M365 Collaboration – What to Use and When to Use it

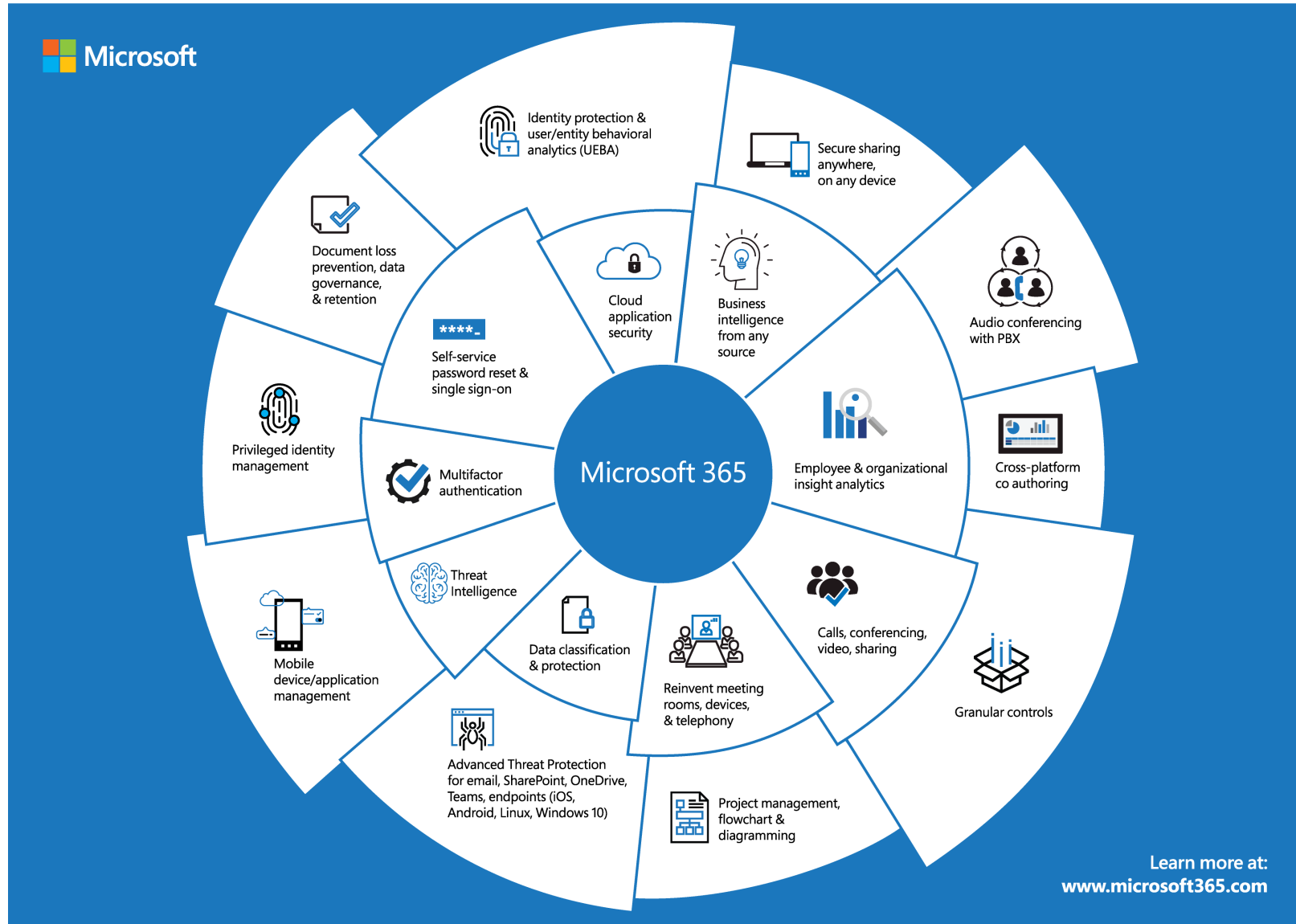Demystifying the Microsoft Cloud

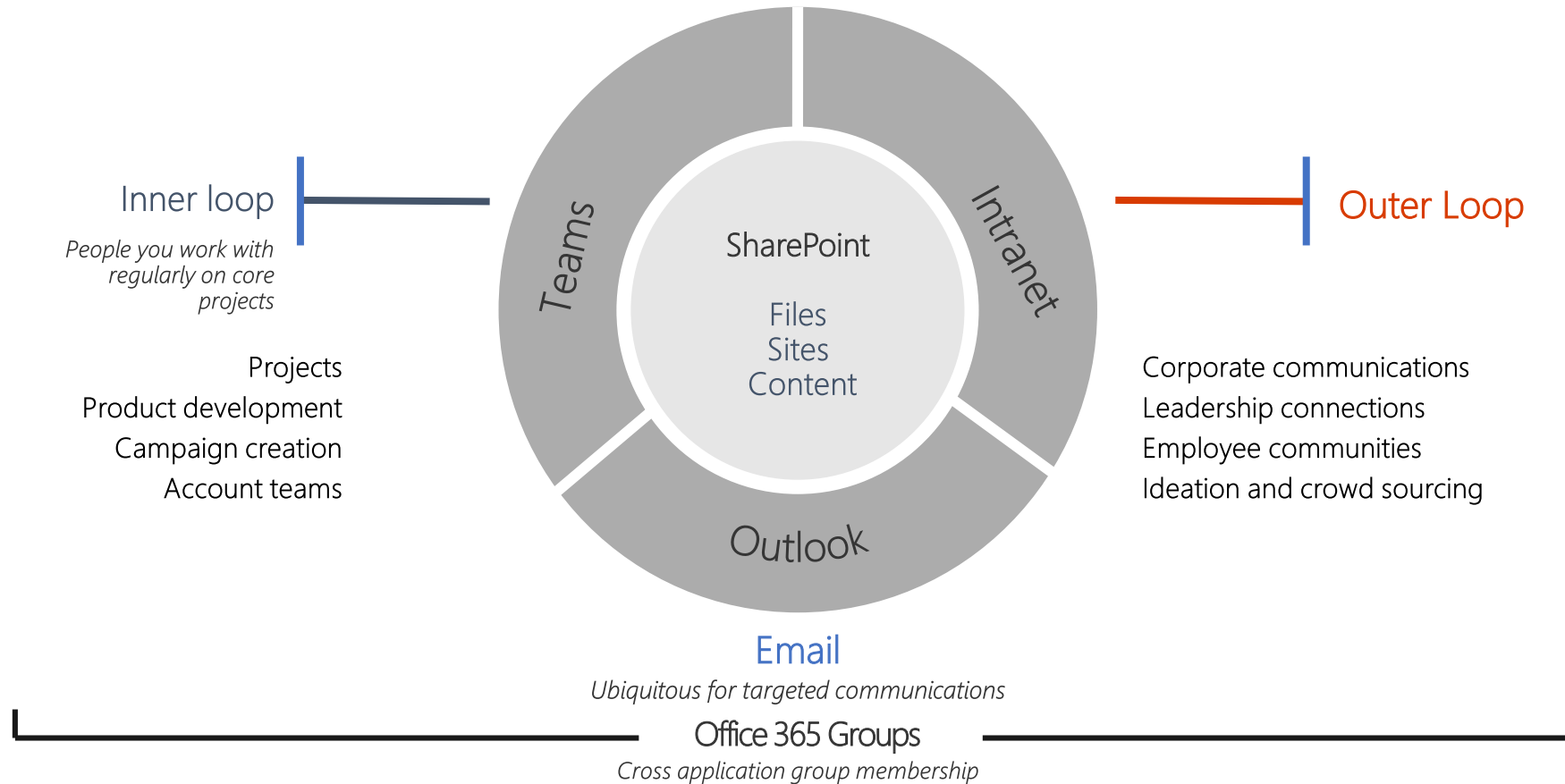February 14, 2019

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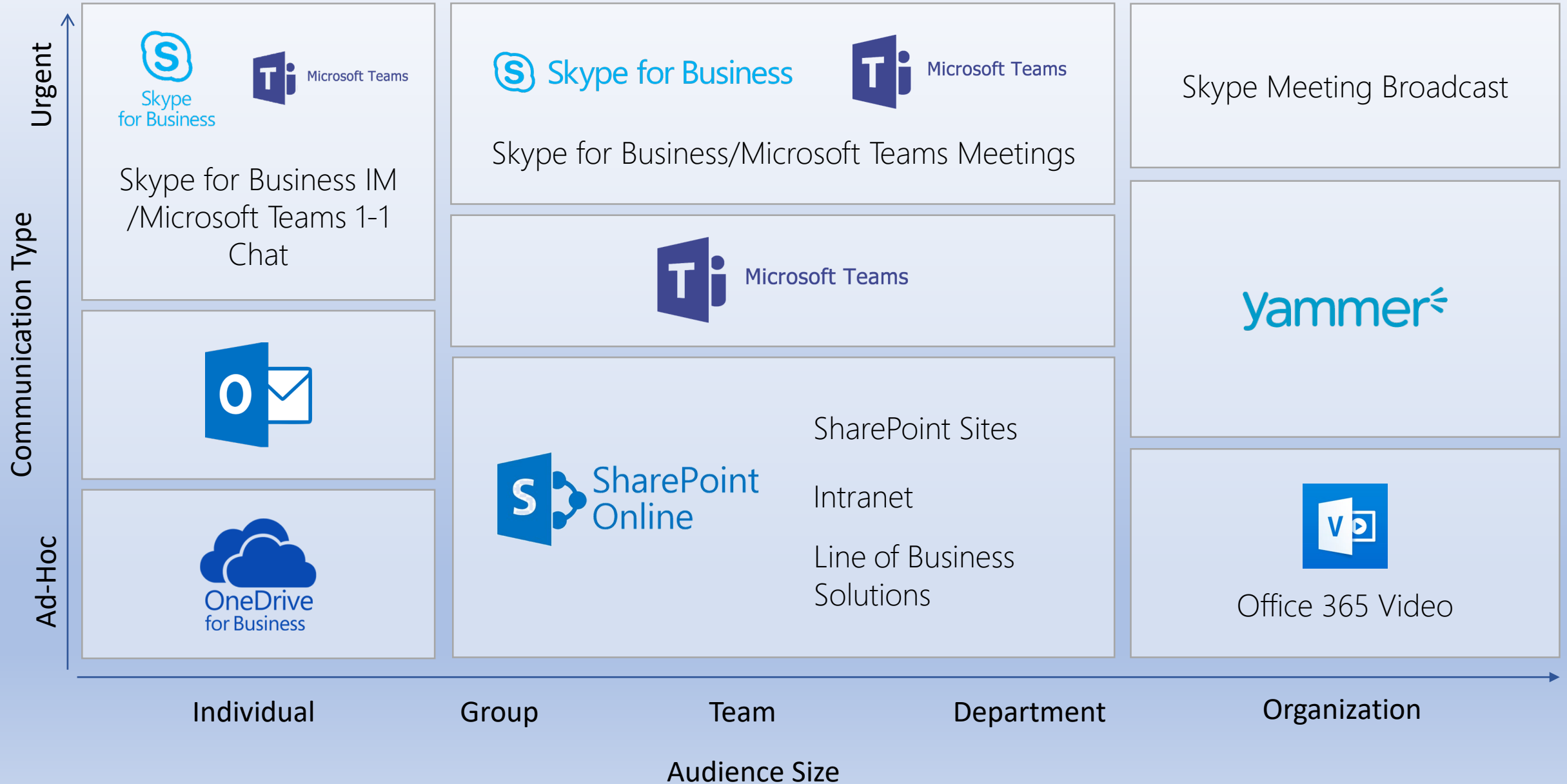# M365 Collaboration: What to Use and When to Use it

- A Feature Rich Offering

- Microsoft's Vision of Collaboration

- When to Use Each Technology

- Application Overviews

- Where to Start

- Collaboration Summary

- Wrap-up

Microsoft 365

Learn more at:
www.microsoft365.com

- SharePoint Online
- Teams
- Skype for Business
- Yammer
- Outlook

Inner loop

People you work with regularly on core projects

Projects
Product development
Campaign creation
Account teams

Teams

SharePoint

Files
Sites
Content

Intranet

Outlook

Outer Loop

Corporate communications
Leadership connections
Employee communities
Ideation and crowd sourcing

