



# Microsoft Teams, Office 365 Groups, SharePoint, Yammer: What Should I Use and When?

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Dux Raymond Sy  
@meetdux | AvePoint  
Microsoft RD + MVP



Unleash the Power of You

# Agenda

Modern Workplace Today

Drive Company Engagement

Facilitate Team Collaboration

Ensure Sustainable Adoption



# Modern Workplace Today

# Modern workplace is top of mind for business leaders

**81%**

of business leaders plan to increase their modern workplace investments in the next 2 years

**72%**

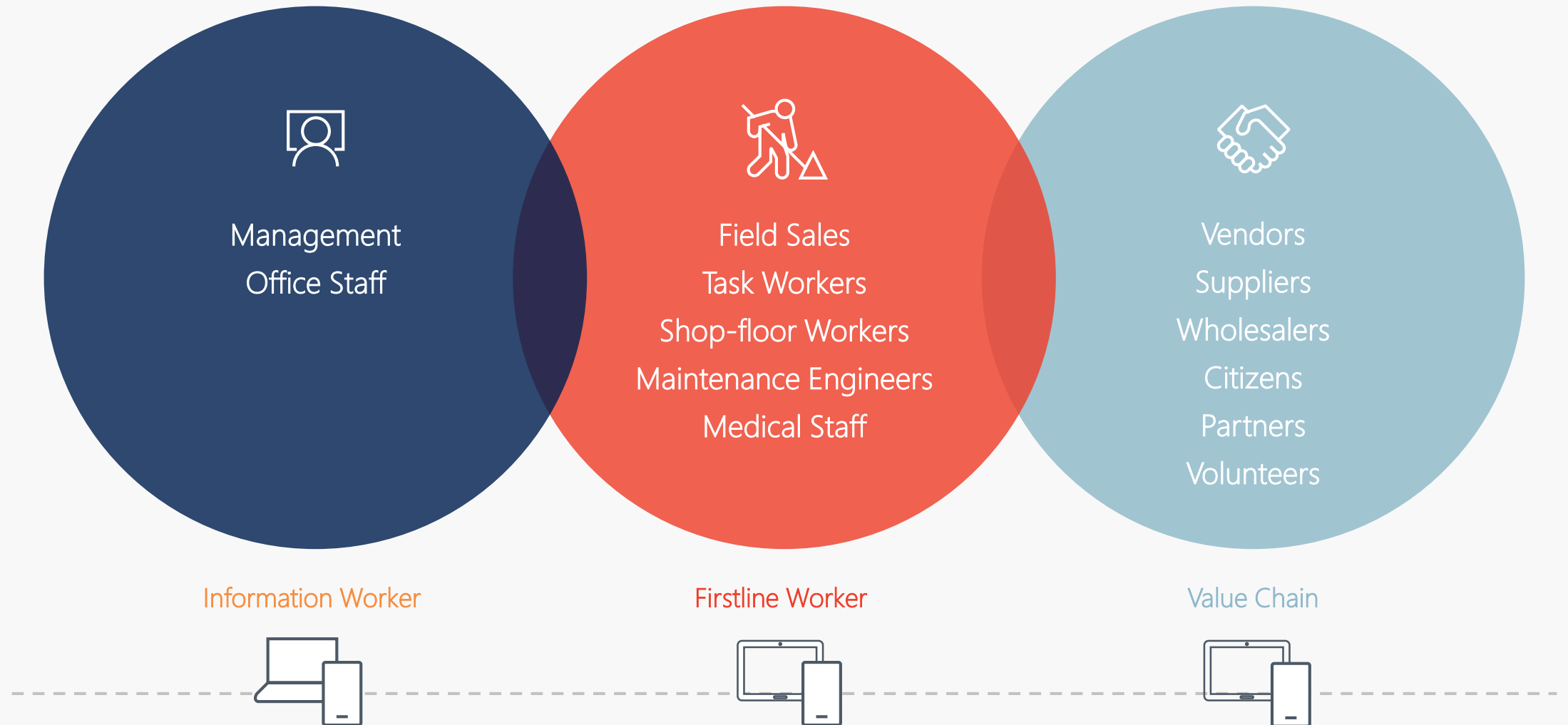
of business leaders say it is very important that technology empowers employee creativity and innovation

**\$4m**

Average cost of a data breach



# Today's modern workforce



## Teamwork

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# The landscape has changed

2x

### More collaboration

People work on twice as many teams and spend 50% more time collaborating

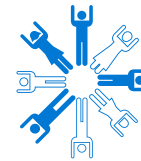
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### Internal, external & remote

People need to connect and communicate across organizations, locations & time zones

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### Diverse workforce

People have different expectations, preferences, skillsets and abilities

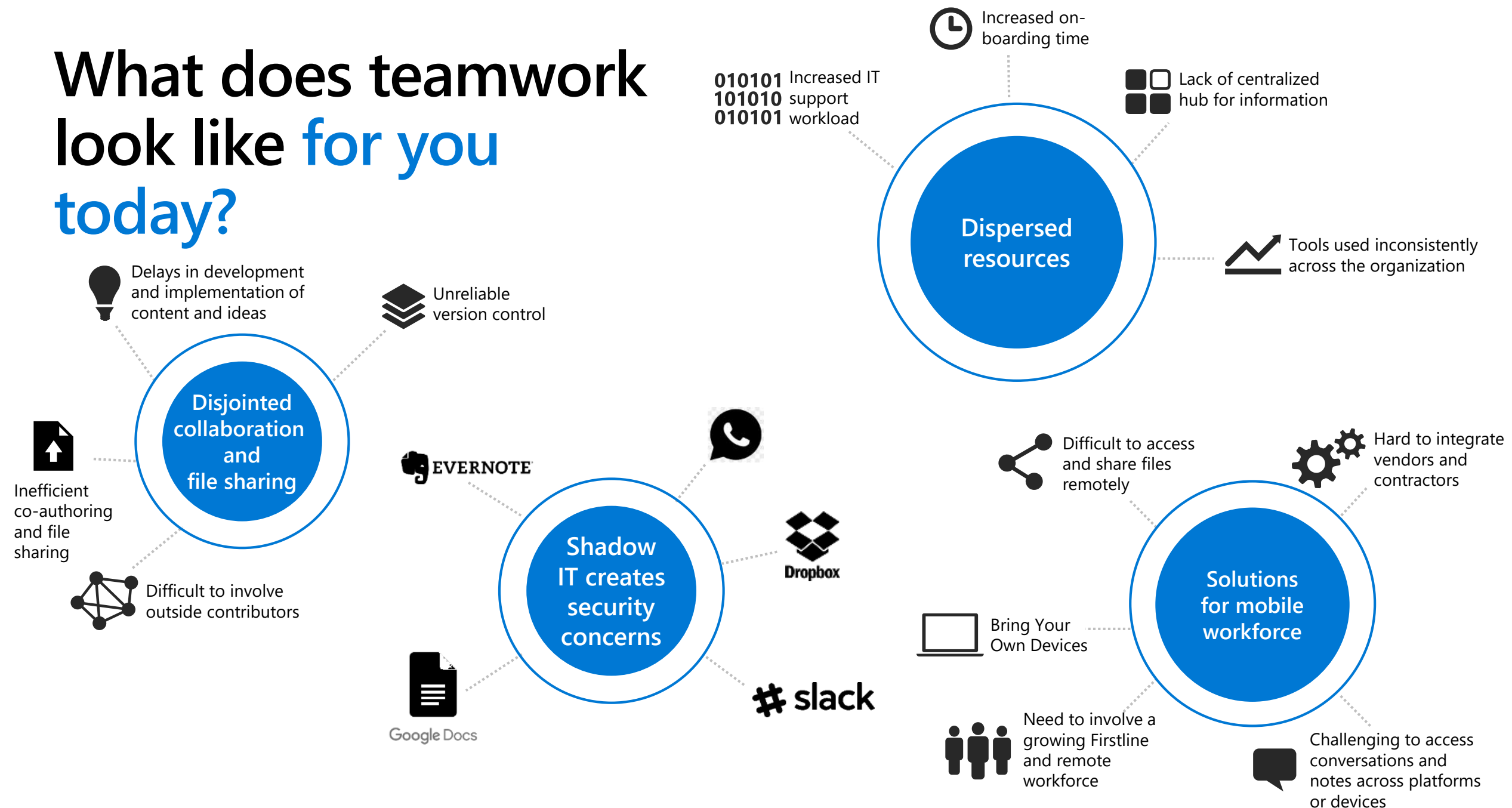
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### Employee engagement

Globally, employee engagement is 15%, but at the best performing companies, 70% of employees are engaged and profits are 21% higher

# What does teamwork look like **for you** today?



# Microsoft 365

A complete, intelligent solution  
to empower employees to be  
creative and work together, securely

Office 365

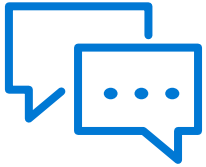
Windows 10

Enterprise Mobility + Security



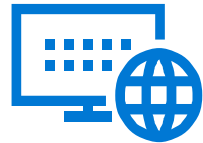
# Microsoft 365: Universal Toolkit for Teamwork

