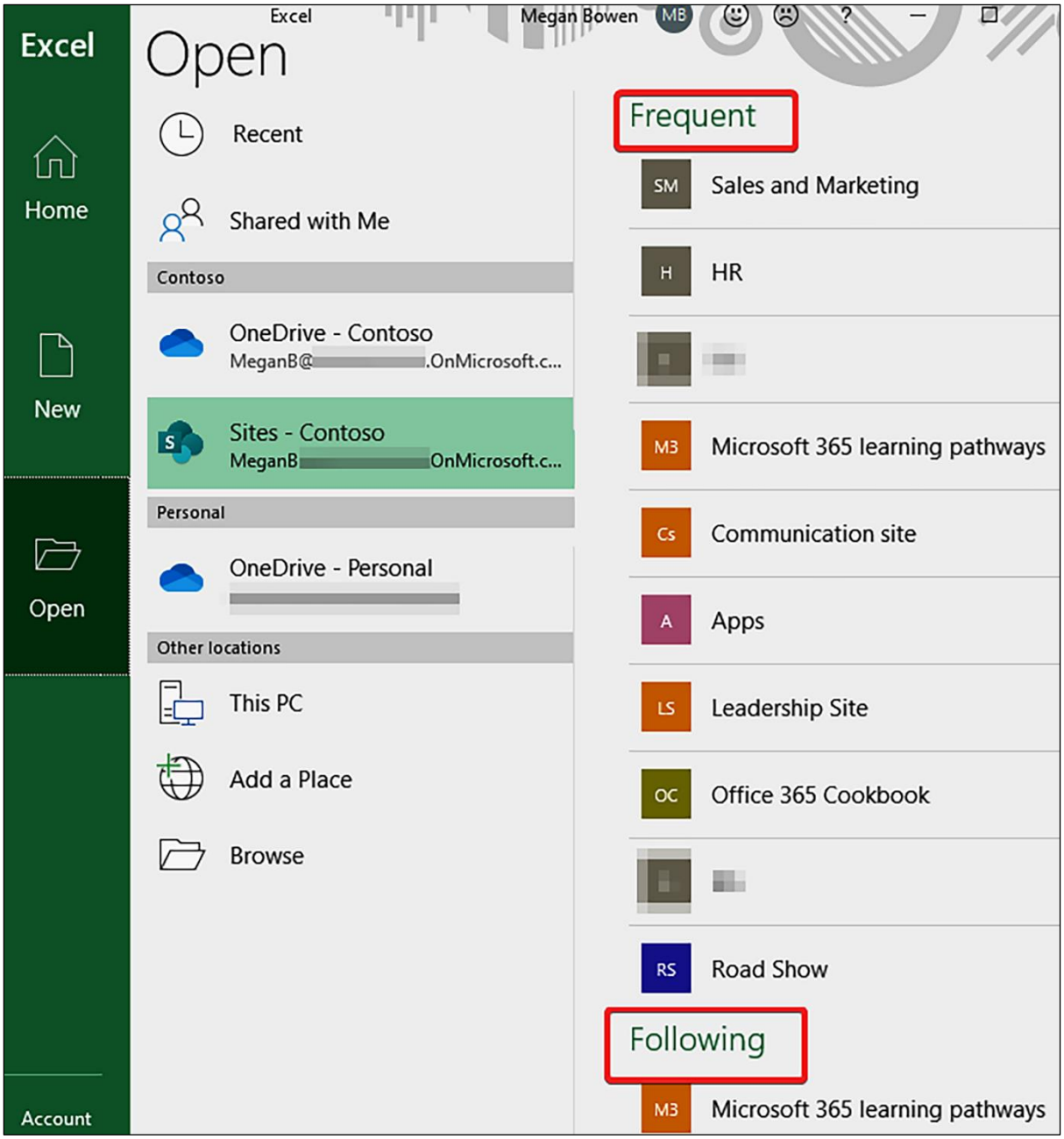
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Cs Communication site
A Apps
LS Leadership Site
OC Office 365 Cookbook
RS Road Show
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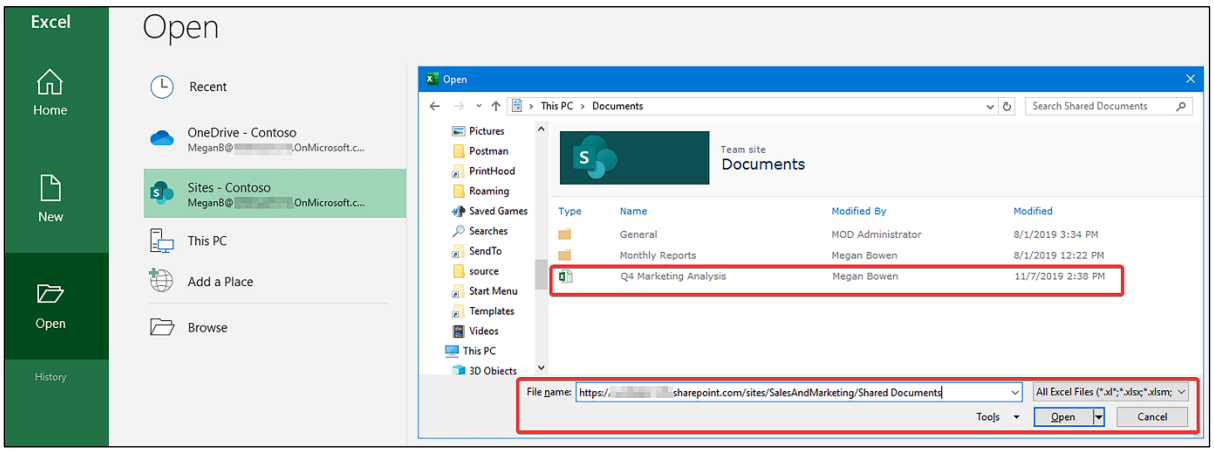
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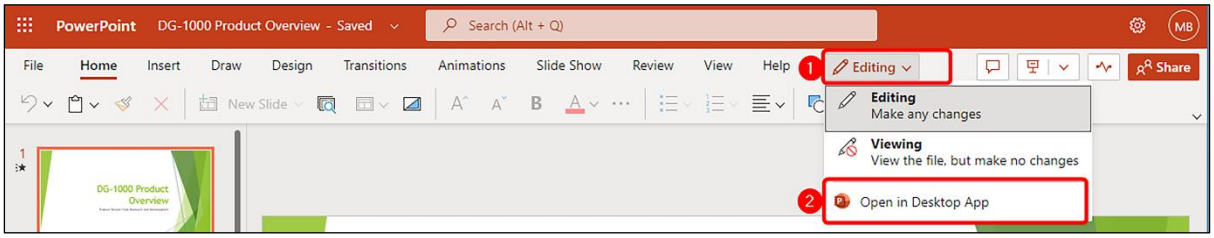
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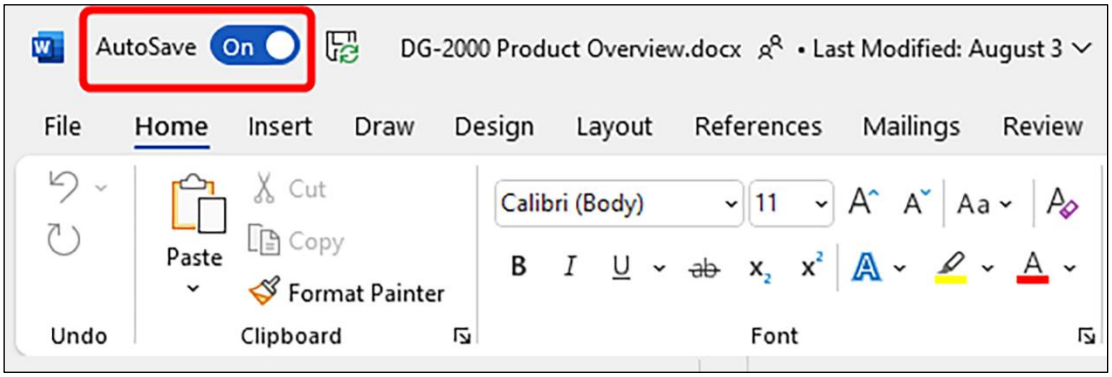
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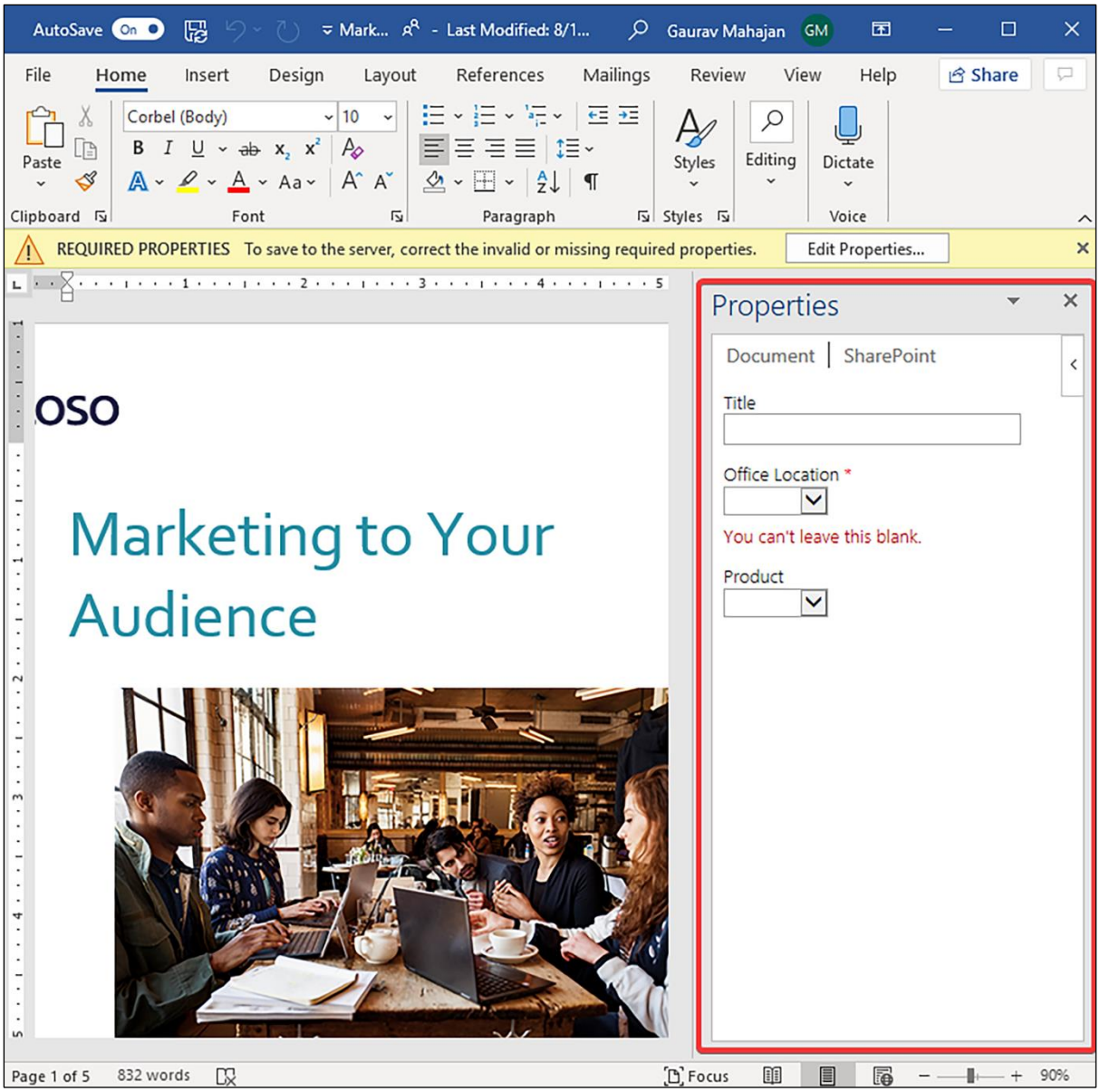
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Page 1 of 5 832 words
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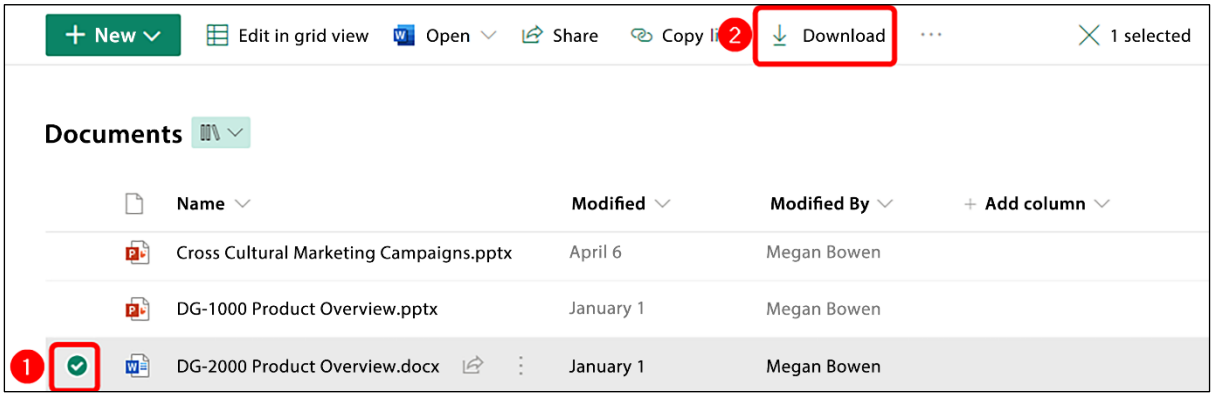
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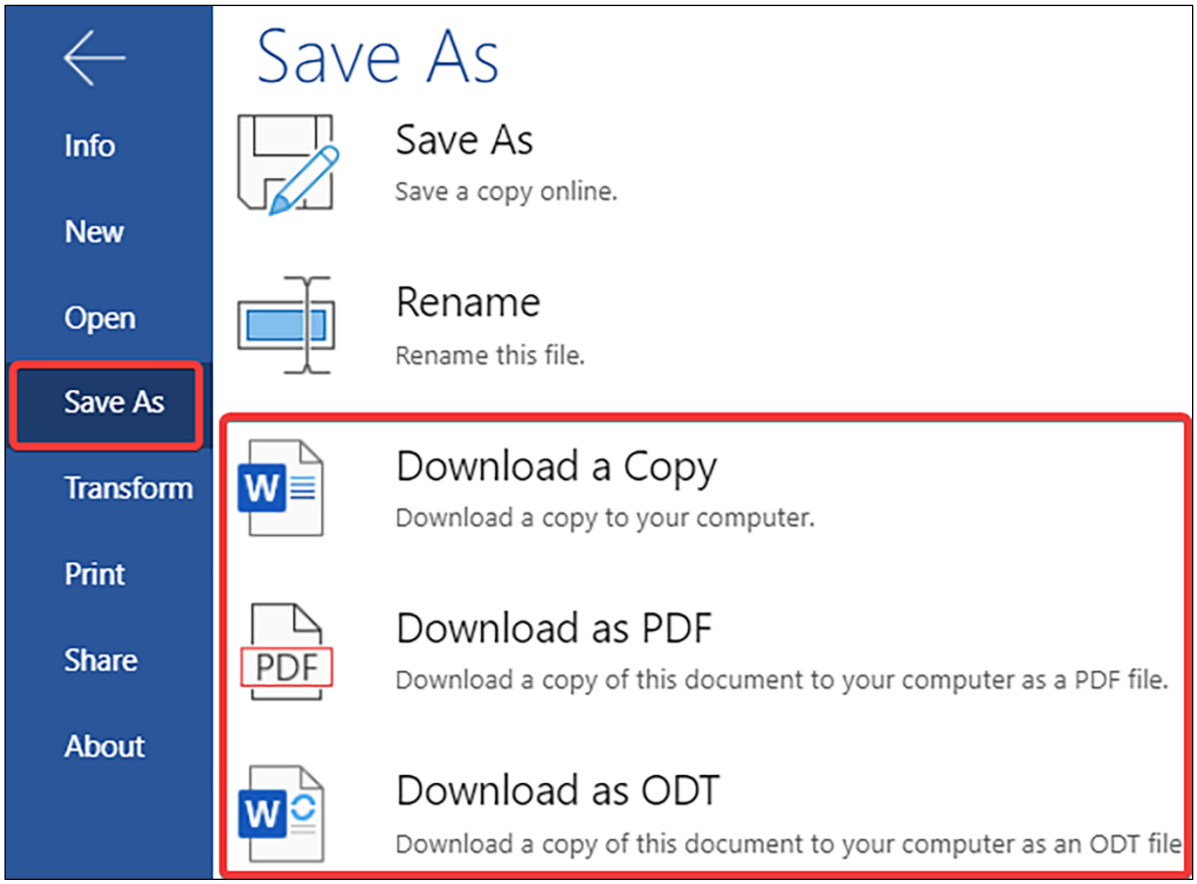
Save As
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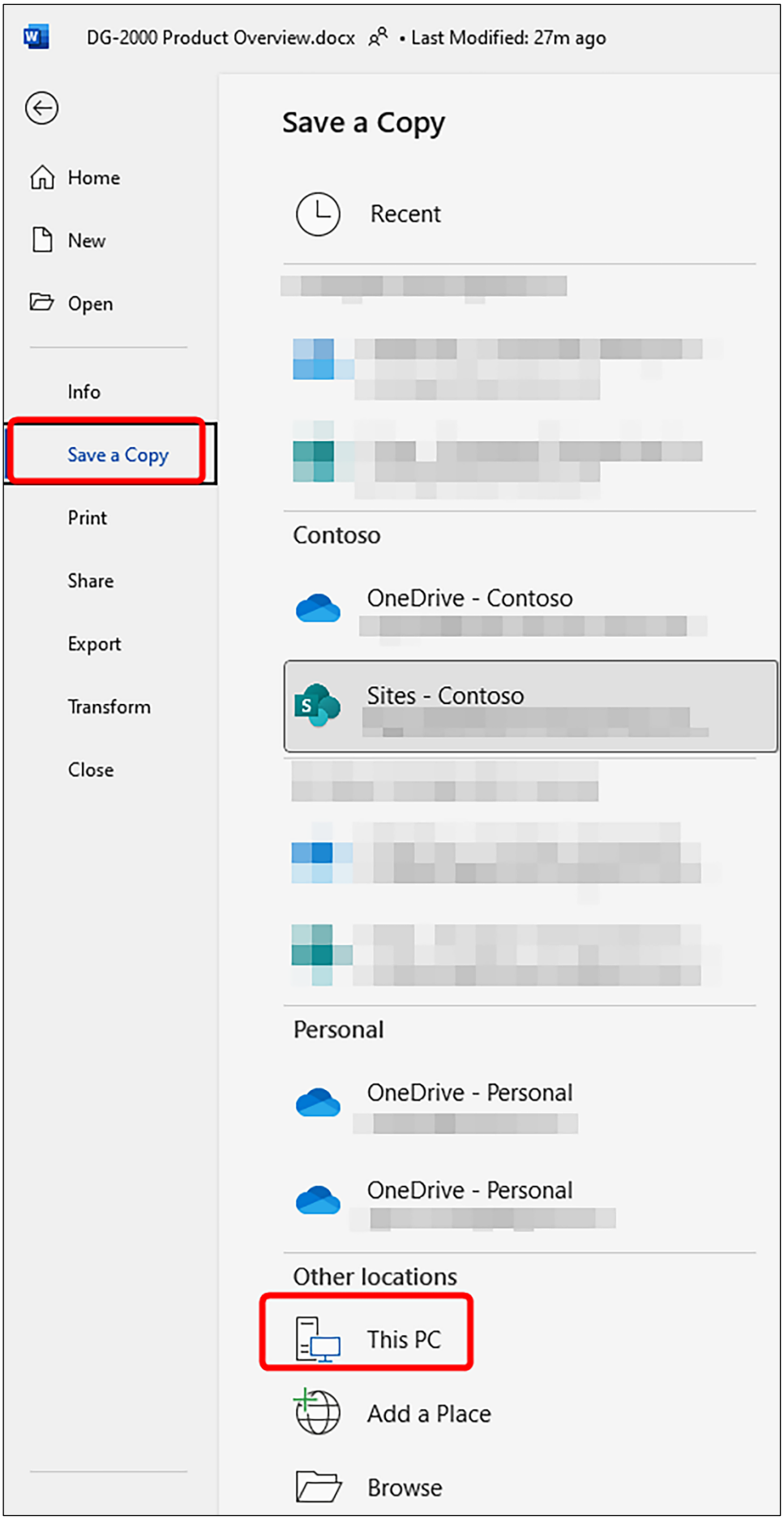
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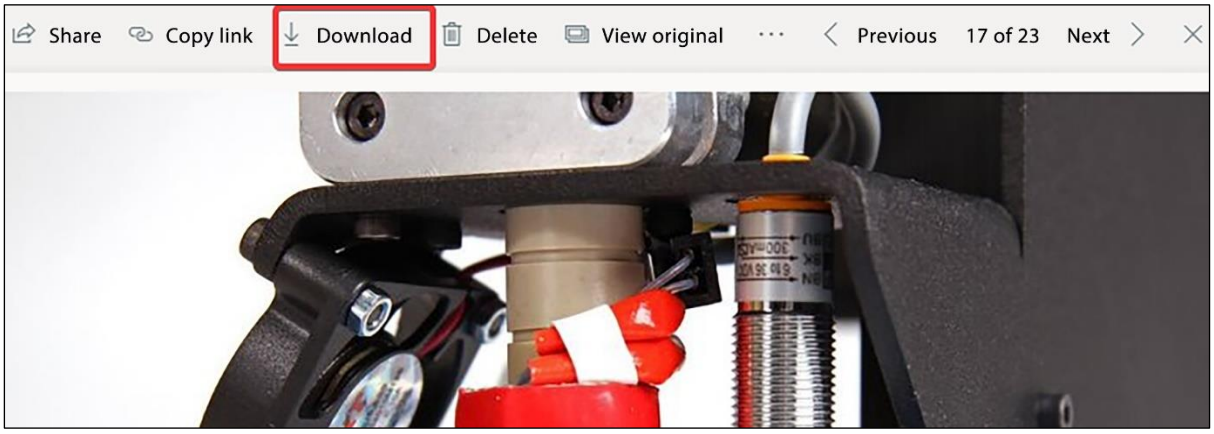
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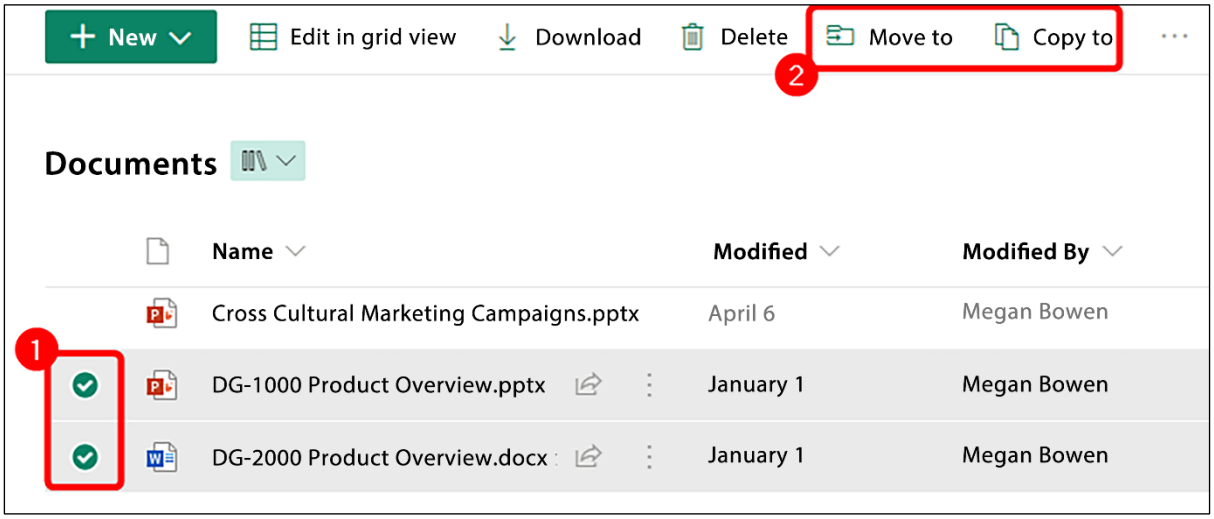
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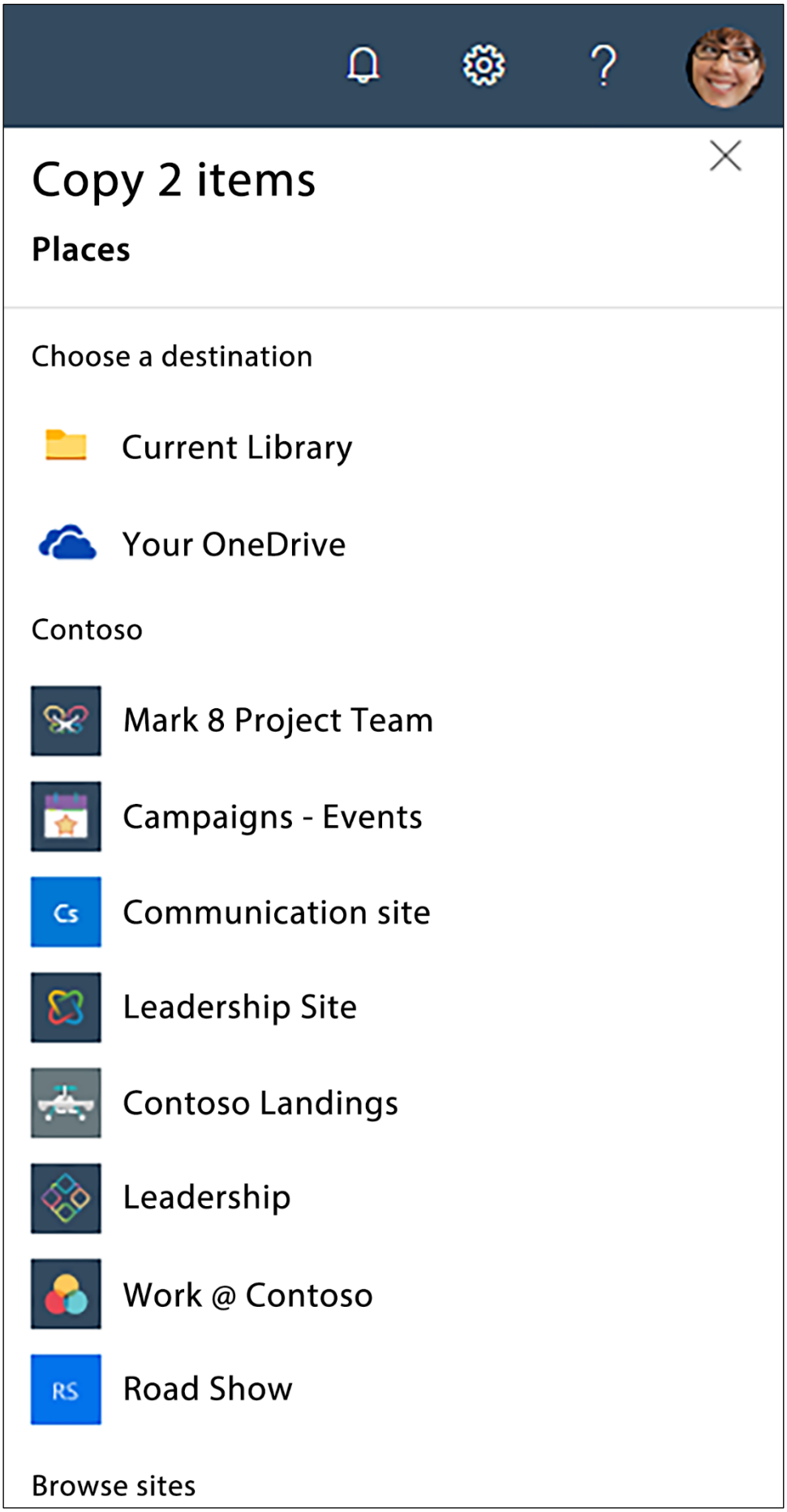
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Places
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Campaigns - Events
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Communication site
Leadership Site
Contoso Landings
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Road Show
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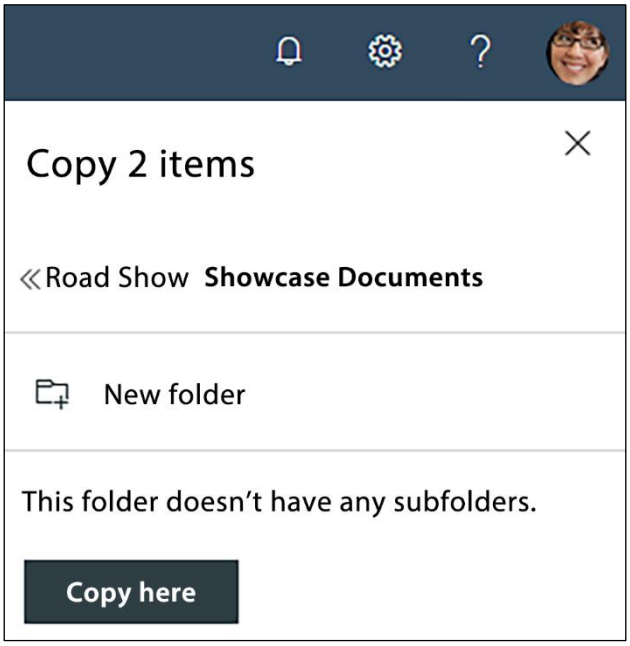
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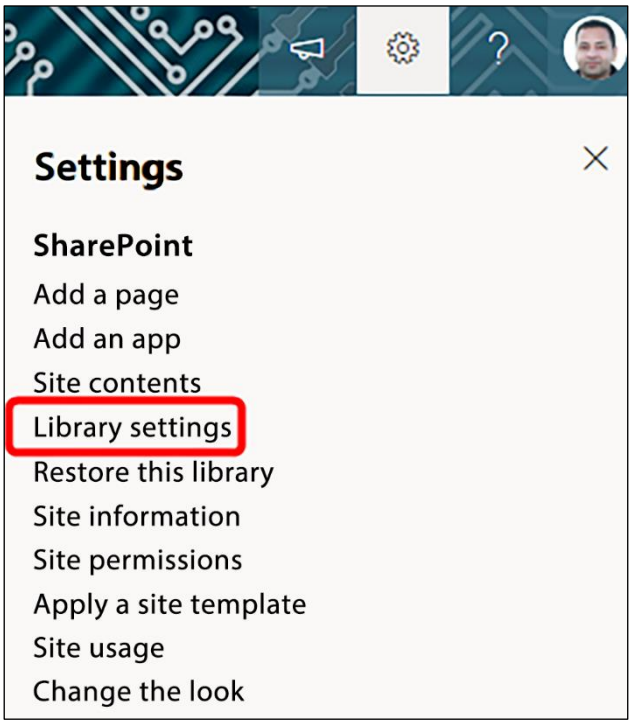
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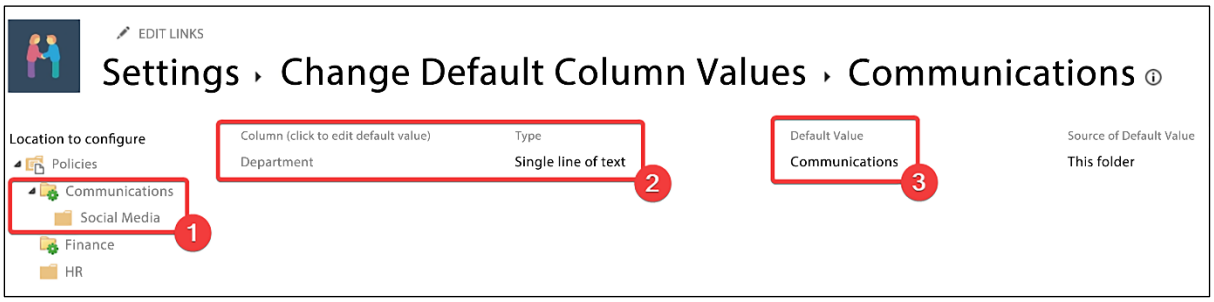
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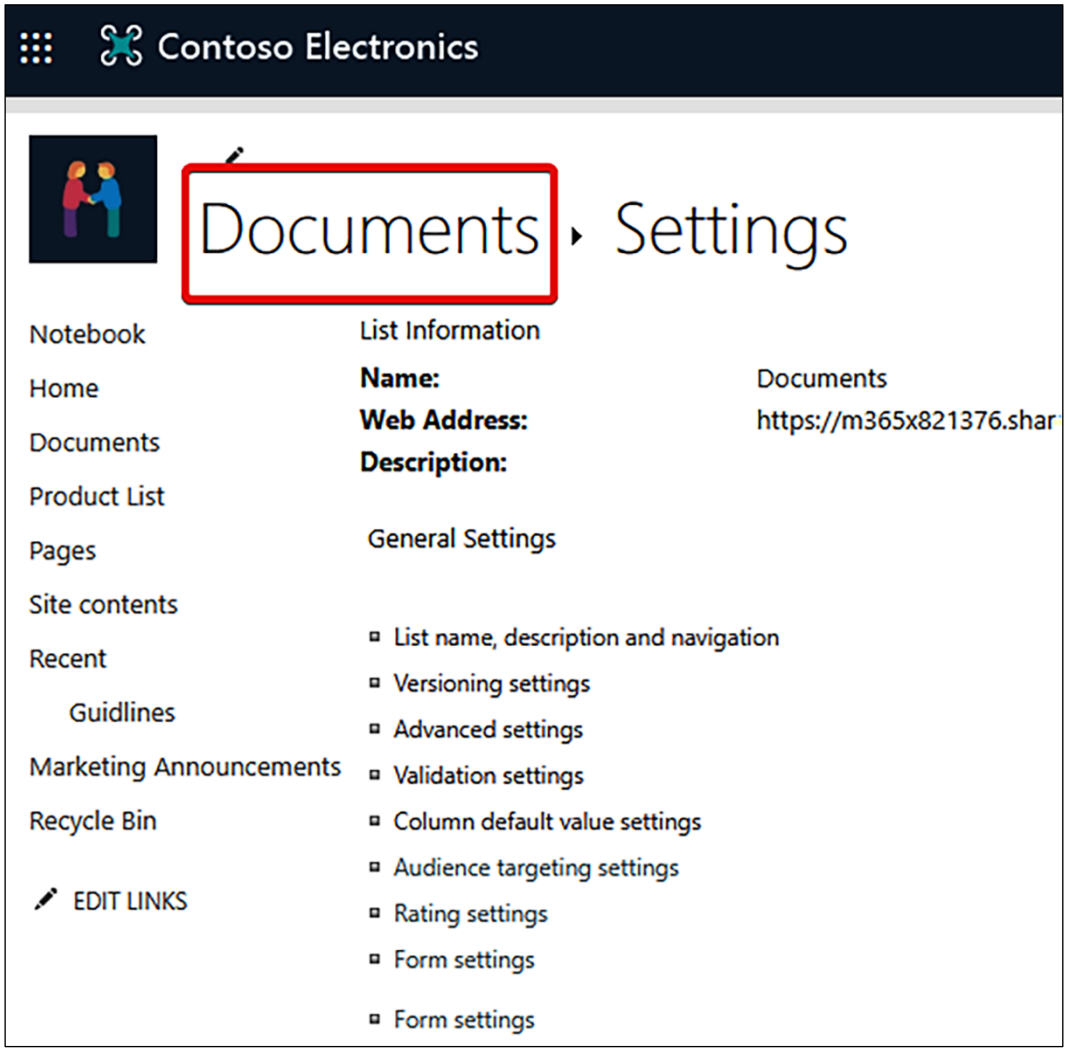
Contoso Electronics
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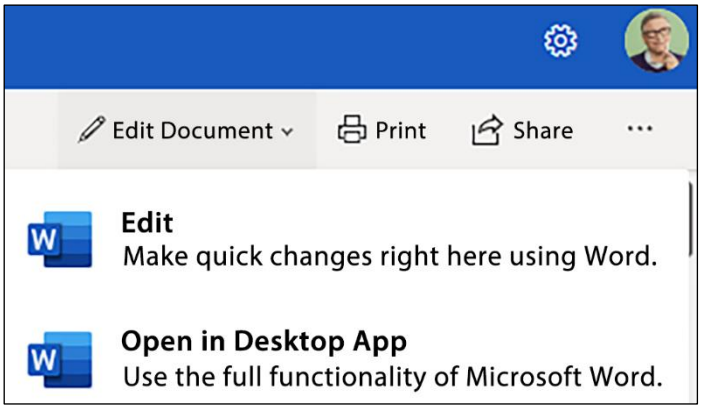
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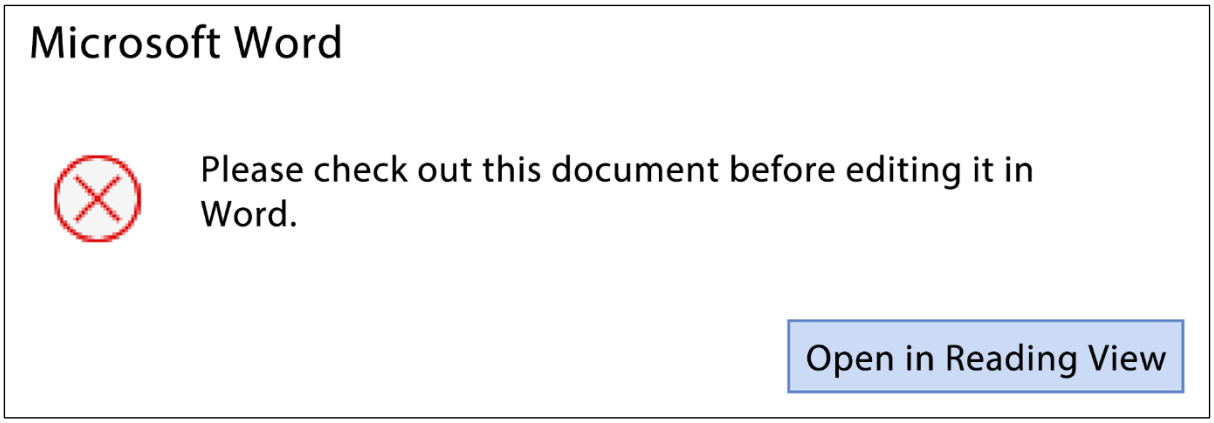
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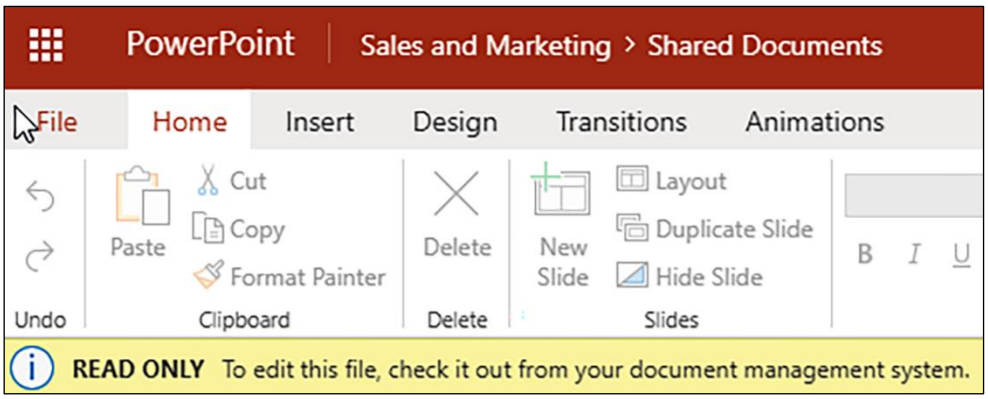
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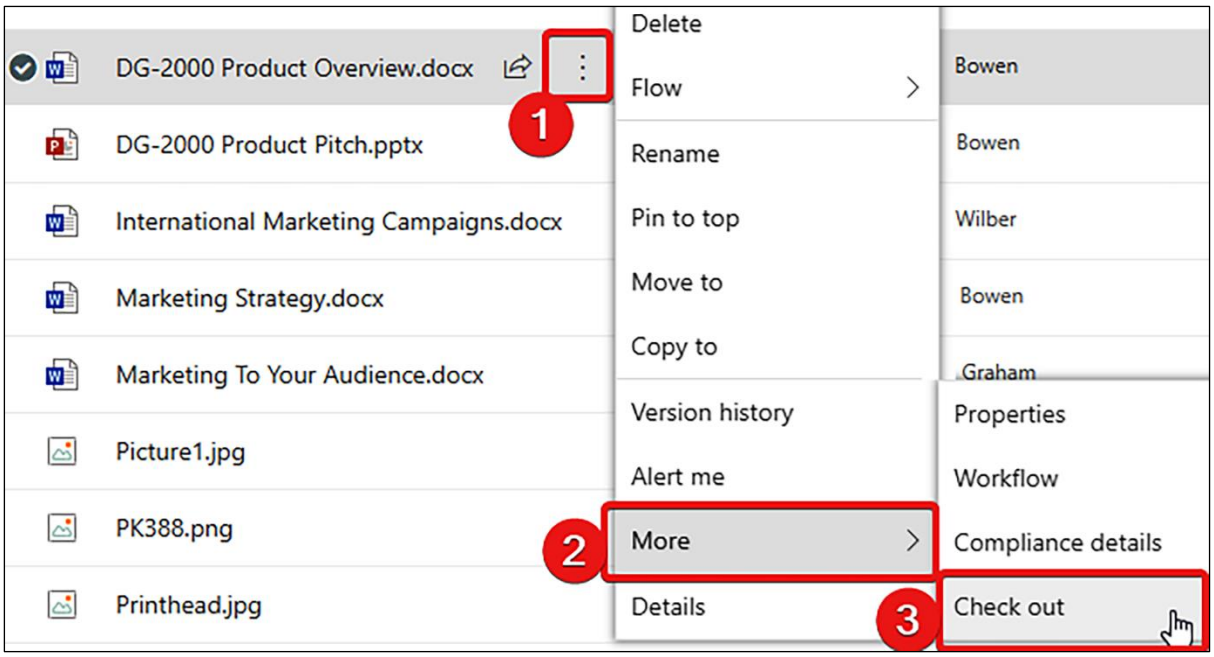
DG-2000 Product Overview.docx
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Marketing Strategy.docx
Marketing To Your Audience.docx
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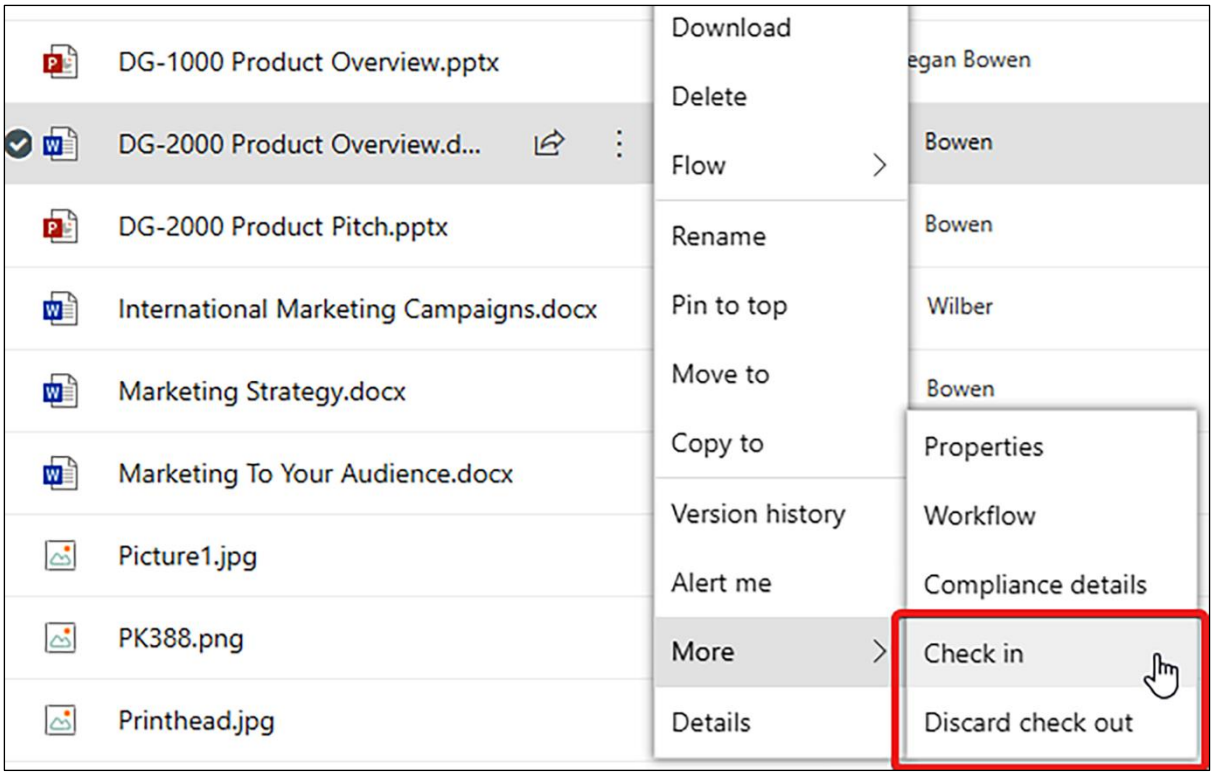
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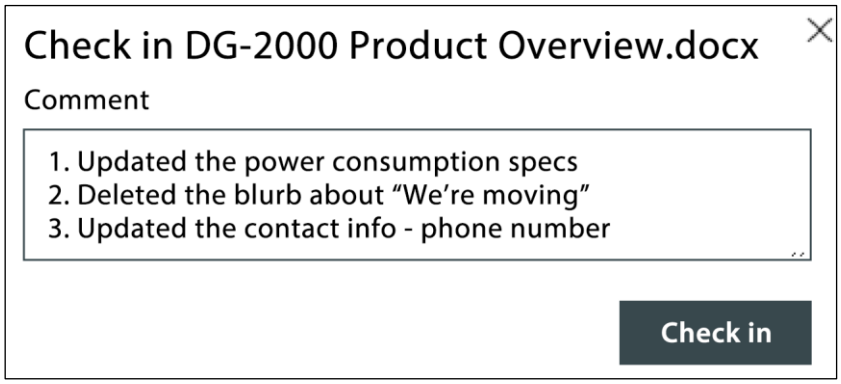
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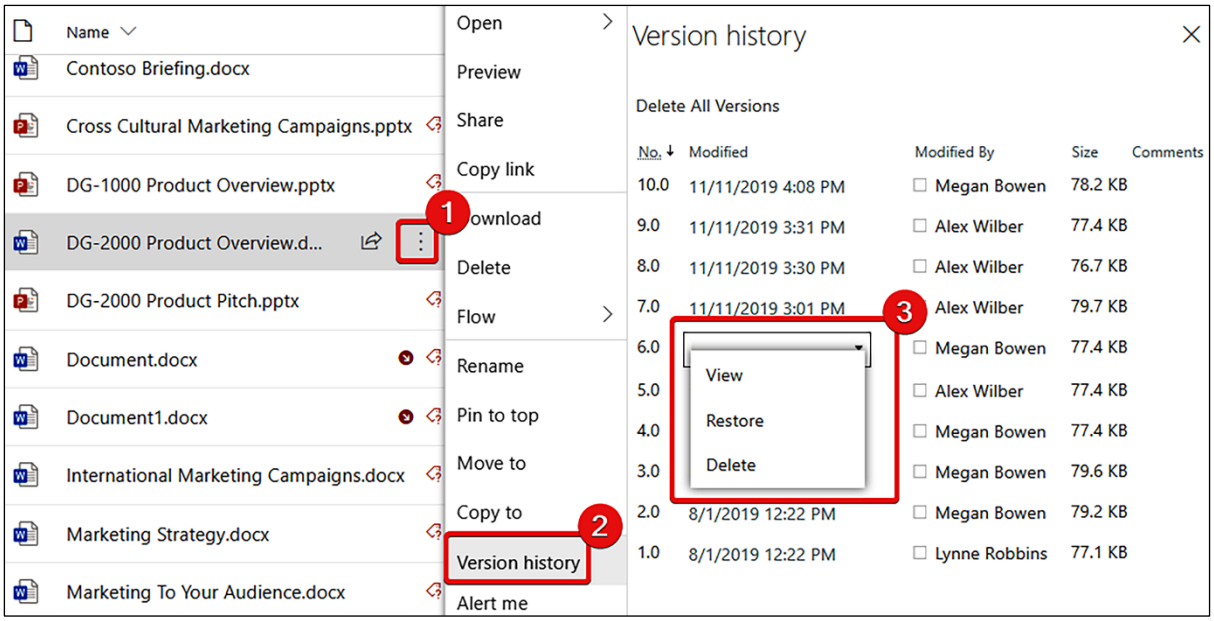
2. Deleted the blurb about "We're moving"
3. Updated the contact info - phone number
Check in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9.0 11/11/2019 3:31 PM Alex Wilber 77.4 KB
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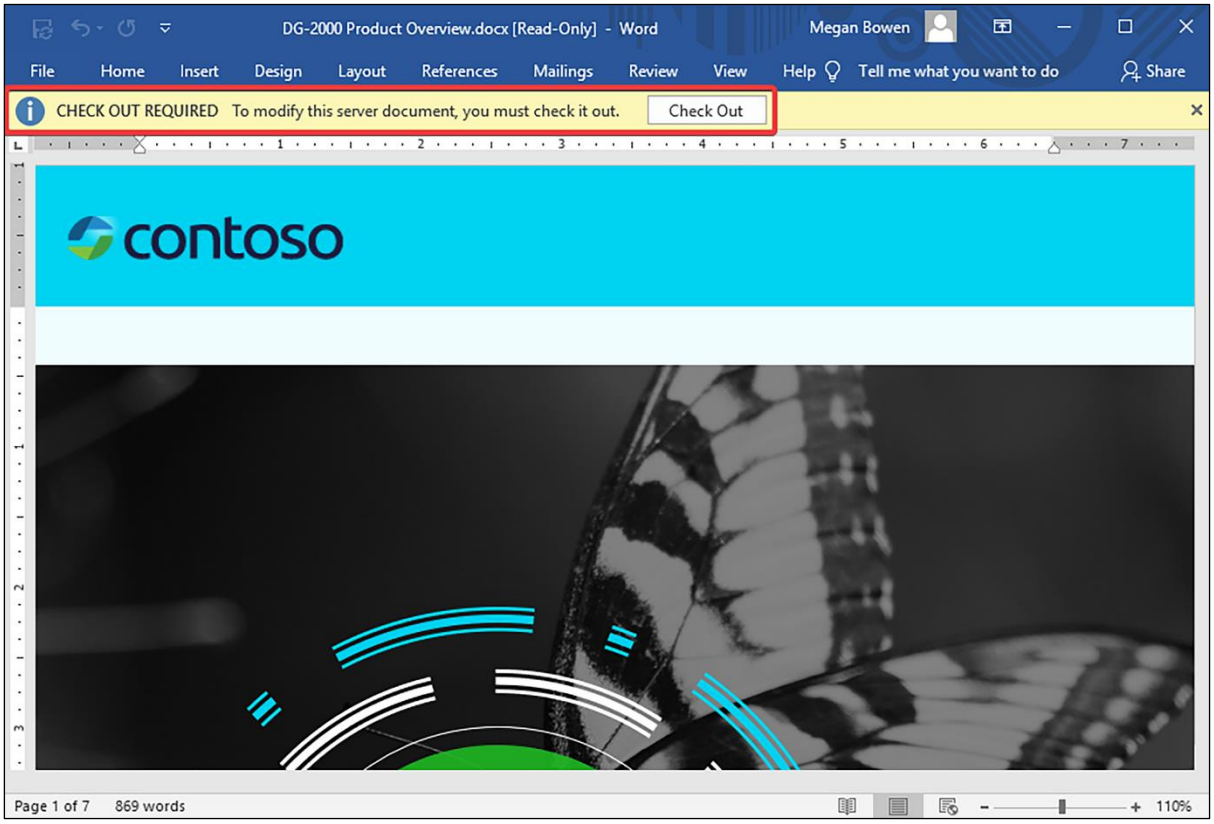
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Page 1 of 7
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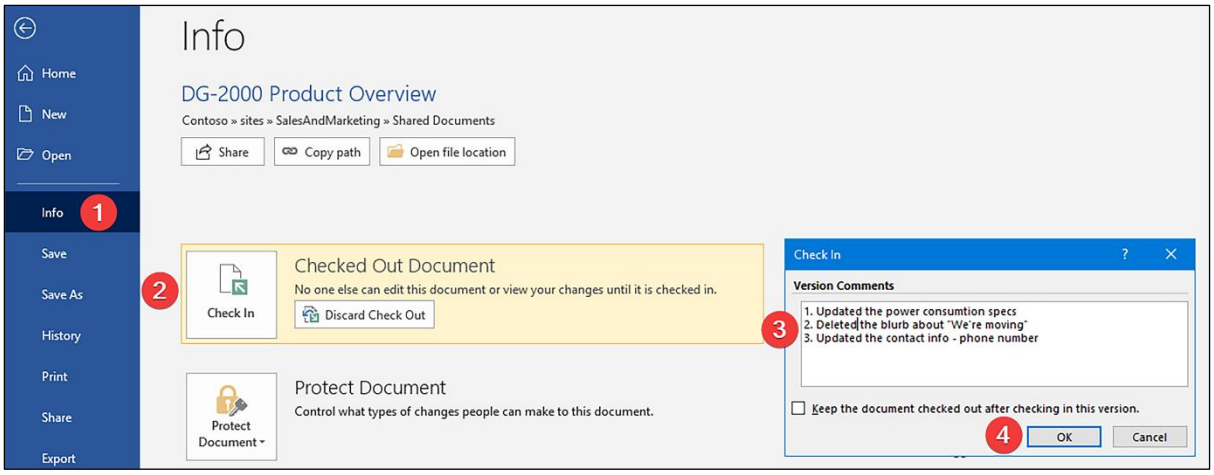
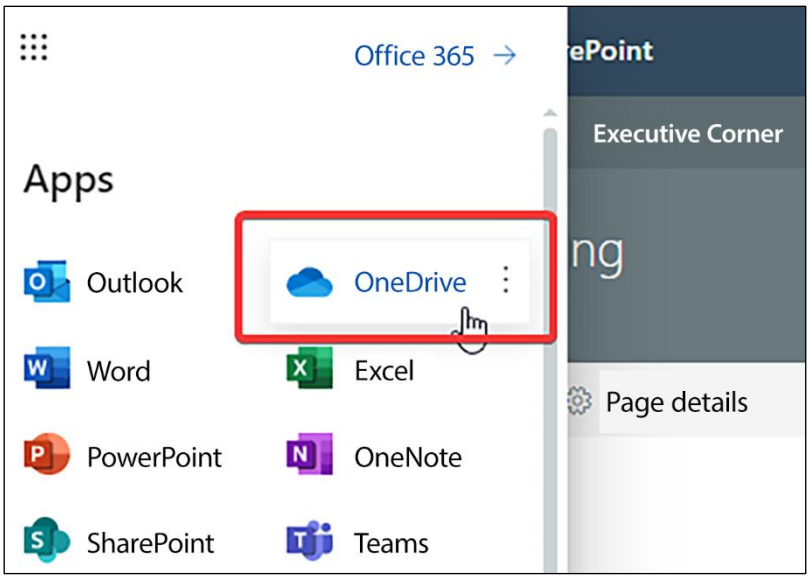
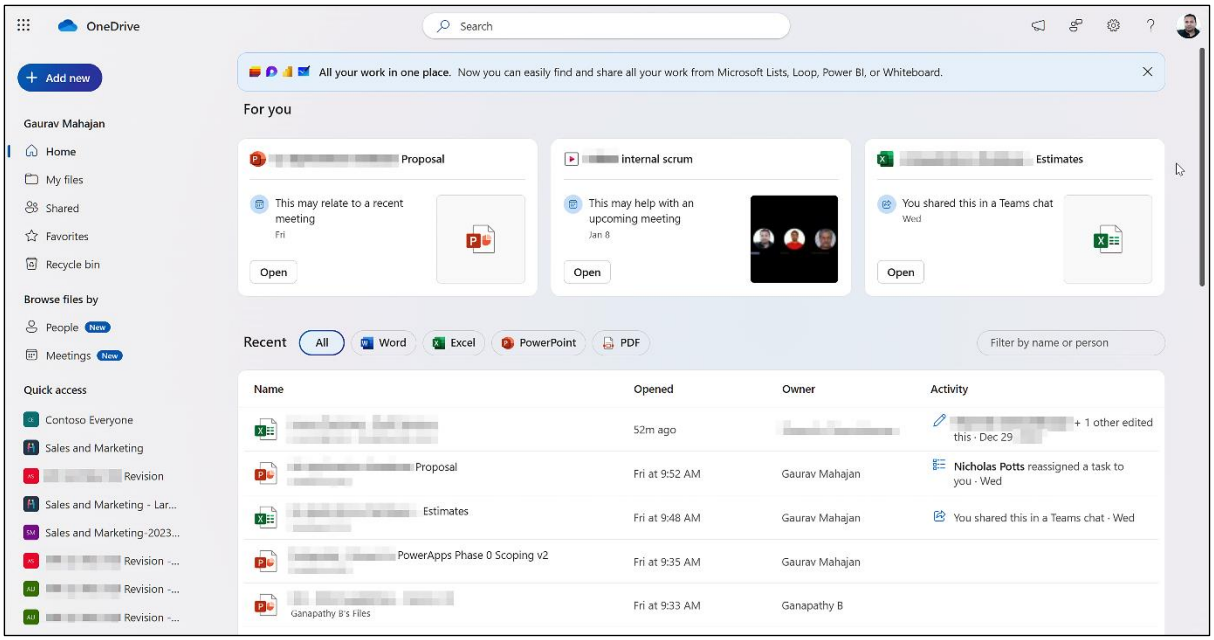
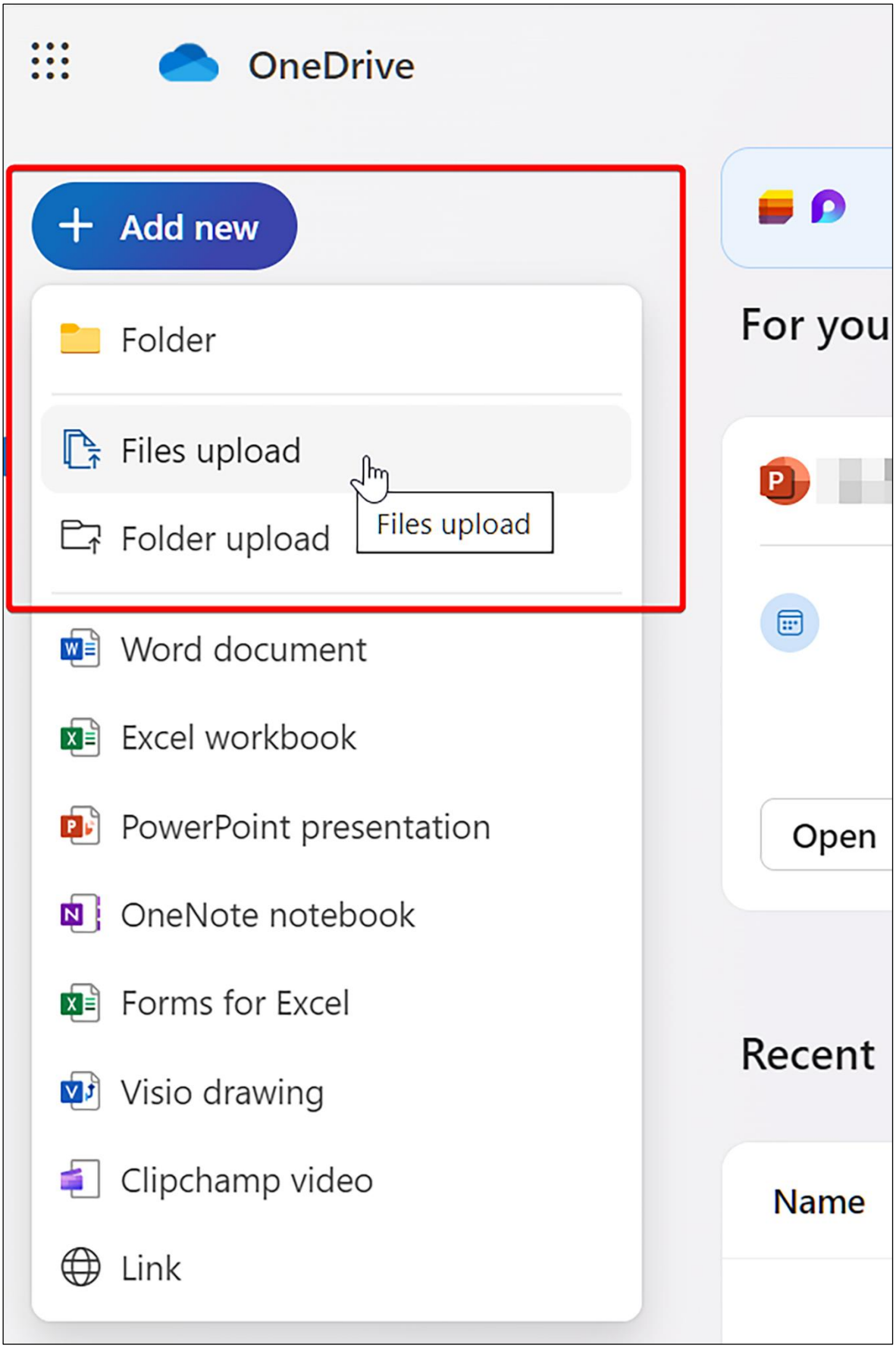
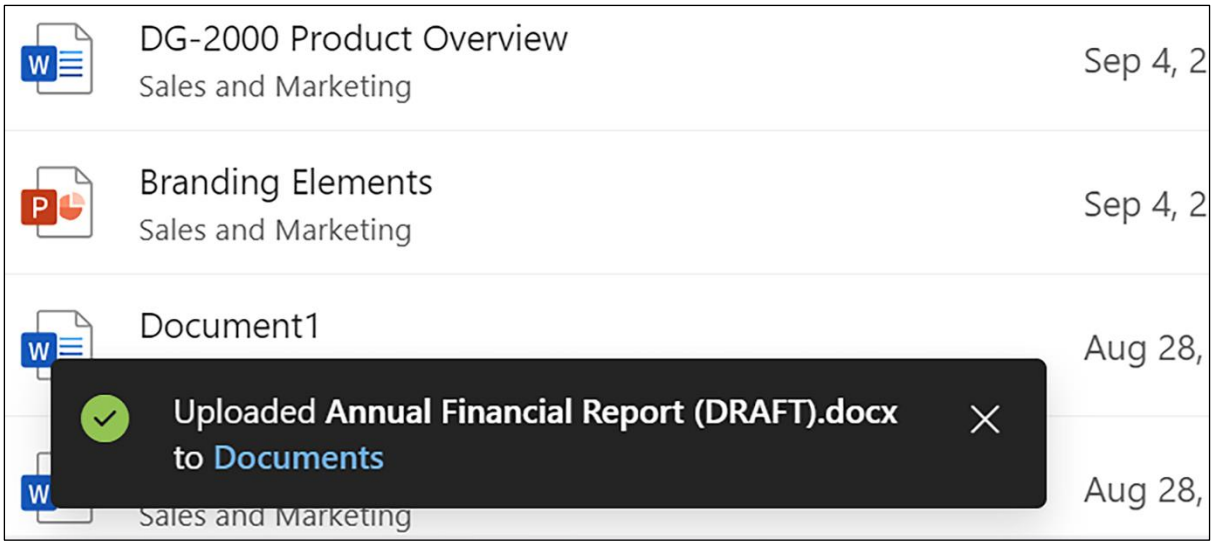

Info
Home
New
Open
Info
1
Save
Save As
History
Print
Share
Export
DG-2000 Product Overview
Contoso » sites » SalesAndMarketing » Shared Documents
Share
Copy path
Open file location
2
Check In
Checked Out Document
No one else can edit this document or view your changes until it is checked in.
Discard Check Out
Protect Document
Protect Document
Control what types of changes people can make to this document.
Check In
Version Comments
3
1. Updated the power consumtion specs
2. Deleted the blurb about "We're moving"
3. Updated the contact info - phone number
Keep the document checked out after checking in this version.
4
OK
Cancel

Chapter 6: OneDrive






OneDrive
Add new
Folder
Files upload
Folder upload
Files upload
Word document
Excel workbook
PowerPoint presentation
OneNote notebook
Forms for Excel
Visio drawing
Clipchamp video
Link
For you
Open
Recent
Name


DG-2000 Product Overview
Sales and Marketing
Sep 4, 2
Branding Elements
Sales and Marketing
Sep 4, 2
Document1
Aug 28,
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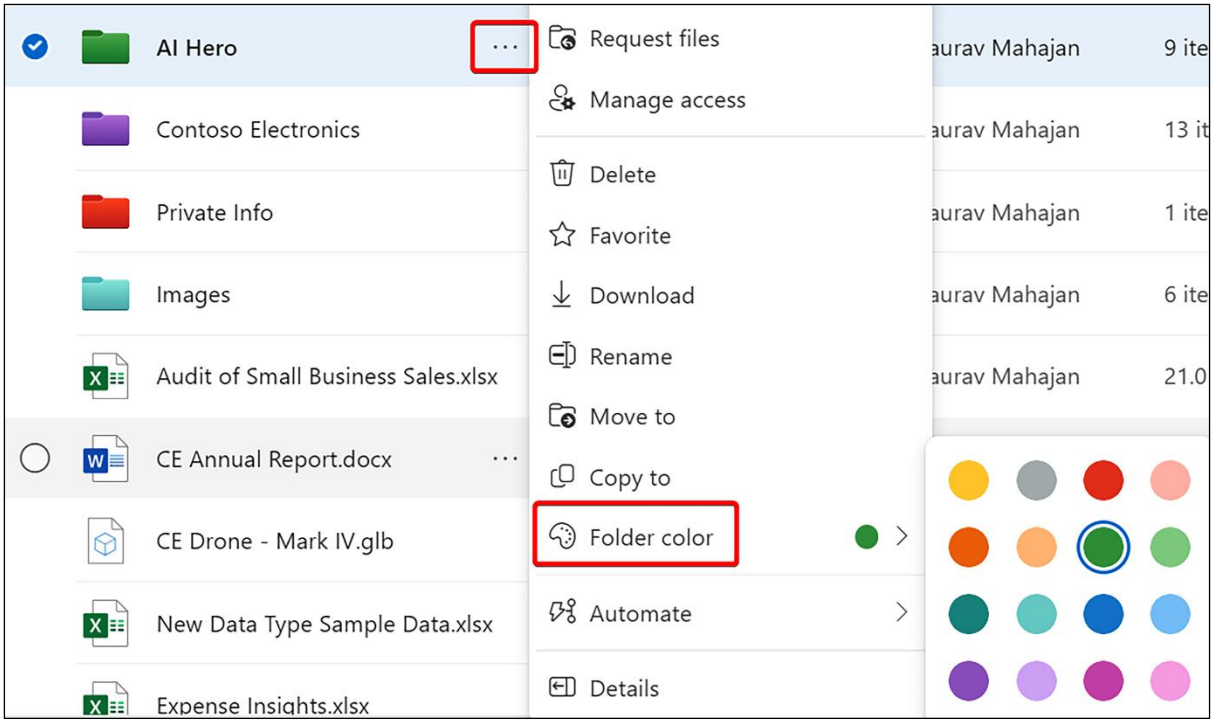
Aug 28,
Sales and Marketing


AI Hero
Contoso Electronics
Private Info
Images
Audit of Small Business Sales.xlsx
CE Annual Report.docx
CE Drone - Mark IV.glb
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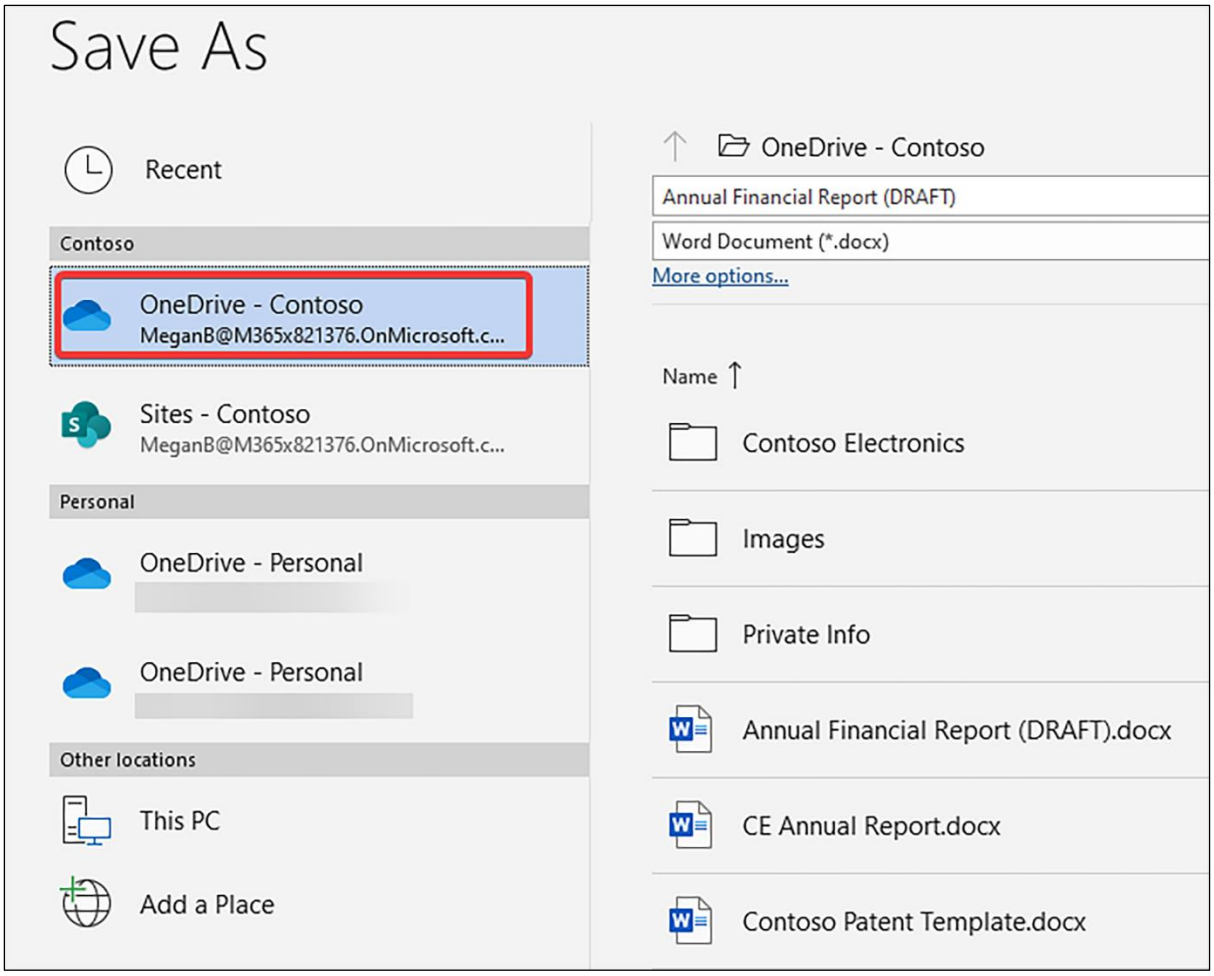
Expense Insights.xlsx
Request files
Manage access
Delete
Favorite
Download
Rename
Move to
Copy to
Folder color
Automate
Details


Save As
Recent
Contoso
OneDrive - Contoso
MeganB@M365x821376.OnMicrosoft.c...
Sites - Contoso
MeganB@M365x821376.OnMicrosoft.c...
Personal
OneDrive - Personal
OneDrive - Personal
Other locations
This PC
Add a Place
OneDrive - Contoso
Annual Financial Report (DRAFT)
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Name
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Images
Private Info
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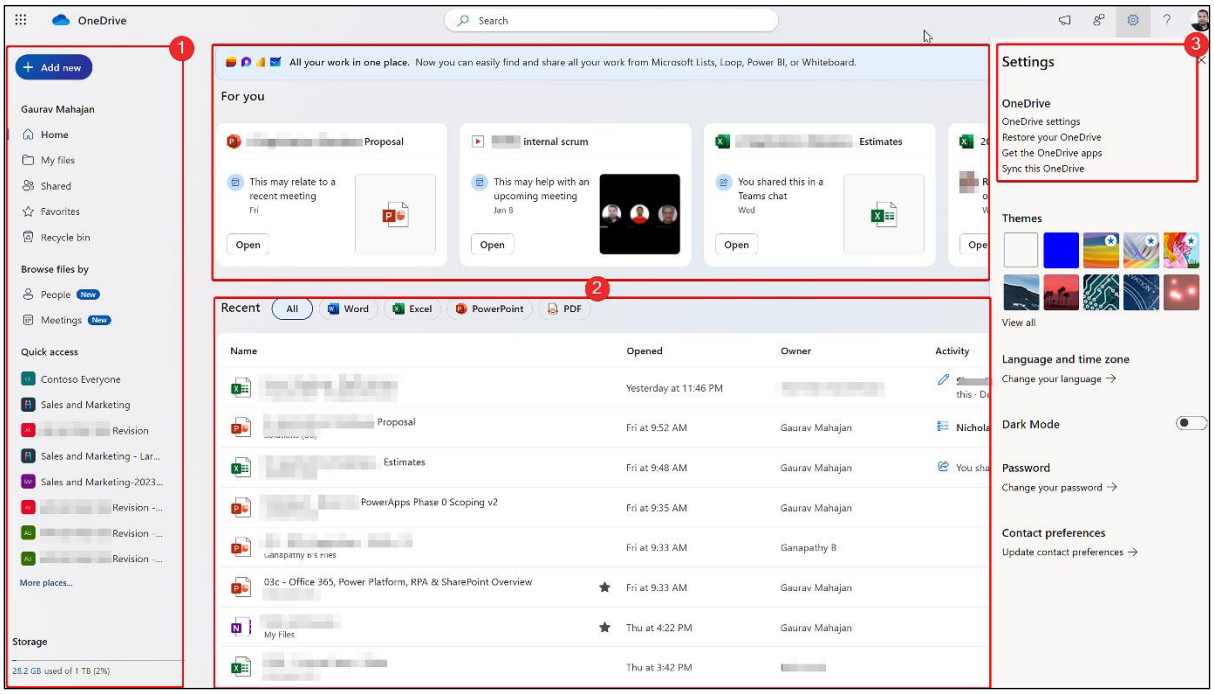
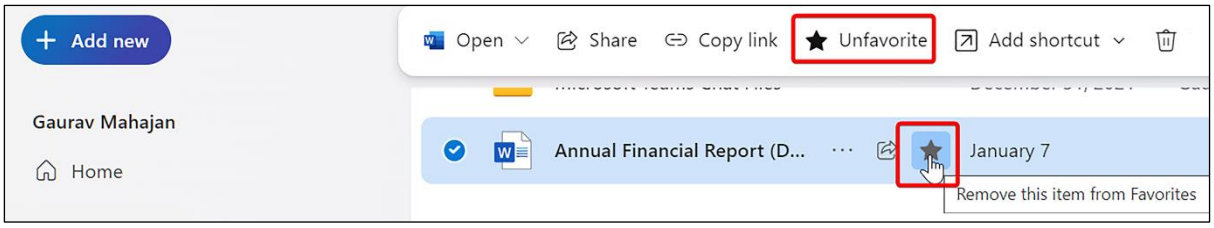
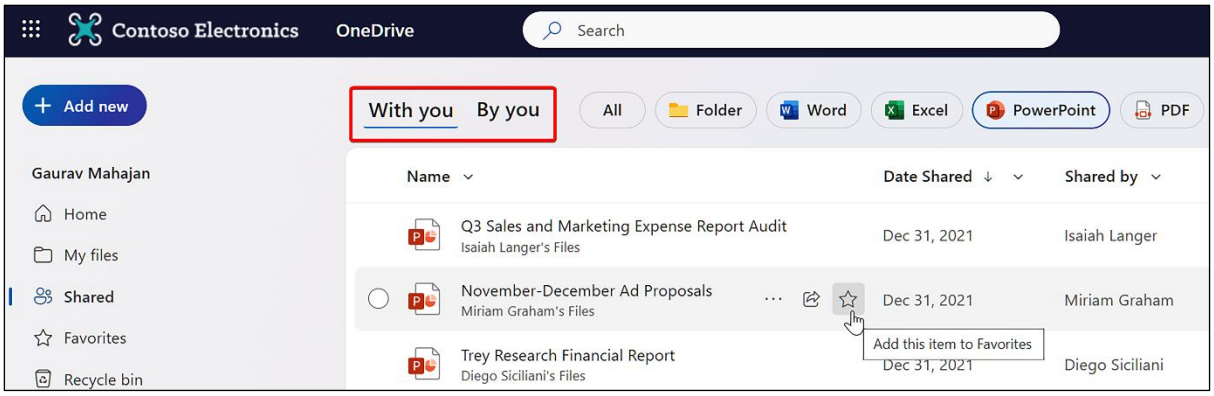
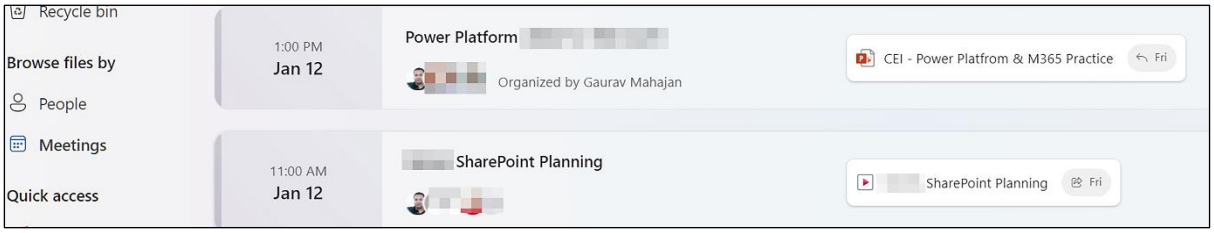
CE Annual Report.docx
Contoso Patent Template.docx


OneDrive
Search
Add new
Gaurav Mahajan
Home
My files
Shared
Favorites
Recycle bin
Browse files by
People
Meetings
Quick access
Contoso Everyone
Sales and Marketing
Revision
Sales and Marketing - Lar...
Sales and Marketing-2023...
More places...
Storage
All your work in one place. Now you can easily find and share all your work from Microsoft Lists, Loop, Power BI, or Whiteboard.
For you
Proposal
This may relate to a recent meeting
Open
internal scrum
This may help with an upcoming meeting
Open
Estimates
You shared this in a Teams chat
Open
Recent
All
Word
Excel
PowerPoint
PDF
Name
Opened
Owner
Activity
Yesterday at 11:46 PM
Proposal
Fri at 9:52 AM
Gaurav Mahajan
Estimates
Fri at 9:48 AM
Gaurav Mahajan
PowerApps Phase 0 Scoping v2
Fri at 9:35 AM
Gaurav Mahajan
Fri at 9:33 AM
Ganapathy B
03c - Office 365, Power Platform, RPA & SharePoint Overview
Fri at 9:33 AM
Gaurav Mahajan
Thu at 4:22 PM
Gaurav Mahajan
Thu at 3:42 PM
Settings
OneDrive
OneDrive settings
Restore your OneDrive
Get the OneDrive apps
Sync this OneDrive
Themes
View all
Language and time zone
Change your language
Dark Mode
Password
Change your password
Contact preferences
Update contact preferences







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	personal/meganb_m365x821376_onmicrosoft_com/Documents/Annual Financial Report (DRAFT).docx	docx	Read	SharingLink		SharePointGroup	92139652-a2	Organization
	personal/meganb_m365x821376_onmicrosoft_com/Documents/Annual Financial Report (DRAFT).docx	docx	Contribute	SharingLink		SharePointGroup	d38c0d08-21	Organization
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	personal/meganb_m365x821376_onmicrosoft_com/Documents/Audit of Small Business Sales.xlsx	xlsx	Read	Patti Fernandez	PattiF@M365x821376.OnMicrosoft.com	Internal		
	personal/meganb_m365x821376_onmicrosoft_com/Documents/Audit of Small Business Sales.xlsx	xlsx	Read	Isaiah Langer	IsaiahL@M365x821376.OnMicrosoft.com	Internal		
	personal/meganb_m365x821376_onmicrosoft_com/Documents/Audit of Small Business Sales.xlsx	xlsx	Read	Miriam Graham	MiriamG@M365x821376.OnMicrosoft.com	Internal		
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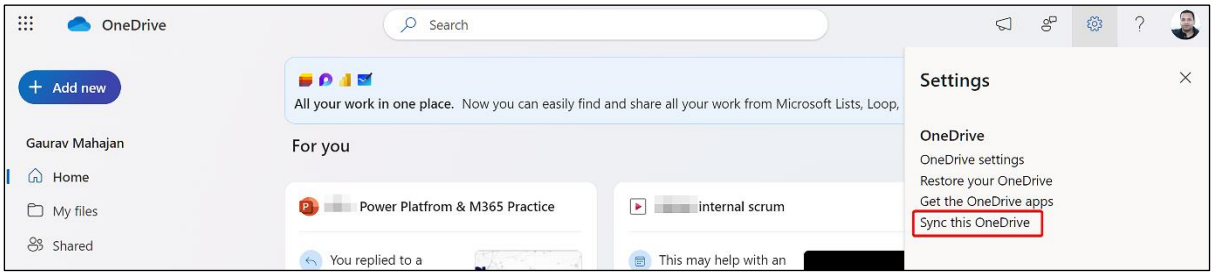
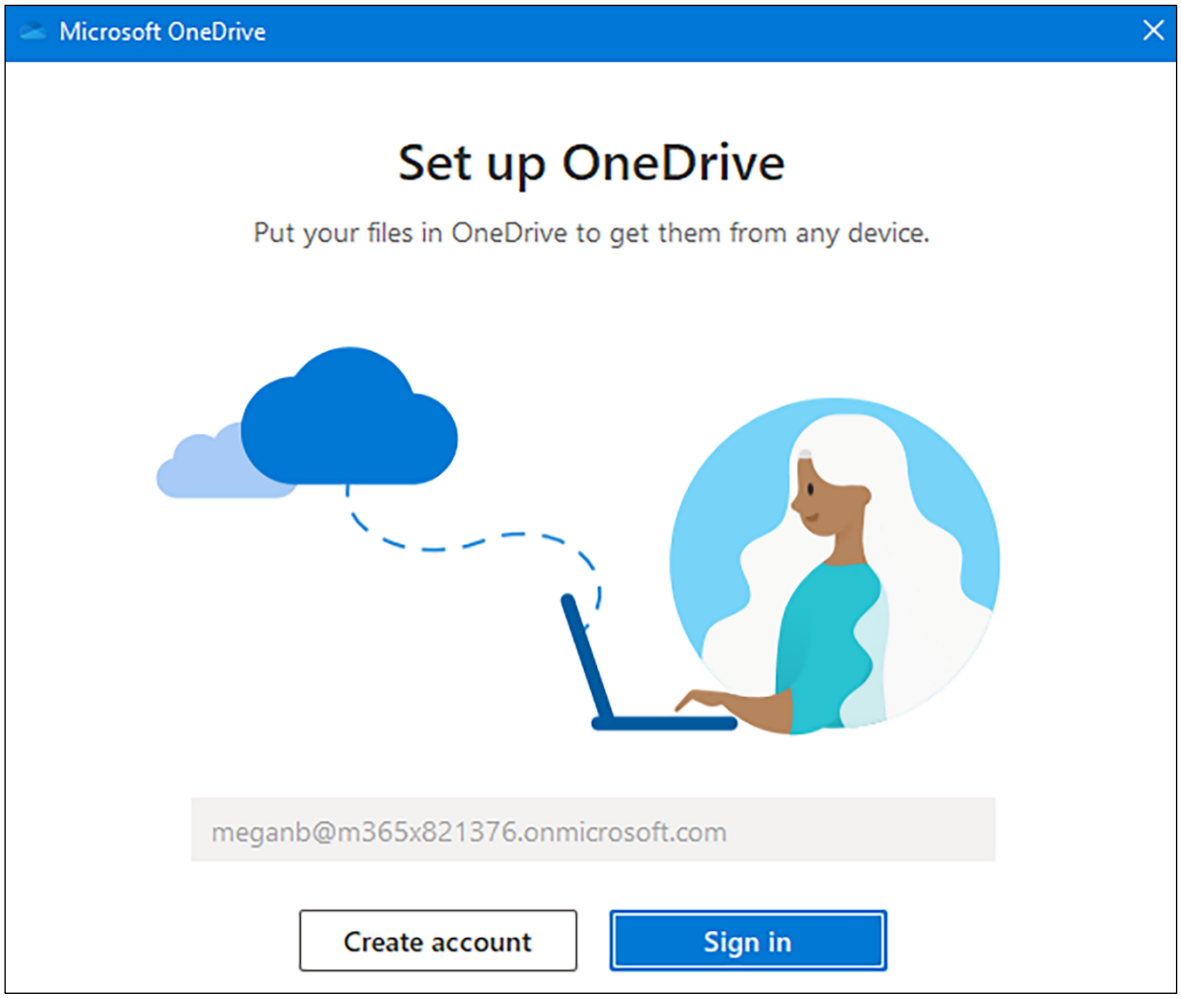


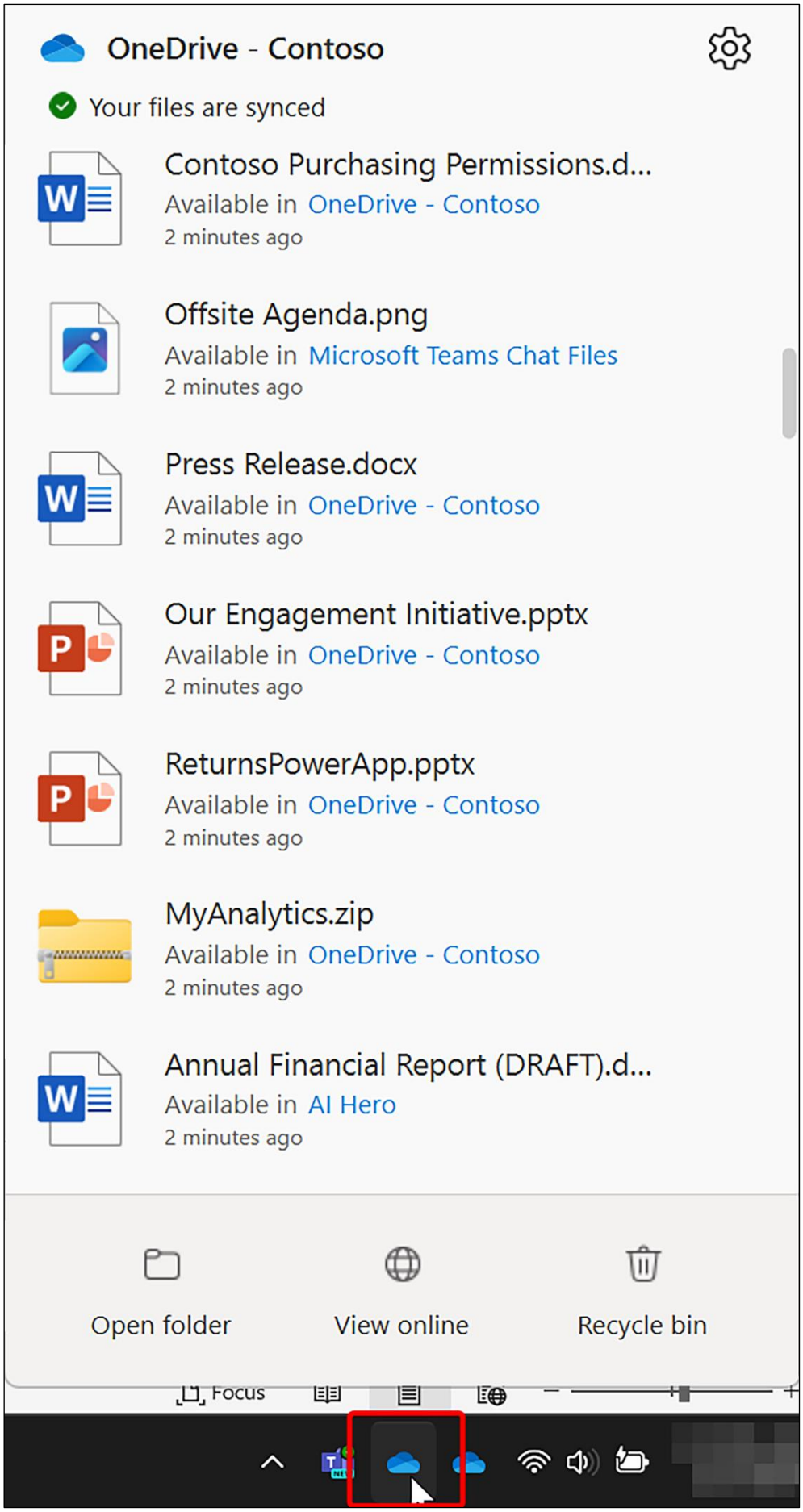
We're syncing your files

We are connecting to OneDrive on your device.
Copy library ID to configure this library to sync automatically.

If there is no response, you may need to install the latest version of OneDrive.

Close


Microsoft OneDrive
Set up OneDrive
Put your files in OneDrive to get them from any device.
meganb@m365x821376.onmicrosoft.com
Create account
Sign in


OneDrive - Contoso
Your files are synced
Contoso Purchasing Permissions.d...
Available in OneDrive - Contoso
2 minutes ago
Offsite Agenda.png
Available in Microsoft Teams Chat Files
2 minutes ago
Press Release.docx
Available in OneDrive - Contoso
2 minutes ago
Our Engagement Initiative.pptx
Available in OneDrive - Contoso
2 minutes ago
ReturnsPowerApp.pptx
Available in OneDrive - Contoso
2 minutes ago
MyAnalytics.zip
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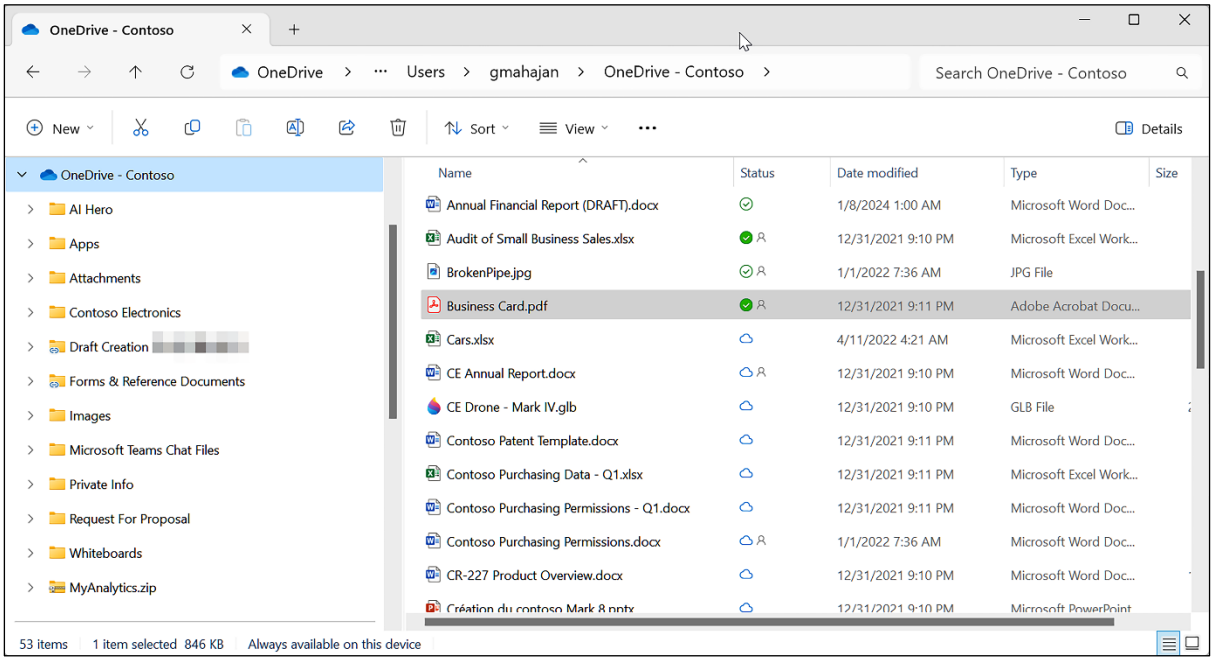
2 minutes ago
Annual Financial Report (DRAFT).d...
Available in AI Hero
2 minutes ago
Open folder
View online
Recycle bin
Focus


OneDrive - Contoso
OneDrive
Users
gmahajan
OneDrive - Contoso
Search OneDrive - Contoso
New
Sort
View
Details
OneDrive - Contoso
AI Hero
Apps
Attachments
Contoso Electronics
Draft Creation
Forms & Reference Documents
Images
Microsoft Teams Chat Files
Private Info
Request For Proposal
Whiteboards
MyAnalytics.zip
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Date modified
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Size
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Audit of Small Business Sales.xlsx 12/31/2021 9:10 PM Microsoft Excel Work...
BrokenPipe.jpg 1/1/2022 7:36 AM JPG File
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Cars.xlsx 4/11/2022 4:21 AM Microsoft Excel Work...
CE Annual Report.docx 12/31/2021 9:10 PM Microsoft Word Doc...
CE Drone - Mark IV.glb 12/31/2021 9:10 PM GLB File
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53 items
1 item selected 846 KB
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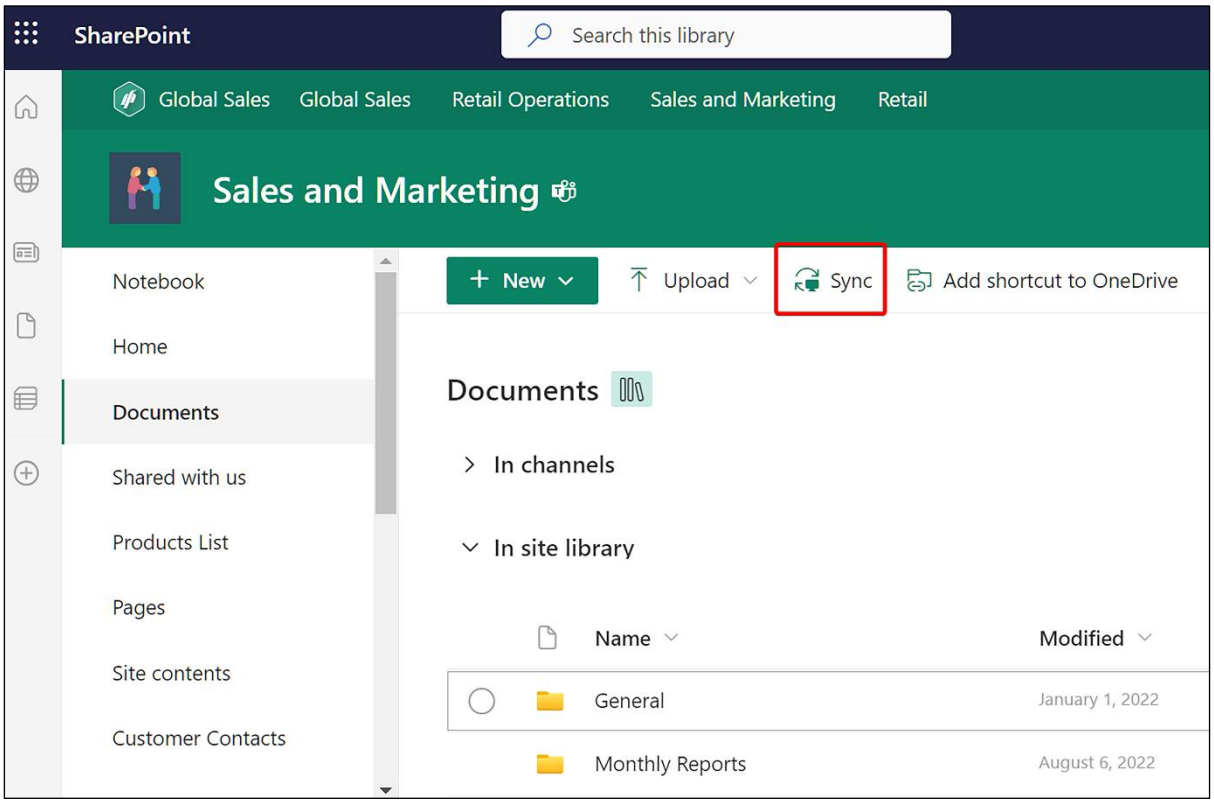
SharePoint
Search this library
Global Sales
Global Sales
Retail Operations
Sales and Marketing
Retail
Sales and Marketing
Notebook
Home
Documents
Shared with us
Products List
Pages
Site contents
Customer Contacts
New
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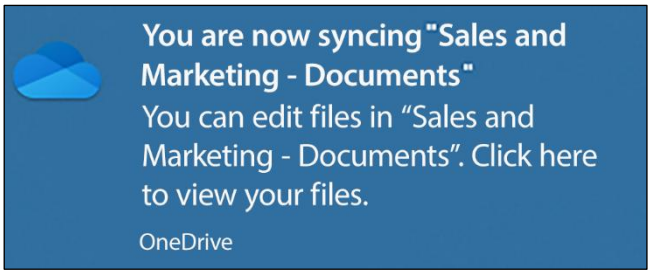
Sync
Add shortcut to OneDrive
Documents
In channels
In site library
Name
Modified
General
January 1, 2022
Monthly Reports
August 6, 2022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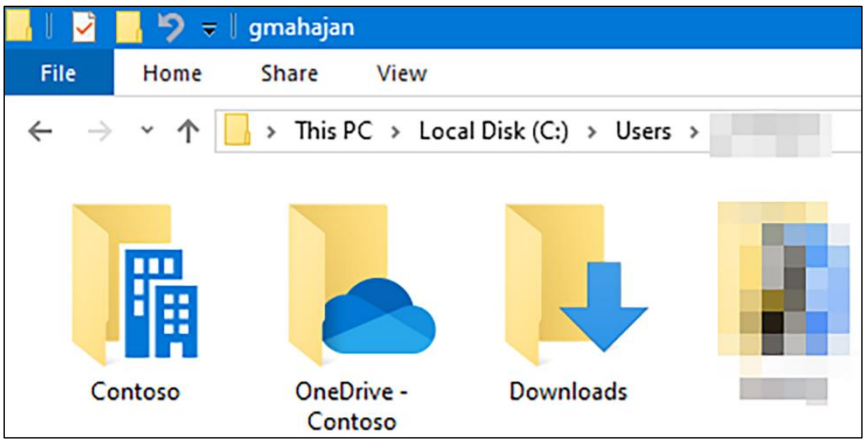
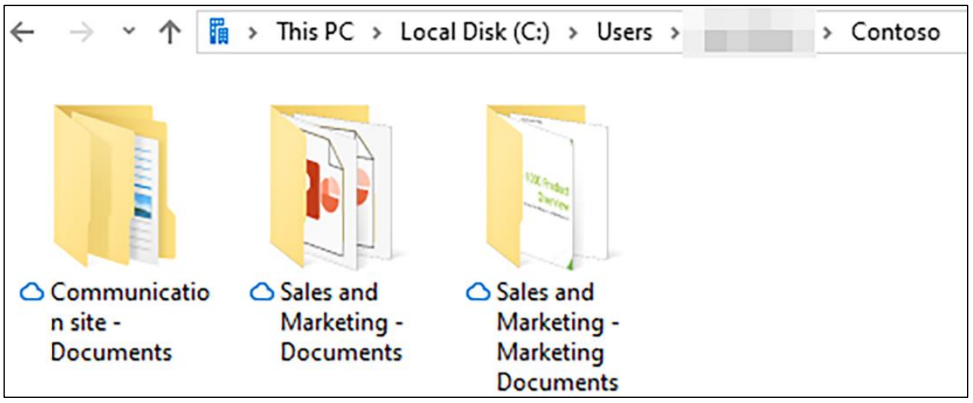
You can edit files in "Sales and Marketing - Documents". Click here to view your files.
OneDrive


gmahajan
File
Home
Share
View
This PC
Local Disk (C:)
Users
Contoso
OneDrive - Contoso
Downloads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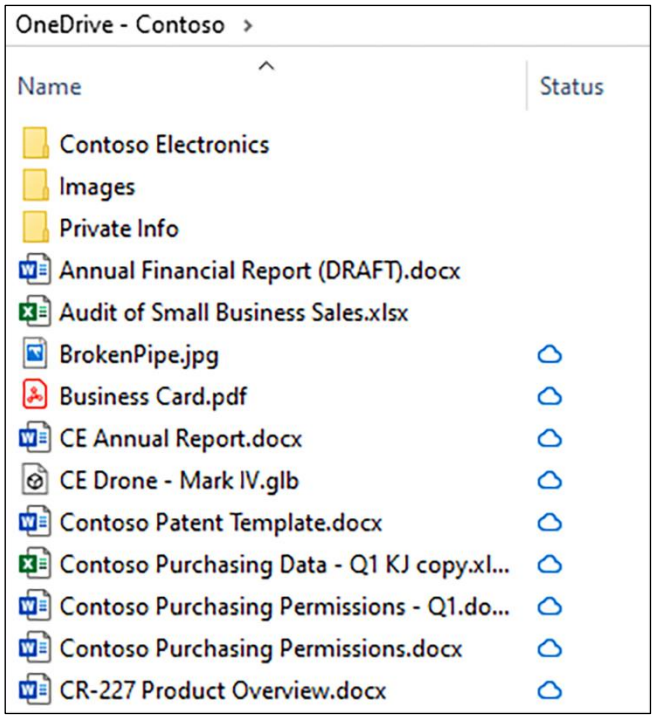
Local Disk (C:)
Users
Contoso
Communication site - Documents
Sales and Marketing - Documents
Sales and Marketing - Marketing Documents


OneDrive - Contoso
Name
Status
Contoso Electronics
Images
Private Info
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Audit of Small Business Sales.xlsx
BrokenPipe.jpg
Business Card.pdf
CE Annual Report.docx
CE Drone - Mark IV.glb
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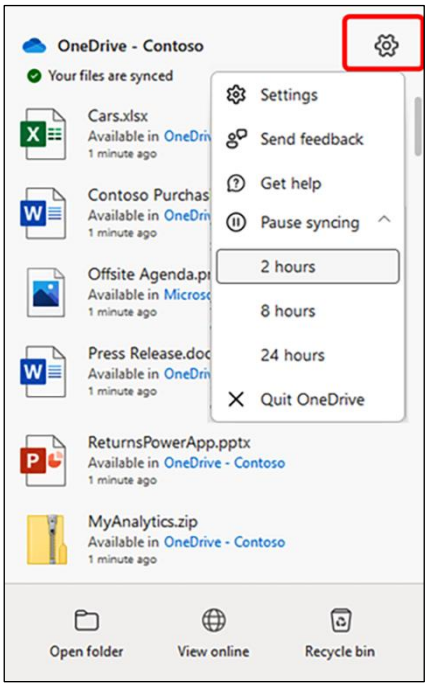
OneDrive - Contoso
Your files are synced
Settings
Send feedback
Get help
Pause syncing
2 hours
8 hours
24 hours
Quit OneDrive
Cars.xlsx
Available in OneDri
1 minute ago
Contoso Purchas
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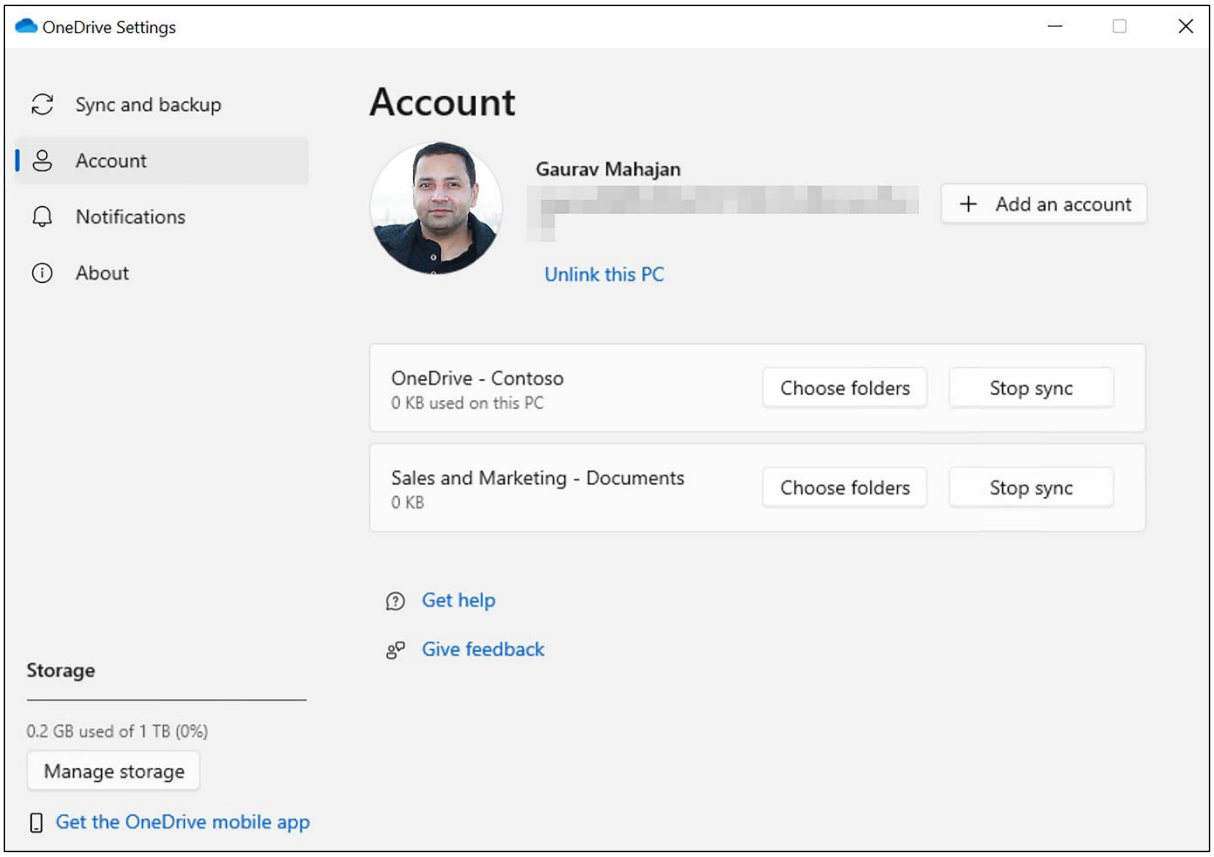
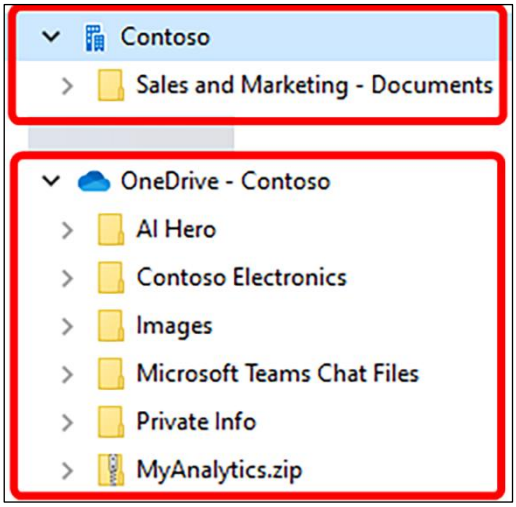
Open folder
View online
Recycle bin


OneDrive Settings
Sync and backup
Account
Notifications
About
Account
Gaurav Mahajan
Add an account
Unlink this PC
OneDrive - Contoso
0 KB used on this PC
Choose folders
Stop sync
Sales and Marketing - Documents
0 KB
Choose folders
Stop sync
Get help
Give feedback
Storage
0.2 GB used of 1 TB (0%)
Manage storage
Get the OneDrive mobile app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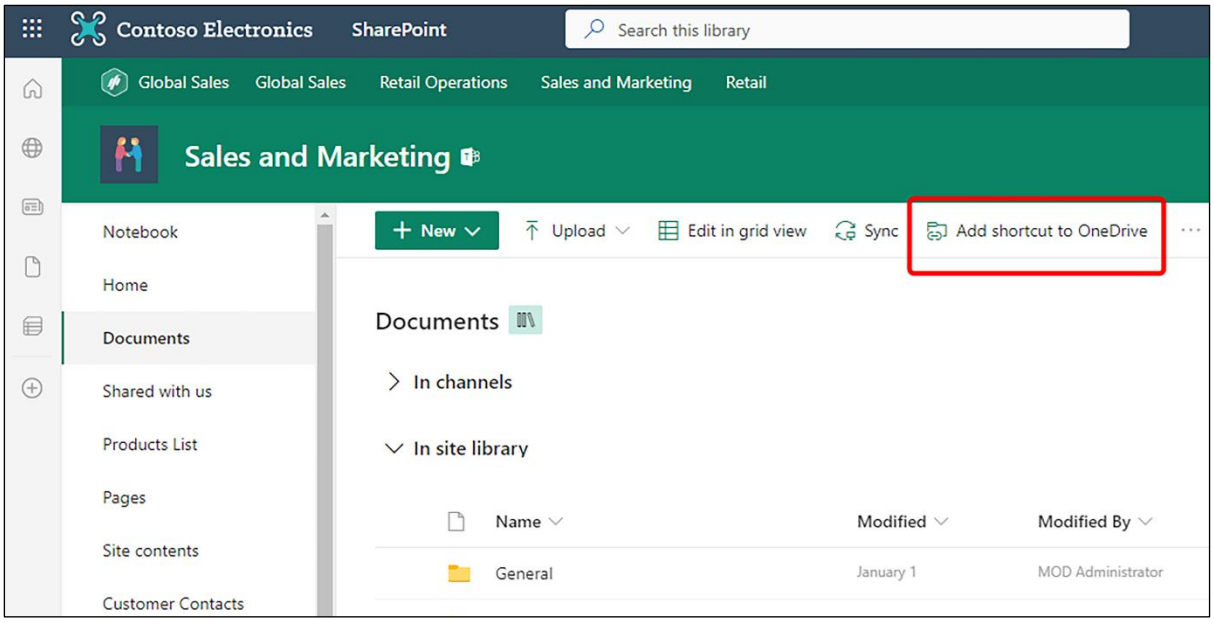
OneDrive - Contoso
AI Hero
Contoso Electronics
Images
Microsoft Teams Chat Files
Private Info
MyAnalytics.zip


Contoso Electronics
SharePoint
Search this library
Global Sales
Global Sales
Retail Operations
Sales and Marketing
Retail
Sales and Marketing
Notebook
Home
Documents
Shared with us
Products List
Pages
Site contents
Customer Contacts
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Edit in grid view
Sync
Add shortcut to OneDrive
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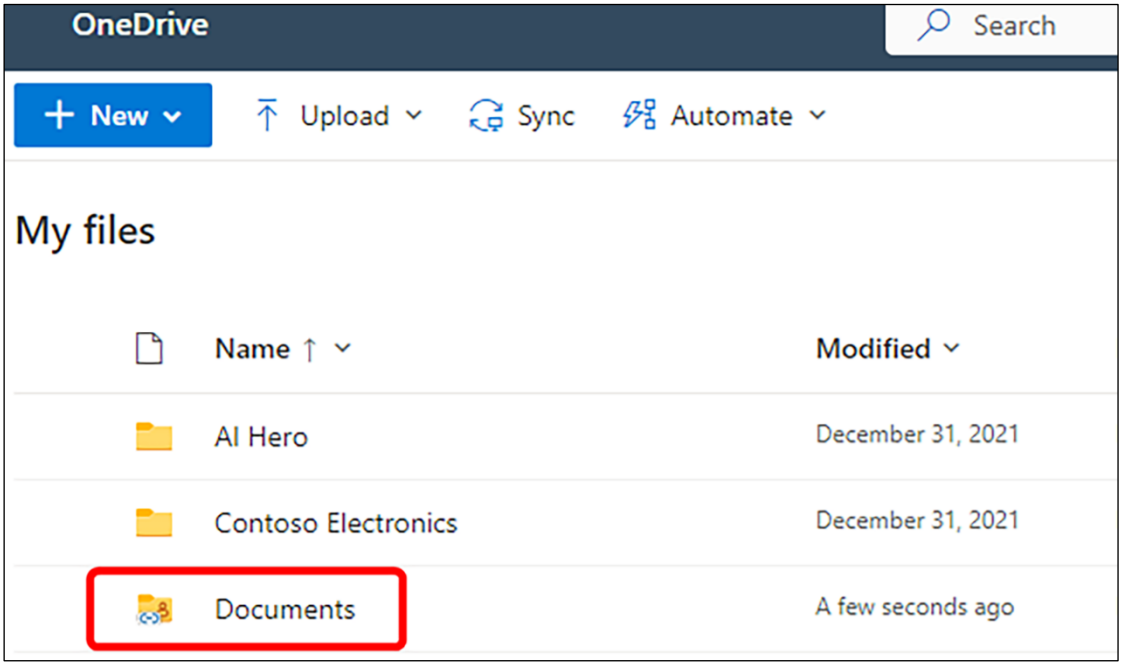
In channels
In site library
Name
Modified
Modified By
General
January 1
MOD Administrator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December 31, 2021
Contoso Electronics
December 31, 2021
Documents
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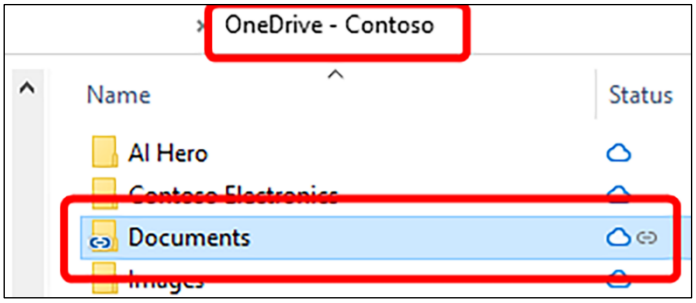
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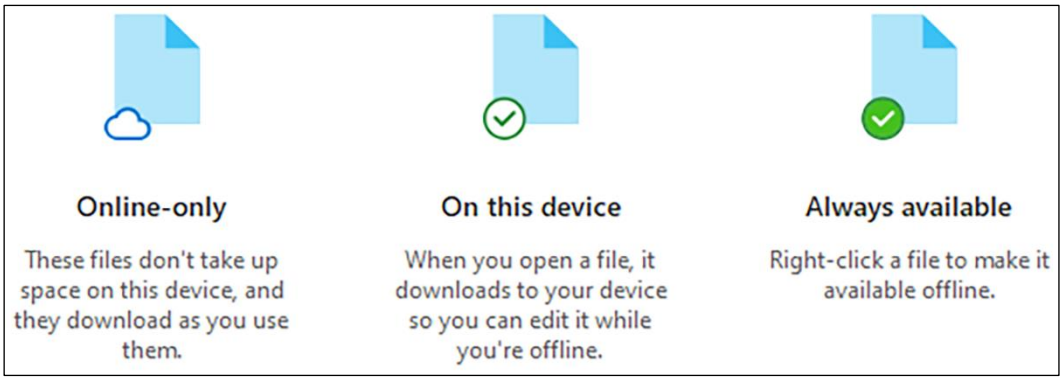
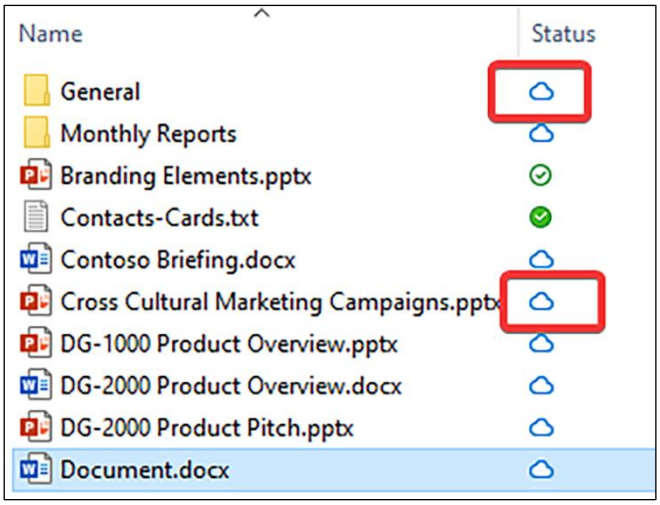
AI Hero
Contoso Electronics
Documents
Images


Online-only
These files don't take up space on this device, and they download as you use them.
On this device
When you open a file, it downloads to your device so you can edit it while you're offline.
Always available
Right-click a file to make it available offline.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DG-2000 Product Overview.docx
DG-2000 Product Pitch.pptx
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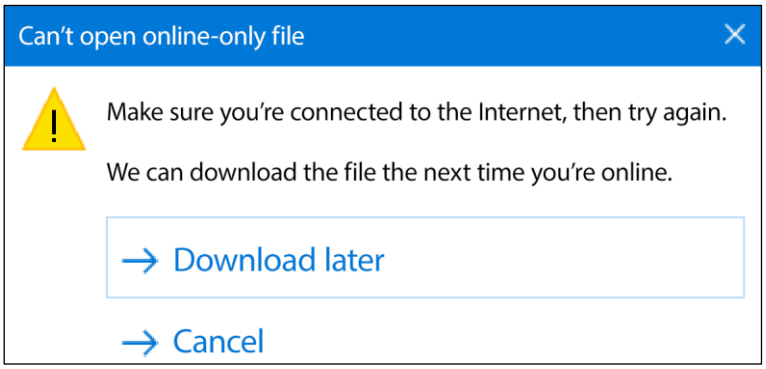
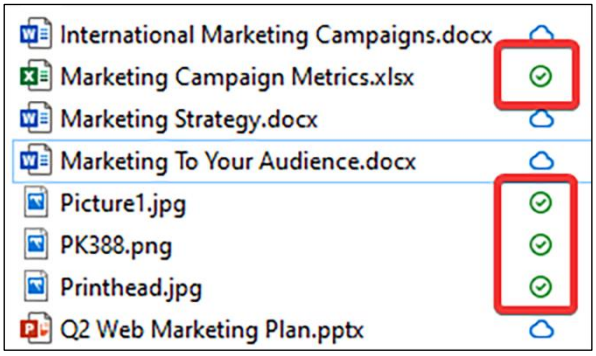

