



Welcome to the



- Web: BostonO365UserGoup.com
- Twitter: [@Bos365](https://twitter.com/Bos365) or #Bos365
- Yammer: Yammer.com/Bos365
- Meetup: Meetup.com/Bos365
- LinkedIn: LinkedIn.com/groups/Boston-Office-365-User-Group-7486768

Meet the Organizers



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Enforcing Office 365 identity in Yammer now available



By enforcing Office 365 identity in Yammer and [configuring federated identity in Office 365](#), admins can achieve single sign-on (SSO) capabilities for all services in Office 365, which includes Yammer. This further enables administrators to seamlessly manage Yammer from Office 365.

As Yammer becomes more tightly integrated within Office 365, we are eliminating the need for administrators to learn and maintain separate tools for Yammer.

We are removing the [Yammer SSO and directory synchronization \(DSync\) tools](#), starting **December 1, 2016**

<https://blogs.office.com/2015/11/18/enforcing-office-365-identity-in-yammer-now-available/>

Archiving third-party data in Office 365 now available in Preview



Office 365 has released a new Preview feature that lets you import and archive third-party data from social media platforms, instant messaging platforms, and document collaboration platforms, to mailboxes in your Office 365 organization. Examples of third-party data sources that you can import to Office 365 include the following:

- **Social** Twitter, Facebook, Yammer, and LinkedIn
- **Instant messaging** Yahoo Messenger, GoogleTalk, and Cisco Jabber
- **Document collaboration** Box and DropBox
- **Vertical industries** Customer Relationship Management (such as Salesforce Chatter) and Financials (such as Thomson Reuters and Bloomberg)
- **SMS/text messaging** BlackBerry

<https://blogs.office.com/2015/11/18/archiving-third-party-data-in-office-365-now-available-in-preview/>
<https://technet.microsoft.com/EN-US/library/mt621583.aspx>



O365 innovations in security and compliance

Customer Lockbox and Advanced eDiscovery will be available for customers to purchase starting December 1, 2015.

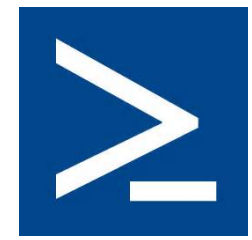
Advanced eDiscovery integrates Equivio machine learning, predictive coding and text analytics capabilities, to reduce the costs and challenges that come along with sorting through large quantities of data for eDiscovery purposes.

Customer Lockbox: Offers customers full control over access to their data in Office 365 by giving them ultimate approval rights in the very rare instances when a Microsoft engineer must request access to the service, such as when troubleshooting a customer issue with mailbox or document contents.

Video: <https://youtu.be/rpznluTGrSA>

<https://blogs.office.com/2015/11/17/office-365-innovations-in-enterprise-security-and-compliance>

<http://PowerShell.Office.com>



Get Started: Central location for downloading all o365 related PowerShell related modules. Tips and videos for people new to PowerShell

Script Samples: a collection of PowerShell scripts that including ones that help you establish a connection to your Office 365 environment, automate repetitive tasks such as adding multiple users and exporting a list of users.

Video: <https://youtu.be/ZVZoIY7VIEA>

<https://blogs.office.com/2015/11/04/office-365-admin-updates-from-portal-enhancements-to-powershell>

New admin portal

- The Office 365 Admin Center Preview will start rolling out today to customers who have opted into First Release as well as some of our small business customers.
- **Q. How do I access the new Office 365 Admin Center Preview?**
- **A.** If your Office 365 subscription has the new Office 365 Admin Center enabled, you would need to sign in to the Office 365 Admin Center with your Office 365 administrator credentials. The preview to the new Office 365 Admin Center can be accessed in the banner at the top of the Office 365 Admin Center dashboard.