Teams



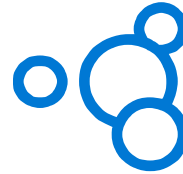
Hub  
for Teamwork

SharePoint



Intranets &  
Content Management

Yammer



Connect Across  
the Organization

Office Apps



Co-Author

Outlook



Email  
& Calendar

**Office 365 Groups**

Single team membership  
across apps and services

**Microsoft Graph**

Suite-wide intelligence  
connecting people and content

**Security and Compliance**

Centralized policy management

# Teamwork in Microsoft 365



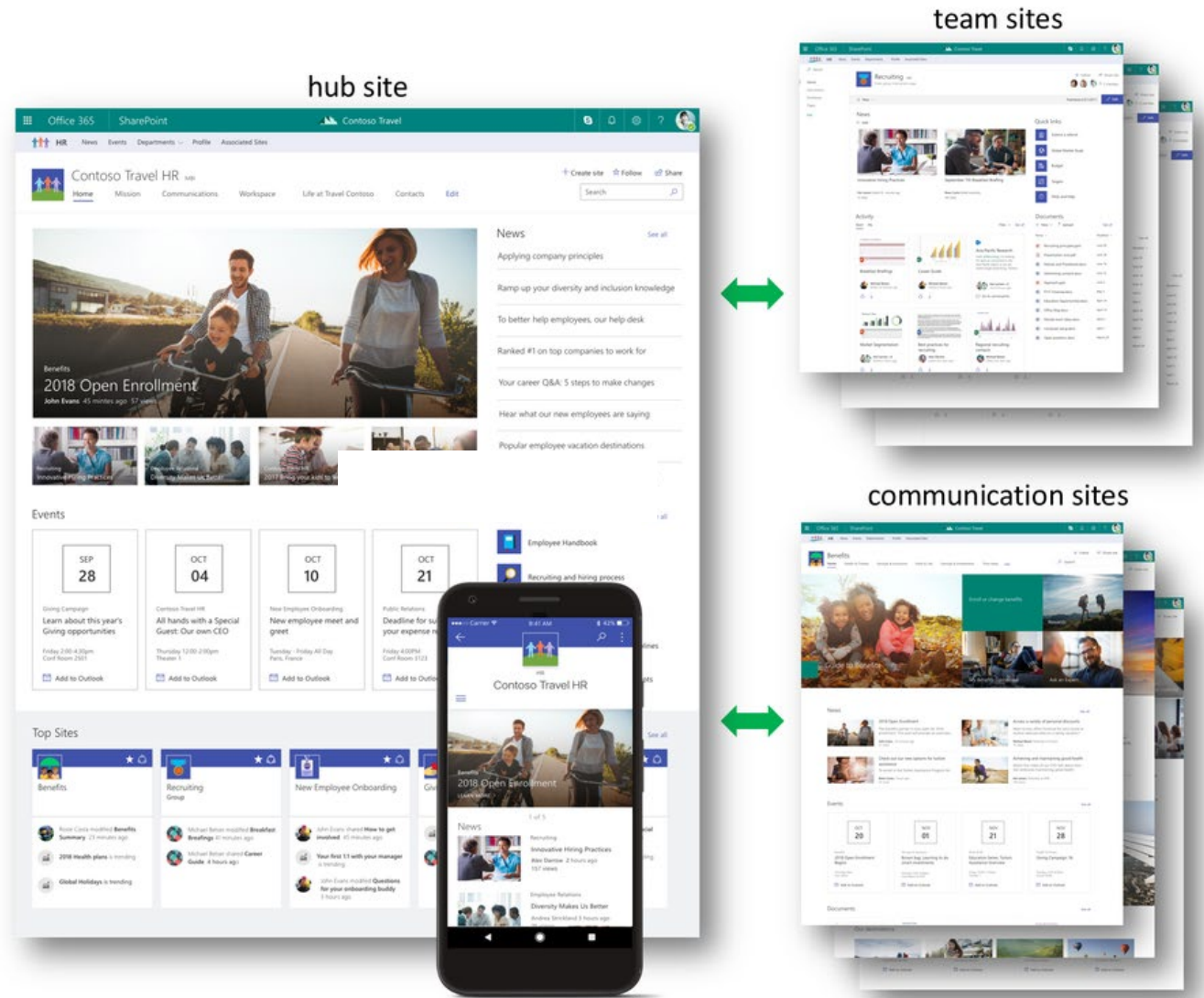
# Drive Company Engagement

# Gateway to the Modern Workplace

Centralize corporate communications

One-stop shop for corporate resources

Access to business critical information and workflows



# Välkommen till Dokument Portal

Denna bibliotekssamling har bevis på processöverensstämmelse som sitt syfte. I processuppföljning har Processowner och Processleaders tillgång till alla processbibliotek. Varje process i VLS har ett bibliotek speglat i Dokumentportalen. I Huvudkontor hittar du HQ Stockholm, HQ Malmö, BilMog och avdelningarna på toppnivå. I Division Buss och Divisionsutbildningen hittar du alla webbplatser som rapporterar till divisionsdirektören för antingen buss eller tåg.



Processuppföljning



Huvudkontor



Division Buss



Division Tåg



## Dashboard

London is changing. It's getting busier and its inhabitants – our customers – are changing the way they choose to live, work, play, transact, shop and travel. Consumer expectations as a whole are rising, and the users of London's transport system are no different.

We need your help to Proudly Deliver a World Class Railway for London. Submit your ideas, respond to our challenges and earn points along the way!  
Visit our [Astronaut Academy](#) for more information!

[Submit an idea](#)

### Latest Open Ideas

Streetview mapping Of stations



Daniel Sweeting

[History of your Overground Station](#)

## Trending Ideas

This is an example response.

3 2

[Online Payslips](#)

5 1

#Countdown

## Latest Open Challenges

Health, Safety & Wellbeing Strategy -  
Mental health innovation

Health, Safety & Wellbeing Strategy -  
Ideas & Suggestions



## Questions and Answers

## Why we need to change

- Why are you proposing to make changes?

- Why are the changes happening now?

### Initial proposals

- What are the proposed changes for frontline employees?

• Are ticket offices closing?

- If ticket offices are closed, what will happen to the employees?

- If a ticket office is closed, will there be booths located on the station instead?

- What the proposed new roles look like?

- How will stations be staffed in the future?

• Will there be any measures to protect employees that will now be outside, for example, additional security?

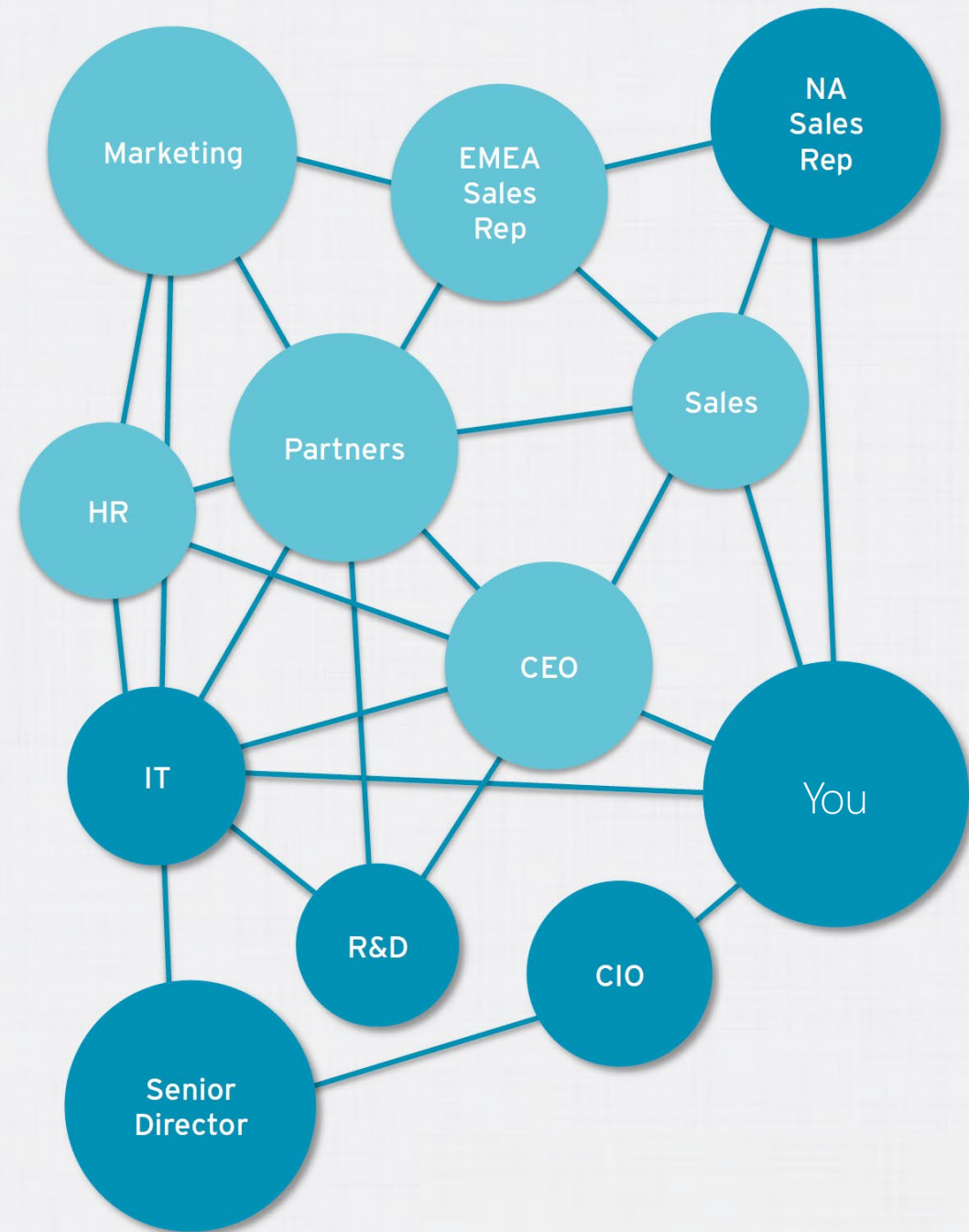
• How will ARL address any safety and security concerns that might result from long working?

• Our customers tell us that they would like increased visibility on the trains. Is this something you are looking at?

• Will you use agency staff for the night/security shifts?

# yammer<sup>®</sup>

» Born to connect  
**EVERYONE**  
in the workplace




People  
connecting  
based on role

Organization




# Example: Executive engagement

 **Town Hall**  
NEW CONVERSATIONS ALL CONVERSATIONS FILES SEARCH

Here's the PPT:  
<https://www.yammer.com/avepoint.com/#/files/118834492>

Here's the recording:  
<https://web.microsoftstream.com/video/f592ffb2-1706-4369-b32e-caa6e9e02f75?list=studio>



2018 Q1 Town Hall

66 0


LIKE REPLY SHARE EDIT

Pengbin Zhang, Ricky Yin, Xiao Ma, and 17 others like this

Seen by 216




1 share #Cg #Greathappens #Goodtogreat #Gtmcentral #Avepointrebrand #Yourock

Show 2 previous replies

 **CEO Connection**  
Share what's on your mind and see what others are saying about Satya's recent employee...  
CONVERSATIONS FILES SEARCH Join Group

Update Poll Praise



Share something with this group...

   — May 10 at 9:38 AM

Greetings Satya,  
I was told I had too much of a fixed mindset, so set off to figure out what that meant. I now understand the difference between a "fixed mindset" and an "open growth mindset". Truly I am thankful I now have a knowledge of these thought processes and the incredible differences between them. I fully 100% support the new Microsoft culture and work every day to improve myself and anyone else I am able to help. My thought is this.. there is no training or workshops available outside of Redmond that I am aware of. There are a couple online presentations that have software issues, but outside of that, people must rely on their own resources to become exposed to this new and dynamic culture. When will any scope of training, or workshops, or classes, or any helpful resources pertinent to open growth, become available to those who don't reside in Redmond?


LIKE REPLY SHARE ... and like this Seen by 912

2 shares Add Topics

  — May 10 at 8:10 PM from Desktop

If you haven't already, take a look at [link] It has huge number of very useful courses accessible to Microsoft employees worldwide. The course titled "Explore Growth mindset through Sway" was extremely useful for me and it covers whole Microsoft ideology of growth mindset.

LIKE REPLY SHARE ...

**MEMBERS**  


**INFO**  
Stay tuned for details on the next Employee Q&A with Satya, and visit <http://aka.ms/ceoconnection> to watch past events.  
**How to ask a question:** 1. Read through this group to see if your question has already been asked. If so, vote it up by liking or commenting. 2. Don't see it? Post a new question. 3. Satya will answer questions based on what's on most employees' minds.

