



Drive Productivity with Microsoft Teams

Virtual Workshop Series: US State and Local

Microsoft
Partner



Gold Application Development
Gold Collaboration and Content
Gold Cloud Productivity
Gold Messaging
Gold Datacenter

Your presenter...

John "Jay" Leask, PMP

Principal Solution Engineer

Washington, D.C.--ish

A seasoned consultant with a focus on digital collaboration and stakeholder engagement, Jay uses 20 years of IT experience to engage customers in designing solutions to increase the value and decrease risk of their Microsoft investments. Jay Leask is a Solutions Architect for AvePoint Public Sector and co-host of the "Speed of Technology Podcast, On the SPOT."

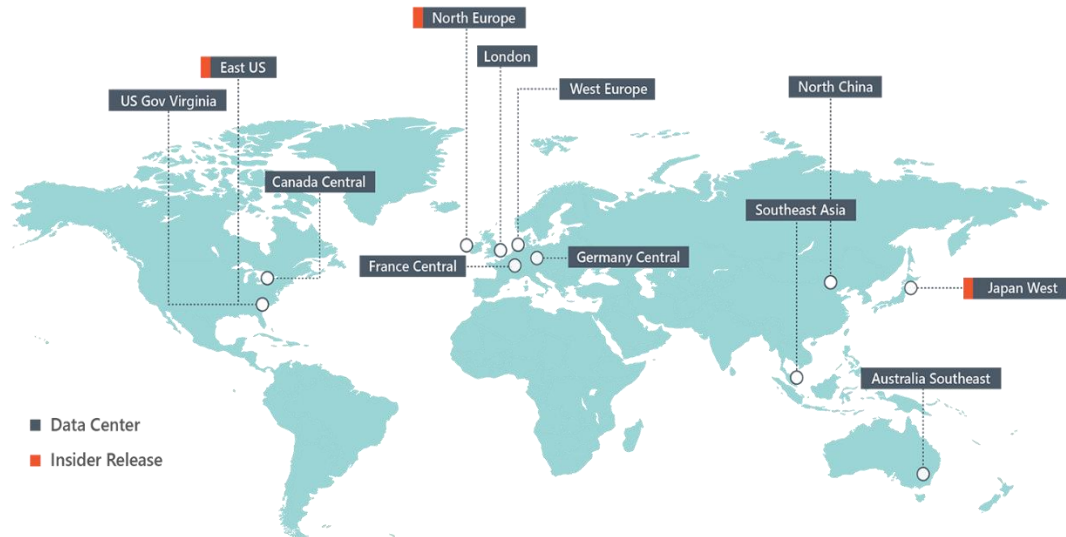
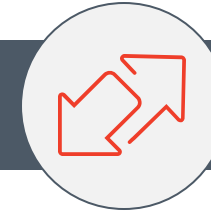
 [@jayleask](https://twitter.com/jayleask)  [@onthespotpod](https://onthespotpod.com)



About AvePoint



Migrate. Manage. Protect.



12 Global Cloud Instances

99.5% Availability Backed by Azure

24/7 World-Class Support

20PB+ Managed Customer Data

ISO Certification



27001:2013

16K
Customers

6M
Cloud Users

88
Countries

7
Continents

AvePoint is headquartered and maintains its principal operational center in Jersey City, NJ, with approximately 1,500 employees across five 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

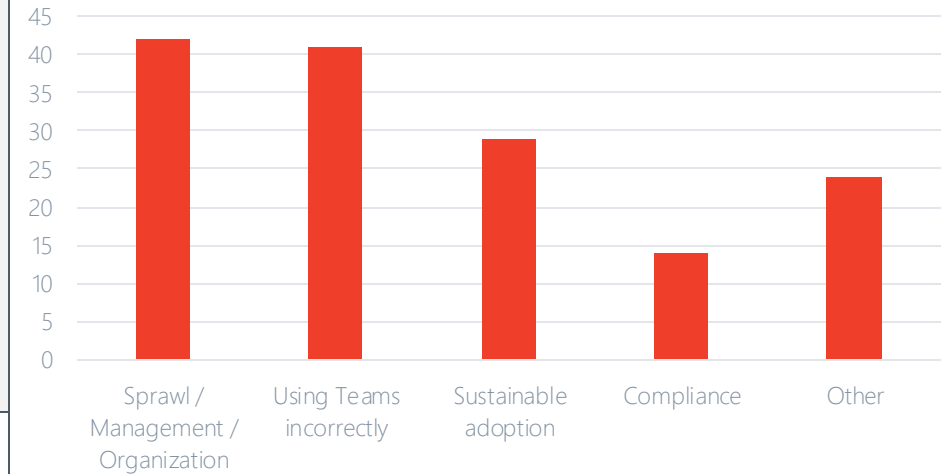
2014 Partner of the Year Winner
Public Sector: Public Safety and National Security

What you told us during registration...

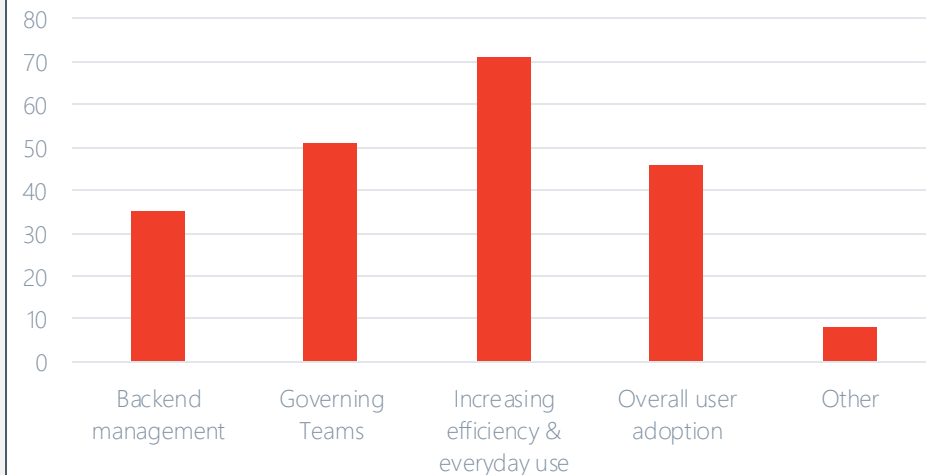
State of Adoption



Challenges



Today's Interest





Workshop agenda

The art of the possible

Envisioning how Microsoft Teams can fundamentally change the way your teams collaborate, *especially* with remote work and distributed teams

Striking the balance

Understand governance and management of Microsoft Teams at scale in your organization. Strike the proper balance between collaboration and control for provisioning, feature availability and compliance.

Getting started... or starting again!

Strategies for driving a sustainable adoption program for Microsoft Teams and structuring your rollout activities

Please note that we will be recording this Teams meeting. If you do not wish to be recorded, you are certainly welcome to remain on the line, but we ask that you disable your webcam and mute your microphone for the duration of the meeting. Your continued participation without taking those steps will be deemed your consent to be recorded.

What do YOU need?





The art of the possible...

Envisioning how Microsoft Teams can modernize your teamwork

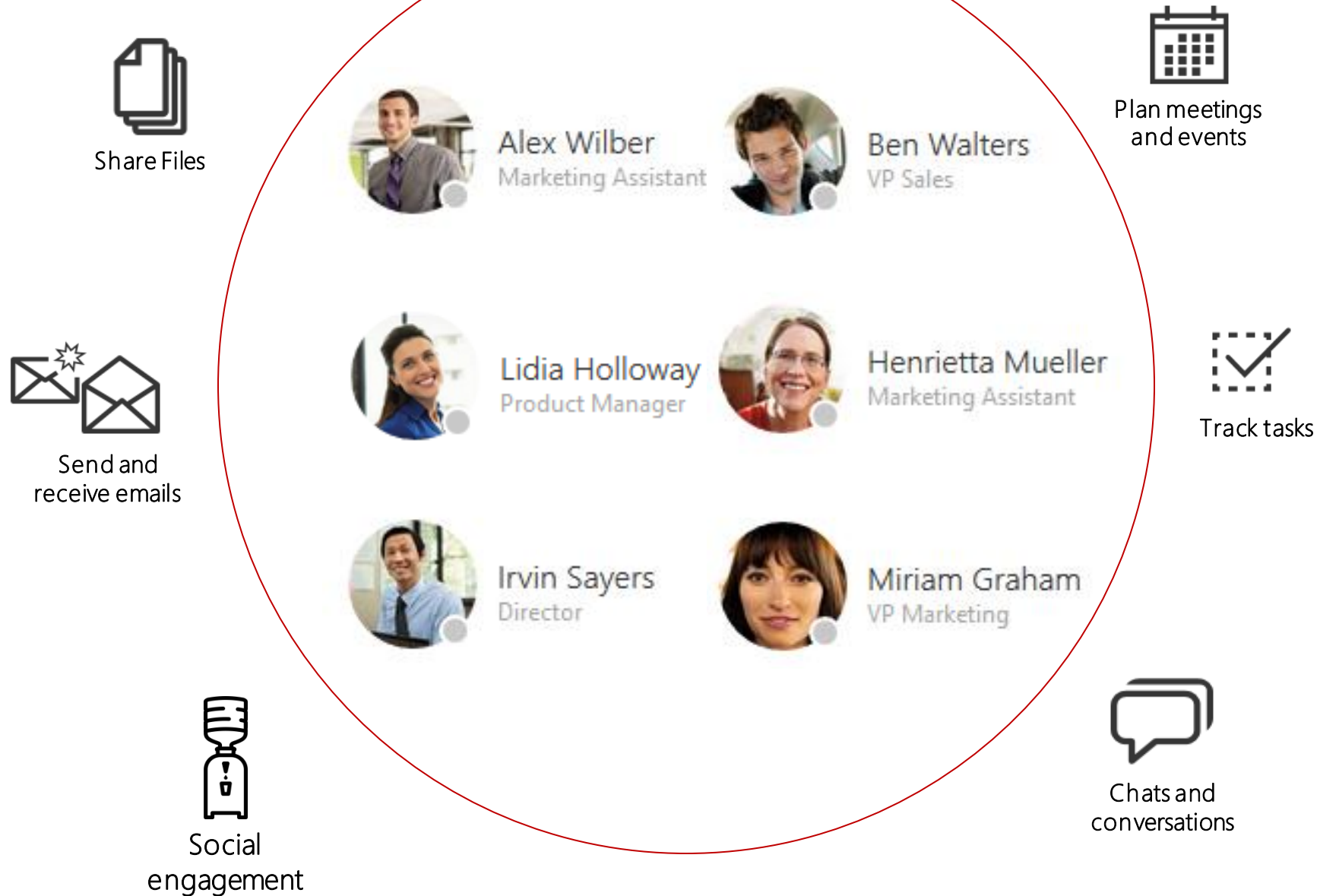
Discussion:

What are the top two reasons your organization is interested in Microsoft Teams?

What is the biggest dissatisfaction with the way you collaborate today?



"Team | Work"



The landscape is changing....

Teamwork Trends in Government*

Diverse

5 generations work together

Team-based and Collaborative

80% of employee time is spent collaborating with others

A Changing Workspace

49% of federal government workers are eligible for telework today*

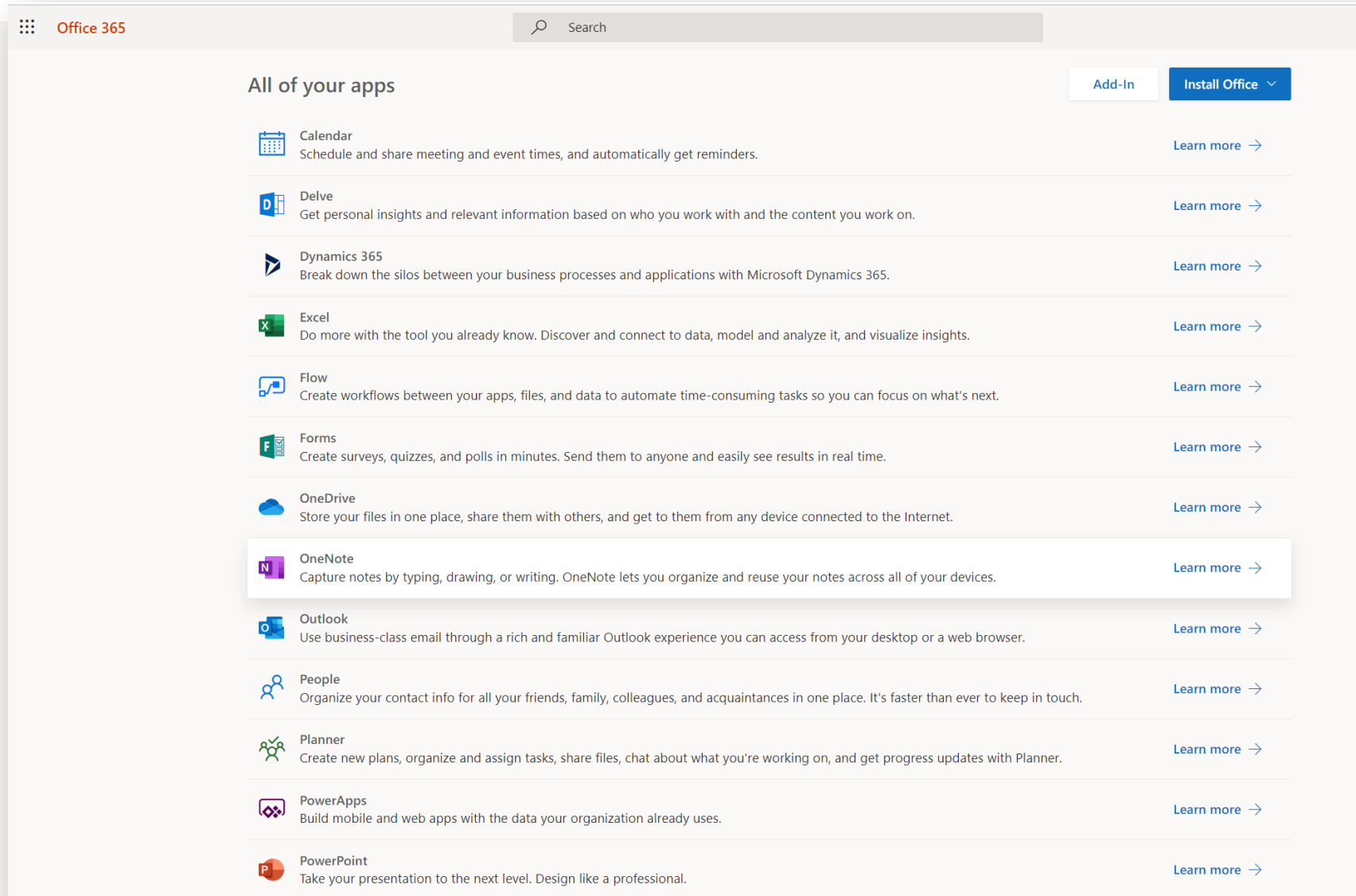
*Status of Telework in the Federal Government Report.



Understanding "Office 365 Groups"



Equipped with tools...



The screenshot displays the Office 365 application dashboard. At the top left is the Office 365 logo, and at the top right is a search bar. Below the header, the section "All of your apps" is shown, followed by two buttons: "Add-In" and "Install Office". A list of applications follows, each with an icon, a name, a brief description, and a "Learn more" link with a right-pointing arrow. The applications listed are Calendar, Delve, Dynamics 365, Excel, Flow, Forms, OneDrive, OneNote (highlighted with a light grey background), Outlook, People, Planner, PowerApps, and PowerPoint.

App Icon	App Name	Description	Learn more →
Calendar	Calendar	Schedule and share meeting and event times, and automatically get reminders.	Learn more →
Delve	Delve	Get personal insights and relevant information based on who you work with and the content you work on.	Learn more →
Dynamics 365	Dynamics 365	Break down the silos between your business processes and applications with Microsoft Dynamics 365.	Learn more →
Excel	Excel	Do more with the tool you already know. Discover and connect to data, model and analyze it, and visualize insights.	Learn more →
Flow	Flow	Create workflows between your apps, files, and data to automate time-consuming tasks so you can focus on what's next.	Learn more →
Forms	Forms	Create surveys, quizzes, and polls in minutes. Send them to anyone and easily see results in real time.	Learn more →
OneDrive	OneDrive	Store your files in one place, share them with others, and get to them from any device connected to the Internet.	Learn more →
OneNote	OneNote	Capture notes by typing, drawing, or writing. OneNote lets you organize and reuse your notes across all of your devices.	Learn more →
Outlook	Outlook	Use business-class email through a rich and familiar Outlook experience you can access from your desktop or a web browser.	Learn more →
People	People	Organize your contact info for all your friends, family, colleagues, and acquaintances in one place. It's faster than ever to keep in touch.	Learn more →
Planner	Planner	Create new plans, organize and assign tasks, share files, chat about what you're working on, and get progress updates with Planner.	Learn more →
PowerApps	PowerApps	Build mobile and web apps with the data your organization already uses.	Learn more →
PowerPoint	PowerPoint	Take your presentation to the next level. Design like a professional.	Learn more →



What all O365 Groups have in common...

SharePoint stores the files for collab and compliance

Leverage all SharePoint's doc management functionality

Protection, compliance, DLP

Exchange mailbox stores the conversations for compliance

Conversations spool to Exchange for retention, hold and eDiscovery

Additional Office 365 services support the group

Planner for task management

Stream for video sharing

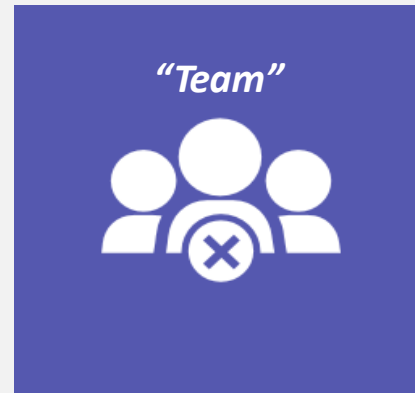
...



"Flavors" of Office 365 Groups



Conversations
happen in
emails



Conversations
happen in
channels and
persistent
chat

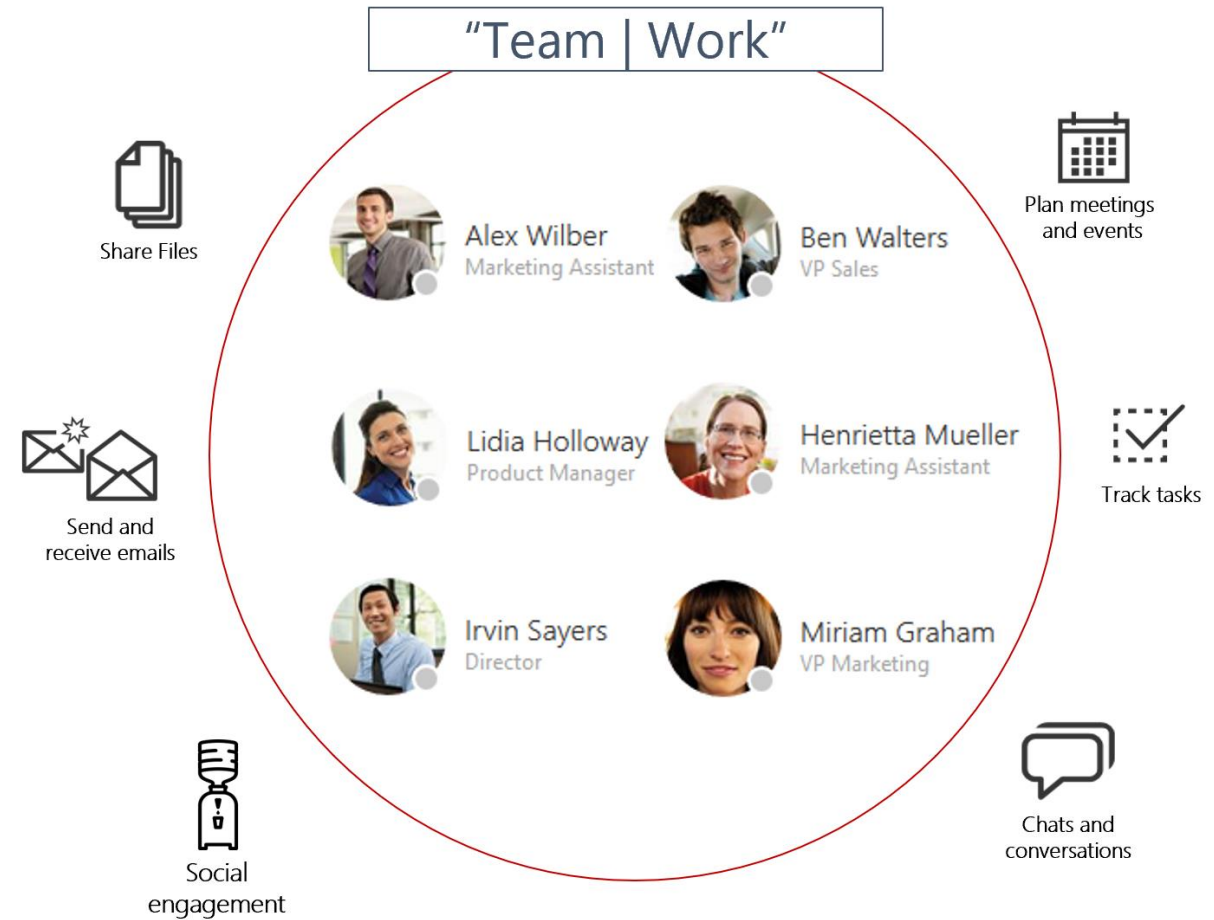
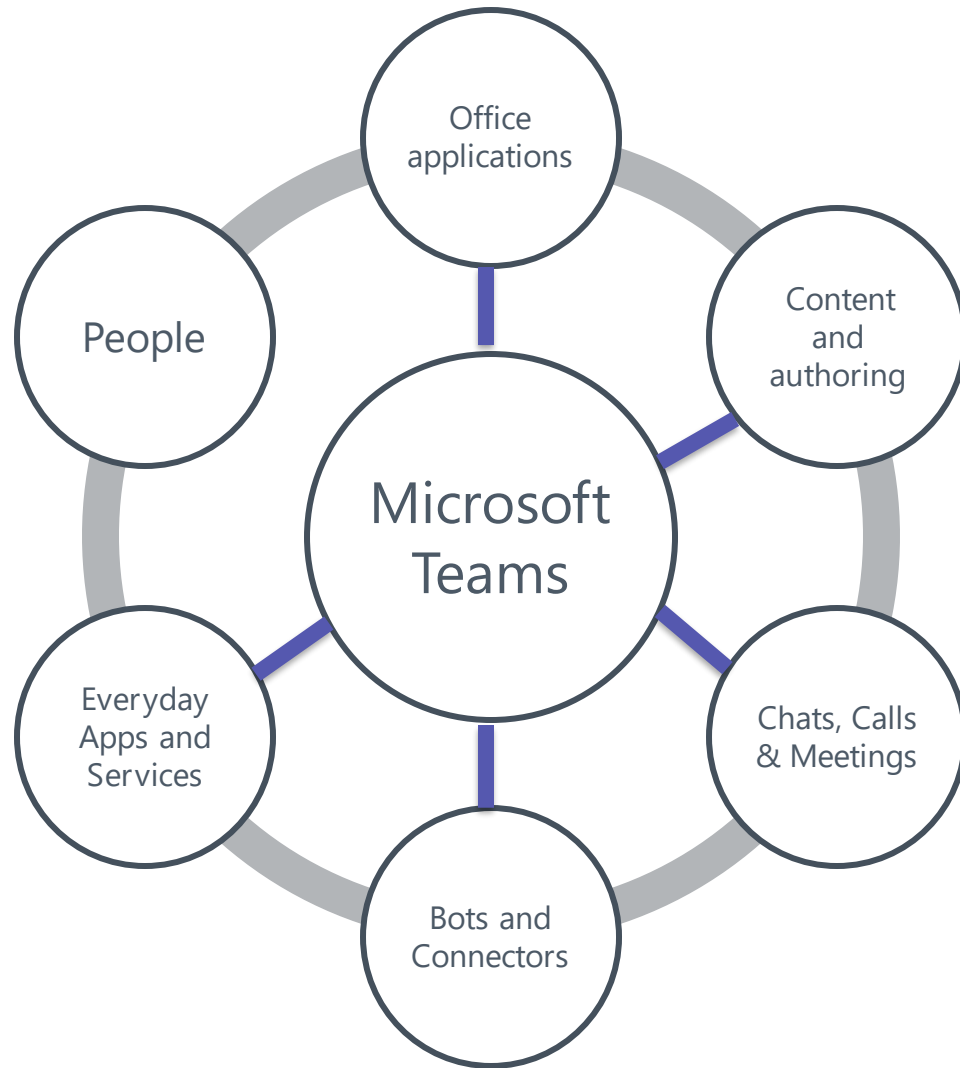


