



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



Management
Office Staff



Field Agents
Task Workers
Shift/Watch Floor
Maintenance Engineers
Medical Staff



Vendors
Suppliers
Wholesalers
Citizens
Partners
Volunteers

Information Worker

Firstline Worker

Value Chain



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

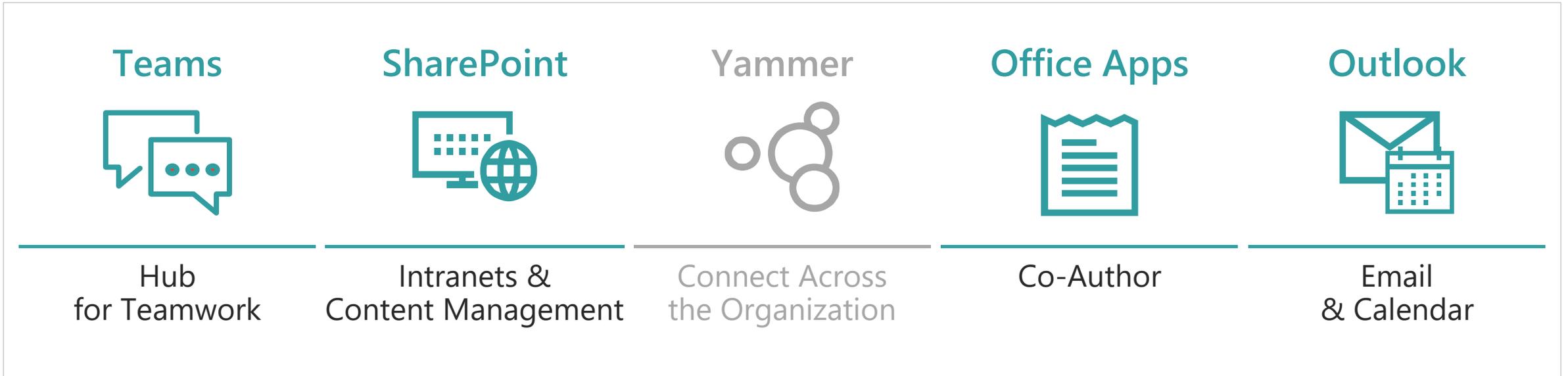


Social engagement

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



Microsoft 365: Universal Toolkit for Teamwork



Office 365 Groups

Single team membership across apps and services

Microsoft Graph

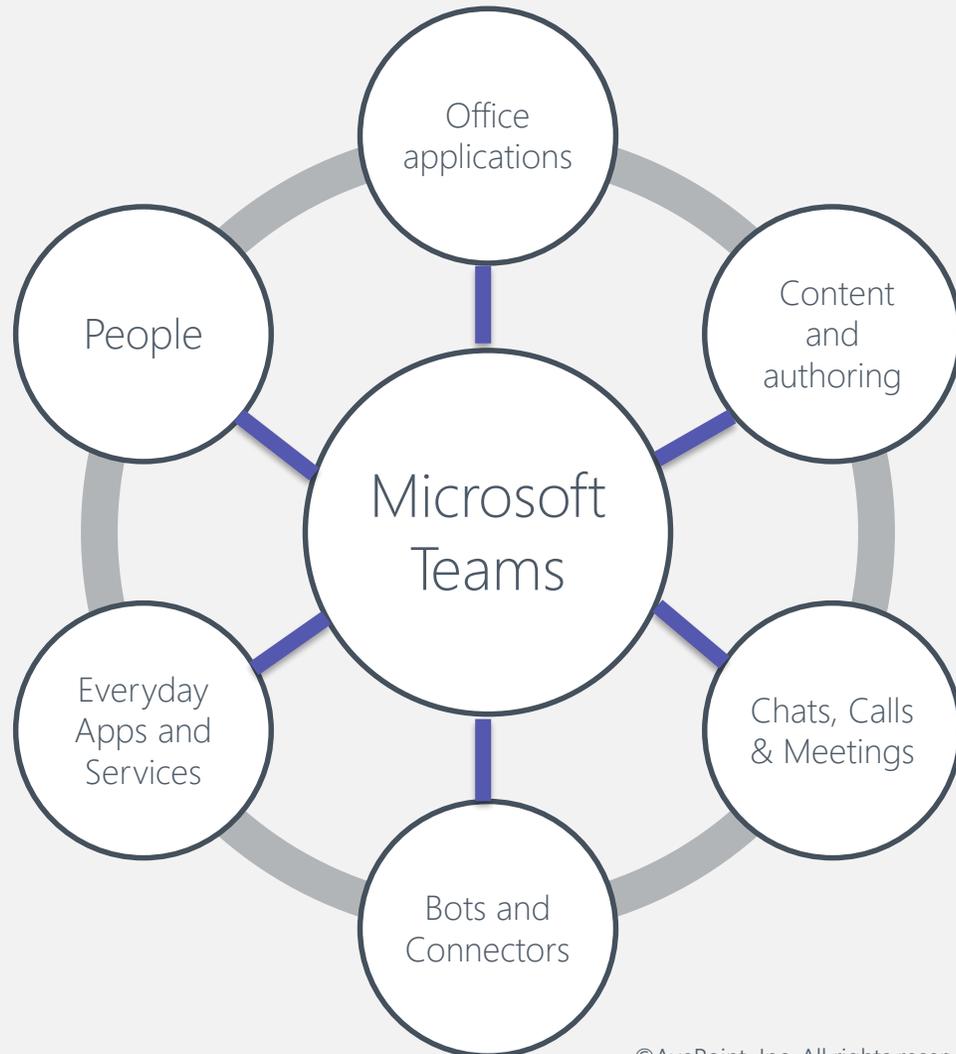
Suite-wide intelligence connecting people and content