**GROUP ACTIONS**  
[View Group Insights](#)

**OFFICE 365 RESOURCES**  
[SharePoint Document Library](#)  
[SharePoint Site](#)  
[OneNote](#)  
[Planner](#)

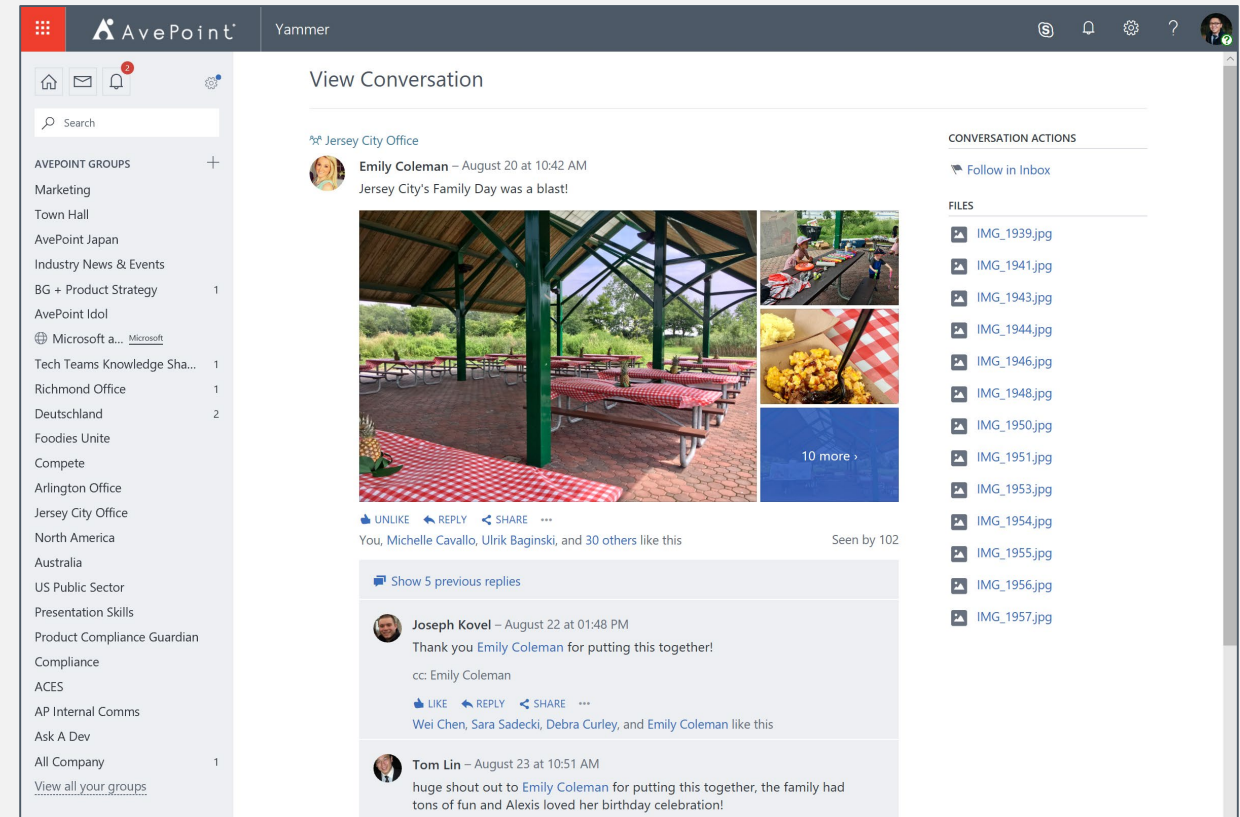
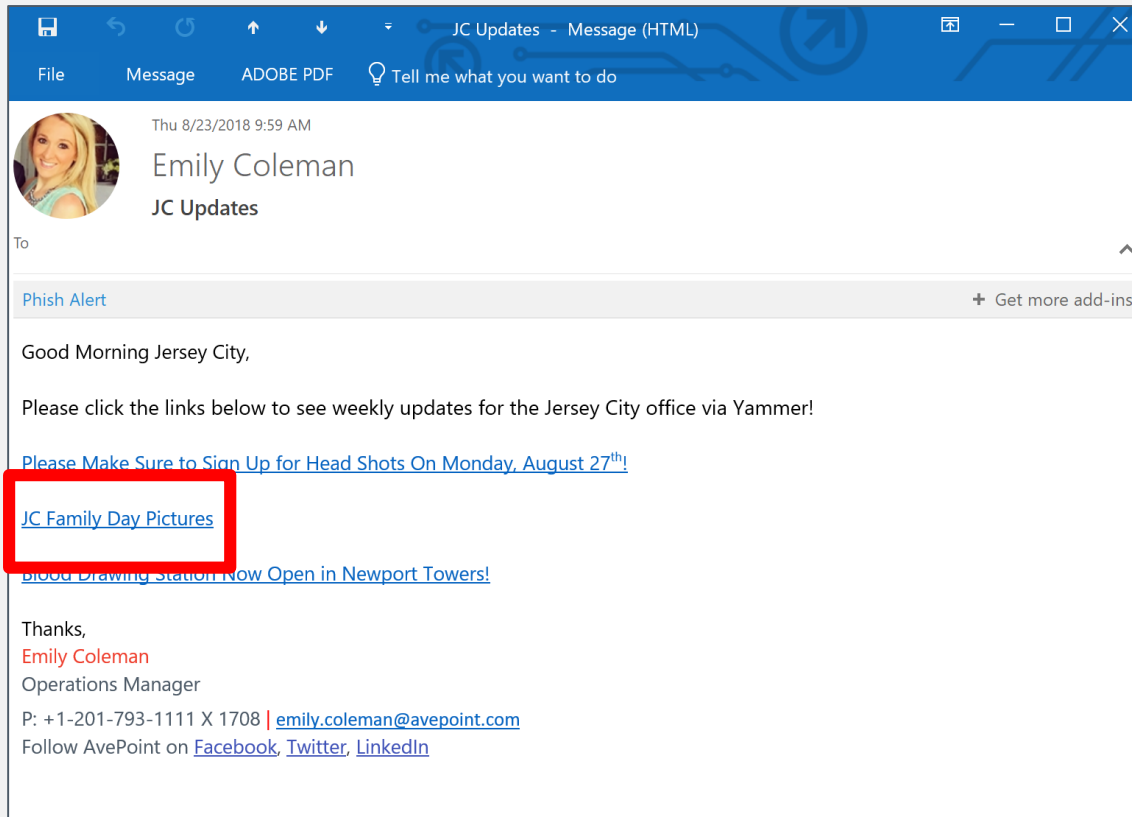


People  
connecting  
around a topic

Community



# Example: Office updates



People  
connecting  
towards a goal

Initiative



Dear Arriva trains Wales,  
 I absolutely love your trains and I would love to drive them when I'm older. My favourite routes of yours are Manchester Piccadilly to Fishguard Harbour, Manchester Piccadilly to Milford Haven and Milford Haven to Barry Island. If I were to drive your trains is it better to go to university first and is there a certain course I can take. Also do you get assigned a route for a day or do you get a route and stick with it for a while. I am about to start senior school and I would love advice.

UNLIKE REPLY SHARE ...

You, Gareth Smith, Lewis Brencher, and 18 others like this

Seen by 311



**Gareth Morgan** – January 26 at 8:28am from Android

This is fantastic!!! My tips, work hard at GCSE's and also A Level's to get a good education. Study the rail industry as a whole and understand how train drivers fit into the customer journey. Why dont we get this aspiring person in for a drive in the simulator?

LIKE REPLY SHARE ...

Chris Williams, Jay Bryce, Lewis Brencher, and 3 others like this



**Dean Katchi** – January 26 at 9:04am from Android

Could we write back and offer a day in the Simulator? My th SIM and talk about expectations of a Driver.

LIKE REPLY SHARE ...

Jay Bryce, Lewis Brencher, Gareth Thomas, and 2 others like this



**Gaz Derry** – January 26 at 2:33pm from Android

I'd also suggest that there are lots of great jobs on the railway, not just driving and that by doing them you get to learn lots about all of the railway.

Maybe if they came down to the sim they could have a mock interview or something like too? I'd happily give up some of my time to talk to them about what it's like to be a driver though, it's lovely to see young people with good ambitions

UNLIKE REPLY SHARE ...

You, Jay Bryce, Gemma Southgate, and 3 others like this

🚂 0365 Grp - Chiltern Railways - All Company Join



**Lauren Henney** – June 20 at 5:36 PM from iPhone

#magicmoments One of my many favourite things about this job is witnessing real magic moments - when family and friends reunite at the station. Seeing the joy and love on their faces is something I will never get tired of! Here is my little Nephew Max visiting Auntie lols (as he calls me) on a day out with his mummy and daddy. He was chuffed to get a magic moment of his own - a wave from his train driver and still talks about it, so thank you to whoever that was - you made his day!!!



LIKE REPLY SHARE ...

Debbie Osborne, Rebecca Thorneycroft, Carl Rodger, and 16 others like this

Seen by 152

#Magicmoments



**Stephen Arthur** – June 20 at 7:08 PM from Android

Fantastic heart warming moment..Great post

LIKE REPLY SHARE ...

Adil Lone and Lauren Henney like this





AVEPOINT GROUPS



Accounting NA

ATS Collaboration

All Company

[+ Create a group](#)[Discover more groups](#)

PRIVATE MESSAGES



Create your first private message by clicking the + button next to this tip.

[+ Create a message](#)

## Accounting NA

Accounting NA

✓ Joined

NEW CONVERSATIONS

ALL CONVERSATIONS

FILES

[SEARCH](#)[Update](#) [Poll](#) [Praise](#) [Announcement](#)

[GIF](#) [S](#) [Y](#) [U](#)

Accounting NA

Add people to notify

[Add topics](#)[Post](#)

Post a message.

You've got an idea to share, update to give, or deadline to make—why not post it?

MEMBERS (2)



INFO

[Click here to edit this section.](#)

GROUP ACTIONS

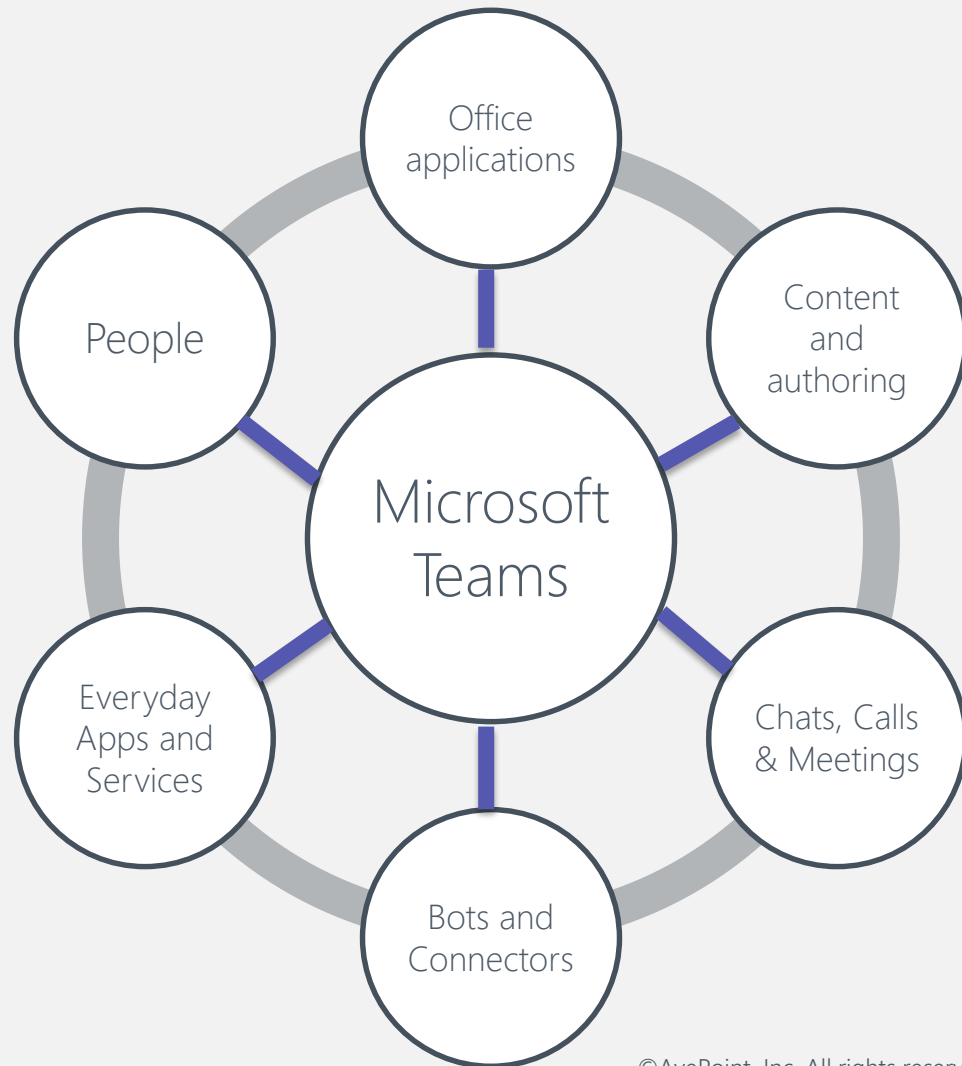
[View Group Insights](#)[Add or Remove Apps](#)[Add Members](#)[Create a Live Event](#)

