



How To Ensure Microsoft 365 Collaboration Success For Remote Workers

Valerie Froehling
Microsoft
Customer Success Manager

Dux Raymond Sy
AvePoint
Microsoft RD + MVP

Unleash the Power of You

Agenda

The New Modern Workplace

When to Use What in Microsoft 365

Make it Easy to Do the Right Thing

Facilitate Sustainable Adoption

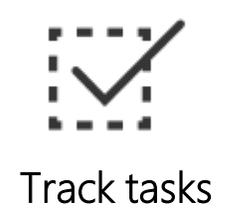


The New Modern Workplace





How we work today



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

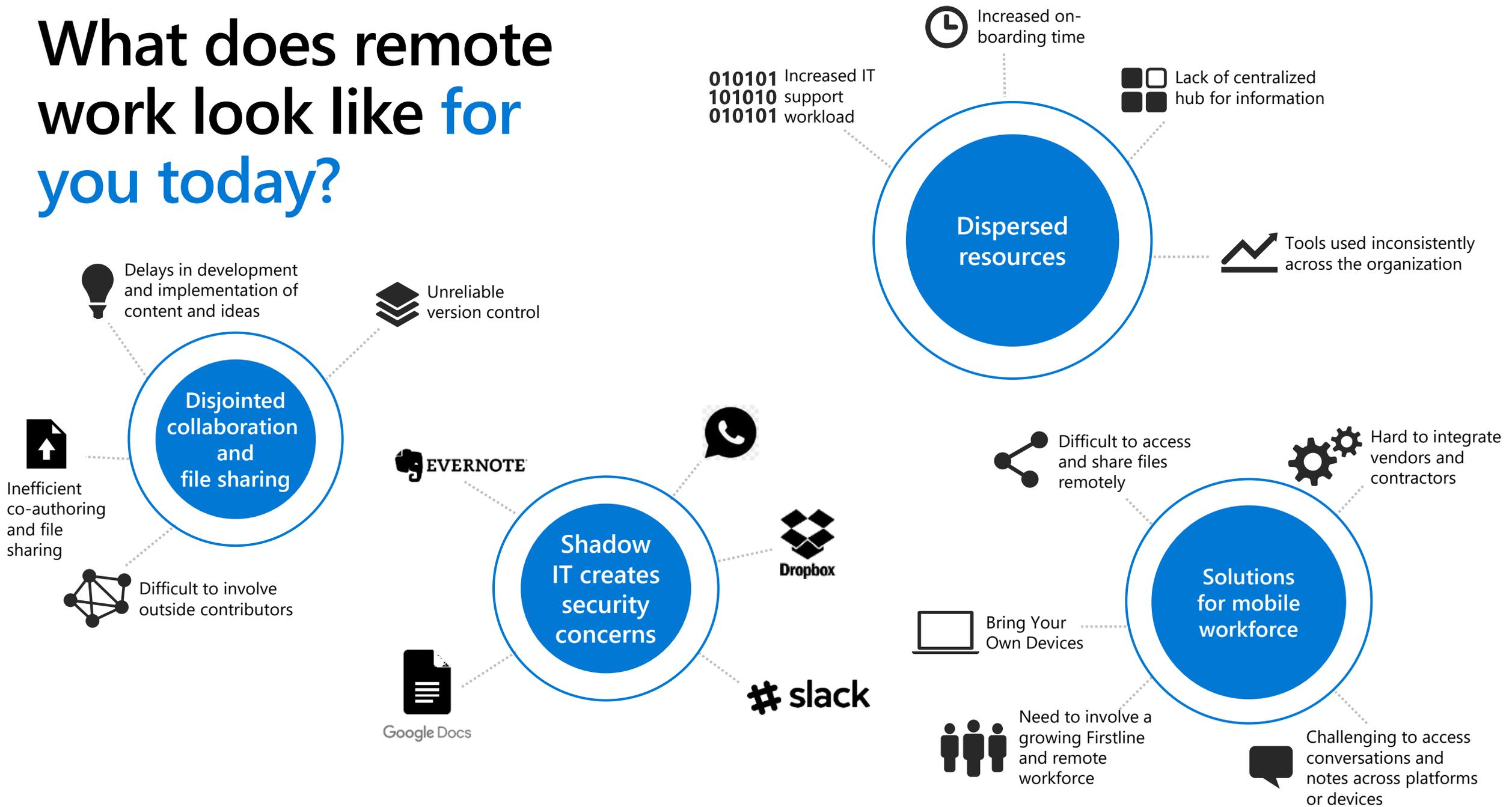


Chats and conversations

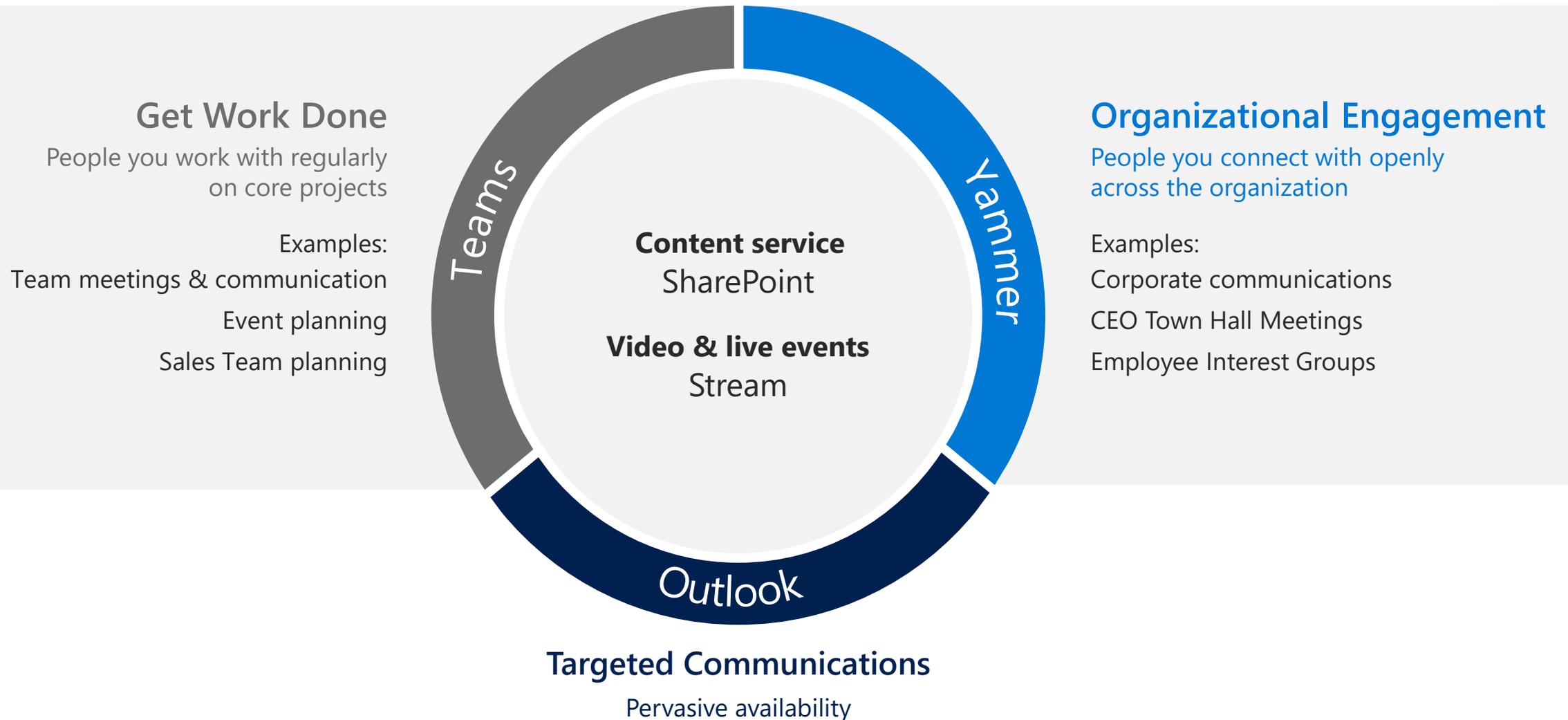


Serendipitous collision

What does remote work look like for you today?



