Reimagining Your Office: How to work virtually using Office 365

23rd July 2020

Thank you for joining – we'll be starting soon

the I.T. team™
Maintaining the health of your I.T. system

IN PARTNERSHIP WITH techsoup

WHO IS THIS WEBINAR IS FOR?

- Previously attended the webinar on “Introduction to 365”
- Those that are using 365 but haven’t progressed too far down the chain
- Wish to improve the ability to Remote Work and take advantage of what 365 has to offer
- Keen to learn more on Teams, SharePoint & OneDrive

WHAT WE WILL COVER TODAY?

- Licensing changes (Microsoft 365)

- Why “Remote Working”?

- Teams
- OneDrive
- Sharepoint
- Relationship between the tools

- Additional Key Services to the Remote Working experience

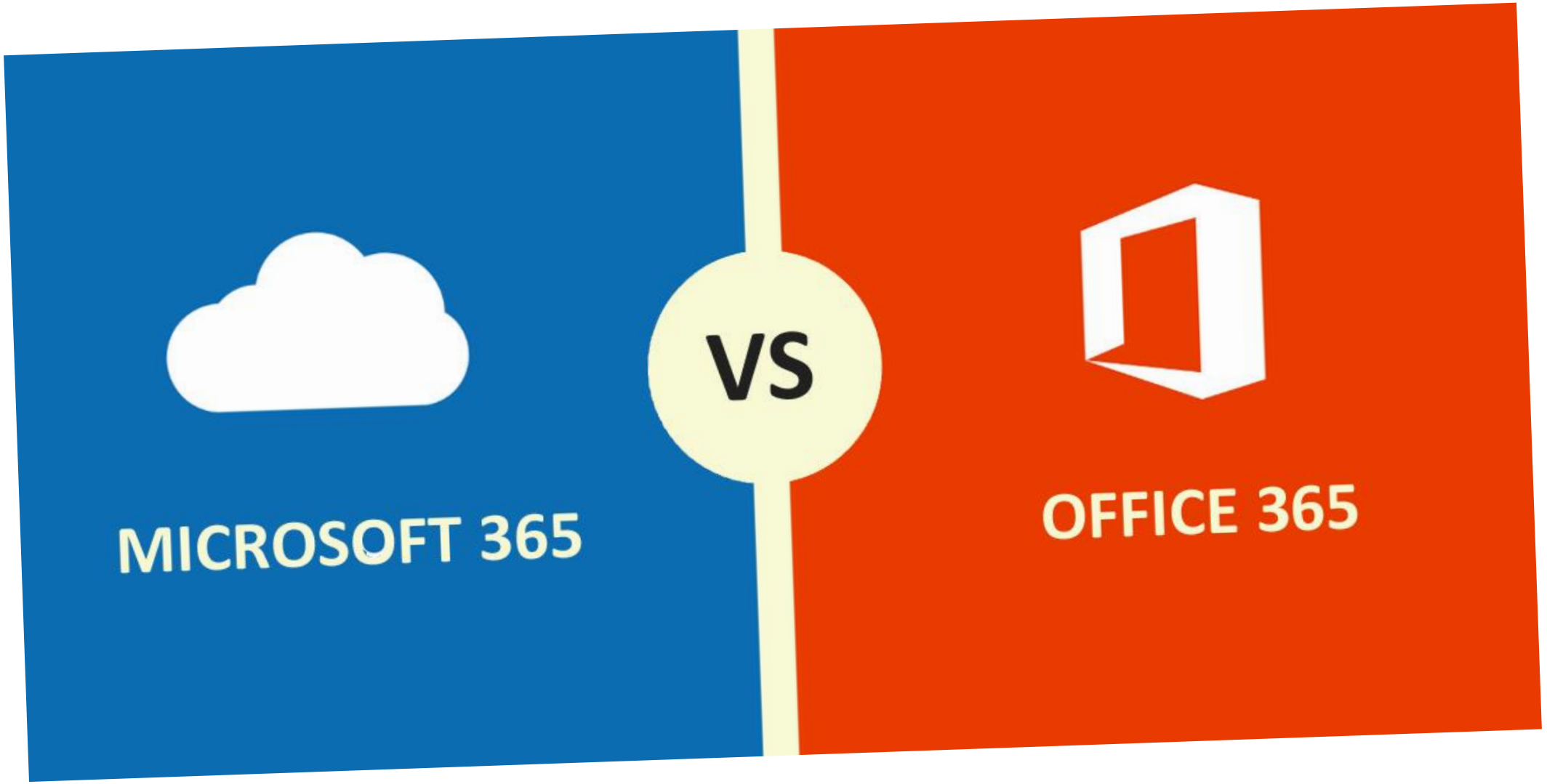
- Security & Adoption considerations

About the I.T. team

- Formed in 2011
- Office 365 since its inception
- Managed Services/IT support
- A wide range of IT services
- Major NFP base of customers
- Providing IT services to NZ & Australian organisations

the I.T. team™

Maintaining the health of your I.T. system


MICROSOFT 365
VS
OFFICE 365

Microsoft 365 for business

New name, same great value, same price.