OFFICE 365 RESOURCES

[SharePoint Document Library](#)[SharePoint Site](#)[OneNote](#)[Planner](#)

# Facilitate Team Collaboration

# Microsoft Teams – The Hub for Teamwork



**Communicate:** Chat, calls & meetings for today's teams



**Collaborate:** Deeply integrated Office 365 apps



**Customize & Extend:** 3rd party apps & existing systems



**Work w/ Confidence:** Enterprise security, compliance & manageability



# Microsoft Teams Capabilities



## Channel Tabs

- Sharing group information
- Pin information or tools important for the channel



## Connectors

- Simple webhook notifications in channels



## Compose Extensions

- Make it easy for your users to look up and share information



## Personal Tabs

- Create a personal workspace
- Aggregate content from across Teams



## Bots in channels

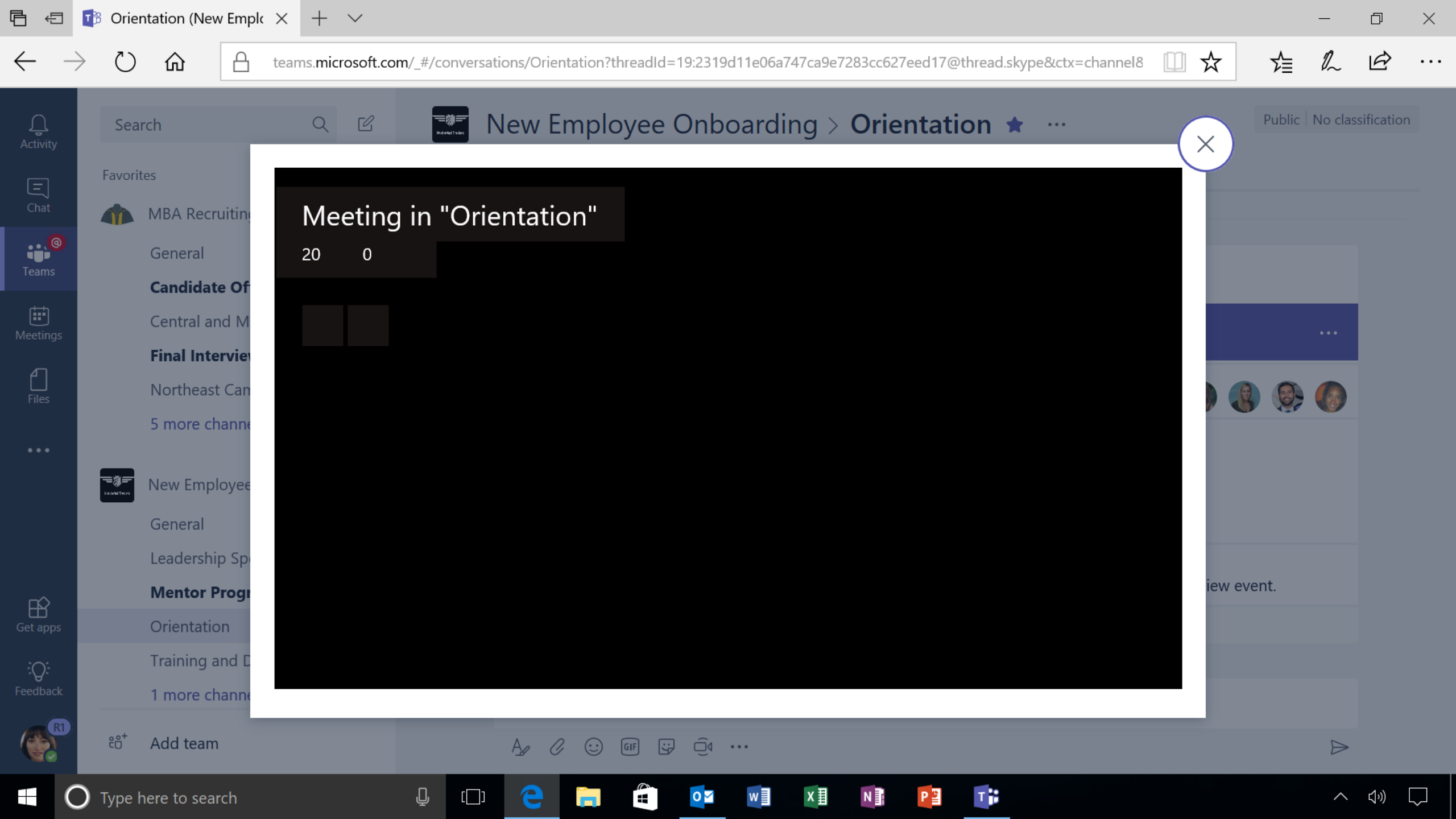
- Coordinate tasks in a team environment
- Broadly share information



## Bots in 1:1 chat

- Easy access to commands
- Q&A
- Provide user right insight at right time





# Teams for different departments

## Marketing

Deliver marketing campaigns and go-to-market activities across a diverse group of internal and external stakeholders.



## Sales

Build and deliver proposals with input from different stakeholders.  
Manage sales planning, training and sales readiness in the same place.



## Finance

Aggregate and report on data while conducting business reviews.



## Human Resources

Manage recruitment, training and reviews across departments.



## IT

Drive IT transformation and change management.  
Plan, execute and manage all phases of IT deployment, adoption and rollout.



## Engineering

Move quickly between ideation, development and deployment.  
Integrate with developer tools.



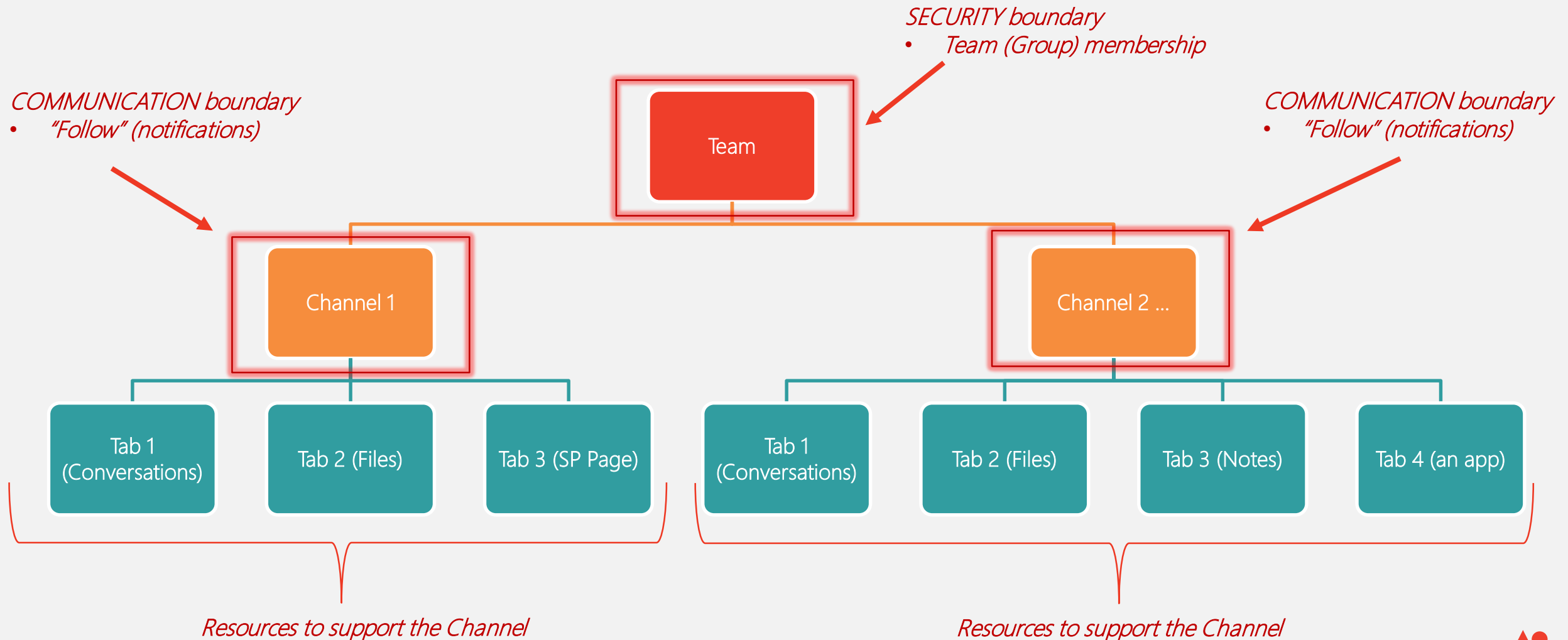
## Project Management

Manage project stakeholders, tools, budgets, project reviews and feedback.

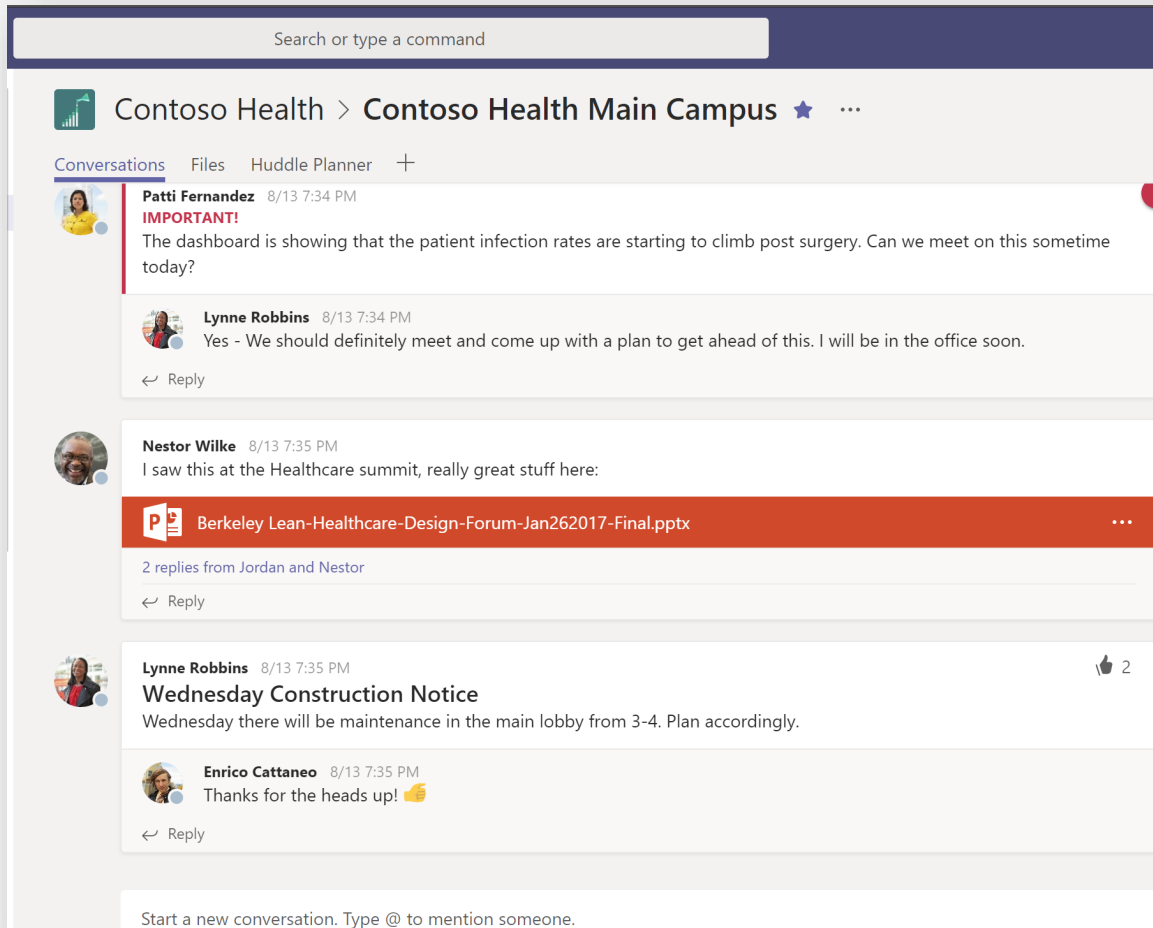


Get guidance on these and other scenarios in the [FastTrack Productivity Library](#)

