



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



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CMO



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



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

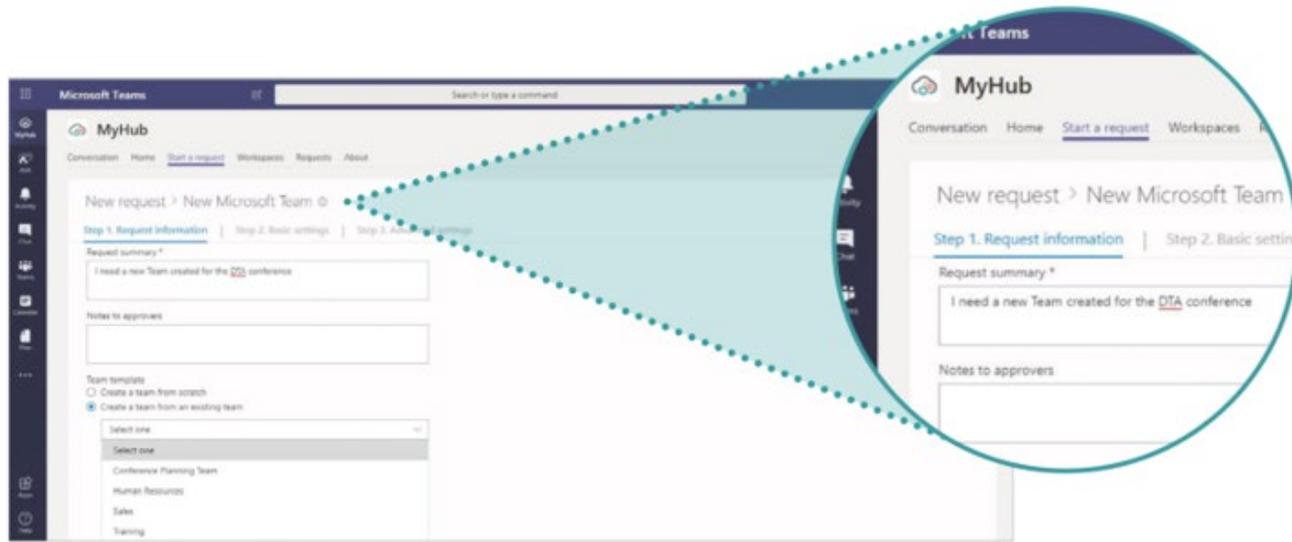
RECERTIFY MEMBERS

after
3 Months

after
6 Months

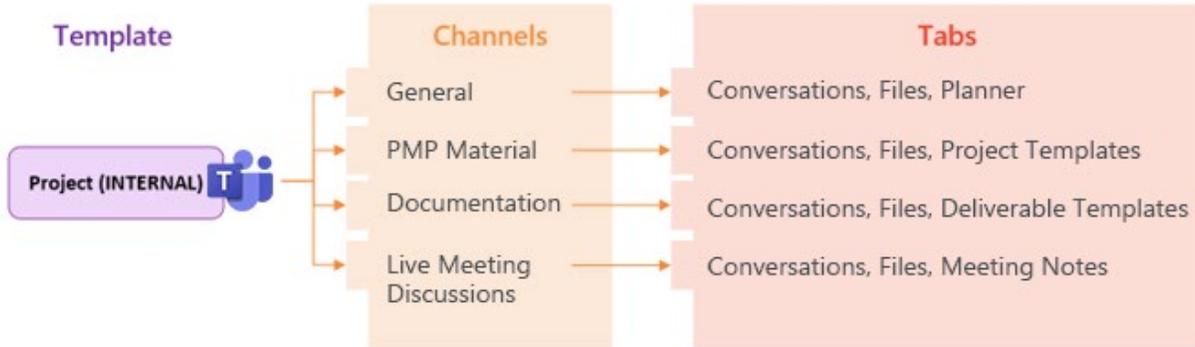
after
12 Months

Standardize Teams with Templates



Project (INTERNAL)