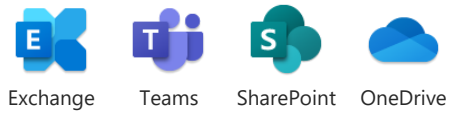
Office 365 Business **Essentials** *Cloud services*	→	Microsoft 365 Business **Basic** *Cloud services*
Office 365 Business **Premium** *Cloud services and desktop apps*	→	Microsoft 365 Business **Standard** *Cloud services and desktop apps*
Microsoft 365 **Business** *Cloud services, desktop apps, and advanced security*	→	Microsoft 365 Business **Premium** *Cloud services, desktop apps, and advanced security*

Microsoft 365 for business

New name, same great value, same price.

Microsoft 365 Business **Basic**

Cloud services

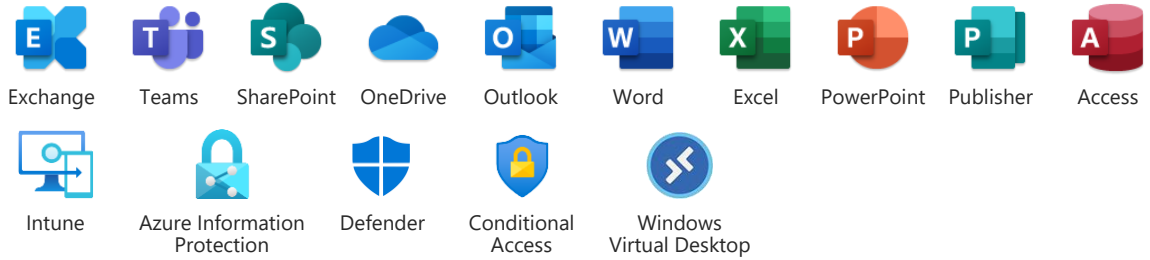


Microsoft 365 Business **Standard**

Cloud services and desktop apps

Microsoft 365 Business **Premium**

Cloud services, desktop apps, and advanced security



IMPORTANCE OF REMOTE WORKING

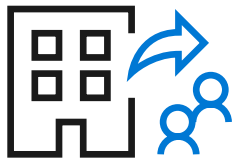
- Changing world
- Revert to Lockdown will continue to hang over a heads
- Staff expectation
- Tied to one office is risky (i.e. Disaster)
- Allows everyone to work at the same quality/speed regardless of location

Shifting landscape

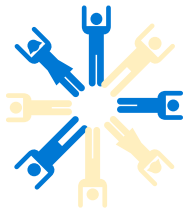
There’s a growing need to make work better

2x

Small organisations are twice as likely to hire remote employees[1]

