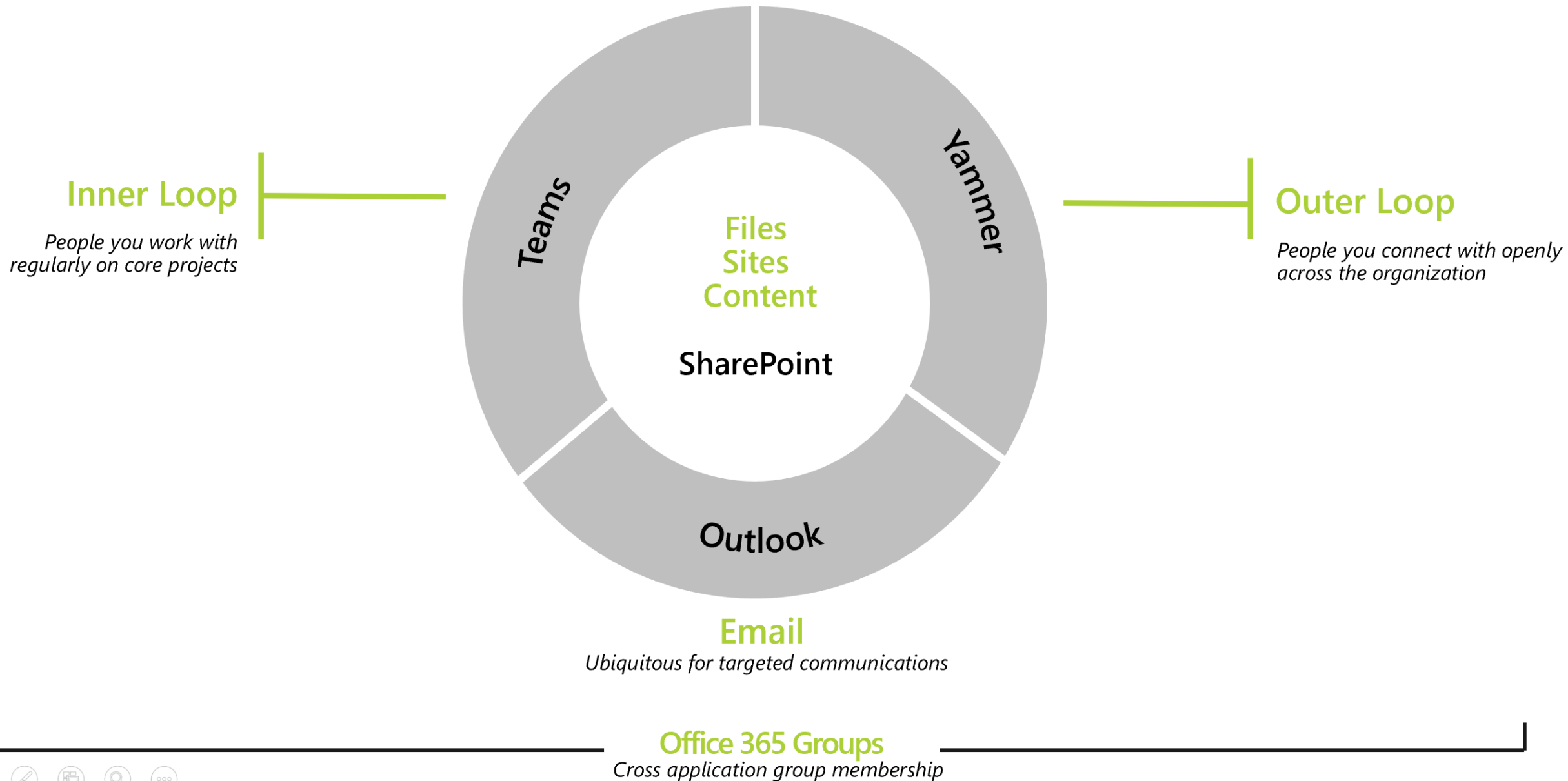


Comment démarrer avec O365

Filip Roelandt, Unit Manager Engaged Workplace, Realdolmen



MICROSOFT 365 TEAMWORK



MICROSOFT 365 TEAMWORK



WHEN YOU CREATE A TEAM, YOU GET

- ▣ Chat and Experience: provided by Teams
- ▣ Membership: provided by Office 365 Groups – which also gets you:
 - Files + Team Site: provided by SharePoint
 - Calendar + Email: Provided by Outlook
 - Plan: Provided by Planner



A blurred photograph of a busy office hallway. In the center, a woman is sitting cross-legged on the floor, using a laptop. She is wearing a striped shirt and jeans. To her right, a man in a white shirt and dark pants is walking. To her left, several other people are walking in various directions, their figures blurred to indicate motion. The floor is light-colored and tiled. In the background, there is a large window or glass wall filled with white pebbles. A green rectangular box is overlaid on the lower-left portion of the image, containing the text "The bad way... Just enable".

The bad way... Just enable

Microsoft Teams home page showing navigation options: Activity, Chat, Teams, Calendar, Calls, and Help. The 'Join or create a team' button is highlighted with a red circle.

Microsoft Teams interface showing a search bar and a team named "Get to know Teams".

Microsoft Teams interface showing a team named "Get to know Teams" with a context menu open over the "Say hi" channel. The menu options are: Remove favorite, Manage team, Add channel, Add members, Leave the team, Edit team, Get link to team, and Delete the team.

Microsoft Teams settings page for a team. The "General" section is visible, showing options to turn Microsoft Teams on or off for the entire organization and to show the organization chart in the personal profile.

Dialog box for creating a channel for the "EW - Management" team. The channel name is "Letters, numbers and spaces are allowed". The description is "Help others find the right channel by providing a description". The privacy is set to "Standard - Accessible to everyone on the team".

