



# Transforming Collaboration with Microsoft Teams

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Balancing Collaboration and Control for Sustainable Adoption and Innovation



Unleash the Power of You

# Introductions



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Blog: [blog.getbizzy.io](https://blog.getbizzy.io)  
[medium.com/jumpto365](https://medium.com/jumpto365)



# About AvePoint: Corporate Overview

Migrate. Manage. Protect



**AvePoint** is headquartered and maintains its principal operational center in Jersey City, NJ, with approximately 1,500 employees across five continents.

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

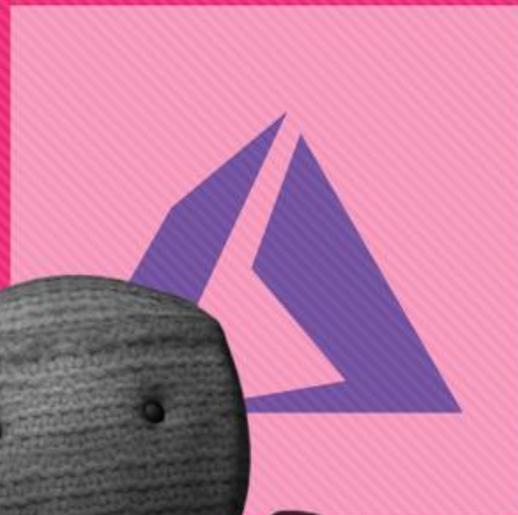
2014 Partner of the Year Winner  
Public Sector: Public Safety and National Security





# AtBot

Bot as a Service



Bot Platform + Language Understanding + Logic Execution

# Today's Agenda



## Understanding Office 365Groups

The foundation of Microsoft Teams



## Collaborating in Microsoft Teams

Transforming team collaboration



## Understanding Teams Architecture

IA and structure of Microsoft Teams



## Balancing collaboration and Control...

Right-sizing governance for Microsoft Teams



## What if I need More Control?

AvePoint solutions to enhance and extend Teams governance



## Discussion and Q&A



# Disclaimer

Teams and some features of Teams are not yet available in all US Government tenants.

That doesn't mean you can't be planning and PoC-ing today.

Get an Enterprise E3 trial.



# Keeping track of what is/isn't in GCC:

## GCC

<https://docs.microsoft.com/en-us/MicrosoftTeams/plan-for-government-gcc>

## GCC High

<https://docs.microsoft.com/en-us/MicrosoftTeams/plan-for-government-gcc-high>

## GCC DoD

<https://docs.microsoft.com/en-us/MicrosoftTeams/plan-for-government-dod>



# What do YOU need?



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# The Ecosystem

## THE PERIODIC TABLE OF Office 365

jumpto365



# Today's Agenda



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# Understanding Office 365 Groups

---

The foundation of Microsoft Teams

# 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

So a  
Microsoft  
Team is really  
just...

Who work together  
as a group or team

With “appropriate”  
transparency

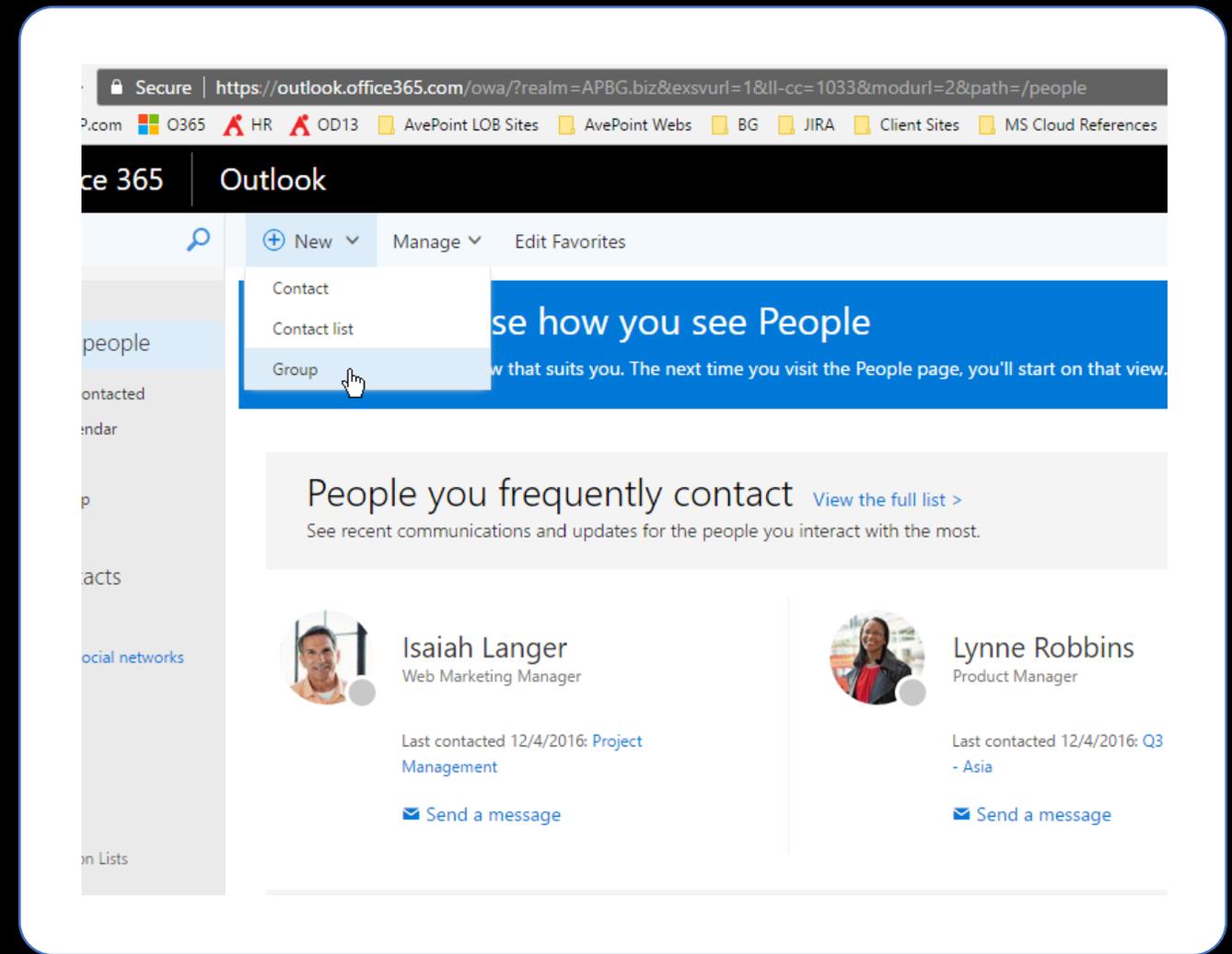
A defined  
collection  
of people

Equipped with tools  
to help them  
collaborate

Internally and  
externally

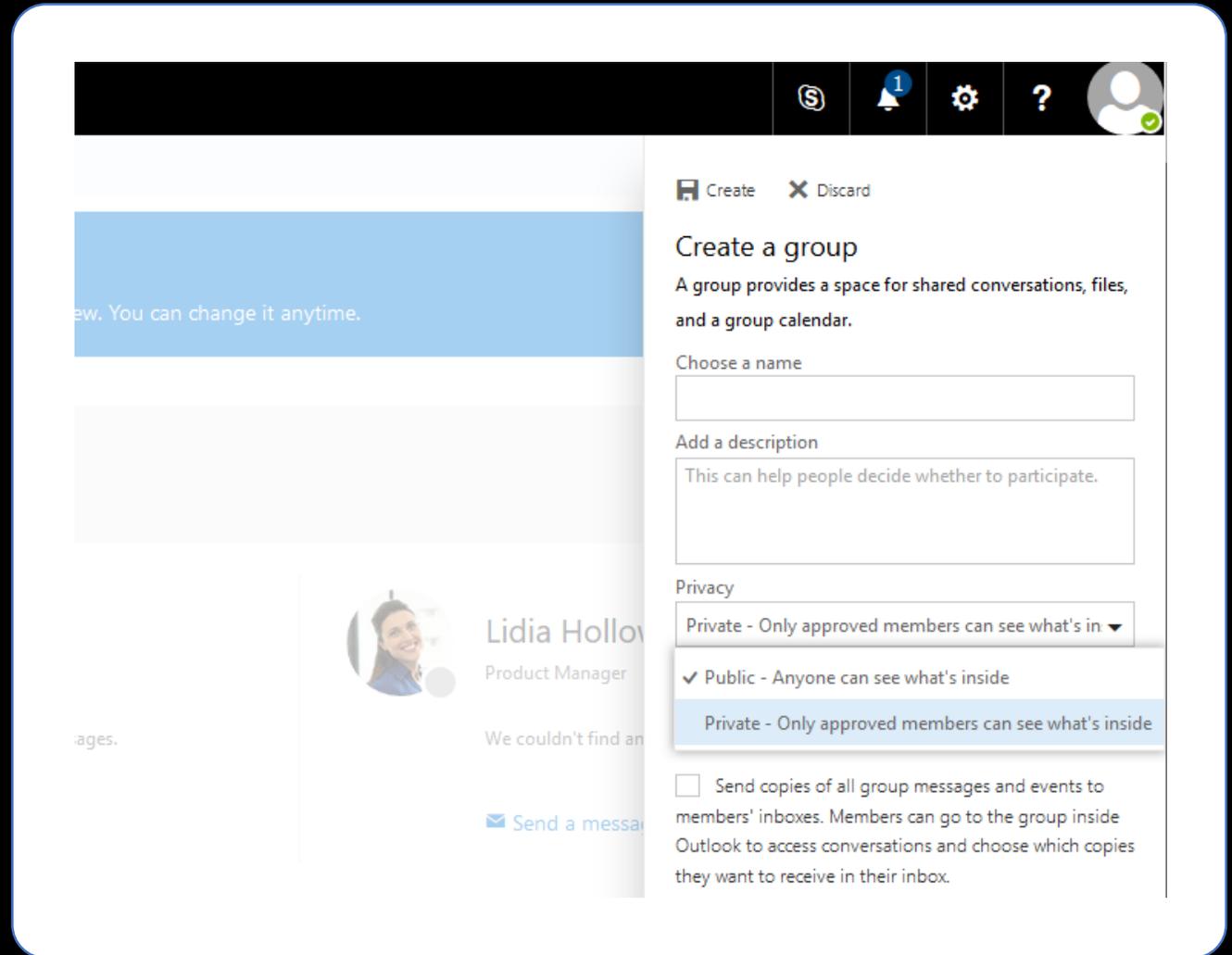
# A “defined group of people” ...

- A “Group” object in Azure Active Directory
- Can contain only USERS, not other groups
- Multiple “entry points” to create
- Microsoft’s preference is “self-service”
- Simple roles—
- “Owners” and “Members”



# “Appropriate” transparency...

- “Private” Groups allow access and edits only to members and owners
- “Public” Groups allow access and edits to EVERYONE in the organization
- Privacy can be changed later
- Groups can be “unlisted” so even their names are not visible to non-members



Collaborating  
internally and  
externally

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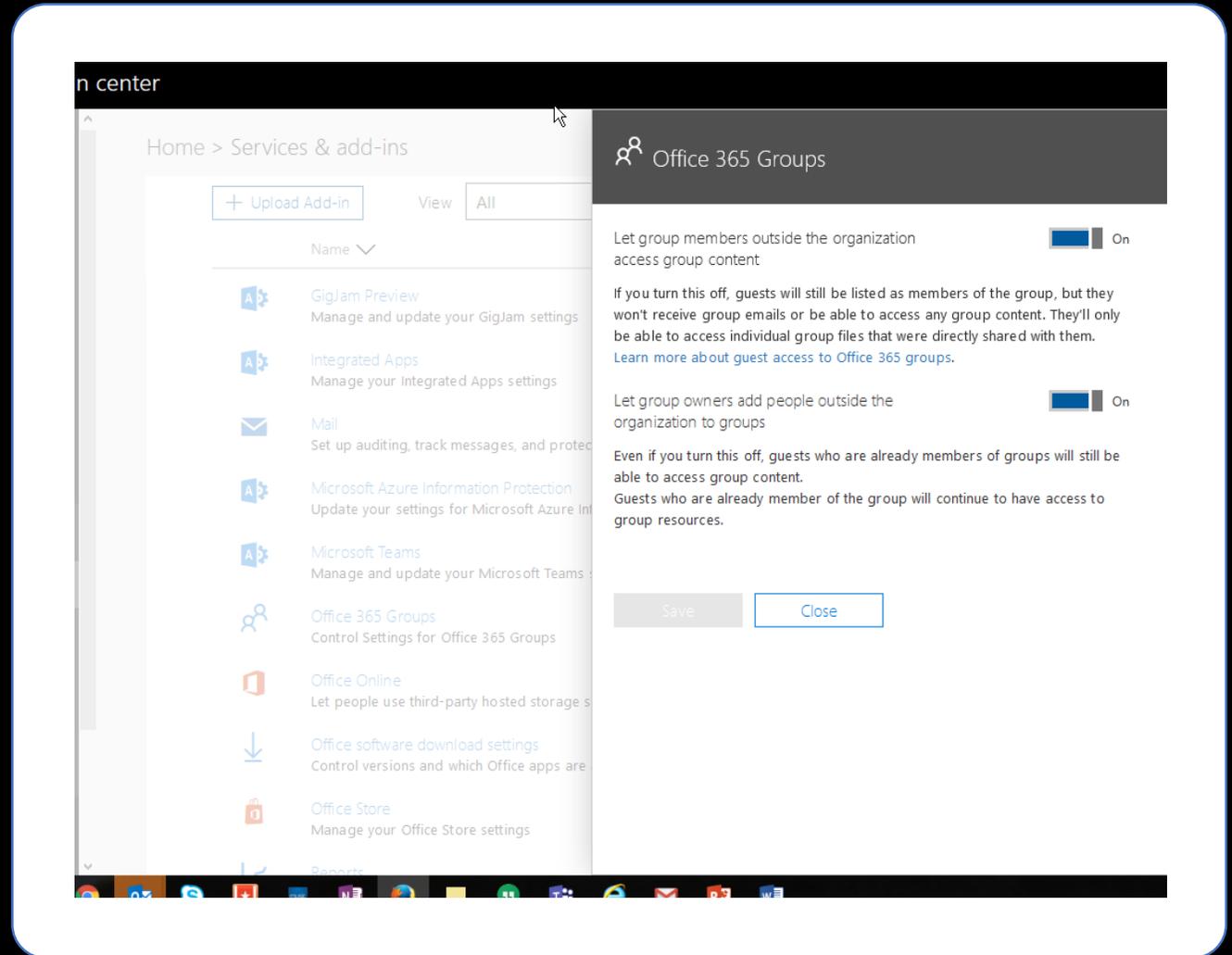
As with SharePoint and OneDrive, organizations can enable external access to Groups

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External user invitations can be centrally managed by admins or available to Group owners

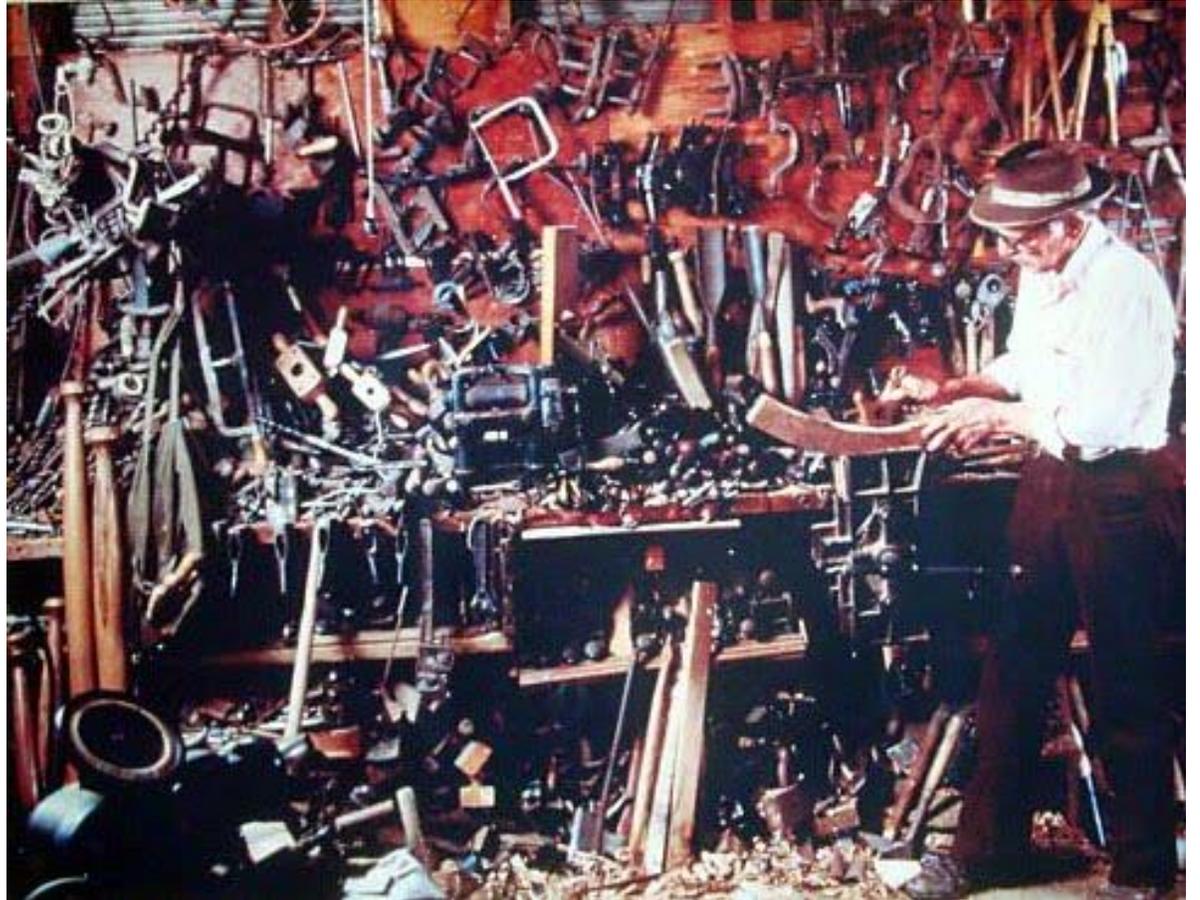
# Collaborating internally and externally

- As with SharePoint and OneDrive, organizations can enable external access to Groups
- External user invitations can be centrally managed by admins or available to Group owners



Equipped with  
tools...

- This is where it gets complicated...



