



# 5 Ways to Skyrocket Your Organizational Engagement with Yammer

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Unleash the Power of You



# Agenda

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Why Yammer?

Engage with Leaders

Facilitate Innovation

Tap Collective Knowledge

Drive Initiatives

Empower Everyone



# Why Yammer?

# Modern workplace is top of mind for business leaders

**81%**

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

**72%**

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

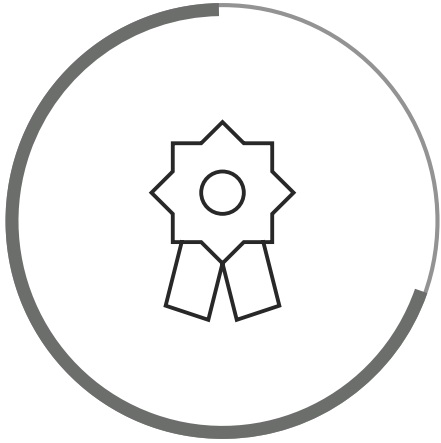
**\$4m**

Average cost of a data breach



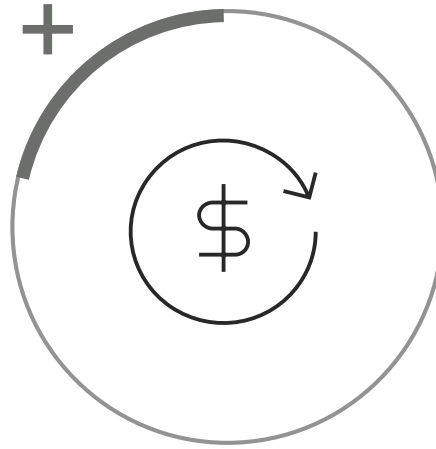


# Engaged employees are **crucial to success**



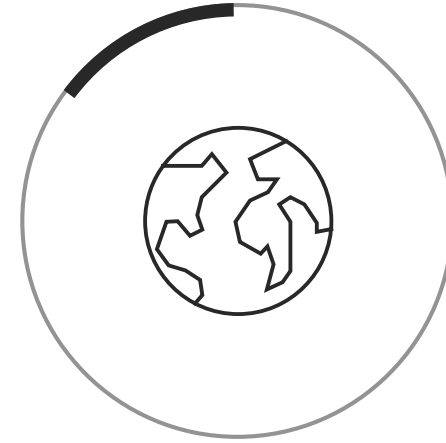
**70%**

of employees are engaged at  
best performing companies



**21%**

more profit in business units  
with most engaged employees

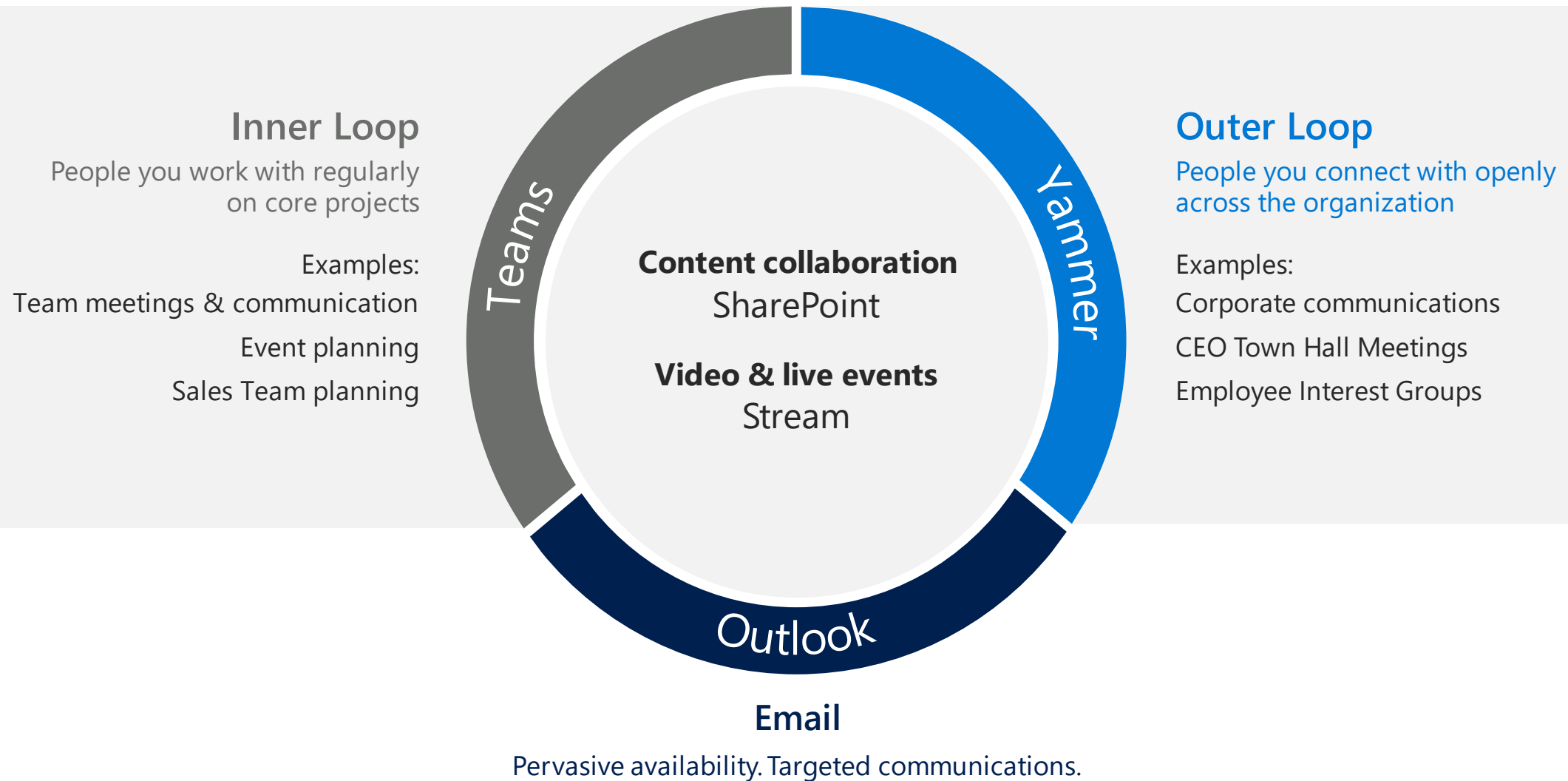


**15%**

of employees are  
engaged worldwide

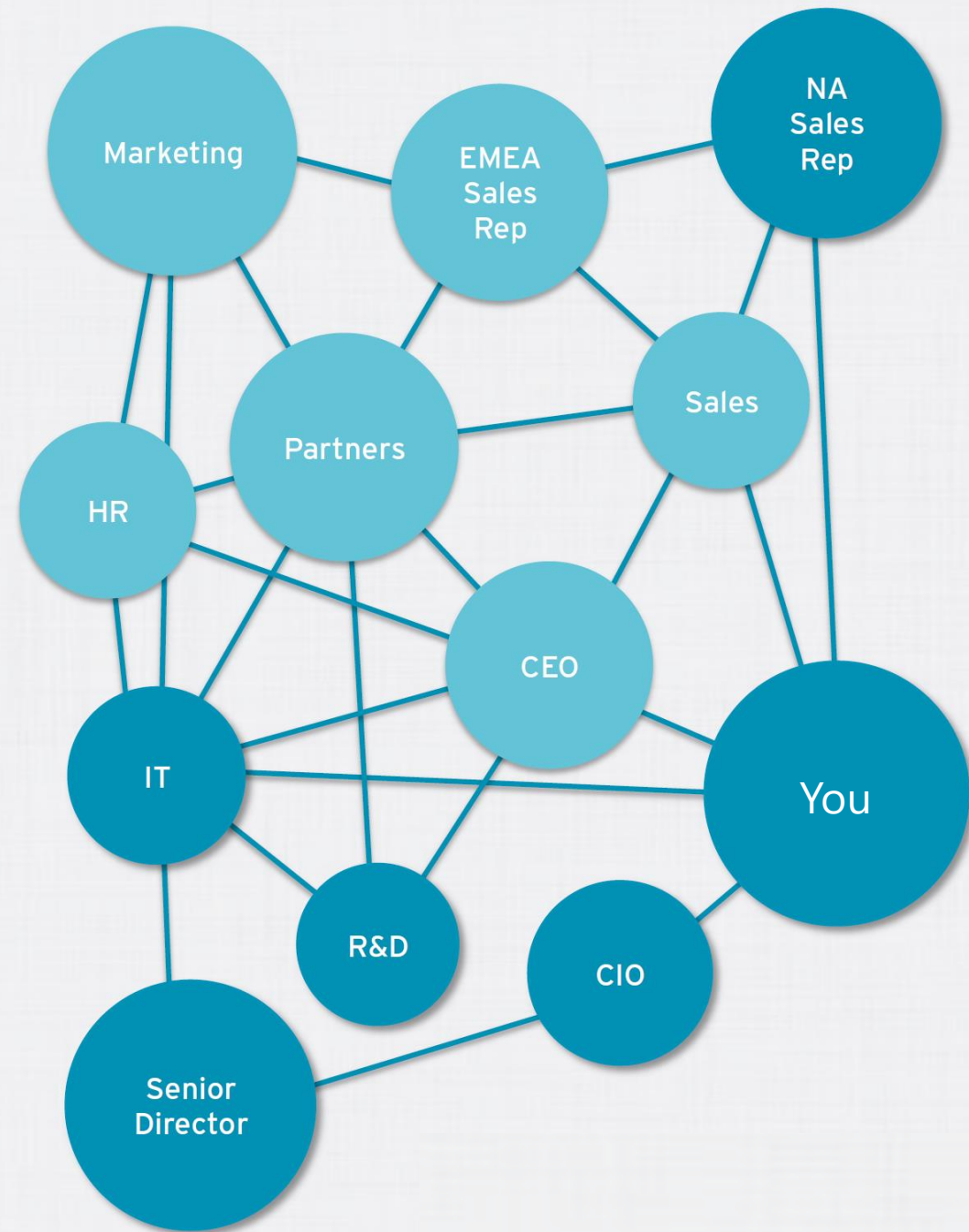
## And currently that is uncommon worldwide

# Teamwork in Office 365



# yammer<sup>®</sup>

» Born to connect  
**EVERYONE**  
in the workplace



# Engage with Leaders



# Leadership Engagement with Yammer




# Leadership engagement

- Inspire, guide and align your organization
- Foster sustained dialogue in **open communities**
- Plan & create compelling **executive communications: announcements, events, blogs, videos, and news.**
- Clarify vision and drive awareness with **YamJams, live events and real-time Q&A**
- Communicate at scale with an **intranet site.**
- Measure reach and impact with **insights and analytics**

**Pro Tip:** Help leaders feel confident sharing information by coaching them of how and what to share



# Example: CEO Connection @ Microsoft




## CEO Connection

Share what's on your mind and see what others are saying about Satya's recent employee.. ▾

CONVERSATIONS FILES SEARCH