Email
Ubiquitous for targeted communications

Office 365 Groups
Cross application group membership

Microsoft Teams

- 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.
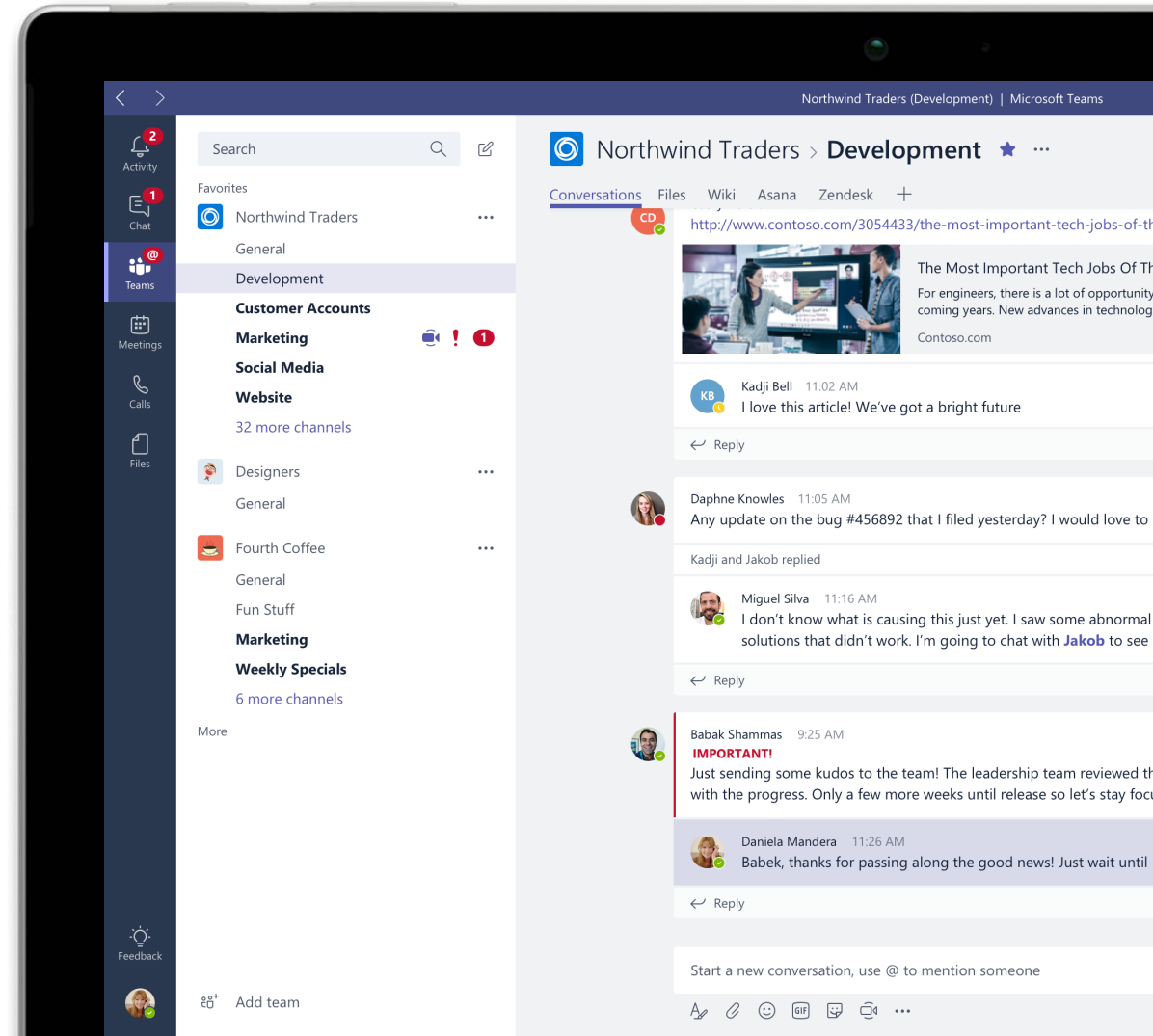
- Modern UX, fully mobile responsive.