# The basic shape of a Team



# “Conversations” are at the heart of Team collaboration



- Follow/unfollow channel to be notified of all activity
- @Mention people or the Team to alert them to your message regardless of their follow status
- Only users that have favorited a channel get notified if you @Mention the Channel itself



# Example: Structure of a real-life Team

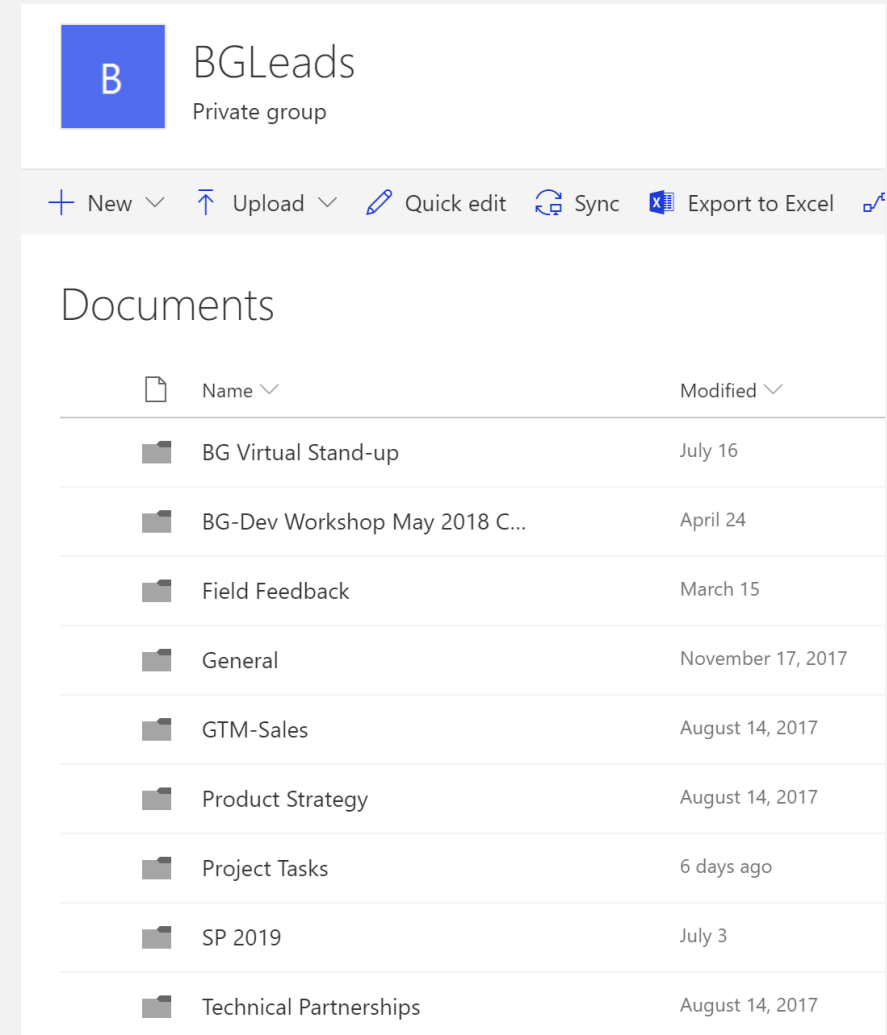
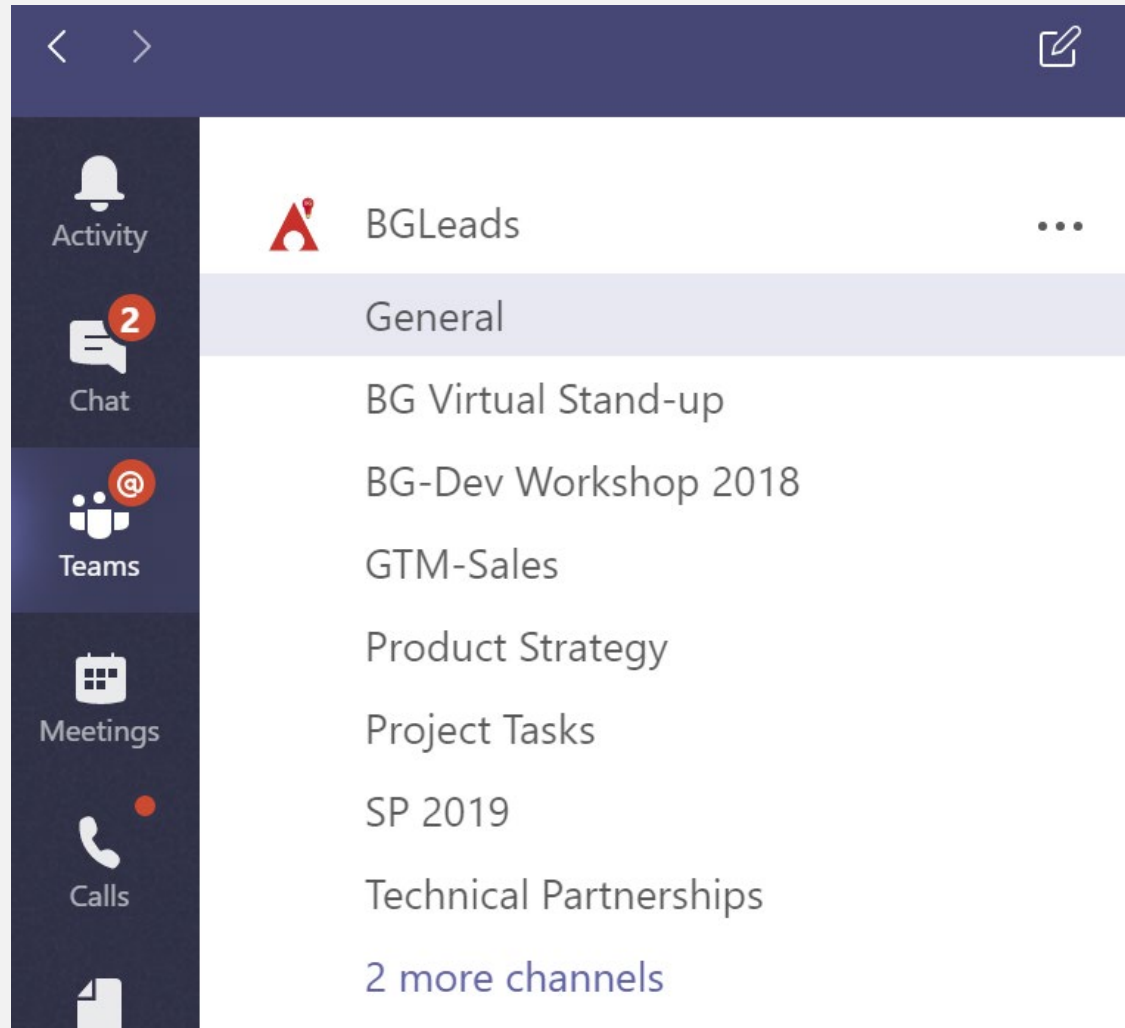
The screenshot illustrates the structure of a real-life team in Microsoft Teams. The interface is divided into three main sections, each annotated with a label and an arrow:

- The TEAM:** A red arrow points to the "US-PubSec" team name in the left sidebar, which is highlighted with a red box.
- The Team's CHANNELS:** A teal arrow points to the "Knowledge Channel" in the left sidebar, which is highlighted with a teal box. A red circle with the number "1" is also visible next to the "Marketing Events" section.
- Channel TABS:** An orange arrow points to the "Conversations" tab in the top navigation bar of the "Knowledge Channel", which is highlighted with an orange box. Other tabs visible include "Files", "AP Wiki", "AP University", "L&L Planner", "Resources", and "1 more".

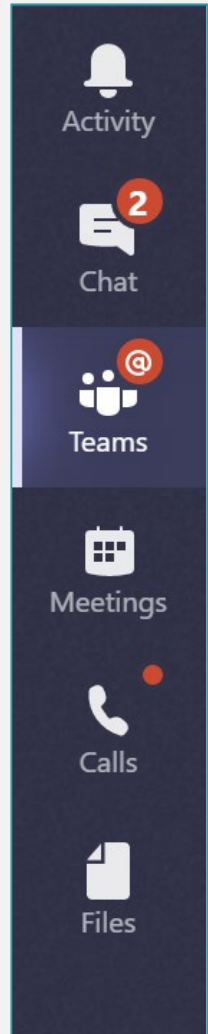
The main content area shows a message from "Taylor Davenport" dated "7/26 1:13 PM". The message is titled "Following Group Emails in Outlook" and includes a quick reminder to follow the "US-Federal" group in Outlook. Below the message is a screenshot of an Outlook interface showing the "SLED TEAM" group and a "Follow the Group" button. The Outlook screenshot also has a red box around the "Follow the Group" button.



# Understanding the SharePoint and Teams relationship



# The Difference between TEAMS and CHATS



## Team Conversations

- Visible to all Team members/owners
- Uploaded files go into the SharePoint folder for the Channel
- Conversation history goes into the Team mailbox for compliance needs (hidden)
- Notifications will be sent to those following the Channel + those who are @mentioned

## Chats

- Visible only to those in the chat
- Uploaded files go into the OneDrive of the poster and are shared with current chat participants automatically
- Chat history goes into the participants mailboxes for compliance needs (hidden)
- Notifications will be sent to participants



# Office 365 Groups = Membership Service

Attributes

One identity

Azure AD is the master for group identity & membership

Federated resources

Office 365 services extend with their data

Loose coupling

Service notify each other of changes to a group

Flow

User creates new group for teamwork



Group identity created in Azure Active Directory



Group experience populated in app of choice

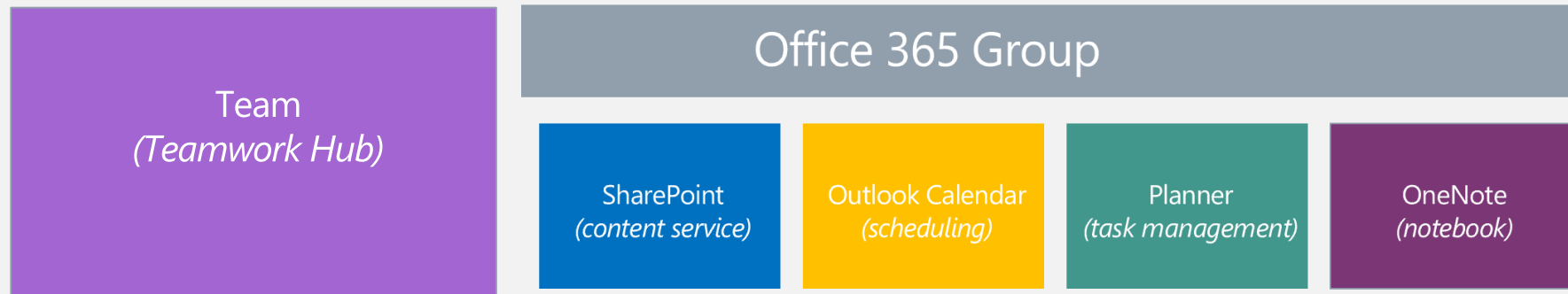
Apps



Azure AD

Outlook	Teams	StaffHub
SharePoint	Planner	Dynamics CRM
Yammer	Stream	Power BI

# When Creating a Team ...



**Gartner.**  
WHY GARTNER ANALYSTS RESEARCH EVENTS CONSULTING ABOUT

Sign In | Register | Select a Gartner site▼

Search

## Why Microsoft Teams Will Soon Be Just as Common as Outlook

[f](#)[t](#)[in](#)[G+](#)[e](#)

**Published:** 18 June 2018    **ID:** G00348503

**Analyst(s):** [Larry Cannell](#) | [Mark Cortner](#)

### Summary

Microsoft Teams is playing an increasingly unifying and expanding role in Office 365. This report guides technical professionals on getting the most value out of Teams, analyzes Teams' impact on the rest of Office 365, and assesses Teams' strengths and weaknesses.

