

# Microsoft 365

Ståle Hansen, CloudWay

CEO, Principal Cloud Architect, MVP

<https://cloudway.no>

**Microsoft 365 is not just a  
licensing model, it is the toolbox  
to deliver secure productivity**

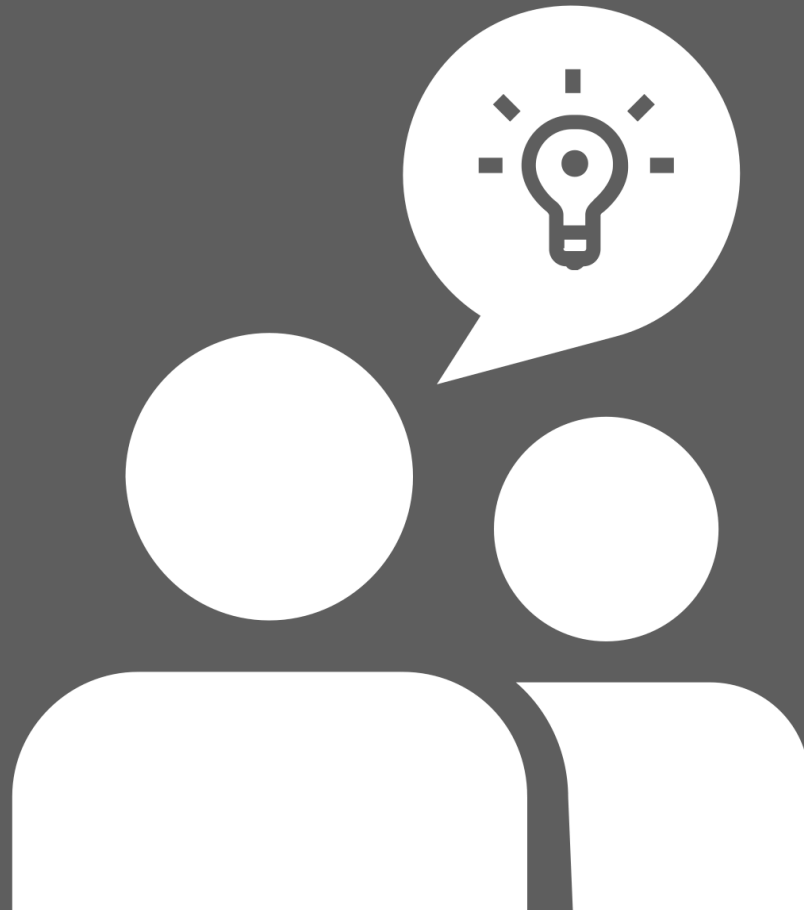
Key takeaways

2

Step approach

1

# BE THE TRUSTED INNOVATOR





Microsoft  
Teams

# Microsoft Teams

The hub for teamwork in  
Microsoft Office 365



## Communicate

through chat, meetings, and calls



## Collaborate

with deeply integrated Office 365 apps



## Customize & extend

with third-party apps, processes, and device



## Work with confidence

with enterprise-level security,  
compliance, and manageability




1. Chat
2. Files
3. Meetings


# Notifications

## Settings




 General

 Privacy

 Notifications

 Devices

 Calls

### Mentions

Personal mentions

Only show in feed



Channel mentions

Only show in feed



Team mentions

Only show in feed



### Messages

Chat messages

Off



Replies to conversations I started

Only show in feed



Replies to conversations I replied to

Only show in feed



Likes

Only show in feed



Followed channels

Only show in feed



### Other

Team membership changes

Only show in feed



Team role changes

Only show in feed



Notification sounds

Off



Email frequency

Never



### Meetings

Meeting started notification

Banner






# Settings



 General

 Privacy

 Notifications

 Devices

 Calls

## Mentions

Personal mentions

Only show in feed



Channel mentions

Only show in feed



Team mentions

Only show in feed



## Messages

Chat messages

Off



Replies to conversations I started

Only show in feed



Replies to conversations I replied to

Only show in feed



Likes

Only show in feed



Followed channels

Only show in feed



## Other

Team membership changes

Only show in feed



Team role changes

Only show in feed



Notification sounds

Off



Email frequency

Never



## Meetings

Meeting started notification

Banner





Tablet mode



Network



All settings



Airplane mode



Location



Alarms only



Mobile hotspot



Cellular



100%



Night light



Not connected



VPN



Battery saver



Project



Connect



Nearby sharing

# The status notification

## Status

Follow a person's status and get notified when they appear Available or Offline.

Manage notifications

## Manage status notifications

Follow a person's status and get notified when they appear Available or Offline.

Add people



**Jan Ketil Skanke**

Partner and COO

Turn off

# Favorite channels

▼ Active (7)			
	Name ▲	Description	Auto-favorite
	General		
★	0 - Announcements		<input type="checkbox"/>
☆	1 - Business Case		<input type="checkbox"/>
☆	2 - Deployment		<input type="checkbox"/>
★	3 - Adoption		<input type="checkbox"/>
★	4 - Operations		<input type="checkbox"/>
☆	5 - Change Management		<input type="checkbox"/>
▶ Deleted (0)			

# Favorite channels

## ▼ Member permissions

Enable channel creation, adding apps, and more

Allow creating and updating channels

☐

Allow members to delete and restore channels



Allow members to add and remove apps



Allow members to create, update, and remove tabs



Allow members to create, update, and remove connectors



Give members the option to delete their messages



Give members the option to edit their messages



General Channel:

☐ Anyone can post messages

☒ Anyone can post; show alert that posting will notify everyone (recommended for large teams)

☐ Only owners can post messages

# Favorite channels

## Teams

You cannot unfollow a Team

Up to 5000 members

## Channels

You still get a notification  
when someone @mentions  
your name

### ▼ @mentions

Choose who can use @team and @channel mentions

Show members the option to @team or @[team name] (this will send a notification to everyone on the team)

