



Transforming Collaboration with Microsoft Teams

Balancing Collaboration and Control for Sustainable Adoption and Innovation



Unleash the Power of You

Introductions



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AtBot
Microsoft MVP

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Blog: blog.getbizzy.io
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

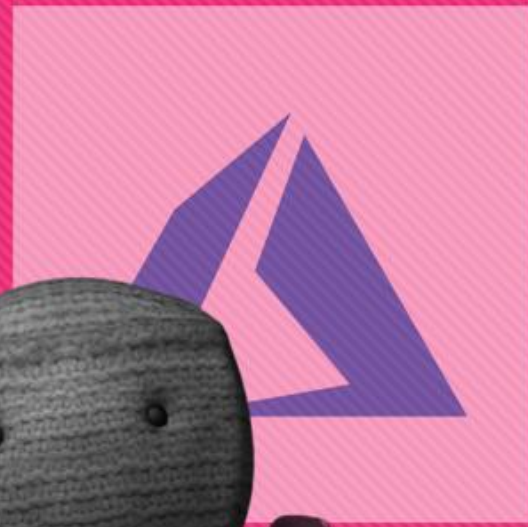
2014 Partner of the Year Winner
Public Sector: Public Safety and National Security





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

jump to 365



jump to 365.com

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



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Right-sizing governance for Microsoft Teams



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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



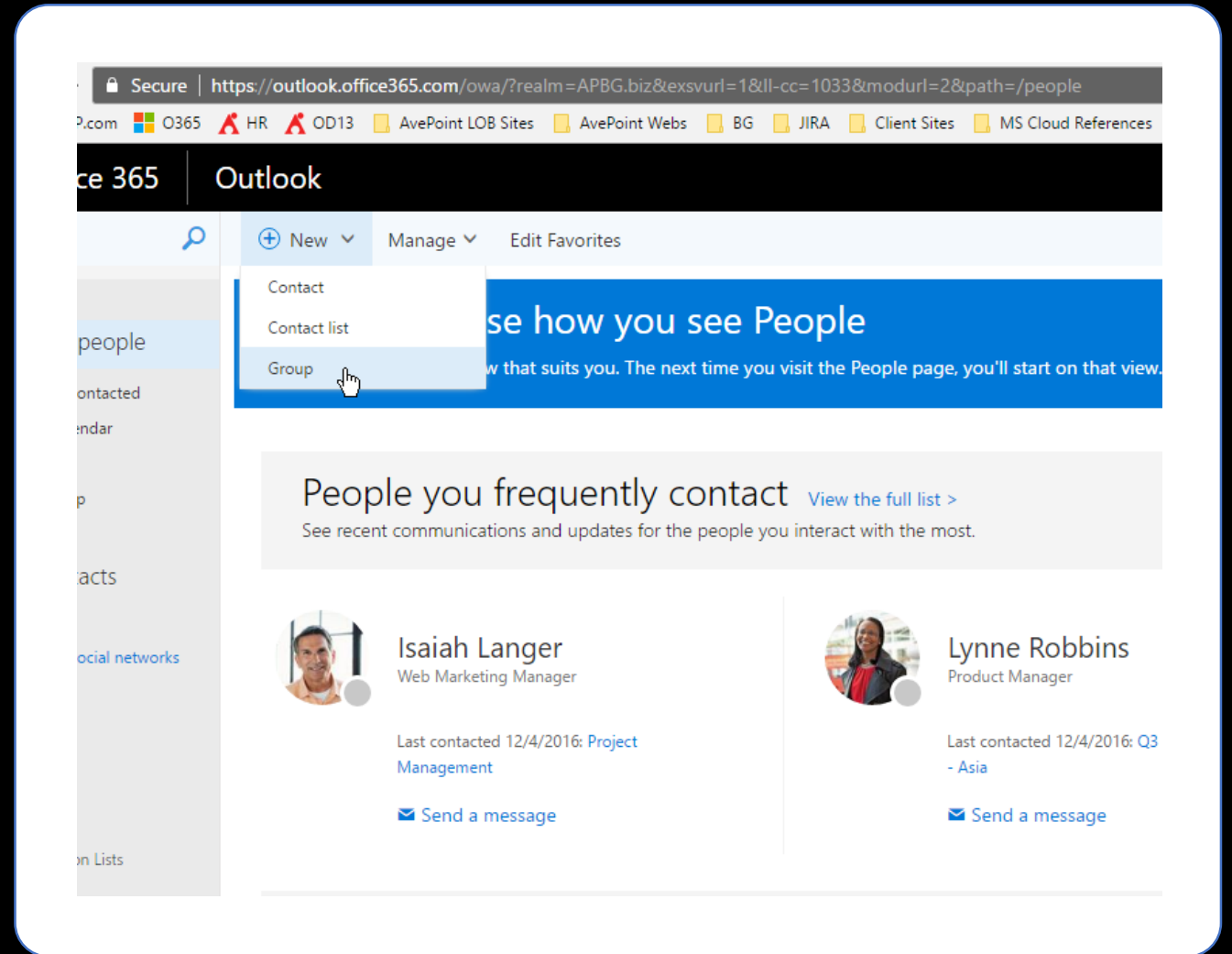
Social engagement

So a
Microsoft
Team is really
just...



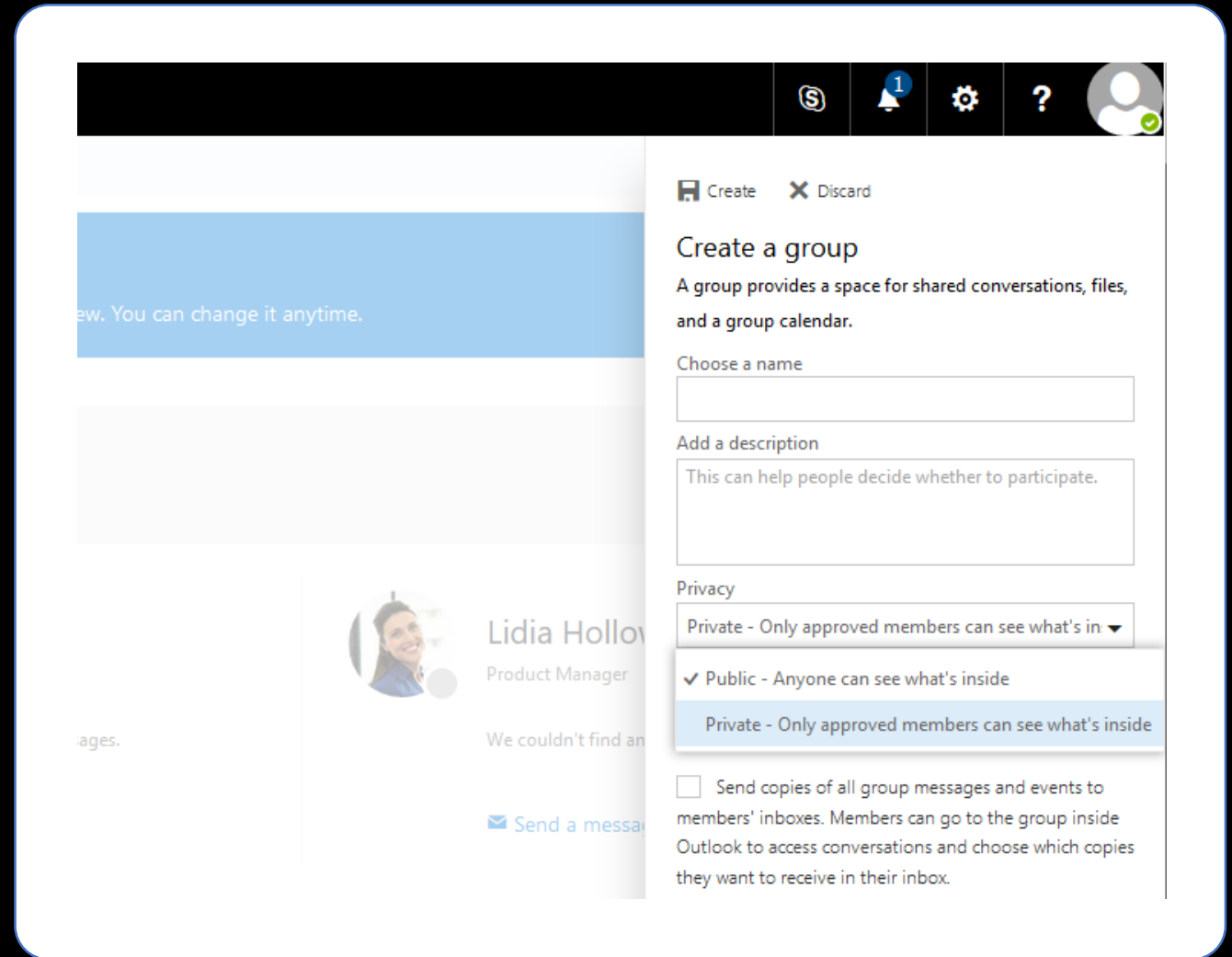
A “defined group of people” ...

- 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



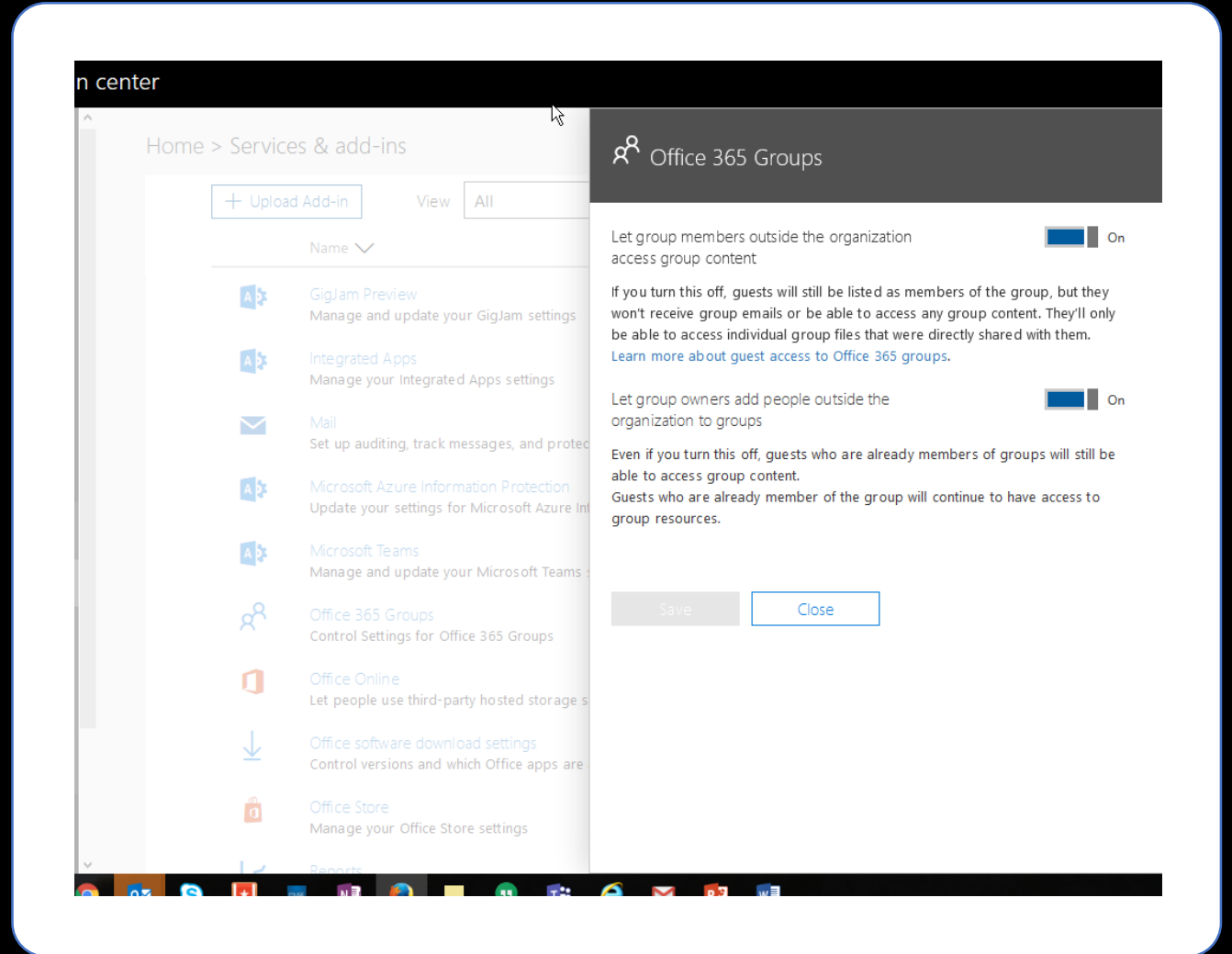
Collaborating
internally and
externally

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

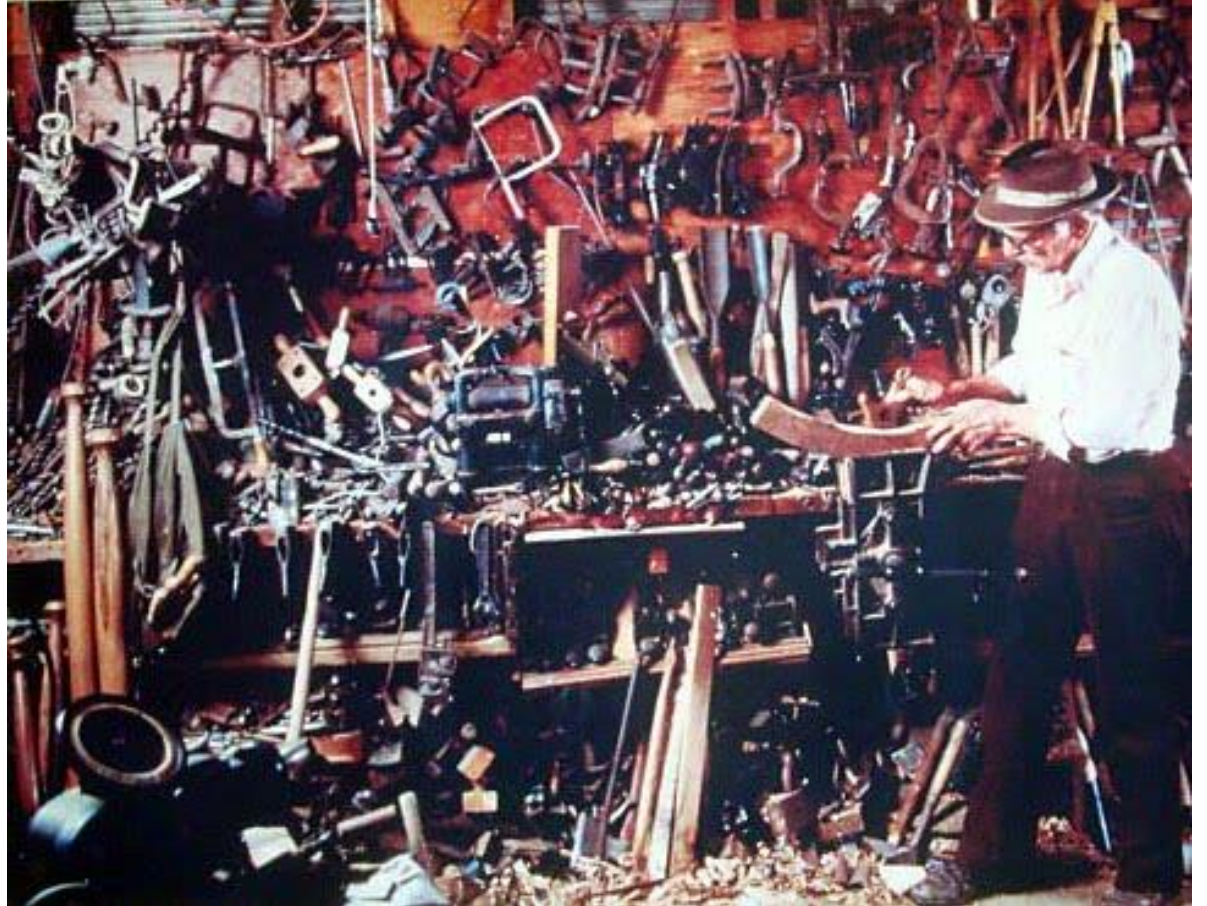
Collaborating internally and externally

- 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



Voice, Video & Meetings



Co-Authoring Content



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

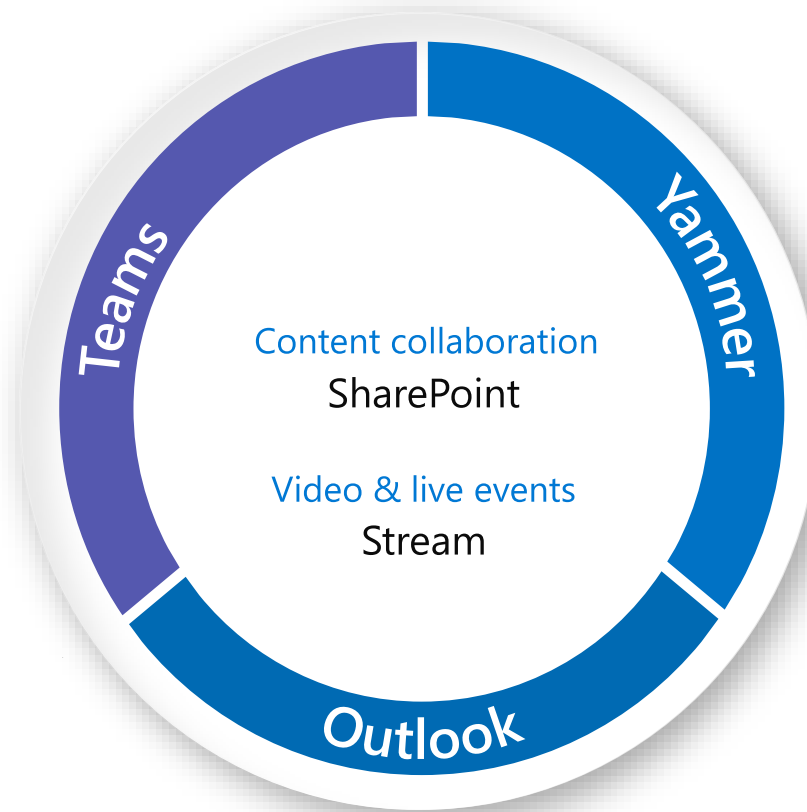
Shadow IT

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

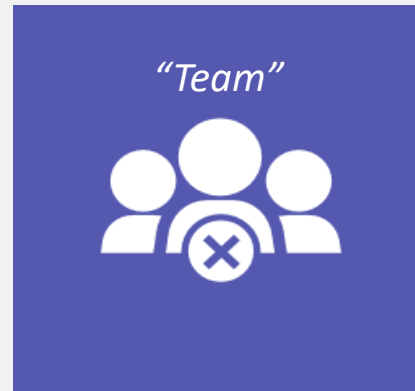
Open Loop
Ubiquitous for targeted communications

