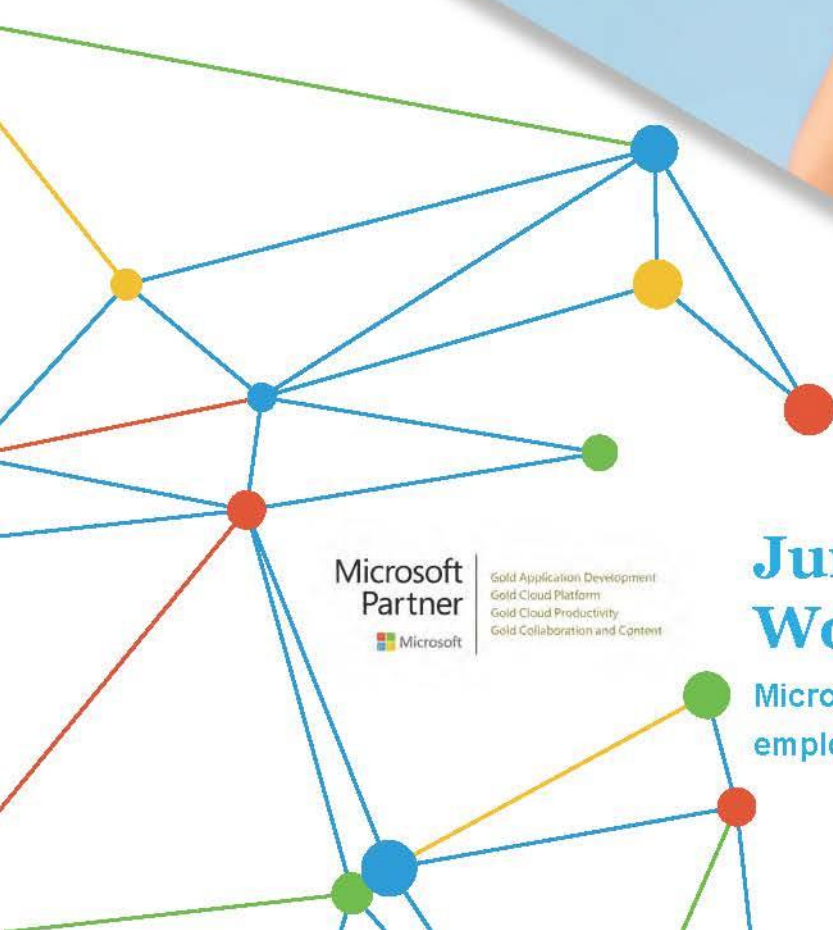


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Jump Start your Remote Work with Microsoft Teams

Microsoft Tools and best practices for setting up employees to work remotely

Today's enterprises are increasingly finding the need to quickly and efficiently move their businesses to a remote space. They need to help their employees thrive with modern tools to communicate, collaborate, and share. With Microsoft Teams, Office 365 has a full-featured chat-based workspace with all of Office 365's built in security, and the convenient integration of Office apps directly within Teams. For those with an existing Office 365 license it's a compelling option to move to Teams. This provides a single location for everything your people need to collaborate, whether its chats, calls, meetings, apps, or sharing files. Although this initial set up may seem like a daunting task Spyglass MTG can help to make it easy with our proven methods and over 15 years of Microsoft experience!

Working Remotely with Microsoft Teams- Overview

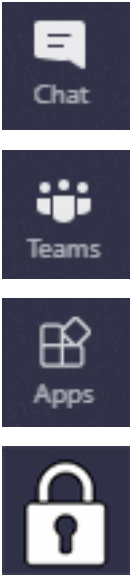
The idea of a modern workplace has drastically shifted in a short amount of time. We know this may be a tough transition for some, and we are here to help! We can set you up to efficiently work from anywhere at any time with Microsoft Teams.

Microsoft is now offering Teams free for 6 months, and we are offering a complimentary half-day virtual set up!

Microsoft Teams has many features that make working remotely and staying connected easy. Here is an overview:



- **Chat, calls & meetings**
- **Work group collaboration**
- **Customizable and Extensible**
- **Enterprise Security & Compliance**



- Private calls or impromptu group calling
- Schedule and join meetings with HD Video, VoIP and dial-in audio for audio conferencing
- Share information in an open and transparent way with threaded, persistent channel discussions
- Stay in sync with 1:1 or group chats
- Outlook Exchange integration
- Dedicated Phone Number options
- Mobile, desktop and browser enabled



Work Group Collaboration

- Conversations, files and tools live in a team workspace
- Co-author and edit with Office and other files right in the app
- Integrated with SharePoint, OneNote, Power BI and Planner
- Search across people, files and chats with intelligence from Microsoft Search
- Email integration to keep the whole team in the loop



Customizable and Extensible

- Customize Teams after your initial roll out
- More than just chat and calling; Teams can grow to fit your needs when you have time to expand capabilities
- Manage trusted pre-built apps for employees and organizations
- Integrate with Power Automate for process-driven automation
- We specialize in customizing Teams - if you dream it, we can do it!



