



Office 365: Migrer vite, bien et sans Shadow IT

Votre chemin vers le Cloud en 4 étapes



Unleash the Power of You

Agenda

Structurer la migration

Rendre la tâche aisée aux users avec la gouvernance proactive

Addresser les besoins métier pour engager l'adoption continue.

Trouver et éliminer les cas de "Shadow IT"



Structurer la migration

Les challenges de la Migration

Office 365
Throttling



Sources
multiples



Est ce qu'on doit tout migrer ?

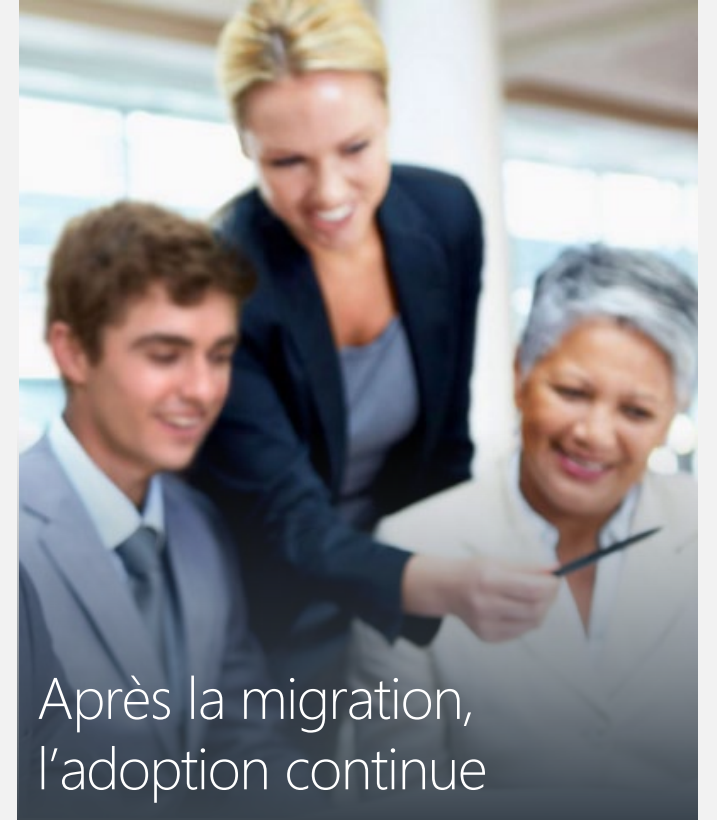


Manque d'expérience

Personalisations

Classifier et
organiser le
contenu

Après la migration,
l'adoption continue





Comprendre VOTRE migration

Type de Migration	Source
Simple et rapide	Modern Cloud Services
Méthodique et sans disque	Applications et services existants bien maîtrisés
Legacy et complexe	Legacy

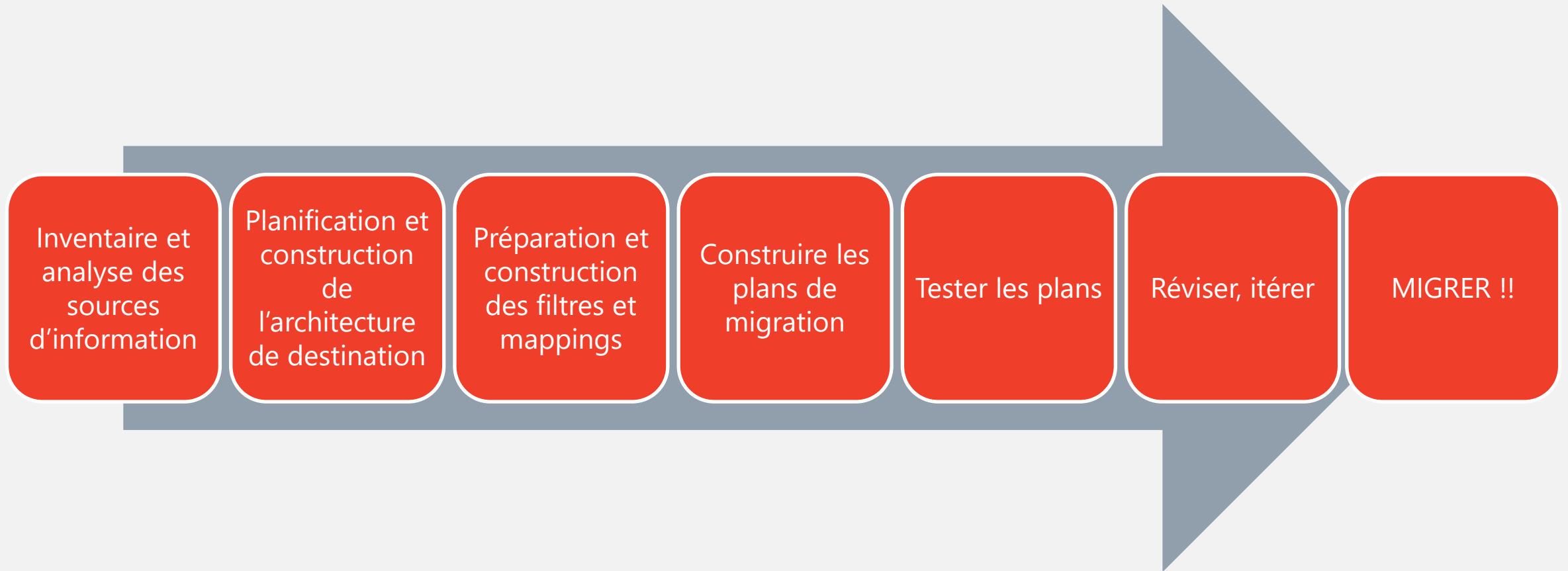


Comprehensive Migration Platform

Customer Wants to Migrate...	box	Dropbox	Google Drive	Office 365 Tenant to Tenant	Email (G-Mail, IMAP, POP 3, Exchange)	File Shares (On Premises)	SharePoint	slack	Microsoft Teams & Groups	eRoom	documentum	Livelink	Lotus Notes	Quikr	HP TRIM	IBM Connections	Microsoft Office SharePoint 2007
 Optimized Migration Project	●	●	●	●	●	●	●	●	●								
	Fly Server																
 Legacy Source Migration Project										●	●	●	●	●	●	●	●
										DocAve Migrator							



Structure de Migration



Rendre la tâche aisée
aux utilisateurs avec la
gouvernance proactive

Avantages d'une implémentation bien gouvernée



Execution fiable et répétable



Administration efficace



Catalogue précis, et monitoring de l'adoption, de l'usage et gouvernance des attributs des espaces collaboratifs



Preuve de compliance avec les strategies et textes de loi internes et externes



Sujets de "service delivery" courants



Pour les espaces collaboratifs, nos clients veulent gouverner :

Comment les Teams
sont demandés,
approuvés et créés

Provisioning

Comment la
disponibilité, la
compliance et les
changements dans la
durée

Management

Comment
conserver/expirer/suppr
imer les teams
convenablement

Lifecycle



Considérations pour gouverner Groups et Teams

1. Qui peut provisionner et créer des Groups/Teams Office 365.
2. Gérer l'accès et les propriétaires d'espaces Groups et Teams
3. A quoi devrait ressembler ma stratégie de rétention, incluant sauvegarde, archivage et suppression
4. Comment tirer au mieux partie d'Office 365 en réduisant le fardeau d'administration.
5. Déterminer quelles applications et quels services les utilisateurs devraient pouvoir utiliser..
6. Structurer et applique les propriétés et conventions de nommages des Groups/Teams.
7. Etre au fait et preparer l'arriver de nouvelles fonctionnalités.



Qui devrait pouvoir et
créer des Groups/Teams
Office 365..

Qui, donc ?

