



GLOBAL GYAN
KEEP LEADING



ICT for Team Collaboration

VES Autonomous

Collaboration

Collaboration is the act of people working together to achieve a common goal. Technology has made team collaboration possible for [remote employees](#), clients. You could be typing a presentation on a document in the cloud while your co-worker simultaneously enters her edits. Not only is this excellent for enhancing productivity, it also fosters a sense of teamwork for people who are physically apart and may feel isolated.

Why are Collaboration Tools Needed?

Ease of Teamwork

Faster Turnout

Repository

Version History

Real-Time Update

Secured Sharing



Risks of Not Using Collaboration Tools

Poor Project
Management

Time Wastage

Unsecured

Multiple version

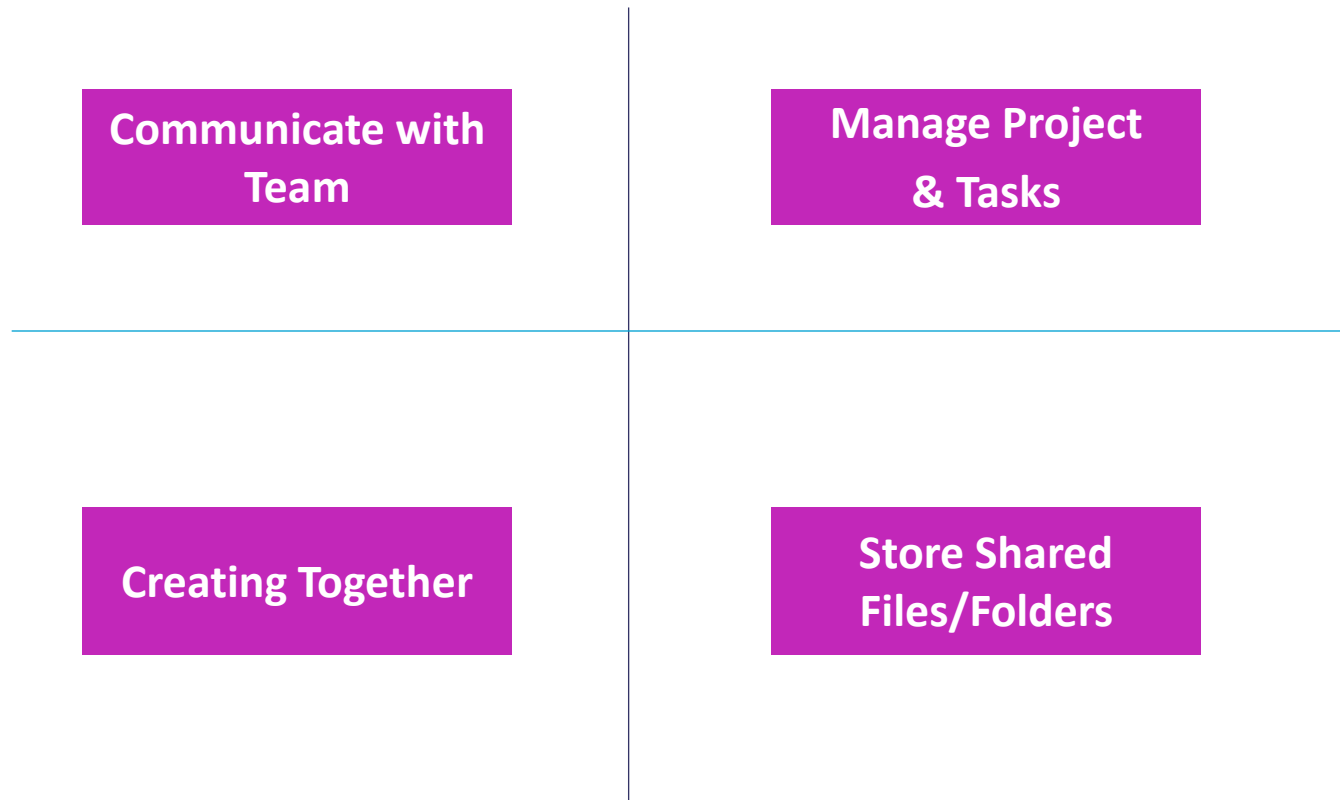
History of Collaboration Tools



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Categories Collaboration Tools





