AvePoint

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

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1

Make It Easy To Do The Right Thing

AMF 10
AMF 11
AMF 12
AMF 13
AMF 14
AMF 15

Identify Business Needs

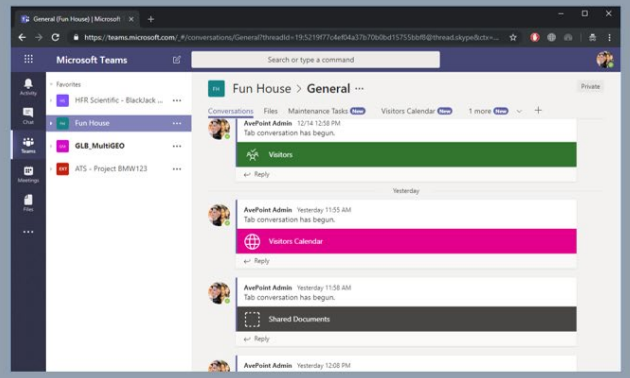
EXAMPLE

	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

Template	Channels	Tabs
Project (INTERNAL)	General	Conversations, Files, Planner
	PMP Material	Conversations, Files, Project Templates
	Documentation	Conversations, Files, Deliverable Templates
	Live Meeting Discussions	Conversations, Files, Meeting Notes

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

2

Establish “How We Work” Guidance

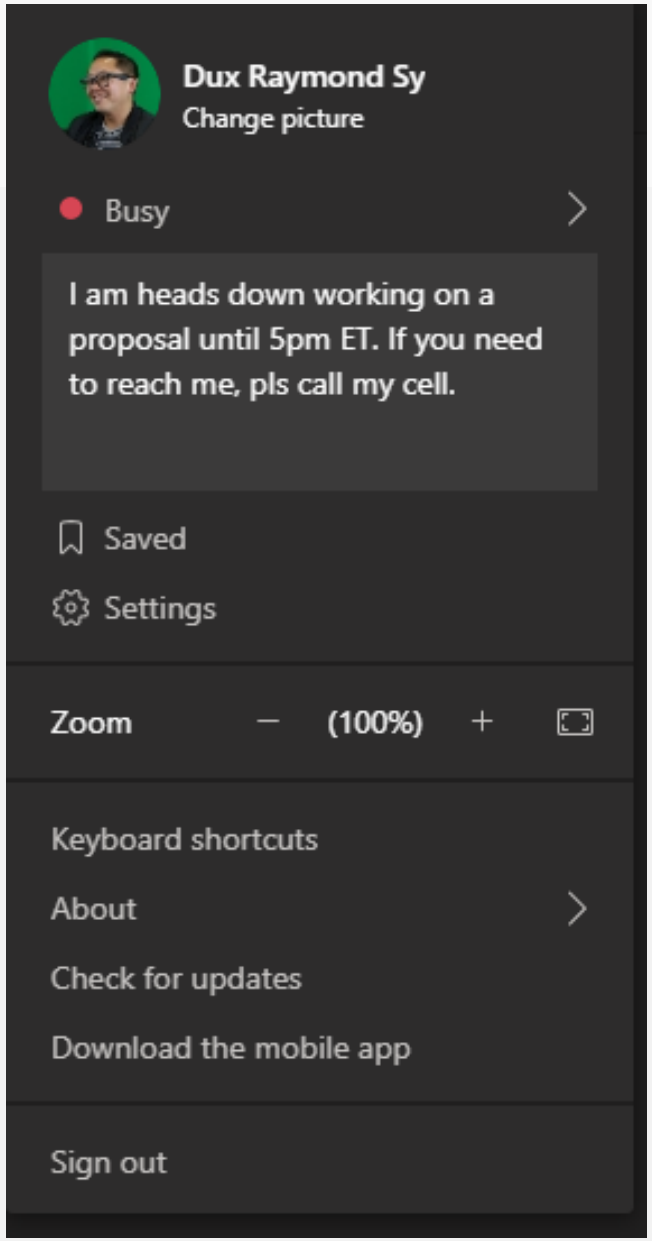
TIME FOR A
BREAK

Set Status Message

Inform teammates what you are working on

Set expectations

Learn how to set status message in Microsoft Teams



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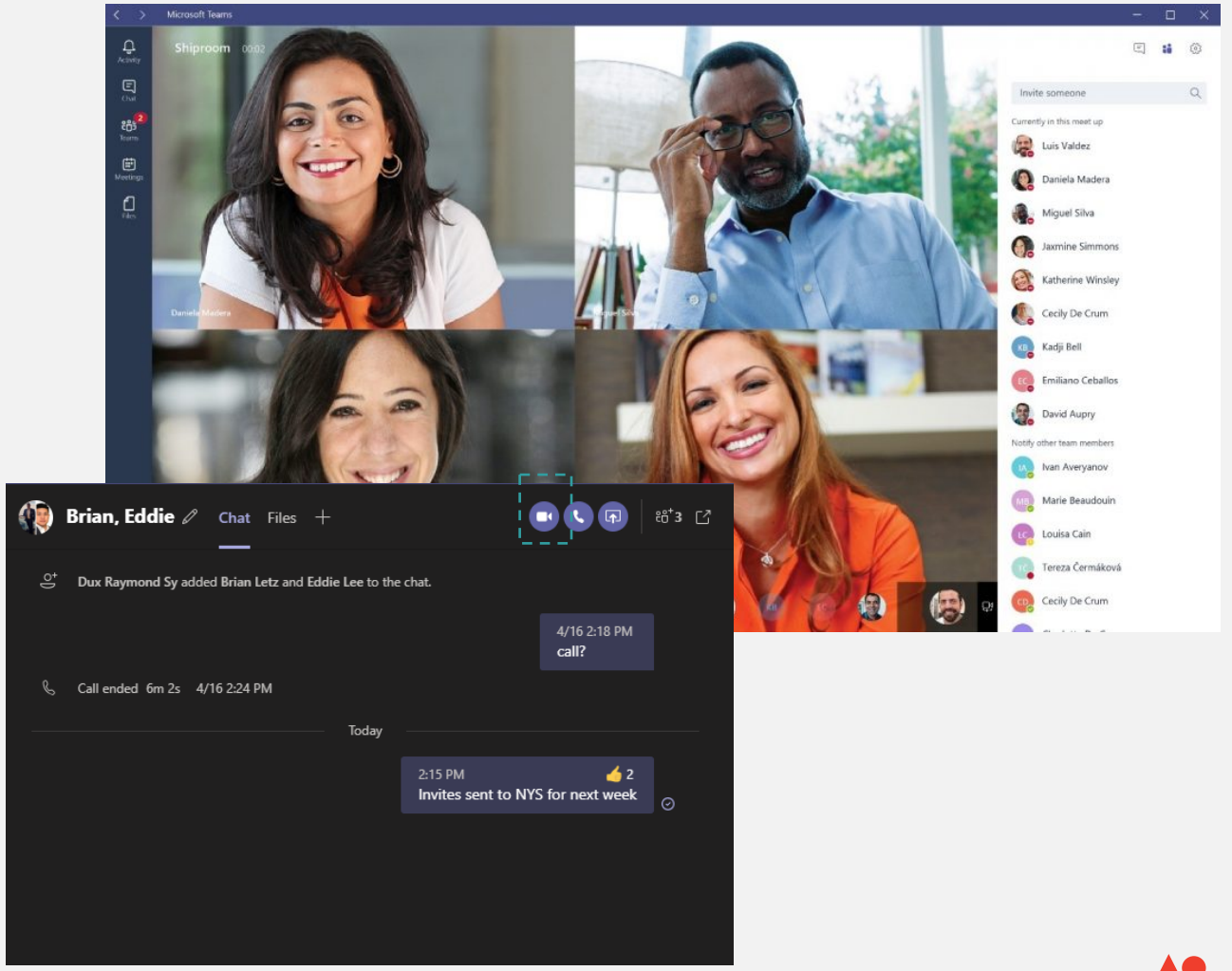
Facilitate Effective Meetings

