



When to Use & How to Manage Microsoft Teams & Office 365 Groups

Answers to commonly asked questions, practical
guidance, and management considerations

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INTRODUCTION



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This guide was last updated in December of 2017. Depending on product updates rolled out by Microsoft since that time, some Office 365 features may have evolved or changed. We will strive to keep this content as up-to-date as possible, so please check back regularly for new editions.



Office 365 means many things to many people:

- Email and calendar (Exchange Online)
- File storage and sharing (OneDrive for Business)
- Instant messaging, meetings, and conferencing (Skype for Business)
- Intranet and team sites (SharePoint)
- Enterprise social (Yammer)
- And so much more...

In the past few years, Microsoft has introduced many new apps into Office 365 designed to help customers quickly grasp their digital workplace strategy.

However, as these features evolve quickly, organizations are trying to understand the best business scenarios for each function as well as how to effectively manage Teams and Groups in order to address content sprawl and security concerns.

AvePoint's Guide to Microsoft Teams & Office 365 Groups provides **clear answers to the most commonly asked questions:**

- What is Microsoft Teams? What are Office 365 Groups?
- When should you use Microsoft Teams and Office 365 Groups?
- When should you continue to use existing Office 365 services such as Exchange Online, Yammer, and Skype for Business?
- What are the top Teams and Groups concerns for Office 365 admins?
- What Microsoft and third-party solutions help alleviate these concerns?

Whether you're a business leader or an IT professional trying to get a grasp on the latest Office 365 features, this guide is for you. This guide aims to help you:

- Articulate the differences between various Office 365 tools and provide guidance for your end users
- Lead the discussion about what Teams and Groups means for your organization, and how they fit into your Office 365 roadmap
- Be (better) prepared to facilitate and manage the usage of Teams and Groups by following tips and tricks from Microsoft or deploying third-party solutions

CHAPTER 1

What are Office 365 Groups



Chapter 1 Takeaways

- Why are Office 365 Groups necessary?
- What are Office 365 Groups?
- How can your users get the most from Office 365 Groups?
- Why are Office 365 Groups necessary?
- What are Office 365 Groups?

What are Office 365 Groups?

Let's start with the official [definition by Microsoft](#):

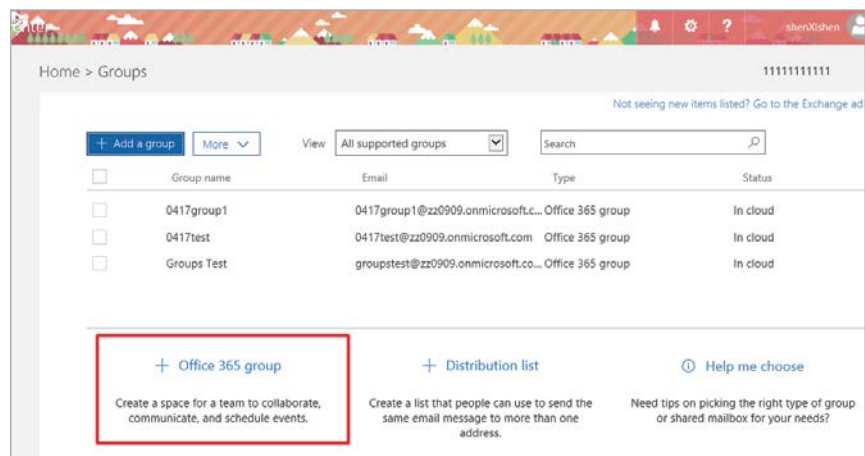
"Groups in Office 365 let you choose a set of people that you wish to collaborate with and easily set up a collection of resources for those people to share. You don't have to worry about manually assigning permissions to all those resources because adding members to the group automatically gives them the needed permissions to the tools your group provides."

Two factors make Office 365 Groups different from previous Microsoft technologies:

1. End users are able to set up the service themselves without the need for IT intervention
2. The dynamic nature of Office 365 Groups and how they work with other Microsoft collaboration technologies (see page 9).

At this point you may be wondering what's the difference between Office 365 Groups and Azure Active? Or the old-fashioned distribution list? Or SharePoint, even?

To start answering these questions, let's take a step back and look at why Microsoft created Office 365 Groups in the first place. Let's focus on the societal changes that demand workplace technologies be self-service and dynamic.



Office 365 Groups in Office 365 Admin Center

Changes in the Way We Work

Business is increasingly happening beyond traditional organizational hierarchies. According to a Microsoft US survey in 2014, information workers find themselves belonging to twice as many cross-departmental teams as 2009. This means that cross-functional (and even external) collaboration is happening at a much higher volume and faster pace.

The way collaboration technologies were originally provisioned and managed put the IT department (almost) completely in control. This equated to a heavier workload for the IT helpdesk and support teams.

It also meant user frustration and reliance on “shadow IT”—unsanctioned applications and devices.

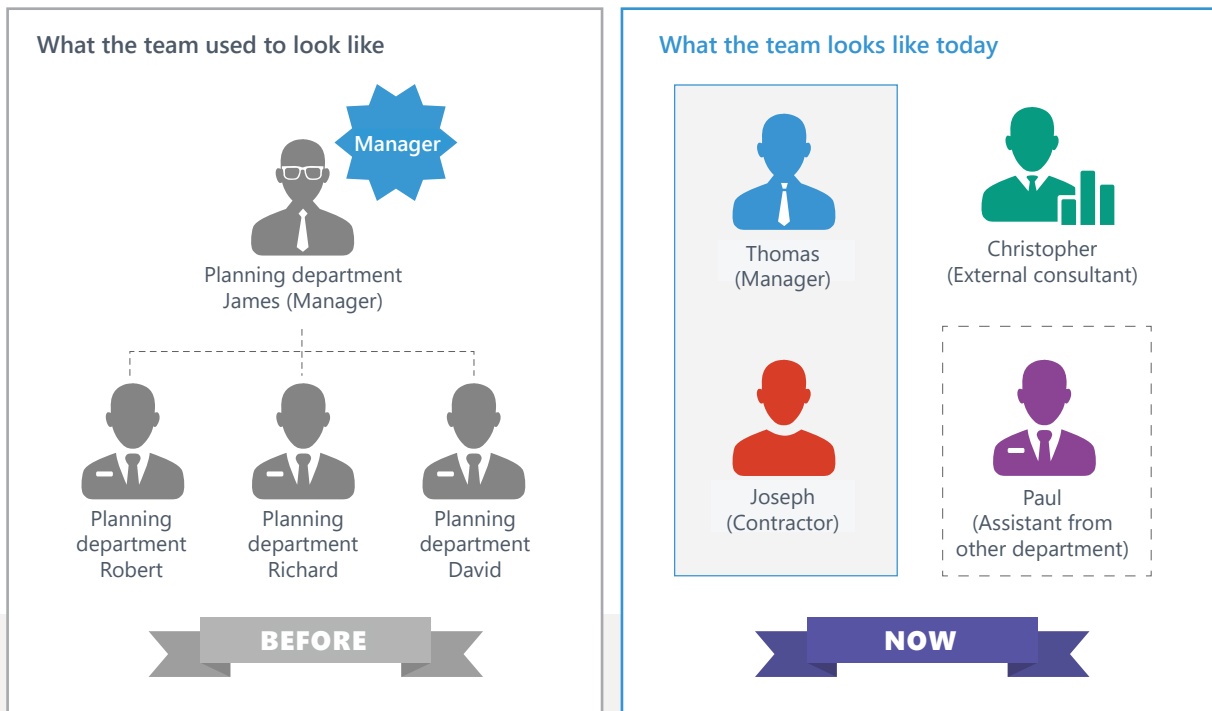
This created significant regulatory and compliance risks involving sensitive corporate information.