EXTERNAL SHARING	X 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

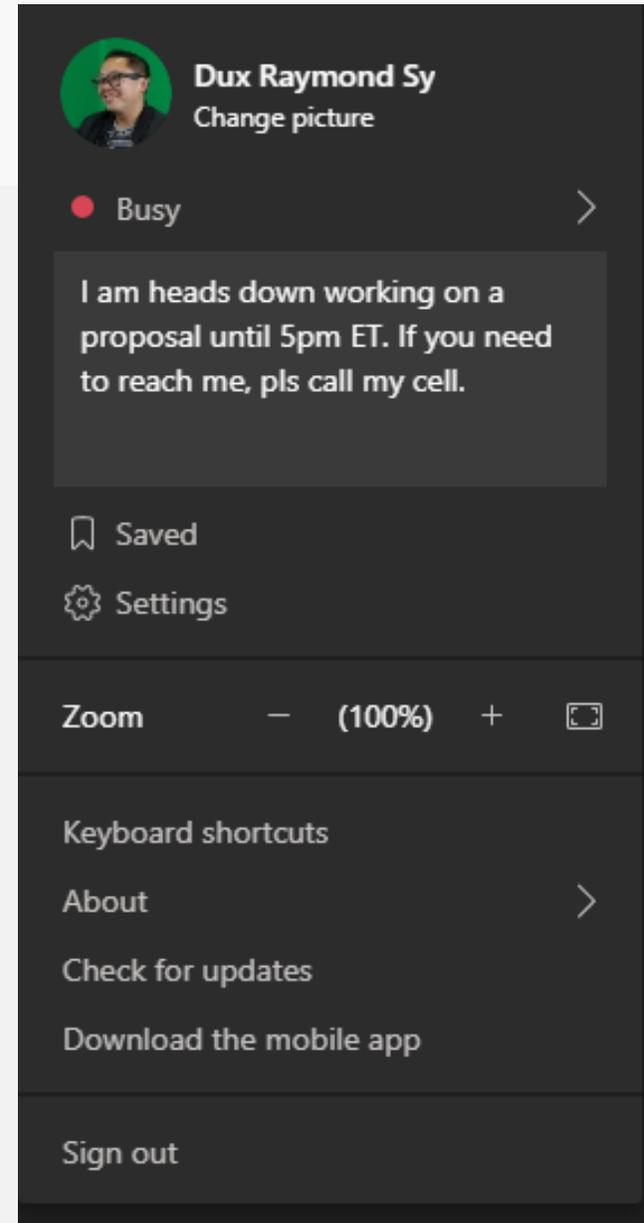


Inform teammates what you are working on



Set expectations

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



Facilitate Effective Meetings



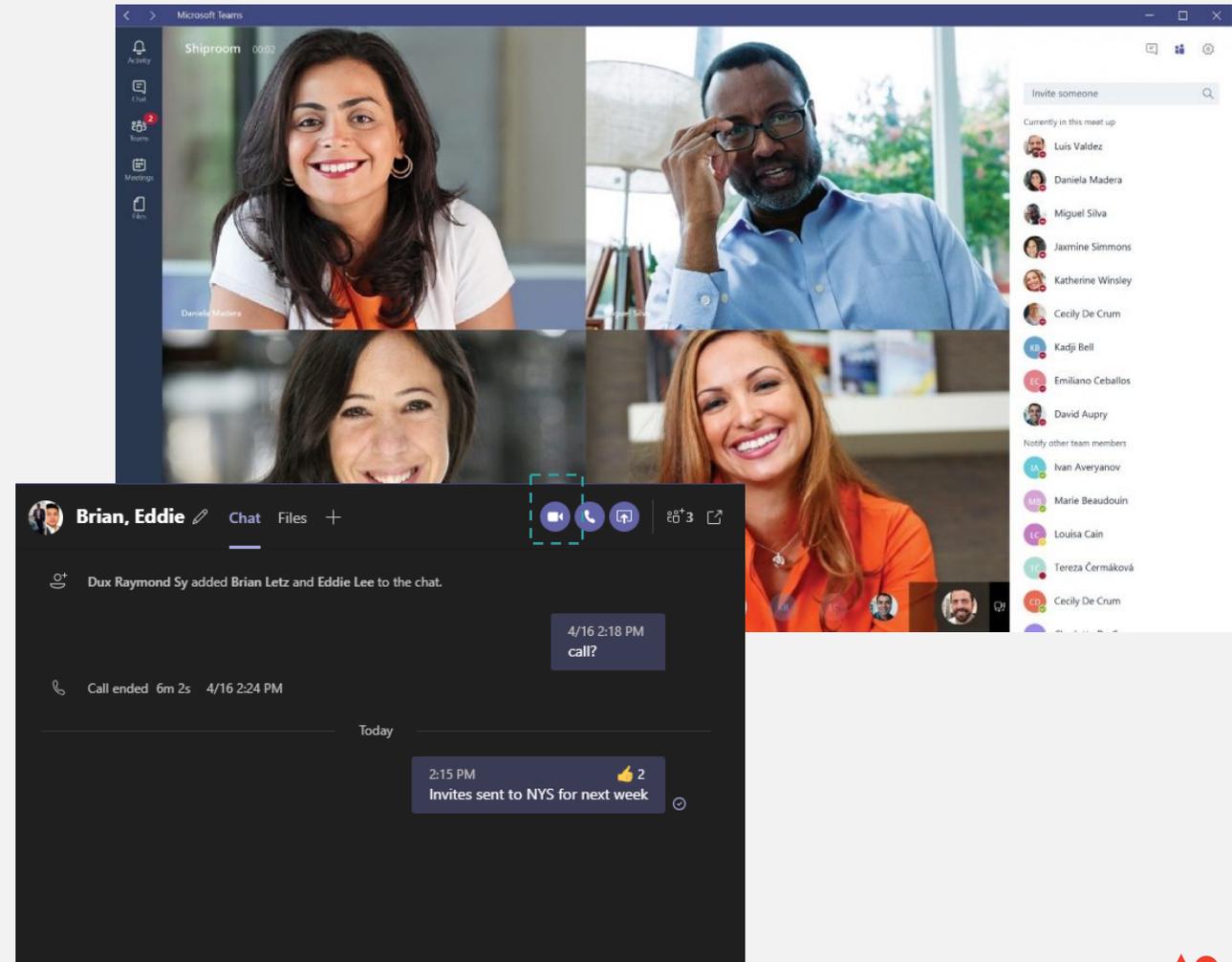
25 min or 50 min meetings



Use video if possible



Meet now for ad-hoc calls



Purpose of Email & Teams

Employee Satisfaction Survey - H1 2020!

