

The #ShiftShow

Episode 28 – M365 Pro Tips with Nate Chamberlain

Transcript

00:00:00 Joe

The shift show captain's log, episode 28. In today's episode, Dewayne and Joe beam aboard a special guest from the Universe where data and time reigns supreme.

00:00:11 Joe

These three intrepid explorers embark on a mission to conquer the vast digital cosmos of Microsoft 365. They navigate through the nebula of document libraries and harness the energy of Power BI integration.

00:00:24 Joe

As they crossed the quadrant of document versioning and metadata, they encounter dynamic views, a life form that reshapes the understanding of personalized libraries, this time expand in a well managed calendar.

00:00:37 Joe

This is not just a podcast, it's a voyage into the future of data and time management.

00:00:43 Joe

Join them as they boldly go.

00:00:44 Joe

Where their guest has gathered inspiring tips for traversing the M365 Galaxy.

00:00:53 Joe

Let's see what's out there.

00:01:10 Dewayne

Hey buddy, how are you?

00:01:11 Dewayne

How you doing?

00:01:12 Joe

I'm doing good, excited for another podcast, getting back into our normal schedule again.

00:01:20 Dewayne

And we're trying, we're trying, it's.

00:01:23 Dewayne

The world's fighting us, but we're trying.

00:01:26 Dewayne

We're fighting back.

00:01:30 Joe

I'm excited to have our our next guest though.

00:01:34 Joe

Definitely been following his work.

00:01:37 Joe

It's helped me a number of times, so excited to actually get to talk.

00:01:43 Joe

To Nate Chamberlain.

00:01:44 Dewayne

Yeah, yeah, super cool.

00:01:46 Dewayne

Dude, I think we came up with this term, but he might not argue with it.

00:01:53 Dewayne

A prolific Blogger, slash author slash trainer Slash just a little bit of everything when it comes to.

00:02:04 Dewayne

You know, I see lots of cool stuff from him around power automate lists, you know, all kinds of things that you can kind of see how these different pizzas and parts of the Microsoft cloud kind of plug into each other.

00:02:18 Dewayne

And he's always kind of, he's really on the ball with that kind of stuff.

00:02:23 Joe

You know, used his blog a number of times across like you just mentioned a number of different services.

00:02:29 Joe

He has some training available.

00:02:31 Joe

I've pointed people too, so it'll be fun to listen to some tips and tricks he's got for us.

00:02:41 Joe

And see what he see, what he can bring, that our users are going to.

00:02:46 Joe

Find really useful.

00:02:49 Dewayne

Yeah, we're we have a very consistent theme, Joe, and I try to, I think we might say this every single time we talk about anything is our objective is always to.

00:03:00 Dewayne

Make your life a little bit easier, you know, because we try to understand that if something's hard to do or it takes a lot and then you don't see the payoff, you're not going to do it.

00:03:12 Dewayne

And IT has a, you know, as sysadmins, you know, we had a really bad rap, I guess, for turning on new stuff and then kind of walking away from it.

00:03:21 Dewayne

And saying, yeah, we turned it on cause it was.

00:03:22 Dewayne

It's new, it's it must be better cause it's new.

00:03:25 Dewayne

I feel like we're in this phase now of the world where we don't just turn it on.

00:03:29 Dewayne

We have to justify why, why you should look at it so.

00:03:35 Dewayne

Right. I guess, yeah, yeah.

00:03:37 Joe

And I I I think he's going to, you know, bring to us some things that I'm excited to, to hear and see and learn something I'm sure learn something new myself.

00:03:47 Joe

I would be great to see some cool processes and tips that I can take advantage of.

00:03:53 Joe

I know that there's plenty more to learn about the space.

00:03:56 Joe

And excited to hear Nate tell us all about.

00:04:00 Dewayne

So today's call with Nate Chamberlain is going to be all about, we'll call them life hacks.

00:04:07 Dewayne

You know, maybe improvements, not necessarily automations, but little little tricks and things that you can do to to really make your digital day a little bit easier.

00:04:18 Dewayne

So we're going to go through numerous.

00:04:19 Dewayne

Products and we're going to get Nate's like top 5-6 or seven, you know, top productivity tips on how to get work done in the Microsoft 365.

00:04:33 Dewayne

So we're going to head over to the transporter room and beam him on and hopefully everything goes well there and we'll see them all in one piece.

00:04:41 Dewayne

So here we go.

00:04:55 Dewayne

Welcome aboard the shift show.

00:04:56 Dewayne

Glad you made it across safely and you're here hanging.

00:04:59 Dewayne

Out with us.

00:05:01 Nate Chamberlain

Thanks for having me.

00:05:02 Nate Chamberlain

Happy to be on board.

00:05:04 Dewayne

So Nate Chamberlain is one of the most iconic bloggers, podcasters, trainers, you.

00:05:11 Dewayne

We were talking right before we started recording that you're you're a little bit of everywhere, man.

00:05:15 Dewayne

You're doing all kinds of amazing stuff and helping the community basically all the time.

00:05:20 Nate Chamberlain

I appreciate that.

00:05:21 Nate Chamberlain

I've had a lot of people along the way who helped me find opportunities, and it's just it's more important than ever to just keep giving it back to.

00:05:29 Nate Chamberlain

So it's been a truly pleasurable experience getting here.

00:05:32 Dewayne

Thank you for hanging out with us. Joe is a a new MVP I is was I'm not really sure where I'm at right now, MVP and then you're what 5-6 times something like that.

00:05:45 Nate Chamberlain

No, no, actually four.

00:05:47 Nate Chamberlain

And if I get it this.

00:05:48 Nate Chamberlain

That'll be my 5:00.

00:05:48 Nate Chamberlain

So fingers crossed.

00:05:49 Dewayne

OK. So five is when.

00:05:50 Dewayne

You get the.

00:05:51 Joe

Let's go for five.

00:05:52 Dewayne

The blue disc, right.

00:05:52 Nate Chamberlain

Yeah. Yeah, that's right, yeah.

00:05:57 Dewayne

Well, we really appreciate you taking some time out of your schedule to hang out with us here and and talk about hopefully just some some pro tips, life hacks, automations, you know, various ways that people can use the Microsoft 365 ecosystem to automate a little bit of their life, make things a little bit.

00:06:19 Dewayne

You know, the a lot of the Copilot news lately has had a really good wording around taking out some of the mundane things that we have to do all the time and and even if it's not crazy AI stuff, there have been.

00:06:32 Dewayne

Automation capabilities across the whole stack that people can lean on to make life a little bit easier.

00:06:38 Dewayne

So I was kind of hoping that you would share some of your wisdom with us and and our and our listeners.

00:06:45 Nate Chamberlain

I'm excited to share a few ideas and I hope there's at least one for everybody who's listening.

00:06:49 Nate Chamberlain

That will be something brand new for them.

00:06:52 Nate Chamberlain

Do we want to dive right in with the?

00:06:54 Dewayne

Yeah, let's go with nates. #1 are these in?

00:06:57 Dewayne

Any kind of particular order?

00:06:58 Dewayne

Or just, you know, just going.

00:06:59 Nate Chamberlain

Oh no, I'm not that.

00:06:59 Dewayne

To hit us.

00:07:02 Nate Chamberlain

I'm not that structured, but yeah, let's just go kind of kind of random.

00:07:07 Nate Chamberlain

These are things that kind of rose to the top of my mind as I was thinking about my own career and the kind of people who I typically help, which are, you know, just.

00:07:14 Nate Chamberlain

End users looking to make things you know easier, more efficient, more productive.

00:07:19 Nate Chamberlain

Give them time back and I tried to split them up to different categories, different focus areas across.

00:07:24 Nate Chamberlain

Microsoft 360.

00:07:25 Nate Chamberlain

Five, and I feel like maybe just because I've been working with it a lot recently, data visualization is a huge topic that we see where people have tons of data, but maybe not the time or resources to actually be able to sift through it and find the story they're trying to tell with it, or to take action on that data.

00:07:44 Nate Chamberlain

So I think it was a couple years ago now, but.

00:07:47 Nate Chamberlain

Power BI, of course, got its integration moment with SharePoint where now with your list and your libraries and SharePoint you can go to the integrate button and then choose Power BI and then something called visualize the.

00:07:58 Nate Chamberlain

List and I talk about it a lot.

00:08:00 Nate Chamberlain

I like to share this one with people because sometimes when we hear power platform more power BI or anything that sounds, you know not word or excel like then we say oh, that's beyond my skill set.

00:08:11 Nate Chamberlain

It's not something I have the time or energy to learn and to do, but what's really beautiful about this option that's built into SharePoint is that it takes the data.

00:08:19 Nate Chamberlain

Or the library that you have and it gives you an instant report.

00:08:22 Nate Chamberlain

It kind of, you know, feeds through the dates that you have in your list, the currency, whatever it is, categorical that you might have in there and it gives you bar charts, line charts, big data cards as a starting place for your.

00:08:36 Nate Chamberlain

Now, as you might guess, whenever we lean on machines to bring in that kind of stuff and do the work for us, there's mistakes.

00:08:42 Nate Chamberlain

So of course you do want to tweak it a little bit, swap a column for this, get rid of a chart, add a chart.

00:08:48 Nate Chamberlain

But you do it all in the browser.

00:08:50 Nate Chamberlain

You don't need to install heavy software.

00:08:52 Nate Chamberlain

You don't really need to learn too much to get off the ground.

00:08:55 Joe

Very cool. We, we.

00:08:56 Joe

Have often talking to our users and episodes we'd like to use Microsoft forms to take data and push it into.

00:09:05 Joe

Often we'll we'll talk about pushing it into a SharePoint list.

00:09:09 Joe

So we have scientists out there, researchers.

00:09:14 Joe

Some of our extension agents we talked a lot about a lot.

00:09:17 Joe

We'll go collect information from the public or from a field research they're doing and collect that into a SharePoint list.

00:09:25 Joe

So what you're saying is?

00:09:27 Joe

The Power BI connector to a list where now their data.

00:09:31 Joe

Is is kind of it.

00:09:33 Joe

It gives them.

00:09:33 Joe

That first draft.

00:09:35 Joe

Of a report.

00:09:35 Joe

What you're saying?

00:09:36 Joe

So that kind of that's how that.

00:09:39 Nate Chamberlain

Yeah, I think the the nice thing about like if you start from scratch, let's say we don't have this integration that you have to install Power BI desktop or rely on the very limited web version.

00:09:49 Nate Chamberlain

But let's say you start with desktop.

00:09:51 Nate Chamberlain

You have to 1st connect to your data, so you'd be connecting to a SharePoint online.