Manage your time & communications

"Flavors" of Office 365 Groups



*Conversations
happen in the
Group Mailbox*



*Conversations
happen in
"Channel
Conversations"*

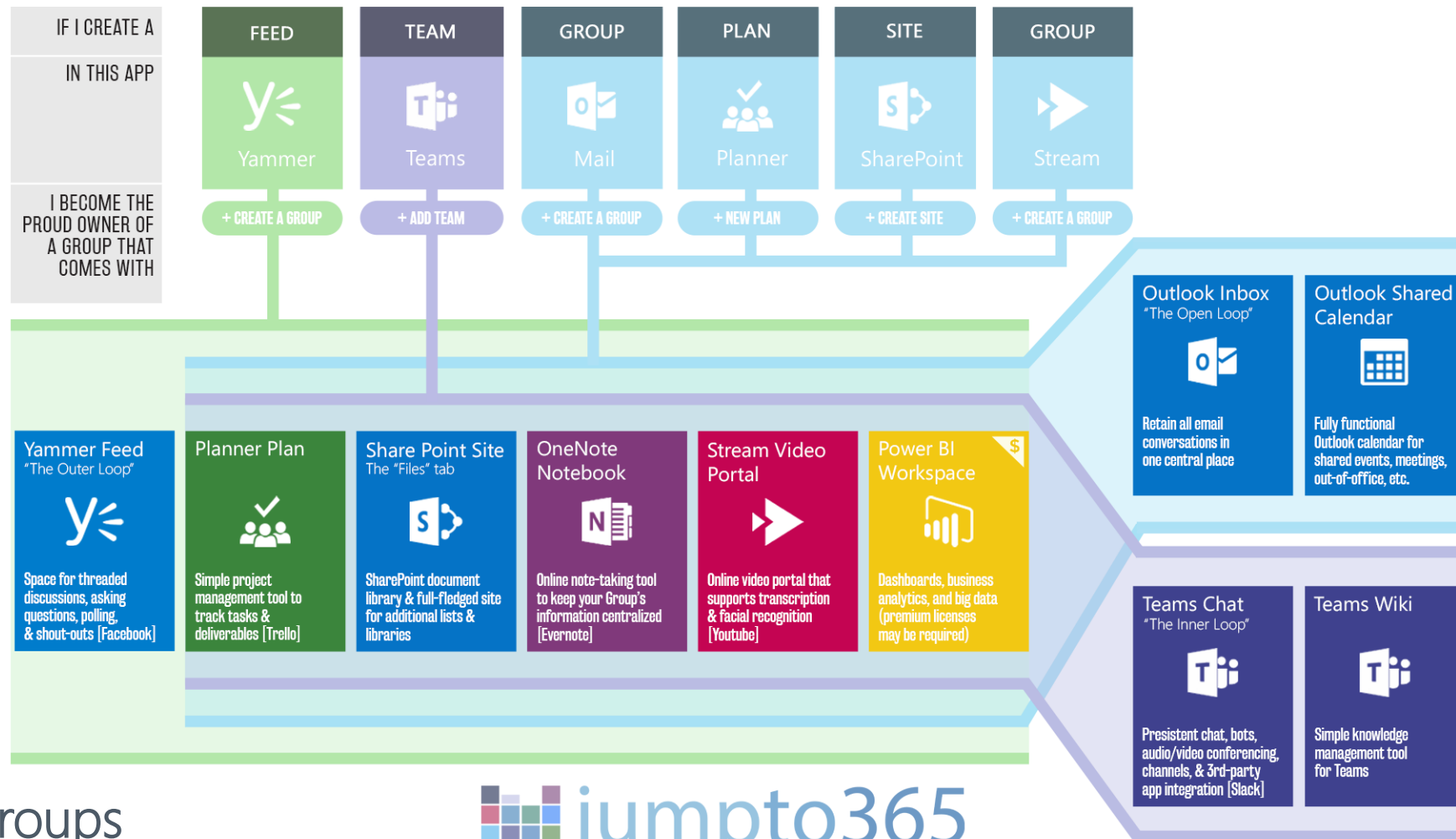


*Conversations
happen in
Yammer posts*

Not currently in GCC environments



AN EVERYDAY GUIDE TO Office 365 Groups



icsh.pt/O365groups

jump to 365



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

...

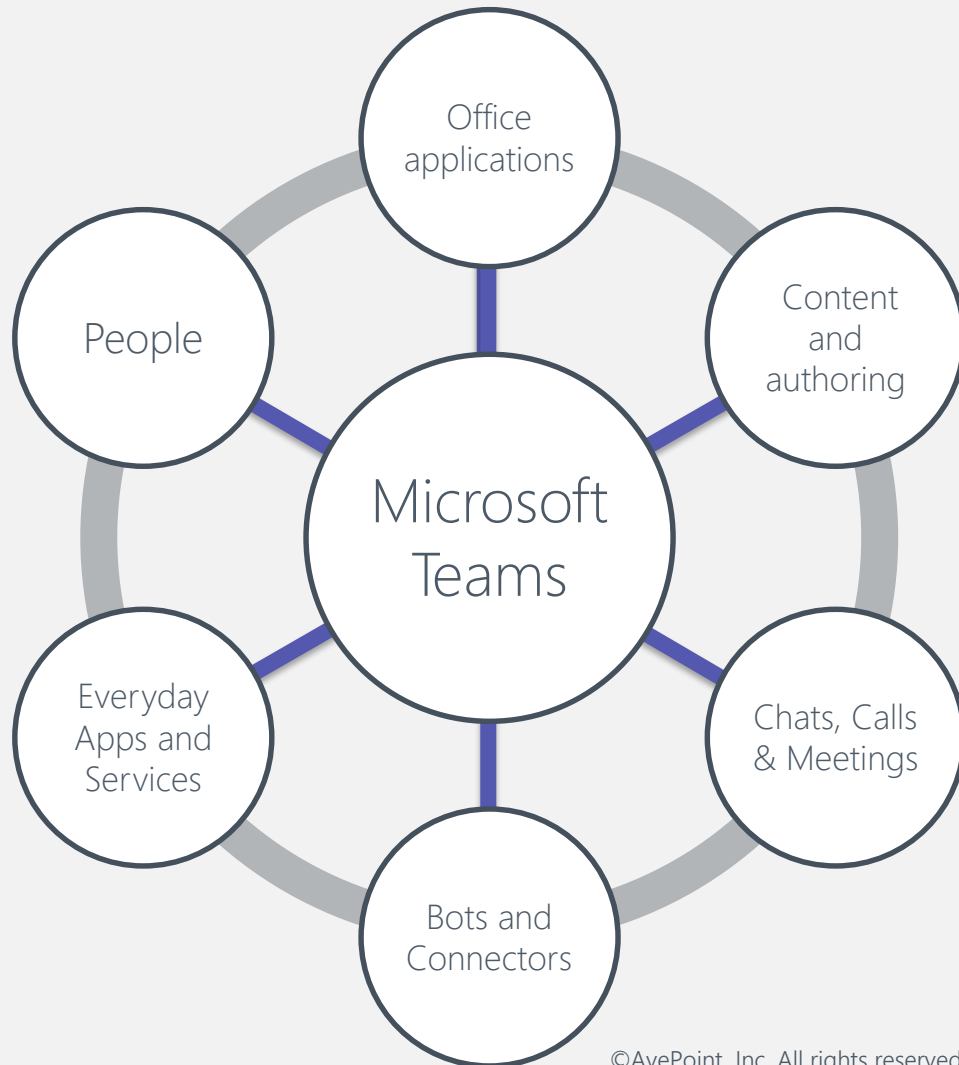




Collaborating in Microsoft Teams

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



Single workspace, tailored for you

Customize your workspace to meet your team's needs



A complete meeting experience

Easily plan, prep, and follow up to any meeting



Fully integrated

Access files, chat, and presence without leaving the workspace



Enterprise-grade voice and video

Experience higher quality communication on new Skype infrastructure



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

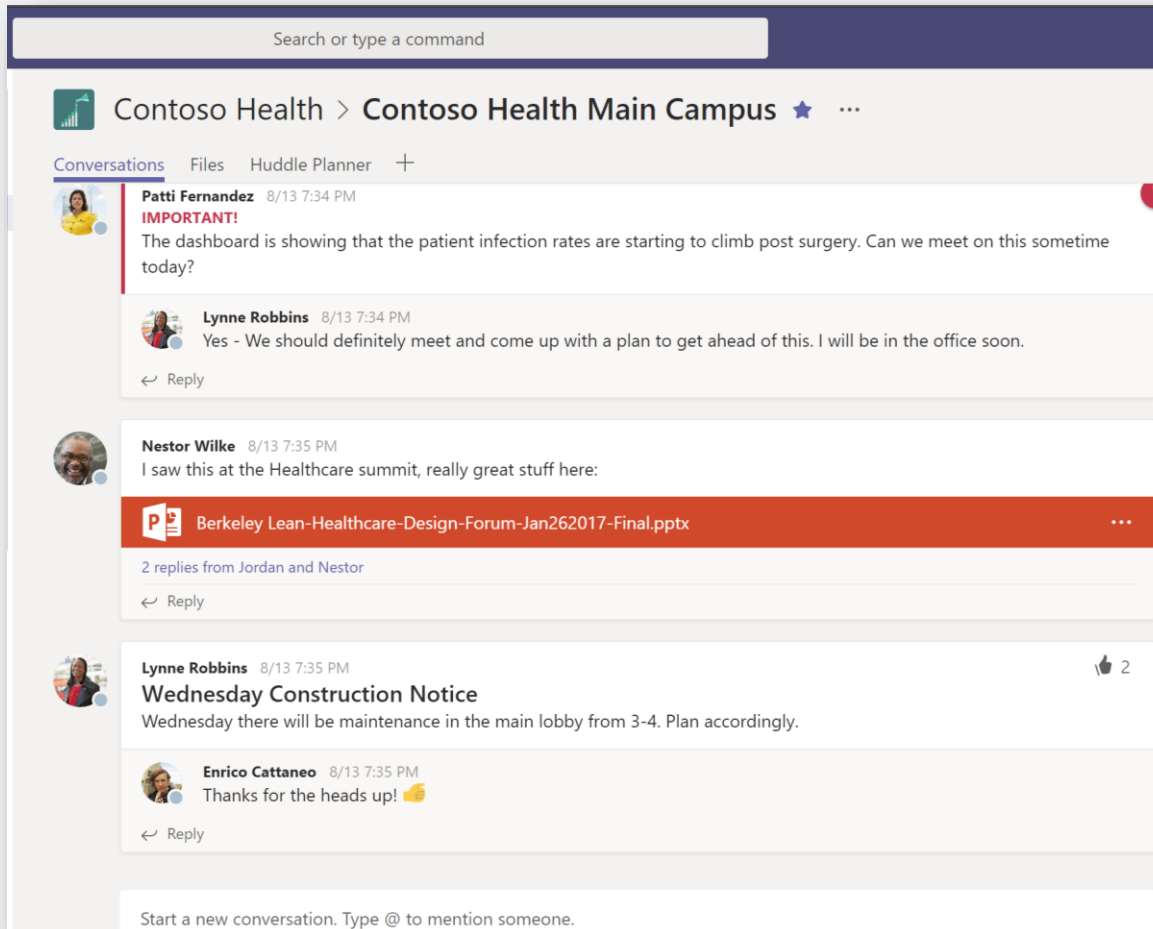


Work with confidence

enterprise level security, compliance, and manageability



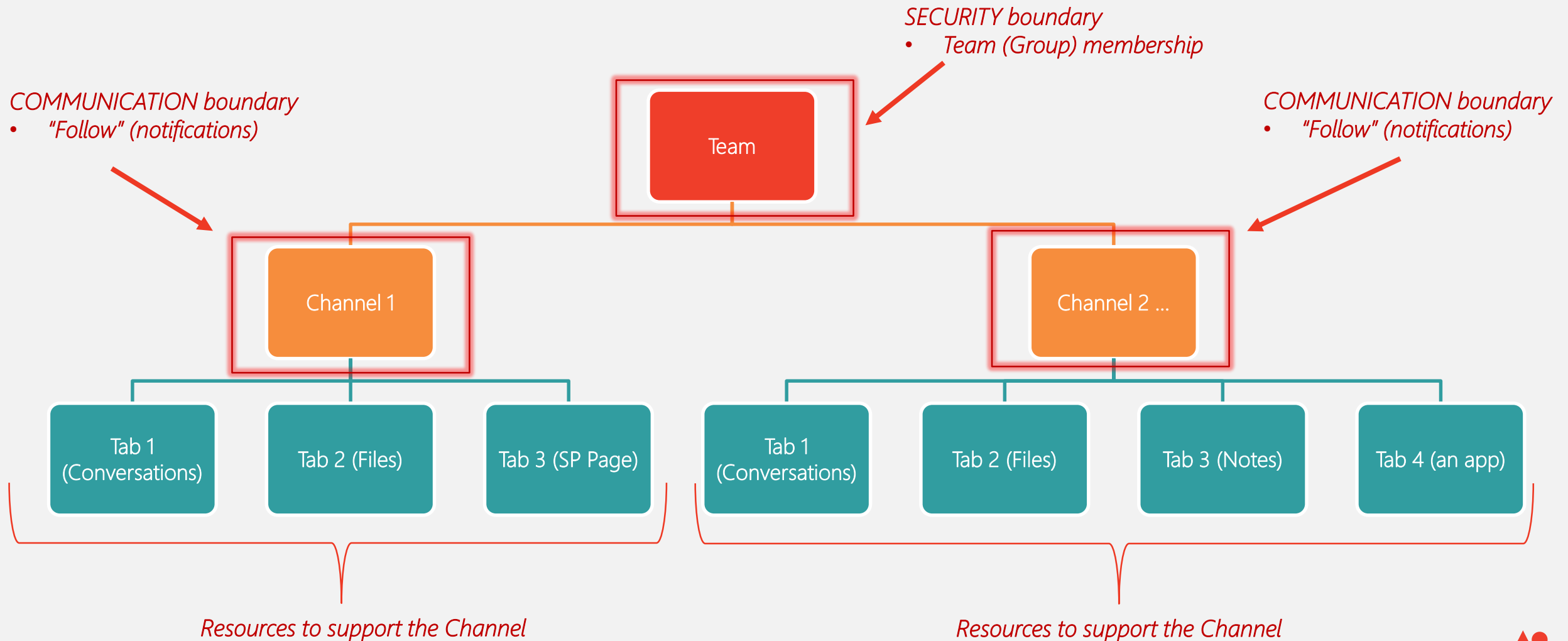
“Conversations” are at the heart of Team collaboration



- Follow/unfollow channel to be notified of all activity
- @Mention people or the Team to alert them to your message regardless of their follow status
- Only users that have favorited a channel get notified if you @Mention the Channel itself



The basic shape of a Team



The structure of a real-life Team

The screenshot illustrates the structure of a real-life Team in Microsoft Teams. It is divided into two main sections: the left sidebar (Favorites) and the right pane (Channel view).

The TEAM (Left Sidebar): A red arrow points to the "US-PubSec" team name, which is highlighted with a red box. A teal arrow points to the "Knowledge Channel" listed under the "General" tab, which is highlighted with a teal box. A red circle with the number "1" is next to the "Marketing Events" section.

The Team's CHANNELS (Right Pane): The right pane shows the "US-PubSec > Knowledge Channel" view. An orange box highlights the "Channel TABS" area, which includes "Conversations", "Files", "AP Wiki", "AP University", "L&L Planner", "Resources", and "1 more". The date "July 26, 2018" is displayed below the tabs. The main content area shows a message from "Taylor Davernport" titled "Following Group Emails in Outlook", dated "7/26 1:13 PM". The message includes a quick reminder to follow the US-Federal Group in Outlook and a link to "See more". A screenshot of an Outlook interface is embedded in the message, showing the "SLED TEAM" group and a "Follow the Group" button.



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

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Split Outlook from Teams at first



Read more: jum.to/OutlookTeams

Be a good Teams user!

Brought to you by



Matt Wade's Definitive Guide To:

Everyday Etiquette in Microsoft Teams

[Download the PDF](#)

The Teams Etiquette Guide
is available at
jum.to/TeamsEtiquette



Free support is included

The screenshot displays the Microsoft Teams application window. The top navigation bar includes a search bar with the placeholder text "Search or type a command" and the user profile for "H3 Solutions, Inc." with a notification badge showing 7 unread messages. 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 on the left lists several messages, including one from AtBot at 2:58 PM stating "Team owners have a lot of power. They can add and...". The main chat area shows a conversation with AtBot. The chat history on the left lists several messages, including one from AtBot at 2:58 PM stating "Team owners have a lot of power. They can add and...". The main chat area shows a conversation with AtBot. The chat history on the left lists several messages, including one from AtBot at 2:58 PM stating "Team owners have a lot of power. They can add and...".

Recent Contacts

Pinned

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

Recent

AtBot

Conversation About

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?

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.

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.

Type your questions here

🗨️ 😊 📄 🗑️ ...

Free support is included

The screenshot displays the Microsoft Teams Store interface. At the top, a dark blue header bar contains navigation icons (back, forward, share) on the left, a search bar with the placeholder text "Search or type a command" in the center, and the text "H3 Solutions, Inc." with a user profile icon on the right. On the left side, a dark blue sidebar lists navigation options: Activity, Chat, Teams, Meetings, Files, and a "Store" icon at the bottom. The main content area is titled "Store" and features a search bar labeled "Search all" with a magnifying glass icon. Below the search bar is a vertical list of categories: All, Apps, Bots (highlighted with a right-pointing arrow), Tabs, Connectors, Messaging, and a list of solution categories including H3 Solutions, Inc., Analytics and BI, Developer and IT, Education, Human resources, Productivity, Project management, Sales and support, and Social and fun. At the bottom of this list is the option "Upload a custom app". The main area displays a grid of app tiles. The "AtBot" app tile is highlighted with a mouse cursor. It features a pink icon with white dots and the text "AtBot Human resources + recru...". Below the icon, it states: "Your AtBot allows you to create conversational UIs for any workload with a no-code bot building platfor...". Other app tiles in the background are blurred, showing various icons and titles.



Understanding Teams Architecture

IA and structure of Microsoft Teams

Discussion....



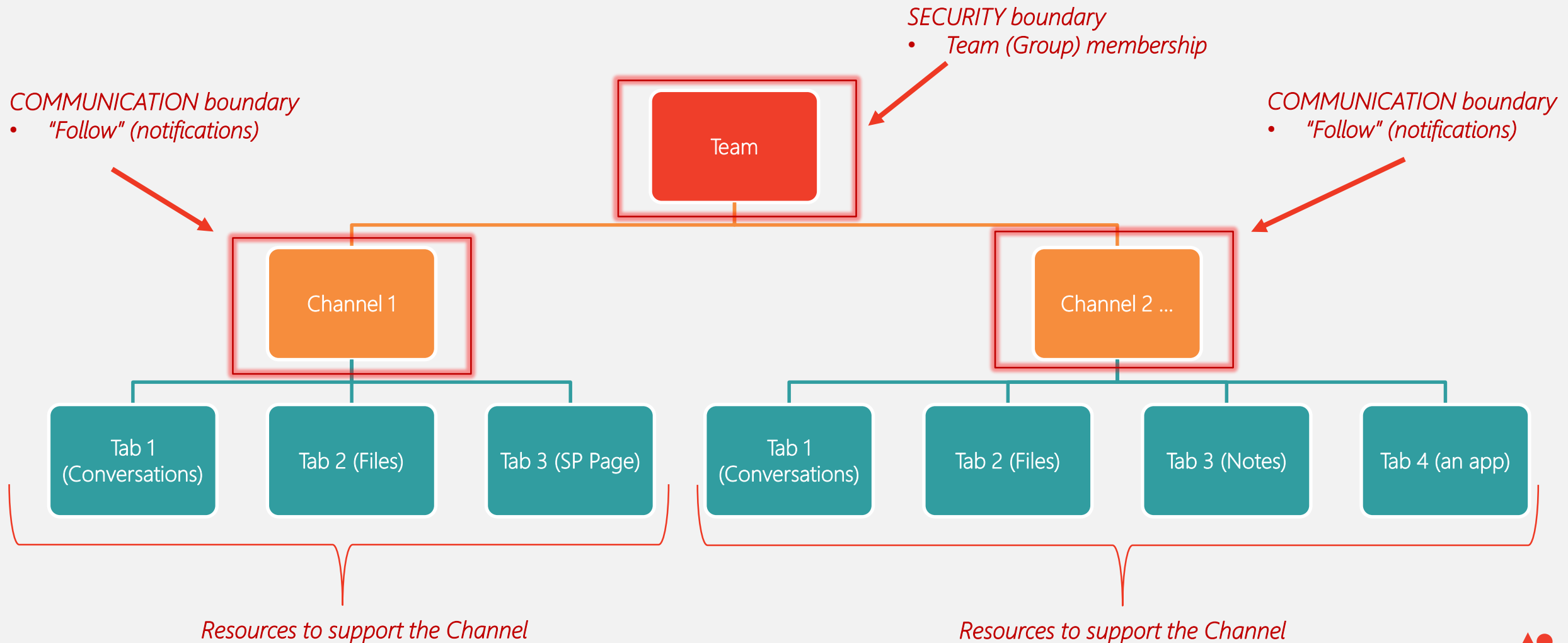
[This Photo](#) by Unknown Author is licensed under [CC BY-SA](#)

Do I need a new Team?

