



Beyond Microsoft Teams Deployment: How to Roll Out A Sustainable Adoption Program in 90 Days

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Unleash the Power of You

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



Agenda

Modern Workplace Today

Why Microsoft Teams?

Right Sizing Governance

Establish Sustainable Adoption Plan

Drive Adoption Success



Modern Workplace Today



Modern workplace is top of mind for business leaders

81%

of business leaders plan to increase their modern workplace investments in the next 2 years

72%

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

\$4M

Average cost of a data breach



Today's modern workforce



Management
Office Staff



Field Sales
Task Workers
Shop-floor Workers
Maintenance Engineers
Medical Staff



Vendors
Suppliers
Wholesalers
Citizens
Partners
Volunteers

Information Worker

Firstline Worker

Value Chain



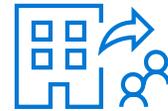
Teamwork

The landscape has changed

2x

More collaboration

People work on twice as many teams and spend 50% more time collaborating



Internal, external & remote

People need to connect and communicate across organizations, locations & time zones



Diverse workforce

People have different expectations, preferences, skillsets and abilities



Employee engagement

Globally, employee engagement is 15%, but at the best performing companies, 70% of employees are engaged and profits are 21% higher

What does teamwork look like **for you** today?



Delays in development and implementation of content and ideas

Unreliable version control

Inefficient co-authoring and file sharing

Difficult to involve outside contributors



010101 Increased IT support
101010 workload
010101

Increased onboarding time

Lack of centralized hub for information

Tools used inconsistently across the organization



EVERNOTE

Dropbox

Google Docs

slack



Difficult to access and share files remotely

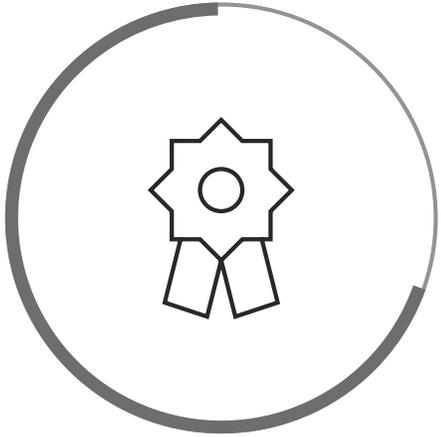
Hard to integrate vendors and contractors

Bring Your Own Devices

Need to involve a growing Firstline and remote workforce

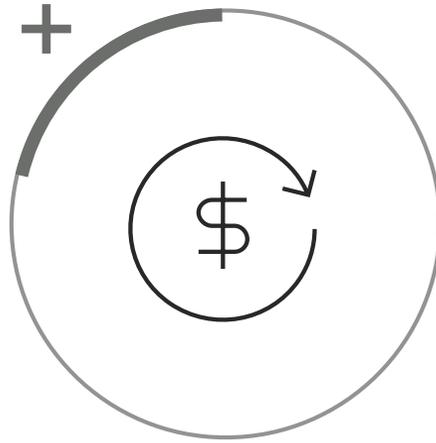
Challenging to access conversations and notes across platforms or devices

Engaged employees are **crucial to success**



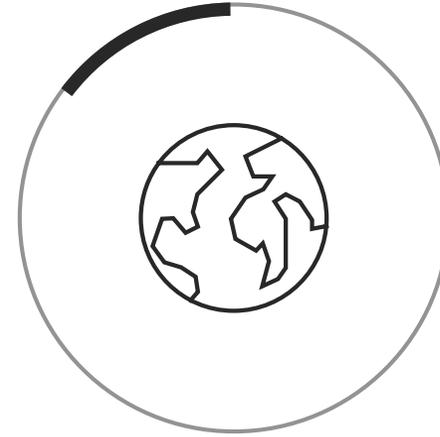
70%

of employees are engaged at best performing companies



21%

more profit in business units with most engaged employees



15%

of employees are engaged worldwide

And currently that is uncommon worldwide

Microsoft 365

A complete, intelligent solution to empower employees to be creative and work together, securely

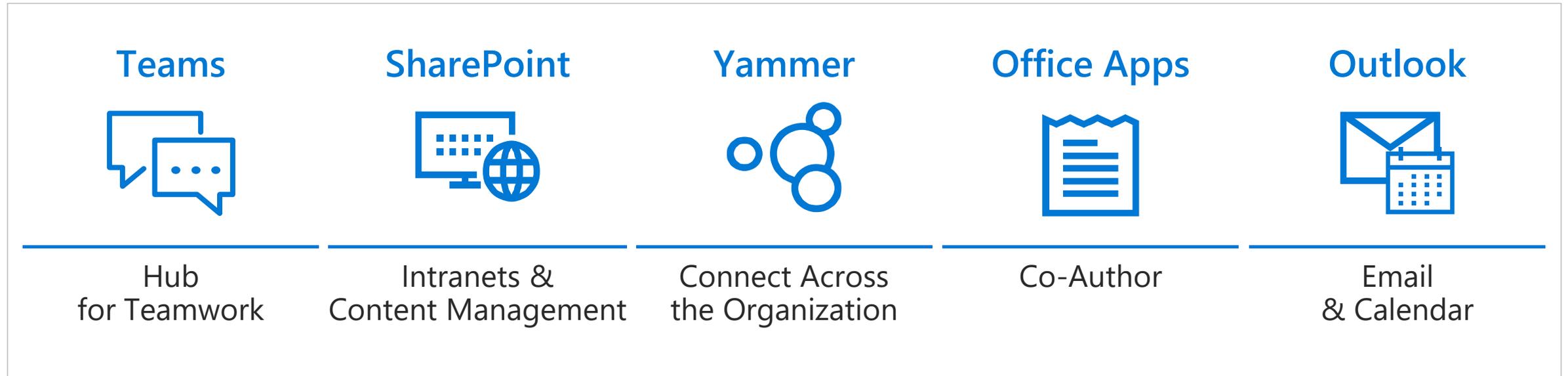
Office 365

Windows 10

Enterprise Mobility + Security



Microsoft 365: Universal Toolkit for Teamwork



Office 365 Groups

Single team membership
across apps and services

Microsoft Graph

Suite-wide intelligence
connecting people and content

Security and Compliance

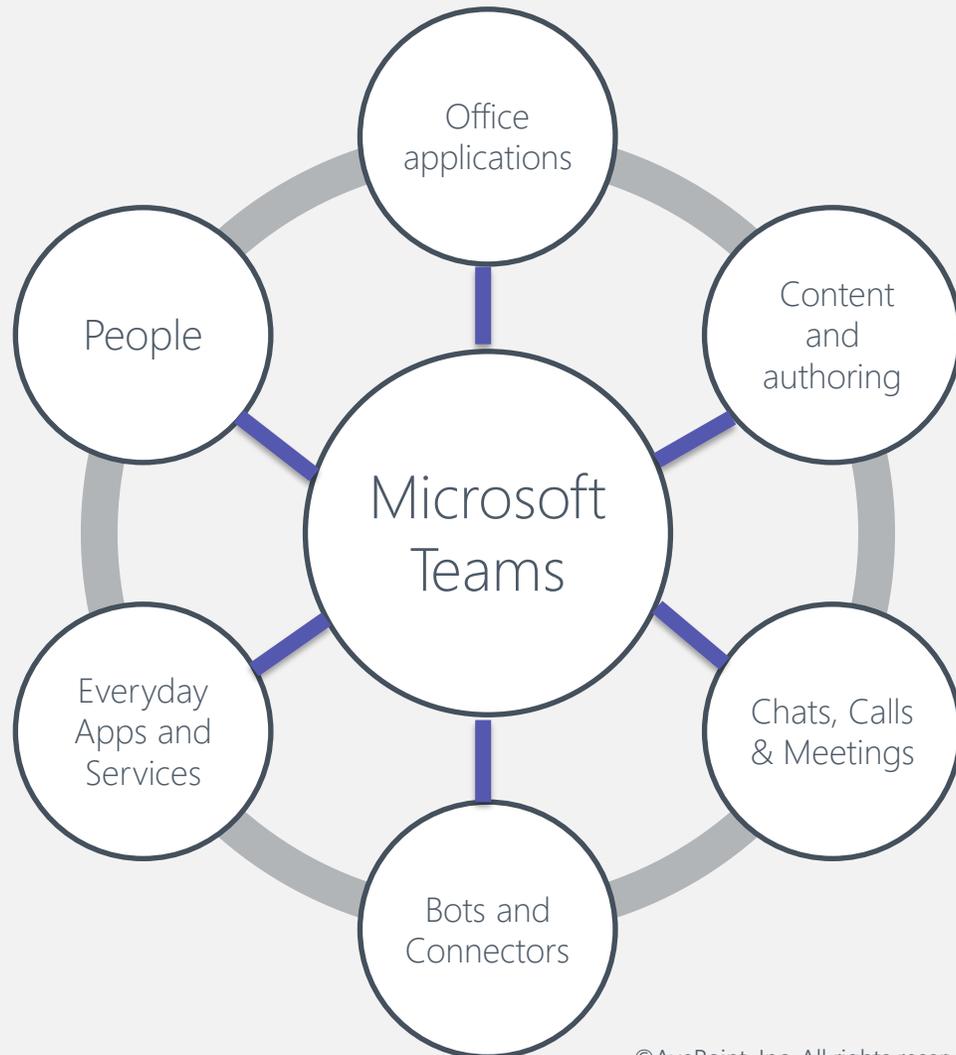
Centralized policy management

Teamwork in Microsoft 365



Why Microsoft Teams?

Microsoft Teams – The Hub for Teamwork



Communicate: Chat, calls & meetings for today's teams



Collaborate: Deeply integrated Office 365 apps



Customize & Extend: 3rd party apps & existing systems



Work w/ Confidence: Enterprise security, compliance & manageability



Teams for different departments

Marketing

Deliver marketing campaigns and go-to-market activities across a diverse group of internal and external stakeholders.



Sales

Build and deliver proposals with input from different stakeholders.

Manage sales planning, training and sales readiness in the same place.



Finance

Aggregate and report on data while conducting business reviews.



Human Resources

Manage recruitment, training and reviews across departments.



IT

Drive IT transformation and change management.

Plan, execute and manage all phases of IT deployment, adoption and rollout.



Engineering

Move quickly between ideation, development and deployment. Integrate with developer tools.



Project Management

Manage project stakeholders, tools, budgets, project reviews and feedback.



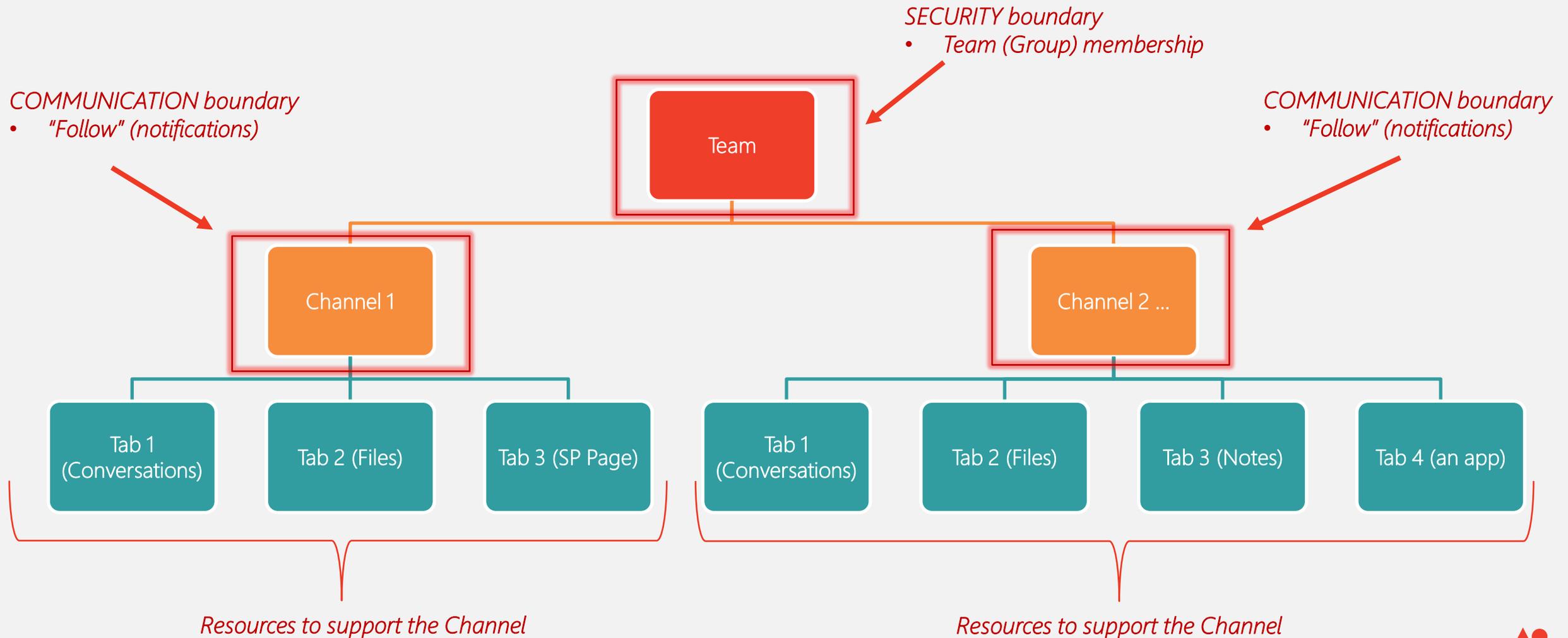
Get guidance on these and other scenarios in the [FastTrack Productivity Library](#)

“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 image shows a screenshot of the Microsoft Teams interface. On the left is the navigation pane with icons for Activity, Chat, Teams, Meetings, Calls, and Files. The 'Teams' section is expanded to show a list of teams: US-PubSec, FED Sales, Knowledge Channel, Lan Lane (SAC), Marketing Events, and Partner Program. A red box highlights the 'US-PubSec' team, and a red arrow labeled 'The TEAM' points to it. A teal box highlights the 'Knowledge Channel' within the team, and a teal arrow labeled 'The Team's CHANNELS' points to it. The main area shows the 'US-PubSec > Knowledge Channel' view. An orange box highlights the channel tabs: 'Conversations', 'Files', 'AP Wiki', 'AP University', 'L&L Planner', 'Resources', and '1 more'. An orange arrow labeled 'Channel TABS' points to this box. Below the tabs is a message from 'Taylor Davoport' dated '7/26 1:13 PM' with the subject 'Following Group Emails in Outlook'. The message content includes a quick reminder to follow the US-Federal Group in Outlook. At the bottom of the message is a screenshot of an Outlook inbox showing a 'SLED TEAM' group and a 'Follow the Group' button.



