



7 Tips to Improve Remote Work and Ditch Content Sprawl with Microsoft Teams



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Unleash the Power of You

Agenda

- Make It Easy To Do The Right Thing
- Establish “How We Work” Guidance
- Streamline Communications
- Encourage Team Collaboration
- Centralize Resources
- Facilitate Inclusion & Drive Culture
- Stay on Top of Work Deliverables



Metropolitan Council of Twin Cities



 AvePoint

avept.it/wfhmsteams

“

We went live with AvePoint Cloud Governance on Sunday 3/15 via schedule crash to allow the org to make Teams since the governor of Minnesota closed schools. We have some backlog but the process has been working beautifully. We had a 400% increase in Teams created this week. Overall increase in teams of 20% in one week.

Jeff Godderz, ECM Architect
Metropolitan Council of The Twin Cities

”



Make It Easy To Do The Right Thing



Identify Business Needs

EXAMPLE

DEPARTMENT



DEPARTMENT



DEPARTMENT



**EXTERNAL
SHARING**

No external sharing



External sharing allowed in:



External sharing only allowed in:



**EXPIRATION/
RETENTION**

6 Months
after last accessed

12 Months
after last accessed

9 Months
after last accessed

**ALLOW THESE USERS
TO CREATE A TEAM**

All requests through
Central IT

All requests through
Department IT

Only Joe, Sally, and
Harold can create

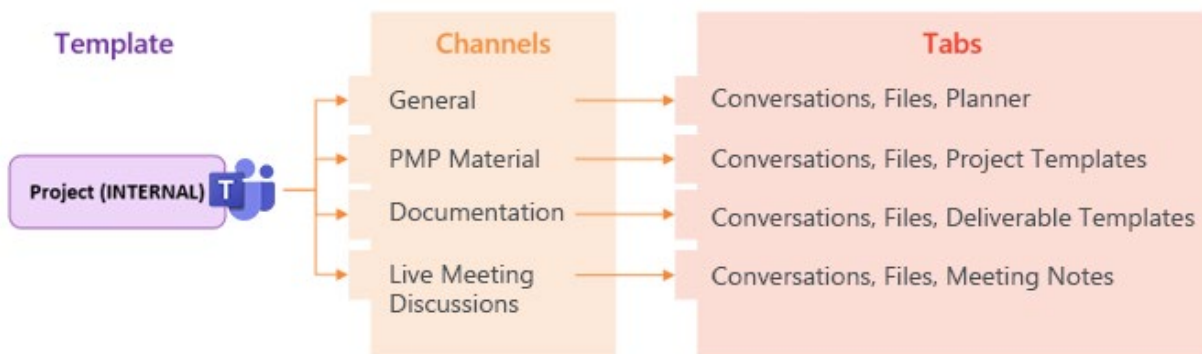
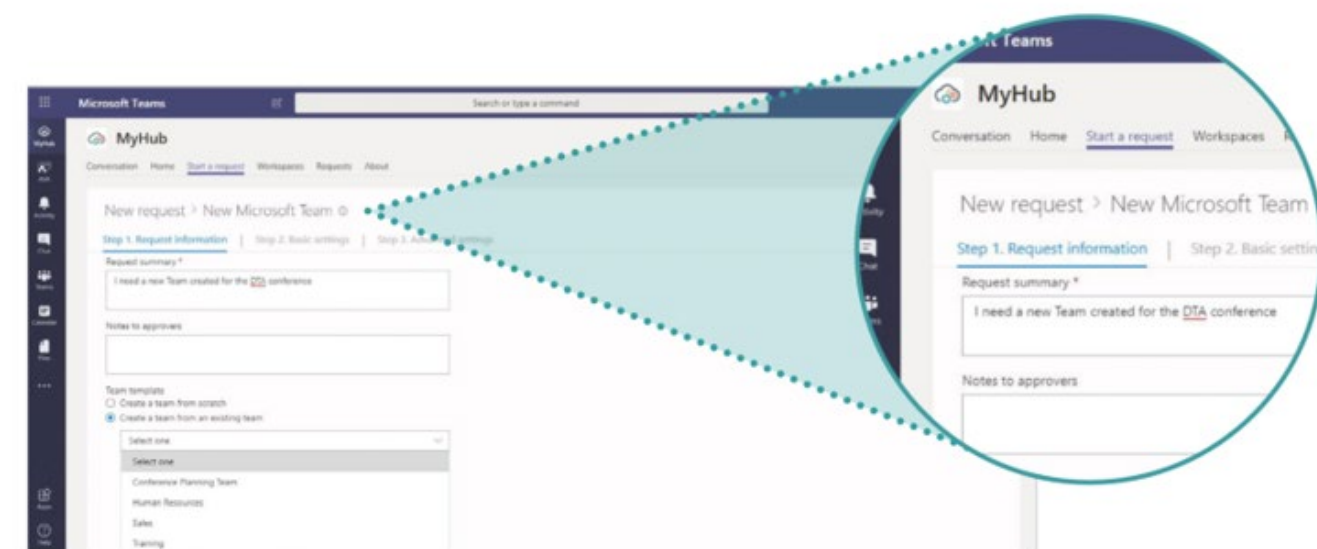
**RECERTIFY
MEMBERS**