Security and Compliance

Centralized policy management

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

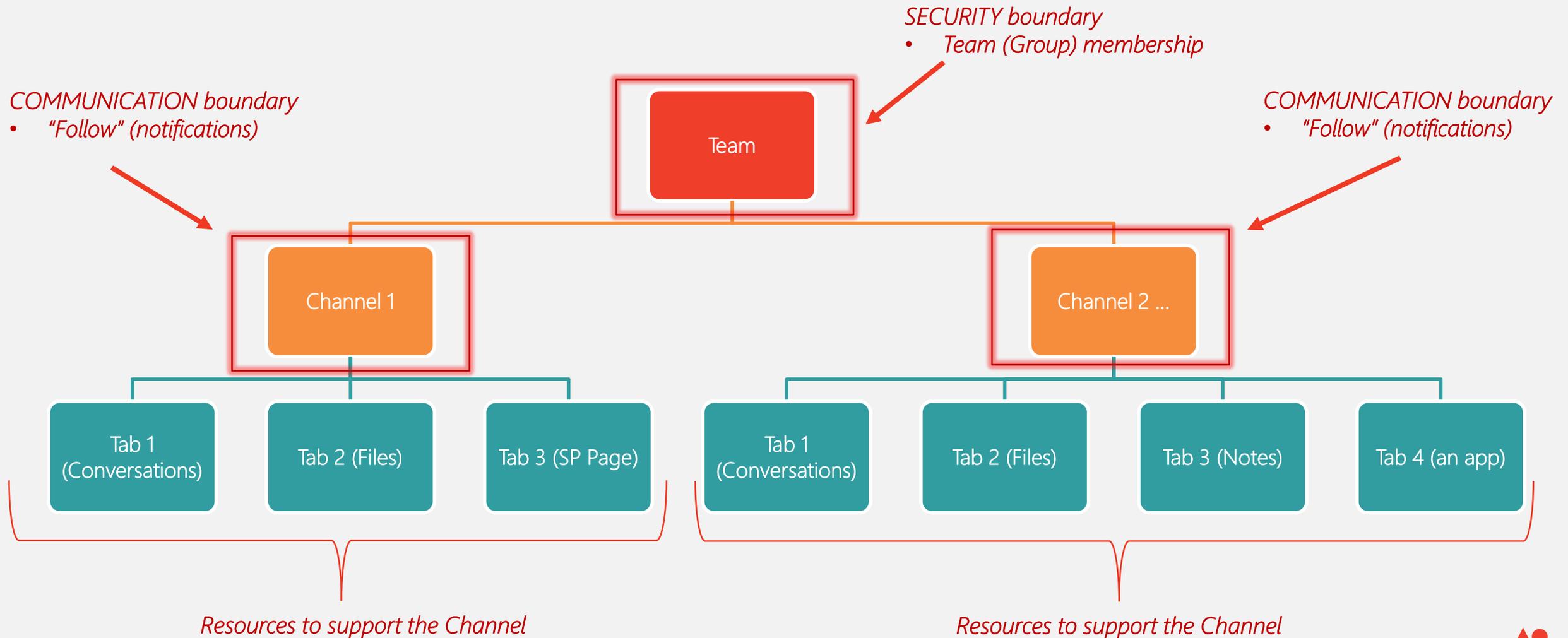
Manage project stakeholders, tools, budgets, project reviews and feedback.



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



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'. Below it, the 'Knowledge Channel' is highlighted with a teal box and labeled 'The Team's CHANNELS'. The right side of the image shows the 'US-PubSec > Knowledge Channel' view, with the channel tabs (Conversations, Files, AP Wiki, AP University, L&L Planner, Resources, 1 more) highlighted with an orange box and labeled 'Channel TABS'. A message from Taylor Davoport is visible, titled 'Following Group Emails in Outlook', with a screenshot of an Outlook interface showing the 'SLED TEAM' group and a 'Follow the Group' button.

