



5 Ways to Skyrocket Your Organizational Engagement with Yammer

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Unleash the Power of You

Agenda

Why Yammer?

Engage with Leaders

Facilitate Innovation

Tap Collective Knowledge

Drive Initiatives

Empower Everyone



Why Yammer?



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%

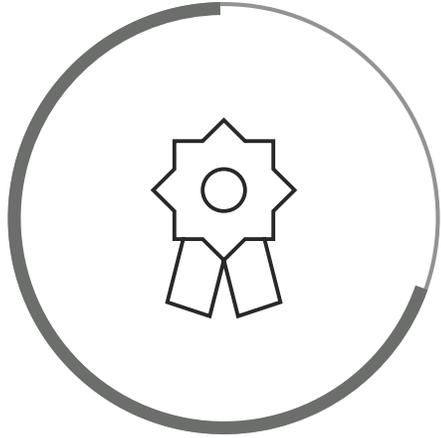
of business leaders say it is very important that technology empowers employee creativity and innovation

\$4m

Average cost of a data breach

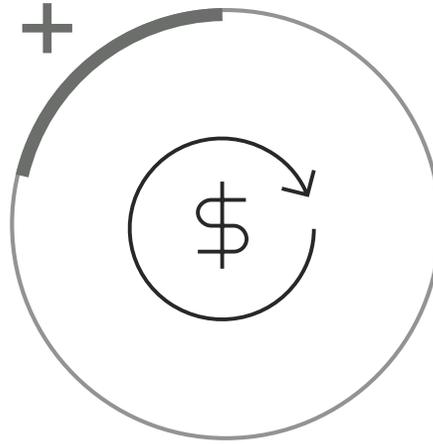


Engaged employees are **crucial to success**



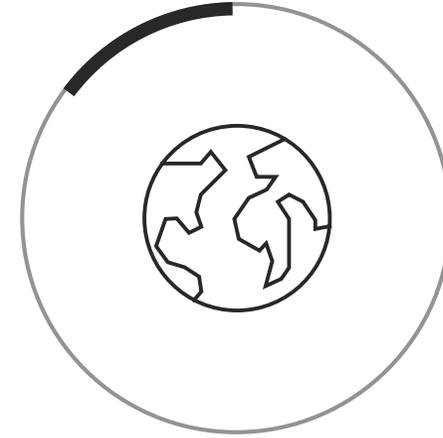
70%

of employees are engaged at best performing companies



21%

more profit in business units with most engaged employees

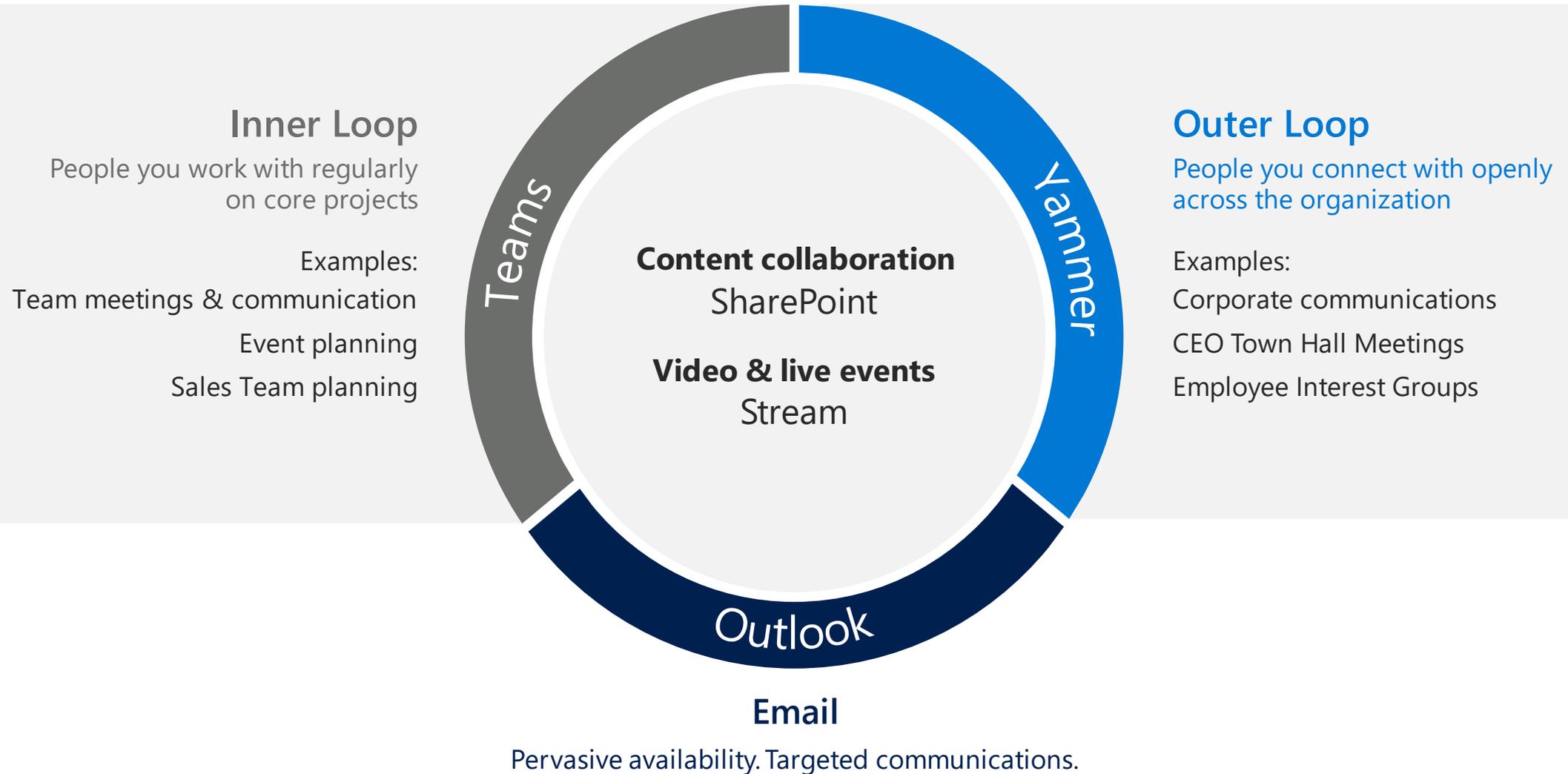


15%

of employees are engaged worldwide

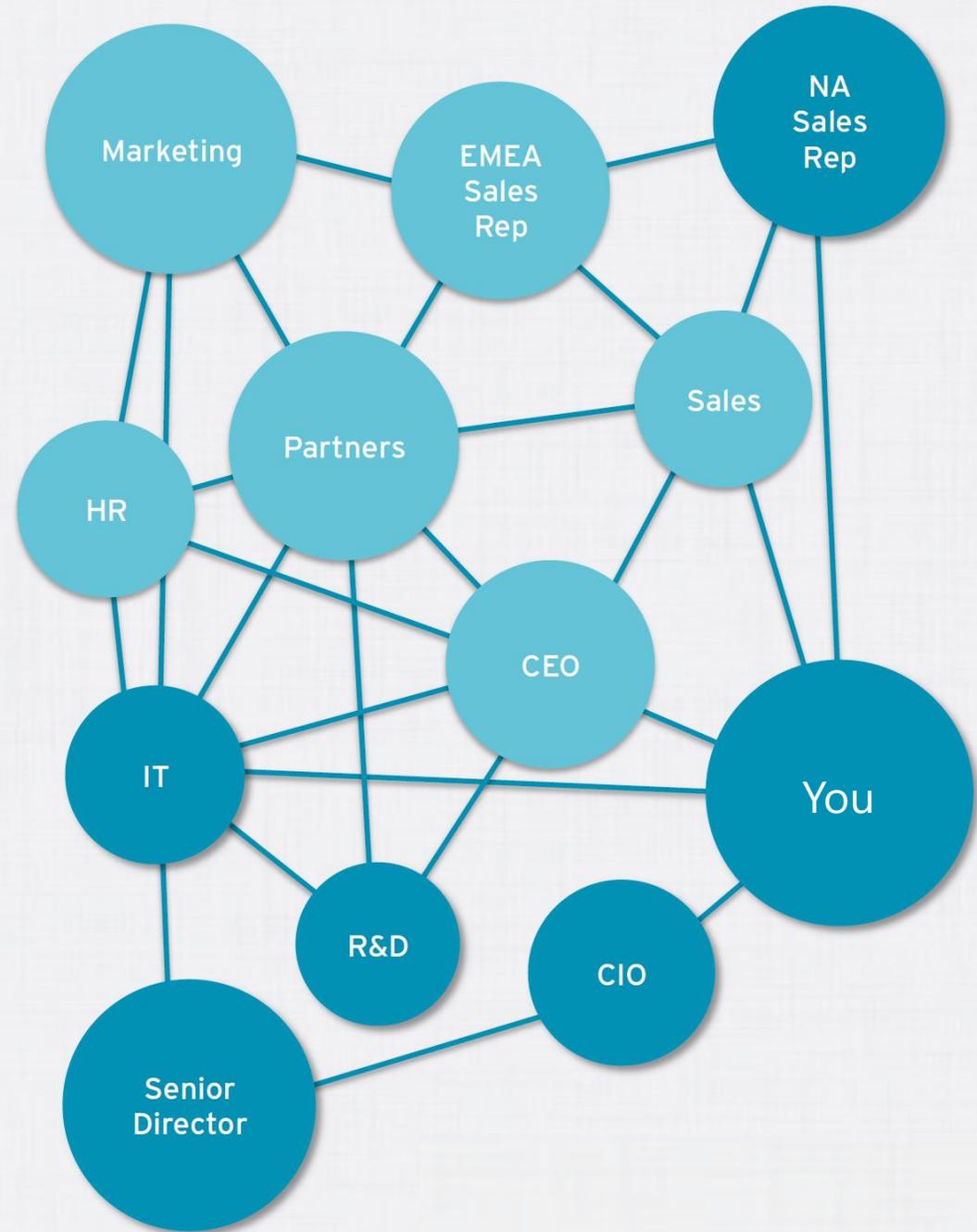
And currently that is uncommon worldwide

Teamwork in Office 365



yammer

» Born to connect
EVERYONE
