



Petri Webinar Brief
October 17th, 2018

Teams & Yammer: Better Together

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Moderator: Brad Sams, Petri IT Knowledgebase, Executive Editor at Petri.com

Overview

Office 365 solutions like Microsoft Teams, Yammer, Skype for Business, SharePoint and others all add unique value to your business. But, they can also add confusion if you don't provide practical guidance to your users on how to use these solutions, so they complement one another.

Dux provides an overview of Office 365 and how its suite of integrated tools, particularly Microsoft Teams and Yammer, work together to drive immediate and lasting value to your workplace.

Context

With the introduction of new tools and features, Microsoft's Office 365 suite can be overwhelming with the different options available to use. Finding the right tool for your needs is the defining metric to your successful rollout of that application and Dux helps to identify how each tool fits into the Office 365 portfolio.

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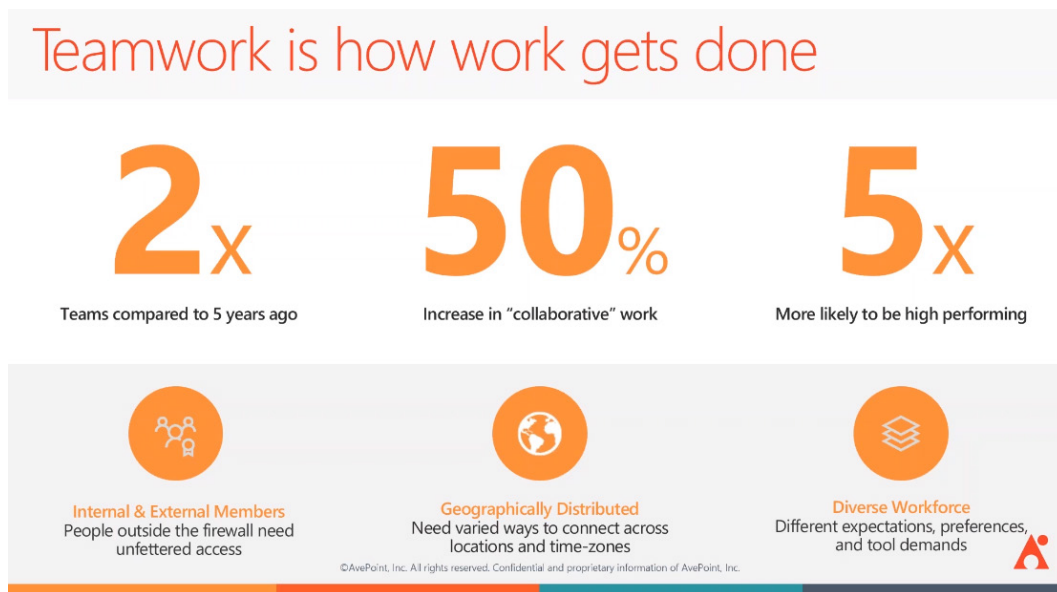


Key Takeaways

Digital Trends are Changing the way People Work

Because of technology, the way we work is changing – work is no longer a place where you clock in from nine to five.

Teamwork is how work is getting done with a 2x growth in the number of teams completing tasks when compared to five years ago. And with a 50% increase in “collaborative” work, if your company is not taking advantage of these tools, you will be falling behind the competition.