Update Poll Praise

Share something with this group...

 – May 10 at 9:38 AM


Greetings Satya,  
I was told I had too much of a fixed mindset, so set off to figure out what that meant. I now understand the difference between a "fixed mindset" and an "open growth mindset". Truly I am thankful I now have a knowledge of these thought processes and the incredible differences between them. I fully 100% support the new Microsoft culture and work every day to improve myself and anyone else I am able to help. My thought is this.. there is no training or workshops available outside of Redmond that I am aware of. There are a couple online presentations that have software issues, but outside of that, people must rely on their own resources to become exposed to this new and dynamic culture. When will any scope of training, or workshops, or classes, or any helpful resources pertinent to open growth, become available to those who don't reside in Redmond?

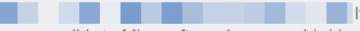
LIKE REPLY SHARE ...

and like this

Seen by 912


2 shares Add Topics

 – May 10 at 8:10 PM from Desktop

If you haven't already, take a look at . It has huge number of very useful courses accessible to Microsoft employees worldwide. The course titled "Explore Growth mindset through Sway" was extremely useful for me and it covers whole Microsoft ideology of growth mindset.

LIKE REPLY SHARE ...

### MEMBERS



### INFO

Stay tuned for details on the next Employee Q&A with Satya, and visit <http://aka.ms/ceoconnection> to watch past events.

**How to ask a question:** 1. Read through this group to see if your question has already been asked. If so, vote it up by liking or commenting. 2. Don't see it? Post a new question. 3. Satya will answer questions based on what's on most employees' minds.

### GROUP ACTIONS

[View Group Insights](#)

### OFFICE 365 RESOURCES

- [SharePoint Document Library](#)
- [SharePoint Site](#)
- [OneNote](#)
- [Planner](#)