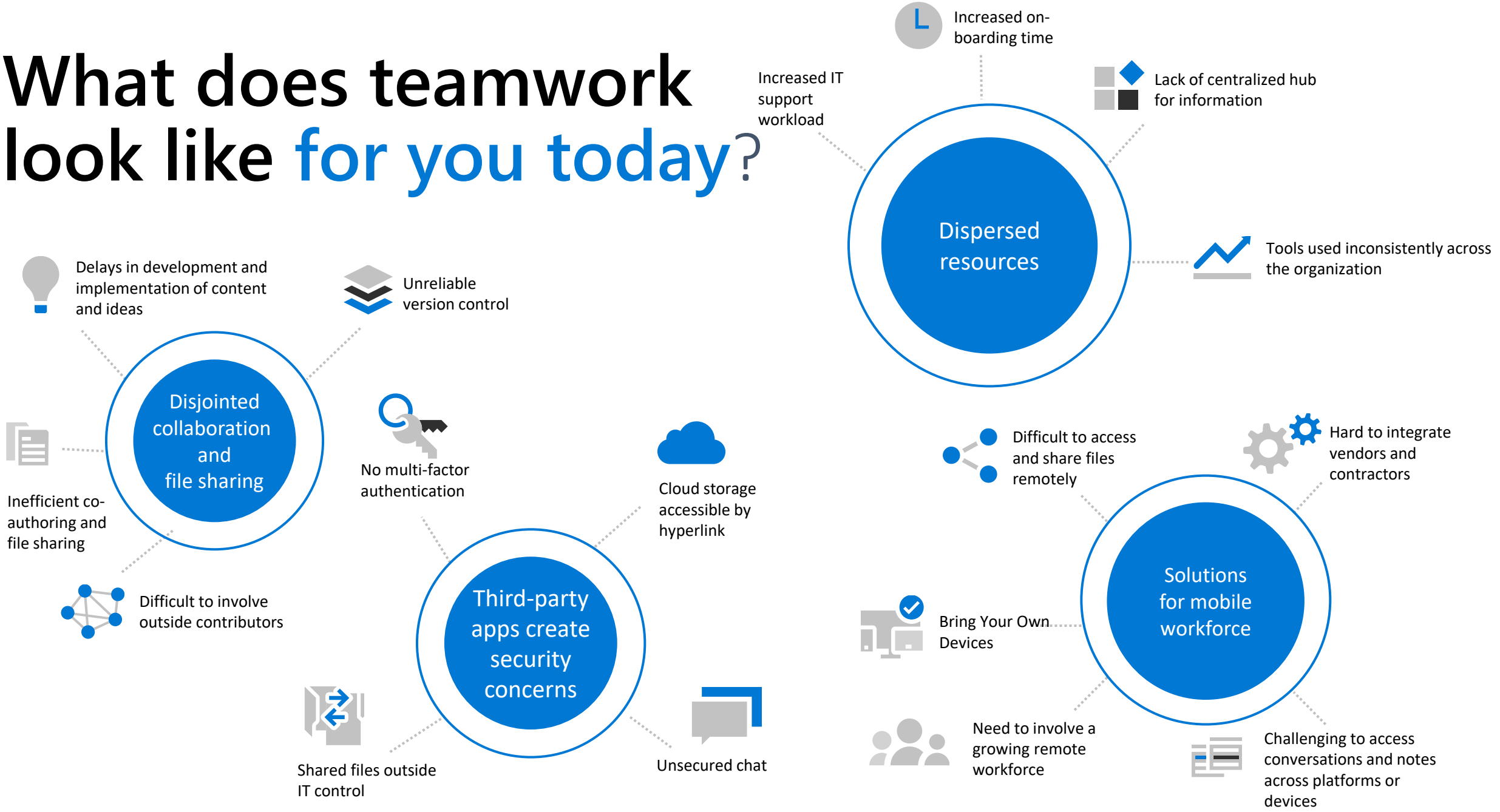


52% of the global workforce works from home at least once per week

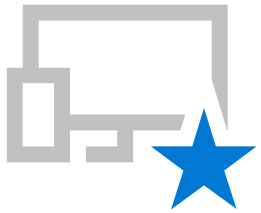


6x as many small organisations agree that dynamic team structures will become the norm[2]

What does teamwork look like for you today?

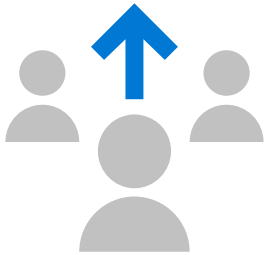


Better teamwork, better productivity with Office 365



Mobile worker support

Easily support team members who want to work anywhere from any device.

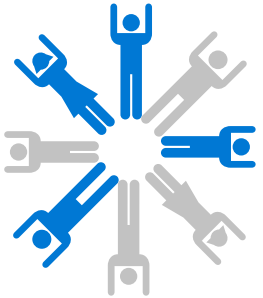


External collaboration

Look more professional when you engage in email and online with customers, coworkers, suppliers.

Enterprise-grade security

Enable access to those who need it and keep out those who don’t.



Real-time teamwork

Work together in one solution with shared docs and online meetings.

Key elements of Remote Working

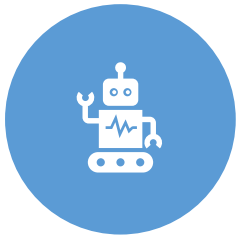
- Mobility (work anywhere)
- Accessibility (device)
- Communication
- Collaboration
- Security

Remote Working – Key 365 Services

SHAREPOINT

ONEDRIVE

MICROSOFT TEAMS



POWER AUTOMATE

PLANNER & TO DO

DELVE

SharePoint Online

Share
Engage with people, share ideas, and reinvent the way you work together

Communities

Social feeds

Mobile apps

Organize
Manage information, people, and projects

site mailboxes

OneDrive

Build
Create apps and new web experiences using familiar tools and internet standards

Apps

SharePoint Store

Design manager

Manage
Effectively manage your infrastructure to reduce cost, risk, and time

eDiscovery

Search query rules

Discover
Find answers, discover insights, and connect with the experts

PowerPivot and PowerView

Search hover panels

Sharepoint

SharePoint is a document management and collaboration tool developed by Microsoft. It's basically an intranet and content management system that is **used for** internal purposes

Great for storage of content through department “sites” or intranets.

Excellent document management capability

Version control and version history

More of a “static depository” than a “social collaboration” zone. That’s where Microsoft Teams comes in..

