



Teams Adoption: Make it Easy to Do the Right Thing

"Good governance precedes great adoption"



Unleash the Power of You

Accessible content is available upon request.

Your presenter..



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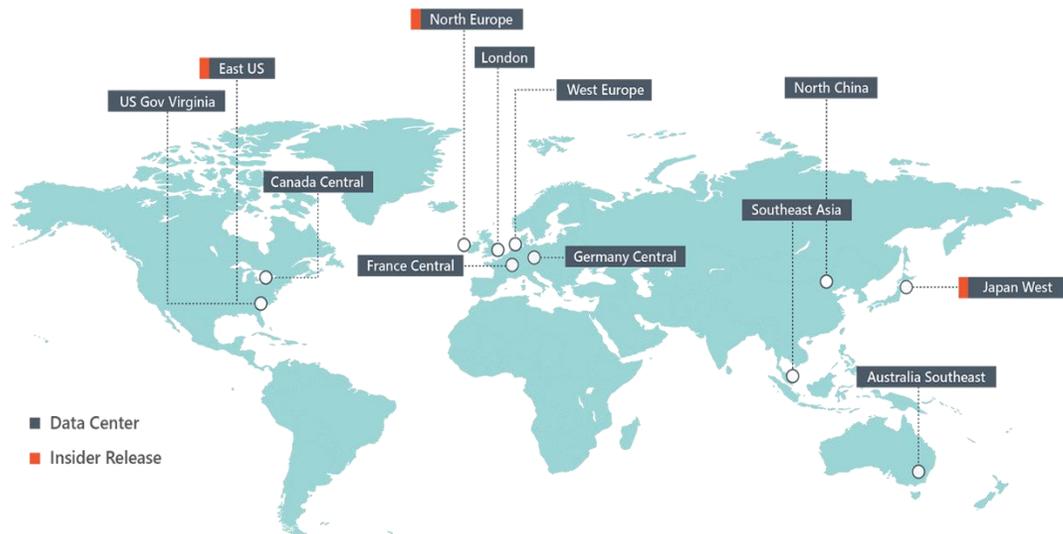
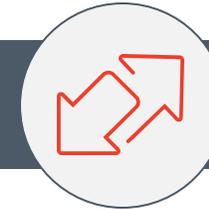
<https://twitter.com/johnconnected>



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



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

Today's performance in three acts...

Act 1: Why Microsoft Teams?

10:00am - 11:30am

Envisioning how Microsoft Teams can fundamentally change the way your teams collaborate

Act 2: Striking the balance...

11:45am - 1:30 pm (working lunch)

Deep dive into the governance and management of Microsoft Teams at scale in your organization. Strike the proper balance between collaboration and control

Act 3: Adoption, adoption, adoption...

1:45am – 3:00pm

Strategies for driving a sustainable adoption program for Microsoft Teams and managing the pace of change in O365



What do YOU need?





Act 1: Why Microsoft teams?

Envisioning how Microsoft Teams can modernize your teamwork

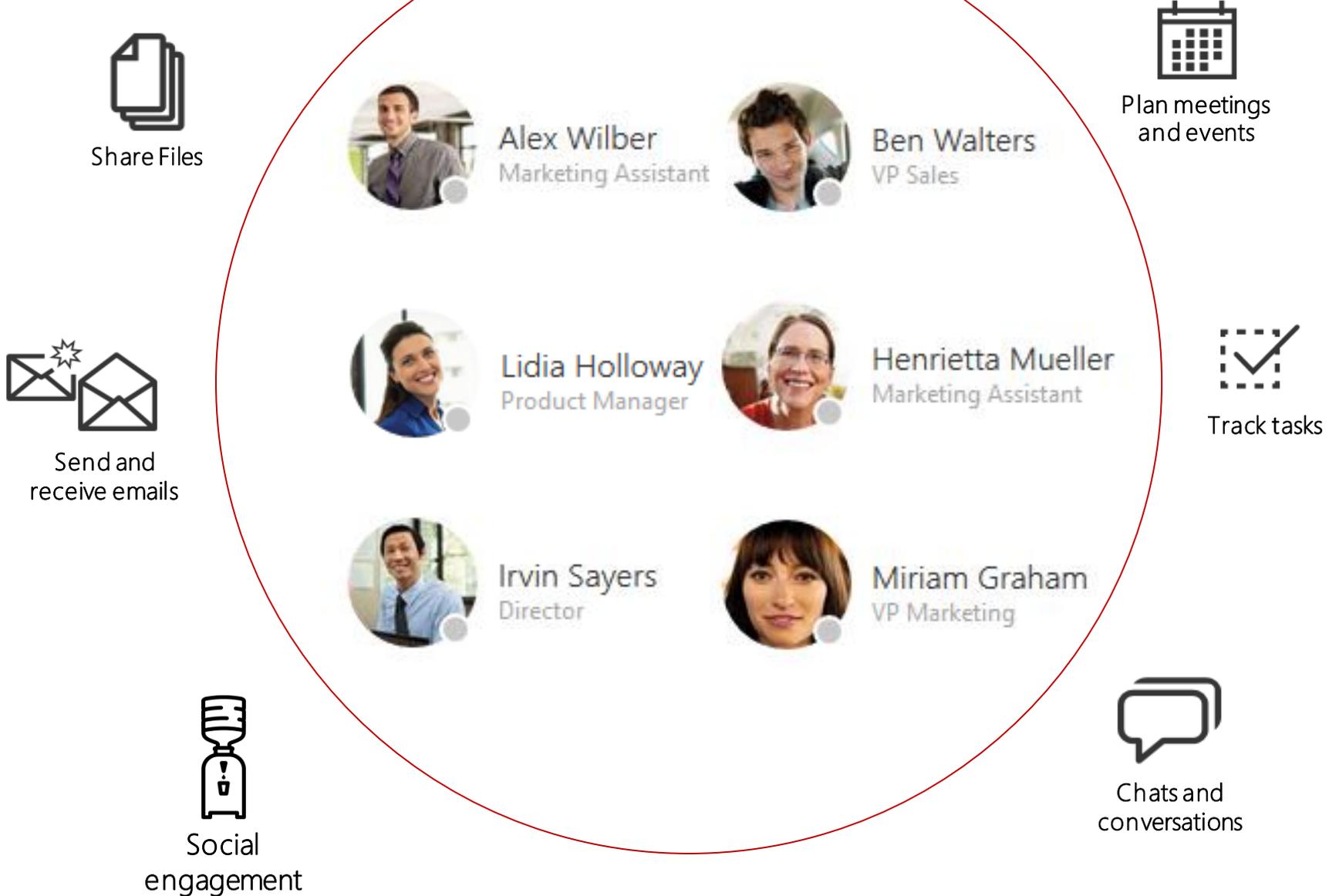
Discussion:

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"



Teamwork

The landscape has changed

2x

More collaboration

People work on twice as many teams and spend 50% more time collaborating



Internal, external & remote

People need to connect and communicate across organizations, locations & time zones



Diverse workforce

People have different expectations, preferences, skillsets and abilities



Employee engagement

Globally, employee engagement is 15%, but at the best performing companies, 70% of employees are engaged and profits are 21% higher

Understanding "Office 365 Groups"

**Who work together
as a group or team**

**With "appropriate"
transparency**

**A defined
collection
of people**

**Equipped with
tools to help them
collaborate**

**Internally and
externally**

Equipped with tools...

The screenshot displays the Office 365 dashboard interface. At the top left, there is a grid icon followed by the text "Office 365". To the right is a search bar with a magnifying glass icon and the word "Search". Below this, the main heading is "All of your apps". On the right side of this heading area, there are two buttons: "Add-In" and "Install Office" with a dropdown arrow. The main content is a list of 13 applications, each with an icon, a title, 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, Outlook, People, Planner, PowerApps, and PowerPoint. The OneNote entry is highlighted with a light grey background.

App Name	Description	Learn more
Calendar	Schedule and share meeting and event times, and automatically get reminders.	Learn more →
Delve	Get personal insights and relevant information based on who you work with and the content you work on.	Learn more →
Dynamics 365	Break down the silos between your business processes and applications with Microsoft Dynamics 365.	Learn more →
Excel	Do more with the tool you already know. Discover and connect to data, model and analyze it, and visualize insights.	Learn more →
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	Create surveys, quizzes, and polls in minutes. Send them to anyone and easily see results in real time.	Learn more →
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	Capture notes by typing, drawing, or writing. OneNote lets you organize and reuse your notes across all of your devices.	Learn more →
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	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	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	Build mobile and web apps with the data your organization already uses.	Learn more →
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

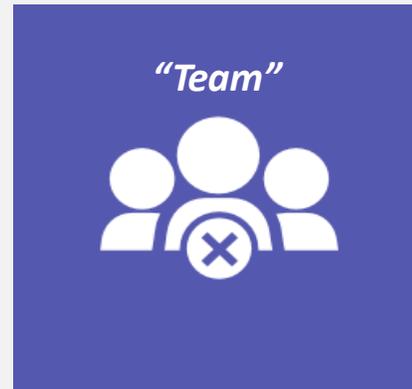
...



