

Microsoft Teams for Education for IT Pros

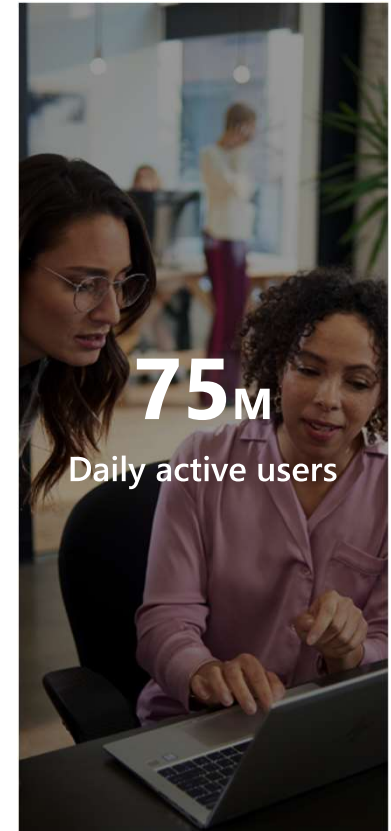
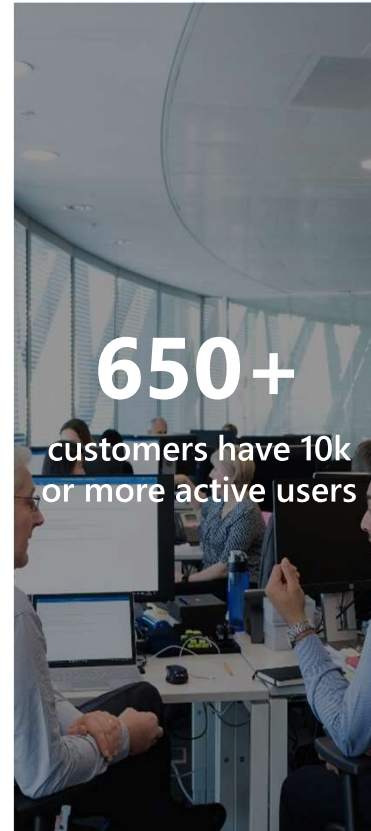
Lifecycle management, security, governance and compliance



#MicrosoftEDU

Customer Momentum

Teams is the fastest growing business app in Microsoft history



Microsoft Teams Commercial | What we've delivered in 2019

Updated: December 2019



Chat & Collaboration

- ✓ Location sharing
- ✓ Smart camera
- ✓ New and existing teams can now accommodate up to 5,000 members
- ✓ Praise badges
- ✓ Channel announcements
- ✓ 100 people in a Group Chat
- ✓ Teams for education gradebook
- ✓ Teams for education weekly email updates for parents
- ✓ Priority notifications
- ✓ @-less mentions
- ✓ Chat filters
- ✓ Channel notification control
- ✓ Request to add others to private teams
- ✓ Read-only Class Materials folder for Teams for Education
- ✓ Enhanced assignment tabs in Teams for Education
- ✓ Private Channels
- ✓ Native Federation for 1:1 Chats with users outside your organization
- ✓ Add additional participants to a meeting chat



Meetings & Calling

- ✓ Live Events in Microsoft 365
- ✓ Meetings First (in preview)
- ✓ Direct Routing
- ✓ Microsoft Teams Rooms
- ✓ Media Bypass
- ✓ Cloud Voicemail support for Skype for Business Server and Lync Server 2013\
- ✓ Proximity-based meeting join
- ✓ Busy on Busy signal
- ✓ Calls App for VOIP users
- ✓ "Meeting started" phone notifications
- ✓ Call me functionality in meetings
- ✓ Meeting options for lobby control
- ✓ Single toolbar option in meetings & calling
- ✓ Video support in Chrome meetings
- ✓ Secondary ringer
- ✓ Meet Now
- ✓ Live captions (English)
- ✓ Live Events usage reports
- ✓ Pin meeting participants
- ✓ "Missed meeting add" notifications
- ✓ Lightweight meeting join for IE, Safari, and Firefox
- ✓ Microsoft Whiteboard in Teams meetings
- ✓ New Meeting Devices, Phones, and Peripherals – learn more at [Microsoft Teams Marketplace](#)
- ✓ Live Captions (preview)
- ✓ Dynamic Calling for Direct Routing
- ✓ Muted meeting chats
- ✓ Meeting Roles
- ✓ Citrix VDI support GA



Apps and workflow

- ✓ Shifts
- ✓ Multi-team support for Shifts
- ✓ Time clock in Shifts
- ✓ Focus time in Teams
- ✓ Customizable mobile experience
- ✓ Content cameras & intelligent capture
- ✓ Audio sharing
- ✓ Microsoft Teams Powershell Module
- ✓ New GitHub iterations – messaging extension, Bot, and personal app capabilities
- ✓ Azure pipelines for Teams to help you automate
- ✓ Microsoft Graph APIs – Create teams with Team Templates (including education, retail, and healthcare)
- ✓ Microsoft Graph APIs – Installing apps to teams using application permissions (preview)
- ✓ Microsoft Graph APIs – Configure five new types of tabs – Word, Excel, PowerPoint, PDF, and document libraries.
- ✓ Microsoft Graph APIs – New ways to send messages in channel, email, and bots (preview)
- ✓ Microsoft Graph APIs – Deep links to channels (preview)
- ✓ Microsoft Graph APIs – Create teams with a single API call (preview)
- ✓ Contact Center APIs



Admin & Security

- ✓ Virtualized SBCs (available now from partners)
- ✓ Control for Microsoft Teams by Smarsh
- ✓ MVISION for Microsoft Teams by McAfee
- ✓ InformCast Fusion from Singleware Software
- ✓ Export Teams usage reports to CSV files
- ✓ Teams-Only Mode
- ✓ eDiscovery
- ✓ Custodian management for Teams memberships (preview)
- ✓ Retention for Teams channels and chats
- ✓ Supervision for Teams channels and chats
- ✓ Data Loss Prevention for chat messages and channel conversations
- ✓ App setup policies
- ✓ Information barriers
- ✓ Discovery management of private teams
- ✓ Channel moderation
- ✓ Teams available on Linux
- ✓ Mobility policy requiring WiFi
- ✓ Number normalization roles for tenant administrators
- ✓ EDU – Early teacher access to class teams
- ✓ EDU – Grade Sync

Microsoft Teams Commercial | What we've delivered in 2020....so far



Chat & Collaboration

- ✓ Read Receipts
- ✓ Colleague joined Teams notification
- ✓ Class Insights for EDU
- ✓ Share to Teams from Outlook
- ✓ Targeted communications
- ✓ New files experience in Teams powered by SharePoint
- ✓ Shifts schedule filtering
- ✓ Shifts recall shared schedule
- ✓ Shifts "your shifts view"
- ✓ Low-bandwidth / offline Teams access
- ✓ 10,000 users individual team membership
- ✓ Group chat with up to 250 people



Meetings & Calling

- ✓ Voice administration in the Teams Admin Center
- ✓ Thinksmart View joins Microsoft Teams phones
- ✓ Poly CCX range of Teams phones
- ✓ Store recordings in-region storage when Stream is not available in Go Local
- ✓ Great audio quality even under networks with high packet loss
- ✓ Background Blur for iOS
- ✓ Bookings app in Teams
- ✓ Raise Hands
- ✓ M365 SMB Business Voice available in the US
- ✓ Collaboration bars
- ✓ Teams and Skype consumer chat and calling interoperability
- ✓ Local Media Optimization for direct routing (improved voice quality)
- ✓ Default lobby setting
- ✓ Lobby settings for PSTN participants



Apps and workflow

- ✓ Cloud Communication APIs
- ✓ Enhanced Power BI Tab for Teams
- ✓ Pin your apps to the left-hand rail for easy access
- ✓ Microsoft Teams Qbot for EDU
- ✓ Workforce management integrations (Kronos Workforce Central v.8.1) with Shifts



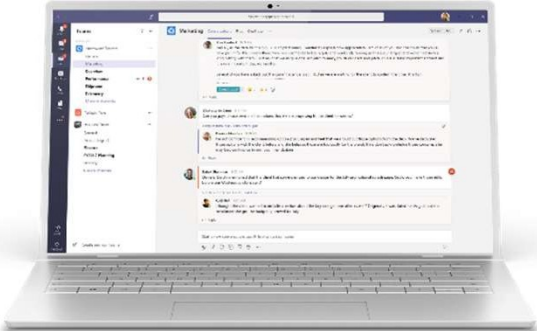
Admin & Security

- ✓ Microsoft Teams installed with Office 365 ProPlus for customers on the semi-annual channel
- ✓ Automatic creation of an org-wide team
- ✓ Manage your app catalog in the Teams admin center
- ✓ Legal hold for Teams private channels messages
- ✓ Communication compliance
- ✓ Device management experience in the Teams admin center
- ✓ Batch policy assignment for large groups of users