OneDrive (for Business)

SIMPLE DOCUMENT STORAGE SERVICE

SECURELY HOSTED IN THE CLOUD

SHARING WITH COLLEAGUES AND EXTERNAL PARTIES

SYNC'S WITH MOBILE AND WEB

ALT. TO DROPBOX, GOOGLE DRIVE, ETC

Sharepoint vs OneDrive

SHAREPOINT – GROUP FILES

SHAREPOINT – INTRANET

SHAREPOINT – LINKS, FORMS, WIKI

ONEDRIVE – PERSONAL FILES

ONEDRIVE – SHARING WITH THIRD PARTIES

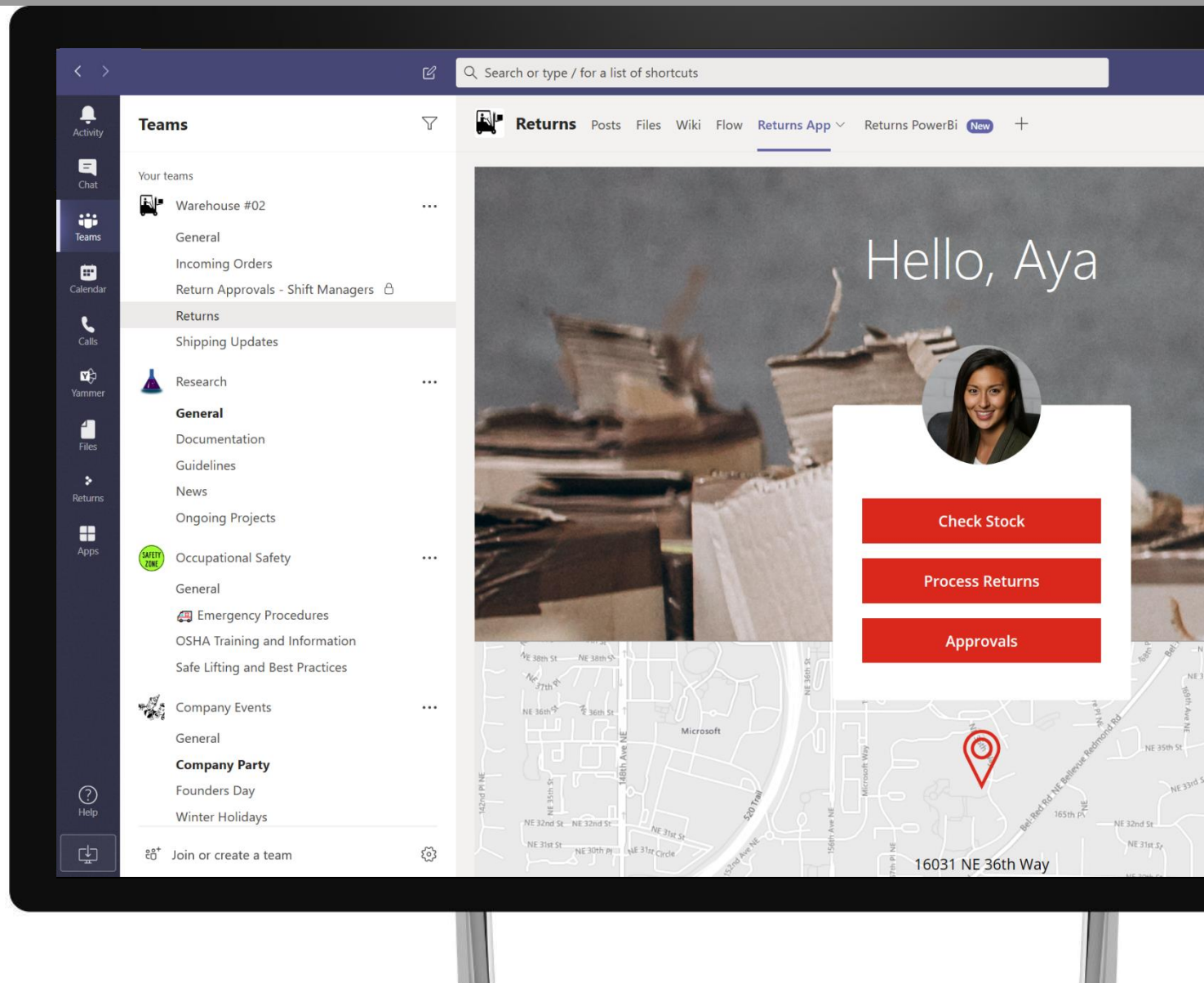
ONEDRIVE – BACKUP WORKSTATION DOCS

Quick ‘Sharepoint’ & OneDrive Demo

Microsoft Teams

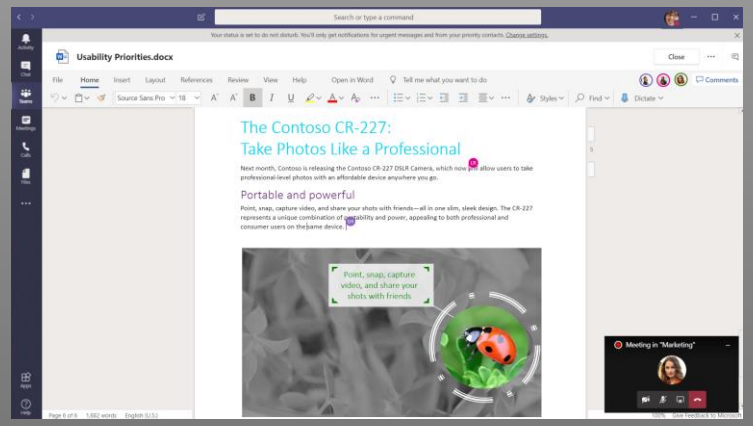
is the hub for teamwork in Microsoft 365

