Microsoft Teams for Education for IT Pros

Lifecycle management, security, governance and compliance
Customer Momentum
Teams is the fastest growing business app in Microsoft history

- 500k Organizations use Teams
- 93 Fortune 100 companies use Teams
- 53 languages are supported in Teams
- 650+ customers have 10k or more active users
- 75M Daily active users
<table>
<thead>
<tr>
<th>Chat &amp; Collaboration</th>
<th>Meetings &amp; Calling</th>
<th>Apps and workflow</th>
<th>Admin &amp; Security</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Location sharing</td>
<td>✓ Live Events in Microsoft 365</td>
<td>✓ Shifts</td>
<td>✓ Virtualized SBCs (available now from partners)</td>
</tr>
<tr>
<td>✓ Smart camera</td>
<td>✓ Meetings First (in preview)</td>
<td>✓ Multi-team support for Shifts</td>
<td>✓ Control for Microsoft Teams by Smarsh</td>
</tr>
<tr>
<td>✓ New and existing teams can now accommodate up to 5,000 members</td>
<td>✓ Direct Routing</td>
<td>✓ Time clock in Teams</td>
<td>✓ MVISION for Microsoft Teams by McAfee</td>
</tr>
<tr>
<td>✓ Praise badges</td>
<td>✓ Microsoft Teams Rooms</td>
<td>✓ Focus time in Teams</td>
<td>✓ InformCast Fusion from Singleware Software</td>
</tr>
<tr>
<td>✓ Channel announcements</td>
<td>✓ Media Bypass</td>
<td>✓ Customizable mobile experience</td>
<td>✓ Export Teams usage reports to CSV files</td>
</tr>
<tr>
<td>✓ 100 people in a Group Chat</td>
<td>✓ Cloud Voicemail support for Skype for Business Server and Lync Server 2013</td>
<td>✓ Content cameras &amp; intelligent capture</td>
<td>✓ Teams-Only Mode</td>
</tr>
<tr>
<td>✓ Teams for education gradebook</td>
<td>✓ Proximity-based meeting join</td>
<td>✓ Audio sharing</td>
<td>✓ eDiscovery</td>
</tr>
<tr>
<td>✓ Teams for education weekly email updates for parents</td>
<td>✓ Busy on Busy signal</td>
<td>✓ Microsoft Teams Powershell Module</td>
<td>✓ Custodian management for Teams memberships (preview)</td>
</tr>
<tr>
<td>✓ Priority notifications</td>
<td>✓ Calls App for VOIP users</td>
<td>✓ New GitHub iterations – messaging extension, Bot, and personal app capabilities</td>
<td>✓ Retention for Teams channels and chats</td>
</tr>
<tr>
<td>✓ @-less mentions</td>
<td>✓ “Meeting started” phone notifications</td>
<td>✓ Azure pipelines for Teams to help you automate</td>
<td>✓ Supervision for Teams channels and chats</td>
</tr>
<tr>
<td>✓ Chat filters</td>
<td>✓ Call me functionality in meetings</td>
<td>✓ Microsoft Graph APIs – Create teams with Team Templates (including education, retail, and healthcare)</td>
<td>✓ Data Loss Prevention for chat messages and channel conversations</td>
</tr>
<tr>
<td>✓ Channel notification control</td>
<td>✓ Meeting options for lobby control</td>
<td>✓ Microsoft Graph APIs – Installing apps to teams using application permissions (preview)</td>
<td>✓ App setup policies</td>
</tr>
<tr>
<td>✓ Request to add others to private teams</td>
