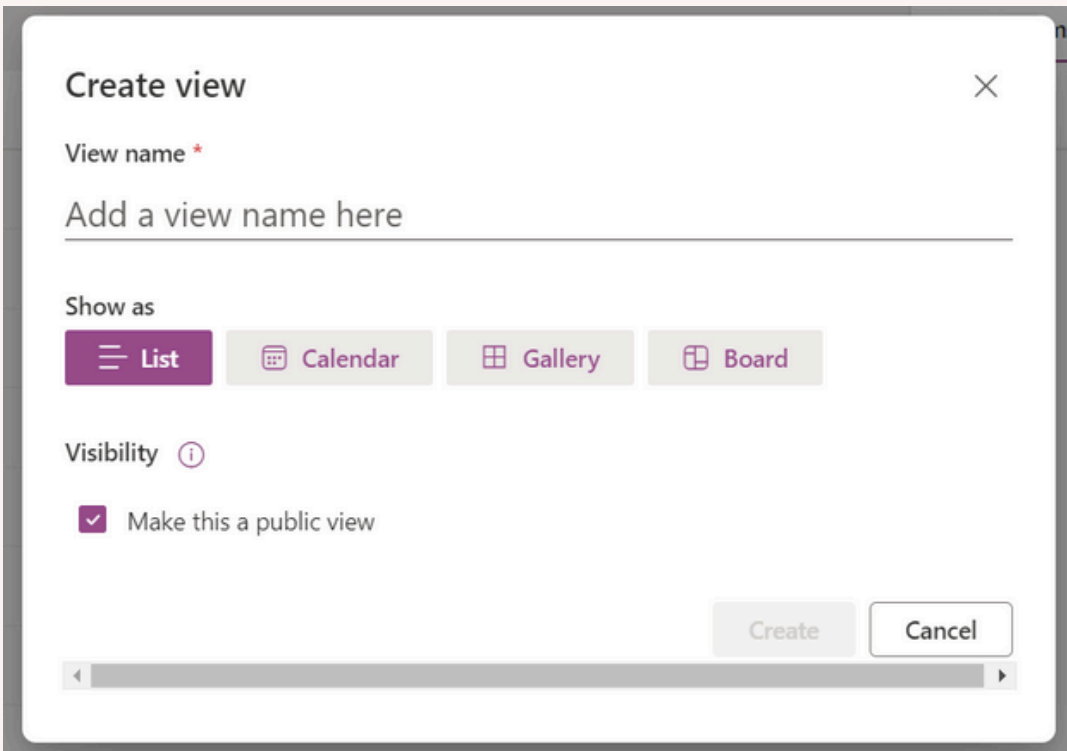
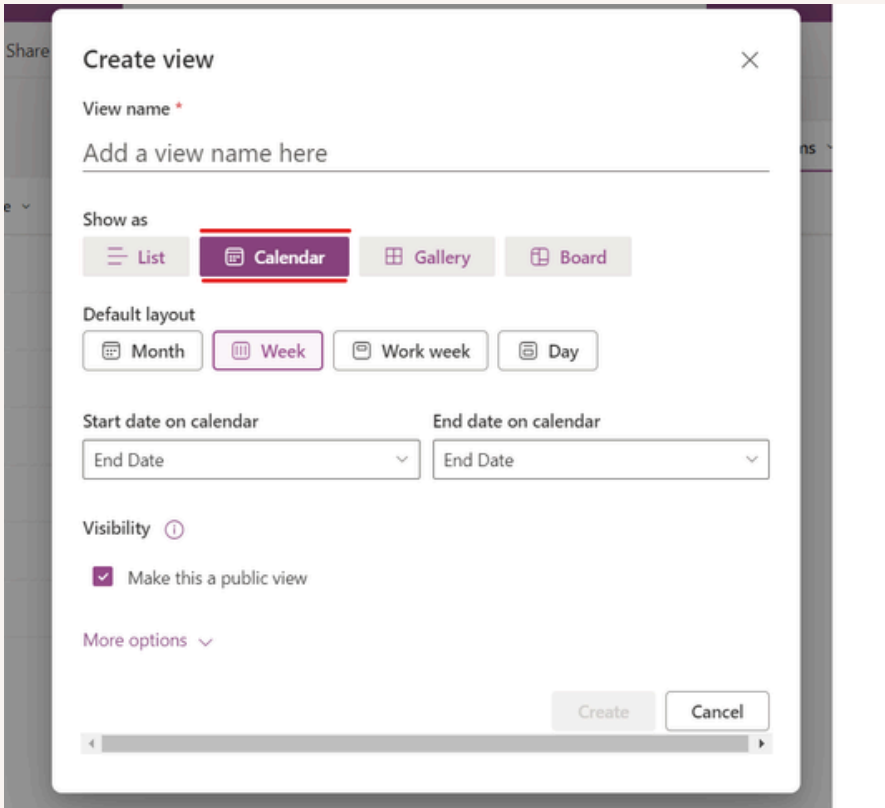


PDI 2024 TEAMS Q&A

IS A CALENDAR LIST CONNECTED TO OUTLOOK CALENDAR?

