Microsoft 365 Academy: Trailer

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Menù

MODERN WORKPLACE

OFFICE 365 GROUPS

STRUMENTI DI COLLABORAZIONI IN M365: SHAREPOINT, ONEDRIVE, YAMMER

MIGRAZIONE DA UN AMBIENTE TRADIZIONALE AD UN AMBIENTE MODERNO

MICROSOFT TEAMS

M365 Modern
Workplace

The Modern Workplace

An environment in which employees can enjoy secure, highly reliable platforms for exchanging ideas, having conversations, collaborating, and doing their best work.

What the Modern Workplace means:

- Cloud-based services to share, have meetings, and collaborate in real time
- Latest version of the Office suite for personal productivity and security

Office 365

- Latest Microsoft OS for productivity and local security

Windows 10

- Cloud-based device management for device and app security

EMS

Microsoft 365 ***is*** the Modern Workplace

Office 365 & **Windows 10** & **Enterprise Mobility + Security (EMS)**

The Complexity Barrier

Complexity is a barrier to the realization of business value

The Modern Workplace must be:

Easy for users

- Collaborate, be more productive, from anywhere, and on any device
- Get and stay secure with devices, identities, and organization data (email, files, etc.)

Easy for IT departments

- Implement and manage security for users (Windows 10, EMS)
- Deploy desktop software and keep it up to date (Windows 10, Office 365 ProPlus)
- Manage cloud services to enable secure collaboration and productivity (Office 365, EMS)

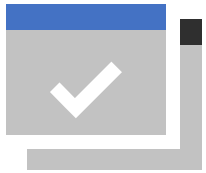
Microsoft 365

A complete, intelligent solution that empowers everyone

Office 365 · Windows 10 · Enterprise Mobility + Security

Unlocks creativity

Built for teamwork



Integrated for simplicity

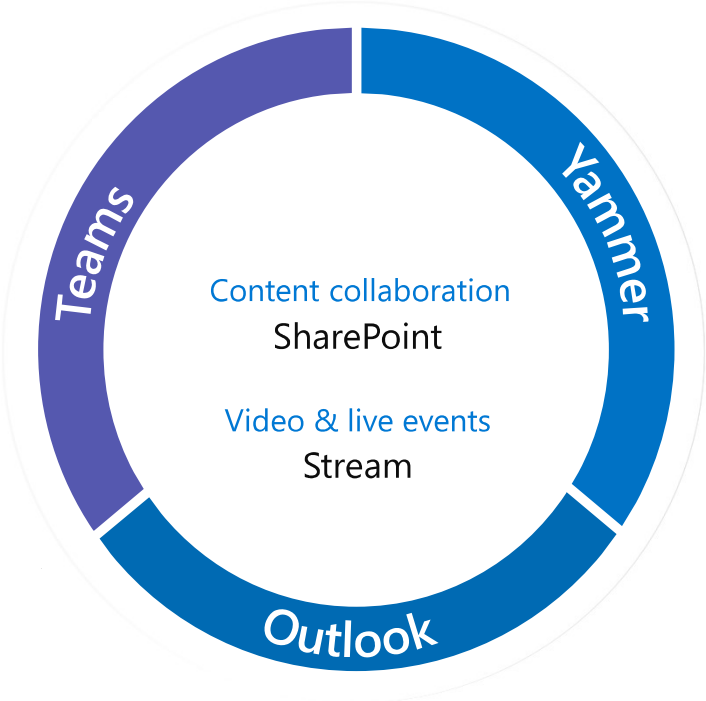
Intelligent security

Teamwork in Microsoft 365

Inner Loop

People you work with regularly

Run effective meetings & projects



Outer Loop

People you connect with across the org

Inform & engage employees

Email

Ubiquitous for targeted communications

Manage your time & communications

Office 365 Groups

Office 365 Groups

What is Office 365 Groups?

Single identity for teamwork and beyond

Membership service for M365 teamwork apps

Teams, Outlook, Yammer, SharePoint, Planner, Stream, Forms, StaffHub, Dynamics CRM, Power BI

Centrally managed and governed

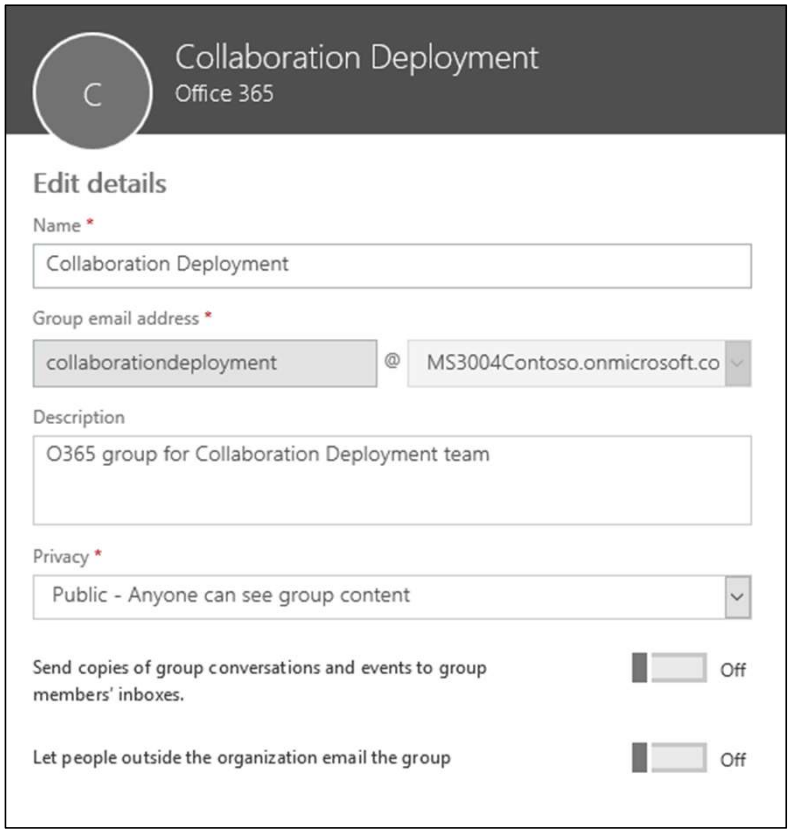
Information protection, governance, and compliance