after
3 Months

after
6 Months

after
12 Months

Standardize Teams with Templates



Project (INTERNAL) T

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

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

Establish “How We Work” Guidance

TIME FOR A
BREAK



Set Status Message

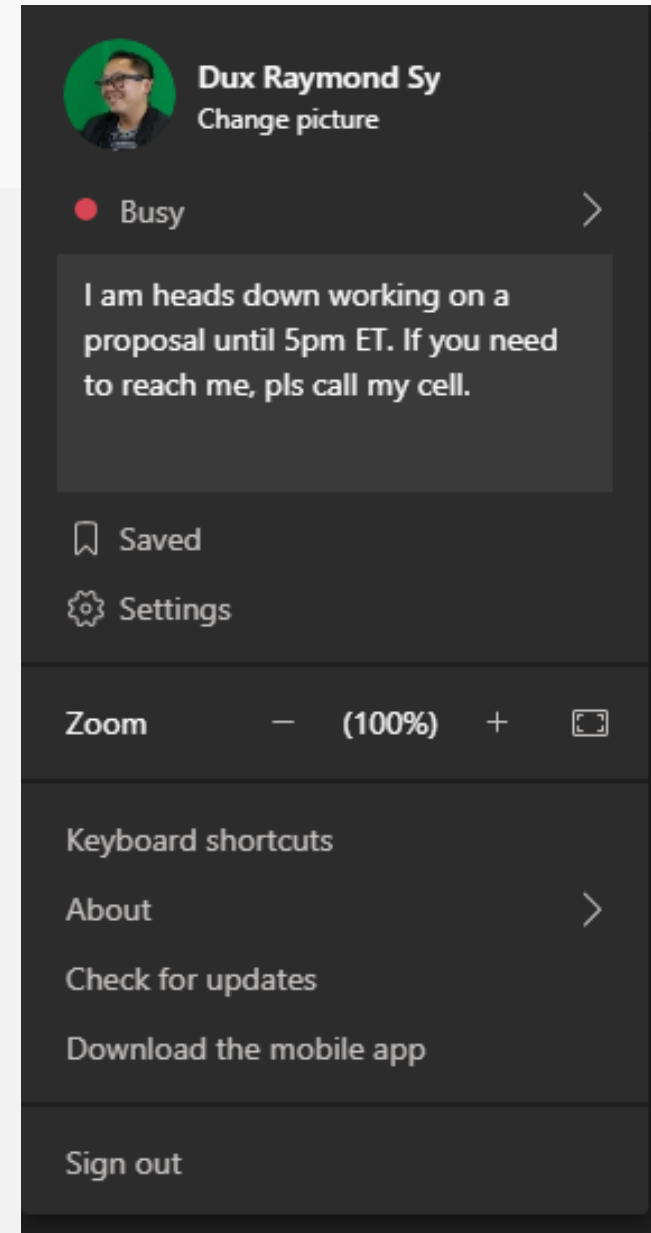


Inform teammates what you are working on



Set expectations

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



Facilitate Effective Meetings



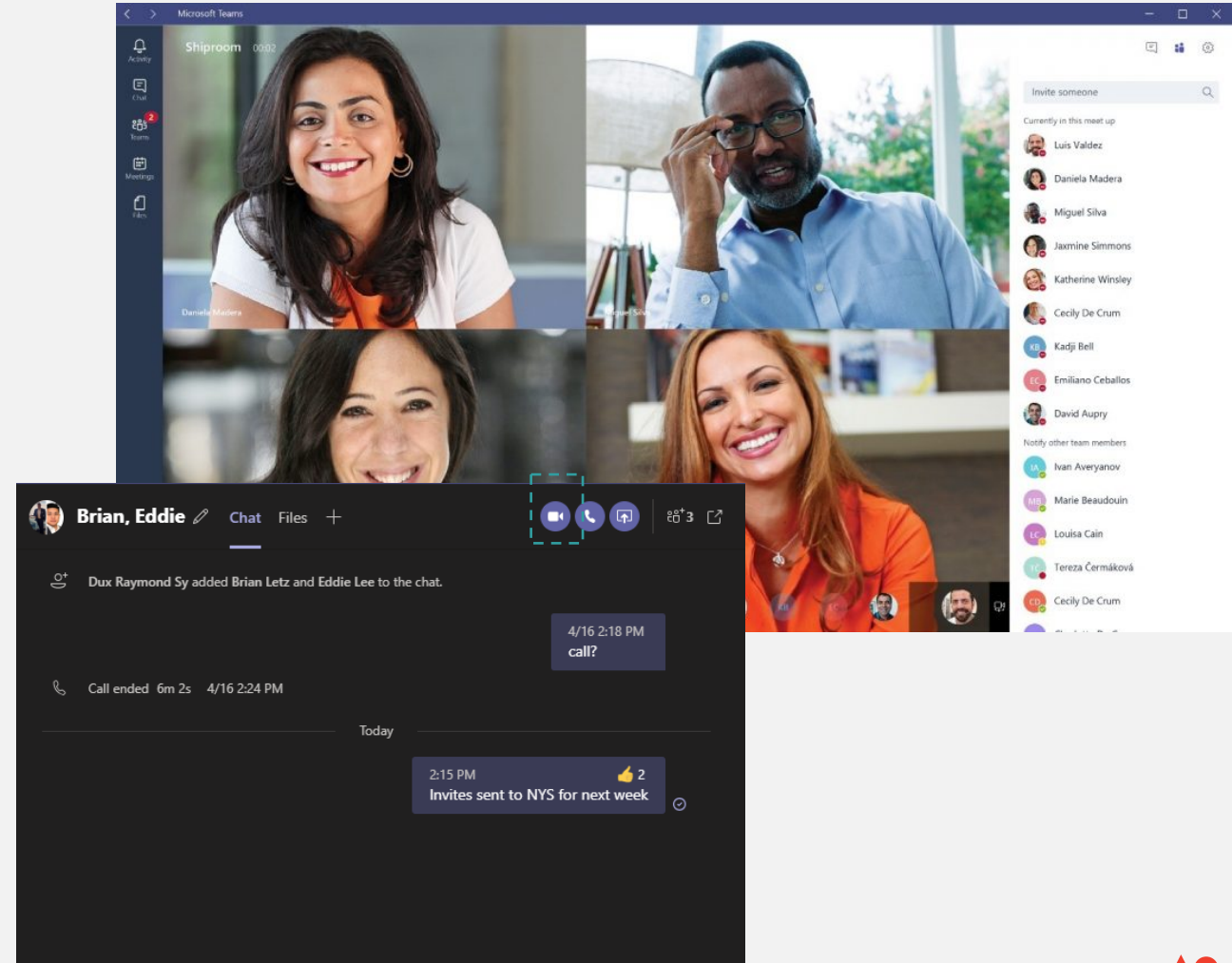
25 min or 50 min meetings



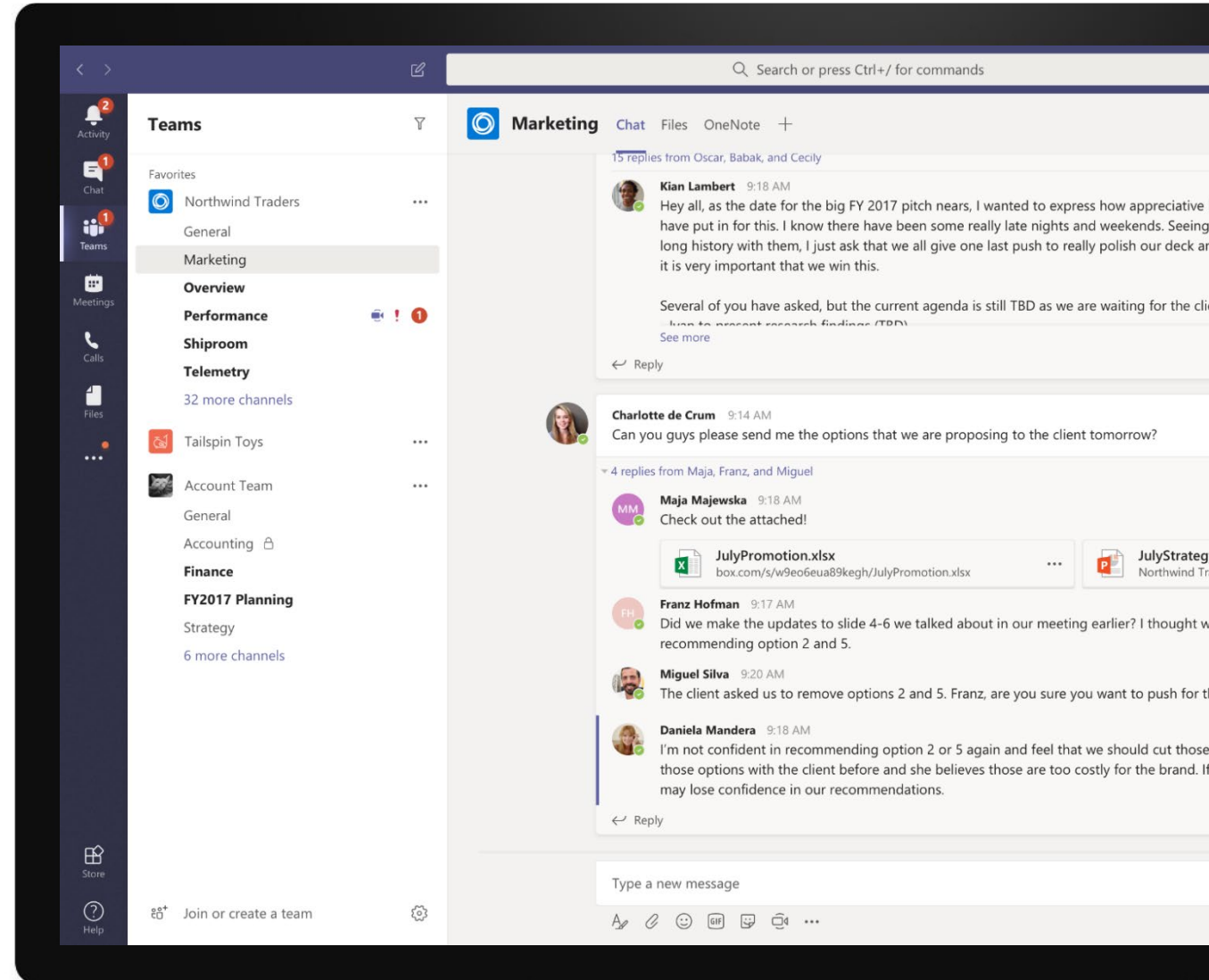
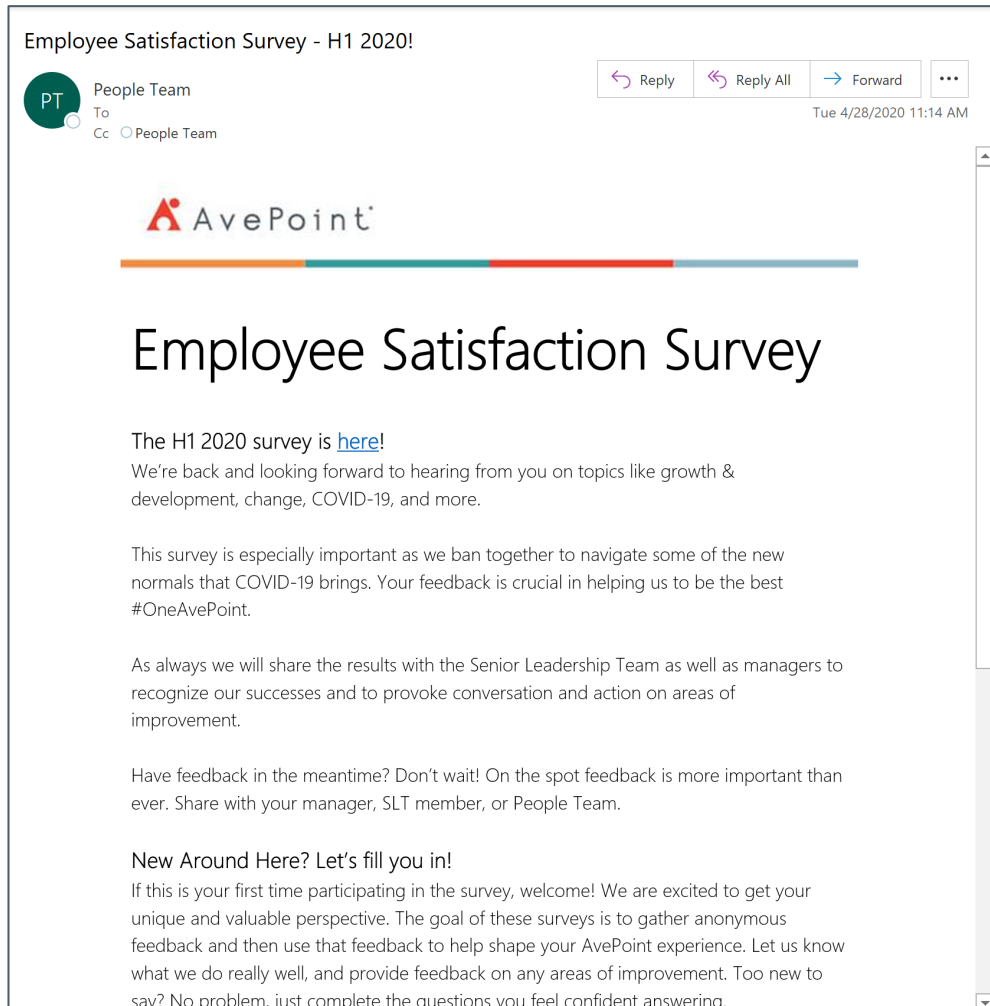
Use video if possible