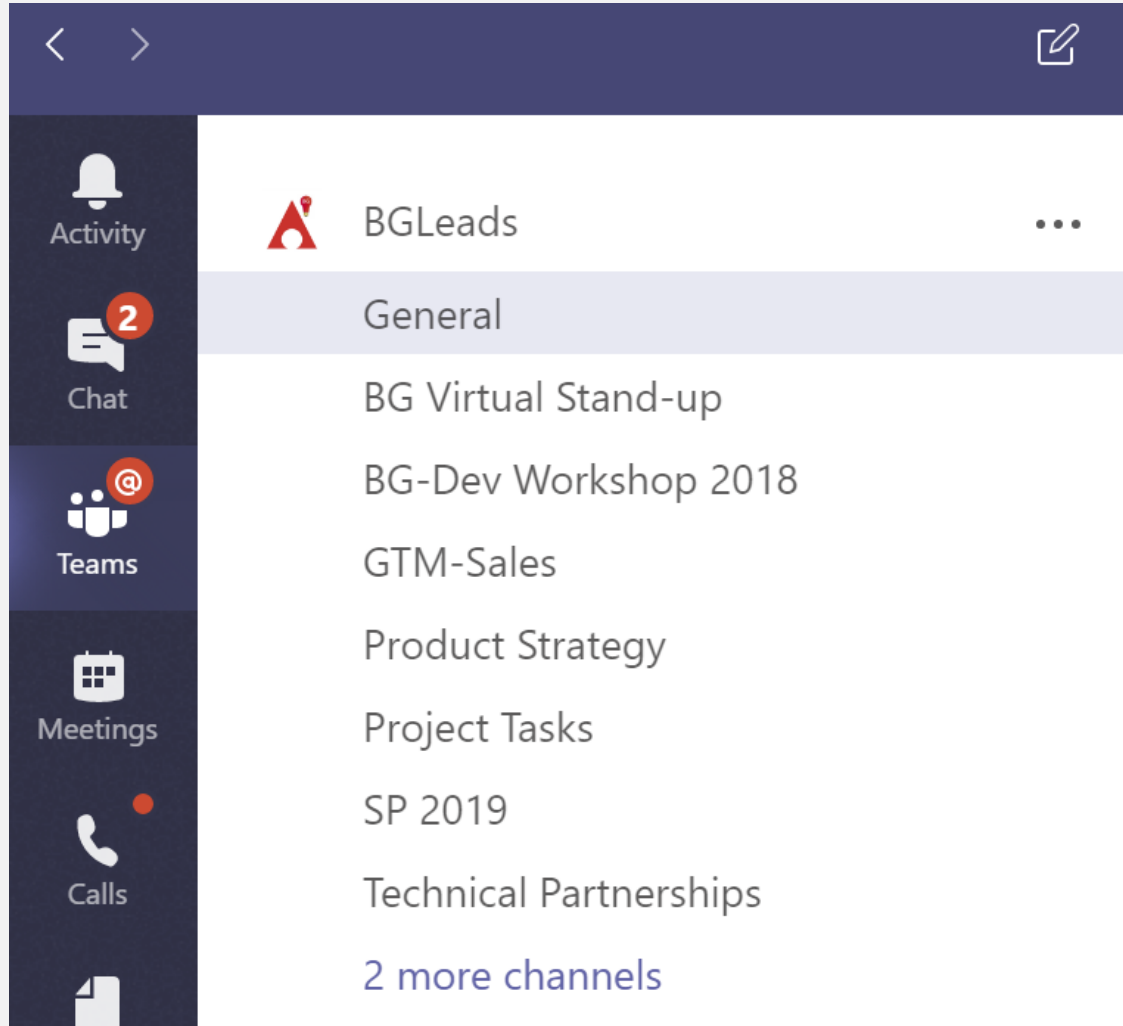
Understanding the Teams vs. Channels question...




Remember the structure of Teams...



Understanding the SharePoint and Teams relationship



< > 


Activity

Chat ²

Teams @

Meetings

Calls

 BGLeads ...

General

BG Virtual Stand-up

BG-Dev Workshop 2018

GTM-Sales

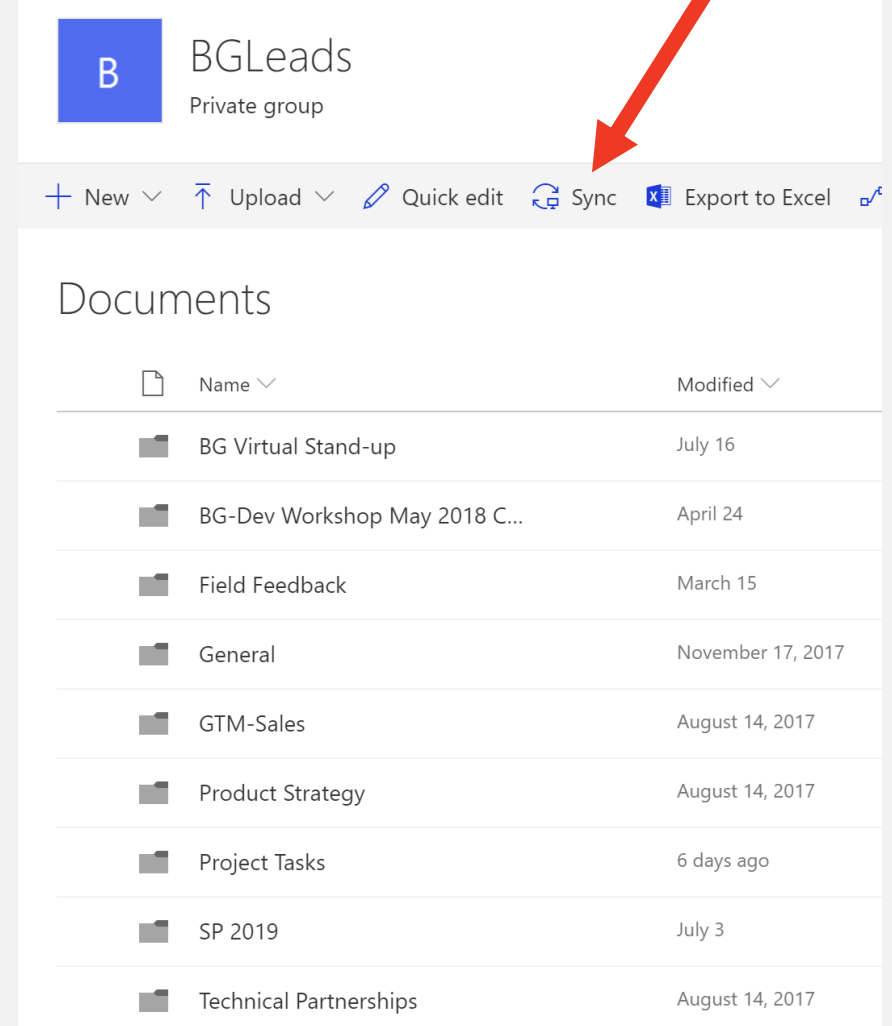
Product Strategy


Project Tasks




SP 2019

Technical Partnerships











[2 more channels](#)



 BGLeads
Private group

+ New ▾ ↑ Upload ▾ ✎ Quick edit  Sync  Export to Excel 

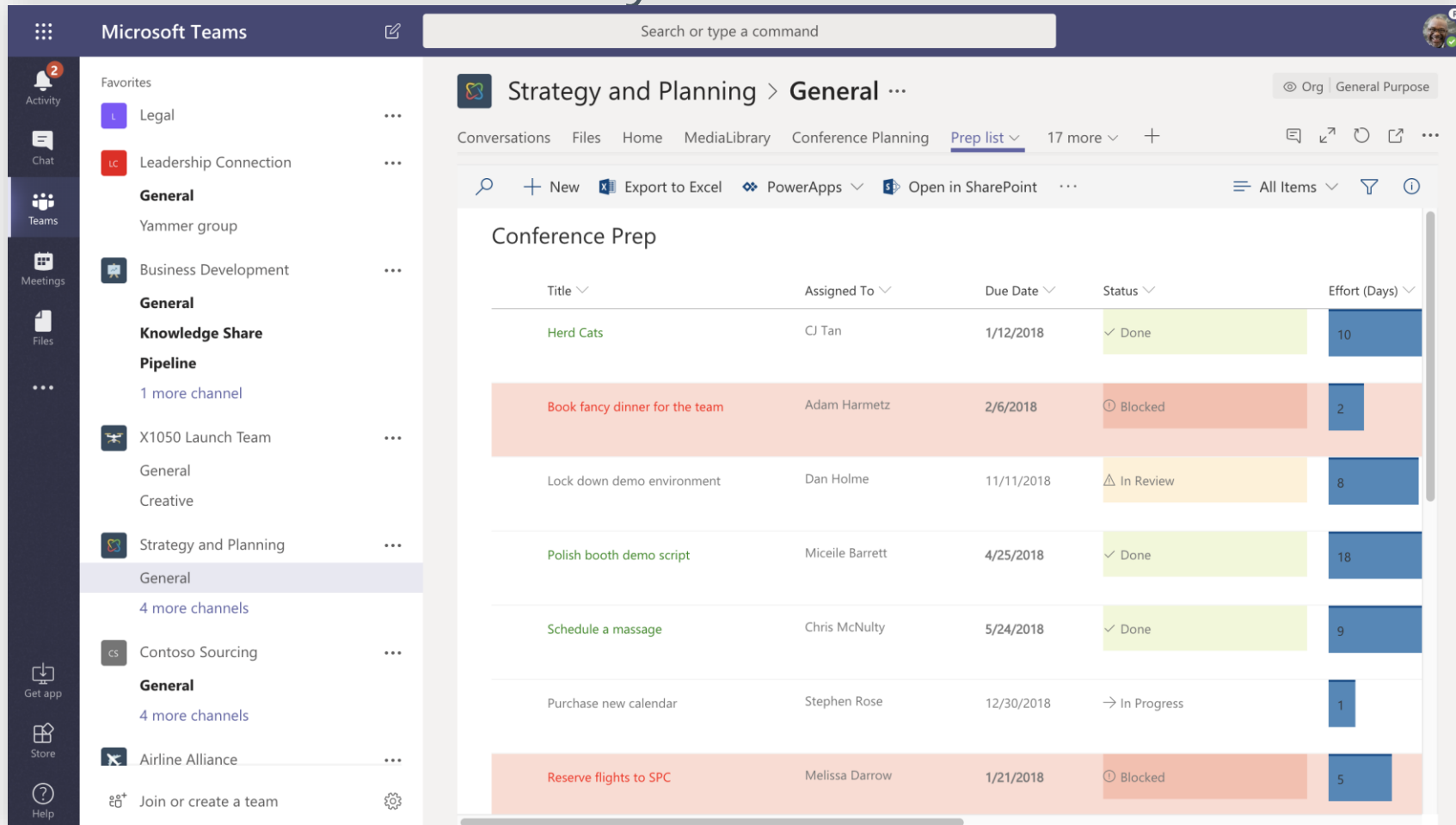
Documents

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



Connected lists wherever you need them

Your lists one tab away in Teams



The screenshot displays the Microsoft Teams application interface. On the left is a dark sidebar with navigation icons for Activity, Chat, Teams, Meetings, Files, and Help. The main area shows a channel named 'Strategy and Planning > General'. Below the channel header, there are tabs for 'Conversations', 'Files', 'Home', 'MediaLibrary', 'Conference Planning', and 'Prep list'. The 'Prep list' tab is active, showing a list titled 'Conference Prep'. The list has columns for Title, Assigned To, Due Date, Status, and Effort (Days). The list items are as follows:

Title	Assigned To	Due Date	Status	Effort (Days)
Herd Cats	CJ Tan	1/12/2018	✓ Done	10
Book fancy dinner for the team	Adam Harmetz	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



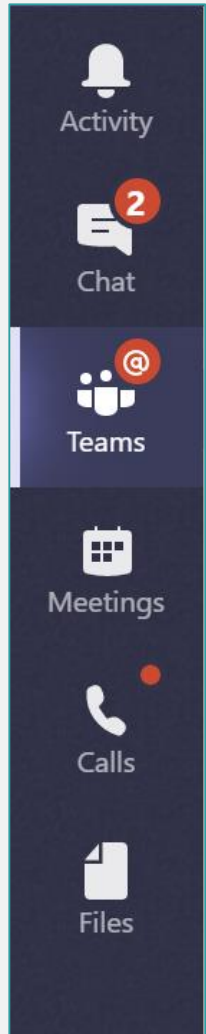
The Difference between TEAMS and CHATS

Team Conversations

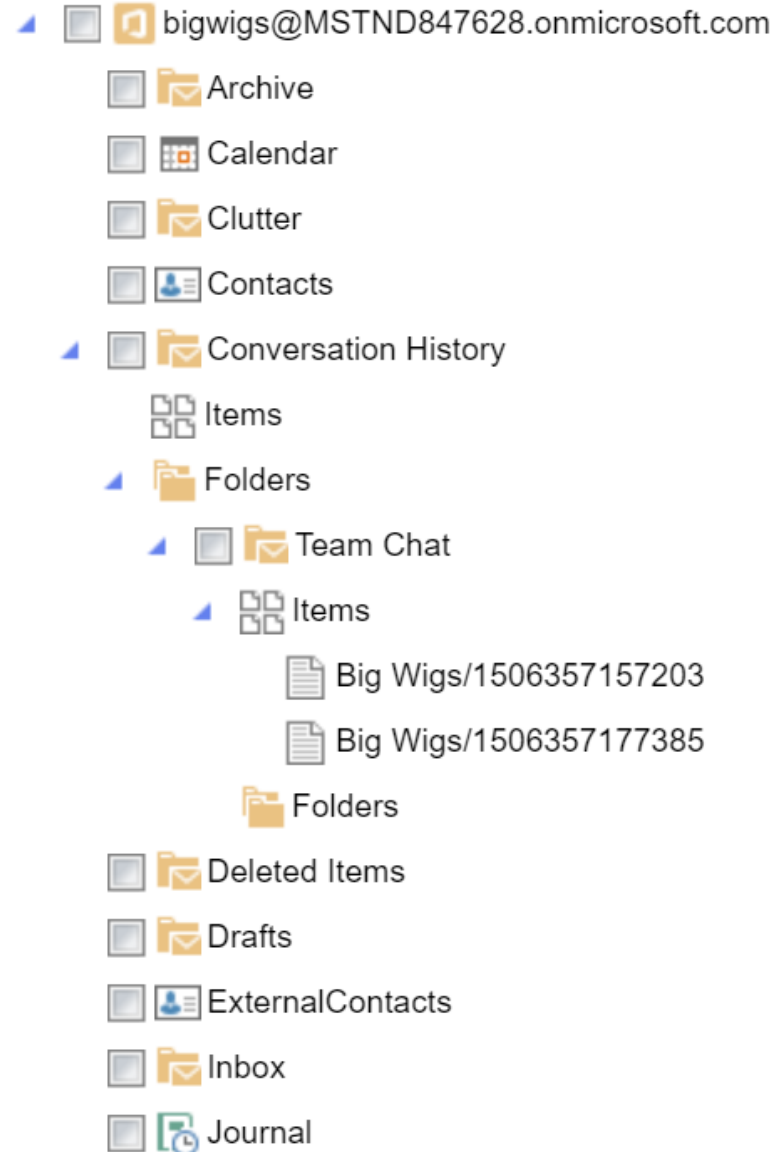
- Visible to all Team members/owners
- Uploaded files go into the SharePoint folder for the Channel
- Conversation history goes into the Team mailbox for compliance needs (hidden)
- Notifications will be sent to those following the Channel + those who are @mentioned

Chats

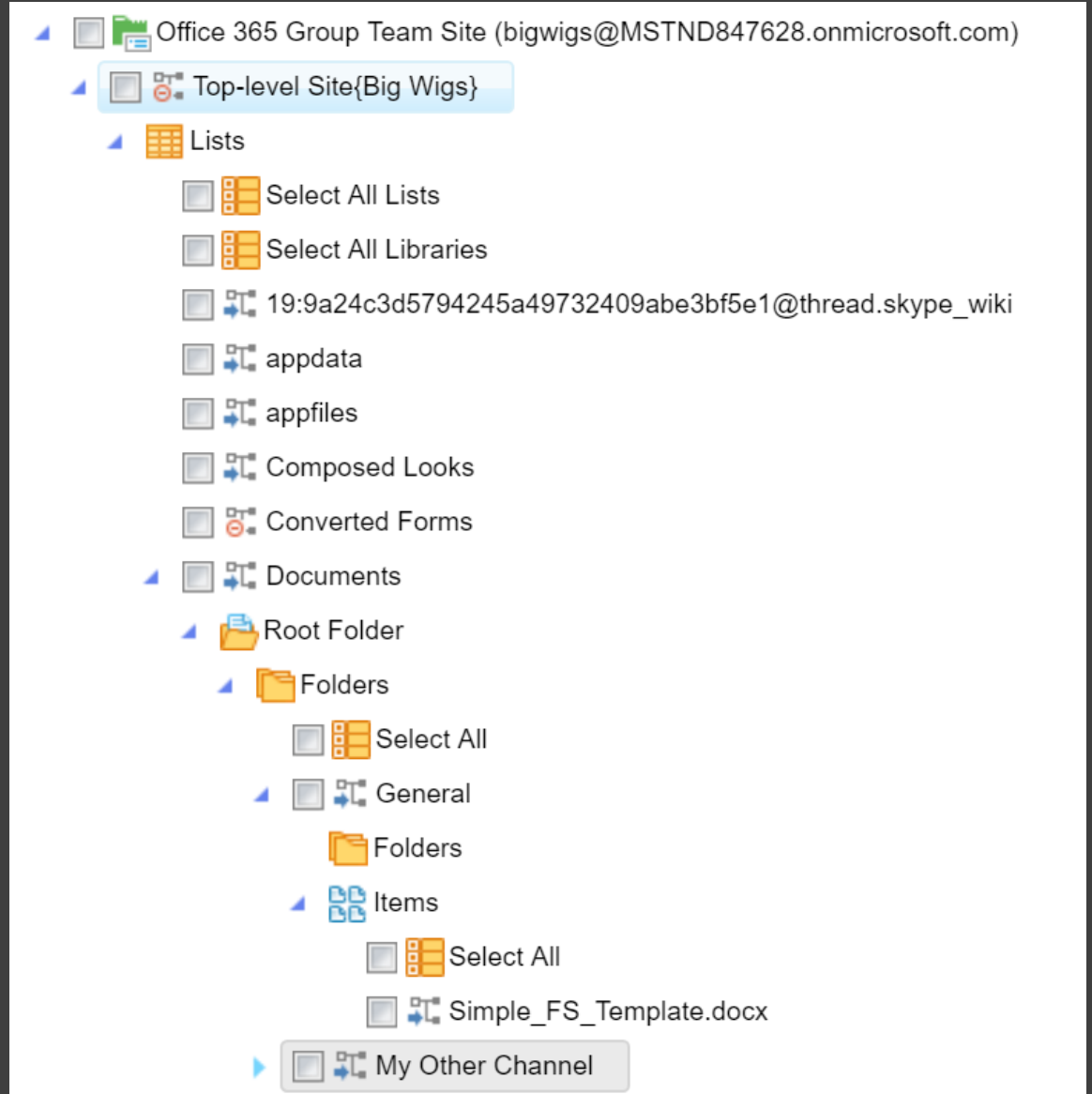
- Visible only to those in the chat
- Uploaded files go into the OneDrive of the poster and are shared with current chat participants automatically
- Chat history goes into the participants mailboxes for compliance needs (hidden)
- Notifications will be sent to participants