- Meetings & calling
- Chat & collaboration
- Apps & workflow

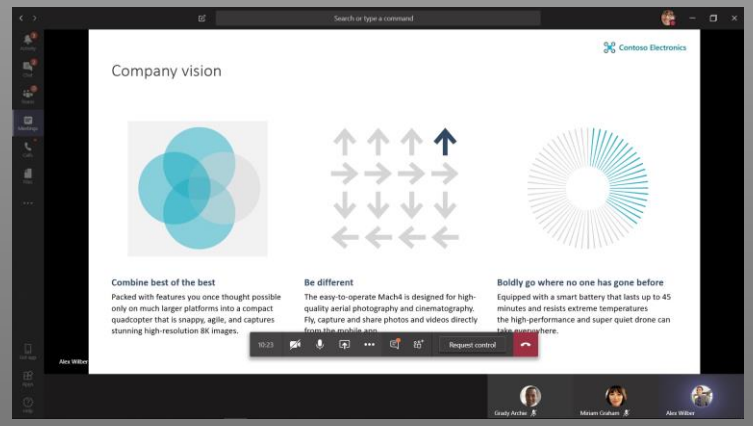


Participate in interactive online meetings with video and chat

Have a conversation with a colleague or customer



Hold a team update or brainstorming session



Deliver a training workshop

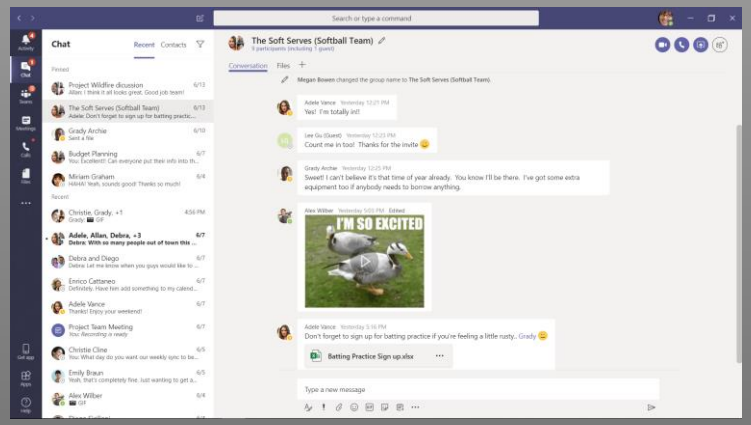
Microsoft Teams Meetings

Connect & communicate with people inside and outside your organization

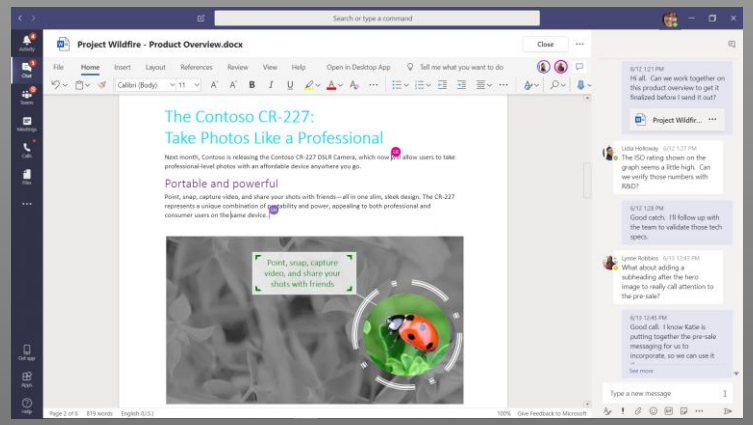
- Meet with up to 250 internal & external participants
- Chat and share screens, files, and webcams
- Collaborate in real-time on documents & whiteboards
- Blur or customize your background, & suppress noise*
- Play back meeting recordings and search transcripts
- Join your meeting from PC, Mac, web, or mobile devices
- Define presenter and attendee roles
- Dial in with Audio Conferencing when needed
- Follow along with Live Captions
- Enterprise grade security, compliance & management