- 25 min or 50 min meetings
- Use video if possible
- Meet now for ad-hoc calls



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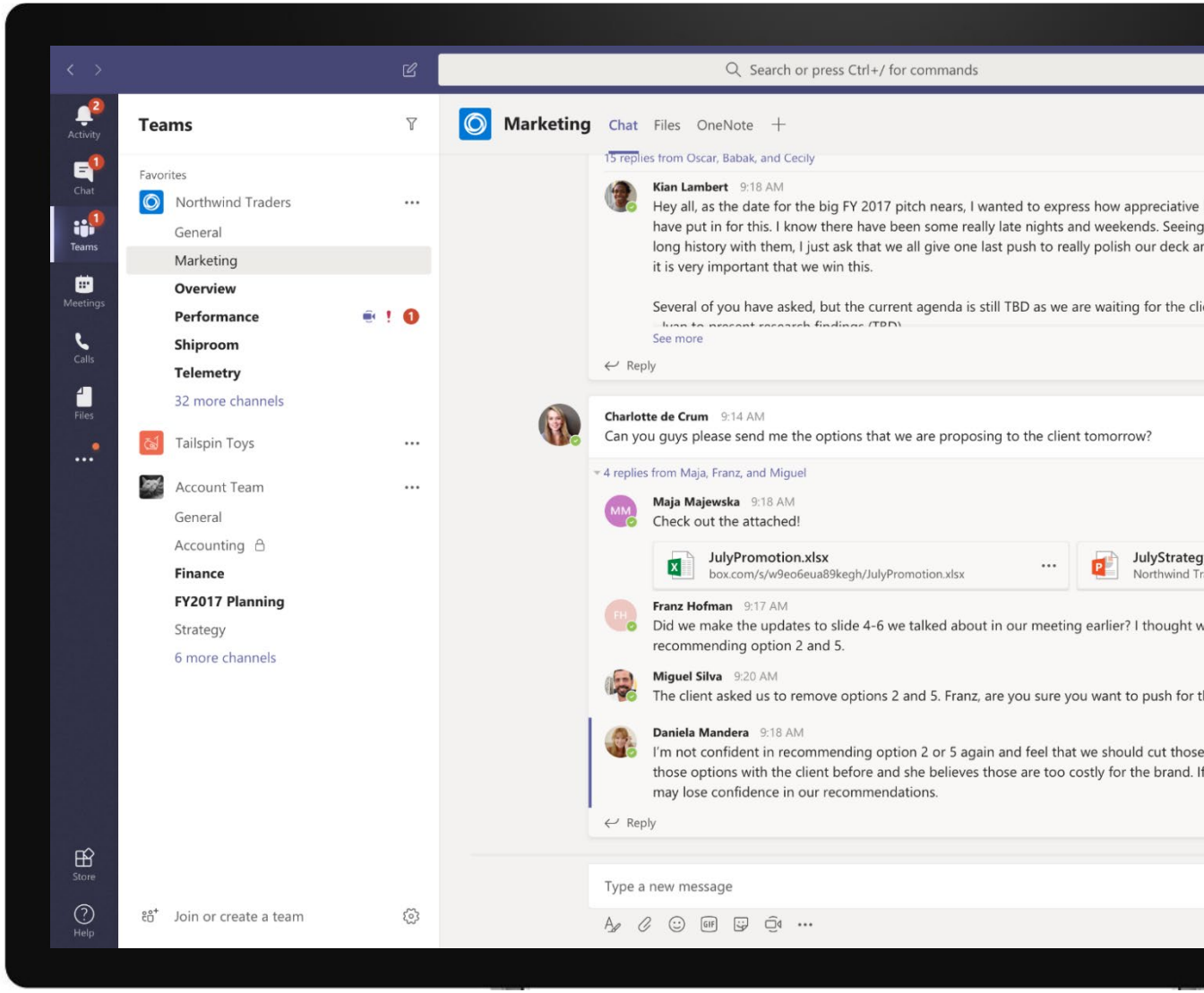
Purpose of Email & Teams



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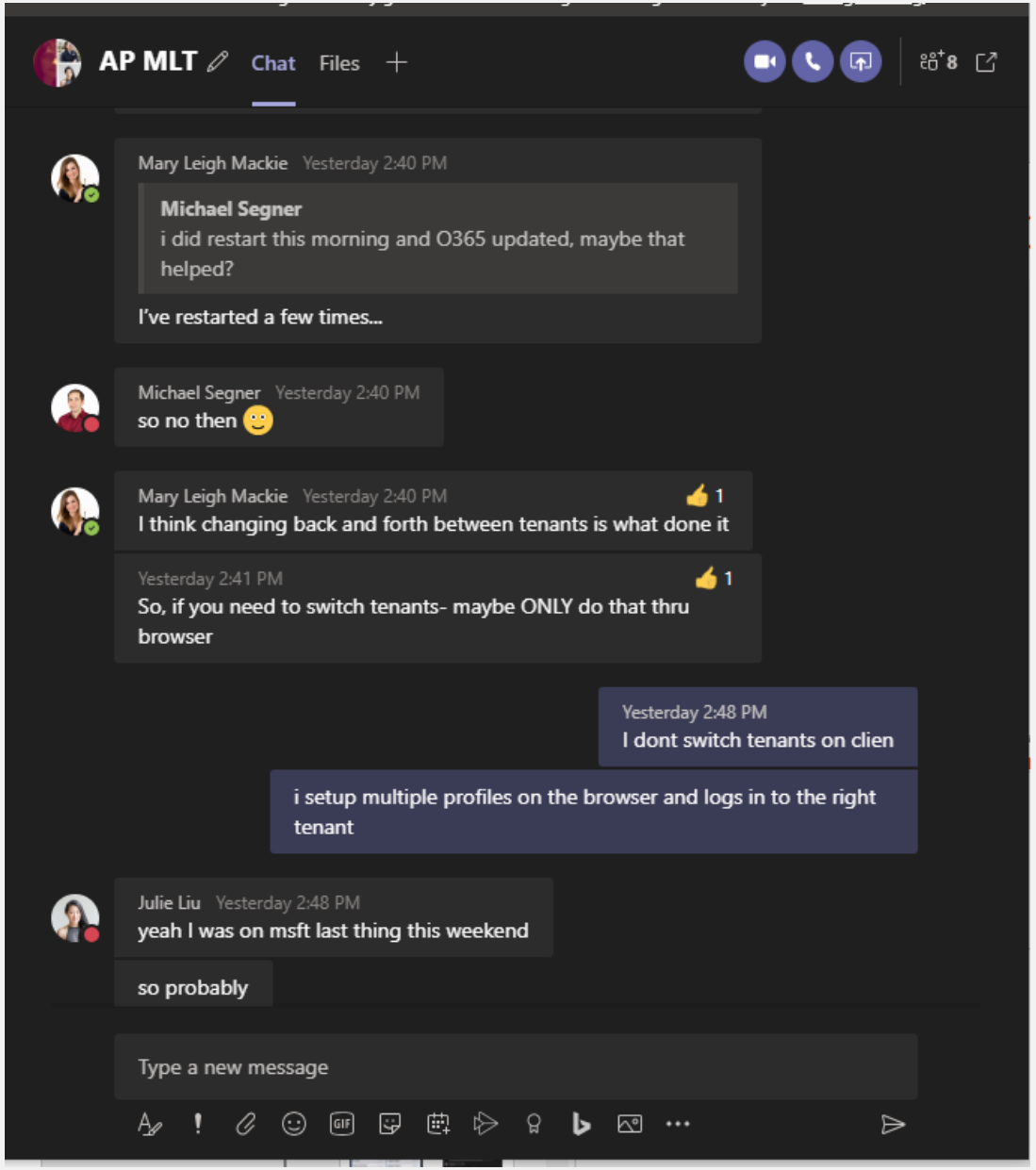
Streamline Communications



Use Group Chats for Ad-hoc Convos

- Ask question(s) for clarification
- Casual greetings
- Akin to in-office chit chats

