



# Microsoft Teams

Leverage Microsoft Teams to increase collaboration and enhance collaboration across the Agency

Microsoft  
Partner



Gold Application Development  
Gold Cloud Platform  
Gold Cloud Productivity  
Gold Collaboration and Content

Accessible content is available upon request.

# About AvePoint: Corporate Overview

Migrate. Manage. Protect.



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From Tahoe  
to Today

Inc. Magazine  
Hire Power  
Award

Ernst & Young  
Entrepreneur  
of the Year

Windows IT Pro  
Best SharePoint  
Product

Deloitte  
Technology  
Fast 500

16K

Customers

6M

Cloud Users

88

Countries

7

Continents



Microsoft  
Partner



2017 Partner of the Year Winner  
Public Sector: Microsoft CityNext Award

2016 Partner of the Year Winner  
Technology for Good Citizenship Award

2015 Partner of the Year Winner  
Collaboration and Content

2014 Partner of the Year Winner  
Public Sector: Public Safety and National Security



# Agenda

The Modern Workplace

Why Microsoft Teams?

Management & Governance

Establish Sustainable Adoption Plan

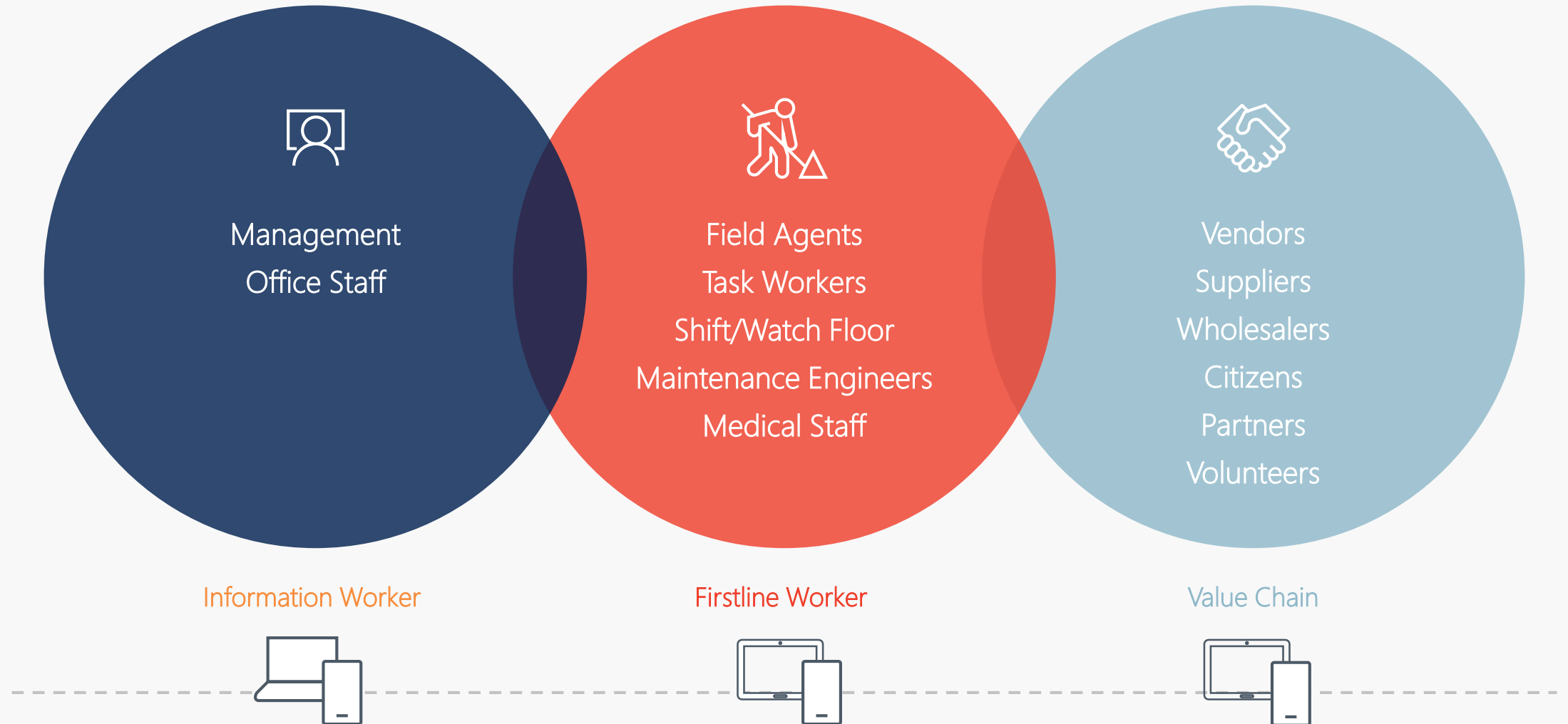
Drive Adoption Success



# The Modern Workplace



# Today's modern workforce



# The “job to be done”



Share Files



Plan meetings  
and events



Track tasks

*HOW you are  
collaborating...*



Alex Wilber  
Marketing Assistant



Ben Walters  
VP Sales



Lidia Holloway  
Product Manager



Henrietta Mueller  
Marketing Assistant



Irvin Sayers  
Director



Miriam Graham  
VP Marketing

*WHO you're collaborating  
with...*



Send and  
receive emails



Chats and  
conversations

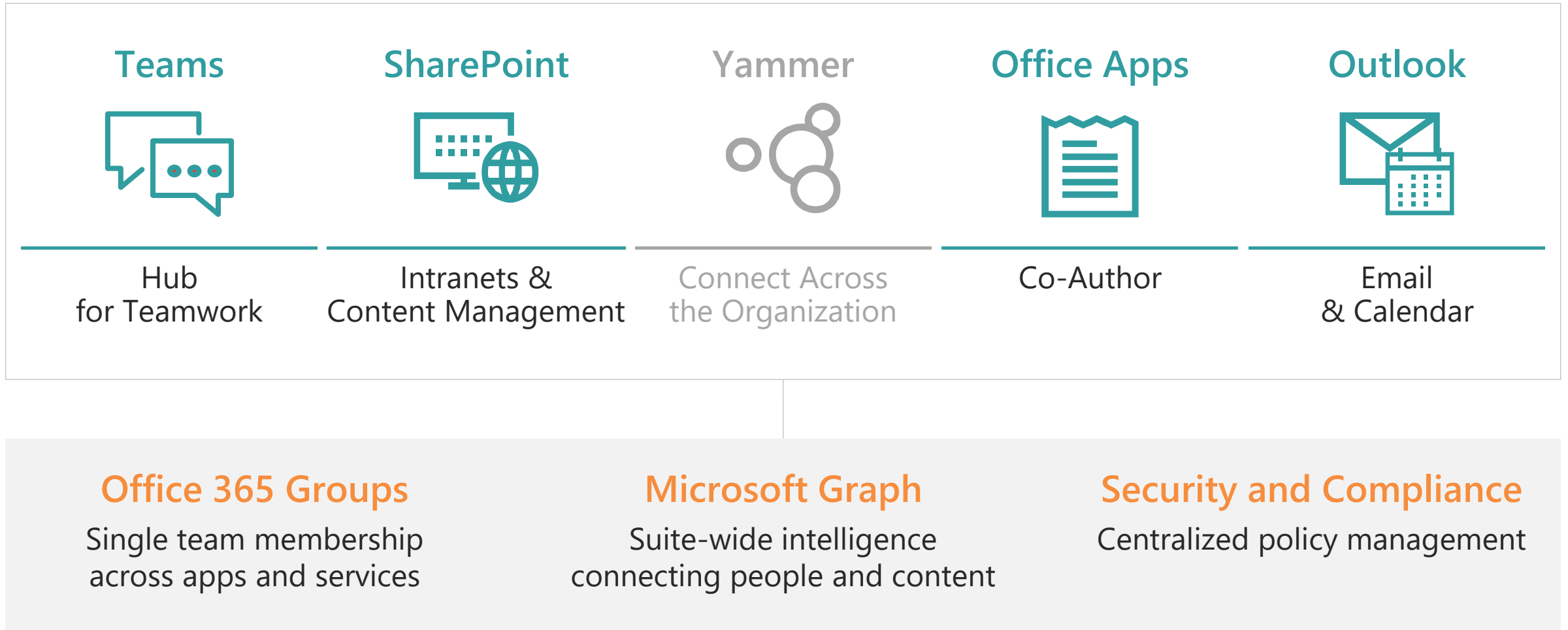


Social engagement

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



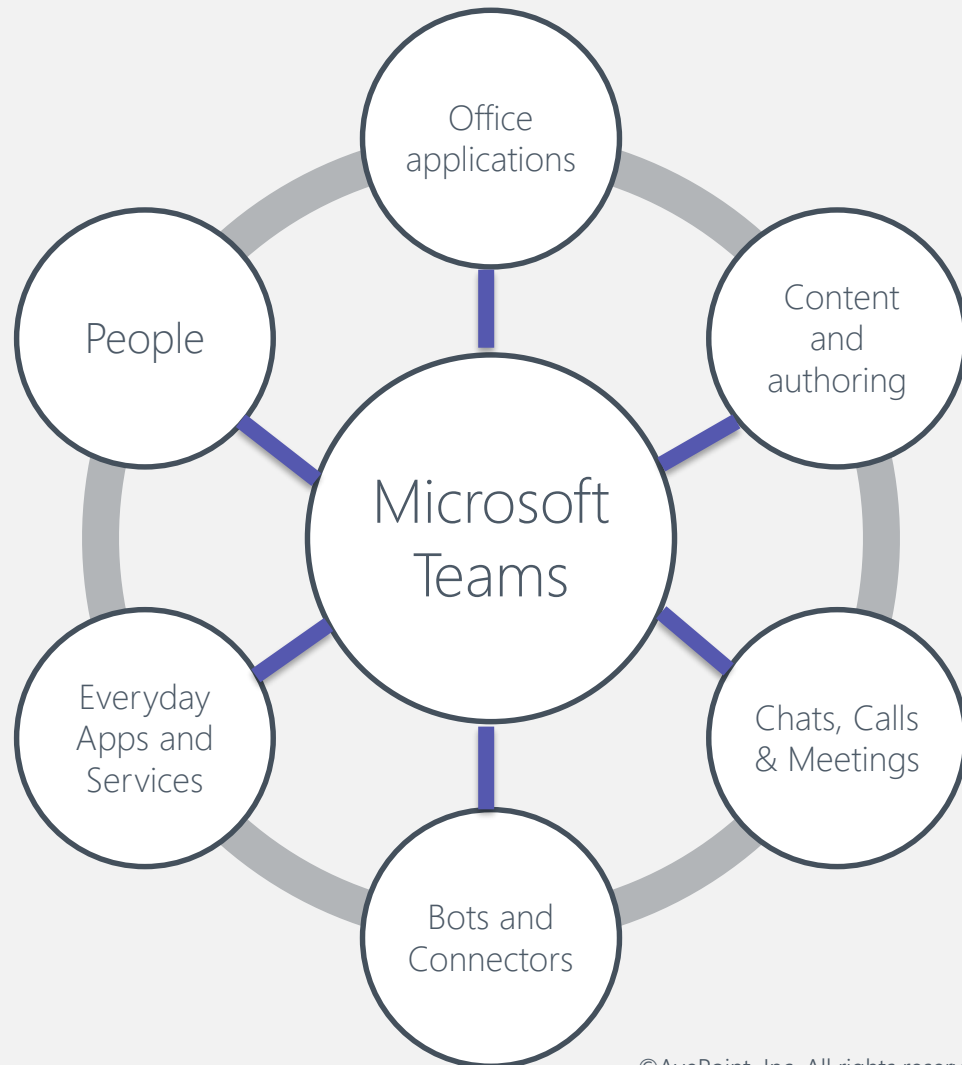
# Microsoft 365: Universal Toolkit for Teamwork





# Why Microsoft Teams?

# 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



# 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.

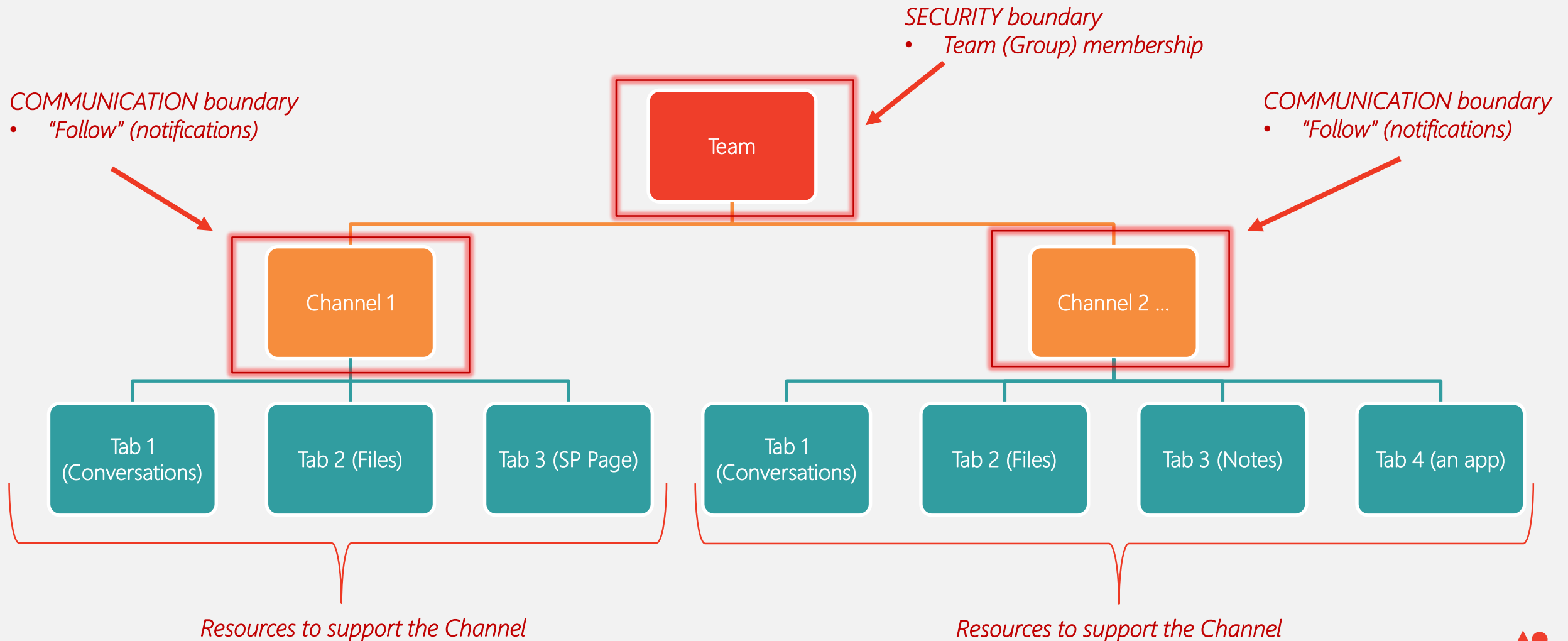