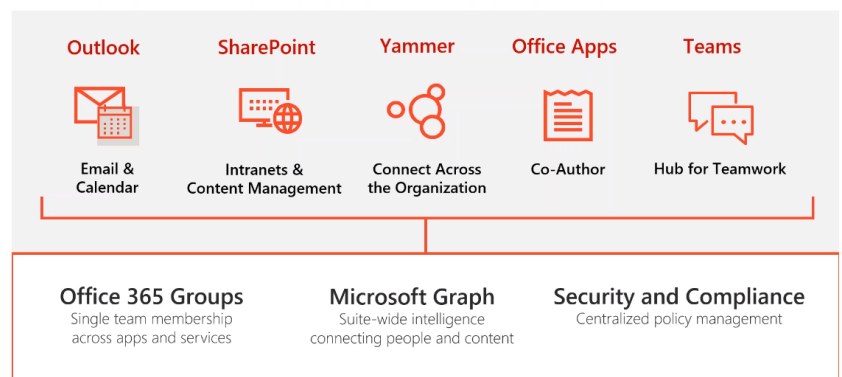
Office 365 Core Toolkit for Teamwork

Microsoft’s Office 365 suite of productivity tools offers a wide variety of options for communication. Long gone are the days when only SharePoint and email were the only available options.

But each tool has its own unique set of use-cases and if you deploy an application with the wrong mindset, it will fail to meet the needs of your organization. In this webinar, Dux helps detail which tools is right for your communication needs.

Teams & Yammer: Better Together

Universal toolkit for teamwork



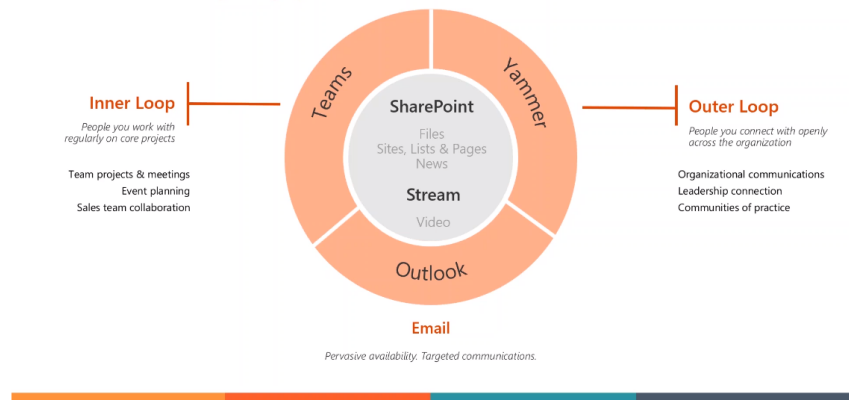
How to think about the Tools Available

Even though Microsoft has many different tools, they each are designed to serve a different type of audience. Dux does an excellent job of exploring how Teams and Yammer work together but also highlighting how other tools fit into the portfolio of products.

To get the most out of your tools, you need to determine if you need inner loop, outer loop or email-style communication. Once you know what the end goal is, it becomes much easier to select an application. By isolating your needs, it becomes easy to select the right tool for the job.

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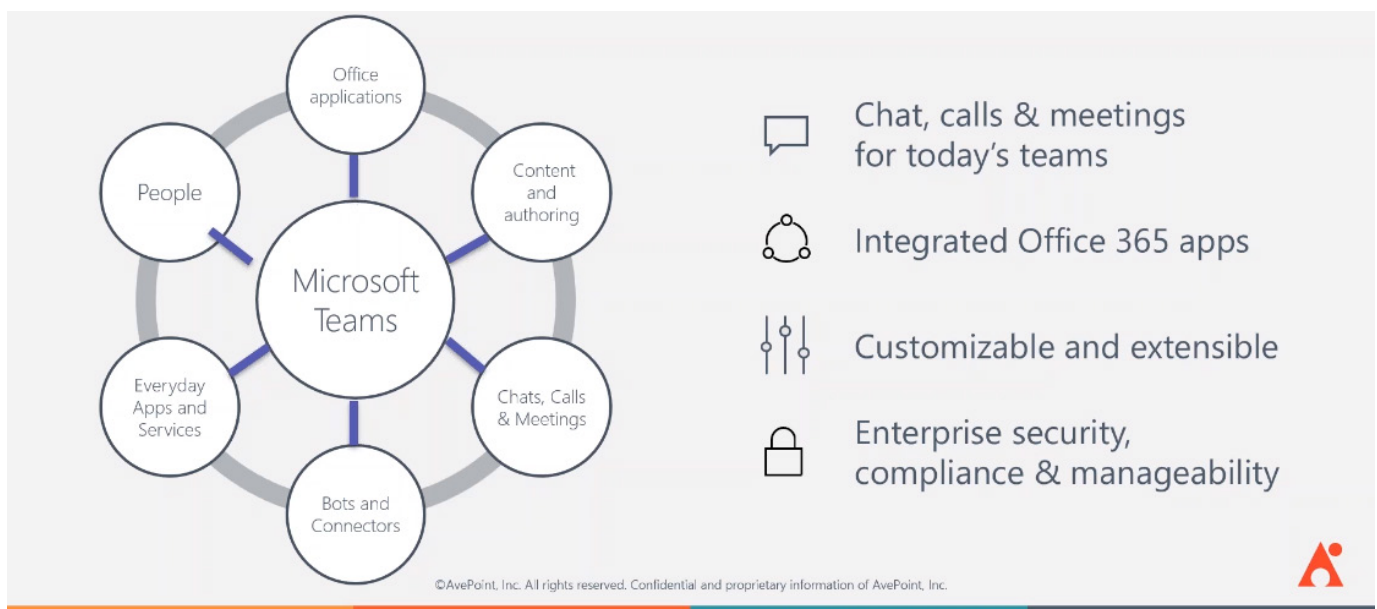
For Every Type of Teamwork