The Modern Workplace in Microsoft 365



When to Use What in Microsoft 365

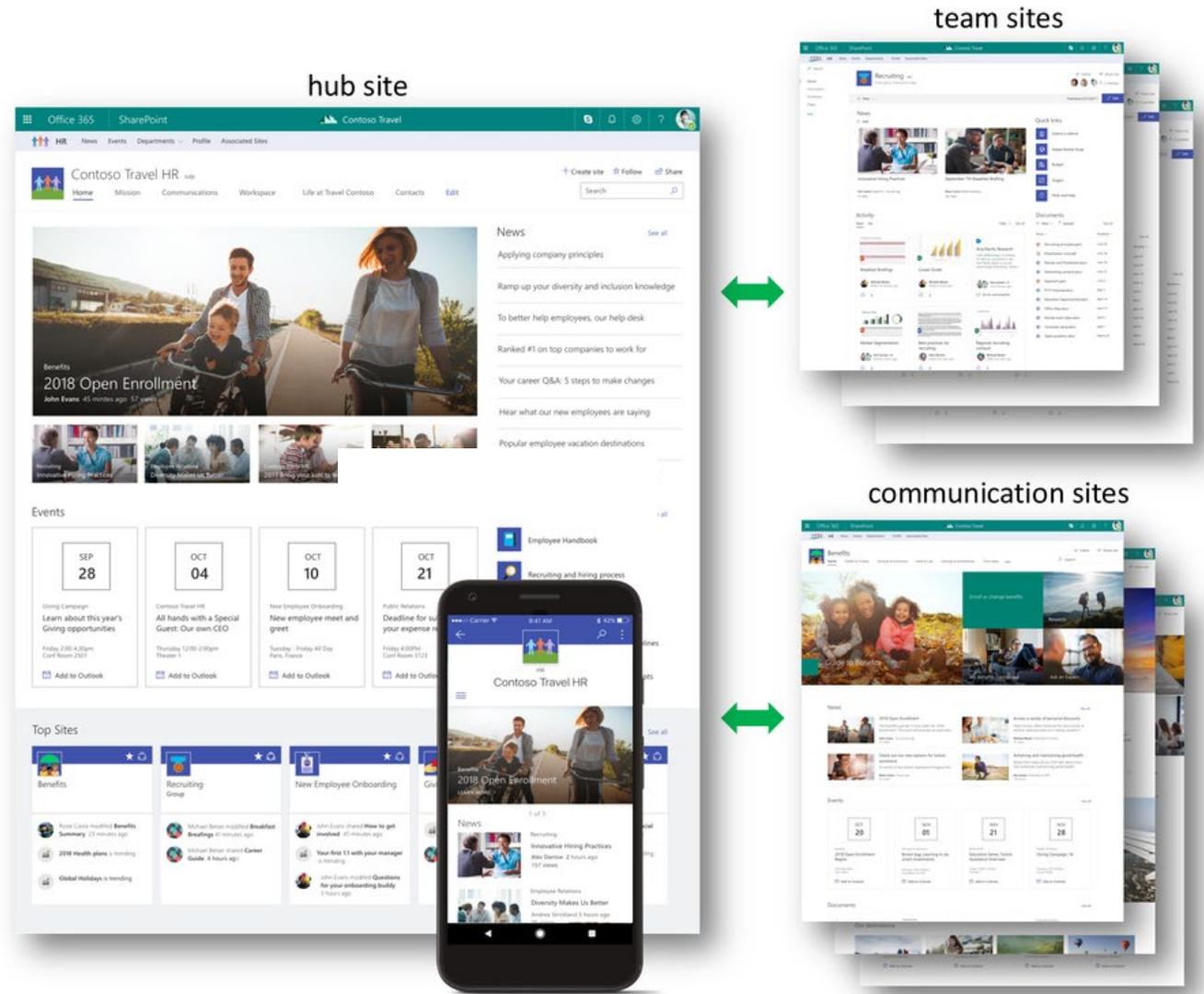


SharePoint: Gateway to the Modern Workplace

Centralize corporate communications

One-stop shop for corporate resources

Access to business-critical information and workflows



Example: Corporate knowledgebase

arriva rail london

launchpad. Ideas Library Challenge Library Intranet

"There is up to £45k of funding per year to support your innovative ideas"

Dashboard

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

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

Submit an idea

Latest Open Ideas

- Streetview mapping Of stations
- Daniel Sweeting
- History of your Overground Station

Trending Ideas

- This is an example response.
- Online Payslips
- #Countdown

Latest Open Challenges

- Health, Safety & Wellbeing Strategy - Mental health innovation
- Health, Safety & Wellbeing Strategy - Ideas & Suggestions

arriva rail london Home Customer Experience Vision Q&As Exchange Updates Consultation Documents Employee Support

Questions and Answers

Why we need to change

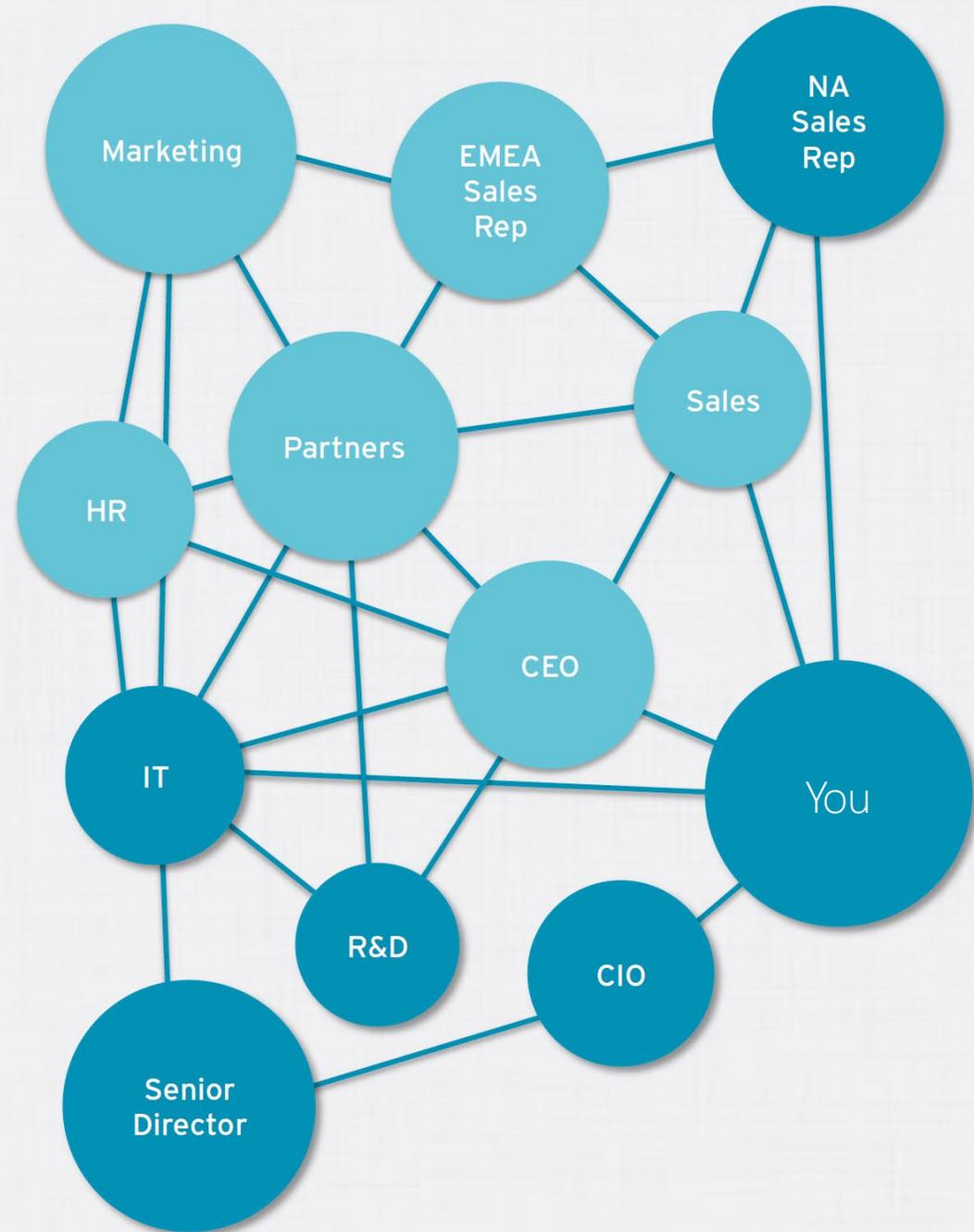
- Why are you proposing to make changes?
- Why are the changes happening now?