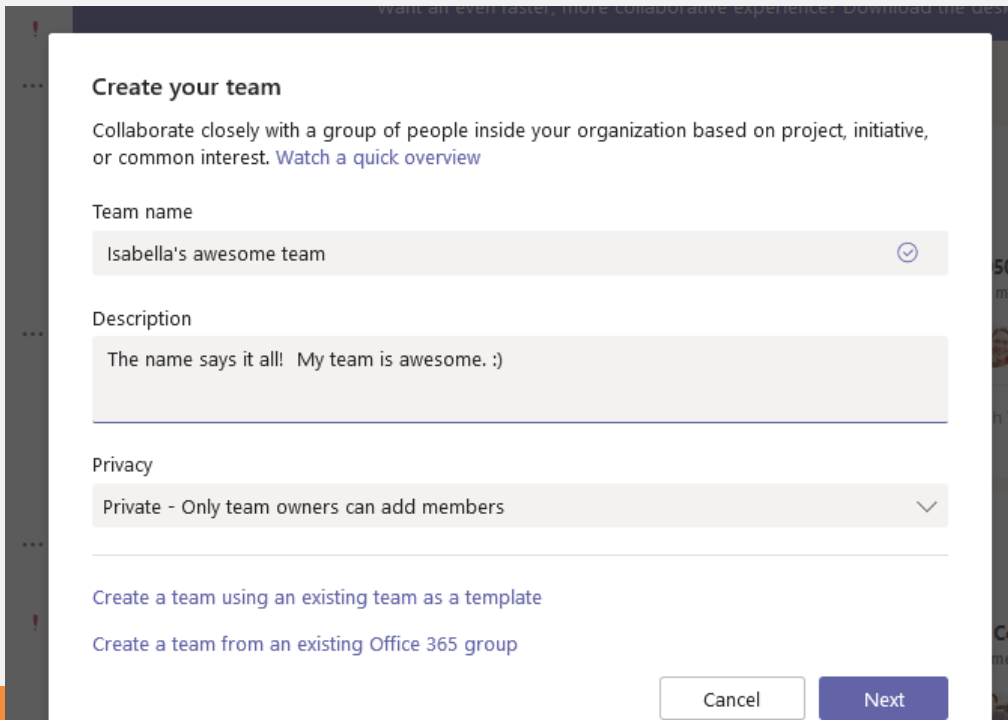
- Quelle balance restriction/adoption souhaitez vous ?
- Fort taux de contenu sensible ou régulé ? Gestion des records ?
- Collaboration entre BU et BU, Department et Department- Qui contrôle et détient le contenu ?
- Avez vous des départements / des power users hors de l'IT qui peuvent aider à faire ces choix de manière éclairée ?



Deux approches pour l'onboarding

- Onboarding organique – par les utilisateurs
- Onboarding dirigé par l'IT– guide par des besoins métiers prédéfinis

Les deux approches sont viables dans bien des organisations



Create your team

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

Team name

Isabella's awesome team

Description

The name says it all! My team is awesome. :)

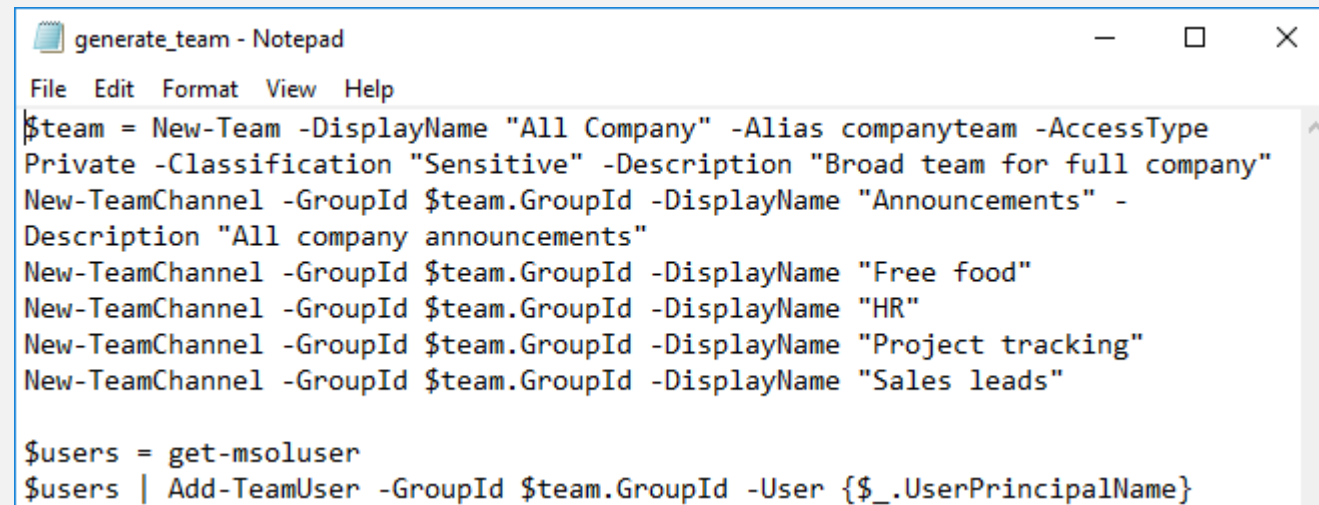
Privacy

Private - Only team owners can add members

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

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

Cancel Next

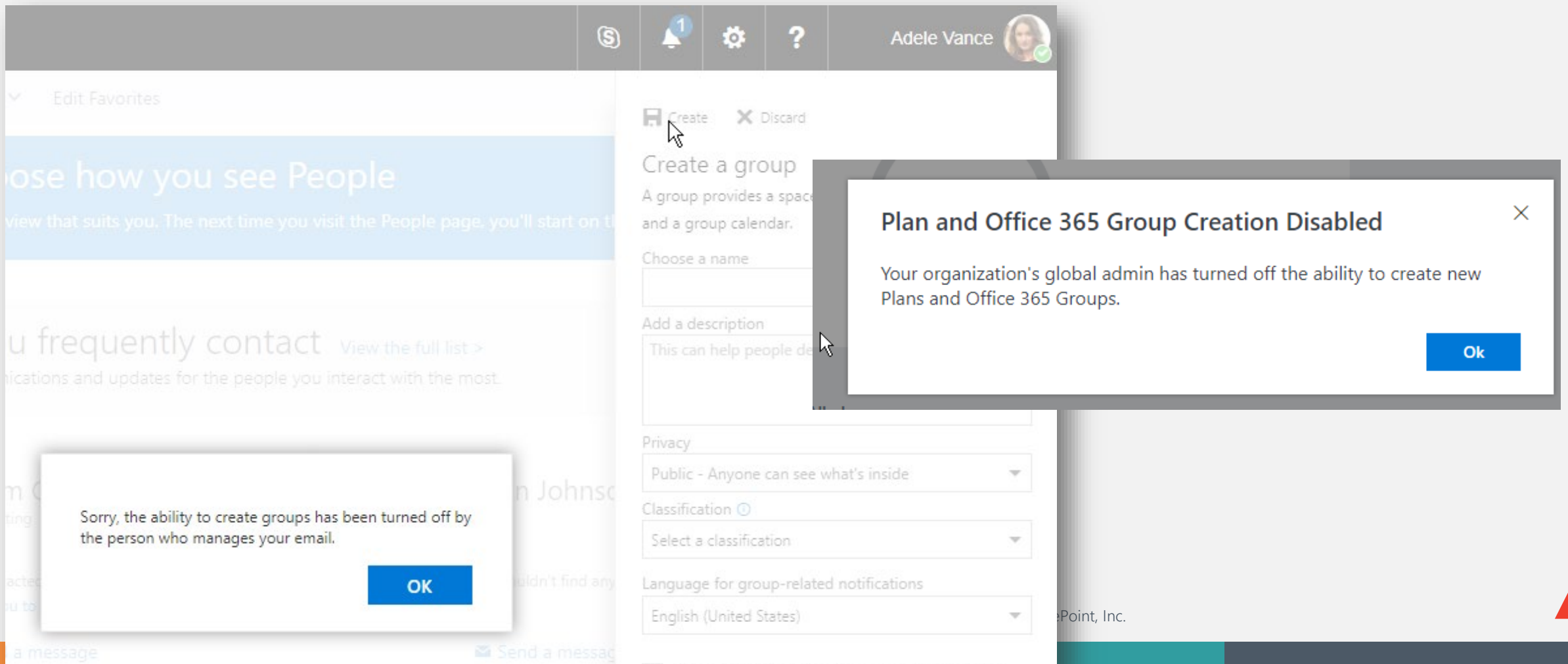


```
File Edit Format View Help
$team = New-Team -DisplayName "All Company" -Alias companyteam -AccessType
Private -Classification "Sensitive" -Description "Broad team for full company"
New-TeamChannel -GroupId $team.GroupId -DisplayName "Announcements" -
Description "All company announcements"
New-TeamChannel -GroupId $team.GroupId -DisplayName "Free food"
New-TeamChannel -GroupId $team.GroupId -DisplayName "HR"
New-TeamChannel -GroupId $team.GroupId -DisplayName "Project tracking"
New-TeamChannel -GroupId $team.GroupId -DisplayName "Sales leads"

$users = get-msoluser
$users | Add-TeamUser -GroupId $team.GroupId -User {$_.UserPrincipalName}
```