Microsoft Teams – The Hub for Teamwork






Microsoft is positioning teams as the central location for collaboration. It doesn't have to be isolated to a single file, it could be for meetings, events, or anything else where more than one person is involved to complete a task.

With Teams, it can take the disjointed nature of having communication in email, files stored in OneDrive, meetings stuck only on your calendar, and bring them all into one place. Teams takes all of these activities and centralizes them in a one-stop shop. In the webinar, Dux demonstrates how you can use Teams to centralize your collaboration.



Inner Loop Collaboration Quick Start

Teams is primarily used for inner loop collaboration and how you can take advantage of it in your department is up to you but the important thing to remember, the more you utilize the features in Teams, the more you will get out of it.

				
Join or create a team Create a team for your project Create channels by topic or sub-team Pin tabs for Yammer, SharePoint and other apps into your channels	Start chatting Private chat with people 1:1 or 1:few Chat in a channel with your team & @mention Before, during, and post meeting conversation	Share documents Share OneDrive documents in private chats Co-author documents with your teams in channels Reduce email attachments	Have productive meetings On demand or scheduled meetings Chat, video, screen sharing, and files in context Track actions with Planner or other tools	Be productive teams Easily share reference information with your team Onboard new team members quickly Stop hunting for information!

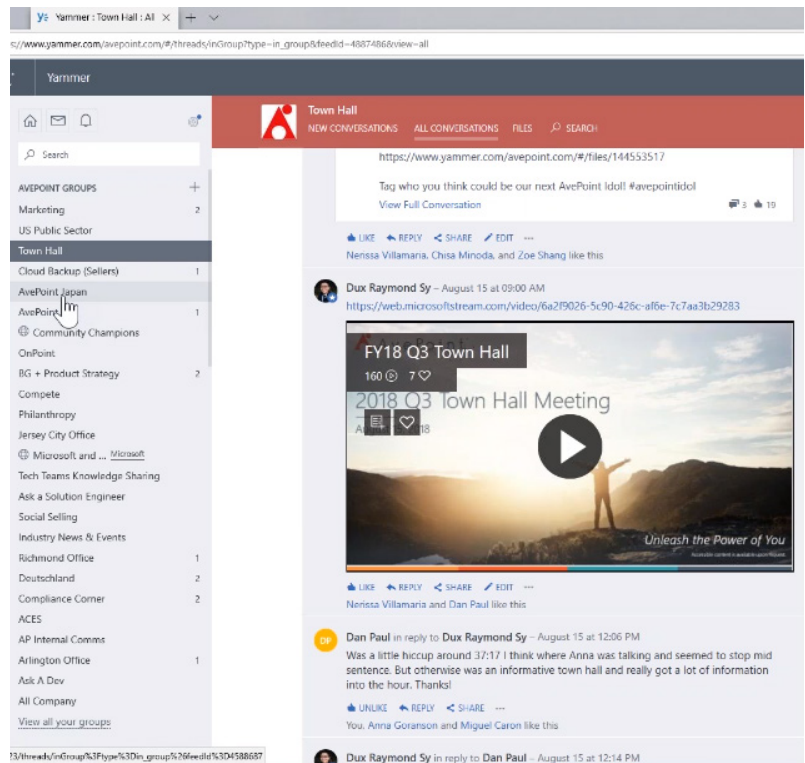
Yammer is the tool to connect everyone in your organization

