



# Building an inclusive and diverse workplace with Microsoft Teams in Public Sector

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Unleash the Power of You



# Agenda

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- Make It Easy to Do the Right Thing
- Establish “How We Work” Guidance
- Streamline Communications
- Encourage Team Collaboration
- Centralize Resources
- Stay on Top of Work
- Facilitate a Culture of Inclusion



“Diversity is being invited to the party.  
Inclusion is being asked to dance.  
Belongingness is dancing like no one is watching.”



Make It Easy To Do The Right Thing





# Identify Business Needs

**EXAMPLE**

DEPARTMENT



DEPARTMENT



DEPARTMENT



**EXTERNAL  
SHARING**

No external sharing



External sharing allowed in:



External sharing only allowed in:



**EXPIRATION/  
RETENTION**

**6 Months**  
after last accessed

**12 Months**  
after last accessed

**9 Months**  
after last accessed

**ALLOW THESE USERS  
TO CREATE A TEAM**

All requests through  
Central IT

All requests through  
Department IT

Only Joe, Sally, and  
Harold can create

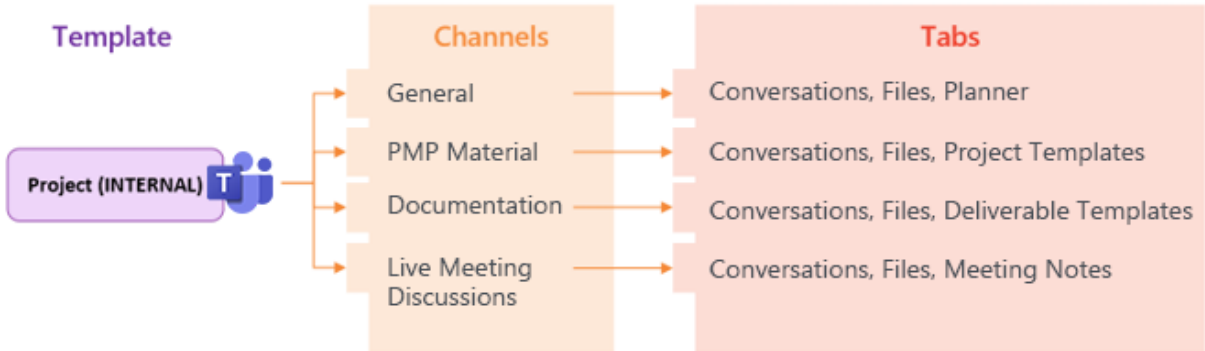
**RECERTIFY  
MEMBERS**

after  
**3 Months**

after  
**6 Months**

after  
**12 Months**

# Standardize Teams with Templates



**Project (INTERNAL)**

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

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

# Establish “How We Work” Guidance



TIME FOR A  
BREAK



# Set Status Message

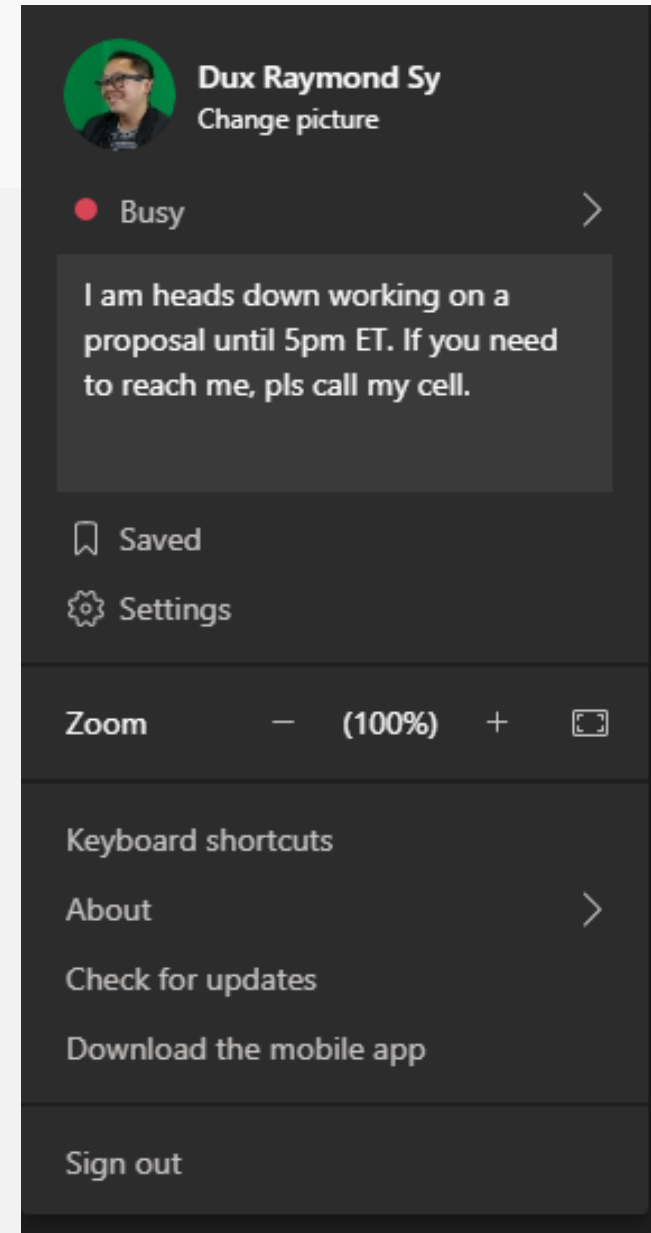


Inform teammates what you are working on



Set expectations

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



# Facilitate Effective Meetings



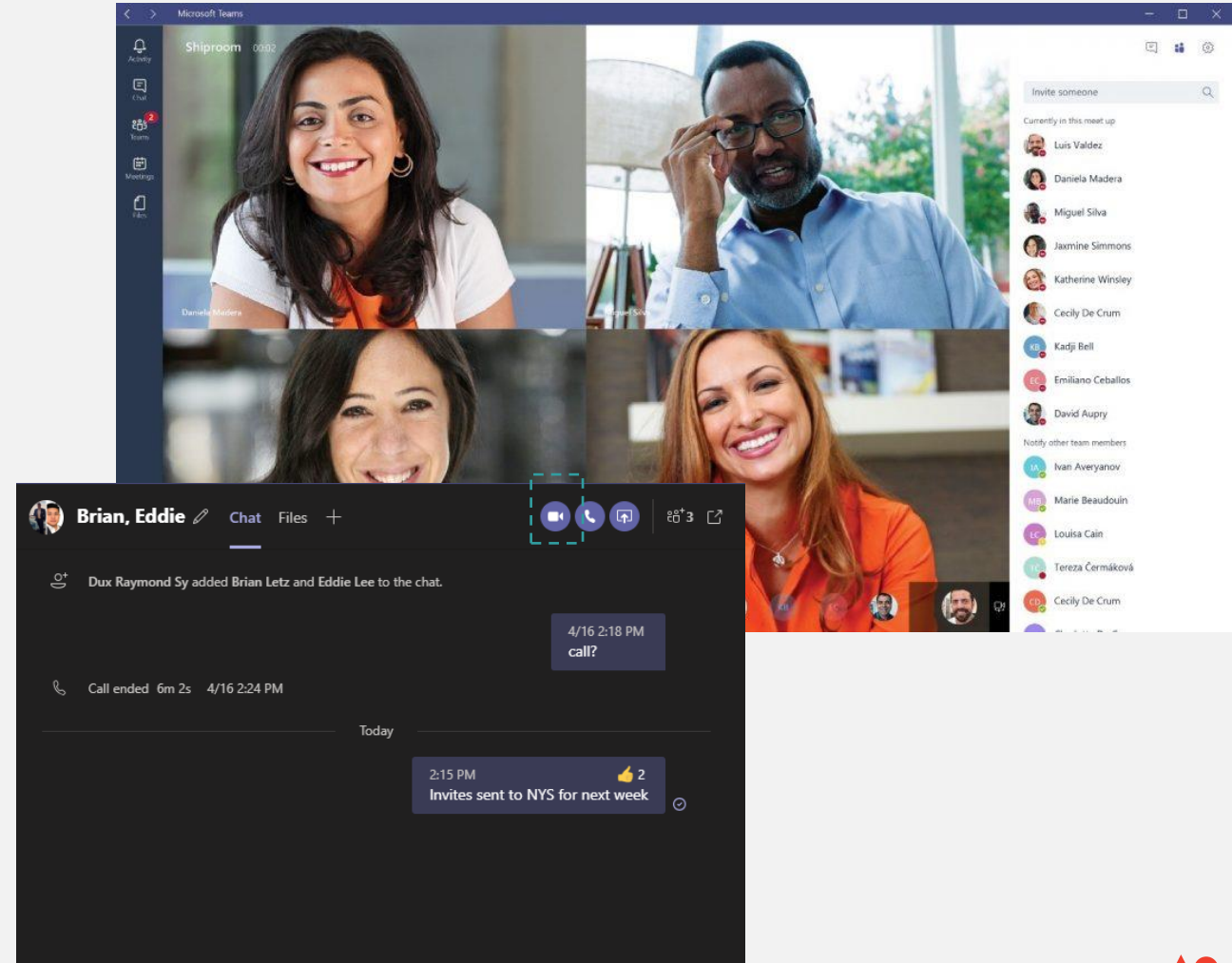
25 min or 50 min meetings



Use video if possible

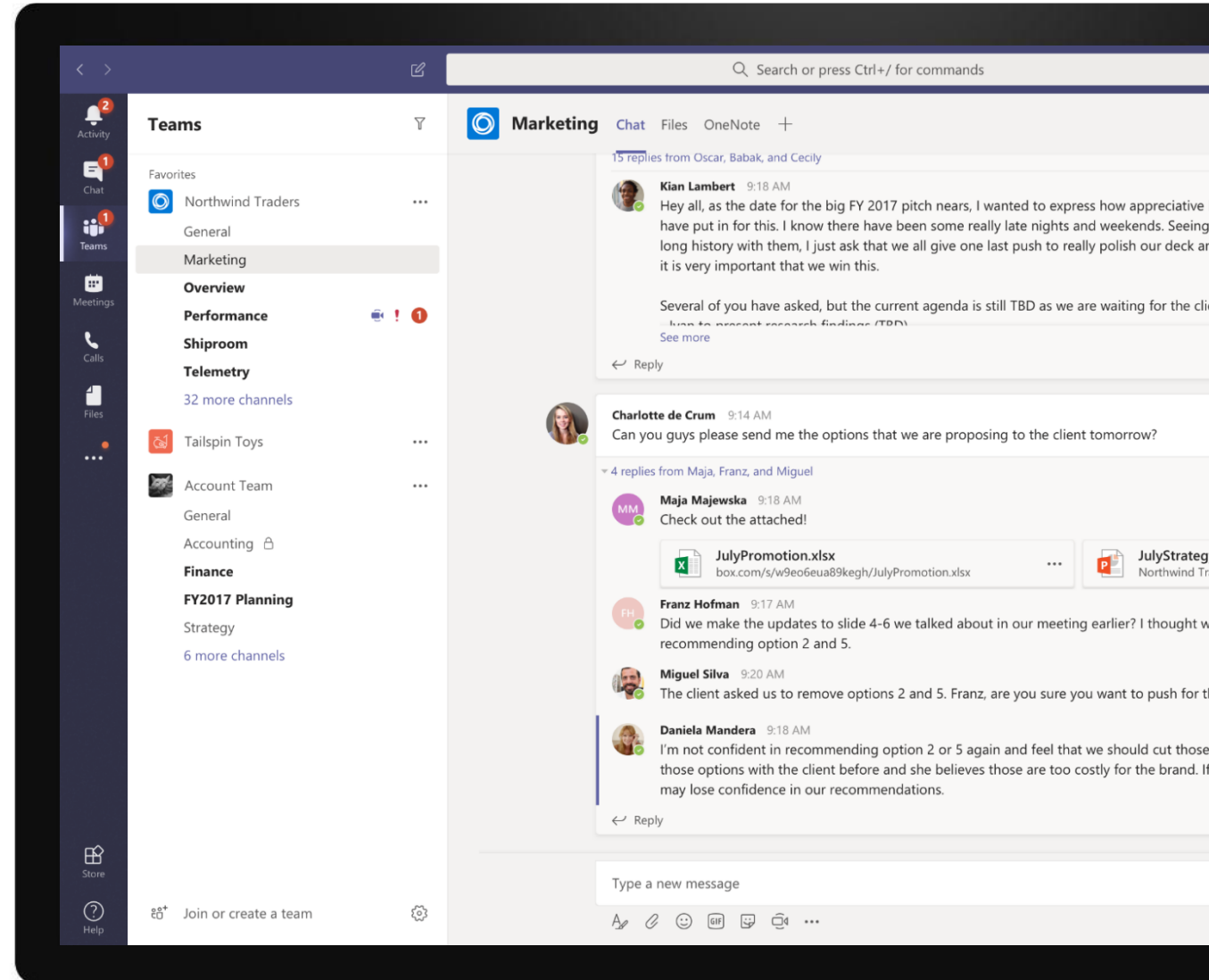
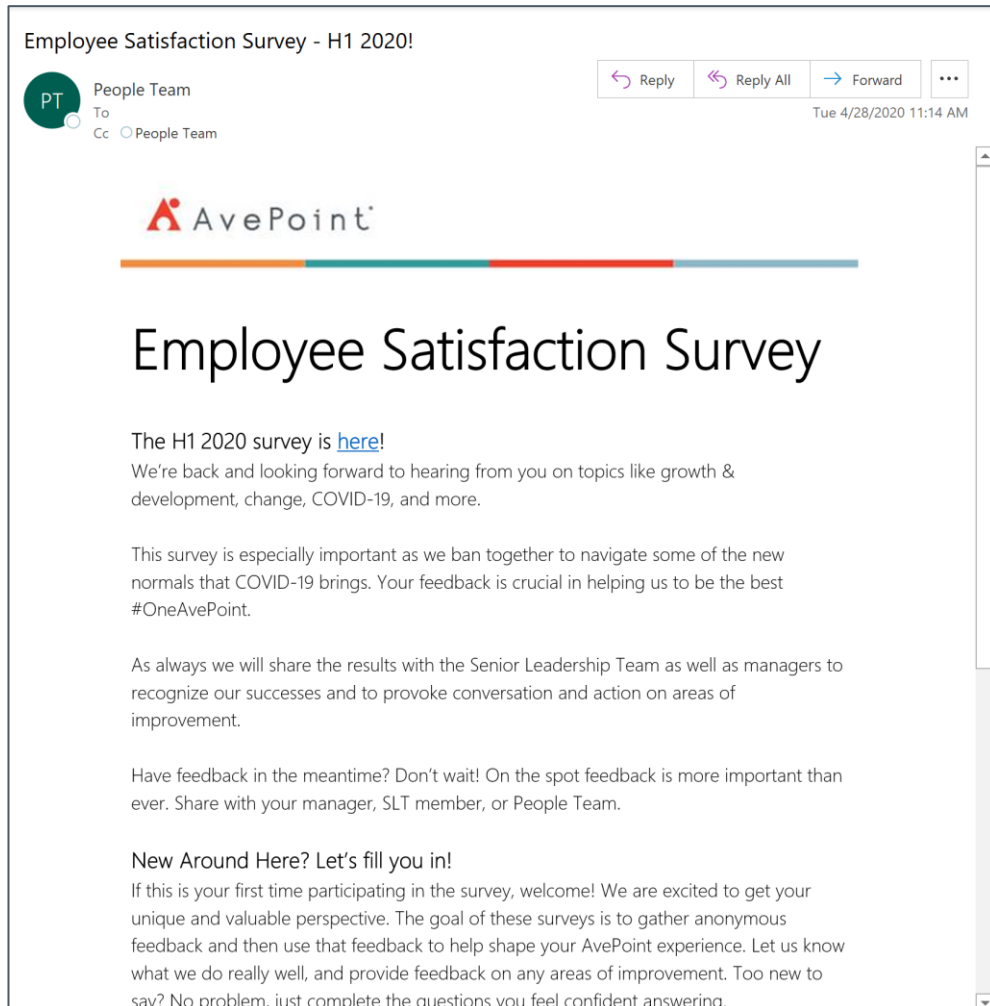