# Different groups have different needs

Mail & Calendar



Sites & Content Management



Co-Authoring Content



Voice, Video & Meetings



Enterprise Social



Chat-based Workspace



## Siloed Apps

Friction across applications – multiple logins, difficulty sharing and discovering information

## Wasted Time

Context switching between different apps drains attention and time

## Shadow IT

Incomplete toolset can lead to inconsistent security, compliance and risk

# Teamwork in Microsoft 365

**Inner Loop**  
People you work with regularly

Run effective meetings & projects



**Outer Loop**  
People you connect with across the org

Inform & engage employees

**Open Loop**  
Ubiquitous for targeted communications

Manage your time & communications

# "Flavors" of Office 365 Groups



*Conversations  
happen in the  
Group Mailbox*



*Conversations  
happen in  
"Channel  
Conversations"*

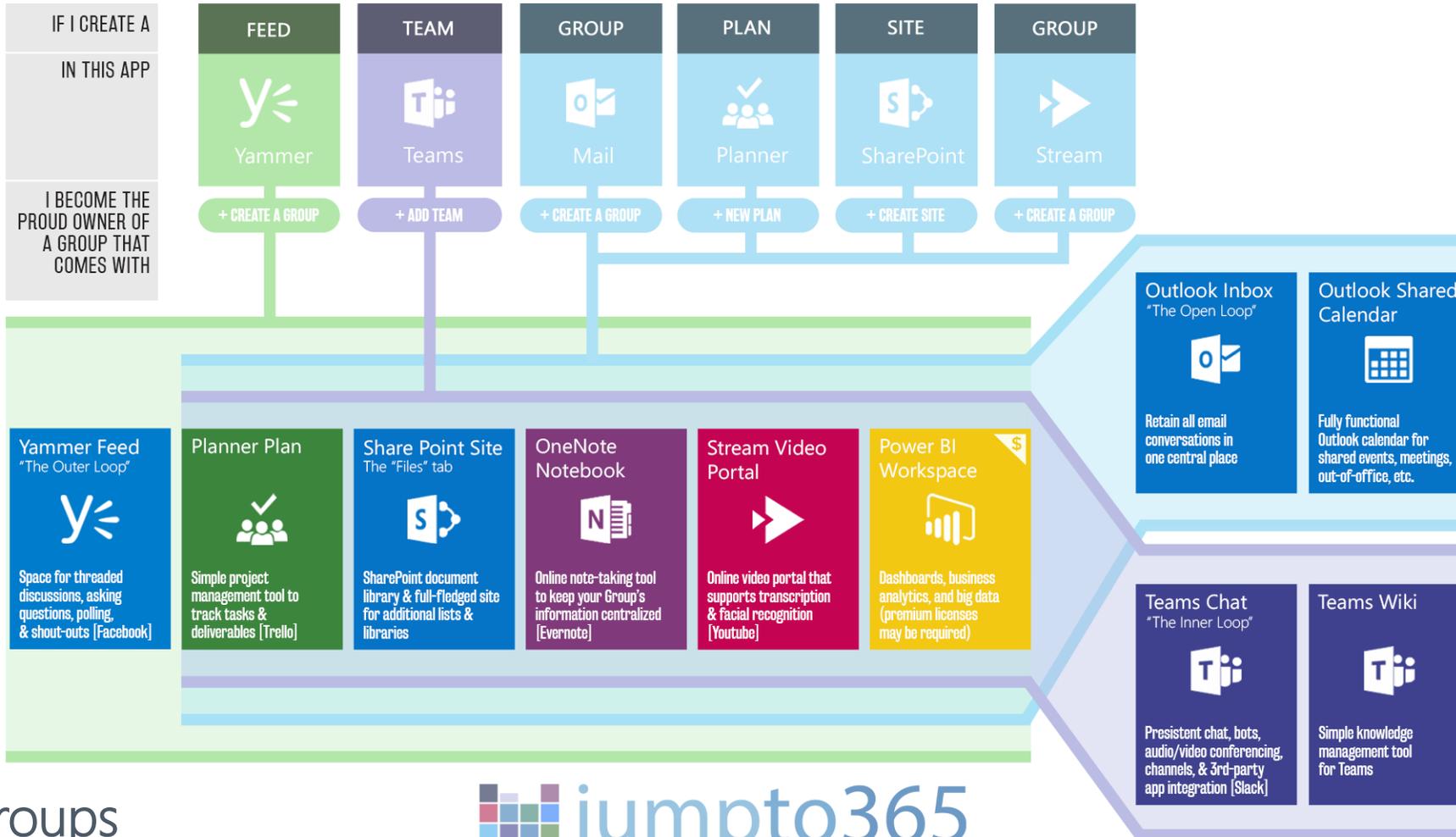


*Conversations  
happen in  
Yammer posts*

*Not currently in GCC environments*



# AN EVERYDAY GUIDE TO Office 365 Groups



# What all the flavors have in common...

## SharePoint stores the files for collab and compliance

Leverage all SharePoint's doc management functionality

Protection, compliance, DLP

## Exchange mailbox stores the conversations for compliance

Conversations spool to Exchange for retention, hold and eDiscovery

## Additional Office 365 services support the group

Planner for task management

Stream for video sharing

...



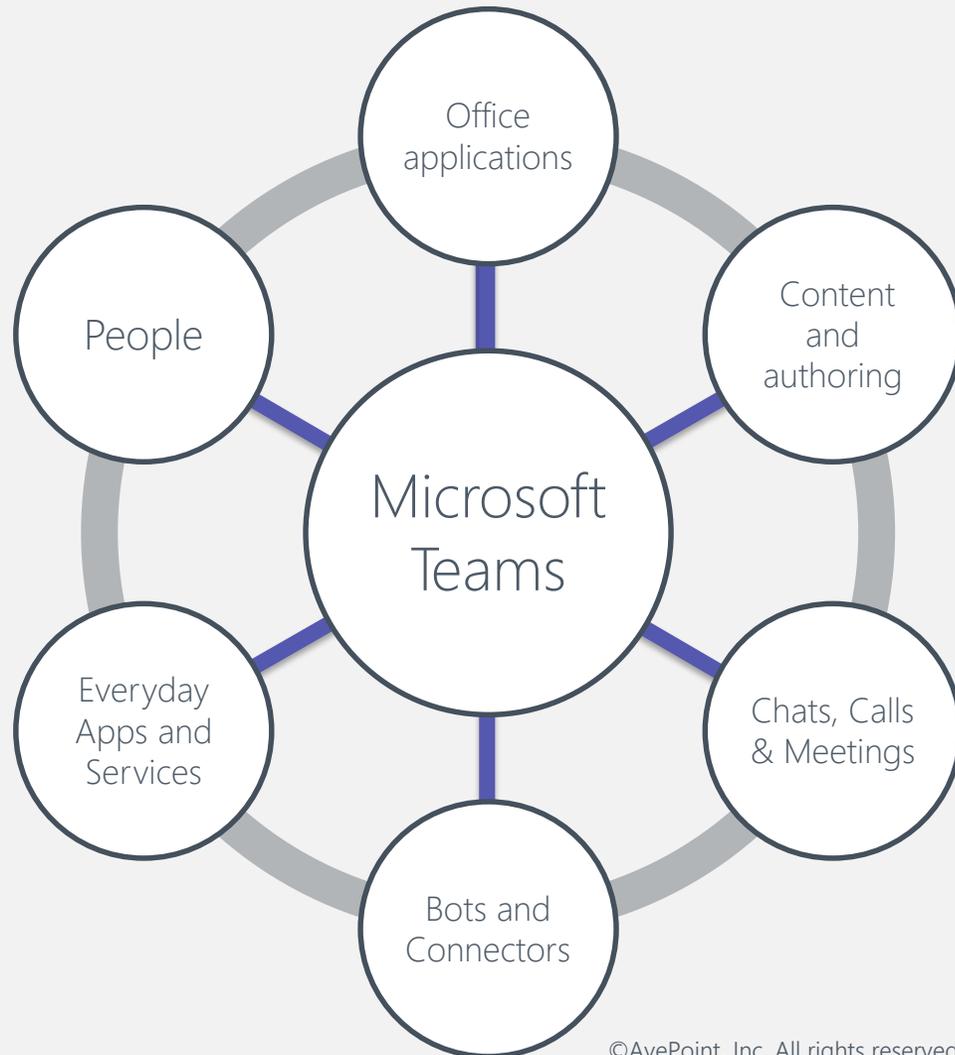


# Collaborating in Microsoft Teams

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Transforming team collaboration

# Microsoft Teams – The Hub for Teamwork



Chat, calls & meetings for today's teams



Integrated Office 365 apps



Customizable and extensible



Enterprise security, compliance & manageability



# Working better and smarter with Teams



## Everyone in the know

Communicate in the moment with team chats, calls and meetings



## A complete meeting experience

Easily plan, prep, and follow up to any meeting



## Enterprise-grade voice and video

Experience higher quality communication on new Skype infrastructure



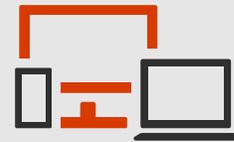
## Single workspace, tailored for you

Customize your workspace to meet your team's needs



## Fully integrated

Access files, chat, and presence without leaving the workspace



## Cross-device support

Switch among devices and connect to meeting rooms

# Microsoft Teams

The hub for teamwork in Office 365



## Communicate

through chat, meetings & calls



## Collaborate

with deeply integrated Office 365 apps



## Customize & extend

with Office 365 apps, 3rd party apps, processes, and devices



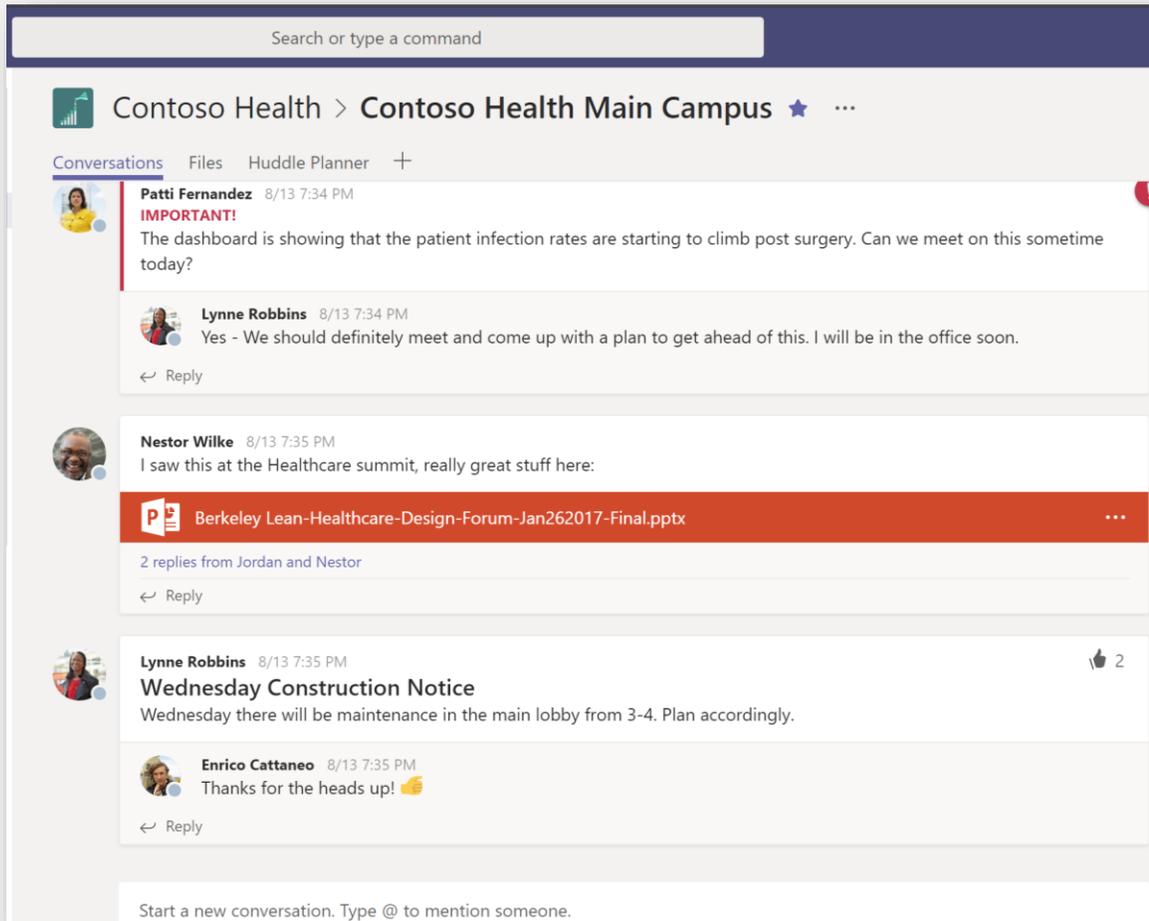
## Work with confidence

enterprise level security, compliance, and manageability

The screenshot shows the Microsoft Teams & Skype for Business Admin Center dashboard. On the left is a navigation pane with icons for Chat, Meetings, and Calling. The main dashboard area contains several widgets:

- ADMIN SEARCH:** A search bar and a list of recent results for John Louis (jlois), including roles like HELPDESK SUPPORT EXECUTIVE and ACCOUNT MANAGER.
- MICROSOFT TEAMS UPGRADE STATUS:** A circular progress indicator showing 68% completion. It lists 17,224 Microsoft Teams users and 8,106 Skype for Business users, with an "Upgrade more" button.
- CALL VOLUME:** A line chart showing call volume for Skype for Business and Microsoft Teams from March to October. Microsoft Teams shows a significant increase starting in July.
- USERS PER LOCATION:** A world map with a callout for 25,345 users in a specific region, and a "View users" link.
- PHONE NUMBER TYPES:** A bar chart showing the distribution of phone numbers. Key statistics include 25,330 High capacity numbers, 36 Toll free numbers, and 22 User phone numbers.
- USER TYPES:** A horizontal bar chart showing the distribution of user types: Hosted users (6,529), Hybrid users (16,000), PSTN users (981), and Golden loops users (2,320).

# “Conversations” are at the heart of Team collaboration



The screenshot shows a Microsoft Teams channel named "Contoso Health Main Campus". At the top, there is a search bar with the text "Search or type a command". Below the search bar, the channel name "Contoso Health > Contoso Health Main Campus" is displayed with a star icon and a menu icon. The channel tabs include "Conversations", "Files", and "Huddle Planner". The conversation history shows several messages:

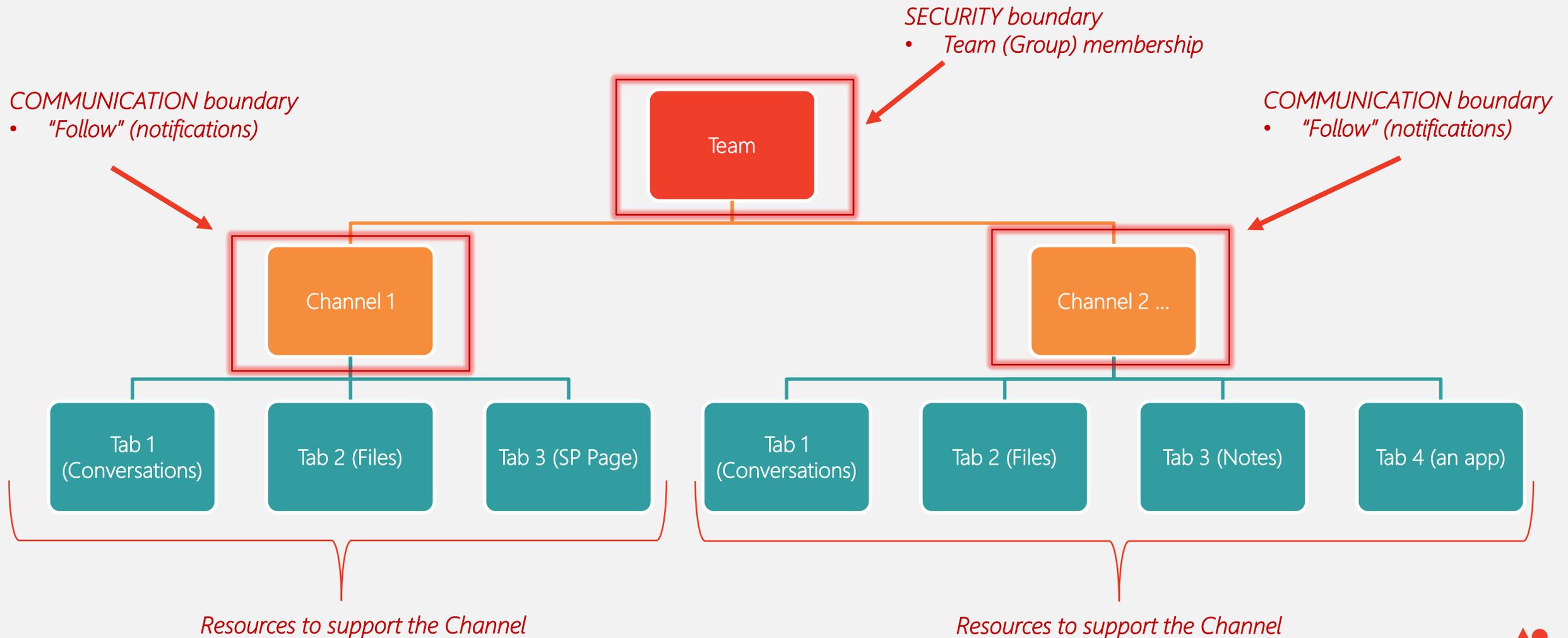
- Patti Fernandez** (8/13 7:34 PM): **IMPORTANT!** The dashboard is showing that the patient infection rates are starting to climb post surgery. Can we meet on this sometime today?
- Lynne Robbins** (8/13 7:34 PM): Yes - We should definitely meet and come up with a plan to get ahead of this. I will be in the office soon.
- Nestor Wilke** (8/13 7:35 PM): I saw this at the Healthcare summit, really great stuff here:  
A file named "Berkeley Lean-Healthcare-Design-Forum-Jan262017-Final.pptx" is shared. It has 2 replies from Jordan and Nestor.
- Lynne Robbins** (8/13 7:35 PM): **Wednesday Construction Notice**  
Wednesday there will be maintenance in the main lobby from 3-4. Plan accordingly.
- Enrico Cattaneo** (8/13 7:35 PM): Thanks for the heads up!

At the bottom, there is a text input field with the placeholder text "Start a new conversation. Type @ to mention someone."

- 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 basic shape of a Team



# The structure of a real-life Team

*The TEAM*

*The Team's CHANNELS*

*Channel TABS*

Favorites

US-PubSec

**General**

FED Sales

Knowledge Channel

Lain Lane (SAC)

**Marketing Events**

Partner Program

US-PubSec > Knowledge Channel

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

July 26, 2018

7/26 1:13 PM Edited

**Following Group Emails in Outlook**

Hey US-Federal,

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

See more

SLED TEAM Private group

2 - Follow the Group



DEMO:

*Microsoft Teams in the wild...*

# Helping email addicts adjust to Teams...

## Your email...

- Forces YOU to separate your inbound communication
- Requires YOU to configure complex rules to ensure relevant information is surfaced and noise is reduced
- Notifies you on ALL new messages
- EVERY message goes into a recipient's mailbox

## A team...

- AUTOMATICALLY separates your inbound communication into Channels
- Let's you TUNE IN to what you care about and tune out what you don't
- Notifies you only for messages you EXPLICITLY care about
- @mentions allow you to poke recipients only when relevant



# Building traction

- Set ground rules and stick to them
- Develop a community of practice
- Find pain points and relieve them
- Garner & communicate executive support
- Communicate success stories
- Grab onto & promote the other major tools



# Instant wins

- No more mistaken reply-alls
- You can edit a Teams message
- No more “okay, got it” responses
- Much less jumping between apps (see tabs & connectors)
- Jumping across devices is so smooth
- It’s, uh, “free”

Read more: [jum.to/Teams8Things](https://jum.to/Teams8Things)

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# Split Outlook from Teams at first



Read more: [jum.to/OutlookTeams](https://jum.to/OutlookTeams)

# Be a good Teams user!

Brought to you by

AtBot | AvePoint

Matt Wade's Definitive Guide To:

## Everyday Etiquette in Microsoft Teams

[Download the PDF](#)

The Teams Etiquette Guide  
is available at  
[jum.to/TeamsEtiquette](https://jum.to/TeamsEtiquette)



# Free support is included

The screenshot displays the Microsoft Teams interface. At the top, there is a search bar with the text "Search or type a command". In the top right corner, the user's name "H3 Solutions, Inc." and a profile picture are visible. The left sidebar contains navigation icons for Activity, Chat, Teams, Meetings, Files, and Store, along with a Help icon at the bottom. The main chat area shows a conversation with "AtBot". The chat history includes:

- Recent** / **Contacts**
- Pinned**
  - AskIT: Sent a card (2/25)
  - AtBot**: Team owners have a lot of power. They can add and... (2:58 PM)
  - Student Buddy: If you need anything else, don't hesitate to let me k... (2/20)
  - Ask O365: Sent a card (2/1)
  - AskHR: Sent a card (2/13)
- Recent**

The current conversation with AtBot includes the following messages:

- User:** 2:57 PM: How do I schedule a meeting?
- AtBot:** 2:57 PM: To schedule a new meeting in Teams (with audio, video, or none), jump to the *Meetings* section of the app and click *Schedule a Meeting*. Update any existing meetings through that area too. Feel free to read the detailed instructions. P.S. Did you know you can train AtBot to automatically schedule meetings for you?
- User:** 2:58 PM: Can I sync my files to my computer?
- AtBot:** 2:58 PM: You can sync files from Teams to your computer, tablet, or phone by going to the *Files* tab and clicking *Open in SharePoint*. Then click the *Sync* button in the SharePoint library. [Review the full details for all your options.](#) Check out our [Teams Etiquette Guide](#) for more tips.
- User:** 2:58 PM: How do I be a good Team owner?
- AtBot:** 2:58 PM: Team owners have a lot of power. They can add and remove members and owners, manage Channels, invite guests, add apps and tabs, and more. You can even add bots like AtBot to your Team to help with travel, customer service, or let you know when your hashtag is trending. If you're a Team owner, you should definitely take some time to read through [these best practices](#). Keep your number of owners per Team low, three should suffice.

At the bottom of the chat area, there is a text input field with the placeholder "Type your questions here" and a set of icons for text, emojis, GIFs, and more options.

# Free support is included

Activity

Chat

Teams

Meetings

Files

Store

Help

Search or type a command

H3 Solutions, Inc. 7

## Store

Search all

All

Apps

**Bots**

Tabs

Connectors

Messaging

H3 Solutions, Inc.