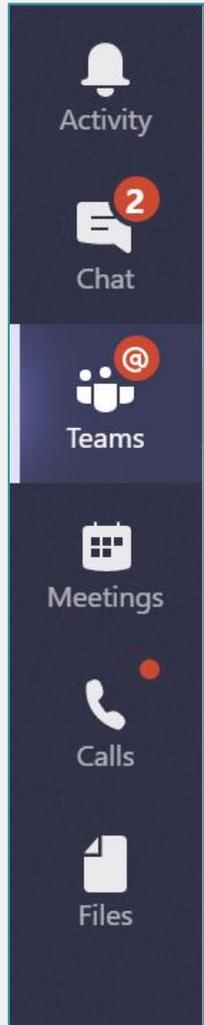
The Difference between TEAMS and CHATS

Team Conversations

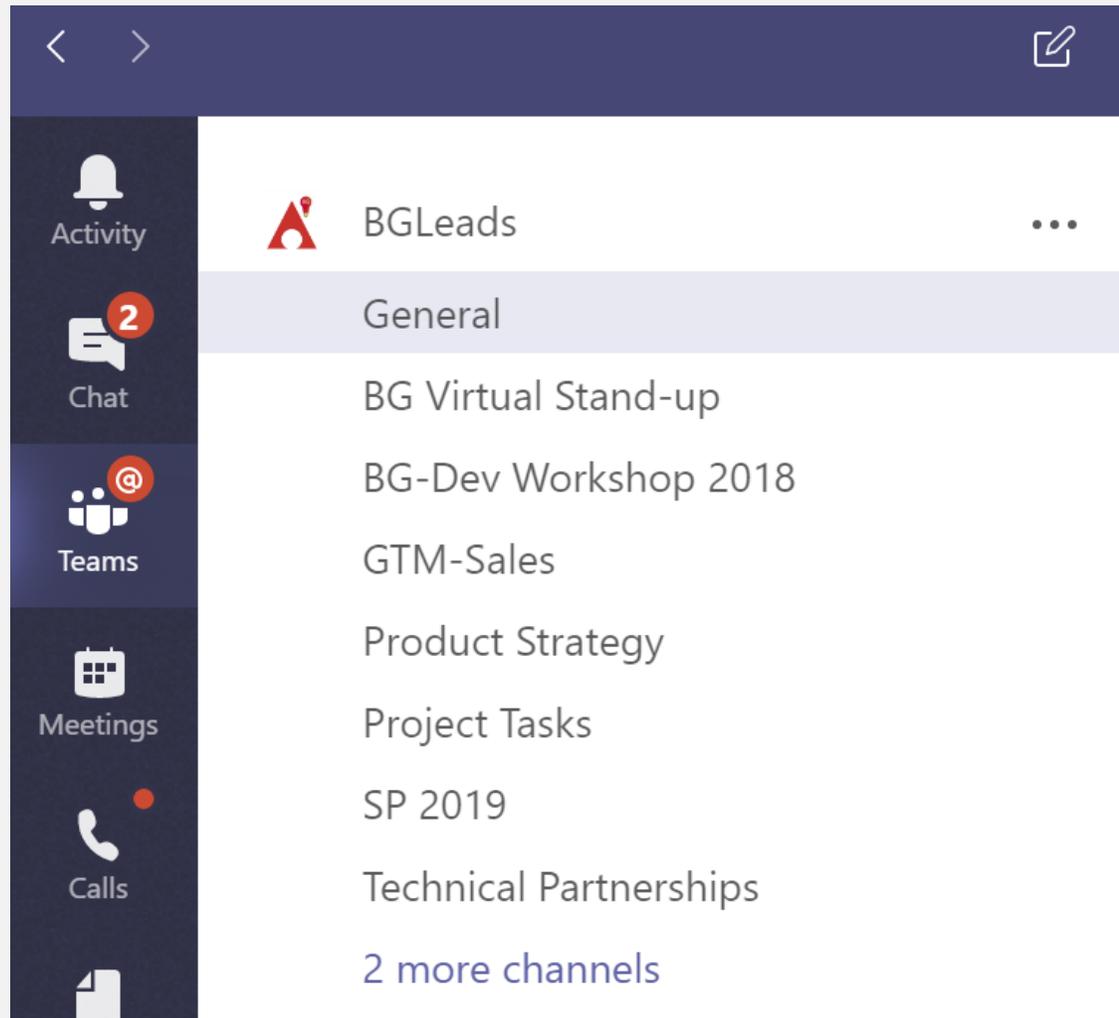
- Visible to all Team members/owners
- Uploaded files go into the SharePoint folder for the Channel
- Conversation history goes into the Team mailbox for compliance needs (hidden)
- Notifications will be sent to those following the Channel + those who are @mentioned

Chats

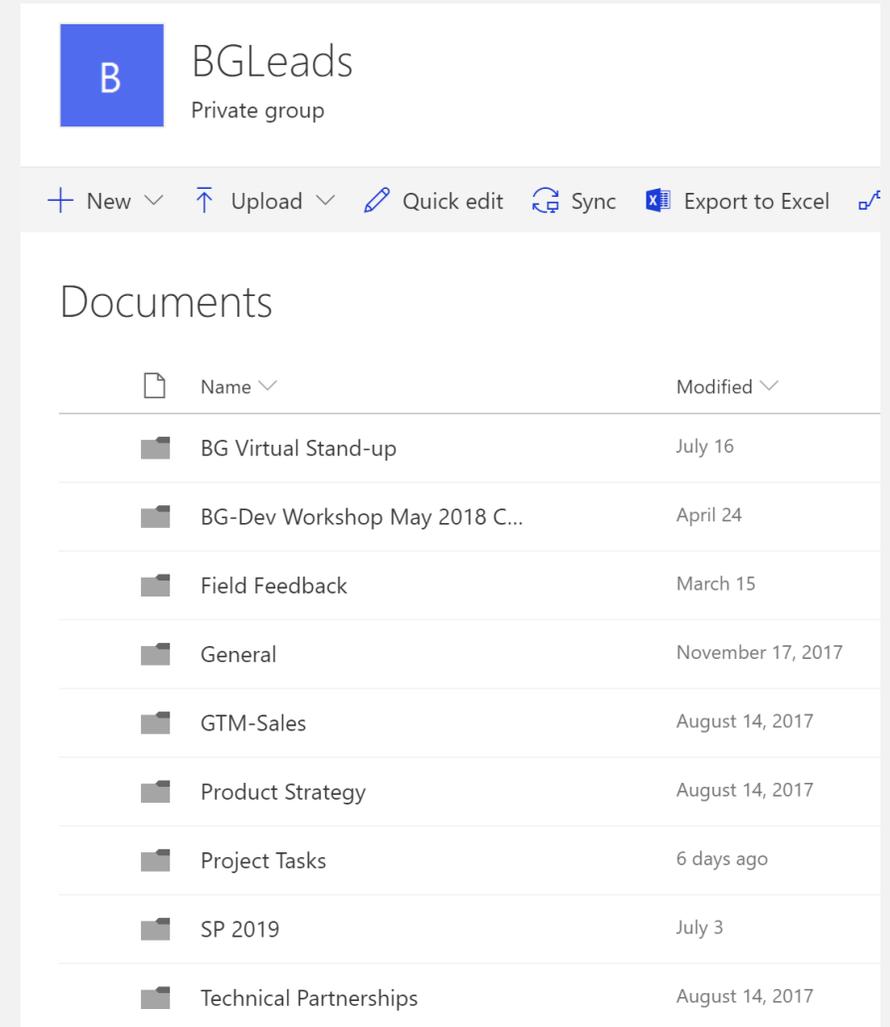
- Visible only to those in the chat
- Uploaded files go into the OneDrive of the poster and are shared with current chat participants automatically
- Chat history goes into the participants mailboxes for compliance needs (hidden)
- Notifications will be sent to participants



Understanding the SharePoint and Teams relationship



The screenshot shows the Microsoft Teams interface for a team named "BGLeads". The left sidebar contains navigation icons for Activity, Chat (with a red notification bubble containing the number 2), Teams (with a red notification bubble containing an @ symbol), Meetings, and Calls. The main area displays the team name "BGLeads" with a red logo icon and a three-dot menu. Below the team name, a list of channels is shown: "General" (highlighted), "BG Virtual Stand-up", "BG-Dev Workshop 2018", "GTM-Sales", "Product Strategy", "Project Tasks", "SP 2019", "Technical Partnerships", and "2 more channels".



The screenshot shows the document library for the "BGLeads" team. At the top, there is a header for the team "BGLeads" (Private group) with a blue square icon containing the letter "B". Below the header is a toolbar with options: "+ New", "Upload", "Quick edit", "Sync", and "Export to Excel". The main content area is titled "Documents" and contains a table of files and folders.

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



Where Are My Conversations Stored?

Chat service

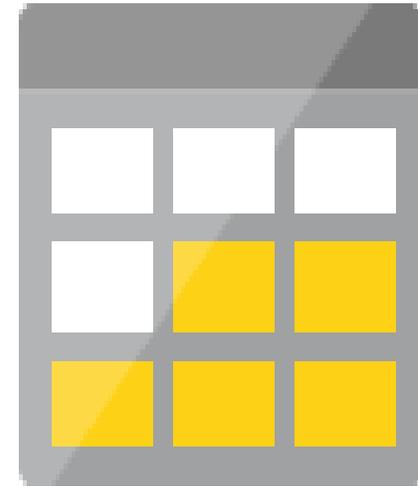
In memory processing for speed
Leverages Azure storage (blob, tables, queues)

Substrate / Exchange

Chat and channel messages are also stored in Exchange for information protection

Conversation images & media

Inline Images/Stickers are stored in a media store,
Giphys are not stored.



Where Are My Files Stored?

1:N chats

Files are uploaded to OneDrive for Business and permissions are set for the members of the chat

Team conversations

Files are uploaded to SharePoint. A folder is associated with each channel in the team

Cloud storage

Dropbox, Box, Citrix ShareFile, Google Drive



External Access



Anyone with an Azure Active Directory (AAD) account can be added as a guest in Teams.

Guests ...

Can have any email account (Work accounts e.g. Office 365)

Accounts are added and securely managed within Azure AD through Azure AD B2B Collaboration

IT admins can quickly and easily view, add, or revoke a guest's access to the host tenant

Are included as part of your Office 365 subscription at no additional cost

Are subject to Azure AD & Office 365 service limits



Guest Access Capabilities

Capabilities	Teams User	Guest User
Create channels	X	X
Participate in a private chat	X	X
Participate in a channel conversation	X	X
Post, delete, and edit messages	X	X
Share a channel file	X	X
Share a chat file	X	
Add apps (tabs, bots, connectors)	X	
Create tenant-wide and teams/channels guest access policies	X	
Invite a user outside the Office 365 tenant's domain		X
Create team	X	
Discover and join public teams	X	
View org chart	X	

Note: Office 365 admins control the features available to guests.





Unlock productivity with



150+ integrations



<https://docs.microsoft.com/en-us/microsoftteams/platform/get-started/get-started>



How can we improve everyday experiences by extending Teams?

Every day I have to ... eat

CAFÉ Café and Dining Dev

[Conversation](#) [Favorites](#) [Reminders](#) [About](#)

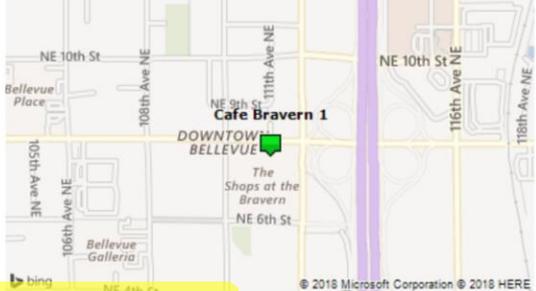
Yesterday 1:49 PM
Where is the nearest café?

CAFÉ Café and Dining Dev Yesterday 1:49 PM
You need to sign in before you can use Café Bot.

[Sign in](#)

Here's are all the cafés. Please select a café to get menu details.

Cafés near you



Cafe Bravern 1
Building BRAVERN-1

Here's the menu for Cafe Bravern 1 on Wednesday

What can I do?

Type your questions here



Every day I have to ... eat

CAFÉ Café and Dining Dev

Conversation Favorites Reminders About

Here's the menu for Cafe Bravern 1 on Wednesday



Cafe Bravern 1
Breakfast 7:00 - 10:30 am | Lunch 11:00 - 2:00 pm | Espresso 7:00 - 4:30 pm

THE WOK
Fried Rice, Spicy Fried Chicken Wing, Mongolian Tofu, General Tso Chicken

SUB SHOPPE
Build Your Own Sub

SOUPS
Vegetarian Southwest Vegetable (vegan), Old Fashion Tomato (vegan), Chicken Noodle w/ Penne Pasta

SALAD BAR
Salad Bar

GRILL

What can I do?

Take a tour	Learn about what I can do
Where is the nearest café?	Get cafés nearest to your assigned building
What is on menu for Friday?	Get menu of any week day for your building's ...
Today's menu at Lincoln Square	Get today's menu for a cafe
What cafés are serving sushi	See what cafés are serving sushi
Remind me when sushi available	Get reminders for when a food item is on the ...
Meal card balance	See your meal card balance and add money

Type your questions here

A 😊 GIF 🗨️ 🎧 ...