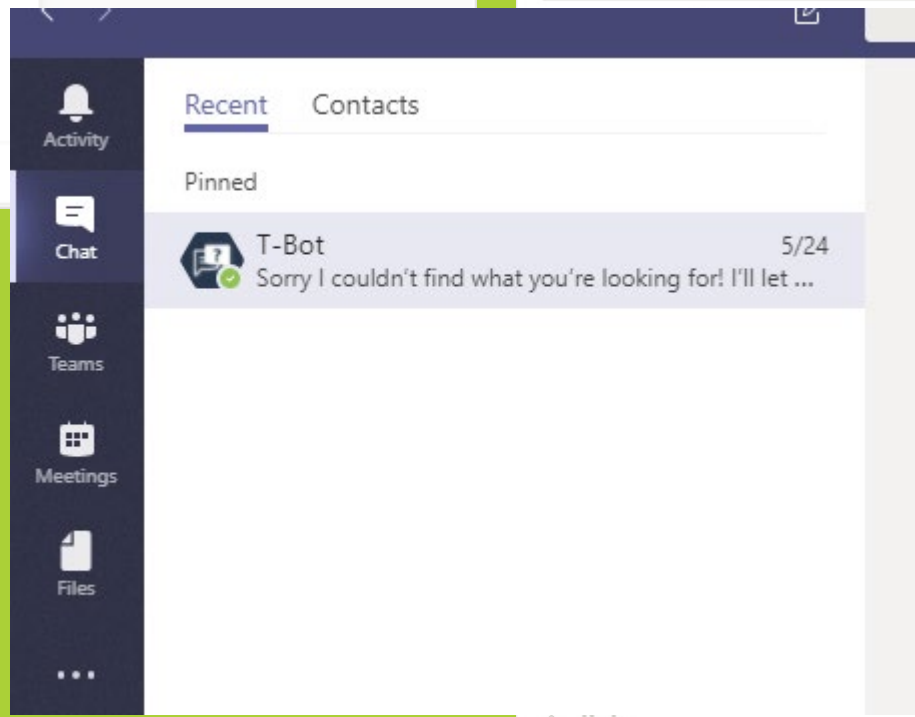
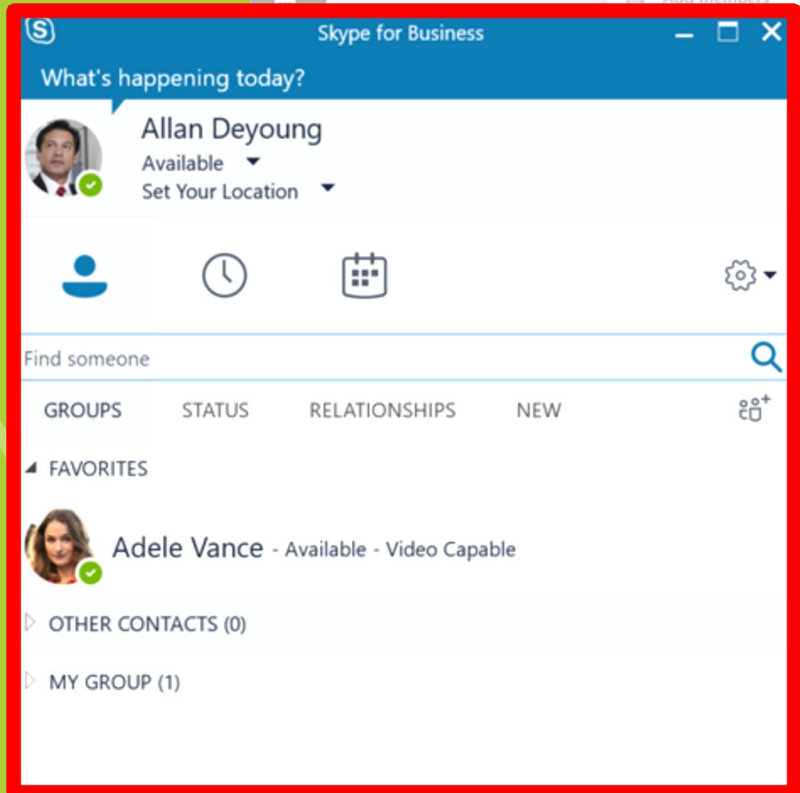
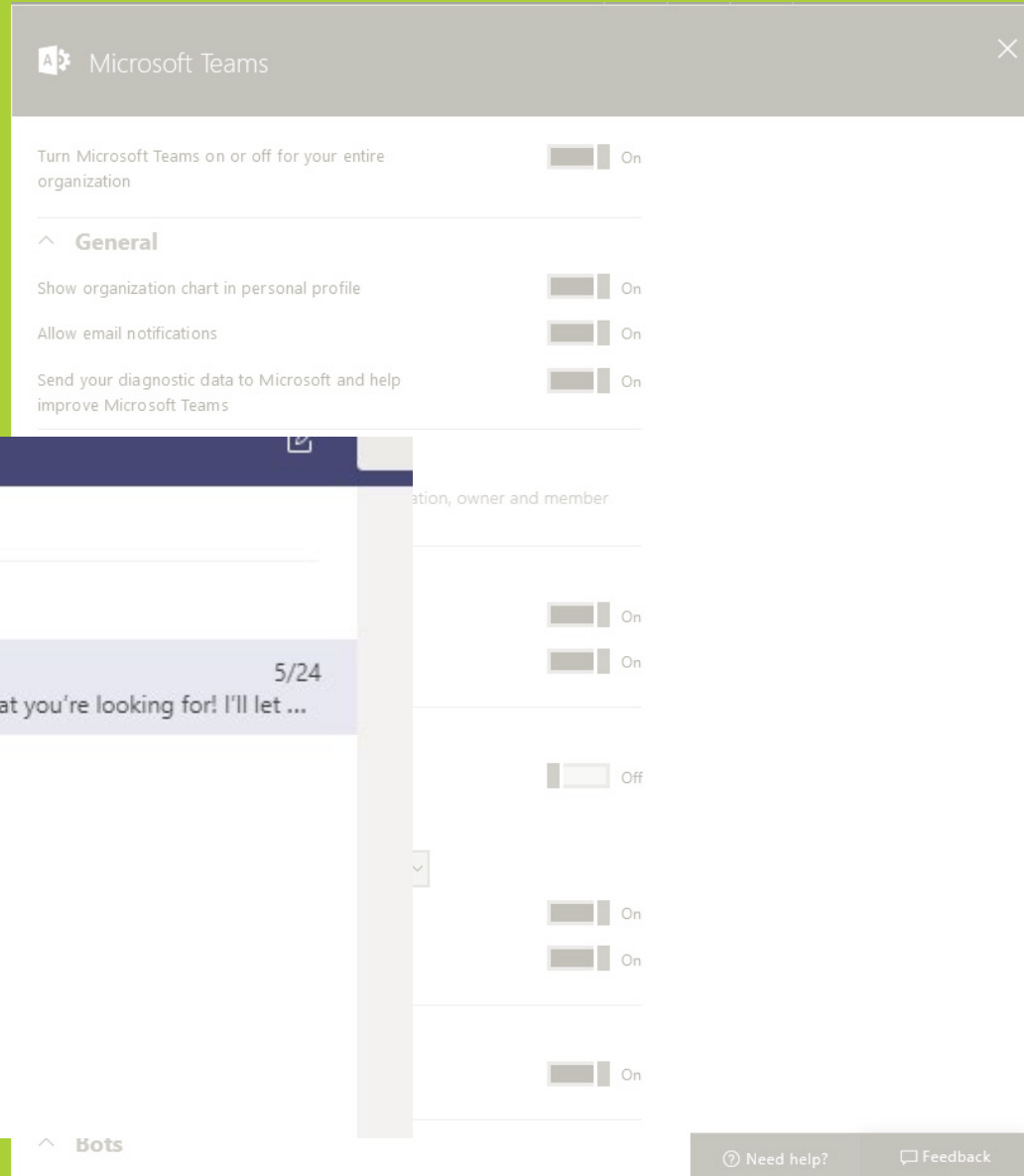
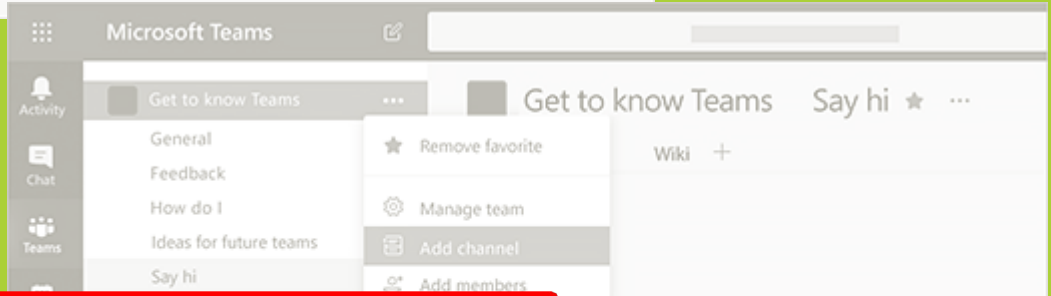
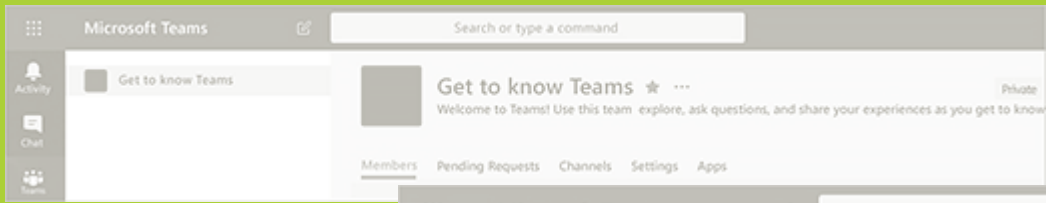
TEAMS CAN BE LIKE SNOWFLAKES ...