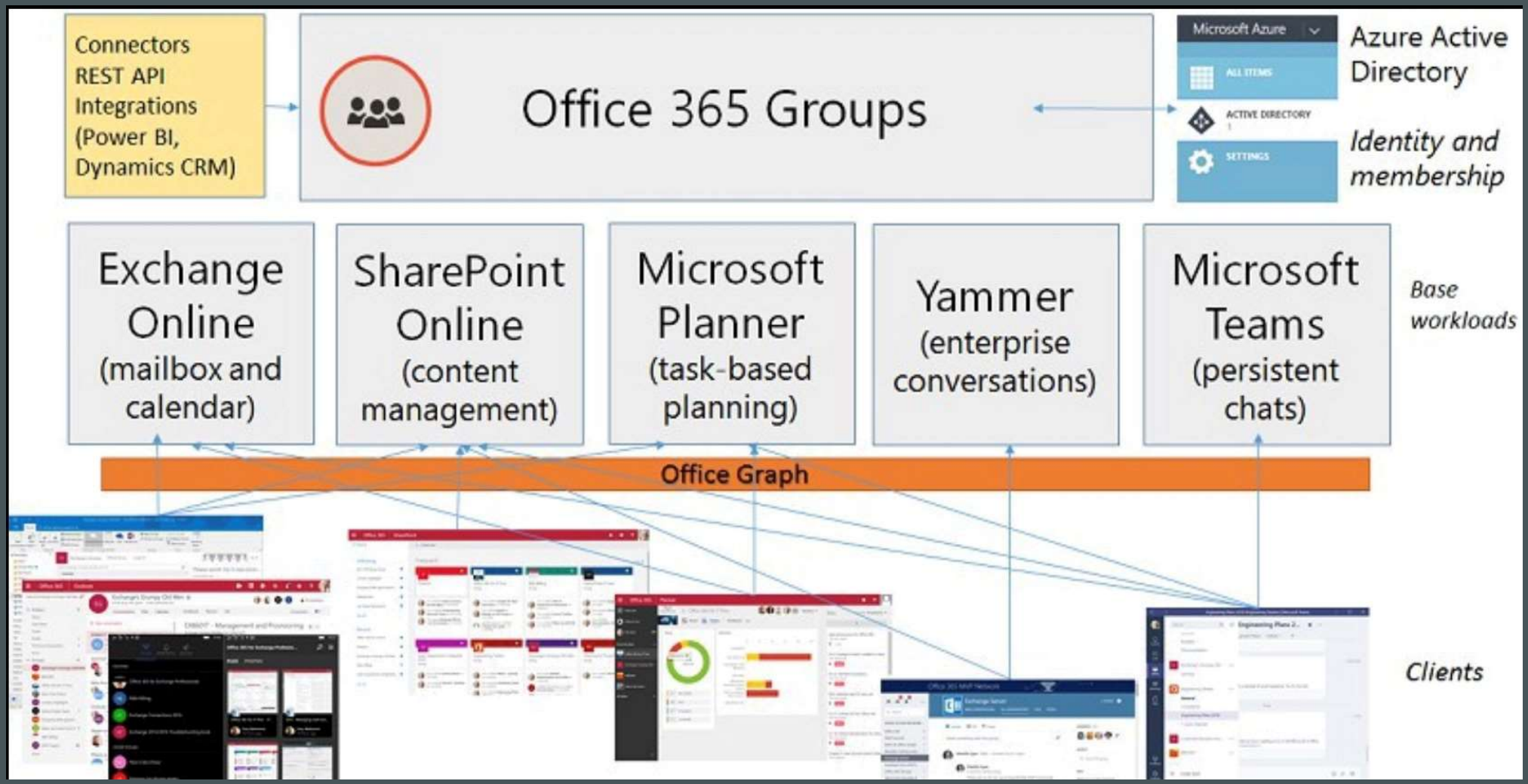
Extensible

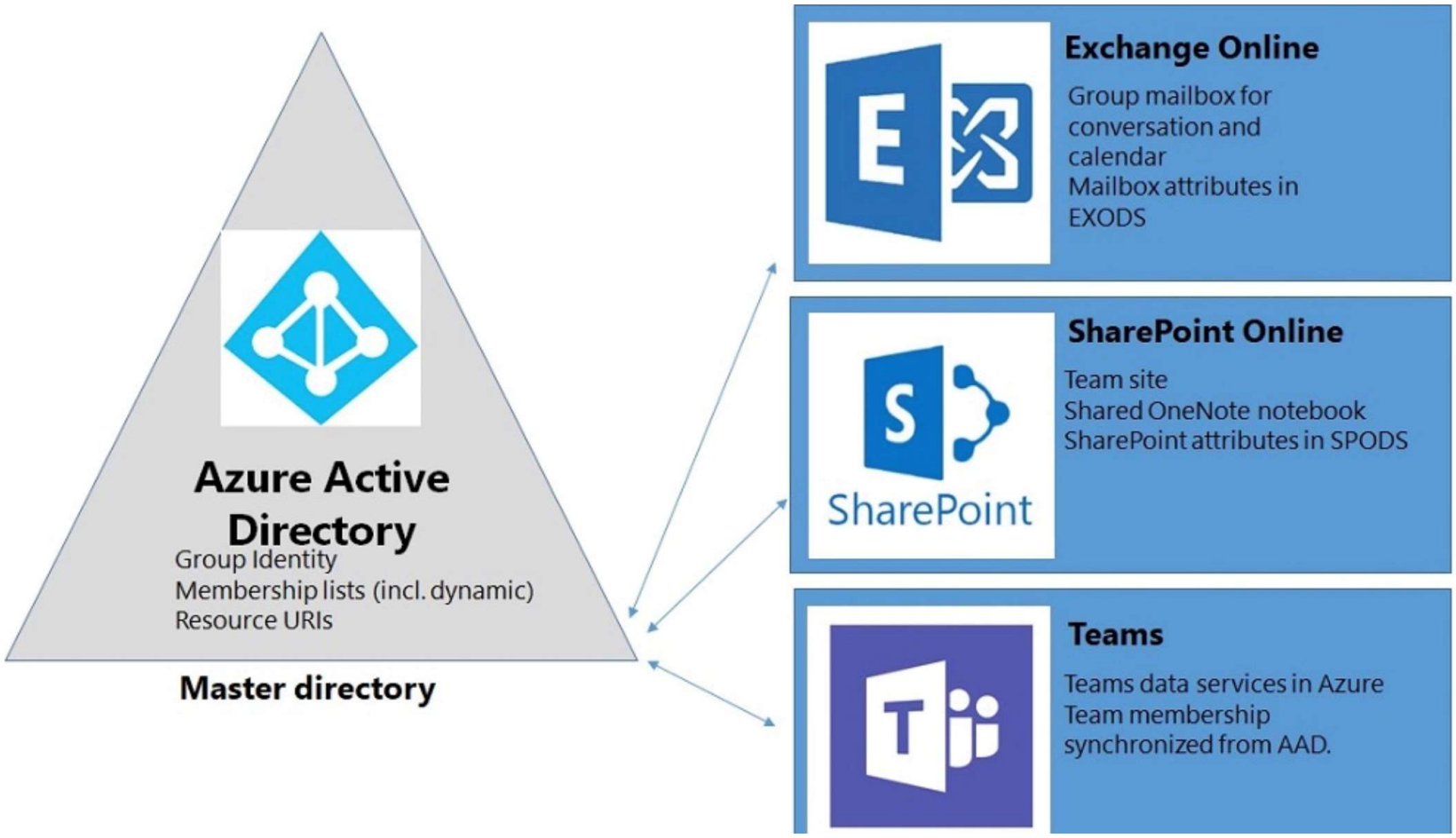
Microsoft Graph, connectors, 3rd party app development

Managing Office 365 Groups

- Office 365 Groups can be used to assign permissions and include features such as:
  - Shared inbox
  - Shared calendar
  - SharePoint team site
- Manage Office 365 groups in:
  - The app you created it in
  - Microsoft 365 admin center
- The privacy setting controls who can see group content
- Owners can manage group membership




Connectors
REST API
Integrations
(Power BI,
Dynamics CRM)
Office 365 Groups
Microsoft Azure
ALL ITEMS
ACTIVE DIRECTORY
SETTINGS
Azure Active Directory
Identity and membership
Exchange Online
(mailbox and calendar)
SharePoint Online
(content management)
Microsoft Planner
(task-based planning)
Yammer
(enterprise conversations)
Microsoft Teams
(persistent chats)
Base workloads
Office Graph
Clients


Azure Active Directory
Group Identity
Membership lists (incl. dynamic)
Resource URIs
Master directory
Exchange Online
Group mailbox for conversation and calendar
Mailbox attributes in EXODS
SharePoint Online
Team site
Shared OneNote notebook
SharePoint attributes in SPODS
SharePoint
Teams
Teams data services in Azure
Team membership synchronized from AAD.

Managing and governing Office 365 Groups at scale

Creation permissions

Soft delete and restore

Policies and information protection

Upgrade DLs to groups in Outlook

Naming policy

Expiration policy

Guest access

Reporting

Sharepoint Online

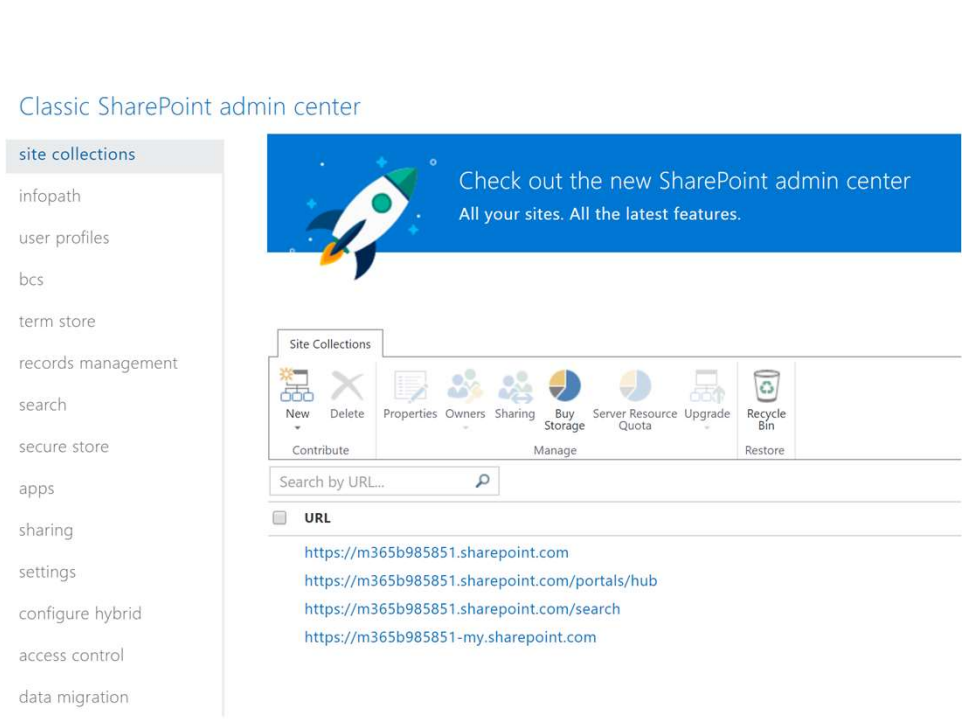
SharePoint Online Overview

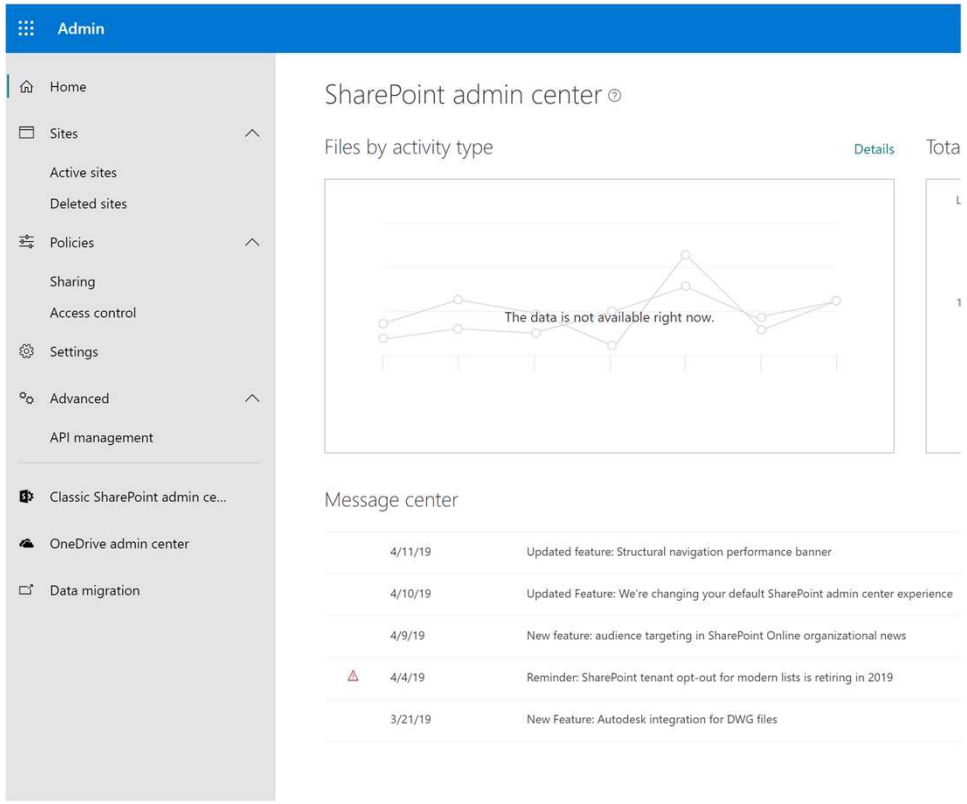
SharePoint Online (SPO) is a cloud-based collaboration platform that lets you and your organization store, organize, and share data and easily communicate with each other.

The SharePoint Administrator manages several different services in the SharePoint Administrator Center and by remote access using PowerShell. Users assigned the have access to the Classic or Modern SharePoint admin center and can create and manage site collections, designate site collection administrators, manage user profiles, and more.

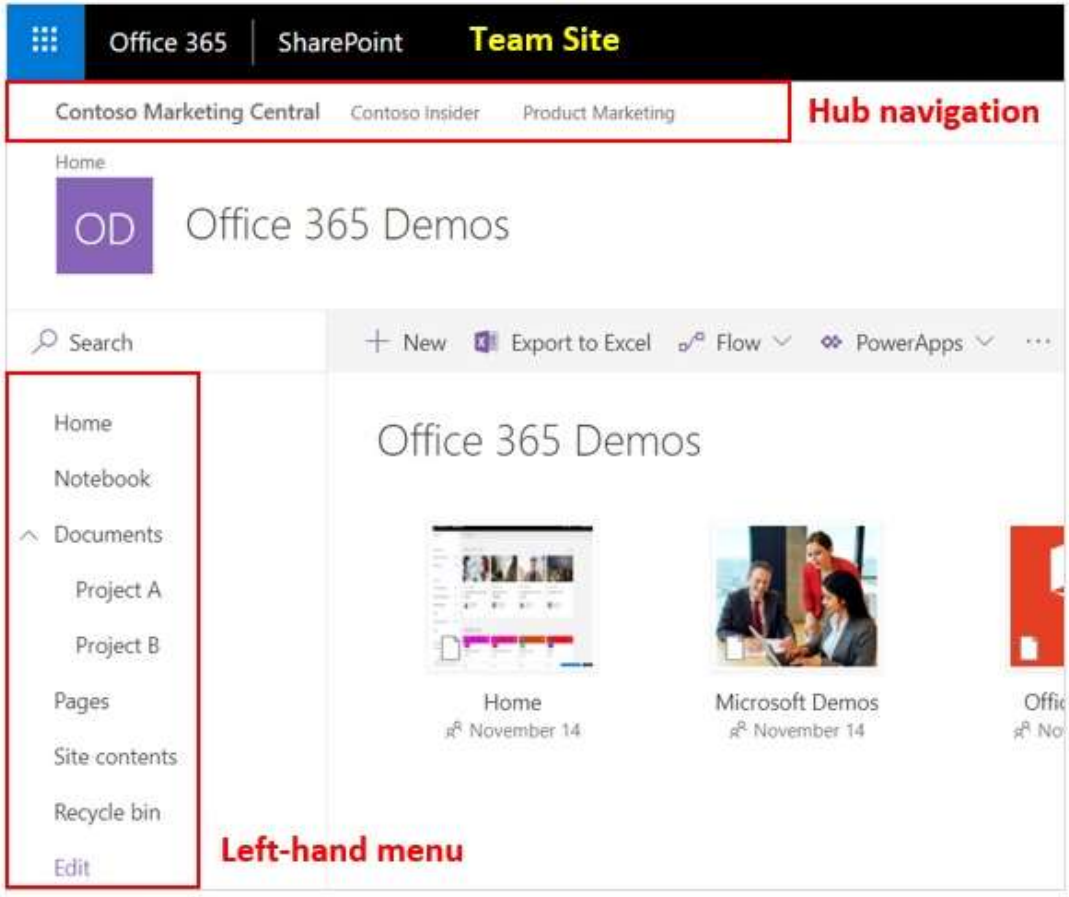
Feature	Office 365 Business in Microsoft 365
Storage	1 TB per organization plus 10 GB per license purchased
Storage for site collections	Up to 25 TB per site collection or group
Site collections per organization	500,000
Number of users	Up to 300