NO. LISTS ARE NOT AN ACTUAL CALENDAR AND HAVE NO INTERACTION WITH OUTLOOK CALENDARS NATIVELY. THE 'CALENDAR VIEW' IS JUST A DISPLAY METHOD.

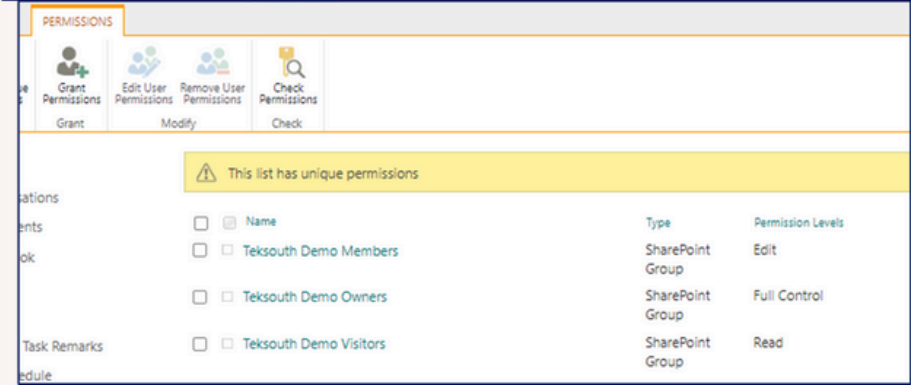
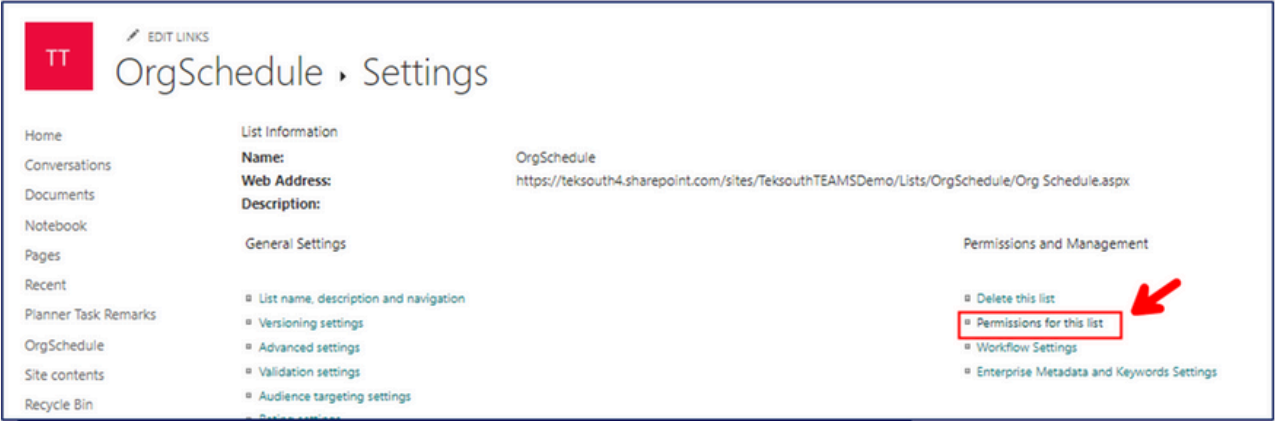
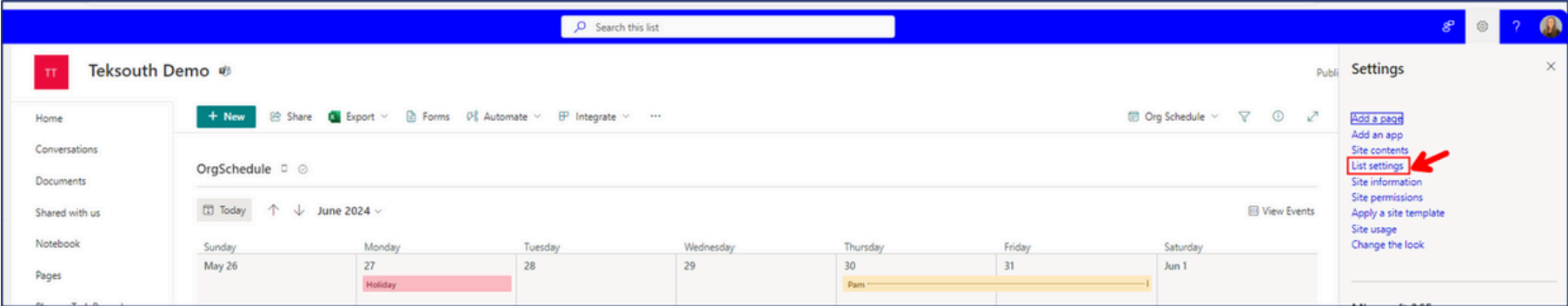
YOU COULD MAKE OUTLOOK "TALK" TO THE LIST BY USING POWER AUTOMATE TO CREATE EVENTS IN AN OUTLOOK CALENDAR BASED ON A CERTAIN TRIGGER IN THE LIST.