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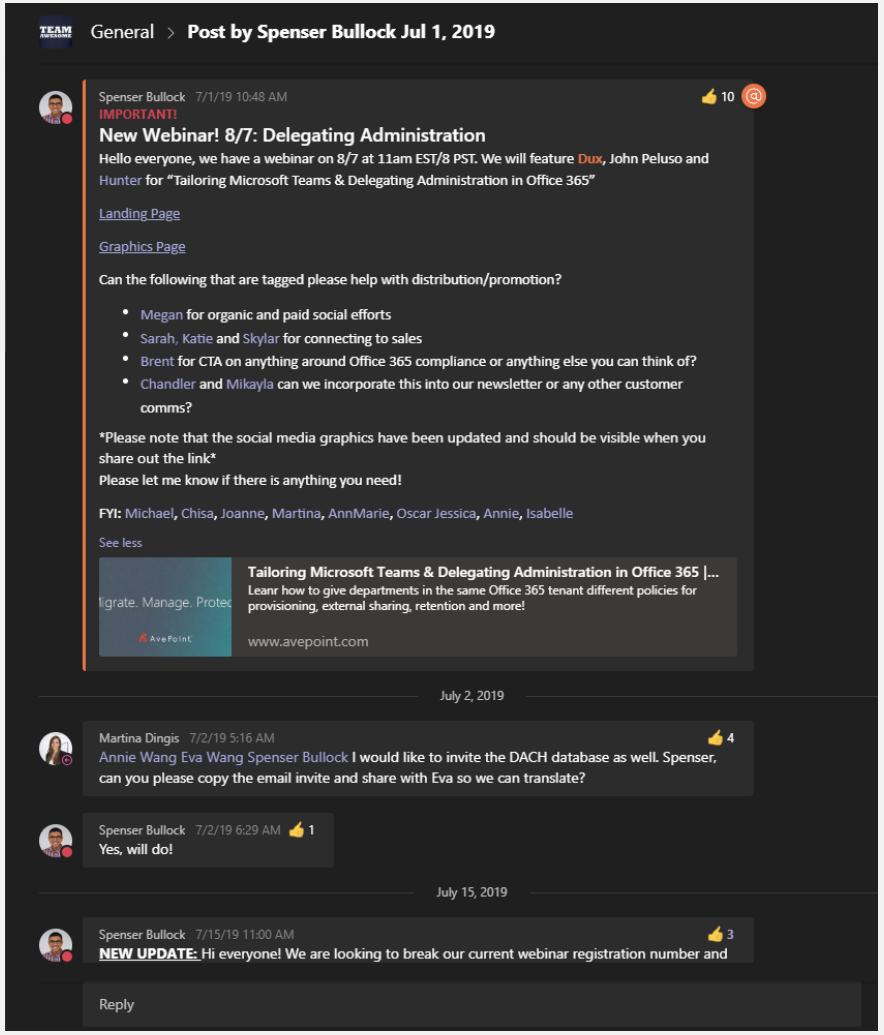
Move Team Communications from Email



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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…

- AUTOMATICALY 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

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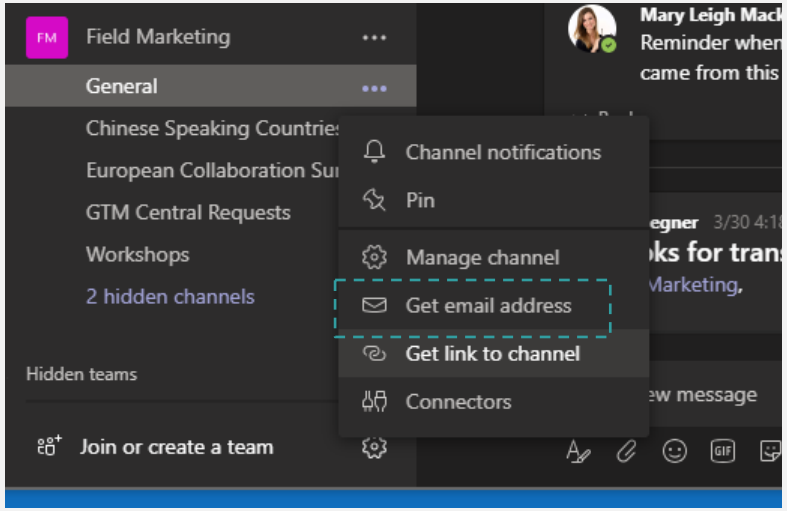
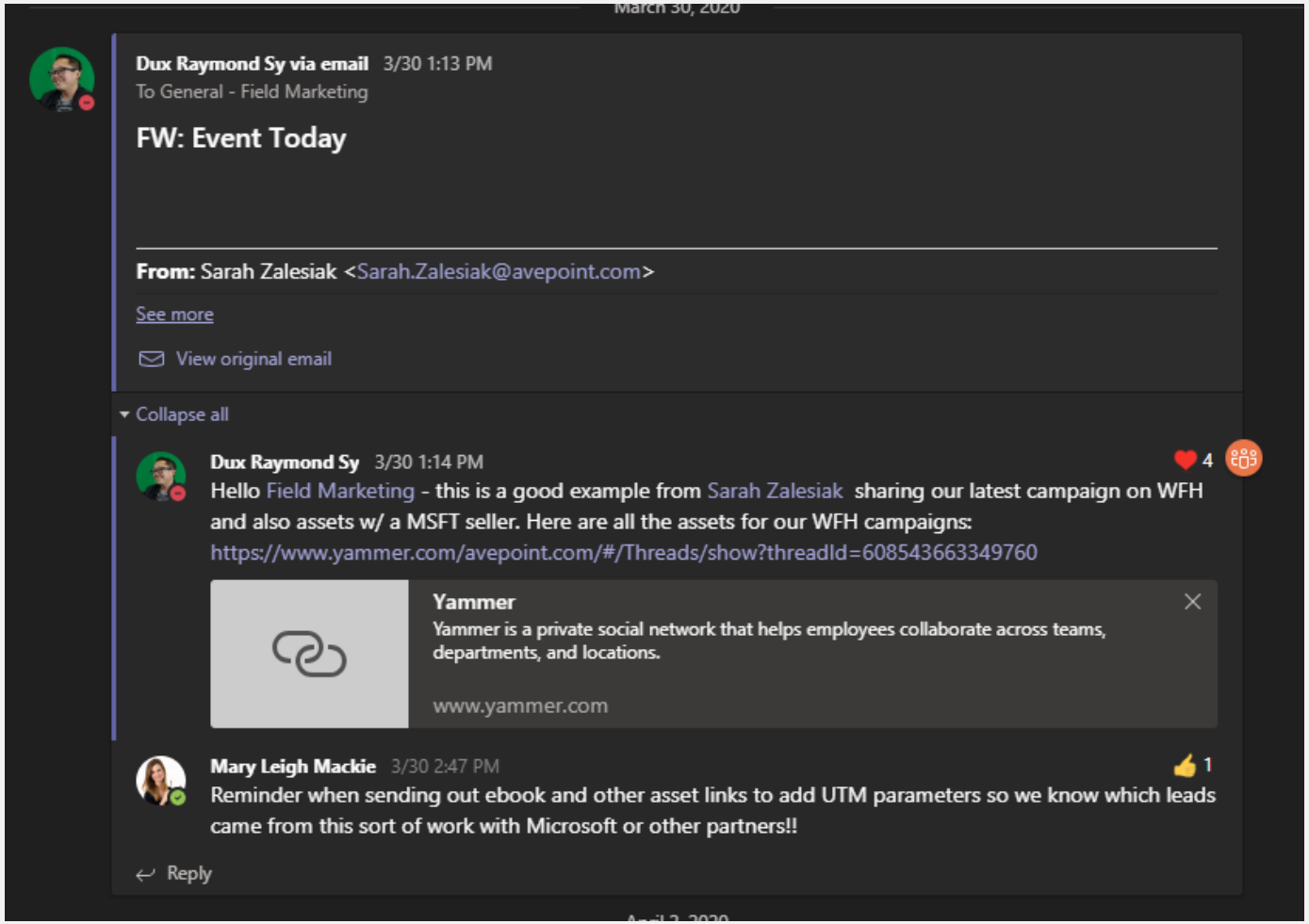
Email to Channels





