

• THE DEFINITIVE •

Groups Cookbook

The Top 20(ish) Recipes for Whipping Up Office 365 Groups in a Jiffy...





Meet the Chefs!



Haniel Croitoru
Protiviti ECM Solutions



Simon Denton
Mott MacDonald



Stephanie Donahue
PAIT Group



Cristophe Fiessinger
Microsoft



Martina Grom
atwork GmbH



Patrick Guimonet
Abalon



Melissa Hubbard
WithumSmith+Brown



Christian Lapacka
Ka'ana IT GmbH



Thomas Maier
Office 365 Akademie



Mike McLean
Microsoft



René Modery
GroupM



Robert Mulsow
AvePoint



John Peluso
AvePoint Public Sector



Eric Overfield
PixelMill



Loryan Strant
Strant Consulting



Dux Raymond Sy
AvePoint



Tony Redmond
Redmond & Associates



Madhuri Tondepu
Microsoft



Matt Wade
AtBot



Hunter Willis
AvePoint



• THE DEFINITIVE •

Groups Cookbook

The Top 20(ish) Recipes for Whipping Up Office 365 Groups in a Jiffy...



CHAPTER 1	The Unique Flavors of Office 365 Groups		6
CHAPTER 2	Appealing App-etizers	  	10
CHAPTER 3	Everyday Entrées	       	18
CHAPTER 4	Admin Center à la Carte	   	40
CHAPTER 5	Developer Desserts	  	50
CHAPTER 6	Past the Expiration Date	  	58
CHAPTER 7	Governance Gourmet	 	62



Here at AvePoint, nothing satisfies our craving for collaboration more than the built-in tools that Microsoft has woven throughout their cloud and on-prem products. Every day, we hear stories from our customers about new ways organizations are using these tools to improve their processes and enhance collaboration.

Today's digital work environment is dynamic and fluid; points of collaboration arise throughout organizations all the time.

To keep up with this active model of working together, Microsoft shifted from a "one-size-fits-all" model to a more democratized and personalized approach with Office 365 Groups. While IT generally controls the collaborative environments on the network, Office 365 Groups empowers users to work together when and how they want.

Microsoft has also shifted their focus from the individual ingredients within Office 365—SharePoint, Exchange, etc.— to combining the best part of these ingredients into new and modern dishes.

This shift away from every product trying to be everything to everybody is key in understanding the value of Office 365 Groups. This is because they are the common thread throughout the Office 365 suite that enables intuitive collaboration while lighting up all the best features that the platform has to offer.

The Development of This Cookbook

This cookbook has been in the oven a long time. With the help of some of the top Office 365 Groups gourmands in the Microsoft ecosystem, we put the first draft together in June of 2018.

While we leveraged the content to help Gartner analysts as they produced their “Mitigate the Hidden Challenges of Office 365 Groups” report in March of 2019, we postponed publishing our full cookbook as we continued to develop other content such as our [SharePoint Server 2019 Handbook](#).

Since that first draft and the Gartner report, Greg Zelfond published his “[20 Ways to Create an Office 365 Group](#)” on SharePoint Maven. It’s a great resource and you should definitely check out.

Our version covers many of these methods, or recipes as we like to call them, and many more. We have also included an introduction to the

unique nature of Office 365 Groups and an epilogue on how you should think about managing and governing your Groups.

In the end, the real reason you should care about “how many ways there are to create a Group” is to understand how shared workspaces—and potentially sensitive business data—are propagated across your environment so you can appropriately oversee your tenant.

For more information on Office 365 governance, check out our [ROI Calculator eBook](#) as well as [resources on our website](#). In the meantime, we hope you find the following recipes for creating Office 365 Groups as helpful and satisfying as we do.



Chef
Dux Raymond Sy



Chef
John Peluso



The Unique Flavors of Office 365 Groups

Want to skip right to the recipes? [Click here!](#)

What Are Office 365 Groups?

Let's start with the official definition by **Microsoft**:

Groups in Office 365 let you choose a set of people that you wish to collaborate with and easily set up a collection of resources for those people to share. Resources like a shared Outlook inbox, shared calendar or a document library for file collaboration can become accessible and shareable.

You won't need to worry about manually assigning permissions to all those resources because each member added to the group will automatically get the permissions they need to access the tools your group provides. Additionally, Groups are the new and improved experience for what we used to use, like distribution lists, SharePoint team sites or shared mailboxes.



Using Office 365 to Manage Membership

Groups can be a confusing concept because it **is not** a tangible tool a user can access like Microsoft Teams. Rather, it's the underlying framework for how the different tools within Office 365 are connected.

Office 365 Groups gather the identities of people who need to work together and creates a 'group identity' in Azure Active Directory.

For example, it would be cumbersome to create a Marketing Team in Microsoft Teams, add each person in the department as a member and then repeat the process across SharePoint, OneNote, Mailbox and other Office 365 tools.

Prior to Office 365, the **IT department** typically had to grant and manage permissions for these types of workloads separately. Today, **users** can simply create the Team, which spins up associated resources for all the members in that associated Group.

The example above highlights the two factors that make Office 365 Groups such a dynamic, and sometimes challenging, technology.

1. By default, all end-users can create a Group themselves without the need for IT intervention.
2. While Groups facilitate collaboration through interconnected services, they can also lead to "sprawl" and exponentially increase an organization's consumption of Office 365. It's helpful to your users and how they work that Groups are so easy to create, but that ease is also *exactly* why Group sprawl can become such an issue.

Let's take a closer look at both of these factors.

Self-Provisioning & Office 365 Groups Owners

There are two levels of memberships in Office 365 Groups: The Owner and Member. The person who created a Group automatically becomes the first Owner. A Group Owner has a lot of power and responsibility

including, but not limited to, the ability to add or delete members, grant owner-level permissions to members, enable access to guest users, and determine if it is a public or private Group.

A Group Owner can even delete the Group and every piece of business-critical information contained within!

A Group Owner can even delete the Group and every piece of business-critical information contained within!

While the Owner must make these and other decisions, it is unlikely they have been trained in your organization's operational governance policies or think like an Office 365 administrator. For example, an Owner must decide

whether to make a Group public or private, without fully understanding what that means.

It's also not made readily apparent to Owners that creating a Team will spin up additional services and there isn't a strong native functionality to avoid Group duplication.

Interconnected Services & IT Ownership of Office 365

Another challenge is that there are more than 22 ways to create a Group in Office 365—depending on how you count—and what comes with that Group is not standardized. Also whatever services are created as part of that Group depend on where that Group was created (hence this cookbook).

As a result of the interconnectivity of tools and services, operating in Office 365 is fundamentally different than how IT departments have operated in the past.

IT roles like administrators of storage, databases, servers, applications and services are finding that their responsibilities begin to overlap. As your

organization moves to Office 365, it's important to clearly delegate responsibilities and have a single owner to oversee Office 365.

Gartner recommends that, "Each service admin (Exchange Online, SharePoint Online, Teams, Microsoft Yammer) will have unique responsibilities for and uses of Office 365 Groups, but creation, life cycle and organizing decisions must be made with the overarching Office 365 strategy in mind."

Now that we understand the unique flavors of Office 365 Groups, let's start cooking!



Appealing App-etizers

These days, work is something you do, not somewhere you go. That means more and more users are working collaboratively from a variety of devices and using the features of Office 365 in new ways. Fortunately, it is easy to create full-flavored Groups from apps that enhance the Office 365 experience on a desktop or mobile device. Whether employees use these apps every day or as an occasional accompaniment to the other Office 365 solutions, they seamlessly integrate with the full capabilities of Office 365, especially when it comes to creating Groups.





MVP

Chef

Matt Wade

Vice President of Client Engagement
AtBot

FAVORITE FOOD:

Really good ramen

GROUPS/OFFICE 365 TIP:

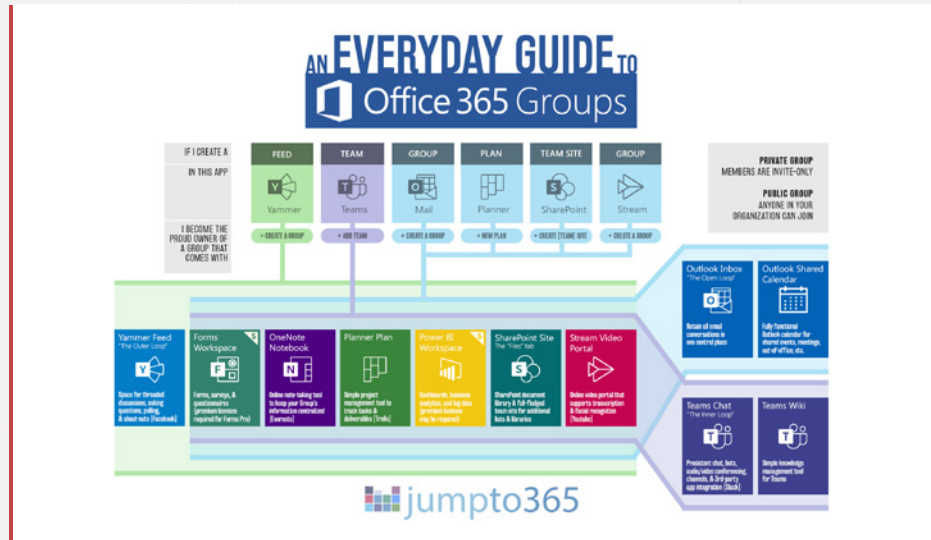
The People app is just one of dozens that come with your Office 365 access. Make sure you know all the tools you get with your digital workplace—and how to use them—by visiting my [Periodic Table of Office 365](#).

¹how long does it take to create

²what comes with the group

³how to create the group

People App Canapés



PREPARATION TIME: Approximately 2 minutes

INGREDIENTS: Modern SharePoint Team Site, Exchange Mailbox, Planner Plan

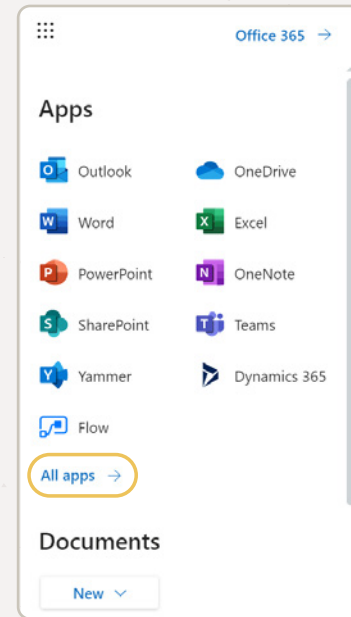
DESCRIPTION: The People App is the modern day Rolodex for today's workforce. This is where users can view and manage all of their contacts from services like Skype and Active Directory, with optional plug-ins to pull in social media contacts from sites like LinkedIn. Since this is where users

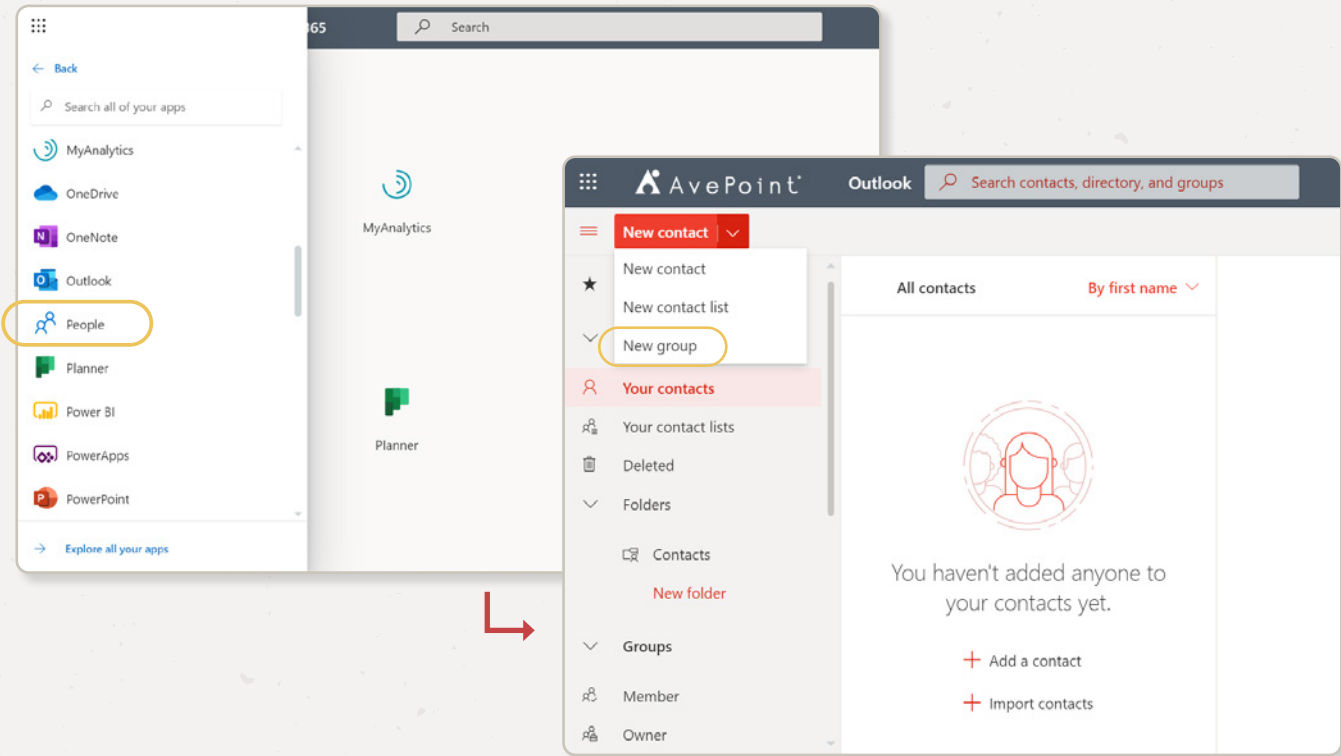
can manage all their contacts, that makes it a sensible place to be able to create a new Office 365 Group for collaborative projects. Because the People App is technically a part of Outlook, when you create a

Group you are getting a “Group in Outlook” (we sometimes refer to this internally at AvePoint as a Classic Office 365 Group), which is why Teams is not enabled.