Enterprise Security & Compliance

- Built-in information protection with eDiscovery and audit capabilities
- Multi-factor authentication and secure guest access
- Secure channels adds an extra layer of security per Team
- Team Owners are users who can easily manage access to Teams and channels without bogging down internal IT staff





Teams Administration Best Practices

Following best practices for any platform will ensure that you get the most value out of its use. We can help you understand and implement the best practices for any set up in Teams. From understanding external access, to meeting settings and policies we can ensure your organization can collaborate securely. The following is a set of guidelines for the rapid deployment of Teams to meet an organizations short term needs.

Access

External access

External access lets your Teams and Skype for Business users communicate with other users that are outside of your organization. By default, your organization can communicate with all external domains. If you add blocked domains, all other domains will be allowed but if you add allowed domains, all other domains will be blocked. [Learn more](#)

Users can communicate with other Skype for Business and Teams users Off

Users can communicate with Skype users Off

+ Add a domain

Deciding if you will allow collaboration with external parties is an important first step to establishing your security baseline. For initial deployments we recommend disabling external access.

Guest access

Guest access in Teams lets people outside your organization access teams and channels. When you turn on Guest Access, you can turn on or off features guest users can or can't use. Make sure to follow the steps in this [checklist](#) to set up the prerequisites and so Team owners can add guest users to their teams. [Learn more](#)

Allow guest access in Teams Off

Save Discard

For initial deployments we recommend disabling guest access.

For more information on Guest vs External users see [Communicate with users from other organizations in Microsoft Teams](#)

- Org-wide settings
- External access
- Guest access
- Teams settings
- Teams upgrade
- Holidays
- Resource accounts

Files

Turn on or turn off file sharing and cloud file storage options for the Files tab.

Citrix files	<input type="checkbox"/> Off
DropBox	<input type="checkbox"/> Off
Box	<input type="checkbox"/> Off
Google Drive	<input type="checkbox"/> Off

File Sharing Services

Disable external file sharing services to reduce the chances of data loss.

- Meetings
- Conference bridges
- Meeting policies
- Meeting settings
- Live events policies
- Live events settings

Participants & guests

Participant and guest settings let you control access to Teams meetings for people that dial in using a phone. [Learn more](#)

Let anonymous people start a meeting	<input type="checkbox"/> Off
Automatically admit people	Everyone
Allow dial-in users to bypass the lobby	<input type="checkbox"/> On
Allow Meet now in private meetings	<input checked="" type="checkbox"/> On

Meeting Setup

For security prevent anonymous users from starting a meeting

- Meetings
- Conference bridges
- Meeting policies
- Meeting settings
- Live events policies

used for all teams meetings that people schedule in your organization. [Learn more](#)

Participants

Anonymous users can join a meeting	<input type="checkbox"/> Off
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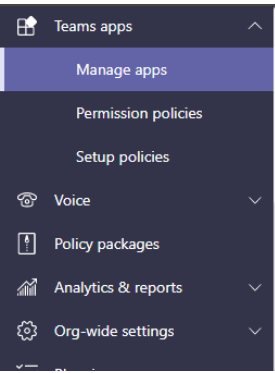
Prevent anonymous users from joining a meeting

- Users
- Meetings
- Messaging policies
- Teams apps
- Voice
- Policy packages

Use Giphy in conversations	<input checked="" type="checkbox"/> On
Giphy content rating	No restriction
Use Memes in conversations	<input checked="" type="checkbox"/> On
Use Stickers in conversations	<input checked="" type="checkbox"/> On
Allow URL previews	<input checked="" type="checkbox"/> On

Messaging Policies

Review the messaging policy and decide if the use of Giphy and stickers is appropriate for your organization



Manage apps

When you are managing apps for your organization, you are controlling what apps are available to users in your organization's app store. You can then use app permission and app setup policies to configure what apps will be available for specific users. [Learn more](#)

+ Upload new app ✓ Allow ⓧ Block | 515 Items 🔍 Search

✓	Name ↑	Certification ⓘ	Categories	Publisher
	365-QA	--	Training & tutorial	Advantive
	ADP Virtual Assistant	--	Human resources & recruiting, ADP	

Org-wide app settings

Org-wide app settings

Third party apps

You can control which third party apps can be installed for your organization. [Learn more](#)