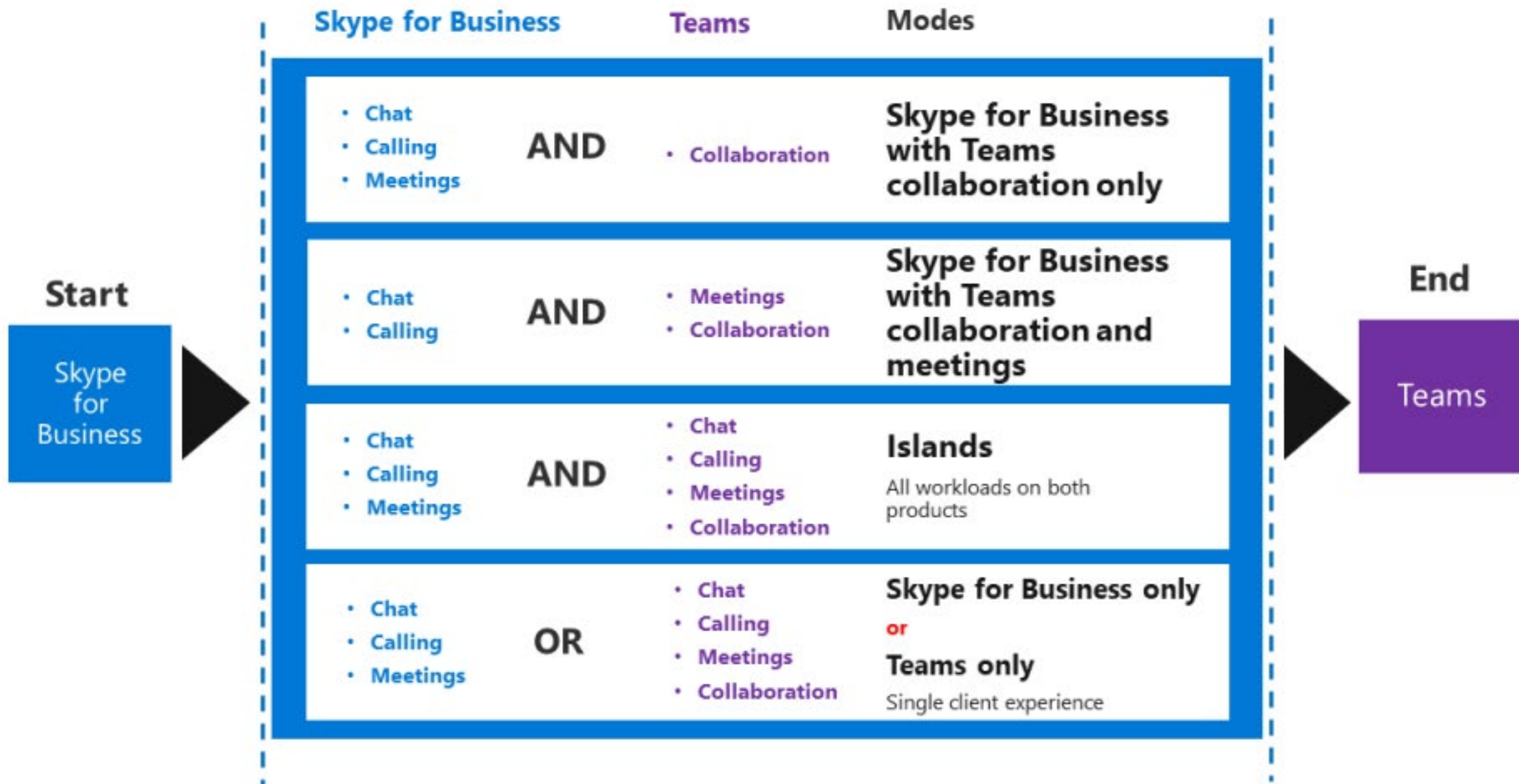
EVERY TEAM CREATES THEIR NORMS





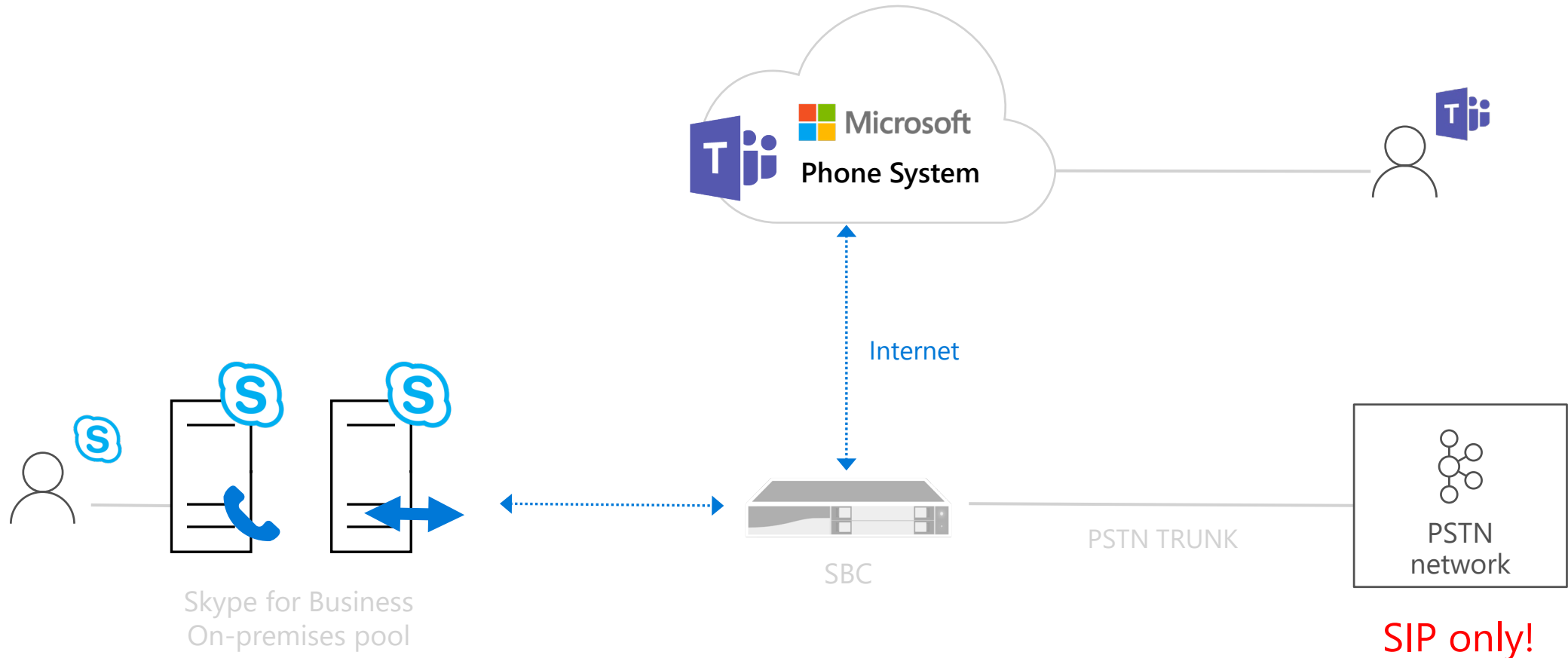
A high-angle, blurred photograph of a modern office lobby. In the center, a woman with brown hair, wearing a brown and white striped long-sleeved shirt and blue jeans, is sitting cross-legged on the light-colored tiled floor, working on a silver laptop. To her left, a man in a white shirt and dark pants is walking past. To her right, another man in a white shirt and dark pants is walking. In the foreground, several other people are walking, their figures blurred due to motion. The background features a large glass wall filled with white pebbles. A green rectangular box is overlaid on the lower-left portion of the image, containing the text "The better way... migrate".

The better way... migrate



PATH TO THE CLOUD

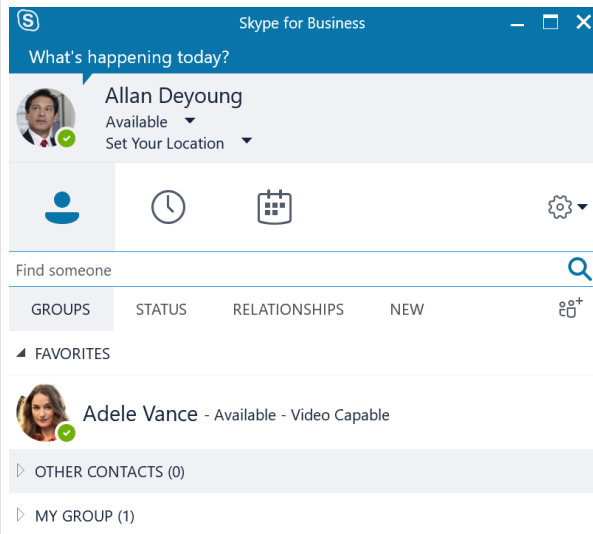
- From Skype for Business on-premises with own trunks



SKYPE FOR BUSINESS CLIENT UPGRADE EXPERIENCE

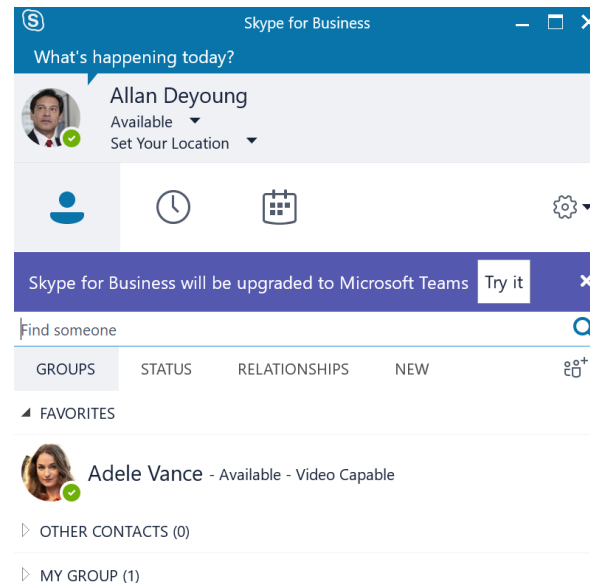
What users will see at each phase

No upgrade



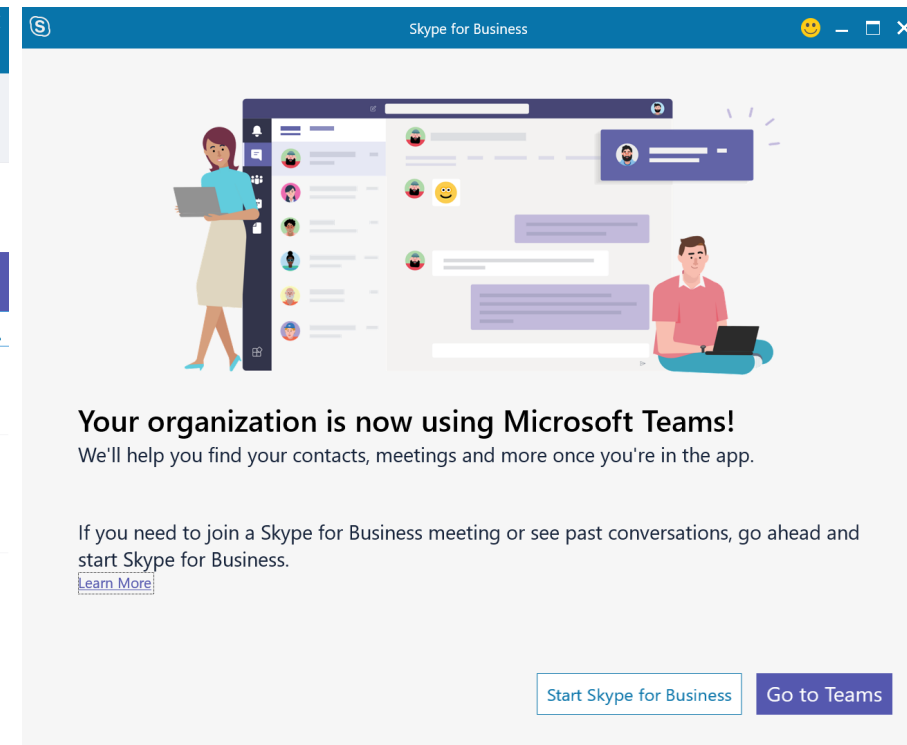
Skype for Business client remains the same

Teams Notification



Teams is installed and ready to be used. User will be offered notification to try Microsoft Teams

Skype for Business upgraded to Teams

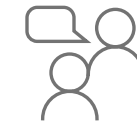
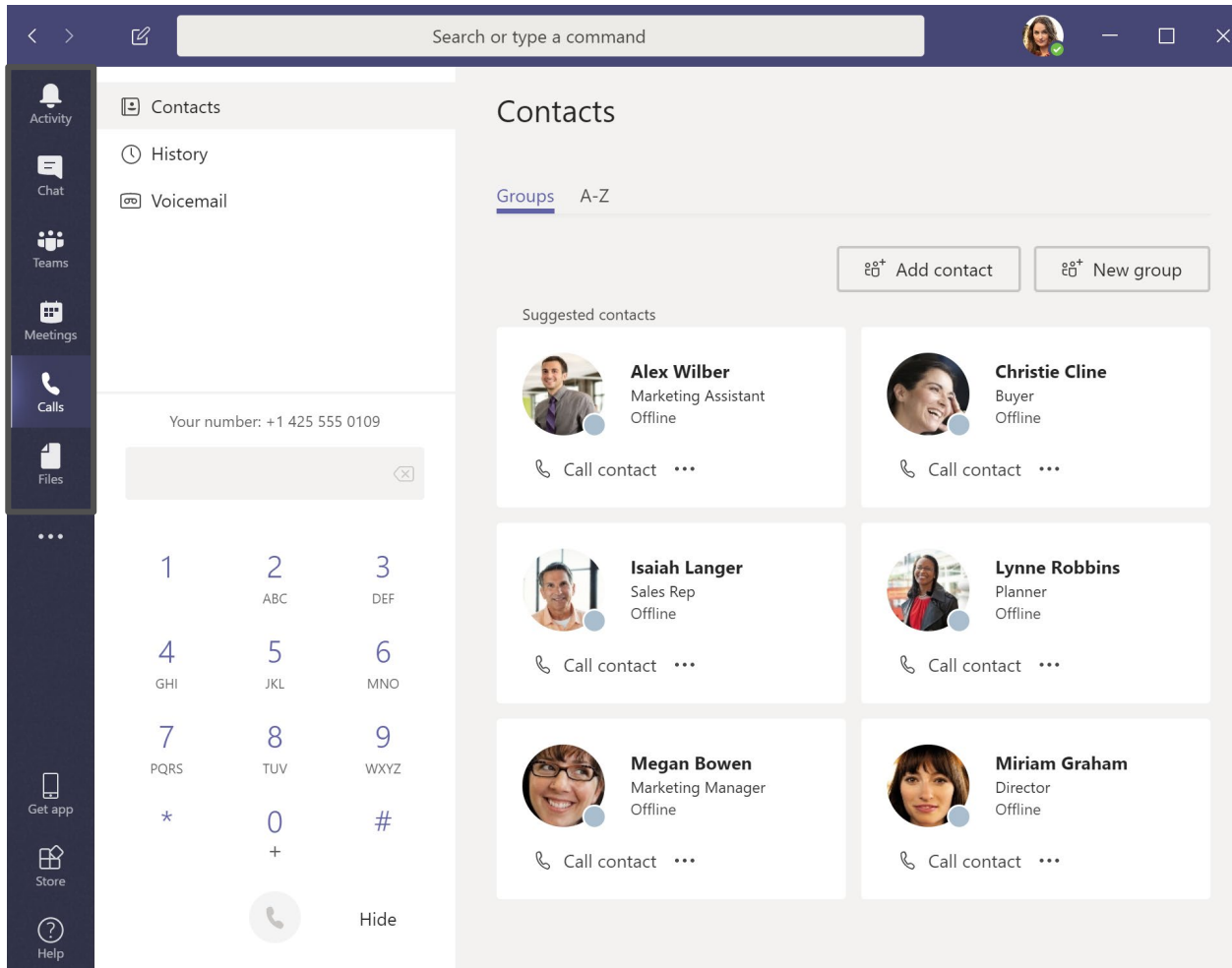


Skype for Business Outlook Meeting add-in is removed and Skype for Business integrations with Office are disabled. Current Outlook Contact Card now maps to Teams



WHAT IS UPGRADE?