Categories Collaboration Tools

Communicate with Team



Manage Project & Tasks



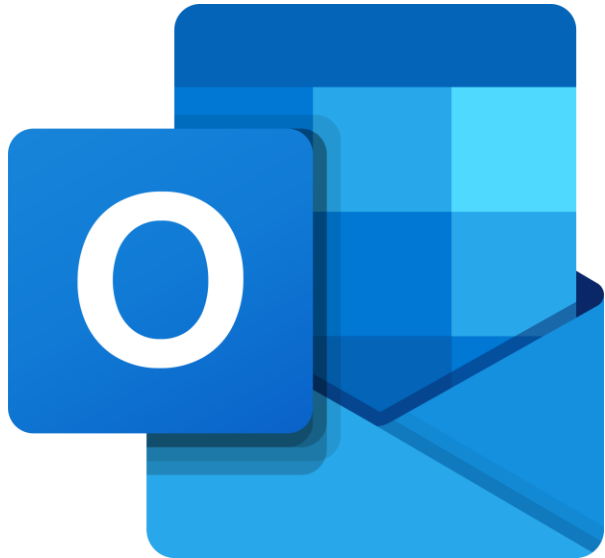
Creating Together



Store Shared Files/Folders



MS Outlook



Emails

Rules & Alerts

Calendar Invite

Flag Emails

Scheduling
Assistant

Groups

Automatic Replies

Mail, Dictate, Editor

Untitled - Message (HTML) Search

File Message Insert Options Format Text Review Help

Undo Clipboard Basic Text Names Link Signature Include Tags Dictate Editor Immersive Viva Insights View Templates Voice Editor Immersive Add-in My Templates

Send

From premanshu@globalgyan.in



To

Cc

Subject

Premanshu Das
Product Marketing Manager

T: + 91 8879530141
premanshu@globalgyan.in - www.globalgyan.in
8 Jai Kutir, M.N. Marg Matunga West, Mumbai 400016



Editor

Total suggestions **2**

Corrections

Spelling	2
Grammar	✓

Refinements

Clarity	✓
Conciseness	✓
Formality	✓
Punctuation Conventions	✓
Vocabulary	✓



Calendar and Scheduling Assistant



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Test Meeting - Meeting

File Meeting Scheduling Assistant Insert Format Text Review Help

Undo Actions Teams Meeting Attendees Options

Join Teams Meeting Meeting Options Don't Host Online Cancel Invitation Address Book Check Names Response Options Show As: Busy Reminder: 15 minutes

You haven't sent this meeting invitation yet.

Send

Title Test Meeting

Required Nihal Darji Vrinda Kulkarni Aniket Salekar

Optional

Start time Fri 14-10-2022 18:30 All day Time zones

End time Fri 14-10-2022 19:00 Make Recurring

Location Microsoft Teams Meeting

Microsoft Teams meeting

Join on your computer, mobile app or room device
[Click here to join the meeting](#)

Meeting ID: 423 435 999 350
Passcode: Lc63X2

Send



Start time Fri 14-10-2022 18:30 All day Time zones


End time Fri 14-10-2022 19:00 Make Recurring

	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00
All Attendees										
Required Attendee										
<input checked="" type="checkbox"/> Premanshu Das										
<input checked="" type="checkbox"/> Nihal Darji										
<input checked="" type="checkbox"/> Vrinda Kulkarni										
<input checked="" type="checkbox"/> Aniket Salekar										
Add required attendee										
Optional Attendee										
Add optional attendee										
Resource (Room or Equipm...										
Add resource										

Lunch

Your daily briefing

 Microsoft Viva <viva-norepl>
To  Premanshu Das Thu 06-10

 If there are problems with how this message is displayed, click here to view it in a web browser.

**Hi Premanshu Das,
Have a great Thursday!**

Prepare for today's meetings

6:00 PM – 8:00 PM

[NGLP Live Session 3 - Brand Building Metrics and the Plan Ahead](https://zoom.us/j/95378597496?pwd=dVVzeFF...)
<https://zoom.us/j/95378597496?pwd=dVVzeFF...>

Viva Insights

Add important people
Get reminded of tasks and unread emails for your important people.
najeeba@9pointdesign.com + 4 others

Plan your time away
Update your calendar and notify collaborators of upcoming time away from work.

Prepare for your meetings
Make sure you are ready for your upcoming meetings
1 next few days

Viva Insights

SETTINGS

Set lunch hours
Viva Insights uses this setting to improve recommendations for booking focus time and meetings.

12:45 PM - 1:30 PM

Add a recurring calendar event to protect this time.

Update

Focus plan
Viva Insights will help you make time every day for uninterrupted deep work.

On

Activity 1

You are the CEO of a New Startup.

An old batchmate of yours referred you to a potential client.

Write an email to the potential client, asking for a 30 minutes call over Zoom or MS Teams.

Sample Email

Dear ABC,

Trust you are doing well.

Received your reference from PQR. I am XYZ, CEO of Next-Gen Solutions based out of Mumbai. We specialize in helping business scale digitally.

I believe our offerings could be of significant value to your firm. It would be great if we could connect over a call over Zoom or MS Teams. Please share a convenient slot of yours.