Yammer requires guidance and adoption from the top of the organization to help get the most out of the platform. The tool is designed for the outer loop communication, meaning everyone in your company can see the conversation and it is a good tool for communication at company-scale.

Dux breaks out three key use-cases where Yammer shines:






- Communicating across your entire organization
- Connecting around a single topic, such as a regional office communication hub
- Connecting people towards a common goal

In the webinar, Dux shares how AvePoint is using these three buckets to help bolster communication across the company; even if they are in different countries.



Staying Connected with your Outer Loop

Keeping governance in-place across the organization can be challenging, but Microsoft gives you the tools to monitor the usage of the applications. Dux provides a quick-start guide for staying connected with your outer loop.

				
Join our network Log in at Yammer.com or from the app launcher Edit your profile with expertise & interests Customize your email digest by setting notifications Download the free mobile and desktop apps	Discover and search Use discovery tab to uncover information Quickly find people and information Follow co-workers and groups Discover more groups and groups Share conversations between groups	Join the conversation Like posts to show agreement or appreciation Reply with your expertise or POV Group admins can make rich text announcements Praise someone who has helped you Add external participants*	Add relevance @mention subject matter experts Pin frequently referenced resources Use polls to get a quick survey from the group Easily take and share photos or videos Use connectors to automate information flow from 3rd party tools	Stay productive Triage conversations you're participating in or @mentioned in Get notifications activity related to you Subscribe to groups you want email updates for Share, create and edit documents in Yammer Embed Yammer group conversations into Skype Meeting Broadcasts or SharePoint sites

Ensuring Governance

The backend of Teams is Office 365 Groups which is a membership service. This means that it has one identity, is a federated resource, and has loose coupling.

When thinking about how to govern your environment, you should think about it in three key buckets:

- How do you govern provisioning?
- How do you manage the operation of the Team or Yammer group or SharePoint site?
- How do I manage information lifecycle?

The key is to think holistically about how the group will be used and also to avoid naming conflicts; meaning, don't use a general name that may be utilized by another team and create confusion about where conversations and documents will be stored.


Further, it's important to monitor usage and adoption, ensure users aren't doing what they shouldn't, and be assertive in your governance. It's important to lay a foundation of guidance for your organization so that these tools don't become more noise.

90 Day Roadmap

If you are looking to deploy Teams and Yammer, Dux has created a 90-day roadmap for deployment. This outline will help you establish the foundation that you will need for a successful deployment of these tools so that they are not only utilized but add value to your company.

Month 1	Month 2	Month 3
<ul style="list-style-type: none"> • Identify 3 use cases for Yammer and 3 use cases for Teams • Engage leadership and secure buy-in • Develop rules of engagement and how-to resources 	<ul style="list-style-type: none"> • Engage 3 departments/groups to pilot Yammer and Teams use cases • Identify what works and what doesn't with use cases then modify • Configure Yammer and Teams to support use cases for company wide deployment 	<ul style="list-style-type: none"> • Launch use cases company wide • Encourage leadership to consistently promote and adopt the use cases • Showcase and highlight wins of adopting Yammer and Teams

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Additional Information

- **More Information:** If you are looking for more resources to assist with your deployments, you can find that content on [AvePoint.com](https://www.avepoint.com)