Initial proposals

- What are the proposed changes for frontline employees?
- Are ticket offices closing?
- If ticket offices are closed, what will happen to the employees?
- If a ticket office is closed, will there be booths located on the station instead?
- What the proposed new roles look like?
- How will stations be staffed in the future?
- Will there be any measures to protect employees that will now be outside, for example, additional security?
- How will ARL address any safety and security concerns that might result from lone working?
- Our customers tell us that they would like increased visibility on the trains. Is this something you are looking at?
- Will you use agency staff for the night/security shifts?

yammer

» Born to connect
EVERYONE
in the workplace



Example: Executive engagement

Town Hall
NEW CONVERSATIONS ALL CONVERSATIONS FILES SEARCH

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

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



2018 Q1 Town Hall
66 0

LIKE REPLY SHARE EDIT

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

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

Show 2 previous replies

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

Update Poll Praise

Share something with this group...

– May 10 at 9:38 AM

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

LIKE REPLY SHARE

and like this

Seen by 912

2 shares Add Topics

– May 10 at 8:10 PM from Desktop

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

LIKE REPLY SHARE

MEMBERS

INFO
Stay tuned for details on the next Employee Q&A with Satya. and visit <http://aka.ms/ceoconnection> to watch past events.

How to ask a question: 1. Read through this group to see if your question has already been asked. If so, vote it up by liking or commenting. 2. Don't see it? Post a new question. 3. Satya will answer questions based on what's on most employees' minds.

GROUP ACTIONS
View Group Insights

OFFICE 365 RESOURCES
SharePoint Document Library
SharePoint Site
OneNote
Planner



Microsoft Teams

The hub for teamwork in Microsoft 365



Persistent 1:1 & Group Chat



Enhanced Collaboration



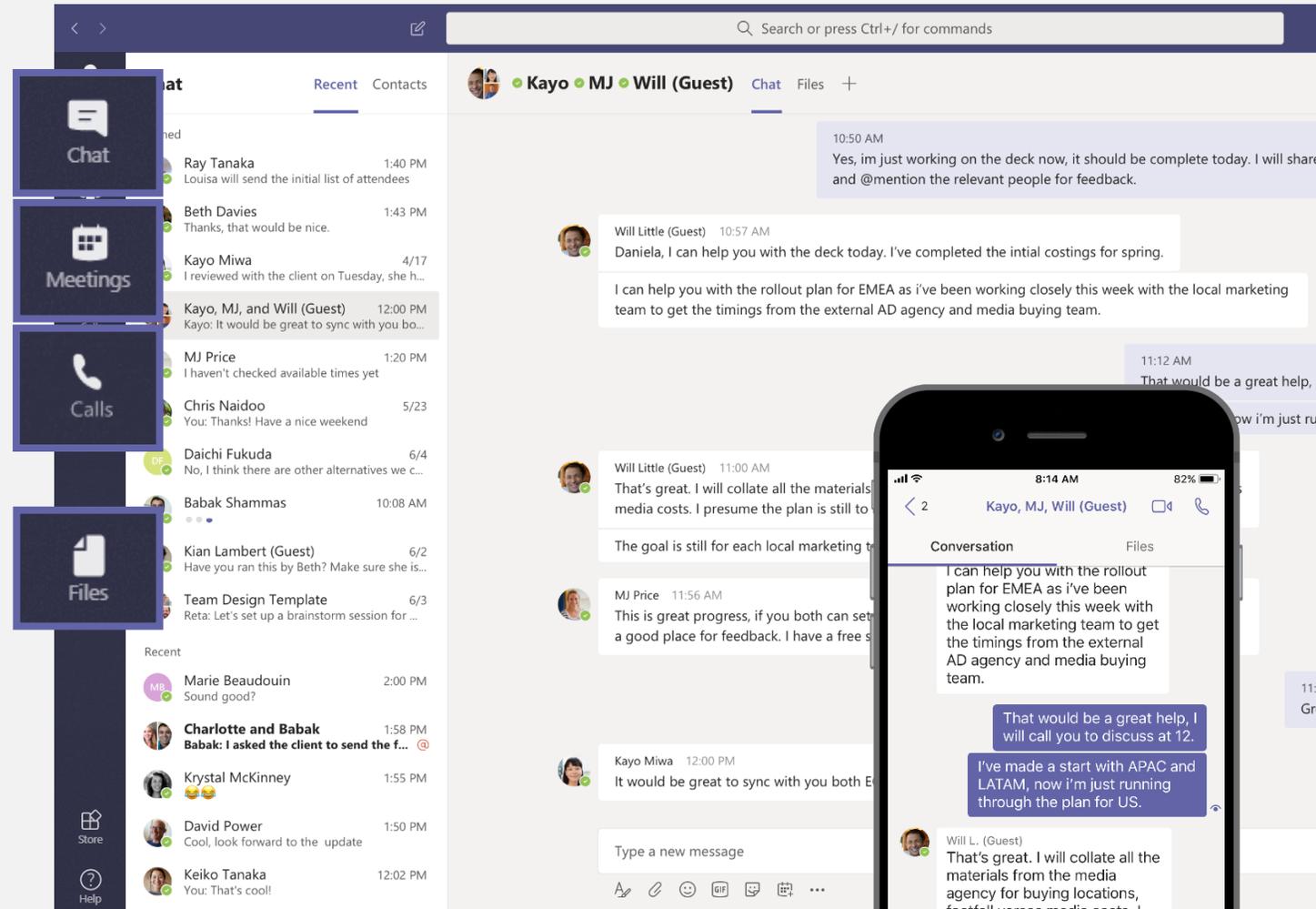
Enterprise Communications



Customize & Extend

Built with the enterprise-grade security and compliance our customers rely on

©AvePoint, Inc. All rights reserved. Confidential and proprietary information of AvePoint, Inc.