Meet now for ad-hoc calls



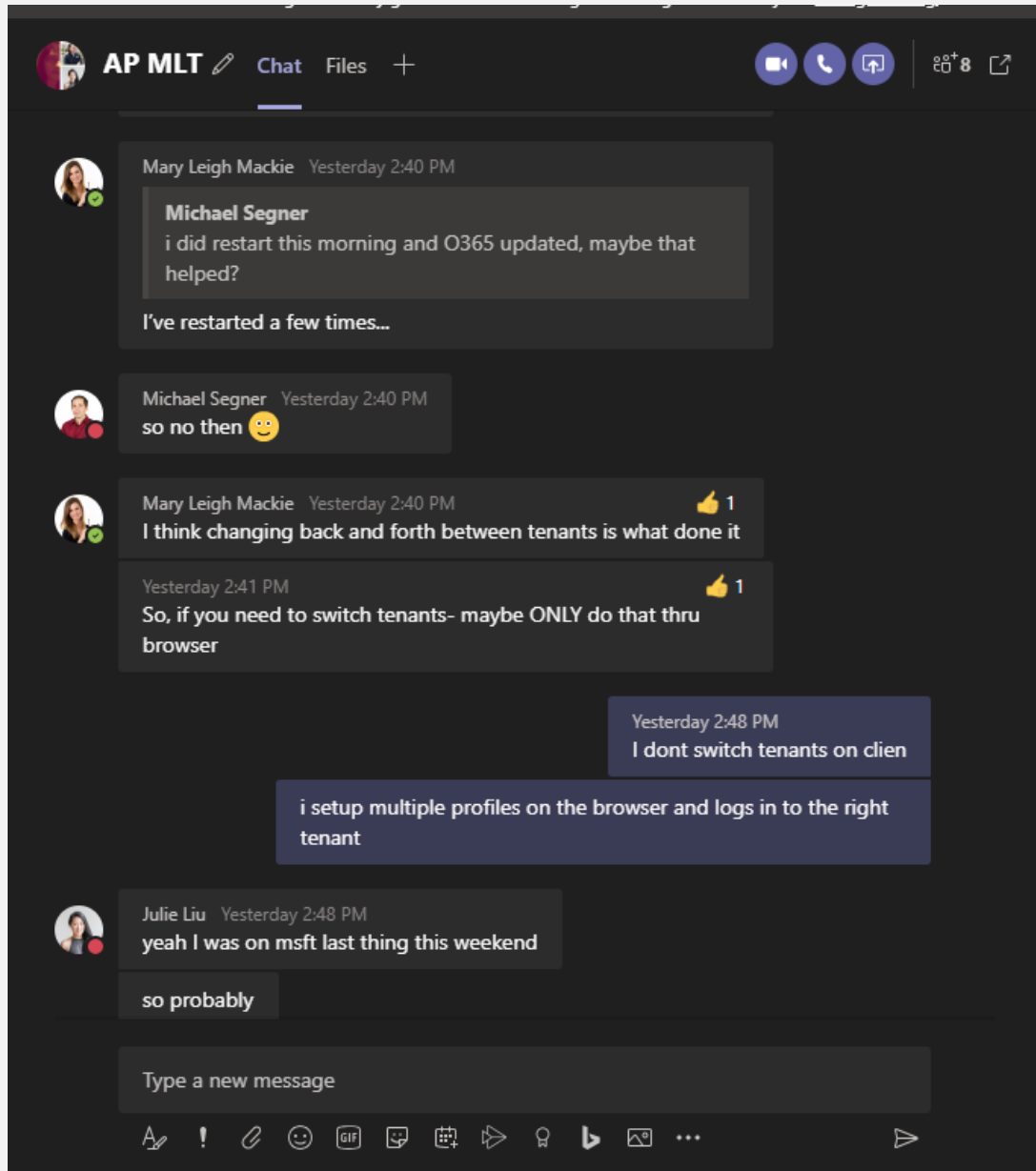


# Purpose of Email & Teams



# Streamline Communications





# Use Group Chats for Ad-hoc Convoos



Ask question(s) for clarification



Casual greetings

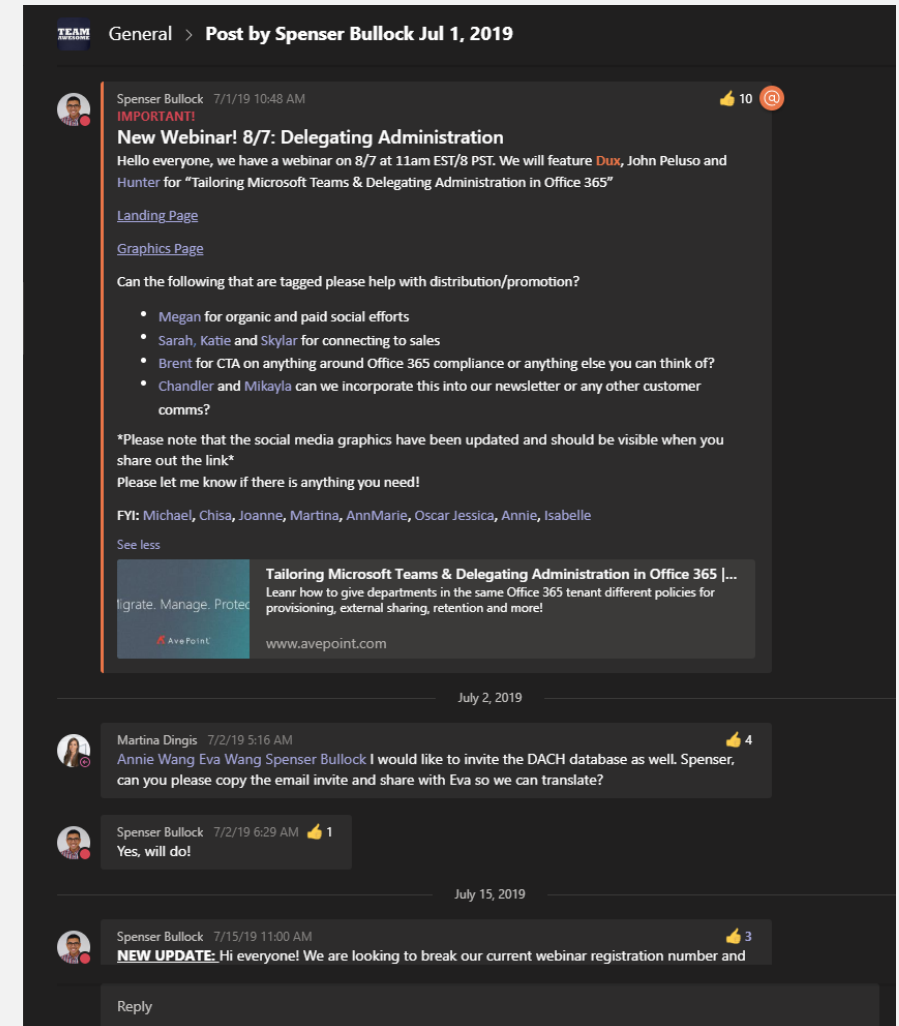
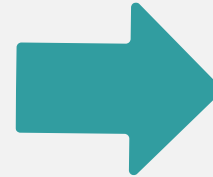
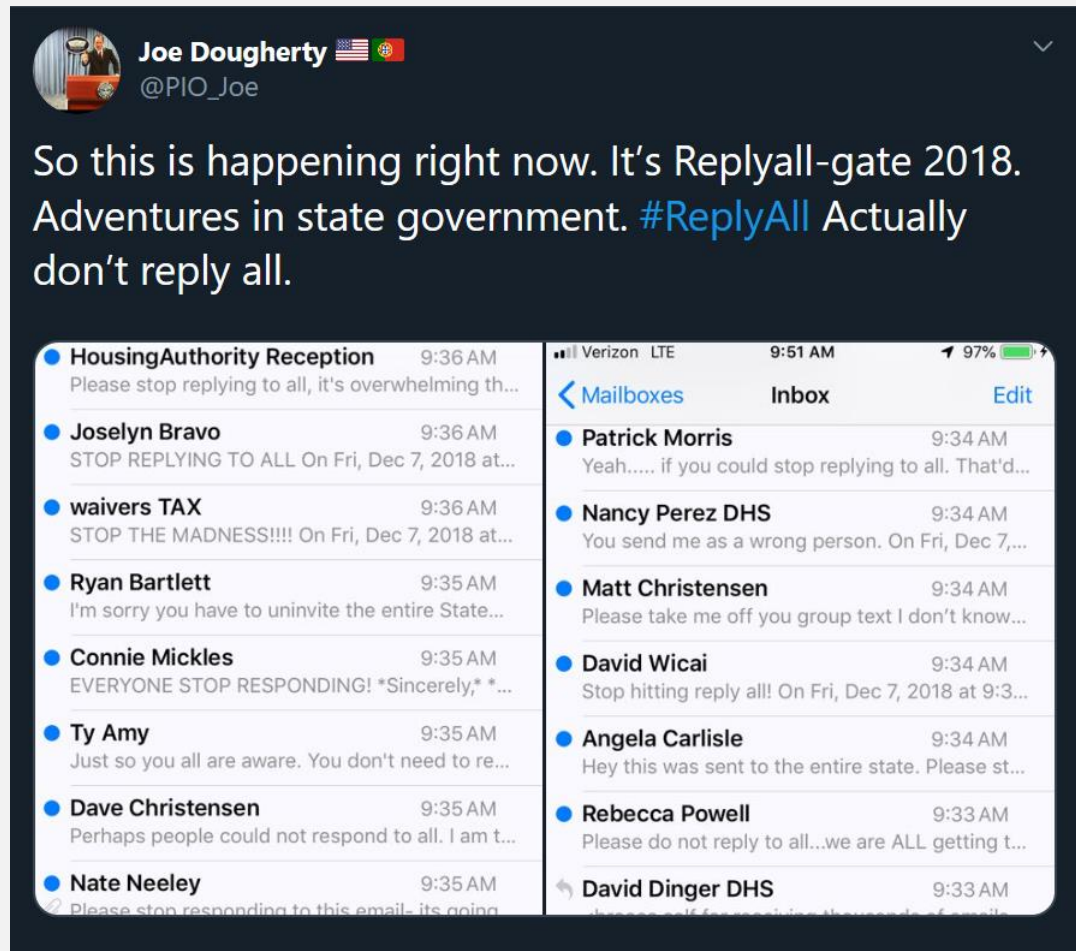