Conversations
happen in
Yammer
posts*

**Yammer is not currently in GCC environments*



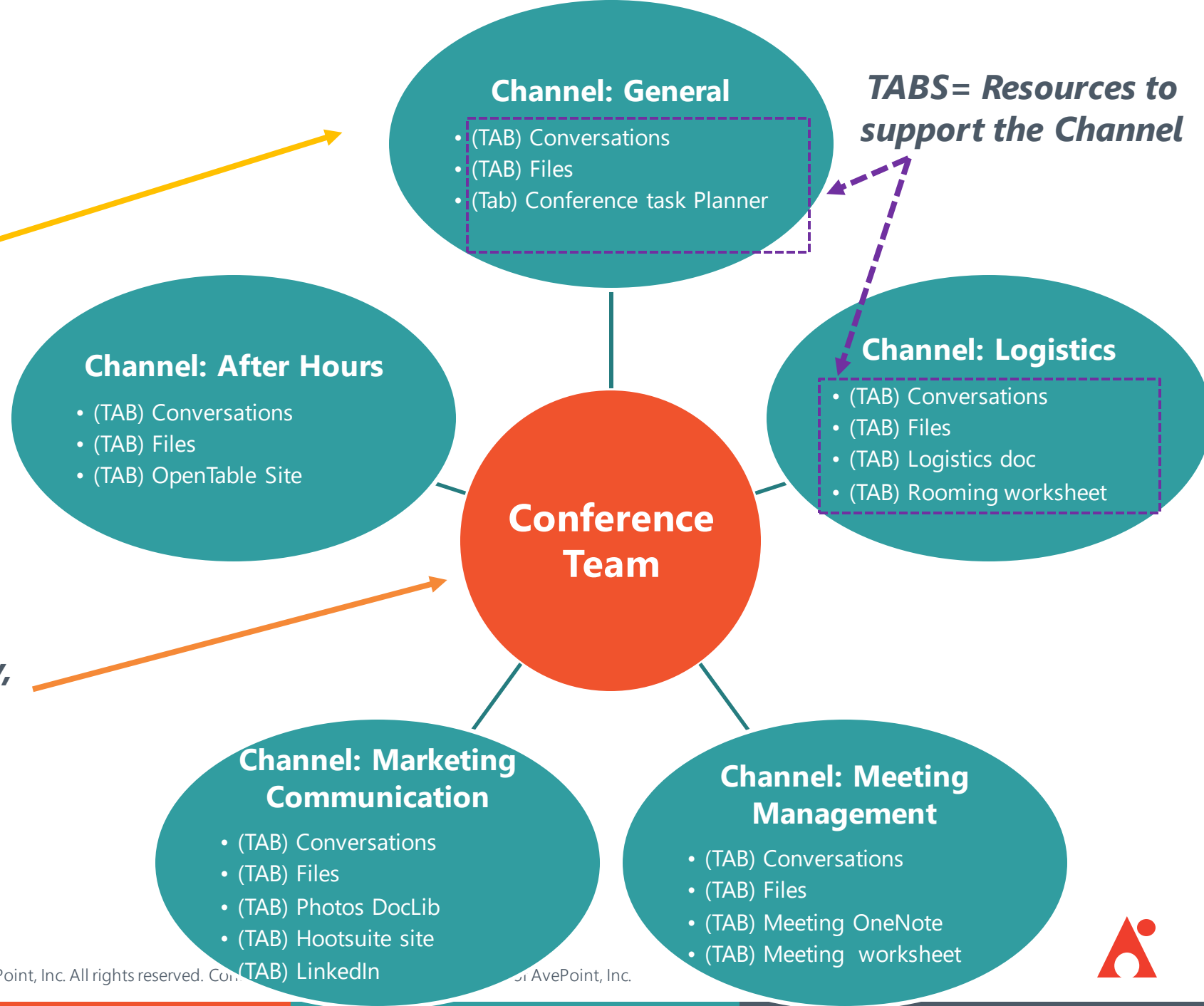
Look familiar?



The basic "shape" of a Team...

CHANNEL = Focus area & "attention" boundary

TEAM = Security boundary, O365 Group membership



The "hub" ... in action!

The screenshot displays the Microsoft Teams interface. On the left, the 'Favorites' list shows the 'US-PubSec' team, which is highlighted with a red box and labeled 'The TEAM' with a red arrow. Below it, the 'Knowledge Channel' is highlighted with a teal box and labeled 'The Team's CHANNELS' with a teal arrow. The right pane shows the 'US-PubSec > Knowledge Channel' view, with the channel tabs (Conversations, Files, AP Wiki, AP University, L&L Planner, Resources, 1 more) highlighted with an orange box and labeled 'Channel TABS' with an orange arrow. The main content area shows a message from 'Taylor Davenport' titled 'Following Group Emails in Outlook', dated 7/26 1:13 PM. The message includes a quick reminder to follow the US-Federal Group in Outlook and a link to a screenshot. The screenshot shows the Outlook interface with the 'SLED TEAM' group selected and a 'Follow the Group' button highlighted.

The TEAM

The Team's CHANNELS

Channel TABS

US-PubSec

General

FED Sales

Knowledge Channel

Marketing Events

Partner Program

US-PubSec > Knowledge Channel

Conversations Files AP Wiki AP University L&L Planner Resources 1 more

July 26, 2018

Following Group Emails in Outlook

Hey US-Federal,

Quick reminder, be sure to "follow" the US-Federal Group in Outlook so you receive emails sent to the distro in your inbox. You can find instructions [HERE](#) or take a look at the screenshot below. Taylor will be sending out important messages via these

See more

Screenshot of Outlook interface showing the 'SLED TEAM' group and the 'Follow the Group' button.



"Conversations" are at the heart of Team collaboration

Search or type a command

Contoso Health > Contoso Health Main Campus ★ ...

Conversations

Files

Huddle Planner

+

Patti Fernandez

8/13 7:34 PM

IMPORTANT!

The dashboard is showing that the patient infection rates are starting to climb post surgery. Can we meet on this sometime today?

Lynne Robbins

8/13 7:34 PM

Yes - We should definitely meet and come up with a plan to get ahead of this. I will be in the office soon.

← Reply

Nestor Wilke

8/13 7:35 PM

I saw this at the Healthcare summit, really great stuff here:

Berkeley Lean-Healthcare-Design-Forum-Jan262017-Final.pptx

2 replies from Jordan and Nestor

← Reply

Lynne Robbins

8/13 7:35 PM

Wednesday Construction Notice

Wednesday there will be maintenance in the main lobby from 3-4. Plan accordingly.

Enrico Cattaneo

8/13 7:35 PM

Thanks for the heads up! 🙌

← Reply

Start a new conversation. Type @ to mention someone.

B

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AA

Paragraph ▾

T_x

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@

...

🗑️

Type a new message

I

!

📎

😊

GIF

💬

📅

➡️

💡

📁

📅

✉️

...

➡️

- Persistent and threaded
- Full editing canvas for links, urgency, font and more
- Attach or link files from desktop, Team or OneDrive
- Additional "message actions" leveraging Microsoft and 3rd party applications



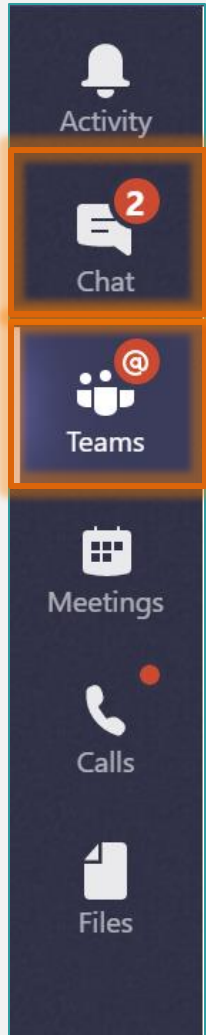
The Difference between Channel Conversations and Chats

Team Conversations

- Threaded
- 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

- *Not* threaded
- 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



Notifications...

The screenshot displays the Microsoft Teams interface with several notification settings panels overlaid. Red arrows indicate the flow from the Teams list to the channel settings and then to the global settings.

Microsoft Teams Interface:

- Left Sidebar:** Activity, Chat, Teams, MyHub, Calendar, Calls, Files, and a bottom section with Apps, Help, and a Join or create a team button.
- Teams List:** Includes 'Product Launch' (General, Launch Campaign X), 'Contoso News', and several 'Grp_Mktg' teams (e.g., 'My Cool Marketing', 'AvePointIsAwesome', 'DC Workshop Maniacs', 'test team 0422', 'AP Gov Workshop Prep', 'Test Team 0820').
- Channel View:** The 'General' channel of 'Product Launch' is selected, showing a post by 'Miriam Graham' about a 'Scope Vision doc?' and a post by 'MOD Administrator' asking 'Anyone else hangry?'.

Channel notification settings (Product Launch > General):

- All new posts:** Notify me every time there is a new post in this channel. Set to **Off**.
- Include all replies:** ☐
- Channel mentions:** Notify me each time this channel is mentioned. Set to **Banner and feed**.

Global settings...

Category	Setting	Value
Mentions	Personal mentions	Banner and email
	Channel mentions	Banner and email
	Team mentions	Banner and email
Messages	Chat messages	Banner and email
	Replies to conversations I started	Banner
	Replies to conversations I replied to	Banner
	Likes and reactions	Banner
	Followed channels	Banner and email
Other	Trending	Only show in feed
	Team membership changes	Banner
	Team role changes	Banner
Notification sounds		Call, mention and chat
Missed activity emails		Once every hour

Settings Panel: General, Privacy, Notifications, Calls.

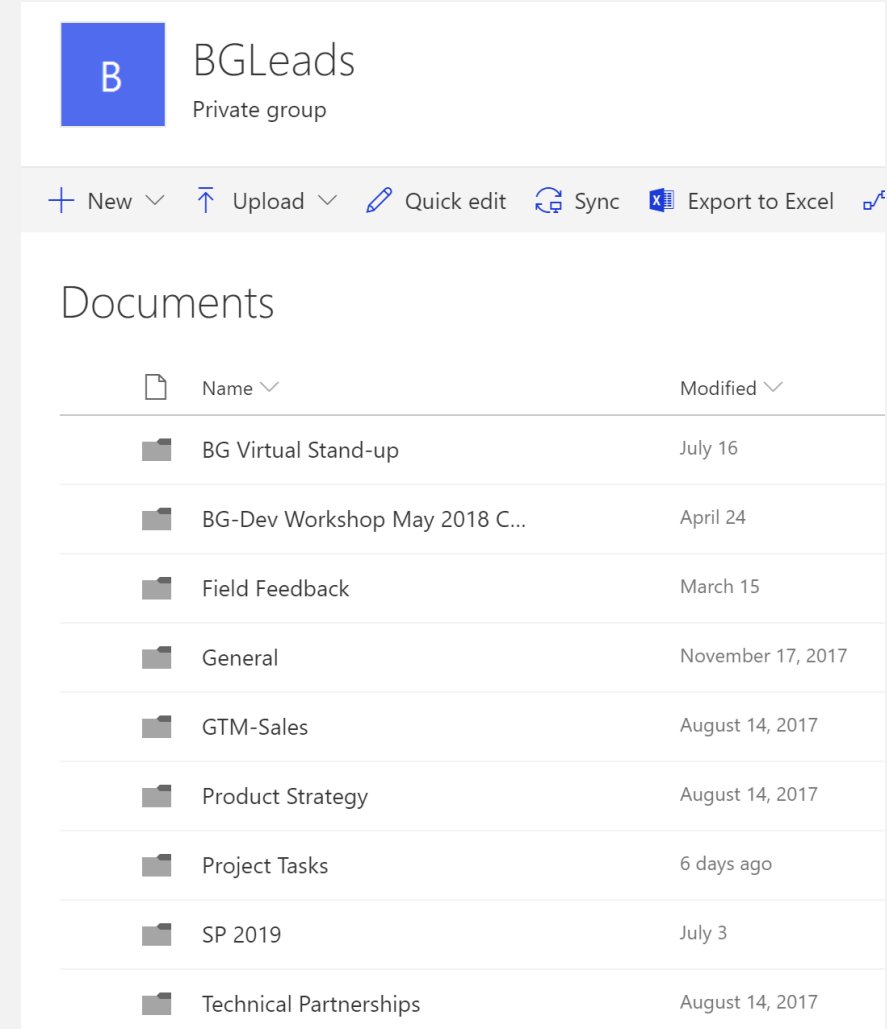
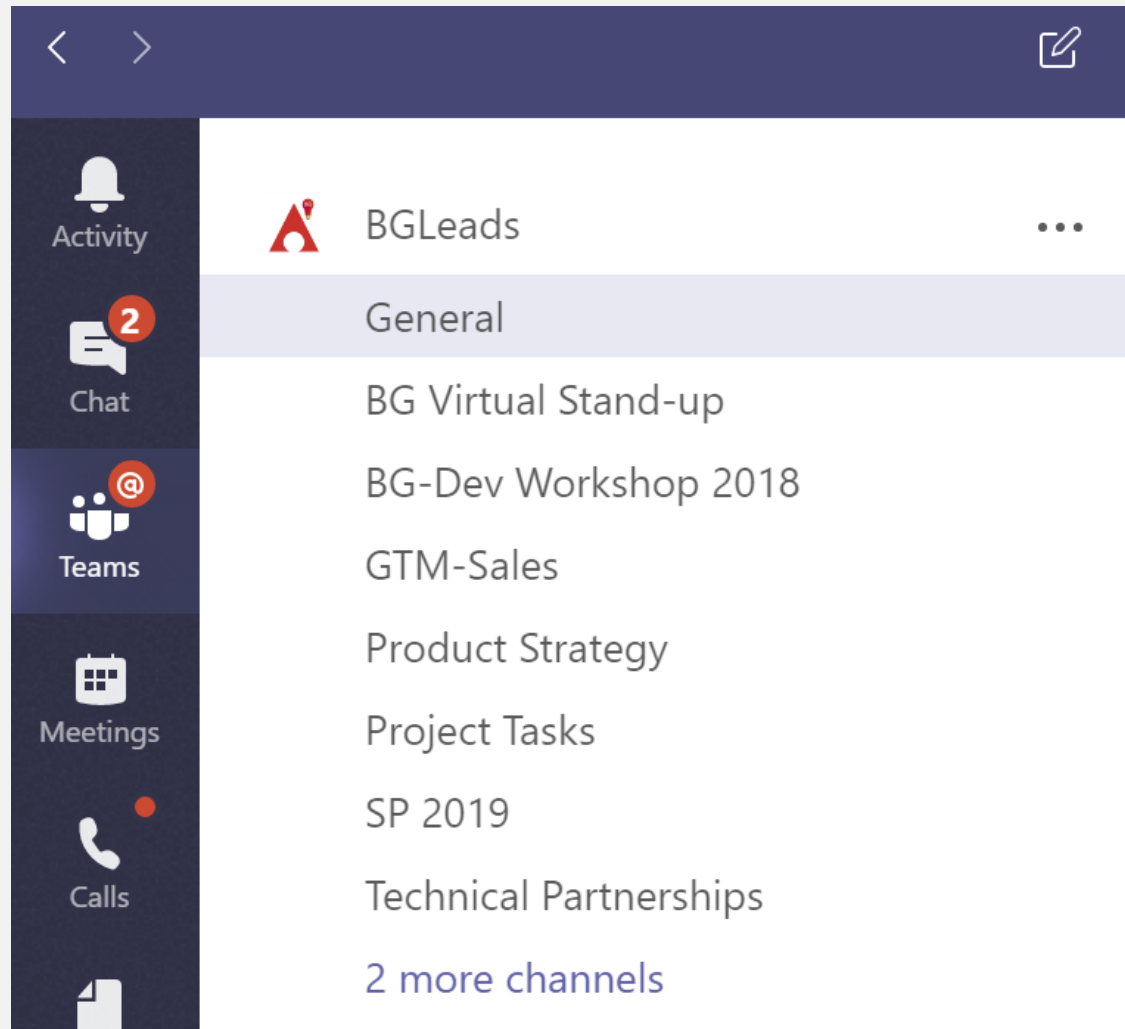
Buttons: Cancel, Save.

Having trouble getting users to store files where they belong?

... what if you could have proper file storage without changing behavior?



Teams "Files" are really SharePoint files...



Tabs: Docs and applications in your Team channels...

The screenshot shows a Microsoft Teams channel interface. At the top, there are tabs for 'General', 'Posts', 'Files', 'Wiki', and 'News'. A hand icon is pointing to the 'Add' button (a plus sign) next to the 'News' tab. Below the tabs, there is a large yellow circle containing a green plus sign and two profile pictures of 'Maxine' and 'ky'. Below this circle is a button that says 'Add more people'. At the bottom left, there is a notification that says 'Megan Bowen joined the team.'.

The 'Add a tab' dialog box is open, showing a search bar and a grid of app icons. The dialog box has a title 'Add a tab' and a close button. Below the title, it says 'Turn your favorite apps and files into tabs at the top of the channel' and 'More apps'. The grid is divided into two sections: 'Tabs for your team' and 'More tabs'.

Tabs for your team

Icon	App Name
	Document Library
	Excel
	Forms
	Jira Cloud
	OneNote
	PDF
	Planner
	Power BI
	PowerPoint
	SharePoint
	Stream
	Website
	Wiki
	Word

More tabs

Icon	App Name
	Aktivlearn Plus
	AMION
	aulaPlaneta
	Avochato
	BA Insight
	Beedle
	Beesy
	BROCK HAUS
	Calendar
	do book
	EasyIQ

Manage apps

*Note: GCC environments and private channels may have reduced Tab selection



"Mission-ready" scenarios for Teams

Tax Assessor

Keep the team up to date on assessment rulings.



Public Works

Plan and manage projects to ensure minimum impact to constituents.



Risk Management

Aggregate and report on data while conducting risk reviews



Community Outreach

Plan events and marketing information. Compile feedback and hold reviews with stakeholders.



Information Technology

Drive centralized IT transformation and change management IT deployment, across bureaus and components



Law Enforcement

Post enforcement policy changes and report on trends and statistics.



Libraries

Organize schedules and plan events to increase library usage.



Legislative Branch

Collaborate on bills with colleagues and external stakeholders.



Department of Education

Develop and share educational policies.