<td>✓ Single toolbar option in meetings &amp; calling</td>
<td>✓ Microsoft Graph APIs – Microsoft Teams Powershell Module</td>
<td>✓ Information barriers</td>
</tr>
<tr>
<td>✓ Read-only Class Materials folder for Teams for Education</td>
<td>✓ Video support in Chrome meetings</td>
<td>✓ New GitHub iterations – messaging extension, Bot, and personal app capabilities</td>
<td>✓ Discovery management of private teams</td>
</tr>
<tr>
<td>✓ Enhanced assignment tabs in Teams for Education</td>
<td>✓ Secondary ringer</td>
<td>✓ Azure pipelines for Teams to help you automate</td>
<td>✓ Channel moderation</td>
</tr>
<tr>
<td>✓ Private Channels</td>
<td>✓ Meet Now</td>
<td>✓ Microsoft Graph APIs – Microsoft Teams Powershell Module</td>
<td>✓ Teams available on Linux</td>
</tr>
<tr>
<td>✓ Native Federation for 1:1 Chats with users outside your organization</td>
<td>✓ Live captions (English)</td>
<td>✓ New GitHub iterations – messaging extension, Bot, and personal app capabilities</td>
<td>✓ Mobility policy requiring WiFi</td>
</tr>
<tr>
<td>✓ Add additional participants to a meeting chat</td>
<td>✓ Live Events usage reports</td>
<td>✓ Microsoft Graph APIs – Configure five new types of tabs – Word, Excel, PowerPoint, PDF, and document libraries.</td>
<td>✓ Number normalization roles for tenant administrators</td>
</tr>
<tr>
<td>✓ Live captions (preview)</td>
<td>✓ Pin meeting participants</td>
<td>✓ Microsoft Graph APIs – New ways to send messages in channel, email, and bots (preview)</td>
<td>✓ EDU – Early teacher access to class teams</td>
</tr>
<tr>
<td>✓ “Missed meeting add” notifications</td>
<td>✓ &quot;Meeting started&quot; phone notifications</td>
<td>✓ Microsoft Graph APIs – Deep links to channels (preview)</td>
<td>✓ EDU – Grade Sync</td>
</tr>
<tr>
<td>✓ Lightweight meeting join for IE, Safari, and Firefox</td>
<td>✓ Microsoft Whiteboard in Teams meetings</td>
<td>✓ Microsoft Graph APIs – Create teams with a single API call (preview)</td>
<td>✓</td>
</tr>
<tr>
<td>✓ Microsoft Whiteboard in Teams meetings</td>
<td>✓ Microsoft Whiteboard in Teams meetings</td>
<td>✓ Microsoft Graph APIs – Contact Center APIs</td>
<td>✓</td>
</tr>
<tr>
<td>✓ New Meeting Devices, Phones, and Peripherals – learn more at Microsoft Teams Marketplace</td>
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<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>✓ Live Captions (preview)</td>
<td>✓ Dynamic Calling for Direct Routing</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>✓ Muted meeting chats</td>
<td>✓ Meeting Roles</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>✓ Meeting Roles</td>
<td>✓ Citrix VDI support GA</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
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
### Teams Admin Center
Used to manage your Teams environment such as enabling Teams for users,