Vous pouvez limiter qui peut créer des Groups/Teams - impacte tous types de Groups/Teams

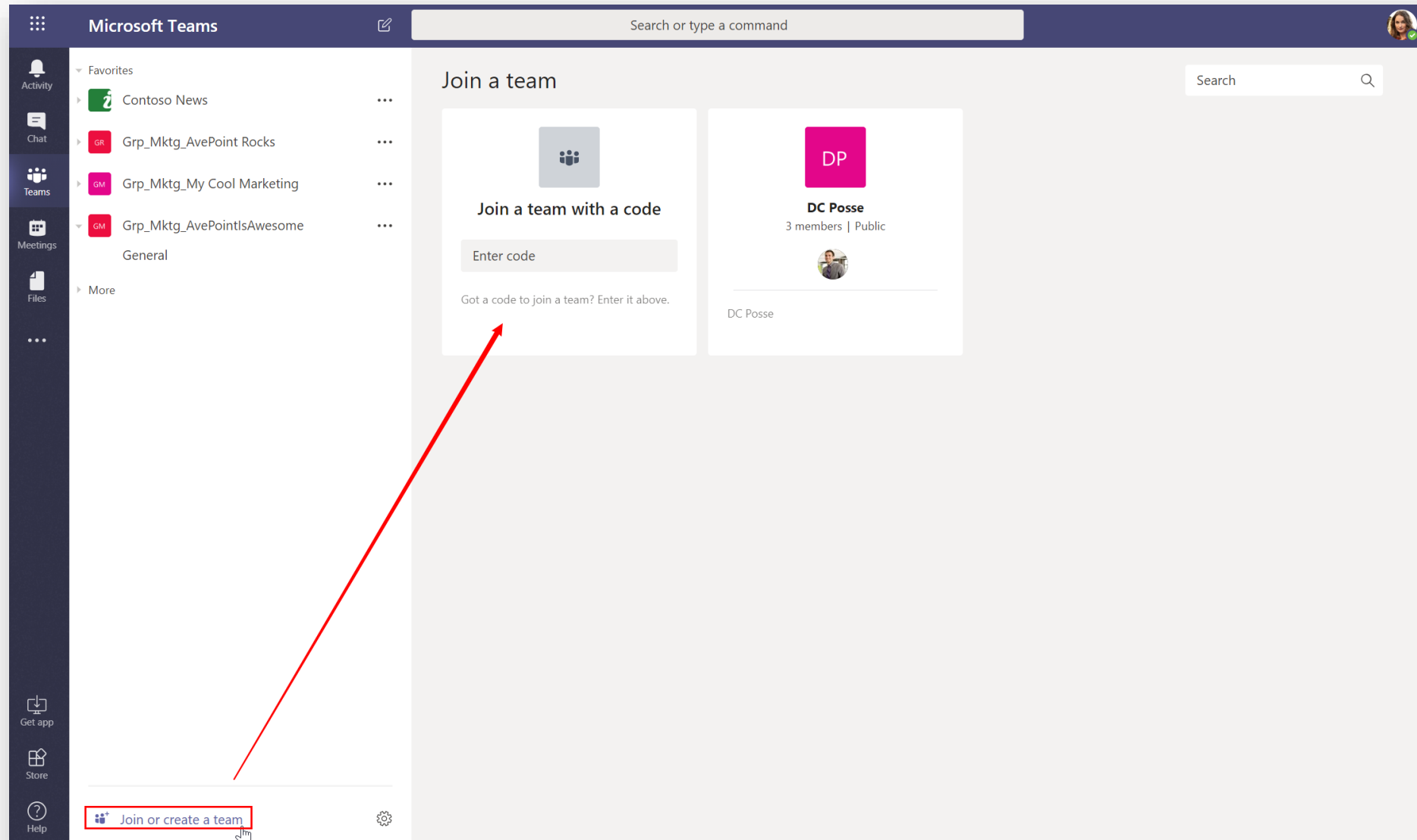
```
GroupCreationAllowedGroupId 319c90a7-67ad-4bc4-83a4-759508d5da45
```



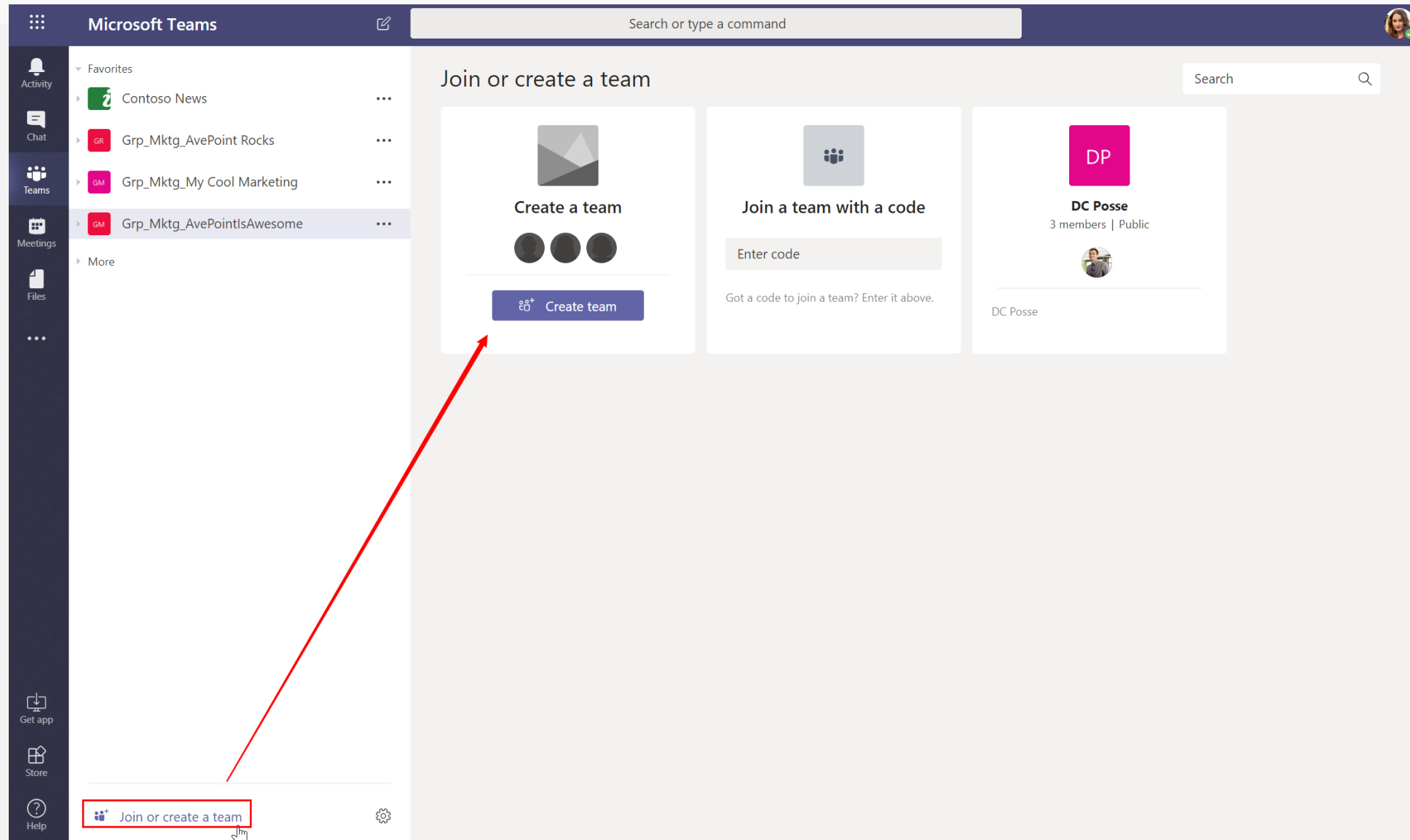
Mais ne répétez pas les erreurs du passé...