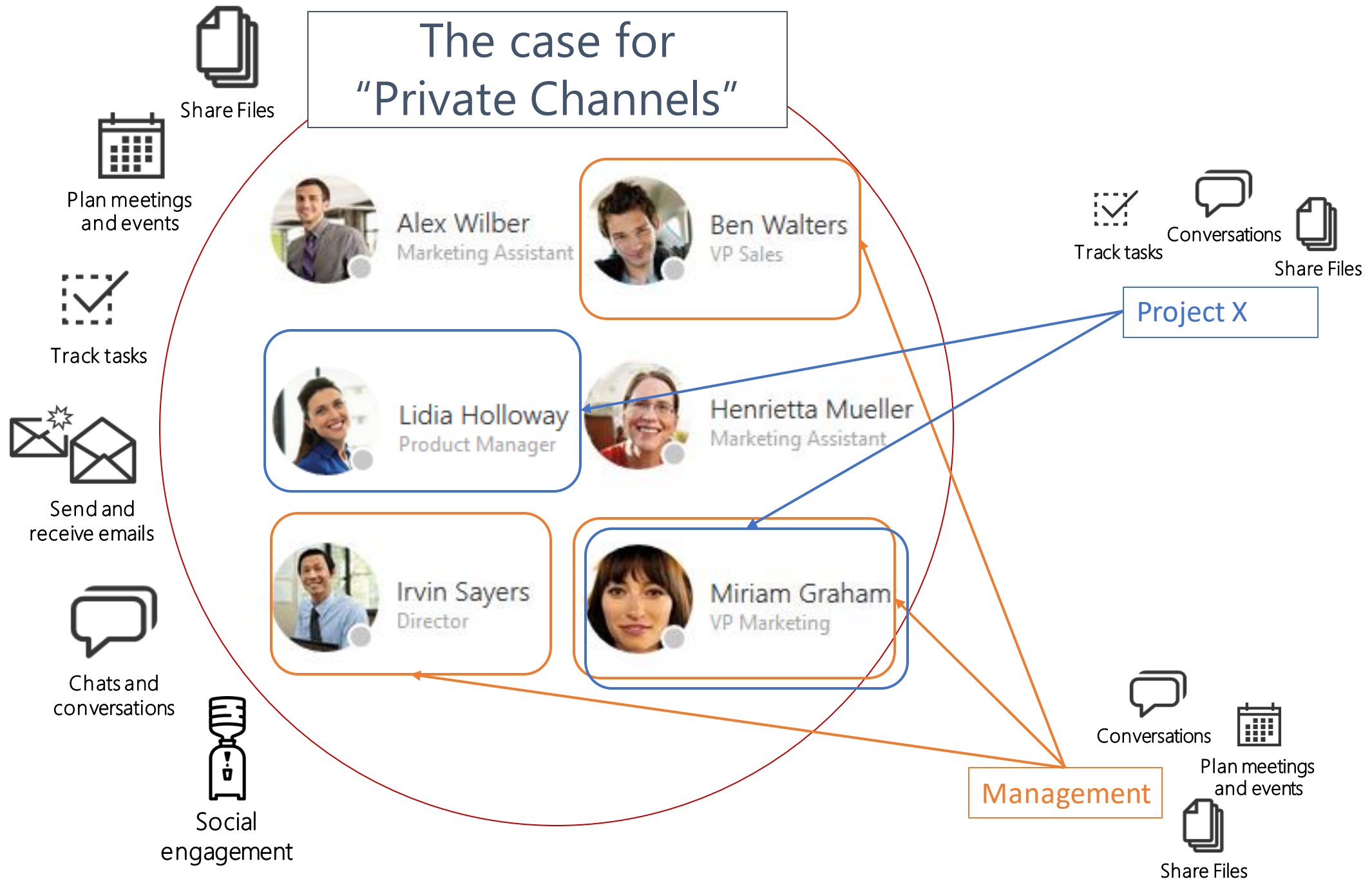
Get guidance on these and other scenarios in the [FastTrack Productivity Library](#)



Demo:

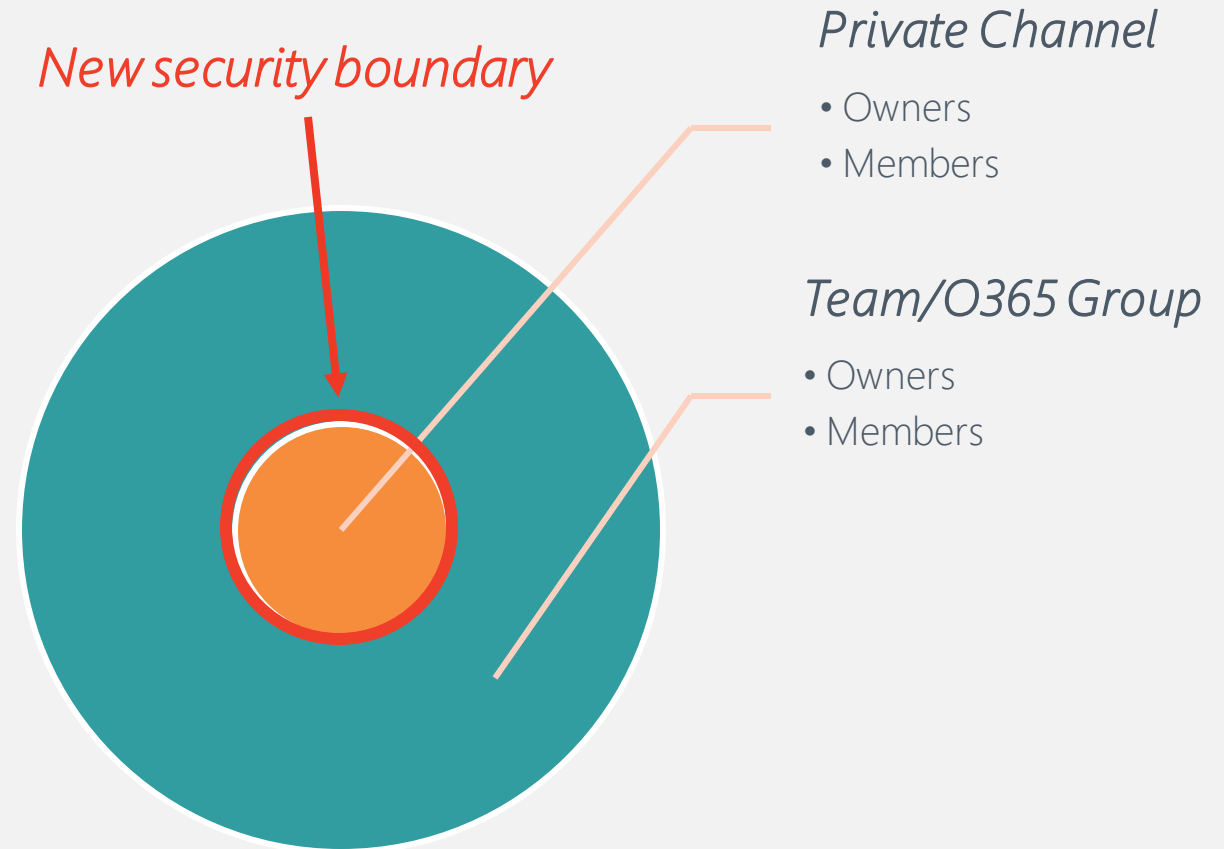
"A day in the life" *with Microsoft* *Teams*

- Navigating Teams and Channels
- Creating and participating in conversations
- Using and managing notifications and @mentions
- Creating Teams
- Creating channels
- Document sharing and co-authoring in Channels



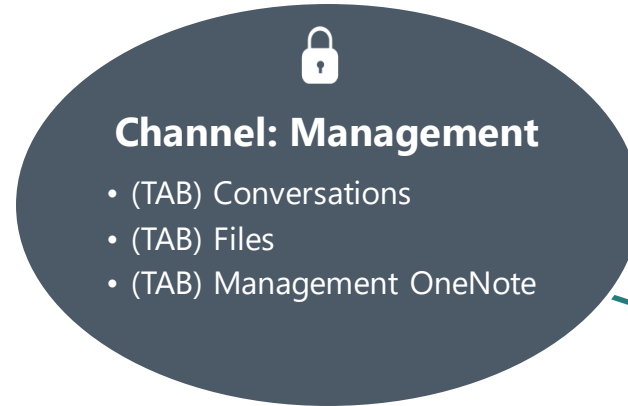
Channel “members” and “owners” in private channels

- A subset of the overall team, so PC members/owners must be Team members
- Each PC has it's own list of members/owners, “mastered” in Teams
- PC owners *do not* have to be Team owners

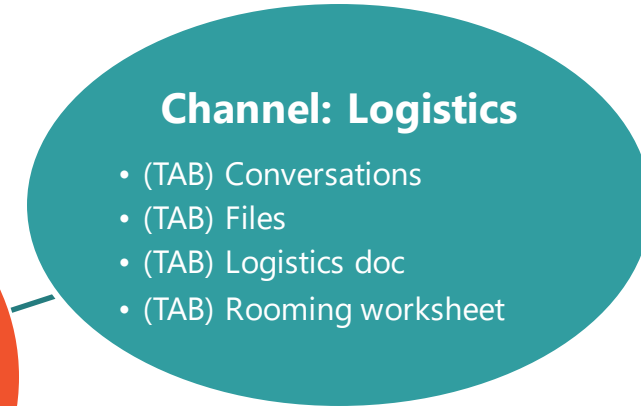
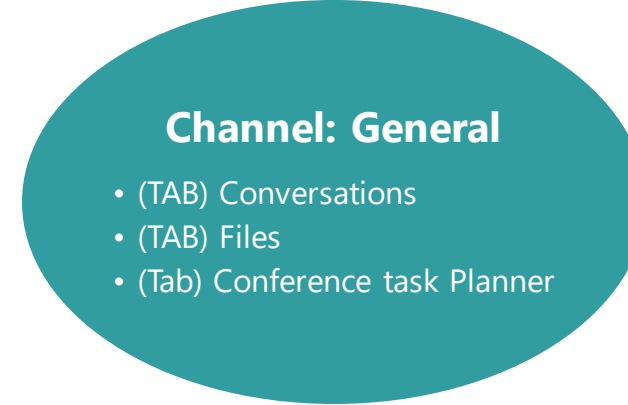


The shape of a Team with private channels

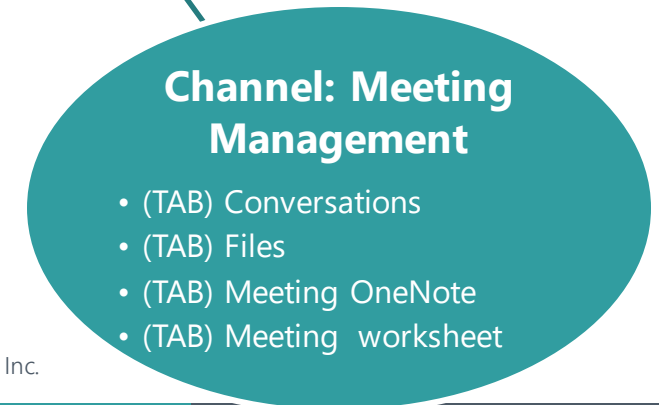
PRIVATE CHANNEL =
Focus/attention AND
security boundary



TEAM = security boundary,
O365 Group membership



STANDARD CHANNELS =
Focus area & "attention"
boundary



Where does private channel content “live”?

Conversations

- Conversations live in the Team channel
- Protected by Teams via access to the channel
- “spool” into the mailboxes of private channel members for eDiscovery

Files

- Files stored in a new, automatically provisioned SharePoint site collection dedicated to the channel
- Naming convention to help trace channel site to it's parent Team
- Special template for the channel-specific site collection (*TeamChannel#0*)



Does this mean I have to worry about all those new SPO sites?



Teams handles most of the work...

- Teams ensures SPO site members/owners kept in sync with the PC owners/members
Teams PC member/owner change to SPO= immediate
SPO member/owner changes reverted within 4 hours to Team PC settings
- Teams will also ensure the SPO site for the PC lives and dies with the PC
PC deletion triggers SP site deletion, restoration of PC = restore of site
Teams triggers restoration of sites if deleted before PC

But SharePoint is still SharePoint...

- Management of explicit SPO permissions *outside* of SPO member/owner groups is on you.
- PC site collections are *not* visible in the SPO admin center but *are* discoverable through PowerShell and APIs



Demo:

Working with Private Channels

- Creating private channels
- Private channels and SharePoint
- Limiting private channels in your team

Meeting needs are changing

Our customer's employees are more mobile, increasing remote collaboration

72% of employees will be working remotely by 2020

56% of meetings have at least one remote attendee

1/3 of meetings are 100% virtual in nature

38% of remote attendees join via mobile



Video is becoming the norm





Unprepared attendees

No context shared

Distractions

Are teams getting the most out of meetings?

Remote attendees don't feel included

Lack of follow-through after the meeting

Managing your meeting life in Teams...

Microsoft Teams

Search or type a command

Calendar

Meet now + New meeting

Schedule new meetings

Today < > March 2020 - April 2020 Work week

	30 Monday	31 Tuesday	01 Wednesday	02 Thursday	03 Friday
8 AM	Company All Hands Mark 8 Project Team / Go to Market Plan Lee		UX Sync Mark 8 Project Team / Design Pradeep Gupta		UX Sync Mark 8 Project Team / Design Pradeep Gupta
9 AM	Website Review Mark 8 Project Team / Digital Assets Web Lynne Robbins		Website Review Mark 8 Project Team / Digital Assets Web Lynne Robbins		
10 AM	Social Media Campaign Mark 8 Project Team / Go to Market Plan Lidia		Social Media Campaign Mark 8 Project Team / Go to Market Plan Lidia		Social Media Campaign Mark 8 Project Team / Go to Market Plan Lidia
11 AM					
12 PM	Core Web Team Sync Mark 8 Project Team / Digital Assets Web Prac		Core Web Team Sync Mark 8 Project Team / Digital Assets Web Prac		Core Web Team Sync Mark 8 Project Team / Digital Assets Web Prac
1 PM	Market Plan Review Mark 8 Project Tea	Online Marketing Online Sales and Mar	Market Plan Review Mark 8 Project Team / Go to Market Plan Grac		
2 PM					
3 PM	Mark 8 Project Sync Mark 8 Project Team / Research and Developm				

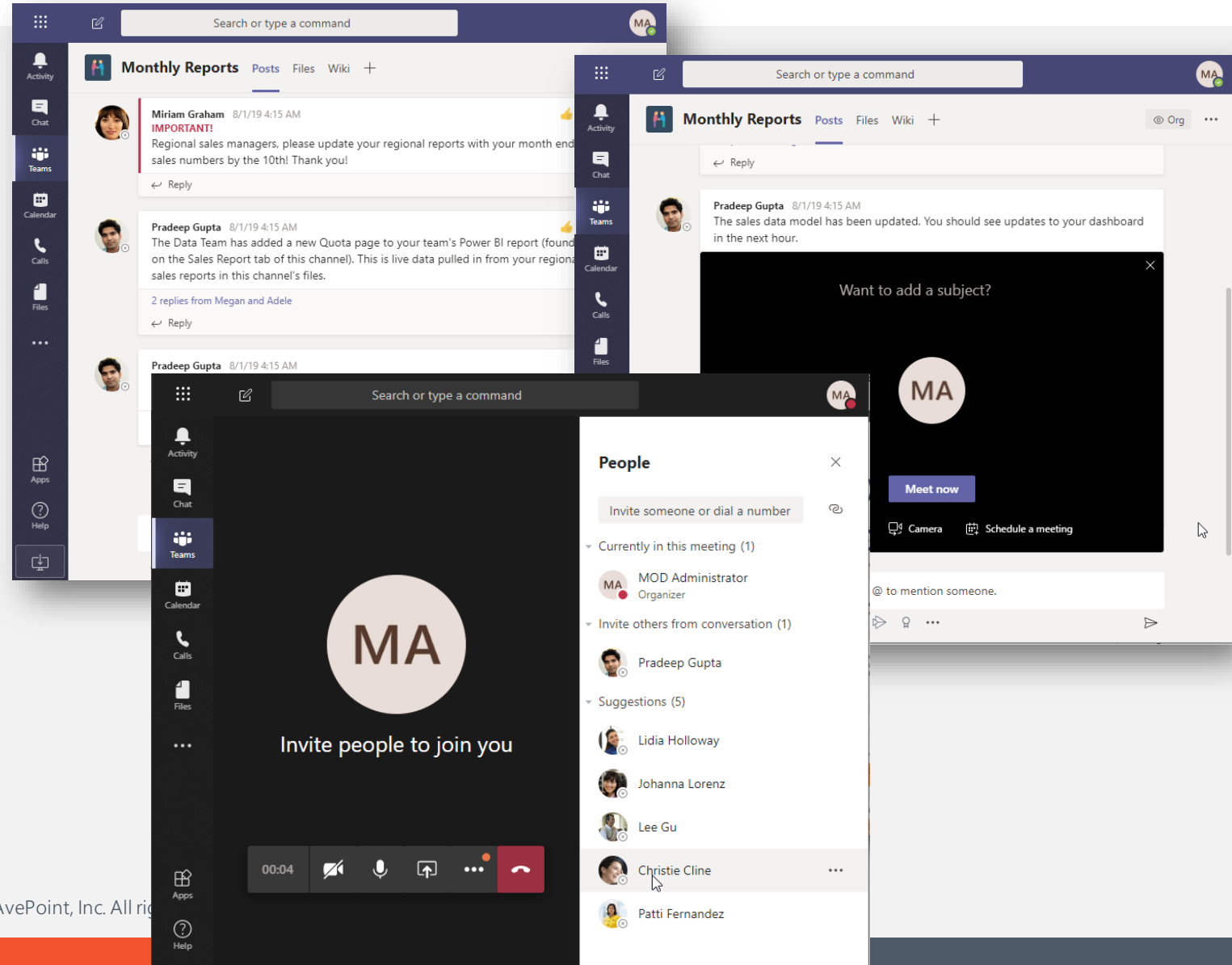
Join current meetings



Initiating quick and easy ad-hoc meetings...

"Meet Now"

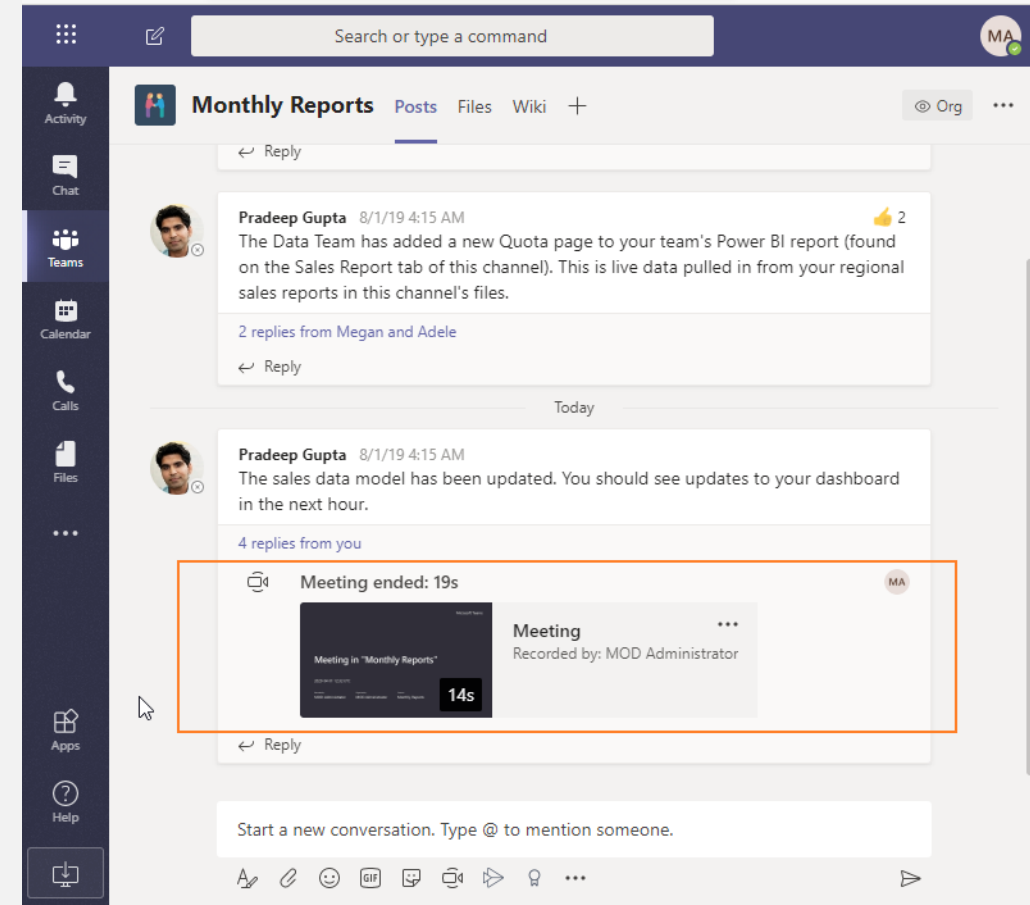
- Evolve naturally from a new or active conversation
- Can have video, audio and screen share
- Easy to invite those from the active conversation as well as others from the team



Reviewing past meetings: *Channel Meetings*

Ad hoc or scheduled channel meetings are just another part of the ongoing conversation...