* Feature coming soon

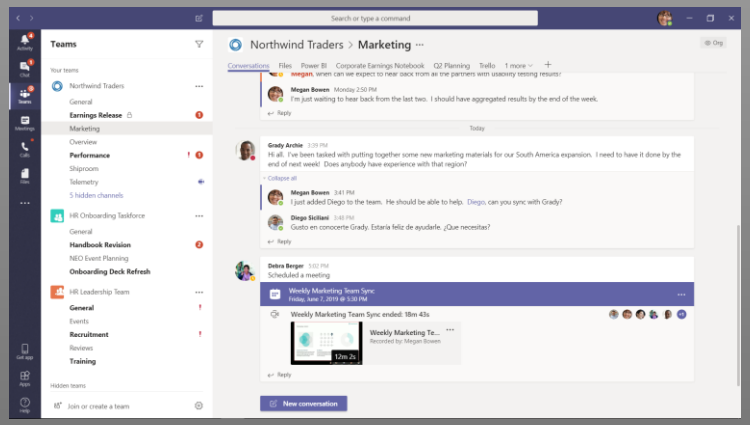
Collaborate with people inside and outside your organization



Do 1:1 and group chats



Co-author files and keep track of the conversation



Organize team projects by channel

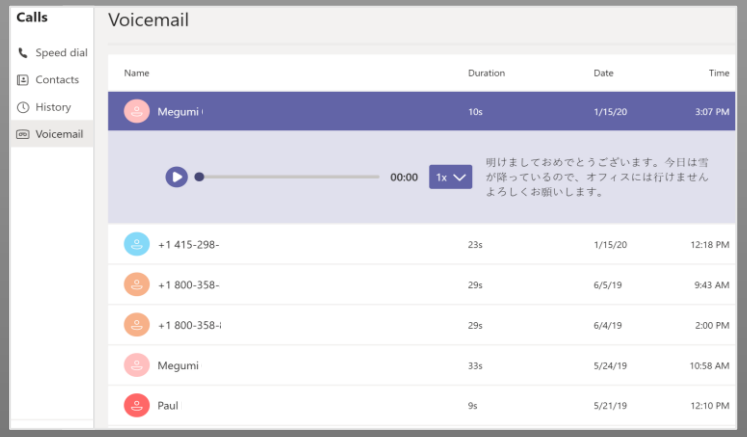
Microsoft Teams Chat & Collaboration

Chat and collaborate with people in and outside your organization

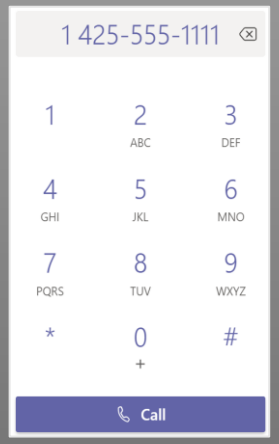
- Chat with co-workers 1:1 or with large groups
- Include GIFs and pictures to build friendly rapport
- Translate conversations across languages
- Create, read & edit Office documents with your team
- Create teams to organize your workstreams or projects
- Stay organized by using channels to segment work
- Encourage transparency with channel conversations
- Private channels for sensitive content or conversations

Worldwide calling inside and outside your organization

Easily call your colleagues regardless of where you work



Calls are natively part of Teams collaboration



Call any phone number worldwide...

Microsoft Teams Calling

Make and receive calls worldwide

- Call anyone with a single click
- Easily add chat, video, and screen sharing to your call
- Make and receive calls from PC, Mac, Linux, web, mobile and Teams phones
- Chat and call with Skype consumer users *
- Simultaneous ring means never missing calls as you answer with the most convenient Teams device

- Assign a phone number to users so they can make and receive calls across the world
- Cloud Voicemail captures your missed calls as a recording in your inbox that includes transcription
- Easily forward your calls to other numbers or your voicemail
- Call delegation so your teams can answer or screen calls
- Auto Attendant and Call Queues handle incoming traffic never miss a customer call

Quick ‘Teams’ Demo

Sharepoint & Teams

Teams & SharePoint - united by a 365 Group

Every time you create a new team in Teams, you're also creating a new Office 365 Group, Calendar, Planner, and SharePoint team site.

For every channel you create in Teams, a folder within a SharePoint document library is automatically created for you

When you click on the **Files** tab within a channel in Teams, the files you see are stored in a document library on a SharePoint team site

Permissions on a team in Teams are the same permissions as the SharePoint site (membership is based around the users of the office 365 Group).

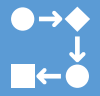
If you already use SharePoint with an Office 365 group, you can add Teams to it.

Microsoft Teams – How to start

Teams can have a large positive impact – but you can start small

Chat or Video Calling is a good place to start.

You can start with a small team or the whole organisation.



Attempt to implement yourself or get our assistance to do the implementation with you.

Check out our Ebook on Teams
www.theitteam.co.nz/msteamsebook

Delve

It’s an employee directory with “Linkedin-like bells and whistles” really designed for larger organisations.

Makes an employee directory more social by enabling users to search for people in your team who have various interests and/or skills.

Can also see the documents that you colleagues have been working on (if you have shared permissions to view that document)

Automation – why?