Can't open online-only file
Make sure you're connected to the Internet, then try again.
We can download the file the next time you're online.
Download later
Cancel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Marketing Campaign Metrics.xlsx
Marketing Strategy.docx
Marketing To Your Audience.docx
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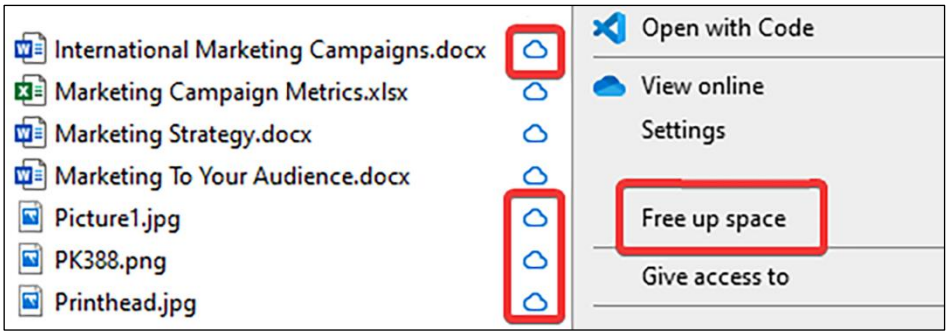
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Marketing Campaign Metrics.xlsx
Marketing Strategy.docx
Marketing To Your Audience.docx
Picture1.jpg
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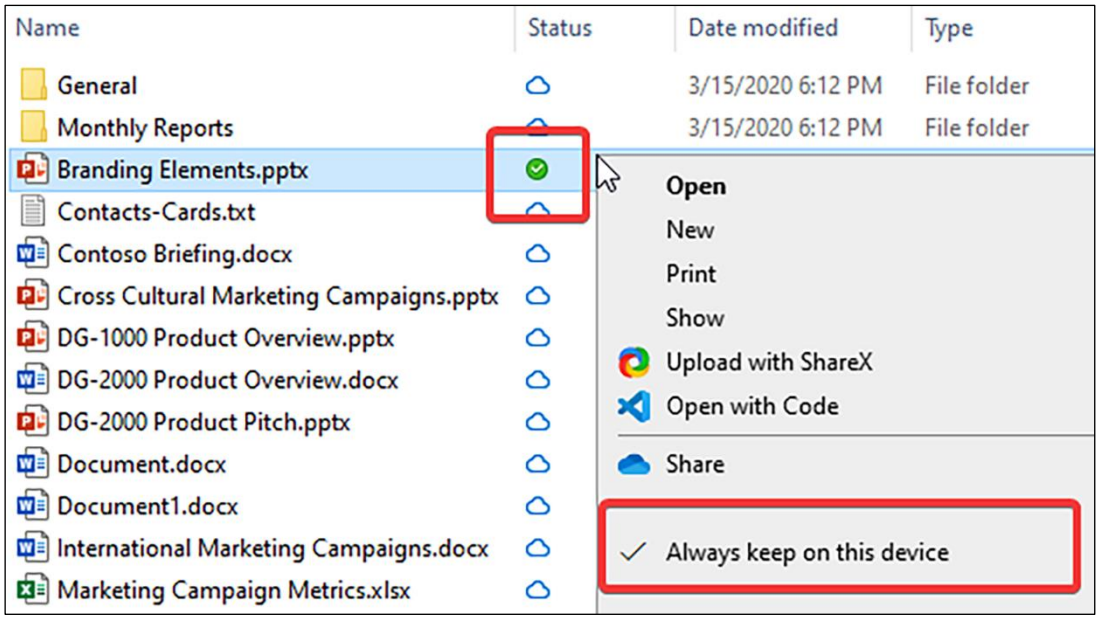
Printhead.jpg
Open with Code
View online
Settings
Free up space
Give access to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3/15/2020 6:12 PM
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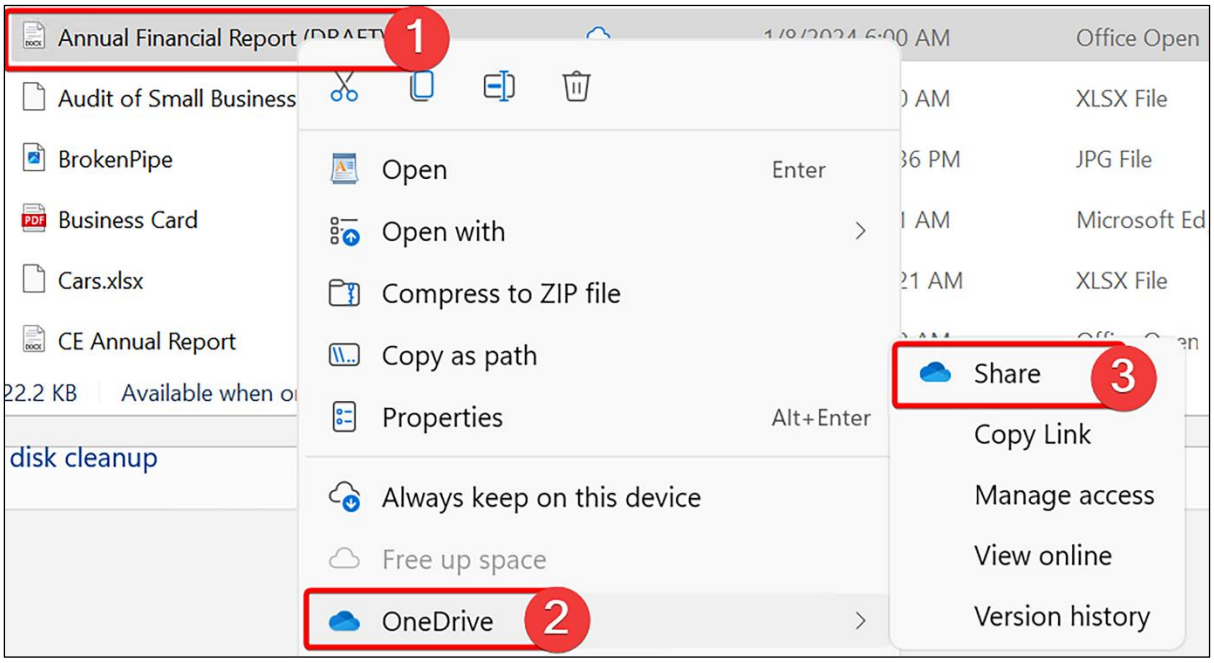
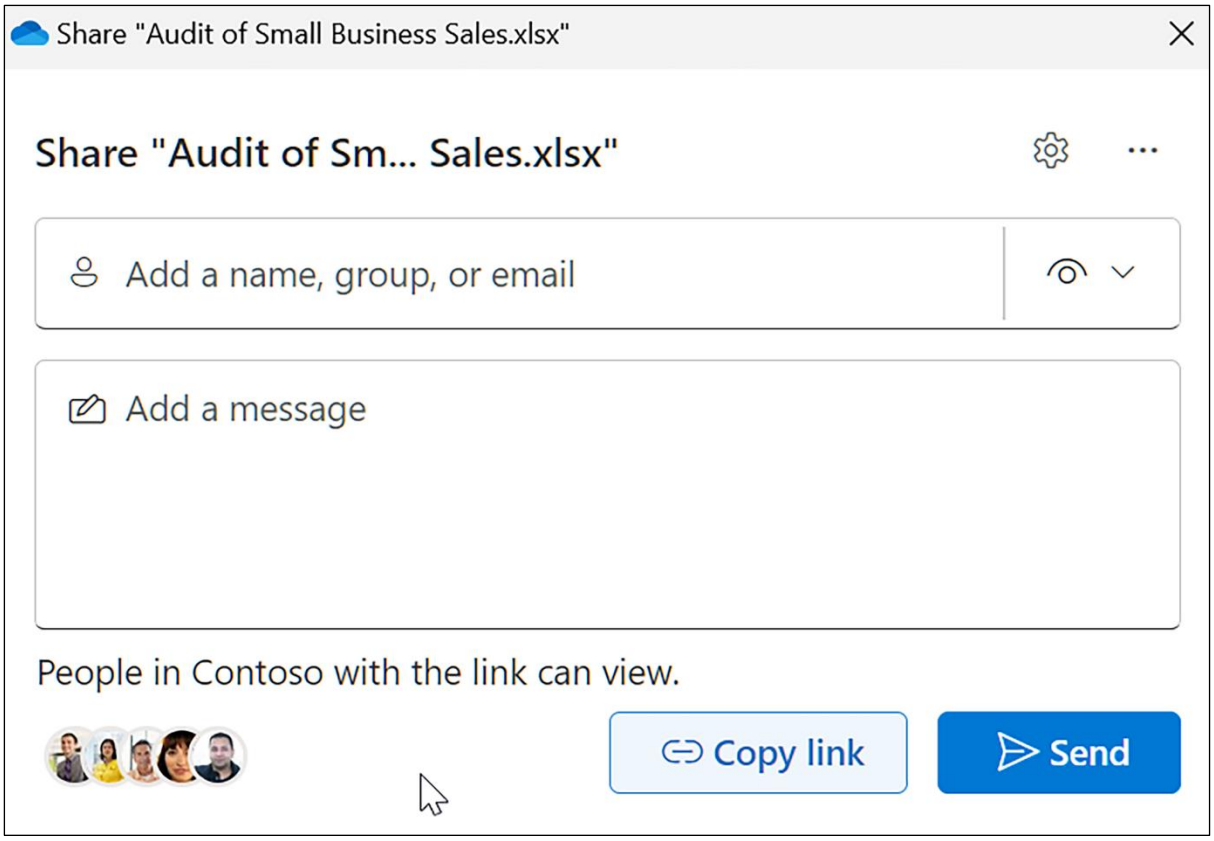
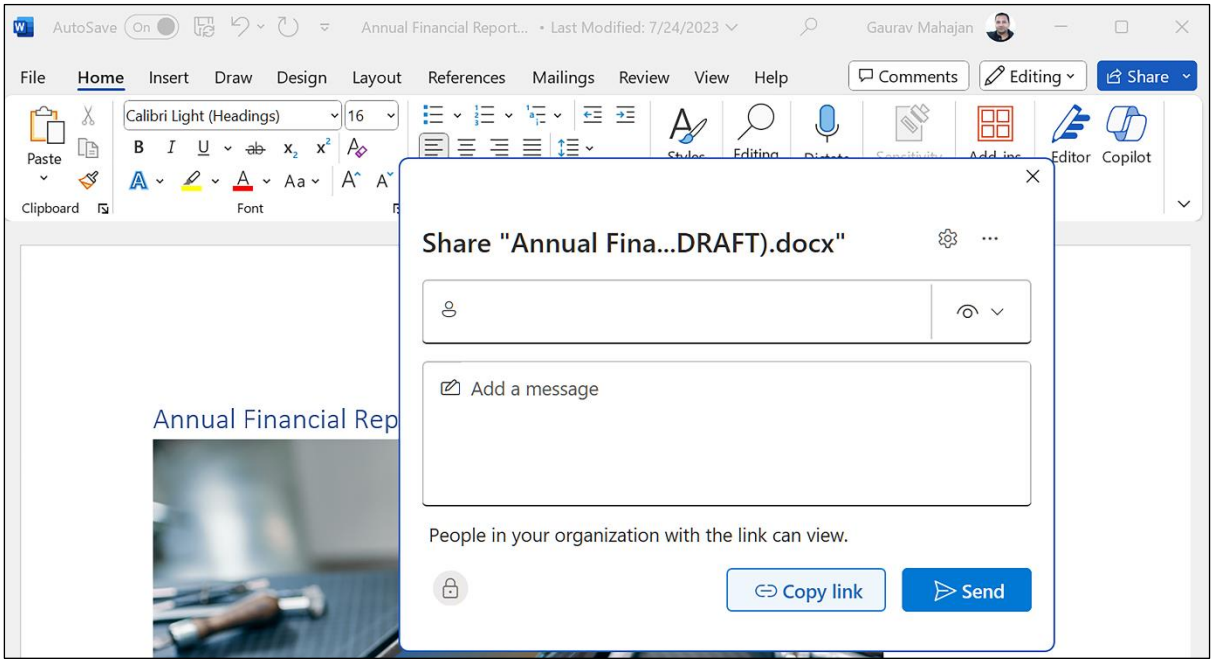
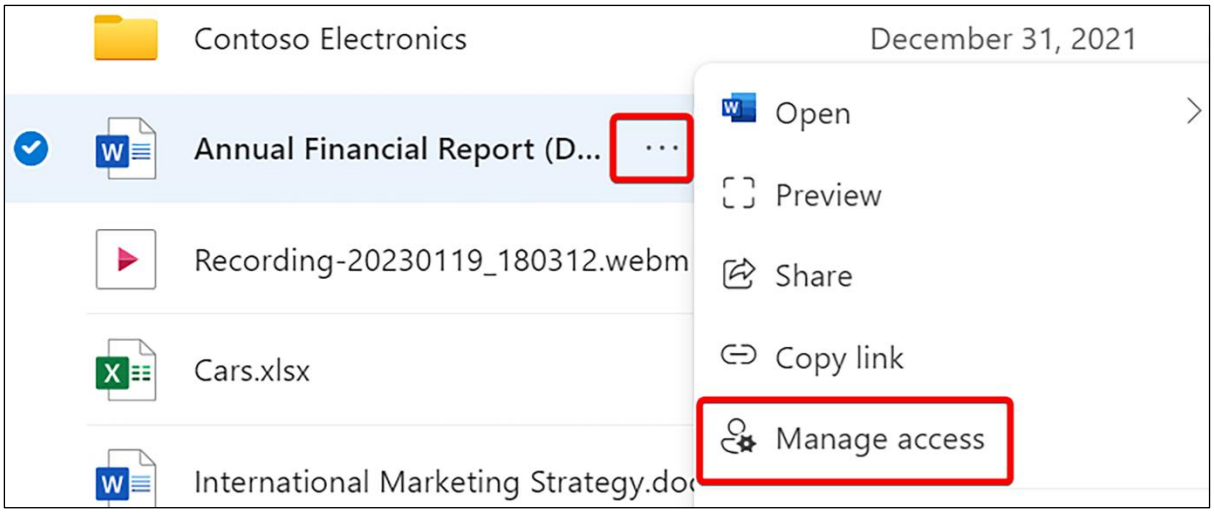
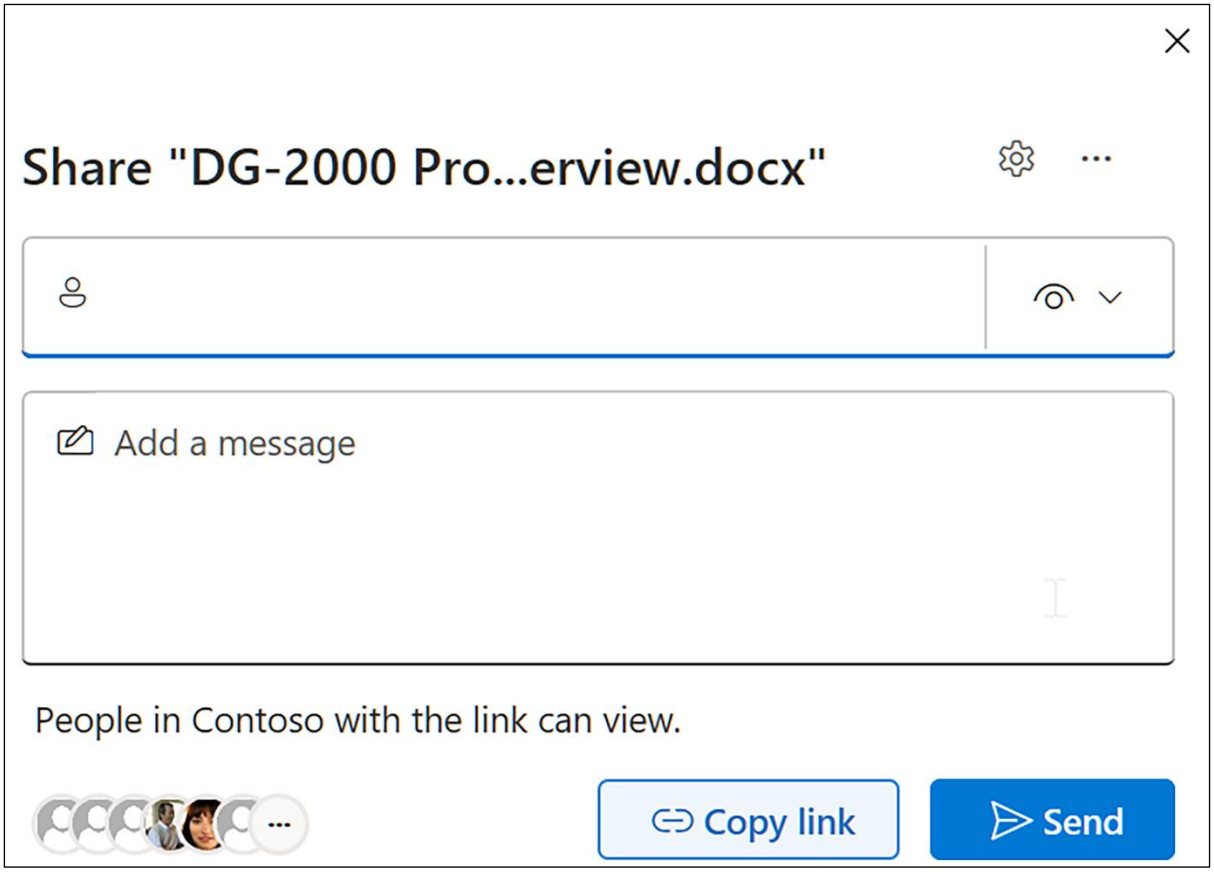
Contacts-Cards.txt
Contoso Briefing.docx
Cross Cultural Marketing Campaigns.pptx
DG-1000 Product Overview.pptx
DG-2000 Product Overview.docx
DG-2000 Product Pitch.pptx
Document.docx
Document1.docx
International Marketing Campaigns.docx
Marketing Campaign Metrics.xlsx
Open
New
Print
Show
Upload with ShareX
Open with Code
Share
Always keep on this device

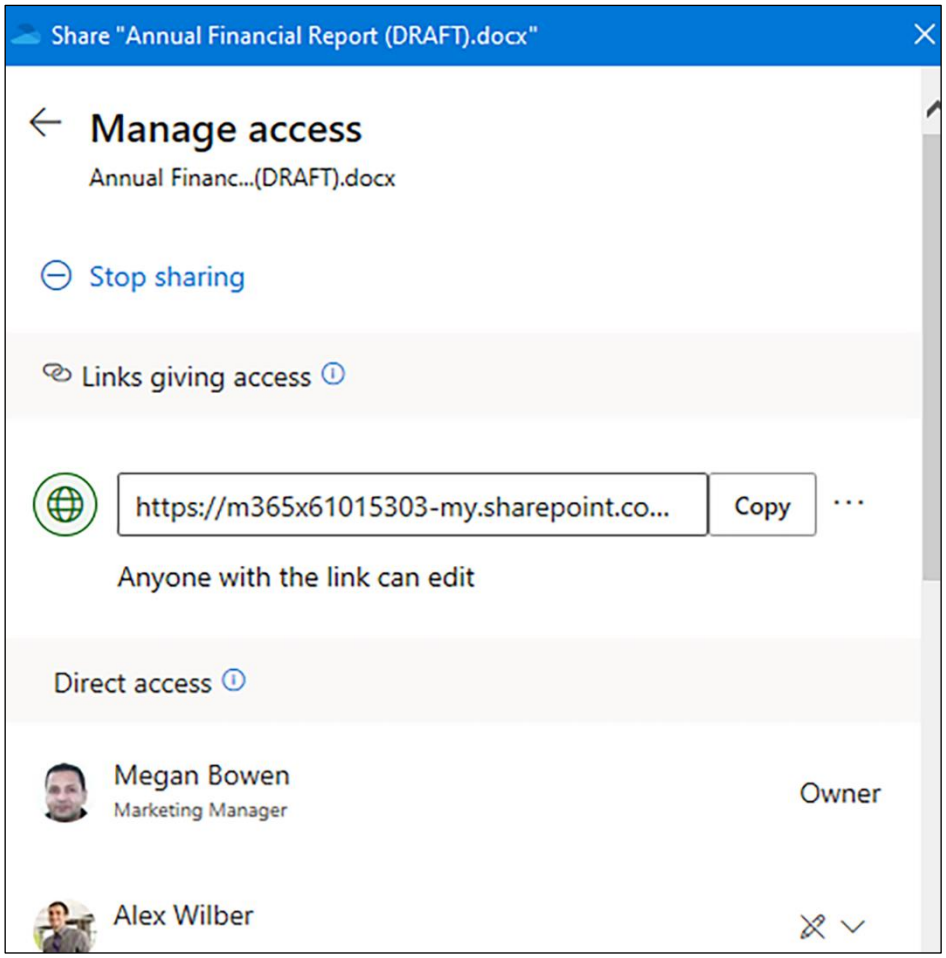

Annual Financial Report
1
Audit of Small Business
BrokenPipe
Business Card
Cars.xlsx
CE Annual Report
22.2 KB
Available when o
disk cleanup
Office Open
XLSX File
JPG File
Microsoft Ed
XLSX File
Open
Enter
Open with
Compress to ZIP file
Copy as path
Properties
Alt+Enter
Always keep on this device
Free up space
OneDrive
2
Share
3
Copy Link
Manage access
View online
Version history

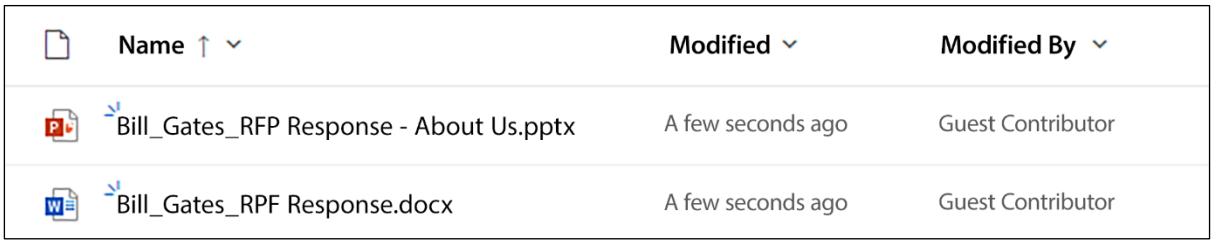

Share "Audit of Small Business Sales.xlsx"
Share "Audit of Sm... Sales.xlsx"
Add a name, group, or email
Add a message
People in Contoso with the link can view.
Copy link
Send

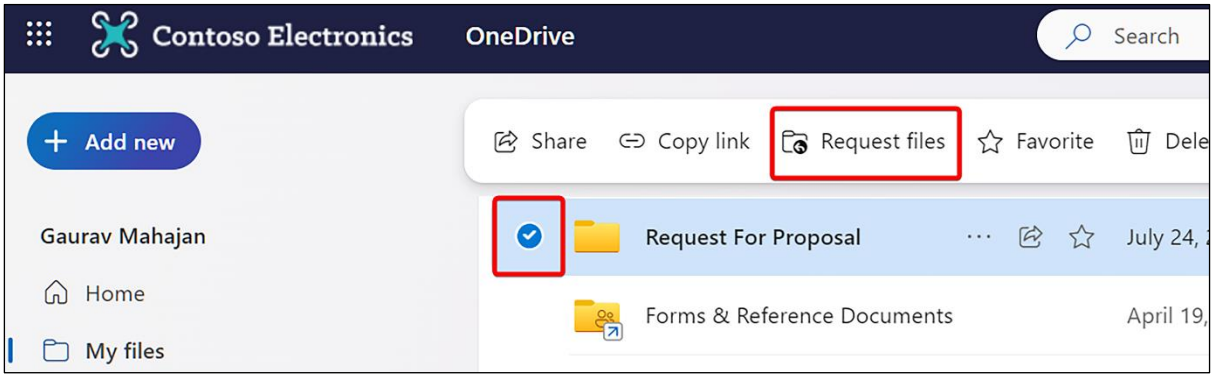

AutoSave
Annual Financial Report... • Last Modified: 7/24/2023
Gaurav Mahajan
File
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Help
Comments
Editing
Share
Paste
Clipboard
Calibri Light (Headings)
16
Font
Editor
Copilot
Share "Annual Fina...DRAFT).docx"
Add a message
People in your organization with the link can view.
Copy link
Send
Annual Financial Rep


Contoso Electronics
December 31, 2021
Annual Financial Report (D...
Recording-20230119_180312.webm
Cars.xlsx
International Marketing Strategy.doc
Open
Preview
Share
Copy link
Manage access

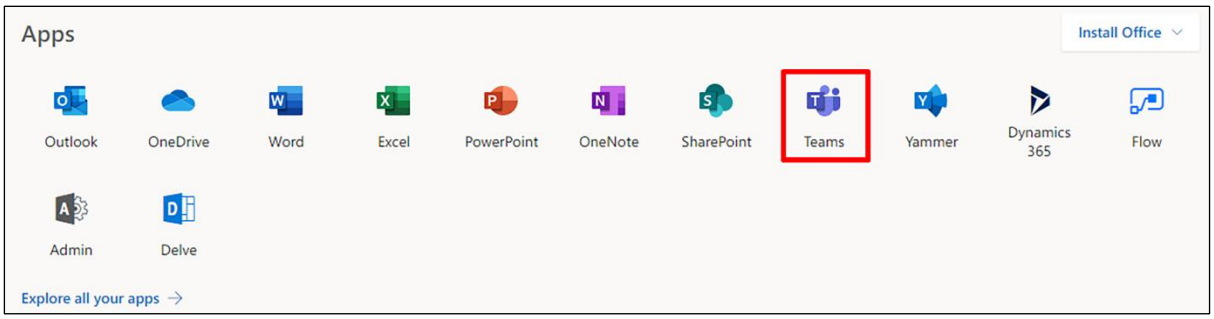

Share "DG-2000 Pro...erview.docx"
Add a message
People in Contoso with the link can view.
Copy link
Send

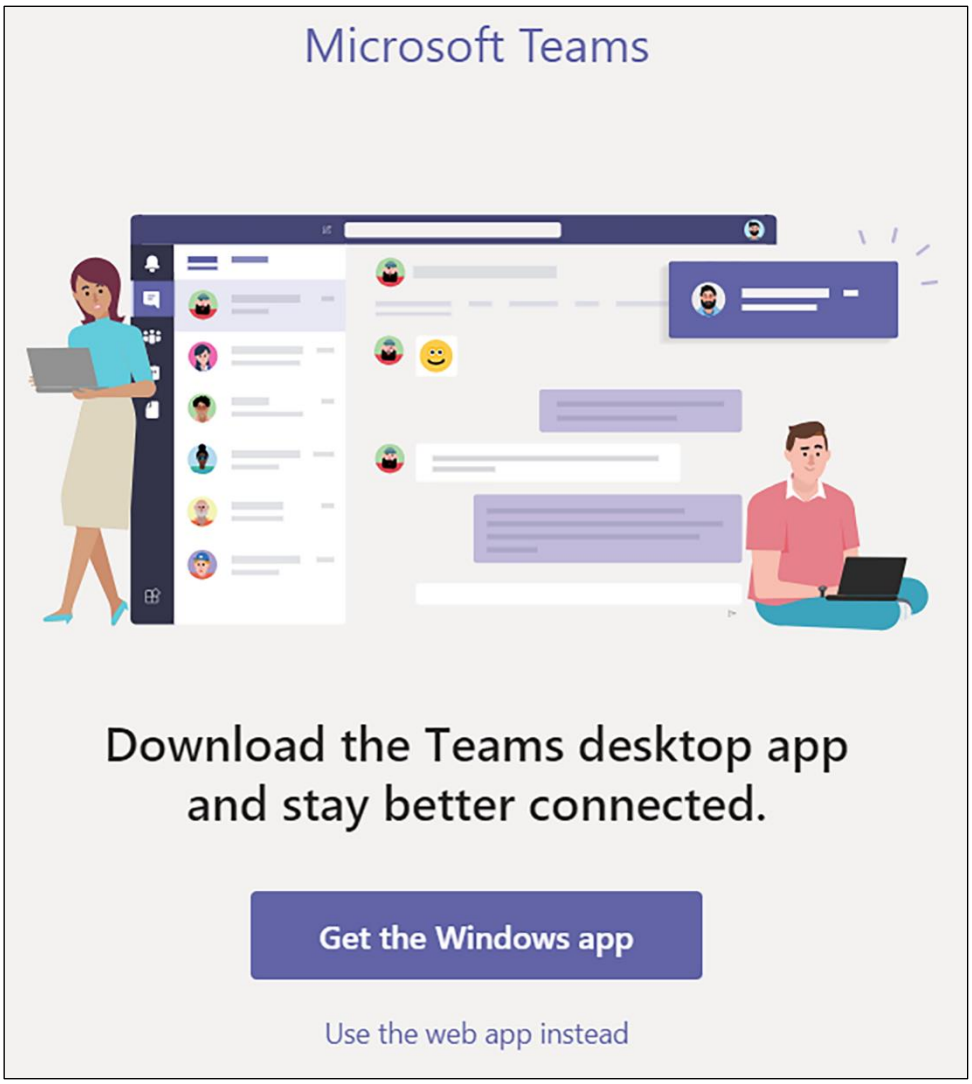

Share "Annual Financial Report (DRAFT).docx"
Manage access
Annual Financ...(DRAFT).docx
Stop sharing
Links giving access
https://m365x61015303-my.sharepoint.co...
Copy
Anyone with the link can edit
Direct access
Megan Bowen
Marketing Manager
Owner
Alex Wilber

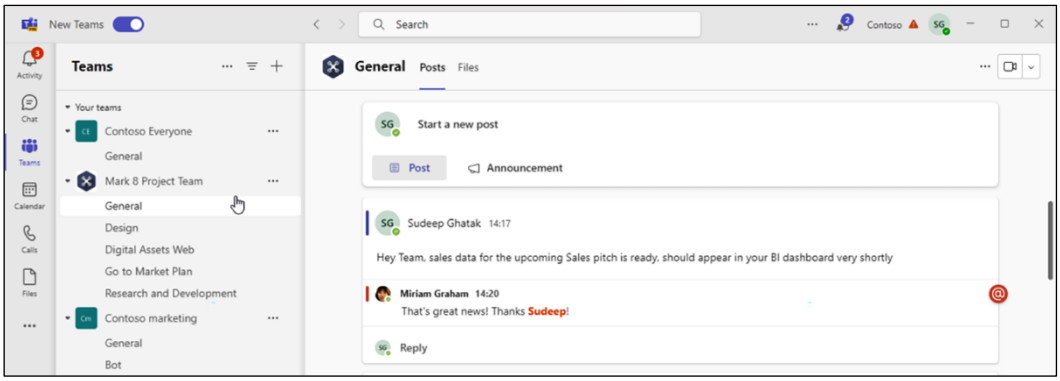

Name
Modified
Modified By
Bill_Gates_RFP Response - About Us.pptx
A few seconds ago
Guest Contributor
Bill_Gates_RPF Response.docx
A few seconds ago
Guest Contributor

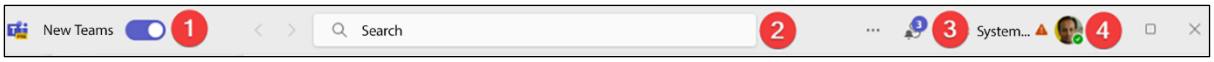

Contoso Electronics
OneDrive
Search
Add new
Share
Copy link
Request files
Favorite
Gaurav Mahajan
Home
My files
Request For Proposal
Forms & Reference Documents

Chapter 7: Microsoft Teams

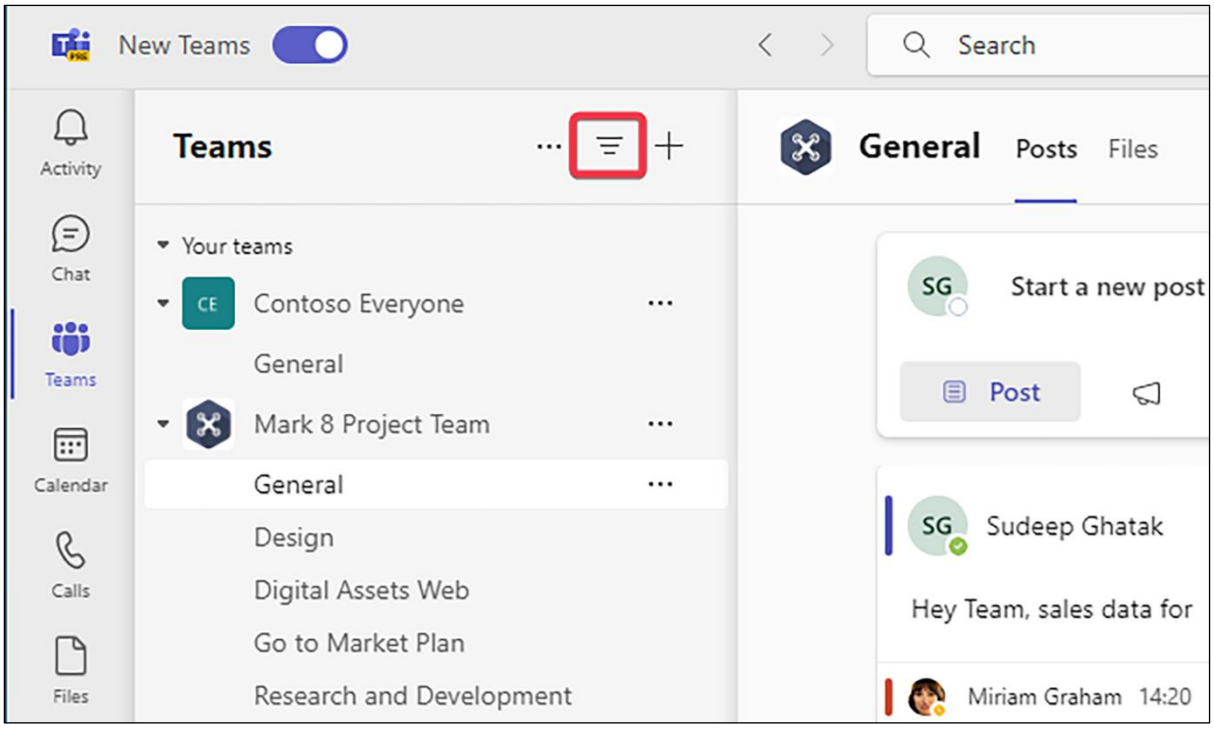


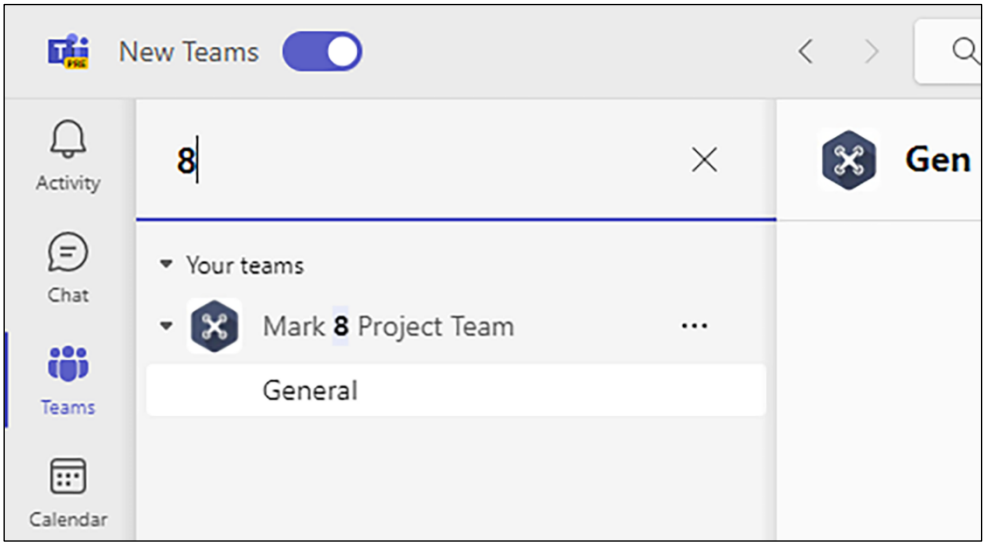


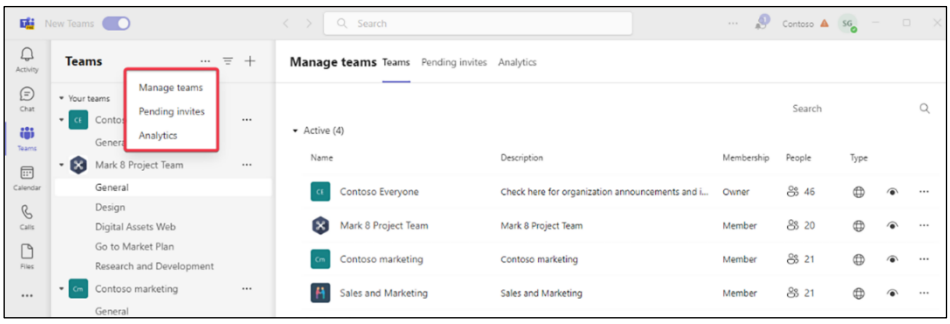

New Teams
Search
Contoso
Activity
Chat
Teams
Calendar
Calls
Files
Teams
Your teams
Contoso Everyone
General
Mark 8 Project Team
General
Design
Digital Assets Web
Go to Market Plan
Research and Development
Contoso marketing
General
Bot
General
Posts
Files
Start a new post
Post
Announcement
Sudeep Ghatak 14:17
Hey Team, sales data for the upcoming Sales pitch is ready; should appear in your BI dashboard very shortly
Miriam Graham 14:20
That's great news! Thanks Sudeep!
Reply

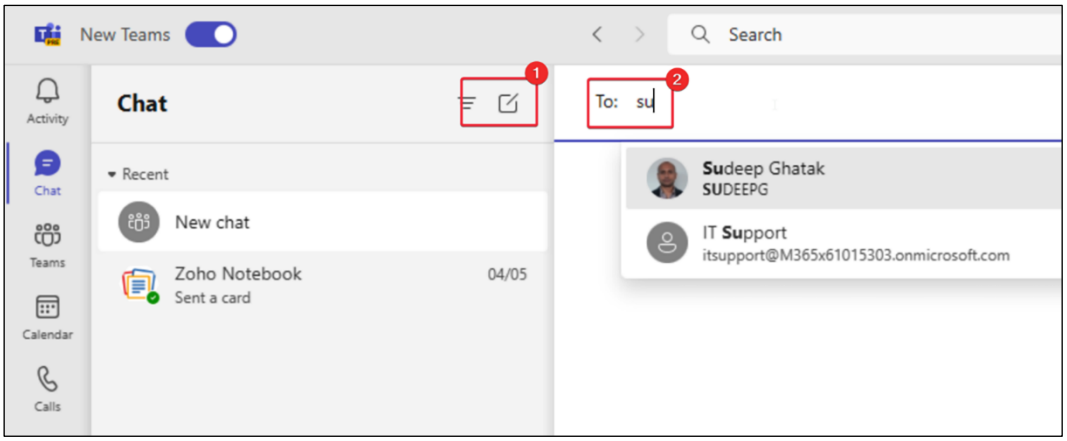

New Teams
1
Search
2
3
System...
4

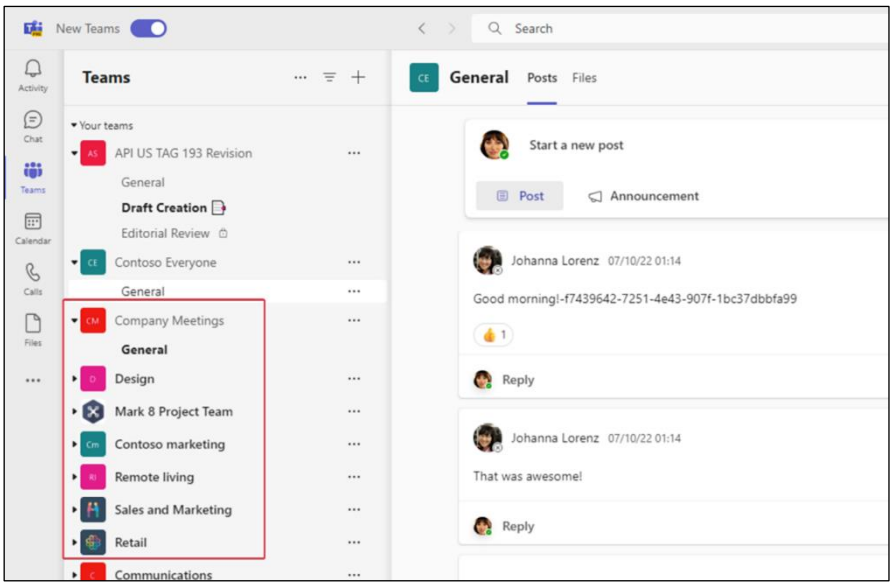
Activity
Chat
Teams
Calendar
Calls
App Studio
Files

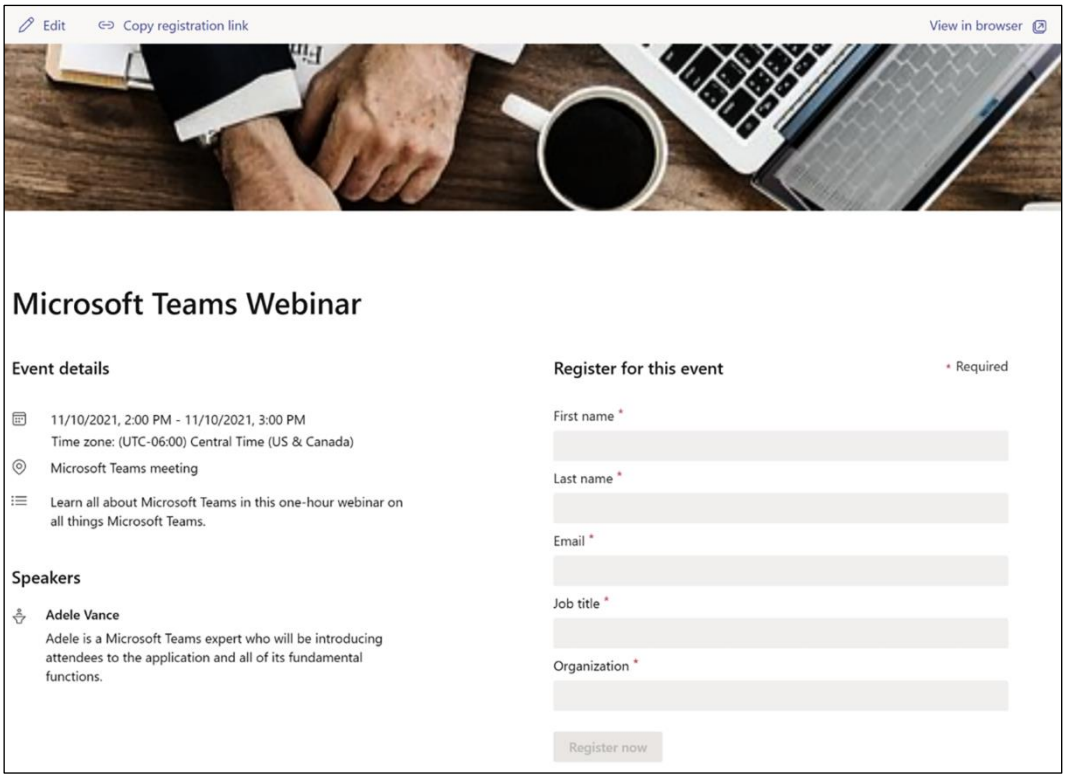

New Teams
Search
Activity
Chat
Teams
Calendar
Calls
Files
Teams
General
Posts
Files
Your teams
Contoso Everyone
General
Mark 8 Project Team
General
Design
Digital Assets Web
Go to Market Plan
Research and Development
SG
Start a new post
Post
SG
Sudeep Ghatak
Hey Team, sales data for
Miriam Graham 14:20

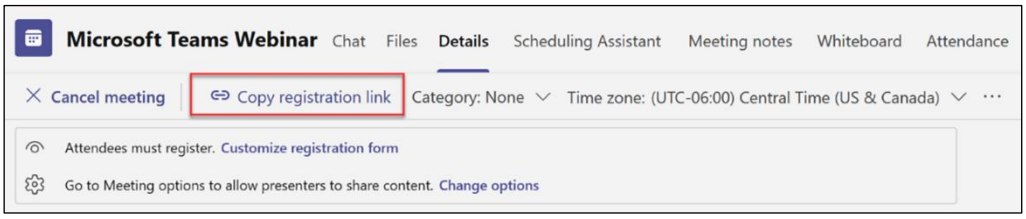

New Teams
Activity
Chat
Teams
Calendar
8
Gen
Your teams
Mark 8 Project Team
General

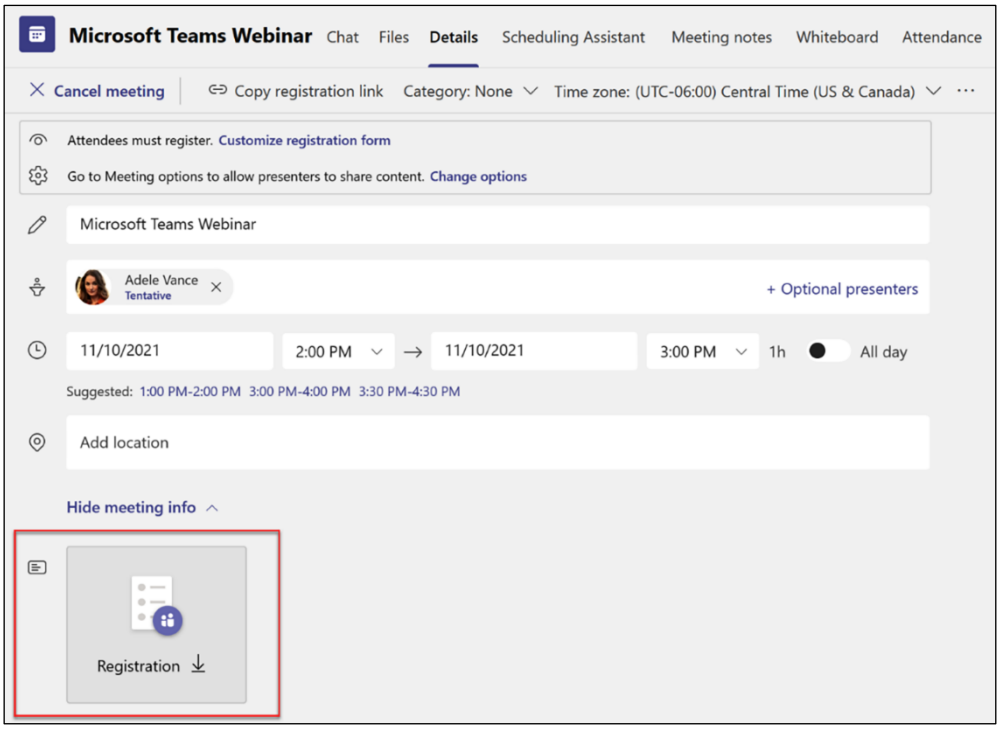

Teams
Manage teams
Pending invites
Analytics
Manage teams
Teams
Pending invites
Analytics
Active (4)
Name
Description
Membership
People
Type
Contoso Everyone
Mark 8 Project Team
Contoso marketing
Sales and Marketing

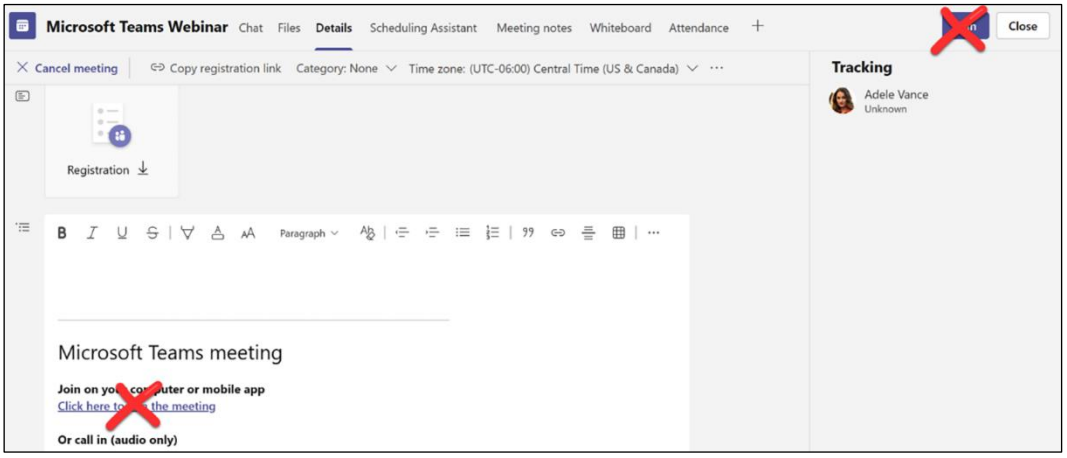

New Teams
Search
Activity
Chat
Teams
Calendar
Calls
Chat
1
To: su
2
Recent
New chat
Zoho Notebook
Sent a card
04/05
Sudeep Ghatak
SUDEEPG
IT Support
itsupport@M365x61015303.onmicrosoft.com

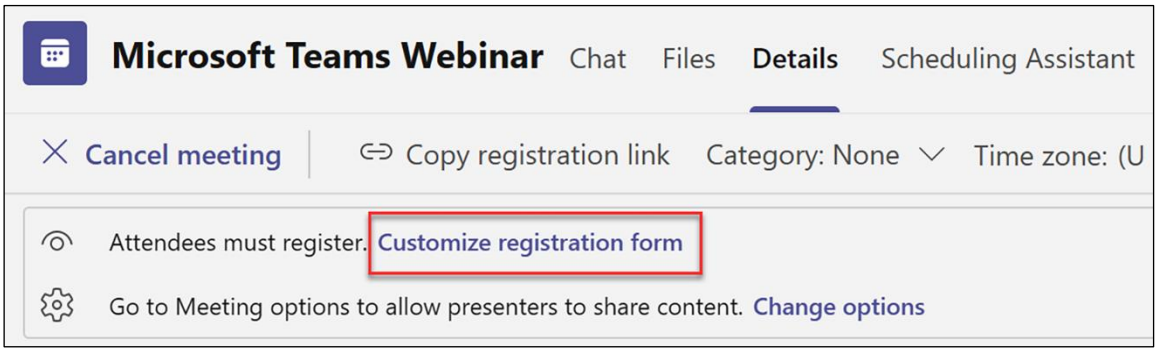

New Teams
Search
Activity
Chat
Teams
Calendar
Calls
Files
Teams
Your teams
API US TAG 193 Revision
General
Draft Creation
Editorial Review
Contoso Everyone
General
Company Meetings
General
Design
Mark 8 Project Team
Contoso marketing
Remote living
Sales and Marketing
Retail
Communications
General
Posts
Files
Start a new post
Post
Announcement
Johanna Lorenz 07/10/22 01:14
Good morning!-f7439642-7251-4e43-907f-1bc37dbbfa99
Reply
Johanna Lorenz 07/10/22 01:14
That was awesome!
Reply

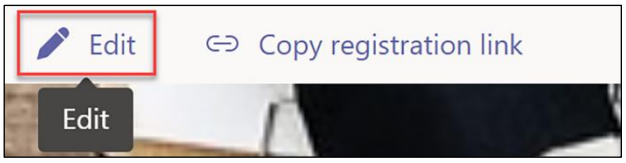

Edit
Copy registration link
View in browser
Microsoft Teams Webinar
Event details
11/10/2021, 2:00 PM - 11/10/2021, 3:00 PM
Time zone: (UTC-06:00) Central Time (US & Canada)
Microsoft Teams meeting
Learn all about Microsoft Teams in this one-hour webinar on all things Microsoft Teams.
Speakers
Adele Vance
Adele is a Microsoft Teams expert who will be introducing attendees to the application and all of its fundamental functions.
Register for this event
* Required
First name *
Last name *
Email *
Job title *
Organization *
Register now

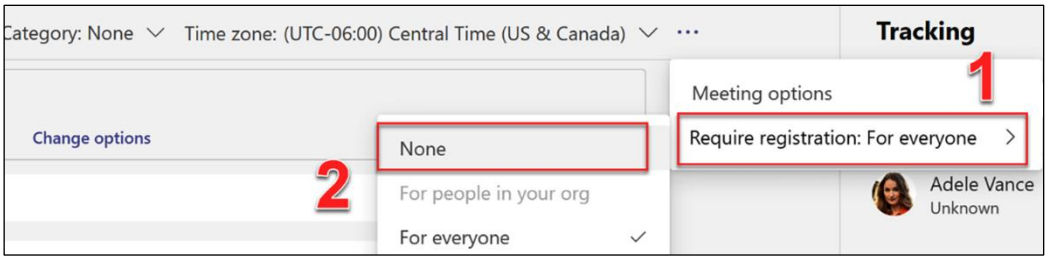

Microsoft Teams Webinar
Chat
Files
Details
Scheduling Assistant
Meeting notes
Whiteboard
Attendance
Cancel meeting
Copy registration link
Category: None
Time zone: (UTC-06:00) Central Time (US & Canada)
Attendees must register. Customize registration form
Go to Meeting options to allow presenters to share content. Change options

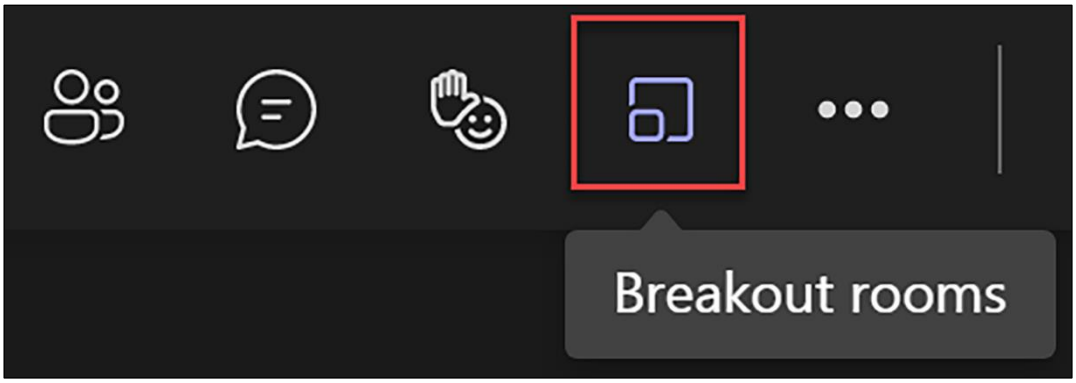

Microsoft Teams Webinar
Chat
Files
Details
Scheduling Assistant
Meeting notes
Whiteboard
Attendance
Cancel meeting
Copy registration link
Category: None
Time zone: (UTC-06:00) Central Time (US & Canada)
Attendees must register. Customize registration form
Go to Meeting options to allow presenters to share content. Change options
Microsoft Teams Webinar
Adele Vance
Tentative
+ Optional presenters
11/10/2021
2:00 PM
11/10/2021
3:00 PM
1h
All day
Suggested: 1:00 PM-2:00 PM 3:00 PM-4:00 PM 3:30 PM-4:30 PM
Add location
Hide meeting info
Registration

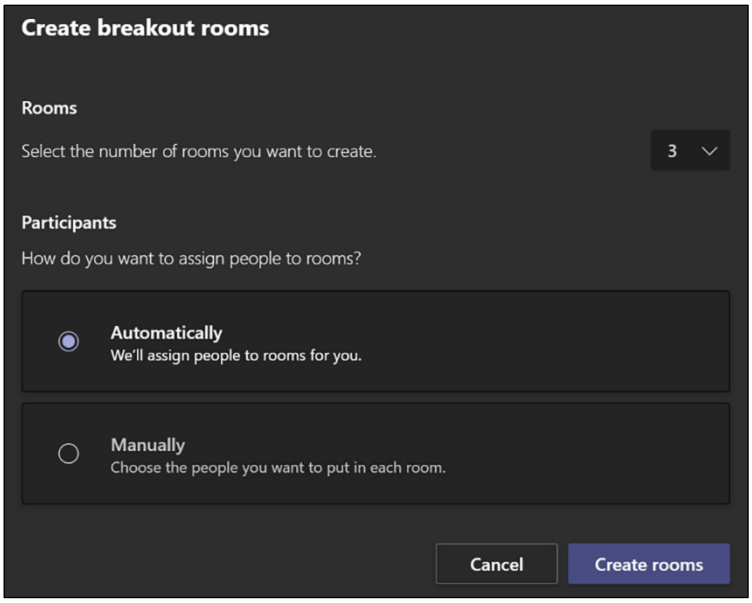

Microsoft Teams Webinar
Chat
Files
Details
Scheduling Assistant
Meeting notes
Whiteboard
Attendance
Close
Cancel meeting
Copy registration link
Category: None
Time zone: (UTC-06:00) Central Time (US & Canada)
Tracking
Adele Vance
Unknown
Registration
Paragraph
Microsoft Teams meeting
Or call in (audio only)

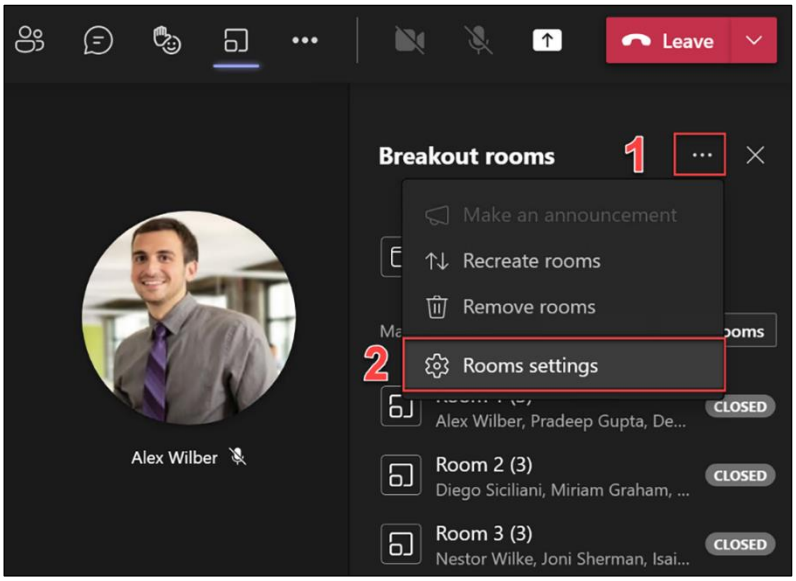

Microsoft Teams Webinar
Chat
Files
Details
Scheduling Assistant
Cancel meeting
Copy registration link
Category: None
Time zone: (U
Attendees must register. Customize registration form
Go to Meeting options to allow presenters to share content. Change options

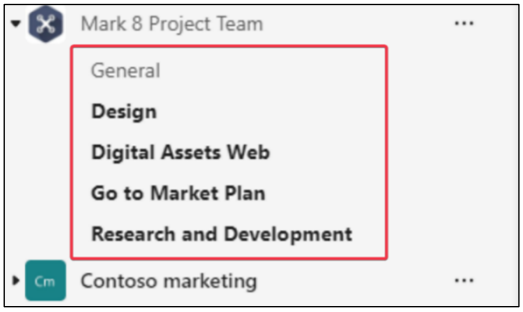

Edit
Copy registration link
Edit

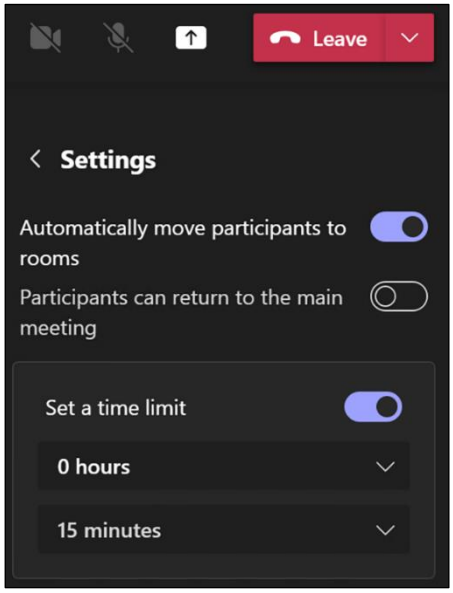

Category: None
Time zone: (UTC-06:00) Central Time (US & Canada)
Tracking
Meeting options
1
Change options
None
Require registration: For everyone
2
For people in your org
For everyone
Adele Vance
Unknown

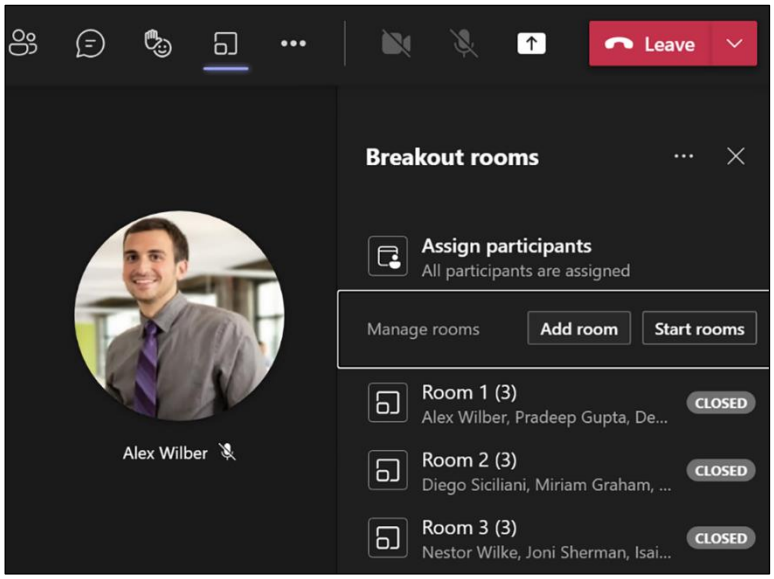

Breakout rooms

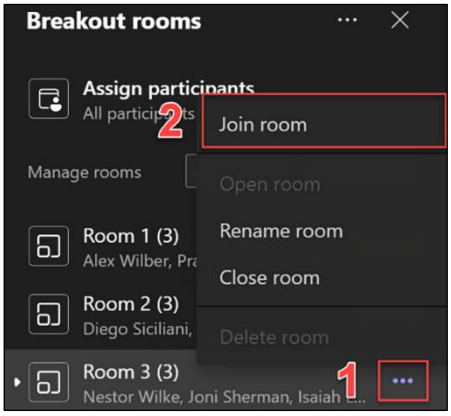

Create breakout rooms
Rooms
Select the number of rooms you want to create.
3
Participants
How do you want to assign people to rooms?
Automatically
We'll assign people to rooms for you.
Manually
Choose the people you want to put in each room.
Cancel
Create rooms

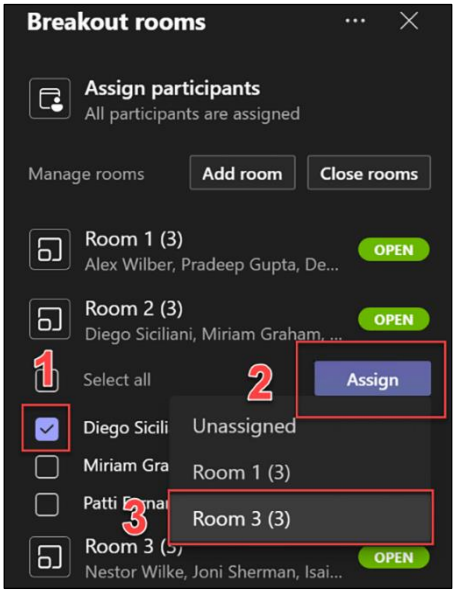

Leave
Breakout rooms
1
Make an announcement
Recreate rooms
Remove rooms
2
Rooms settings
Alex Wilber
Alex Wilber, Pradeep Gupta, De...
CLOSED
Room 2 (3)
Diego Siciliani, Miriam Graham, ...
CLOSED
Room 3 (3)
Nestor Wilke, Joni Sherman, Isai...
CLOSED

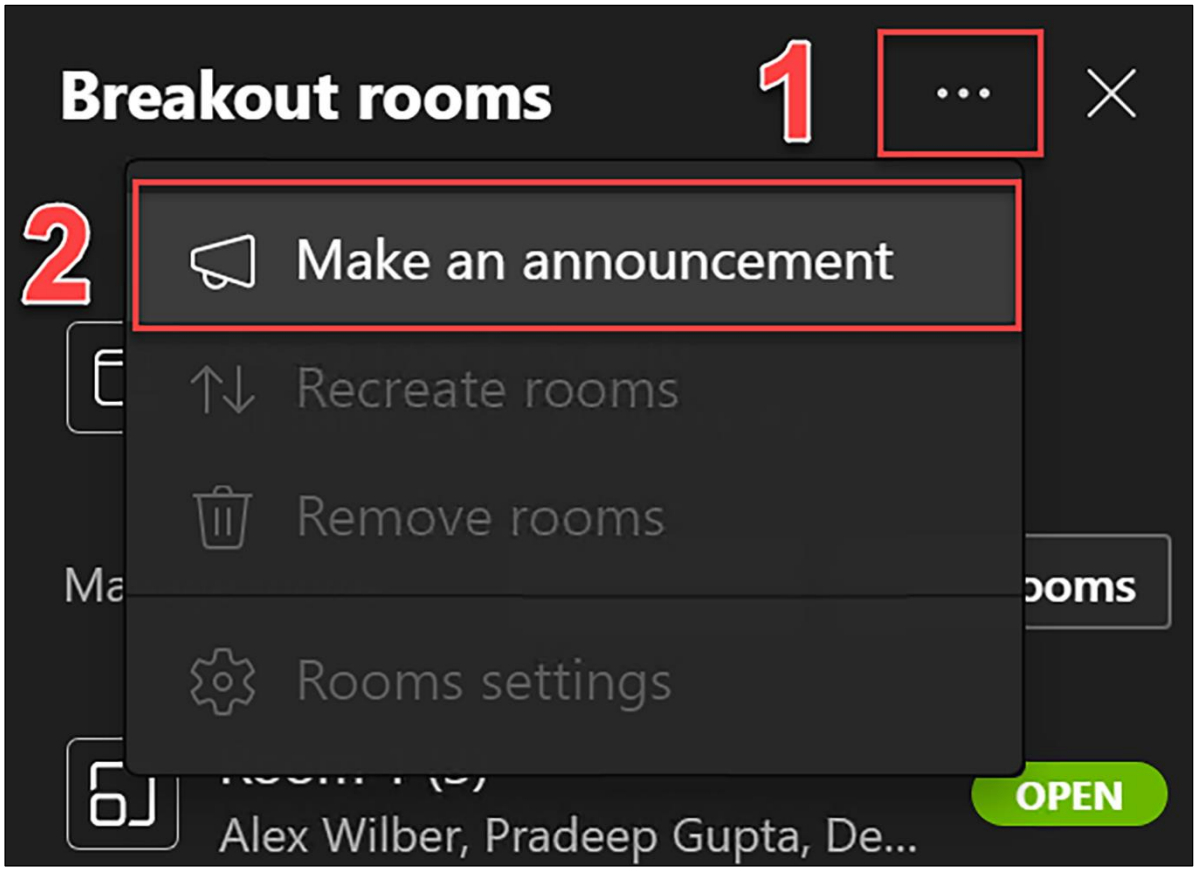

Mark 8 Project Team
General
Design
Digital Assets Web
Go to Market Plan
Research and Development
Contoso marketing


Leave
Settings
Automatically move participants to rooms
Participants can return to the main meeting
Set a time limit
0 hours
15 minutes

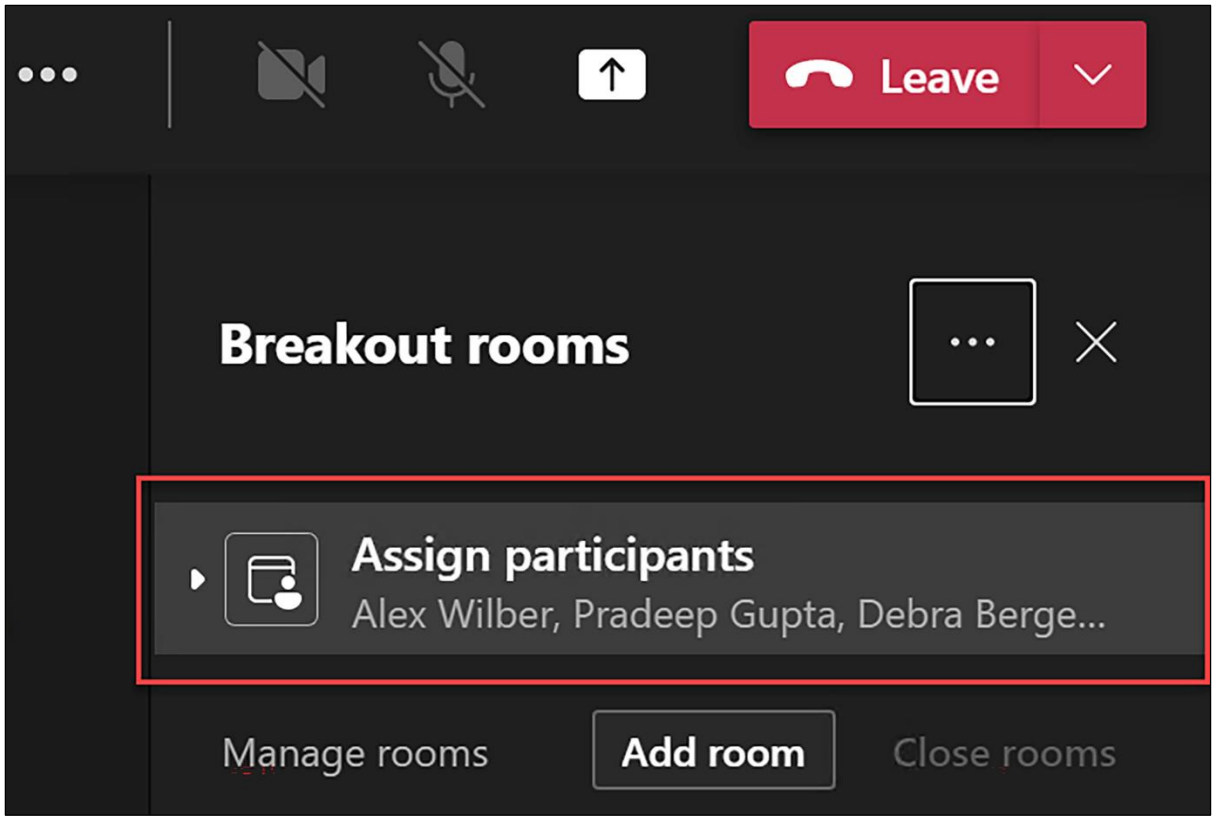

Leave
Breakout rooms
Assign participants
All participants are assigned
Manage rooms
Add room
Start rooms
Room 1 (3)
Alex Wilber, Pradeep Gupta, De...
CLOSED
Room 2 (3)
Diego Siciliani, Miriam Graham, ...
CLOSED
Room 3 (3)
Nestor Wilke, Joni Sherman, Isai...
CLOSED
Alex Wilber

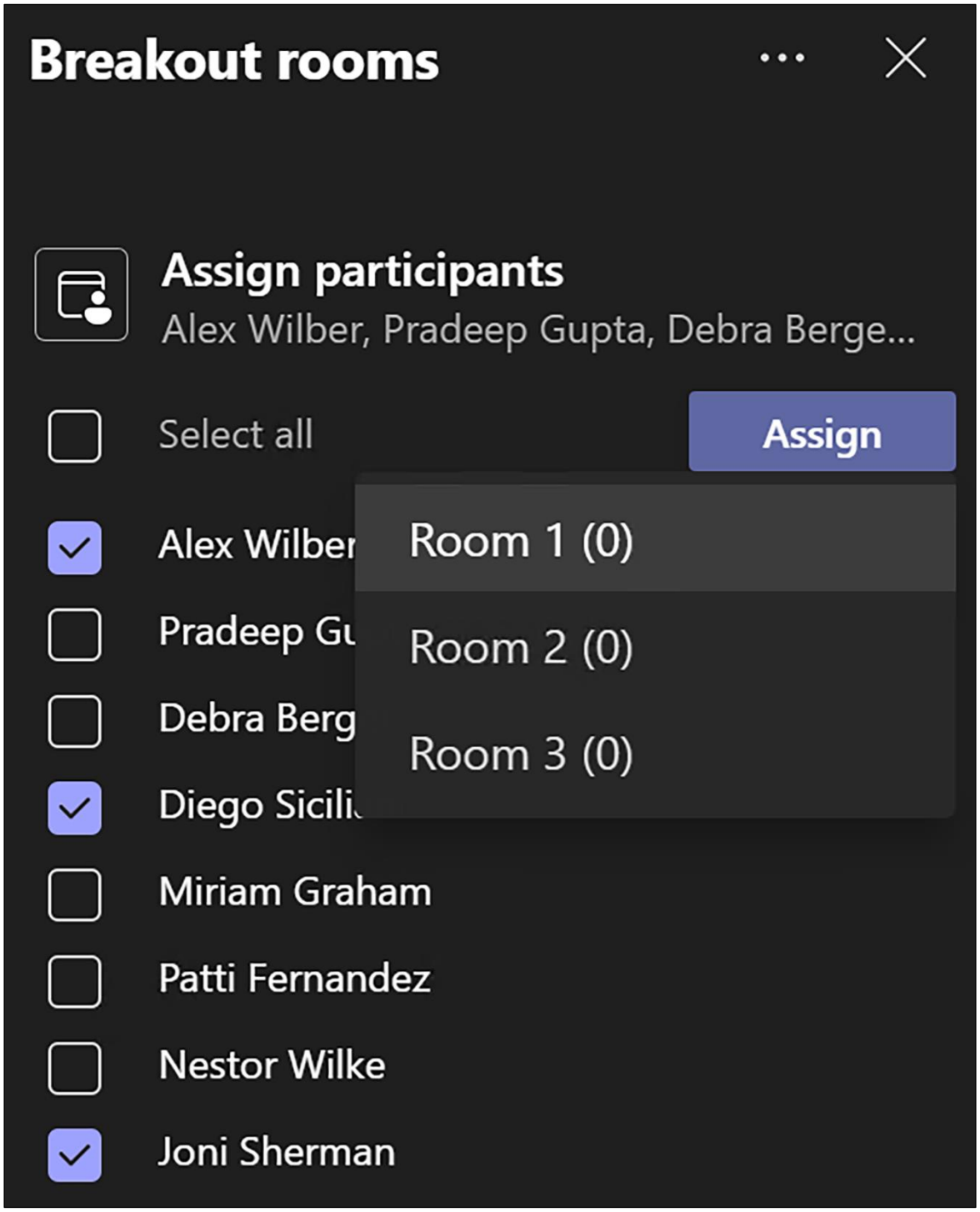

Breakout rooms
Assign participants
2
Join room
Manage rooms
Open room
Rename room
Close room
Delete room
Room 1 (3)
Room 2 (3)
Diego Siciliani,
Room 3 (3)
Nestor Wilke, Joni Sherman, Isaiah
1

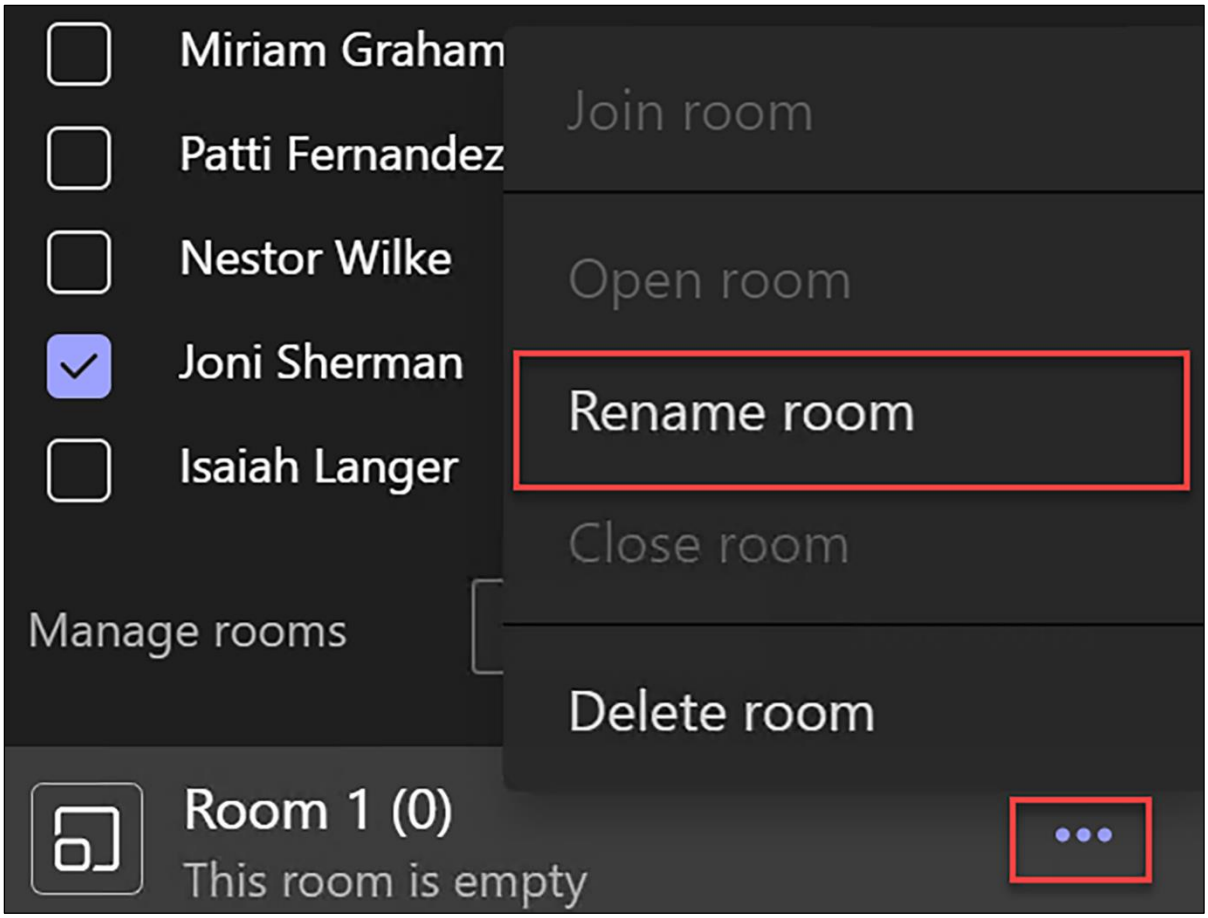

Breakout rooms
Assign participants
All participants are assigned
Manage rooms
Add room
Close rooms
Room 1 (3)
Alex Wilber, Pradeep Gupta, De...
OPEN
Room 2 (3)
Diego Siciliani, Miriam Graham, ...
OPEN
1
Select all
2
Assign
Diego Sicili
Unassigned
Miriam Gra
Room 1 (3)
3
Room 3 (3)
Room 3 (3)
Nestor Wilke, Joni Sherman, Isai...
OPEN

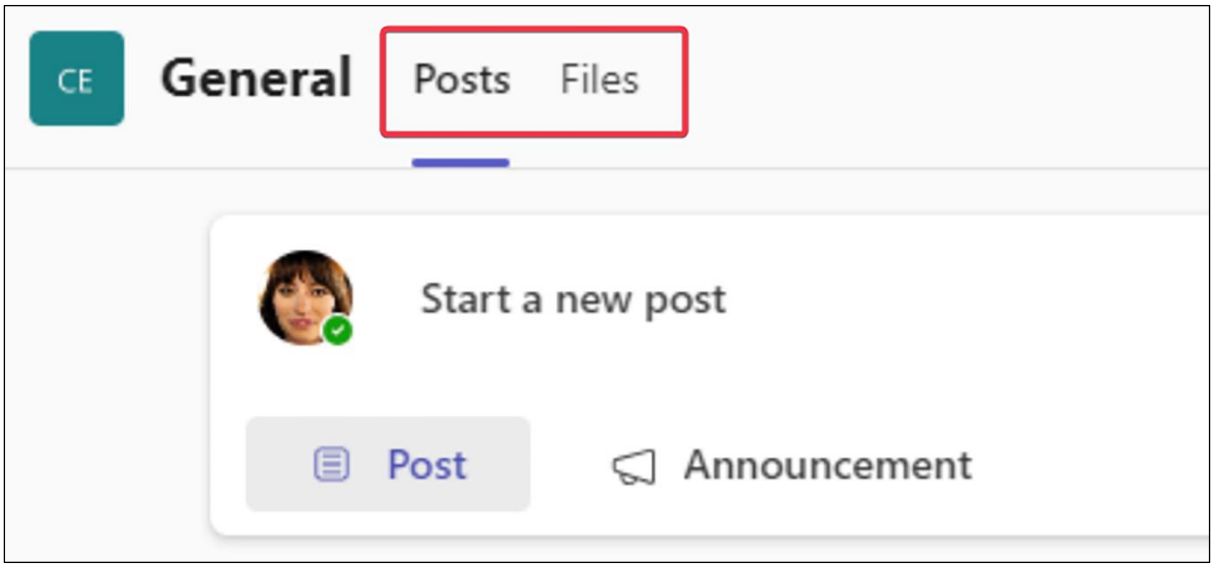

Breakout rooms
1
2
Make an announcement
Recreate rooms
Remove rooms
Rooms settings
OPEN
Alex Wilber, Pradeep Gupta, De...

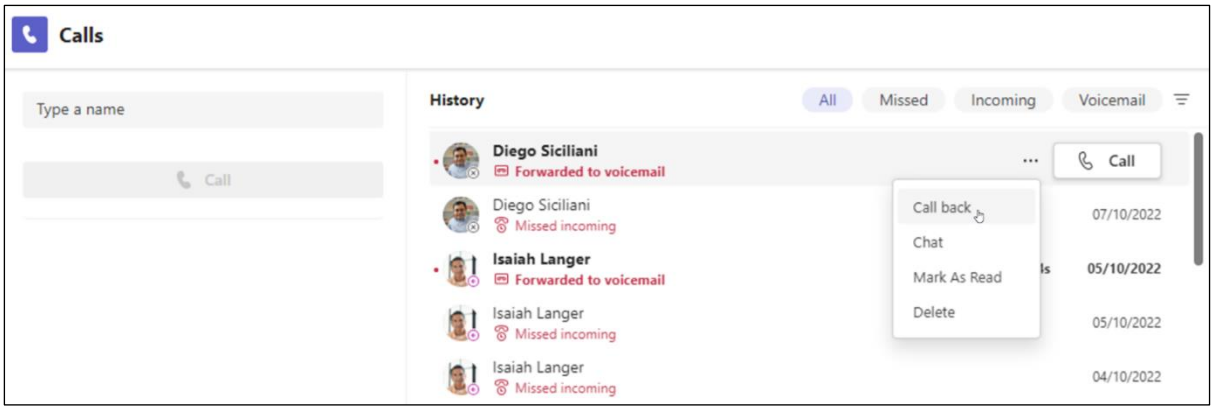
Breakout rooms
Assign participants
All participants are assigned
Manage rooms
Add room
Close rooms
Room 1 (3)
OPEN
Alex Wilber, Pradeep Gupta, De...

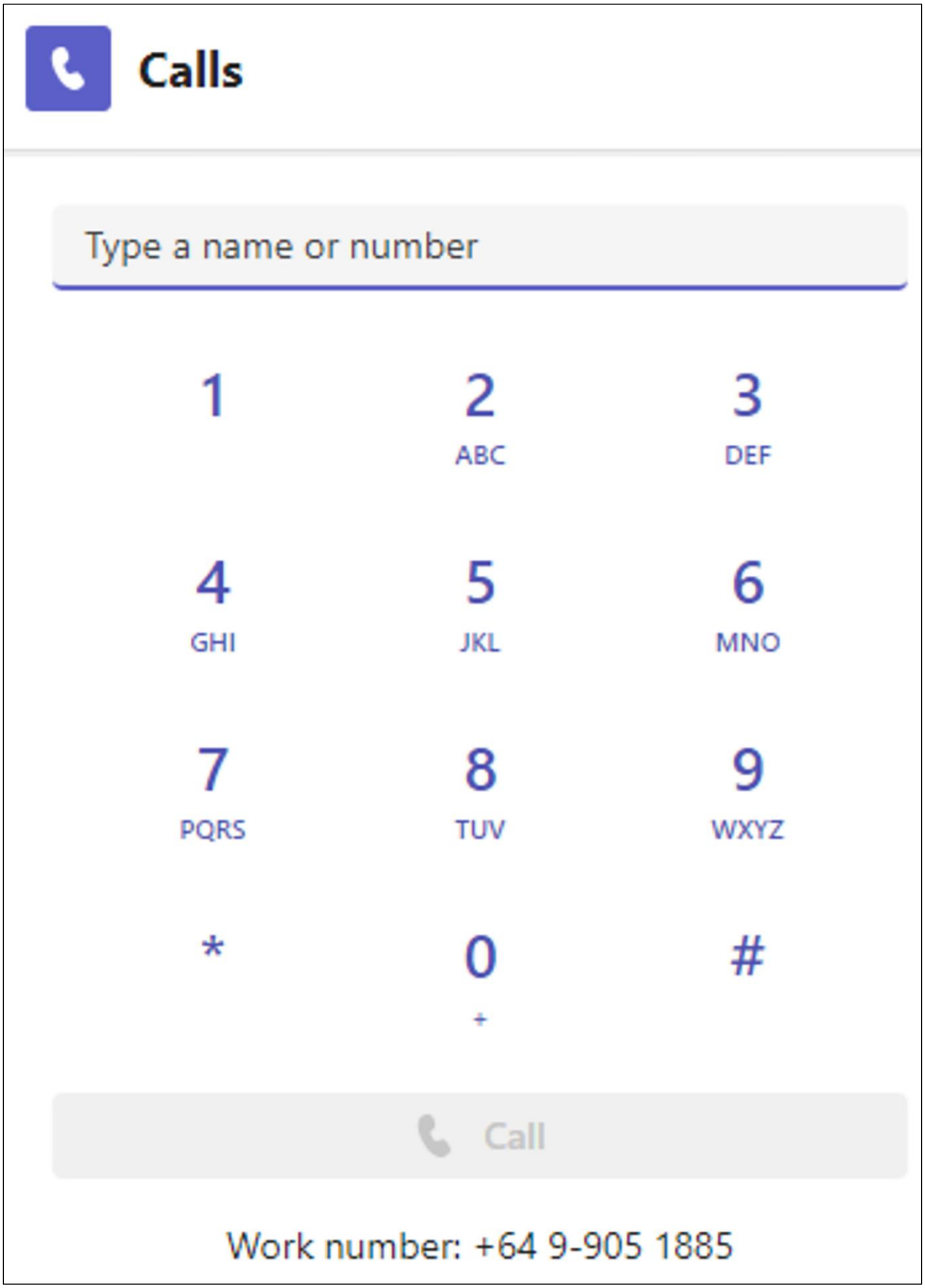

Leave
Breakout rooms
Assign participants
Alex Wilber, Pradeep Gupta, Debra Berge...
Manage rooms
Add room
Close rooms

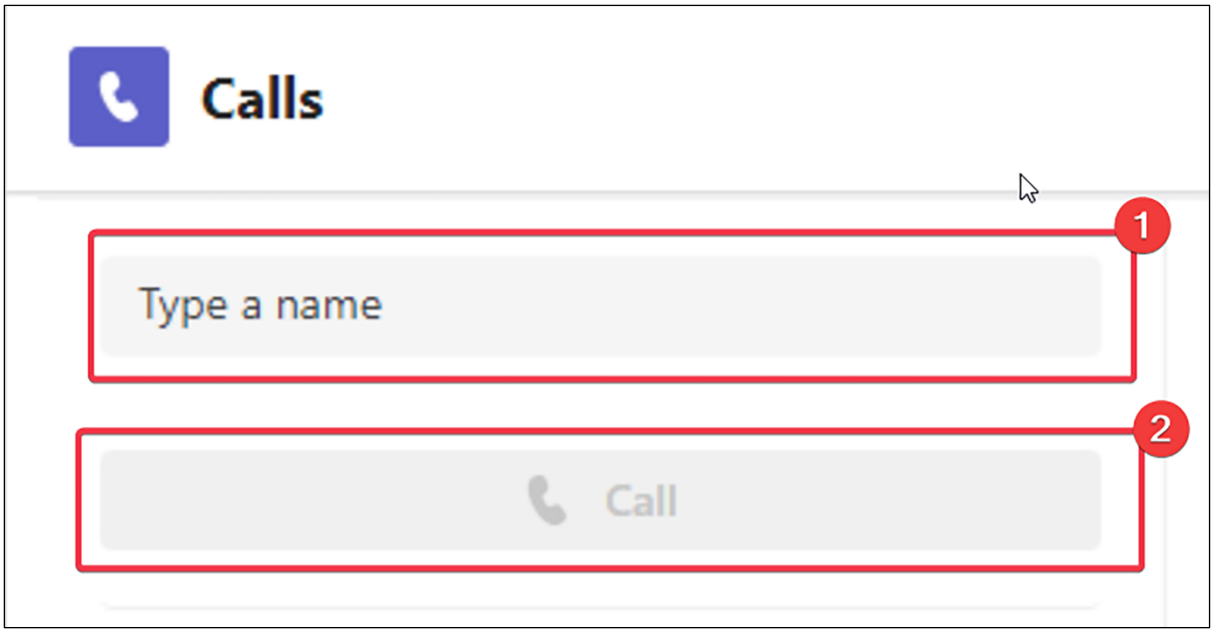

Breakout rooms
Assign participants
Alex Wilber, Pradeep Gupta, Debra Berge...
Select all
Assign
Alex Wilber
Pradeep Gu
Debra Berg
Diego Sicili
Room 1 (0)
Room 2 (0)
Room 3 (0)
Miriam Graham
Patti Fernandez
Nestor Wilke
Joni Sherman

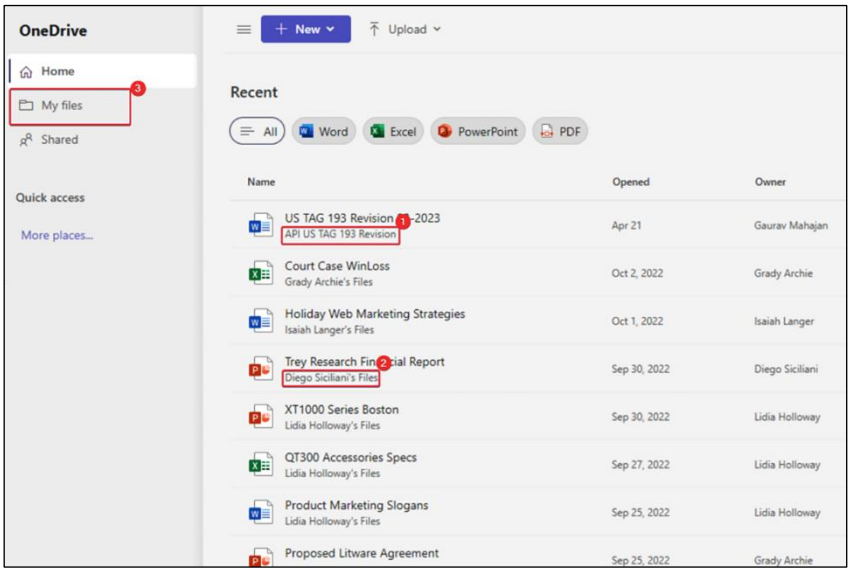

Miriam Graham
Patti Fernandez
Nestor Wilke
Joni Sherman
Isaiah Langer
Manage rooms
Join room
Open room
Rename room
Close room
Delete room
Room 1 (0)
This room is empty

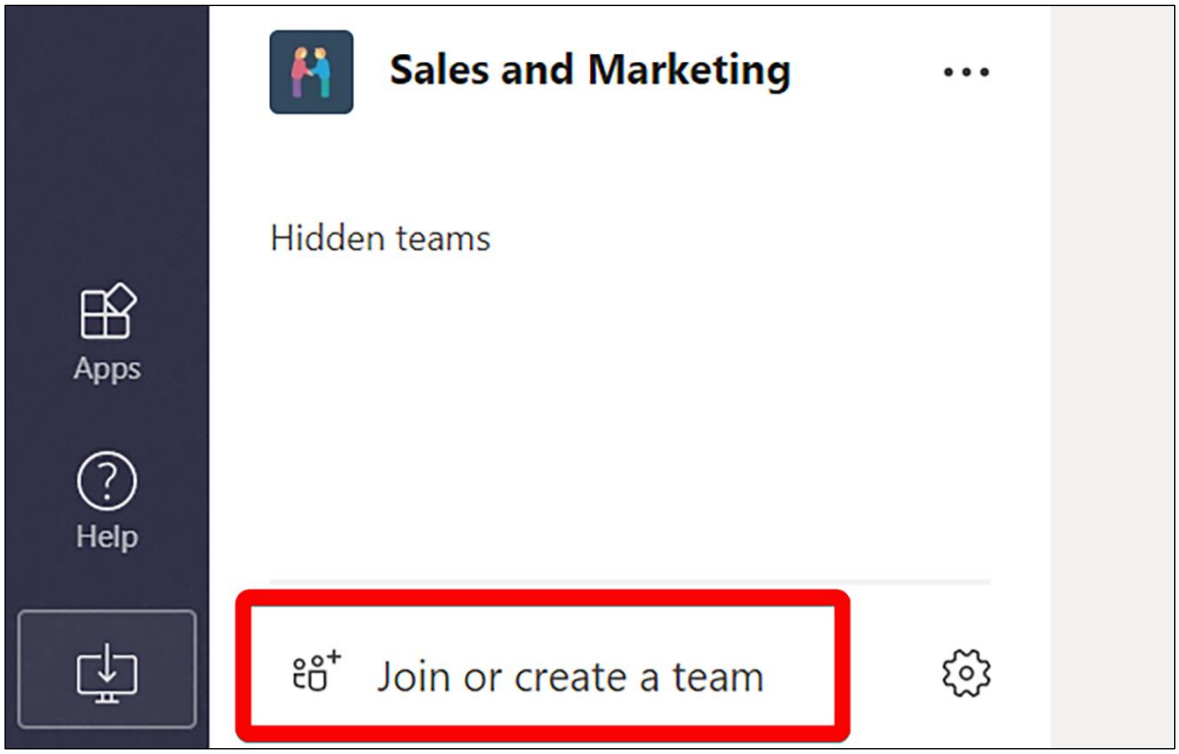

CE
General
Posts
Files
Start a new post
Post
Announcement

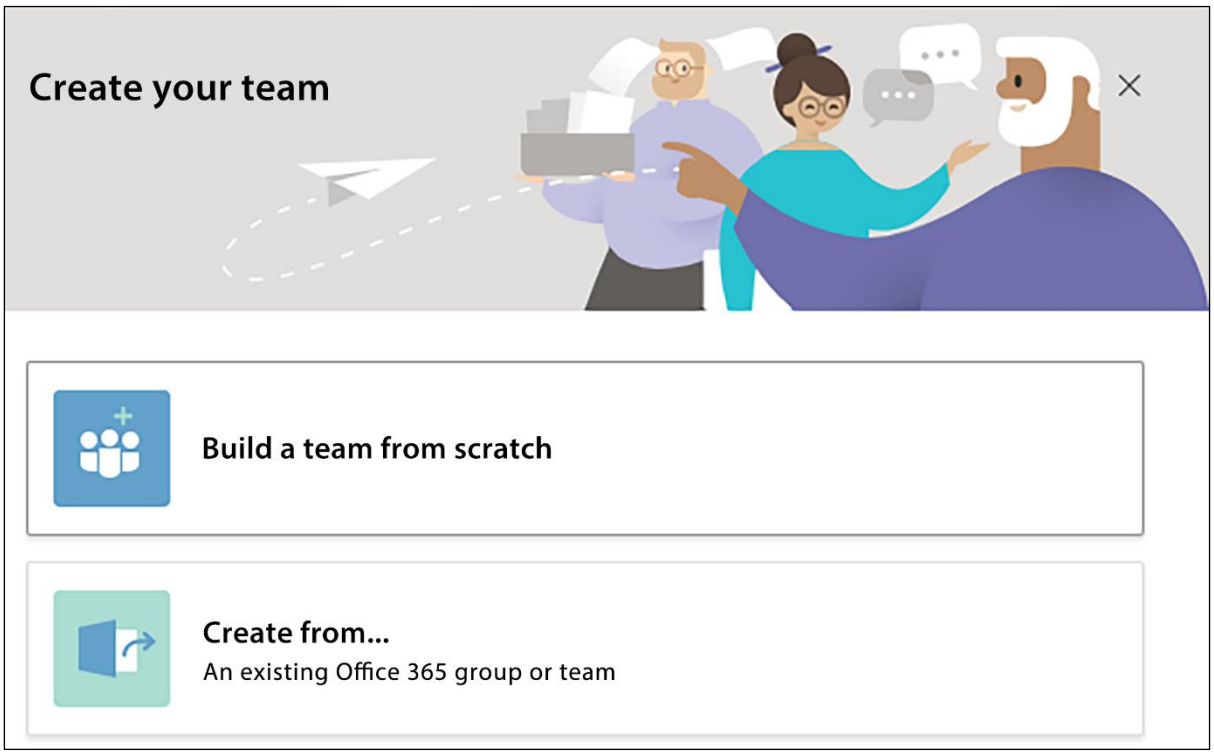

Calls
Type a name
Call
History
All
Missed
Incoming
Voicemail
Diego Siciliani
Forwarded to voicemail
Call
Call back
Chat
Mark As Read
Delete
Diego Siciliani
Missed incoming
07/10/2022
Isaiah Langer
Forwarded to voicemail
05/10/2022
Isaiah Langer
Missed incoming
05/10/2022
Isaiah Langer
Missed incoming
04/10/2022

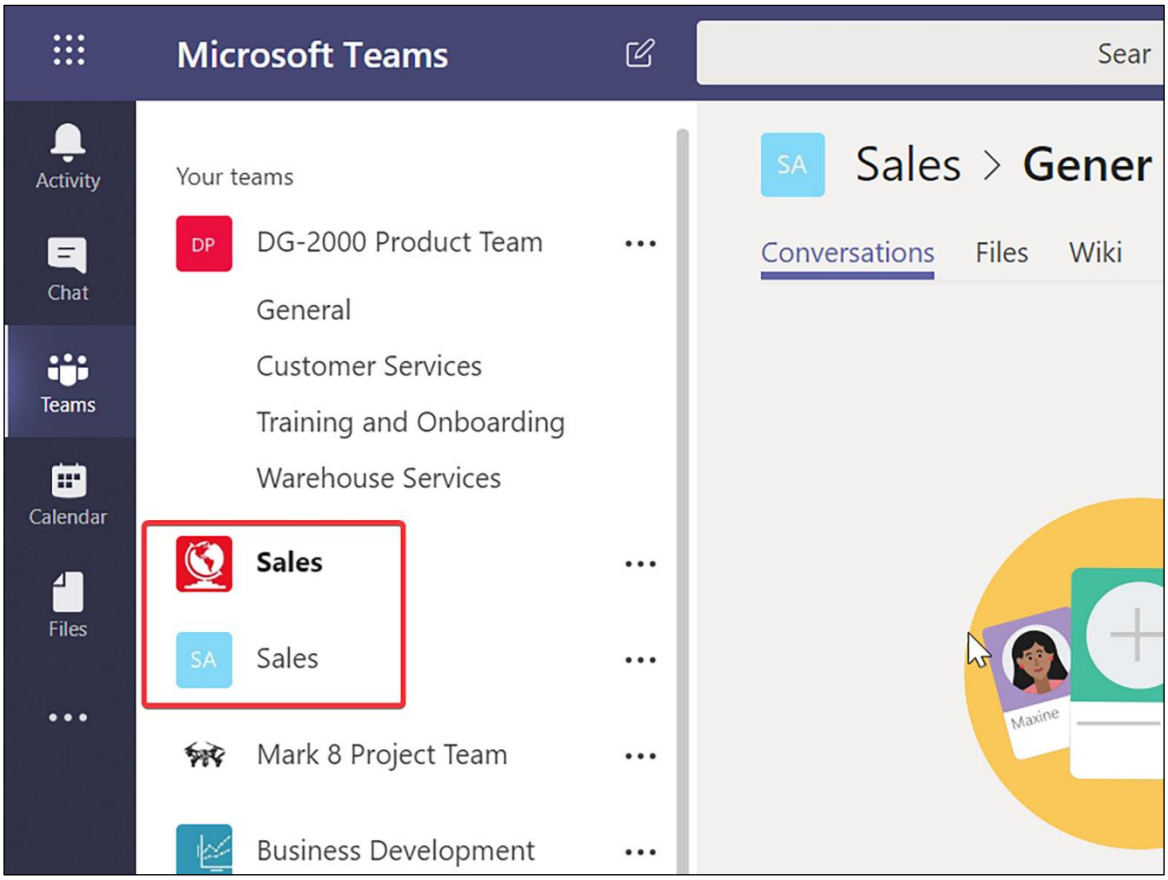

Calls
Type a name or number
1
2
ABC
3
DEF
4
GHI
5
JKL
6
MNO
7
PQRS
8
TUV
9
WXYZ
*
0
+
#
Call
Work number: +64 9-905 1885

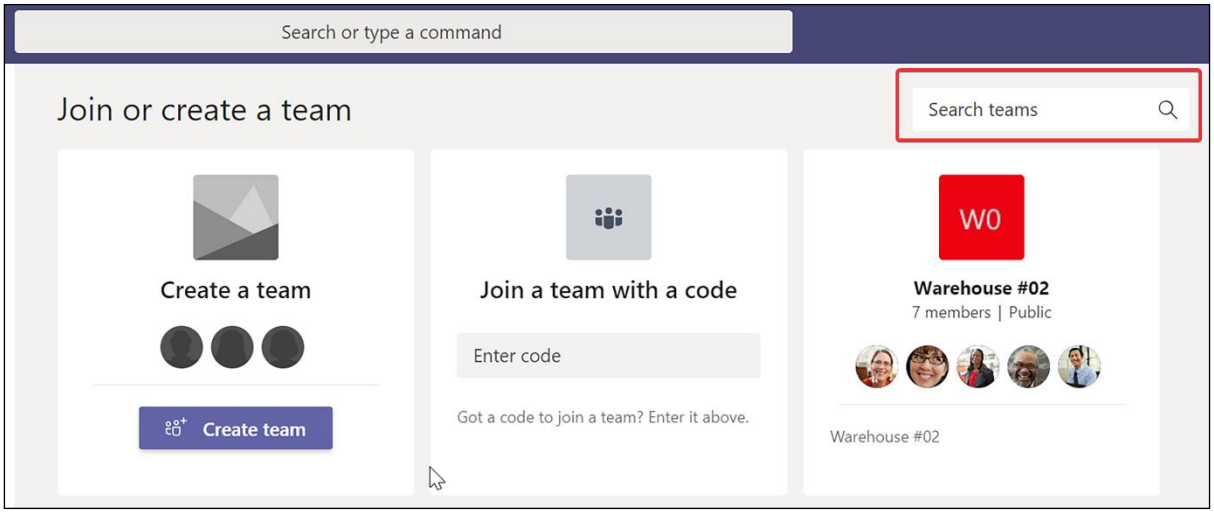

Calls
1
Type a name
2
Call

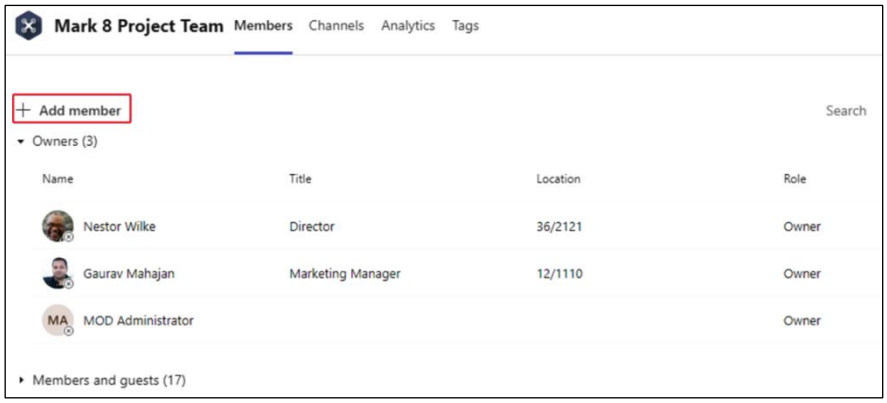

OneDrive
Home
My files
3
Shared
Quick access
More places...
New
Upload
Recent
All
Word
Excel
PowerPoint
PDF
Name
Opened
Owner
US TAG 193 Revision 1 -2023
API US TAG 193 Revision
Apr 21
Gaurav Mahajan
Court Case WinLoss
Grady Archie's Files
Oct 2, 2022
Grady Archie
Holiday Web Marketing Strategies
Isaiah Langer's Files
Oct 1, 2022
Isaiah Langer
Trey Research Fin 2 cial Report
Diego Siciliani's Files
Sep 30, 2022
Diego Siciliani
XT1000 Series Boston
Lidia Holloway's Files
Sep 30, 2022
Lidia Holloway
QT300 Accessories Specs
Lidia Holloway's Files
Sep 27, 2022
Lidia Holloway
Product Marketing Slogans
Lidia Holloway's Files
Sep 25, 2022
Lidia Holloway
Proposed Litware Agreement
Sep 25, 2022
Grady Archie


Sales and Marketing
Hidden teams
Apps
Help
Join or create a team

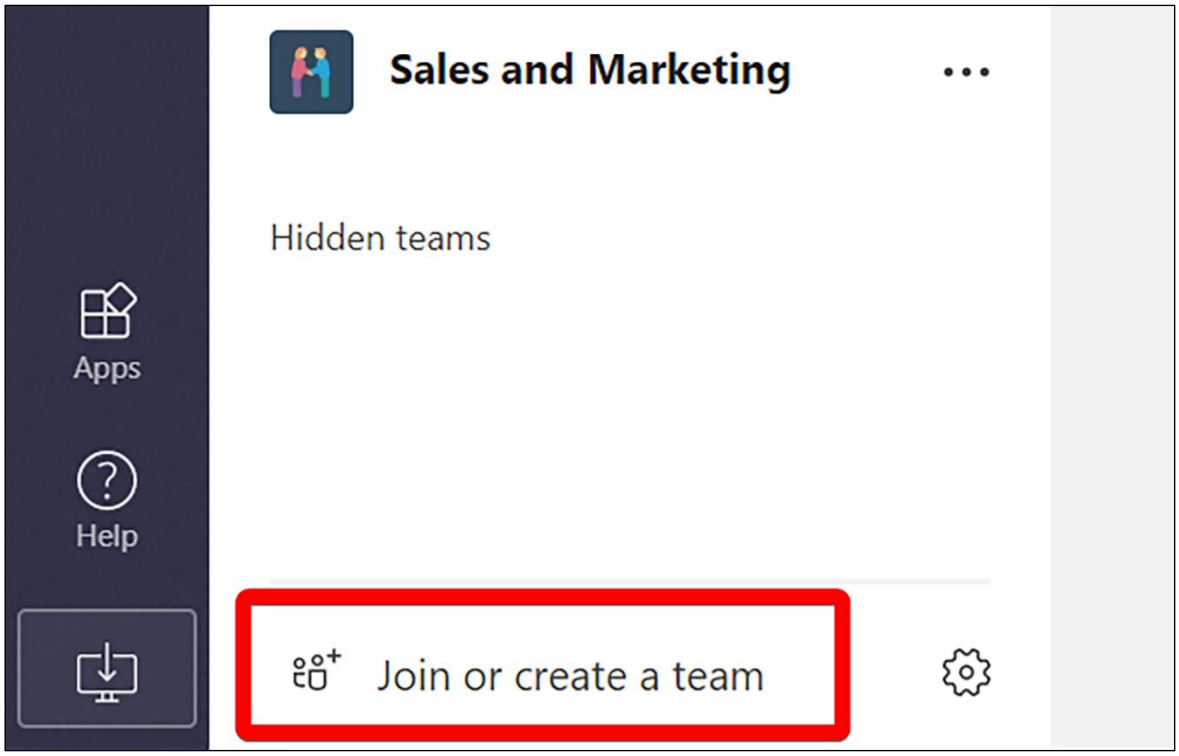

Create your team
Build a team from scratch
Create from...
An existing Office 365 group or team

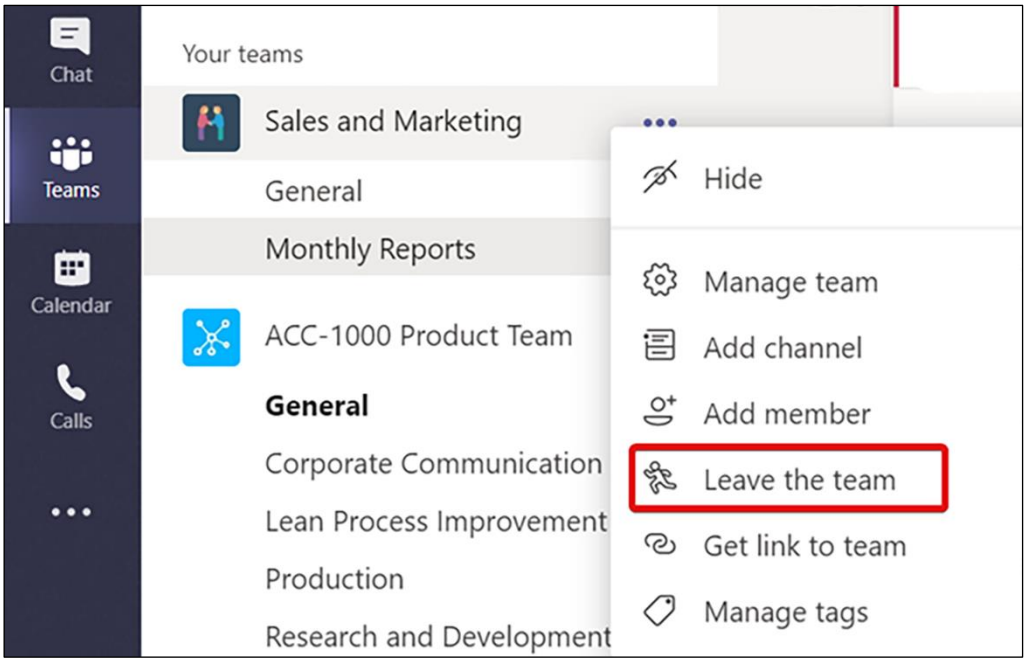

Microsoft Teams
Sear
Activity
Chat
Teams
Calendar
Files
Your teams
DP
DG-2000 Product Team
General
Customer Services
Training and Onboarding
Warehouse Services
Sales
SA
Sales
Mark 8 Project Team
Business Development
SA
Sales > Gener
Conversations
Files
Wiki
Maxine

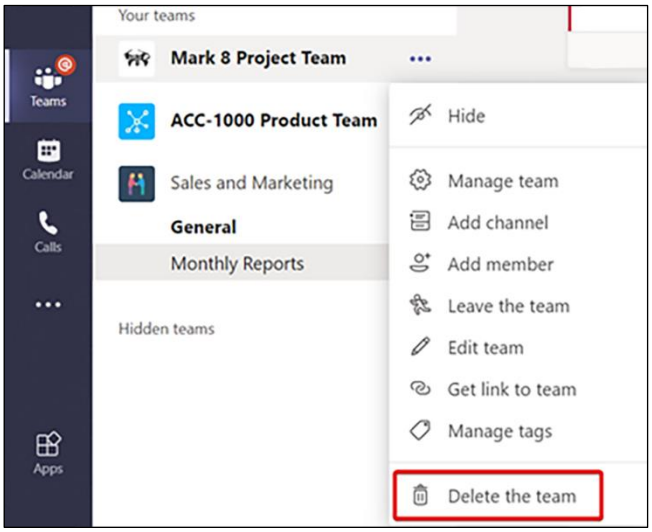

Search or type a command
Join or create a team
Search teams
Create a team
Create team
Join a team with a code
Enter code
Got a code to join a team? Enter it above.
W0
Warehouse #02
7 members | Public
Warehouse #02

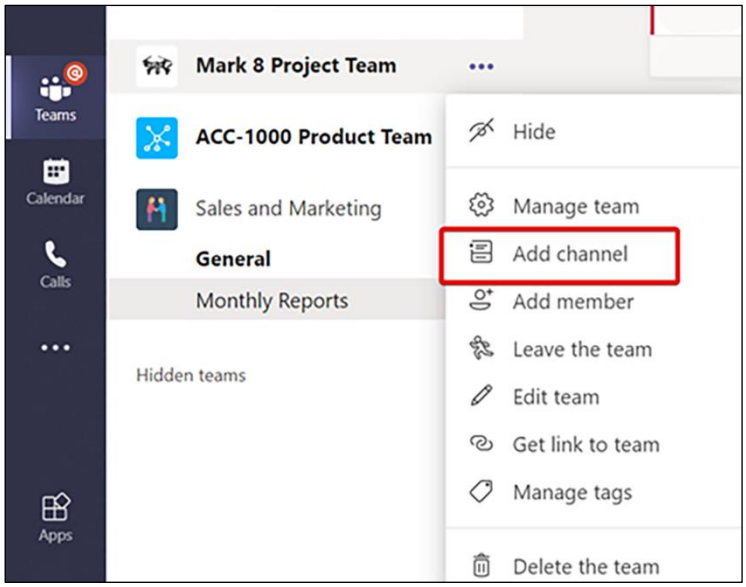

Mark 8 Project Team
Members
Channels
Analytics
Tags
Add member
Search
Owners (3)
Name
Title
Location
Role
Nestor Wilke
Director
36/2121
Owner
Gaurav Mahajan
Marketing Manager
12/1110
Owner
MA
MOD Administrator
Owner
Members and guests (17)

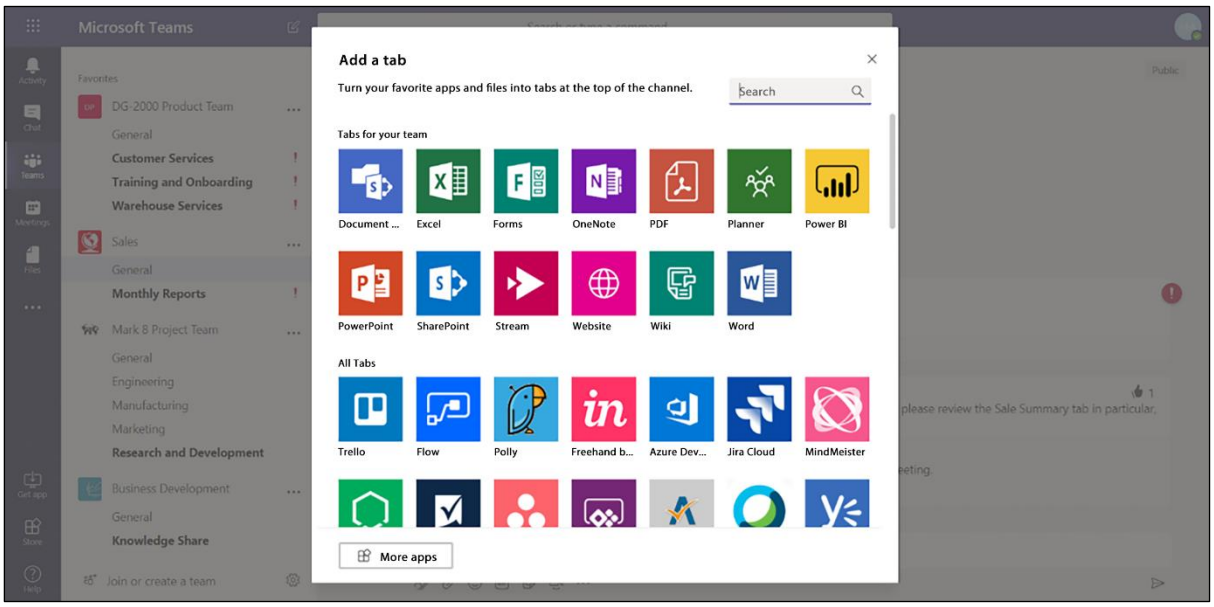
General
Settings
Analytics
Moderation
Set channel moderation preferences
General Channel:
Anyone can post messages
Anyone can post; show alert that posting will notify everyone (recommended for large teams)
Only owners can post messages

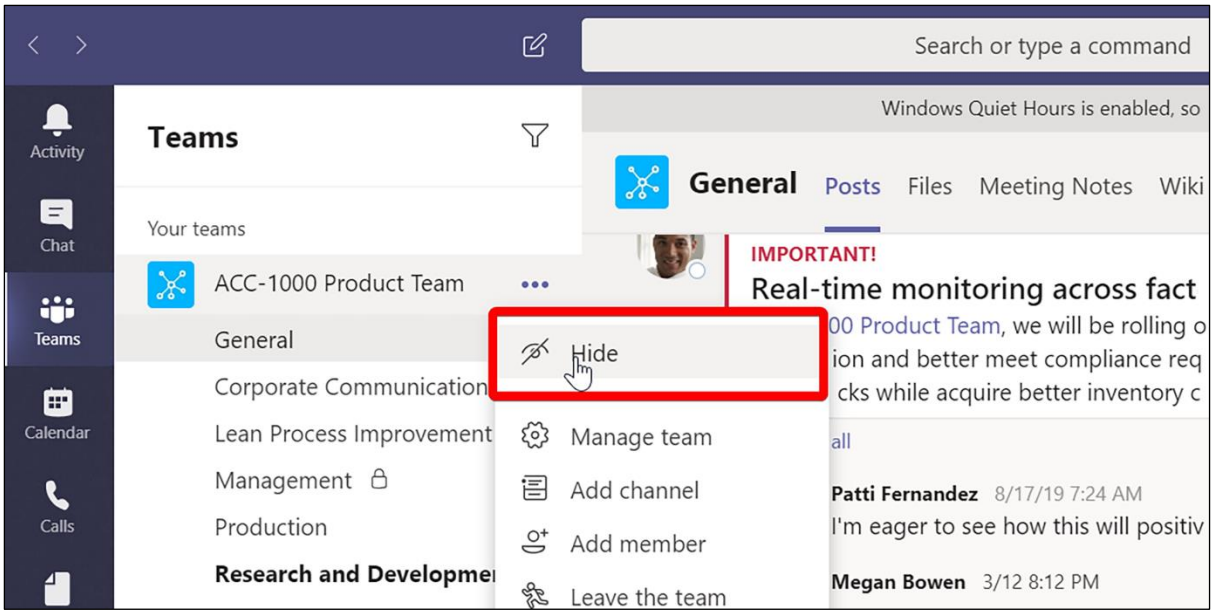

Sales and Marketing
Hidden teams
Apps
Help
Join or create a team

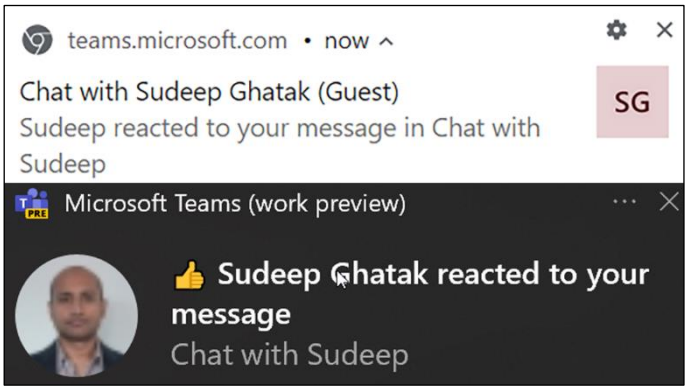

Chat
Teams
Calendar
Calls
Your teams
Sales and Marketing
General
Monthly Reports
ACC-1000 Product Team
General
Corporate Communication
Lean Process Improvement
Production
Research and Development
Hide
Manage team
Add channel
Add member
Leave the team
Get link to team
Manage tags

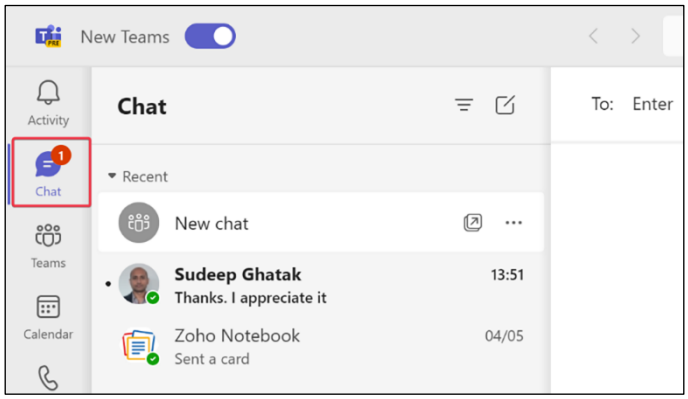

Teams
Calendar
Calls
Apps
Your teams
Mark 8 Project Team
ACC-1000 Product Team
Sales and Marketing
General
Monthly Reports
Hidden teams
Hide
Manage team
Add channel
Add member
Leave the team
Edit team
Get link to team
Manage tags
Delete the team

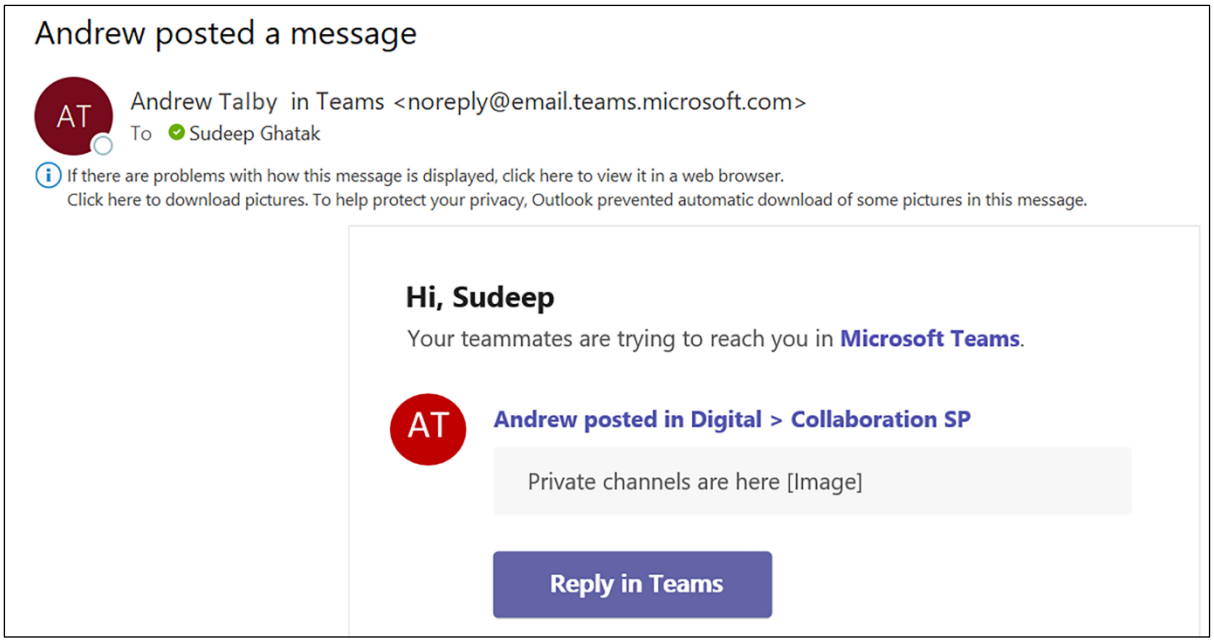

Teams
Calendar
Calls
Apps
Mark 8 Project Team
ACC-1000 Product Team
Sales and Marketing
General
Monthly Reports
Hidden teams
Hide
Manage team
Add channel
Add member
Leave the team
Edit team
Get link to team
Manage tags
Delete the team

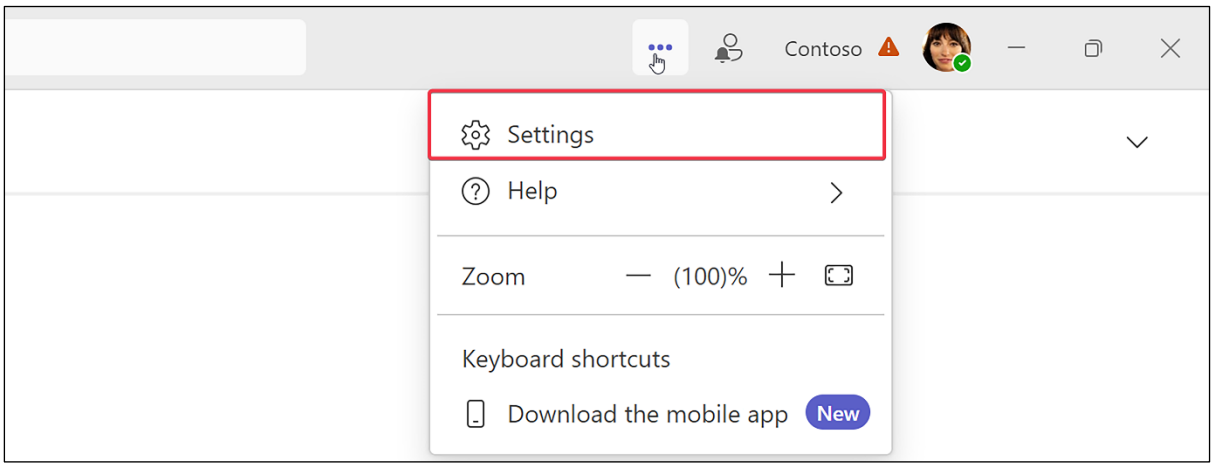

Microsoft Teams
Add a tab
Turn your favorite apps and files into tabs at the top of the channel.
Search
Tabs for your team
Document ...
Excel
Forms
OneNote
PDF
Planner
Power BI
PowerPoint
SharePoint
Stream
Website
Wiki
Word
All Tabs
Trello
Flow
Polly
Freehand b...
Azure Dev...
Jira Cloud
MindMeister
More apps

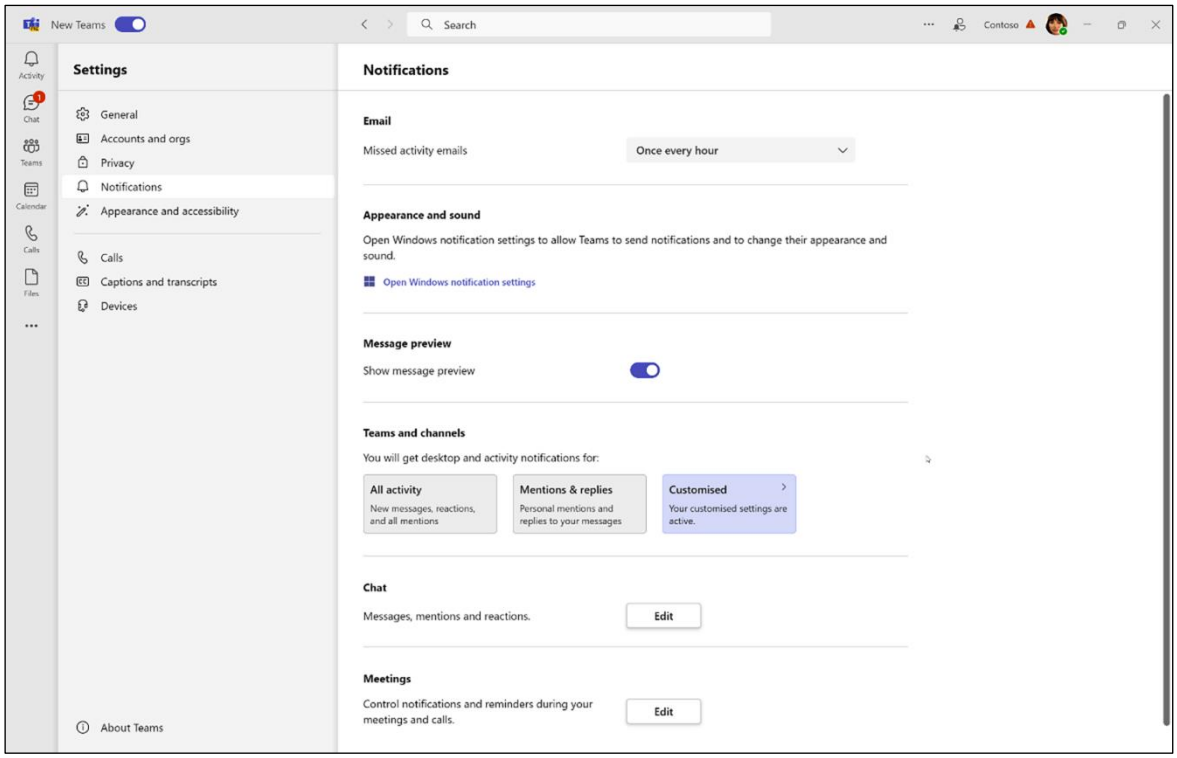

Search or type a command
Activity
Chat
Teams
Calendar
Calls
Teams
Your teams
ACC-1000 Product Team
General
Corporate Communication
Lean Process Improvement
Management
Production
Research and Developme
Hide
Manage team
Add channel
Add member
Leave the team
Windows Quiet Hours is enabled, so
General
Posts
Files
Meeting Notes
Wiki
IMPORTANT!
Real-time monitoring across fact
00 Product Team, we will be rolling o
ion and better meet compliance req
cks while acquire better inventory c
all
Patti Fernandez 8/17/19 7:24 AM
I'm eager to see how this will positiv
Megan Bowen 3/12 8:12 PM


teams.microsoft.com • now
Chat with Sudeep Ghatak (Guest)
Sudeep reacted to your message in Chat with Sudeep
SG
Microsoft Teams (work preview)
Sudeep Ghatak reacted to your message
Chat with Sudeep

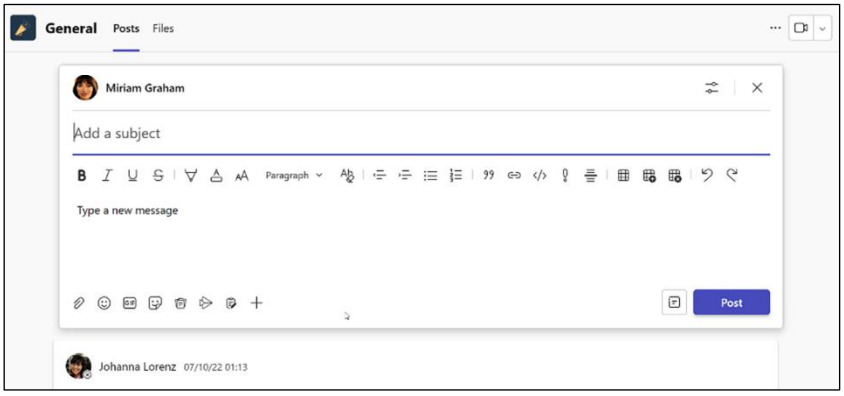

New Teams
Activity
Chat
Teams
Calendar
Chat
To: Enter
Recent
New chat
Sudeep Ghatak
13:51
Thanks. I appreciate it
Zoho Notebook
04/05
Sent a card

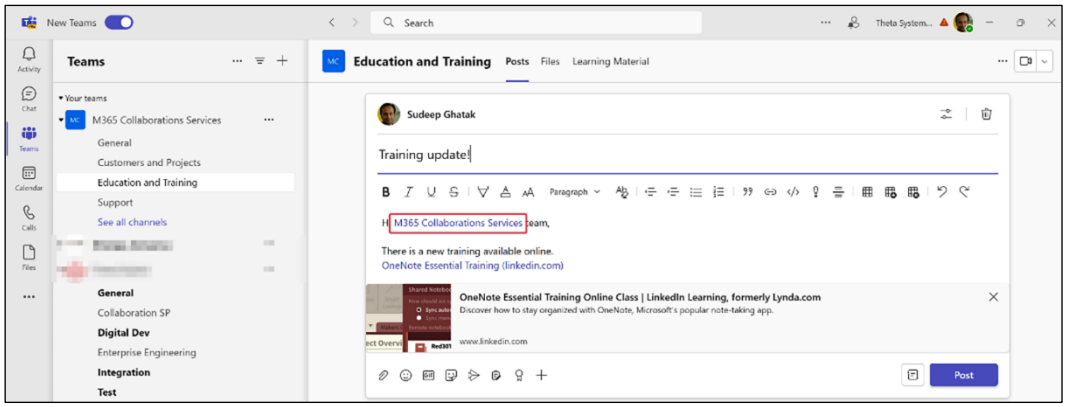

Andrew posted a message
AT
Andrew Talby in Teams <noreply@email.teams.microsoft.com>
To Sudeep Ghatak
If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.
Hi, Sudeep
Your teammates are trying to reach you in Microsoft Teams.
AT
Andrew posted in Digital > Collaboration SP
Private channels are here [Image]
Reply in Teams


Contoso
Settings
Help
Zoom
(100)%
Keyboard shortcuts
Download the mobile app
New

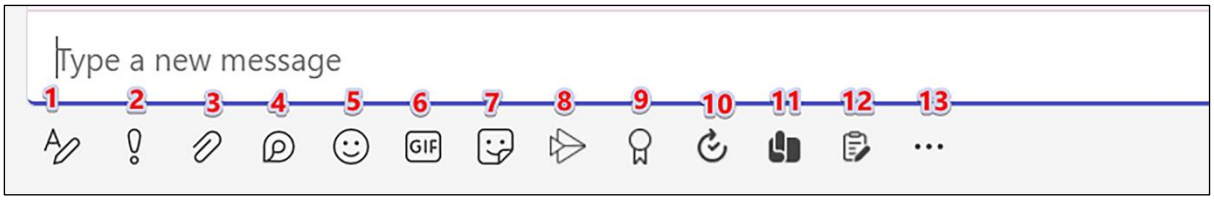

New Teams
Search
Contoso
Activity
Chat
Teams
Calendar
Calls
Files
Settings
General
Accounts and orgs
Privacy
Notifications
Appearance and accessibility
Calls
Captions and transcripts
Devices
About Teams
Notifications
Email
Missed activity emails
Once every hour
Appearance and sound
Open Windows notification settings to allow Teams to send notifications and to change their appearance and sound.
Open Windows notification settings
Message preview
Show message preview
Teams and channels
You will get desktop and activity notifications for:
All activity
New messages, reactions, and all mentions
Mentions & replies
Personal mentions and replies to your messages
Customised
Your customised settings are active.
Chat
Messages, mentions and reactions.
Edit
Meetings
Control notifications and reminders during your meetings and calls.
Edit

Start a new post
Post
Announcement


General
Posts
Files
Miriam Graham
Add a subject
Paragraph
Type a new message
Post
Johanna Lorenz 07/10/22 01:13


New Teams
Search
Theta System...
Activity
Chat
Teams
Calendar
Calls
Files
Teams
Your teams
M365 Collaborations Services
General
Customers and Projects
Education and Training
Support
See all channels
General
Collaboration SP
Digital Dev
Enterprise Engineering
Integration
Test
Education and Training
Posts
Files
Learning Material
Sudeep Ghatak
Training update!
Paragraph
M365 Collaborations Services team,
There is a new training available online.
OneNote Essential Training (linkedin.com)
OneNote Essential Training Online Class | LinkedIn Learning, formerly Lynda.com
Discover how to stay organized with OneNote, Microsoft's popular note-taking app.
www.linkedin.com
Post

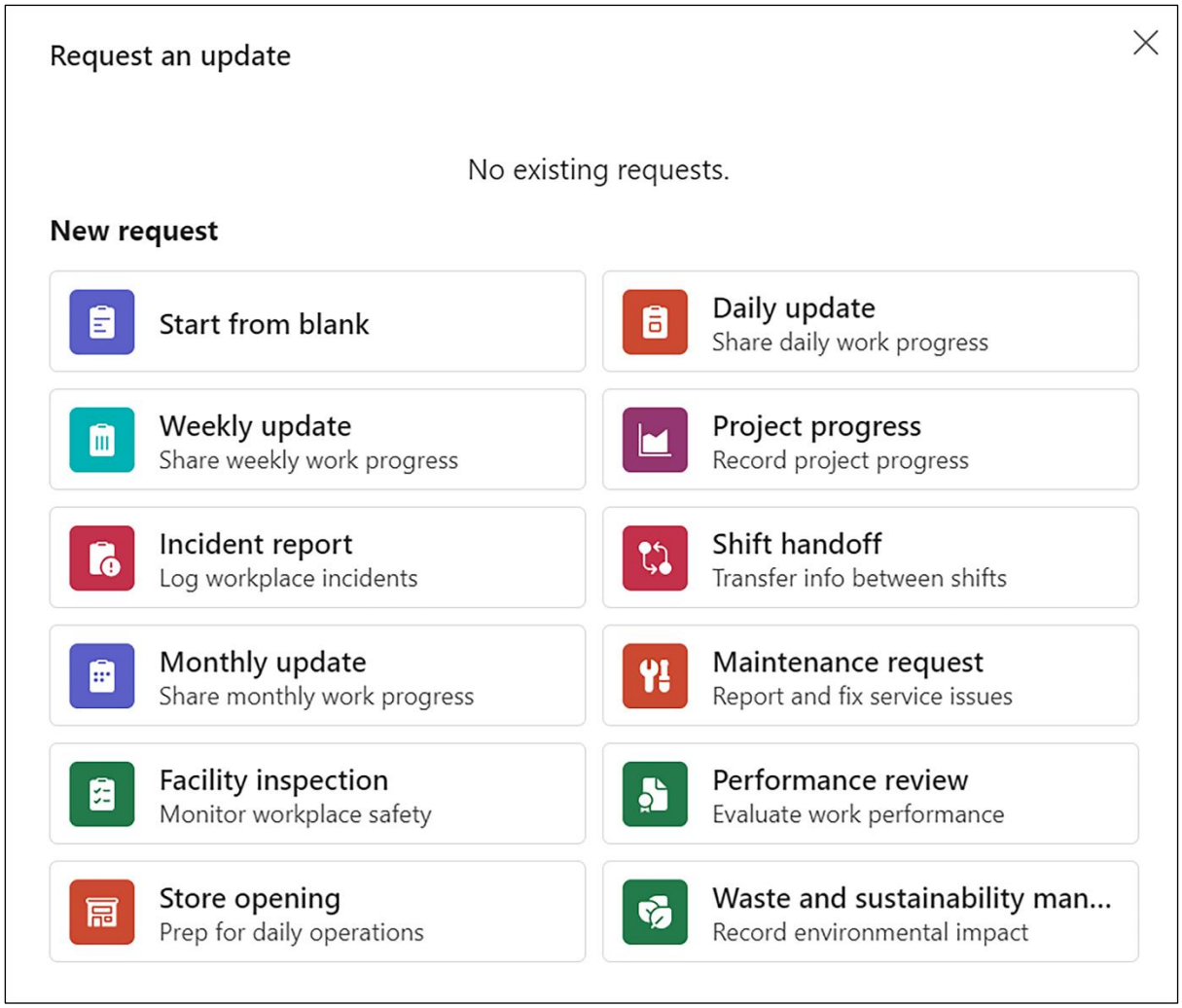
Mark 8 Project Team
General
Engineering
Manufacturing
Marketing
Research and Development

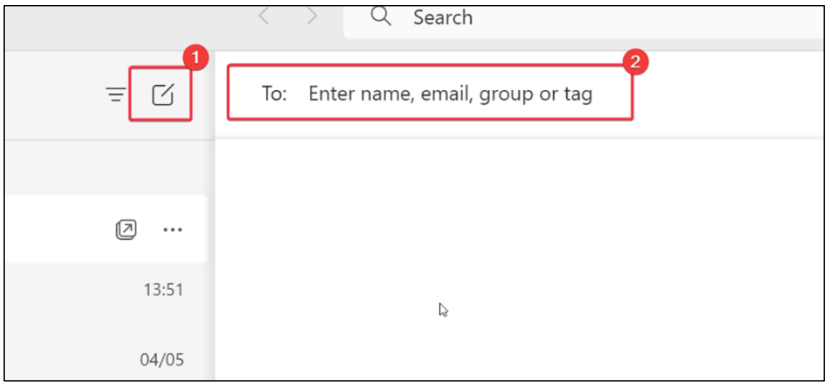

Type a new message
1
2
3
4
5
6
7
8
9
10
11
12
13
GIF

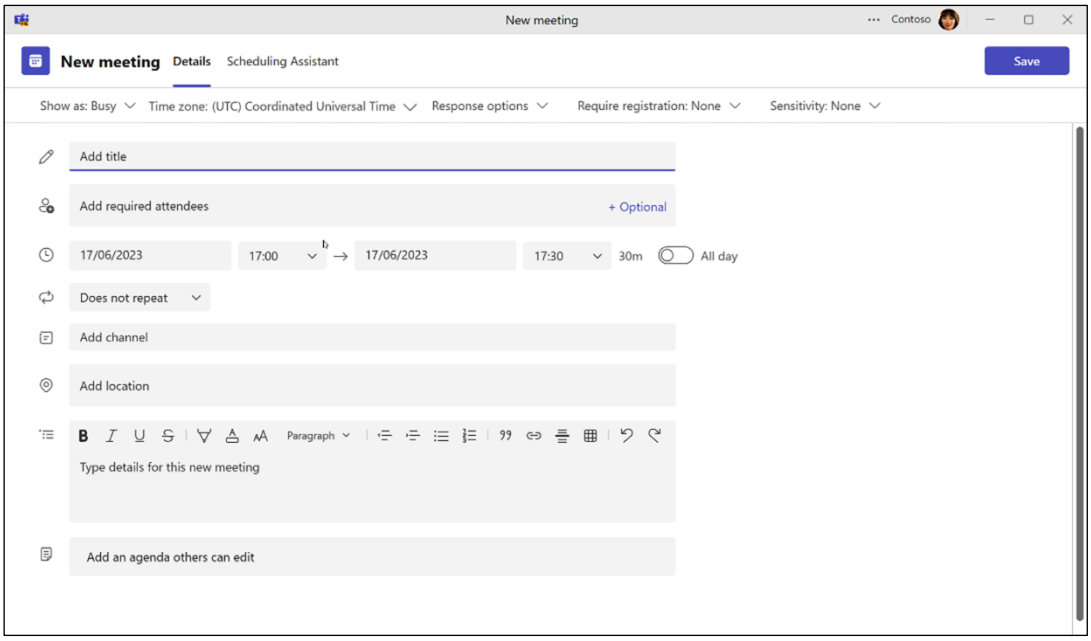
Loop components

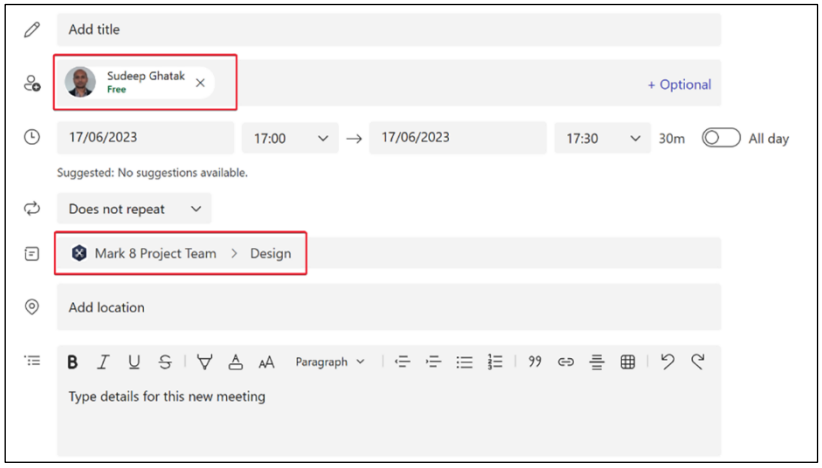
Send a component that everyone in the chat can edit inline.