- 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.
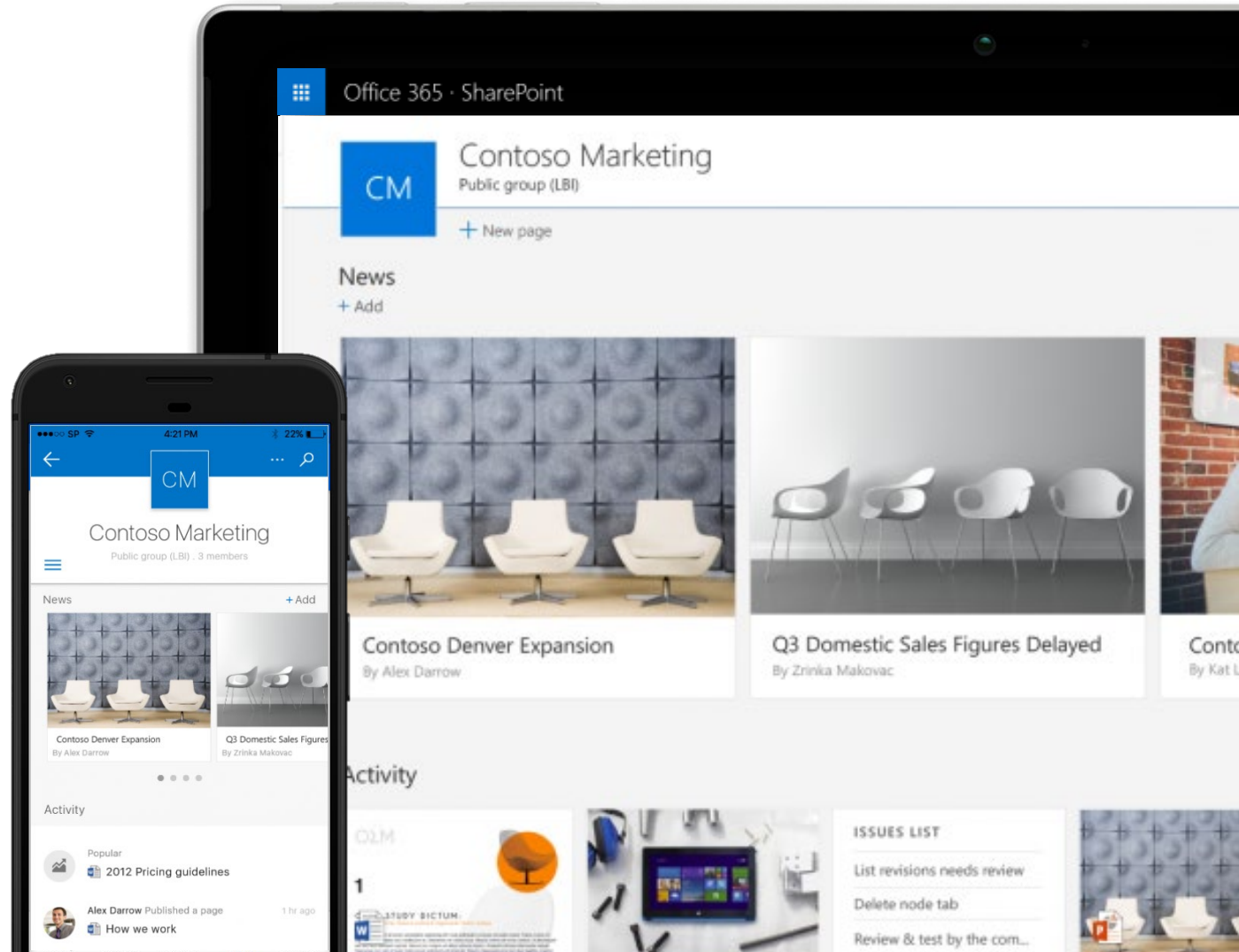
- Communication Sites allow easy authoring and customization by users.