METHOD:

1. Go to the app launcher in the upper left corner of your Office homepage
2. Click *All apps* and select *People* (click the 3 dots and pin to your launcher for future use)
3. Open the People App
4. Above the contacts, tap *New > Group*
5. In the Group pane, enter the name of your Group
6. Below that, add a short description of your Group
7. Next, select the privacy and language settings for the Group
8. Select the option to subscribe new members to Group conversations, calendar events and more
9. Tap *Create* at the top of the pane, and your Group has been created







Chef

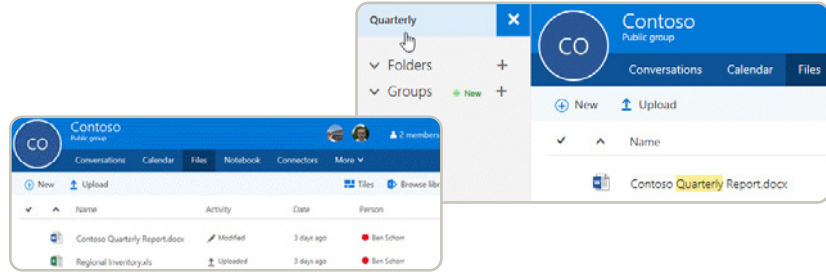
Madhuri Tondepu
Senior Product Manager
Microsoft

FAVORITE FOOD:
Green Tiramisu

GROUPS/OFFICE 365 TIP:

Lots of great content gets shared into Groups, and the files view makes it really easy to see all the files shared especially the most recently shared ones. Use the Group files view to easily refind content shared to the Group.

Outlook Mobile App Hors d'Oeuvre



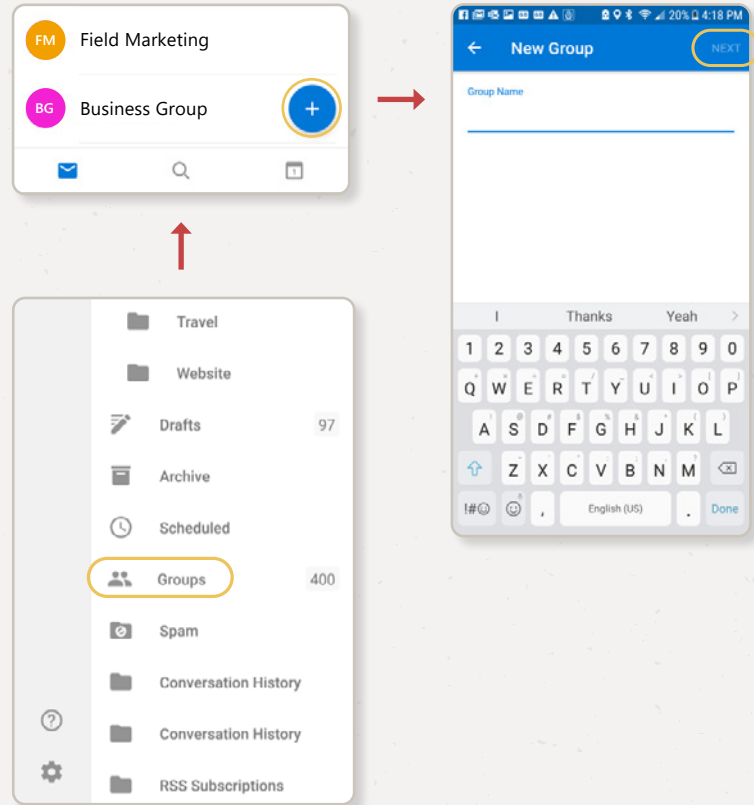
PREPARATION TIME: Approximately 5 minutes

INGREDIENTS: Modern SharePoint Team Site, Exchange Mailbox, Planner Plan

DESCRIPTION: Even though creating an Office 365 Group gives you more than just an email distribution list, creating a Group from the Outlook Mobile App is just about as easy. With just a few taps in your Outlook Mobile App, you'll have your new Group email alias and associated tools right away. You can add members from within your organization, but users can also add external guests if needed. If your organization allows users to add external guests, you will need a strategy for external/guest access management (learn more in our [Teams and Information Management webinar](#)).

METHOD:

1. Open your Outlook mobile app
2. In the folder pane, tap *Groups*
3. Tap **+** at the top of the Groups pane
4. Type a name for the group and tap *Next*
5. Set the privacy level, classification, and member settings
6. Tap *Create*
7. Type member email addresses or select members from the contact list to add to the group
8. Tap *Add*, and away you go!





Chef

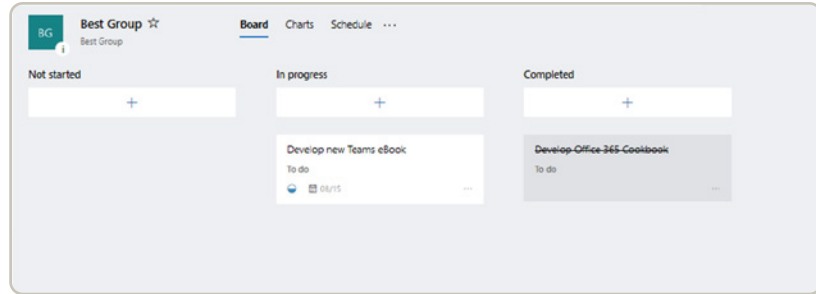
Melissa Hubbard
Project Manager
WithumSmith+Brown

FAVORITE FOOD:
Mashed Potatoes

GROUPS/OFFICE 365 TIP:

Utilize the labels, filter, and group by bucket features in Planner to save time and stay organized. To quickly mark tasks as completed you can group by Progress, then drag and drop items that are done into the Completed bucket. This changes the Progress status to Completed and saves you from having to individually mark the Progress on each task.

Planner Mobile App Poppers



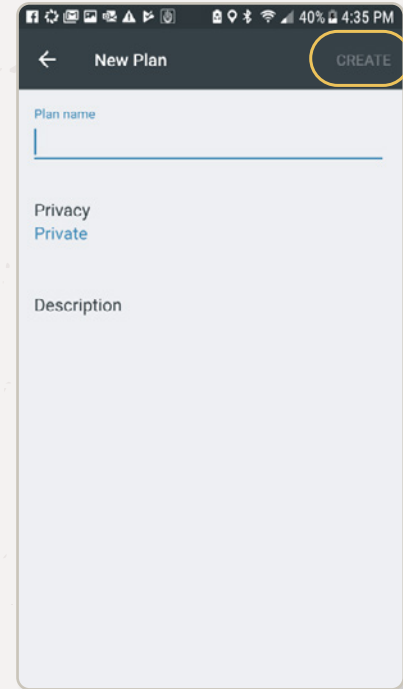
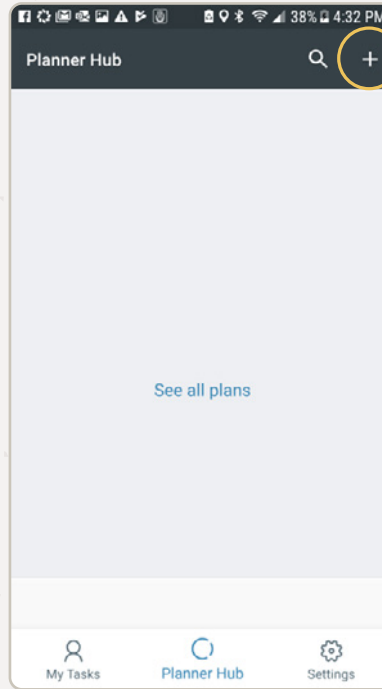
PREPARATION TIME: Approximately 2 minutes

INGREDIENTS: Modern SharePoint Team Site, Exchange Mailbox, Planner Plan

DESCRIPTION: The Planner Mobile App is an excellent tool for creating and assigning tasks, tracking progress against projects and sharing files no matter where you are. It also has tight integration with Office 365 Groups. With each new Plan that is created, a new Group is also created simultaneously. The files you attach to your tasks and the comments you leave about them need to be stored somewhere, and Exchange and SharePoint are the perfect places for them. This can be a little tricky for governance, but the convenience for users will keep them coming back for more.

METHOD:

1. Open the Planner mobile app
2. Tap + to create a new Plan
3. Enter a plan name, select the appropriate privacy setting, and add a description
4. Tap *Create* in the header, and voila! Your Group has been created





Everyday Entrées

Whether your organization is all in with Office 365 or using a hybrid solution, there are a handful of tools users need to complete their daily work. In these environments, easy collaboration and quick communication are vital to users' productivity. Microsoft recognized this and made it possible to create hearty Groups from the savory standby solutions that nourish the daily work of many users.





Chef

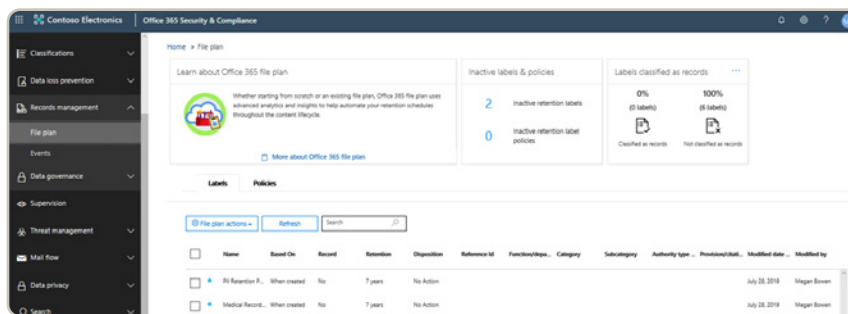
Christophe Fiessinger
Principal Program Manager
Microsoft

FAVORITE FOOD:
Steak tartar

GROUPS/OFFICE 365 TIP:

- Enable self-service to foster collaboration within Microsoft 365 and avoid shadow IT.
- Have a governance plan in place, leveraging the latest and greatest Microsoft 365 Compliance solutions such as Records Management, and Supervision to name a few.
- Amplify success stories across your organization to foster adoption and use of Microsoft 365.

Teams Tagliatelle



PREPARATION TIME: Approximately 3 minutes

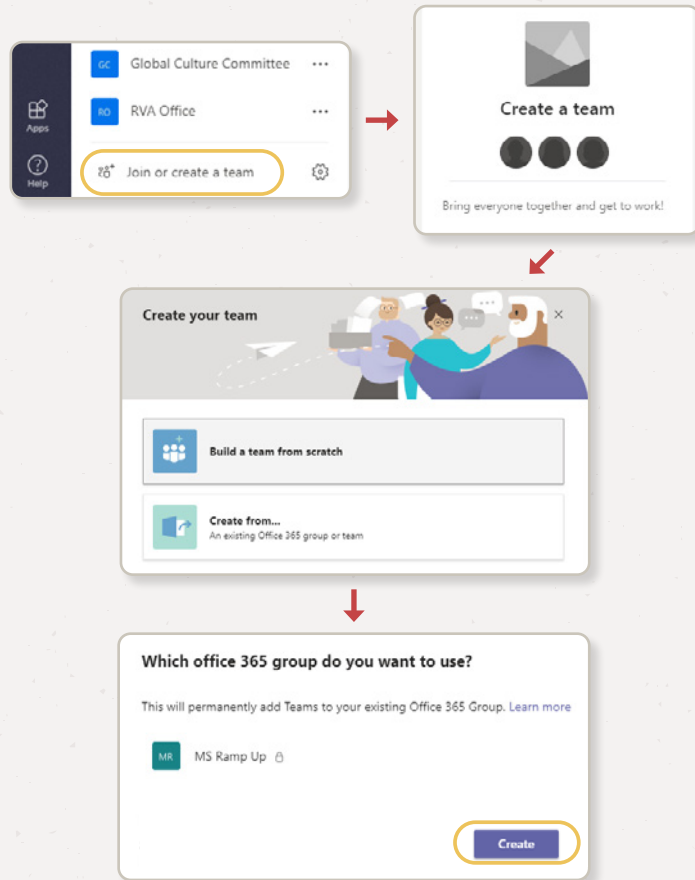
INGREDIENTS: Modern SharePoint Team Site, Teams Team, Exchange Mailbox, Planner Plan, Power BI Workspace, Stream

DESCRIPTION: Teams is one of our favorite new additions to the Microsoft 365 suite. It is a great tool for close-knit teams that need to collaborate quickly and informally and share a lot of information in real-time. Microsoft Teams is leveraging Office 365 Groups which provides cross-application membership service in Office 365. Therefore, you can either create a new Office 365 Group by creating a new Team, or you can connect the functionality of Teams to a preexisting Office 365 Group.