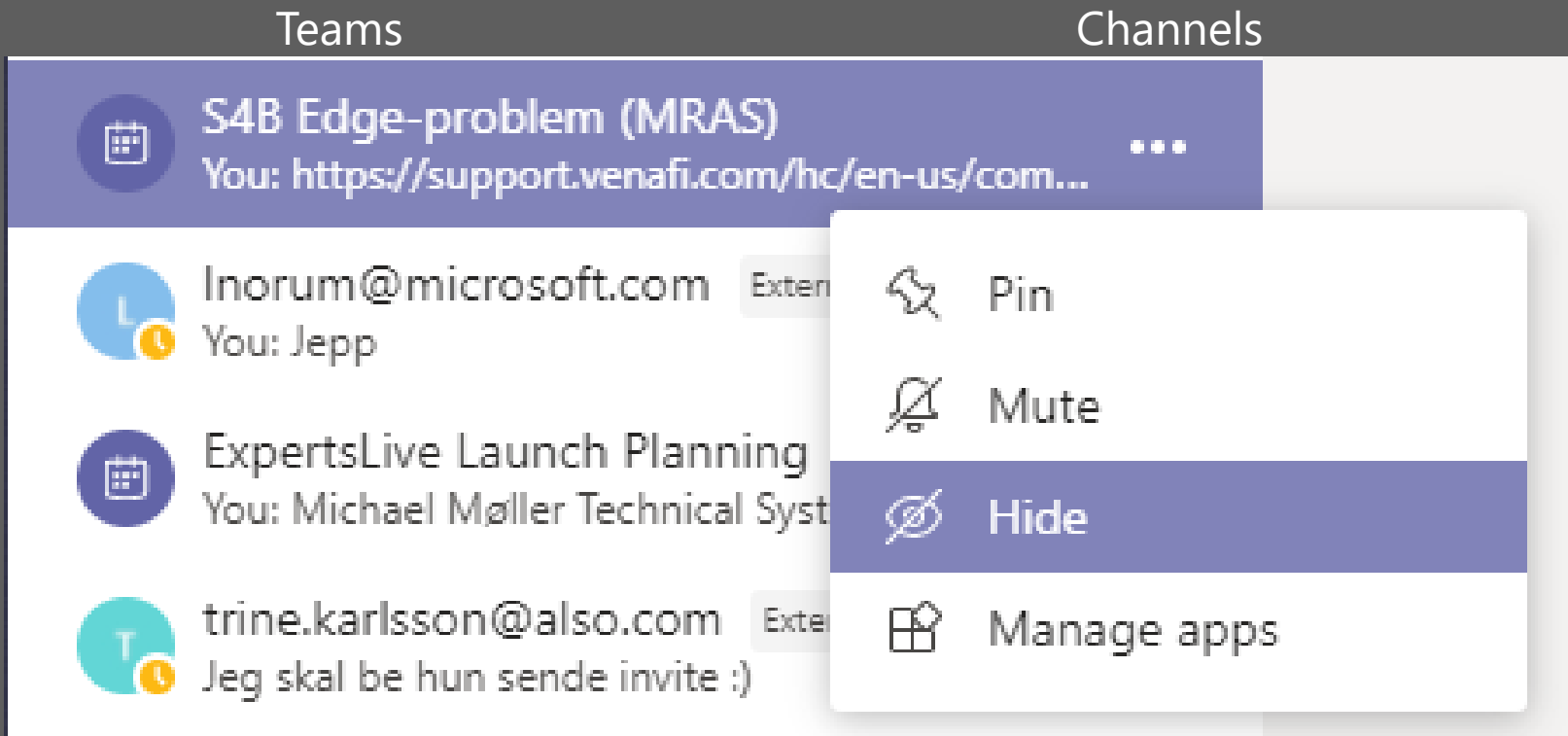


Show members the option to @channel or @[channel name] (this will send a notification to everyone who has favorited the channel being mentioned)



Max 200 channels per Team,  
including deleted channels

# Favorite channels



channel

Max 200 channels per Team,  
including deleted channels

## Private Chat

Ad-hoc conversations

Files are stored in OneDrive

Up to 50 participants

A private chat gets per  
private meeting, chat  
before, during and after  
meeting



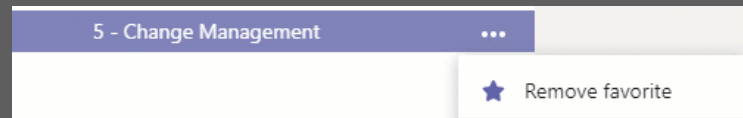
# Teams vs Channels vs private chat

## Teams

You cannot unfollow a Team

Up to 5000 members

## Channels



You still get a notification when someone @mentions your name

You cannot unfavorite the

## Private Chat

Ad-hoc conversations

Files are stored in OneDrive

Up to 80 participants

### ▼ @mentions

Choose who can use @team and @channel mentions

Show members the option to @team or @[team name] (this will send a notification to everyone on the team)