Allow third party apps ⓘ

Off

Allow any new third party apps published to the store by default ⓘ

Off

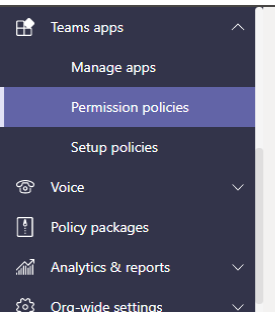
Custom apps

If your organization requires apps other than those available in the Teams Apps store, custom apps can be developed as app packages and uploaded. [Learn more](#)

Allow interaction with custom apps ⓘ

Off

When you are managing apps for your organization, you are controlling what apps are available to users in your organization's app store. You can then use app permission and app setup policies to configure what apps will be available for specific users.



App permission policies

App permission policies control what apps you want to make available to Teams users in your organization. You can use the Global (Org-wide) default policy and customize it, or you can create one or more policies to meet the needs of your organization. [Learn more](#)

+ Add ✎ Edit 📄 Duplicate 🗑️ Delete ⌛ Reset Global policy ⚙️ Manage

✓	Name ↑	Desc
	Global (Org-wide default)	

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

App permission policies control what apps you want to make available to Teams users in your organization. You can use the Global (Org-wide) default policy and customize it, or you can create one or more policies to meet the needs of your organization.

Helpful Resources & References

[Microsoft Teams Adoption Guide Flipbook](#)

[Support remote workers using Microsoft Teams](#)

[Migrate from Slack to Microsoft Teams](#)

[End user training for Microsoft Teams](#)

[See all apps for Microsoft Teams](#)

[Plan for governance in Teams](#)

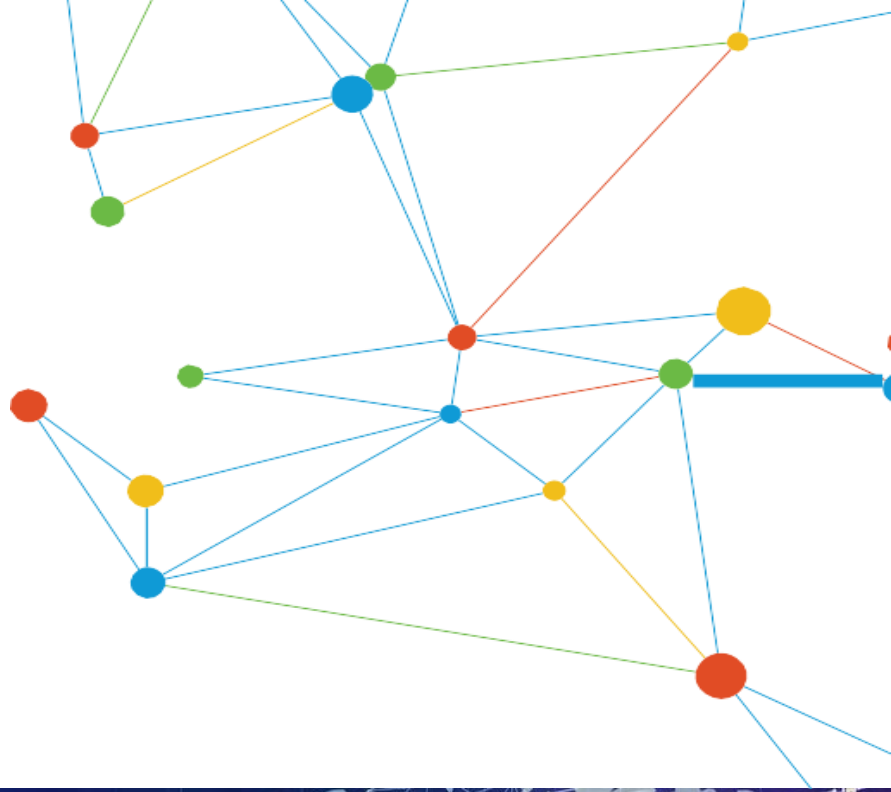
[How to roll out Microsoft Teams](#)

[Security and compliance in Microsoft Teams](#)



How We Can Help

- We can offer you a free half-day virtual workshop to launch these Office 365 licenses.
- We can migrate your services from your current platform to any Office 365 license with our proven [migration acceleration methods](#).



Spyglass MTG delivers innovative solutions and services to help companies succeed with cloud, collaboration, and cybersecurity.

Our team of experts has on average over 15 years of experience with Microsoft technologies and has been working together as a team for over 10 years on average. This helps us deliver for our clients, while leveraging other team member and client experiences. Our business comes from referrals by our customers and from Microsoft. We've succeeded by being local, knowledgeable, flexible, providing excellent customer service, and most importantly, by delivering results time after time. Let's get started.