Look forward for your response

Regards



zoom



Eric Yuan
2012



Hatred of
Travelling



HSBC
Standardized



2019 Best VC software
4.5 rating



Meetings

Registration/
Attendance

Webinars

Polls

Cloud Recordings

Branding

Live Stream on
Youtube

Whiteboards



Scheduling a meeting on Zoom



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zoom

SOLUTIONS ▾ PLANS & PRICING CONTACT SALES RESOURCES ▾

SCHEDULE JOIN HOST ▾ WHITEBOARD NEW

- Profile
- Meetings**
- Webinars
- Personal Contacts
- Whiteboards **NEW**
- Recordings
- Settings
- Account Profile
- Reports
- Zoom Learning Center
- Attend Live Training
- Video Tutorials
- Knowledge Base

< Back to Meetings

Schedule Meeting

Topic

+ Add Description

When

Duration hr min

Time Zone

Recurring meeting

Registration Required

Meeting ID Generate Automatically Personal Meeting ID 301 416 8392

Template

Security Passcode
Only users who have the invite link or passcode can join the meeting

Waiting Room
Only users admitted by the host can join the meeting

Require authentication to join

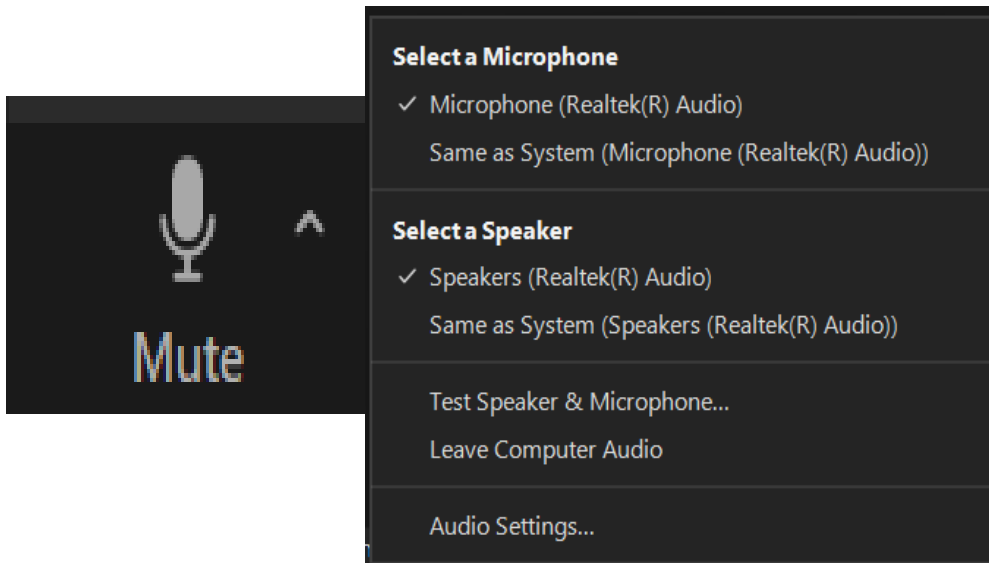
- **Topic** – meeting title (and adding a description is optional)
- Select the **Date, Time, Duration** and **Time zone** of the meeting to be scheduled
- **Registration** - ‘Required’ option only if you want participants’ details i.e., Name, Email id, etc. or else keep it ‘Uncheck’
- **Meeting ID** – click on ‘**Generate Automatically**’ if you want to create a meeting ID automatically or ‘Personal Meeting ID #’ to select your default meeting id. We mostly select ‘Generate Automatically’
- **Template** – for the recurring type of meeting select a template from the drop-down list
- **Passcode** – Only users who have the invite link or passcode can join the meeting and always keep the passcode on (by checking it)
- **Waiting room** - Only users admitted by the host can join the meeting
- Keep both **Video** options ‘off’ (suggestive)
- **Audio** select ‘Computer Audio’
- Under **Options** (Suggestive)
 - Select ‘Mute participants upon entry’
 - Select ‘Automatically record meeting’ if you want to record the session