Note: In Teams, you also get a PowerBI Workspace and a Stream!

METHOD:

1. In the Microsoft Teams app, select *Join or create a team*
2. Select *Create a team*
3. Select what type of Team you want to create
4. Add a name and optional description for your team, and set the privacy preferences
5. If a Group already exists, you can then opt to add Microsoft Teams functionality to the existing Group.
6. Select *Create* and your Group is ready to be served





Chef

Mike McLean

Principal Program Manager
Microsoft

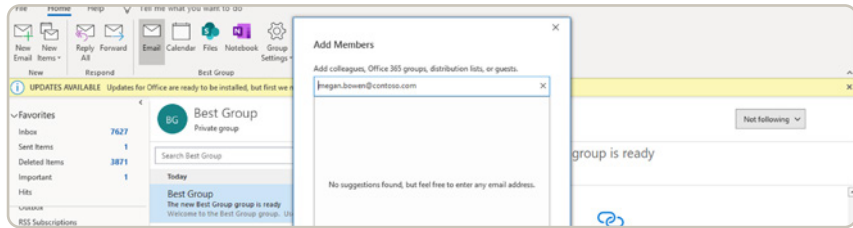
FAVORITE FOOD:

Everything my wife makes

GROUPS/OFFICE 365 TIP:

With Office 365 Groups, the Guest Access feature allows users to collaborate with anyone outside their tenant by simply using an email address. When managing membership in Outlook, Teams, or any portal experience, simply enter the user's email address and they will be invited to the group as a member.

Planner Aux Pommes



Guests will begin receive emails sent to the group via their personal Inbox, and guests will have access to the SharePoint site used for the Office 365 Group. Guest Access supports email addresses from other Office 365 tenants, as well as consumer email accounts such as Outlook.com, Yahoo.com, or Gmail.com. Guest users can even be assigned tasks in Planner, so group members can track work being completed by individuals outside their organization! Read more about Guest Access, including all the controls available to manage guests, using this link [here](#).

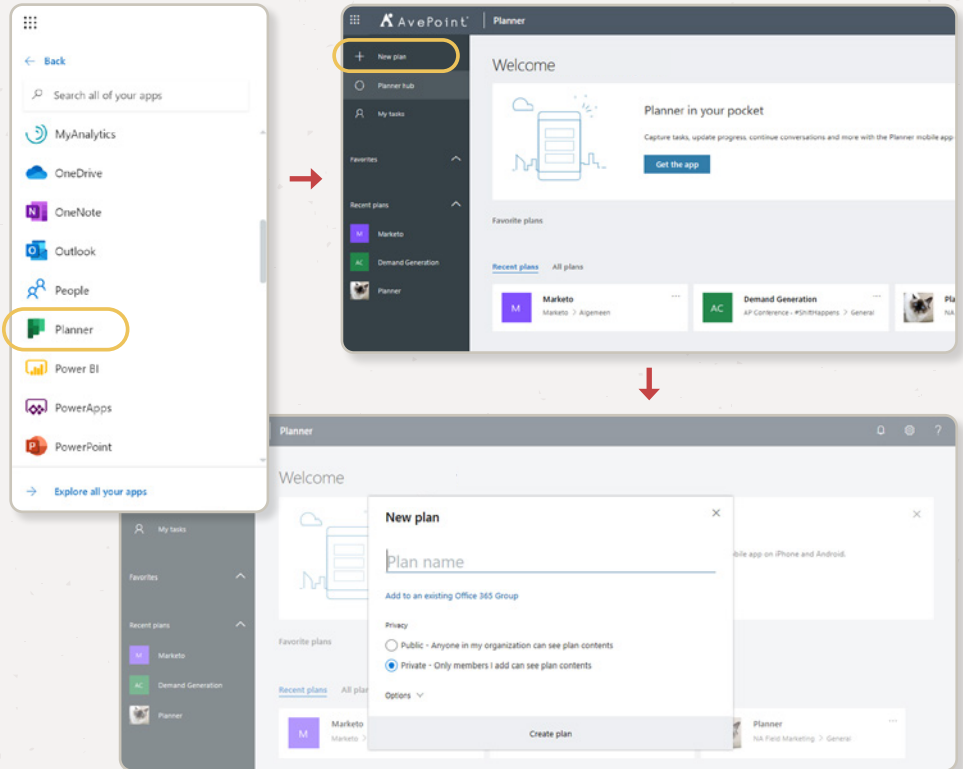
PREPARATION TIME: Approximately 2 minutes

INGREDIENTS: Modern SharePoint Team Site, Exchange Mailbox, Planner Plan

DESCRIPTION: Have to organize and manage tasks for a team? Planner is Microsoft's answer to your organization and management needs. Just an FYI that each new Plan created in Planner establishes a new Office 365 Group, allowing collaboration beyond Planner and into OneNote, Outlook, OneDrive, and more. Looking for a side dish? You can create Plans, and perform basic actions within those Plans in Microsoft Teams simply by adding a tab to a Team channel.

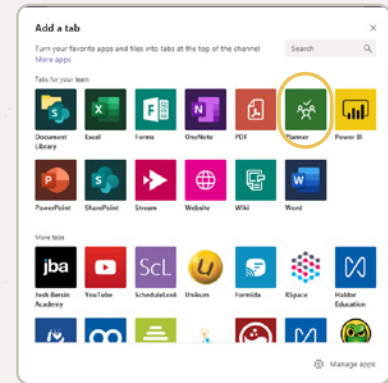
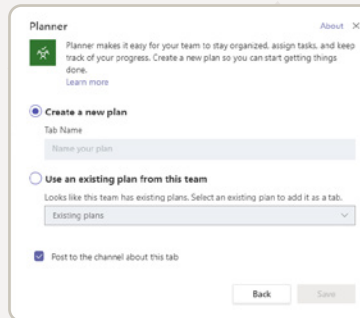
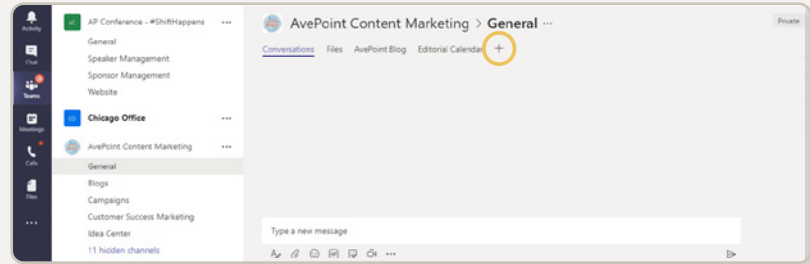
MAIN DISH METHOD:

1. Open Planner
2. Click *New Plan*
3. Enter a Plan name and select the appropriate privacy setting
4. Under the Options drop down tab, add a description and modify member settings
5. Click *Create Plan*, and you're done



PLANNER TEAM TAB SIDE DISH METHOD:

6. In your team channel, select *Add a Tab +*
7. In the Add a Tab dialog box, choose Planner
8. In the Planner dialog box, choose either: *Create a New Plan* to make a new Planner plan and add it as a tab to this channel. Or, Use an Existing Plan to choose an existing Planner plan to add to a tab in this channel.
9. Choose whether to post to the channel about the tab, and then select Save





MVP

Chef

Haniel Croitoru

Enterprise Architect
Protiviti ECM Solutions

FAVORITE FOOD:

Thai

GROUPS/OFFICE 365 TIP:

SharePoint and Office 365 is like any good recipe. The basis remains the same, but some changes may be added over time. The trick is how to successfully adapt to these changes and embrace them. If you want to learn more on how to successfully implement Office 365 within your organization, I recommend you read my book [Agile Office 365](#).

SharePoint Cassoulet

PREPARATION TIME: Approximately 3 minutes

INGREDIENTS: Modern SharePoint Team Site, Exchange Mailbox, Planner Plan

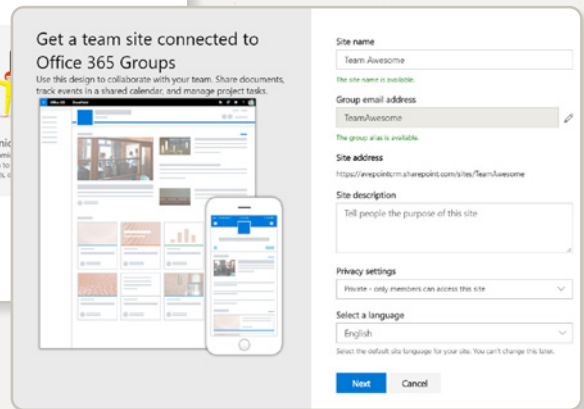
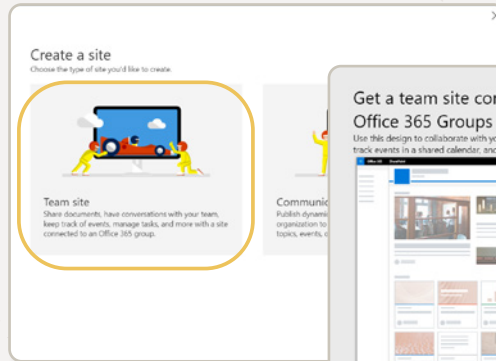
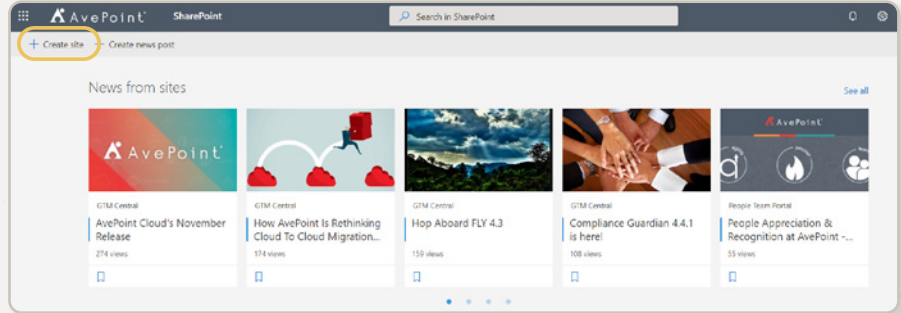
DESCRIPTION: Since its debut in the early 2000s, SharePoint has truly revolutionized productivity for the modern working world. By breaking down silos and unifying workloads, it became an instant hit with businesses of all sizes. So, it's no wonder that now more than 200,000 organizations worldwide rely on SharePoint to ensure business keeps running smoothly. Knowing everything you can accomplish with SharePoint, it shouldn't come as a surprise that you can also quickly and easily create Groups from your SharePoint environment. Well, unlike the olden days when SharePoint was the tool you used for everything from task management to calendaring, now Office 365 users can leverage other services like Planner and Exchange to fulfill those needs. These options let SharePoint focus on what it's best at... content management.

Just like a casserole is jam-packed with a variety of ingredients, SharePoint is chockfull with ways to create a Group. Did you know you can create a Group from the SharePoint home screen, a hub site, and even the root of a site collection! Dig into this pie of collaboration methods. Mmm, tasty!