Analytics and BI

Developer and IT

Education

Human resources

Productivity

Project management

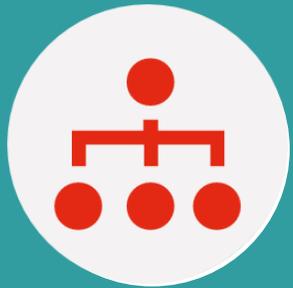
Sales and support

Social and fun

Upload a custom app

**AtBot**  
Human resources + recru...

Your AtBot allows you to create conversational UIs for any workload with a no-code bot building platfor...



# Understanding Teams Architecture

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IA and structure of Microsoft Teams

# Discussion....



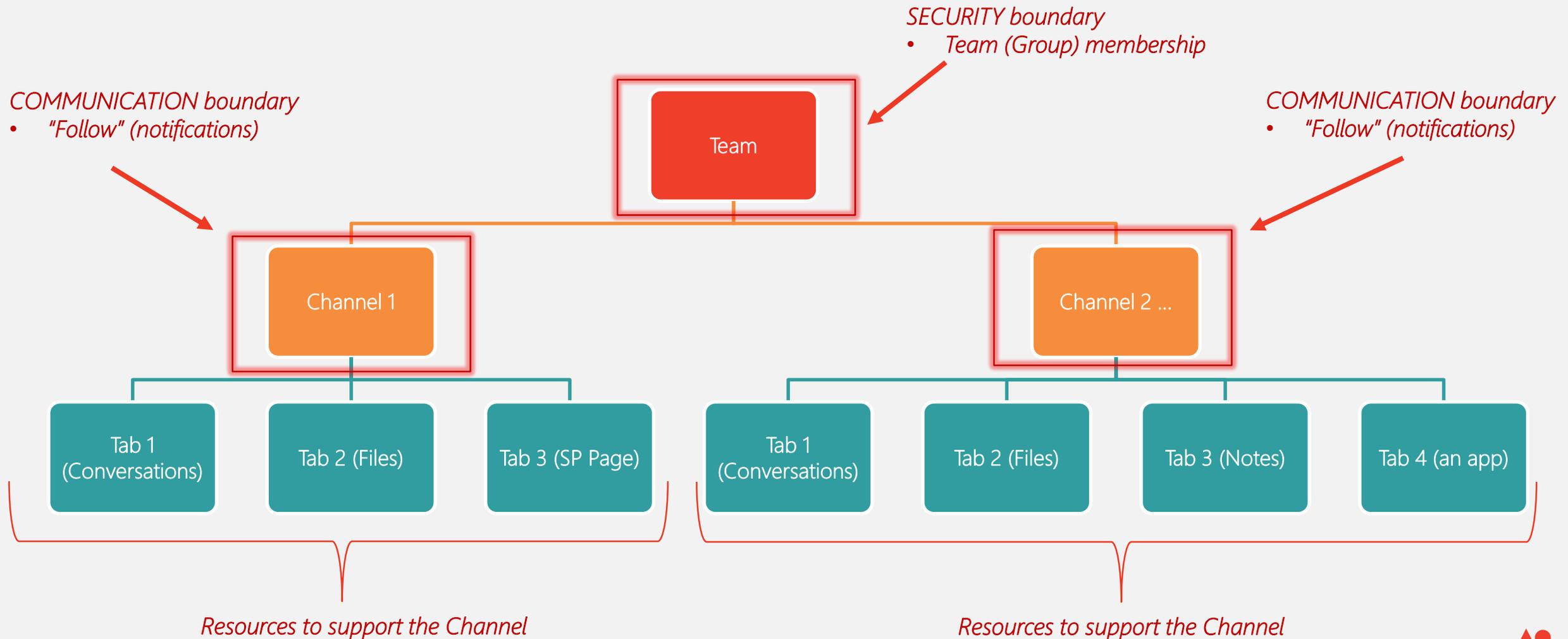
This Photo by Unknown Author is licensed under [CC BY-SA](#)

## Do I need a new Team?

Understanding the Teams vs. Channels question...



# Remember the structure of Teams...



# Understanding the SharePoint and Teams relationship

The screenshot shows the Microsoft Teams interface. On the left is a dark blue navigation pane with icons for Activity, Chat (with a red badge showing '2'), Teams (with a red badge showing '@'), Meetings, and Calls. The main content area displays the 'BGLeads' team, which is a private group. Below the team name is a list of channels: General (selected), BG Virtual Stand-up, BG-Dev Workshop 2018, GTM-Sales, Product Strategy, Project Tasks, SP 2019, and Technical Partnerships. At the bottom of the channel list, it says '2 more channels'.

The screenshot shows the SharePoint document library for the 'BGLeads' team. At the top, there is a header for the team: 'BGLeads Private group'. Below this is a toolbar with options: '+ New', 'Upload', 'Quick edit', 'Sync', and 'Export to Excel'. A red arrow points to the 'Sync' button. Below the toolbar is a section titled 'Documents' with a table listing folders and their modification dates.

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



# Connected lists wherever you need them

## Your lists one tab away in Teams

The screenshot displays the Microsoft Teams interface. On the left, the navigation pane shows the 'Strategy and Planning' team selected, with the 'General' channel active. The main area shows a 'Conference Prep' list with the following data:

Title	Assigned To	Due Date	Status	Effort (Days)
Herd Cats	CJ Tan	1/12/2018	Done	10
Book fancy dinner for the team	Adam Harnetz	2/6/2018	Blocked	2
Lock down demo environment	Dan Holme	11/11/2018	In Review	8
Polish booth demo script	Miceile Barrett	4/25/2018	Done	18
Schedule a massage	Chris McNulty	5/24/2018	Done	9
Purchase new calendar	Stephen Rose	12/30/2018	In Progress	1
Reserve flights to SPC	Melissa Darrow	1/21/2018	Blocked	5



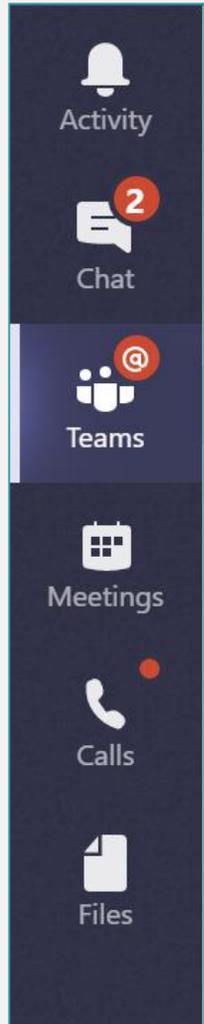
# The Difference between TEAMS and CHATS

## Team Conversations

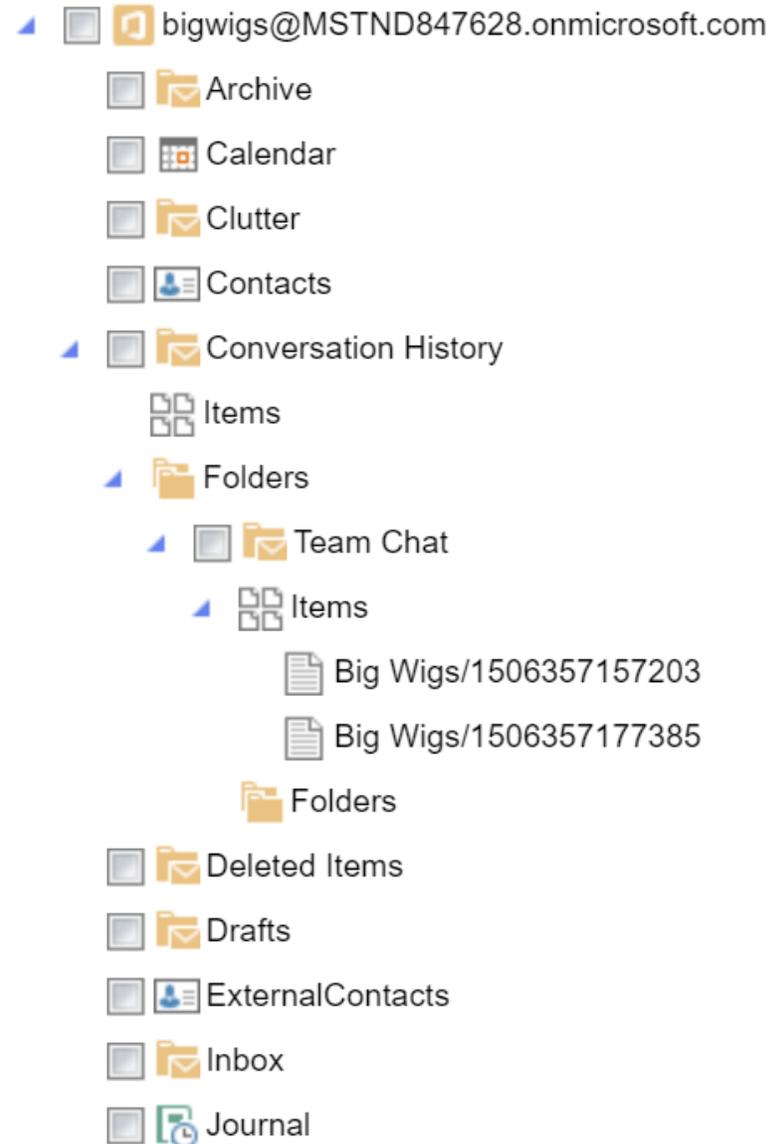
- Visible to all Team members/owners
- Uploaded files go into the SharePoint folder for the Channel
- Conversation history goes into the Team mailbox for compliance needs (hidden)
- Notifications will be sent to those following the Channel + those who are @mentioned

## Chats

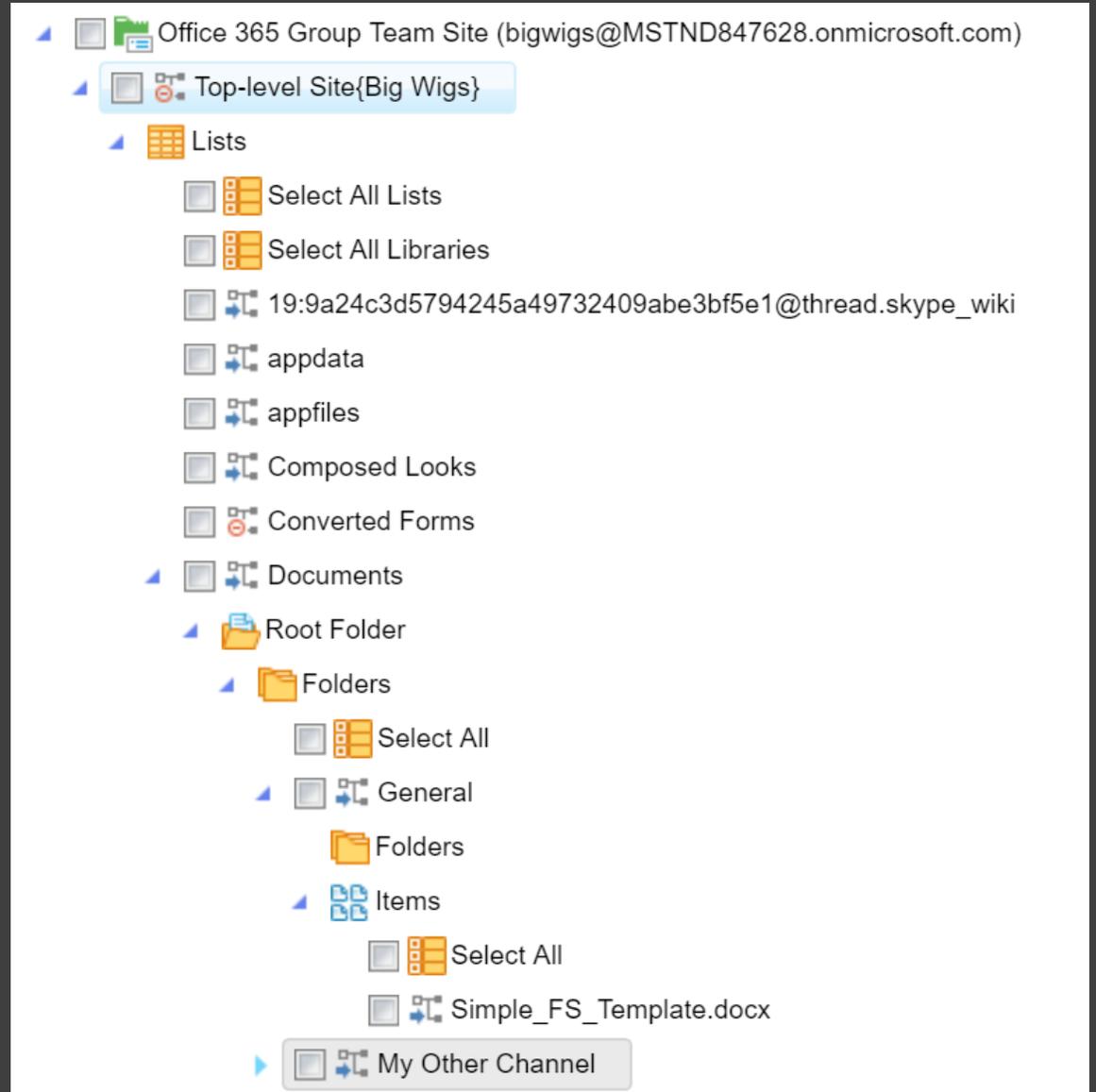
- Visible only to those in the chat
- Uploaded files go into the OneDrive of the poster and are shared with current chat participants automatically
- Chat history goes into the participants mailboxes for compliance needs (hidden)
- Notifications will be sent to participants



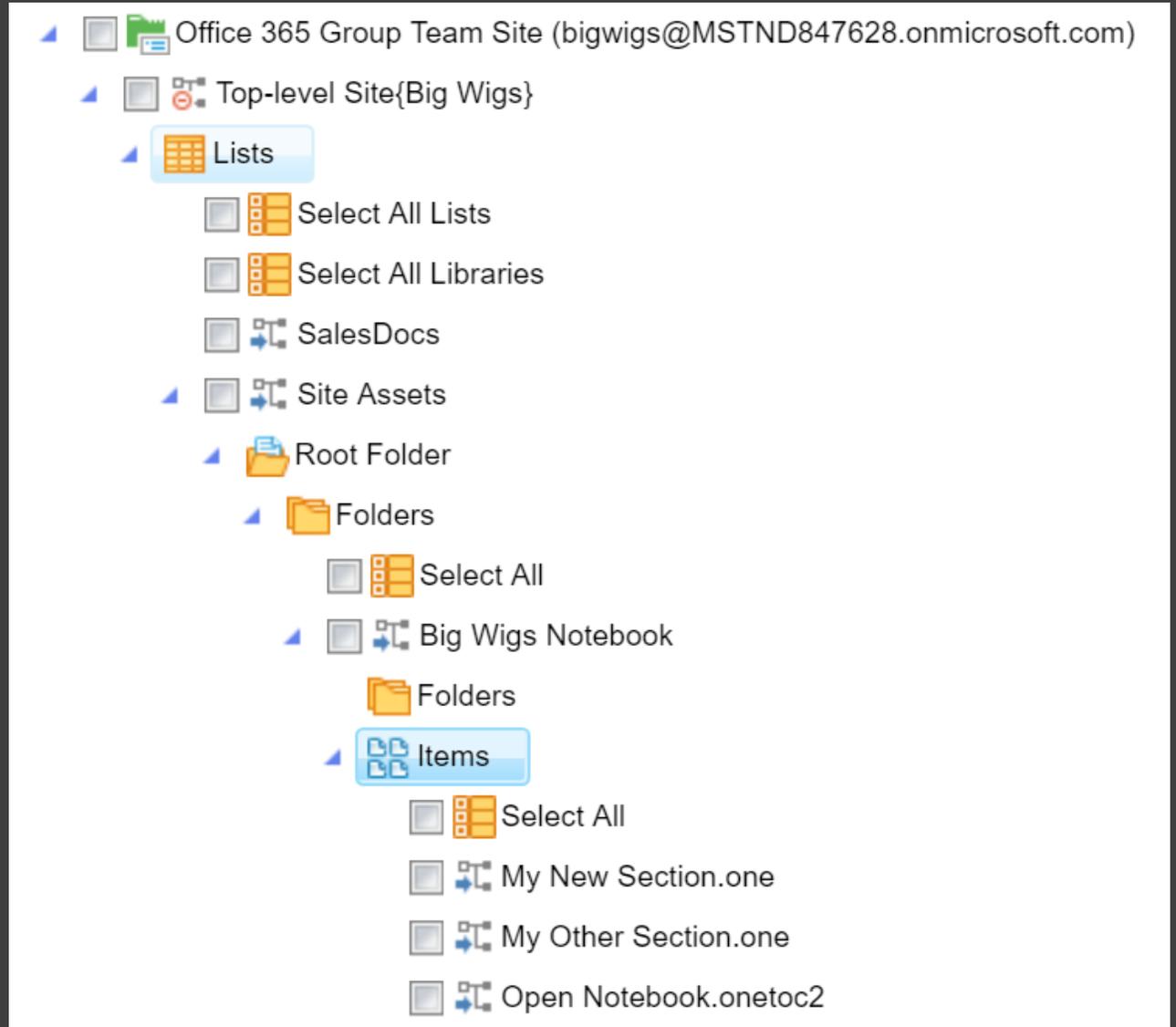
Where's the  
Channel  
conversation  
history?



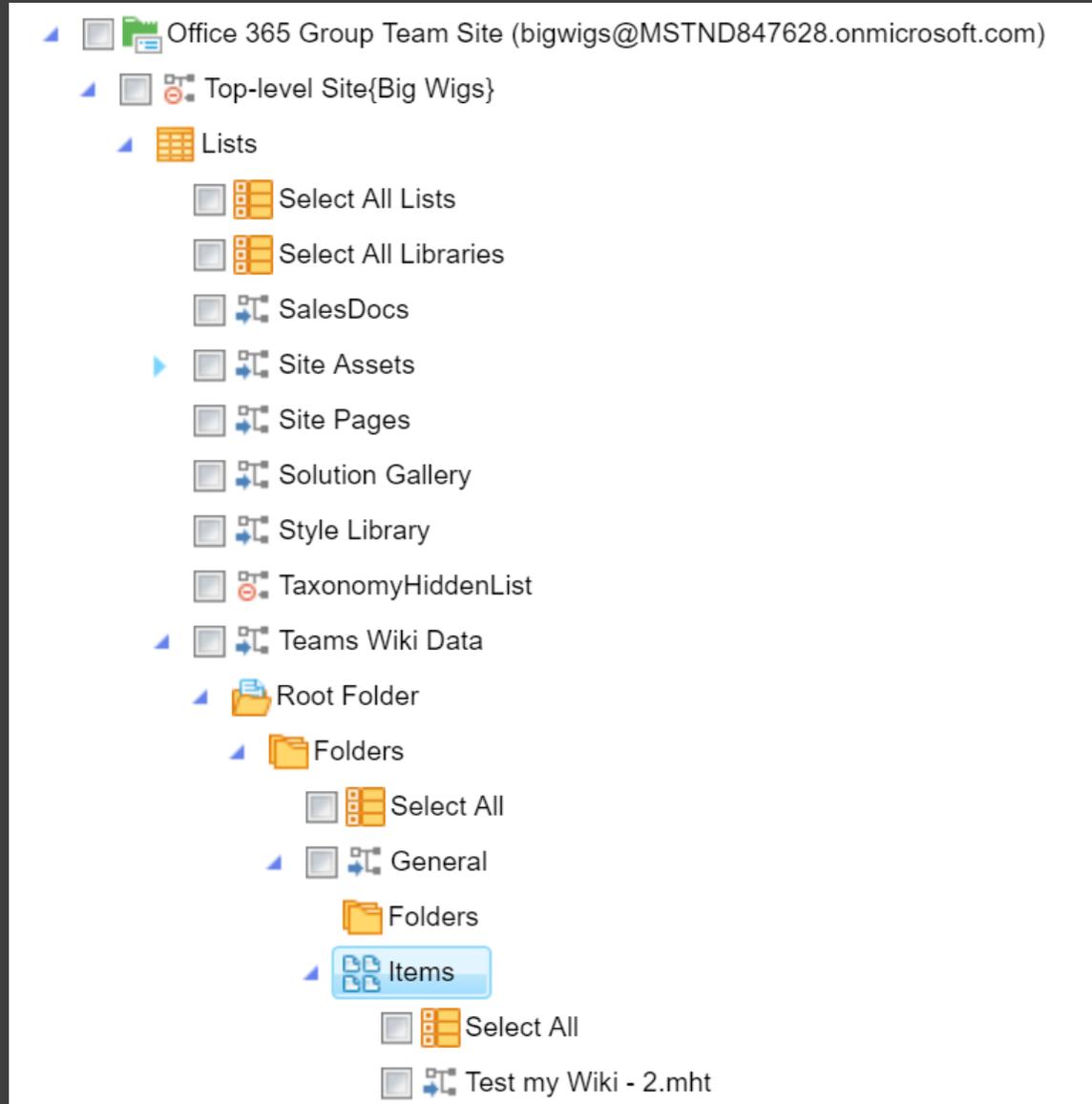
Where are my  
MS Teams  
channel files?