Example: Global team collaboration

This screenshot shows a Microsoft Teams chat window for the 'Field Marketing' team. The left sidebar lists various teams, including 'AvePoint Marketing', 'Digital Marketing', 'Field Marketing', and 'US CN Technical Writing'. The main chat area is titled 'Field Marketing > General' and shows a conversation from July 30, 2018. A message from Martina Dingis asks for help with event assets, listing items like T-shirts, a booth, and raffle gifts. Other team members, AnnMarie Connolly and Adeline Boror, respond with updates and a link to a 3D printer.

This screenshot shows a Microsoft Teams chat window for the 'US CN Technical Writing' team. The left sidebar lists various teams, including 'AvePoint Marketing', 'Digital Marketing', 'Field Marketing', and 'US CN Technical Writing'. The main chat area is titled 'US CN Technical Writing > Just for fun!' and shows a conversation from June 20, 2018. A message from Delphine Chen shares a photo of a rainbow and asks for help with event assets. Other team members, Dorothea Zhang, respond with updates and a link to a 3D printer.



When to Use What



Meeting Room
Microsoft Teams



Cafeteria
Yammer



Library
SharePoint



Make It Easy to Do the Right Thing





What do I need to govern?



For collaborative workspaces, we need 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



Govern Provisioning

- Creation
- Naming Convention
- Cataloging



Govern Ongoing Management

- Monitor usage
- Policy enforcement
- Access permissions



Govern Information Lifecycle

- Expiration
- Retention



Identify Business Needs

EXAMPLE

DEPARTMENT



DEPARTMENT



DEPARTMENT



EXTERNAL SHARING

No external sharing



External sharing allowed in:



External sharing only allowed in:



EXPIRATION/ RETENTION

6 Months
after last accessed

12 Months
after last accessed

9 Months
after last accessed

ALLOW THESE USERS TO CREATE A TEAM

All requests through
Central IT

All requests through
Department IT

Only Joe, Sally, and
Harold can create

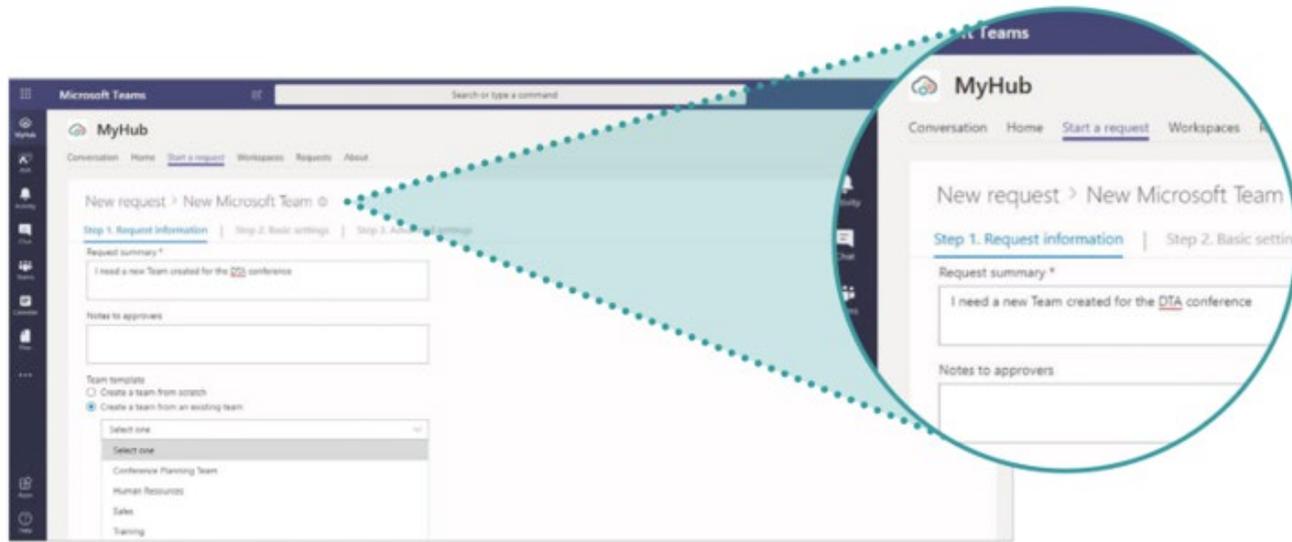
RECERTIFY MEMBERS

after
3 Months

after
6 Months

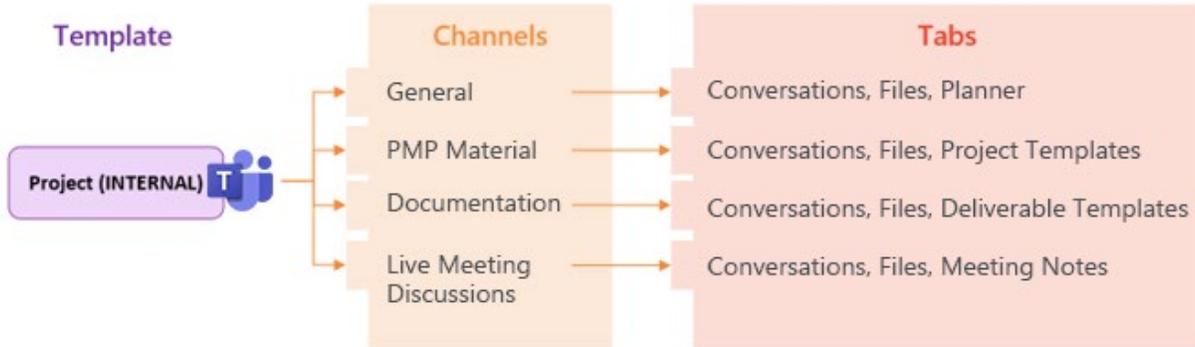
after
12 Months

Standardize Teams with Templates



Project (INTERNAL)

EXTERNAL SHARING	X No external sharing
EXPIRATION/RETENTION	6 Months after last accessed
WHO CAN CREATE	All requests through Central IT
RECERTIFY MEMBERS	after 3 Months



[Learn more about AvePoint Cloud Governance and MyHub](#)