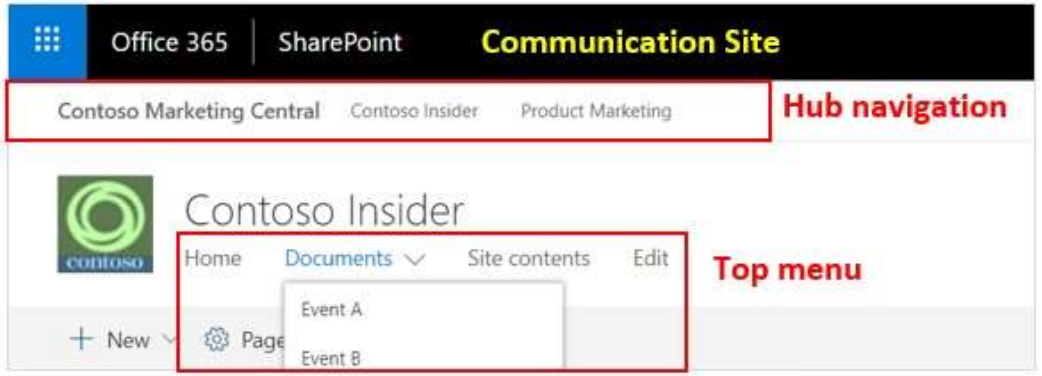
Classic vs Modern – Admin Center



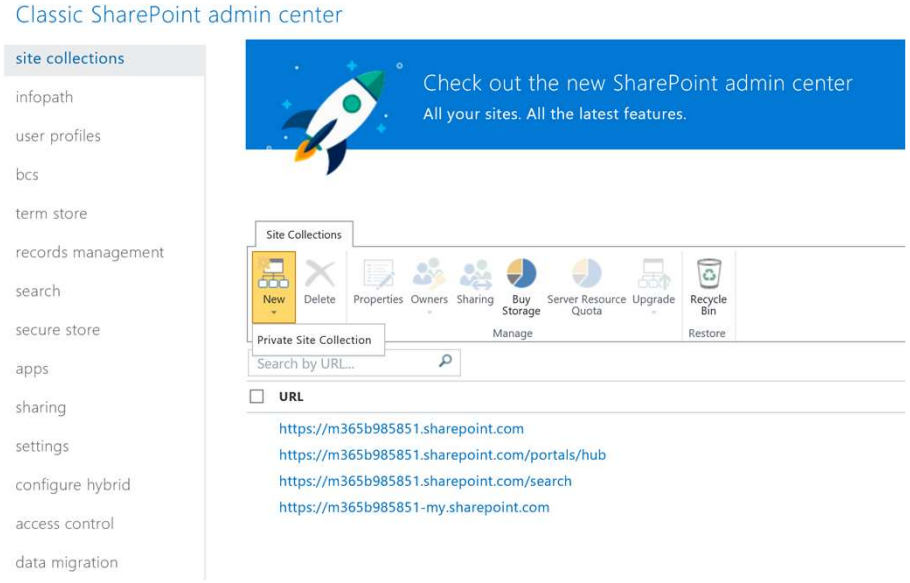


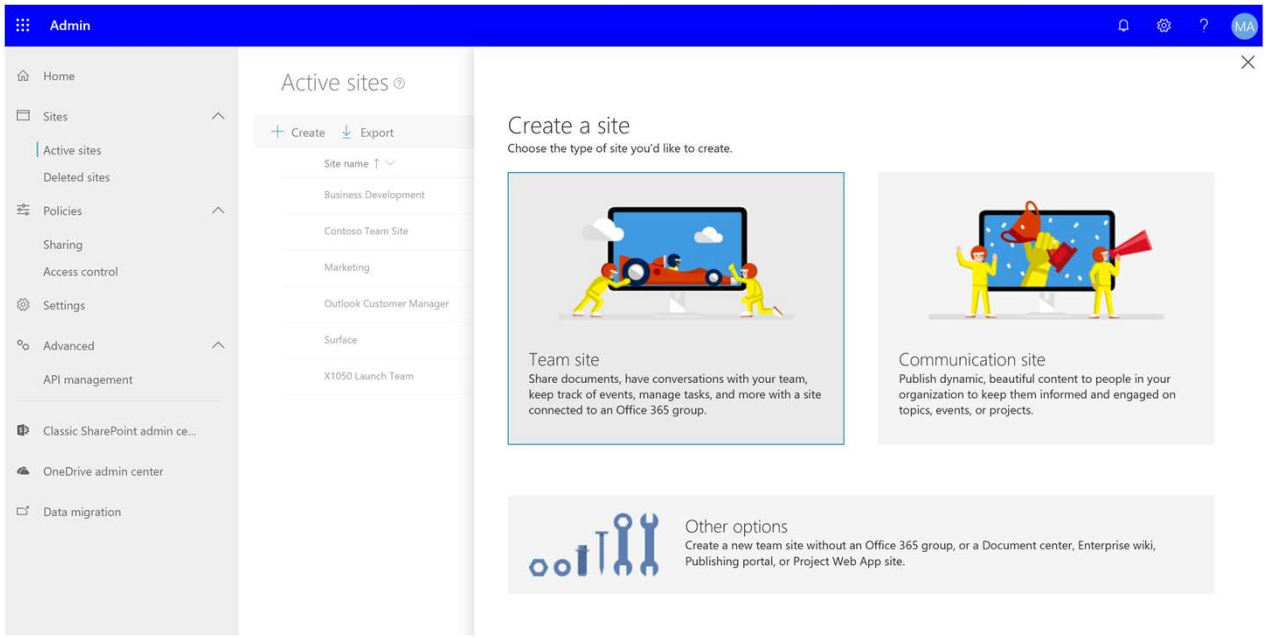
Overview of navigation in SharePoint





Site Collection / Site





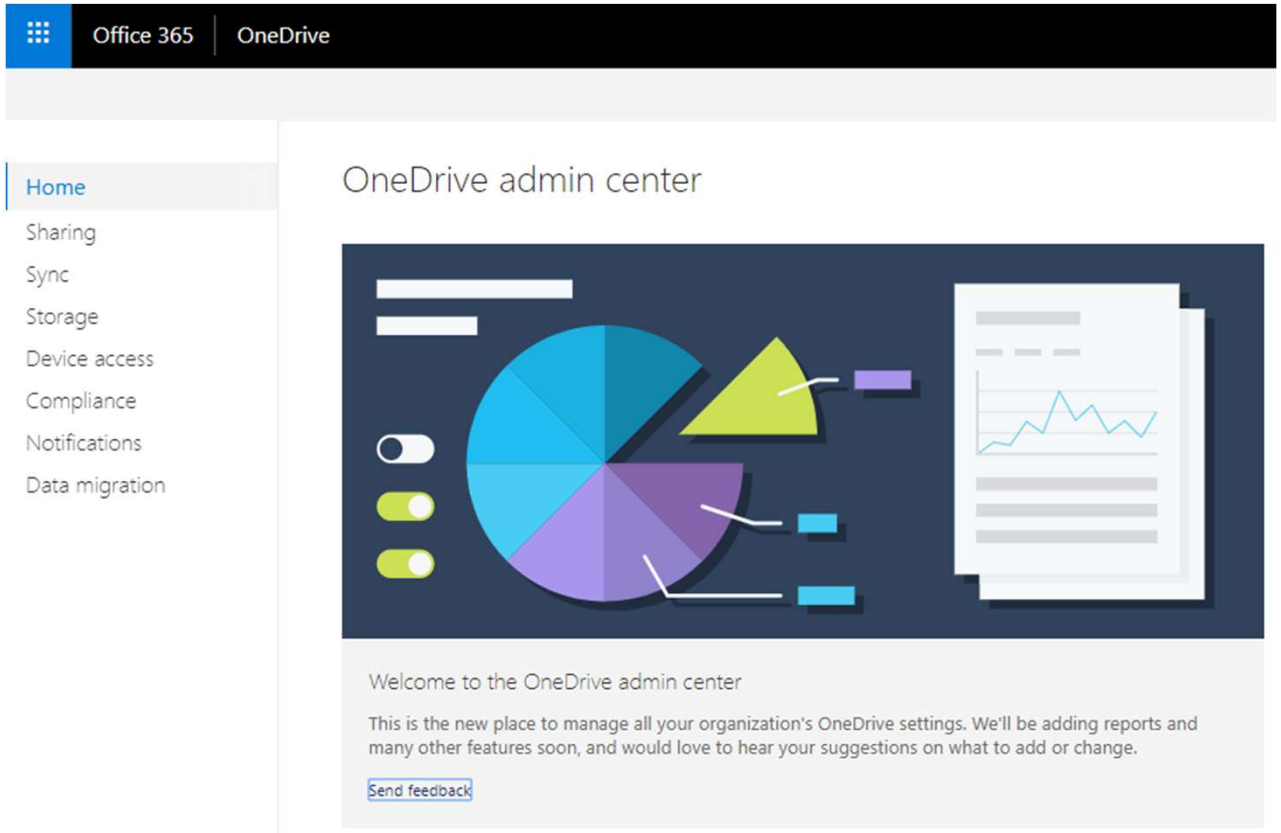
Onedrive

OneDrive for Business Overview

- Access files from all your devices.
- Share inside or outside your organization.
- Collaborate with deep Microsoft Office integration.
- Quickly find files that matter most.
- Protect your files with enterprise-grade security.

