

TMS303 - Right-sizing Your Approach to Management and Governance of Office 365

Balancing Collaboration and Control for Sustainable Adoption and Innovation



John Peluso, CTO AvePoint Public Sector
@JohnConnected
<http://johnpeluso.me>

Introductions...



John Peluso

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Microsoft Regional Director

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LinkedIn: <https://www.linkedin.com/in/johnpeluso>

Blog: <https://www.avepoint.com/blog/author/john-pelusoavepoint-com/>

If all else fails: <http://johnpeluso.me>



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Where we're going...

- Level-set: Office 365 Groups
- Balancing Collaboration and Control
- OOTB provisioning, management and lifecycle options



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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

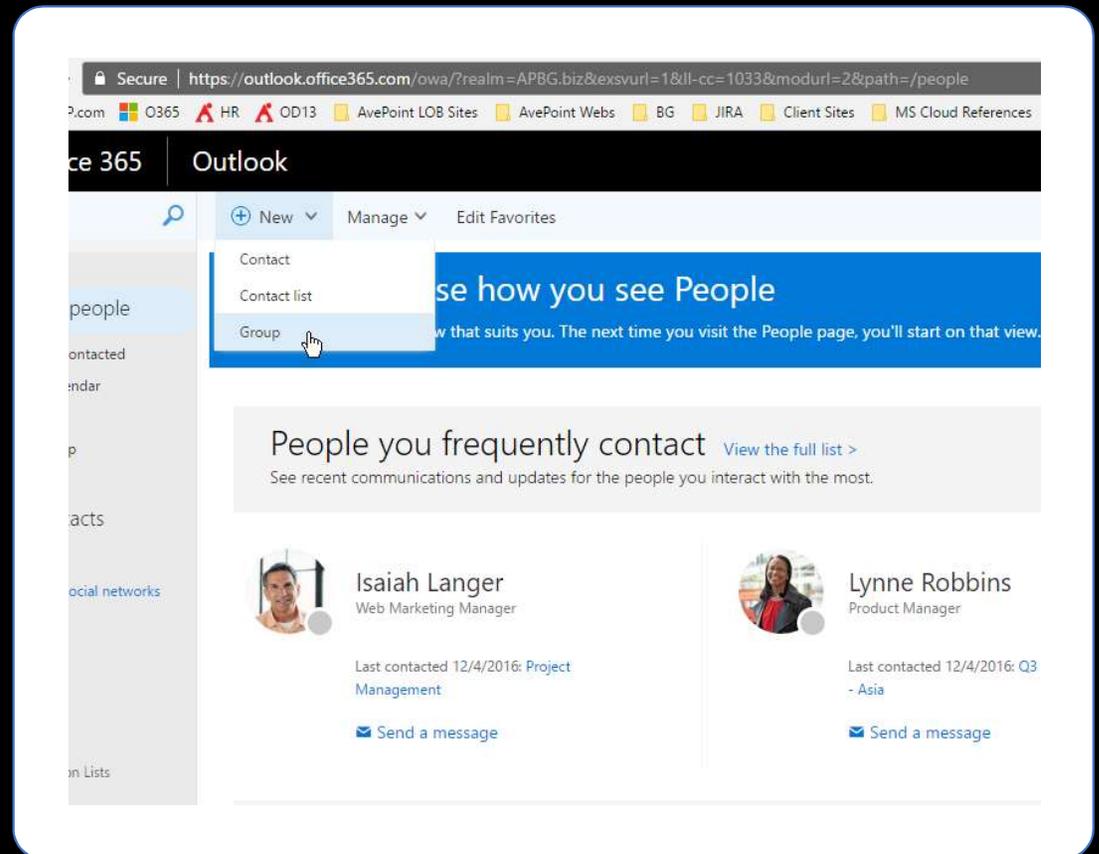
A defined
collection
of people

Equipped with tools
to help them
collaborate

Internally and
externally

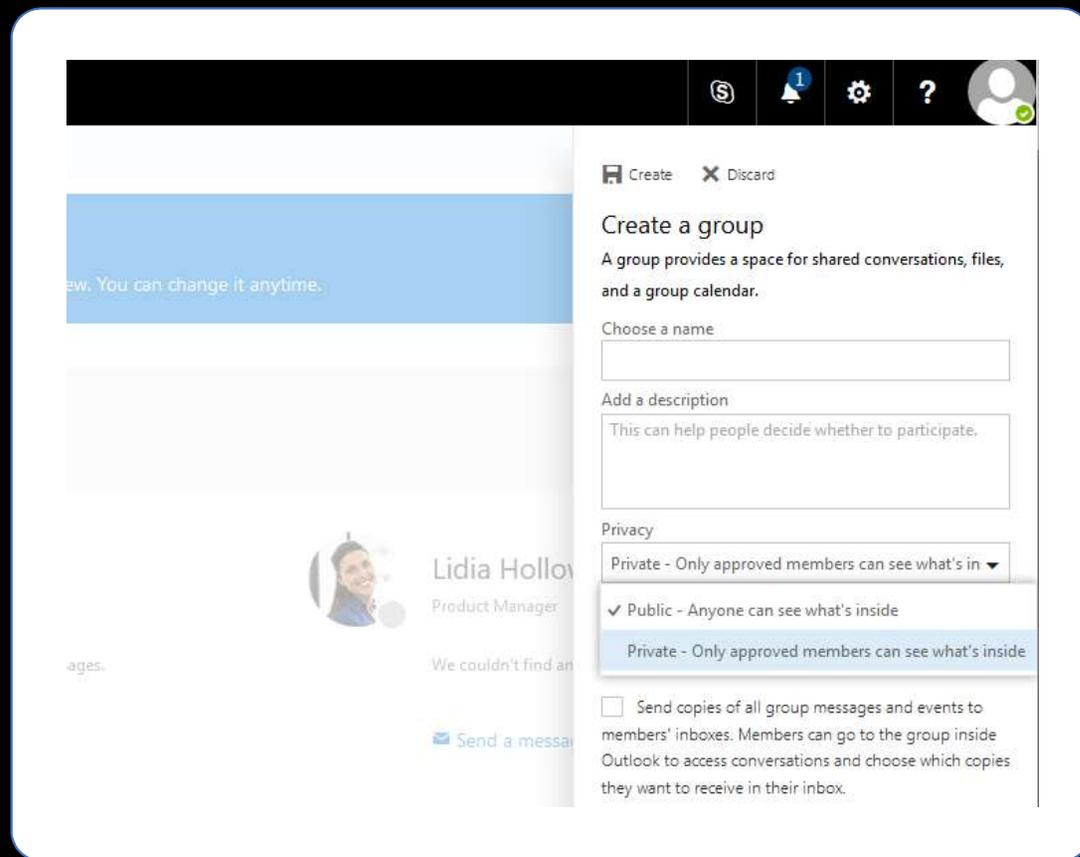
A “defined group of people” ...