in the workplace



Engage with Leaders



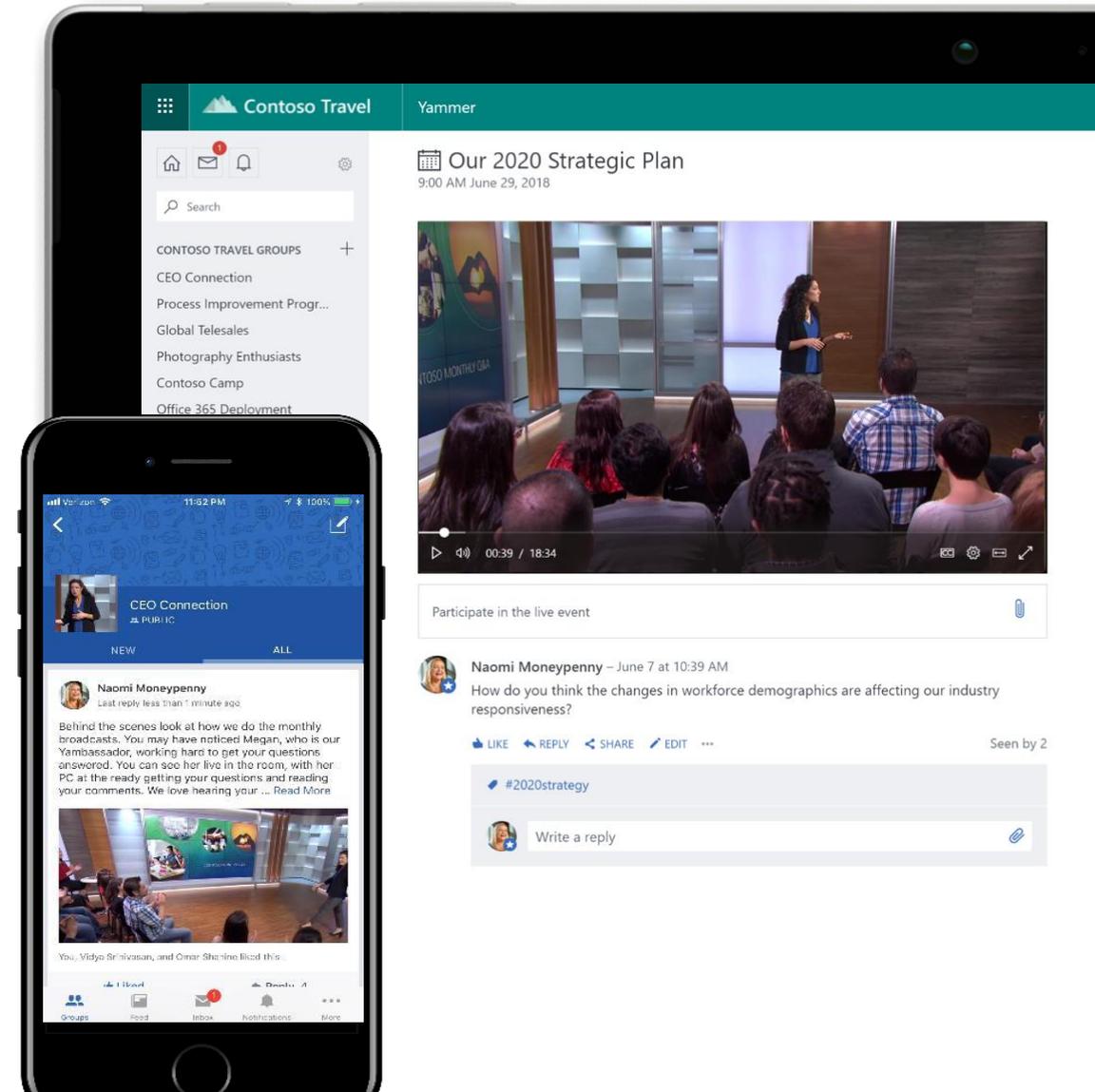
Leadership Engagement with Yammer



Leadership engagement

- Inspire, guide and align your organization
- Foster sustained dialogue in open communities
- Plan & create compelling executive communications: announcements, events, blogs, videos, and news.
- Clarify vision and drive awareness with YamJams, live events and real-time Q&A
- Communicate at scale with an intranet site.
- Measure reach and impact with insights and analytics

Pro Tip: Help leaders feel confident sharing information by coaching them of how and what to share



Example: CEO Connection @ Microsoft

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

CONVERSATIONS FILES SEARCH

Update Poll Praise

Share something with this group...

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

Post 1:
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?
and like this
Seen by 912

Post 2:
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.





