

We Proudly Present:



# Teams Manager

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## Governance score

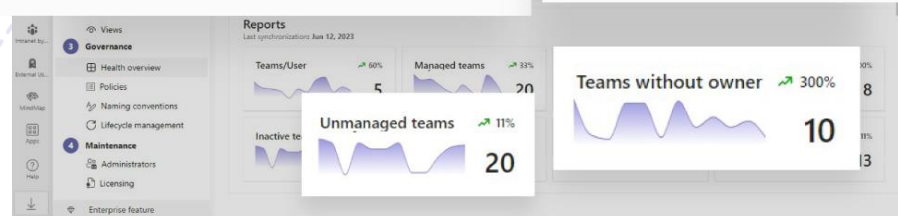
[How is it calculated?](#)



Low (0-50pt) Medium (50-80pt) High (80-100pt)

## Governance tips 4/7 tips completed

- ✓ Create your template
- ✓ Activate approval
- ✓ Create approver group
- ✓ Create your lifecycle
- Define a naming convention



# Teams Manager Features\*

- Teams templates and provisioning

- Channels
- Settings
- Tabs
- Planner
- OneNote
- Permissions
- Folder structure
- Metadata
- Import / export templates

- Request & approval workflow

- Governance policies

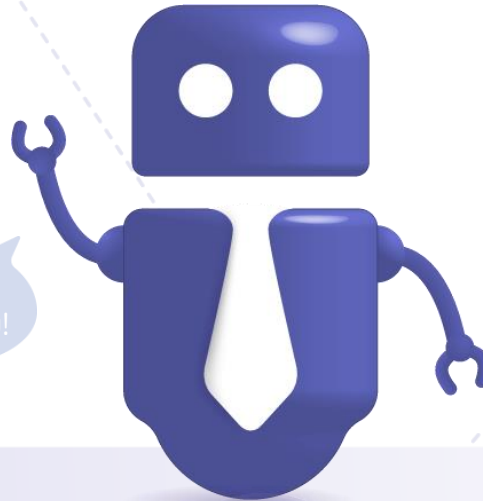
- Governance policies for already existing teams with „Unmanaged Bot“ (manually / recurring with Enterprise)

- Different approver groups for different governance policies

- Policies & setup for private / public teams

Hi! I am Govy.

Nice to meet you!



- Lifecycle Management

- Expiration
- Archiving
- Deletion

- Naming conventions

- Guest access for external users

- Installation from Teams app store

- Regular updates to keep up with new Microsoft features

- Step-by-step video tutorials

- Extensive documentation

- Onboarding process

- Reporting

\* All features on

[www.solutions2share.com](http://www.solutions2share.com)

# Enterprise Edition Features\*

- Templates & provisioning of
  - Yammer communities
  - SharePoint sites (M365 groups)
  - Communication sites
  - Sites without groups
  - Planner
- Dynamic user groups based on AD properties with access to different team templates
- Webhook for SaaS customers (add-on or included in Enterprise)
- Extended SharePoint Provisioning (add-on for Enterprise)



- Activate/deactivate the creation of public teams
- Provisioning of SharePoint lists and document libraries for team templates
- SharePoint list sync with workspace list
- Multi-Geo location support
- Executive users – specify users who can create teams directly, without going through the request process

Most used  
governance app in  
the app store



**Teams Manager**  
Solutions2Share GmbH ★★★★★ 4.9 500+ installs in the past month

[Open](#) [Buy a subscription](#)

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[Discover more apps](#)

**Norman Ward**  
Product & Sales Manager

Congratulations! We use this product in our projects and are always happy to recommend it to our customers.

Like 4 | Reply

**Maxim Farley**  
Microsoft 365 Expert & Consultant

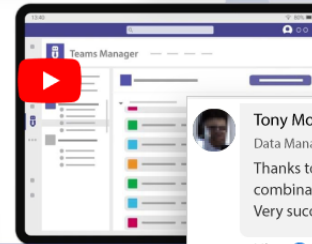
Congratulations! You have earned it!

Like 4 | Reply

**Lennon Bender**  
Computer Science

Your software is fantastic and makes my life as an admin much easier in my day-to-day work.

Like 5 | Reply · 1 Reply



**Tony Montes**  
Data Management and Digitalization Consultant

Thanks to a recommendation, we have been using Teams Manager in combination with External User Manager since we started with Teams. Very successful products!

Like 1 | Reply · 1 Reply

al. Struktur & Kontrolle für Teams!

Teams Manager hilft Ihrem Unternehmen dabei, die Kontrolle über Microsoft Teams zu behalten und unkontrolliertes Wachstum zu stoppen, während die Benutzer weiterhin neue Teams anfragen können. Zu den Governance-Funktionen gehören:

By using Teams Manager, you agree to the [privacy policy](#), [terms of use](#), and

**Bryan Becker**  
Senior Data Analyst & Head of Data Security

I knew from the beginning that we had chosen the right software! Well Done!

