



Petri Webinar Brief
May 2nd, 2019

7 Crucial Office 365 Strategies to Contain Sprawl and Keep Data Safe

Presenter: Dux Raymond Sy, CMO at AvePoint

Presenter: Hunter Willis, Product Marketing Manager at AvePoint

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

Overview

By creating strong governance policies and applying them proactively, you can increase your Office 365 adoption while making data more secure. To successfully apply governance policies, you need to have systems and methods to apply them, enforce them and make them real for your users. You can wind up drowning if you try to apply governance across the applications within Office 365 on an ad-hoc basis.

You need a strategy for the successful implementation of governance and this webinar can help you develop just that and improve your control over your Office 365 tenant.

Context

Governing your data within Office 365 can be complex but it doesn't have to be challenging. In the webinar, you will learn who should be able to provision and create Office 365 Groups, how to manage access and ownership groups, best practices for retention policies, tips for reducing IT burden, which applications and services users should be allowed to use, and how to stay updated on the latest news and feature roll-outs.

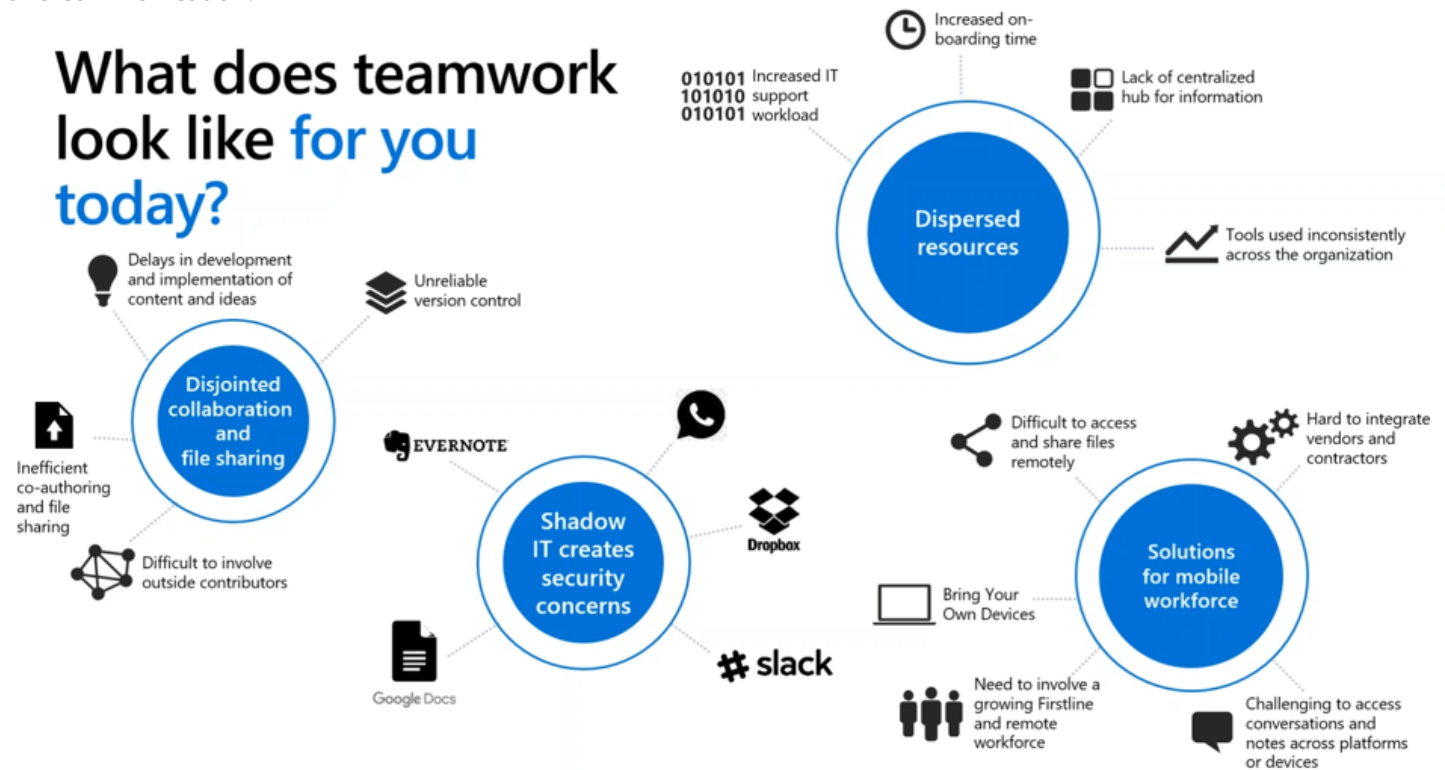
Sponsored by



Key Takeaways

Modern Workplace Today

The modern workplace is a rapidly evolving environment with employees and resources that are frequently located in different regions around the globe. And the tools we use to collaborate are continuing to expand beyond basic applications like email and calendars to more complex tools that allow for real-time document editing, sharing, and communication.