CAN A CALENDAR LIST BE COLLABORATED WITH?

ABSOLUTELY! WHEN YOU CREATE A LIST IN TEAMS, YOU ARE ACTUALLY LEVERAGING SHAREPOINT BEHIND THE SCENES.

BY DEFAULT, ANYONE WHO CAN ACCESS THE TEAM CHANNEL CAN EDIT THE LIST. BUT THAT CAN BE ADJUSTED IN THE LIST SETTINGS IN SHAREPOINT



CAN YOU IMPORT OUTLOOK CALENDARS INTO TEAMS FOR CALENDAR LIST?

THIS ISN'T A BUILT IN FEATURE BUT CAN BE ACCOMPLISHED IN A WORK AROUND WAY.

YOU CAN EXPORT YOUR OUTLOOK CALENDAR AS A CSV (FILE > OPEN & EXPORT > IMPORT / EXPORT > EXPORT TO A FILE) AND THEN IMPORT THAT CSV FILE TO A LIST.

ARE YOU ABLE TO IMPORT SPREADSHEETS INTO PLANNER?

YOU CAN...BUT YOU'D NEED TO INVEST SOME TIME IN SETTING UP A METHOD TO IMPORT THE EXCEL FILE USING POWER AUTOMATE.

WE DID SOME DIGGNG AND UNFORTUNATELY THERE IS NO OPTION TO IMPORT A PLANNER FROM EXCEL, ONLY THE OPTION TO EXPORT (ALTHOUGH IT IS A FEATURE PEOPLE ARE ASKING FOR AND YOU CAN VOTE FOR ON THE PUBLIC MICROSOFT FORUMS).

ONCE YOU HAVE THE FLOW BUILT, YOU COULD REUSE IT FOR MULTIPLE EXCEL IMPORTS.