Use Teams for everything



Chat & Calling



Meetings



Data that gets migrated



PILLARS OF CONTAINER AND CONTENT GOVERNANCE



Empower employees

- Support self-service creation.
- Use lifecycle management.



Identify valuable content

- Require classification for containers.
- Scan with data loss prevention (DLP).



Protect assets

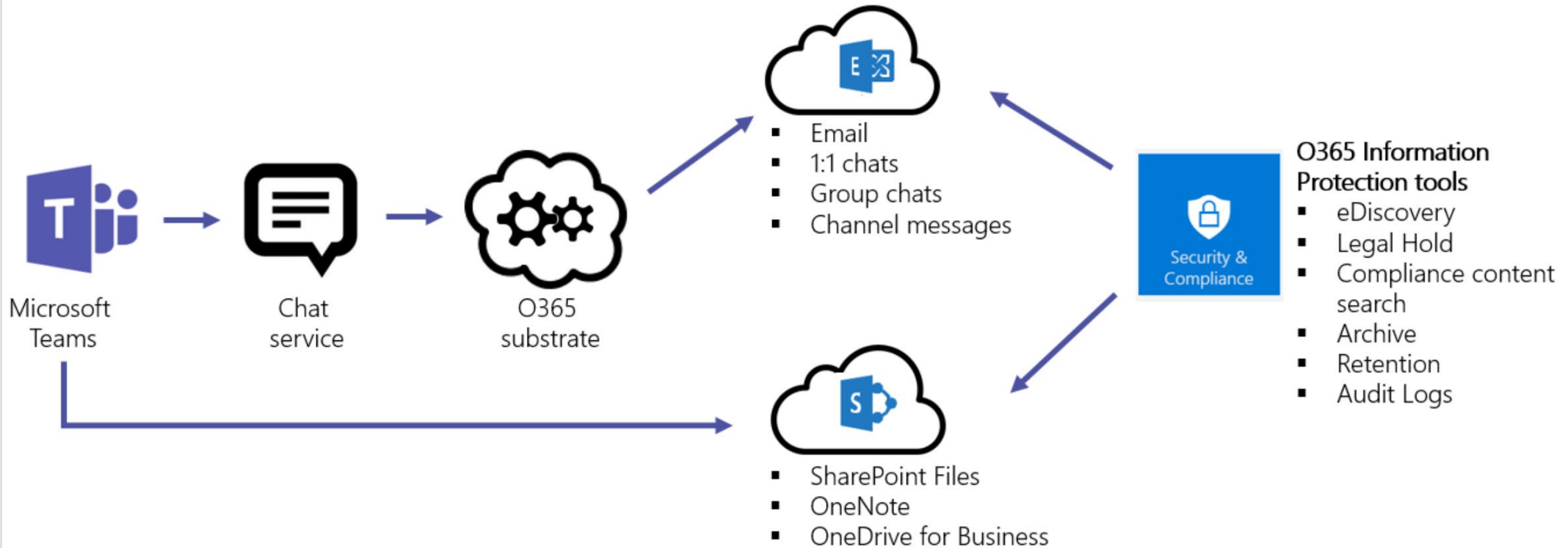
- Limit reach.
- Enforce policy.
- Use conditional access.
- Use Information Rights Management (IRM).



Ensure accountability

- Manage group / site ownership.
- Review external membership.
- Use IT services.

INTEGRATE SECURITY



INFORMATION PROTECTION



Data validation examples.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do Share

A12 X ✓ fx

Sensitivity: **General** Personal Public General Confidential Highly Confidential

	A	B	C	D
12		Decimal	Limit entries to decimal (percentage) values	
13		Departments	Limit selections to list choices	
14		Cost centers table	Table for Cost center list source	
15		Cost center budget	Limit selections to Cost center list choices	

NOTES Whole number Decimal Departments Cost centers table Cost center budget

Edit 100%

Code Blue.docx

Summary List Timeline Map Settings

Worldwide - 40 viewed, 9 denied

Code Blue.docx, shared on April 13, 2015

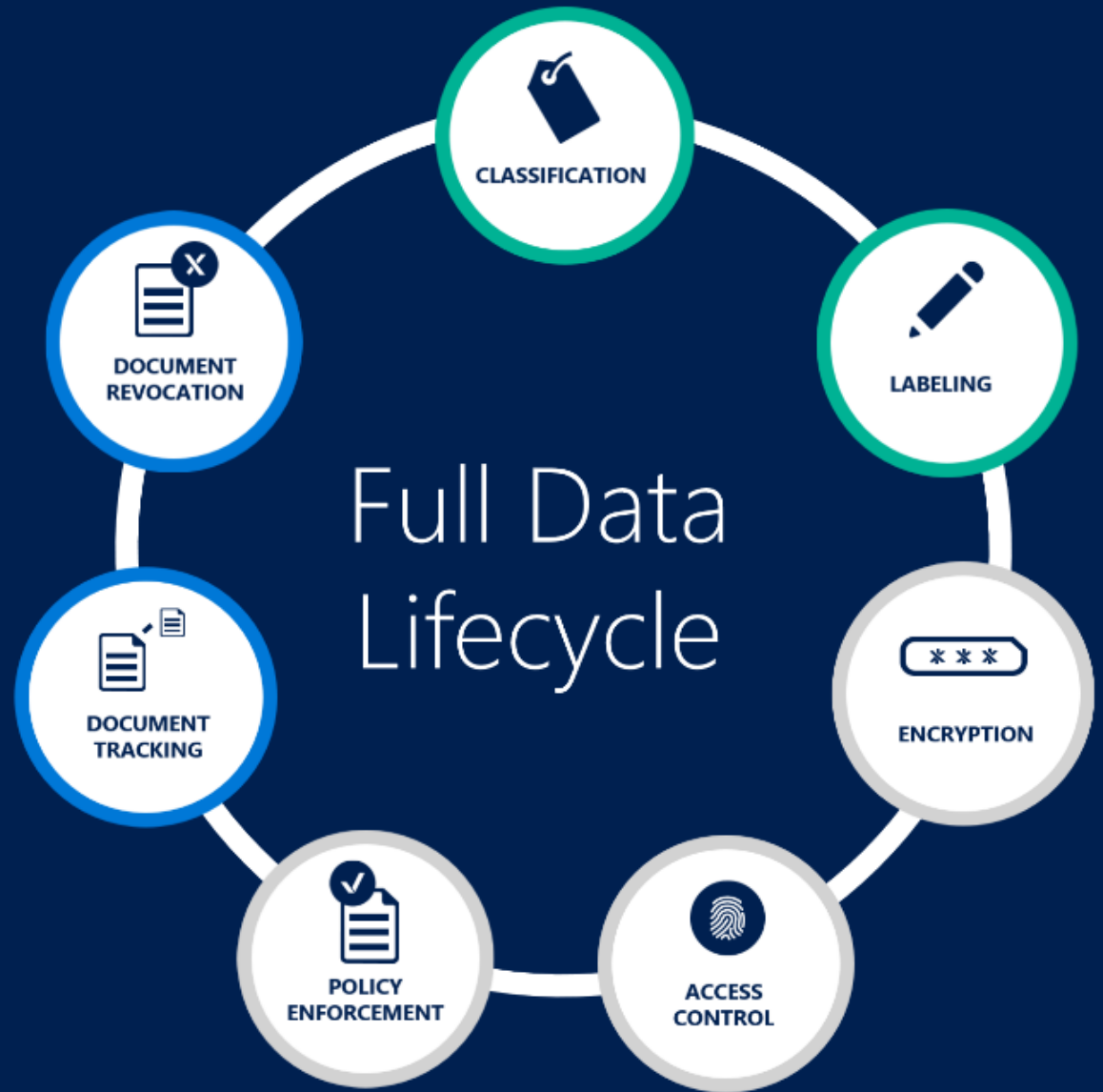
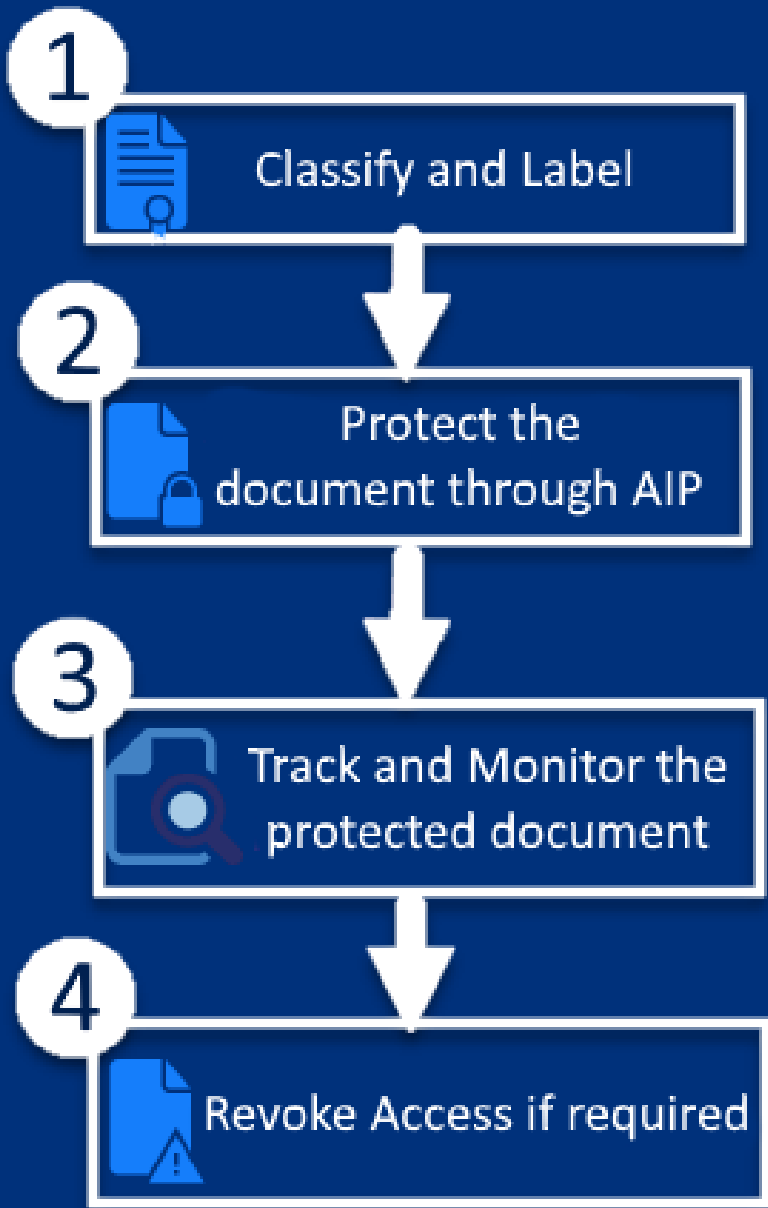
Revoke access

Once you revoke access, recipients will no longer be able to view this file.