There are tools from many different companies and your data can be stored in emails, documents, chat windows, meeting invites, and other mediums. While everyone tries to work efficiently and get their job done, communication and collaboration can become hectic if not properly managed.

Microsoft's Office 365 toolkit provides many different options for sharing information in your organization. These tools include Teams, SharePoint, Yammer, Office Apps and of course, Outlook. Each of these applications has a specific role in the Office 365 portfolio and it's important that you are using the right application for its intended function.

Teams	SharePoint	Yammer	Office Apps	Outlook
Hub for Teamwork	Intranets & Content Management	Connect Across the Organization	Co-Author	Email & Calendar

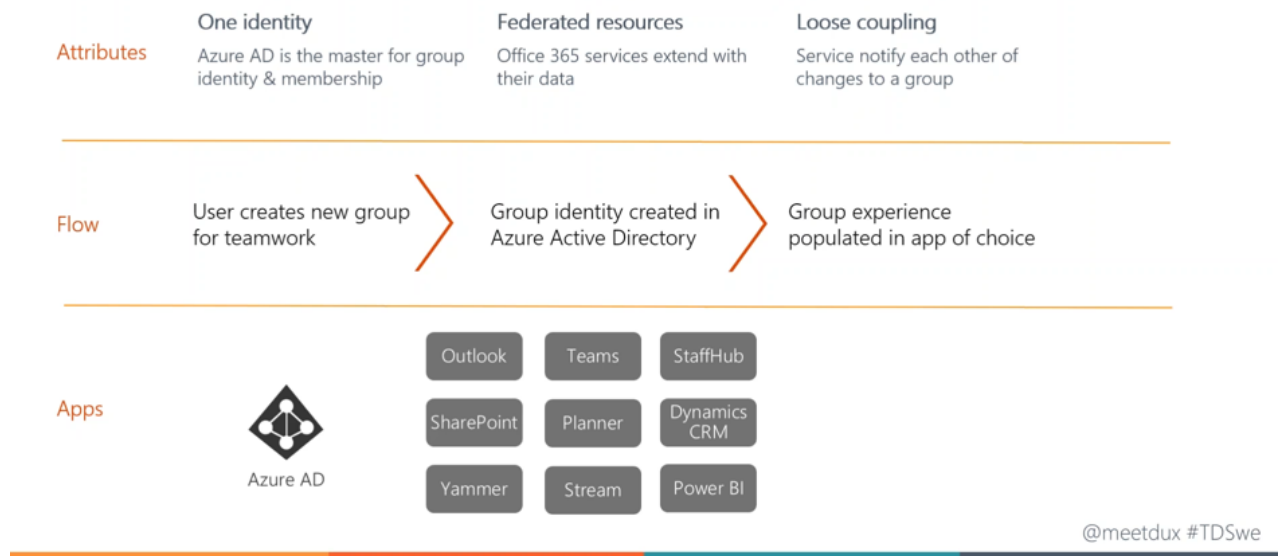
In the webinar, Dux breaks down the proper way to use each application and provides visuals that clearly defines how to use these tools for inner loop and outer loop communication and collaboration.

Right Sizing Governance

Governance is not a one size fits all solution and you must be careful with your Office environment to help prevent sprawl. With Teams likely to be as popular as email by early next decade, controlling your data creation process, storage, and retention is going to become even more important as the size of the data continues to grow at an exponential rate.

Office 365 is built around Office 365 Groups which is a membership service, this is not product; it's a way to organize a common set of people using a common set of tools.

Office 365 Groups = Membership Service



An important take away is that out of the box, self-service creation of Office 365 groups is enabled. If not properly governed, users will have the ability to create new groups which has a cascading impact on the data that is created and where it is stored; controlling group creation is important and self-service has its benefits but you need to be aware of the risks as well.

When thinking about governance, think of it in three key terms:

- Provisioning: How are workspaces requested, approved, and created?
- Management: How are availability, compliance, and changes over time are managed?
- Lifecycle: How do I retain/expire/dispose of workspaces as appropriate?

These are the three key scenarios that you should consider when governing your Office 365 environment as each aspect of the data lifecycle is important. Typically, there are rules and regulations that often dictate how long data must be retained and proper governance will make sure that your data does not expose your company to unnecessary risk.