In the past, IT administrators were in control of opening the gates to team collaboration.

However, IT cannot keep track of, and be held accountable for, the changes in roles and associations within the organization using classic top-down permission structures.

Now, users are empowered to grab whatever tools they need to work together as a group and even form and disband those groups as they see fit.

Modern teamwork—beyond traditional organizational hierarchies



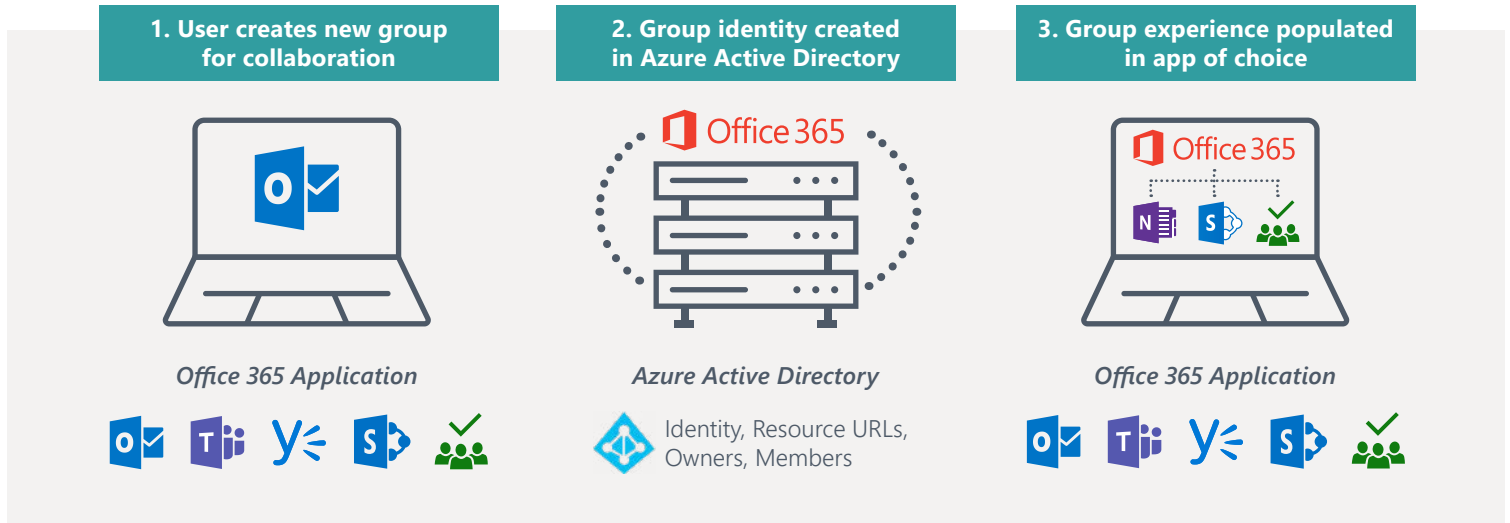
- Fewer changes in team membership
- Most work is done in-house
- Team members belong to same department

- Frequent changes in team membership
- Increased collaboration with external partners
- Members from cross-functional departments coming together as teams

Office 365 Groups Enable Self-Service Collaboration






Office 365 Groups are designed to enable self-service, dynamic collaboration that streamlines the traditional organizational hierarchy—the perfect answer to the way we work today.

Basically, Office 365 Groups are a collection of people who need to work together, internally or externally, with appropriate transparency and the right collection of tools.



Office 365 as a membership service via [Microsoft Office blog](#)

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

	Outlook	Shared mailbox and calendar
	SharePoint Online	Team site and document library
	Planner	Task management
	OneNote	Note taking
	Teams	Chat-based workplace (see page 12)

In the past, the IT department had to grant and manage permissions for these workloads separately.

This would take administrators a significant amount of time to configure. Office 365 Groups now combines these repetitive tasks into one.

Office 365 Groups



The advantage for IT departments is clear: By gathering identities into Groups in Azure Active Directory, permissions management is now simplified.

IT departments can expect to see a decrease in repetitive help desk requests and the associated operational costs.

Furthermore, the advantage for end users is clear... they can create the collaboration services and workspaces they need, whenever they want it, and without asking the IT department for help.

Since it's easy to create new Groups, Group sprawl might become a problem. In chapter four, we'll examine this challenge and possible solutions to address it.

Empowering Users to Create Groups for Easy Collaboration

I have finished proofreading the new product catalogue created by our external agency... let me email it to everyone...



I've got 3 different versions of the catalogue back in email and now need to collate changes from everyone... Why can't we work off the same team site and co-author instead? I've requested IT give access to our external agency but still haven't heard back...



Team Members involved in product catalogue include, Myself and Robert; David from marketing department; Richard from general manager's office; and Christopher from our external agency...



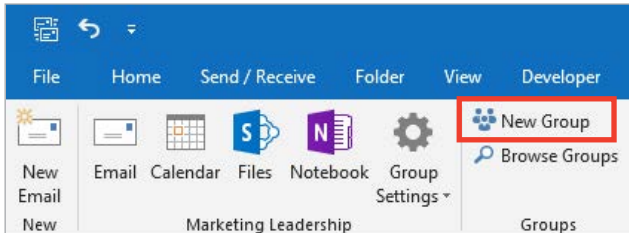
Let me add everyone to an Office 365 Group... then we can share and collaborate on files easily!

How Office 365 Groups enables instant collaboration

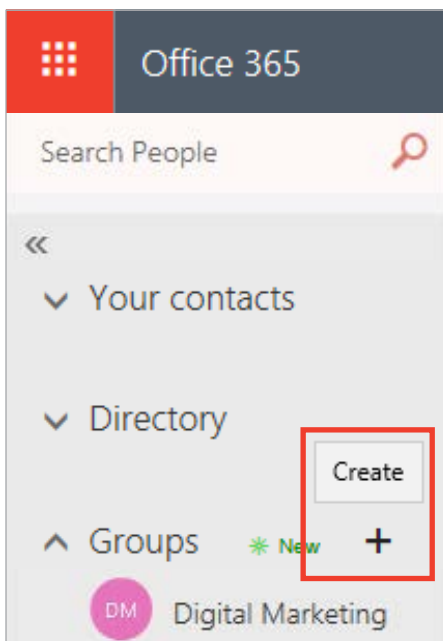
The Many Ways to Create an Office 365 Group

USERS

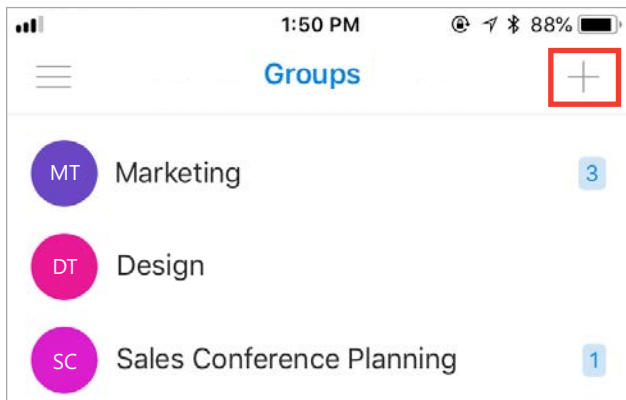
1. Click on the toolbar area of Microsoft Outlook



2. Office 365 People View

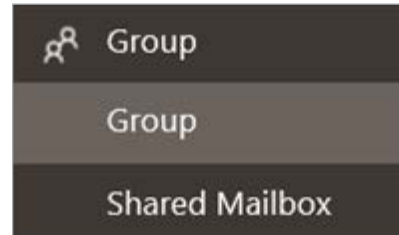


3. Mobile App



ADMINISTRATORS

1. Create using Office 365 Admin Center



2. PowerShell: New-UnifiedGroup-DisplayName

Name the new Group, add a description and choose the privacy setting carefully

A screenshot of the 'Create a group' form in the Office 365 Admin Center. The form includes fields for 'Choose a name', 'Add a description', and 'Privacy'. The 'Privacy' dropdown menu is highlighted with a red box, showing the option 'Public - Anyone can see what's inside'. Other options visible include 'Language for group-related notifications' and a checkbox for 'Send copies of all group messages and events to members' inboxes'.