Meet now for ad-hoc calls

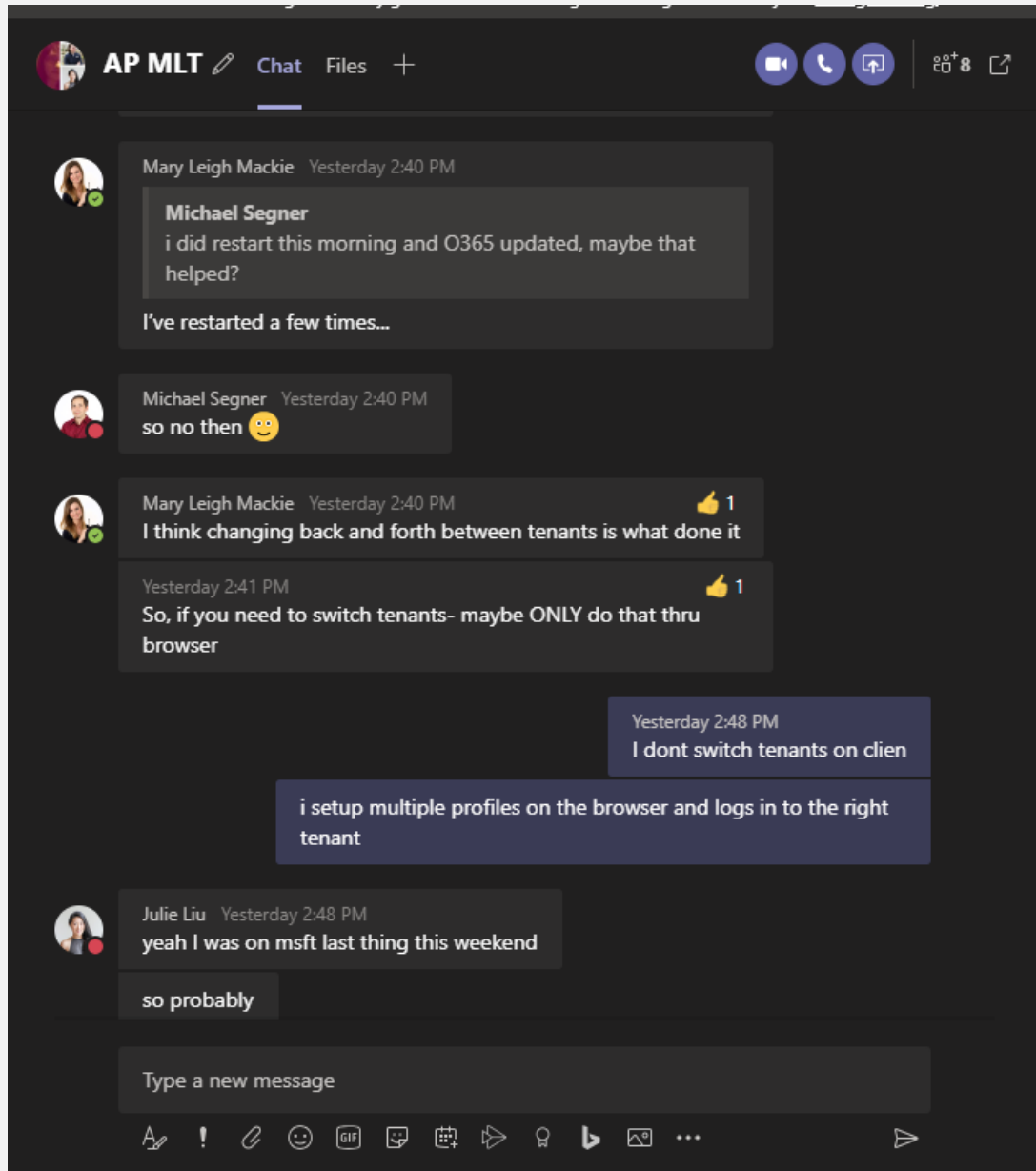


Purpose of Email & Teams



Streamline Communications





Use Group Chats for Ad-hoc Convoos



Ask question(s) for clarification




Casual greetings



Akin to in-office chit chats



Move Team Communications from Email

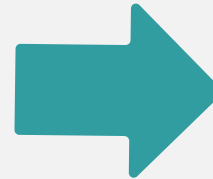
 **Joe Dougherty** 🇺🇸 🇲🇪
@PIO_Joe

So this is happening right now. It's Replyall-gate 2018. Adventures in state government. #ReplyAll Actually don't reply all.


From	Time	Subject
HousingAuthority Reception	9:36 AM	Please stop replying to all, it's overwhelming th...
Joselyn Bravo	9:36 AM	STOP REPLYING TO ALL On Fri, Dec 7, 2018 at...
waivers TAX	9:36 AM	STOP THE MADNESS!!!! On Fri, Dec 7, 2018 at...
Ryan Bartlett	9:35 AM	I'm sorry you have to uninvite the entire State...
Connie Mickles	9:35 AM	EVERYONE STOP RESPONDING! *Sincerely,* *...
Ty Amy	9:35 AM	Just so you all are aware. You don't need to re...
Dave Christensen	9:35 AM	Perhaps people could not respond to all. I am t...
Nate Neeley	9:35 AM	Please stop responding to this email- its going...