Dealing with demand - less paper, more delivering services

Tightening labour market

Access to funding always difficult

More remote working happening – paper forms and approvals not viable

Improve your organisational productivity

Automation gives you a sustained competitive advantage

Microsoft Forms

Microsoft Forms is an online forms and survey creator

Easily create surveys and polls to collect customer feedback, measure employee satisfaction, and organise team events.

Little to no technical know-how required

Simple but fast – a less sophisticated version of Survey Monkey

Power Automate

Microsoft’s cloud-based workflow engine (formerly known as FLOW)

You can quickly automate time-consuming manual tasks

Requires little technical know-how

Workflows can be simple or complex

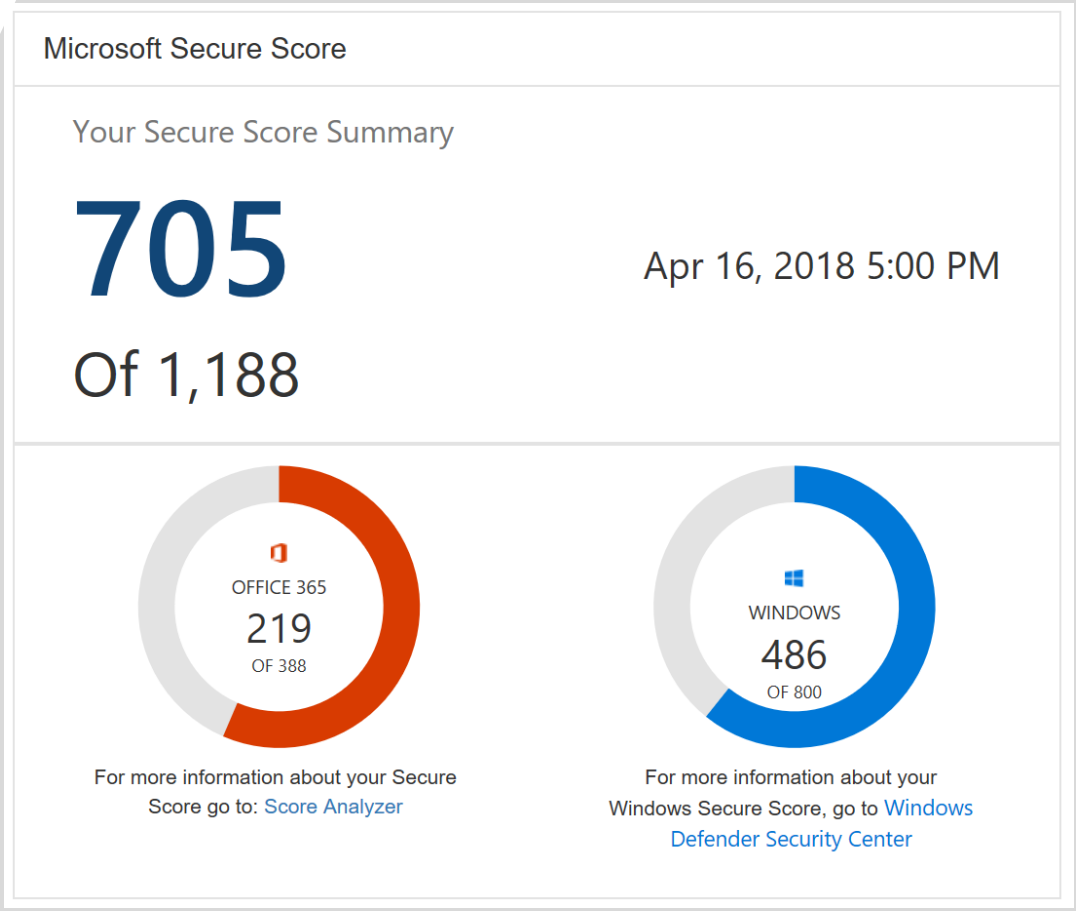
Build your own or download?

AZURE AD

- What is Azure AD?
- Should we use Azure AD if we don’t have a Server or a Domain Controller
- What are the Security Benefits
- Do we need to resetup profiles on workstations?
- Key for going Serverless

SECURITY IN 365

- Office 365 Security Score
- Does Microsoft 365 improve Security?
- How important is MFA?