Beware the privacy setting if your new Group will contain confidential or sensitive information. Please see Chapter 4 for details on the different options and what they mean.

What Comes With Office 365 Groups?



Share OneNote Notebook

This is one of many ways to create a new Group

Shared calendar

Members can add different applicators into the new Team Site, which are accessible to all Group members.

Send your new Group an email

Can access Groups in Outlook and view conversations

Sharing of files in OneDrive for Business

Connects with other applications

Start a conversation

Add to the team site

Share files

Connect your apps

Office 365 Planner

Automatically creates Planner for task management

GT Group Test

Status

1 task left

Members

0

Unassigned

Cathy Geng

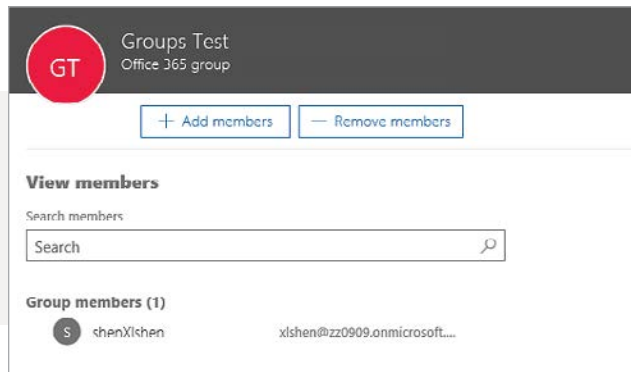
0 Not started

0 Late

1 In progress

0 Completed

How Does Office 365 Groups Membership Work?



Changing the membership of a Group via Office 365 Admin Center

End users can join a Group in one of two ways:

1. Adding themselves to existing public Groups
2. Being invited by a Group owner to join

There are two types of memberships in Office 365 Groups: the Owner and Member. The person who created a Group automatically becomes the Owner. A Group owner has the rights to add or delete members, and also can grant owner-level permissions to members.

For a full overview of Groups membership and permissions, please see page 20.

What to do with Inactive Office 365 Groups?

To optimize your Office 365 deployment, Groups that are no longer in use should be deleted.

It's important to note, however, that all associated services and data that came with the Group (such

as SharePoint and OneNote) will be deleted when a Group is deleted. Given that end users have the power to delete a Group and all the data within it, IT departments will need to put the right policies in place to avoid improper or accidental deletions.

Ideally, lifecycle management should be applied to Groups, much like other enterprise applications. Policies should be set beforehand, which then triggers inactive Groups to be archived or deleted depending on business rules. Before archival or deletion, users should be alerted and provided the opportunity to re-certify the Groups in question.

For a more detailed discussion of Groups lifecycle management, please see Chapter 4.

NEXT STEPS



Further Reading

AvePoint Blog: [What are Office 365 Groups ? Back to the basics.](#)



Task to Work On

Determine how many Office 365 Groups in your organization have been inactive for 6 months or more.



Question to Ask

What is the consequence of having too many inactive Office 365 Groups?

CHAPTER 2

What is Microsoft Teams



Chapter 2 Takeaways

- *What is Microsoft Teams? How does it differ from Office 365 Groups?*
- *What functionalities does Microsoft Teams provide? How does it enable dynamic collaboration?*
- *How do you create a Microsoft Team?*

What is Microsoft Teams?

Microsoft Teams is a chat-based workspace that leverages Office 365 Groups membership and Office 365 collaboration features.

Microsoft introduced Teams as:

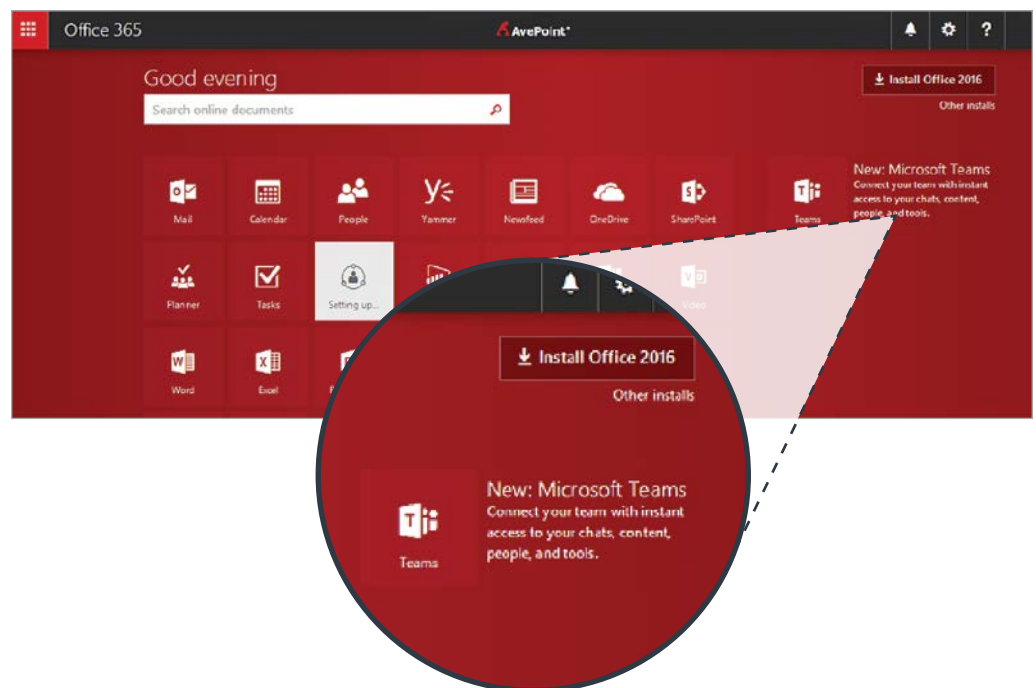
- A hub for teamwork
- A modern chat experience for today's teams
- A customizable workspace

There are three different access points for Teams—desktop app (Windows and Mac OS), mobile app (iOS, Android, and Windows Phone), and web app.

From the last chapter, we learned that once a new Group is created, a dedicated instance of a shared mailbox, Team Site, Planner, and document library are also created.

Teams is often referred to as a “hub” for Groups collaboration because the Office 365 Groups services can be easily accessed through tabs on the Teams interface.

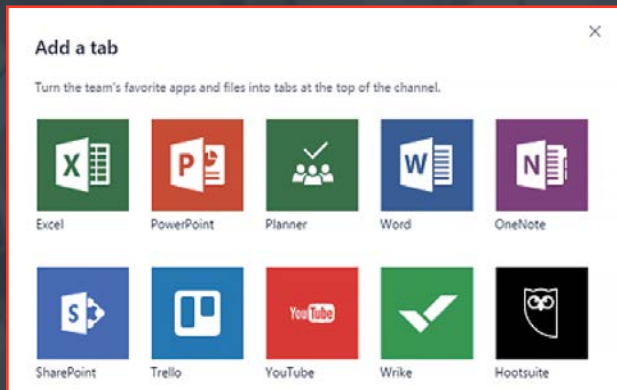
Let's take a closer look at the Teams app, the other Microsoft technologies with which it integrates, how it facilitates collaboration, and how to set it up for your organization.