Enabling Teams and IT Controls

Teams is available on

Desktop



 Windows 7+

Tablet



Phone

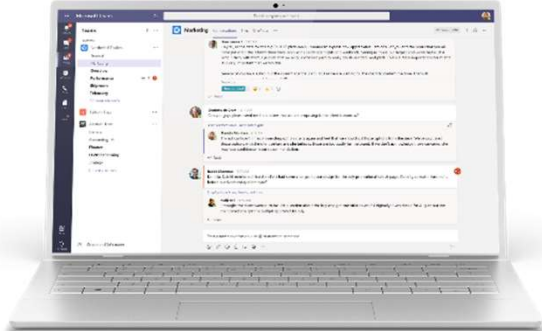


iPhone



Android

Browsers



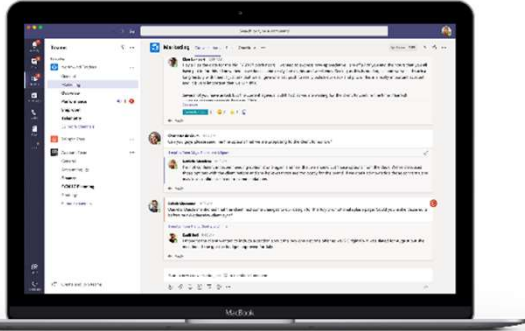
Edge



Chrome



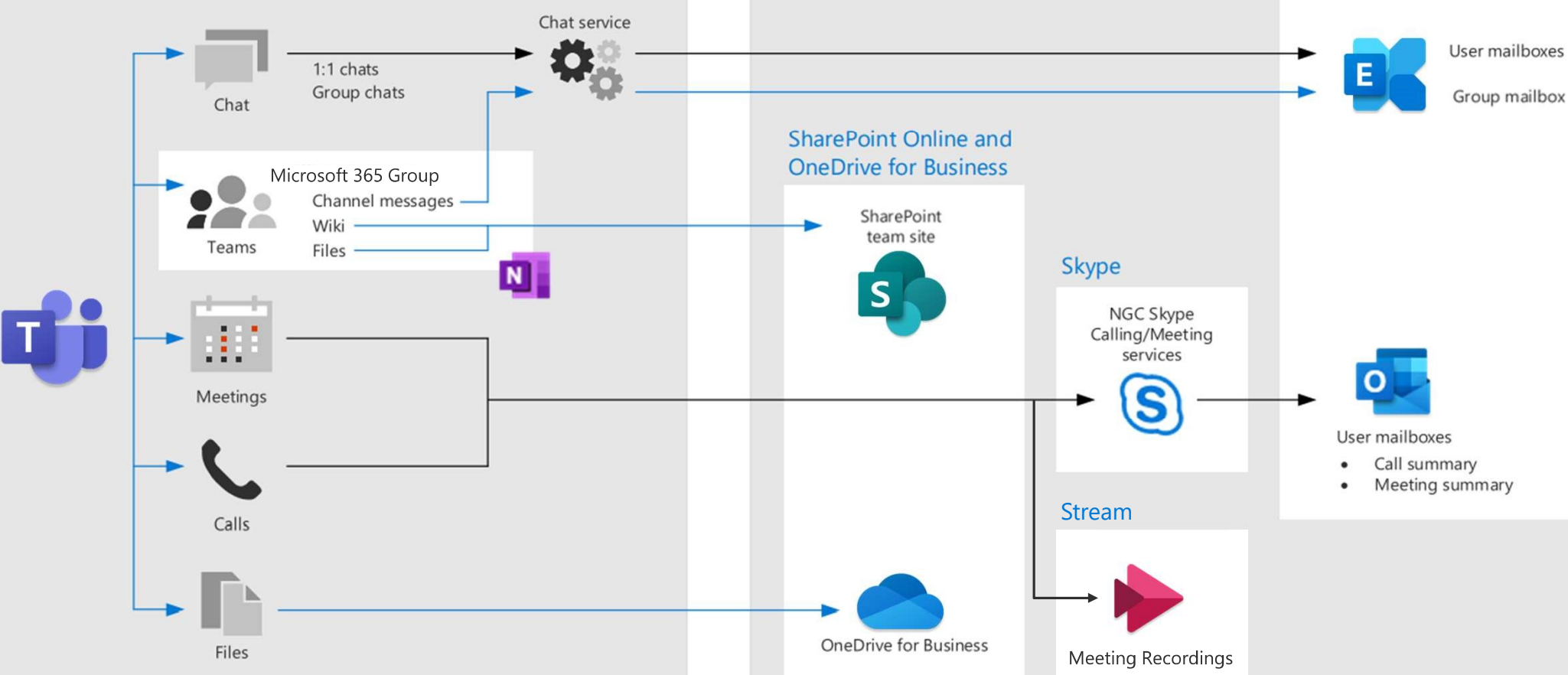
Safari

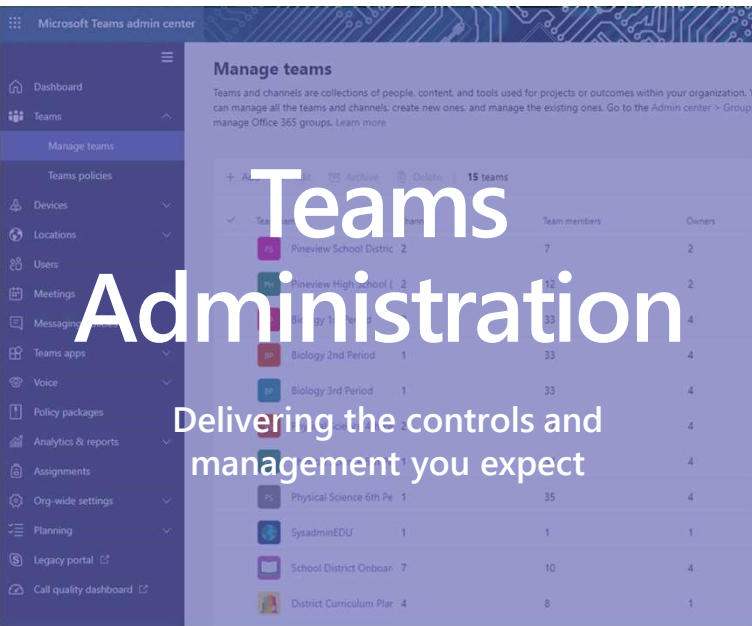


 OS X 10.10+

Microsoft Teams (not Skype hybrid)

Dependent services














- **Rich management** capabilities spanning meetings, calling, apps, assignments and more.
- **Identity-driven** experience provides the security and control you expect.
- Dedicated Teams admin roles

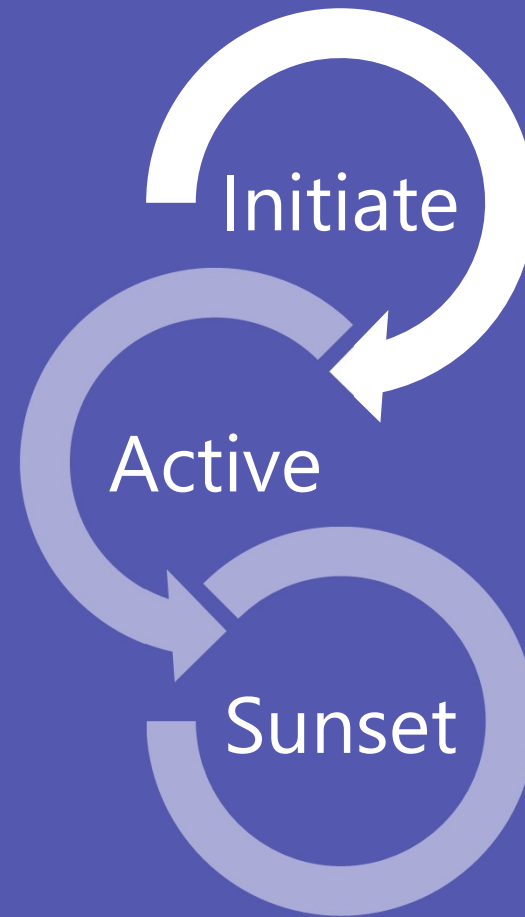
Teams Admin Training:

<https://docs.microsoft.com/en-us/microsoftteams/itadmin-readiness>

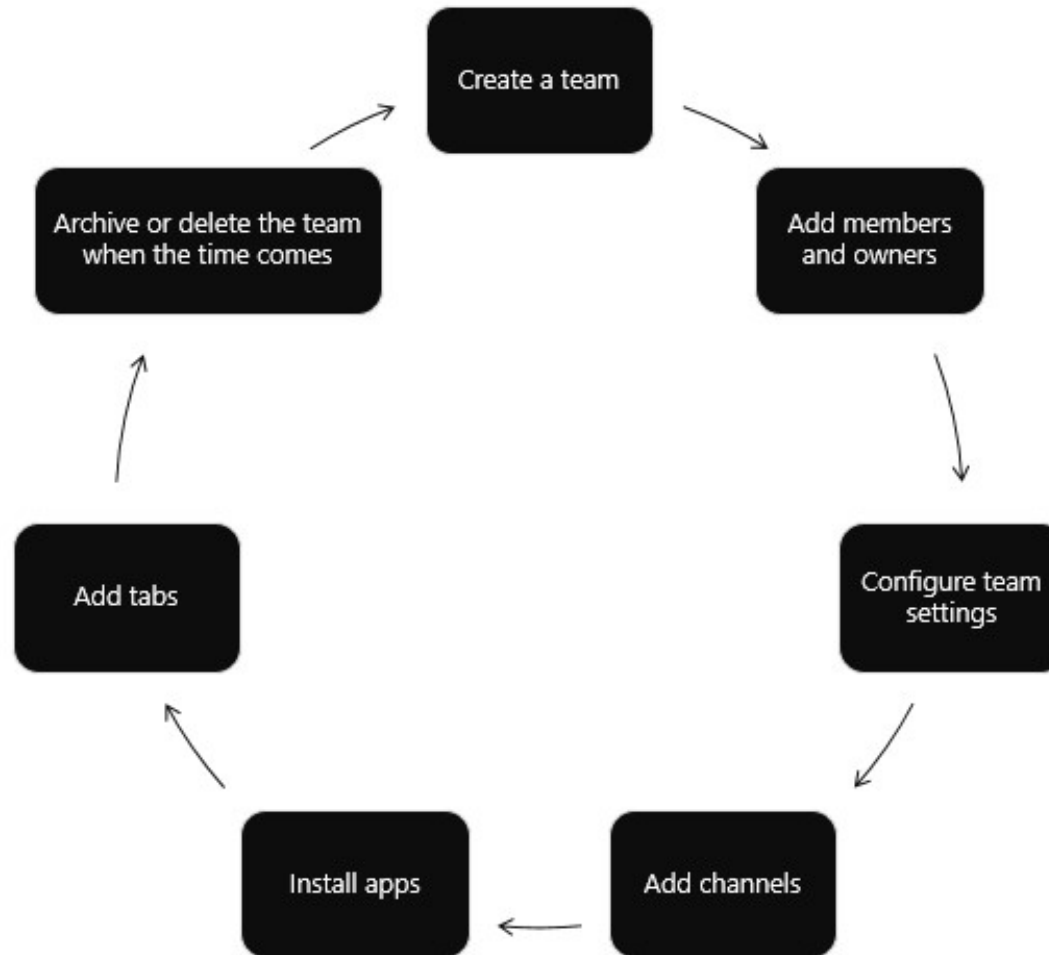
<p>TEAMS ADMIN CENTER</p> <p>Used to manage your Teams environment such as enabling Teams for users,</p> 	<p>ANALYTICS AND REPORTS</p> <p>Discover and export insights and information about Teams usage</p> 	<p>VOICE MANAGEMENT</p> <p>Easily manage phone numbers, dial plans, direct routing, call queues, auto attendants and more</p> 
<p>MANAGE APPS</p> <p>Control what apps are available to users in your organization's app store</p> 	<p>APP SETUP POLICIES</p> <p>Configure what apps will be available for specific users</p> 	<p>MESSAGING POLICIES</p> <p>Control what chat and channel messaging features are available to users in Teams</p> 
<p>MEETING POLICIES</p> <p>Control what features are available to users when they join Microsoft Teams meetings such as allowing cloud recording, content sharing, and behavior of the lobby</p> 	<p>LIVE EVENT POLICIES</p> <p>Control features, such as who can join a live event, if transcription is provided for attendees, or if recording live events is available for people that schedule and hold live events</p> 	<p>POLICY PACKAGES</p> <p>Collection of predefined policies and settings that can be customized and applied to a group of users</p> 