Like 1 | Reply

# Easily Request New Teams

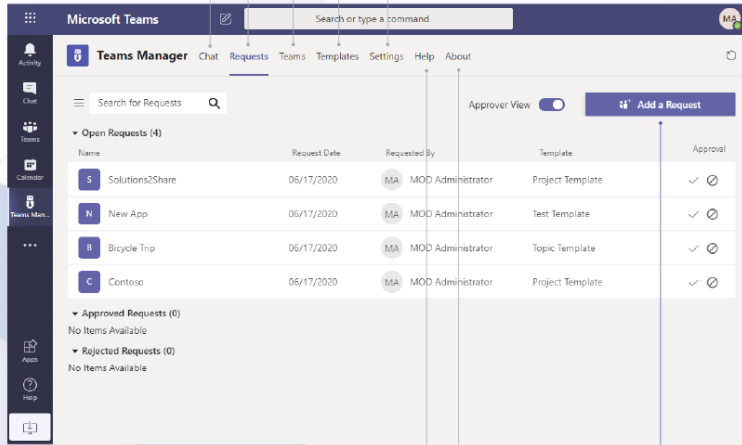
A list of your Teams

All templates of your organization

Request new Teams and, as an approver, check your requests

Automated notifications from our chatbot

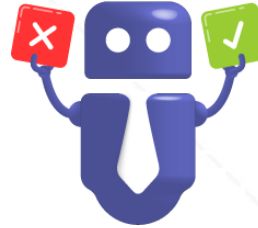
Here you can add approvers, change notification settings, create governance policies and manage your license and administrators



Learn how to use Teams Manager

Information about your Teams Manager installation

Request new Teams by clicking on this button



Enter the details for your new Team:

## Team name

Make sure to choose a name that gives a good idea of what the Team is about (projects, departments, topics...).

## Description

Here you can add additional information on your Team.

## Owner

Your name will appear here by default. You can add more owners in addition to yourself by typing their names.

## Members

Here you can add any number of members from your organization by typing their names. You can also add more members after the Team has been created.

## Comment








Add a comment on why and for which purpose you need this new Team.

After you have filled in all fields, click on **"Create"**.

You can always change your request by going to the **"Requests"** tab and clicking on the Team name under **"My open requests"**.

**Team will be created with the following information** ✕

This information takes into account the changes introduced by the applied policy

Name	<b>Marketing team</b>
Description	Team description
Owners	      

**Basic info** ▼

Mail nickname	Brooklyn Simmons
Member(s)	234
Comment	Comment about teams request
Enable guest access	<input type="checkbox"/> Disable

**Metafields** ▼

Data	May 12, 2022
Dropdown	Some value
Text	Some value
Numbers	12345
Checkbox	<input checked="" type="checkbox"/>

Afterwards, choose whether the new Team should be private or public, and select a template for your Team.

# Governance Score Dashboard

Improve your Microsoft Teams environment with governance tips.

Get reports on

- Managed teams
- Inactive teams
- Public teams
- Teams without owners
- Teams without members

## Governance score

[How is it calculated?](#)



## Governance tips 4/7 tips completed

- ✓ Create your template
- ✓ Activate approval
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## Unmanaged teams

↑ 11%

20

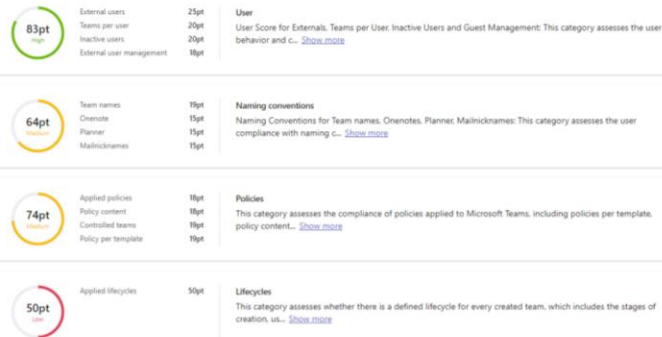
## Teams without owner

↑ 300%

10

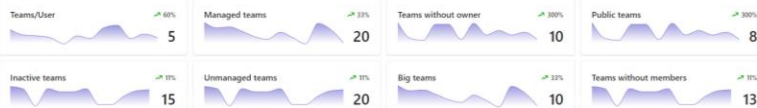
## Governance score categories

[Download PDF](#)

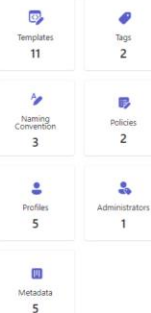


## Reports

Last synchronizations Jan 12, 2023



## Teams Usage



# Keep Control Of Your Teams

See next slide for more information

Select which **notifications** the users and you yourself want to receive

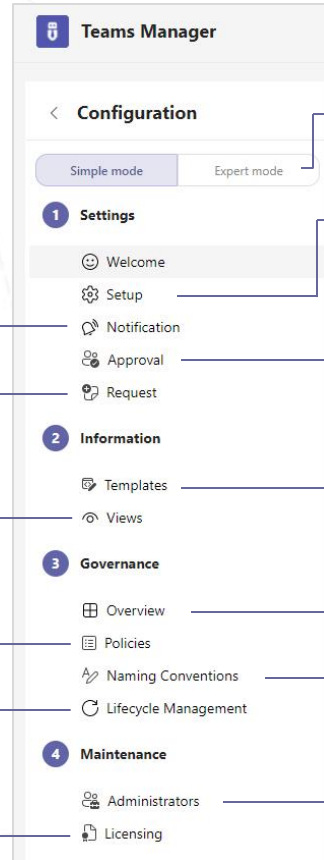
**Requests** for Yammer communities and SharePoint sites/M365 Groups (Enterprise feature), set MailNickname