The TEAM

The Team's CHANNELS

Channel TABS

US-PubSec

General

FED Sales

Knowledge Channel

Marketing Events

Partner Program

US-PubSec > Knowledge Channel

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

July 26, 2018

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 unless you follow ACAD if you're not a leader.

See more

SLED TEAM Private group

Follow the Group



“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



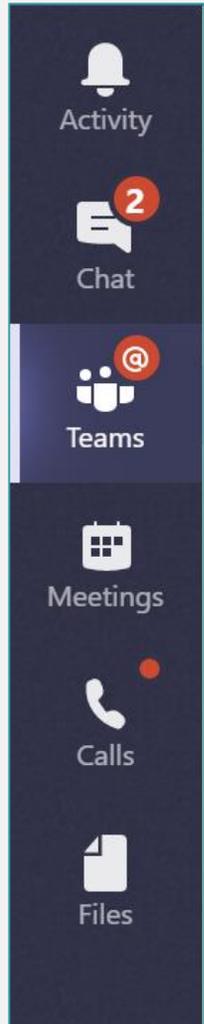
The Difference between TEAMS and CHATS

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

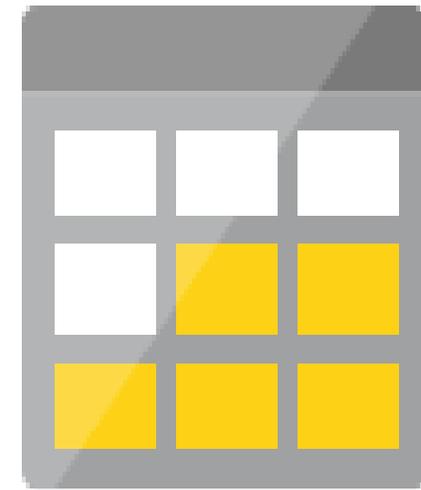
Leverages Azure storage (blob, tables, queues)

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 folder in a 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 shows a list of folders. Red lines connect each channel to its corresponding folder:

- General channel connects to the General folder.
- BG Virtual Stand-up channel connects to the BG Virtual Stand-up folder.
- BG-Dev Workshop 2018 channel connects to the BG-Dev Workshop May 2018 C... folder.
- GTM-Sales channel connects to the GTM-Sales folder.
- Product Strategy channel connects to the Product Strategy folder.
- Project Tasks channel connects to the Project Tasks folder.
- SP 2019 channel connects to the SP 2019 folder.
- Technical Partnerships channel connects to the Technical Partnerships folder.

The 'Field Feedback' folder is highlighted in yellow in the document library. The '2 more channels' link at the bottom of the Teams channel list indicates that not all channels are shown.



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

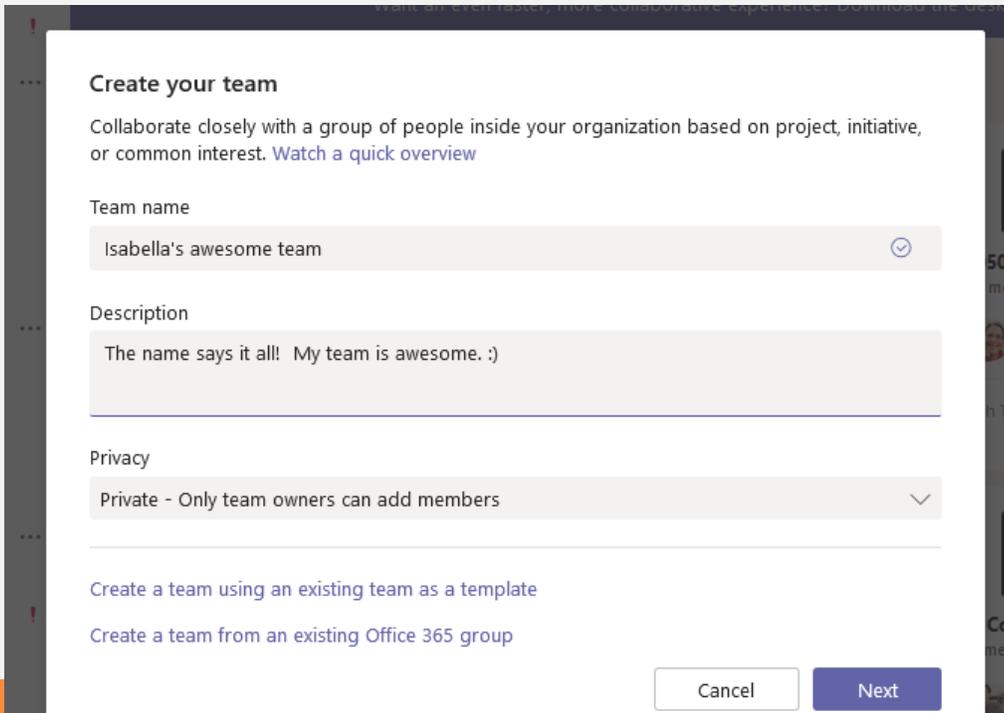
How do I retain/expire/dispose of Teams as appropriate