00:09:54 Nate Chamberlain

And even that step can be intimidating for users.

00:09:57 Nate Chamberlain

It's not as straightforward as you'd think it might be.

00:10:00 Nate Chamberlain

So that that can sometimes, you know, turn people off and it ends there with this integration, it basically skips that whole data connection step and it even models it for you in the background and you skip straight to report building and it pre populates with those visuals saving you basically 3/4 of the process of getting to that point.

00:10:18 Dewayne

Wow, that's awesome.

00:10:20 Dewayne

I I have to admit.

00:10:23 Dewayne

This is going to sound bad.

00:10:24 Dewayne

I have seen that.

00:10:26 Dewayne

Button and I've never pushed it.

00:10:29 Dewayne

I'm going to now.

00:10:30 Nate Chamberlain

There we go.

00:10:32 Joe

It sounds like a really easy.

00:10:33

Never too late.

00:10:34 Joe

Easy way to.

00:10:35 Joe

To get past that first intimidation point of like what is power BI, how do I build a report?

00:10:42 Joe

You have something to start with.

00:10:44 Joe

That you can start tweaking and justice.

00:10:46 Joe

Understand how it gets built, how it how it looks even across your data.

00:10:52 Joe

That's really great.

00:10:54 Joe

That's a great tip.

00:10:55 Joe

I think we've got, I know I've got people that could take advantage of that to at least at least start getting familiar with power.

00:11:04 Joe

High, great place to start.

00:11:06 Dewayne

Joe pointed out something some of our our our special part of our audiences, the in the land grant system, there's the Cooperative Extension program, which is a national program where we have these agricultural professionals that are helping people in the in their community learn how to do things.

00:11:24 Dewayne

And oftentimes they are collecting data samples.

00:11:28 Dewayne

Maybe they're working with a group.

00:11:30 Dewayne

Or logging or the growers letting us use part of their field for experimentation, which is pretty cool.

00:11:36 Dewayne

And one of the use cases for forms that we've had that was that was pretty powerful was so nicely formatted on a mobile device or like an iPad and they could be in the field taking data readings.

00:11:50 Dewayne

You know which is so much easier than trying to type into an Excel spreadsheet with a with an iPhone or an Android phone.

00:11:55 Nate Chamberlain

Right.

00:11:57 Dewayne

You know so true.

00:12:00 Dewayne

And so now what you're saying is if we with a little bit of extra steps.

00:12:04 Dewayne

Shoving that into a SharePoint list, there could be an automated visualization of that data happening at the same.

00:12:12 Nate Chamberlain

Yeah, that's right.

00:12:13 Nate Chamberlain

Yeah, it's it's nice to kind of see some of this come together because we've been getting pieces of the puzzle for a long time, just one at a time.

00:12:20 Nate Chamberlain

And with the announcement of Copilot and everything, it just starts to get you thinking like we've come this far.

00:12:25 Nate Chamberlain

So next logically, doesn't it kind of feel like we could just say create a dashboard out of my data, you know, not just a generic.

00:12:32 Nate Chamberlain

Trying to get you started but create one that tells the story of this overtime or show me how the breakdown of this looks by using my data and maybe it gets even easier.

00:12:43 Dewayne

I love that this is now like this.

00:12:45 Dewayne

Isn't this isn't something that, like copilot and the news and the AI, you know, it's all.

00:12:49 Dewayne

It's huge, but it still kind of feels like we're still hurry up and wait mode and this you could.

00:12:54 Dewayne

Do today, so yeah, absolutely.

00:12:57 Joe

If you've got someone who is familiar in Excel, let's say maybe they're comfortable with a pivot table or or just charting in Excel, what do you think that transition is like going into power BI?

00:13:11 Nate Chamberlain

I always say if you come into power BI with like a formula level knowledge of Excel where you feel comfortable creating maybe some complex formulas beyond just basic summing, you're going to do really well and that's only if you want to do things in power BI that are beyond your data like you want to do measures or you want to do additional calculations.

00:13:30 Nate Chamberlain

Otherwise, if you've come into it, you know with, you know, like you mentioned power or sorry pivot table experience and all of that, it's actually very similar and power BI was born out of Excel Power query editors.

00:13:41 Nate Chamberlain

So there's a lot of similarity and familiarity those users are going to have.

00:13:47 Dewayne

Yeah, if you're a pivot table ninja, then you're already one step ahead and I can barely make a bar chart.

00:13:52 Dewayne

But yeah, I'm definitely gonna push that button later.

00:13:58 Joe

I think the first thing I'm going to type into this copilot thing in the future is please make me a pivot table.

00:14:02 Joe

I think that's the.

00:14:03 Joe

Key right there. Yep.

00:14:07 Nate Chamberlain

The true test.

00:14:08 Dewayne

Yeah, love it.

00:14:11 Dewayne

Cool. Well, that, that's.

00:14:12 Dewayne

A heck of a start, man.

00:14:15 Nate Chamberlain

Well, hopefully the next ones are.

00:14:17 Dewayne

Good, too awesome.

00:14:18 Dewayne

I'm sure they will be.

00:14:19 Dewayne

Let's what's what's your number?

00:14:20 Nate Chamberlain

Two, alright, so #2 for this one. It's reminders and notifications. This is another listen libraries focused tip. In fact, the first three are all about listen libraries. But again, just thinking about the users, I typically work with and have worked with.

00:14:35 Nate Chamberlain

For a while now, are those who again have this data, but now they need to do more with it.

00:14:40 Nate Chamberlain

And reminders and notifications sound simple, you know, like, oh, I just want to know when this is due.

00:14:45 Nate Chamberlain

I want to know when this is assigned to me.

00:14:47 Nate Chamberlain

I'd like to get a weekly digest of all the changes that happen in the list, but there's too many options these days.

00:14:53 Nate Chamberlain

We've got we've got alerts in SharePoint list and libraries which are kind of a digest experience.

00:15:00 Nate Chamberlain

We've got rules which aren't unlike setting up an outlook rule, and it's pretty simple to do, but it's still pretty basic and it's like I want to know when this column value changes from pending to approved, and then we've got power automate.

00:15:15 Nate Chamberlain

And now we're we're being encouraged to, you know, create reminders and notifications using power.

00:15:21 Nate Chamberlain

And so with all three of these.

00:15:22 Nate Chamberlain

Sometimes users get.

00:15:23 Nate Chamberlain

And they're like, well, I have all these options and they're all on the same ribbon menu at the top of the list and library.

00:15:29 Nate Chamberlain

And they're like, I don't know the pros and cons.

00:15:30 Nate Chamberlain

I don't know when to use.

00:15:32 Nate Chamberlain

It's and to me it really comes down to what you're looking for out of it.

00:15:36 Nate Chamberlain

If we start at the simplest, it's the alerts.

00:15:39 Nate Chamberlain

The alerts on lists and libraries allow you to say I'd like to know when something like anything is deleted when something has changed.

00:15:46 Nate Chamberlain

Maybe you only care if something was changed that you created.

00:15:49 Nate Chamberlain

You can do all that with alerts and it's basically you fill out the form for the alert you want.

00:15:53 Nate Chamberlain

Click save and it comes to you.

00:15:56 Nate Chamberlain

So the other two, then the second one was going to be the rules and rules are a little bit more fine-tuned, but just as easy to set up if you can fill out a form, you can set up a rule as well.

00:16:07 Nate Chamberlain

And the rule says I still want to know when something is deleted, but you can send it to someone else.

00:16:12 Nate Chamberlain

You can send it to yourself.

00:16:13 Nate Chamberlain

It gives you a little bit more flexibility, but it still comes through looking.

00:16:16 Nate Chamberlain

Very simple, not a lot of customization in that actual notification, but I think for rules the more viable use case is status changes, like if you're involved in a process where approvals are.

00:16:28 Nate Chamberlain

Pertinent then you could say I want to know when it goes from pending to approved or when it goes from submitted to pending.

00:16:35 Nate Chamberlain

You know something like that where we can't really do that with alerts that specifically we can say I want to know when something is added or something has changed, but we can't get as specific to say when this thing changes.

00:16:47 Nate Chamberlain

So I'll pause there.

00:16:48 Nate Chamberlain

We can talk about those two.

00:16:49 Nate Chamberlain

And then we can always get into power automate more as well, where it's the most customizable.

00:16:53 Joe

The alerts alerts in SharePoint have been there forever.

00:16:59 Joe

That's been I think that's a hidden little gem.

00:17:03 Joe

I like to point that out for a team owners who want to kind of, I kind of recommend go put an alert for deletions like just get a, you know, just get a a weekly whatever alert of of things and it's not.

00:17:18 Joe

You're not tracking who's deleting things, but it's early on, it's gotten better.

00:17:23 Joe

Early on, it was not uncommon for somebody to accidentally Unsync A-Team channel. Yeah, yeah, exactly. And there goes the whole channel. And just having that safety net of realizing.

00:17:29 Dewayne

By using the delete button.

00:17:39 Joe

Something major has happened well within the time frame of of our, you know, 93 days to go recover, I think was a a good safety net and has helped helped us move more users into the cloud and into teams giving them that understanding that you know you you've got back up there and you've got some notification capability. So yeah, taking advantage of.

00:18:01 Joe

That's one way.

00:18:02 Joe

Find very useful, but it, like I said, that's that's old school.

00:18:07 Joe

It's kind of hidden and and rules are kind of sort of a new way.

00:18:12 Joe

So those can take advantage, like you said a little.

00:18:14 Joe

You can tweak those a little bit better around who gets notified and things like.

00:18:18 Dewayne

That, and I'll think, I think I'll throw in here.

00:18:20 Dewayne

Just, I mean obviously this is audio only, so people can't see what we're talking about.

00:18:24 Dewayne

But if you look.

00:18:25 Dewayne

Looking at, for example, the contents of a channel in SharePoint, you'll see these things on the NAV bar at the top where you can manage your alerts.

00:18:35 Dewayne

You'll see an automation menu if you click the three dots or what we like to call the meatball menu.

00:18:41 Dewayne

Does it ever look like 3?

00:18:42 Dewayne

Little meatballs to the ellipsis.

00:18:43 Joe

It's lunchtime right now is a recording, right?

00:18:47 Nate Chamberlain

I like meatballs better.

00:18:50 Dewayne

But you'll see rules and you'll see the ability to set up alerts.

00:18:54 Dewayne

And yeah, the delete one is a big one that Joe and I have have tried to push people for using.

00:19:00 Dewayne

You know, it could generate noise, but you can use rules and outlook to kind of like funnel that somewhere just so that you have the the history.

00:19:08 Dewayne

Of of what was going on so.