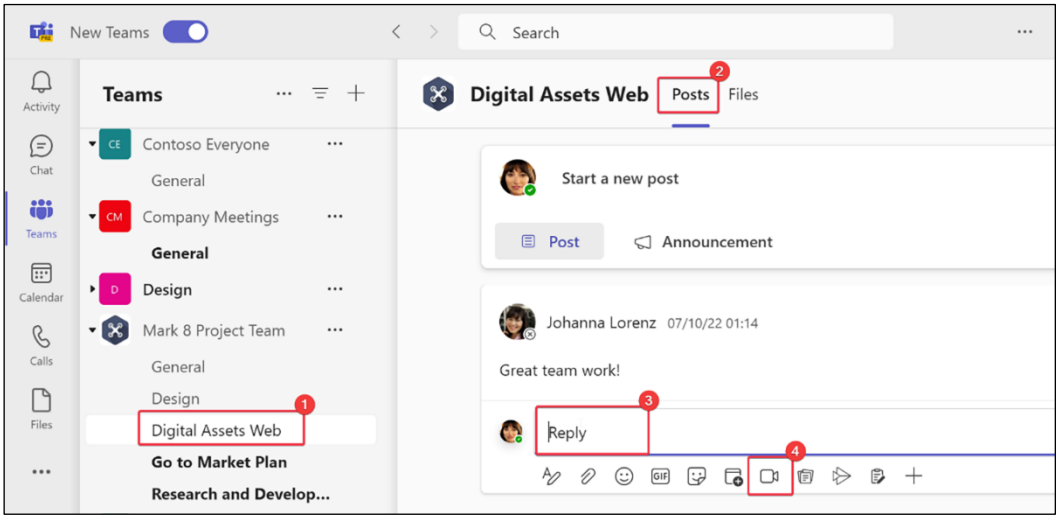
- Bulleted list
- Checklist
- Numbered list
- Paragraph
- Table
- Task list

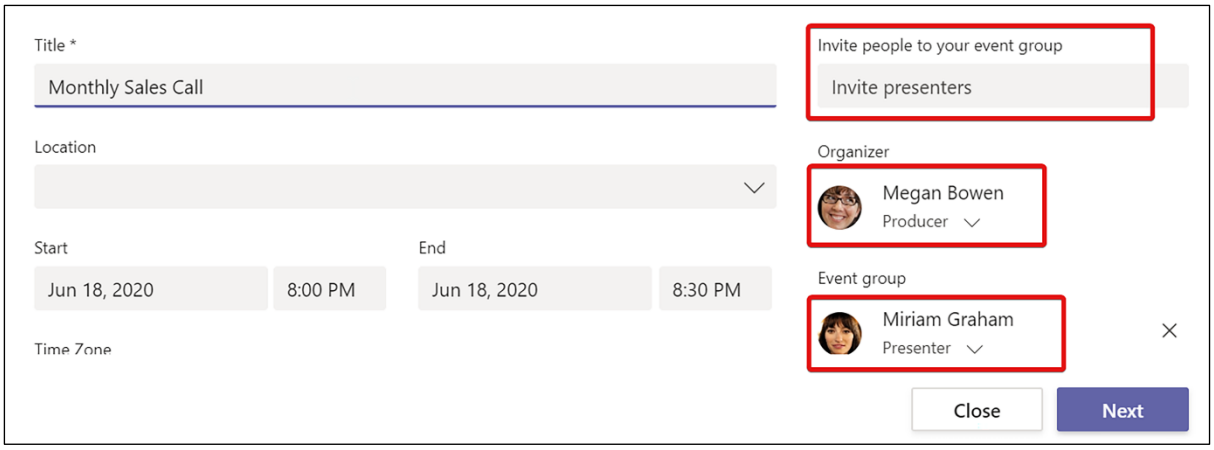

Request an update
No existing requests.
New request
Start from blank
Daily update
Share daily work progress
Weekly update
Share weekly work progress
Project progress
Record project progress
Incident report
Log workplace incidents
Shift handoff
Transfer info between shifts
Monthly update
Share monthly work progress
Maintenance request
Report and fix service issues
Facility inspection
Monitor workplace safety
Performance review
Evaluate work performance
Store opening
Prep for daily operations
Waste and sustainability man...
Record environmental impact

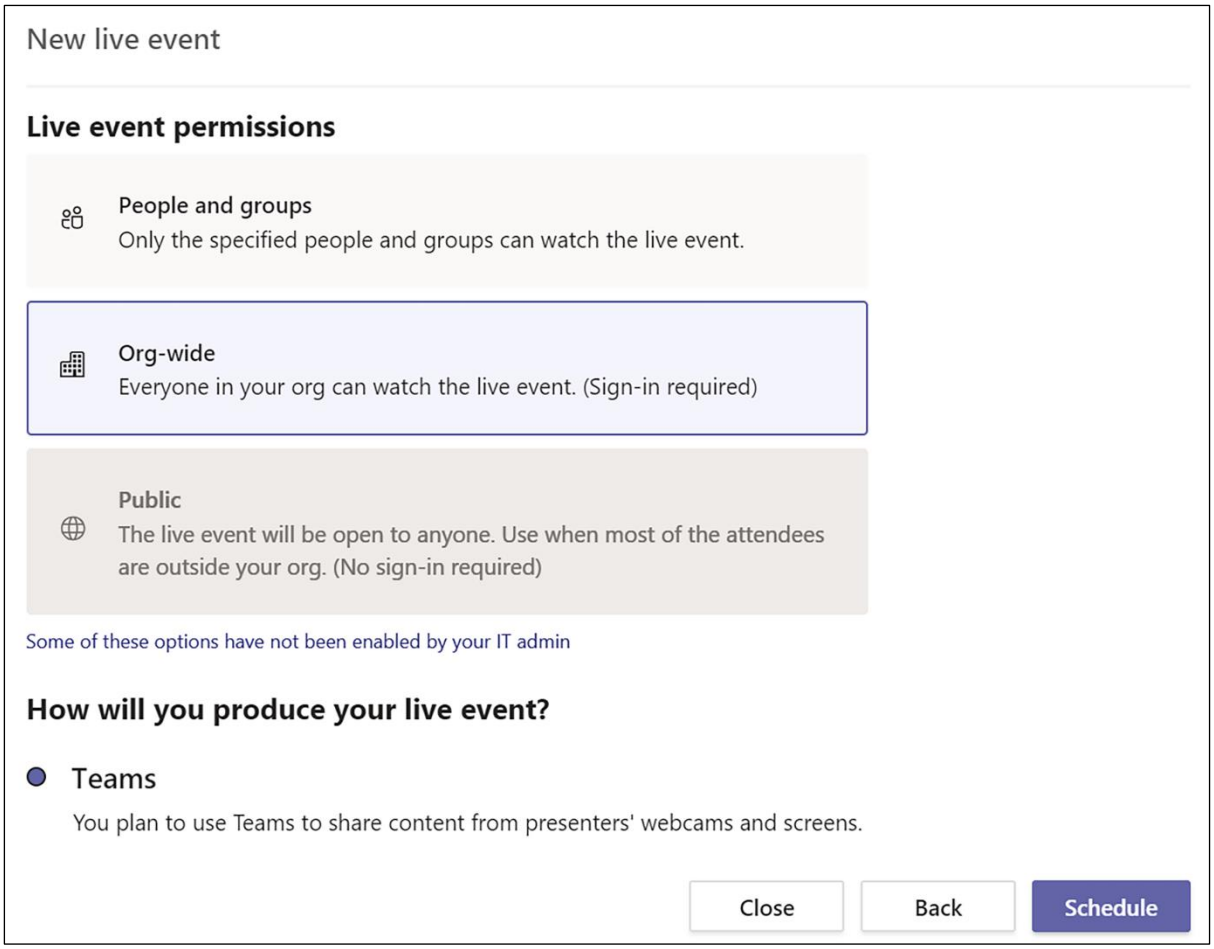

Search
1
2
To: Enter name, email, group or tag
13:51
04/05

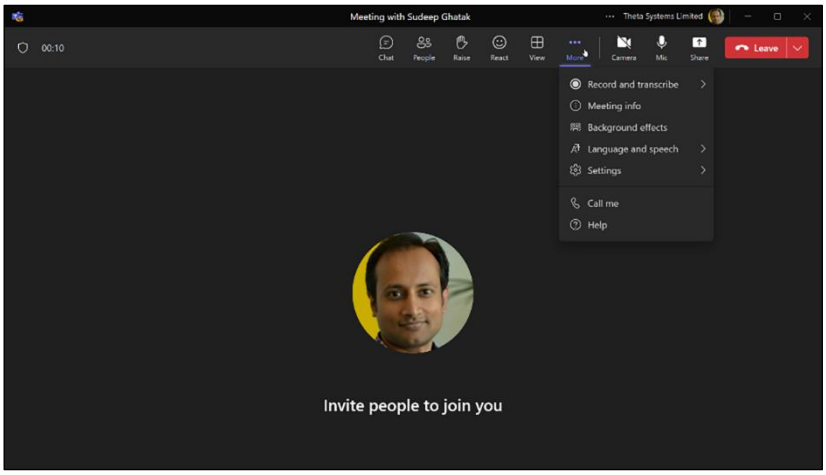

New meeting
Contoso
New meeting
Details
Scheduling Assistant
Save
Show as: Busy
Time zone: (UTC) Coordinated Universal Time
Response options
Require registration: None
Sensitivity: None
Add title
Add required attendees
+ Optional
17/06/2023
17:00
17/06/2023
17:30
30m
All day
Does not repeat
Add channel
Add location
Paragraph
Type details for this new meeting
Add an agenda others can edit

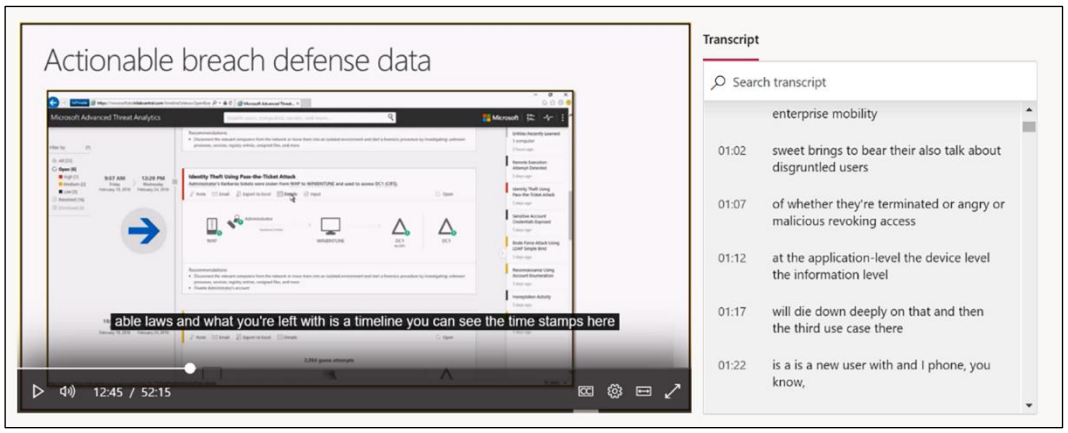

Add title
Sudeep Ghatak
Free
+ Optional
17/06/2023
17:00
17/06/2023
17:30
30m
All day
Suggested: No suggestions available.
Does not repeat
Mark 8 Project Team
Design
Add location
Paragraph
Type details for this new meeting

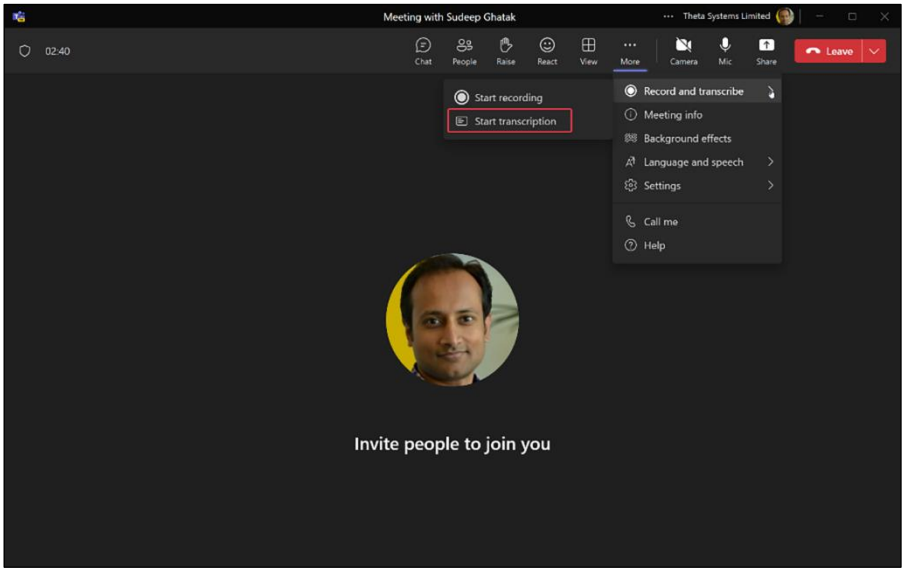

New Teams
Search
Activity
Chat
Teams
Calendar
Calls
Files
Teams
Contoso Everyone
General
Company Meetings
General
Design
Mark 8 Project Team
General
Design
Digital Assets Web
Go to Market Plan
Research and Develop...
Digital Assets Web
Posts
Files
Start a new post
Post
Announcement
Johanna Lorenz 07/10/22 01:14
Great team work!
Reply
1
2
3
4

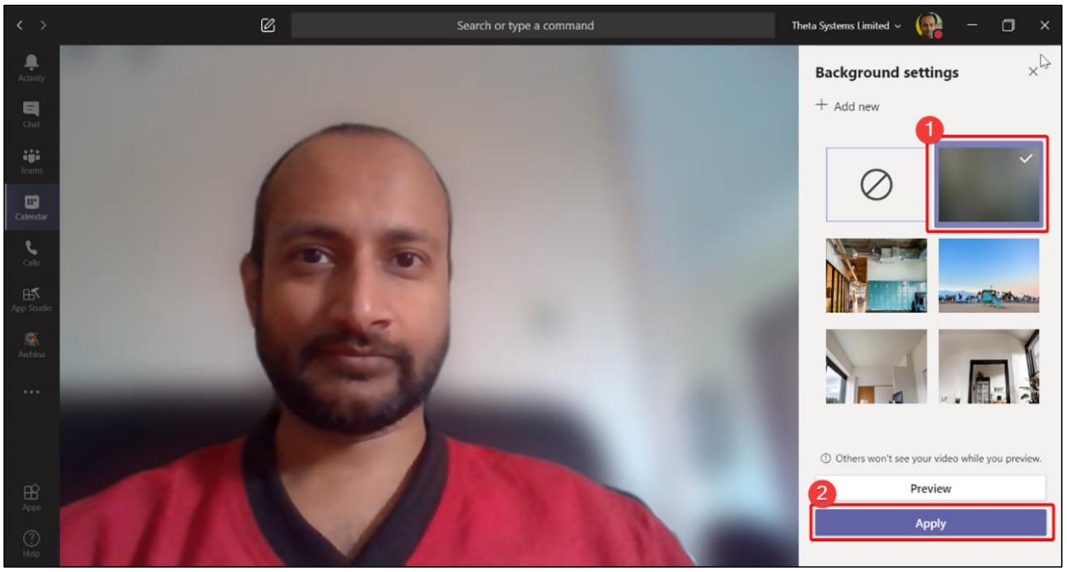

Title *
Monthly Sales Call
Location
Start
Jun 18, 2020
8:00 PM
End
Jun 18, 2020
8:30 PM
Time Zone
Invite people to your event group
Invite presenters
Organizer
Megan Bowen
Producer
Event group
Miriam Graham
Presenter
Close
Next

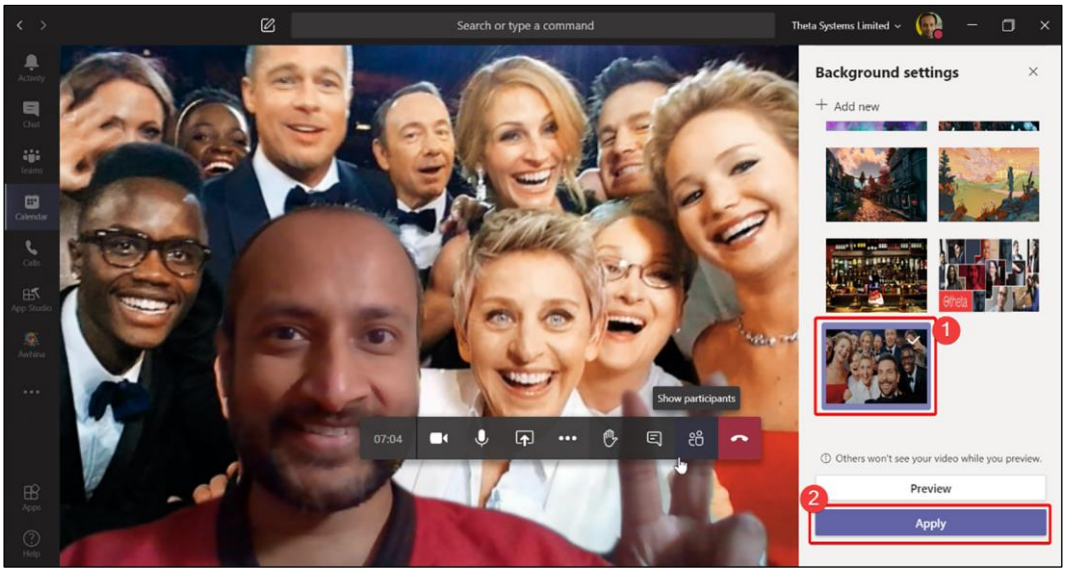

New live event
Live event permissions
People and groups
Only the specified people and groups can watch the live event.
Org-wide
Everyone in your org can watch the live event. (Sign-in required)
Public
The live event will be open to anyone. Use when most of the attendees are outside your org. (No sign-in required)
Some of these options have not been enabled by your IT admin
How will you produce your live event?
Teams
You plan to use Teams to share content from presenters' webcams and screens.
Close
Back
Schedule

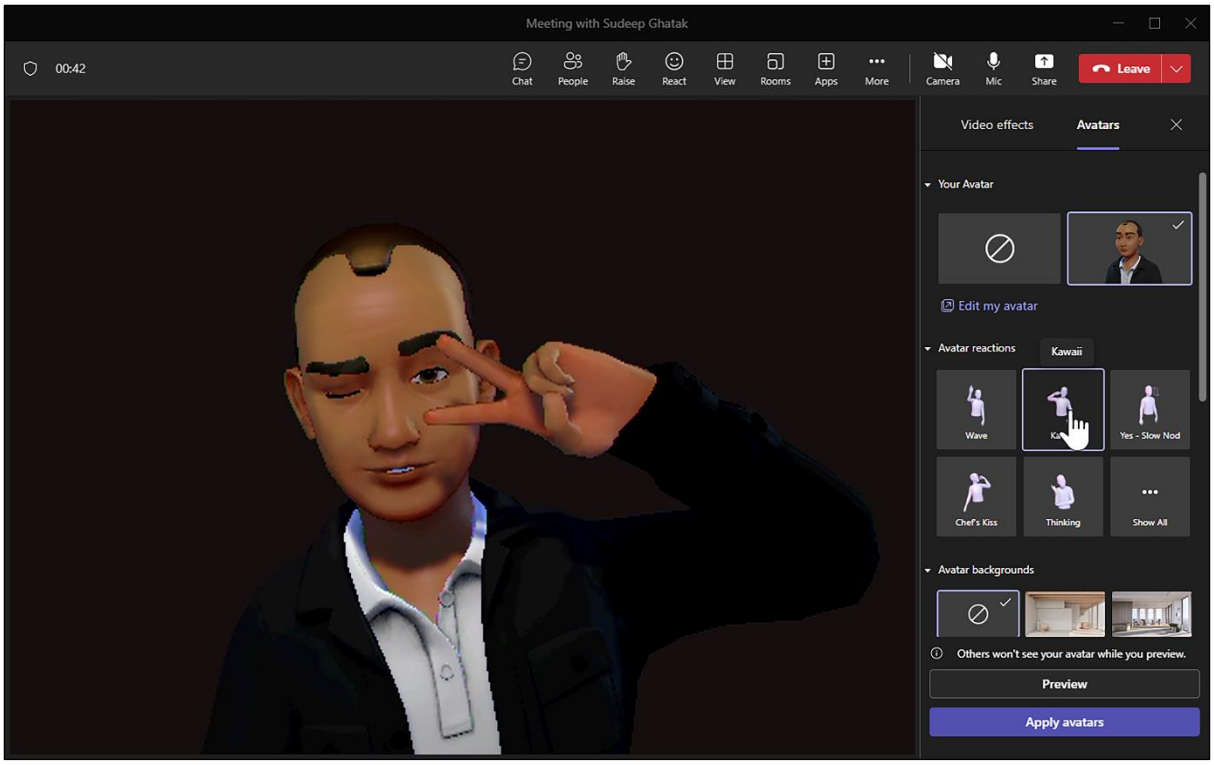

Meeting with Sudeep Ghatak
Theta Systems Limited
00:10
Chat
People
Raise
React
View
More
Camera
Mic
Share
Leave
Record and transcribe
Meeting info
Background effects
Language and speech
Settings
Call me
Help
Invite people to join you

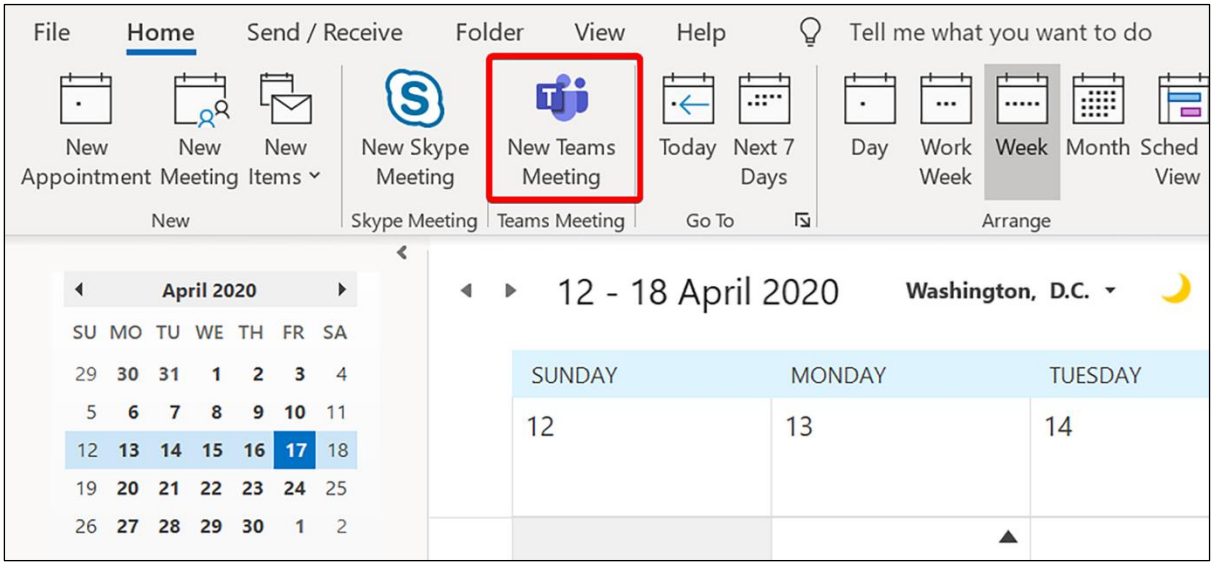

Actionable breach defense data
able laws and what you're left with is a timeline you can see the time stamps here
12:45 / 52:15
Transcript
Search transcript
enterprise mobility
01:02 sweet brings to bear their also talk about disgruntled users
01:07 of whether they're terminated or angry or malicious revoking access
01:12 at the application-level the device level the information level
01:17 will die down deeply on that and then the third use case there
01:22 is a is a new user with and I phone, you know,

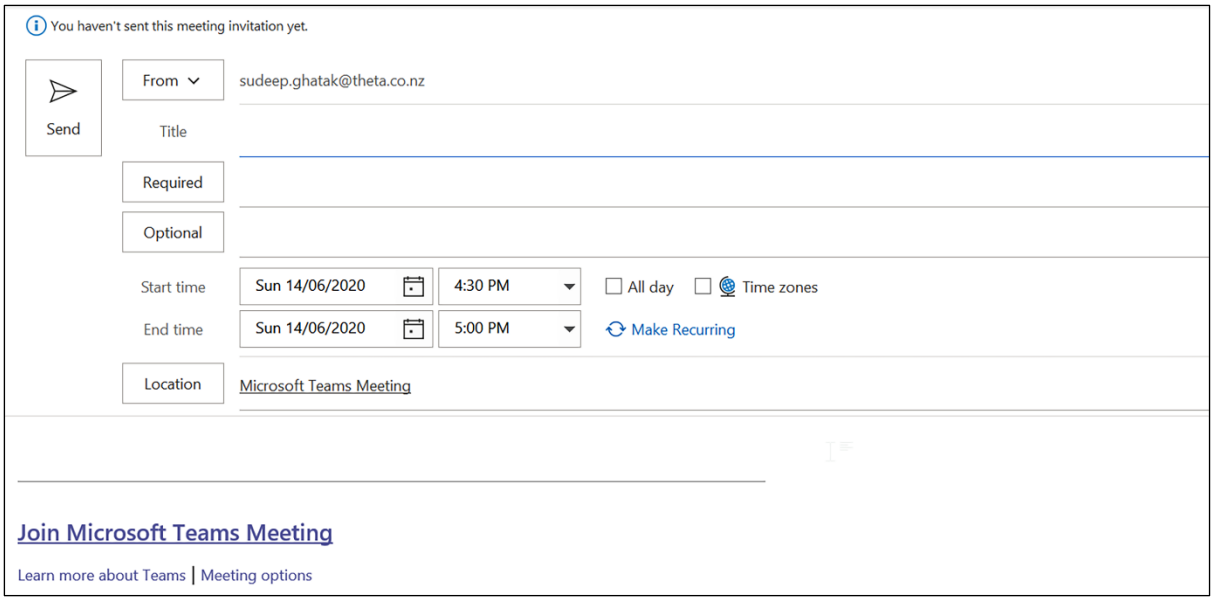

Meeting with Sudeep Ghatak
Theta Systems Limited
02:40
Chat
People
Raise
React
View
More
Camera
Mic
Share
Leave
Start recording
Start transcription
Record and transcribe
Meeting info
Background effects
Language and speech
Settings
Call me
Help
Invite people to join you

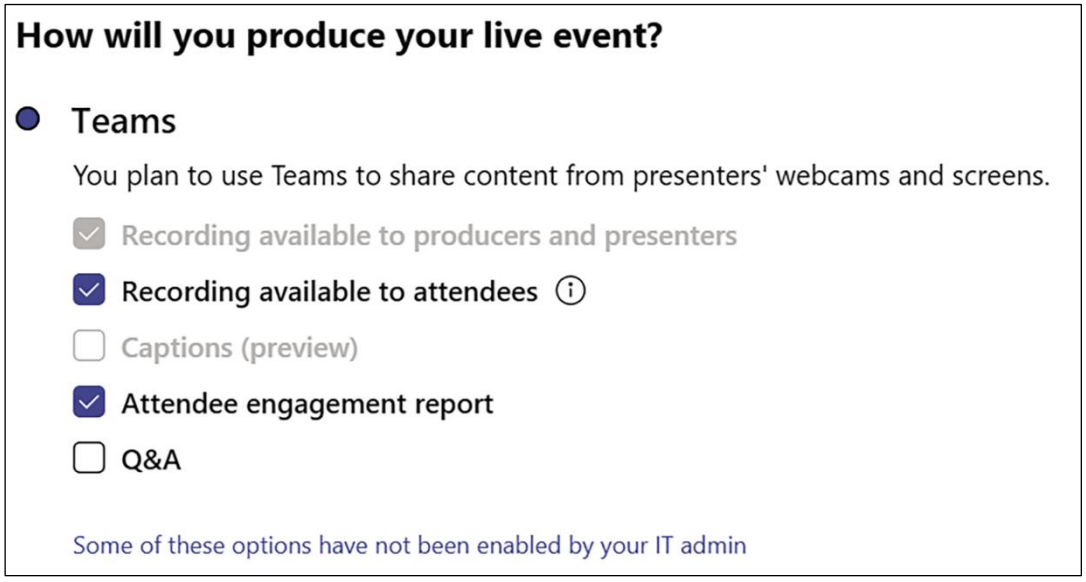

Search or type a command
Theta Systems Limited
Background settings
Add new
1
Others won't see your video while you preview.
2
Preview
Apply

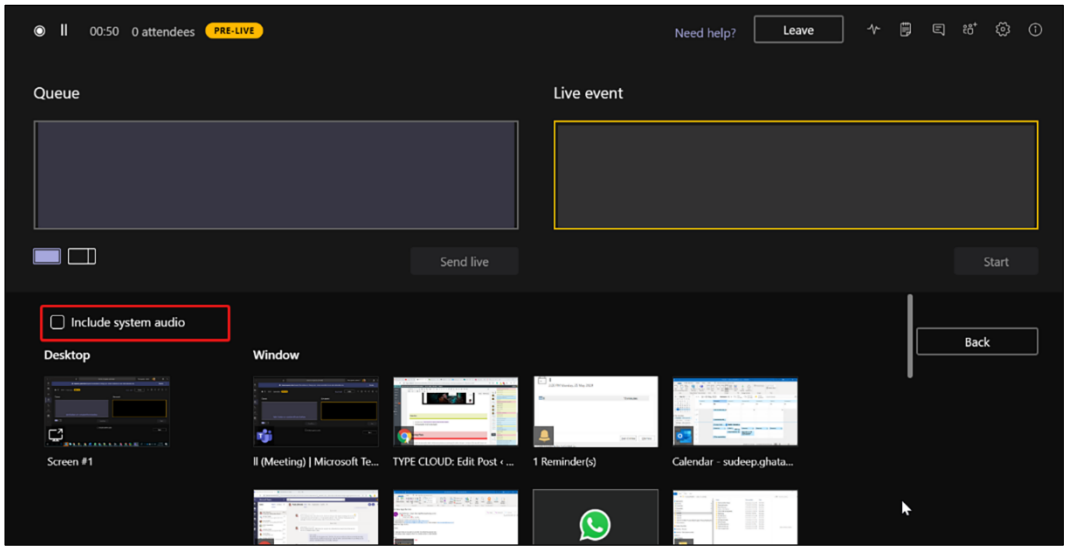

Search or type a command
Theta Systems Limited
Background settings
Add new
1
Show participants
07:04
Others won't see your video while you preview.
2
Preview
Apply

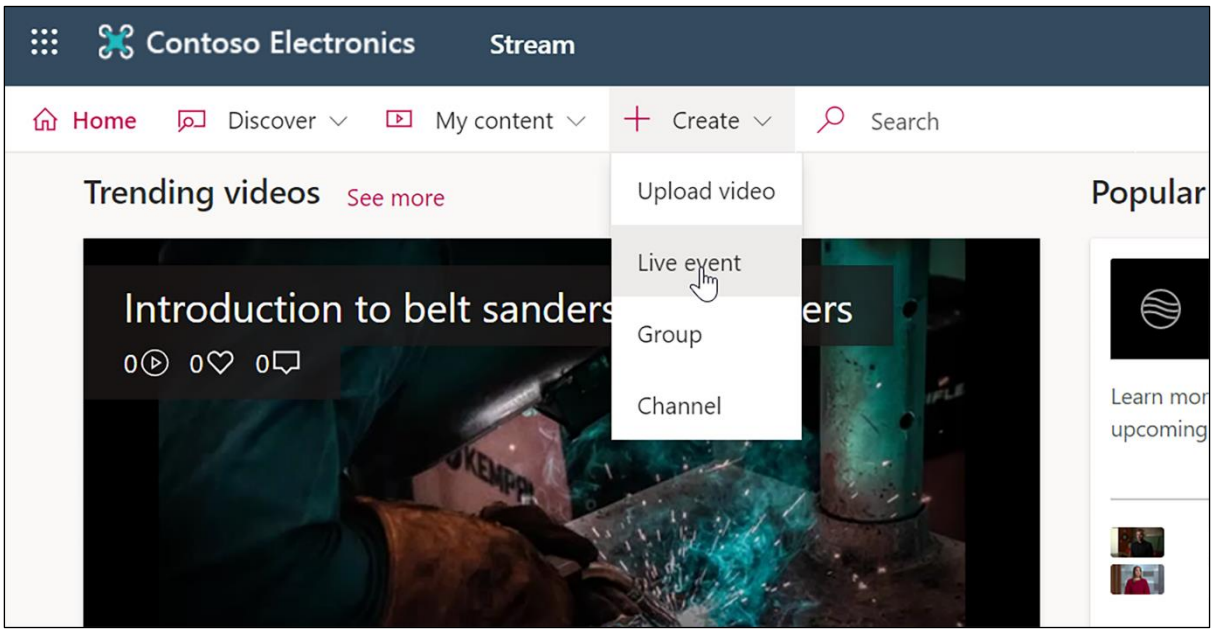

Meeting with Sudeep Ghatak
00:42
Chat
People
Raise
React
View
Rooms
Apps
More
Camera
Mic
Share
Leave
Video effects
Avatars
Your Avatar
Edit my avatar
Avatar reactions
Kawaii
Wave
Yes - Slow Nod
Chef's Kiss
Thinking
Show All
Avatar backgrounds
Others won't see your avatar while you preview.
Preview
Apply avatars

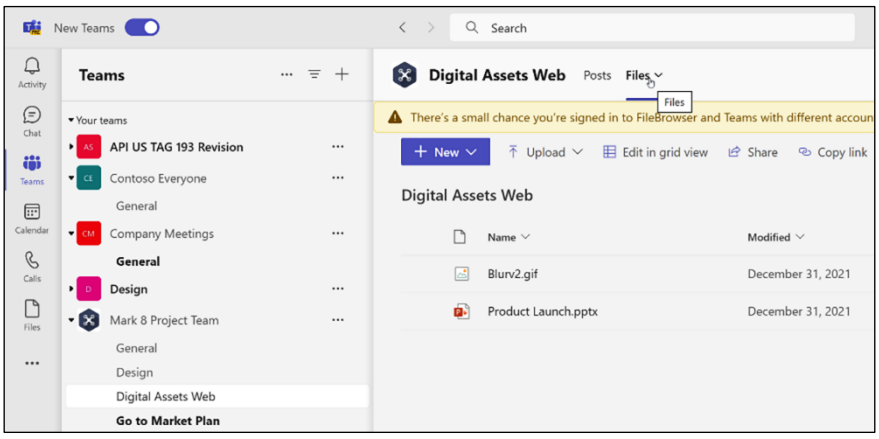

File
Home
Send / Receive
Folder
View
Help
Tell me what you want to do
New Appointment
New Meeting
New Items
New
New Skype Meeting
Skype Meeting
New Teams Meeting
Teams Meeting
Today
Next 7 Days
Go To
Day
Work Week
Week
Month
Sched View
Arrange
April 2020
SU MO TU WE TH FR SA
12 - 18 April 2020
Washington, D.C.
SUNDAY
MONDAY
TUESDAY
12
13
14

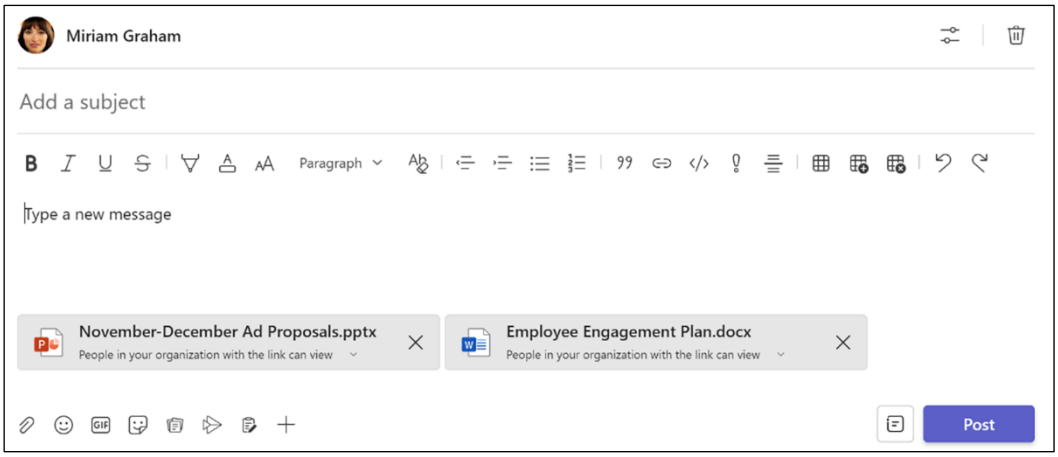

You haven't sent this meeting invitation yet.
Send
From
sudeep.ghatak@theta.co.nz
Title
Required
Optional
Start time
Sun 14/06/2020
4:30 PM
All day
Time zones
End time
Sun 14/06/2020
5:00 PM
Make Recurring
Location
Microsoft Teams Meeting
Join Microsoft Teams Meeting
Learn more about Teams | Meeting options

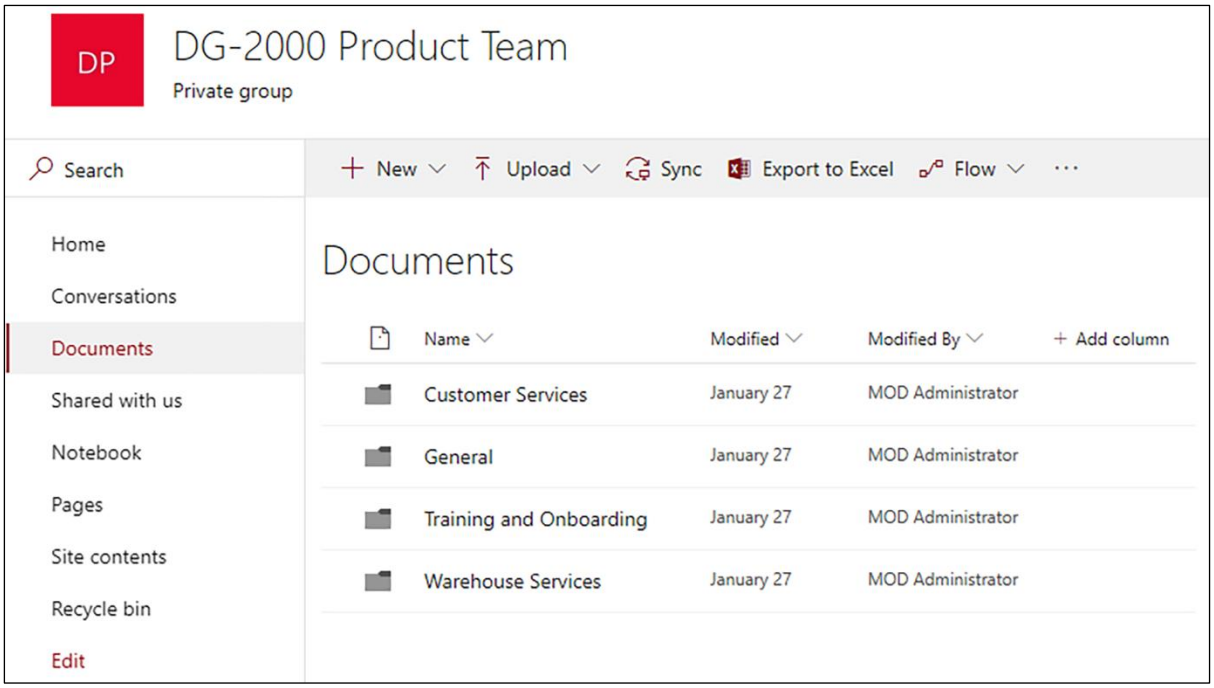

How will you produce your live event?
Teams
You plan to use Teams to share content from presenters' webcams and screens.
Recording available to producers and presenters
Recording available to attendees
Captions (preview)
Attendee engagement report
Q&A
Some of these options have not been enabled by your IT admin

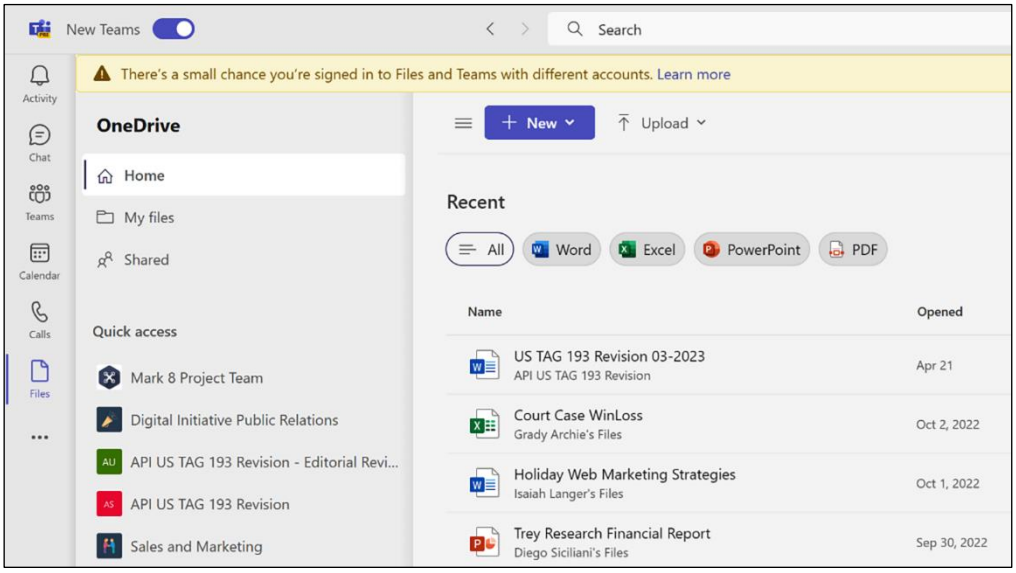

00:50
0 attendees
PRE-LIVE
Need help?
Leave
Queue
Live event
Send live
Start
Include system audio
Back
Desktop
Window
Screen #1
II (Meeting) | Microsoft Te...
TYPE CLOUD: Edit Post ‹ ...
1 Reminder(s)
Calendar - sudeep.ghata...

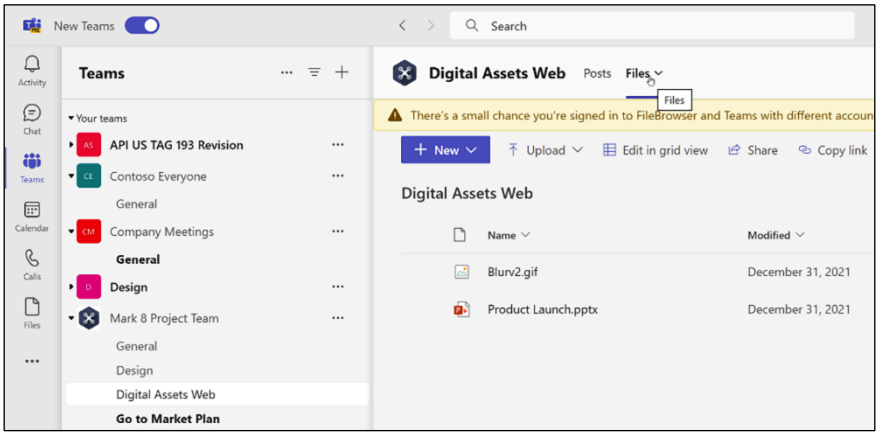

Contoso Electronics
Stream
Home
Discover
My content
Create
Search
Trending videos
See more
Upload video
Live event
Group
Channel
Popular
Introduction to belt sanders
ers
0
0
0
Learn mor
upcoming

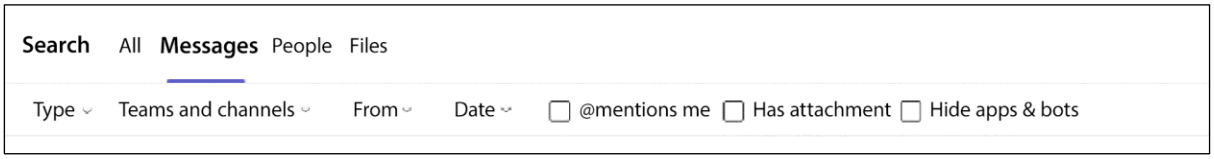

New Teams
Search
Activity
Chat
Teams
Calendar
Calls
Files
Teams
Your teams
API US TAG 193 Revision
Contoso Everyone
General
Company Meetings
General
Design
Mark 8 Project Team
General
Design
Digital Assets Web
Go to Market Plan
Digital Assets Web
Posts
Files
Files
There's a small chance you're signed in to FileBrowser and Teams with different accoun
New
Upload
Edit in grid view
Share
Copy link
Digital Assets Web
Name
Modified
Blurv2.gif
December 31, 2021
Product Launch.pptx
December 31, 2021

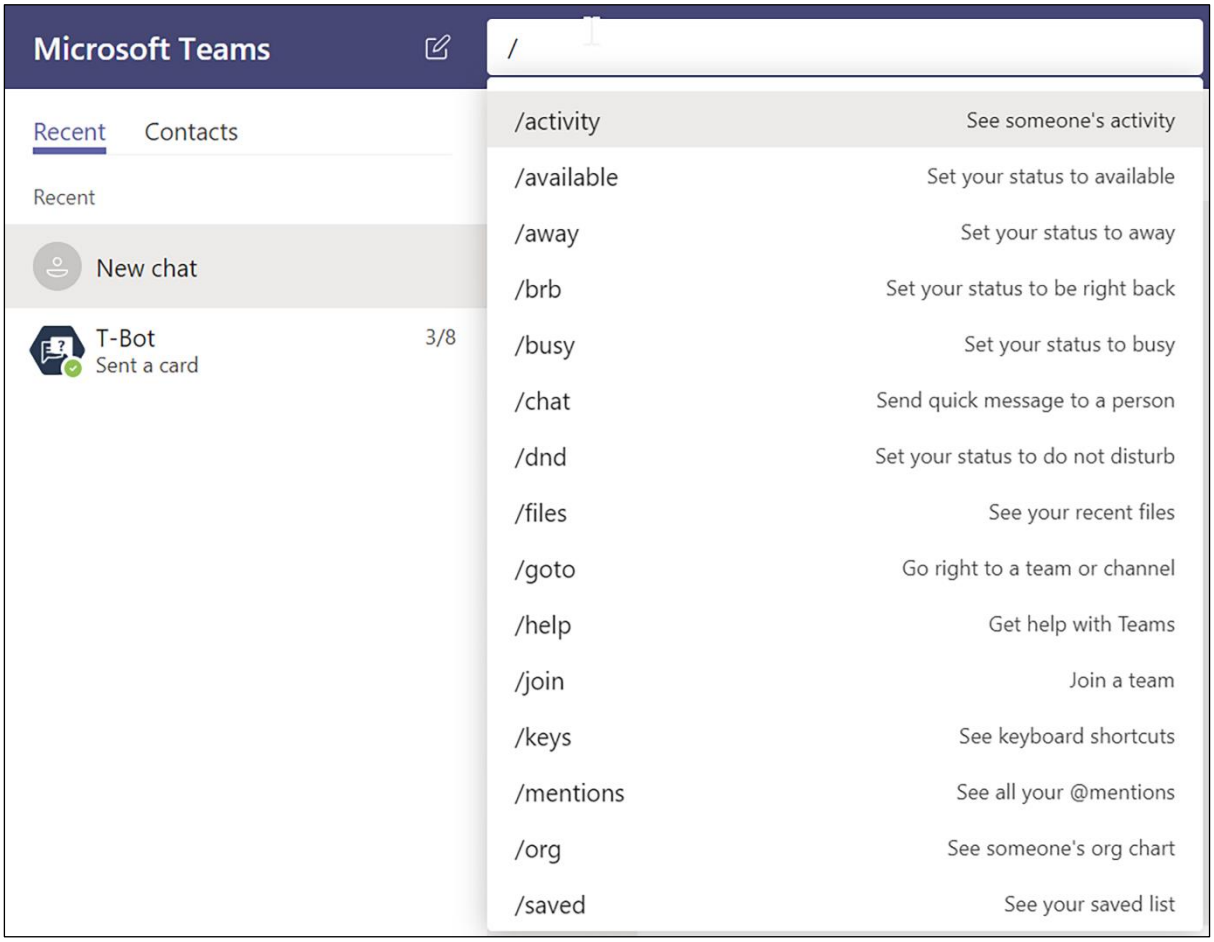

Miriam Graham
Add a subject
Paragraph
Type a new message
November-December Ad Proposals.pptx
People in your organization with the link can view
Employee Engagement Plan.docx
People in your organization with the link can view
Post

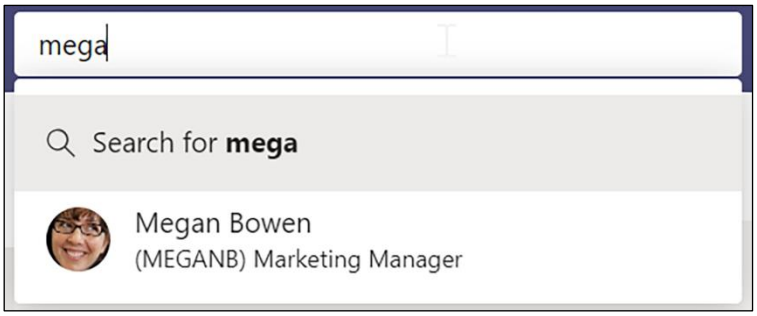

DP
DG-2000 Product Team
Private group
Search
New
Upload
Sync
Export to Excel
Flow
Home
Conversations
Documents
Shared with us
Notebook
Pages
Site contents
Recycle bin
Edit
Documents
Name
Modified
Modified By
Add column
Customer Services
January 27
MOD Administrator
General
January 27
MOD Administrator
Training and Onboarding
January 27
MOD Administrator
Warehouse Services
January 27
MOD Administrator

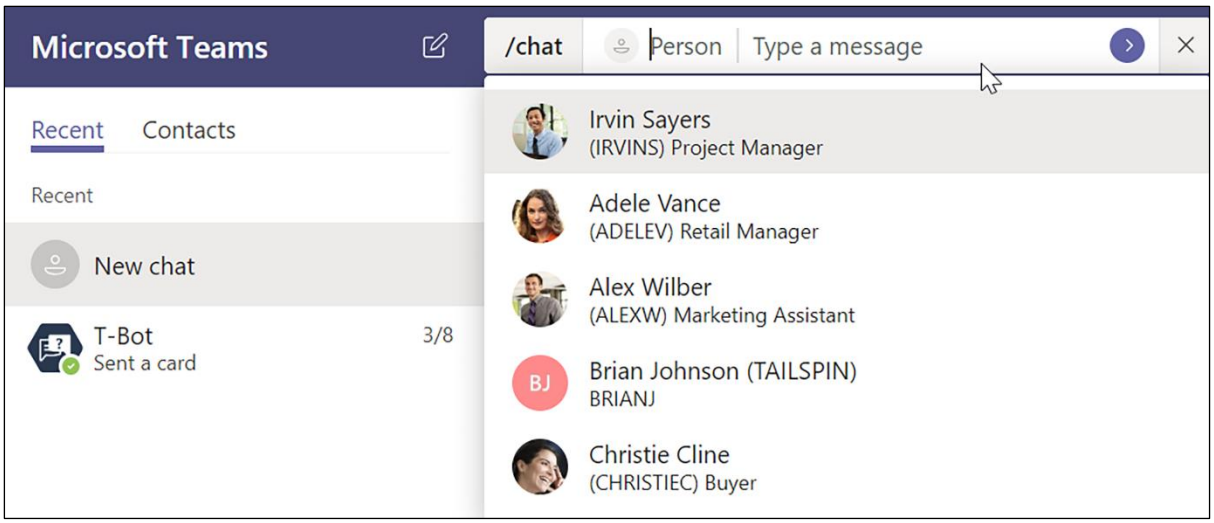

New Teams
Search
There's a small chance you're signed in to Files and Teams with different accounts. Learn more
Activity
Chat
Teams
Calendar
Calls
Files
OneDrive
Home
My files
Shared
Quick access
Mark 8 Project Team
Digital Initiative Public Relations
API US TAG 193 Revision - Editorial Revi...
API US TAG 193 Revision
Sales and Marketing
New
Upload
Recent
All
Word
Excel
PowerPoint
PDF
Name
Opened
US TAG 193 Revision 03-2023
API US TAG 193 Revision
Apr 21
Court Case WinLoss
Grady Archie's Files
Oct 2, 2022
Holiday Web Marketing Strategies
Isaiah Langer's Files
Oct 1, 2022
Trey Research Financial Report
Diego Siciliani's Files
Sep 30, 2022

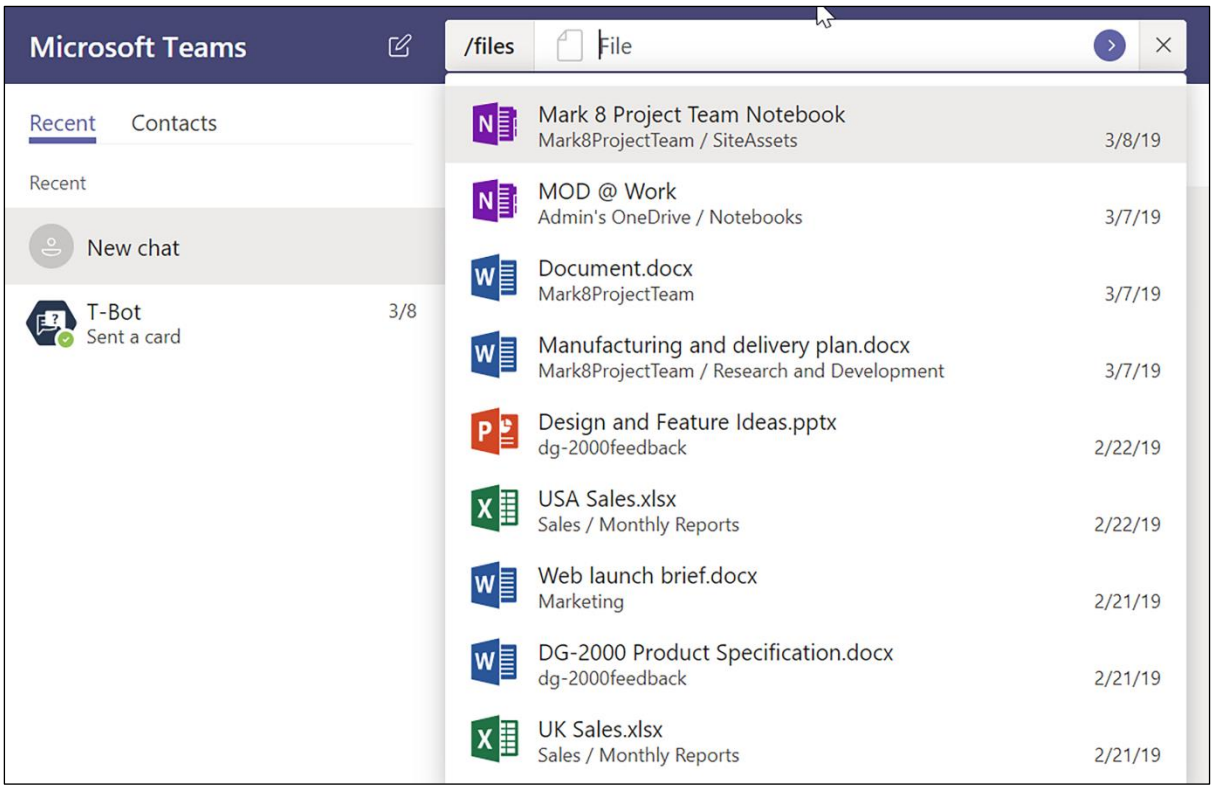

New Teams
Search
Activity
Chat
Teams
Calendar
Calls
Files
Teams
Your teams
API US TAG 193 Revision
Contoso Everyone
General
Company Meetings
General
Design
Mark 8 Project Team
General
Design
Digital Assets Web
Go to Market Plan
Digital Assets Web
Posts
Files
Files
There's a small chance you're signed in to FileBrowser and Teams with different accoun
New
Upload
Edit in grid view
Share
Copy link
Digital Assets Web
Name
Modified
Blurv2.gif
December 31, 2021
Product Launch.pptx
December 31, 2021

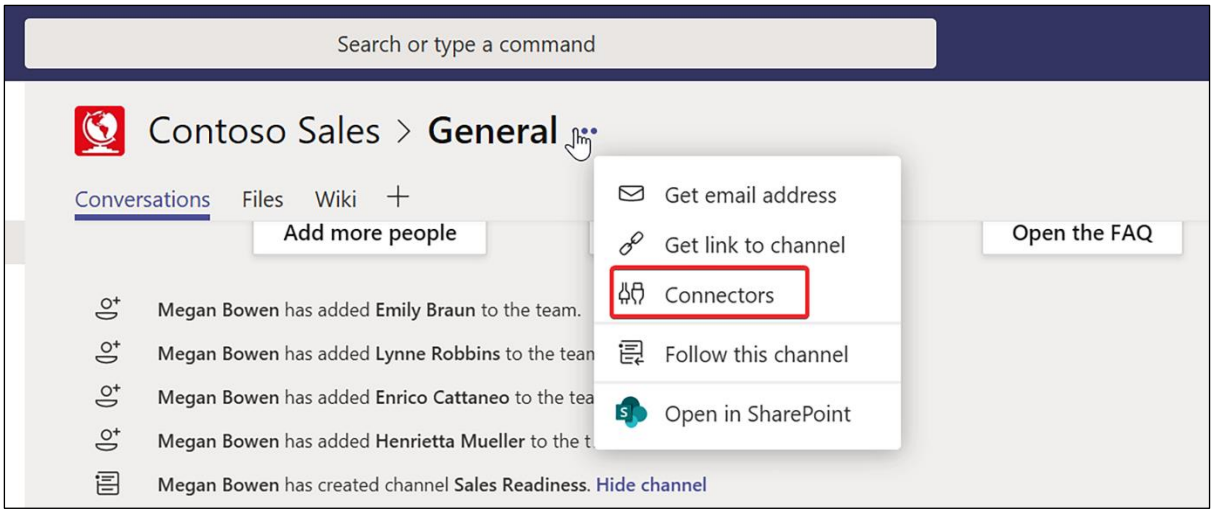

Search
All
Messages
People
Files
Type
Teams and channels
From
Date
@mentions me
Has attachment
Hide apps & bots

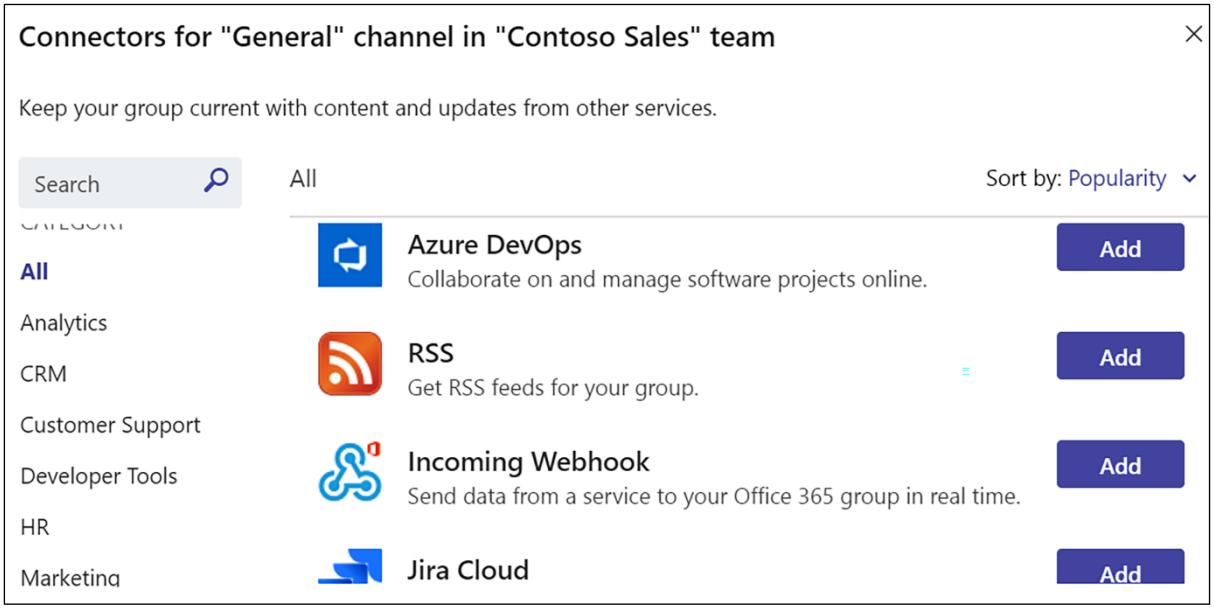

Microsoft Teams
/
Recent
Contacts
Recent
New chat
T-Bot
Sent a card
3/8
/activity
See someone's activity
/available
Set your status to available
/away
Set your status to away
/brb
Set your status to be right back
/busy
Set your status to busy
/chat
Send quick message to a person
/dnd
Set your status to do not disturb
/files
See your recent files
/goto
Go right to a team or channel
/help
Get help with Teams
/join
Join a team
/keys
See keyboard shortcuts
/mentions
See all your @mentions
/org
See someone's org chart
/saved
See your saved list

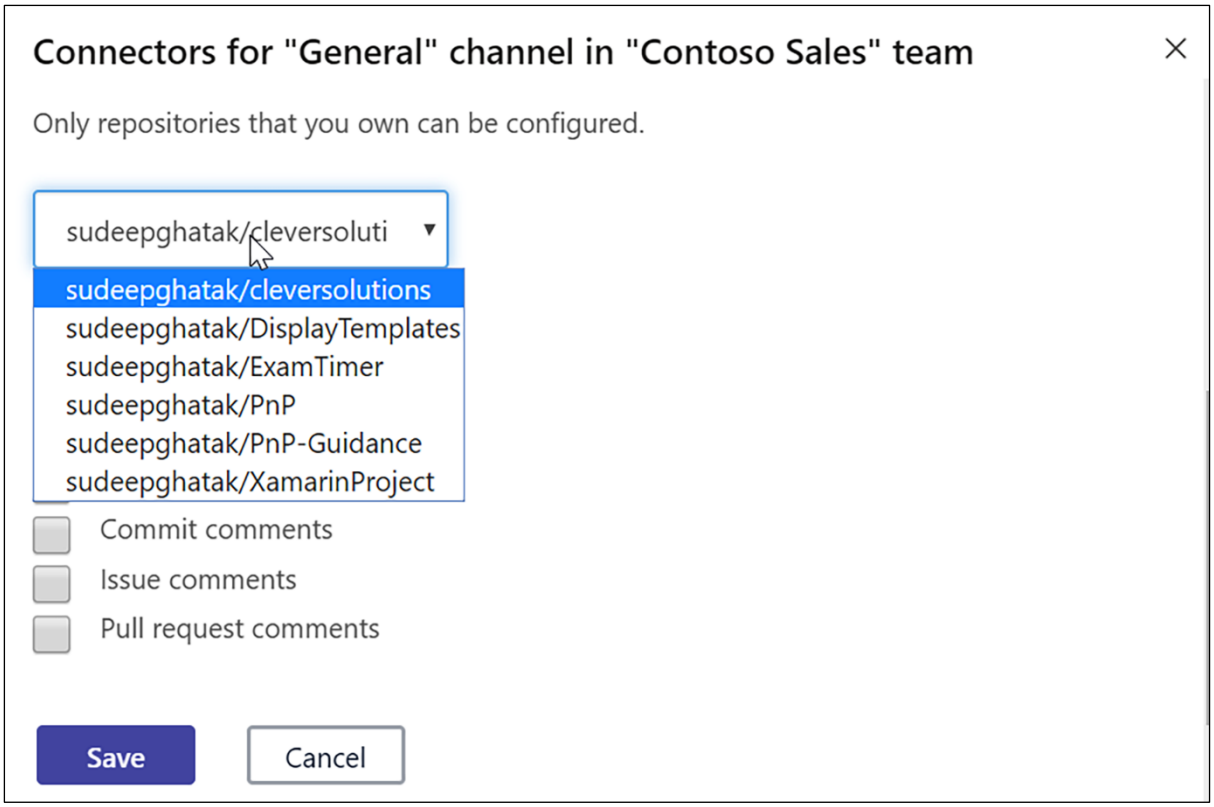

mega
Search for mega
Megan Bowen
(MEGANB) Marketing Manager

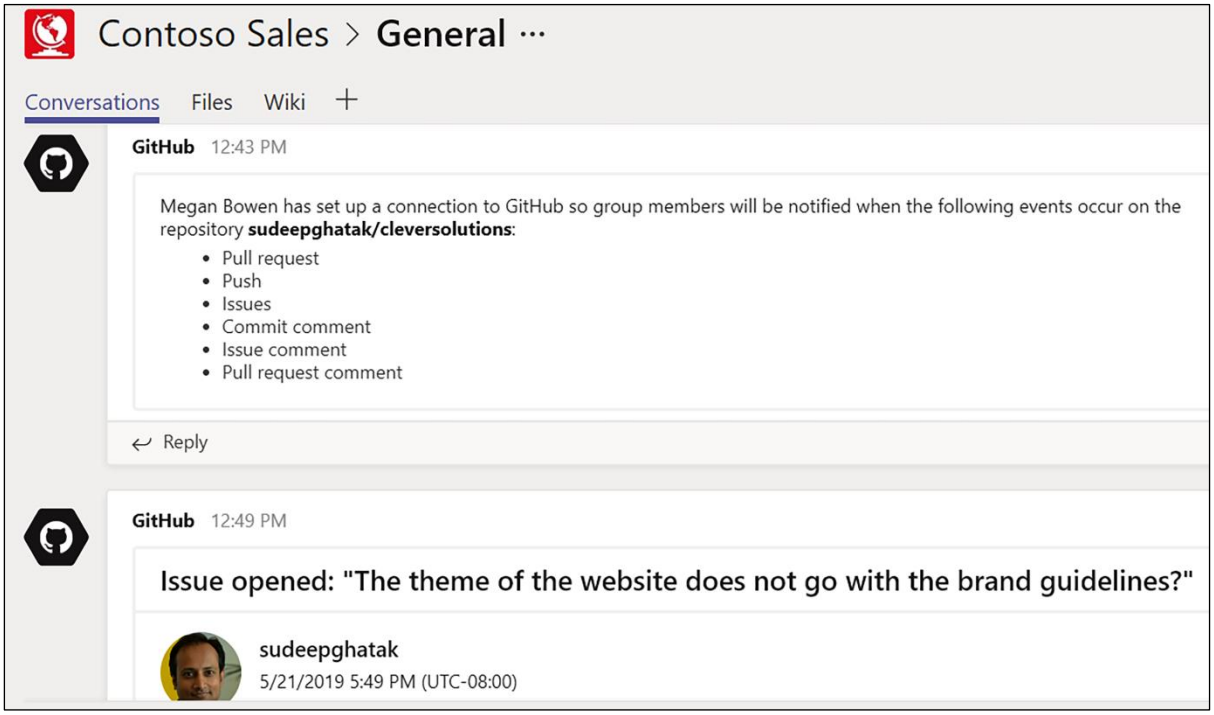

Microsoft Teams
/chat
Person
Type a message
Recent
Contacts
Recent
New chat
T-Bot
Sent a card
3/8
Irvin Sayers
(IRVINS) Project Manager
Adele Vance
(ADELEV) Retail Manager
Alex Wilber
(ALEXW) Marketing Assistant
BJ
Brian Johnson (TAILSPIN)
BRIANJ
Christie Cline
(CHRISTIEC) Buyer


Microsoft Teams
/files
File
Recent
Contacts
Recent
New chat
T-Bot
Sent a card
3/8
Mark 8 Project Team Notebook
Mark8ProjectTeam / SiteAssets
3/8/19
MOD @ Work
Admin's OneDrive / Notebooks
3/7/19
Document.docx
Mark8ProjectTeam
3/7/19
Manufacturing and delivery plan.docx
Mark8ProjectTeam / Research and Development
3/7/19
Design and Feature Ideas.pptx
dg-2000feedback
2/22/19
USA Sales.xlsx
Sales / Monthly Reports
2/22/19
Web launch brief.docx
Marketing
2/21/19
DG-2000 Product Specification.docx
dg-2000feedback
2/21/19
UK Sales.xlsx
Sales / Monthly Reports
2/21/19

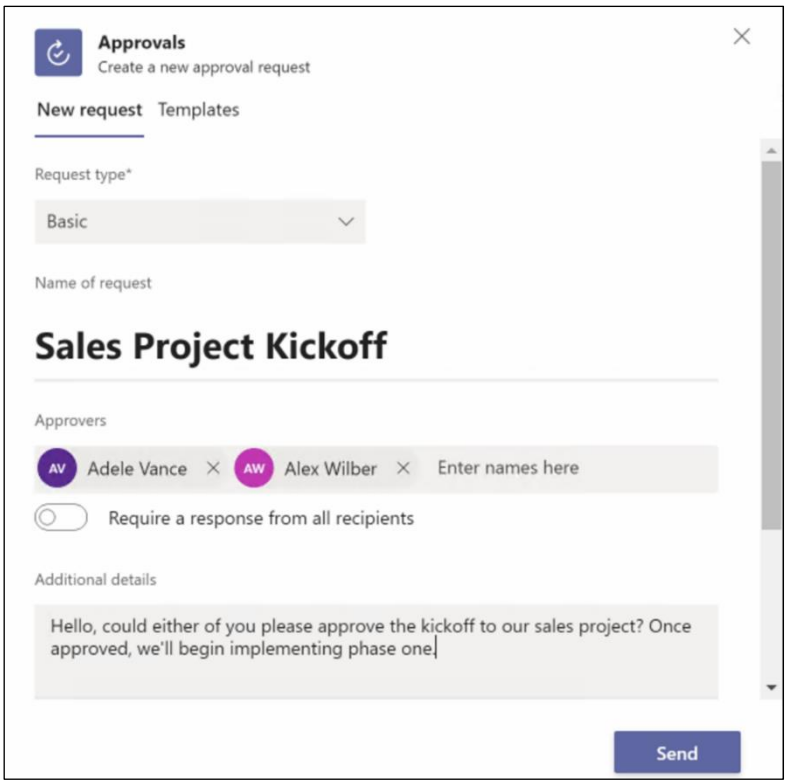

Search or type a command
Contoso Sales > General
Conversations
Files
Wiki
Add more people
Open the FAQ
Get email address
Get link to channel
Connectors
Follow this channel
Open in SharePoint
Megan Bowen has added Emily Braun to the team.
Megan Bowen has added Lynne Robbins to the tean
Megan Bowen has added Enrico Cattaneo to the tea
Megan Bowen has added Henrietta Mueller to the t
Megan Bowen has created channel Sales Readiness. Hide channel

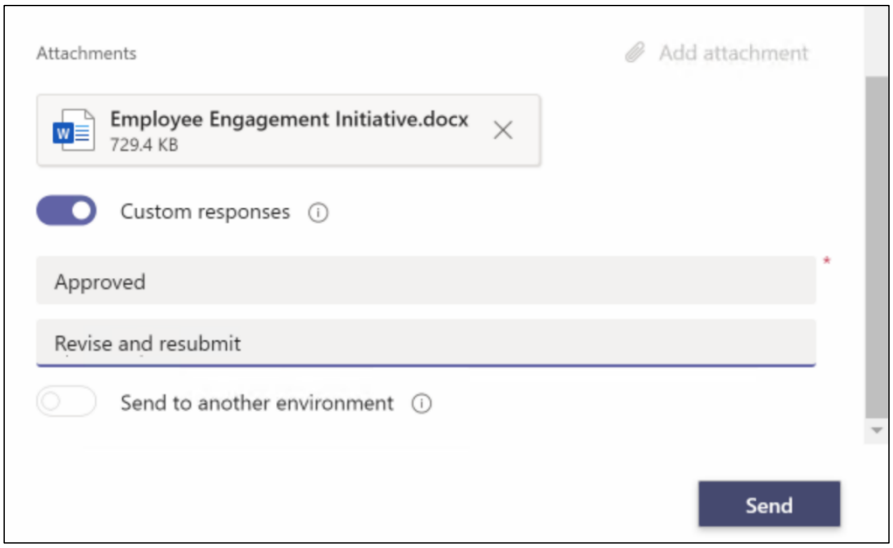

Connectors for "General" channel in "Contoso Sales" team
Keep your group current with content and updates from other services.
Search
All
Sort by: Popularity
All
Analytics
CRM
Customer Support
Developer Tools
HR
Marketing
Azure DevOps
Collaborate on and manage software projects online.
Add
RSS
Get RSS feeds for your group.
Add
Incoming Webhook
Send data from a service to your Office 365 group in real time.
Add
Jira Cloud
Add

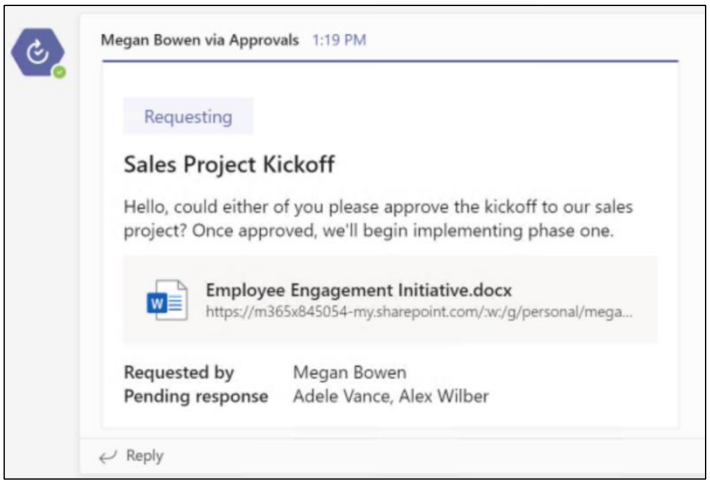

Connectors for "General" channel in "Contoso Sales" team
Only repositories that you own can be configured.
sudeepghatak/cleversoluti
sudeepghatak/cleversolutions
sudeepghatak/DisplayTemplates
sudeepghatak/ExamTimer
sudeepghatak/PnP
sudeepghatak/PnP-Guidance
sudeepghatak/XamarinProject
Commit comments
Issue comments
Pull request comments
Save
Cancel

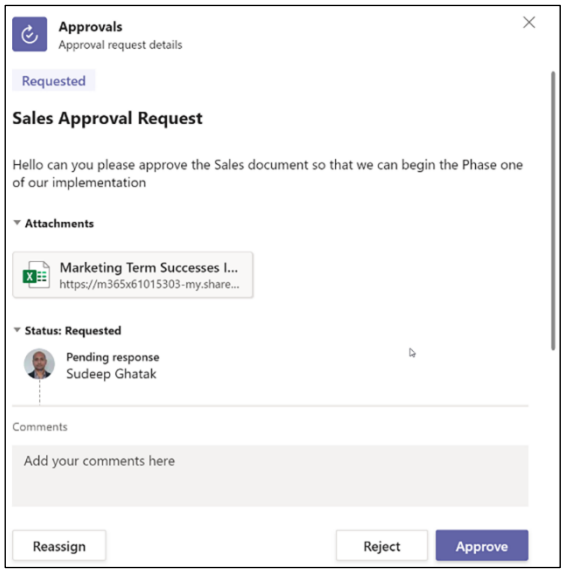

Contoso Sales > General ···
Conversations
Files
Wiki
GitHub 12:43 PM
Megan Bowen has set up a connection to GitHub so group members will be notified when the following events occur on the repository sudeepghatak/cleversolutions:
Pull request
Push
Issues
Commit comment
Issue comment
Pull request comment
Reply
GitHub 12:49 PM
Issue opened: "The theme of the website does not go with the brand guidelines?"
sudeepghatak
5/21/2019 5:49 PM (UTC-08:00)

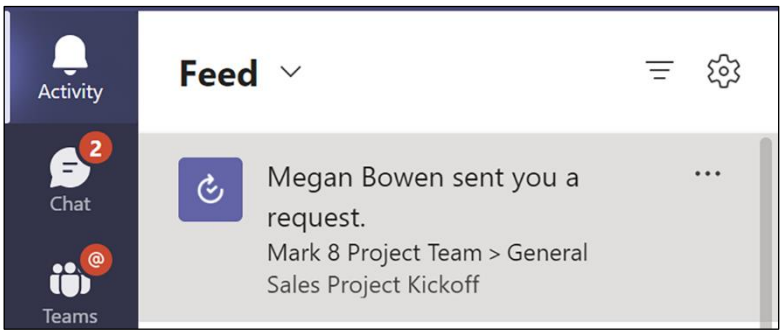
Start a new conversation. Type @ to mention someone.
GIF

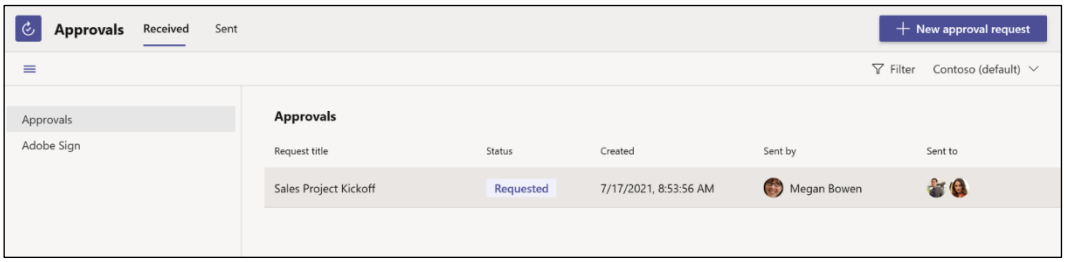

Approvals
Create a new approval request
New request
Templates
Request type*
Basic
Name of request
Sales Project Kickoff
Approvers
AV
Adele Vance
AW
Alex Wilber
Enter names here
Require a response from all recipients
Additional details
Hello, could either of you please approve the kickoff to our sales project? Once approved, we'll begin implementing phase one.
Send

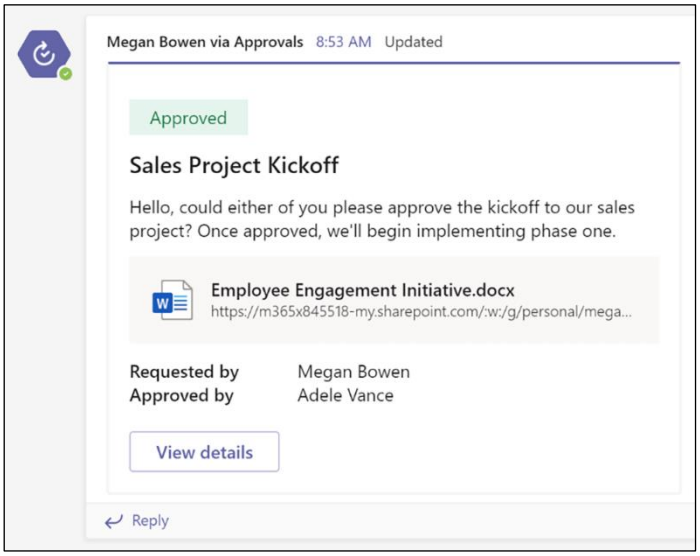

Attachments
Add attachment
Employee Engagement Initiative.docx
729.4 KB
Custom responses
Approved
Revise and resubmit
Send to another environment
Send

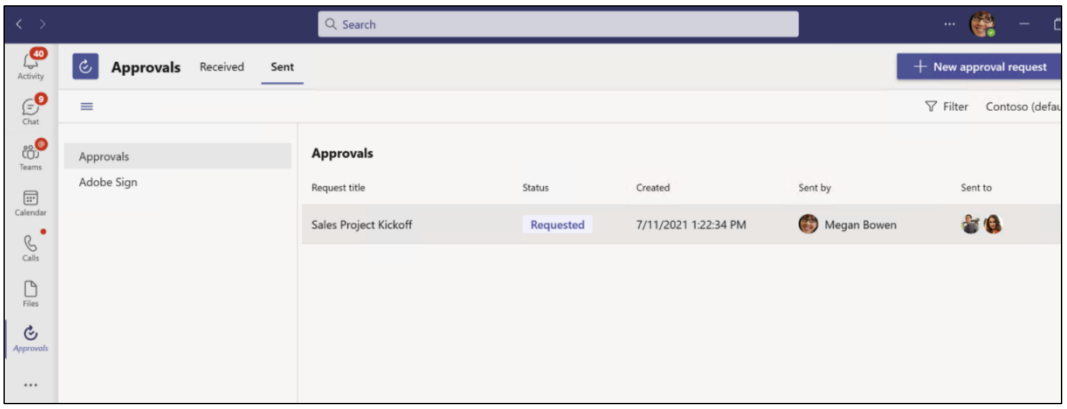

Megan Bowen via Approvals 1:19 PM
Requesting
Sales Project Kickoff
Hello, could either of you please approve the kickoff to our sales project? Once approved, we'll begin implementing phase one.
Employee Engagement Initiative.docx
https://m365x845054-my.sharepoint.com/:w:/g/personal/mega...
Requested by Megan Bowen
Pending response Adele Vance, Alex Wilber
Reply

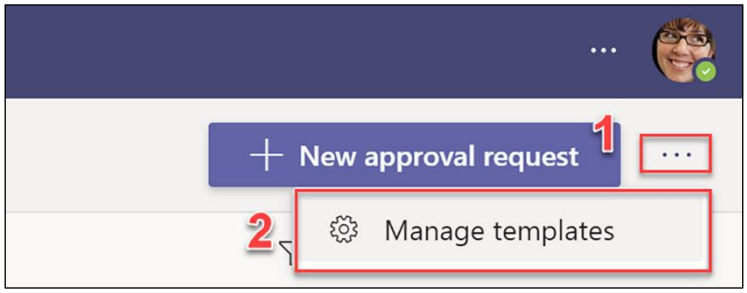

Approvals
Approval request details
Requested
Sales Approval Request
Hello can you please approve the Sales document so that we can begin the Phase one of our implementation
Attachments
Marketing Term Successes I...
https://m365x61015303-my.share...
Status: Requested
Pending response
Sudeep Ghatak
Comments
Add your comments here
Reassign
Reject
Approve

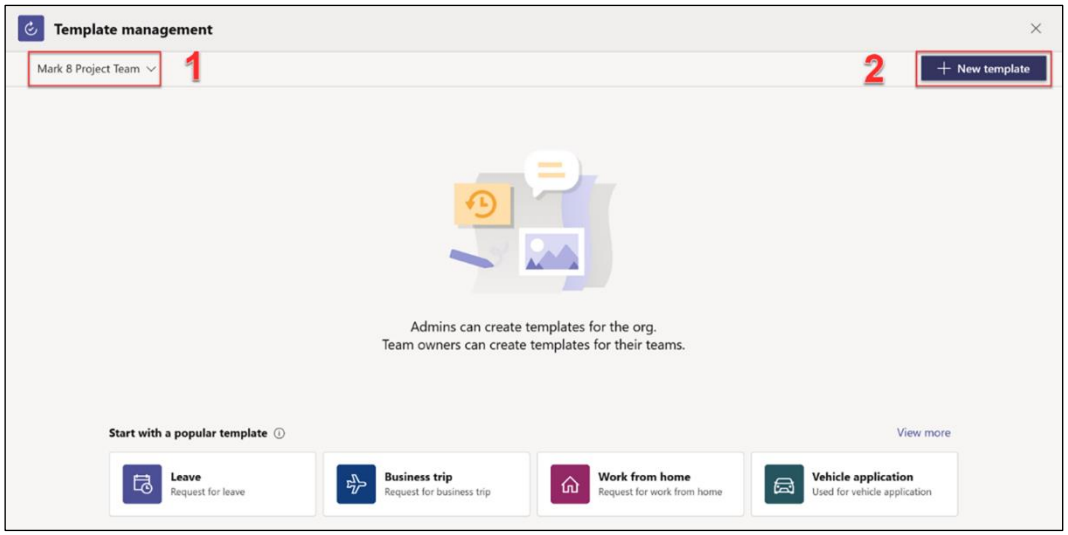

Activity
Chat
2
Teams
Feed
Megan Bowen sent you a request.
Mark 8 Project Team > General
Sales Project Kickoff

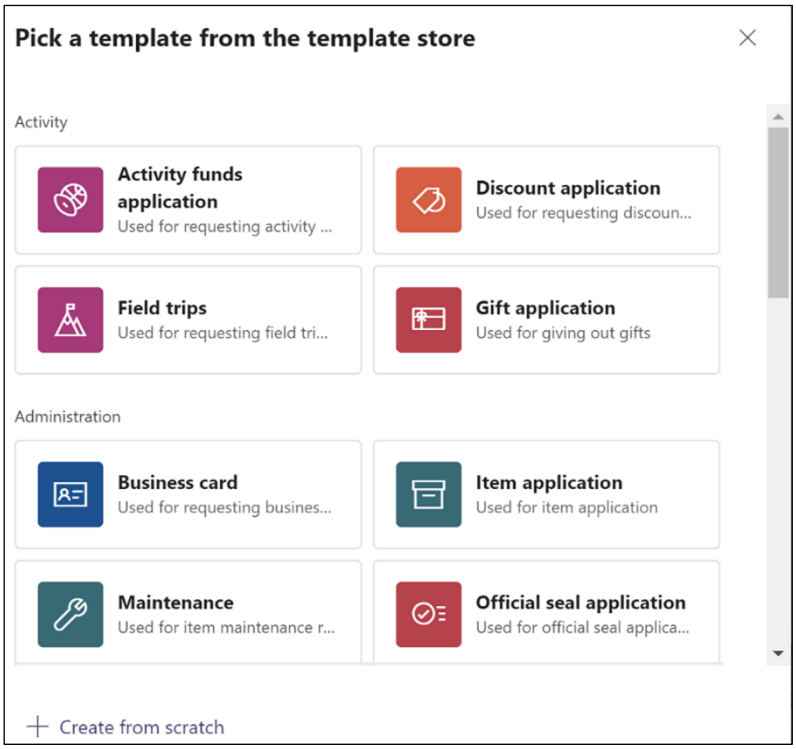

Approvals
Received
Sent
New approval request
Filter
Contoso (default)
Approvals
Adobe Sign
Approvals
Request title
Status
Created
Sent by
Sent to
Sales Project Kickoff
Requested
7/17/2021, 8:53:56 AM
Megan Bowen

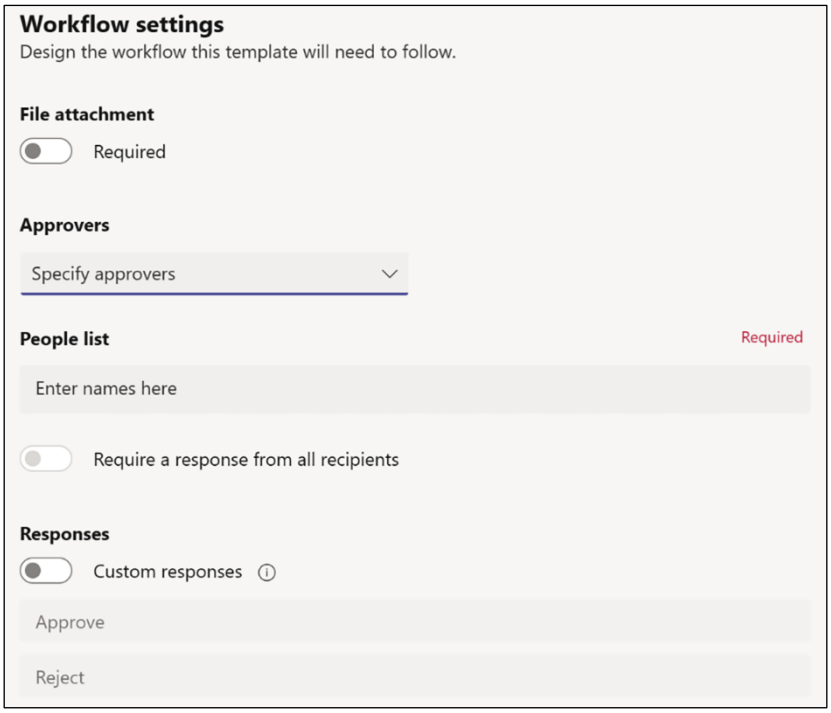

Megan Bowen via Approvals 8:53 AM Updated
Approved
Sales Project Kickoff
Hello, could either of you please approve the kickoff to our sales project? Once approved, we'll begin implementing phase one.
Employee Engagement Initiative.docx
https://m365x845518-my.sharepoint.com/:w:/g/personal/mega...
Requested by Megan Bowen
Approved by Adele Vance
View details
Reply

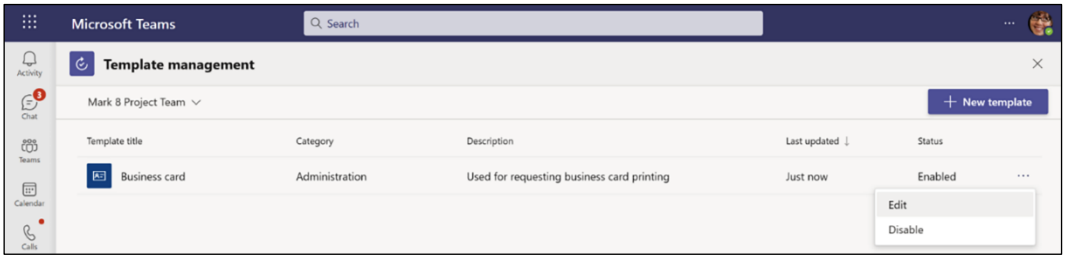

Search
Activity
Chat
Teams
Calendar
Calls
Files
Approvals
Approvals
Received
Sent
New approval request
Filter
Approvals
Adobe Sign
Approvals
Request title
Status
Created
Sent by
Sent to
Sales Project Kickoff
Requested
7/11/2021 1:22:34 PM
Megan Bowen

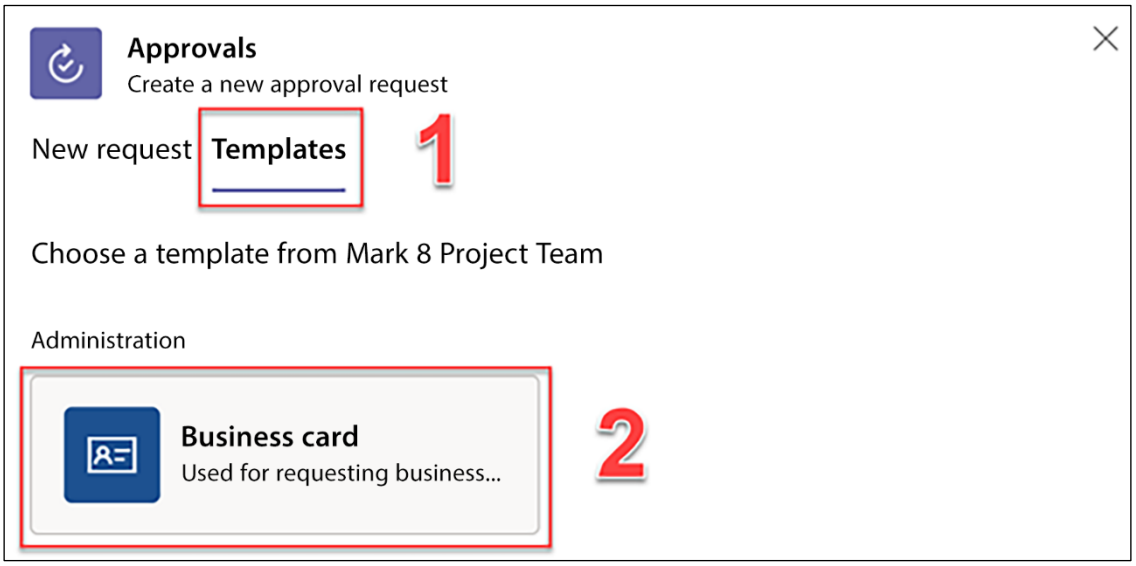

New approval request
1
2
Manage templates

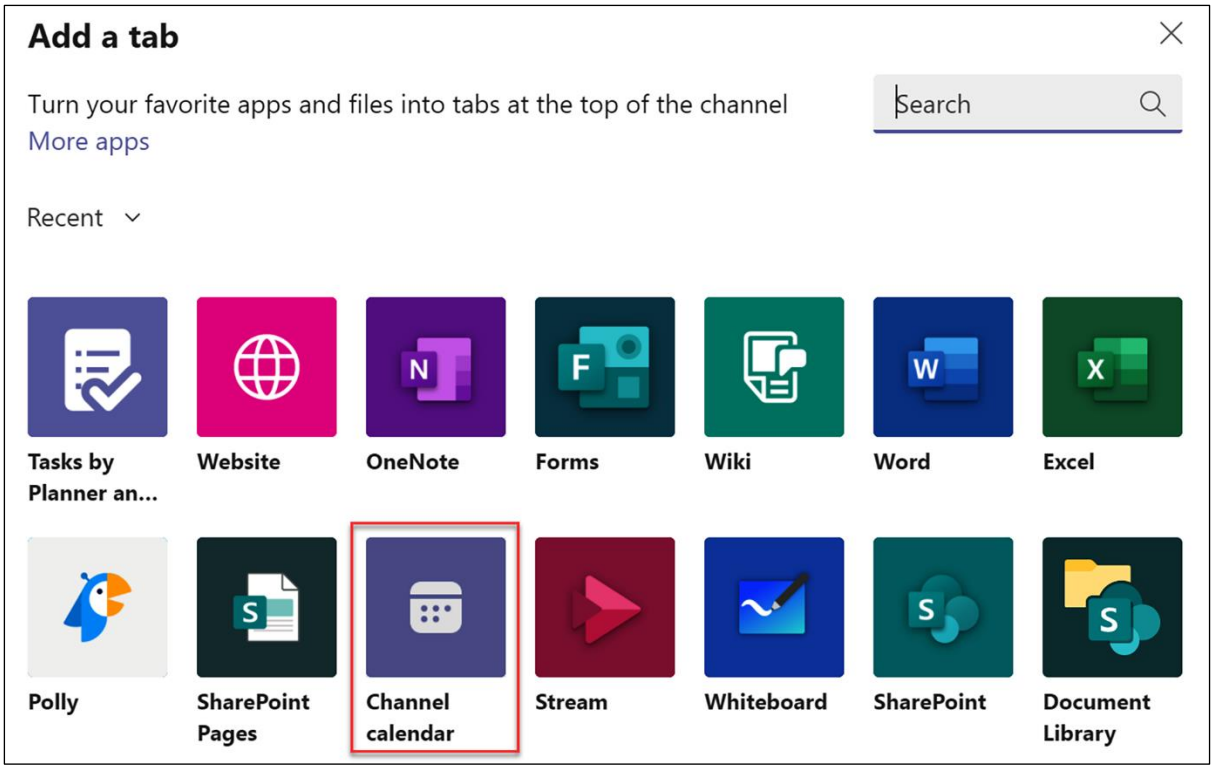

Template management
Mark 8 Project Team
1
2
New template
Admins can create templates for the org.
Team owners can create templates for their teams.
Start with a popular template
View more
Leave
Request for leave
Business trip
Request for business trip
Work from home
Request for work from home
Vehicle application
Used for vehicle application

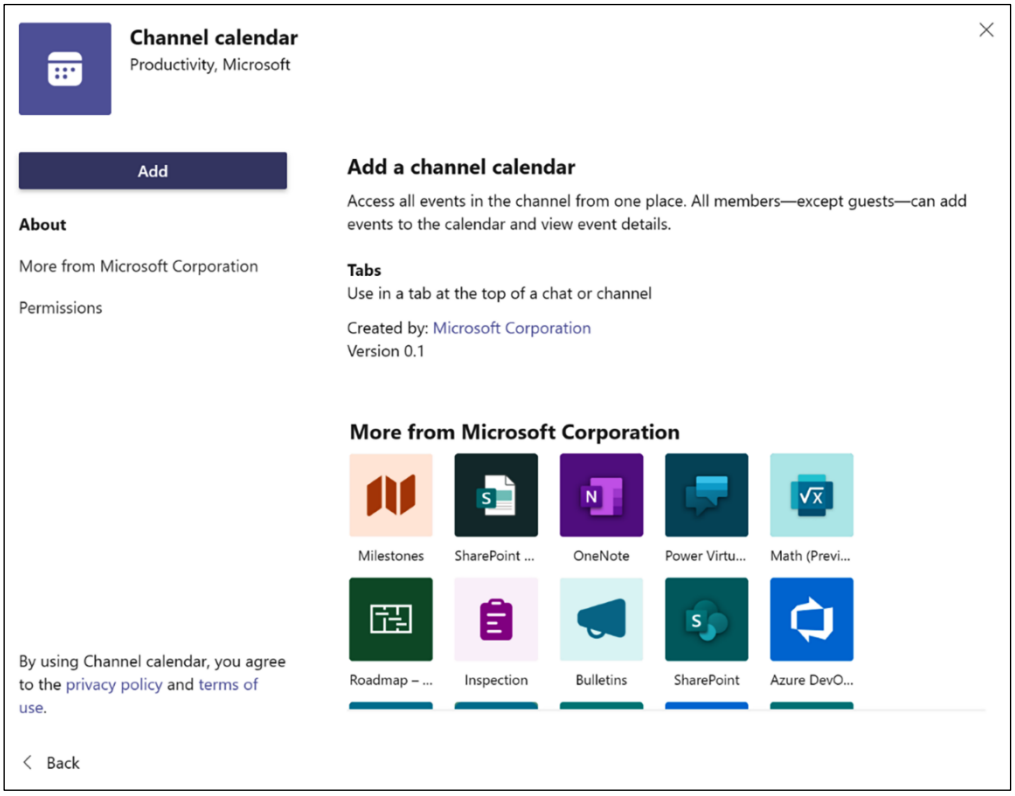

Pick a template from the template store
Activity
Activity funds application
Used for requesting activity ...
Discount application
Used for requesting discoun...
Field trips
Used for requesting field tri...
Gift application
Used for giving out gifts
Administration
Business card
Used for requesting busines...
Item application
Used for item application
Maintenance
Used for item maintenance r...
Official seal application
Used for official seal applica...
Create from scratch

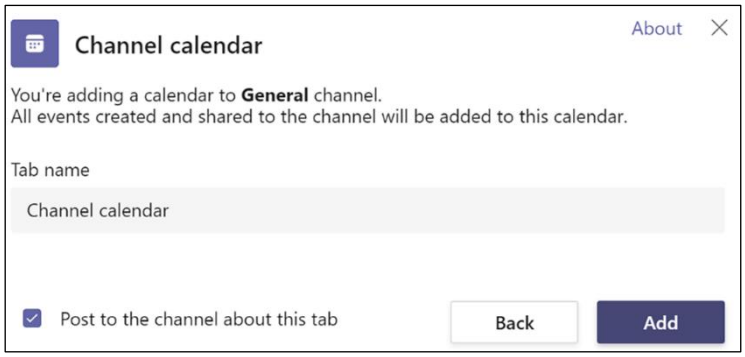

Workflow settings
Design the workflow this template will need to follow.
File attachment
Required
Approvers
Specify approvers
People list
Required
Enter names here
Require a response from all recipients
Responses
Custom responses
Approve
Reject

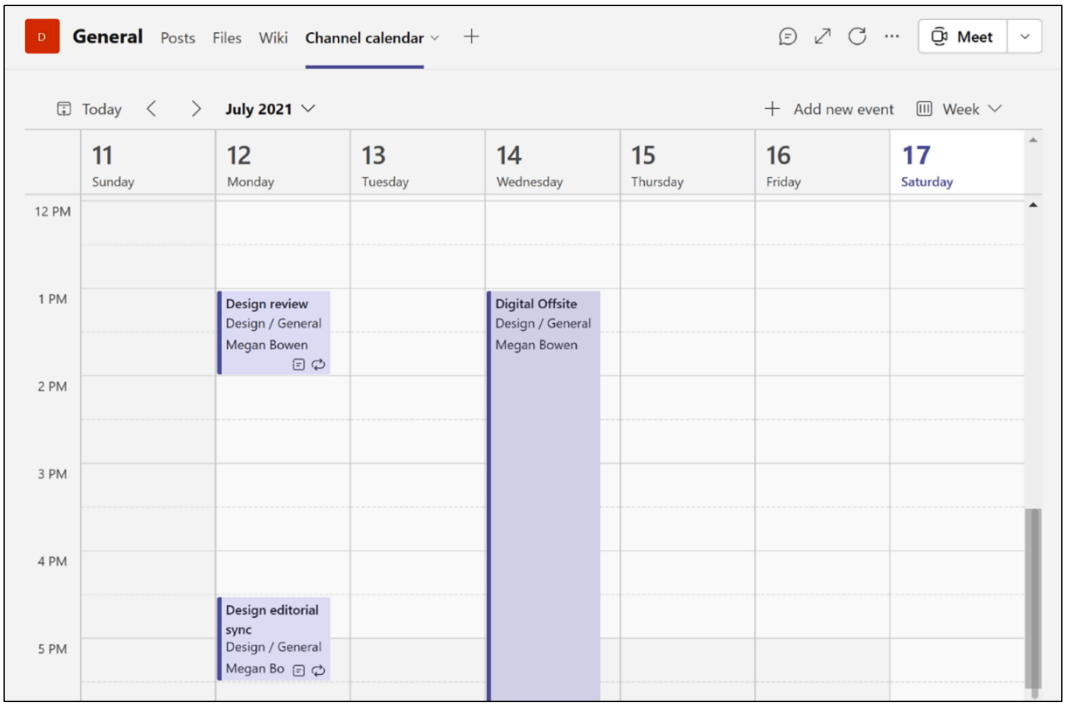

Microsoft Teams
Search
Activity
Chat
Teams
Calendar
Calls
Template management
Mark 8 Project Team
New template
Template title
Category
Description
Last updated
Status
Business card
Administration
Used for requesting business card printing
Just now
Enabled
Edit
Disable

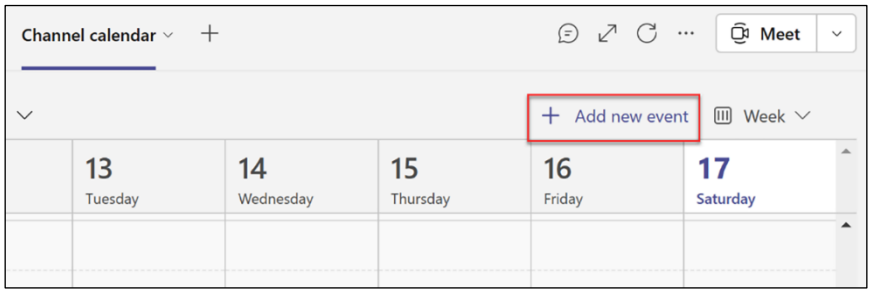

Approvals
Create a new approval request
New request
Templates
1
Choose a template from Mark 8 Project Team
Administration
Business card
Used for requesting business...
2

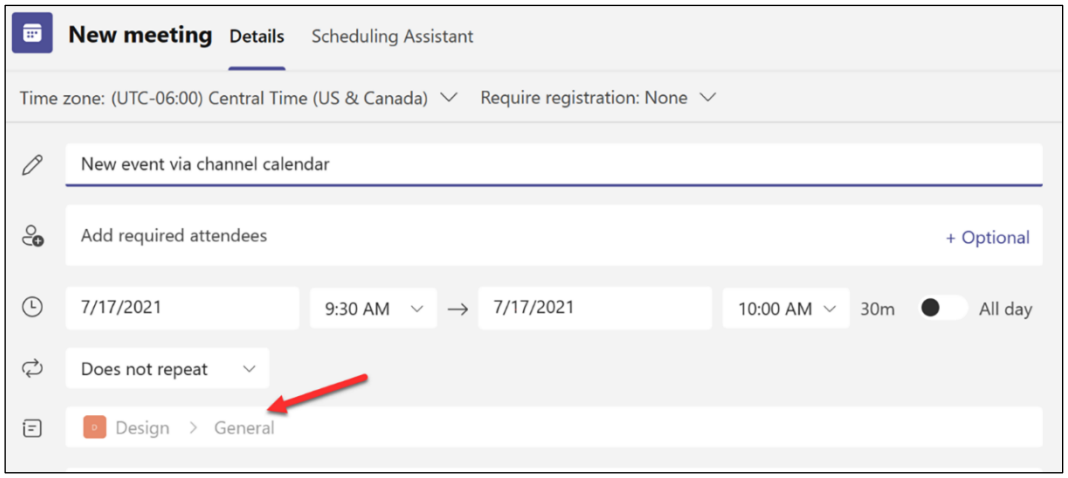

Add a tab
Turn your favorite apps and files into tabs at the top of the channel
More apps
Search
Recent
Tasks by Planner an...
Website
OneNote
Forms
Wiki
Word
Excel
Polly
SharePoint Pages
Channel calendar
Stream
Whiteboard
SharePoint
Document Library

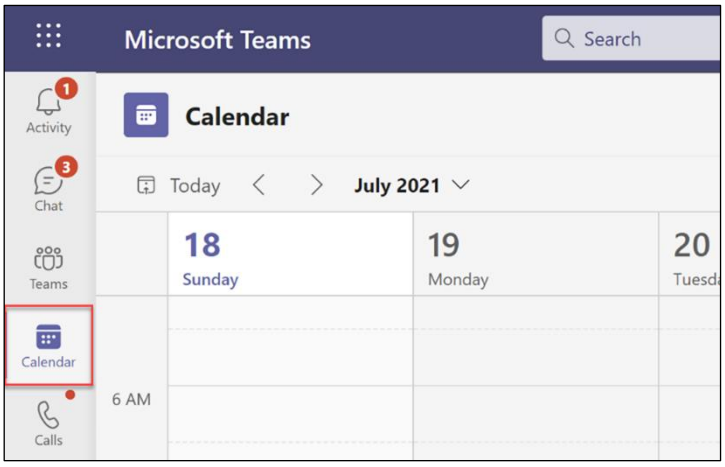

Channel calendar
Productivity, Microsoft
Add
About
More from Microsoft Corporation
Permissions
Add a channel calendar
Access all events in the channel from one place. All members—except guests—can add events to the calendar and view event details.
Tabs
Use in a tab at the top of a chat or channel
Created by: Microsoft Corporation
Version 0.1
More from Microsoft Corporation
Milestones
SharePoint ...
OneNote
Power Virtu...
Math (Previ...
Roadmap – ...
Inspection
Bulletins
SharePoint
Azure DevO...
By using Channel calendar, you agree to the privacy policy and terms of use.
Back

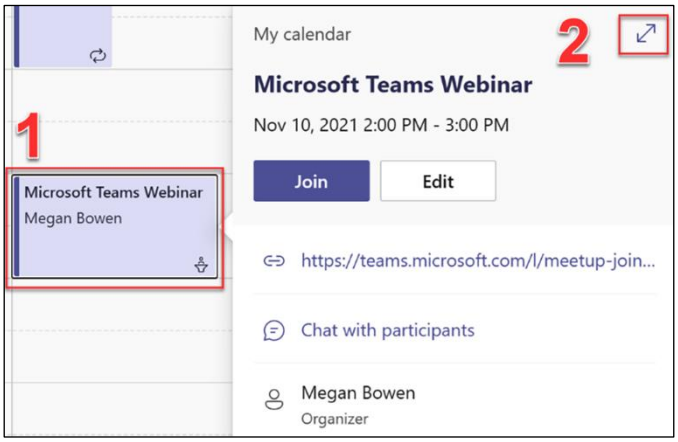

Channel calendar
About
You're adding a calendar to General channel.
All events created and shared to the channel will be added to this calendar.
Tab name
Channel calendar
Post to the channel about this tab
Back
Add


General
Posts
Files
Wiki
Channel calendar
Meet
Today
July 2021
Add new event
Week
11 Sunday
12 Monday
13 Tuesday
14 Wednesday
15 Thursday
16 Friday
17 Saturday
12 PM
1 PM
2 PM
3 PM
4 PM
5 PM
Design review
Design / General
Megan Bowen
Digital Offsite
Design / General
Megan Bowen
Design editorial sync
Design / General
Megan Bo

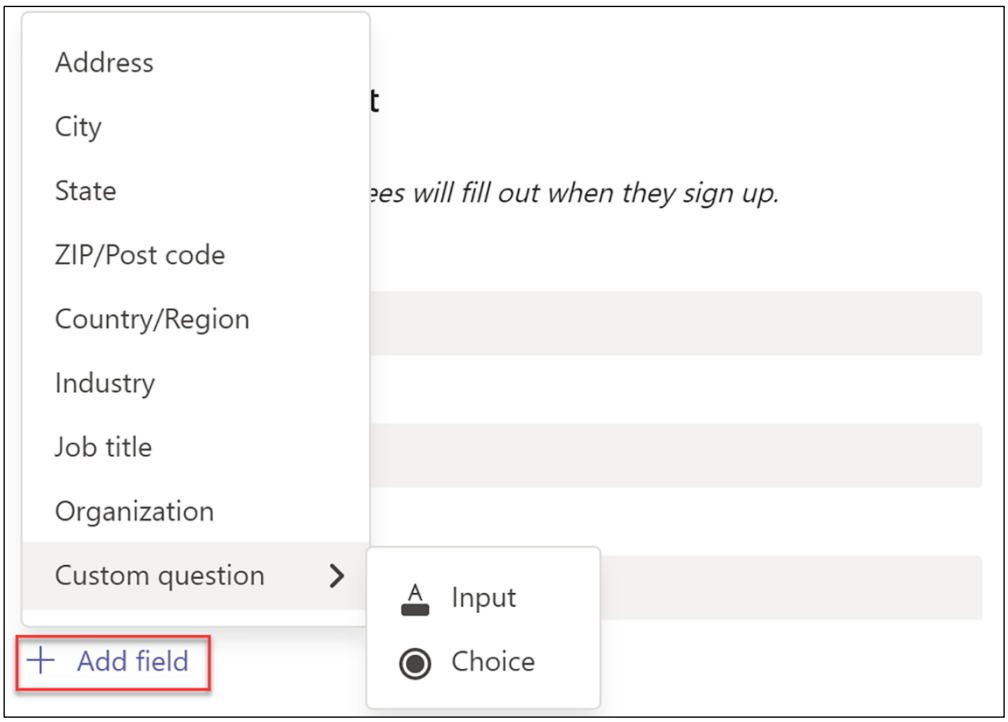

Channel calendar
Meet
Add new event
Week
13 Tuesday
14 Wednesday
15 Thursday
16 Friday
17 Saturday

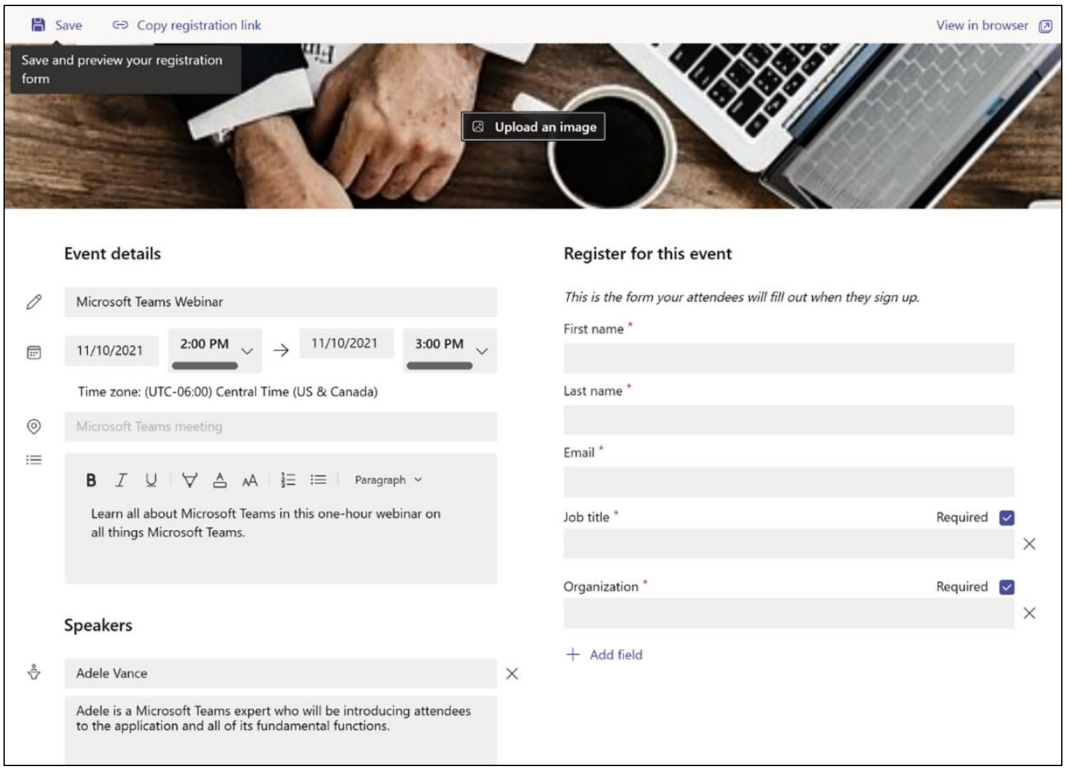

New meeting
Details
Scheduling Assistant
Time zone: (UTC-06:00) Central Time (US & Canada)
Require registration: None
New event via channel calendar
Add required attendees
+ Optional
7/17/2021
9:30 AM
7/17/2021
10:00 AM
30m
All day
Does not repeat
Design
General


Microsoft Teams
Search
Activity
Chat
Teams
Calendar
Calls
Calendar
Today
July 2021
18
Sunday
19
Monday
20
6 AM

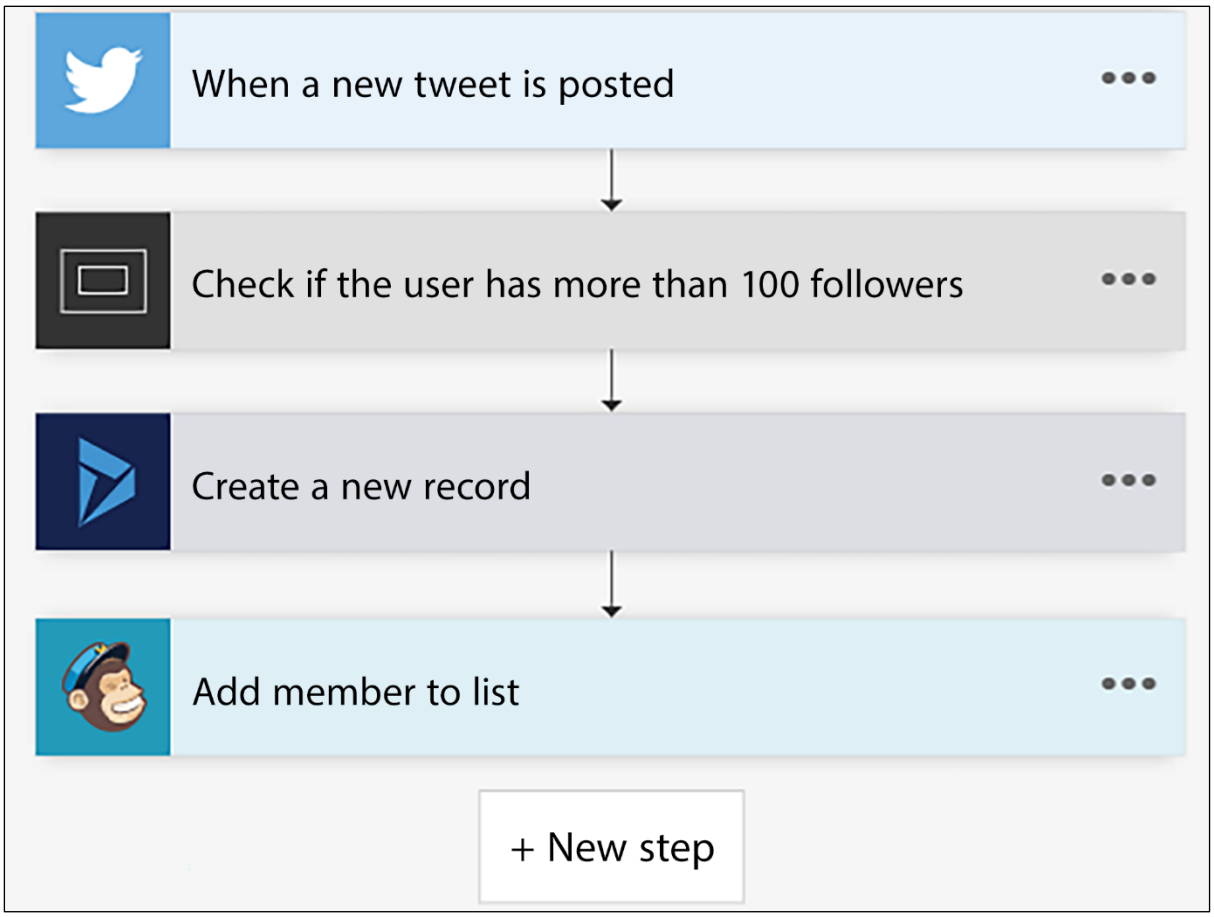

1
2
My calendar
Microsoft Teams Webinar
Nov 10, 2021 2:00 PM - 3:00 PM
Join
Edit
Microsoft Teams Webinar
Megan Bowen
https://teams.microsoft.com/l/meetup-join...
Chat with participants
Megan Bowen
Organizer

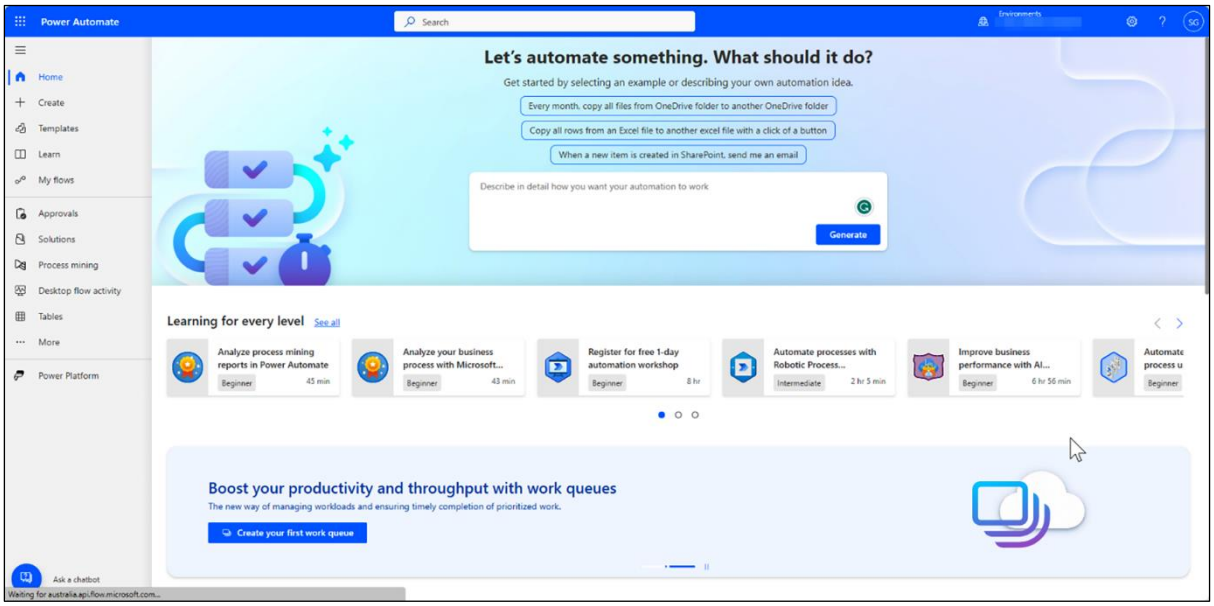
ime zone: (UTC-06:00) Central Time (US & Canada)
1
Require registration: None
Webinar
None
For people in your org
2
For everyone
2:00 PM
11/10/2021
3:00 PM
1h