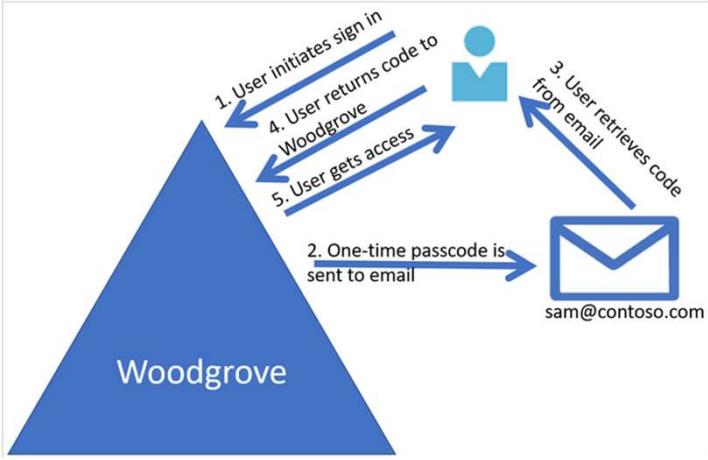
OneDrive Admin Center

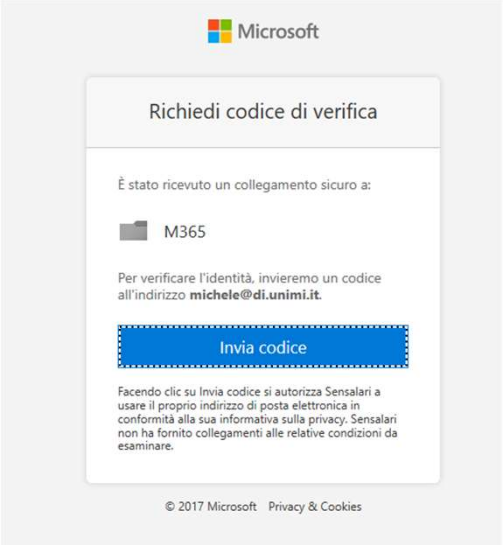
- Sharing
- Sync
- Storage
- Device Access
- Compliance
- Notifications

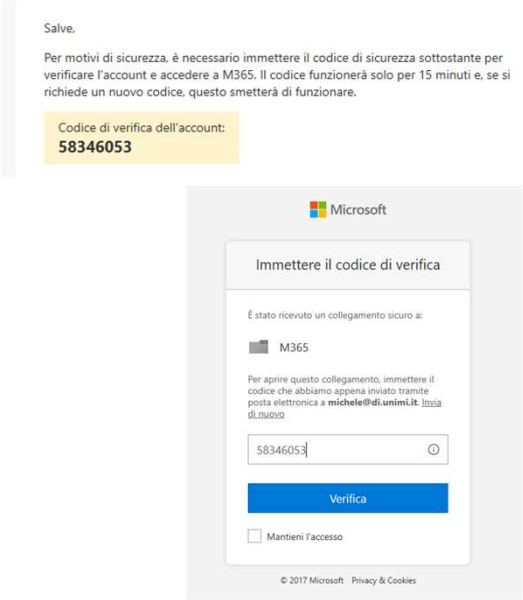


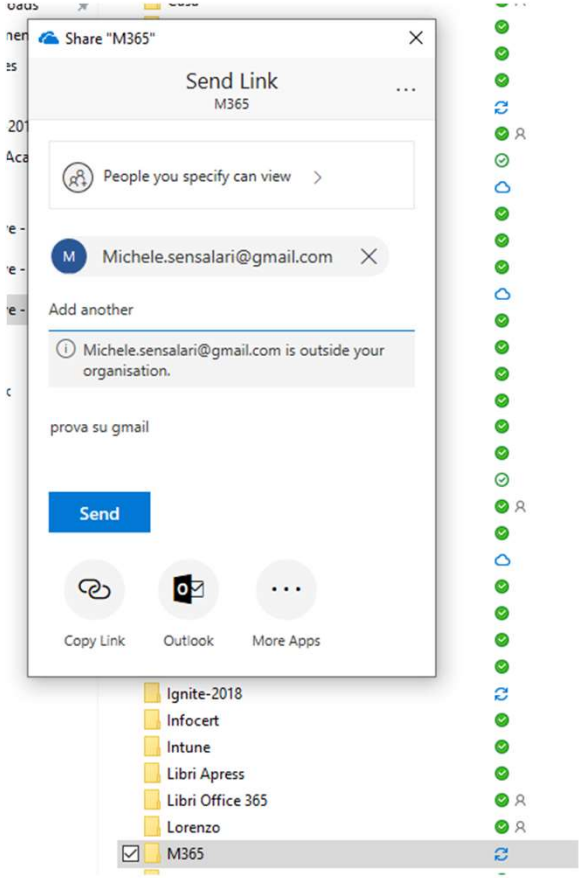
Azure AD makes sharing and collaboration seamless for any user with any account

- Public preview of email one-time passcodes (OTP), which lets you support B2B sharing with anyone in the world with an email account!
- With email OTP, any partner who doesn't have an existing Microsoft-backed account or Google social ID can seamlessly access shared resources and collaborate without having to create a new account.
- When you invite a guest who doesn’t have an Azure AD, Google, or Microsoft Account, they can use their existing email account to collaborate. Each time they sign-in using Azure AD, they receive an OTP code via email, which they can enter to prove continued ownership of the email inbox.
- In addition, you can optionally apply additional security through conditional access and Multi-Factor Authentication (MFA).









prova su gmail

Questo collegamento funziona solo per i destinatari diretti di questo messaggio.

M365

Apri

Microsoft OneDrive

Il mittente riceverà una notifica quando apri questo collegamento per la prima volta.

Microsoft rispetta la tua privacy. Per altre informazioni, leggi l'Informativa sulla privacy.
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

Microsoft

Verificare l'identità

È stato ricevuto un collegamento sicuro a:

M365

Per aprire questo collegamento sicuro è necessario immettere l'indirizzo di posta elettronica con cui è stato condiviso l'elemento.

michele.sensalari@gmail.com

Avanti

Facendo clic su Avanti si autorizza Sensalari a usare il proprio indirizzo di posta elettronica in conformità alla sua informativa sulla privacy. Sensalari non ha fornito collegamenti alle relative condizioni da esaminare.

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Salve,

Per motivi di sicurezza, è necessario immettere il codice di sicurezza sottostante per verificare l'account e accedere a M365. Il codice funzionerà solo per 15 minuti e, se si richiede un nuovo codice, questo smetterà di funzionare.

Codice di verifica dell'account:
59738122

Si verificano problemi con il codice?
Visualizzare l'errore e assicurarsi che l'identificatore di posta elettronica sia "DP3ZFQD". In caso contrario, cercare un messaggio aggiornato o provare a richiedere un nuovo codice.

Restore Data Sharepoint / Onedrive

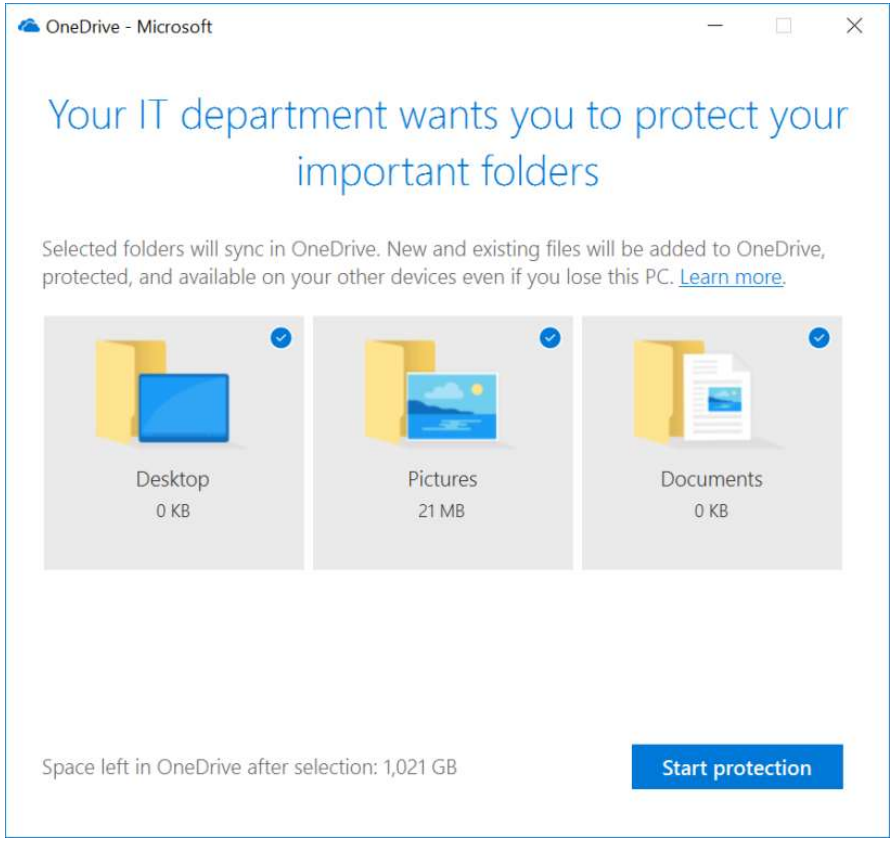
- Versions - 50,000 major versions and 511 minor versions.
- In SharePoint Online, items are retained for 93 days from the time you delete them from their original location. They stay in the site Recycle Bin the entire time, unless someone deletes them from there or empties that Recycle Bin. In that case, the items go to the site collection Recycle Bin, where they stay for the remainder of the 93 days.
- If you accidentally delete a site collection, it can be restored by a global or SharePoint admin using the SharePoint admin center
- If an item is deleted from the site collection recycle bin, you can call support within 14 days to access a backup.
- If lots of your OneDrive files get deleted, overwritten, corrupted, or infected by malware, you can restore your entire OneDrive to a previous time. Files Restore helps Office 365 subscribers undo all the actions that occurred on both files and folders within the last 30 days.

Migration to SPO/Onedrive

Migration solutions overview

OneDrive for Business Known Folder Move

- Known Folder Move (KFM) provides a simple migration option and enables users to select **windows known folders (Desktop, Documents, Pictures, Screenshots, and Camera Roll)** to automatically synchronize to OneDrive.
- You can add this feature by configuring group policy to :
  - Prompt users to move Windows known folders to OneDrive.
  - Silently move Windows known folders to OneDrive.
  - Prevent users from redirecting their Windows known folders to their PC.
  - Prevent users from moving their Windows known folders to OneDrive.



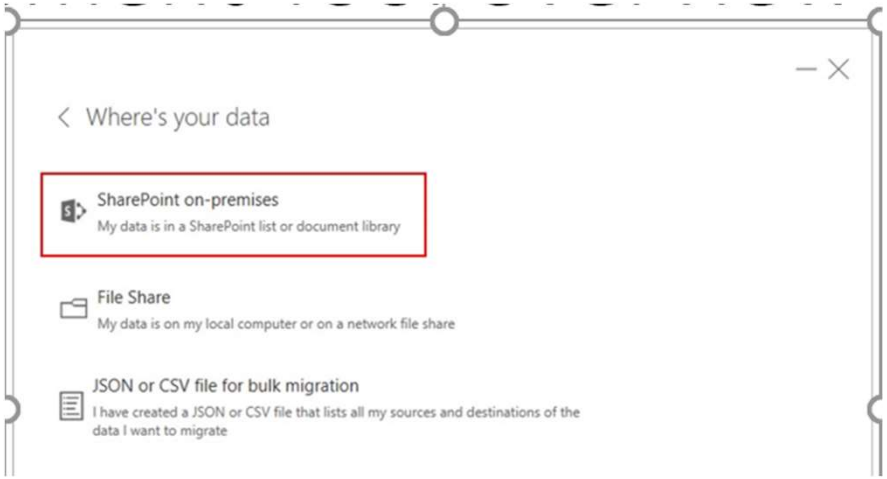
SharePoint Migration Tool (SPMT) overview