Verizon LTE 9:51 AM 97%
Mailboxes Inbox Edit

From	Time	Subject
Patrick Morris	9:34 AM	Yeah..... if you could stop replying to all. That'd...
Nancy Perez DHS	9:34 AM	You send me as a wrong person. On Fri, Dec 7,...
Matt Christensen	9:34 AM	Please take me off you group text I don't know...
David Wicai	9:34 AM	Stop hitting reply all! On Fri, Dec 7, 2018 at 9:3...
Angela Carlisle	9:34 AM	Hey this was sent to the entire state. Please st...
Rebecca Powell	9:33 AM	Please do not reply to all...we are ALL getting t...
David Dinger DHS	9:33 AM	



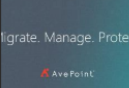
TEAM General > Post by Spenser Bullock Jul 1, 2019

 Spenser Bullock 7/1/19 10:48 AM 10


IMPORTANT!
New Webinar! 8/7: Delegating Administration
Hello everyone, we have a webinar on 8/7 at 11am EST/8 PST. We will feature **Dux**, John Peluso and Hunter for "Tailoring Microsoft Teams & Delegating Administration in Office 365"
[Landing Page](#)
[Graphics Page](#)
Can the following that are tagged please help with distribution/promotion?


- Megan for organic and paid social efforts
- Sarah, Katie and Skylar for connecting to sales
- Brent for CTA on anything around Office 365 compliance or anything else you can think of?
- Chandler and Mikayla can we incorporate this into our newsletter or any other customer comms?

Please note that the social media graphics have been updated and should be visible when you share out the link
Please let me know if there is anything you need!
FYI: Michael, Chisa, Joanne, Martina, AnnMarie, Oscar Jessica, Annie, Isabelle
See less


 **Tailoring Microsoft Teams & Delegating Administration in Office 365 | ...**
Learn how to give departments in the same Office 365 tenant different policies for provisioning, external sharing, retention and more!
www.avepoint.com

July 2, 2019

 Martina Dingis 7/2/19 5:16 AM 4
Annie Wang Eva Wang Spenser Bullock I would like to invite the DACH database as well. Spenser, can you please copy the email invite and share with Eva so we can translate?

 Spenser Bullock 7/2/19 6:29 AM 1
Yes, will do!

July 15, 2019

 Spenser Bullock 7/15/19 11:00 AM 3
NEW UPDATE: Hi everyone! We are looking to break our current webinar registration number and

Reply



Helping email addicts adjust to Teams...



Your email...

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

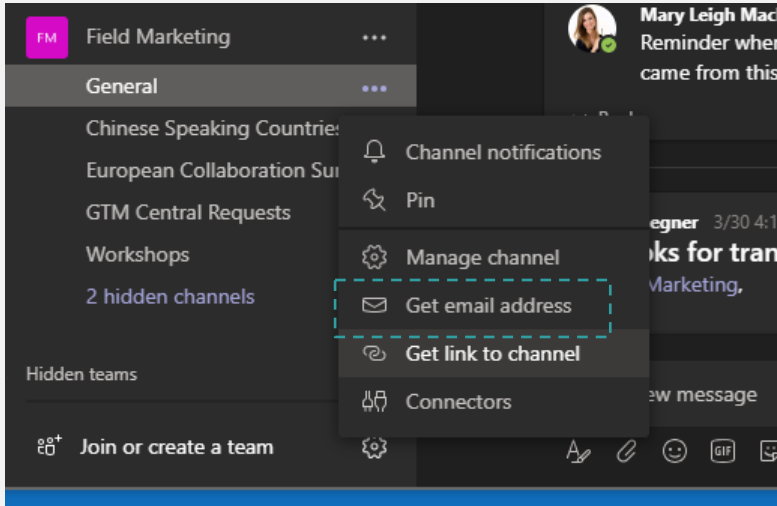


A team...

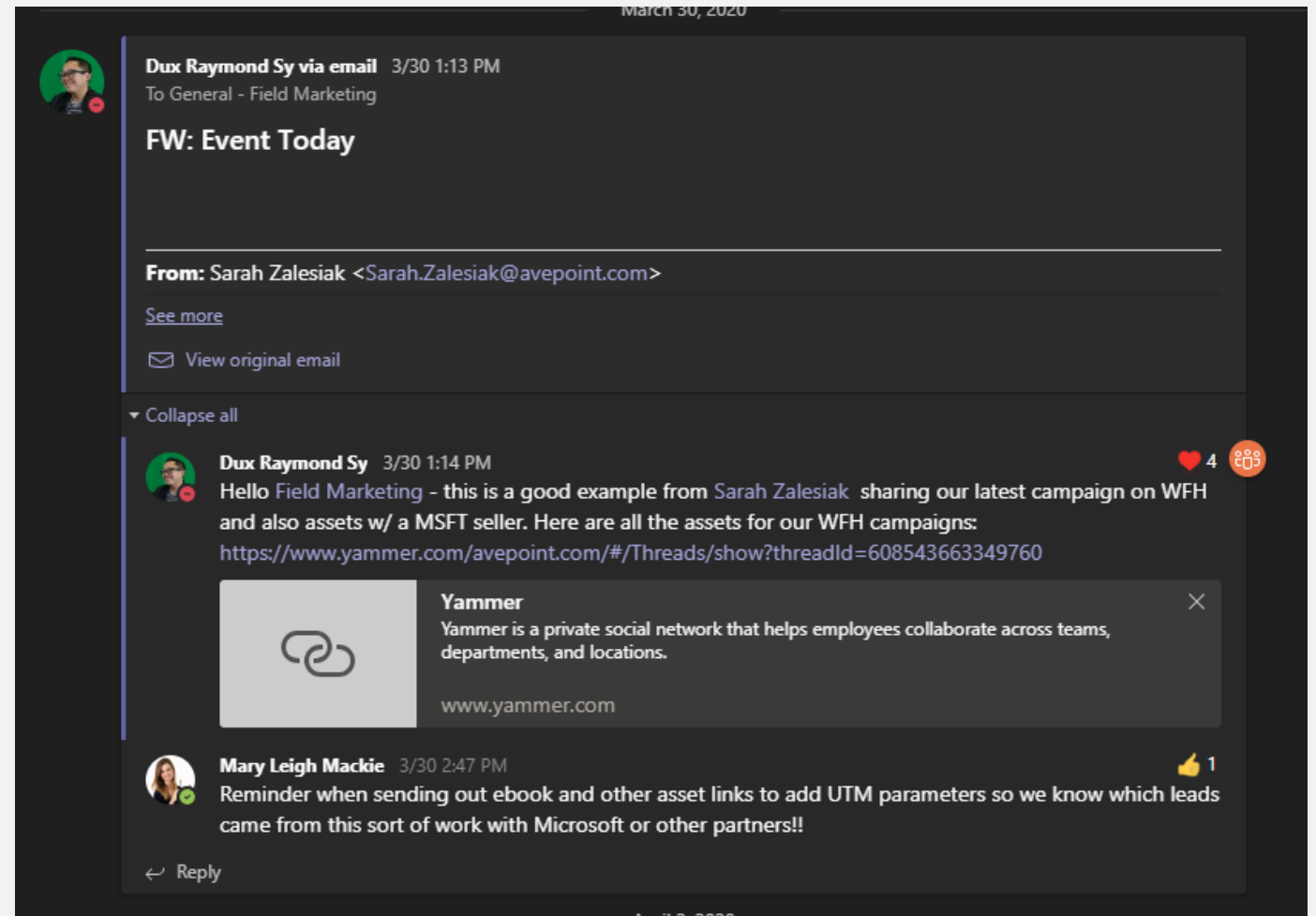
- AUTOMATICALLY separates your inbound communication into Channels
- Let's you TUNE IN to what you care about and tune out what you don't
- Notifies you only for messages you EXPLICITLY care about
- @mentions allow you to poke recipients only when relevant