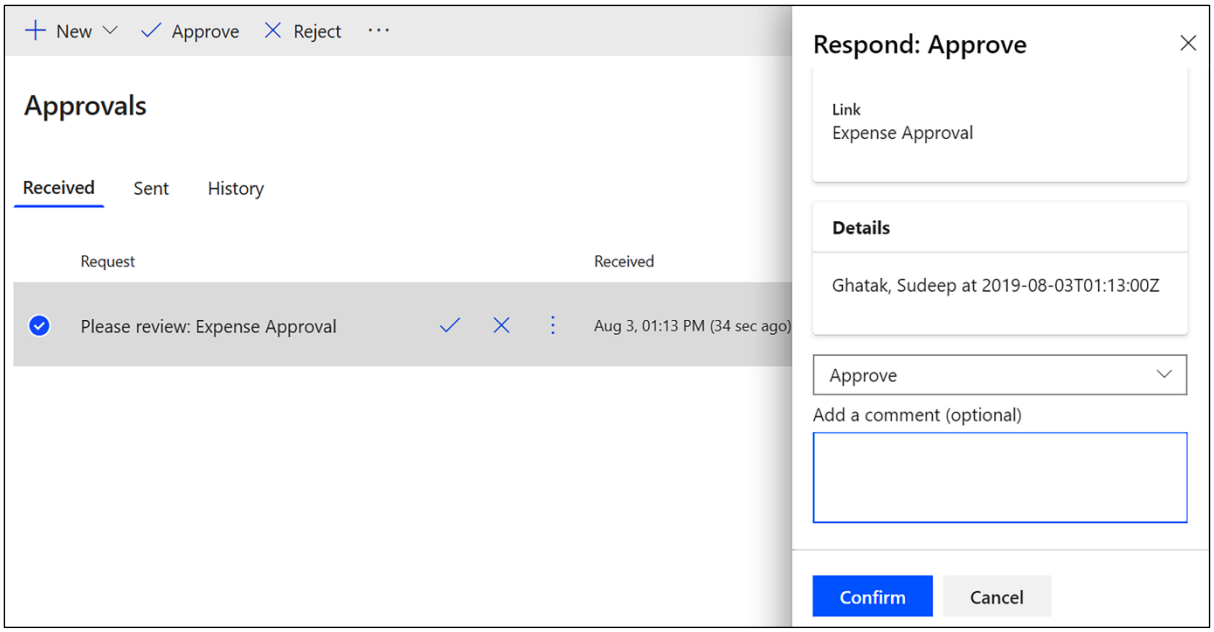

Address
City
State
ZIP/Post code
Country/Region
Industry
Job title
Organization
Custom question
Input
Choice
Add field

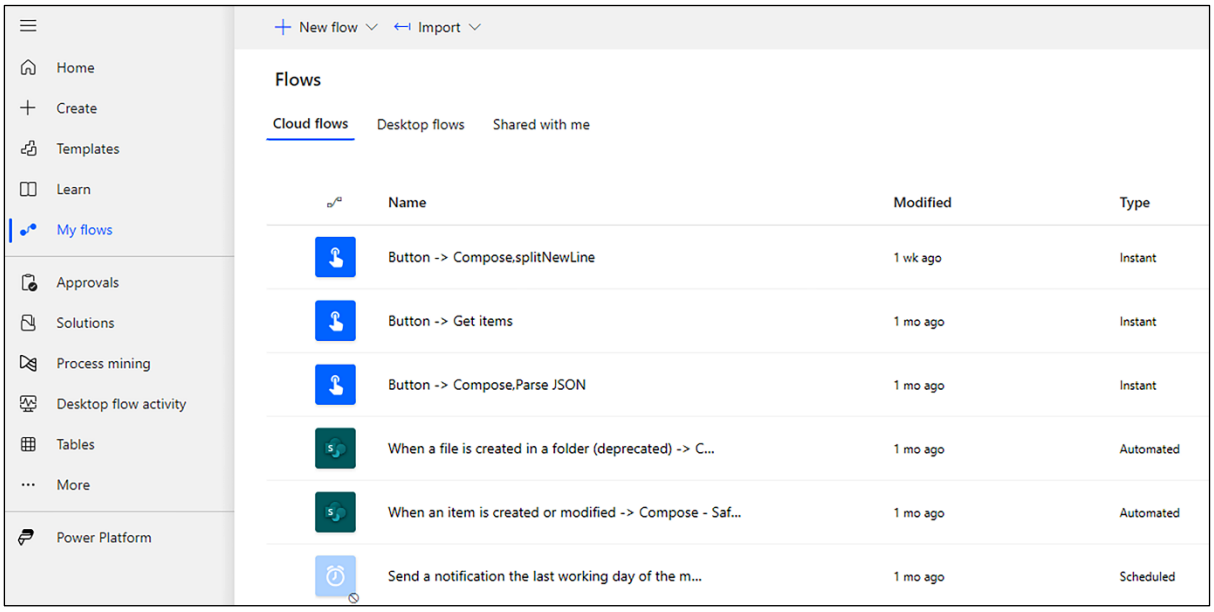

Save
Copy registration link
View in browser
Save and preview your registration form
Upload an image
Event details
Microsoft Teams Webinar
11/10/2021
2:00 PM
11/10/2021
3:00 PM
Time zone: (UTC-06:00) Central Time (US & Canada)
Microsoft Teams meeting
Paragraph
Learn all about Microsoft Teams in this one-hour webinar on all things Microsoft Teams.
Speakers
Adele Vance
Adele is a Microsoft Teams expert who will be introducing attendees to the application and all of its fundamental functions.
Register for this event
This is the form your attendees will fill out when they sign up.
First name *
Last name *
Email *
Job title *
Required
Organization *
Required
Add field

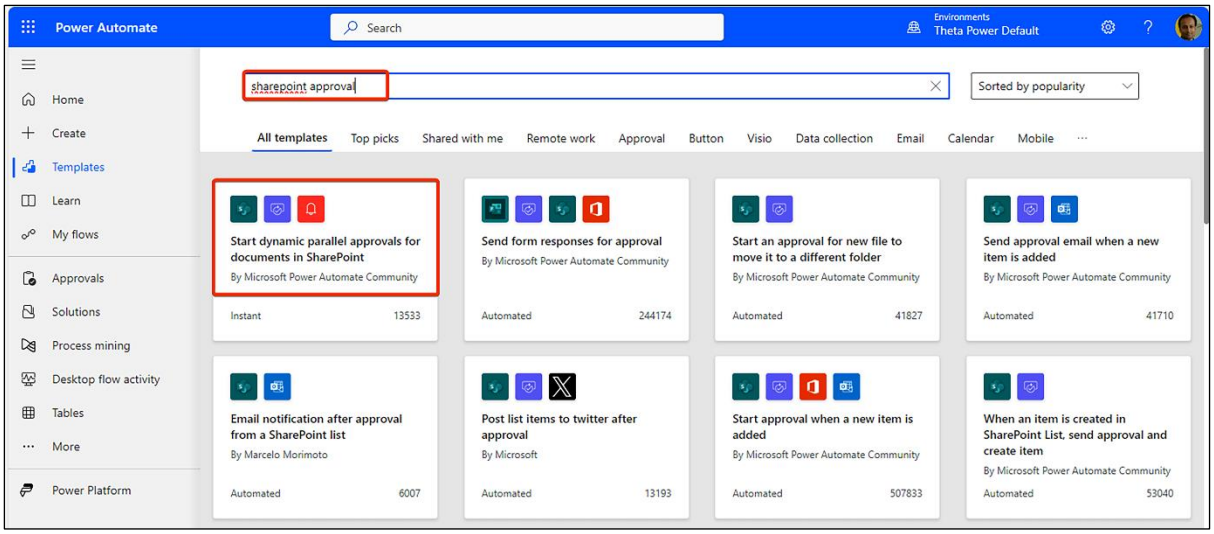
Chapter 8: Power Automate (Microsoft Flow)

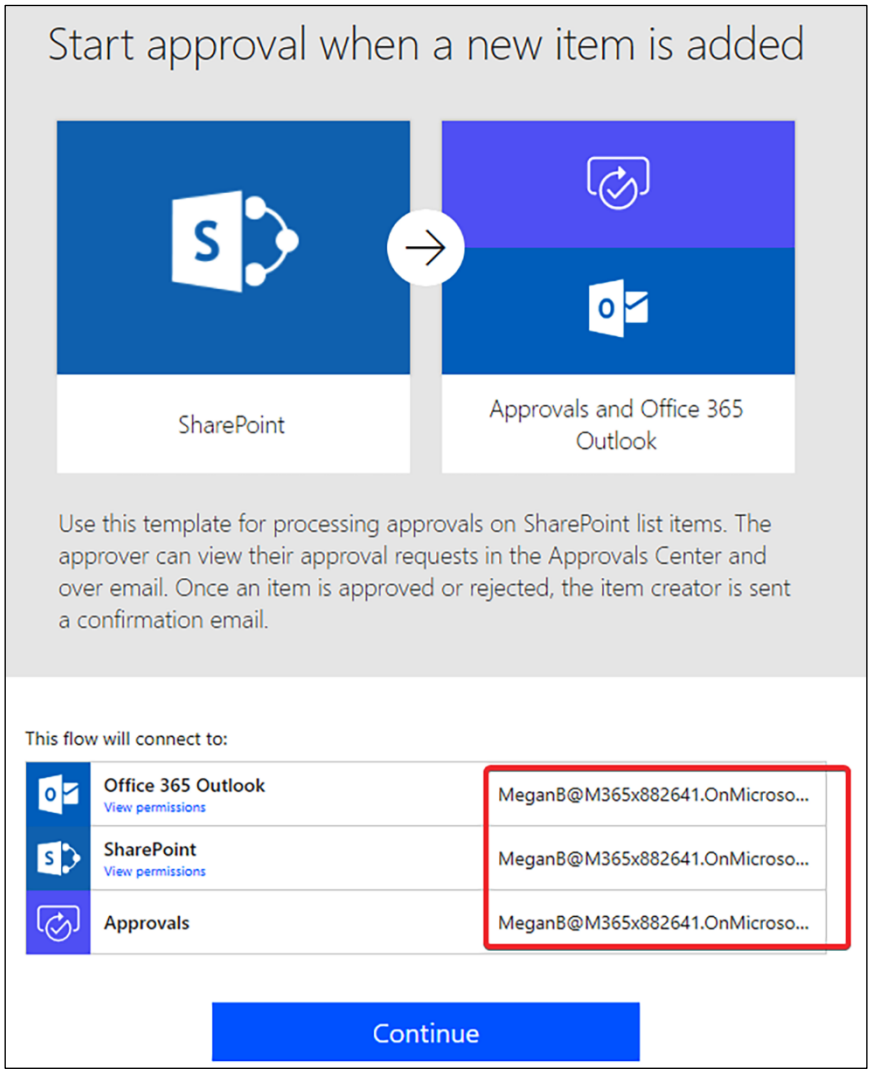




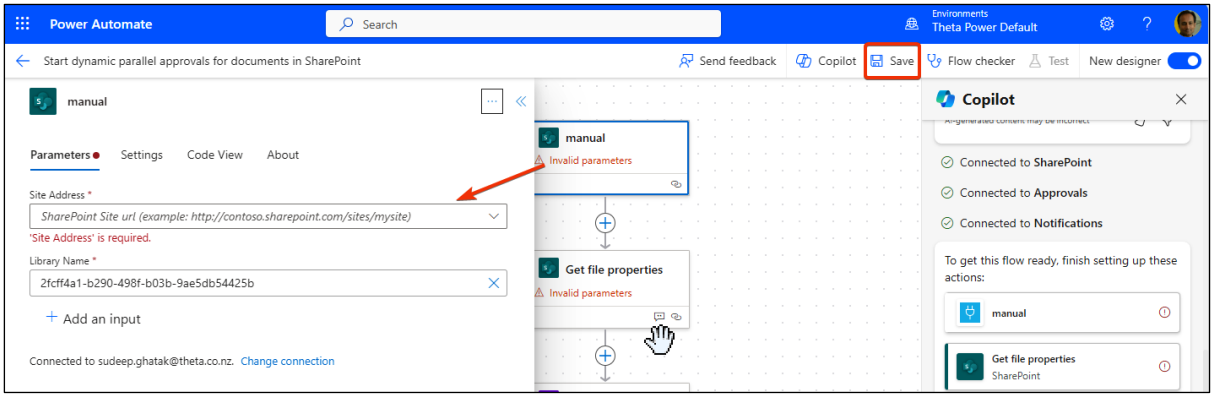

New
Approve
Reject
Approvals
Received
Sent
History
Request
Received
Please review: Expense Approval
Aug 3, 01:13 PM (34 sec ago)
Respond: Approve
Link
Expense Approval
Details
Ghatak, Sudeep at 2019-08-03T01:13:00Z
Approve
Add a comment (optional)
Confirm
Cancel

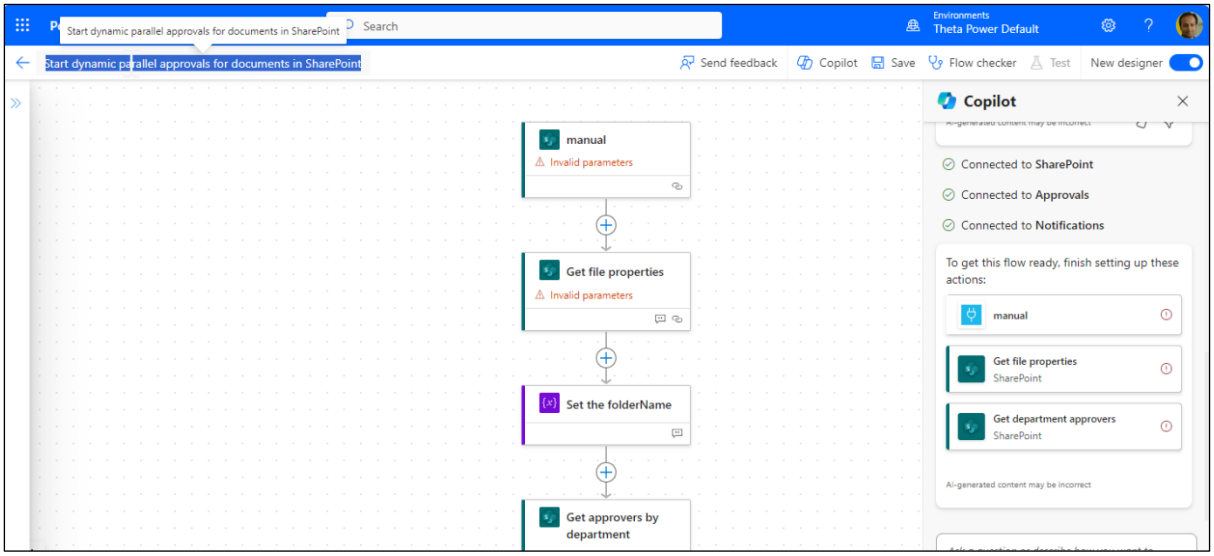

New flow
Import
Home
Create
Templates
Learn
My flows
Approvals
Solutions
Process mining
Desktop flow activity
Tables
More
Power Platform
Flows
Cloud flows
Desktop flows
Shared with me
Name
Modified
Type
Button -> Compose,splitNewLine
1 wk ago
Instant
Button -> Get items
1 mo ago
Instant
Button -> Compose,Parse JSON
1 mo ago
Instant
When a file is created in a folder (deprecated) -> C...
1 mo ago
Automated
When an item is created or modified -> Compose - Saf...
1 mo ago
Automated
Send a notification the last working day of the m...
1 mo ago
Scheduled

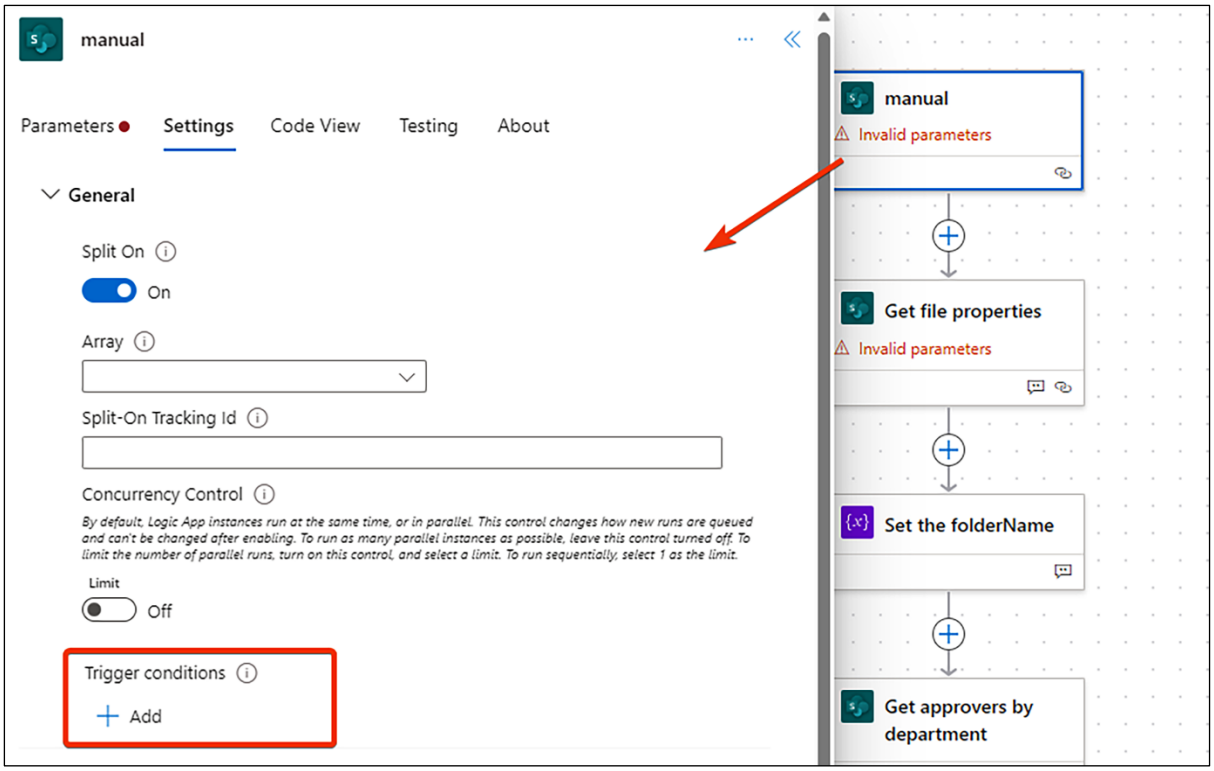

Power Automate
Search
Environments
Theta Power Default
Home
Create
Templates
Learn
My flows
Approvals
Solutions
Process mining
Desktop flow activity
Tables
More
Power Platform
sharepoint approval
Sorted by popularity
All templates
Top picks
Shared with me
Remote work
Approval
Button
Visio
Data collection
Email
Calendar
Mobile
Start dynamic parallel approvals for documents in SharePoint
By Microsoft Power Automate Community
Instant 13533
Send form responses for approval
By Microsoft Power Automate Community
Automated 244174
Start an approval for new file to move it to a different folder
By Microsoft Power Automate Community
Automated 41827
Send approval email when a new item is added
By Microsoft Power Automate Community
Automated 41710
Email notification after approval from a SharePoint list
By Marcelo Morimoto
Automated 6007
Post list items to twitter after approval
By Microsoft
Automated 13193
Start approval when a new item is added
By Microsoft Power Automate Community
Automated 507833
When an item is created in SharePoint List, send approval and create item
By Microsoft Power Automate Community
Automated 53040

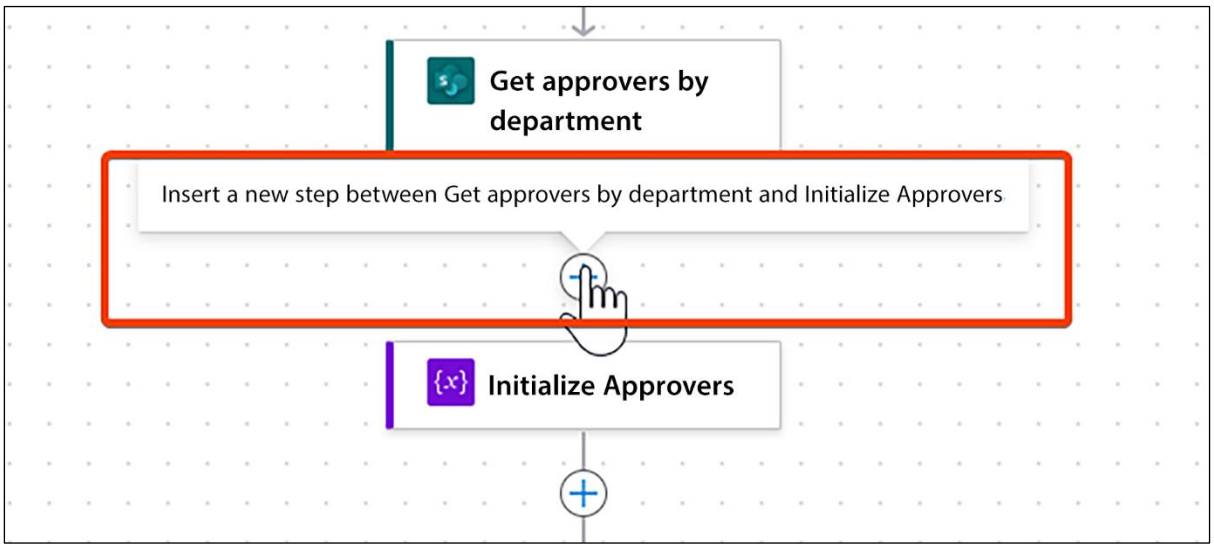

Start approval when a new item is added
SharePoint
Approvals and Office 365 Outlook
Use this template for processing approvals on SharePoint list items. The approver can view their approval requests in the Approvals Center and over email. Once an item is approved or rejected, the item creator is sent a confirmation email.
This flow will connect to:
Office 365 Outlook
View permissions
MeganB@M365x882641.OnMicroso...
SharePoint
View permissions
MeganB@M365x882641.OnMicroso...
Approvals
MeganB@M365x882641.OnMicroso...
Continue

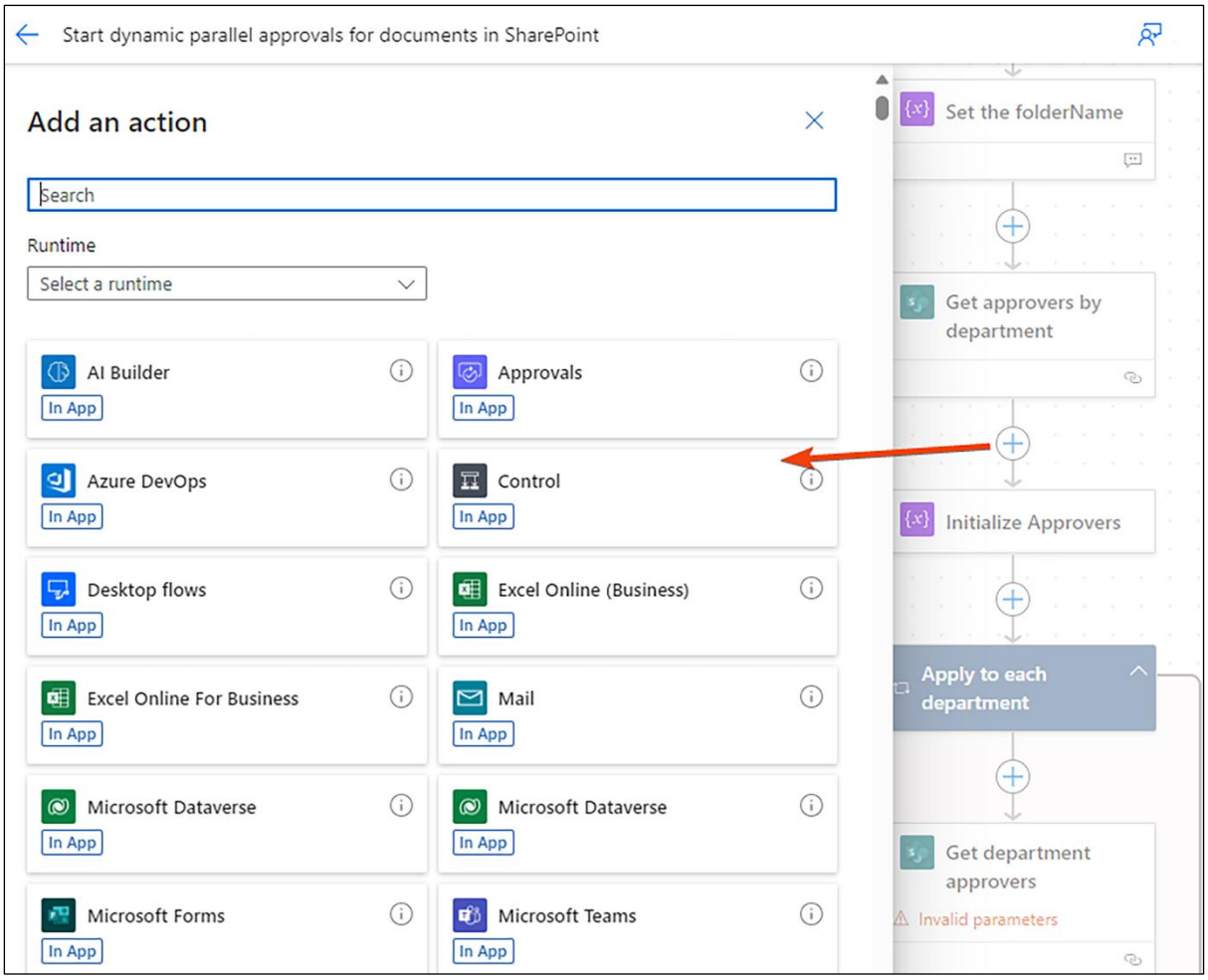
Start dynamic parallel approvals for documents in SharePoint
Send feedback
Copilot
Save
Flow checker
Test
New designer
manual
Get file properties
Set the folderName
Get approvers by department
Initialize Approvers
Copilot
Welcome back! If you want me to change your flow, just say what you want. For example:
Add an action that sends an email
Explain what an action does
Add a condition
Check the flow's actions to see if any parameters need to be set. Don't forget to save when you're done!
Connected to SharePoint
Connected to Approvals
Connected to Notifications
Test this flow
Ask a question or describe how you want to change this flow
Make sure AI-generated content is accurate and appropriate before using.

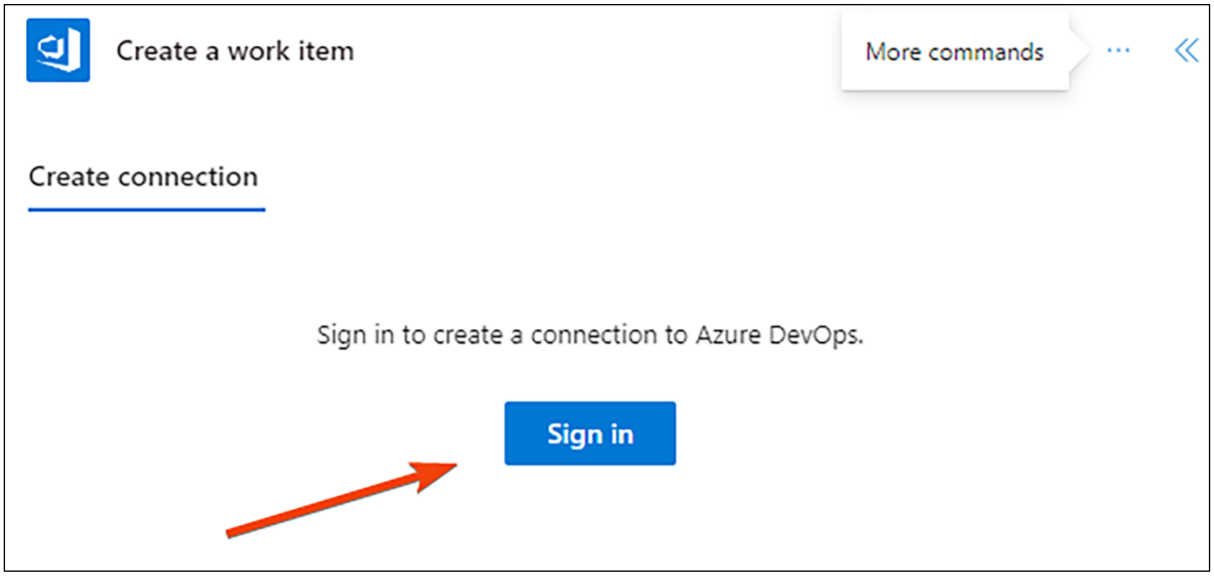

Power Automate
Search
Environments
Theta Power Default
Start dynamic parallel approvals for documents in SharePoint
Send feedback
Copilot
Save
Flow checker
Test
New designer
manual
Parameters
Settings
Code View
About
Site Address *
SharePoint Site url (example: http://contoso.sharepoint.com/sites/mysite)
'Site Address' is required.
Library Name *
2fcff4a1-b290-498f-b03b-9ae5db54425b
Add an input
Connected to sudeep.ghatak@theta.co.nz.
Change connection
manual
Invalid parameters
Get file properties
Invalid parameters
Copilot
Connected to SharePoint
Connected to Approvals
Connected to Notifications
To get this flow ready, finish setting up these actions:
manual
Get file properties
SharePoint


Start dynamic parallel approvals for documents in SharePoint
Search
Environments
Theta Power Default
Start dynamic parallel approvals for documents in SharePoint
Send feedback
Copilot
Save
Flow checker
Test
New designer
manual
Invalid parameters
Get file properties
Invalid parameters
Set the folderName
Get approvers by department
Copilot
Connected to SharePoint
Connected to Approvals
Connected to Notifications
To get this flow ready, finish setting up these actions:
manual
Get file properties
SharePoint
Get department approvers
SharePoint
AI-generated content may be incorrect

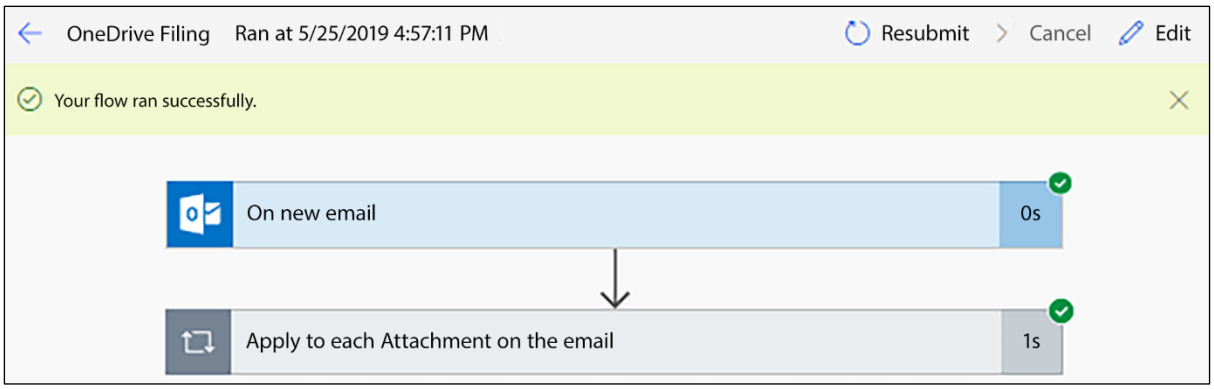

manual
Parameters
Settings
Code View
Testing
About
General
Split On
On
Array
Split-On Tracking Id
Concurrency Control
By default, Logic App instances run at the same time, or in parallel. This control changes how new runs are queued and can't be changed after enabling. To run as many parallel instances as possible, leave this control turned off. To limit the number of parallel runs, turn on this control, and select a limit. To run sequentially, select 1 as the limit.
Limit
Off
Trigger conditions
Add
manual
Invalid parameters
Get file properties
Invalid parameters
Set the folderName
Get approvers by department

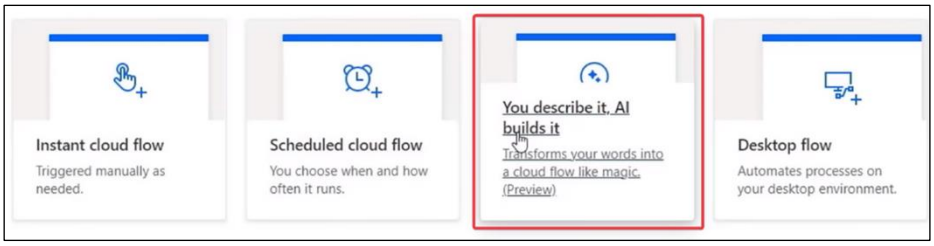

Get approvers by department
Insert a new step between Get approvers by department and Initialize Approvers
Initialize Approvers

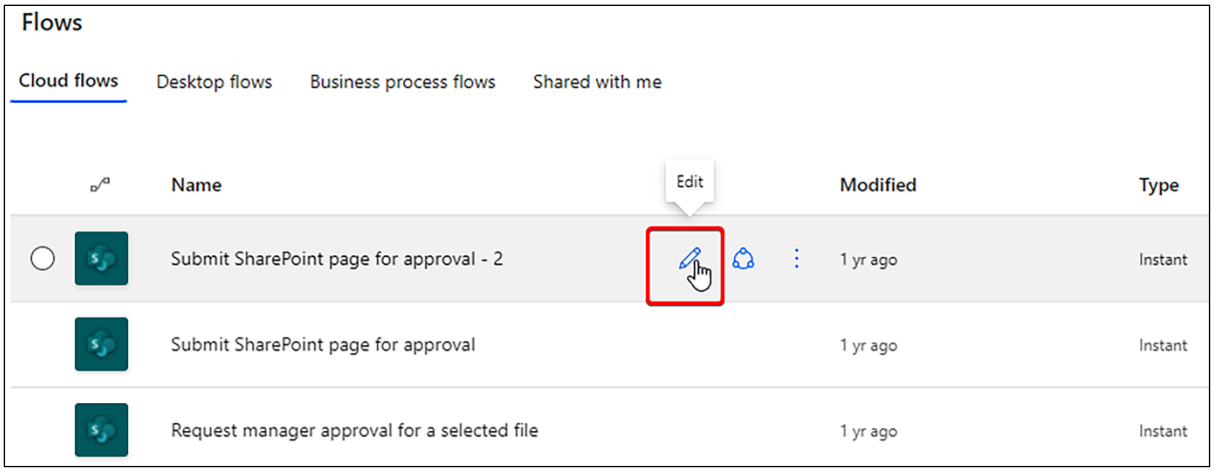

Start dynamic parallel approvals for documents in SharePoint
Add an action
Search
Runtime
Select a runtime
AI Builder
In App
Approvals
In App
Azure DevOps
In App
Control
In App
Desktop flows
In App
Excel Online (Business)
In App
Excel Online For Business
In App
Mail
In App
Microsoft Dataverse
In App
Microsoft Dataverse
In App
Microsoft Forms
In App
Microsoft Teams
In App
Set the folderName
Get approvers by department
Initialize Approvers
Apply to each department
Get department approvers
Invalid parameters

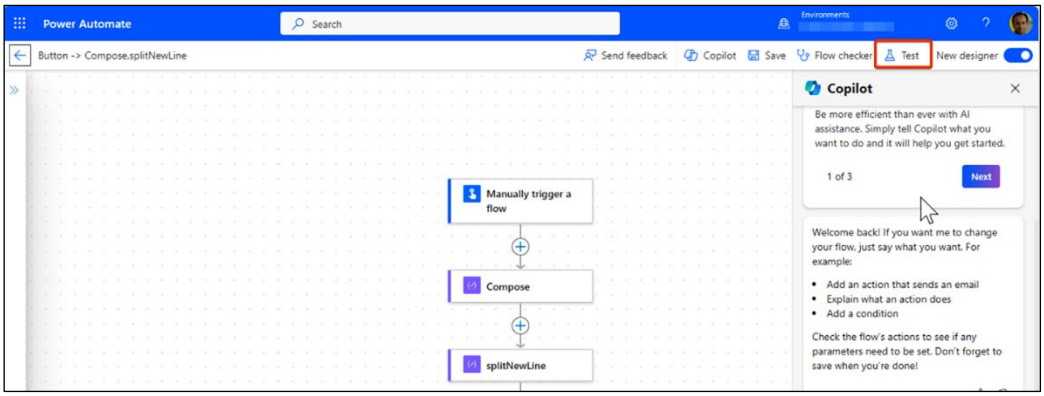

Create a work item
More commands
Create connection
Sign in to create a connection to Azure DevOps.
Sign in

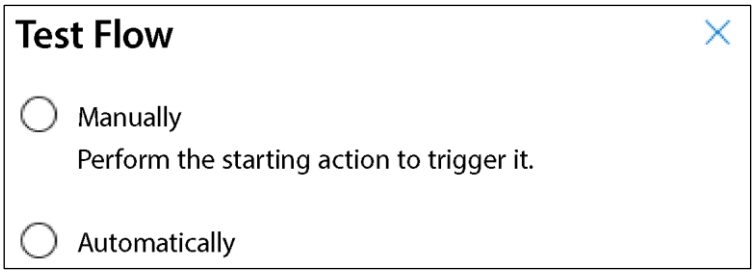
N HISTORY
See all
Succeeded
1 day ago
1 second
Succeeded
1 day ago
1 second

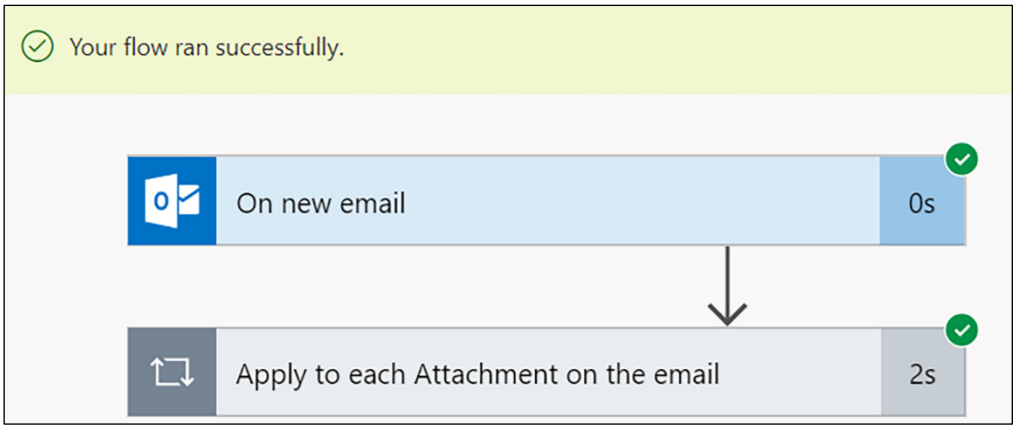

OneDrive Filing
Ran at 5/25/2019 4:57:11 PM
Resubmit
Cancel
Edit
Your flow ran successfully.
On new email
0s
Apply to each Attachment on the email
1s

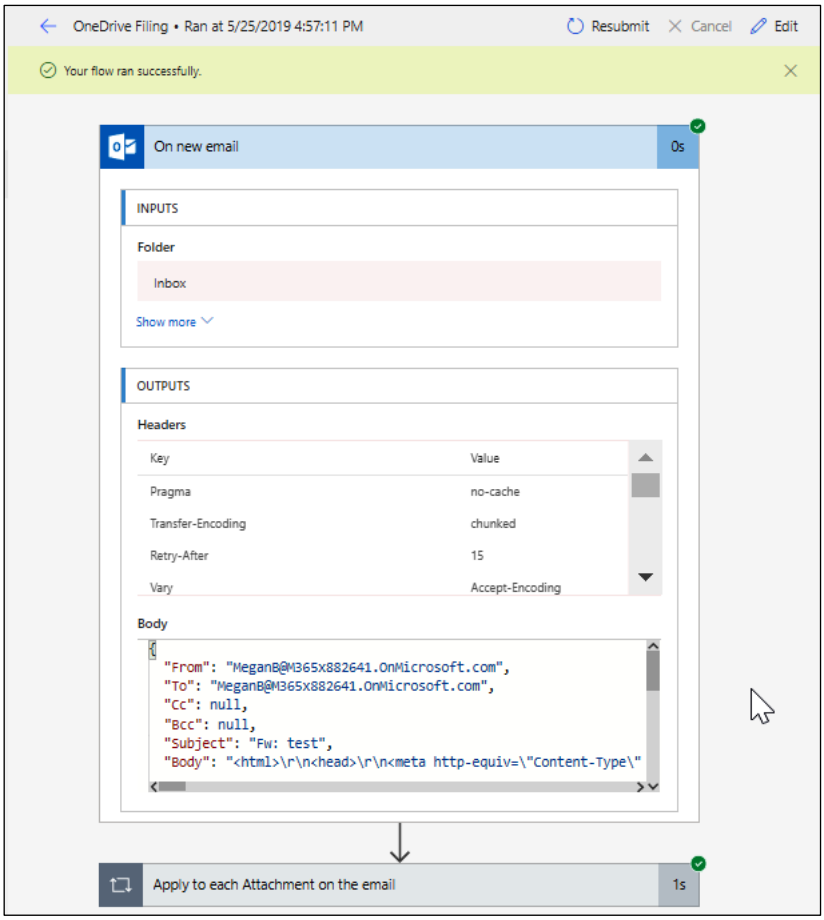

Instant cloud flow
Triggered manually as needed.
Scheduled cloud flow
You choose when and how often it runs.
You describe it, AI builds it
Transforms your words into a cloud flow like magic. (Preview)
Desktop flow
Automates processes on your desktop environment.

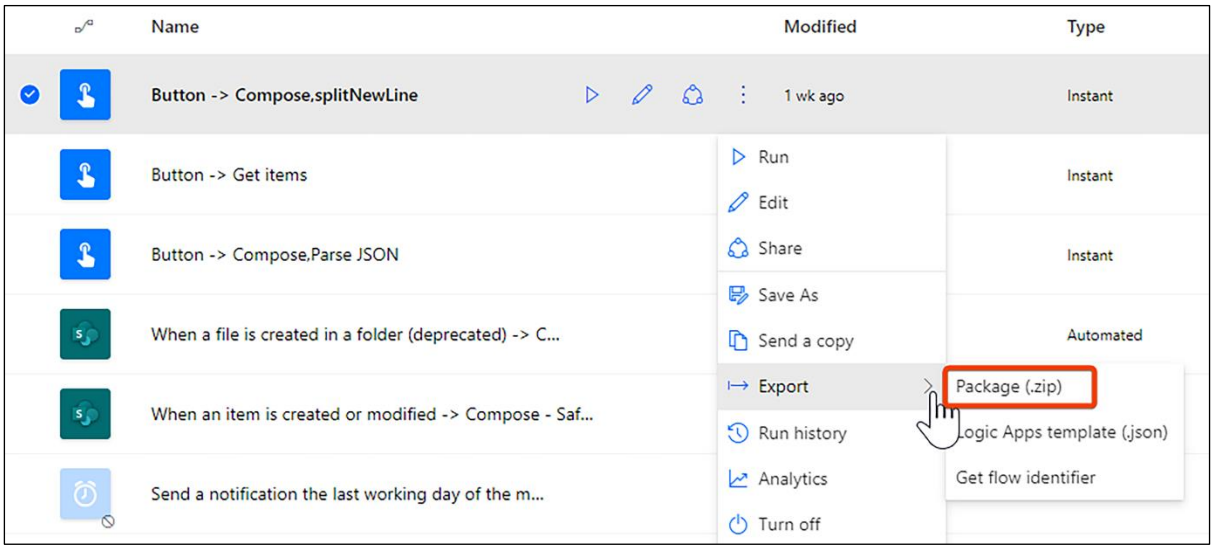

Flows
Cloud flows
Desktop flows
Business process flows
Shared with me
Name
Edit
Modified
Type
Submit SharePoint page for approval - 2
1 yr ago
Instant
Submit SharePoint page for approval
1 yr ago
Instant
Request manager approval for a selected file
1 yr ago
Instant


Power Automate
Search
Environments
Button -> Compose.splitNewLine
Send feedback
Copilot
Save
Flow checker
Test
New designer
Manually trigger a flow
Compose
splitNewLine
Copilot
Be more efficient than ever with AI assistance. Simply tell Copilot what you want to do and it will help you get started.
1 of 3
Next
Welcome back! If you want me to change your flow, just say what you want. For example:
Add an action that sends an email
Explain what an action does
Add a condition
Check the flow's actions to see if any parameters need to be set. Don't forget to save when you're done!


Test Flow
Manually
Perform the starting action to trigger it.
Automatically


Your flow ran successfully.
On new email
0s
Apply to each Attachment on the email
2s


OneDrive Filing • Ran at 5/25/2019 4:57:11 PM
Resubmit
Cancel
Edit
Your flow ran successfully.
On new email
0s
INPUTS
Folder
Inbox
Show more
OUTPUTS
Headers
Key
Value
Pragma
no-cache
Transfer-Encoding
chunked
Retry-After
15
Vary
Accept-Encoding
Body
{
"From": "MeganB@M365x882641.OnMicrosoft.com",
"To": "MeganB@M365x882641.OnMicrosoft.com",
"Cc": null,
"Bcc": null,
"Subject": "Fw: test",
"Body": "<html>\r\n<head>\r\n<meta http-equiv=\"Content-Type\"
Apply to each Attachment on the email
1s


Name
Modified
Type
Button -> Compose,splitNewLine
1 wk ago
Instant
Button -> Get items
Instant
Button -> Compose,Parse JSON
Instant
When a file is created in a folder (deprecated) -> C...
Automated
When an item is created or modified -> Compose - Saf...
Send a notification the last working day of the m...
Run
Edit
Share
Save As
Send a copy
Export
Run history
Analytics
Turn off
Package (.zip)
Logic Apps template (.json)
Get flow identifier

Export package

Package details
Ceated by N/A on 02/21/2022

Name *

Environment

Description

Review Package Content
Choose your export options and add comments to provide instruction or add version notes.

NAME	RESOURCE TYPE	IMPORT SETUP	ACTION
Start dynamc parallel approvals for documents in SharePoint	Flow	Update	

Related resources

NAME	RESOURCE TYPE	IMPORT SETUP	ACTION
Approvals	Approvals Connection	Select during import	
Notifications	Notifications Connection	Select during import	
sudeep.ghatak@theta.co.nz	SharePoint Connection	Select during import	

Export Cancel

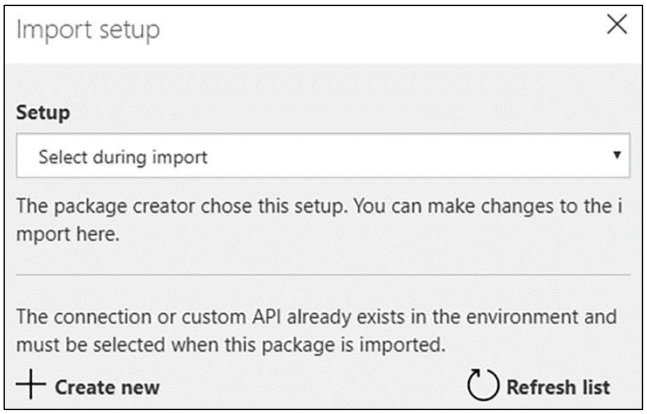
Review Package Content

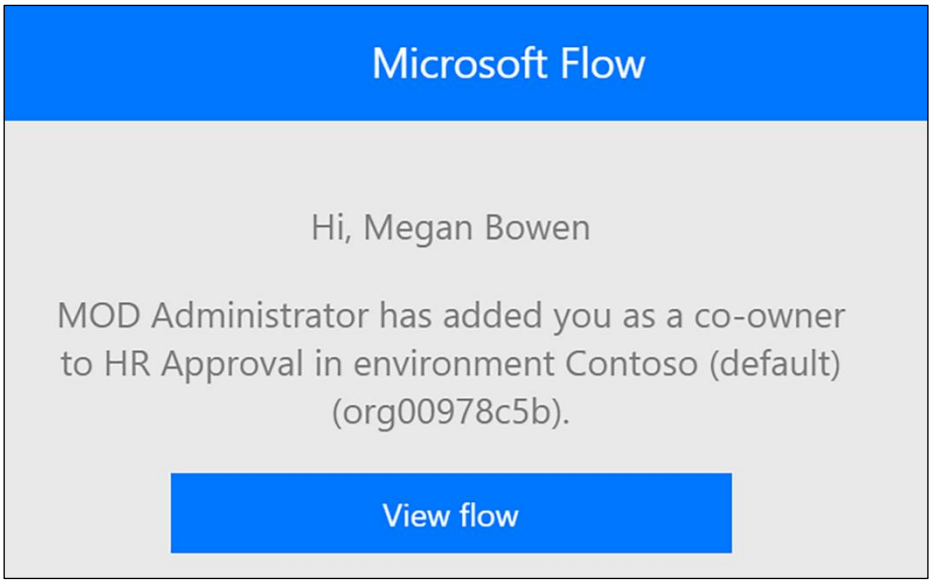
Choose your import options.

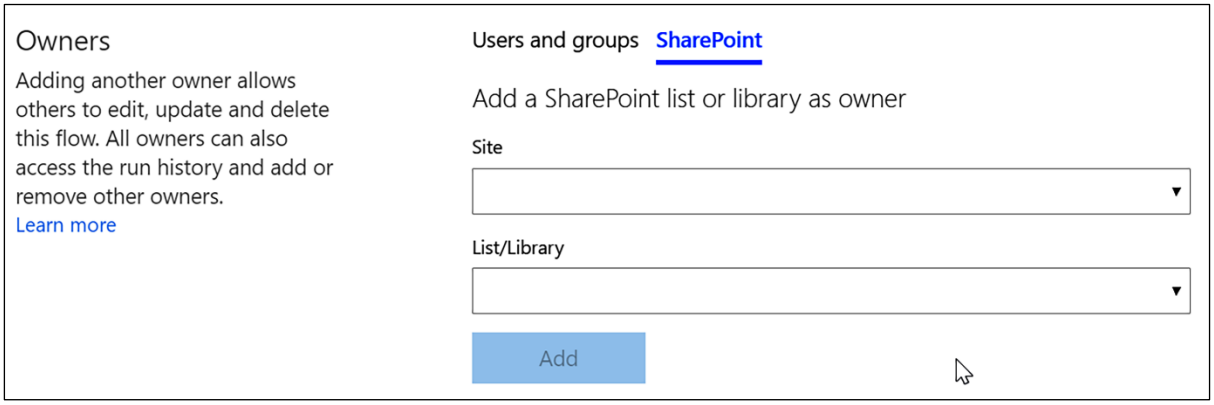
NAME	RESOURCE TYPE	IMPORT SETUP	ACTION
Manager Approval	Flow	Update	

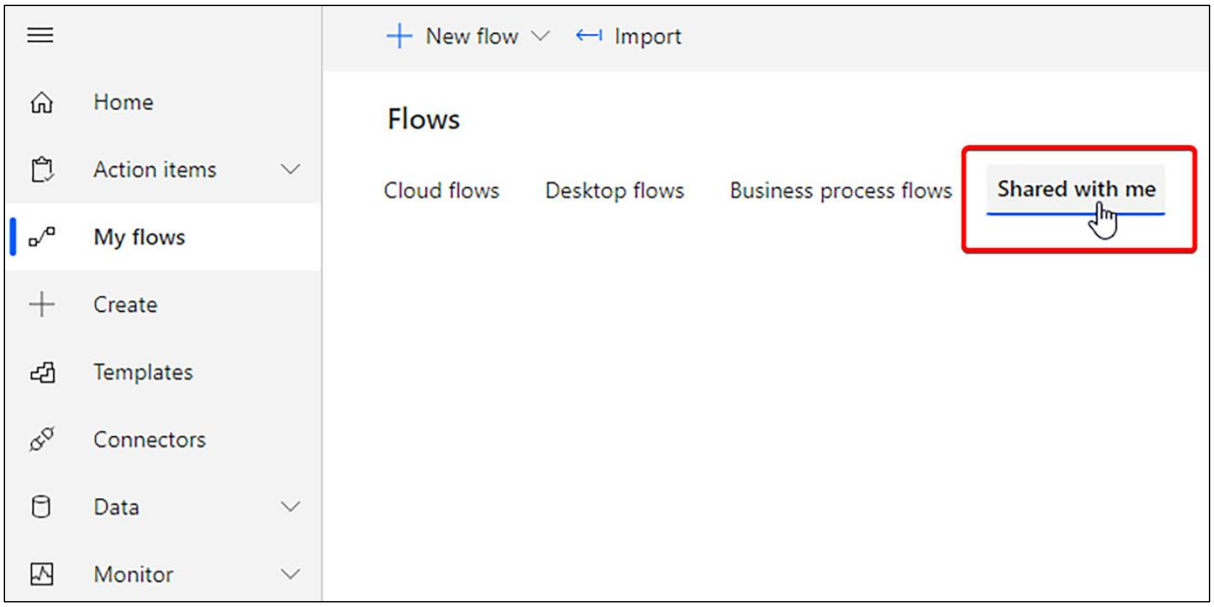
Related resources

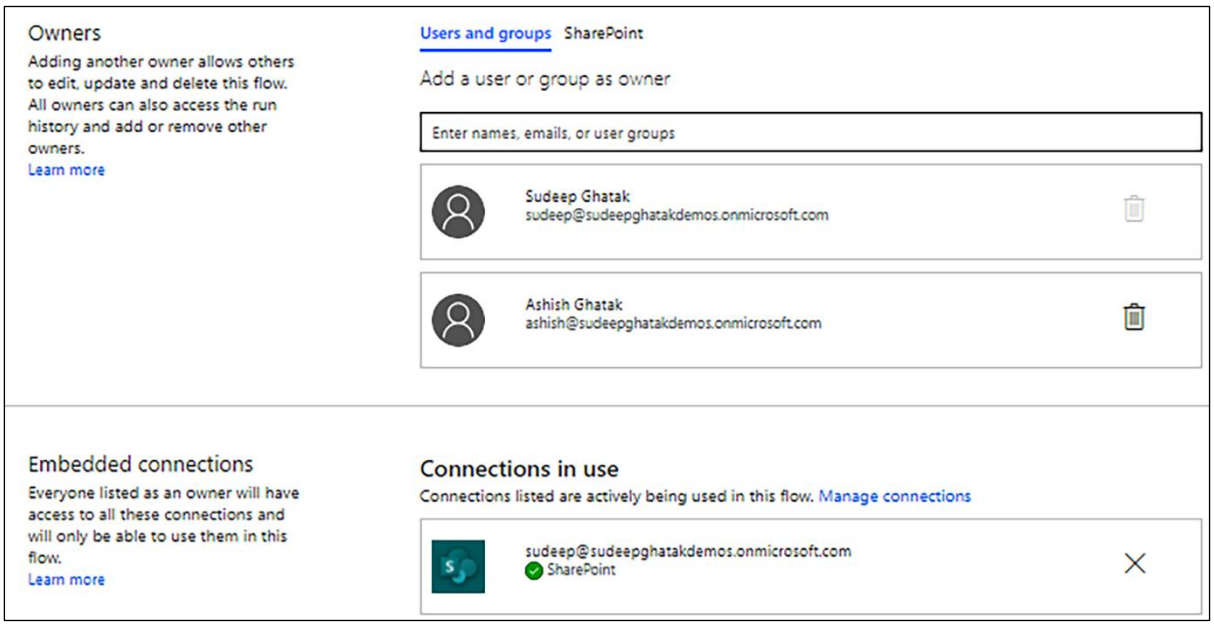
NAME	RESOURCE TYPE	IMPORT SETUP
MeganB@M365x882641.OnMicrosoft.com	SharePoint Connection	Select during import
MeganB@M365x882641.OnMicrosoft.com	Office 365 Users Connection	Select during import
Notifications	Notifications Connection	Select during import
Approvals	Approvals Connection	Select during import
Mail	Mail Connection	Select during import

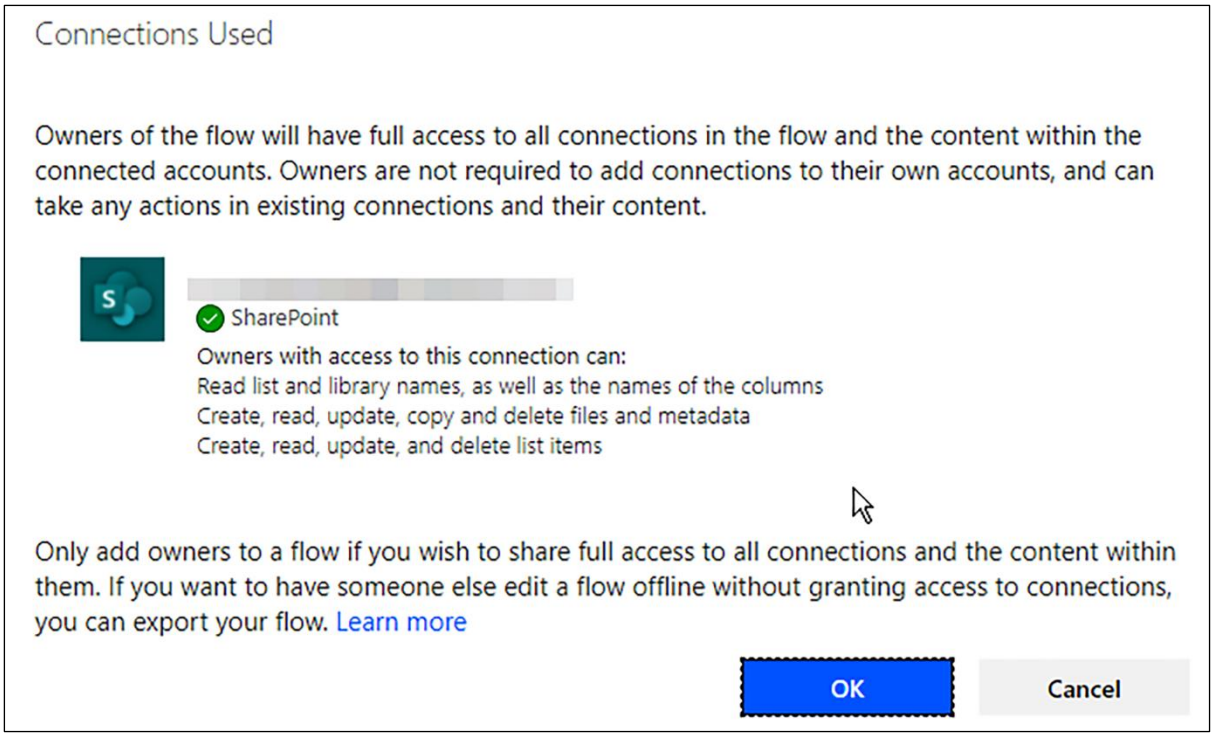

Import setup
Setup
Select during import
The package creator chose this setup. You can make changes to the i mport here.
The connection or custom API already exists in the environment and must be selected when this package is imported.
Create new
Refresh list

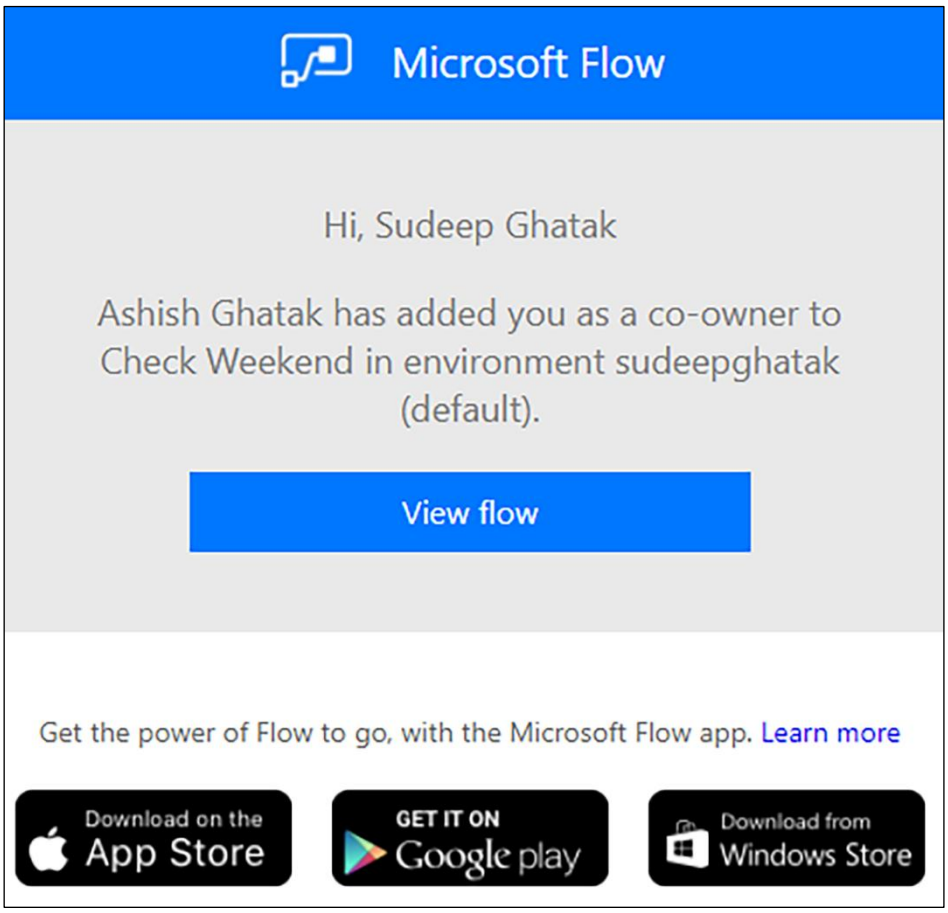

Microsoft Flow
Hi, Megan Bowen
MOD Administrator has added you as a co-owner to HR Approval in environment Contoso (default) (org00978c5b).
View flow

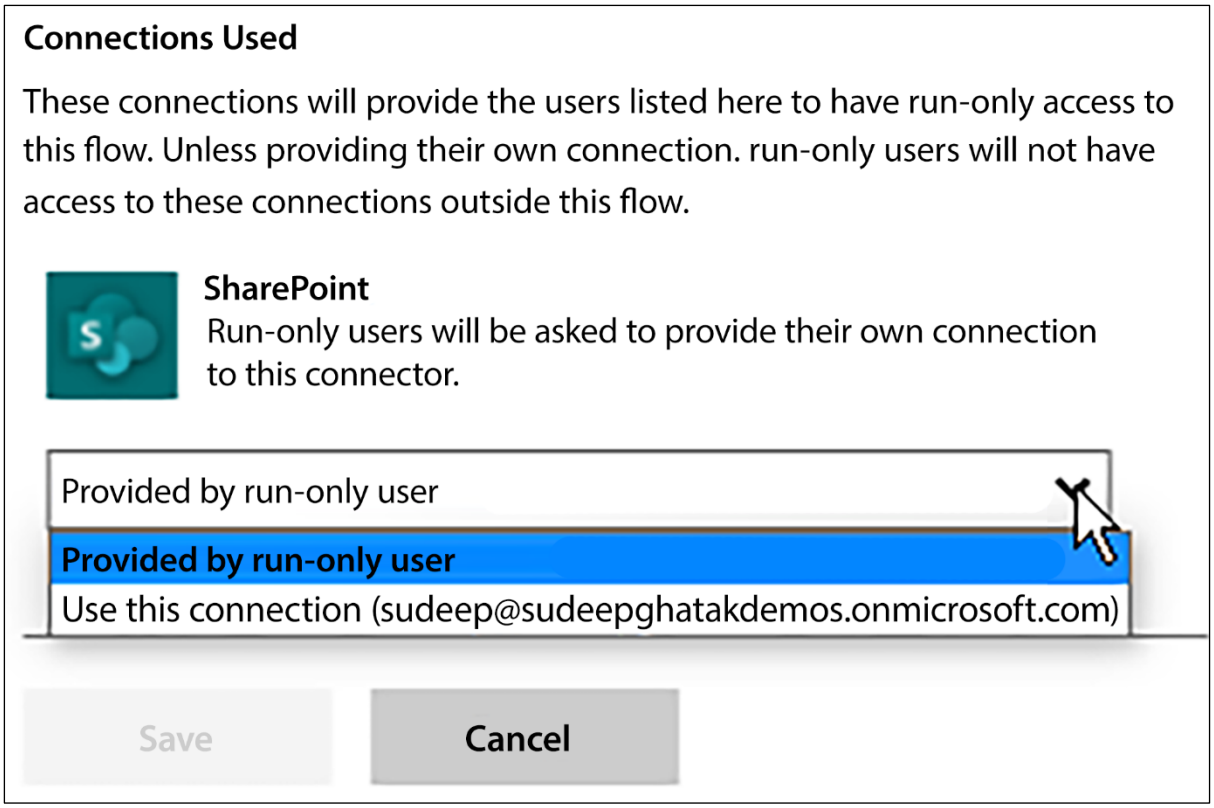

Owners
Adding another owner allows others to edit, update and delete this flow. All owners can also access the run history and add or remove other owners.
Learn more
Users and groups
SharePoint
Add a SharePoint list or library as owner
Site
List/Library
Add

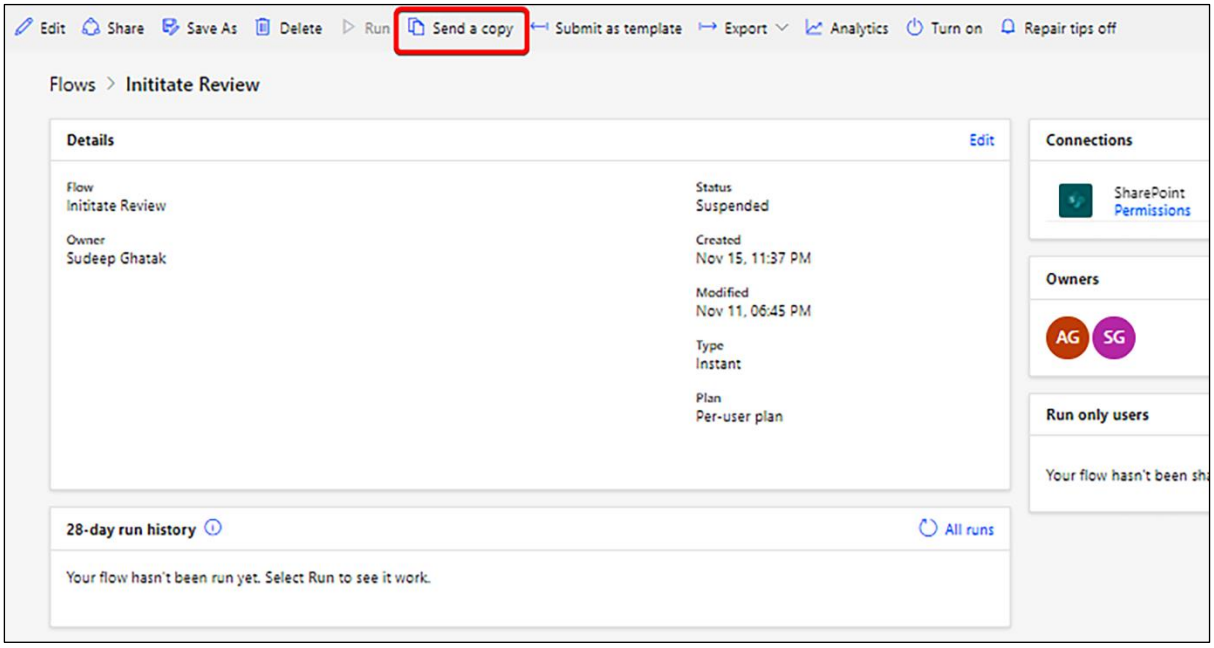

New flow
Import
Home
Action items
My flows
Create
Templates
Connectors
Data
Monitor
Flows
Cloud flows
Desktop flows
Business process flows
Shared with me

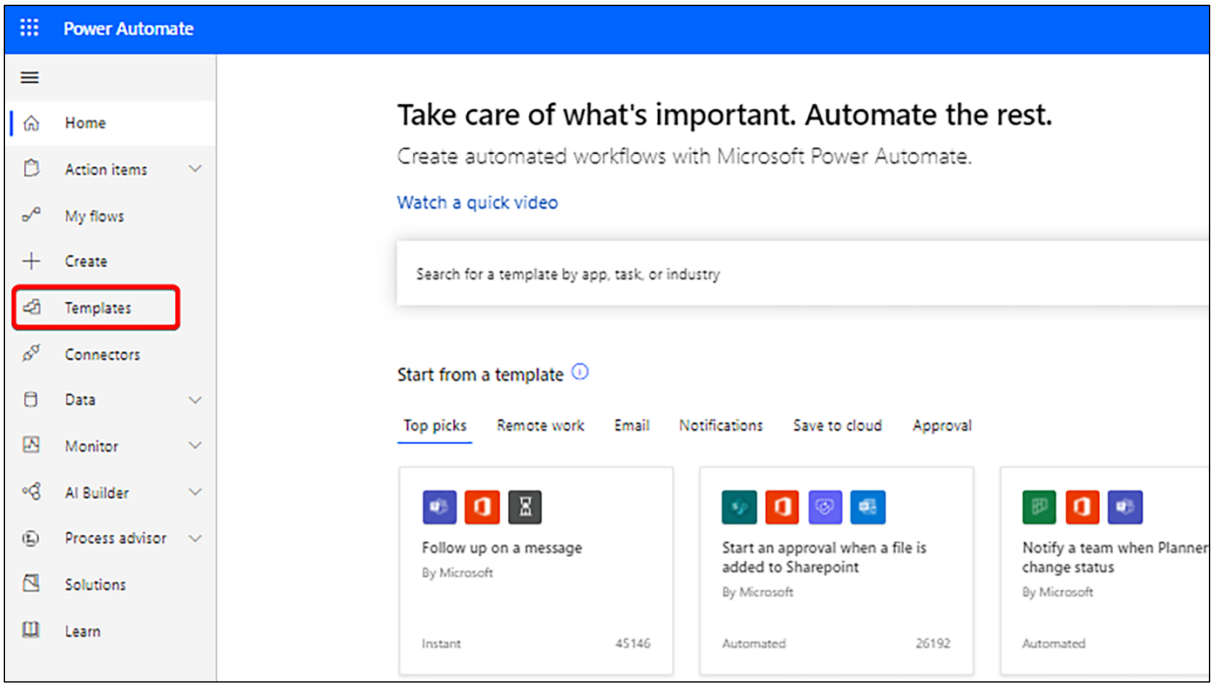

Owners
Adding another owner allows others to edit, update and delete this flow. All owners can also access the run history and add or remove other owners.
Learn more
Users and groups
SharePoint
Add a user or group as owner
Enter names, emails, or user groups
Sudeep Ghatak
sudeep@sudeepghatakdemos.onmicrosoft.com
Ashish Ghatak
ashish@sudeepghatakdemos.onmicrosoft.com
Embedded connections
Everyone listed as an owner will have access to all these connections and will only be able to use them in this flow.
Learn more
Connections in use
Connections listed are actively being used in this flow. Manage connections
sudeep@sudeepghatakdemos.onmicrosoft.com
SharePoint

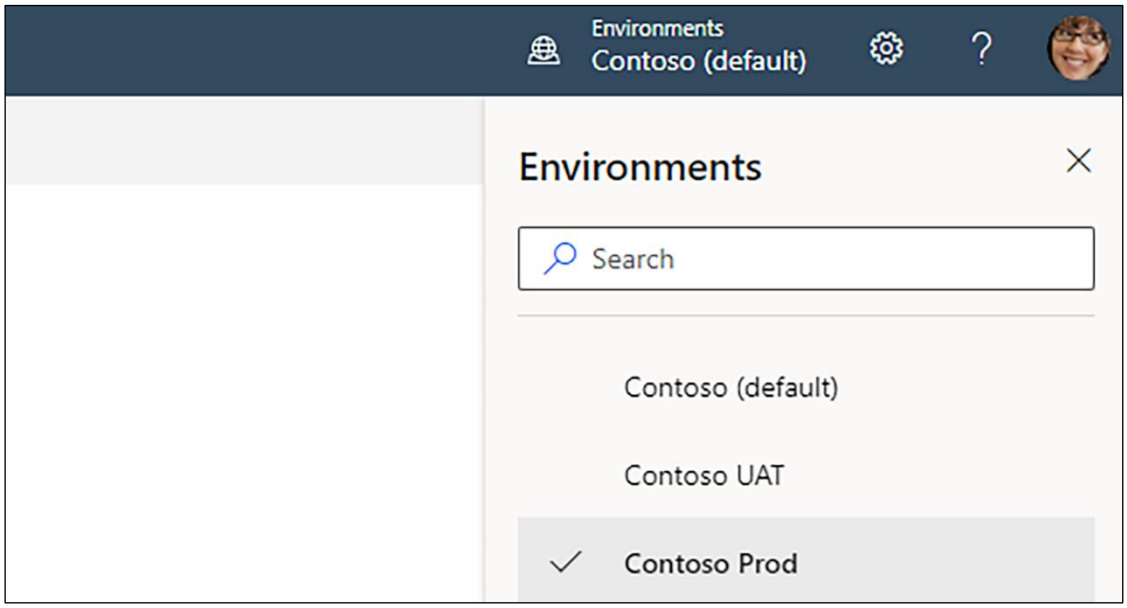

Connections Used
Owners of the flow will have full access to all connections in the flow and the content within the connected accounts. Owners are not required to add connections to their own accounts, and can take any actions in existing connections and their content.
SharePoint
Owners with access to this connection can:
Read list and library names, as well as the names of the columns
Create, read, update, copy and delete files and metadata
Create, read, update, and delete list items
Only add owners to a flow if you wish to share full access to all connections and the content within them. If you want to have someone else edit a flow offline without granting access to connections, you can export your flow. Learn more
OK
Cancel

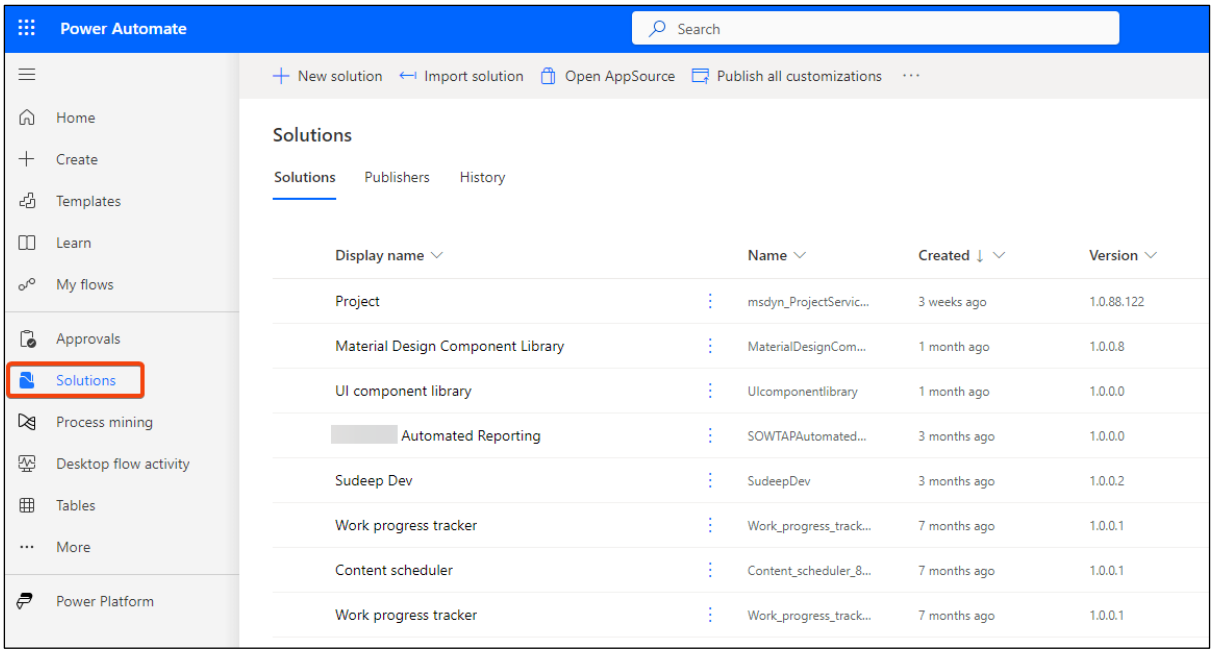

Microsoft Flow
Hi, Sudeep Ghatak
Ashish Ghatak has added you as a co-owner to Check Weekend in environment sudeepghatak (default).
View flow
Get the power of Flow to go, with the Microsoft Flow app. Learn more
Download on the App Store
GET IT ON Google play
Download from Windows Store

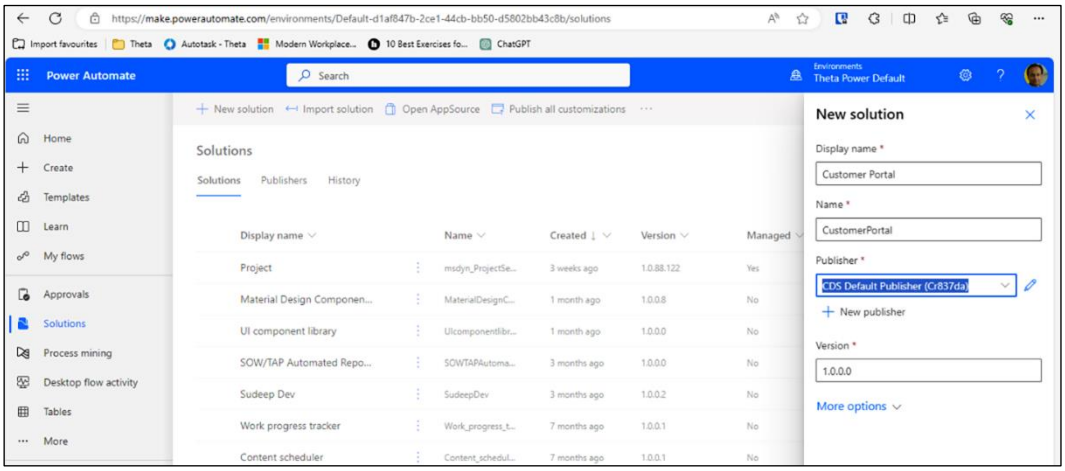

Connections Used
These connections will provide the users listed here to have run-only access to this flow. Unless providing their own connection. run-only users will not have access to these connections outside this flow.
SharePoint
Run-only users will be asked to provide their own connection to this connector.
Provided by run-only user
Provided by run-only user
Use this connection (sudeep@sudeepghatakdemos.onmicrosoft.com)
Save
Cancel

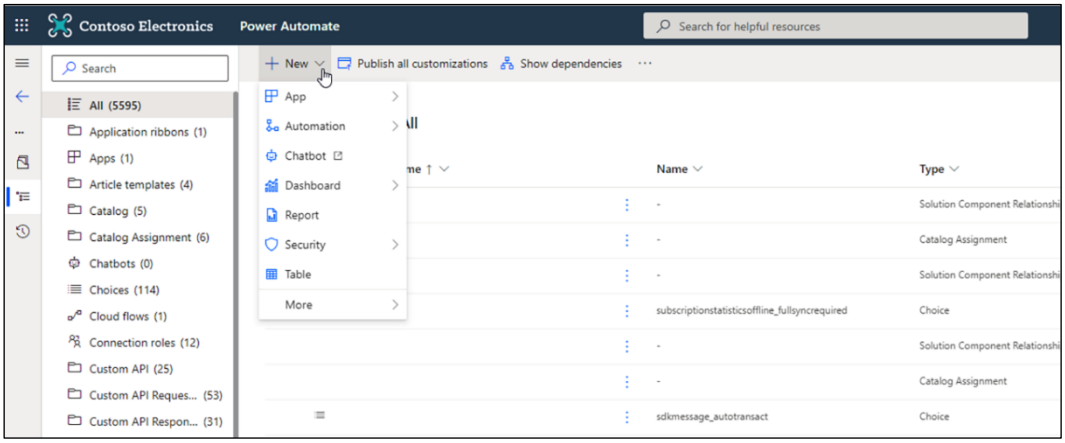

Edit
Share
Save As
Delete
Run
Send a copy
Submit as template
Export
Analytics
Turn on
Repair tips off
Flows > Inititate Review
Details
Edit
Flow
Inititate Review
Owner
Sudeep Ghatak
Status
Suspended
Created
Nov 15, 11:37 PM
Modified
Nov 11, 06:45 PM
Type
Instant
Plan
Per-user plan
Connections
SharePoint
Permissions
Owners
AG
SG
Run only users
Your flow hasn't been sh
28-day run history
All runs
Your flow hasn't been run yet. Select Run to see it work.

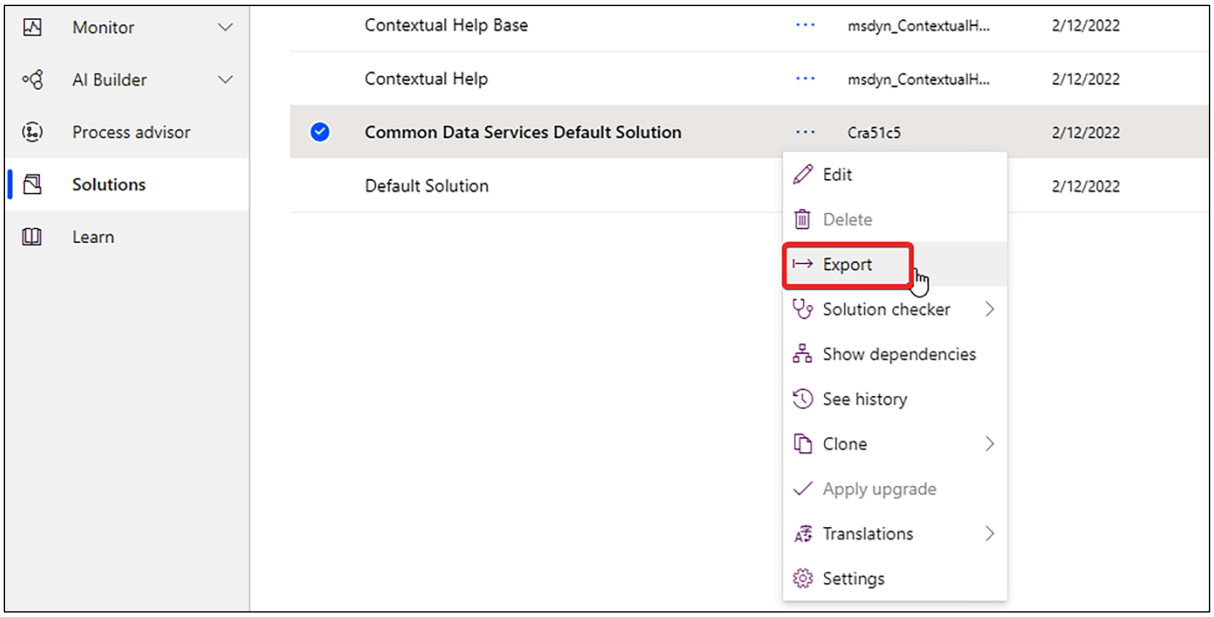

Power Automate
Home
Action items
My flows
Create
Templates
Connectors
Data
Monitor
AI Builder
Process advisor
Solutions
Learn
Take care of what's important. Automate the rest.
Create automated workflows with Microsoft Power Automate.
Watch a quick video
Search for a template by app, task, or industry
Start from a template
Top picks
Remote work
Email
Notifications
Save to cloud
Approval
Follow up on a message
By Microsoft
Instant
45146
Start an approval when a file is added to Sharepoint
By Microsoft
Automated
26192
Notify a team when Planner change status
By Microsoft
Automated

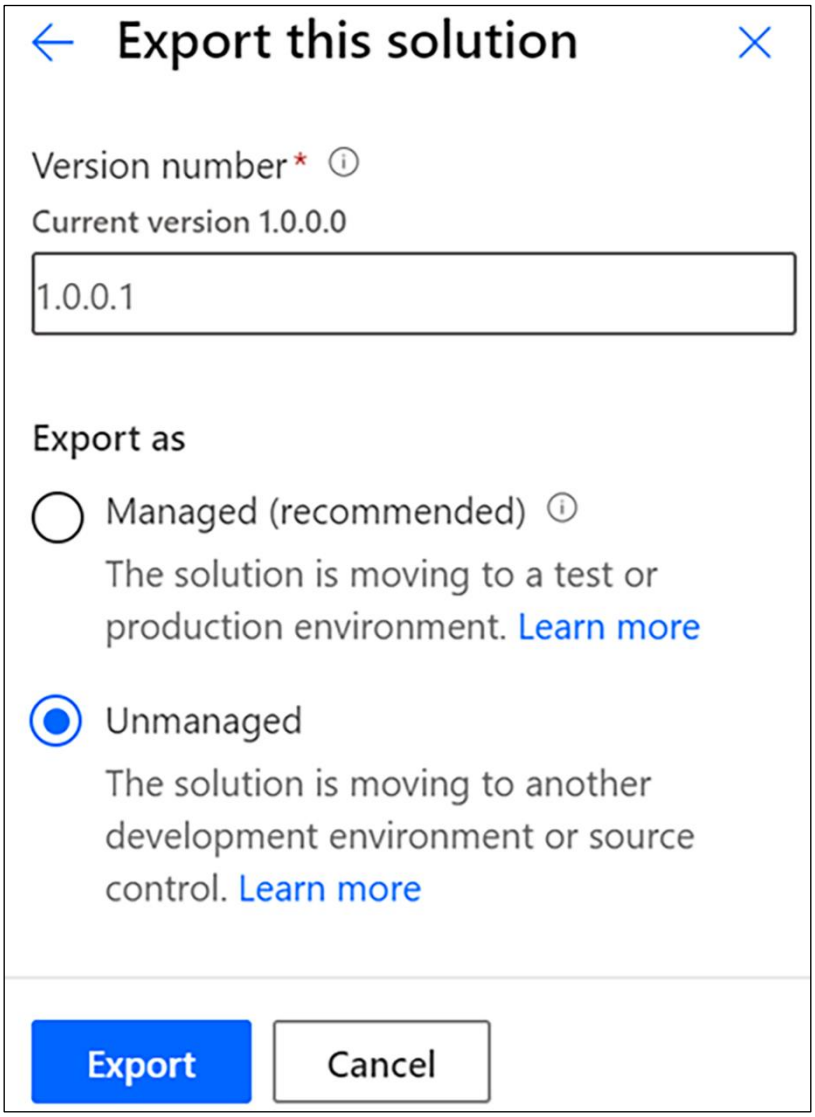

Environments
Contoso (default)
Environments
Search
Contoso (default)
Contoso UAT
Contoso Prod

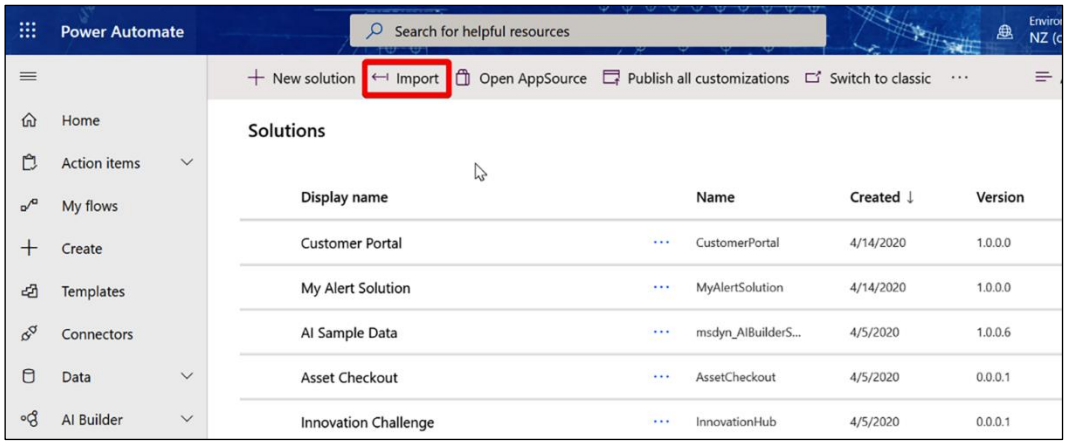

Power Automate
Search
New solution
Import solution
Open AppSource
Publish all customizations
Home
Create
Templates
Learn
My flows
Approvals
Solutions
Process mining
Desktop flow activity
Tables
More
Power Platform
Solutions
Solutions
Publishers
History
Display name
Name
Created
Version
Project
msdyn_ProjectServic...
3 weeks ago
1.0.88.122
Material Design Component Library
MaterialDesignCom...
1 month ago
1.0.0.8
UI component library
UIcomponentlibrary
1 month ago
1.0.0.0
Automated Reporting
SOWTAPAutomated...
3 months ago
1.0.0.0
Sudeep Dev
SudeepDev
3 months ago
1.0.0.2
Work progress tracker
Work_progress_track...
7 months ago
1.0.0.1
Content scheduler
Content_scheduler_8...
7 months ago
1.0.0.1
Work progress tracker
Work_progress_track...
7 months ago
1.0.0.1

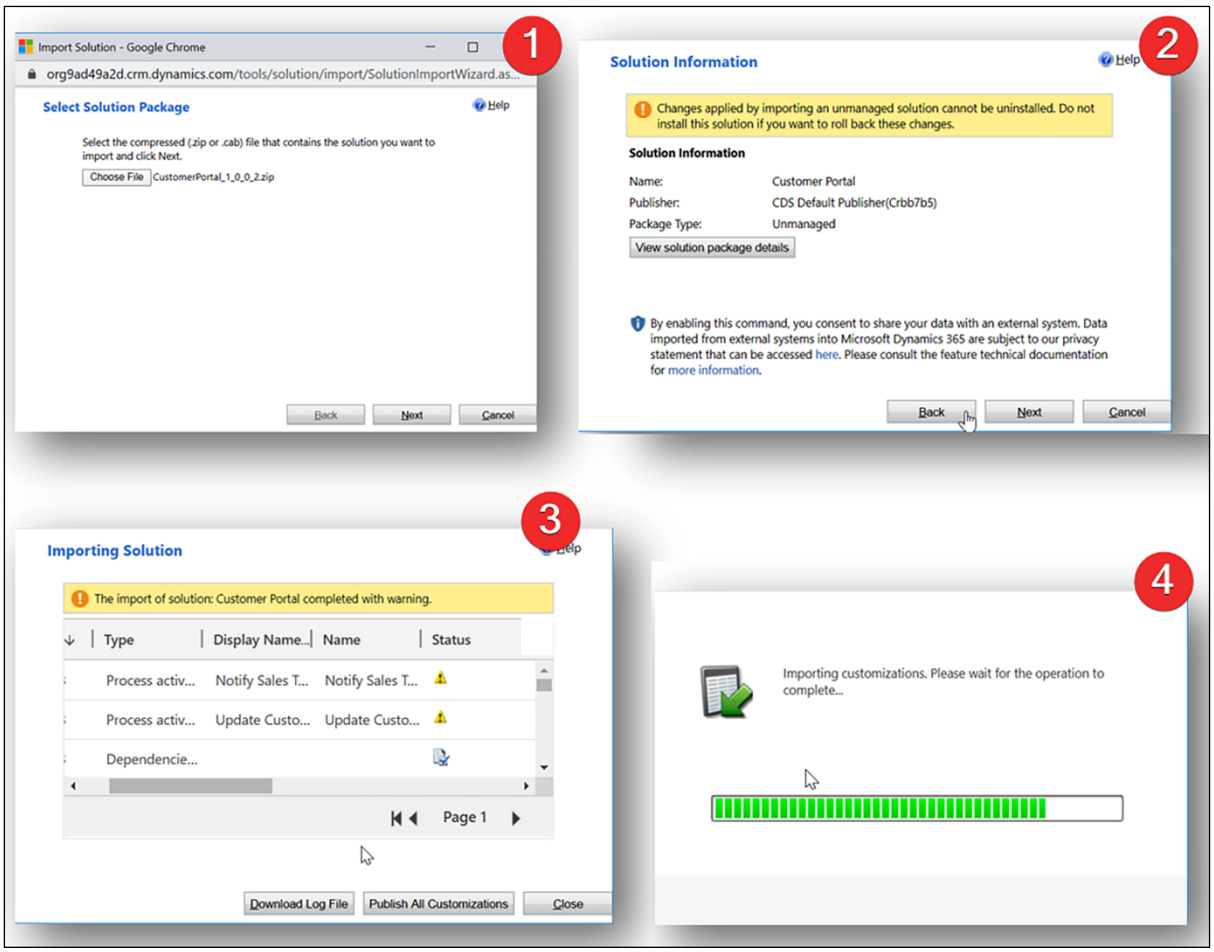

https://make.powerautomate.com/environments/Default-d1af847b-2ce1-44cb-bb50-d5802bb43c8b/solutions
Power Automate
Search
Environments
Theta Power Default
New solution
Import solution
Open AppSource
Publish all customizations
Solutions
Solutions
Publishers
History
New solution
Display name *
Customer Portal
Name *
CustomerPortal
Publisher *
CDS Default Publisher (Cr837da)
New publisher
Version *
1.0.0.0
More options

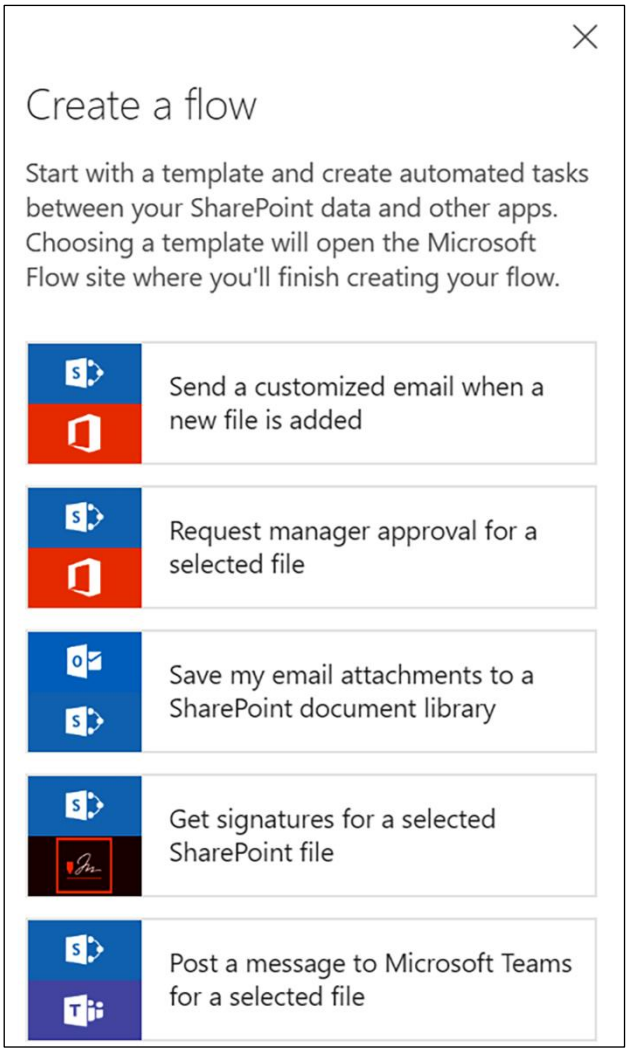

Contoso Electronics
Power Automate
Search for helpful resources
Search
New
Publish all customizations
Show dependencies
All (5595)
Application ribbons (1)
Apps (1)
Article templates (4)
Catalog (5)
Catalog Assignment (6)
Chatbots (0)
Choices (114)
Cloud flows (1)
Connection roles (12)
Custom API (25)
Custom API Reques... (53)
Custom API Respon... (31)
App
Automation
Chatbot
Dashboard
Report
Security
Table
More
Name
Type
subscriptionstatisticsoffline_fullsyncrequired
Choice
sdkmessage_autotransact
Choice

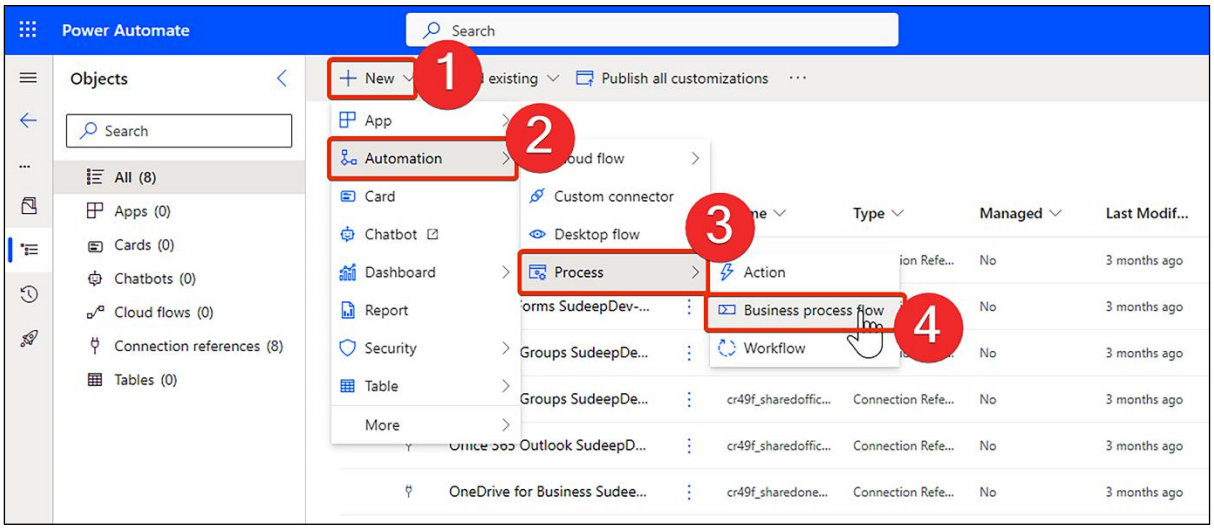

Monitor
AI Builder
Process advisor
Solutions
Learn
Contextual Help Base
msdyn_ContextualH...
2/12/2022
Contextual Help
msdyn_ContextualH...
2/12/2022
Common Data Services Default Solution
Cra51c5
2/12/2022
Default Solution
2/12/2022
Edit
Delete
Export
Solution checker
Show dependencies
See history
Clone
Apply upgrade
Translations
Settings

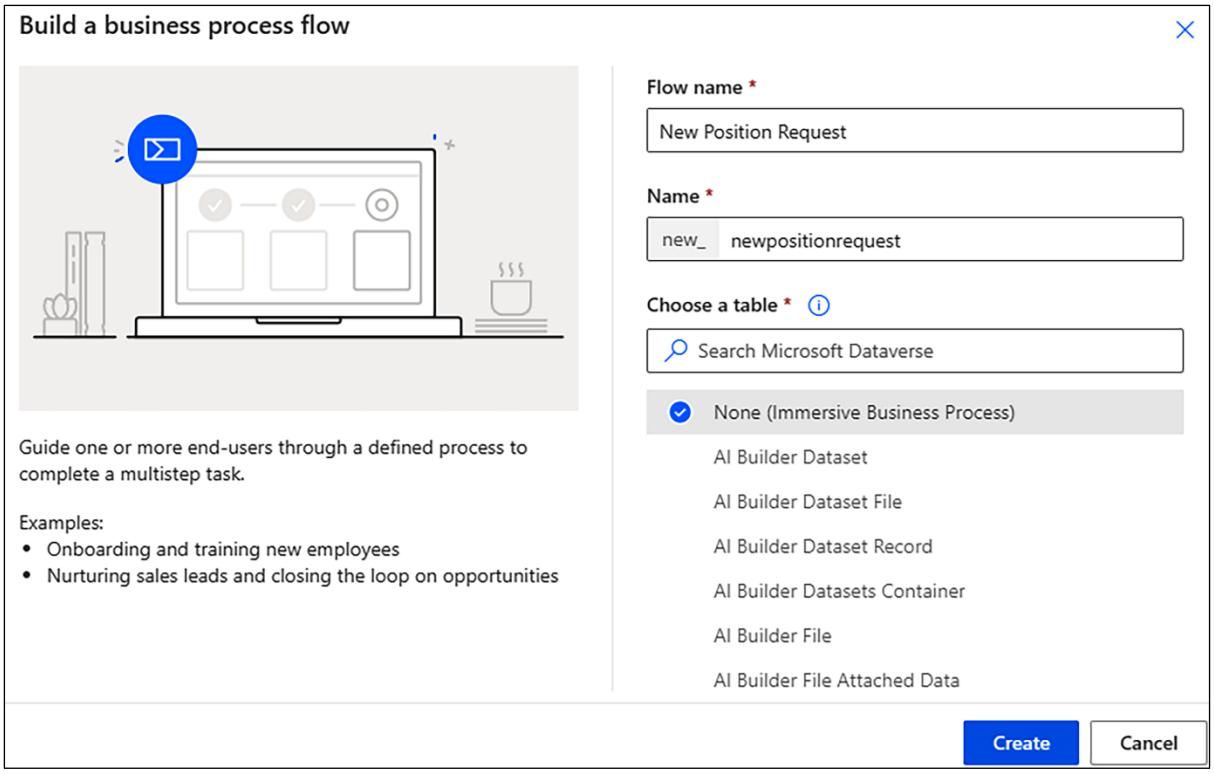

Export this solution
Version number *
Current version 1.0.0.0
1.0.0.1
Export as
Managed (recommended)
The solution is moving to a test or production environment. Learn more
Unmanaged
The solution is moving to another development environment or source control. Learn more
Export
Cancel

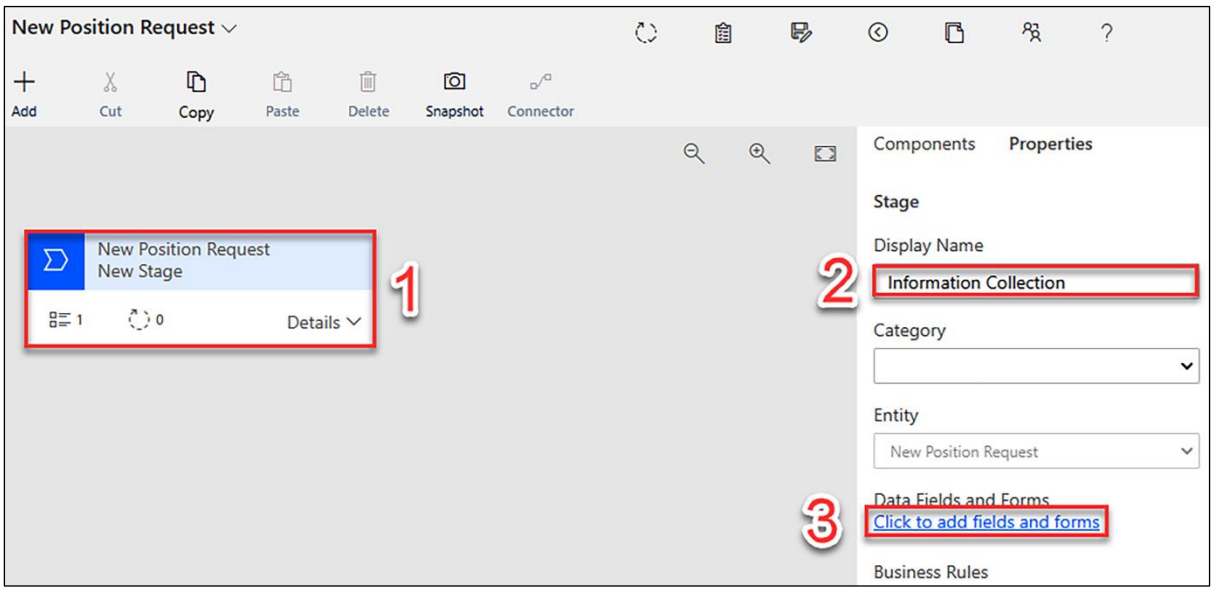

Power Automate
Search for helpful resources
New solution
Import
Open AppSource
Publish all customizations
Switch to classic
Home
Action items
My flows
Create
Templates
Connectors
Data
AI Builder
Solutions
Display name
Name
Created
Version
Customer Portal
CustomerPortal
4/14/2020
1.0.0.0
My Alert Solution
MyAlertSolution
4/14/2020
1.0.0.0
AI Sample Data
msdyn_AIBuilderS...
4/5/2020
1.0.0.6
Asset Checkout
AssetCheckout
4/5/2020
0.0.0.1
Innovation Challenge
InnovationHub
4/5/2020
0.0.0.1

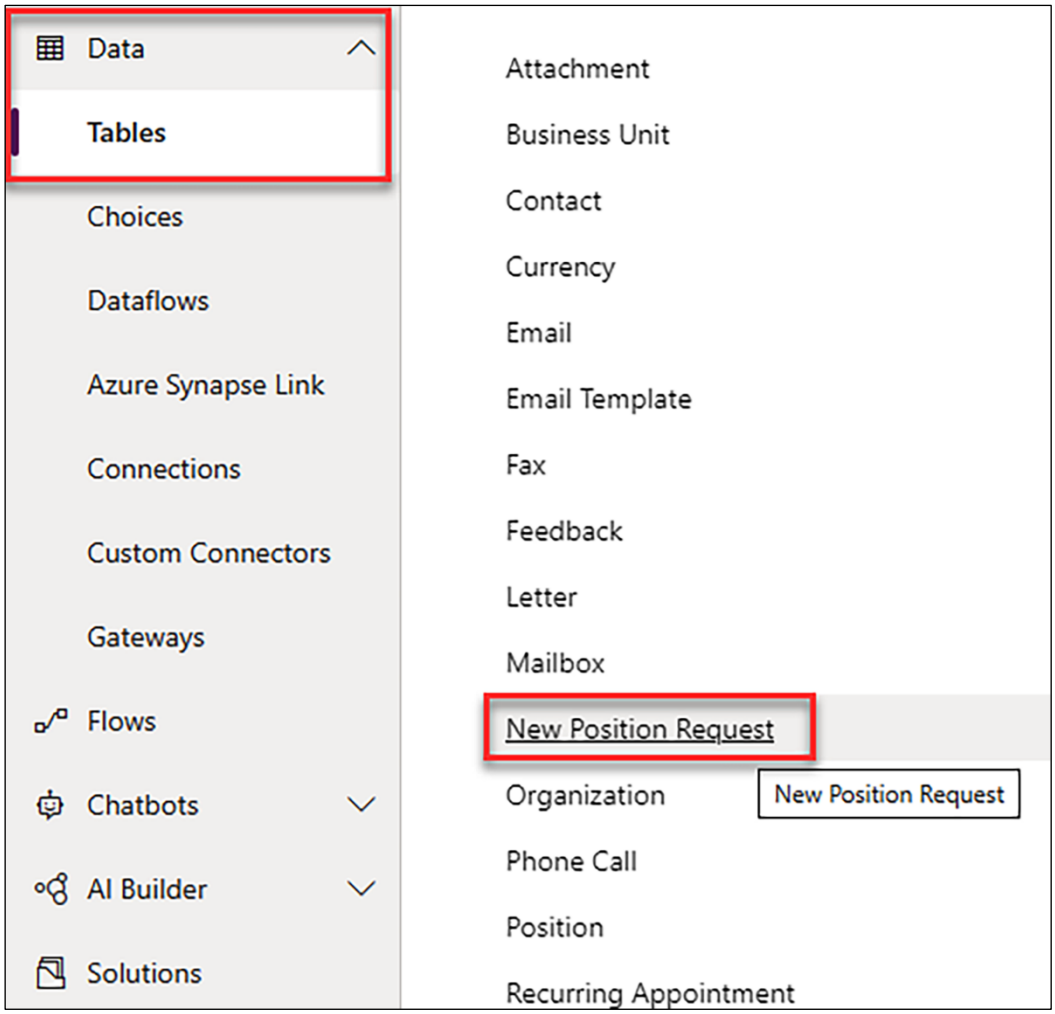

1
Import Solution - Google Chrome
org9ad49a2d.crm.dynamics.com/tools/solution/import/SolutionImportWizard.as...
Select Solution Package
Help
Select the compressed (.zip or .cab) file that contains the solution you want to import and click Next.
Choose File
CustomerPortal_1_0_0_2.zip
Back
Next
Cancel
2
Solution Information
Help
Changes applied by importing an unmanaged solution cannot be uninstalled. Do not install this solution if you want to roll back these changes.
Solution Information
Name:
Customer Portal
Publisher:
CDS Default Publisher(Crbb7b5)
Package Type:
Unmanaged
View solution package details
By enabling this command, you consent to share your data with an external system. Data imported from external systems into Microsoft Dynamics 365 are subject to our privacy statement that can be accessed here. Please consult the feature technical documentation for more information.
Back
Next
Cancel
3
Importing Solution
Help
The import of solution: Customer Portal completed with warning.
Type
Display Name...
Name
Status
Process activ...
Notify Sales T...
Notify Sales T...
Process activ...
Update Custo...
Update Custo...
Dependencie...
Page 1
Download Log File
Publish All Customizations
Close
4
Importing customizations. Please wait for the operation to complete...