<http://blogs.office.com/2015/09/17/the-new-office-365-admin-center-preview/>

The Main Event

Taxonomy



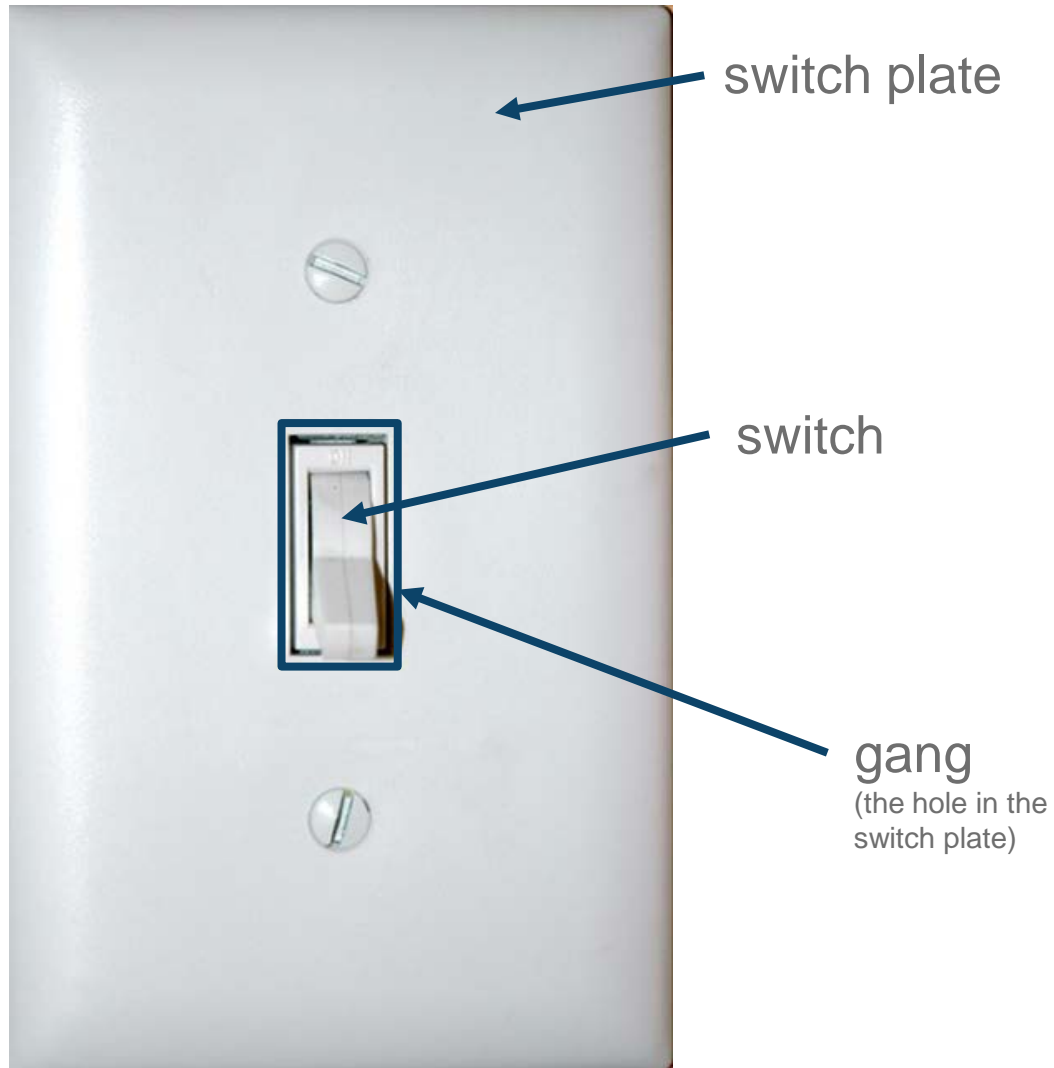
Content Types That Fit Your Content

Thursday November 19, 2015

Presented by

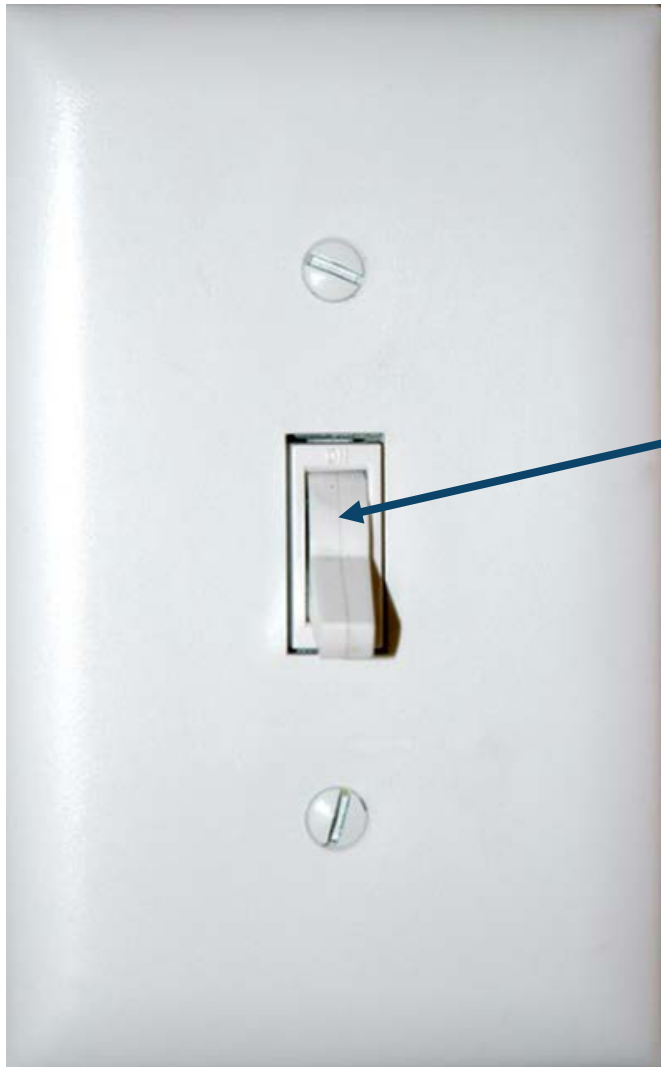
Seth Maislin, Principal Consultant
Digital Transformation & Information Architecture

@sethmaislin



SWITCH PLATE

- height
- width
- color palette
- pattern
- material
- design style
- # switches
- switch type
- rating
- surge protection
- # screws
- screw type
- customizable
- price per ea.
- # per package
- availability
- shipping weight
- est. arrival date
- max. delivery distance
- manufacturer
- country of manufacture
- operational status
- install status
- approx. installation time
- requires electrician
- US compatibility
- EU compatibility
- code compliances

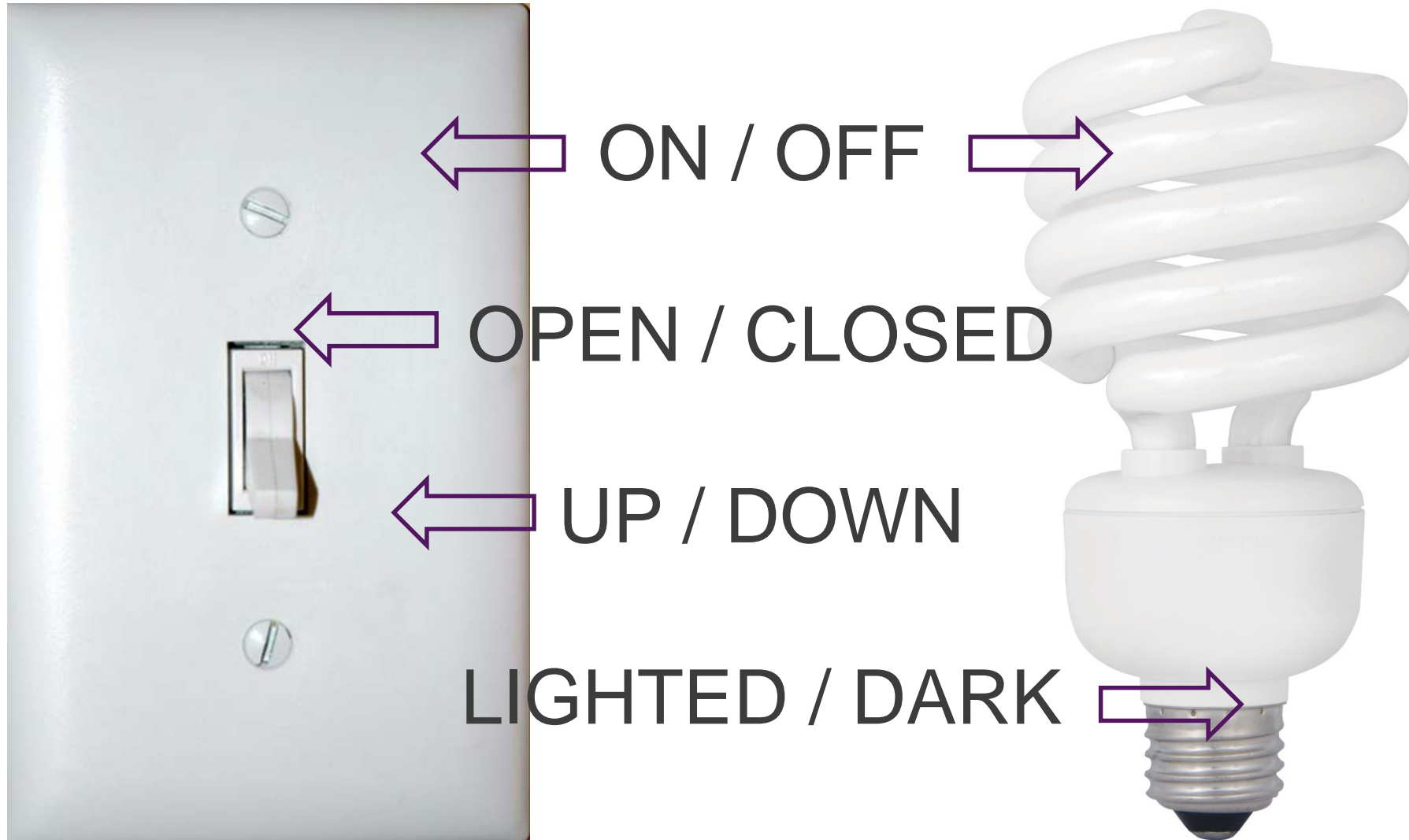


switch

ON / OFF

OPEN / CLOSED

UP / DOWN

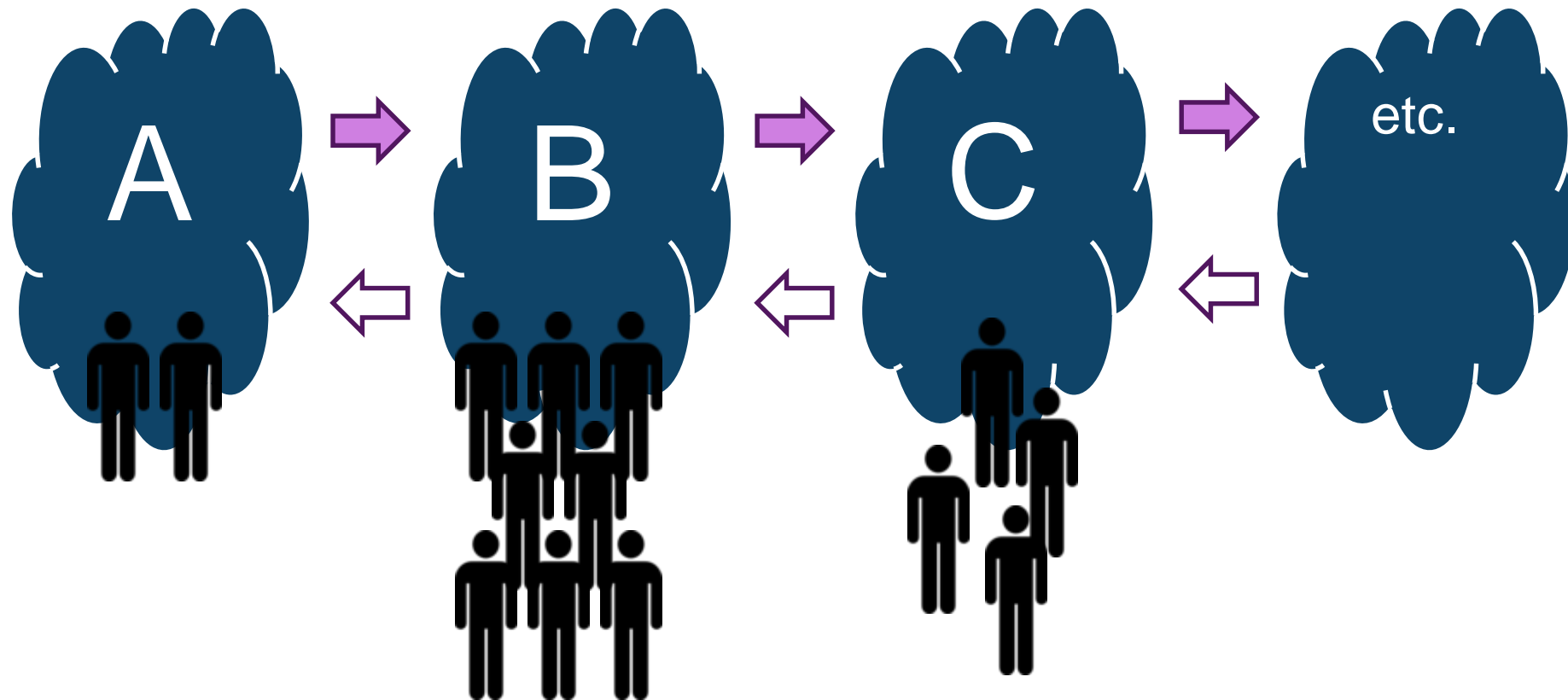




*Hurray for
the Internet of
Things!*

LIGHTED (confirmed)
AWAITING INSTRUCTION
SIGNAL RECEIVED
PENDING CONFIRMATION
SCHEDULED
PAIRED / UNPAIRED
ACTIVATED BY SENSOR
NETWORK ERROR
BULB ERROR
PASSWORD REQUIRED