Team Lifecycle

Initiation Phase



Microsoft Teams Lifecycle



Teams Governance

 Teams administrators

Microsoft 365 & Azure AD
Admin Tools

Group
creation



Group
naming



Group
classification



Dynamic
membership



Group
templates



Guest
access



Group
expiration



Group
recovery



Access
review






https://admin.teams.microsoft.com

Admin Center(s)

The image shows a screenshot of the Microsoft 365 admin center interface. The top navigation bar includes the Microsoft 365 admin center logo, the user name 'SysAdminEDU', a search bar for users, groups, settings, or tasks, and options to add a card or toggle dark mode. A left-hand navigation menu lists various admin center sections: Home, Users, Devices, Groups, Billing, Support, Setup, Reports, Health, Admin centers, Security & Compliance, and Azure Active Directory. A secondary navigation menu for the Microsoft Teams admin center is open, listing: Dashboard, Teams, Devices, Locations, Users, Meetings, Messaging policies, Teams apps, Voice, Policy packages, Analytics & reports, Assignments, Org-wide settings, and Planning. The main content area displays the 'Dashboard' for the Microsoft Teams admin center. It features a prominent announcement: 'MICROSOFT TEAMS UPGRADE' with the headline 'Your Teams upgrade is complete'. The text below states that all Skype for Business users have been successfully upgraded to Teams as of May 15, 2019, and provides links for 'Learn more' and 'Provide feedback'. To the right, a 'DEPLOYMENT STATUS' section shows a donut chart with a legend for 'Completed', 'In progress', and 'Not started'. Below this, the 'TEAMS USER ACTIVITY' section shows a line chart for 'LAST 7 DAYS' and 'LAST 28 DAYS'. The 'TEAMS USAGE' section also shows a line chart for 'LAST 7 DAYS' and 'LAST 28 DAYS' with a y-axis ranging from 0 to 1.5.

Enabling Teams

Microsoft Admin Center - Settings

	MICROSOFT Planner	Choose whether your users can publish plans and assigned tasks to a
	Microsoft Teams	Manage and update your Microsoft Teams settings
	Microsoft communication settings	Let people in your organization receive email from Microsoft about t

Settings by user/license type

Select the user/license type you want to configure

Turn Microsoft Teams on or off for all users of this type

 On

Settings by user/license type

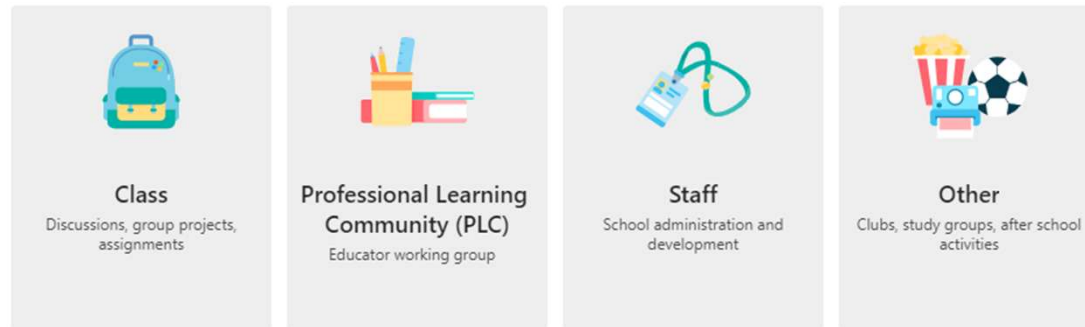
Select the user/license type you want to configure

- Education - Faculty and Staff
- Education - Student
- Guest

Turn Microsoft Teams on or off for all users

Team Types

Select a team type



Classes

Teachers and Students collaborating on group projects, assignments, and more.

(i.e. classroom settings)

PLCs

Educators collaborating within a professional learning community.

(i.e. collaborative professional learning)

Staff Members

Staff leaders and staff members collaborating on a school administrator and development.

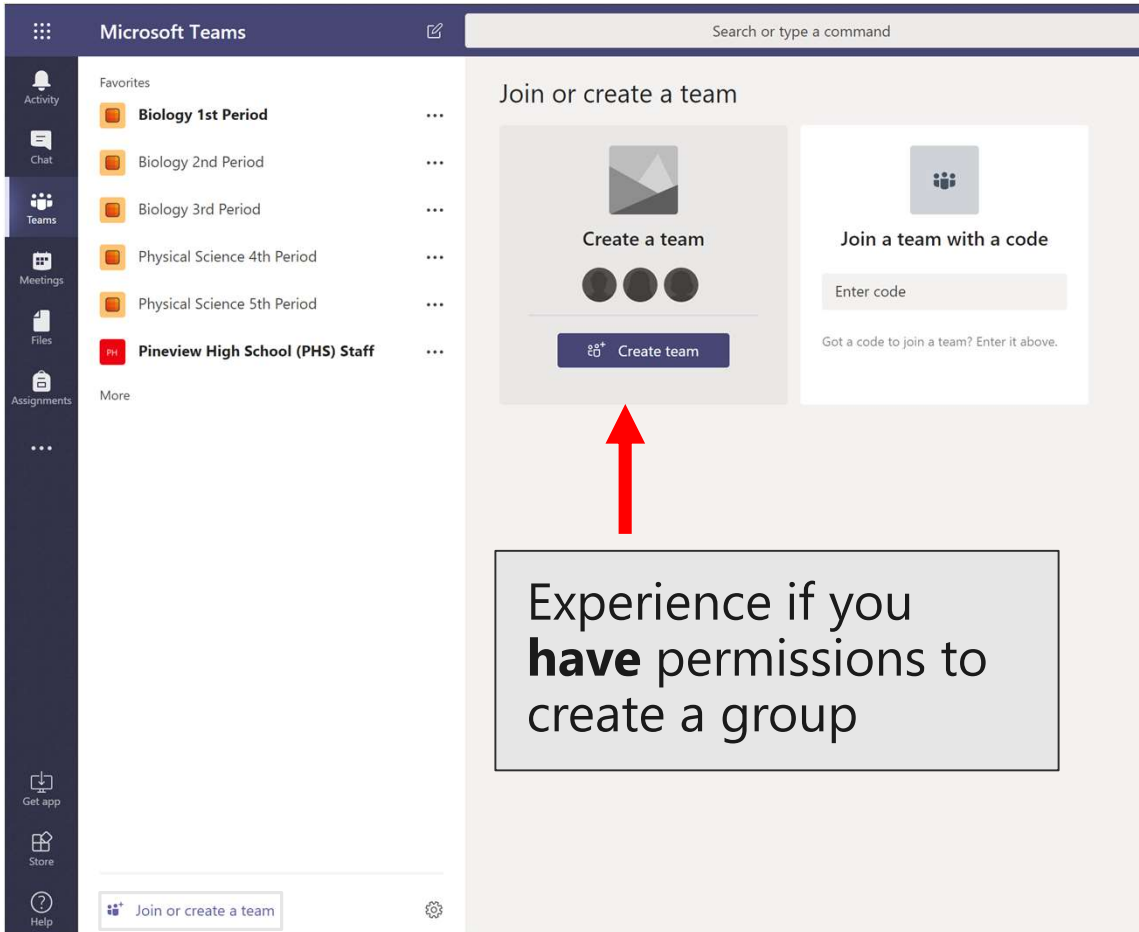
(i.e. Oversee professional development)

Anyone

Students and school employees collaborating in interest groups and clubs.

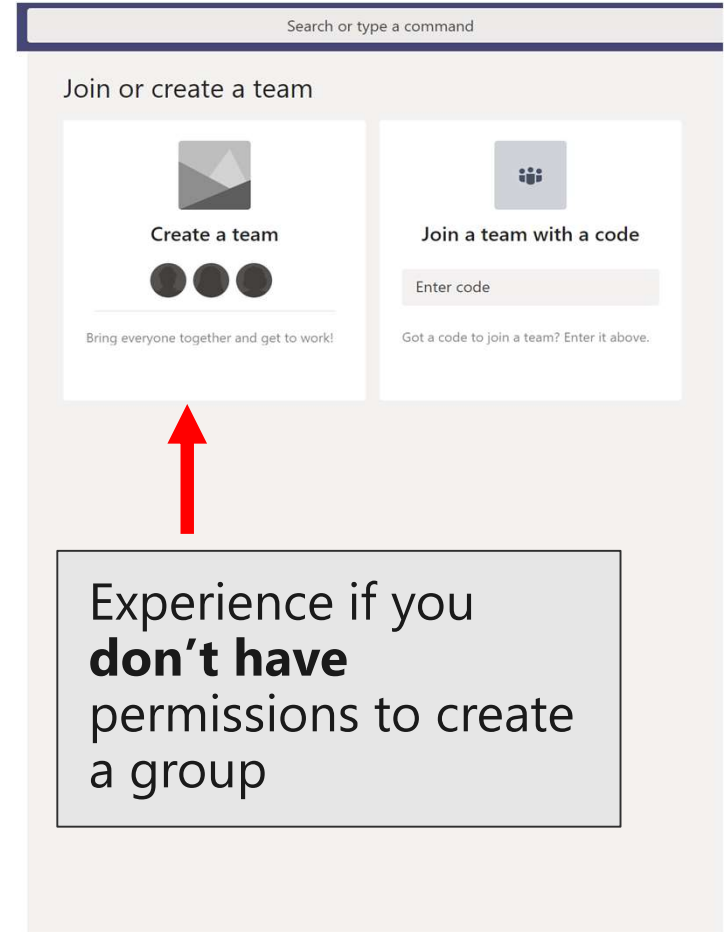
(i.e. general collaboration)

Control who has the ability to create Teams



Microsoft Teams interface showing the "Join or create a team" screen. The left sidebar includes navigation options: Activity, Chat, Teams, Meetings, Files, Assignments, Get app, Store, and Help. The main content area displays "Join or create a team" with two options: "Create a team" and "Join a team with a code". The "Create a team" option is highlighted with a red arrow pointing to a "Create team" button. Below the screenshot is a text box:

Experience if you **have** permissions to create a group



Microsoft Teams interface showing the "Join or create a team" screen. The left sidebar is hidden. The main content area displays "Join or create a team" with two options: "Create a team" and "Join a team with a code". The "Create a team" option is disabled, and a red arrow points to it. Below the screenshot is a text box:

Experience if you **don't have** permissions to create a group

User Team Creation

All successful universities and colleges allow students & staff to self-create teams

Link to organizational guidelines



Create your team

Collaborate closely with a group of people inside your organization based on project, initiative, or common interest. [Watch a quick overview](#)

[See your organization's guidelines.](#)

Team name

The name can't contain Financial.