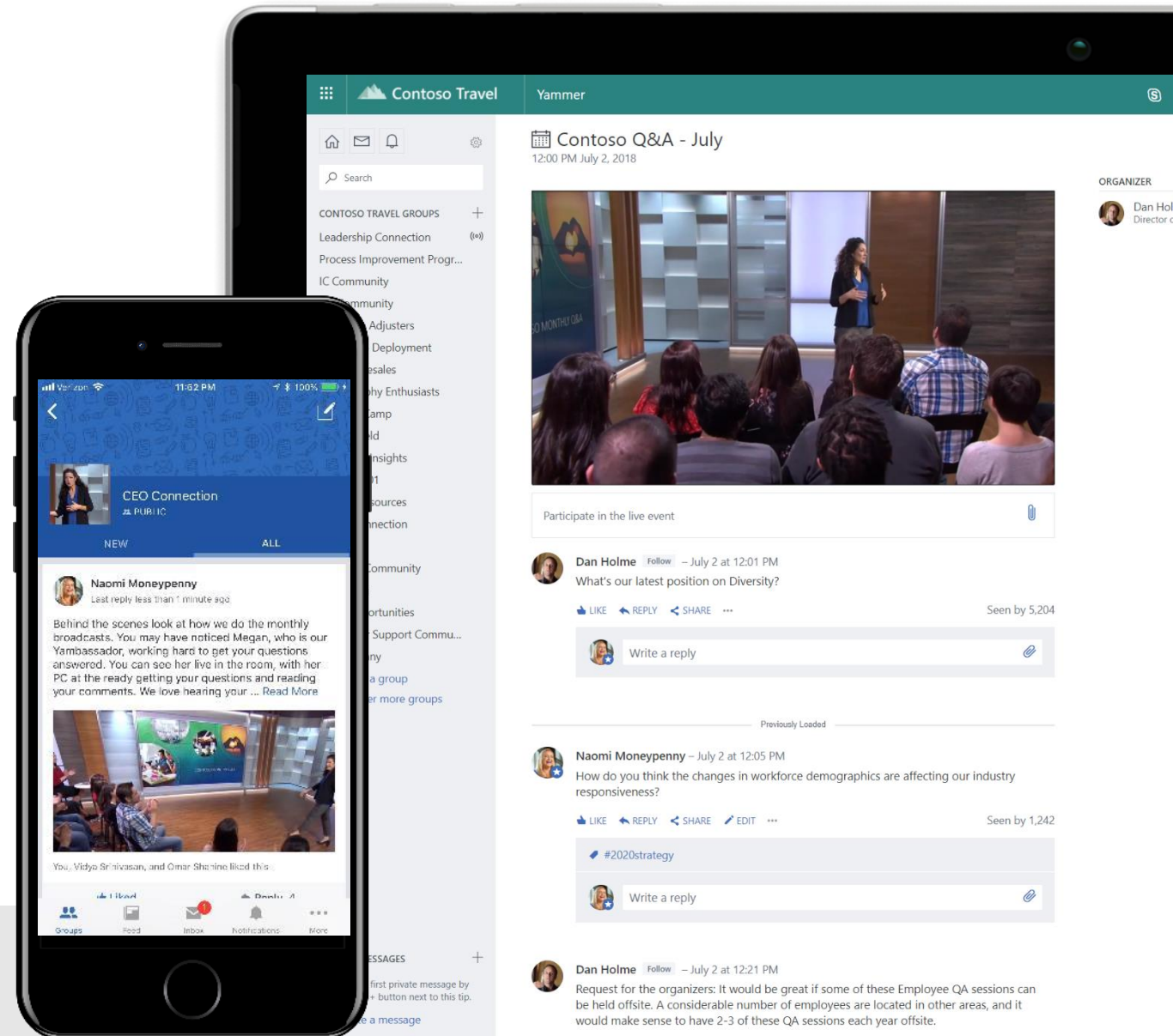


# Live and on-demand events

- Intelligent event capabilities in Microsoft 365
- Empower everyone to **share knowledge and expertise quickly and easily** with familiar apps
- Reach **any audience, anywhere, anytime with immersive communications** – from informal webinars to professional studio broadcasts
- Drive engagement with **real-time discussion, interactions and on-demand video**
- Unlock content with **AI to find every moment that matters**

## Microsoft 365 integrated solution

Live and on-demand events are available across Teams, Yammer and Stream





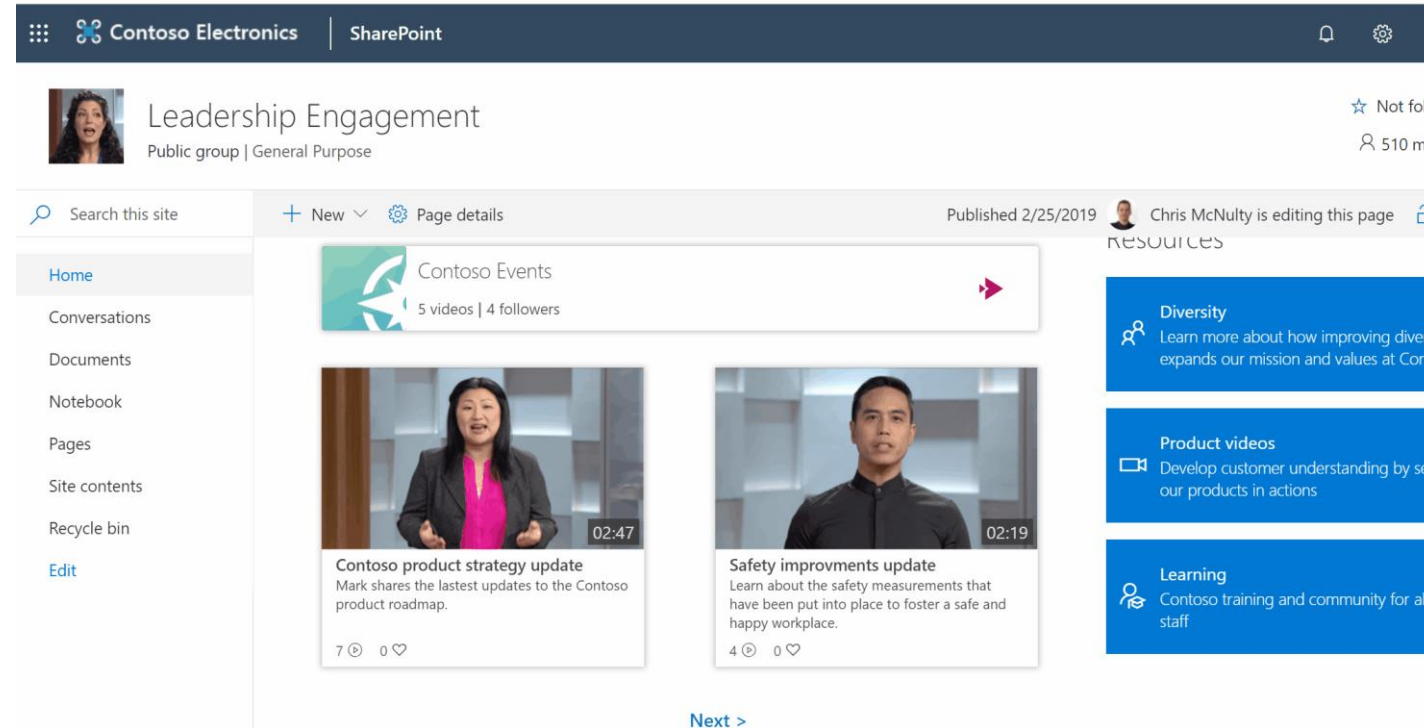
# Example: AvePoint Town Hall

[illegible]



# Bring the power of Yammer to SharePoint

- Yammer Conversations web part for SharePoint
- Bring a fully interactive Yammer experience into SharePoint
- Pull conversations from any Yammer group, topic, user, or home feed
- Works on any modern SharePoint page, list, or news article



Coming soon!

# Facilitate Innovation



# Yammer is built for open sharing, learning & innovation

Share and develop knowledge, and connect to expertise, answers, feedback & ideas

“We’ve put Office 365 at the heart of how we enable our people to share their local knowledge and build our global brand to provide customers with leading-edge services in a digital age.