### Analytics and Reports
Discover and export insights and information about Teams usage

### Voice Management
Easily manage phone numbers, dial plans, direct routing, call queues, auto attendants and more

<table>
<thead>
<tr>
<th><strong>TeAMS ADMIN CENTER</strong></th>
<th><strong>ANALYTICS AND REPORTS</strong></th>
<th><strong>VOICE MANAGEMENT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivering the controls and management you expect</td>
<td>Discover and export insights and information about Teams usage</td>
<td>Easily manage phone numbers, dial plans, direct routing, call queues, auto attendants and more</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>MANAGE APPS</strong></th>
<th><strong>APP SETUP POLICIES</strong></th>
<th><strong>MESSAGING POLICIES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Control what apps are available to users in your organization's app store</td>
<td>Configure what apps will be available for specific users</td>
<td>Control what chat and channel messaging features are available to users in Teams</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>MEETING POLICIES</strong></th>
<th><strong>LIVE EVENT POLICIES</strong></th>
<th><strong>POLICY PACKAGES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td>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</td>
<td>Collection of predefined policies and settings that can be customized and applied to a group of users</td>
</tr>
</tbody>
</table>

- **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:**
Team Lifecycle
Initiation Phase

- Initiate
- Active
- Sunset

#MicrosoftEDU
Microsoft Teams Lifecycle

Create a team

Archive or delete the team when the time comes

Add members and owners

Add tabs

Configure team settings

Install apps

Add channels
# Teams Governance

Microsoft 365 & Azure AD Admin Tools

<table>
<thead>
<tr>
<th>Group creation</th>
<th>Group naming</th>
<th>Group classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔄</td>
<td>📝</td>
<td>🌐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dynamic membership</th>
<th>Group templates</th>
<th>Guest access</th>
</tr>
</thead>
<tbody>
<tr>
<td>🕒</td>
<td>📝</td>
<td>👤</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group expiration</th>
<th>Group recovery</th>
<th>Access review</th>
</tr>
</thead>
<tbody>
<tr>
<td>⏳</td>
<td>🗑</td>
<td>👤</td>
</tr>
</tbody>
</table>
Admin Center(s)

https://admin.teams.microsoft.com
Enabling Teams
Microsoft Admin Center - Settings

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

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

Education - Faculty and Staff
Education - Student
Guest
## Team Types

### Classes
- **Teachers and Students** collaborating on group projects, assignments, and more.  
  *(i.e. classroom settings)*

### Professional Learning Community (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)*

### Staff
- **School administration and development**

### Other
- **Clubs, study groups, after school activities**

### Staff Members

<table>
<thead>
<tr>
<th>Classes</th>
<th>PLCs</th>
</tr>
</thead>
</table>
| Teachers and Students collaborating on group projects, assignments, and more.  
  *(i.e. classroom settings)* | Educators collaborating within a professional learning community.  
  *(i.e. collaborative professional learning)* |

<table>
<thead>
<tr>
<th><strong>Staff Members</strong></th>
<th><strong>Anyone</strong></th>
</tr>
</thead>
</table>
| Staff leaders and staff members collaborating on a school administrator and development.  
  *(i.e. Oversee professional development)* | Students and school employees collaborating in interest groups and clubs.  
  *(i.e. general collaboration)* |
Control who has the ability to create Teams

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

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.

[Department] [GroupName] Team
Group classification

Label groups so you can identify the type on content within the team
Team Lifecycle
Active Phase
Admin Center Controls
Teams Governance

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

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.

### Manage teams

<table>
<thead>
<tr>
<th>Team name</th>
<th>Channels</th>
<th>Team members</th>
<th>Owners</th>
<th>Guests</th>
<th>Privacy</th>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pineview School District</td>
<td>2</td>
<td>7</td>
<td>2</td>
<td>0</td>
<td>Private</td>
<td>Active</td>
<td>Pineview School</td>
</tr>
<tr>
<td>Pineview High School</td>
<td>2</td>
<td>12</td>
<td>2</td>
<td>0</td>
<td>Private</td>
<td>Active</td>
<td>Pineview High School</td>
</tr>
<tr>
<td>Biology 1st Period</td>
<td>2</td>
<td>33</td>
<td>4</td>
<td>0</td>
<td>Mgmt.T</td>
<td>Active</td>
<td>Welcome to biology</td>
</tr>
<tr>
<td>Biology 2nd Period</td>
<td>1</td>
<td>33</td>
<td>4</td>
<td>0</td>
<td>Mgmt.T</td>
<td>Active</td>
<td>Welcome to biology</td>
</tr>
<tr>
<td>Biology 3rd Period</td>
<td>1</td>
<td>33</td>
<td>4</td>
<td>0</td>
<td>Mgmt.T</td>
<td>Active</td>
<td>Welcome to biology</td>
</tr>
<tr>
<td>Physical Science 4th Pe</td>
<td>2</td>
<td>37</td>
<td>4</td>
<td>0</td>
<td>Mgmt.T</td>
<td>Active</td>
<td>Welcome to phy</td>
</tr>
<tr>
<td>Physical Science 5th Pe</td>
<td>1</td>
<td>34</td>
<td>4</td>
<td>0</td>
<td>Mgmt.T</td>
<td>Active</td>
<td>Welcome to phy</td>
</tr>
<tr>
<td>Physical Science 6th Pe</td>
<td>1</td>
<td>35</td>
<td>4</td>
<td>0</td>
<td>Mgmt.T</td>
<td>Active</td>
<td>Welcome to phy</td>
</tr>
<tr>
<td>SysadminEDU</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>Public</td>
<td>Active</td>
<td>SysadminEDU</td>
</tr>
<tr>
<td>School District Onboard</td>
<td>7</td>
<td>10</td>
<td>4</td>
<td>0</td>
<td>Private</td>
<td>Active</td>
<td>Team with all res</td>
</tr>
<tr>
<td>District Curriculum Plt</td>
<td>4</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>Private</td>
<td>Active</td>
<td>District Curriculum Plt</td>
</tr>
</tbody>
</table>
Managing Applications