**Get guidance on these and other scenarios in the**  
**[FastTrack Productivity Library](#)**

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# The basic shape of a Team



# The structure of a real-life Team

The screenshot illustrates the structure of a real-life Team in Microsoft Teams. On the left, the 'Favorites' list shows the 'US-PubSec' team, which is highlighted with a red box and labeled 'The TEAM' with a red arrow. Below it, the 'Knowledge Channel' is highlighted with a teal box and labeled 'The Team's CHANNELS' with a teal arrow. The right side of the image shows the 'Knowledge Channel' view, which is labeled 'Channel TABS' with an orange arrow. The channel view includes tabs for 'Conversations', 'Files', 'AP Wiki', 'AP University', 'L&L Planner', 'Resources', and '1 more'. A post from 'Taylor Davernport' is visible, titled 'Following Group Emails in Outlook', with a date of '7/26 1:13 PM' and a status of 'Edited'. The post content includes a quick reminder to 'follow' the US-Federal Group in Outlook and a link to 'See more'. A screenshot of an Outlook interface is embedded in the post, showing the 'SLED TEAM' group and a 'Follow the Group' button.

*The TEAM*

*The Team's CHANNELS*

*Channel TABS*

US-PubSec > Knowledge Channel

Conversations Files AP Wiki AP University L&L Planner Resources 1 more +

July 26, 2018

7/26 1:13 PM Edited

**Following Group Emails in Outlook**

Hey US-Federal,

Quick reminder, be sure to "follow" the US-Federal Group in Outlook so you receive emails sent to the distro in your inbox. You can find instructions [HERE](#) or take a look at the screenshot below. Taylor will be sending out important messages via these distros please follow ACAD if you are not already.

[See more](#)

SLED TEAM Private group

Travel this Week

Taylor Davernport Our top priority this week is...