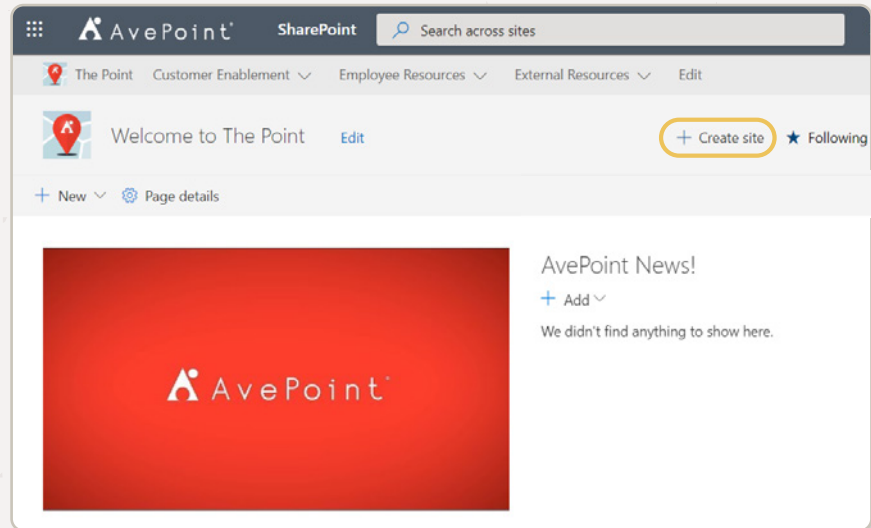
HOME SCREEN METHOD:

1. Once you've opened SharePoint, select **+Create Site** from the navigation pane
2. Select **Team Site**
3. Enter a name and optional description of the Group, and set the member settings
4. Click **Next**
5. Add additional Owners and Members
6. Click **Finish**, and voila! Your Group is ready to go



HUB SITE METHOD:

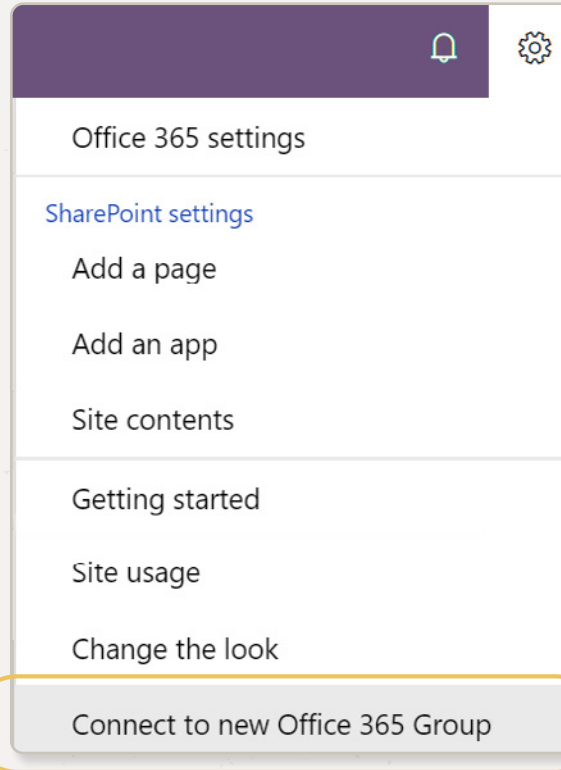
1. Open SharePoint, and navigate to a hub site
2. Click *Create Site* in the upper right corner
3. Select *Team Site*
4. Enter site name, description, privacy settings, language and click *Next*
5. Add desired members and owners



SITE COLLECTION METHOD:

(Credit to SharePoint Maven)

1. Navigate to an existing site collection
2. Click on the gear button in the upper right corner
3. Click *Connect to a New Office 365 Group*
4. Click *Let's Get Started*
5. Enter site name, description, privacy settings, language and click *Next*
6. Add desired members and owners
7. Clean up security settings





Chef

MVP

Simon Denton

Business Architect
Mott MacDonald

FAVORITE FOOD:

If I have to pick one - I'd pick an Ivor Dewdney Traditional Beef Pasty

GROUPS/OFFICE 365 TIP:

Ensure you have configured Yammer to enforce Office 365 Identities and your network is consolidated into a 1:1 configuration. I know that sounds a bit arduous, but if you do not grease your baking pan then expect your cake to get stuck!

Yammer Confit

Office 365 Identity Enforcement

Whenever enforcing Office 365 identity, be mindful that this setting replaces any existing Yammer SSO setup and ensures that users log in to Yammer with their Office 365 accounts. [Learn More](#)

Enforce Office 365 identity

Status: Committed

Block Office 365 users without Yammer licenses

Office 365 Connected Yammer Groups

Once your organization has committed to enforcing Office 365 identity and has one Office 365 tenant associated with a single Yammer network, connected groups will be enabled for this network. [Learn More](#)

Status: Enabled Connected Groups are turned on for this network.

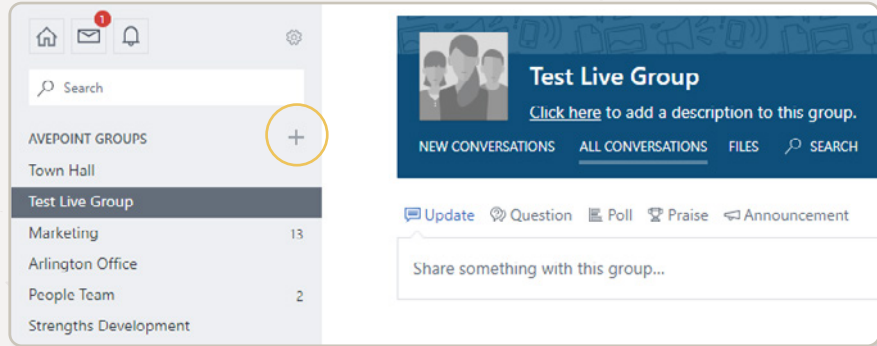
PREPARATION TIME: Approximately 2 minutes

INGREDIENTS: SharePoint Team Site, Exchange Mailbox (not user facing), Yammer Group, Planner Plan

DESCRIPTION: When Microsoft acquired Yammer in 2012, we couldn't wait to see how Microsoft would boost collaboration in the Office suite of products. Now, we're seeing Yammer continue to integrate into Office 365 more fully by connecting with Groups. In fact, now when you create a Group in Yammer, you're creating an Office 365 Group, which means you're getting all the added content management, security and compliance benefits that come along with that. Also, by default, when files are uploaded to Yammer they are now actually stored in SharePoint.

METHOD:

1. Open Yammer
2. Click + (Create a Group) from the navigation pane on the left side of the screen
3. Designate your Group as an *Internal Group* or *External Group*
4. Enter a name for the Group
5. Enter the names or email addresses of members under *Group Members*
6. Set privacy preferences for the Group
7. To finish it off, click *Create Group*



Create a New Group

INTERNAL GROUP
To collaborate with people inside your company.

EXTERNAL GROUP
To collaborate with people who work at other companies.

Name

Group Members

Who can view conversations and post messages?

Public Access: Anyone in this network can view conversations and post

Private Access: Only members can view conversations and post

This group doesn't have a classification yet. Edit

Create Group



Chef

MVP

Thomas Maier

Office 365 Productivity Trainer
Head of Office 365 Akademie

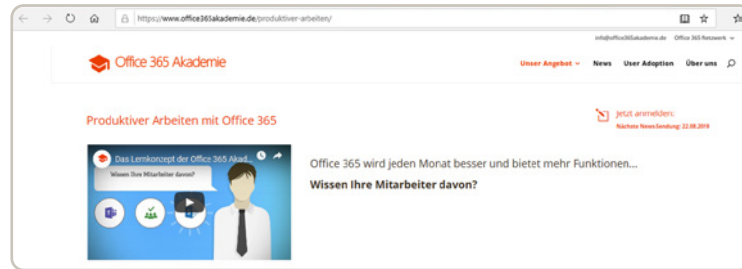
FAVORITE FOOD:

Beef roulades with red cabbage
and bread dumplings

GROUPS/OFFICE 365 TIP:

With the Stream App for your smartphone you can also watch your videos offline and even record your own videos and publish them directly in Stream! We use Stream to keep our customers up to date on Office 365 innovations and best practices.

Stream Scampi



Every month we deliver short video clips to our customers directly to their Stream portal. More information: <https://www.office365akademie.de/produktiver-arbeiten/>

PREPARATION TIME: Approximately 3 minutes

INGREDIENTS: Modern SharePoint Team Site, Exchange Mailbox, Planner Plan, Stream

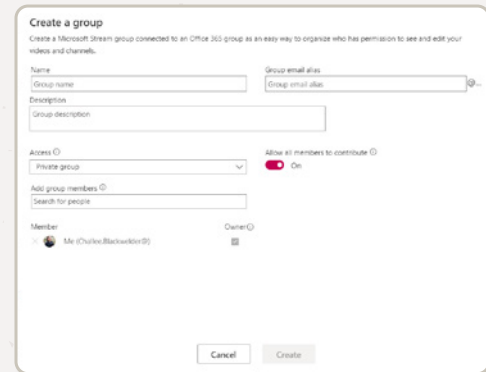
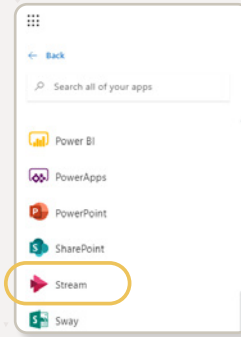
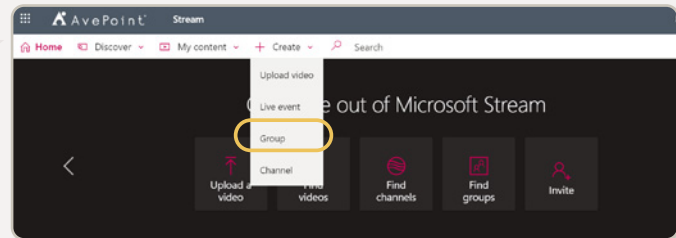
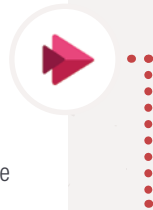
DESCRIPTION: One of Microsoft's latest additions to the productivity stack, Stream, is a welcomed addition indeed. The value of video is increasing for businesses and the ability to manage videos in a way that seamlessly integrates with Office 365 is a nice way to round out the productivity suite for today's office workers. While you can upload and share videos, use face detection and timestamps to quickly navigate to the content you need, and manage content permissions, you can also create

Office 365 Groups from within the Stream environment. Each group gets its own mini video portal that displays new and trending content. When preparing this dish, take note that if you delete the Group in Stream it will also delete the Office 365 Group and all the data associated with that Group.

In addition to Groups, Stream has another organization feature called Channels. This allows followers of this channel to be alerted when new content is added to a channel. Channels can sit inside or outside of Groups and are not a permission method.

METHOD:

1. Open Microsoft Stream
2. From the navigation menu, click *Create >Create a Group*
3. From there, enter a name and description of the new Group
4. Set the member and privacy preferences
5. Type the names or email addresses or desired members to add them to the Group
6. Designate owners by checking the box next to their name to give them additional management capabilities
7. Click *Create* and your Group is served





Chef



Dux Raymond Sy
Chief Marketing Officer
AvePoint

FAVORITE FOOD:

Filipino food served Kamayan style

GROUPS/OFFICE 365 TIP:

No departments in a company are the same, so why are you treating them the same way in Microsoft Teams? Apply custom policies on provisioning, external sharing, retention and recertification to different departments in the same tenant using AvePoint's Cloud Governance solution.

Over-easy Outlook (Desktop Client)

	DEPARTMENT 	DEPARTMENT 	DEPARTMENT
EXTERNAL SHARING	No external sharing 	External sharing allowed in: 	External sharing only allowed in:
EXPIRATION/RETENTION	6 Months after last accessed	12 Months after last accessed	9 Months after last accessed
ALLOW THESE USERS TO CREATE A TEAM	All requests through Central IT	All requests through Department IT	Only Joe, Sally, and Harold can create
RECERTIFY MEMBERS	after 3 Months	after 6 Months	after 12 Months

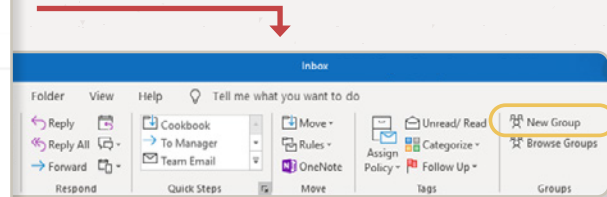
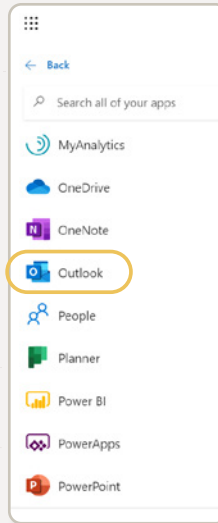
PREPARATION TIME: Approximately 4 minutes

INGREDIENTS: SharePoint Modern team site, Exchange Mailbox, Planner Plan

DESCRIPTION: For many users, their email is still how much of their daily work happens. Outlook is a staple for users because of its email and calendar functions, but users also love it as a way to easily create Groups by creating a Distribution List. Even with the popularity of the Office 365 suite, many customers still like to use the Outlook desktop client. Fortunately, the two play nicely together and make creating an Office 365 Group from the Outlook desktop client easy to do.

METHOD:

1. Open Outlook on your desktop
2. From the navigation ribbon, click *Home > New Group*
3. Enter the Group name, description, classification, privacy and member settings
4. Click *Create*
5. To add members, select your Group name from the Groups option in the folder pane to the left
6. Then, in the Groups ribbon, click *Add Members*
7. Enter members' names or email addresses
8. Click *OK*, and now your Group is ready



Create Group

Name

Email address

Description
Let people know what your group is about. Both members and non-members see this description.

Classification

Privacy
Private - Only approved members can see what's inside.

Send all group email and events to members' inboxes. They can change this setting later.

More Settings

You'll be able to add members after you select Create.



Chef

Hunter Willis

Product Marketing Manager
AvePoint

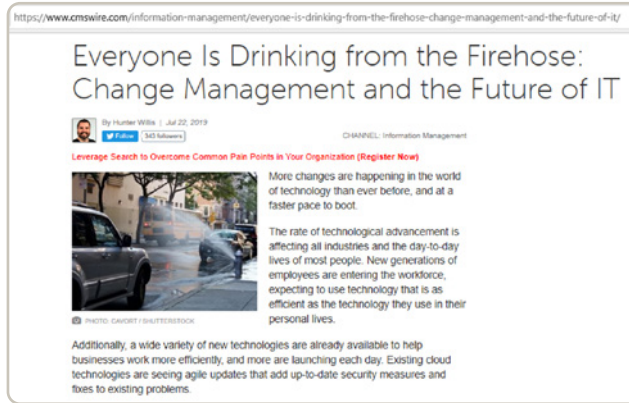
FAVORITE FOOD:

Burger with applewood smoked bacon, a thick slice of cheddar cheese on a toasted bun

GROUPS/OFFICE 365 TIP:

Deploying Office 365 Groups and Teams is an opportunity to change the way you interact with your organization. [Plan for ongoing training and communication](#) to help users understand they should be looking for existing Groups and plan for the structure and use before they create any new services in Office 365.