Where is my  
MS Teams  
Notebook?



# What about the MS Teams Wiki?





# Balancing collaboration and Control...

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Right-sizing governance for Microsoft Teams

What we're trying to avoid...



# What's the goal of good O365 governance?



How do you know where to park?



# Benefits of well governed implementation...



Repeatable and consistent service delivery



Administrative efficiency



Accurate cataloging & monitoring of adoption, usage and governance attributes for collaboration workspaces



Provable compliance with internal and external policies and regulatory requirements



# Where does *AvePoint* fit in an IT governance model

## IT Governance

(Broad, organization-wide)

### Operational Governance

(Application-specific, aligns with IT Governance goals)



### Data Governance

(Content-specific, aligns with IT Governance goals)



Workspace Provisioning



Ongoing Management/ Enforcement



Lifecycle and EOL for Workspaces



Retention/ Expiration



Records Mgmt



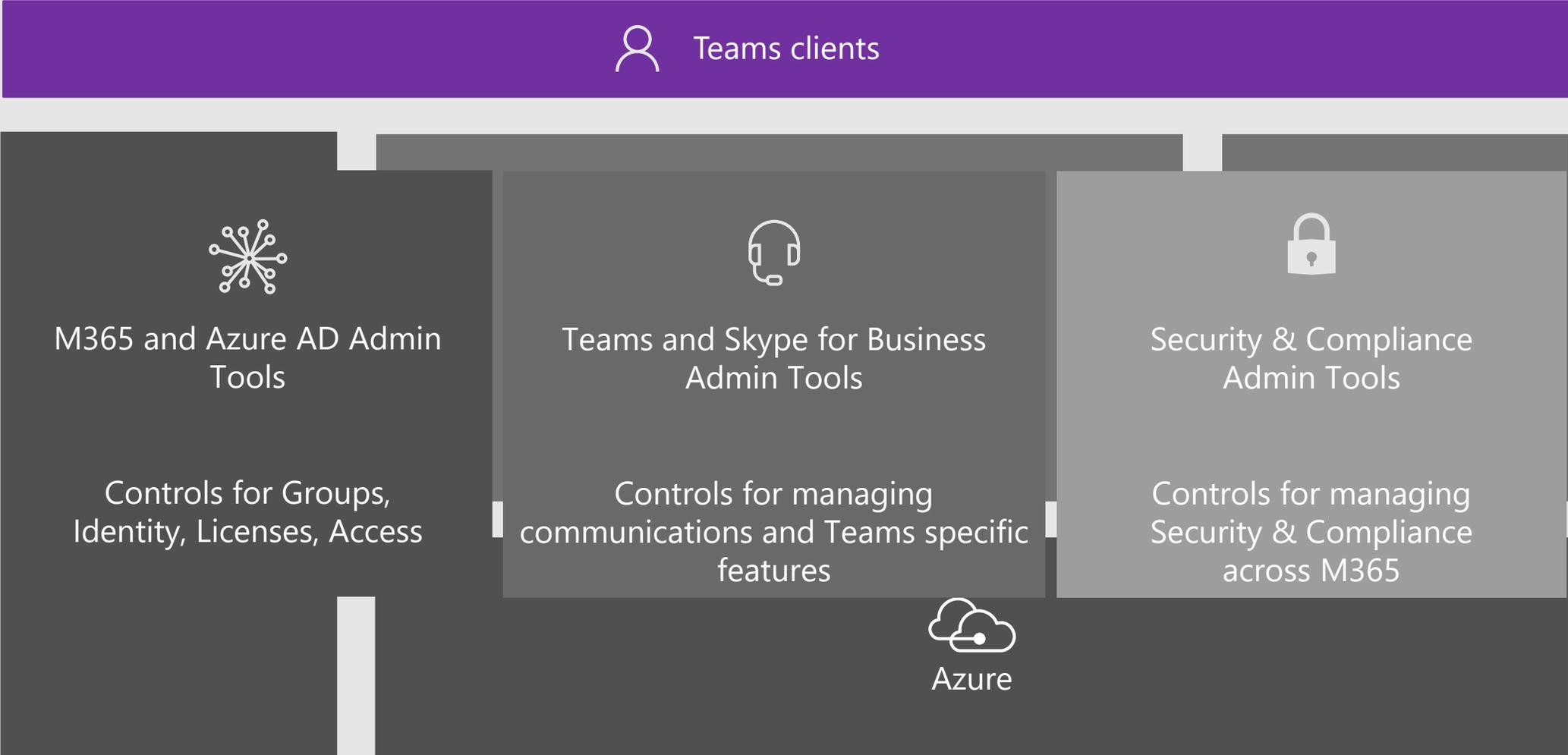
Classification



DLP

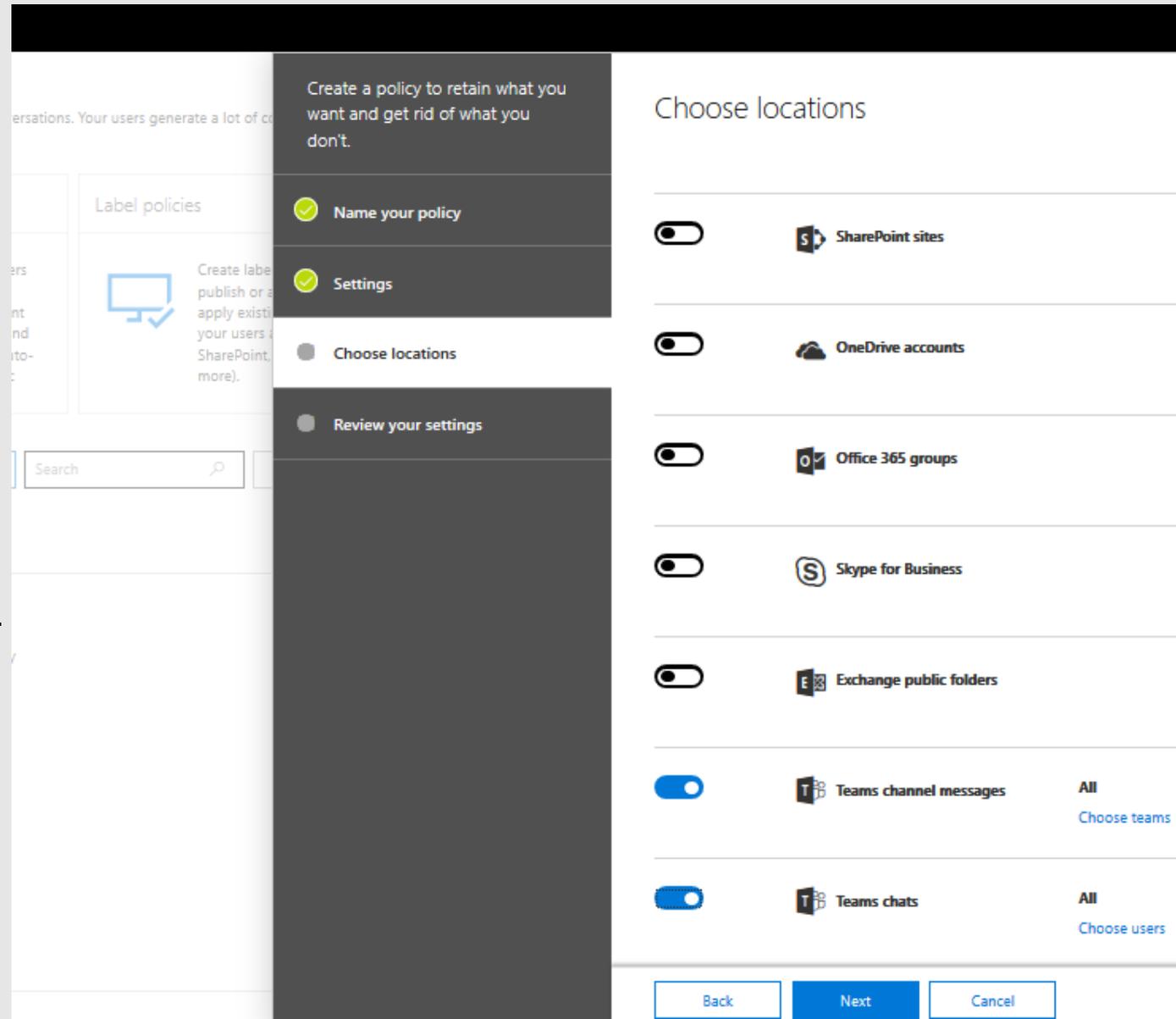


# Microsoft Teams runs on M365 Infrastructure



# Set the controls your organization needs

- M365 Core collaboration: Group policies for naming/expiry/guest access, conditional access
- Communications: Policies and configurations for functions within Teams – like meetings/messaging/calling – <https://admin.teams.microsoft.com/>
- Security & Compliance: Integrate Teams into your existing Security & Compliance policies – like retention and eDiscovery



# Common “service delivery” concerns



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*



# Consideration 1

How Teams are  
Born

- Sprawl
- Duplication
- Appropriateness
- Convention
- Cataloging



# Microsoft native tooling to help govern Teams provisioning...

## Restricting self-service creation

Can restrict creation to select group of users

## Set group visibility

Options for public/private, hidden membership/group

## “Classification”

Set one “classification” per group and have it displayed on Group page

## Usage Guidelines

Link to acceptable use policy etc.

## Dynamic Membership

Set group membership by AAD attribute

## Naming rules

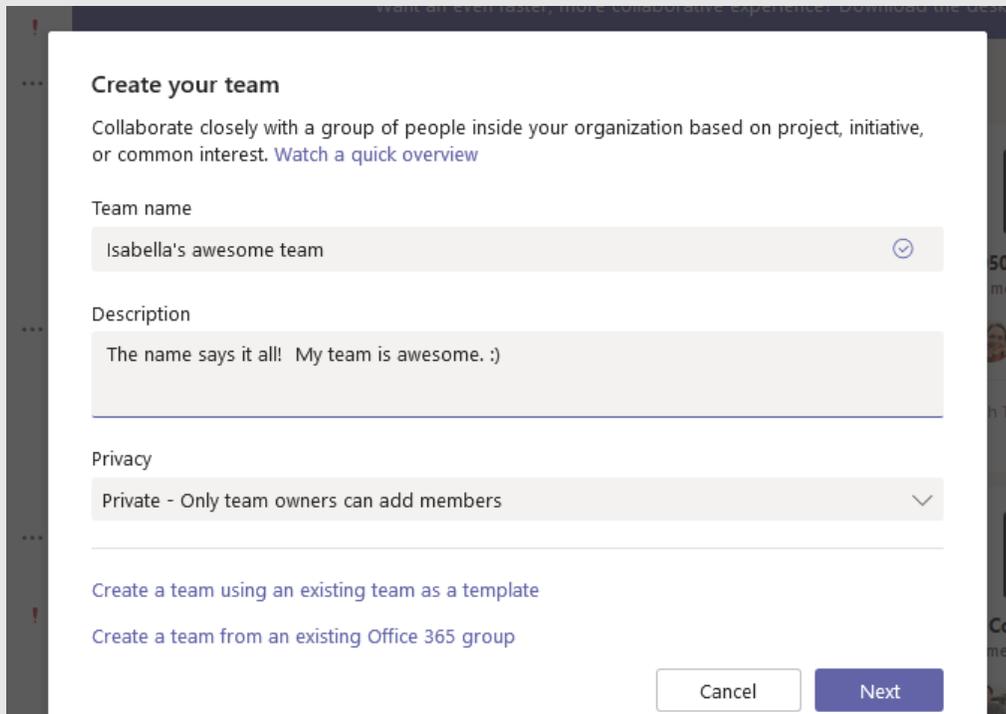
Prefix/Suffix, blocked words



# 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

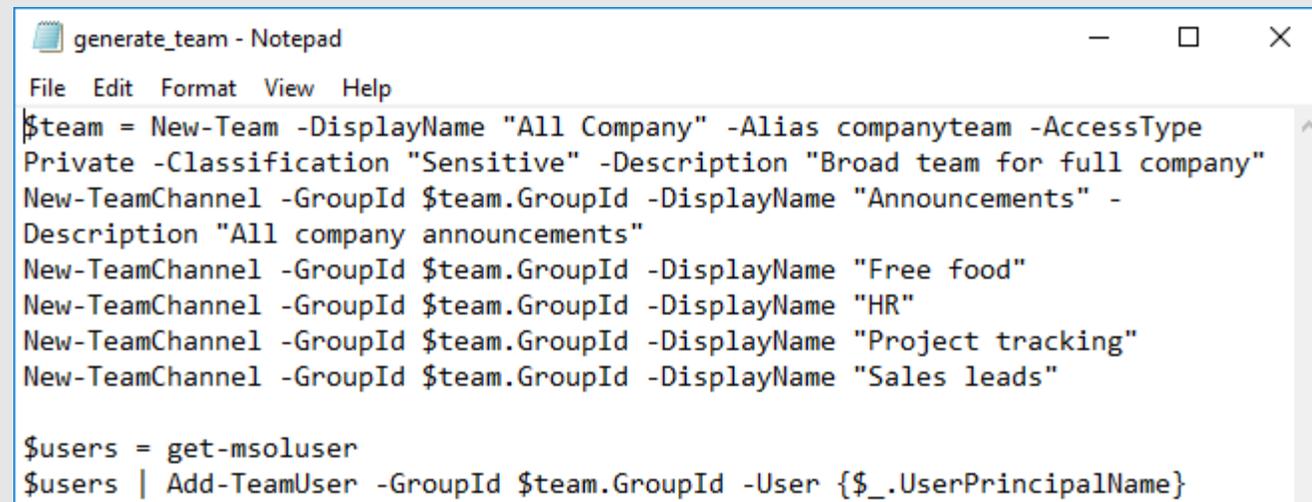
Description  
The name says it all! My team is awesome. :)

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

# You CAN limit who can create Groups- affects all Group flavors

GroupCreationAllowedGroupId 319c90a7-67ad-4bc4-83a4-759508d5da45

The screenshot displays the Microsoft 365 interface. At the top, the user's name 'Adele Vance' is visible. The main content area shows the 'Create a group' dialog box, which includes a 'Create' button (highlighted with a mouse cursor) and a 'Discard' button. Below the title, there is a description: 'A group provides a space for shared conversations, files, and a group calendar.' The dialog also contains fields for 'Choose a name', 'Add a description', and 'Privacy' (set to 'Public - Anyone can see what's inside').

Two error messages are overlaid on the interface:

- A message in the bottom left corner: "Sorry, the ability to create groups has been turned off by the person who manages your email." with an "OK" button.
- A larger message in the center-right: "Plan and Office 365 Group Creation Disabled" with the text "Your organization's global admin has turned off the ability to create new Plans and Office 365 Groups." and an "Ok" button.

The Microsoft 365 logo is visible in the bottom right corner.

# Teams- User *with* self-serve permission

The screenshot displays the Microsoft Teams application interface. At the top, there is a dark blue header with the Microsoft Teams logo, a search bar, and a user profile picture. The left sidebar contains navigation icons for Activity, Chat, Teams, Meetings, Files, and a 'Join or create a team' button at the bottom. The main content area is titled 'Join or create a team' and features three cards: 'Create a team', 'Join a team with a code', and 'DC Posse'. A red arrow originates from the 'Join or create a team' button in the bottom left and points to the 'Create team' button on the first card.

Microsoft Teams

Search or type a command

Search

Join or create a team

Create a team

Join a team with a code

DC Posse

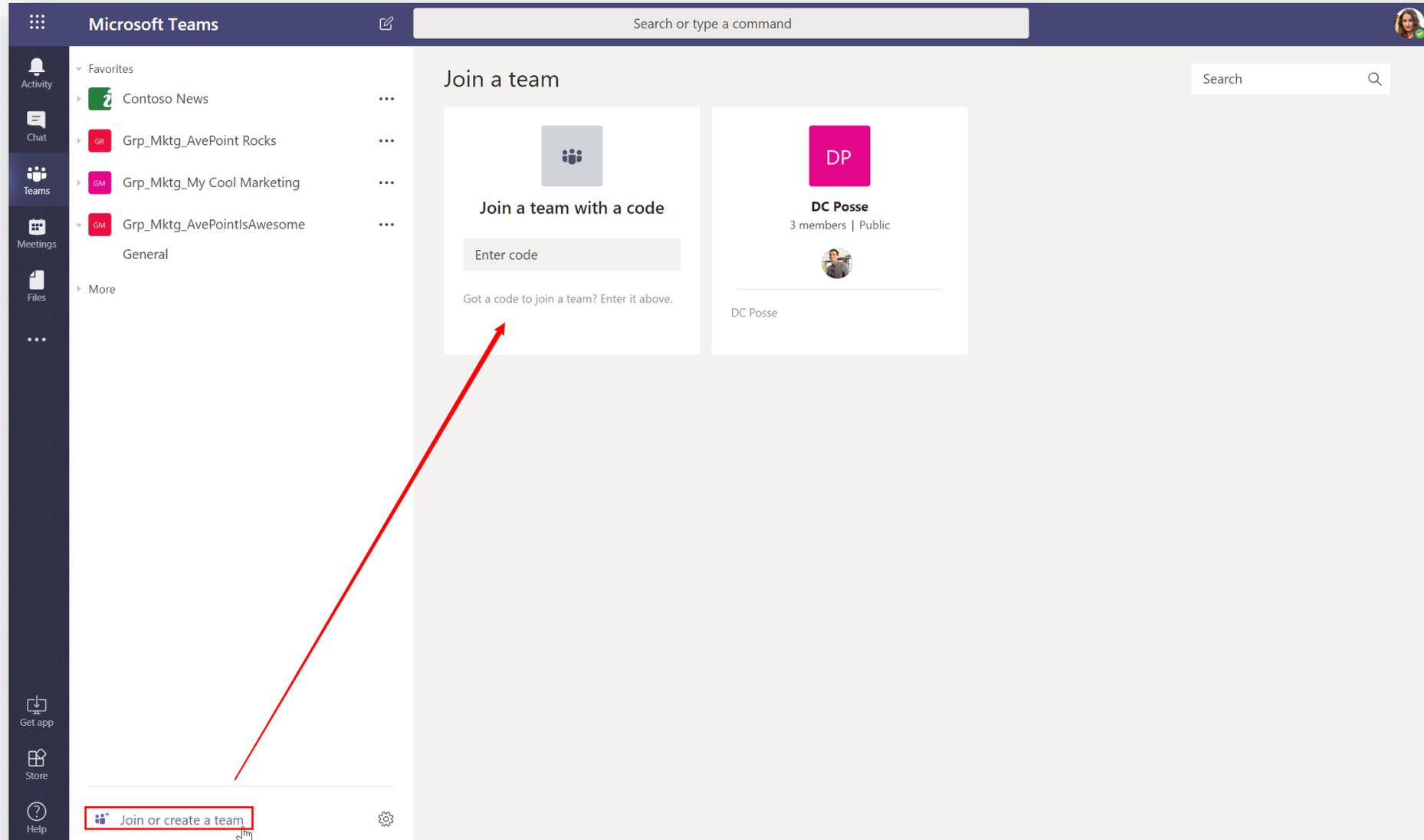
3 members | Public

DC Posse

Join or create a team



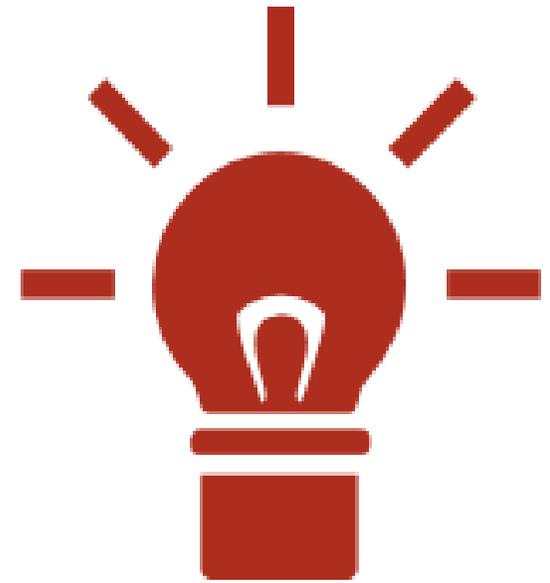
# Teams- User *without* self-serve permission



But don't repeat the mistakes of the past...