00:19:10 Nate Chamberlain

And I think just that final step, I mean we get the idea we we kind of know when we want to be alerted and we we we have an awareness of the kinds of things that are happening in the list and library.

00:19:20 Nate Chamberlain

So that final pieces maybe for the more advanced users, but I don't want to discourage anybody from trying and power automate notifications in our mind.

00:19:27 Nate Chamberlain

Matters because you'll notice at the top of your SharePoint list and libraries.

00:19:31 Nate Chamberlain

You can start from a template and that template is just send me a reminder when the due date approaches are send me a notification when XYZ happens and you just have to tweak a few things.

00:19:41 Nate Chamberlain

The only barrier to entry there might be, depending on how much customization you want to do.

00:19:47 Nate Chamberlain

Do you want to put in rich text?

00:19:48 Nate Chamberlain

Do you want to bring in additional details about the item itself?

00:19:51 Nate Chamberlain

Those kinds of things may take just a little bit of discovery.

00:19:55 Joe

But just like you were talking about the easy way to kind of get that person into power BI with lists.

00:20:02 Joe

Choosing that type of automation and opening up power automate to the user is that same kind of that first step, that first draft to understanding that.

00:20:14 Joe

Kind of kind of a great way to help the adoption of those is it's it's it's safe.

00:20:19 Joe

You know, these are very clear templated.

00:20:22 Joe

You're going to work when you select this and then you can start.

00:20:25 Joe

Building upon those.

00:20:29 Dewayne

Are you an extension agent?

00:20:31 Dewayne

Just getting started with teams, or maybe your experience, but you're looking to improve your digital cloud skill set.

00:20:37 Dewayne

Are you an IT pro supporting extension programs at your university?

00:20:41 Dewayne

Well, you're invited to join us in the community working to empower extension agents and their support staff to skill up and learn together.

00:20:49 Dewayne

If you're interested, visit AKA dot Ms.

00:20:53 Dewayne

Join Cloudy County to sign up and join us for monthly training sessions and open discussion with your hosts of the shift show.

00:21:01 Dewayne

Cloudy county extension essential cloud skills for extension by.

00:21:09 Dewayne

The previous example, and I think the idea with the the visualization piece is not having to start off from scratch.

00:21:17 Dewayne

That is intimidating.

00:21:19 Dewayne

It's it's in some cases you can get like that.

00:21:21 Dewayne

Paralysis is just looking at a blank page of.

00:21:24 Dewayne

OK, now what?

00:21:25 Dewayne

And so having the templates there like I just clicked on it just to see what it suggested right off the bat.

00:21:30 Dewayne

The very first one is like send a customized e-mail whenever a new file is added.

00:21:35 Dewayne

You could take that.

00:21:37 Dewayne

And build off of that and add more, you know, actions off of it.

00:21:41 Dewayne

And so it gets you started without you having to start literally from zero, which I feel like is really encouraging.

00:21:48 Nate Chamberlain

Yeah, that's a huge leg.

00:21:50 Joe

What I what I like about these is it's not just on a list, but you can do things on a document library against files too, which is pretty special.

00:22:02 Joe

You know, not going to get in a standard traditional Windows file share.

00:22:07 Joe

You're not going to get these kind of capabilities.

00:22:10 Joe

Of acknowledging when somebody's updated a PDF, you know standard operating procedure file and you'll want everybody to know about it. That stuff you can do in the cloud.

00:22:20 Dewayne

Hey, this policy was just updated and then it fires off a notification to everybody in the team to let them know it was.

00:22:26 Dewayne

Updated. That's cool.

00:22:28 Nate Chamberlain

Yeah, that's awesome.

00:22:28 Nate Chamberlain

I like that.

00:22:31 Dewayne

All right, moving right along, we, we might need 6:00 and 8:00, we'll.

00:22:34 Dewayne

See how fast this goes.

00:22:36 Joe

Up in your back pocket.

00:22:38

Got it all.

00:22:41 Nate Chamberlain

And I could always talk about this all day like this is this has been a lot of.

00:22:44 Nate Chamberlain

Fun so thanks again.

00:22:45 Nate Chamberlain

For having me. Yeah. Yeah. Let's get into three. So this one's about analysis and review.

00:22:50 Nate Chamberlain

And we're not thinking analysis like data visualization and this one.

00:22:52 Nate Chamberlain

But we're thinking about looking through the data you have.

00:22:55 Nate Chamberlain

In SharePoint, we're not moving at this time.

00:22:57 Nate Chamberlain

We're not sending it as a reminder, but we're working with it where it lives and something that I think is often overlooked, at least in a lot of my experience, has been.

00:23:06 Nate Chamberlain

Something as simple as grouping, filtering. You know creating views, those kinds of things on the list or library. Sometimes we stick just with what comes out-of-the-box.

00:23:15 Nate Chamberlain

We have the all documents view or the all items view and then I'll witness users who will do the same filtering over and over again, filtered at this department, sort by this filter to this status and then.

00:23:28 Nate Chamberlain

Export to you know.

00:23:29 Nate Chamberlain

SV And it's those repetitive actions you mentioned earlier, Co pilots kind of taking away some of the mundane things.

00:23:35 Nate Chamberlain

This is a mundane thing where we we do those things again and again.

00:23:39 Nate Chamberlain

So if we start using views in the upper right hand corner and if you're just getting started with views in SharePoint, just click on where it says all items or all documents in the upper right hand corner.

00:23:50 Nate Chamberlain

And then you can create additional views and all that means is you're basically saving pre configured filters, groupings, sort orders and all of that into what feels a little bit like a report.

00:24:02 Nate Chamberlain

So some examples I usually suggest to people are both dynamic and static.

00:24:08 Nate Chamberlain

Examples of dynamic views would be items that are assigned to me.

00:24:12 Nate Chamberlain

You can have it set up so that if you're working through an issue tracker list, for example, and an issue is assigned to you to resolve, then you can have a view.

00:24:19 Nate Chamberlain

That's just my issues, right?

00:24:21 Nate Chamberlain

And it's dynamic because it's looking up your identity.

00:24:24 Nate Chamberlain

With that people column that's in.

00:24:25 Nate Chamberlain

List and another dynamic example is roll in dates.

00:24:29 Nate Chamberlain

We think about items that are coming due in the next two weeks.

00:24:32 Nate Chamberlain

So we can say take today's date, add 14 to it for two weeks and then anything that falls within that date span will show up in that view.

00:24:39 Nate Chamberlain

Or like I said, it's kind of like a report, a way we could think about it that way and then static.

00:24:44 Nate Chamberlain

These are a little more traditional we're thinking.

00:24:46 Nate Chamberlain

I want to group this by department, so right at the the high level I can see I've got 30-4 items for HR.

00:24:52 Nate Chamberlain

I've got 22 for IT and I can expand and kind of drill up and drill down through that grouping or even a subgrouping level.

00:24:59 Nate Chamberlain

Through my list and library and then an even easier one would be status right, approved items, completed items pending, open opportunities so on and so forth.

00:25:10 Joe

The traditional issues we have with Excel, where you've got a bunch of data in Excel and you're sharing this file with people and someone wants it sorted.

00:25:19 Joe

Anyway, and they make that change.

00:25:22 Joe

It's saved now.

00:25:24 Joe

Everybody gets it the way that I wanted it sorted, but somebody else didn't want that issue.

00:25:30 Joe

So is that kind of something that's solved with these views?

00:25:33 Joe

Are they like, if I create a view and I'm looking at that view, nobody else, I'm not forcing.

00:25:39 Joe

Anybody else on the SharePoint list to see that same view?

00:25:43 Nate Chamberlain

Yeah, that's right.

00:25:44 Nate Chamberlain

So you actually have the option.

00:25:45 Nate Chamberlain

You can have your own views that are private to you and you can also have shared views that you and your team work together on.

00:25:51 Nate Chamberlain

So by default your list or library is going to have a default view, which just means when they first go there and they're not going to a specific URL or anything, then they're going to be taken.

00:26:00 Nate Chamberlain

To that view.

00:26:01 Nate Chamberlain

Typically you're all items, or you're all documents, unless you've changed it.

00:26:05 Nate Chamberlain

And then let's say we're working with some shared views that might be grouped by department.

00:26:09 Nate Chamberlain

We all kind of care about that.

00:26:11 Nate Chamberlain

We might use it for different.

00:26:12 Nate Chamberlain

Analysis from time to time, but it's not something you know that's private to one person.

00:26:18 Nate Chamberlain

But then let's say you specifically focus on the Northeast region of the.

00:26:21 Nate Chamberlain

States and you're kind of the only person who manages those accounts or whatever the issue may be, and you create what's a private view, meaning that it's not even going to show up as an option for other people on your team.

00:26:33 Nate Chamberlain

But it's something you can have where you filtered it exactly how you want it.

00:26:36 Nate Chamberlain

You took out the columns that you don't need to see.

00:26:39 Nate Chamberlain

Maybe you grouped it by a certain status.

00:26:40 Nate Chamberlain

That's really critical.

00:26:41 Nate Chamberlain

Your work to help you get things done as quickly as possible.

00:26:46 Dewayne

I think it's important to to note out something that Joe has tried to drill into my head since him and I started working together on SharePoint is that everything is a list.

00:26:56

Is what he told me.

00:26:57 Dewayne

Everything is a list.

00:26:59 Dewayne

You're looking at folders.

00:27:01 Dewayne

Those are all like fake.

00:27:02 Dewayne

Everything is a giant list, so even when you're looking at files.

00:27:06 Dewayne

It's all just one big list, and so a lot of.

00:27:09 Dewayne

People correlate a a folder view in SharePoint to be the similar to like your traditional legacy like file share and that's not the case.

00:27:20 Dewayne

There's all kinds of extra bits of information that you can.

00:27:23 Dewayne

Add that you could add on to it and one of the things that you said that I thought was really cool was the dynamic capabilities of, let's say, a new file gets created in any files that get pushed into this particular folder.

00:27:36 Dewayne

You need to do something with them within two weeks.

00:27:40 Dewayne

You know you could have a view that says show me everything.

00:27:43 Dewayne

That's older than two weeks, so these are the the the late ones, so to speak or whatever.

00:27:48 Dewayne

You know that you could, you could add there.

00:27:50 Dewayne

When you look at files and folders and.

00:27:51 Dewayne

Windows it's just file.

00:27:53 Dewayne

Explorer, there's not really a whole lot you could do there.

00:27:56 Dewayne

You know, but you can really slice and dice things.

00:27:58 Dewayne

And and I like, I like where you're going with this is the the analysis you could do of the data where it lives and how different people, different stakeholders, kind of kind of consume it.