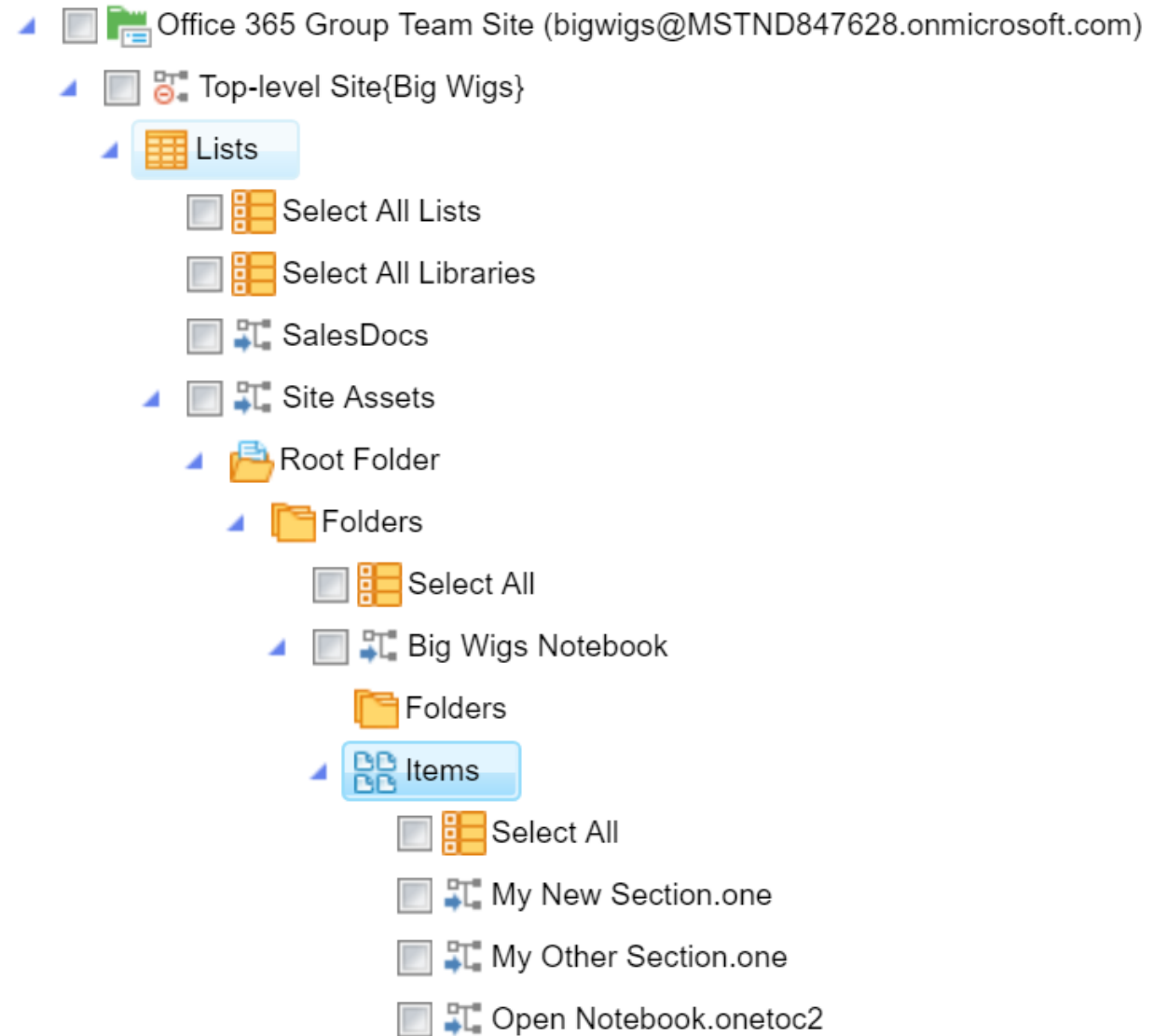
Where's the
Channel
conversation
history?



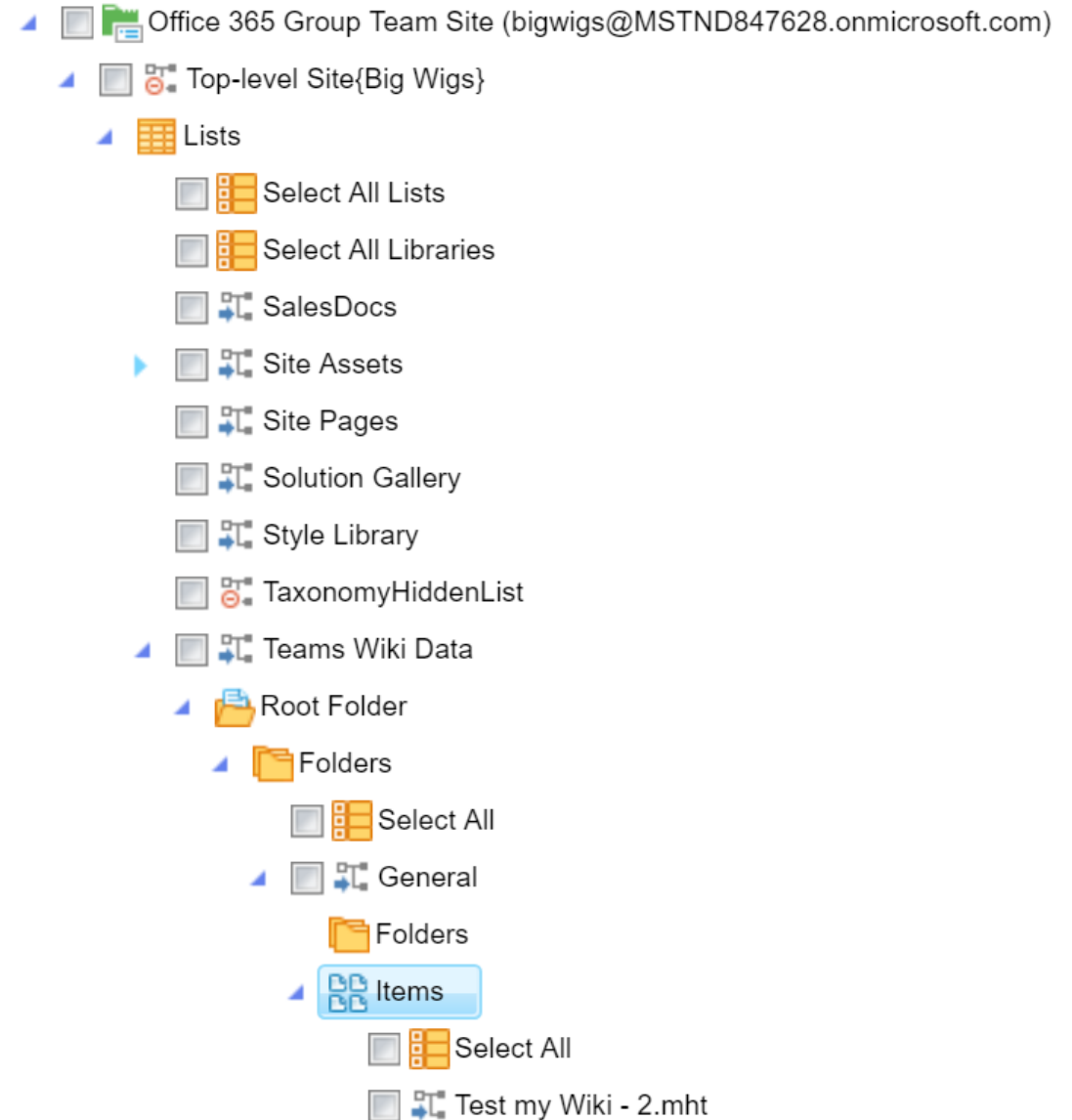
Where are my
MS Teams
channel files?



Where is my
MS Teams
Notebook?



What about the MS Teams Wiki?





Balancing collaboration and Control...

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



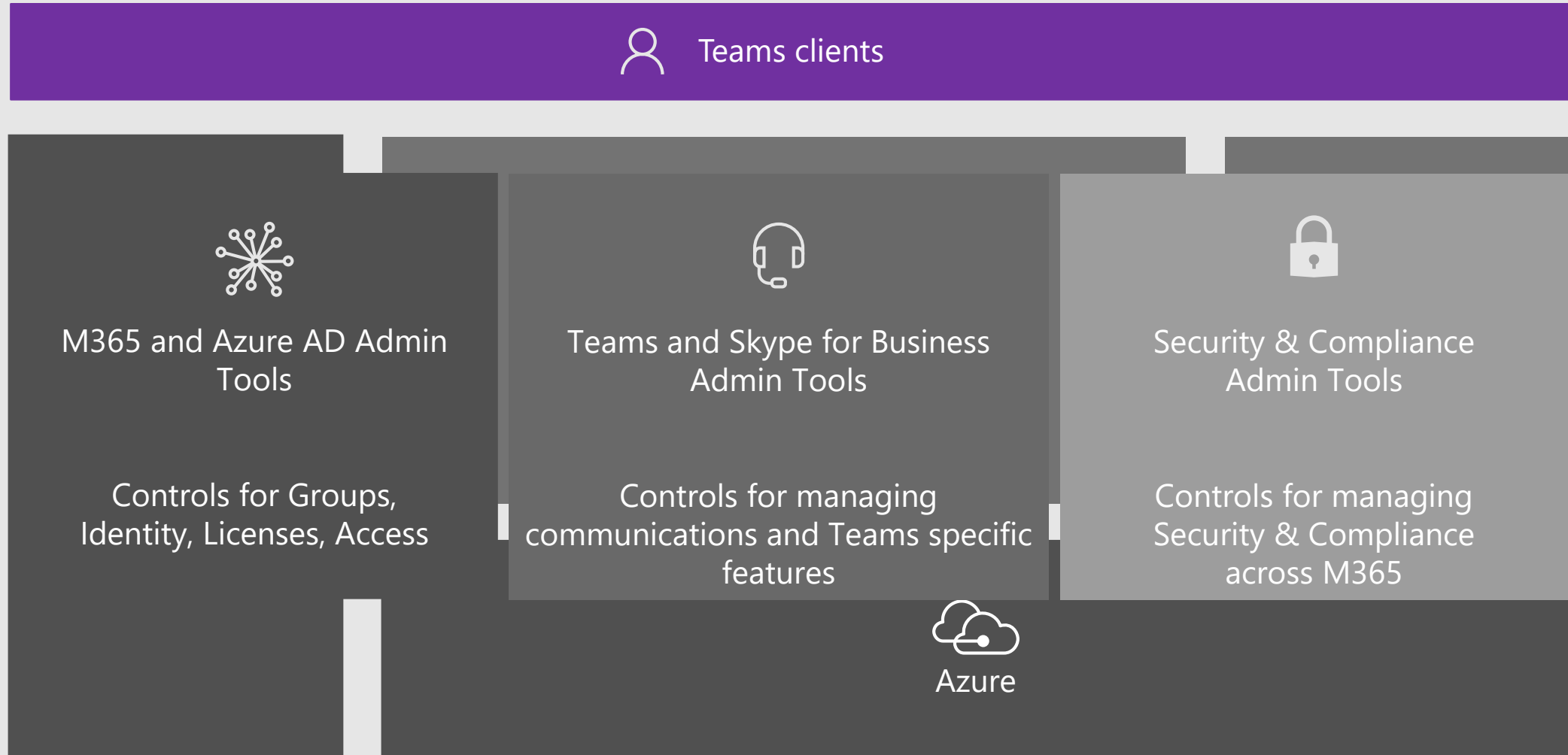
Classification



DLP

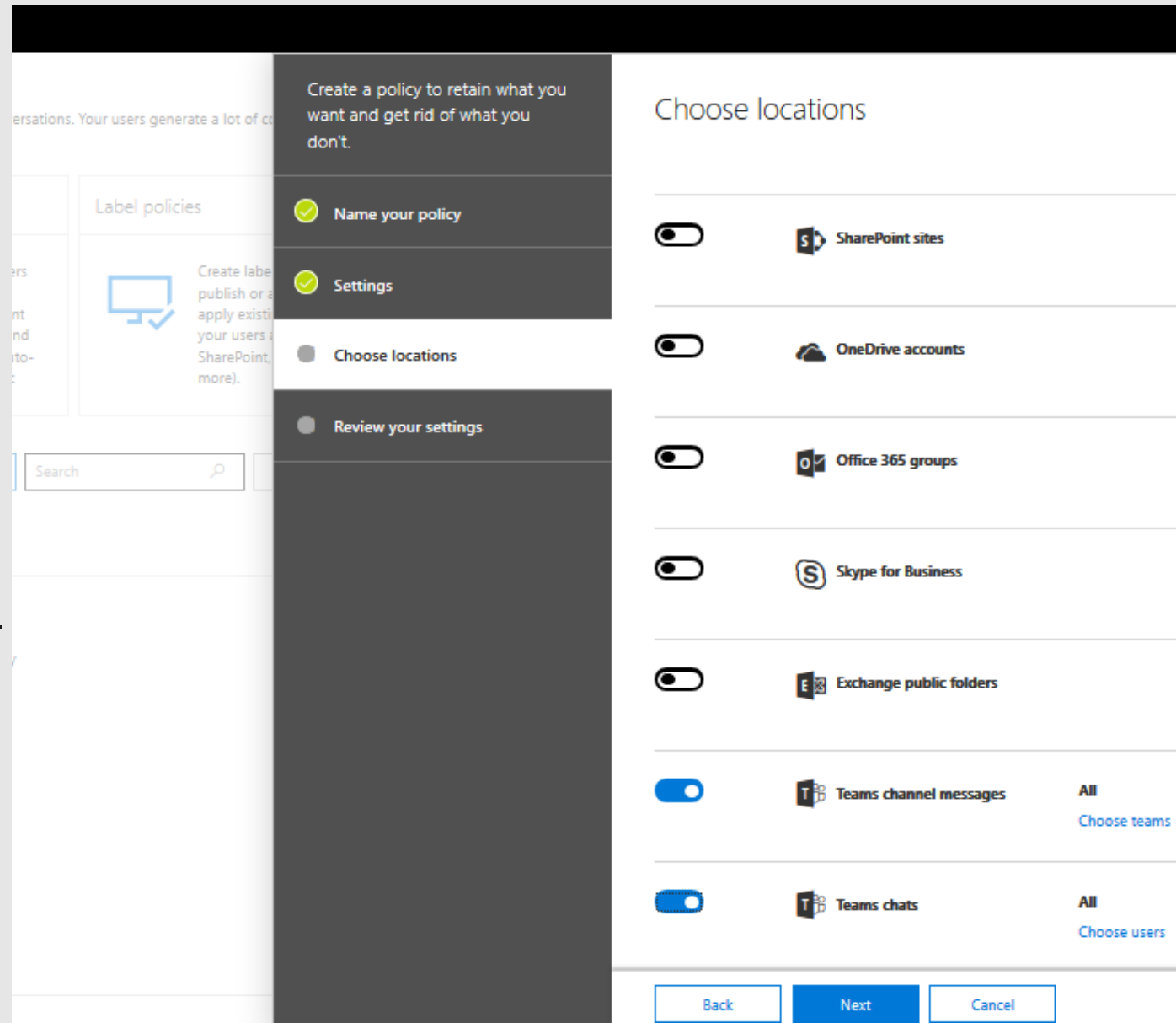


Microsoft Teams runs on M365 Infrastructure



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

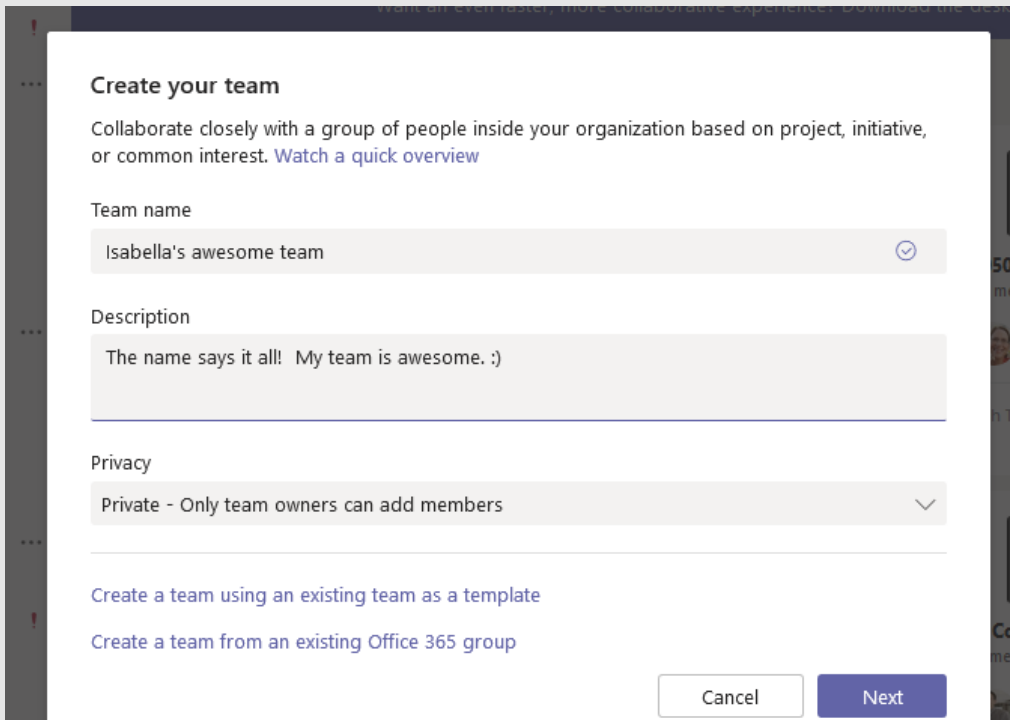
<https://blogs.office.com/en-us/2017/04/06/whats-new-in-office-365-groups-for-april-2017>



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. :)

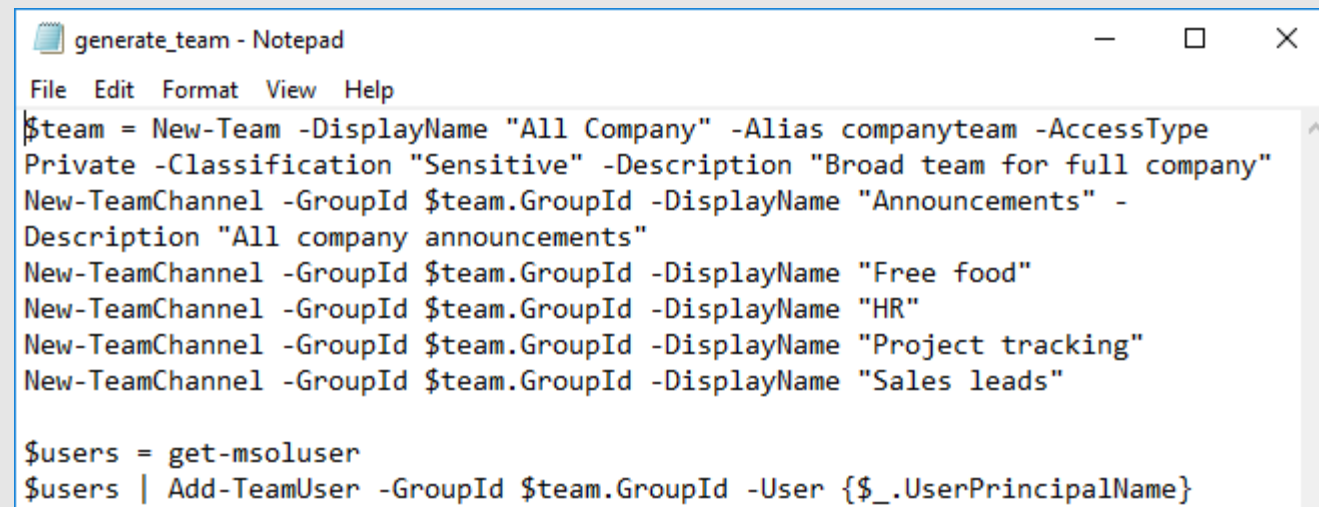
Privacy

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 user interface. At the top, a navigation bar shows the user's name 'Adele Vance' and various icons. Below this, the 'Create a group' dialog is open, showing options to 'Create' or 'Discard'. The dialog includes fields for 'Choose a name', 'Add a description', and 'Privacy' (set to 'Public - Anyone can see what's inside'). A 'Classification' dropdown is also visible. Overlaid on this are two error messages. The first, a large white box with a blue 'Ok' button, states: 'Plan and Office 365 Group Creation Disabled. Your organization's global admin has turned off the ability to create new Plans and Office 365 Groups.' The second, a smaller white box with a blue 'OK' button, states: 'Sorry, the ability to create groups has been turned off by the person who manages your email.'