Oven-fried Outlook (Office 365)



The more you communicate with them, the less work you'll have in the long run, and the more they'll appreciate you investing time in helping them get the most out of Office 365 for their specific roles.

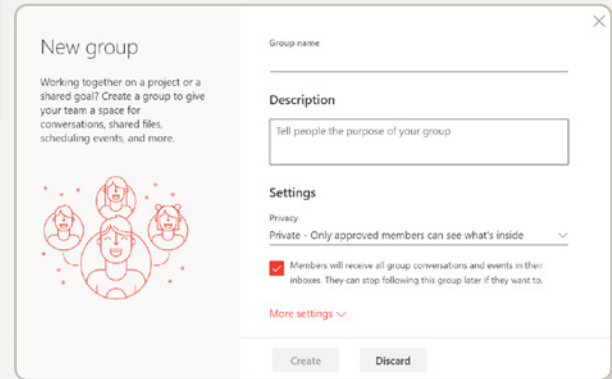
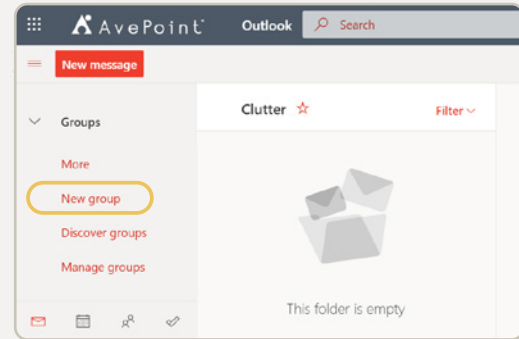
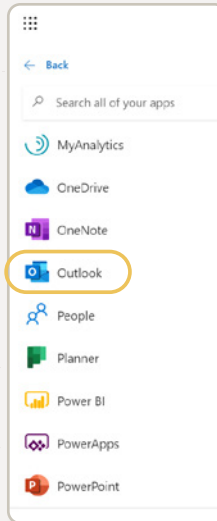
PREPARATION TIME: Approximately 4 minutes

INGREDIENTS: SharePoint Modern team site, Exchange Mailbox, Planner Plan

DESCRIPTION: Since Groups are an Office 365 invention, it shouldn't come as much of a surprise that users can create Office 365 Groups from Outlook in Office 365. This means that whether users are in the Office 365 environment or on the desktop, they still have the ability to create Groups from wherever they are by creating Distribution Lists.

METHOD:

1. Open Outlook in Office 365
2. Above the contacts, click *New > Group*
3. In the Group pane, enter the name of your Group
4. Below that, add a short description of your Group
5. Next, select the privacy, language and membership settings for the Group
6. Click *Create* at the bottom of the pane, and your Group has been created





Chef

MVP



Eric Overfield
President
PixelMill

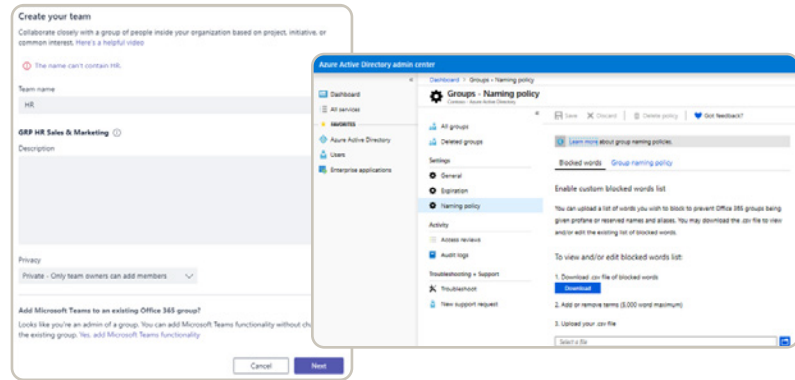
FAVORITE FOOD:

Dry-aged medium rare porterhouse and mashed potatoes with garlic butter

GROUPS/OFFICE 365 TIP:

Set a solid naming convention and group-creation governance to ensure your site doesn't become the wild west—save that for your fried potatoes and Texas Chili. Keep your governance short, sweet, and easy to follow so that your team doesn't get lost in the tumble weeds.

OneDrive Asada



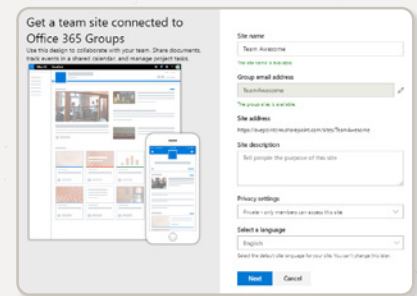
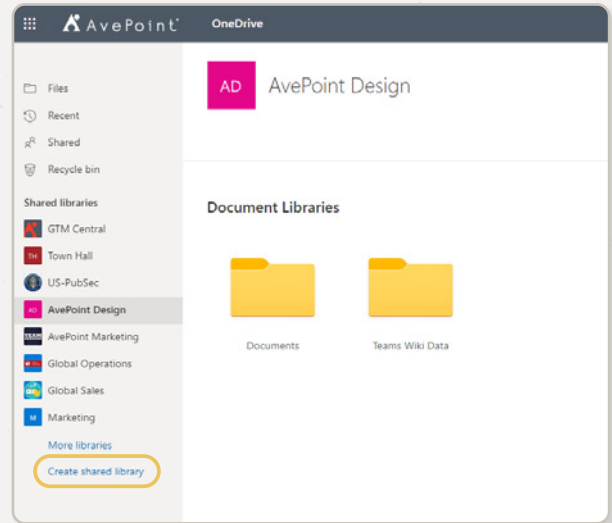
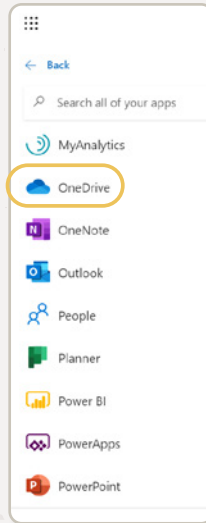
PREPARATION TIME: Approximately 3 minutes

INGREDIENTS: Exchange Mailbox, modern SharePoint team site, Planner Plan, Notebook

DESCRIPTION: OneDrive For Business is where people can store files in their own personal drive in the Office 365 cloud. Unlike your drive on your local device, these files can be securely accessed from any device, anywhere, at any time. Because these files live in the cloud, you can send a link to any file and allow your colleagues to access and co-author. OneDrive even lets you create a “shared library” which “is like a separate OneDrive for your team or group project.” If that sounds like a Group, that’s because it is. Viola! A OneDrive Asada Group seared to perfection.

METHOD:

1. Open Office 365 and click the OneDrive icon
2. In the left sidebar click *Shared Library*
3. Click *Create New* at the bottom of the left sidebar
4. Enter the site name
5. Below that, add a short description of your Group
6. Select the privacy and language settings for the Group
7. Click *next* and add the owners and members for the Group
8. Tap *Finish*, and your Group (and Shared Library) has been created





MVP

Chef

Christian Lapacka

Founder & SharePoint Professional
Ka'ana IT GmbH

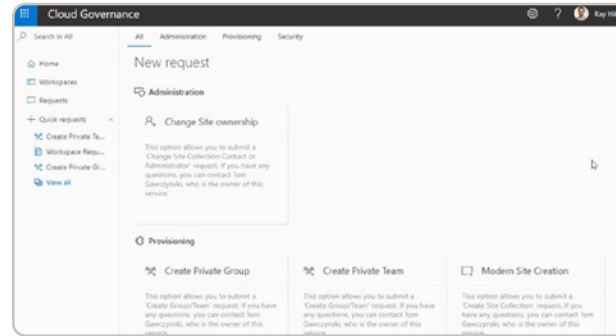
FAVORITE FOOD:

Tri-tip Steak Sandwich

GROUPS/OFFICE 365 TIP:

Governance first! I highly recommend you plan your Groups/Teams governance before you start using the application. I would choose AvePoint Cloud Governance for that.

Power BI Poké



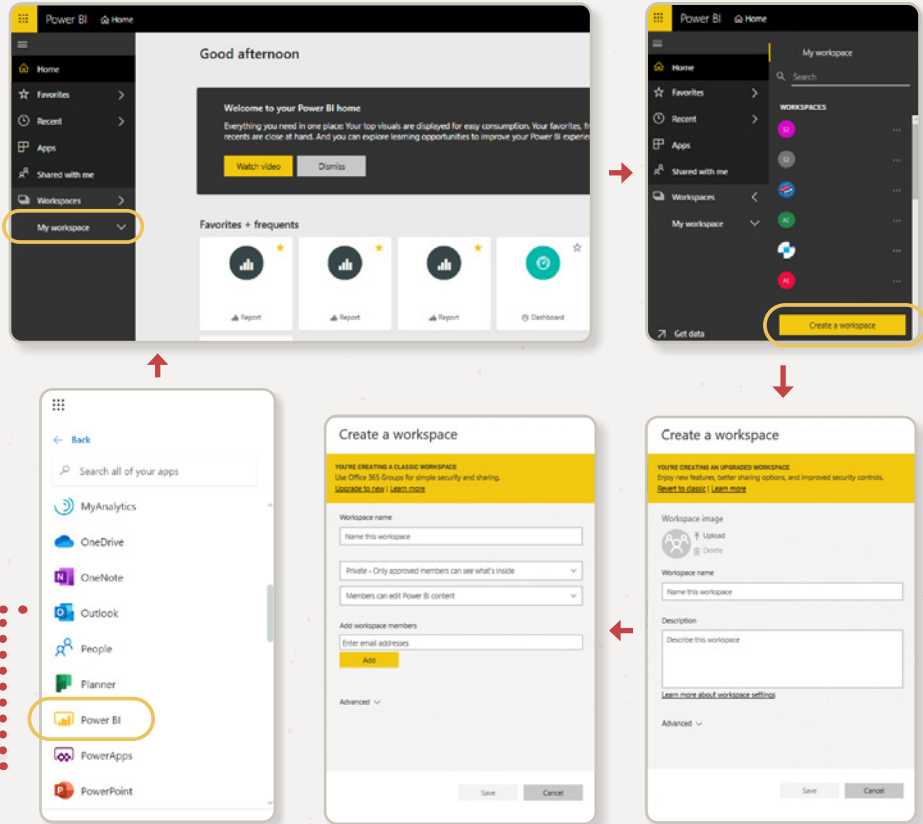
PREPARATION TIME: Approximately 2 minutes

INGREDIENTS: Exchange Mailbox, modern SharePoint team site, OneDrive Workspace (optional)

DESCRIPTION: Is there a strong need to create a Group in Power BI? No, but you certainly can...at least for now. Microsoft recently changed this experience in April of 2019, so that you can create a workspace without creating a Group. However, if you “revert to classic” you are creating a workspace based on an Office 365 Group. Microsoft advises, “to enforce row-level security (RLS) for Power BI Pro users browsing content in a workspace, continue to use classic workspaces and select the members can only view Power BI content option.

METHOD:

1. Open Power BI
2. Click *Workspaces* in the left sidebar
3. Click *Create App Workspace* at the bottom of the second sidebar
4. Enter workspace name, select privacy, and member permissions
5. Add your workspace members
6. Turn *Dedicated Capacity* (a premium option for better scale and performance) on or off.
7. Hit *Save* and grab some chopsticks





Admin Center à la Carte

While users can create Groups using a variety of front-end solutions, there's a smorgasbord of ways to create Office 365 Groups for users who work on the back-end as well. Whether you have access to admin dashboards or have super scripting skills, it's possible to create scrumptious Groups no matter what environment you are working from.