- 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



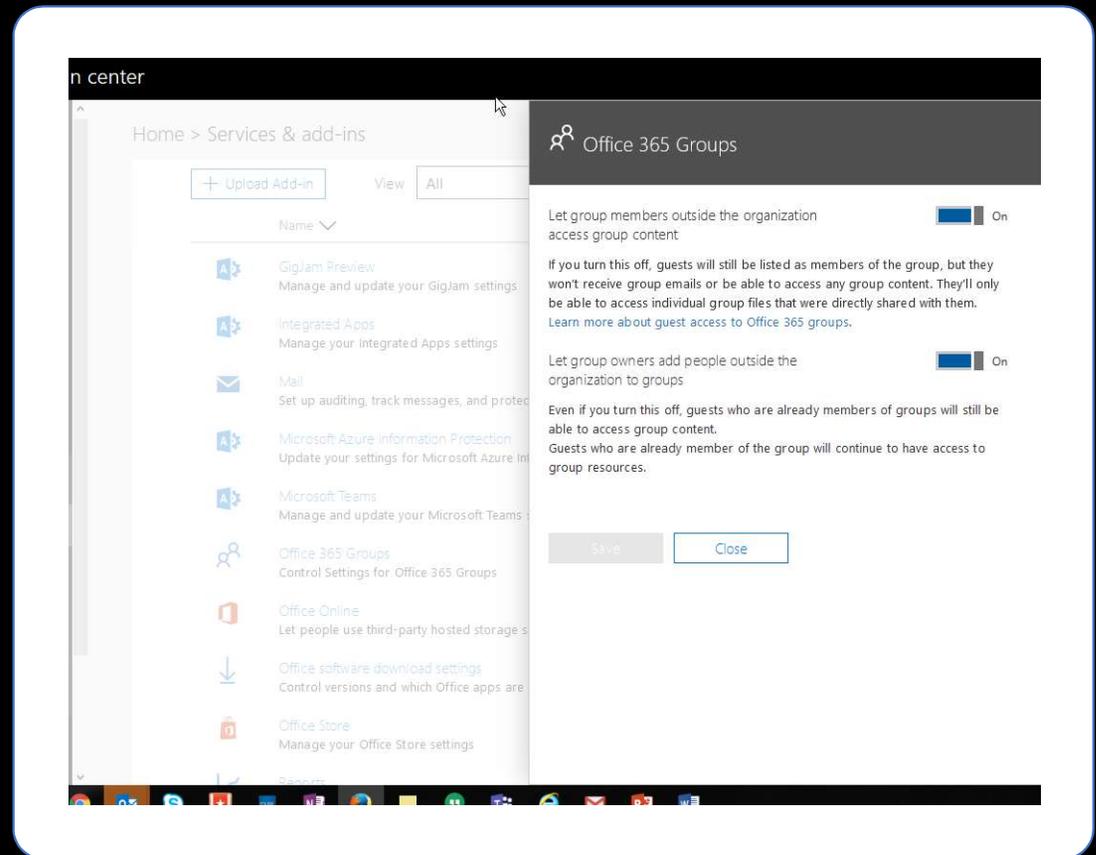
Collaborating
internally and
externally

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

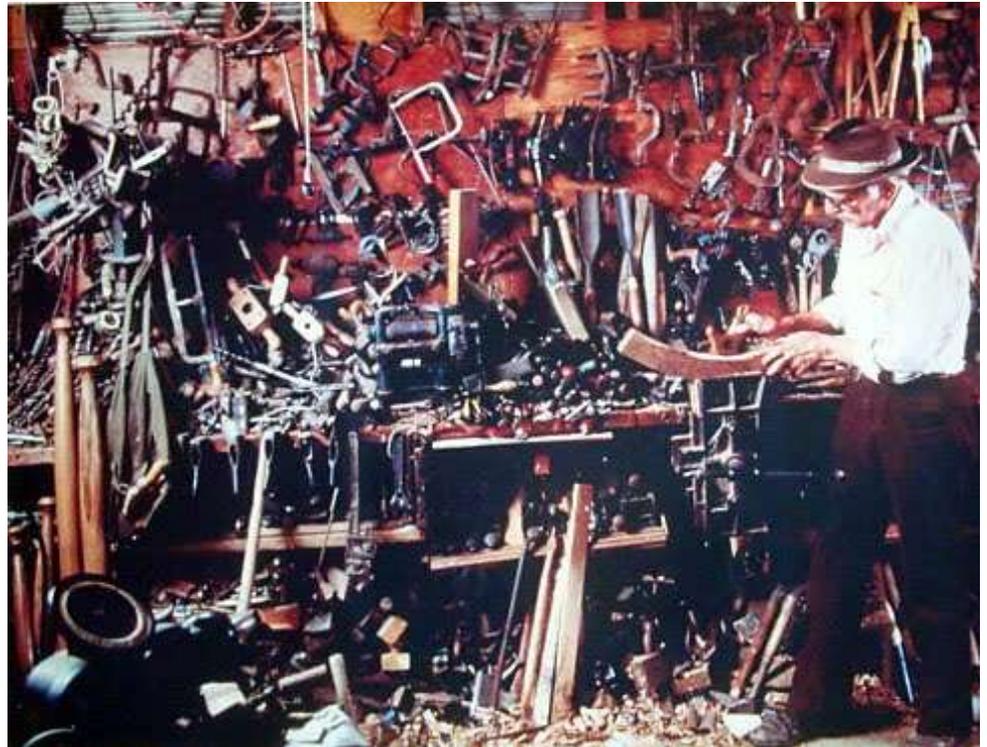
Collaborating internally and externally

- 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...



"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

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

...

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Balancing collaboration and Control...

Right-sizing governance for Microsoft Teams



What we're trying to avoid...



What's the goal of good O365 governance?



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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)



Workspace Provisioning



Ongoing Management/ Enforcement



Lifecycle and EOL for Workspaces



Data Governance

(Content-specific, aligns with IT Governance goals)