Financial Aid



Preview of team name with naming policy applied



Business School Financial Aid Team ⓘ

Description

Privacy

Private - Only team owners can add members

Cancel

Next

[Department] [GroupName] Team

Notification of blocked word in team name

Group classification

Label groups so you can identify the type on content within the team

Create your team

Collaborate closely with a group of people inside your organisation based on project, initiative or common interest. [Watch a quick overview](#)

See your organisation's guidelines.

Team name

Description

Privacy

Private – Only team owners can add members

Classification

Confidential

Highly Confidential

Confidential

General

Classification allows organisation to protect data based on our policies and standards.

Highly Confidential - Represents critical and high risk data. Requires the strictest protection available.

Confidential - Represents core business data and is strategic to achieving objectives.

General - Represents the daily work product used and shared

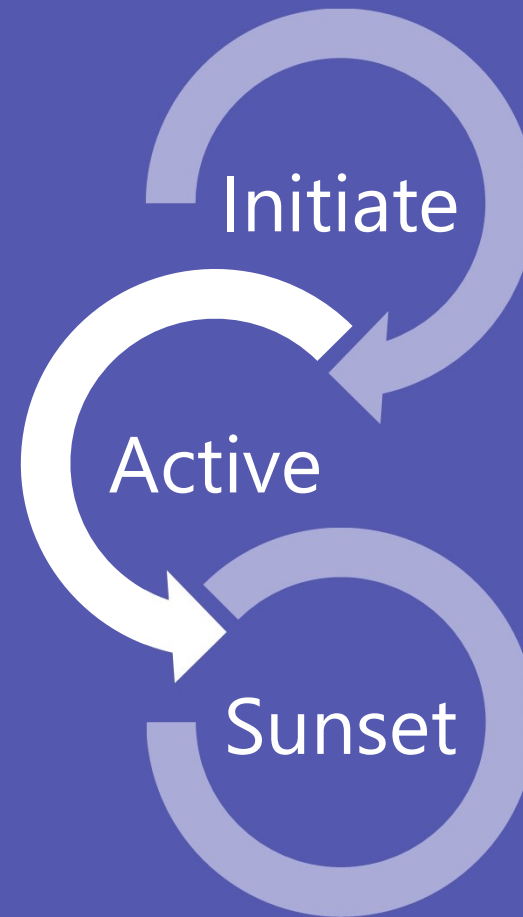
Cancel

Next

Team Lifecycle

Active Phase










Admin Center Controls














Teams Governance

 Teams administrators

Microsoft 365 & Azure AD Admin Tools

Group creation 	Group naming 	Group classification 
Dynamic membership 	Group templates 	Guest access 
Group expiration 	Group recovery 	Access review 

Teams & Skype Admin Tools

Admin roles 	Teams settings 	Device policies 
Messaging policies 	Meeting policies 	Live event policies 
App policies 	Calling policies 	Migration planning 
Reporting & analytics 	Customization apps, bots, etc. 	

Manage Teams in the Admin Center

Microsoft Teams admin center

Manage teams

Teams and channels are collections of people, content, and tools used for projects or outcomes within your organization. You can manage all the teams and channels, create new ones, and manage the existing ones. Go to the Admin center > Groups to manage Office 365 groups. [Learn more](#)

+ Add Edit Archive Delete | 15 teams

Search

Team name	Channels	Team members	Owners	Guests	Privacy	Status	Description
Pineview School Distric	2	7	2	0	Private	Active	Pineview School
Pineview High School (2	12	2	0	Private	Active	Pineview High Sc
Biology 1st Period	2	33	4	0	Mgmt.Teams.Lifecycle.List...	Active	Welcome to biol
Biology 2nd Period	1	33	4	0	Mgmt.Teams.Lifecycle.List...	Active	Welcome to biol
Biology 3rd Period	1	33	4	0	Mgmt.Teams.Lifecycle.List...	Active	Welcome to biol
Physical Science 4th Pe	2	37	4	0	Mgmt.Teams.Lifecycle.List...	Active	Welcome to Phy
Physical Science 5th Pe	1	34	4	0	Mgmt.Teams.Lifecycle.List...	Active	Welcome to Phy
Physical Science 6th Pe	1	35	4	0	Mgmt.Teams.Lifecycle.List...	Active	Welcome to Phy
SysadminEDU	1	1	1	0	Public	Active	SysadminEDU
School District Onboar	7	10	4	0	Private	Active	Team with all res
District Curriculum Plar	4	8	1	0	Private	Active	District Curriculu

Managing Applications

The screenshot displays the Microsoft Teams admin center interface. On the left is a dark navigation pane with the following items: 'Manage teams', 'Teams policies', 'Devices', 'Locations', 'Users', 'Meetings', 'Conference bridges', 'Meeting policies', 'Meeting settings', 'Live events policies', 'Live events settings', 'Messaging policies', 'Teams apps', 'Permission policies' (highlighted in blue), 'Setup policies', 'Voice', and 'Policy packages'. The main content area is titled 'App permission policies \ Global'. Below this, the 'Global' policy is shown with a 'Description' field. Three sections are visible: 'Microsoft apps' with a dropdown set to 'Allow all apps', 'Third party apps' with a dropdown set to 'Allow all apps', and 'Tenant apps' with a dropdown set to 'Allow all apps'. At the bottom of the main area are 'Save' and 'Cancel' buttons.

App Policies

Office 365 | Microsoft Teams admin center

Dashboard \ App setup policies

App setup policies

App setup policies control how apps are displayed to users in Microsoft Teams. You can change the default policy or you can create new custom app policies and assign them to a set of users. [Learn more](#)

+ New policy

Name ↑	Custom policy
FirstLineWorker	No
Global (Org-wide default)	No

Dashboard \ App setup policies \ New policy

Contoso

Pinned apps

Choose which apps are pinned in the Teams app and set the order they appear.

+ Add apps ↑ Move up ↓ Move down ✕ Remove | 7 Items

<input checked="" type="checkbox"/>	Name
<input type="checkbox"/>	Activity
<input type="checkbox"/>	Trello
<input type="checkbox"/>	Jira Cloud
<input type="checkbox"/>	GitHub
<input type="checkbox"/>	Polly
<input type="checkbox"/>	Smartsheet
<input type="checkbox"/>	Adobe Sign

Meeting Policies

The screenshot displays the Microsoft Teams admin center interface. The top navigation bar includes 'Office 365' and 'Microsoft Teams admin center'. The left-hand navigation pane lists various administrative areas, with 'Meeting policies' highlighted in blue. The main content area is titled 'Global' and shows the 'General' settings for Meeting policies. Under the 'General' section, four settings are listed, all of which are currently turned 'On': 'Allow Meet Now', 'Allow the Outlook add-in', 'Allow channel meeting scheduling', and 'Allow scheduling private meetings'. Below this, the 'Audio & video' section is visible, with the 'Allow transcription' setting also turned 'On', indicated by a red arrow pointing to its toggle switch. Other settings in the 'Audio & video' section include 'Allow cloud recording' and 'Allow IP video', both also turned 'On'. The breadcrumb path at the top of the main content area reads 'Dashboard \ Meeting policies \ Global'.

Office 365 | Microsoft Teams admin center

Dashboard \ Meeting policies \ Global

Global

Description

General

These are the general settings for Meeting policies. [Learn more](#)

- Allow Meet Now On
- Allow the Outlook add-in On
- Allow channel meeting scheduling On
- Allow scheduling private meetings On

Audio & video

Audio and video settings let you turn on or off features that are used during Teams meetings. [Learn more](#)

- Allow transcription On
- Allow cloud recording On
- Allow IP video On

Messaging Policies

The screenshot displays the Microsoft Teams admin center interface. The top navigation bar shows 'Office 365' and 'Microsoft Teams admin center'. The left sidebar contains various administrative categories, with 'Messaging policies' selected. The main content area is titled 'Global' and lists several messaging policy settings:

- Owners can delete sent messages: Off
- Users can delete sent messages: On
- Users can edit sent messages: On
- Read receipts: User controlled
- Chat: On
- Use Giphys in conversations: On
- Giphy content rating: Moderate
- Use Memes in conversations: On
- Use Stickers in conversations: On
- Allow URL previews: On
- Allow users to translate messages: On

A red arrow points to the 'Allow users to translate messages' toggle, which is currently turned on.

User Dashboard

The screenshot displays the Microsoft Teams admin center interface. The top navigation bar shows 'Office 365' and 'Microsoft Teams admin center'. The left sidebar contains various management options, with 'Users' selected. The main content area is titled 'Dashboard \ Users \ Mathew Sturgis' and features a user profile card for Mathew Sturgis, including a profile picture, name, location (United States), and email address (Juliano@msteamsedu.onmicrosoft.com). Below the profile card are two summary cards: '7-DAY QUALITY' with a donut chart showing 100% 'Good' quality, and '7-DAY ACTIVITY' showing 2 meetings and 0 calls. At the bottom, there is a 'Call history' table with columns for Start time, When, Participants, Duration, Activity type, and Client.