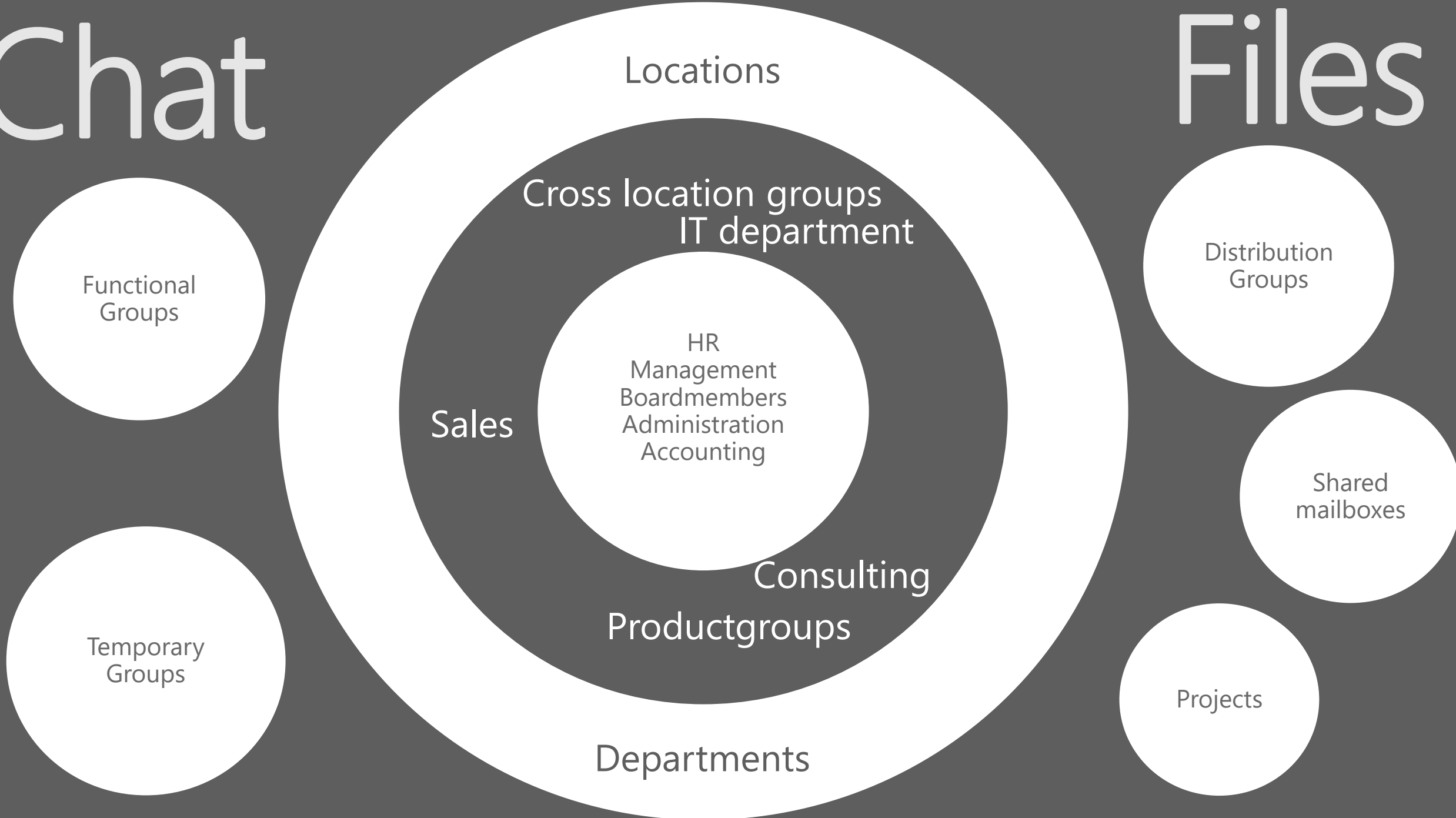


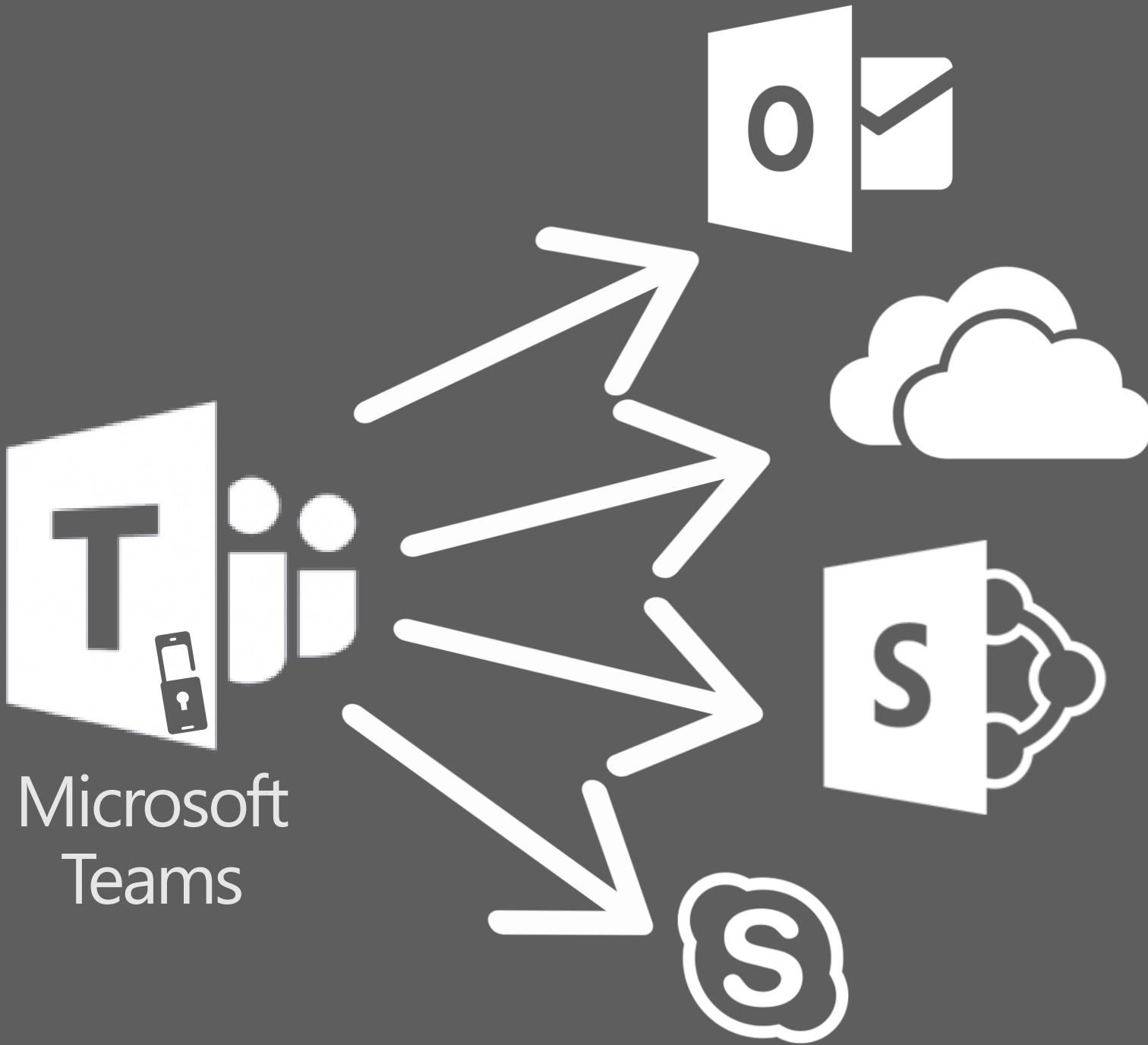
Show members the option to @channel or @[channel name] (this will send a notification to everyone who has favorited the channel being mentioned)



# Chat

# Files





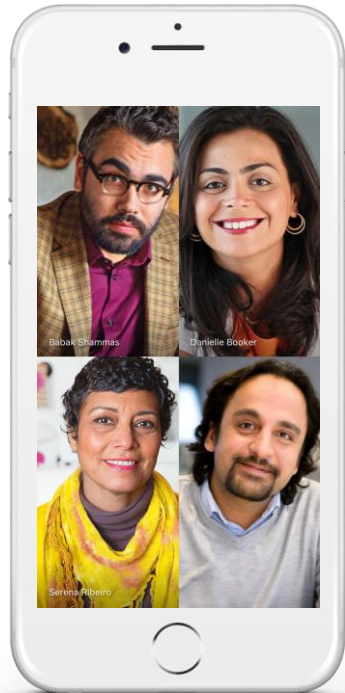
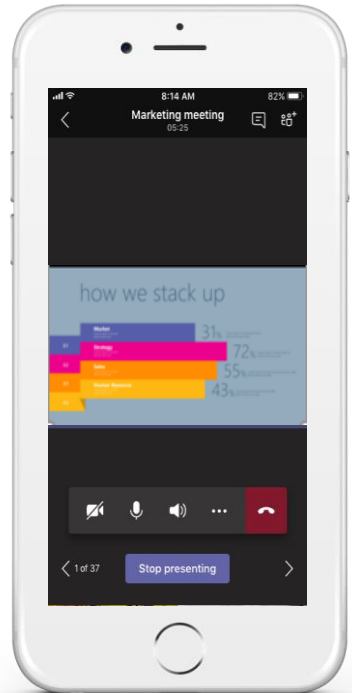


Microsoft  
Teams



Office 365

# Meetings



**Simple & fluid experience across all end points**

Enjoy familiar, consistent experiences across mobile, desktop, web, room devices & desk phones



**Easy to schedule, start and Join**

Start 1:1 or group video calls anytime, or start a meet up in a channel

Schedule channel or private meeting in Teams or using Outlook.

Invite external partners/customers as federated or Guest or by Email (anonymous). Manage meeting lobby.

Web-based join (web-rtc) in Chrome and Edge browsers.

Worldwide coverage, including audio conferencing for 90+ countries.

Communicate broadly with Live Event to 10,000 attendees



**Great on the go experience (mobile)**

Join on-to-go with 1-click, companion join and call me back.

Collaborate via mobile using screen share, live camera feed share, PowerPoint presentation



**Range of platform and devices**

Choose from a room portfolio covering the spectrum of space types from huddle to boardroom.

Includes Surface Hub, Skype Room System, and a range of devices for group and personal use.



New Teams  
Meeting

Teams Meeting

Join Microsoft

tel:+47 21 40 20 75,,14286559#

Ctrl+Click to follow link

+47 21 40 20 75 Norway, Oslo (Toll)

Conference ID: 142 865 59#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#)



This meeting is hosted by CloudWay AS and may be recorded

Join with a video conferencing device

[teams@cloudway.no](mailto:teams@cloudway.no) VTC Conference ID: 123351855

[Alternate VTC dialing instructions](#)



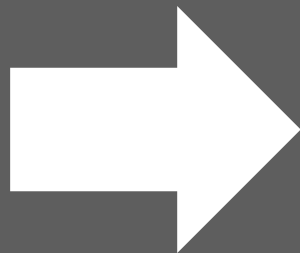
This meeting is hosted by CloudWay AS and may be recorded

---

BlueJeans

pexip









Dashboard



Teams



Devices



Manage Devices



Locations



Users



Meetings



Messaging policies



Analytics &amp; reports



Org-wide settings



External access

Guest access

Teams settings

Teams upgrade



Legacy portal



Call quality dashboard



Firstline Worker configu...

Dashboard \ Teams upgrade

## Teams upgrade

Teams upgrade lets you set up your upgrade experience from Skype for Business to Teams for your users. You can use the default settings or make changes to the coexistence mode and app preferences to fit your organizational needs. [Learn more](#)

### Coexistence mode

Coexistence mode

Notify Skype for Business users that an upgrade to Teams is available.

Islands

**Islands**

Users can use both the Skype for Business and Teams apps.

**Skype for Business only**

Users receive chats and calls and schedule meetings in Skype for Business.

**Teams only**

Users configured in this mode use Teams as their only communication and collaboration tool.