Russell Sheldon, CIO, SVP HR Consulting,  
**NGA Human Resources**



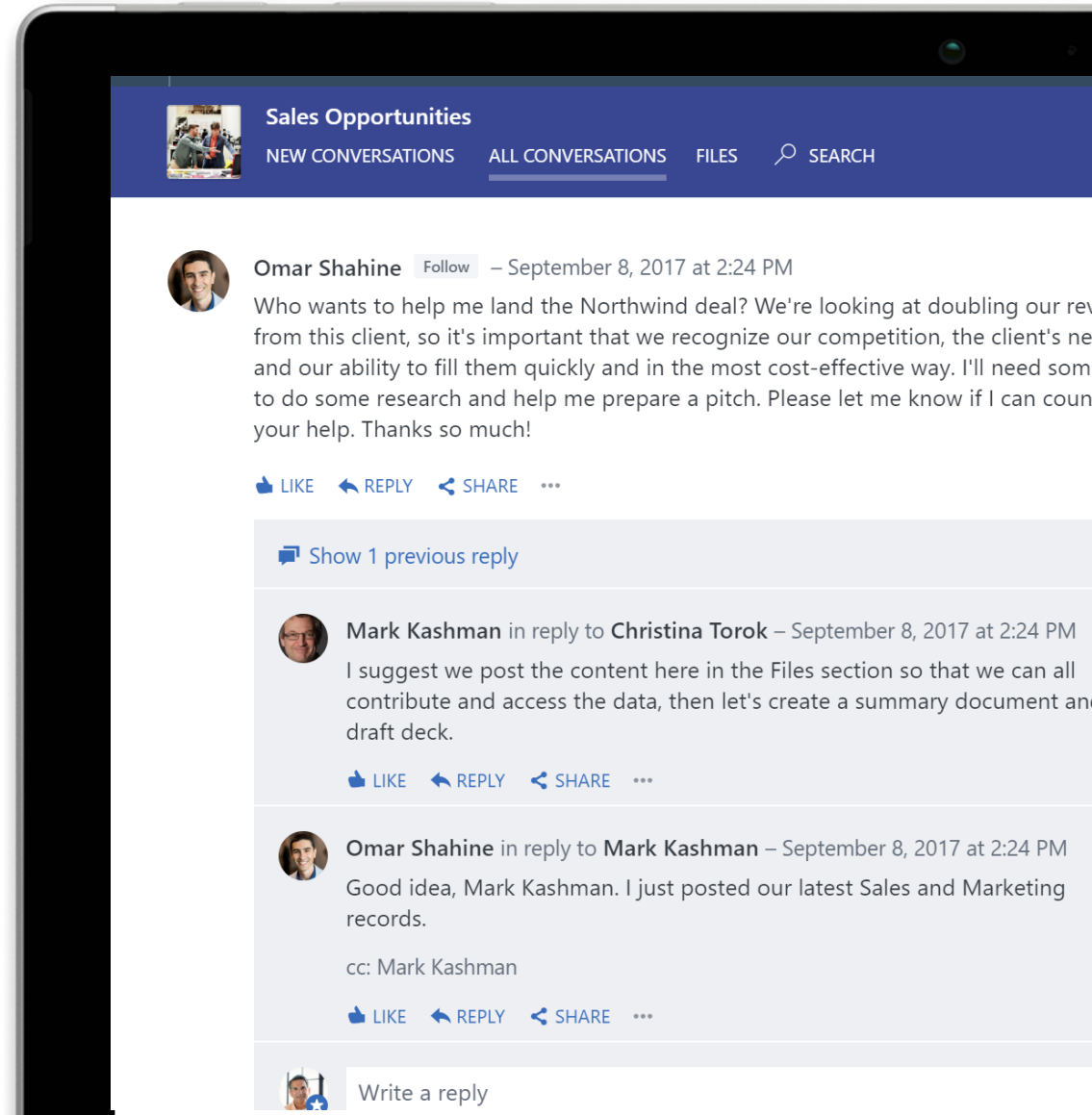
# Open sharing, learning & innovation



Share and develop knowledge, and connect to expertise, answers, feedback & ideas

- Build locations where employees can **crowdsource knowledge** and share **ideas about process improvement**.
- Dedicated groups for new employees to **learn** and **develop** and **share** their opinion from Day One.
- Enable employees to **brainstorm**, **ideate**, and **collect feedback across** silos and geos.
- Start small. Focus on **identifying solutions** not problems.
- **Showcase wins** to get leadership buy in.

**Pro Tip:** Create dedicated locations for field, sales, factory floor, and other departments to get their feedback and ideas.



Dear Arriva trains Wales,  
 I absolutely love your trains and I would love to drive them when I'm older. My favourite routes of yours are Manchester Piccadilly to Fishguard Harbour, Manchester Piccadilly to Milford Haven and Milford Haven to Barry Island. If I were to drive your trains is it better to go to university first and is there a certain course I can take. Also do you get assigned a route for a day or do you get a route and stick with it for a while. I am about to start senior school and I would love advice.

UNLIKE REPLY SHARE

You, Gareth Smith, Lewis Brencher, and 18 others like this

Seen by 311



**Gareth Morgan** – January 26 at 8:28am from Android

This is fantastic!!! My tips, work hard at GCSE's and also A Level's to get a good education. Study the rail industry as a whole and understand how train drivers fit into the customer journey. Why dont we get this aspiring person in for a drive in the simulator?

LIKE REPLY SHARE

Chris Williams, Jay Bryce, Lewis Brencher, and 3 others like this



**Dean Katchi** – January 26 at 9:04am from Android

Could we write back and offer a day in the Simulator? My th SIM and talk about expectations of a Driver.

LIKE REPLY SHARE

Jay Bryce, Lewis Brencher, Gareth Thomas, and 2 others like this



**Gaz Derry** – January 26 at 2:33pm from Android

I'd also suggest that there are lots of great jobs on the railway, not just driving and that by doing them you get to learn lots about all of the railway.

Maybe if they came down to the sim they could have a mock interview or something like too? I'd happily give up some of my time to talk to them about what it's like to be a driver though, it's lovely to see young people with good ambitions

UNLIKE REPLY SHARE

You, Jay Bryce, Gemma Southgate, and 3 others like this

0365 Grp - Chiltern Railways - All Company Join



**Lauren Henney** – June 20 at 5:36 PM from iPhone

#magicmoments One of my many favourite things about this job is witnessing real magic moments - when family and friends reunite at the station. Seeing the joy and love on their faces is something I will never get tired of! Here is my little Nephew Max visiting Auntie lols (as he calls me) on a day out with his mummy and daddy. He was chuffed to get a magic moment of his own - a wave from his train driver and still talks about it, so thank you to whoever that was - you made his day!!!



LIKE REPLY SHARE

Debbie Osborne, Rebecca Thorneycroft, Carl Rodger, and 16 others like this

Seen by 152

#Magicmoments



**Stephen Arthur** – June 20 at 7:08 PM from Android

Fantastic heart warming moment..Great post

LIKE REPLY SHARE

Adil Lone and Lauren Henney like this



**arriva**  
 a DB company

# Sample conversation starters in your Yammer group



## Process Related

- How would you fix <XYZ>?
- If I had to do <XZY> again, what would I do different?
- What surprised me about <XYV>...



## Feedback

- What did I learn from <XYZ>?
- A problem I ran into ....  
And here's a suggestion for solving it...
- Share three things going well.



## Reflect

- What's one mistake you/customer keep repeating?
- What do I know now that I didn't before
- The last time I did <XYZ>, I noticed...

# Improve Departmental Processes with Yammer



## Marketing

Listen and collect customer feedback

Collect ideas from across the company

Network with influencers, customers or partners

Announce new product and campaign news



## Human Resources

Support flexible workstyles (e.g., remote)