- 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.
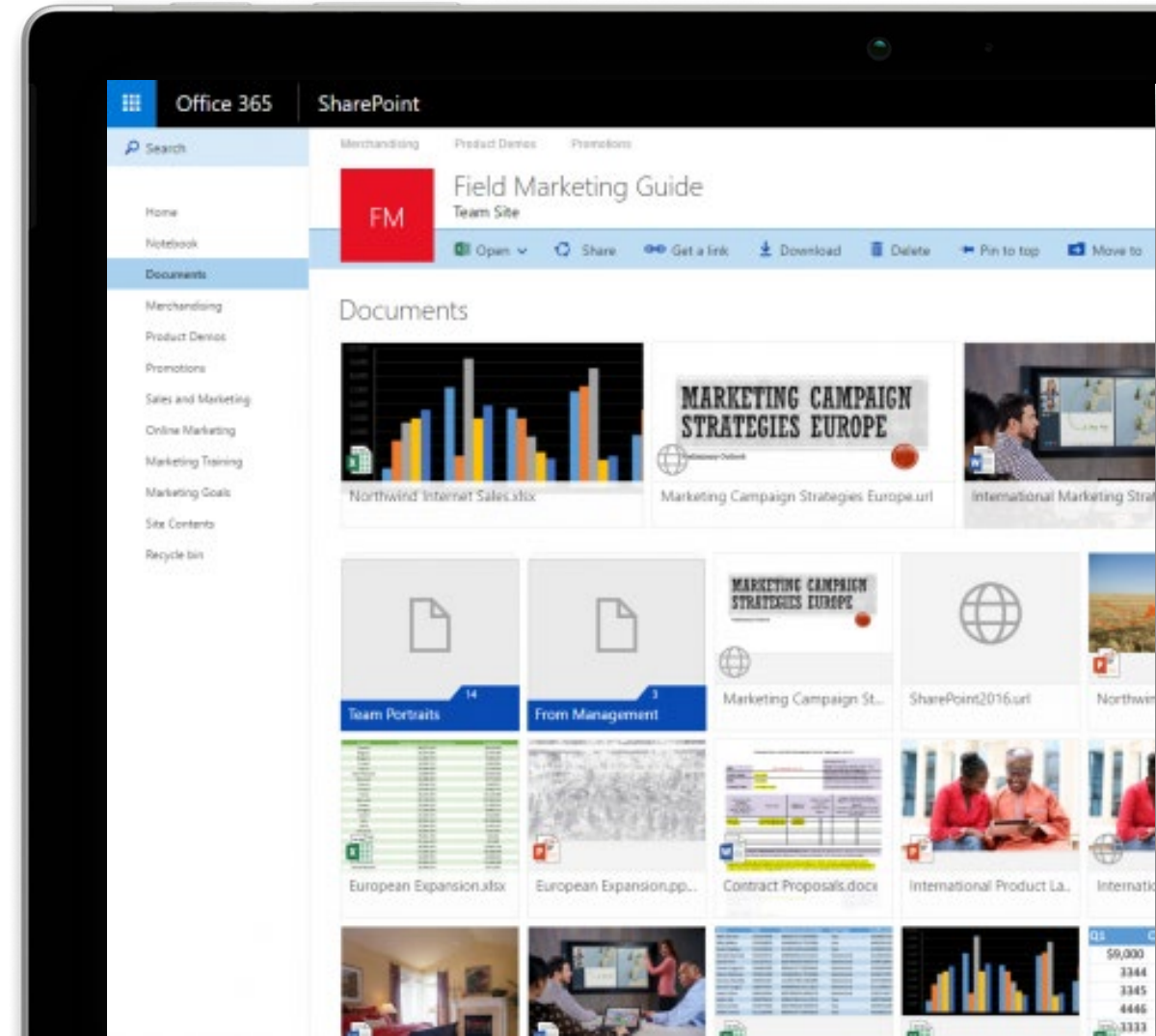
Business Solutions