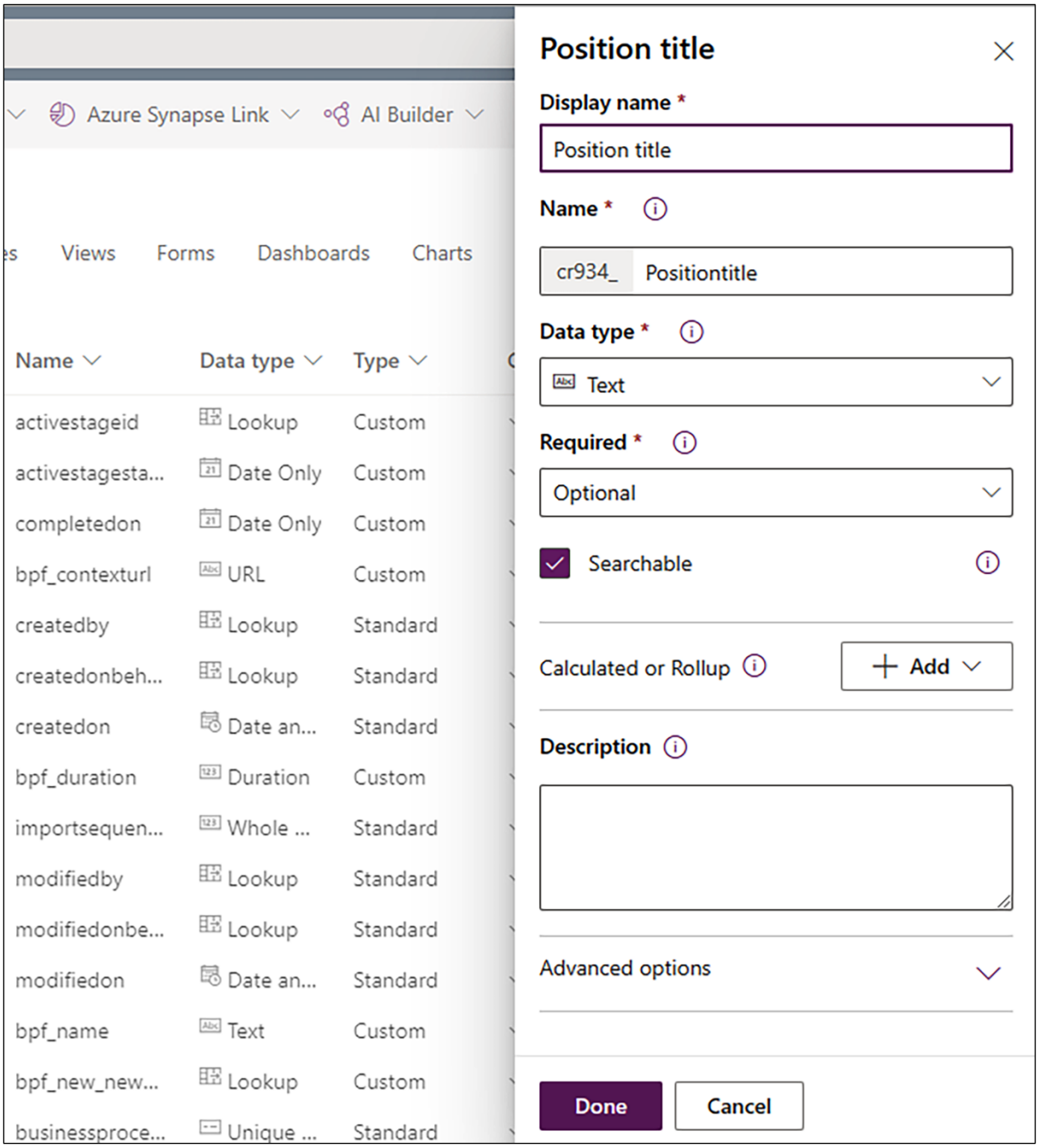

Create a flow
Start with a template and create automated tasks between your SharePoint data and other apps. Choosing a template will open the Microsoft Flow site where you'll finish creating your flow.
Send a customized email when a new file is added
Request manager approval for a selected file
Save my email attachments to a SharePoint document library
Get signatures for a selected SharePoint file
Post a message to Microsoft Teams for a selected file

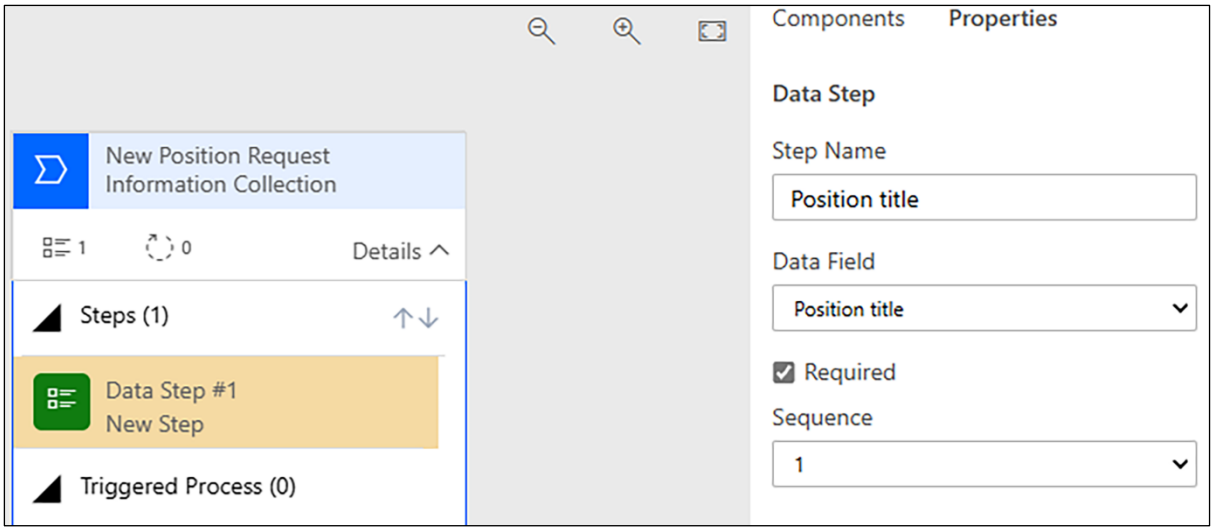

Power Automate
Search
Objects
Search
All (8)
Apps (0)
Cards (0)
Chatbots (0)
Cloud flows (0)
Connection references (8)
Tables (0)
New
existing
Publish all customizations
App
Automation
Card
Chatbot
Dashboard
Report
Security
Table
More
Custom connector
Desktop flow
Process
Action
Business process flow
Workflow
Type
Managed
Last Modif...
1
2
3
4

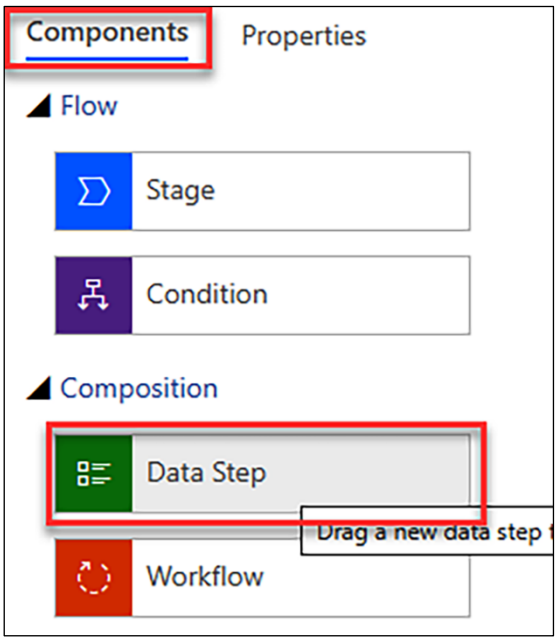

Build a business process flow
Flow name *
New Position Request
Name *
new_ newpositionrequest
Choose a table *
Search Microsoft Dataverse
None (Immersive Business Process)
AI Builder Dataset
AI Builder Dataset File
AI Builder Dataset Record
AI Builder Datasets Container
AI Builder File
AI Builder File Attached Data
Guide one or more end-users through a defined process to complete a multistep task.
Examples:
• Onboarding and training new employees
• Nurturing sales leads and closing the loop on opportunities
Create
Cancel

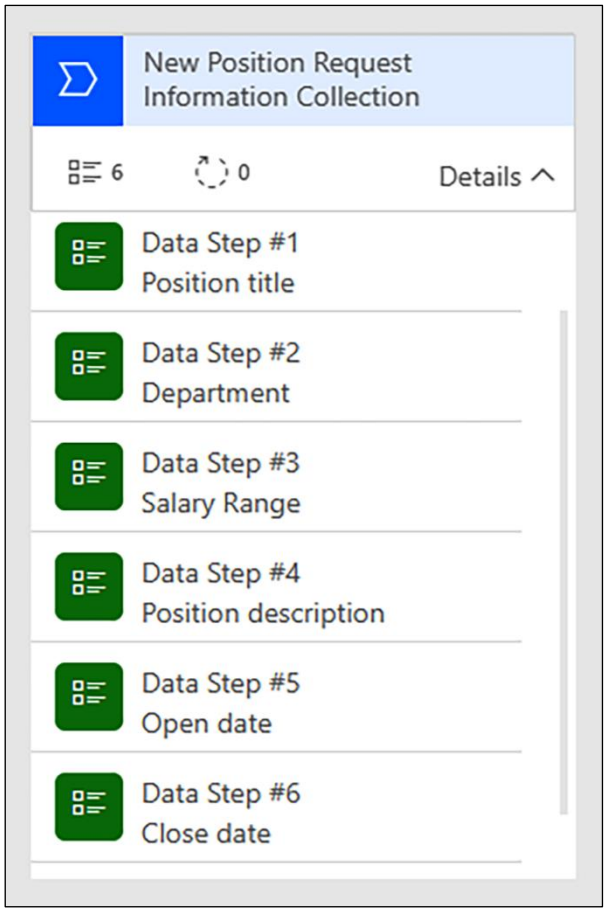

New Position Request
Add
Cut
Copy
Paste
Delete
Snapshot
Connector
New Position Request
New Stage
Details
1
Components
Properties
Stage
Display Name
2
Information Collection
Category
Entity
New Position Request
Data Fields and Forms
3
Click to add fields and forms
Business Rules

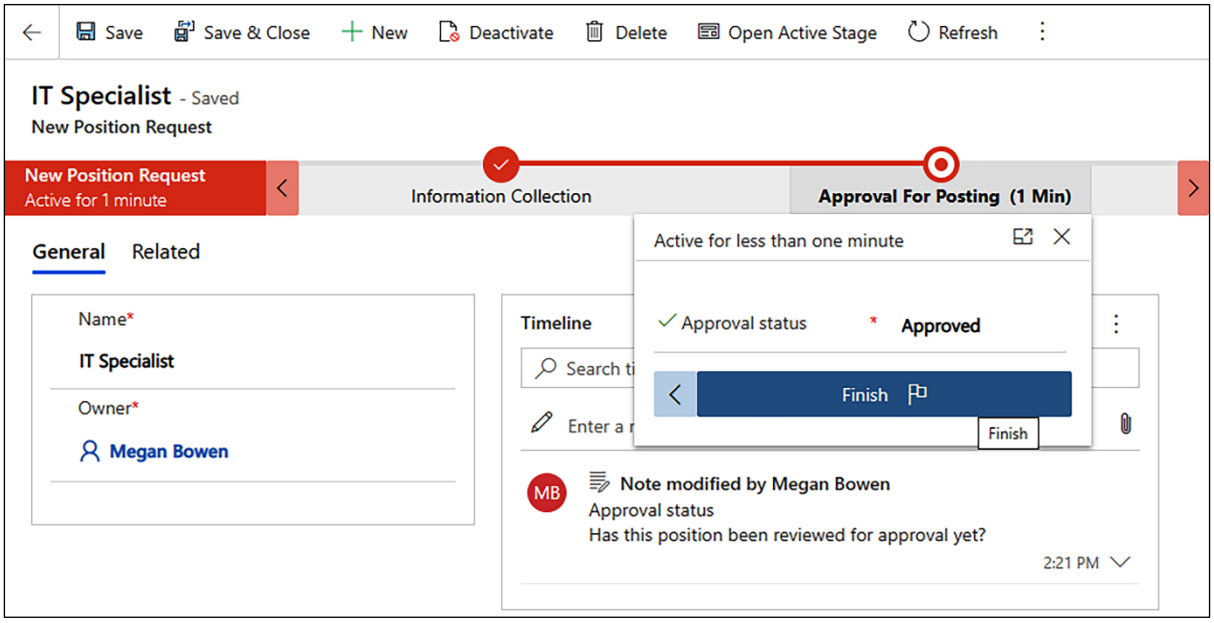

Data
Tables
Choices
Dataflows
Azure Synapse Link
Connections
Custom Connectors
Gateways
Flows
Chatbots
AI Builder
Solutions
Attachment
Business Unit
Contact
Currency
Email
Email Template
Fax
Feedback
Letter
Mailbox
New Position Request
Organization
New Position Request
Phone Call
Position
Recurring Appointment

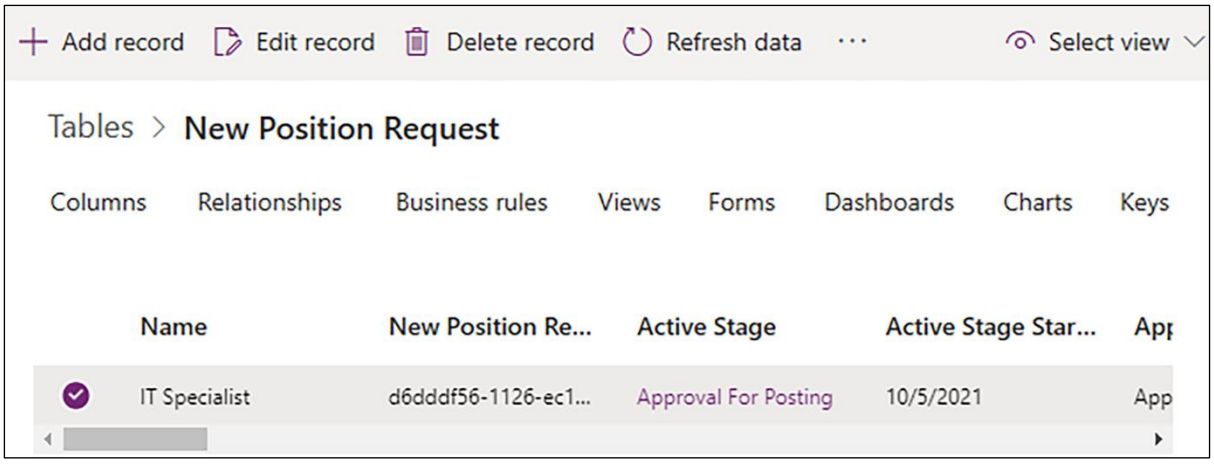

Azure Synapse Link
AI Builder
Views
Forms
Dashboards
Charts
Name
Data type
Type
activestageid Lookup Custom
activestagesta... Date Only Custom
completedon Date Only Custom
bpf_contexturl URL Custom
createdby Lookup Standard
createdonbeh... Lookup Standard
createdon Date an... Standard
bpf_duration Duration Custom
importsequen... Whole ... Standard
modifiedby Lookup Standard
modifiedonbe... Lookup Standard
modifiedon Date an... Standard
bpf_name Text Custom
bpf_new_new... Lookup Custom
businessproce... Unique ... Standard
Position title
Display name *
Position title
Name *
cr934_ Positiontitle
Data type *
Text
Required *
Optional
Searchable
Calculated or Rollup
Add
Description
Advanced options
Done
Cancel

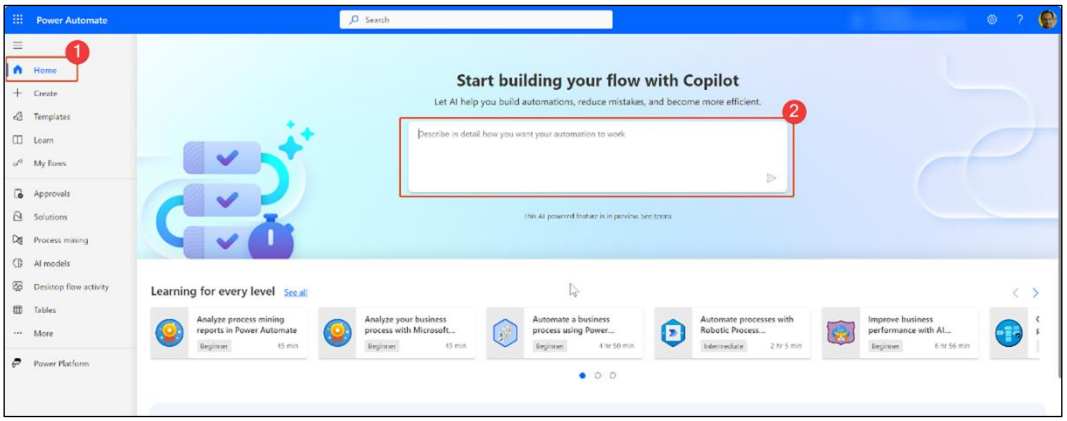

Components
Properties
Data Step
Step Name
Position title
Data Field
Position title
Required
Sequence
1
New Position Request
Information Collection
1
0
Details
Steps (1)
Data Step #1
New Step
Triggered Process (0)

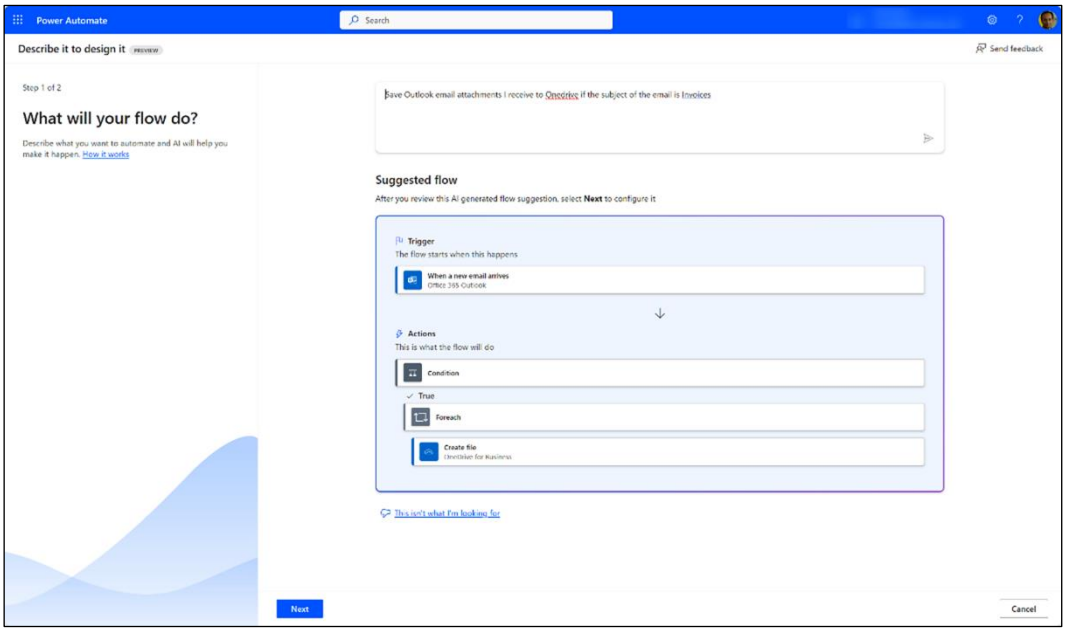

Components
Properties
Flow
Stage
Condition
Composition
Data Step
Drag a new data step
Workflow

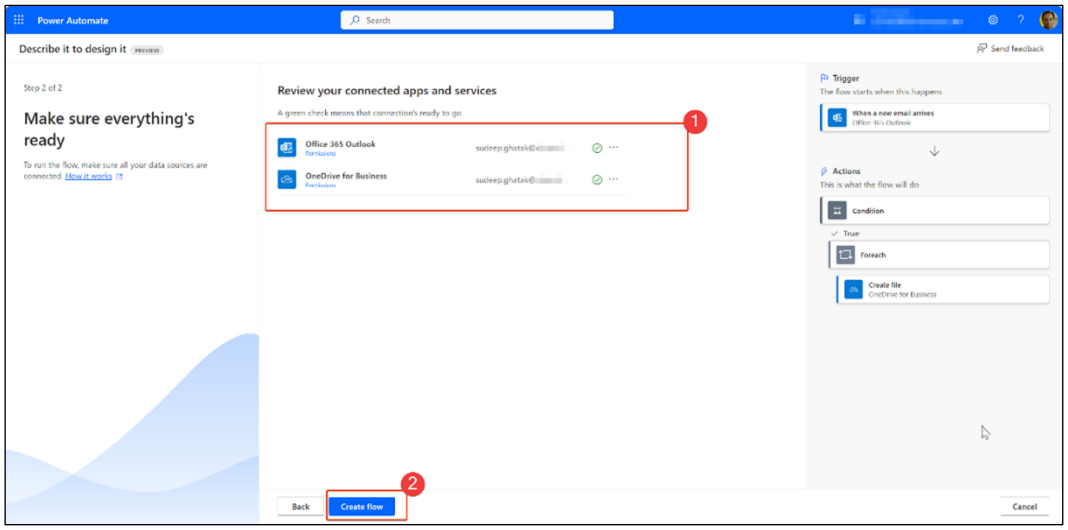

New Position Request
Information Collection
6
0
Details
Data Step #1
Position title
Data Step #2
Department
Data Step #3
Salary Range
Data Step #4
Position description
Data Step #5
Open date
Data Step #6
Close date

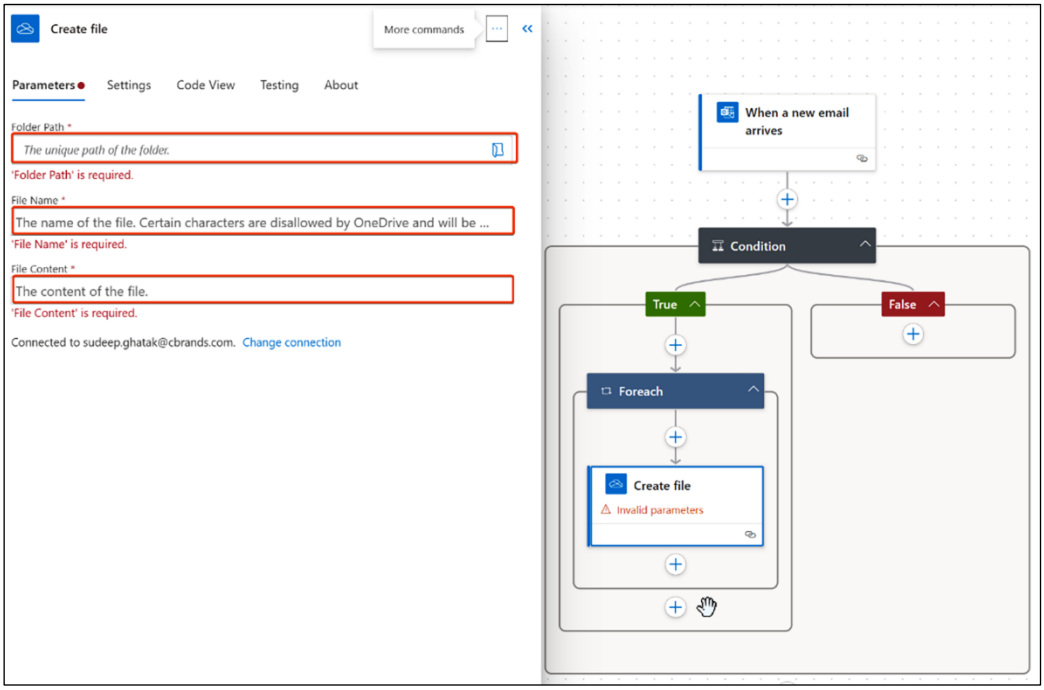

Save
Save & Close
New
Deactivate
Delete
Open Active Stage
Refresh
IT Specialist - Saved
New Position Request
New Position Request
Active for 1 minute
Information Collection
Approval For Posting (1 Min)
General
Related
Name*
IT Specialist
Owner*
Megan Bowen
Timeline
Active for less than one minute
Approval status
Approved
Finish
Finish
MB
Note modified by Megan Bowen
Approval status
Has this position been reviewed for approval yet?
2:21 PM

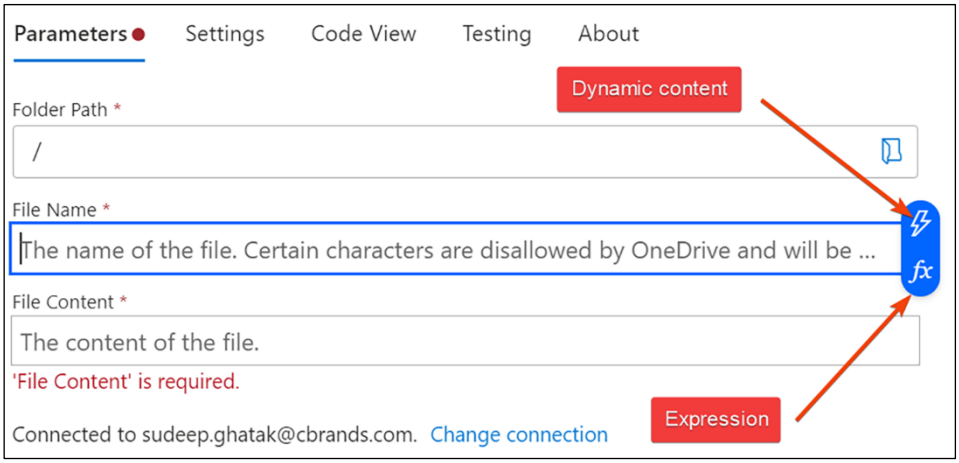

Add record
Edit record
Delete record
Refresh data
Select view
Tables > New Position Request
Columns
Relationships
Business rules
Views
Forms
Dashboards
Charts
Keys
Name
New Position Re...
Active Stage
Active Stage Star...
IT Specialist
d6dddf56-1126-ec1...
Approval For Posting
10/5/2021

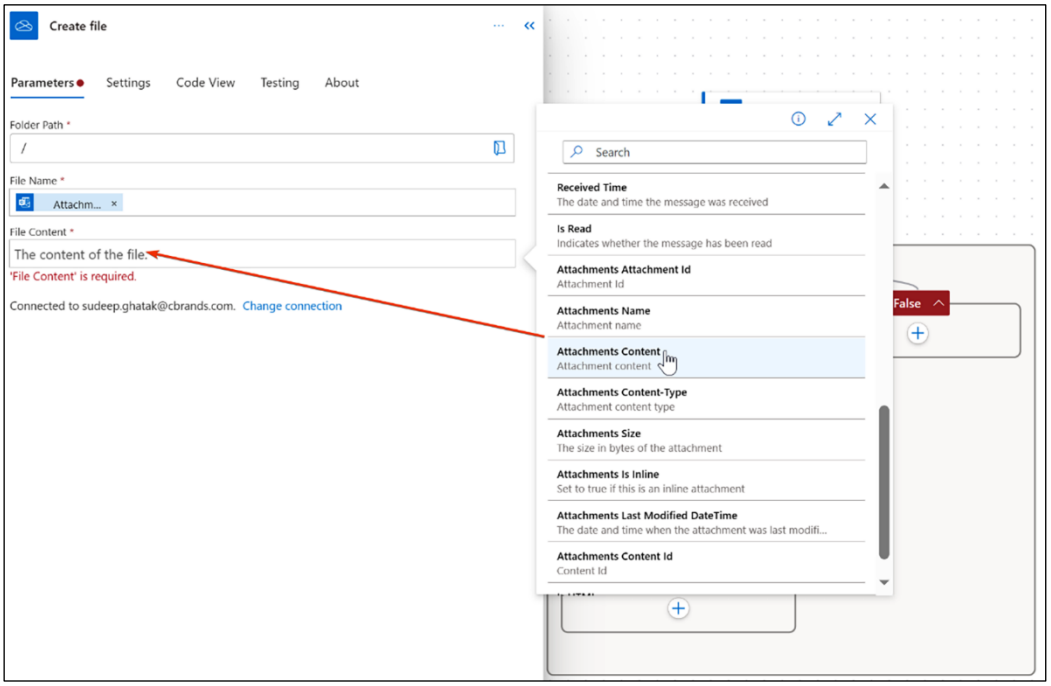

Power Automate
Search
Home
Create
Templates
Learn
My flows
Approvals
Solutions
Process mining
AI models
Desktop flow activity
Tables
More
Power Platform
Start building your flow with Copilot
Let AI help you build automations, reduce mistakes, and become more efficient.
Describe in detail how you want your automation to work
Learning for every level
See all

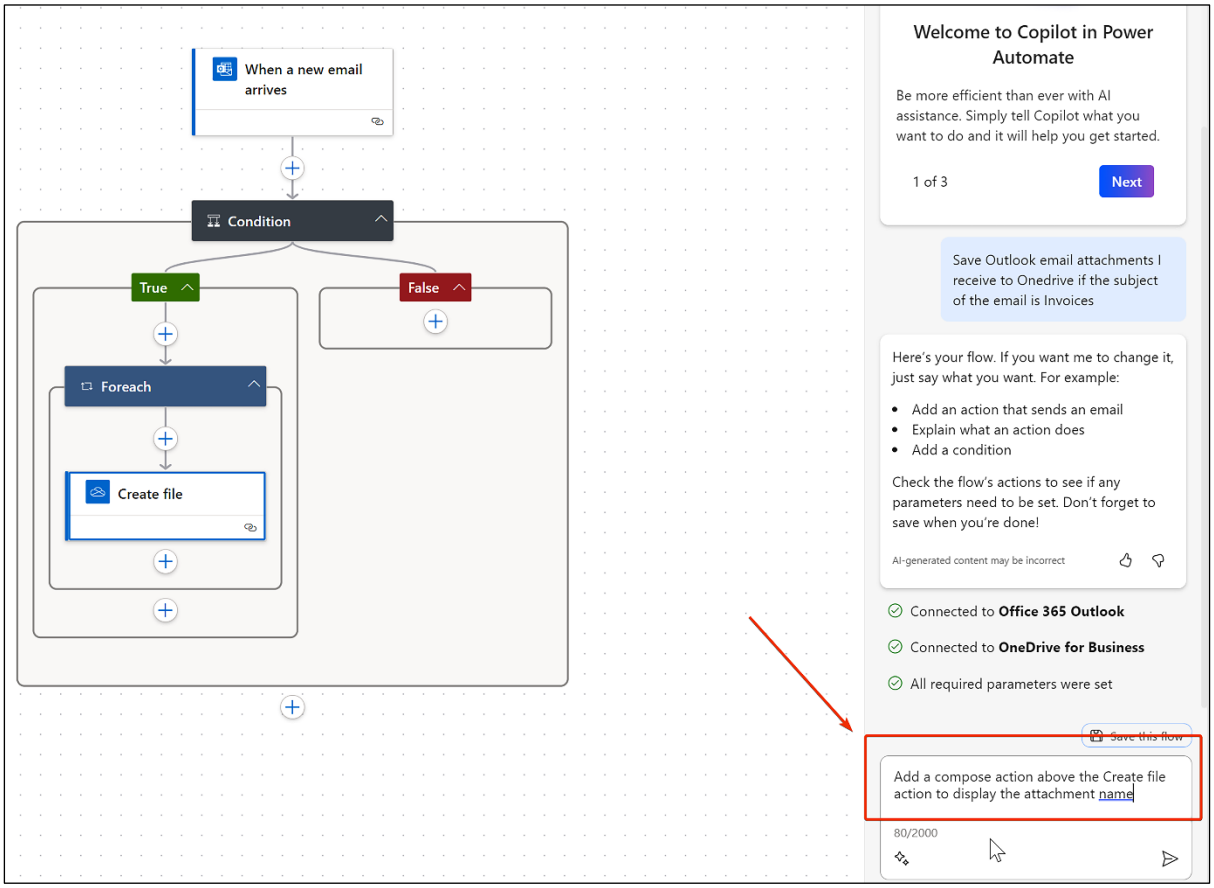

Power Automate
Search
Describe it to design it
Send feedback
Step 1 of 2
What will your flow do?
Describe what you want to automate and AI will help you make it happen. How it works
Save Outlook email attachments I receive to Onedrive if the subject of the email is Invoices
Suggested flow
After you review this AI generated flow suggestion, select Next to configure it
Trigger
The flow starts when this happens
When a new email arrives
Office 365 Outlook
Actions
This is what the flow will do
Condition
True
Foreach
Create file
This isn't what I'm looking for
Next
Cancel

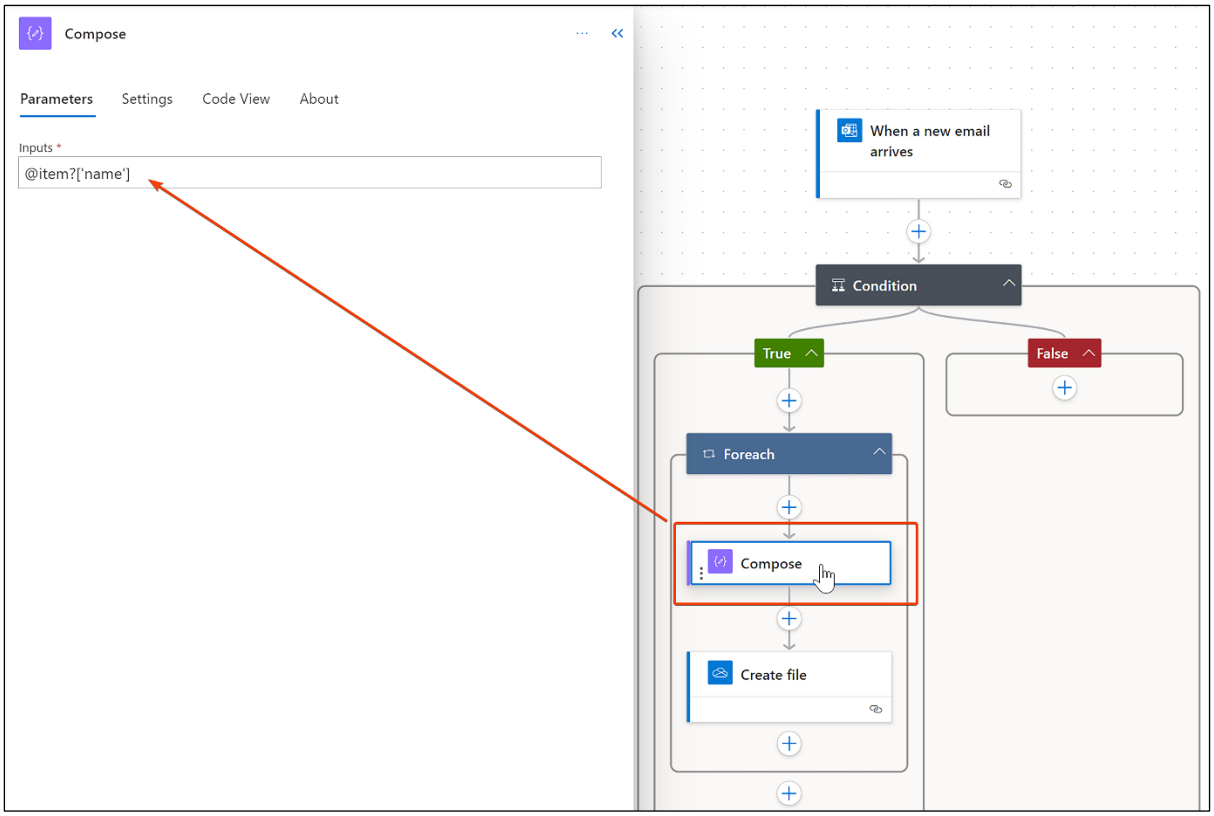

Power Automate
Search
Describe it to design it
Send feedback
Step 2 of 2
Make sure everything's ready
To run the flow, make sure all your data sources are connected. How it works
Review your connected apps and services
A green check means that connection's ready to go.
Office 365 Outlook
OneDrive for Business
1
2
Back
Create flow
Cancel
Trigger
The flow starts when this happens
When a new email arrives
Actions
This is what the flow will do
Condition
True
Foreach
Create file
OneDrive for Business

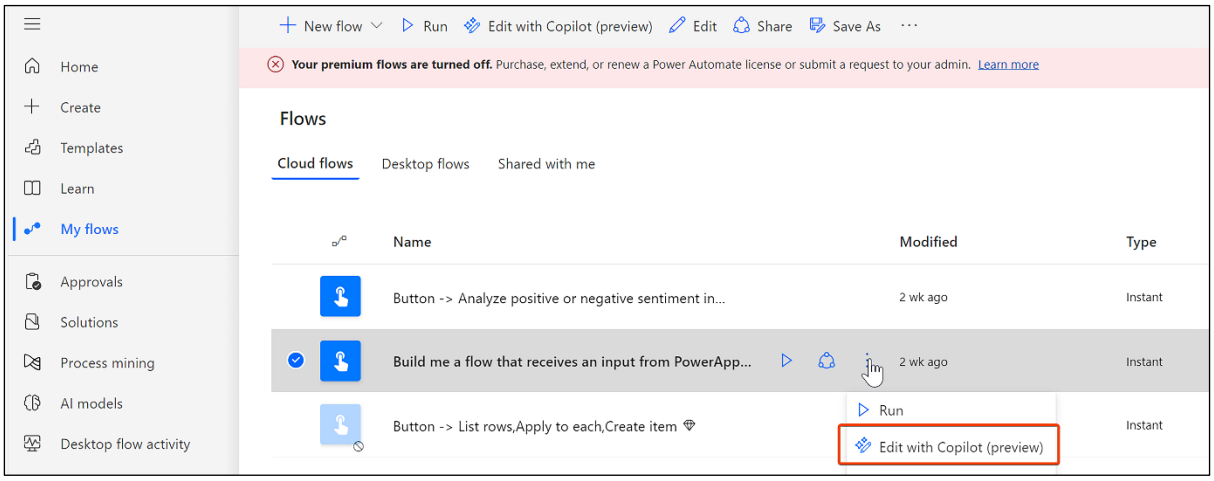

Create file
More commands
Parameters
Settings
Code View
Testing
About
Folder Path *
The unique path of the folder.
'Folder Path' is required.
File Name *
The name of the file. Certain characters are disallowed by OneDrive and will be ...
'File Name' is required.
File Content *
The content of the file.
'File Content' is required.
Connected to sudeep.ghatak@cbrands.com. Change connection
When a new email arrives
Condition
True
False
Foreach
Create file
Invalid parameters

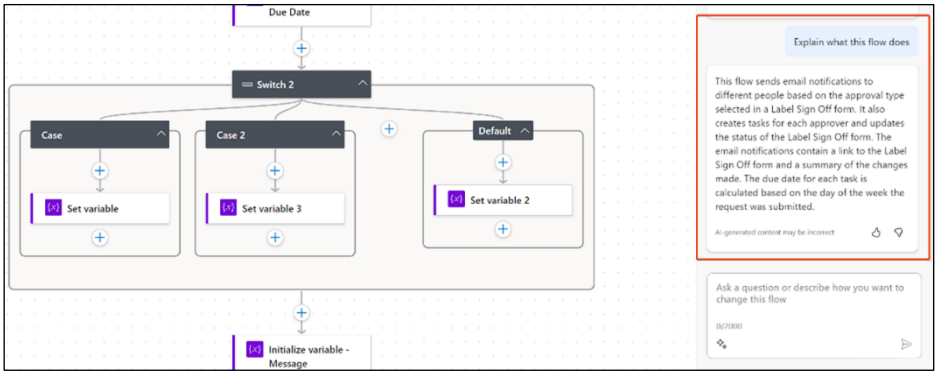

Parameters
Settings
Code View
Testing
About
Dynamic content
Folder Path *
/
File Name *
The name of the file. Certain characters are disallowed by OneDrive and will be ...
File Content *
The content of the file.
'File Content' is required.
Connected to sudeep.ghatak@cbrands.com. Change connection
Expression

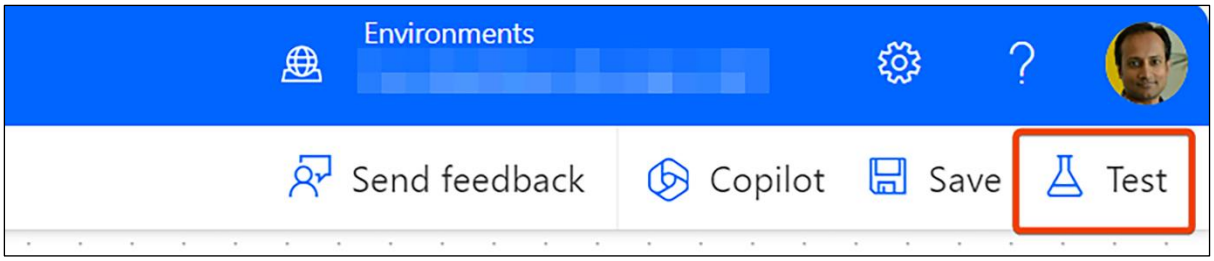

Create file
Parameters
Settings
Code View
Testing
About
Folder Path *
/
File Name *
Attachm...
File Content *
The content of the file.
'File Content' is required.
Connected to sudeep.ghatak@cbrands.com. Change connection
Search
Received Time
The date and time the message was received
Is Read
Indicates whether the message has been read
Attachments Attachment Id
Attachment Id
Attachments Name
Attachment name
Attachments Content
Attachment content
Attachments Content-Type
Attachment content type
Attachments Size
The size in bytes of the attachment
Attachments Is Inline
Set to true if this is an inline attachment
Attachments Last Modified DateTime
The date and time when the attachment was last modifi...
Attachments Content Id
Content Id
False

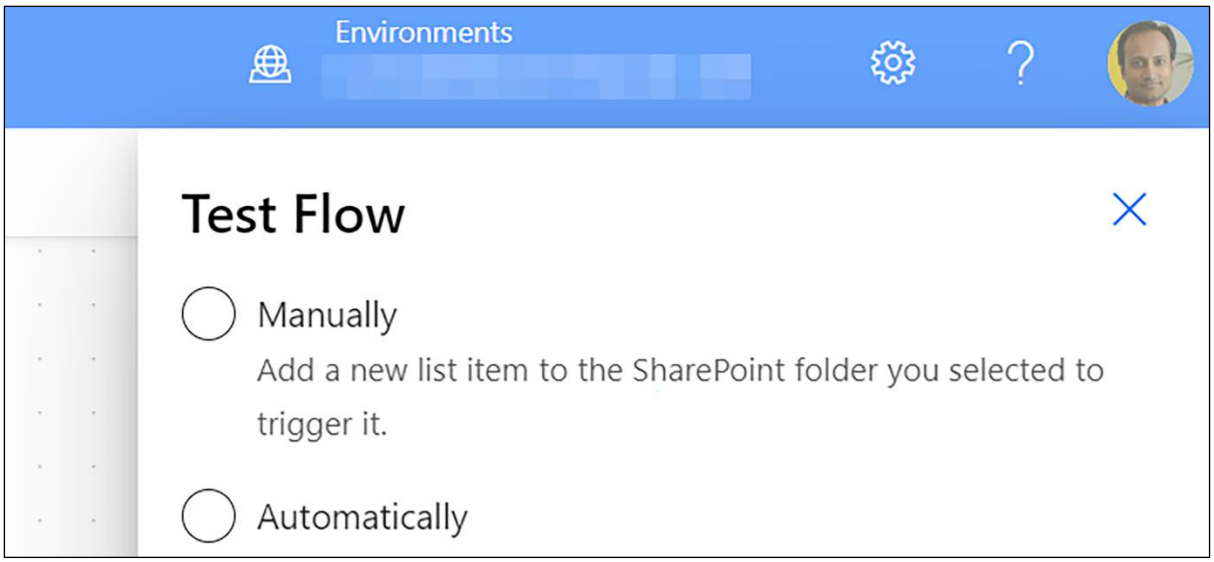

When a new email arrives
Condition
True
False
Foreach
Create file
Welcome to Copilot in Power Automate
Be more efficient than ever with AI assistance. Simply tell Copilot what you want to do and it will help you get started.
1 of 3
Next
Save Outlook email attachments I receive to Onedrive if the subject of the email is Invoices
Here's your flow. If you want me to change it, just say what you want. For example:
Add an action that sends an email
Explain what an action does
Add a condition
Check the flow's actions to see if any parameters need to be set. Don't forget to save when you're done!
AI-generated content may be incorrect
Connected to Office 365 Outlook
Connected to OneDrive for Business
All required parameters were set
Save this flow
Add a compose action above the Create file action to display the attachment name
80/2000

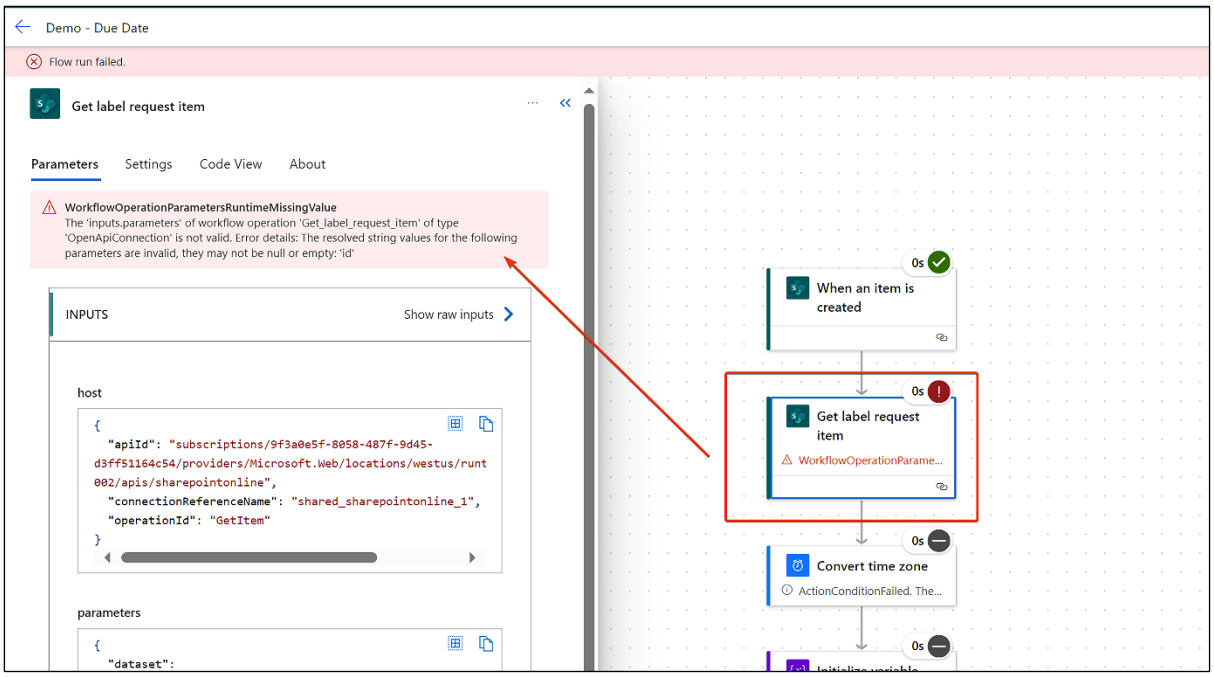

Compose
Parameters
Settings
Code View
About
Inputs *
@item?['name']
When a new email arrives
Condition
True
False
Foreach
Compose
Create file

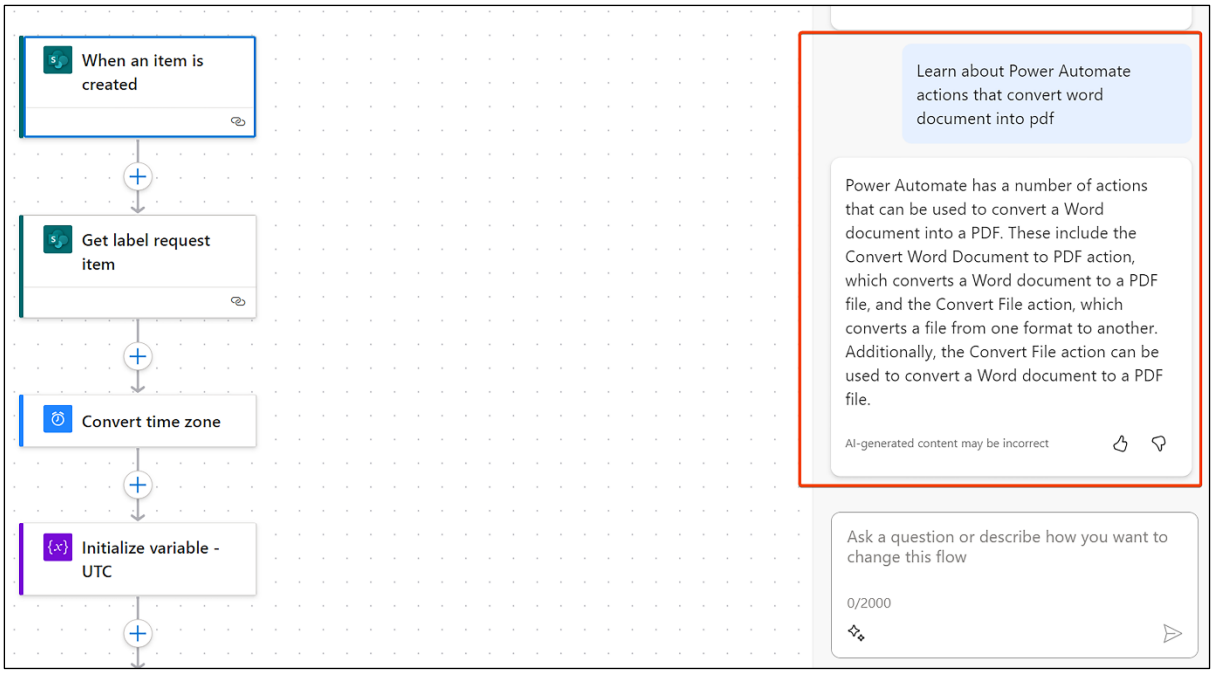

New flow
Run
Edit with Copilot (preview)
Edit
Share
Save As
Home
Create
Templates
Learn
My flows
Approvals
Solutions
Process mining
AI models
Desktop flow activity
Your premium flows are turned off. Purchase, extend, or renew a Power Automate license or submit a request to your admin. Learn more
Flows
Cloud flows
Desktop flows
Shared with me
Name
Modified
Type
Button -> Analyze positive or negative sentiment in...
2 wk ago
Instant
Build me a flow that receives an input from PowerApp...
2 wk ago
Instant
Button -> List rows,Apply to each,Create item
Instant
Run
Edit with Copilot (preview)


Due Date
Switch 2
Case
Case 2
Default
Set variable
Set variable 3
Set variable 2
Initialize variable - Message
Explain what this flow does
This flow sends email notifications to different people based on the approval type selected in a Label Sign Off form. It also creates tasks for each approver and updates the status of the Label Sign Off form. The email notifications contain a link to the Label Sign Off form and a summary of the changes made. The due date for each task is calculated based on the day of the week the request was submitted.
AI-generated content may be incorrect
Ask a question or describe how you want to change this flow
0/2000

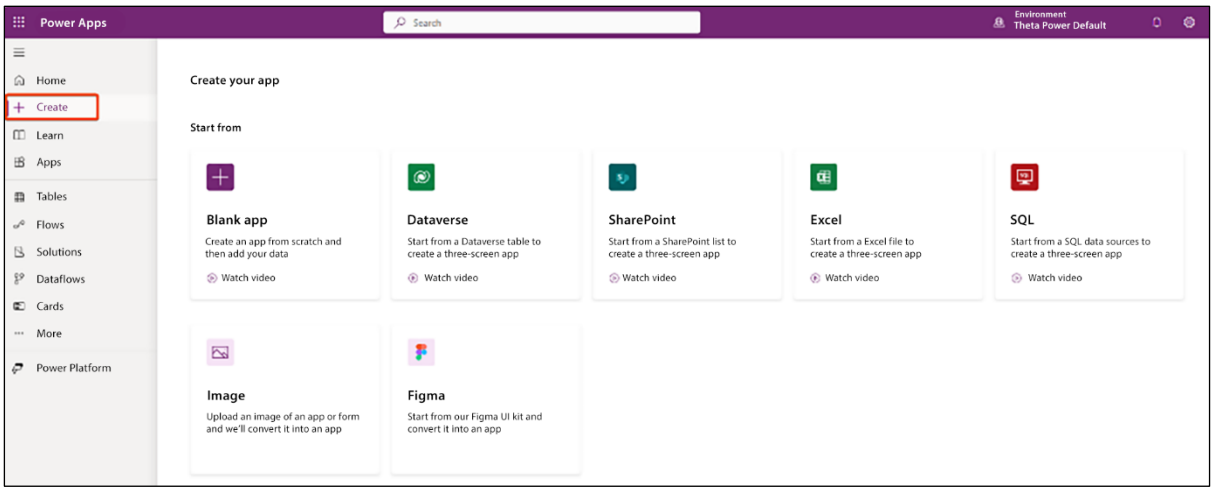

Environments
Send feedback
Copilot
Save
Test

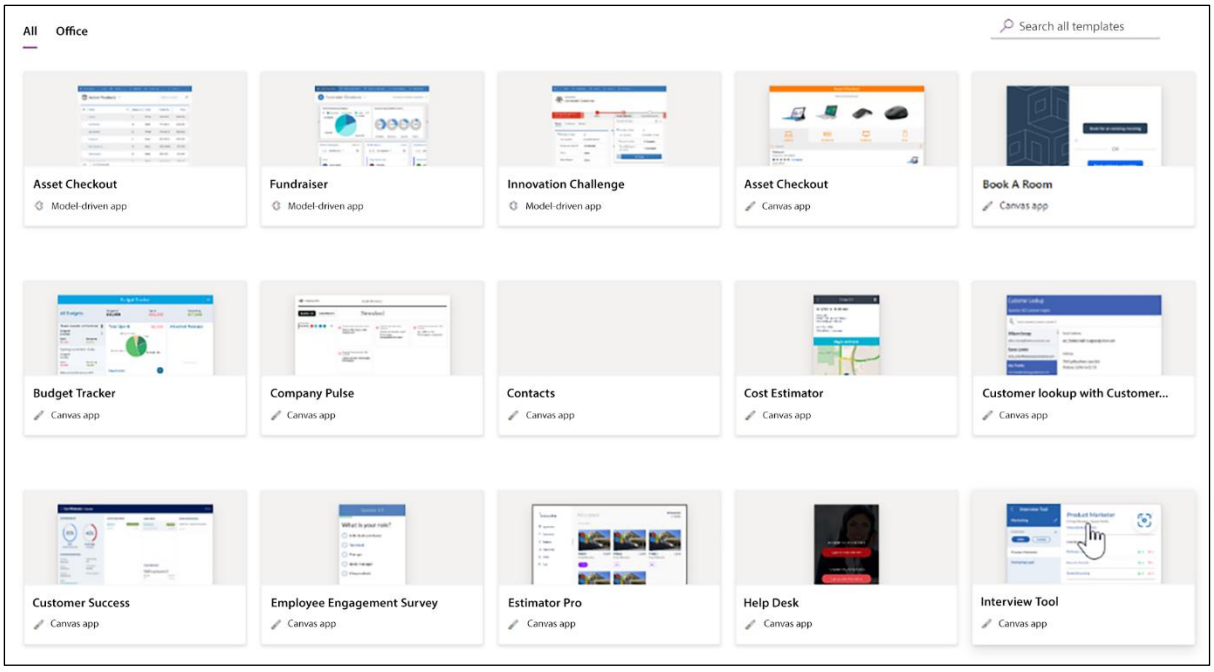

Environments
Test Flow
Manually
Add a new list item to the SharePoint folder you selected to trigger it.
Automatically

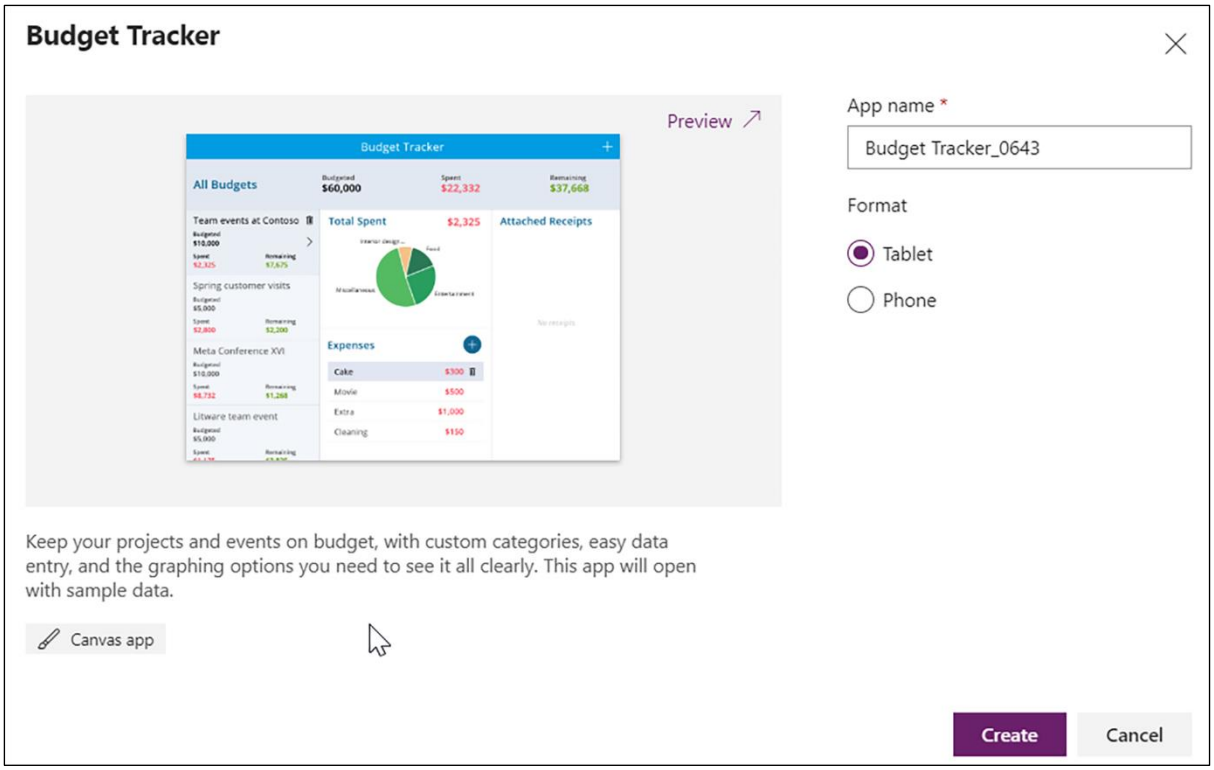

Demo - Due Date
Flow run failed.
Get label request item
Parameters
Settings
Code View
About
WorkflowOperationParametersRuntimeMissingValue
The 'inputs.parameters' of workflow operation 'Get_label_request_item' of type 'OpenApiConnection' is not valid. Error details: The resolved string values for the following parameters are invalid, they may not be null or empty: 'id'
INPUTS
Show raw inputs
host
{
"apiId": "subscriptions/9f3a0e5f-8058-487f-9d45-d3ff51164c54/providers/Microsoft.Web/locations/westus/runt002/apis/sharepointonline",
"connectionReferenceName": "shared_sharepointonline_1",
"operationId": "GetItem"
}
parameters
{
"dataset":
0s
When an item is created
0s
Get label request item
WorkflowOperationParame...
0s
Convert time zone
ActionConditionFailed. The...
0s

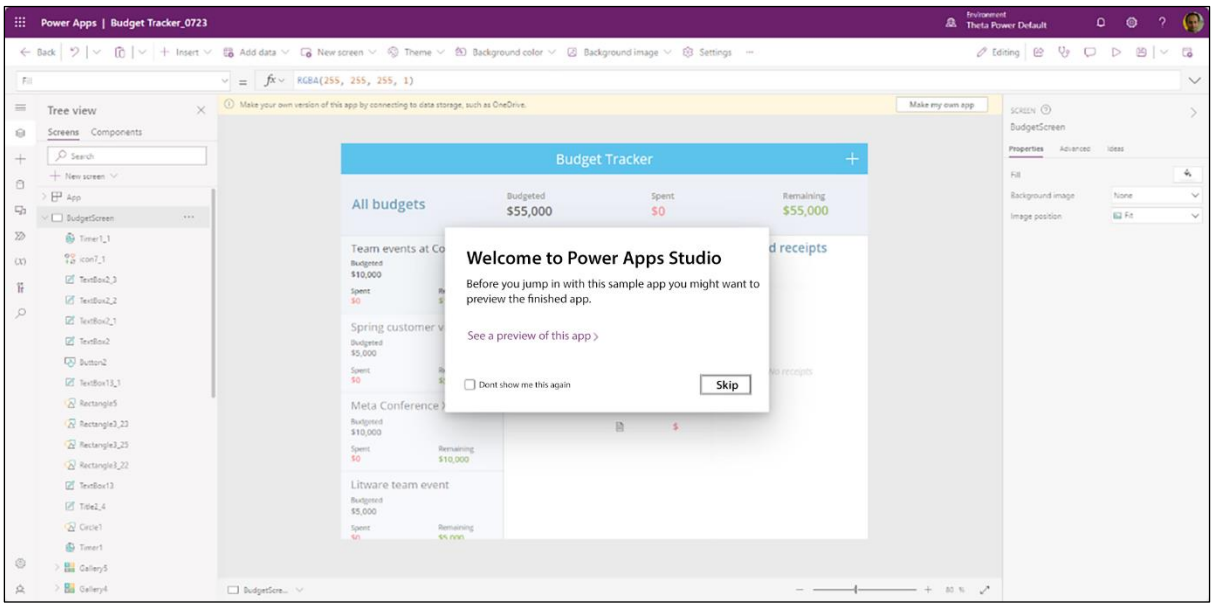

When an item is created
Get label request item
Convert time zone
Initialize variable - UTC
Learn about Power Automate actions that convert word document into pdf
Power Automate has a number of actions that can be used to convert a Word document into a PDF. These include the Convert Word Document to PDF action, which converts a Word document to a PDF file, and the Convert File action, which converts a file from one format to another. Additionally, the Convert File action can be used to convert a Word document to a PDF file.
AI-generated content may be incorrect
Ask a question or describe how you want to change this flow
0/2000

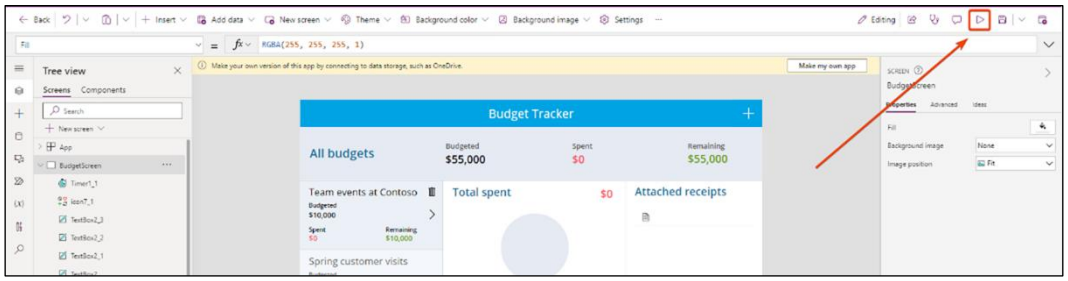
Chapter 9: Creating Power Apps

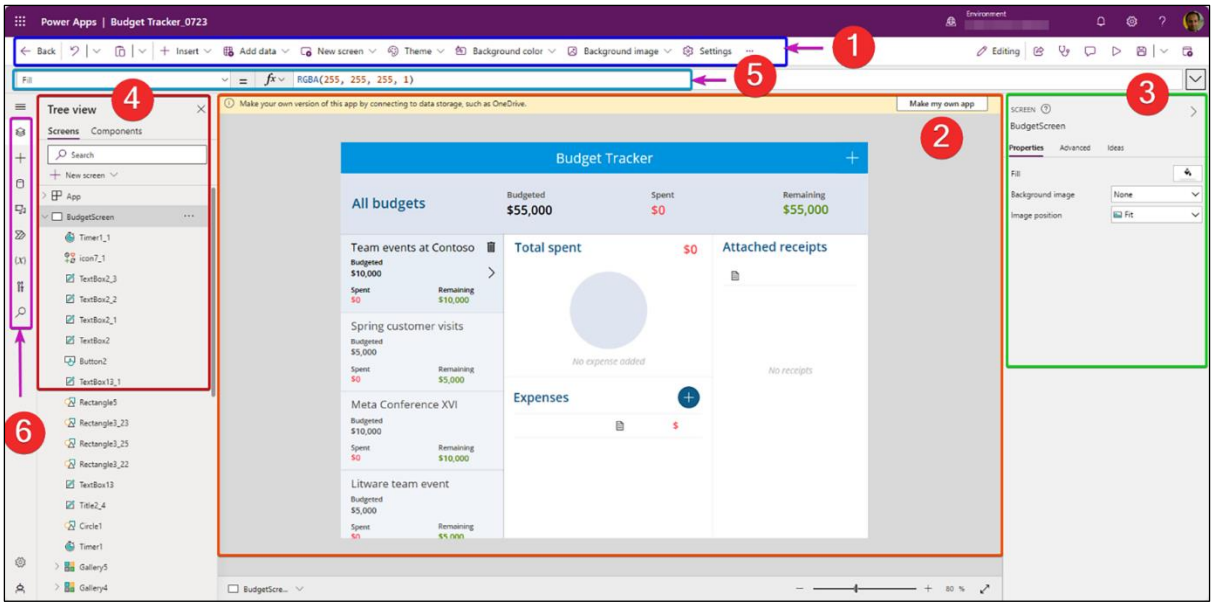


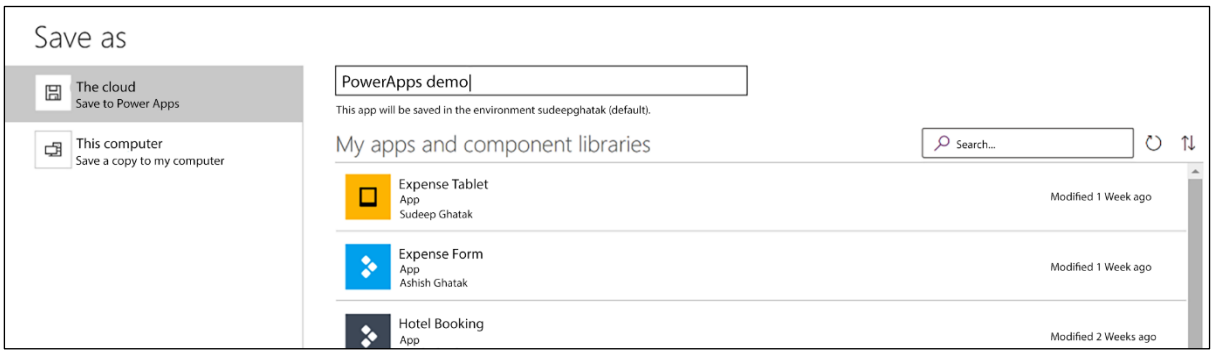


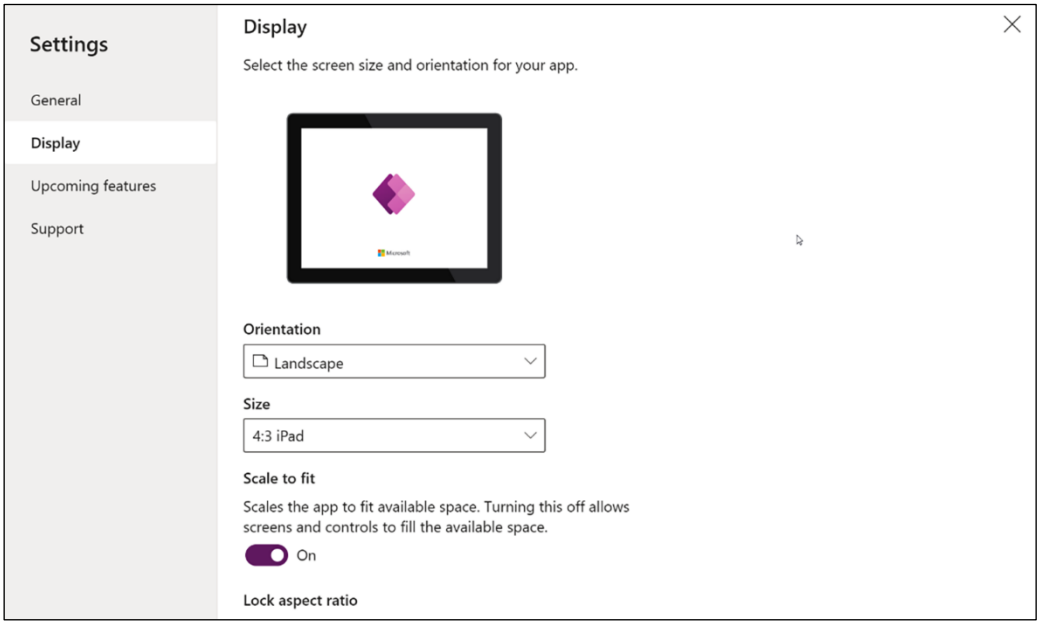

Budget Tracker
Preview
App name *
Budget Tracker_0643
Format
Tablet
Phone
Keep your projects and events on budget, with custom categories, easy data entry, and the graphing options you need to see it all clearly. This app will open with sample data.
Canvas app
Create
Cancel

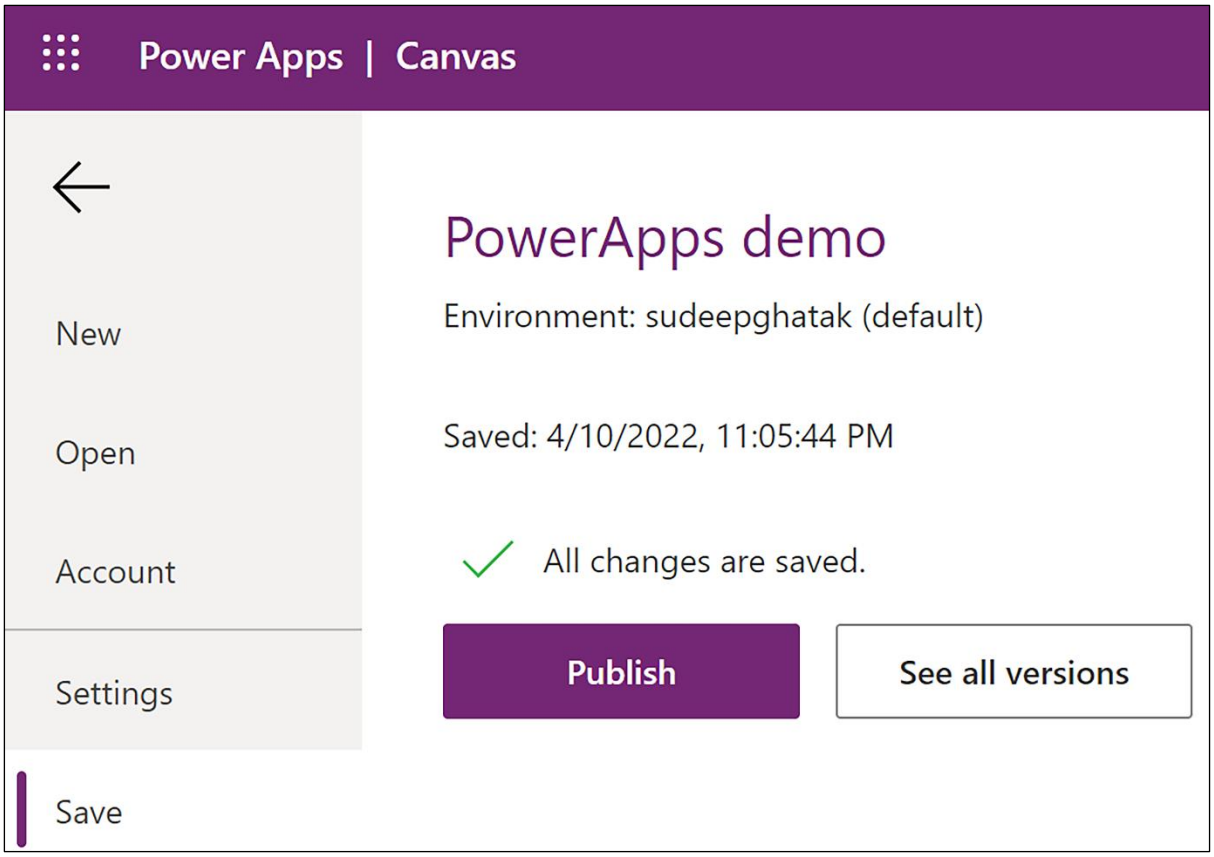

Power Apps | Budget Tracker_0723
Tree view
Budget Tracker
All budgets
Welcome to Power Apps Studio
Before you jump in with this sample app you might want to preview the finished app.
See a preview of this app
Dont show me this again
Skip

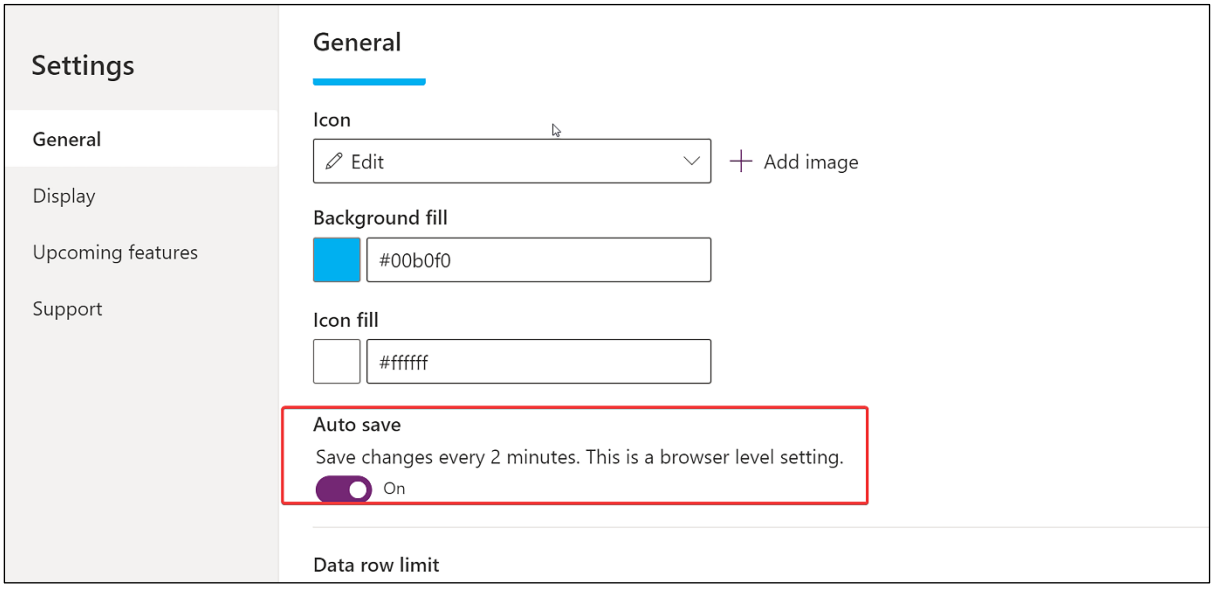

Tree view
Budget Tracker
All budgets
Total spent
Attached receipts

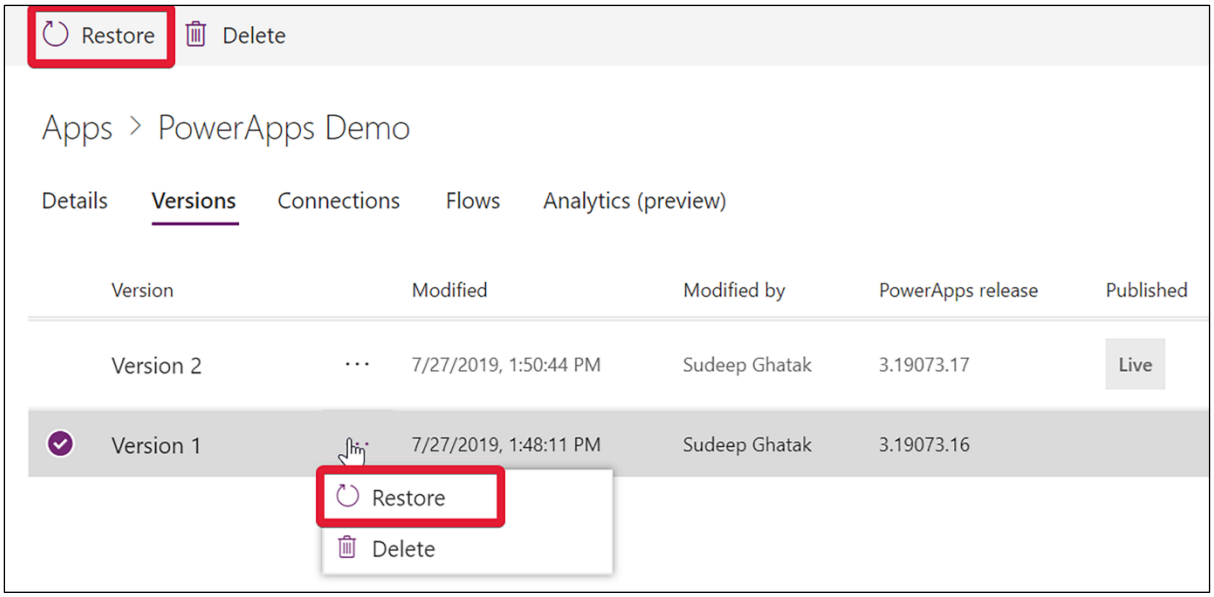

Power Apps | Budget Tracker_0723
Back
Insert
Add data
New screen
Theme
Background color
Background image
Settings
Editing
Fill
RGBA(255, 255, 255, 1)
Tree view
Screens
Components
Make your own version of this app by connecting to data storage, such as OneDrive.
Make my own app
Budget Tracker
All budgets
Budgeted
$55,000
Spent
$0
Remaining
$55,000
Team events at Contoso
Spring customer visits
Meta Conference XVI
Litware team event
Total spent
$0
No expense added
Expenses
Attached receipts
No receipts
BudgetScreen
Properties
Advanced
Ideas
Background image
None
Image position
Fit
1
2
3
4
5
6

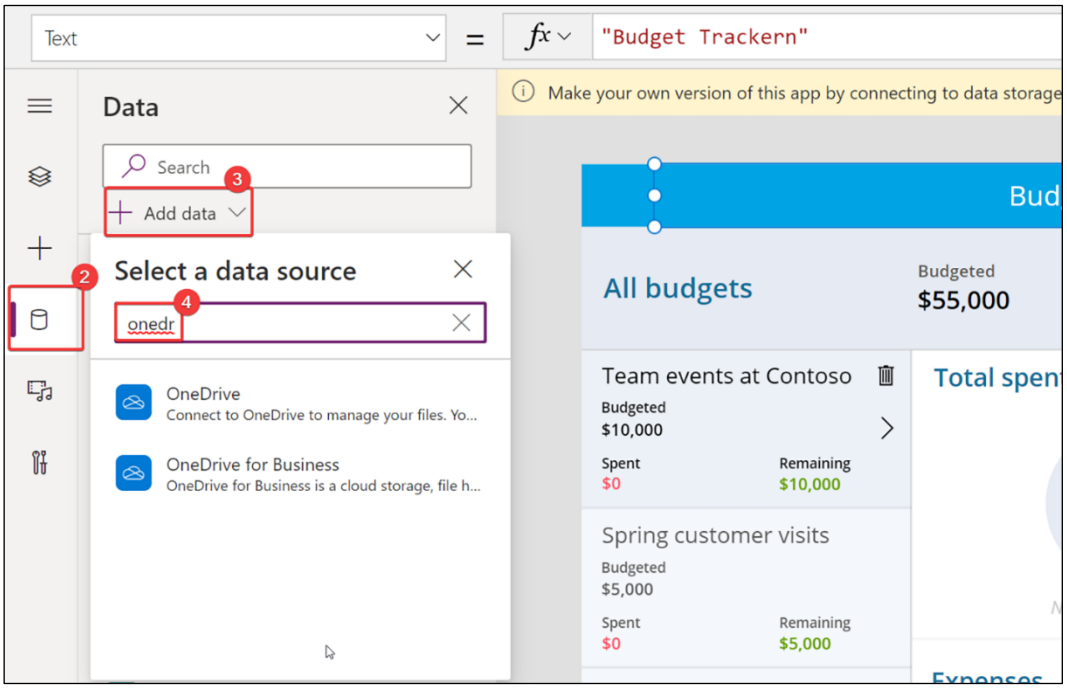

Save as
The cloud
Save to Power Apps
This computer
Save a copy to my computer
PowerApps demo
This app will be saved in the environment sudeepghatak (default).
My apps and component libraries
Search...
Expense Tablet
App
Sudeep Ghatak
Modified 1 Week ago
Expense Form
App
Ashish Ghatak
Modified 1 Week ago
Hotel Booking
App
Modified 2 Weeks ago

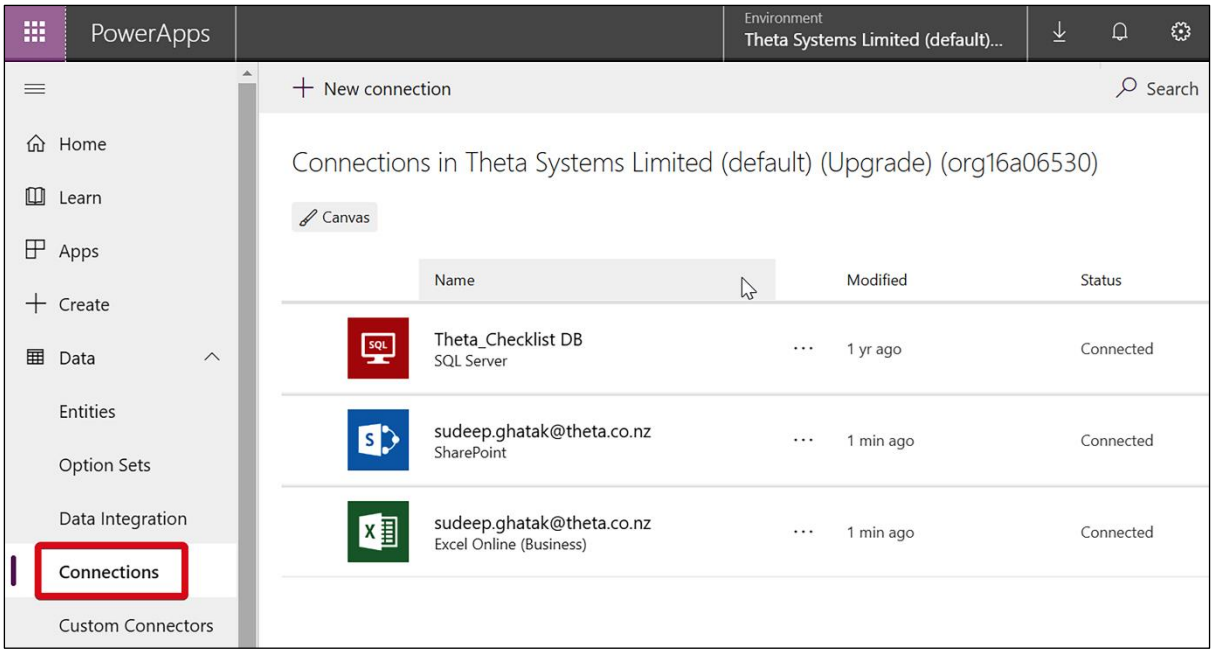

Settings
General
Display
Upcoming features
Support
Display
Select the screen size and orientation for your app.
Orientation
Landscape
Size
4:3 iPad
Scale to fit
Scales the app to fit available space. Turning this off allows screens and controls to fill the available space.
On
Lock aspect ratio

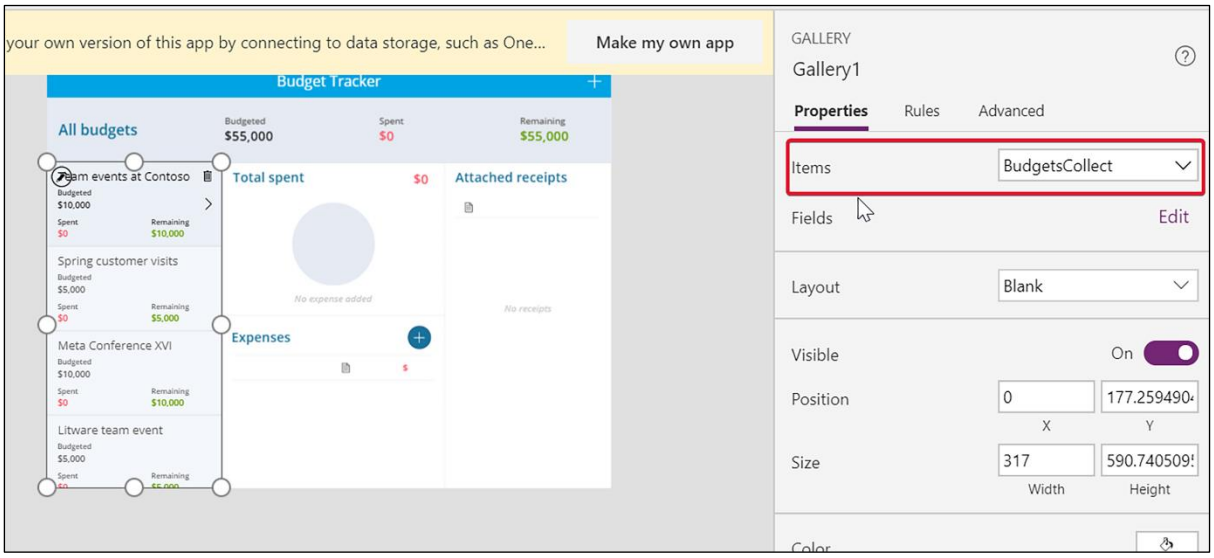

Power Apps | Canvas
New
Open
Account
Settings
Save
PowerApps demo
Environment: sudeepghatak (default)
Saved: 4/10/2022, 11:05:44 PM
All changes are saved.
Publish
See all versions

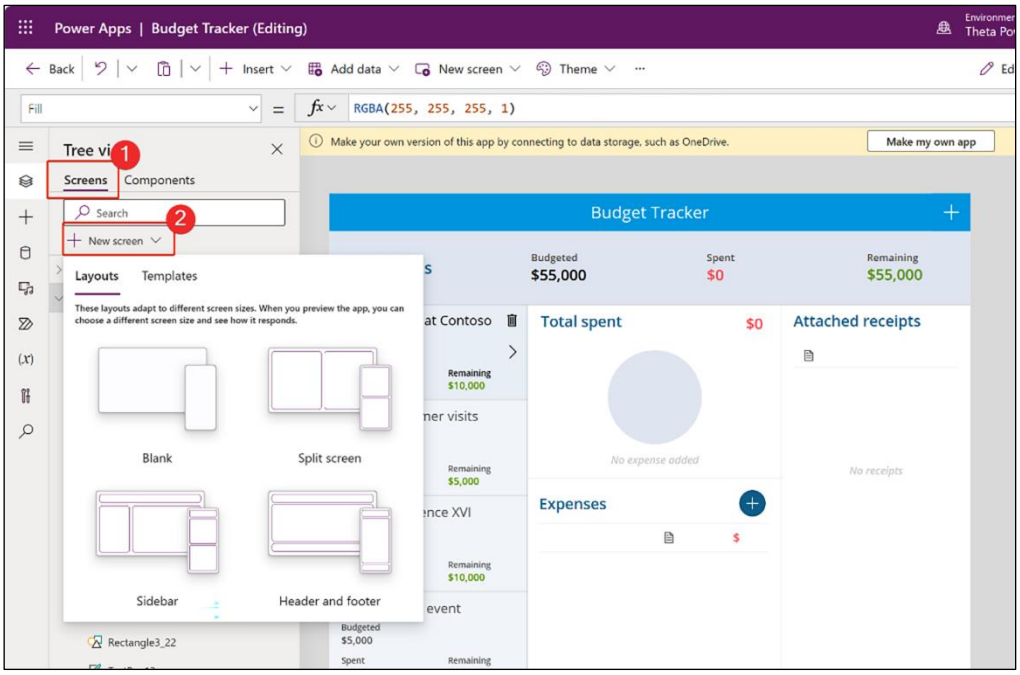

Settings
General
Display
Upcoming features
Support
General
Icon
Edit
Add image
Background fill
#00b0f0
Icon fill
#ffffff
Auto save
Save changes every 2 minutes. This is a browser level setting.
On
Data row limit

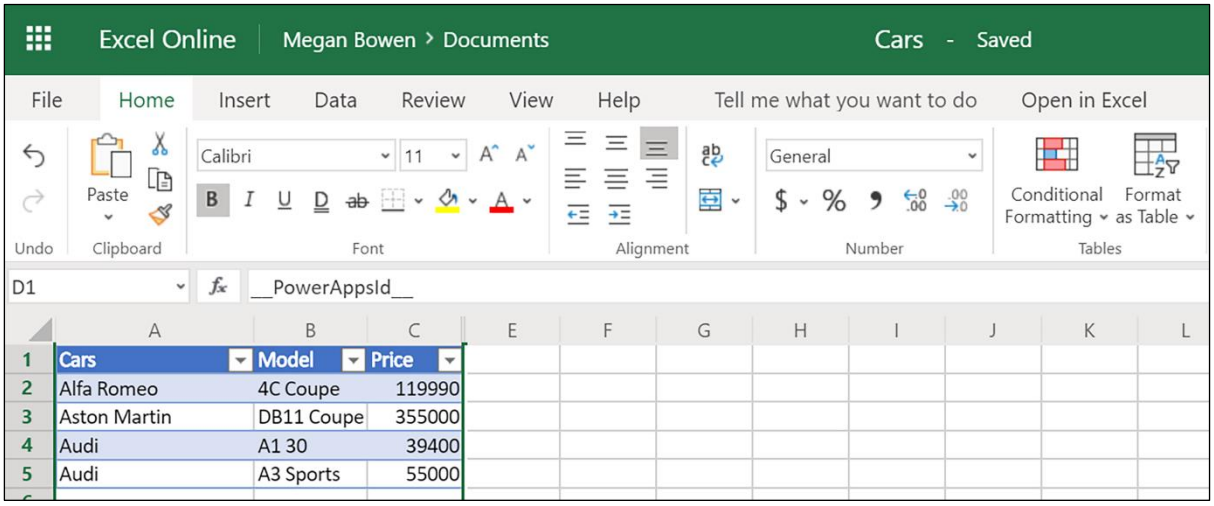

Restore
Delete
Apps > PowerApps Demo
Details
Versions
Connections
Flows
Analytics (preview)
Version
Modified
Modified by
PowerApps release
Published
Version 2
7/27/2019, 1:50:44 PM
Sudeep Ghatak
3.19073.17
Live
Version 1
7/27/2019, 1:48:11 PM
Sudeep Ghatak
3.19073.16
Restore
Delete

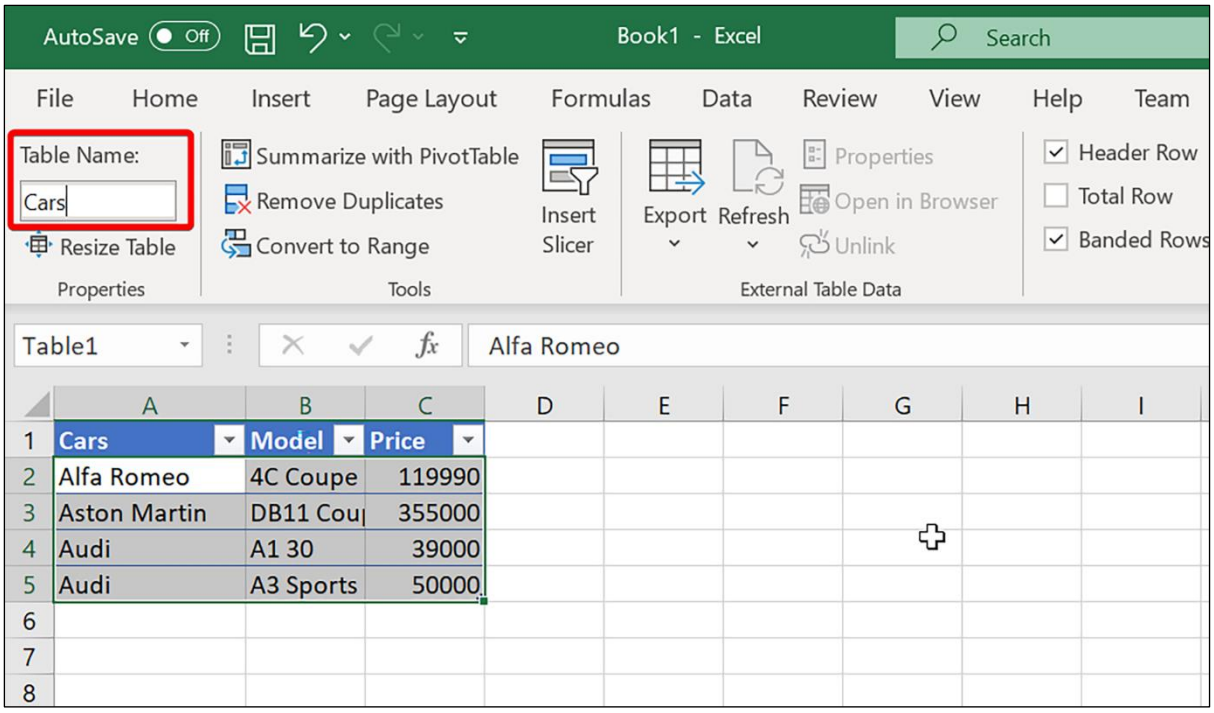

Text
"Budget Trackern"
Make your own version of this app by connecting to data storage
Data
Search
Add data
Select a data source
onedr
OneDrive
Connect to OneDrive to manage your files. Yo...
OneDrive for Business
OneDrive for Business is a cloud storage, file h...
All budgets
Budgeted
$55,000
Team events at Contoso
Budgeted
$10,000
Spent
$0
Remaining
$10,000
Spring customer visits
Budgeted
$5,000
Spent
$0
Remaining
$5,000
Total spen

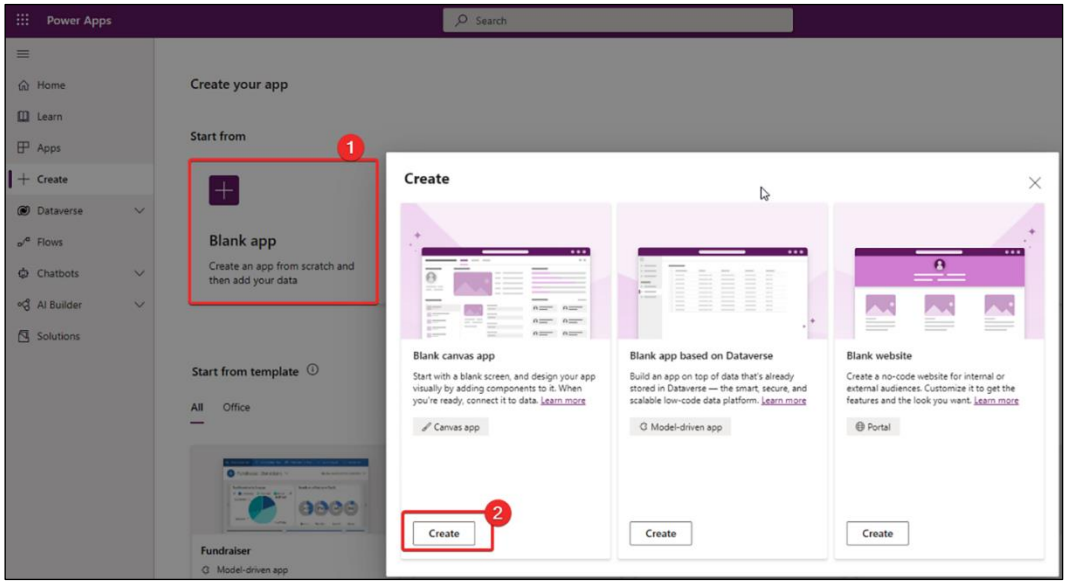

PowerApps
Environment
Theta Systems Limited (default)...
New connection
Search
Home
Learn
Apps
Create
Data
Entities
Option Sets
Data Integration
Connections
Custom Connectors
Connections in Theta Systems Limited (default) (Upgrade) (org16a06530)
Canvas
Name
Modified
Status
Theta_Checklist DB
SQL Server
1 yr ago
Connected
sudeep.ghatak@theta.co.nz
SharePoint
1 min ago
Connected
sudeep.ghatak@theta.co.nz
Excel Online (Business)
1 min ago
Connected

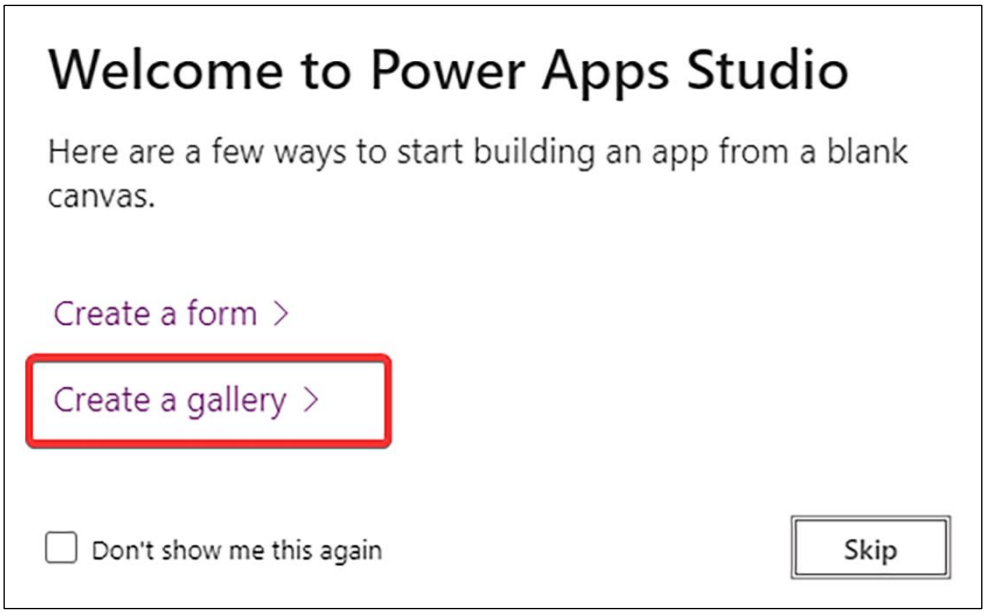

your own version of this app by connecting to data storage, such as One...
Make my own app
Budget Tracker
All budgets
Budgeted
$55,000
Spent
$0
Remaining
$55,000
Total spent
$0
Attached receipts
Spring customer visits
Meta Conference XVI
Litware team event
Expenses
GALLERY
Gallery1
Properties
Rules
Advanced
Items
BudgetsCollect
Fields
Edit
Layout
Blank
Visible
On
Position
0
177.259490
X
Y
Size
317
590.740509
Width
Height
Color

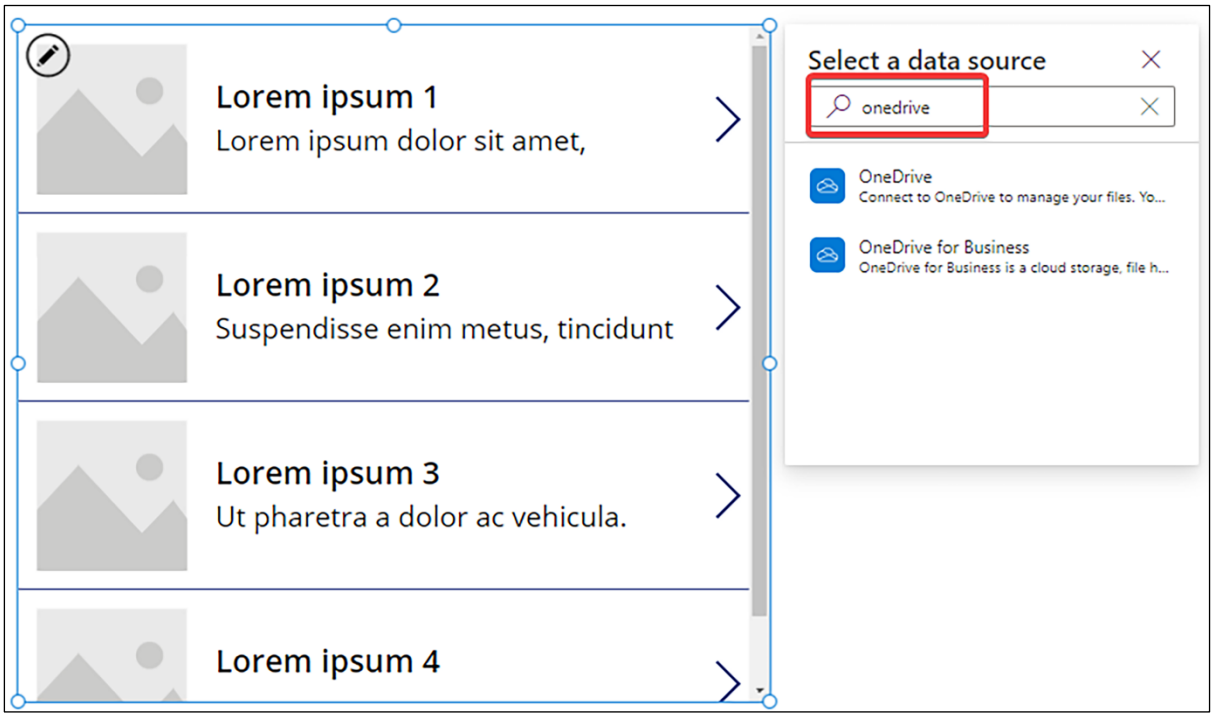

Power Apps | Budget Tracker (Editing)
Back
Insert
Add data
New screen
Theme
Fill
RGBA(255, 255, 255, 1)
Make your own version of this app by connecting to data storage, such as OneDrive.
Make my own app
Screens
Components
Search
New screen
Layouts
Templates
These layouts adapt to different screen sizes. When you preview the app, you can choose a different screen size and see how it responds.
Blank
Split screen
Sidebar
Header and footer
Budget Tracker
Budgeted
$55,000
Spent
$0
Remaining
$55,000
Total spent
$0
No expense added
Attached receipts
No receipts
Expenses
Rectangle3_22

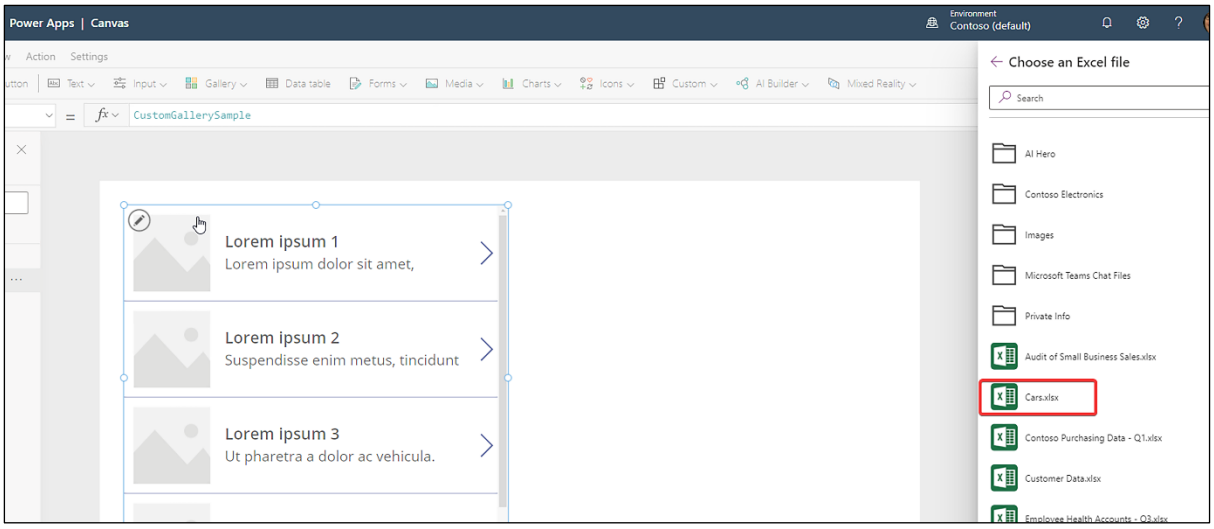

Excel Online
Megan Bowen › Documents
Cars - Saved
File
Home
Insert
Data
Review
View
Help
Tell me what you want to do
Open in Excel
Undo
Paste
Clipboard
Calibri
11
Font
Alignment
General
Number
Conditional Formatting
Format as Table
Tables
D1
__PowerAppsId__
Cars
Model
Price
Alfa Romeo
4C Coupe
119990
Aston Martin
DB11 Coupe
355000
Audi
A1 30
39400
Audi
A3 Sports
55000

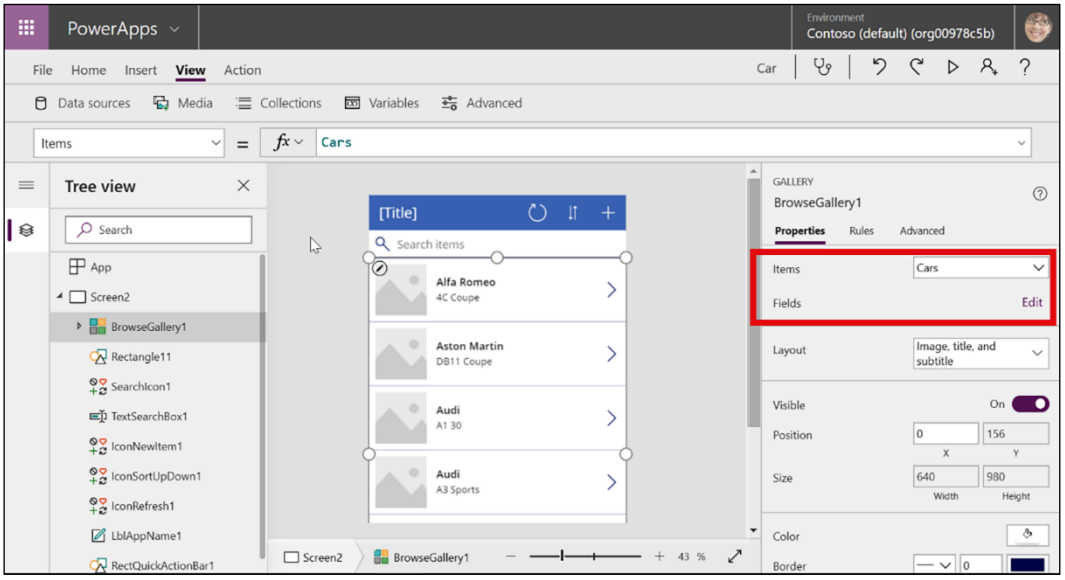

AutoSave Off
Book1 - Excel
Search
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Help
Team
Table Name:
Cars
Resize Table
Properties
Summarize with PivotTable
Remove Duplicates
Convert to Range
Tools
Insert Slicer
Export
Refresh
Properties
Open in Browser
Unlink
External Table Data
Header Row
Total Row
Banded Rows
Table1
Alfa Romeo
Cars
Model
Price
Alfa Romeo
4C Coupe
119990
Aston Martin
DB11 Cou
355000
Audi
A1 30
39000
Audi
A3 Sports
50000

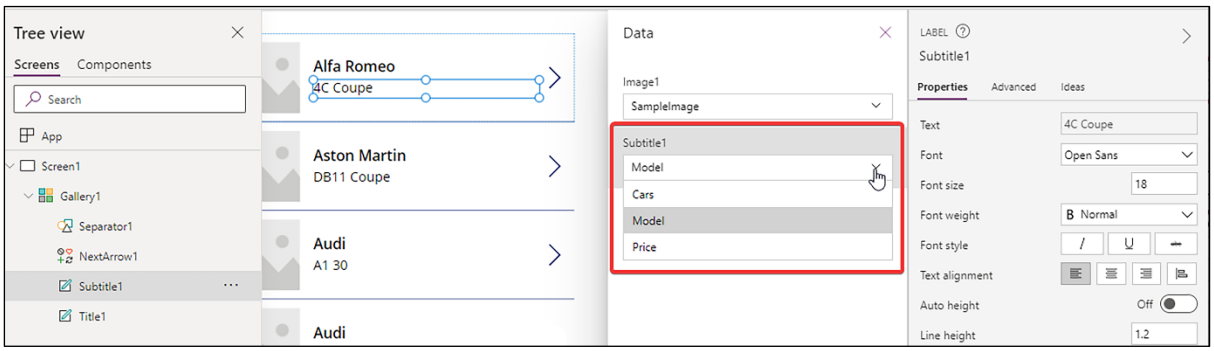

Power Apps
Search
Home
Learn
Apps
Create
Dataverse
Flows
Chatbots
AI Builder
Solutions
Create your app
Start from
1
Blank app
Create an app from scratch and then add your data
Start from template
All
Office
Fundraiser
Model-driven app
Create
Blank canvas app
Start with a blank screen, and design your app visually by adding components to it. When you're ready, connect it to data. Learn more
Canvas app
Blank app based on Dataverse
Build an app on top of data that's already stored in Dataverse — the smart, secure, and scalable low-code data platform. Learn more
Model-driven app
Blank website
Create a no-code website for internal or external audiences. Customize it to get the features and the look you want. Learn more
Portal
2
Create
Create
Create

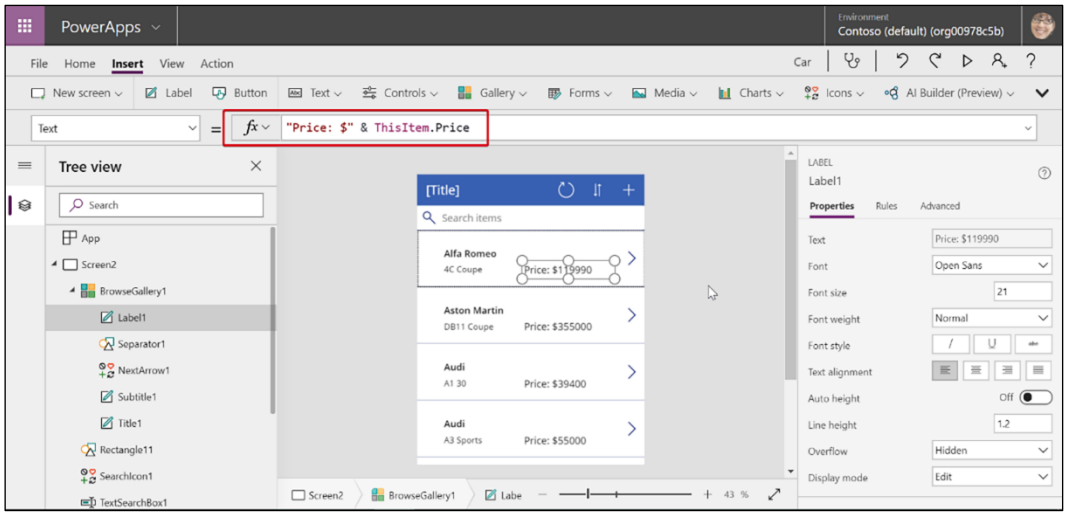

Welcome to Power Apps Studio
Here are a few ways to start building an app from a blank canvas.
Create a form
Create a gallery
Don't show me this again
Skip

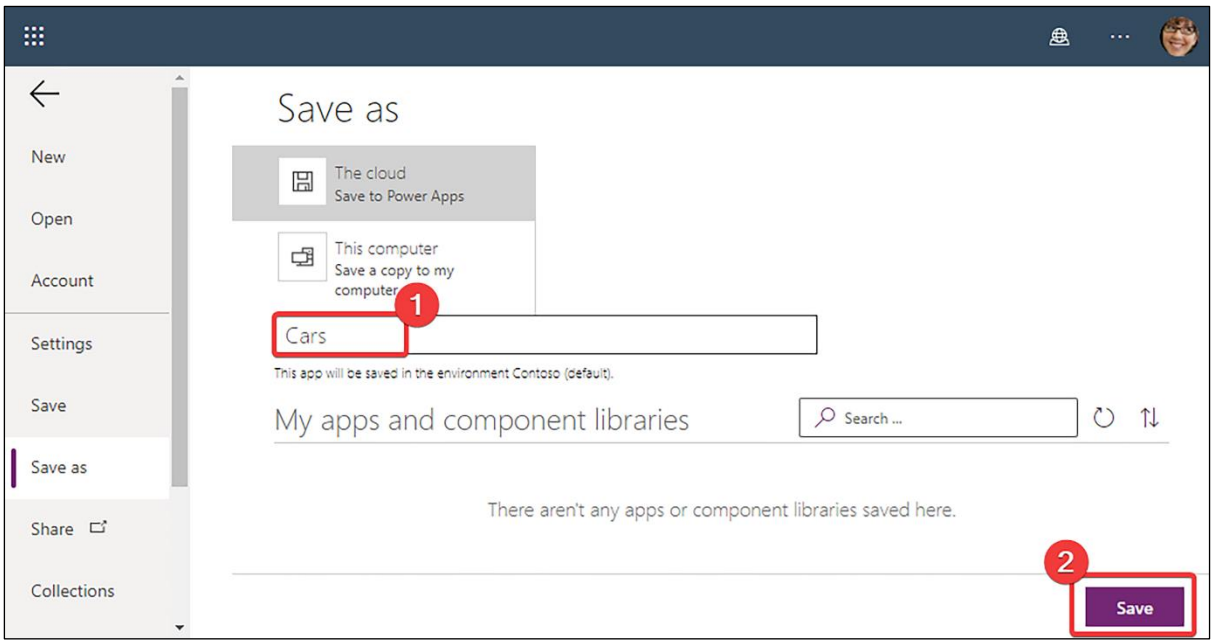

Lorem ipsum 1
Lorem ipsum dolor sit amet,
Lorem ipsum 2
Suspendisse enim metus, tincidunt
Lorem ipsum 3
Ut pharetra a dolor ac vehicula.
Lorem ipsum 4
Select a data source
onedrive
OneDrive
Connect to OneDrive to manage your files. Yo...
OneDrive for Business
OneDrive for Business is a cloud storage, file h...

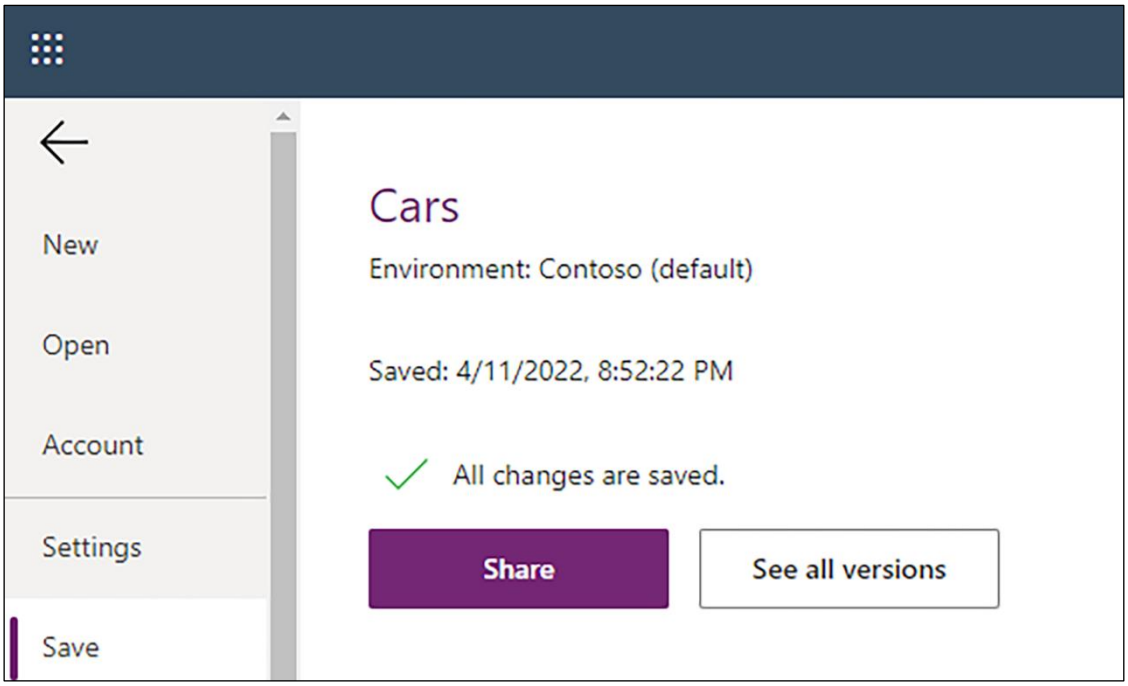

Power Apps | Canvas
Environment
Contoso (default)
Action
Settings
Text
Input
Gallery
Data table
Forms
Media
Charts
Icons
Custom
AI Builder
Mixed Reality
CustomGallerySample
Lorem ipsum 1
Lorem ipsum dolor sit amet,
Lorem ipsum 2
Suspendisse enim metus, tincidunt
Lorem ipsum 3
Ut pharetra a dolor ac vehicula.
Choose an Excel file
Search
AI Hero
Contoso Electronics
Images
Microsoft Teams Chat Files
Private Info
Audit of Small Business Sales.xlsx
Cars.xlsx
Contoso Purchasing Data - Q1.xlsx
Customer Data.xlsx


PowerApps
Environment
Contoso (default) (org00978c5b)
File
Home
Insert
View
Action
Car
Data sources
Media
Collections
Variables
Advanced
Items
Cars
Tree view
Search
App
Screen2
BrowseGallery1
Rectangle11
SearchIcon1
TextSearchBox1
IconNewItem1
IconSortUpDown1
IconRefresh1
LblAppName1
RectQuickActionBar1
[Title]
Search items
Alfa Romeo
4C Coupe
Aston Martin
DB11 Coupe
Audi
A1 30
Audi
A3 Sports
Screen2
BrowseGallery1
43 %
GALLERY
BrowseGallery1
Properties
Rules
Advanced
Items
Cars
Fields
Edit
Layout
Image, title, and subtitle
Visible
On
Position
0
156
X
Y
Size
640
980
Width
Height
Color
Border
0

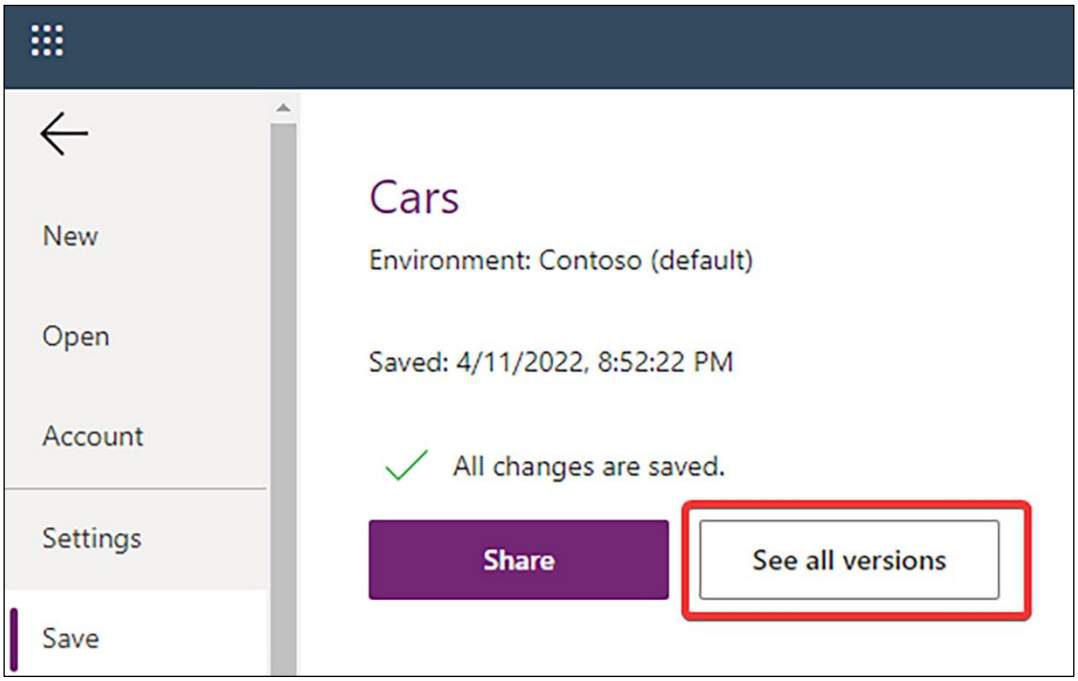

Tree view
Screens
Components
Search
App
Screen1
Gallery1
Separator1
NextArrow1
Subtitle1
Title1
Alfa Romeo
4C Coupe
Aston Martin
DB11 Coupe
Audi
A1 30
Audi
Data
Image1
SampleImage
Subtitle1
Model
Cars
Model
Price
LABEL
Subtitle1
Properties
Advanced
Ideas
Text
4C Coupe
Font
Open Sans
Font size
18
Font weight
Normal
Font style
Text alignment
Auto height
Off
Line height
1.2

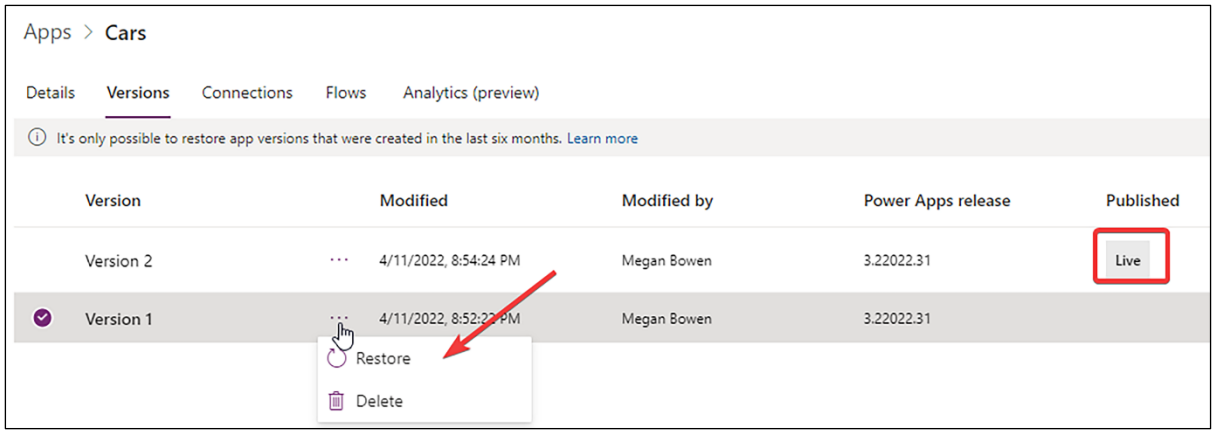

PowerApps
Environment
Contoso (default) (org00978c5b)
File
Home
Insert
View
Action
New screen
Label
Button
Text
Controls
Gallery
Forms
Media
Charts
Icons
AI Builder (Preview)
Text
"Price: $" & ThisItem.Price
Tree view
Search
App
Screen2
BrowseGallery1
Label1
Separator1
NextArrow1
Subtitle1
Title1
Rectangle11
SearchIcon1
TextSearchBox1
[Title]
Search items
Alfa Romeo
4C Coupe
Price: $119990
Aston Martin
DB11 Coupe
Price: $355000
Audi
A1 30
Price: $39400
Audi
A3 Sports
Price: $55000
LABEL
Label1
Properties
Rules
Advanced
Text
Price: $119990
Font
Open Sans
Font size
21
Font weight
Normal
Font style
Text alignment
Auto height
Off
Line height
1.2
Overflow
Hidden
Display mode
Edit

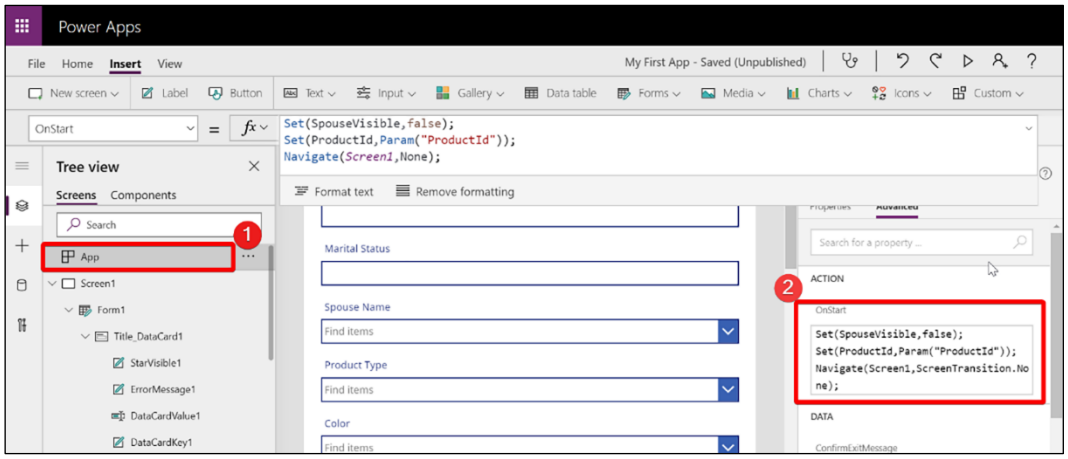

New
Open
Account
Settings
Save
Save as
Share
Collections
Save as
The cloud
Save to Power Apps
This computer
Save a copy to my computer
1
Cars
This app will be saved in the environment Contoso (default).
My apps and component libraries
Search ...
There aren't any apps or component libraries saved here.
2
Save

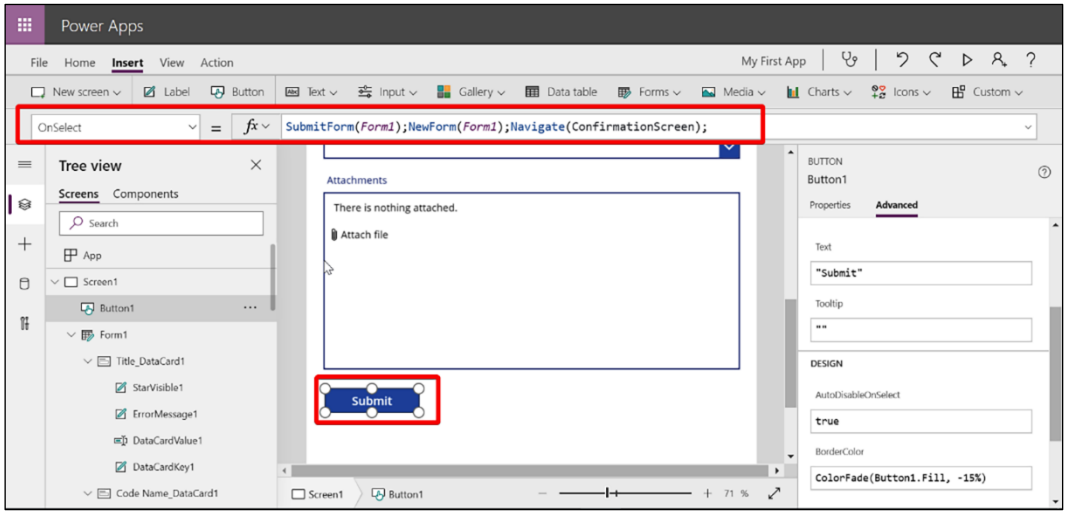

New
Open
Account
Settings
Save
Cars
Environment: Contoso (default)
Saved: 4/11/2022, 8:52:22 PM
All changes are saved.
Share
See all versions

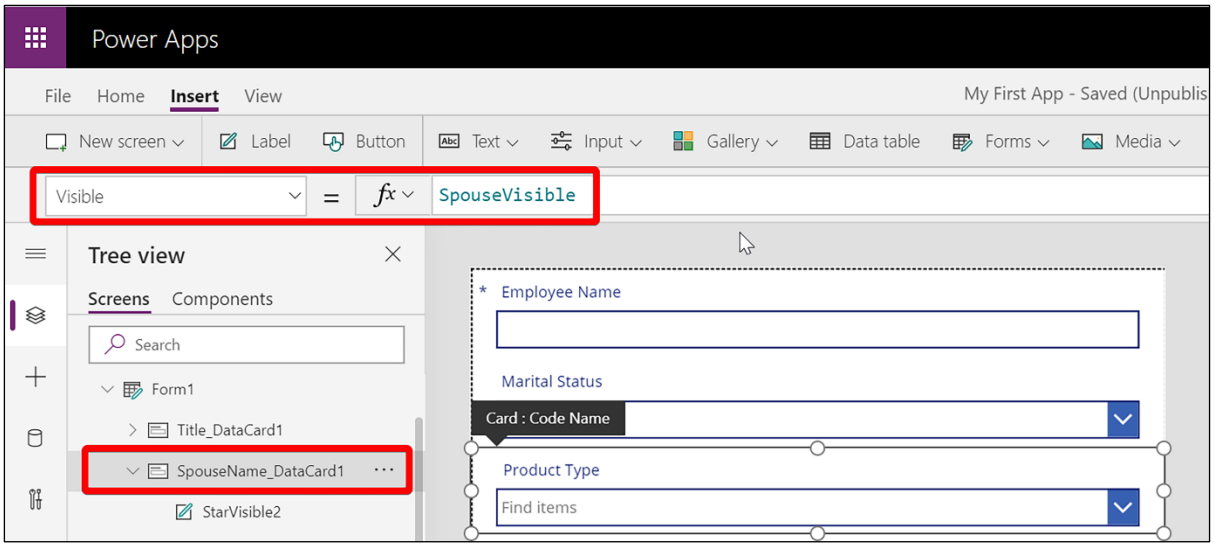
My App

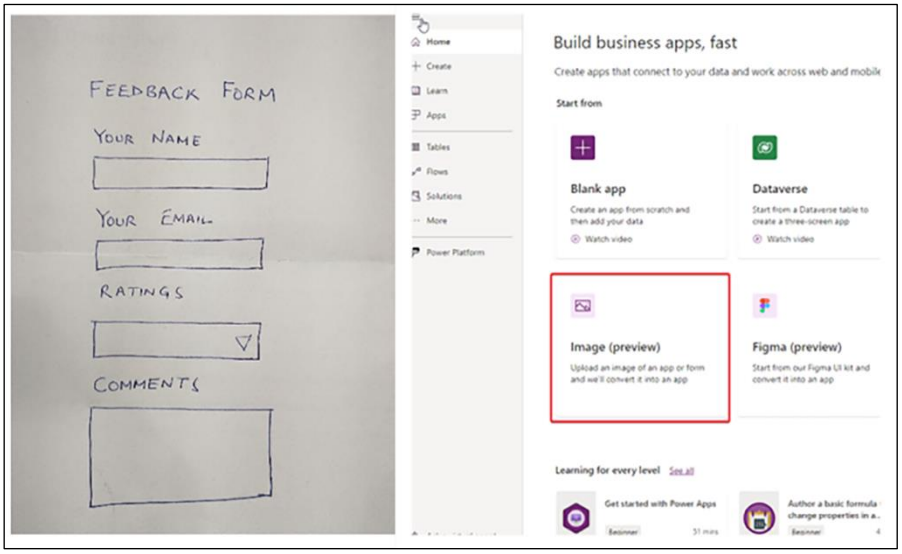

New
Open
Account
Settings
Save
Cars
Environment: Contoso (default)
Saved: 4/11/2022, 8:52:22 PM
All changes are saved.
Share
See all versions

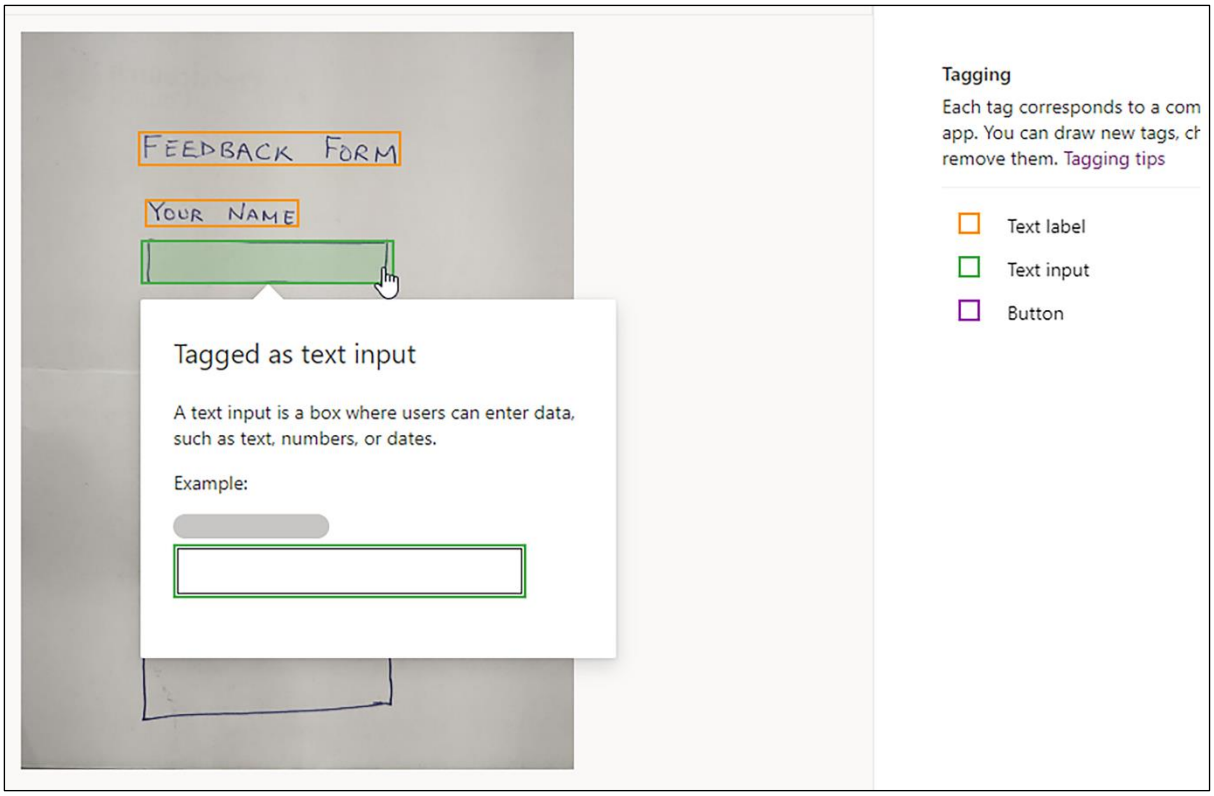

Apps > Cars
Details
Versions
Connections
Flows
Analytics (preview)
It's only possible to restore app versions that were created in the last six months. Learn more
Version
Modified
Modified by
Power Apps release
Published
Version 2
4/11/2022, 8:54:24 PM
Megan Bowen
3.22022.31
Live
Version 1
4/11/2022, 8:52:22 PM
Megan Bowen
3.22022.31
Restore
Delete

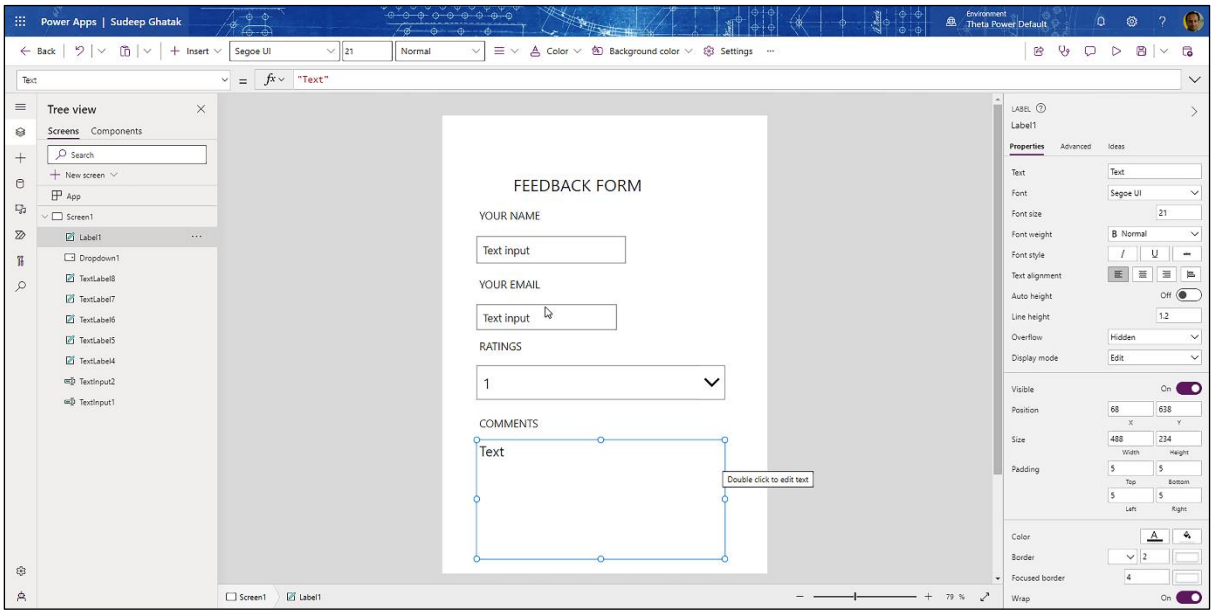

Power Apps
File
Home
Insert
View
My First App - Saved (Unpublished)
New screen
Label
Button
Text
Input
Gallery
Data table
Forms
Media
Charts
Icons
Custom
OnStart
Set(SpouseVisible,false);
Set(ProductId,Param("ProductId"));
Navigate(Screen1,None);
Format text
Remove formatting
Tree view
Screens
Components
Search
App
Screen1
Form1
Title_DataCard1
StarVisible1
ErrorMessage1
DataCardValue1
DataCardKey1
Marital Status
Spouse Name
Find items
Product Type
Find items
Color
Find items
ACTION
OnStart
Set(SpouseVisible,false);
Set(ProductId,Param("ProductId"));
Navigate(Screen1,ScreenTransition.None);
DATA
ConfirmExitMessage


Power Apps
File
Home
Insert
View
Action
My First App
New screen
Label
Button
Text
Input
Gallery
Data table
Forms
Media
Charts
Icons
Custom
OnSelect
SubmitForm(Form1);NewForm(Form1);Navigate(ConfirmationScreen);
Tree view
Screens
Components
Search
App
Screen1
Button1
Form1
Title_DataCard1
StarVisible1
ErrorMessage1
DataCardValue1
DataCardKey1
Code Name_DataCard1
Attachments
There is nothing attached.
Attach file
Submit
BUTTON
Button1
Properties
Advanced
Text
"Submit"
Tooltip
""
DESIGN
AutoDisableOnSelect
true
BorderColor
ColorFade(Button1.Fill, -15%)


Power Apps
File
Home
Insert
View
My First App - Saved (Unpublis
New screen
Label
Button
Text
Input
Gallery
Data table
Forms
Media
Visible
=
fx
SpouseVisible
Tree view
Screens
Components
Search
Form1
Title_DataCard1
SpouseName_DataCard1
StarVisible2
* Employee Name
Marital Status
Card : Code Name
Product Type
Find items


FEEDBACK FORM
YOUR NAME
YOUR EMAIL
RATINGS
COMMENTS
Build business apps, fast
Start from
Blank app
Dataverse
Image (preview)
Figma (preview)
Learning for every level


FEEDBACK FORM
YOUR NAME
Tagged as text input
A text input is a box where users can enter data, such as text, numbers, or dates.
Example:
Tagging
Each tag corresponds to a com
app. You can draw new tags, ch
remove them. Tagging tips
Text label
Text input
Button


Power Apps | Sudeep Ghatak
Tree view
Screens
Components
Screen1
Label1
Dropdown1
TextLabel8
TextLabel7
TextLabel6
TextLabel5
TextLabel4
TextInput2
TextInput1
FEEDBACK FORM
YOUR NAME
Text input
YOUR EMAIL
Text input
RATINGS
1
COMMENTS
Text
Double click to edit text
Properties
Advanced
Ideas

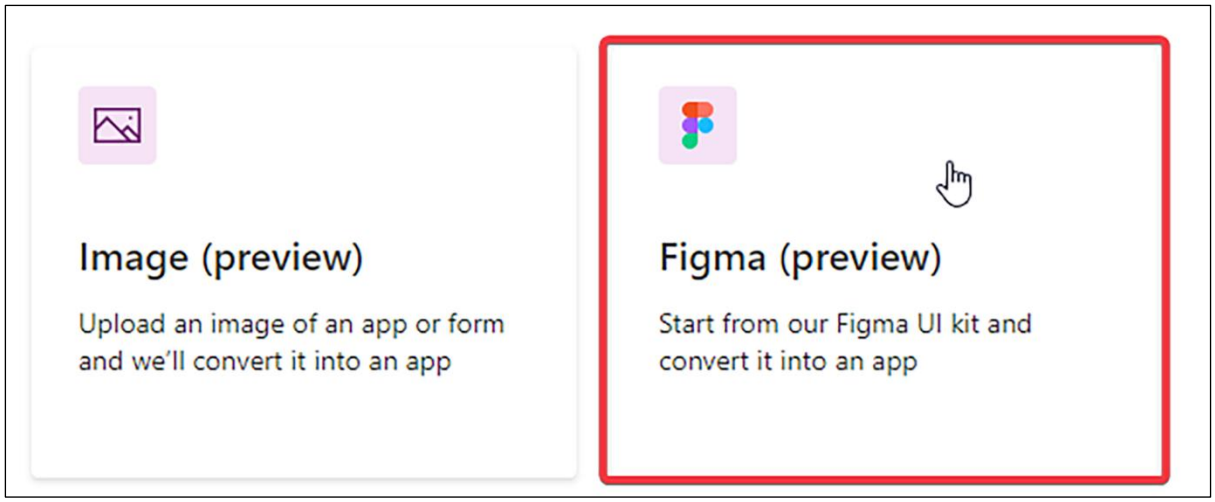
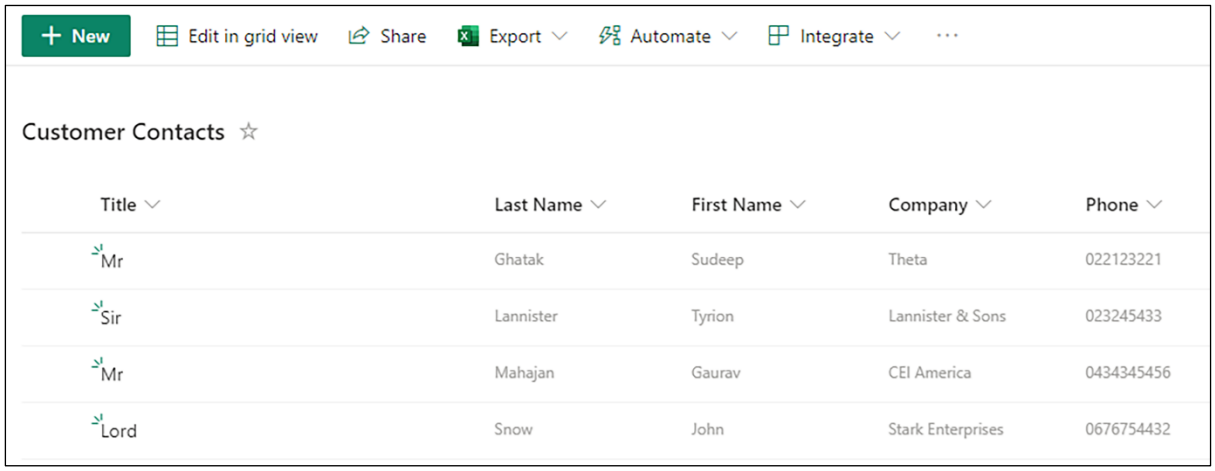
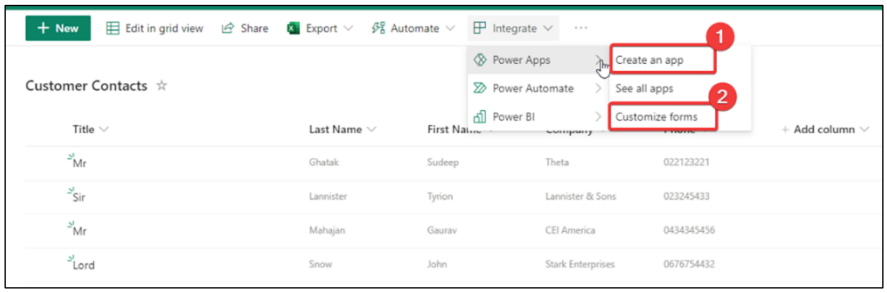
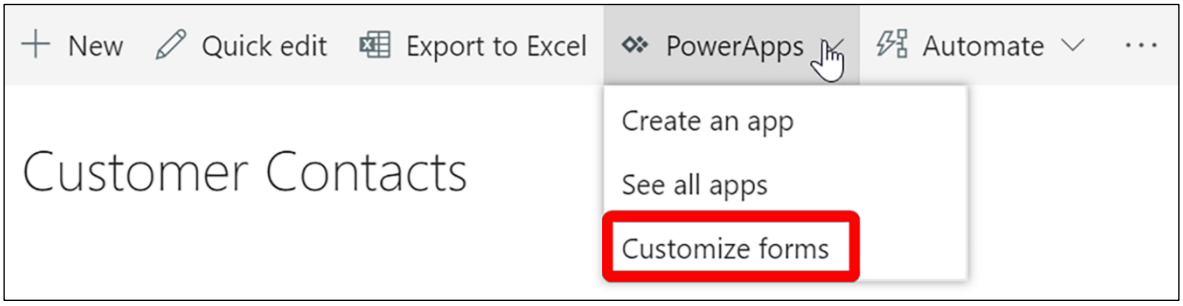
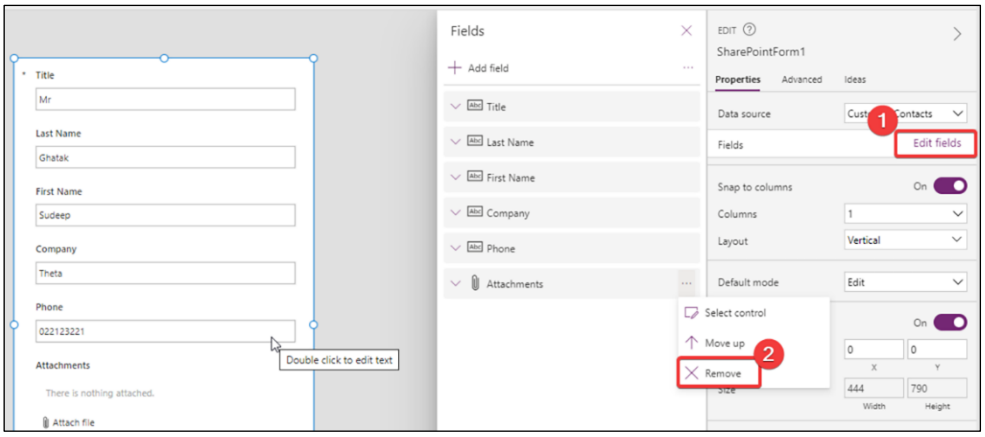


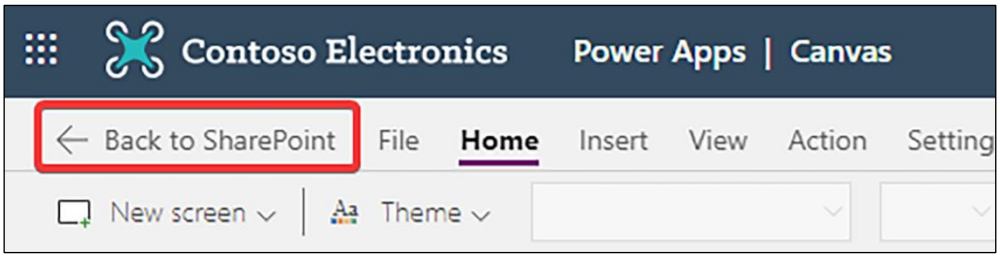
Image (preview)
Upload an image of an app or form and we'll convert it into an app
Figma (preview)
Start from our Figma UI kit and convert it into an app


New
Edit in grid view
Share
Export
Automate
Integrate
Customer Contacts
Title
Last Name
First Name
Company
Phone
Mr Ghatak Sudeep Theta 022123221
Sir Lannister Tyrion Lannister & Sons 023245433
Mr Mahajan Gaurav CEI America 0434345456
Lord Snow John Stark Enterprises 0676754432


New
Edit in grid view
Share
Export
Automate
Integrate
Customer Contacts
Power Apps
Power Automate
Power BI
Create an app
See all apps
Customize forms
1
2
Title
Last Name
Add column

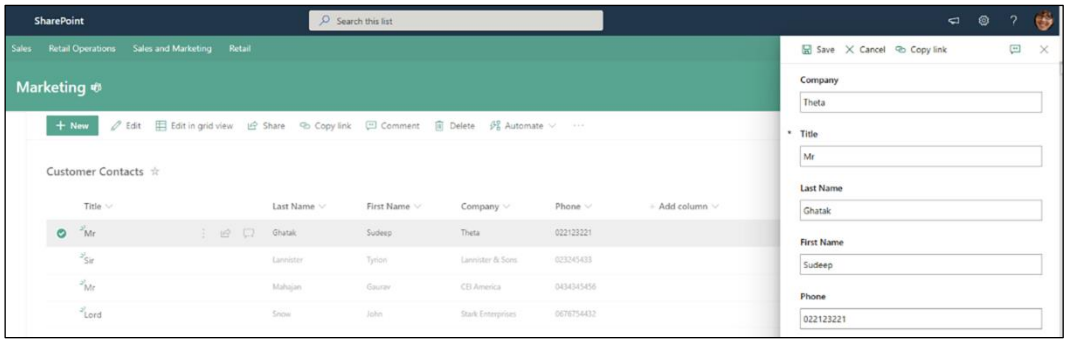

New
Quick edit
Export to Excel
PowerApps
Automate
Customer Contacts
Create an app
See all apps
Customize forms

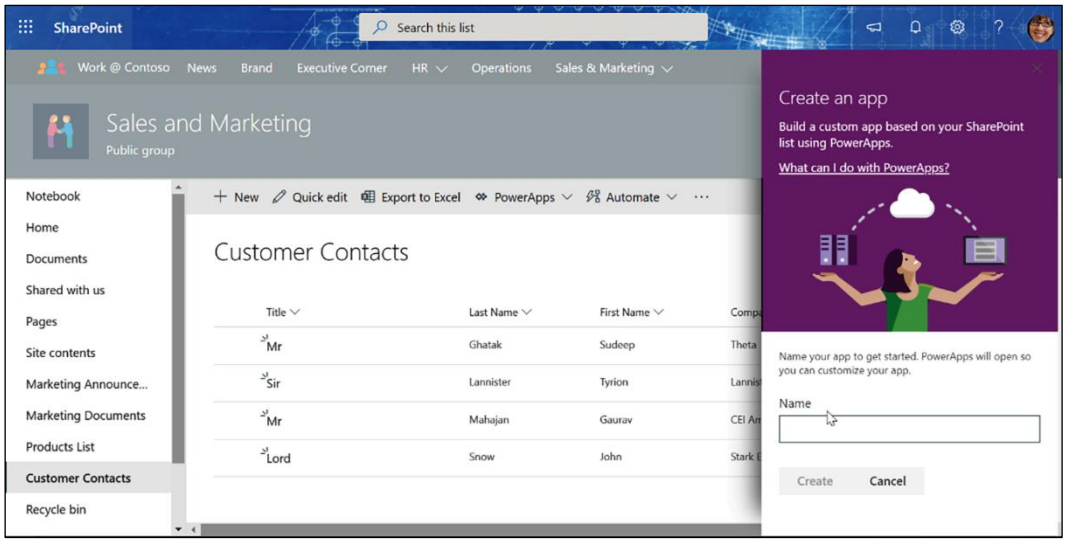


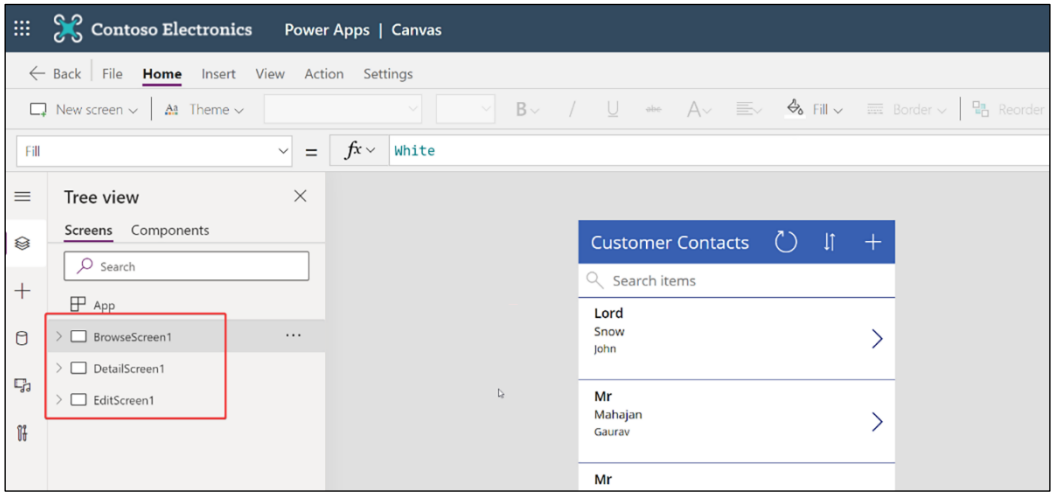


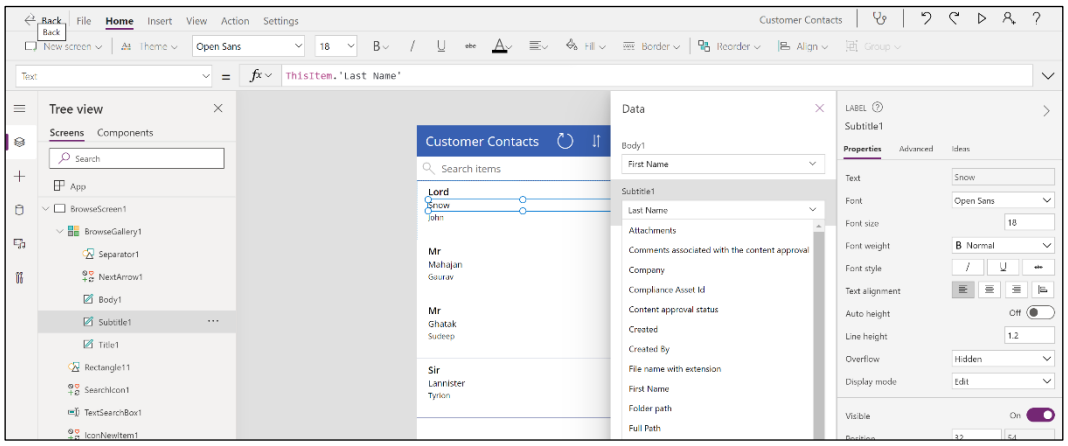
Save and publish your changes

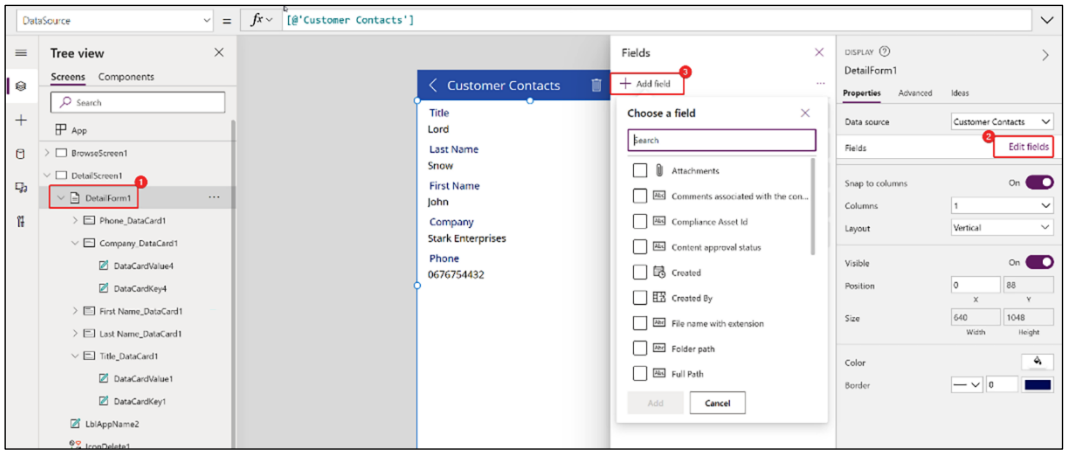
Save your changes so you don't lose your work. To make changes visible to SharePoint users, choose 'Save and publish'.