### Table of Contents

Analysis

- Microsoft Teams From an End-User Perspective
  - Channels Are the Heart of Group Collaboration in Microsoft Teams
  - Peer-to-Peer Chat Provides Simple Messaging and Sharing
  - Teams Also Provides Personal Productivity Features
- How Teams Impacts Other Office 365 Products and Services
  - Membership: Teams and Office 365 Groups
  - Messaging: Teams, Yammer, Skype for Business and Outlook
  - Content Collaboration: Teams, Office 365 ProPlus, OneDrive for Business and SharePoint

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### Not a Gartner Client?

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**CONTACT US ONLINE**

By default, anyone can create an Office 365 group. Therefore, anyone can create a team in Microsoft Teams. However, history has shown that allowing this privilege to go ungoverned can result in users creating workspaces on impulse. Such workspaces often become abandoned, because their creators fail to promote them. Ultimately, people wonder why the workplaces were created in the first place. For example, you may recall the early days of SharePoint Server. Some enterprises saw the creation of hundreds, perhaps thousands, of sites, with little thought given to why those sites were needed.

<https://www.gartner.com/doc/3879669>




Unlock productivity with  
150+ integrations



How can we improve everyday experiences by extending Teams?


# Every day I have to ... eat

 Café and Dining Dev

[Conversation](#) [Favorites](#) [Reminders](#) [About](#)

Yesterday 1:49 PM

Where is the nearest café?

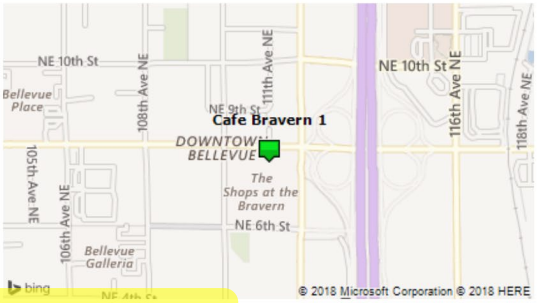
 Café and Dining Dev Yesterday 1:49 PM


You need to sign in before you can use Café Bot.

[Sign in](#)

Here's all the cafés. Please select a café to get menu details.

Cafés near you




 Café Bravern 1  
Building BRAVERN-1


Here's the menu for Café Bravern 1 on Wednesday

What can I do?

Type your questions here




# Every day I have to ... eat

 Café and Dining Dev

[Conversation](#) [Favorites](#) [Reminders](#) [About](#)

Here's the menu for Cafe Bravern 1 on Wednesday



**Cafe Bravern 1**  
Breakfast 7:00 - 10:30 am | Lunch  
11:00 - 2:00 pm | Espresso 7:00 -  
4:30 pm

**THE WOK**  
Fried Rice, Spicy Fried Chicken Wing, Mongolian Tofu, General Tso Chicken

**SUB SHOPPE**  
Build Your Own Sub

**SOUPS**  
Vegetarian Southwest Vegetable (vegan), Old Fashion Tomato (vegan), Chicken  
Noodle w/ Penne Pasta

**SALAD BAR**  
Salad Bar

**GRILL**

What can I do?

Take a tour

Learn about what I can do

Where is the nearest café?

Get cafés nearest to your assigned building

What is on menu for Friday?

Get menu of any week day for your building's ...

Today's menu at Lincoln Square

Get today's menu for a cafe

What cafés are serving sushi

See what cafés are serving sushi


Remind me when sushi available

Get reminders for when a food item is on the ...


Meal card balance

See your meal card balance and add money

Type your questions here



# Every day I have to ... eat

 **Café and Dining Dev**

[Conversation](#) [Favorites](#) [Reminders](#) [About](#)

Noodle w/ Penne Pasta

**SALAD BAR**  
Salad Bar

**GRILL**  
Mushroom Swiss Burger, California Fried Chicken, Haystack Burger, Diablo Burger, The Grill

**GLOBAL**  
Whole Roasted Striploin with Brussel Sprout and Potato

**ESPRESSO**  
Proudly Serving Caffè Lusso Espresso!


**CULTURAL CUISINES**  
TERIYAKI

**CHEF'S TABLE**  
Salmon with Cashew Gremola

**BREAKFAST**  
Simply Breakfast

[View full menu](#) [Get directions](#) [Order now](#)

[Favorite](#)







 **Café and Dining Dev** Yesterday 1:54 PM  
Here's your meal card balance.


**\$426.01**  
Meal card balance as of 10/31/2018

[Manage](#)

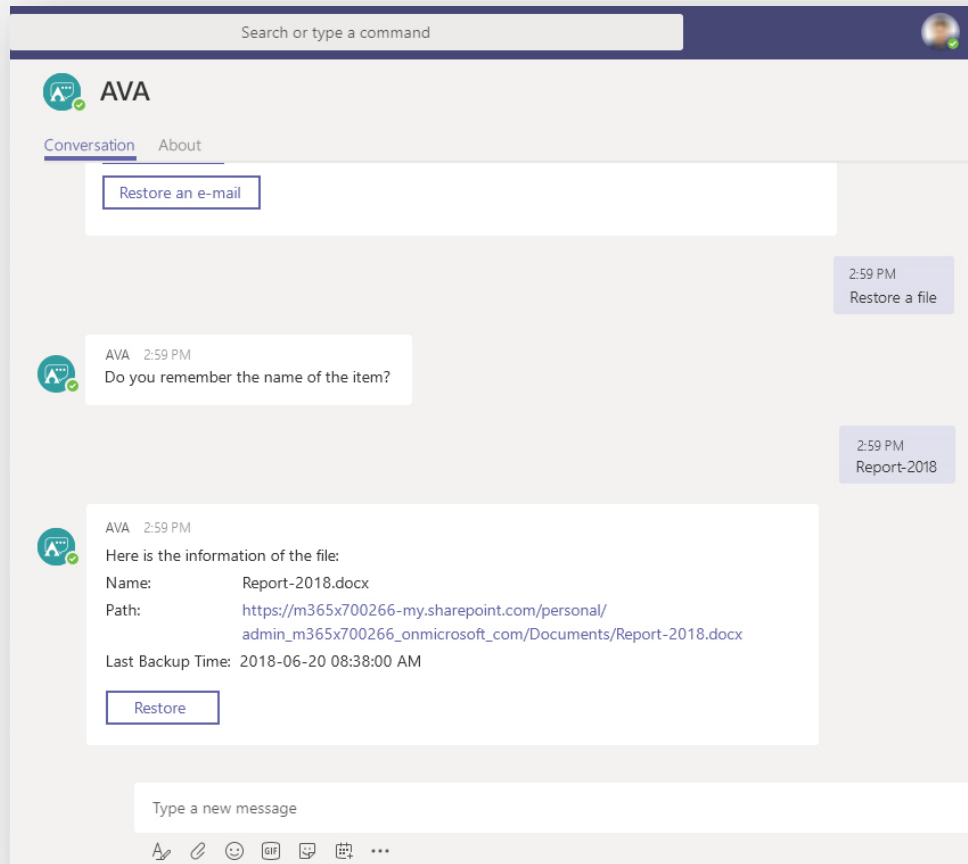
Yesterday 1:54 PM  
Meal card balance

Type your questions here



# AVA: Restore Deleted Emails + Files



Give users a place to look for lost content:

- Filenames that can't be found
- Documents modified recently
- Broken URLs to documents and files
- Lost e-mails that can't be searched in Exchange / Outlook

Highlight quick-wins to limit support calls:

- Identify version history, first and second level recycle bins, soft-deleted content
- Identify recent data in AvePoint's backup data sets
- Fully security-trimmed to each user



Ensure Sustainable Adoption



Change is  
often met with  
resistance

Only 34% are the early  
majority willing to adopt  
new technology within the  
enterprise \*

# Why Training Alone is Not Working



Non-Contextual

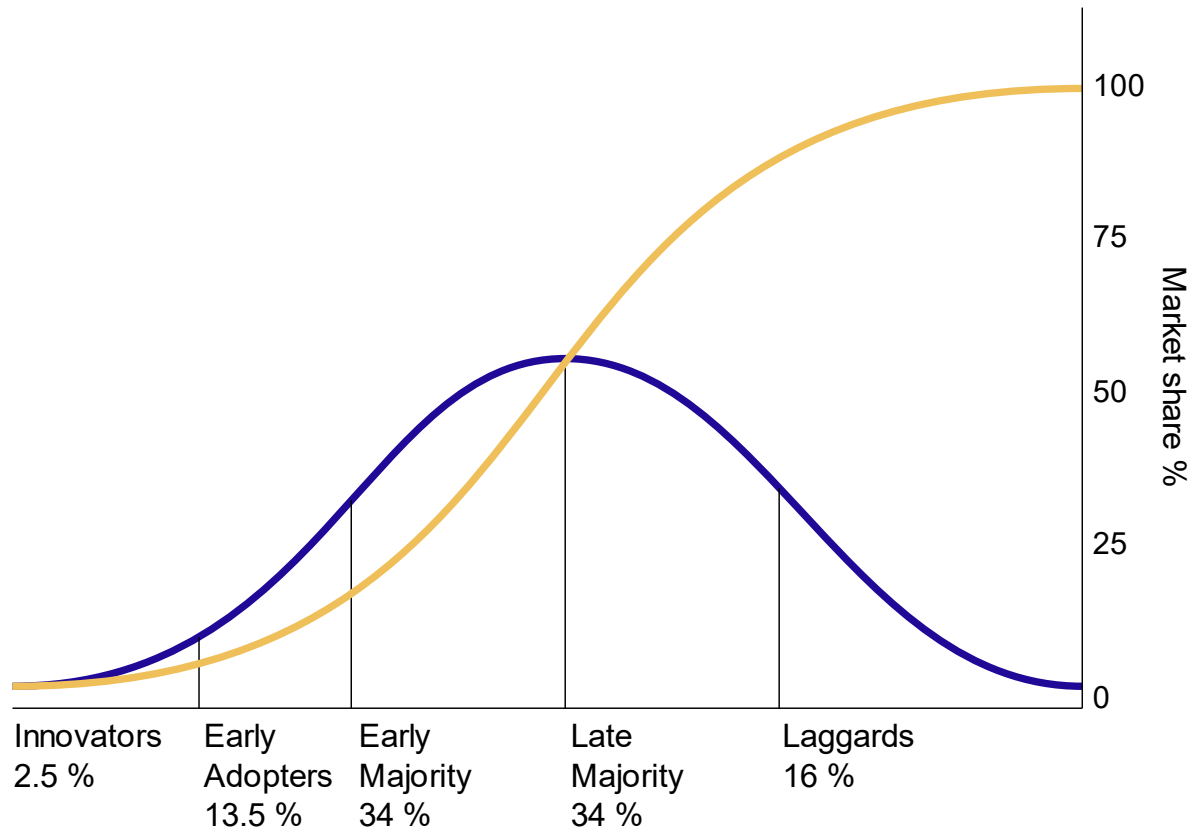
Unclear Roles

Generational Gap

What's In It For Me?