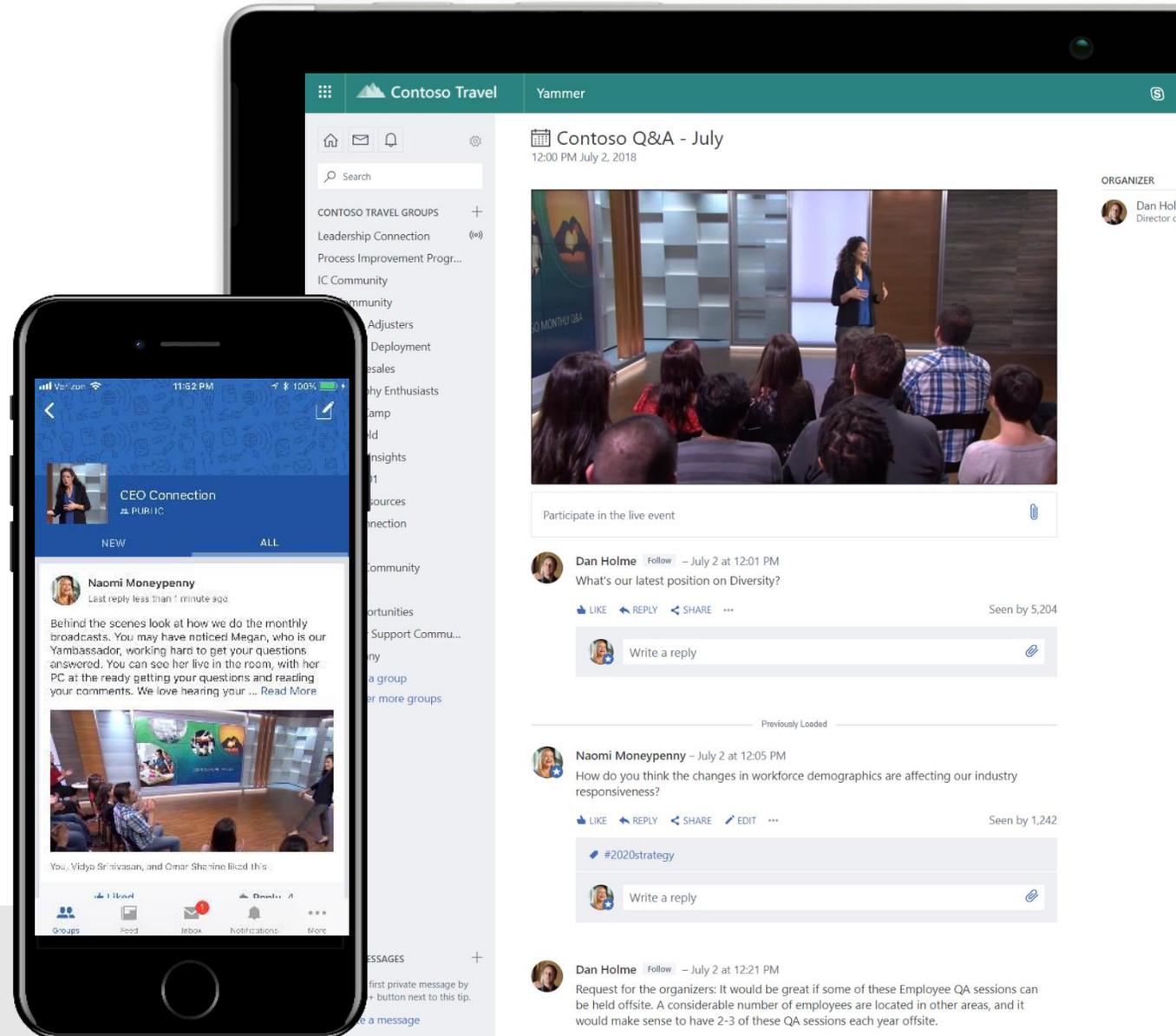
Live and on-demand events

Intelligent event capabilities in Microsoft 365

- Empower everyone to **share knowledge and expertise quickly and easily** with familiar apps
- Reach **any audience, anywhere, anytime with immersive communications** – from informal webinars to professional studio broadcasts
- Drive engagement with **real-time discussion, interactions and on-demand video**
- Unlock content with **AI to find every moment that matters**

Microsoft 365 integrated solution

Live and on-demand events are available across Teams, Yammer and Stream



Example: AvePoint Town Hall

The screenshot displays the AvePoint Yammer interface. On the left is a navigation sidebar with a search bar and a list of groups including Marketing, Sales Operations, and Town Hall. The main content area shows a post from Spenser Bullock dated January 29 at 11:41 AM. The post text reads: "For a recording and slide deck of the TownHall, check them out below:". Below the text is a video player showing a man presenting a slide titled "Sales Org" with regional data. Underneath the video is a PDF document titled "2019Q1TH" and a "Town Hall > Files" link. The post has received likes and replies from several users.

AvePoint Yammer

Town Hall
NEW CONVERSATIONS ALL CONVERSATIONS FILES SEARCH

Spenser Bullock – January 29 at 11:41 AM
For a recording and slide deck of the TownHall, check them out below:

Sales Org

North America	EMEA
18 Head QTR	18 Head QTR
18 Head QTR	18 Head QTR
18 Head QTR	18 Head QTR
18 Head QTR	18 Head QTR
18 Head QTR	18 Head QTR
18 Head QTR	18 Head QTR
18 Head QTR	18 Head QTR
18 Head QTR	18 Head QTR
18 Head QTR	18 Head QTR
18 Head QTR	18 Head QTR

25:07 / 48:34

AvePoint
Q1 Town Hall Meeting
January 29, 2019
2019Q1TH
Town Hall > Files

LIKE REPLY SHARE

Nika Zhang, Thomas James, Challee Blackwelder, and 3 others like this

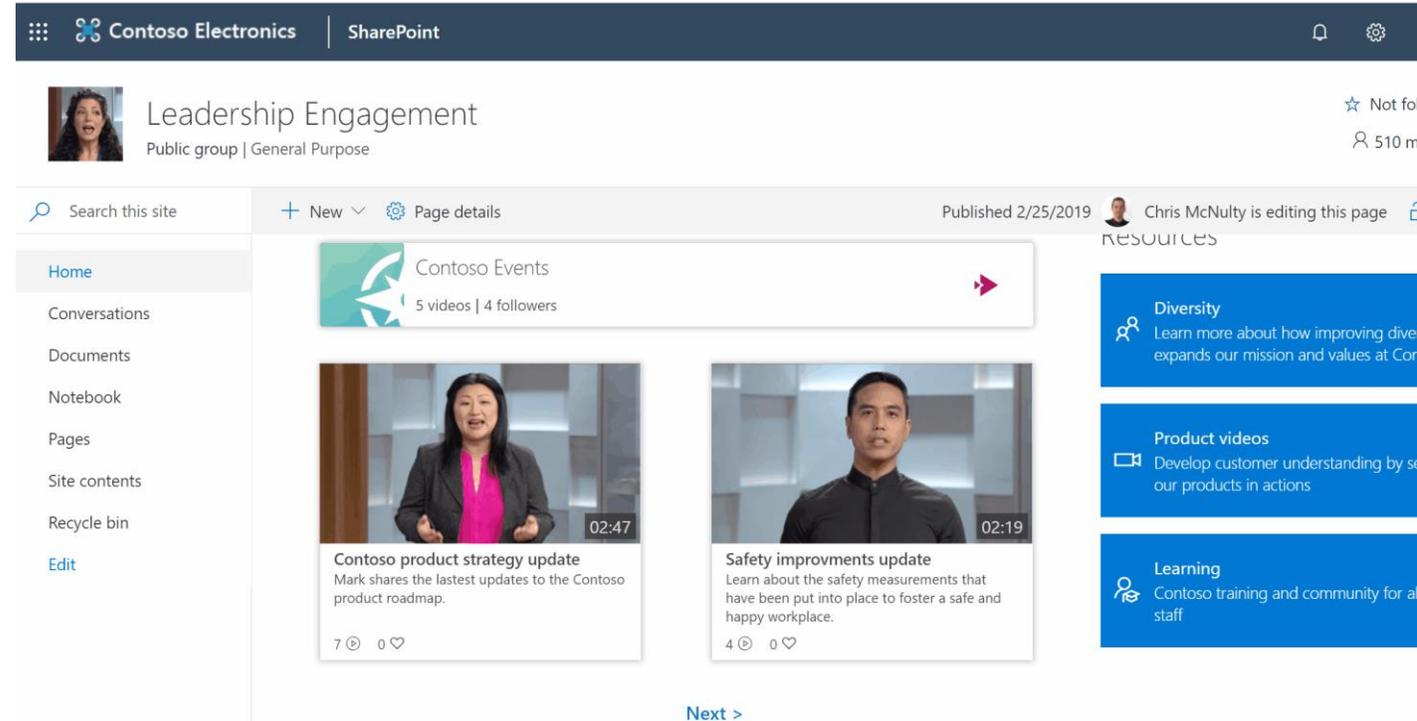




Bring the power of Yammer to SharePoint

- Yammer Conversations web part for SharePoint

- Bring a fully interactive Yammer experience into SharePoint
- Pull conversations from any Yammer group, topic, user, or home feed
- Works on any modern SharePoint page, list, or news article



Coming soon!