Email to Channels



Learn how to send an email to a channel in Teams



Encourage Team Collaboration

Drive Teamwork in Teams

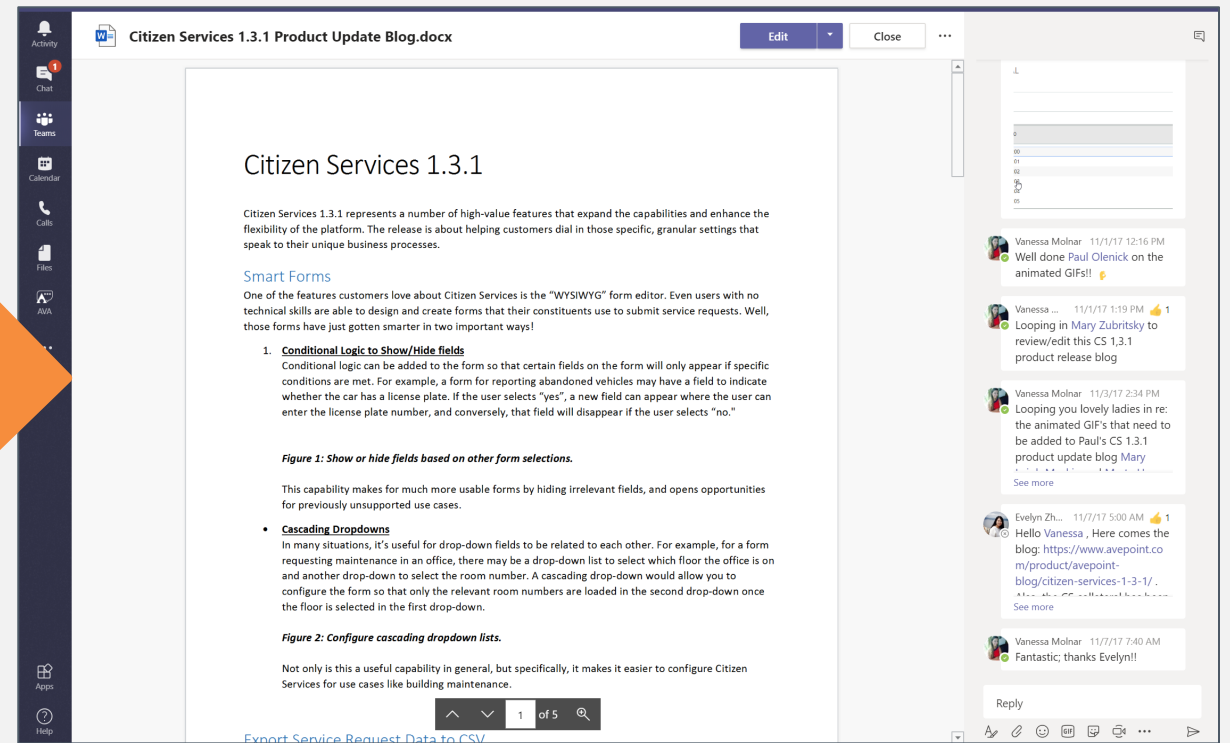
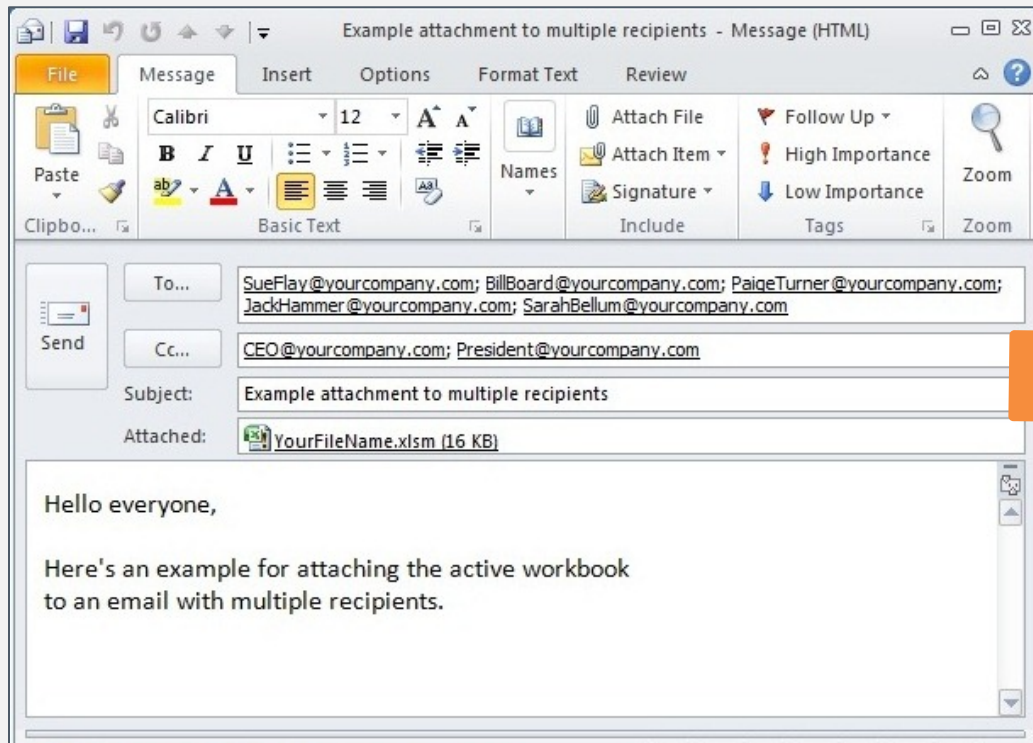
The screenshot displays a Microsoft Teams interface. On the left is a sidebar with navigation icons for Activity, Chat, Teams, Calendar, Calls, Files, and AVA. The main pane shows a chat window for the 'AvePoint Marketing' team, specifically the 'General' channel. The chat history includes a message from Joanne Chang dated 1/30 9:35 PM, which discusses a nurturing email campaign and includes a 'Content Schedule' diagram. The diagram is a flowchart showing the progression of a nurture campaign through various stages: Management 1 through Management 5, Migration 1 through Migration 5, and Protection 1 through Protection 5. It also includes a section for 'MMP' (Marketing Mix Panel) with options like 'Click Migration', 'Click Management', 'Click Back or Protection', and 'Don't open or click anything'. Below the message is a 'Login | Marketo' card with the URL 'app-ab04.marketo.com'. A reply from Michael Segner dated 1/31 11:36 AM is also visible, praising the campaign design.

Teams Interface:

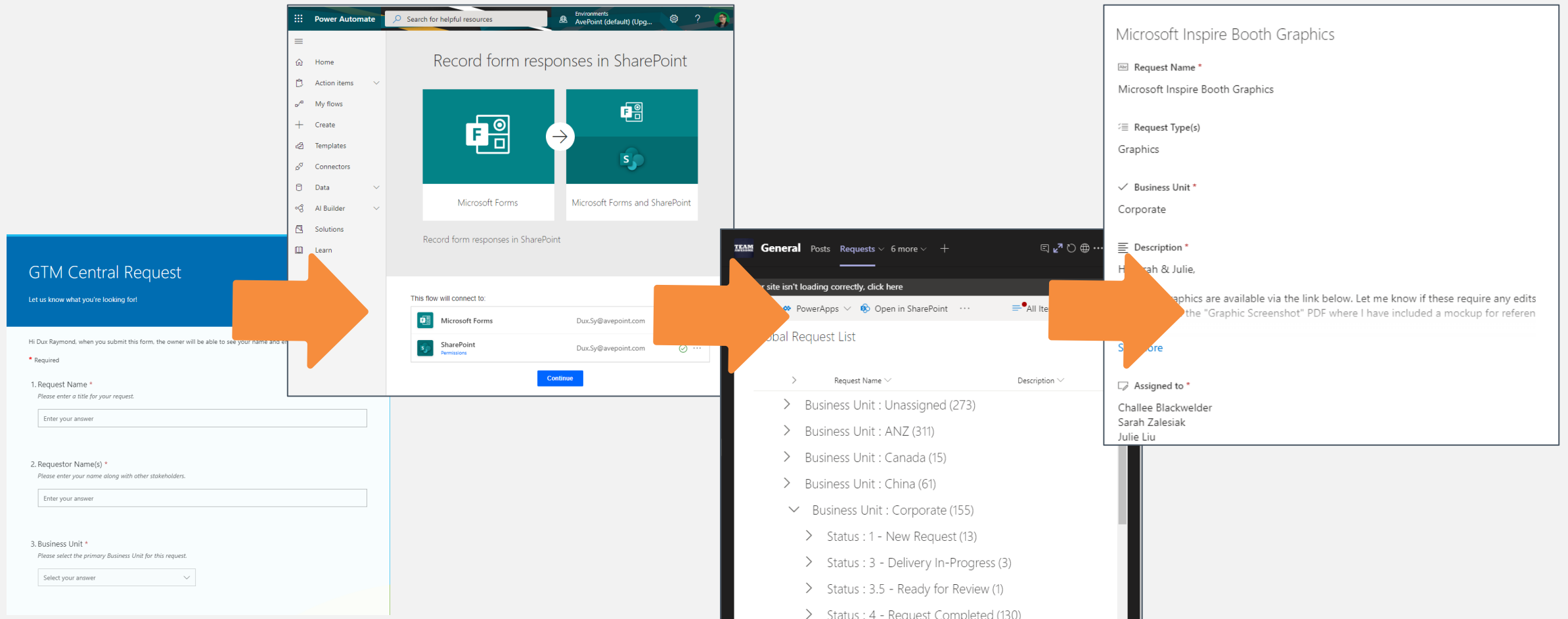
- Left Sidebar:** Activity, Chat, Teams, Calendar, Calls, Files, AVA, and a 'Join or create a team' button at the bottom.
- Channel List:** AvePoint Marketing (General, Articles, ChewNChat Video Series, Comms, Ideas, Lead Routing and Management, Photo of the Day, Requests, SH Podcast, 9 hidden channels), APSLT, Marketing Leadership, Field Marketing, and Arlington Office.
- Chat Window:** AvePoint Marketing > General ... (Private)
- Message from Joanne Chang (1/30 9:35 PM):**
Dux Raymond Sy Michael Segner Amanda Barnes Jessica Ko I'd like to share the nurturing email campaign that AU team's working on. The purpose of the campaign is to engage with new leads moving forward, keeping them posted with our awesome content, ebooks, on-demand webinars, blogs etc. The content people are gonna receive will be based on what / if they click (see attached content schedule). Basically we have 4 streams - Migration, Management, Protection and 'No clicks' (for people who don't click anything we'll send our most popular content to capture
[See more](#)
- Content Schedule Diagram:**
A flowchart titled 'Content Schedule' showing the progression of a nurture campaign. It includes sections for 'MMP' (Marketing Mix Panel) and 'Content Schedule' with various stages like 'Click Migration', 'Click Management', 'Click Back or Protection', and 'Don't open or click anything'. The diagram is divided into columns for Management 1 through Management 5, Migration 1 through Migration 5, and Protection 1 through Protection 5.
- Market Card:**
Login | Marketo
Login to Marketo
app-ab04.marketo.com
- Reply from Michael Segner (1/31 11:36 AM):**
Wow, first off *really* impressive work. What a sophisticated nurture design! Here are some thoughts, happy to discuss further:
 - LOVE the segmented campaigns based off of clicks (or no clicks). The thing that pops out to me here is that it looks like your nurture campaign lasts across 3 months. Have you thought about extending it across a whole year (funding cycle)? You could extend it across 6 months and cast it twice.



Enhance Document Collaboration



Automate Business Processes



Centralize Resources

One Stop Shop For Your Team



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



Collaborate: Deeply integrated Office 365 apps



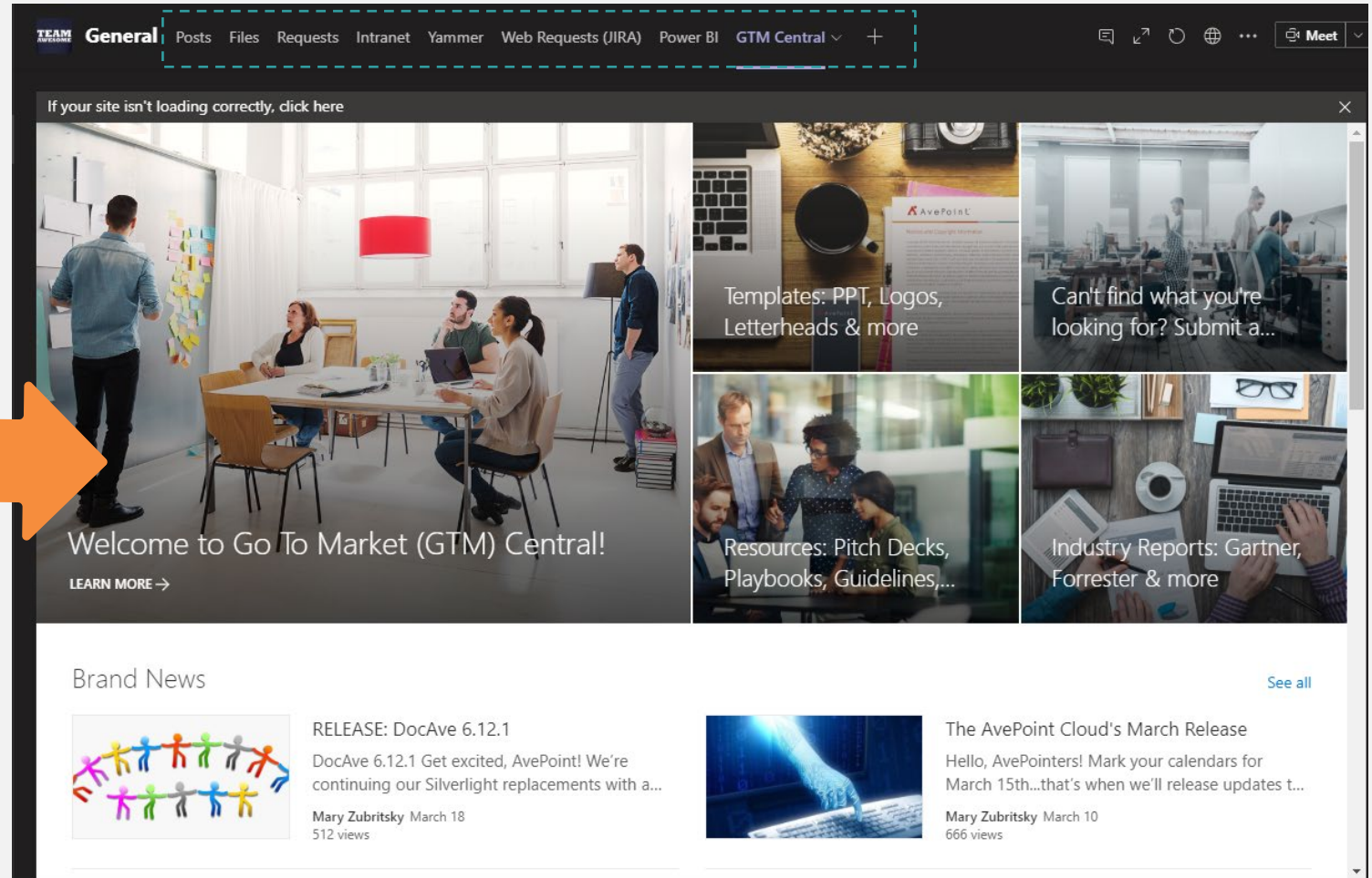
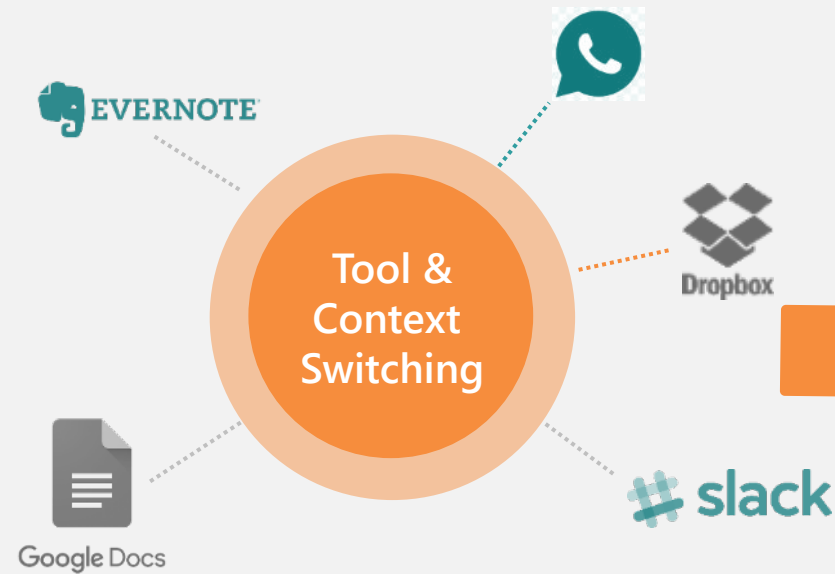
Customize & Extend: 3rd party apps & existing systems