"Flavors" of Office 365 Groups



Conversations
happen in
emails



Conversations
happen in
**channels and
persistent
chat**

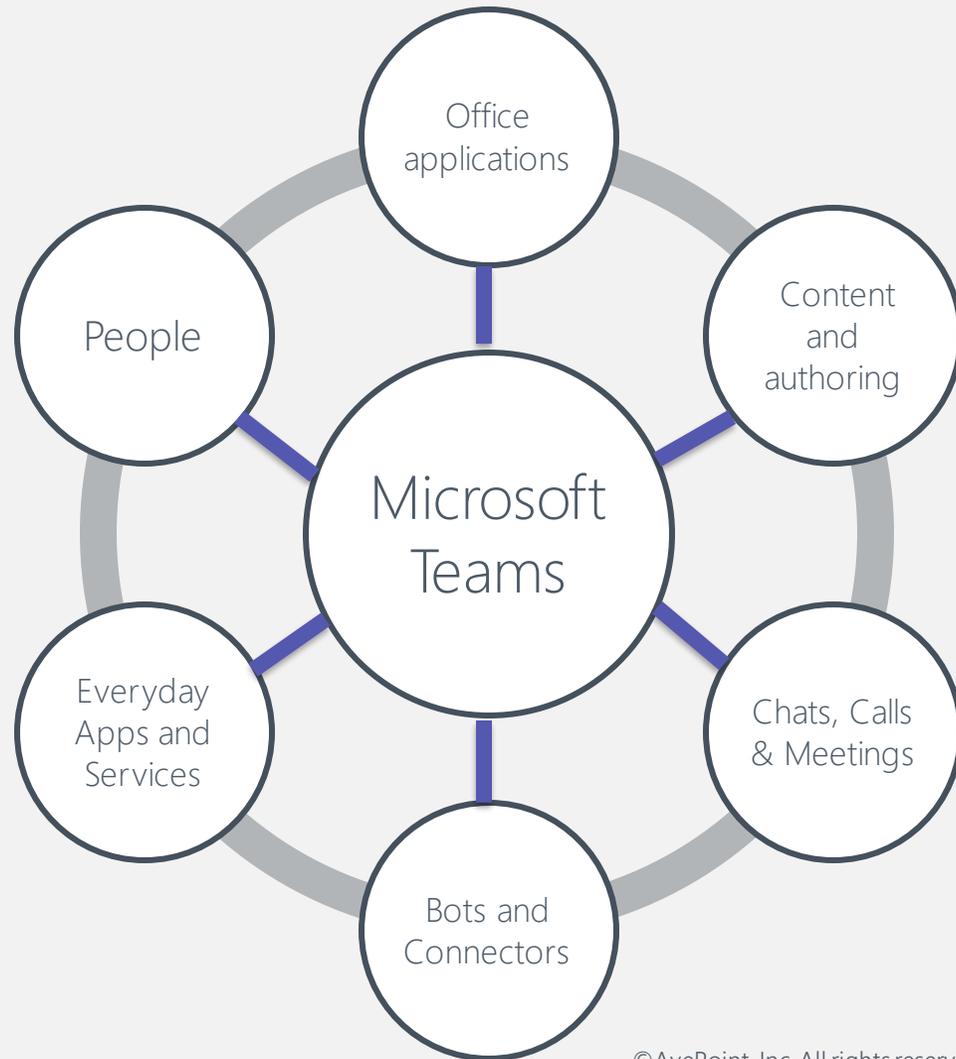


Conversations
happen in
**Yammer
posts***

**Yammer is not currently in GCC environments*



Microsoft Teams – The Hub for Teamwork



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



Collaborate: Deeply integrated Office 365 apps



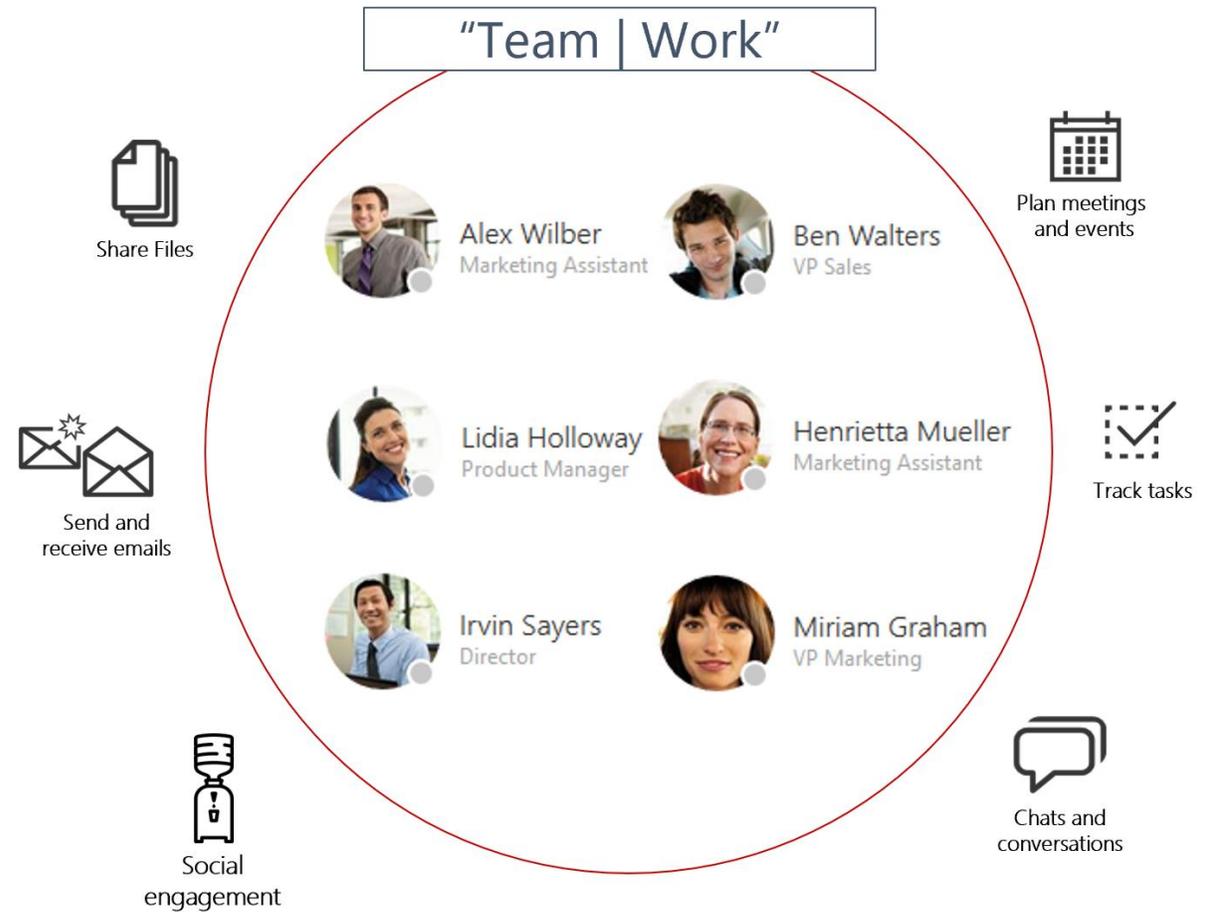
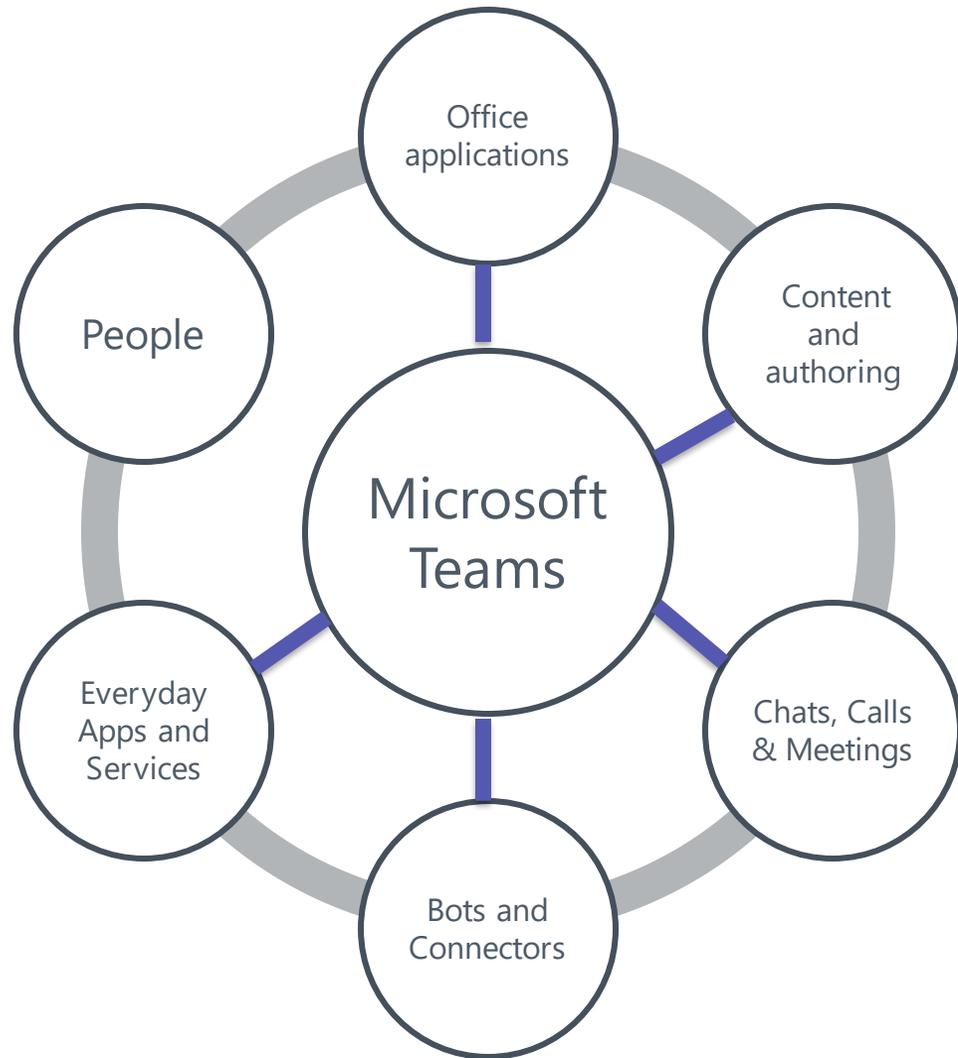
Customize & Extend: 3rd party apps & existing systems



Work w/ Confidence: Enterprise security, compliance & manageability



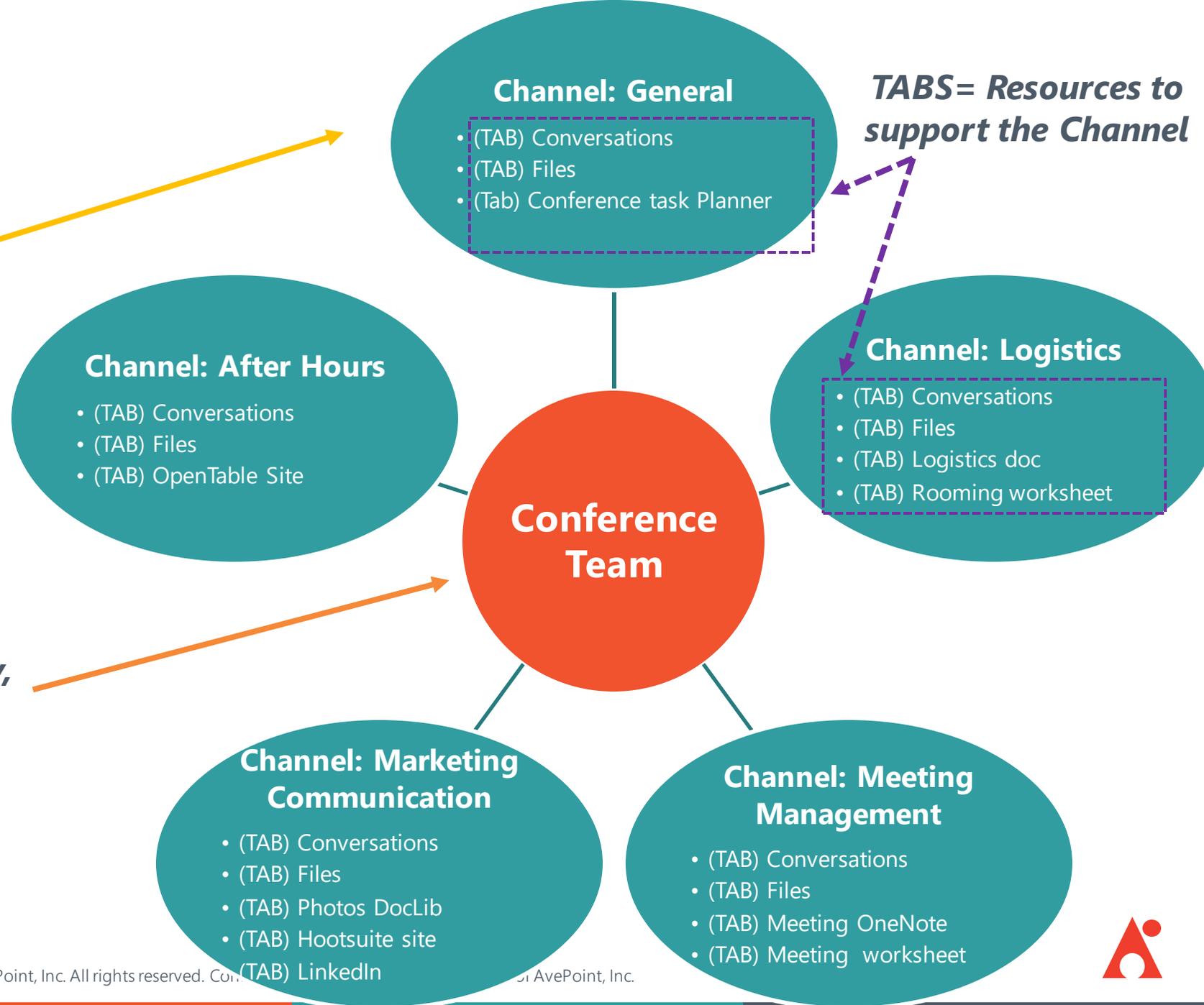
Look familiar?



The basic "shape" of a Team...

CHANNEL = Focus area & "attention" boundary

TEAM = Security boundary, O365 Group membership

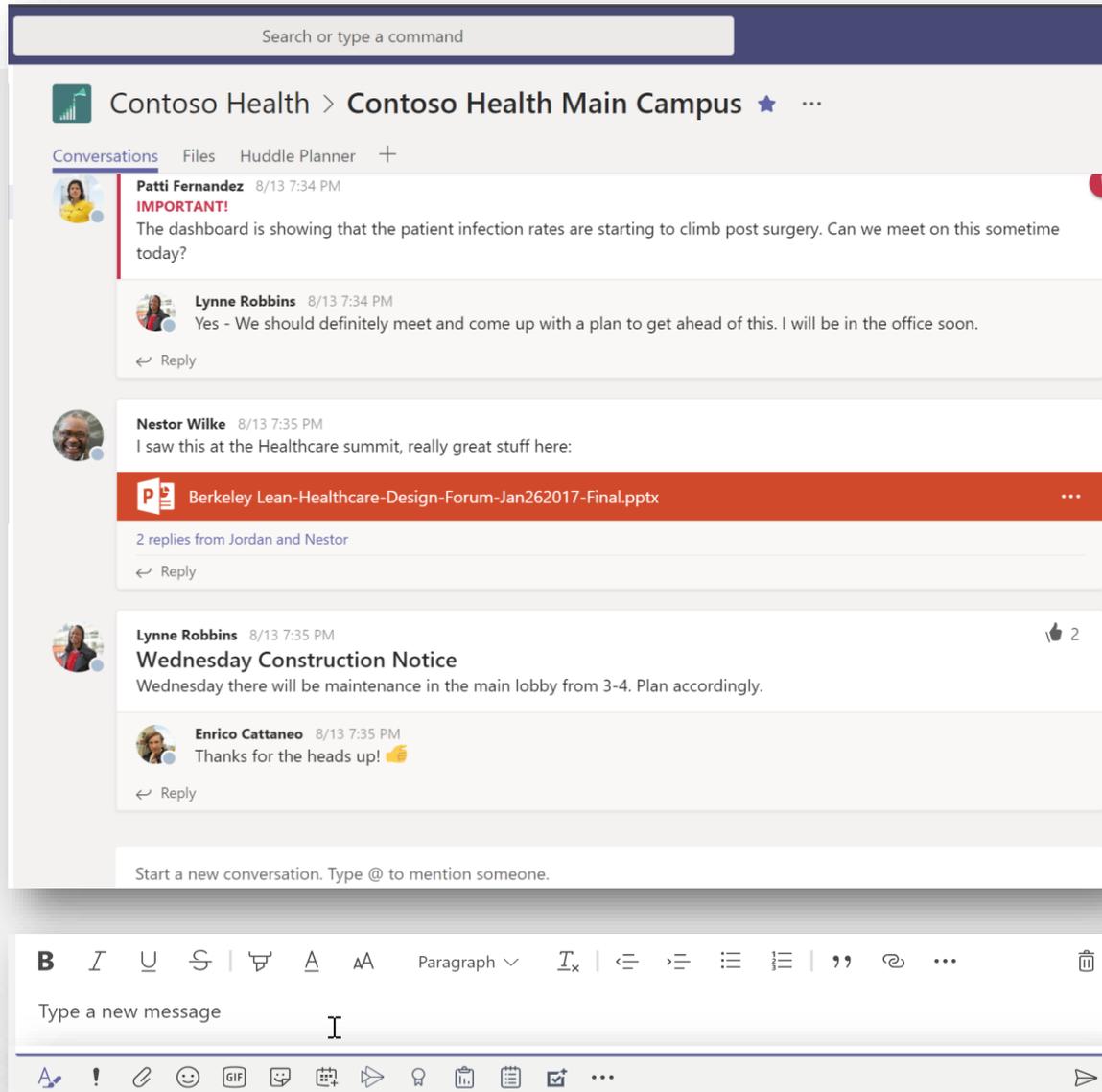


The "hub" ... in action!

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'. Below it, the 'Knowledge Channel' is highlighted with a teal box and labeled 'The Team's CHANNELS'. The right pane shows the 'Knowledge Channel' view, with a tab labeled 'Conversations' highlighted by an orange box and labeled 'Channel TABS'. A message from 'Taylor Davemport' is visible, dated July 26, 2018, with the subject 'Following Group Emails in Outlook'. The message includes a screenshot of an Outlook interface showing the 'SLED TEAM' group and a 'Follow the Group' dialog box.



"Conversations" are at the heart of Team collaboration



The screenshot displays a Microsoft Teams chat window for the "Contoso Health Main Campus" team. At the top, there is a search bar with the placeholder text "Search or type a command". Below this, the team name "Contoso Health Main Campus" is shown with a star icon and a menu icon. The chat interface includes tabs for "Conversations", "Files", and "Huddle Planner". The main chat area shows a threaded conversation:

- 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.
- 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
- 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! 👍

At the bottom, there is a text input field with the placeholder "Start a new conversation. Type @ to mention someone." and a rich text editor toolbar with options for bold, italic, underline, strikethrough, text color, background color, paragraph style, text size, indent, outdent, list, link, unlink, quote, and more. Below the toolbar is a text input field with the placeholder "Type a new message" and a rich media toolbar with options for emojis, GIFs, files, and more.

- 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



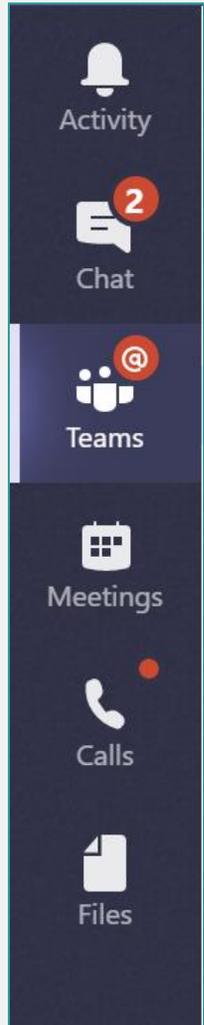
The Difference between Channel Conversations and Chats

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 a 'Channel notification settings' dialog box open. The dialog is titled 'Channel notification settings' and shows settings for 'Product Launch > General'. The settings include:

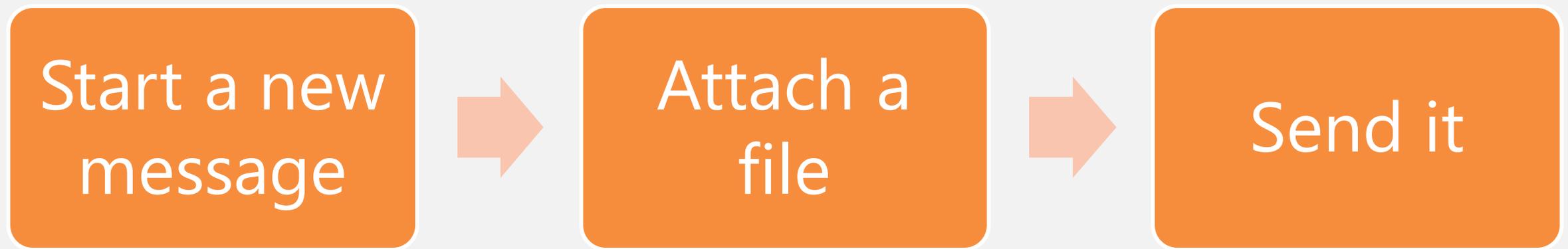
- All new posts:** Notify me every time there is a new post in this channel. Set to 'Off'.
- Include all replies:** An unchecked checkbox.
- Channel mentions:** Notify me each time this channel is mentioned. Set to 'Banner and feed'.

At the bottom of the dialog are 'Reset to default', 'Cancel', and 'Save' buttons. Red arrows originate from the 'Save' button and point to various team and channel elements in the left sidebar, including 'Product Launch', 'General', 'Features In Development', 'Launch Campaign X', 'Contoso News', 'Grp_Mktg_My Cool Marketing', 'Grp_Mktg_AvePointIsAwesome', 'Grp_Mktg_DC Workshop Maniacs', 'Follow-Up Actions', 'Matt Compliments', 'Grp_Mktg_test team 0422', 'Grp_Mktg_AP Gov Workshop Prep', 'Follow up actions', and 'Post-Mortem'.