Akin to in-office chit chats





# Move Team Communications from Email



# Helping email addicts adjust to Teams...



## Your email...

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

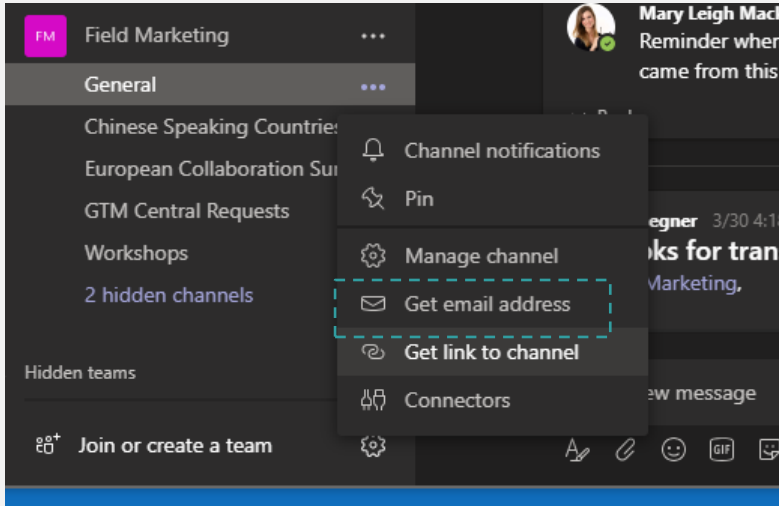


## A team...

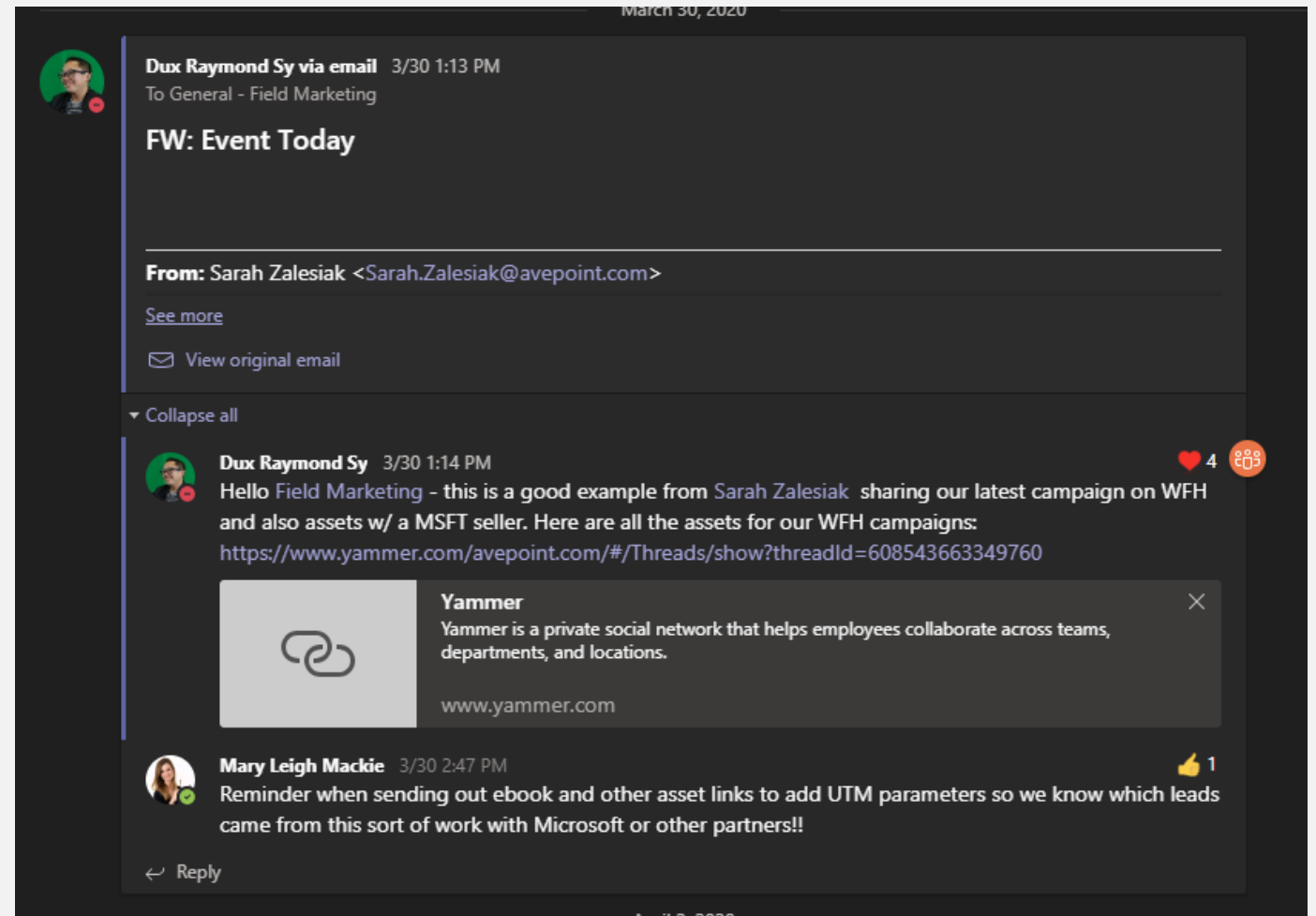
- AUTOMATICALLY separates your inbound communication into Channels
- Let's you TUNE IN to what you care about and tune out what you don't
- Notifies you only for messages you EXPLICITLY care about
- @mentions allow you to poke recipients only when relevant