How end users download Microsoft Teams from their Office 365 home page

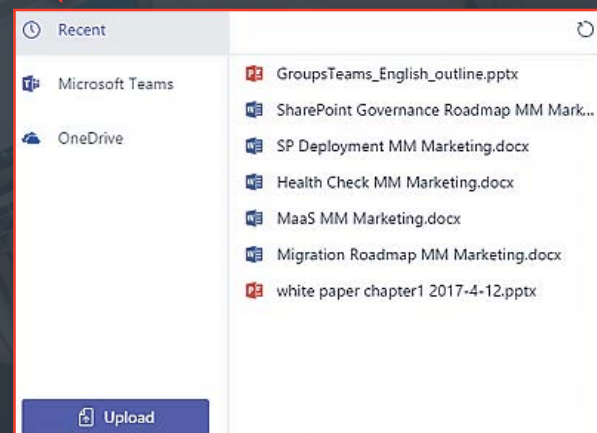
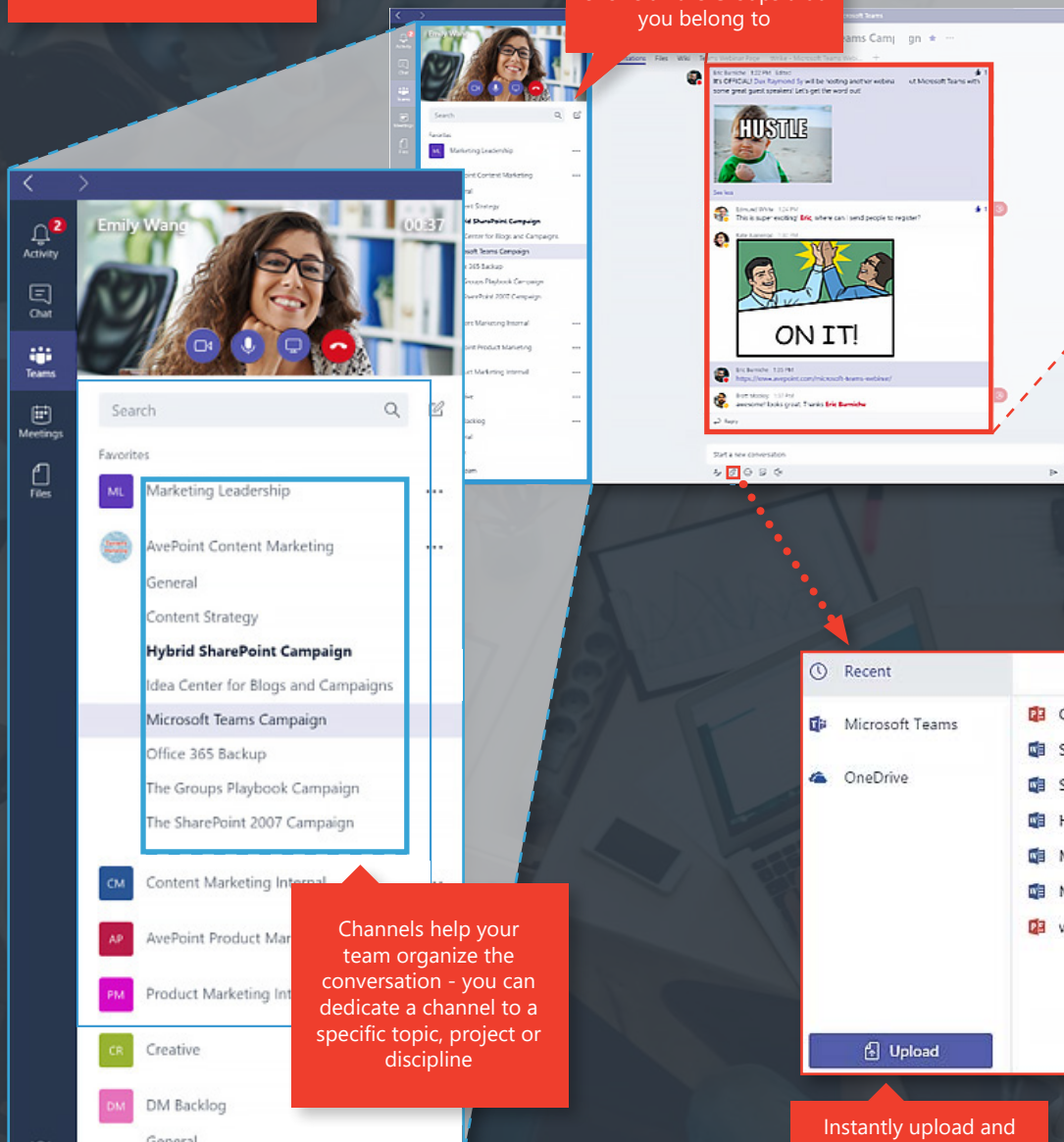
Tour of Microsoft Teams

Central repository of files



Microsoft Teams offers rich integration with some of the most commonly used applications

Left hand side panel shows all the Groups that you belong to

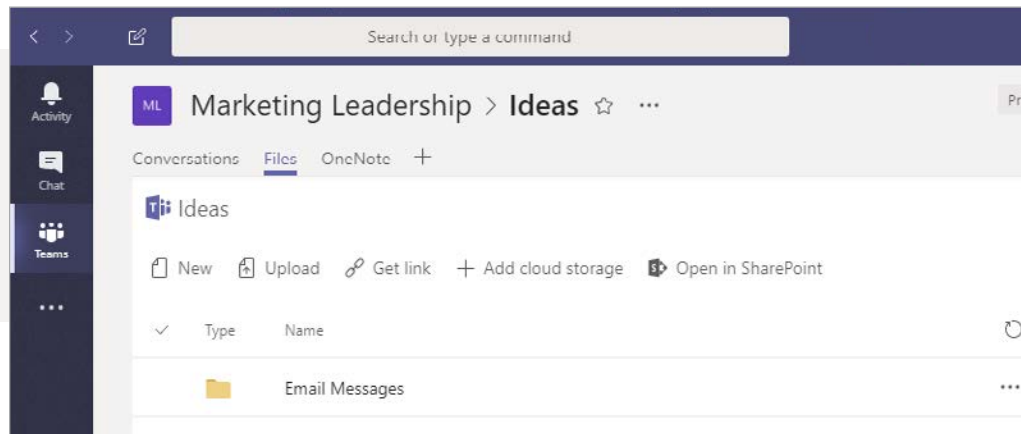


The Advantage of Microsoft Teams

Information sharing, all in one location

Help team members easily collaborate and co-author via a highly visible central location where all files and notes are stored.

Application integration also surfaces external information into this workspace and facilitates conversations around your line of work!

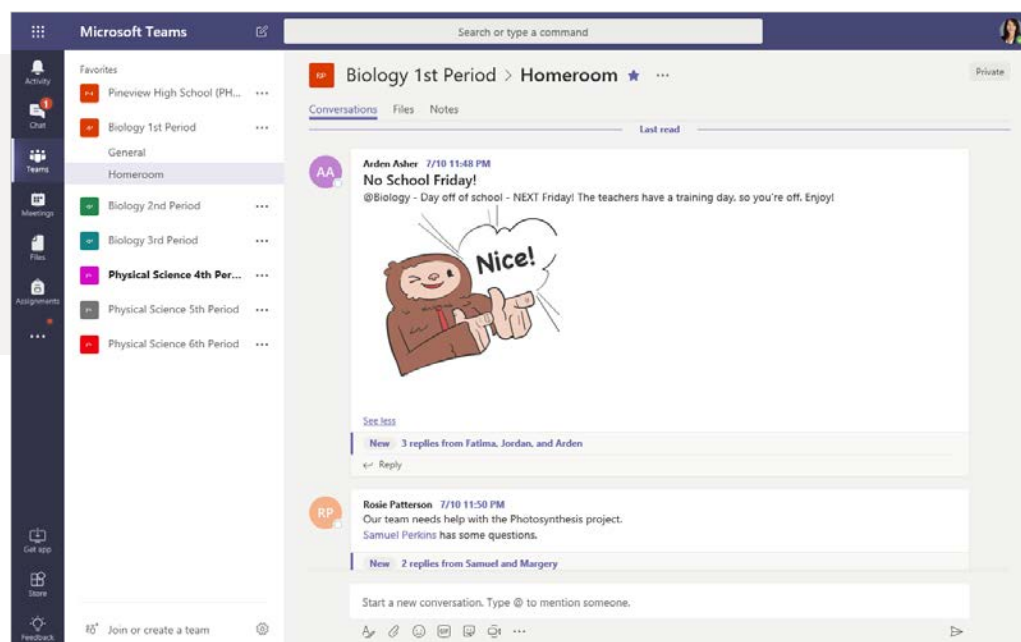


Find what you need, faster!