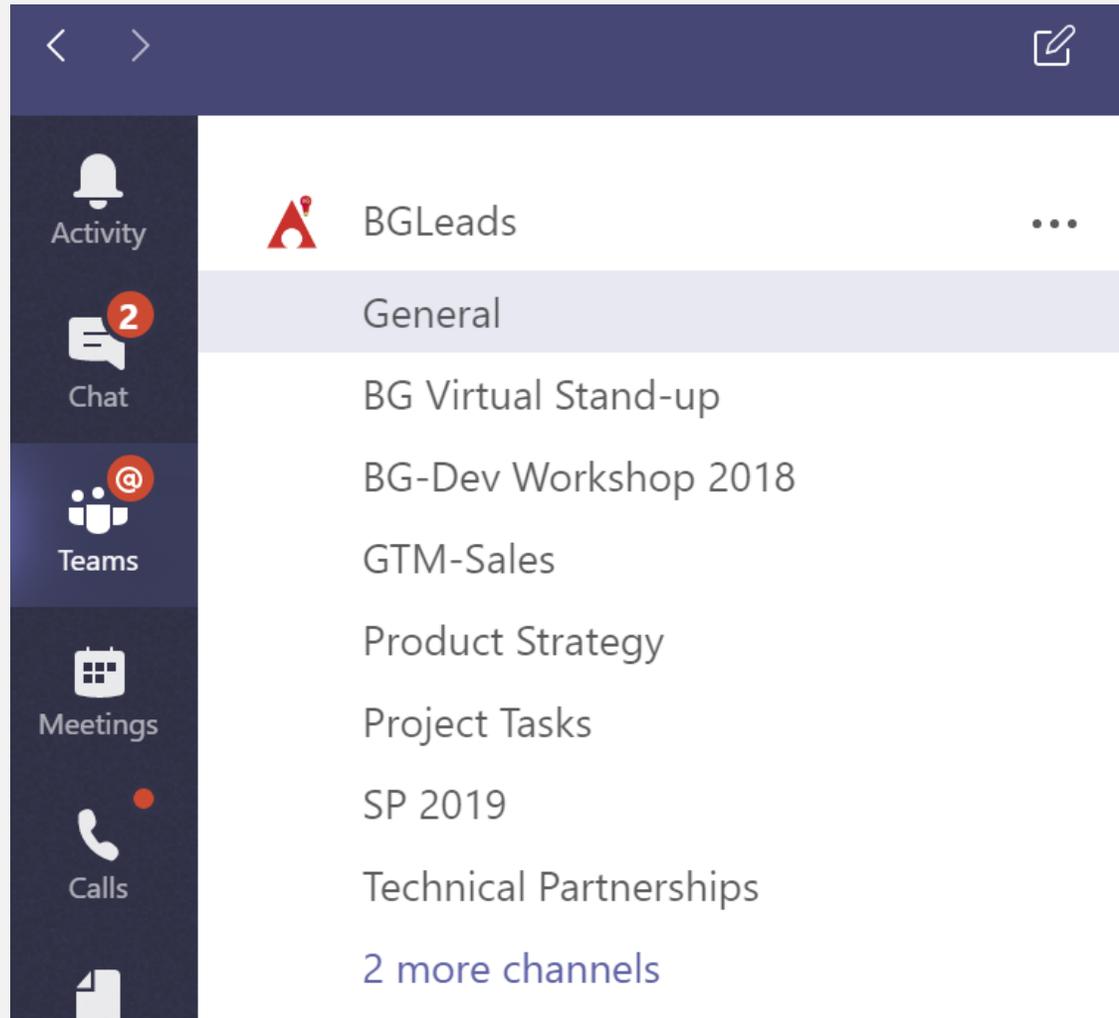
The background shows a channel view for 'General' with posts from 'Miriam Graham' and 'MOD Administrator'. A document titled 'Great White Overview.docx' is attached to a post. The bottom of the screen shows a text input field and a toolbar with icons for chat, emojis, GIFs, and other features.

Having trouble getting users to store files where they belong?

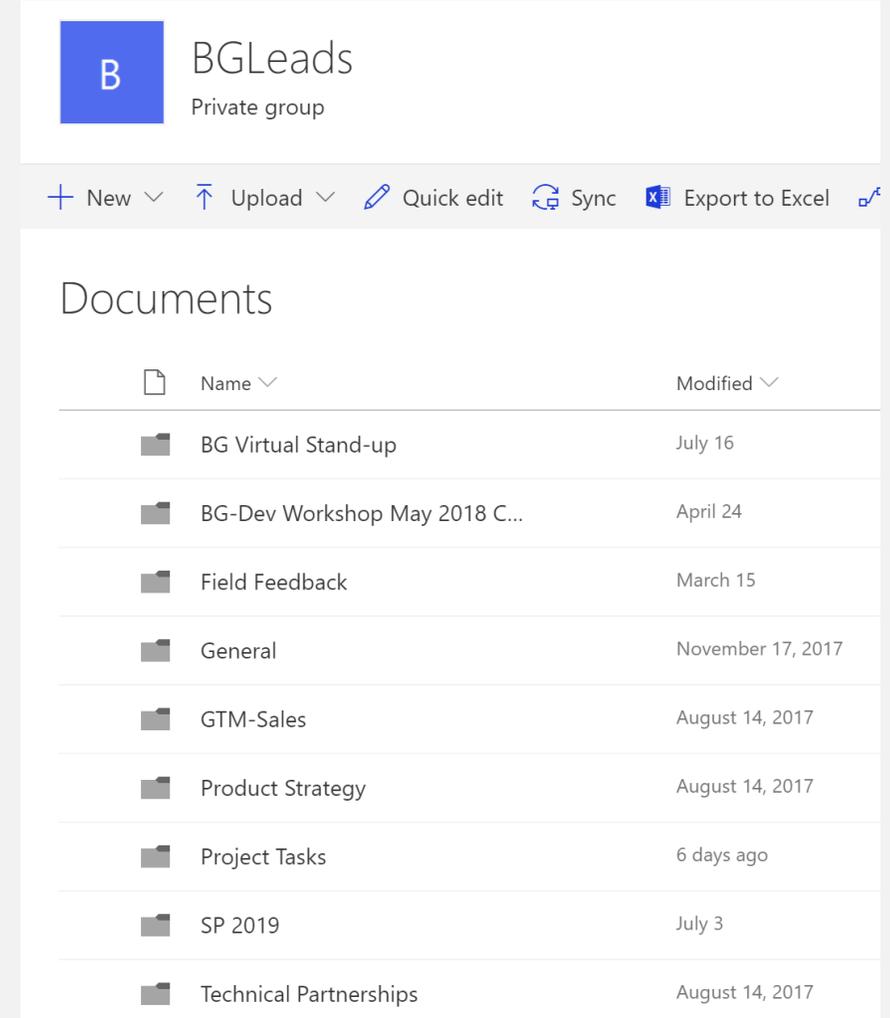
... what if you could have proper file storage without changing behavior?



Teams "Files" are really SharePoint files...



The screenshot shows the Microsoft Teams interface. On the left is a dark blue navigation pane with icons for Activity, Chat (with a red '2' notification), Teams (with a red '@' notification), Meetings, and Calls. The main area displays the 'BGLeads' team, represented by a red 'A' logo. Below the team name is a list of channels: 'General' (highlighted), 'BG Virtual Stand-up', 'BG-Dev Workshop 2018', 'GTM-Sales', 'Product Strategy', 'Project Tasks', 'SP 2019', 'Technical Partnerships', and '2 more channels'.



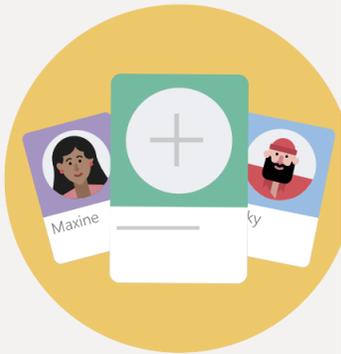
The screenshot shows the 'Files' view for the 'BGLeads' team. At the top, there's a header for 'BGLeads Private group' with a blue 'B' icon. Below this is a toolbar with options: '+ New', 'Upload', 'Quick edit', 'Sync', and 'Export to Excel'. The main content area is titled 'Documents' and displays a table of files and folders.

Name	Modified
BG Virtual Stand-up	July 16
BG-Dev Workshop May 2018 C...	April 24
Field Feedback	March 15
General	November 17, 2017
GTM-Sales	August 14, 2017
Product Strategy	August 14, 2017
Project Tasks	6 days ago
SP 2019	July 3
Technical Partnerships	August 14, 2017



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

General Posts Files Wiki News 



Add more people

 Megan Bowen joined the team.

Add a tab

Turn your favorite apps and files into tabs at the top of the channel

Search 

[More apps](#)

Tabs for your team



Document Library

Excel

Forms

Jira Cloud

OneNote

PDF

Planner



Power BI

PowerPoint

SharePoint

Stream

Website

Wiki

Word

More tabs



Aktivlearn Plus

AMION

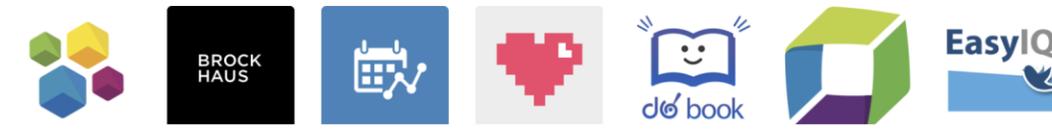
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BA Insight

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Beesy



BROCK HAUS

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EasyIQ

 Manage apps

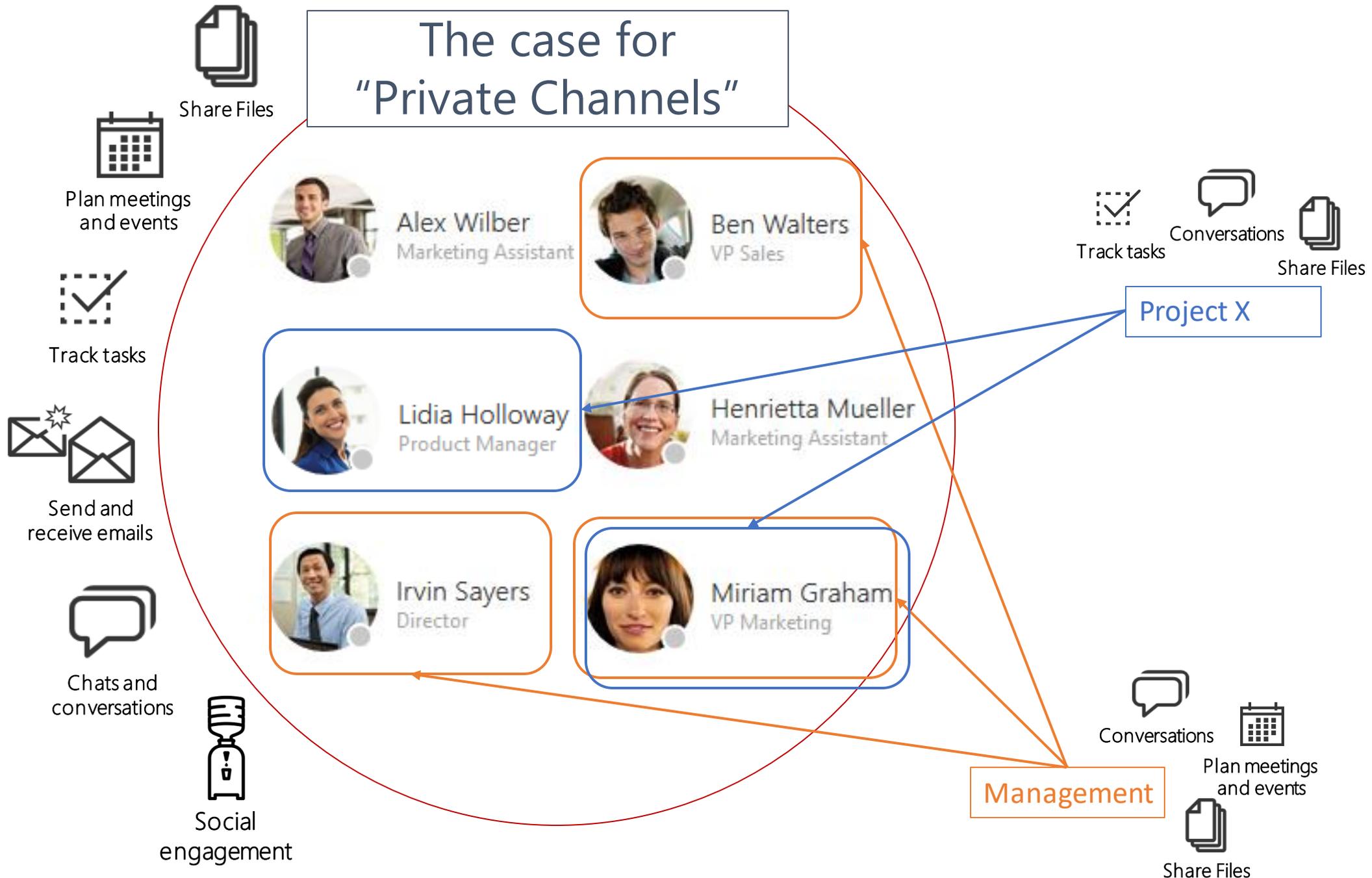
*Note: GCC environments and private channels may have reduced Tab selection



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

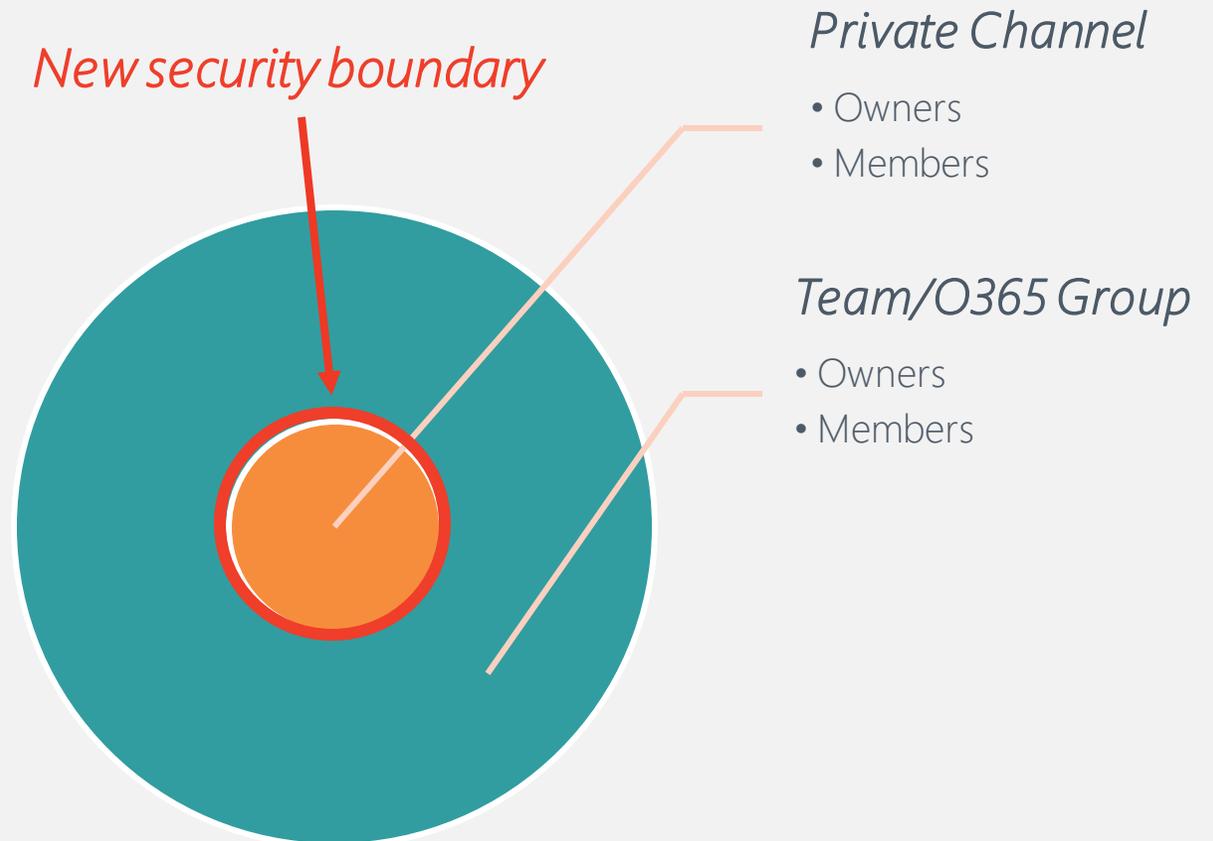
- Navigating Teams and Channels
- Creating and participating in conversations
- Using and managing notifications and @mentions
- Creating Teams
- Creating channels
- Document sharing and co-authoring in Channels