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

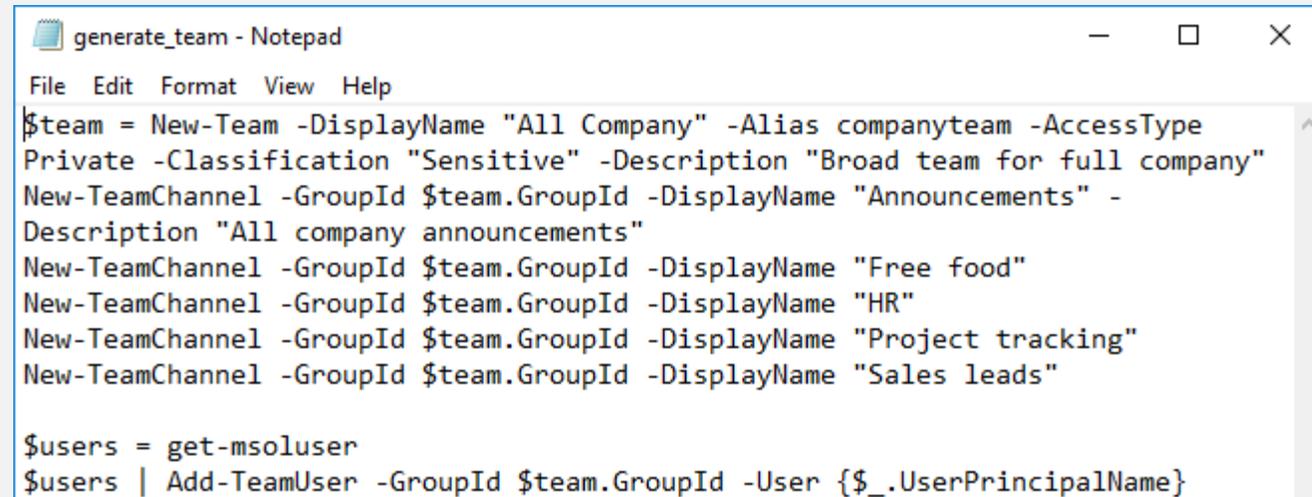
Description
The name says it all! My team is awesome. :)

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...

The screenshot displays the Microsoft Teams interface. At the top, a search bar contains the text "Search or type a command". The left sidebar shows navigation options: Activity, Chat, Teams, Meetings, and Files. The "Teams" section is expanded, showing a list of channels for the "Richland Hammer Time" team. The "General" channel is selected. In the top right corner of the channel header, a red box highlights the "Private" and "Toxic" privacy settings. The main chat area shows a message from "MOD Administrator" dated 10/24 12:26 PM: "Tab conversation has begun." Below this message is a green "Task Plan" tab. A second message from "MOD Administrator" dated 10/24 12:26 PM says "Hey @Adele Hello". A third message from "MOD Administrator" dated 10/24 12:28 PM says "This doc needs attention Hey @Adele..". Below this message is a dark grey "Project tracker1.ods" document card. At the bottom, a text input field contains the placeholder "Start a new conversation. Type @ to mention someone." and a row of icons for text, link, emoji, GIF, video, and voice.



Private or Public- What's the impact?

The screenshot shows the Microsoft Teams interface with a 'Join or create a team' dialog box open. The dialog box is titled 'Create your team' and contains the following text: 'Collaborate closely with a group of people inside your organization based on project, initiative, or common interest. Watch a quick overview' and 'See your organization's guidelines.' Below this text are input fields for 'Team name' and 'Description'. The 'Privacy' section is highlighted with a red box and contains a dropdown menu with the following options: 'Private - Only team owners can add members' (selected), 'Public - Anyone in your organization can join', and 'Org-wide - Everyone in your organization will be automatically added'. At the bottom of the dialog box are 'Cancel' and 'Next' buttons.

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
- Public - Anyone in your organization can join
- Org-wide - Everyone in your organization will be automatically added

Cancel Next



Understanding "Public" content visibility

The image shows a Microsoft Teams interface. The top navigation bar includes a search bar with the text "Search or type a command" and a status icon. The left sidebar contains navigation options: Activity, Chat, Teams, Meetings, Files, and Get app. The main area displays a group chat for "Contoso News > General". The group's visibility is set to "Public", which is highlighted with a red box. Below the chat area, the "People and Groups" section is visible, showing a list of group members. A red arrow points from the "Public" label in the chat area to the "Public" checkbox in the "People and Groups" section. The "People and Groups" section includes a search bar, "EDIT LINKS", and a list of group members with checkboxes for visibility settings.