PT People Team
To
Cc People Team

Tue 4/28/2020 11:14 AM

Reply Reply All Forward



Employee Satisfaction Survey

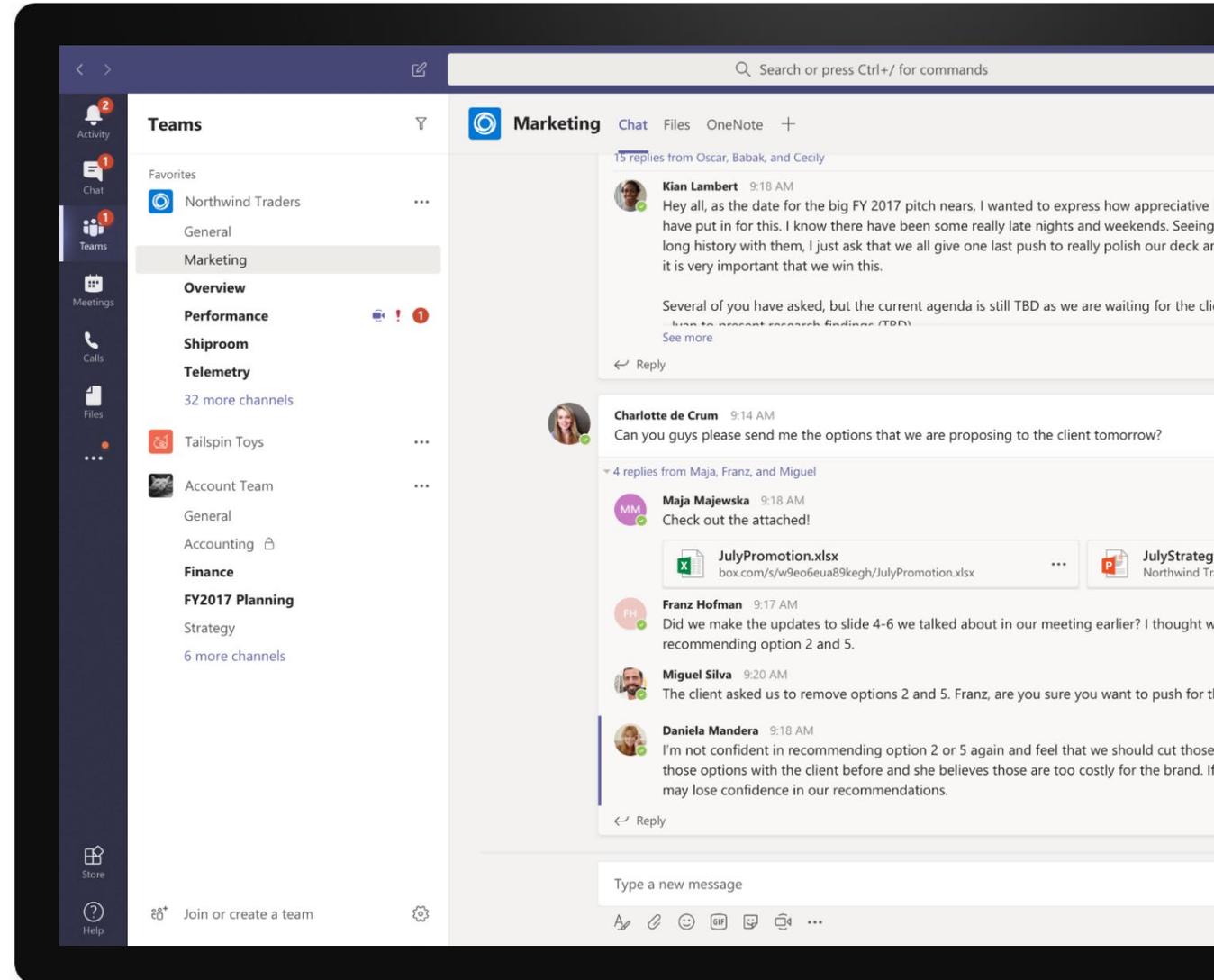
The H1 2020 survey is [here!](#)
We're back and looking forward to hearing from you on topics like growth & development, change, COVID-19, and more.

This survey is especially important as we ban together to navigate some of the new normals that COVID-19 brings. Your feedback is crucial in helping us to be the best #OneAvePoint.

As always we will share the results with the Senior Leadership Team as well as managers to recognize our successes and to provoke conversation and action on areas of improvement.

Have feedback in the meantime? Don't wait! On the spot feedback is more important than ever. Share with your manager, SLT member, or People Team.

New Around Here? Let's fill you in!
If this is your first time participating in the survey, welcome! We are excited to get your unique and valuable perspective. The goal of these surveys is to gather anonymous feedback and then use that feedback to help shape your AvePoint experience. Let us know what we do really well, and provide feedback on any areas of improvement. Too new to say? No problem, just complete the questions you feel confident answering.



Search or press Ctrl+/ for commands

Teams

Marketing Chat Files OneNote +

15 replies from Oscar, Babak, and Cecily

Kian Lambert 9:18 AM
Hey all, as the date for the big FY 2017 pitch nears, I wanted to express how appreciative have put in for this. I know there have been some really late nights and weekends. Seeing long history with them, I just ask that we all give one last push to really polish our deck and it is very important that we win this.

Several of you have asked, but the current agenda is still TBD as we are waiting for the client to present research findings (TBD).
See more

Reply

Charlotte de Crum 9:14 AM
Can you guys please send me the options that we are proposing to the client tomorrow?

4 replies from Maja, Franz, and Miguel

Maja Majewska 9:18 AM
Check out the attached!

JulyPromotion.xlsx
box.com/s/w9e06eua89kegh/JulyPromotion.xlsx

JulyStrateg
Northwind Tr

Franz Hofman 9:17 AM
Did we make the updates to slide 4-6 we talked about in our meeting earlier? I thought we recommending option 2 and 5.

Miguel Silva 9:20 AM
The client asked us to remove options 2 and 5. Franz, are you sure you want to push for th

Daniela Mander 9:18 AM
I'm not confident in recommending option 2 or 5 again and feel that we should cut those those options with the client before and she believes those are too costly for the brand. It may lose confidence in our recommendations.