Every day I have to ... eat

The screenshot shows a chat window with a header for 'Café and Dining Dev'. The menu items are:

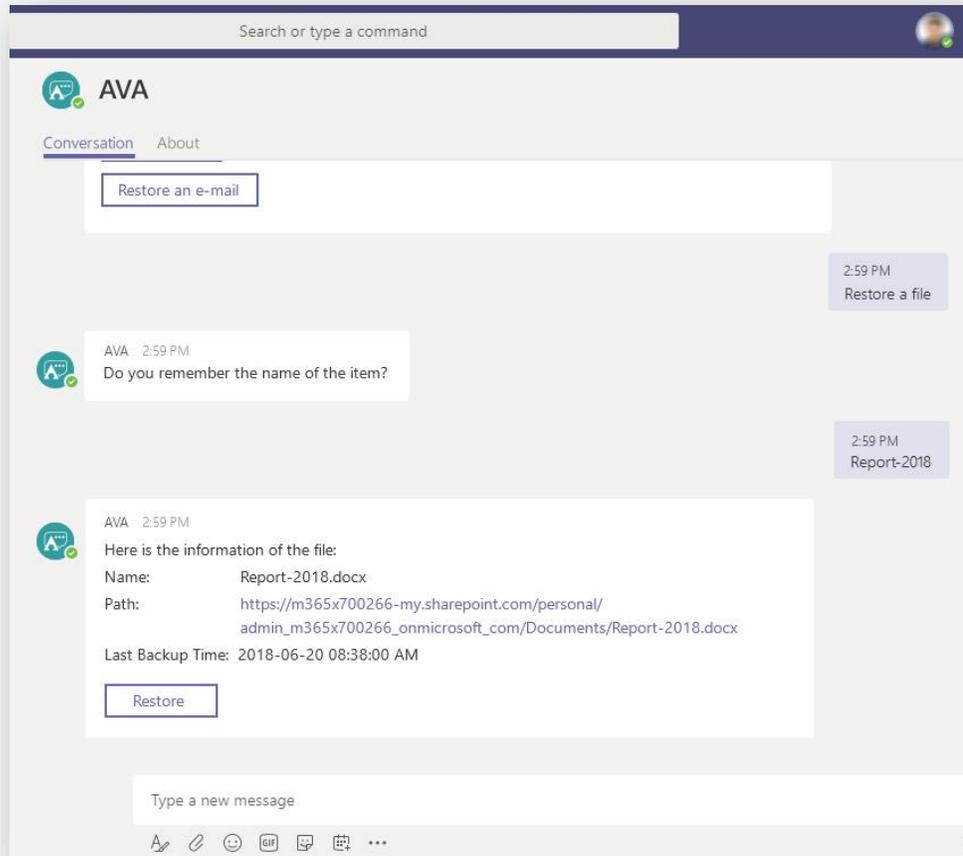
- Noodle w/ Penne Pasta
- SALAD BAR**
Salad Bar
- GRILL**
Mushroom Swiss Burger, California Fried Chicken, Haystack Burger, Diablo Burger, The Grill
- GLOBAL**
Whole Roasted Striploin with Brussel Sprout and Potato
- ESPRESSO**
Proudly Serving Caffe Lusso Espresso!
- CULTURAL CUISINES**
TERIYAKI
- CHEF'S TABLE**
Salmon with Cashew Gremola
- BREAKFAST**
Simply Breakfast

Buttons below the menu: View full menu, Get directions, Order now, Favorite.

A yellow message bubble from 'Café and Dining Dev' (timestamped 'Yesterday 1:54 PM') says: 'Here's your meal card balance.' Below it is a yellow card showing '\$426.01 Meal card balance as of 10/31/2018' and a 'Manage' button.

At the bottom, there is a text input field with the placeholder 'Type your questions here' and a toolbar with icons for text, emojis, GIFs, attachments, voice, and a menu.

AVA: AvePoint's Virtual Assistant



Give users a place to look for lost content:

- Filenames that can't be found
- Documents modified recently
- Broken URLs to documents and files
- Lost e-mails that can't be searched in Exchange / Outlook

Highlight quick-wins to limit support calls:

- Identify version history, first and second level recycle bins, soft-deleted content
- Identify recent data in AvePoint's backup data sets
- Fully security-trimmed to each user



Right Sizing Governance



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

Office 365 Groups = Membership Service

Attributes

One identity

Azure AD is the master for group identity & membership

Federated resources

Office 365 services extend with their data

Loose coupling

Service notify each other of changes to a group

Flow

User creates new group for teamwork



Group identity created in Azure Active Directory



Group experience populated in app of choice

Apps



Azure AD

Outlook

Teams

StaffHub

SharePoint

Planner

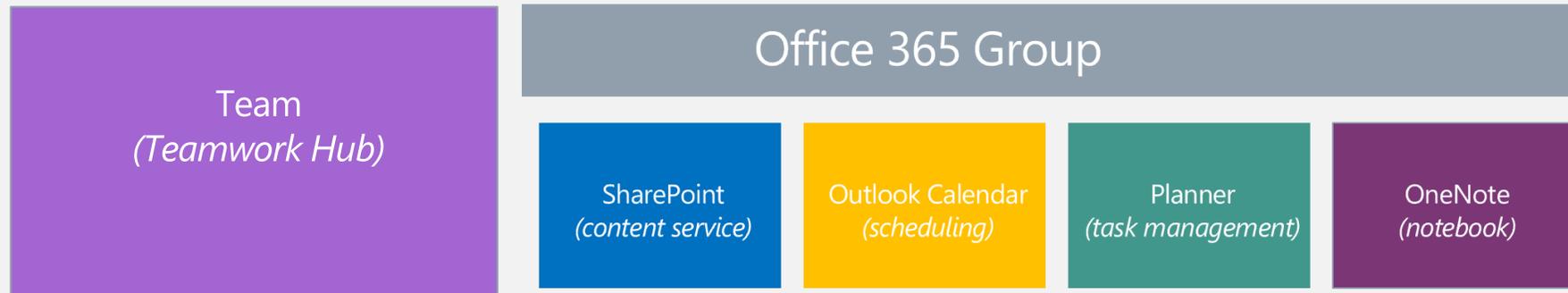
Dynamics CRM

Yammer

Stream

Power BI

When Creating a Team ...



Entry-points for self-service creation

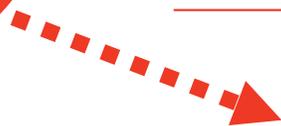
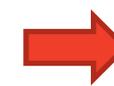
Office 365
Groups



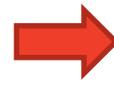
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=



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Why Microsoft Teams Will Soon Be Just as Common as Outlook



Published: 18 June 2018 ID: G00348503

Analyst(s): [Larry Cannell](#) | [Mark Cortner](#)

Summary

Microsoft Teams is playing an increasingly unifying and expanding role in Office 365. This report guides technical professionals on getting the most value out of Teams, analyzes Teams' impact on the rest of Office 365, and assesses Teams' strengths and weaknesses.

Table of Contents

Analysis

Microsoft Teams From an End-User Perspective

Channels Are the Heart of Group Collaboration in Microsoft Teams

Peer-to-Peer Chat Provides Simple Messaging and Sharing

Teams Also Provides Personal Productivity Features

How Teams Impacts Other Office 365 Products and Services

Membership: Teams and Office 365 Groups

Messaging: Teams, Yammer, Skype for Business and Outlook

Content Collaboration: Teams, Office 365 ProPlus, OneDrive for Business and SharePoint

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By default, anyone can create an Office 365 group. Therefore, anyone can create a team in Microsoft Teams. However, history has shown that allowing this privilege to go ungoverned can result in users creating workspaces on impulse. Such workspaces often become abandoned, because their creators fail to promote them. Ultimately, people wonder why the workplaces were created in the first place. For example, you may recall the early days of SharePoint Server. Some enterprises saw the creation of hundreds, perhaps thousands, of sites, with little thought given to why those sites were needed.

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



How do I
manage Office
365 Groups at
scale?



Azure AD Licensing Requirements for Groups

Capability	Free	Premium P1
Create, read, update, delete	X	
Group activities report	X	
Soft-delete & restore	X	
Hidden membership	X	
Dynamic group membership		X
Self-Service group management		X
Group creation permissions		X
Groups naming convention		X
Groups expiration		X
Usage guidelines		X
Default classification		X



What do I need to govern?



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



Govern Provisioning

- Sprawl
- Duplication
- Appropriateness
- Convention
- Cataloging



Out of the Box Capabilities

- **Enable self-service provisioning**

There are 17 endpoints where Office 365 Groups can be provisioned
You trust the end user will do the right thing

- **Disable self-service provisioning**

Only Office 365 administrators can create Office 365 Groups
By doing this, IT can be a bottleneck



Office 365 + AIP P1

- Group creation permissions
- Enforce naming convention
- Usage Guidelines
- Specify classification

```
Name                Value
----                -
ClassificationDescriptions
DefaultClassification
PrefixSuffixNamingRequirement
AllowGuestsToBeGroupOwner      False
AllowGuestsToAccessGroups      True
GuestUsageGuidelinesUrl
GroupCreationAllowedGroupId     Afc88abb-5df6-4c0f-b6f7-b7e82620bf89
AllowToAddGuests               True
UsageGuidelinesUrl
ClassificationList
EnableGroupCreation            False
```

PS C:\WINDOWS\system32>

This is the Id of AllowedtoCreateGroups

This indicates no one else in the company can create groups



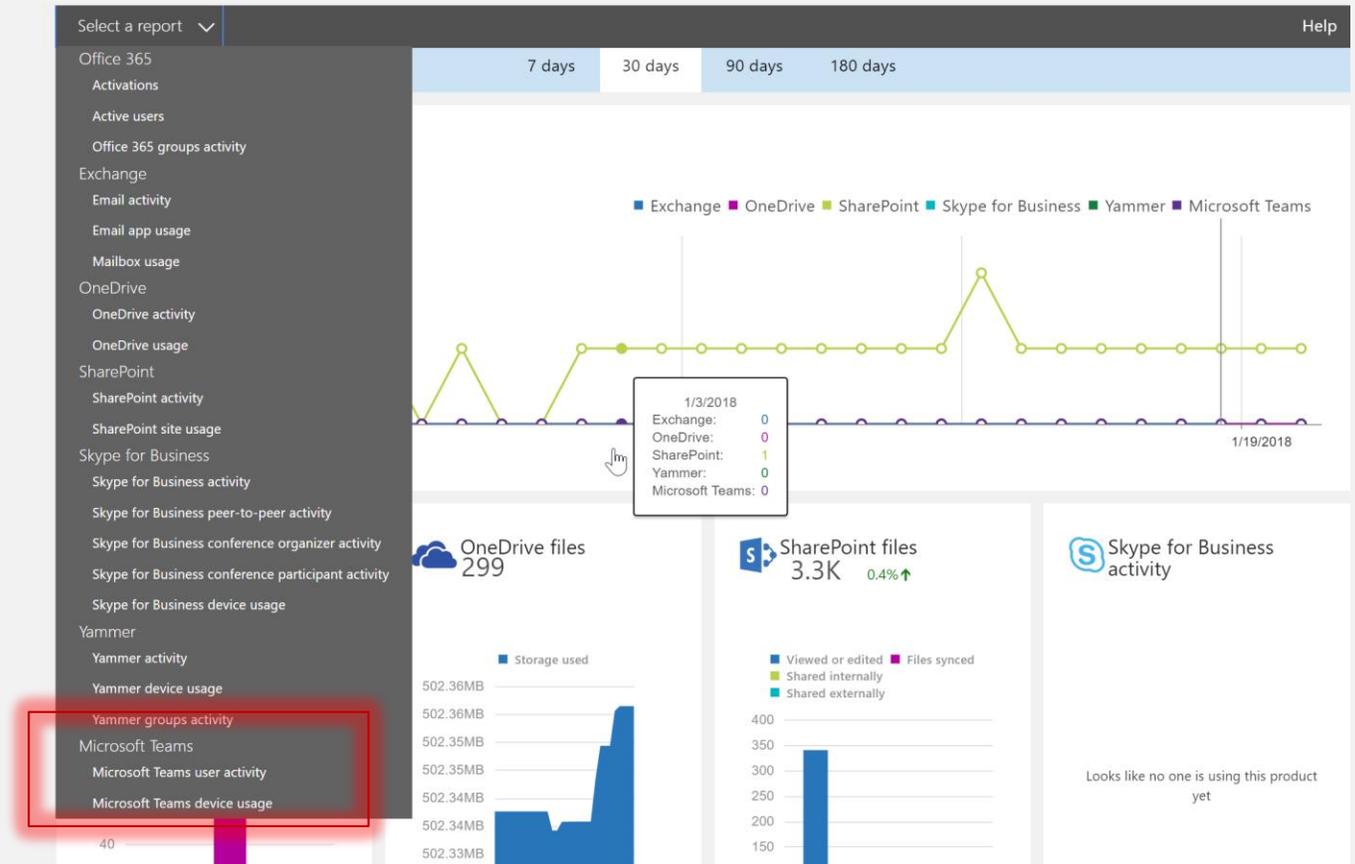
Govern Ongoing Management

- Monitor usage and adoption
- Ensure users aren't doing what they shouldn't
- Quota enforcement
- SharePoint governance



Out of the Box Capabilities

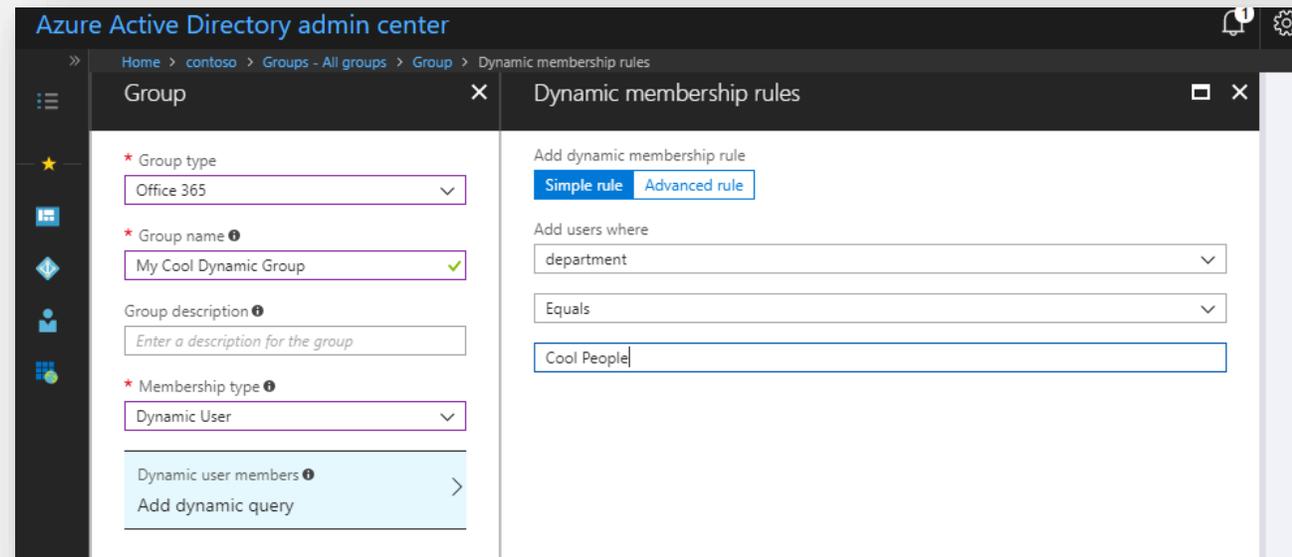
- Manually configure
 - User Permissions
 - Information structure
- Usage Reporting
- Audit Reporting



Office 365 + AIP P1

- **Dynamic Membership**

Set Group permissions based on AAD attributes



Govern Information Lifecycle

- Expiration
- Retention
- Policy enforcement



Out of the Box Capabilities

- Soft Delete/Restore

The screenshot displays a list of updates in the Office 365 update center. A callout box highlights a specific feature card. The card title is "Recover deleted Office 365 Group from Office and Exchange admin centers". The description states: "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." The card also includes the following details: Feature ID: 14685, Added to Roadmap: 06/08/2017, Last modified: 07/25/2017, and Tags: O365, Groups. At the bottom of the card are social media sharing icons for Facebook, LinkedIn, Twitter, Email, and YouTube.

