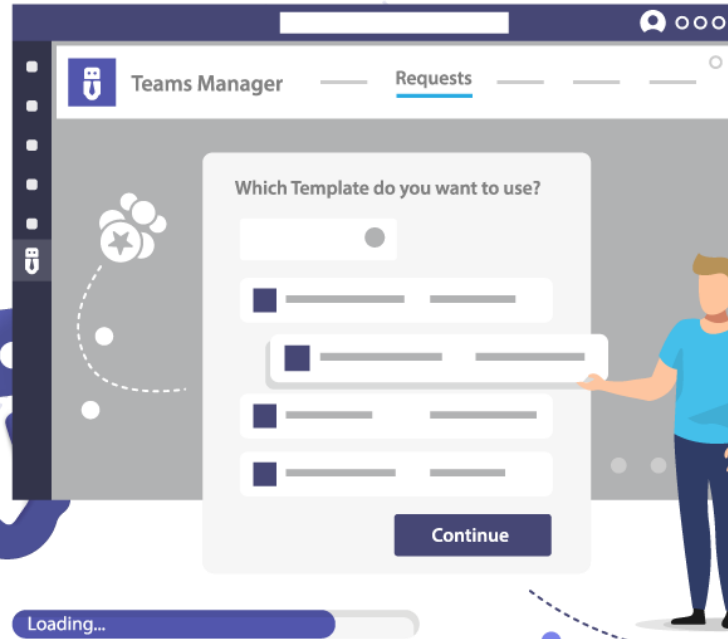


We Proudly Present:



Teams Manager



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Teams Manager Features

- Teams templates and provisioning

- Channels
- Settings
- Tabs
- Planner
- OneNote
- Permissions
- Folder structure
- Metadata
- Import / export templates

- Request & approval workflow

- Different approver groups for different governance policies

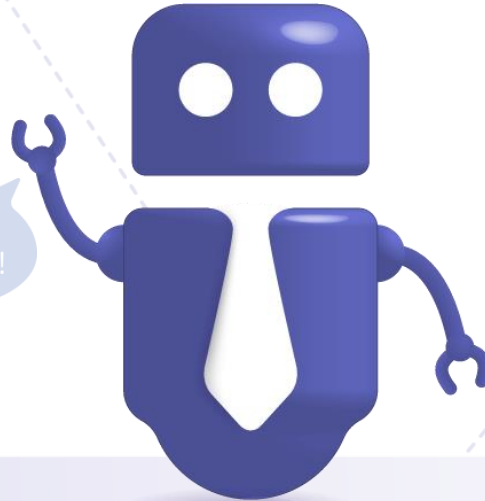
- Naming conventions

- Governance policies

- Webhook for SaaS customers (add-on)

Nice to Meet you!

Hi! I am Govy.



- Lifecycle management

- Expiration
- Archiving
- Deletion

- Guest access for external users

- Installation from Teams app store

- Regular updates to keep up with new Microsoft features

- Step-by-step video tutorials

- Extensive documentation

- Onboarding process

- Reporting

Enterprise Edition Features

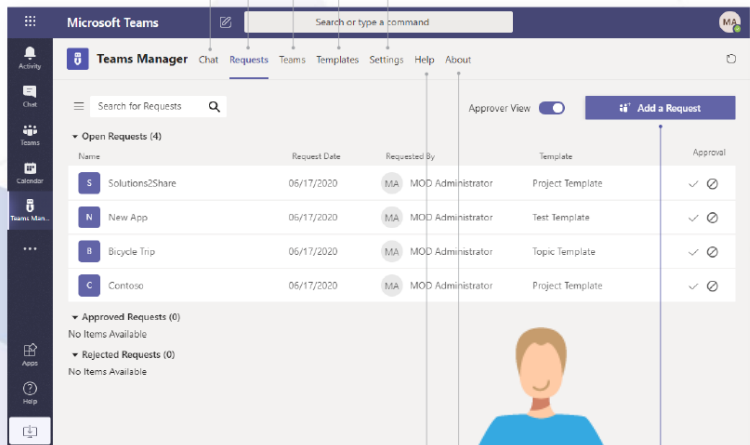
- Dynamic user groups based on AD properties with access to different team templates
- Governance-Richtlinien für bereits existierende Teams („Unmanaged Bot“)
- Creation of Yammer Communities and SharePoint Sites (M365 Groups)



- Provisioning of SharePoint lists and document libraries for team templates
- Multi-Geo location support
- Executive users – specify users who can create teams directly, without going through the request process

Easily Request New Teams

- A list of your Teams
- All templates of your organization
- Request new Teams and, as an approver, check your requests
- Automated notifications from our chatbot
- Here you can add approvers, change notification settings, create governance policies and manage your license and administrators



Learn how to use Teams Manager

Information about your Teams Manager installation

Request new Teams by clicking on this button

Afterwards, choose whether the new Team should be private or public, and select a template for your Team.