Save time looking for files that you may have received via Skype for Business, or linked from SharePoint or OneDrive that you received but lost...

Flexible Messaging & Meeting

Team conversations are visible to all members, prompting quick responses and collaboration. The integration with Skype for Business enables chat, voice or video communications with one or multiple team members.



Communicate Better

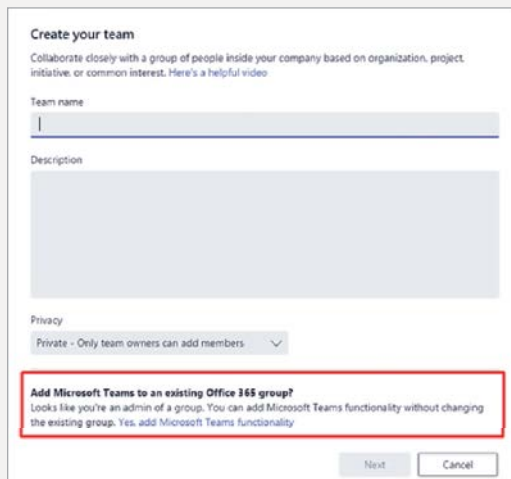
Launch a meeting via a single click. For instance, an idea raised in chat can be followed up with a handful of team members via voice or video calls

How do I Activate Teams for My Organization?

If your organization is on an Office 365 Enterprise Plan (E1•E3•E5)* or Business Plan (Essentials•Premium), Microsoft Teams is available to you at no additional cost, and it's ready for your use today!

Teams is switched on at the tenant level by default. This means your Office 365 users can download Teams onto their desktop or mobile device, see the Groups that they belong to, and start collaborating. No further activation is required.

How Do I Create New Teams?



Teams do not exist without Groups—they are intrinsically linked to the membership service that Groups provide. So, to create a new Team you can choose one of two pathways:

1. Create a new Team from Microsoft Teams interface. Then click the “Create Team” button in the desktop, mobile or web app interface of Microsoft Teams.
2. Create a new Office 365 Group (revisit Chapter 1 for ways to create new Groups), then connect it to Microsoft Teams. Click the “Create Team” button. Select the “Yes, add Microsoft Teams functionality” to search for your new Group.

Note: All features that come with Office 365 Groups will be created for your new Team.

Creating a new Team from Microsoft Teams Interface

NEXT STEPS



Further Reading

AvePoint Blog: [Office 365 Groups vs Teams: How To Successfully Deploy Both](#)



Task to Work On

Create a new Team and invite your colleagues to join. Download the Teams mobile app.



Question to Ask

How can you maximize the value your organization gets from Teams?

CHAPTER 3

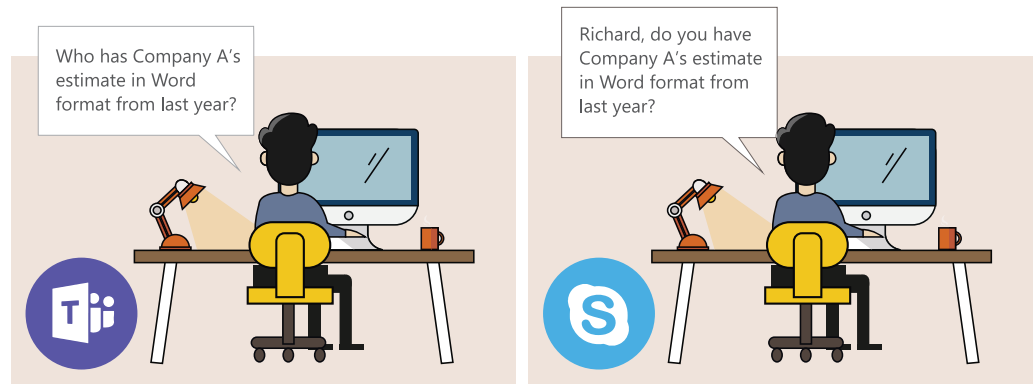
What Tool Should I Use When?




Chapter 3 Takeaways

- Comparison of Microsoft Teams to Skype for Business, Yammer, and Outlook
- Advantages of each tool—analyzed by the speed, scope and mode of communication

Microsoft Teams vs Skype

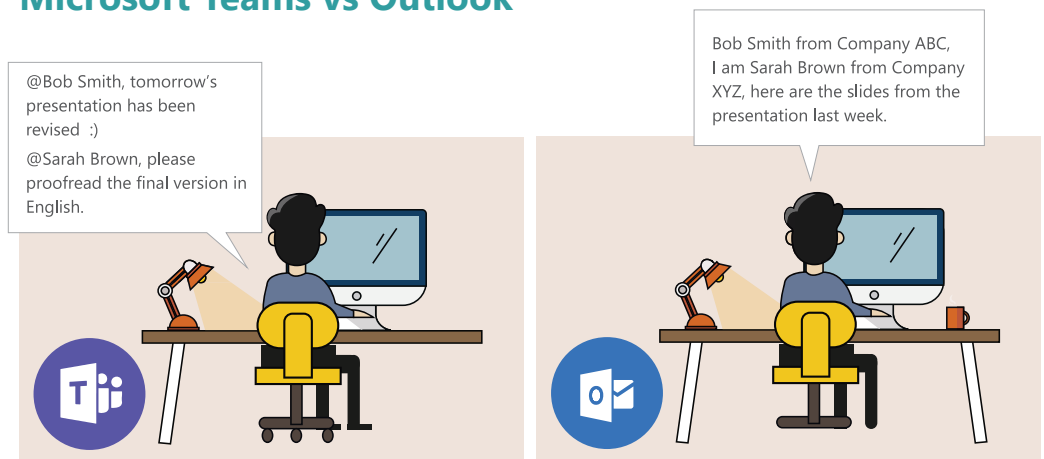



 **Microsoft Teams** is designed for team collaboration. Every interaction within a Team is visible to all of its members. When posting a question to Teams, you are harnessing the collective knowledge of its members...you may not know who has the (best) answer.

Skype for Business is typically used more for one-to-one and one-to-a-few interactions. If you're posting a question to a colleague or a few colleagues via Skype for Business, you likely already know who to ask.

Skype Meeting Broadcast, a feature of Office 365, is used for one-to-many or few-to-many meetings for online audiences up to 10,000 attendees.