Facilitate Innovation



Yammer is built for open sharing, learning & innovation

Share and develop knowledge, and connect to expertise, answers, feedback & ideas

“ We’ve put Office 365 at the heart of how we enable our people to share their local knowledge and build our global brand to provide customers with leading-edge services in a digital age.

Russell Sheldon, CIO, SVP HR Consulting,
NGA Human Resources

Open sharing, learning & innovation



Share and develop knowledge, and connect to expertise, answers, feedback & ideas

- Build locations where employees can **crowdsource knowledge** and share **ideas about process improvement**.
- Dedicated groups for new employees to **learn** and **develop** and **share** their opinion from Day One.
- Enable employees to **brainstorm**, **ideate**, and **collect feedback** *across* silos and geos.
- Start small. Focus on **identifying solutions** not problems.
- **Showcase wins** to get leadership buy in.

Pro Tip: Create dedicated locations for field, sales, factory floor, and other departments to get their feedback and ideas.

The screenshot shows a Microsoft Teams interface. At the top, there's a navigation bar for the 'Sales Opportunities' channel, with tabs for 'NEW CONVERSATIONS', 'ALL CONVERSATIONS', 'FILES', and a 'SEARCH' icon. Below this, a post by Omar Shahine is visible, dated September 8, 2017, at 2:24 PM. The post text reads: 'Who wants to help me land the Northwind deal? We're looking at doubling our rev from this client, so it's important that we recognize our competition, the client's ne and our ability to fill them quickly and in the most cost-effective way. I'll need som to do some research and help me prepare a pitch. Please let me know if I can coun your help. Thanks so much!'. Below the post are interaction buttons: 'LIKE', 'REPLY', 'SHARE', and a three-dot menu. A 'Show 1 previous reply' link is also present. The first reply is from Mark Kashman, dated September 8, 2017, at 2:24 PM, suggesting to post content in the Files section. The second reply is from Omar Shahine, dated September 8, 2017, at 2:24 PM, agreeing with Mark's idea and mentioning he has posted records. At the bottom, there's a 'Write a reply' input field with a user profile picture and a plus icon.

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 Thornycroft, 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



arriva
 a DB company

Sample conversation starters in your Yammer group



Process Related

- How would you fix <XYZ>?
- If I had to do <XZY> again, what would I do different?
- What surprised me about <XYV>...



Feedback

- What did I learn from <XYZ>?
- A problem I ran into And here's a suggestion for solving it...
- Share three things going well.



Reflect

- What's one mistake you/customer keep repeating?
- What do I know now that I didn't before
- The last time I did <XYZ>, I noticed...

Improve Departmental Processes with Yammer



Marketing

Listen and collect customer feedback

Collect ideas from across the company

Network with influencers, customers or partners

Announce new product and campaign news



Human Resources

Support flexible workstyles (e.g., remote)