Managed Self-Service  
and "Create and Chase"...



# When considering native self-service...



You should be thinking about:

Impact on user experience and business agility

Desire/need to mandate options and settings

What can/can't be adjusted afterwards



You have a *little* control of the self-service "Create Team" request form

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

This team is classified for Pretty Safe information. [Change setting](#) ⓘ

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

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

Cancel Next

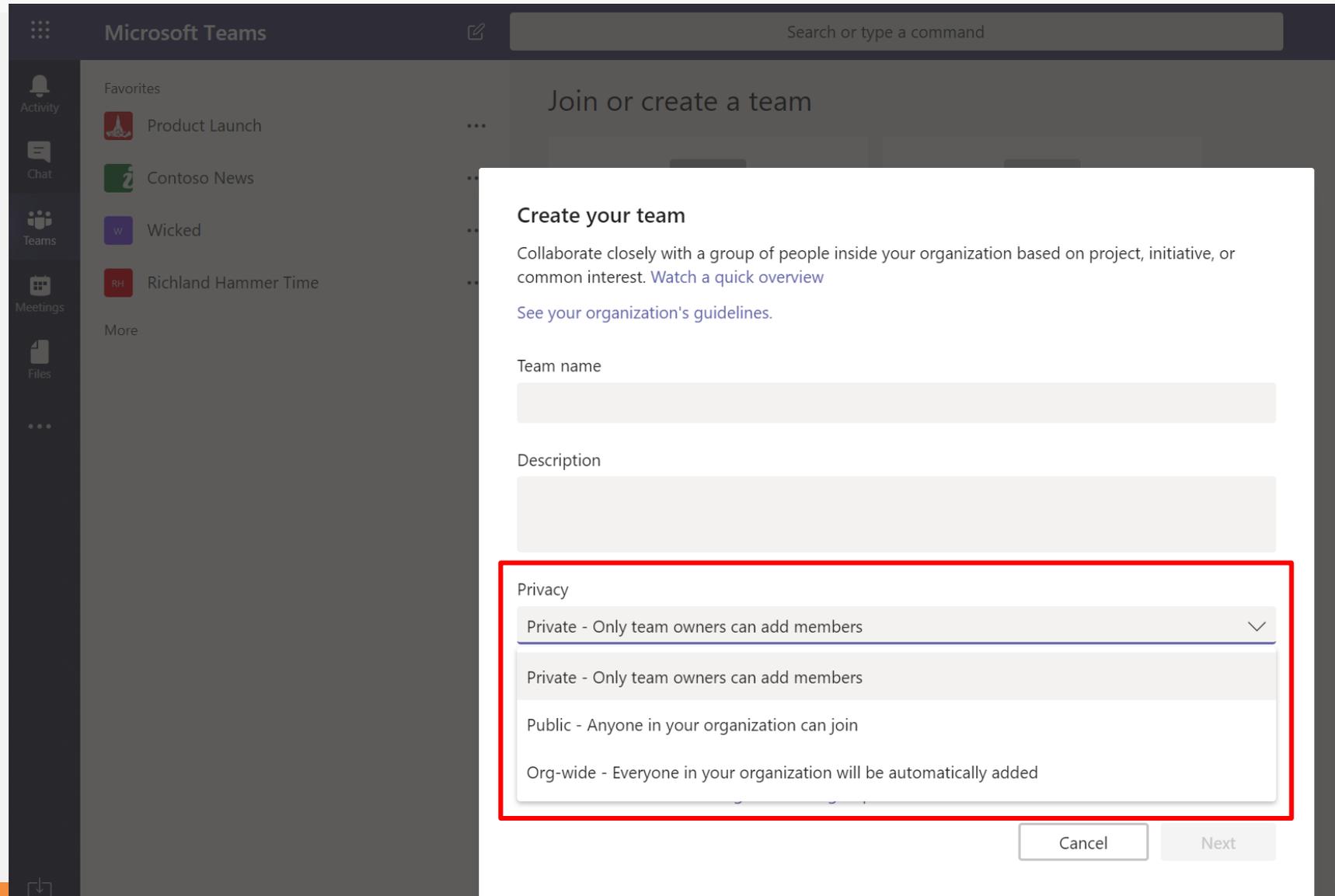


# Classification and Privacy...

The screenshot displays the Microsoft Teams interface. On the left is a navigation pane with sections for Activity, Chat, Teams, Meetings, and Files. The 'Teams' section is expanded to show a list of teams, including 'Richland Hammer Time'. The main area shows the 'General' channel of this team. At the top right of the channel header, there are two buttons: 'Private' and 'Toxic', which are highlighted with a red rectangular box. Below the header, there are buttons for 'Add more people', 'Create more channels', and 'Open'. The chat history shows three messages from 'MOD Administrator' dated 10/24. The first message says 'Tab conversation has begun.' and includes a 'Task Plan' tab. The second message says 'Hey @Adele Hello'. The third message says 'This doc needs attention' and includes a document attachment named 'Project tracker1.ods'. At the bottom, there is a text input field with the placeholder 'Start a new conversation. Type @ to mention someone.' and a set of icons for adding content like text, links, emojis, GIFs, and video.



# 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' dropdown menu is open, showing four 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'. The 'Cancel' and 'Next' buttons are visible at the bottom right of the dialog box.

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. On the left is a navigation pane with icons for Activity, Chat, Teams, Meetings, Files, and Get app. The main area displays a chat window for 'Contoso News > General'. The chat header shows a 'Public' visibility setting, which is highlighted with a red box. Below the chat window, the 'Office 365' taskbar is visible. In the foreground, a settings window for 'People and Groups > Contoso News Members' is open. The 'Settings' tab is selected, showing a list of group settings. A red arrow points from the 'Public' box in the chat header to the 'Public' option in the settings list.

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
<input type="checkbox"/>	Contoso News			
<input type="checkbox"/>	Everyone except external users			

# Group "Classification"

Microsoft Teams

Search or type a command

## Join or create a team

### Create your team

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

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

Team name

Description

Privacy

Private - Only team owners can add members

**Classification**

Pretty Safe

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

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

Create a team using an existing team

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 displays the SharePoint 'Create site' wizard interface. The browser address bar shows the URL: `https://mippreviewtenant26.sharepoint.com/_layouts/15/sharepoint.aspx`. The top navigation bar includes 'Office 365' and 'SharePoint'.

The main content area features a large card for 'Get a team site connected to Office 365 Groups'. The card includes the text: 'Use this design to collaborate with your team. Share documents, track events in a shared calendar, and manage project tasks.' Below the text is a preview of the team site design on both desktop and mobile devices.

On the right side, the configuration panel includes the following fields:

- Site name:** . Below the field, it states: 'The site name is available.'
- Group email address:** . Below the field, it states: 'The group alias is available.'
- Site address:** `https://mippreviewtenant26.sharepoint.com/sites/ContosoMergesan...`
- Site description:**
- Sensitivity:** A dropdown menu with 'Confidential' selected. This field is highlighted with a yellow border.
- Privacy settings:** A dropdown menu with 'Private - only members can access this site' selected.

At the bottom of the configuration panel, there are 'Next' and 'Cancel' buttons.

# Classifying SharePoint sites and Groups

Office 365 | SharePoint

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

**CM** Contoso Merges and Acquisition  
Private group | Confidential

Microsoft Admin 1 member

Search this site + 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?



Other Options for  
Naming Policies?

# "AzureADDirectorySetting" Template

No settings objects by default

Use Group.Unified template

<https://docs.microsoft.com/en-us/azure/active-directory/active-directory-accessmanagement-groups-settings-cmdlets>

```
Administrator: Windows PowerShell
PS C:\windows\system32> Get-AzureADDirectorySetting

Id                               DisplayName      TemplateId      Values
--                               -
ed777fcb-0844-4e0d-adca-fcdc202dacb7 Group.Unified 62375ab9-6b52-47ed-826b-58e47e0e304b {class SettingValue {...}

PS C:\windows\system32> (Get-AzureADDirectorySetting -id ed777fcb-0844-4e0d-adca-fcdc202dacb7).Values

Name                               Value
-----
CustomBlockedWordsList
EnableMSStandardBlockedWords      false
ClassificationDescriptions
DefaultClassification
PrefixSuffixNamingRequirement
AllowGuestsToBeGroupOwner          False
AllowGuestsToAccessGroups          True
GuestUsageGuidelinesUrl
GroupCreationAllowedGroupId        319c90a7-67ad-4bc4-83a4-759508d5da45
AllowToAddGuests                   True
UsageGuidelinesUrl
ClassificationList
EnableGroupCreation                False
```



# 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”



# 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. The 'Add dynamic membership rule' section has 'Simple rule' selected. The 'Add users where' section is configured as follows:

- department: department
- Equals: Equals
- Cool People: Cool People

## Based on AAD Attributes

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

## Requires *clean* AAD

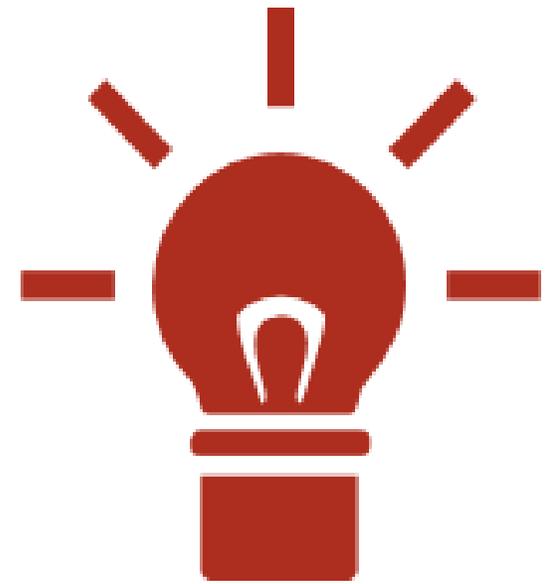
- AAD properties must be current and complete

This close-up screenshot shows the 'Advanced rule' configuration. The 'Add dynamic membership rule' section has 'Advanced rule' selected. The 'Advanced rule' section contains the following query:

```
(user.department -eq "Cool People")
```



Dynamic Membership  
Alternatives?



# Also consider...



Additional PROVISIONING ideas from the field

## Collect additional details for Teams

Metadata (division, location, purpose, sensitivity) will be useful later

## “Fully managed” self service

Keep agility AND control with full control over all request options

## “Create and Chase” approach

Automate discovery of new Teams and chase for details and responsibility



# Considerations 2

## Ongoing Operations

- Monitor for Group Usage and Adoption
- Ensure users aren't doing what they shouldn't
- Quota enforcement
- You're old friend hasn't gone anywhere...



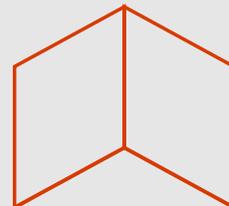
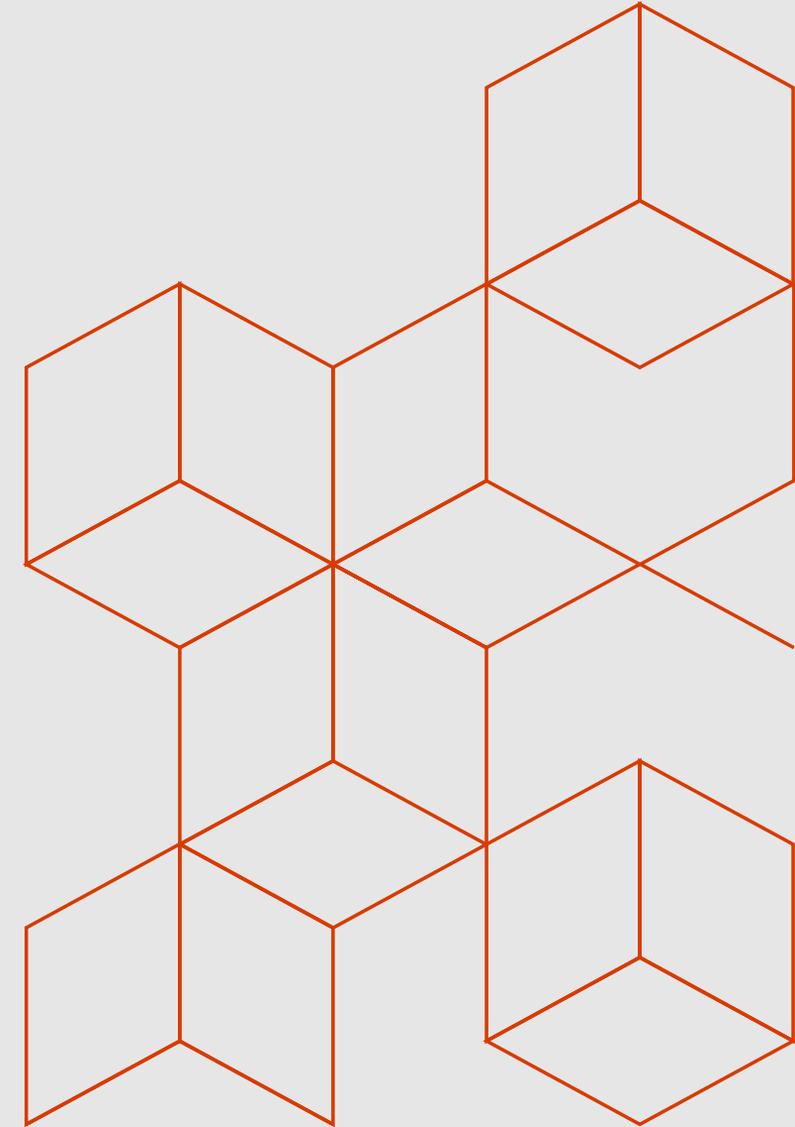
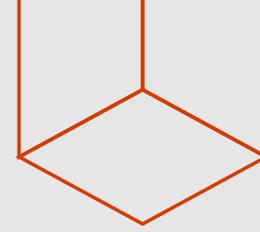
Your old friend still needs to be dealt with...



# ANNOUNCED AT IGNITE!

## Teams admin center

<https://admin.teams.microsoft.com>



# New RBAC Roles for Teams

Teams Service Admin	Manage the Microsoft Teams service. (Coming in October) Manage and create Office 365 Groups.
Teams Comm Admin	Manage calling and meetings features within Microsoft Teams.
Teams Comm Support Engineer	Troubleshoot comms issues within Teams by using advanced tools.
Teams Comm Support Specialist	Troubleshoot comms issues within Teams by using basic tools.

# Teams Admin will be key role...

## “Workload” Admin

Similar to a SharePoint workload admin- has ability to create/modiy/delete *all* Teams, even if not a member

## “All Teams” scope

*NOT* like a Site Collection Admin role where privilege is scoped to specific teams (Owners play a SCA-like role in Teams)

## We’re not *quite* there yet

New Teams Admin Center UI still pending critical capabilities (manage/create Teams)

PowerShell module still requires ownership of Teams to manage

Both being addressed



# 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

Recent searches will show up here.

[View users](#)

## 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](#)

# Analytics & reports

Report:  Location:  Teams:  Date range:



- Dashboard
- Teams
- Manage teams**
- Devices
- Locations
- Users
- Meetings
- Messaging policies
- Voice
- Analytics & reports
- Org-wide settings

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

X1050 Launch Team

Description

X1050 Launch Team

Privacy

Public

Conversations

Save   Cancel

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- Org-wide settings

Dashboard \ Manage teams \ X1050 Launch Team

## X1050 Launch Team

XL

🗨️ ✉️

X1050 Launch Team

Privacy  
**Public**

Mail  
[X1050LaunchTeam@teamworkdemob.onmicrosoft.com](mailto:X1050LaunchTeam@teamworkdemob.onmicrosoft.com)

[Edit](#)

- Team members**
- Channels
- Settings

+ Add team members ✕ Remove | 5 Team members 🔍 Search

Display name	User name	Title	Location	Role	
 <a href="#">Angela Donohue</a>	AngelaD@teamworkdemob.onmicroso...	Sr Product Marketing Manager	-	Member	⌵
 <a href="#">Christian Schacht</a>	ChristianS@teamworkdemob.onmicros...	Sr Product Marketing Manager	-	Member	⌵
 <a href="#">Heidi Gludem...</a>	HeidiG@teamworkdemob.onmicrosoft....	-	-	Owner	⌵
 <a href="#">Jeff Teper</a>	JeffT@teamworkdemob.onmicrosoft.co...	-	-	Member	⌵

- Dashboard
- Teams
- Manage teams**
- Devices
- Locations
- Users
- Meetings
- Messaging policies
- Voice
- Analytics & reports
- Org-wide settings

Dashboard \ Manage teams \ X1050 Launch Team

## X1050 Launch Team



**Privacy**  
**Public**

Mail  
[X1050LaunchTeam@teamworkdemob.onmicrosoft.com](mailto: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 Gloude...	HeidiG@teamworkdemob.onmicrosoft....	-	-	Owner
 Jeff Teper	JeffT@teamworkdemob.onmicrosoft.co...	-	-	Member
 Jared Spataro	JaredS@teamworkdemob.onmicrosoft....	CVP, Office and Windows Marketing	-	Owner

- Owner
- Member**

- Dashboard
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- Users
- Meetings
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- Voice
- Analytics & reports
- Org-wide settings

Dashboard \ Manage teams \ X1050 Launch Team

# X1050 Launch Team



Privacy  
**Public**

Mail  
X1050LaunchTeam@teamworkdemob.onmicrosoft.com

Team members Channels Settings

+ Add team members X 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 Cannon**  
(PAULC) SR PRODUCT MARKETING MA...
-  **Jamie Stark**  
(JAMIES)

Team members to add: 1

Save Cancel

- Dashboard
- Teams
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Dashboard \ Manage teams \ X1050 Launch Team

# X1050 Launch Team



X1050 Launch Team

Privacy  
**Public**

Mail  
[X1050LaunchTeam@teamworkdemob.onmicrosoft.com](mailto:X1050LaunchTeam@teamworkdemob.onmicrosoft.com)

Edit

- Team members
- Channels**
- Settings

+ Add channel   × Remove channel

Name	Description
General	X1050 Launch Team
Engineering	
Manufacturing	
Marketing	

- Dashboard
- Teams
- Manage teams**
- Devices
- Locations
- Users
- Meetings
- Messaging policies
- Voice
- Analytics & reports
- Org-wide settings

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**

- Dashboard
- Teams
- Manage teams**
- Devices
- Locations
- Users
- Meetings
- Messaging policies
- Voice
- Analytics & reports
- Org-wide settings

Dashboard \ Manage teams \ X1050 Launch Team

# X1050 Launch Team



Privacy  
**Public**

Mail  
[X1050LaunchTeam@teamworkdemob.onmicrosoft.com](mailto: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

# About policies & settings

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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- Org-wide settings
- Legacy portal
- Call quality dashboard
- Firstline Worker configuration

# 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 <span>?</span>	Calling plan <span>↑</span> <span>?</span>
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

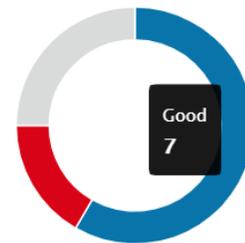
16011 36TH WAY, REDMOND WA  
98052  
United States

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



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

# 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

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

# 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)

# Also consider...



Additional MANAGEMENT ideas from the field

## “Landscape reporting” for O365 workspaces

Centralized reporting of assets, their metadata, status, ownership and compliance

## Periodic “recertification” of key attributes

Ensure your landscape reporting stays accurate and complete

## Proactive monitoring for policy compliance

Automate alerts with notification/remediation when governance policies are violated



# Consideration 3

Retention,  
Expiration and  
Disposition

- How do I know when a Group should be expired
- How do I get rid of it “safely”
- How do I make sure information management policies are enforced?



# “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



# Team/Group expiration is... HERE!

Azure Active Directory admin center contoso > Users and groups >

### Expiration (preview)

Search (Ctrl+/)

MANAGE

- General
- Expiration (preview)

ACTIVITY

- Audit logs

TROUBLESHOOTING + SUPPORT

- Troubleshoot
- New support request

Save Discard

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

Group lifetime (in days) Custom 31

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

Enable expiration for these Office 365 groups All Selected

Select Office 365 groups

AD	Alex Dept Planning
AT	Alex Team YamJam
TE	test

## Action Required: Renew your Office 365 group



msonlineserviceteam@microsoftonline.com

Yesterday, 3:20 PM  
MOD Administrator



Reply all

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



test



Renew group

Go to group



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

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



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



O365 “Advanced Data Governance” can handle retention/expiration

Retention policies at the  
“Container” level

Retention Labels at the  
folder or item level



# Using Retention Policies for Teams

Office 365 Security & Compliance

Classifications  
Data loss prevention  
Data governance  
Dashboard  
Import  
Archive  
Retention  
Events  
Supervision  
Threat management  
Mail flow  
Data privacy

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

- Name your policy
- Settings
- Choose locations
- Review your settings

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

Do you want to retain content? [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? [i](#)

Yes  No

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

1 years

Need more options?