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

Documentation: [Restore a deleted Office 365 Group](#)



Office 365 + AIP P1

- Group Expiration

The screenshot shows the Azure Active Directory admin center interface. 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 a search bar, 'Save' and 'Discard' buttons, and an information icon with a note: 'Renewal notifications are sent via email to group owners 30 days, 15 days and day prior to group expiration. Failure to renew will result in the deletion of the Office 365 group and its content from Teams, Planner, Yammer, Sharepoint, Outlook, etc. If group owners do not have Exchange Licenses, DO NOT enable this feature.' Below this, there are settings for 'Group lifetime (in days)' set to 'Custom' with a value of '31', a notification email address 'Admin@odemo.me', and a checkbox 'Enable expiration for these Office 365 groups' with 'Selected' chosen. A list of groups is shown at the bottom:

Group Name	Expiration Status
Alex Dept Planning	...
Alex Team YamJam	...
test	...

The screenshot shows an email notification from 'msonlineservicesteam@microsoftonline.com' (MOD Administrator) with the subject 'Action Required: Renew your Office 365 group'. The email content includes a red warning: 'Your Office 365 group 'test' expires in 30 day(s)'. Below this is a profile card for the group 'test' (MA) with 'Renew group' and 'Go to group' buttons. A warning triangle at the bottom states: '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'. The footer contains Microsoft Corporation contact information and a Privacy Statement link.



What about retention of *content*?



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 Office 365 Security & Compliance center. The left-hand navigation pane includes options such as Classifications, Data loss prevention, Data governance, Dashboard, Import, Archive, Retention, Events, Supervision, Threat management, Mail flow, and Data privacy. The main content area is titled "Decide if you want to retain content, delete it, or both" and contains several steps: "Do you want to retain content?", "For this long...", "Retain the content", "Do you want us to search for content?", "Need more options?", and "Use advanced retention settings".

Overlaid on this are three dark grey panels representing the current steps in the process:

- Top Panel:** "Create a policy to retain what you want and get rid of what you don't." with a green checkmark and the text "Name your policy".
- Middle Panel:** "Create a policy to retain what you want and get rid of what you don't." with a green checkmark and the text "Settings".
- Bottom Panel:** "Create a policy to retain what you want and get rid of what you don't." with a grey circle and the text "Choose locations".

The "Choose locations" panel is the active step, showing a list of locations with toggle switches and additional options for Teams:

- Office 365 groups (toggle off)
- Skype for Business (toggle off)
- Exchange public folders (toggle off)
- Teams channel messages (toggle on) with sub-options: "All" (Choose teams) and "None" (Exclude teams)
- Teams chats (toggle on) with sub-options: "All" (Choose users) and "None" (Exclude users)

At the bottom of the interface, there are "Back", "Next", and "Cancel" buttons, along with a "Feedback" button in the bottom right corner.

Understanding O365 "Retention Labels"

The screenshot displays the Office 365 Security & Compliance center interface. On the left is a navigation pane with options like Home, Alerts, Permissions, Classifications, Labels, Label policies, Sensitive information types, Data loss prevention, Data governance, Threat management, Data privacy, Search & investigation, and Reports. The main area shows the 'Labels' section with a 'Create a label to help users classify their content.' instruction. A 'Name your label' step is highlighted with a green checkmark. Below it are 'Label settings' and 'Review your settings' sections.

The 'Label settings' pane is open, showing the 'Retention' toggle set to 'On'. Under 'When this label is applied to content...', the 'Retain the content' option is selected. A 'Documents' library is shown with a table of files:

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	

The 'Test Doc.rtf' file is selected, and a context menu is open showing the 'Apply label' dropdown. The dropdown menu lists several options: 'None (Clear the label)', 'High Business Impact (HBI) (Retain for 7 years)', 'Low Business Impact (LBI) (Delete after 2 years)', 'Medium Business Impact (MBI) (Retain for 3 years)', 'My New Label', and 'Test Label 2 (Retain for 22 years)'. A mouse cursor is pointing at the 'High Business Impact (HBI)' option.

Are these
management
controls
enough?

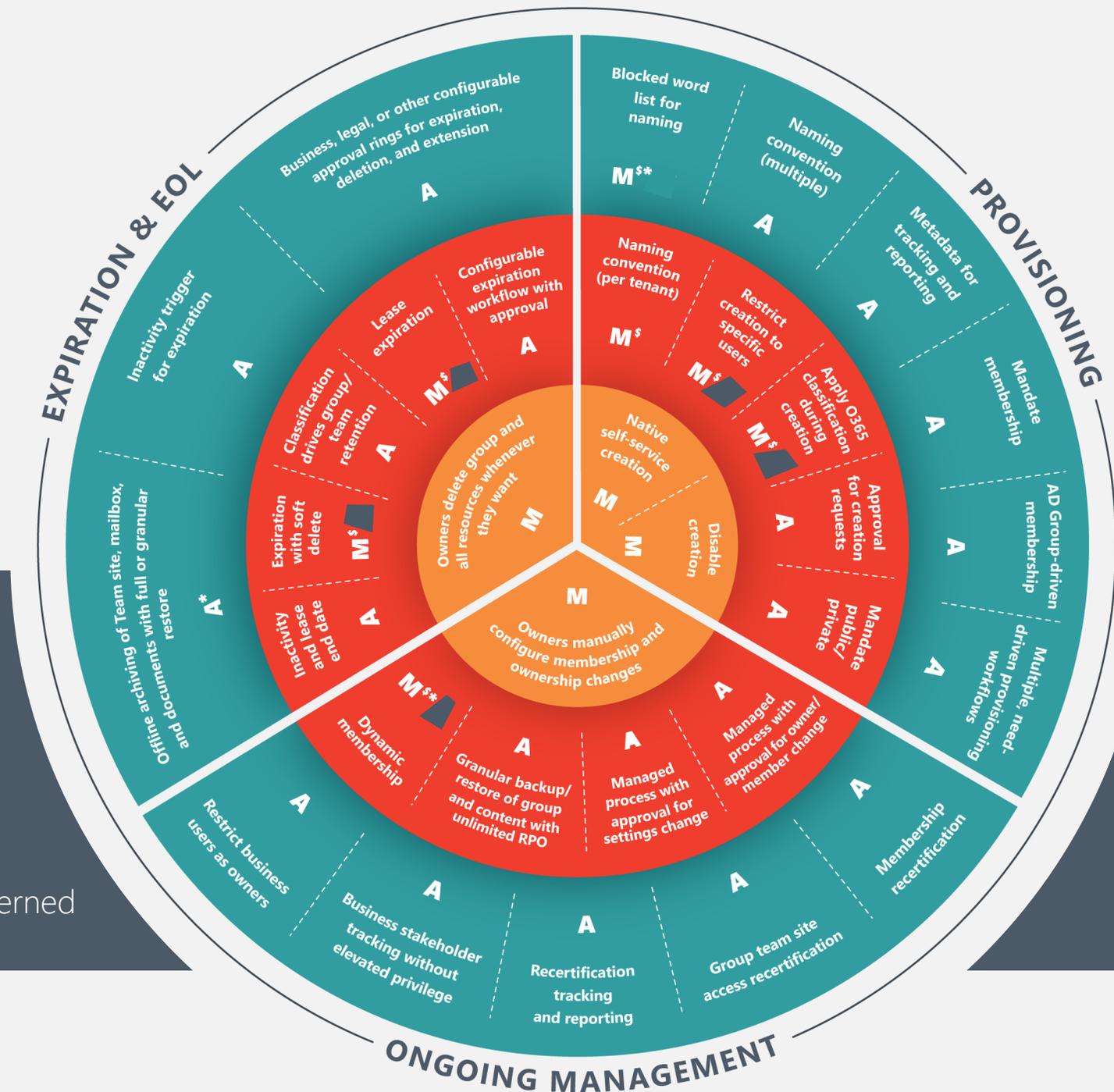


Right-Sizing Office 365 Governance

M Office 365 Feature \$ Requires AAD Premium
A AvePoint Feature * Planned

LEVELS OF GOVERNANCE:

■ Ungoverned ■ Lightly Governed ■ Fully Governed



M Office 365 Feature

A AvePoint Feature

\$ Requires AAD Premium

***** Planned

EXPIRATION & EOL

Offline archiving of Team site, mailbox, and documents with full or granular restore

A*

Inactivity trigger for expiration

A

Business, legal, or other configurable approval rings for expiration, deletion, and extension

A

Inactivity and lease end date

A

Expiration with soft delete

M\$A

Classification drives group/team retention

A

Lease expiration

M\$A

Configurable expiration workflow with approval

A

Owners delete group and all resources whenever they want

M

Self service and
automated
provisioning
based on
business need

Megan Bowen

Megan needs to work with
some colleagues on the
departmental away day
planning



- Search
- Home
- Notebook
- Documents
- Pages
- Site contents
- Work Space Catalogue
- Recycle bin

Global Intranet Template



Global Intranet

☆ Not following Share

+ New Send by email Published 1:48 PM Edit

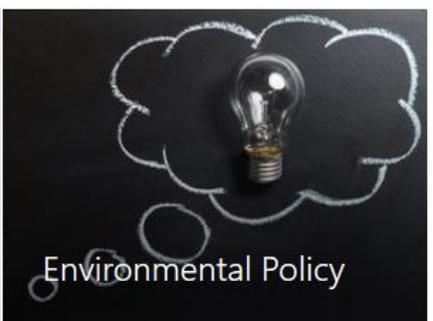


Work Space Catalogue

LEARN MORE >



Register for Annual Staff Meeting



Environmental Policy



World Wildlife Day



Check out the new café

Feedback

Home Page

Start a Request

My Requests

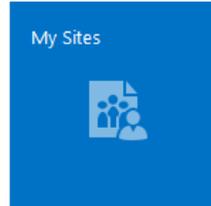
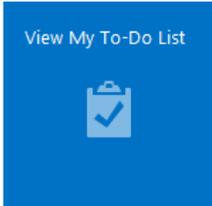
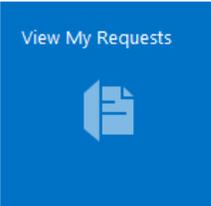
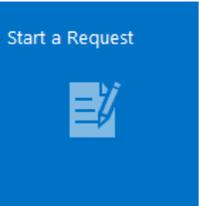
My To-Do List

Public Site Collection Directory

Directory

My Sites

Hi Megan Bowen, what would you like to do?



Home Page

Start a Request

My Requests

My To-Do List

Public Site Collection

Directory

My Sites

Hi Megan Bowen, what would you like to do?

Start a Request
Submit a new request
from your service
catalog.



View My Requests



View My To-Do List



Public Site
Collection Directory



My Sites



Home Page

Start a Request

My Requests

My To-Do List

Public Site Collection

Directory

My Sites

Start a Request

Language Search

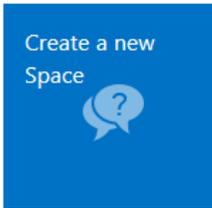
Administration

(1)



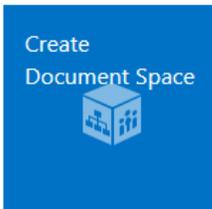
Not sure what you want? Start Here

(1)



Spaces

(3)



Home Page

Start a Request

My Requests

My To-Do List

Public Site Collection

Directory

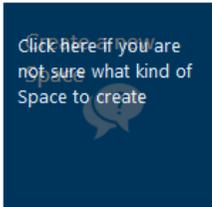
My Sites

Start a Request

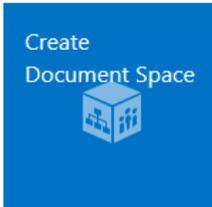
Administration
(1)



Not sure what you want? Start Here
(1)



Spaces
(3)



- Home Page
- Start a Request
- My Requests
- My To-Do List
- Public Site Collection Directory
- My Sites

Start a Request > Questionnaire

[Cancel](#)

What do you need this space for?

- Home Page
- Start a Request
- My Requests
- My To-Do List
- Public Site Collection Directory
- My Sites

Start a Request > Questionnaire

[Cancel](#)

What do you need this space for?

Select One

- Select One
- Collaborate with external parties**
- Collaborate internally
- Publish information about my department
- Something else

- Home Page
- Start a Request
- My Requests
- My To-Do List
- Public Site Collection Directory
- My Sites

Start a Request > Questionnaire

[Cancel](#)

What do you need this space for?

How would you classify the content?

- Home Page
- Start a Request
- My Requests
- My To-Do List
- Public Site Collection Directory
- My Sites

Start a Request > Questionnaire

[Cancel](#)

What do you need this space for?

How would you classify the content?

Select One	▼
Select One	
Public	
Internal	
Confidential	

[Home Page](#)

[Start a Request](#)

[My Requests](#)

[My To-Do List](#)

[Public Site Collection Directory](#)

[My Sites](#)

Start a Request > Questionnaire

[Cancel](#)

What do you need this space for?

Collaborate with external parties

How would you classify the content?

Public

Is this for a project?

Yes
 No

- Home Page
- Start a Request
- My Requests
- My To-Do List
- Public Site Collection Directory
- My Sites

Start a Request > Questionnaire

[Submit](#) [Cancel](#)

What do you need this space for?