Streamline new employee onboarding

Employee resource groups

Speed up learning and development

Interest or role-based communities

Enable better employee engagement



Corporate Communications

Enable two-way communication between leadership and the wider employee base

Improve and streamline the change management process

Host virtual all-hands meetings

Share corporate initiatives and events

Reduce mass emails



IT

Share updates on companywide rollouts and deployments

Support communities to ask questions and report issues

Request feedback from employees



Sales

Enable best practice sharing between employees

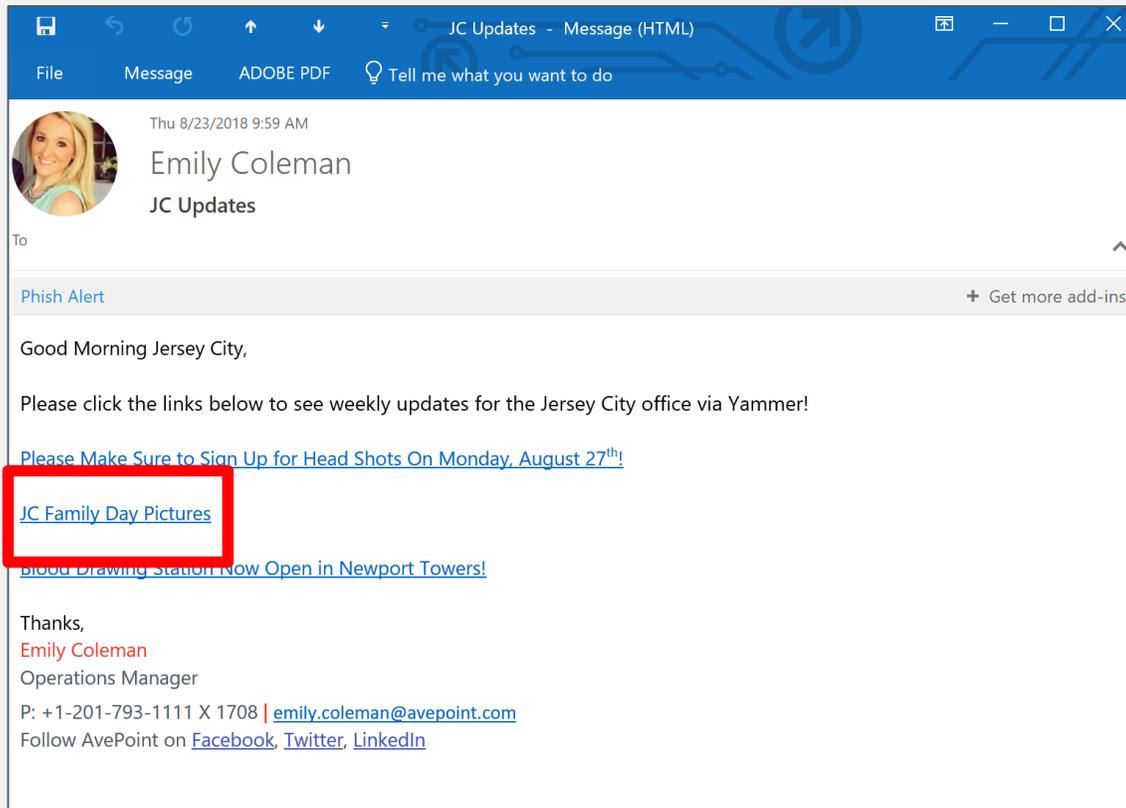
Share competitive insights

Provide a single source for account intelligence

Enable field reps to talk with internal product teams

Engage customers in external groups

Example: Office updates



File Message ADOBE PDF Tell me what you want to do

Thu 8/23/2018 9:59 AM

Emily Coleman
JC Updates

To

Phish Alert Get more add-ins

Good Morning Jersey City,

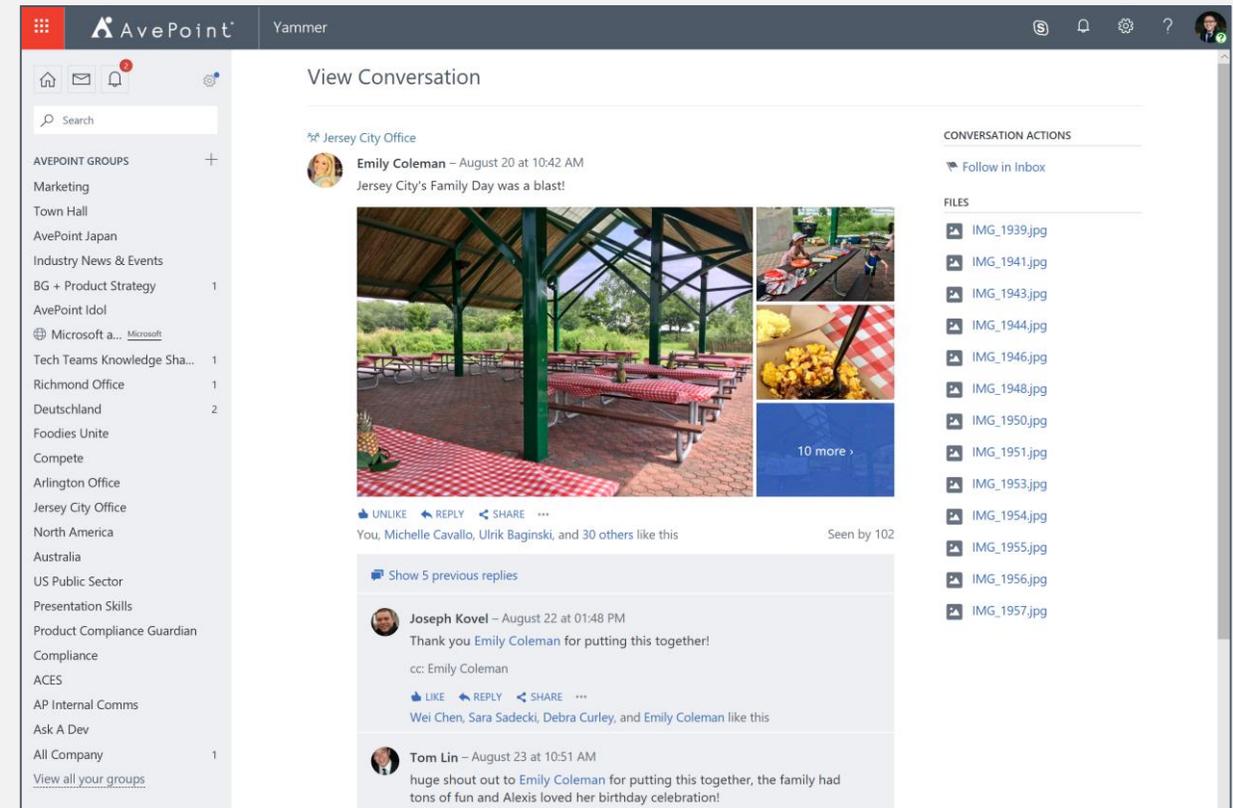
Please click the links below to see weekly updates for the Jersey City office via Yammer!

[Please Make Sure to Sign Up for Head Shots On Monday, August 27th!](#)

[JC Family Day Pictures](#)

[Blood Drawing Station Now Open in Newport Towers!](#)

Thanks,
Emily Coleman
Operations Manager
P: +1-201-793-1111 X 1708 | emily.coleman@avepoint.com
Follow AvePoint on [Facebook](#), [Twitter](#), [LinkedIn](#)



AvePoint Yammer

View Conversation

Jersey City Office

Emily Coleman – August 20 at 10:42 AM
Jersey City's Family Day was a blast!



UNLIKE REPLY SHARE ...
You, Michelle Cavallo, Ulrik Baginski, and 30 others like this
Seen by 102

Show 5 previous replies

Joseph Kovel – August 22 at 01:48 PM
Thank you **Emily Coleman** for putting this together!
cc: Emily Coleman
LIKE REPLY SHARE ...
Wei Chen, Sara Sadecki, Debra Curley, and Emily Coleman like this

Tom Lin – August 23 at 10:51 AM
huge shout out to **Emily Coleman** for putting this together, the family had tons of fun and Alexis loved her birthday celebration!

CONVERSATION ACTIONS
Follow in Inbox

FILES
IMG_1939.jpg
IMG_1941.jpg
IMG_1943.jpg
IMG_1944.jpg
IMG_1946.jpg
IMG_1948.jpg
IMG_1950.jpg
IMG_1951.jpg
IMG_1953.jpg
IMG_1954.jpg
IMG_1955.jpg
IMG_1956.jpg
IMG_1957.jpg



Tap Collective Knowledge





Tap into Collective Knowledge

Expose hidden knowledge and connect expertise across the company

- Peer to peer **knowledge sharing**
- **@Mention** experts to bring them into the discussion
- Easily add users to groups
- Bring in **external users** and partners
- Expose **hidden** knowledge



Omar Shahine [Follow](#) – September 8, 2017 at 2:24 PM

Who wants to help me land the Northwind deal? We're looking at doubling our revenue from this client, so it's important that we recognize our competition, the client's needs, and our ability to fill them quickly and in the most cost-effective way. I'll need someone to do some research and help me prepare a pitch. Please let me know if I can count on your help. Thanks so much!

[LIKE](#) [REPLY](#) [SHARE](#) ...

[Show 1 previous reply](#)



Mark Kashman in reply to **Christina Torok** – September 8, 2017 at 2:24 PM

I suggest we post the content here in the Files section so that we can all contribute and access the data, then let's create a summary document and draft deck.

[LIKE](#) [REPLY](#) [SHARE](#) ...

ScreenToGif - Editor



Omar Shahine in reply to **Mark Kashman** – September 8, 2017 at 2:24 PM

Good idea, Mark Kashman. I just posted our latest Sales and Marketing records.

cc: Mark Kashman

[LIKE](#) [REPLY](#) [SHARE](#) ...



Write a reply



Example: Learn from colleagues

AvePoint Yammer

Tech Teams Knowledge Sharing
NEW CONVERSATIONS ALL CONVERSATIONS FILES SEARCH

Tony Litvak – March 15 at 12:25 PM
Hey there techies. Anyone know if there's a maximum number of sites that can be associated with a HUB SITE for the purpose of shared navigation?

LIKE REPLY SHARE ... Seen by 50

Thomas Lorenz (on PTO 'til May, 6th) – March 15 at 12:32 PM from Desktop
No limit: <https://techcommunity.microsoft.com/t5/SharePoint-AMA/Maximum-number-of-sites-associated-with-a-Hub-site-and-user/td-p/175061>

Microsoft Tech Community
Collaborate, share and learn from experts
Get Started Learn More

Maximum number of sites associated with a Hub site and
techcommunity.microsoft.com

UNLIKE REPLY SHARE ...
You, Matthias Präsl, Chisa Minoda, and Funtrol Ready like this

Write a reply

AVEPOINT GROUPS +

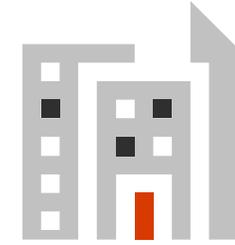
- Marketing
- Teams Tips and Tricks
- Sales Operations
- Arlington Office 1
- Australia
- Town Hall
- Book Club
- AvePoint University 1
- AvePoint Japan
- AvePoint Idol
- OnPoint
- Social Selling
- Foodies Unite
- France
- Presentation Skills
- Industry News & Events
- Deutschland
- US Public Sector
- Netherlands Office
- Case Studies





Use Yammer to Roll out Office 365

Crowdsource the knowledge of your entire organization when rolling out tech



- Create groups for **communication about deployment**
- **Ask** questions and post messages
- See others' ideas, feedback, tips and practices.
- Streamline **troubleshooting**
- Use **Topics** like #DeployOffice365 to categorize content and wins

Group name	Description
Office 365 Pilot User group	We will share updates on deployment, rollout, testing, and end user training
New to Office 365 group	Learn tip and tricks, find additional training resources and how-to's to get started using Office 365
Feedback on Office 365	Have a feature request? Think something should work a certain way? Post in here and the group will help find the best solution
O365 deployment*	Create an External Group to be used with FastTrack and partners to actively collaborate during the Office 365 deployment



QNA Maker

- Harness the power of AI and machine learning
- Provide automated answers to frequently asked questions.
- Cut down email and automate FAQs
- Ask questions in natural language.
- New answers are saved to expand the knowledge base.