Use advanced retention settings [i](#)

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

<input type="checkbox"/>	Office 365 groups		
<input type="checkbox"/>	Skype for Business		
<input type="checkbox"/>	Exchange public folders		
<input checked="" type="checkbox"/>	Teams channel messages	All <a href="#">Choose teams</a>	None <a href="#">Exclude teams</a>
<input checked="" type="checkbox"/>	Teams chats	All <a href="#">Choose users</a>	None <a href="#">Exclude users</a>

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Feedback

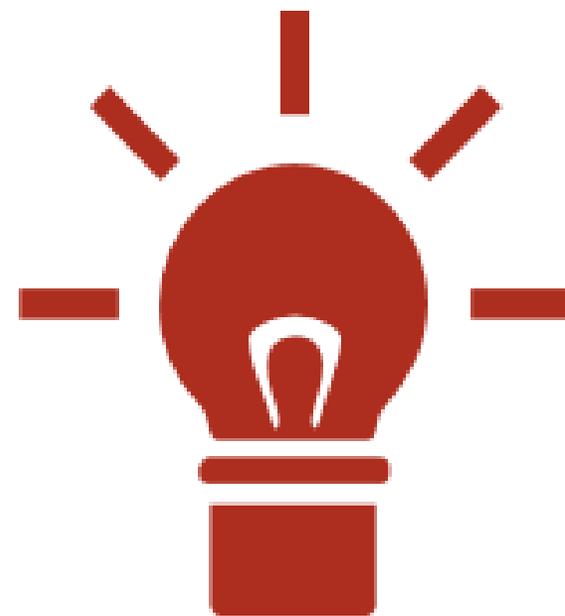
# Understanding O365 "Retention Labels"

The screenshot displays the Office 365 Security & Compliance center interface. On the left is a navigation pane with options like 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 includes a "Retention" toggle set to "On". Below this, there are sections for "When this label is applied to content..." and "Label c...".

An inset window shows a "Documents" library with a table of files. The file "Test Doc.rtf" is selected. A context menu is open over this file, showing the "Apply label" option. The label selection dropdown is open, showing options: 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 is titled 'Manage teams' and contains a search bar and a list of teams. The teams are categorized into 'Active (6)' and 'Archived (1)'. A context menu is open over the 'DC Posse' team in the 'Archived' section, showing options: 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 left, titled 'Want to archive "DC Posse"?' with the text: '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.' Below the text is a checkbox labeled 'Make the sharepoint site read-only for team members' and two buttons: 'Cancel' and 'Archive'.

Name	Description	Membership	People	Type
<b>Active (6)</b>				
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		
<b>Archived (1)</b>				
DC Posse	DC Posse	Owner		



# Also consider...



Additional LIFECYCLE ideas from the field

## Duration AND activity-driven lifecycle

Clear out abandoned Teams quickly to reduce confusion

## “Managed” de-provisioning

Multi-stage, approval-driven workflows for defensible deletion

## Automated deployment of ADG features

Invoke retention policies and labels appropriate for the workspace



# What are the licensing requirements for all AAD-related controls we've discussed?

View the details here:

[https://support.office.com/en-us/article/Learn-about-Office-365-Groups-b565caa1-5c40-40ef-9915-60fdb2d97fa2#ID0EAADAAA=Feature\\_availability\\_and\\_licensing&ID0EAACAAA=Features\\_&\\_Licensing%C2%A0](https://support.office.com/en-us/article/Learn-about-Office-365-Groups-b565caa1-5c40-40ef-9915-60fdb2d97fa2#ID0EAADAAA=Feature_availability_and_licensing&ID0EAACAAA=Features_&_Licensing%C2%A0)

Create Use Manage **Features & Licensing**

**Note:** The content on this tab is intended for administrators.

**Which Office 365 plans include Groups?**

Any Office 365 subscription that has Exchange Online and SharePoint Online will support groups. That includes the Business Essentials and Business Premium plans, and the Enterprise E1, E3 and E5 plans.

If you have an Exchange-only plan you can still get the shared Inbox and shared Calendar features of groups in Outlook but you won't get the document library, Planner or any of the other capabilities. If you want to use advanced security or compliance features for the shared mailbox created with a group, you need to assign an Exchange Online Plan 1 with Exchange Online Archiving or Exchange Online Plan 2 license to the mailbox.

If you have a Yammer-only plan you will still have the conversations feed in the Yammer group but you won't get the document library, Planner, or any of the other capabilities.

**Feature availability and license requirements**

Office 365 Groups works with Azure Active Directory (AAD). The Groups features you get depends on which Azure Active Directory subscription you have.

Description	AAD: Free	AAD: Office 365 version	AAD: Basic	AAD: Premium P1	License req.	Availability
Create, read, update,	Yes	Yes	Yes	Yes	None - Free feature	Available



# What are the licensing requirements for all Security/Compliance controls we've discussed?

View the details here:

<https://docs.microsoft.com/en-us/office365/servicedescriptions/office-365-platform-service-description/office-365-securitycompliance-center>

## Office 365 Security & Compliance Center

06/12/2018 • 4 minutes to read • Contributors

The [Office 365 Security & Compliance Center](#) is designed to help you manage compliance features across Office 365 for your organization. Links to existing SharePoint and Exchange compliance features bring together compliance capabilities across Office 365.

### Security & Compliance Center availability for Business and Enterprise plans

Feature	Office 365 Business Essentials	Office 365 Business Premium	Office 365 Enterprise E1 Office 365 US Government G1	Office 365 Enterprise E3 Office 365 US Government G3	Office 365 Enterprise E5	Office 365 Enterprise F1
<a href="#">Access to the Security &amp; Compliance Center</a>	Yes	Yes	Yes	Yes	Yes	Yes
<a href="#">Office 365 Cloud App Security</a>	No	No	No	No	Yes	No
<a href="#">Threat management such as mail filtering</a>	Yes	Yes	Yes	Yes	Yes	Yes





# What if I need More Control?

---

AvePoint solutions to enhance and extend Teams governance

# Extending managed provisioning with AvePoint...



Repeatable &  
Consistent



Admin  
Efficiency



Catalog  
Governance Attributes



Provable  
Compliance

Adherence  
to naming  
and policy  
standards

Fully managed  
self-service or  
Auto Import

Repeatable  
and  
automated

Eliminate  
sprawl and  
duplication

Cataloging  
of purpose,  
classification  
& metadata

Establishing  
ownership

Agreement to  
terms of  
responsibility

Approval  
of Request

PROVISIONING



# What does AvePoint offer for managed provisioning?

## Flexible Provisioning

- *Fully Managed* Self-service provisioning services for Sites, Groups, MS Teams, Lists, Libraries
- *Support Native Self-Service* with "Auto Import" to bring new Groups/Teams/Sites under management
- Collect owner, metadata, classification and business importance
- Approval and logging of requests
- Alternative naming and membership options for more flexibility

- Orchestrated application of policy-driven native O365 and AvePoint controls
- Deployment of "business templates" or "patterns" (content and customizations)
- Deploy, update and track where patterns are deployed

## Ongoing Enforcement

- Apply proactive monitoring/enforcement of permissions and configuration policies



# Extending ongoing management and compliance with AvePoint...



Repeatable &  
Consistent



Admin  
Efficiency



Catalog  
Governance Attributes



Provable  
Compliance

Flexible backup  
/recovery of  
data and  
configuration

Formalized  
processes  
for changes  
over time

Monitoring  
usage &  
adoption

Auditable review  
of ownership,  
classification &  
access rights

Cataloging  
of purpose,  
classification  
& metadata

Protecting  
data from  
theft or loss

Ensuring users  
comply with  
policies

ONGOING MANAGEMENT & COMPLIANCE



# How does AvePoint enable ongoing management and compliance?

## Business Continuity and Compliant Retention

- Granular backup/recovery O365 sites, groups, Project Online, Dynamics 365, Salesforce
- Own your own backup data
- Unlimited retention and scope

## Policy Enforcement

- Proactive monitoring/enforcement of permissions and configuration policies

## Powerful Reporting

- Publishable reports for permission changes and user activity for consumption by data owners

## Change Management for Workspaces

- Site/Group/Team settings and membership change requests
- Auditable and automated recertification of classification/metadata and ownership
- Cataloging of all workspaces mapped to department/division/purpose/importance

## Content Compliance and Protection

- Ensure content lives where it belongs and prevent exposure of sensitive information
- Apply appropriate controls to sensitive information (redact/encrypt, quarantine, etc.)
- Rich reporting for PII/PHI and sensitive content across many data repositories
- Incident management workflow for detected violations



# Extending Information lifecycle with AvePoint...



Repeatable &  
Consistent



Admin  
Efficiency



Provable  
Compliance

**Formalized and automated  
end-of-life processes**

**Ability to detect when  
workspaces, data or  
information becomes irrelevant**

**Appropriate workflows for data  
owner, legal and regulatory  
approval for deletion**

**Compliance with the larger  
records management and  
eDiscovery processes within  
the organization**

**RETENTION, EXPIRATION, & DISPOSAL**



# How does AvePoint enable information lifecycle management?

## Fully Governed EOL Scenarios

- Lifecycle triggers for detecting when Groups, Teams and Sites are no longer relevant
- Formal “renewal” processes for data owners to request continued access
- Flexible end-of-life workflows and actions for sites, groups and Teams

## Hybrid Electronic Records Scenarios

- Centralized definition of classification and taxonomy (“terms”) for documents and items
- Records Manager reports for term usage, expired

content and destruction/disposal

- Retention/expiration criteria for documents and items based on complex business rules
- Flexible archiving, export and disposal options for compliance with various records-management approaches (VERS, NARA\*, Autonomy, SharePoint Records Center, etc.)

## Auto-classification and Protection for User Content

- Automated classification of documents and items based on content



Establish Sustainable Adoption Plan





Change is  
often met with  
resistance

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



# Adoption challenges

SaaS productivity platform move is “lift and shift” and no new value is delivered

Organizations are ill-prepared to deliver continuous change provided by SaaS productivity platform

Lack of “digital dexterity” investment such as mobile first programs

\* [Maximize the Value of Office 365 by Making it Part of a Digital Dexterity Program](#)

# Why training alone doesn't work



Technology focused

Lack of buy-in

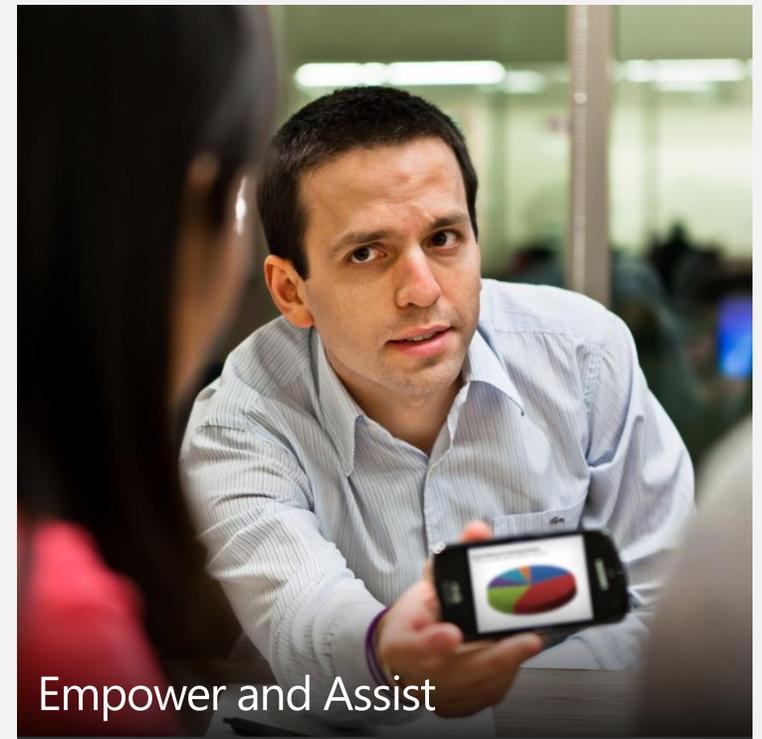
Unclear expectations

Non-contextual

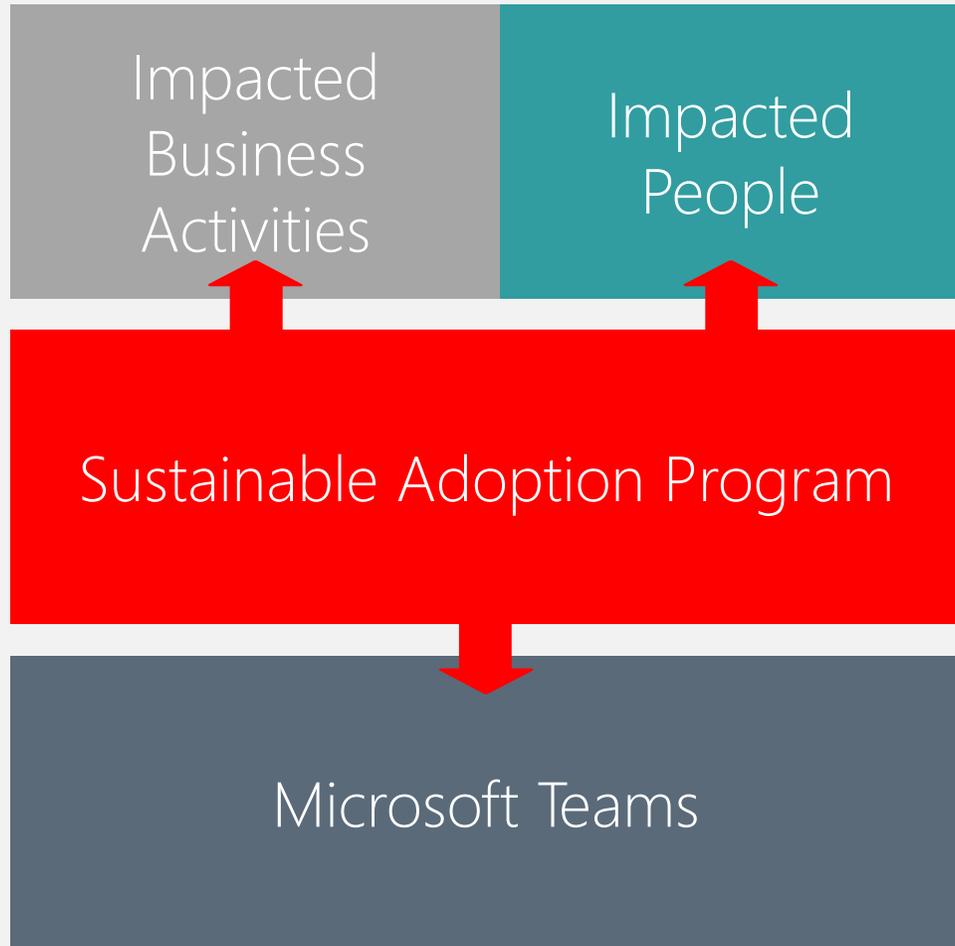
What's in it for me?



# Goal: Drive Sustainable Adoption



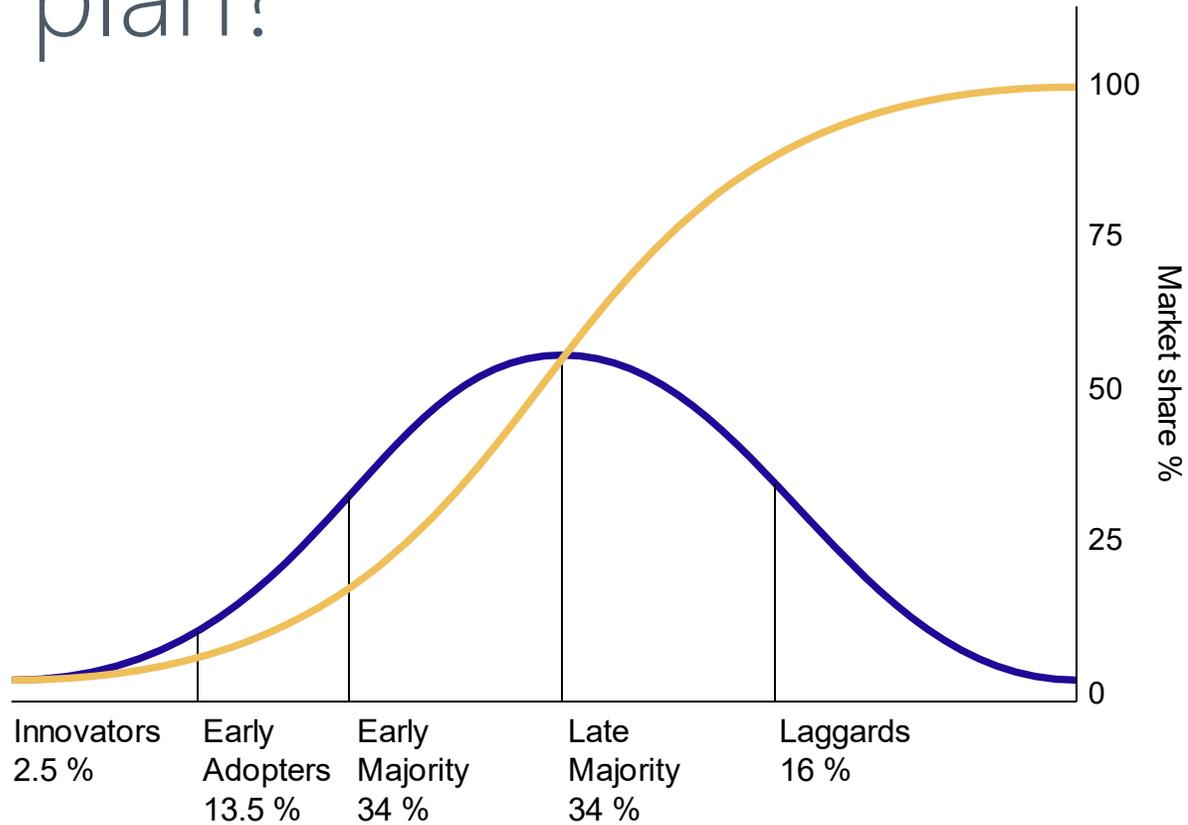
# Sustainable Adoption Objectives



- Minimize the negative impact of making technology changes
- Promote the consistent adoption of Microsoft Teams
- Provide users with the resources they need to be successful



# How do you create a sustainable adoption plan?



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



# Step 1: Make it easy to do the right thing

Specify rules of engagement

Focus on business scenarios or initiatives

Enforce & automate governance



# Example: Make meetings better



# Example: Focus on Business Scenarios

## Engineering, Research & Development



Share best practices across geographies

## Operations, Manufacturing & Logistics



Improve and monitor business processes

## Sales, Marketing, PR & Communications



Align Sales and Marketing teams

## HR & Legal Services



Gather & process forms from employees

## Accounting, Finance & Procurement



Pull data and build financial reports

## Administration



Organize teams and manage calendars

# Example: Govern Self-Service

**AvePoint**

Cloud Governance for Office 365

**Automate provisioning, management, & lifecycle of Office 365**

Implement an extensible Office 365 governance strategy that empowers users, is easy to maintain and scales as your organization adopts to the cloud.

**Governance & security**

Empower end users with self-service IT for lifecycle operations. Transcend rigid provisioning services for Groups, Teams, and sites, and

Microsoft Teams Chat Window

Public | Pretty Safe

April 16, 2018

May 22, 2018

September 17, 2018

9:17 PM 9/19/2018

# Step 2: Facilitate leadership buy-in



Highlight financial benefits

Demonstrate better transparency

Expedite organizational agility

# Example: Global team collaboration

Search or type a command

Field Marketing > General

Conversations Files Wiki Meetings Notes

July 30, 2018

**Martina Dingis** 7/27 10:42 AM  
**Stuff for events**  
Hi Field Marketing!

As we have many upcoming events in autumn, I would like to get some new branded assets.  
I was wondering if you can share pictures of the stuff you have in your regions? I appreciate any help 😊  
I am looking to get new

- T-Shirts or Shirts for Event Staff
- Booth (a magnetic one maybe)
- Best raffle gifts

Have a great weekend all!