# Email to Channels



*Learn how to send an email to a channel in Teams*





Encourage Team Collaboration

# Drive Teamwork in Teams

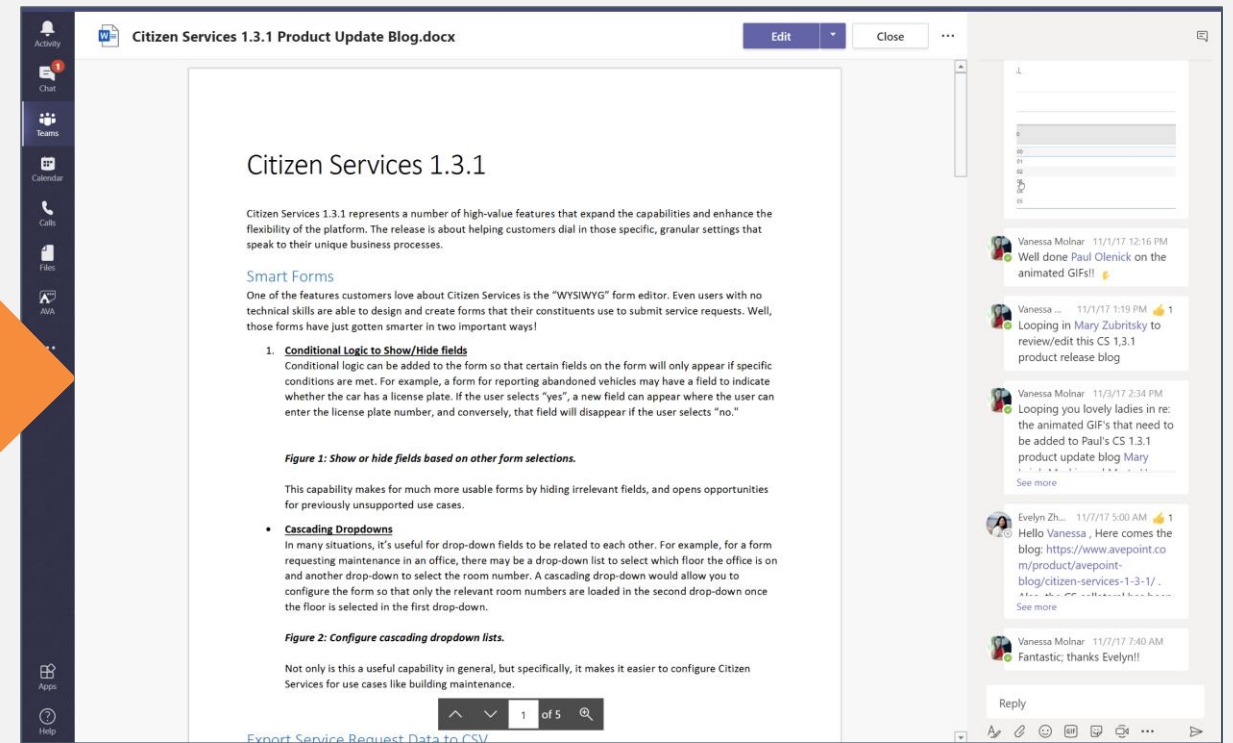
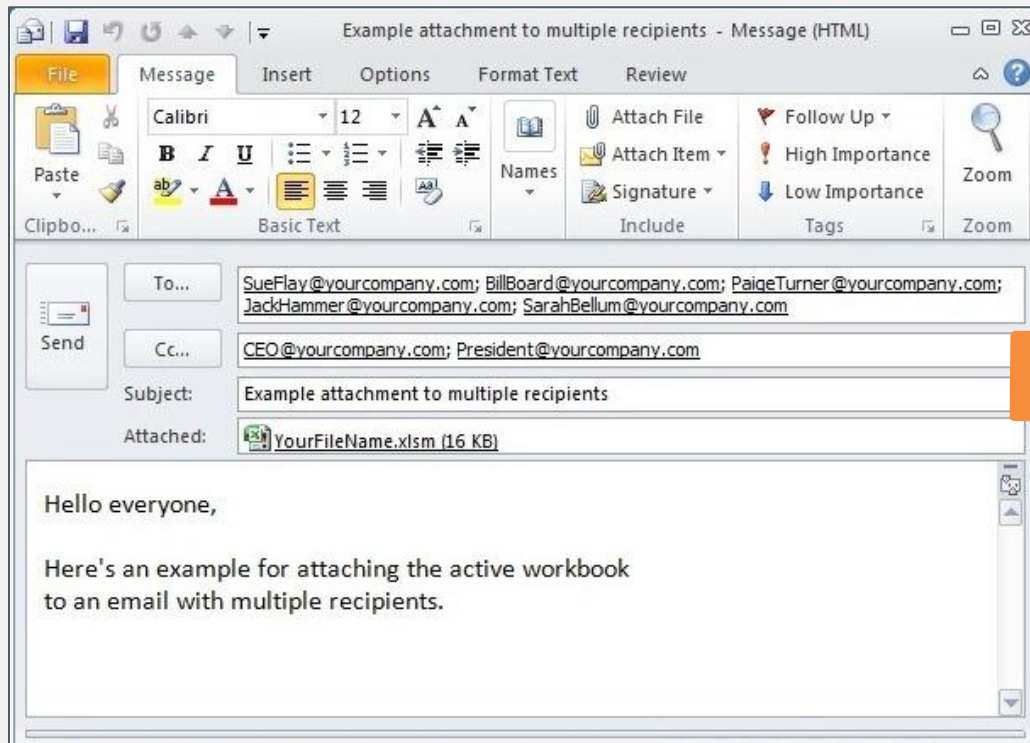
The screenshot displays a Microsoft Teams interface. On the left is a sidebar with navigation icons for Activity, Chat, Teams, Calendar, Calls, Files, and AVA. The main pane shows a chat window for the 'AvePoint Marketing' team, specifically the 'General' channel. The chat history includes a message from Joanne Chang dated 1/30 9:35 PM, which discusses a nurturing email campaign and includes a 'Content Schedule' diagram. The diagram is a flowchart showing the progression of a nurture campaign through various stages: Management, Migration, and Protection, with specific dates and actions for each. Below the message is a 'Login | Marketo' button with the URL 'app-ab04.marketo.com'. A comment from Michael Segner dated 1/31 11:36 AM praises the campaign design and suggests extending it across a whole year.