How would you classify the content?

Is this for a project?
 Yes
 No

- Home Page
- Start a Request
- My Requests
- My To-Do List
- Public Site Collection Directory
- My Sites

Start a Request > Create External Project Space

Save As Draft Save and Submit Cancel

Request Summary

Enter a brief summary for your new service request. It will be displayed on your My Requests and your approvers' My Tasks list. It should reflect the request's purpose or function to help your approvers to quickly understand the business reason behind the request. Enter optional notes to your approvers.

*Request Summary:

Create new space for EOY Charity Event

Notes to approvers:

[Empty text area for notes to approvers]

Privacy

Choose to make the new Office 365 group to be a public group or a private group.

Public - Anyone can see group content

Outside Senders

Choose whether to let people outside the organization e-mail the group.

Allow outside senders

Primary Group Contact

Specify a user to be the primary group contact. This should be a

* Megan Bowen x

Primary Group Contact

Specify a user to be the primary group contact. This should be a business user who will be responsible for managing the lifecycle of the Office 365 group.

* Megan Bowen x

Secondary Group Contact

Specify a user to be the secondary group contact. This should be a business user who will be responsible for managing the lifecycle of the Office 365 group in the event the primary group contact is unable to respond to a notification.

* Diego Siciliani x

Group Owners

Specify one or more Office 365 users to be the owners of the new group. Note that only Office 365 users who have mailboxes are allowed to be specified as owners of the new group. You can also enter \$ to select from the following options:

Irvin Sayers

[View Available Roles >](#)

Group Members

Specify one or more Office 365 users to be the members of the new group. Note that only Office 365 users who have mailboxes are allowed to be specified to be the members of the new group. You can also enter \$ to select from the following options:

Select group members manually

Megan Bowen x Alex Wilber x
Emily Braun x Diego Siciliani x
Pradeep Gupta x |

Define rules to populate group members dynamically

Office 365 Group Policy

Select an Office 365 group policy that will be applied to the group.

*Office 365 group policy:
Office 365 Groups Policy

Space Classification

Public

- ✓ Granular backup every 6 hours
- ✓ Auditing Enabled
- ✓ Lease period of 6 months
- ✓ Option to extend lease by 3 months
- ✓ Recertify members every month

Office 365 Group Policy

Select an Office 365 group policy that will be applied to the group.

*Office 365 group policy:
Office 365 Groups Policy

Space Classification

Public

Project Code

*

Basic Information

Enter the group name and group ID. Then, enter an optional group description.

*Group name:
ExternalProject

*Group ID:
charityq42017

Group description:

Self service and
automated
provisioning
based on
business need

Diego Siciliani

Diego is Megan's manager
and receives an email
requesting approval for her
request



- Folders
 - More
- Groups
 - FinanceTest1
 - Discover
 - Create

- Focused **Other** Filter
- Next: No events for the next two days. Agenda
- AvePoint Governance Automa...
You Have a New Task for Create new space 7:34 AM
Hello Diego Siciliani, A new task Create new space for...
 - AvePoint Governance Automa...
The Request Create new Space for Fundraisi 6:28 AM
Hello Megan Bowen, The request Create new Space f...
 - AvePoint Governance Automa...
You Have a New Task for Create new Space 6:10 AM
Hello Diego Siciliani, A new task Create new Space fo...
 - AvePoint Governance Automa...
The Request Office Move Project Has compl 3:51 AM
Hello Diego Siciliani;Megan Bowen, The request Offic...
 - AvePoint Governance Automa...
You Have a New Task for Office Move Proje 3:42 AM
Hello Diego Siciliani, A new task Office Move Project...
 - AvePoint Governance Automa...
The Request Demo Template Creation Has c 3:15 AM
Hello Diego Siciliani;Megan Bowen, The request Dem...
 - AvePoint Governance Automa...
The Request Please create new space for Au 3:12 AM
Hello Megan Bowen, The request Please create new s...
 - AvePoint Governance Automa...
The Request Create Xmas Party Org Has con 3:11 AM
Hello Diego Siciliani;Megan Bowen, The request Crea...
 - AvePoint Governance Automa...
You Have a New Task for Demo Template Ci 3:10 AM
Hello Diego Siciliani, A new task Demo Template Cre...

You Have a New Task for Create new space for EOY Charity Event

A AvePoint Governance Automation Online Team <GAOnline@avepoint.com> Today, 7:34 AM
Diego Siciliani

Reply all

To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, [click here](#).

To always show content from this sender, [click here](#).



Hello **Diego Siciliani**,

A new task Create new space for EOY Charity Event submitted by MeganB@M365x445196.onmicrosoft.com has been assigned to you at 10/26/2017 2:34:31 PM . Please go to this [link](#) for more details.

Sincerely,
The Governance Automation Online Team

[Learn more about Governance Automation Online](#)
[Contact Us](#)

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Please do not reply to this e-mail. This e-mail was sent from an unattended mailbox, and replies are not reviewed. Please [contact us](#) if you have any issues.

Getting too much email from AvePoint Governance Automation Online Team <GAOnline@avepoint.com>? [You can unsubscribe](#)

My To-Do List > My Tasks My Recertification Report

Refresh

Search Show rows: 15 < 1/1 >

Request ID	Request Summary	Requester	Service	Status	Request Status	Comments
572	Create new space for EOY Charity Event	Megan Bowen	Create External Project Space	Waiting for Approval		

My To-Do List > My Tasks My Recertification Report

Refresh Search Show rows: 15 < 1/1 >

Request ID	Request Summary	Request Status	Comments
572	Create new space for EOY Charity Event		

View Details: Create new space for EOY Charity Event

Approve
 Reassign
 Reject
 View Request History

Task Information

Request ID:	572
Request Summary:	Create new space for EOY Charity Event
Notes to approvers:	
Service Type:	Create Group
Requester:	Megan Bowen
Status:	Waiting for Approval
Last Modified Time:	2017-10-26 14:34:31
Request Status:	(First Stage Task Created)
Comments:	

Create Group - Basic Settings

Privacy

Privacy:	Public - Anyone can see group content
----------	---------------------------------------

Outside Senders

+	Request ID	Request Summary	View Details: Create new space for EOY Charity Event	Request Status	Comments
---	------------	-----------------	--	----------------	----------

572 Create new space for EOY Charity Event

✓ Approve
👤 Reassign
✗ Reject
🕒 View Request History

Create Group - Basic Settings

Privacy

Privacy: Public - Anyone can see group content

Outside Senders

Outside Senders: Allow outside senders

Primary Group Contact: Megan Bowen

Secondary Group Contact: Diego Siciliani

Group Owners: Irvin Sayers

Group Members

Method to select group members: Select group members manually

Group Members: Megan Bowen, Alex Wilber

My To-Do List > My Tasks My Recertification Report

Refresh Search Show rows: 15 < 1/1 >

Request ID	Request Summary	View Details: Create new space for EOY Charity Event	Request Status	Comments
------------	-----------------	--	----------------	----------

572 Create new space for EOY Charity Event

Approve Reassign Reject View Request History

Group Members

Method to select group members: Select group members manually

Group Members: Megan Bowen, Alex Wilber, Emily Braun, Diego Siciliani, Pradeep Gupta

Enable hidden group membership: No

Office 365 Group Policy

Office 365 group policy: Office 365 Groups Policy

Metadata < 1/1 >

Metadata Name	Metadata Value
Space Classification	Public
Project Code	Charity042017

My To-Do List >

- My Tasks
- My Recertification Report

Refresh

Search Show rows: 15 < 1/1 >

Request ID	Request Summary
572	Create new space for EOY Charity Event

View Details: Create new space for EOY Charity Event

- Approve
- Reassign
- Reject
- View Request History

Office 365 Group Policy

Office 365 group policy: Office 365 Groups Policy

Metadata < 1/1 >

Metadata Name	Metadata Value
Space Classification	Public
Project Code	CharityQ42017

Basic Information

Group name: ExternalProject_EOYCharity

Group ID: charityq42017@M365x445196.onmicrosoft.com

Group description: Space for EOY Charity Event

Request Status Comments

My To-Do List > My Tasks My Recertification Report

Approve Reassign Reject Refresh Search Show rows: 15 < 1/1 >

Request ID	Request Summary	Request Status	Comments
572	Create new space for EOY Charity Event		

View Details: Create new space for EOY Charity Event

Approve Reassign Reject View Request History

Office 365 Group Policy

Office 365 group policy: Office 365 Groups Policy

Meta

Meta

Space

Proj

Basic

Group name: ExternalProject_EOYCharity

Group ID: charityq42017@M365x445196.onmicrosoft.com

Group description: Space for EOY Charity Event

Governance Automation Online

My Comments:

OK Cancel

My To-Do List > My Tasks My Recertification Report

Approve Reassign Reject Refresh Search Show rows: 15 < 1/1 >

Request ID	Request Summary	Request Status	Comments
572	Create new space for EOY Charity Event		

View Details: Create new space for EOY Charity Event

Approve Reassign Reject View Request History

Office 365 Group Policy

Office 365 group policy: Office 365 Groups Policy

Meta

Meta

Space

Proj

Basic

Group name: ExternalProject_EOYCharity

Group ID: charityq42017@M365x445196.onmicrosoft.com

Group description: Space for EOY Charity Event

Governance Automation Online

My Comments:

Approved

OK Cancel

My To-Do List > My Tasks My Recertification Report

Refresh Search

+ Request ID Request Summary View Details: Create new space for EOY Charity Event Request Status Comments

View Request History

Office 365 Group Policy

Office 365 group policy: Office 365 Groups Policy

Metadata < 1/1 >

Metadata Name	Metadata Value
Space Classification	Public
Project Code	CharityQ42017

Basic Information

Group name: ExternalProject_EOYCharity
Group ID: charityq42017@M365x445196.onmicrosoft.com
Group description: Space for EOY Charity Event

Self service and
automated
provisioning
based on
business need

Megan Bowen

Megan receives an email
to let her know that her
space is now available



- Folders
 - Favorites
 - Inbox 1
 - Megan Bowen
 - Inbox 1**
 - Drafts
 - Sent Items
 - Deleted Items
 - Archive
 - Conversation History
 - Junk Email
 - Notes
 - In-Place Archive -Megan Bow
 - Groups
 - ExternalProject_Et
 - ExternalProject_Ft
 - Finance_Project4!
 - Finance_OM455
 - Finance_Q2QPR

- Focused** Other Filter
- Next: No events for the next two days. Agenda
- AvePoint Governance Automa...
You Have a New Task for Xmas in July site col 4:39 AM
Hello Megan Bowen, A new task Xmas in July site coll...
 - AvePoint Governance Automa...
You Have a New Task for Xmas in July site col 4:35 AM
Hello Megan Bowen, A new task Xmas in July site coll...
 - AvePoint Governance Automa...
The Project Space, Site Collection Title, has br 4:16 AM
Hello Megan Bowen, Hello, Please note that the Inter...
 - Yesterday**
 - Megan Bowen
You've joined the ExternalProject_EOYCharity Thu 7:59 AM
WorkBrilliantlyTogether Welcome to the ExternalProj...
 - AvePoint Governance Automa...
The Request Create new space for EOY Charit Thu 7:48 AM
Hello Megan Bowen, The request Create new space f...
 - Megan Bowen
You've joined the ExternalProject_Fundraising Thu 6:39 AM
WorkBrilliantlyTogether Welcome to the ExternalProj...
 - AvePoint Governance Automa...
The Request Create new Space for Fundraisin! Thu 6:28 AM
Hello Megan Bowen, The request Create new Space f...
 - AvePoint Governance Automa...
The Request Office Move Project Has comple Thu 3:51 AM
Hello Diego Siciliani;Megan Bowen, The request Offic...
 - AvePoint Governance Automa...
A Site Collection https://m365x445196.sharep Thu 3:51 AM
Hello Megan Bowen, You are given the responsibility...

The Request Create new space for EOY Charity Event Has Completed



AvePoint Governance Automation Online Team <GAOnline@avepoint.com>
Yesterday, 7:48 AM
Megan Bowen; Megan Bowen; Diego Siciliani

Reply all



Hello **Megan Bowen**,

The request Create new space for EOY Charity Event submitted by MeganB@M365x445196.onmicrosoft.com has Completed .

Log into <https://nega.avepointonlineservices.com> for more details.

Sincerely,
The Governance Automation Online Team

[Learn more about Governance Automation Online](#)
[Contact Us](#)

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Getting too much email from AvePoint Governance Automation Online Team <GAOnline@avepoint.com>? [You can unsubscribe](#)

- Search All Groups
- Create Group
- My Requests
- All Groups
- Favorite Groups
- Joined Teams
- Joined Groups
- Recent Groups
- My Hubs

All Groups | Save as a Hub | List

Properties: All

DT Demo Template Private Group
Information | Tags | Members | Details
Send email messages to DemoTemplate@M365x445196.onmicrosoft.com
Description
Demo Template

EE ExternalProject_EOYCh Public Group
Information | Tags | Members | Details
Send email messages to charityq42017@M365x445196.onmicrosoft.com
Description
Space for EOY Charity Event

EF ExternalProject_Fundra Private Group
Information | Tags | Members | Details
Send email messages to projectcharity@M365x445196.onmicrosoft.com
Description

FO Finance_OM455 Private Group
Information | Tags | Members | Details
Send email messages to om455@M365x445196.onmicrosoft.com
Description

FP Finance_Project455 Private Group
Information | Tags | Members | Details
Send email messages to audit455@M365x445196.onmicrosoft.com
Description
Finance_Project455

FQ Finance_Q2QPR Private Group
Information | Tags | Members | Details
Send email messages to q2qpr@M365x445196.onmicrosoft.com
Description

FinanceTest1

- Search All Groups
- Create Group
- My Requests
- All Groups
- Favorite Groups
- Joined Teams
- Joined Groups
- Recent Groups
- My Hubs

All Groups

Save as a Hub List

Properties: All

DT Demo Template Private Group

Information Tags Members Details

Send email messages to DemoTemplate@M365x445196.onmicrosoft.com

Description
Demo Template

EE ExternalProject_EOYCh Public Group

Information Tags Members

Send email messages to charityq42017@M365x445196.onmicrosoft.com

Description
Space for EOY Charity Event

- Conversations
- Calendar
- Files
- Notebook
- Site
- Planner

EF ExternalProject_Fundra Private Group

Information Tags Members Details

Send email messages to projectcharity@M365x445196.onmicrosoft.com

Description

FO Finance_OM455 Private Group

Information Tags Members Details

Send email messages to om455@M365x445196.onmicrosoft.com

Description

FP Finance_Project455 Private Group

Information Tags Members Details

Send email messages to audit455@M365x445196.onmicrosoft.com

Description
Finance_Project455

FQ Finance_Q2QPR Private Group

Information Tags Members Details

Send email messages to q2qpr@M365x445196.onmicrosoft.com

Description

- Search
- Home
- Conversations
- Documents
- Notebook
- Pages
- Site contents
- Recycle bin
- Edit

ExternalProject_EOYCharity
Public group

Not following Group conversations
1 member

+ New Published Edit

News
+ Add

News

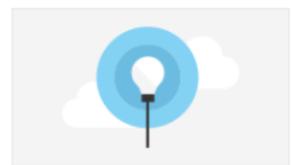
Keep your team engaged by sharing content and updates

Add News



Keep your team updated with News on your team site
From the new team site home page you'll be able to quickly author a new News Post – a status update, trip report, or even just highlight a...