See less

**AnnMarie Connolly** 7/27 10:44 AM  
Annie Wang when ya get a free min, pls share graphic and images for t-shirts produced at our NL Events.

**Martina Dingis** 7/27 10:46 AM  
Got those from Annie Wang already 😊 thanks AnnMarie Connolly

**Adeline Boror** 7/30 8:32 AM  
Hi Martina Dingis we don't do shirt or tshirt in France I did order some name badges in metal with magnetic fittings (see attached)  
Regarding price draw I shared with you the 3D printer which is not expensive only 150 euros link here : [https://www.gearbest.com/3d-printers-3d-printer-kits/pp\\_969800.html?wid=1433363](https://www.gearbest.com/3d-printers-3d-printer-kits/pp_969800.html?wid=1433363)

See less

Start a new conversation. Type @ to mention someone.

Search or type a command

US CN Technical Writing > Just for fun!

Conversations Files Wiki

June 20, 2018

**Delphine Chen** 6/20 11:14 AM Edited  
**Just want to show you the amazing power of nature in Richmond**  
with Microsoft light on~~US CN Technical Writing



Reply

June 21, 2018

**Dorothea Zhang** 6/21 1:19 AM  
Double rainbows from CC yesterday 😊



Start a new conversation. Type @ to mention someone.



# Step 3: Ensure quick wins

Enable mobility

Provide a one-stop shop

A day in the life



# Example: Real time translation



O365 Grp - Dokumentportal > General ...

Conversations Files Wiki Development Tasks Notes DokumentPortalen +

**Kimberley Morrison** 7/17 5:07 PM  
Veronica Johansson could you please upload all the images for the depots and departments you have created to the files section in the team?  
1 reply from Veronica  
Reply

July 23, 2018

**Veronica Johansson** 7/23 8:22 AM  
**Kimberley Morrison** kan du skapa två mappar som jag kan ladda upp alla bilder i? det blir så många filer i vår lista annars 😊

**Kimberley Morrison** 7/23 9:57 AM  
Good morning veronica, I've created two folders, one for the images with their descriptions and one without  
Reply

**Veronica Johansson** 7/23 8:55 AM  
**Kimberley Morrison** utöver alla processbibliotek behöver vi även ett bibliotek för Lokala rutiner och ett för BilMog.

**Kimberley Morrison** 7/23 9:58 AM  
Thanks, I made a note of the Local Routines one but will also make sure there is one for BilMog. in your excel you create?  
Reply

- Delete
- Mark as unread
- Copy link
- Translate**
- Immersive Reader

# Example: Mobile Access



## Microsoft Teams

# Day in the life – IT Project Manager

Jamal is an IT project manager with Contoso Technologies and is responsible for making sure IT projects are meeting stakeholders needs, and delivered on time and within budget.

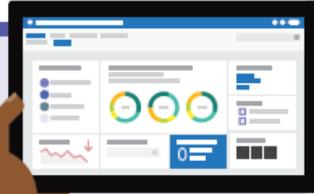
7:45 AM

Jamal uses his Teams mobile app to get up to speed the activity feed as he travels to work and joins the daily stand up call remotely.



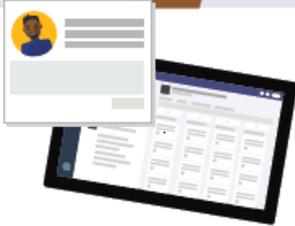
8:30 AM

At the office, he navigates to the Visual Studio Online dashboard tab in Teams. Jamal reviews his projects and notes a few trends that are concerning.



9:30 AM

On Teams he asks for additional data points related to projects risks and @ mentions specific individuals to get their attention.



11:30 AM

Jamal joins a project review meeting in Teams, shares his screen, and navigates to the Planner tab to review key activities by owner and adjusts due dates.

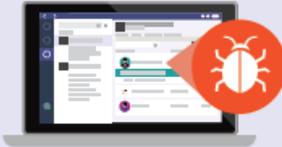
2:00 PM

He prepares his meeting notes and replays the Teams cloud based meeting recording for things that he may have missed. He @mentions the channel with updates and action items in Planner.



3:30 PM

Jamal gets notified in Teams of a new bug that was posted in the channel from the Visual Studio Online connector. He @ mentions experts to help to resolve in time for their release date.



4:30 PM

In Teams he goes to the Financial app tab to update current resource costs for several of his projects.



6:00 PM

Jamal receives another notification from Visual Studio Online notifying him that the bug is being resolved. He prepares for his weekly status report and posts it into the PMO Teams site @mentioning the team.

# Example: A Day in the Life



# Step 4: Develop Contextual Learning



Use case driven

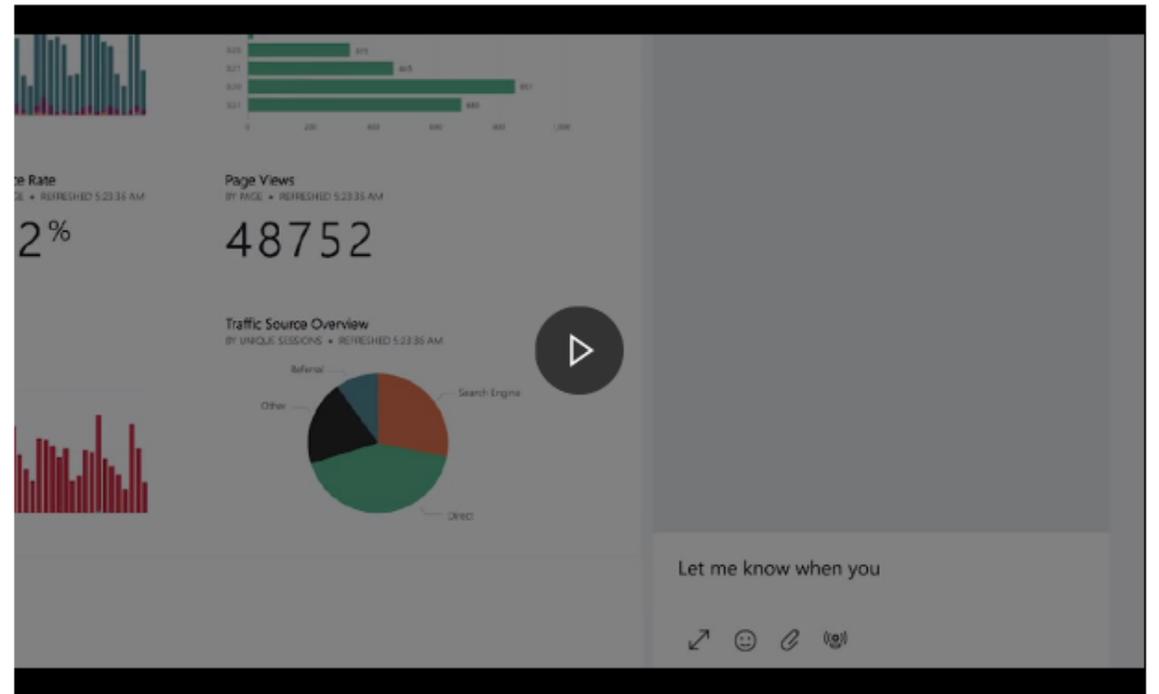
On-demand

Always have a call to action

# Example: Microsoft Teams for Sales

## Bring together content, people, and tools in one place

As a sales manager, you work with many different tools and people. **Microsoft Teams** is a digital, chat-based workspace for today's teams. After setting up a group in a Teams channel, you can email the entire channel, send attachments, and receive notifications from all posts in a channel. Channels bring together chat, content, people, and tools in one place so everyone has instant access to everything they need. You can set up different groups for specific workflows like account transitions or customer feedback.



# Example: On-Demand Learning

What is Microsoft Teams?  
▶ Video

Sign in and get started  
📄 Article

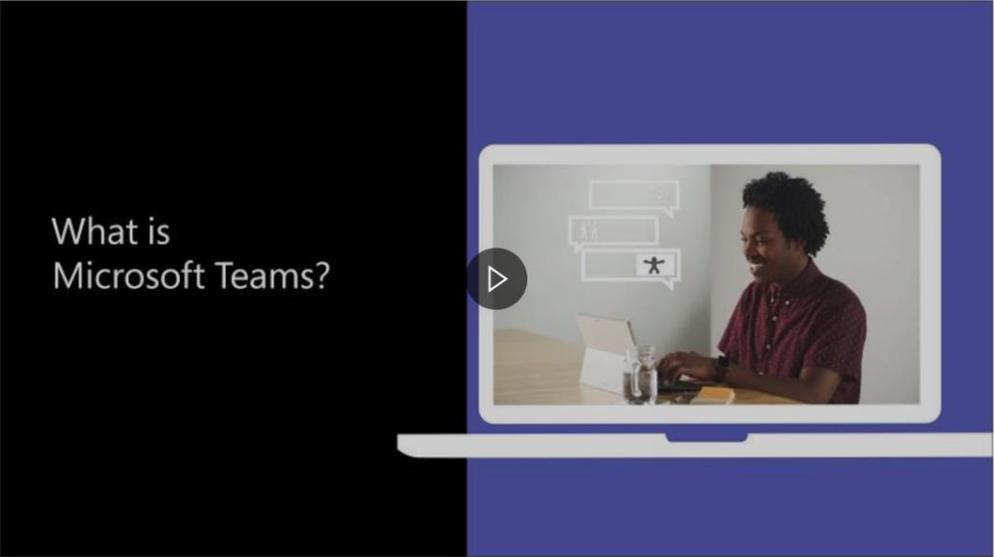
Chat and share files  
📄 Article

Collaborate  
📄 Article

Set up your mobile apps  
📄 Article

Learn more  
📄 Article

**Next:** Intro to Microsoft Teams



What is Microsoft Teams?

With Microsoft Teams on your PC, Mac, or mobile device, you can:

- Pull together a team.
- Use chat instead of email.
- Securely edit files at the same time.
- See likes, @mentions, and replies with just a single tap.
- Customize it by adding notes, web sites, and apps.

[Video Training: What is Microsoft Teams?](#)

# Example: Move email addicts to Teams

## Your email...

- Forces YOU to separate your inbound communication
- Requires YOU to configure complex rules to ensure relevant information is surfaced and noise is reduced
- Notifies you on ALL new messages
- EVERY message goes into a recipient's mailbox

## A team...

- AUTOMATICALLY separates your inbound communication into Channels
- Let's you TUNE IN to what you care about and tune out what you don't
- Notifies you only for messages you EXPLICITLY care about
- @mentions allow you to poke recipients only when relevant





### 【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
<b>Speed</b>	<b>Fast</b> Suitable for instant communication of any speed	<b>Varies</b> Can be used for communications of any speed	<b>Slow</b> Difficult to know if your email has been read or when you will hear back	<b>Fast</b> Suitable for instant communication	<b>Slow</b> When a document is shared via another tool, users find and access materials as they need it.	<b>Varies</b> Message is sent through Outlook. Difficult to know when you will hear back.
<b>Audience</b>	<b>Small</b> Designed for smaller, close-knit teams	<b>Large</b> More suitable for organization-wide communication or collaboration across departments	<b>Varies</b> Can be used for audiences of any size	<b>Small</b> Typically one-to-one or one-to-few	<b>Varies</b> While some sites can be limited to just team members, other SharePoint sites are designed for company-wide access	<b>Small</b> Designed for smaller, close-knit teams
<b>Tone</b>	<b>Informal</b> Personal and conversational. Suitable for team members who know each other well	<b>Varies</b> Mix of conversational and professional	<b>Formal</b> Professional. For instance, for sending contracts to clients	<b>Varies</b> Tone depends on the mix of people on messaging / calls and the situation	<b>Formal</b> Communication within SharePoint sites is typically brief and formal, directing users where content is and how it should be navigated	<b>Varies</b> Tone depends on the mix of people on messaging / calls and the situation
<b>Sharing of information</b>	<b>Very easily shared</b> Information is shared with a specific group of people and in various formats and methods: shared library, network, chat, or app (integrating)	<b>Easily shared</b> 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.	<b>Not easily shared</b> If it lies in attachment form - forwarding back and forth makes it hard to track. Attachments are better shared via OneDrive for Business	<b>Not easily shared</b> Attachments become downloaded files on your local drive. Manual maneuvering is required to share	<b>Very easily shared and accessed</b> Primarily a document management and storage system. Trouble co-editing from a single version of truth.	<b>Easily Shared</b> It lies in attachment form and stored in the Office 365 Groups document library / files repository.
<b>Knowledge transfer</b>	<b>Easily transferred</b> Change in membership has no impact on content availability. Newly added members have access to conversations and files accumulated from the start	<b>Very easily transferred</b> 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	<b>Not easily transferred</b> Knowledge contained within the mailbox is lost to others after a user's account is deactivated	<b>Not easily transferred</b> Downloaded files and conversation history will be lost to others after a user's account is deactivated	<b>Easily transferred</b> Data is organized for new team members to easily locate and leverage even if the content producer's account is deactivated	<b>Easily transferred</b> Change in membership has no impact on content availability. Newly added members have access to group conversations and files accumulated from the start
<b>Confidentiality</b>	<b>Medium/Low</b> If default settings are not managed properly, confidential information can be exposed to those who should not see it	<b>Low</b> High visibility organization-wide means this is unsuitable for exchanging confidential or private information	<b>High</b> 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	<b>Medium</b> Only sender and recipient have the conversation history and files	<b>Medium/Low</b> Users can choose to make their site public or private to a select group of users. Access to authorized groups is easily pronounced. Sensitive data may require extra safeguards for compliance	<b>Medium/Low</b> 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/external.
- ... 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/Office365/groups>

Free eBook

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

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

[Free Download >](#)

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

# Step 5: Create Your 90 Day Plan

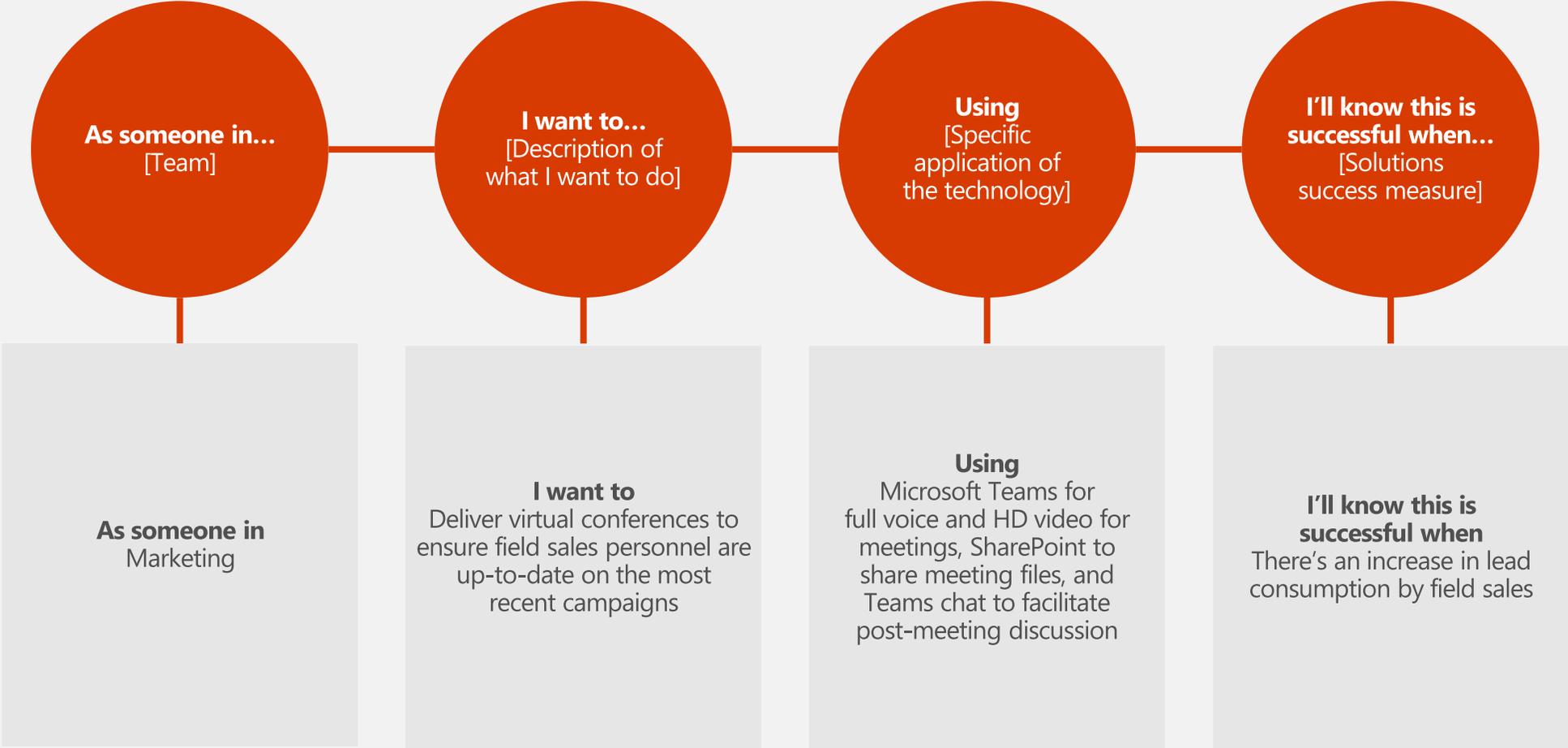
A man in a grey sweater is standing and presenting to a group of people in a meeting room. In the foreground, a woman with brown hair is looking at a laptop screen, and a man is drinking from a coffee cup. The background shows bookshelves filled with books.

Identify specific use cases

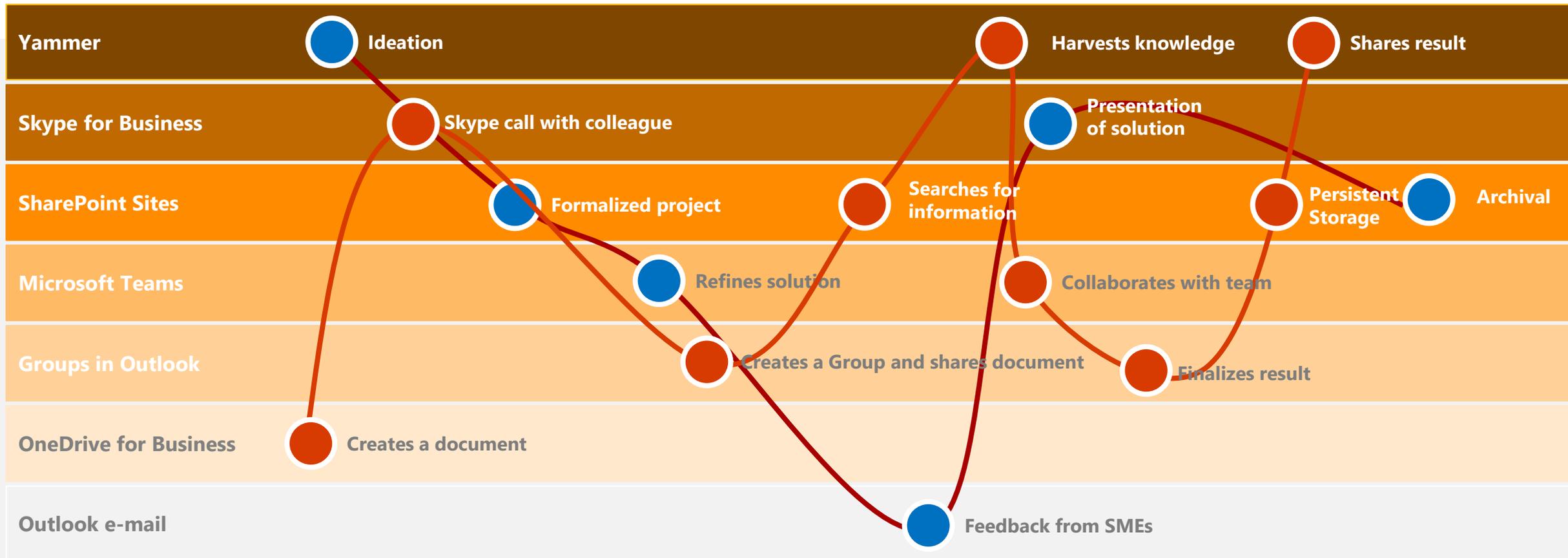
Conduct pilot

Launch company wide

# Example: Identify Business Use Case



# Example: Business Scenarios



 Project Collaboration

 Proposal Development

# Example: Business Use Case

## Employee Onboarding

Bring new employees into the department's team from day one and provide a real-time resource of information. Help new employees get up to speed as quickly as possible.