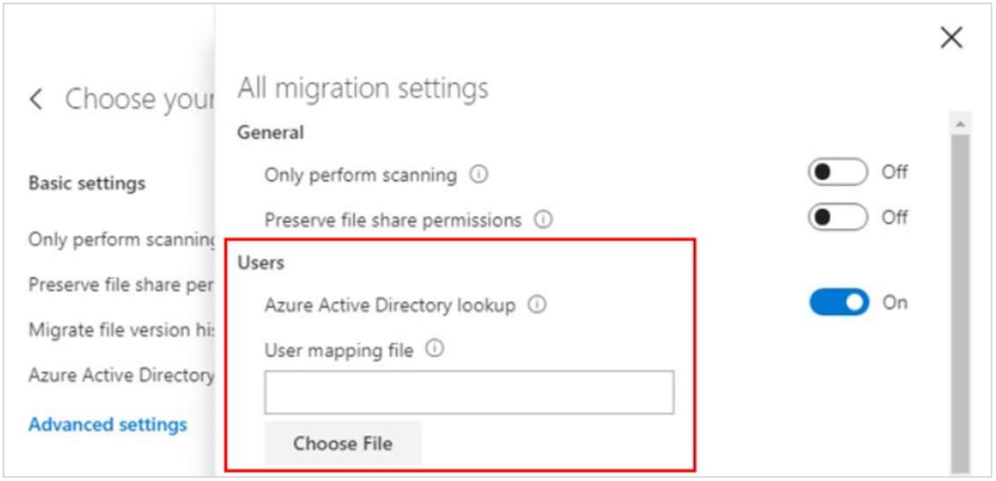
- The SharePoint Migration Tool lets you migrate **SharePoint on-premises** or **File share** content to either SharePoint or OneDrive in Office 365.
- Supported authentication methods:
  - ✓NTLM
  - ✓Kerberos
  - ✓Forms
  - ✓ADFS
  - ✓Multi-factor authentication
  - ✓SAML based claims
  - ✓Client certificate authentication

SharePoint Migration Assessment Tool overview

Assessment (default mode)

The assessment process runs scans against the SharePoint farm and associated content looking for issues that have been known to cause issues for customers migrating into SharePoint Online.





Identity Mapping

Identity Mapping allows you to generate a report of all the **user and group identities** that have access to your SharePoint environment and attempts to map those identities to Azure AD user and group identities.

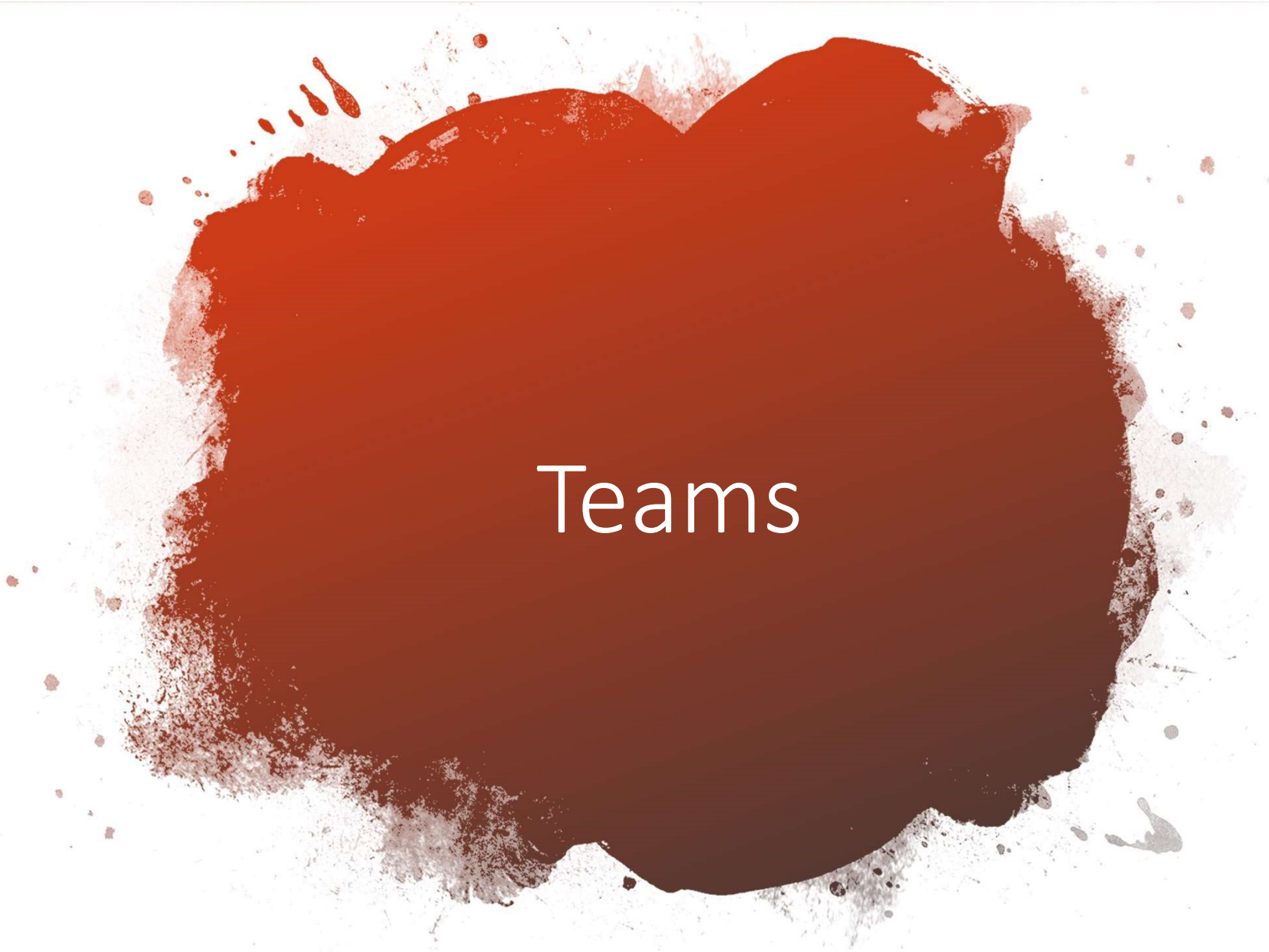
Yammer

Yammer overview

- You can create groups and have threaded conversations
- Advantages over email:
  - Conversations are threaded so you can always see what was said in the correct context
  - Conversations are retained unlike emails that can be lost
  - Conversations are in a unique location and won't be lost in a busy email inbox
  - Conversations allow for informal feedback and better back and forth communication
- There are multiple post types:
  - Update
  - Poll
  - Praise
  - Announcement
- Posts can include files

Yammer integration capabilities

- SharePoint Online integration
  - Add the Yammer web part to a page
  - Select:
    - Top conversations
    - Latest conversations
    - Selected conversations
- Microsoft Teams integration
  - Add the Yammer connector
  - Specify:
    - Which groups you want to follow
    - Whether you want notifications for all messages, new conversations, or announcements
    - A specific user to follow
    - Keywords to monitor
    - If notifications should be sent for each message or in a digest format