Start time ↓	When	Participants	Duration	Activity type	Client
Feb 22, 2019, 11:25 AM ...	3 days ago	1 Participant	00:00:00	Conference	Microsoft Teams
Feb 19, 2019, 3:29 PM MST	6 days ago	2 Participants	00:00:26	Conference	Microsoft Teams
Feb 18, 2019, 4:24 PM MST	7 days ago	2 Participants	00:01:00	Conference	Microsoft Teams
Feb 18, 2019, 12:17 PM ...	7 days ago	1 Participant	00:03:05	Conference	Microsoft Teams
Feb 15, 2019, 11:39 AM ...	10 days ago	2 Participants	00:01:28	Conference	Microsoft Teams
Feb 14, 2019, 1:37 PM MST	11 days ago	1 Participant	00:00:19	Conference	Microsoft Teams
Feb 14, 2019, 1:30 PM MST	11 days ago	2 Participants	00:00:44	Conference	Microsoft Teams

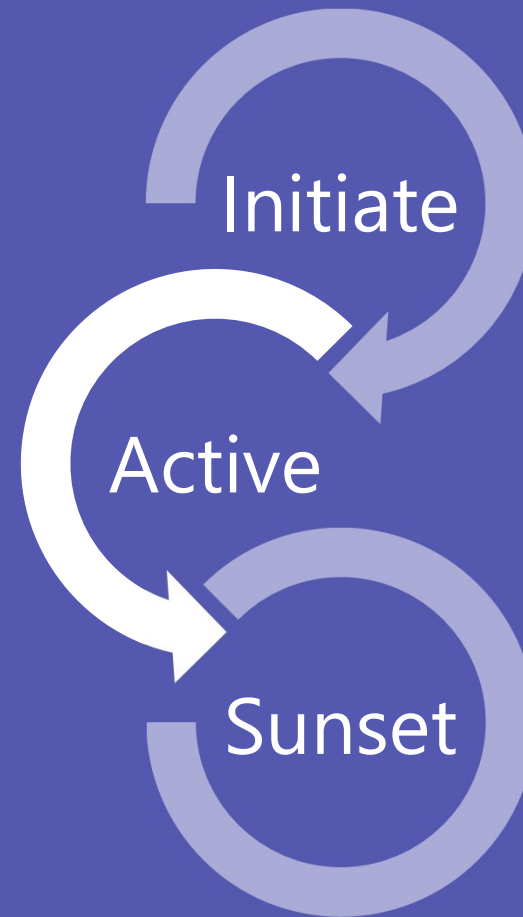
Delegated Teams Admin Roles

Role	Permissions
Teams Service Administrator	Manage the Microsoft Teams service, and manage and create Office 365 Groups
Teams Communications Administrator	Manage calling and meetings features within the Microsoft Teams service
Teams Communications Support Engineer	Troubleshoot communications issues within Teams by using advanced tools.
Teams Communications Support Specialist	Troubleshoot communications issues within Teams by using basic tools.

Team Lifecycle

Active Phase

Security & Governance Controls



Microsoft Runs on Trust

Delivering the Advanced Security and Compliance you expect.

- Data privacy focused: **you own your data**.
- **Identity-driven** experience provides the security and control you expect.
- **Secure external collaboration** while maintaining internal security policies.
- Custom word lists to **block** offensive and hateful language. ^(A5)
- Maintain legal and regulatory **compliance** in one unified platform.

<https://www.microsoft.com/en-us/microsoft-365/blog/2020/04/06/it-professionals-privacy-security-microsoft-teams/>

YOU OWN YOUR DATA

Customer data is only used to provide agreed upon services.

Data Privacy

NO DATA MINING

We will **NOT** use your chats, email, files, or personal content to target advertisements at you.

Data Privacy

POLICY DRIVEN

Easily manage anonymous and external access to meetings.

Anonymous users can join a meeting
 On



IDENTITY FOCUSED

Azure AD provides a robust and consistent SSO experience leveraging enterprise grade security capabilities.



SECURE EXTERNAL COLLABORATION

Azure B2B securely extends collaboration to external and guest organizations while maintaining control over your data.



COMMUNICATION COMPLIANCE POLICIES

Machine learning and artificial intelligence to identify harassment and bullying.

Advanced Compliance



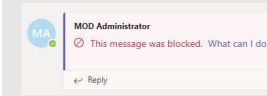
CONDITIONAL ACCESS

Make access decisions and enforce organizational policies like MFA.



DATA LOSS PREVENTION

Protect sensitive information
Prevent and block offensive and hateful language.



Advanced Compliance



RETENTION

Manage the information you keep to comply with regulations or internal policies.

Delete data that's considered a liability or no longer required to maintain.



Microsoft Teams Security & Compliance Capabilities










Available Today

Capability	Description
Archive	Any content stored in any Teams related workload needs to be preserved immutably
Compliance Content search	Any content stored in any workload can be search through rich filtering capabilities and be exported to a specific container for compliance and litigation support.
eDiscovery – Messaging/Files	Rich in-place eDiscovery capabilities including case management, preservation, search, analysis and export to help our customers simplify the eDiscovery process to quickly identify relevant data while decreasing cost and risk.
Legal hold	When any team or individual is put on In-Place Hold or litigation hold, the hold is placed on both the primary and the archive messages (No edits or deletes).
Auditing and reporting	All Team activities and business events must be captured and available for customer search and export.
Conditional Access and Intune MAM	Ensure that access to Microsoft Teams is restricted to devices that are compliant with IT Admin or Corporate Organization set policies and security rules both for the Teams Apps and the services it uses under the hood. Includes MAC Support for Conditional Access as well.
Moderator support	The ability to have a moderator (owner of team) of a Team delete data from any user in the team that is inappropriate and mute users in a team/channel.
Windows Information Protection	Windows Information Protection (WIP), previously known as enterprise data protection (EDP), helps to protect against this potential data leakage without otherwise interfering with the employee experience. WIP also helps to protect enterprise apps like MS Teams.
Allowed List of Apps	An Admin can control the list of 3P apps (bots, connectors, tabs) that can be used by end users within a tenant.
Retention / Preservation	Help organizations reduce the liabilities associated with messaging. The Customer can configure their tenant to retain data for a fixed period of time or retain it with unlimited storage for different Teams workloads.
eDiscovery – Calling/Meetings	Rich in-place eDiscovery capabilities including case management, preservation, search, analysis and export to help our customers simplify the eDiscovery process to quickly identify relevant data while decreasing cost and risk.
Data loss prevention (DLP)	Identify any sensitive data stored being transferred within or outside of Customer Organization in Teams to intercept and prevent leakage for Files and Chat/Channel Messages.
Advanced Threat Protection	Support for safe files and safe links in Microsoft Teams to protect your organization from malicious attacks with the power of Office 365 Advanced threat protection
Business Information Barriers	Prevent exchanges or communication that could lead to conflicts of interest. (a.k.a. Ethical walls)
Conversation/Chat Supervision	Supervision policies in Office 365 allow you to capture employee communications for examination by designated reviewers. You can define specific policies that capture internal and external email, Microsoft Teams, or 3rd-party communications in your organization.












Teams Governance

 Teams administrators












Microsoft 365 & Azure AD Admin Tools

- Group creation 
- Group naming 
- Group classification 
- Dynamic membership 
- Group templates 
- Guest access 
- Group expiration 
- Group recovery 
- Access review 

Teams & Skype Admin Tools

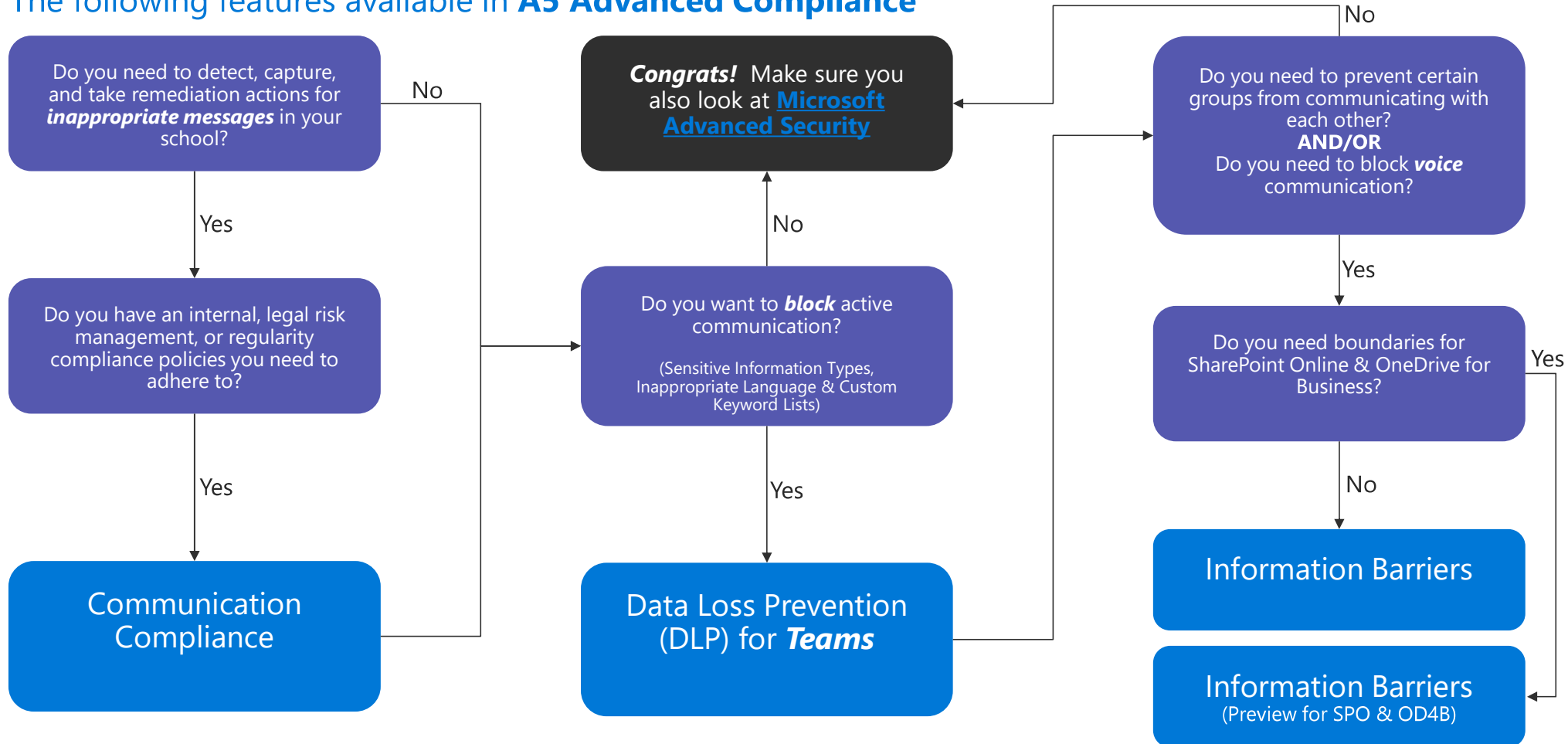
- Admin roles 
- Teams settings 
- Device policies 
- Messaging policies 
- Meeting policies 
- Live event policies 
- App policies 
- Calling policies 
- Migration planning 
- Reporting & analytics 
- Customization apps, bots, etc. 