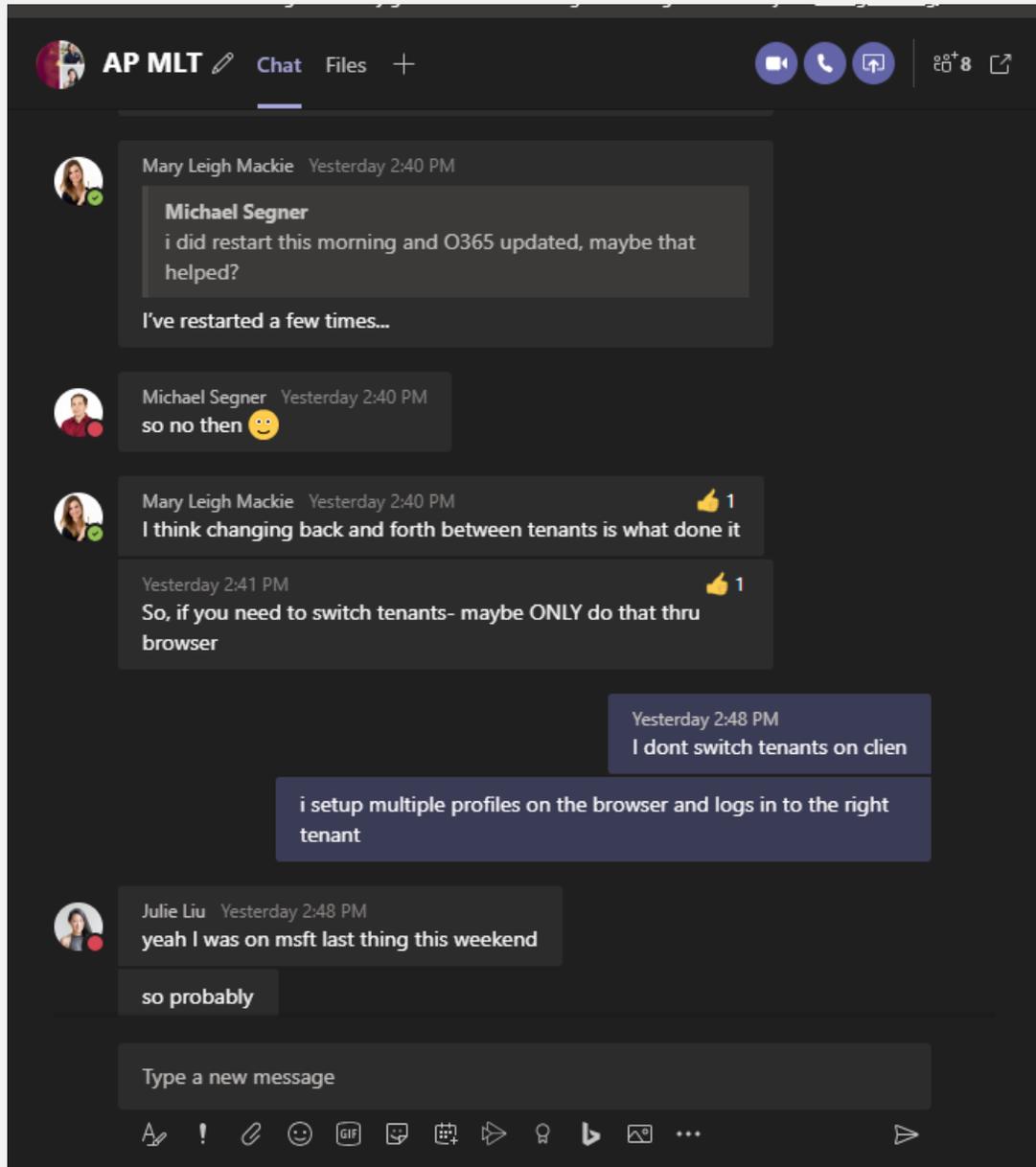
Reply

Type a new message

Join or create a team

Streamline Communications





Use Group Chats for Ad-hoc Convos



Ask question(s) for clarification



Casual greetings



Akin to in-office chit chats



Move Team Communications from Email

Joe Dougherty @PIO_Joe

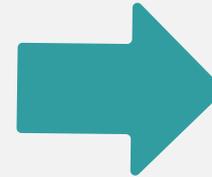
So this is happening right now. It's Replyall-gate 2018. Adventures in state government. #ReplyAll Actually don't reply all.

Sender	Time	Message Preview
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

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	



General > Post by Spenser Bullock Jul 1, 2019

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

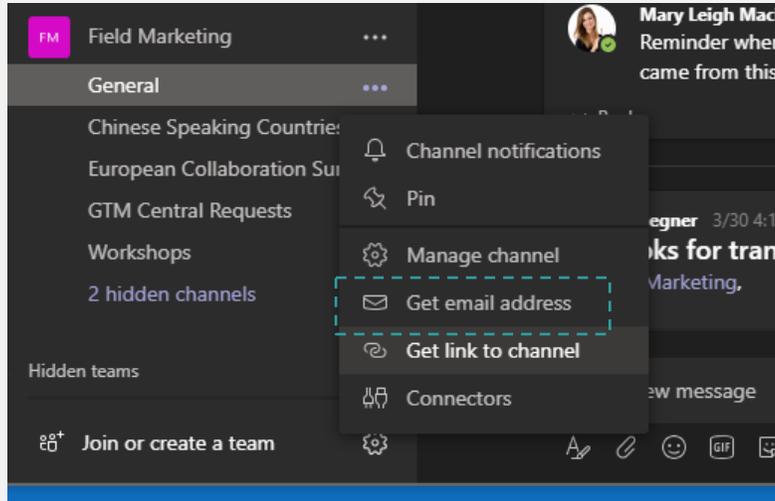


A team...