**Teams Interface:**

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

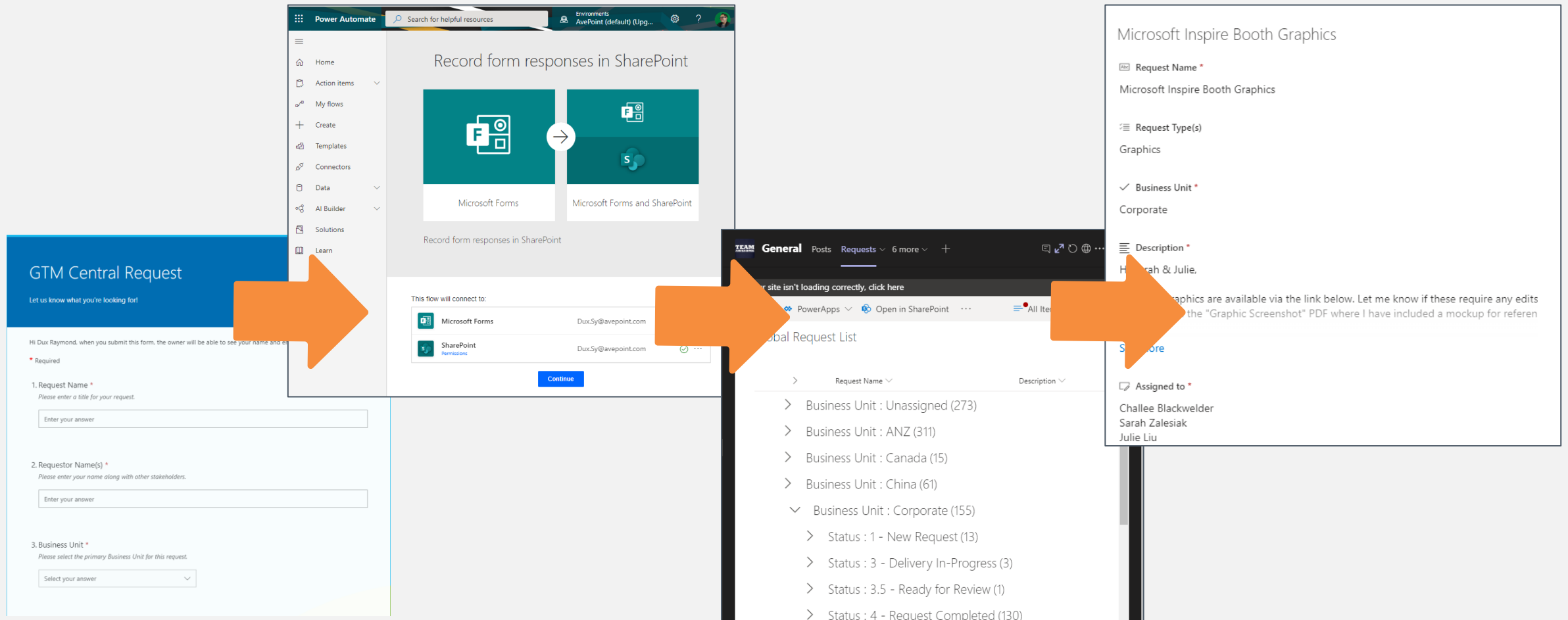


# Enhance Document Collaboration





# Automate Business Processes



# Centralize Resources

# One Stop Shop For Your Team



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



**Collaborate:** Deeply integrated Office 365 apps



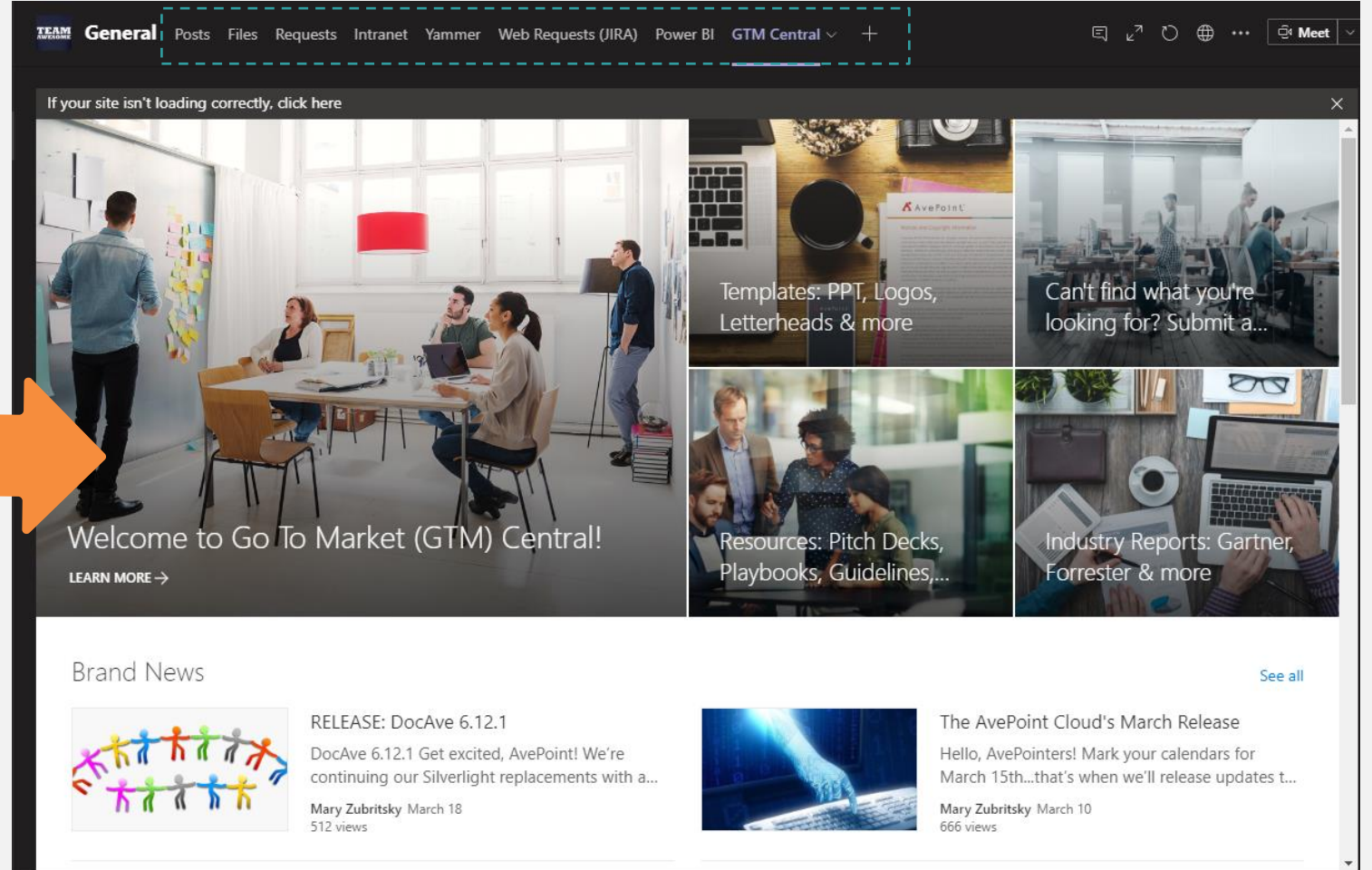
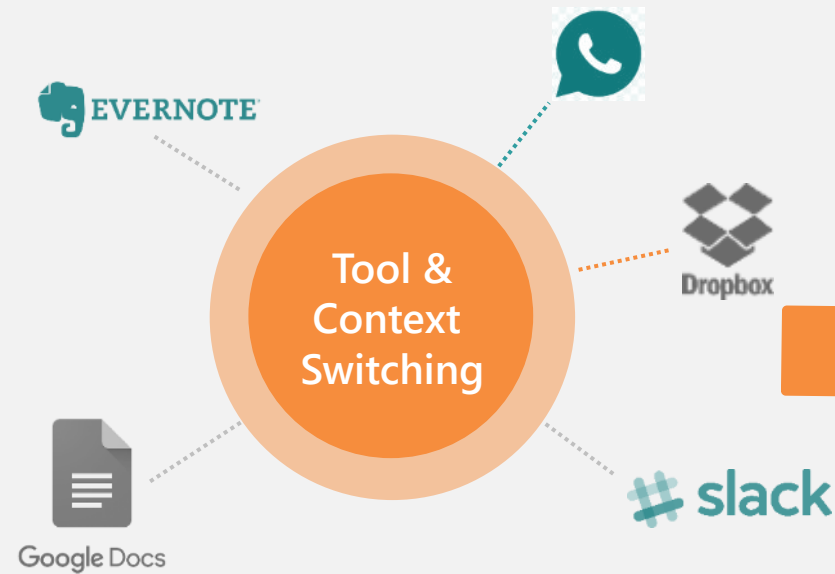
**Customize & Extend:** 3rd party apps & existing systems