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

Create Discard

Create a group

A group provides a space for shared conversations, files, and a group calendar.

Choose a name

Add a description

This can help

Privacy

Public - Anyone can see what's inside

Classification ⓘ

Select a classification

Language for group-related notifications

English (United States)

Plan and Office 365 Group Creation Disabled

Your organization's global admin has turned off the ability to create new Plans and Office 365 Groups.

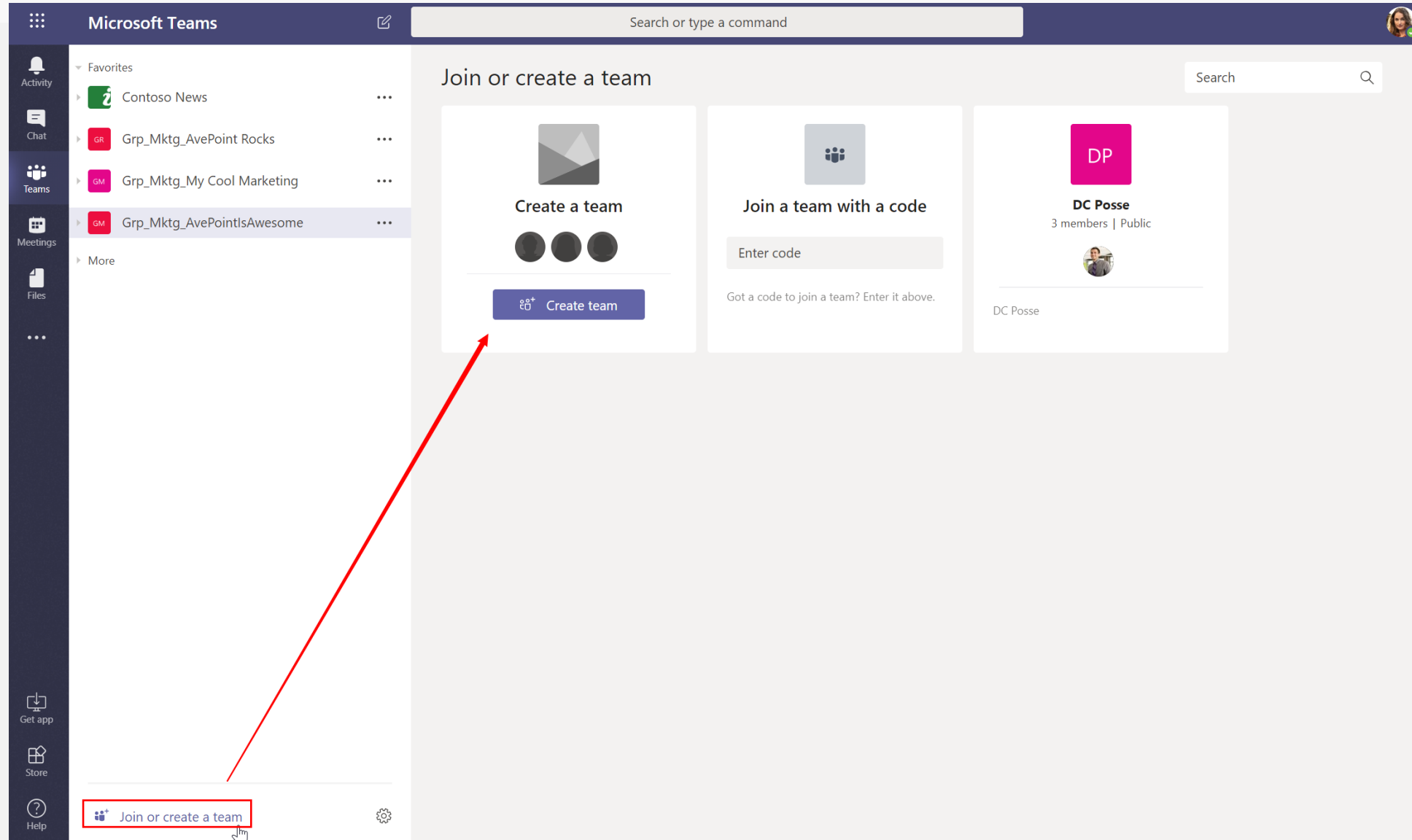
Ok

Sorry, the ability to create groups has been turned off by the person who manages your email.

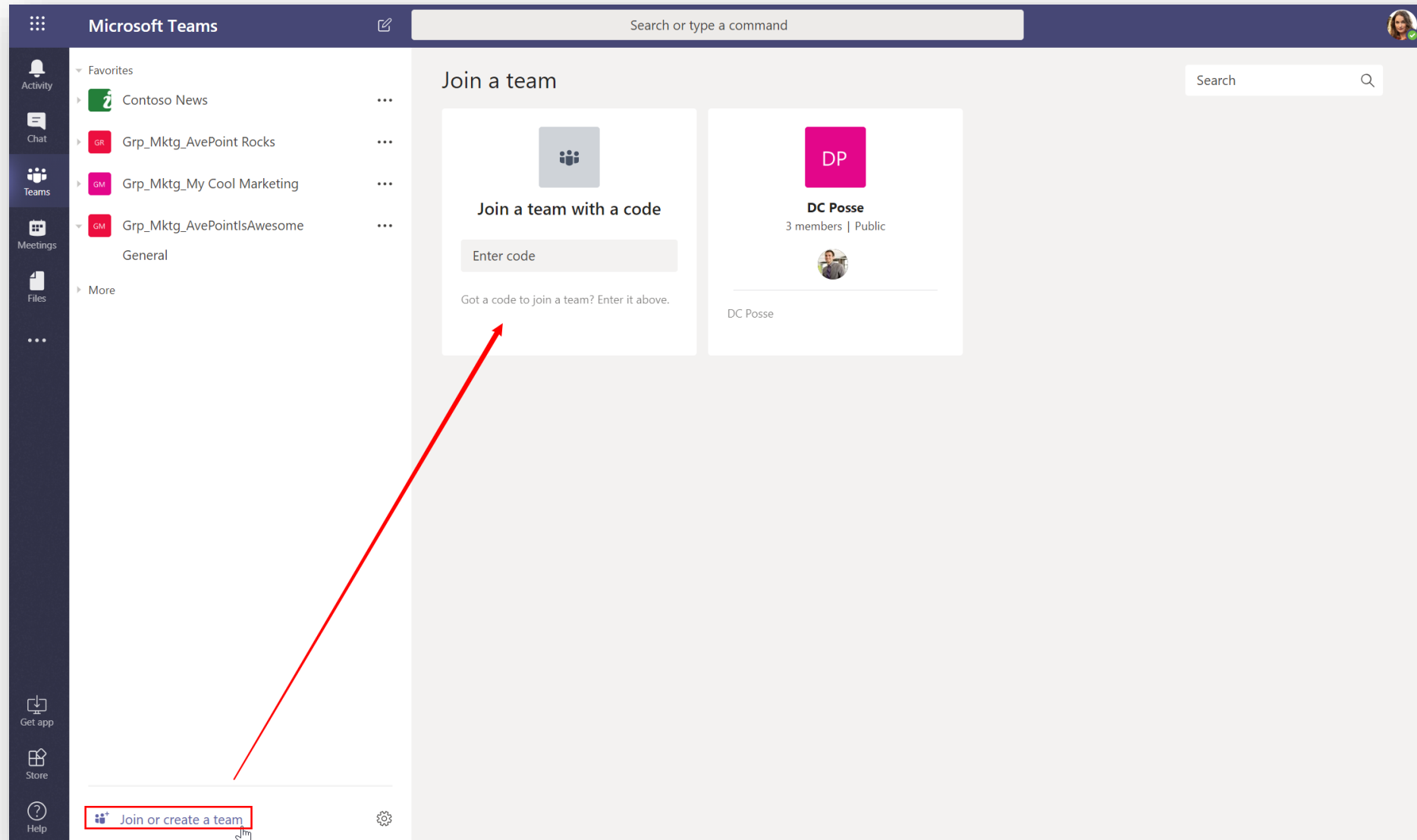
OK



Teams- User *with* self-serve permission



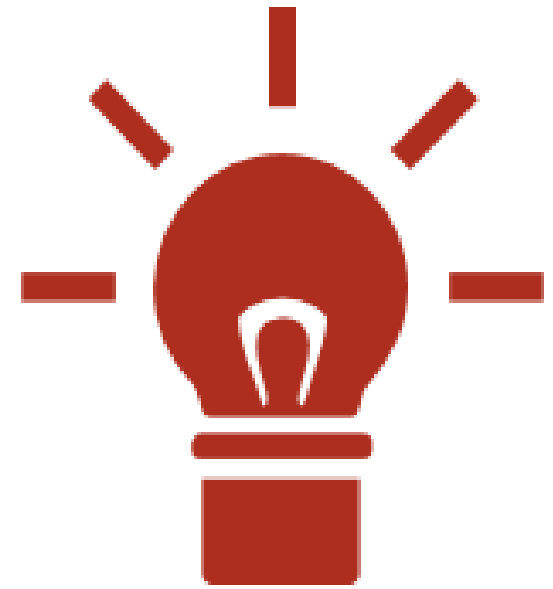
Teams- User *without* self-serve permission



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:

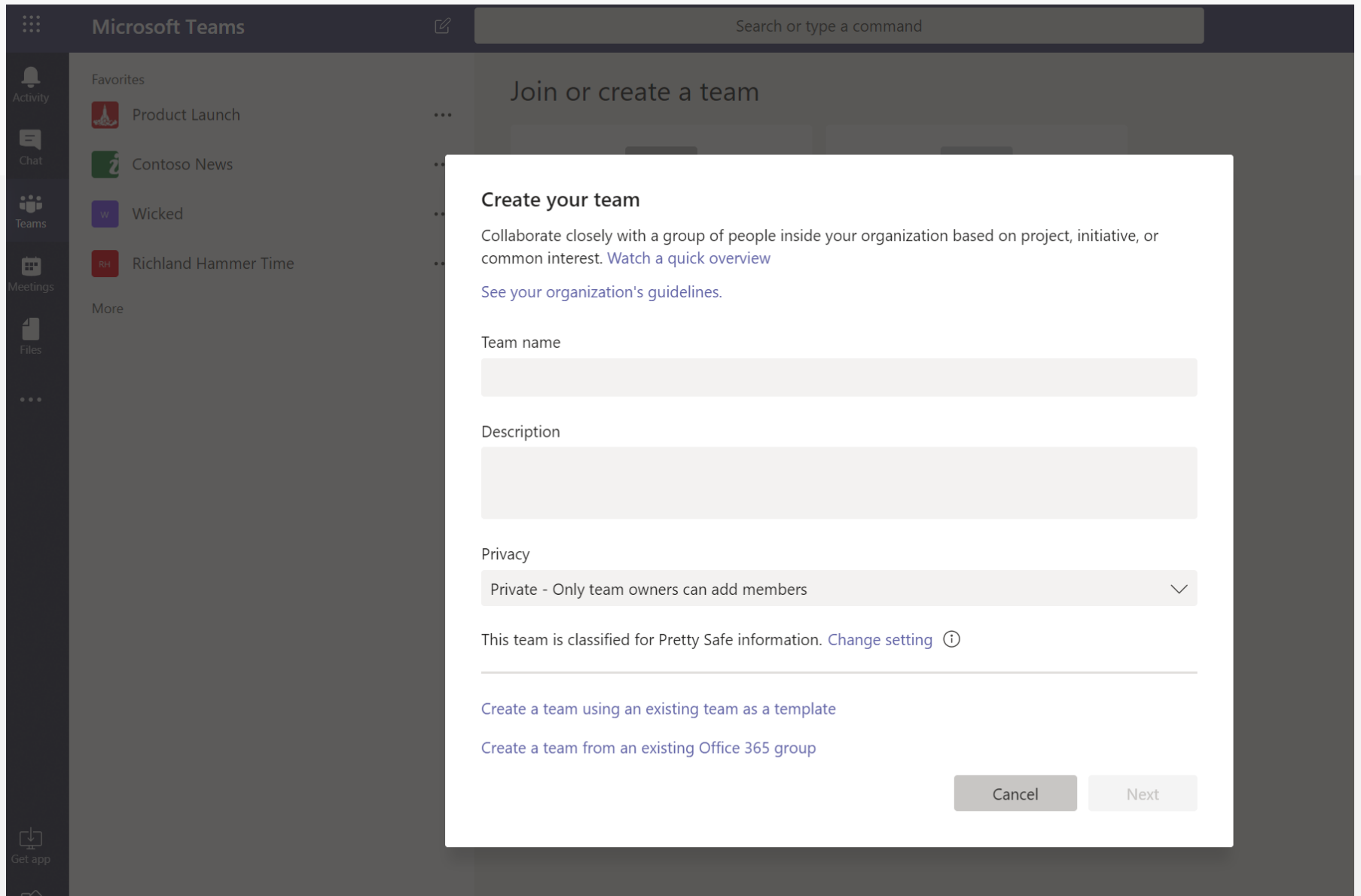
Impact on user experience and business agility

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



The screenshot shows the Microsoft Teams application interface. On the left is a dark sidebar with navigation icons for Activity, Chat, Teams, Meetings, Files, and a 'Get app' button at the bottom. The main area is titled 'Join or create a team'. A white dialog box titled 'Create your team' is open in the center. It contains the following elements: a paragraph explaining the purpose of a team with a link to a quick overview; a link to organizational guidelines; input fields for 'Team name' and 'Description'; a 'Privacy' dropdown menu currently set to 'Private - Only team owners can add members'; a notification that the team is classified for 'Pretty Safe' information with a 'Change setting' link; two links at the bottom: 'Create a team using an existing team as a template' and 'Create a team from an existing Office 365 group'; and 'Cancel' and 'Next' buttons at the bottom right.

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...

Search or type a command

Activity

Chat

Teams

Meetings

Files

Join or create a team

Help

Richland Hammer Time > General ...

Private Toxic

Conversations Files Task Plan +

Add more people Create more channels Open

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

Task Plan

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

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

Project tracker1.ods

Start a new conversation. Type @ to mention someone.



Private or Public- What's the impact?

Microsoft Teams

Search or type a command

Join or create a team

Create your team

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

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

Team name

Description

Privacy

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

Cancel Next



Understanding “Public” content visibility

The screenshot displays the Microsoft Teams interface. On the left, the navigation pane shows the 'Teams' section with a list of channels: 'Product Launch', 'Contoso News', 'General', 'Wicked', 'Richland Hammer Time', 'General', and 'Other Channel'. The 'Contoso News' channel is selected, and its 'General' sub-channel is active. The main content area shows the 'Contoso News' channel page with a 'Public' visibility label in the top right corner, highlighted by a red box. A red arrow points from this label to the 'Settings' dropdown menu in the 'Contoso News Members' group, where the 'Public' option is selected. The 'Settings' dropdown menu is open, showing options for 'Contoso News Members', 'Contoso News Visitors', 'Contoso News Owners', and 'More...'. The 'Public' option is selected, indicating that the content is visible to anyone in the organization.

Search or type a command

Public

Contoso News > General ...

Conversations Files Wiki GAO +

Here are some things to get going...

Office 365

People and Groups > Contoso News Members

Groups

Contoso News Members

Contoso News Visitors

Contoso News Owners

More...

New Actions Settings

Name About me Title Department

Contoso News

Everyone except external users

View: Detail View

Group "Classification"

Microsoft Teams Search or type a command

Join or create a team

Create your team

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

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

Team name

Description

Privacy

Private - Only team owners can add members

Classification

Pretty Safe

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

Pretty Safe - You know like iffy but still safe

WickedlyPrivate - Probably don't show anyone

Toxic - Don't you DARE!

