



# TECHSHOW2020

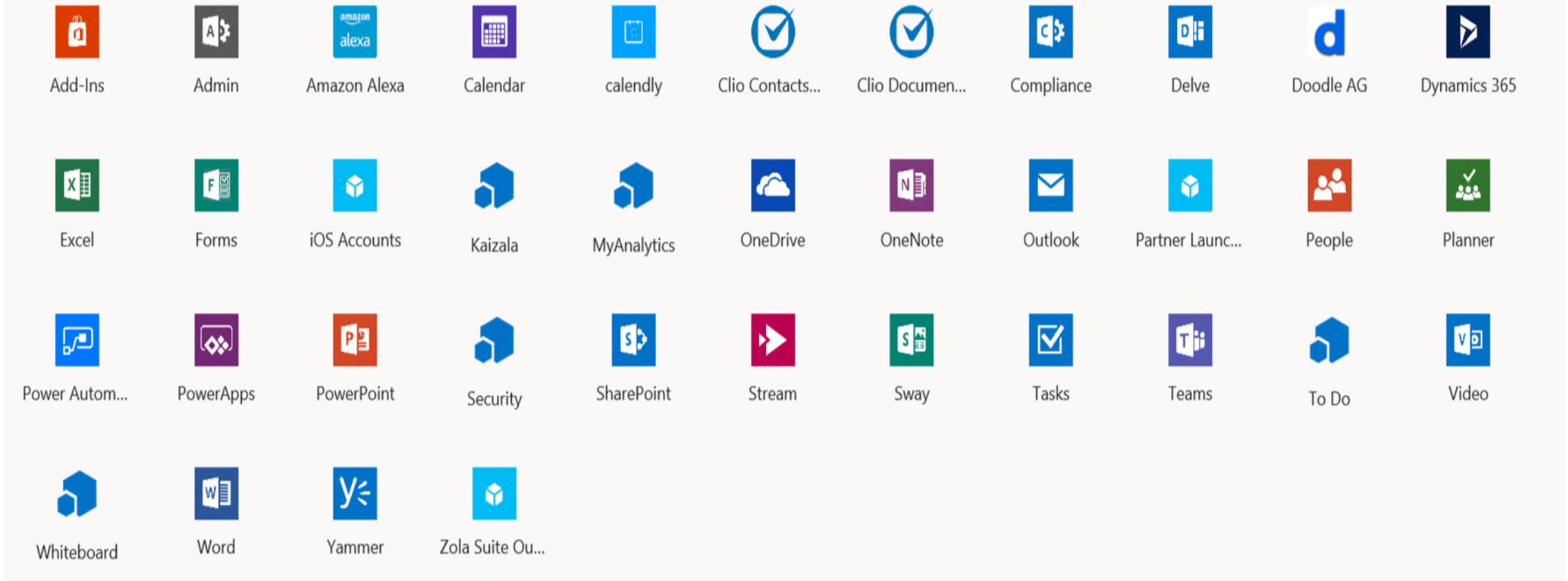
## Automation for Law Firms Using Microsoft Office 365

Kenton Brice: [@KentonBrice](#)  
Allan Mackenzie: [@EfficientAllan](#)



# Office 365 Apps, Known and Unknown

## All Apps



# Office 365 Automation Examples

- Automating Collaboration
  - Real-Time Co-Authoring
  - Scheduling Meetings – FindTime
  - Microsoft Teams – Conversations & Bringing it Together

# Office 365 Automation Examples

- Automating Task Management
  - Outlook Flags with To Do
  - Planner, Outlook, and To Do (OU Law Bot)

# Office 365 Automation Examples

- Automating Data Collection
  - Microsoft Forms
    - Creating a Form through OneDrive for Business
    - Creating a Form through Excel Online
    - Creating a Form through OneNote Online
    - Creating a Quick Poll through Microsoft Outlook

# Office 365 Automation Examples

- Automating Apps
  - Using Power Automate to Connect Apps
  - Going Further with Power Apps



# TECHSHOW2020

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**TECHSHOW 2021: March 10-13, 2021**