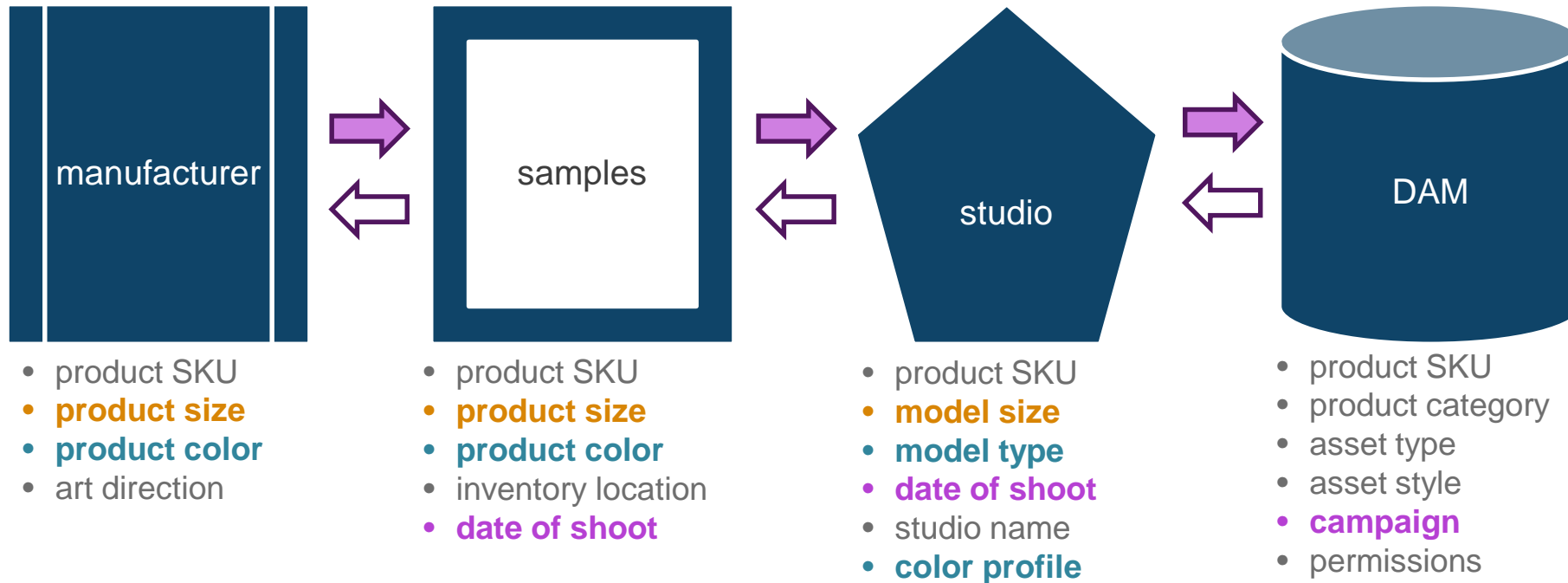






Key Question

Which metadata (and metadata values) are required within each system, and how do the values get assigned?





What metadata do you want to collect if you are collecting...

Invoices

Two ways to get points

Hit: if you think of something that everyone else thought of.

Miss: if you think of something that no one else thought of.

- **Because you're just reinventing your invoicing system.**
- **Imagination is not yet your friend. Be practical.**

Good content models are fun to create, but often they're astoundingly impractical.

(But then, who knows?)

(Maybe this time things will be different.)

INVOICE

- account name
- project name
- project number
- invoice date
- due date
- invoice number (global)
- amount owed
- amount paid
- amount overdue
- project lead (name)
- mailing address
- phone number
- project type
- days until due
- work performed
- skills required
- vertical industry
- payment terms
- payment method
- interest rate for late payments
- currency
- deliverables achieved
- milestone achieved
- tool used to generate invoice
- work order number
- master services agreement number
- cost of services rendered
- cost of reimbursable expenses
- relevant tax code
- international trade agreement guidelines
- security level

Developing Use Cases

(better than brainstorming)



Choose an actor and/or system.

Collect use cases from:

- workshops
- one-on-one interviews
- shadowing
- business requirements documentation
- evidence sifting
- educated guesses (to be tested later)
- brainstorming



Business Use Cases: Switch Plates

	Actor		Action		Objective
As a	retail buyer	<i>I need to</i>	select products that match my current décor	<i>so I can</i>	maintain the proper aesthetic
As a	retail buyer	<i>I need to</i>	confirm the size and layout of the product	<i>so I can</i>	to replace what I have today (e.g., broken)
As a	retail buyer	<i>I need to</i>	make sure I can get the product by tomorrow	<i>so I can</i>	finish the job before the weekend
As a	retail buyer	<i>I need to</i>	buy the less expensive product	<i>so I can</i>	save money
As a	retail buyer	<i>I need to</i>	know I can return the product if it doesn't work	<i>so I can</i>	not get stuck with something I can't use

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As a	retail buyer	I need to	know I can return the product if it doesn't work	so I can	not get stuck with something I can't use

color, finish, style

**depth, width, height
number of switches**

**inventory status,
shipping options**

price

warranty, return policy

Use cases drive:

- metadata & taxonomy design
- taxonomy values
- information architecture & search
- persona development