The case for "Private Channels"



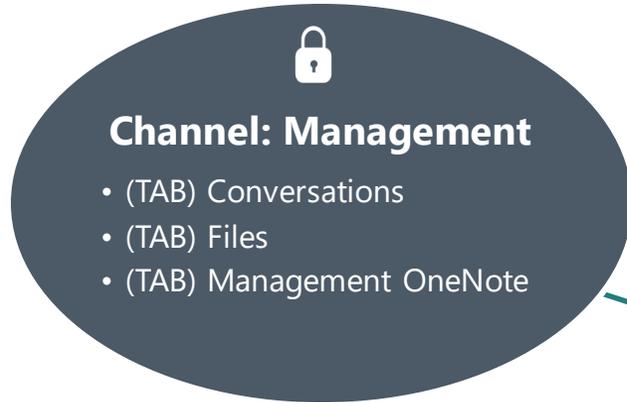
Channel “members” and “owners” in private channels

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

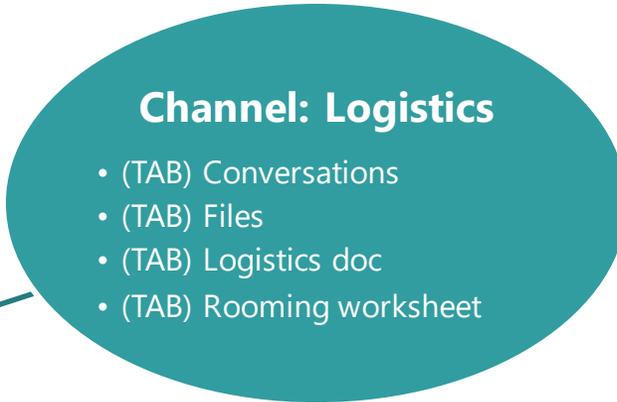
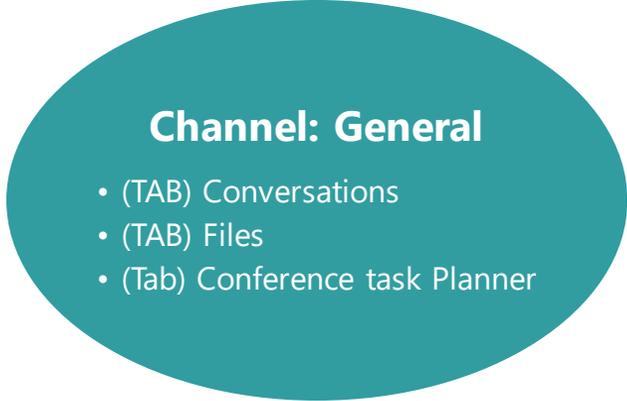


The shape of a Team with private channels

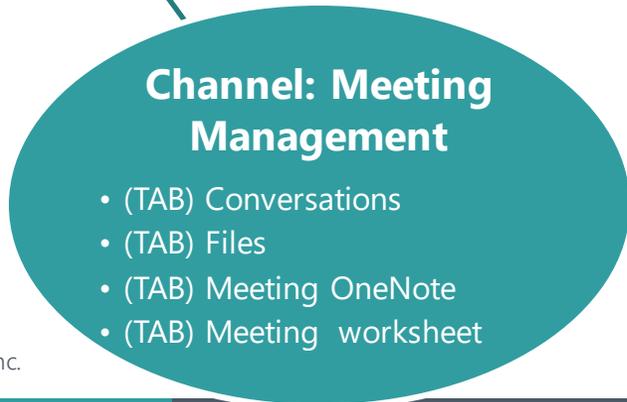
PRIVATE CHANNEL = Focus/attention AND security boundary



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 its 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

While Teams excels at collaboration *within* the team...

Email is often the way to converse *outside* of the Team

- Teams do not show in the GAL by default, so you cant use them like a distro list on CC
- Internal conversations based on email received tend to stay in the inbox instead of Teams

Mitigating the email to Teams handoff

- Consider Guest Access is appropriate
- Enable Teams to show in GAL via PowerShell

```
Set-UnifiedGroup -Identity "TeamName" -HiddenFromAddressListsEnabled $false
```
- Educate users on the "Email a Channel" feature (NOT in GCC!)





Act 2: 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



What Microsoft is saying about Teams governance

*From Ignite 2019 Sessions
Delivered by Microsoft*

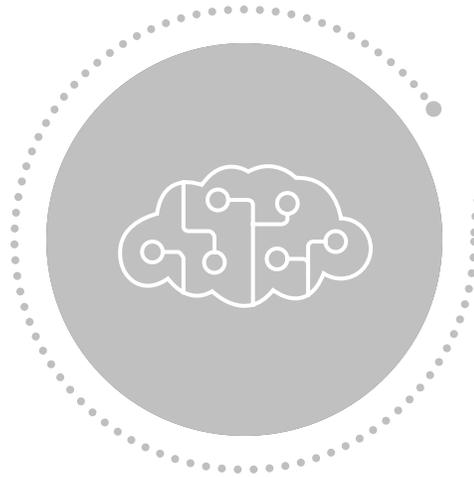


Good governance precedes great adoption.

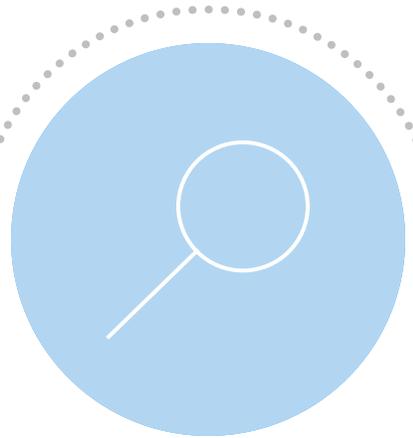
Frictionless self-service with robust IT manageability is an attainable goal.

So are satisfied users.

Types of governance within our internal IT org



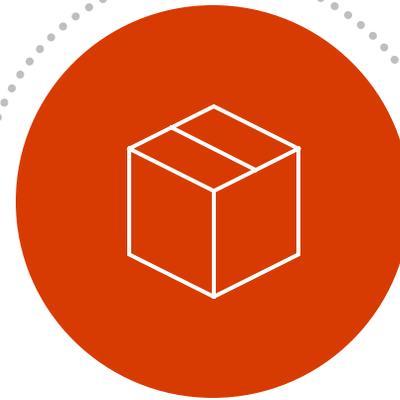
**Solution
governance**



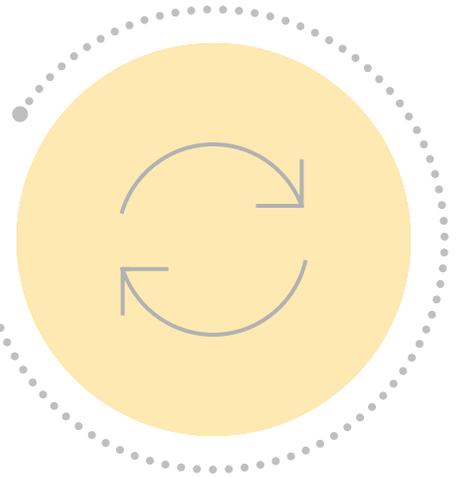
**Discovery
governance**



**Security
governance**



**Container
and content
governance**



**Change
management**

Office 365 Groups is a membership service

1 User creates new group for collaboration

2 Group identity created in Azure Active Directory

3 Group experience populated in app of choice



To govern Microsoft Teams you must govern Office 365 Groups



One Identity

Azure Active Directory (AAD) is the master for group identity and membership across Office 365 (Exchange, SharePoint, etc.)

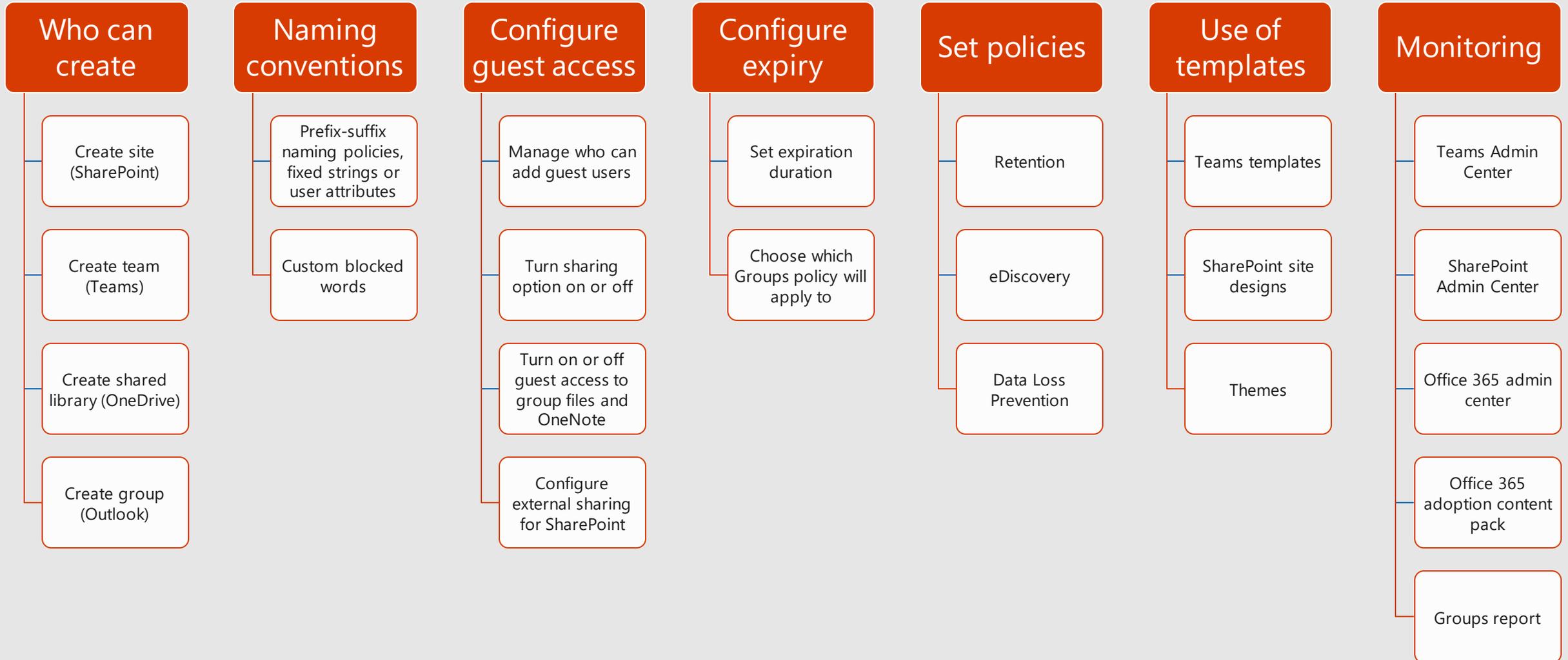
Federated Resources

O365 services extend with their data (e.g. Group messaging, SharePoint Team Site, OneNote, Planner)

Loose coupling

Services notify each other of changes to a group (e.g., creation, deletion, updates).

Control governance before day one



How we think about governance at AvePoint...



How do you know where to park?



Benefits of well governed implementation...



Repeatable and consistent service delivery



Administrative efficiency



Accurate cataloging & monitoring of adoption, usage and governance attributes for collaboration workspaces



Provable compliance with internal and external policies and regulatory requirements



Defining “governance” for our session...

IT Governance

(Broad, organization-wide)

Operational Governance

(Application-specific, aligns with IT Governance goals)

Data Governance

(Content-specific, aligns with IT Governance goals)



**Workspace
Provisioning**

**Ongoing
Management
&
Enforcement**

**Lifecycle and
EOL for
Workspaces**

**Item-level
Retention &
Expiration**

**Records
Mgmt**

Classification

DLP



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

“Organic” self-service

- Use native self-service provisioning
- Trust that users know best what they need

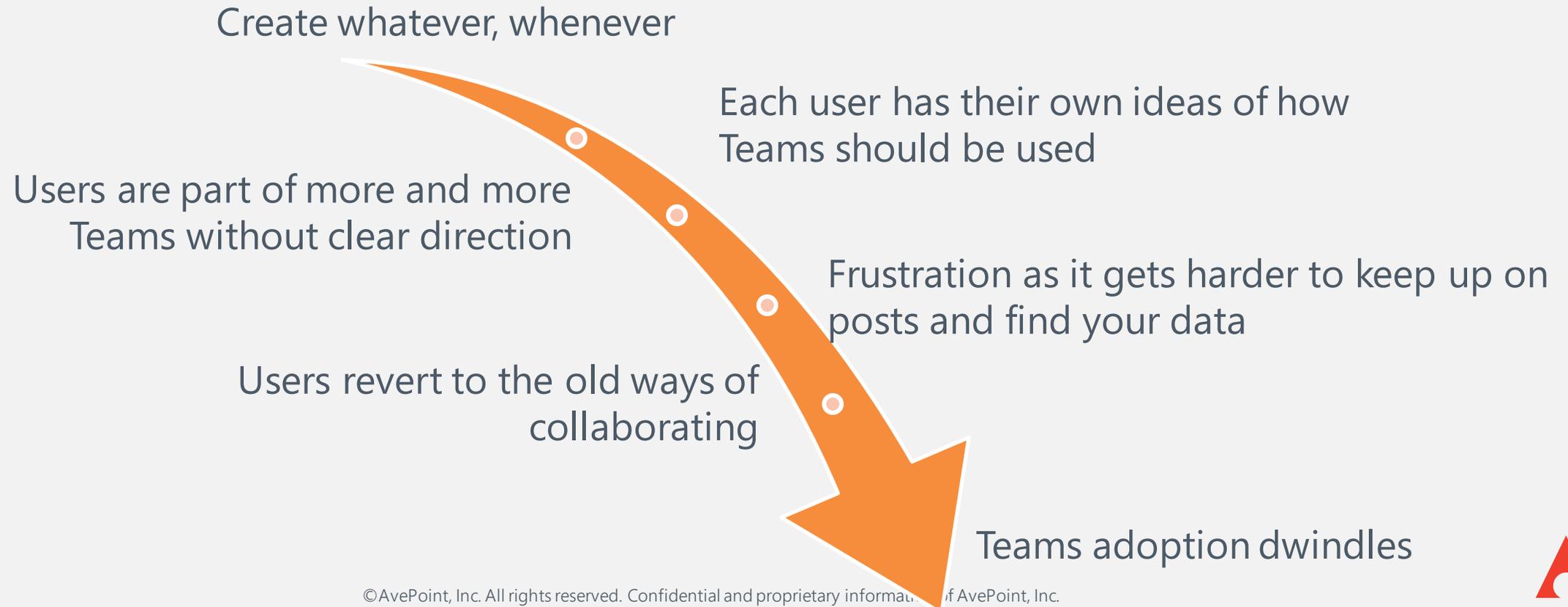
- IT creates Teams and Groups for users
- More control but less agile and creates IT burden

IT-Driven Provisioning



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



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

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

The screenshot shows the Microsoft Office 365 interface. At the top right, the user's name 'Adele Vance' is visible. A 'Create a group' dialog box is open, with a mouse cursor pointing to the 'Create' button. The dialog box contains the following text: 'Create a group', 'A group provides a space for shared conversations, files, and a group calendar.', 'Choose a name', 'Add a description', 'This can help', 'Privacy: Public - Anyone can see what's inside', 'Classification: Select a classification', and 'Language for group-related notifications: English (United States)'. Two error messages are overlaid on the dialog box. The first message, titled 'Plan and Office 365 Group Creation Disabled', states: 'Your organization's global admin has turned off the ability to create new Plans and Office 365 Groups.' The second message, titled 'Sorry, the ability to create groups has been turned off by the person who manages your email.', is also displayed. Both messages have an 'OK' button.