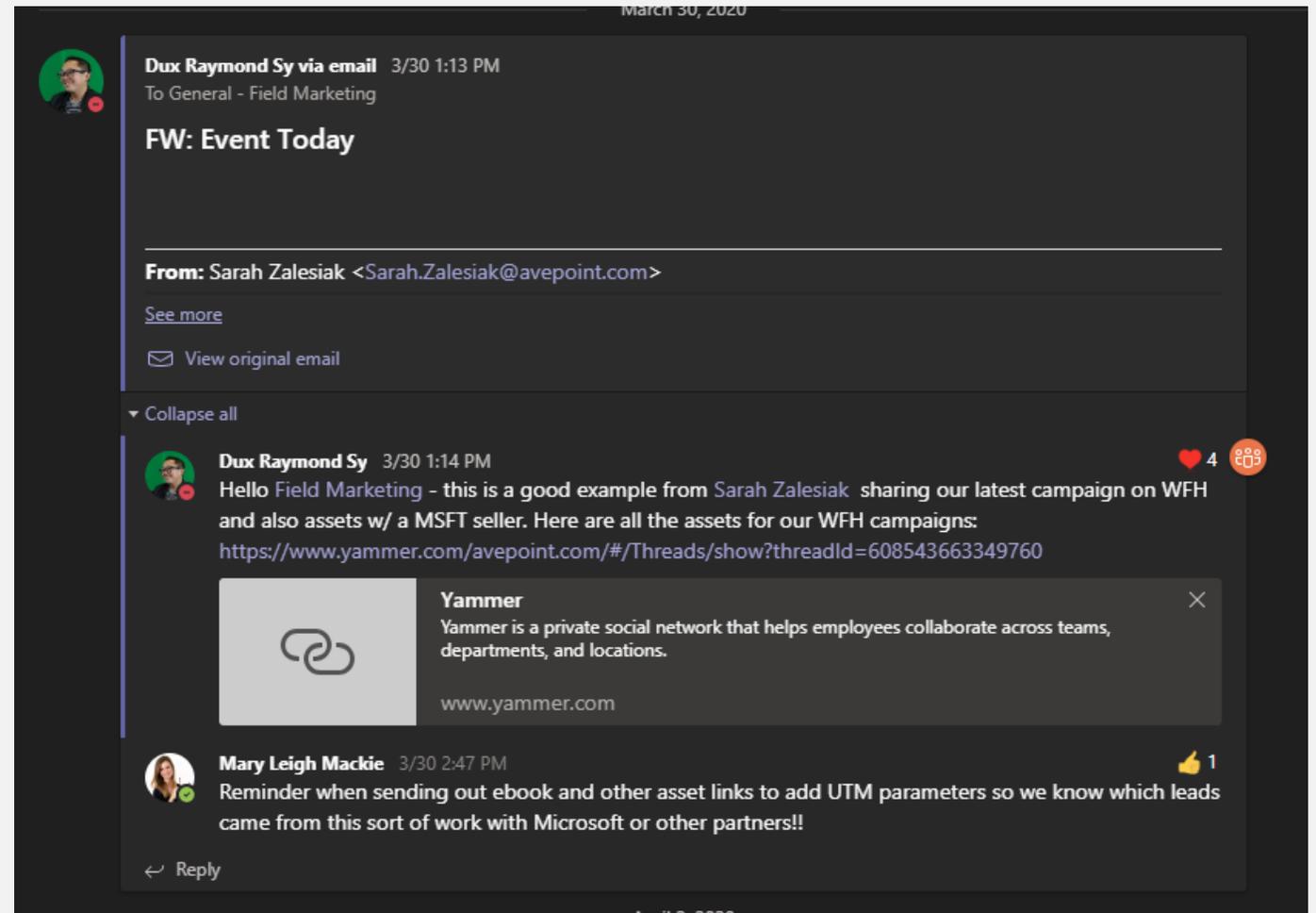
- AUTOMATICALLY separates your inbound communication into Channels
- Let's you TUNE IN to what you care about and tune out what you don't
- Notifies you only for messages you EXPLICITLY care about
- @mentions allow you to poke recipients only when relevant



Email to Channels



Learn how to send an email to a channel in Teams



Encourage Team Collaboration

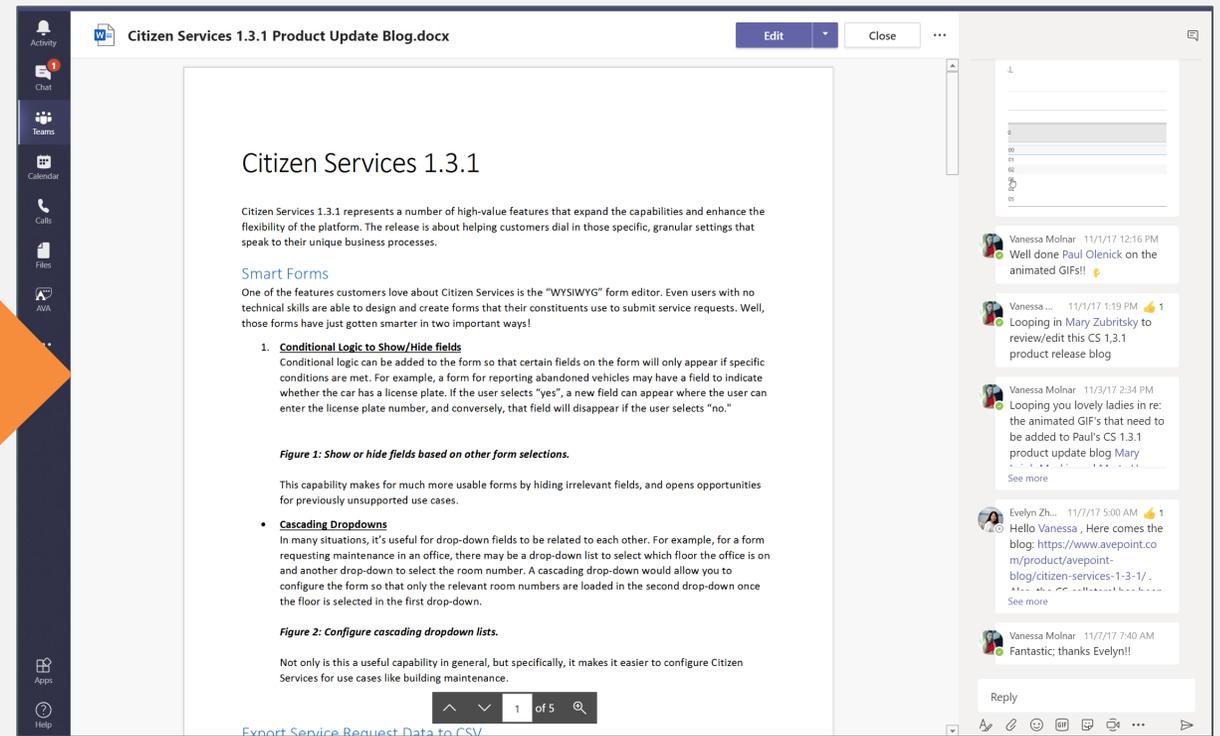
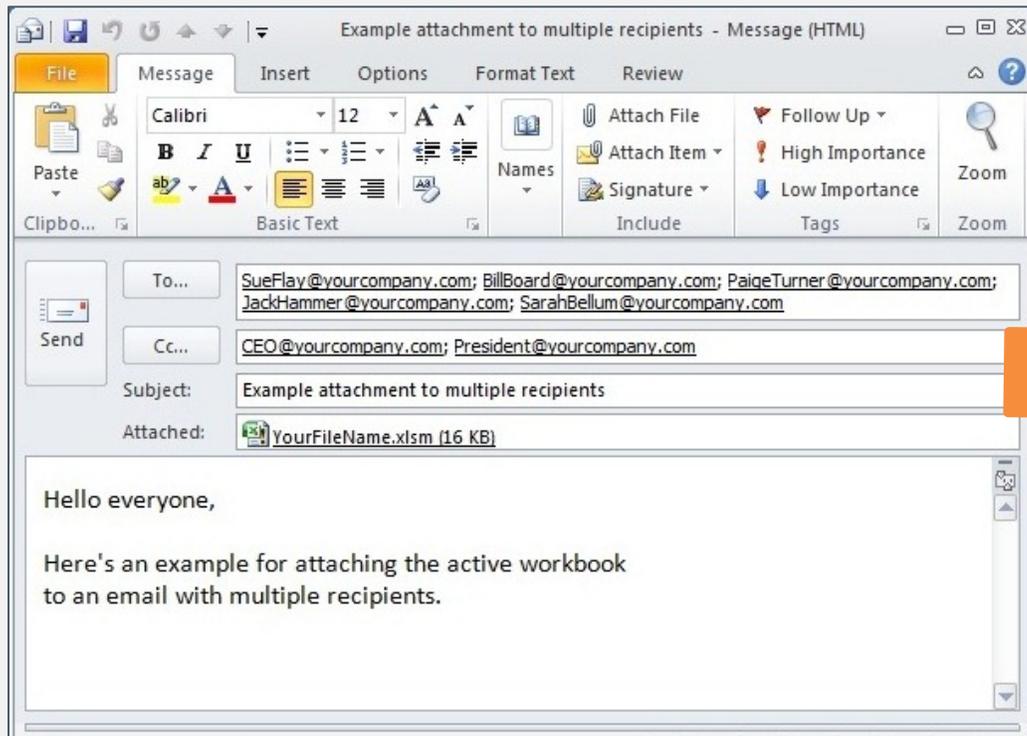