Teams- Utilisateur *sans* permission de création



Teams- Utilisateur *avec* permission de création



A quoi devrait ressembler
ma stratégie de rétention,
incluant sauvegarde,
archivage et suppression.





Augmenter la compliance et réduire l'étalement


- Votre organization est elle régulée ?
- Gérez vous les enregistrements (records) ?
- Les Groups et les Teams périmés doivent ils être archivés, effacés ?
- Quelle adhesion pouvez vous avoir des BU ou départements ?




Classifier les Sites SharePoint et les Groups/Teams



Office 365 | SharePoint




 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.](#)



Contoso Merges and Acquisition
Private group | Confidential

 Microsoft Admin  1 member

 Search this site

Home

Conversations

Documents

Notebook

Pages

Site contents

Recycle bin

Edit


+ New

Published

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

Activity

Quick links

 Learn about a team site

 Learn how to add a page

Documents

+ New

Upload

...

All Documents

See all

Comprendre "l'archivage" des Teams

Microsoft Teams

Search or type a command

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

Manage teams [Create a team](#)

Search teams

Active (6)

Name	Description	Membership	People	Type
Big Wigs	A casual forum for senior leadership.	Owner	9	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		

Archived (1)

Name	Description	Membership
DC Posse	DC Posse	Owner

Want to archive "DC Posse"?

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

☐ Make the sharepoint site read-only for team members

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

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



Expiration des Teams/Groups...

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 owners 1 day prior to group expiration. Failure to renew will result in the deletion of the Office 365 group and its content from Teams, Planner, Yammer, Outlook, etc. If group owners do not have Exchange Licenses, they will lose access to this feature.

Group lifetime (in days) Custom 31

* For groups with no owners, notify Admin@odemo

Enable expiration for these Office 365 groups All Select

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



Reply all

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



test



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](#)



Les stratégies de rétention pour 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? ⓘ

☒ Yes, I want to retain it ⓘ

For this long... 7 years

Retain the content based on when it was created

Do you want us to delete it after this time?

☐ Yes

☒ No

☐ No, just delete content that's older than ⓘ

1 years

Need more options?

☐ Use advanced retention settings ⓘ

Back

Next

Cancel

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

✔ Name your policy

✔ Settings

● Choose locations

● Review your settings

Choose locations

☐ Office 365 groups

☐ Skype for Business

☐ Exchange public folders

☒ Teams channel messages

All

Choose teams

None

Exclude teams

☒ Teams chats

All

Choose users

None

Exclude users

Back

Next

Cancel

Feedback

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Mais si j'ai besoin de plus de contrôle ?

Les Solutions AvePoint étendent et améliorent la gouvernance de Teams

Self-Service



Délègue aux utilisateurs métier et améliore l'adoption des services Office 365.

Contrôle équilibré



Permet une adoption durable avec les contrôles appropriés.

Automatisé donc efficace



Exécution fiable et répétable

Gouvernance continue



Rationalise les revues de permissions et maintient un inventaire exact des espaces collaboratifs

Gestion de la suppression



Elimine l'étalement et le désordre tout en maintenant la compliance

New Request > Project Management Questionnaire

Before we get started...

We want to help you ensure that all your data is secure and that you are using the right tools for the right job. Please answer the following questions to the best of your ability.

Is this a new or existing project?

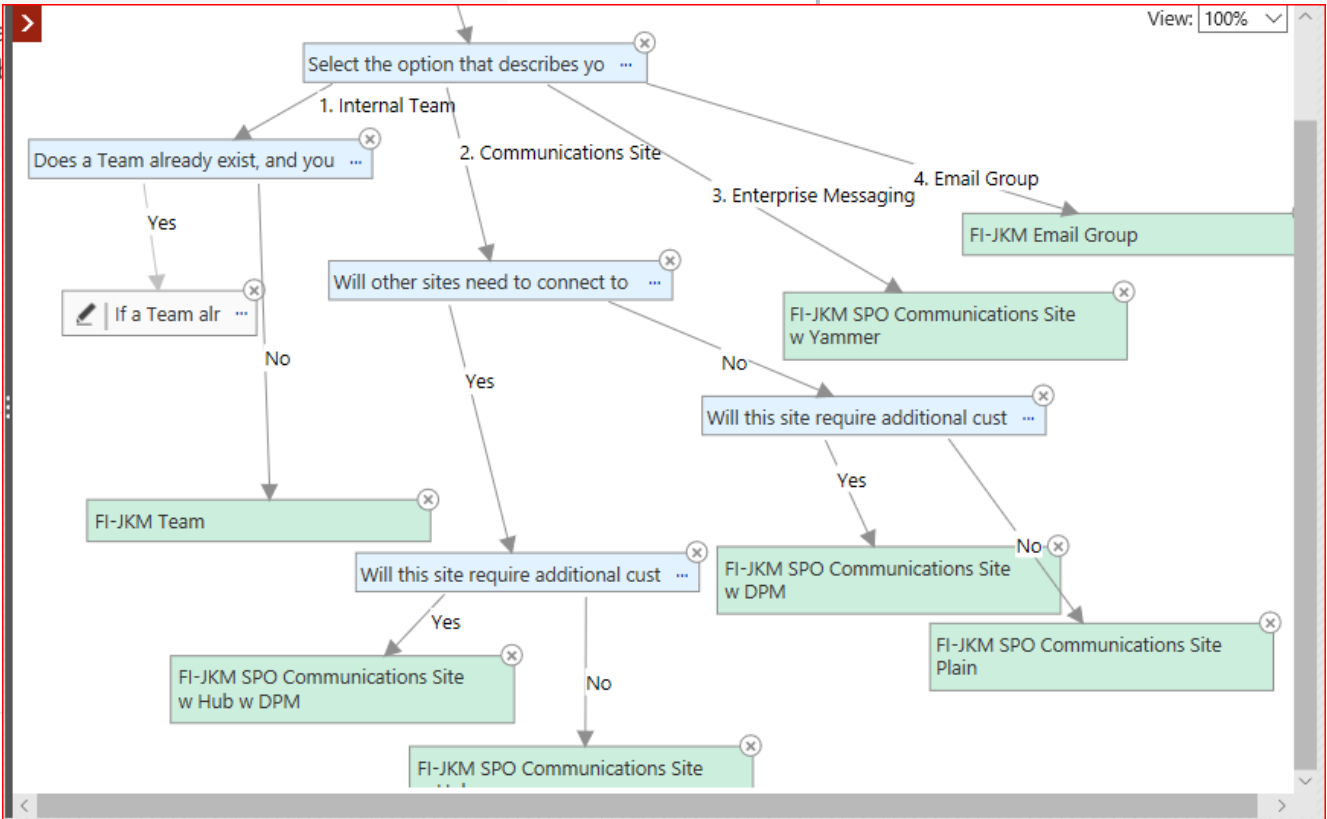
New Project

How would you describe this project's collaboration? ⓘ

- ☐ Traditional Workstream
- ☒ Modern Workstream

Is this project going to involve sharing/storing any of the following types of information?