Streamline new employee onboarding

Employee resource groups

Speed up learning and development

Interest or role-based communities

Enable better employee engagement



## Corporate Communications

Enable two-way communication between leadership and the wider employee base

Improve and streamline the change management process

Host virtual all-hands meetings

Share corporate initiatives and events

Reduce mass emails



## IT

Share updates on companywide rollouts and deployments

Support communities to ask questions and report issues

Request feedback from employees



## Sales

Enable best practice sharing between employees

Share competitive insights

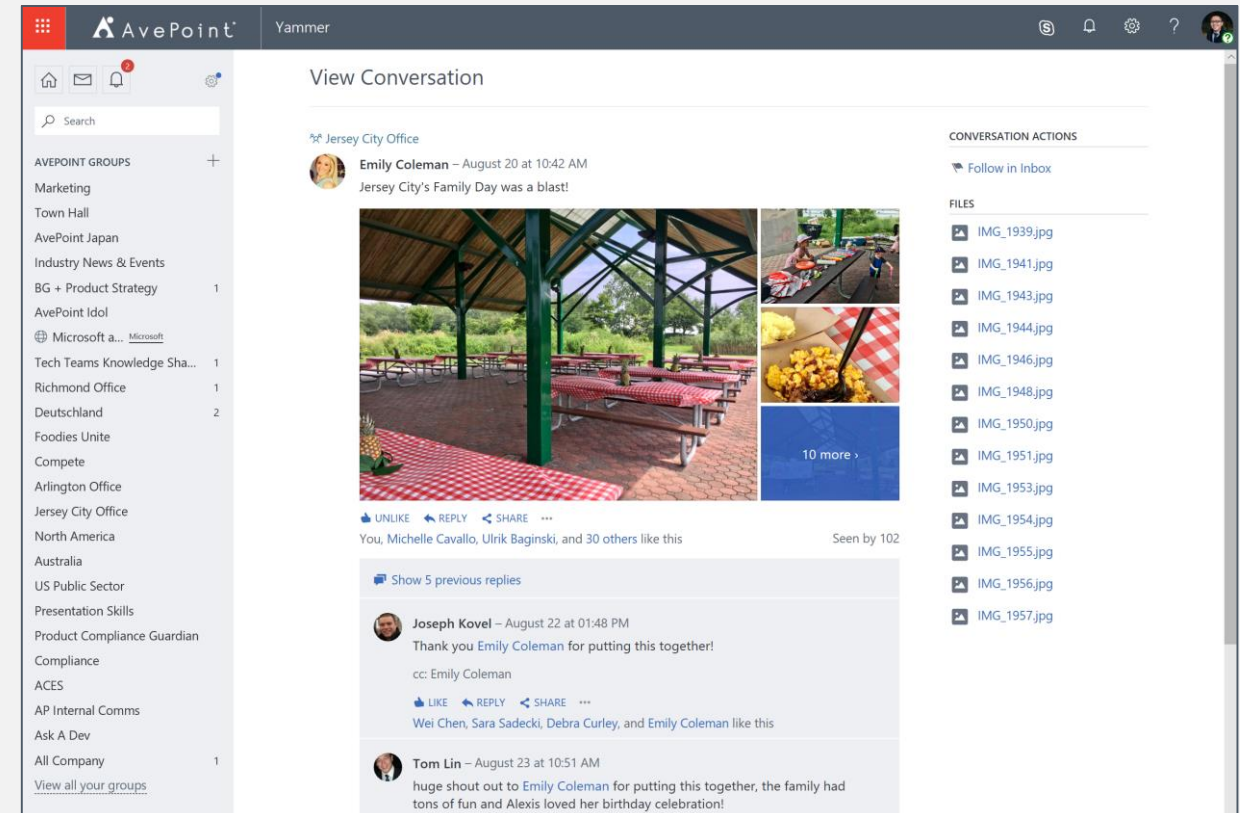
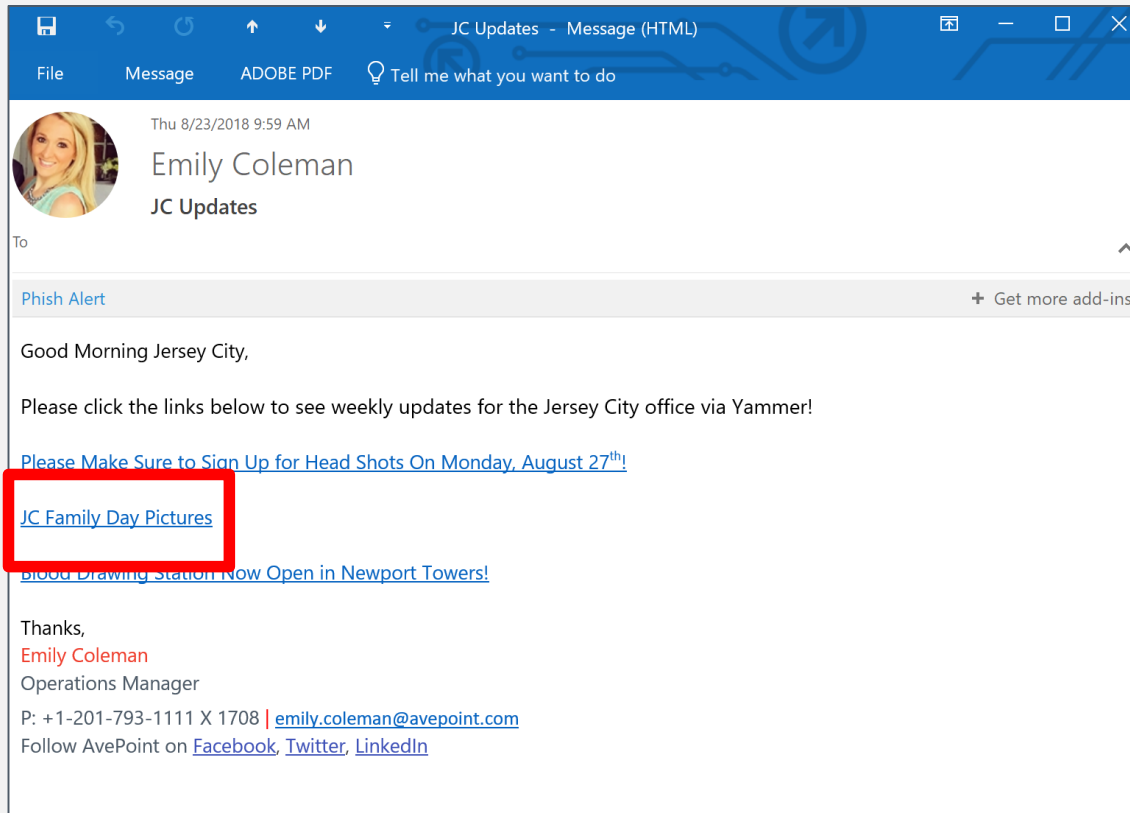
Provide a single source for account intelligence

Enable field reps to talk with internal product teams

Engage customers in external groups



# Example: Office updates



# Tap Collective Knowledge



# Tap into Collective Knowledge

Expose hidden knowledge and connect expertise across the company

- Peer to peer **knowledge sharing**
- **@Mention** experts to bring them into the discussion
- Easily add users to groups
- Bring in **external users** and partners
- Expose **hidden** knowledge



Omar Shahine [Follow](#) – September 8, 2017 at 2:24 PM

Who wants to help me land the Northwind deal? We're looking at doubling our revenue from this client, so it's important that we recognize our competition, the client's needs, and our ability to fill them quickly and in the most cost-effective way. I'll need someone to do some research and help me prepare a pitch. Please let me know if I can count on your help. Thanks so much!

[LIKE](#) [REPLY](#) [SHARE](#) ...

[Show 1 previous reply](#)



Mark Kashman in reply to Christina Torok – September 8, 2017 at 2:24 PM

I suggest we post the content here in the Files section so that we can all contribute and access the data, then let's create a summary document and draft deck.

[LIKE](#) [REPLY](#) [SHARE](#) ...

ScreenToGif - Editor



Omar Shahine in reply to Mark Kashman – September 8, 2017 at 2:24 PM

Good idea, Mark Kashman. I just posted our latest Sales and Marketing records.

cc: Mark Kashman

[LIKE](#) [REPLY](#) [SHARE](#) ...



Write a reply



# Example: Learn from colleagues

The screenshot displays the AvePoint Yammer interface. On the left is a sidebar with the AvePoint logo and a search bar. Below the search bar is a list of 'AVEPOINT GROUPS' including Marketing, Teams Tips and Tricks, Sales Operations, Arlington Office, Australia, Town Hall, Book Club, AvePoint University, AvePoint Japan, AvePoint Idol, OnPoint, Social Selling, Foodies Unite, France, Presentation Skills, Industry News & Events, Deutschland, US Public Sector, Netherlands Office, and Case Studies. The main area shows a conversation in the 'Tech Teams Knowledge Sharing' group. The conversation header includes 'NEW CONVERSATIONS', 'ALL CONVERSATIONS', 'FILES', and a 'SEARCH' button. The first message is from Tony Litvak, dated March 15 at 12:25 PM, asking: 'Hey there techies. Anyone know if there's a maximum number of sites that can be associated with a HUB SITE for the purpose of shared navigation?'. It has 'LIKE', 'REPLY', and 'SHARE' buttons and shows 'Seen by 50'. The second message is from Thomas Lorenz (on PTO 'til May, 6th), dated March 15 at 12:32 PM from Desktop, replying: 'No limit: <https://techcommunity.microsoft.com/t5/SharePoint-AMA/Maximum-number-of-sites-associated-with-a-Hub-site-and-user/td-p/175061>'. This message includes a screenshot of the Microsoft Tech Community website showing a post titled 'Maximum number of sites associated with a Hub site and techcommunity.microsoft.com'. It also has 'UNLIKE', 'REPLY', and 'SHARE' buttons and shows 'You, Matthias Präsl, Chisa Minoda, and Funtrol Ready like this'. At the bottom is a 'Write a reply' input field with a paperclip icon for attachments.