Microsoft Teams vs Outlook



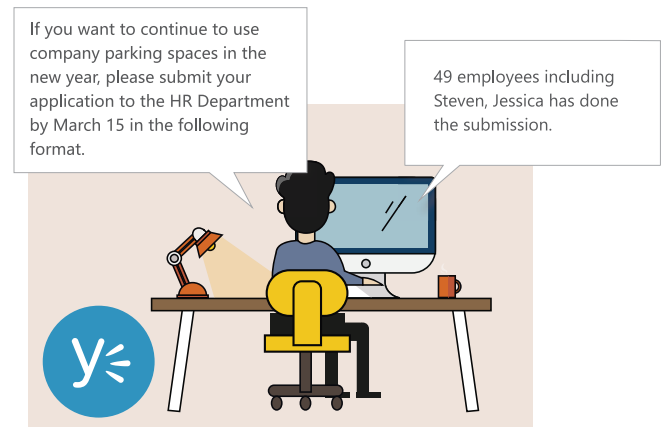
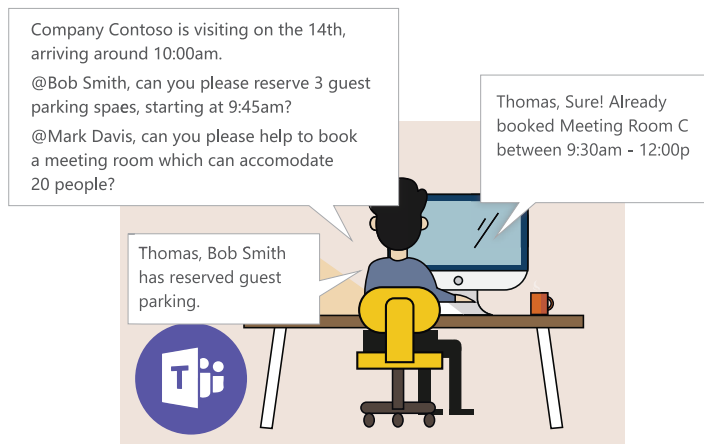
 Microsoft Teams is designed for the "Inner Loop" of people you work and communicate with regularly through an instant messaging mode. Teams is enhanced with emoticons and animated GIFs, to ensure communication is casual and relaxed. Team members can chime in on a topic, and continue to chat and collaborate in a speedy fashion.

Outlook emails range from formal to informal, depending on the recipient. While some emails can be very formal (for example, invites to a customer's C-level contacts or responses to RFP documents).

Writing, sending, and responding to emails generally takes more time and thought than sending a quick chat via Teams or Skype. Typically there's no telling how quickly your recipients will respond—or if

they respond at all. Emails can only be seen by senders and their recipients, anyone who receives a forwarded message or is copied. Knowledge contained within emails is not usually preserved in a way that is easily accessible. When a staff member leaves the organization, his or her mailbox gets archived and fellow team members usually will not have access to it afterwards.

Microsoft Teams vs Yammer



Yammer is known as the enterprise social platform which expands your communication to an "Outer Loop" of people within your organization. It is often used for organization-wide announcements and engagement, such as HR professional development initiatives. Depending on your organization's adoption of

Yammer, you may find yourself reading Yammer posts periodically every week or every day.

Teams is designed for smaller, close-knit groups. You are much less likely to lose yourself in a large volume of Teams posts, which also means you will get responses from team members faster through Teams.

When to Use Teams vs. Other Tools

Understanding the advantages and disadvantages of each tool helps you and your end users choose the right tool for the right occasion:

	 TEAMS	 YAMMER	 EMAIL/ OUTLOOK	 SKYPE	 SHAREPOINT	 DISTRIBUTION LIST
Speed	Fast: Suitable for instant communication.	Varies: Can be used for communications of any speed.	Slow: Difficult to know if your email has been read or when you will hear back.	Fast: Suitable for instant communication.	Slow: Unless a document is shared via another tool, users find and access materials as they need it.	Varies: Message is sent through Outlook. Difficult to know when you will hear back.
Audience	Small: Designed for smaller, close-knit teams.	Large: More suitable for organization-wide communication, or collaboration across departments.	Varies: Can be used for audiences of any size.	Small: Typically one-to-one or one-to-few.	Varies: While some sites can be limited to just team members, other SharePoint sites are designed for company-wide access.	Small: Designed for smaller, close-knit teams.
Tone	Informal: Personal and conversational. Suitable for team members who know each other well.	Varies: Mix of conversational and professional.	Formal: Professional. For instance, for sending contracts to clients.	Varies: Tone depends on that mix of people on messaging/calls and the situation.	Formal: Communication within SharePoint sites is typically brief and formal, directing users where content is and how it should be leveraged.	Varies: Tone depends on the mix of people on messaging/calls and the situation.
Sharing of Information	Very Easily Shared: Information is shared with a specific group of people and in various formats and methods (shared library, notebook, chats, or app integration).	Easily Shared: Accessed once uploaded. However, you may lose track of specific content when you follow many feeds and groups. Ideal for referencing content and not collaborating.	Not Easily Shared: If it lives in attachment form - forwarding back and forth makes it hard to trace. Attachments are better shared via OneDrive for Business.	Not Easily Shared: Attachments become downloaded files on your local drive. Manual maneuvering is required to share.	Very Easily Shared & Accessed: Primarily a document management and storage system. Enable co-editing from a single versions of truths.	Easily Shared: It lives in attachment form and stored in the Office 365 Groups document library/files repository.
Knowledge Transfer	Easily Transferred: Change in membership has no impact on content availability. Newly added members have access to conversations and files accumulated from the start.	Very Easily Transferred: If your organization is consistent in tagging topics and if groups are maintained well. Newly added users can easily find what they need moving forward.	Not Easily Transferred: Knowledge contained within the mailbox is lost to others after a user's account is deactivated.	Not Easily Transferred: Download files and conversation history will be lost to others after a user's account is deactivated.	Easily Transferred: Data is organized for new team members to easily locate and leverage even if the content producer's account is deactivated.	Easily Transferred: Change in membership has no impact on content availability. Newly added members have access to group conversations and files accumulated from the start.
Confidentiality	Medium/Low: If default settings are not managed properly, confidential information can be exposed to those who should not see it.	Low: High visibility organization-wide means this is unsuitable for exchanging confidential or private information.	High: Only sender and recipient have the email and its content. Outlook users can restrict access to email using Office 365 Message Encryption or Azure Information Protection templates. Can accidentally be forwarded to wrong parties.	Medium: Only sender and recipient have the conversation history and files.	Medium/Low: Users can choose to make their site public or private to a select group of users. Access to authorized guests is easily provisioned. Sensitive data may require extra safeguards for compliance.	Medium/Low: If default settings are not managed properly, confidential information can be exposed to those who should not see it.

Office 365 Groups can be described as:

- A collection of people with a common purpose (a department, project, client, etc.)...
- ...That are armed with tools for collaboration (Teams, SharePoint, Yammer, etc.)...
- ...With an appropriate level of transparency (public/private)...
- ...And who collaborate internally, externally, or both (external users).

Check out our *Office 365 Groups Playbook* for access to regularly updated articles, webinars with industry leaders, and best practices:

<https://www.avepoint.com/office-365-groups/>

CHAPTER 4

Top 3 Concerns for Office 365 Admins – & How to Alleviate Them



Chapter 4 Takeaways

- What are the default options for Teams and Groups and the implications?
- What are the top 3 concerns that Office 365 admins share?
- What fixes and solutions are available from Microsoft? From AvePoint?

Concern 1: Public vs. Private Groups

Groups (and by extension, Teams) come in two variations – public and private.

By default, at the tenant level, new Groups are public unless the owner or Office 365 administrator changes the Group to private.

For a convenient overview of default settings of Groups ownership, membership, discoverability, external guest access & sharing rights, please see page 21.



A public Group is exposed to all users within your Office 365 tenant, including any vendors or contractors to whom you may have granted an account within your Office 365 subscription.

Users can browse, search, and instantly join a public Group.

Even non-members of a public Group can access, edit, and share all the Group's files and information. Every new user you add to your Office 365 tenant receives the same rights.