Meeting Interface

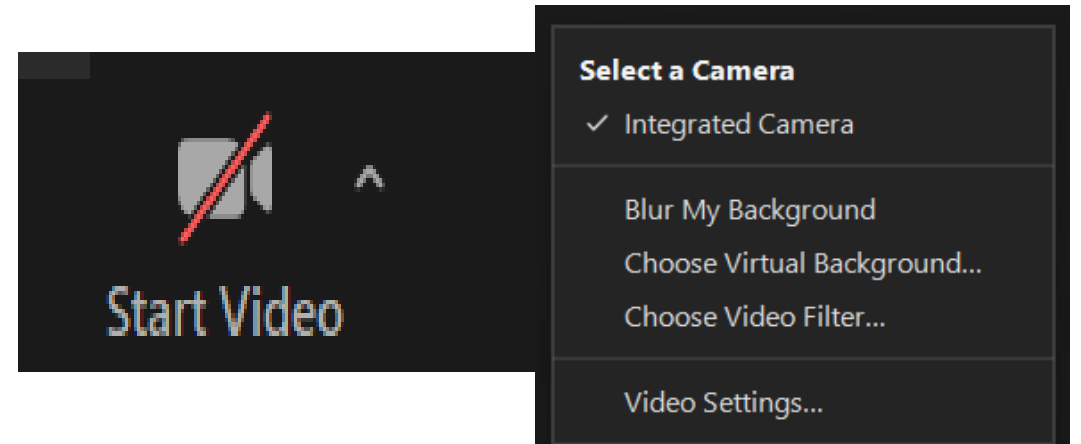


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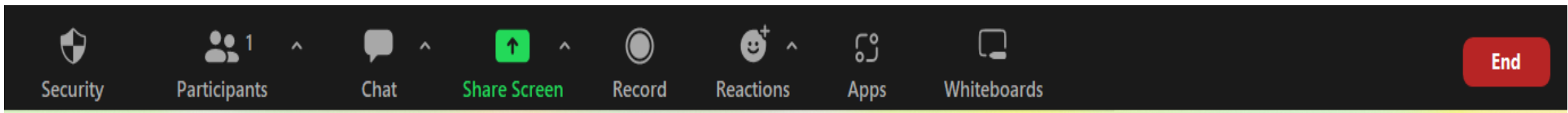
Mute

- Select a Microphone**
 - ✓ Microphone (Realtek(R) Audio)
Same as System (Microphone (Realtek(R) Audio))
- Select a Speaker**
 - ✓ Speakers (Realtek(R) Audio)
Same as System (Speakers (Realtek(R) Audio))
 - Test Speaker & Microphone...
 - Leave Computer Audio
- Audio Settings...



Start Video

- Select a Camera**
 - ✓ Integrated Camera
- Blur My Background
- Choose Virtual Background...
- Choose Video Filter...
- Video Settings...



Security | Participants 1 | Chat | **Share Screen** | Record | Reactions | Apps | Whiteboards | **End**



Creating Poll



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Poll Name

How many members team have you managed? Single Choice

3

4

>5 🗑️ ⋮

[+ Add choice](#)

🗑️ 📄

[+ Add Question](#)

⋮ Save Cancel



White Boards



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Problem	Root Cause	Solution
Problem 1		
Problem 2		
Problem 3		

Goals	Notes	Action Items	Parking Lot																								
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Discussion Topics																											
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Not Started	In Progress	Blocked	Complete																																				
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Chat

Calls

Calendar Invite

Polls

Scheduling
Assistant

GIFs/Meme

Webinar

Calendar View



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Calendar interface showing a weekly view for October 2022. The interface includes a search bar, navigation icons, and a sidebar with options like Activity, Chat, Teams, Calendar, Calls, Files, Apps, and Help.

Calendar details:

- Month: October 2022
- Days: 03 Monday, 04 Tuesday, 05 Wednesday, 06 Thursday, 07 Friday, 08 Saturday, 09 Sunday
- Time slots: 5 pm, 6 pm, 7 pm, 8 pm, 9 pm, 10 pm, 11 pm
- Events:
 - 05 Wednesday: Team Review Sabitha Sankaran (5 pm - 6 pm)
 - 07 Friday: FW: Propel - Speed Mentoring - LA Campus + Sumant Kunte (6 pm - 7 pm)
 - 07 Friday: Speed Mentoring I Dr. Reddy's Sabitha (6 pm - 7 pm)

System tray information: 26°C Haze, Windows taskbar, ENG US, 11:45 PM, 08-10-2022, 81

Scheduling a meeting on MS Teams



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New meeting Details Scheduling Assistant

Show as: Busy Category: None Time zone: (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi Response options Require registration: None