Drive Teamwork in Teams

The screenshot shows a Microsoft Teams chat interface. On the left is a sidebar with navigation options: Activity, Chat, Teams, Calendar, Calls, Files, AVA, and Apps. The main chat area is titled 'AvePoint Marketing > General' and is marked as 'Private'. A message from Joanne Chang, dated 1/30 9:35 PM, is displayed. The message text reads: "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". Below the text is a "Content Schedule" diagram. The diagram is a flowchart with a central box labeled "MMP" (Marketing Message Platform) and several branches. One branch is labeled "Click Migration" and leads to a row of five boxes labeled "Management 1" through "Management 5". Another branch is labeled "Click Management" and leads to a row of five boxes labeled "Migration 1" through "Migration 5". A third branch is labeled "Click Back or Protection" and leads to a row of five boxes labeled "Protection 1" through "Protection 5". A fourth branch is labeled "Don't open or click anything" and leads to a box labeled "Send MMP again with a different subject". Below the diagram is a "Login | Marketo" button with the text "Login to Marketo" and the URL "app-ab04.marketo.com". Below the message is a "Collapse all" button and a response from Michael Segner, dated 1/31 11:36 AM, which says: "Wow, first off really impressive work. What a sophisticated nurture design! Here are some thoughts, happy to discuss further:". The response includes a bulleted list: "• 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." At the bottom of the chat window is a text input field with the placeholder "Start a new conversation. Type @ to mention someone." and a "Join or create a team" button.



Enhance Document Collaboration



Automate Business Processes

GTM Central Request
Let us know what you're looking for!

Hi Dux Raymond, when you submit this form, the owner will be able to see your name and email address.

Required

1. Request Name *
Please enter a title for your request.

2. Requestor Name(s) *
Please enter your name along with other stakeholders.

3. Business Unit *
Please select the primary Business Unit for this request.

Power Automate
Record form responses in SharePoint

This flow will connect to:

- Microsoft Forms (Dux.Sy@avepoint.com)
- SharePoint Permissions (Dux.Sy@avepoint.com)

SharePoint Global Request List

Request Name	Description
> Business Unit : Unassigned (273)	
> Business Unit : ANZ (311)	
> Business Unit : Canada (15)	
> Business Unit : China (61)	
✓ Business Unit : Corporate (155)	
> Status : 1 - New Request (13)	
> Status : 3 - Delivery In-Progress (3)	
> Status : 3.5 - Ready for Review (1)	
> Status : 4 - Request Completed (130)	

Microsoft Inspire Booth Graphics

Request Name *
Microsoft Inspire Booth Graphics

Request Type(s)
Graphics

Business Unit *
Corporate

Description *
Microsoft Inspire Booth Graphics are available via the link below. Let me know if these require any edits to the "Graphic Screenshot" PDF where I have included a mockup for reference.

Assigned to *
Challee Blackwelder
Sarah Zalesiak
Julie Liu



Centralize Resources



One Stop Shop For Your Team



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



Collaborate: Deeply integrated Office 365 apps



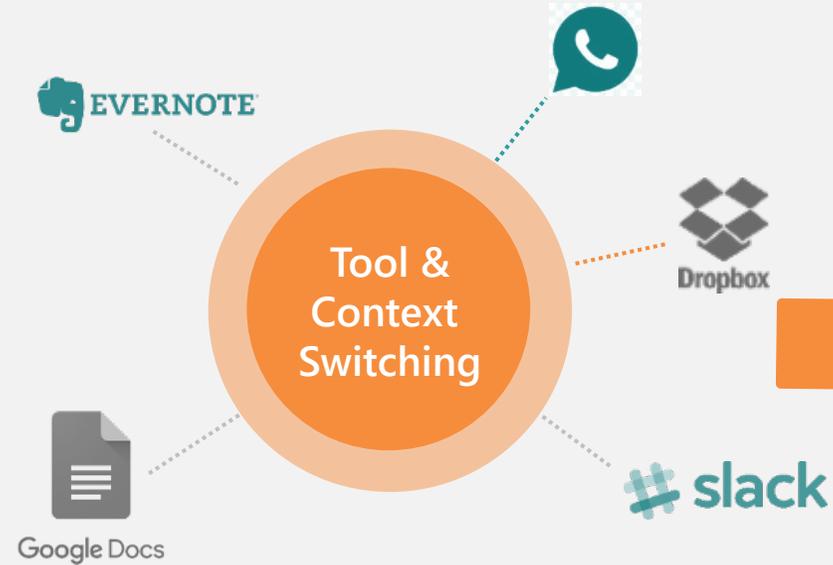
Customize & Extend: 3rd party apps & existing systems