Skype for Business

### App preferences

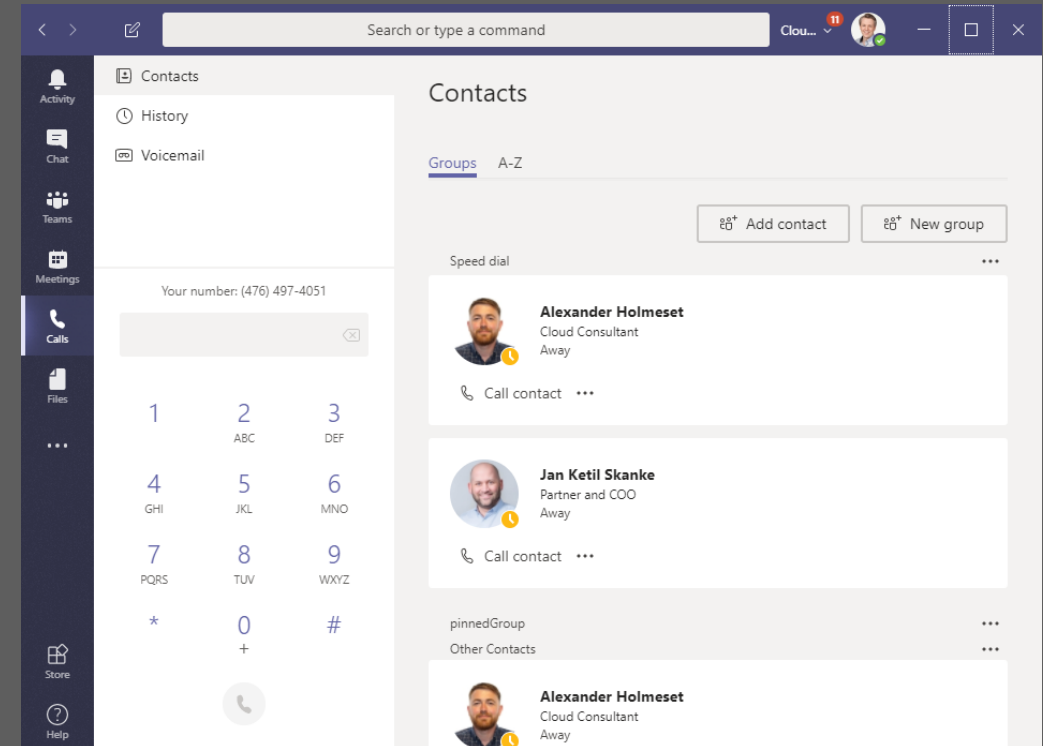
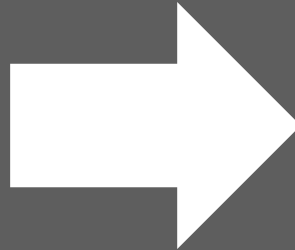
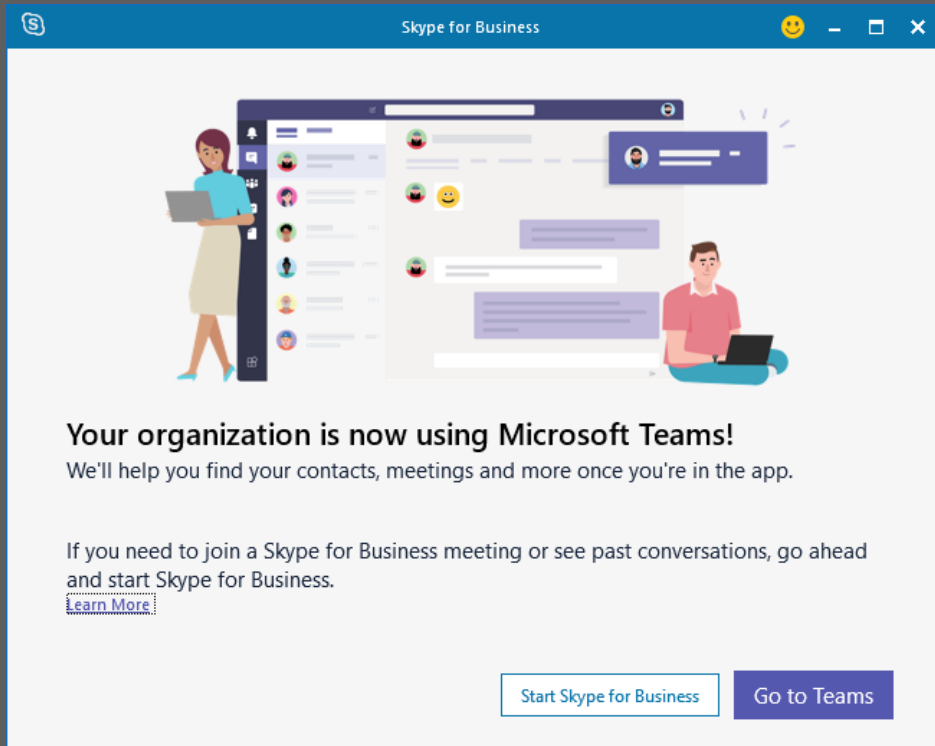
Preferred app for users to join Skype for Business meetings

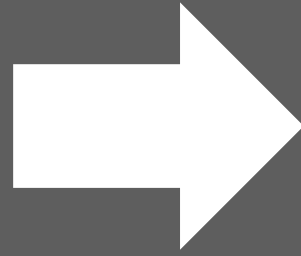
Download the Teams app in the background for Skype for Business users

On

Save

Discard





Federation?

Yes

Telephony in Norway?

Yes

Simple calling queues?