Learn how to send an email to a channel in Teams

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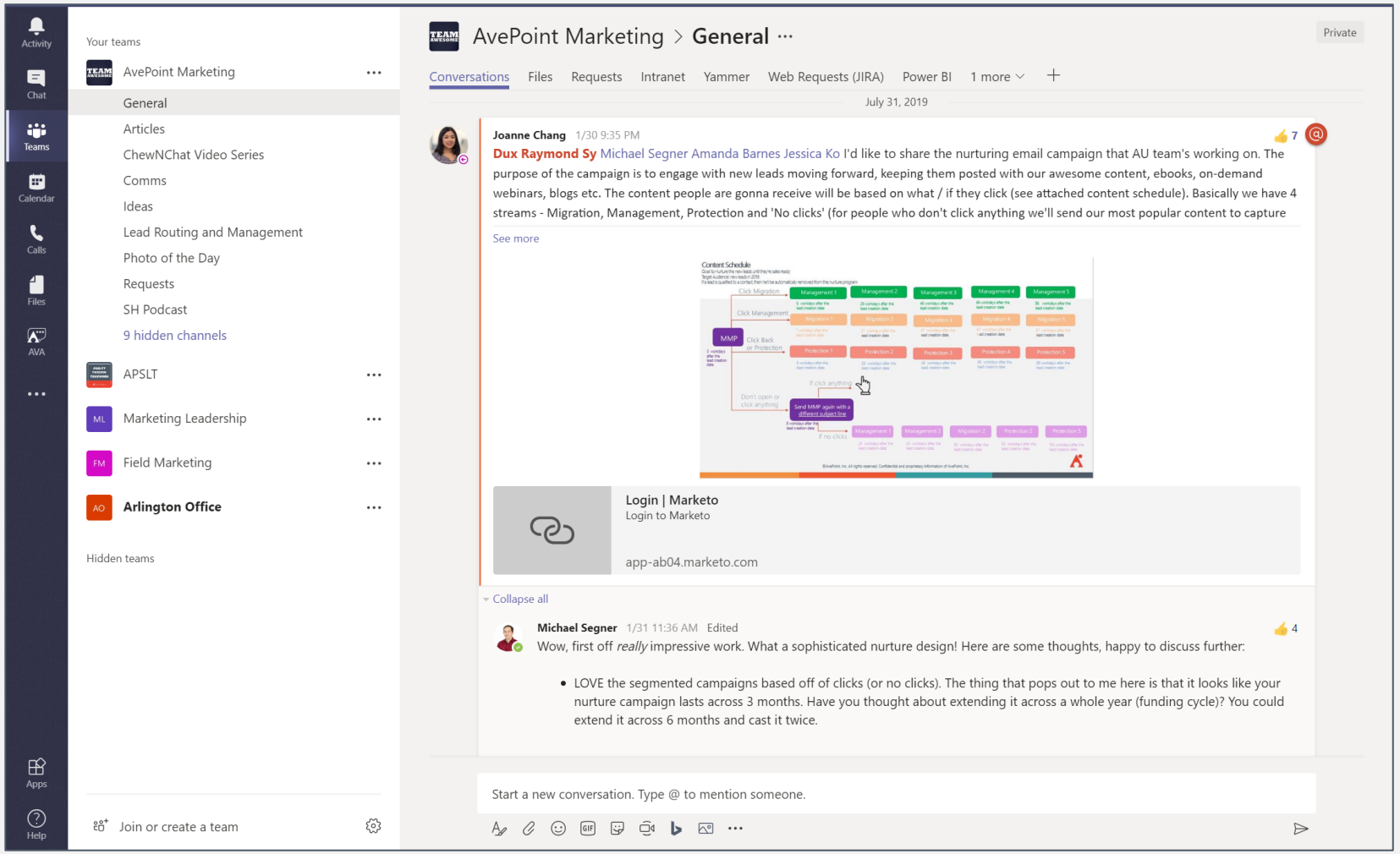
4

Encourage Team Collaboration

Drive Teamwork in Teams



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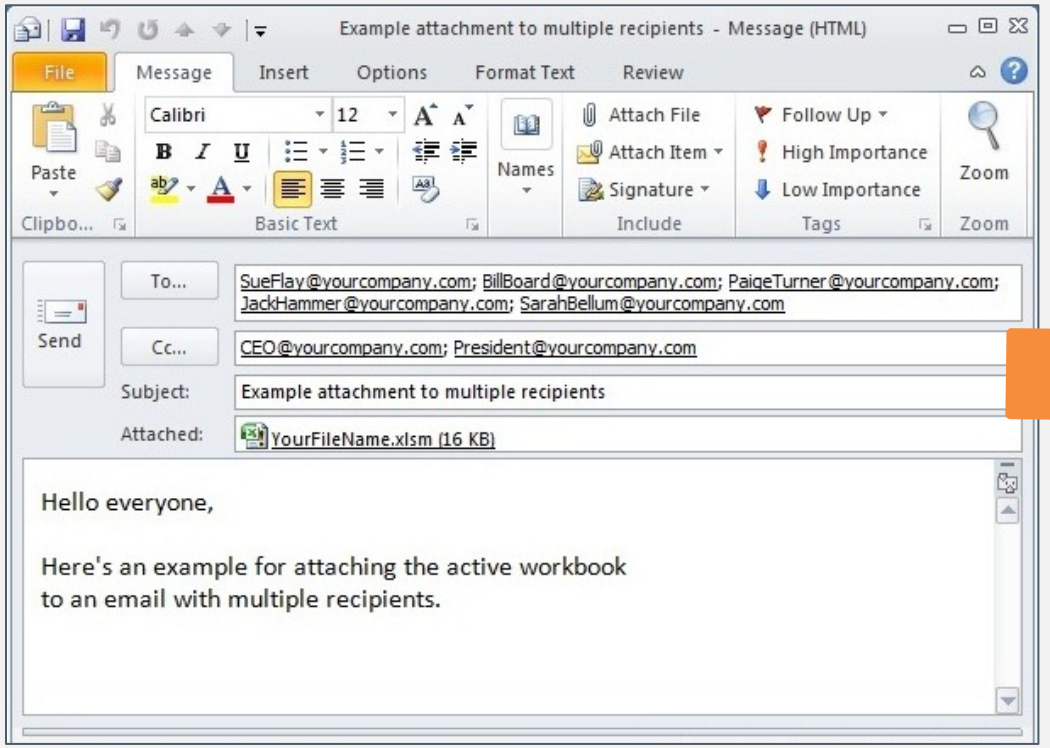
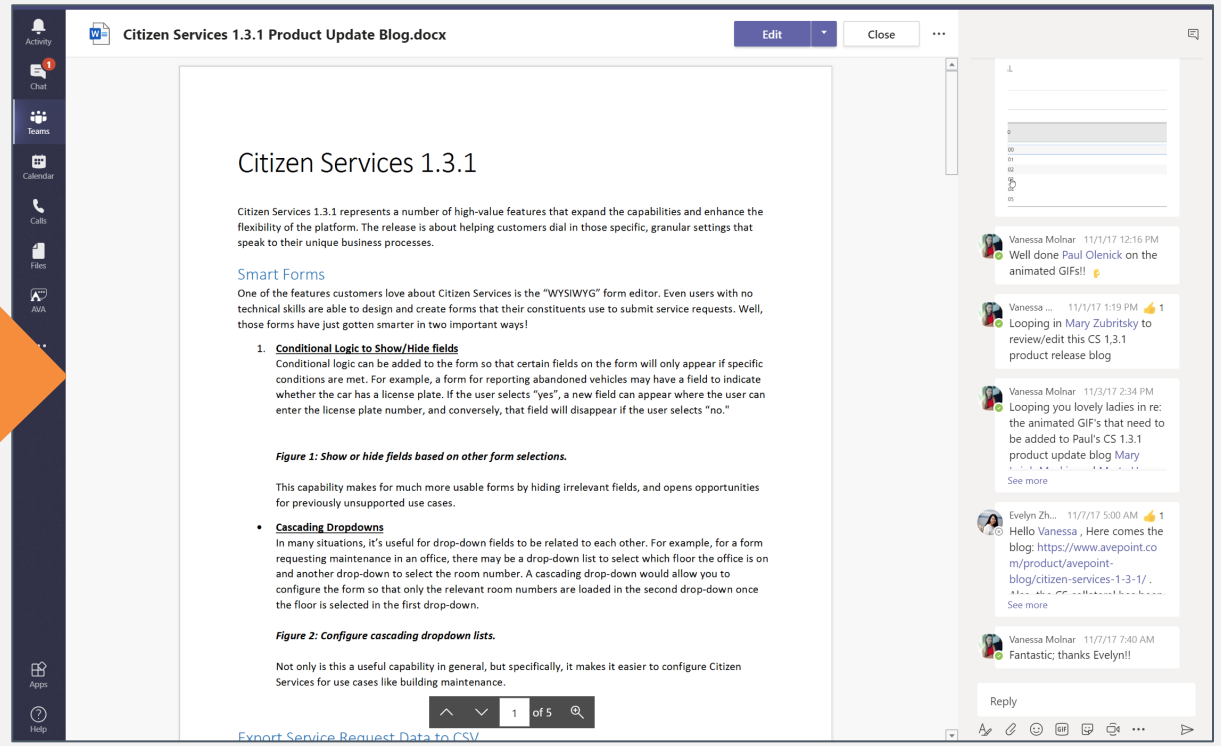
Enhance Document Collaboration