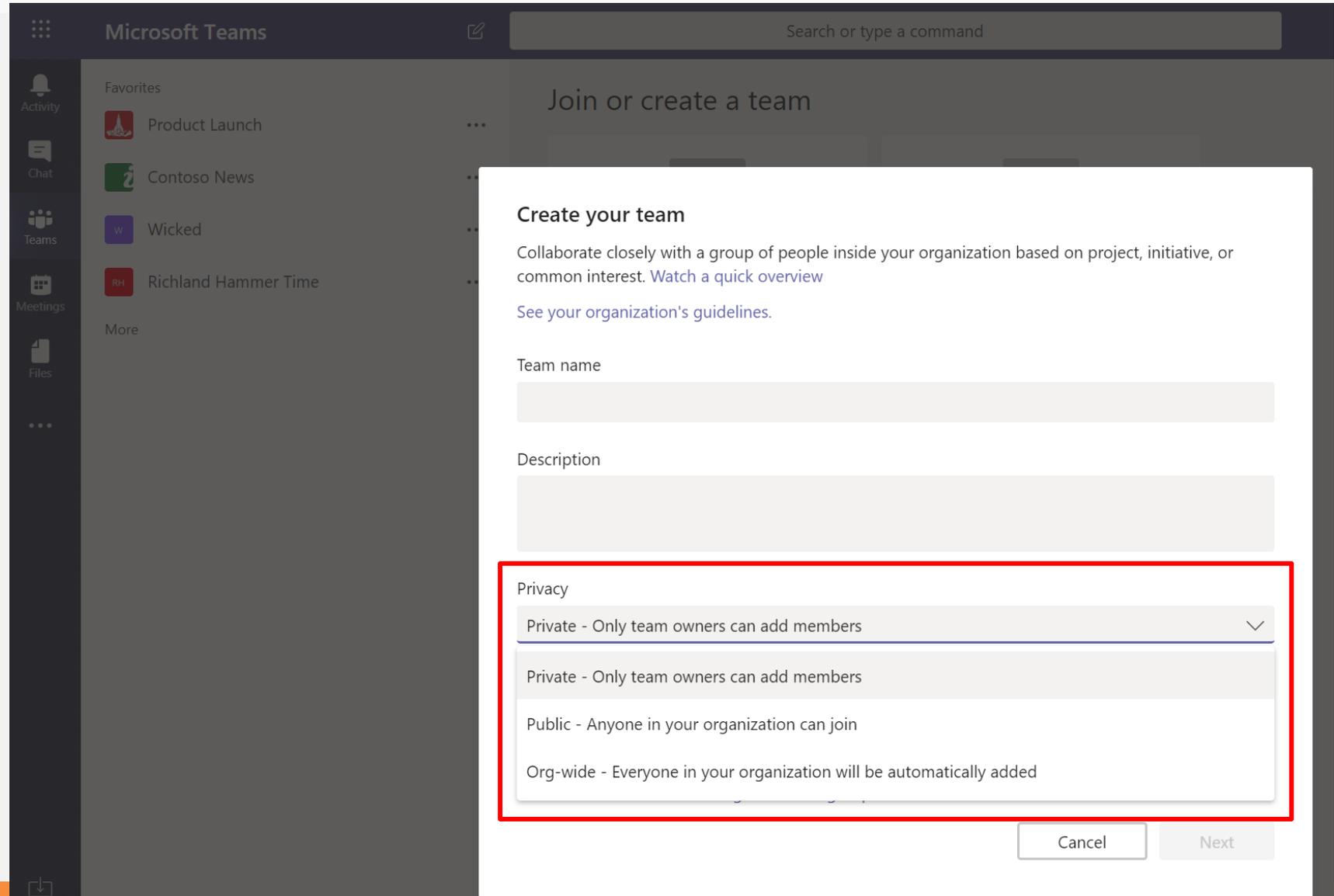


Classification and Privacy...

The screenshot displays the Microsoft Teams interface. On the left is a navigation pane with sections for Activity, Chat, Teams, Meetings, and Files. The 'Teams' section is expanded to show a list of teams: Product Launch, Contoso News, Wicked, and Richland Hammer Time. The 'Richland Hammer Time' team is selected, and its 'General' channel is highlighted. The main area shows the 'Richland Hammer Time > General' channel page. At the top right of this page, there are two buttons: 'Private' and 'Toxic', which are highlighted with a red rectangular box. Below these buttons are three action buttons: 'Add more people', 'Create more channels', and 'Open'. The chat history shows three messages from 'MOD Administrator' dated 10/24. The first message says 'Tab conversation has begun.' and includes a 'Task Plan' tab. The second message says 'Hey @Adele Hello'. The third message says 'This doc needs attention' and includes a file attachment named 'Project tracker1.ods'. At the bottom, there is a text input field with the placeholder 'Start a new conversation. Type @ to mention someone.' and a set of icons for adding content like text, links, emojis, GIFs, and video.



Private or Public- What's the impact?



The screenshot shows the Microsoft Teams interface with a 'Create your team' dialog box open. The dialog box contains the following text and fields:

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

Buttons: Cancel, Next

The 'Privacy' section is highlighted with a red box, showing the current selection and the available options.



Understanding "Public" content visibility

The screenshot displays the Microsoft Teams interface. On the left, a navigation pane shows 'Favorites' with items like 'Product Launch', 'Contoso News', 'Wicked', and 'Richland Hammer Time'. The main area shows the 'Contoso News > General' channel, which is set to 'Public' visibility. Below this, there's a section for 'People and Groups > Contoso News Members'. A red box highlights the 'Public' label in the channel header, and a red arrow points from it to the 'Everyone except external users' option in the group membership list.

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"

The screenshot shows the Microsoft Teams interface with a 'Join or create a team' dialog box open. The dialog box has a dark header with the text 'Join or create a team'. Below the header, there is a section titled 'Create your team' with the following text: 'Collaborate closely with a group of people inside your organization based on project, initiative, or common interest. [Watch a quick overview](#)'. Below this is a link: 'See your organization's guidelines.' The form contains several fields: 'Team name' (text input), 'Description' (text input), 'Privacy' (dropdown menu showing 'Private - Only team owners can add members'), and 'Classification' (dropdown menu showing 'Pretty Safe'). A red box highlights the 'Classification' dropdown. A tooltip is displayed over the dropdown, containing the following text: 'Classification allows organization to protect data based on our policies and standards.' Below this, there are four options: 'Pretty Safe - You know like iffy but still safe', 'WickedlyPrivate - Probably don't show anyone', and 'Toxic - Don't you DARE!'. At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Next'. The background shows the Microsoft Teams sidebar with 'Favorites' including 'Product Launch', 'Contoso News', 'Wicked', and 'Richland Hammer Time', and a 'More' option. The top of the Teams window has a search bar with the text 'Search or type a command'.



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



Classifying SharePoint sites and Groups- Soon

The screenshot shows the SharePoint 'Create site' wizard interface. The main heading is 'Get a team site connected to Office 365 Groups'. Below this, there is a description: 'Use this design to collaborate with your team. Share documents, track events in a shared calendar, and manage project tasks.' The wizard is divided into several sections: 'Following' (showing 'MIPIgniteDemoSite'), 'Featured links' (with an 'Edit' button), 'Frequent' (showing 'IgniteDemoSite'), and 'There's no recent...'. The right-hand side of the wizard contains a form with the following fields: 'Site name' (filled with 'Contoso Merges and Acquisition'), 'Group email address' (filled with 'ContosoMergesandAcquisition'), 'Site address' (filled with 'https://mippreviewtenant26.sharepoint.com/sites/ContosoMergesan...'), and 'Site description' (filled with 'Tell people the purpose of this site'). The 'Sensitivity' dropdown menu is highlighted with an orange border and is currently set to 'Confidential'. Below it is the 'Privacy settings' dropdown menu, which is set to 'Private - only members can access this site'. At the bottom of the form are 'Next' and 'Cancel' buttons.

Classifying SharePoint sites and Groups

Office 365 | SharePoint

① Your organization doesn't allow you to download, print, or sync using this device. To use these actions, use a device that's joined to a domain or marked compliant by Intune. For help, contact your IT department. [More info.](#)

CM Contoso Merges and Acquisition
Private group | Confidential

Microsoft Admin 1 member

Search this site + New Published Edit

Home
Conversations
Documents
Notebook
Pages
Site contents
Recycle bin
Edit

News
+ Add

Keep your team updated with News on your team site
From the new team site home page you'll be able to quic...
[Add News](#)

Quick links

- Learn about a team site
- Learn how to add a page

Activity

Documents [See all](#)

+ New Upload ... All Documents

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

 ✔

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 for the selected group. It includes the following fields:

- Add dynamic membership rule: Simple rule (selected), Advanced rule
- Add users where: 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

This close-up screenshot shows the 'Advanced rule' configuration pane. It includes the following fields:

- Add dynamic membership rule: Simple rule, Advanced rule (selected)
- Advanced rule: (user.department -eq "Cool People")



Demo: *Governing provisioning of Office 365 Groups*

- Limiting self-service O365 Group Creation in PowerShell
- Additional Group creation settings in Azure AD
- The impact of these settings to users

"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>



Teams admin roles...

Teams Service Admin	Manage the Microsoft Teams service. Manage and create Office 365 Groups
Teams Comm Admin	Manage calling and meetings features within Microsoft Teams
Teams Comm Support Engineer	Troubleshoot comms issues within Teams by using advanced tools
Teams Comm Support Specialist	Troubleshoot comms issues within Teams by using basic tools



The Teams Admin Center...

The screenshot displays 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 information "JS". The left sidebar lists various management options: Dashboard, Teams, Manage teams (selected), Devices, Locations, Users, Meetings, Messaging policies, Voice, Analytics & reports, and Org-wide settings. The main content area shows the configuration for the "X1050 Launch Team".

X1050 Launch Team Edit

Privacy: **Public**

Mail: X1050LaunchTeam@teamworkdemob.onmicrosoft.com

Team members | Channels | Settings

+ Add team members | Remove | 5 Team members Search

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



Teams “policies & settings”

Policies

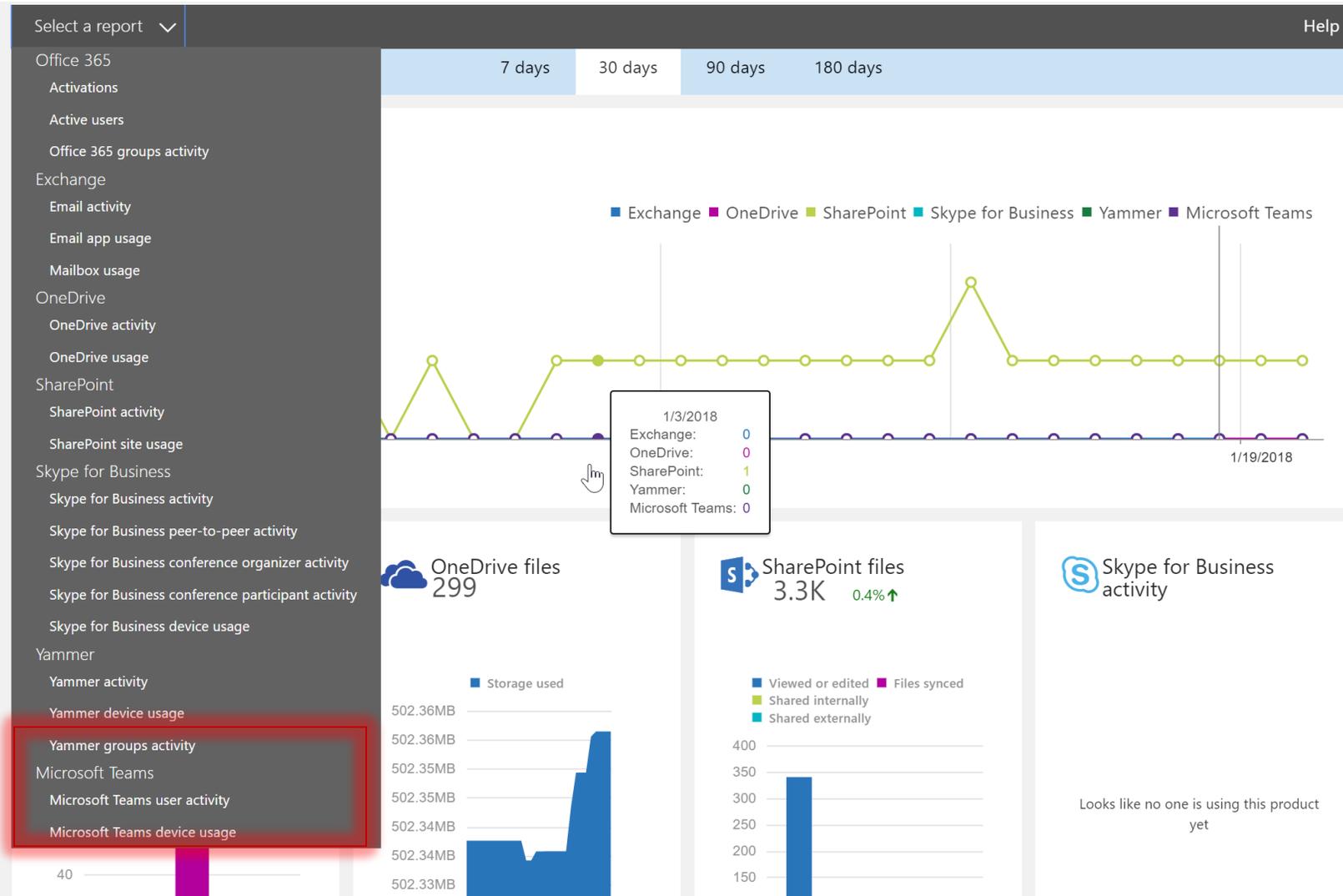
- A collection of configuration settings
- Applied to some or all users
- Examples: messaging policy, meeting policy, voice policy, etc.