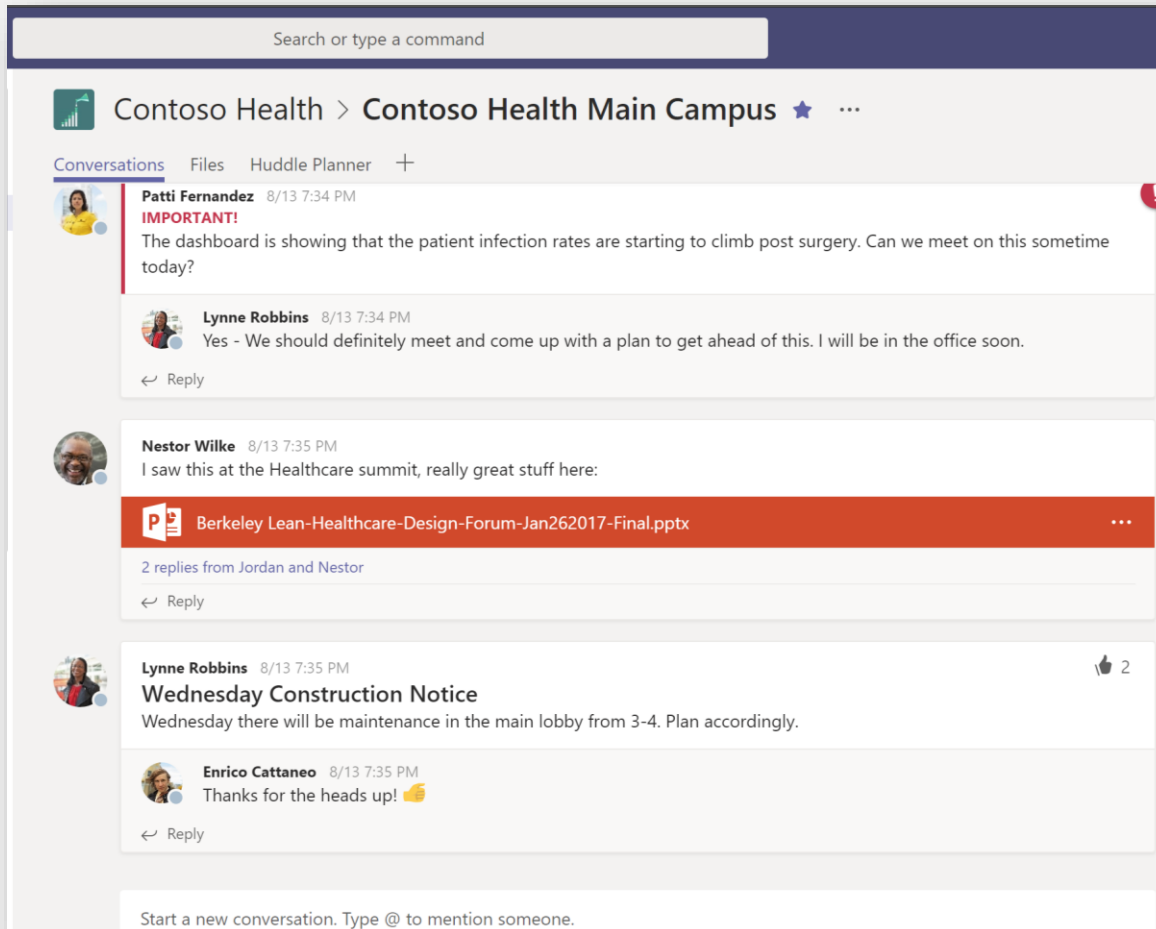
2 - Follow the Group

Stop following in inbox Only receive replies to you in your inbox Leave group You'll no longer be a member of this group and will stop receiving all content.





# “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



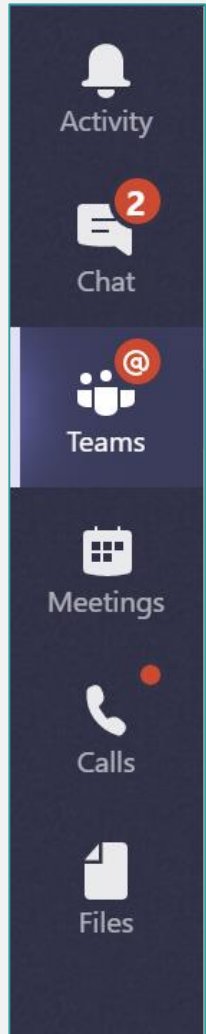
# The Difference between TEAMS and CHATS

## Team Conversations

- Visible to all Team members/owners
- Notifications will be sent to those following the Channel + those who are @mentioned
- New users have access to all historical content

## Chats

- Visible only to those in the chat
- Notifications will be sent to participants
- Users can be added ad-hoc
  - Multi-user groups: chat history can be shared in increments
  - 1 on 1 chats: create a group chat, no shared chat from original conversation



# Where Are My Conversations Stored?

## Chat service

In memory processing for speed

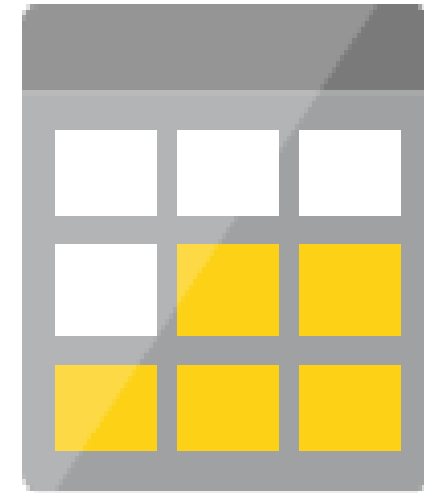
Leverages Azure storage (blob, tables, queues)

## Substrate / Exchange

Chat (user inbox) and channel (Teams inbox) messages are also stored in Exchange for information protection

## Conversation images & media

Inline Images/Stickers are stored in a media store, Giphys are not stored.



# Where Are My Files Stored?

## 1:N chats

Files are uploaded to OneDrive for Business and permissions are set for the members of the chat

## Team conversations

Files are uploaded to SharePoint. A folder is associated with each channel in the team

## Cloud storage

Dropbox, Box, Citrix ShareFile, Google Drive



# Understanding the SharePoint and Teams relationship

The screenshot illustrates the relationship between a Microsoft Teams channel and its corresponding SharePoint document library. On the left, the Teams interface shows a list of channels for the 'BGLeads' team. On the right, the SharePoint document library for the 'BGLeads' private group shows the 'Documents' section. Red lines connect each channel in the Teams list to its corresponding folder in the SharePoint document library.

**Teams Channels:**

- General
- BG Virtual Stand-up
- BG-Dev Workshop 2018
- GTM-Sales
- Product Strategy
- Project Tasks
- SP 2019
- Technical Partnerships
- 2 more channels

**SharePoint Documents:**

Name	Modified
BG Virtual Stand-up	July 16
BG-Dev Workshop May 2018 C...	April 24
Field Feedback	March 15
General	November 17, 2017
GTM-Sales	August 14, 2017
Product Strategy	August 14, 2017
Project Tasks	6 days ago
SP 2019	July 3
Technical Partnerships	August 14, 2017





# External Access



Anyone with an Azure Active Directory (AAD) account can be added as a guest in Teams.

## Guests ...

Must come from the same network (GCC-H, GCC DOD, etc)

Accounts are added and securely managed on Azure AD through Azure AD B2B Collaboration

IT admins can quickly and easily view, add, or revoke a guest's access to the host tenant

Are included as part of your Office 365 subscription at no additional cost

Are subject to Azure AD & Office 365 service limits



# Guest Access Capabilities

Capabilities	Teams User	Guest User
Create channels	X	X
Participate in a private chat	X	X
Participate in a channel conversation	X	X
Post, delete, and edit messages	X	X
Share a channel file	X	X
Share a chat file	X	
Add apps (tabs, bots, connectors)	X	
Create tenant-wide and teams/channels guest access policies	X	
Invite a user outside the Office 365 tenant's domain	X	X
Create team	X	
Discover and join public teams	X	
View org chart	X	

Note: Office 365 admins control the features available to guests.



# Management & Governance

# What do I need to govern?



For collaborative workspaces, customers want to govern:

How are Teams  
requested, approved  
and created

*Provisioning*

How are availability,  
compliance and  
changes over time are  
managed

*Management*

How do I  
retain/expire/dispose of  
Teams as appropriate

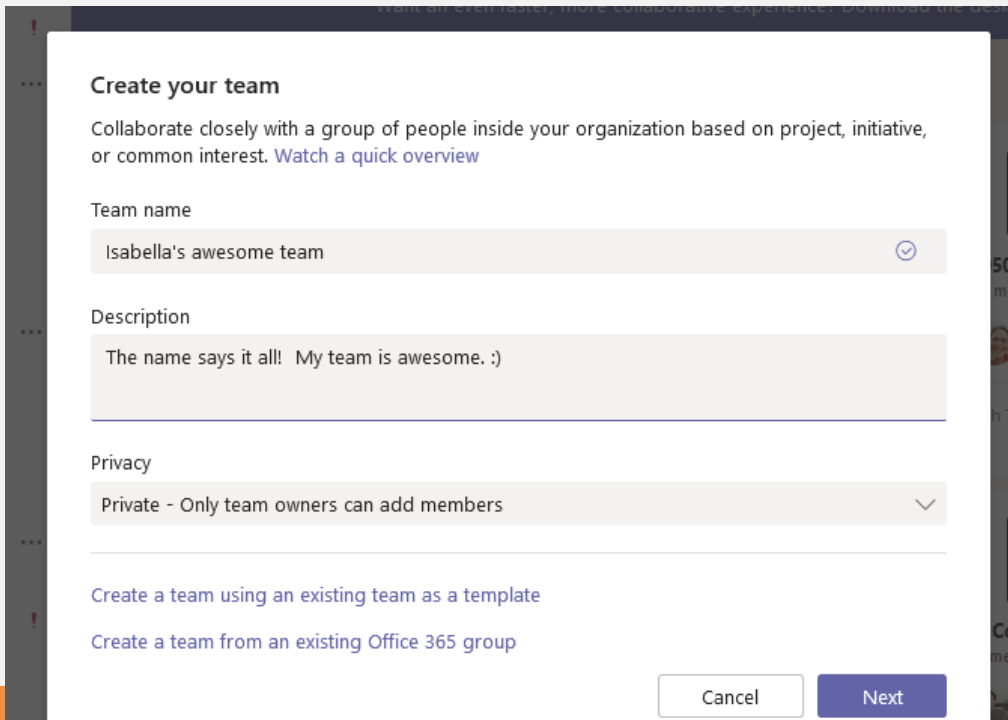
*Lifecycle*



# Two approaches to onboarding

- Organic onboarding – driven by your users
- IT-driven onboarding – driven by pre-identified business requirements