Security & Compliance Admin Tools

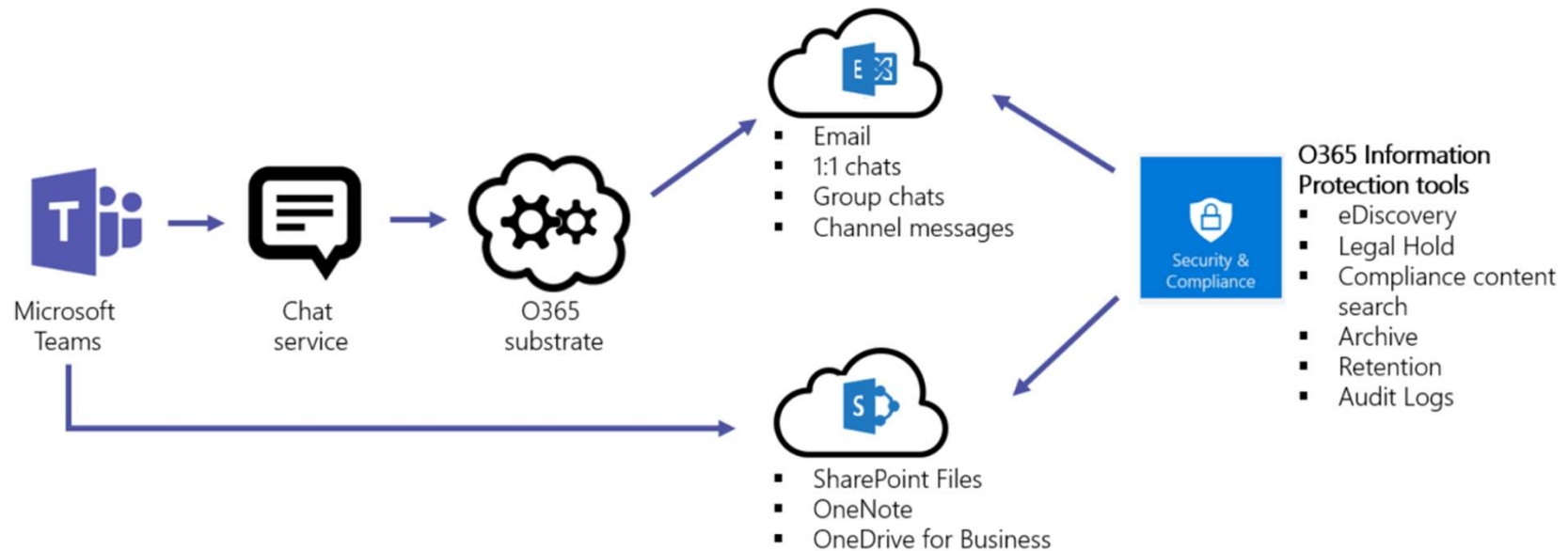
- Retention policies 
- Hold & eDiscovery 
- DLP (files) 
- DLP (chat) 
- Audit log searches 
- Supervisory review 
- Information barriers 
- Data subject requests 
- Information protection 
- Threat protection 
- Mobile devices & applications 

What Compliance features do I need for Microsoft Teams?

The following features available in **A5 Advanced Compliance**



Information Protection with Microsoft Teams



Security and Compliance

Office 365 Security & Compliance

Home > Data loss prevention

Use data loss prevention (DLP) policies to help identify and protect your organization's docs isn't shared with the wrong people. Learn more about DLP

Internal PCI Data in Chat

[Edit policy](#) [Delete policy](#)

Status: On [Edit](#)

Description: No Credit Card Data in Teams chat internally [Edit](#)

Locations: Teams chat and channel messages

Policy settings: Low volume of content detected Internal PCI, High volume of content detected Internal PCI

Name	Order
<input checked="" type="checkbox"/> Internal PCI Data in Chat	0
<input type="checkbox"/> U.S. Financial Data - Current	1
<input type="checkbox"/> U.S. Financial Data	2

[+ Create a policy](#) [Refresh](#)

[Close](#)

Office 365 Security & Compliance

- Records management
- Data governance
- Supervision
- Threat management
- Dashboard
- Investigations
- Explorer
- Submissions
- Attack simulator
- Review
- Policy
- Threat tracker
- Mail flow
- Data privacy
- Search

```
Administrator: Windows PowerShell
Junk Email           JunkEmail           Managed Content Settings
Deleted Items       DeletedItems        Managed Content Settings
Default 2 year move to... All                   Managed Content Settings
Personal 1 year move to... Personal              Managed Content Settings
Personal never move to... Personal              Managed Content Settings
1 Week Delete       Personal            Managed Content Settings
1 Month Delete      Personal            Managed Content Settings
Personal 5 year move to... Personal              Managed Content Settings
6 Month Delete      Personal            Managed Content Settings
1 Year Delete        Personal            Managed Content Settings
5 Year Delete        Personal            Managed Content Settings

PS C:\Users\c\home> Get-RetentionPolicy

Name                RetentionPolicyTagLinks      Guid
-----
Custom MRM Policy - old {5 Year Delete, 1 Year Delete, 6 Month Delete, Personal 5 year move to archive...} e0c82af1-2c5a-4908-b73f-741f6a761bfd
Default              {Never Delete, AsyncOperationNotification, ModeratedRecipients, AutoGroup} efb00b0-727a-44cf-b0ac-c9a75a88e398
ArbitrationMailbox  (Inbox Default, Partner Policy, Sales Reports, Financial Reports...) bb50a5de-8b60-4efc-b780-bd99ca111aa3
Company Retention Policy {}                               f0847d50-32e1-45c3-b12f-c3f5c720f222
Default MRM Policy  {}                               {}
```

Safe attachments

Use this page to protect your organization from malicious content in email attachments and files in SharePoint, OneDrive, and Microsoft Teams.

Protect files in SharePoint, OneDrive, and Microsoft Teams

If a file in any SharePoint, OneDrive, or Microsoft Teams library is identified as malicious, ATP will prevent users from opening and downloading the file. Learn more about ATP for SharePoint, OneDrive, and Microsoft Teams

Turn on ATP for SharePoint, OneDrive, and Microsoft Teams

Protect email attachments

Set up an ATP safe attachments policy for specific users or groups to help prevent people from opening or sharing email attachments that contain malicious content. Learn more about ATP safe attachments for email

Reports for this feature just got better. Check out the new report in the Security and Compliance Center for an enhanced reporting experience.

ENABLED	NAME	PRIORITY
<input checked="" type="checkbox"/>	OrganizationSafeAttachmentsPolicy	0

OrganizationSafeAttachmentsPolicy

Enabled

Relative priority: 0

Applied to:

If the message recipient's address domain portion belongs to any of these domains: 'o365.ms' or 'M365x20003.onmicrosoft.com'

1 selected of 1 total

[Save](#) [Need help?](#) [Feedback](#)

Audit

Who created Team "Contoso"?



Who made Mallory a Teams owner?

Who changed the Channel settings?

I want to know whenever a Team is created!

- Audit allows to investigate specific activities across Office 365 services
- By default turned off
- Will record last 90 days starting when enabled
- Event displayed 30 minutes of event occurrence
- Reactive: review past events
- Proactive: get email notification for new events

Audit Logs

Security & Compliance

Home > Audit log search

Audit log search

Need to find out if a user deleted a document or if an admin reset someone's password? Search the Office 365 audit log to find out what the users and admins in your organization have been doing. You'll be able to find a permissions, directory services, and much more. [Learn more about searching the audit log](#)

Search Clear Results

Activities Show results for all activities Clear all to show results for all activities Search

Date	IP address	User	Activity	Item
Microsoft Teams activities				
			Created team	Deleted team
			Deleted channel	Added channel
			Changed channel setting	Changed organization setting
			Changed role of members in team	User signed in to Teams
			Removed bot from team	Removed members from team
			Updated tab	Added bot to team
			Updated connector	Removed tab
				Added connector
				Removed connector
Dynamics 365 activities				
			Accessed out-of-box entity	Accessed custom entity
			Performed bulk actions (such as delete and import)	Accessed other entity type
				Accessed admin entity
				Accessed Dynamics 365 admin center

[+ New alert policy](#)

Audit log search

Compliance Communication

I want to review if someone posts about "Longhorn" with someone external to the company!



I want to review if someone posts medical and health data!

I want to assigned different reviewers based on alert

- Allows proactive monitoring of communication
- Can be scoped to specific users or groups
- Based on conditions
- Percentage of message to review
- Define reviewers
- Can mark content as compliant, resolved, questionable or non-complaint
- Supervision check happens every 24 hours

Communication compliance

Microsoft 365 compliance

Communication compliance

Overview Alerts Policies Notice templates

Monitor for offensive language
Add a policy that uses Microsoft's machine learning model for abusive and offensive language to find and prevent instances of harassment in your organization.
[Get started](#)

Monitor for sensitive info
Add a policy that monitors communications containing sensitive information to help prevent unauthorized leaks.
[Get started](#)

Monitor for regulatory compliance
Add a policy that monitors communications for insider information.
[Get started](#)

Alerts

Alert	Policy	Severity	Detected
-------	--------	----------	----------

[View all alerts](#)

Policies with most matches
Updated 6:47 pm today

Policy name	Total matches
-------------	---------------

Monitor communications for offensive language

Let us know whose communication to supervise and who should review them, and we'll create a communication compliance policy that uses an abusive language machine learning model to detect content that might be considered harassment.

Settings we'll fill out for you

- ✓ **Policy name**
Offensive or threatening language
- ✓ **Communications to monitor**
Internal communications in Exchange mail, Teams chat, Skype for Business conversations, Inbound, Outbound, Internal,
- ✓ **Conditions**
Review 100% of communications containing offensive language or bad words.