EIS Use Case Template

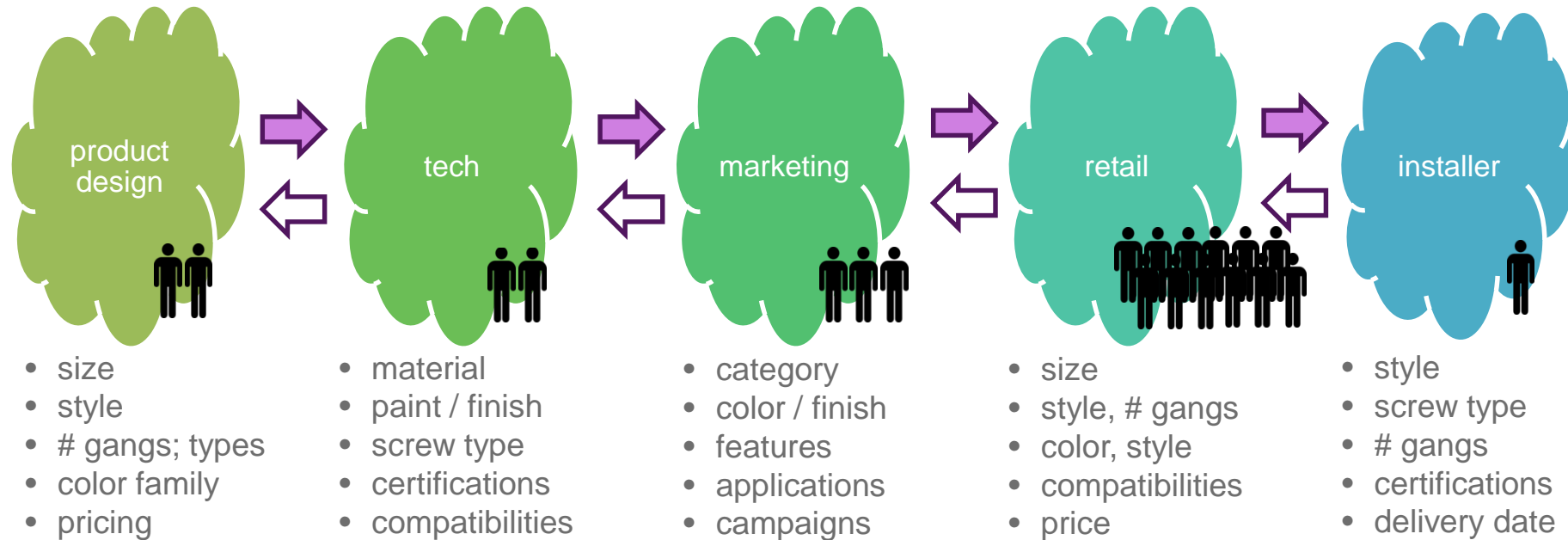
▼	▼ Actor(s)	▼	▼ Action	▼	▼ Objective	▼ Metadata Used (uncontrolled)	▼ Taxonomy Values Used (controlled)
As a(n)	sales team member	I need to	locate competitor information	in order to	position JPM against competitors and understand differentiators		content type
As a(n)	everyone	I need to	identify content that needs to be updated	in order to	know what content needs to be created	retirement date; publish date	content owner
As a(n)	everyone	I need to	identify content that needs to be updated	in order to	remove materials that are outdated or noncompliant	retirement date; publish date	content owner
As a(n)	sales team member	I need to	locate historic NAV	in order to	to analyze or send to client		associated products; content type
As a(n)	marketing team member	I need to	locate historic strategy decks	in order to	send to a client or use in a client meeting	publish date	content type
As a(n)	sales team member	I need to	locate historic strategy decks	in order to	send to a client or use in a client meeting	publish date	content type
As a(n)	marketing team member	I need to	locate content approved for use at a specific firm	in order to	deliver tailored, compliant content to the client		role
As a(n)	sales team member	I need to	locate content approved for use at a specific firm	in order to	deliver tailored, compliant content to the client		role
As a(n)	sales team member	I need to	locate material documenting latest meeting with a client	in order to	prepare for a client meeting	title; description; publish date	
As a(n)	sales team member	I need to	locate material from a product call	in order to	learn about the latest products and strategies		content type; asset class; channel; industry
As a(n)	everyone	I need to	be made aware of newly added content	in order to	use the content to support my work	publish date	
As a(n)	sales team member	I need to	locate product performance information	in order to	send to a client or use in a client meeting		associated products; content type
As a(n)	sales team member	I need to	locate the latest communications from sales management	in order to	keep up-to-date on products and strategies		content type; asset class; channel; industry
As a(n)	marketing team member	I need to	locate the latest issue of a periodical	in order to	send to a client or use in a client meeting	publish date	content series



RETAIL BUYER

- **switch plate values that matter:**
 - product depth, width, height
 - color family, color finish
 - # gangs (i.e., how many holes)
 - material
 - style
 - configuration (e.g., toggle)
 - cost, shipping cost
 - availability
 - return policy
 - manufacturer warranty
 - product certifications

Different Schemas for Different Systems

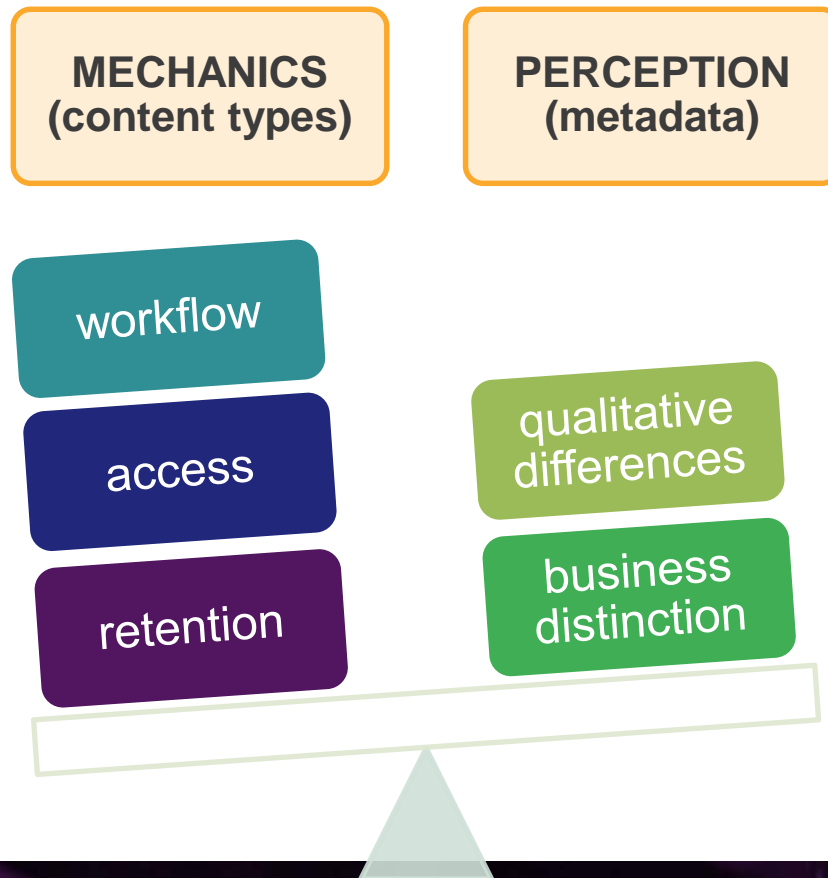


Once you understand what each user and system requires, start thinking about how the tagging gets accomplished.



**Yeah, yeah.
Show me the SharePoint stuff already.**

Use as few content types as possible.
After that, content type design is an art (subjective).



Content types identify mechanical differences between types of assets.

Otherwise, assets are differentiated by their metadata values.



Would you describe these using the same metadata schema?

If any of these characteristics are different, you probably want to use different content types.

- **inclusion of a specific metadata field**
- **rules for assigning values into a metadata field**
- **workflow path and/or steps**
- **access privilege options**
- **retention guidelines**

Not mechanics: field names, field values, use differences

Reference Document Schema (example)

Reference Documents							
Guidance, instruction, demonstration, and other information about practice work.							
Column Name	SharePoint Column	Description	Req'd	Autopopulated	Multivalu	Applied By	App
Metadata Type - Descriptive, Enrichment							
Document Type	Managed Metadata	The kind of reference document	Y	Y <i>(see comment)</i>	N	Document Author	Taxo: Ref
Knowledge Area	Managed Metadata	Broad disciplinary classification for this document's use	N	Y <i>(see comment)</i>	Y	Document Author	Taxo: Area
IT Core Capability	Managed Metadata	Ability with which IT can create business value	N	Y <i>(see comment)</i>	Y	Document Author	Taxo: Capa
Audience	Managed Metadata	Intended user(s) for this document	Y	Y <i>(see comment)</i>	Y	Document Author	Taxo:
Associated Phase	Managed Metadata	The project phase for which this document is relevant	N	Y <i>(see comment)</i>	Y	Document Author	Taxo: Meth
Associated Processes & Activities	Managed Metadata	The relevant project process(es) underway when this document is most helpful	N	Y <i>(see comment)</i>	Y	Document Author, Owner, or Contributor	Taxo: Activ
Refers To	Multiple Lines of Text	Points to any document, such as a template, that is the subject of instruction	N	Y <i>(see comment)</i>	Y	Document Author, Owner, or Contributor	
Document Status	Multiple Lines of Text	Publishing status of the document	N	Y	N	Document Author	Taxo: Statu
Published By	Person or Group	Name of person responsible for publishing (making available) this document	N	Y	N	System	Activ
Last Published Date	Date and Time	The date the document was initially distributed for consumption	N	Y	N	System	
Exemplar	Boolean	Identifies whether document can serve as an excellent example		N		Document Author, Owner, or Contributor	
<i>Also includes administrative metadata fields inherited from the global (Company Document) level, as articulated in the administrative</i>							

Column Name	SharePoint Column	Description
Metadata Type - Descriptive, Enrichment		
Document Type	Managed Metadata	The kind of reference document
Knowledge Area	Managed Metadata	Broad disciplinary classification for this document's use
IT Core Capability	Managed Metadata	Ability with which IT can create business value
Audience	Managed Metadata	Intended user(s) for this document
Associated Phase	Managed Metadata	The project phase for which this document is relevant
Associated Processes & Activities	Managed Metadata	The relevant project process(es) underway when this document is most helpful
Refers To	Multiple Lines of Text	Points to any document, such as a template, that is the subject of instruction
Document Status	Multiple Lines of Text	Publishing status of the document
Published By	Person or Group	Name of person responsible for publishing (making available) this document
Last Published Date	Date and Time	The date the document was initially distributed for consumption
Exemplar	Boolean	Identifies whether document can serve as an excellent example