If only our company *knew*
what our company *knows*.

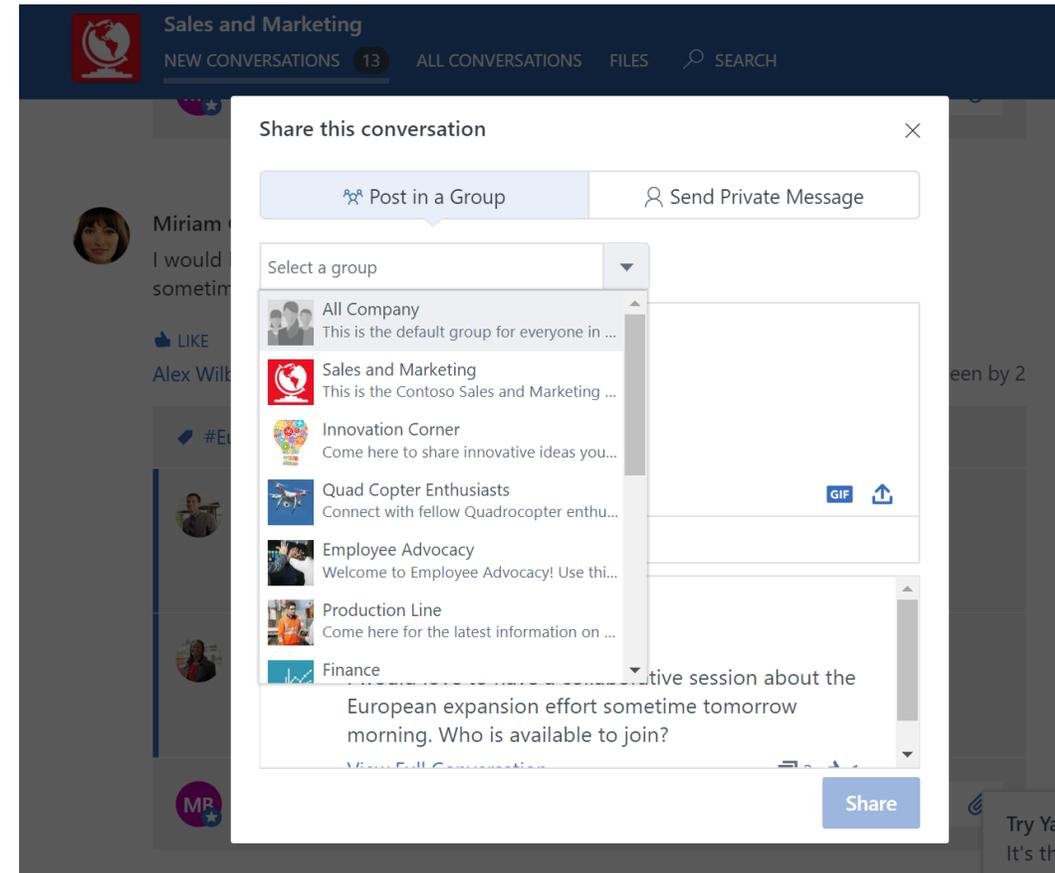


The screenshot displays the Yammer interface for Contoso Electronics. On the left, a sidebar lists various groups, with 'Ask HR' selected. The main content area shows a conversation thread. The first message is from Isaiah Langer, asking 'What are career stages?'. Below it, an automated response from 'HR Bot' is marked as the 'Best Answer'. The HR Bot response explains that ATR stands for Administrative, Technician, and Retail, and that 'A' represents an early-in career stage while 'F' represents a senior stage. A second message from Isaiah Langer asks, 'Are there differences in pay between individual contributors, leads, and managers?'. Below it, another automated response from 'HR Bot' states that compensation ranges are the same for individual contributors, lead, or manager roles within a career stage.

Spend less time chasing

Get the right information to the right people

- Post questions into any public group
- Share and move conversations
- Home feed helps you discover content curated for you.
- Browse and discover relevant groups



Drive Initiatives

Drive Corporate Initiatives

1

Run campaigns geared towards initiatives like safety, diversity & inclusion, volunteer

2

Nurture communities based on shared interests and affiliations in Yammer.

3

Praise employee contributions and achievements, and recognize personal milestones.

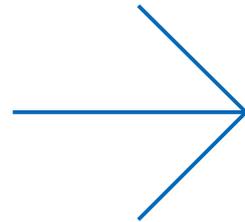
4

Conduct campaigns to drive cultural and behavioral change.

Driving business outcomes through enterprise social

Drive employee morale

- Social outlet for status and photos
- Connect around social interests
- YamJams and top-down broadcasts
- Posting to All Company/Newsfeed
- Vanity metrics and social badges



Transform the business

- Replace existing processes and tools
- Connect around common objectives
- Meaningful multi-way collaboration
- Using groups to discuss strategic topics
- Measuring for business outcomes

Example: AvePoint Idol



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...

Robert Mulsow Follow - August 8, 2016 at 01:09 PM
Hey folks,

please see below my video. It's not a usual video to mention the reason, why I should become the next Tech Idol. I think, you will see and feel the Drive for Excellence, Innovation, Industry Leadership, Teamwork and PASSION anyway.

Be Hero - Be Trusted Advisor - Be AvePoint Tech Idol!

I hope for your vote.

Special thanks to: Terry Bian, Lena Cranen, Gesa Lappe, Ramona Peri, Goekhan Yilmaz, Thomas Heinz, Marc Hoffer, David Martin, Rafael Mizera and all the other guys behind the camera.

cc: Terry Bian, Lena Cranen, Gesa Lappe, Ramona Peri, Goekhan Yilmaz, Thomas Heinz, Marc Hoffer, David Martin, and Rafael Mizera



Tech-Idol
AvePoint Idol - Files

UNLIKE REPLY SHARE ...
You, Christopher Goth, Ada Niu, and 40 others like this

2 shares #TechIdol #TechIdol2016

MEMBERS (105)

INFO Edit
Who will be voted AvePoint Idol 2016?

GROUP ACTIONS
[View Group Insights](#)

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

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

ACCESS OPTIONS
 Subscribe to this group by email
 Post to this group by email
 Embed this feed in your site



DEMO



Employee Advocacy
Welcome to Employee Advocacy! Use this group to learn about volunteer opport... ▾

NEW CONVERSATIONS ALL CONVERSATIONS FILES 🔍 SEARCH

 Update  Poll  Praise  Announcement

Share something with this group... 



Patti Fernandez – March 21 at 8:41 AM

 What are some things we do that you're proud of?

- Community Volunteering
- Employee Giving Campaign
- Environmental Policy

Vote

Empower Everyone



Build and grow communities

Keep groups open to allow coworkers to join and participate.