SharePoint Oct 26, 2017



What is a team site?
A SharePoint team site connects you and your team to the content, information, and apps you rely on every day. For example, you can...

SharePoint Oct 26, 2017



Add a page to a site
Using pages is a great way to share ideas using images, Excel, Word and PowerPoint documents, video, and more. You can create and...

SharePoint Oct 26, 2017

Activity

Activity feed area with three placeholder cards.

- Search All Groups
- Create Group
- My Requests
- All Groups
- Favorite Groups
- Joined Teams
- Joined Groups
- Recent Groups
- My Hubs

All Groups Save as a Hub List

Properties: All

DT Demo Template Private Group

Information Tags Members Details

Send email messages to DemoTemplate@M365x445196.onmicrosoft.com

Description
Demo Template

EE ExternalProject_EOYCh Public Group

Information Tags Members Details

Send email messages to charityq42017@M365x445196.onmicrosoft.com

Description
Space for EOY Charity Event

EF ExternalProject_Fundra Private Group

Information Tags Members Details

Send email messages to projectcharity@M365x445196.onmicrosoft.com

Description

FO Finance_OM455 Private Group

Information Tags Members Details

Send email messages to om455@M365x445196.onmicrosoft.com

Description

FP Finance_Project455 Private Group

Information Tags Members Details

Send email messages to audit455@M365x445196.onmicrosoft.com

Description
Finance_Project455

FQ Finance_Q2QPR Private Group

Information Tags Members Details

Send email messages to q2qpr@M365x445196.onmicrosoft.com

Description

FinanceTest1

- Search All Groups
- Create Group
- My Requests
- All Groups
- Favorite Groups
- Joined Teams
- Joined Groups
- Recent Groups
- My Hubs

All Groups

Save as a Hub

Properties: All

DT Demo Template Private Group

Information Tags Members Details

Send email messages to DemoTemplate@M365x445196.onmicrosoft.com

Description: Demo Template

EE ExternalProject_EOYCh Public Group

Information Tags Members Details

Send email messages to charityq42017@M365x445196.onmicrosoft.com

Description: Space for EOY Charity Event

FO Finance_OM455 Private Group

Information Tags Members Details

Send email messages to om455@M365x445196.onmicrosoft.com

Description:

FP Finance_Project455 Private Group

Information Tags Members Details

Send email messages to audit455@M365x445196.onmicrosoft.com

Description: Finance_Project455

ExternalProject_EOYCharity

Basic Properties Metadata Policy Lifecycle Timeline Service

Department: Finance

Primary Contact: MeganB@M365x445196.onmicrosoft.com

Secondary Contact: DiegoS@M365x445196.onmicrosoft.com

- Search All Groups
- Create Group
- My Requests
- All Groups
- Favorite Groups
- Joined Teams
- Joined Groups
- Recent Groups
- My Hubs

All Groups

Save as a Hub

Properties: All

DT Demo Template
Private Group

Information Tags Members Details

Send email messages to DemoTemplate@M365x445196.onmicrosoft.com

Description
Demo Template

EE ExternalProject_EOYCh
Public Group

Information Tags Members Details

Send email messages to charityq42017@M365x445196.onmicrosoft.com

Description
Space for EOY Charity Event

FO Finance_OM455
Private Group

Information Tags Members Details

Send email messages to om455@M365x445196.onmicrosoft.com

Description

FP Finance_Project455
Private Group

Information Tags Members Details

Send email messages to audit455@M365x445196.onmicrosoft.com

Description
Finance_Project455

ExternalProject_EOYCharity

Basic Properties Metadata Policy Lifecycle Timeline Service

Space Classification
Public
Project Code
CharityQ42017

- Search All Groups
- Create Group
- My Requests
- All Groups
- Favorite Groups
- Joined Teams
- Joined Groups
- Recent Groups
- My Hubs

All Groups

Save as a Hub

Properties: All

DT Demo Template Private Group

Information Tags Members Details

Send email messages to DemoTemplate@M365x445196.onmicrosoft.com

Description: Demo Template

EE ExternalProject_EOYCh Public Group

Information Tags Members Details

Send email messages to charityq42017@M365x445196.onmicrosoft.com

Description: Space for EOY Charity Event

FO Finance_OM455 Private Group

Information Tags Members Details

Send email messages to om455@M365x445196.onmicrosoft.com

Description:

FP Finance_Project455 Private Group

Information Tags Members Details

Send email messages to audit455@M365x445196.onmicrosoft.com

Description: Finance_Project455

ExternalProject_EOYCharity

Basic Properties Metadata **Policy** Lifecycle Timeline Service

Policy Name: Office 365 Groups Policy

Policy Description:

Lease Period Expiration Date: 181 Day(s)

Will expire on 4/26/2018 2:48:06 PM

- Search All Groups
- Create Group
- My Requests
- All Groups
- Favorite Groups
- Joined Teams
- Joined Groups
- Recent Groups
- My Hubs

All Groups

Save as a Hub

Properties: All

DT Demo Template Private Group

Information Tags Members Details

Send email messages to DemoTemplate@M365x445196.onmicrosoft.com

Description: Demo Template

EE ExternalProject_EOYCh Public Group

Information Tags Members Details

Send email messages to charityq42017@M365x445196.onmicrosoft.com

Description: Space for EOY Charity Event

FO Finance_OM455 Private Group

Information Tags Members Details

Send email messages to om455@M365x445196.onmicrosoft.com

Description:

FP Finance_Project455 Private Group

Information Tags Members Details

Send email messages to audit455@M365x445196.onmicrosoft.com

Description: Finance_Project455

ExternalProject_EOYCharity

Basic Properties Metadata Policy Lifecycle Timeline Service

10/26/2017 2:48:06 PM Provisioned

10/26/2017 Today

4/26/2018 2:48:06 PM Lease Expiration

Establish Sustainable Adoption Plan



Change is
often met with
resistance

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



Adoption challenges

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

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

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

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

Why training alone doesn't work



Technology focused

Lack of buy-in

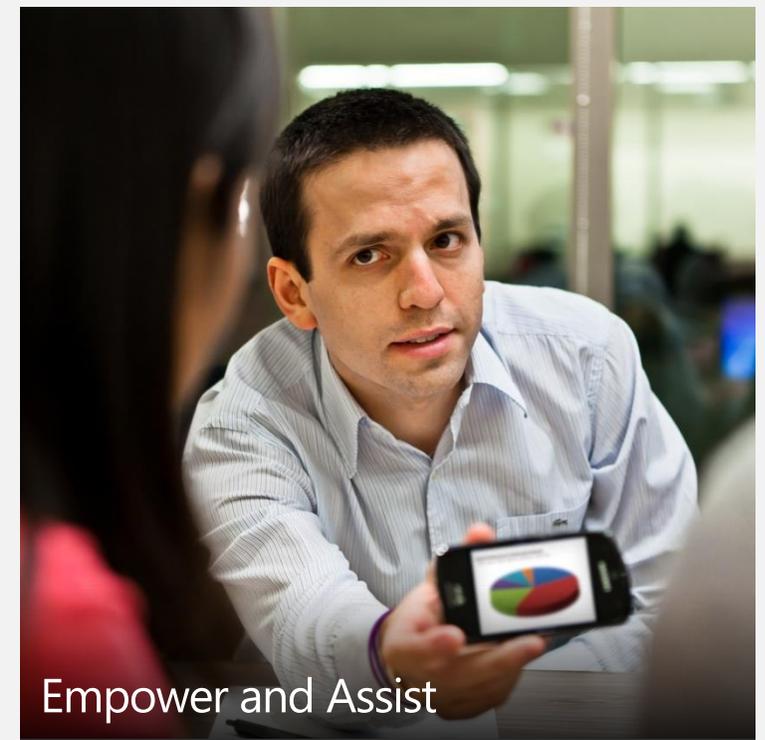
Unclear expectations

Non-contextual

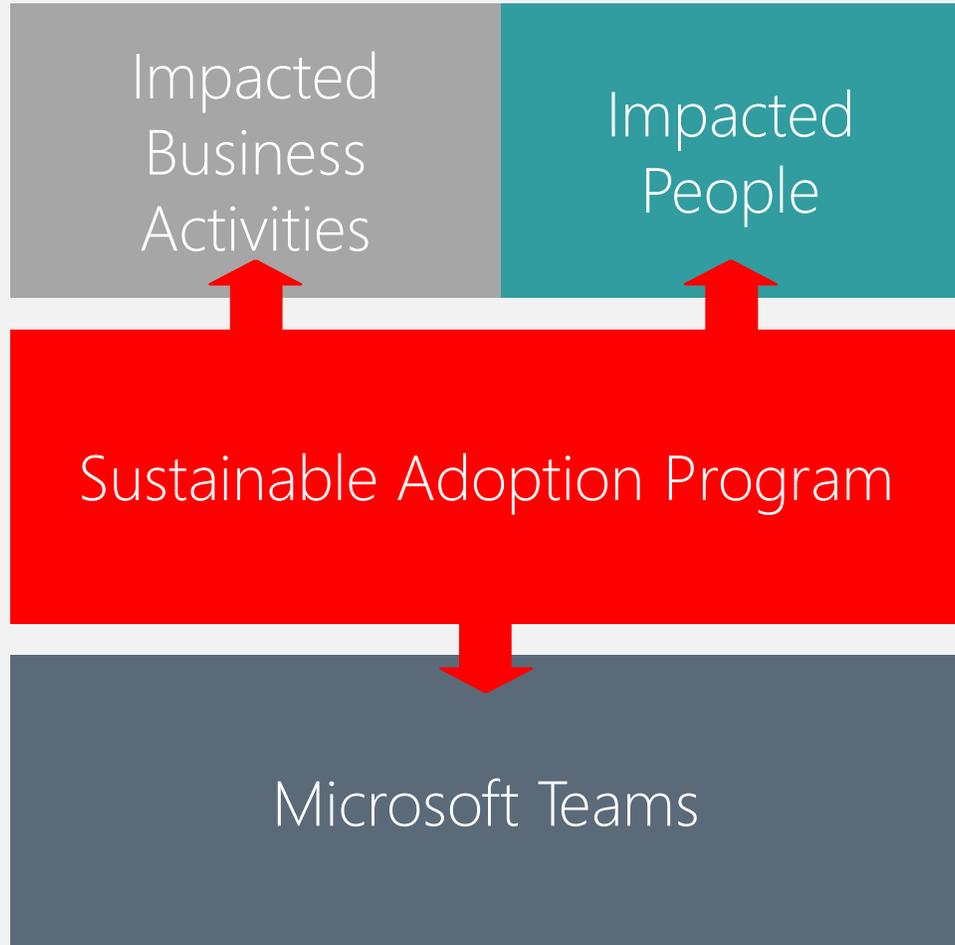
What's in it for me?



Goal: Drive Sustainable Adoption



Sustainable Adoption Objectives



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



Step 1: Make it easy to do the right thing

Specify rules of engagement

Focus on business scenarios or initiatives

Enforce & automate governance

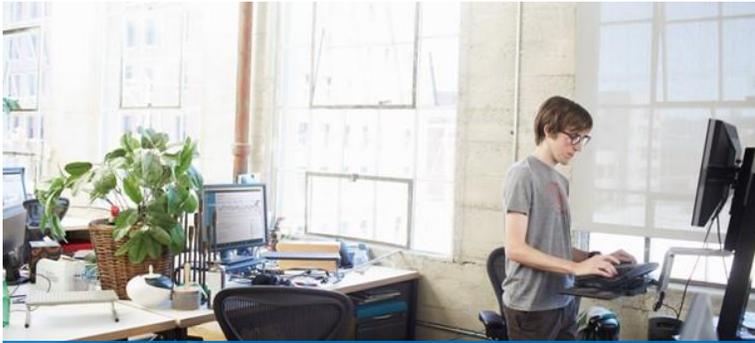


Example: Make meetings better



Example: Focus on Business Scenarios

Engineering, Research & Development



Share best practices across geographies

Operations, Manufacturing & Logistics



Improve and monitor business processes

Sales, Marketing, PR & Communications



Align Sales and Marketing teams

HR & Legal Services



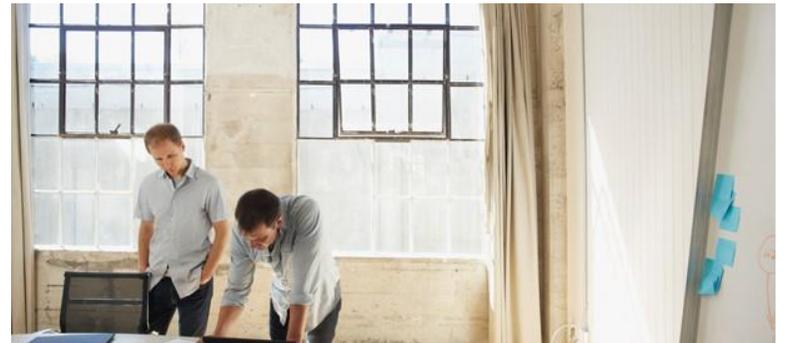
Gather & process forms from employees

Accounting, Finance & Procurement



Pull data and build financial reports

Administration



Organize teams and manage calendars

Example: Govern Self-Service

AvePoint

Cloud Governance for Office 365

Automate provisioning, management, & lifecycle of Office 365

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

Governance & security

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

Microsoft Teams Chat Window

Public | Pretty Safe

April 16, 2018

May 22, 2018

September 17, 2018

9:17 PM 9/19/2018

Step 2: Facilitate leadership buy-in

Highlight financial benefits

Demonstrate better transparency

Expedite organizational agility



Example: Global team collaboration

Search or type a command

Field Marketing > General

Conversations Files Wiki Meetings Notes

July 30, 2018

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

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

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

Have a great weekend all!