Settings we need from you

Users or groups to supervise *
Start typing to find users or groups

Reviewers *
Choose users or mail-enabled security groups to review the communications that are returned by this policy.
GC Garrett Chandler X Start typing to find users or groups

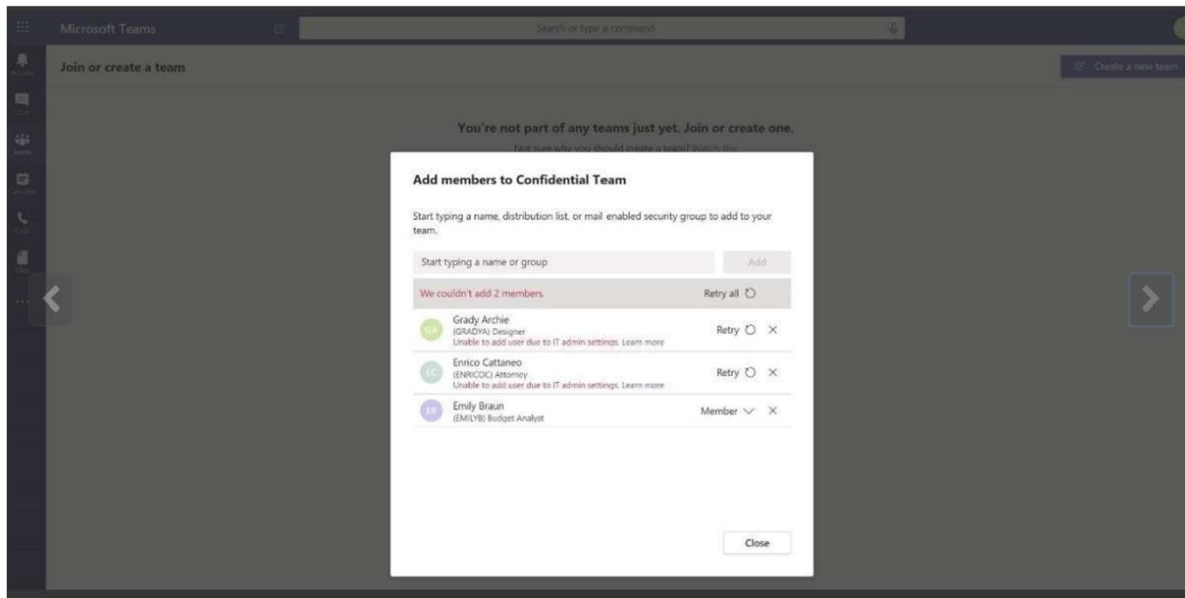
[Create policy](#) [Cancel](#)

Data Loss Protection Policies

The screenshot displays a Microsoft Teams chat interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Meetings, Calls, Files, and a Feedback button. The main area shows a chat conversation with Marie Beaudouin (Guest). At the top, a search bar contains the text "Search or type a command". Below the search bar, a notification states "Your message was blocked" with a sub-message "Message contains sensitive content" and "Chat with Marie Beaudouin (Guest)". The chat history includes several messages from various team members, such as Sarah, Will Little, Aadi Kapoor, David Power, Pete Turner, Kadji Bell, Danielle Booker, Babak Shammias, and Keiko Tanaka. The current message from Marie Beaudouin (Guest) is blocked and contains the following text: "Thank you for always being so positive! I will push Krystal to give us a few more days. That shouldn't be a problem. Can you send me information about the two at risk patients, while we wait for Krystal." Below this is a redacted message with the text: "This message was blocked. What can I do? I don't have the file yet, but here are some cards and information I have handy that you can use: Name: Will Little, Number: 5432180476691446, Expiration: 11/2021, CVV: 155, SSN: 522-19-2931. Name: Kayo Miwa, Number: 5458057271187995, Expiration: 06/2021, CVV: 646, SSN: 088-19-2931." The chat input field at the bottom contains the text "Type a message" and has icons for emojis, attachments, and other chat functions.

Information Barriers

Avoid conflicts of interest within your organization by limiting which individuals can communicate and collaborate with each other in Microsoft Teams.



Retention



For legal reasons, we need to retain some data 7 years.

Other data we need to delete after one year.

- Supports preservation and deletion
 - Preserve data certain timespan
 - Delete data after certain timespan
 - Can be combined
- Configuration
 - Can be based on file creation or last modified
 - Can be scoped to specific users or groups
 - Can be configured independently for chats and channels
- Retention is effective on the back-end
 - If user deletes messages, they will stay discoverable for admins
- Advanced retention settings currently not supported
- Use content search to review retained data

Data Retention Policies

The screenshot displays the Microsoft 365 Security & Compliance center interface. The top navigation bar shows 'Office 365 | Security & Compliance' and a user profile 'MA'. The left sidebar contains navigation options: Home, Alerts, Permissions, Classifications, Data loss prevention, Data governance, Dashboard, Label activity explorer, Import, Archive, Retention (selected), Events, Supervision, Threat management, Mail flow, and Data privacy.

The main content area is titled 'Home > Retention' and includes the subtitle 'Email, documents, Skype and Teams conversat...'. It features a 'Labels' section with a description: 'Create labels to let users manually classify and retain their own content (email, docs, folders, and more). You can also auto-apply labels to specific content.' Below this are '+ Create' and 'Refresh' buttons, and a 'Name' field with a checkmark.

A dark overlay panel on the right side of the main content area shows the progress of creating a policy:

- Name your policy
- Settings
- Choose locations
- Review your settings

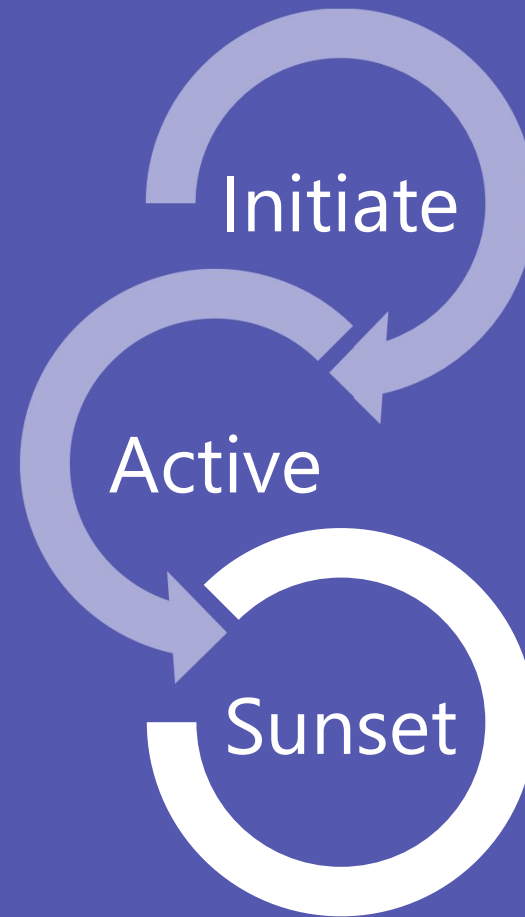
The 'Choose locations' dialog box is open, showing a list of locations with toggle switches:

- SharePoint sites
- OneDrive accounts
- Office 365 groups
- Skype for Business
- Exchange public folders
- Teams channel messages (All, None, Choose teams, Exclude teams)
- Teams chats (All, None, Choose users, Exclude users)

At the bottom of the dialog are 'Back', 'Next', and 'Cancel' buttons, and a 'Feedback' button in the bottom right corner.

Team Lifecycle

Sunset Phase



Teams Renew Experience

Email Notification

Microsoft Office 365

Teams UP is set to expire on January 02, 2019

TU
Teams UP
Private group with 62 members

[Renew group](#)

Renew Teams UP before it expires on January 02, 2019. If it isn't renewed, it will be deleted, along with all associated communications, files, calendar events, and tasks. You received this email because you're an owner of the group.

Group activity:

- Outlook
- SharePoint
- Teams
- Group details

If you no longer need this group, [delete it now](#).

Teams Notification

Teams UP (UP icon) [Warning icon] [More icon]

General

Introductions

The team will expire on 1/2/19 per IT policy.

Teams UP (UP icon) [Warning icon] [More icon] 4 replies from [Name]

General

Introductions

Office Hours

[Renew team](#)

[Remove favorite](#)

Team expiration

See when your team will be expiring or up for renewal

The team will expire on 1/2/19. Contact your IT admin for more information on expiration policies.

[Renew now](#)

Team Expired?

Restore CxD Scale Team by June 15, 2019



CxD Scale Team

Private group with 5 members



[Restore group](#)









CxD Scale Team expired on May 15, 2019. It was deleted, along with all associated communications, files, calendar events, and tasks. You have 30 days from the expiration date to restore CxD Scale Team and its content. You received this email because you're an owner of the group.

User Level – Teams Archiving

Manage teams

Search teams

▼ **Active (8)**

Name	Description	Membership	People	Type
 Adatum Corporation	Corporate	Member		...
 Lucerne Publishing	Publishing firm	Member		...
 Trey Research	Research group	Member		...
 Best for You Organics Co.	Organic produce, lunch items and food	Member		...
 Bellows College	University	Member		...
 Graphic Design Institute	Research, instruction in graphic design	Member		...
 Margie's Travel	Cool fonts and typefaces	Member		...
 Lunch Club	Meet up for lunchtime	Member	👤 35	🌐 ☆ ...


▶ **Archived (1)**

▶ **Deleted (4)**


Context Menu for Lunch Club:

- ★ Remove favorite
- ⚙️ Manage team
- 📄 Add channel
- 👤+ Add members
- 👤 Leave team
- ✎ Edit team
- 🔗 Get link to team
- 🗳 Archive team
- 🗑 Delete the team




Teams Governance

 Teams administrators

Microsoft 365 & Azure AD Admin Tools




Group creation  Group naming  Group classification 




Dynamic membership  Group templates  Guest access 

Group expiration  Group recovery  **Access review** 



AAD  P1  P2  A5  EMS 

Teams & Skype Admin Tools

Admin roles  Teams settings  Device policies 




Messaging policies  Meeting policies  Live event policies 




App policies  Calling policies  Migration planning 

Reporting & analytics  Customization apps, bots, etc. 