Settings

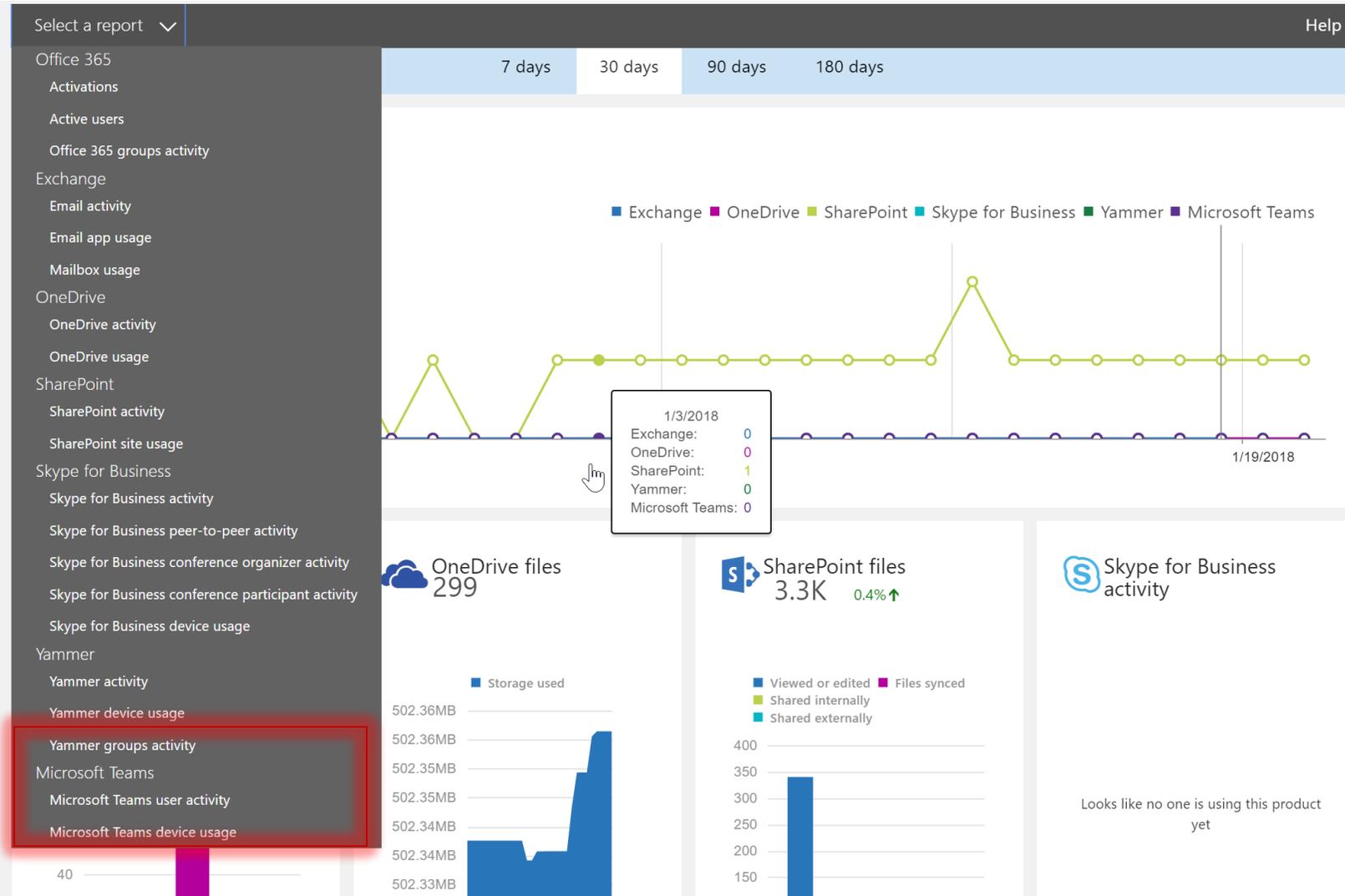
- A collection of configuration settings.
- Generally grouped by modality.
- Per tenant only.
- Examples: guest, federation, audio conferencing, etc.



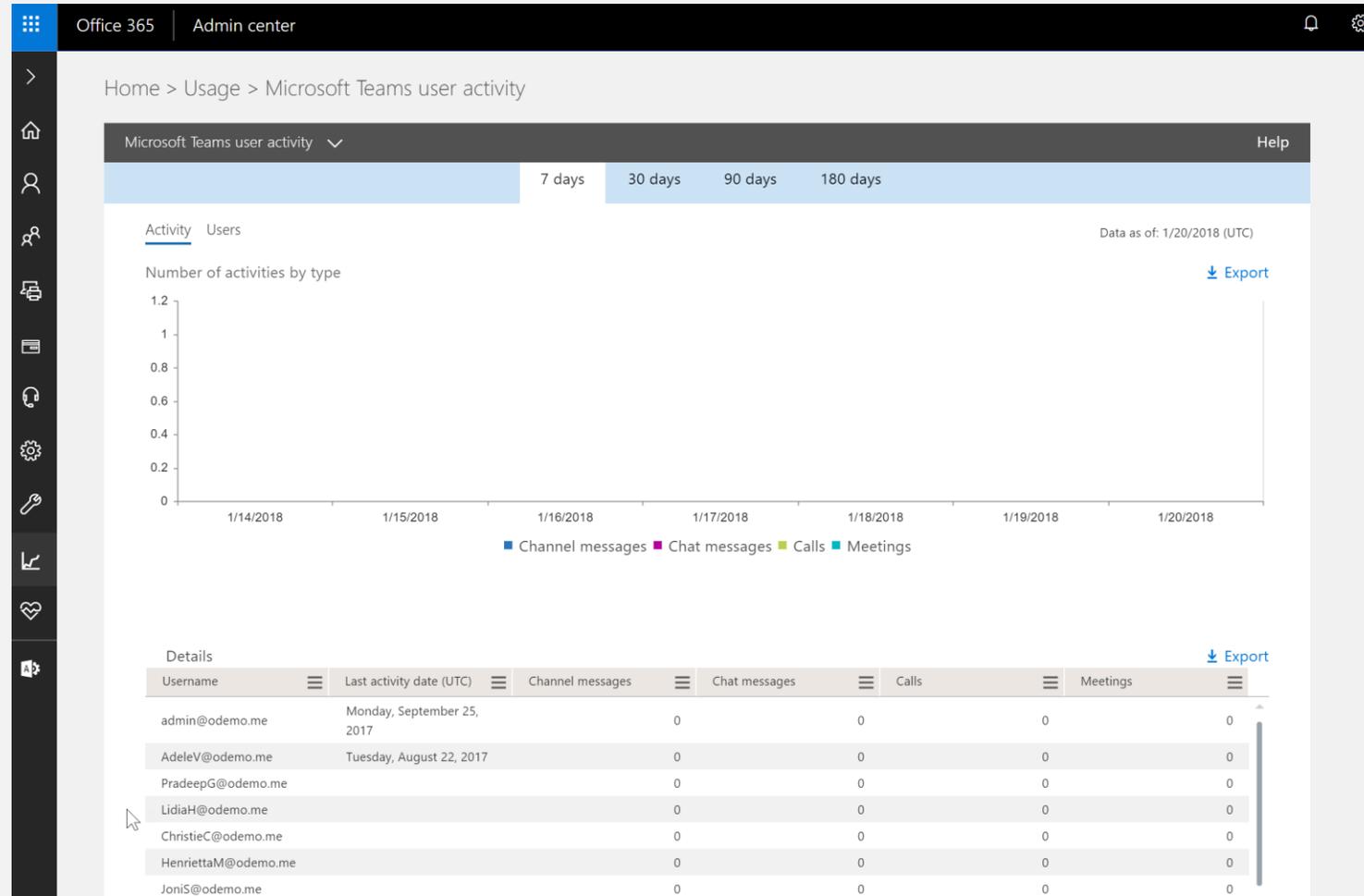
Monitoring for adoption and usage



Monitoring for adoption and usage



Monitoring for adoption and usage



Audit reporting for Teams...

Office 365 | Security & Compliance | MOD Administrator

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

Results

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

Show results for all activities

Clear all to show results for all activities

Microsoft Teams activities

- User signed in to Teams

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*

- Teams Admin Center
- Monitoring Team and Group Usage
- Office 365 audit reporting

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

The screenshot displays the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Meetings, and Files. The main area is titled 'Manage teams' and contains a search bar and a list of teams. The list is divided into 'Active (6)' and 'Archived (1)'. The 'DC Posse' team is highlighted in the 'Archived' section, and a context menu is open over it, showing options like 'Manage team', 'Add channel', 'Add members', 'Leave the team', 'Edit team', 'Get link to team', 'Archive Team', and 'Delete the team'. A dialog box is overlaid on the left, asking 'Want to archive "DC Posse"?' and providing instructions on what archiving does. It includes a checkbox for 'Make the sharepoint site read-only for team members' and 'Cancel' and 'Archive' buttons.

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



Group expiration helps prune old Teams

Azure Active Directory admin center contoso > Users and groups >

Expiration (preview)

Search (Ctrl+/)

MANAGE

- General
- Expiration (preview)

ACTIVITY

- Audit logs

TROUBLESHOOTING + SUPPORT

- Troubleshoot
- New support request

Save Discard

Renewal notifications are sent via email to group owner 1 day prior to group expiration. Failure to renew will result in the Office 365 group and its content from Teams, Planner, Yammer, Outlook, etc. If group owners do not have Exchange Licenses, this feature is not available.

Group lifetime (in days) Custom

* For groups with no owners, notify

Enable expiration for these Office 365 groups

Select Office 365 groups

AD	Alex Dept Planning
AT	Alex Team YamJam
TE	test

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

Microsoft Corporation, [One Microsoft Way, Redmond WA, 98052](#) | [Privacy Statement](#)



“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

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

Navigation menu:

- Dashboard
- All services
- FAVORITES
- Azure Active Directory
- Users
- Enterprise applications

Left sidebar (Groups - Deleted groups):

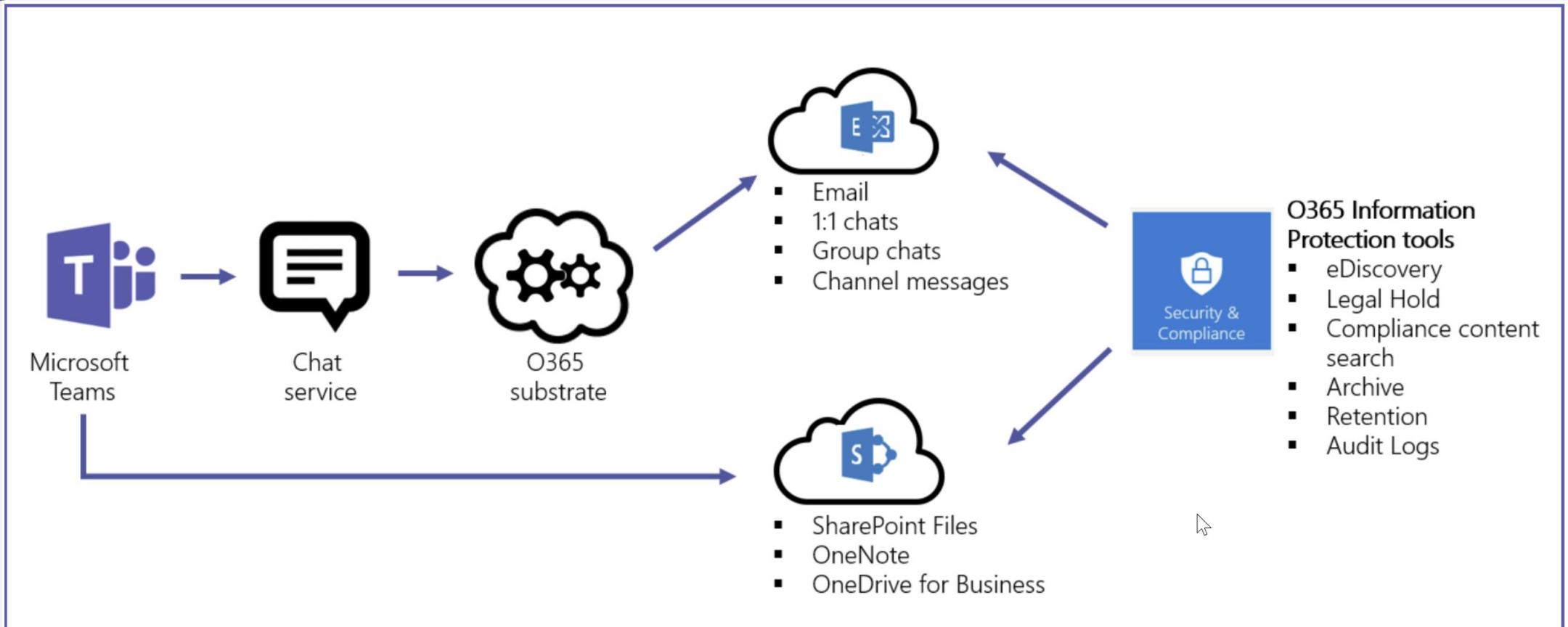
- All groups
- Deleted groups
- Diagnose and solve problems
- Settings
 - General
 - Expiration
 - Naming policy
- Activity
 - Access reviews
 - Audit logs
 - Bulk operation results (Preview)
- Troubleshooting + Support
 - New support request



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



O365 "Advanced Data Governance" can handle retention/expiration



Using Retention Policies for Teams

Office 365 Security & Compliance

Classifications
Data loss prevention
Data governance
Dashboard
Import
Archive
Retention
Events
Supervision
Threat management
Mail flow
Data privacy

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

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

Do you want to retain content? [i](#)

Yes, I want to retain it [i](#)

For this long... 7 years

Retain the content based on when it was created

Do you want us to delete it after this time? [i](#)

Yes No

No, just delete content that's older than [i](#)

1 years

Need more options?

Use advanced retention settings [i](#)

[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. The left-hand navigation pane includes sections for Home, Alerts, Permissions, Classifications, Labels, Label policies, Sensitive information types, Data loss prevention, Data governance, Threat management, Data privacy, Search & investigation, and Reports. The main content area is titled "Label settings" and contains three steps: "Name your label" (checked), "Label settings", and "Review your settings". The "Label settings" step is active, showing a "Retention" toggle set to "On". Below this, the "When this label is applied to content..." section has "Retain the content" selected. An overlay window titled "Documents" is open, showing a table of files. The file "Test Doc.rtf" is selected, and a dropdown menu is open, showing options to "Apply label" with "High Business Impact (HBI)" selected. The dropdown also lists "None", "Low Business Impact (LBI)", "Medium Business Impact (MBI)", "My New Label", and "Test Label 2".

Office 365 | Security & Compliance

Create a label to help users classify their content.

- Name your label
- Label settings
- Review your settings

Retention ⓘ
 On

When this label is applied to content...

Retain the content

Name	Modified	Modified By	Sign-off status
General	September 25, 2017	MOD Administrator	
HBI Stuff	September 11	MOD Administrator	
My Other Channel	September 25, 2017	MOD Administrator	
2018-01-24_17-11-17.png	April 16	MOD Administrator	
<input checked="" type="checkbox"/> Test Doc.rtf	August 23, 2017	Adele Vance	

Documents

Apply label

- 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

Demo:
*Lifecycle and "end
of life" for Teams*

- Archiving Teams
- Setting Group expiration
- Retention policies and labels in the Security and Compliance Center

Also consider...



Additional LIFECYCLE ideas from the field

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





Act 3: Adoption, Adoption, Adoption!

