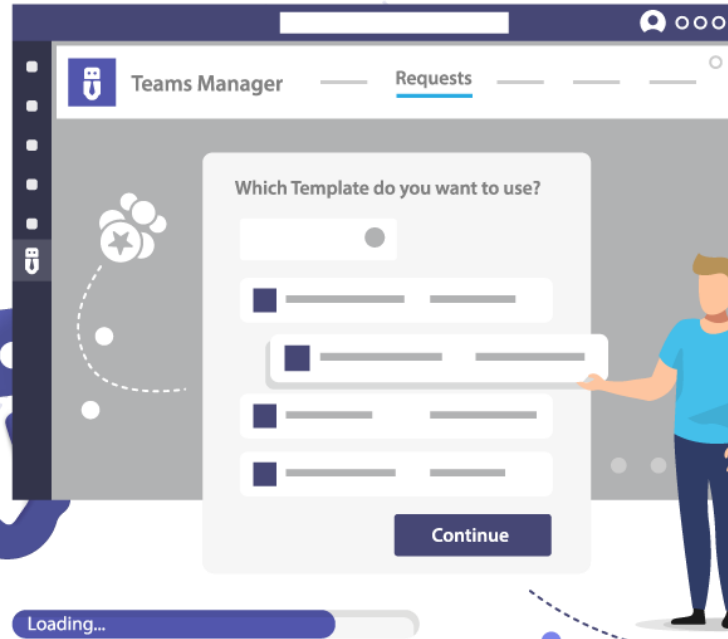


We Proudly Present:



# Teams Manager



CONTACT US:

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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

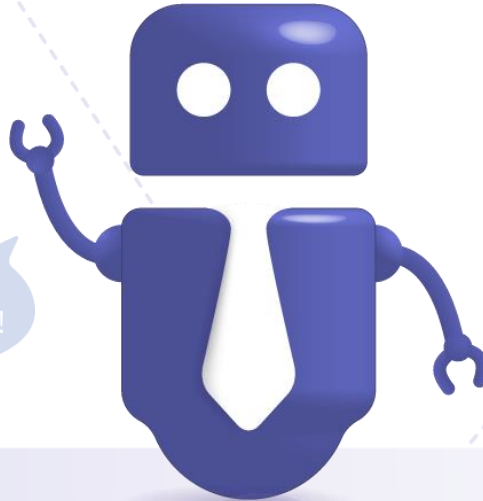
## • Governance policies

## • Governance policies for already existing teams with „Unmanaged Bot“ (manually / recurring with Enterprise)

## • Different approver groups for different governance policies

## • Policies & setup for private / public teams

Hi! I am Govy.



## • Lifecycle Management

- Expiration
- Archiving
- Deletion

## • Naming conventions

## • 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

Nice to meet you!

\* All features on

[www.solutions2share.com](http://www.solutions2share.com)

# Enterprise Edition Features\*

- Templates & provisioning of
  - Yammer communities
  - SharePoint sites (M365 groups)
  - Communication sites
  - Sites without groups
  - Planner
- Dynamic user groups based on AD properties with access to different team templates
- Webhook for SaaS customers (add-on or included in Enterprise)
- Extended SharePoint Provisioning (add-on for Enterprise)



- Activate/deactivate the creation of public teams
- Provisioning of SharePoint lists and document libraries for team templates
- SharePoint list sync with workspace list
- Multi-Geo location support
- Executive users – specify users who can create teams directly, without going through the request process

# Easily Request New Teams

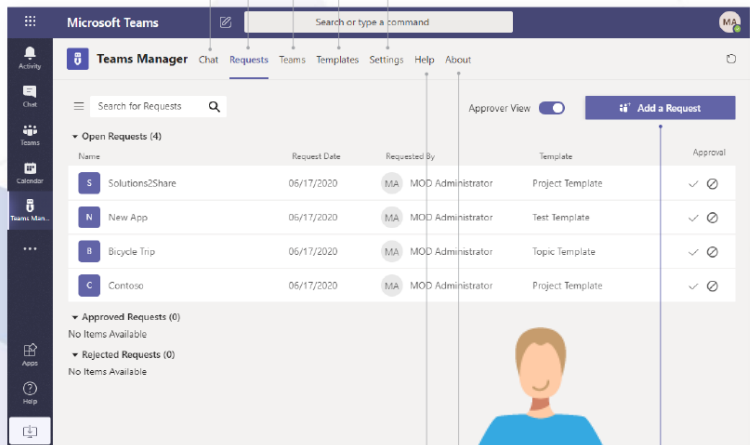
A list of your Teams

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

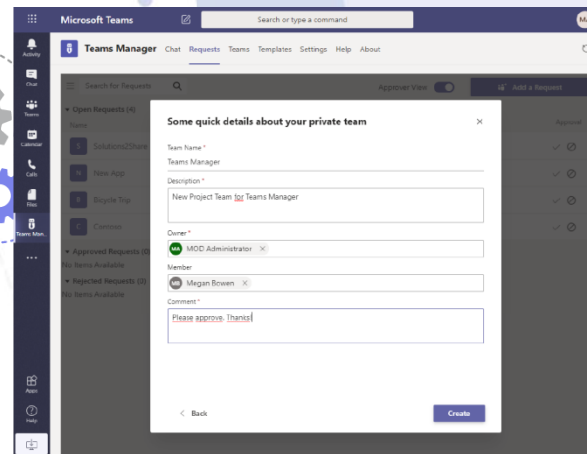
Here you can add any number of members from your organization by typing their names. You can also add more members after the Team has been created.