Inheriting from Reference Document

Reference Documents > Project Deliverable Templates					
Documents that contain no data but provide the means necessary to create a project-specific deliverable.					
Column Name	SharePoint Column	Description	Req'd	Autopopulated	Multival
Metadata Type - Descriptive, Enrichment					
Associated Project Deliverable Type	Managed Metadata	The document type of the document templated	Y	Y	N
<i>Also includes all of the Reference Document fields above, on this worksheet.</i>					
<i>Also includes administrative metadata fields inherited from the global (Company Document) level, as articulated in the Reference Document template.</i>					
Reference Documents > Checklists & Questionnaires					
A special type of reference document used to provide QA or project control by collecting specific data.					
Column Name	SharePoint Column	Description	Req'd	Autopopulated	Multival
Metadata Type - Descriptive, Enrichment					
Associated Project Deliverable Type	Managed Metadata	The document type(s) of the deliverables that benefit from the prior completion of this document	N	Y	Y
<i>Also includes all of the Reference Document fields above, on this worksheet.</i>					
<i>Also includes administrative metadata fields inherited from the global (Company Document) level, as articulated in the Reference Document template.</i>					
Reference Documents > Guidelines & Best Practices					
A type of reference document created and managed internally to support project work, and generally stored on the Knowledge Base.					
Column Name	SharePoint Column	Description	Req'd	Autopopulated	Multival
Metadata Type - Descriptive, Enrichment					
Associated Processes & Activities	Managed Metadata	The phases, processes, and activities that are informed by the knowledge imparted in these documents.	Y	Y	Y
<i>Also includes all of the Reference Document fields above, on this worksheet.</i>					
<i>Also includes administrative metadata fields inherited from the global (Company Document) level, as articulated in the Reference Document template.</i>					

- *company document*
 - Reference Document
 - Project Deliverable Template
 - Checklist or Questionnaire
 - Guidelines & Best Practices
 - *project document*
 - Execution Control Document (project-specific)
 - Groundwork Document
 - Project Background Document
 - Vendor Document
 - Project Deliverable
 - Test Project Deliverable
 - Team Communication

Oh, right.

**If you get it wrong,
you have to start over.**

(You can't change an asset's content type.)

Scenarios for Content Type Decisions

- 1. Simple model without CTH***
- 2. Simple model with CTH**
- 3. Workflow model, CTH optional**
- 4. Complex workflow model with CTH**

CTH = content type hub

1. Simple model without CTH

Nicknames: “pile of stuff” “just for now” “junk drawer” “my stuff”

People Documents ⓘ

⊕ New ↑ Upload ↻ Sync ↻ Share More ▾

By Name (in Title) By Doc Type Skills View ...

✓	Name	People Document Type	Comments	Modified
	EIS_Alex-Kangoun-BioSlide	...	bio	September 25
	EIS_Alix-Kneifel	...	EIS resume	August 31
	EIS_Amber_Swope	...	EIS resume	August 31
	EIS_Arona_Primalani	...	EIS resume	August 31
	EIS_Bill-Davis_Bio	...	bio	August 31
	EIS_Bill-Davis_Resume	...	EIS resume	August 31
	EIS_Branka-Kosovac_CV(sk)	...	EIS resume	August 31
	EIS_Branka-Kosovac_CV	...	EIS resume	August 31
	EIS_Branka-Kosovac_CV	...	EIS resume	August 31
	EIS_Brian-Eisenberg Bio	...	bio	August 31

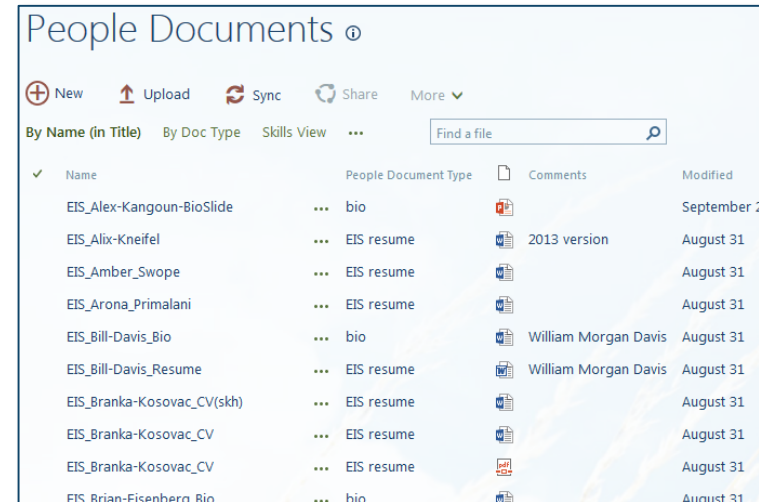
1. Simple model without CTH

- **Justified when you have NO:**

- workflow of any kind
- sharing across contexts
- non-default retention policy
- complex thinking

- **Potential features:**

- Localized specialization
- Managed metadata
- Minimal curation footprint



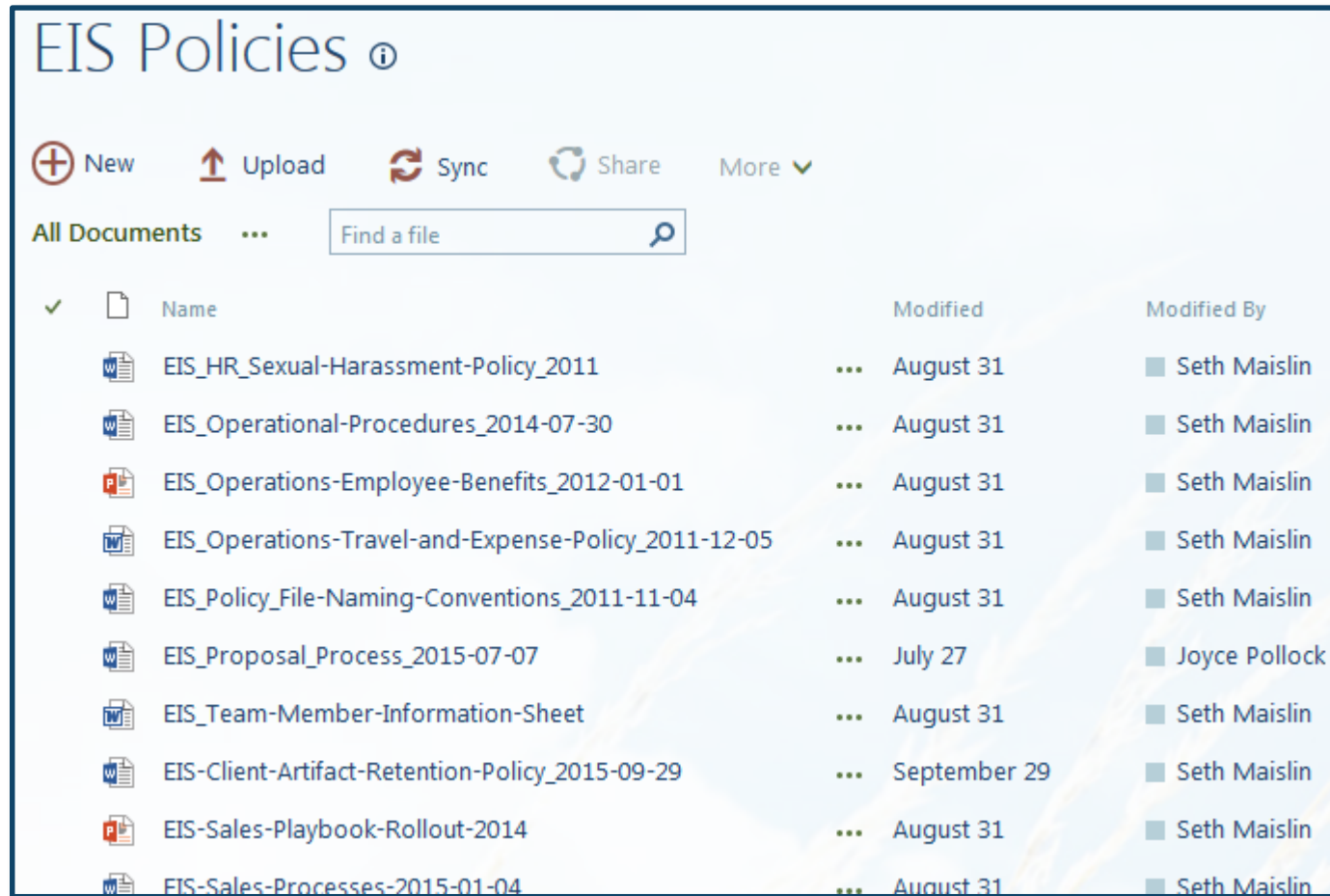
- **Pitfalls:**

- enterprise search
- potential reuse
- permissions

Note: autoclassification fails miserably with resumes!