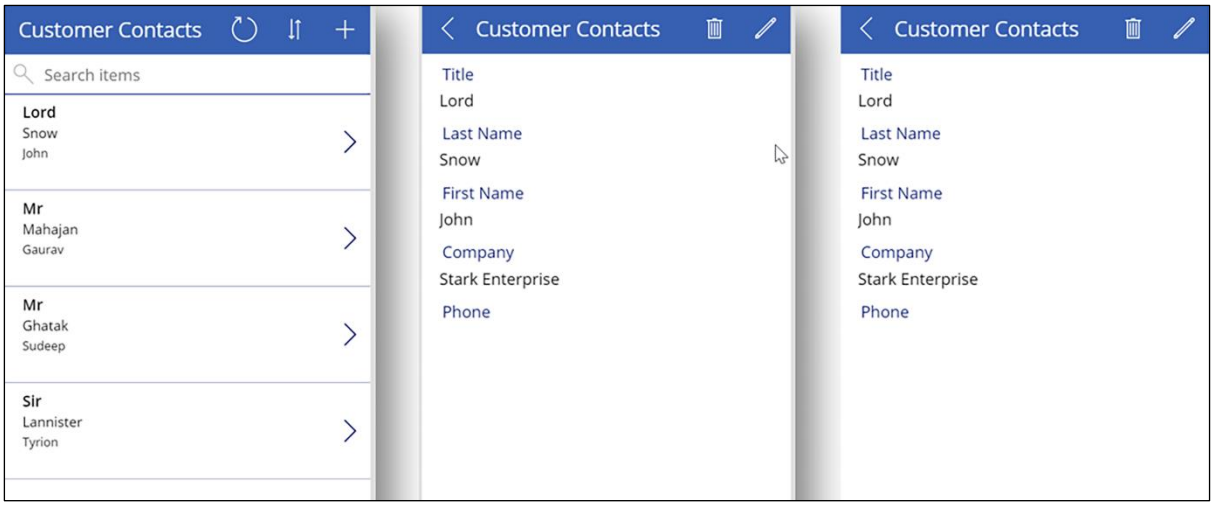


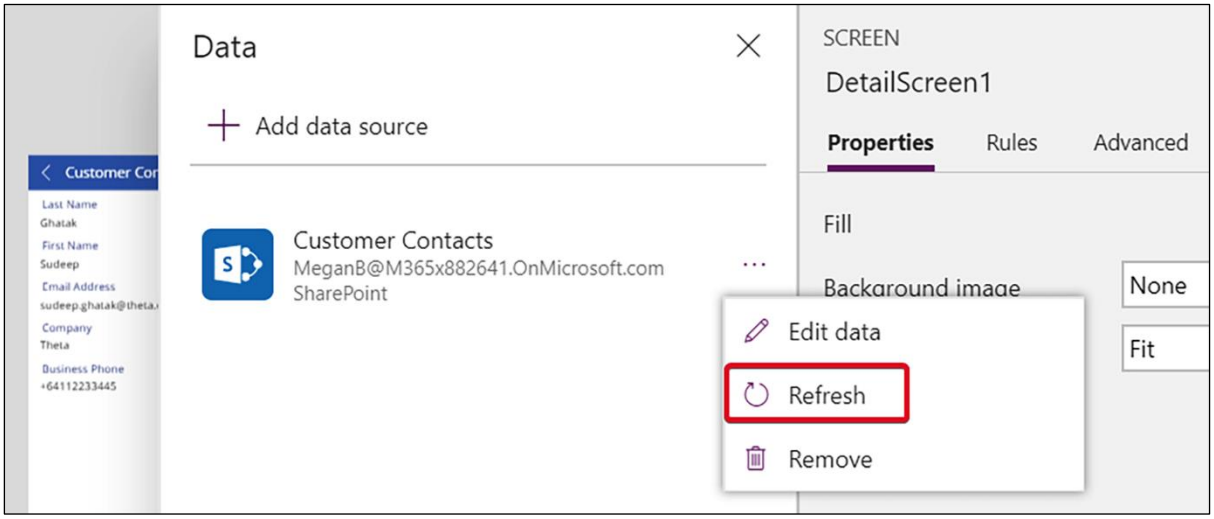

SharePoint
Search this list
Work @ Contoso
News
Brand
Executive Corner
HR
Operations
Sales & Marketing
Sales and Marketing
Public group
Notebook
Home
Documents
Shared with us
Pages
Site contents
Marketing Announce...
Marketing Documents
Products List
Customer Contacts
Recycle bin
New
Quick edit
Export to Excel
PowerApps
Automate
Customer Contacts
Title
Last Name
First Name
Mr
Ghatak
Sudeep
Sir
Lannister
Tyrion
Mr
Mahajan
Gaurav
Lord
Snow
John
Create an app
Build a custom app based on your SharePoint list using PowerApps.
What can I do with PowerApps?
Name your app to get started. PowerApps will open so you can customize your app.
Name
Create
Cancel

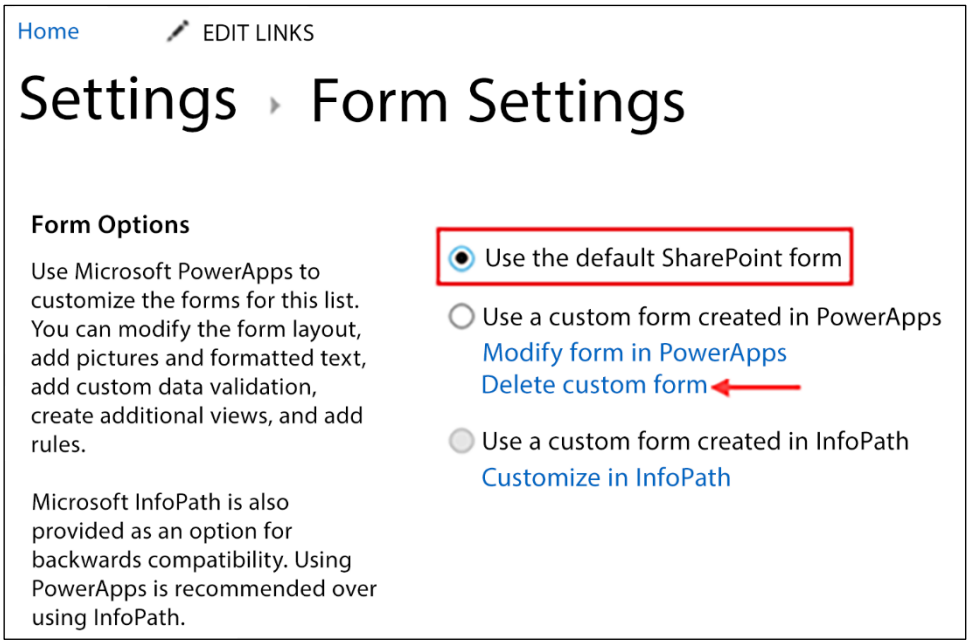

Contoso Electronics
Power Apps | Canvas
Back
File
Home
Insert
View
Action
Settings
New screen
Theme
Fill
Border
Reorder
Fill
White
Tree view
Screens
Components
Search
App
BrowseScreen1
DetailScreen1
EditScreen1
Customer Contacts
Search items
Lord
Snow
John
Mr
Mahajan
Gaurav
Mr

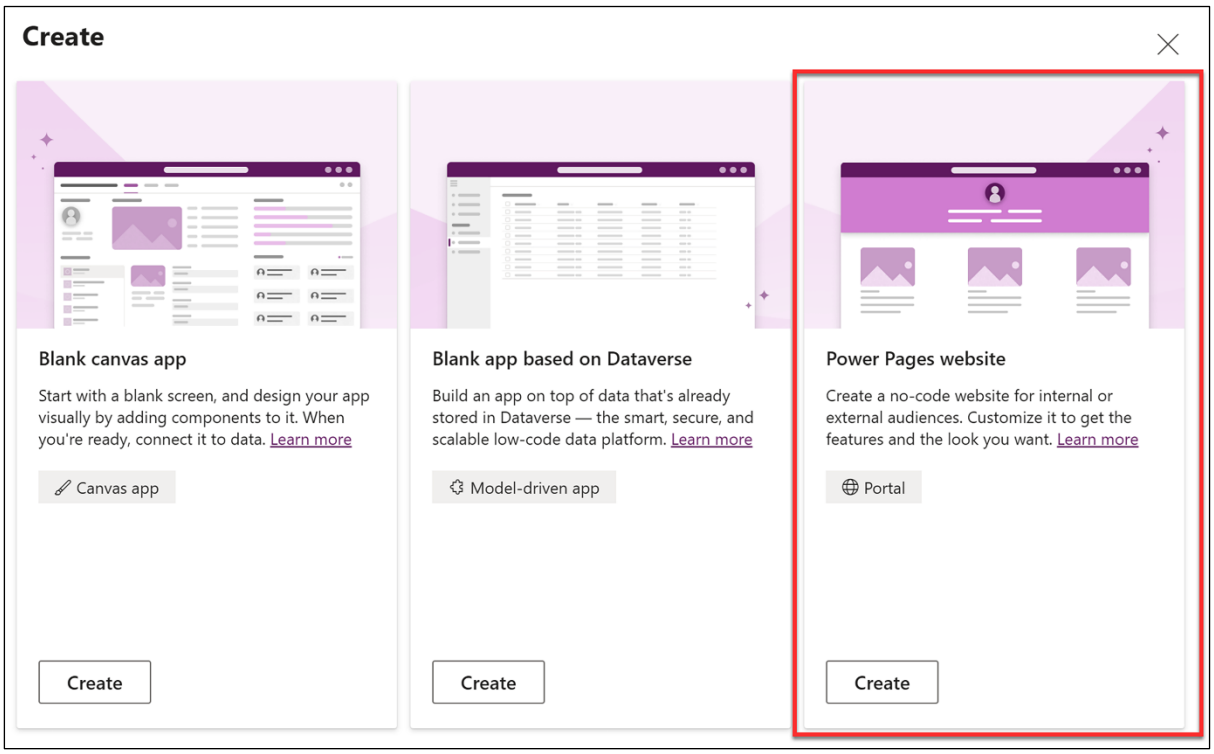

Back
File
Home
Insert
View
Action
Settings
Customer Contacts
Open Sans
18
Text
ThisItem.'Last Name'
Tree view
Screens
Components
Search
App
BrowseScreen1
BrowseGallery1
Separator1
NextArrow1
Body1
Subtitle1
Title1
Rectangle11
SearchIcon1
TextSearchBox1
IconNewItem1
Customer Contacts
Search items
Lord
Snow
John
Mr
Mahajan
Gaurav
Mr
Ghatak
Sudeep
Sir
Lannister
Tyrion
Data
Body1
First Name
Subtitle1
Last Name
Attachments
Comments associated with the content approval
Company
Compliance Asset Id
Content approval status
Created
Created By
File name with extension
First Name
Folder path
Full Path
LABEL
Subtitle1
Properties
Advanced
Ideas
Text
Snow
Font
Open Sans
Font size
18
Font weight
Normal
Font style
Text alignment
Auto height
Off
Line height
1.2
Overflow
Hidden
Display mode
Edit
Visible
On

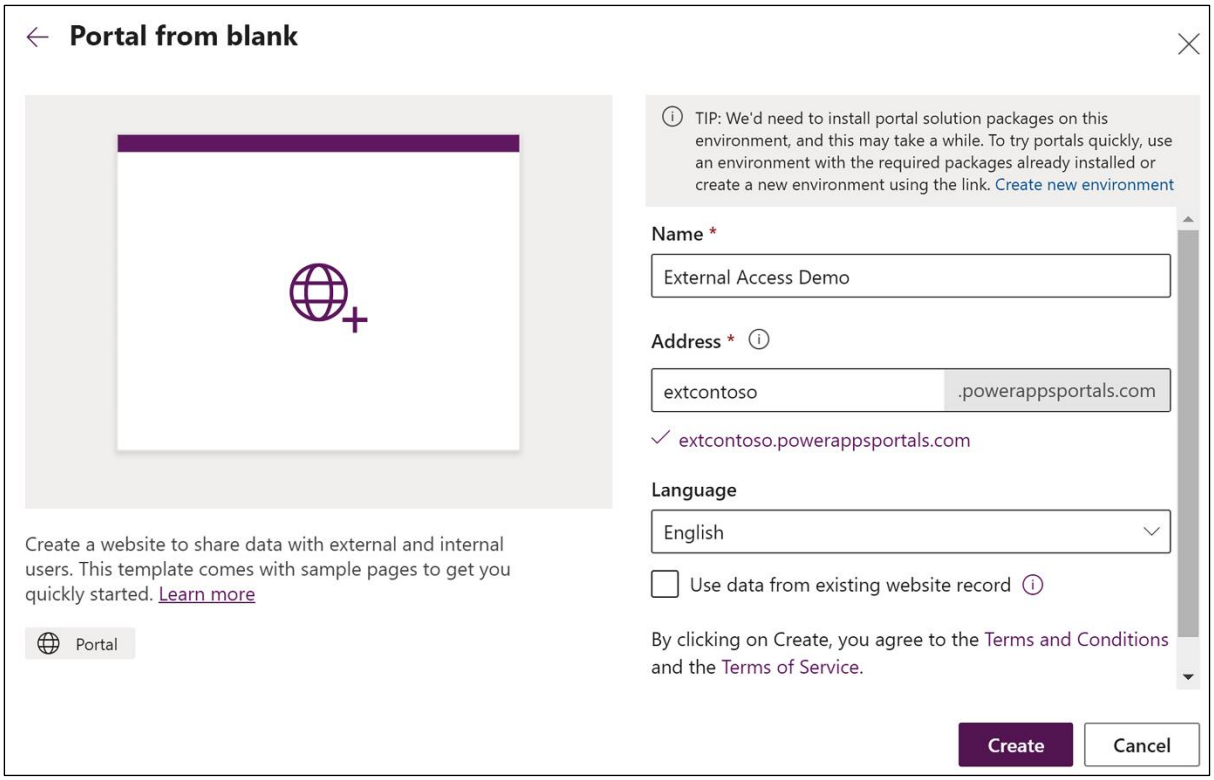

DataSource
[@'Customer Contacts']
Tree view
Screens
Components
Customer Contacts
Title
Lord
Last Name
Snow
First Name
John
Company
Stark Enterprises
Phone
0676754432
Fields
Add field
Choose a field
Attachments
Compliance Asset Id
Content approval status
Created
Created By
File name with extension
Folder path
Full Path
Add
Cancel
DisplayForm1
Properties
Advanced
Ideas
Data source
Customer Contacts
Fields
Edit fields
Snap to columns
Columns
Layout
Vertical
Visible
Position
Size
Color
Border

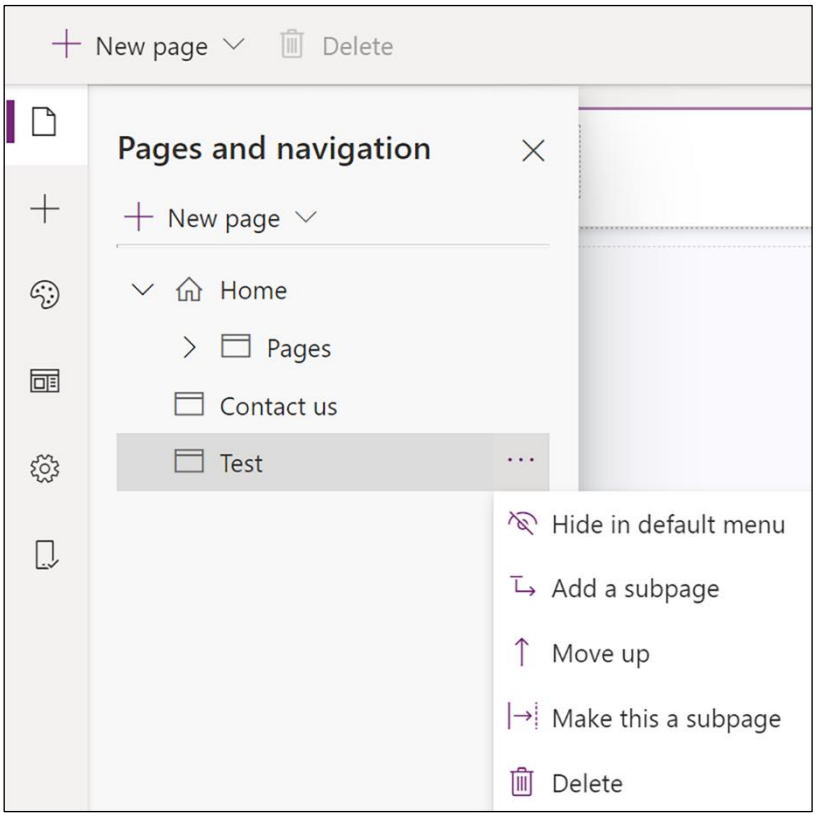

Customer Contacts
Search items
Lord
Snow
John
Mr
Mahajan
Gaurav
Mr
Ghatak
Sudeep
Sir
Lannister
Tyrion
Customer Contacts
Title
Lord
Last Name
Snow
First Name
John
Company
Stark Enterprise
Phone
Customer Contacts
Title
Lord
Last Name
Snow
First Name
John
Company
Stark Enterprise
Phone

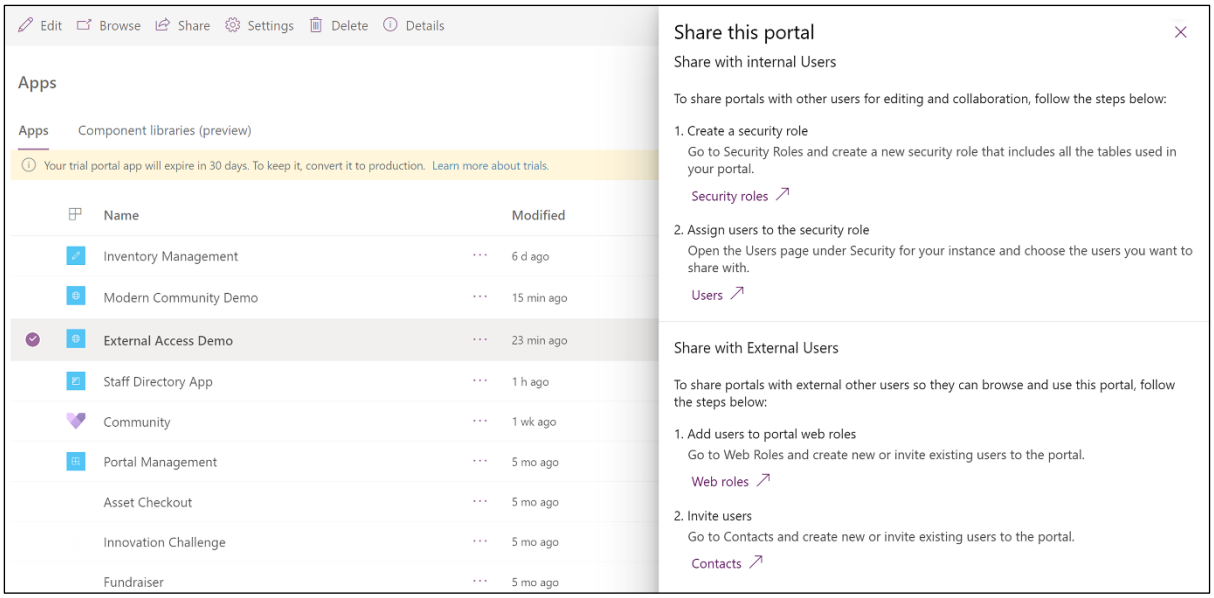

Data
Add data source
Customer Contacts
MeganB@M365x882641.OnMicrosoft.com
SharePoint
Edit data
Refresh
Remove
SCREEN
DetailScreen1
Properties
Rules
Advanced
Fill
Background image
None
Fit
Customer Con
Last Name
Ghatak
First Name
Sudeep
Email Address
Company
Theta
Business Phone
+64112233445

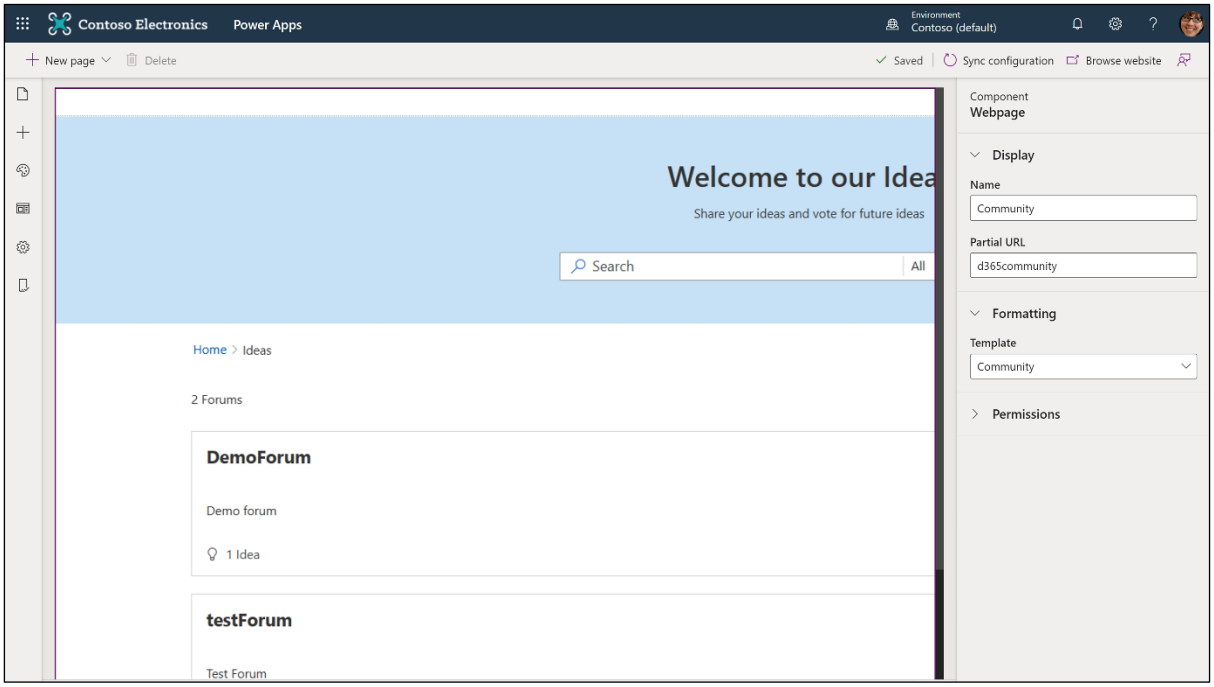

Home
EDIT LINKS
Settings › Form Settings
Form Options
Use Microsoft PowerApps to customize the forms for this list. You can modify the form layout, add pictures and formatted text, add custom data validation, create additional views, and add rules.
Microsoft InfoPath is also provided as an option for backwards compatibility. Using PowerApps is recommended over using InfoPath.
Use the default SharePoint form
Use a custom form created in PowerApps
Modify form in PowerApps
Delete custom form
Use a custom form created in InfoPath
Customize in InfoPath

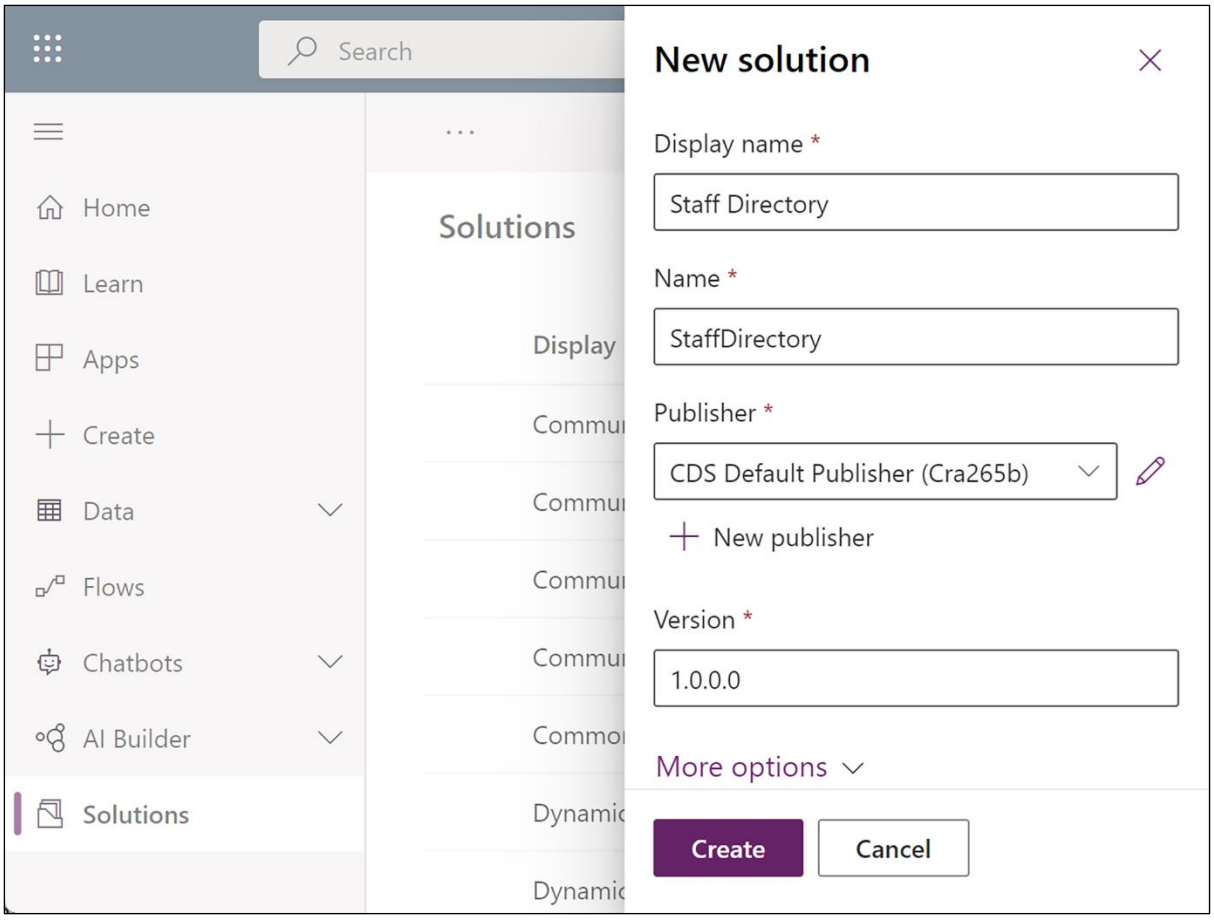

Create
Blank canvas app
Start with a blank screen, and design your app visually by adding components to it. When you're ready, connect it to data. Learn more
Canvas app
Create
Blank app based on Dataverse
Build an app on top of data that's already stored in Dataverse — the smart, secure, and scalable low-code data platform. Learn more
Model-driven app
Create
Power Pages website
Create a no-code website for internal or external audiences. Customize it to get the features and the look you want. Learn more
Portal
Create

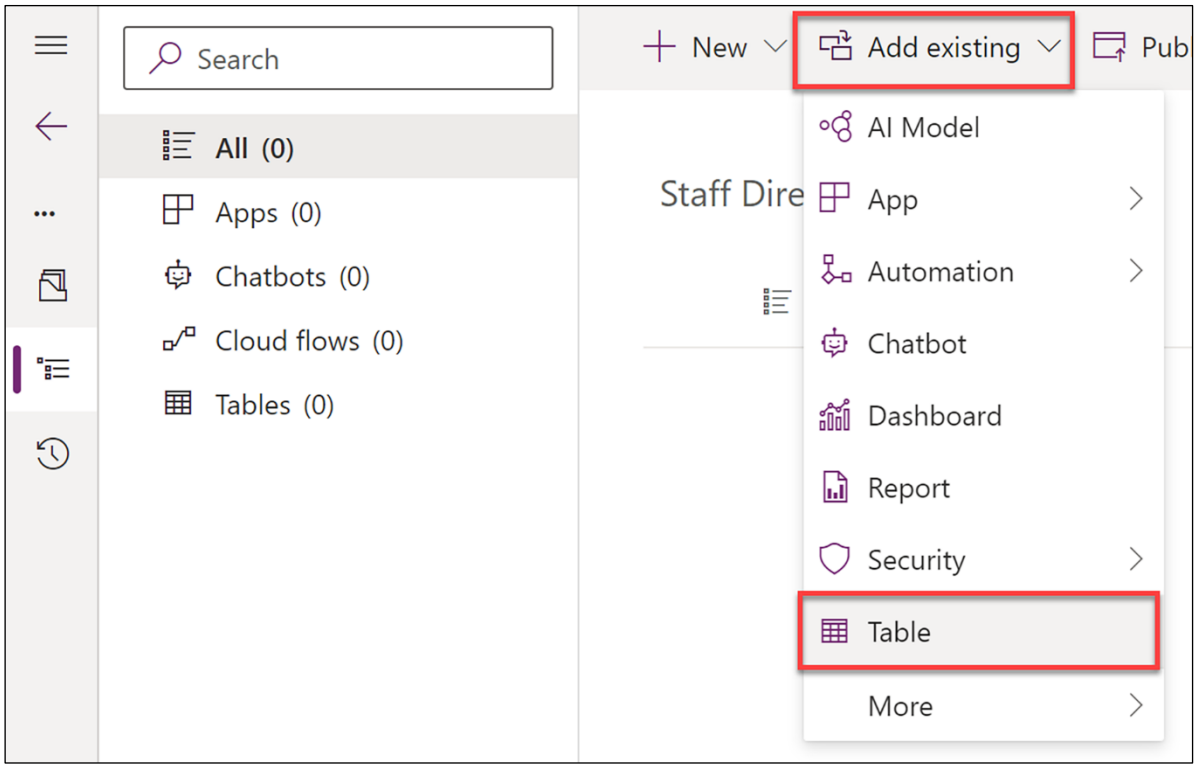

Portal from blank
TIP: We'd need to install portal solution packages on this environment, and this may take a while. To try portals quickly, use an environment with the required packages already installed or create a new environment using the link. Create new environment
Name *
External Access Demo
Address *
extcontoso
.powerappsportals.com
extcontoso.powerappsportals.com
Language
English
Use data from existing website record
Create a website to share data with external and internal users. This template comes with sample pages to get you quickly started. Learn more
Portal
By clicking on Create, you agree to the Terms and Conditions and the Terms of Service.
Create
Cancel

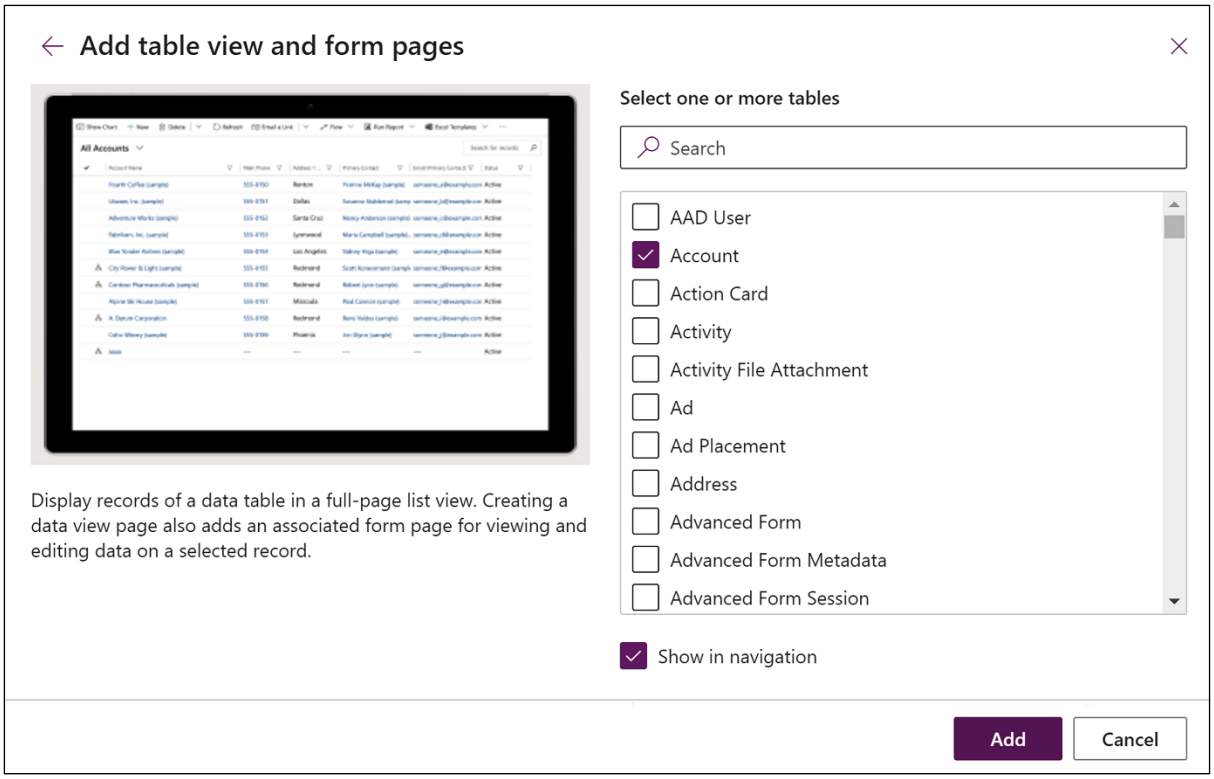

New page
Delete
Pages and navigation
New page
Home
Pages
Contact us
Test
Hide in default menu
Add a subpage
Move up
Make this a subpage
Delete

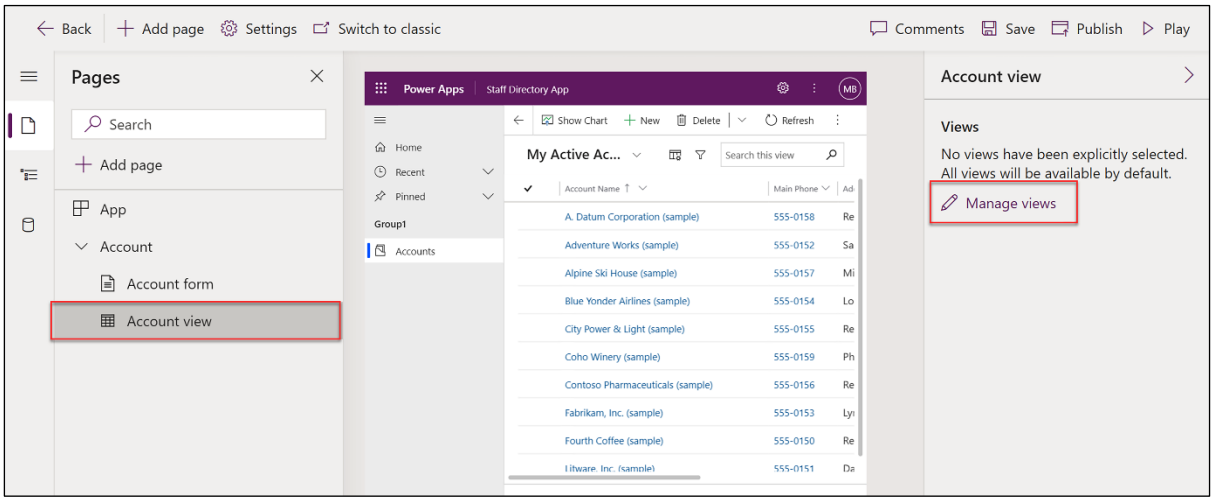

Edit
Browse
Share
Settings
Delete
Details
Apps
Apps
Component libraries (preview)
Your trial portal app will expire in 30 days. To keep it, convert it to production. Learn more about trials.
Name
Modified
Inventory Management
6 d ago
Modern Community Demo
15 min ago
External Access Demo
23 min ago
Staff Directory App
1 h ago
Community
1 wk ago
Portal Management
5 mo ago
Asset Checkout
5 mo ago
Innovation Challenge
5 mo ago
Fundraiser
5 mo ago
Share this portal
Share with internal Users
To share portals with other users for editing and collaboration, follow the steps below:
1. Create a security role
Go to Security Roles and create a new security role that includes all the tables used in your portal.
Security roles
2. Assign users to the security role
Open the Users page under Security for your instance and choose the users you want to share with.
Users
Share with External Users
To share portals with external other users so they can browse and use this portal, follow the steps below:
1. Add users to portal web roles
Go to Web Roles and create new or invite existing users to the portal.
Web roles
2. Invite users
Go to Contacts and create new or invite existing users to the portal.
Contacts

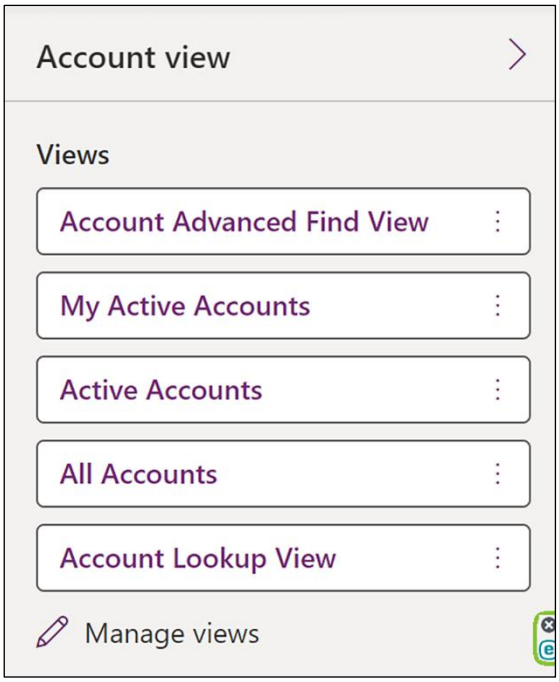

Contoso Electronics
Power Apps
Environment
Contoso (default)
New page
Delete
Saved
Sync configuration
Browse website
Welcome to our Idea
Share your ideas and vote for future ideas
Search
All
Home > Ideas
2 Forums
DemoForum
Demo forum
1 Idea
testForum
Test Forum
Component
Webpage
Display
Name
Community
Partial URL
d365community
Formatting
Template
Community
Permissions

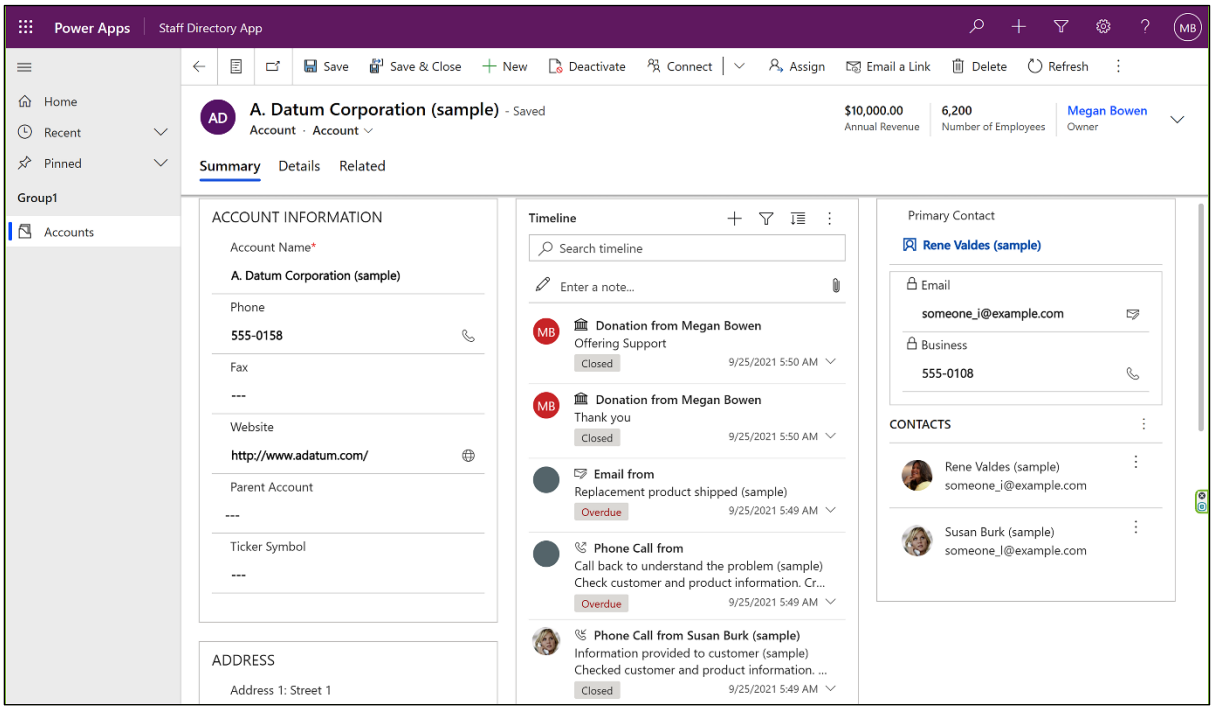

Search
Home
Learn
Apps
Create
Data
Flows
Chatbots
AI Builder
Solutions
Solutions
Display
New solution
Display name *
Staff Directory
Name *
StaffDirectory
Publisher *
CDS Default Publisher (Cra265b)
New publisher
Version *
1.0.0.0
More options
Create
Cancel


Search
All (0)
Apps (0)
Chatbots (0)
Cloud flows (0)
Tables (0)
New
Add existing
Pub
Staff Dire
AI Model
App
Automation
Chatbot
Dashboard
Report
Security
Table
More


Add table view and form pages
Display records of a data table in a full-page list view. Creating a data view page also adds an associated form page for viewing and editing data on a selected record.
Select one or more tables
Search
AAD User
Account
Action Card
Activity
Activity File Attachment
Ad
Ad Placement
Address
Advanced Form
Advanced Form Metadata
Advanced Form Session
Show in navigation
Add
Cancel


Back
Add page
Settings
Switch to classic
Comments
Save
Publish
Play
Pages
Search
Add page
App
Account
Account form
Account view
Power Apps
Staff Directory App
Home
Recent
Pinned
Group1
Accounts
Show Chart
New
Delete
Refresh
My Active Ac...
Search this view
Account Name
Main Phone
A. Datum Corporation (sample)
555-0158
Adventure Works (sample)
555-0152
Alpine Ski House (sample)
555-0157
Blue Yonder Airlines (sample)
555-0154
City Power & Light (sample)
555-0155
Coho Winery (sample)
555-0159
Contoso Pharmaceuticals (sample)
555-0156
Fabrikam, Inc. (sample)
555-0153
Fourth Coffee (sample)
555-0150
Litware, Inc. (sample)
555-0151
Account view
Views
No views have been explicitly selected.
All views will be available by default.
Manage views

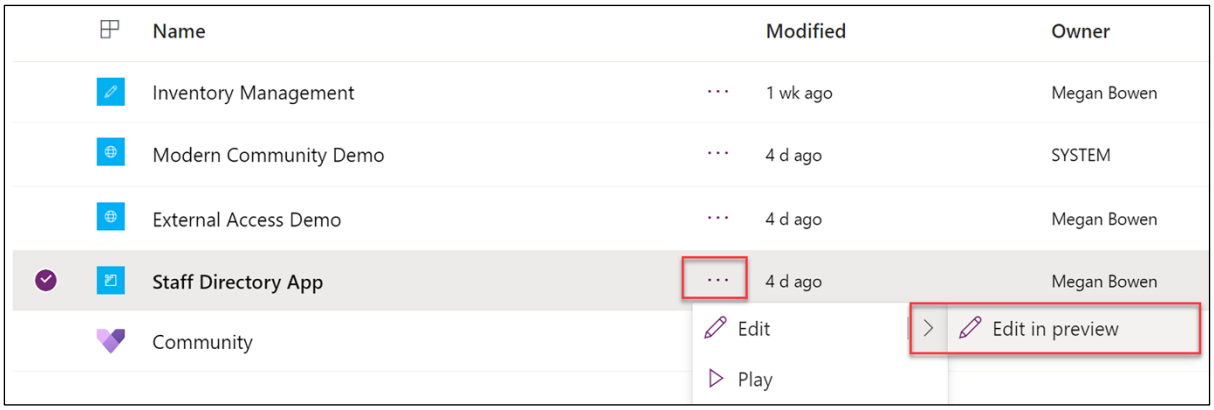

Account view
Views
Account Advanced Find View
My Active Accounts
Active Accounts
All Accounts
Account Lookup View
Manage views

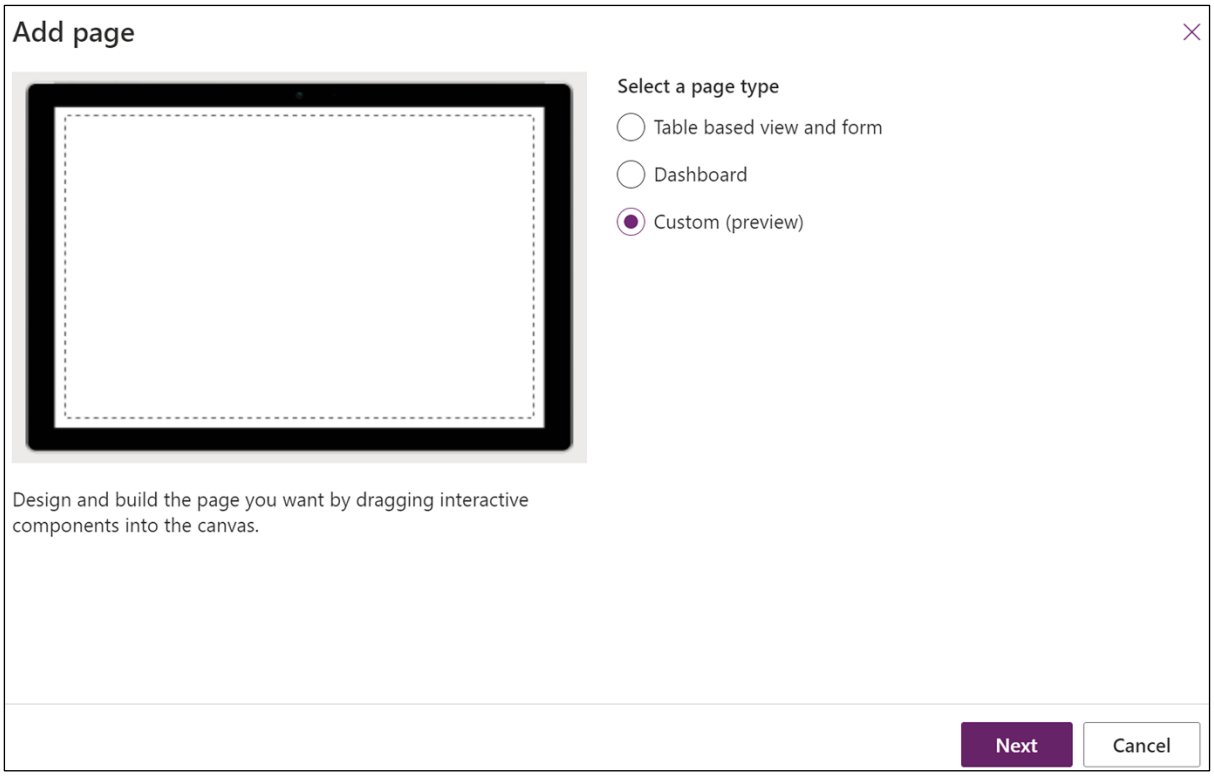

Power Apps
Staff Directory App
Save
Save & Close
New
Deactivate
Connect
Assign
Email a Link
Delete
Refresh
Home
Recent
Pinned
Group1
Accounts
A. Datum Corporation (sample) - Saved
Account · Account
$10,000.00
Annual Revenue
6,200
Number of Employees
Megan Bowen
Owner
Summary
Details
Related
ACCOUNT INFORMATION
Account Name*
A. Datum Corporation (sample)
Phone
555-0158
Fax

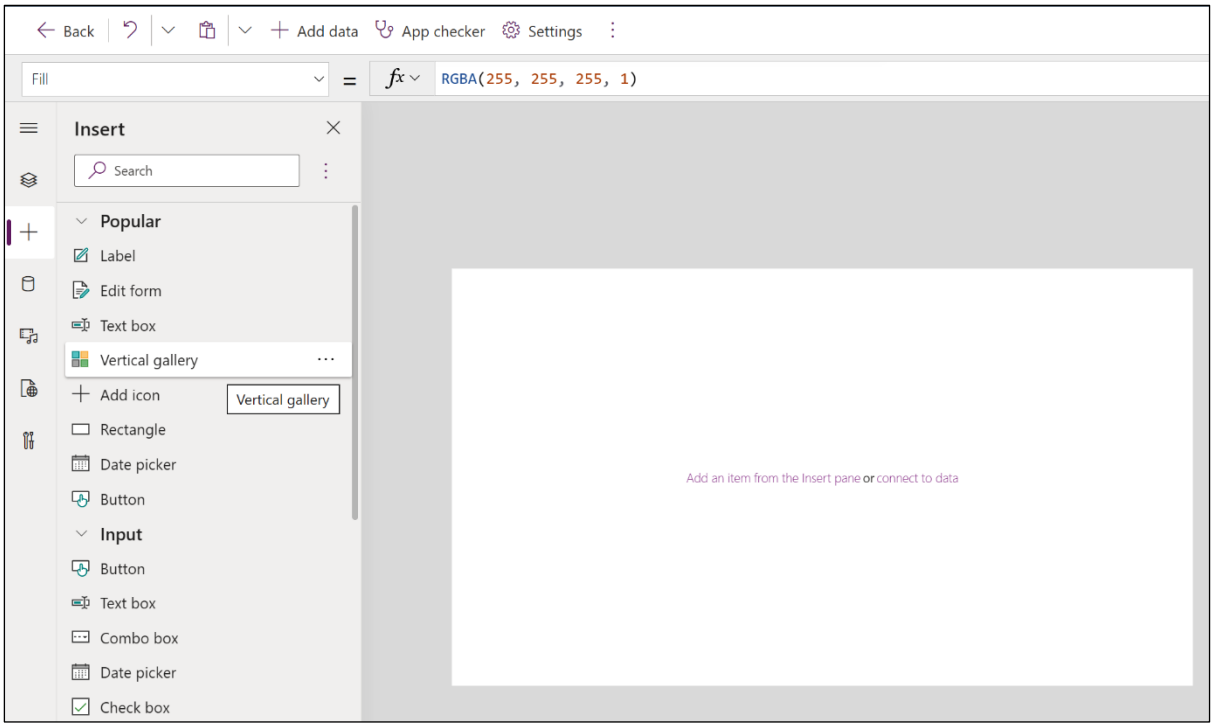
Website
http://www.adatum.com/
Parent Account

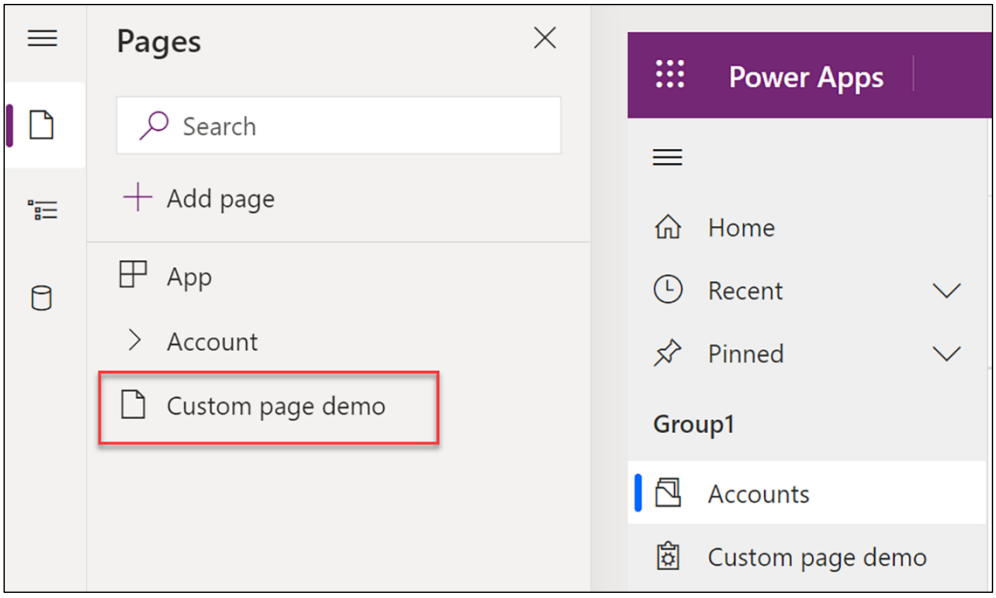
Ticker Symbol

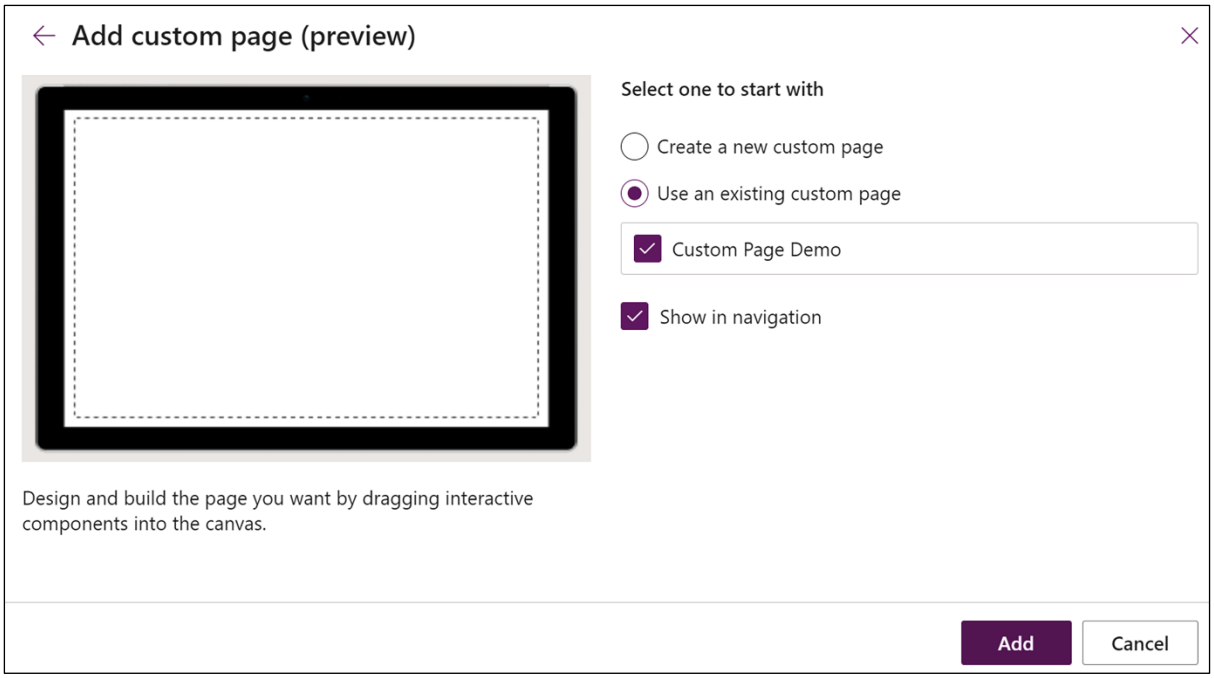
ADDRESS
Address 1: Street 1
Timeline
Search timeline
Enter a note...
Donation from Megan Bowen
Offering Support
Closed
9/25/2021 5:50 AM
Donation from Megan Bowen
Thank you
Closed
9/25/2021 5:50 AM
Email from
Replacement product shipped (sample)
Overdue
9/25/2021 5:49 AM
Phone Call from
Call back to understand the problem (sample)
Check customer and product information. Cr...
Overdue
9/25/2021 5:49 AM
Phone Call from Susan Burk (sample)
Information provided to customer (sample)
Checked customer and product information. ...
Closed
9/25/2021 5:49 AM
Primary Contact
Rene Valdes (sample)
Email
someone_i@example.com
Business
555-0108
CONTACTS
Rene Valdes (sample)
someone_i@example.com
Susan Burk (sample)
someone_l@example.com


Name
Modified
Owner
Inventory Management
1 wk ago
Megan Bowen
Modern Community Demo
4 d ago
SYSTEM
External Access Demo
4 d ago
Megan Bowen
Staff Directory App
4 d ago
Megan Bowen
Community
Edit
Play
Edit in preview

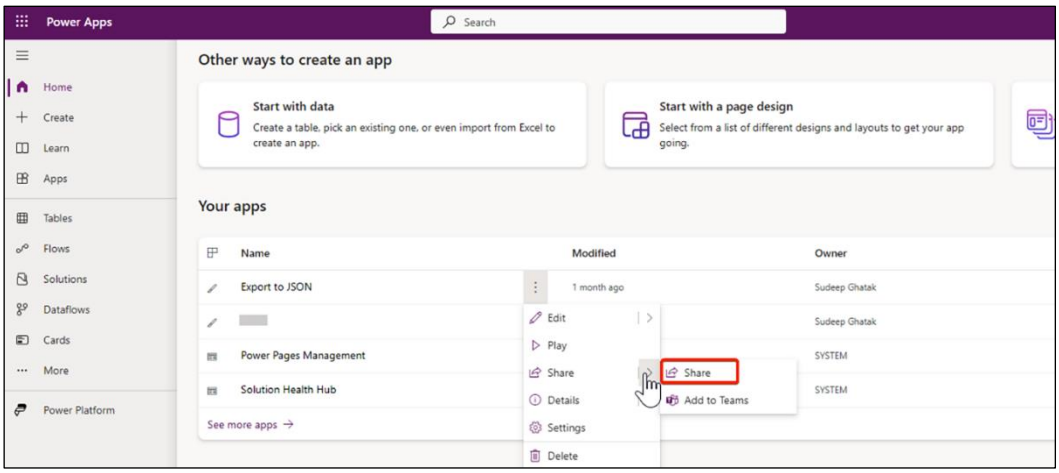

Add page
Select a page type
Table based view and form
Dashboard
Custom (preview)
Design and build the page you want by dragging interactive components into the canvas.
Next
Cancel

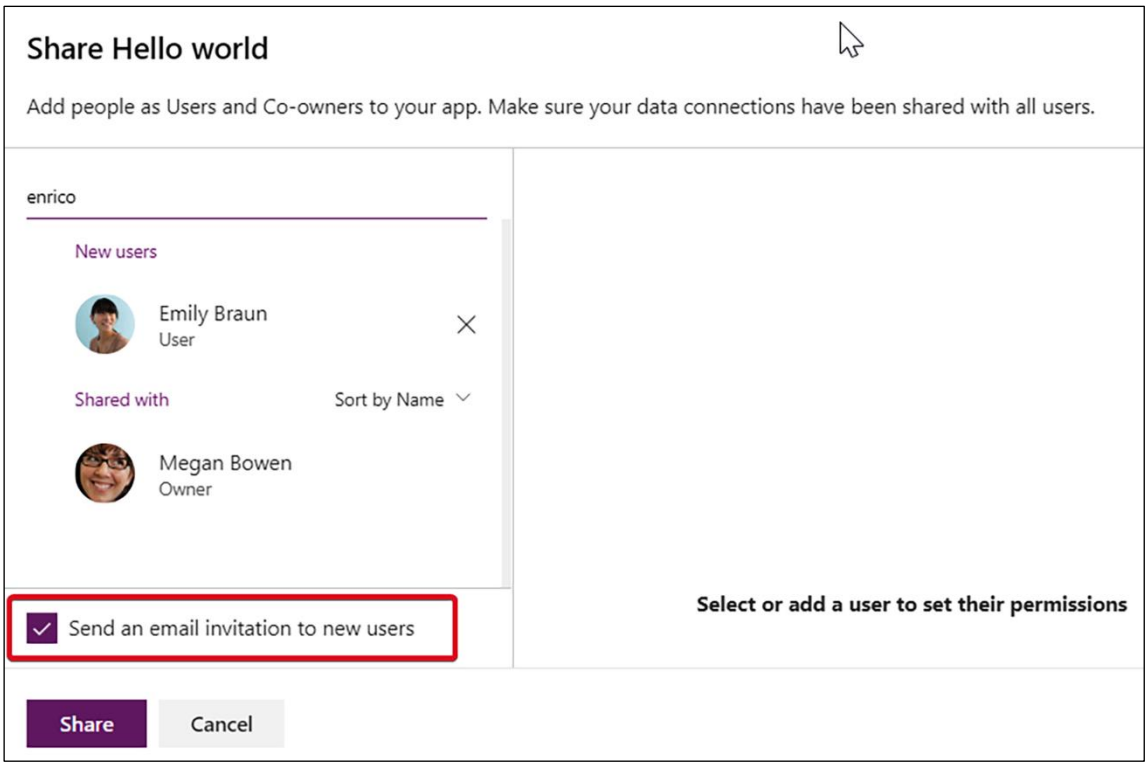

Back
Add data
App checker
Settings
Fill
RGBA(255, 255, 255, 1)
Insert
Search
Popular
Label
Edit form
Text box
Vertical gallery
Add icon
Vertical gallery
Rectangle
Date picker
Button
Input
Button
Text box
Combo box
Date picker
Check box
Add an item from the Insert pane or connect to data

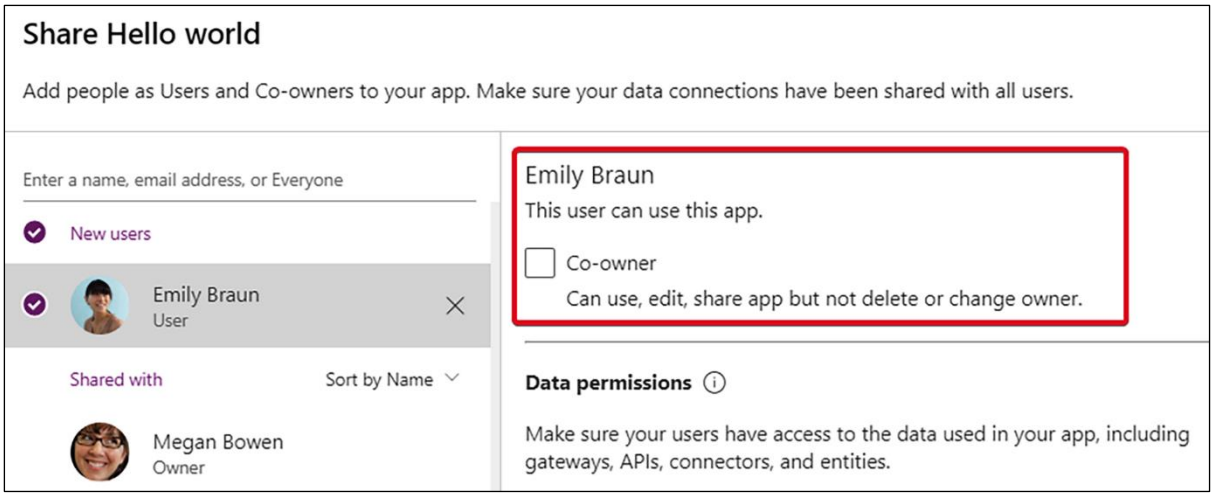

Pages
Search
Add page
App
Account
Custom page demo
Power Apps
Home
Recent
Pinned
Group1
Accounts
Custom page demo

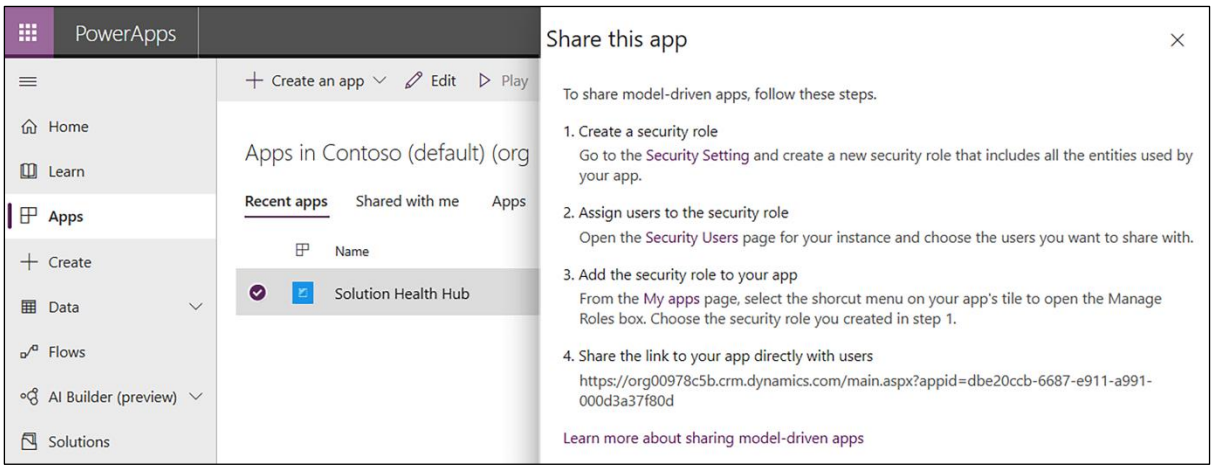

Add custom page (preview)
Select one to start with
Create a new custom page
Use an existing custom page
Custom Page Demo
Show in navigation
Design and build the page you want by dragging interactive components into the canvas.
Add
Cancel

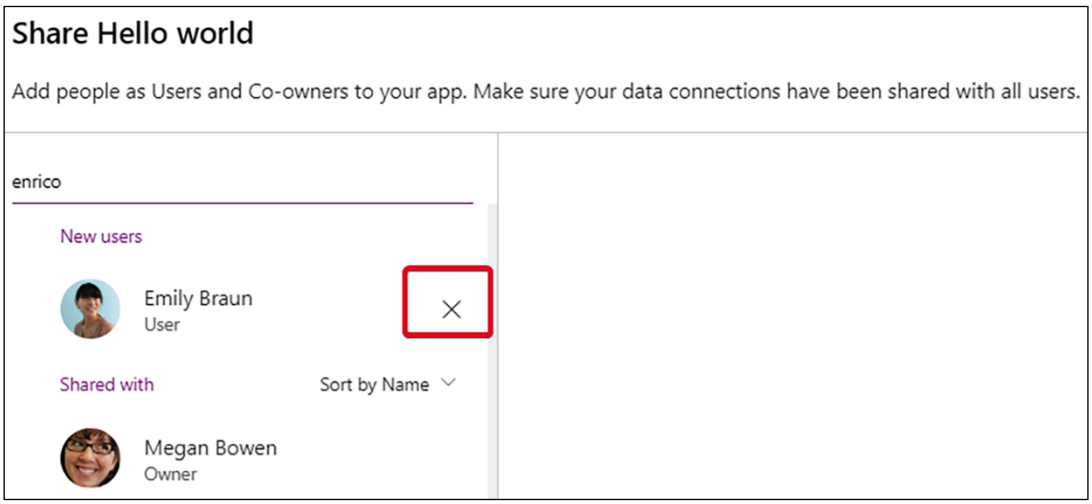
Chapter 10: Applying Power Apps

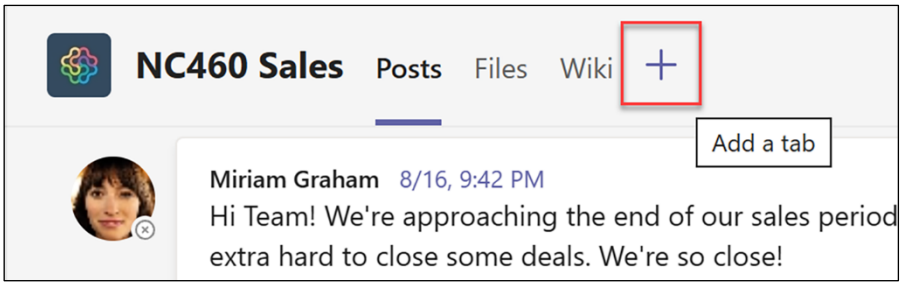


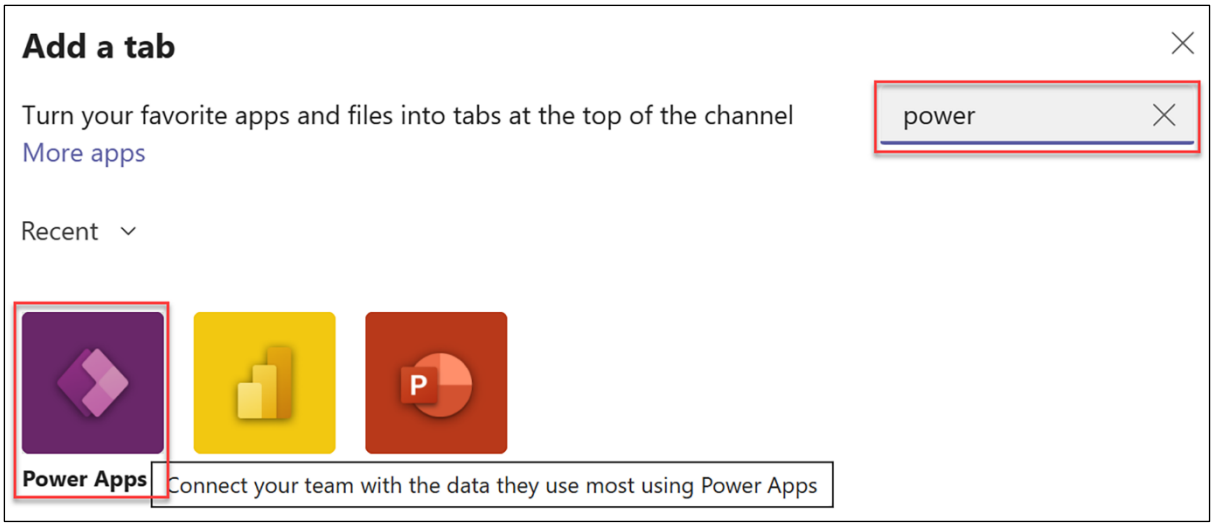


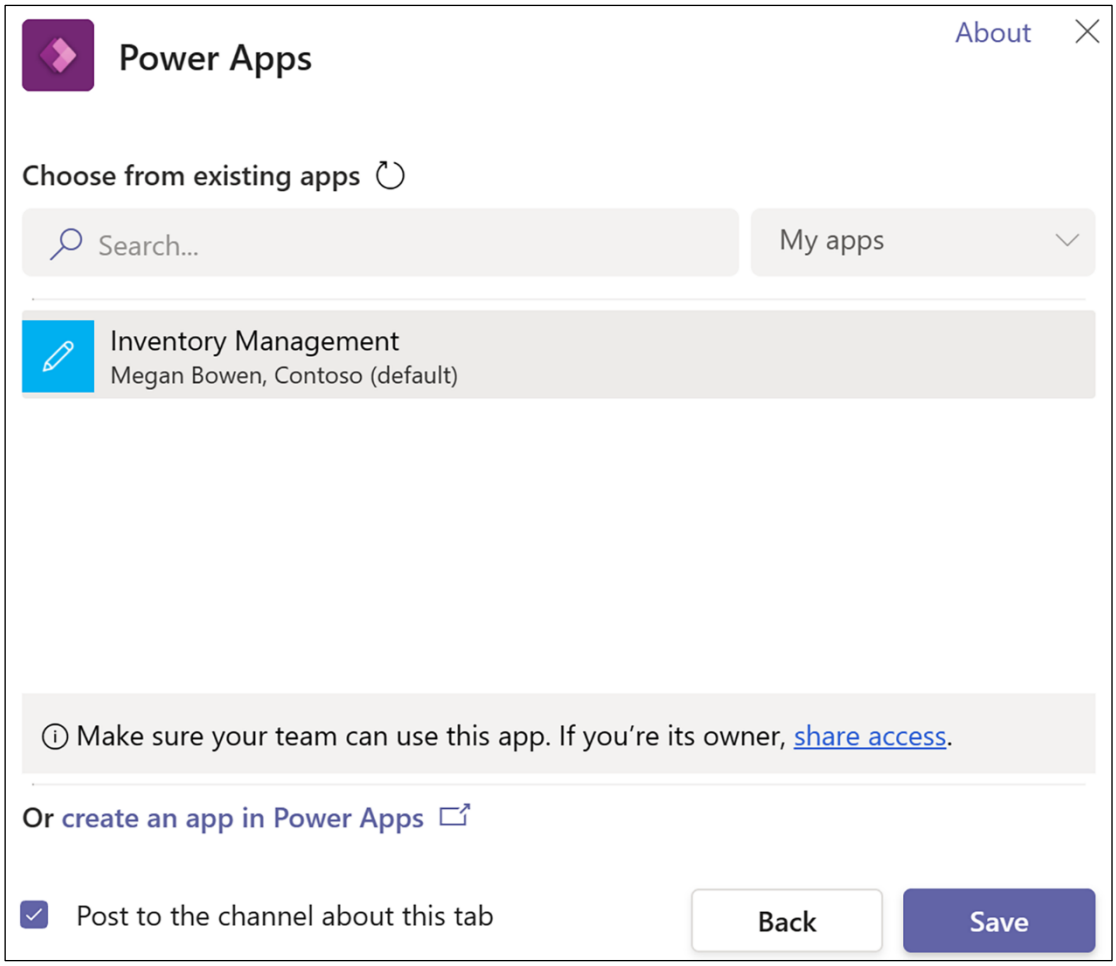

Share Hello world
Add people as Users and Co-owners to your app. Make sure your data connections have been shared with all users.
Enter a name, email address, or Everyone
New users
Emily Braun
User
Shared with
Sort by Name
Megan Bowen
Owner
Emily Braun
This user can use this app.
Co-owner
Can use, edit, share app but not delete or change owner.
Data permissions
Make sure your users have access to the data used in your app, including gateways, APIs, connectors, and entities.

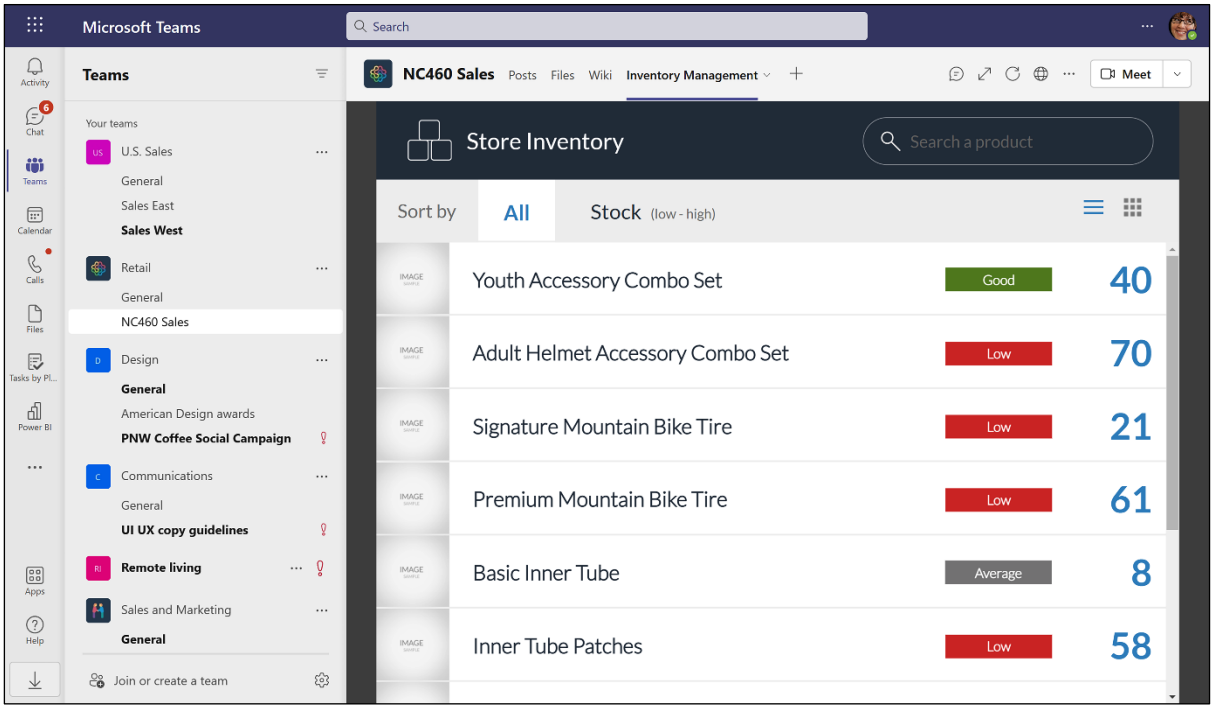

PowerApps
Home
Learn
Apps
Create
Data
Flows
AI Builder (preview)
Solutions
Create an app
Edit
Play
Apps in Contoso (default) (org
Recent apps
Shared with me
Apps
Name
Solution Health Hub
Share this app
To share model-driven apps, follow these steps.
1. Create a security role
Go to the Security Setting and create a new security role that includes all the entities used by your app.
2. Assign users to the security role
Open the Security Users page for your instance and choose the users you want to share with.
3. Add the security role to your app
From the My apps page, select the shorcut menu on your app's tile to open the Manage Roles box. Choose the security role you created in step 1.
4. Share the link to your app directly with users
https://org00978c5b.crm.dynamics.com/main.aspx?appid=dbe20ccb-6687-e911-a991-000d3a37f80d
Learn more about sharing model-driven apps

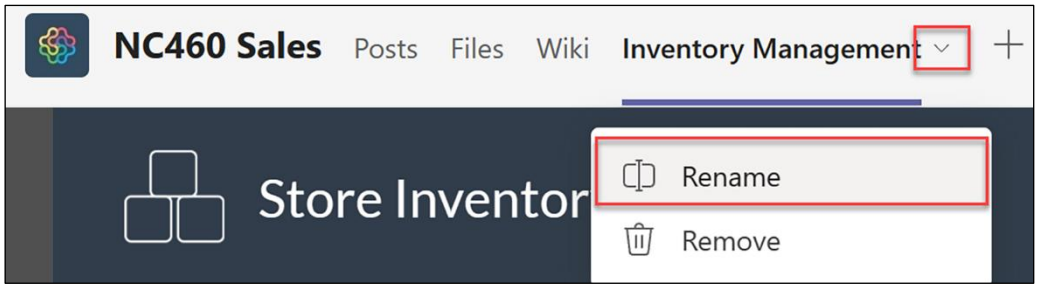

Share Hello world
Add people as Users and Co-owners to your app. Make sure your data connections have been shared with all users.
enrico
New users
Emily Braun
User
Shared with
Sort by Name
Megan Bowen
Owner

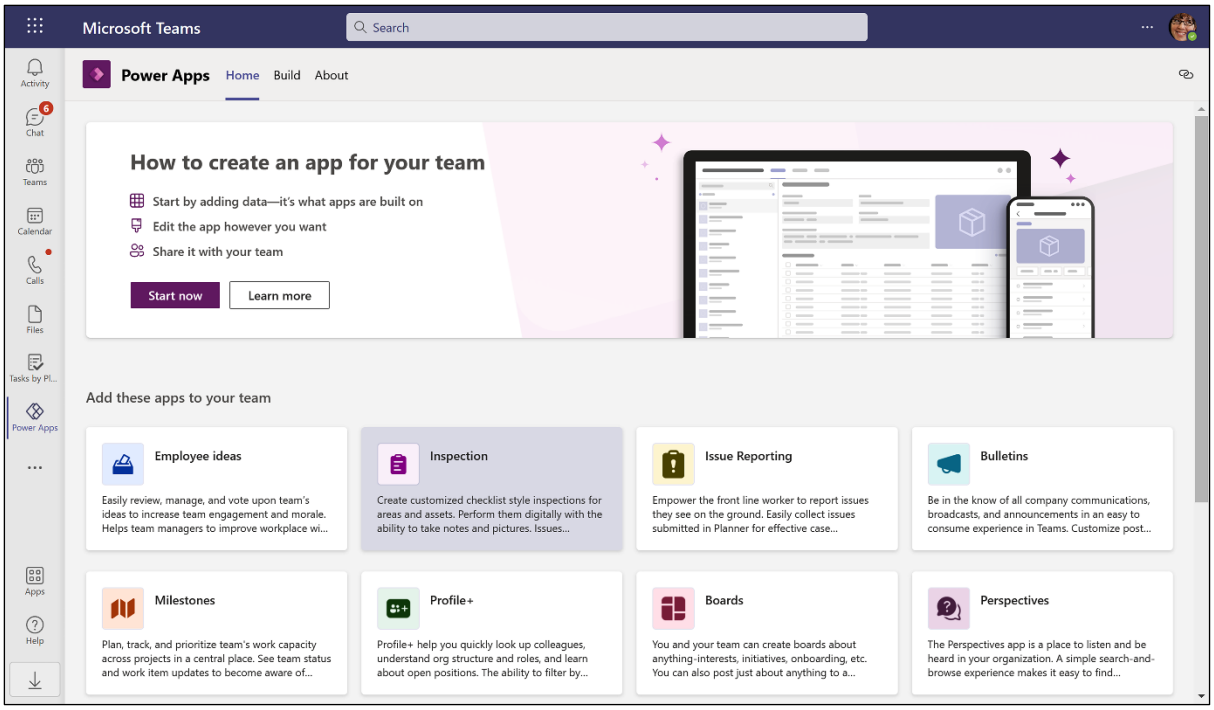

NC460 Sales
Posts
Files
Wiki
Add a tab
Miriam Graham 8/16, 9:42 PM
Hi Team! We're approaching the end of our sales period
extra hard to close some deals. We're so close!

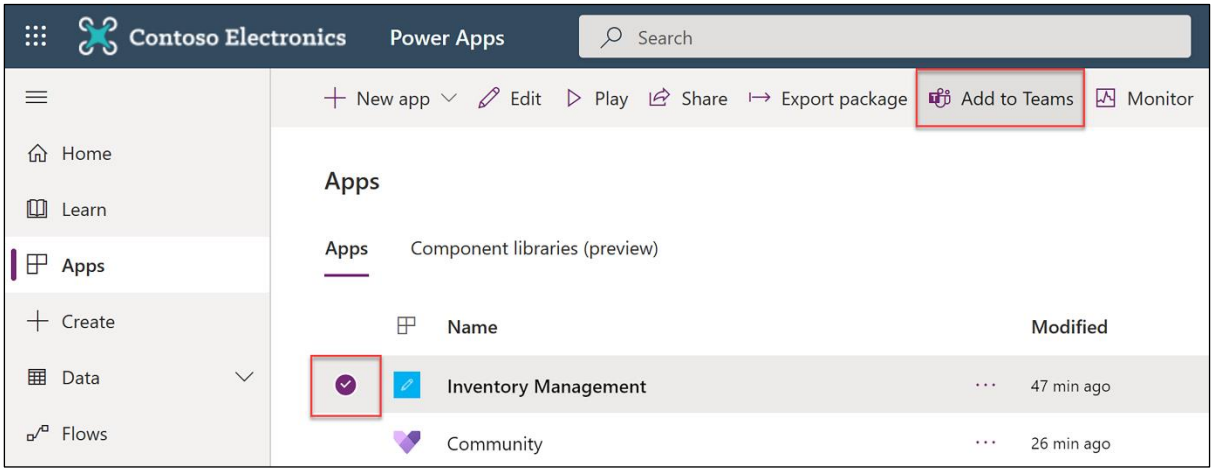

Add a tab
Turn your favorite apps and files into tabs at the top of the channel
More apps
power
Recent
Power Apps
Connect your team with the data they use most using Power Apps

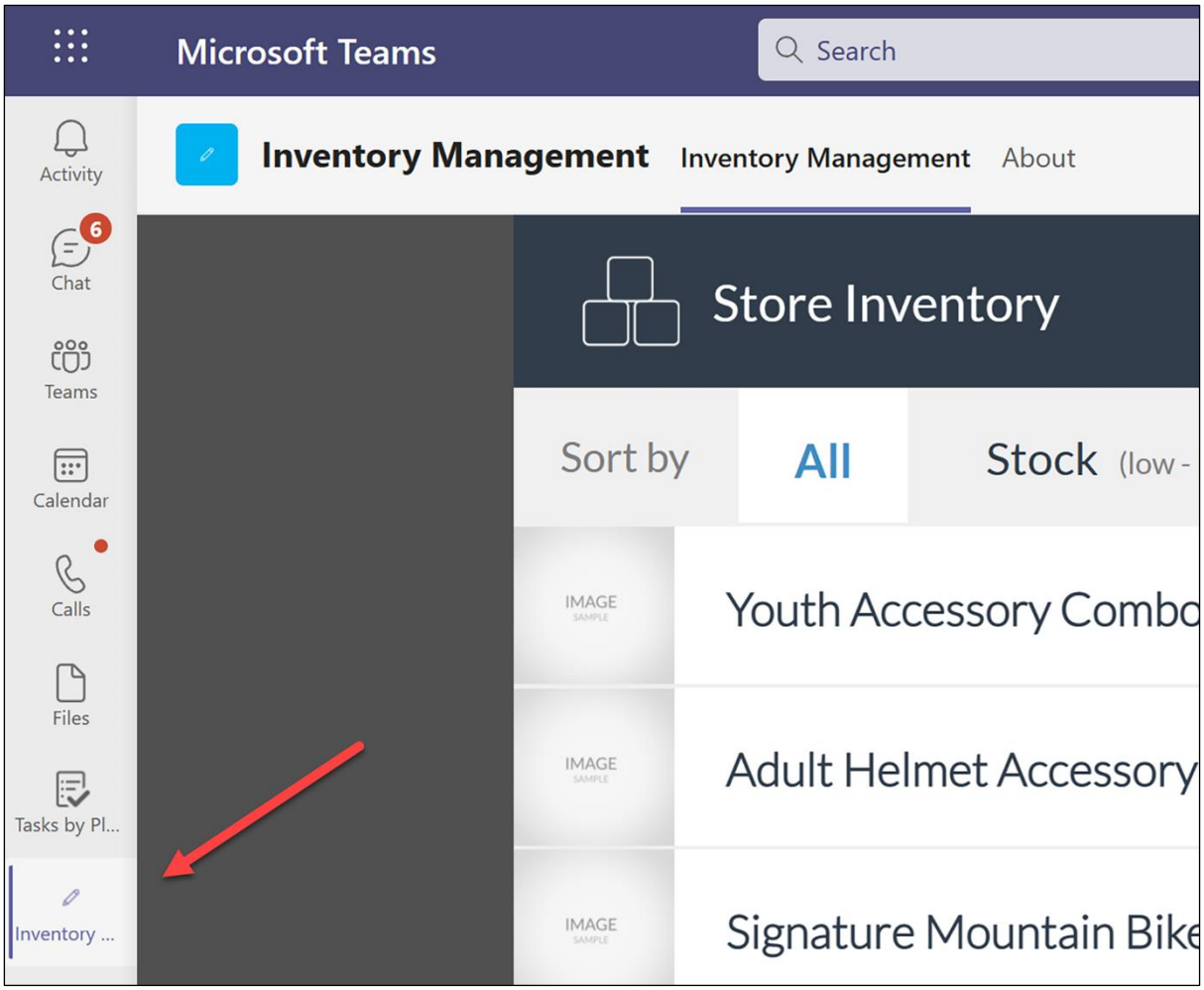

Power Apps
About
Choose from existing apps
Search...
My apps
Inventory Management
Megan Bowen, Contoso (default)
Make sure your team can use this app. If you're its owner, share access.
Or create an app in Power Apps
Post to the channel about this tab
Back
Save

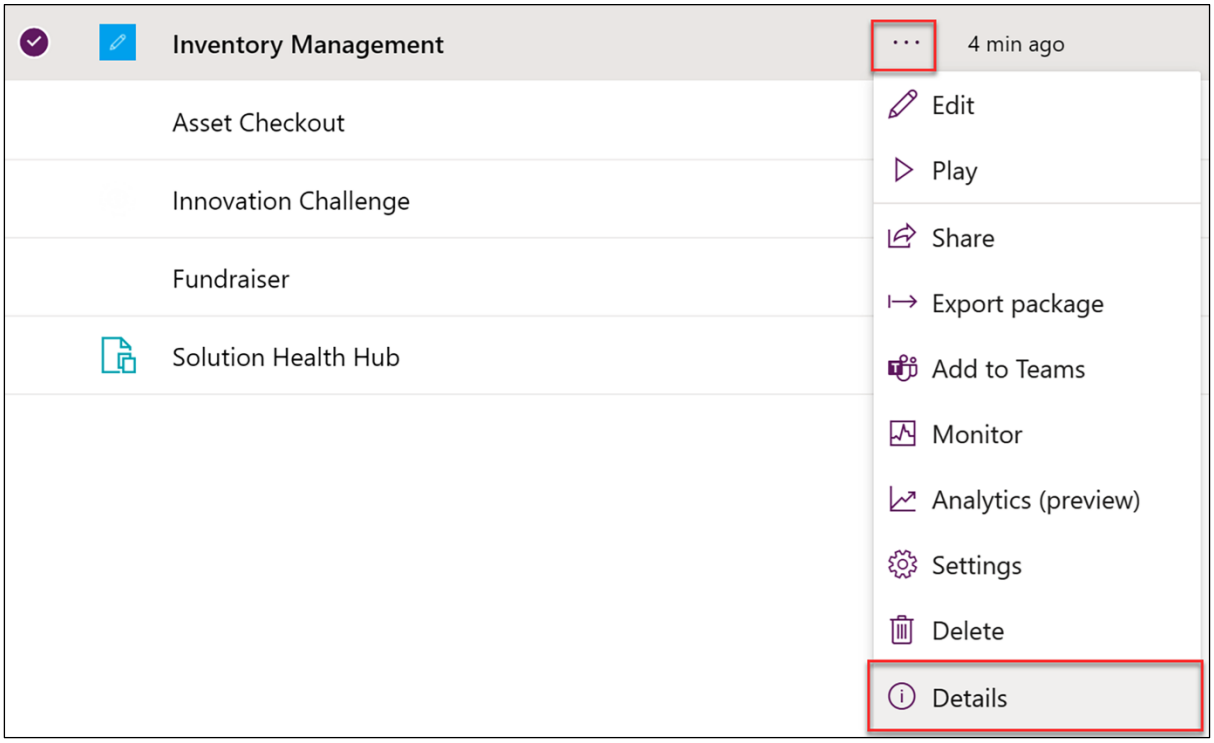

Microsoft Teams
Search
Teams
NC460 Sales
Posts
Files
Wiki
Inventory Management
Meet
Store Inventory
Search a product
Sort by
All
Stock (low - high)
Youth Accessory Combo Set
Good
40
Adult Helmet Accessory Combo Set
Low
70
Signature Mountain Bike Tire
Low
21
Premium Mountain Bike Tire
Low
61
Basic Inner Tube
Average
8
Inner Tube Patches
Low
58
Your teams
U.S. Sales
General
Sales East
Sales West
Retail
General
NC460 Sales
Design
General
American Design awards
PNW Coffee Social Campaign
Communications
General
UI UX copy guidelines
Remote living
Sales and Marketing
General
Join or create a team

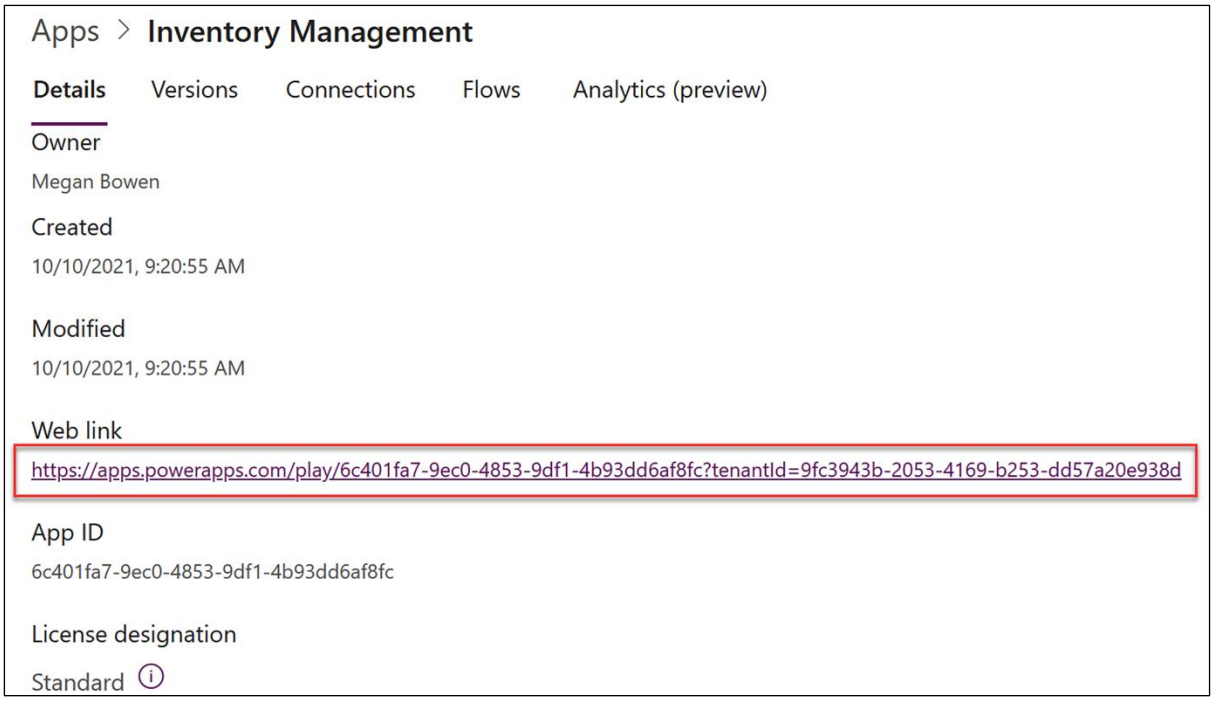

NC460 Sales
Posts
Files
Wiki
Inventory Management
Store Inventor
Rename
Remove

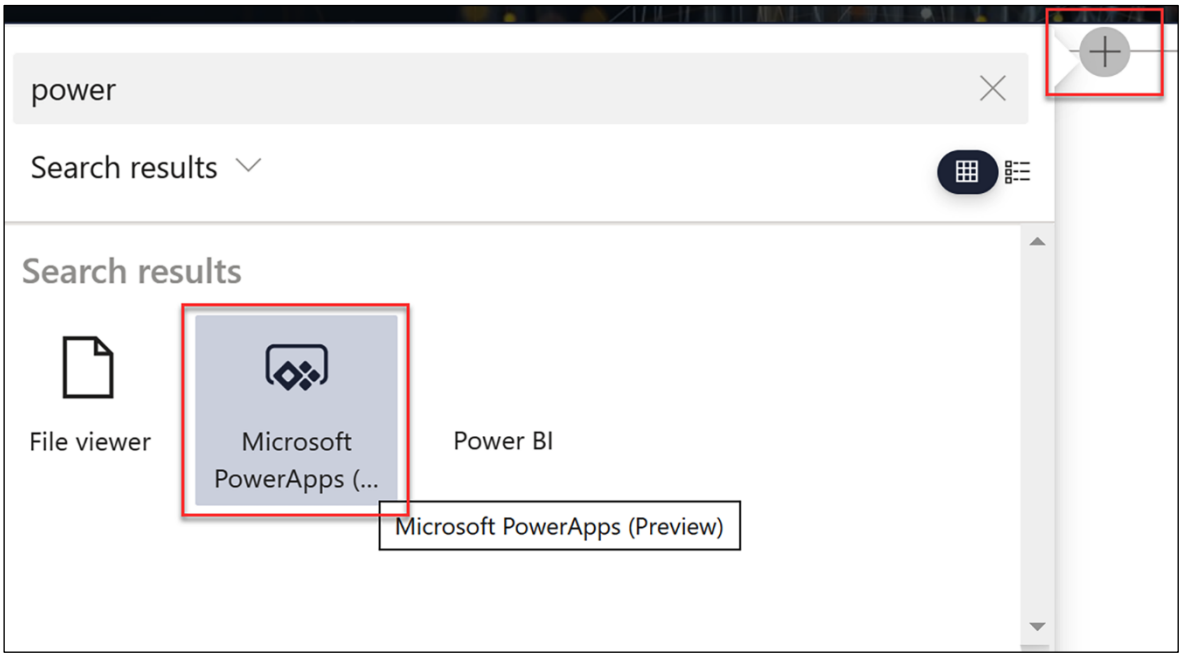

Microsoft Teams
Search
Activity
Chat
Teams
Calendar
Calls
Files
Tasks by Pl...
Power Apps
Apps
Help
Power Apps
Home
Build
About
How to create an app for your team
Start by adding data—it's what apps are built on
Edit the app however you want
Share it with your team
Start now
Learn more
Add these apps to your team
Employee ideas
Easily review, manage, and vote upon team's ideas to increase team engagement and morale. Helps team managers to improve workplace wi...
Inspection
Create customized checklist style inspections for areas and assets. Perform them digitally with the ability to take notes and pictures. Issues...
Issue Reporting
Empower the front line worker to report issues they see on the ground. Easily collect issues submitted in Planner for effective case...
Bulletins
Be in the know of all company communications, broadcasts, and announcements in an easy to consume experience in Teams. Customize post...
Milestones
Plan, track, and prioritize team's work capacity across projects in a central place. See team status and work item updates to become aware of...
Profile+
Profile+ help you quickly look up colleagues, understand org structure and roles, and learn about open positions. The ability to filter by...
Boards
You and your team can create boards about anything-interests, initiatives, onboarding, etc. You can also post just about anything to a...
Perspectives
The Perspectives app is a place to listen and be heard in your organization. A simple search-and-browse experience makes it easy to find...

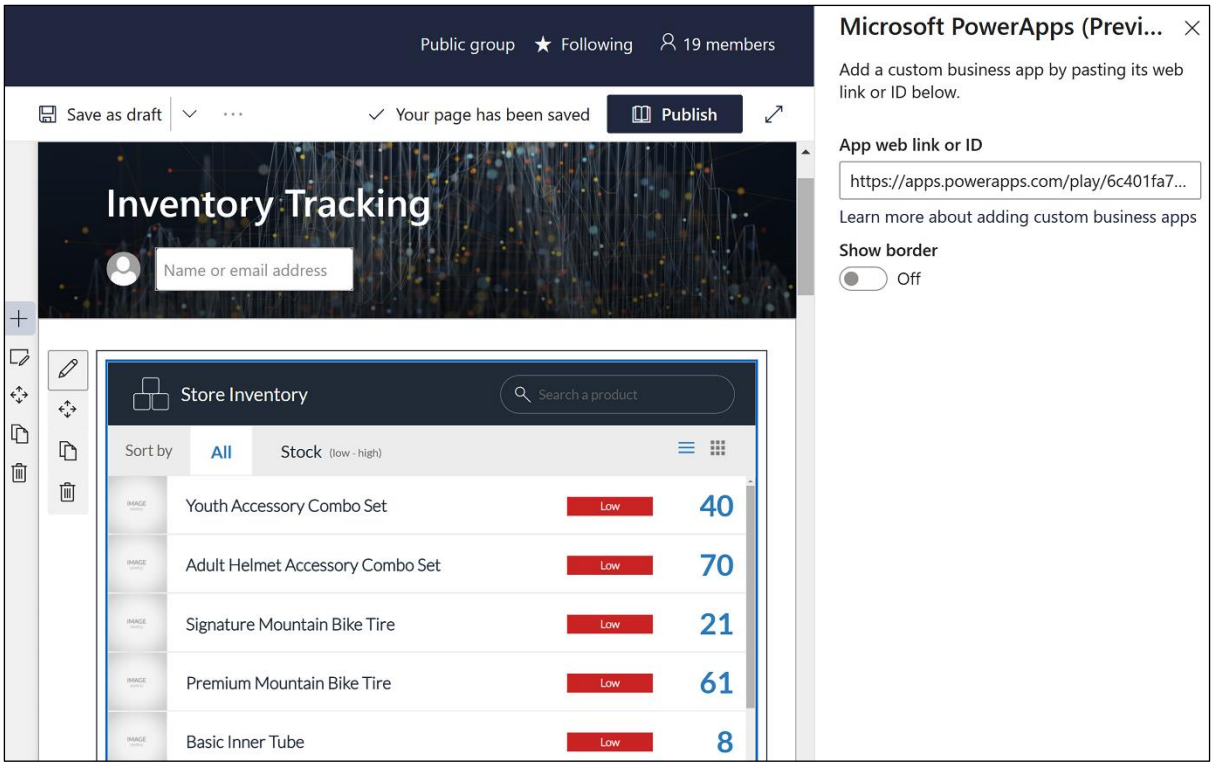

Contoso Electronics
Power Apps
Search
New app
Edit
Play
Share
Export package
Add to Teams
Monitor
Home
Learn
Apps
Create
Data
Flows
Apps
Apps
Component libraries (preview)
Name
Modified
Inventory Management
47 min ago
Community
26 min ago

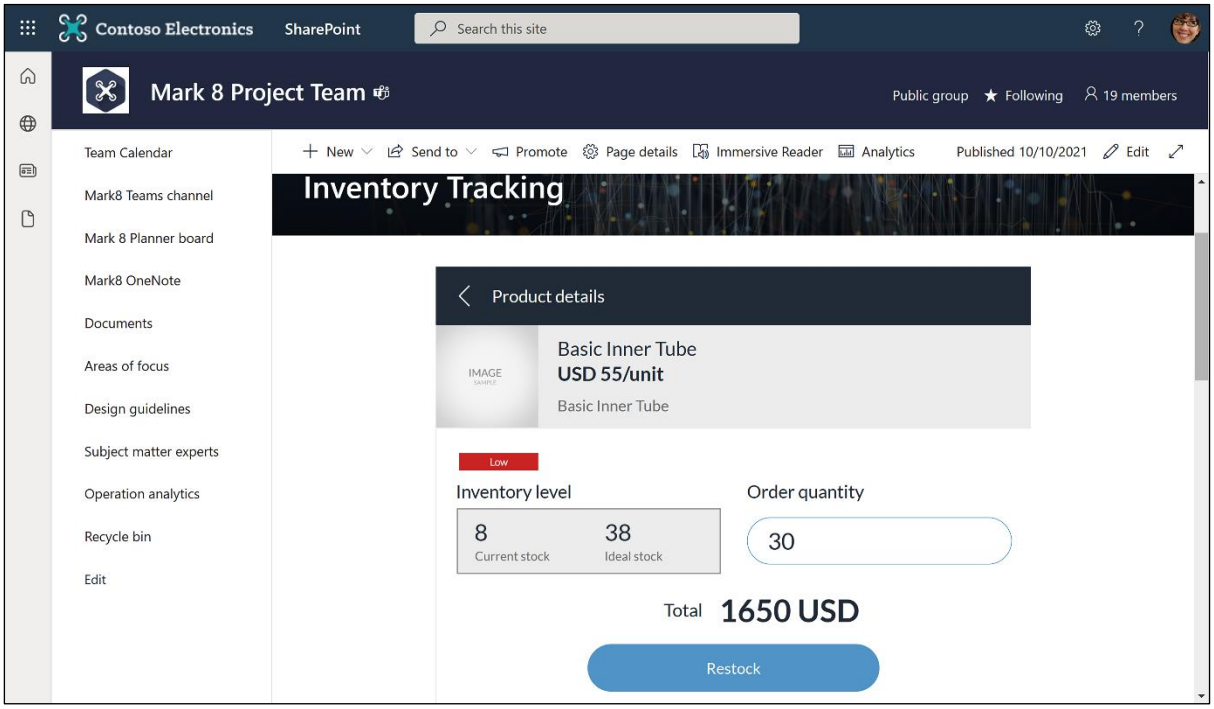

Microsoft Teams
Search
Activity
Chat
6
Teams
Calendar
Calls
Files
Tasks by Pl...
Inventory ...
Inventory Management
Inventory Management
About
Store Inventory
Sort by
All
Stock (low -
IMAGE
Youth Accessory Combo
IMAGE
Adult Helmet Accessory
IMAGE
Signature Mountain Bike

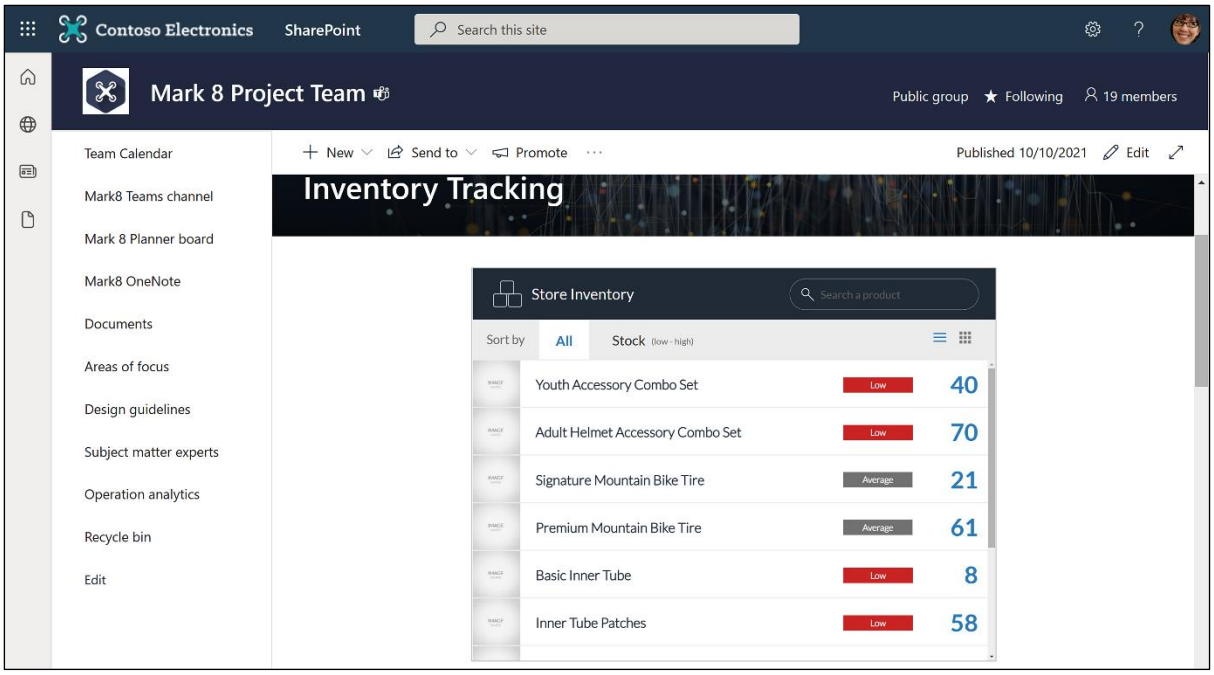

Inventory Management
4 min ago
Asset Checkout
Innovation Challenge
Fundraiser
Solution Health Hub
Edit
Play
Share
Export package
Add to Teams
Monitor
Analytics (preview)
Settings
Delete
Details

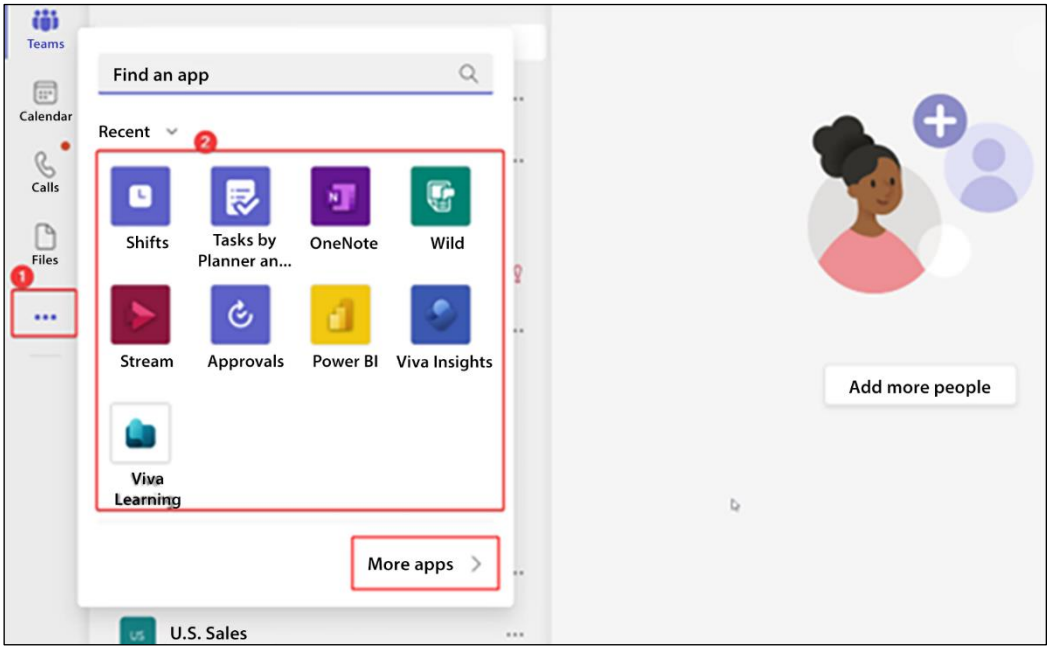

Apps > Inventory Management
Details
Versions
Connections
Flows
Analytics (preview)
Owner
Megan Bowen
Created
10/10/2021, 9:20:55 AM
Modified
10/10/2021, 9:20:55 AM
Web link
https://apps.powerapps.com/play/6c401fa7-9ec0-4853-9df1-4b93dd6af8fc?tenantId=9fc3943b-2053-4169-b253-dd57a20e938d
App ID
6c401fa7-9ec0-4853-9df1-4b93dd6af8fc
License designation
Standard

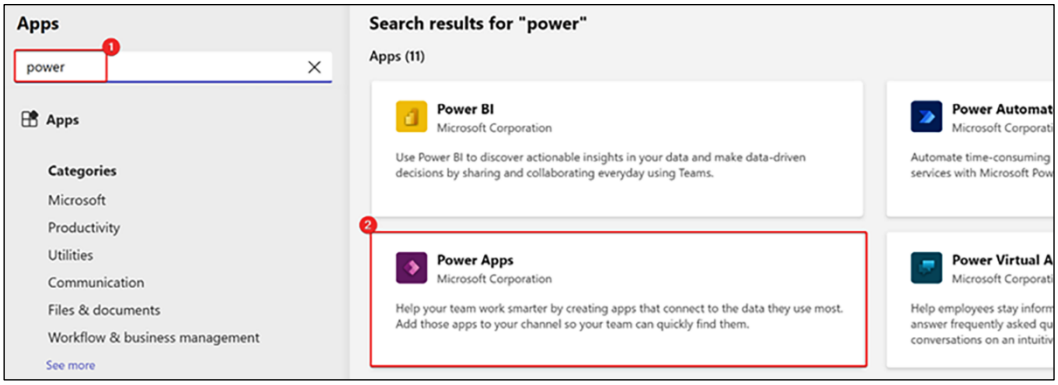

power
Search results
Search results
File viewer
Microsoft PowerApps (...
Power BI
Microsoft PowerApps (Preview)

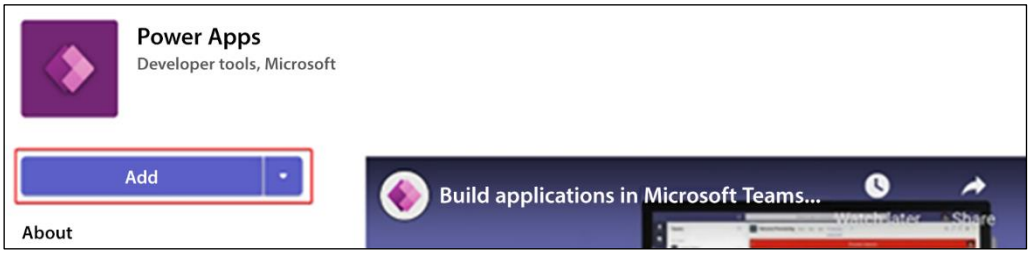

Public group
Following
19 members
Save as draft
Your page has been saved
Publish
Inventory Tracking
Name or email address
Store Inventory
Search a product
Sort by
All
Stock (low - high)
Youth Accessory Combo Set
Low
40
Adult Helmet Accessory Combo Set
Low
70
Signature Mountain Bike Tire
Low
21
Premium Mountain Bike Tire
Low
61
Basic Inner Tube
Low
8
Microsoft PowerApps (Previ...
Add a custom business app by pasting its web link or ID below.
App web link or ID
https://apps.powerapps.com/play/6c401fa7...
Learn more about adding custom business apps
Show border
Off

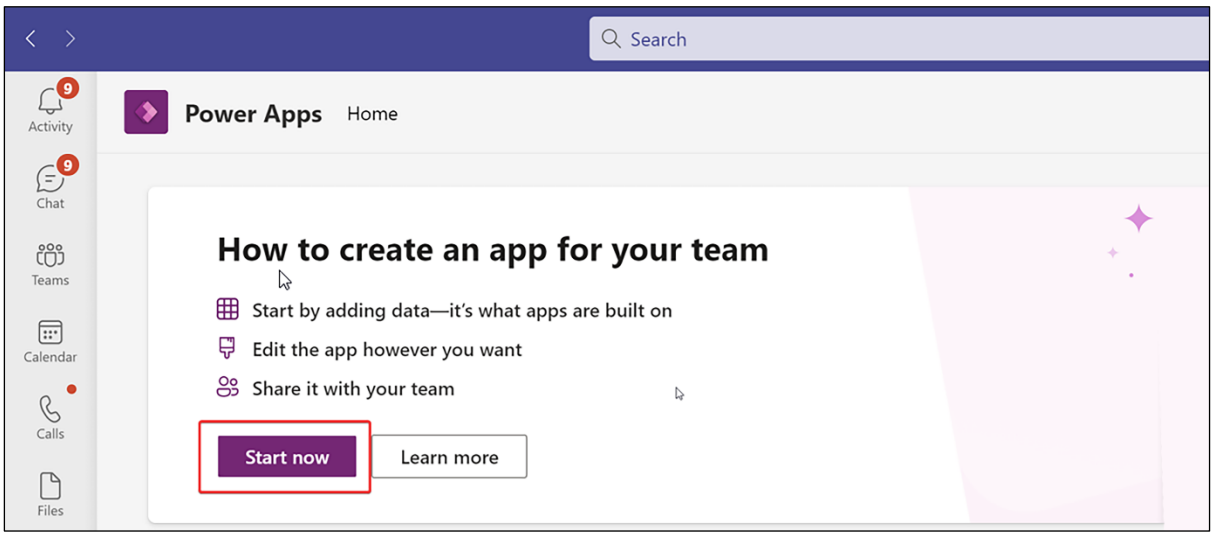

Contoso Electronics
SharePoint
Search this site
Mark 8 Project Team
Public group
Following
19 members
Team Calendar
Mark8 Teams channel
Mark 8 Planner board
Mark8 OneNote
Documents
Areas of focus
Design guidelines
Subject matter experts
Operation analytics
Recycle bin
Edit
New
Send to
Promote
Page details
Immersive Reader
Analytics
Published 10/10/2021
Edit
Inventory Tracking
Product details
Basic Inner Tube
USD 55/unit
Basic Inner Tube
Low
Inventory level
8
Current stock
38
Ideal stock
Order quantity
30
Total
1650 USD
Restock

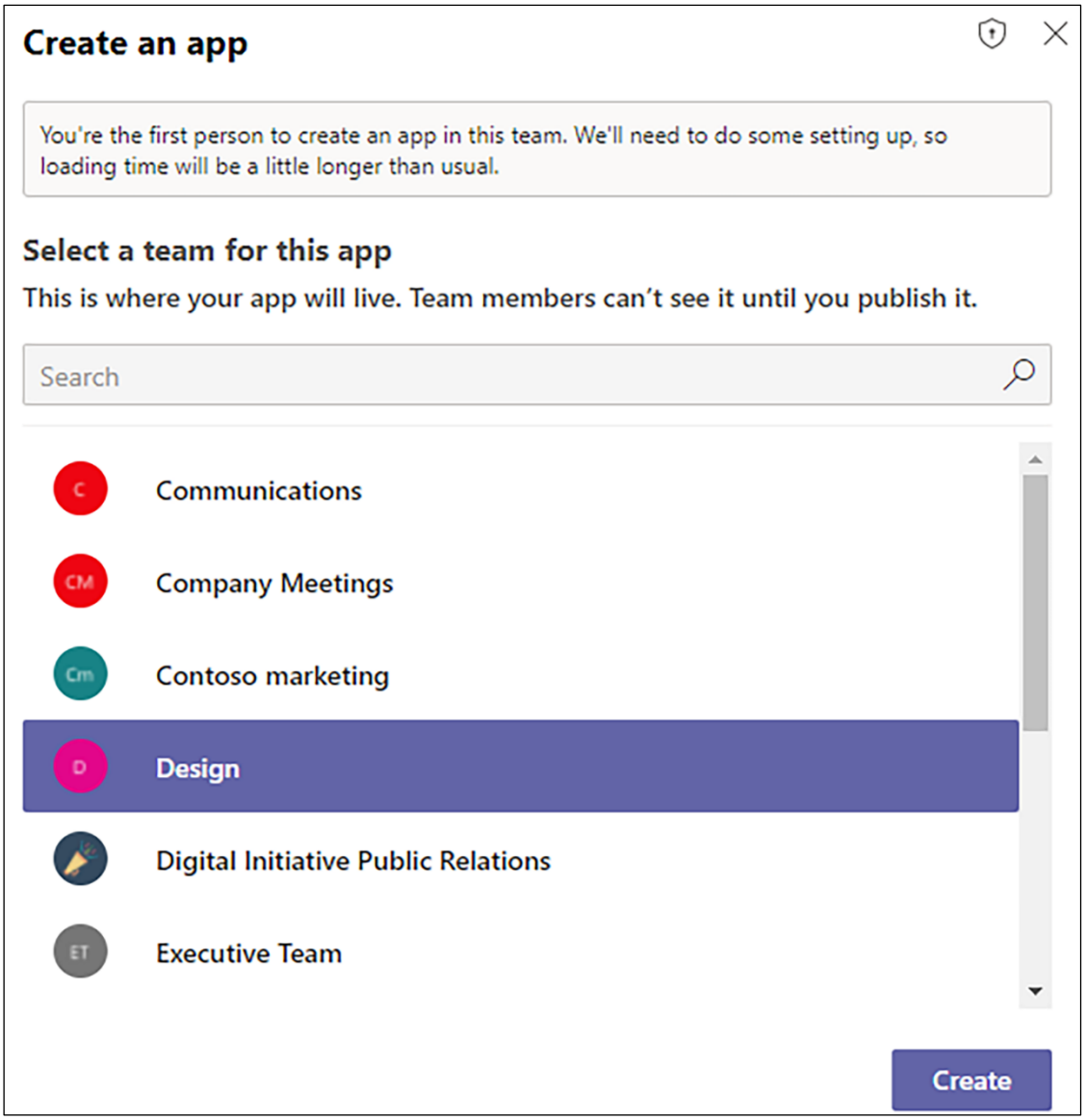

Contoso Electronics
SharePoint
Search this site
Mark 8 Project Team
Public group
Following
19 members
Team Calendar
Mark8 Teams channel
Mark 8 Planner board
Mark8 OneNote
Documents
Areas of focus
Design guidelines
Subject matter experts
Operation analytics
Recycle bin
Edit
New
Send to
Promote
Published 10/10/2021
Edit
Inventory Tracking
Store Inventory
Search a product
Sort by
All
Stock (low - high)
Youth Accessory Combo Set
Low
40
Adult Helmet Accessory Combo Set
Low
70
Signature Mountain Bike Tire
Average
21
Premium Mountain Bike Tire
Average
61
Basic Inner Tube
Low
8
Inner Tube Patches
Low
58

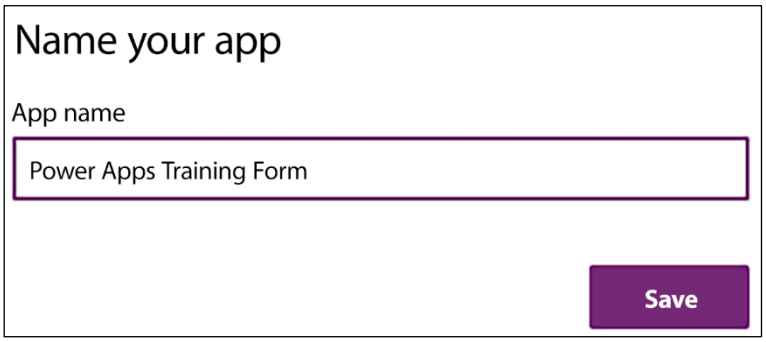

Teams
Calendar
Calls
Files
Find an app
Recent
Shifts
Tasks by Planner an...
OneNote
Wild
Stream
Approvals
Power BI
Viva Insights
Viva Learning
More apps
Add more people
U.S. Sales

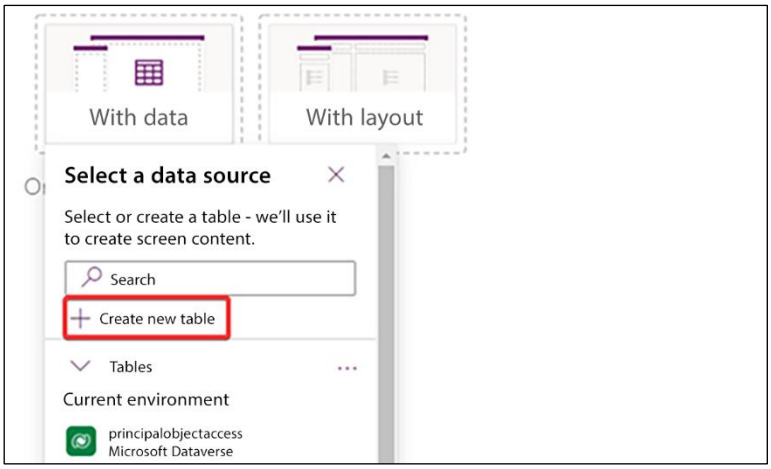

Apps
power
Apps
Categories
Microsoft
Productivity
Utilities
Communication
Files & documents
Workflow & business management
See more
Search results for "power"
Apps (11)
Power BI
Microsoft Corporation
Use Power BI to discover actionable insights in your data and make data-driven decisions by sharing and collaborating everyday using Teams.
Power Apps
Microsoft Corporation
Help your team work smarter by creating apps that connect to the data they use most. Add those apps to your channel so your team can quickly find them.