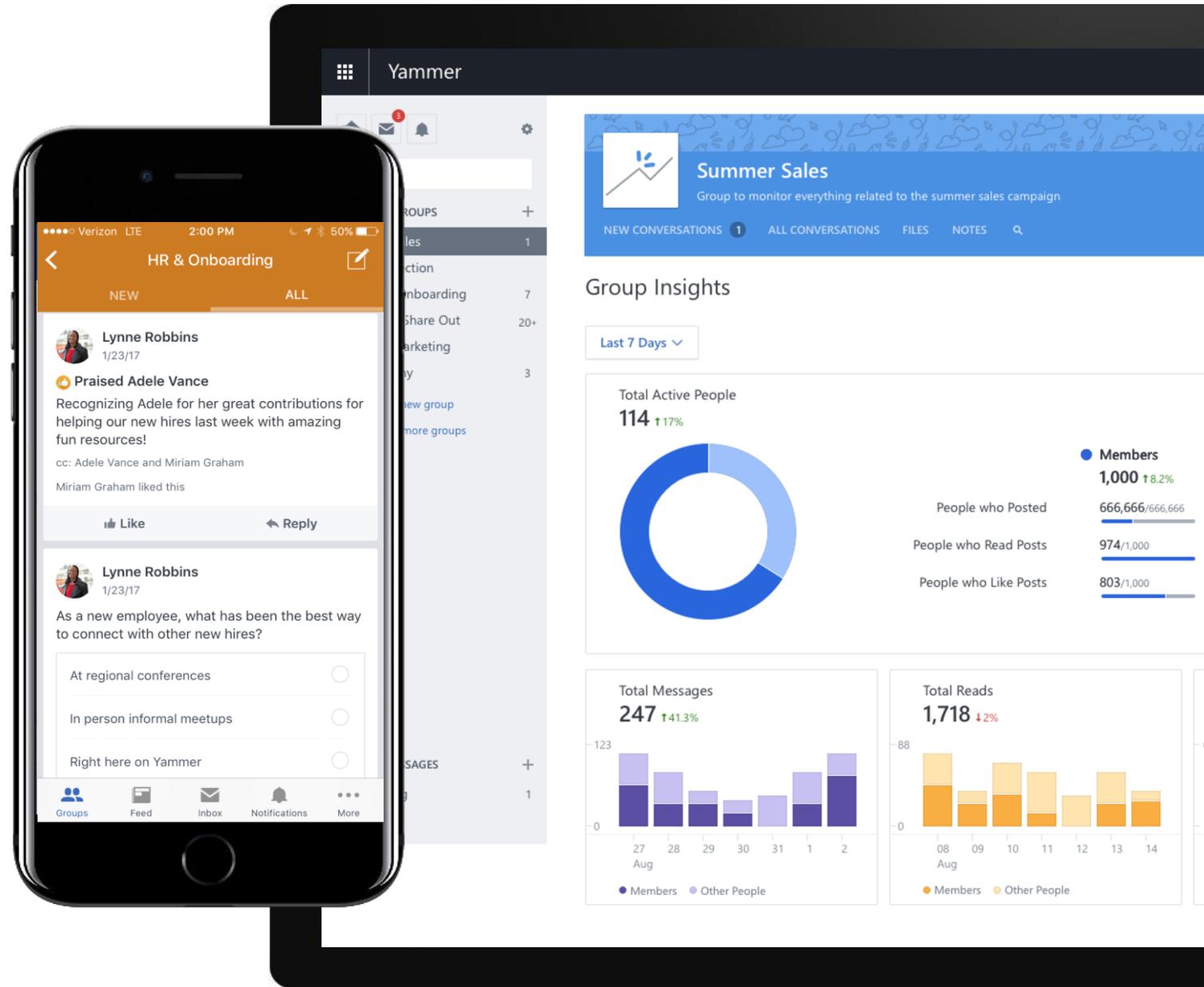
Securely add external partners and customers to collaborate.

Praise coworkers to recognize contributions and great ideas.

Measure engagement and impact with group insights and seen counts.

Manage members through dynamic group membership.

Post announcements to pull users back into the community.



Example: Yammer Communities



Foodies Unite

Let's share anything and everything about food

NEW CONVERSATIONS ALL CONVERSATIONS FILES SEARCH

Update Poll Praise Announcement

Share something with this group...

MEMBERS (25)

INFO
Click here to edit this section.

GROUP ACTIONS
View Group Insights

PINNED Add
Add files or links that are important to this group.

RELATED GROUPS
Add a related group

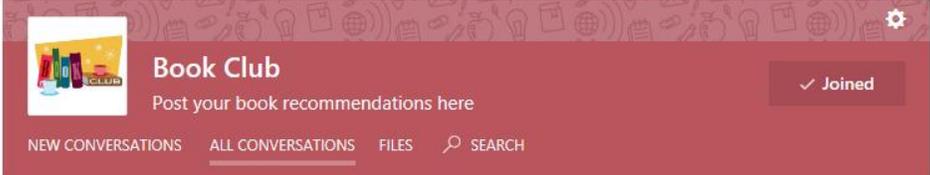
ACCESS OPTIONS
 Subscribe to this group by email
 Post to this group by email
 Embed this feed in your site

Post by Timothy Boettcher – January 18 at 12:24 AM from Android
Just thought I'd share today's lunch - special kaisendon at a small place in Bunkyo ward that's famous for generous servings and high quality at a reasonable price. They only open for a few hours for the lunch period, so was lucky to get in!



UNLIKE REPLY SHARE ...
You, Tianyi Jiang, Shigeru Masuko, and 7 others like this Seen by 41

Post by Chisa Minoda – January 18 at 08:34 AM
Whoa. Wanna go when you come over Dux Raymond Sy?
cc: Dux Raymond Sy



Book Club

Post your book recommendations here

NEW CONVERSATIONS ALL CONVERSATIONS FILES SEARCH

Update Poll Praise Announcement

Share something with this group...

MEMBERS (8)

INFO Edit
Recommended reading for people at AvePoint...share what you're reading...find out what others are...
New book recommendations are now shared in specific groups, e.g. Sales, Cloud, etc.

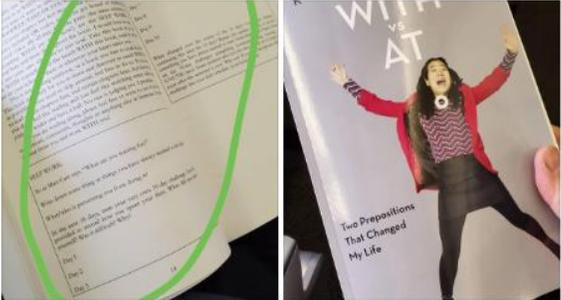
GROUP ACTIONS
View Group Insights

PINNED Add
Add files or links that are important to this group.

RELATED GROUPS
Add a related group

ACCESS OPTIONS

Post by Dux Raymond Sy – March 28 at 07:55 AM from Android
Highly recommend #withvsat - great insights and lessons on how to be a better teacher, communicator and human being.



LIKE REPLY SHARE EDIT ...
Marta Han, Esad Ismailov, and Chisa Minoda like this Seen by 37

#Withvsat

Write a reply



How can you make it easy for everyone to do the right thing?



Search

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

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

AvePoint Compliance Guardian



Always protected

With around-the-clock, real-time, and scheduled scans your data protection program will always be on high alert.



We fix it for you

Automated actions help scale your IT and security teams, so violations or at-risk content is secured as it's identified.



Manage incidents

Incident reporting isn't enough. Add workflows, and incorporate human review to take decisive, corrective action.



Tag team

Tag, classify and label content using built-in properties, assign custom tags, or add Azure Information Protection (AIP) and Retention Labels to help sort, clean or migrate data.



What We Covered

Why Yammer?

Engage with Leaders

Facilitate Innovation

Tap Collective Knowledge

Drive Initiatives

Empower Everyone



Resources



Recommendations

[Explore the Productivity Library](https://www.microsoft.com/en-us/microsoft-365/success/?rtc=1)

www.microsoft.com/en-us/microsoft-365/success/?rtc=1

[Create Office 365 Champions](https://aka.ms/O365Champions)

aka.ms/O365Champions

[Use Teams for your core team of communicators](https://successwithteams.com)

successwithteams.com

[Use LinkedIn Elevate to create employee ambassadors to share news with their network](https://www.linkedin.com/elevate)

www.linkedin.com/elevate

[Use Microsoft Stream to create video, channels and re-use it across your intranet](https://stream.microsoft.com/)

stream.microsoft.com/

Resources



Referenced today

[Yammer Campaign Playbook](#)

[Yammer Use Case](#)

[Manage your rollout with Yammer](#)

[Employee Engagement Summit](#)



Learn, plan, and drive adoption

[Employee Engagement Resources](#)

aka.ms/employee-engagement

<http://aka.ms/connectleaders>

Learn how Microsoft 365 solutions can help improve employee engagement and communications

[Yammer Adoption Resources](#)

aka.ms/yamresources

Resources for driving usage & adoption

[Yammer Training](#)