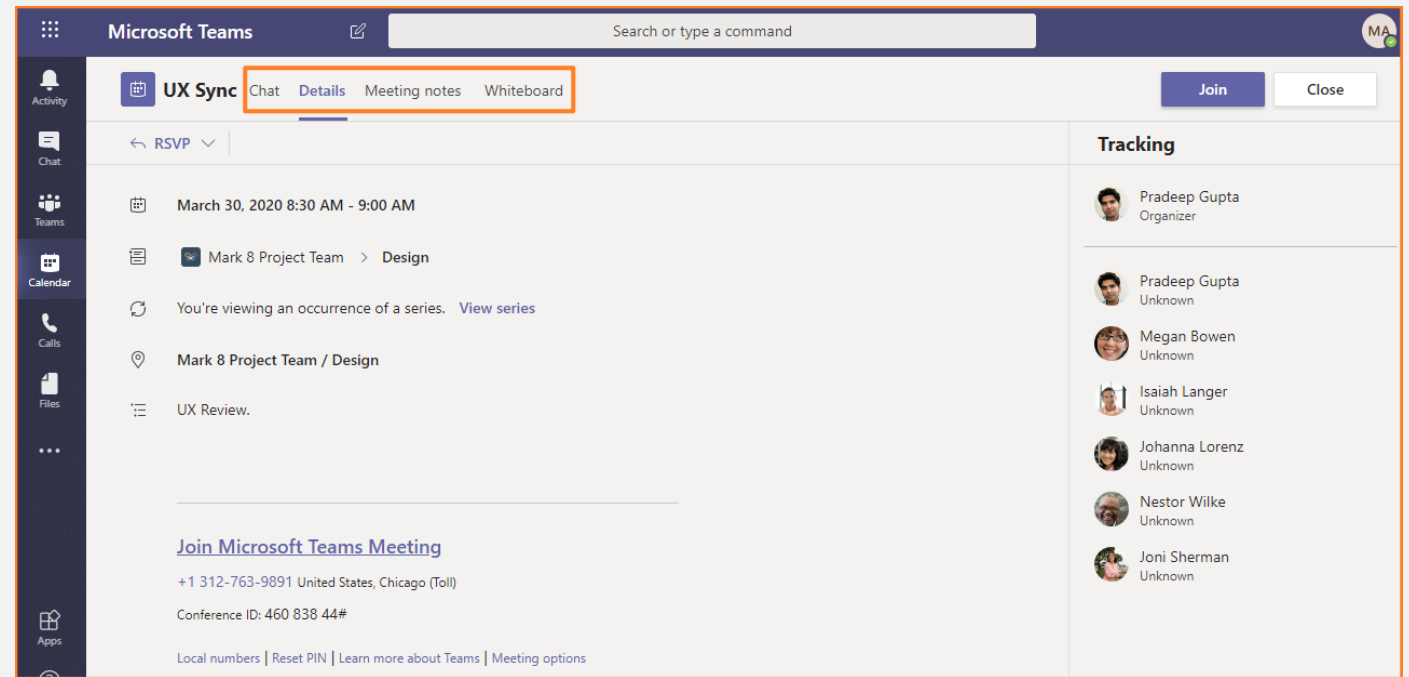
- Appears in-line with the conversation thread
- Includes all chat messages and files and notes shared during the meeting
- If recorded, recording and transcription available for all team members to review



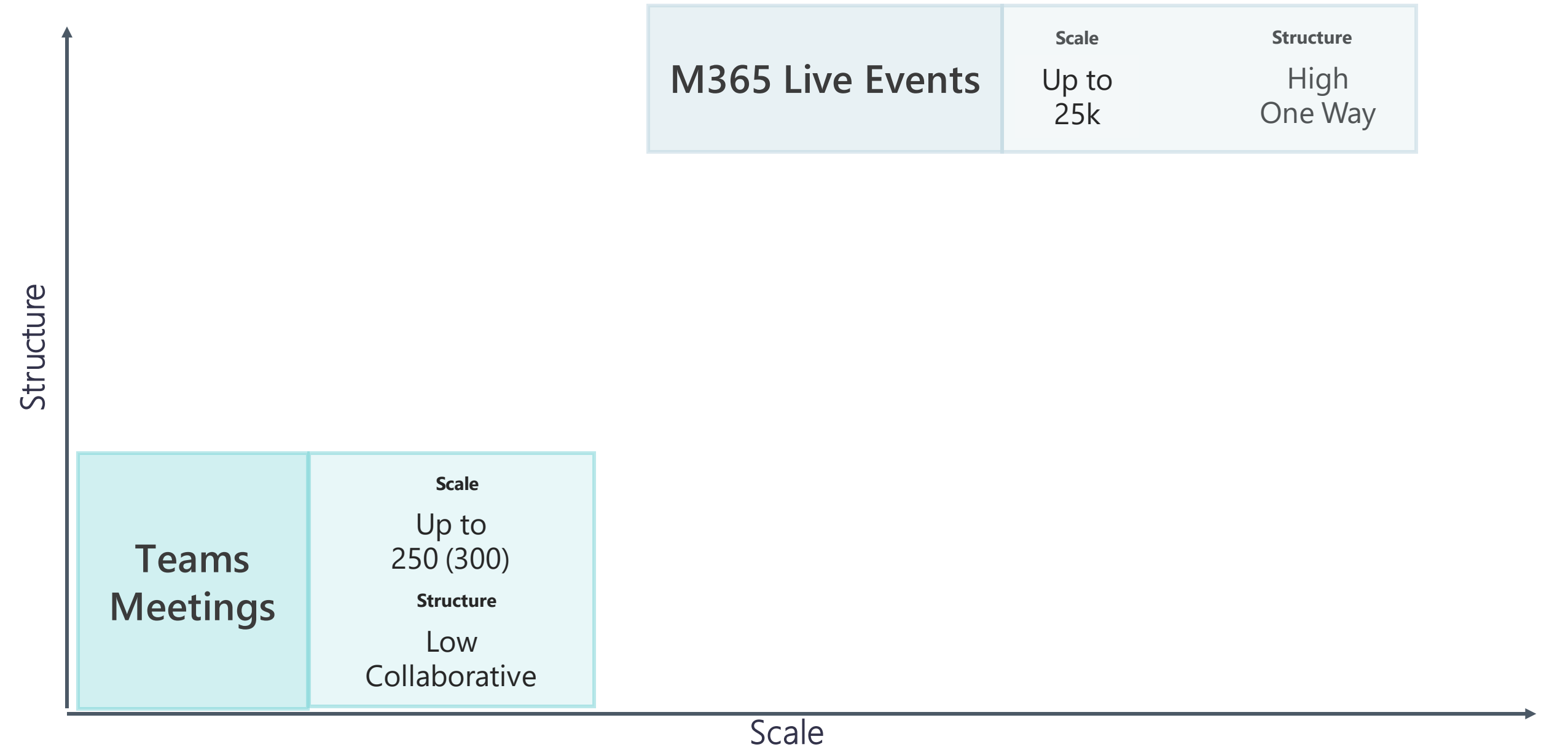
Reviewing past meetings: *Non-channel meetings*

Use the Calendar to access past meetings...

- Includes all chat messages and files and notes shared during the meeting
- If recorded, recording and transcription available for all team members to review



Teams Meetings & Live Events



Demo:
"A day in the life"
with Microsoft
Teams

- Using "Meet Now"
- Scheduling a meeting
- Following up on past meetings



Striking the Balance Between Collab and Control

Right-sizing governance for Microsoft Teams

Discussion:

Name your organization's TOP TWO governance and management concerns for Teams and/or Office 365

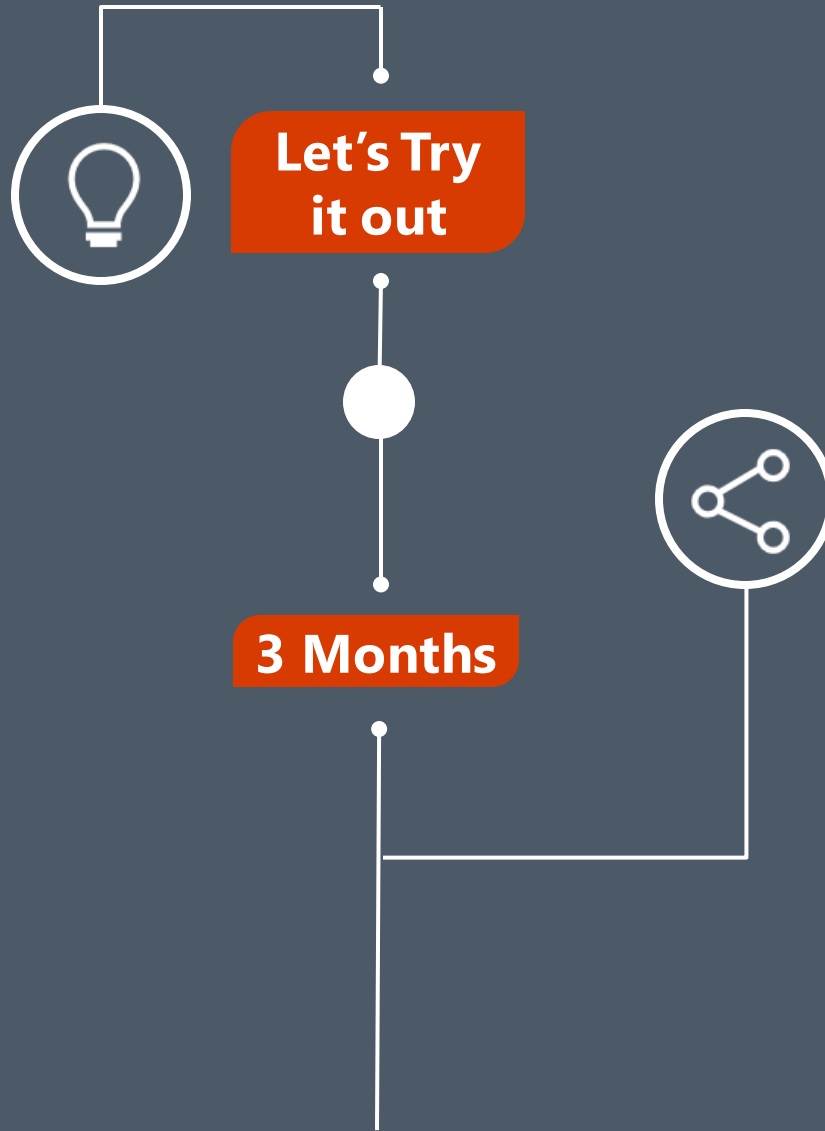


Understanding the “day 2” scenario...

All is Great

Organization pilot Office 365 licenses

- Initial roll-out of Exchange, OneDrive, SPO
- Evaluations of Groups, Teams, Planner, etc.
- Team of O365 IT resources and contractors available to help configure MIP and other protections



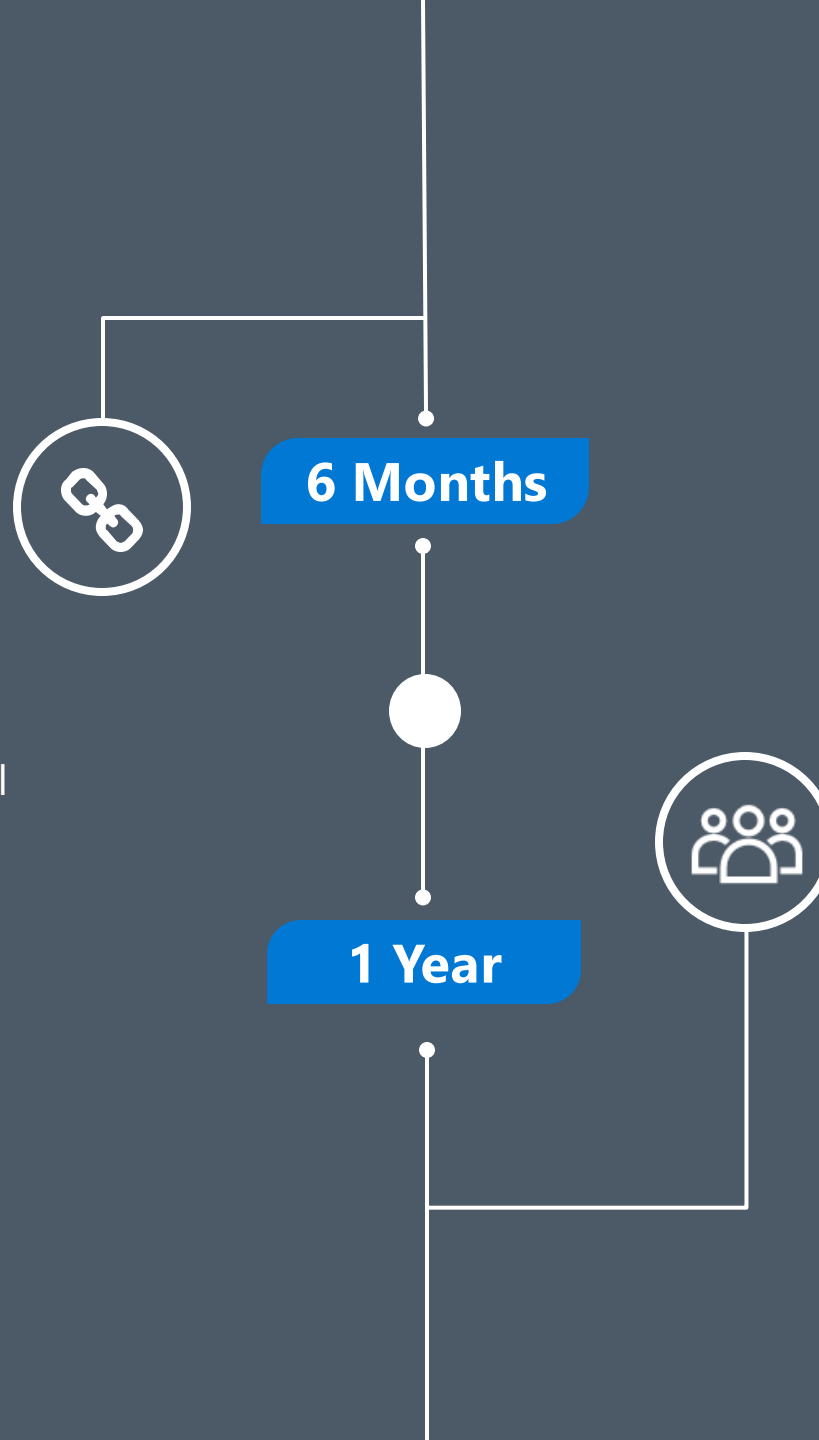
Sprawl Begins

Users can:

- Provision anything anytime
- Share anything with anyone
- Delete anything anytime
- Duplicate content/workspaces
- Let workspaces live forever

The Shutdown

- Realizing the security threat company decides not to move forward with all/some O365 services till proper security control are in place.
- Workspaces created without owners / classification
- Duplicate/unnecessary/unused workspaces



Support, Operations, & IT Nightmare

Employees get involved in:

- Manually provisioning thousand of workspaces
- Handling 40-50 change request daily
- Only option to manage workload is to grant elevated privileges

Let's Build it

- PowerShell / API driven integrations built and designed to manage issues
- IT Resources, support staff, and additional SMEs required
- Changes to Microsoft app models, APIs, and features a full-time job for SMEs



1 Year



1.5 Years



TCO Increases

The advantages of moving to cloud is diminished.

- More engineers are hired to keep up with Microsoft updates
- Potential cost increases from blanket governance policies (AAD premium, default retention policies, audit history, etc.)

Over-Privileged Users

Microsoft Office365 limitations starts surfacing:

- Over-privileged owners can delete sites permanently
- Accidental or intentional data loss difficult to police and recover from
- Change in purpose of a site or types of content does not change the policy for the site
- Ownership does not adapt to changes in the business



2 Years

**Around
Same Time**



Permission Challenges

Office365 makes sharing too easy:

- Users can share sensitive documents with wrong audiences
- Employees change role/dept/project but can still access old files/sites
- Content managers fail to validate permissions of workspaces

A top-down view of a white bowl filled with multi-colored M&M's candies. A red bag of Little Squeezits is tilted, pouring more candies into the bowl. A black and white film strip graphic is visible in the upper left corner. The word "CHAOS." is written in large, bold, white letters with a black outline at the bottom of the image.

CHAOS.

Good governance precedes great adoption.

Frictionless self-service with
robust IT manageability is an
attainable goal.

So are satisfied users.

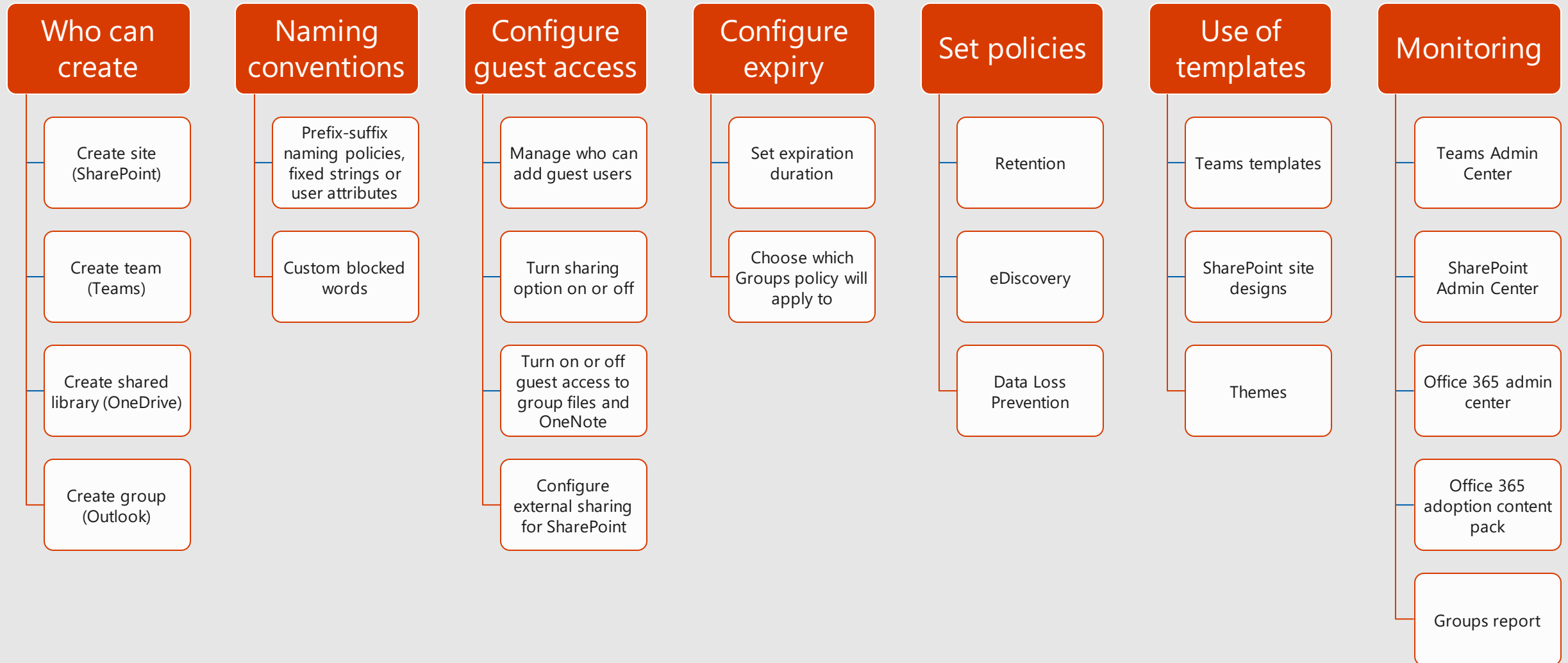


What Microsoft is saying about Teams governance

*From Ignite 2019 Sessions
Delivered by Microsoft*



Control governance before day one



Let's keep it simple...



For collaborative workspaces in O365, customers want to govern:

How are Teams
requested, approved
and created

Provisioning

How are availability,
compliance and
changes over time are
managed

Management

How do I
retain/expire/dispose of
Teams as appropriate

Lifecycle



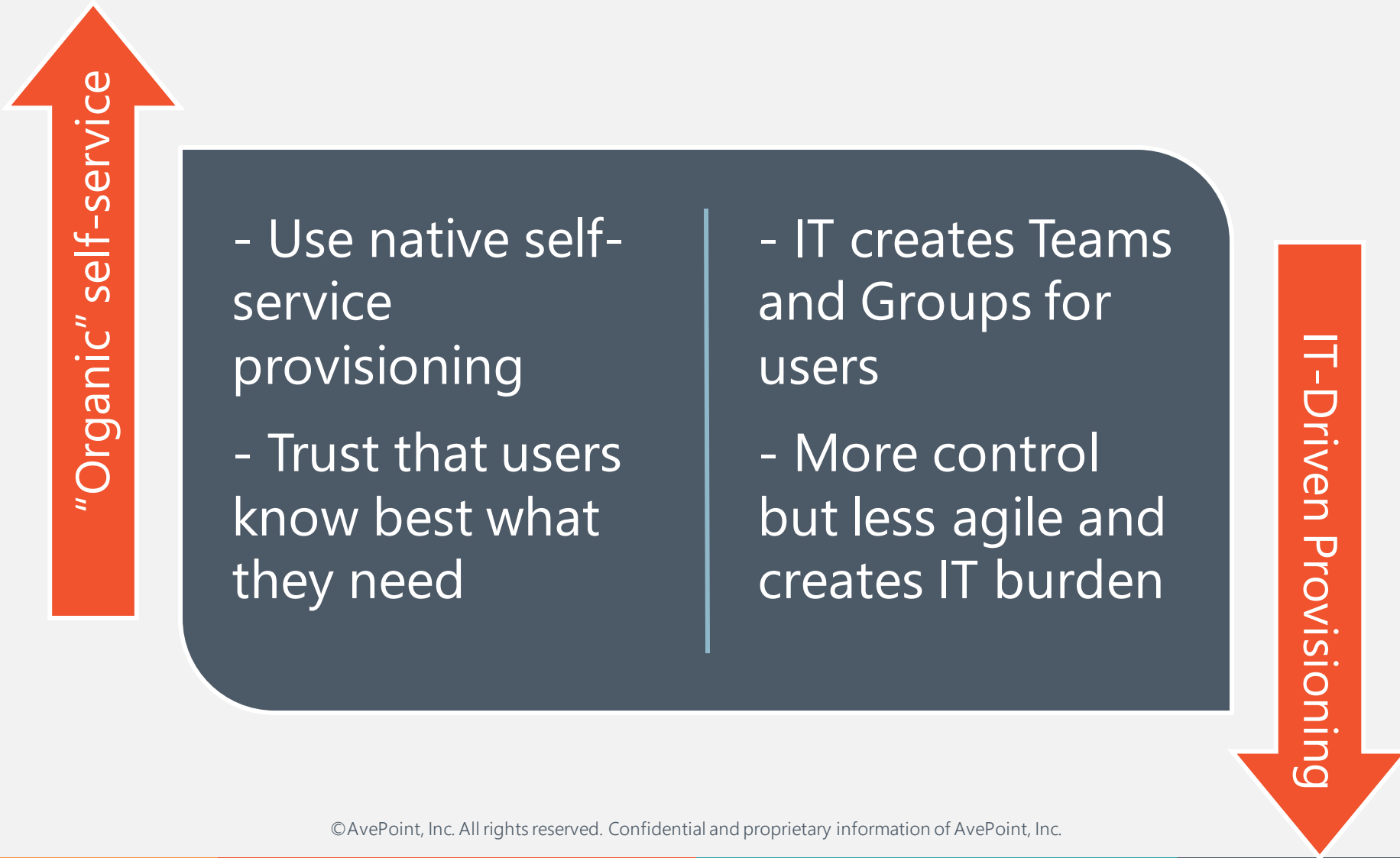
Consideration 1

How Teams are
Born

- Sprawl
- Duplication
- Appropriateness
- Convention
- Cataloging

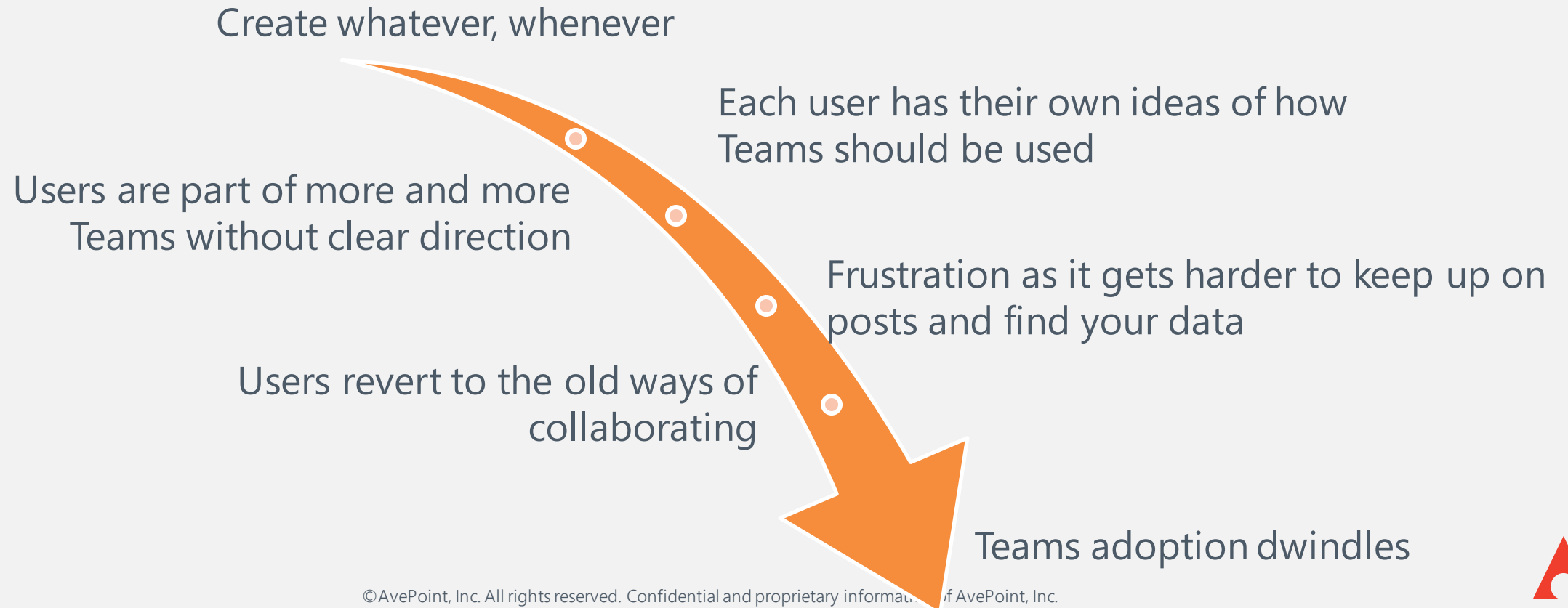


Two (ish) options for group/team creation



Beware of the “they’ll figure it out” mindset...