**Work w/ Confidence:** Enterprise security, compliance & manageability

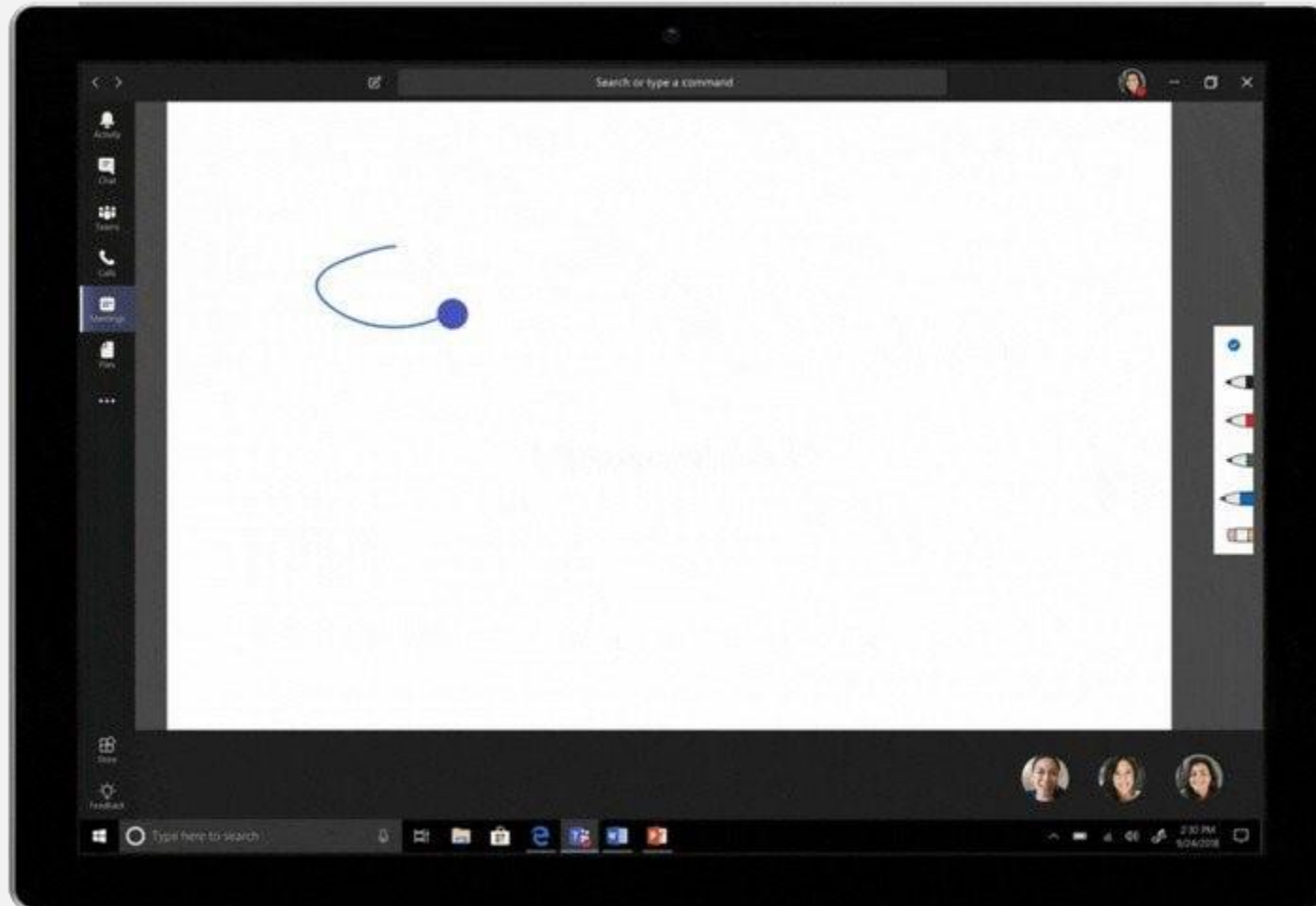


# Maximize Tabs





# Visual Collaboration with WhiteBoard



# Stay on Top of Work



# Use Planner to Track Tasks

The screenshot displays the Microsoft Teams application with the Planner extension active. The left sidebar shows the 'Teams' list with 'Mark 8 Project Team' selected. The main area shows the 'Tasks' view in 'Kanban Board' mode. The board is organized into four columns: Backlog, To-Do, Doing, and Done. The 'Backlog' column contains two tasks: 'Research Venue' and 'Talk to Vendor', both assigned to 'Dux Raymond Sy'. The 'To-Do' column contains two tasks: 'Apply for Permit' (due 03/25, assigned to 'Dux Raymond Sy') and 'Prepare budget' (due 02/05, assigned to 'Adele Vance'). The 'Doing' column contains one task: 'Arrange Travel' (due 02/27, assigned to 'Diego Siciliani'). The 'Done' column is currently empty. The interface includes a search bar at the top, a filter dropdown, and a 'Group by Bucket' option. The bottom of the screen shows a 'Join or create a team' button.

Microsoft Teams

Search or type a command

Teams

Activity

Chat

Teams

Calendar

Calls

Files

Apps

Help

Join or create a team

Your teams

- Retail
- Sales and Marketing
- Mark 8 Project Team
  - General
  - Design
  - Digital Assets Web
  - Go to Market Plan
  - Research and Development
  - Tasks

Hidden teams

Tasks

Board | Charts | Schedule

Filter (0) | Group by Bucket

Backlog

- + Add task
- Research Venue
- Talk to Vendor
- Dux Raymond Sy

To-Do

- + Add task
- Apply for Permit (03/25) - Dux Raymond Sy
- Prepare budget (02/05) - Adele Vance

Doing

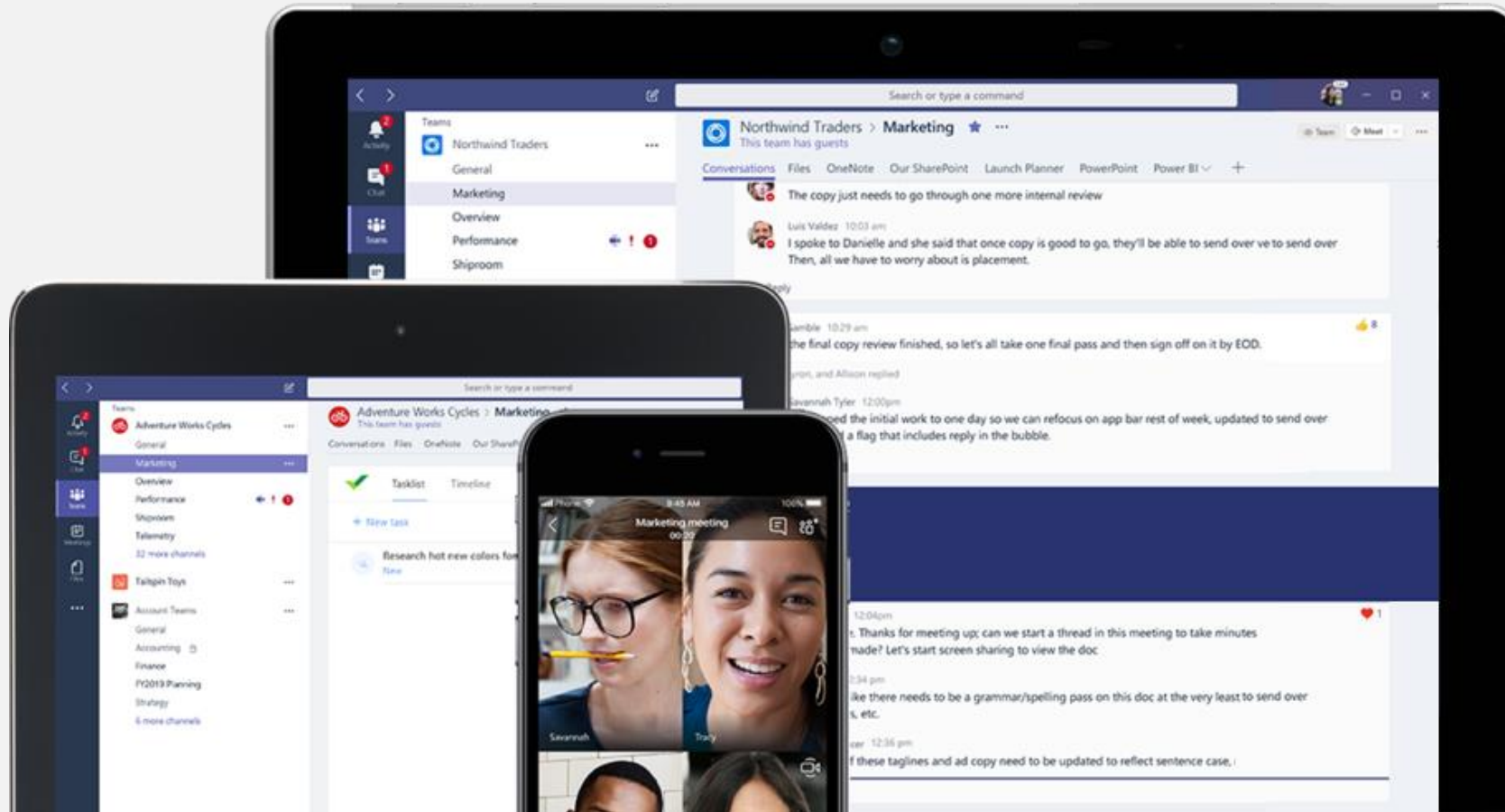
- + Add task
- Arrange Travel (02/27) - Diego Siciliani