00:28:09 Dewayne

So that's that's pretty cool.

00:28:11 Nate Chamberlain

Yeah, it's really flexible.

00:28:13 Nate Chamberlain

And yeah, we just get started with fuse, right?

00:28:16 Nate Chamberlain

We could go on. We could keep talking about conditional formatting and all of these things that give us that kind of excel like feel where it's not just, you know, filtering and sorting. But we're also flagging things and we're giving it a visual identity to say, oh, that one's.

00:28:28 Dewayne

Yeah, Mark it in Red, Joe.

00:28:30 Dewayne

We've done some stuff like that.

00:28:31 Dewayne

And Joe, I have been listening, see all those things you've.

00:28:34 Dewayne

Been telling me.

00:28:37 Joe

Eventually got in there.

00:28:38 Joe

That's great to hear.

00:28:38 Dewayne

Yeah, it took a few years, but.

00:28:41 Joe

Something I think would be good to talk about here right now is the the concept of in order to group something or to to filter you you need the data in there and I.

00:28:54 Joe

When someone's making a list or they started with a list, there's a bunch of columns that are already there.

00:29:00 Joe

But I think emphasizing the concept around a document library.

00:29:05 Joe

You can add more columns there too and it's.

00:29:08 Joe

I don't I don't.

00:29:09 Joe

I don't think it's as obvious.

00:29:11 Joe

I mean, there is a, you know, at a column it shows up there, but the concept and the thought around adding some data that is not something I traditionally think about a file is something I think be great to kind of talk a little bit deeper about is what you know adding some adding.

00:29:28 Joe

Extra metadata to a file is something that we can't do on a file server, but we get that in a document library in SharePoint.

00:29:38 Nate Chamberlain

Yeah, you know, I've seen a lot of that with one specific example that I've seen in multiple companies is versioning.

00:29:44 Nate Chamberlain

Think about your policies and sops that you brought up earlier and SharePoint of course has IDs which mean as soon as you drop a file into a library, it's version one.

00:29:52 Nate Chamberlain

And then we could do minor versioning 1.11.2 or major 1234, but that's kind of, you know, out-of-the-box and we can't control it very much.

00:30:01 Nate Chamberlain

So when we're, you know, making changes to the document, we're checking it out, checking it in, we're controlling it the most.

00:30:07 Nate Chamberlain

But by default we're just overriding it's auto saving and those version numbers get out of control real fast.

00:30:13 Nate Chamberlain

So for people who are in really strict environments, like government employees, for example, they need the version of the document like literally on the document itself to say this is version 6.7, right?

00:30:25 Nate Chamberlain

And then SharePoint say Oh no, this is version 312.2.

00:30:28 Nate Chamberlain

You know, so.

00:30:30 Nate Chamberlain

We kind of have that that, you know, discrepancy there.

00:30:33 Nate Chamberlain

So one thing I've seen a lot is in document libraries to add, you know, a separate version column or you know not the ID column either.

00:30:41 Nate Chamberlain

I'm still talking about like a completely new column for.

00:30:43 Nate Chamberlain

Version that face up says this is that version which yeah.

00:30:46 Dewayne

Like your internal version, like what your corporation.

00:30:49 Dewayne

Your entity says this is version XYZ, Not what SharePoint says it is, right?

00:30:54 Nate Chamberlain

Right.

00:30:56 Nate Chamberlain

And you know, we also get columns like created by, modified by and when we think about these views with that, we now have the right version number face up.

00:31:04 Nate Chamberlain

We have, you know, who created it and who modified it last, and these can be views.

00:31:10 Nate Chamberlain

Think about a drag and drop library where you're submitting paperwork.

00:31:13 Nate Chamberlain

And maybe it's still PDFs and I'm sorry to anybody who has to deal with that, but it's a reality, right?

00:31:18 Nate Chamberlain

We still have these kind of digitized forms that aren't quite completely modernized yet.

00:31:22 Nate Chamberlain

And so with those we take those forms, we drop them into a library.

00:31:26 Nate Chamberlain

And then since it's created by you in that case, you could say the dynamic view where it's created by me could be my forms, my submitted paperwork, you know, something like that where you have this kind of privatized almost repository.

00:31:41 Nate Chamberlain

Now of course, we want to think about.

00:31:42 Nate Chamberlain

Data privacy and all that too.

00:31:43 Nate Chamberlain

It's a bigger conversation, but just an idea.

00:31:46 Joe

A place where you're uploading some.

00:31:48 Joe

I don't know.

00:31:49 Joe

Travel receipts or something like that.

00:31:51 Joe

And just if you've got a view that's set to yourself, you can easily confirm that I remembered to, you know, to get those charges up there someplace for the finance team to see them grab those.

00:32:02 Nate Chamberlain

Yeah, and add columns for location.

00:32:04 Nate Chamberlain

It could even have the amount in a column like you could do all kinds of stuff.

00:32:07 Nate Chamberlain

Just with files as the core piece of information.

00:32:10 Nate Chamberlain

But you're right.

00:32:10 Nate Chamberlain

So like everything is a list.

00:32:13 Nate Chamberlain

So with that, it's like the only difference is lists don't have to have documents.

00:32:17 Nate Chamberlain

It's kind of how I tell people about it.

00:32:18 Nate Chamberlain

And then of course the document library you have to have that foundation.

00:32:22 Dewayne

I think when Joe and I started rolling out teams at our organization, we recognized that the power and the complexity of SharePoint scared a lot of people.

00:32:37 Dewayne

So we didn't actually tell anybody that that's where their stuff was early on, you know, we were like.

00:32:43 Dewayne

Hey look, it's teams and here's a channel and you can put your stuff in it.

00:32:46 Dewayne

And isn't it amazing?

00:32:48 Dewayne

And then, like, two years later, we're like haha, everybody, guess what?

00:32:51 Dewayne

It's all in.

00:32:52 Dewayne

However, in this conversation, I think it's really important and sorry I didn't mean that to.

00:32:56 Dewayne

Be deceiving, but people to have this preconceived notion of complexity when there wasn't any teams really simplified permissioning and access by just add them to the team and they have access to the stuff.

00:33:12 Dewayne

And so I think it's important though to point out here that relationship that those two, those two things have in your files tab inside of teams, all these amazing things that Nate talked about with views and creating views, those are still there.

00:33:27 Dewayne

In the teams files tab like you could you don't have to go to SharePoint to see this stuff and to have this grouping and sorting and and and this capability you can do all of this stuff directly in.

00:33:38 Dewayne

How you view?

00:33:38 Dewayne

Things in teams and so if you had a really unique use case where everybody had to view files a certain way, you could create that view and then create.

00:33:48 Dewayne

That is the default view, and that's what people are going to see when they come in and look in in teams.

00:33:53 Dewayne

And so I think it's just worth pointing that out to everybody that.

00:33:56 Dewayne

It's not just a SharePoint thing, even though it.

00:33:58 Dewayne

Kind of is.

00:33:59 Dewayne

It's a team.

00:34:02 Dewayne

So we've gone through some automated, you know, get you started visualizations, we've got some alerting and you know, keeping you in the know about what happens when your data is being worked on.

00:34:15 Dewayne

And then we've got some how to slice and dice your data that you have so that you can view it how you need it.

00:34:21 Dewayne

And now we're up to what are we on?

00:34:22 Nate Chamberlain

Number four, yeah, we're on #4 and we're taking a trip away from SharePoint. Just a.

00:34:27 Nate Chamberlain

Little bit, OK.

00:34:28 Nate Chamberlain

OK, to talk about the broader Microsoft 365 ecosystem and its abilities around schedule.

00:34:35 Nate Chamberlain

Now this one is a huge topic.

00:34:37 Nate Chamberlain

It was really hard for me to weed it down, so I'll be honest, I didn't.

00:34:41 Nate Chamberlain

I brought in a lot of different things that we've that we've seen somewhat recently that I think are excited and to get us thinking about the importance of scheduling across all of our.

00:34:42

OK.

00:34:52 Nate Chamberlain

Some of them are pretty basic thinking about delaying emails, right?

00:34:55 Nate Chamberlain

We've had that ability to delay emails for.

00:34:58 Nate Chamberlain

I'm going to say decades and I'm probably wrong, but it feels.

00:35:00 Dewayne

Like we have sure it's it's been a long time.

00:35:04 Nate Chamberlain

Very long time.

00:35:06 Nate Chamberlain

So that's nothing new.

00:35:07 Nate Chamberlain

But now we're seeing that same kind of delay functionality for teams chat messages where we can say, oh, I want to be cognizant of their business hours.

00:35:15 Nate Chamberlain

I want to know when they're on vacation that they don't have to, or I want them to know that they don't have to answer me when they're on vacation.

00:35:20 Nate Chamberlain

Or maybe you want to forget to wish somebody a happy birthday, or welcome to your first day in the office.

00:35:26 Nate Chamberlain

Kind of thing, like all kinds of scenarios where we want to delay that send so that it hits at the optimal time.

00:35:31 Nate Chamberlain

And as someone who works in content, I'm sure you both can attest this too.

00:35:35 Nate Chamberlain

We want to think about when can I post this that it's going to get maximum.

00:35:38 Nate Chamberlain

Engagement, or when should I send this to make sure that it's received and it's not tone deaf?

00:35:43 Nate Chamberlain

So we've got both of those now e-mail, we've got teams and then we've also seen integration across these where you know a lot of outlook components are surfaced through teams.

00:35:53 Nate Chamberlain

We've got our calendar there, that's just your outlook calendar, right?

00:35:56 Nate Chamberlain

We've got the ability to schedule our out of office without leaving teams, giving us again that kind of you know single.

00:36:03 Nate Chamberlain

Context from which we can do most of our work, and then we also have this ability to schedule conf.

00:36:09 Nate Chamberlain

Yeah. So beyond chat, we're thinking about pages. You mentioned, you know, sharepoint's behind the files and teams. We're also able to pin pages and news as tabs inside of our channels.

00:36:20 Nate Chamberlain

And so when we start thinking about bringing more and more into teams like that and we add in this ability to schedule news, we're really creating a robust kind of engagement platform.

00:36:29 Nate Chamberlain

Of our own right.

00:36:30 Nate Chamberlain

And we can say don't schedule this announcement about the product launch until Monday, but we want to put all that work into it and make sure it's ready to go.

00:36:36 Nate Chamberlain

So at 8:00 AM, it's done right, it's it's off the mine.

00:36:39 Nate Chamberlain

We can enjoy our weekend.

00:36:42 Nate Chamberlain

So I'll pause there.

00:36:43 Nate Chamberlain

I do have four more.