### Issue

We currently have a formal onboarding process to inform new employees of processes and resources, however there are limited opportunities to educate them about our departmental culture and create a sense of inclusiveness.

### Solution

Bring employees onto Microsoft Teams on their first day at the organization. By creating early adoption, employees are more likely to participate in conversations – and do so more frequently - and will be more informed at an early stage in their tenure. Employees will also be able to see conversations that happened prior to their start date, to speed up their awareness.

### Benefits

- Increase adoption
- Convey department culture and benefits to employees early on
- Live FAQs for new employees
- Historically searchable

### Success Metrics

- Use of Microsoft Teams by new employees
- Employee survey response after 90 days

### Owner & Timeline

- HR team and Departmental Managers
- Before Summer 2019 hiring season

# Example: 90 Day Plan

## Month 1

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

## Month 2

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

## Month 3

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



# Drive Adoption Success



# IT Can You Handle This?



Business Engagement

Drive Adoption

Support & Maintenance



# Engage Key Business Groups

Corporate  
Communications



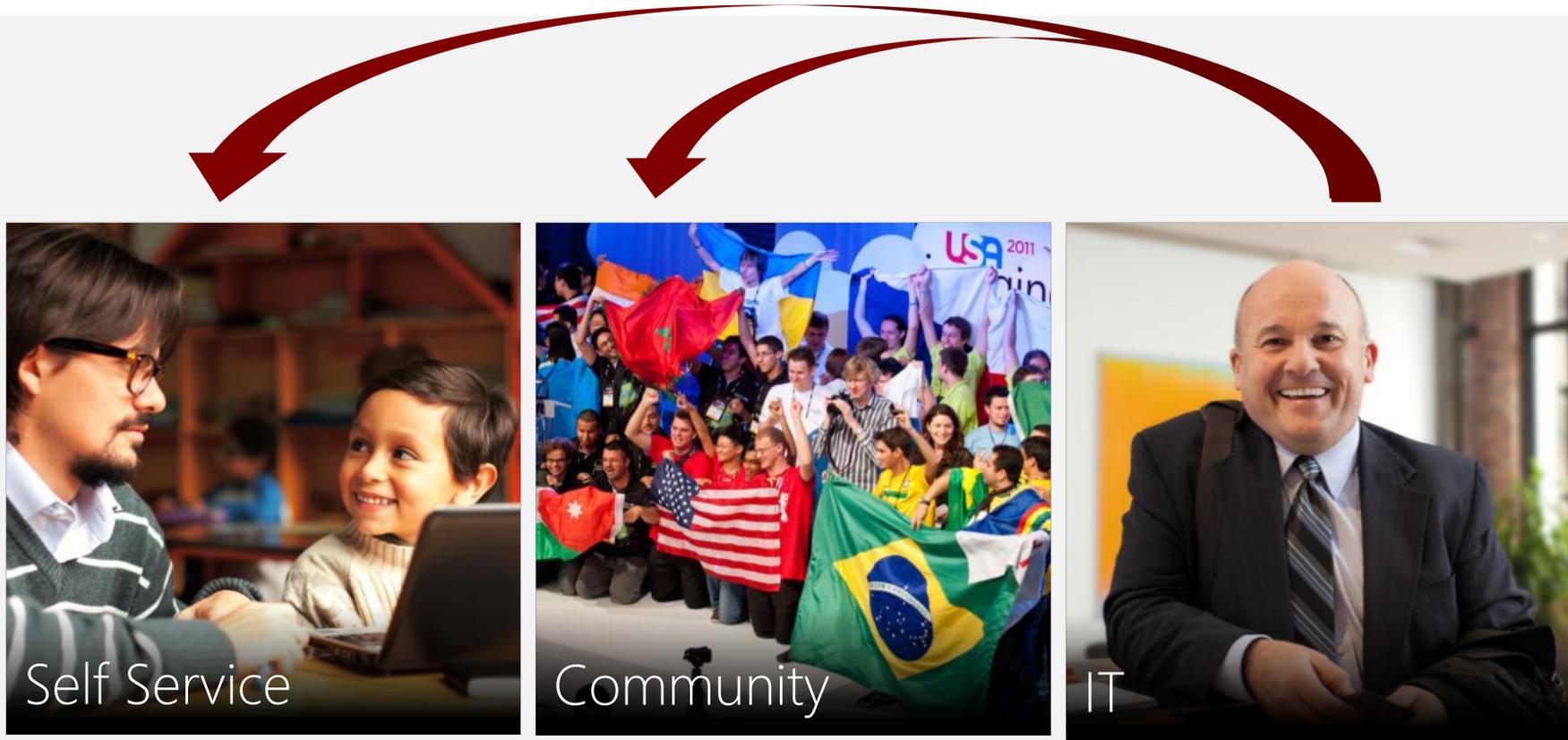
Human  
Resources



# Facilitate Governed Empowerment



# Establish Scalable Support





# Month 1: Key Activities

Get stakeholder consensus

Identify low hanging fruits

Conduct proof of concept

# Month 2: Key Activities

Launch Teams pilot across 3 departments/groups

Establish help desk / support strategy + resources

Identify success metrics



# Month 3: Key Activities

Launch organization wide

Ensure leadership is engaged

Showcase wins





Ensure  
sustainable  
adoption

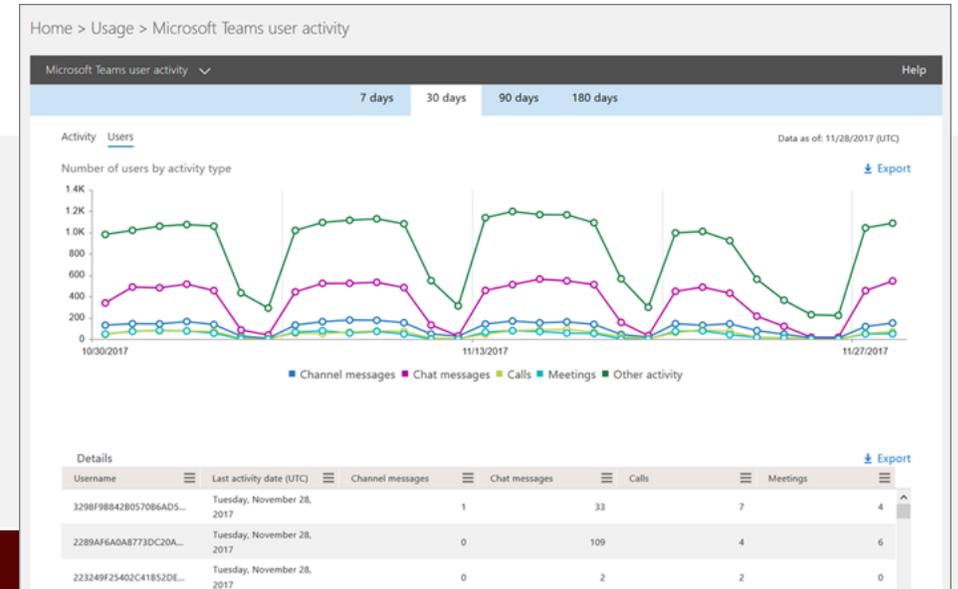
Consistently gather feedback

Regular learning activities

Introduce relevant new features

# Measure Success

Achieve real business relevance by measuring your outcomes in terms of ROI. Use Microsoft Teams engagement data to support your findings.



Business Use Case	How did Microsoft Teams help?	What was achieved?	How is it measured?
Team Collaboration	Streamlined collaboration across regional teams to execute go-to-market strategy.	Increasing global spread of business.	15% improvement in increasing number of successful innovations for new products or services.
Employee Engagement	Find experts and information fast.	Time saved in searching for assistance with marketing training resources	30% improvement in access to departmental experts and knowledge.



# What We Covered

Modern Workplace Today

Why Microsoft Teams?

Right Sizing Governance

Establish Sustainable Adoption Plan

Drive Adoption Success



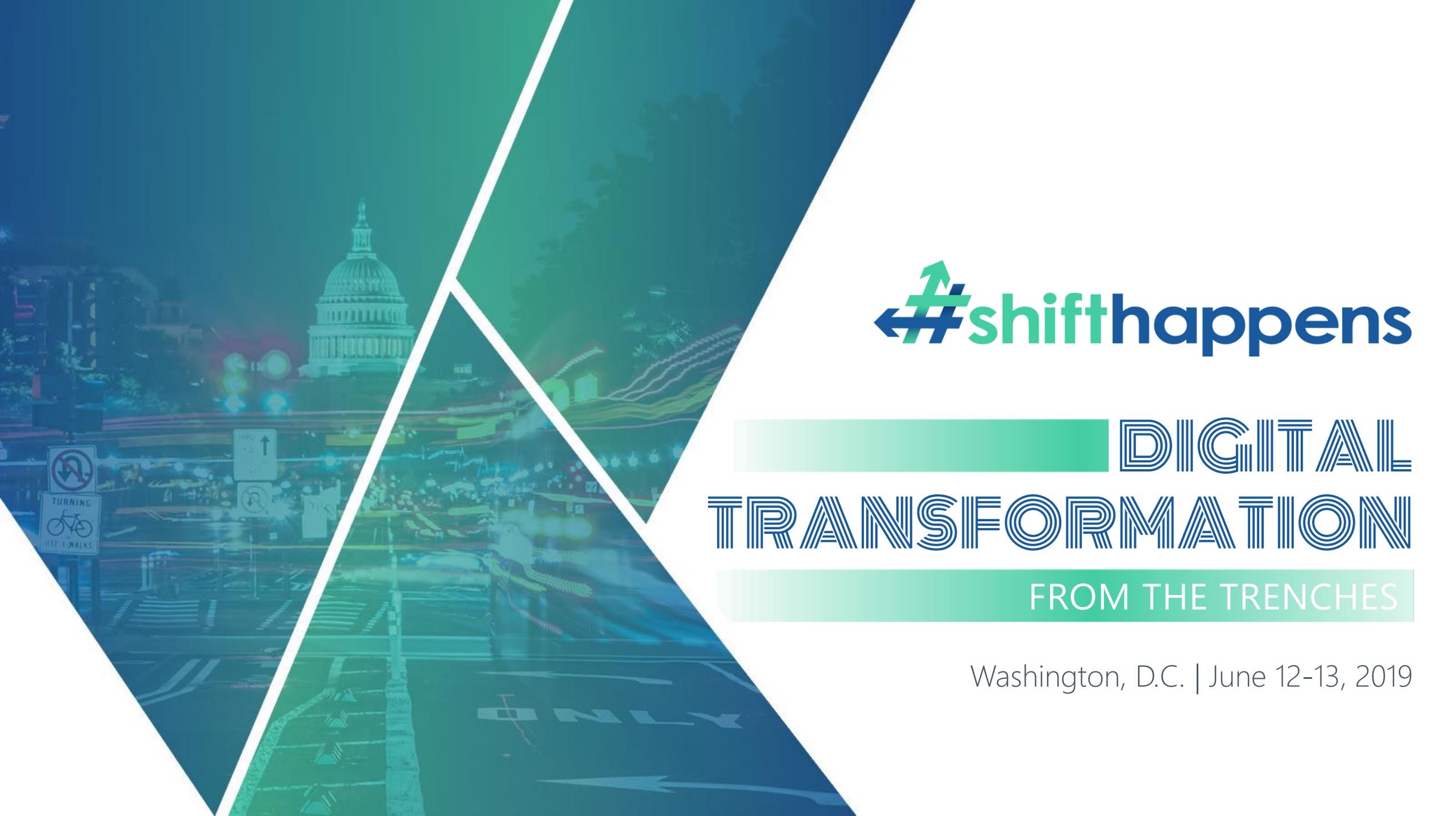
# Next Steps

Try [AvePoint Cloud Governance](#)

Let AvePoint deliver this workshop in your organization

Let AvePoint help you with your Microsoft Teams pilot





 **#shifthappens**

**DIGITAL  
TRANSFORMATION**

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

ໜ້າອຸນວອນ

Dziękuję

谢谢

Tack

Mulțumesc

спасибо

Merci

תודה

多謝晒

дядкую

Ďakujem



# Discussion and Q&A

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# Keep up on what's coming in Teams

Microsoft 365 Roadmap

## Get the Latest Updates

Microsoft 365 is a complete, intelligent solution, including Office 365, Windows 10, and Enterprise Mobility + Security, that empowers everyone to be creative and work together, securely.

Search for a product, release or specific update

Filters | Clear all

**Products** —

- Enterprise Mobility + Security +
- Office 365 —
  - Microsoft 365 admin center
  - Microsoft Excel
  - Microsoft OneDrive for Business
  - Microsoft Outlook
  - Microsoft SharePoint
  - Microsoft Teams
  - Microsoft Forms
  - Microsoft Planner
  - Microsoft StaffHub
  - Microsoft Sway

[View More](#)

Windows 10 +

**Platform** +

**Cloud Instance** —

- Education
- GCC
- GCC High
- GCC High/DoD
- Germany
- Worldwide (Standard Multi-Tenant)
- All environments

Showing 67 updates: Microsoft Teams

[Download](#) [Share](#) [RSS](#)

	In development <input type="checkbox"/>	Rolling out <input type="checkbox"/>	Launched <input type="checkbox"/>
	13	3	51
Description	Status	Products	Release
Microsoft Teams: Team Templates	In development	Microsoft Teams	November CY2018
Chat made accessible with the Immersive Reader	Launched	Microsoft Teams	October CY2018
Convey more with image annotation	Launched	Microsoft Teams	October CY2018
Manage Teams from Admin Center	Launched	Microsoft Teams	October CY2018
Microsoft Teams Admin Roles	Launched	Microsoft Teams	October CY2018
Create an org-wide team (for up to 1,000 users) in Microsoft Teams	Launched	Microsoft Teams	October CY2018
Microsoft Teams - Enable VTC Interop Services	In development	Microsoft Teams	October CY2018

<https://www.microsoft.com/en-us/microsoft-365/roadmap?rtc=1#abc&filters=Microsoft%20Teams>



# Keeping track of what is/isn't in GCC:

## GCC

<https://docs.microsoft.com/en-us/MicrosoftTeams/plan-for-government-gcc>

## GCC High

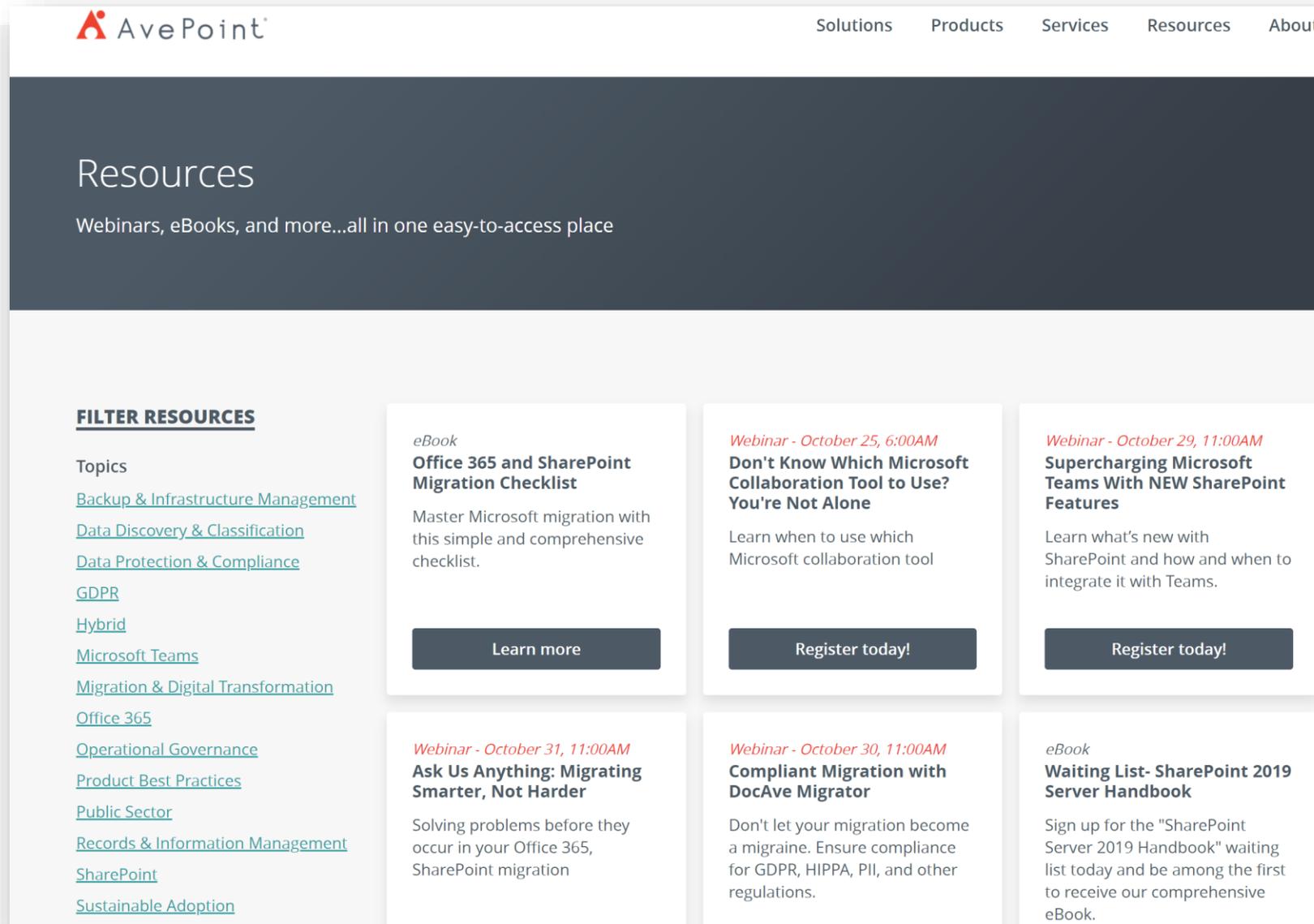
<https://docs.microsoft.com/en-us/MicrosoftTeams/plan-for-government-gcc-high>

## GCC DoD

<https://docs.microsoft.com/en-us/MicrosoftTeams/plan-for-government-dod>



# Where next? <https://www.avepoint.com/resources>



The screenshot shows the AvePoint website's Resources page. At the top, the AvePoint logo is on the left, and navigation links for Solutions, Products, Services, Resources, and About are on the right. Below the navigation is a dark blue header with the word "Resources" and the subtext "Webinars, eBooks, and more...all in one easy-to-access place". The main content area is divided into a left sidebar and a grid of resource cards. The sidebar, titled "FILTER RESOURCES", lists various topics with blue links. The grid contains six cards, each with a title, a brief description, and a call-to-action button. The cards are arranged in two rows of three. The bottom right corner of the page features the AvePoint logo.

**AvePoint** Solutions Products Services Resources About

## Resources

Webinars, eBooks, and more...all in one easy-to-access place

### FILTER RESOURCES

Topics

- [Backup & Infrastructure Management](#)
- [Data Discovery & Classification](#)
- [Data Protection & Compliance](#)
- [GDPR](#)
- [Hybrid](#)
- [Microsoft Teams](#)
- [Migration & Digital Transformation](#)
- [Office 365](#)
- [Operational Governance](#)
- [Product Best Practices](#)
- [Public Sector](#)
- [Records & Information Management](#)
- [SharePoint](#)
- [Sustainable Adoption](#)

*eBook*  
**Office 365 and SharePoint Migration Checklist**  
Master Microsoft migration with this simple and comprehensive checklist.  
[Learn more](#)

*Webinar - October 25, 6:00AM*  
**Don't Know Which Microsoft Collaboration Tool to Use? You're Not Alone**  
Learn when to use which Microsoft collaboration tool  
[Register today!](#)

*Webinar - October 29, 11:00AM*  
**Supercharging Microsoft Teams With NEW SharePoint Features**  
Learn what's new with SharePoint and how and when to integrate it with Teams.  
[Register today!](#)

*Webinar - October 31, 11:00AM*  
**Ask Us Anything: Migrating Smarter, Not Harder**  
Solving problems before they occur in your Office 365, SharePoint migration

*Webinar - October 30, 11:00AM*  
**Compliant Migration with DocAve Migrator**  
Don't let your migration become a migraine. Ensure compliance for GDPR, HIPPA, PII, and other regulations.

*eBook*  
**Waiting List- SharePoint 2019 Server Handbook**  
Sign up for the "SharePoint Server 2019 Handbook" waiting list today and be among the first to receive our comprehensive eBook.



# thank you

Gracias

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Tak

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Cám ơn

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Dank u Wel

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Dziękuję

谢谢

Tack

Mulțumesc

спасибо

Merci

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Ďakujem



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