Add title

Add required attendees + Optional

09-10-2022 12:00 am → 09-10-2022 12:30 am 30m All day

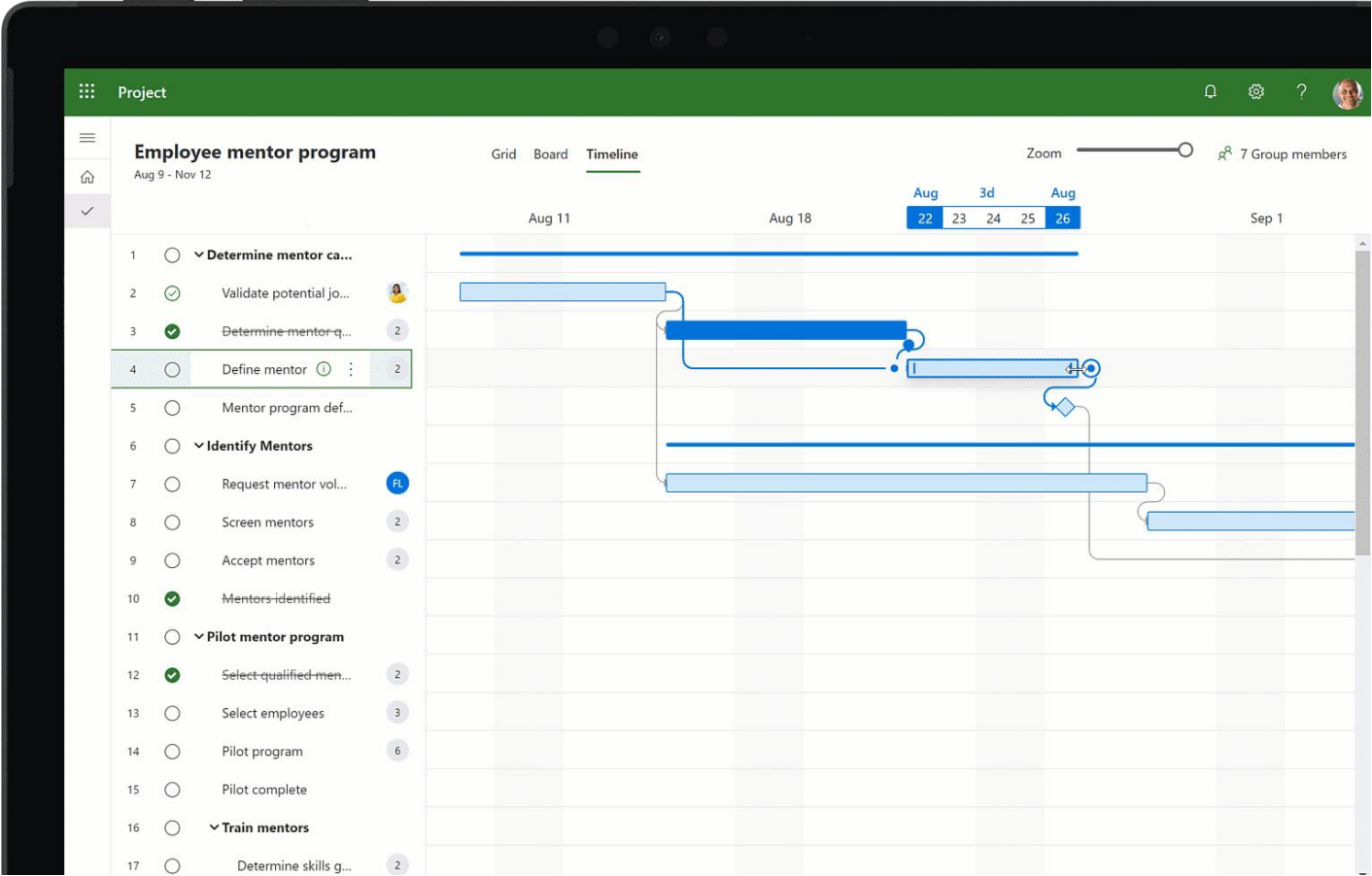
Does not repeat

Add channel

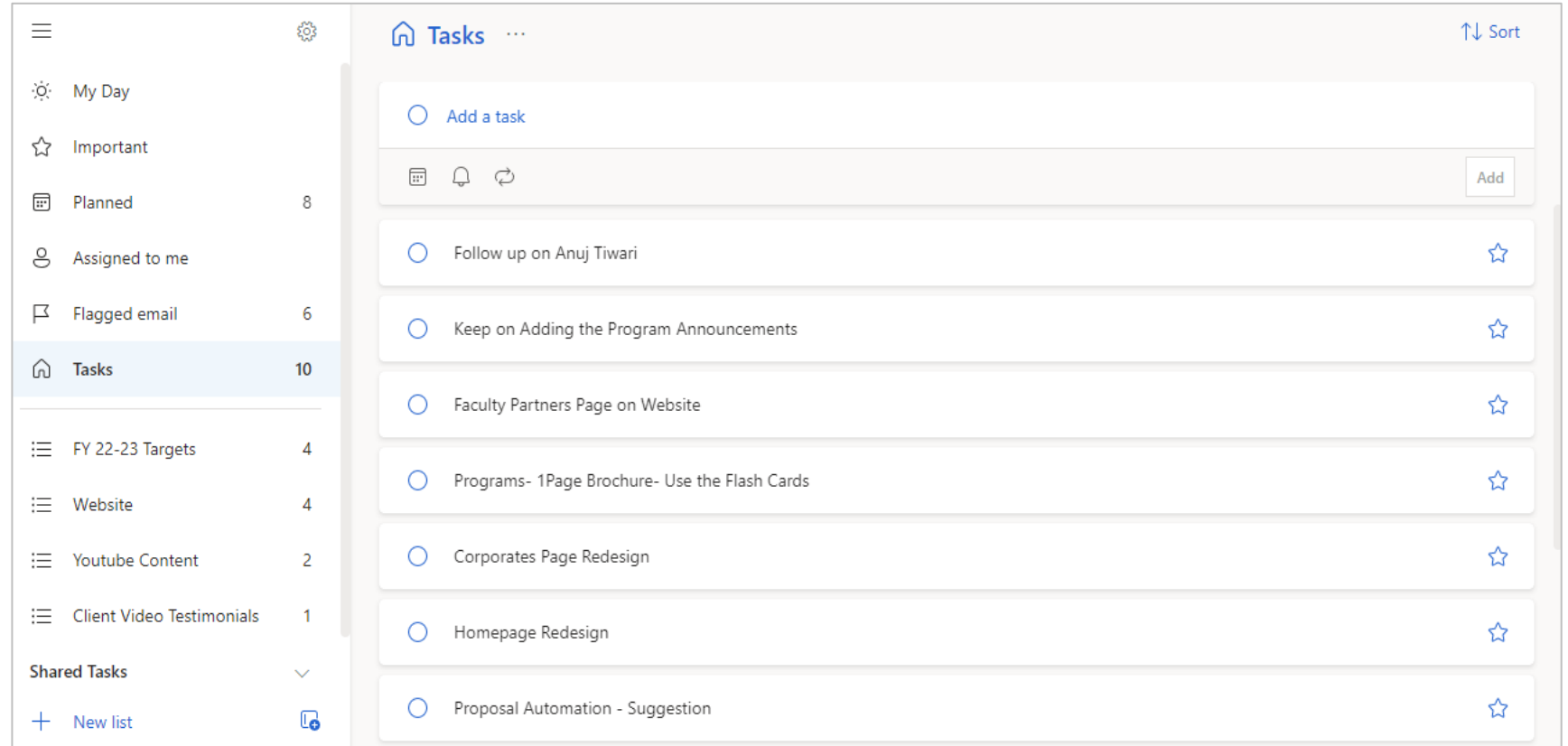
Add location