00:36:43 Nate Chamberlain

They're a little bit different from those, but those are.

00:36:45 Nate Chamberlain

Just kind of.

00:36:46 Nate Chamberlain

Basic core things that we've seen introduced that give us these schedule related abilities.

00:36:52 Dewayne

Like it's it's this is like 8 and one.

00:36:55 Nate Chamberlain

Yeah, exactly so.

00:36:59 Dewayne

I I leveraged the scheduled send for teams chat messages and y'all too.

00:37:04 Dewayne

Correct me if I'm wrong, it's only chat messages, right?

00:37:07 Dewayne

It's not channel posts yet, OK?

00:37:08 Nate Chamberlain

We can't do it with channels.

00:37:10 Dewayne

Yeah, hopefully we'll see that in the future.

00:37:12 Dewayne

But right now you can send somebody a chat and it's really nice that because of time zones, you know, if you work in a in a, let's say a company that spans an entire geography or multiple time zones, we have two whole, we have two whole time zones here in Florida.

00:37:30 Dewayne

It will tell you if you're about to send somebody a message outside of their what their normal working hours are and which is kind of a nice little nudge and a little reminder like, hey, did you know you could schedule this and have it show up tomorrow at 9:00 AM instead of at six?

00:37:43 Dewayne

PM When they're.

00:37:44 Dewayne

Having dinner. Great.

00:37:47 Nate Chamberlain

Yeah, that's awesome.

00:37:49 Nate Chamberlain

It's it's interesting to see like that kind of thing and then of course, we've heard of Viva Insights.

00:37:53 Nate Chamberlain

We've seen what it can do and we're we're kind of shifting from this.

00:37:57 Nate Chamberlain

Here's a tool you know.

00:37:58 Nate Chamberlain

Here's a hammer basically, and go to work with the hammer.

00:38:01 Dewayne

Everything's a nail.

00:38:01 Nate Chamberlain

But now we're getting this.

00:38:02 Nate Chamberlain

Yeah, exactly. But now we're getting this kind of pivot towards, you know, well-being we're thinking about mental health we're thinking about.

00:38:10 Nate Chamberlain

Being respectful and responsible human beings, and so it's bringing in this this extra element where we're not just using tools anymore, but we're learning how to use them effectively.

00:38:21 Joe

I definitely like Dwayne.

00:38:23 Joe

I take advantage of the the teams delay on a chat.

00:38:29 Joe

Definitely bit of a night owl.

00:38:30 Joe

I get my.

00:38:32 Joe

If I grew up on late at night, kind of that's where I I get.

00:38:35 Joe

In focus mode.

00:38:37 Joe

And just to my friends.

00:38:38 Joe

Me at 2:00 o'clock.

00:38:39 Dewayne

In the morning.

00:38:44 Joe

So, yeah, I definitely I take advantage of that.

00:38:46 Joe

I think like I said, it's it's important, there's, there's.

00:38:50 Joe

There's probably zero reason why it needs to be immediate just isn't, and so taking advantage of that.

00:38:58 Joe

Set it up for 8-9 in the morning. Whatever it is, it's totally be totally fine and be comfortable with that.

00:39:04 Joe

I've I've taken advantage of.

00:39:06 Joe

I've got a little outlook rule that actually delays all my sent messages for like a minute.

00:39:11 Joe

That's mostly just a CYA.

00:39:14

That I really.

00:39:15 Joe

That I really mean to send that did I complete?

00:39:17 Dewayne

How how mad was I when I clicked send?

00:39:17 Joe

That message, yes. Yeah, yes.

00:39:21 Joe

Slightly differently, talking about, but yeah, taking advantage of those for who you're sending it to and thinking.

00:39:29 Joe

About them, before you shove that requirement and request down to them that they can't do anything about, perhaps until the next day anyway.

00:39:37 Joe

So give them.

00:39:39 Joe

Give them a nice break for the evening, not something I have to think about.

00:39:42 Joe

I think that's really important for a healthy work environment, yeah.

00:39:48 Nate Chamberlain

So I'm curious about you too.

00:39:49 Nate Chamberlain

But when I do schedule things, I try not to do it like on the 00, you know, like right at.

00:39:54 Nate Chamberlain

8:00 AM I'm like, how can I get it?

00:39:56 Dewayne

It tells on.

00:39:56 Nate Chamberlain

And so yeah.

00:39:58 Nate Chamberlain

It'd be a little more natural.

00:39:58 Dewayne

I see it all the time.

00:39:59 Dewayne

I'm like, yeah, they definitely wrote that late last.

00:40:01 Dewayne

Night because it sent.

00:40:02 Dewayne

To me, at 8:00 o'clock.

00:40:04 Dewayne

On the dot.

00:40:08 Joe

I'm glad I'm not the only.

00:40:09 Dewayne

One that thinks like.

00:40:12 Dewayne

Well, this was a multi combo multi combo ones so you said you have four more.

00:40:17 Dewayne

Inside of this one, OK.

00:40:18 Nate Chamberlain

Yeah, I have four more syllabus scheduling.

00:40:20 Joe

OK.

00:40:20 Nate Chamberlain

So going back to Viva Insights, I mentioned that kind of in the same space where now we're thinking, you know, about being the whole, the whole being at work and being a better being at work.

00:40:30 Nate Chamberlain

We have these insights which allows us to dynamically dynamically block focus time and it kind of sounds simple like Oh yeah, it's just going to go out to my calendar block 2 hour blocks every day.

00:40:39 Nate Chamberlain

No big deal, but I I wanted to mention it cause I think it's really cool that it you know, in the way that it blocks it.

00:40:44 Nate Chamberlain

I guess where it's blocking whatever duration you want two to four hours, let's say of time.

00:40:50 Nate Chamberlain

Every day, but it only blocks it in two week increments, so it's not going out to the end of the year and blocking two hours every single day forever making it impossible for you to schedule workshops and schedule meetings with people further out.

00:41:01 Nate Chamberlain

It's just saying on a rolling two week period, we found gaps that were available and if there was a whole 2 hours available, we blocked it for you to focus.

00:41:09 Nate Chamberlain

If there's only one hour available, we blocked that one hour for you to focus, so it's not impeding your ability to, you know, continue business as usual while still giving you that that safety net, I guess of time to actually do the work between the meetings.

00:41:23 Dewayne

I like it.

00:41:24 Nate Chamberlain

So we've, yeah.

00:41:24 Joe

I think that helps.

00:41:27 Joe

Right now, the way I'm thinking about that.

00:41:29 Joe

Is helps get someone, maybe onto that schedule of thinking about it like I'm just going to, I'm going to try.

00:41:35 Joe

This new focused process.

00:41:38 Joe

I'm going to do it for two weeks.

00:41:41 Joe

I'm going to give it my all for two weeks and see if I can stick with it.

00:41:44 Joe

And then that kind of starts building.

00:41:47 Joe

That repetition and that habit, I think, and hopefully after those two weeks and really being able to engage in that focus time is important.

00:41:57 Joe

Perhaps they'll see that that's really been helpful for them and their team.

00:42:03 Dewayne

I did a manual one from a couple of episodes back.

00:42:06 Dewayne

We talked about pursuing Inbox Zero and and so I have.

00:42:11 Dewayne

Yeah, it when you can do it.

00:42:14 Dewayne

It's it's a tough world.

00:42:15 Dewayne

But yeah, we we try.

00:42:16 Dewayne

So, goal tips that can help get you there and and I have 215 minute appointments every single day on my calendar that are titled e-mail triage and those are the times that I go to my mailbox and try to like deal with it so.

00:42:33 Nate Chamberlain

That's cool. I like that.

00:42:34 Dewayne

It's it's tiny focus time.

00:42:41 Dewayne

All right, so what's the?

00:42:42 Dewayne

So we're down to three more in this category.

00:42:44 Dewayne

I'm liking this.

00:42:44 Dewayne

This is a really awesome conversation.

00:42:48 Nate Chamberlain

So much good stuff out there.

00:42:50 Nate Chamberlain

It really was hard to kind of narrow it down because it's just, it's all exciting.

00:42:55 Nate Chamberlain

You know, seeing on the scheduling around, there's something that was new to me anyway within the last month.

00:43:00 Nate Chamberlain

I must have missed something, but it's bookable time in outlook.

00:43:03 Nate Chamberlain

Totally missed the announcement.

00:43:04 Nate Chamberlain

I didn't hear a thing about it until I was stumbling across it and I was like, what's this thing?

00:43:09 Nate Chamberlain

So a lot of people have heard of bookings.

00:43:11 Nate Chamberlain

Bookings allows you and your team to have like kind of like a shared calendar where you all can offer your services as bookable time.

00:43:19 Nate Chamberlain

So for example, let's think about a hair salon, because that's that's an easy one for me to to do.

00:43:24 Nate Chamberlain

But think about a hair salon where you've got 4 stylists and it's connected to each of their outlook calendars.

00:43:29 Nate Chamberlain

And then you say our business hours are 8 to 5.

00:43:32 Nate Chamberlain

So for a customer who wants to book time with them, they're going out to bookings and they're saying, OK, there are three stylists who have, you know, a 30 minute availability that could do this appointment.

00:43:41 Nate Chamberlain

And they can book it right there and schedule it immediately.

00:43:44 Nate Chamberlain

And it goes on these tier list calendar and the group calendar can see that there was a booking made as well during that time slot.

00:43:51 Nate Chamberlain

So we've we've had that for a while and then bookable time just came out which is personal.

00:43:57 Nate Chamberlain

So instead of having a team or a group, you've got your own outlook calendar and it allows you to have your own.

00:44:04 Nate Chamberlain

What would you call it?

00:44:04 Nate Chamberlain

Like a portal for people to book time with you, whether they're inside or outside your organization?

00:44:10 Nate Chamberlain

And you can say I want to allow bookable time between let's say 11:00 AM and 1:00 PM just always have that available kind of as an open office hours thing.

00:44:18 Nate Chamberlain

And then there's a form people fill out to basically add themselves to your calendar.

00:44:23 Nate Chamberlain

You get an invite, they get an invite and then you know, you just wait for it to happen.

00:44:27 Nate Chamberlain

As a teams meeting, it's really.

00:44:29 Dewayne

Easy. So is this a?

00:44:33 Dewayne

Because I missed, I kind of missed this too.

00:44:35 Dewayne

I know it was there, but I do get a little confused on was this the original thing that was branded as bookings with me or is this like an add on to bookings with me?

00:44:44 Nate Chamberlain

Ooh, that's a good question.

00:44:46 Nate Chamberlain

I bet it is bookings with me, yeah.