There is space for both approaches in many organizations



**Create your team**

Collaborate closely with a group of people inside your organization based on project, initiative, or common interest. [Watch a quick overview](#)

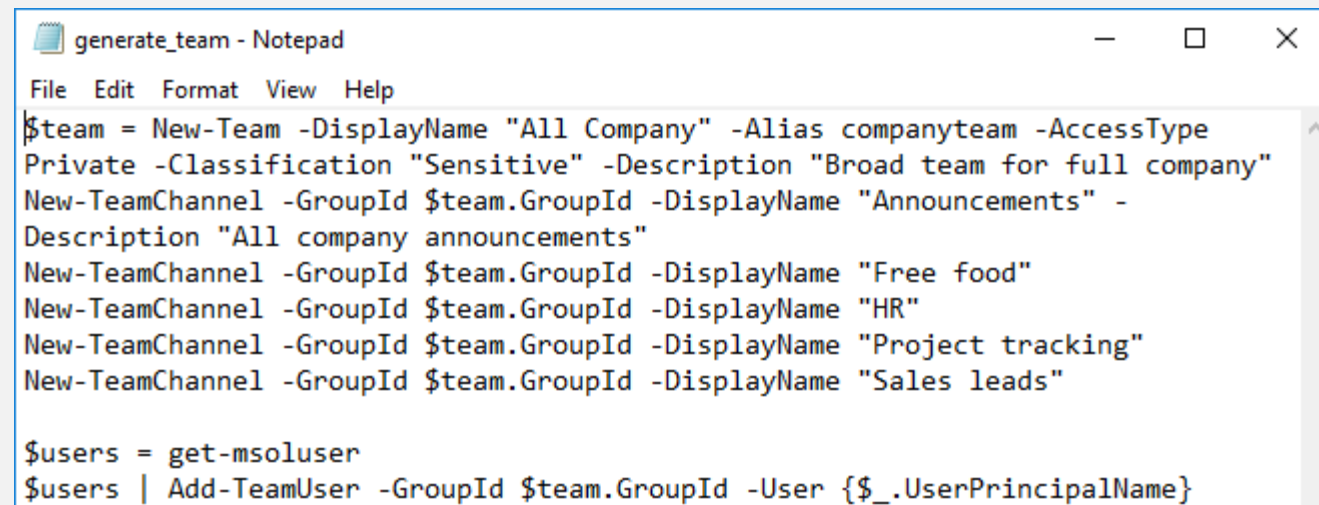
Team name  
Isabella's awesome team

Description  
The name says it all! My team is awesome. :)

Privacy  
Private - Only team owners can add members

[Create a team using an existing team as a template](#)  
[Create a team from an existing Office 365 group](#)

Cancel Next



```
File Edit Format View Help
$team = New-Team -DisplayName "All Company" -Alias companyteam -AccessType
Private -Classification "Sensitive" -Description "Broad team for full company"
New-TeamChannel -GroupId $team.GroupId -DisplayName "Announcements" -
Description "All company announcements"
New-TeamChannel -GroupId $team.GroupId -DisplayName "Free food"
New-TeamChannel -GroupId $team.GroupId -DisplayName "HR"
New-TeamChannel -GroupId $team.GroupId -DisplayName "Project tracking"
New-TeamChannel -GroupId $team.GroupId -DisplayName "Sales leads"

$users = get-msoluser
$users | Add-TeamUser -GroupId $team.GroupId -User {$_.UserPrincipalName}
```



# IT-driven onboarding

- With or without self-service group creation enabled
- PowerShell cmdlets in the Microsoft Teams Beta PowerShell Module for automating team creation and settings:
  - Create team
  - Update settings
  - Update channels
  - Add/remove members
- Graph APIs – in beta, many moving to 1.0 in November
  - Rolling out templated team creation via API





# Classification and Privacy...

Search or type a command

Activity Chat Teams Meetings Files

Richland Hammer Time > General ...

Private Toxic

Conversations Files Task Plan +

Add more people Create more channels Open

MOD Administrator 10/24 12:26 PM  
Tab conversation has begun.

Task Plan

MOD Administrator 10/24 12:26 PM  
Hey @Adele Hello

MOD Administrator 10/24 12:28 PM  
This doc needs attention  
Hey @Adele..

Project tracker1.ods

Start a new conversation. Type @ to mention someone.

Join or create a team Help



# Private or Public- What's the impact?

Microsoft Teams

Search or type a command

Join or create a team

### Create your team

Collaborate closely with a group of people inside your organization based on project, initiative, or common interest. [Watch a quick overview](#)

[See your organization's guidelines.](#)

Team name

Description

Privacy

- Private - Only team owners can add members
- Private - Only team owners can add members
- Public - Anyone in your organization can join
- Org-wide - Everyone in your organization will be automatically added

Cancel Next



# Understanding "Public" content visibility

The screenshot displays the Microsoft Teams interface. On the left, the navigation pane shows the 'Contoso News' channel selected. The main area shows the 'General' tab of the channel. A red box highlights the 'Public' visibility setting in the top right corner. A red arrow points from this box to the 'Settings' dropdown menu in the 'People and Groups' section, specifically to the 'Everyone except external users' option.

**Contoso News > General ...** Public

Conversations Files Wiki GAO +

Here are some things to get going...

Office 365

**People and Groups > Contoso News Members**

Groups

- Contoso News Members
- Contoso News Visitors
- Contoso News Owners
- More...

**Settings**

- ☐ Contoso News
- ☐ Everyone except external users

View: **Detail View**

Name	About me	Title	Department
Contoso News			
Everyone except external users			



# Group "Classification"

Microsoft Teams

Search or type a command

Join or create a team

### Create your team

Collaborate closely with a group of people inside your organization based on project, initiative, or common interest. [Watch a quick overview](#)

[See your organization's guidelines.](#)

Team name

Description

Privacy

Private - Only team owners can add members

Classification

Pretty Safe

Classification allows organization to protect data based on our policies and standards.

- Pretty Safe - You know like iffy but still safe
- WickedlyPrivate - Probably don't show anyone
- Toxic - Don't you DARE!

[Create a team using an existing team as a template](#)

[Create a team from an existing Office 365 group](#)

Cancel Next



# Understanding Classification- *Today*

## Can be applied to Sites and Groups

Set at "container" level where Labels are at item level for docs and emails

## Currently requires application via PowerShell

PowerShell used by an admin to create and apply classifications

Can be selected by user if self-service site collection provisioning is enabled in SharePoint

Microsoft signaling same for O365 Groups in future

## Does not drive any action currently

Currently no impact on retention or expiration



# Classifying SharePoint sites and Groups- Soon

Office 365

SharePoint

Search in SharePoint

Following

MIPIgniteDemoSite

Featured links

Edit

No featured links yet

As an admin, you can add links that are useful for everyone in your organization.

Frequent

IgniteDemoSite

There's no recent

Create site

Get a team site connected to Office 365 Groups

Use this design to collaborate with your team. Share documents, track events in a shared calendar, and manage project tasks.

Office 365

SharePoint

Site name

Contoso Merges and Acquisition

The site name is available.

Group email address

ContosoMergesandAcquisition

The group alias is available.

Site address

https://mippreviewtenant26.sharepoint.com/sites/ContosoMergesan...

Site description

Tell people the purpose of this site

Sensitivity ⓘ

Confidential

Privacy settings

Private - only members can access this site

Next

Cancel



# Classifying SharePoint sites and Groups

Office 365

SharePoint

MA

Your organization doesn't allow you to download, print, or sync using this device. To use these actions, use a device that's joined to a domain or marked compliant by Intune. For help, contact your IT department. [More info.](#)

CM

Contoso Merges and Acquisition

Private group | Confidential

Microsoft Admin

1 member

Search this site

Home

Conversations

Documents

Notebook

Pages

Site contents

Recycle bin

Edit

New

News

Add

Keep your team updated with News on your team site

From the new team site home page you'll be able to quic...

Add News

Activity

Published

Edit

Quick links

Learn about a team site

Learn how to add a page

Documents

See all

New

Upload

...

All Documents



Other *Policy Driven*  
management controls?