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

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

Cancel Next



Understanding Classification- *Today*

Can be applied to Sites and Groups

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

Currently requires application via PowerShell

PowerShell used by an admin to create and apply classifications

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

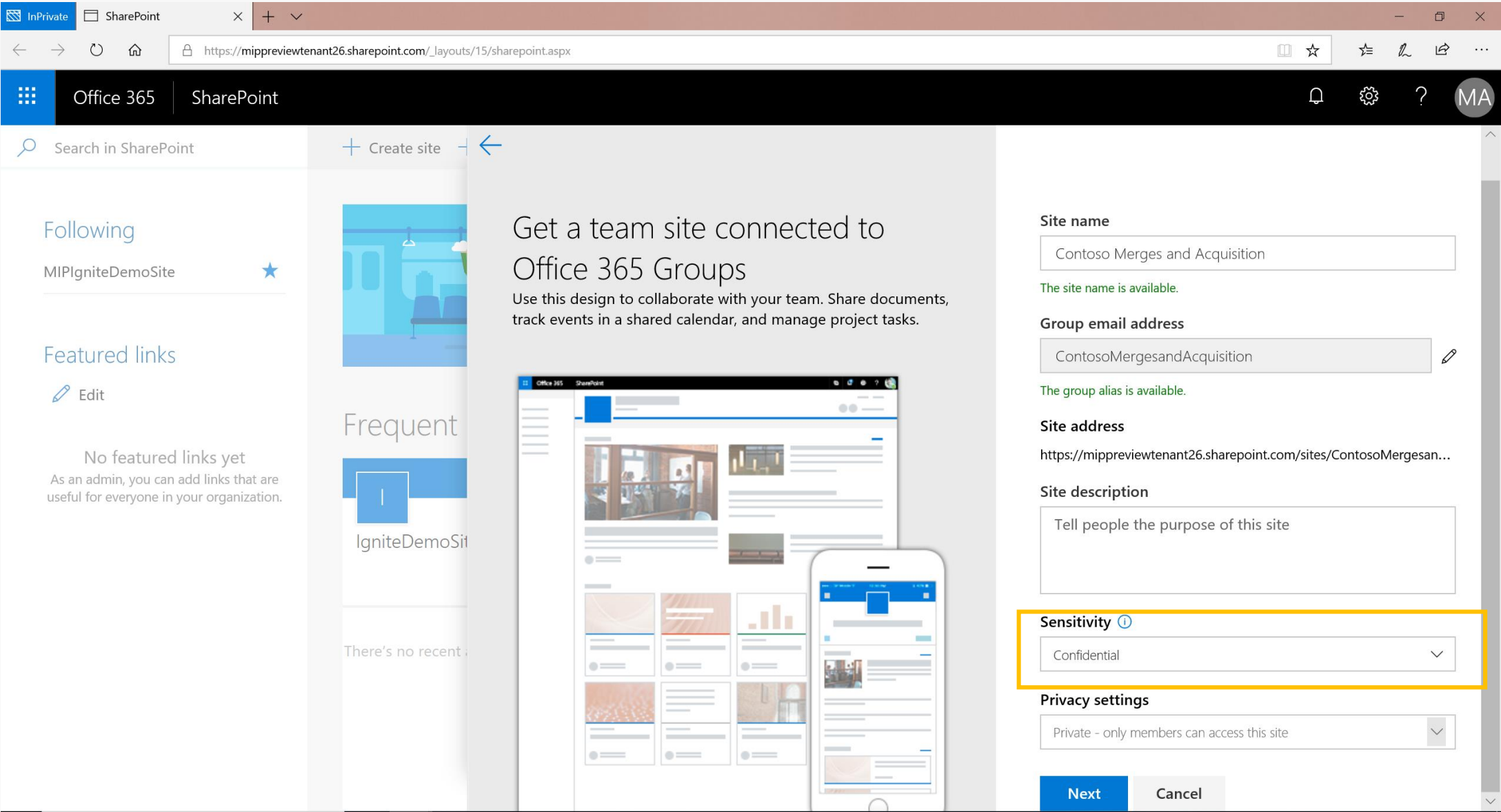
Microsoft signaling same for O365 Groups in future

Does not drive any action currently

Currently no impact on retention or expiration



Classifying SharePoint sites and Groups- Soon



Classifying SharePoint sites and Groups

Office 365

SharePoint

MA

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

CM

Contoso Merges and Acquisition

Private group | Confidential

Microsoft Admin

1 member

Search this site

Home

Conversations

Documents

Notebook

Pages

Site contents

Recycle bin

Edit

+ New

News

+ Add

Keep your team updated with News on your team site

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

Add News

Activity

Quick links

Learn about a team site

Learn how to add a page

Documents

See all

+ New

Upload

...

All Documents



Other *Policy Driven*
management controls?



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. It includes a section to 'Add dynamic membership rule' with 'Simple rule' and 'Advanced rule' tabs. The 'Simple rule' tab is selected, and the configuration is as follows:

- Add users where: department
- Equals
- Cool People

Based on AAD Attributes

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

Requires *clean* AAD

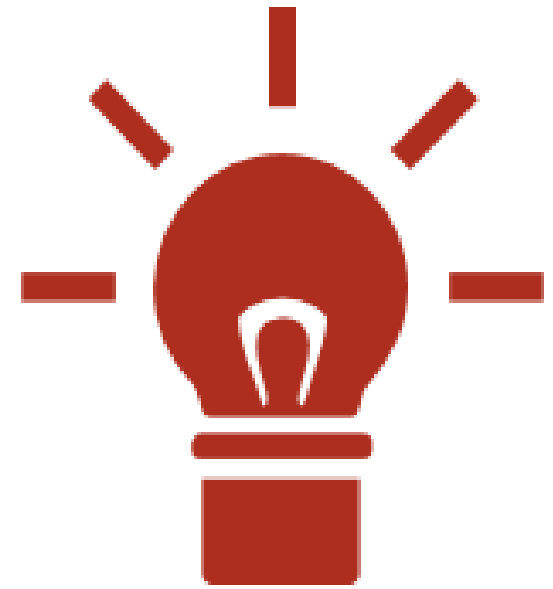
- AAD properties must be current and complete

The screenshot shows the 'Dynamic membership rules' dialog box. It includes a section to 'Add dynamic membership rule' with 'Simple rule' and 'Advanced rule' tabs. The 'Advanced rule' tab is selected, and the configuration is as follows:

- Advanced rule: (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



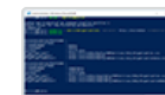
Journey from Skype for Business to Teams



Manage Teams during the transition to the new Admin Center



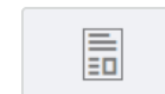
Quick start: Teams planning guide



PowerShell cmdlet reference for Teams



Teams admin help



Skype for Business Online admin help

[Show more](#)

Analytics & reports

Report

Location

Teams

Date range

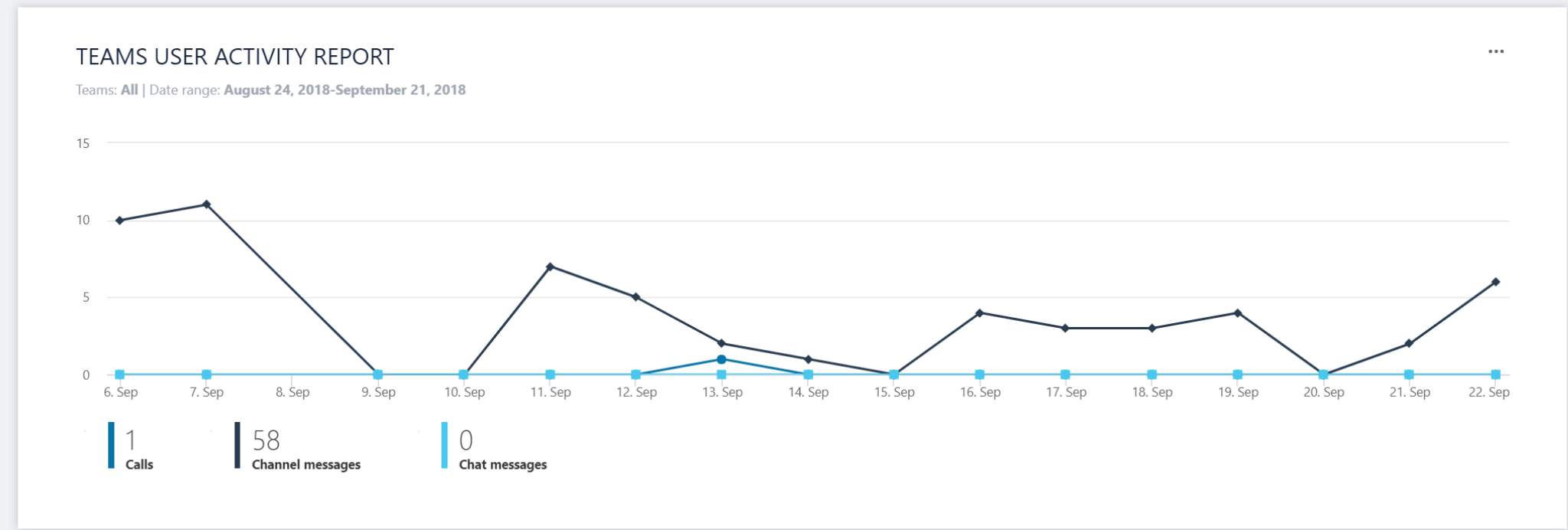
Run report

Teams user activity

Select location

All

Last 28 days



Contoso

Microsoft Teams & Skype for Business Admin Center

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 pictureRemove

Team name

X1050 Launch Team

Description

X1050 Launch Team

Privacy

Public

Conversations

Save

Cancel

Contoso

Microsoft Teams & Skype for Business Admin Center

1

JS

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

XL

X1050 Launch Team

Privacy

Public

Mail

X1050LaunchTeam@teamworkdemob.onmicrosoft.com

Edit

Team members

Channels





Settings

+ Add team members

Remove

5 Team members

Search

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

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1

JS

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

XL

X1050 Launch Team

Privacy

Public

Mail

X1050LaunchTeam@teamworkdemob.onmicrosoft.com

Edit

Team members

Channels

Settings

+ Add team members

X Remove

5 Team members

Search

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

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Microsoft Teams & Skype for Business Admin Center

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

XL

X1050 Launch Team

Privacy

Public

Mail

X1050LaunchTeam@teamworkdemob.onmicrosoft.com

Team members





Channels

Settings

+ Add team members


✕ Remove

5 Team members

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

Add team members

Paul

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

JS

Jamie Stark
(JAMIES)

✕

Save

Cancel

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

XL

X1050 Launch Team

Privacy

Public

Mail

X1050LaunchTeam@teamworkdemob.onmicrosoft.com

Team members

Channels

Settings

+ Add channel

✕ Remove channel

Name	Description
General	X1050 Launch Team
Engineering	
Manufacturing	
Marketing	

Edit

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Microsoft Teams & Skype for Business Admin Center

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

XL

Privacy

Public

Mail

X1050LaunchTeam@teamworkdemob.onmicrosoft.com

Team members

Channels

Settings

+ Add channel

✕ Remove channel

Name	Description
General	X1050 Launch Team
Engineering	
Manufacturing	
Marketing	

Add channel

Channel name

Licensing

Channel description

Discussions about licensing implications

Save

Cancel

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Microsoft Teams & Skype for Business Admin Center

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

XL

X1050 Launch Team

Privacy

Public

Mail

X1050LaunchTeam@teamworkdemob.onmicrosoft.com

Team members

Channels

Settings

Conversations

Allow editing of sent messages

On

Allow deleting of sent messages

On

Channels

Team members can create new channels or edit existing ones

On

Team members can add, edit or remove tabs

Edit team

Privacy ?

Public

Conversations

Team members can edit sent messages

On

Team members can delete sent messages

On

Channels

Creating new channels and editing existing ones

On

Adding, editing and removing tabs

On

Adding, editing and removing connectors

On

Adding, editing and removing apps

On

Save

Cancel

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).

Contoso

Microsoft Teams & Skype for Business Admin Center

BM

Dashboard

Teams

Devices

Locations

Users

Meetings

Messaging policies

Voice

Analytics & reports

Org-wide settings

Legacy portal

Call quality dashboard

Firstline Worker configuration

Dashboard \ Users

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

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

Christian Schacht



SR PRODUCT MARKETING
MANAGER

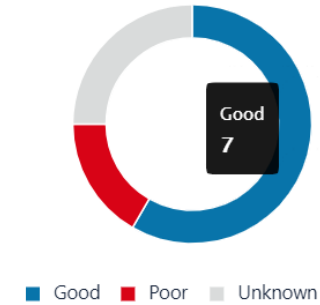
16011 36TH WAY, REDMOND WA
98052
United States

Phone number
+1 425 526 4857

Email
ChristianS@teamworkdemob.o
nmicrosoft.com

Directory status
User created online

7-DAY QUALITY



7-DAY ACTIVITY

9 Meetings

4
Calls

Account

Call history

General information

Assigned phone number
+1 425 526 4857

Emergency location

16011 36TH WAY, REDMOND WA 98052

Audio conferencing

 Edit

Audio conferencing
On

Send conference info in email

Conference ID
Dynamic

Reset conference ID

PIN

● ● ● ● ●

Reset PIN

Default conferencing toll phone number
+1 424 389 3944

Invites from this user can include toll-free number

On

16011 36TH WAY, REDMOND WA 98052

none

 Edit

none

 Edit

Use Org-wide settings



Assigned phone number
+1 425 526 4857

Emergency location
16011 36TH WAY, REDMOND WA 98052

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

Conference ID
Dynamic [Reset conference ID](#)

PIN
●●●●● [Reset PIN](#)

Default conferencing toll phone number
+1 424 389 3944

Invites from this user can include toll-free number
On

Default conferencing toll-free phone number
none

Dial-out permissions
none

Assigned policies [Edit](#)

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

Teams upgrade [Edit](#)

Coexistence mode
Use Org-wide settings

Edit user policies

Teams Meeting policy

None

Teams Messaging policy

None

Teams live events policy

None

Live Event Policy

Live Event Producers

No Live Events

Save

Cancel

Contoso

Microsoft Teams & Skype for Business Admin Center

BM

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

Dashboard \ Meeting policies

Meeting policies

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

+ New policy

Search

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

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

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Microsoft Teams & Skype for Business Admin Center

BM

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

Dashboard \ Meeting policies \ Portland Hospital Meeting Policy

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)

1000

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


0

Cancelled

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


17

Previously released

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.

Group lifetime (in days) Custom 31

* For groups with no owners, notify Admin@odemo

Enable expiration for these Office 365 groups All Select

Select Office 365 groups

- AD Alex Dept Planning
- AT Alex Team YamJam
- TE test

Action Required: Renew your Office 365 group



msonlineserviceteam@microsoftonline.com

Yesterday, 3:20 PM
MOD Administrator



Reply all

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



test



Renew group

Go to group



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

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



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



O365 "Advanced Data Governance" can handle retention/expiration

Retention policies at the
"Container" level

Retention Labels at the
folder or item level



Using Retention Policies for Teams

Office 365

Security & Compliance

Classifications

Data loss prevention

Data governance

Dashboard

Import

Archive

Retention

Events

Supervision

Threat management

Mail flow

Data privacy

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

✔ Name your policy

Settings

Choose locations

Review your settings

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

Do you want to retain content?

☒ Yes, I want to retain it

For this long...7years

Retain the content based onwhen it was created

Do you want us to delete it after this time?

☐ Yes

☒ No

☐ No, just delete content that's older than

1years

Need more options?

☐ Use advanced retention settings

Back

Next

Cancel

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

✔ Name your policy

Settings

Choose locations

Review your settings

Choose locations

☐ Office 365 groups

☐ Skype for Business

☐ Exchange public folders

☒ Teams channel messages

All

Choose teams

None

Exclude teams

☒ Teams chats

All

Choose users

None

Exclude users

Back

Next

Cancel

Feedback

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Understanding O365 "Retention Labels"

Office 365 | Security & Compliance

Home

Alerts

Permissions

Classifications

Labels

Label policies

Sensitive information types

Data loss prevention

Data governance

Threat management

Data privacy

Search & investigation

Reports

Create a label to help users classify their content.

✓ Name your label

● Label settings

● Review your settings

Label settings

Retention ⓘ

On

When this label is applied to content...

Retain the content

Documents

Share

Copy link

Download

Delete

Flow

Pin to top

Move to

Copy to

Rename

1 selected

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

Test Doc.rtf

Document

Name *

Test Doc.rtf

Apply label

High Business Impact (HBI)

None
Clear the label

High Business Impact (HBI)
Retain for 7 years

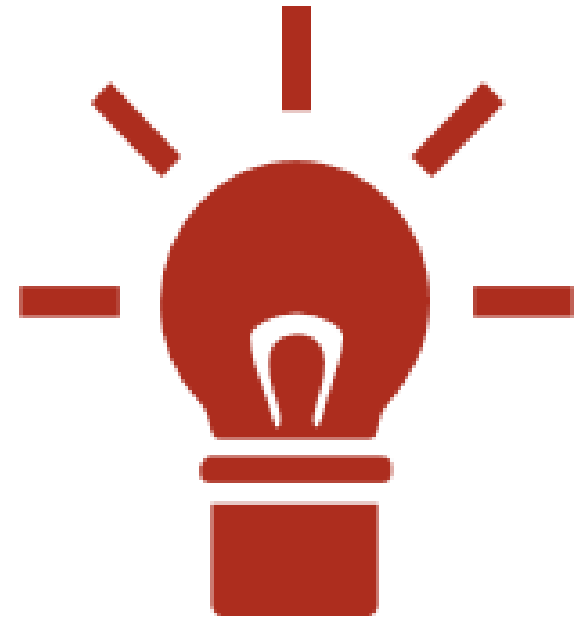
Low Business Impact (LBI)
Delete after 2 years

Medium Business Impact (MBI)
Retain for 3 years

My New Label

Test Label 2
Retain for 22 years

Applying Retention
by *Policy*...



Understanding "archived" Teams

Microsoft Teams

Search or type a command

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

Manage teams [Create a team](#)

Search teams

Active (6)

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

Archived (1)

Name	Description	Membership
DC Posse	DC Posse	Owner

Want to archive "DC Posse"?

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

☐ Make the sharepoint site read-only for team members

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

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



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

CreateUseManageFeatures & 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 Office 365 US Government F1
Access to the Security & Compliance Center	Yes	Yes	Yes	Yes	Yes	Yes
Office 365 Cloud App Security	No	No	No	No	Yes	No
Threat management such as mail filtering	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



Lack of buy-in

Unclear expectations

Non-contextual

What's in it for me?