2. Simple model with CTH

Nicknames: “another one of those” “same basic thing”



EIS Policies ⓘ

⊕ New ↑ Upload ↻ Sync ↻ Share More ▾

All Documents ... 🔍

✓	📄	Name	...	Modified	Modified By
	📄	EIS_HR_Sexual-Harassment-Policy_2011	...	August 31	■ Seth Maislin
	📄	EIS_Operational-Procedures_2014-07-30	...	August 31	■ Seth Maislin
	📄	EIS_Operations-Employee-Benefits_2012-01-01	...	August 31	■ Seth Maislin
	📄	EIS_Operations-Travel-and-Expense-Policy_2011-12-05	...	August 31	■ Seth Maislin
	📄	EIS_Policy_File-Naming-Conventions_2011-11-04	...	August 31	■ Seth Maislin
	📄	EIS_Proposal_Process_2015-07-07	...	July 27	■ Joyce Pollock
	📄	EIS_Team-Member-Information-Sheet	...	August 31	■ Seth Maislin
	📄	EIS-Client-Artifact-Retention-Policy_2015-09-29	...	September 29	■ Seth Maislin
	📄	EIS-Sales-Playbook-Rollout-2014	...	August 31	■ Seth Maislin
	📄	EIS-Sales-Processes-2015-01-04	...	August 31	■ Seth Maislin

2. Simple model with CTH

- **Justified when you have NO:**
 - contextual differences
 - customization requirements
 - complex dependencies
 - contextual retention policy
 - complex workflow

- **Potential features:**
 - Parallel behavior & processes
 - Cross-silo findability & reuse
 - Minimal, global curation



- **Pitfalls:**
 - desynchronization
 - taxonomic variety
 - proliferation of optional fields

3. Workflow model, CTH optional

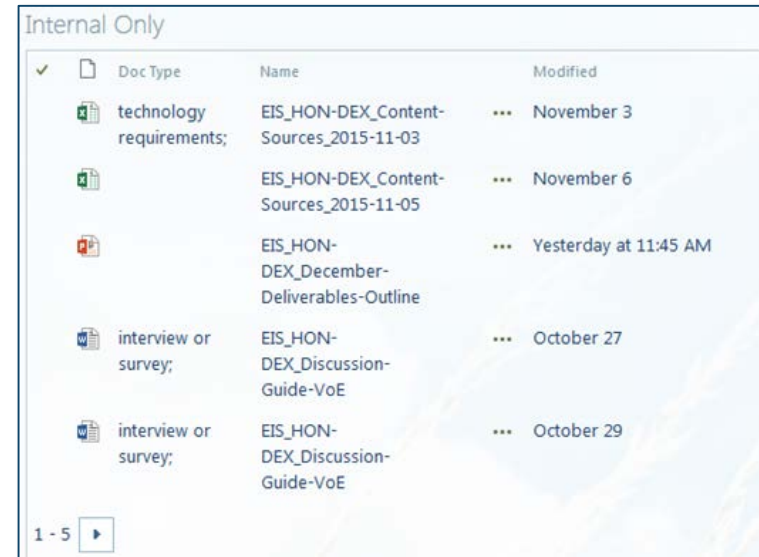
Nicknames: “local compliance” “legal all up in everything” “waterfall”

Internal Only				Client Visible			
✓	Doc Type	Name	Modified	✓	Name	Modified	Doc Type
	technology requirements;	EIS_HON-DEX_Content-Sources_2015-11-03	... November 3		EIS_HON-DEX_Kick-Off (PDF for	... October 28	project kickoff;
		EIS_HON-DEX_Content-Sources_2015-11-05	... November 6		Taxonomy Mgmt System RFP Requirements v4 - Draft	... November 5	vendor analysis;
		EIS_HON-DEX_December-Deliverables-Outline	... Yesterday at 11:45 AM				
	interview or survey;	EIS_HON-DEX_Discussion-Guide-VoE	... October 27				
	interview or survey;	EIS_HON-DEX_Discussion-Guide-VoE	... October 29				

1 - 5 ▶

3. Workflow model, CTH optional

- **Justified when you have NO:**
 - process exceptions
 - compliance exceptions
- **Potential features:**
 - clarity of process
 - all content treated equal
 - minimal risk exposure
 - clear roles, clear goals

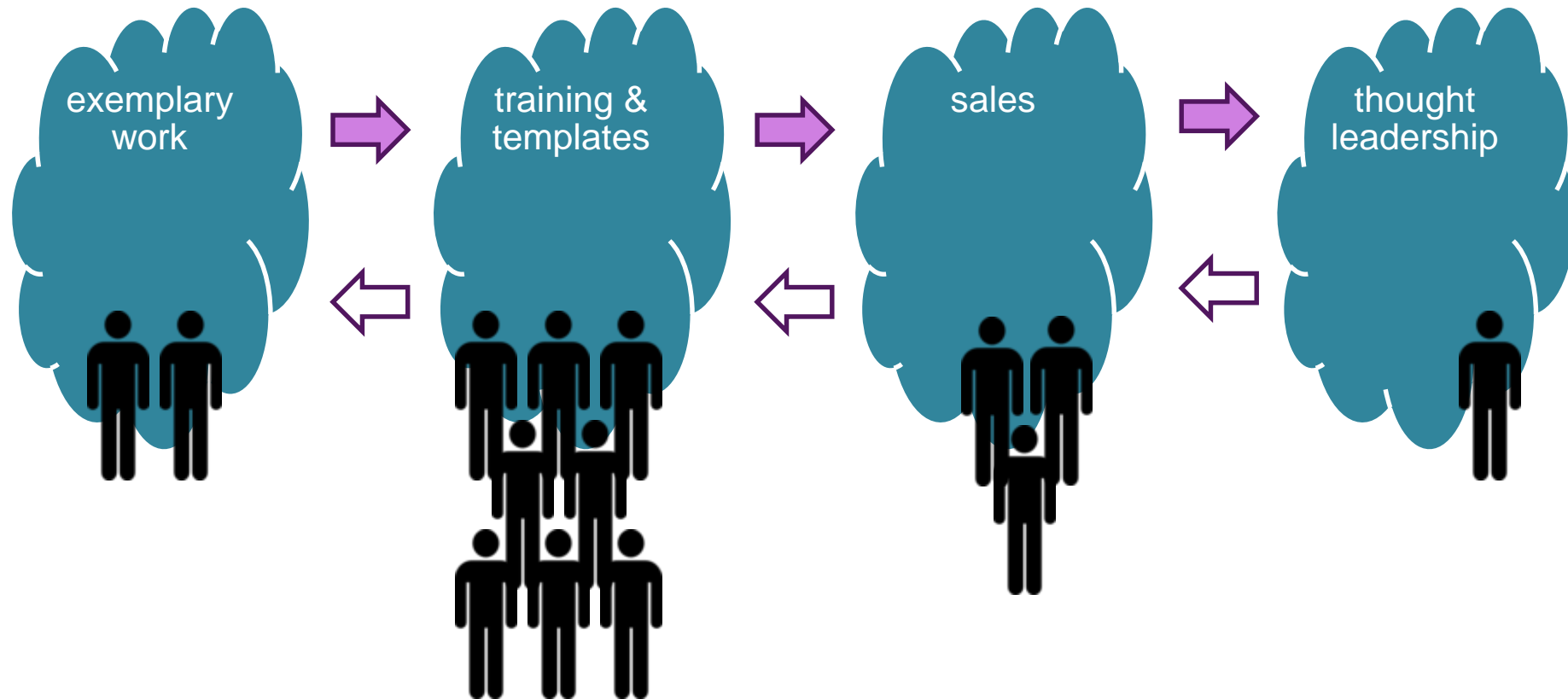


Doc Type	Name	Modified
technology requirements;	EIS_HON-DEX_Content-Sources_2015-11-03	November 3
	EIS_HON-DEX_Content-Sources_2015-11-05	November 6
	EIS_HON-DEX_December-Deliverables-Outline	Yesterday at 11:45 AM
interview or survey;	EIS_HON-DEX_Discussion-Guide-VoE	October 27
interview or survey;	EIS_HON-DEX_Discussion-Guide-VoE	October 29

- **Pitfalls:**
 - indifferent governors
 - process bottlenecks
 - exposure in search
 - avoidance behavior