Driving sustainable adoption of Microsoft Teams and Office 365

Discussion:

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

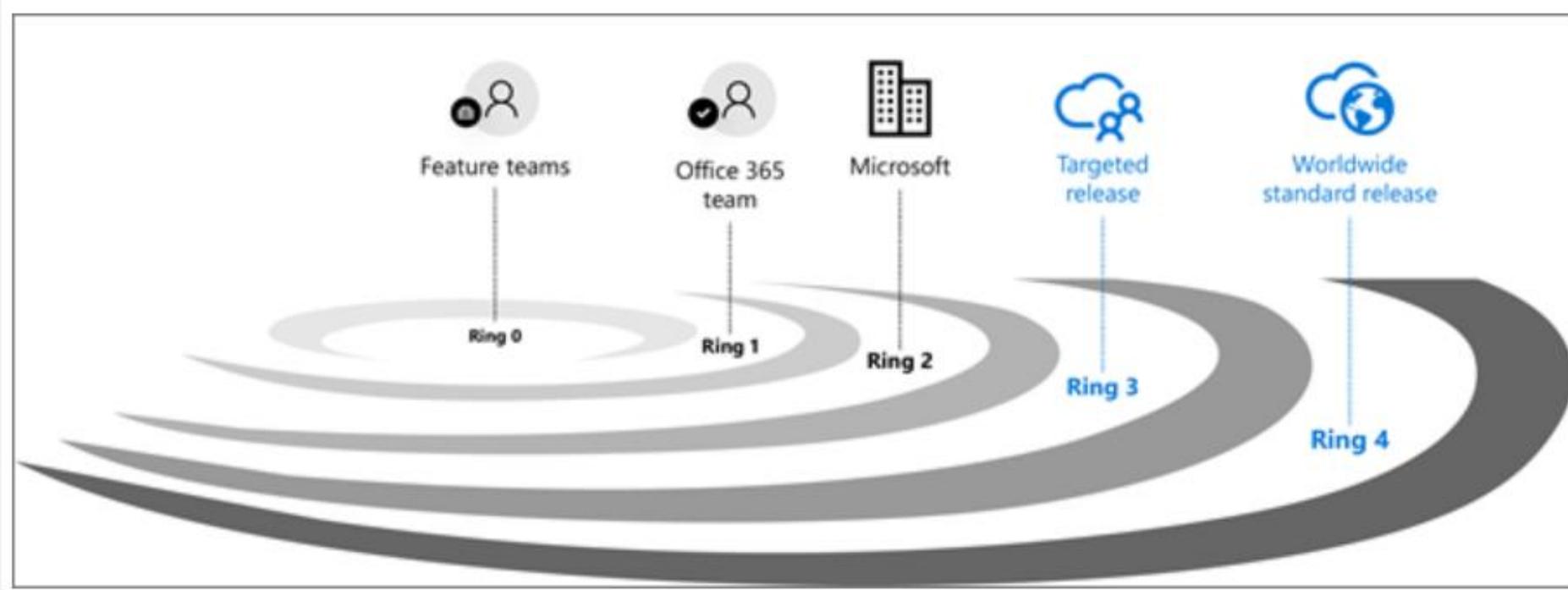


Managing the pace of change in Office 365

Keep up on what's coming and
build an ongoing pilot program
for new functionality



Microsoft releases O365 features in “rings”



The options for Office 365 *desktop* are slightly different...

Update channel	Primary purpose	How often updated with new features	Default update channel for the following products
Monthly Channel	Provide users with the newest features of Office as soon as they're available.	Monthly	Visio Online Plan 2 (previously named Visio Pro for Office 365) Project Online Desktop Client Office 365 Business, which is the version of Office that comes with some Office 365 plans, such as Business Premium.
Semi-Annual Channel	Provide users with new features of Office only a few times a year.	Every six months, in January and July	Office 365 ProPlus
Semi-Annual Channel (Targeted)	Provide pilot users and application compatibility testers the opportunity to test the next Semi-Annual Channel.	Every six months, in March and September	None



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 information.

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

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

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

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, a table lists active users with columns for Display name, Username, and Licenses. Adele Vance is highlighted. On the right, the user's profile is shown, including their name, photo, and a 'Sign in allowed' status. Below the profile, there are tabs for Account, Devices, Licenses and Apps, Mail, and OneDrive. The 'Licenses and Apps' tab is active, showing a 'Select location' dropdown set to 'United States'. Under 'Licenses (5)', the following are listed: 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), and Windows 10 Enterprise E3 (23 of 29 licenses available). Under 'Apps (39)', the following are listed: Audio Conferencing (Office 365 E5), Azure Active Directory Premium P1 (Enterprise Mobility + Security E5), Azure Active Directory Premium P2 (Enterprise Mobility + Security E5), and Azure Advanced Threat Protection (Enterprise Mobility + Security E5).

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

Technology steps

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

Support your pilot group

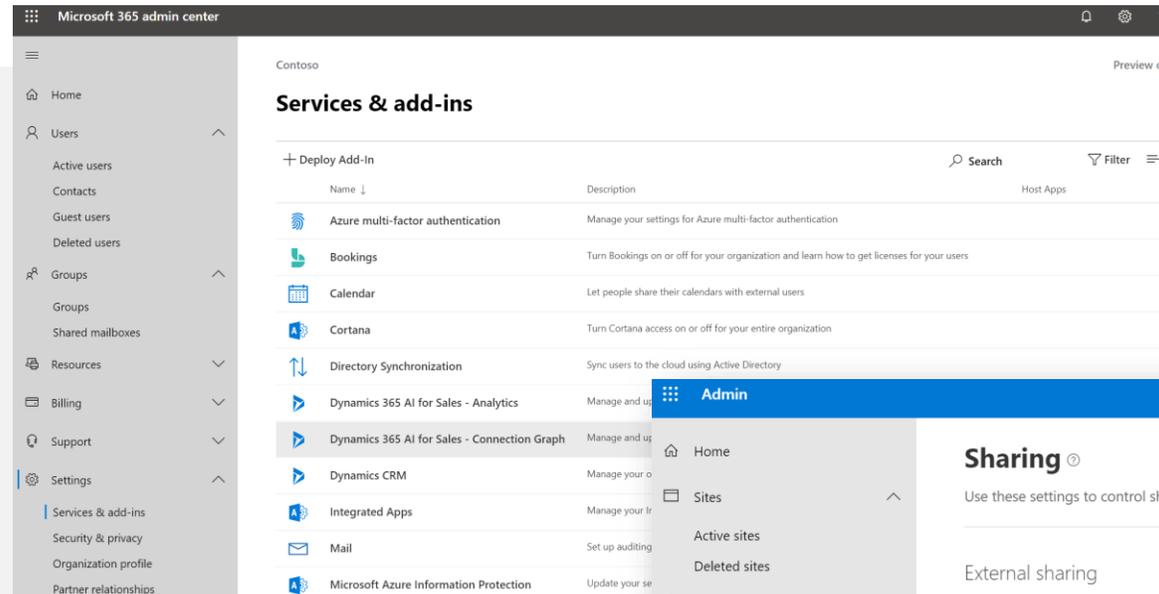
- Establish communication/feedback strategy (Teams is a perfect vehicle)
- Establish an education strategy (Consider Office 365 Champions program)

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

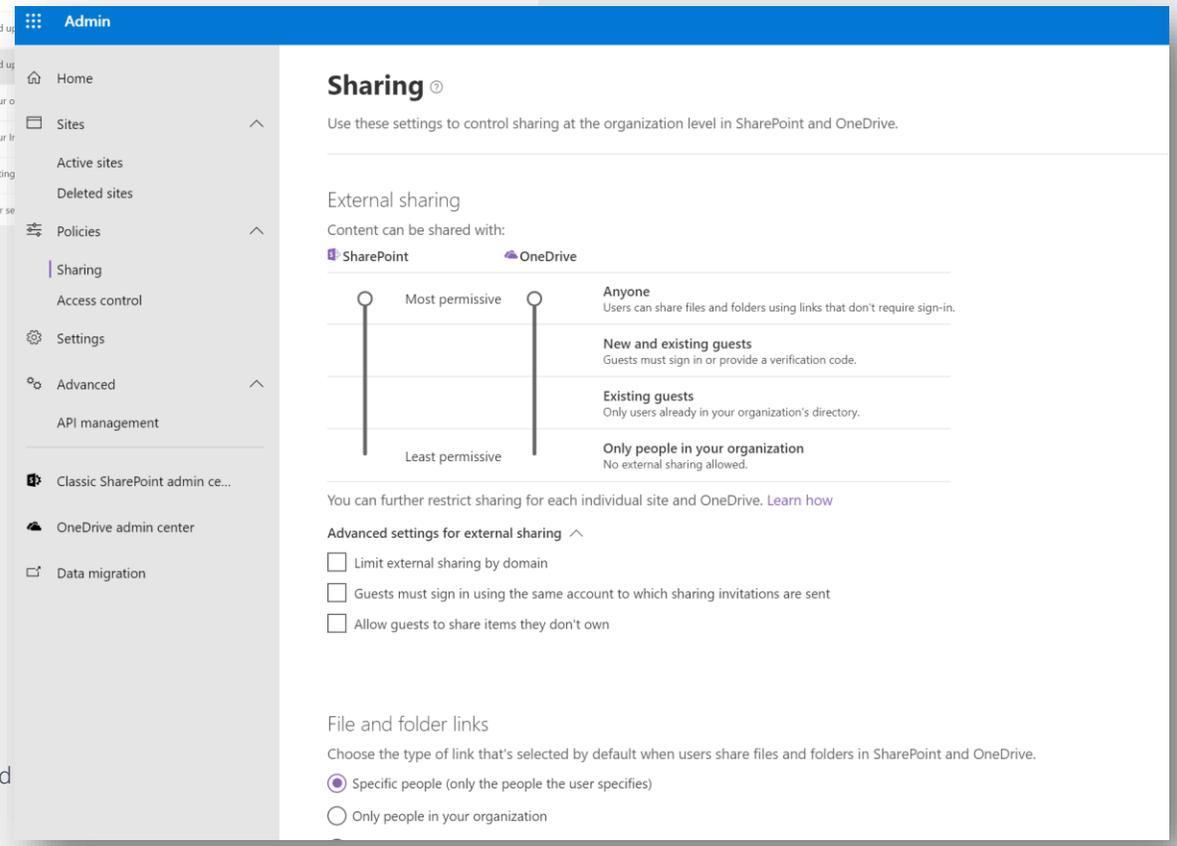


Additional workload-level controls

Tenant level controls



In-workload admin settings



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



Demo:
*A practical pilot
strategy for Teams*

- Keeping up on the pace of change in Office 365
- Enabling access to Teams and features for pilot teams
- Using Teams to roll out Teams
<https://docs.microsoft.com/en-us/microsoftteams/teams-adoption-your-first-teams>



**What we're
all realizing
about Teams
adoption...**

"Empty" deployments are trouble

May see some early adoption spikes but soon drops off and hard to get users back

Need "gravity" to get sustained active usage

With "Daily Active Usage" as a goal, Teams needs to be hosting real business processes, not general collaboration

Many need help re-structuring the way they work

The more they see Teams as the way to make their work easier, faster and more effective, the more they will use it

Teams for different People Managers

Project Management

Manage your project team, streamline meeting communications, collaborate on budgets, deliverables, and feedback.



Sales

Get an overview of your Sales team's activities. Collaborate and deliver proposals with input from different stakeholders. Manage sales planning and training.



Marketing

Plan and deliver marketing campaigns and go-to-market activities with participation from internal and external stakeholders. Plan events and manage event communications and logistics.



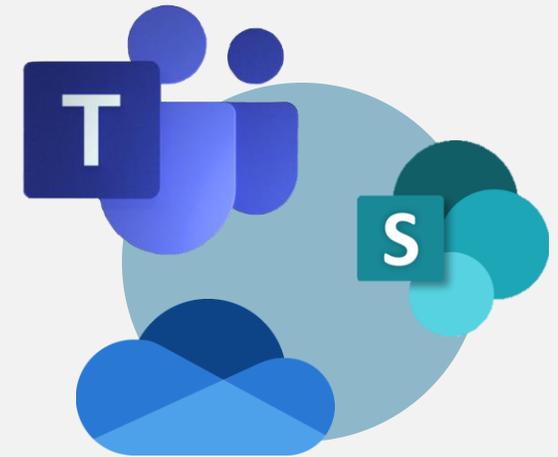
Human Resources

Manage team request, recruitment, performance reviews, and training across departments.



Legal

Have a place for legal team members to raise questions and ask advice, store key documents, manage Legal Matters, and more.



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

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Teams for different Bureaus

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

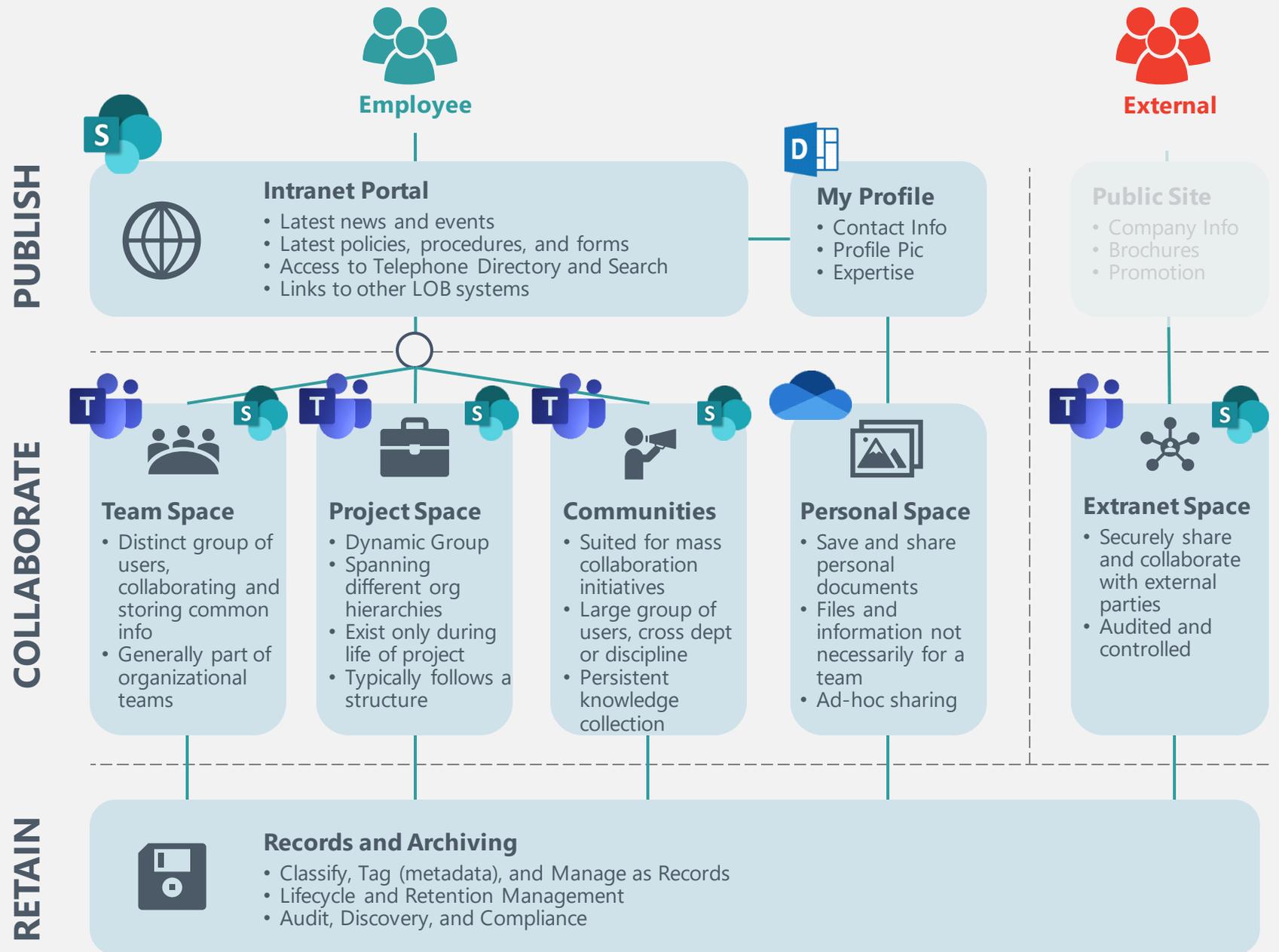
Develop and share educational policies.