Retention/ Expiration



Records Mgmt



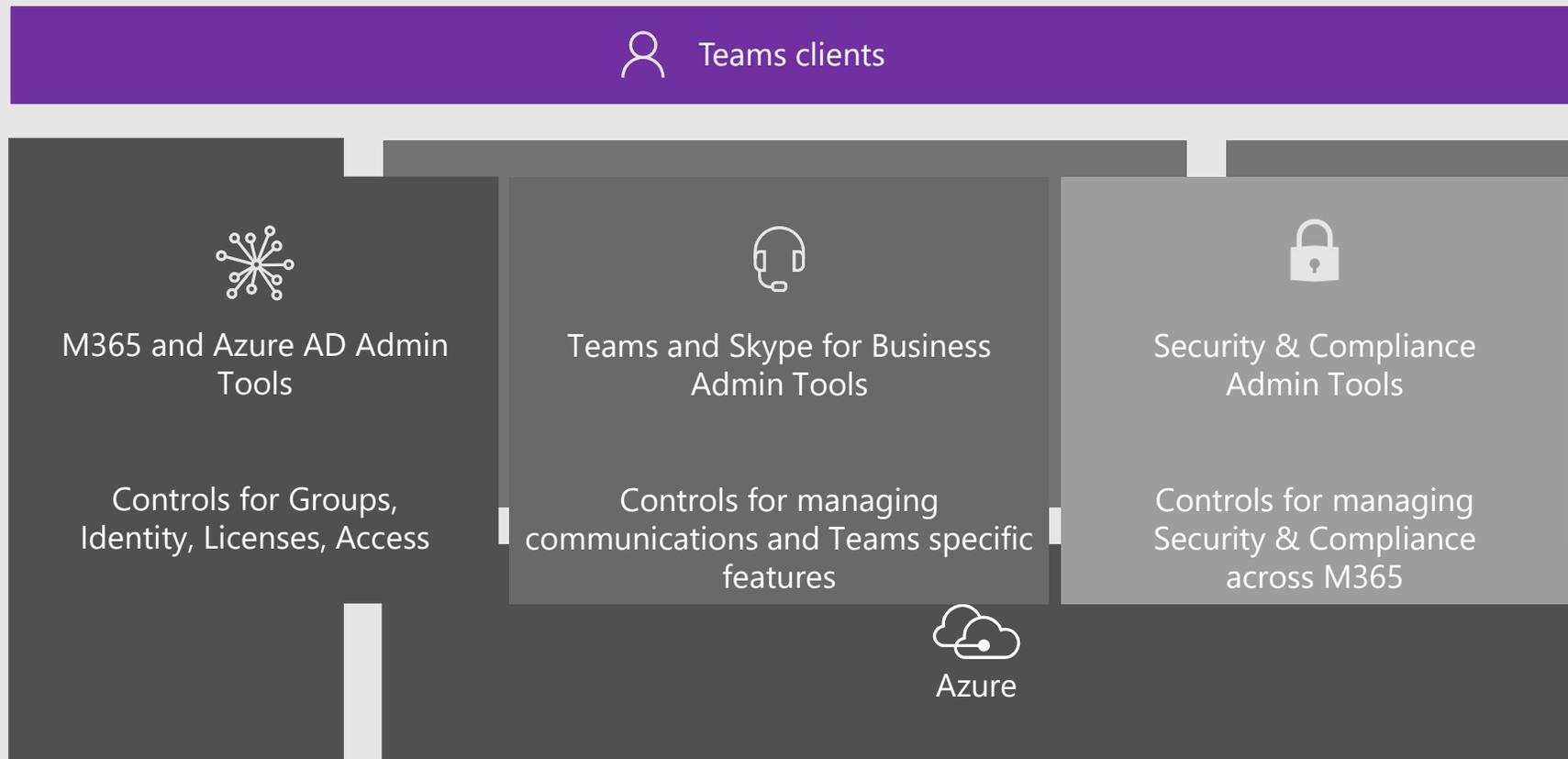
Classification



DLP



Microsoft Teams runs on M365 Infrastructure



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

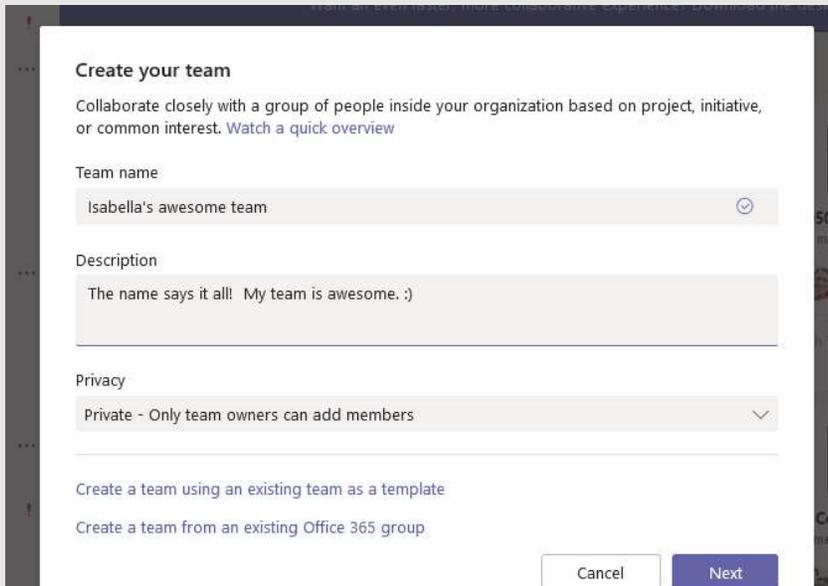
<https://blogs.office.com/en-us/2017/04/06/whats-new-in-office-365-groups-for-april-2017>

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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](#)

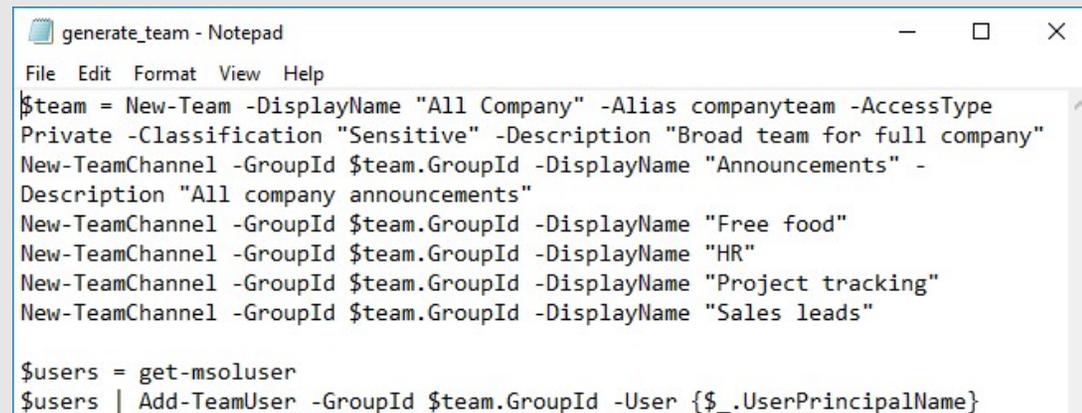
Team name
Isabella's awesome team

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

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



"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>

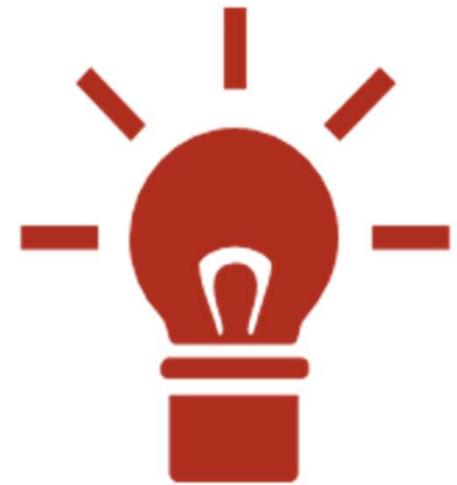
```
Administrator: Windows PowerShell
PS C:\windows\system32> Get-AzureADDirectorySetting

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
```

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



When considering native self-service...