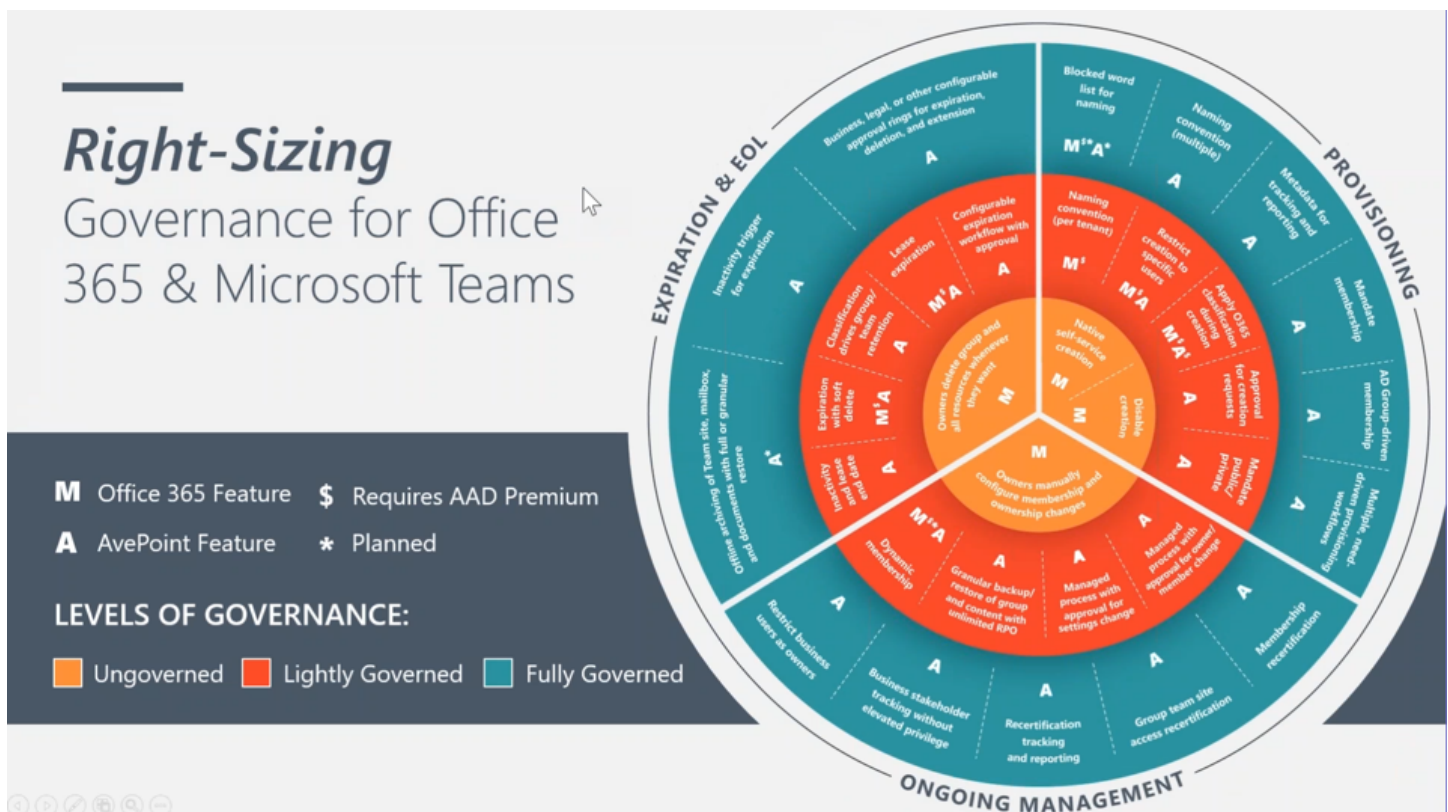
7 Strategies to Contain Sprawl

In the webinar, Hunter performs a deep dive into each of the topics below that will help contain data sprawl. With these seven different practices, they will help you better understand your users, your business, and the requirements for your data. These seven steps are just the start of managing sprawl, but they will point you down the path of a healthier environment:

- Who should be able to provision and create Office 365 Groups?
- Managing access and ownership of Office 365 groups.
- What your retention policy should look like, including saving and archiving and deleting data.
- How to best utilize Office 365 to reduce IT burden – Understand how your organization operates.
- Determining which applications and services users should be allowed to use.
- Structuring and enforcing properties and naming conventions for Groups.
- Getting news about and preparing for new feature roll-outs.

What if You Need More Governance?

Governance is an on-going process and finding the right tools and services to compliment your Office 365 sprawl strategy is key. AvePoint has resources that can help you identify the needs of your organization and add features, with AvePoint Cloud Governance, so that you spend less time on overhead and more time enabling increased productivity.



In the webinar, Dux details how in each of these three segments, AvePoint's Cloud Governance can extend the tools and functionality that Office 365 provides, to help contain your sprawl.

In addition, Dux dives into two scenarios about how these tools can improve your user workflow with the creation of a workspace for internal and external collaboration with automated controls and approvals in an optimized workflow. Dux also demonstrates how you can effectively deploy self-service governance model that allows a user to create new workspaces with control policies automatically added to maintain compliance and to contain data sprawl without IT intervention.

Additional Information

- Ready to learn more? You can request a free trial and demo of [Office 365 Cloud Governance by AvePoint on their website.](#)