Too often, unassisted provisioning can actually *hurt* adoption



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



If self-service is disabled...

- You MUST have an alternate strategy
- Legacy, overly manual provisioning processes will also kill Teams adoption and burden your operations teams

Automation can provide the “middle way”

- Automation can create sustainable, alternative provisioning workflows
- Powershell, Power Apps, Power Automate and/or 3rd party applications are options



When considering native self-service...



You should be thinking about:

Impact on user experience and business agility

Desire/need to mandate options and settings

What can/can't be adjusted afterwards



Microsoft's native tooling to help govern Teams provisioning...

Restricting self-service creation

Can restrict creation to select group of users

Set group visibility

Options for public/private, hidden membership/group

"Classification"

Set one "classification" per group and have it displayed on Group page

Usage Guidelines

Link to acceptable use policy etc.

Dynamic Membership

Set group membership by AAD attribute

Naming rules

Prefix/Suffix, blocked words

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



You CAN limit who can create Groups- affects all Group flavors

```
GroupCreationAllowedGroupId 319c90a7-67ad-4bc4-83a4-759508d5da45
```

The screenshot displays the Microsoft 365 user interface. At the top, a navigation bar includes icons for Teams, a notification bell with a '1', settings, help, and the user profile 'Adele Vance'. The main content area is partially visible, showing sections like 'Edit Favorites', 'Choose how you see People', and 'People you frequently contact'. Overlaid on this is the 'Create a group' dialog box, which has a 'Create' button highlighted by a mouse cursor. A large error message box is centered on the screen, stating: 'Plan and Office 365 Group Creation Disabled. Your organization's global admin has turned off the ability to create new Plans and Office 365 Groups.' with an 'Ok' button. In the bottom left corner, another smaller error message says: 'Sorry, the ability to create groups has been turned off by the person who manages your email.' with an 'OK' button. The bottom right corner features the red and white logo of the organization.

Group Creation Disabled

Sorry, the ability to create groups has been turned off by the person who manages your email.

OK

Plan and Office 365 Group Creation Disabled

Your organization's global admin has turned off the ability to create new Plans and Office 365 Groups.

Ok

Create a group

A group provides a space for shared conversations, files, and a group calendar.

Create Discard

Choose a name

Add a description

This can help people find your group.

Privacy

Public - Anyone can see what's inside

Classification

Select a classification

Language for group-related notifications

English (United States)

Classification and Privacy...

The screenshot displays the Microsoft Teams application interface. On the left sidebar, the 'Richland Hammer Time' team is selected, and the 'General' channel is active. The channel's status is set to 'Private', which is highlighted by a red rectangular box. The main area shows the channel's conversation history, including a message from 'MOD Administrator' stating 'Tab conversation has begun.' and another message saying 'Hey @Adele Hello'. A 'Task Plan' tab is visible in the conversation list. At the bottom, there is a text input field for starting a new conversation, with a prompt 'Start a new conversation. Type @ to mention someone.' and a set of icons for adding content like files, images, and links.

Search or type a command

Private Toxic

Richland Hammer Time > General ...

Conversations Files Task Plan +

Add more people Create more channels Open

MOD Administrator 10/24 12:26 PM
Tab conversation has begun.

Task Plan

← Reply

MOD Administrator 10/24 12:26 PM
Hey @Adele Hello

← Reply

MOD Administrator 10/24 12:28 PM
This doc needs attention
Hey @Adele..

Project tracker1.ods

Start a new conversation. Type @ to mention someone.



Private or Public- What's the impact?

Microsoft Teams

Search or type a command

Join or create a team

Create your team

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

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

Team name

Description

Privacy

- Private - Only team owners can add members
- Private - Only team owners can add members
- Public - Anyone in your organization can join
- Org-wide - Everyone in your organization will be automatically added

Cancel Next



Understanding "Public" content visibility

The screenshot displays the Microsoft Teams interface. On the left, the navigation pane shows the 'Contoso News' channel selected. The main area shows the 'General' tab of the 'Contoso News' channel. A red box highlights the 'Public' visibility setting in the top right corner. A red arrow points from this box to the 'Settings' dropdown menu in the 'People and Groups' section, specifically to the 'Everyone except external users' option.

Search or type a command

Contoso News > General ...

Public

Conversations Files Wiki GAO +

Here are some things to get going...

Office 365

People and Groups > Contoso News Members

Groups

- Contoso News Members
- Contoso News Visitors
- Contoso News Owners
- More...

New Actions Settings

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

Group "Classification"

Microsoft Teams Search or type a command

Join or create a team

Create your team

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

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

Team name

Description

Privacy

Private - Only team owners can add members

Classification

Pretty Safe

Classification allows organization to protect data based on our policies and standards.

Pretty Safe - You know like iffy but still safe

WickedlyPrivate - Probably don't show anyone

Toxic - Don't you DARE!

[Create a team using an existing team as a template](#)

[Create a team from an existing Office 365 group](#)

Cancel Next



Understanding Classification- *Today*

Can be applied to Sites and Groups

Set at "container" level where Labels are at item level for docs and emails

Currently requires application via PowerShell

PowerShell used by an admin to create and apply classifications

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

Microsoft signaling same for O365 Groups in future

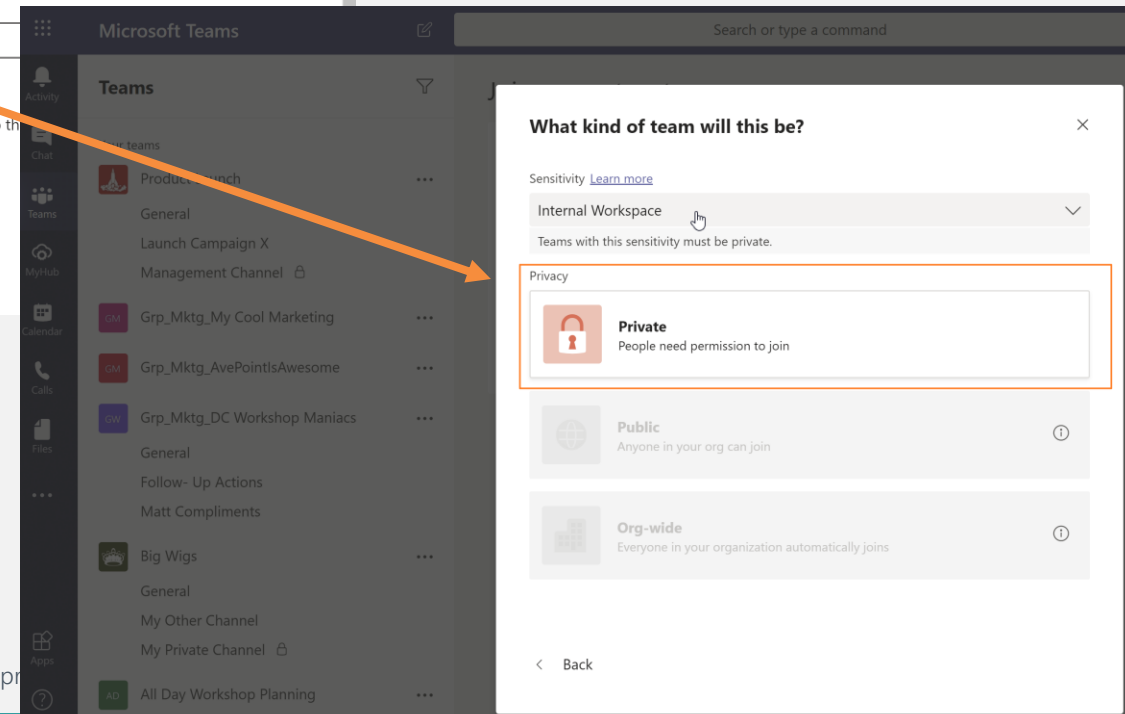
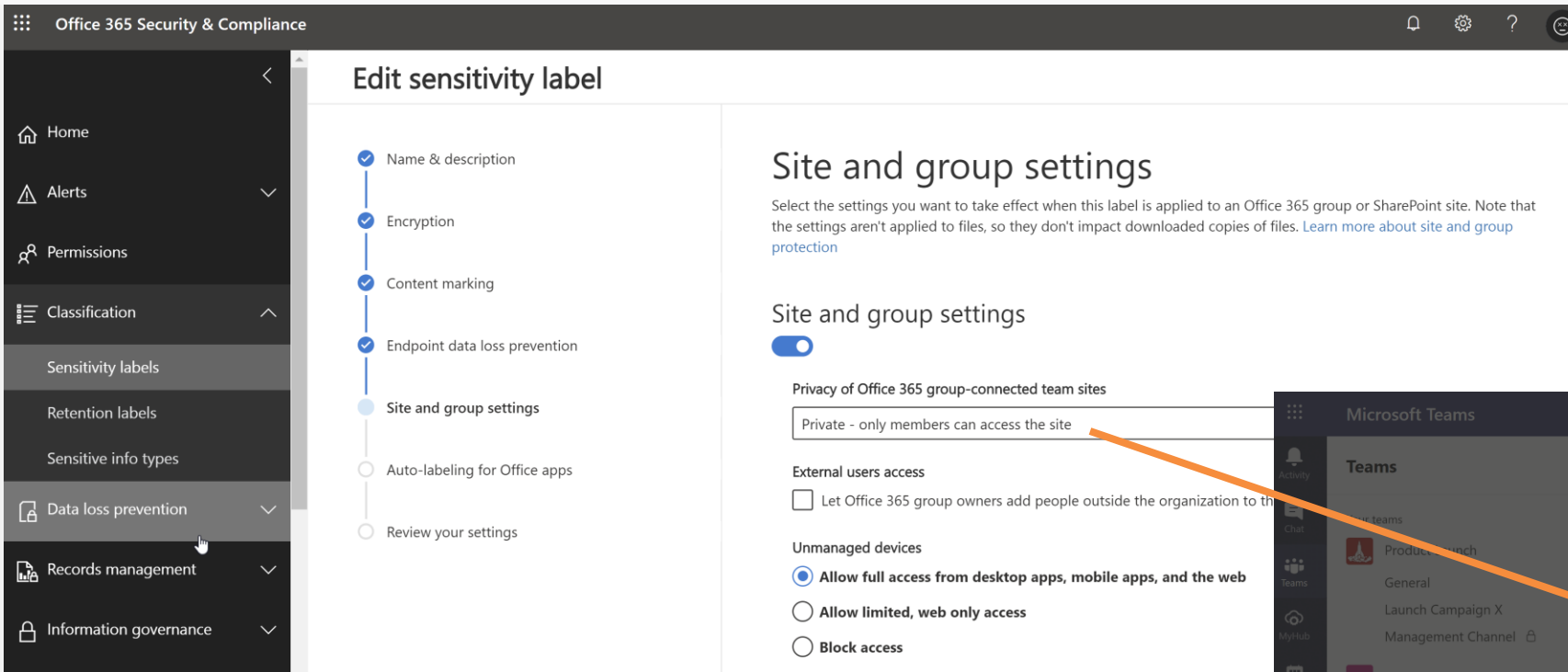
Does not drive any action currently

Currently no impact on retention or expiration



Sensitivity Labels for teams, groups and sites

Creating the Sensitivity Labels in Security and Compliance Center



Team creation wizard

<https://docs.microsoft.com/en-us/microsoftteams/sensitivity-labels>

Using the native “naming policy” for Teams and Groups...

Set the naming policy and custom blocked words

1. Now you can set the prefixes and suffixes. Run the following commands in Azure AD PowerShell:

```
$Setting["PrefixSuffixNamingRequirement"] = "Grp_[Department]_[GroupName]_[Country]"
```

2. Now set the custom blocked words that you want to restrict by typing below. Add your own custom words that you want:

```
$Setting["CustomBlockedWordsList"]="Payroll,CEO,HR"
```

3. Save the settings for the new policy to be effective by typing:

```
Set-AzureADDirectorySetting -Id (Get-AzureADDirectorySetting | where -Property "Group.Unified" -EQ).id -DirectorySetting $Setting
```

Create your team

Collaborate closely with a group of people inside your organization based on project, initiative, or common interest. [Here's a helpful video](#)

❗ The name can't contain HR.

Team name

HR

GRP HR Sales & Marketing ⓘ

Description

Privacy

Private - Only team owners can add members

Limited Prefix/Suffix options

- Fixed text
- AAD properties of the requestor
- Dept, Company, Office, State/Province, Country/Region, Title

Requires *clean* AAD

- AAD properties must be current and complete

“Blocked” words

- MSFT list
- “Custom list”



Using the native “Dynamic Membership” for Teams and Groups...

The screenshot shows the Azure Active Directory admin center interface. On the left, the 'Group' configuration pane is visible with the following settings:

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

The main pane shows the 'Dynamic membership rules' configuration. It includes a section to 'Add dynamic membership rule' with buttons for 'Simple rule' and 'Advanced rule'. Below this, the 'Add users where' section is configured with the following values:

- department
- Equals
- Cool People

Based on AAD Attributes

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

Requires *clean* AAD

- AAD properties must be current and complete

The screenshot shows a dialog box titled 'Dynamic membership rules'. It includes a section to 'Add dynamic membership rule' with buttons for 'Simple rule' and 'Advanced rule'. Below this, the 'Advanced rule' section is configured with the following value:

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



"AzureADDirectorySetting" Template allows restriction of self-service group/team creation

Also allows definition of several other options

<https://docs.microsoft.com/en-us/microsoft-365/admin/create-groups/manage-creation-of-groups?view=o365-worldwide>

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

Id                                DisplayName      TemplateId      Values
--                                -
ed777fcb-0844-4e0d-adca-fcdc202dacb7 Group.Unified 62375ab9-6b52-47ed-826b-58e47e0e304b {class SettingValue {...}

PS C:\windows\system32> (Get-AzureADDirectorySetting -id ed777fcb-0844-4e0d-adca-fcdc202dacb7).Values