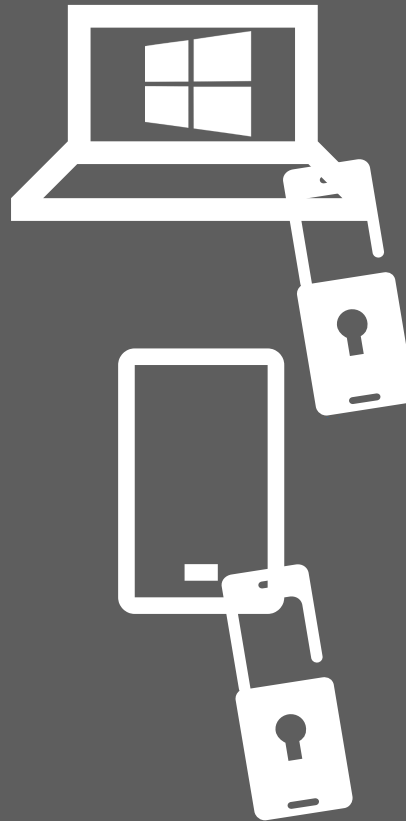
Yes




Microsoft  
Teams


# 2


# UNDERSTAND MODERN IT








 Microsoft 365 admin center


 Home


 Users


 Groups

 Resources

 Billing

 Support

Home  Customize your home



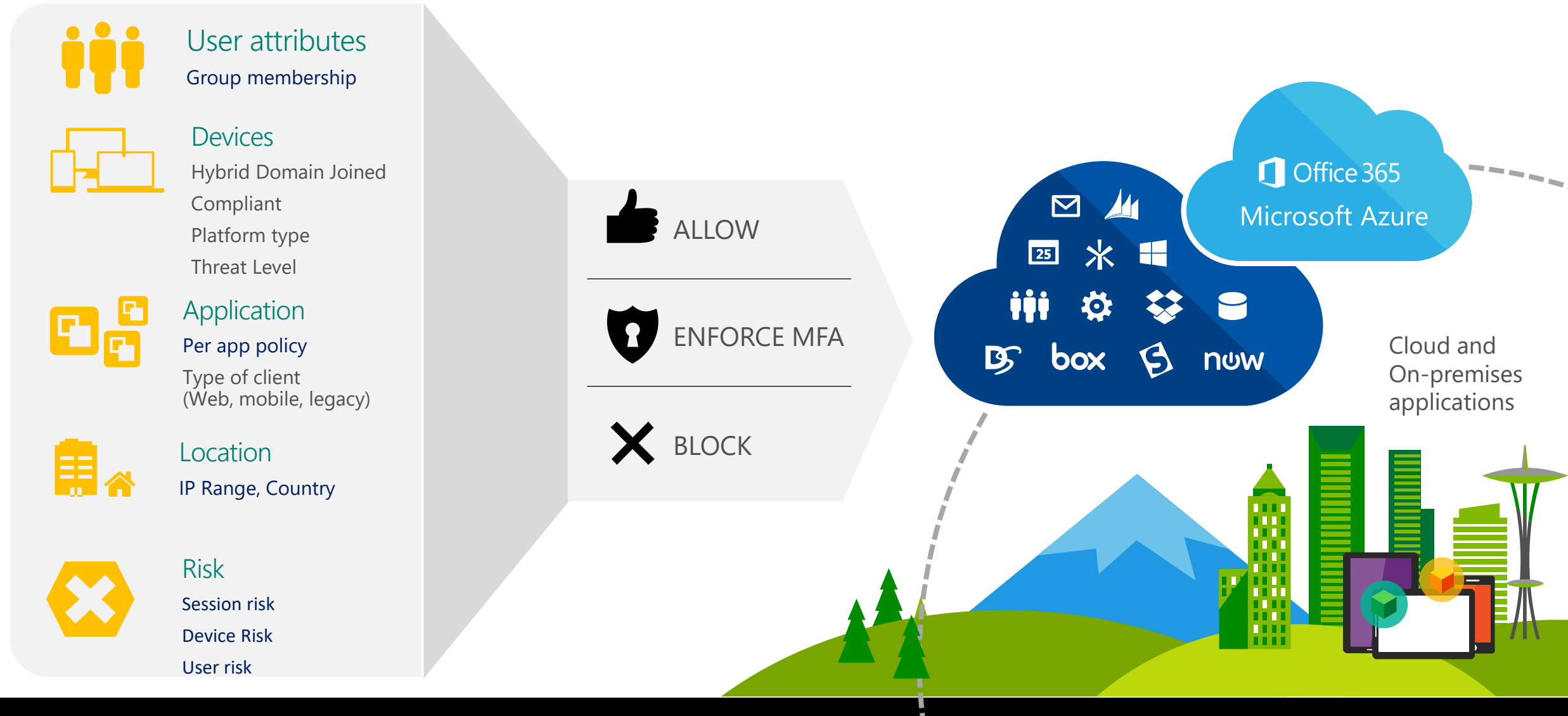
Recommended for you

We recommend that you set passwords to never expire to avoid possible disruption. Currently, passwords expire every 730 days.

[View recommendation](#)

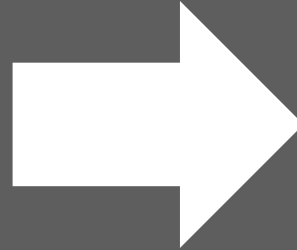
# Step 1 – Securing the Identity / Access

Conditional access, Intune + Azure AD P1

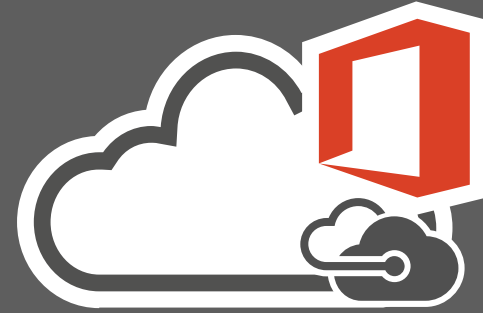




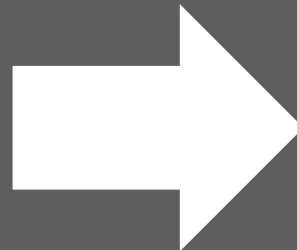
On-premises  
identity



Azure AD Connect  
Hybrid identity



Exchange 2013/2016  
Hybrid server for Exchange attribute management



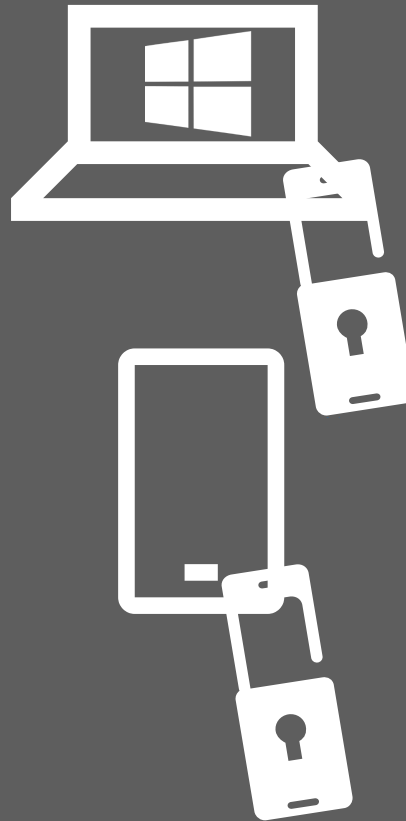
Hybrid Connection  
Wizard, licenses  
the server





# 2

# UNDERSTAND MODERN IT

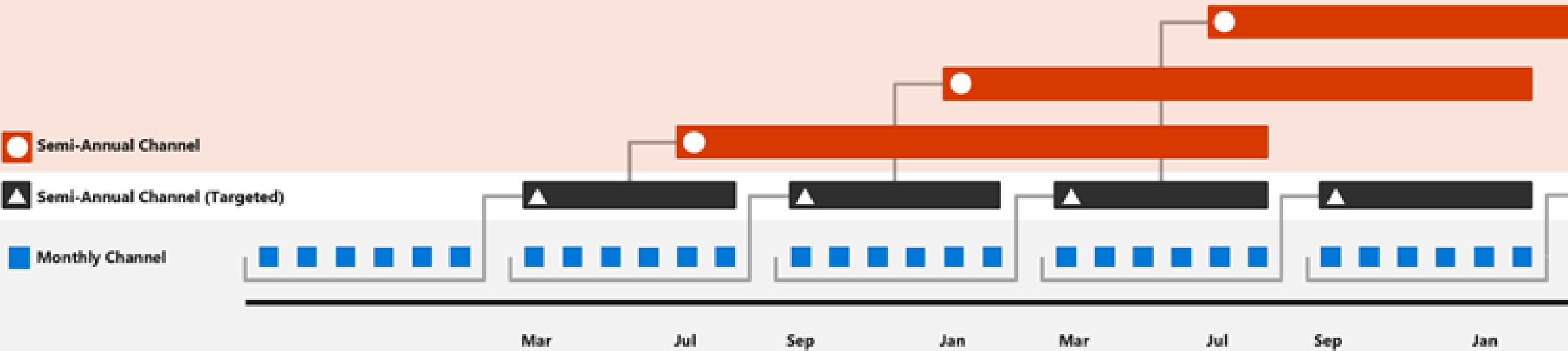


# Step 2 – Control your devices



- Pick n Choose your tools
  - Intune / ConfigMgr / Co-Managed
- Stay Current / Think Modern
  - Servicing
  - Deployment Rings
- Modern Threat Protection
  - Behavior analytics / Advanced Threat Protection
  - Risk Score on Devices