# Using the native “naming policy” for Teams and Groups...

## Set the naming policy and custom blocked words

1. Now you can set the prefixes and suffixes. Run the following commands in Azure AD PowerShell:

```
$Setting["PrefixSuffixNamingRequirement"] = "Grp_[Department]_[GroupName]_[Country]"
```

2. Now set the custom blocked words that you want to restrict by typing below. Add your own custom words that you want:

```
$Setting["CustomBlockedWordsList"]="Payroll,CEO,HR"
```

3. Save the settings for the new policy to be effective by typing:

```
Set-AzureADDirectorySetting -Id (Get-AzureADDirectorySetting | where -Property "Group.Unified" -EQ).id -DirectorySetting $Setting
```

## Create your team

Collaborate closely with a group of people inside your organization based on project, initiative, or common interest. [Here's a helpful video](#)

❗ The name can't contain HR.

Team name

HR



GRP HR Sales & Marketing ⓘ

Description

Privacy

Private - Only team owners can add members



## Limited Prefix/Suffix options

- Fixed text
- AAD properties of the requestor
- Dept, Company, Office, State/Province, Country/Region, Title

## Requires *clean* AAD

- AAD properties must be current and complete

## “Blocked” words

- MSFT list
- “Custom list”





Other Options for  
Naming Policies?

# Using the native “Dynamic Membership” for Teams and Groups...

The screenshot shows the Azure Active Directory admin center interface. The left sidebar contains navigation icons. The main area is titled "Dynamic membership rules" and is divided into two panes. The left pane shows group configuration details: "Group type" is set to "Office 365", "Group name" is "My Cool Dynamic Group" with a green checkmark, "Group description" is a placeholder "Enter a description for the group", and "Membership type" is "Dynamic User". The right pane shows the "Add dynamic membership rule" section with tabs for "Simple rule" and "Advanced rule". Under "Add users where", the "department" attribute is selected with the operator "Equals" and the value "Cool People".

## Based on AAD Attributes

- AAD properties drive membership
- Not based on Security Group Membership

## Requires *clean* AAD

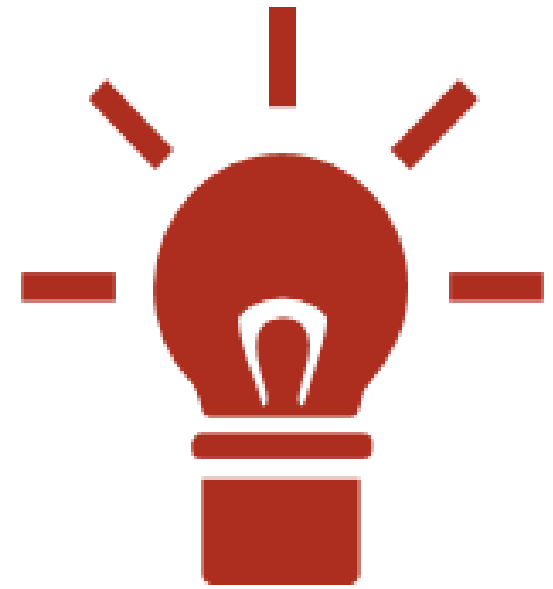
- AAD properties must be current and complete

This screenshot shows a detailed view of the "Advanced rule" configuration. It features a text area where the rule expression is entered: "(user.department -eq 'Cool People')". The window has a title bar "Dynamic membership rules" and a close button.





# Dynamic Membership Alternatives?



# Teams expiration

Azure Active Directory admin center contoso > Users and groups >

## Expiration (preview)

Search (Ctrl+/)

MANAGE

- General
- Expiration (preview)

ACTIVITY

- Audit logs

TROUBLESHOOTING + SUPPORT

- Troubleshoot
- New support request

Save Discard

Renewal notifications are sent via email to group owners 1 day prior to group expiration. Failure to renew will result in the deletion of the Office 365 group and its content from Teams, Planner, Yammer, Outlook, etc. If group owners do not have Exchange Licenses, this feature is not available.

Group lifetime (in days) Custom 31

\* For groups with no owners, notify Admin@odemo

Enable expiration for these Office 365 groups All Select

Select Office 365 groups

AD	Alex Dept Planning
AT	Alex Team YamJam
TE	test

## Action Required: Renew your Office 365 group



msonlineserviceteam@microsoftonline.com

Yesterday, 3:20 PM  
MOD Administrator



Reply all

Your Office 365 group 'test' expires in 30 day(s)



test



Renew group

Go to group



If you don't renew, the group and its related content from Teams, Planner, Yammer, Sharepoint, Outlook, etc. will be deleted on 9/10/2017

Microsoft Corporation, [One Microsoft Way, Redmond WA, 98052](#) | [Privacy Statement](#)



# What about retention of *content* within the Teams/Groups/Sites?



O365 “Advanced Data Governance” can handle retention/expiration

Retention policies at the  
“Container” level

Retention Labels at the  
folder or item level



# Using Retention Policies for Teams

Office 365

Security & Compliance

Classifications

Data loss prevention

Data governance

Dashboard

Import

Archive

Retention

Events

Supervision

Threat management

Mail flow

Data privacy

Create a policy to retain what you want and get rid of what you don't.

✔ Name your policy

Settings

Choose locations

Review your settings

Decide if you want to retain content, delete it, or both

Do you want to retain content?

☒ Yes, I want to retain it

For this long...7years

Retain the content based onwhen it was created

Do you want us to delete it after this time?

☐ Yes

☒ No

☐ No, just delete content that's older than

1years

Need more options?

☐ Use advanced retention settings

Back

Next

Cancel

Create a policy to retain what you want and get rid of what you don't.

✔ Name your policy

Settings

Choose locations

Review your settings

Choose locations

☐ Office 365 groups

☐ Skype for Business

☐ Exchange public folders

☒ Teams channel messages

All

Choose teams

None

Exclude teams

☒ Teams chats

All

Choose users

None

Exclude users

Back

Next

Cancel

Feedback

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# Understanding O365 "Retention Labels"

Office 365 | Security & Compliance

Home

Alerts

Permissions

Classifications

Labels

Label policies

Sensitive information types

Data loss prevention

Data governance

Threat management

Data privacy

Search & investigation

Reports

Create a label to help users classify their content.

✓ Name your label

● Label settings

● Review your settings

Label settings

Retention ⓘ  

On

When this label is applied to content...

Retain the content

Share

Copy link

Download

Delete

Flow

Pin to top

Move to

Copy to

Rename

1 selected

Documents

Name	Modified	Modified By	Sign-off status
General	September 25, 2017	MOD Administrator	
HBI Stuff	September 11	MOD Administrator	
My Other Channel	September 25, 2017	MOD Administrator	
2018-01-24_17-11-17.png	April 16	MOD Administrator	
✓ Test Doc.rtf	August 23, 2017	Adele Vance	

Test Doc.rtf

Document

Name \*

Test Doc.rtf

Apply label

High Business Impact (HBI)

None  
Clear the label

High Business Impact (HBI)  
Retain for 7 years

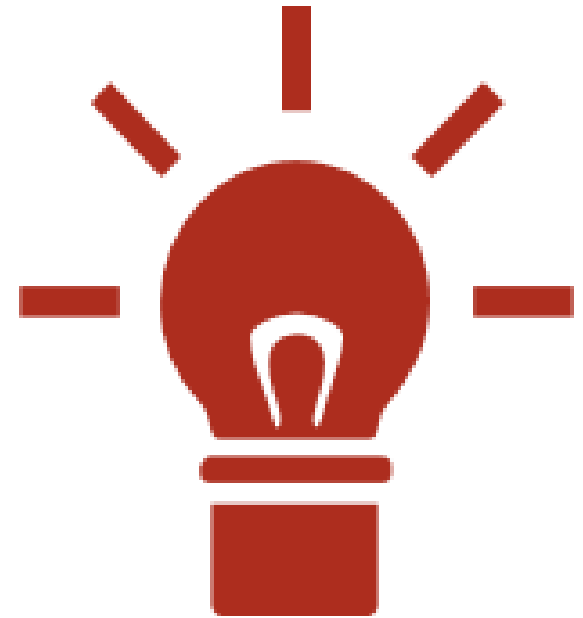
Low Business Impact (LBI)  
Delete after 2 years

Medium Business Impact (MBI)  
Retain for 3 years

My New Label

Test Label 2  
Retain for 22 years

Applying Retention  
by *Policy*...



# Understanding "archived" Teams

**Microsoft Teams**

Search or type a command

Want an even faster, more collaborative experience? Download the desktop app. [Download](#)

**Manage teams** [Create a team](#)

Search teams

**Active (6)**

Name	Description	Membership	People	Type
Big Wigs	A casual forum for senior leadership.	Owner	9	Public
Contoso News	Company News Channel ... everything you need to know ...	Owner	24	Public
Exec Chatter	Exec Chatter	Owner	2	Private
Product Launch	A collaboration area for the Product Launch team.	Owner	11	Public
Test Team	Test Team	Owner		
test123	test123	Owner		

**Archived (1)**

Name	Description	Membership
DC Posse	DC Posse	Owner

**Want to archive "DC Posse"?**

This will freeze all team activity, but you'll still able to add or remove members and update roles. Go to Manage teams to restore the team.