00:44:49 Dewayne

They might have rebranded it because it it was kind of confusing at first to say, OK, well, I'm already using bookings.

00:44:56 Dewayne

No, no, no, no.

00:44:57 Dewayne

This is a new.

00:44:58 Dewayne

Bookings really creative naming by the marketing groups over here.

00:45:05 Dewayne

Yeah, bookings with me is I use it all the time.

00:45:08 Dewayne

I have a link in my e-mail.

00:45:11 Dewayne

For anytime I'm working with any customers and they need to drop something on my calendar and it only lets them book time that I'm free my bookable time, you know, makes sense.

00:45:22 Nate Chamberlain

Yeah, yeah, I like that.

00:45:24 Dewayne

I love that.

00:45:25 Dewayne

It's a huge time saver.

00:45:27 Dewayne

Is this discoverable?

00:45:28 Joe

Right now in the desktop client or.

00:45:30 Nate Chamberlain

I'm not sure about that.

00:45:32 Nate Chamberlain

I found it in the web client, so if you're using outlook on the web, go to your calendar specifically, and then there's going to be like right now, since it's new, there's going to be.

00:45:39 Nate Chamberlain

I want to say a light bulb or something in the upper right hand corner.

00:45:42 Nate Chamberlain

It'll show you everything that's new, so you'll see that among like four or five other things you can try.

00:45:46 Nate Chamberlain

Out, but in the future, I'm not exactly sure where that's going to be or where you can find.

00:45:50 Nate Chamberlain

It otherwise right now.

00:45:52 Joe

In in a couple of our other communities, been talking up a little bit more about the the new web experience for outlook and I've I've been exclusively using that for about six months now.

00:46:02 Joe

I I don't bring up the full desktop client and I'm finding that the new new features are coming there rolling out there first.

00:46:05 Nate Chamberlain

And the same.

00:46:10 Joe

Some way to take advantage of these so?

00:46:13 Joe

Gotta love sweep definitely reasons why to do that.

00:46:14 Nate Chamberlain

Yes. Yeah, love that.

00:46:17 Dewayne

That was also in Inbox Zero episode.

00:46:21 Dewayne

You call that the nuclear button like just click one and nuke them all.

00:46:26 Nate Chamberlain

I like it.

00:46:27 Nate Chamberlain

Yeah, that should have made the list.

00:46:32 Nate Chamberlain

So the next one is kind of similar actually it's virtual appointments and this is something that's also kind of in the same realm of oh, is it bookings, is it new, is it old?

00:46:41 Nate Chamberlain

Again, it's kind of just a I'd say a Co rebrand of bookings, but it's an app inside of teams called virtual appointments.

00:46:48 Nate Chamberlain

And I think it might have gone this direction because of teams premium.

00:46:52 Nate Chamberlain

So in addition to having bookings, which now you can kind of manage through this virtual appointments app in teams, there are premium options you can upgrade to if you have teams premium.

00:47:01 Nate Chamberlain

And I can't remember what the specific options were, but you can do it all from teams now, but without upgrading to premium if you're just sticking on the base plan, you can still do all of your normal bookings activity through virtual appointments.

00:47:15 Joe

Yeah, I think I think we started to see that app show up and become available a couple of tenants that time, so.

00:47:24 Dewayne

One thing I'll say about virtual appointments that I love, that was a differentiator for me is that the link that the recipient receives.

00:47:35 Dewayne

Is a link that will kind of force the teams meeting to launch anonymously in their.

00:47:41 Dewayne

Browser which will work from a mobile device, so it doesn't try to open the teams client.

00:47:48 Dewayne

So if you're dealing with customers who may or may not have a teams account, you know like they don't use it, it will still work in a web browser from their mobile phone and just ask them to punch their name in and they'll install required on their part or setup which.

00:48:02 Dewayne

Lessens the friction that that's there to try to to, you know, collaborate with somebody.

00:48:08 Dewayne

So that's one of my favorite parts about it.

00:48:09 Nate Chamberlain

Yeah, that's a really good.

00:48:11 Dewayne

Yeah, there's definitely a lot of premium things there.

00:48:13 Dewayne

Got to watch it.

00:48:15 Nate Chamberlain

That's true. Yeah, I know.

00:48:18 Nate Chamberlain

Like when you click a link these days, just a normal teams meeting invite and it if it opens in a browser then it's not actually the most intuitive process to stay in the web.

00:48:26 Nate Chamberlain

You have to like cancel your browser dialogue which wants to launch the app and then you have to look for the.

00:48:31 Nate Chamberlain

Use web app instead, but it's definitely not encouraged.

00:48:33 Nate Chamberlain

I'd say by the UI.

00:48:35 Dewayne

Yeah, they, they, the parity between web experience and desktop experience is is coming closer, which I really appreciate the the you know the new meeting toolbar and stuff is now in in the web the web experience but you.

00:48:47 Dewayne

Do get 3.

00:48:50 Dewayne

I guess that say like join from the desktop, join from you know download or join from your browser which is pretty nice.

00:48:57 Dewayne

There are other apps out there, meaning apps that like.

00:49:01 Dewayne

One of the scariest things to me is they just kick off and trigger a download of their client, you know?

00:49:06 Dewayne

And it's like, OK, now I've got files sitting on my hard drive from my.

00:49:09 Dewayne

Computer that I.

00:49:10 Dewayne

Didn't know about so.

00:49:12 Dewayne

It's not doing that, which I appreciate.

00:49:15 Joe

I I will say, Mike, my experience with this has been has been a little problematic because it's the first time people are launching in their browser.

00:49:23 Joe

Sometimes for this process.

00:49:25 Joe

And they've got to get their audio straight and approve their microphone.

00:49:29 Joe

And it's a little different and a little more difficult on certain platforms with getting through some of that security.

00:49:35 Joe

So it would be something that I would recommend if you take advantage of that practice helping your users a bit first.

00:49:43 Joe

And get, you know, maybe a practice session out.

00:49:45 Joe

With someone to help you understand what you might need to help your end user with.

00:49:49 Joe

If you join a.

00:49:51 Nate Chamberlain

Yeah, that's a good tip.

00:49:53 Dewayne

And the last thing I'll say about virtual appointments is the premium stuff doesn't hinder the product from not being useful.

00:50:01 Dewayne

The premium stuff is literally like extra extra frills like SMS texting and branded lobby waiting rooms and stuff like that.

00:50:12 Dewayne

Like those are not things that would prevent you from using virtual appointments, those are just added value, which is a premium, you know, premium experience.

00:50:20 Nate Chamberlain

Yeah, that makes sense.

00:50:22 Nate Chamberlain

And then our last one for scheduling anyway.

00:50:26 Nate Chamberlain

So for yeah, so this one is kind of exciting for me because I used to use something called find time all the time and I found that after I had tried things like doodle poles and if you're not familiar with either of those basically allows you to send out availability.

00:50:40 Nate Chamberlain

Surveys, and let's say we wanted to schedule this podcast.

00:50:43 Nate Chamberlain

I could send you 5 possible dates and times and you go and you vote on the ones that do work.

00:50:49 Nate Chamberlain

The ones that don't work and the ones that you prefer saying that you know, even though all five of these work, I would prefer if we did this one or that.

00:50:56 Nate Chamberlain

And then the way fine time would work is you know when everybody had voted and they've gone through the entire roster, then it could automatically schedule the meeting for everybody and send the the meeting invite link.

00:51:09 Nate Chamberlain

So basically, once you send the poll, you're kind of hands off.

00:51:12 Nate Chamberlain

If you set it up that way.

00:51:14 Nate Chamberlain

So I want to bring this up because it recently.

00:51:16 Nate Chamberlain

Rebranded to scheduling polls, and I think what's cool about it is that it now launches as a default option or feature within Outlook.

00:51:24 Nate Chamberlain

You no longer have to add this as an app.

00:51:27 Nate Chamberlain

Yes, it was always Microsoft find time, right?

00:51:29 Nate Chamberlain

But you had to add it and now?

00:51:32 Dewayne

Yeah, comes built right in, no add INS required, no administratively managed stores to to work through.

00:51:39 Dewayne

Yeah, that's awesome.

00:51:41 Joe

No need to enable some third party to log in and access your calendar and sync it things like that.

00:51:47 Joe

So those are some key things that we'd like to talk about of not having to go enable some other third party access into your tenant in some way or your data.

00:51:58 Joe

So having that integrated and now simplified is just right, there is really important for unknown number of users have been using find time.

00:52:06 Joe

I think this will only help others who haven't been discover that it's right there available for them.

00:52:14 Dewayne

And the last thing I would say about ohh sorry go.

00:52:14 Nate Chamberlain

And it really reduced.

00:52:18 Dewayne

I was just gonna say the last thing I.

00:52:19 Dewayne

Was gonna say about find time or.

00:52:22 Dewayne

Scheduling polls so they're rebrands get me that.

00:52:26 Dewayne

I feel like where it shines is the example you were saying where you might be working on coordinating a meeting across several organizations.

00:52:36 Dewayne

You know, if you're scheduling something internally in your calendars of the day, it should be relatively easy to discover an open spot on someone's calendar, but when they're not.

00:52:44 Dewayne

From your organization, you don't have that visibility, so sitting out a pole like.

00:52:48 Dewayne

This will lessen the friction.

00:52:51 Dewayne

There you know that's kind of the theme I think so far of this whole episode is making things easier to find a slot when everyone is available, regardless of where they came from, which I think is super useful tool.

00:53:04 Nate Chamberlain

You know, when I think about a lot of these, especially this one, sometimes I get kind of overwhelmed by all the the positive news that's out there.

00:53:11 Nate Chamberlain

It's like, oh, we have all this cool stuff with copilot, and then we talk about, you know, scheduling polls, which is like, oh, it helps you schedule things, you know.

00:53:18 Nate Chamberlain

And sometimes the the shine from that can dim a little bit with all the other things that are available.

00:53:23 Nate Chamberlain

So I try to be mindful and I I think what did we do before?

00:53:26 Nate Chamberlain

Something like scheduling polls or even what are people still doing right now instead of using scheduling polls and you think about it, it's a lot of back and forth let's you know run with the example you gave of it being an external meeting you're trying to.

00:53:39 Nate Chamberlain

Coordinate with these people.

00:53:41 Nate Chamberlain

Who don't work with you every day?

00:53:42 Nate Chamberlain

And you're saying?

00:53:43 Nate Chamberlain

Hey, here's the dates that me and my team are available.

00:53:45 Nate Chamberlain

Can you send back the ones that work for you and they say maybe one of those, but by the time they're apply a week later, that's no longer available.