Support for onboarding users

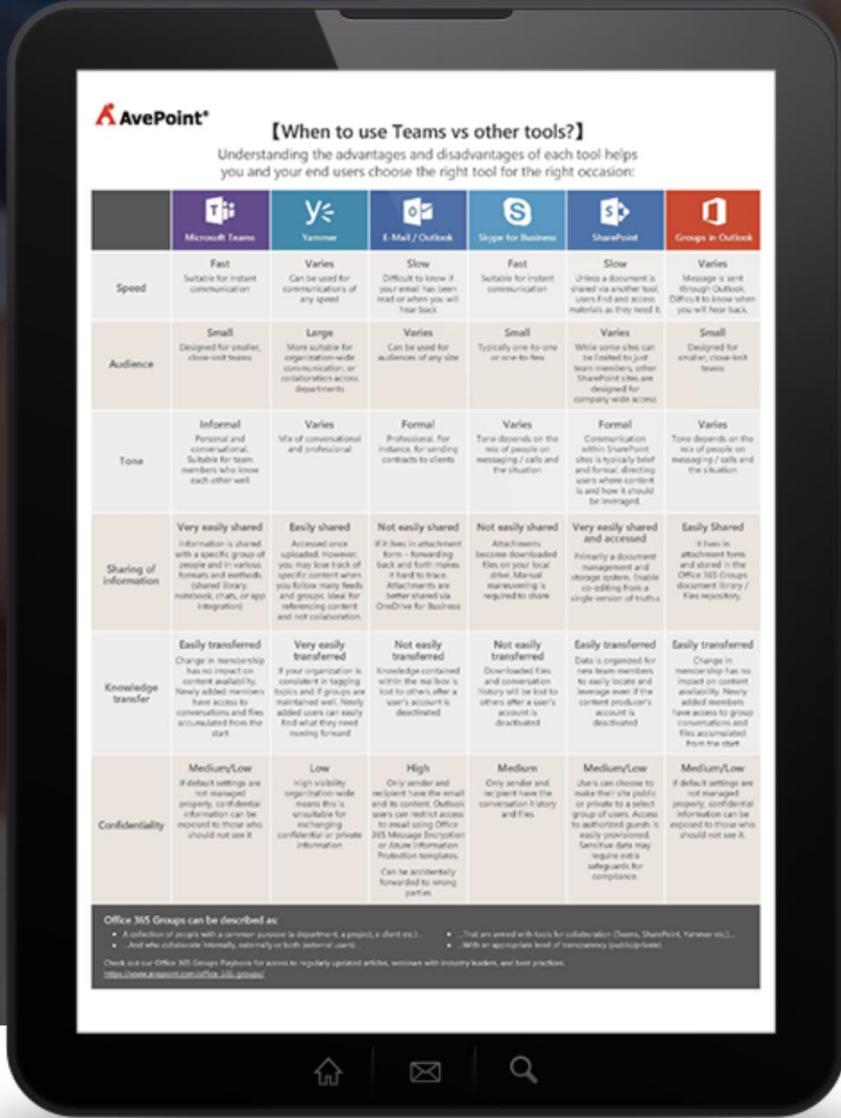
[Live events in Yammer announcement](#)

aka.ms/Live-Events-Yammer-Announcement

Learn more about live and on demand events

[Yammer Adoption Specialists](#)

aka.ms/yammeradoptionspecialists



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	Slack for Business	SharePoint	Groups in Outlook
Speed	Fast Suitable for instant communications of any speed	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 navigated	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, network, chat, or app (depending)	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. Double co-editing from a single version of truths.	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 unsuitable 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 guests is easily pronounced. 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 aimed at tools for collaboration (Teams, SharePoint, Yammer etc.)
- ... and who collaborate internally, externally or both internal users.
- 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/groups-ebook

Let's
Connect

Michael Holste

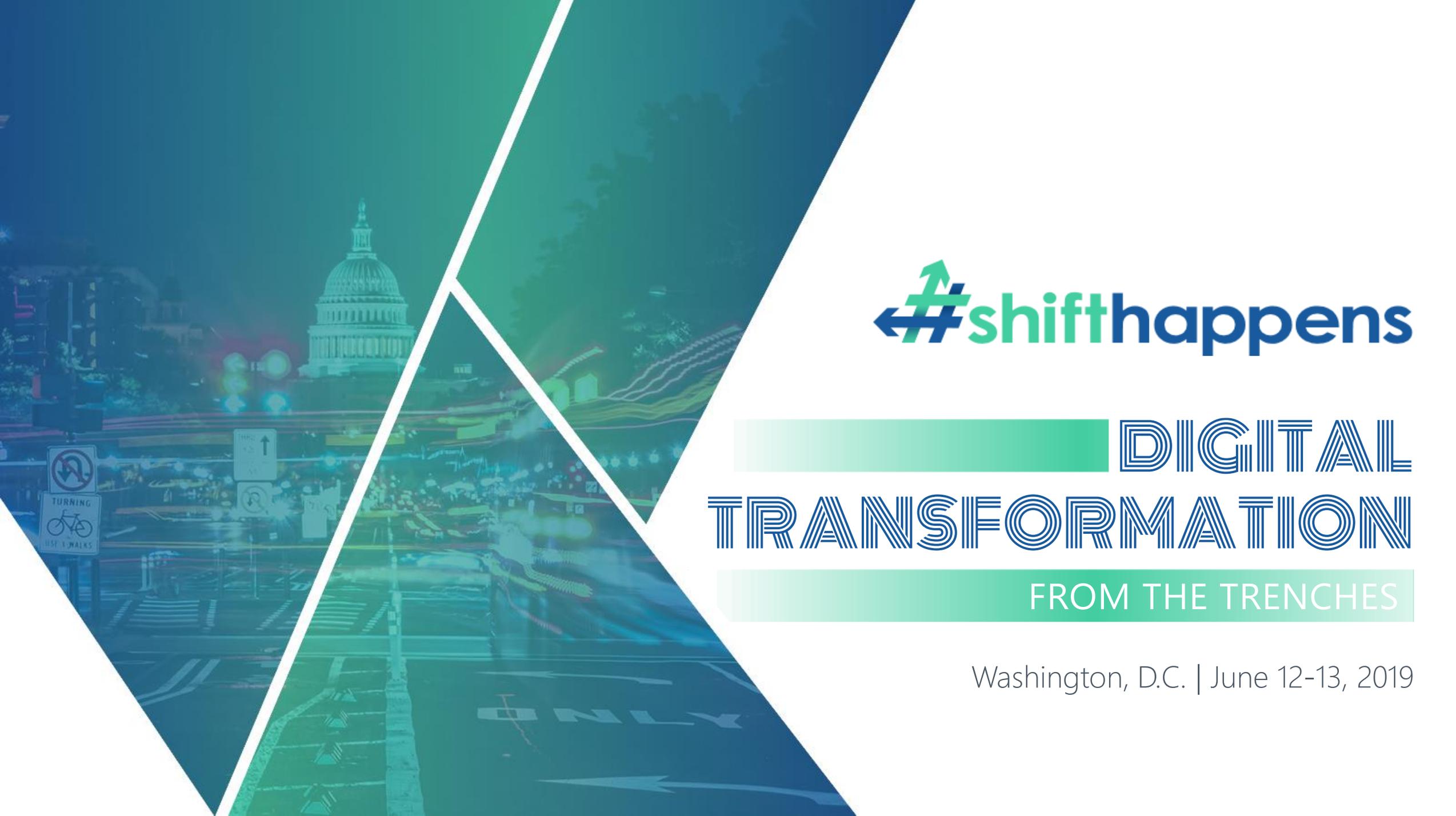
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FROM THE TRENCHES

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

ໜ້ອຍຄຸນຄຳ

Dziękuję

谢谢

Tack

Mulțumesc

спасибо

Merci

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дякую

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