Type details for this new meeting

MS Project



To-Do List



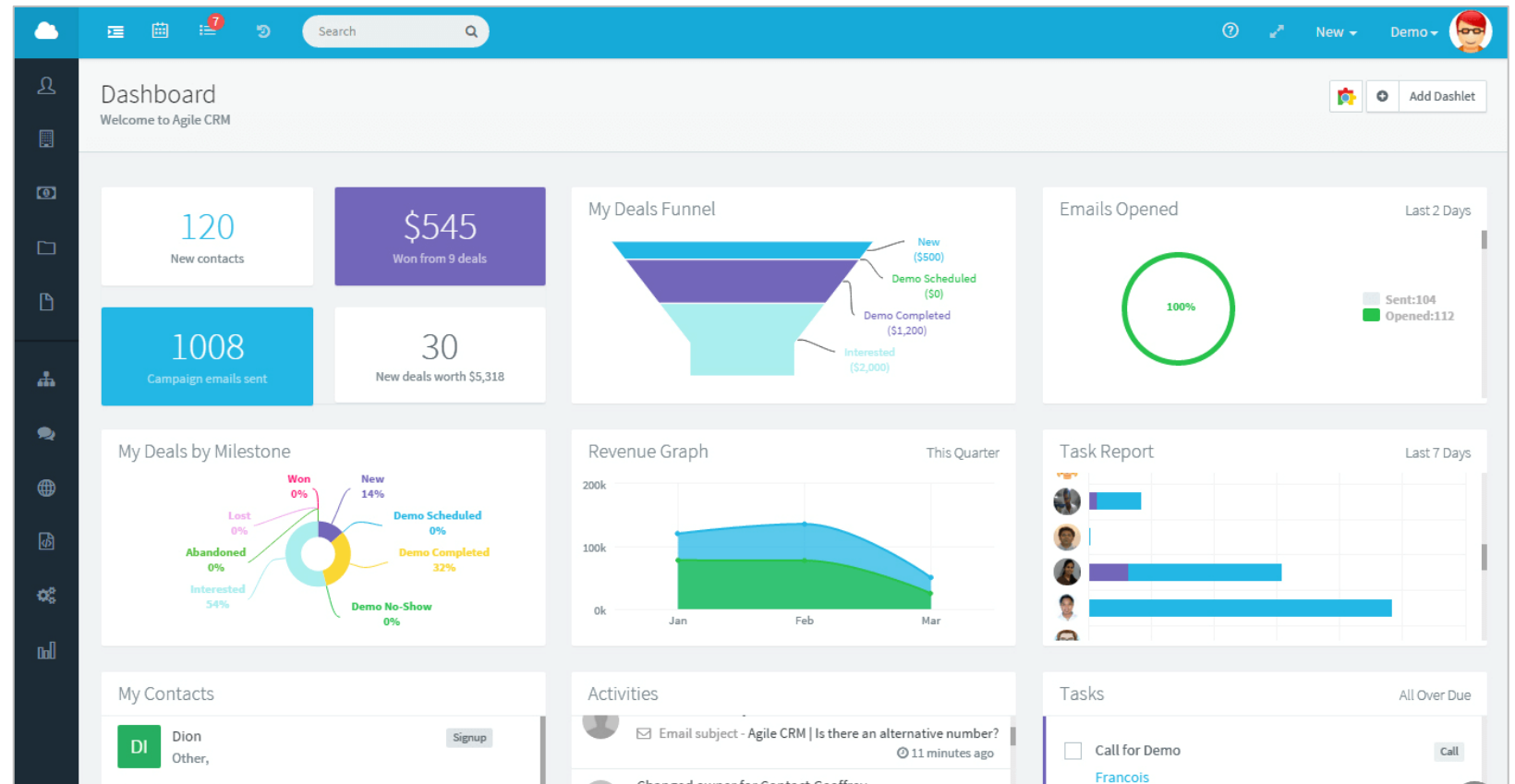
The screenshot displays a task management application interface. On the left is a sidebar with a list of task categories and their counts:

- My Day
- Important
- Planned 8
- Assigned to me
- Flagged email 6
- Tasks 10**
- FY 22-23 Targets 4
- Website 4
- Youtube Content 2
- Client Video Testimonials 1
- Shared Tasks
- New list

The main panel is titled "Tasks" and includes a "Sort" button. It contains a list of tasks, each with a circular checkbox and a star icon:

- Add a task
- Follow up on Anuj Tiwari
- Keep on Adding the Program Announcements
- Faculty Partners Page on Website
- Programs- 1Page Brochure- Use the Flash Cards
- Corporates Page Redesign
- Homepage Redesign
- Proposal Automation - Suggestion

Agile CRM



The screenshot displays the Agile CRM dashboard with the following components:

- Dashboard Header:** Includes a search bar, navigation icons, and a user profile.
- Key Metrics:**
 - 120 New contacts
 - \$545 Won from 9 deals
 - 1008 Campaign emails sent
 - 30 New deals worth \$5,318
- My Deals Funnel:** A funnel chart showing the progression of deals through stages: New (\$500), Demo Scheduled (50), Demo Completed (\$1,200), and Interested (\$2,000).
- Emails Opened:** A circular gauge showing 100% open rate for the last 2 days, with 104 sent and 112 opened.
- My Deals by Milestone:** A donut chart showing the distribution of deals across milestones: Won (0%), New (14%), Demo Scheduled (0%), Demo Completed (32%), Demo No-Show (0%), Interested (54%), Abandoned (0%), and Lost (0%).
- Revenue Graph:** A line chart showing revenue trends for the current quarter (Jan, Feb, Mar).
- Task Report:** A bar chart showing task completion rates for the last 7 days.
- My Contacts:** A list of contacts, including Dion Other, with a Signup button.
- Activities:** A list of recent activities, such as "Email subject - Agile CRM | Is there an alternative number?" and "Changed owner for Contact Geoffroy".
- Tasks:** A list of tasks, including "Call for Demo" by Francois, with a Call button.

MS Office 365



Bookings

Simplify how you schedule and manage appointme...



Calendar

Schedule and share meeting and event times, and a...



Delve

Get personal insights and relevant information base...



Excel

Discover and connect to data, model and analyze it,...



Forms

Create surveys, quizzes, and polls and easily see res...



Kaizala

A simple and secure mobile chat app for work



Lists

Allows users to create, share, and track data inside li...



OneDrive

Store, access, and share your files in one place.



OneNote

Capture and organize your notes across all your dev...



Outlook

Business-class email through a rich and familiar Out...



People

Organize your contact info for all your friends, famil...



Planner

Create plans, organize and assign tasks, share files, ...



Power Apps

Build mobile and web apps with the data your orga...



Power Automate

Create workflows between your apps, files, and data...



PowerPoint

Design professional presentations.



Project

Develop project plans, assign tasks, track progress, ...




SharePoint

Share and manage content, knowledge, and applica...



Stream

Share videos of classes, meetings, presentations, an...

 Feedback



Gsuite, Now Google Workspace

Included applications



Gmail



Meet



Chat



Calendar



Drive



Docs



Sheets



Slides



Forms



Sites



Keep



Apps Script



Cloud Search



Jamboard

Security and management



Admin



Endpoint



Vault



Work Insights

Hi there 🙌 What brings you to Google Workspace today?

Drives



Doodle

Suggest dates that work for you



Find the best time to meet





Welcome back to Calendly

Log in to your account to get back to your hub for scheduling meetings.

Email Address

Log in

Don't have an account? [Sign Up](#)