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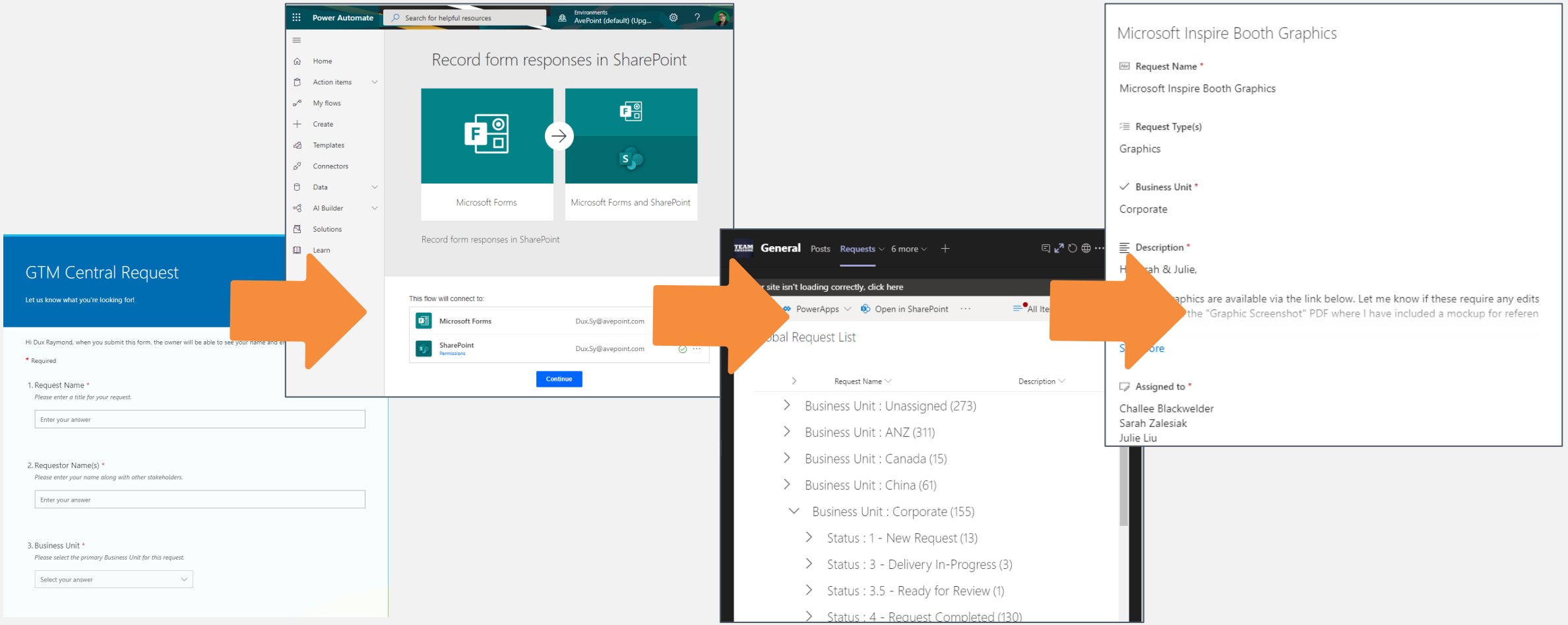
Automate Business Processes



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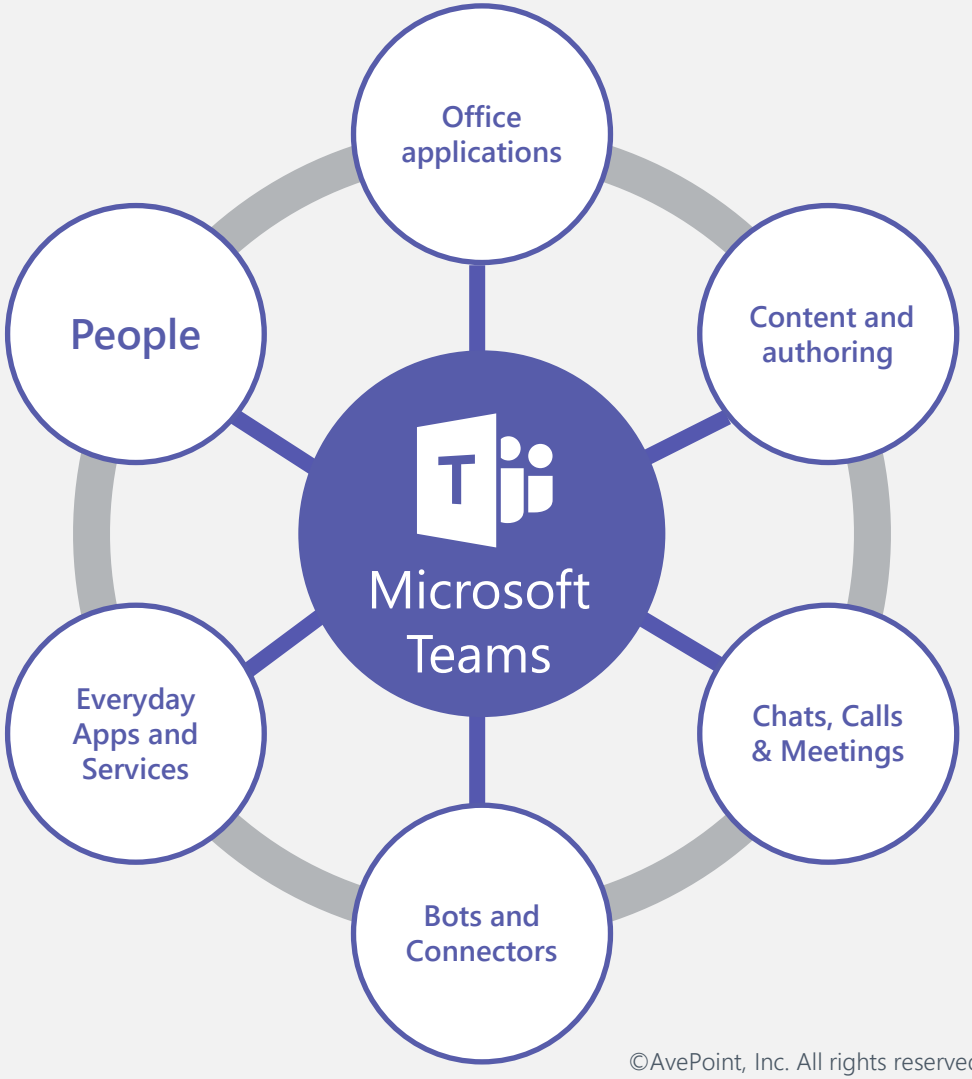
Centralize Resources