See less

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

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

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

See less

Start a new conversation. Type @ to mention someone.

Search or type a command

US CN Technical Writing > Just for fun!

Conversations Files Wiki

June 20, 2018

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



June 21, 2018

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



Start a new conversation. Type @ to mention someone.



Step 3: Ensure quick wins

Enable mobility

Provide a one-stop shop

A day in the life



Example: Real time translation



O365 Grp - Dokumentportal > General ...

Conversations Files Wiki Development Tasks Notes DokumentPortalen +

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

July 23, 2018

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

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

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

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

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

Example: Mobile Access



Microsoft Teams

Day in the life – IT Project Manager

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

7:45 AM

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

8:30 AM

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

9:30 AM

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

11:30 AM

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

2:00 PM

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

3:30 PM

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

4:30 PM

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

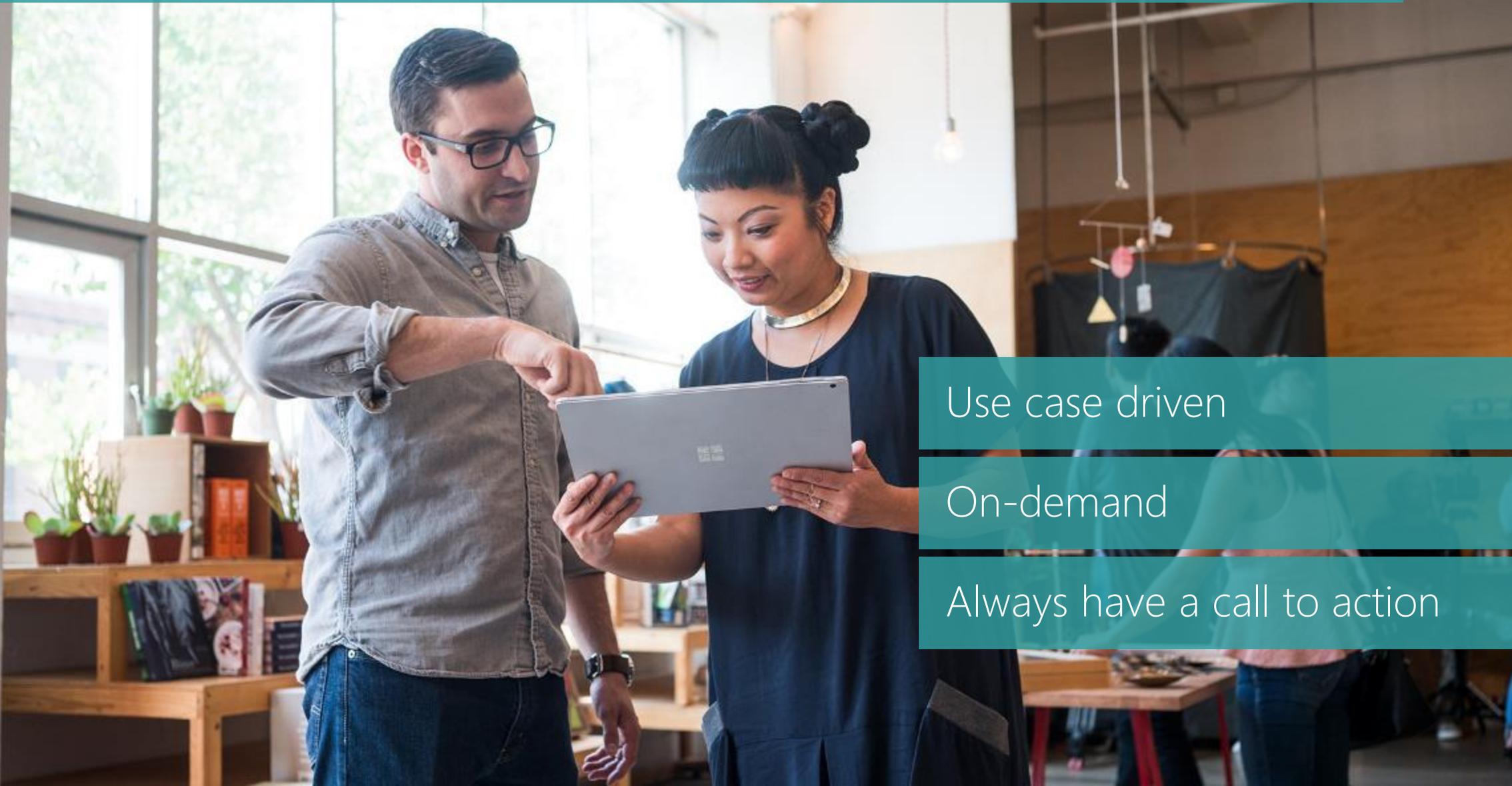
6:00 PM

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

Example: A Day in the Life

Make it relevant to their role

Step 4: Develop Contextual Learning



Use case driven

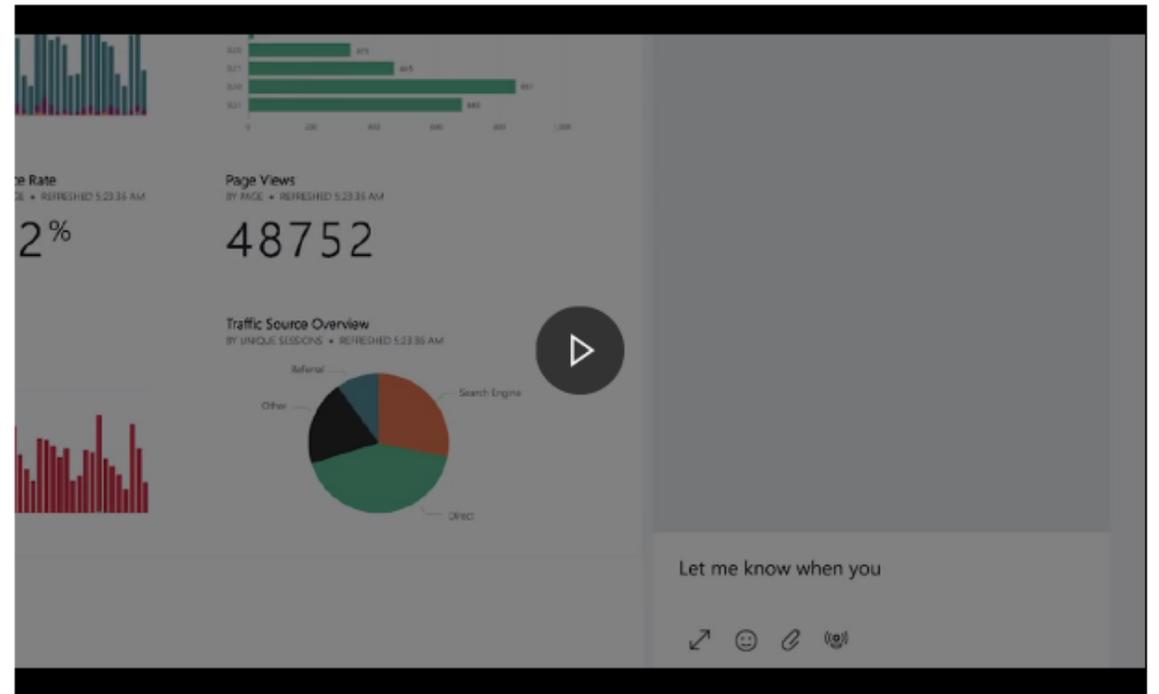
On-demand

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

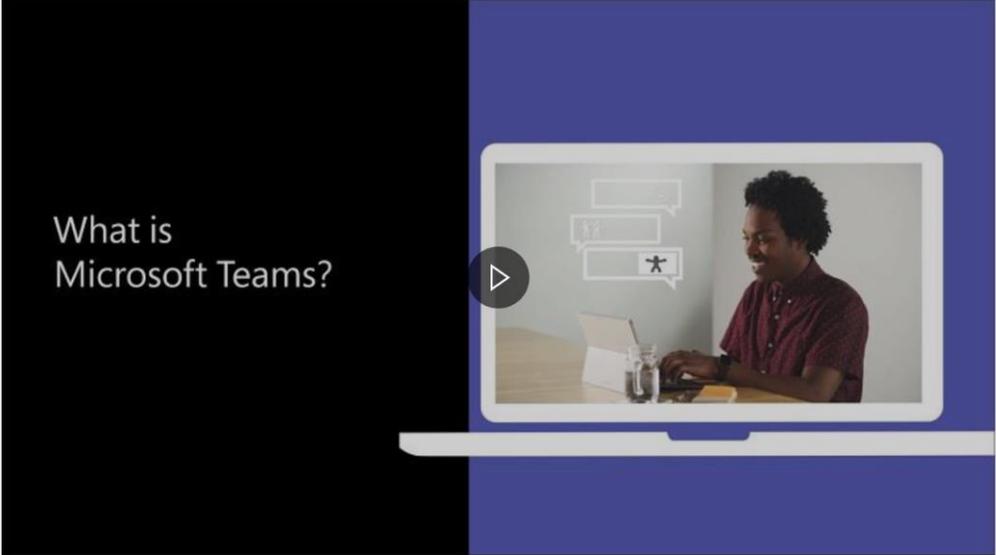
Chat and share files
📄 Article

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

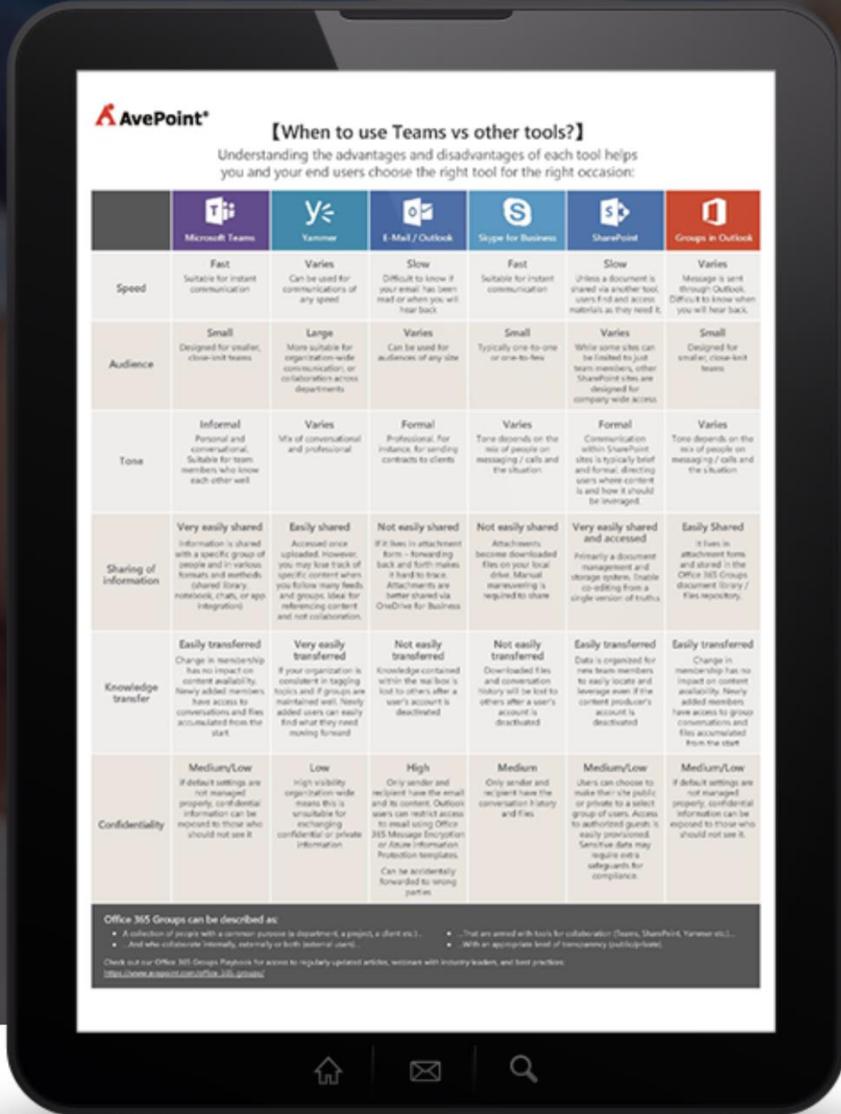
Your email...

- 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 navigated.	Varies Tone depends on the mix of people on messaging / calls and the situation.
Sharing of Information	Very easily shared Information is shared with a specific group of people and in various formats and methods: shared library, network, chat, or app (integrating).	Easily shared Accessed once uploaded. However, you may lose track of specific content when you follow many feeds and groups. Idea for refreshing 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 unsuitable for exchanging confidential or private information.	High Only sender and recipient have the email and its content. Outlook users can restrict access to email using Office 365 Message Encryption or Active Information Protection templates. Can be accidentally forwarded to wrong parties.	Medium Only sender and recipient have the conversation history and files.	Medium/Low Users can choose to make their site public or private to a select group of users. Access to authorized 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.)
- And who collaborate internally, externally or both (internal/external).
- That are aimed at tools for collaboration (Teams, SharePoint, Yammer, etc.)
- With an appropriate level of transparency (public/private).