Work w/ Confidence: Enterprise security, compliance & manageability



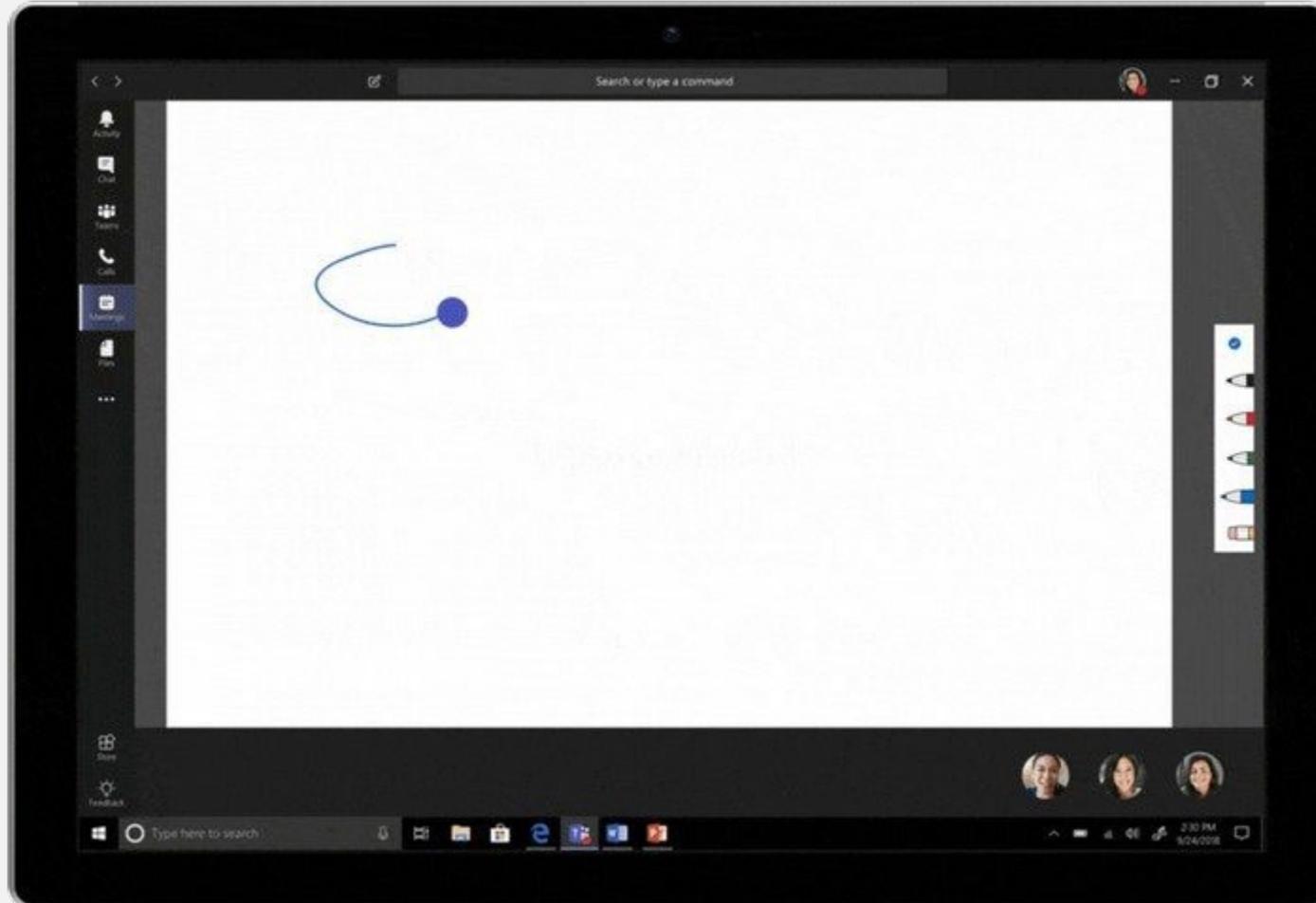
Maximize Tabs



The screenshot shows a Microsoft Teams channel named "General". At the top, a row of tabs is visible, including "Posts", "Files", "Requests", "Intranet", "Yammer", "Web Requests (JIRA)", "Power BI", and "GTM Central". A dashed blue box highlights this tab bar. Below the tabs, there is a banner for "Go To Market (GTM) Central" with a "LEARN MORE" link. To the right of the banner are four preview cards: "Templates: PPT, Logos, Letterheads & more", "Can't find what you're looking for? Submit a...", "Resources: Pitch Decks, Playbooks, Guidelines,...", and "Industry Reports: Gartner, Forrester & more". Below these is a "Brand News" section with two news items: "RELEASE: DocAve 6.12.1" and "The AvePoint Cloud's March Release".