Please select an option...



Confirm Governance Details - Google Chrome

Microsoft Corporation [US] | https://outlook.office.com/owa/projection.aspx

Reply all |

Delete

Junk |

Confirm Governance Details

A

AvePoint Cloud Governance Team <GAOnline@avepoint.com>

Today, 9:39 AM

Adele Vance

Reply all |

Inbox

Confirm Governance De...

5 KB

Show all 1 attachments (5 KB)

Download

Save to OneDrive - Contoso

AvePoint

Cloud Governance

Hello Adele Vance,

Several Office 365 groups have been successfully imported to AvePoint Cloud Governance. You are specified as the person who is responsible for confirming governance details for the groups. A list of the groups is attached for your reference. You can navigate to AvePoint Cloud Governance > My Groups to confirm governance details.

Sincerely,

The AvePoint Cloud Governance Team

Recertification et renouvellement

Cloud Governance

Search in To-do list

Cancel

Home

Workspaces

Requests

Quick Requests

Group renewal: DG-2000 Feedback

Renewal steps

✔ Contact renewal

Confirm that the primary and secondary contacts are still correct. If necessary, you can assign the roles to other users.

✔ Permission renewal

Confirm that the group team site permissions for users and groups are still correct. If necessary, you can update the permissions.

✔ Membership renewal

Confirm that the group team site permissions for users and groups are still correct. If necessary, you can update the permissions.

✔ Metadata renewal

Confirm that the metadata is still correct. If necessary, you can update the metadata values.

Permissions

Display name	Account type	Permissions	Access type
Megan Bowen	User	1 Permissions	Internal
Diego Siciliani	User	1 Permissions	Internal
Grady Archie	User	1 Permissions	Internal
Lidia Holloway	User	1 Permissions	Internal
DG-2000 Feedback Owners	SharePoint Group	1 Permissions	

5 members in the group [View group members](#)

DG-2000 Feedback

<https://m365x313735.sharepoint.com/sites/dg-2000fe...>

Site

DG-2000 Feedback Visitors

SharePoint Group

DG-2000 Feedback Members

SharePoint Group

Reset

Permissions

Full Control

Full Control

Design

Edit

Contribute

Read

Full Control

Design

Edit

Contribute

Read

Back

Next

Timeline du cycle de vie, archivage ou suppression basée sur l'inactivité ou l'âge...

The screenshot displays a SharePoint site titled "Project Management Intranet" with a "Sensitive" classification. The site features a navigation bar with links to Home, PM Records Site, Client Portal, External Client Portal, Classic Intranet, and Reports. A "New" button and "Page details" link are also visible. The main content area includes a large image of people in a meeting and a "Welcome to the Project Management Intranet! Click Here to work on a project." message. A "Cloud Governance Panel" is open on the right, showing a "Lifecycle Timeline" with various events and actions.

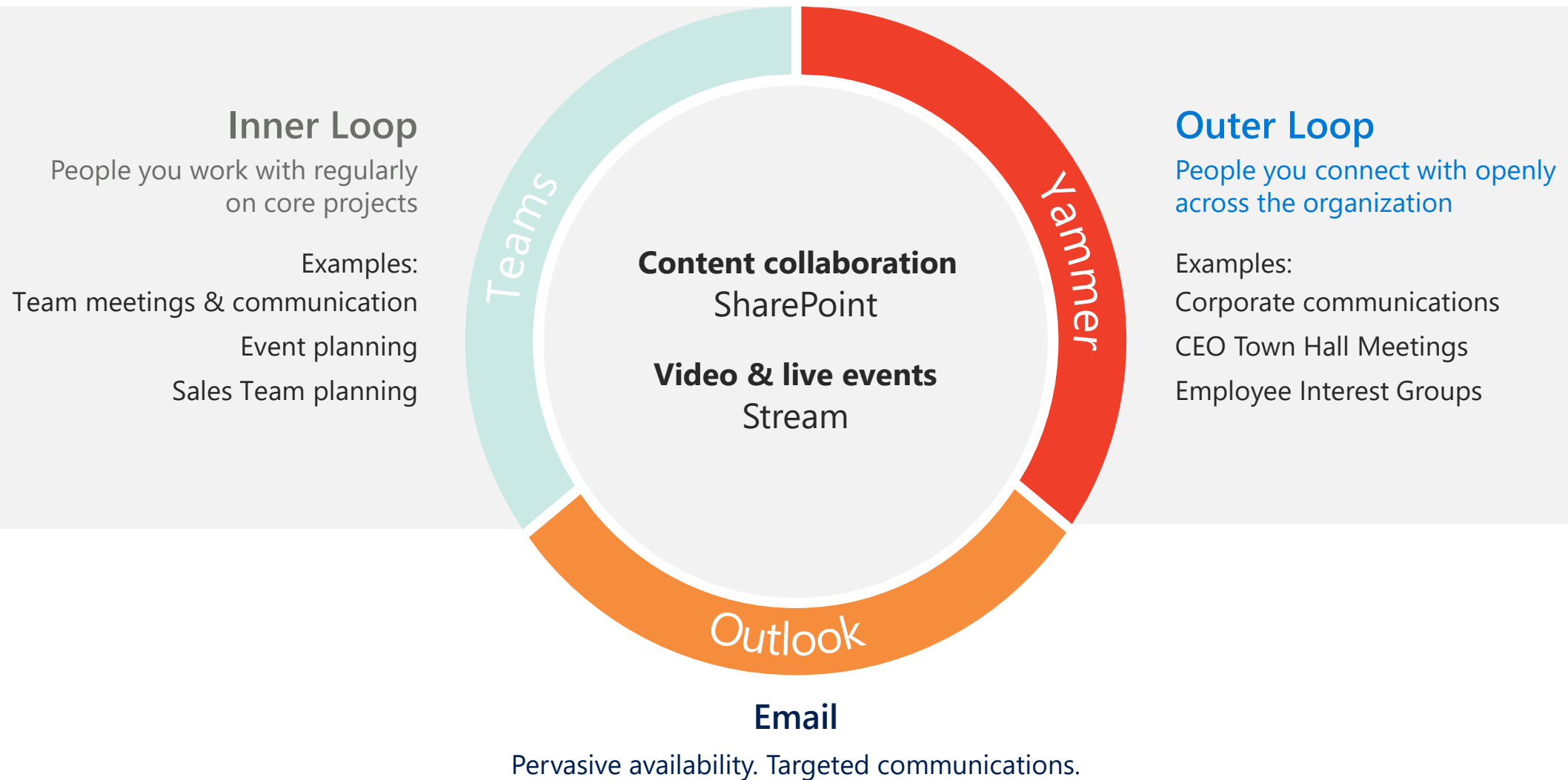
Cloud Governance Panel - Lifecycle Timeline

Event	Date	Action
Provisioned	2018-07-09	
Lease Expiration	2018-12-29	
	2019-01-04	Lease Extension
Permission Recertification	2019-01-13	
	2019-02-01	Permission Recertification, Ownership Recertification
	2019-05-01	Permission Recertification, Ownership Recertification



Adresser les besoins
métier pour engager
l'adoption continue.