- If a recipient has already viewed the file, they will continue to be able to view it for up to 30 days after you revoke access.
- Notify recipients by email when document is revoked

I am revoking this because





MESSAGE ENCRYPTION



Protect

Mitigates risk of unintended disclosure through encryption and rights protection

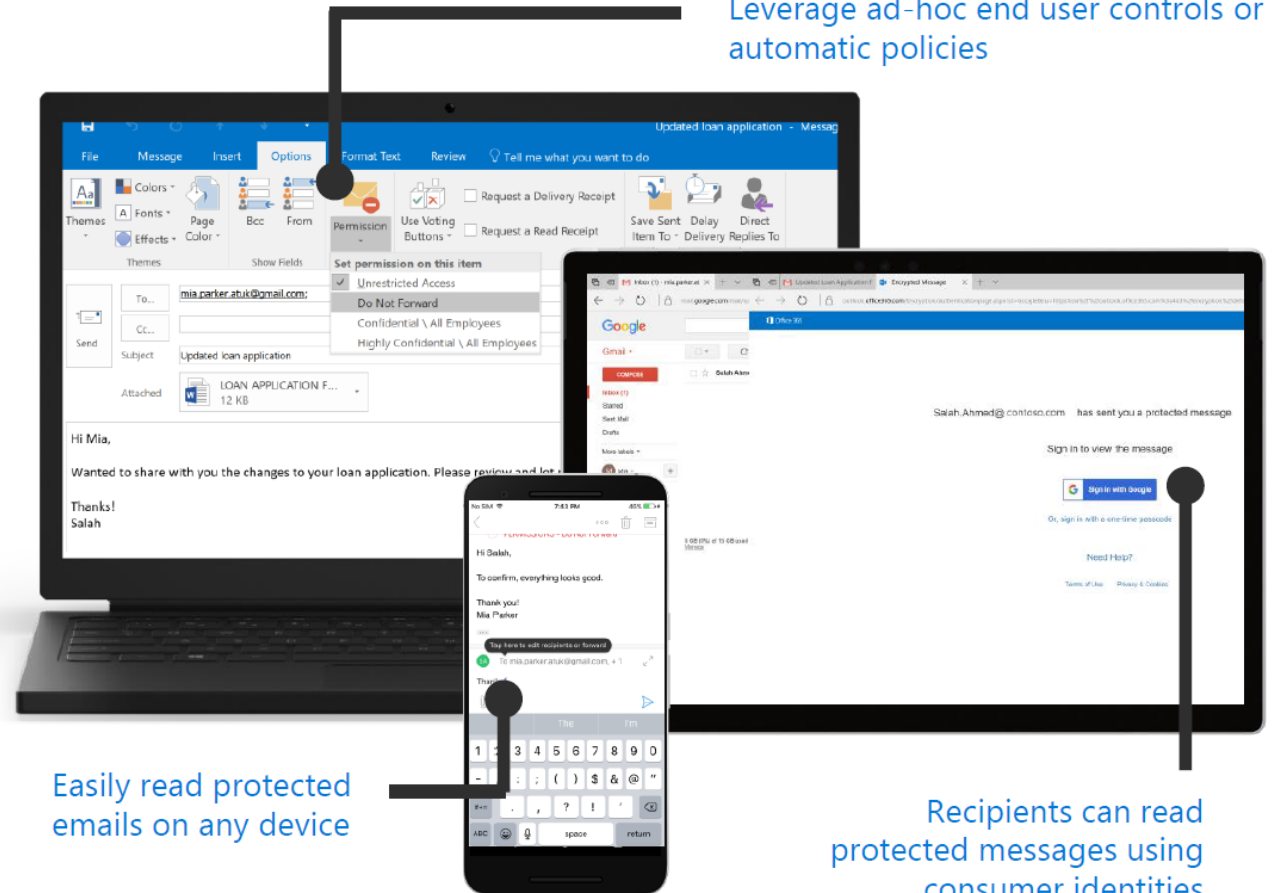
Control

Leverage automatic policies or ad hoc end-user controls, for emails shared inside or outside the organization

Compliance

Meet compliance obligations that require encrypting data or encryption key control