Facilitate Sustainable Adoption



Establish How We Work Guidance

Specify rules of engagement

Set Status Message

Facilitate Effective Meetings



Set Status Message

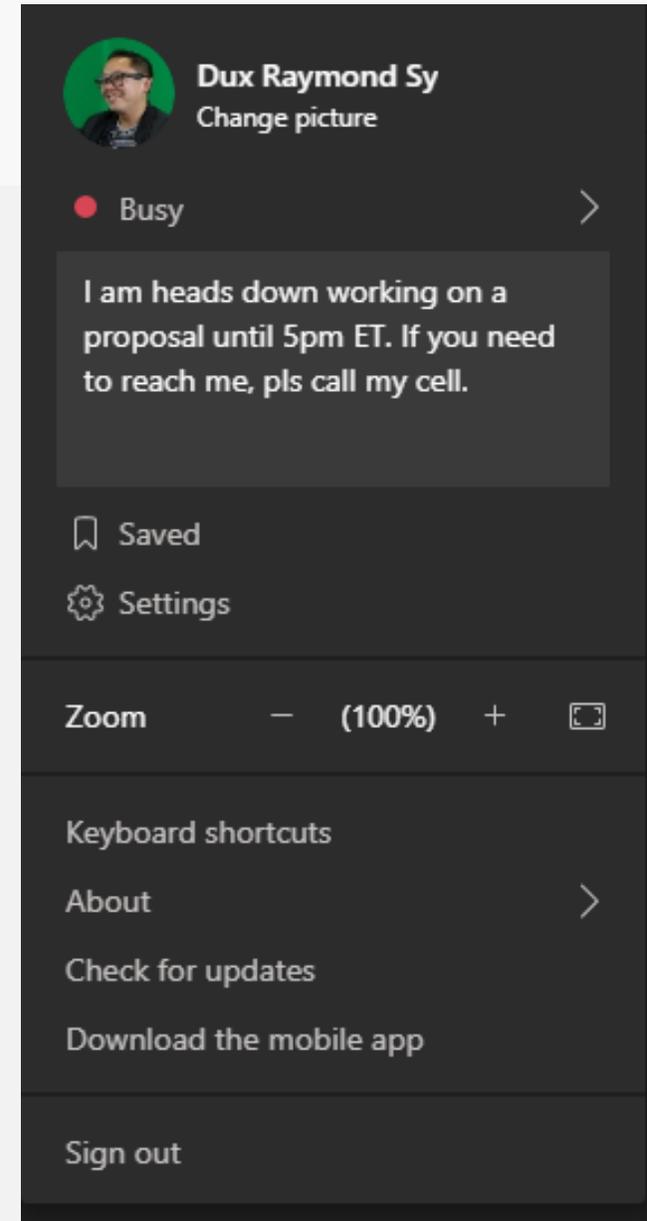


Inform teammates what you are working on



Set expectations

[Learn how to set status message in Microsoft Teams](#)