MVP

Chef

Robert Mulsow

VP of Technical Solution Professionals EMEA
AvePoint

FAVORITE FOOD:

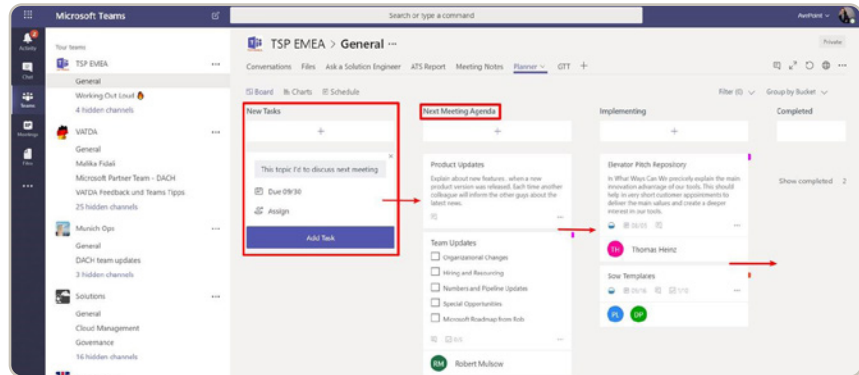
Traditional German: duck with red cabbage and potato dumplings

GROUPS/OFFICE 365 TIP:

Take advantage of all the great tools you get with an Office 365 Group. In this case, use the Planner of your Group with Teams to establish agile working procedures, as described in these blog posts:

- [5 Actionable Steps for Agile Project Management with Microsoft Teams & Planner](#)
- [10 Killer Best Practices For Scrum in Microsoft Teams & Planner](#)

Office 365 Admin Center Oyster Shooters



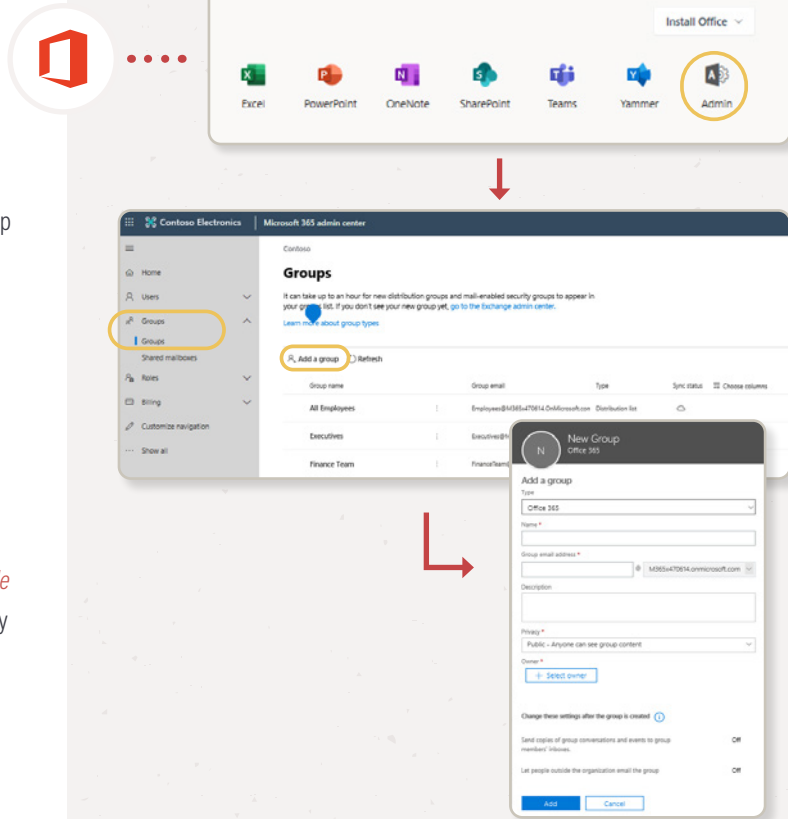
PREPARATION TIME: Approximately 4 minutes

INGREDIENTS: Modern SharePoint team site, Exchange Mailbox, Planner Plan

DESCRIPTION: For Office 365 admins, the Admin Center is a powerful tool. Not only can you create a Group here via a Distribution List, but you can also delete Distribution Lists, manage membership, allow emails to be sent on behalf of a Group and designate guest membership for people outside the organization. Any settings within a Group that need to be adjusted can be done in the Admin Center.

METHOD:

1. Open the Office 365 Admin Center
2. In the navigation pane, select *Groups > Groups*
3. Select *Add a Group*
4. From the drop-down menu, designate the type of Group being created ("Office 365")
5. Enter a name and email alias for the new Group and don't forget a description
6. From the Privacy drop-down menu, select the type of Group you want to create
7. Click *Select Owner* to designate a Group owner
8. The option *"Send copies of group conversations and events to group members' inboxes."* As well as *"Let people outside the organization email the group"* are disabled by default, but can be changed after the Group is created.
9. Click *Add*, and your new Group is complete
10. You can then open the Group to add members or edit further settings like under step 7.





MVP

Chef

René Modery

APAC Collaboration &
Productivity Tools Project Manager
GroupM

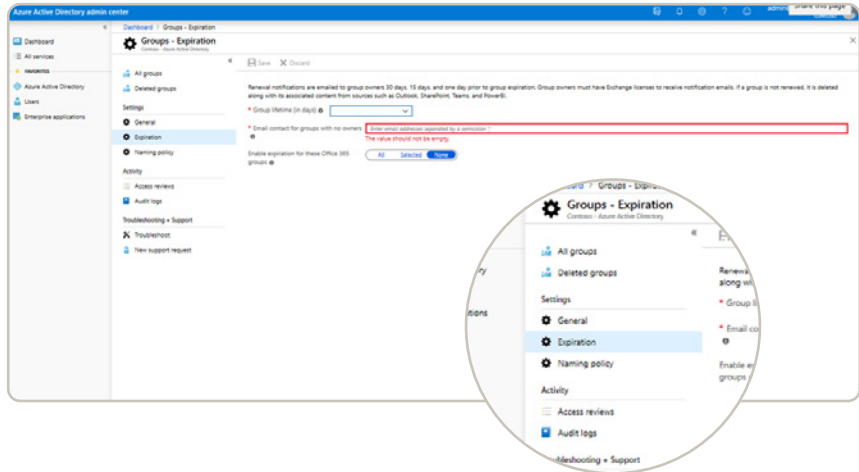
FAVORITE FOOD:

Singapore Chicken Rice

GROUPS/OFFICE 365 TIP:

Use Group Expiration Policies to manage the lifecycle of your groups. This will ensure that groups that are no longer needed, and which might even be inactive, will be cleaned up.

SharePoint Admin Center Charcuterie



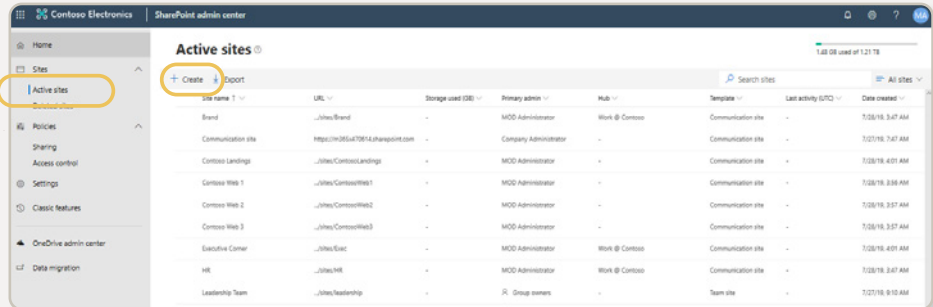
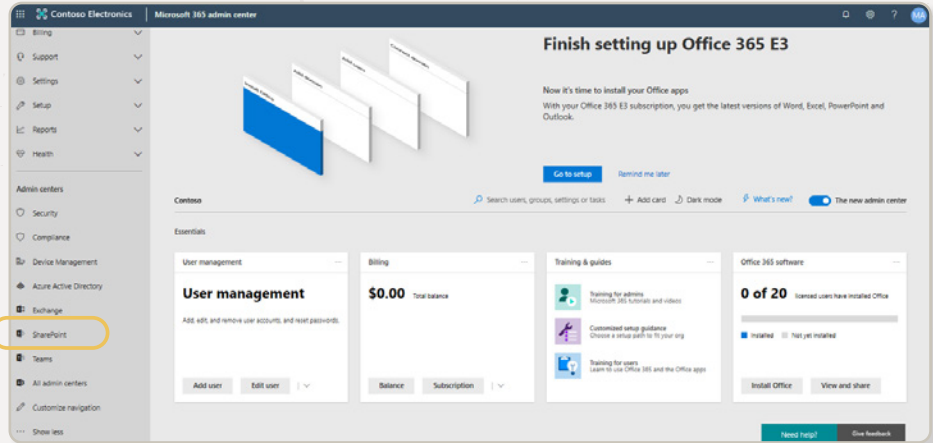
PREPARATION TIME: Approximately 4 minutes

INGREDIENTS: Modern SharePoint team site, Exchange Mailbox, Planner Plan

DESCRIPTION: Admins use the SharePoint Admin Center to manage users and sites or monitor usage and overall health. They can also use it to create an Office 365 Group by creating a Team site.


METHOD:

1. Open the SharePoint Admin Center
2. In the navigation pane, select *Active Sites*
3. Select *+Create*
4. Choose the *Team Site* Option
5. Enter site name, description, privacy settings, language and click *Next*
6. Add desired members and owners




Create a site


Choose the type of site you'd like to create.



Team site
Share documents, have conversations with your team, keep track of events, manage tasks, and more with a site connected to an Office 365 group.



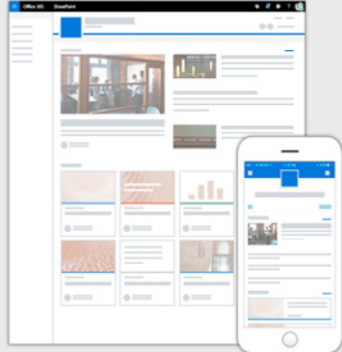
Communication site
Publish dynamic, beautiful content to your organization to keep them informed about topics, events, or projects.



Other options
Create a new team site without an Office 365 group, or a Document center, Enterprise Publishing portal, or Project Web App site.

Get a team site connected to Office 365 Groups

Use this design to collaborate with your team. Share documents, track events in a shared calendar, and manage project tasks.



Site name
Best Group
The site name is available.

Group email address
BestGroup@contoso.com
The group alias is available.

Site address
_sites/BestGroup

Group owner
Enter a name or email address

Select a language
English

Select the default site language for your site. You can't change this later.

Advanced settings ▾

Next Cancel





MVP

Chef

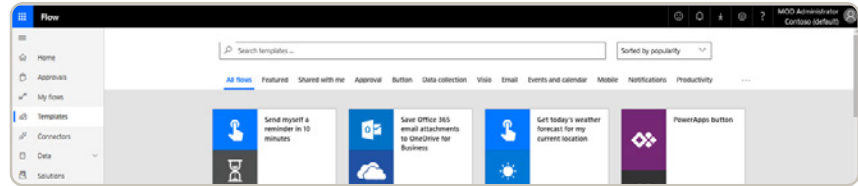
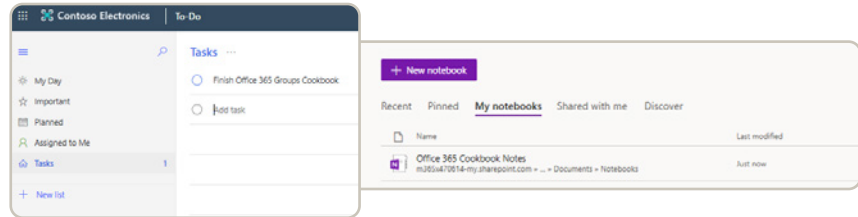
Loryan Strant
Consultant
Strant Consulting

FAVORITE FOOD:
Pizza

GROUPS/OFFICE 365 TIP:

Go slow. Most users haven't changed the way they work for most of their careers, especially not since getting Windows and Office. So there's no rush to get to "future ways of working." Office 365 offers a lot of different tools and ways to do things. Focus on your individually productivity first, master it.

Teams Admin Center Tempura



Manage your tasks with To-Do, take better notes with OneNote, manage your time better with Outlook calendar, access your files from anywhere with OneDrive, automate some of your tasks with Flow. THEN come together with your team and figure out how to collaborate better with Office 365 Groups and Microsoft Teams.

PREPARATION TIME: Approximately 4 minutes

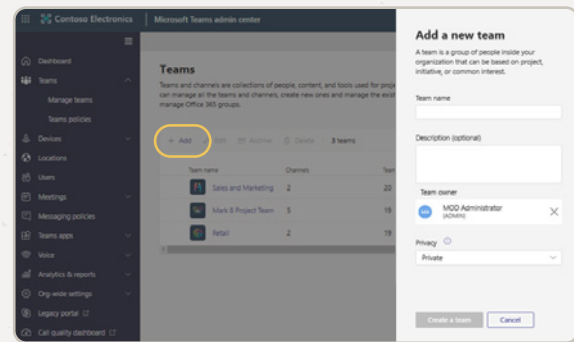
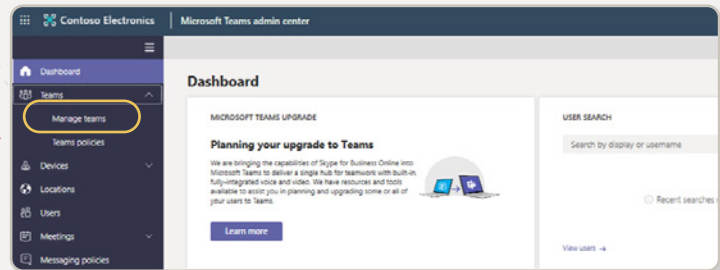
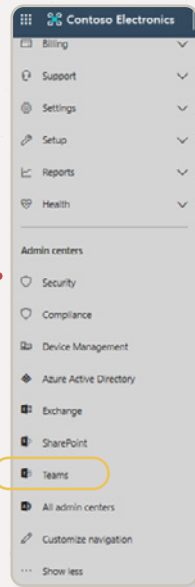
INGREDIENTS: Modern SharePoint team site, Exchange Mailbox, Teams Team, Planner Plan, Power BI Workspace, Stream

DESCRIPTION: If you are an admin, why bother creating a Team like everyone else when you have the Teams Admin Center? The Admin Center is where you create tenant-wide settings for your Teams. This can include allowed apps, external access, email integration, and more.

If you are looking to set more granular settings for different departments rather than making them effective tenant-wide, [Cloud Governance](#) can help. Sometimes different groups need different menus...