Setting a Group to private immediately prevents organization-wide access to files and information which may only be appropriate for the eyes of a few.

This is optimal for Teams and Groups created for your Human Resources department.

However, even when a Groups is set to private, its membership is still visible throughout the entire organization.



Microsoft Solution

Ensure Privacy for Sensitive Groups:

- Hide Groups from showing up when users browse Groups and lend extra security to Teams and Groups that shouldn't be accessible to all users:
 - > `HiddenFromAddressListsEnabled` -> "True"
- Display your organization's Office 365 usage policy as a URL, prominently displayed throughout the Office 365 interface, to educate users to do the right thing:
 - > `UsageGuidelinesUrl`
- Restrict the number of users who have the rights to create Groups. This allows you to create a dedicated "security group" in Azure Active Directory consisting of employees you have trained and can trust :
 - > Run [these commands](#)

AvePoint Solution

AvePoint Cloud Governance enables you to set up multiple policies that provide more granular control, allow public Groups when it's appropriate, and force users to create private Groups only when it's necessary.

The screenshot shows the 'Start a Request' form for creating a new Office 365 Group. The form is titled 'Start a Request > Request Office 365 Group'. It includes a 'Request Summary' section with a text area for notes and a 'Department' dropdown menu. The 'Privacy' section is highlighted, showing options for Public (selected) and Private (unselected). The form also includes a 'Subscribe Members' section with options for 'Send copies of group conversations to members' inboxes and 'Don't send copies of group conversations to members' inboxes. The 'Outside Senders' section has options for 'Allow outside senders' and 'Don't allow outside senders'. The 'Language' section has a dropdown menu for selecting a language for the new Office 365 group.




Admins can set up multiple policies for Groups within AvePoint Cloud Governance and apply them where appropriate.

Eg. In this instance an admin restricts Groups to be private only

When end users go into the AvePoint Cloud Governance catalogue to request a new Group, they can see that their new Group private only

Understanding Office 365 Groups

The table below provides a clear comparison between public and private Office 365 Groups, and outlines access and sharing with external guest users.

	 PUBLIC GROUP	 PRIVATE GROUP	 EXTERNAL GUESTS TO A GROUP
Definition	All of your users* can see the Group and its contents	Only approved Group members can see this Group and its content	Someone whose account and credentials are controlled outside of your Office 365 tenant
Default Option	This IS the default option**	This is NOT the default option**	See below
Group Membership	All of your users can join public Groups	The person who create a Group becomes its owner Only Group owners (or Office365 admins) can add or delete members All of your users can apply to join private Groups > <i>owners can approve or reject</i>	The default option is that owners and/pr member can invite external guests to join Groups Default option applies at the tenant level, not at individual Group level Default can be changed in Office 365 Admin Center
Group Ownership	Original owners can grant the same rights that they have and make any member an owner	Original owners can grant the same rights that they have and make any member an owner	Cannot be made owners
Discoverability	All of your users can browse, view, or join public Groups through the "Browse Group" button in Outlook	All of your users can browse and view public Groups through the "Browse Groups" button in Outlook They can then send requests to join Groups and wait for owners' approval	<u>Cannot browse Groups. They can only access Groups via the invitation email</u>
Inviting Others to Join a Group	All of your users can invite other users to join public Groups They can invite external guests to join, as long as that default setting has not been changed	Only owners can invite they can invite external guests to join as long as that default setting has not been changed	Cannot invite
Access Group Files & OneNote	All of your users can join public Groups without approval required - so they can in turn view, edit, and add files and OneNote in Groups	All approved members can view, edit, and add files and OneNotes in Groups	The default option is external guests can access files & OneNote within Groups of which they are Members The default option applies at the tenant level, not at individual Group level The default can be changed in Office 365 Admin Center If the external guests are subscribers of a Group, they can access and edit files and OneNote If external guests are members (and not subscribers) of a Group, they can only access files and OneNote
Sharing Group Files & OneNote with Others	All of your users can share with other users They can share with external guests, as long as that default setting has not been changed	All approved members can share with other users They can share with external guests as long as that default setting has not been changed	Cannot share

*Your Users

All licensed users within your Office 365 tenant.

**Default Option

The pre-set option in Office 365 Admin Center. Which is also the default that your users see when they create new Groups, unless they choose to change it.

Concern 2: External Guests - Allow Access & Sharing?

The next issue to consider is sharing with external guest users whose accounts and credentials are not controlled within your Office 365 tenant (i.e. not vendors or contractors who are granted an Office 365 account within your organization's Office 365 subscription).

By default, at the tenant level, Office 365 Groups allow owners and Office 365 global administrators the ability to:

- Add external guests as Members
- Provide external guests and Members access to Group files and OneNote

Microsoft Solution

Fix via PowerShell command: Restrict external access and sharing by applying any of these cmdlets to your Office 365 Groups template in Azure Active Directory:

- Use *AllowGuestsToBeOwner* cmdlet, set it to "False"
- Use *AllowGuestsToAccessGroups* cmdlet, set it to "False"
- Use *AllowToAddGuests* cmdlet, set it to "False"

Display your organization's Office 365 guest usage policy as a URL in external sharing emails and educate guest users:

- Use *GuestUsageGuidelinesUrl* cmdlet

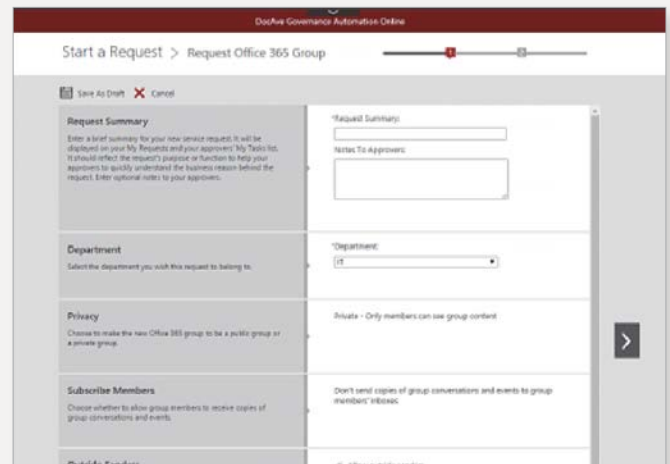
AvePoint Solution

AvePoint Cloud Governance enables you to set up multiple, granular policies—whether you're allowing users to invite other guests, share files or OneNote docs—when it's safe, or prohibit when it's not.



Admins can set up multiple policies for Groups within AvePoint Cloud Governance and apply them where appropriate

Eg. In this instance the admin lets users choose whether external guests are allowed to join the new Group



When users go into the AvePoint Cloud Governance catalogue to request a new Group, they can see that they have the choice to allow external guests, or not

Concern 3: Applying Lifecycle Management to Groups

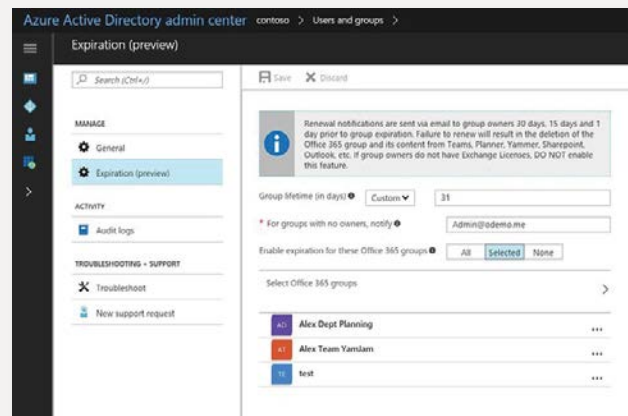
Teams and Groups are perfect for project-based virtual teams who want to collaborate closely and instantly. But what happens after the project is finished? How can admins retain and archive this content to

fulfill organizational or regulatory requirements?