Teams

Microsoft Teams

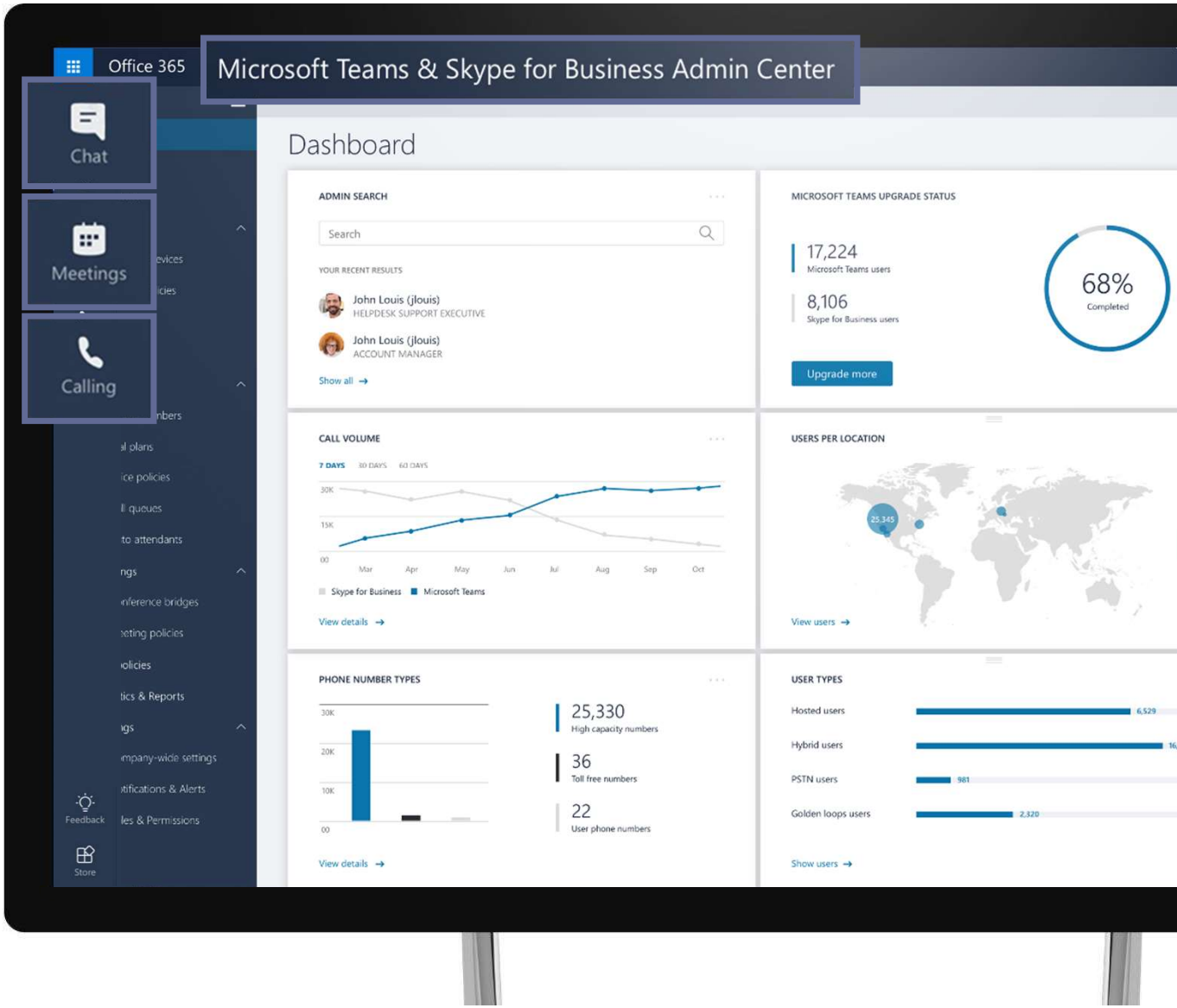
The hub for teamwork in Office 365

Communicate
through chat, meetings & calls

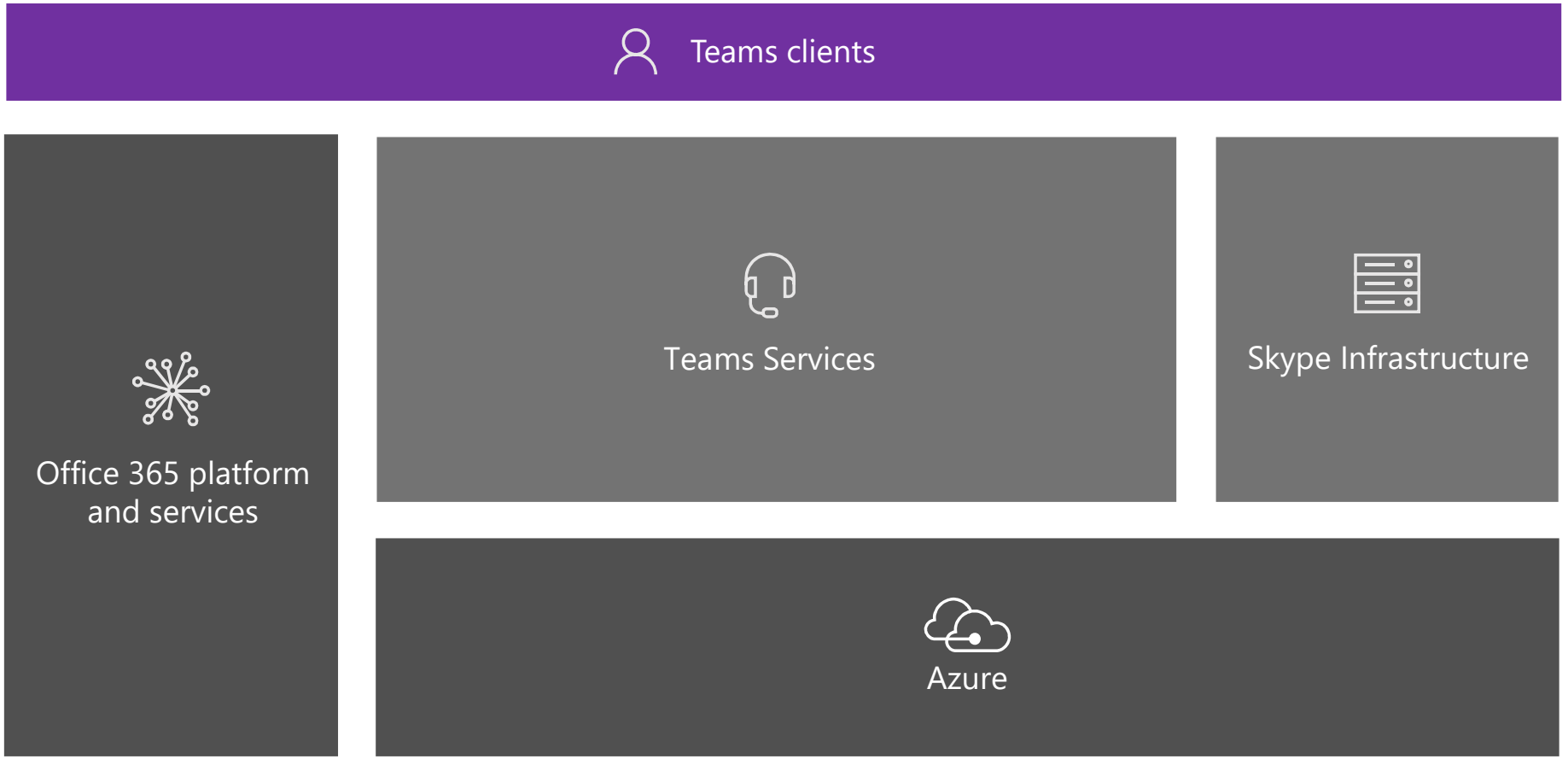
Collaborate
with deeply integrated Office 365 apps

Customize & extend
with Office 365 apps, 3rd party apps, processes, and devices

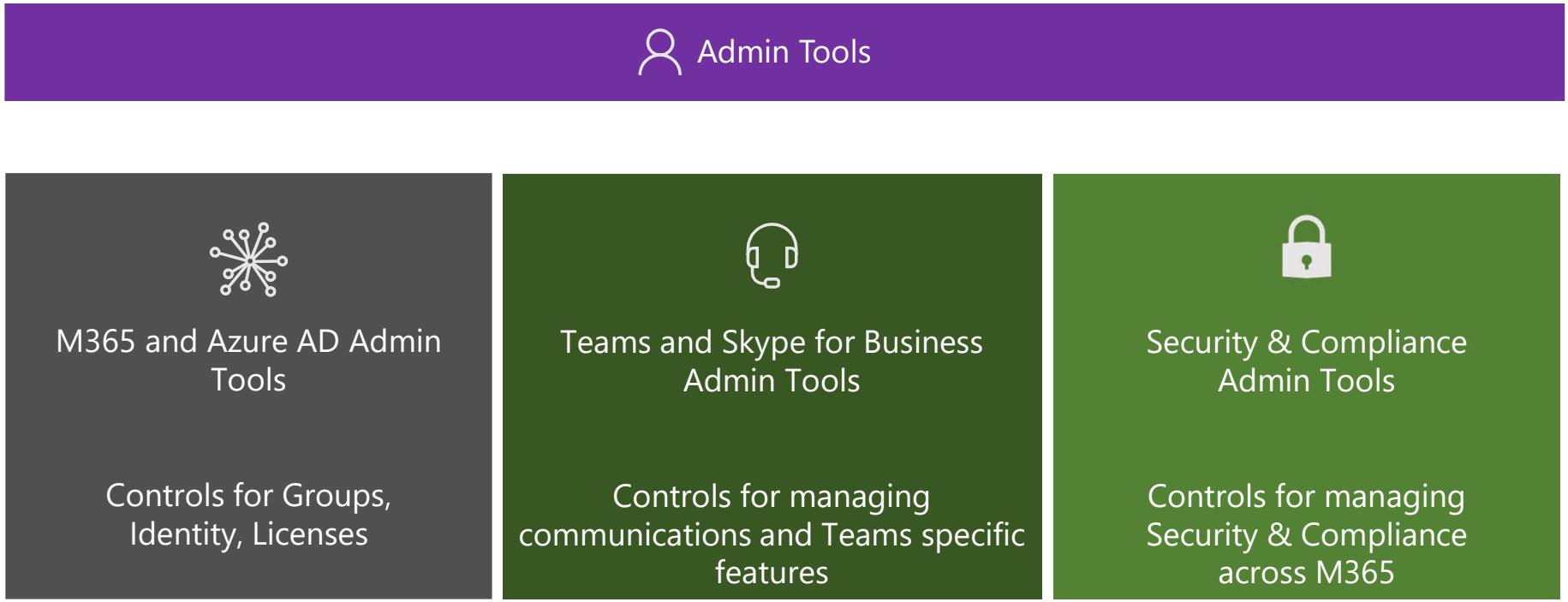
Work with confidence
enterprise level security, compliance, and manageability



Microsoft Teams runs on M365 Infrastructure



Controls for MS Teams align with admin scenarios



Microsoft Teams: the hub for teamwork in Office 365

Chat, calls, and meetings for today's teams

- Threaded, persistent chat
- Open group or private 1:1 conversations
- Scheduled or ad-hoc voice and video meetings
- Mobile voice with video calling
- Email integration
- Guest access

A hub for teamwork

- World, Excel, PowerPoint, and OneNote built-in
- Integrated with SharePoint, Power BI, and Planner
- Intelligence through the Microsoft Graph
- Search across people, files, and chats
- Integration with Microsoft Flow and Microsoft Stream

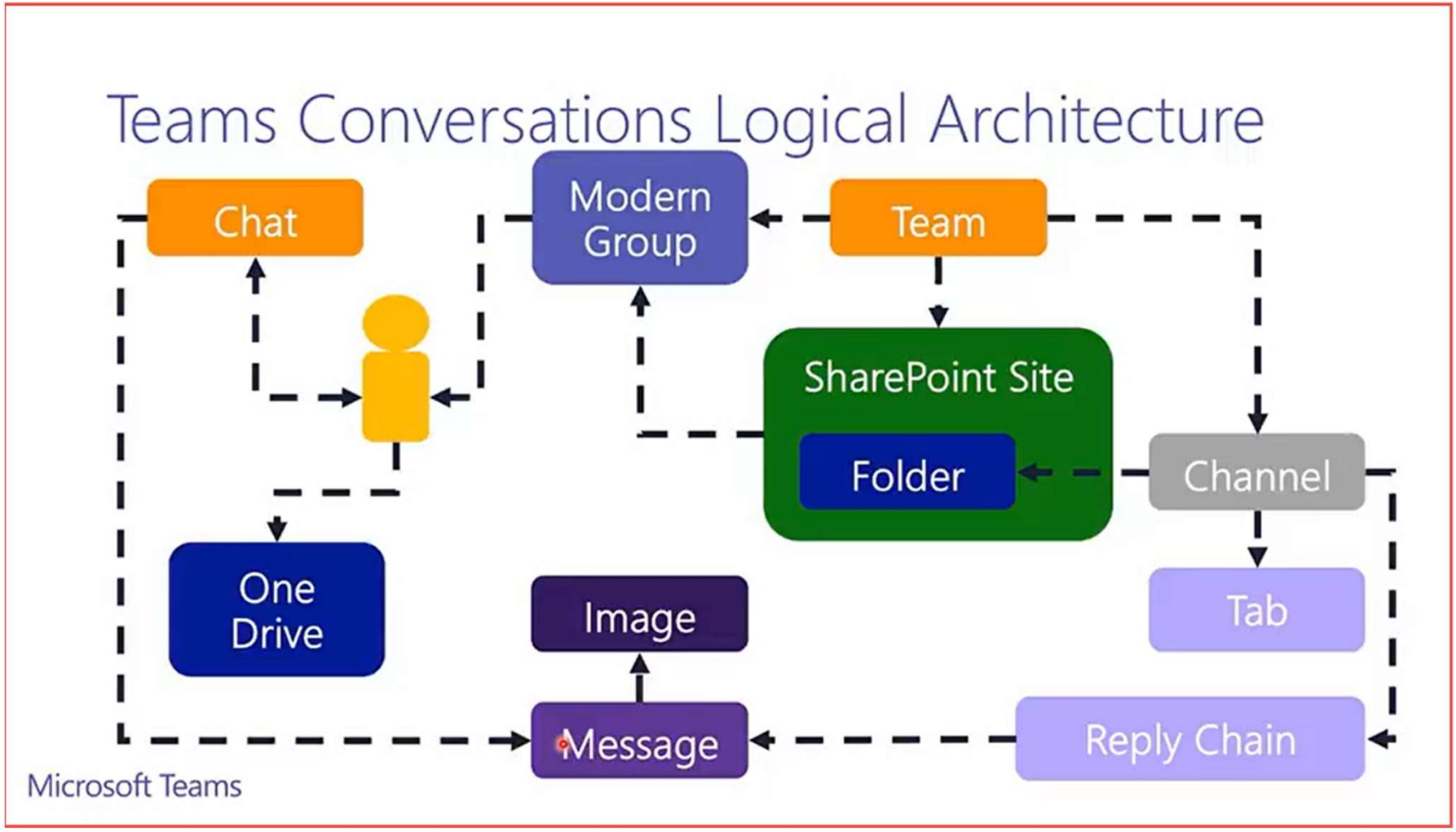
Customizable for each team

- Tailored channels and custom memes
- Integrated common cloud services with Tabs
- Notifications via shared Connector model
- Bots work on team's behalf doing key tasks
- Partner integrations from SAP and Trello