☐ Make the sharepoint site read-only for team members

[Cancel](#) [Archive](#)

- Manage team
- Add channel
- Add members
- Leave the team
- Edit team
- Get link to team
- Archive Team
- Delete the team




# "Soft Delete" allows whole-hog recovery of deleted O365 Groups

Recover deleted Office 365 Group from Office and Exchange admin centers

Outlook for Windows: Create appointments on Group calendars


Outlook for Windows: Improvements to Contact Card



Cancelled

0

Previously planned updates that are no longer being developed or are in progress



Previously released

17

Generally available updates for all applicable customers

Recover deleted Office 365 Group from Office and Exchange admin centers






If an Office 365 Group is deleted, tenant administrators will have the ability to restore the group from either the Office Admin Center or the Exchange Admin Center.

Feature ID: 14685

Added to Roadmap: 06/08/2017

Last modified : 07/25/2017

Tags: O365, Groups





Search To-do List

- Home
- Workspace
- Requests

+ New Request

## New Request > Project Management Questionnaire

### Before we get started...

We want to help you ensure that all your data is secure and that your project is set up for the right job. Please answer the following questions to the best of your knowledge.

Is this a new or existing project?

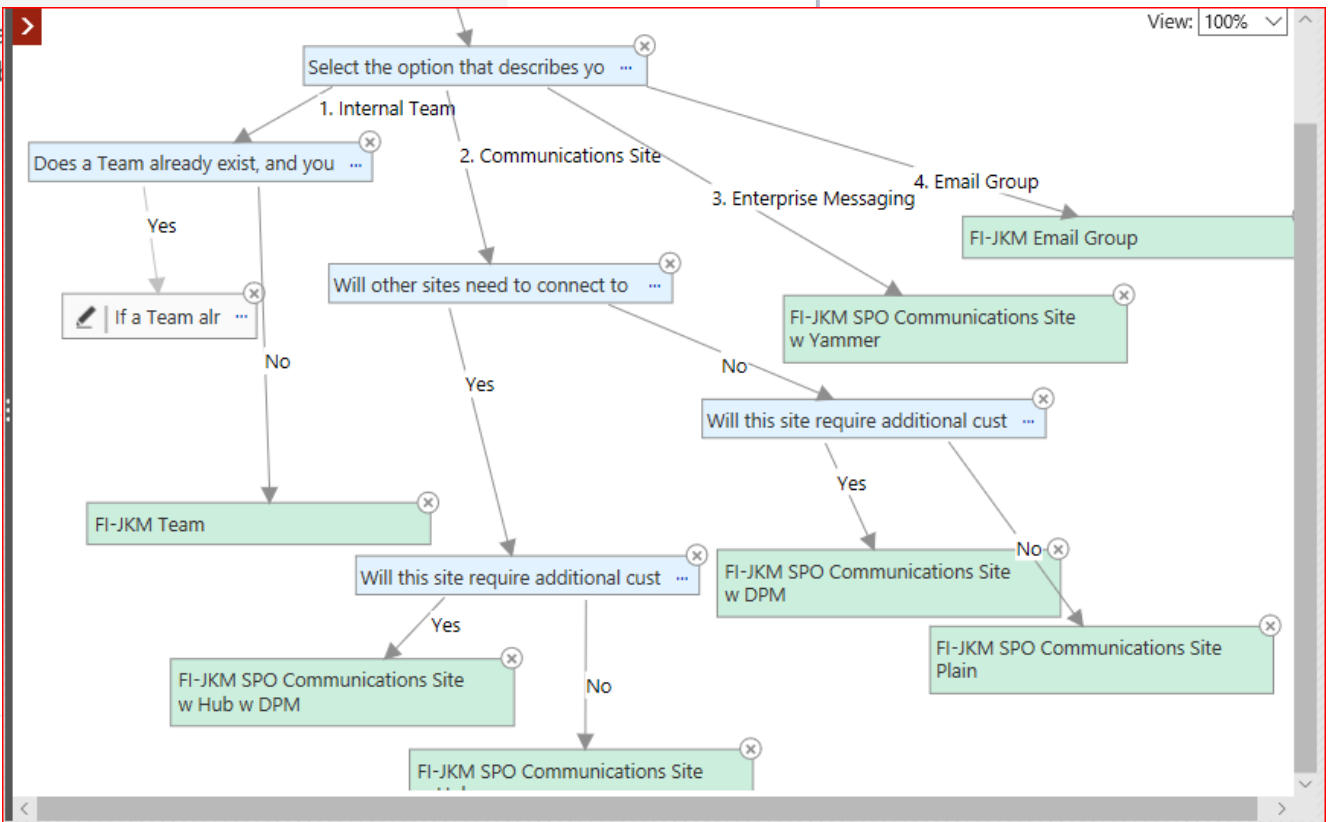
New Project

How would you describe this project's collaboration? ⓘ

- ☐ Traditional Workstream
- ☒ Modern Workstream

Is this project going to involve sharing/storing any of the following types of information?

Please select an option...



# Management & Governance Considerations

## Provisioning

- Self-service, managed, or a combination?
- Are native user options OK or is more governance required?

## Ongoing management

- Need to gather and maintain common governance details (ownership, division, purpose, sensitivity, etc.)?
- “Landscape reporting”?

## Renewal & Permissions

- How long should we keep the Team?
- Require periodic review of permissions, membership, ownership etc.?

## Expiration and end of life

- For “workspaces” like sites and teams?
- For content within workspaces?
- Process to assess business relevance?
- “Managed” de-provisioning processes?



# DIGITAL TRANSFORMATION

## FROM THE TRENCHES

▶ *Government attendees free with discount code: APMIL or APGOV*

*(must have .gov or .mil email address)*

Washington, D.C.

June 12-13, 2019

#shifthappens

Let's  
Connect

## Jay Leask



[jay.leask@avepoint.com](mailto:jay.leask@avepoint.com)



[linkedin.com/in/jleask](https://www.linkedin.com/in/jleask)



[twitter.com/jayleask](https://twitter.com/jayleask)

Download workshop resources:

<http://www.avepoint.com/presentations>

# 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

ໂພນລຸ້ນລຽ້ນ

Dziękuję

谢谢

Tack

Mulțumesc

спасибо

Merci

תודה

多謝晒

дядкую

Ďakujem



Sales@AvePoint.com | +1 800.661.6588



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# Analytics & reports

Report

Location

Teams

Date range

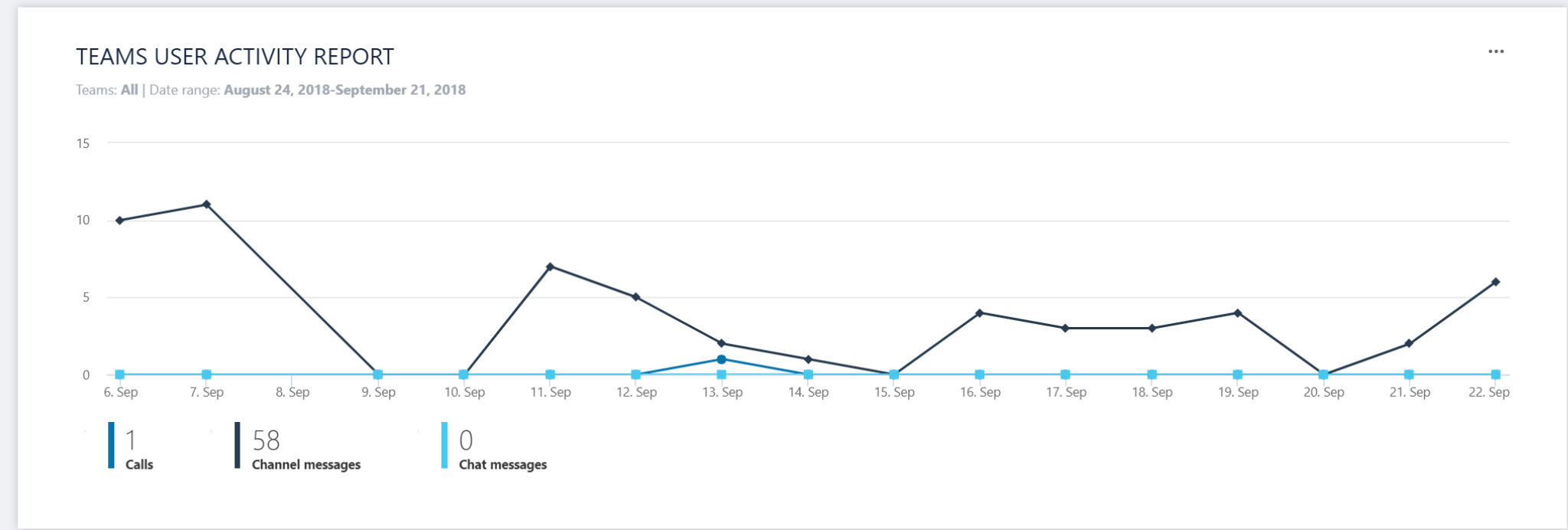
Run report

Teams user activity

Select location

All

Last 28 days



# Analytics & reports

Report

Location

Teams

Date range

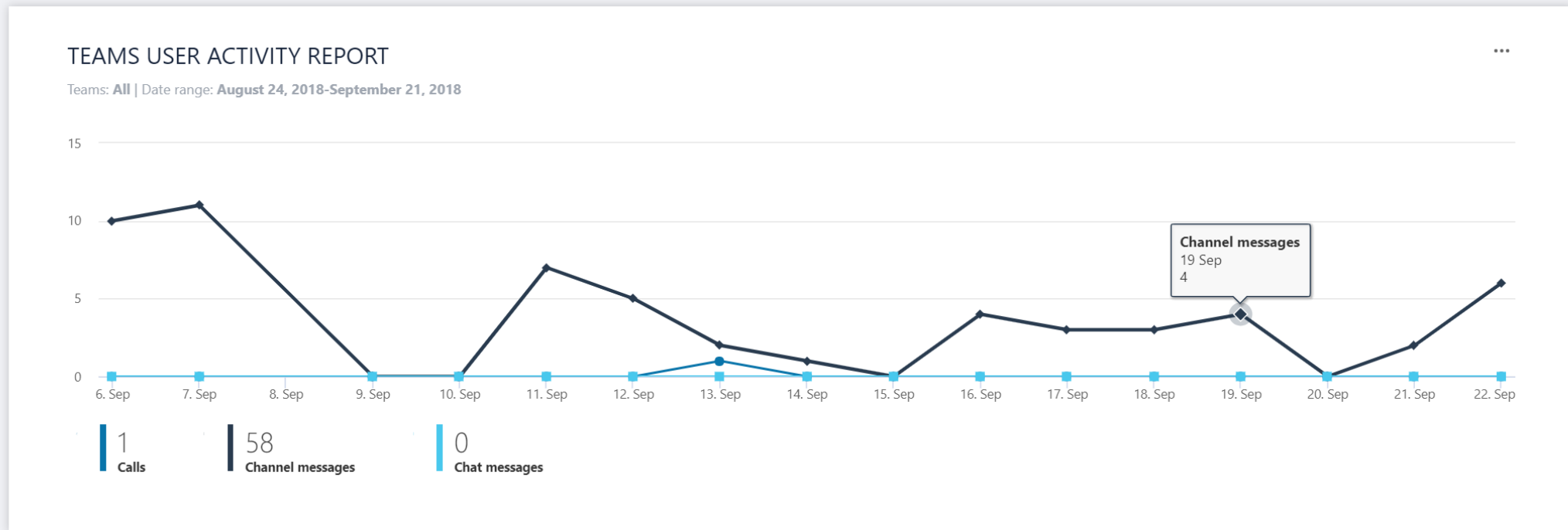
Run report

Teams user activity

Select location

All

Last 28 days



- 
- 
- Dashboard
- Teams
- Devices
- Locations
- Users
- Meetings
- Messaging policies
- Voice
- Analytics & reports
- Org-wide settings
- Legacy portal
- Call quality dashboard
- Firstline Worker configuration

# Analytics & reports

Report

Location

Teams

Date range

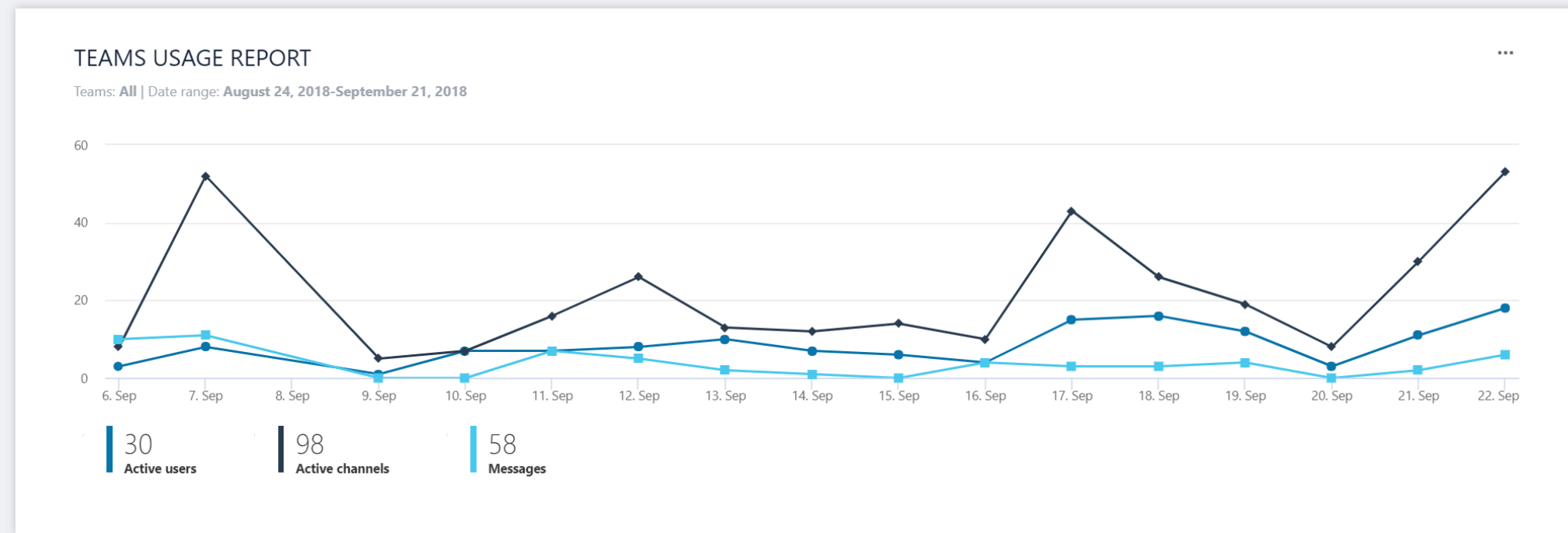
Teams usage

Select location

All

Last 28 days

Run report



Contoso

Microsoft Teams & Skype for Business Admin Center

BM

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Messaging policies

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30

Active users

98

Active channels

58

Messages

Display name	Privacy	Active users	Guests	Active channels	Messages
19:da80b676ad254096afc...	Private	1	0	1	0
19:e29835e10fc3477f8c1f...	Private	1	0	1	0
Admin Zone	Private	1	0	1	1
19:3cdbea4e4aa3420392...	Private	1	0	1	0
19:07e2d2bec3b342dda1...	Private	1	0	1	0
19:f75db5b18f4f4ed2b1e...	Private	1	0	1	0
19:9d9c2cd189dd4341aa...	Private	1	0	1	0
19:adb6b1fabf54095b12...	Private	1	0	1	0

1.0.180923.3

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Dashboard \ Manage teams










Teams

Teams and channels are collections of people, content, and tools used for projects or outcomes within your organization. You can manage all the teams and channels, create new ones and manage the existing ones. [Learn more.](#)

+ New team


Edit

24 teams

Team name	Channels	Team members	Owners	Guests
 Teamwork Marketing	4	20	1	0
 Teams Engineering	4	20	1	0
 X1050 Launch Team	6	5	1	0
 Microsoft Teams PG	1	5	1	0
 Enterprise Technical Sales	1	3	1	0
 Modern Workplace Customer Success	1	4	1	0
 M365 Product Marketing	1	6	1	0
 Ignite 2018 Planning	1	2	1	0
 Enterprise Connect 2019	1	2	1	0

Edit team

Team profile



Upload pictureRemove

Team name

X1050 Launch Team

Description

X1050 Launch Team

Privacy

Public

Conversations

Save

Cancel

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 Modern Workplace Customer Success	1	4	1	0
 M365 Product Marketing	1	6	1	0
 Ignite 2018 Planning	1	2	1	0
 Enterprise Connect 2019	1	2	1	0

Create a new team

A team is a group of people inside your organization that can be based on project, initiative, or common interest.