METHOD:

1. Open the Teams Admin Center
2. In the navigation pane, select *Teams*
3. Select *Manage Teams*
4. Select *+New Team*
5. Add team name, description, owner, privacy, & classification
6. Select Create New Team





Chef

MVP



Patrick Guimonet
Founder & Owner
Abalon

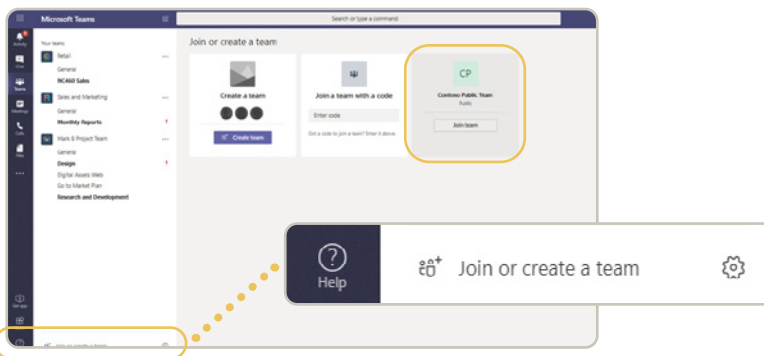
FAVORITE FOOD:
Crêpes

GROUPS/OFFICE 365 TIP:

- Go to Outlook web version and open the Groups folder to reach all your groups.
- You can always ask to join a private Group you are not in.
- There is no direct way from a Teams to go to the associated Groups.

Find more helpful hints and articles from Patrick [here](#).

Exchange Admin Center Bisque



PREPARATION TIME: Approximately 4 minutes

INGREDIENTS: Modern SharePoint team site, Exchange Mailbox, Planner Plan

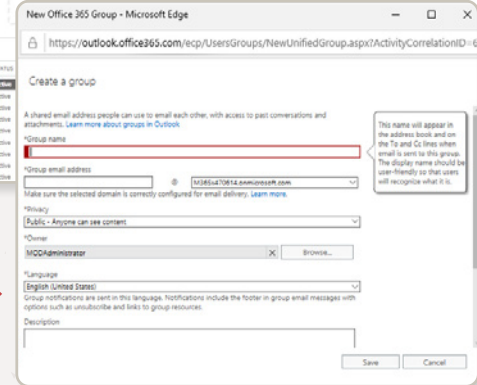
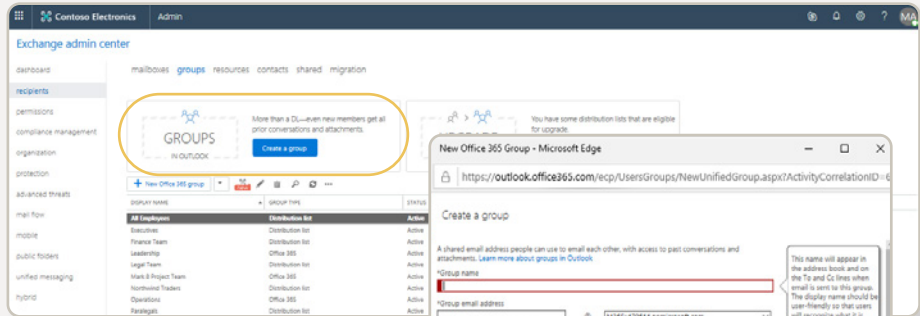
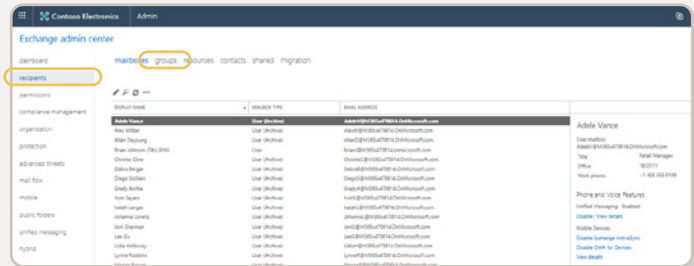
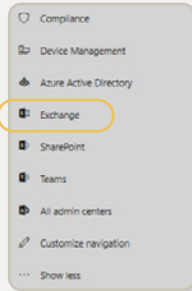
DESCRIPTION: Another dish on the admin's-only secret menu. The Exchange Admin center allows you to do everything from mailbox migrations, to managing in-place eDiscovery holds, to rules for mail flow and so much more. You know what else it allows you to do? Create a Group!

METHOD:

1. Open the Exchange Admin Center
2. In the left sidebar, select *Recipients*
3. Select *Groups* in the top nav bar
4. Select either *Create a Group* or *+New Office 365 Group*
5. Enter a name, email alias, privacy, owner and description for the new Group
6. Click *Save*, and your new Group is complete!

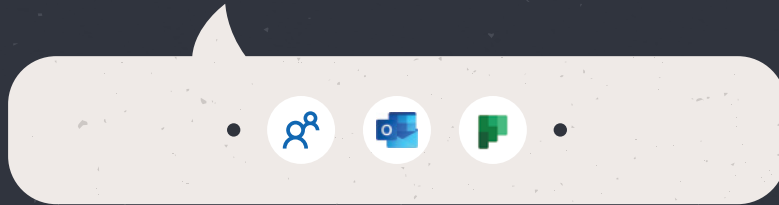


Note: You can also upgrade an Office 365 Group in the exchange center by upgrading a distribution list credit to [SharePoint Maven](#).





Developer Desserts





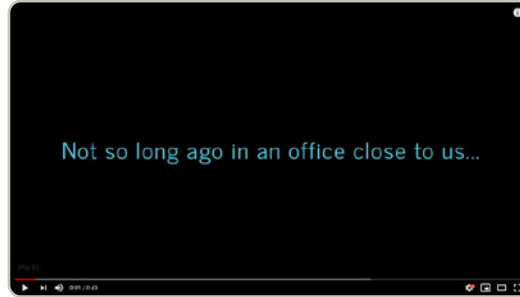
Stephanie Donahue
Owner/President
PAIT Group

FAVORITE FOOD:
Cheesecake

GROUPS/OFFICE 365 TIP:

We still get requests to migrate public folders to Exchange online – you should be migrating to Office Groups instead! You can learn more about groups on our [Joy of SharePoint webinar](#).

Azure AD Soufflé



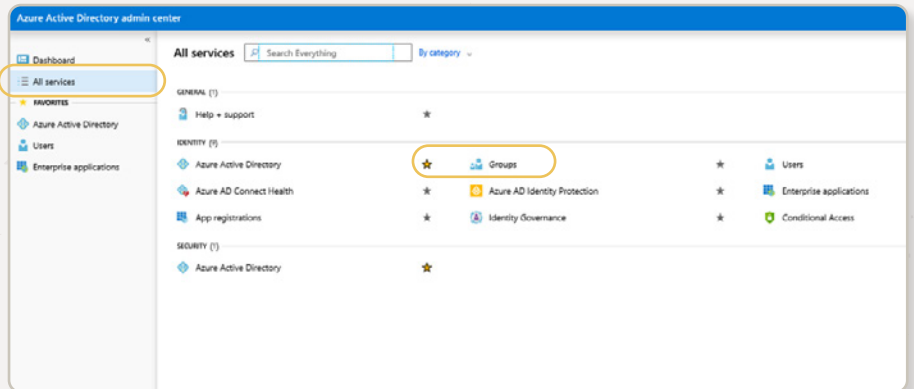
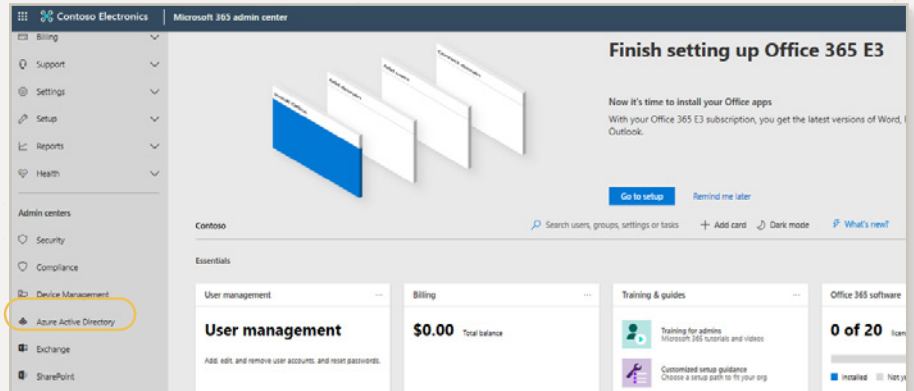
PREPARATION TIME: Approximately 2 minutes

INGREDIENTS: Modern SharePoint team site, Exchange Mailbox, Planner Plan

DESCRIPTION: We know that distribution lists can be created in Active Directory. But we also know that many collaboration scenarios in the workplace require more than just a distribution list. To facilitate enhanced collaboration, distribution lists created in Azure AD can now also be designated as Office 365 Groups. This not only gives users the benefit of a distribution list, but also the file sharing, communication and scheduling benefits of a full Office 365 Group too.

METHOD:

1. Open the Azure Portal and select *Azure Active Directory*
2. Select *All Services*
3. From here, select *Groups*
4. Enter a name and optional description for the new Group
5. To designate this as an Office 365 Group, select *Yes* next to Enable Office features
6. Next, add members by typing in their name or email address
7. Click *Create*, and your new Group has been created. Piece of cake!



The screenshot displays the Azure Active Directory admin center interface. The main view is 'Groups - All groups', which contains a table of existing groups. A red arrow points from the '+ New group' button in the top toolbar to a 'New Group' modal dialog that is open in the foreground.

Azure Active Directory admin center - Groups - All groups

NAME	OBJECT ID	GROUP TYPE	MEMBERSHIP TYPE	EMAIL	SOURCE
All Employees	170be258-f551-4301-b38b-51e9...	Distribution	Assigned	Employees@M365x470614.On...	Cloud
Executives	1ef6a0...				
Finance Team	b7f34...				
Leadership	9774e...				
Legal Team	2af7e...				
Mark 8 Project Team	fede55...				
Northwind Traders	dfe64...				
Operations	42630...				
Paralegals	172a76...				

Azure Active Directory admin center - New Group

- Group type: Security
- Group name: test group
- Group description: Enter a description for the group
- Membership type: Assigned
- Owners: >
- Members: >

Create



Tony Redmond

Principal

Redmond & Associates

FAVORITE FOOD:

Italian

GROUPS/OFFICE 365 TIP:

The Office 365 Groups and Teams PowerShell cmdlets are “heavy” in terms of processing. They don’t return quickly, so if you need to get a set of groups to work with, use the Get-Recipient cmdlet instead: Get-Recipient -RecipientTypeDetails GroupMailbox. It’s much faster.

PowerShell Pudding

1. In PowerShell, connect to Exchange Online and enter the following:

```
New-UnifiedGroup -DisplayName "Group Name" -Alias "Group Alias" -Name "Group Name"
```

2. To add members to the newly established Office 365 Group, enter the following:

```
Add-UnifiedGroupLinks -Identity "Group Alias" -LinkType Members - Links email addresses of users to be members
```

3. The Office 365 Groups is now ready to use!

PREPARATION TIME: Approximately 5 minutes

INGREDIENTS: Modern SharePoint team site, Exchange Mailbox, Planner Plan

DESCRIPTION: For those who are command-savvy and want to create Groups using scripting, we’ve got good news. Office 365 Groups can be created and managed through Windows PowerShell. The user who’s creating the Office 365 Group via PowerShell will automatically be designated as the owner of the Group. While this may be one of the more involved methods of creating an Office 365 Group, it’s just another great example of how Microsoft is putting the power of collaboration in the hands of users in whatever environment they’re working within.



METHOD:

1. In PowerShell, enter the following

```
New-UnifiedGroup -DisplayName "Group Name Here" -Alias groupalias
```

2. Customize your Group name in the display name and alias sections
3. To add members to the newly established Office 365 Group, enter the following:

```
Add-UnifiedGroupLinks  
[-Identity] <UnifiedGroupIdParameter>  
-Links <RecipientIdParameter[]>  
-LinkType <Members | Owners | Subscribers | Aggregators | EventSubscribers>  
[-Confirm]  
[-WhatIf]  
[<CommonParameters>]
```

4. The Office 365 Groups is now ready to use!



Chef

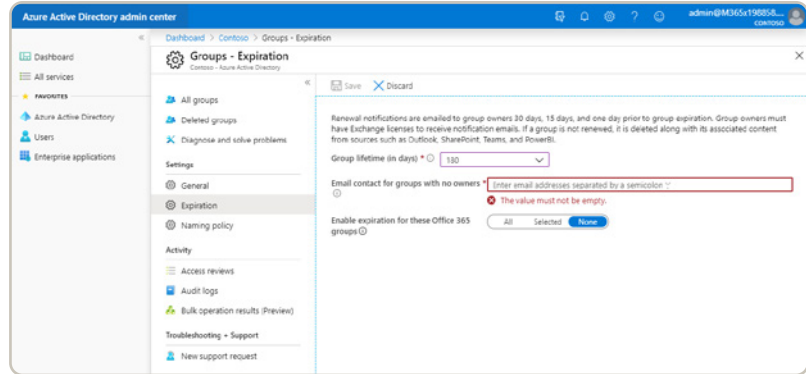
Martina Grom
CEO
atwork GmbH

FAVORITE FOOD:
Ice Cream

GROUPS/OFFICE 365 TIP:

Use Office 365 groups as your central entry point into Microsoft 365 governance. Enhance it with Expiration policies, use blocked words and give users the option to self-service.