Search or type a command

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...

New Actions Settings

Name About me Title Department

Contoso News

Everyone except external users

View: Detail View

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 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

The screenshot shows the SharePoint 'Create site' wizard interface. The main heading is 'Get a team site connected to Office 365 Groups'. Below this, there is a description: 'Use this design to collaborate with your team. Share documents, track events in a shared calendar, and manage project tasks.' The wizard is divided into several sections: 'Following' (listing 'MIPIgniteDemoSite'), 'Featured links' (with an 'Edit' button), 'Frequent' (listing 'IgniteDemoSite'), and 'Recent' (with the text 'There's no recent...'). The right-hand side of the wizard contains a form with the following fields: 'Site name' (filled with 'Contoso Merges and Acquisition'), 'Group email address' (filled with 'ContosoMergesandAcquisition'), 'Site address' (filled with 'https://mippreviewtenant26.sharepoint.com/sites/ContosoMergesan...'), and 'Site description' (filled with 'Tell people the purpose of this site'). The 'Sensitivity' dropdown menu is highlighted with a yellow border and is currently set to 'Confidential'. Below it is the 'Privacy settings' dropdown menu, which is set to 'Private - only members can access this site'. At the bottom of the form are 'Next' and 'Cancel' buttons.



Classifying SharePoint sites and Groups

ⓘ 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.](#)



Contoso Merges and Acquisition
Private group | Confidential

Microsoft Admin 1 member

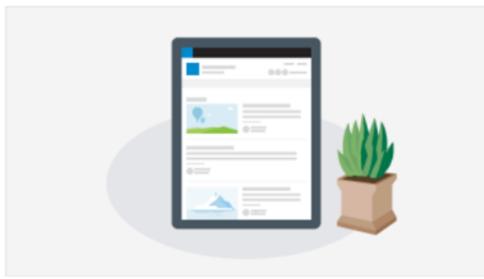
Search this site

+ New

Published [Edit](#)

- Home
- Conversations
- Documents
- Notebook
- Pages
- Site contents
- Recycle bin
- Edit

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](#)

Quick links

- Learn about a team site
- Learn how to add a page

Activity



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. On the left, the 'Group' configuration pane is visible with the following settings:

- Group type: Office 365
- Group name: My Cool Dynamic Group
- Group description: Enter a description for the group
- Membership type: Dynamic User
- Dynamic user members: Add dynamic query

The main pane shows the 'Dynamic membership rules' configuration for the selected group. It includes the following options:

- Add dynamic membership rule: Simple rule (selected), Advanced rule
- Add users where: department
- Equals
- Cool People

Based on AAD Attributes

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

Requires *clean* AAD

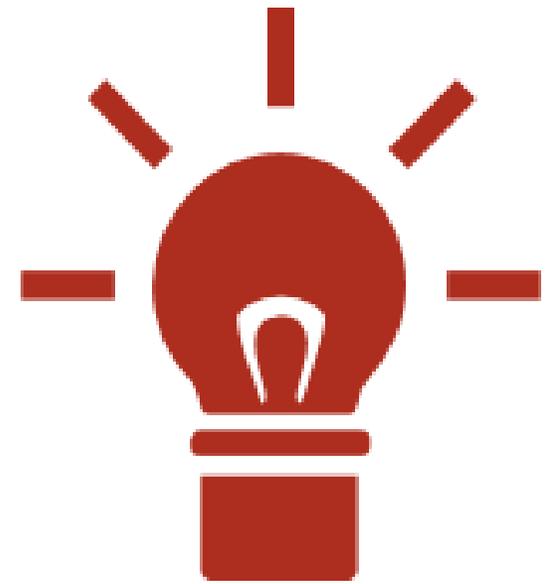
- AAD properties must be current and complete

This close-up screenshot shows the 'Advanced rule' configuration pane. It includes the following options:

- Add dynamic membership rule: Simple rule, Advanced rule (selected)
- Advanced rule: (user.department -eq "Cool People")



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 30 days 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

* For groups with no owners, notify

Enable expiration for these Office 365 groups

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

MA

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? [i](#)

Yes, I want to retain it [i](#)

For this long... 7 years

Retain the content based on when it was created

Do you want us to delete it after this time?

Yes No

No, just delete content that's older than [i](#)

1 years

Need more options?