00:53:52 Nate Chamberlain

When you go back and forth through this group e-mail chain where some people are doing a reply, some people do a reply all and it's just a mess to coordinate.

00:54:01 Nate Chamberlain

And then eventually gets scheduled about two months later.

00:54:04 Dewayne

Sounds like government work, right?

00:54:07 Nate Chamberlain

Right.

00:54:08 Joe

It's really about just like we're hearing of what copilots going to do is help us with some of those mundane tasks.

00:54:14 Joe

Get those started is not going through that back and forth.

00:54:17 Joe

Ping pong e-mail system just to schedule a meeting.

00:54:21 Joe

You don't have to spend your time doing that anymore.

00:54:24 Dewayne

How many minutes of dollars were spent figuring out when can we meet?

00:54:30 Dewayne

You know, quantifying that would be really.

00:54:32 Joe

Interesting if you're still doing that process, I hope you have a really good agenda.

00:54:35 Joe

And the meeting is really productive because you've already spent a lot of money and time getting to that point.

00:54:41 Nate Chamberlain

Yeah, that's very true.

00:54:43 Nate Chamberlain

Put that data in a SharePoint list and use.

00:54:45 Nate Chamberlain

Visualize the list to see it.

00:54:46 Nate Chamberlain

In power BI.

00:54:47 Dewayne

Nice tying it all back together, I.

00:54:48 Joe

Or loop it in.

00:54:49 Joe

Now there we go.

00:54:51 Dewayne

Like looping it back together.

00:54:55 Dewayne

Ohh wow. OK, so we're we're we're at the the top tippy top here. We're at #5, right? Am I counting correctly?

00:55:03 Nate Chamberlain

This is it.

00:55:04 Nate Chamberlain

Five. So this one's about approvals. You know, I think a lot of the work that I've done in power automate has been approval related where we need someone to say, you know, OK before something proceeds, maybe it's creating a new team or maybe it's something more serious like funding approval and asking for, you know \$1,000,000 to go towards something. So whatever the.

00:55:24 Nate Chamberlain

Actual business cases behind approvals.

00:55:26 Nate Chamberlain

It's a frequent topic of conversation.

00:55:29 Nate Chamberlain

And I wanted to talk about two specific things regarding templates in Microsoft 365 that you can use.

00:55:35 Nate Chamberlain

The first one is lists which we talked about a little bit already today, but when you're starting with a new list in SharePoint or just in the list app, you can choose from a number of templates to give you.

00:55:45 Nate Chamberlain

Again kind of that that jumping off point and there's two templates I noticed recently.

00:55:50 Nate Chamberlain

That were modified and now there's two versions of them that you can choose from.

00:55:54 Nate Chamberlain

The first one is travel requests and the second one is content scheduler.

00:55:58 Nate Chamberlain

Those are both still there as they always were, but now there's two paired versions of those right next to them, travel requests with approvals and contest scheduler with approvals and what that means is if you use that template now, you can still modify some columns.

00:56:12 Nate Chamberlain

You can still add the ones you want, create the views you want as you normally would, but there's an approval status column that's added that.

00:56:18 Nate Chamberlain

Uses JSON basically to launch a power automate.

00:56:23 Nate Chamberlain

Well, I guess you'd call it a power automate powered approval that actually goes.

00:56:27 Nate Chamberlain

However you want to consider that, but basically it's it's manual.

00:56:32 Nate Chamberlain

You click on that button in that column and it you put in who's going to approve it and you give a note like hey, can you please review, you know subsection 4 make sure it looks good before you approve and then that person who's approving.

00:56:43 Nate Chamberlain

For those people, since you can do a multi approval on can approve right inside of teams and then it updates the list when they do.

00:56:51 Nate Chamberlain

Bond and then the other one is similar.

00:56:53 Nate Chamberlain

It's the approval templates and teams.

00:56:55 Nate Chamberlain

So again kind of sticking with templates around approvals and I want to encourage anybody who feels comfortable with Microsoft forms to look at this because the approval templates and teams are basically Microsoft forms.

00:57:07 Nate Chamberlain

You're still just adding a, you know, a text question, a date question, you know, whatever it is.

00:57:12 Nate Chamberlain

That people need to fill out to request the approval in the 1st place and then you just point and click and select some options like who can approve should this be open for anyone to approve or does it have to be these people for this?

00:57:24 Nate Chamberlain

Access, you know, all kinds of things you configure, but you don't have to know how to code.

00:57:27 Nate Chamberlain

You don't even have to know power automate.

00:57:29 Nate Chamberlain

You just have to know.

00:57:30 Nate Chamberlain

How to basically build a form and set up some options?

00:57:33 Joe

And that's tied to a that's tied to like a team perhaps so that so that that template you create gets tied to a team and everybody in that team would they could go to their approval app and teams and and generate a vacation request and that's going to be part of their team and it's going to go to their manager, whoever.

00:57:37 Nate Chamberlain

Right.

00:57:52 Joe

That's again I think with this whole podcast we've been talking about, there's.

00:57:56 Joe

A little little features now in there that help us get get, you know started get that first draft of these processes going.

00:58:04 Joe

I'm already picturing some some users I need.

00:58:07 Joe

To go talk to.

00:58:09 Dewayne

Nate, you just made more work for Jeff.

00:58:15 Dewayne

One thing about the approvals app in teams, that's very new rolling out now I think is sequential approvers, which is pretty powerful.

00:58:26 Dewayne

You used to be able to say I need sign off from these three people and all three people had to sign off on it, but now you'll be able to say I need.

00:58:35 Dewayne

Approval from manager one.

00:58:37 Dewayne

Then jump to M2 and then jump to M3 and then once it makes it through that sequence now it's approved.

00:58:43 Dewayne

So that's a big one that I know for business processes and workflows and stuff like that that has been asked about.

00:58:50 Dewayne

And so it's cool to see that built right in.

00:58:52 Dewayne

And as Nate pointed out, you don't have to know how to code anything.

00:58:55 Dewayne

All you have to.

00:58:56 Dewayne

Know how to do is fill out a form.

00:58:58 Dewayne

And you're done.

00:58:59 Dewayne

It's built right in and you have kind of like record of, yes, we asked for this.

00:59:05 Dewayne

Yes, it got authenticated sign in you know.

00:59:08 Dewayne

Check off the box from these three individuals that told me I was allowed to do it.

00:59:13 Dewayne

And you don't have to buy anything build.

00:59:15 Dewayne

Thing, it's right there.

00:59:18 Nate Chamberlain

Yeah, and that's sequential.

00:59:19 Dewayne

That's a good one.

00:59:21 Nate Chamberlain

And I used a lot actually, but the the sequential sequential things huge because if I think about how I've been doing it and I wish we had this, you know, years ago.

00:59:29 Nate Chamberlain

But the way that I've been doing it in power automate is you have to do this.

00:59:32 Nate Chamberlain

Just imagine like an if then branch and then inside of one of the condition statements like if it is approved in the first one.

00:59:38 Nate Chamberlain

Then you put a whole nother approval process and it's just this, this kind of broken or segmented approval process that doesn't stay containerized.

00:59:46 Nate Chamberlain

And sure, you can work around it.

00:59:47 Nate Chamberlain

You can, you know, build in a, you know, a SharePoint list and kind of bring it all back.

00:59:51 Nate Chamberlain

Together, but building it was actually kind of a hassle to make sure that person A responds before person B and it can terminate at any one of those points.

00:59:59 Nate Chamberlain

So yeah, again, just going back to simplicity, now we can just, you know, set it up, have it done really easily in.

01:00:05 Nate Chamberlain

A matter of minutes, yeah.

01:00:06 Dewayne

Yeah, that's huge.

01:00:09 Dewayne

Wow, that was 5 big ones this this was.

01:00:13 Dewayne

This was a lot of fun.

01:00:14 Dewayne

I'm very excited about this, these.

01:00:16 Dewayne

Are real world.

01:00:18 Dewayne

Easily accessible, easily achievable things that people could do that don't require you to be a super nerd or anything like that, that you can click on a few buttons and get a dashboard.

01:00:30 Dewayne

You can make rules and get notified when something gets deleted.

01:00:33 Dewayne

You know you can make yourself bookable, you you covered a lot of good ones, right?

01:00:38 Nate Chamberlain

Yeah, there's a lot of good stuff to pull from, so.

01:00:42 Nate Chamberlain

Credit to Microsoft for sure.

01:00:46 Dewayne

So we usually like to end on a on a high note, a positive note, have a little a little.

01:00:53 Dewayne

I mean now that this conversation hasn't been positive, but we always like to end with some.

01:00:56 Dewayne

Doing good that's happened to us, whether it be professionally, personally.

01:01:02 Dewayne

You know you got a new puppy.

01:01:03 Dewayne

You went on a vacation.

01:01:05 Dewayne

You know, Joe went skiing, you know, whatever it might be that we call a win.

01:01:09 Dewayne

So something that we've done recently that is, it's just good times, you know.

01:01:14 Dewayne

And if you have one or Joe, you look like you're about to say something.

01:01:19 Joe

I'll kick us off.

01:01:20 Joe

Yeah, I'll get.

01:01:20 Dewayne

OK, Joe's going to get us going.

01:01:20 Joe

I'll get the wins, right?

01:01:23 Joe

I had an opportunity last month.

01:01:27 Joe

Run a talk at our Gainesville local Gainesville PowerShell user group so someone I know very well.

01:01:34 Joe

Andrew, thank you.

01:01:36 Joe

I'm responsible for that.

01:01:38 Joe

I appreciate his.

01:01:41 Joe

Thought that I could pull this off, but I got a chance to talk about PowerShell and the way I use it in Office 365 and SharePoint and how I can take I take things that we do on standard traditional file servers and how to kind of map that into a SharePoint world.

01:02:00 Joe

And and manage documents up there.

01:02:03 Joe

Definitely has helped us move reporting structure.

01:02:07 Joe

On a traditional file server up into the cloud, but I really I love that I I took advantage of something that was brand new and I gave my presentation because it was PowerShell.

01:02:22 Joe

It was usually got to give a demo and some things like that, but I used something brand new.

01:02:27 Joe

From Microsoft, called a polyglot notebook, and it's based on the concept around a Jupiter notebook.

01:02:34 Joe

But its ability to basically take intertwined text.

01:02:40 Joe

And code that you can run.

01:02:42 Joe

You can run code and it's basically I think it was a web browser with some code and some.

01:02:48 Joe

Text to talk about it and you can click a button and that code runs right in the browser window.

01:02:53 Joe

In this case I was doing it inside of Visual Studio code but.

01:02:59 Joe

It was just a really being a real slick way to run that demonstration.