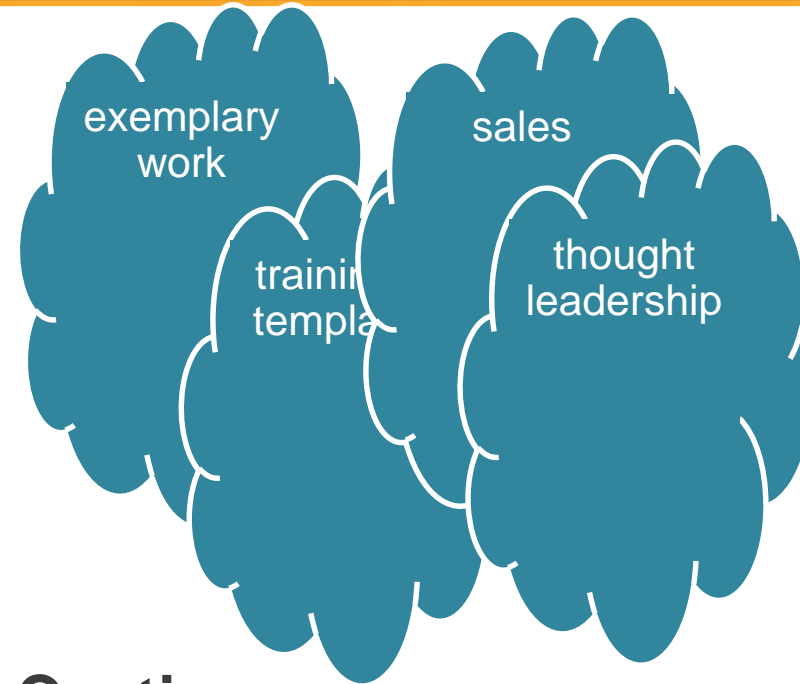
4. Complex workflow model with CTH

Nicknames: “enterprise collaboration” “being in sync” “waterfall”



4. Complex workflow model

- **Justified when you have NO:**
 - isolated silos (in this context)
 - unified goals or KPIs
 - preference for search
 - desire to create from scratch



- **Potential features:**
 - broad collaboration, efficiency
 - contextual user experience
 - contextual policies
 - planned reuse

- **Cautions:**
 - search duplication
 - avoidance behavior
 - NIMBY backlash*
 - enterprise governance

* NIMBY = not in my back yard

4. Complex workflow model



- **delivery doc type**
- **industry / client**
- **work category**
- **author**
- **exemplar = Y**

- **doc type = template**
- **name = *delivery doc type***
- **work category**
- **comments**

- **sales doc type**
- **industry**
- **work category**
- **contact name**
- **sanitized = Y**
- ***client?***

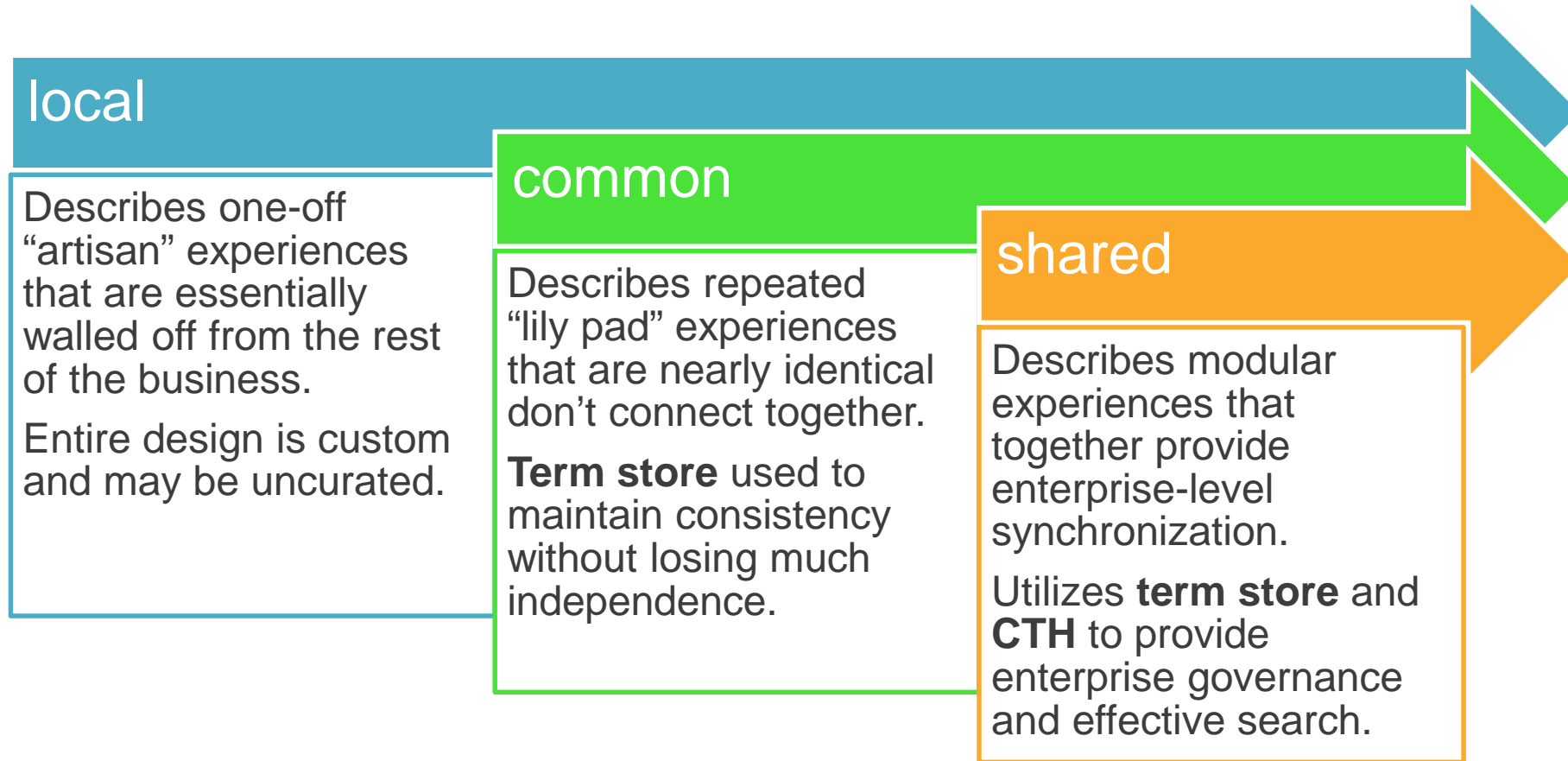
Tricky Stuff

- *content type vs. document type* is about *mechanics vs. perception*, but there's subjectivity.
- To recognize the differences that matter, you need to look at your collected use cases. What actually matters to your users?



EIS Project Document Types (approx.)

CONTENT TYPE	DOCUMENT TYPE
project document	findings, interview guide, data model, roadmap, kickoff deck, etc.
approved deliverable	<i>same as above</i>
artifacts	client artifacts, third-party reference
sales document	NDA, SOW, <i>account-level docs</i>
rich media	<i>any pictures, audio, and video</i>
notes	(OneNote content)
templates (not stored on project site)	template
methodology (not stored on project site)	methodology
<i>exemplars (past work)</i> (not stored on project site)	<i>(enterprise search for all project documents where exemplar = yes)</i>



You can define content types at the site, site collection, and enterprise (CTH) levels. Search and compliance are biggest influencers.



- You have to identify (through use cases) how much global control is required. Typical drivers include
 - compliance
 - enterprise search
 - business intelligence
- Lower-level customizations often are unavailable or unusable in higher-level environments, which emphasizes *the criticality of broad, enterprise thinking.*

Three parts to automatic content ingestion and tagging:

- content type assignment
- document type assignment
- metadata value assignment

You're doing it right if:

**Content type assignment is easy,
Document type assignment is hard,
Metadata value assignment is (mostly) easy.**

- **Build a use cases library**
- **Mechanics, not perception**
- **Create as few content types as possible**
- **Logical is better than convenient (inheritance)**
- **Avoid too many optional fields**
- **Stay machine-knowable**

One last bit of advice:

Identify your default culture

- **individualistic:** entrepreneurial spirit, fast prototyping, silos
- **centrist:** up-front governance, easy repeatability, search

- Who has the findability problem?
- Which teams aren't talking to each other?
- What new opportunities seem available (or impossible)?
- What don't you know? What are you assuming?

Get the facts and build a Use Case Library.