HOW DO YOU SIGN A PDF DOCUMENT IN TEAMS WHEN IT IS IN THE FILES

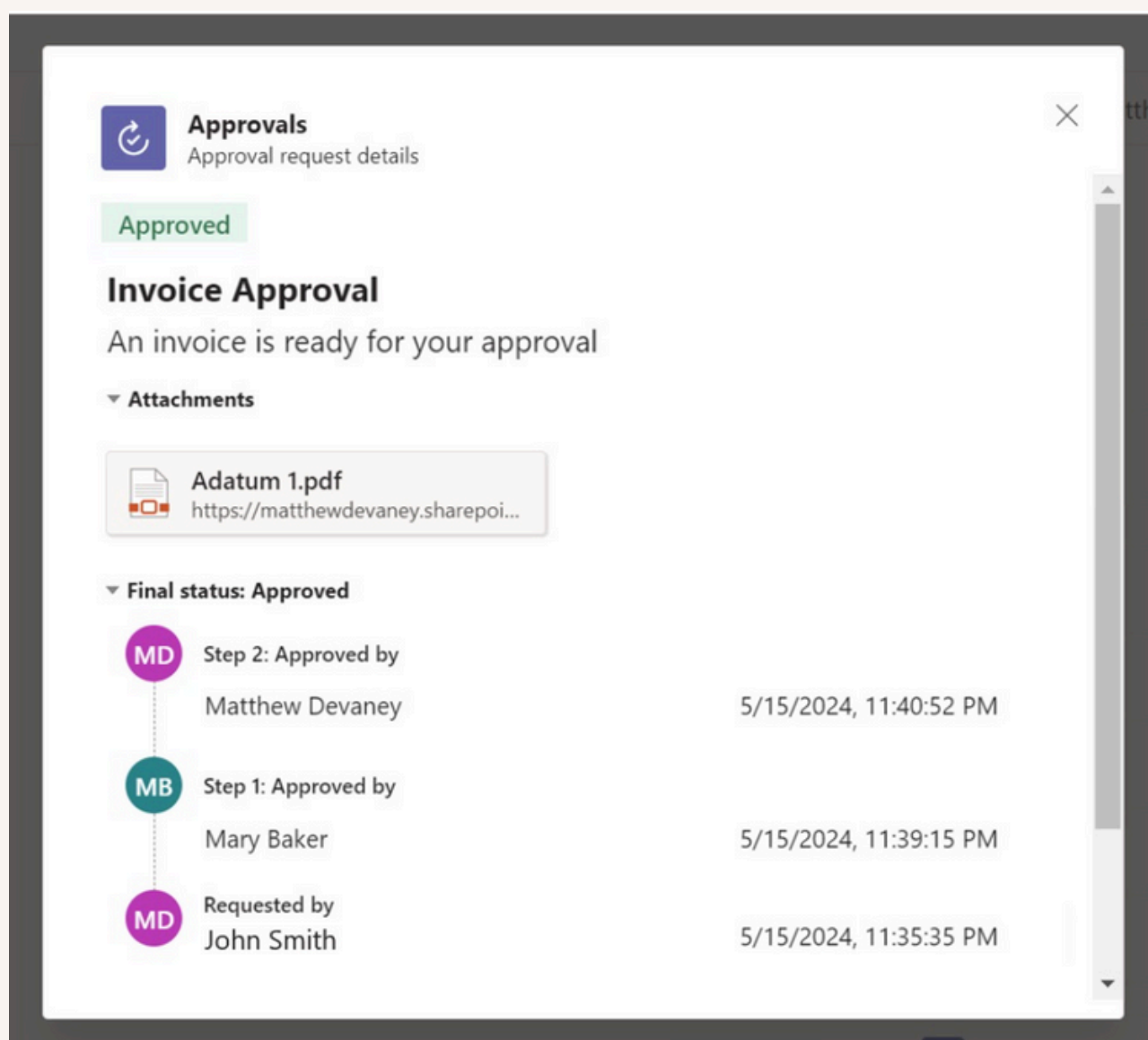
ADOBE ACROBAT SIGN IS THE TYPICAL ANSWER FOR THIS QUESTION, BUT UNFORTUNATELY IT IS NOT AVAILABLE AS A TEAMS APP ON THE DOD NETWORK AT THIS TIME.

HOW DO YOU GET POWER AUTOMATE APPROVALS INTO A PDF - APPROVALS APP?

THIS QUESTION IS TRICKY BECAUSE WE CAN'T GIVE YOU A ONE SIZE FITS ALL KIND OF ANSWER, IT DEPENDS ON YOUR SPECIFIC USE-CASE.

THE APPROVALS APP IN TEAMS CAN GENERATE A PDF DOCUMENT THAT RECORDS THE SIGNATURES AND WORKFLOW PATH OF A DOCUMENT AS IT MOVES THROUGH A REVIEW AND APPROVAL PROCESS.

IT WILL NOT APPLY SIGNATURES DIRECTLY TO THE ORIGINAL PDF DOCUMENT THAT WAS SUBMITTED FOR ROUTING UNLESS YOU DEVELOP AND INTEGRATE A POWER AUTOMATE FLOW, WHICH IS NO SMALL TASK.



CAN TEAMS REMOVE FILLER WORDS LIKE "UMM" AND "JUST" AS WELL AS OBSCENITIES FROM TRANSCRIPTS?

TEAMS HAS A SETTING IN THE MEETING TRANSCRIPTION TO REMOVE OBSCENITIES FROM LIVE CAPTIONS AND TRANSCRIPTS BY REPLACING THEM WITH AN ASTERISK SYMBOL.

WHILE TEAMS DOES NOT HAVE A DEFAULT OPTION FOR REMOVING FILLER WORDS FROM TRANSCRIPTS, THIS FEATURE DOES EXIST IN MICROSOFT STREAM, THE ENTERPRISE VIDEO PLATFORM FOR RECORDING AND COLLABORATION.

THE BUILT-IN AI WITHIN MICROSOFT STREAM WILL ALLOW YOU TO KEEP RECORDING AND THEN WILL "FIGURE OUT THE BEST TAKES TO MAKE THE FINAL VERSION COHERENT AND CLEAN. REMOVES UHS, FILLER WORDS, AND PAUSES AUTOMATICALLY."

WHILE WE CANNOT VERIFY THE OPTIONS ON MICROSOFT STREAM ON DOD THE NETWORK AT THIS TIME, MICROSOFT STREAM IS RELEASING TO COMMERCIAL TENANTS IN PHASES THROUGHOUT 2024.