# How do you achieve 90% adoption?



\* [Diffusion of Innovations](#) by Everett Rogers



Make it easy to do  
the right thing

Focus on business scenarios as use cases

Enforce policies by automating governance

Specify rules of engagement



# Examples: Specify rules



- Post company wide message on All Company group and send link via email
- Post office announcements on specific yammer group and send summary via email
- Encourage knowledge sharing



- Departmental and/or project-based communications and collaboration
- Virtual meetings
- Instant messaging



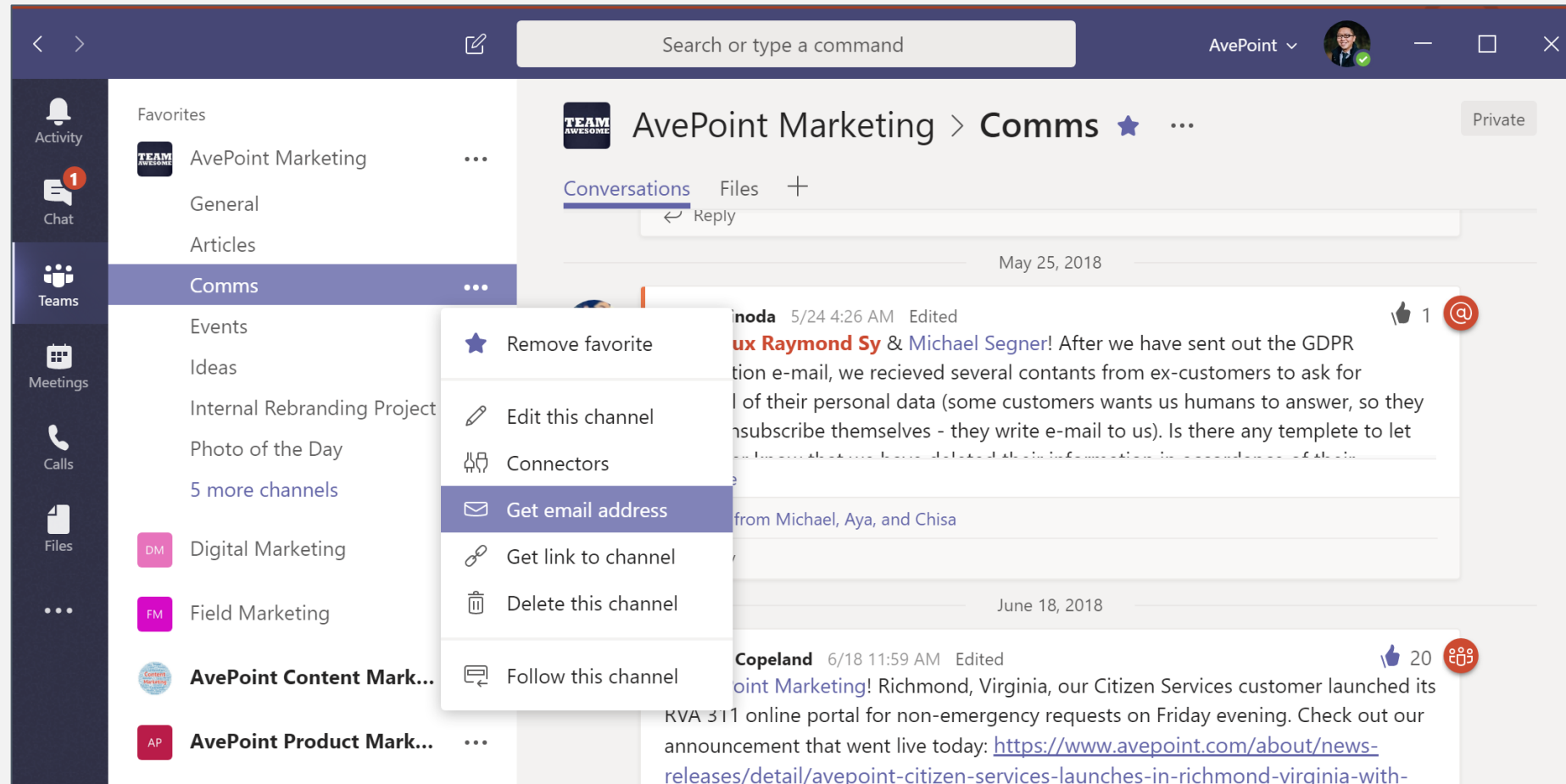
# Example: Departmental collaboration

The screenshot shows a Microsoft Teams chat window for the 'AvePoint Marketing > General' channel. The left sidebar displays a list of favorites, including 'AvePoint Marketing', 'Digital Marketing', 'Field Marketing', 'AvePoint Content Mark...', 'AvePoint Product Mark...', 'US CN Technical Writing', 'AvePoint Design', 'Microsoft Ignite 2018', 'BG+PMK', and 'Marketing Leadership'. The main chat area shows a conversation from Evelyn Wang, dated 8/15 3:42 AM, introducing Jenny Dong, a new technical writer. Below this, a message from Violet Zhang, dated 8/16 6:35 AM, asks for help in directing a general process to work with the technology team. The chat also shows a reply from Dux Raymond Sy and Michael Segner, dated 8/16 8:44 AM, and another reply from Violet Zhang, dated 8/16 9:31 PM, thanking them for their help.

The screenshot shows a Microsoft Word document titled 'Citizen Services 1.3.1 Product Update...'. The document content includes a title 'Citizen Services 1.3.1', a paragraph describing the release, and a section titled 'Smart Forms' with a numbered list of features. The first feature is 'Conditional Logic to Show/Hide fields', which describes how conditional logic can be added to the form to show or hide fields based on specific conditions. The second feature is 'Cascading Dropdowns', which describes how cascading dropdowns can be used to select related data. The document also includes two figures: 'Figure 1: Show or hide fields based on other form selections' and 'Figure 2: Configure cascading dropdown lists'. The right sidebar shows a chat window with messages from Paul Olenick, Vanessa Molnar, and Rachel Watson, dated 10/31/17 1:29 PM, 11/1/17 12:16 PM, and 11/1/17 12:16 PM respectively.



# Example: Make email work better





# Facilitate leadership buy-in

Highlight financial benefits

Demonstrate better transparency

Expedite organizational agility

# Examples: Leadership buy-in




- Conduct townhalls
- Institutional knowledge repository for new hire onboarding
- Executive engagement



- Geographically dispersed teams visibility
- Facilitate better knowledge management across docs, chats, meetings
- Integrate line of business tools




# Example: Executive engagement

 **Town Hall**  
NEW CONVERSATIONS ALL CONVERSATIONS FILES SEARCH

Here's the PPT:  
<https://www.yammer.com/avepoint.com/#/files/118834492>

Here's the recording:  
<https://web.microsoftstream.com/video/f592ffb2-1706-4369-b32e-caa6e9e02f75?list=studio>



2018 Q1 Town Hall

66 0


LIKE REPLY SHARE EDIT

Pengbin Zhang, Ricky Yin, Xiao Ma, and 17 others like this

Seen by 216




1 share #Cg #Greathappens #Goodtogreat #Gtmcentral #Avepointrebrand #Yourock

Show 2 previous replies

 **CEO Connection**  
Share what's on your mind and see what others are saying about Satya's recent employee...  
CONVERSATIONS FILES SEARCH Join Group

Update Poll Praise



Share something with this group...

   — May 10 at 9:38 AM

Greetings Satya,  
I was told I had too much of a fixed mindset, so set off to figure out what that meant. I now understand the difference between a "fixed mindset" and an "open growth mindset". Truly I am thankful I now have a knowledge of these thought processes and the incredible differences between them. I fully 100% support the new Microsoft culture and work every day to improve myself and anyone else I am able to help. My thought is this.. there is no training or workshops available outside of Redmond that I am aware of. There are a couple online presentations that have software issues, but outside of that, people must rely on their own resources to become exposed to this new and dynamic culture. When will any scope of training, or workshops, or classes, or any helpful resources pertinent to open growth, become available to those who don't reside in Redmond?


LIKE REPLY SHARE ... and like this Seen by 912

2 shares Add Topics

  — May 10 at 8:10 PM from Desktop

If you haven't already, take a look at [link] It has huge number of very useful courses accessible to Microsoft employees worldwide. The course titled "Explore Growth mindset through Sway" was extremely useful for me and it covers whole Microsoft ideology of growth mindset.

LIKE REPLY SHARE ...