Use advanced retention settings [i](#)

[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 None
[Choose teams](#) [Exclude teams](#)

Teams chats All None
[Choose users](#) [Exclude users](#)

[Back](#) [Next](#) [Cancel](#)

Understanding O365 "Retention Labels"

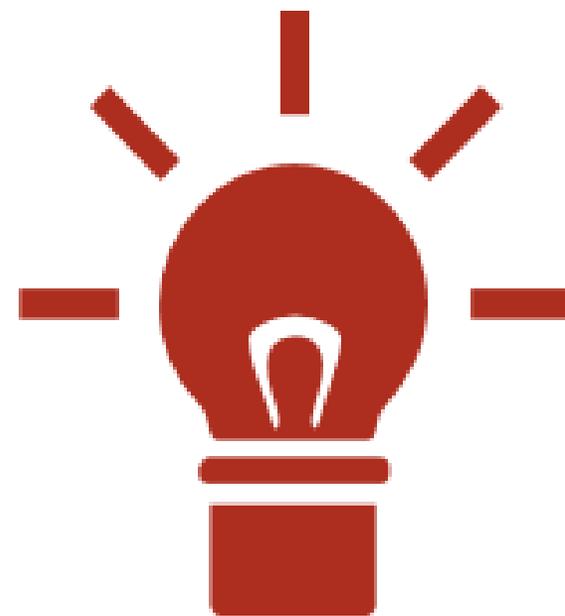
The screenshot displays the Office 365 Security & Compliance center. The left navigation pane includes sections for Home, Alerts, Permissions, Classifications, Labels, Label policies, Sensitive information types, Data loss prevention, Data governance, Threat management, Data privacy, Search & investigation, and Reports. The main area is titled "Label settings" and contains three steps: "Name your label" (checked), "Label settings", and "Review your settings".

The "Label settings" section is expanded, showing the "Retention" toggle set to "On". Below it, the "When this label is applied to content..." section is set to "Retain the content".

An overlay window shows a "Documents" library with a table of files. The file "Test Doc.rtf" is selected. The right-hand pane shows the "Apply label" dropdown menu, with "High Business Impact (HBI)" selected. The dropdown list includes: "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", and "Test Label 2 (Retain for 22 years)".

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	

Applying Retention
by *Policy*...



Understanding "archived" Teams

The screenshot displays the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Meetings, and Files. The main area shows the 'Manage teams' section with a search bar and a list of teams. The list is divided into 'Active (6)' and 'Archived (1)'. A context menu is open over the 'DC Posse' team in the Archived list, showing options like 'Manage team', 'Add channel', 'Add members', 'Leave the team', 'Edit team', 'Get link to team', 'Archive Team', and 'Delete the team'. A dialog box is overlaid on the 'DC Posse' team, asking 'Want to archive "DC Posse"?' and providing a checkbox for 'Make the sharepoint site read-only for team members' and 'Cancel'/'Archive' buttons.

Name	Description	Membership	People	Type
Active (6)				
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)				
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



“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



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



+ 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 you have the right tools for the right job. Please answer the following questions to the best of your ability.

Is this a new or existing project?