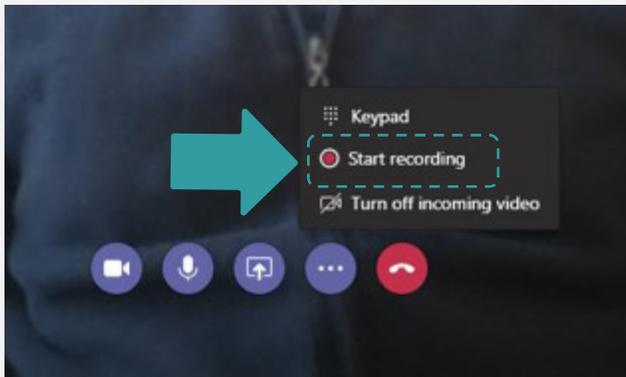
Visual Collaboration with WhiteBoard



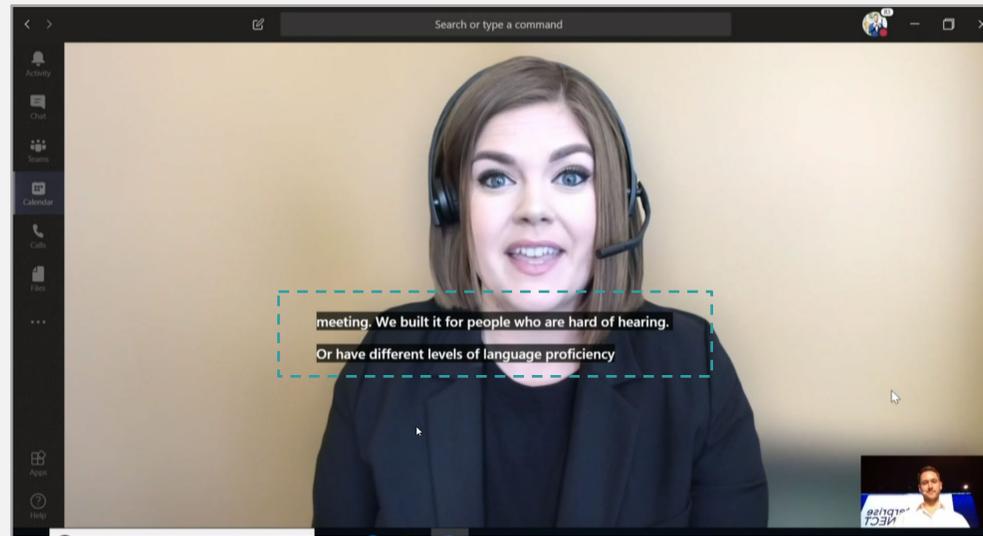
Facilitate Inclusion & Drive Culture



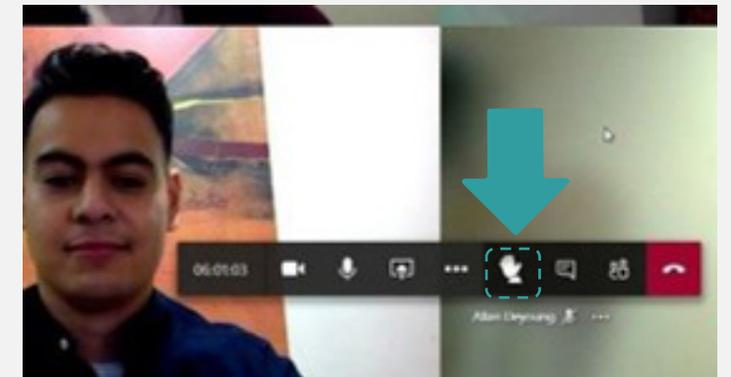
Facilitate Inclusive Meetings



Record Meetings



Use Live Captions



Raise Hands



In-line Translations

The screenshot shows a Microsoft Teams chat window. At the top, a message from **Marc Vigneau** (posted yesterday at 12:54 p.m.) is marked as **IMPORTANT!** and titled **Understanding Language Differences**. The message text reads: "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 messages:

- Tony Redmond** (yesterday 12:56 p.m.): "Áno, všetko je poháňané službou Microsoft Translator a umožňuje používateľom zadávať text v ich miestnom ja... členovia tímu čítať text v jazyku nakonfigurovanom pre svojho tímového klienta." A context menu is open over this message, listing options: Edit, Delete, Mark as unread, Copy link, and **Translate** (which is highlighted with a dashed blue border and a teal arrow pointing to it).
- 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."

A "Reply" button is located at the bottom left of the chat area.



Extend Praise

The screenshot displays the Microsoft Teams interface. On the left, a 'Praise' dialog box is open, titled 'Send praise to people'. It contains a grid of nine badges: Achiever, Awesome, Coach, Creative, Kind heart, Leadership, Problem solver, Team player, and Thank you. The main chat window shows a conversation with participants Mahan, Sandra, and Nguyen, Tanh. A message from 'Duff, Thomas' is highlighted, showing a 'Praise' notification for 'Nguyen, Tanh' with the text 'Great job on getting the zombie accounts deleted!' and a 'Problem solver' badge.



Stay on Top of Work Deliverables



Use Planner to Track Tasks

The screenshot displays the Microsoft Teams interface with the Tasks app open in Kanban Board view. The left sidebar shows navigation options: Activity, Chat, Teams, Calendar, Calls, Files, and a 'Join or create a team' button. The main area is divided into four columns: Backlog, To-Do, Doing, and Done. The Backlog column contains tasks like 'Research Venue' and 'Talk to Vendor'. The To-Do column has 'Apply for Permit' (due 03/25) and 'Prepare budget' (due 02/05). The Doing column shows 'Arrange Travel' (due 02/27). The Done column is currently empty. A search bar at the top right of the task board allows filtering and grouping tasks.

Backlog	To-Do	Doing	Done
<input type="checkbox"/> Add task	<input type="checkbox"/> Add task	<input type="checkbox"/> Add task	<input type="checkbox"/> Add task
<input type="checkbox"/> Research Venue	<input type="checkbox"/> Apply for Permit 03/25	<input type="checkbox"/> Arrange Travel 02/27	1
<input type="checkbox"/> Talk to Vendor	<input type="checkbox"/> Prepare budget 02/05		
Dux Raymond Sy	Dux Raymond Sy	Diego Siciliani	
	Adele Vance		



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





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🕒 June 22-26, 2020

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Let's Connect



Aya Tange

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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)