Leverage ad-hoc end user controls or automatic policies



Easily read protected emails on any device

Recipients can read protected messages using consumer identities

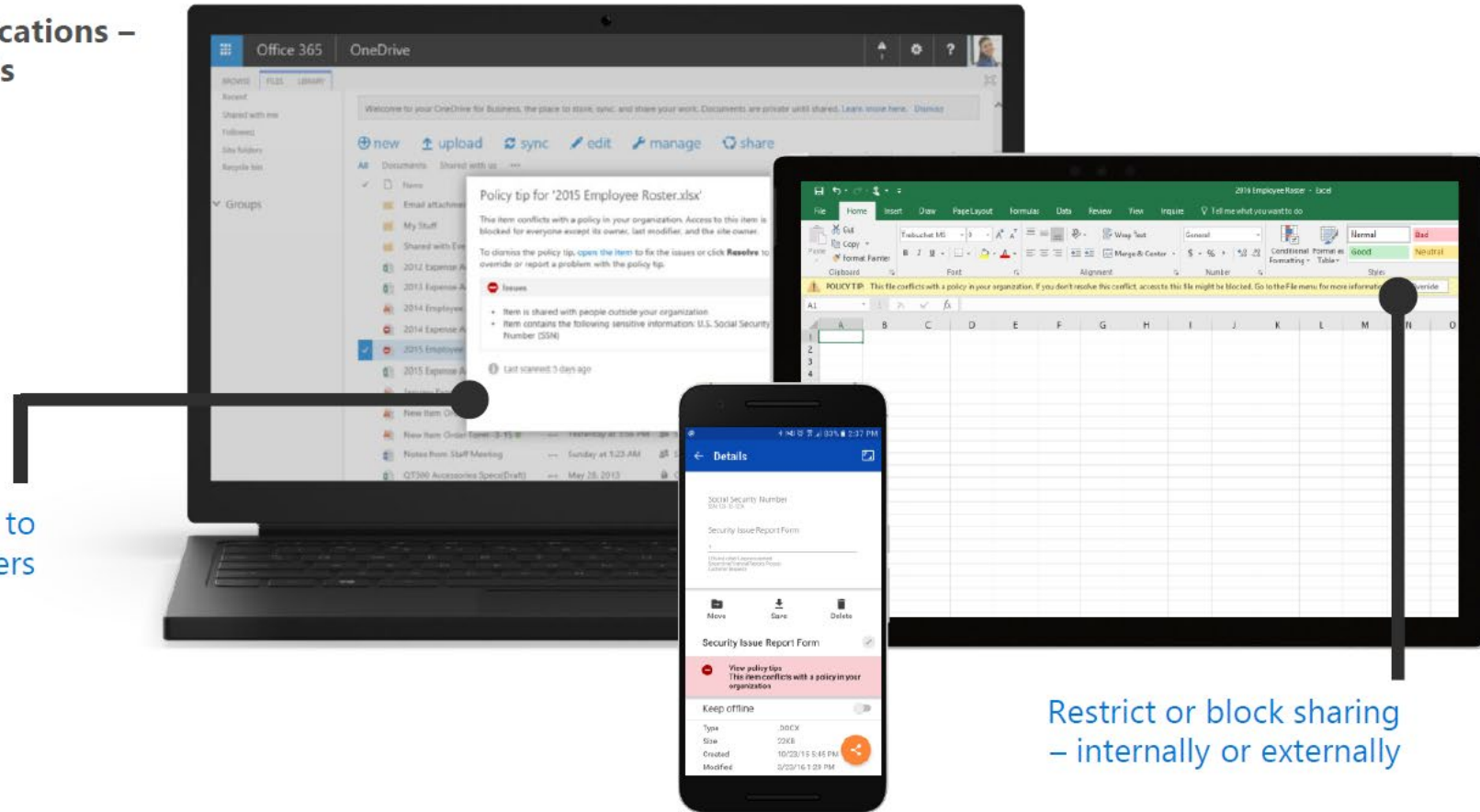


DATA LOSS PREVENTION



Across Office client applications –
mobile, desktop & tablets

Policy tips to
warn end users



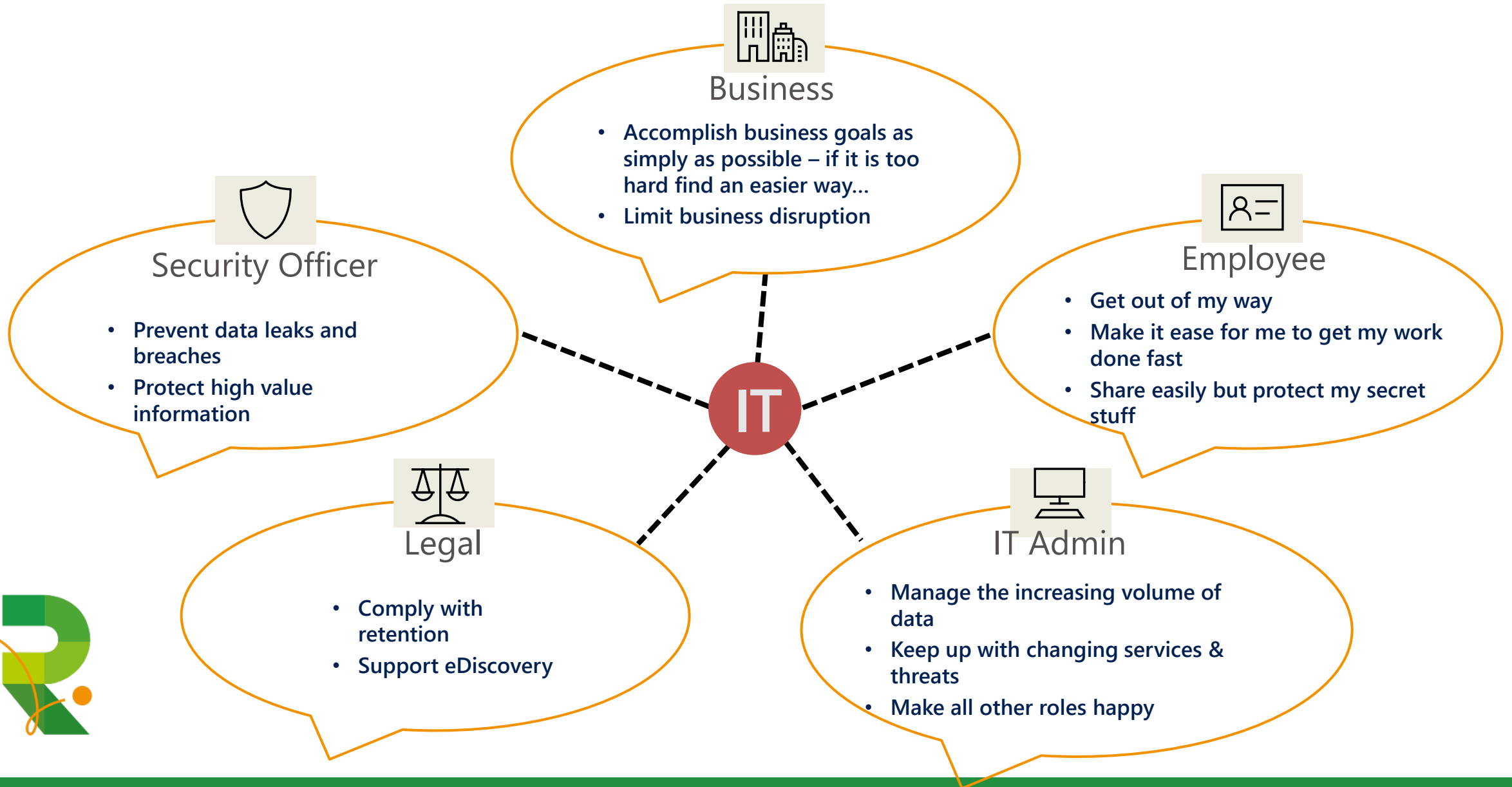
Restrict or block sharing
– internally or externally

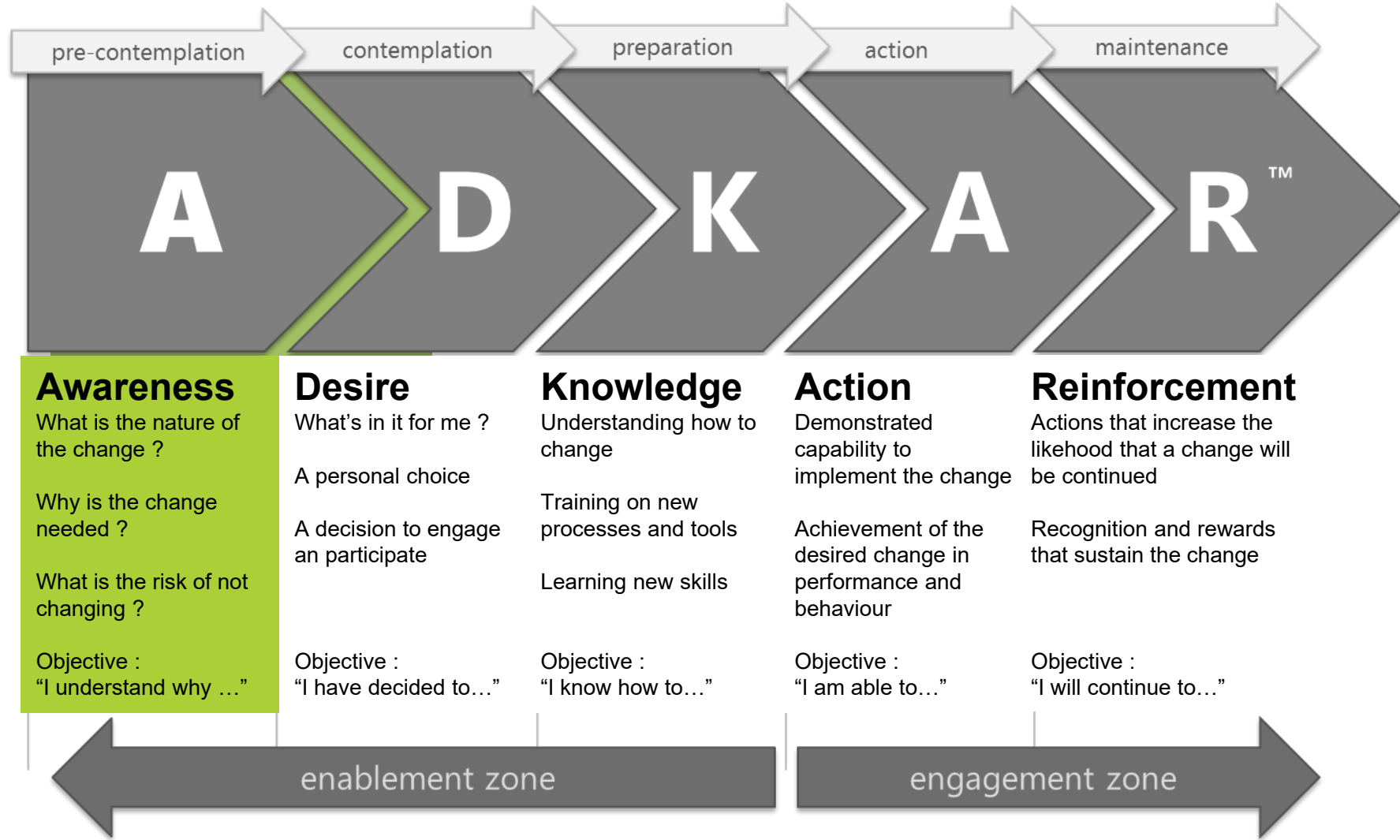




The best way... adoption

Roles and their needs







Microsoft Teams

Teams

Uw teams

- Sales and Marketing
- Algemeen**
- Monthly Reports
- Digital Initiative Public Relations
- HR - Onboarding Exp VTeam
- Algemeen
- Handbook Revision
- NEO Event Planning
- Onboarding Deck Refresh
- Retail
- Algemeen**
- NC460 Sales
- Mark 8 Project Team
- Algemeen**
- Design

Why do we create Teams?

Was a Team the right choice for this data?

Can external users get access to our Teams?

How many Teams are users creating?

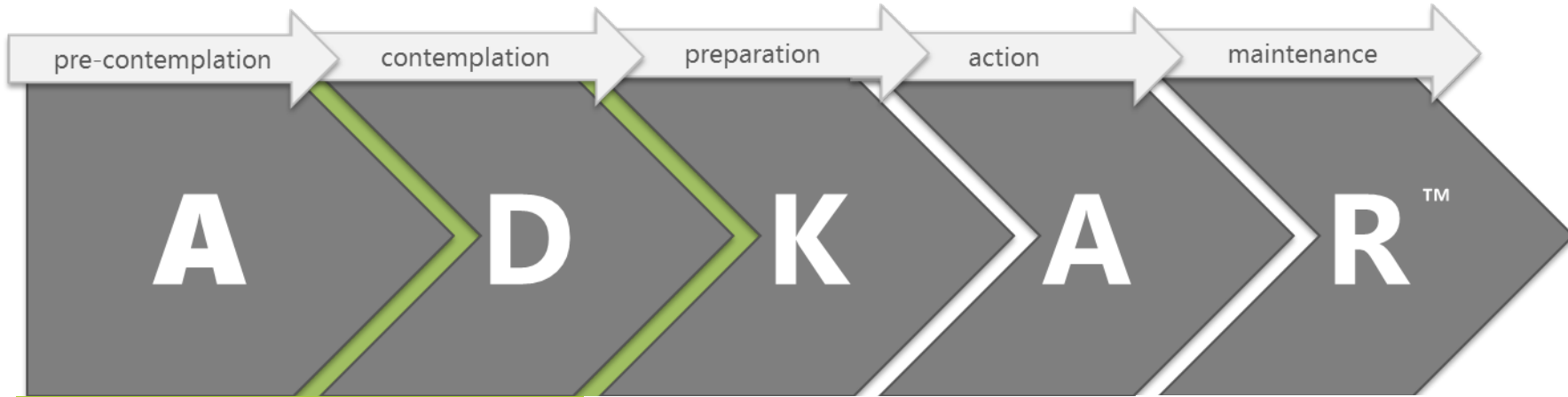
What is the lifecycle for content in Teams?

Who takes ownership for each of the Teams?

What can we do if content gets accidentally deleted?

What kind of custom apps do we allow?





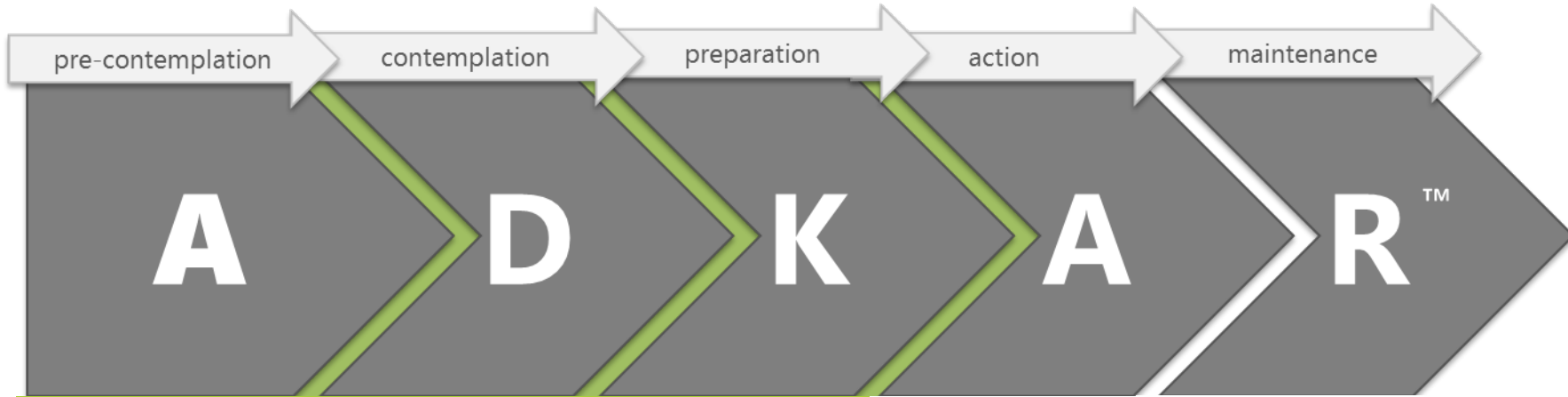
Awareness	Desire	Knowledge	Action	Reinforcement
What is the nature of the change ?	What's in it for me ?	Understanding how to change	Demonstrated capability to implement the change	Actions that increase the likelihood that a change will be continued
Why is the change needed ?	A personal choice	Training on new processes and tools	Achievement of the desired change in performance and behaviour	Recognition and rewards that sustain the change
What is the risk of not changing ?	A decision to engage an participant	Learning new skills		
Objective : "I understand why ..."	Objective : "I have decided to..."	Objective : "I know how to..."	Objective : "I am able to..."	Objective : "I will continue to..."