Facilitate Effective Meetings



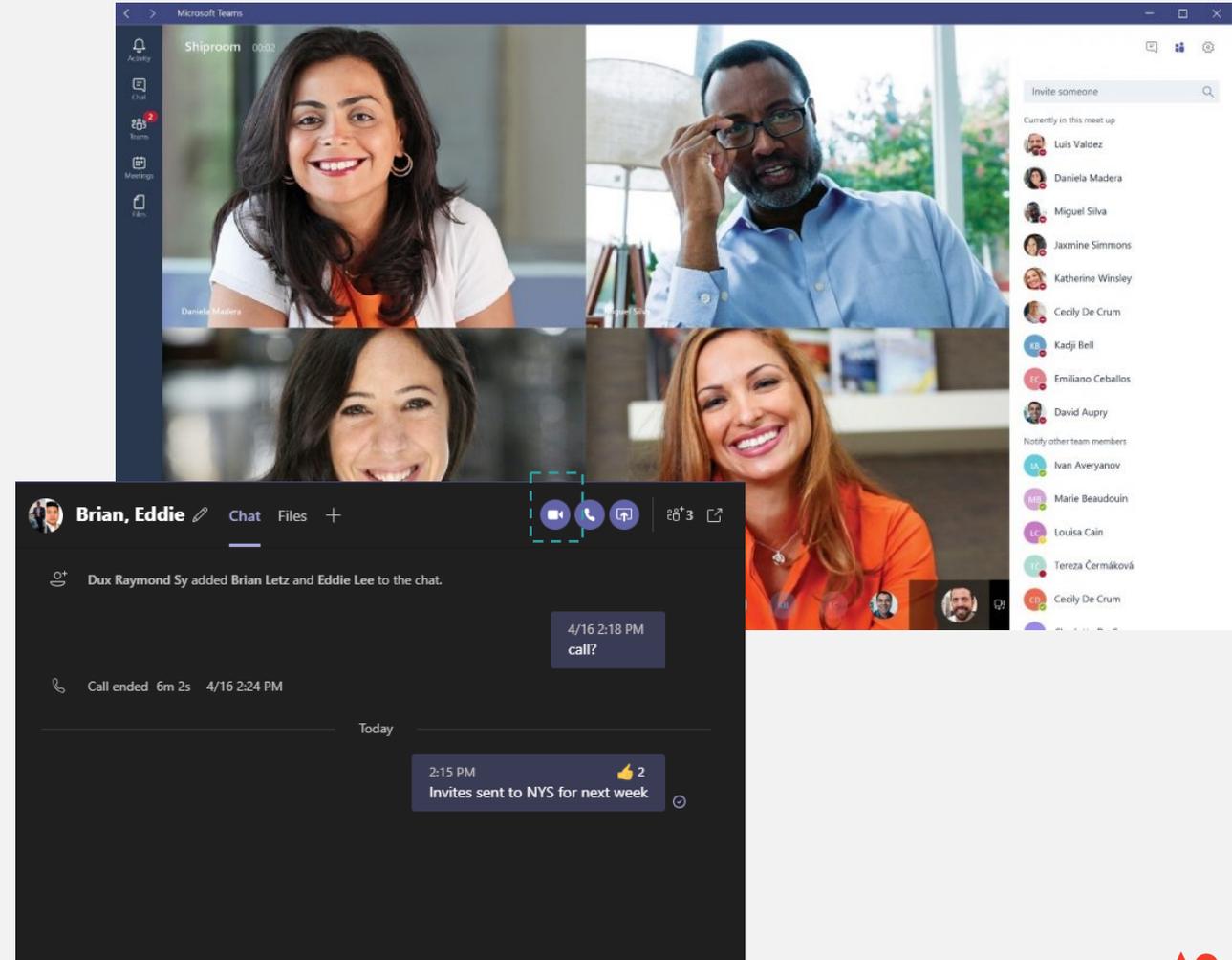
25 min or 50 min meetings



Use video if possible



Meet now for ad-hoc calls

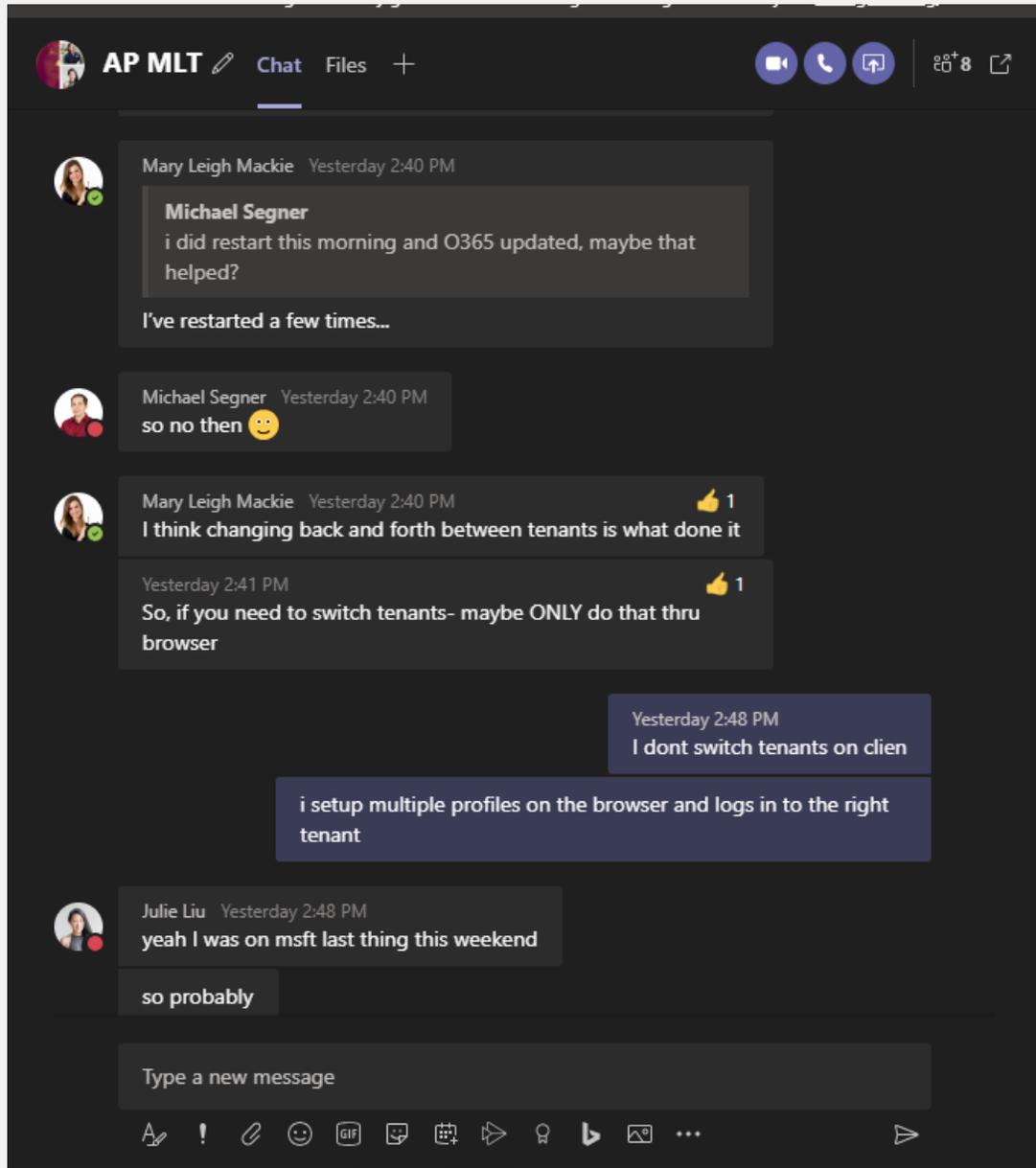


Streamline Communications



Group chats for ad-hoc convo

Use Teams for team communication



Use Group Chats for Ad-hoc Convoos



Ask question(s) for clarification



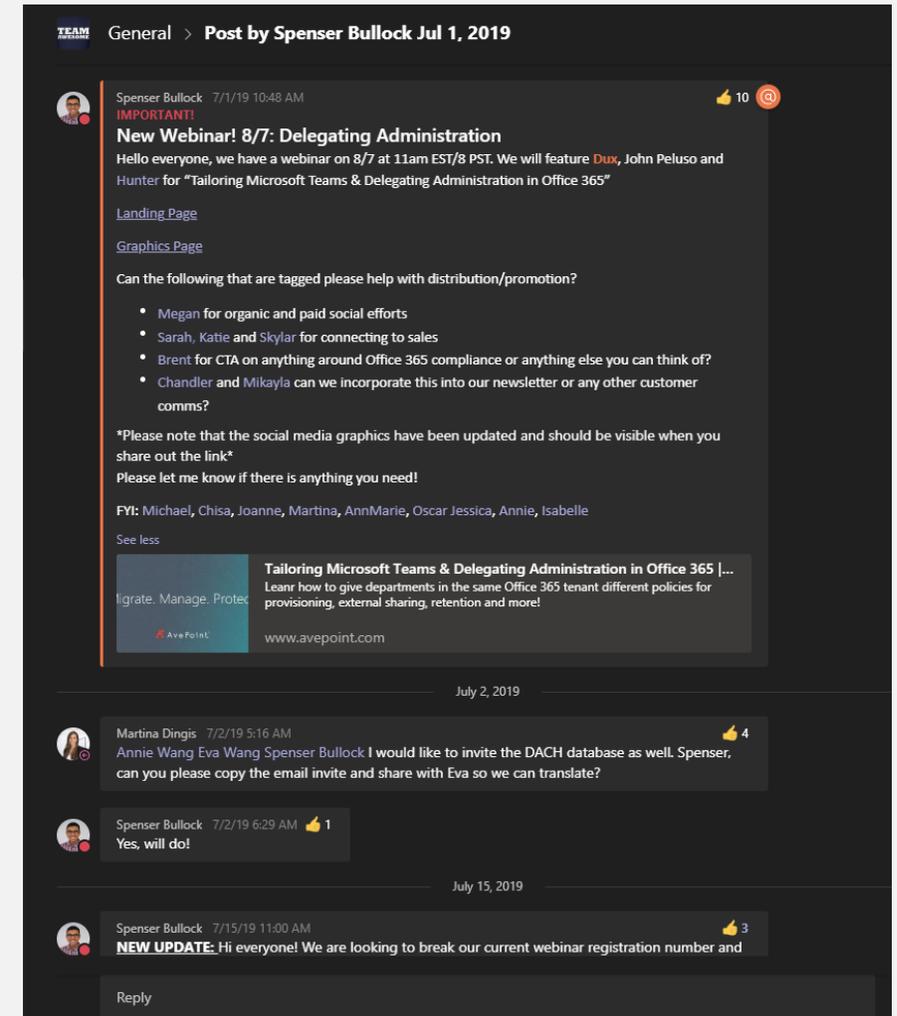
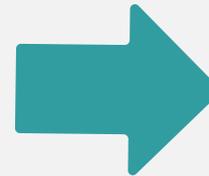
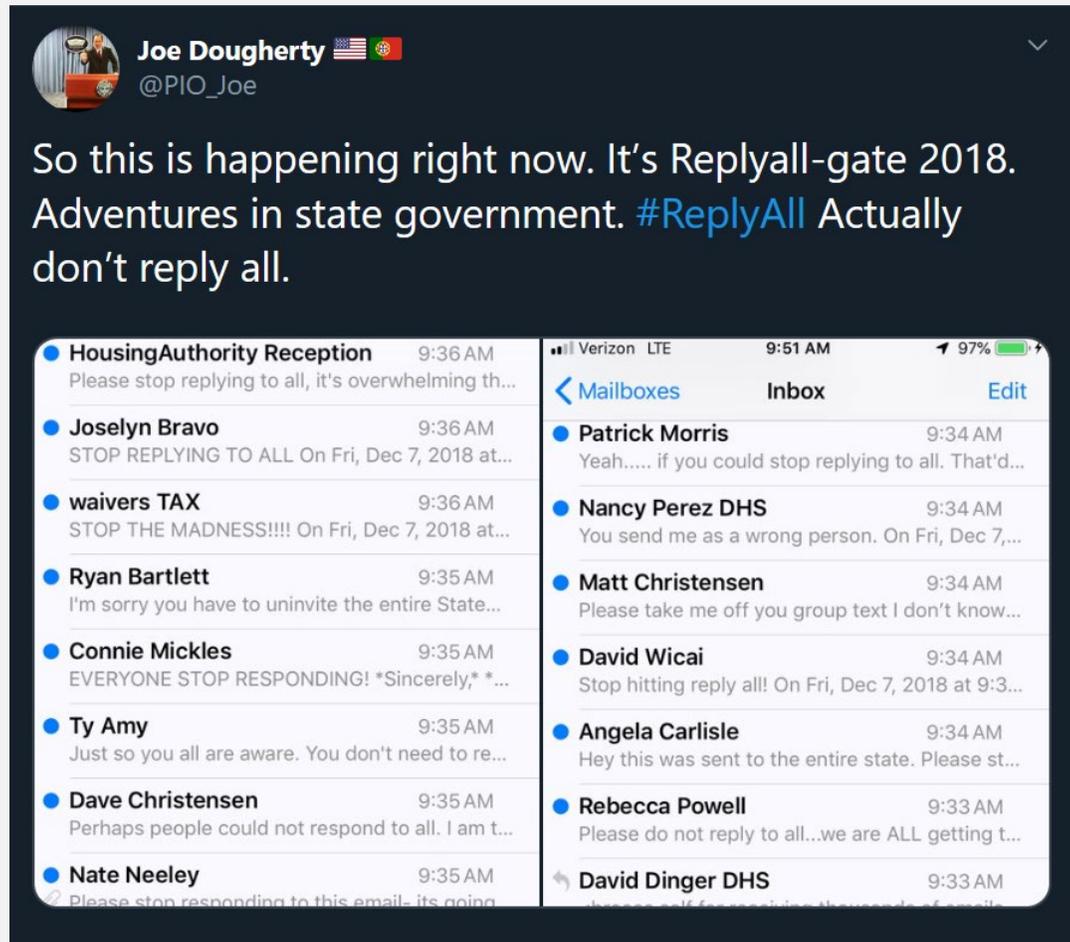
Casual greetings