Adoption Goals

Prepare users for change

Ensure new system ‘takes’

Old systems depreciated

User satisfaction

Key pointers

- Ensure users are aware and ready for the migration time
- Build some expectation of disruption and upheaval (not perfect initially)
- Generally people won’t read and follow written instructions consistently.
- Do not take on too many system changes at once
- Multiple attempts at getting a system in use will create difficulty for the next attempt. Do it once do it right.
- Users need a reason to use a new system, and sometimes a purpose to keep returning

Adoption - Teams

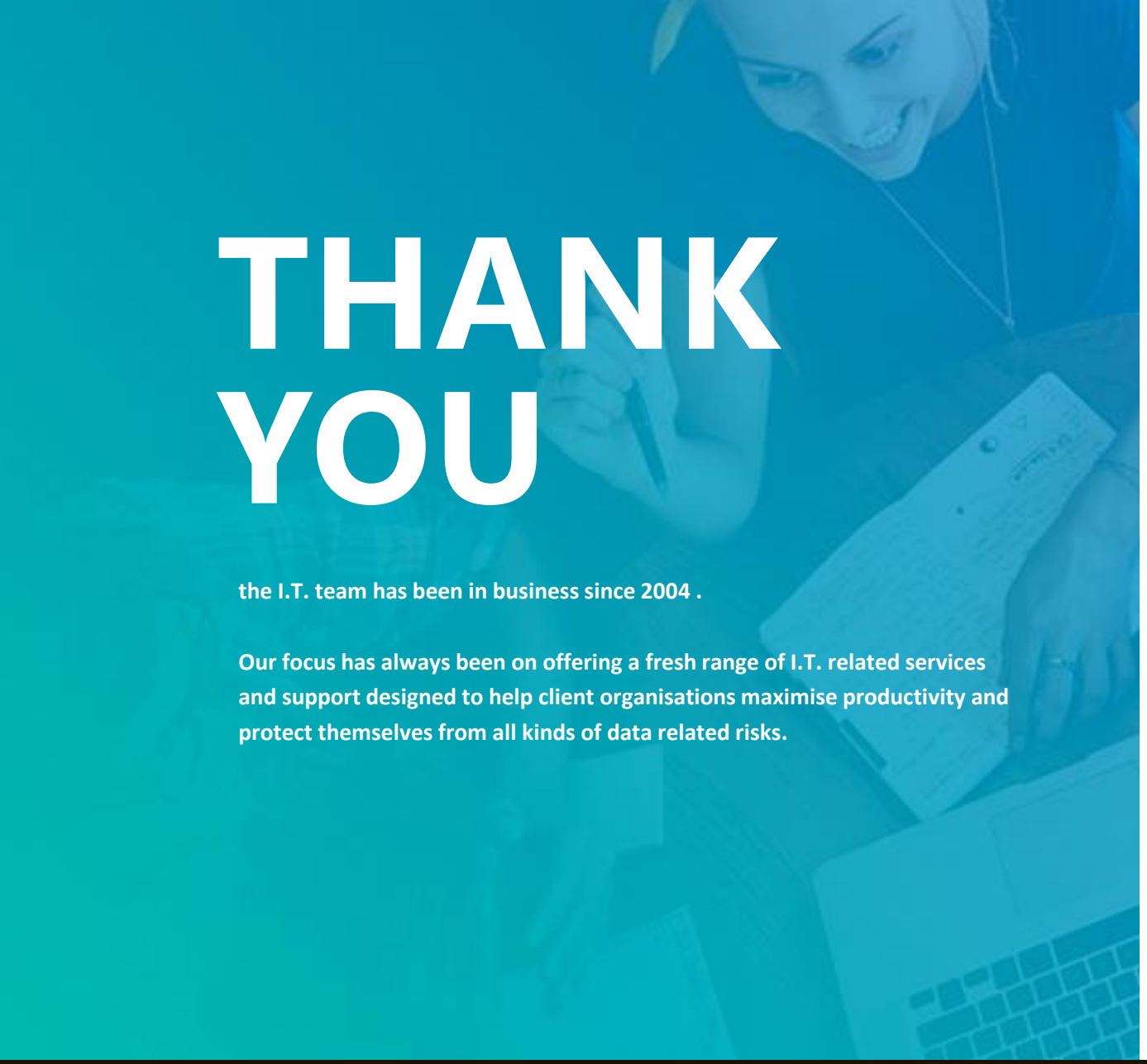
- Help your team to understand the 3 main areas of Teams – Video Calling, Chat and Teams Channel Comms
- Create your first teams and channels and onboard early adopters (within your team)
- If you are already using Teams for Video Calling sparingly, create a reason to use it regularly.
- Consider requesting a regular meeting to take place in Teams, and put key internal comms in a channel (absences, leave etc)
- Monitor usage and feedback – understand what's working, what's not
- Consider ensuring everyone has the gear to minimize frustration, headsets go a long way

Adoption - Sharepoint

- There mare many ways to start your adoption of Sharepoint
- Consider getting all staff to use OneDrive for Business for their private/individual stores. Even if you have a server.
- Consider a basic Intranet
- Create a reason for people to go there
- Talk up the benefits, document-based collaboration can be beneficial
- Be willing to put in the time and let everyone know it will be a gradual and long process

QUESTION TIME

webinar@theitteam.co.nz



THANK YOU

the I.T. team has been in business since 2004 .

Our focus has always been on offering a fresh range of I.T. related services and support designed to help client organisations maximise productivity and protect themselves from all kinds of data related risks.

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