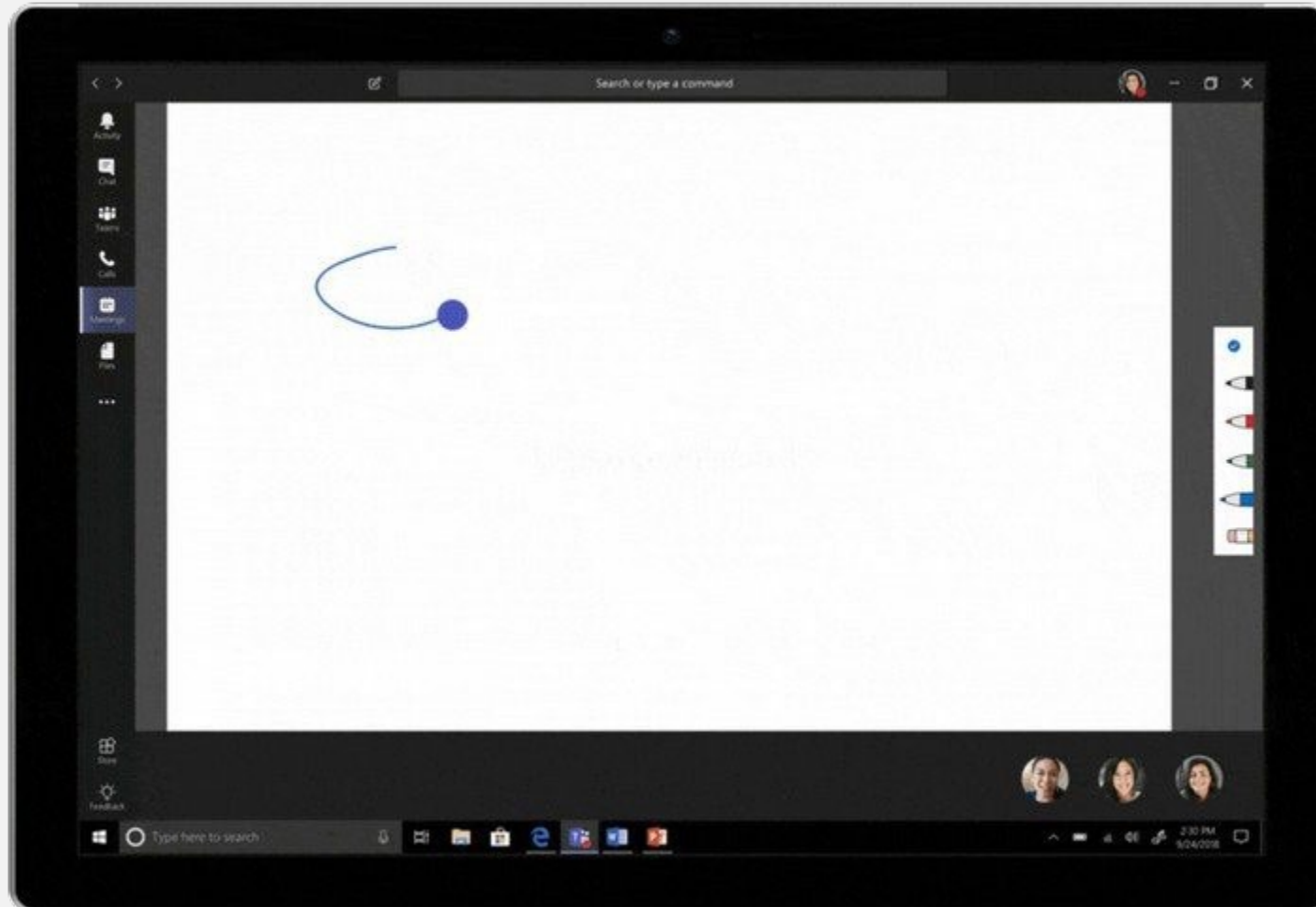
Work w/ Confidence: Enterprise security, compliance & manageability