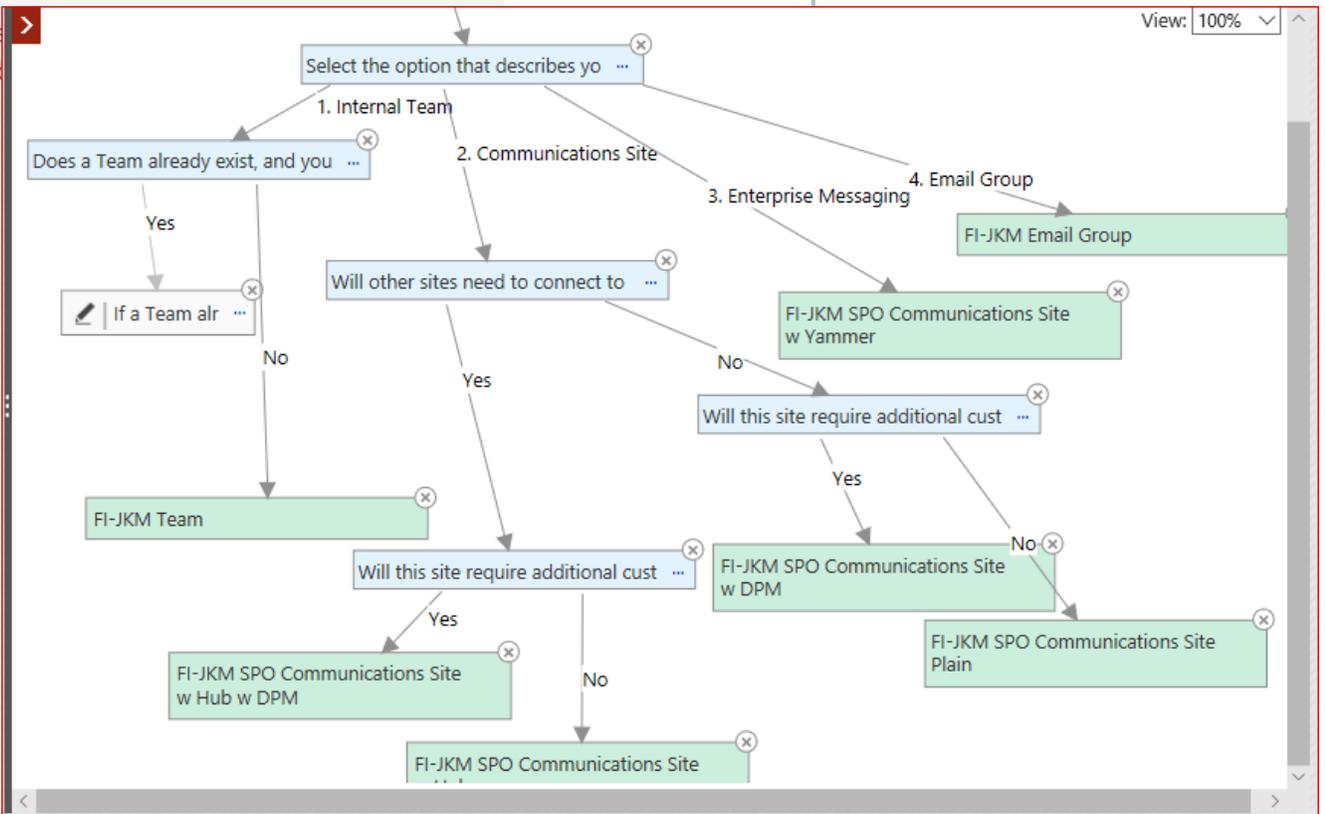
New Project

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

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

 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

ໜ້າອຸດອນ

Dziękuję

谢谢

Tack

Mulțumesc

спасибо

Merci

תודה

多謝晒

дядкую

Ďakujem



Sales@AvePoint.com | +1 800.661.6588



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Dashboard

MICROSOFT TEAMS UPGRADE

Planning your upgrade to Teams

We are bringing the capabilities of Skype for Business Online into Microsoft Teams to deliver a single hub for teamwork with built-in, fully-integrated voice and video. We have resources and tools available to assist you in planning and upgrading some or all of your users to Teams.



[Learn more](#)

USER SEARCH

Search by display or user name

[View users](#)

Recent searches will show up here.

ORGANIZATION INFORMATION

Contoso Group

Jun 20, 2018
Organization created

United States
Country/region

HELP ARTICLES

- Journey from Skype for Business to Teams
- Manage Teams during the transition to the new Admin Center
- Quick start: Teams planning guide
- PowerShell cmdlet reference for Teams
- Teams admin help
- Skype for Business Online admin help

[Show more](#)

- Dashboard
 - Teams
 - Devices
 - Locations
 - Users
 - Meetings
 - Messaging policies
 - Voice
 - Analytics & reports**
 - Org-wide settings
 - Legacy portal
 - Call quality dashboard
 - Firstline Worker configuration
- 1.0.180923.3

Analytics & reports

Report Location Teams Date range Run report

Select report Select location All Select date range

Analytics & reports

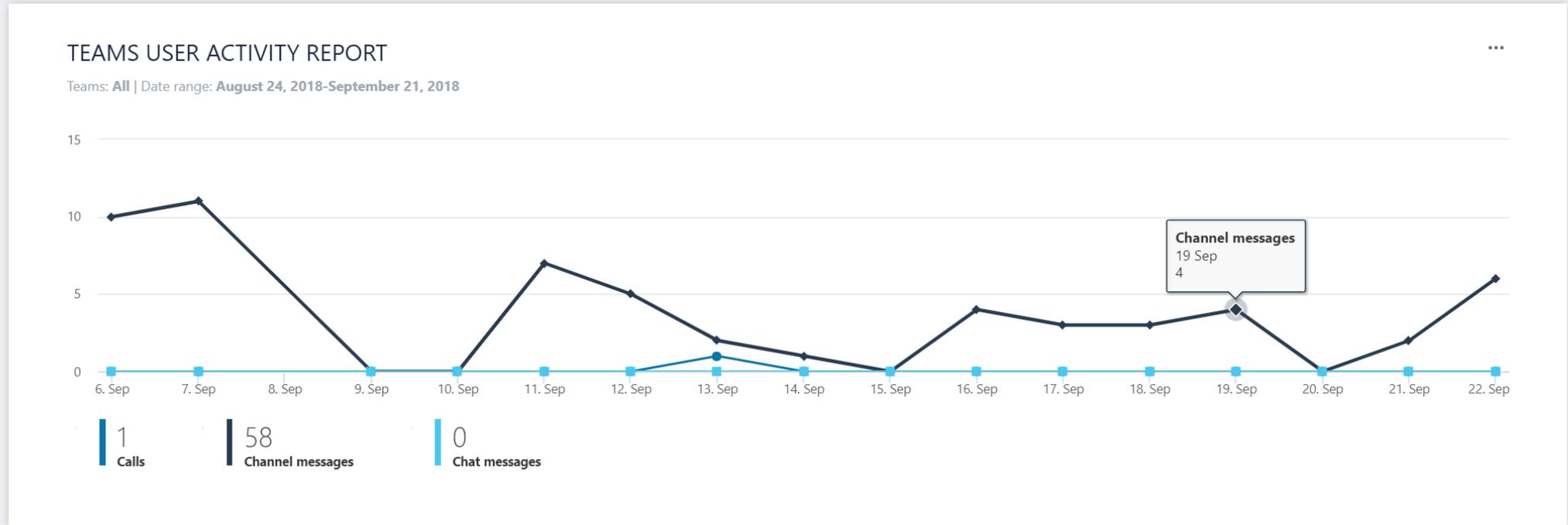
Report: Location: Teams: Date range:



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Analytics & reports

Report: Location: Teams: Date range:



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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

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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 picture Remove

Team name

Description

Privacy [?]

Public

Conversations

Save Cancel

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Dashboard \ Manage teams

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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

Privacy [?]

- Private
- Private**
- Public

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Dashboard \ Manage teams \ X1050 Launch Team

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	
 Angela Donohue	AngelaD@teamworkdemob.onmicroso...	Sr Product Marketing Manager	-	Member	⌵
 Christian Schacht	ChristianS@teamworkdemob.onmicros...	Sr Product Marketing Manager	-	Member	⌵
 Heidi Gludem...	HeidiG@teamworkdemob.onmicrosoft....	-	-	Owner	⌵
 Jeff Teper	JeffT@teamworkdemob.onmicrosoft.co...	-	-	Member	⌵

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Dashboard \ Manage teams \ X1050 Launch Team

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
 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

- Owner
- Member**

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Dashboard \ Manage teams \ X1050 Launch Team

X1050 Launch Team

Privacy: **Public**

Mail: X1050LaunchTeam@teamworkdemob.onmicrosoft.com

XL

X1050 Launch Team

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...

Jamie Stark
(JAMIES)

Save Cancel

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Dashboard \ Manage teams \ X1050 Launch Team

X1050 Launch Team



X1050 Launch Team

Privacy
Public

Mail
X1050LaunchTeam@teamworkdemob.onmicrosoft.com

Edit

- Team members
- Channels**
- Settings

+ Add channel × Remove channel

Name	Description
General	X1050 Launch Team
Engineering	
Manufacturing	
Marketing	

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Dashboard \ Manage teams \ X1050 Launch Team

X1050 Launch Team



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	

Add channel

Channel name

Channel description

Save **Cancel**

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Dashboard \ Manage teams \ X1050 Launch Team

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).

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Users

You can manage both Skype for Business and Teams user settings here. To manage Office 365 user settings (for example, adding or deleting users, assigning license, or changing passwords), go to the [Admin center > Users](#).

Search Filter Grid

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

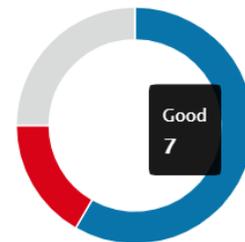
16011 36TH WAY, REDMOND WA
98052
United States

Phone number
+1 425 526 4857

Email
**ChristianS@teamworkdemob.o
nmicrosoft.com**

Directory status
User created online

7-DAY QUALITY



■ Good ■ Poor ■ Unknown

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



Assigned phone number
+1 425 526 4857

Emergency location
16011 36TH WAY, REDMOND WA 98052

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

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

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

None

Live Event Policy

Live Event Producers

No Live Events

Save

Cancel



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 - 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

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Portland Hospital Meeting Policy

Description

General

These are the general settings for Meeting policies. [Learn more](#)

- Allow Meet Now On
- Allow the Outlook add-in On
- Allow channel meeting scheduling On
- Allow scheduling private meetings On

Audio & video

Audio and video settings let you turn on or off features that are used during Teams meetings. [Learn more](#).

- Allow transcription On
- Allow cloud recording On
- Allow IP video On
- Media bit rate (KBs)

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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	<input type="text" value="https://contoso.com/images/contosologo.png"/>
Legal URL	<input type="text" value="https://contoso.com/legal.html"/>
Help URL	<input type="text" value="https://contoso.com/joiningmeetinghelp.html"/>
Footer	<input type="text" value="Enter the text that you want to be included in the meeting invite 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. [?](#)