Name                                Value
-----
CustomBlockedWordsList
EnableMSStandardBlockedWords      false
ClassificationDescriptions
DefaultClassification
PrefixSuffixNamingRequirement
AllowGuestsToBeGroupOwner          False
AllowGuestsToAccessGroups          True
GuestUsageGuidelinesUrl
GroupCreationAllowedGroupId        319c90a7-67ad-4bc4-83a4-759508d5da45
AllowToAddGuests                   True
UsageGuidelinesUrl
ClassificationList
EnableGroupCreation                 False
```



Also consider...



Additional PROVISIONING ideas from the field

- *Guidance to the user for what to use and when*
- *User/Division-level workflows*
- *Teams "Templates"*
- *Approval when necessary*
- *More flexible naming policies*
- *Setting guest access/external setting per team*
- *Metadata collection for cataloging your collab workspaces*
- *Named data owners*



Considerations 2

Ongoing Operations

- Day to day administration of Teams
- Monitor for Group Usage and Adoption
- Ensure users aren't doing what they shouldn't
- You're old friend hasn't gone anywhere...



Microsoft native tooling to help govern Teams management...

Teams Admin Center

Day to day management of the Teams service with policies and settings

Usage Reporting

Track and monitor usage and adoption

Audit Reporting

Report on user activity within Microsoft Teams

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



The Teams Admin Center...

The screenshot shows the Microsoft Teams Admin Center interface. The top navigation bar includes the Contoso logo, the title 'Microsoft Teams & Skype for Business Admin Center', and user profile 'JS'. The left sidebar lists navigation options: Dashboard, Teams, Manage teams (selected), Devices, Locations, Users, Meetings, Messaging policies, Voice, Analytics & reports, and Org-wide settings. The main content area displays the 'X1050 Launch Team' details, including a team card with a pink 'XL' icon, privacy status 'Public', and email 'X1050LaunchTeam@teamworkdemob.onmicrosoft.com'. Below the card are tabs for 'Team members', 'Channels', and 'Settings'. The 'Team members' tab is active, showing a list of 5 team members with columns for Display name, User name, Title, Location, and Role. A search bar is located at the top right of the members list.

Dashboard \ Manage teams \ X1050 Launch Team

X1050 Launch Team

Privacy: **Public**

Mail: X1050LaunchTeam@teamworkdemob.onmicrosoft.com

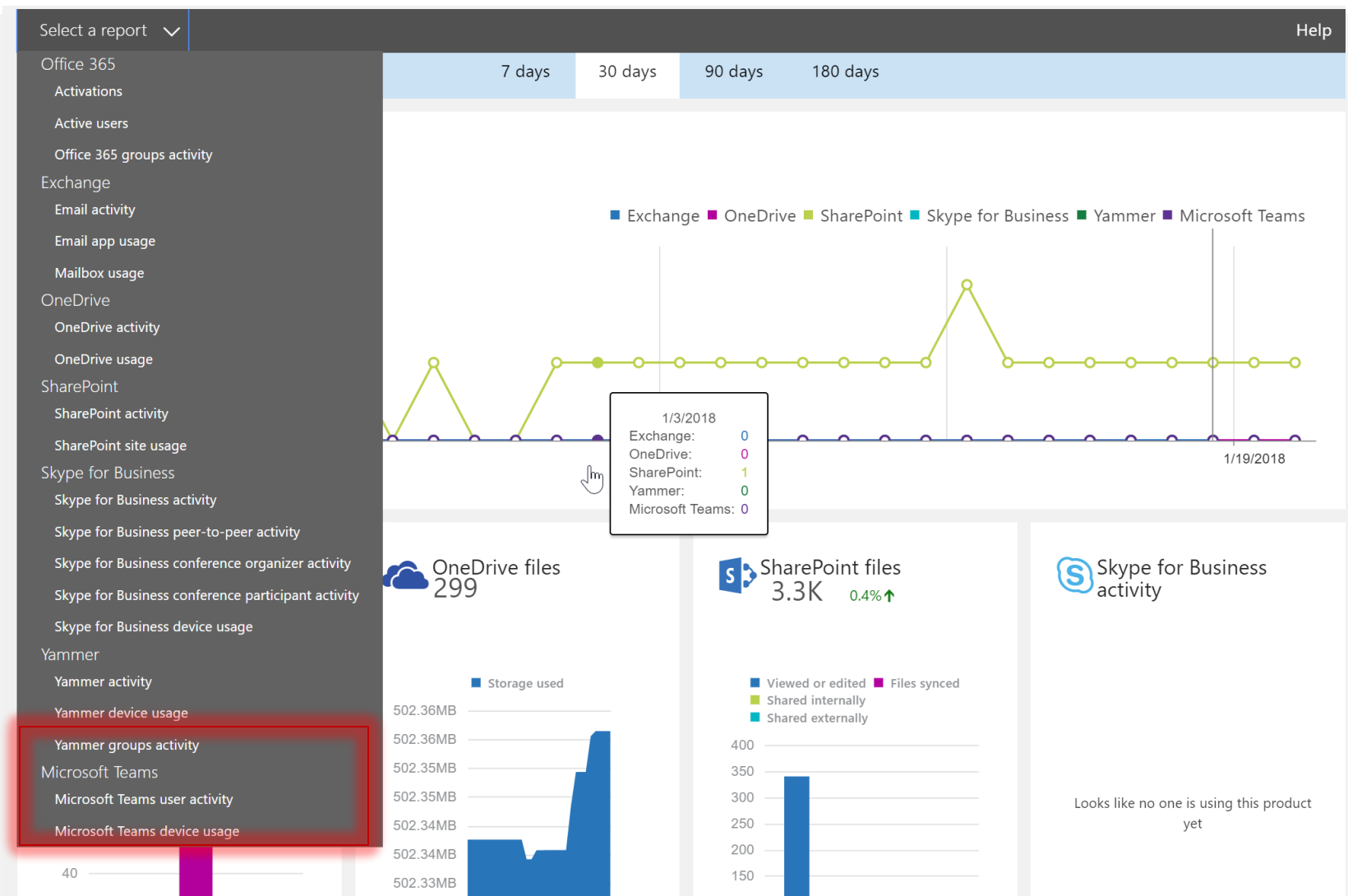
Team members | Channels | Settings

+ Add team members | Remove | 5 Team members

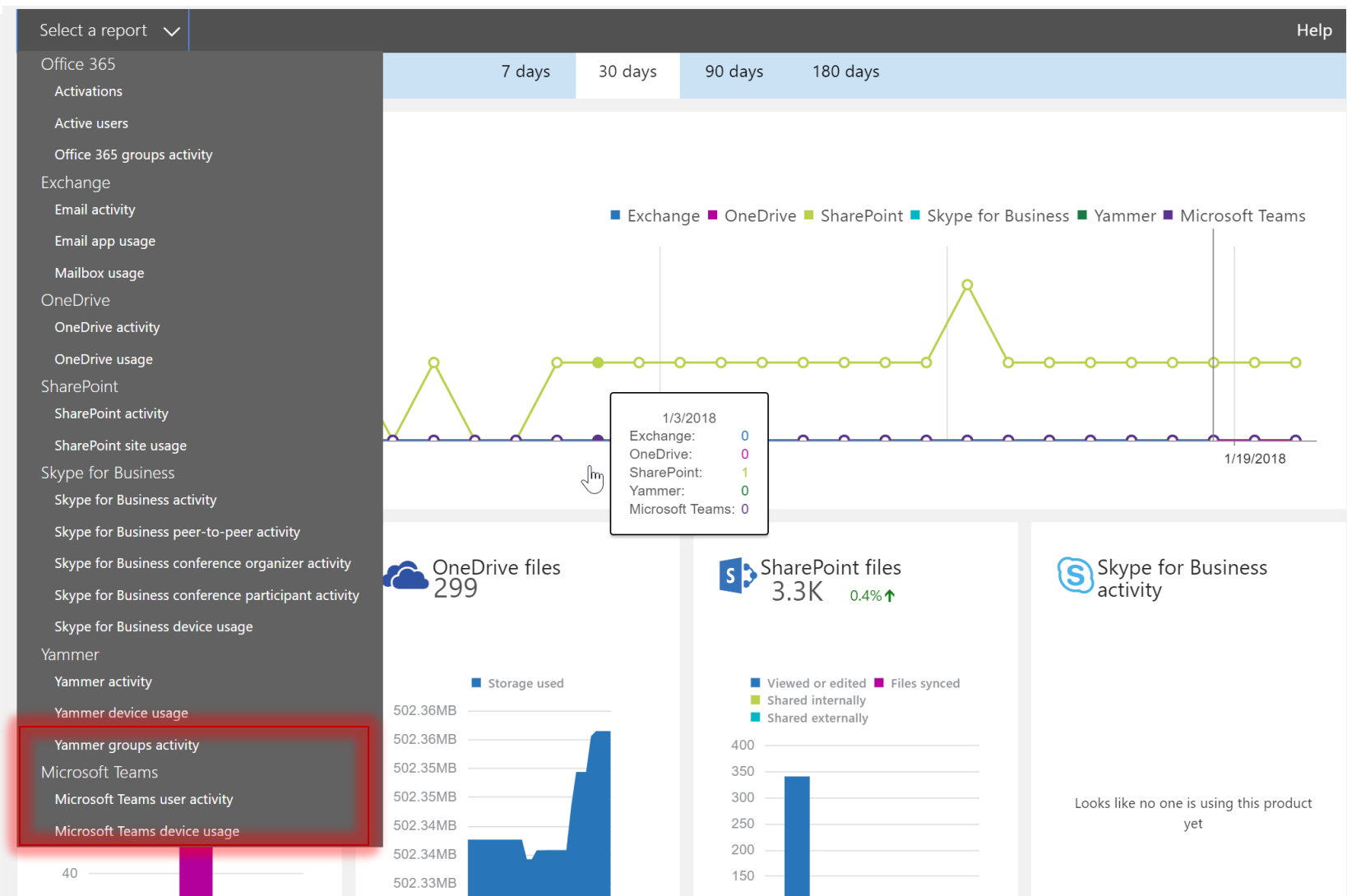
Display name	User name	Title	Location	Role
Angela Donohue	AngelaD@teamworkdemob.onmicroso...	Sr Product Marketing Manager	-	Member
Christian Schacht	ChristianS@teamworkdemob.onmicros...	Sr Product Marketing Manager	-	Member
Heidi GlouDEM...	HeidiG@teamworkdemob.onmicrosoft....	-	-	Owner
Jeff Teper	JeffT@teamworkdemob.onmicrosoft.co...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



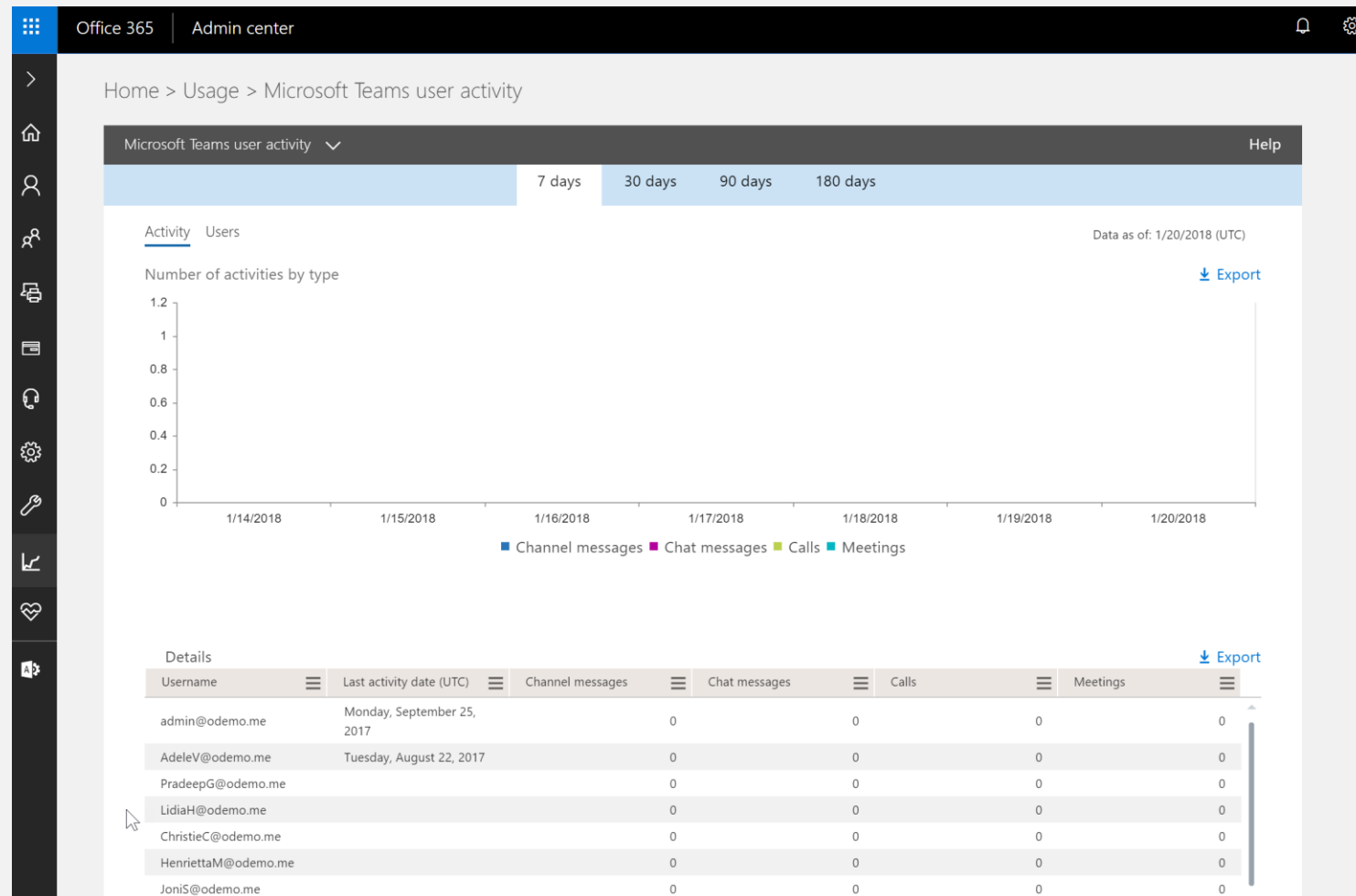
Monitoring for adoption and usage



Monitoring for adoption and usage



Monitoring for adoption and usage



Audit reporting for Teams...

Office 365 | Security & Compliance

Home > Audit log search

Audit log search

Need to find out if a user deleted a document or if an admin reset someone's password? Search the Office 365 audit log to find out what the users and admins in your organization have been doing. You'll be able to find activity related to email, groups, documents, permissions, directory services, and much more. [Learn more about searching the audit log](#)

Search Clear

Activities Show results for all activities

Clear all to show results for all activities

teams

Microsoft Teams activities

User signed in to Teams

Results

Date	IP address	User	Activity	Item	Detail
Run a search to view results					

Limited detail currently

- User sign-ins
- No "Team" centric pivots
- Check "Group" activities for more actions

Non-admins allowed

- Set permissions in Sec & Compliance center



Your old friend still needs to be dealt with...



Demo: *Ongoing management of Teams*

- Exploring the Teams Admin Center
- Managing Teams
- Configuring Meeting and Messaging Policies
- Setting App Permissions and Policies

Teams “policies & settings”

Policies

- A collection of configuration settings
- Applied to some or all users
- Examples: messaging policy, meeting policy, voice policy, etc.

Settings

- A collection of configuration settings.
- Generally grouped by modality.
- Per tenant only.
- Examples: guest, federation, audio conferencing, etc.



Powershell experts can get me Permissions Reports. But, they don't tell me the whole story...

A	B	C	D	E	F	G
Path	Title/Name	Level	Username	Display Name	E-mail	Account Type
http://intranet/demo/Sales/Shared Documents/North East Invoices/Migration and Tagging.pptx	Migration and Tagging.pptx	Item	i:0# wjave\mary.preston	Mary Preston	mary.preston@ave.com	User
http://intranet/demo/Sales/Shared Documents/North East Invoices/Migration and Tagging.pptx	Migration and Tagging.pptx	Item	i:0# wjave\susan.adams	Susan Adams	susan.adams@ave.com	User
http://intranet/demo/Sales/Shared Documents/North East Invoices/Migration and Tagging.pptx	Migration and Tagging.pptx	Item	i:0# wjave\simon.chen	Simon Chen		User
http://intranet/demo/Sales/Shared Documents/North East Invoices/Migration and Tagging.pptx	Migration and Tagging.pptx	Item	i:0# wjave\ben.miller	Ben Miller		User
http://intranet/demo/Sales/Shared Documents/North East Invoices/Migration and Tagging.pptx	Migration and Tagging.pptx	Item	i:0# wjave\chris.turner	Chris Turner		User
http://intranet/demo/Sales/Shared Documents/North East Invoices/Migration and Tagging.pptx	Migration and Tagging.pptx	Item	i:0# wjave\wojciech.gajda	Wojciech Gajda	Wojciech.Gajda@ave.com	User
http://intranet/demo/Sales/Shared Documents/North East Invoices/Migration and Tagging.pptx	Migration and Tagging.pptx	Item	i:0# wjave\julie.mccoy	Julie McCoy	julie.mccoy@ave.com	User
http://intranet/demo/Sales/Shared Documents/North East Invoices/Migration and Tagging.pptx	Migration and Tagging.pptx	Item	i:0# wjave\jericho.ren	Jericho Ren		User
http://intranet/demo/HR/Shared Documents/GA Slide.pptx	GA Slide.pptx	Item	i:0# wjave\warren.villanueva	Warren Villanueva	warren.villanueva@ave.com	User
http://intranet/demo/HR/Shared Documents/GA Slide.pptx	GA Slide.pptx	Item	i:0# wjave\brian.goldstein	Brian Goldstein	Brian.Goldstein@ave.com	User
http://intranet/demo/HR/Shared Documents/GA Slide.pptx	GA Slide.pptx	Item	i:0# wjave\hr.owners	HR Owners		SharePoint Group
http://intranet/demo/HR/Shared Documents/GA Slide.pptx	GA Slide.pptx	Item	i:0# wjave\susan.adams	Susan Adams	susan.adams@ave.com	User
http://intranet/demo/HR/Shared Documents/GA Slide.pptx	GA Slide.pptx	Item	i:0# wjave\laura.callahan	Laura Callahan		User
http://intranet/demo/HR/Shared Documents/GA Slide.pptx	GA Slide.pptx	Item	i:0# wjave\ben.miller	Ben Miller		User
http://intranet/demo/HR/Shared Documents/GA Slide.pptx	GA Slide.pptx	Item	i:0# wjave\ray.hill	Ray Hill	ray.hill@ave.com	User
http://intranet/demo/HR/Shared Documents/GA Slide.pptx	GA Slide.pptx	Item	i:0# wjave\frank.wilson	Frank Wilson		User
http://intranet/demo/HR/Shared Documents/GA Slide.pptx	GA Slide.pptx	Item	i:0# wjave\daniel.attardi	Daniel Attardi	Daniel.Attardi@ave.com	User
http://intranet/demo/HR/Shared Documents/GA Slide.pptx	GA Slide.pptx	Item	i:0# wjave\jericho.ren	Jericho Ren		User
http://intranet/demo/C-SDemo/_catalogs/users	User Information List	List	i:0# wjave\daniel.attardi	Daniel Attardi	Daniel.Attardi@ave.com	User
http://intranet/demo/InformationTechnology/Project Documents/GASubSiteDirectory.wsp	GASubSiteDirectory.wsp	Item	i:0# wjave\warren.villanueva	Warren Villanueva	warren.villanueva@ave.com	User
http://intranet/demo/InformationTechnology/Project Documents/GASubSiteDirectory.wsp	GASubSiteDirectory.wsp	Item	c:0(s true	Everyone		Domain Group
http://intranet/demo/InformationTechnology/Project Documents/GASubSiteDirectory.wsp	GASubSiteDirectory.wsp	Item	i:0# wjave\da_admin	DA_Admin		User
http://intranet/demo/InformationTechnology/Project Documents/GASubSiteDirectory.wsp	GASubSiteDirectory.wsp	Item	i:0# wjave\nt.authority\system	NT AUTHORITY\system		User
http://extranet/sites/HR/Lists/TaxonomyHiddenList	TaxonomyHiddenList	List	c:0(s true	Everyone		Domain Group
http://intranet/demo/InformationTechnology/Project Documents/AvePoint File Share Navigator vs Connect AvePoint File Share Navigator vs C	AvePoint File Share Navigator vs Connect AvePoint File Share Navigator vs C	Item	i:0# wjave\warren.villanueva	Warren Villanueva	warren.villanueva@ave.com	User
http://intranet/demo/InformationTechnology/Project Documents/AvePoint File Share Navigator vs Connect AvePoint File Share Navigator vs C	AvePoint File Share Navigator vs Connect AvePoint File Share Navigator vs C	Item	c:0(s true	Everyone		Domain Group
http://intranet/demo/InformationTechnology/Project Documents/AvePoint File Share Navigator vs Connect AvePoint File Share Navigator vs C	AvePoint File Share Navigator vs Connect AvePoint File Share Navigator vs C	Item	i:0# wjave\da_admin	DA_Admin		User
http://intranet/demo/InformationTechnology/Project Documents/AvePoint File Share Navigator vs Connect AvePoint File Share Navigator vs C	AvePoint File Share Navigator vs Connect AvePoint File Share Navigator vs C	Item	i:0# wjave\nt.authority\system	NT AUTHORITY\system		User
http://ave2013prodwfe.7777/sites/Powell_Industries/Lists/TaxonomyHiddenList	TaxonomyHiddenList	List	c:0(s true	Everyone		Domain Group
http://intranet/demo/ArchiveListItems	ArchiveListItems	Site	i:0# wjave\warren.villanueva	Warren Villanueva	warren.villanueva@ave.com	User
http://intranet/demo/ArchiveListItems	ArchiveListItems	Site	Excel Services Viewers	Excel Services Viewers		SharePoint Group
http://intranet/demo/ArchiveListItems	ArchiveListItems	Site	ArchiveListItems Owners	ArchiveListItems Owners		SharePoint Group
http://intranet/demo/ArchiveListItems	ArchiveListItems	Site	ArchiveListItems Visitors	ArchiveListItems Visitors		SharePoint Group
http://intranet/demo/ArchiveListItems	ArchiveListItems	Site	ArchiveListItems Members	ArchiveListItems Members		SharePoint Group
http://intranet/demo/InformationTechnology/Notification Pages	Notification List	List	i:0# wjave\warren.villanueva	Warren Villanueva	warren.villanueva@ave.com	User
http://intranet/demo/InformationTechnology/Notification Pages	Notification List	List	i:0# wjave\ben.miller	Ben Miller	Ben.Miller@ave.com	User
http://intranet/demo/InformationTechnology/Notification Pages	Notification List	List	InformationTechnology Owners	InformationTechnology Owners		SharePoint Group
http://intranet/demo/InformationTechnology/Notification Pages	Notification List	List	i:0# wjave\bruce.wayne	Bruce Wayne	bruce.wayne@ave.com	User

How do I prioritize? Anything sensitive in the files and sites?



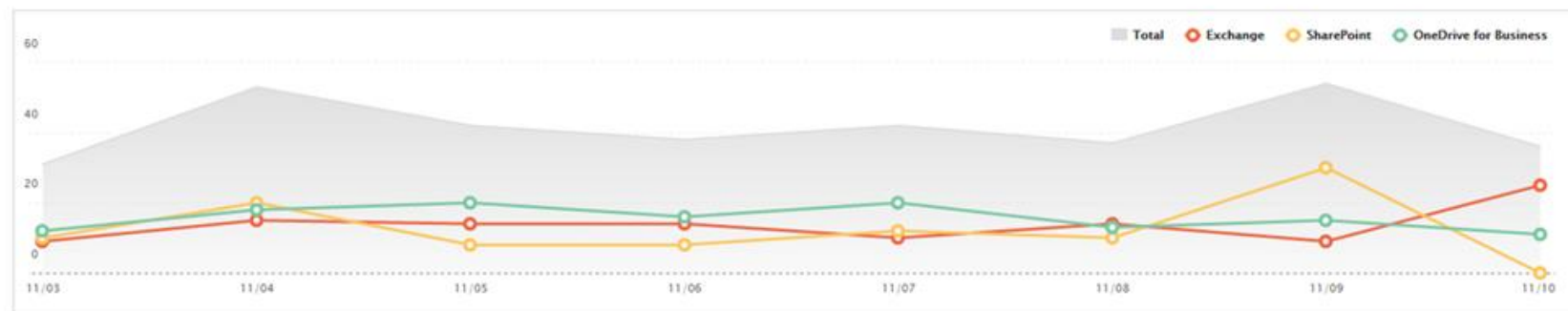
Labels give some insight...

(Sensitivity is indexed in E3. Scripting gets you access. But any action requires E5)

DLP policy matches

Show data for Break down by

Filters



Date	Rule	Item	Last modified by	Sensitive Information	Sensitive Information count	Severity	Action
2016-11-03T02:56:04	High Volume of Content...	2015 Employee Roster.xlsx	sarad@contos...	Credit Card Number	7	Low	GenerateIncidentReport
2016-11-03T02:56:05	High Volume of Content...	2016-Q1 Expense Accoun...	sarad@contos...	Credit Card Number	3	Low	NotifyUser
2016-11-03T02:56:06	High Volume of Content...	2016-Q2 Expense Accoun...	sarad@contos...	Credit Card Number	4	Low	
2016-11-03T02:56:07	High Volume of Content...	2016-Q3 Expense Accoun...	admin@contos...	Credit Card Number	2	Low	SetAuditSeverityLow
2016-11-03T02:56:08	High Volume of Content...	Company Picnic.xlsx	janed@contos...	Credit Card Number	21	High	NotifyUser
2016-11-03T02:56:09	High Volume of Content...	Expenses-QR1-2016.pptx	janed@contos...	Credit Card Number	14	High	
2016-11-03T02:56:10	High Volume of Content...	New Item Order Form 20...	janed@contos...	Credit Card Number	8	High	SetAuditSeverityLow
2016-11-03T02:56:13	High Volume of Content...	New Item Order Form 20...	janed@contos...	Credit Card Number	12	High	GenerateIncidentReport
2016-11-03T02:56:14	High Volume of Content...	New Item Order Form 20...	janed@contos...	Credit Card Number	18	High	NotifyUser

Feedback

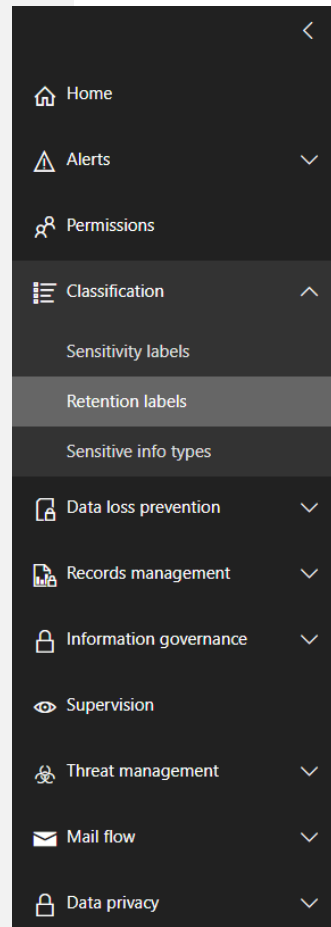
... but must aggregate with permissions for a better picture. And, has it been accessed?



Lock files
based on
sensitivity.

Can apply to
specific
locations in
O365

Retention and Sensitivity Labels



Home > Retention labels

Labels

Label policies

When published, labels appear in your users' apps, such as Outlook, SharePoint, and OneDrive. When a label is applied to email or docs (automatically or by the user), the content is retained based on the settings labels that retain content for a certain time or ones that simply delete content when it reaches a certain age. [Learn more about retention labels](#)

+ Create a label

Publish labels

Auto-apply a label

Refresh

Search

<input type="checkbox"/> Name	Created by	Retention period	Last modified
<input type="checkbox"/> PII Retention Policy	Megan Bowen	7 years	September 11, 2019
<input type="checkbox"/> Confidential	Megan Bowen	7 years	September 11, 2019
<input type="checkbox"/> Product Retired	Megan Bowen	10 years	September 11, 2019
<input type="checkbox"/> Private	Megan Bowen	5 years	September 11, 2019
<input type="checkbox"/> Public	Megan Bowen	5 years	September 11, 2019
<input type="checkbox"/> Employee Records	Megan Bowen	Forever	September 11, 2019
<input type="checkbox"/> Medical Records Retention Policy	Megan Bowen	7 years	September 11, 2019
<input type="checkbox"/> Personal Financial PII	Megan Bowen	3 years	September 11, 2019



Finding sensitive information in M365 (E3)

DLP Policy Rule One

Name

Conditions

Exceptions

Actions

User notifications

User overrides

Incident reports

Options

We'll apply this policy to content that matches these conditions.

Content contains

Any of these

Sensitive info type	Instance count		Match accuracy		
	min	max	min	max	
U.S. Bank Account Number	1	any	75	100	×
U.S. Driver's License Number	1	any	75	100	×
U.S. Individual Taxpayer Identification Number (ITIN)	1	any	75	100	×
U.S. Social Security Number (SSN)	1	any	75	100	×

Add

+ Add group

Content is shared

only with people inside my organization

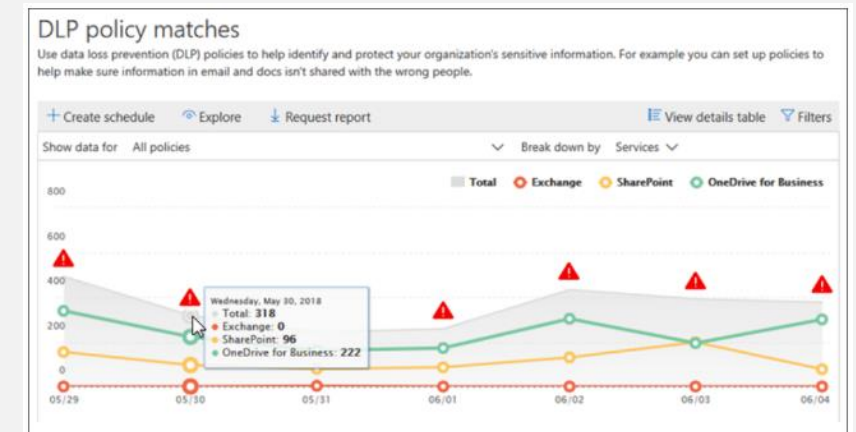
only with people inside my organization

with people outside my organization

+ Add a condition

Notifications for internal or external sharing.

DLP Policies allow for notifications, as well as visibility into where sensitive content exists.



Audit activity
can see if bad
behavior has
occurred...

Audit log search