SharePoint Document Library Features

SharePoint List Features

SharePoint Extranet Site

Automated Workflow

Targeted Search

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

Document Metadata

Approval for documents is emailed from one person to another

Managed Search Properties and Search Facets

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.
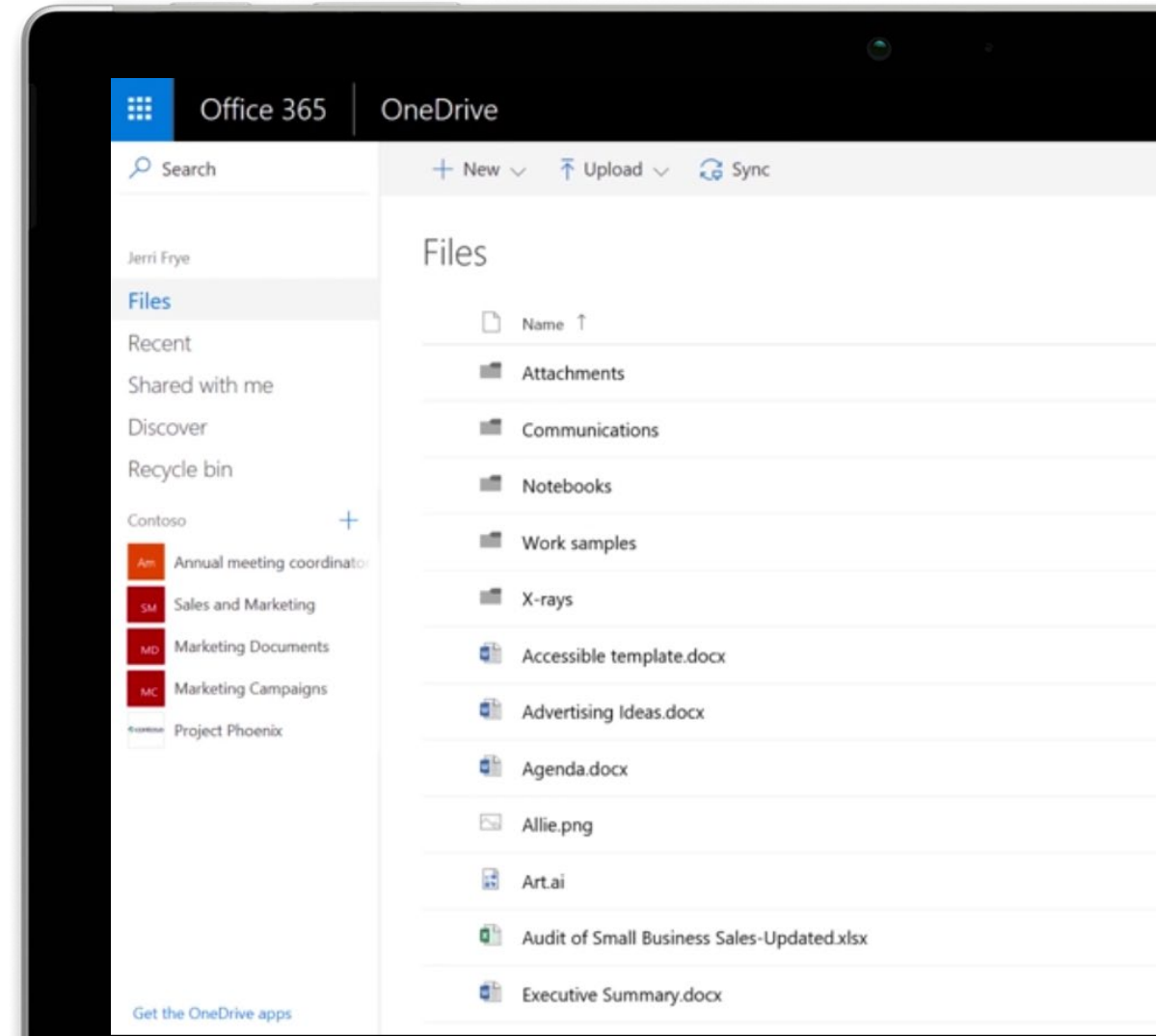
Integrating M365 into your business...

Where to Start!

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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

Contact Information

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