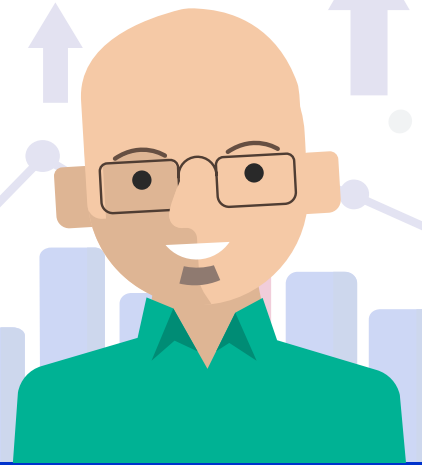


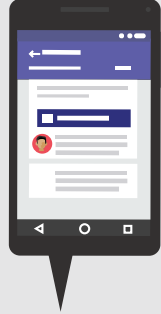
# Day in the life



Meet Dave, a busy director at ACME Corporation. He uses Microsoft Teams to navigate his day, communicate with colleagues, and keep projects on track, including a cross-team leadership presentation to the CEO scheduled for tomorrow.

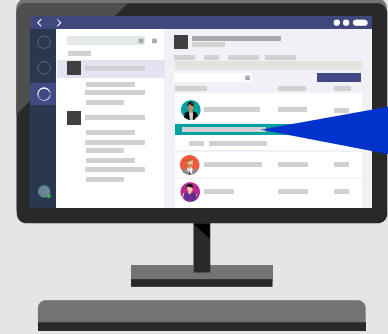
## 7:45 AM

On his way into the office, Dave reviews meetings scheduled for the day on his Teams mobile app. A notification also shows that Marketing has sent an updated version of tomorrow's presentation, which is available for review.



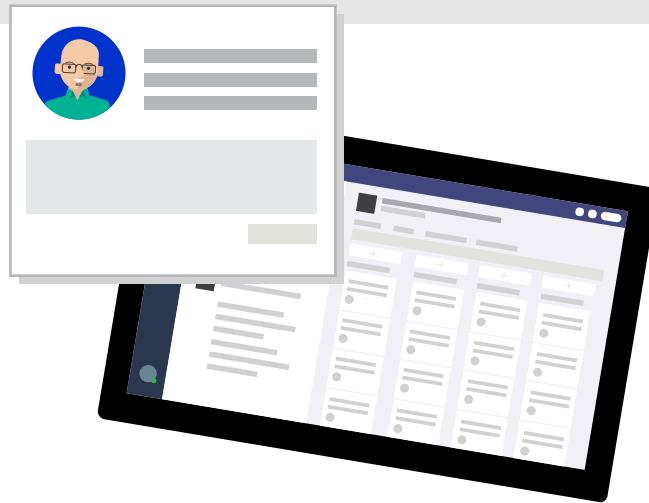
## 9:00 AM

Dave joins a Teams meeting to discuss tomorrow's presentation, sharing the screen so everyone can see the latest version of the PowerPoint deck. He also uses the Stream tab to share a video he'd like to add to the presentation. The teams uses the built-in Meeting Notes functionality in Teams to take notes, and the meeting is recorded for those who were unable to make it.



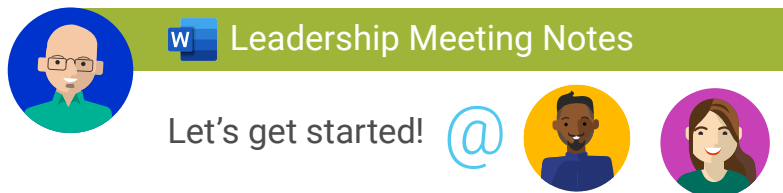
## 9:45 AM

After the call, Dave goes through the meeting notes and files, summarizes the changes to tomorrow's presentation. He @mentions his manager as an FYI for feedback, and assigns tasks using Planner to various folks in his team and the Marketing team.



## 10:30 AM

Dave joins a meeting in Teams with HR, and, after discussing requirements for an open position on his team, navigates to the Planner tab to assign key activities and due dates.



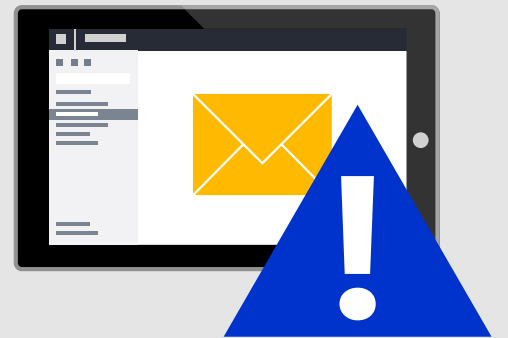
## 2:15 PM

Dave gets notified via Teams that Marketing has completed the updates to tomorrow's presentation. He quickly notifies everyone in the Teams channel. Dave starts a private chat with the designer to congratulate her great work. He uses a Giphy to better communicate his thanks!



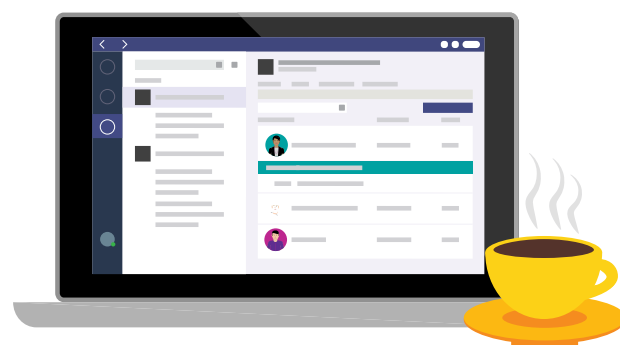
## 4:30 PM

Dave receives an email that a few employees need to complete a mandatory Compliance training. Using a past email with the list of trainings, he forwards the email to the Teams channel's email address. He asks all employees to review their training completion status.



## 5:00 PM

Dave leaves the office early to watch his daughter's volleyball tournament. In between games, he uses Kayak bot in Teams to confirm when his colleague arrives at the airport for tomorrow's meeting.



## 9:15 PM

Dave searches Teams to locate all conversations and files related to the CEO presentation, for one final review before logging off for the night.



Let the Cloud Communications division of NTT guide you and your company to a successful implementation of Microsoft Teams. Contact us today to learn more about this robust communication and collaboration tool!

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