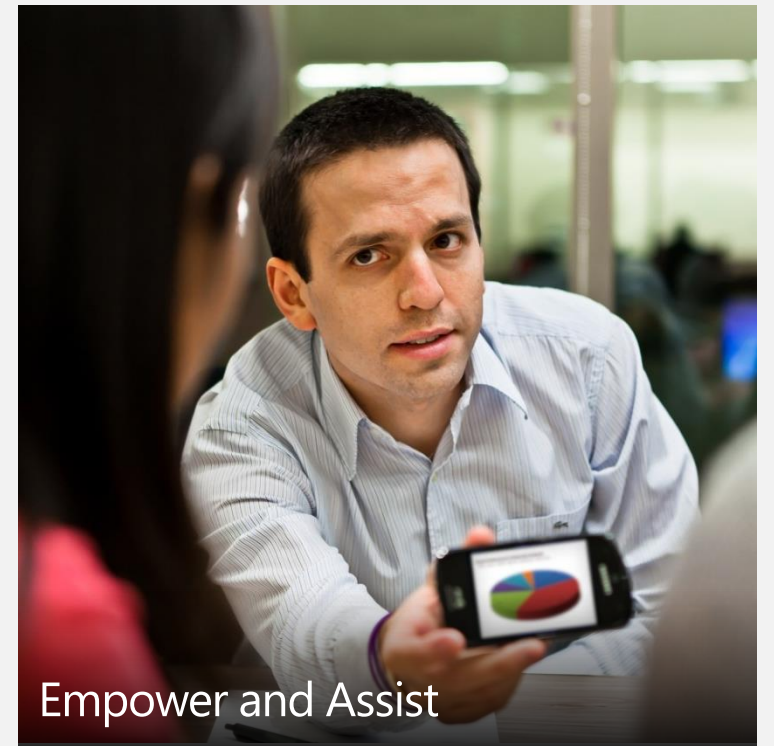
Goal: Drive Sustainable Adoption



Drive Excitement

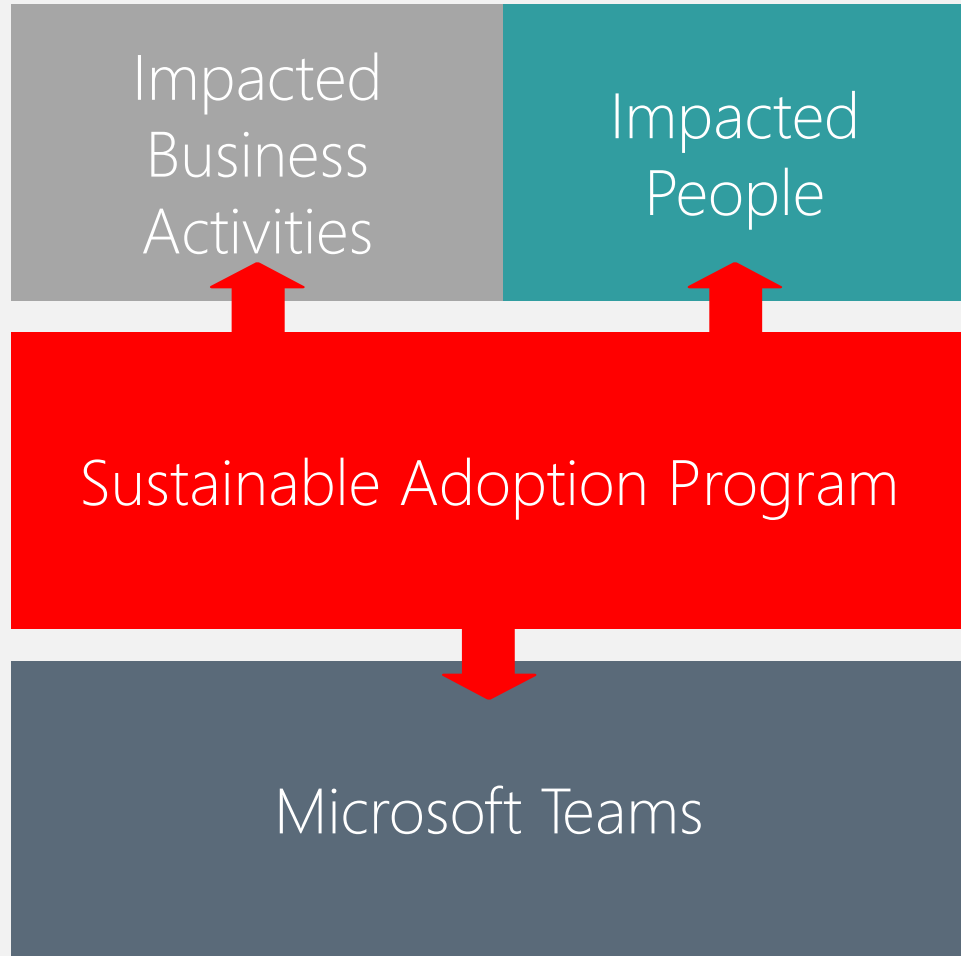


Facilitate Change



Empower and Assist

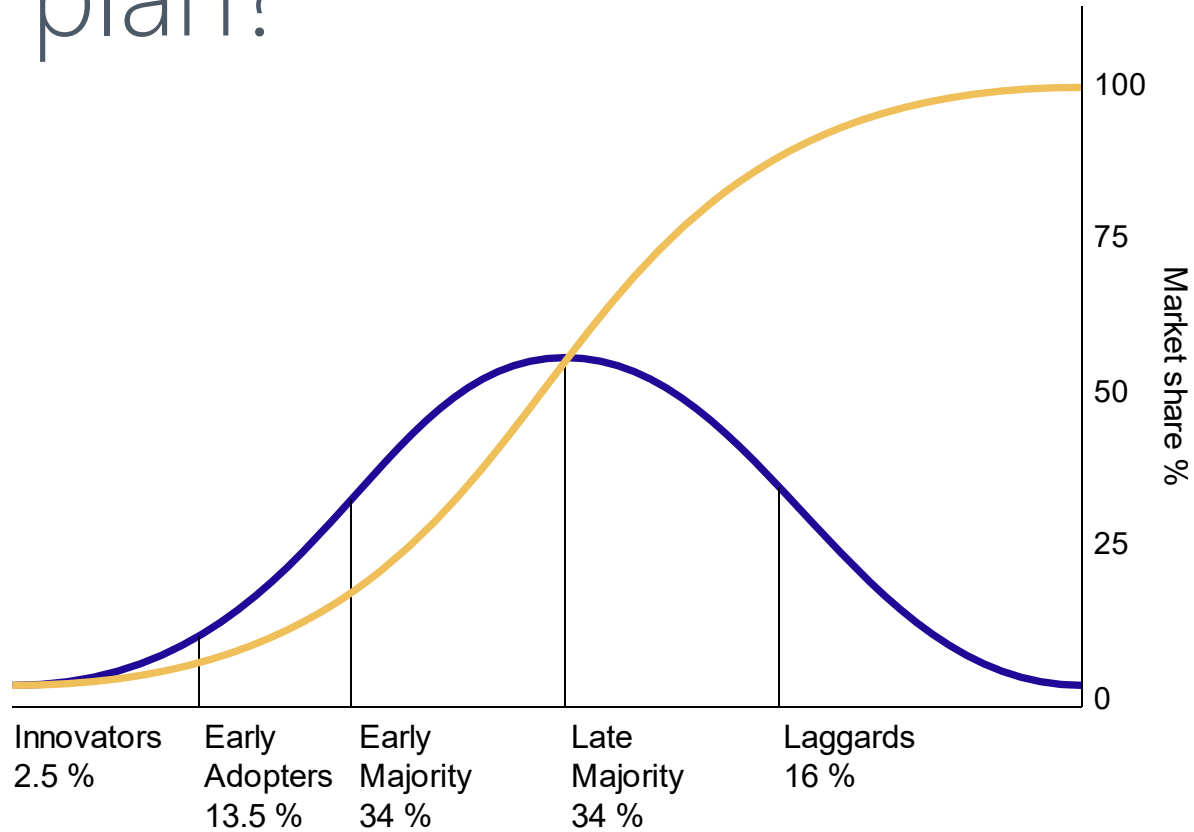
Sustainable Adoption Objectives



- 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

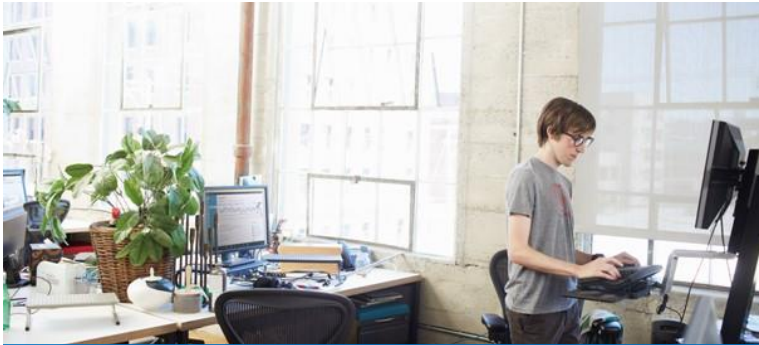


Example: Make meetings better



Example: Focus on Business Scenarios

Engineering, Research & Development



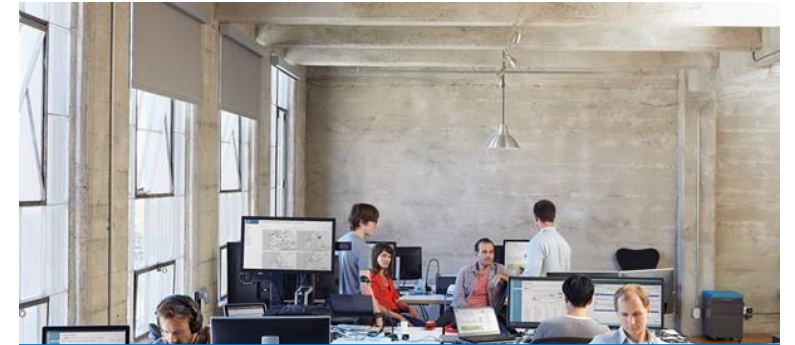
Share best practices across geographies

Operations, Manufacturing & Logistics



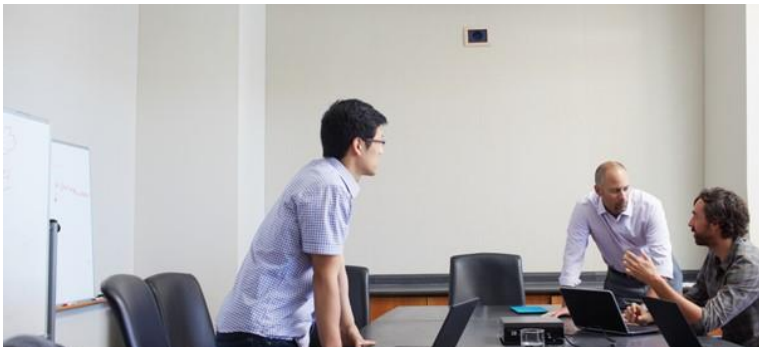
Improve and monitor business processes

Sales, Marketing, PR & Communications



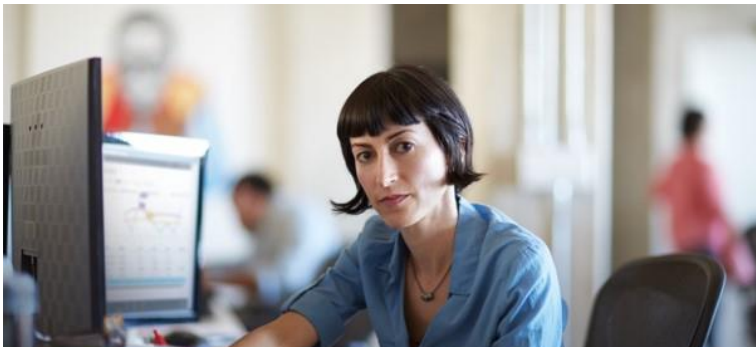
Align Sales and Marketing teams

HR & Legal Services



Gather & process forms from employees

Accounting, Finance & Procurement



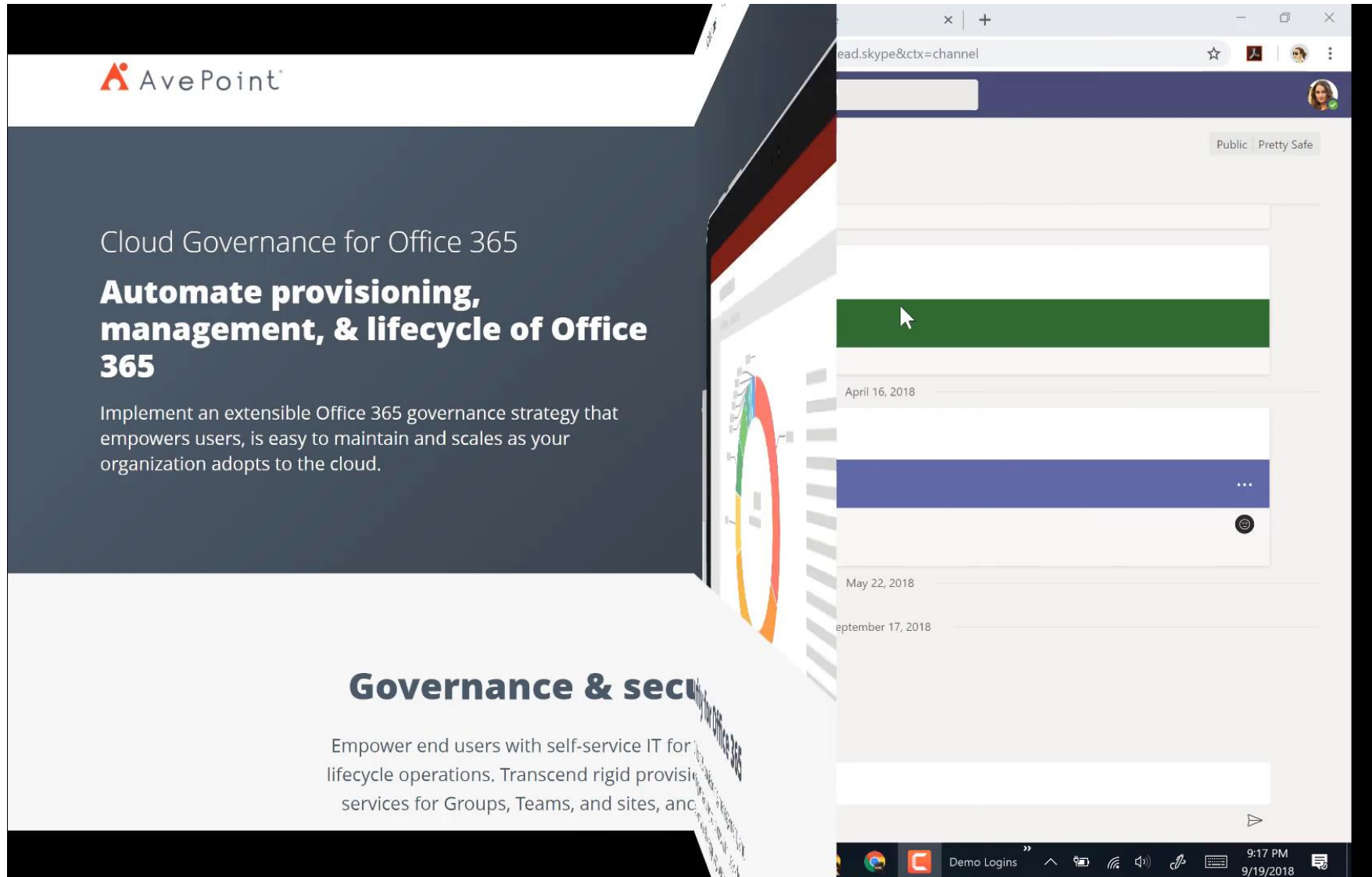
Pull data and build financial reports

Administration



Organize teams and manage calendars

Example: Govern Self-Service



The image displays two side-by-side visual elements. On the left is a presentation slide for AvePoint's Cloud Governance for Office 365. The slide features the AvePoint logo at the top, followed by the title 'Cloud Governance for Office 365' and a bolded sub-header 'Automate provisioning, management, & lifecycle of Office 365'. Below this, a paragraph describes the solution as an extensible governance strategy. At the bottom, a section titled 'Governance & security' is partially visible. On the right is a screenshot of a Microsoft Teams channel interface. The channel name is 'lead.skype&ctx=channel'. It shows a 'Public | Pretty Safe' status, a green header bar, and a message dated 'April 16, 2018'. Below this is a blue header bar with a menu icon. Further down, another message is dated 'May 22, 2018', and a third is dated 'September 17, 2018'. The Windows taskbar at the bottom shows the time as 9:17 PM on 9/19/2018, with 'Demo Logins' open in the background.

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

lead.skype&ctx=channel

Public | Pretty Safe

April 16, 2018

May 22, 2018

September 17, 2018

Demo Logins 9:17 PM 9/19/2018

Step 2: Facilitate leadership buy-in

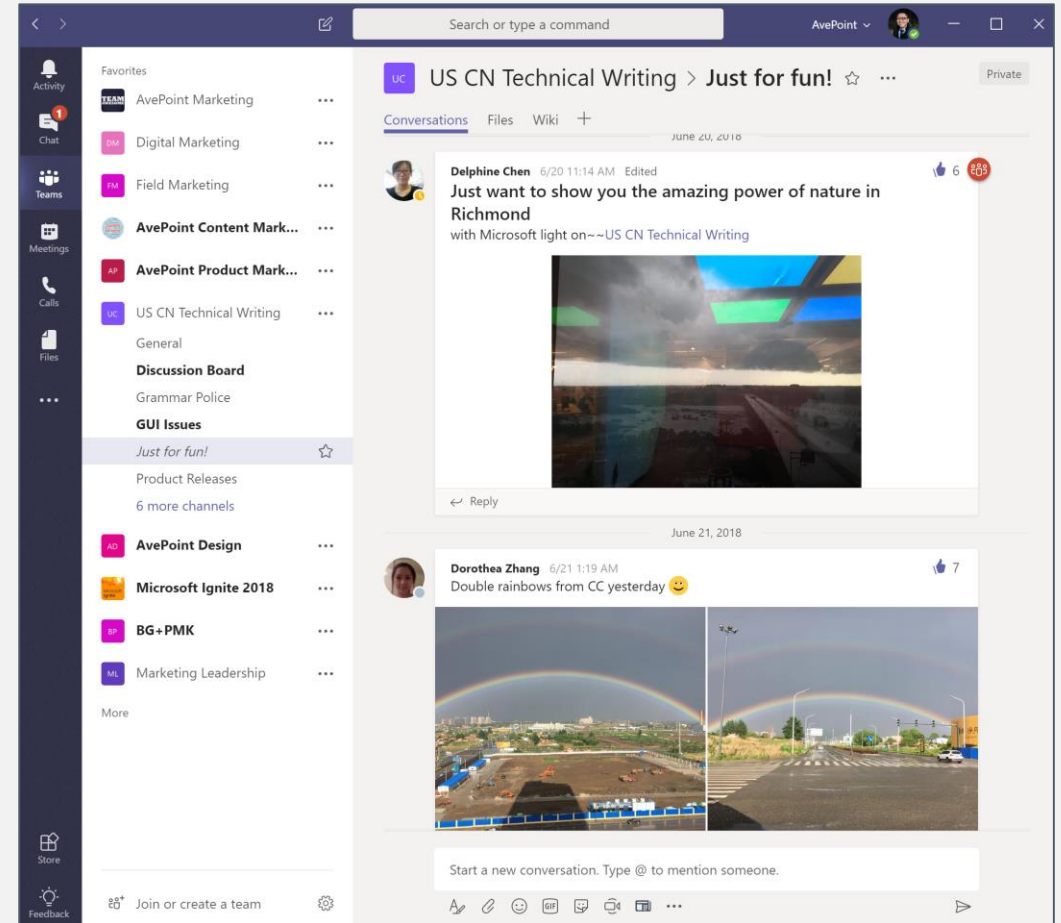
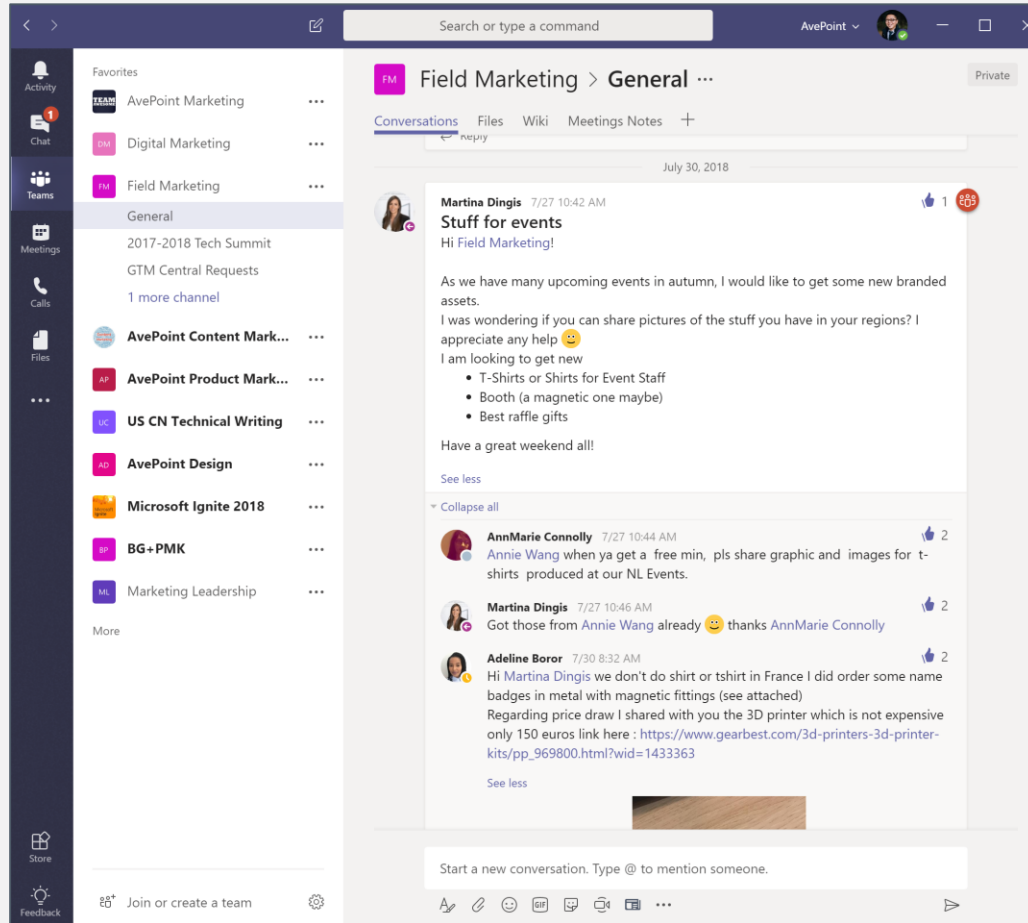
Highlight financial benefits