Maximize Tabs



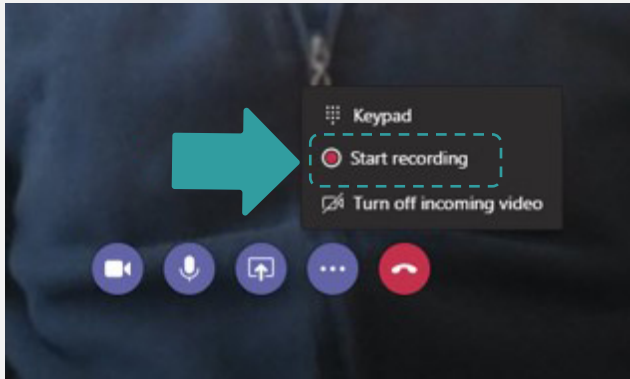
Visual Collaboration with WhiteBoard



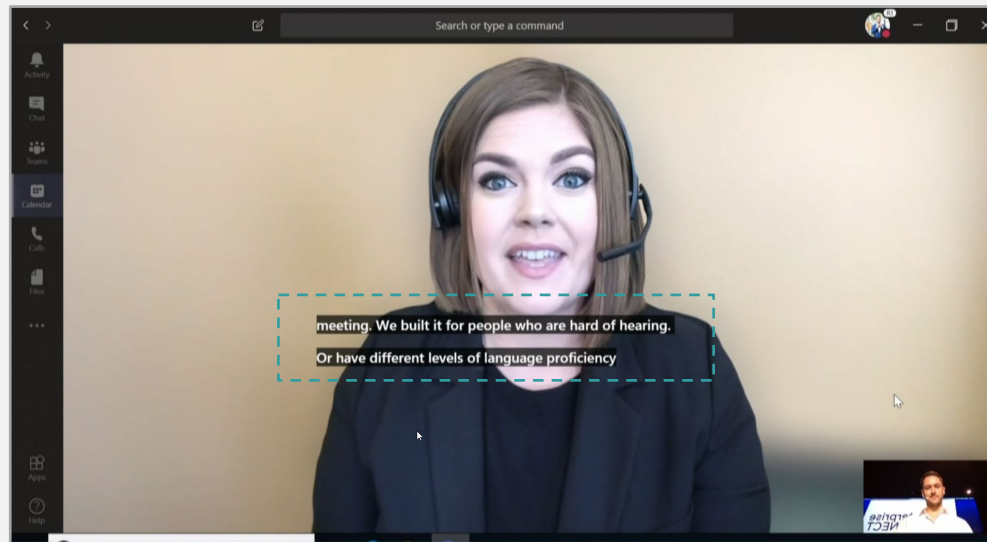
Facilitate Inclusion & Drive Culture



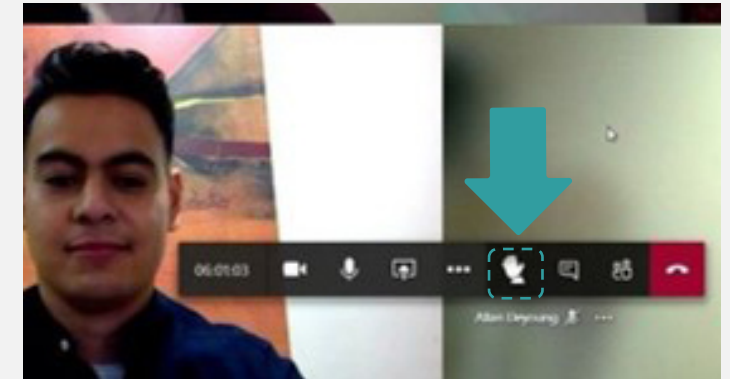
Facilitate Inclusive Meetings



Record Meetings



Use Live Captions



Raise Hands



In-line Translations



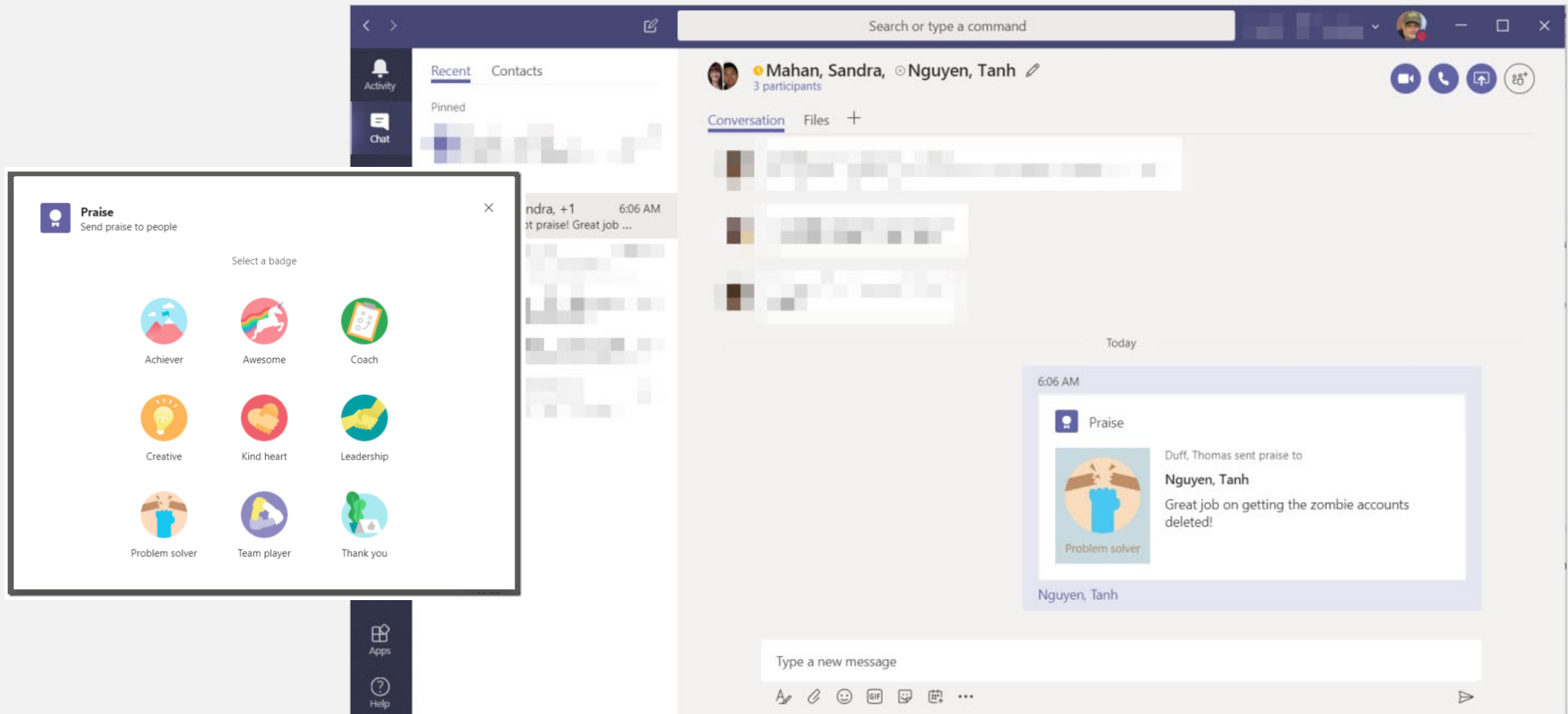
The screenshot shows a Microsoft Teams chat interface. At the top, a message from Marc Vigneau (Yesterday 12:54 p.m.) is marked as **IMPORTANT!** with the title "Understanding Language Differences". The message text is: "I believe that Teams now supports the ability to translate different languages inline. Does anyone know anything about this?". Below this, a "Collapse all" button is visible. The chat history shows four previous messages:

- Tony Redmond** (Yesterday 12:56 p.m.): "Áno, všetko je poháňané službou Microsoft Translator a umožňuje používateľom zadávať text v ich miestnom jazyku a členovia tímu čítať text v jazyku nakonfigurovanom pre svojho tímového klienta."
- Kim Akers** (Yesterday 12:57 p.m.): "... يا لها من ميزة رائعة! سوف أتطلع إلى استخدامه"
- James Abrahams** (Yesterday 1:00 p.m.): "Ja, det får dig til at se så intelligent ud, når du kan skrive flydende tekst på et andet sprog."
- Marc Vigneau** (Yesterday 1:02 p.m.): "J'ai hâte de communiquer avec vous tous dans ma langue maternelle."

At the bottom left, there is a "Reply" button. On the right side of the chat history, a context menu is open, displaying options: "Edit", "Delete", "Mark as unread", "Copy link", and "Translate". A large teal arrow points from the right towards the "Translate" option, which is highlighted with a dashed blue border.



Extend Praise



Stay on Top of Work Deliverables



Use Planner to Track Tasks

The screenshot displays the Microsoft Teams application interface. On the left is a dark blue sidebar with navigation icons for Activity, Chat, Teams, Calendar, Calls, Files, Apps, and Help. The main area is divided into a left pane for team selection and a right pane for task management.

Left Pane (Teams):

- Teams:** Retail, Sales and Marketing, Mark 8 Project Team (selected). Under 'Mark 8 Project Team' are sub-teams: General, Design, Digital Assets Web, Go to Market Plan, and Research and Development.
- Tasks:** A section for task management.
- Hidden teams:** A section for teams not currently visible.

Right Pane (Planner Kanban Board):

- Header:** 'Tasks' with tabs for Posts, Files, and Kanban Board (selected). A search bar is at the top right.
- Board Structure:** The board is organized into four columns: Backlog, To-Do, Doing, and Done. Each column has a '+ Add task' button.
- Backlog:** Contains two tasks: 'Research Venue' and 'Talk to Vendor', both assigned to 'Dux Raymond Sy'.
- To-Do:** Contains two tasks: 'Apply for Permit' (due 03/25, assigned to 'Dux Raymond Sy') and 'Prepare budget' (due 02/05, assigned to 'Adele Vance').
- Doing:** Contains one task: 'Arrange Travel' (due 02/27, assigned to 'Diego Siciliani').
- Done:** Currently empty, with a 'Show completed 1' indicator.



Any device, anytime, anywhere



Let People Be People



What We Covered

- ✓ Make It Easy To Do The Right Thing
- ✓ Establish “How We Work” Guidance
- ✓ Streamline Communications
- ✓ Encourage Team Collaboration
- ✓ Centralize Resources
- ✓ Facilitate Inclusion & Drive Culture
- ✓ Stay on Top of Work Deliverables





Business Continuity & Productivity

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🕒 June 22-26, 2020

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Let's Connect



Aya Tange

[linkedin.com/in/aya-tange-72553573/](https://www.linkedin.com/in/aya-tange-72553573/)



Jeff Godderz

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



Dux Raymond Sy

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

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

ໂພນຊຸມນຸມ

Dziękuję

谢谢

Tack

Mulțumesc

спасибо

Merci

תודה

多謝晒

дядкую

Ďakujem