Team name

Description (optional)

Team owner

Search for Team members

Privacy

Private

Private

Public

Create team

Cancel

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X1050 Launch Team

XL

X1050 Launch Team

Privacy

Public

Mail

X1050LaunchTeam@teamworkdemob.onmicrosoft.com

Edit

Team members

Channels

Settings

+ Add team members

Remove

5 Team members

Search

Display name	User name	Title	Location	Role	
<div><div></div><div>Angela Donohue</div></div>	AngelaD@teamworkdemob.onmicroso...	Sr Product Marketing Manager	-	Member	<div></div>
<div><div></div><div>Christian Schacht</div></div>	ChristianS@teamworkdemob.onmicros...	Sr Product Marketing Manager	-	Member	<div></div>
<div><div></div><div>Heidi Gloudem...</div></div>	HeidiG@teamworkdemob.onmicrosoft....	-	-	Owner	<div></div>
<div><div></div><div>Jeff Teper</div></div>	JeffT@teamworkdemob.onmicrosoft.co...	-	-	Member	<div></div>

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X1050 Launch Team

XL

X1050 Launch Team

Privacy

Public

Mail

X1050LaunchTeam@teamworkdemob.onmicrosoft.com

Edit

Team members

Channels





Settings

+ Add team members

X Remove

5 Team members

Search

Display name	User name	Title	Location	Role	
 Christian Schacht	ChristianS@teamworkdemob.onmicros...	Sr Product Marketing Manager	-	Member	▼
 Heidi Gludem...	HeidiG@teamworkdemob.onmicrosoft....	-	-	Owner	▼
 Jeff Teper	JeffT@teamworkdemob.onmicrosoft.co...	-	-	Member	▼
 Jared Spataro	JaredS@teamworkdemob.onmicrosoft....	CVP, Office and Windows Marketing	-	Owner	▼
				Member	



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X1050 Launch Team

XL

X1050 Launch Team

Privacy  
Public

Mail  
X1050LaunchTeam@teamworkdemob.onmicrosoft.com

Team members





Channels

Settings

+ Add team members


✕ Remove

5 Team members

Display name	User name	Title	Location	Role
 Christian Schacht	ChristianS@teamworkdemob.onmicros...	Sr Product Marketing Manager	-	Member
 Heidi GlouDEM...	HeidiG@teamworkdemob.onmicrosoft....	-	-	Owner
 Jeff Teper	JeffT@teamworkdemob.onmicrosoft.co...	-	-	Member
 Jared Spataro	JaredS@teamworkdemob.onmicrosoft....	CVP, Office and Windows Marketing	-	Member

Add team members

Paul

 **Paul Cannon**  
(PAULC) SR PRODUCT MARKETING MA...

JS

**Jamie Stark**  
(JAMIES)

✕

Save

Cancel

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XL

X1050 Launch Team

Privacy

Public

Mail

X1050LaunchTeam@teamworkdemob.onmicrosoft.com

Team members

Channels

Settings

+ Add channel

✕ Remove channel

Name	Description
General	X1050 Launch Team
Engineering	
Manufacturing	
Marketing	

Edit

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X1050 Launch Team

XL

Privacy

Public

Mail

X1050LaunchTeam@teamworkdemob.onmicrosoft.com

Team members

Channels

Settings

+ Add channel

✕ Remove channel

Name	Description
General	X1050 Launch Team
Engineering	
Manufacturing	
Marketing	

## Add channel

Channel name

Licensing

Channel description

Discussions about licensing implications

Save

Cancel

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X1050 Launch Team

XL

X1050 Launch Team

Privacy

Public

Mail

X1050LaunchTeam@teamworkdemob.onmicrosoft.com

Team members

Channels

Settings

Conversations

Allow editing of sent messages

On

Allow deleting of sent messages

On

Channels

Team members can create new channels or edit existing ones

On

Team members can add, edit or remove tabs

Edit team

Privacy ?

Public

Conversations

Team members can edit sent messages

On

Team members can delete sent messages

On

Channels

Creating new channels and editing existing ones

On

Adding, editing and removing tabs

On

Adding, editing and removing connectors

On



Adding, editing and removing apps

On

Save

Cancel

- Policies – (*messaging policy, meeting policy, voice policy*)
  - A collection of configuration elements.
  - Generally grouped by modality.
  - Per user or per tenant. Per group is on the backlog.
- Settings – (*guest, federation, audio conferencing*)
  - A collection of configuration elements.
  - Generally grouped by modality.
  - Per tenant only.
  - Can include multiple instances (Bridges, Teams, Voice Apps).

Display name	Phone number	Phone system 	Calling plan 
Christopher Bryan		On	Domestic
Angela Donohue	+1 425 202 6756	On	Domestic
Duncan Barnes	+1 425 526 4868	On	Domestic
Anne Michels	+1 425 526 4845	On	Domestic
Orlando Room System		On	Domestic
Jace Moreno	+1 425 526 4878	On	Domestic
Farren Roper	+1 425 526 4872	On	Domestic
Chantal De Menezes	+1 425 526 4847	On	Domestic
James Skay	+1 425 526 4884	On	Domestic



# Christian Schacht



SR PRODUCT MARKETING  
MANAGER

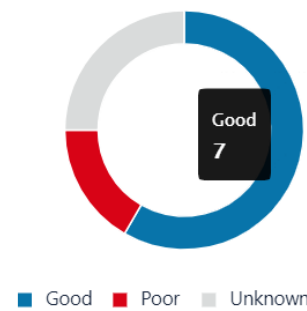
16011 36TH WAY, REDMOND WA  
98052  
United States

Phone number  
**+1 425 526 4857**

Email  
[ChristianS@teamworkdemob.onmicrosoft.com](mailto:ChristianS@teamworkdemob.onmicrosoft.com)

Directory status  
**User created online**

## 7-DAY QUALITY



## 7-DAY ACTIVITY

9  
Meetings

4  
Calls

Account

Call history

### General information

Assigned phone number  
**+1 425 526 4857**

Emergency location  
**16011 36TH WAY, REDMOND WA 98052**

### Audio conferencing

Edit

Audio conferencing  
**On** [Send conference info in email](#)

Conference ID  
**Dynamic** [Reset conference ID](#)

PIN  
●●●●● [Reset PIN](#)

Default conferencing toll phone number  
**+1 424 389 3944**

Invites from this user can include toll-free number  
**On**

16011 36TH WAY, REDMOND WA 98052

Send conference info in email

## Dynamic

Reset conference ID

● ● ● ● ●

## Reset PIN

+1 424 389 3944

Invites from this user can include toll-free number

On

Default conferencing toll-free phone number

none

## Dial-out permissions

none

## Assigned policies

 Edit

## Teams Meeting policy

none

## Teams Messaging policy

none

## Teams live events policy

none

## Teams App Setup policy

none

## Teams app permission policy

none

## Teams upgrade

 Edit

Coexistence mode

### Use Org-wide settings





Assigned phone number  
+1 425 526 4857

Emergency location  
16011 36TH WAY, REDMOND WA 98052

Audio conferencing  
On [Send conference info in email](#)

Conference ID  
Dynamic [Reset conference ID](#)

PIN  
●●●●● [Reset PIN](#)

Default conferencing toll phone number  
+1 424 389 3944

Invites from this user can include toll-free number  
On

Default conferencing toll-free phone number  
none

Dial-out permissions  
none

Assigned policies [Edit](#)

- Teams Meeting policy  
none
- Teams Messaging policy  
none
- Teams live events policy  
none
- Teams App Setup policy  
none
- Teams app permission policy  
none

Teams upgrade [Edit](#)

Coexistence mode  
Use Org-wide settings

# Edit user policies

Teams Meeting policy  

None

Teams Messaging policy  

None

Teams live events policy  

None

Live Event Policy

Live Event Producers

No Live Events

Save

Cancel

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Meeting settings

Live events policies

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Meeting policies

Meeting policies are used to control what features are available to users when they join Microsoft Teams meetings. You can use the default policy or create one or more custom meeting policies for people that host meetings in your organization.  
[Learn more.](#)

+ New policy

Search

Name	Custom policy
Global (Org-wide default)	No
Seattle Hospital Meeting Policy	Yes
Portland Hospital Meeting Policy	Yes
Everything on	Yes
AllModality	No
AllOn	No
RestrictedAnonymousAccess	No
AllOff	No
RestrictedAnonymousNoRecording	No

https://admin.teams.microsoft.com/dashboard

### Description

 $\wedge$ 

[Learn more](#)

☒ On

☒ On

☒ On

 On $\wedge$ 

[. Learn more.](#)

☒ On

☒ On

☒ On

1000



Dashboard \ Meeting settings

## Meeting settings

Meeting settings are used to control whether anonymous users can join Teams meetings, to set up your meeting invitations and if you want to enable Quality of Service (QoS), you can set the ports for real-time traffic. These settings will be used for all of the Teams meetings that users schedule in your organization. [Learn more.](#)

## Participants

Anonymous users can join a meeting  On

## Email invitation

Customize the meeting invitations that are sent for users to include your organization's logo, URLs and custom footers. [?](#)

Logo URL	<a href="https://contoso.com/images/contosologo.png">https://contoso.com/images/contosologo.png</a>
----------	---

Legal URL	<a href="https://contoso.com/legal.html">https://contoso.com/legal.html</a>
-----------	---

Help URL	<a href="https://contoso.com/joiningmeetinghelp.html">https://contoso.com/joiningmeetinghelp.html</a>
----------	---

Footer

## Network

Set up how you want to handle Teams meetings real-time media traffic (audio, video and screen sharing) that flow across your network. [?](#)

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## Teams

## Devices

## Locations

## Users

## Meetings

## Conference bridges

## Meeting policies

## Meeting settings

## Live events policies

## Messaging policies

## Voice

## Analytics & reports

## Org-wide settings

Legacy portal 

[Call quality dashboard](#) 

## Firstline Worker configuration