WHEN TO CREATE A TEAM

- Based on organizational structure
 - Team / Department
- Based on business context
 - Project
 - services
 - Event





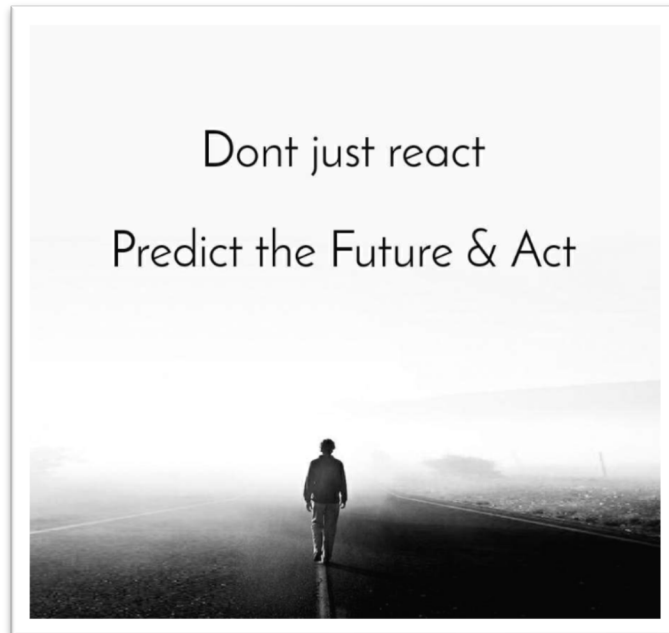
Awareness	Desire	Knowledge	Action	Reinforcement
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Objective : "I understand why ..."	Objective : "I have decided to..."	Objective : "I know how to..."	Objective : "I am able to..."	Objective : "I will continue to..."





MS TEAMS LIFECYCLE

- Prevent abundance of MS Teams
- Take ownership
- Control vs freedom
- Keep an overview
- Manageable
- Only keep information that is relevant



DEFINITION OF GOVERNANCE

- Streamline the deployment of products and technologies, such as Teams
- Help keep your organization's system secure and compliant
- Help ensure the best return on your investment in technology



Governance

Global settings



User specific
configuration

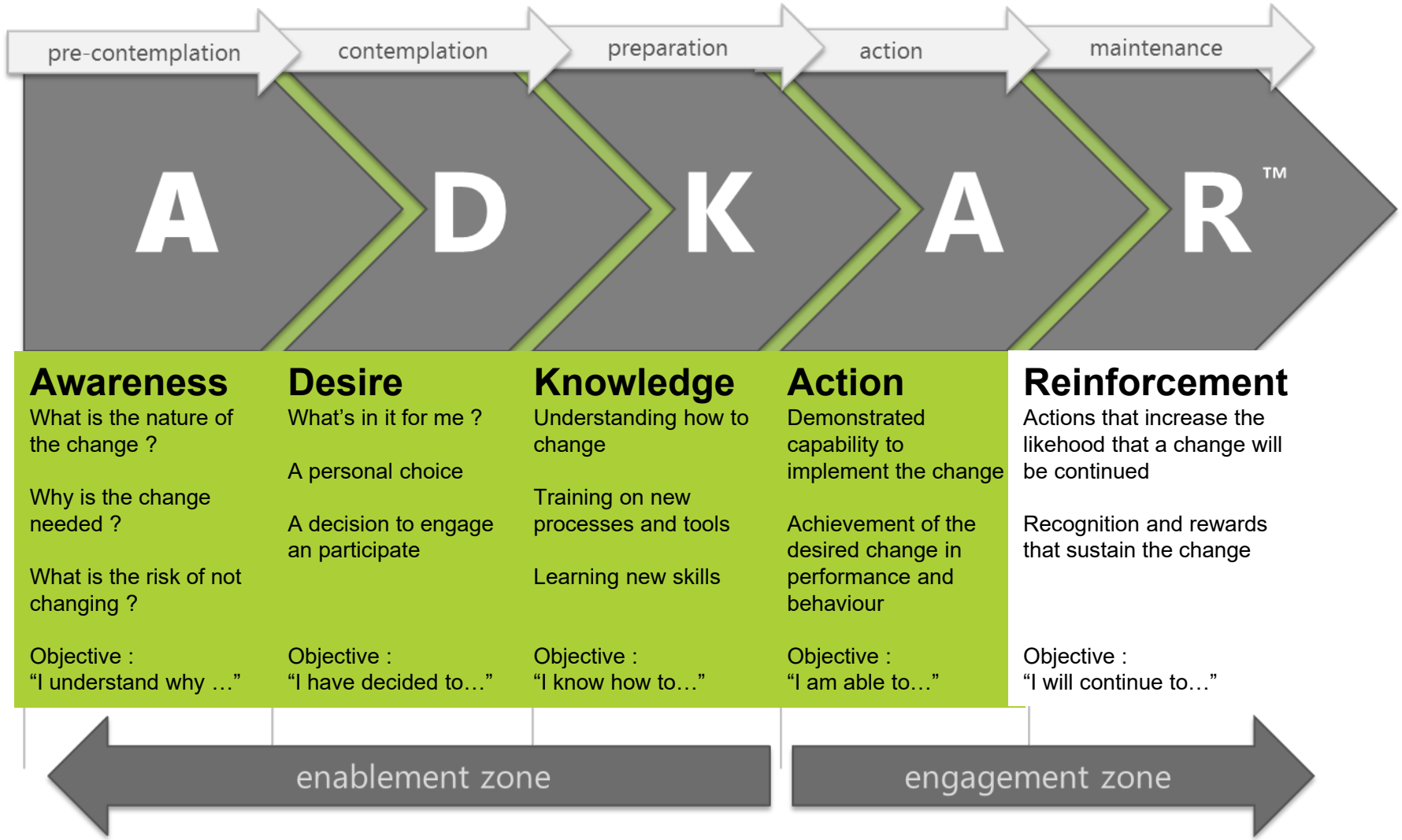


Teams lifecycle





Provide Training in the new technology





Adjust the process where required

REALDOLMEN BUSINESS CASE // CREATE A TEAM: PROCESS



GRP_<Group name>_<Department>

Delete

Add prefix

String

Add suffix

String

Attribute

Renewal notifications are emailed to group owners 30 days, 15 days, and one day prior to group expiration. Group owners must have Exchange licenses to receive notification emails. If a group is not renewed, it is deleted along with its associated content from sources such as Outlook, SharePoint, Teams, and PowerBI.

* Group lifetime (in days)

* Email contact for groups with no owners

- Apply policies
 - Naming
 - Expiration
- Apply template

Automatic provisioning



Type of Team

Name *
Enter value here

Request Type *
Select an option

- Team
- Project Collaboration Team
- Managed Service Collaboration Team
- Bid Collaboration Team
- O365 Group

Enter a name or email address

Maximum 15 members in this form. Others can be added in the teams application once the created.

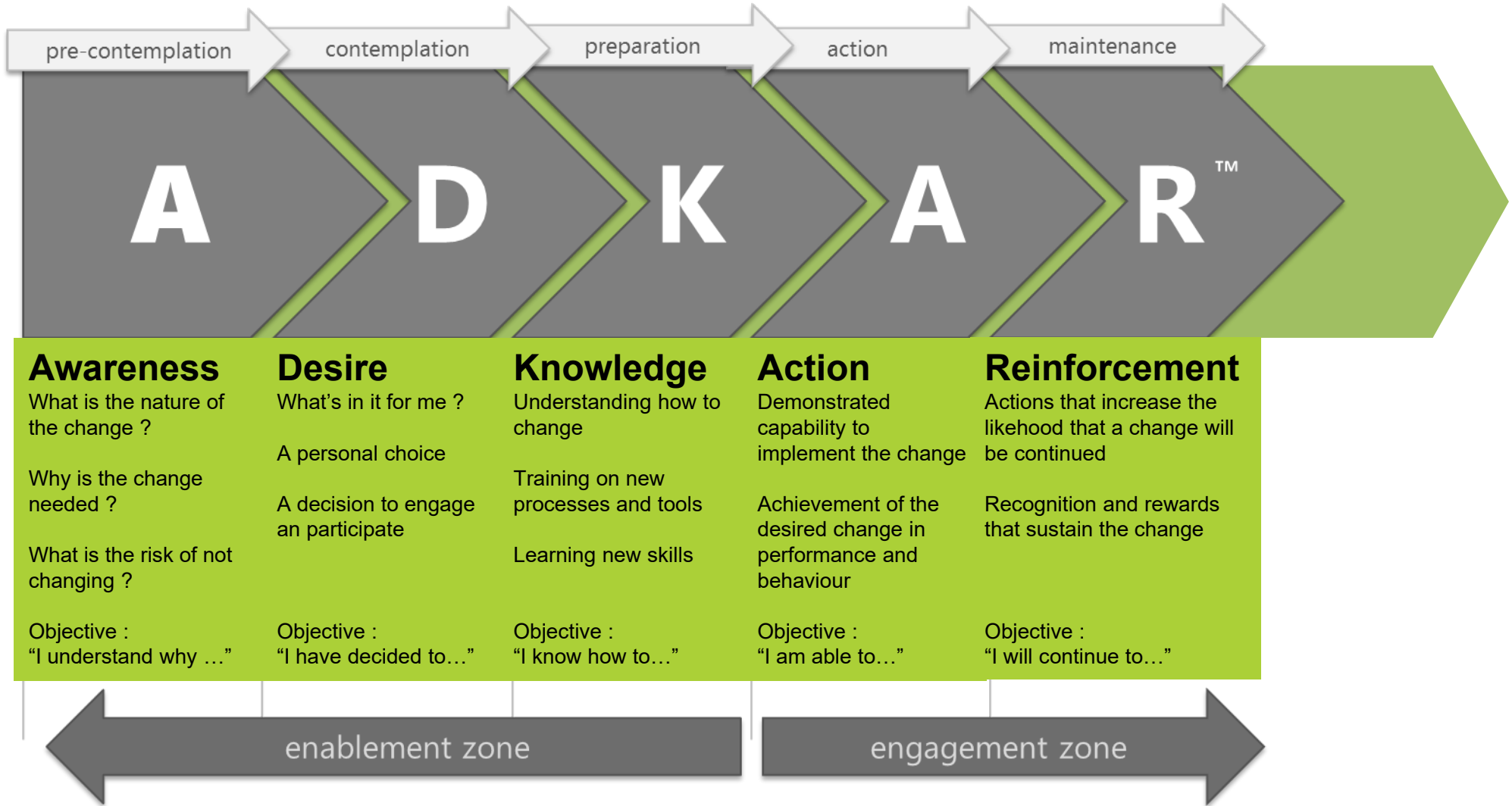
Visibility *
Select an option

Team expiration

See when your team will be expiring or up for renewal

As per policy, your team will expire on 3/30/20. Contact your IT admin for more information on expiration policies.