Idea of Calendly



2013



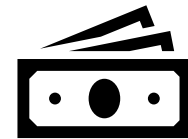
10 million users



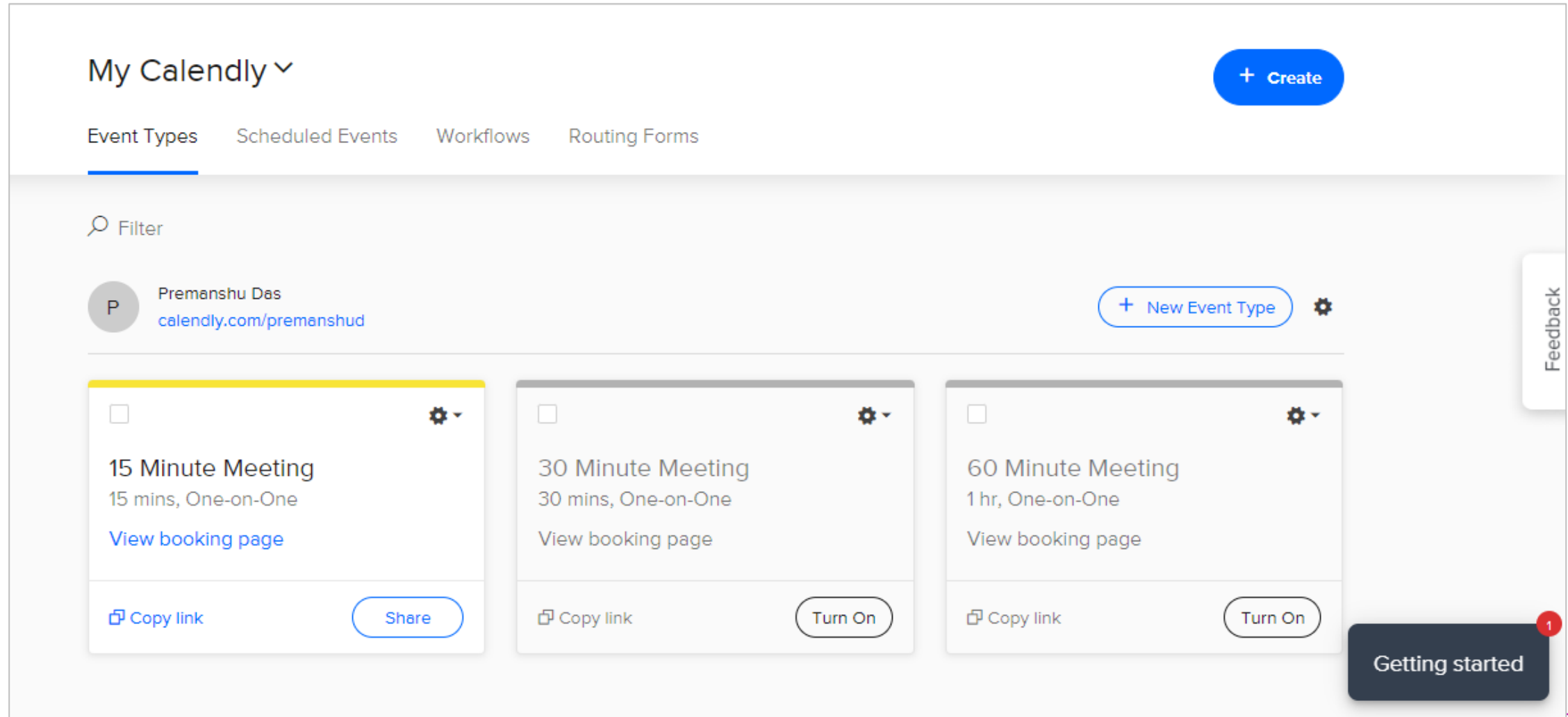
Founded in Atlanta,
No longer holds any
physical office



Last year the
revenue passed
\$100 million



Raised \$350 million at
a \$3 billion valuation



The screenshot displays the 'My Calendly' dashboard. At the top left, there is a dropdown menu for 'My Calendly' and a blue '+ Create' button. Below this are navigation tabs for 'Event Types', 'Scheduled Events', 'Workflows', and 'Routing Forms'. A search bar labeled 'Filter' is present. The user profile for 'Premanshu Das' is shown with the URL 'calendly.com/premanshud'. A '+ New Event Type' button with a gear icon is located on the right. The main area contains three event type cards: '15 Minute Meeting' (15 mins, One-on-One), '30 Minute Meeting' (30 mins, One-on-One), and '60 Minute Meeting' (1 hr, One-on-One). Each card has a checkbox, a gear icon, and a 'View booking page' link. The '15 Minute Meeting' card has 'Copy link' and 'Share' buttons. The '30 Minute Meeting' and '60 Minute Meeting' cards have 'Copy link' and 'Turn On' buttons. A 'Feedback' button is on the right edge. A dark blue 'Getting started' button with a red '1' notification dot is at the bottom right.

Sample Email with Calendly

Dear ABC,

Trust you are doing well.

Received your reference from PQR. I am XYZ, CEO of Next-Gen Solutions based out of Mumbai. We specialize in helping business scale digitally.

I believe our offerings could be of significant value to your firm. It would be great if we could connect over a 30 mins calls. Please select a convenient slot on the link

[View Slots](#)

Look forward for your response

Regards

Whiteboard Activity

You are meeting a candidate for an interview. You have to share the insights from the candidate's persona to your senior after the interview. Which Whiteboard will you chose?

You are meeting a client for a diagnostic call to understand their issues and requirements. Which whiteboard will you project?

You are the marketing head and need to launch a campaign. You are meeting your team for the campaign discussion. Which whiteboard will you project?

Whiteboard Activity

You are in the project head and meeting your team members for a project status update. Which Whiteboard will you chose?

You are the Social Media Manager and meeting your content team for updates. Which whiteboard would you chose?

You are in the final stage of giving business to a vendor and you are in discussion with a reference about them. Which whiteboard would you chose?