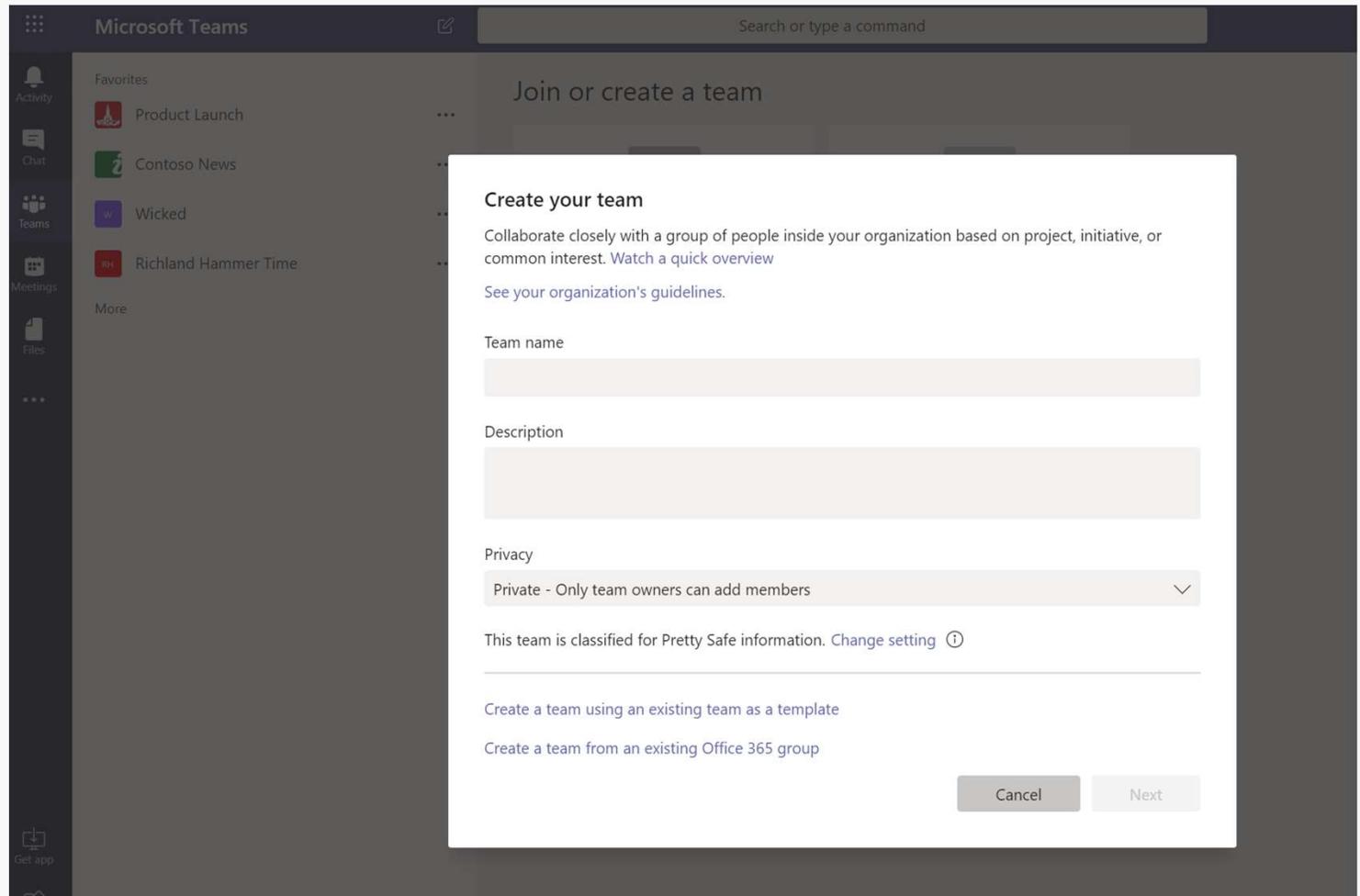
You should be thinking about:

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

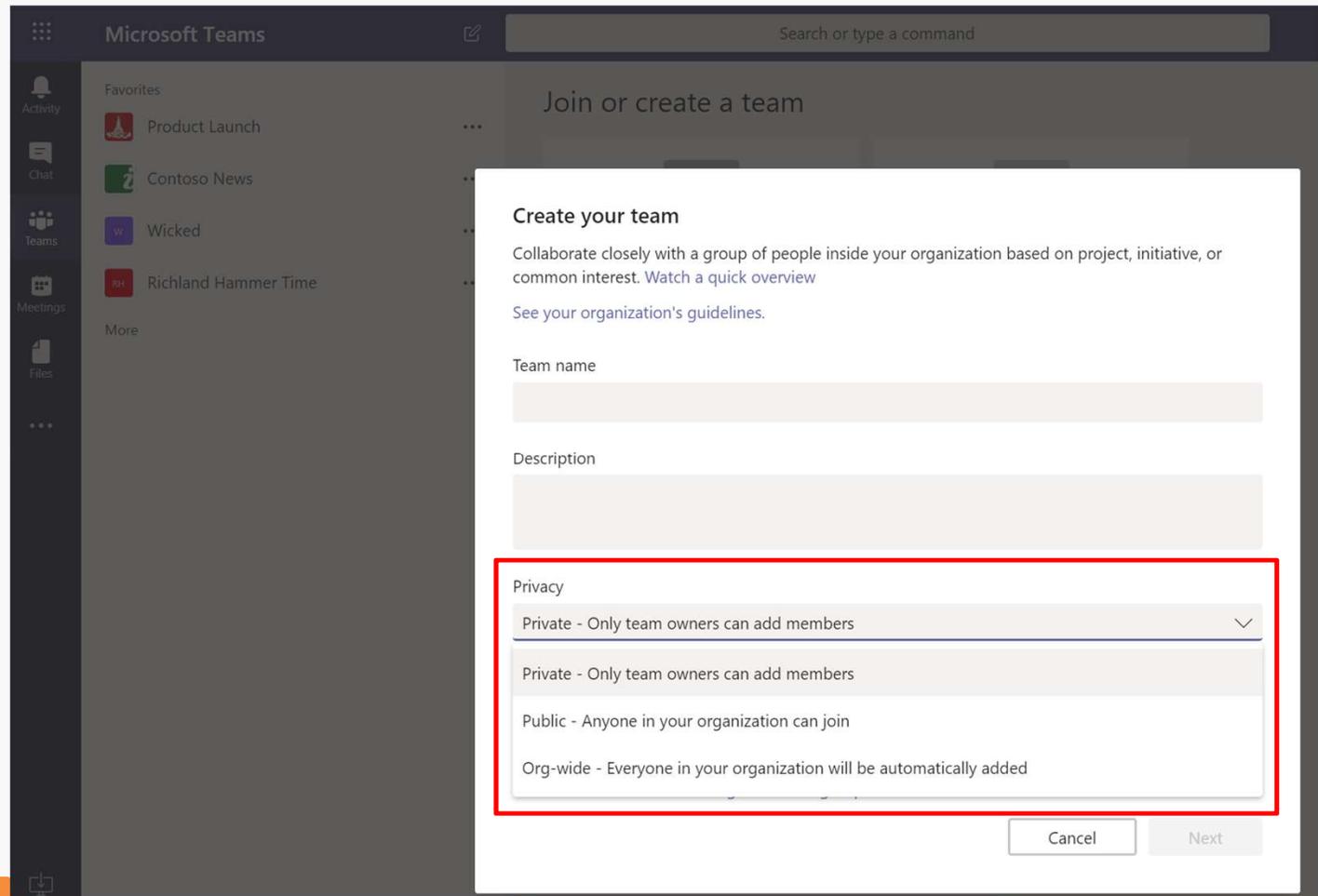


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Classification and Privacy...