Akin to in-office chit chats



Use Teams for team communication



Encourage Team Collaboration

Drive teamwork in Teams

Maximize co-authoring

Utilize Tabs

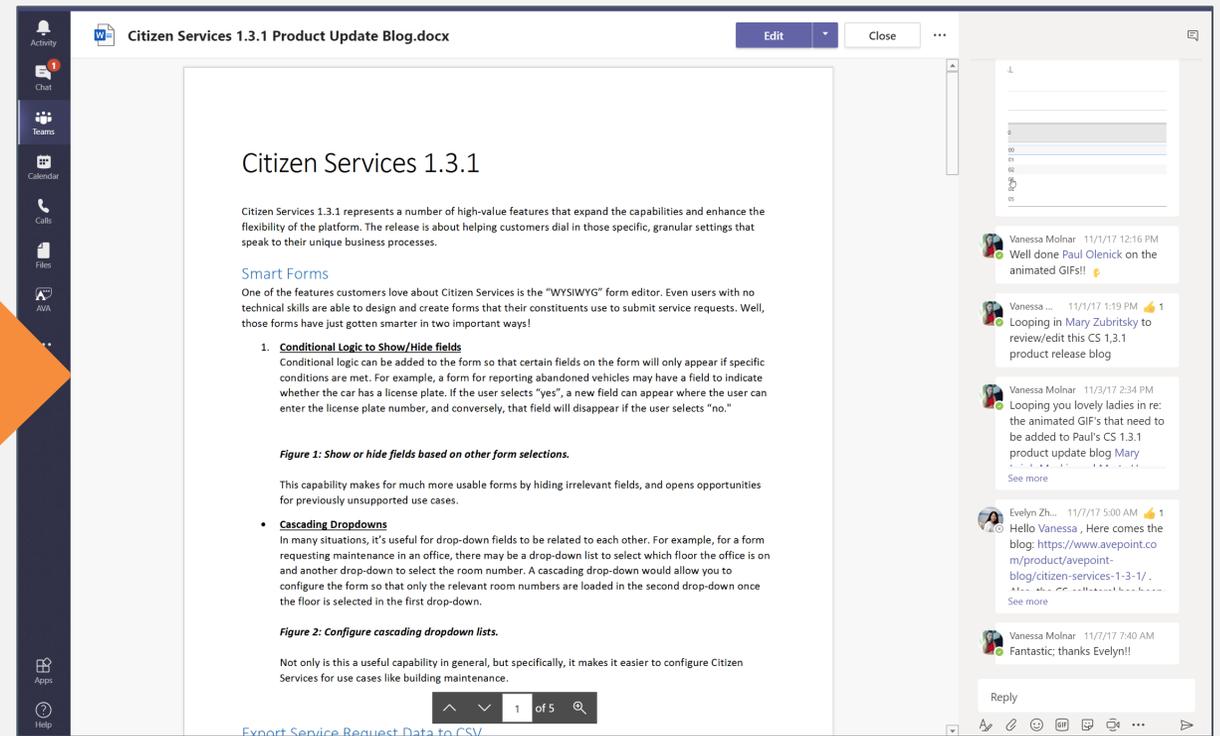
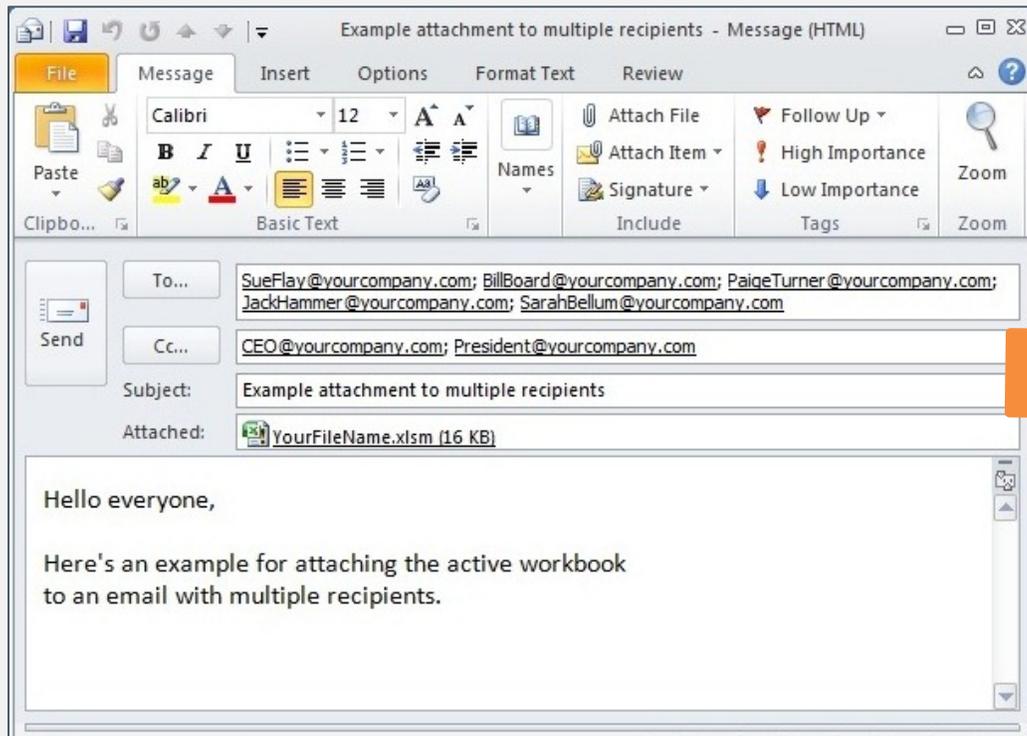