Need to find out if a user deleted a document or if an admin reset someone's password? Search the Office 365 audit log to find out what the users and admins in your organization have been doing. You'll be able to find activity related to email, groups, documents, permissions, directory services, and much more. [Learn more about searching the audit log](#)

Search

Clear

Activities

Show results for all activities

Start date

2018-06-15

00:00

End date

2018-06-21

00:00

Users

Show results for all users

File, folder, or site

Add all or part of a file name, folder name, or URL.

Search

+ New alert policy

Results 150 results found (More items available, scroll down to see more.)

Filter results

Export results

Save loaded results

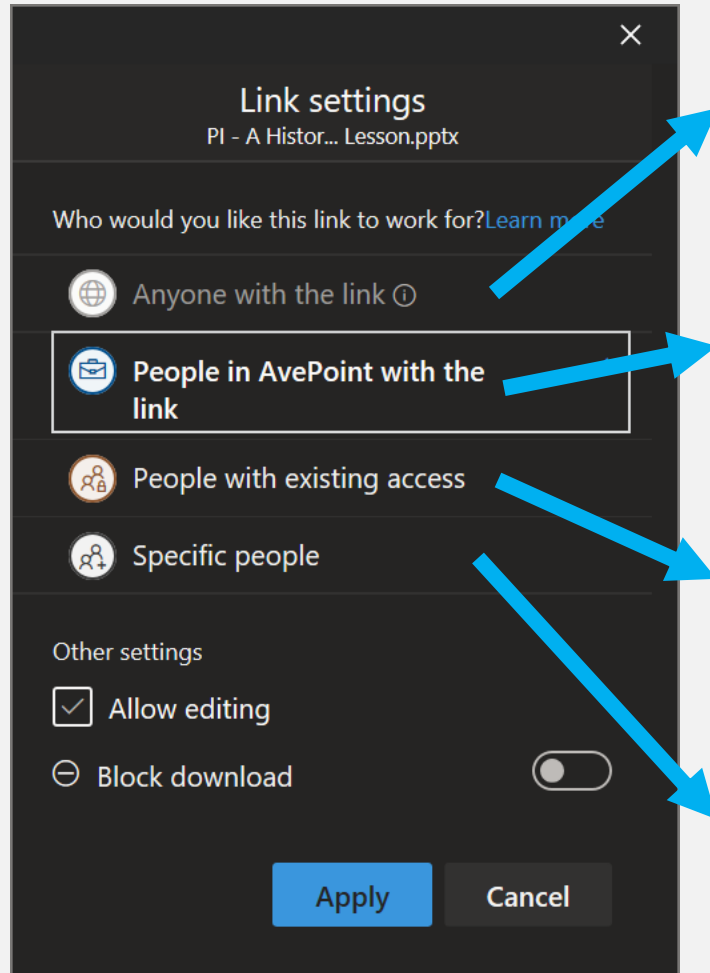
Download all results

Date	IP address	User	Activity	Item
2018-06-20 09:21:36		j	User signed in to Tea...	Windows (27/1.0.0.20...
2018-06-20 09:14:13		e	User signed in to Tea...	windows (27/1.0.0.20...
2018-06-20 08:51:38	.236	j	Accessed file	AllItems.aspx Accessed from "Share...
2018-06-20 08:51:14	.236	s	UserLoggedIn	00000002-0000-0000...
2018-06-20 08:46:23	.5	e	SearchQueryPerformed	5a404152-b318-4993...
2018-06-20 08:44:24	.236	j	Accessed file	FreshPaint-7-2016.03.... Accessed from "Docu...
2018-06-20 08:44:23	.236	j	Accessed file	FreshPaint-6-2015.12.... Accessed from "Docu...
2018-06-20 08:31:37	.236	j	UserLoggedIn	00000002-0000-0000...
2018-06-20 08:31:26	.236	j	UserLoggedIn	0f698dd4-f011-4d23-...
2018-06-20 08:31:25	.236	j	UserLoggedIn	00000002-0000-0ff1-...
2018-06-20 08:31:25	.236	j	UserLoggedIn	Unknown
2018-06-20 08:31:20	.236	j	UserLoggedIn	00000002-0000-0000...
2018-06-20 08:27:59	.236	j	Accessed file	AllItems.aspx Accessed from "Share...

...but that's a lot of logs to sort through!



Who has access...Sharing is easy!



Anonymous Links (external too!)

Usually disabled, but high risk if it's not!

"Everyone except external"

Super common in migration environments (it's just easier!)

Implicit permissions from big groups

Just who is in "PMRequest" anyway?

Explicit people hiding in the wings

Broken inheritance is the norm in Office Apps + Teams!



Also consider...



Additional MANAGEMENT ideas from the field

- Catalog/Inventory reporting
- Recertification and renewal
- Setting and enforcing Policies at the workspace level
- "Right-sized" governance packages for specific needs and divisions
- Offline retention
- Additional Team and item level recovery options
- Delegated administration tools and reporting



Consideration 3

Retention,
Expiration and
Disposition

- How do I know when a Group should be expired
- How do I get rid of it “safely”
- How do I make sure information management policies are enforced?



Microsoft native tooling to help govern Teams lifecycle...

Team "Archiving"

- Removes Team from user's lists of active Teams

- Puts Team conversations and files into "read only"

- Can be reversed by a Team owner

Soft Delete

- Recover deleted Teams and Groups

Group Expiration

- Require owners to confirm their Group is still active and relevant periodically

Retention and expiration of content

- Records management and content compliance policies



Understanding "archived" Teams

Microsoft Teams

Search or type a command

Want an even faster, more collaborative experience? Download the desktop app. [Download](#)

Manage teams [Create a team](#)

Search teams

Active (6)

Name	Description	Membership	People	Type
Big Wigs	A casual forum for senior leadership.	Owner	9	Star
Contoso News	Company News Channel ... everything you need to know ...	Owner	24	Star
Exec Chatter	Exec Chatter	Owner	2	Star
Product Launch	A collaboration area for the Product Launch team.	Owner	11	Star
Test Team	Test Team	Owner		
test123	test123	Owner		

Archived (1)

Name	Description	Membership
DC Posse	DC Posse	Owner

Want to archive "DC Posse"?

This will freeze all team activity, but you'll still able to add or remove members and update roles. Go to Manage teams to restore the team.

☐ Make the sharepoint site read-only for team members

[Cancel](#) [Archive](#)

- Manage team
- Add channel
- Add members
- Leave the team
- Edit team
- Get link to team
- Archive Team
- Delete the team



Group expiration helps prune old Teams

Azure Active Directory admin center

Dashboard > AvePoint ATS Dev > Groups

Groups | Expiration

AvePoint ATS Dev - Azure Active Directory

Save Discard

Renewal notifications are emailed to group owners 30 days, 15 days, and one day prior to emails. If a group is not renewed, it is deleted along with its associated content from source.

Group lifetime (in days) * ⓘ 180

Email contact for groups with no owners * ⓘ administrator@avepointats-dev.com

Enable expiration for these Microsoft 365 groups ⓘ All Selected **None**

Action Required: Renew your Office 365 group

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

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

test
MA

Renew group **Go to group**

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

"Soft Delete" allows whole-hog recovery of deleted O365 Groups

Azure Active Directory admin center

admin@odemo.me
CONTOSO

Dashboard > Contoso > Groups - Deleted groups

Groups - Deleted groups

Contoso - Azure Active Directory

«

Dashboard

All services

FAVORITES

Azure Active Directory

Users

Enterprise applications

All groups

Deleted groups

Diagnose and solve problems

Settings

General

Expiration

Naming policy

Activity

Access reviews

Audit logs

Bulk operation results (Preview)


Troubleshooting + Support

New support request

Delete permanently Restore group Refresh Columns

i This experience is exclusive to Office 365 groups. 30 days after original deletion, groups are permanently deleted.

Search groups

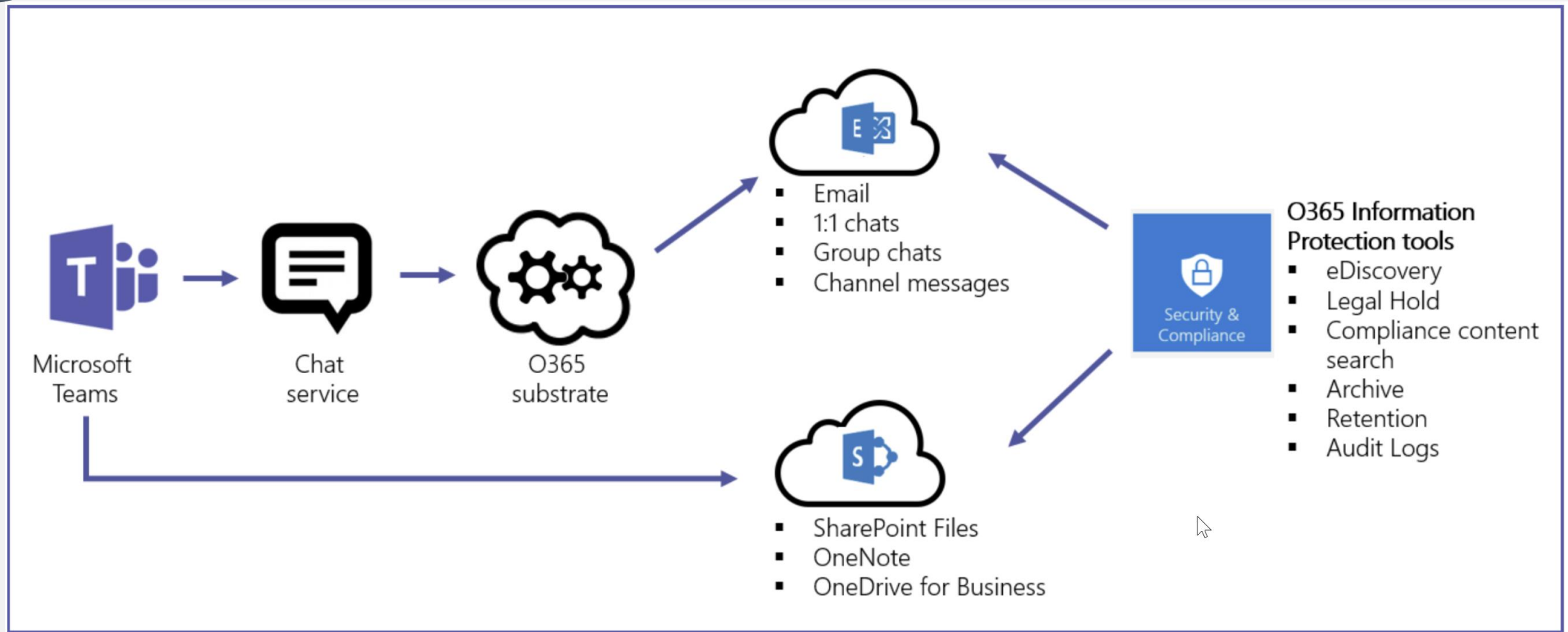
	Name	Membership Type	Deletion date	Permanent deletion date
<input checked="" type="checkbox"/>	 Test Team US	Assigned	2/25/2020, 11:38:45 PM	3/27/2020, 12:38:45 AM



What about retention of *content* within Teams, Groups and Sites?

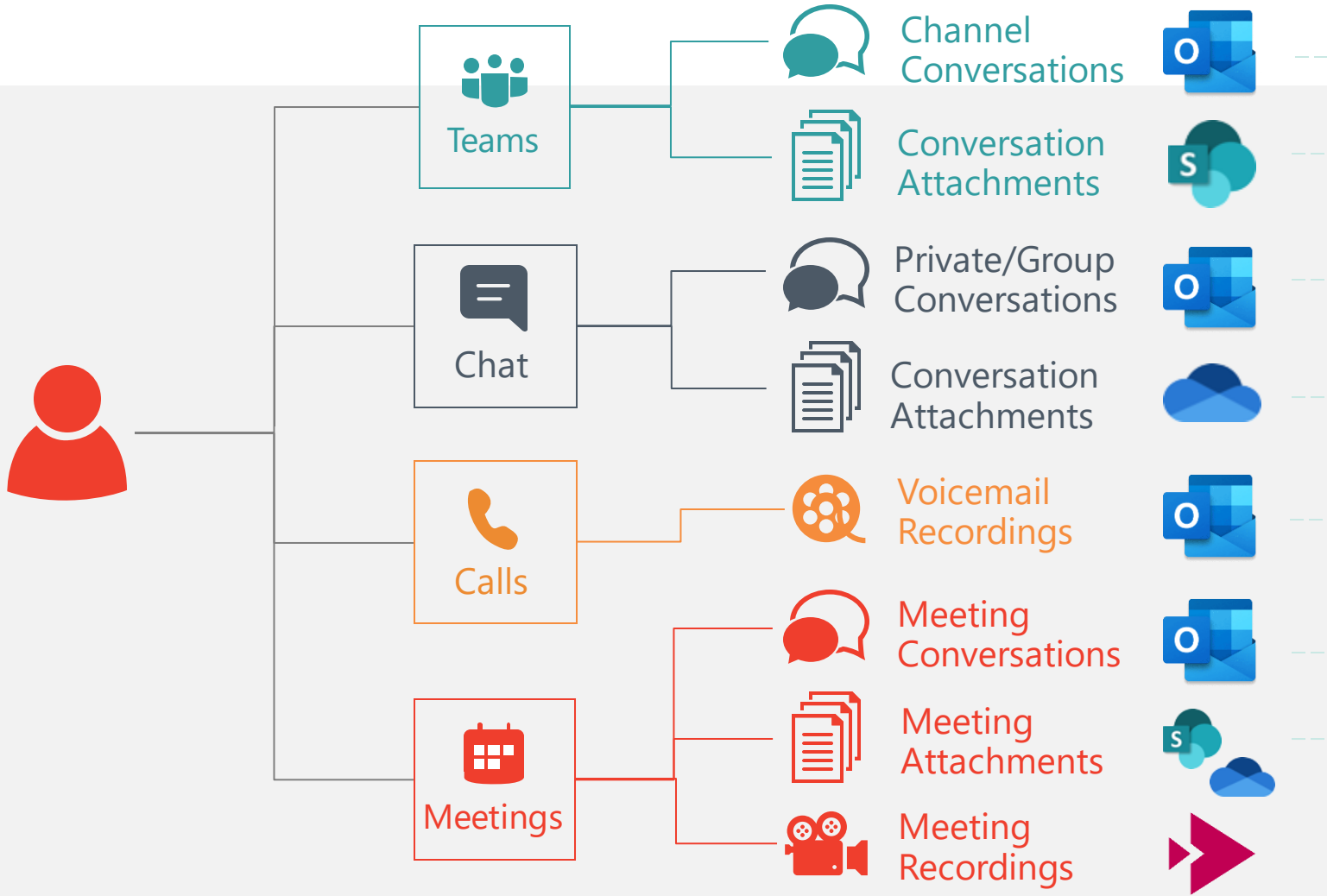


O365 “Advanced Data Governance” can handle retention/expiration





Anatomy of Key Information in Teams



Conversations are journaled in Outlook

This can be searched and addressed in the Compliance Center

But document and file and attachment content is split across different sites in SharePoint and OneDrive

How can we manage all the content generated from here?



What about Private Channels?

Using Retention Policies for Teams

The screenshot displays the Office 365 Security & Compliance center interface. On the left is a navigation pane with links to Home, Alerts, Permissions, Classification, Data loss prevention, Records management, Information governance, Dashboard, Label activity explorer, Import, Archive, Retention, and Compliance. The main area shows the 'Create a policy to retain what you want and get rid of what you don't' wizard. The 'Name your policy' step is active, showing a progress bar with steps: Name your policy, Settings, Choose locations, and Review your settings. The 'Settings' step is also visible, asking 'Do you want to retain content?' (Yes, I want to retain it) and 'Do you want us to delete it after this time?' (No). The 'Choose locations' step is shown as a modal dialog, listing various locations with toggle switches and options to include or exclude content. The locations listed are: Office 365 groups, Skype for Business, Exchange public folders, Teams channel messages, and Teams chats. The 'Teams channel messages' and 'Teams chats' are currently selected with blue toggle switches. The 'Review your settings' step is also visible, showing a progress bar with steps: Name your policy, Settings, Choose locations, and Review your settings. The 'Review your settings' step is also visible, showing a progress bar with steps: Name your policy, Settings, Choose locations, and Review your settings. The 'Review your settings' step is also visible, showing a progress bar with steps: Name your policy, Settings, Choose locations, and Review your settings.

Office 365 Security & Compliance

Create a policy to retain what you want and get rid of what you don't.

Decide if you want to retain content, delete it, or both

Do you want to retain content?

☒ Yes, I want to retain it

For this long... 7 years

Retain the content based on when it was created

Do you want us to delete it after this time?

☐ Yes ☒ No

☐ No, just delete content that's older than 1 years

Need more options?

☐ Use advanced retention settings

Back Next Cancel

Create a policy to retain what you want and get rid of what you don't.

Name your policy

Settings

Choose locations

Review your settings

Choose locations

Office 365 groups

Skype for Business

Exchange public folders

Teams channel messages All None
Choose teams Exclude teams

Teams chats All None
Choose users Exclude users

Back Next Cancel

Feedback

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Understanding O365 "Retention Labels"

The screenshot displays the Office 365 Security & Compliance center interface. On the left, a navigation pane lists various security and compliance features. The main area is divided into two sections: 'Label settings' and 'Review your settings'. The 'Label settings' section shows a 'When this label is applied to content...' dropdown set to 'Retain the content' for a duration of 7 years. Below this, there are options for what to do after the retention period: 'Delete the content automatically', 'Trigger a disposition review', 'Nothing. Leave the content as is.', and 'Don't retain the content. Just delete it if it's'. The 'Nothing. Leave the content as is.' option is selected. The 'Review your settings' section is currently inactive.

Overlaid on the right is a 'Documents' library view. It shows a table of documents with columns for Name, Modified, Modified By, and Sign-off status. The document 'Test Doc.rtf' is selected. A context menu is open for this document, showing the 'Apply label' option. The 'Apply label' dropdown menu is open, showing the following 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
- Test Label 2 (Retain for 22 years)

The 'High Business Impact (HBI)' option is currently selected.

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Also consider...



Additional LIFECYCLE ideas from the field

- Periodic renewal/recertification
- Managed de-provisioning workflows
- Offline archiving
- Data export





Getting Started...or Starting Again!

Driving sustainable adoption of Microsoft Teams and Office 365

Discussion:

*Name your
organization's TOP
TWO concerns or
blockers for Teams
adoption*



To GCC (or -h? DOD?) or NOT to GCC...

If possible, carefully assess the need for GCC

- Feature availability in GCC is usually delayed and may be limited vs. commercial O365
- All US datacenters are FedRAMP authorized, including commercial
- Do the homework and work with your compliance teams to understand what's right for you

Step 1. Determine whether your organization needs Microsoft 365 Government - GCC and meets eligibility requirements.

The Microsoft 365 Government - GCC environment provides compliance with US government requirements for cloud services, including FedRAMP Moderate, and requirements for criminal justice and federal tax information systems (CJI and FTI data types).

In addition to enjoying the features and capabilities of Office 365, organizations benefit from the following features that are unique to Microsoft 365 Government - GCC:

- Your organization's customer content is logically segregated from customer content in the commercial Office 365 services from Microsoft.
- Your organization's customer content is stored within the United States.
- Access to your organization's customer content is restricted to screened Microsoft personnel.
- Microsoft 365 Government - GCC complies with certifications and accreditations that are required for US Public Sector customers.

You can find more information about the Microsoft 365 Government - GCC offering for US Government customers at [Office 365 Government plans](#), including [eligibility requirements](#).

The [Office 365 US Government service description](#) describes the platform's benefits, which are centered around meeting compliance requirements within the United States.

Tip

You might want to transfer the tables of information in the service description into an Excel workbook and add two columns: **Relevant for my organization Y/N** and **Meets the needs of my organization Y/N**. Then you can review this list with your colleagues to confirm that this service meets your organization's needs.



Decision points

- Decide whether Microsoft 365 Government - GCC is appropriate for your organization.
- Confirm that your organization meets eligibility requirements.



Understanding the differences in GCC

Microsoft

Docs

Documentation

Learn

Code Samples

Microsoft Teams

Industries and government guidance

Teams for Government

Search

Sign in

Bookmark

Edit

Share

Filter by title

Teams for Retail

Teams for Government

Teams for Government

Support remote workers (WFH)

Manage the Office 365 G1 Trial offer

Plan for Microsoft 365 Government - GCC

Plan for Microsoft 365 Government - GCC High

Plan for Microsoft 365 Government - DoD

Audio Conferencing with Direct Routing for GCC High and DoD

> Security, privacy, and compliance

> Monitor, maintain, and

Teams for Government

Use these resources to learn about specific considerations for deploying Teams in Microsoft 365 Government environments. When you're ready, follow the same recommended deployment path for Teams as outlined in [How to roll out](#)

Office 365 service descriptions

> Office 365 platform service description

1 > Office applications service description

2 > Office for the web service description

3 > Exchange Online service description

> Exchange Online Protection service description

> Exchange Online Archiving service description

Office 365 Advanced Threat Protection service description

Microsoft Teams service description

OneDrive service description

> SharePoint service description

> Skype for Business Online service description

Briefing email service description

Workplace Analytics service description

MyAnalytics service description

Power BI service description

> Microsoft Project service description

> Visio for the web service description

> Yammer service description

> Microsoft 365 service descriptions

Microsoft Dynamics 365 (online) service description

Feature category reference