Mon équipe au travail dans Microsoft 365





La résistance au changement ?

Seuls 34% sont disposés à adopter une nouvelle technologie au sein de l'entreprise *

Pourquoi se former seul ne fonctionne pas



Non-Contextuel

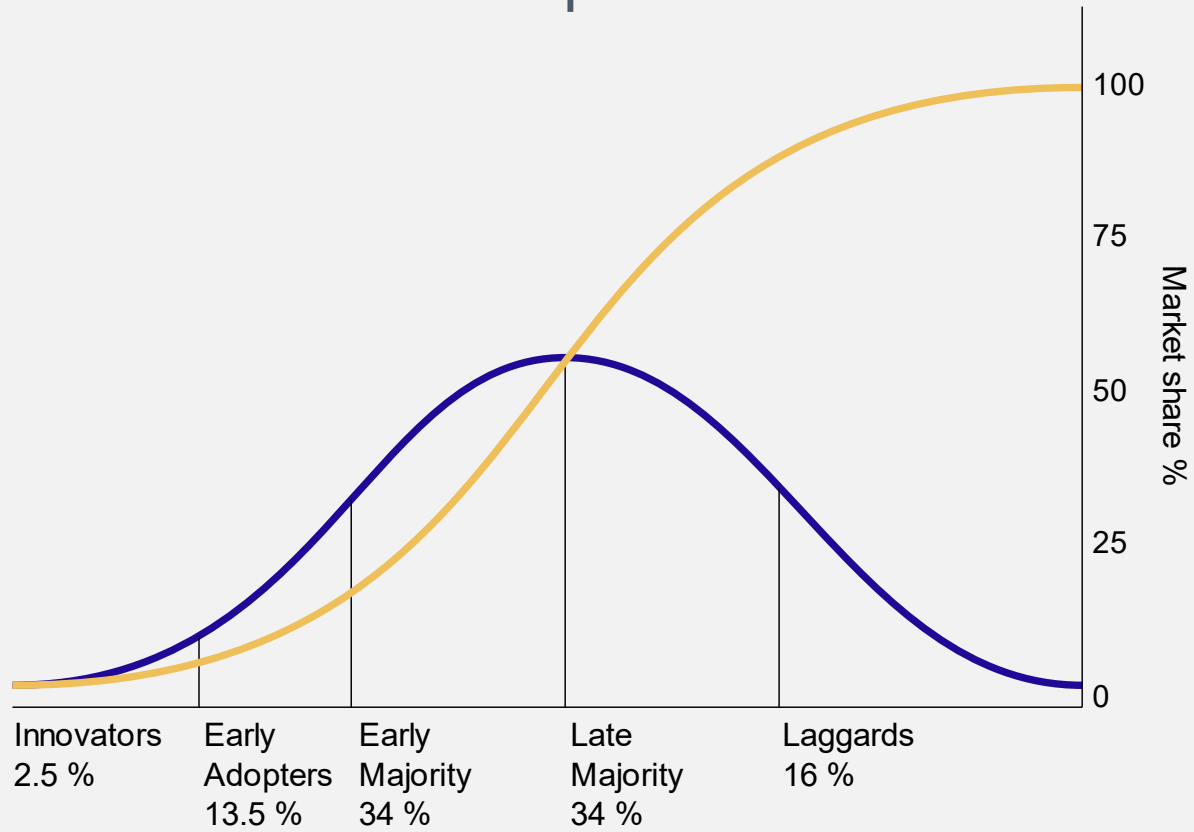
Roles flous

Gap générationnel

A quoi cela ME sert ?



Comment atteindre 90% d'adoption ?



* [Diffusion of Innovations](#) by Everett Rogers

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Etape 1 : Faire en sorte que cela soit facile de bien faire

Choisir des scenario métier comme cas d'usage

Etablir la stratégie en automatisant la gouvernance

Définir les règles d'engagement



Gartner.
WHY GARTNER ANALYSTS RESEARCH EVENTS CONSULTING ABOUT

Sign In | Register | Select a Gartner site▼

Search

Why Microsoft Teams Will Soon Be Just as Common as Outlook

[f](#)[t](#)[in](#)[G+](#)[e](#)

Published: 18 June 2018 **ID:** G00348503

Analyst(s): [Larry Cannell](#) | [Mark Cortner](#)

Summary

Microsoft Teams is playing an increasingly unifying and expanding role in Office 365. This report guides technical professionals on getting the most value out of Teams, analyzes Teams' impact on the rest of Office 365, and assesses Teams' strengths and weaknesses.

Table of Contents

Analysis

- Microsoft Teams From an End-User Perspective
 - Channels Are the Heart of Group Collaboration in Microsoft Teams
 - Peer-to-Peer Chat Provides Simple Messaging and Sharing
 - Teams Also Provides Personal Productivity Features
- How Teams Impacts Other Office 365 Products and Services
 - Membership: Teams and Office 365 Groups
 - Messaging: Teams, Yammer, Skype for Business and Outlook
 - Content Collaboration: Teams, Office 365 ProPlus, OneDrive for Business and SharePoint

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Forgot [username](#) or [password](#)?

Not a Gartner Client?

Want more research like this?

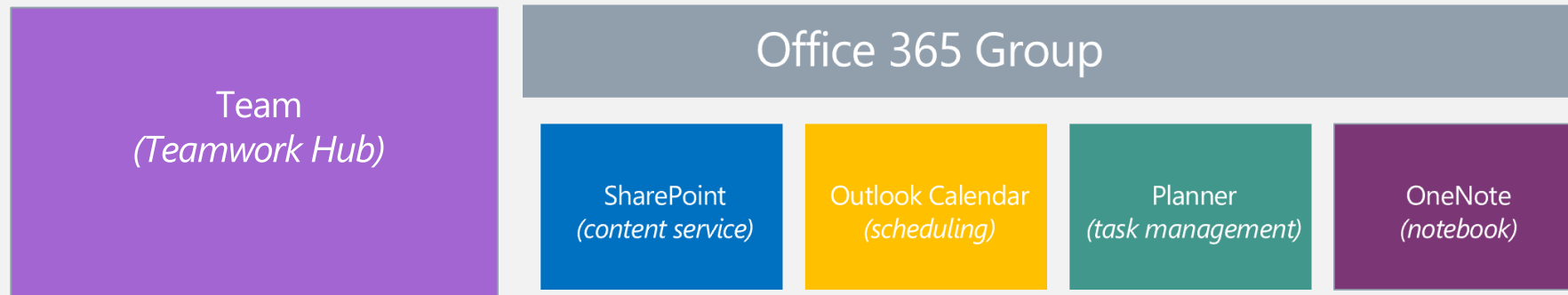
Learn the benefits of becoming a Gartner client.

CONTACT US ONLINE

By default, anyone can create an Office 365 group. Therefore, anyone can create a team in Microsoft Teams. However, history has shown that allowing this privilege to go ungoverned can result in users creating workspaces on impulse. Such workspaces often become abandoned, because their creators fail to promote them. Ultimately, people wonder why the workplaces were created in the first place. For example, you may recall the early days of SharePoint Server. Some enterprises saw the creation of hundreds, perhaps thousands, of sites, with little thought given to why those sites were needed.

<https://www.gartner.com/doc/3879669>

Lorsqu'on crée un Teams...