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

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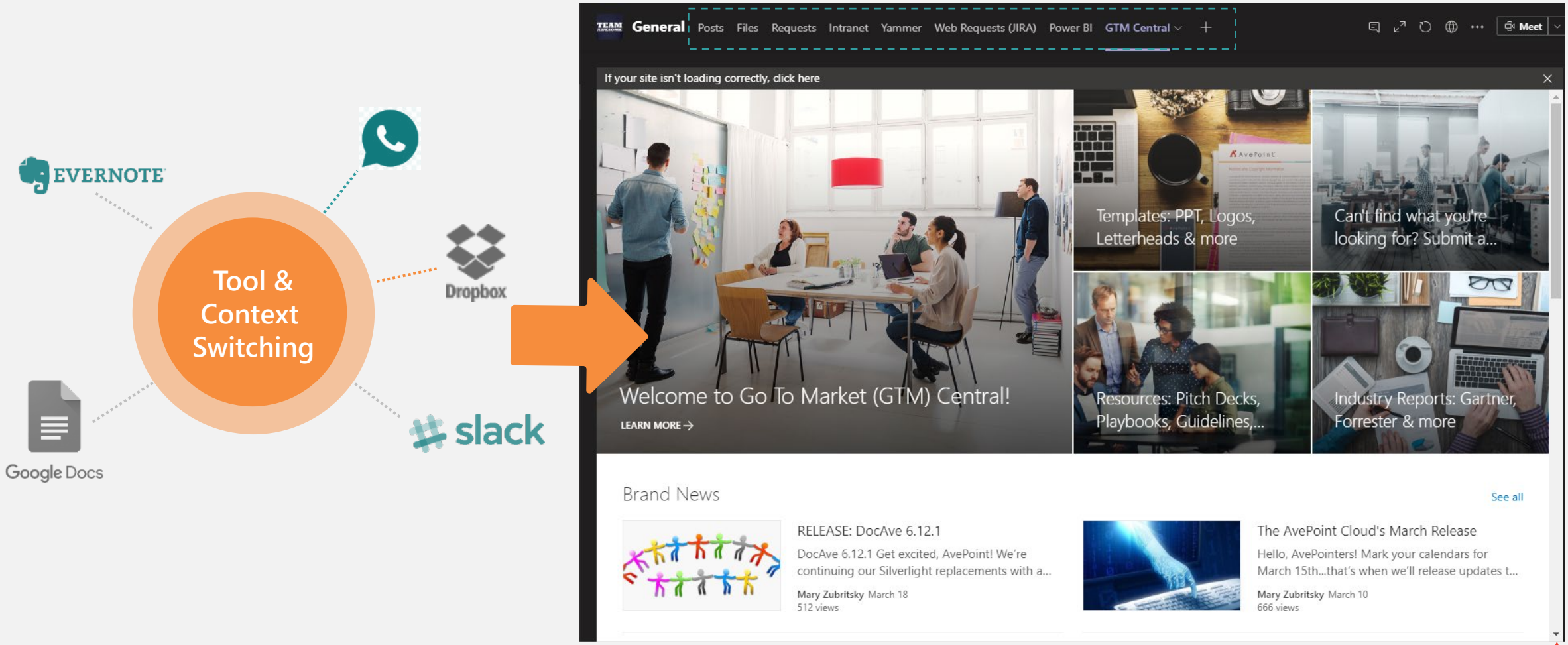
Maximize Tabs



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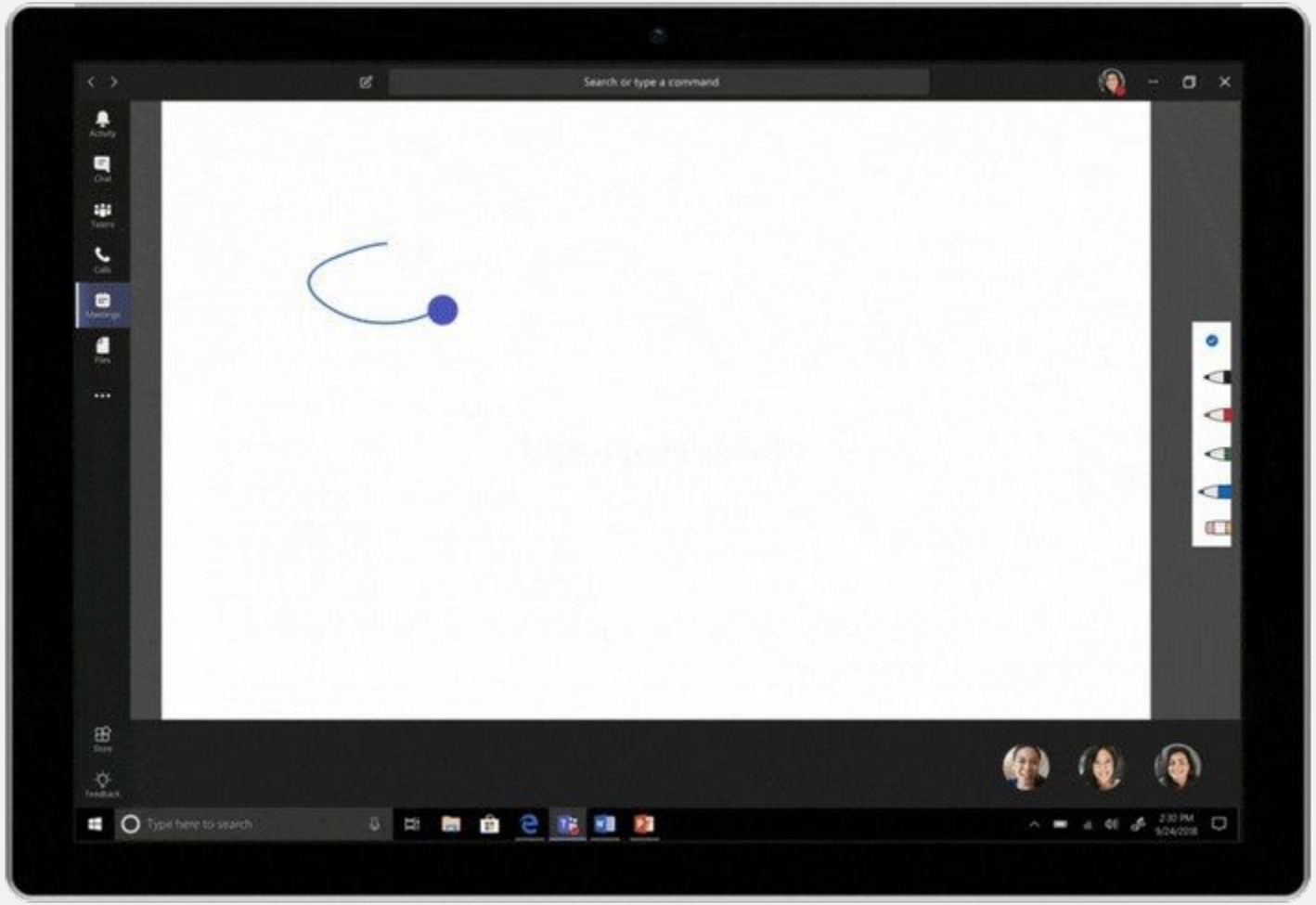
Visual Collaboration with WhiteBoard



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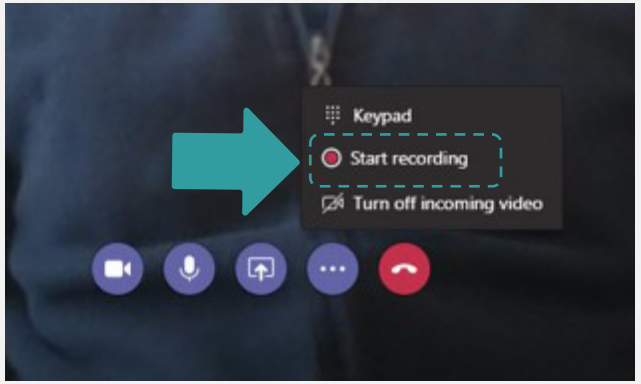
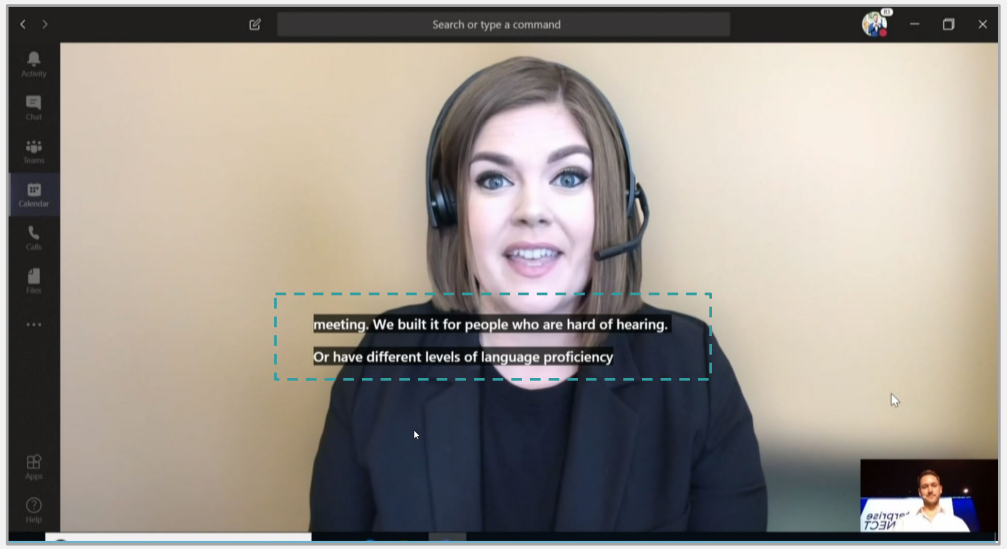
Facilitate Inclusion & Drive Culture