This table lists Microsoft Teams feature availability across licensing plans or cloud instances. Certain caveats apply. Please see the footnotes for further information. This table may change without notice. Refer to Microsoft 365 Message Center notifications for core service change messaging and to the [Microsoft licensing terms reference documentation](#).

	Small business	Enterprise plans	GCC	GCC - High	DOD	Education
Chat	Yes	Yes	Yes	Yes	Yes	Yes
Teams	Yes	Yes	Yes	Yes ¹	Yes ¹	Yes
Channels - Standard	Yes	Yes	Yes	Yes	Yes	Yes
Channels - Private	Yes	Yes ²	No ³	No ³	No ³	Yes
Meetings	Yes	Yes	Yes	Yes	Yes	Yes
Screen sharing PowerPoint Audio/Video Desktop	Yes	Yes	Yes	Yes	Yes	Yes
Voice	Yes	Yes	Yes	Yes	Yes	Yes
Audio conferencing	Yes	Yes	Yes	Yes	Yes	Yes
Apps, Bots, & Connectors	Yes	Yes	Yes ⁴	Yes ⁴	Yes ⁴	Yes
Live Events	Yes	Yes	Yes	No ⁵	No ⁵	Yes

¹ Microsoft Teams in GCC-High and DOD support 2500 members in an individual team.

² Microsoft Planner is not currently available to access in private channels.

³ Private channels are not available in GCC clouds at this time. Further updates about availability will be published in the Message Center.

⁴ Microsoft OneNote is not available in DOD clouds. Applications and application publishing are not available in these clouds at this time.

⁵ Live Events is not available in GCC-High or DOD at this time.

Download PDF

Teams for Gov Landing Page

<https://docs.microsoft.com/en-us/microsoftteams/expand-teams-across-your-org/teams-for-government-landing-page>

Teams Feature Description for Gov Instances

<https://docs.microsoft.com/en-us/office365/servicedescriptions/teams-service-description>





Microsoft Teams Guide for Rapid Enablement in GCC, GCCH & DoD

Microsoft Teams FastPath: Rapid Enablement for US Gov & DoD

By Microsoft Teams Engineering



Why now?

The US Government and Military are in the middle of a national crisis. In an effort to help their own employees during this time, government organizations are rapidly implementing remote work capabilities. There is a sense of urgency and now is the time to prepare for what's to come. Microsoft Teams for US Government & DoD provides a compliant way to meet these needs.

What is a FastPath and who is this for?

This step by step guide will provide several options in getting Microsoft Teams implemented in your US Gov or DoD organization quickly for remote work capabilities. This guide is for Office 365 and/or Teams Service Administrators on GCC, GCC High and DoD who want to turn on Microsoft Teams for their organization in the **fastest way possible for remote work capabilities**. We hope this guide empowers your organization's "speed to mission".

You can access this via the link <https://aka.ms/TeamsGovFastPath>

Here is our webinar on how to rapidly deploy Microsoft Teams in your US Government organization by [@NoleneLaNeve](#) [@Aya Tange](#) and [@Sankalp Jain](#) below:



GCC admins,
RUN, don't
walk, to this
webinar!

Tune into the messages coming from the mother ship and get insight to ...

How Microsoft is THINKING

- User Voice: <https://office365.uservoice.com/>

What Microsoft (and others) are SAYING

- Ignite On-Demand Sessions: <https://myignite.techcommunity.microsoft.com/videos>
- Tech Community <https://techcommunity.microsoft.com/>
- Microsoft 365 Roadmap (<https://www.microsoft.com/en-us/microsoft-365/roadmap?rtc=1&filters=>)

What Microsoft is DOING

- O365 Message Center: <https://admin.microsoft.com/AdminPortal/Home#/MessageCenter>



GET TO KNOW the Message Center!

Microsoft 365 admin center

Contoso

Message center

Each message gives you a high-level overview of a planned change and how it may affect your users, and links out to more details.

All active messages | High importance | Unread messages | Dismissed messages

Dismiss | Mark as unread | Share

Message title
New Feature: Add participants to Teams Meeting chat
Fluid Framework Preview
New Feature: Sensitivity Labels for Teams
New Feature: Private Channels
New Feature: Microsoft Teams - Meet Now

New Feature: Private Channels

MC194794, Stay Informed, Published date: Nov 4, 2019

We'll soon begin rolling out private channels in Teams that allow focused private collaboration within a team.

- We'll be gradually rolling out this feature beginning November 6, 2019.
- We'll complete the rollout by the end of November.

This message is associated with Microsoft 365 [Roadmap ID 50588](#).

Admin roles that don't have access to the Message center

- Compliance administrator
- Conditional access administrator
- Customer LockBox access approver
- Device administrators
- Directory readers
- Directory synchronization accounts
- Directory writers
- Intune service administrator
- Privileged role administrator
- Reports reader

https://docs.microsoft.com/en-us/office365/admin/manage/message-center?WT.mc_id=365AdminCSH&view=o365-worldwide

Edit Message center preferences

Which messages do you want to see in Message center?

Services

Microsoft Exchange	On
Kaizala	On
Skype for Business	On
Microsoft Flow	On
Flow in Microsoft 365	On
Microsoft Teams	On
Mobile Device Management for Office 365	On

More

Labels

Not Labeled	On
Data Privacy	On

Would you like to receive email communication?

Choose whether you'd like us to email you a weekly digest or notify you when a major update or data privacy breach message is published

Send a weekly email digest of my messages	On
Send me emails for major updates	On
Send me emails for data privacy messages	On

☒ Primary email address
admin@odemo.me

☒ Other email addresses

Please enter up to 2 email addresses, separated by a semicolon

Note: We may occasionally notify you about important updates that aren't covered by these settings

Setting up your “pilot” groups...

Recommendations

- > 300 user orgs should consider having only a subset of users on “targeted” release
- Target for “target” should be IT *AND* power users across depts
- Use this group for O365, Desktop and Application evaluation



Equipping your pilot groups

The screenshot displays the Microsoft 365 Admin Center interface. On the left, the 'Active users' section shows a list of users with columns for Display name, Username, and Licenses. Adele Vance is highlighted. On the right, the user profile for Adele Vance is shown, including her photo, name, and a 'Sign in allowed' status. Below the profile, the 'Licenses and Apps' tab is selected, showing a list of licenses and apps assigned to the user.

Display name	Username	Licenses
Adele Vance	AdeleV@M365x758837.OnMicrosoft.com	Office 365 E5, Enterprise Mobility + Security E5
Alex Wilber	AlexW@M365x758837.OnMicrosoft.com	Office 365 E5, Enterprise Mobility + Security E5
Allan Deyoung	AllanD@M365x758837.OnMicrosoft.com	Office 365 E5, Enterprise Mobility + Security E5
Bianca Pisani	BiancaP@M365x758837.onmicrosoft.com	Unlicensed
Brian Johnson (TAILSPIN)	BrianJ@M365x758837.onmicrosoft.com	Unlicensed
Cameron White	CameronW@M365x758837.onmicrosoft.com	Unlicensed
Christie Cline	ChristieC@M365x758837.OnMicrosoft.com	Office 365 E5, Enterprise Mobility + Security E5
Conf Room Adams	Adams@M365x758837.onmicrosoft.com	Unlicensed
Conf Room Baker	Baker@M365x758837.onmicrosoft.com	Unlicensed
Conf Room Crystal	Crystal@M365x758837.onmicrosoft.com	Unlicensed
Conf Room Hood	Hood@M365x758837.onmicrosoft.com	Unlicensed
Conf Room Rainier	Rainier@M365x758837.onmicrosoft.com	Unlicensed
Conf Room Stevens	Stevens@M365x758837.onmicrosoft.com	Unlicensed
Debra Berger	DebraB@M365x758837.OnMicrosoft.com	Office 365 E5, Enterprise Mobility + Security E5
Delia Dennis	DeliaD@M365x758837.onmicrosoft.com	Unlicensed
Diego Siciliani	DiegoS@M365x758837.OnMicrosoft.com	Office 365 E5, Enterprise Mobility + Security E5
Emily Braun	EmilyB@M365x758837.OnMicrosoft.com	Office 365 E5, Enterprise Mobility + Security E5

Adele Vance
Sign in allowed
Change photo

Account Devices **Licenses and Apps** Mail OneDrive

Select location *
United States

Licenses (5)

- ☒ Enterprise Mobility + Security E5
2 of 26 licenses available
- ☐ Microsoft Flow Free
9998 of 10000 licenses available
- ☐ Office 365 E3
24 of 25 licenses available
- ☒ Office 365 E5
1 of 25 licenses available
- ☐ Windows 10 Enterprise E3
23 of 23 licenses available

Apps (39)

Show apps for:
All licenses

- ☒ Audio Conferencing
Office 365 E5
- ☒ Azure Active Directory Premium P1
Enterprise Mobility + Security E5
- ☒ Azure Active Directory Premium P2
Enterprise Mobility + Security E5
- ☒ Azure Advanced Threat Protection
Enterprise Mobility + Security E5

Technology steps

- Set release ring preferences
- Set user-level app access

Support your pilot group

- Establish communication/feedback strategy (Teams is a perfect vehicle)
- Establish an education strategy (Consider Office 365 Champions program)

<https://www.microsoft.com/en-us/microsoft-365/success/champions>



Planning a Teams pilot? Microsoft has done a LOT of the work for you...

Adoption guidance:

<https://aka.ms/TeamsAdoption>

Use Teams to roll out Teams:

<https://docs.microsoft.com/en-us/microsoftteams/teams-adoption-your-first-teams>

Building Champions program:

<https://go.microsoft.com/fwlink/?linkid=854665>

O365 Champions program:

<https://aka.ms/O365Champions>

Learn and earn cert:

<https://aka.ms/AdoptionCert>

Training for IT Team:

<https://www.edx.org/course/enabling-teamwork-microsoft-teams-3>

Adopt Microsoft Teams

If you're a small business, or if you want to roll out Teams starting with chat, teams & channels, and meetings, use our prescriptive [Get started guidance](#), which is designed to get you up and running quickly. If you're a large organization with a hybrid or on-premises Skype for Business configuration, or if you want to roll out voice features (such as Office 365 calling plans or phone system), you can start with our Get started guidance, but you'll need the additional guidance below, under **Deeper adoption guidance**.



Quick start



Introduction to teams and channels



Plan your first teams



Empower your champions



Training & certification



Tools and Downloads

Deeper adoption guidance

Adoption plans can be simple to complex, depending on your environment. For large-scale deployments, step through the guidance below to ensure your organization has a smooth transition to Teams.

1

Start

- Get started
- Understand teams and channels
- Create your first teams
- Assess cultural and organizational readiness

2

Experiment

- Create your champions program
- Governance quick start
- Define usage scenarios
- Onboard early adopters and gather feedback
- Onboard support

3

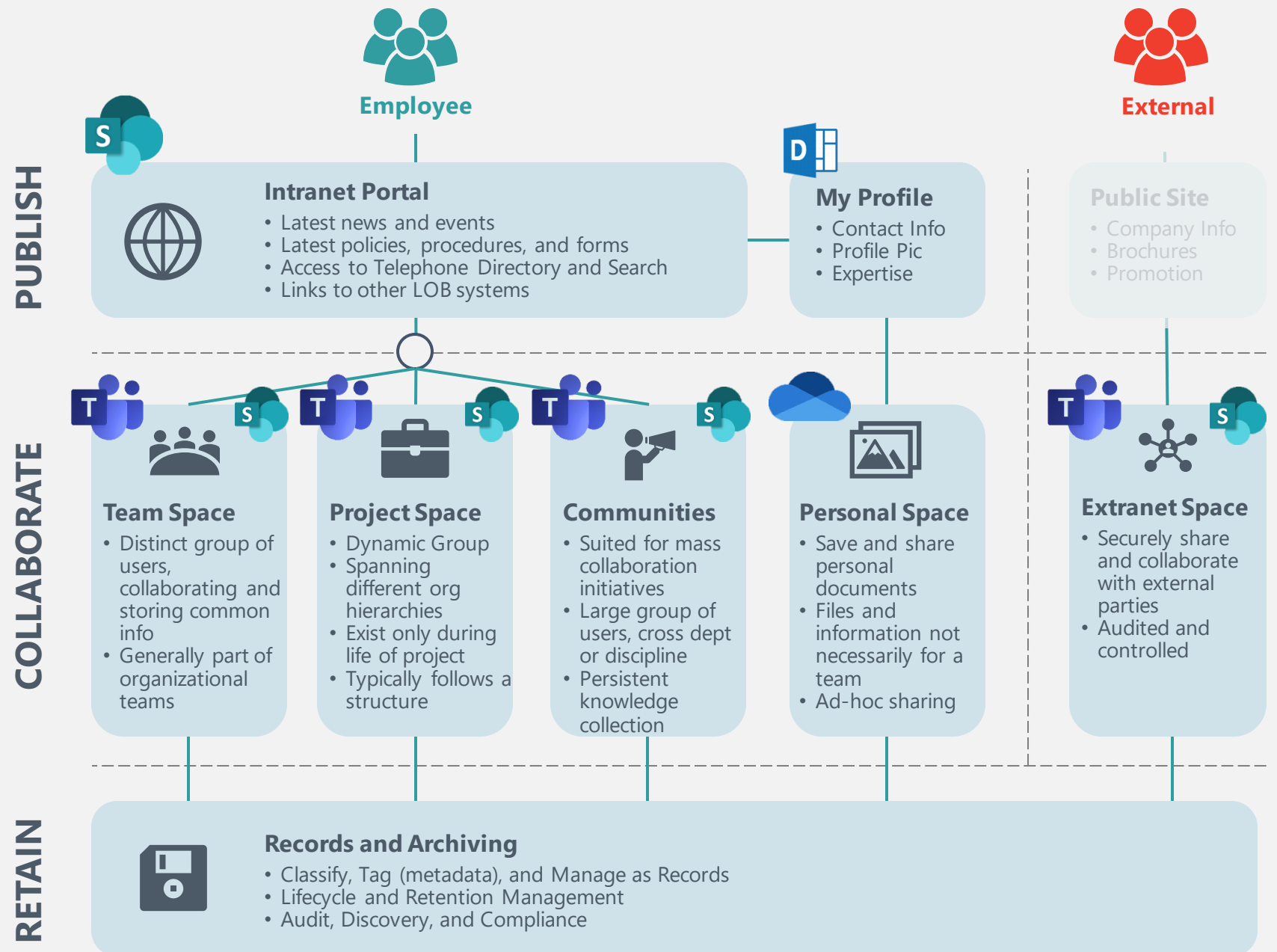
Scale


- Define outcome and success
- Optimize feedback and reporting
- Drive awareness and implement training
- Schedule service health reviews



A Best-Practice Approach to Information Architecture and Knowledge Management in Office 365

Don't try and organize your information by department... think about the information type instead.





Team Space

- Distinct group of users, collaborating and storing common info
- Generally part of organizational teams


Backup: All
External Users: No
Recert: Annual
Reporting: Ad-hoc
 +
Default Labels
Metadata Presets



Project Space

- Dynamic Group
- Spanning different org hierarchies
- Exist only during life of project
- Typically follows a structure


Backup: All
External Users: No
Recert: Annual
Reporting: Ad-hoc
 +
Default Labels
Metadata Presets



Extranet Space


- Securely share and collaborate with external parties
- Audited and controlled

Backup: All
External Users: Yes
Recert: 6 Months
Reporting: Annual
 +
Default Labels
Metadata Presets



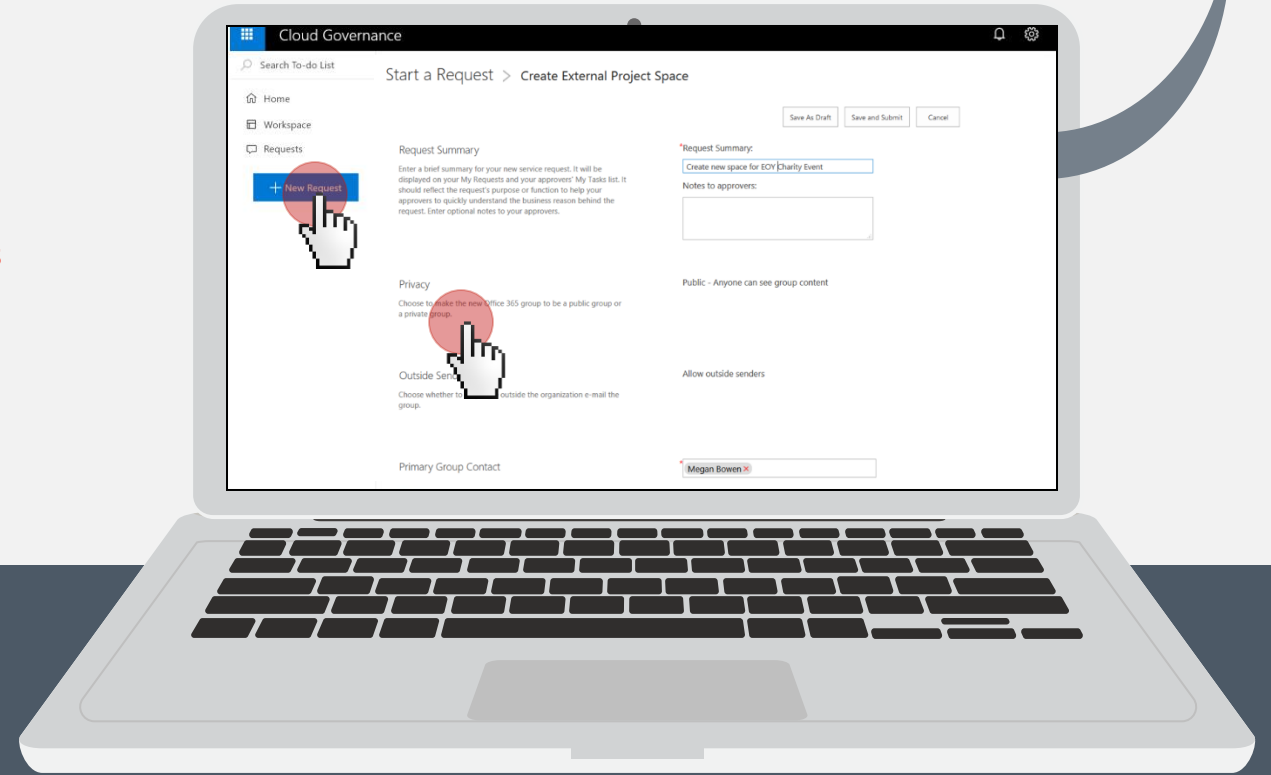
EOY Charity Event

- External Sharing: On
- Recertification / Reporting: On
- URL: /sites/PROJ_EOYCharityEvent



LABELLED

TAGGED



Bringing It Together

"Templates" are more than just channels and configuration.

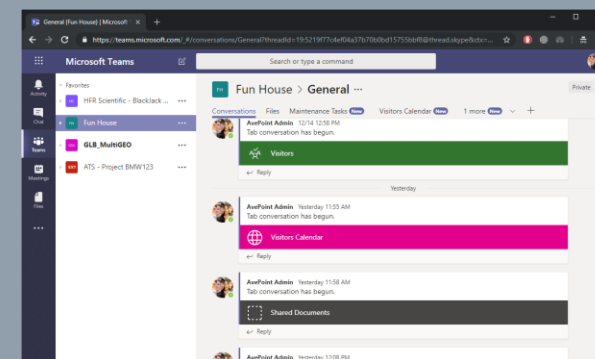
A template framework that includes the site components, and the lifecycle components.

- Pre-set Channels and Tab recommendations are great for helping contextualize Teams for business users, but these only get you so far as a "template".
- The AvePoint approach accounts for the Operational Governance and lifecycle to ensure "templates" are not ONLY provisioned correctly (and compliant with IT policy) but also managed

Project (INTERNAL)



TEMPLATE DEFINITION: Recommended for internal-department or ad-hoc Projects with a small-to-medium audience who require pre-configured default Project channels with real-time chat and meetings.



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





So what's the next step?

Resources and opportunities to continue this journey

Bringing all of this back to your teams...

Microsoft Resources

- Adoption guidance:
<https://aka.ms/TeamsAdoption>
- O365 Champions program:
<https://aka.ms/O365Champions>
- Building a Champions program in your organization:
<https://go.microsoft.com/fwlink/?linkid=854665>
- What's New in Teams – for Gov!!!
<https://techcommunity.microsoft.com/t5/microsoft-teams-blog/what-s-new-in-microsoft-teams-august-2020/ba-p/1619717>

AvePoint Guidance

- Take this workshop to your organization!
- AvePoint can tailor a 1:1 workshop for your key stakeholders
- Contact your AvePoint Account Representative



Packaged Solution Offerings from AvePoint

AvePoint's packaged solution offerings around Teams governance and adoption will give your IT team the tools they need to maintain operational oversight in Office 365, while enabling your business users to quickly and securely collaborate using the full Office 365 stack.

Want more structured guidance and advice?



Teams Governance Workshop

Define and clarify governance in the context of Teams and help identify goals of Teams in the organization.

- 1-day on-site tailored workshop
- Current state discovery
- Best practice recommendations and follow-ups



Teams Best Practices Assessment

In addition to the Teams Governance Workshop, AvePoint will help provide a Starter Teams Governance Policy Outline along with a Best Practices Assessment.

- 3-day on-site tailored workshop
- Current state discovery
- Best practices assessment
- Starter Teams governance policy outline



Teams Governed Pilot

Build on the recommendations from the Teams Governance Workshop and Best Practices Assessment to implement a Governance Pilot for key business units by trialing Cloud Governance and automated templates.

- 5-day on-site tailored engagement & 40-day governed Teams pilot
- Best practices assessment
- Strategic roadmap, IA planning, and starter governance policies
- Functional design for pilot of governance and templates
- Governed Teams Adoption Pilot



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

ໂພນລຸ້ນລຽ້ນ

Dziękuję

谢谢

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Sales@AvePoint.com | +1 800.661.6588



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