The screenshot displays the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Meetings, and Files. The main area shows a channel named 'Richland Hammer Time' with a 'General' sub-channel selected. A red box highlights the 'Private Toxic' label in the top right corner of the channel header. The channel content includes a message from 'MOD Administrator' stating 'Tab conversation has begun.' followed by a 'Task Plan' card. Below this is another message from 'MOD Administrator' saying 'Hey @Adele Hello'. The third message from 'MOD Administrator' says 'This doc needs attention' and includes a file card for '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 toolbar with icons for text, link, emoji, GIF, video, and voice call.

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 has a title 'Create your team' and a subtitle 'Collaborate closely with a group of people inside your organization based on project, initiative, or common interest. Watch a quick overview'. Below the subtitle is a link 'See your organization's guidelines.' The form contains three input fields: 'Team name', 'Description', and 'Privacy'. The 'Privacy' dropdown menu is open, showing four options: 'Private - Only team owners can add members' (selected), 'Private - Only team owners can add members', 'Public - Anyone in your organization can join', and 'Org-wide - Everyone in your organization will be automatically added'. At the bottom right of the dialog box are 'Cancel' and 'Next' buttons.

Microsoft Teams

Search or type a command

Join or create a team

Create your team

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

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

Team name

Description

Privacy

- Private - Only team owners can add members
- 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, a sidebar shows a list of channels under 'Contoso News', including 'General', 'Wicked', 'Richland Hammer Time', and 'Other Channel'. The main area shows the 'Contoso News > General' channel page, which is labeled as 'Public' in a red box. Below this, the 'People and Groups' section is visible, showing a list of groups. A red arrow points from the 'Public' label to the 'Contoso News' group in this list. The 'Contoso News' group is selected, and its details are shown in a table below.

Name	About me	Title	Department
<input type="checkbox"/> Contoso News			
<input type="checkbox"/> Everyone except external users			

Group "Classification"

The screenshot shows the Microsoft Teams interface with a 'Join or create a team' dialog box open. The dialog is titled 'Create your team' and contains the following elements:

- Team name:** A text input field.
- Description:** A text input field.
- Privacy:** A dropdown menu currently set to 'Private - Only team owners can add members'.
- Classification:** A dropdown menu with 'Pretty Safe' selected. This dropdown is highlighted with a red box. A tooltip is visible over it, containing the following text:
 - 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!

At the bottom of the dialog, there are two buttons: 'Cancel' and 'Next'. Below the dialog, there are two options for team creation: 'Create a team using an existing team' and 'Create a team from an existing Office 365 group'.

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

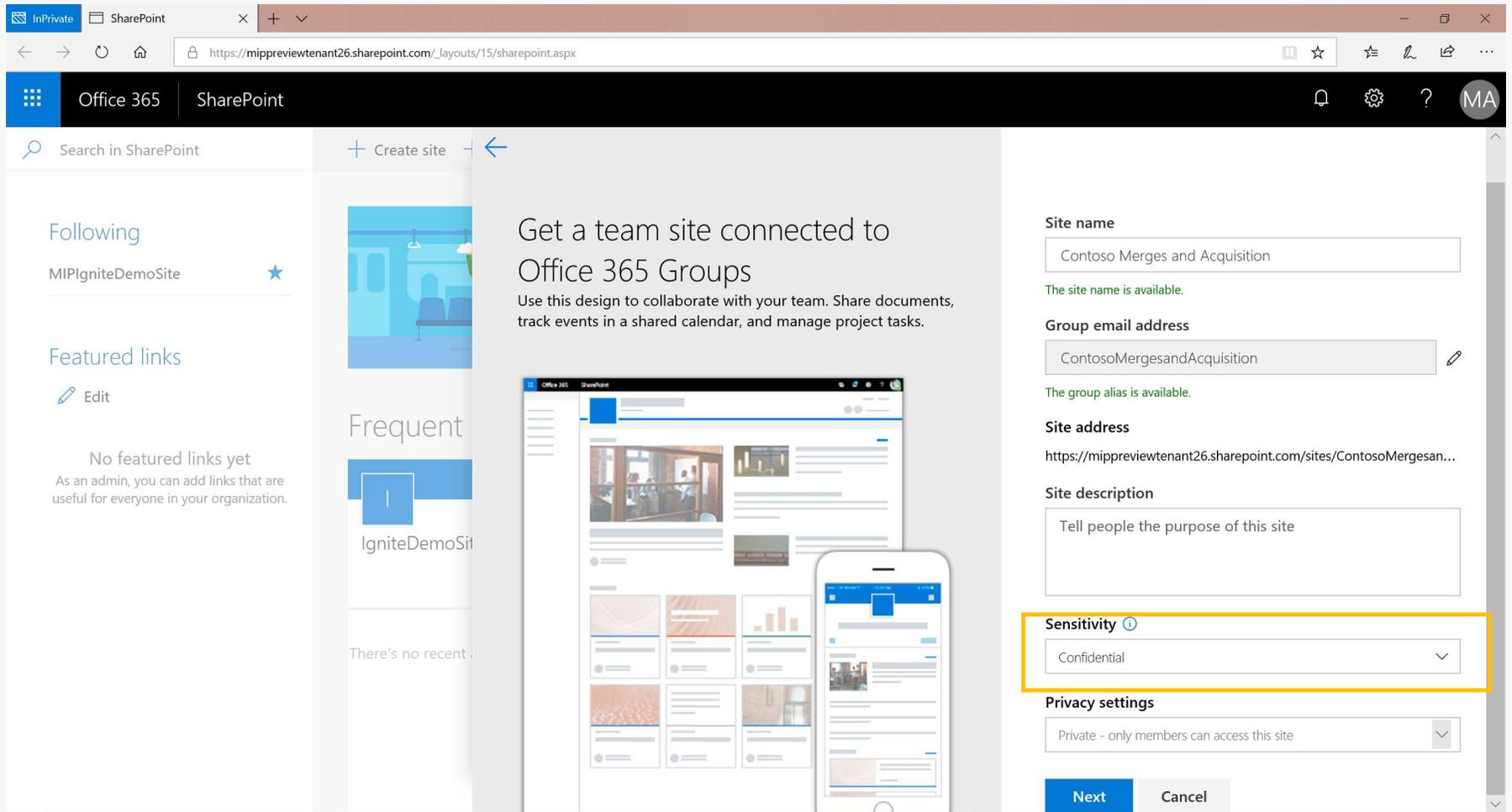
Can be selected by user if self-service site collection provisioning is enabled in SharePoint

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

ⓘ 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?