## 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"**.



# Governance Score Dashboard

Improve your Microsoft Teams environment with governance tips.

- Get reports on
- Managed teams
  - Inactive teams
  - Public teams
  - Teams without owners
  - Teams without members

**Configuration**

- 1 Settings
  - Welcome
  - Setup
  - Notifications
  - Approvals
  - Requests
  - Connected apps
- 2 Information
  - Template
  - View
- 3 Governance
  - Overview
  - Reporting
  - Policies
  - Naming Conventions
  - Lifecycle Management
  - Dyn. Groups
  - Geolocation
  - Unmanaged Teams
  - Classifications
  - External users
  - Webjobs
- 4 Maintenance
  - Administrators
  - Licensing

**Health overview**

Governance score: 67 (Needs improvement) out of 100 points. Legend: Low (0-50pt), Medium (50-80pt), High (80-100pt).

**Governance tips**

- 2/7 tips completed
- Define a first naming convention
- Create your first template
- Apply your template
- Create your first policy
- Create approvers group

**Reports**

Date of last synchronization: May 12, 2023

Teams/User: 234 (+7%)	Inactive teams: 343 (+7%)	Teams with guests: 43 (-12%)	Turned of teams: 11 (+7%)
Teams without owner: 546 (+7%)	Big Teams: 223 (-12%)	Public teams: 12 (+7%)	Teams sharing channels: 12 (+7%)

**Governance score categories**

- 24pt Low: App management (24pt)
- 29pt Low: Ratio users/teams (19pt), External users (7pt), Inactive Users (24pt)
- 54pt Medium: Team names (24pt), Onenote (24pt), Planner (24pt)
- 66pt High: Default (24pt), Advanced (24pt)
- 79pt Medium: Managed teams (24pt), Active teams (24pt), Archived teams (24pt), Without owner (24pt)

**Teams usage**

Templates	22
Tags	35
Naming convention	12
Policies	8
Profiles	43
Teams administrators	36
Metadata	37

# 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

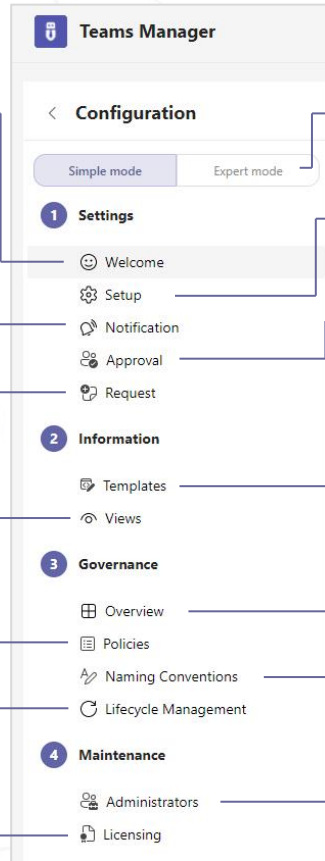
**Requests** for Yammer communities and SharePoint sites/M365 Groups (Enterprise feature), set MailNickname

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

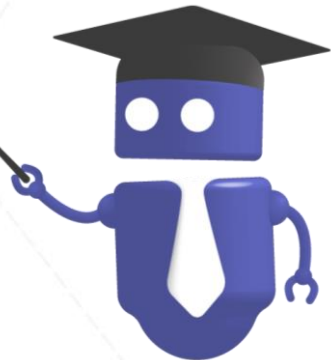
Manage your Team **templates**

**Governance Score Dashboard** with reports and tips for improving your governance

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**

**Teams Manager**

**Configuration**

Simple mode | Expert mode

**1 Settings**

- Welcome
- Setup
- Notification
- Approval
- Dynamic groups
- User without Approval
- Request
- Webhooks

**2 Information**

- Templates
- SharePoint content
- Views
- Metadata

**3 Governance**

- Overview
- Reporting
- Policies
- Naming Conventions
- Lifecycle Management
- Geolocation
- Unmanaged Teams
- Classifications
- External Users

**4 Maintenance**

- Administrators
- Licensing

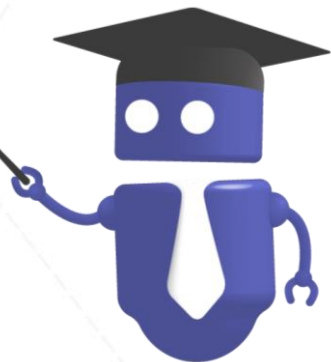
Set **executive users** who can create Teams without approval process (Enterprise feature)