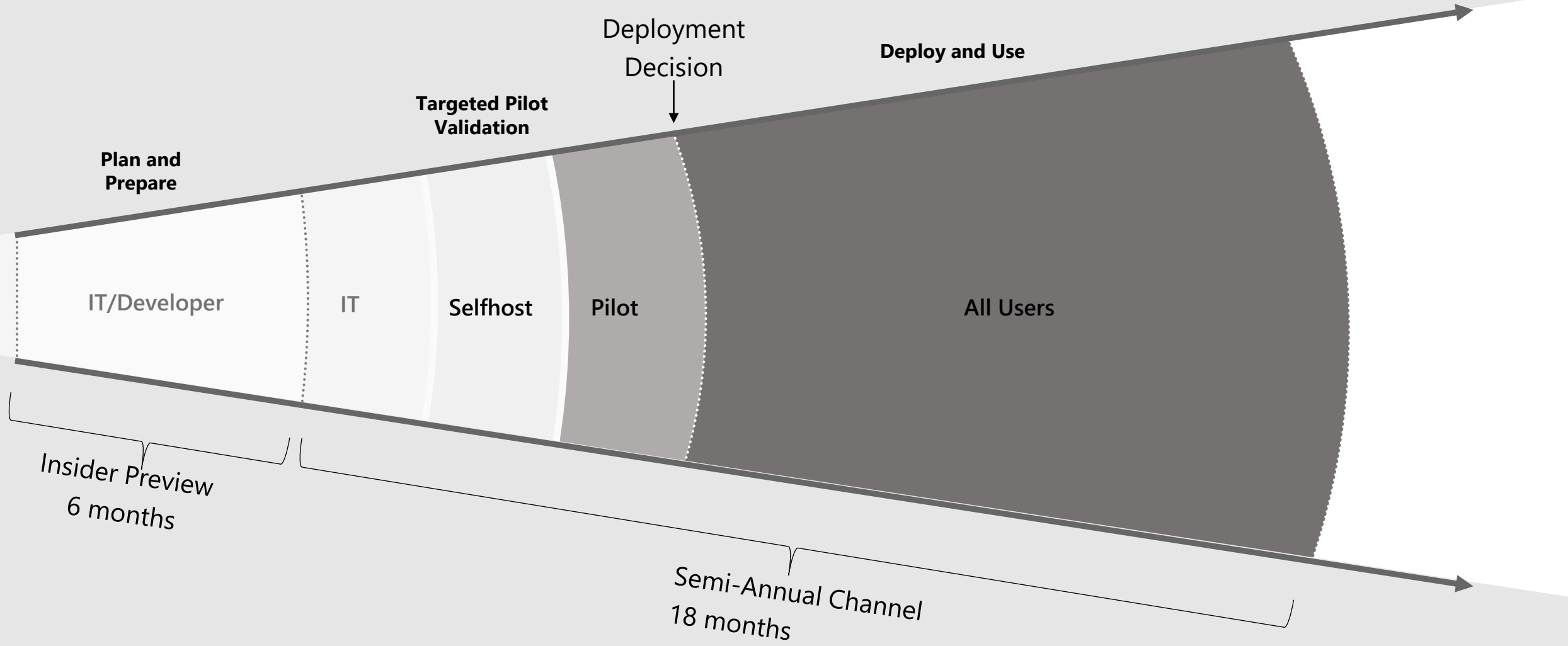
# Office 365 ProPlus Update Model



- Monthly Channel – Monthly feature updates for IT and enthusiasts
- Semi-Annual Channel - Every six months, in January and July for Business pilot
- Semi-Annual Channel (Targeted) – Every six months, in March and September