Actor	Action	Objective
As a retail buyer	I need to select products that match my current décor	so I can maintain the proper aesthetic
As a retail buyer	I need to confirm the size and layout of the product	so I can to replace what I have today (e.g., broken)
As a retail buyer	I need to make sure I can get the product by tomorrow	so I can finish the job before the weekend
As a retail buyer	I need to buy the less expensive product	so I can save money
As a retail buyer	I need to know I can return the product if it doesn't work	so I can not get stuck with something I can't use





I'm also available by appointment 😊

Thank you!

- **Earley Information Science helps organizations establish a strong information architecture and content management foundation.**
- **Seth Maislin**
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@sethmaislin

Earley Information Science (EIS)

Information Architects for the Digital Age

Founded – 1994

Headquarters – Boston, MA

www.earley.com

ThermoFisher
SCIENTIFIC

TE
connectivity

CORNING

MOTOROLA
intelligence everywhere

intel

Schlumberger

Raytheon

APPLIED
MATERIALS

IBM

- Over 20 years experience with actualizing digital transformation and information management:
 - content and data management
 - taxonomy and content modeling
 - information architecture, search, UX
 - governance policy and standup
- Implemented content and knowledge strategy for diverse client base:
 - Commercial: Walmart, Consumer Reports, Lowe's, Motorola, Staples, Hasbro, VistaPrint
 - Finance: The Hartford, JP Morgan Chase, Allstate, General Growth Properties, Mass Mutual
 - Government & Nonprofit: AARP, The Legal Defense Fund (NAACP), Seattle Public Utilities
 - Professional Services: EY, KPMG
 - Publishing: Consumer Reports, Hachette Book Group
 - Technology: Corning, TE Connectivity, Philips Healthcare, Hewlett Packard, Boston Scientific Corp.
- Instructor in taxonomy and content strategy
 - Simmons College, Graduate School of Library and Information
 - Bentley University, Information Design and Corporate Communication



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About Earley Information Science

- **We organize & contextualize enterprise information to:**
 - Optimize the overall customer experience
 - Operationalize data governance best practices
 - Streamline the digital workplace with analytical reporting
 - Integrate information across digital platforms
- **We build a roadmap to:**
 - Define the future vision of your digital business
 - Assess your current state of readiness and capability
 - Bridge the gaps between current state and future vision
- **Then we manage a program to make it happen.**
 - Programs are on-time, in-budget, data-driven, results-oriented
 - We help you to manage change and realize success

B2C Digital Commerce

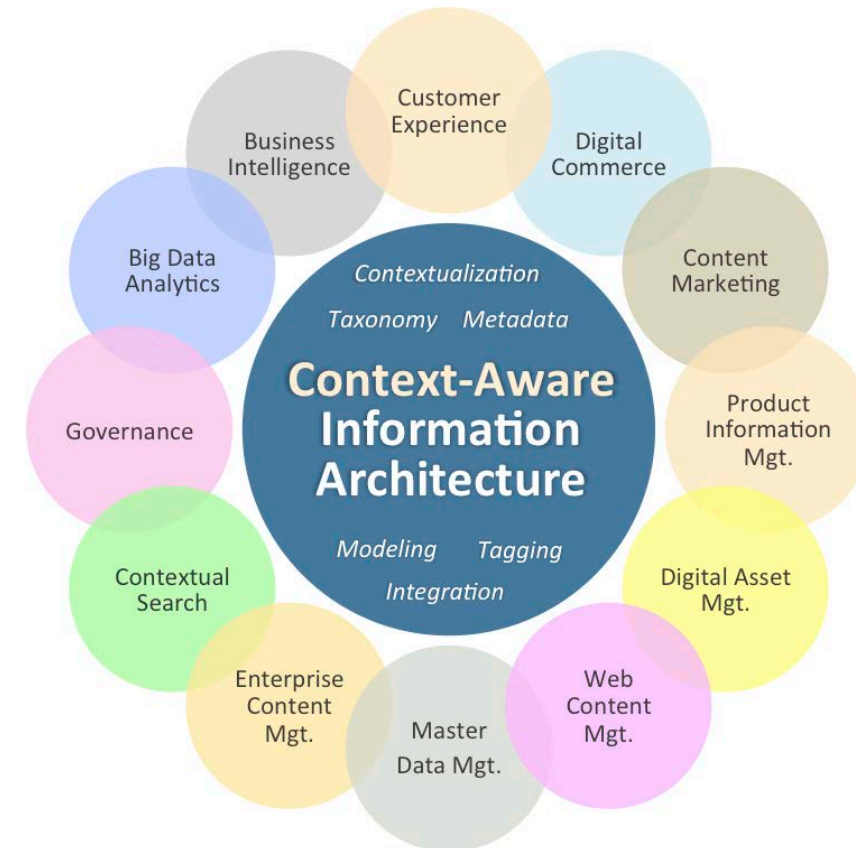
- Product Curation for a World-Class Product Catalog
- Site Merchandising Taxonomy & Attribute Design
- Information Architecture for Shopper Context

B2B Digital Commerce

- Product Search & Findability
- Product Information Management
- Product Knowledge Management

Digital Workplace

- Enterprise Content & Records Management
- Information Architecture
- Enterprise Knowledge Management



</Presentation>

You can stop thinking now

Community events

Educate!!

Skype for Biz Users Group

- Next meeting is unknown
- Check site for dates
- Check site for venue
- [meetup.com/New-England-Lync-User-Group](https://www.meetup.com/New-England-Lync-User-Group)





Boston Azure Cloud User Group

- Next meeting: Fourth Thursday
- Thursday, August 27 at 6:00 PM
- Topic: Advanced PowerShell Techniques: Making Azure PowerShell AWESOME
- Location: NERD
- Site: [meetup.com/BostonAzure](https://www.meetup.com/BostonAzure)

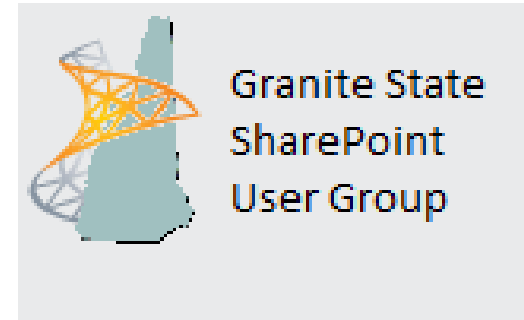
Boston Area SharePoint Users Group

- Meets Monthly here @ Microsoft N.E.R.D.
- 2nd Wednesday/month
- 6-8PM
- www.BostonSharePointUG.org



Granite State SharePoint User Group

- Meets Monthly
- Daniel Webster College, Nashua, NH
- 2nd Thursday of the Month
- www.GraniteStateSharePoint.org



Granite State SharePoint Saturday

- October 24, 2015
- Radisson Nashua located at 11 Tara Boulevard, Nashua, NH
- www.spsevents.org/city/nh/spsnh2015

Connecticut SharePoint Saturday

- October 10, 2015
- Goodwin College in East Hartford
- www.spsevents.org/city/ct/ct2015

Rhode Island SharePoint User Group

- Meets Monthly
- Atrion in Warwick
- 1st Thursday of the Month
- [meetup.com/RISPUG](https://www.meetup.com/RISPUG)



Coming Up:



- November 19, 2015
- Location: Slalom Boston
- Topic: Taxonomy and Content Types
- Presented by: Seth Maislin
- Keep in touch
 - Web: www.Bostono365UserGroup.com
 - Twitter: [@Bos365](https://twitter.com/Bos365)
 - Yammer: www.Yammer.com/Bos365
 - Meetup: meetup.com/Bos365
 - LinkedIn: LinkedIn.com/groups/Boston-Office-365-User-Group-7486768

How can we help?

- Ideas for future presentations / speakers
- Office 365 News
- Problems or questions on Office 365?



Other Community Announcements

- Anybody hiring?
- Anybody looking for work?
- Know of any other good events?

Key Resources for Success

- Office 365 Customer Success Center
 - <http://success.office.com>
- Office 365 Learning Center
 - <https://support.office.com/en-US/learn/office365-for-business>
- Fast Track Deployment & Adoption
 - <http://deploy.office.com>
- Office 365 Technology Blog
 - <http://blogs.office.com/office365updates>
- Office 365 Roadmap
 - <http://office.com/roadmap>
- Microsoft Virtual Academy
 - <http://www.microsoftvirtualacademy.com>

Member Benefits

Special discounts for members of the User Group!

User group members
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and **50%** on all ebooks

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- (1) Free O'Reilly ebook

#Drink365

Feel free to join us across the street at Firebrand Saints for drinks after the event.

Firebrand Saints
1 Broadway