Security teams trust

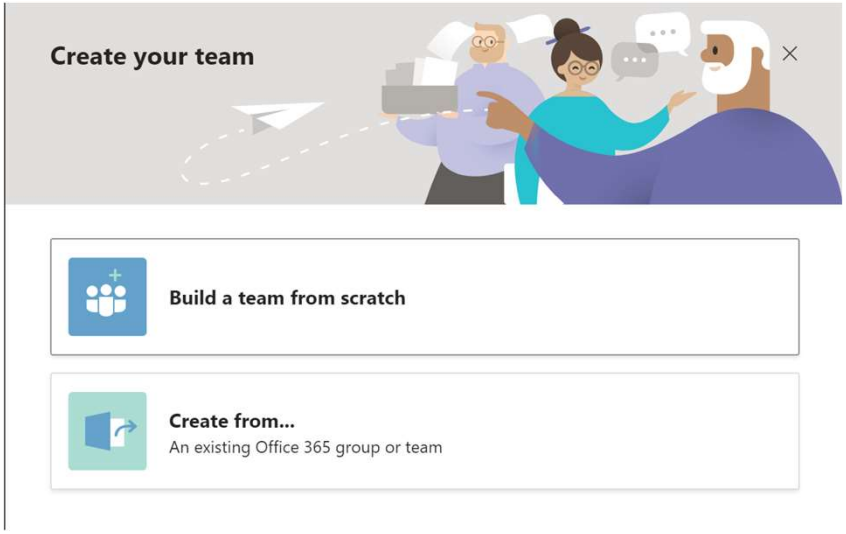
- Served from our global hyper-scale cloud
- Compliance leadership with EUMC, HIPAA, and more
- Multi-factor authentication for secure access
- Built-in information protection
- Intune integration

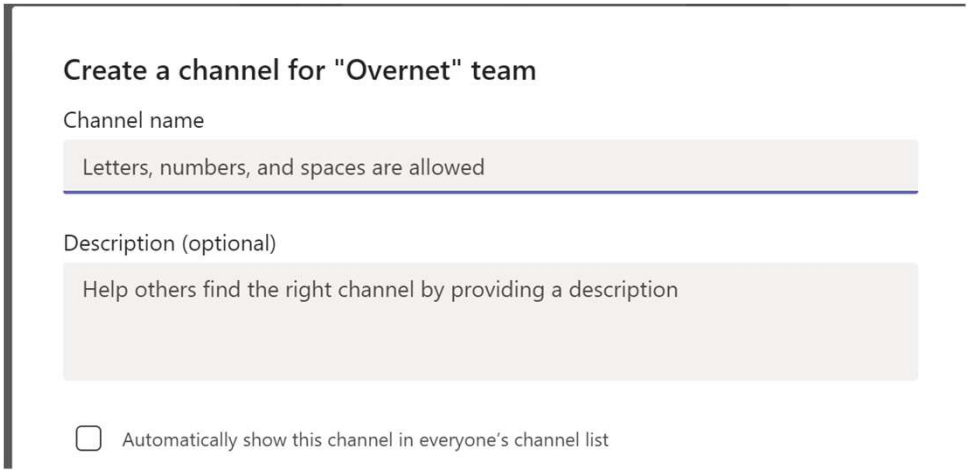
Teams and Office 365

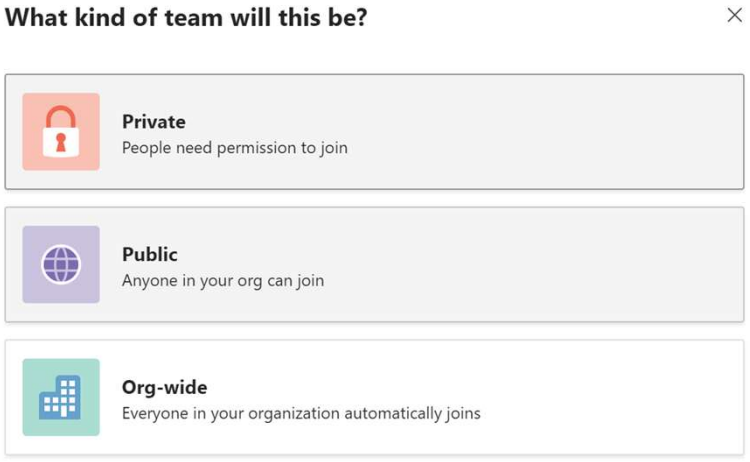


Teams vs Channel

- Teams are collections of people, content, and tools focused on specific projects or jobs
- A team is designed to bring together a group of people that work closely to get things done
- Channels are dedicated sections within a team to keep conversations organized by specific topics, projects, disciplines—-whatever works for your team!







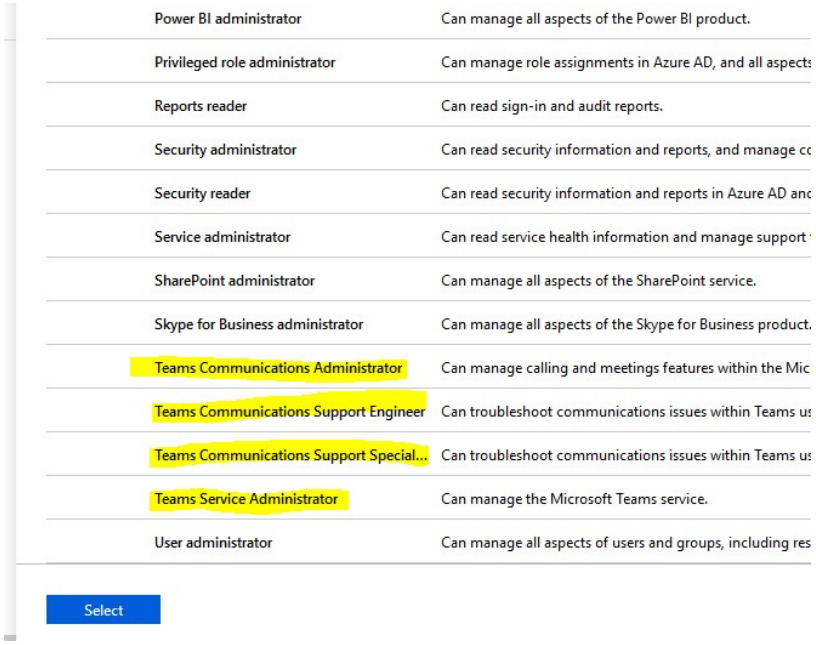
Prep your admin team

The people who will be supporting the product should be ready to use MS Teams themselves

Assign the right admin roles

- **Teams Service Administrator: The overall Teams workload admin, who can also manage O365 Groups**
- Teams Communications Administrator: Can manage meetings and calling functionality in Teams
- Teams Communications Support Engineer: Access to advanced call analytics tools
- Teams Communications Support Specialist: Access to basic call analytics tools

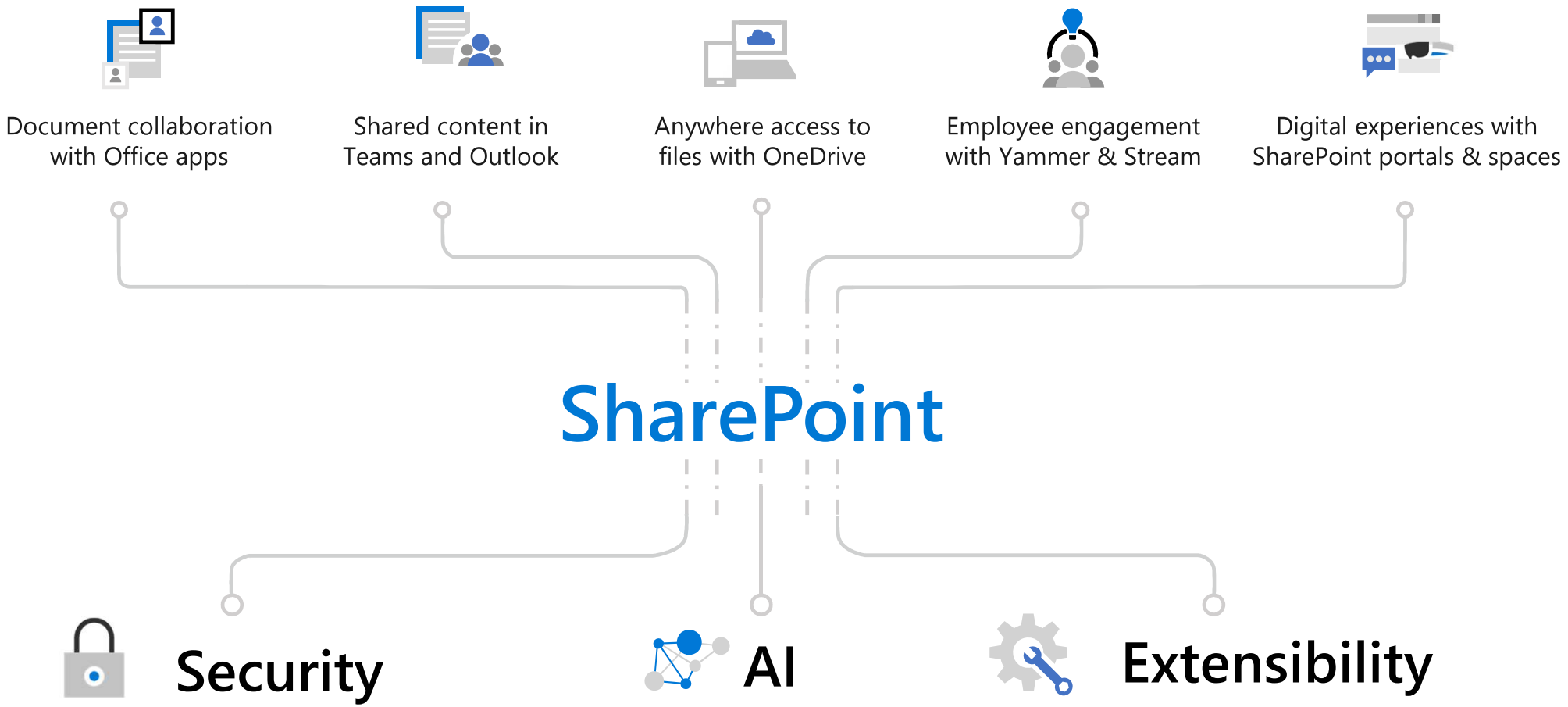
- Others, depending on your IT structure!