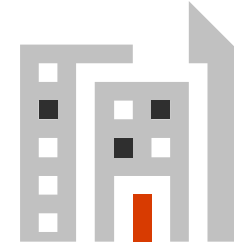






# Use Yammer to Roll out Office 365

Crowdsource the knowledge of your entire organization when rolling out tech



- Create groups for **communication about deployment**
- **Ask** questions and post messages
- See others' ideas, feedback, tips and practices.
- Streamline **troubleshooting**
- Use **Topics** like #DeployOffice365 to categorize content and wins

| Group name                  | Description  |
|-----------------------------|--|
| Office 365 Pilot User group | We will share updates on deployment, rollout, testing, and end user training   |
| New to Office 365 group     | Learn tip and tricks, find additional training resources and how-to's to get started using Office 365                          |
| Feedback on Office 365      | Have a feature request? Think something should work a certain way? Post in here and the group will help find the best solution |
| O365 deployment*            | Create an External Group to be used with FastTrack and partners to actively collaborate during the Office 365 deployment       |

# QNA Maker

- Harness the power of AI and machine learning
- Provide automated answers to frequently asked questions.
- Cut down email and automate FAQs
- Ask questions in natural language.
- New answers are saved to expand the knowledge base.

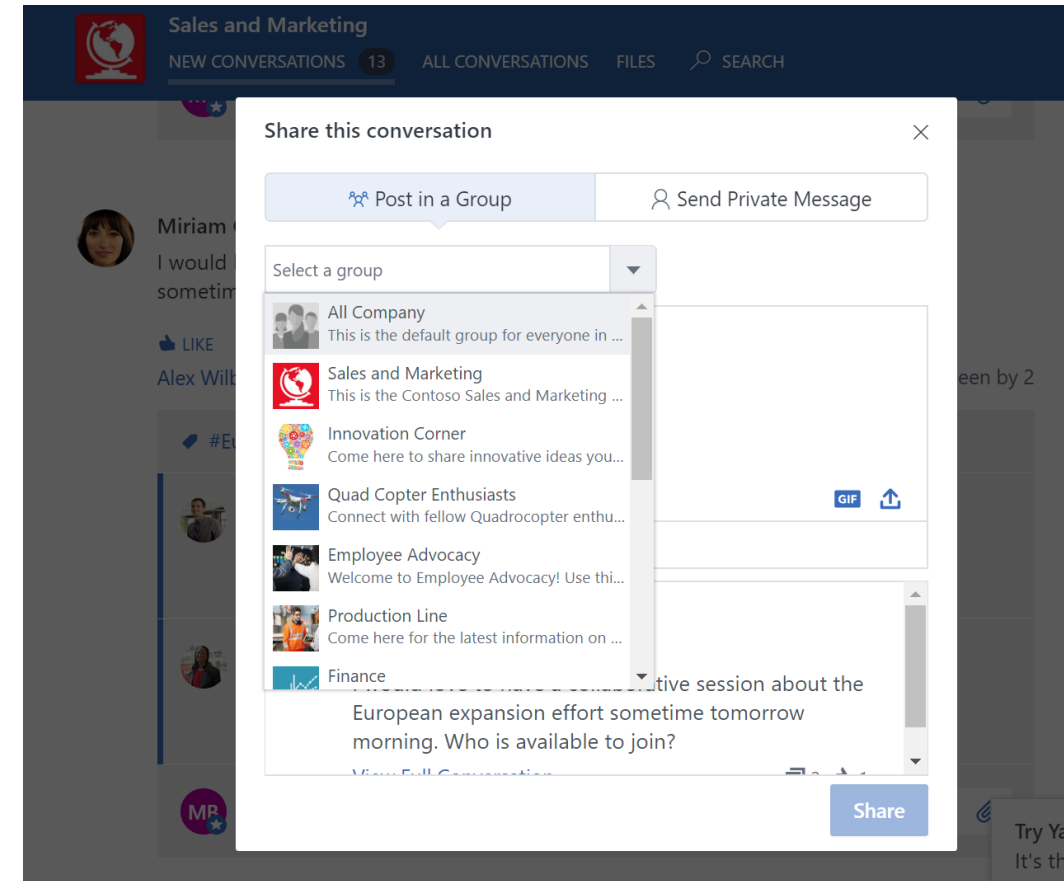
If only our company *knew*  
what our company *knows*.



# Spend less time chasing

Get the right information to the right people

- Post questions into any public group
- Share and move conversations
- Home feed helps you discover content curated for you.
- Browse and discover relevant groups



# Drive Initiatives



# Drive Corporate Initiatives

1

Run campaigns geared towards initiatives like safety, diversity & inclusion, volunteer

2

Nurture communities based on shared interests and affiliations in Yammer.

3

Praise employee contributions and achievements, and recognize personal milestones.

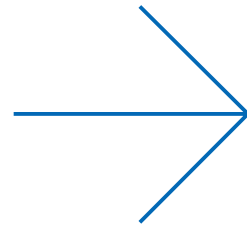
4

Conduct campaigns to drive cultural and behavioral change.

# Driving business outcomes through enterprise social

## Drive employee morale


- Social outlet for status and photos
- Connect around social interests
- YamJams and top-down broadcasts
- Posting to All Company/Newsfeed
- Vanity metrics and social badges



## Transform the business

- Replace existing processes and tools
- Connect around common objectives
- Meaningful multi-way collaboration
- Using groups to discuss strategic topics
- Measuring for business outcomes

# Example: AvePoint Idol



AvePoint Idol

A global competition open to ALL employees, teams & offices.

NEW CONVERSATIONS

ALL CONVERSATIONS

FILES

SEARCH

Joined


Update

Poll

Praise

Announcement

Share something with this group...



Robert Mulsow

Follow

August 8, 2016 at 01:09 PM

Hey folks,


please see below my video. It's not a usual video to mention the reason, why I should become the next Tech Idol. I think, you will see and feel the Drive for Excellence, Innovation, Industry Leadership, Teamwork and PASSION anyway.

Be Hero - Be Trusted Advisor - Be AvePoint Tech Idol!

I hope for your vote.

Special thanks to: Terry Bian, Lena Cranen, Gesa Lappe, Ramona Perl, Goekhan Yilmaz, Thomas Heinz, Marc Hoffer, David Martin, Rafael Mizera and all the other guys behind the camera.

cc: Terry Bian, Lena Cranen, Gesa Lappe, Ramona Perl, Goekhan Yilmaz, Thomas Heinz, Marc Hoffer, David Martin, and Rafael Mizera



Tech-Idol

AvePoint Idol - Files

UNLIKE

REPLY

SHARE

...


You, Christopher Goth, Ada Niu, and 40 others like this

2 shares

#TechIdol

#TechIdol2016

MEMBERS (105)



INFO

Who will be voted AvePoint Idol 2016?

GROUP ACTIONS

View Group Insights

PINNED

AvePoint Idol Audition Rou...

AvePoint Idol - Season 3 -...