Enter the details for your new Team:

Team name

Make sure to choose a name that gives a good idea of what the Team is about (projects, departments, topics...).

Description

Here you can add additional information on your Team.

Owner

Your name will appear here by default. You can add more owners in addition to yourself by typing their names.

Members

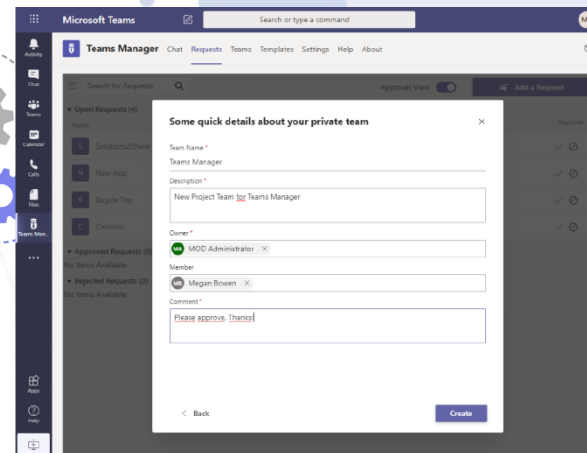
Here you can add any number of members from your organization by typing their names. You can also add more members after the Team has been created.

Comment

Add a comment on why and for which purpose you need this new Team.

After you have filled in all fields, click on **"Create"**.

You can always change your request by going to the **"Requests"** tab and clicking on the Team name under **"My open requests"**.



Keep Control Of Your Teams

Watch an **introduction** video to Teams Manager and activate/deactivate mockup data

Select which **notifications** the users and you yourself want to receive

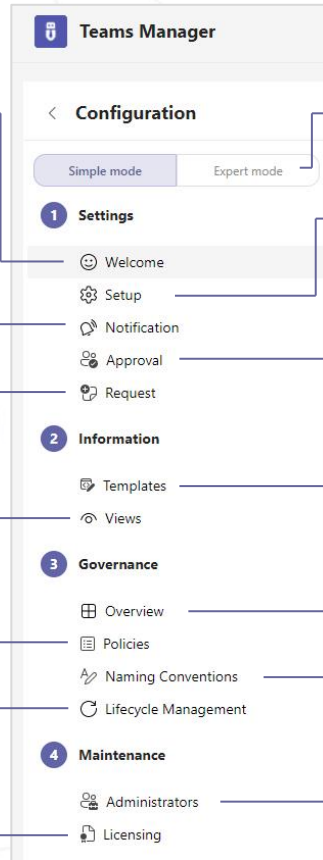
Requests for Yammer communities and SharePoint sites/M365 Groups (Enterprise feature), set MailNickname

Create different **views** for different user groups

Combine naming conventions, lifecycles, and classifications into powerful **governance policies**, and define when they should be performed

Archive and delete Teams automatically with **lifecycle**s

Check our current **license** for the Teams Manager app



Switch to **Expert** mode for more detailed options

Grant **permissions** to the Teams Manager app

Add new **approvers** and see a list of who can approve requests for new Team requests

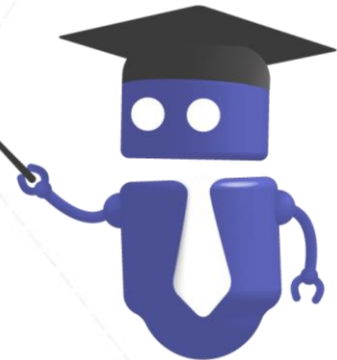
Manage your Team **templates**

See all unmanaged and managed Teams as well as inactive and ownerless Teams

Add custom pre- and suffixes to the **names** of your Teams, OneNotes and Planners

Manage your **admins**

See next slide for more information



Additional Settings Expert Mode

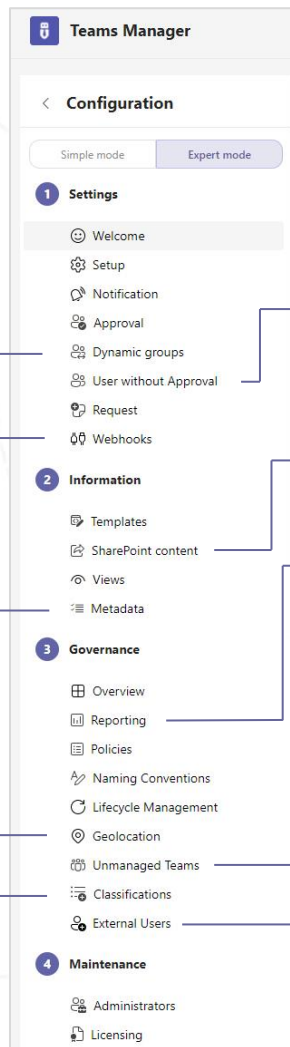
Create **dynamic user groups** and assign different templates (Enterprise feature)