# Windows as a service

## Internal Deployment rings

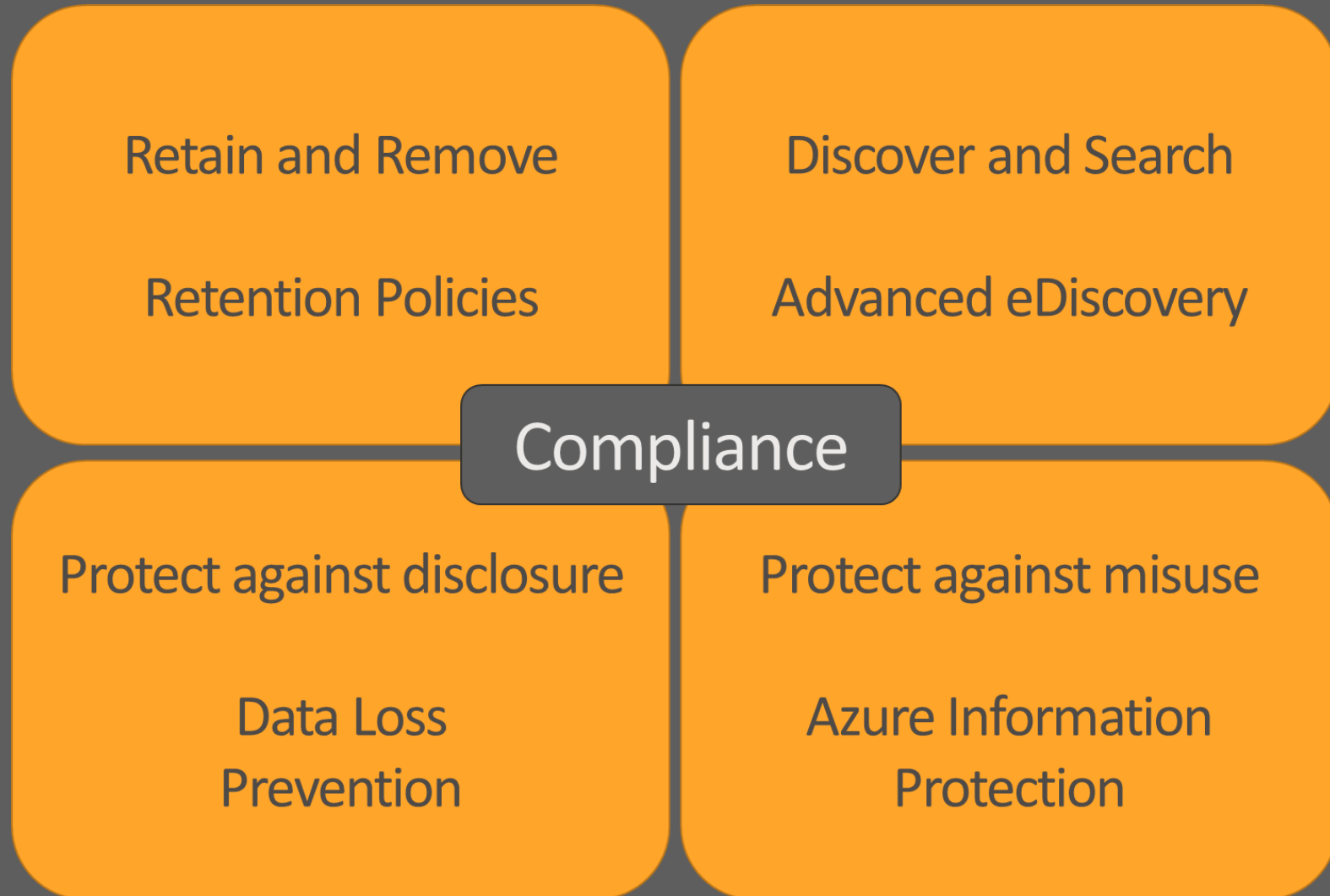


# 2

# UNDERSTAND MODERN IT



# Step 3 – Control your data



Mobile Application Management, Intune

Microsoft 365

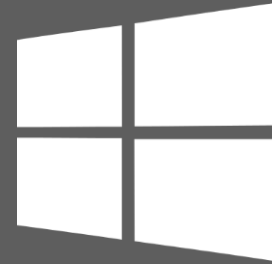
# Microsoft 365



Intelligent  
Communication



Controlled  
access



Always  
up to date



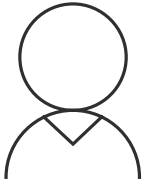
# Microsoft 365 SKU's

SKU= Stock-Keeping Unit

Defines a specific business product the Microsoft sells

# Microsoft 365 Business

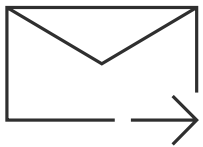
Office 365



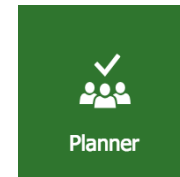
300



1TB

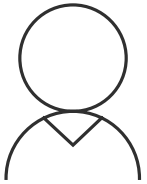


Plan1



# Microsoft 365 Business

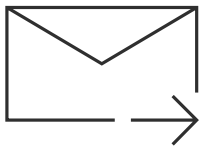
Office 365



300



1TB



Plan1

Office 365 ATP+

100 GB Exchange Archiving

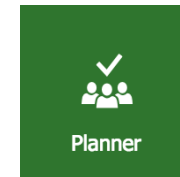
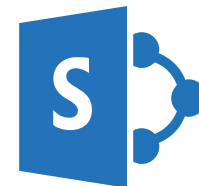
Office 365 Data Loss Prevention

Litigation Hold

eDiscovery

Compliance Manager

Data Subject Requests

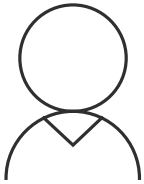


# Microsoft 365 Business

Office 365

EMS

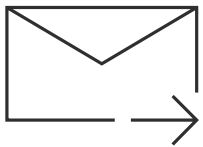
Windows 10



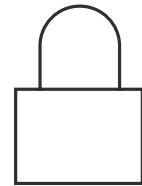
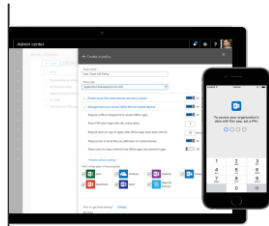
300



1TB



Plan1



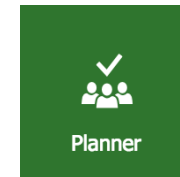
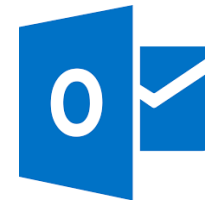
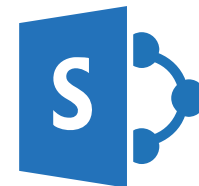
Microsoft  
Intune

Azure Information Protection P1+  
Intune app protection

Windows 10 Business

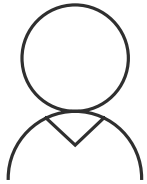
Just a glorified Windows 10 Pro

Windows Exploit Guard Enforcement

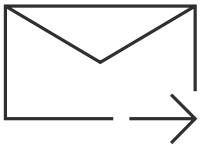


# Microsoft 365 E3

## Office 365

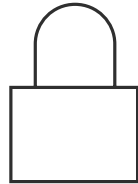


Unlimited



Plan2

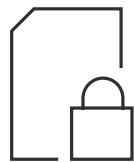
## EMS



Microsoft  
Intune

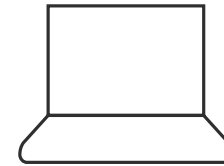


Conditional  
Access, Azure  
AD Premium P1



Azure  
Information  
Protection P1  
(RMS)

## Windows 10



Windows 10  
Enterprise



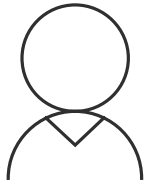
Device Guard,



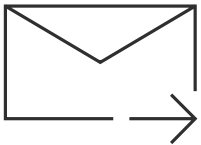
Credential Guard

# Microsoft 365 F1

## Office 365

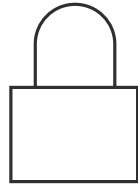


Unlimited



Office Online  
Exchange Online K1  
SharePoint Online K1  
Skype for Business Online  
Plan 1

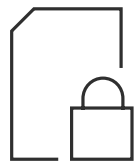
## EMS E3



Microsoft  
Intune

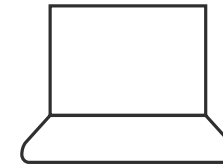


Conditional  
Access, Azure  
AD Premium P1



Azure  
Information  
Protection P1  
(RMS)