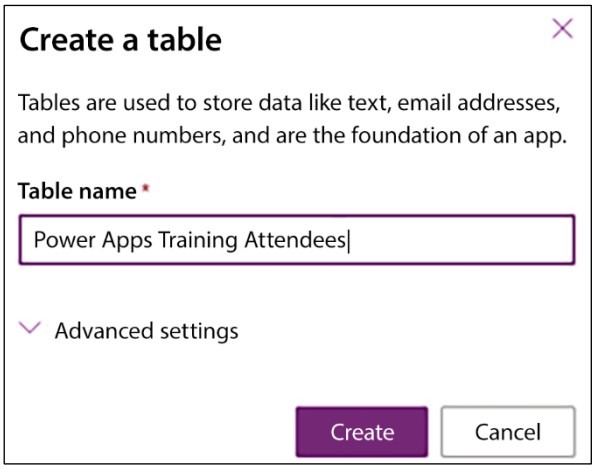

Power Apps
Developer tools, Microsoft
Add
About
Build applications in Microsoft Teams...

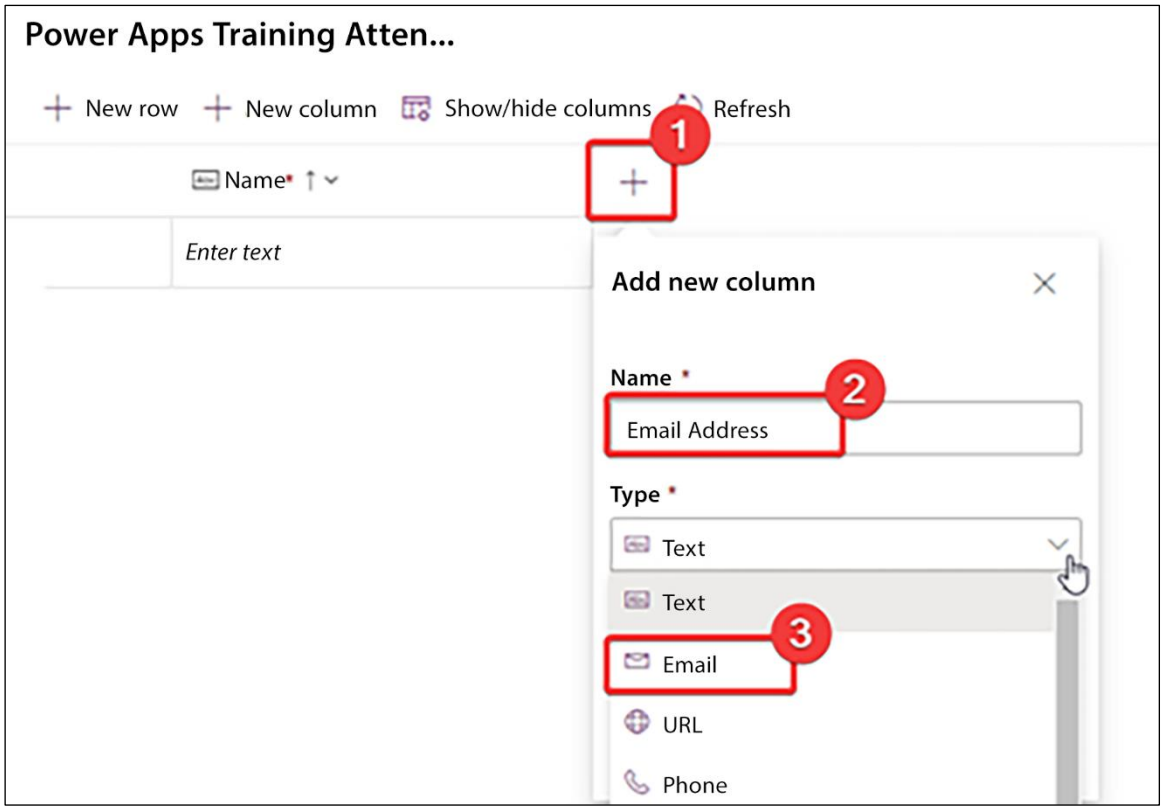

Search
Activity
Chat
Teams
Calendar
Calls
Files
Power Apps
Home
How to create an app for your team
Start by adding data—it's what apps are built on
Edit the app however you want
Share it with your team
Start now
Learn more

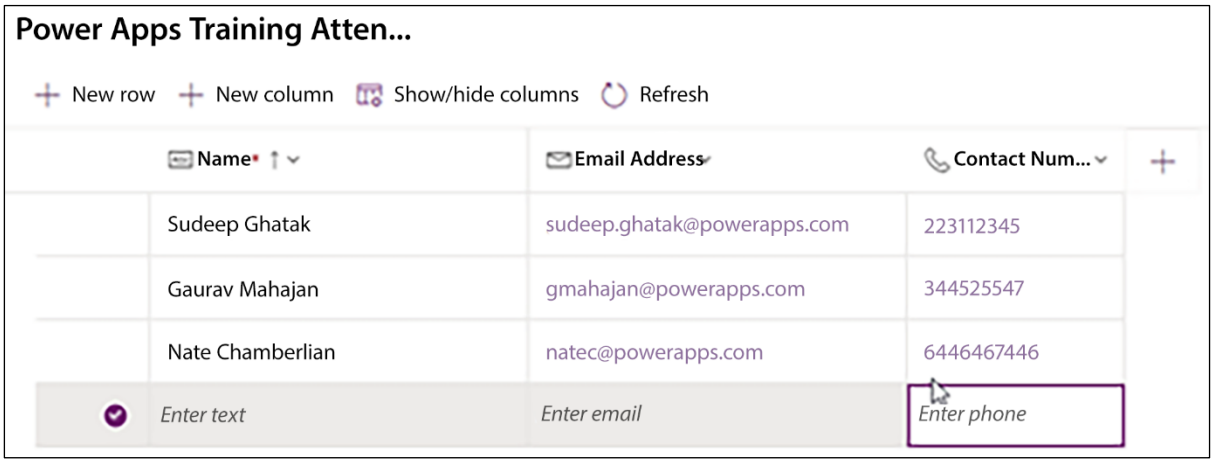

Create an app
You're the first person to create an app in this team. We'll need to do some setting up, so loading time will be a little longer than usual.
Select a team for this app
This is where your app will live. Team members can't see it until you publish it.
Search
C
Communications
CM
Company Meetings
Cm
Contoso marketing
D
Design
Digital Initiative Public Relations
ET
Executive Team
Create

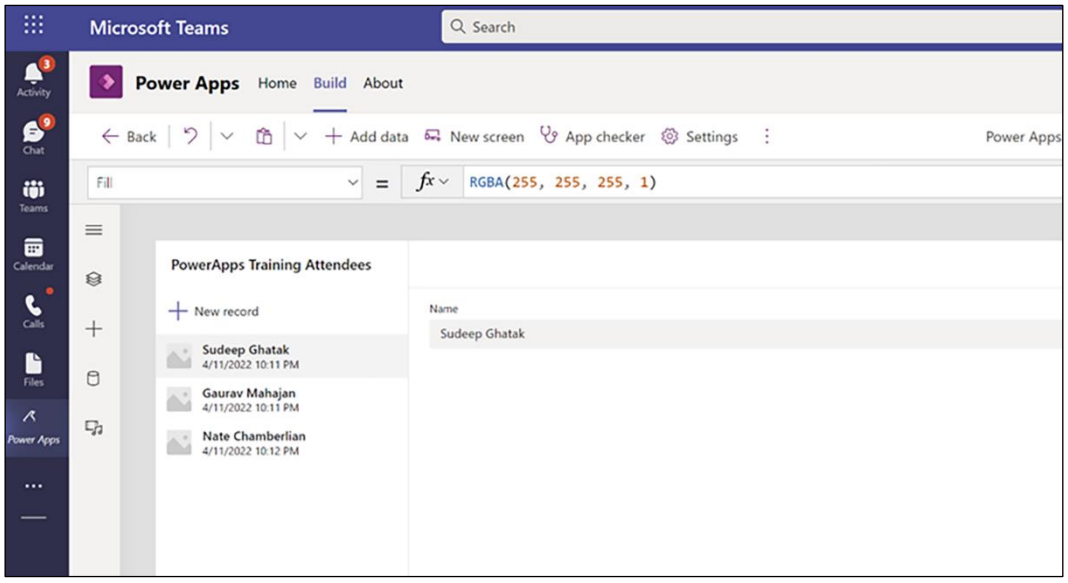

Name your app
App name
Power Apps Training Form
Save

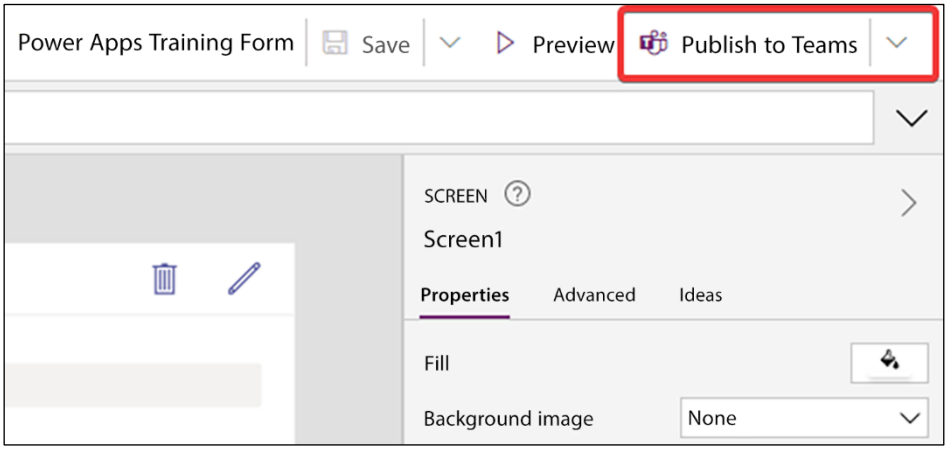

With data
With layout
Select a data source
Select or create a table - we'll use it to create screen content.
Search
Create new table
Tables
Current environment
principalobjectaccess
Microsoft Dataverse

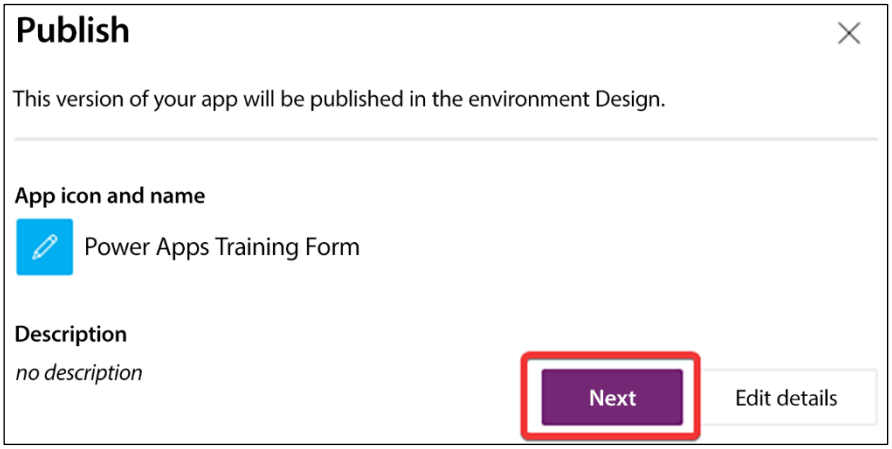

Create a table
Tables are used to store data like text, email addresses, and phone numbers, and are the foundation of an app.
Table name *
Power Apps Training Attendees
Advanced settings
Create
Cancel

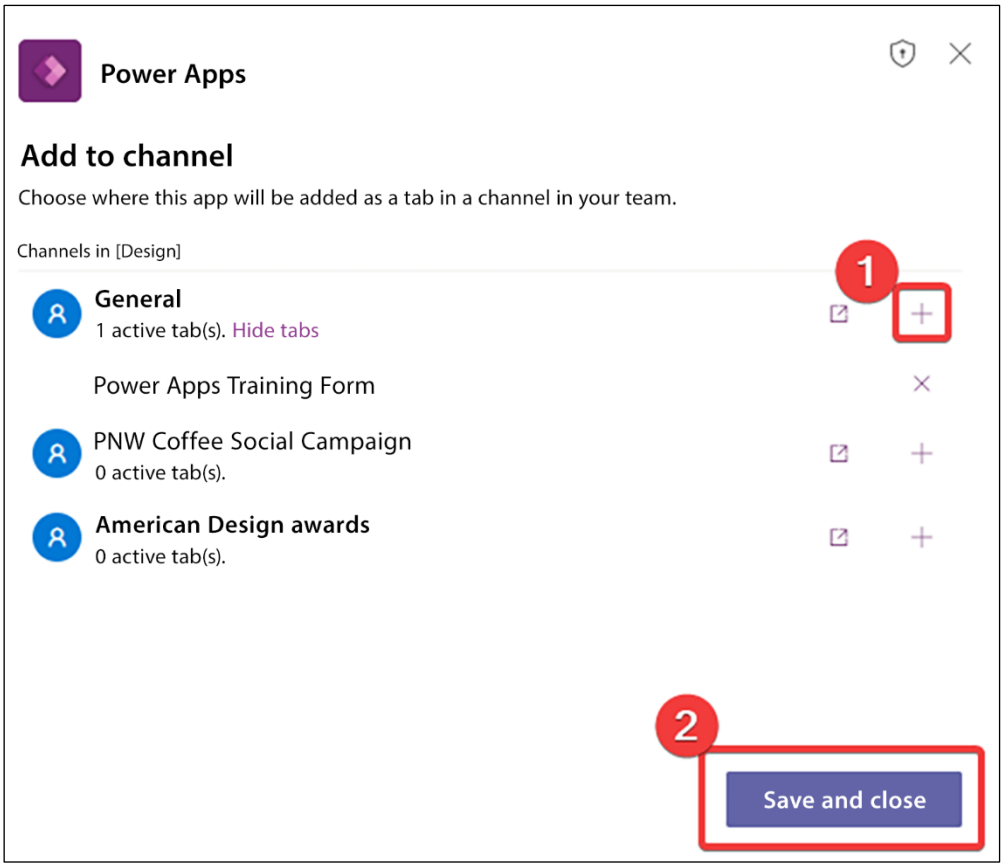

Power Apps Training Atten...
New row
New column
Show/hide columns
Refresh
Name
Enter text
1
Add new column
Name *
Email Address
2
Type *
Text
Text
Email
3
URL
Phone

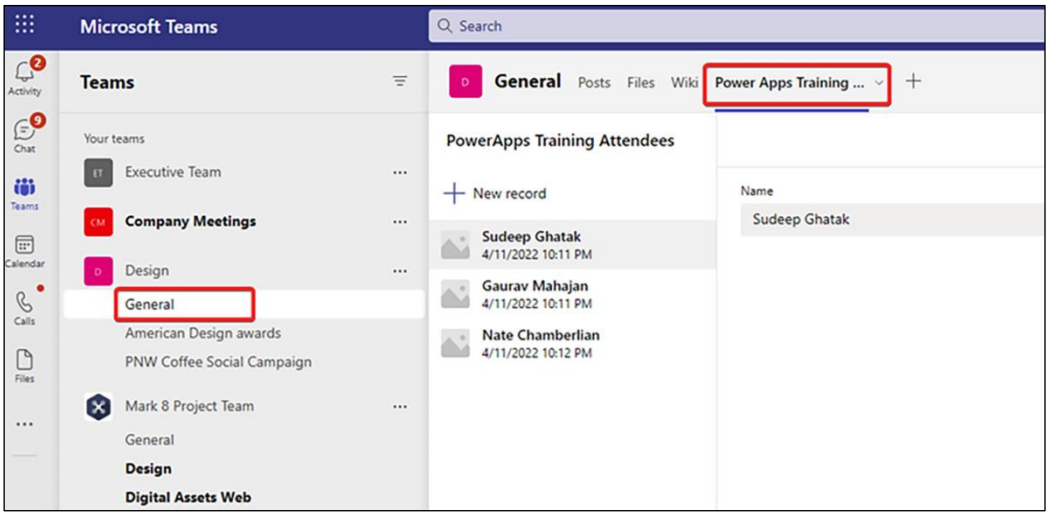

Power Apps Training Atten...
New row
New column
Show/hide columns
Refresh
Name
Email Address
Contact Num...
Sudeep Ghatak
sudeep.ghatak@powerapps.com
223112345
Gaurav Mahajan
gmahajan@powerapps.com
344525547
Nate Chamberlian
natec@powerapps.com
6446467446
Enter text
Enter email
Enter phone

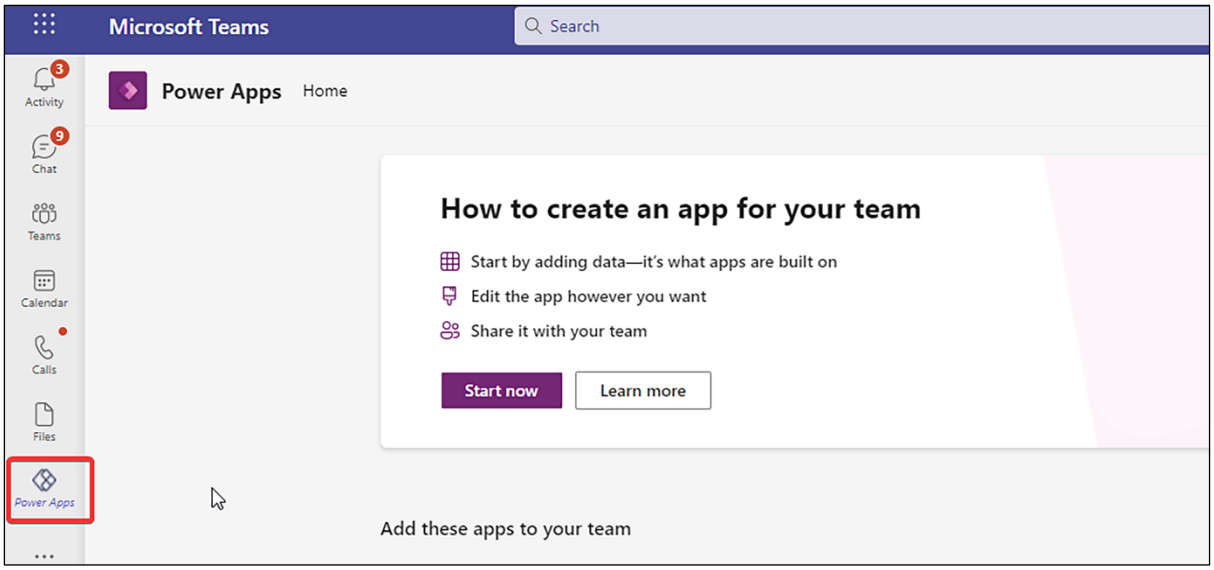

Microsoft Teams
Search
Activity
Chat
Teams
Calendar
Calls
Files
Power Apps
Power Apps
Home
Build
About
Back
Add data
New screen
App checker
Settings
Power Apps
Fill
RGBA(255, 255, 255, 1)
PowerApps Training Attendees
New record
Sudeep Ghatak
4/11/2022 10:11 PM
Gaurav Mahajan
4/11/2022 10:11 PM
Nate Chamberlian
4/11/2022 10:12 PM
Name
Sudeep Ghatak

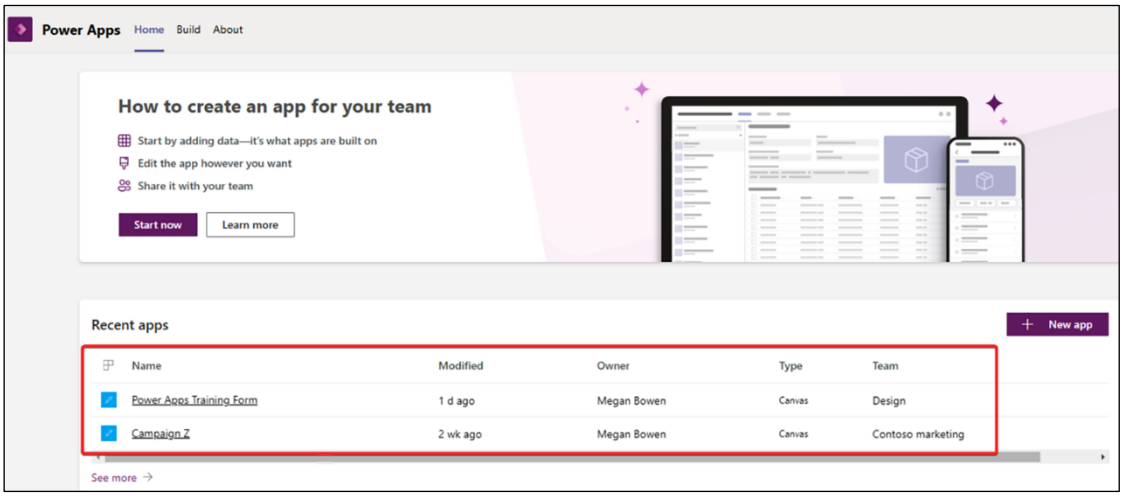

Power Apps Training Form
Save
Preview
Publish to Teams
SCREEN
Screen1
Properties
Advanced
Ideas
Fill
Background image
None

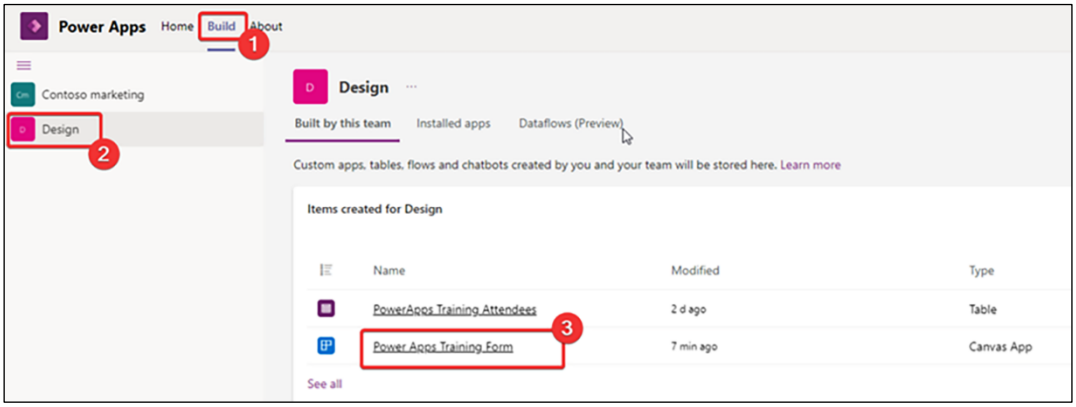

Publish
This version of your app will be published in the environment Design.
App icon and name
Power Apps Training Form
Description
no description
Next
Edit details

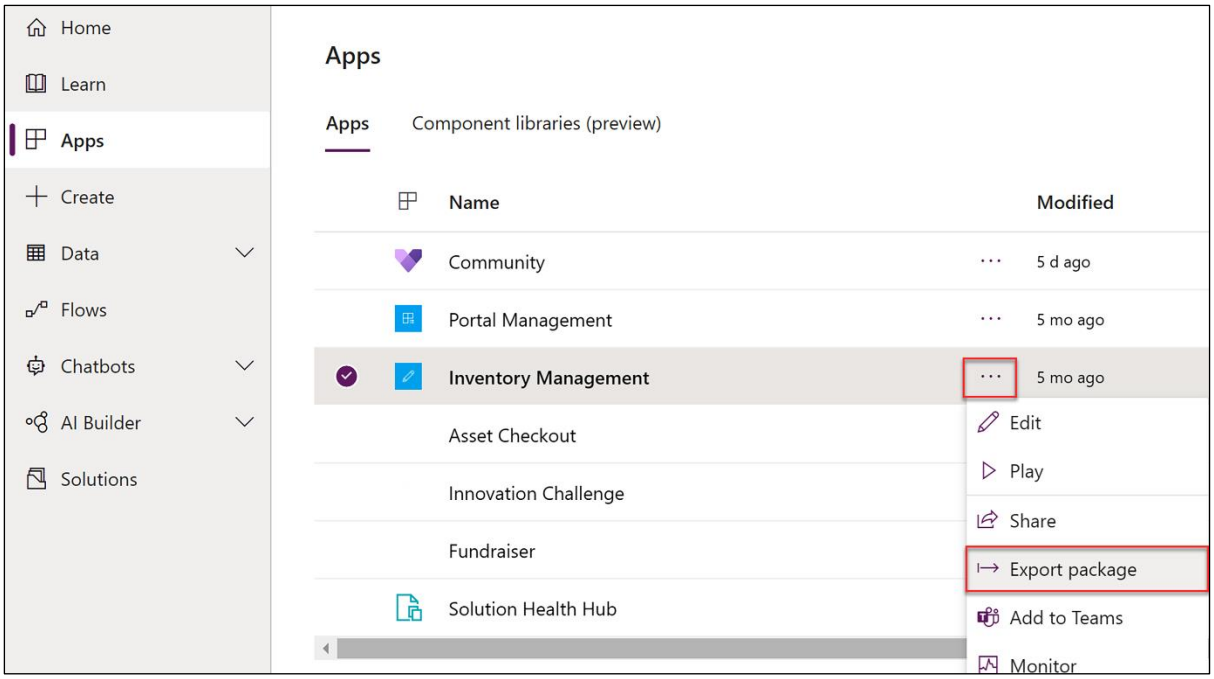

Power Apps
Add to channel
Choose where this app will be added as a tab in a channel in your team.
Channels in [Design]
General
1 active tab(s). Hide tabs
Power Apps Training Form
PNW Coffee Social Campaign
0 active tab(s).
American Design awards
0 active tab(s).
1
2
Save and close

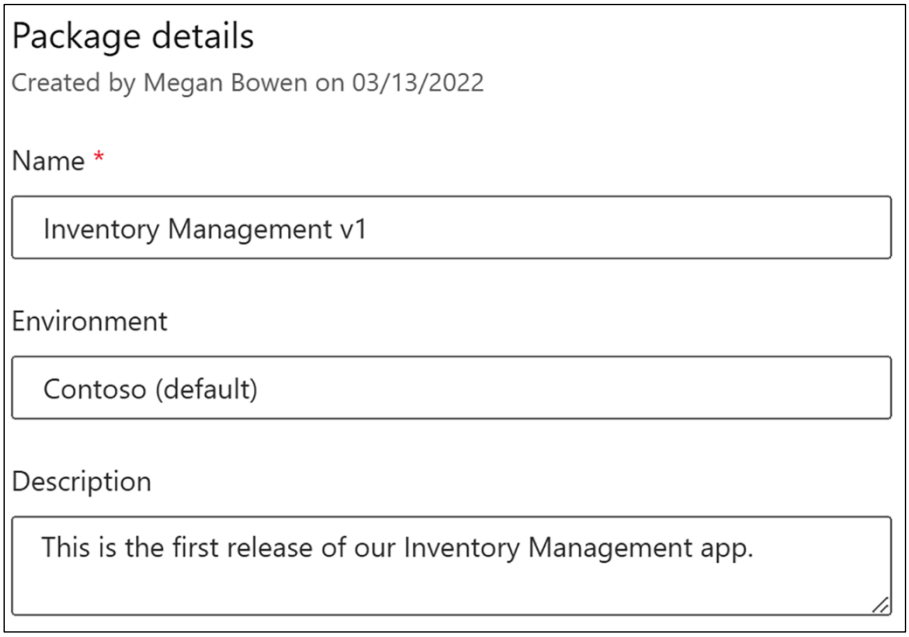

Microsoft Teams
Search
Activity
Chat
Teams
Calendar
Calls
Files
Teams
Your teams
Executive Team
Company Meetings
Design
General
American Design awards
PNW Coffee Social Campaign
Mark 8 Project Team
General
Design
Digital Assets Web
General
Posts
Files
Wiki
Power Apps Training ...
PowerApps Training Attendees
New record
Sudeep Ghatak
4/11/2022 10:11 PM
Gaurav Mahajan
4/11/2022 10:11 PM
Nate Chamberlian
4/11/2022 10:12 PM
Name
Sudeep Ghatak

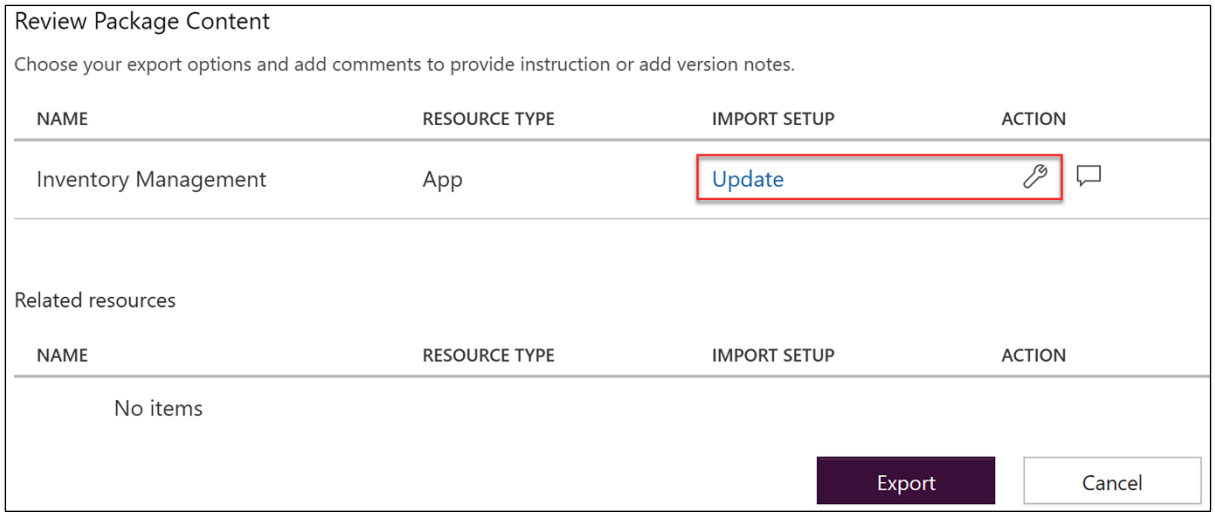

Microsoft Teams
Search
Activity
Chat
Teams
Calendar
Calls
Files
Power Apps
Power Apps
Home
How to create an app for your team
Start by adding data—it's what apps are built on
Edit the app however you want
Share it with your team
Start now
Learn more
Add these apps to your team

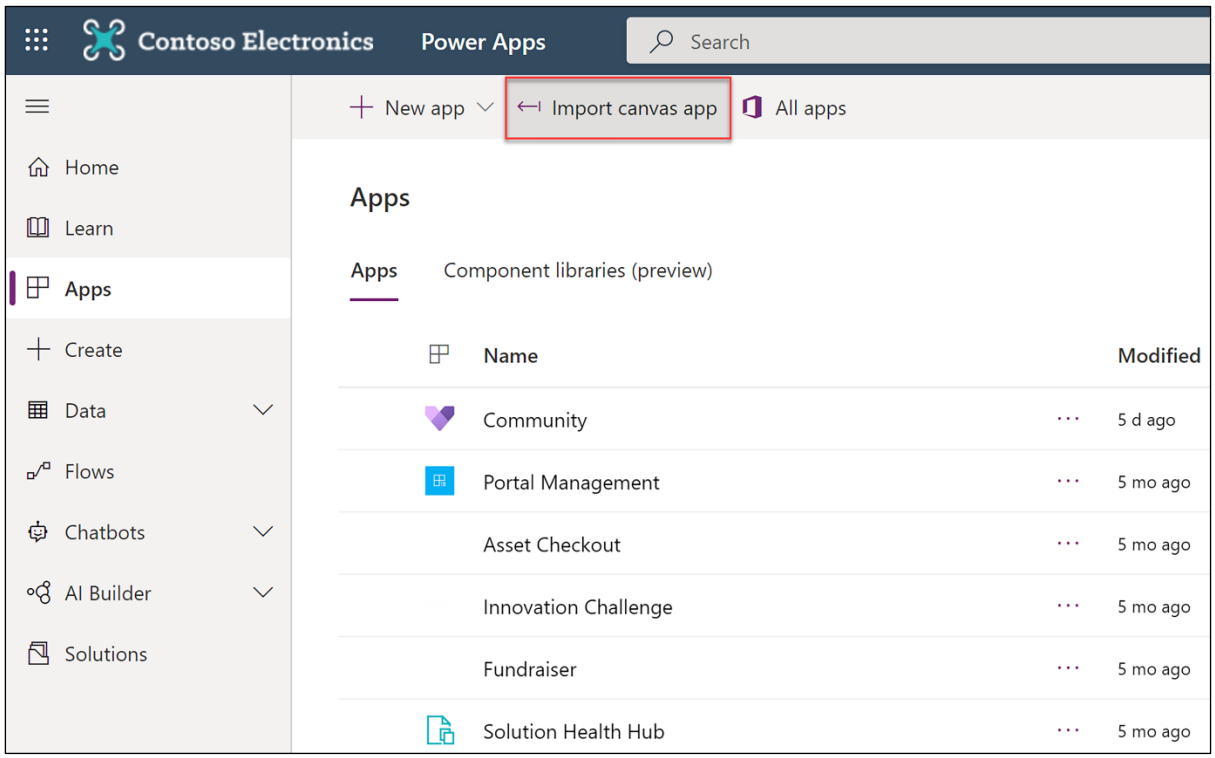

Power Apps
Home
Build
About
How to create an app for your team
Start by adding data—it's what apps are built on
Edit the app however you want
Share it with your team
Start now
Learn more
Recent apps
New app
Name
Modified
Owner
Type
Team
Power Apps Training Form
1 d ago
Megan Bowen
Canvas
Design
Campaign Z
2 wk ago
Megan Bowen
Canvas
Contoso marketing
See more

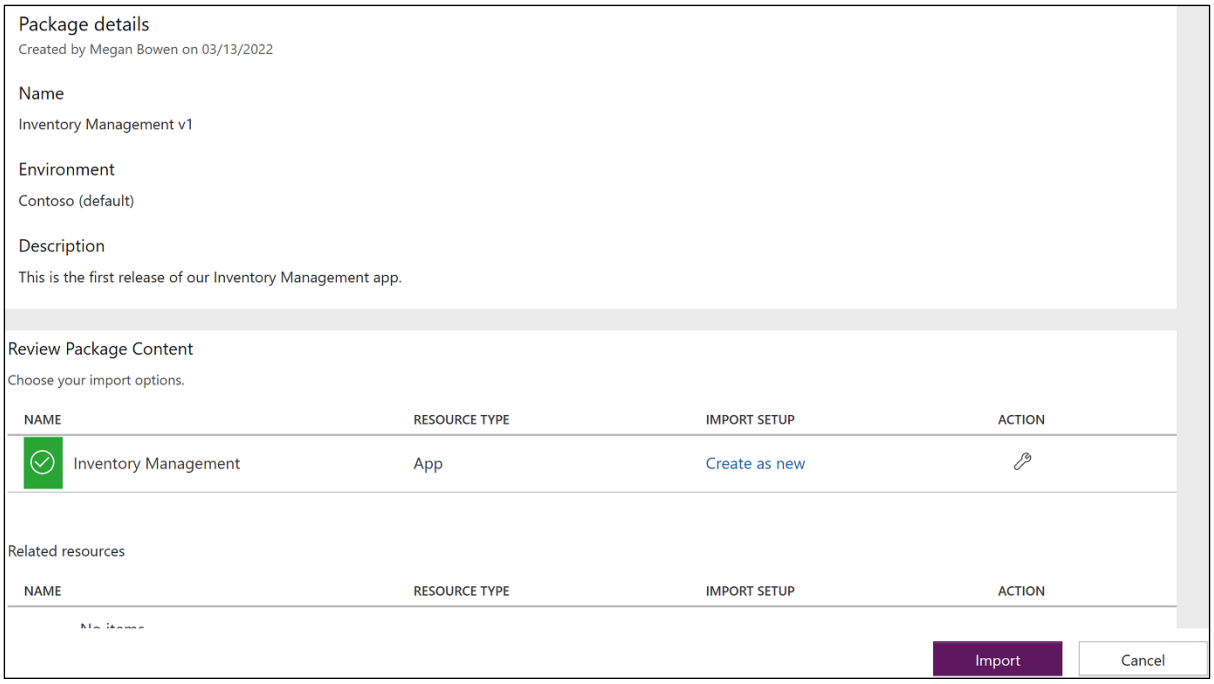

Power Apps
Home
Build
About
1
Contoso marketing
Design
2
Design
Built by this team
Installed apps
Dataflows (Preview)
Custom apps, tables, flows and chatbots created by you and your team will be stored here. Learn more
Items created for Design
Name
Modified
Type
PowerApps Training Attendees
2 d ago
Table
Power Apps Training Form
7 min ago
Canvas App
3
See all

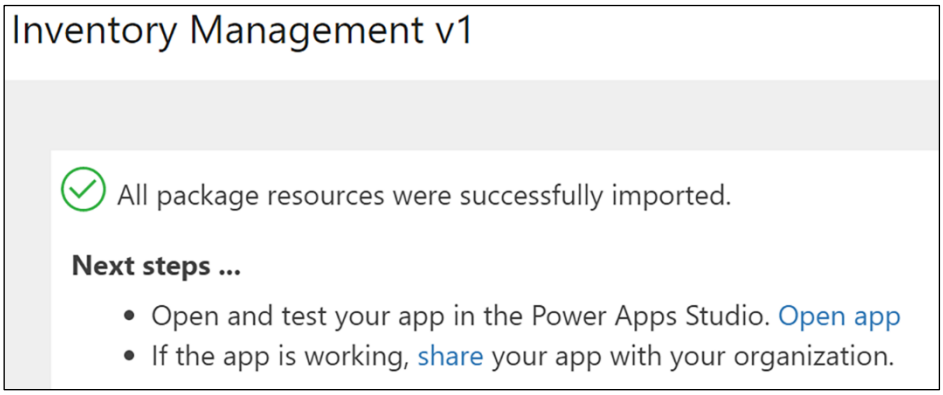

Home
Learn
Apps
Create
Data
Flows
Chatbots
AI Builder
Solutions
Apps
Apps
Component libraries (preview)
Name
Modified
Community
5 d ago
Portal Management
5 mo ago
Inventory Management
5 mo ago
Asset Checkout
Innovation Challenge
Fundraiser
Solution Health Hub
Edit
Play
Share
Export package
Add to Teams
Monitor

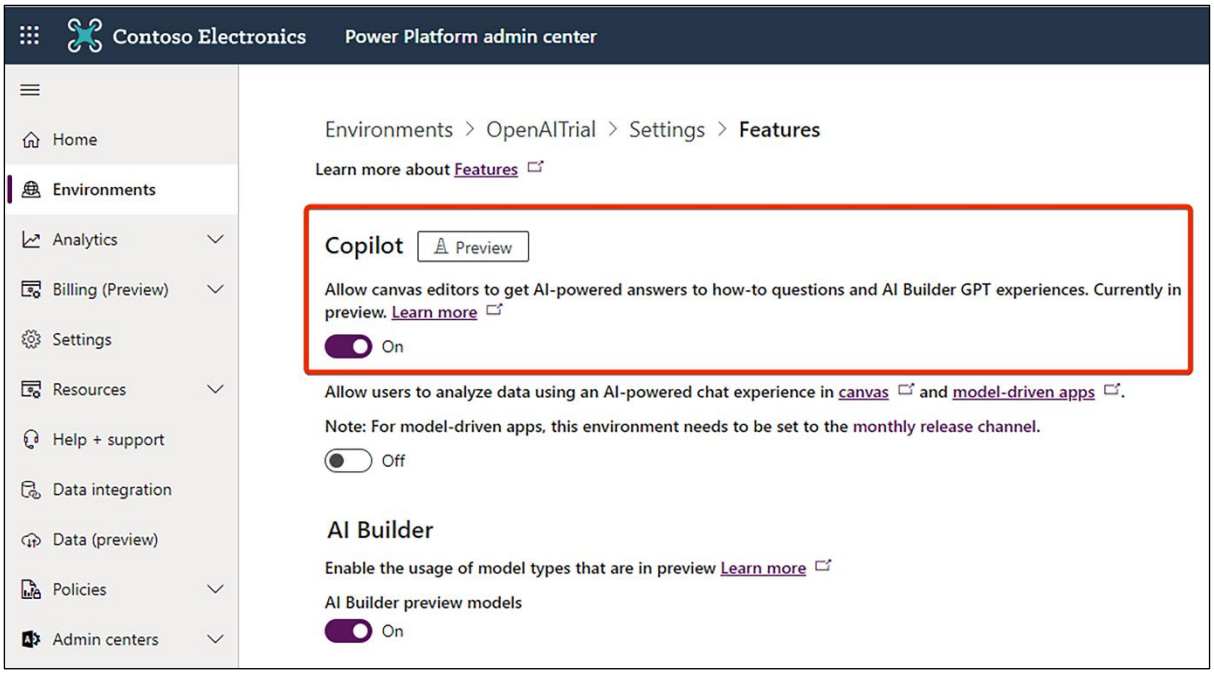

Package details
Created by Megan Bowen on 03/13/2022
Name *
Inventory Management v1
Environment
Contoso (default)
Description
This is the first release of our Inventory Management app.

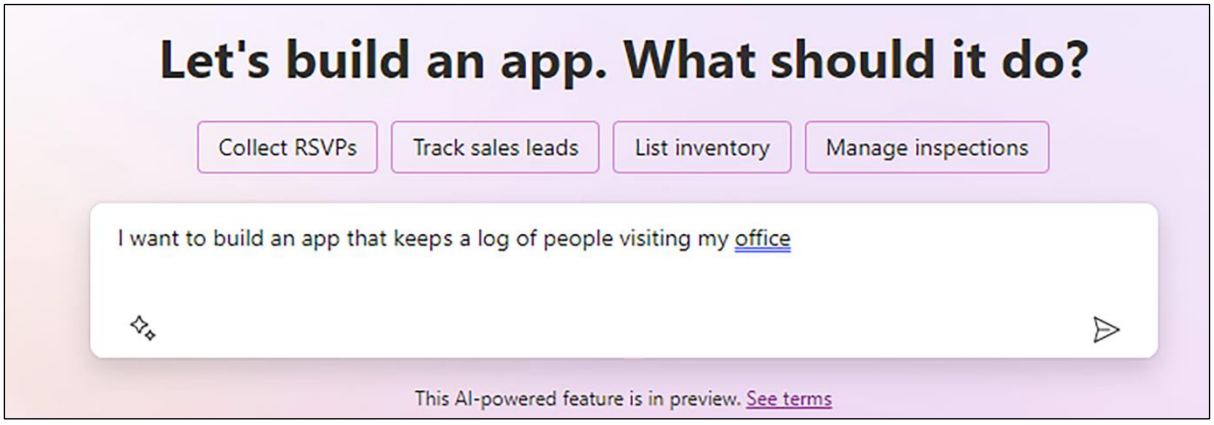

Review Package Content
Choose your export options and add comments to provide instruction or add version notes.
NAME
RESOURCE TYPE
IMPORT SETUP
ACTION
Inventory Management
App
Update
Related resources
NAME
RESOURCE TYPE
IMPORT SETUP
ACTION
No items
Export
Cancel

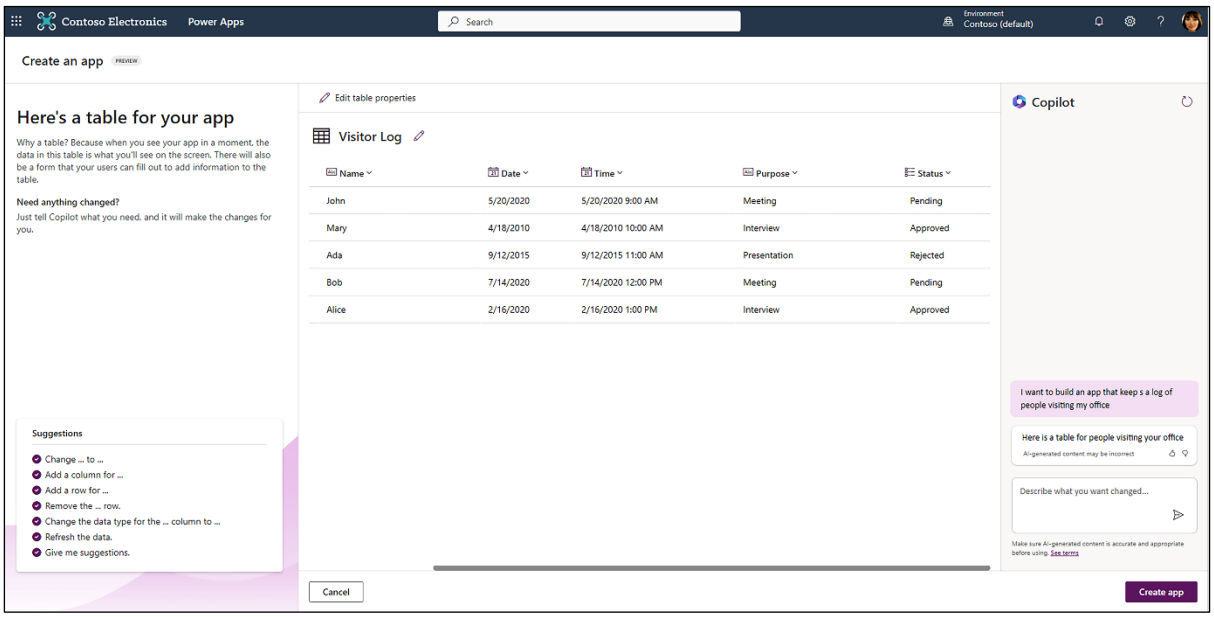

Contoso Electronics
Power Apps
Search
New app
Import canvas app
All apps
Home
Learn
Apps
Create
Data
Flows
Chatbots
AI Builder
Solutions
Apps
Apps
Component libraries (preview)
Name
Modified
Community
5 d ago
Portal Management
5 mo ago
Asset Checkout
5 mo ago
Innovation Challenge
5 mo ago
Fundraiser
5 mo ago
Solution Health Hub
5 mo ago


Package details
Created by Megan Bowen on 03/13/2022
Name
Inventory Management v1
Environment
Contoso (default)
Description
This is the first release of our Inventory Management app.
Review Package Content
Choose your import options.
NAME
RESOURCE TYPE
IMPORT SETUP
ACTION
Inventory Management
App
Create as new
Related resources
NAME
RESOURCE TYPE
IMPORT SETUP
ACTION
Import
Cancel


Inventory Management v1
All package resources were successfully imported.
Next steps ...
Open and test your app in the Power Apps Studio. Open app
If the app is working, share your app with your organization.


Contoso Electronics
Power Platform admin center
Home
Environments
Analytics
Billing (Preview)
Settings
Resources
Help + support
Data integration
Data (preview)
Policies
Admin centers
Environments > OpenAITrial > Settings > Features
Learn more about Features
Copilot
Preview
Allow canvas editors to get AI-powered answers to how-to questions and AI Builder GPT experiences. Currently in preview. Learn more
On
Allow users to analyze data using an AI-powered chat experience in canvas and model-driven apps.
Note: For model-driven apps, this environment needs to be set to the monthly release channel.
Off
AI Builder
Enable the usage of model types that are in preview Learn more
AI Builder preview models
On


Let's build an app. What should it do?
Collect RSVPs
Track sales leads
List inventory
Manage inspections
I want to build an app that keeps a log of people visiting my office
This AI-powered feature is in preview. See terms


Contoso Electronics
Power Apps
Search
Environment
Contoso (default)
Create an app
PREVIEW
Here's a table for your app
Why a table? Because when you see your app in a moment, the data in this table is what you'll see on the screen. There will also be a form that your users can fill out to add information to the table.
Need anything changed?
Just tell Copilot what you need, and it will make the changes for you.
Suggestions
Change ... to ...
Add a column for ...
Add a row for ...
Remove the ... row.
Change the data type for the ... column to ...
Refresh the data.
Give me suggestions.
Edit table properties
Visitor Log
Name
Date
Time
Purpose
Status
John 5/20/2020 5/20/2020 9:00 AM Meeting Pending
Mary 4/18/2010 4/18/2010 10:00 AM Interview Approved
Ada 9/12/2015 9/12/2015 11:00 AM Presentation Rejected
Bob 7/14/2020 7/14/2020 12:00 PM Meeting Pending
Alice 2/16/2020 2/16/2020 1:00 PM Interview Approved
Copilot
I want to build an app that keep s a log of people visiting my office
Here is a table for people visiting your office
AI-generated content may be incorrect
Describe what you want changed...
Make sure AI-generated content is accurate and appropriate before using. See terms
Cancel
Create app

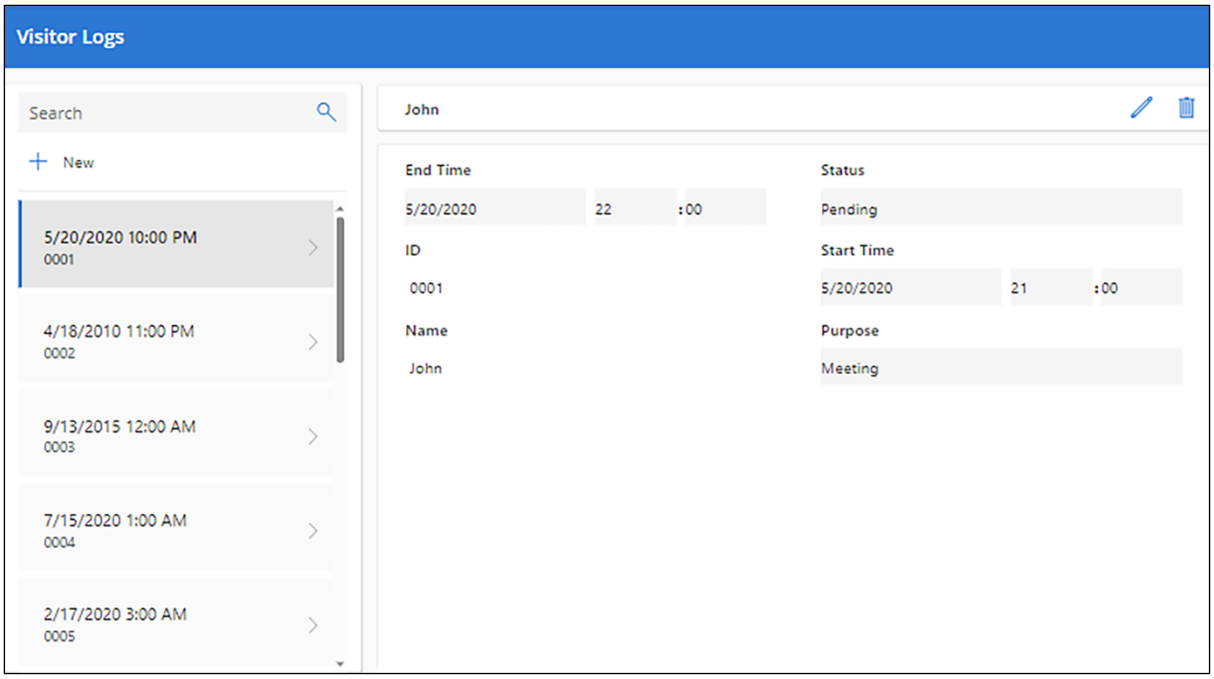
Visitor Log

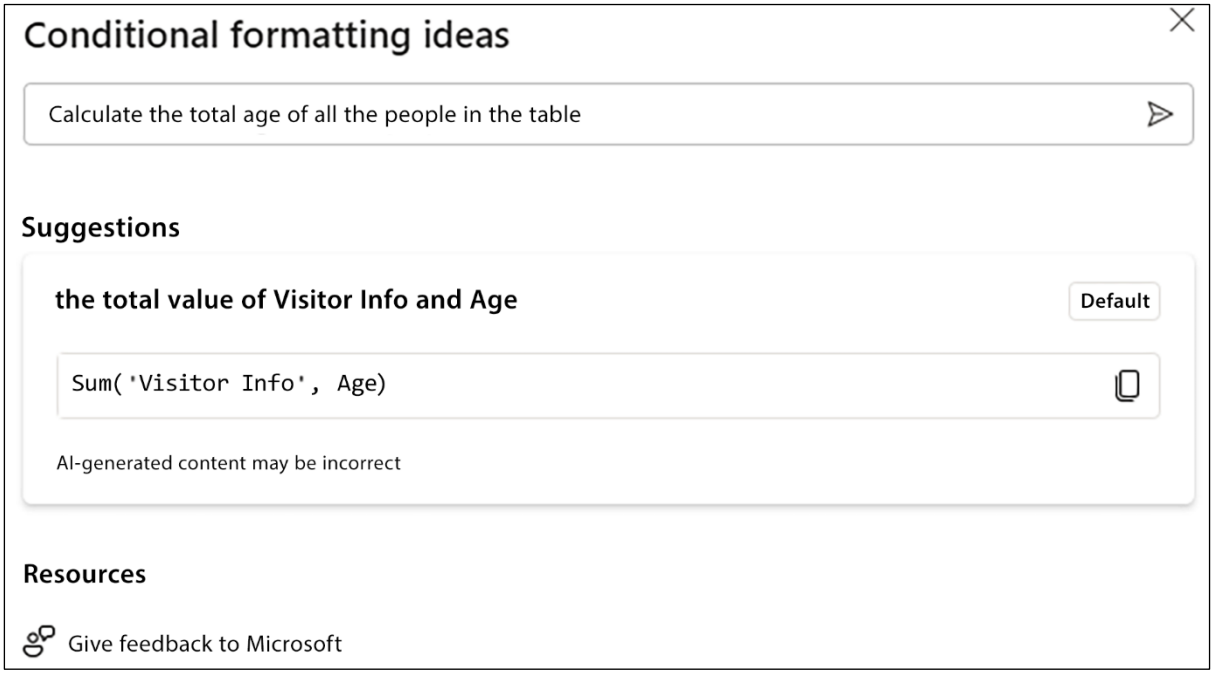
Name	Start Time	End Time	Purpose
John	5/20/2020 9:00 AM	5/20/2020 10:00 AM	Meeting
Mary	4/18/2010 10:00 AM	4/18/2010 11:00 AM	Interview
Ada	9/12/2015 11:00 AM	9/12/2015 12:00 PM	Presentation
Bob	7/14/2020 12:00 PM	7/14/2020 1:00 PM	Meeting
Alice	2/16/2020 1:00 PM	2/16/2020 2:00 PM	Interview

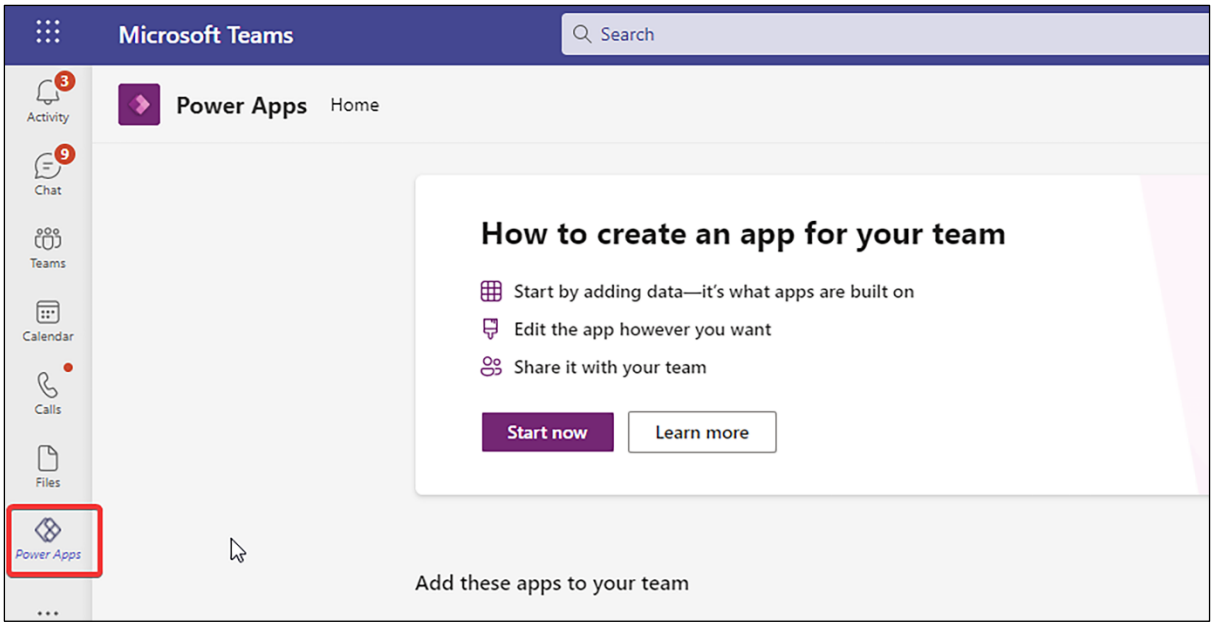
Visitor Log

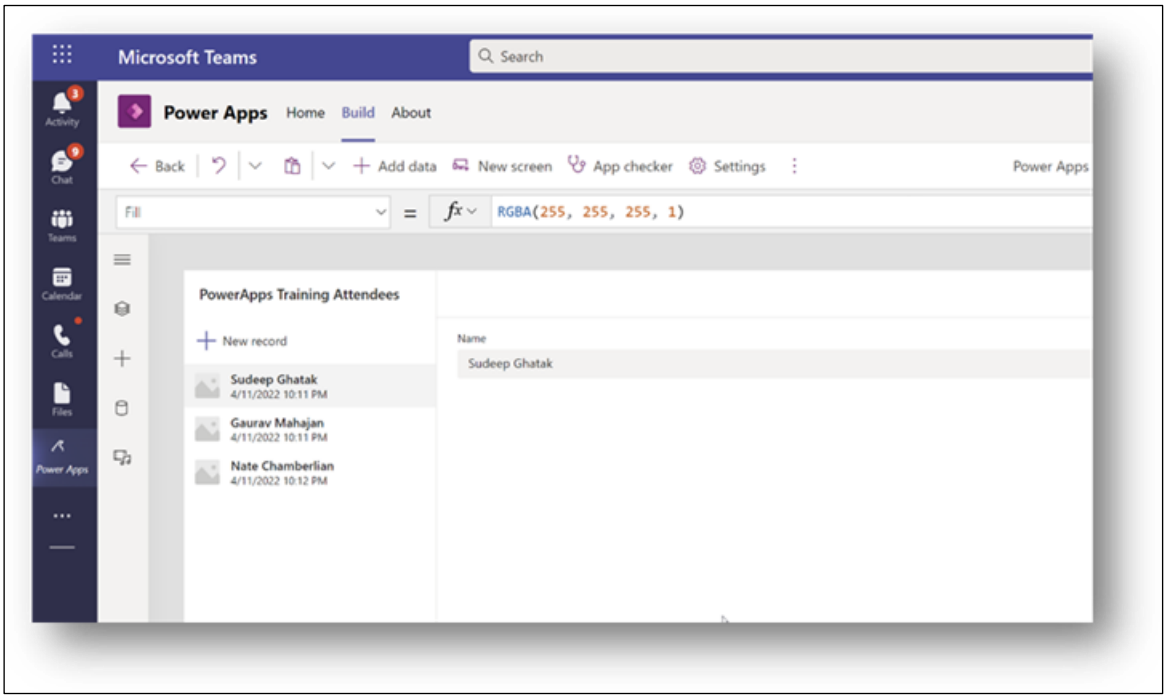
Name	Start Time	End Time	Purpose
John	5/20/2020 9:00 AM	5/20/2020 10:00 AM	Meeting
Mary	4/18/2010 10:00 AM	4/18/2010 11:00 AM	Interview
Ada	9/12/2015 11:00 AM	9/12/2015 12:00 PM	Presentation
Bob	7/14/2020 12:00 PM	7/14/2020 1:00 PM	Meeting
Alice	2/16/2020 1:00 PM	2/16/2020 2:00 PM	Interview

David	3/20/2020 9:00 AM	3/20/2020 10:00 AM	Meeting
Eve	4/18/2020 10:00 AM	4/18/2020 11:00 AM	Interview
Frank	5/12/2020 11:00 AM	5/12/2020 12:00 PM	Presentation
George	6/14/2020 12:00 PM	6/14/2020 1:00 PM	Meeting
Helen	7/16/2020 1:00 PM	7/16/2020 2:00 PM	Interview
Ivan	8/20/2020 9:00 AM	8/20/2020 10:00 AM	Meeting
Jill	9/18/2020 10:00 AM	9/18/2020 11:00 AM	Interview
Karen	10/12/2020 11:00 AM	10/12/2020 12:00 PM	Presentation
Liam	11/14/2020 12:00 PM	11/14/2020 1:00 PM	Meeting

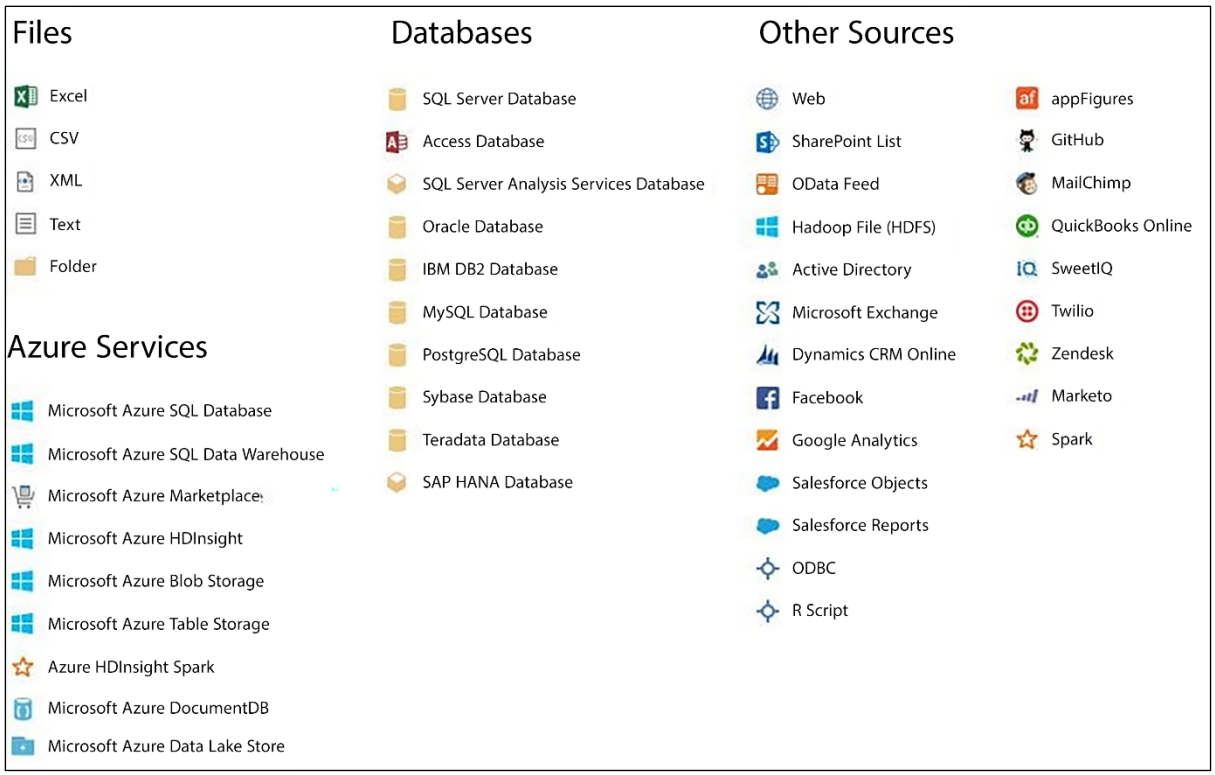

Visitor Logs
Search
New
5/20/2020 10:00 PM
0001
4/18/2010 11:00 PM
0002
9/13/2015 12:00 AM
0003
7/15/2020 1:00 AM
0004
2/17/2020 3:00 AM
0005
John
End Time
5/20/2020
22
:00
Status
Pending
ID
0001
Start Time
5/20/2020
21
:00
Name
John
Purpose
Meeting

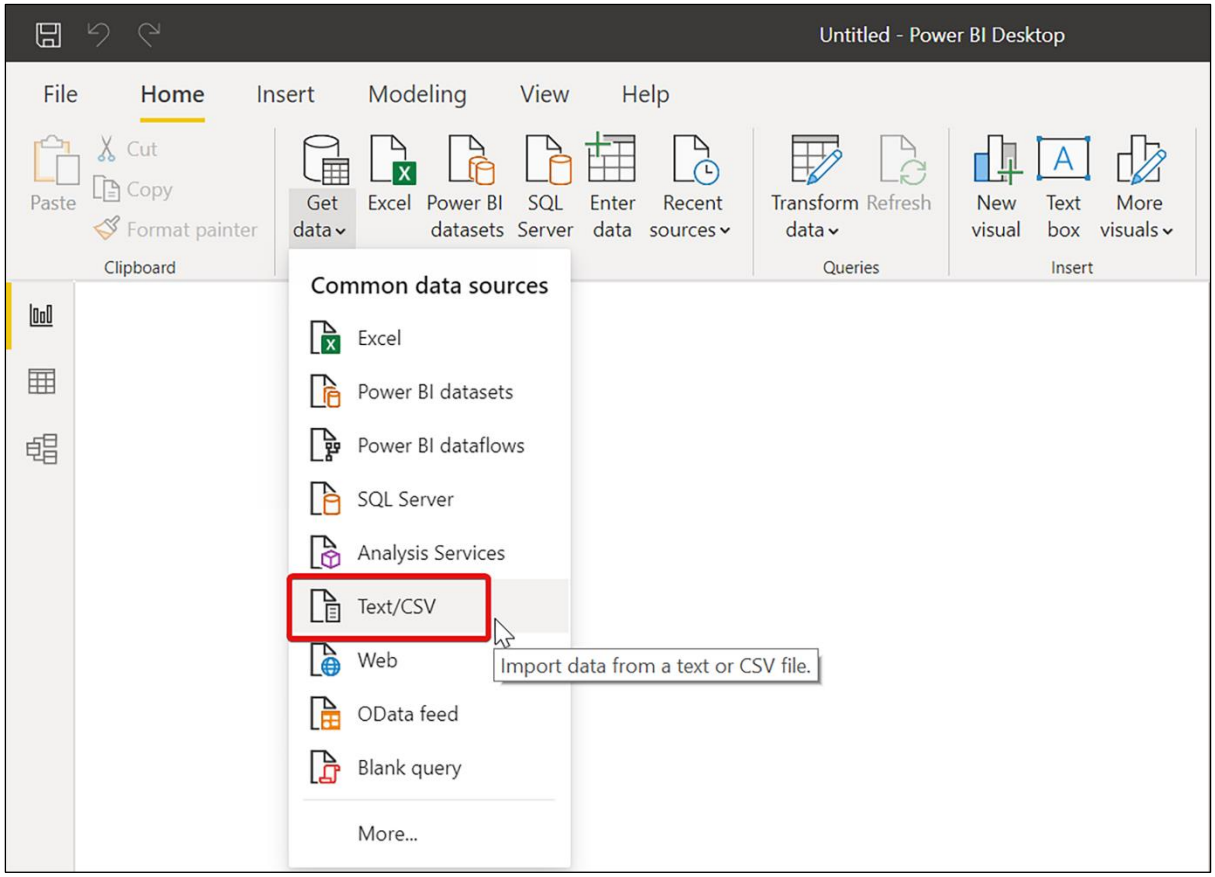

Conditional formatting ideas
Calculate the total age of all the people in the table
Suggestions
the total value of Visitor Info and Age
Default
Sum('Visitor Info', Age)
AI-generated content may be incorrect
Resources
Give feedback to Microsoft

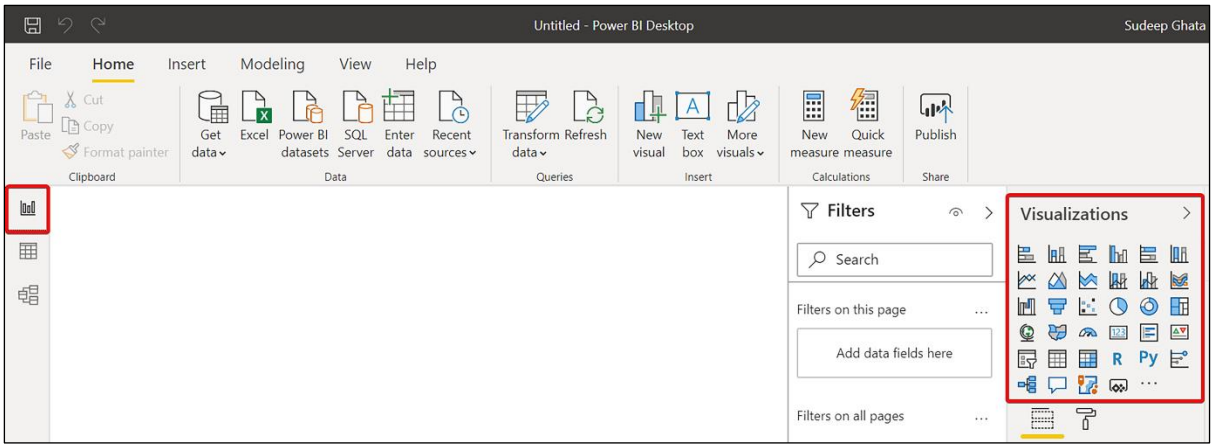

Microsoft Teams
Search
Activity
Chat
Teams
Calendar
Calls
Files
Power Apps
Power Apps
Home
How to create an app for your team
Start by adding data—it's what apps are built on
Edit the app however you want
Share it with your team
Start now
Learn more
Add these apps to your team

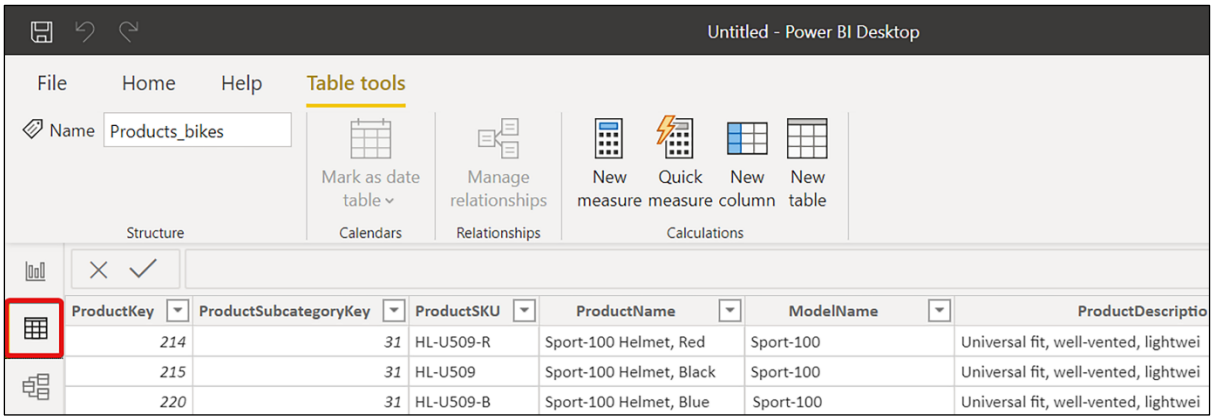

Microsoft Teams
Search
Power Apps
Home
Build
About
Back
Add data
New screen
App checker
Settings
Power Apps
Fill
RGBA(255, 255, 255, 1)
PowerApps Training Attendees
New record
Sudeep Ghatak
4/11/2022 10:11 PM
Gaurav Mahajan
4/11/2022 10:11 PM
Nate Chamberlian
4/11/2022 10:12 PM
Name
Sudeep Ghatak

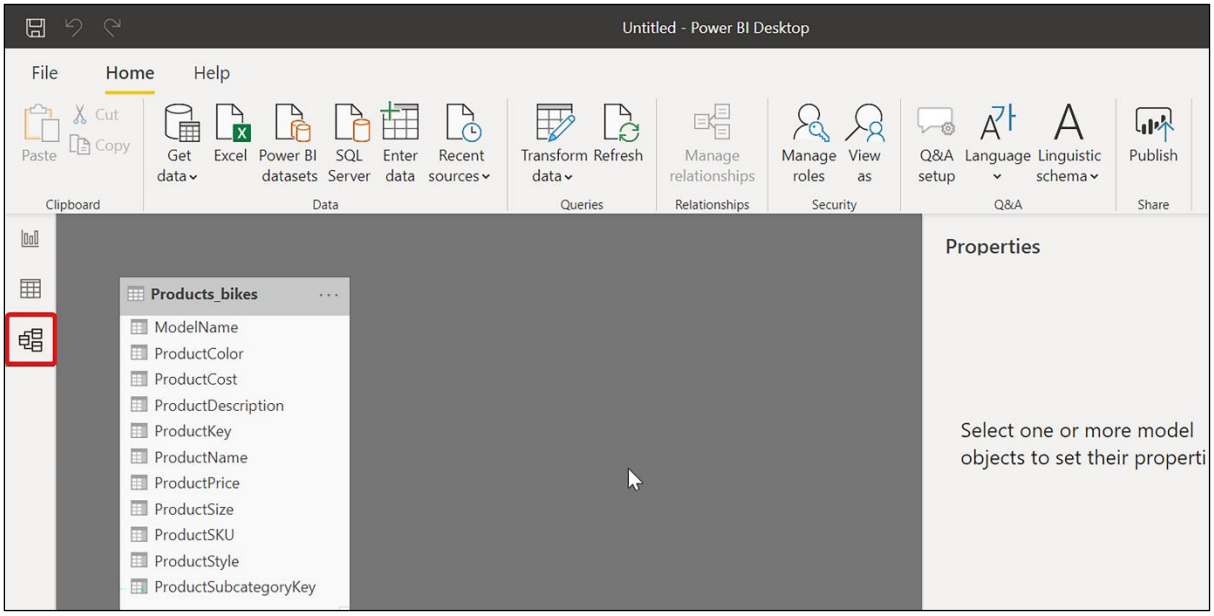
Chapter 11: Power BI

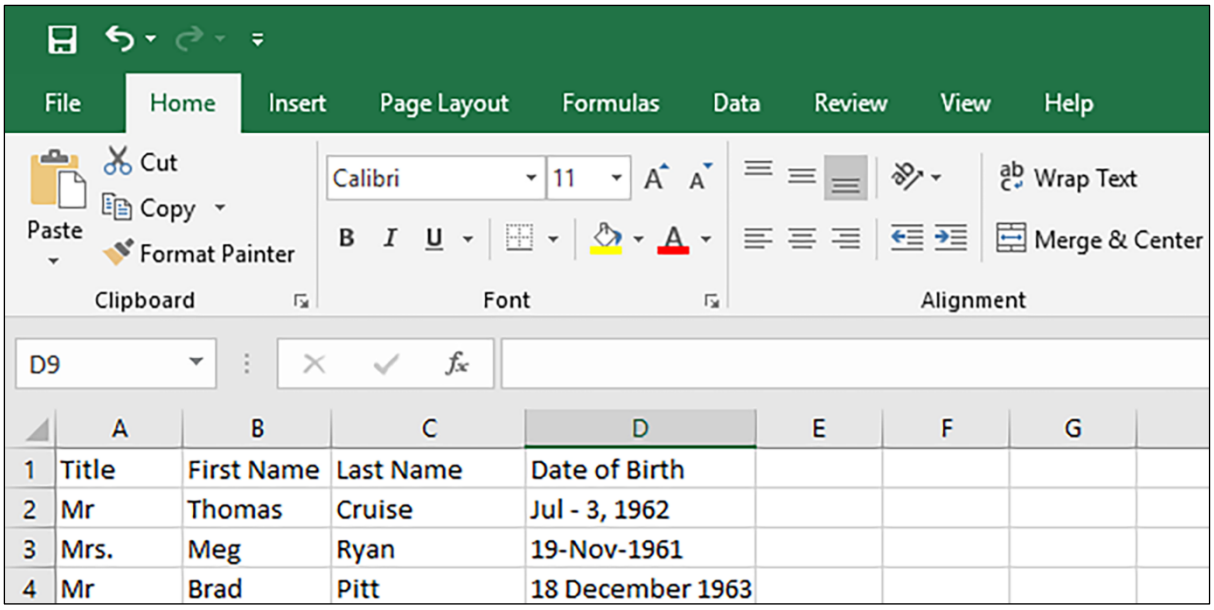


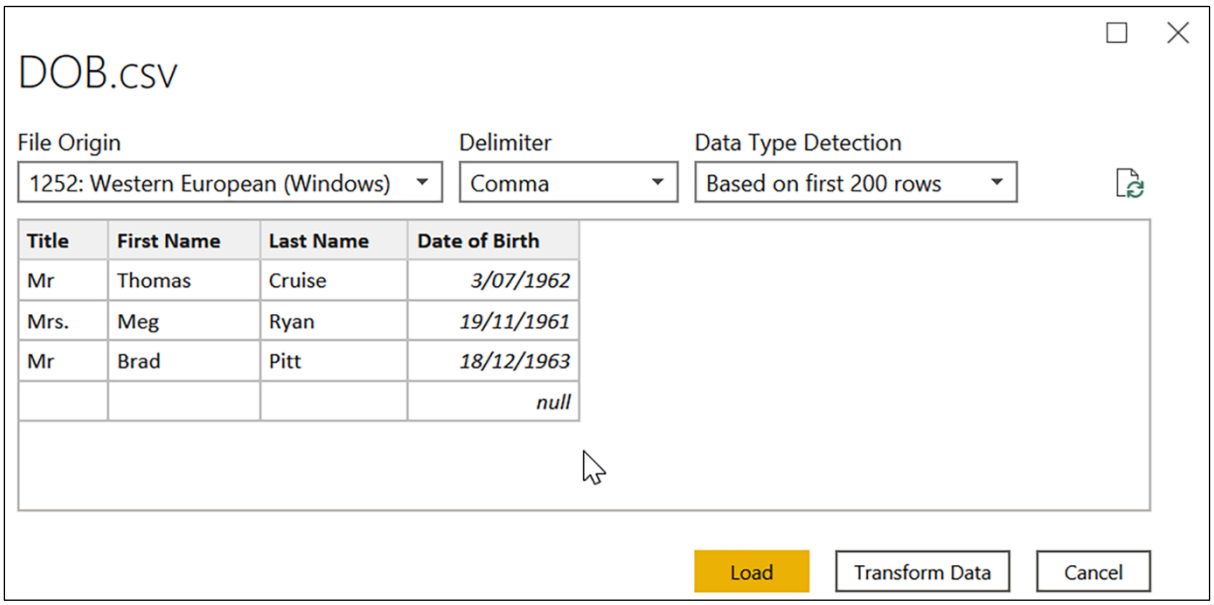


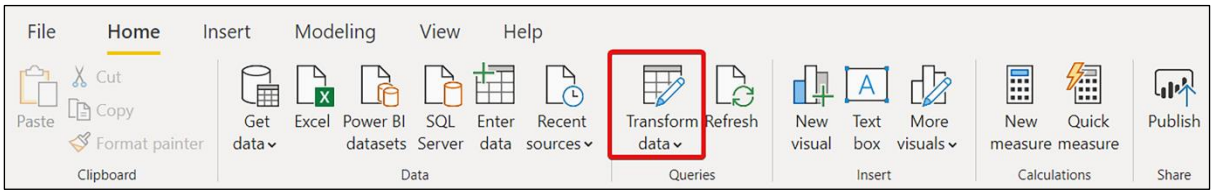

Untitled - Power BI Desktop
Sudeep Ghata
File
Home
Insert
Modeling
View
Help
Paste
Cut
Copy
Format painter
Clipboard
Get data
Excel
Power BI datasets
SQL Server
Enter data
Recent sources
Data
Transform data
Refresh
Queries
New visual
Text box
More visuals
Insert
New measure
Quick measure
Calculations
Publish
Share
Filters
Search
Filters on this page
Add data fields here
Filters on all pages
Visualizations

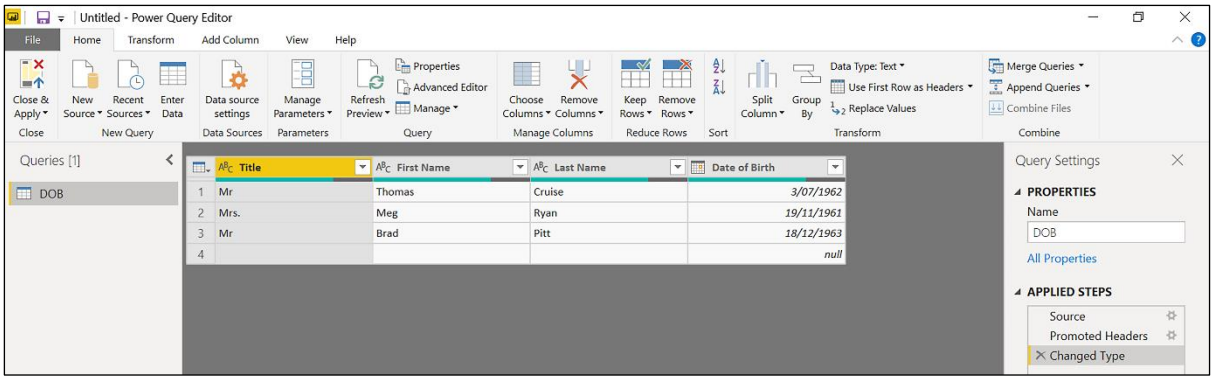

Untitled - Power BI Desktop
File
Home
Help
Table tools
Name
Products_bikes
Structure
Mark as date table
Calendars
Manage relationships
Relationships
New measure
Quick measure
New column
New table
Calculations
ProductKey
ProductSubcategoryKey
ProductSKU
ProductName
ModelName
ProductDescriptio
214
31
HL-U509-R
Sport-100 Helmet, Red
Sport-100
Universal fit, well-vented, lightwei
215
31
HL-U509
Sport-100 Helmet, Black
Sport-100
Universal fit, well-vented, lightwei
220
31
HL-U509-B
Sport-100 Helmet, Blue
Sport-100
Universal fit, well-vented, lightwei

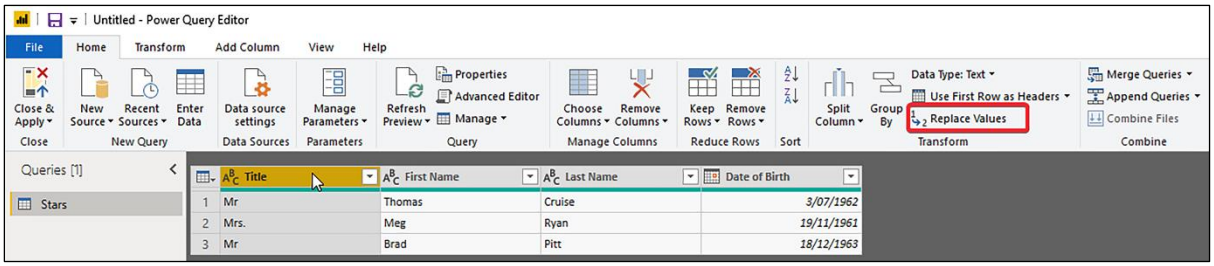

Untitled - Power BI Desktop
File
Home
Help
Paste
Cut
Copy
Clipboard
Get data
Excel
Power BI datasets
SQL Server
Enter data
Recent sources
Data
Transform data
Refresh
Queries
Manage relationships
Relationships
Manage roles
View as
Security
Q&A setup
Language
Linguistic schema
Q&A
Publish
Share
Products_bikes
ModelName
ProductColor
ProductCost
ProductDescription
ProductKey
ProductName
ProductPrice
ProductSize
ProductSKU
ProductStyle
ProductSubcategoryKey
Properties
Select one or more model objects to set their properti

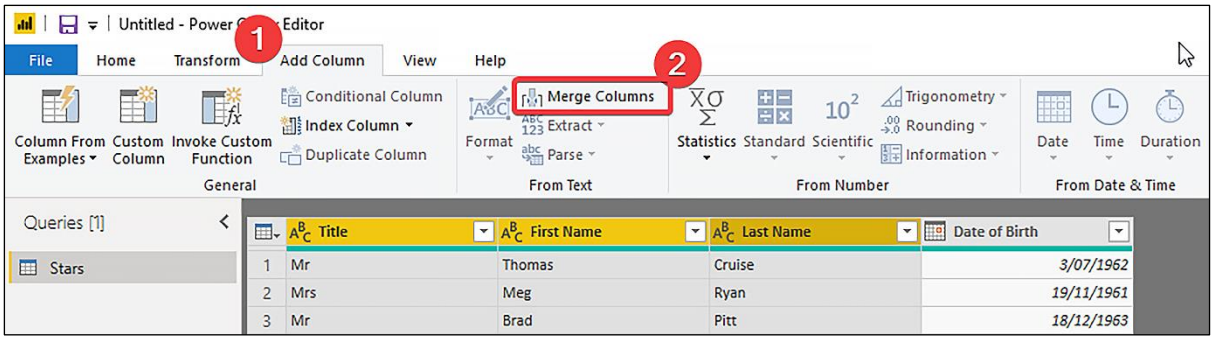

File
Home
Insert
Page Layout
Formulas
Data
Review
View
Help
Paste
Cut
Copy
Format Painter
Clipboard
Calibri
11
Font
Wrap Text
Merge & Center
Alignment
D9
A
B
C
D
E
F
G
1 Title First Name Last Name Date of Birth
2 Mr Thomas Cruise Jul - 3, 1962
3 Mrs. Meg Ryan 19-Nov-1961
4 Mr Brad Pitt 18 December 1963

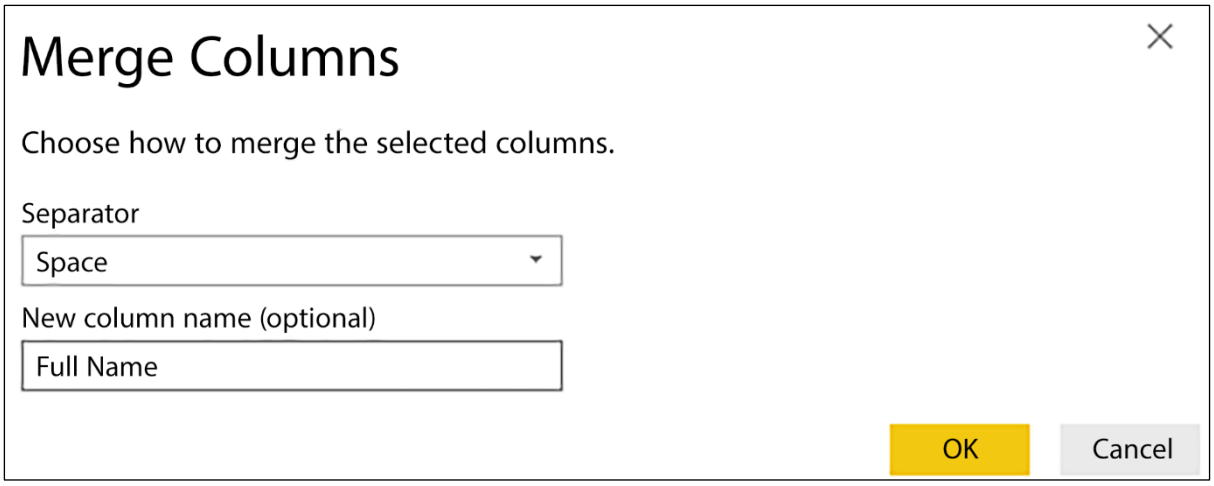

DOB.csv
File Origin
1252: Western European (Windows)
Delimiter
Comma
Data Type Detection
Based on first 200 rows
Title First Name Last Name Date of Birth
Mr Thomas Cruise 3/07/1962
Mrs. Meg Ryan 19/11/1961
Mr Brad Pitt 18/12/1963
null
Load
Transform Data
Cancel

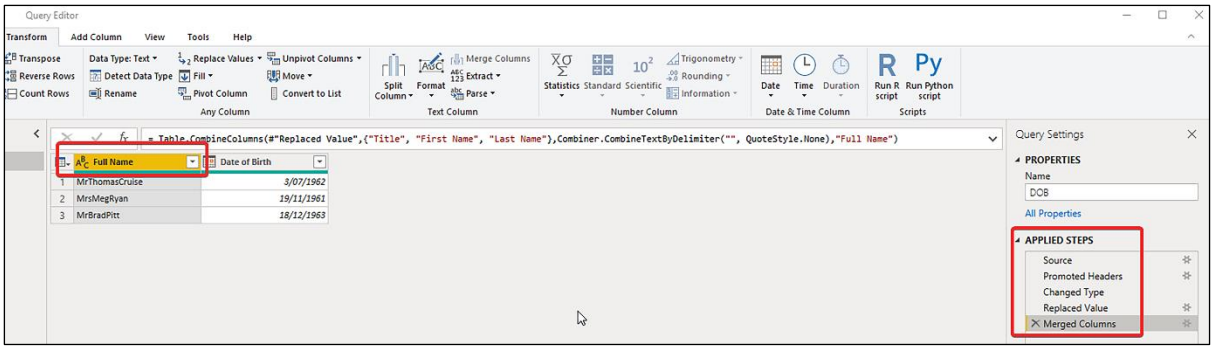

File
Home
Insert
Modeling
View
Help
Paste
Cut
Copy
Format painter
Clipboard
Get data
Excel
Power BI datasets
SQL Server
Enter data
Recent sources
Data
Transform data
Refresh
Queries
New visual
Text box
More visuals
Insert
New measure
Quick measure
Calculations
Publish
Share

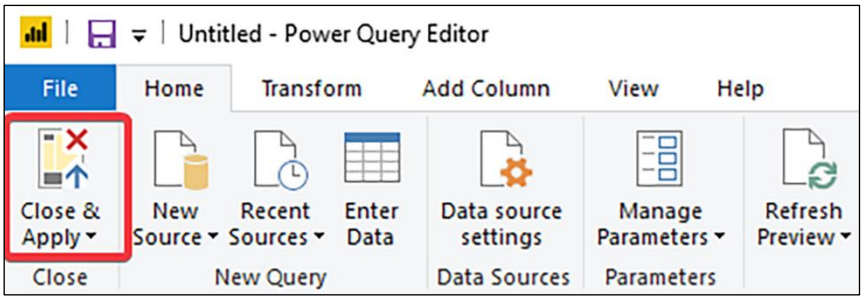

Untitled - Power Query Editor
File
Home
Transform
Add Column
View
Help
Close & Apply
New Source
Recent Sources
Enter Data
Data source settings
Manage Parameters
Refresh Preview
Properties
Advanced Editor
Manage
Choose Columns
Remove Columns
Keep Rows
Remove Rows
Split Column
Group By
Data Type: Text
Use First Row as Headers
Replace Values
Merge Queries
Append Queries
Combine Files
Close
New Query
Data Sources
Parameters
Query
Manage Columns
Reduce Rows
Sort
Transform
Combine
Queries [1]
DOB
Title
First Name
Last Name
Date of Birth
1 Mr Thomas Cruise 3/07/1962
2 Mrs. Meg Ryan 19/11/1961
3 Mr Brad Pitt 18/12/1963
4 null
Query Settings
PROPERTIES
Name
DOB
All Properties
APPLIED STEPS
Source
Promoted Headers
Changed Type

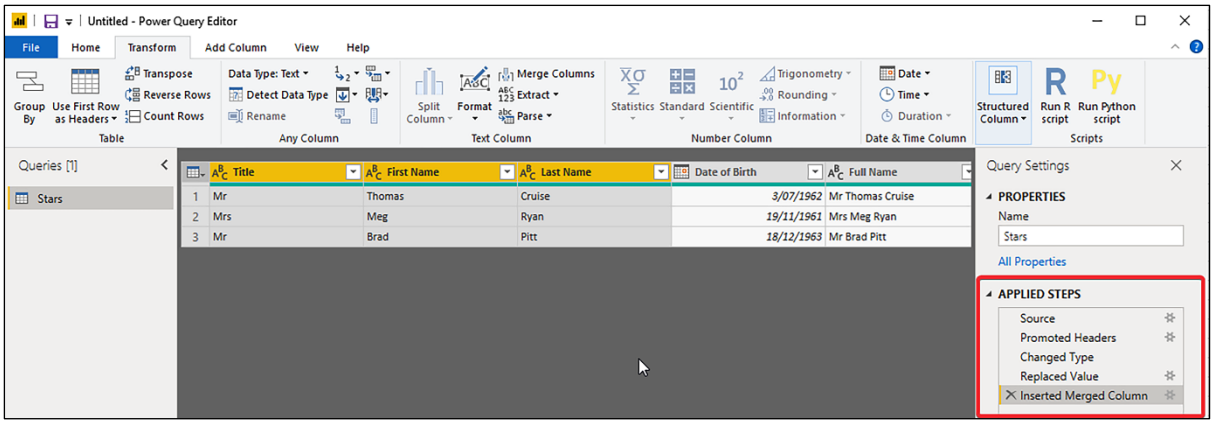

Untitled - Power Query Editor
File
Home
Transform
Add Column
View
Help
Close & Apply
New Source
Recent Sources
Enter Data
Data source settings
Manage Parameters
Refresh Preview
Properties
Advanced Editor
Manage
Choose Columns
Remove Columns
Keep Rows
Remove Rows
Split Column
Group By
Data Type: Text
Use First Row as Headers
Replace Values
Merge Queries
Append Queries
Combine Files
Close
New Query
Data Sources
Parameters
Query
Manage Columns
Reduce Rows
Sort
Transform
Combine
Queries [1]
Stars
Title
First Name
Last Name
Date of Birth
1 Mr Thomas Cruise 3/07/1962
2 Mrs. Meg Ryan 19/11/1961
3 Mr Brad Pitt 18/12/1963

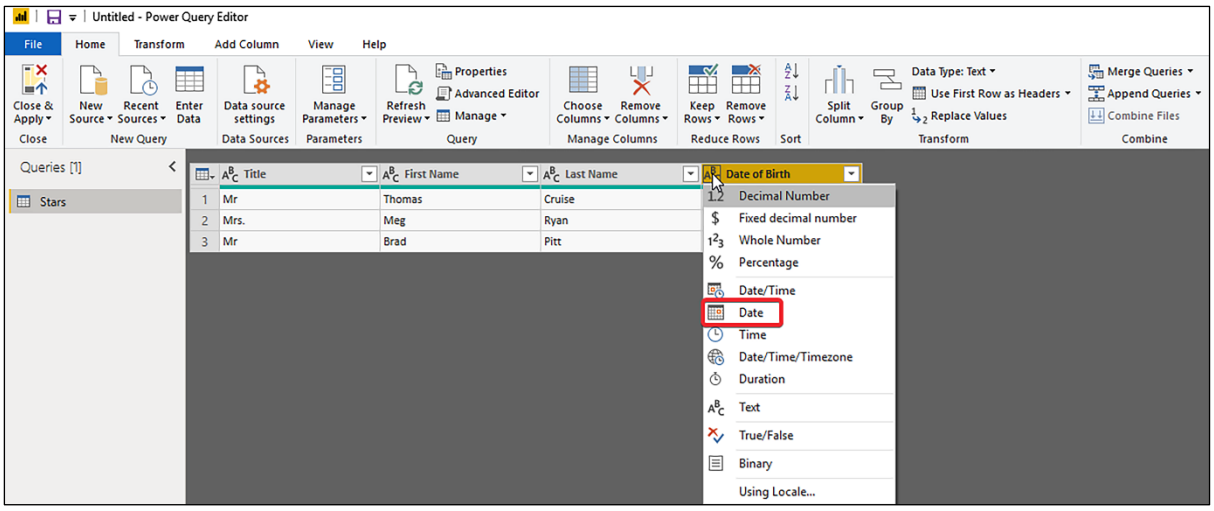

Untitled - Power Query Editor
1
File
Home
Transform
Add Column
View
Help
2
Column From Examples
Custom Column
Invoke Custom Function
Conditional Column
Index Column
Duplicate Column
General
Format
Merge Columns
Extract
Parse
From Text
Statistics
Standard
Scientific
Trigonometry
Rounding
Information
From Number
Date
Time
Duration
From Date & Time
Queries [1]
Stars
Title
First Name
Last Name
Date of Birth
1 Mr Thomas Cruise 3/07/1962
2 Mrs Meg Ryan 19/11/1961
3 Mr Brad Pitt 18/12/1963

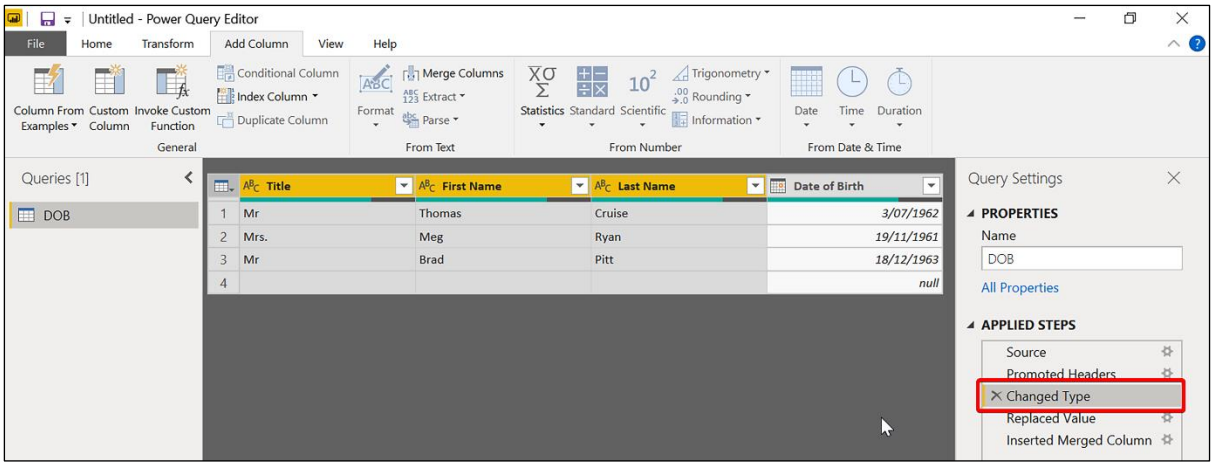

Merge Columns
Choose how to merge the selected columns.
Separator
Space
New column name (optional)
Full Name
OK
Cancel


Query Editor
Transform
Add Column
View
Tools
Help
= Table.CombineColumns(#"Replaced Value",{"Title", "First Name", "Last Name"},Combiner.CombineTextByDelimiter("", QuoteStyle.None),"Full Name")
Full Name
Date of Birth
1 MrThomasCruise 3/07/1962
2 MrsMegRyan 19/11/1961
3 MrBradPitt 18/12/1963
Query Settings
PROPERTIES
Name
DOB
All Properties
APPLIED STEPS
Source
Promoted Headers
Changed Type
Replaced Value
Merged Columns


Untitled - Power Query Editor
File
Home
Transform
Add Column
View
Help
Close & Apply
New Source
Recent Sources
Enter Data
Data source settings
Manage Parameters
Refresh Preview
Close
New Query
Data Sources
Parameters


Untitled - Power Query Editor
Queries [1]
Stars
Title
First Name
Last Name
Date of Birth
Full Name
1 Mr Thomas Cruise 3/07/1962 Mr Thomas Cruise
2 Mrs Meg Ryan 19/11/1961 Mrs Meg Ryan
3 Mr Brad Pitt 18/12/1963 Mr Brad Pitt
Query Settings
PROPERTIES
Name
Stars
All Properties
APPLIED STEPS
Source
Promoted Headers
Changed Type
Replaced Value
Inserted Merged Column

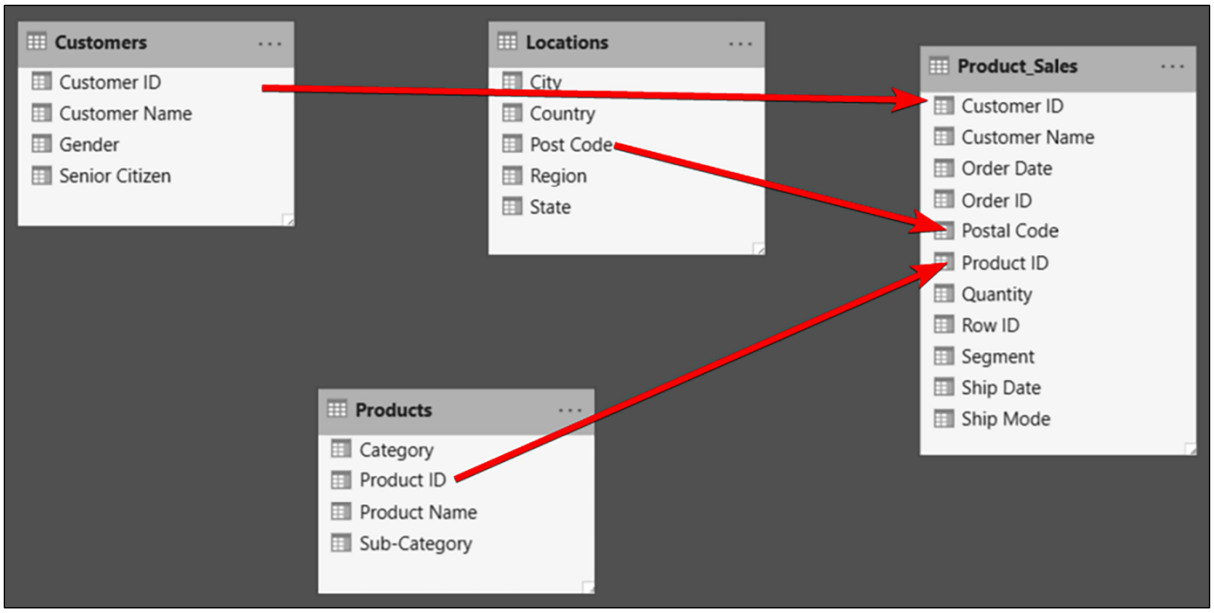

Untitled - Power Query Editor
Queries [1]
Stars
Title
First Name
Last Name
Date of Birth
1 Mr Thomas Cruise
2 Mrs. Meg Ryan
3 Mr Brad Pitt
Decimal Number
Fixed decimal number
Whole Number
Percentage
Date/Time
Date
Time
Date/Time/Timezone
Duration
Text
True/False
Binary
Using Locale...