Microsoft Teams admin center

Global

Description

Microsoft apps
Choose which Teams apps published by Microsoft or its partners can be installed by your users.

- Allow all apps

Third party apps
Choose which Teams apps published by a third party that can be installed by your users.

- Allow all apps

Tenant apps
Choose which tenant apps can be installed by your users.

- Allow all apps

Save  Cancel
App Policies

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.

**Contoso**

**Pinned apps**

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Custom policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity</td>
<td></td>
</tr>
<tr>
<td>Trello</td>
<td></td>
</tr>
<tr>
<td>Jira Cloud</td>
<td></td>
</tr>
<tr>
<td>GitHub</td>
<td></td>
</tr>
<tr>
<td>Polly</td>
<td></td>
</tr>
<tr>
<td>Smartsheet</td>
<td></td>
</tr>
<tr>
<td>Adobe Sign</td>
<td></td>
</tr>
</tbody>
</table>
Meeting Policies
Messaging Policies

![Messaging Policies in Microsoft Teams admin center](image)
User Dashboard
# Delegated Teams Admin Roles

<table>
<thead>
<tr>
<th>Role</th>
<th>Permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teams Service Administrator</td>
<td>Manage the Microsoft Teams service, and manage and create Office 365 Groups</td>
</tr>
<tr>
<td>Teams Communications Administrator</td>
<td>Manage calling and meetings features within the Microsoft Teams service</td>
</tr>
<tr>
<td>Teams Communications Support Engineer</td>
<td>Troubleshoot communications issues within Teams by using advanced tools.</td>
</tr>
<tr>
<td>Teams Communications Support Specialist</td>
<td>Troubleshoot communications issues within Teams by using basic tools.</td>
</tr>
</tbody>
</table>
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. (AS)
- Maintain legal and regulatory **compliance** in one unified platform.

<table>
<thead>
<tr>
<th>Capability</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archive</td>
<td>Any content stored in any Teams related workload needs to be preserved immutably.</td>
</tr>
<tr>
<td>Compliance Content search</td>
<td>Any content stored in any workload can be searched through rich filtering capabilities and be exported to a specific container for compliance and litigation support.</td>
</tr>
<tr>
<td>eDiscovery – Messaging/Files</td>
<td>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.</td>
</tr>
<tr>
<td>Legal hold</td>
<td>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).</td>
</tr>
<tr>
<td>Auditing and reporting</td>
<td>All Team activities and business events must be captured and available for customer search and export.</td>
</tr>
<tr>
<td>Conditional Access and Intune MAM</td>
<td>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.</td>
</tr>
<tr>
<td>Moderator support</td>
<td>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.</td>
</tr>
<tr>
<td>Windows Information Protection</td>
<td>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.</td>
</tr>
<tr>
<td>Allowed List of Apps</td>
<td>An Admin can control the list of 3P apps (bots, connectors, tabs) that can be used by end users within a tenant.</td>
</tr>
<tr>
<td>Retention / Preservation</td>
<td>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.</td>
</tr>
<tr>
<td>eDiscovery – Calling/Meetings</td>
<td>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.</td>
</tr>
<tr>
<td>Data loss prevention (DLP)</td>
<td>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.</td>
</tr>
<tr>
<td>Advanced Threat Protection</td>
<td>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.</td>
</tr>
<tr>
<td>Business Information Barriers</td>
<td>Prevent exchanges or communication that could lead to conflicts of interest. (a.k.a. Ethical walls)</td>
</tr>
<tr>
<td>Conversation/Chat Supervision</td>
<td>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.</td>
</tr>
</tbody>
</table>
# Teams Governance

## 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**

Do you need to detect, capture, and take remediation actions for *inappropriate messages* in your school?