Add new **webhooks** and see a list of all existing entries and triggers

See and edit all **metadata** fields

Store data from different teams in different regions (**Multi-Geo Location**, Enterprise feature)

Add custom **classification** labels from Azure to your Teams or use Microsoft's **sensitivity labels**



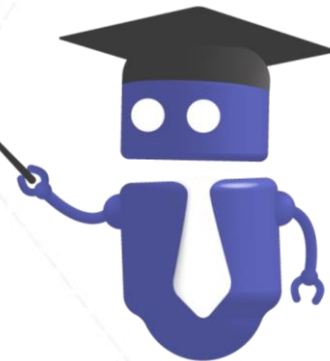
Set **executive users** who can create Teams without approval process (Enterprise feature)

Provision content from **SharePoint** sites

Get **reports** on the development of requests and templates over time

Apply governance policies to already **existing Teams**

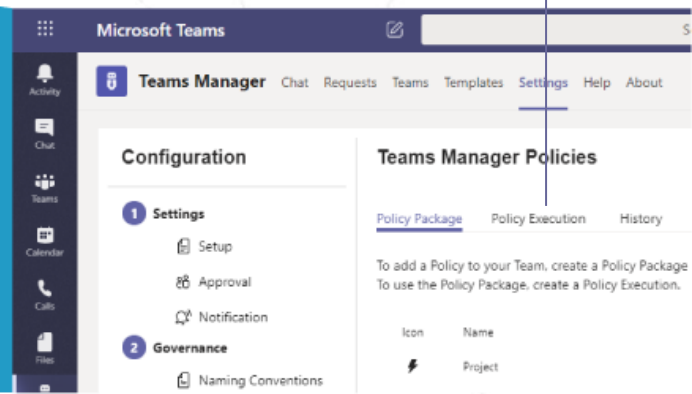
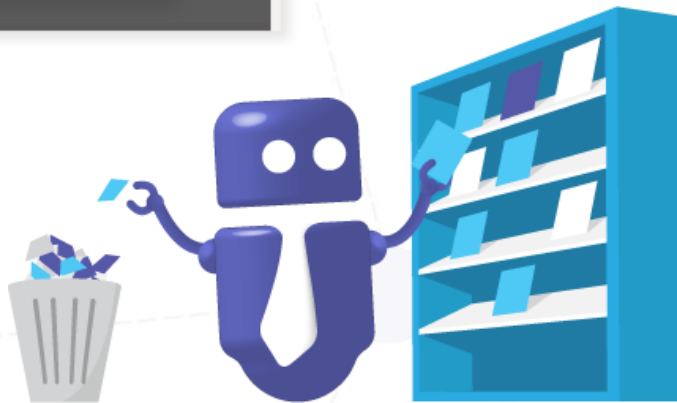
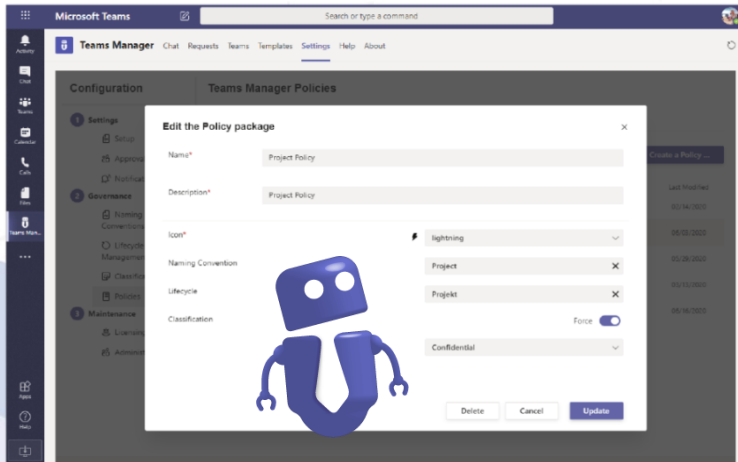
Add the **External User Manager** app to manage external access



Create Governance Policies

Create governance policies by combining a naming convention, a lifecycle, and a classification.

Afterwards, you can define when your governance policy should be performed. Under the tab **Policy Execution**, create a trigger for when your policy should be applied, e.g. if the Team name or Template name contains a certain word.

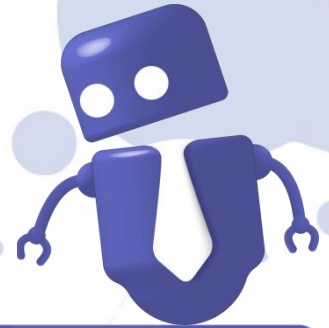


What About Microsoft's Templates?