Done

- + Add task
- Show completed 1



# Any device, anytime, anywhere

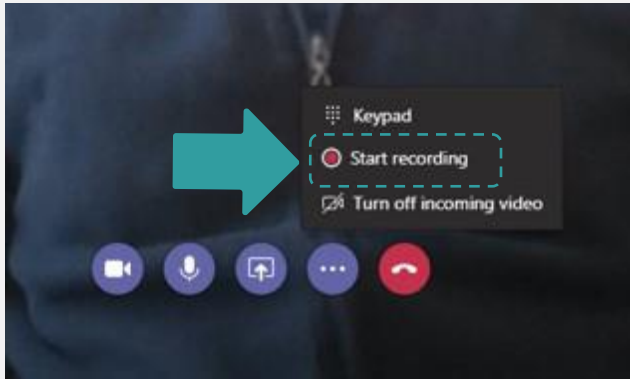




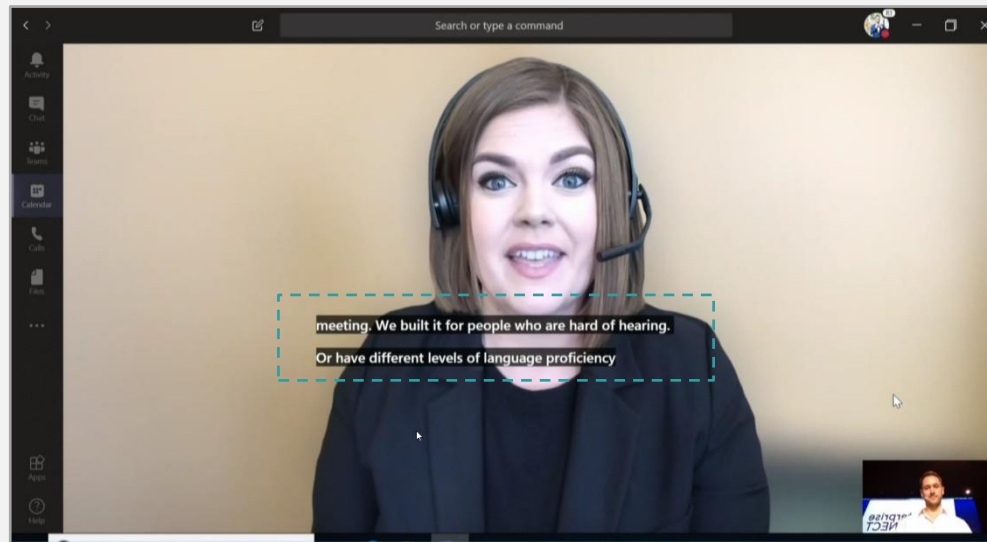
# Facilitate a Culture of Inclusion



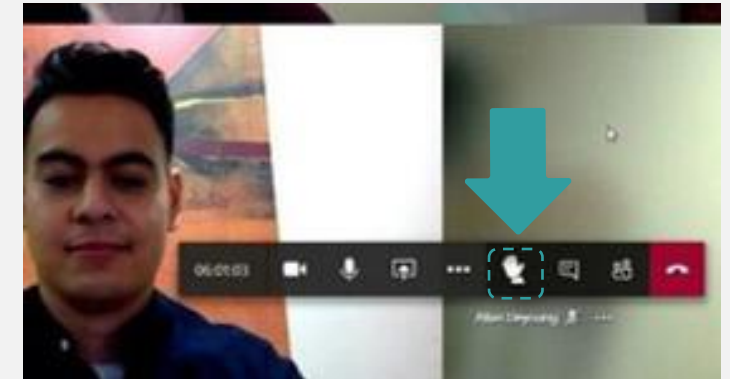
# Facilitate Inclusive Meetings



Record Meetings



Use Live Captions



Raise Hands



# In-line Translations



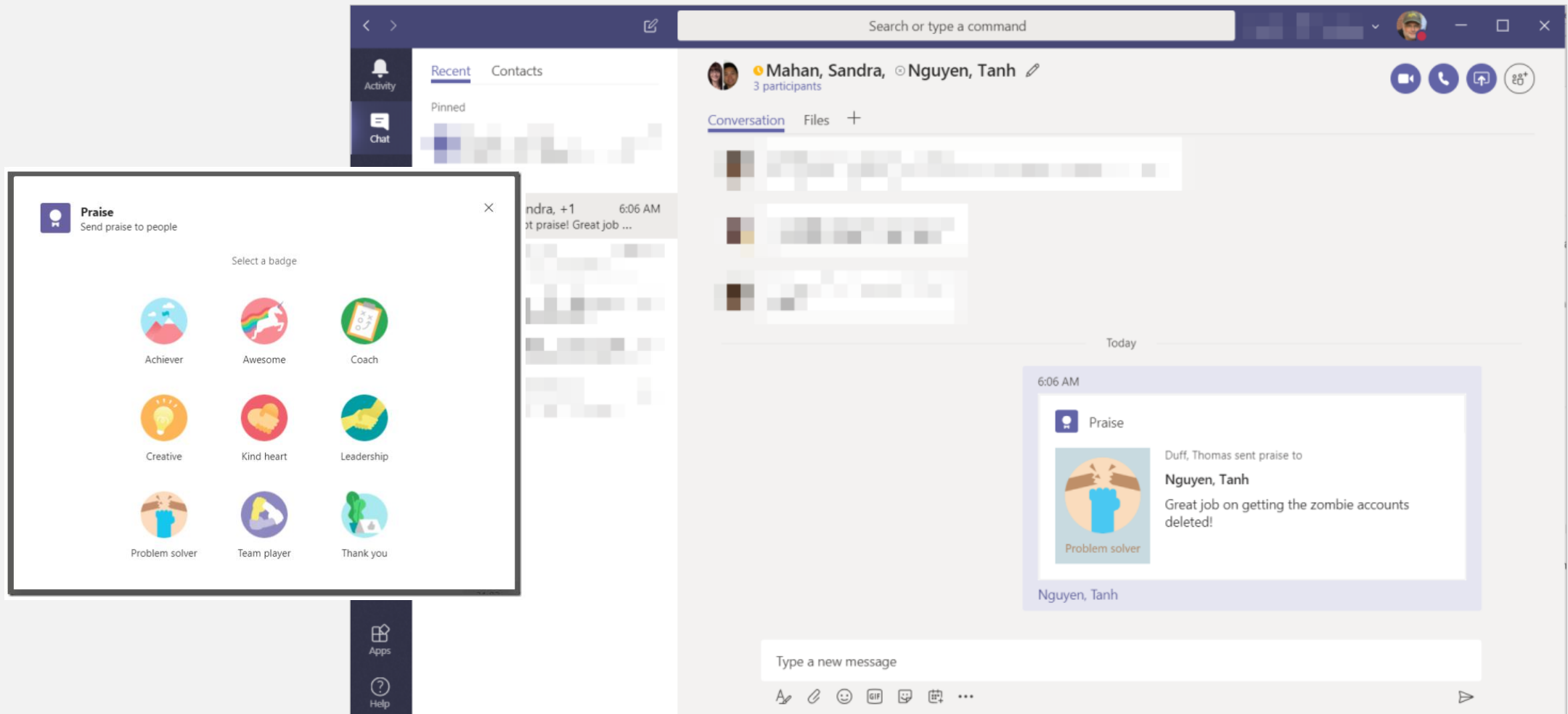
The screenshot shows a Microsoft Teams chat interface. At the top, a message from Marc Vigneau (Yesterday 12:54 p.m.) is marked as **IMPORTANT!** with the title "Understanding Language Differences". The message text is: "I believe that Teams now supports the ability to translate different languages inline.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

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

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



# Extend Praise





# Let People Be People





# What We Covered

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- Make It Easy to Do the Right Thing
- Establish “How We Work” Guidance
- Streamline Communications
- Encourage Team Collaboration
- Centralize Resources
- Stay on Top of Work
- Facilitate a Culture of Inclusion



Let's Connect

# thank you

Gracias

ευχαριστώ

Danke

Grazie

благодаря

Hvala

Obrigado

Kiitos

شكراً

Tak

Ahsante

Teşekkürler

متشكراً

Salamat Po

감사합니다

Cám ơn

شكريه

Terima Kasih

Dank u Wel

Děkuji

நன்றி

Köszönöm

ありがとう  
ございます

ໂພນຊຸມນຸມ

Dziękuję

谢谢

Tack

Mulțumesc

спасибо

Merci

תודה

多謝晒

дядкую

Ďakujem