M365 Collaboration: What to Use and When to Use it

- A Feature Rich Offering
- Microsoft's Vision of Collaboration
- When to Use Each Technology
- Application Overviews
- Where to Start
- Collaboration Summary
- Wrap-up
M365 – A Feature Rich Offering

Microsoft 365

- Identity protection & user/entity behavioral analytics (UEBA)
- Secure sharing anywhere, on any device
- Cloud application security
- Business intelligence from any source
- Audio conferencing with PBX
- Cross-platform co-authoring
- Employee & organizational insight analytics
- Calls, conferencing, video, sharing
- Granular controls
- Reinvent meeting rooms, devices, & telephony
- Project management, flowchart & diagramming
- Advanced Threat Protection for email, SharePoint, OneDrive, Teams, endpoints (iOS, Android, Linux, Windows 10)
- Mobile device/application management
- Threat Intelligence
- Multifactor authentication
- Privileged identity management
- Self-service password reset & single sign-on
- Document loss prevention, data governance, & retention

Learn more at: www.microsoft365.com
M365 Collaboration Tools

- SharePoint Online
- Teams
- Skype for Business
- Yammer
- Outlook
M365 – Microsoft's Vision of Collaboration

Inner loop:
- People you work with regularly on core projects
- Projects
- Product development
- Campaign creation
- Account teams

Outer Loop:
- Corporate communications
- Leadership connections
- Employee communities
- Ideation and crowd sourcing

Office 365 Groups
- Cross application group membership

Ubiquitous for targeted communications
Streamlined Collaboration – real-time, easy to use.

Combines live chat, calls, meetings, and documents.

Content is searchable across people, files and chats.

Open Group or 1:1 conversations – threaded and persistent.

Scheduled or ad hoc voice and video meetings.

Integrates with email, SharePoint, and all of Office 365.

Bots can be used to perform tasks on team’s behalf.
Application Overview – SharePoint Online

• Modern UX, fully mobile responsive.

• Highly secure with tools for data loss protection and conditional access.

• Integrates into the breadth of Office 365 apps, including groups and Microsoft Teams for collaboration.

• New administration portal for management, security, auditing, etc.

• New features / Enhancements rolled out monthly.
• Communication Sites allow easy authoring and customization by users.

• Updated and more powerful search functionality across SharePoint.

• Site analytics reporting, popular content, alert usage, Google Analytics support.

• Users can add content with drag and drop uploads, while sites are governed with automated approvals, automatic alerts, and data retention policies baked in.
Business Solutions

SharePoint Document Library Features

- Can’t find the latest version of a document
- Don’t track changes to documents to see who changed what, or when
- Repeating work because real-time collaboration is not refined
- Tracking workflow in excel spreadsheets independent of a document
- Checklists are in Word documents, spreadsheets, no standardization
- No standard process for collaboration with external vendors
- Have to copy documents around when sending to external vendors
- Approval for documents is emailed from one person to another

SharePoint List Features

- Document Metadata

SharePoint Extranet Site

Automated Workflow

Targeted Search

Managed Search Properties and Search Facets
Application Overview - OneDrive for Business

• Access and edit your files on all your devices.

• Keep your files protected in the cloud.

• Share documents or photos and collaborate in Office.

• Quickly organize and find things that matter.
Integrating M365 into your business...

Where to Start!
Replace User Shared Drives with OneDrive for Business

- Decision: New content only or migration of existing content
- Decision: Migrate on-premises SharePoint MySites content with OneDrive for Business
- Decision: Let a user share externally from OneDrive or not
- Decision: Deploy the new OneDrive for Business sync client to user desktops?
Change Management Plan

- Communicate: Use OneDrive for Business instead of User Shared Drives
- Communicate: User Shared Drives Will Be Made Read Only
- Communicate: Instructions/Training on How to Use Web Client
- Communicate: Instructions/Training on How to Use Sync Client
Project Collaboration

- Decision: Let Users Create Teams in the Self-Service Way
- Decision: Deploy the Teams Client to User Desktops
- Consideration: Data Storage
Change Management Plan

- Communicate: How and Why to Use Teams
- Communicate: Teams Creation Procedure
- Communicate: How to Invite Other Users
- Communicate: Planner User
- Communicate: Persistent Chat
- Communicate: File Sharing
SharePoint Online Business Applications

- Document Management
- Intranet Communications (Few to Many)
- Line of Business Solutions (Forms, Flows, Javascript Customizations)
- Document Archive
- Search Solutions
SharePoint Online Deployment Considerations

• Planning
• Remediation
• Security
M365 Collaboration

- A tremendous amount of functionality
- Many decisions to be made
- A roadmap for your organization does exist
- Opportunities for quick “wins” for your business/users
- Adoption isn’t automatic – change management is key
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