Comparison of Microsoft Templates vs. Teams Manager Templates

At the end of 2020, Microsoft launched their own templates for Microsoft Teams. What can Microsoft's new templates do and what are their limitations?



SUPPORTS	Channels	Private Channels	All Tabs, Apps	Folder Structure	Documents	OneNote Content	Planner Tasks & Buckets	Predefined Members	Custom Metadata	Time for Template creation	Time for Team creation
Teams Manager Templates	✓	✓	✓	✓	Coming Soon	✓	✓	✓	✓	Approx. 1 Minute	Approx. 1 Minute
Microsoft Templates	✓	✗	✗	✗	✗	✗	✗	✗	✗	Up to 24 Hours	Enough to get a coffee :)

Introduction to Teams Manager

SaaS Solution (Software as a Service)

4 hours
Installation

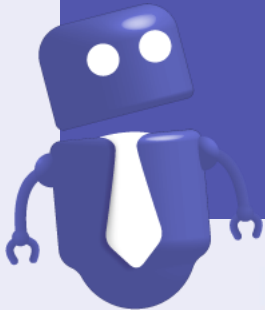
2 days
Governance Workshop
for Teams and Office
365 Administration

Self Hosted Solution

2 days
Installation

2 days
Governance Workshop
for Teams and Office
365 Administration

4 days/year
Managed Services



Workshop Topics

- Structure in O365 SharePoint, Teams and Groups
- Basic knowledge on Teams Governance and Microsoft Out-of-the-Box Governance
- Analysis of the current situation (methods, tools, technologies)
- Components needed (Active Directory, Teams, Planner etc.)
- Developing the desired situation (with best practices)
- Company-specific requirements
- Naming Conventions for Teams
- Retention Policies for Teams
- Template creation
- Planning user permissions
- Excursion about Active Directory
- Functions and possibilities
- Teams features – set of rules, company policies and use
- Various options for the roll-out of Teams in a company
- Recommendations to encourage adoption
- Excursion on existing SharePoint situation
- Duplicate data storage
- Recommendations for the administration of O365 and Teams

Teams Manager Roadmap

In our roadmap for Teams Manager, you will always find the latest information on planned features. You also have the opportunity to vote on topics or provide feedback and ideas!

<https://app.loopedin.io/teams-manager>

Upcoming Release

- Increase Engagement**
Two-Owner Policy for Teams
Each Team will be required to have two owners, just in case one owner leaves the company or is not available for some reason.
▲ 16
- Security**
Deactivate Guest Access for Certain Policies
You will be able to decide for each policy/template if guest access should be force deactivated for any Team provisioned from this template.
▲ 14
- Features**
Naming conventions for SharePoint sites and email address
During the Team request, users will be able to enter a SharePoint site URL and mail nickname, which will then be subject to your organization's naming conventions.
▲ 10
- User Experience**
Change Mail Nickname For Teams
Instead of just using the team name, you will be able to change the mail nickname for each Team, making it easier for your users to forward emails. This is used to shorten the email for example.
▲ 10

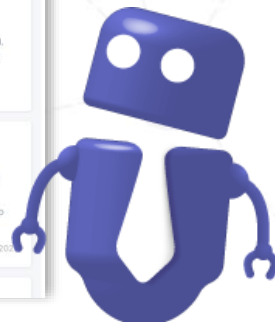
Next Release

- User Experience**
Teams Overview
1. Create custom view with filters and sorting options (e.g. pin favorite Teams)
2. Relevant Teams connection
▲ 8
- Increase Engagement**
Comment Field Optional For Team Request
Even if Teams Manager's approval process is activated, you will be able to set the comment field in the Team request window to optional.
▲ 8
- User Experience**
Naming Conventions With Special Characters For Mail Nicknames
You will be able to apply naming Conventions with special characters such as, for example German umlauts (ä, ö, ü) to mail nicknames as well.
▲ 5
- Onboarding**
New "Help" Tab
▲ 4

Future

- Increase Engagement**
Admins Will Be Notified About Product Updates
Teams Manager's bot will notify all admins about updates and releases (i.e. new features and bug fixes).
▲ 7
- User Experience**
Define Team Logos for Templates
You will be able to define a Team logo for each template.
▲ 8
- Onboarding**
Teams Calendar Tab
With this new feature, the channel calendar tab will be supported. You will be able to include a channel calendar in a Team template and provision it for new Teams.
▲ 5
- Increase Engagement**
More Reporting Options
With the additional reporting options, you will be able to analyze:
 - Number of requests
 - Number of unmanaged Teams that have been converted to managed Teams▲ 4

March 2021





You can find all our tutorial videos
on our Youtube channel!

www.youtube.com/c/Solutions2Share/videos