RELATED GROUPS

Add a related group


ACCESS OPTIONS

Subscribe to this group by email

Post to this group by email

Embed this feed in your site

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# DEMO




## Employee Advocacy

Welcome to Employee Advocacy! Use this group to learn about volunteer opport... ▾

NEW CONVERSATIONS ALL CONVERSATIONS FILES 🔍 SEARCH

 Update  Poll  Praise  Announcement

Share something with this group... 



**Patti Fernandez** – March 21 at 8:41 AM

 What are some things we do that you're proud of?

- ☐ Community Volunteering
- ☐ Employee Giving Campaign
- ☐ Environmental Policy

**Vote**



# Empower Everyone

# Build and grow communities

Keep groups open to allow coworkers to join and participate.

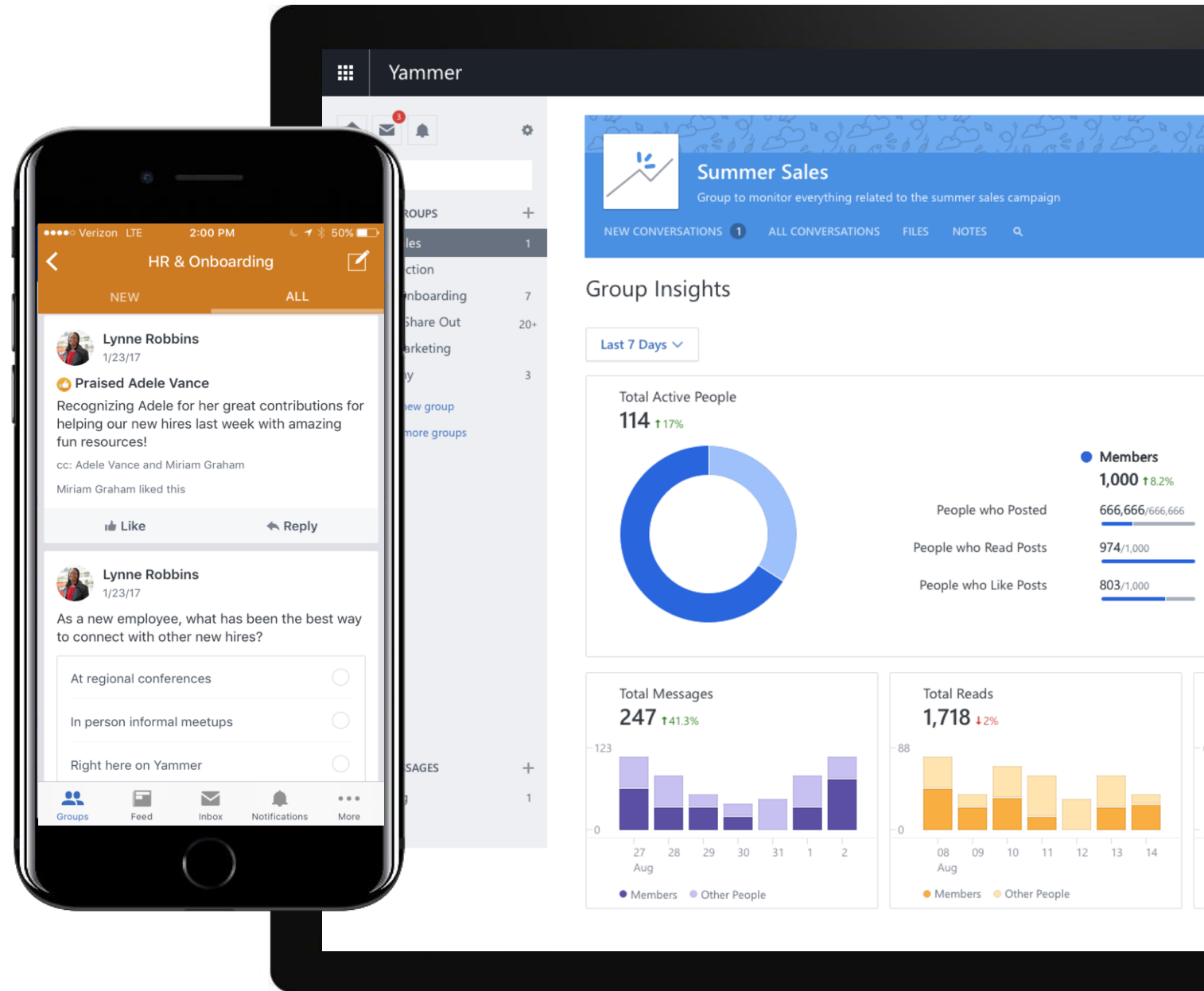
Securely add external partners and customers to collaborate.

Praise coworkers to recognize contributions and great ideas.


Measure engagement and impact with group insights and seen counts.

Manage members through dynamic group membership.

Post announcements to pull users back into the community.



# Example: Yammer Communities



## Foodies Unite


Let's share anything and everything about food

NEW CONVERSATIONS ALL CONVERSATIONS FILES SEARCH

Update Poll Praise Announcement

Share something with this group...

**Timothy Boettcher** – January 18 at 12:24 AM from Android  
Just thought I'd share today's lunch - special kaisendon at a small place in Bunkyo ward that's famous for generous servings and high quality at a reasonable price. They only open for a few hours for the lunch period, so was lucky to get in!



UNLIKE REPLY SHARE

You, Tianyi Jiang, Shigeru Masuko, and 7 others like this    Seen by 41

**Chisa Minoda** – January 18 at 08:34 AM  
Whoa. Wanna go when you come over **Dux Raymond Sy**?

cc: Dux Raymond Sy

**MEMBERS (25)**


**INFO**  
[Click here to edit this section.](#)

**GROUP ACTIONS**  
[View Group Insights](#)

**PINNED** [Add](#)  
Add files or links that are important to this group.

**RELATED GROUPS**  
[+ Add a related group](#)

**ACCESS OPTIONS**  
☐ Subscribe to this group by email  
☒ Post to this group by email  
☐ Embed this feed in your site



## Book Club

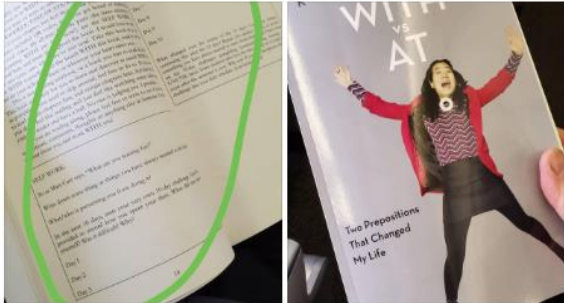
Post your book recommendations here

NEW CONVERSATIONS ALL CONVERSATIONS FILES SEARCH

Update Poll Praise Announcement

Share something with this group...

**Dux Raymond Sy** – March 28 at 07:55 AM from Android  
Highly recommend [#withvsat](#) - great insights and lessons on how to be a better teacher, communicator and human being.



LIKE REPLY SHARE EDIT

Marta Han, Esad Ismailov, and Chisa Minoda like this    Seen by 37

[#Withvsat](#)

Write a reply

**MEMBERS (8)**

**INFO** [Edit](#)  
Recommended reading for people at AvePoint...share what you're reading...find out what others are...  
New book recommendations are now shared in specific groups, e.g. Sales, Cloud, etc.

**GROUP ACTIONS**  
[View Group Insights](#)

**PINNED** [Add](#)  
Add files or links that are important to this group.

**RELATED GROUPS**  
[+ Add a related group](#)

**ACCESS OPTIONS**



How can you make it easy for everyone to do the right thing?



AVEPOINT GROUPS



Accounting NA

ATS Collaboration

All Company

[+ Create a group](#)[🔍 Discover more groups](#)

PRIVATE MESSAGES



Create your first private message by clicking the + button next to this tip.