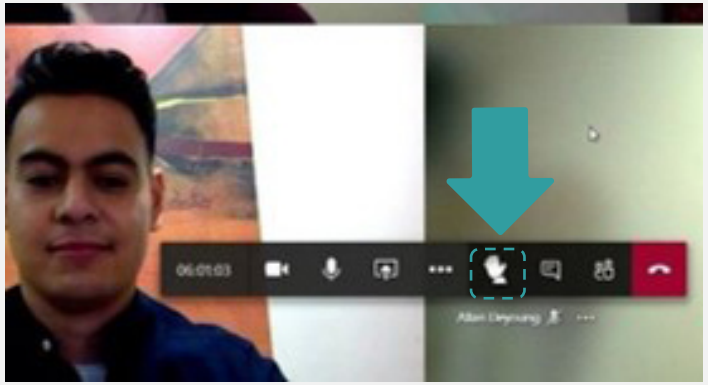
Facilitate Inclusive Meetings



Record Meetings



Use Live Captions



Raise Hands

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In-line Translations

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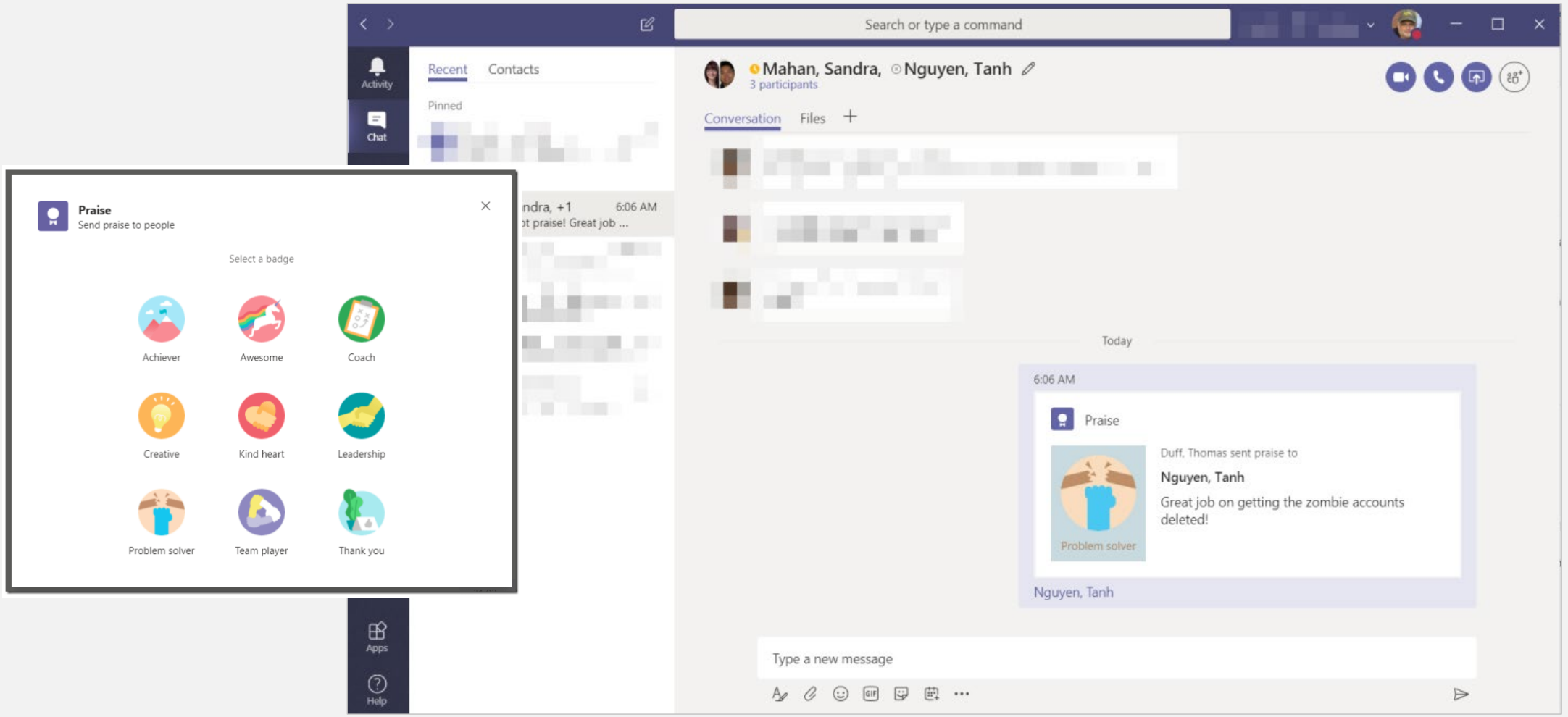
Extend Praise



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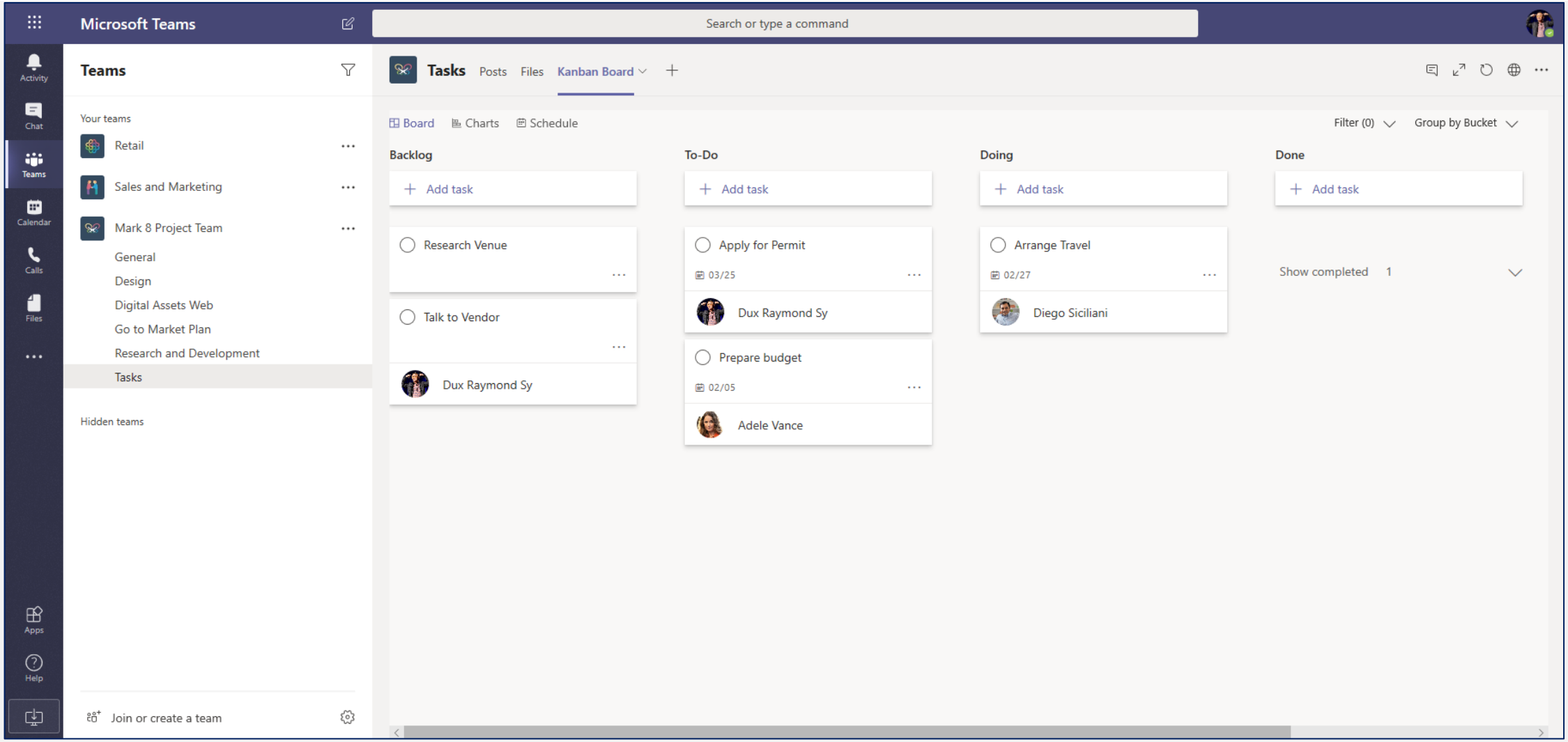
Stay on Top of Work Deliverables