- **Yes**
  - Communication Compliance

- **No**
  - Do you have an internal, legal risk management, or regularity compliance policies you need to adhere to?
    - **Yes**
      - Congrats! Make sure you also look at [Microsoft Advanced Security](#)
    - **No**
      - Do you need to prevent certain groups from communicating with each other? **AND/OR** Do you need to block *voice* communication?
        - **Yes**
          - Do you need boundaries for SharePoint Online & OneDrive for Business?
            - **Yes**
              - Information Barriers
            - **No**
              - Information Barriers (Preview for SPO & OD4B)
        - **No**
          - Data Loss Prevention (DLP) for **Teams**

Do you want to block active communication? *(Sensitive Information Types, Inappropriate Language & Custom Keyword Lists)*

**Yes**

**No**

Do you need to block voice communication?

**Yes**

**No**
Information Protection with Microsoft Teams
Security and Compliance
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

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 permissions, directory services, and much more. Learn more about searching the audit log.

Search

Microsoft Teams activities
- Created team
- Deleted channel
- Changed channel setting
- Changed role of members in team
- Removed bot from team
- Updated tab
- Updated 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 Dynamics 365 admin center

Results

Date | IP address | User | Activity | Item
--- | --- | --- | --- | ---

Clear all to show results for all activities
Search

New alert policy
Compliance Communication

- 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-compliant
- 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.

Monitor for sensitive info
Add a policy that monitors communications containing sensitive information to help prevent unauthorized leaks.

Monitor for regulatory compliance
Add a policy that monitors communications containing information subject to legal or regulatory requirements.

Get started  Get started  Get started

Alerts
Alert  Policy  Severity  Detected
Recent policy matches
Last 30 days, updated 6:47 pm

View all alerts

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.

  Garrett Chandler  Start typing to find users or groups

Create policy  Cancel
Data Loss Protection Policies
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
Team Lifecycle
Sunset Phase
Group Expiration

**All groups**

- **Settings**
  - General
  - Expiration

- **Activity**
  - Access reviews
  - Audit logs

- **Troubleshooting + Support**
  - Troubleshoot
  - New support request

**Renewal notifications are emailed one day prior to group expiration, receive notification emails. If an associated content from source PowerBI.**

- **Group lifetime (in days)**: 180
- **Email contact for groups with no owners**
  - Enter email addresses separated by a semi

Enable expiration for these Office 365 groups
- **All**
- **Selected**
- **None**
Teams Renew Experience

Email Notification

Teams UP is set to expire on January 02, 2019

Teams UP

Private group with 62 members

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

General

Introductions

Office Hours

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Membership</th>
<th>People</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adatum Corporation</td>
<td>Corporate</td>
<td>Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lucerne Publishing</td>
<td>Publishing firm</td>
<td>Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trey Research</td>
<td>Research group</td>
<td>Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Best for You Organics Co.</td>
<td>Organic produce, lunch items and food</td>
<td>Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bellows College</td>
<td>University</td>
<td>Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graphic Design Institute</td>
<td>Research, instruction in graphic design</td>
<td>Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Margie’s Travel</td>
<td>Cool fonts and typefaces</td>
<td>Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch Club</td>
<td>Meet up for lunchtime</td>
<td>Member</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Archived (1)

### Deleted (4)
Teams Governance

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
- Messaging policies
- Meeting policies
- App policies
- Calling policies
- Reporting & analytics

Teams & Skype
Admin Tools
- Teams settings
- Meeting policies
- Live event policies
- Migration planning
- Customization apps, bots, etc.

Security & Compliance
Admin Tools
- Device policies
- Live event policies
- Migration planning
- 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

AAD
- P2
- A5
- EMS
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

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.

Microsoft Classroom

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