Security & Compliance Admin Tools

Retention policies  Hold & eDiscovery 

DLP (files)  DLP (chat)  Audit log searches 

Supervisory review  Information barriers  Data subject requests 

Information protection  Threat protection  Mobile devices & applications 

Teams Automation

Automation Capabilities



PowerShell

Friendlier to daily management tasks

May need to use multiple PowerShell modules

Interact with user policies

Manage:

- Teams
- Settings
- Membership



School Data Sync

For large scale usage of Teams in the classroom

Class Team creation based on SIS data

Keeps teacher/student relationships in sync

Can archive classes at end of semester



Graph API

Better for application development

Manage:

- Team owners and settings
- Provision Team templates
- Manage Team lifecycle
- Interact with chat, channels, threads, apps

School Data Sync

The screenshot displays the Office 365 Admin console interface. At the top, the navigation bar shows 'Office 365' and 'Admin'. A left-hand navigation pane contains several options: 'Sync Dashboard', 'Your Organization', 'Add Profile', 'Sync Profiles (6)', 'SDS Overview', 'Watch the video', 'Download the Toolkit', and 'Settings'. The 'Settings' option is selected, leading to the 'Settings' page for School Data Sync and Classroom. The page title is 'Settings' and the subtitle is 'Manage School Data Sync and Classroom'. The main content area provides an overview of the service, stating that School Data Sync uses SIS/MIS roster data to build online classrooms in Azure Active Directory and Office 365. It also notes that Classroom is a Preview service governed by the Preview Terms. Below this, there are two toggle switches: 'School Data Sync' and 'Microsoft Classroom', both of which are currently turned 'On'. A 'Section usage report' section includes a description and a 'Generate section report' button. Finally, the 'Email Notifications' section has a checkbox for 'Send me sync status snapshots' which is checked, and two radio button options for the frequency: 'Daily' (selected) and 'Weekly'.

Office 365 | Admin

Settings

Manage School Data Sync and Classroom

School Data Sync uses your SIS/MIS roster data to build online classrooms in Azure Active Directory and Office 365. Classroom is a single experience for managing all classes and assignment workflow for teachers and students.

Classroom is a Preview service governed by the [Preview Terms](#).

By using the services you agree to these terms.

School Data Sync
Turning off SDS will disable syncs and restrict all access to the service and the toolkit until you turn it back on. Turning on SDS does not start a sync.

On

Microsoft Classroom
Turning off Microsoft Classroom will disable and restrict access to the Application for all users until you turn it back on.

On

Section usage report
Generate a report to view all the sections in your tenant. The report will also indicate if the section contains any files. Note: Generating this report can take several hours.

[Generate section report](#)

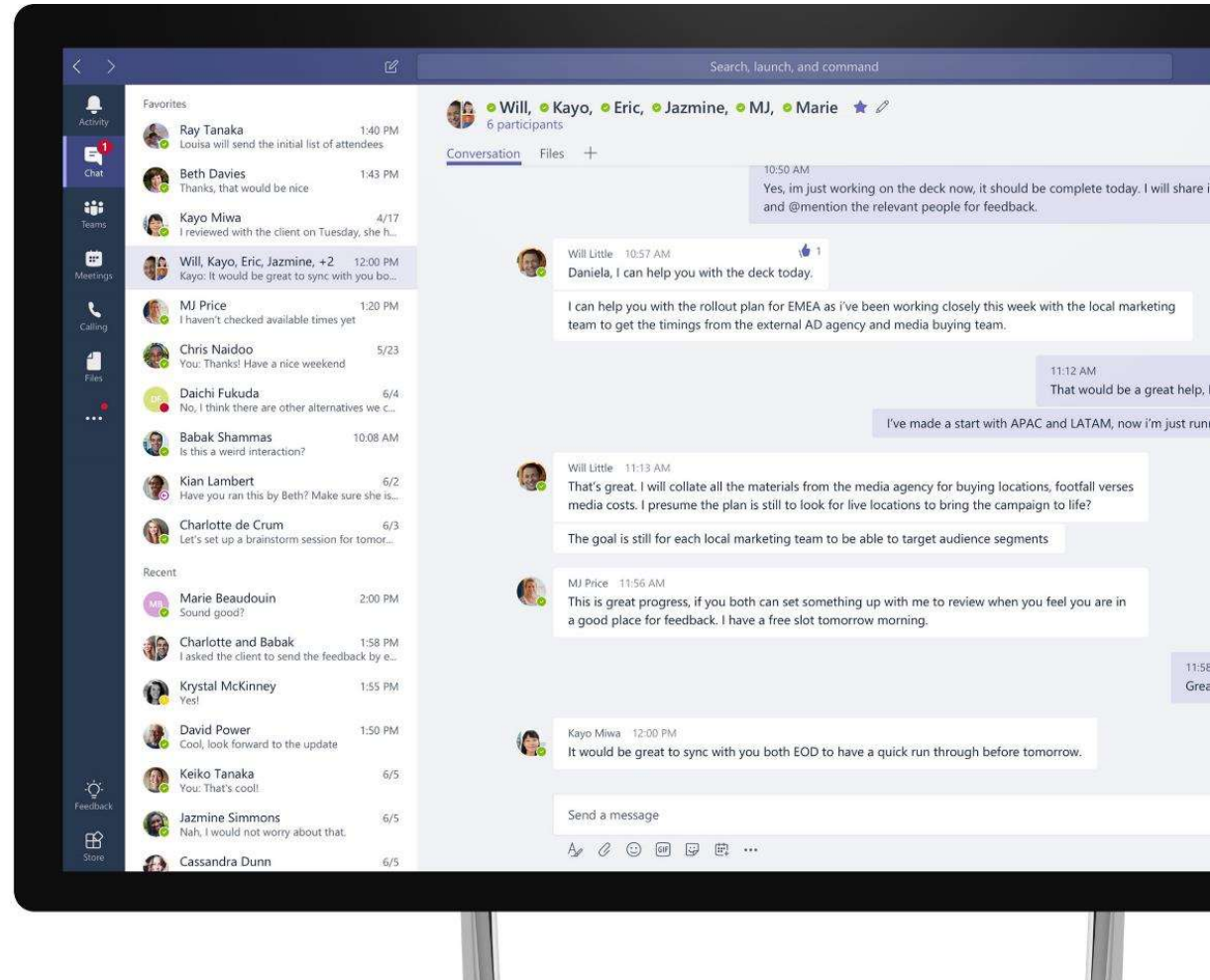
Email Notifications

Send me sync status snapshots

Daily
 Weekly

Further Reading

- **Docs:** [Security and Microsoft Teams](#)
- **Docs:** [Policy recommendations for securing Teams chats, groups, and files](#)
- **Docs:** [Microsoft Education governance FAQ for admins](#)
- **Training:** [Getting started with admin training for Microsoft Teams](#)
- **Blog:** [For IT professionals: Privacy and security in Microsoft Teams](#)
- **Blog:** [Our commitment to privacy and security in Microsoft Teams](#)



Thank You



#MicrosoftEDU

O365 vs M365 Component

Summary

Services & Features

		O A1	O A3	O A5	M A3	M A5	
Office	Collaboration & Learning	Exchange Online (email and calendar), Teams /skype, Yammer (social)	Y	Y	Y	Y	Y
		OneDrive for Business and SharePoint Online (files and sharing)	Y	Y	Y	Y	Y
		Groups (shared spaces) and Planner (work management)	Y	Y	Y	Y	Y
		Office Online web-based editing (Word, Excel, PowerPoint, and OneNote)	Y	Y	Y	Y	Y
		Office ProPlus Client (Word, Excel, PowerPoint, Outlook, OneNote)	NO	Y	Y	Y	Y
	Classroom Tools	Microsoft Teams Classroom , PLCs , and StaffHub	Y	Y	Y	Y	Y
		OneNote Class Notebook , Sway	Y	Y	Y	Y	Y
	More Inclusive Classrooms	Learning Tools , Accessibility Checker , Office Lens	Y	Y	Y	Y	Y
	Compliance	Legal Hold , eDiscovery	Y	Y	Y	Y	Y
		Advanced eDiscovery , Customer Lockbox , Advanced Data Governance	NO	NO	Y	NO	Y
Management & Security	Exchange Online Protection , DLP , Azure Rights Management , Message Encryption , School Data Sync	Y	Y	Y	Y	Y	
	Office 365 Cloud App Security , note this is OCAS not MCAS	NO	NO	NO	Y	Y	
Advanced Security	Office 365 Advanced Threat Protection , Threat Intelligence	NO	NO	Y	NO	Y	
Analytics	Power BI Pro , MyAnalytics , Delve	NO	NO	Y	NO	Y	
Voice, Video, and Meetings	Microsoft Teams , Skype for Business	Y	Y	Y	Y	Y	
	Office 365 Audio Conferencing, Phone System	NO	NO	Y	NO	Y	
Windows	Operating System	Windows 10 Upgrade License (Education Edition , Enterprise , Enterprise LTSB, & Pro)	NO	NO	NO	Y	Y
	Management and Security	Windows Defender Antivirus , Advanced Threat Analytics	NO	NO	NO	Y	Y
		Device Guard , Credential Guard , Exploit Guard , Intune for Education	NO	NO	NO	Y	Y
Advanced Security	Windows Defender Advanced Threat Protection	NO	NO	NO	NO	Y	
Enterprise Mobility + Security	Management and Security	Azure Active Directory P1 (SSO , MFA , SSPR , Conditional Access , Dynamic Groups)	NO	NO	NO	Y	Y
		Azure Information Protection P1 (document classification, tracking, and revocation)	NO	NO	NO	Y	Y
		Advanced Threat Analytics	NO	NO	NO	Y	Y
		Intune (MDM and Mobile Application Management (MAM) without the need for device enrollment)	NO	NO	NO	Y	Y
	Advanced Security	Azure Active Directory P2 (Identity Protection and Privileged Identity Management)	NO	NO	NO	NO	Y
	Azure Information Protection P2 (automated classification and hold your own key)	NO	NO	NO	NO	Y	
	Microsoft Cloud App Security	NO	NO	NO	NO	Y	
Additional M365 Benefits	Student Benefits	Intune for Education , Azure Active Directory P1, Azure Information Protection P1, Office 365 Cloud App Security is YES, but Microsoft Cloud App Security for M365 A5 ONLY	NO	NO	NO	Y	Y
		Azure Active Directory P2, Azure Information Protection P2, Microsoft Cloud App Security	NO	NO	NO	NO	Y
	Game Based Learning	Minecraft for Education	NO	NO	NO	Y	Y
	Servers & CALs	Productivity Server Licenses and Client Access Licenses (CALs) for Exchange, SharePoint, Skype for Business, etc.	NO	NO	NO	Y	Y
	Windows Server Client Access Licenses (CALs)	NO	NO	NO	Y	Y	
	System Center Endpoint Protection	NO	NO	NO	Y	Y	
	System Center Configuration Manager Client Management Licenses (CMLs)	NO	NO	NO	Y	Y	