Use Planner to Track Tasks



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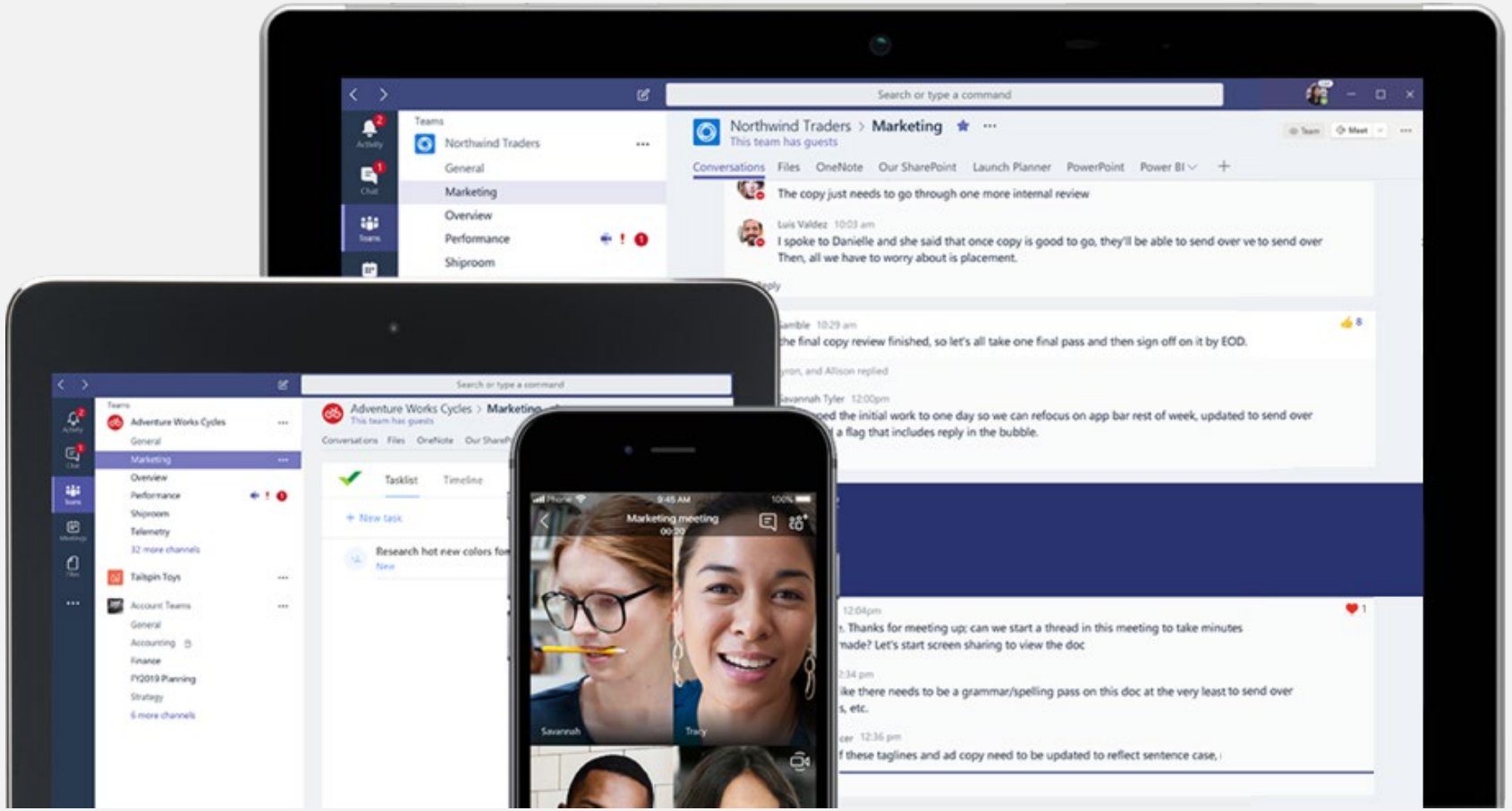
Any device, anytime, anywhere



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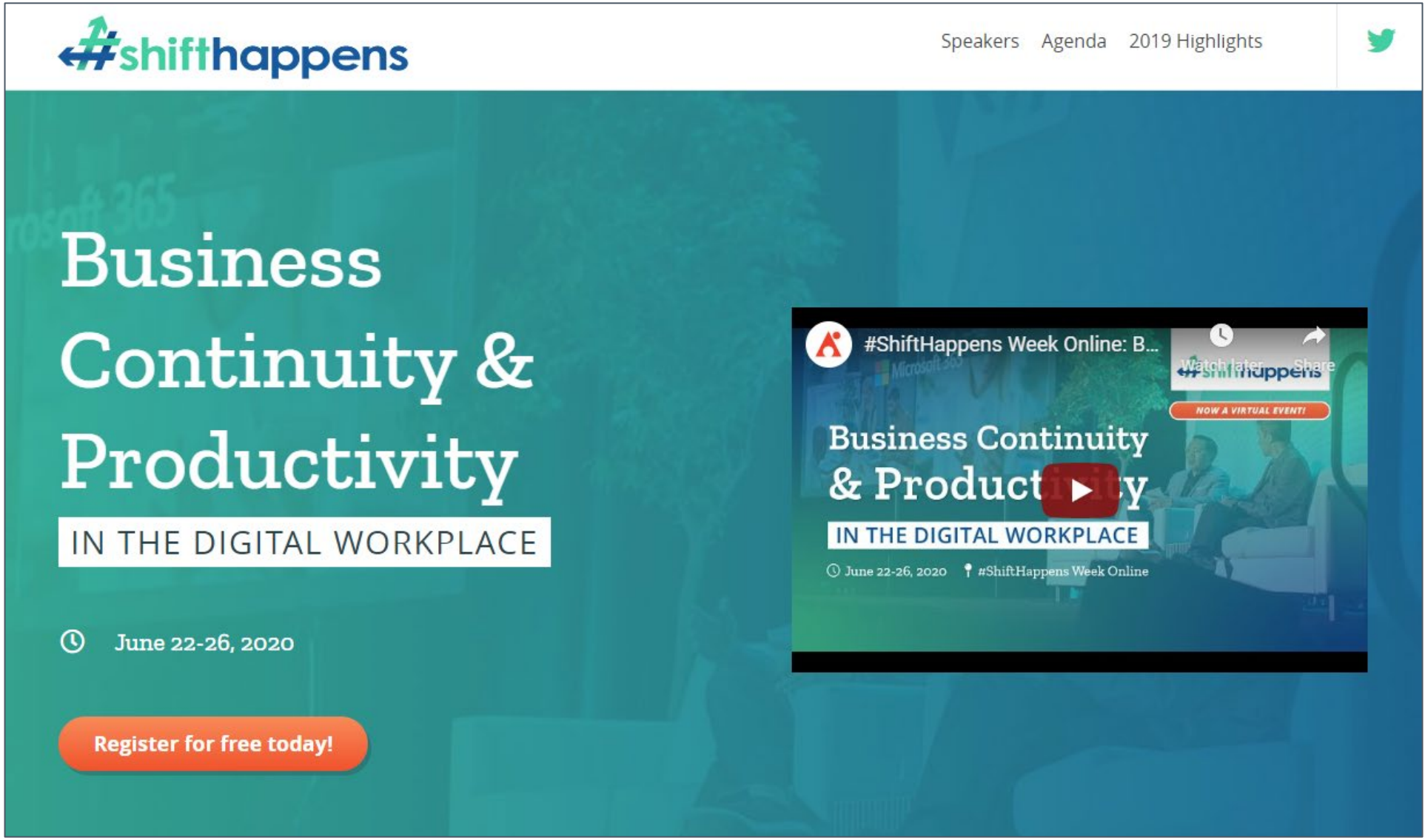
Let People Be People

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



http://shifthappenscon.com

Let's Connect

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thank you

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