01:03:04 Joe

I also see people.

01:03:06 Joe

It can be a struggle doing for what.

01:03:08 Joe

I've tried demos in PowerShell.

01:03:11 Joe

Cutting and pasting code back and forth between what you're about to show people and bring.

01:03:16 Joe

It into a.

01:03:16 Joe

Code window all with this polyglot notebook.

01:03:20 Joe

It's all integrated in one interface and it was.

01:03:23 Joe

It was really fun to kind of geek out on that and take advantage of that kind of brand new technology.

01:03:29 Nate Chamberlain

That sounds awesome.

01:03:30 Nate Chamberlain

I haven't heard of that the Polygon.

01:03:31 Nate Chamberlain

What is it, polyglot or Polygon?

01:03:34 Joe

It's their concept Jupiter notebooks, I think, are primarily around Python code.

01:03:40 Joe

This is a has an engine behind it that is going to support multiple languages on the same notebook.

01:03:48 Nate Chamberlain

So, OK, that's so cool.

01:03:50 Dewayne

Yeah, very cool.

01:03:51 Dewayne

I love how the the dynamics of Joe's wins like last month, it was.

01:03:57 Dewayne

I went skiing in the Alps this month.

01:03:59 Dewayne

I'm using crazy PowerShell notebooks.

01:04:03 Dewayne

Joe, you're awesome.

01:04:09 Dewayne

Nate, if you're, if you're ready.

01:04:12 Dewayne

You want to go.

01:04:15 Nate Chamberlain

So I think for me, I'll go the personal route recently, I think you know since about fall of last year, I've been kind of pivoting some focus and giving more attention to my, my health and then also just my work life balance and it's been going really well.

01:04:29 Nate Chamberlain

I've, you know, lived a better life.

01:04:31 Nate Chamberlain

I've had more energy throughout the day.

01:04:33 Nate Chamberlain

So lots of good changes.

01:04:34 Nate Chamberlain

There and but the most exciting thing recently for me was I applied for an interview to become a Kansas City Zoo docent.

01:04:42 Nate Chamberlain

And what that is is basically a a volunteer who spends time at our our local zoo here and talks to people about animals and their habitat and just really gets to to connect with people about conservation and animal.

01:04:54 Nate Chamberlain

We are here in Kansas City so.

01:04:56 Nate Chamberlain

I'm really passionate about those topics and the world around us, and I'm spending so much time with the zoo anyway, just going for walks to get my exercise and I was like, why don't I just?

01:05:04 Nate Chamberlain

Volunteer since I'm here.

01:05:05 Nate Chamberlain

All the time anyway.

01:05:06 Nate Chamberlain

So that'll work to, yeah.

01:05:07 Joe

It's very cool.

01:05:09 Nate Chamberlain

Yeah, and I'll start this summer full time, but in the meantime, I'll be doing some training and working with a mentor.

01:05:15 Dewayne

Ohh that's so cool because I I.

01:05:18 Dewayne

Need to find out if they do that for kids because my daughter would be.

01:05:21 Dewayne

All about being near awesome animals.

01:05:22 Nate Chamberlain

There we go.

01:05:24 Dewayne

She's such an animal lover.

01:05:26 Dewayne

That's really cool too, just to hear the the emphasis on work, life balance and cause IT.

01:05:32 Dewayne

People have have a bad habit of burning gear like all the time.

01:05:36 Dewayne

You know, Joe, message me at 3:00 o'clock.

01:05:39 Dewayne

In the morning.

01:05:42 Dewayne

He's getting better.

01:05:43 Dewayne

Or he's doing a lot more delayed messages.

01:05:45 Dewayne

Don't know which.

01:05:48 Joe

Well, it's gonna be going from, like, herding, herding cats, getting them to understand some new technology to hurting something else.

01:05:54 Joe

Now it sounds like.

01:05:55 Nate Chamberlain

Yeah. There we go. Cool.

01:05:55 Dewayne

Rhinos answers much larger everywhere.

01:06:03 Dewayne

Yeah, mine's weird. So I moved recently and into a new house, and it has a pool.

01:06:12 Dewayne

And I've never had a pool before, and apparently the pool that I got had a major leak in it that I wasn't told about.

01:06:19 Dewayne

So that was fun.

01:06:21 Dewayne

And being a troubleshooter, you know it was eating me alive.

01:06:26 Dewayne

Like I need to figure out what's wrong here.

01:06:28 Dewayne

I need to figure out why this is broken.

01:06:30 Dewayne

I've got people coming in and swimming around in the thing and scuba outfits trying to figure out what's wrong with it and.

01:06:37 Dewayne

One day I just started going through the basics from computer troubleshooting 101, start eliminating things, you know, narrow it down and eliminate the options. And so I started doing that and I actually fixed the Dang.

01:06:53 Nate Chamberlain

Oh, that's awesome.

01:06:54 Dewayne

And it all it required was a hacksaw and some PVC glue and a few caps, but it's it's not leaking anymore and it was.

01:07:03 Dewayne

It was really bothering me, not only from just because it's a broken standpoint, but from, like an ecological standpoint of like, it's literally pushing water into the ground that shouldn't be there.

01:07:13 Dewayne

And this is ridiculous.

01:07:15 Dewayne

Like this is irresponsible, so that was bothering me a lot and really causing me a lot more anxiety than I really realized until my wife pointed it out and I was like, yeah.

01:07:26 Dewayne

This has been bothering me a lot and so it was a huge relief.

01:07:29 Dewayne

A huge win to just see it stay at the right level for more than a couple of days.

01:07:36 Dewayne

And so I felt really good about that.

01:07:37 Dewayne

So that's that's my.

01:07:39 Joe

So Duane, I think what you're saying is, is all the water cooler loops that you've practiced with in your computer systems has helped you?

01:07:46 Joe

With your pool system.

01:07:47 Dewayne

You know, you joke, you joke about that, but having just a basic understanding of like a circuit of water with the pump in it did help.

01:07:59 Dewayne

I'm sorry to because I'm a little extra.

01:08:02 Dewayne

I like to water, cool all my computers, cause it's fun and and.

01:08:06 Dewayne

And so that's it was basically just a you know multi 1000 gallon water cooler.

01:08:11 Nate Chamberlain

There you go.

01:08:14 Joe

This has been great for me.

01:08:16 Joe

Across your blogs all the time again, you, someone I aspire to be that kind of creator of content.

01:08:24 Nate Chamberlain

Oh well, thanks.

01:08:25 Joe

It's I I want to point out some things for our listeners that you have.

01:08:32 Joe

You have a a free course on Microsoft 365 collaboration and one I think free is really important for them to understand, and there's 45 lessons in there, so it's it. It's quite.

01:08:42 Nate Chamberlain

Yeah, it's quite a bit.

01:08:44 Nate Chamberlain

It's about four hours of content.

01:08:44 Joe

A bit so.

01:08:46 Joe

And it sounds like you are very user very end user centric and I think that's kind of our our talk our podcast is about so having.

01:08:56 Joe

Our users understand and know that there's so much information and training out there, and I think that would be a great resource.

01:09:02 Joe

How do how do they get?

01:09:03 Joe

How do they find you?

01:09:04 Joe

How do they know about you?

01:09:05 Joe

How do they follow?

01:09:06 Joe

You how do?

01:09:07 Nate Chamberlain

They get ahold of you. Sure. So my my blog is natechamberlain.com, but my last name is a mess to spell sometimes, so I made it easy for this one. And it's Nate.

01:09:17 Nate Chamberlain

And on there, there's really not a lot except for this course is really the prominent feature.

01:09:22 Nate Chamberlain

It's a little bit over 4 hours of content, there's quizzes, completion certificate, trying to make a little more engaging discussion boards.

01:09:29 Nate Chamberlain

If you have questions, I am paying attention watching my inbox.

01:09:31 Nate Chamberlain

If those do come in, so I may not be the fastest responder, but it is important to me to.

01:09:37 Nate Chamberlain

To share that with the Community, and I hope it's valuable for someone learning OneDrive, SharePoint and teams.

01:09:41 Joe

Right.

01:09:42 Joe

So Nate, the trainer for the training aspect of what you do and Nate Chamberlain is the blog we go through.

01:09:48 Joe

I've seen like detailed.

01:09:51 Joe

You know, flows you've walked through and things like that, so that's another great great resource.

01:09:55 Joe

So really appreciate that in the community for us.

01:10:01 Dewayne

Any preferred contact mechanism?

01:10:04 Dewayne

You know, LinkedIn, Twitter, anything like that.

01:10:06 Dewayne

You might want to share with anybody if they're curious about what we talked about.

01:10:11 Nate Chamberlain

So I've narrowed the field a little bit as far as my social media goes, and I'm really only on LinkedIn these days, so if you want to connect with me there, yeah.

01:10:18 Nate Chamberlain

It's just Nate Chamberlain.

01:10:20 Nate Chamberlain

UM, I'm in front of the zoo. In my profile picture now. So first thing you'll see. Yeah. I look forward to connecting.

01:10:27 Dewayne

With people, well, we'll definitely put that in the show notes in the in the newsletter.

01:10:31 Dewayne

A link to your profile.

01:10:33 Dewayne

And yeah, I I stick.

01:10:34 Dewayne

I try to stick to LinkedIn, it's just it's easy.

01:10:37 Dewayne

Yeah, it's easy.

01:10:38 Dewayne

I like the tools that it offers.

01:10:40 Dewayne

OK.

01:10:42 Dewayne

Well, this was a really, really awesome conversation.

01:10:45 Dewayne

We went a little, a little longer than normal on here, but we covered so many useful things that I hope people can pick a couple of the ones that they think might apply to their life, implement them, you know, block out some focus time, visualize some things, you know, set some filters.

01:11:00 Dewayne

All the awesome.

01:11:01 Dewayne

Stuff that you that you covered and thank you for your time today.

01:11:03 Dewayne

I really do.

01:11:05 Nate Chamberlain

Thank you both so much for having me.

01:11:06 Nate Chamberlain

Been very kind.

01:11:07 Dewayne

Thanks everybody for listening this far and we'll see you in the.

01:11:10 Dewayne

Next one, we hope you enjoyed this episode of The Shift Show.

01:11:14 Dewayne

If you found our content useful, please consider subscribing and leaving us a 5 star review.

01:11:19 Dewayne

This will help others find our show.

01:11:21 Dewayne

If you'd like to connect with us, you can find us on LinkedIn or on our homepage at AKA dot NYC Shift show.

01:11:31 Dewayne

We'll beam back next month for a new episode.

01:11:34

Transporter room, stand by to beam up landing party.

01:11:41

Right.