[+ Create a message](#)

## Accounting NA

Accounting NA

✓ Joined

NEW CONVERSATIONS

ALL CONVERSATIONS

FILES

SEARCH

[Update](#) [Poll](#) [Praise](#) [Announcement](#)

Accounting NA

[Add topics](#)[Post](#)

Post a message.

You've got an idea to share, update to give, or deadline to make—why not post it?

MEMBERS (2)



INFO

[Click here to edit this section.](#)

GROUP ACTIONS

[View Group Insights](#)[Add or Remove Apps](#)[Add Members](#)[Create a Live Event](#)

OFFICE 365 RESOURCES

[SharePoint Document Library](#)[SharePoint Site](#)[OneNote](#)[Planner](#)



# AvePoint Compliance Guardian



## **Always protected**

With around-the-clock, real-time, and scheduled scans your data protection program will always be on high alert.



## **We fix it for you**

Automated actions help scale your IT and security teams, so violations or at-risk content is secured as it's identified.



## **Manage incidents**

Incident reporting isn't enough. Add workflows, and incorporate human review to take decisive, corrective action.



## **Tag team**

Tag, classify and label content using built-in properties, assign custom tags, or add Azure Information Protection (AIP) and Retention Labels to help sort, clean or migrate data.



# What We Covered

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Why Yammer?

Engage with Leaders

Facilitate Innovation

Tap Collective Knowledge

Drive Initiatives

Empower Everyone



# Resources



## Recommendations

[Explore the Productivity Library](https://www.microsoft.com/en-us/microsoft-365/success/?rtc=1)

[www.microsoft.com/en-us/microsoft-365/success/?rtc=1](https://www.microsoft.com/en-us/microsoft-365/success/?rtc=1)

[Create Office 365 Champions](https://aka.ms/O365Champions)

[aka.ms/O365Champions](https://aka.ms/O365Champions)

[Use Teams for your core team of communicators](https://successwithteams.com)

[successwithteams.com](https://successwithteams.com)

[Use LinkedIn Elevate to create employee ambassadors to share news with their network](https://www.linkedin.com/elevate)

[www.linkedin.com/elevate](https://www.linkedin.com/elevate)

[Use Microsoft Stream to create video, channels and re-use it across your intranet](https://stream.microsoft.com/)

[stream.microsoft.com/](https://stream.microsoft.com/)

# Resources



## Referenced today

[Yammer Campaign Playbook](#)

[Yammer Use Case](#)

[Manage your rollout with Yammer](#)

[Employee Engagement Summit](#)



## Learn, plan, and drive adoption

[Employee Engagement Resources](#)

[aka.ms/employee-engagement](https://aka.ms/employee-engagement)

<http://aka.ms/connectleaders>

Learn how Microsoft 365 solutions can help improve employee engagement and communications

[Yammer Adoption Resources](#)

[aka.ms/yamresources](https://aka.ms/yamresources)

Resources for driving usage & adoption

[Yammer Training](#)

Support for onboarding users

[Live events in Yammer announcement](#)

[aka.ms/Live-Events-Yammer-Announcement](https://aka.ms/Live-Events-Yammer-Announcement)

Learn more about live and on demand events

[Yammer Adoption Specialists](#)

[aka.ms/yammeradoptionspecialists](https://aka.ms/yammeradoptionspecialists)





### 【When to use Teams vs other tools?】

Understanding the advantages and disadvantages of each tool helps you and your end users choose the right tool for the right occasion:

|                        | Microsoft Teams   | Yammer   | E-Mail / Outlook  | Skype for Business   | SharePoint  | Groups in Outlook   |
|------------------------|---|--|---|--|---|---|
| Speed                  | Fast<br>Suitable for instant communication  | Varies<br>Can be used for communications of any speed  | Slow<br>Difficult to know if your email has been read or when you will hear back  | Fast<br>Suitable for instant communication   | Slow<br>When a document is shared via another tool users find and access materials as they need it.   | Varies<br>Message is sent through Outlook. Difficult to know when you will hear back.   |
| Audience               | Small<br>Designed for smaller, close-knit teams   | Large<br>More suitable for organization-wide communication or collaboration across departments   | Varies<br>Can be used for audiences of any size   | Small<br>Typically one-to-one or one-to-few  | Varies<br>While some sites can be limited to just team members, other SharePoint sites are designed for company-wide access   | Small<br>Designed for smaller, close-knit teams   |
| Tone                   | Informal<br>Personal and conversational. Suitable for team members who know each other well   | Varies<br>Mix of conversational and professional   | Formal<br>Professional. For instance, for sending contracts to clients  | Varies<br>Tone depends on the mix of people on messaging / calls and the situation   | Formal<br>Communication within SharePoint sites is typically brief and formal, directing users where content is and how it should be managed  | Varies<br>Tone depends on the mix of people on messaging / calls and the situation  |
| Sharing of information | Very easily shared<br>Information is shared with a specific group of people and in various formats and methods: documents, chats, or app integrations                   | Easily shared<br>Accessed once uploaded, however, you may lose track of specific content when you follow many feeds, networks, chats, or app integrations                          | Not easily shared<br>If it lives in attachment form - forwarding back and forth makes it hard to track. Attachments are better shared via OneDrive for Business   | Not easily shared<br>Attachments become downloaded files on your local drive. Manual maneuvering is required to share            | Very easily shared and accessed<br>Primarily a document management and storage system. Suitable co-editing from a single version of truth.  | Easily Shared<br>It lives in attachment form and stored in the Office 365 Groups document library / files repository.   |
| Knowledge transfer     | Easily transferred<br>Change in membership has no impact on content availability. Newly added members have access to conversations and files accumulated from the start | Very easily transferred<br>If your organization is consistent in tagging topics and if groups are maintained well, newly added users can easily find what they need moving forward | Not easily transferred<br>Knowledge contained within the mailbox is lost to others after a user's account is deactivated  | Not easily transferred<br>Downloaded files and conversation history will be lost to others after a user's account is deactivated | Easily transferred<br>Data is organized for new team members to easily locate and leverage even if the content producer's account is deactivated  | Easily transferred<br>Change in membership has no impact on content availability. Newly added members have access to group conversations and files accumulated from the start |
| Confidentiality        | Medium/Low<br>If default settings are not managed properly, confidential information can be exposed to those who should not see it                                      | Low<br>High visibility organization-wide means this is suitable for exchanging confidential or private information   | High<br>Only sender and recipient have the email and its content. Outlook users can restrict access to email using Office 365 Message Encryption or Active Information Protection templates. Can be accidentally forwarded to wrong parties | Medium<br>Only sender and recipient have the conversation history and files  | Medium/Low<br>Users can choose to make their site public or private to a select group of users. Access to authorized groups is easily provisioned. Sensitive data may require extra safeguards for compliance | Medium/Low<br>If default settings are not managed properly, confidential information can be exposed to those who should not see it  |

Office 365 Groups can be described as:

- A collection of people with a common purpose (a department, a project, a client etc.)
- ...That are armed with tools for collaboration (Teams, SharePoint, Yammer etc.)
- ...And who collaborate internally, externally or both (internal clients)
- With an appropriate level of transparency (public/private)

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

Free eBook

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

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

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# DIGITAL TRANSFORMATION

FROM THE TRENCHES

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

thank  
you

# Gracias

ευχαριστώ

# Danke

# Grazie

благодаря

# Hvala

# Obrigado

# Kiitos

شكراً

# Tak

# Ahsante

## Teşekkürler

متشکرم

# Salamat Po

감사합니다

Cám ơn

# شکریہ

# Terima Kasih

# Dank u Wel

# Děkuji

நன்றி

# Köszönöm

ありがとうございます

ขอบคุณครับ

Dziękuję

谢谢

# Tack

# Muțumesc

спасибо

# Merci

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