Demonstrate better transparency

Expedite organizational agility



Example: Global team collaboration

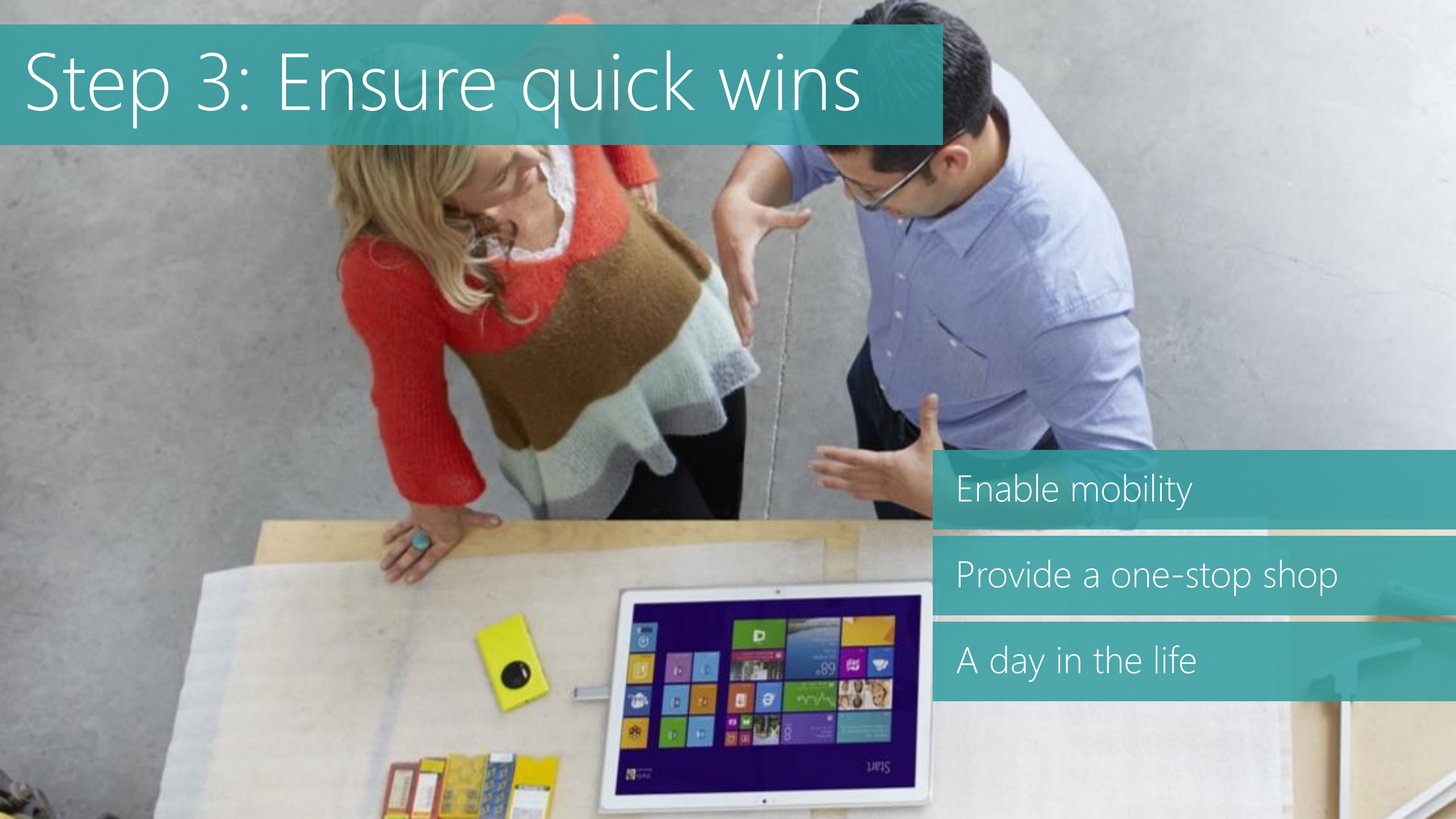


Step 3: Ensure quick wins

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



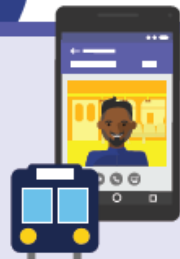
Microsoft Teams

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.

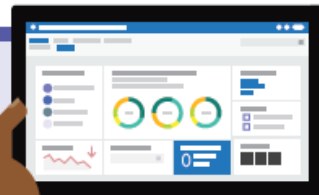
7:45 AM

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

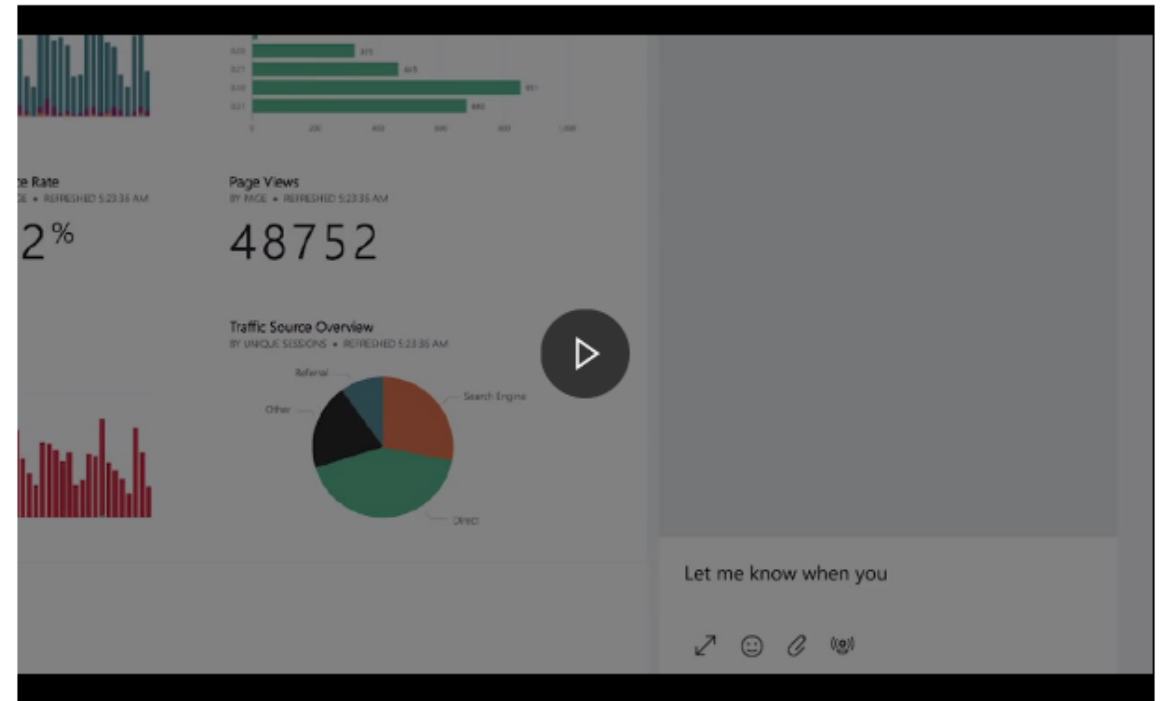
On-demand

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

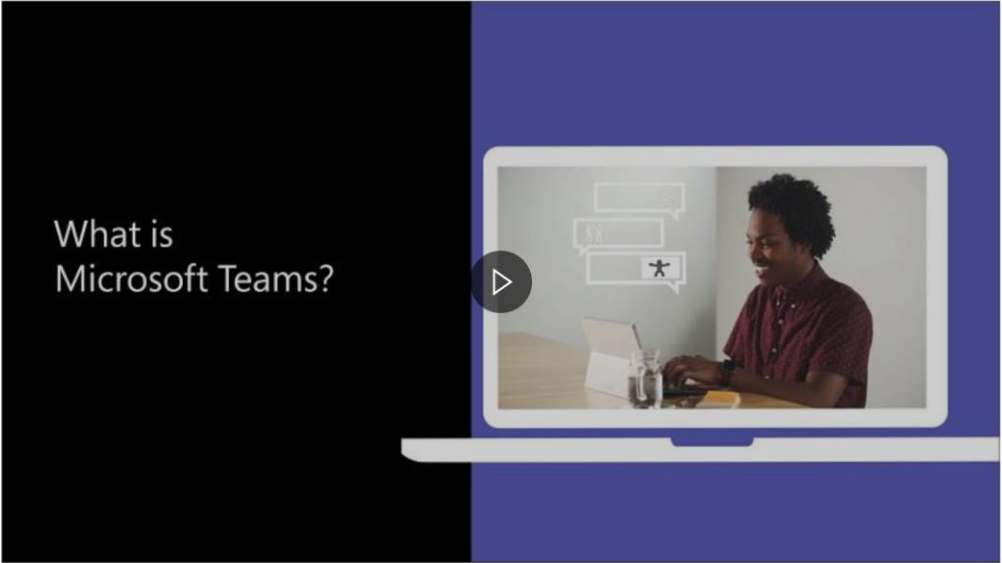
Chat and share files
📄 Article

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

Office 365 Groups can be described as:

- A collection of people with a common purpose (a department, a project, a client, etc.)
- ...That are armed with tools for collaboration (Teams, SharePoint, Yammer, etc.)
- ...And who collaborate internally, externally or both (internal clients)
- ...With an appropriate level of transparency (public/private)

Check out our Office 365 Groups Playbook for access to regularly updated articles, webinars with industry leaders, and best practices.

<https://www.avepoint.com/office365groups>

Free eBook

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

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

Free Download >

avepoint.com/resources

Step 5: Create Your 90 Day Plan

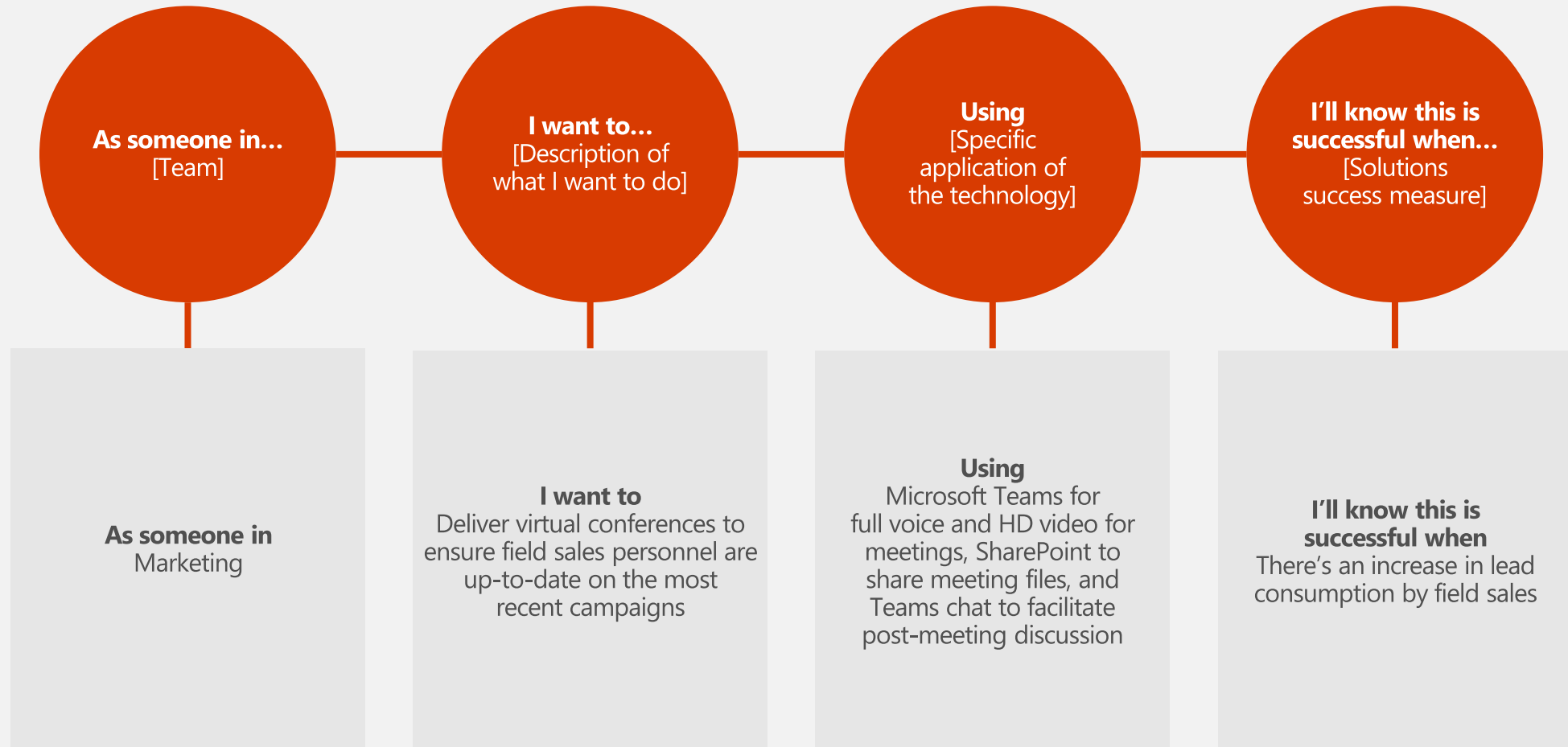


Identify specific use cases

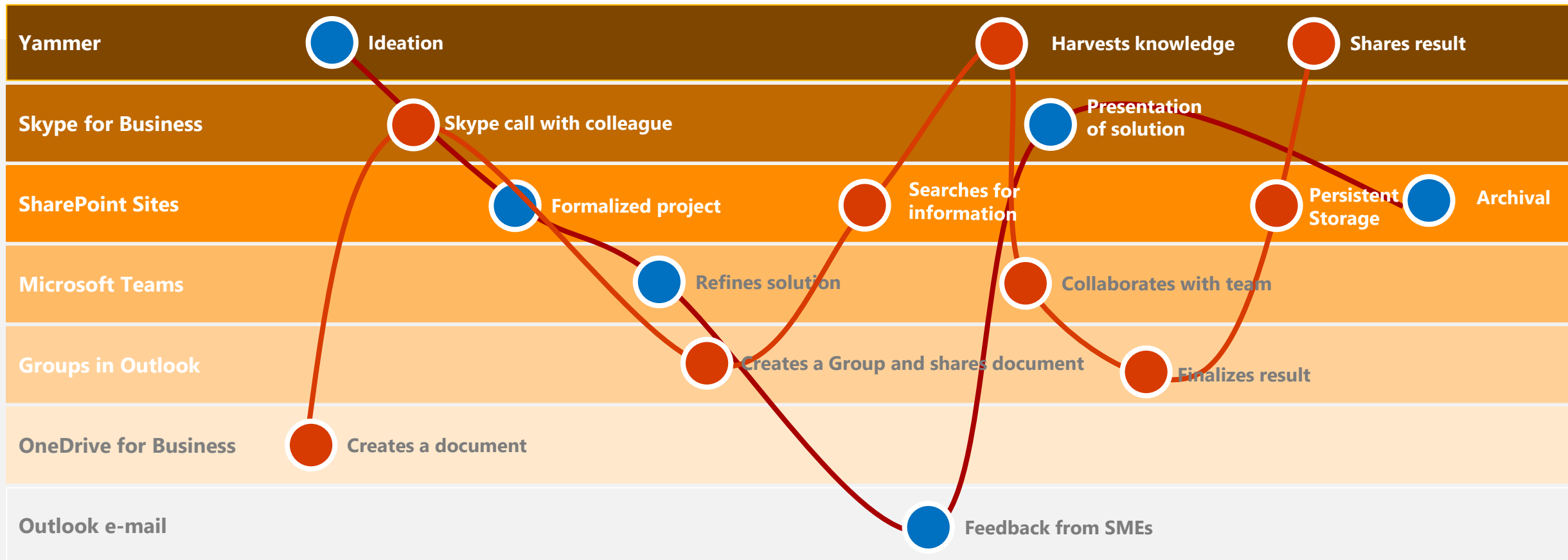
Conduct pilot

Launch company wide

Example: Identify Business Use Case



Example: Business Scenarios



Project Collaboration



Proposal Development

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© Copyright Avana 2016



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

Draconian IT Control



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

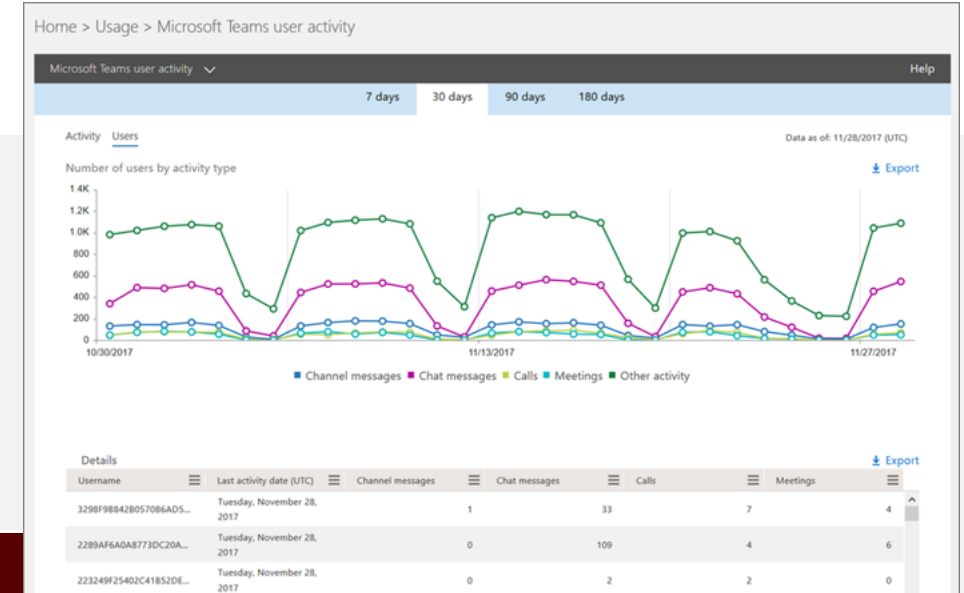
Consistently gather feedback

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





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

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Dziękuję

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Discussion and Q&A

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.

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Platform +

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- ☐ GCC
- ☐ GCC High
- ☐ GCC High/Dod
- ☐ Germany
- ☐ Worldwide (Standard Multi-Tenant)
- ☐ All environments

Showing 67 updates: Microsoft Teams

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In development 13	Rolling out 3	Launched 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>

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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>



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Master Microsoft migration with this simple and comprehensive checklist.

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Webinar - October 30, 11:00AM

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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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A horizontal bar consisting of three segments: orange, teal, and orange.

Unleash the Power of You