It is not recommended to leave obsolete Groups behind, as it creates “dark data” and potential security problems, especially if the Groups in question were public.

Microsoft Solution

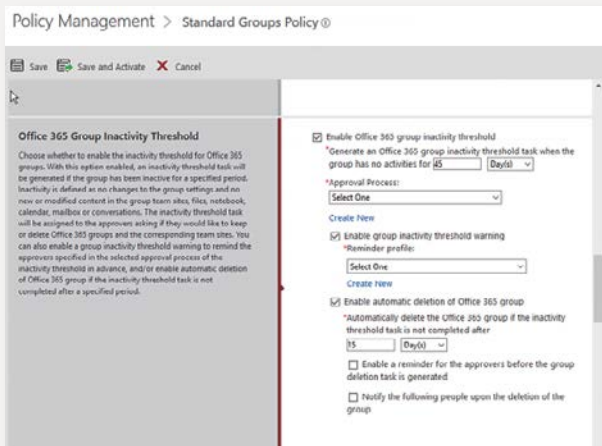
Expiration Feature



AvePoint Solution

Set leases on Groups that are project-based and give Group owners a chance to recertify the following:

- Lease of group
- Memberships
- Permissions



Setting expiration for a new Group and the appropriate action upon expiration

Reporting on Groups that are nearing their expiration:

- Allow admins to set inactivity thresholds and customize actions for each threshold (e.g. automatically delete, extend the lease, notify owners)
- Allow for legal review before content is deleted
- Escalation options if owners are unresponsive



View Details: Group Lease of Office 365 Group Industry Trends Has Expired

Delete
Extend

Task Information

Title	Group Lease of Office 365 Group Industry Trends Has Expired
Notes to approvers:	This is a task for request "Group Lease of Office 365 Group Industry Trends Has Expired".
Group:	Industry Trends
Expiration:	2017-01-01
Requester:	System Account
Last Modified Time:	2016-09-30 07:29:53
Comments:	

Requester: System Account

Governance Automation Online

The amount of time that will be assigned beyond the group lease period.

Extend the group lease period for: Year(s)

My Comments:

This project is ongoing and I need the group to be long-term

OK

Cancel

View Details: Extend Group Lease for Office 365 Group Industry Trends

✓ Approve
✗ Reject
View Request History

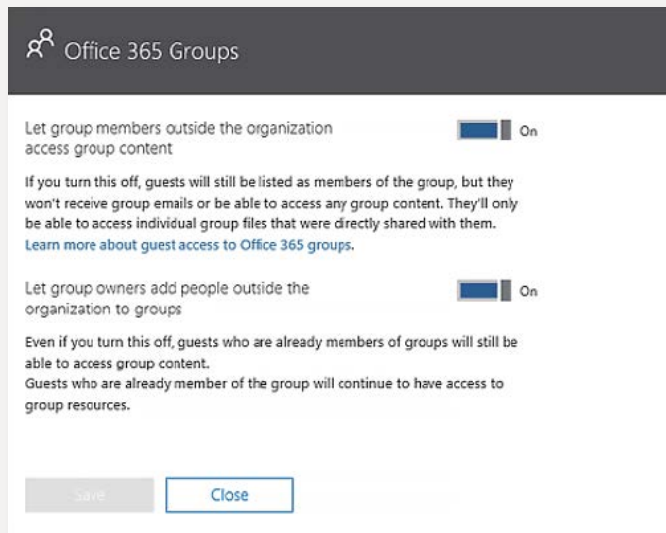
Task Information

Request ID:	2
Request Summary:	Extend Group Lease for Office 365 Group Industry Trends
Notes to approvers:	
Service Type:	Group Lifecycle Management
Requester:	MOD Administrator
Status:	Waiting for Approval
Last Modified Time:	2016-09-30 07:48:35
Request Status:	(First Stage Task Created)
Comments:	

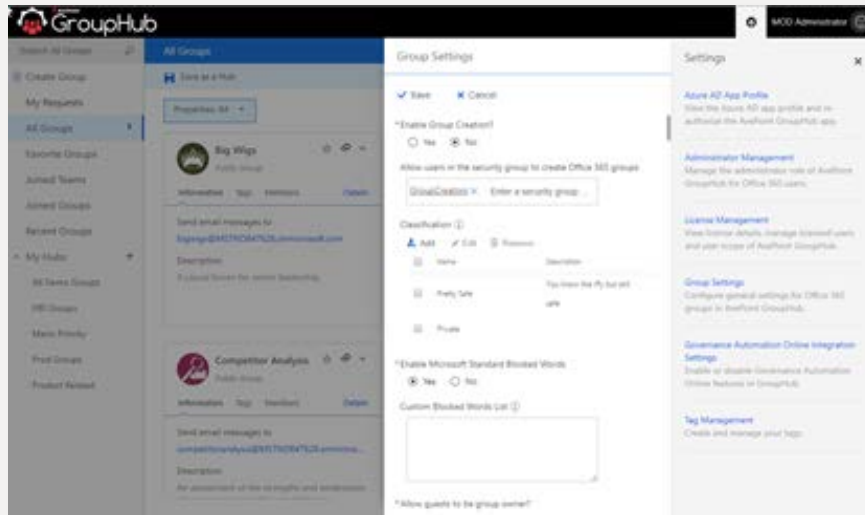
Group Lifecycle Management - Basic Settings

Office 365 Group:	4192b8d2-c27b-404f-ad95-20a993259cbc
Extension of Office 365 Group Lease Period:	1 Days

Upon expiration, Group owners are alerted and given the option to extend the lease



Groups access control settings



Easily enable setting with GroupHub from AvePoint



Resources & Further Reading



There's lots of useful information available at your fingertips to help guide you every step of the way through your Teams and Groups journey. Check out some of the handy links below:

AVEPOINT RESOURCES

- AvePoint Blog on [Microsoft Teams](#) and [Office 365 Groups](#)
- [Office 365 Groups Playbook](#)
- [AvePoint Cloud Governance](#) free trial and demo request page

AVANADE BLOG

- [Microsoft Teams Supercharges Collaboration for Millineals to Boomers](#)

MICROSOFT RESOURCES

- [Eight-minute demo](#) on Microsoft Teams ([Microsoft Mechanics YouTube channel](#))
- [Deeper technical info](#) on architecture, network planning, extensibility, troubleshooting, and more
- [Use Case Library](#) – searchable by industry, role, or Microsoft products

GET ANSWERS TO SPECIFIC/HOW-TO QUESTIONS

- Support.office.com on [Teams](#) and [Groups](#)
- Microsoft Tech Community – ask anyone any question about [Teams](#) and [Groups](#)

READY TO ROLL OUT TEAMS & GROUPS?

- [Customer Success Kit](#) – templates for countdown, go-live announcements & posters, tips, tricks, emails, and more

KEEP UP WITH THE LATEST

- [Official Microsoft Office 365 Roadmap](#)
- Office blog on [Teams](#) and [Groups](#)

About AvePoint

AvePoint is the Microsoft Cloud expert and developer of AvePoint Online Services, DocAve, Compliance Guardian, Cloud Governance, and other integrated cloud, hybrid and on-premise software solutions. Over 15,000 companies and 5 million cloud users worldwide trust AvePoint to accelerate the migration, management, and protection of their Office 365 and SharePoint data.

A four-time Microsoft Partner of the Year, AvePoint has been named to the Inc. 500|5000 six times and the Deloitte Technology Fast 500™ five times. AvePoint is a Microsoft Global ISV Partner, a Microsoft Gold Partner in Application Development, Cloud Platform, Cloud Productivity, and Collaboration and Content, and a US Government GSA provider via strategic partnerships.