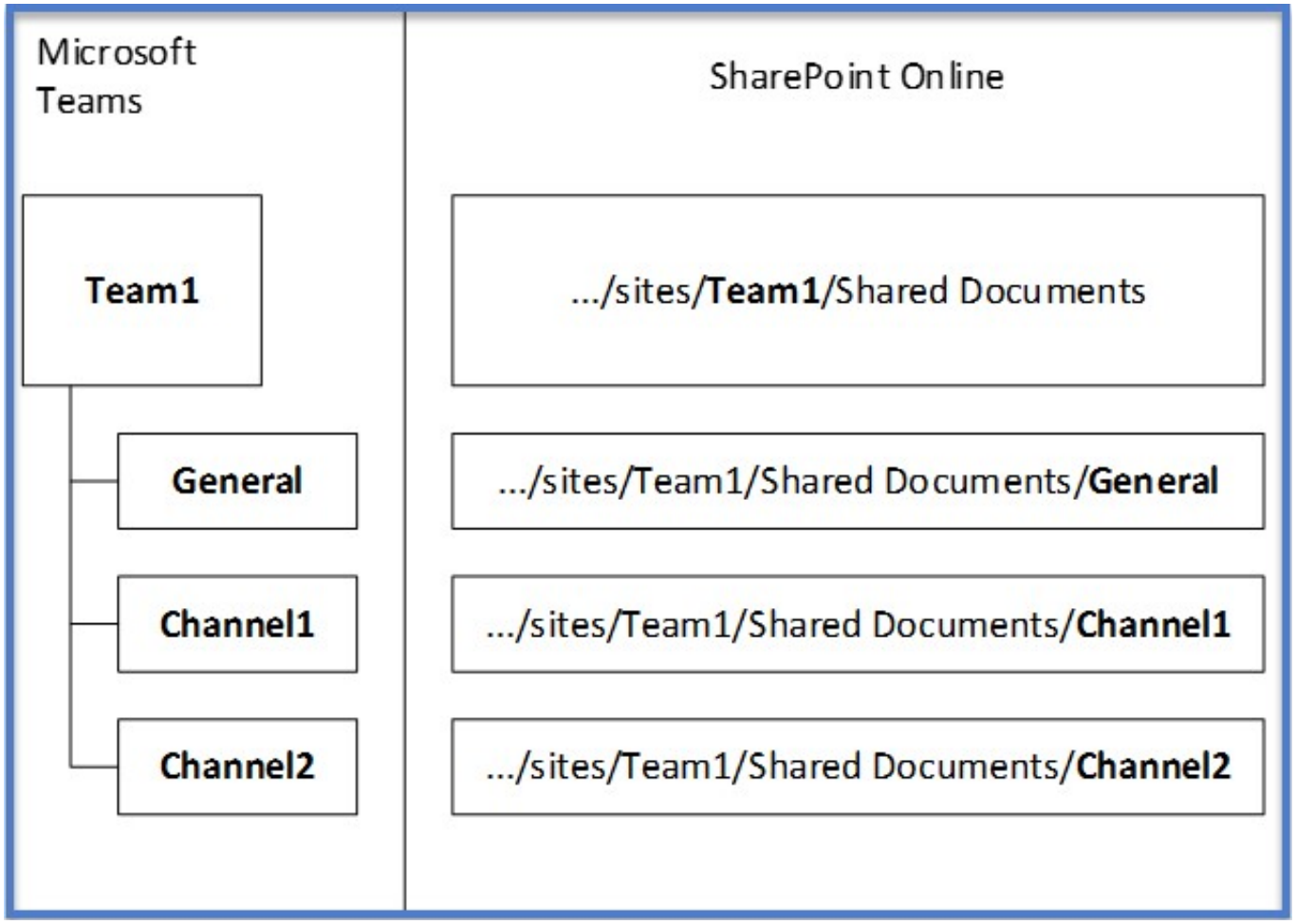
Teams and Exchange

- For the full Microsoft Teams experience, every user should be enabled for Exchange Online, SharePoint Online, and Office 365 Group creation.
- In Microsoft Teams, security and compliance features like eDiscovery, Content Search, archiving, and legal hold work best in Exchange Online and SharePoint Online environments.
- Users who participate in conversations that are part of the Chat app in Microsoft Teams must have an Exchange Online (cloud-based) mailbox for an admin to search chat conversations.

Content collaboration in the Microsoft cloud

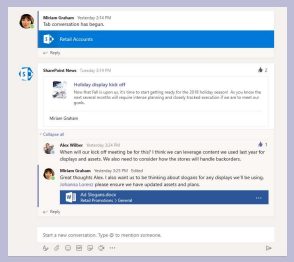


Teams, SharePoint Online and OneDrive

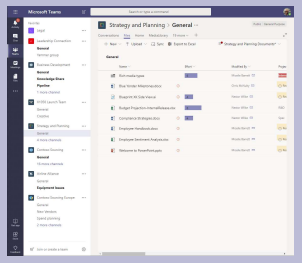


Integrated Experiences

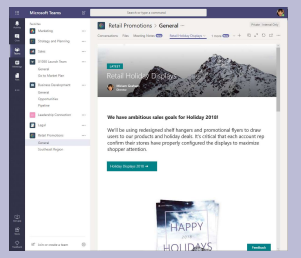
News



Files

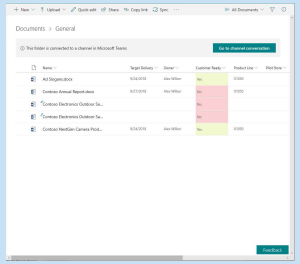


Lists, Pages and apps

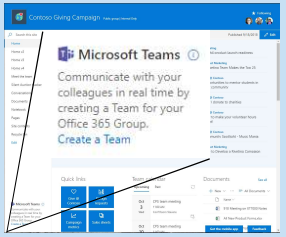


Experience OneDrive and SharePoint in Microsoft Teams

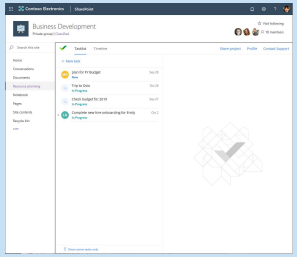
Channel folders



Add a team



Tabs as pages

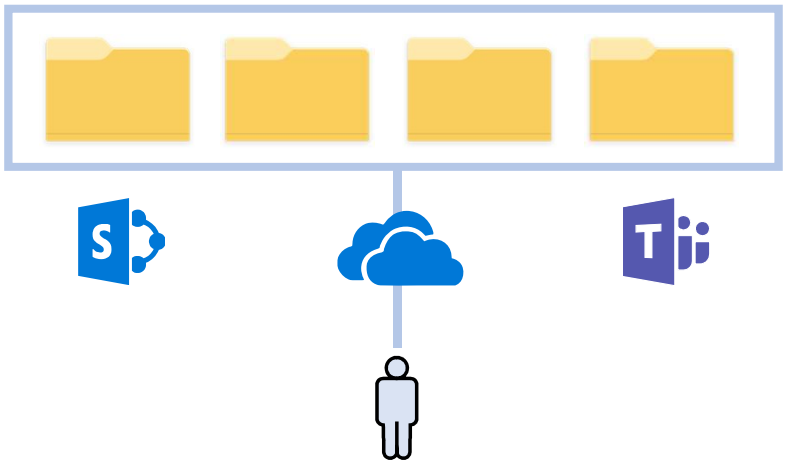


Experience Microsoft Teams in SharePoint

Just like every person has a OneDrive, every team has a library

Whether you work in a team site…

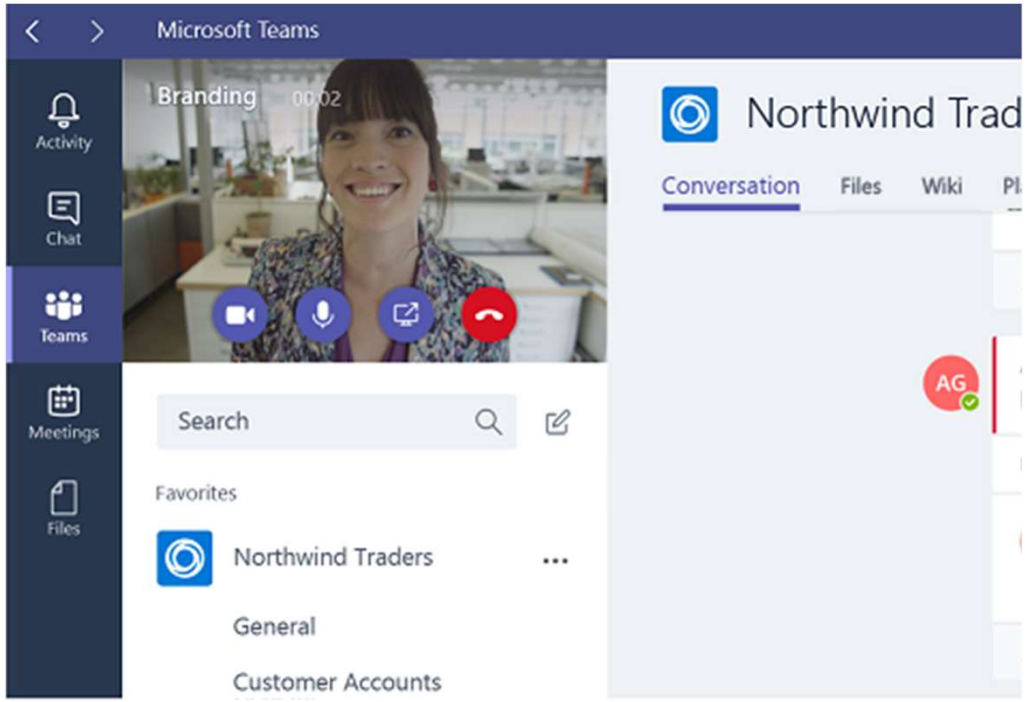
…or in a Teams channel…



OneDrive connects you to all your files across Office 365.

Teams Calling and Meetings

- Meetings are video-based
- Network guidelines similar to SfB apply (firewalling/ports, bandwidth, ...) with some differences
- Each participant can receive up to four video streams
- When more than four participants (max 250), the most recent four speakers will be shown



Teams Clients

- Web Client
  - The web client https://teams.microsoft.com is a full, functional client that can be used from a variety of browsers.
  - no plugin or download required to run Teams in a web browser.
- Desktop Client
  - Teams is available for both Windows (7+), both 32-bit and 64-bit versions, and macOS (10.10+).
- Mobile Client
  - The Microsoft Teams mobile apps are available for Android, iOS, and Windows Phones, and are geared for on-the-go users participating in chat-based conversations and allow peer-to-peer audio calls.

Client options

Client-side configuration – managed via policies with the admin portal and PowerShell

Desktop

- MSI for IT-driven installation per user
- Simple, low-touch Installation supporting: Group Policy, System Center Configuration Manager (SCCM), or third-party deployment tools
- Soon to be part of Office 365 ProPlus monthly for deployment
- Standalone (exe) installer for user installation
- No options available to the client via Group Policy or the registry for configuration
- Teams Client is available for x86/x64 Win7+, OSX 10.11+. Note: 64-bit version recommended
- When security tools are used (e.g., AV, Firewalls, AppLocker), Teams app need to be added to allow lists.

Mobile

- Honors same admin set policy enforcement for client configuration
- Distributed via the respective platform app stores, iOS and Android
- Can be managed additionally via MDM solutions such as Intune

Web

- Available anywhere without installation
- Updated at the highest frequency
- Limitation on some features and functionality, subset of admin controls apply

Immersive and complete experience with desktop

Simplicity & Improved productivity

- Client app auto-starts and signs in users making them ready to collaborate
- Connected users are more informed, engaged, and faster to respond leading to improved productivity

Offers the broadest and richest Teams experience

- Desktop app offers the richest canvas to collaborate with many exclusive features not available on web
- Meeting experience with high quality audio, full-screen video.
- Ability to share screen, share app or Office documents. Ability to Give/Take control for remote assistance
- Teams Outlook add-in to quickly create Teams meetings directly from within Outlook desktop app
- Best performance – more responsive, more engaging, always reachable (Start, Taskbar, Systray)

Current state of updates

- Always Updated with no deferral for an optimized experience
- The Teams client requires no user intervention or admin permissions for updates
- Updates include security, performance enhancements, new features, and quality improvements
- If version is too old to sign-in, Teams updates before signing-in
- If version is not too old, check for update 15 minutes post sign-in
  - Download if available (the full client package will be downloaded)
  - Install when the Teams app has been idle for 30 minutes
  - The Teams client will restart and send the user a notification
- Client updates don’t occur more than once a week

Microsoft 365

Grazie