Etape 2: Faciliter l'adhésion des leaders

Mettre en lumière le gain financier

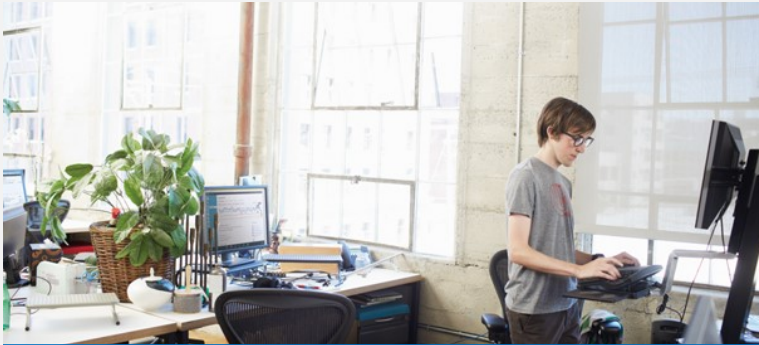
Démontrer une meilleure transparence

S'assurer de la sécurité des données



Exemple: Choisir des scenario métier

Engineering, Research & Development



Share best practices across geographies

Operations, Manufacturing & Logistics



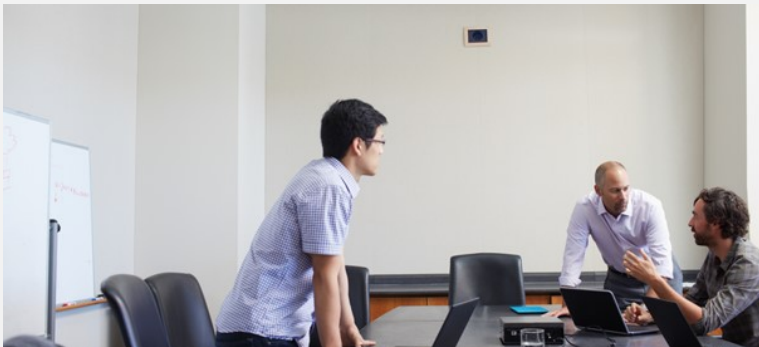
Improve and monitor business processes

Sales, Marketing, PR & Communications



Align Sales and Marketing teams

HR & Legal Services



Gather & process forms from employees

Accounting, Finance & Procurement



Pull data and build financial reports

Administration



Organize teams and manage calendars



Exemple: Collaboration Globale

This screenshot shows a Microsoft Teams chat window for the 'Field Marketing' team. The left sidebar displays a list of teams including 'AvePoint Marketing', 'Digital Marketing', 'Field Marketing', 'AvePoint Content Mark...', 'AvePoint Product Mark...', 'US CN Technical Writing', 'AvePoint Design', 'Microsoft Ignite 2018', 'BG+PMK', and 'Marketing Leadership'. The main chat area is titled 'Field Marketing > General' and shows a conversation from July 30, 2018. The message history includes a post from Martina Dingis asking for help with event assets, followed by replies from AnnMarie Connolly and Adeline Boror. The chat interface includes a search bar at the top, a left sidebar with navigation icons, and a bottom bar with a 'Join or create a team' button.

This screenshot shows a Microsoft Teams chat window for the 'US CN Technical Writing' team. The left sidebar displays a list of teams including 'AvePoint Marketing', 'Digital Marketing', 'Field Marketing', 'AvePoint Content Mark...', 'AvePoint Product Mark...', 'US CN Technical Writing', 'AvePoint Design', 'Microsoft Ignite 2018', 'BG+PMK', and 'Marketing Leadership'. The main chat area is titled 'US CN Technical Writing > Just for fun!' and shows a conversation from June 20, 2018. The message history includes a post from Delphine Chen about the power of nature in Richmond, followed by a reply from Dorothea Zhang showing double rainbows. The chat interface includes a search bar at the top, a left sidebar with navigation icons, and a bottom bar with a 'Join or create a team' button.





Etape 3: Les quick wins

- Utiliser les mobiles
- Collaborer avec un autre département
- S'appuyer sur les champions

Exemple: De meilleures réunions





Faire la difference – devenez un Champion

- Obtenir plus d'Office 365
- Aider les autres à faire de même
- Améliorez votre visibilité

Get started at <https://aka.ms/O365Champions>

Etablir un planning de déploiement

Mois 1

- Identifier 3 cas d'usage pour Yammer et 3 cas d'usage pour Teams
- Engager la direction pour sécuriser l'adoption
- Développer les règles d'engagement et les how-tos

Mois 2

- Engager 3 départements pour piloter les cas d'usage Yammer et Teams
- Identifier ce qui fonctionne et ce qui ne fonctionne pas, et modifier les cas d'usage
- Configurer Yammer et Teams pour supporter les cas d'usage de toute l'organisation

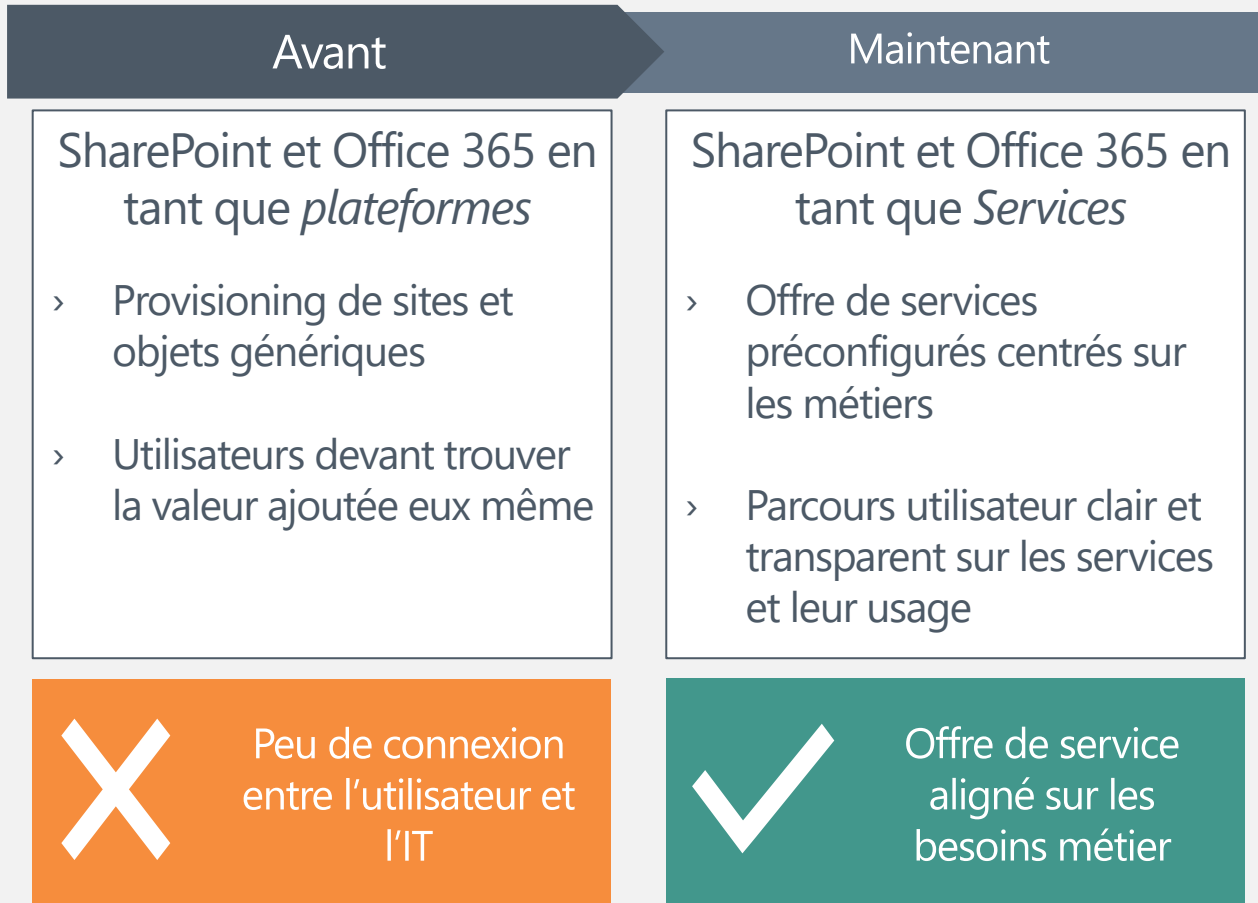
Mois 3

- Lancer les cas d'usage sur toute l'organisation
- Encourager la direction à promouvoir l'usage et l'adoption par l'exemple
- Communiquer sur les wins et l'adoption



Identifier et éliminer
le "Shadow IT"

Où va l'IT ?