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 displays the Azure Active Directory admin center interface. On the left, the 'Group' configuration pane is visible, showing the following settings:

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

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

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

A secondary window titled 'Dynamic membership rules' is shown below, displaying the 'Advanced rule' configuration with the following query:

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

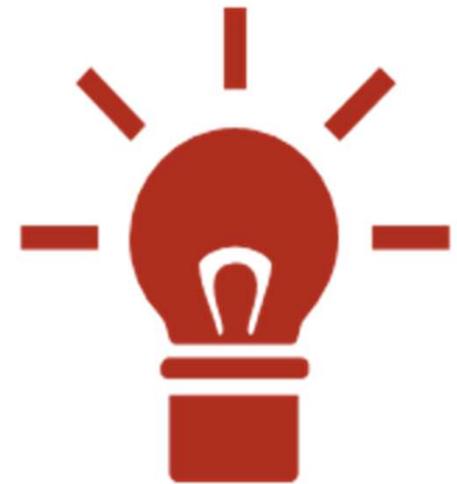
Based on AAD Attributes

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

Requires *clean* AAD

- AAD properties must be current and complete

Dynamic Membership
Alternatives?



Demo: Native Provisioning Options



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

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

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...

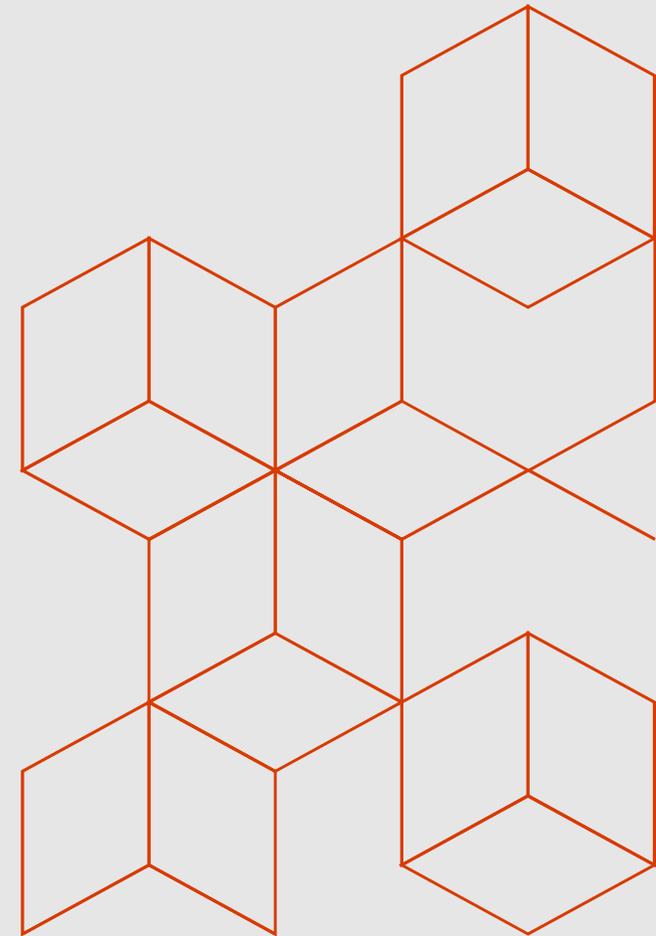
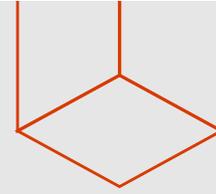


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ANNOUNCED AT IGNITE!

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

Demo: Teams Admin Center and Reporting



Dashboard

MICROSOFT TEAMS UPGRADE

Planning your upgrade to Teams

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



[Learn more](#)

USER SEARCH

Search by display or user name



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



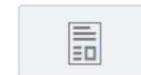
Quick start: Teams planning guide



PowerShell cmdlet reference for Teams



Teams admin help



Skype for Business Online admin help

[Show more](#)

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

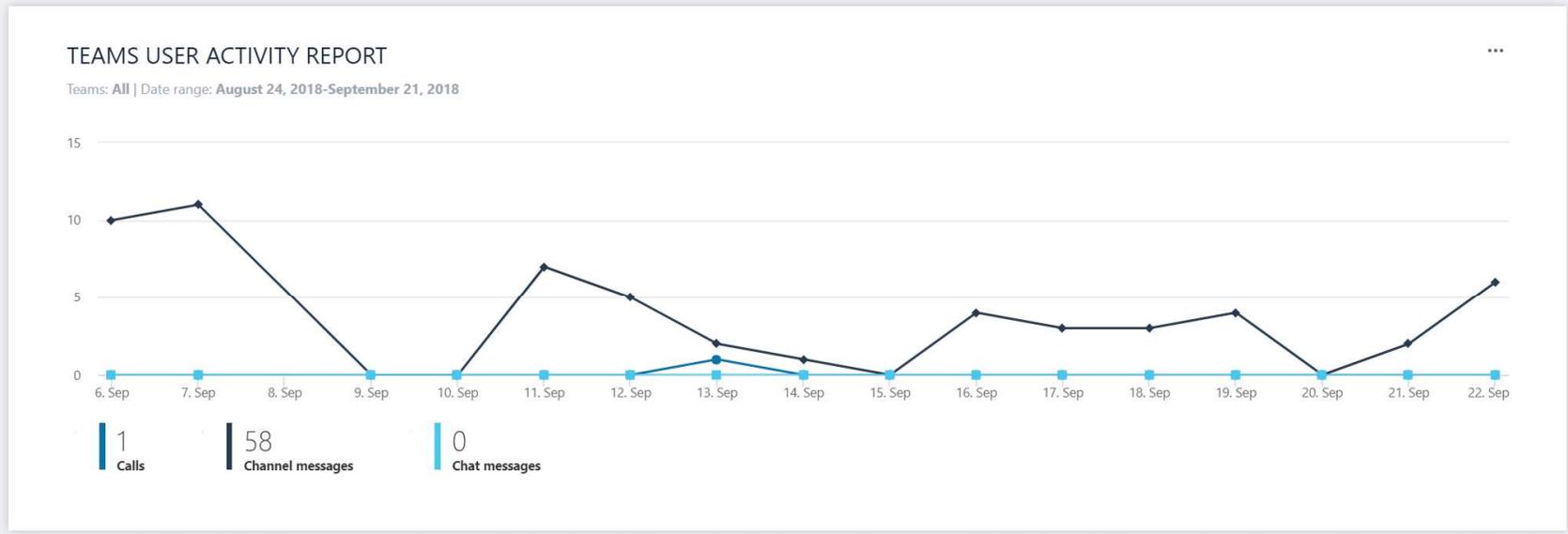
Analytics & reports

Report	Location	Teams	Date range	Run report
Select report	Select location	All	Select date range	

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Analytics & reports

Report: Location: Teams: Date range:



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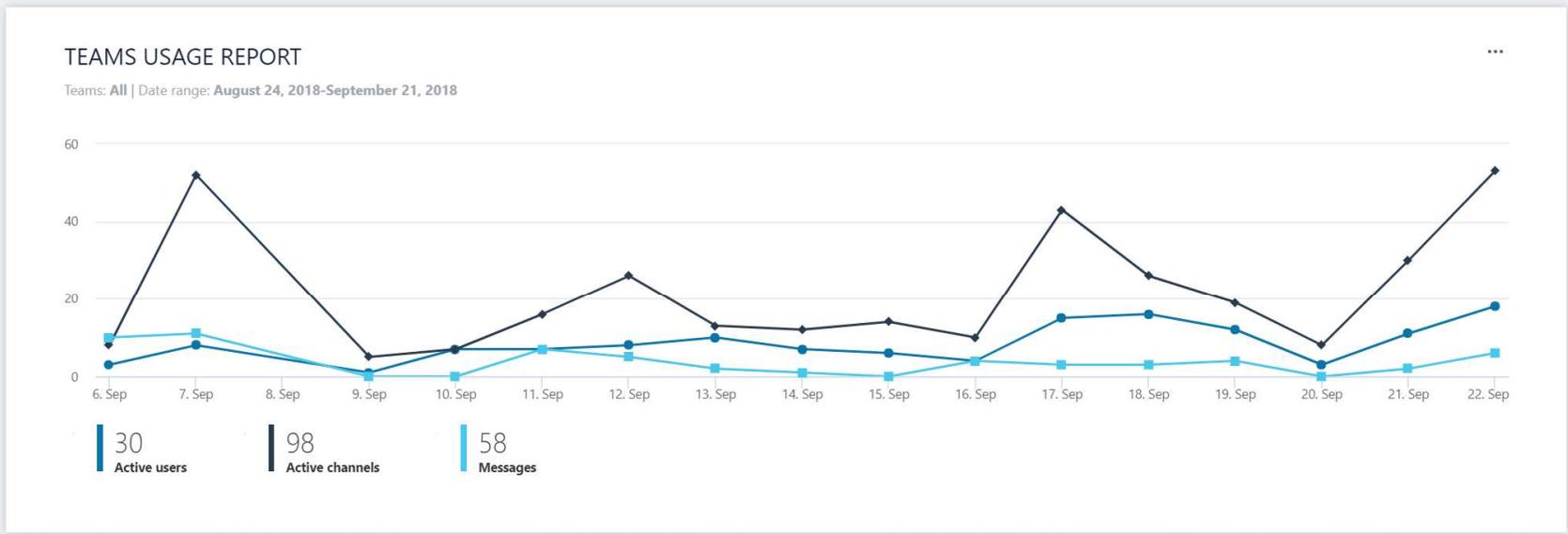
Report: **Teams user activity** | Location: **Select location** | Teams: **All** | Date range: **Last 28 days** [Run report](#)



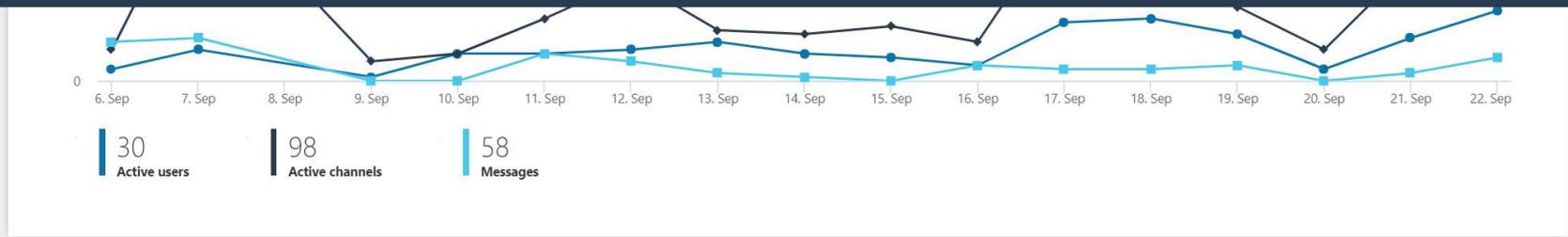
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Analytics & reports

Report: Location: Teams: Date range:



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Display name	Privacy	Active users	Guests	Active channels	Messages
19:da80b676ad254096afc...	Private	1	0	1	0
19:e29835e10fc3477f8c1f...	Private	1	0	1	0
Admin Zone	Private	1	0	1	1
19:3cdbea4e4aa3420392...	Private	1	0	1	0
19:07e2d2bec3b342dda1...	Private	1	0	1	0
19:f75db5b18f4f4ed2b1e...	Private	1	0	1	0
19:9d9c2cd189dd4341aa...	Private	1	0	1	0
19:adb6b1fabf54095b12...	Private	1	0	1	0

Contoso Microsoft Teams & Skype for Business Admin Center

Dashboard \ Manage teams

Teams

Teams and channels are collections of people, content, and tools used for projects or outcomes within your organization. You can manage all the teams and channels, create new ones and manage the existing ones. [Learn more.](#)

+ New team | Edit | 24 teams

Team name	Channels	Team members	Owners	Guests
Teamwork Marketing	4	20	1	0
Teams Engineering	4	20	1	0
X1050 Launch Team	6	5	1	0
Microsoft Teams PG	1	5	1	0
Enterprise Technical Sales	1	3	1	0
Modern Workplace Customer Success	1	4	1	0
M365 Product Marketing	1	6	1	0
Ignite 2018 Planning	1	2	1	0
Enterprise Connect 2019	1	2	1	0

Edit team

Team profile



[Upload picture](#) [Remove](#)

Team name

Description

Privacy [?]

Conversations

[Save](#) [Cancel](#)

Contoso
Microsoft Teams & Skype for Business Admin Center

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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

Create a new team

A team is a group of people inside your organization that can be based on project, initiative, or common interest.

Team name

Description (optional)

Team owner

Privacy ?

Private

Private

Public

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

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 Search

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

- Dashboard
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- 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

Search

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	-	Owner

- Owner
- Member**

Microsoft Teams & Skype for Business Admin Center

Dashboard \ Manage teams \ X1050 Launch Team

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...

Jamie Stark
(JAMIES)

Save Cancel

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

X1050 Launch Team



X1050 Launch Team

Privacy
Public

Mail
X1050LaunchTeam@teamworkdemob.onmicrosoft.com

- Team members
- Channels**
- Settings

+ Add channel X Remove channel

Name	Description
General	X1050 Launch Team
Engineering	
Manufacturing	
Marketing	

Microsoft Teams & Skype for Business Admin Center

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 X Remove channel

Name	Description
General	X1050 Launch Team
Engineering	
Manufacturing	
Marketing	

Add channel

Channel name
Licensing

Channel description
Discussions about licensing implications

Save Cancel

Microsoft Teams & Skype for Business Admin Center

Dashboard \ Manage teams \ X1050 Launch Team

X1050 Launch Team

XL

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).