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

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

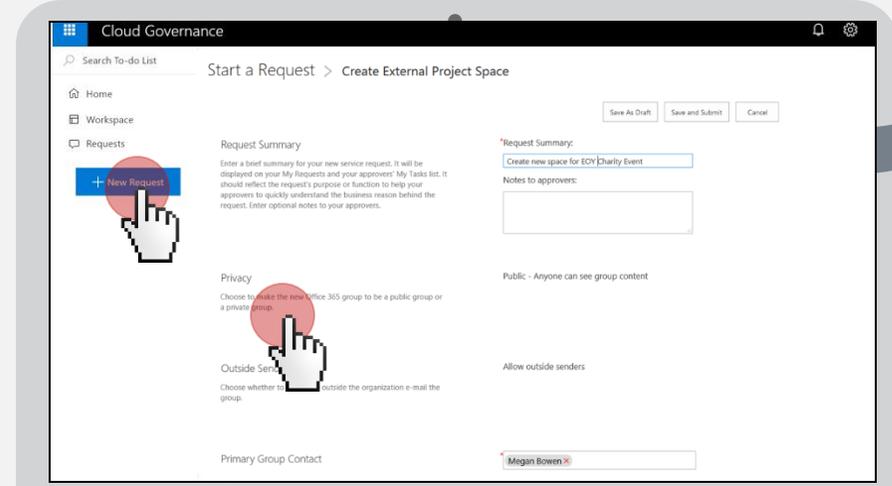
Backup: All
External Users: Yes
Recert: 6 Months
Reporting: Annual
 +
Default Labels
Metadata Presets



EOY Charity Event

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

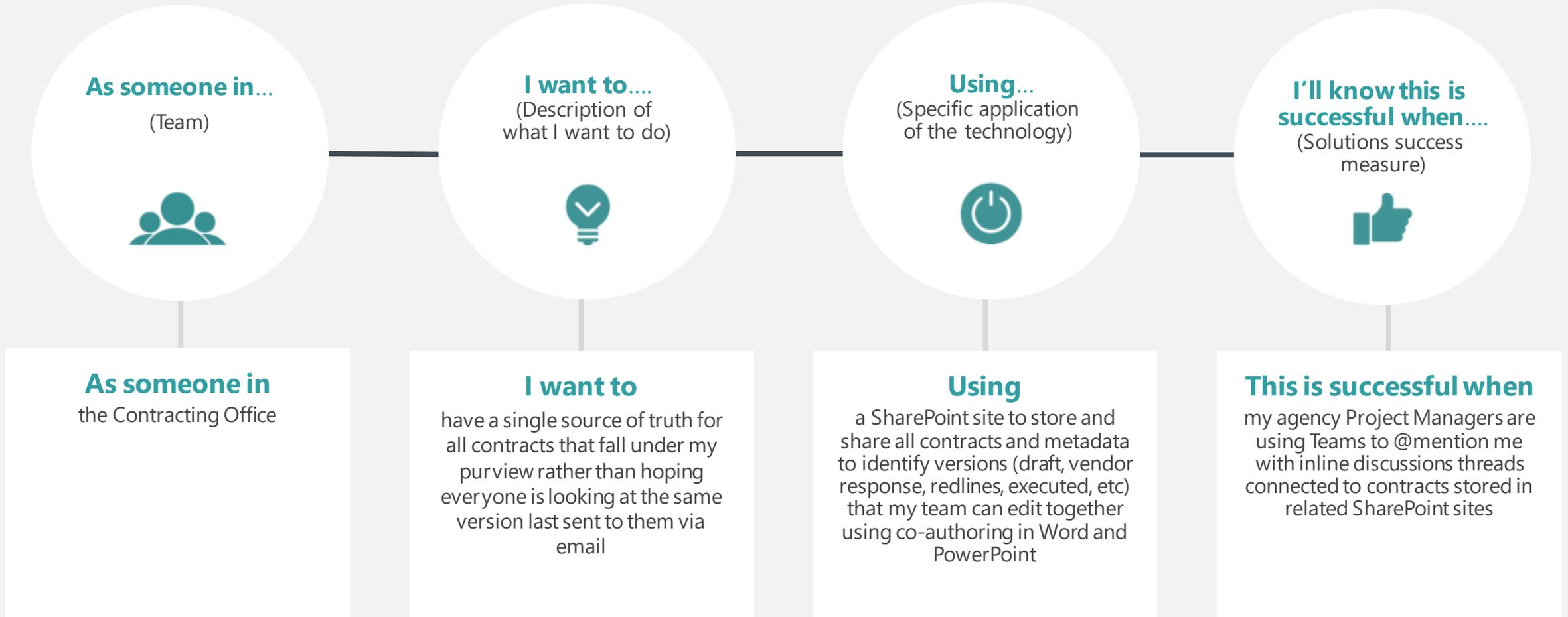
LABELLED
TAGGED



Bringing It Together

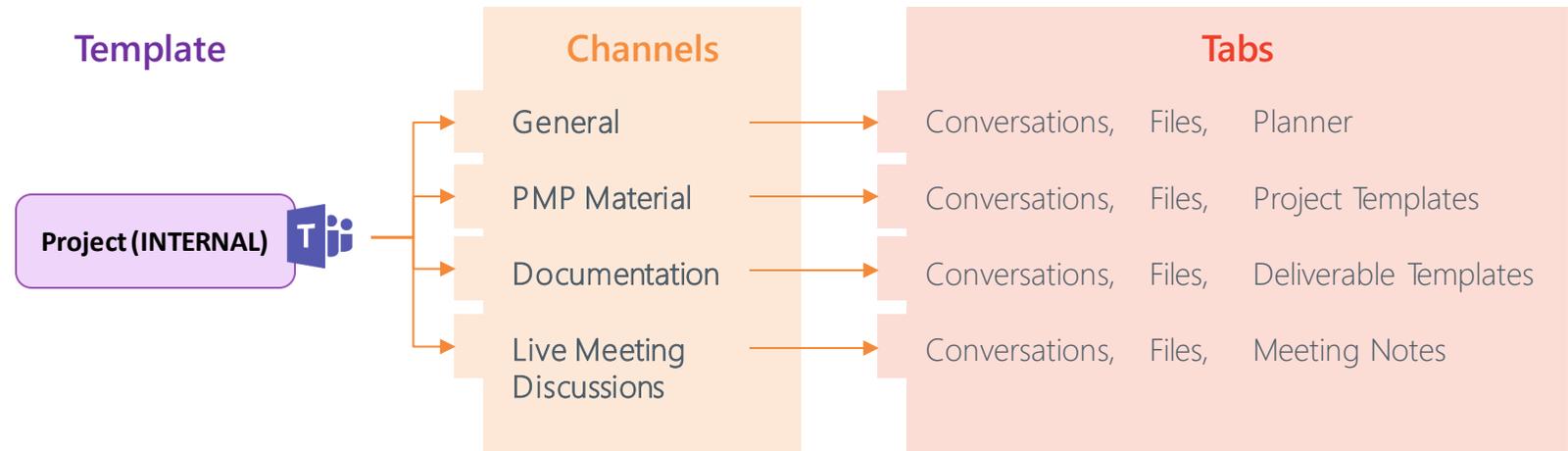
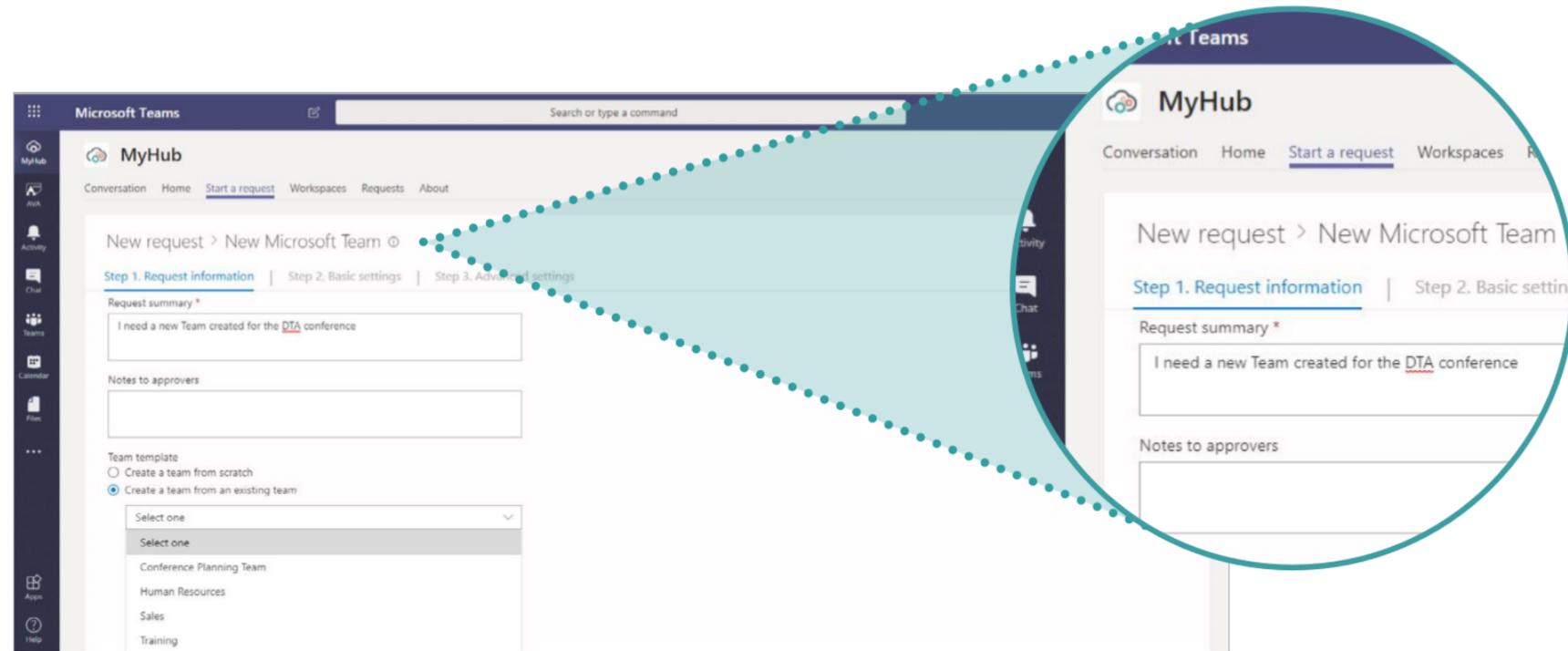
Not sure how to begin?

To help identify team scenarios, consider using the framework below



Make it easy to choose the right template

- Users can make self-service requests from available workspace templates that are relevant to them
- Workspaces can come pre-configured with channels, tabs, and bots



“Templates” are more than just channels and configuration.

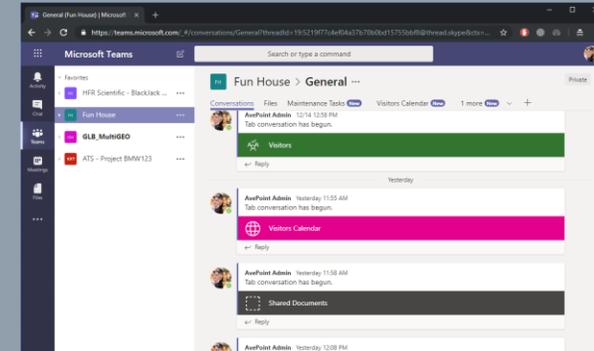
A template framework that includes the site components, and the lifecycle components.

- 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

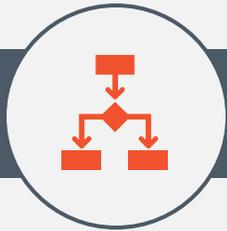
All requests through Central IT

RECERTIFY MEMBERS

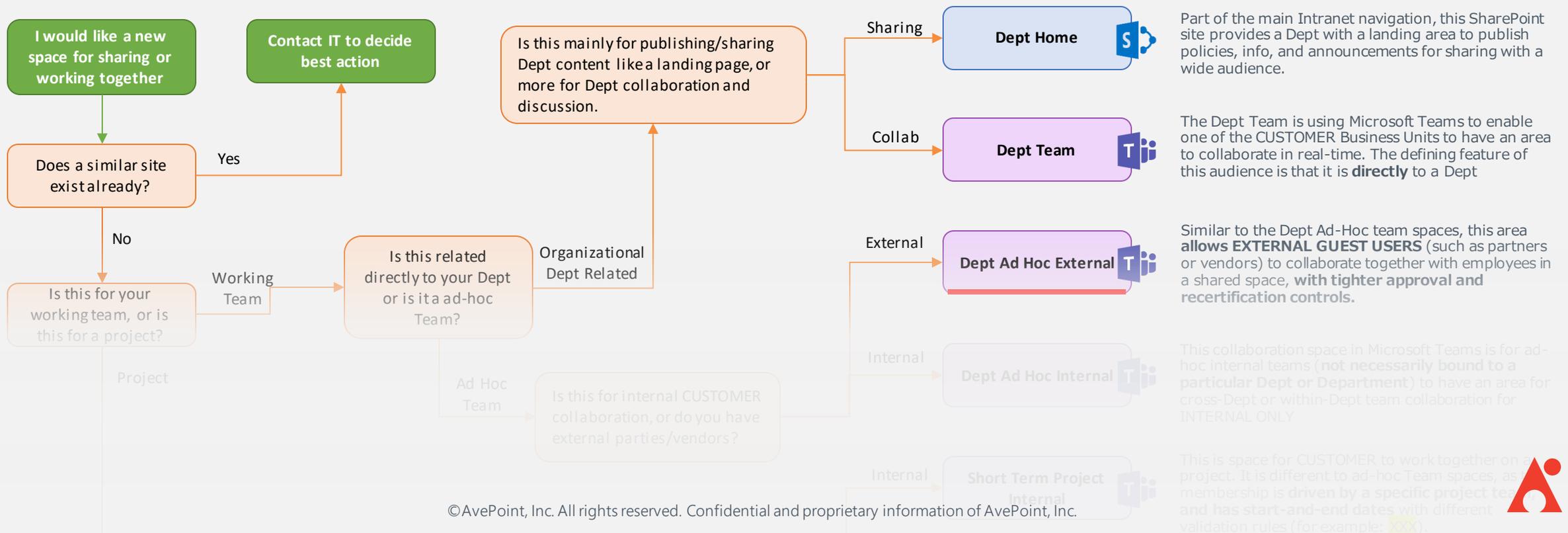
after
3 Months



Decision Trees Map the Business to the Templates



Helps with adoption making it easy for users, and helps clarify IT Governance



Activity

Let's design a few
"business ready"
templates for Teams



Demo:

*Making it easy for
users to do the right
thing*

- Guiding users to the right choices
- Leveraging business ready templates



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>

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



Microsoft 365

#shifthappens

Accelerate Tech Intensity

IN YOUR MODERN WORKPLACE

📍 Conrad Hotel, Washington, D.C. 🕒 June 25-26, 2020

▶ **Contact your AvePoint rep to get 100% off your registration.**

thank you

Gracias

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Danke

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благодаря

Hvala

Obrigado

Kiitos

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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

ໜ້ອຍຄຸນຄຳ

Dziękuję

谢谢

Tack

Mulțumesc

спасибо

Merci

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