Renew now

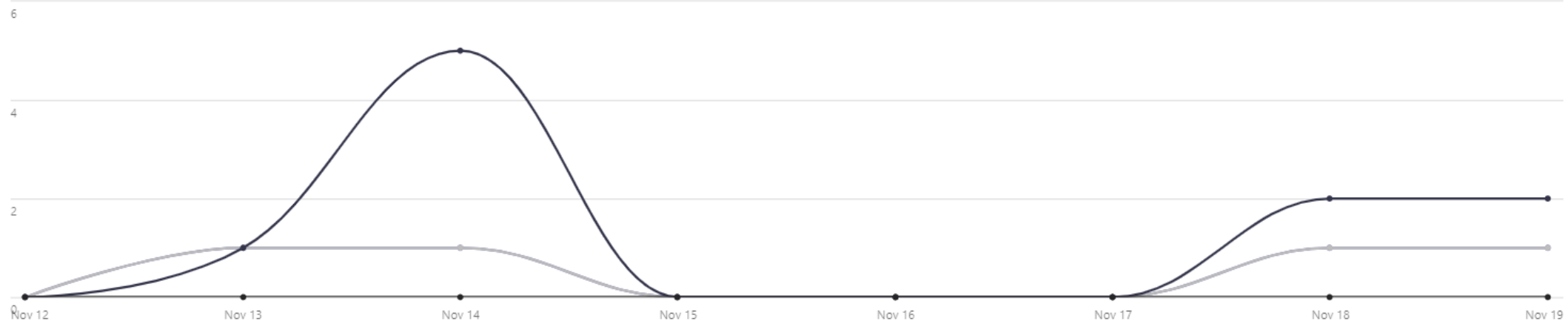




Provide coaching to help folks get started

Teams usage report

Nov 26, 2019 12:53:13 PM UTC | Date range: Nov 12, 2019 - Nov 19, 2019



1 Total active users | 1 Teams & channels active users | 6 Active channels | 0 Messages

Team name	Active users	Guests	Active channels	Messages	Privacy
Contoso Finance	1	0	1	0	Private
Contoso IT	1	0	3	0	Public
Managers Portal	1	0	1	0	Public
Store Portal	1	0	1	0	Public



Monitor progress

A

D

K

A

R



Sponsor Roadmap



Communication Plan



Coaching Plan



Training Plan



Resistance Management Plan



MANAGE UPDATES & NEW FEATURES

- Evaluate upcoming changes and plan the rollout and change management strategy - Appoint a Microsoft 365 release manager
- Follow the MS Teams roadmap
<https://www.microsoft.com/nl-be/microsoft-365/roadmap?filters=Microsoft%20Teams>
- Install the Microsoft 365 Admin app or follow the message center
<https://admin.microsoft.com/Adminportal/Home#/MessageCenter>
- Early release for selected users – all other users on standard release
- Disable features until proper governance is in place



REALDOLMEN // MS TEAMS JUMPSTART



Realdolmen approach to rollout MS Teams in your organization



IT has control vs Business can work autonomously



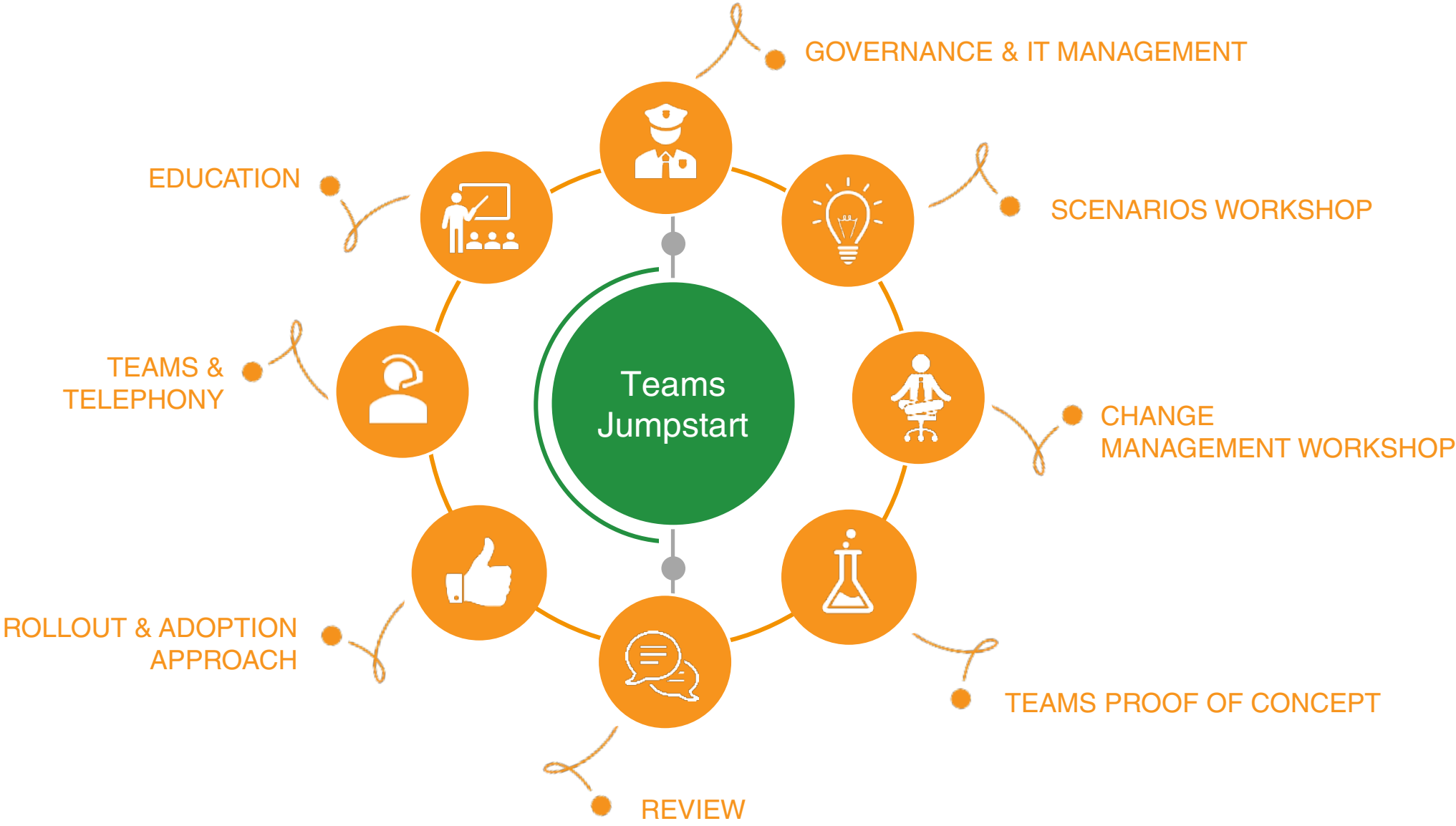
Focus on business needs



Create a positive impact on the way people work together

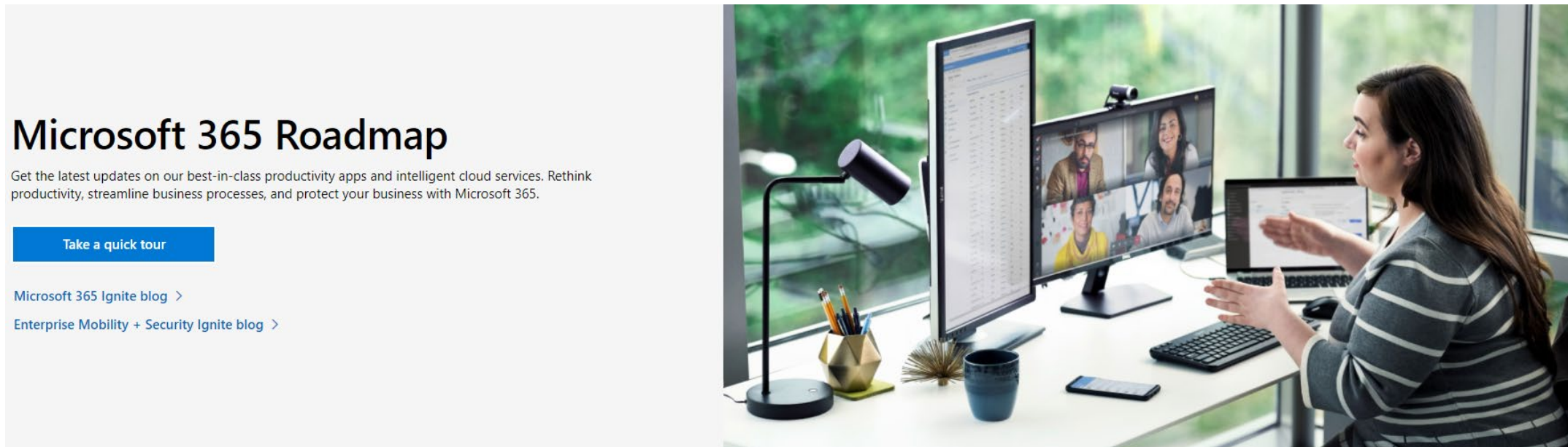


REALDOLMEN // MS TEAMS JUMPSTART



MS TEAMS ROADMAP // SO MUCH MORE

▶ <https://www.microsoft.com/en-us/microsoft-365/roadmap?filters=&searchterms=Teams>




Microsoft 365 Roadmap

Get the latest updates on our best-in-class productivity apps and intelligent cloud services. Rethink productivity, streamline business processes, and protect your business with Microsoft 365.

[Take a quick tour](#)

[Microsoft 365 Ignite blog >](#)

[Enterprise Mobility + Security Ignite blog >](#)



QUESTIONS?



New challenges

NEW IDEAS



HQ Realdolmen Huizingen

A. Vaucampsiaan 42
1654 Huizingen
+32 2 801 55 55

www.realdolmen.com