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](#).

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

Christian Schacht



SR PRODUCT MARKETING
MANAGER

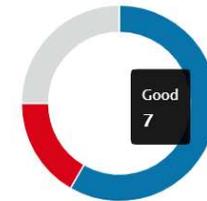
16011 36TH WAY, REDMOND WA
98052
United States

Phone number
+1 425 526 4857

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

Directory status
User created online

7-DAY QUALITY



■ Good ■ Poor ■ Unknown

7-DAY ACTIVITY

9
Meetings

4
Calls

Account

Call history

General information

Assigned phone number
+1 425 526 4857

Emergency location
16011 36TH WAY, REDMOND WA 98052

Audio conferencing [Edit](#)

Audio conferencing
On

[Send conference info in email](#)

Conference ID
Dynamic

[Reset conference ID](#)

PIN
•••••

[Reset PIN](#)

Default conferencing toll phone number
+1 424 389 3944

Invites from this user can include toll-free number
On



Assigned phone number
+1 425 526 4857

Emergency location
16011 36TH WAY, REDMOND WA 98052

Assigned policies [Edit](#)

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

Audio conferencing
On

[Send conference info in email](#)

Conference ID
Dynamic

[Reset conference ID](#)

PIN
•••••

[Reset PIN](#)

Default conferencing toll phone number
+1 424 389 3944

Invites from this user can include toll-free number
On

Default conferencing toll-free phone number
none

Dial-out permissions
none

Teams upgrade [Edit](#)

Coexistence mode
Use Org-wide settings

Contoso Microsoft Teams & Skype for Business Admin Center

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

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

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
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Portland Hospital Meeting Policy

Description

General

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

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

Audio & video

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

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

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

Meeting settings

Meeting settings are used to control whether anonymous users can join Teams meetings, to set up your meeting invitations and if you want to enable Quality of Service (QoS), you can set the ports for real-time traffic. These settings will be used for all of the Teams meetings that users schedule in your organization. [Learn more.](#)

Participants

Anonymous users can join a meeting On

Email invitation

Customize the meeting invitations that are sent for users to include your organization's logo, URLs and custom footers. [?](#)

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

Network

Set up how you want to handle Teams meetings real-time media traffic (audio, video and screen sharing) that flow across your network. [?](#)

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 progress

 **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!

The screenshot shows the Azure Active Directory admin center interface. The breadcrumb navigation is "contoso > Users and groups > Expiration (preview)". The left-hand navigation pane includes sections for "MANAGE" (General, Expiration (preview)), "ACTIVITY" (Audit logs), and "TROUBLESHOOTING + SUPPORT" (Troubleshoot, New support request). The main content area is titled "Expiration (preview)" and contains an information icon with the text: "Renewal notifications are sent via email to group owners 31 days prior to group expiration. Failure to renew will result in the Office 365 group and its content from Teams, Planner, Outlook, etc. being deleted." Below this, there are settings for "Group lifetime (in days)" set to "Custom" with a value of "31". There are two sections for "Enable expiration for these Office 365 groups" with "All" selected and a "Select" button. At the bottom, a list of groups is shown: "Alex Dept Planning" (AD), "Alex Team YamJam" (AT), and "test" (TE).

Action Required: Renew your Office 365 group

 msonlineserviceteam@microsoftonline.com
Yesterday, 3:20 PM
MOD Administrator

 [Reply all](#) | 

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



test

MA

[Renew group](#)

[Go to group](#)

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

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

@JohnConnected

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

The screenshot displays the Microsoft 365 Security & Compliance center interface. The left-hand navigation pane includes sections for Classifications, Data loss prevention, Data governance, Dashboard, Import, Archive, Retention, Events, Supervision, Threat management, Mail flow, and Data privacy. The 'Retention' section is currently active, showing a progress bar with four steps: 'Name your policy' (completed), 'Settings' (selected), 'Choose locations', and 'Review your settings'.

The main content area is titled 'Decide if you want to retain content, delete it, or both'. It contains the following configuration options:

- Do you want to retain content?** Yes, I want to retain it [?](#)
- For this long...** 7 years
- Retain the content based on** when it was created
- Do you want us to delete it after this time?** Yes No
- No, just delete content that's older than** 1 years [?](#)
- Need more options?** Use advanced retention settings [?](#)

Navigation buttons at the bottom of the main area include 'Back', 'Next', and 'Cancel'.

Overlaid on the right side is a 'Choose locations' dialog box with a close button (X). It lists various Office 365 services with toggle switches and selection options:

- Office 365 groups
- Skype for Business
- Exchange public folders
- Teams channel messages: **All** (Choose teams) or **None** (Exclude teams)
- Teams chats: **All** (Choose users) or **None** (Exclude users)

At the bottom of the dialog box are 'Back', 'Next', and 'Cancel' buttons. A 'Feedback' button is located in the bottom right corner of the overall interface.

Understanding O365 "Retention Labels"

Office 365 | Security & Compliance

Create a label to help users classify their content.

- Name your label
- Label settings
- Review your settings

Retention ⓘ

On

When this label is applied to content...

Retain the content

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	
<input checked="" type="checkbox"/> Test Doc.rtf	August 23, 2017	Adele Vance	

Documents

Apply label

- 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

The screenshot displays the Microsoft Teams interface. On the left is a navigation pane with sections for Activity, Chat, Teams, Meetings, and Files. The main area shows the 'Manage teams' page with a search bar and a list of teams. The teams are categorized into 'Active (6)' and 'Archived (1)'. A dialog box is open over the 'DC Posse' team, asking 'Want to archive "DC Posse"?' and providing options to 'Cancel' or 'Archive'. A context menu is also visible over the 'DC Posse' team, listing actions like 'Manage team', 'Add channel', 'Add members', 'Leave the team', 'Edit team', 'Get link to team', 'Archive Team', and 'Delete the team'.

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	Public
Contoso News	Company News Channel ... everything you need to know ...	Owner	24	Public
Exec Chatter	Exec Chatter	Owner	2	Private
Product Launch	A collaboration area for the Product Launch team.	Owner	11	Public
Test Team	Test Team	Owner		
test123	test123	Owner		

Archived (1)

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

@JohnConnected

Demo: Managing expiration,
channel/team restore, retention and
archiving



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

@JohnConnected

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

@JohnC

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
- 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 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>
@JohnConnected

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



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- [Hybrid](#)
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- [Migration & Digital Transformation](#)
- [Office 365](#)
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- [Sustainable Adoption](#)

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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	ευχαριστώ	Danke	Grazie	благодаря
Hvala	Obrigado	Kiitos	شكراً	Tak
Ahsante	Teşekkürler	متشكراً	Salamat Po	감사합니다
Cám ơn	شكراً	Terima Kasih	Dank u Wel	Děkuji
நன்றி	Köszönöm	ありがとう ございます	ขอบคุณครับ	Dziękuję
谢谢	Tack	Mulțumesc	спасибо	Merci
תודה	多謝晒	дядкую	Ďakujem	



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