## Windows 10 E3



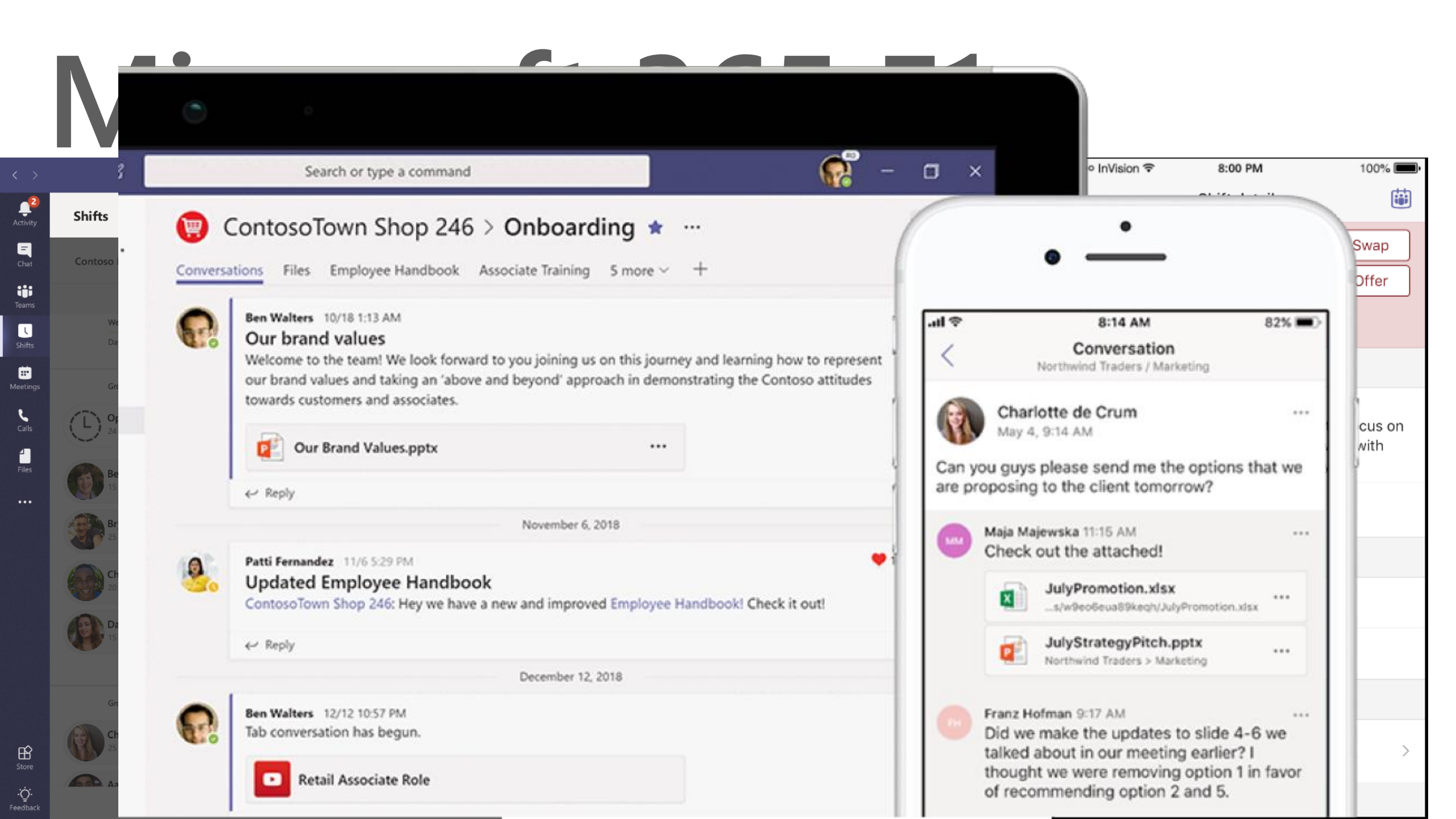
Windows 10  
Enterprise



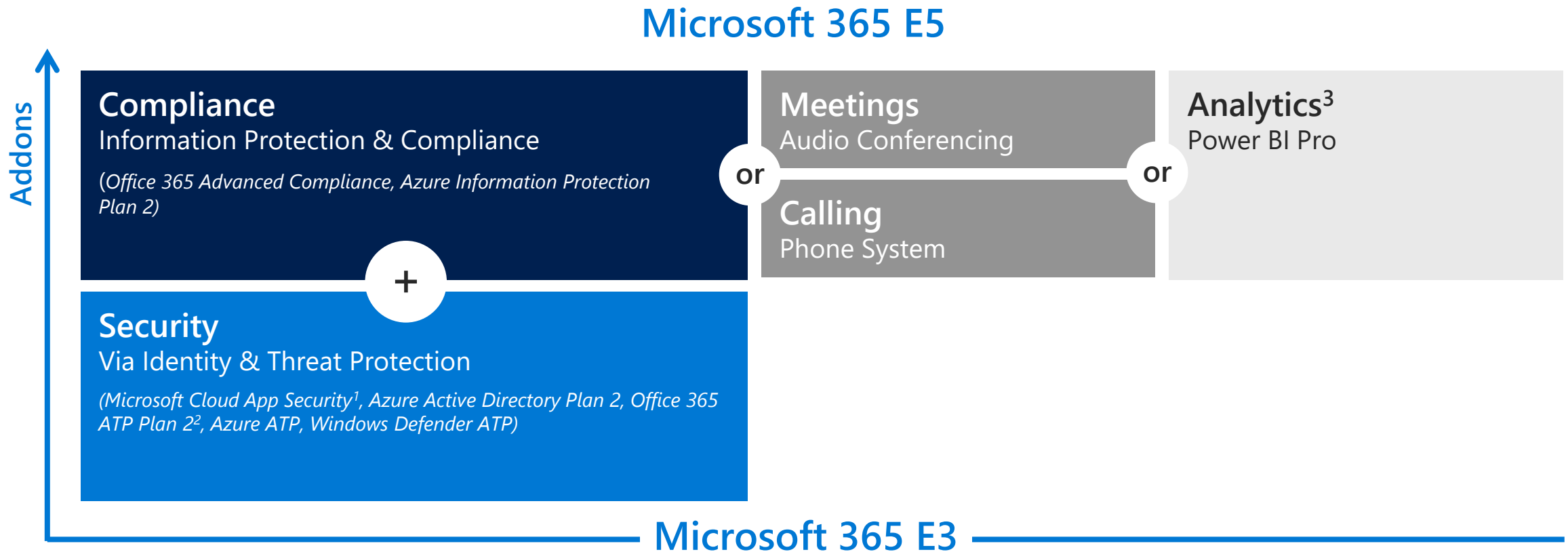
Device Guard,



Credential Guard



# Microsoft 365 E3 addons



<sup>1</sup> Consolidates O365 CAS and MCAS value

<sup>2</sup> Consolidates O365 Threat Intelligence and O365 ATP Plan 1 value

<sup>43</sup> MyAnalytics is now included in all O365 E3 and M365 offerings



# Advanced Threat Protection (ATP)

## Office 365 ATP

ATP Safe Attachments  
ATP Safe Links  
ATP anti-phishing  
ATP for SharePoint, OneDrive,  
and Microsoft Teams  
Attack Simulator

## Windows Defender ATP

Attack surface reduction  
Endpoint detection and  
response  
Automated investigation and  
remediation  
Secure score  
Advanced hunting  
Management and APIs  
Microsoft Threat Protection

## Azure ATP

**Monitor** users, entity behavior,  
and activities with learning-  
based analytics

**Protect** user identities and  
credentials stored in Active  
Directory

**Identify** and investigate  
suspicious user activities and  
advanced attacks throughout  
the kill chain

**Provide** clear incident  
information on a simple  
timeline for fast triage

CloudWay

Microsoft 365 security

☰

Home

Alerts

Monitoring & reports

Secure score

Hunting

Classification

Labels

Label policies

Sensitive info types

Label analytics

Policies

Permissions

More resources

## Policies

Set up policies to manage devices, protect again

Policy type

Alert (2)

Office 365 alert

Cloud App Security

Device (3)

Device security (Office 365)

Device configuration

Device compliance

Threat protection (6)

Anti-malware (Office 365)

ATP anti-phishing (Office 365)

ATP safe attachments (Office 365)

ATP safe links (Office 365)

Anti-spam (Office 365)

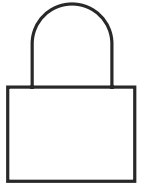
DKIM (Office 365)

# Microsoft 365 E5

## Office 365

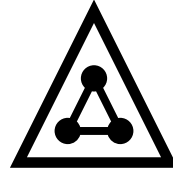


Phone System  
Audio Conferencing



Advanced Threat  
Protection, Office 365  
Threat Intelligence, E-  
Discovery

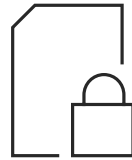
## EMS



Azure AD Premium  
P2, Risk Based  
Conditional Access

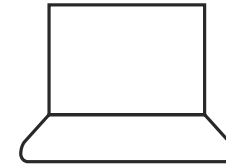


Cloud App  
Security

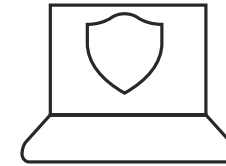


Azure  
Information  
Protection P2  
Automation

## Windows 10



Windows 10  
Enterprise



Windows Defender  
Advanced Threat  
Protection

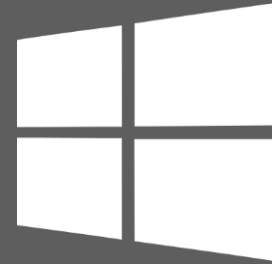
# Microsoft 365



Intelligent  
Communication



Controlled  
access



Always  
up to date

# Learn change management in a Teams context

Reduce internal emails

Chat etiquette

A way to get started with SharePoint Online

Re-invent how to do meetings

Teams vs Channels

Reduce technology barriers for telephony and video meetings

# <https://aka.ms/AdoptionCert>



## Microsoft Service Adoption Specialist

Learn how to drive adoption of cloud services from Microsoft to enable business outcomes



**Meet the instructors**



**Brandon Neeb**

Content Developer  
Microsoft



**Karuana Gatimu**

Principal PM Manager  
Microsoft

Self-Paced

**Enroll Now**

☐ I would like to receive email from Microsoft and learn about other offerings related to Microsoft Service Adoption Specialist.

**Microsoft 365 is not just a  
licensing model, it is the toolbox  
to deliver secure productivity**

Key takeaways

# Microsoft 365



Ståle Hansen, CloudWay

CEO, Principal Cloud Architect, MVP

<https://cloudway.no>