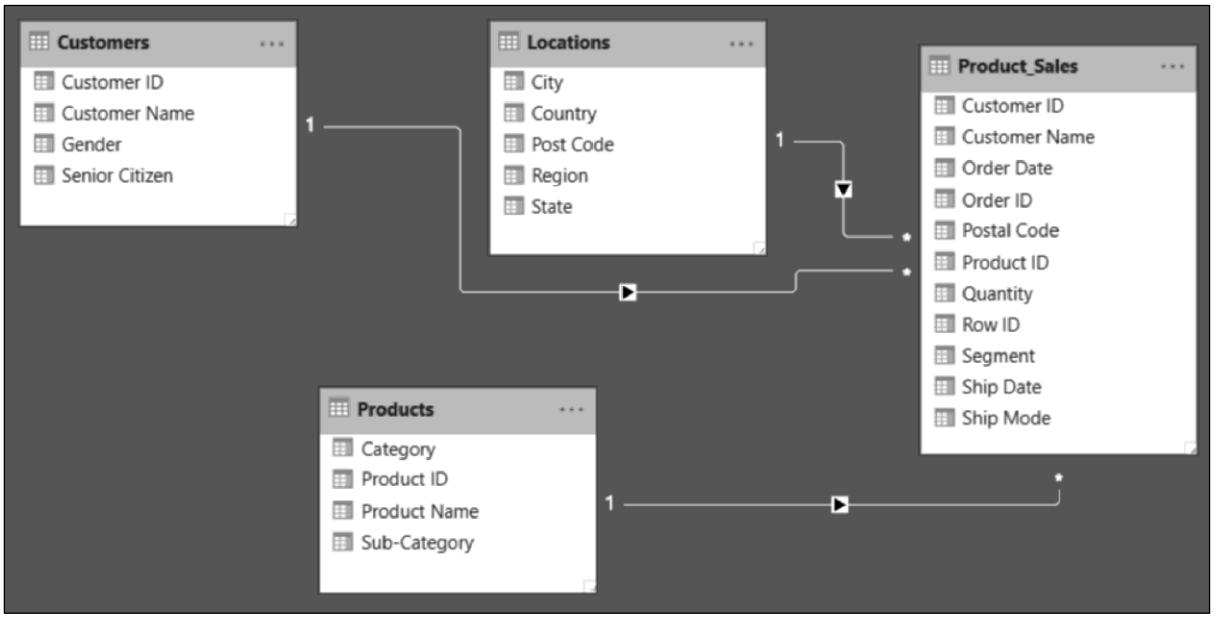


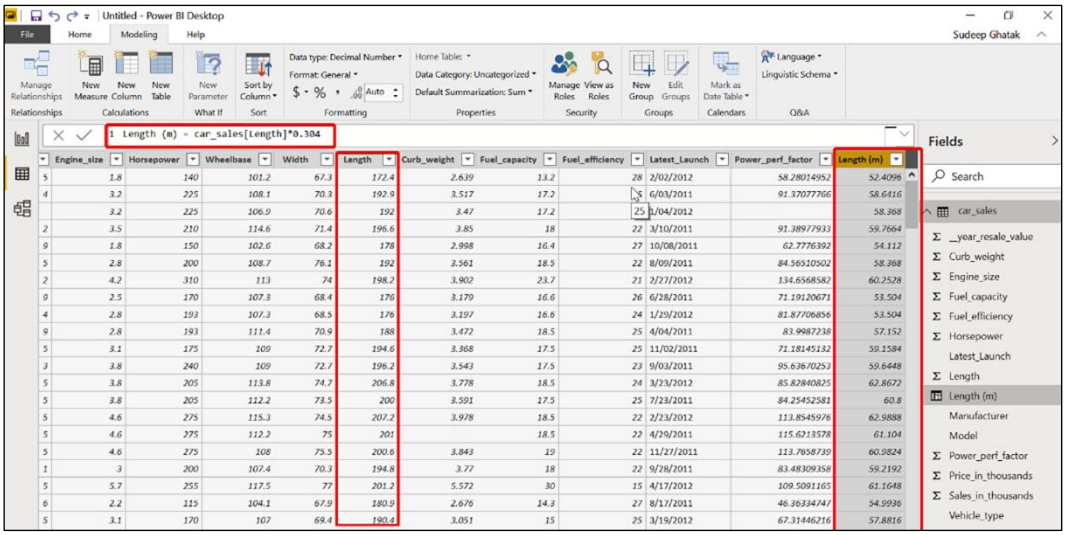
	A (PK)	B	C	D
1	Customer ID	Customer Name	Gender	Senior Citizen
2	EP-0001	Emily Pereira	female	1
3	DG-0002	Daniel Glossop	male	1
4	HF-0003	Howard Fontaine	male	1
5	LR-0004	Lessie Roby	female	0
6	RW-0005	Roberta Willis	female	1
7	JC-0006	Julia Cunha	female	1
8	DH-0007	Dennis Hunziker	male	1
9	EC-0008	Eduarda Cavalcanti	female	0
10	VC-0009	Vinicius Cardoso	male	1
11	AL-00010	Angelina Ling	female	0

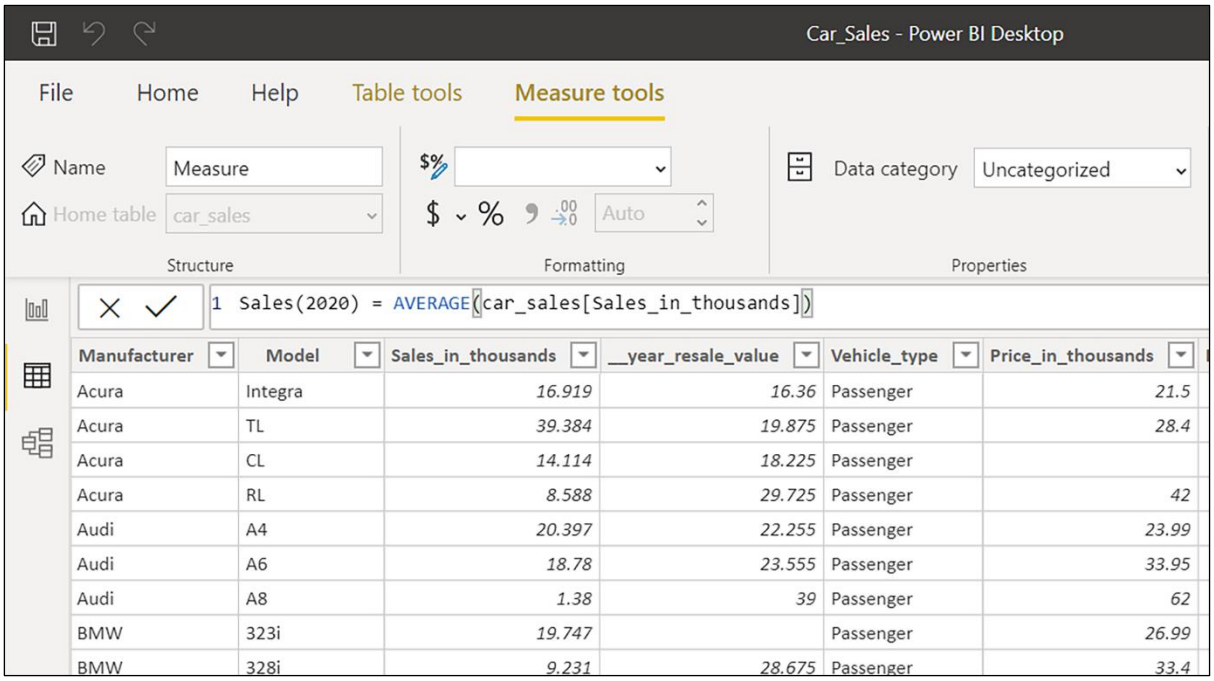
	A (FK)	B	C	D	E	F	G
1	Customer I	Customer Name	Order Date	Order ID	Postal Coc	Product ID	Quantity
2	EP-0001	Emily Pereira	4/10/2002	43	35801	102	3
3	DG-0002	Daniel Glossop	18/11/2003	34	99501	127	4
4	HF-0003	Howard Fontaine	28/01/2003	72	85001	18	1
5	LR-0004	Lessie Roby	25/05/2009	75	72201	103	5
6	RW-0005	Roberta Willis	6/10/2011	70	94203	119	2
7	JC-0006	Julia Cunha	14/06/2015	105	90001	90	3
8	DH-0007	Dennis Hunziker	22/10/2007	53	90209	28	4
9	EC-0008	Eduarda Cavalcanti	1/05/2006	59	80201	38	5
10	VC-0009	Vinicius Cardoso	10/07/2012	89	6101	2	2
11	AL-00010	Angelina Ling	15/08/2015	70	19901	91	3

	A	B	C	D
1	Product ID	Product Name	Category	Sub-Category
2	1	Washington Berry Jui	Washington	Fruit Drinks
3	2	Washington Mango D	Washington	Fruit Drinks
4	3	Washington Strawber	Washington	Fruit Drinks
5	4	Washington Cream	Washington	Fruit Drinks
6	5	Washington Diet Sod	Washington	Fruit Drinks
7	6	Washington Cola	Washington	Fruit Drinks
8	7	Washington Diet Cola	Washington	Fruit Drinks
9	8	Washington Orange J	Washington	Fruit Drinks
10	9	Washington Cranberr	Washington	Fruit Drinks
11	10	Washington Apple Jui	Washington	Fruit Drinks

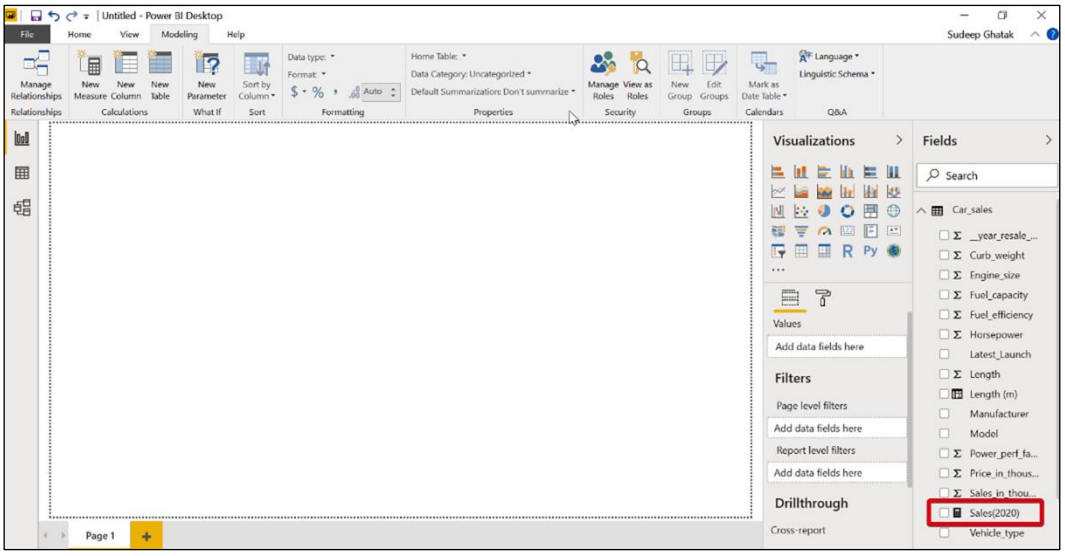

Customers
Customer ID
Customer Name
Gender
Senior Citizen
Locations
City
Country
Post Code
Region
State
Product_Sales
Customer ID
Customer Name
Order Date
Order ID
Postal Code
Product ID
Quantity
Row ID
Segment
Ship Date
Ship Mode
Products
Category
Product ID
Product Name
Sub-Category

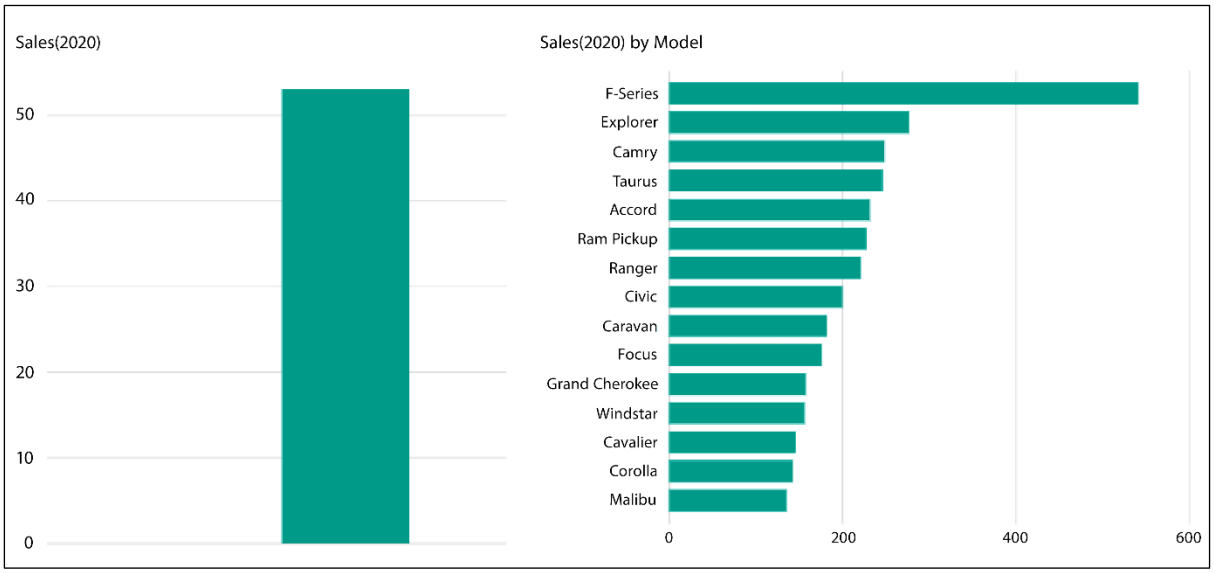

Customers
Customer ID
Customer Name
Gender
Senior Citizen
Locations
City
Country
Post Code
Region
State
Product_Sales
Customer ID
Customer Name
Order Date
Order ID
Postal Code
Product ID
Quantity
Row ID
Segment
Ship Date
Ship Mode
Products
Category
Product ID
Product Name
Sub-Category
1
1
1

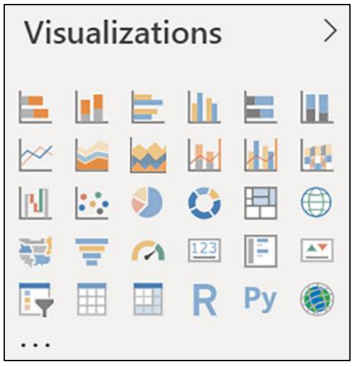


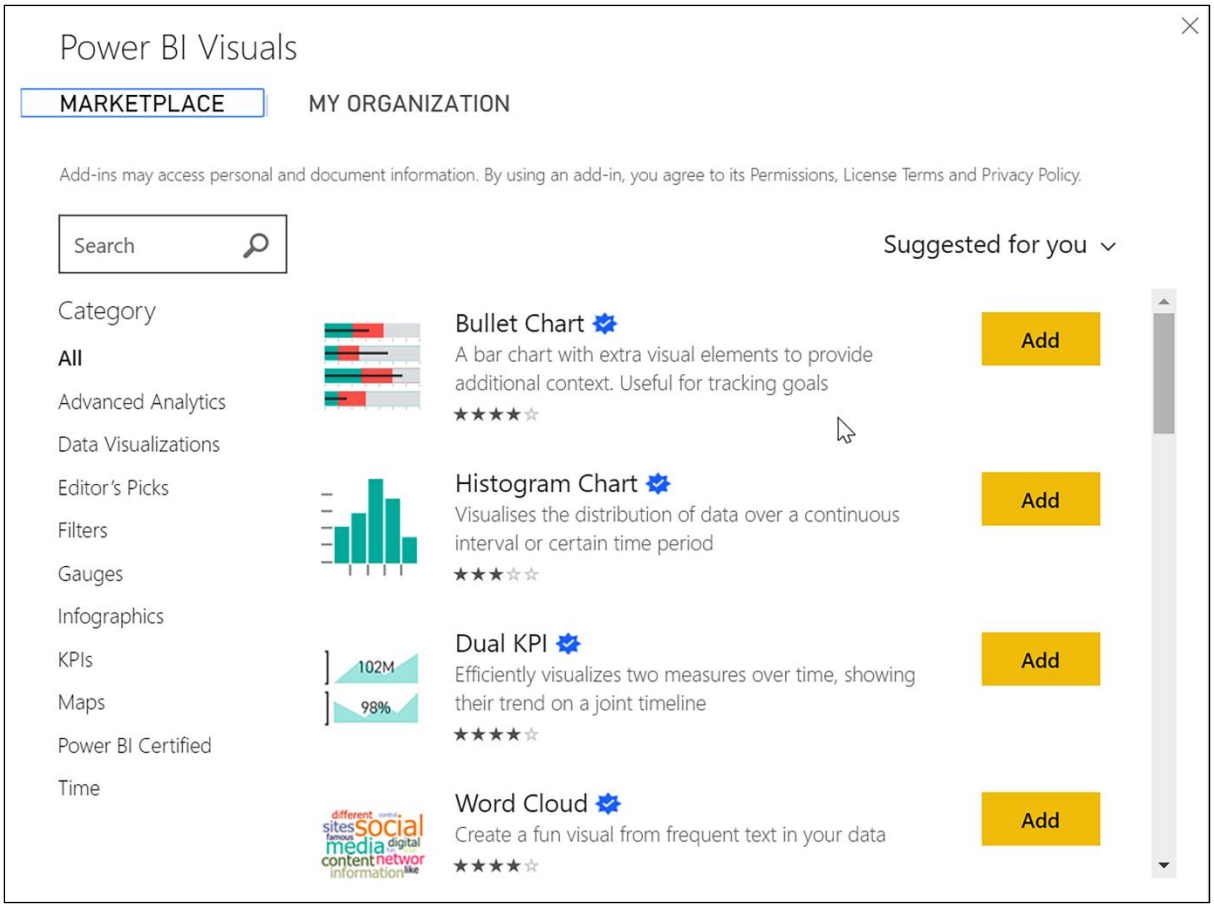


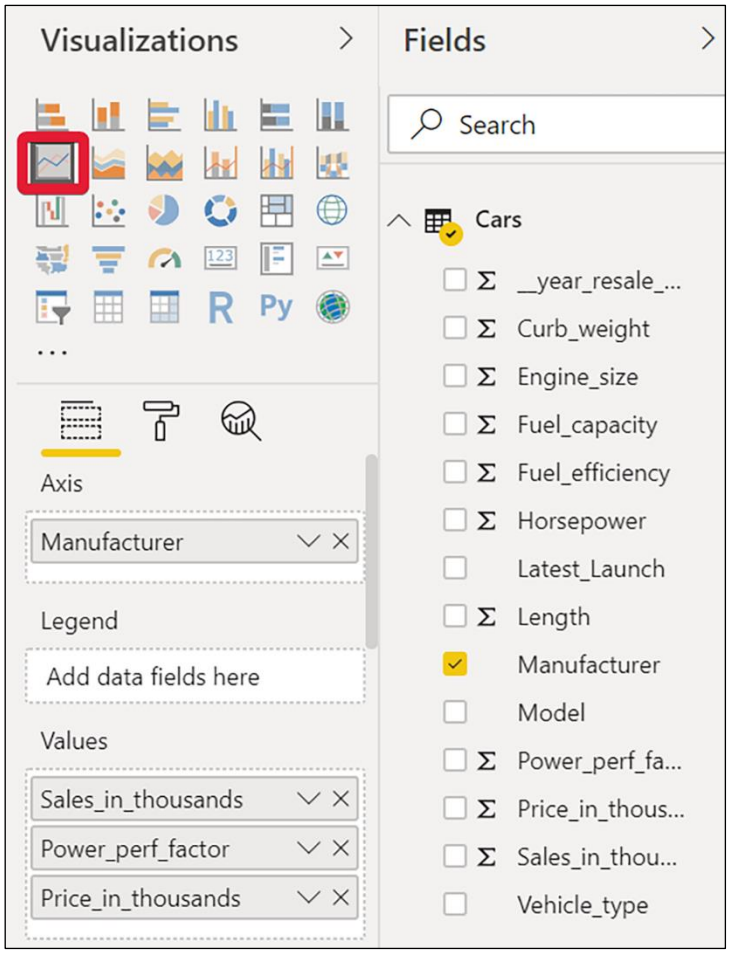
Manufacturer	Model	Sales_in_thousands	__year_resale_value	Vehicle_type	Price_in_thousands
Acura	Integra	16.919	16.36	Passenger	21.5
Acura	TL	39.384	19.875	Passenger	28.4
Acura	CL	14.114	18.225	Passenger	
Acura	RL	8.588	29.725	Passenger	42
Audi	A4	20.397	22.255	Passenger	23.99
Audi	A6	18.78	23.555	Passenger	33.95
Audi	A8	1.38	39	Passenger	62
BMW	323i	19.747		Passenger	26.99
BMW	328i	9.231	28.675	Passenger	33.4

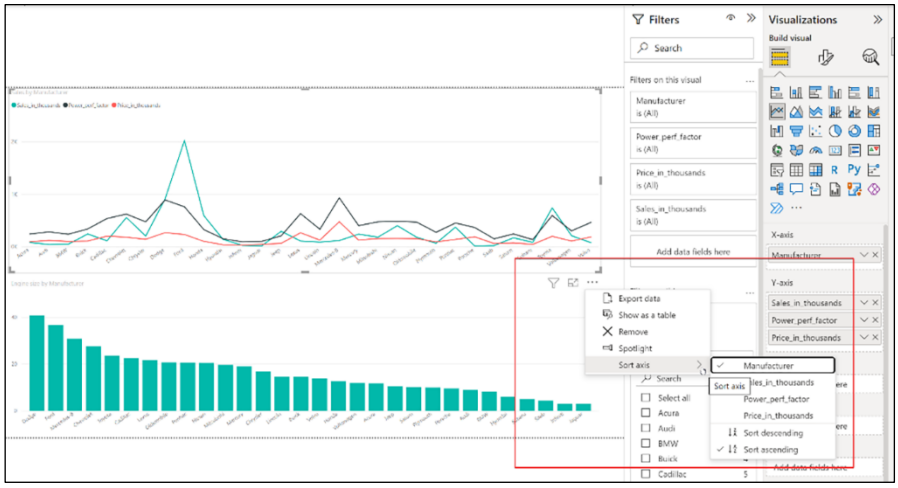

Untitled - Power BI Desktop
Sudeep Ghatak
File
Home
View
Modeling
Help
Manage Relationships
New Measure
New Column
New Table
New Parameter
Sort by Column
Data type:
Format:
Home Table:
Data Category: Uncategorized
Default Summarization: Don't summarize
Manage Roles
View as Roles
New Group
Edit Groups
Mark as Date table
Language
Linguistic Schema
Visualizations
Fields
Search
Car_sales
__year_resale_...
Curb_weight
Engine_size
Fuel_capacity
Fuel_efficiency
Horsepower
Latest_Launch
Length
Length (m)
Manufacturer
Model
Power_perf_fa...
Price_in_thous...
Sales_in_thou...
Sales(2020)
Vehicle_type
Values
Add data fields here
Filters
Page level filters
Report level filters
Drillthrough
Cross-report
Page 1

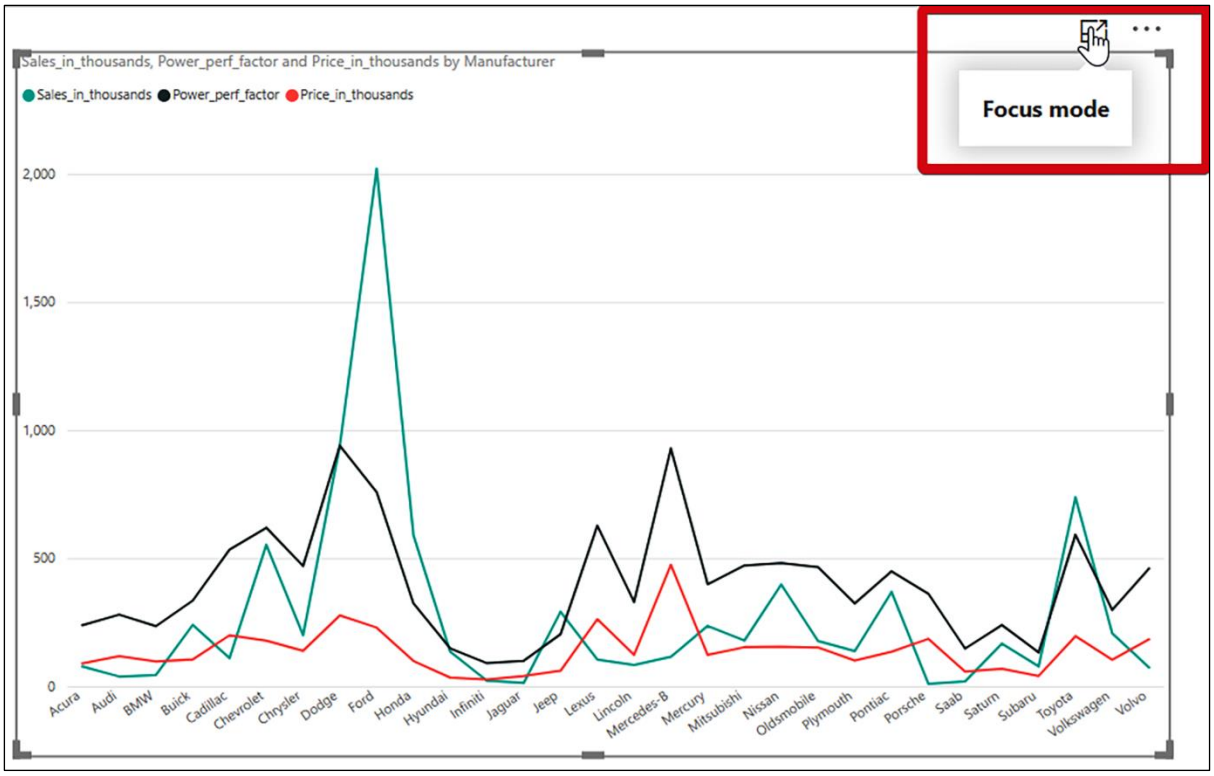

Sales(2020)
50
40
30
20
10
0
Sales(2020) by Model
F-Series
Explorer
Camry
Taurus
Accord
Ram Pickup
Ranger
Civic
Caravan
Focus
Grand Cherokee
Windstar
Cavalier
Corolla
Malibu
0
200
400
600

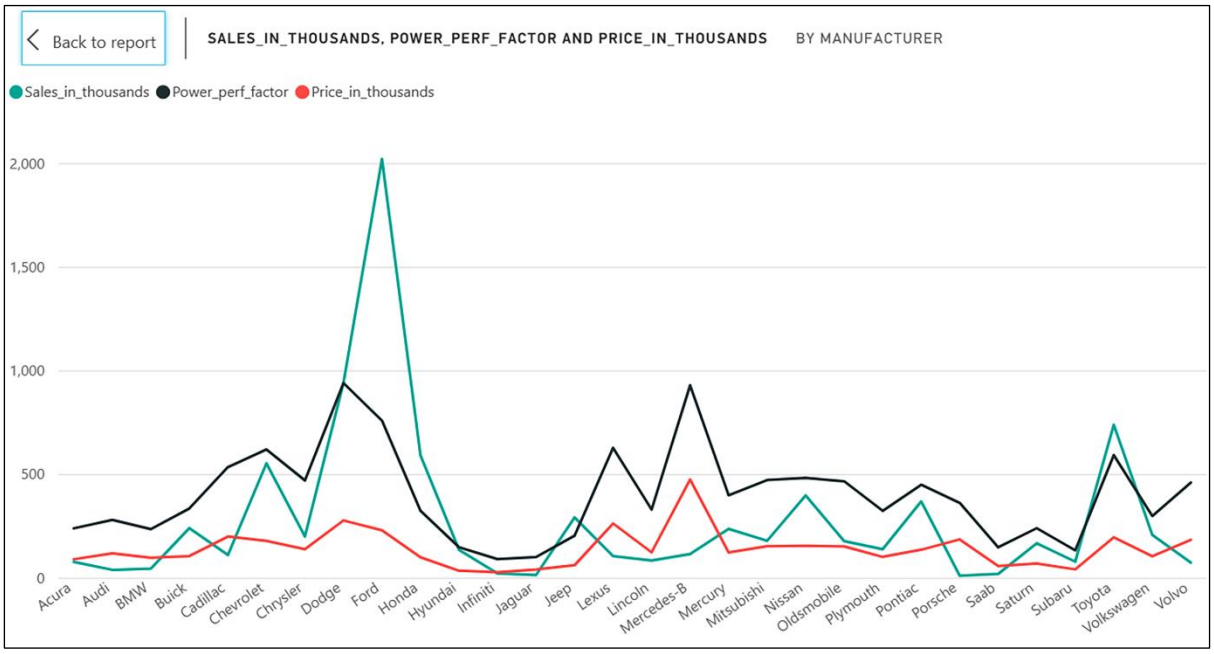

Visualizations
R
Py

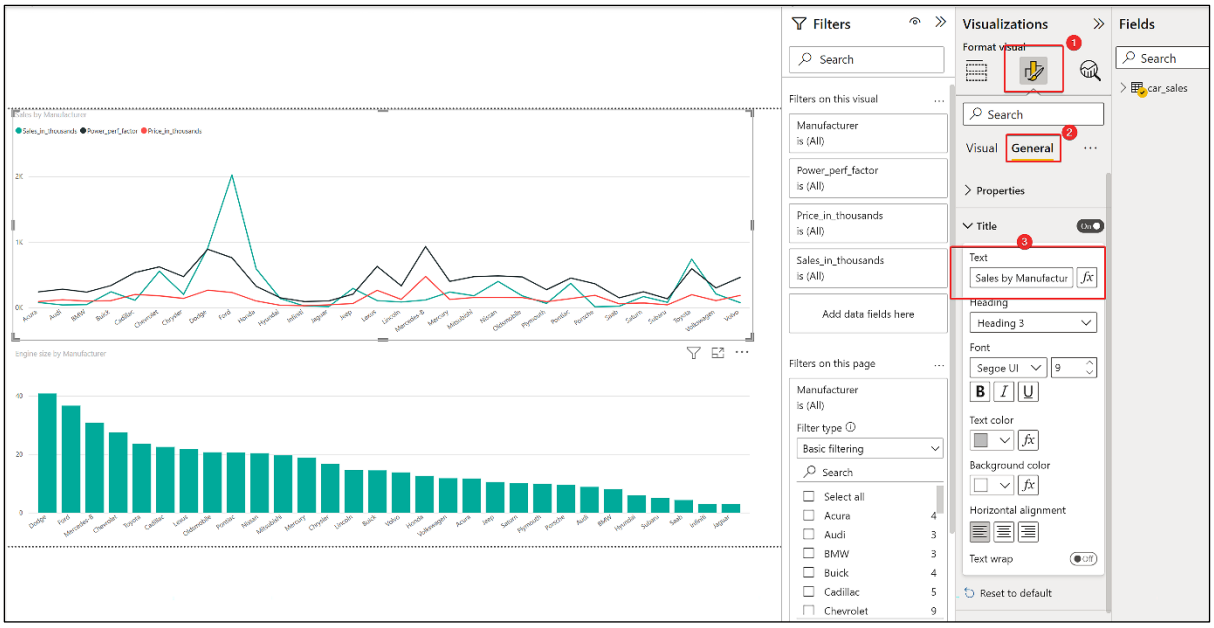

Power BI Visuals
MARKETPLACE
MY ORGANIZATION
Add-ins may access personal and document information. By using an add-in, you agree to its Permissions, License Terms and Privacy Policy.
Search
Suggested for you
Category
All
Advanced Analytics
Data Visualizations
Editor's Picks
Filters
Gauges
Infographics
KPIs
Maps
Power BI Certified
Time
Bullet Chart
A bar chart with extra visual elements to provide additional context. Useful for tracking goals
Add
Histogram Chart
Visualises the distribution of data over a continuous interval or certain time period
Add
Dual KPI
102M
98%
Efficiently visualizes two measures over time, showing their trend on a joint timeline
Add
Word Cloud
Create a fun visual from frequent text in your data
Add

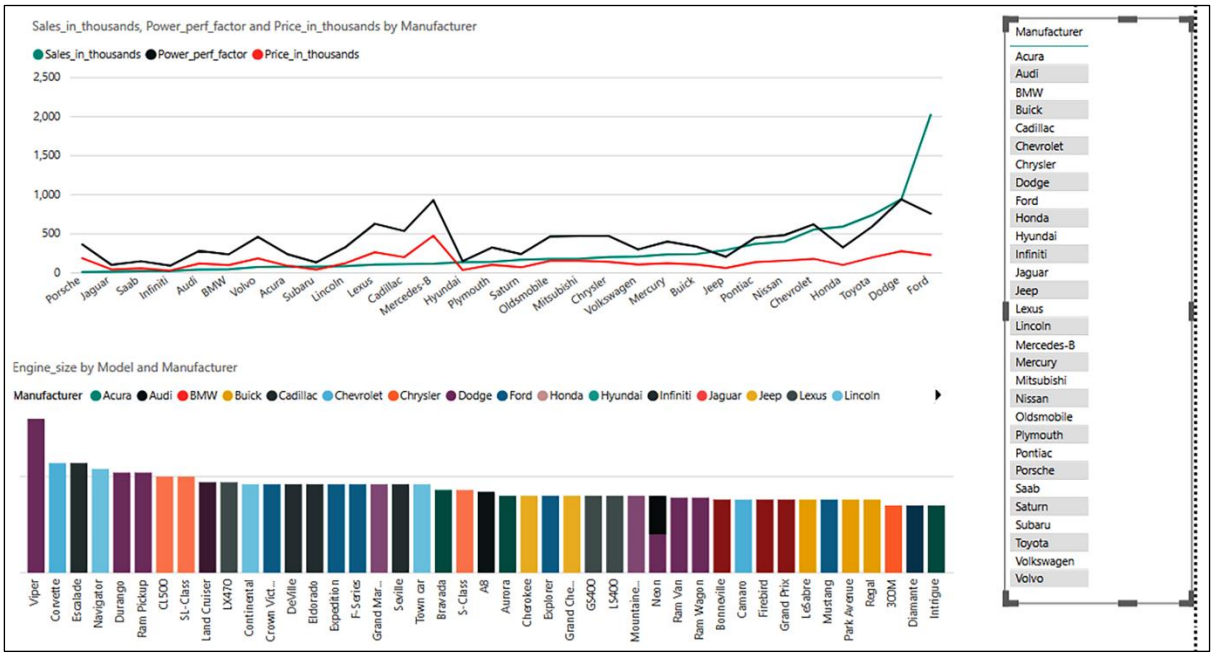

Visualizations
Fields
Search
Cars
__year_resale_...
Curb_weight
Engine_size
Fuel_capacity
Fuel_efficiency
Horsepower
Latest_Launch
Length
Manufacturer
Model
Power_perf_fa...
Price_in_thous...
Sales_in_thou...
Vehicle_type
Axis
Manufacturer
Legend
Add data fields here
Values
Sales_in_thousands
Power_perf_factor
Price_in_thousands

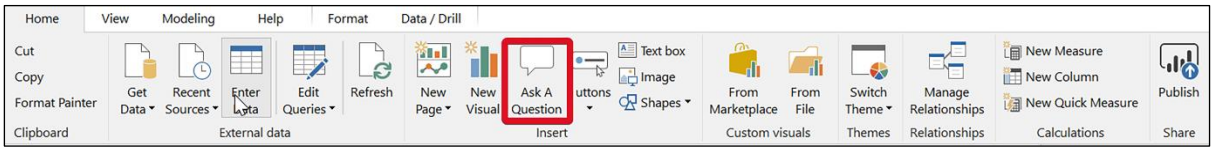

Filters
Visualizations
Build visual
Search
Filters on this visual
Manufacturer is (All)
Power_perf_factor is (All)
Price_in_thousands is (All)
Sales_in_thousands is (All)
Add data fields here
X-axis
Manufacturer
Y-axis
Sales_in_thousands
Power_perf_factor
Price_in_thousands
Export data
Show as a table
Remove
Spotlight
Sort axis
Manufacturer
Sales_in_thousands
Power_perf_factor
Price_in_thousands
Sort descending
Sort ascending
Select all
Acura
Audi
BMW
Buick
Cadillac

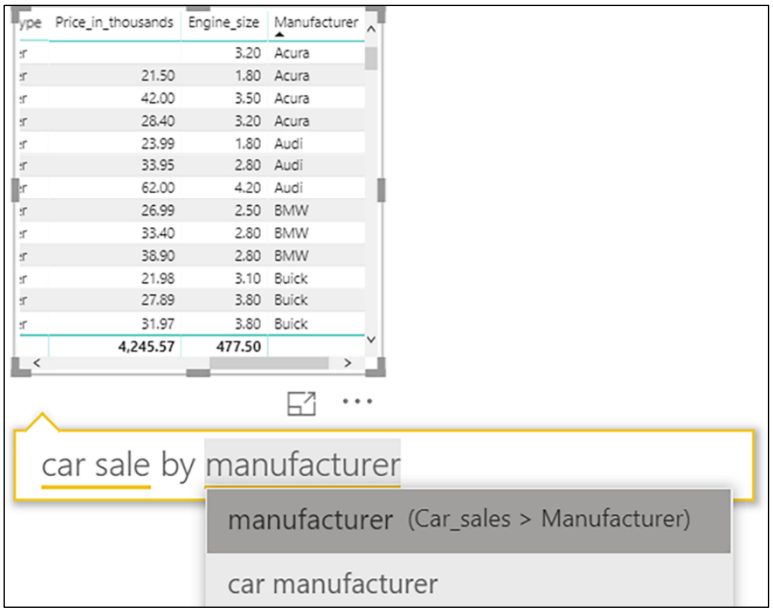

Sales_in_thousands, Power_perf_factor and Price_in_thousands by Manufacturer
Sales_in_thousands
Power_perf_factor
Price_in_thousands
Focus mode
2,000
1,500
1,000
500
0
Acura
Audi
BMW
Buick
Cadillac
Chevrolet
Chrysler
Dodge
Ford
Honda
Hyundai
Infiniti
Jaguar
Jeep
Lexus
Lincoln
Mercedes-B
Mercury
Mitsubishi
Nissan
Oldsmobile
Plymouth
Pontiac
Porsche
Saab
Saturn
Subaru
Toyota
Volkswagen
Volvo

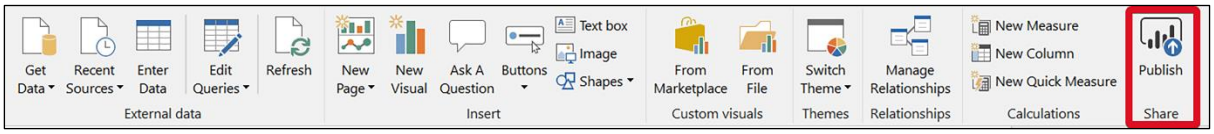

Back to report
SALES_IN_THOUSANDS, POWER_PERF_FACTOR AND PRICE_IN_THOUSANDS BY MANUFACTURER
Sales_in_thousands
Power_perf_factor
Price_in_thousands
2,000
1,500
1,000
500
0
Acura
Audi
BMW
Buick
Cadillac
Chevrolet
Chrysler
Dodge
Ford
Honda
Hyundai
Infiniti
Jaguar
Jeep
Lexus
Lincoln
Mercedes-B
Mercury
Mitsubishi
Nissan
Oldsmobile
Plymouth
Pontiac
Porsche
Saab
Saturn
Subaru
Toyota
Volkswagen
Volvo

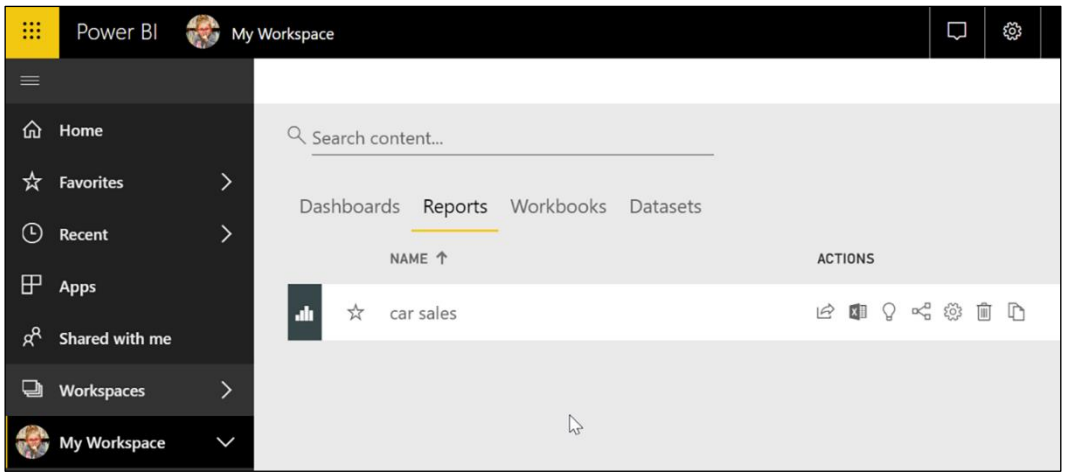

Filters
Search
Filters on this visual
Manufacturer is (All)
Power_perf_factor is (All)
Price_in_thousands is (All)
Sales_in_thousands is (All)
Add data fields here
Filters on this page
Manufacturer is (All)
Filter type
Basic filtering
Search
Select all
Acura 4
Audi 3
BMW 3
Buick 4
Cadillac 5
Chevrolet 9
Visualizations
Format visual
Search
Visual
General
Properties
Title
Text
Sales by Manufactur
Heading
Heading 3
Font
Segoe UI
9
Text color
Background color
Horizontal alignment
Text wrap
Reset to default
Fields
Search
car_sales

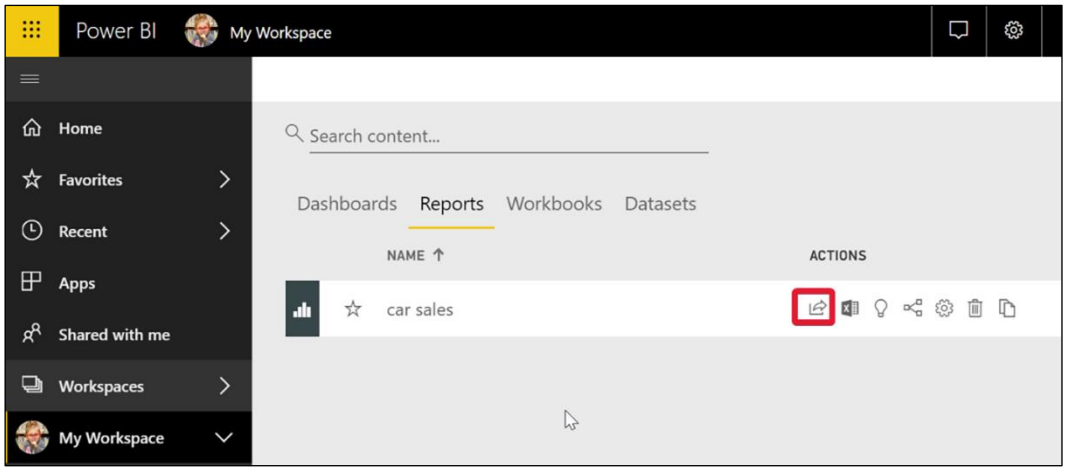

Sales_in_thousands, Power_perf_factor and Price_in_thousands by Manufacturer
Sales_in_thousands Power_perf_factor Price_in_thousands
2,500
2,000
1,500
1,000
500
0
Porsche Jaguar Saab Infiniti Audi BMW Volvo Acura Subaru Lincoln Lexus Cadillac Mercedes-B Hyundai Plymouth Saturn Oldsmobile Mitsubishi Chrysler Volkswagen Mercury Buick Jeep Pontiac Nissan Chevrolet Honda Toyota Dodge Ford
Engine_size by Model and Manufacturer
Manufacturer Acura Audi BMW Buick Cadillac Chevrolet Chrysler Dodge Ford Honda Hyundai Infiniti Jaguar Jeep Lexus Lincoln
Viper Corvette Escalade Navigator Durango Ram Pickup CL500 SL-Class Land Cruiser LX470 Continental Crown Vict... DeVille Eldorado Expedition F-Series Grand Mar... Seville Town car Bravada S-Class A8 Aurora Cherokee Explorer Grand Che... GS400 LS400 Mountaine... Neon Ram Van Ram Wagon Bonneville Camaro Firebird Grand Prix LeSabre Mustang Park Avenue Regal 300M Diamante Intrigue
Manufacturer
Acura
Audi
BMW
Buick
Cadillac
Chevrolet
Chrysler
Dodge
Ford
Honda
Hyundai
Infiniti
Jaguar
Jeep
Lexus
Lincoln
Mercedes-B
Mercury
Mitsubishi
Nissan
Oldsmobile
Plymouth
Pontiac
Porsche
Saab
Saturn
Subaru
Toyota
Volkswagen
Volvo

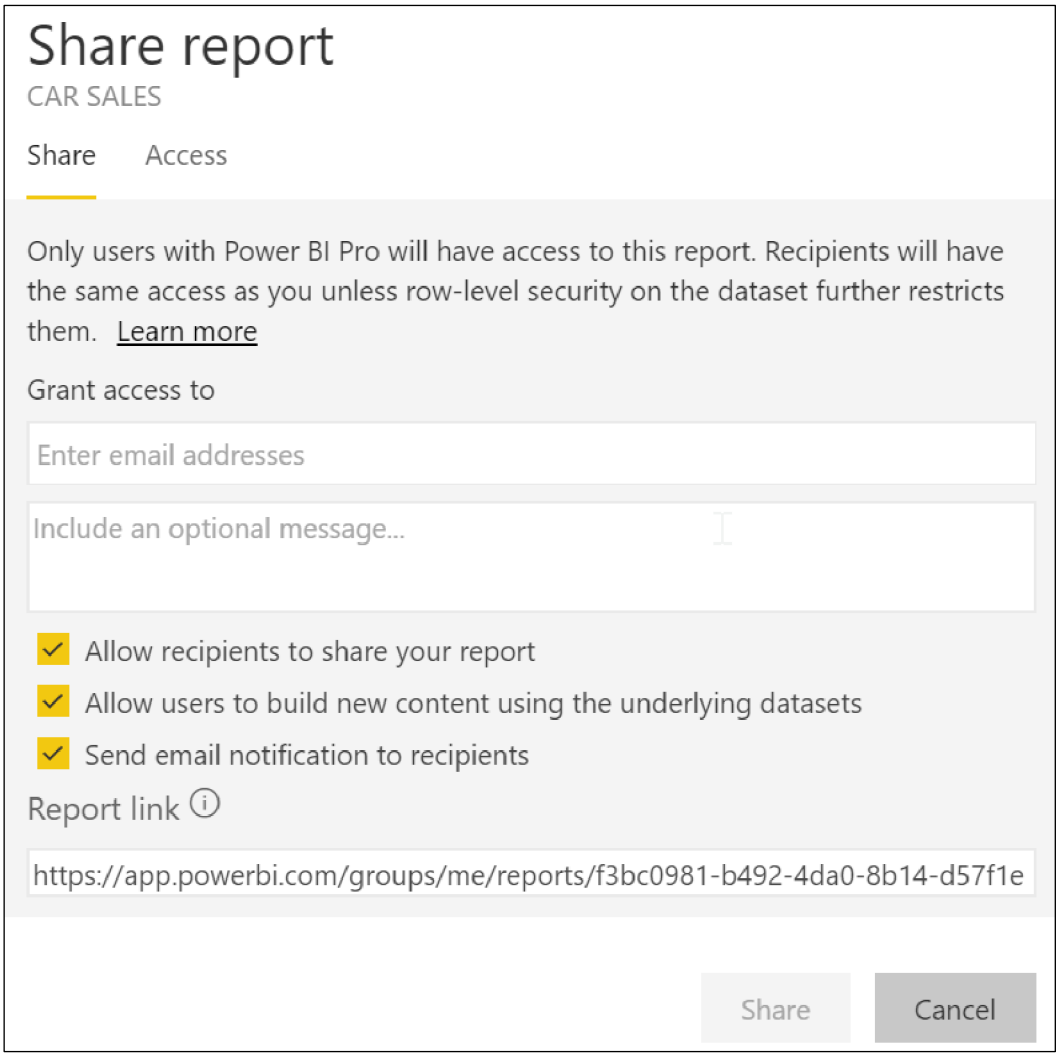

Home
View
Modeling
Help
Format
Data / Drill
Cut
Copy
Format Painter
Clipboard
Get Data
Recent Sources
Enter Data
Edit Queries
Refresh
External data
New Page
New Visual
Ask A Question
Buttons
Text box
Image
Shapes
Insert
From Marketplace
From File
Custom visuals
Switch Theme
Themes
Manage Relationships
Relationships
New Measure
New Column
New Quick Measure
Calculations
Publish
Share

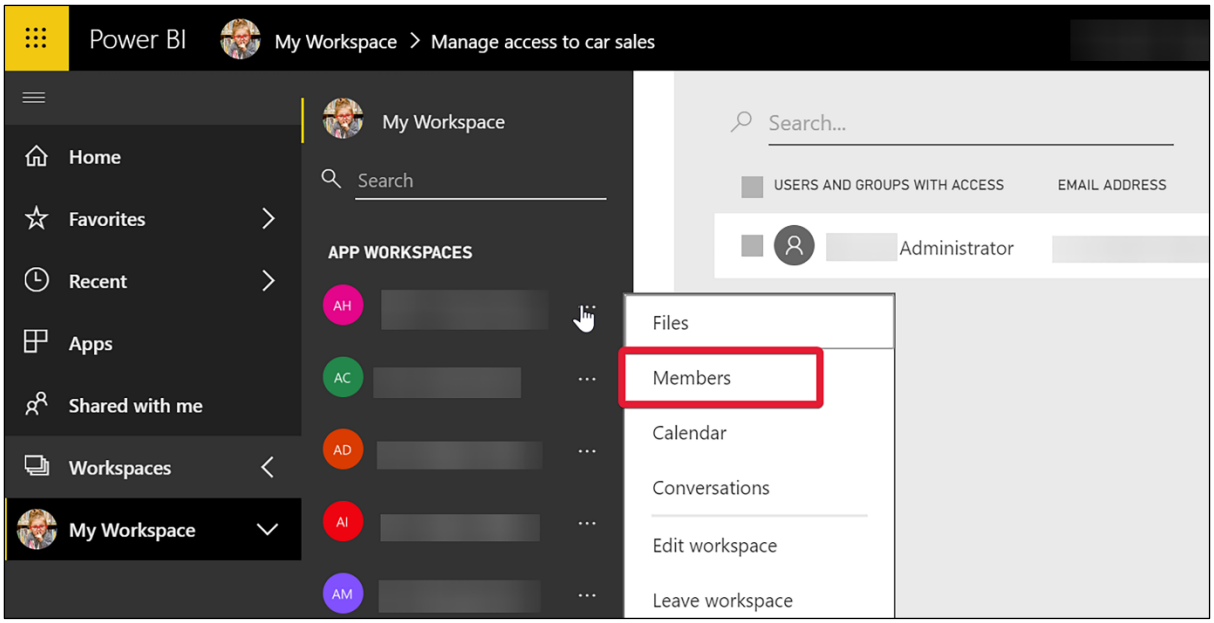

Price_in_thousands
Engine_size
Manufacturer
3.20 Acura
21.50 1.80 Acura
42.00 3.50 Acura
28.40 3.20 Acura
23.99 1.80 Audi
33.95 2.80 Audi
62.00 4.20 Audi
26.99 2.50 BMW
33.40 2.80 BMW
38.90 2.80 BMW
21.98 3.10 Buick
27.89 3.80 Buick
31.97 3.80 Buick
4,245.57 477.50
car sale by manufacturer
manufacturer (Car_sales > Manufacturer)
car manufacturer

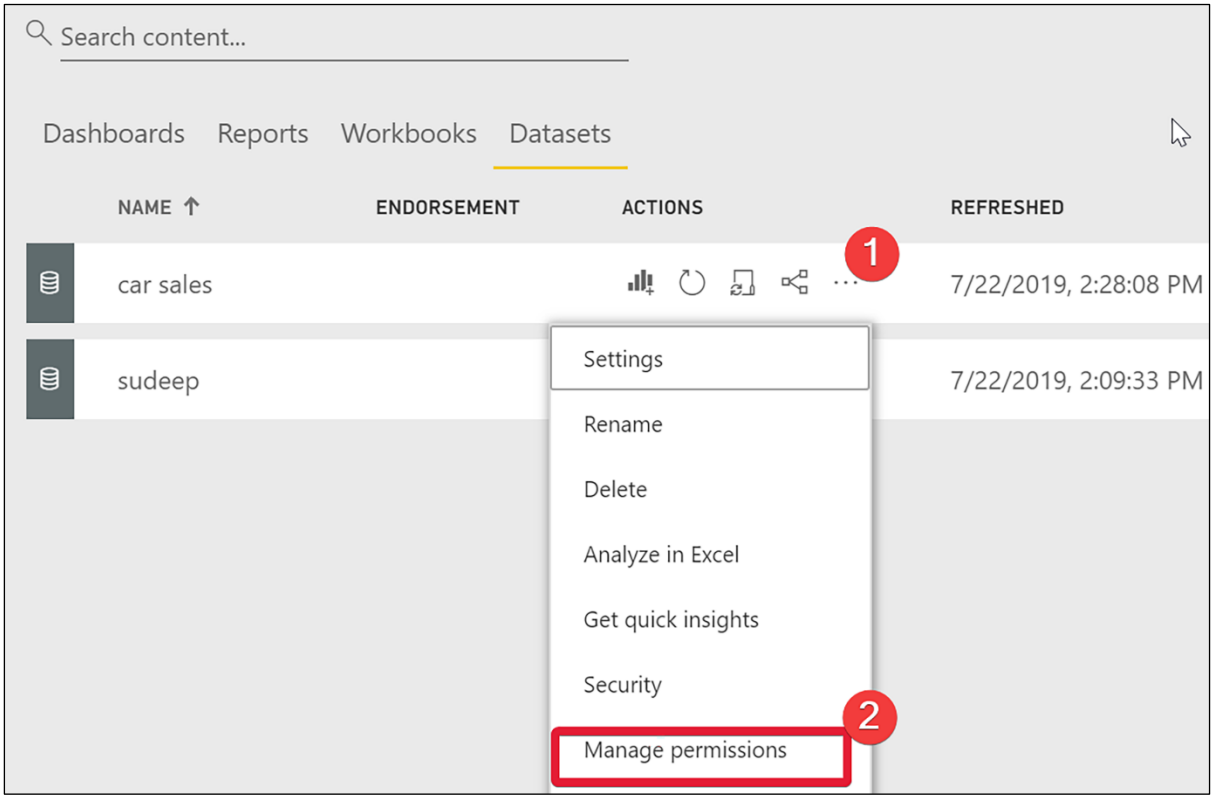

Get Data
Recent Sources
Enter Data
Edit Queries
Refresh
External data
New Page
New Visual
Ask A Question
Buttons
Text box
Image
Shapes
Insert
From Marketplace
From File
Custom visuals
Switch Theme
Themes
Manage Relationships
Relationships
New Measure
New Column
New Quick Measure
Calculations
Publish
Share

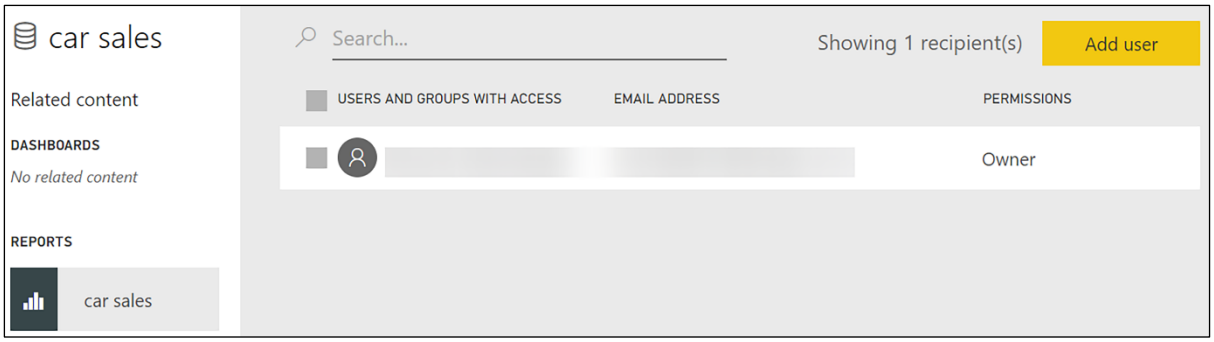

Power BI
My Workspace
Home
Favorites
Recent
Apps
Shared with me
Workspaces
My Workspace
Search content...
Dashboards
Reports
Workbooks
Datasets
NAME
ACTIONS
car sales

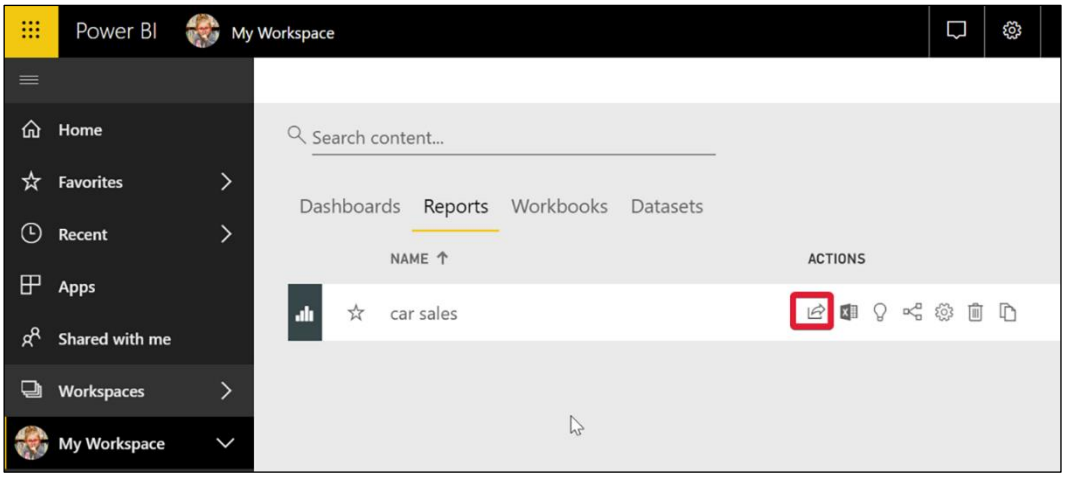

Power BI
My Workspace
Home
Favorites
Recent
Apps
Shared with me
Workspaces
My Workspace
Search content...
Dashboards
Reports
Workbooks
Datasets
NAME
ACTIONS
car sales

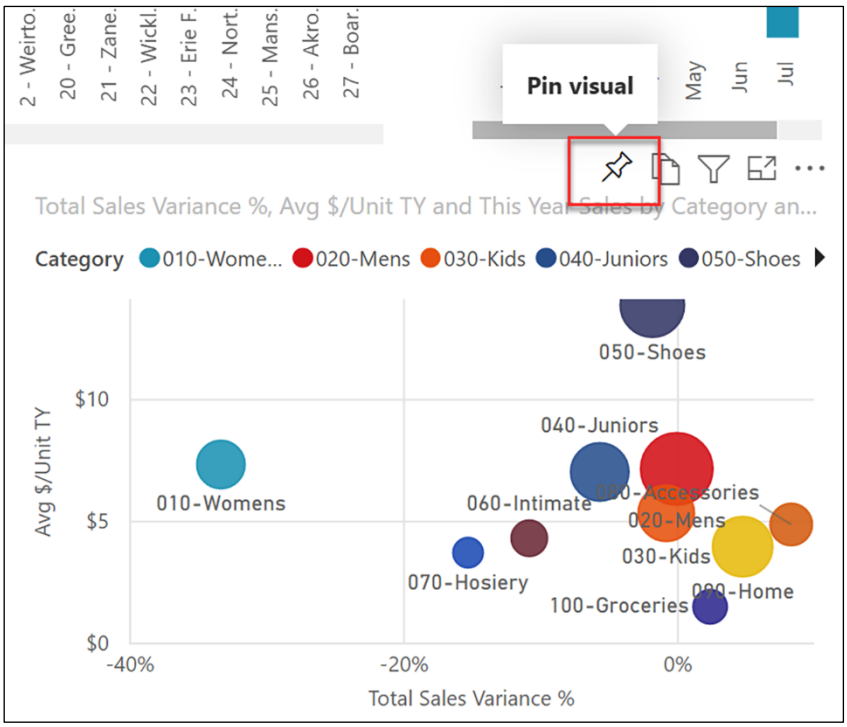

Share report
CAR SALES
Share
Access
Only users with Power BI Pro will have access to this report. Recipients will have the same access as you unless row-level security on the dataset further restricts them. Learn more
Grant access to
Enter email addresses
Include an optional message...
Allow recipients to share your report
Allow users to build new content using the underlying datasets
Send email notification to recipients
Report link
https://app.powerbi.com/groups/me/reports/f3bc0981-b492-4da0-8b14-d57f1e
Share
Cancel

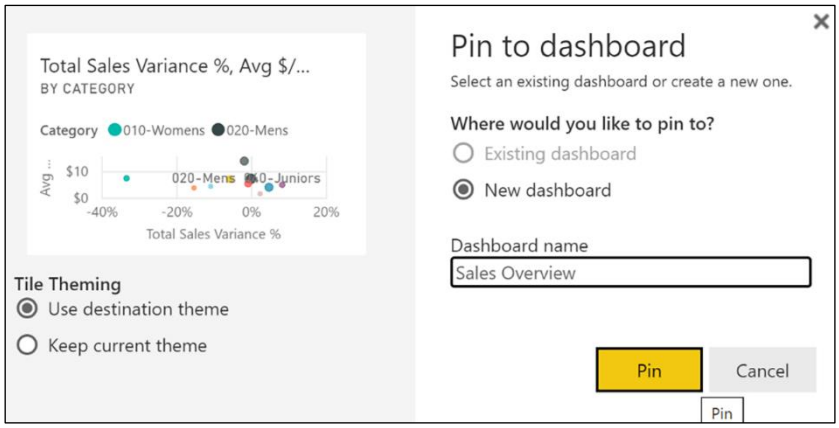

Power BI
My Workspace > Manage access to car sales
Home
Favorites
Recent
Apps
Shared with me
Workspaces
My Workspace
My Workspace
Search
APP WORKSPACES
AH
AC
AD
AI
AM
Search...
USERS AND GROUPS WITH ACCESS
EMAIL ADDRESS
Administrator
Files
Members
Calendar
Conversations
Edit workspace
Leave workspace

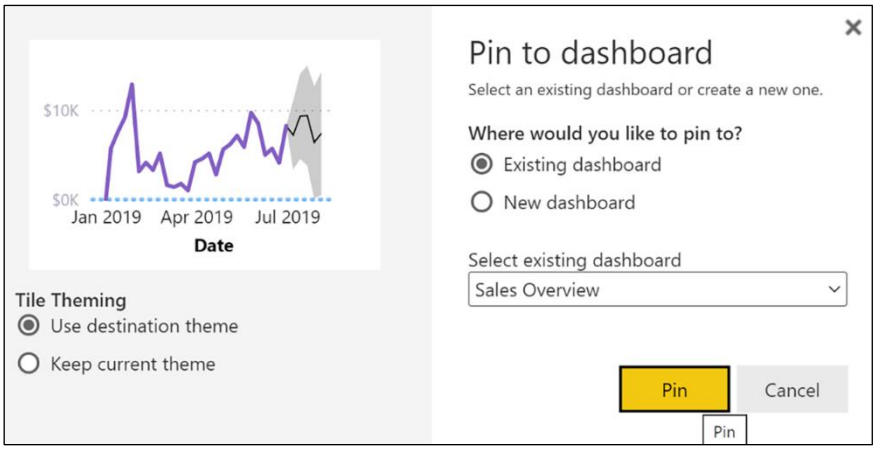

Search content...
Dashboards
Reports
Workbooks
Datasets
NAME
ENDORSEMENT
ACTIONS
REFRESHED
car sales
7/22/2019, 2:28:08 PM
sudeep
7/22/2019, 2:09:33 PM
1
Settings
Rename
Delete
Analyze in Excel
Get quick insights
Security
Manage permissions
2

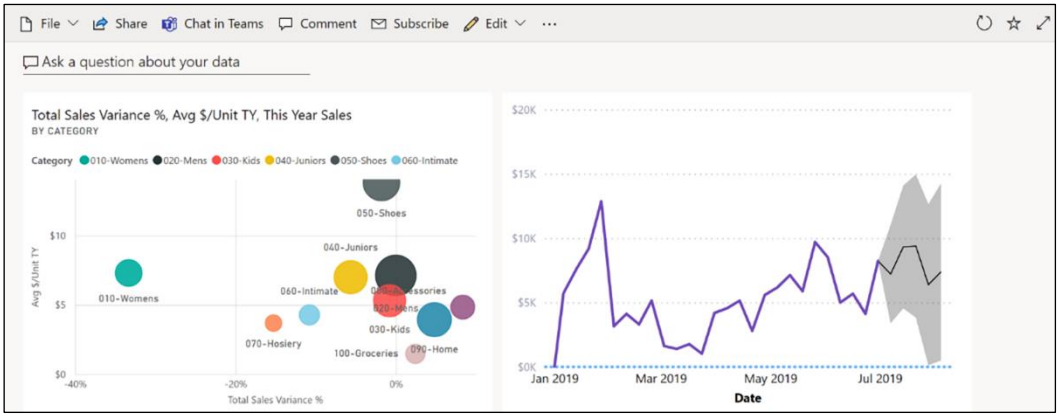

car sales
Related content
DASHBOARDS
No related content
REPORTS
car sales
Search...
Showing 1 recipient(s)
Add user
USERS AND GROUPS WITH ACCESS
EMAIL ADDRESS
PERMISSIONS
Owner

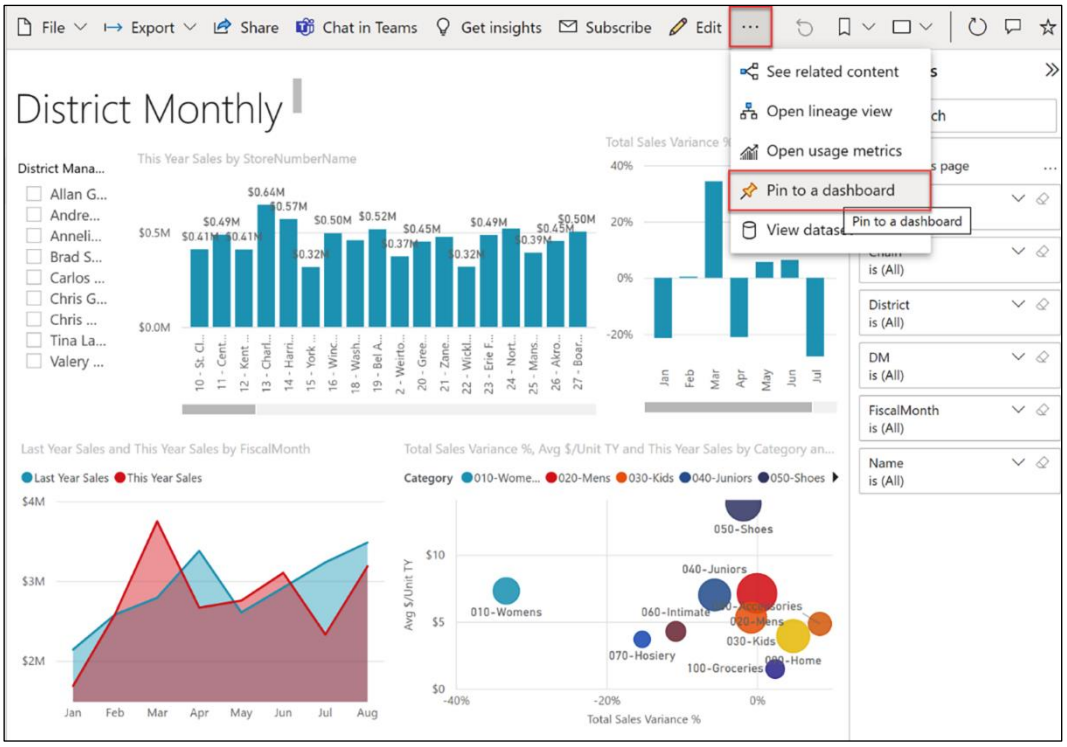

Power BI
My Workspace
Home
Favorites
Recent
Apps
Shared with me
Workspaces
My Workspace
Search content...
Dashboards
Reports
Workbooks
Datasets
NAME
ACTIONS
car sales

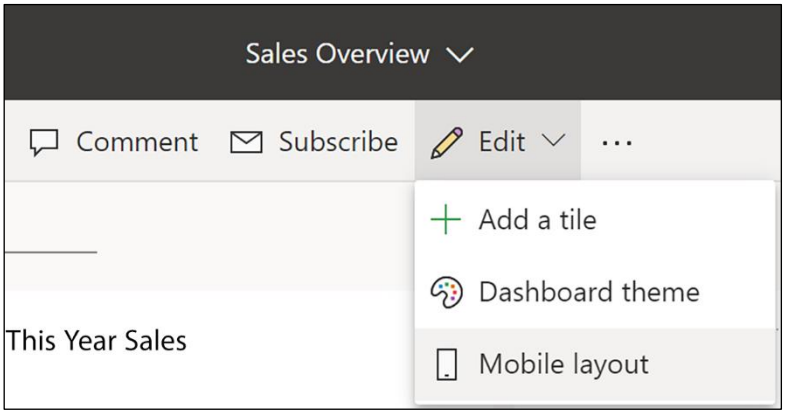

Pin visual
Total Sales Variance %, Avg $/Unit TY and This Year Sales by Category an...
Category
010-Wome...
020-Mens
030-Kids
040-Juniors
050-Shoes
Avg $/Unit TY
$10
$5
$0
-40%
-20%
0%
Total Sales Variance %
010-Womens
060-Intimate
070-Hosiery
040-Juniors
050-Shoes
020-Mens
030-Kids
100-Groceries

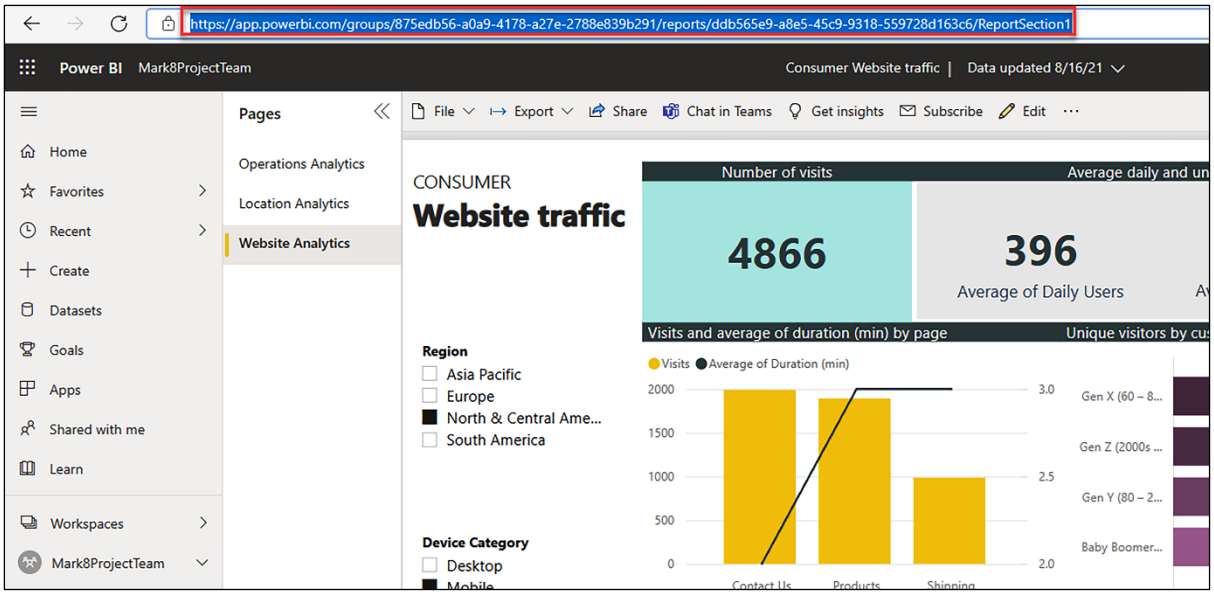

Total Sales Variance %, Avg $/...
BY CATEGORY
Category 010-Womens 020-Mens
Avg ...
$10
$0
020-Mens
040-Juniors
-40%
-20%
0%
20%
Total Sales Variance %
Tile Theming
Use destination theme
Keep current theme
Pin to dashboard
Select an existing dashboard or create a new one.
Where would you like to pin to?
Existing dashboard
New dashboard
Dashboard name
Sales Overview
Pin
Cancel
Pin

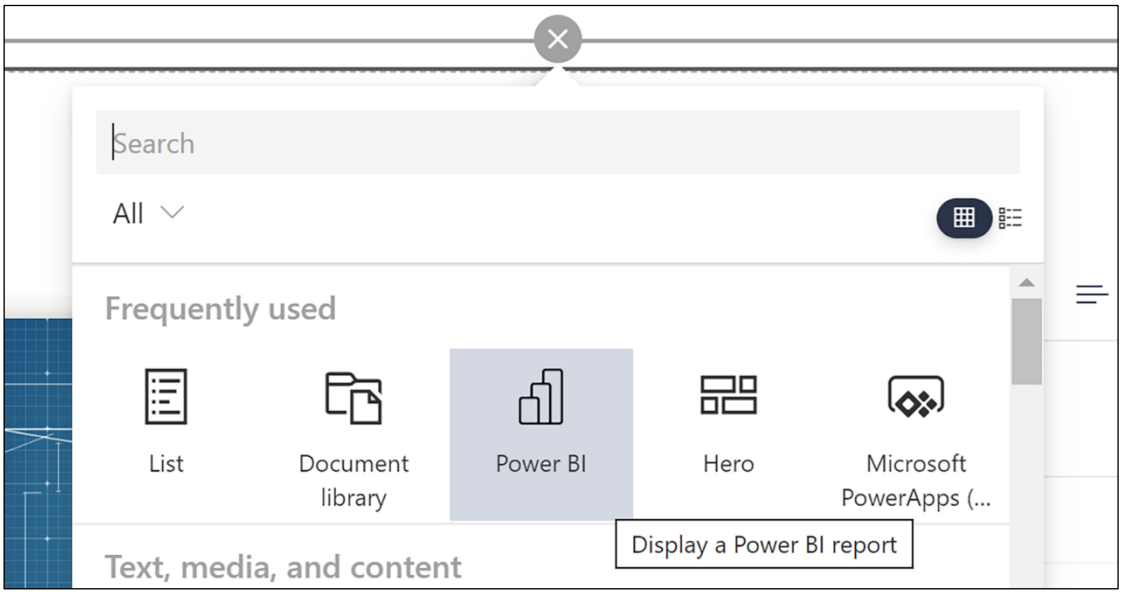

$10K
$0K
Jan 2019
Apr 2019
Jul 2019
Date
Tile Theming
Use destination theme
Keep current theme
Pin to dashboard
Select an existing dashboard or create a new one.
Where would you like to pin to?
Existing dashboard
New dashboard
Select existing dashboard
Sales Overview
Pin
Cancel
Pin

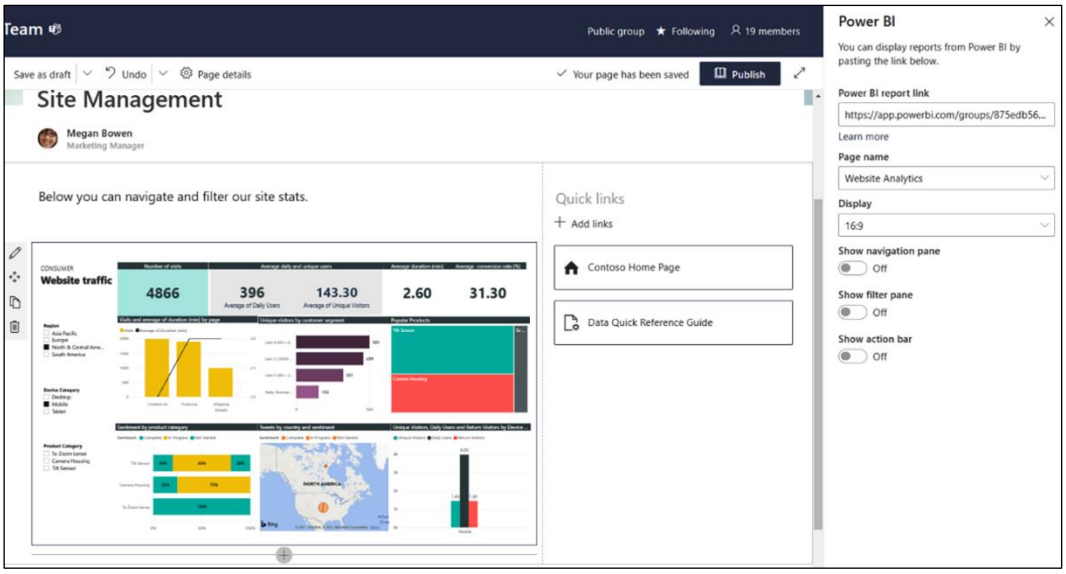

File
Share
Chat in Teams
Comment
Subscribe
Edit
Ask a question about your data
Total Sales Variance %, Avg $/Unit TY, This Year Sales
BY CATEGORY
Category 010-Womens 020-Mens 030-Kids 040-Juniors 050-Shoes 060-Intimate
Avg $/Unit TY
$10
$5
$0
-40%
-20%
0%
Total Sales Variance %
050-Shoes
040-Juniors
010-Womens
060-Intimate
030-Kids
070-Hosiery
100-Groceries
090-Home
$20K
$15K
$10K
$5K
$0K
Jan 2019
Mar 2019
May 2019
Jul 2019
Date

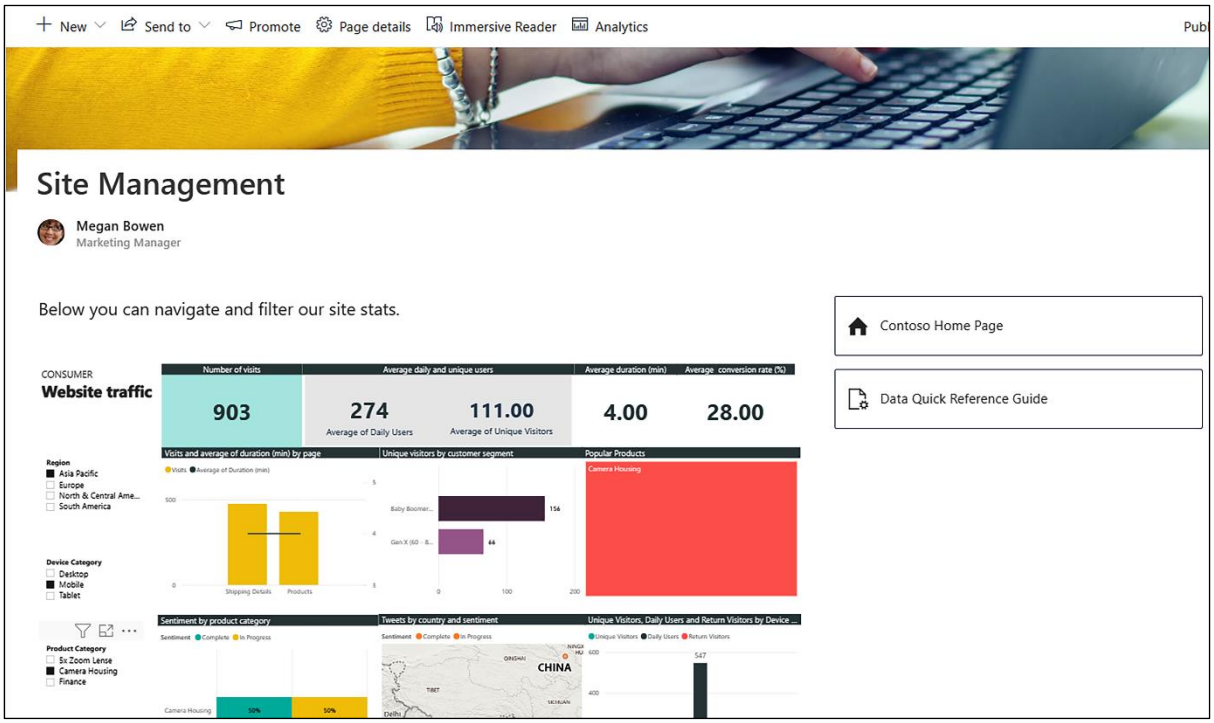

File
Export
Share
Chat in Teams
Get insights
Subscribe
Edit
See related content
Open lineage view
Open usage metrics
Pin to a dashboard
View datase...
Pin to a dashboard
District Monthly
District Mana...
Allan G...
Andre...
Anneli...
Brad S...
Carlos ...
Chris G...
Chris ...
Tina La...
Valery ...
This Year Sales by StoreNumberName
Total Sales Variance %
Last Year Sales and This Year Sales by FiscalMonth
Last Year Sales
This Year Sales
Total Sales Variance %, Avg $/Unit TY and This Year Sales by Category an...
Category
010-Wome...
020-Mens
030-Kids
040-Juniors
050-Shoes
Avg $/Unit TY
Total Sales Variance %
District is (All)
DM is (All)
FiscalMonth is (All)
Name is (All)

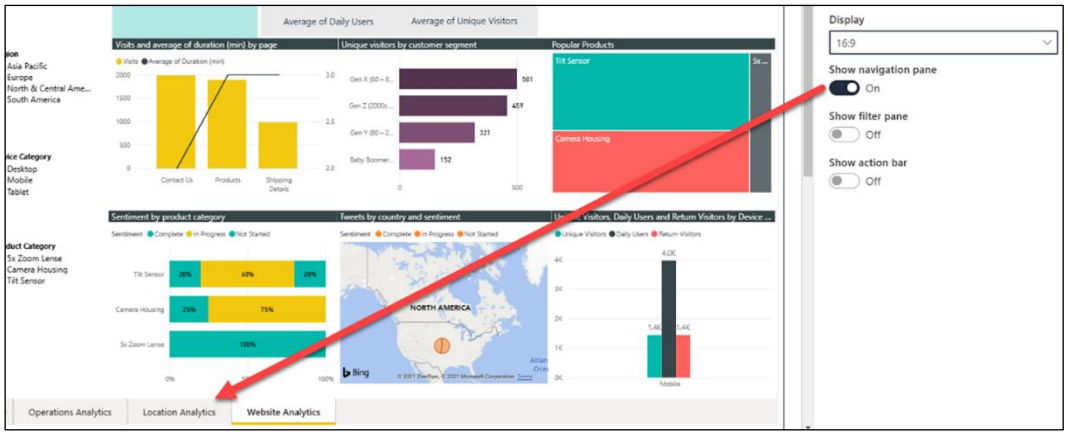

Sales Overview
Comment
Subscribe
Edit
Add a tile
Dashboard theme
Mobile layout
This Year Sales

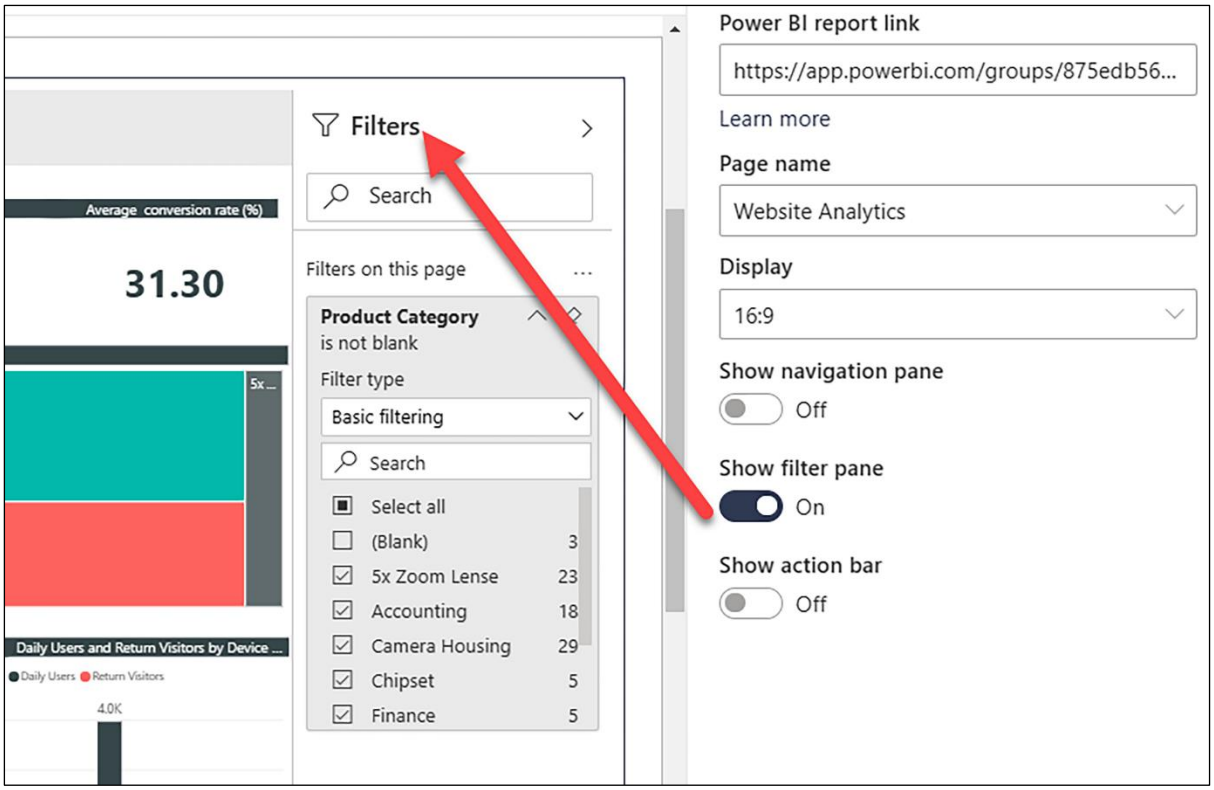

https://app.powerbi.com/groups/875edb56-a0a9-4178-a27e-2788e839b291/reports/ddb565e9-a8e5-45c9-9318-559728d163c6/ReportSection1
Power BI
Mark8ProjectTeam
Consumer Website traffic | Data updated 8/16/21
Home
Favorites
Recent
Create
Datasets
Goals
Apps
Shared with me
Learn
Workspaces
Mark8ProjectTeam
Pages
Operations Analytics
Location Analytics
Website Analytics
File
Export
Share
Chat in Teams
Get insights
Subscribe
Edit
CONSUMER
Website traffic
Number of visits
4866
396
Average of Daily Users
Visits and average of duration (min) by page
Region
Asia Pacific
Europe
North & Central Ame...
South America
Device Category
Desktop
Visits
Average of Duration (min)
2000
1500
1000
500
0
3.0
2.5
2.0
Contact Us
Products
Shipping
Gen X (60 – 8...
Gen Z (2000s ...
Gen Y (80 – 2...
Baby Boomer...

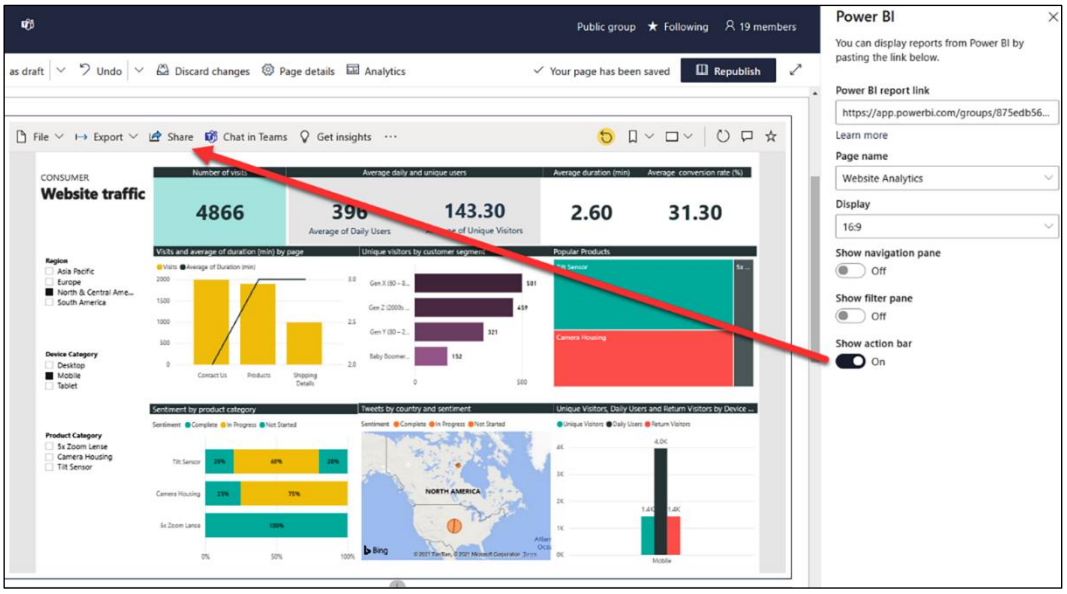

Search
All
Frequently used
List
Document library
Power BI
Hero
Microsoft PowerApps (...
Display a Power BI report
Text, media, and content


Team
Public group
Following
19 members
Save as draft
Undo
Page details
Your page has been saved
Publish
Site Management
Megan Bowen
Marketing Manager
Below you can navigate and filter our site stats.
Quick links
Add links
Contoso Home Page
Data Quick Reference Guide
Power BI
You can display reports from Power BI by pasting the link below.
Power BI report link
https://app.powerbi.com/groups/875edb56...
Learn more
Page name
Website Analytics
Display
16:9
Show navigation pane
Off
Show filter pane
Off
Show action bar
Off
CONSUMER
Website traffic
4866
396
Average of Daily Users
143.30
Average of Unique Visitors
2.60
31.30

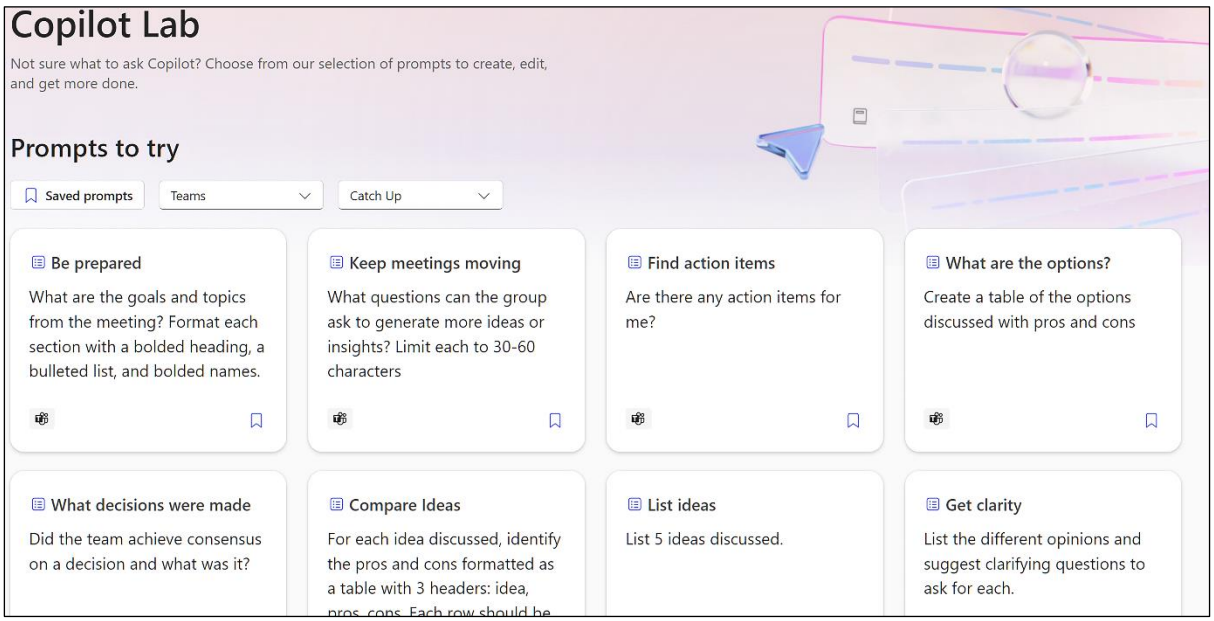

New
Send to
Promote
Page details
Immersive Reader
Analytics
Site Management
Megan Bowen
Marketing Manager
Below you can navigate and filter our site stats.
Contoso Home Page
Data Quick Reference Guide
CONSUMER
Website traffic
Number of visits
903
Average daily and unique users
274
Average of Daily Users
111.00
Average of Unique Visitors
Average duration (min)
4.00
Average conversion rate (%)
28.00
Visits and average of duration (min) by page
Unique visitors by customer segment
Popular Products
Camera Housing
Region
Asia Pacific
Europe
North & Central Ame...
South America
Device Category
Desktop
Mobile
Tablet
Product Category
5x Zoom Lense
Camera Housing
Finance
Sentiment by product category
Tweets by country and sentiment
Unique Visitors, Daily Users and Return Visitors by Device ...
CHINA

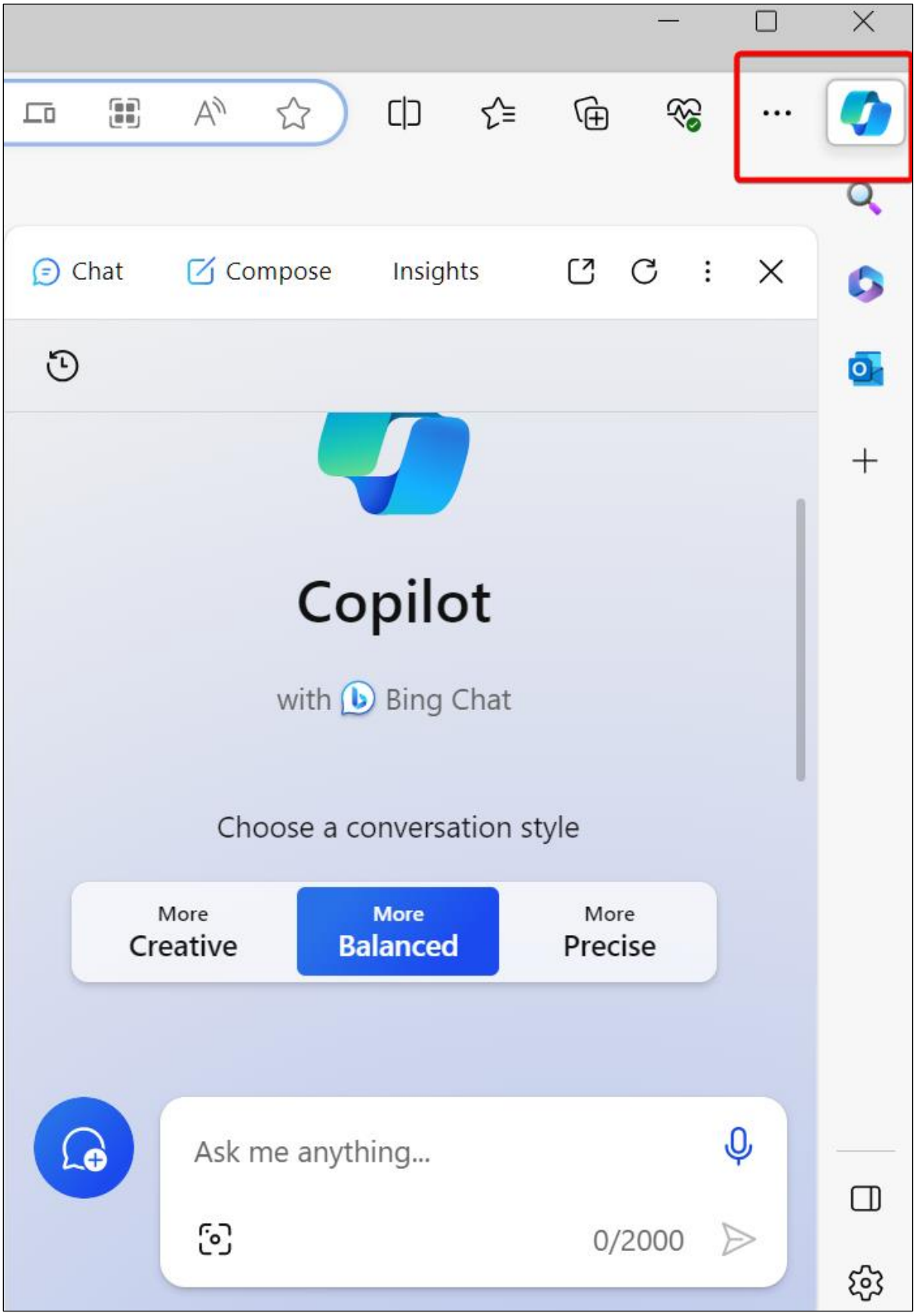

Average of Daily Users
Average of Unique Visitors
Visits and average of duration (min) by page
Unique visitors by customer segment
Popular Products
Sentiment by product category
Tweets by country and sentiment
Operations Analytics
Location Analytics
Website Analytics
Display
16:9
Show navigation pane
On
Show filter pane
Off
Show action bar
Off


Average conversion rate (%)
31.30
Daily Users and Return Visitors by Device ...
Daily Users
Return Visitors
4.0K
Filters
Search
Filters on this page
Product Category
is not blank
Filter type
Basic filtering
Search
Select all
(Blank) 3
5x Zoom Lense 23
Accounting 18
Camera Housing 29
Chipset 5
Finance 5
Power BI report link
https://app.powerbi.com/groups/875edb56...
Learn more
Page name
Website Analytics
Display
16:9
Show navigation pane
Off
Show filter pane
On
Show action bar
Off

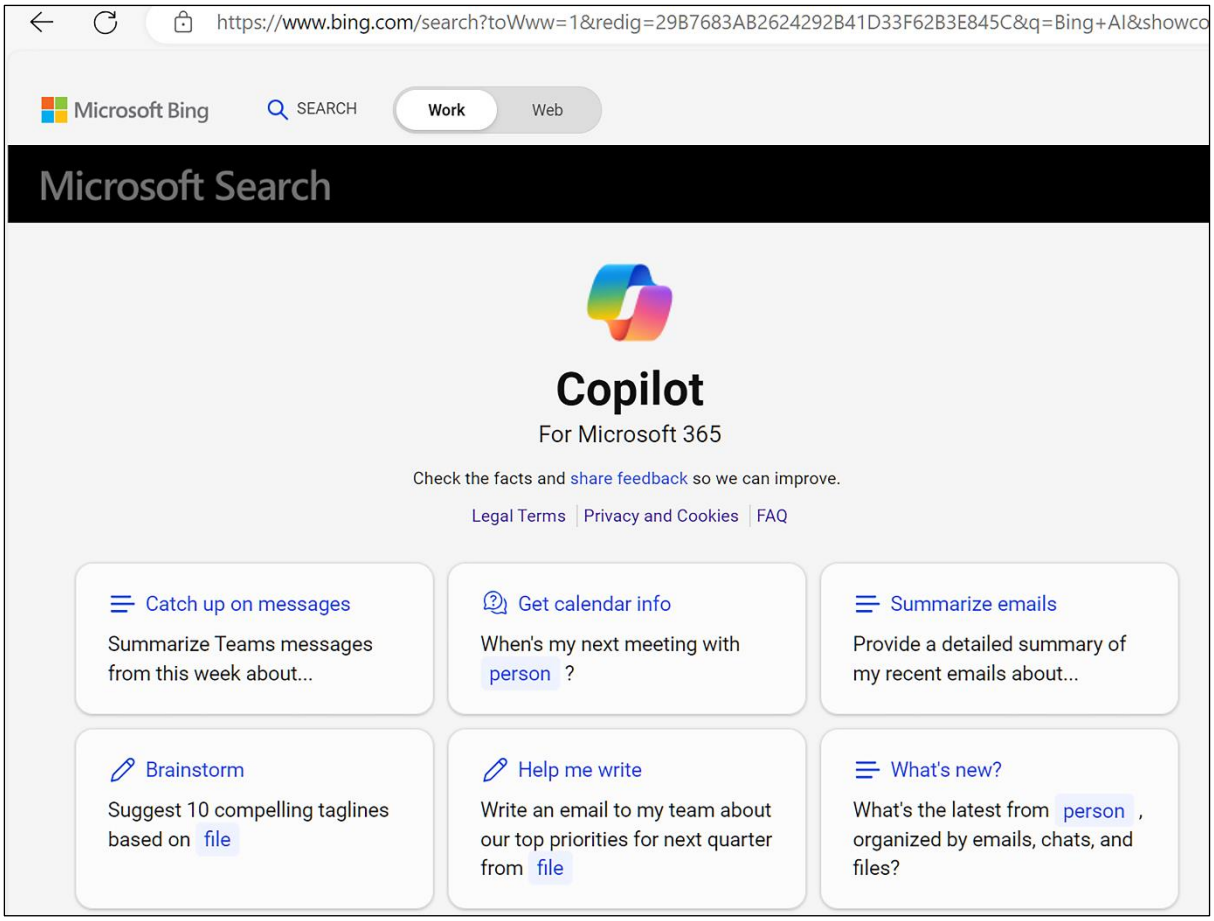

Public group
Following
19 members
as draft
Undo
Discard changes
Page details
Analytics
Your page has been saved
Republish
File
Export
Share
Chat in Teams
Get insights
CONSUMER
Website traffic
Number of visits
Average daily and unique users
Average duration (min)
Average conversion rate (%)
4866
396
Average of Daily Users
143.30
2.60
31.30
Region
Asia Pacific
Europe
North & Central Ame...
South America
Device Category
Desktop
Mobile
Tablet
Product Category
5x Zoom Lense
Camera Housing
Tilt Sensor
Visits and average of duration (min) by page
Unique visitors by customer segment
Popular Products
Sentiment by product category
Tweets by country and sentiment
Unique Visitors, Daily Users and Return Visitors by Device ...
NORTH AMERICA
Power BI
You can display reports from Power BI by pasting the link below.
Power BI report link
https://app.powerbi.com/groups/875edb56...
Learn more
Page name
Website Analytics
Display
16:9
Show navigation pane
Off
Show filter pane
Off
Show action bar
On

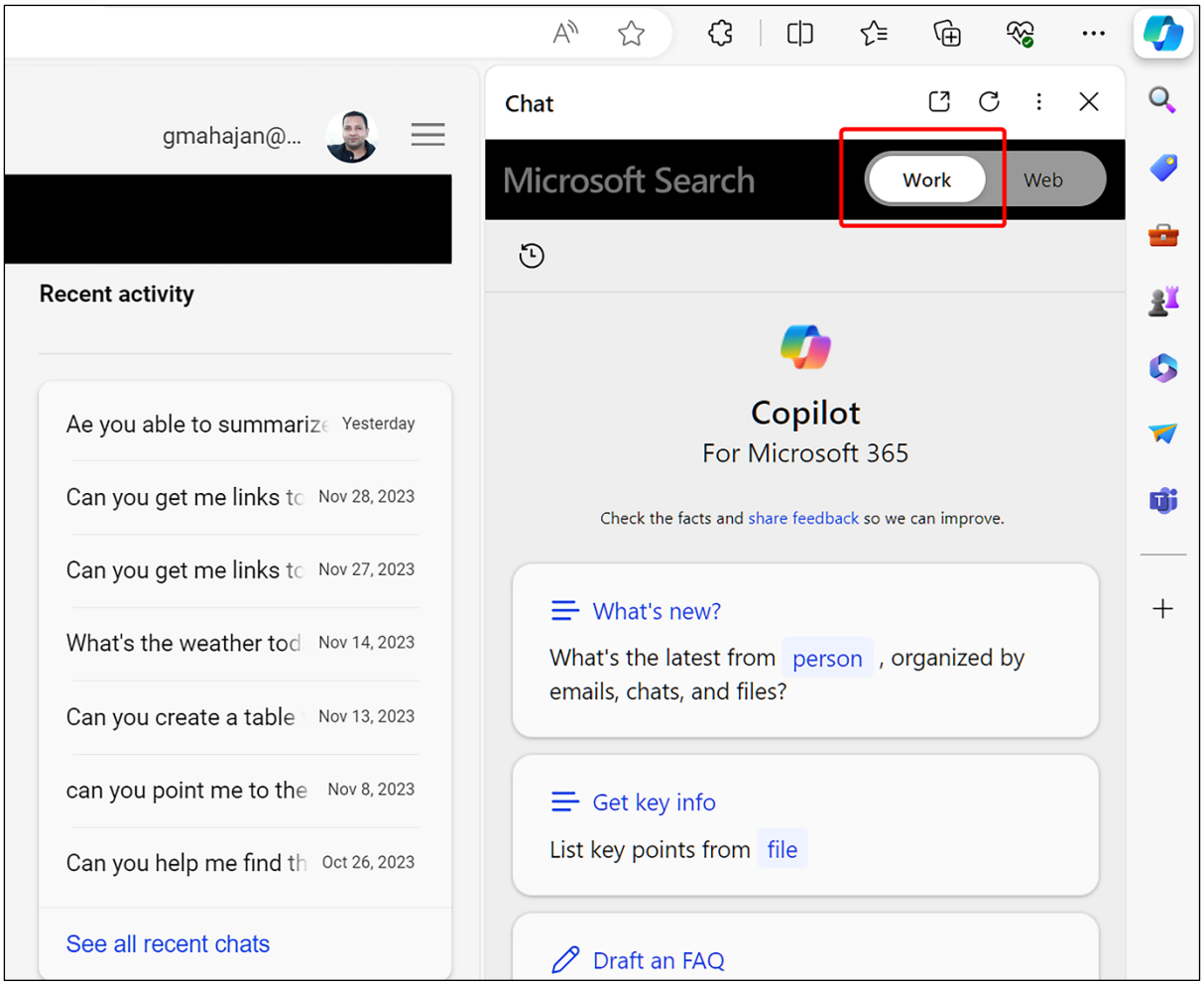
Chapter 12: Overview of Copilot in Microsoft 365 and Power Platform

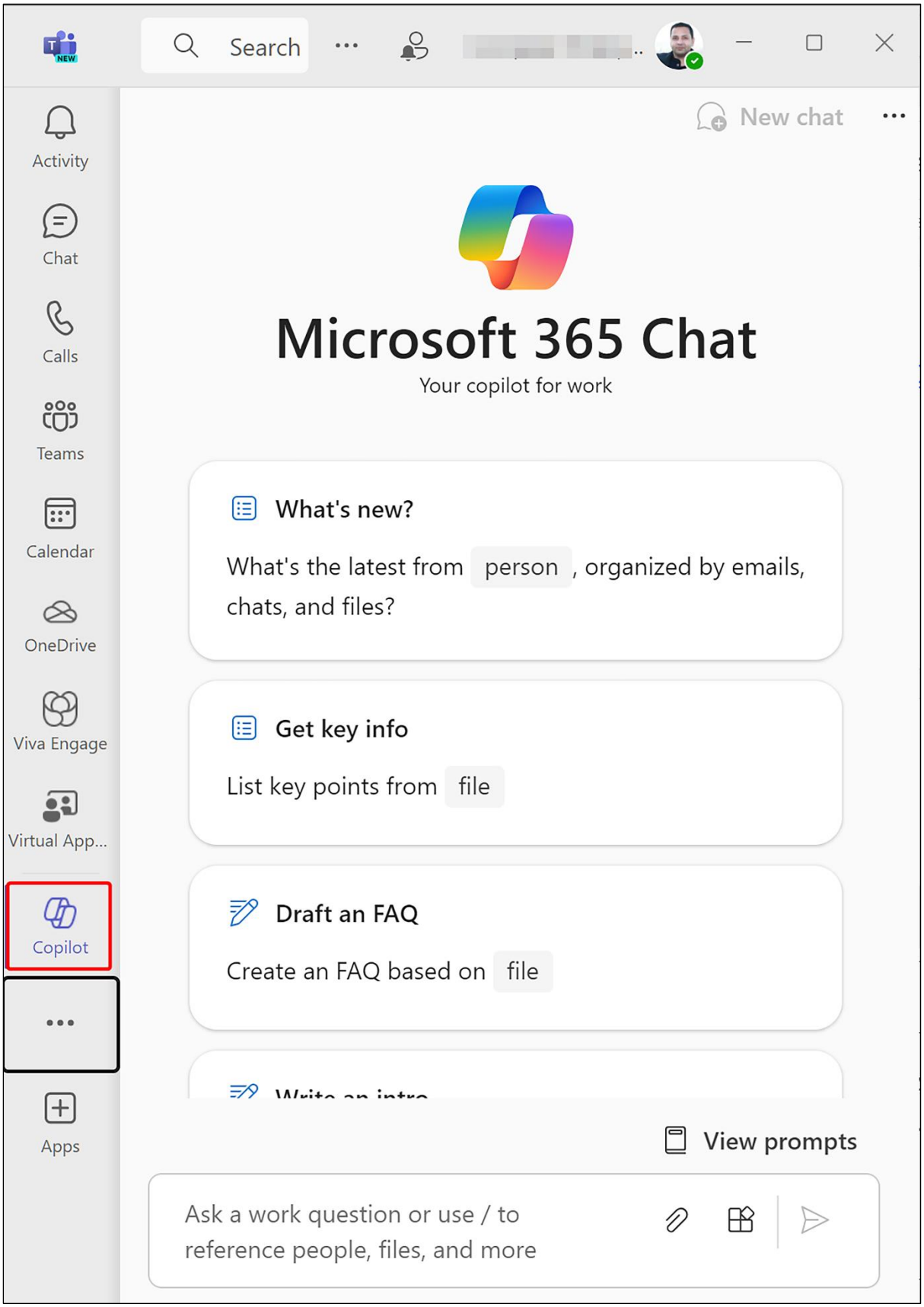


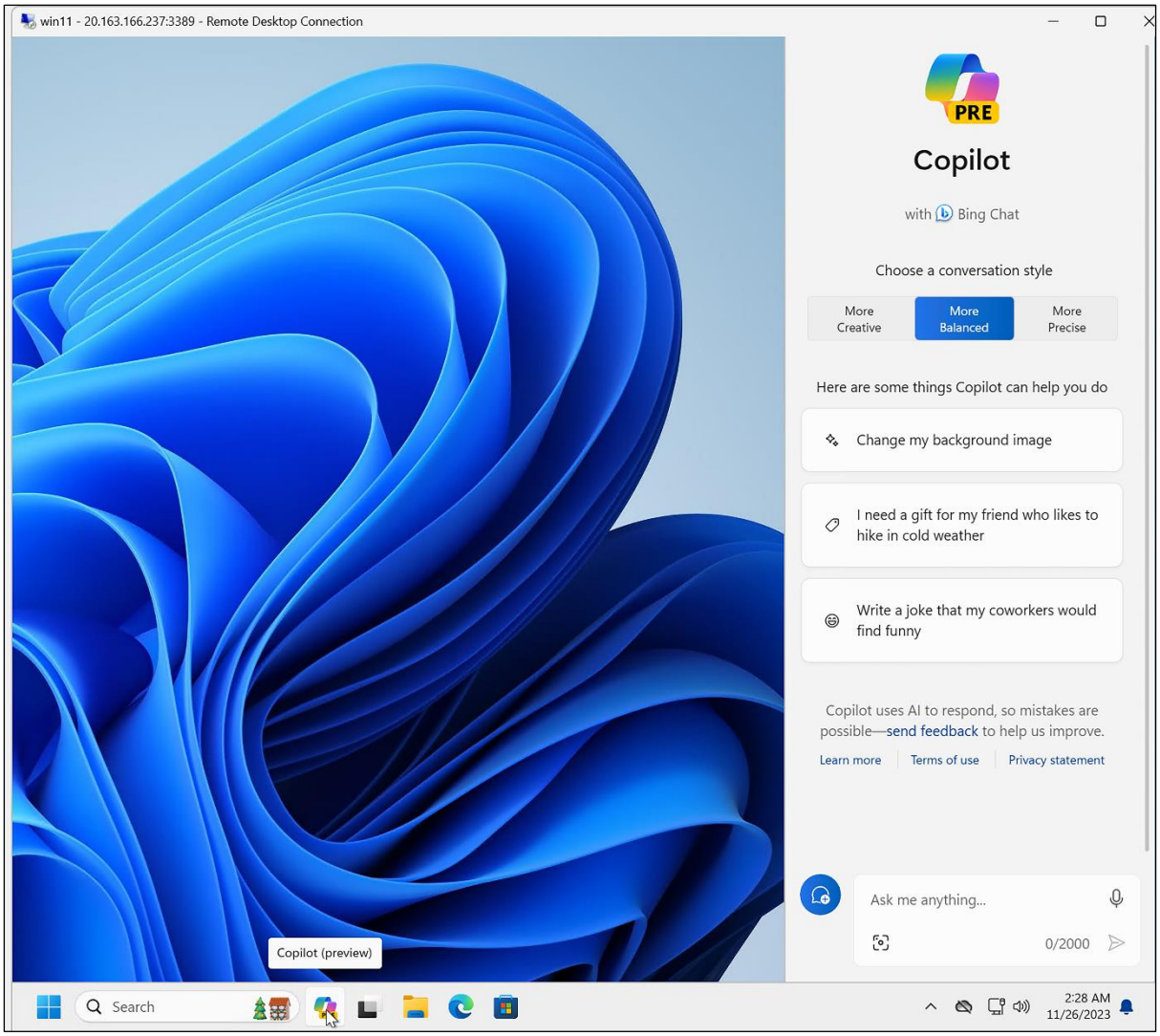

Chat
Compose
Insights
Copilot
with Bing Chat
Choose a conversation style
More
Creative
More
Balanced
More
Precise
Ask me anything...
0/2000

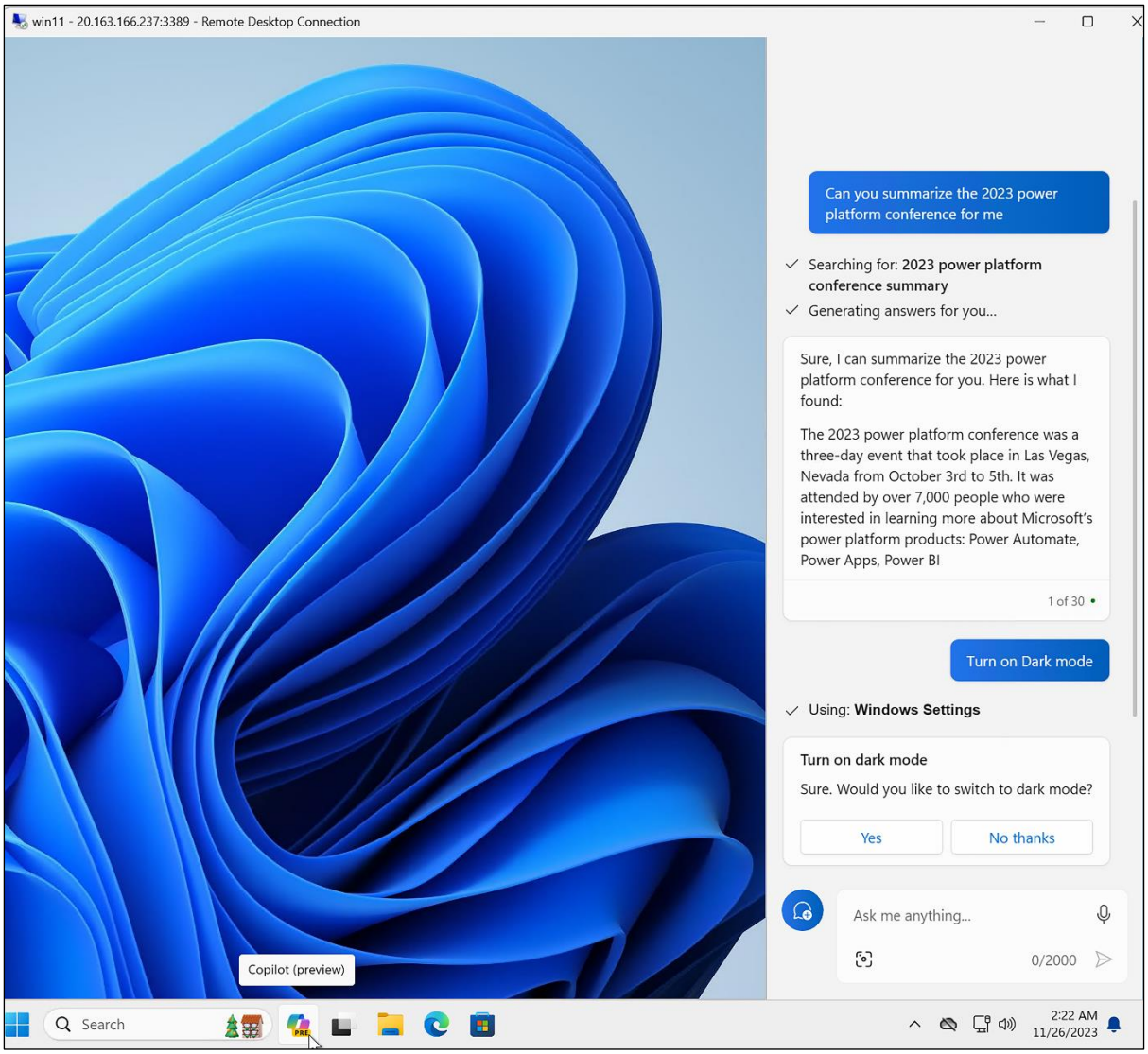
7:42 [redacted]
65%
Your AI-powered copilot for the web
Bing is powered by AI, so surprises and mistakes are possible. Please share feedback so we can improve! Terms | Privacy
Use GPT-4
Some ideas to get you started
Create a slogan for a new social media platform that specializes in sarcasm
Should I have a hometown wedding or a destination wedding?
Give me a riddle that makes me laugh
Nice! It will be fun with GPT-4 🎉. Responses may be slower while being creative. What do you want to explore today?
Ask me anything...

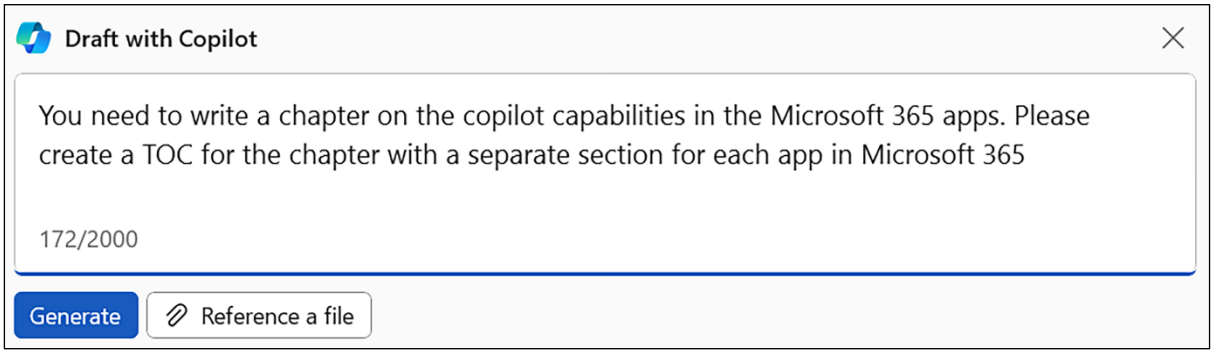

https://www.bing.com/search?toWww=1&redig=29B7683AB2624292B41D33F62B3E845C&q=Bing+AI&showco
Microsoft Bing
SEARCH
Work
Web
Microsoft Search
Copilot
For Microsoft 365
Check the facts and share feedback so we can improve.
Legal Terms
Privacy and Cookies
FAQ
Catch up on messages
Summarize Teams messages from this week about...
Get calendar info
When's my next meeting with person ?
Summarize emails
Provide a detailed summary of my recent emails about...
Brainstorm
Suggest 10 compelling taglines based on file
Help me write
Write an email to my team about our top priorities for next quarter from file
What's new?
What's the latest from person , organized by emails, chats, and files?

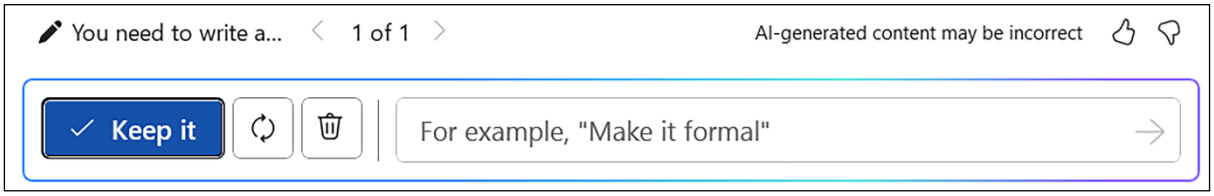

gmahajan@...
Recent activity
Ae you able to summariz Yesterday
Can you get me links to Nov 28, 2023
Can you get me links to Nov 27, 2023
What's the weather tod Nov 14, 2023
Can you create a table Nov 13, 2023
can you point me to the Nov 8, 2023
Can you help me find th Oct 26, 2023
See all recent chats
Chat
Microsoft Search
Work
Web
Copilot
For Microsoft 365
Check the facts and share feedback so we can improve.
What's new?
What's the latest from person , organized by emails, chats, and files?
Get key info
List key points from file
Draft an FAQ

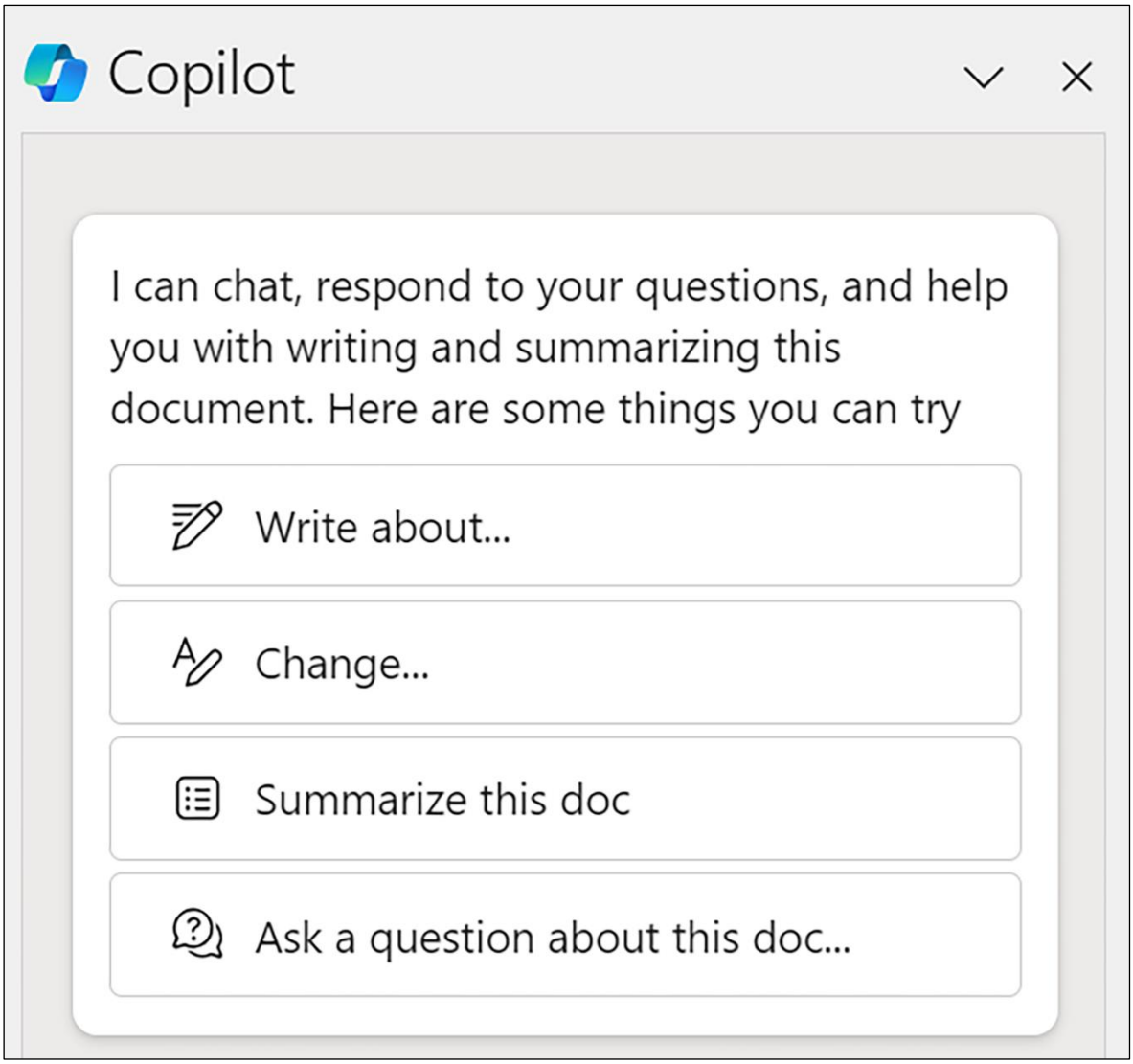

Search
New chat
Activity
Chat
Calls
Teams
Calendar
OneDrive
Viva Engage
Virtual App...
Copilot
Apps
Microsoft 365 Chat
Your copilot for work
What's new?
What's the latest from person, organized by emails, chats, and files?
Get key info
List key points from file
Draft an FAQ
Create an FAQ based on file
View prompts
Ask a work question or use / to reference people, files, and more

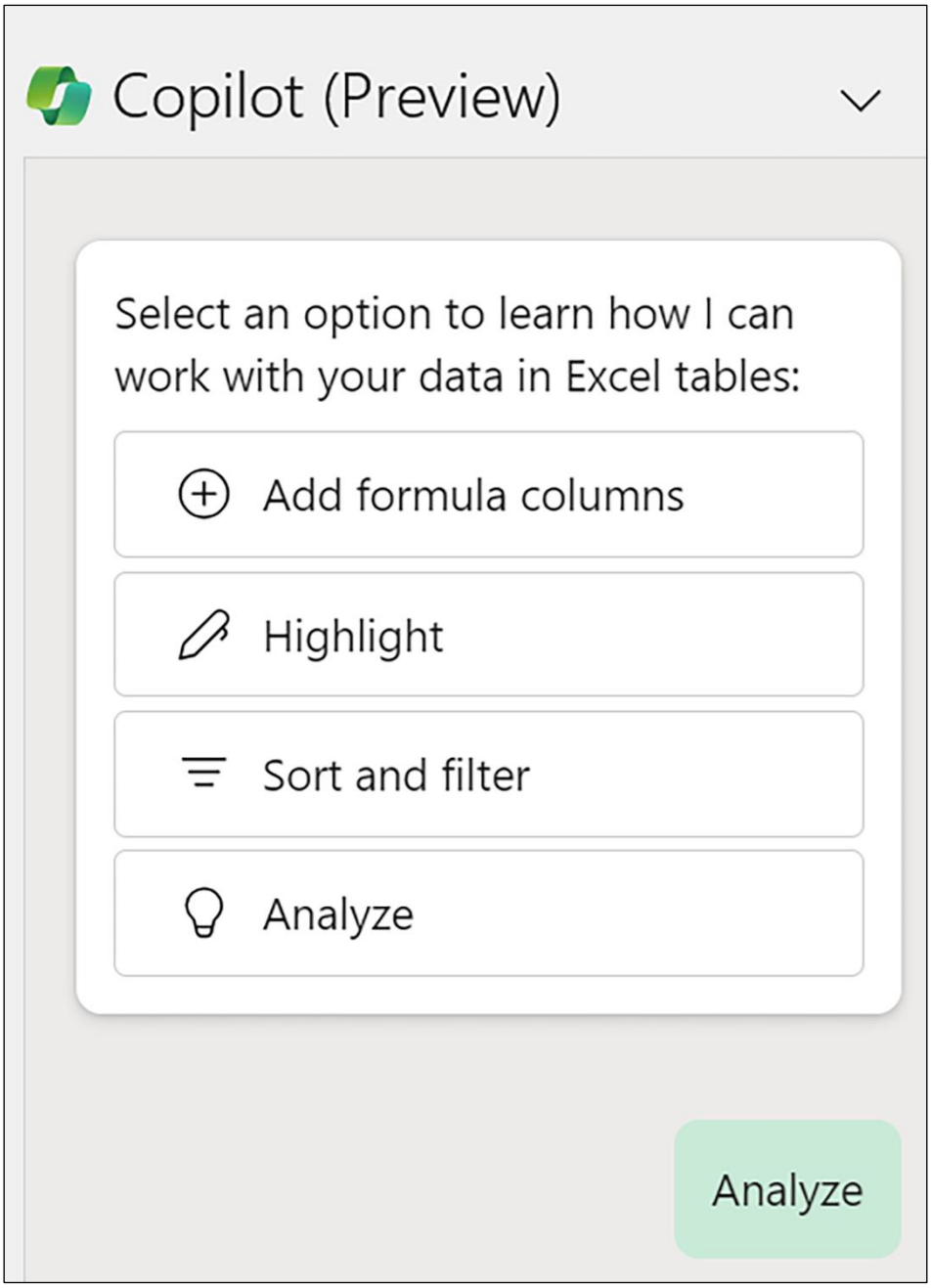

win11 - 20.163.166.237:3389 - Remote Desktop Connection
PRE
Copilot
with Bing Chat
Choose a conversation style
More Creative
More Balanced
More Precise
Here are some things Copilot can help you do
Change my background image
I need a gift for my friend who likes to hike in cold weather
Write a joke that my coworkers would find funny
Copilot uses AI to respond, so mistakes are possible—send feedback to help us improve.
Learn more
Terms of use
Privacy statement
Ask me anything...
0/2000
Copilot (preview)
Search
2:28 AM
11/26/2023

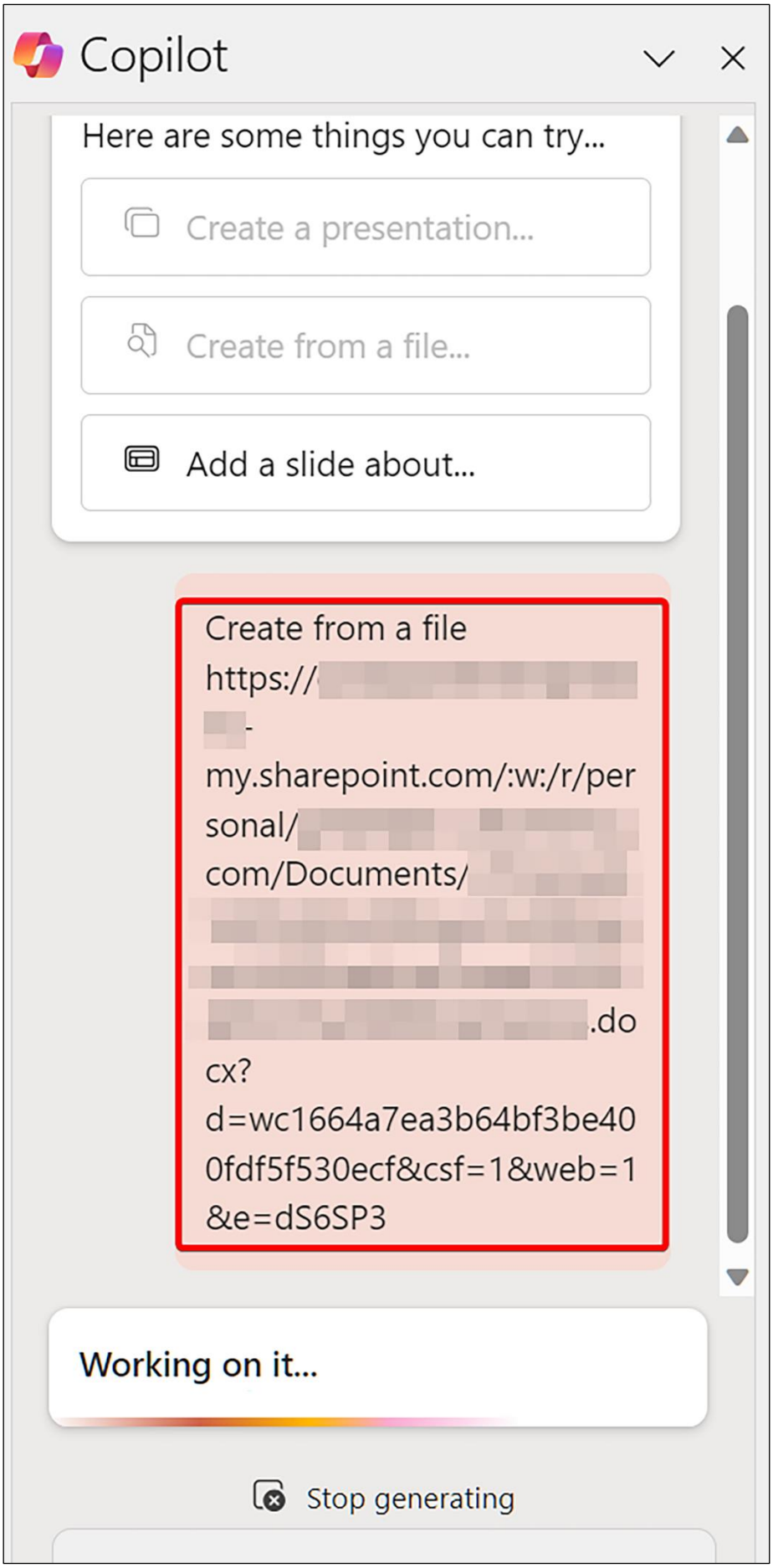

win11 - 20.163.166.237:3389 - Remote Desktop Connection
Can you summarize the 2023 power platform conference for me
Searching for: 2023 power platform conference summary
Generating answers for you...
Sure, I can summarize the 2023 power platform conference for you. Here is what I found:
The 2023 power platform conference was a three-day event that took place in Las Vegas, Nevada from October 3rd to 5th. It was attended by over 7,000 people who were interested in learning more about Microsoft's power platform products: Power Automate, Power Apps, Power BI
1 of 30
Turn on Dark mode
Using: Windows Settings
Turn on dark mode
Sure. Would you like to switch to dark mode?
Yes
No thanks
Ask me anything...
0/2000
Copilot (preview)
Search
2:22 AM
11/26/2023

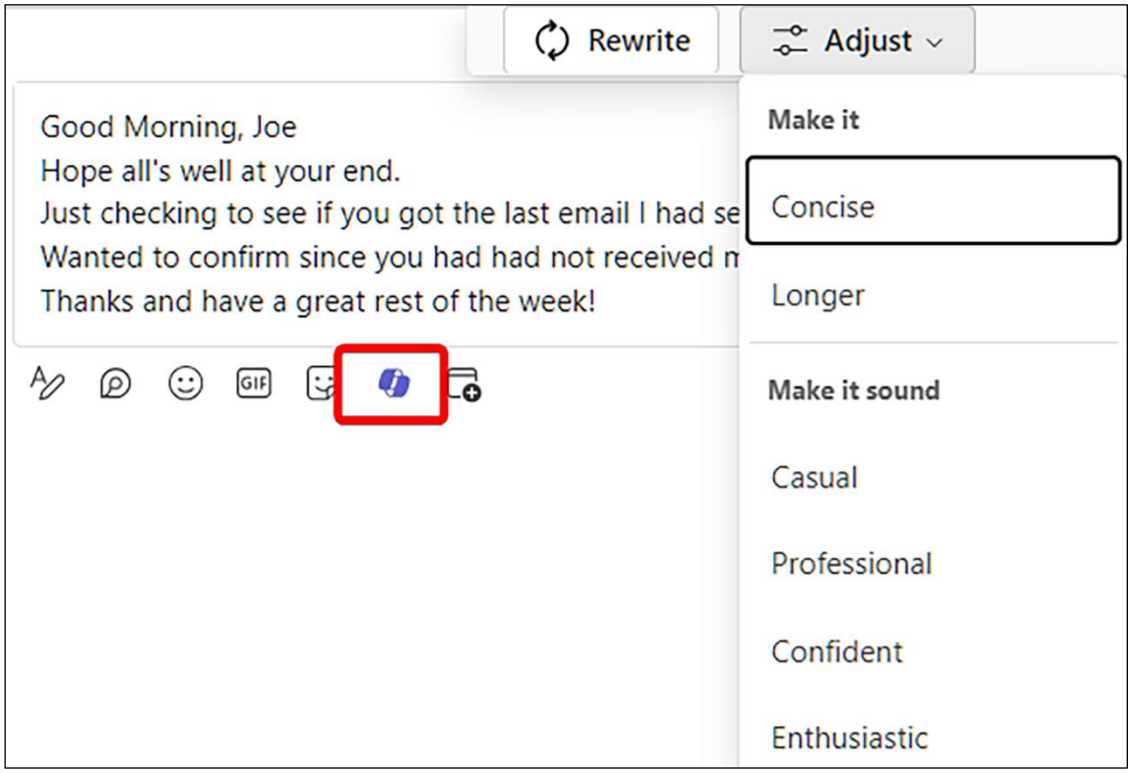

Draft with Copilot
You need to write a chapter on the copilot capabilities in the Microsoft 365 apps. Please create a TOC for the chapter with a separate section for each app in Microsoft 365
172/2000
Generate
Reference a file

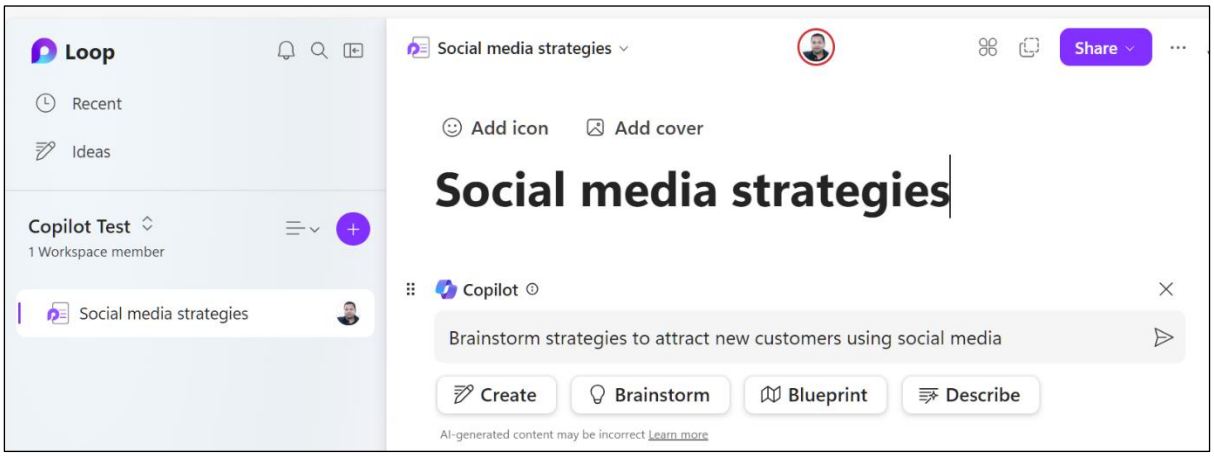

You need to write a...
1 of 1
AI-generated content may be incorrect
Keep it
For example, "Make it formal"

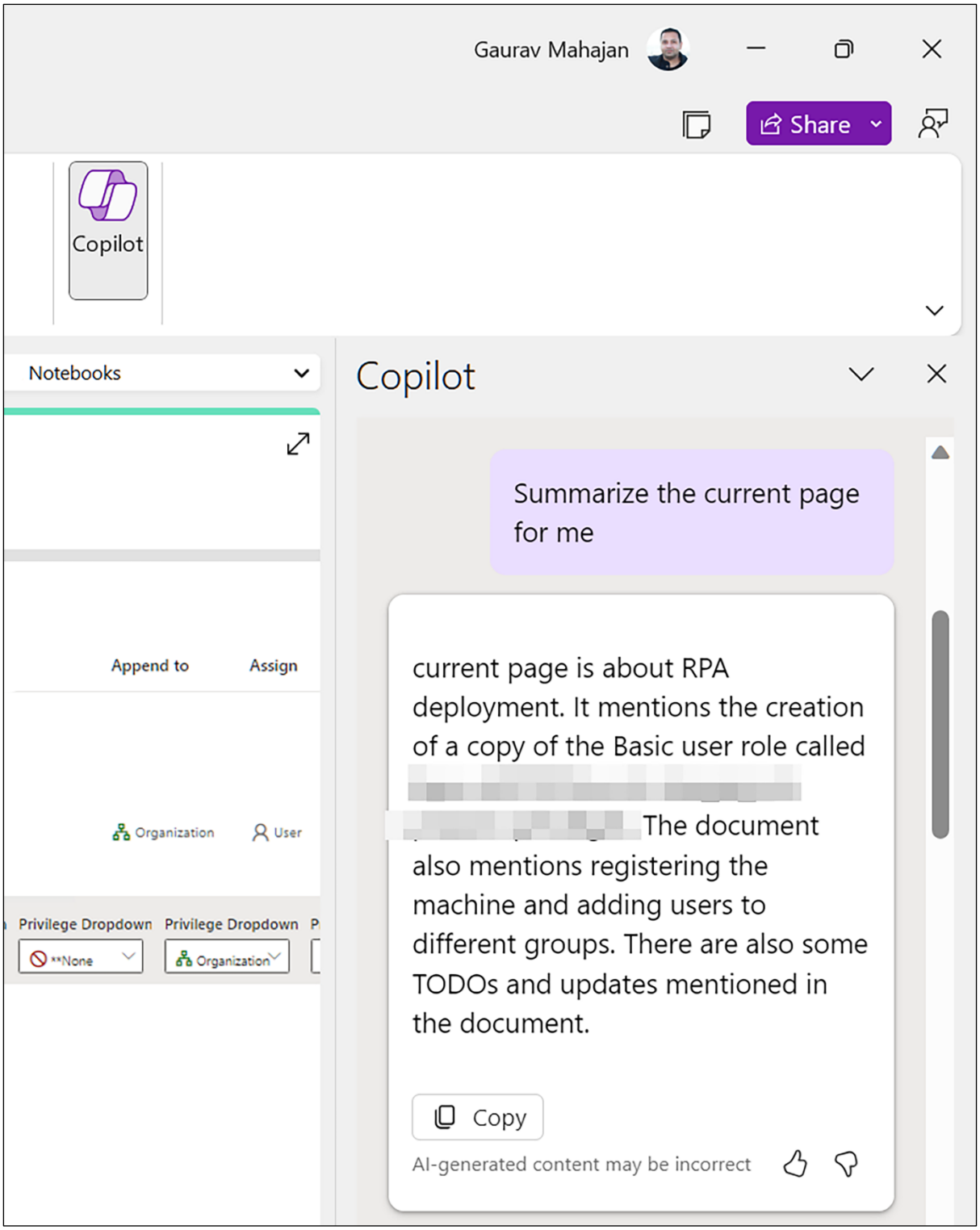

Copilot
I can chat, respond to your questions, and help you with writing and summarizing this document. Here are some things you can try
Write about...
Change...
Summarize this doc
Ask a question about this doc...


Copilot (Preview)
Select an option to learn how I can work with your data in Excel tables:
Add formula columns
Highlight
Sort and filter
Analyze
Analyze


Copilot
Here are some things you can try...
Create a presentation...
Create from a file...
Add a slide about...
Create from a file
https://[redacted]-my.sharepoint.com/:w:/r/personal/[redacted]com/Documents/[redacted].docx?d=wc1664a7ea3b64bf3be400fdf5f530ecf&csf=1&web=1&e=dS6SP3
Working on it...
Stop generating


Rewrite
Adjust
Good Morning, Joe
Hope all's well at your end.
Just checking to see if you got the last email I had se
Wanted to confirm since you had had not received m
Thanks and have a great rest of the week!
Make it
Concise
Longer
Make it sound
Casual
Professional
Confident
Enthusiastic


Loop
Recent
Ideas
Copilot Test
1 Workspace member
Social media strategies
Social media strategies
Share
Add icon
Add cover
Social media strategies
Copilot
Brainstorm strategies to attract new customers using social media
Create
Brainstorm
Blueprint
Describe
AI-generated content may be incorrect Learn more


Gaurav Mahajan
Share
Copilot
Notebooks
Copilot
Summarize the current page for me
Append to
Assign
Organization
User
Privilege Dropdown
Privilege Dropdown
**None
Organization
current page is about RPA deployment. It mentions the creation of a copy of the Basic user role called
The document also mentions registering the machine and adding users to different groups. There are also some TODOs and updates mentioned in the document.
Copy
AI-generated content may be incorrect