Provision content from **SharePoint** sites

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

Apply governance policies to already **existing Teams**

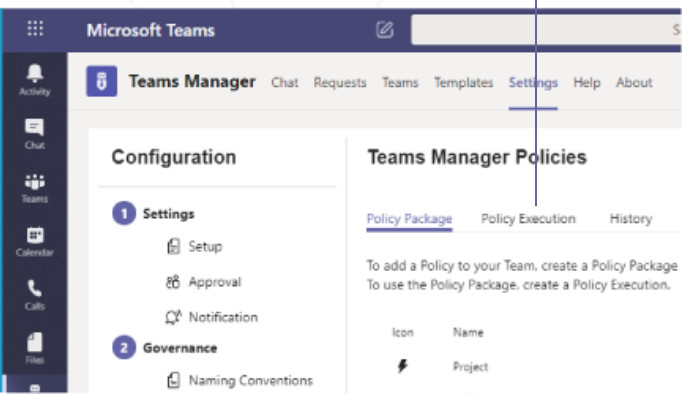
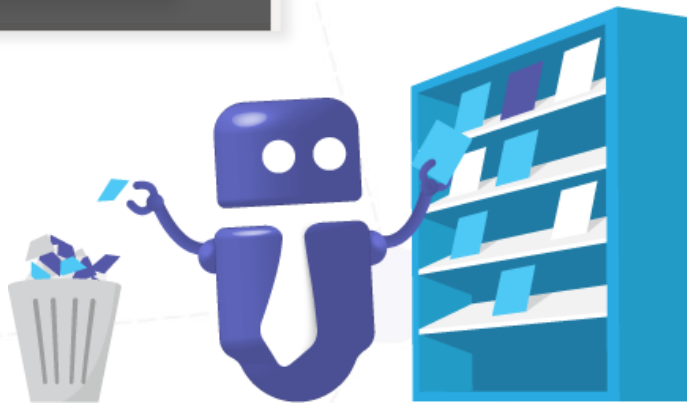
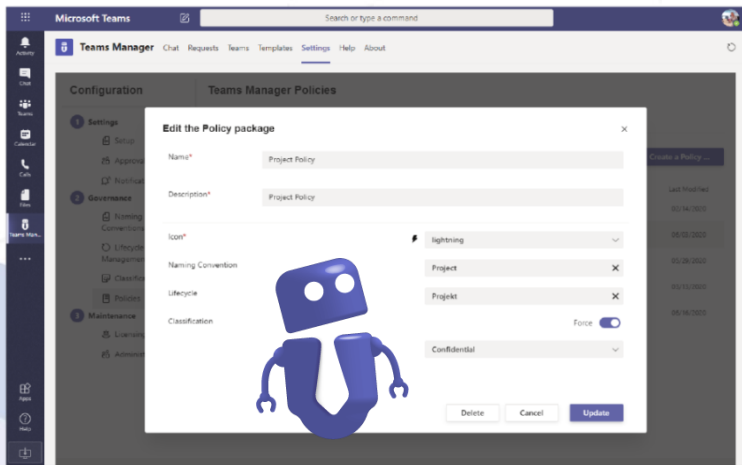
Add the **External User Manager** app to manage external access



# 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.



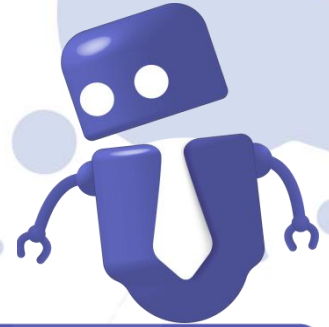


# What About Microsoft's Templates?



## 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 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**

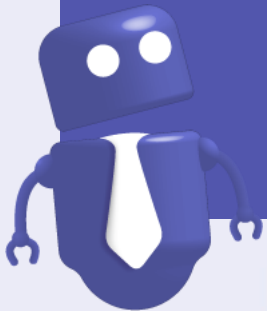
Governance Workshop  
for Teams and Office  
365 Administration

**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



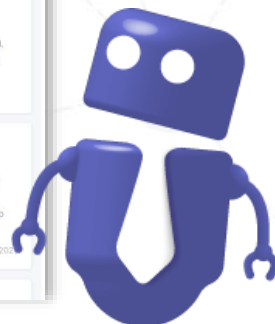
# Teams Manager Roadmap

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>

The screenshot displays a roadmap interface with three columns: **Upcoming Release**, **Next Release**, and **Future**. Each column contains several feature cards, each with a category icon, a title, a description, and a vote count.

- 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 votes)
  - 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 votes)
  - 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 votes)
  - 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 votes)
- 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 votes)
  - 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 votes)
  - 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 votes)
  - Onboarding**
    - New "Help" Tab**: (Screenshot of the Teams Manager interface showing a new help tab.)
- 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 votes)
  - User Experience**
    - Define Team Logos for Templates**: You will be able to define a Team logo for each template. (8 votes)
  - Onboarding**
    - Teams Calender 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 votes)
  - 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 votes)





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

[www.youtube.com/c/Solutions2Share/videos](https://www.youtube.com/c/Solutions2Share/videos)