Pendant ce temps la pression monte...



Compétitivité

Time to market, meilleurs produits, coûts réduits



Contraintes légales

Compliance et Gouvernance souveraineté des données



Transformation Digitale

Le Cloud nous force à ré examiner, notre capacité à déployer des stratégies



Le Shadow IT touche tous les secteurs...

Mais pourquoi ?!

- Ne répond pas à mes besoins...
- Le processus officiel est lent et compliqué ...
- J'ignorais qu'il y avait un process/une solution...
- Peu m'importe, je préfère

Le Gartner estimates que jusqu'à 40% des dépenses logicielles sont liées au "Shadow IT"

- Budget du département
- Projets et quipes
- Autres

[withgartner/make-the-best-of-shadow-it/](#)

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COMPRENDRE COMMENT VOTRE ORGANISATION FONCTIONNE

Faites vous des amis,
convainquez les décideurs –
soyez vendeur !

Champions dans les communautés
Déploiement pilotes
Feedback constructif

Six Etapes pour Stopper le Shadow IT

1. Présumez que vous avez du Shadow IT et trouvez dans quelle mesure
2. Communiquez avec les responsables d'entité pour comprendre leurs besoins
3. Aidez les utilisateurs à surmonter leur difficultés avec les plateformes "officielles" par la formation et le support
4. Offrez un canal de feedback et rendez l'adoption ludique
5. Commencez le travail avec les utilisateurs pour appliquer le framework de migration aux contenus
6. Définissez une date de fin et bloquez l'accès réseau aux plateformes Shadow IT



Pour finir...

De l' Importance de l'IT dans le succès du Cloud

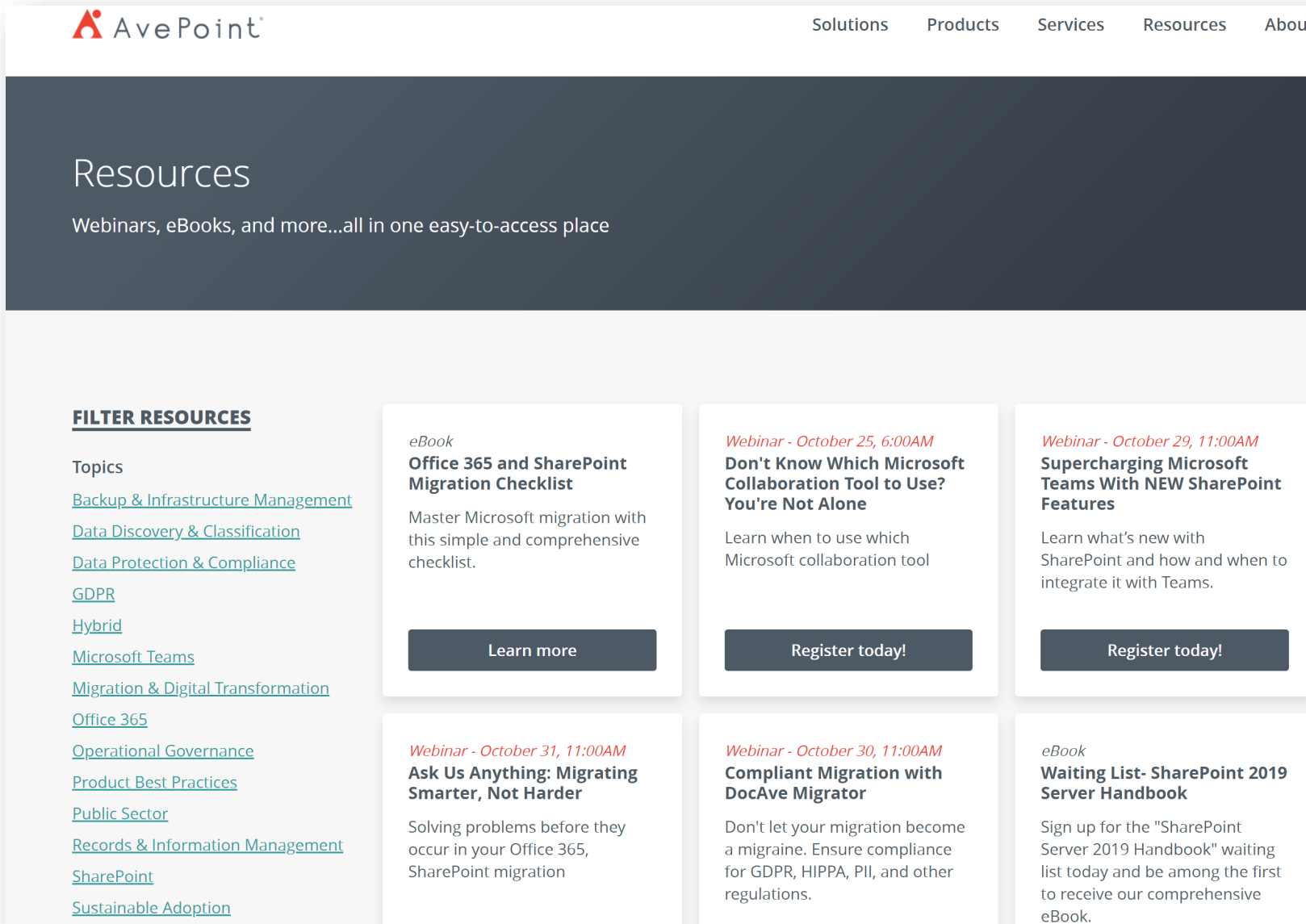
La bonne application de la gouvernance et la disparition du Shadow IT sont déterminants pour maximiser la productivité tout en maintenant le contrôle.

McKinsey dit que moins de 17% des organisations ressentent une amélioration de productivité grâce à la transformation digitale.



Nous voyons des réussites chaque jour !
Il y a des organisations qui aiment leur IT !

Et après ? <https://www.avepoint.com/resources>



The screenshot shows the AvePoint website's Resources page. The header includes the AvePoint logo and navigation links for Solutions, Products, Services, Resources, and About. The main heading is 'Resources' with a subtext 'Webinars, eBooks, and more...all in one easy-to-access place'. On the left, there is a 'FILTER RESOURCES' section with a list of topics. The main content area displays six resource cards in a 2x3 grid. Each card includes a title, a brief description, and a call-to-action button. The cards are for various topics including Office 365 migration, Microsoft collaboration tools, SharePoint Teams integration, and compliance with GDPR and HIPAA.

AvePoint Solutions Products Services Resources About

Resources

Webinars, eBooks, and more...all in one easy-to-access place

FILTER RESOURCES

Topics

- [Backup & Infrastructure Management](#)
- [Data Discovery & Classification](#)
- [Data Protection & Compliance](#)
- [GDPR](#)
- [Hybrid](#)
- [Microsoft Teams](#)
- [Migration & Digital Transformation](#)
- [Office 365](#)
- [Operational Governance](#)
- [Product Best Practices](#)
- [Public Sector](#)
- [Records & Information Management](#)
- [SharePoint](#)
- [Sustainable Adoption](#)

eBook

Office 365 and SharePoint Migration Checklist

Master Microsoft migration with this simple and comprehensive checklist.

Learn more

Webinar - October 25, 6:00AM

Don't Know Which Microsoft Collaboration Tool to Use? You're Not Alone

Learn when to use which Microsoft collaboration tool

Register today!

Webinar - October 29, 11:00AM

Supercharging Microsoft Teams With NEW SharePoint Features

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