Check out our Office 365 Groups Playbook for access to regularly updated articles, webinars with industry leaders, and best practices.
<https://www.avepoint.com/office365/groups>

Free eBook

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

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

Free Download >

avepoint.com/resources

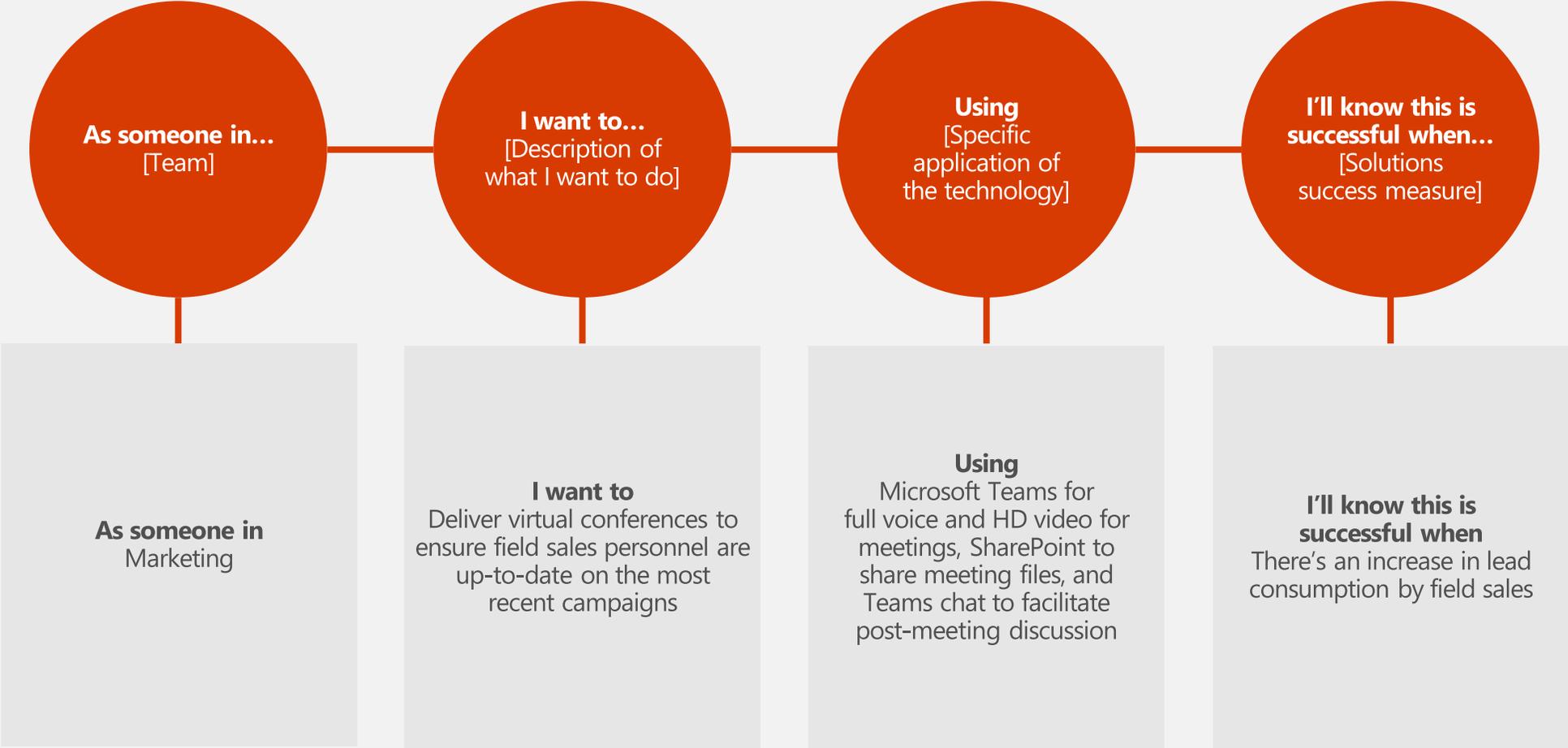
Step 5: Create Your 90 Day Plan

Identify specific use cases

Conduct pilot

Launch company wide

Example: Identify Business Use Case



Example: Business Use Case

Employee Onboarding

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

Issue

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

Solution

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

Benefits

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

Success Metrics

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

Owner & Timeline

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

Example: 90 Day Plan

Month 1

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

Month 2

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

Month 3

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



Drive Adoption Success

IT Can You Handle This?



Business Engagement

Drive Adoption

Support & Maintenance



Engage Key Business Groups

Corporate
Communications



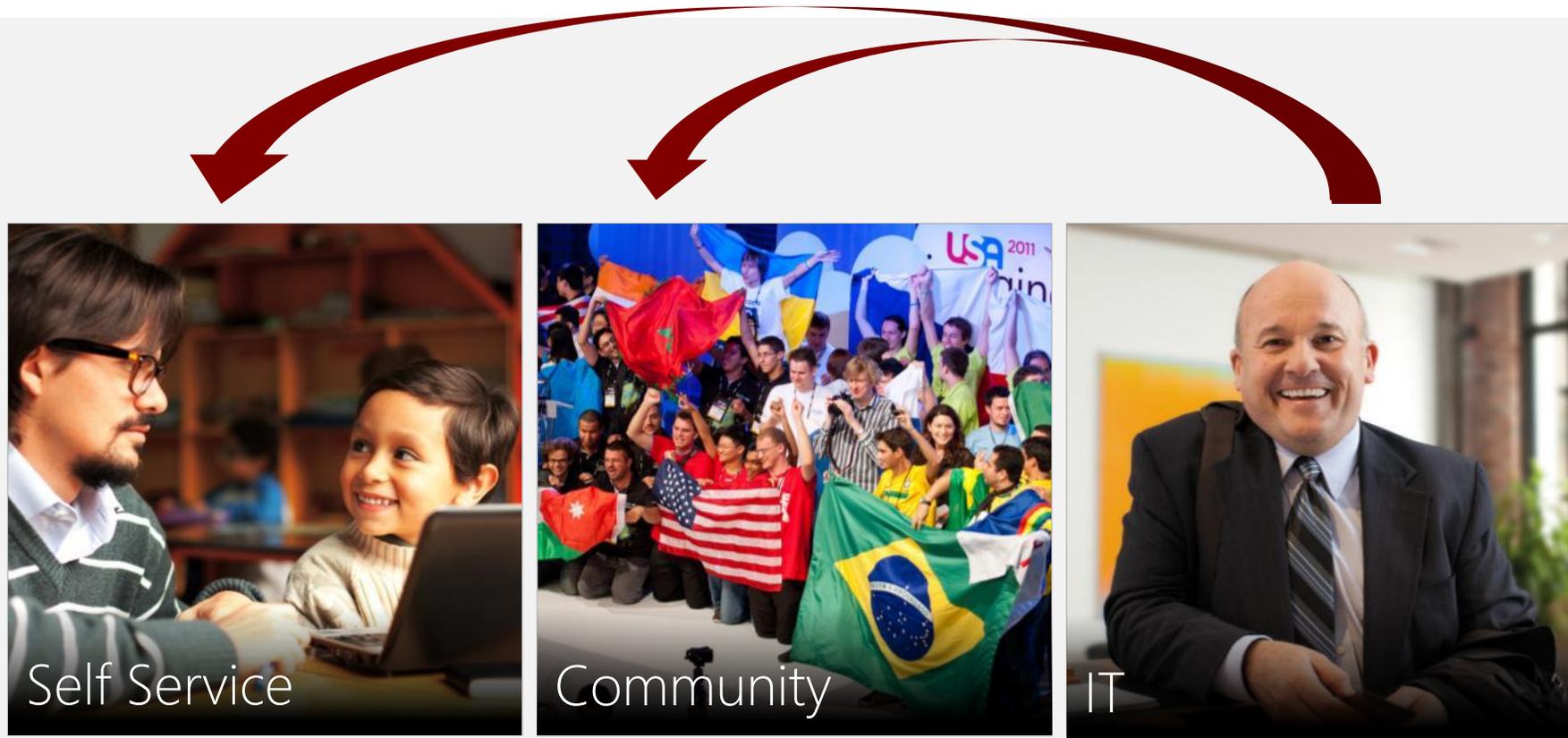
Human
Resources



Facilitate Governed Empowerment



Establish Scalable Support





Month 1: Key Activities

Get stakeholder consensus

Identify low hanging fruits

Conduct proof of concept

Month 2: Key Activities

Launch Teams pilot across 3 departments/groups

Establish help desk / support strategy + resources

Identify success metrics



Month 3: Key Activities

Launch organization wide

Ensure leadership is engaged

Showcase wins





Ensure
sustainable
adoption

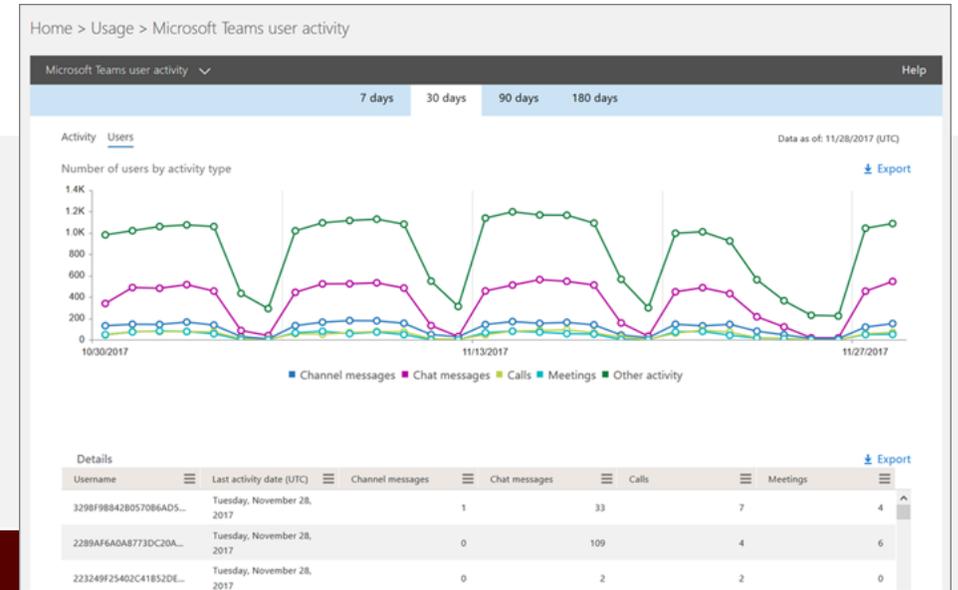
Consistently gather feedback

Regular learning activities

Introduce relevant new features

Measure Success

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



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



What We Covered

Modern Workplace Today

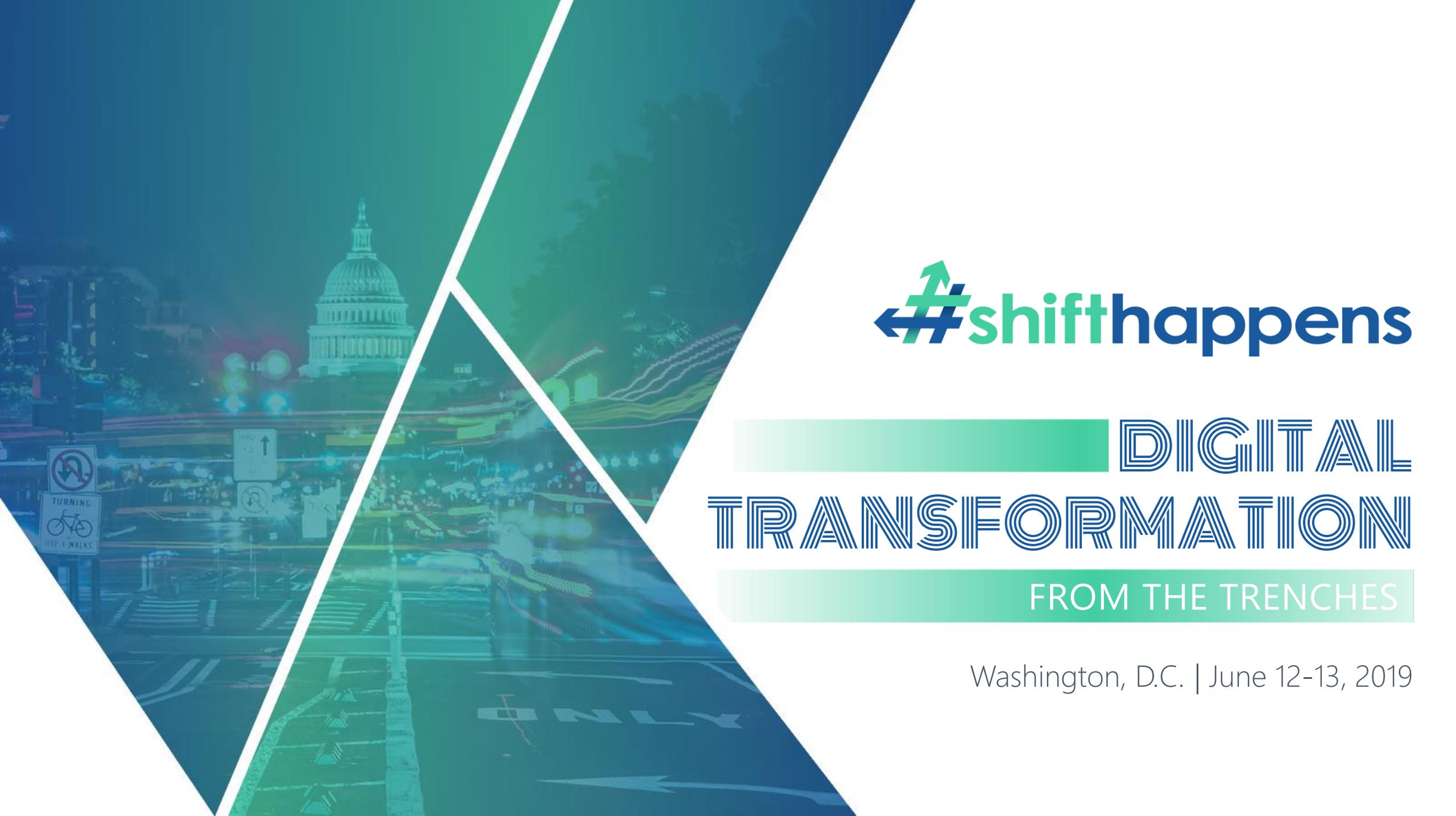
Why Microsoft Teams?

Right Sizing Governance

Establish Sustainable Adoption Plan

Drive Adoption Success





 **#shifthappens**

**DIGITAL
TRANSFORMATION**

FROM THE TRENCHES

Washington, D.C. | June 12-13, 2019

thank you

Gracias

ευχαριστώ

Danke

Grazie

благодаря

Hvala

Obrigado

Kiitos

شكراً

Tak

Ahsante

Teşekkürler

متشكراً

Salamat Po

감사합니다

Cám ơn

شكريه

Terima Kasih

Dank u Wel

Děkuji

நன்றி

Köszönöm

ありがとう
ございます

ໜ້າອຸດອນ

Dziękuję

谢谢

Tack

Mulțumesc

спасибо

Merci

תודה

多謝晒

дядкую

Ďakujem

Let's
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