Drive Teamwork in Teams

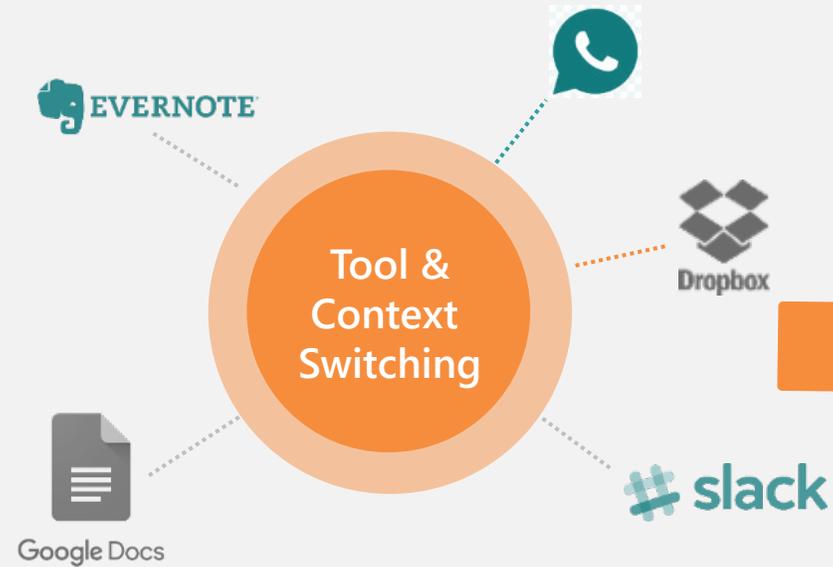
The screenshot shows a Microsoft Teams chat interface. On the left is a sidebar with navigation options: Activity, Chat, Teams, Calendar, Calls, Files, AVA, and Apps. The main chat area is titled 'AvePoint Marketing > General' and is marked as 'Private'. A message from Joanne Chang, dated 1/30 9:35 PM, is displayed. The message text reads: 'Dux Raymond Sy Michael Segner Amanda Barnes Jessica Ko I'd like to share the nurturing email campaign that AU team's working on. The purpose of the campaign is to engage with new leads moving forward, keeping them posted with our awesome content, ebooks, on-demand webinars, blogs etc. The content people are gonna receive will be based on what / if they click (see attached content schedule). Basically we have 4 streams - Migration, Management, Protection and 'No clicks' (for people who don't click anything we'll send our most popular content to capture)'. Below the text is a 'See more' link and a 'Content Schedule' diagram. The diagram is a flowchart with five columns labeled 'Management 1' through 'Management 5'. It shows various paths based on user actions like 'Click Migration', 'Click Management', 'Click Back or Protection', and 'If you click anything'. A 'Login | Marketo' button is visible below the diagram. A second message from Michael Segner, dated 1/31 11:36 AM, is partially visible below, starting with 'Wow, first off really impressive work. What a sophisticated nurture design! Here are some thoughts, happy to discuss further:'. The chat input area at the bottom contains the text 'Start a new conversation. Type @ to mention someone.'



Enhance Document Collaboration



Utilize Tabs



Screenshot of the AvePoint "Go To Market (GTM) Central" application interface. The interface features a top navigation bar with tabs for "General", "Posts", "Files", "Requests", "Intranet", "Yammer", "Web Requests (JIRA)", "Power BI", and "GTM Central". Below the navigation bar is a main content area with a large image of a meeting, a "Welcome to Go To Market (GTM) Central!" message, and a "Brand News" section with two news items.

General | Posts | Files | Requests | Intranet | Yammer | Web Requests (JIRA) | Power BI | GTM Central | Meet

If your site isn't loading correctly, click here

Welcome to Go To Market (GTM) Central!
LEARN MORE →

Brand News

RELEASE: DocAve 6.12.1
DocAve 6.12.1 Get excited, AvePoint! We're continuing our Silverlight replacements with a...
Mary Zubritsky March 18
512 views

The AvePoint Cloud's March Release
Hello, AvePointers! Mark your calendars for March 15th...that's when we'll release updates t...
Mary Zubritsky March 10
666 views



What We Covered

The New Modern Workplace

When to Use What in Microsoft 365

Make it Easy to Do the Right Thing

Facilitate Sustainable Adoption





Business Continuity & Productivity

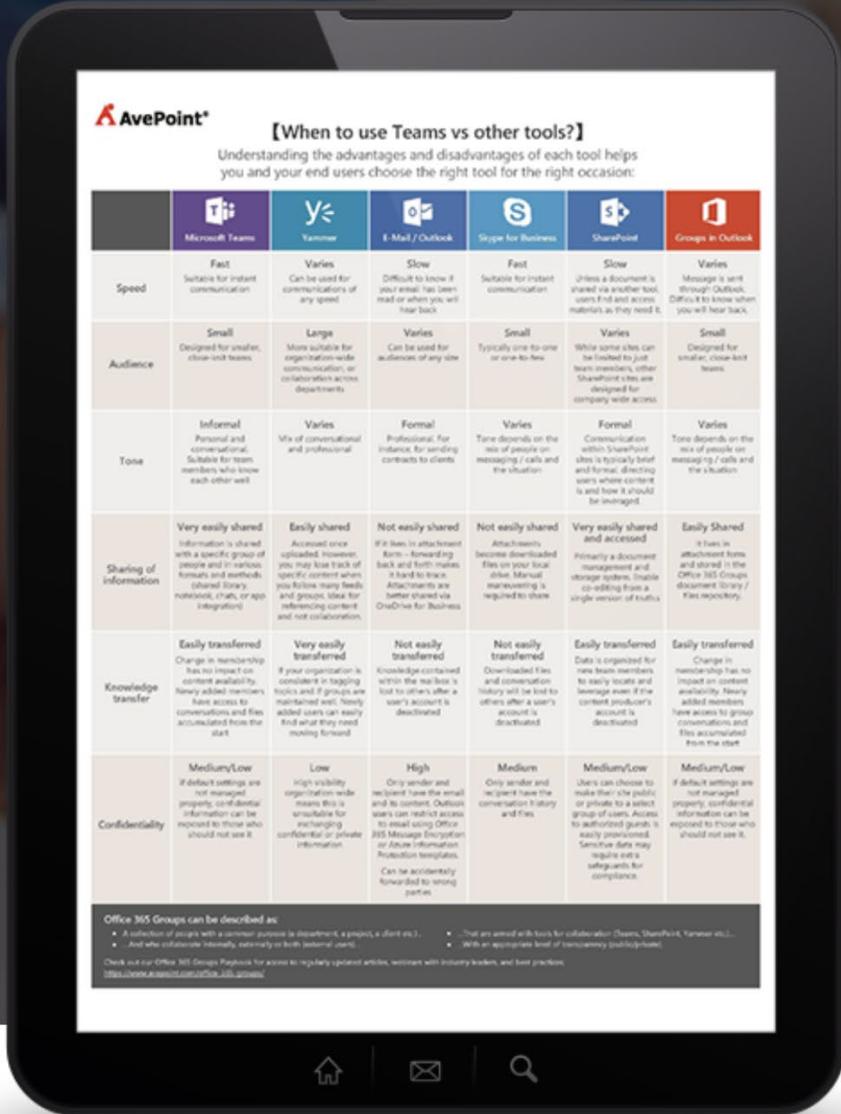
IN THE DIGITAL WORKPLACE

🕒 June 22-26, 2020

Register for free today!



<http://shifthappenscon.com>



Free eBook

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

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

[Free Download >](#)

avepoint.com/resources

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

ឧបត្ថម្ភគ្រប់

Dziękuję

谢谢

Tack

Mulțumesc

спасибо

Merci

תודה

多謝晒

дядкую

Ďakujem

Let's Connect

Valerie Froehling

[linkedin.com/in/valerie-fr%C3%B6hling-63746918b/](https://www.linkedin.com/in/valerie-fr%C3%B6hling-63746918b/)

Dux Raymond Sy

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



Sales@AvePoint.com | +1 800.661.6588



www.AvePoint.com



[in](#) [twitter](#) [youtube](#) [f](#) [g+](#)