**MEMBERS**  


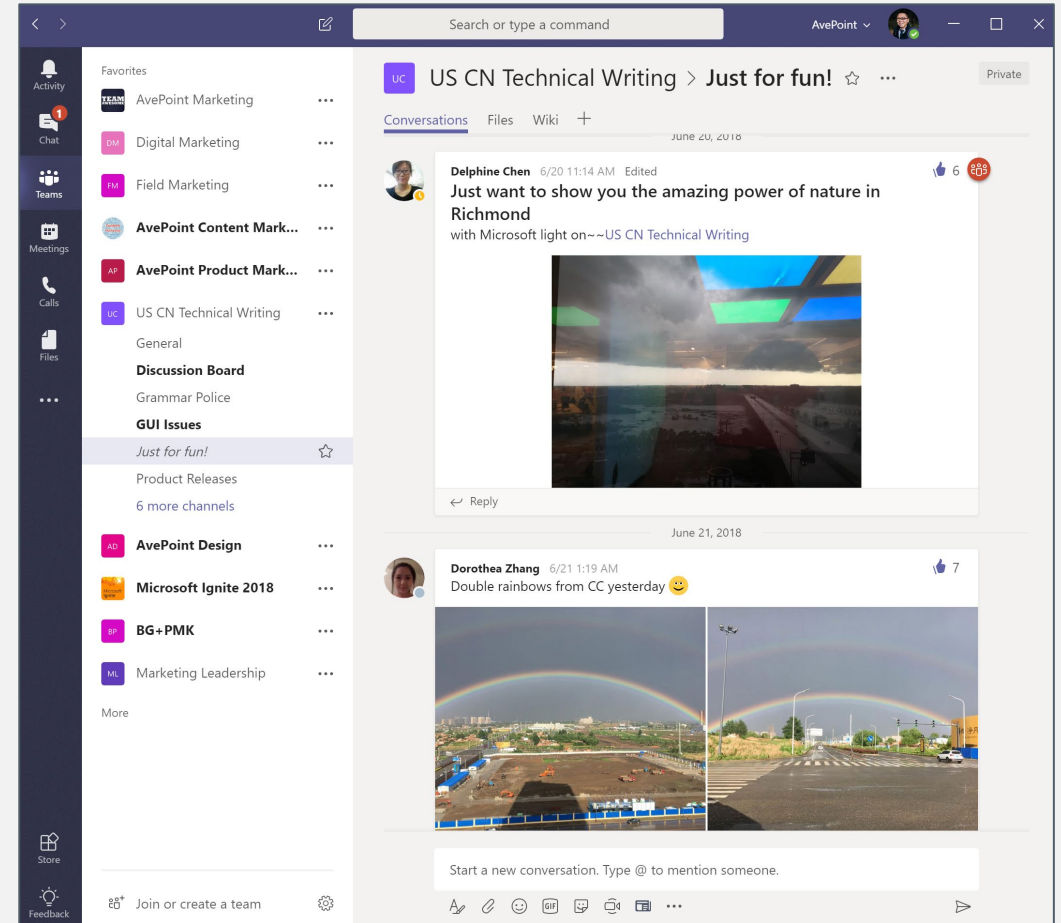
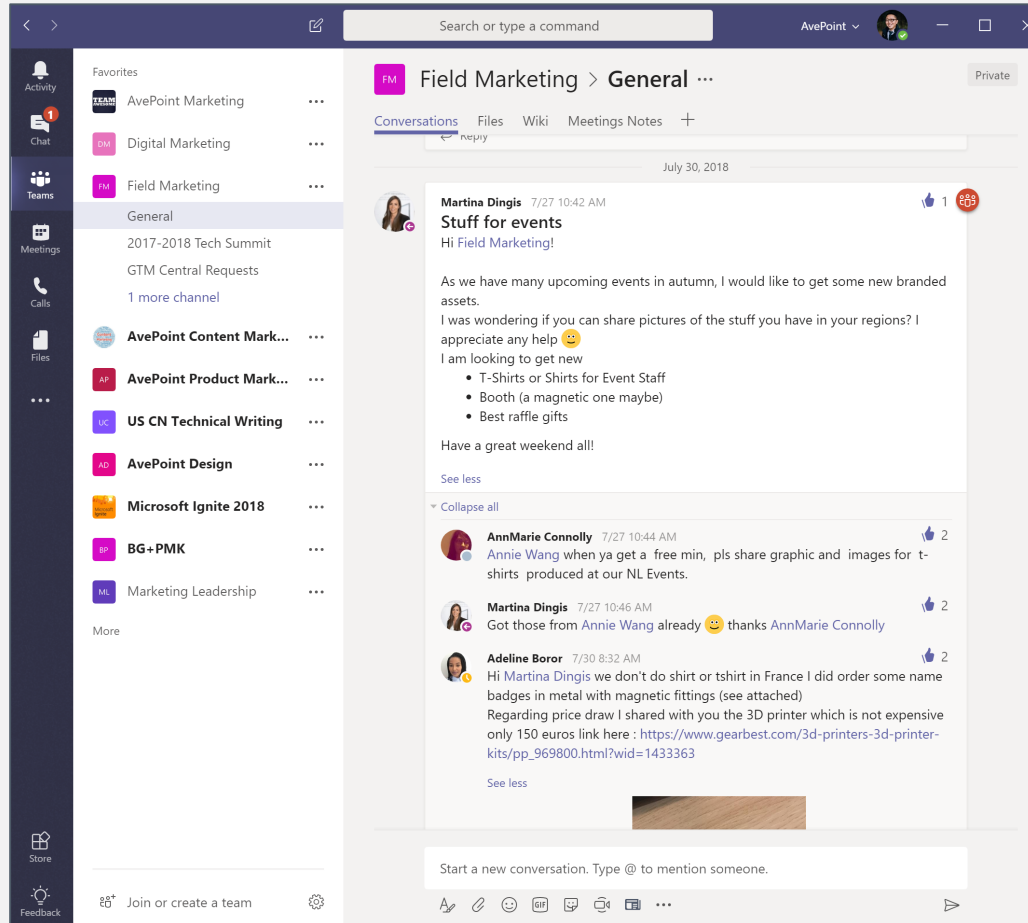
**INFO**  
Stay tuned for details on the next Employee Q&A with Satya, and visit <http://aka.ms/ceoconnection> to watch past events.  
**How to ask a question:** 1. Read through this group to see if your question has already been asked. If so, vote it up by liking or commenting. 2. Don't see it? Post a new question. 3. Satya will answer questions based on what's on most employees' minds.

**GROUP ACTIONS**  
[View Group Insights](#)

**OFFICE 365 RESOURCES**  
[SharePoint Document Library](#)  
[SharePoint Site](#)  
[OneNote](#)  
[Planner](#)



# Example: Global team collaboration





Ensure quick wins

Enable mobility

Partner with other dept

Activate champions

# Examples: Quick Wins



- Corporate initiatives
- External collaboration
- Learning and enrichment



- Utilize mobile app
- Forward emails to channels
- Conduct meetings



# Example: Corporate initiatives

The screenshot displays the AvePoint Yammer interface. The top navigation bar includes the AvePoint logo, the word 'Yammer', and user profile icons. The left sidebar lists various groups, with 'AvePoint Idol' selected. The main content area shows the 'AvePoint Idol' group page, which includes a header with the group name and description, a post by Anna Goranson about the competition's next round, and a right-hand panel with group details and actions.

**AvePoint Idol**  
A global competition open to ALL employees, teams & offices.

NEW CONVERSATIONS ALL CONVERSATIONS FILES SEARCH

Update Poll Praise Announcement

Share something with this group...

**Anna Goranson** – August 17 at 01:29 PM  
Hi AvePoint People! AvePoint Idol is moving on to the next round of competition – the TRIVIA round. See how much [Thomas Heinz](#), [Eric Lam](#), [Matthias Präsl](#), [Jesse Strauch](#), [Ken Teoh](#), [Hunter Willis](#), [Peter Sandeen](#), [Alexander Dick](#) know about the company. Congrats to our semi-finalists!

Cheer on your favorite contestant here or use [#avepointidol](#)!

Stayed tuned until next Monday for the results and the finalist announcement!

cc: Thomas Heinz, Eric Lam, Matthias Präsl, Jesse Strauch, Ken Teoh, Hunter Willis, Peter Sandeen, and Alexander Dick

UNLIKE REPLY SHARE ...

You, [Tianyi Jiang](#), [Yatindra Ranpura](#), and 11 others like this

Seen by 59

[#Avepointidol](#)

**MEMBERS (90)**

**INFO** [Edit](#)  
Who will be voted AvePoint Idol 2018?

**GROUP ACTIONS**  
[View Group Insights](#)

**PINNED** [Add](#)  
[AvePoint Idol Audition Rou...](#)  
[AvePoint Idol - Season 3 -...](#)

**RELATED GROUPS**  
[+ Add a related group](#)



# Example: Make meetings better





## Make a Difference – Become a Champion

- Get more from Office 365
- Help others do the same
- Enhance your career

Get started at <https://aka.ms/O365Champions>

# Establish Rollout Timeline

## Month 1

- Identify 3 use cases for Yammer and 3 use cases for Teams
- Engage leadership and secure buy-in
- Develop rules of engagement and how-to resources

## Month 2

- Engage 3 departments/groups to pilot Yammer and Teams use cases
- Identify what works and what doesn't with use cases then modify
- Configure Yammer and Teams to support use cases for company wide deployment

## Month 3

- Launch use cases company wide
- Encourage leadership to consistently promote and adopt the use cases
- Showcase and highlight wins of adopting Yammer and Teams





### 【When to use Teams vs other tools?】

Understanding the advantages and disadvantages of each tool helps you and your end users choose the right tool for the right occasion:

	Microsoft Teams	Yammer	E-Mail / Outlook	Skype for Business	SharePoint	Groups in Office 365
Speed	Fast Suitable for instant communication	Varies Can be used for communications of any speed	Slow Difficult to know if your email has been read or when you will hear back	Fast Suitable for instant communication	Slow When a document is shared via another tool users find and access materials as they need it.	Varies Message is sent through Outlook. Difficult to know when you will hear back.
Audience	Small Designed for smaller, close-knit teams	Large More suitable for organization-wide communication, or collaboration across departments	Varies Can be used for audiences of any size	Small Typically one-to-one or one-to-few	Varies While some sites can be limited to just team members, other SharePoint sites are designed for company-wide access	Small Designed for smaller, close-knit teams
Tone	Informal Personal and conversational. Suitable for team members who know each other well	Varies Mix of conversational and professional	Formal Professional, for instance, for sending contracts to clients	Varies Tone depends on the mix of people on messaging / calls and the situation	Formal Communication within SharePoint sites is typically brief and formal, directing users where content is and how it should be managed	Varies Tone depends on the mix of people on messaging / calls and the situation
Sharing of information	Very easily shared Information is shared with a specific group of people and in various formats and methods (shared library, notebooks, chats, or app integrations)	Easily shared Accessed once uploaded, however, you may lose track of specific content when you follow many feeds and groups. Idea for referencing content and not collaboration.	Not easily shared If it lies in attachment form - forwarding back and forth makes it hard to track. Attachments are better shared via OneDrive for Business	Not easily shared Attachments become downloaded files on your local drive. Manual maneuvering is required to share	Very easily shared and accessed Primarily a document management and storage system. Suitable co-editing from a single version of truth.	Easily Shared It lies in attachment form and stored in the Office 365 Groups document library / files repository.
Knowledge transfer	Easily transferred Change in membership has no impact on content availability. Newly added members have access to conversations and files accumulated from the start	Very easily transferred If your organization is consistent in tagging topics and if groups are maintained well, newly added users can easily find what they need moving forward	Not easily transferred Knowledge contained within the mailbox is lost to others after a user's account is deactivated	Not easily transferred Downloaded files and conversation history will be lost to others after a user's account is deactivated	Easily transferred Data is organized for new team members to easily locate and leverage even if the content producer's account is deactivated	Easily transferred Change in membership has no impact on content availability. Newly added members have access to group conversations and files accumulated from the start
Confidentiality	Medium/Low If default settings are not managed properly, confidential information can be exposed to those who should not see it	Low High visibility organization-wide means this is susceptible for exchanging confidential or private information	High Only sender and recipient have the email and its content. Outlook users can restrict access to email using Office 365 Message Encryption or Active Information Protection templates. Can be accidentally forwarded to wrong parties	Medium Only sender and recipient have the conversation history and files	Medium/Low Users can choose to make their site public or private to a select group of users. Access to authorized groups is easily preserved. Sensitive data may require extra safeguards for compliance	Medium/Low If default settings are not managed properly, confidential information can be exposed to those who should not see it

Office 365 Groups can be described as:

- A collection of people with a common purpose (a department, a project, a client, etc.)
- ...That are armed with tools for collaboration (Teams, SharePoint, Yammer, etc.)
- ...And who collaborate internally, externally or both (internal clients)
- With an appropriate level of transparency (public/private)

Check out our Office 365 Groups Playbook for access to regularly updated articles, webinars with industry leaders, and best practices.  
<https://www.avepoint.com/office365groups>

Free eBook

# When to Use and How to Manage Microsoft Teams & Office 365 Groups

- Chapter 1: What are Office 365 Groups?
- Chapter 2: What is Microsoft Teams?
- Chapter 3: What collaboration tool should I use when?
- Chapter 4: Top 3 concerns for Office 365 admins and how to alleviate them

Free Download >

[avepoint.com/resources](https://avepoint.com/resources)

# DIGITAL TRANSFORMATION

## FROM THE TRENCHES

▶ *Register for FREE at*  
*[ShiftHappensCon.com](http://ShiftHappensCon.com)*

Use Code: "CUSTOMER50"

Washington, D.C.

June 12-13, 2019



# thank you

Gracias

ευχαριστώ

Danke

Grazie

благодаря

Hvala

Obrigado

Kiitos

شكراً

Tak

Ahsante

Teşekkürler

متشكراً

Salamat Po

감사합니다

Cám ơn

شكريه

Terima Kasih

Dank u Wel

Děkuji

நன்றி

Köszönöm

ありがとう  
ございます

ໂພນຊຸມນຸມ

Dziękuję

谢谢

Tack

Mulțumesc

спасибо

Merci

תודה

多謝晒

дядкую

Ďakujem

# Get Resources



[avepoint.com/presentations](https://avepoint.com/presentations)

# Let's Connect



Dux Raymond Sy  
[Linkedin.com/in/meetdux](https://www.linkedin.com/in/meetdux)  
[dux.sy@avepoint.com](mailto:dux.sy@avepoint.com)  
  @meetdux



Sales@AvePoint.com | +1 800.661.6588



[www.AvePoint.com](http://www.AvePoint.com)



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