Groups REST API Sorbet



PREPARATION TIME: Approximately 5 minutes

INGREDIENTS: Modern SharePoint Team Site, Exchange Mailbox, Planner Plan

DESCRIPTION: For Developers that are well versed in HTTP protocols and want to create a new Office 365 Group, you also have the option to use the Groups REST API. Not only can developers create Groups here but they can also manage and make changes to existing Groups.



METHOD:

1. Use the following base URL to access Groups:

```
https://graph.microsoft.com/beta/myorga-  
nization/groups
```

2. From here, create a Group with a POST on the Groups endpoint and customize the Group's properties, such as display name and email alias:

```
POST https://graph.microsoft.com/beta/  
contoso.com/groups  
Content-Type: application/json  
{  
  "groupType": "Unified",  
  "displayName": "Group Name",  
  "mailNickname": "Group Alias",  
  "mailEnabled": "true"  
}
```

3. Members can be added to the site collection of the Group using the below:

```
executor.executeAsync({  
  url: "<app web url>/_api/SP.AppCon-  
textSite(@target)/web  
/sitegroups(7)/users  
?@target='<host web url>'",  
  method: "POST",  
  body: "{ '__metadata': { 'type': 'SP.User'  
}, 'LoginName': 'i:0#.w|domain\\user' }",  
  headers: {  
    "accept": "application/json; odata=ver-  
bose",  
    "content-type": "application/json;  
odata=verbose"  
  },  
  success: successHandler,  
  error: errorHandler  
});
```



Past The Expiration Date

Microsoft is improving functionality in Office 365 every day. In fact, during our (prolonged) production of this eBook, several of the ways to create Groups either changed or went extinct. Generally, we are seeing Microsoft tighten up the number of points in which users can create Groups in response to users' governance requests.

As we've already covered, the inherent nature of Groups means that some ways to create Groups will be long-lasting, while apps that don't require as much interconnectivity with other apps to execute key workloads seem to be moving to a model of attaching to existing Groups. We have included these expired dishes here to underscore the challenge of staying up to date on Groups functionality, highlight these recent changes, and because...well, no one likes getting rid of perfectly good work.





StaffHub (Shifts) Skewers

PREPARATION TIME: Approximately 5 minutes

(EXPIRED) INGREDIENTS: Modern SharePoint team site, Exchange Mailbox, Planner Plan

DESCRIPTION: Ideal for shift work and staff that doesn't work at a desk, the StaffHub is another manifestation of Office 365 Groups. From organizing shifts to sharing schedules, StaffHub can help keep teams connected and coordinated. For each StaffHub that is configured, an associated Office 365 Group is also provisioned. However, Microsoft announced that effective October 1, 2019 that StaffHub would be retired and organizations would need to migrate to the Shifts app in Microsoft Teams. Because StaffHub leveraged Office 365 Groups, these Groups will migrate over into Shifts. But, Shifts requires users to be Owners of a Team to create a schedule and as a result no new Groups are created through the ongoing use of Shifts.

(EXPIRED) METHOD:

1. Sign in to StaffHub and click *Begin Setup* on the welcome screen
2. On the next pane, enter a name for the team and click *Create Team*
3. Configure settings on the following panes, such as time zone, membership and mobile app invitations
4. Click *Finish Setup*
5. On the top navigation bar, select *Settings*
6. Configure additional settings, such as schedule length and request categories
7. Your StaffHub, and therefore Office 365 Group, has now been created!



Forms à la Fromage

PREPARATION TIME: Approximately 4 minutes

(EXPIRED) INGREDIENTS: Modern SharePoint Team Site, Exchange Mailbox, Planner Plan

DESCRIPTION: Forms enables you to solicit feedback from customers, colleagues or other audiences with easy-to-build surveys, polls, quizzes and other types of feedback. This allows organizations to be more responsive and gather important data in order to make better business decisions. Previously, you could create a “Group Form” which would create a corresponding Office 365 Group from the Forms environment. Today, you can only select an existing Group when creating a Group Form.

(EXPIRED) METHOD:

1. Login to the Forms Portal
2. Click on the *Group Forms* tab
3. In the Recent group forms drop-down menu, select *New Group Form*
4. Follow the prompts to name the new Group form and add members
5. Adjust options for any Group form by selecting the “...” in the top right corner of the form card
6. Your Group form is now ready to roll!



Dynamics 365 Project Services Automation Pie

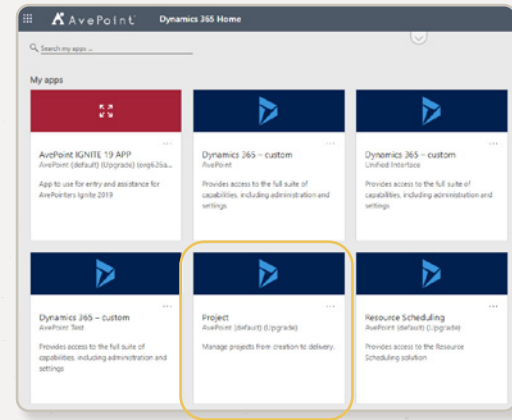
PREPARATION TIME: Approximately 2 minutes

(EXPIRED) INGREDIENTS: Modern SharePoint Team Site, Exchange Mailbox, Planner Plan

DESCRIPTION: Dynamics is a useful tool for managing a variety of projects. It's also very easy to create an Office 365 Group that is automatically associated with any projects in Dynamics.

(EXPIRED) METHOD:

1. In Dynamics 365, select *Project Service > Projects*
2. Then, click the project in which you'd like to add a Group
3. Click the drop-down menu next to the project name at the top of the screen and select *Office 365 Groups*
4. Then, select *Create Office 365 Group*
5. Check your inbox – you will receive an email when the Group is ready to use. Easy as pie!





Governance Gourmet

As this book of recipes makes clear, there are many ways for users to create Office 365 Groups. In fact, we haven't captured every single way to create a Group, so you may come across even more ways to whip up a new Group.

While the convenience of creating Groups anytime, from almost anywhere is certainly appealing, this poses a distinct problem for IT managers tasked with data management and governance. These Groups need some level of oversight and policy enforcement. Fortunately, we have considered this and created two tools to make management and oversight of Office 365 Groups easier than ever.



AvePoint Cloud Governance

Commonly there are attributes of your Office 365 Group workspace that you'll want to understand— things like:

- *Who is the business owner of this workspace? Did they formally accept responsibility for managing it?*
- *What department owns this workspace?*
- *What's the primary purpose of this workspace?*
- *What's the highest level of sensitivity for the work being done here?*
- *When was the last time this workspace had all the above information validated?*
- *When was the last time someone attested that the access permissions to the workspace were correct?*



Normally you would gather the information above during a managed provisioning process. But if you want to remove barriers to productivity for your users and leave the native Office 365 self-service provisioning of Office 365 workspaces active, how can you ensure that you collect these necessary details and, just as importantly, keep them current over time?

AvePoint's Cloud Governance solution has long supported the ability to have an automated and fully-managed provisioning process for SharePoint and Office 365, giving you control of every option and setting

available to the user, and then allowing you to pass that request through a fully configurable approval process.

The latest feature of AvePoint Cloud Governance is called "Automatic Import" but we refer to it internally as "create and chase." Essentially, it allows you to leave the native self-service options for Office 365 turned on, but then automatically chases the requesting user and requires them to formally accept ownership of the workspace and supply any necessary additional governance details, such as those listed above.

See how AvePoint Cloud Governance can accomplish all of this as well as enabling:

- **Improved operations:** Formalization of processes, available services, and IT SLAs
- **Improved IT Spend ROI and productivity:** User visibility into organizational content structure so they know where to find, and when to use content and applications, so the organization truly reaps the benefits of their spend on Office 365.
- **Risk avoidance:** Security and permissions structures are enforced so that users have appropriate rights or access, and the purpose of content is clearer to everyone in the organization, thereby reducing unintentional breaches.

With unparalleled oversight into provisioning, content and permissions management, Office 365 Groups can be managed effectively and easily. Visit <https://www.avepoint.com/products/cloud/office-365-governance/> to request a demo or free trial.

AvePoint GroupHub

For easier management of Office 365 Groups, AvePoint launched GroupHub. So, GroupHub is a solution that enables users to view, organize, and access Office 365 Groups in the tenant where the user resides. GroupHub also allows users to manage Groups using a collection of Office 365 Groups. From GroupHub, typical users can manage their own tags, hubs, and Groups.

GroupHub Administrators have enhanced capabilities including managing license, Group and Governance Automation Online integration settings. The user with the Global Administrator role can also re-authorize the app.



GOVERNANCE CASE STUDY

SUCCESS HIGHLIGHTS:

- Enabled the deployment of Office 365 and Teams by extending strict internal container governance policies to the provisioning of new sites, Teams and Groups.
- Worked closely with Microsoft to obtain necessary APIs to remove security concerns around service accounts.
- Provided close monitoring into the container access of internal and external users.
- Cut deployment timeline from six to three months.

Pharma Company Implements Governance for Microsoft Teams



CUSTOMER PROFILE: The global pharmaceutical company is a public, Fortune 500 company based in the United States. It has more than 65,000 users and 20 terabytes of data within its SharePoint environment. The company has been an AvePoint customer since 2007, previously using Governance Automation to govern the provisioning and lifecycle of its on-premises SharePoint sites. It has a large internal IT team and places a priority on security.

THE CHALLENGE: One of the global pharmaceutical company's highest priorities is to attract the next generation of talent. The company believes implementing and maintaining a modern workspace, in this case Office 365 and specifically Microsoft Teams, is a key enabler for this goal.

During an 18-month migration and cycle to the cloud, the company discovered it could not turn on Microsoft Teams given its internal security and governance policies.

At the global pharmaceutical company, container level access is paramount. All containers must be tagged, classified and monitored with internal and external access fortified.

It's also important for the company to have a clear understanding of which users have access to what collaboration containers, particularly external users. This is somewhat complicated by the fact the company employs numerous 1066 contractors on multi-year contracts that it considers external users.

Additionally, the company's security team preferred to avoid service accounts where possible to manage Office 365.

THE AVEPOINT SOLUTION: AvePoint played the role of trusted adviser throughout the company's transition to the cloud, frequently consulting on matters related to governance.

AvePoint is deploying its Governance Automation solution (soon to be its Cloud Governance solution once the company is all-in the cloud) to enable the use of Microsoft Teams so that is compliant with internal governance policies.

Every time a Team, SharePoint site or Office 365 Group is created it is automatically classified by AvePoint's governance solution using the company's low impact, medium impact or high impact definitions.

Low impact containers have no secure information and can be public; medium impact containers might possibly have some secure information and permission management is needed; and high impact containers have information only certain people should have access to and settings need to be recertified on a regular basis.

The classification and governance policies are inclusive of all resources that get spun up in conjunction with the creation of a Team including OneNote,

SharePoint and Outlook. All Team names are also governed and approved to avoid the unauthorized use of Team names like "IT Help Desk" or "CEO Team #1"

AvePoint, one of 40 Tier Zero Microsoft partners worldwide, also worked closely with Microsoft and lobbied on behalf of the global pharmaceutical company to get key APIs released. These APIs allowed AvePoint to "dumb down" the service accounts, and lower their permission and access to company systems, completely removing all implementation concerns from the security team.

THE BOTTOM LINE: By automating this governance process across all user requests for the creation of new virtual workspaces, other companies have reported their processes have been reduced from four days to four hours. For the global pharmaceutical company, it has been the difference between fully leveraging Office 365 and Microsoft Teams or remaining on the sidelines.

The company deployed a test tenant and a production tenant as part of its move to the cloud. It set a six-month deployment timeline for AvePoint's governance solution but has cut that in half. All testing has been completed and live deployment will take place in November of 2018.

The next priority for the company will be to create divisional policies on recertification and permissions of containers. AvePoint will be with them throughout their digital transformation to ensure their success.



 AvePoint®

Additional Resources

NEXT STEPS:

- [Governance Value Calculator & Consultation Request](#)
- [Cloud Governance Product Page & Request a Demo](#)

UNGATED:

- [AvePoint Blog](#)
- [Matt Wade's Definitive Guide to: Everyday Etiquette in Microsoft Teams](#)
- [What to Use When Infographic](#)

EBOOKS:

- [How to Use and Manage Office 365 Groups & Microsoft Teams](#)

WEBINARS:

- [Tailoring Microsoft Teams & Delegating Administration in Office 365](#)
- [6 Expert Microsoft Teams Adoption Strategies THAT WORK](#)
- [How Microsoft Upgraded 200,000 Users from Skype to Microsoft Teams \(And You Can Too!\)](#)
- [Beginner to Super User: Top 10 Microsoft Teams Tips](#)
- [How To Achieve 90% Microsoft Teams & Yammer Adoption in 3 Months](#)



 AvePoint®

525 Washington Blvd, Ste 1400 | Jersey City, NJ 07310

P: +1.201.793.1111 | sales@avepoint.com | www.avepoint.com