Create different **views** for different user groups

Combine naming conventions, lifecycles, and classifications into powerful **governance policies**, and define when they should be performed

Archive and delete Teams automatically with **lifecycle**s

Check our current **license** for the Teams Manager app



Switch to **Expert** mode for more detailed options

Grant **permissions** to the Teams Manager app

Add new **approvers** and see a list of who can approve requests for new Team requests

Manage your Team **templates**

**Governance Score Dashboard** with reports and tips for improving your governance

Add custom pre- and suffixes to the **names** of your Teams, OneNotes and Planners

Manage your **admins**

# Additional Settings Expert Mode

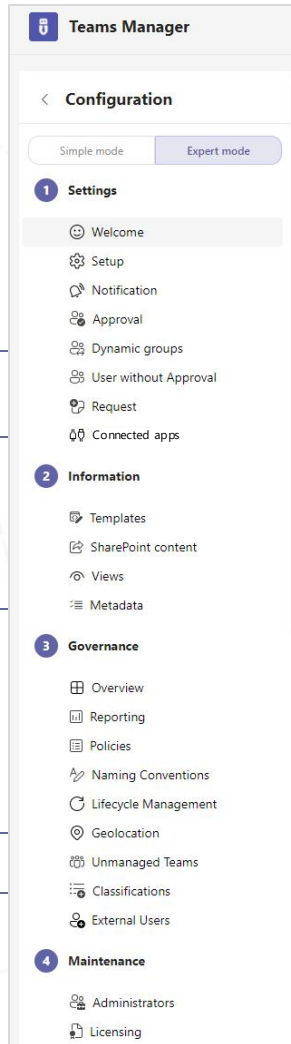
Create **dynamic user groups** and assign different templates (Enterprise feature)

Add new **webhooks** and see a list of all existing entries and triggers

See and edit all **metadata** fields

Store data from different teams in different regions (**Multi-Geo Location**, Enterprise feature)

Add custom **classification** labels from Azure to your Teams or use Microsoft's **sensitivity labels**



Set **executive users** who can create Teams without approval process (Enterprise feature)

Provision content from **SharePoint** sites

Get **reports** on the development of requests and templates over time

Apply governance policies to already **existing Teams**

Add the **External User Manager** app to manage external access



# Create Governance Policies

Create governance policies by combining a naming convention and a lifecycle, and add settings for visibility, guest access, owners and more.

Afterwards, you can define when your governance policy should be performed. Under **Policy Execution**, create a trigger condition for when your policy should be applied, e.g. if the team name or template name contains a certain word.

**Teams Manager** Teams Requests Chat Help About

1 Create policy

✓ Describe

Rules

Confirm

2 Execute policy

Apply definition

Add condition

### Edit the policy package

Create rules for policy  
You can change the order of the fields by drag'n'drop.

Naming convention  
Project X

Lifecycle  
Project X

Force visibility  
Private v

Force guest access  
No force v

Default owner 1 Manage

Default member 1 Manage

☒ Two owner enabled

☒ Approval enabled

Project Approvers v

1 Create policy

✓ Describe

✓ Rules

✓ Confirm

2 Execute policy

✓ Apply definition

✓ Add condition

### Edit the policy package

Create custom conditions  
You can change information by going back to previous steps

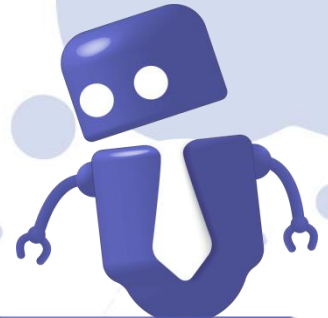
+ Add a condition

Attribute v	Template name v	Equals v	New Project with Exter... v X
	Team Name		
	Template name ✓		
	Visibility		
	Template Type		
	Sensitivity label		

# What About Microsoft's Templates?

## Comparison of Microsoft Templates vs. Teams Manager Templates

Microsoft offers their own templates for Microsoft Teams as well. What can Microsoft's templates do and what are their limitations?



SUPPORTS	Channels	Private Channels	All Tabs, Apps	Folder Structure	SharePoint Content	OneNote Content	Planner Tasks & Buckets	Predefined Members	Custom Metadata	Time for Template creation	Time for Team creation
Teams Manager Templates	✓	✓	✓	✓	✓	✓	✓	✓	✓	Approx. 1 Minute	Approx. 1 Minute
Microsoft Templates	✓	✗	✗	✗	✗	✗	✗	✗	✗	Up to 24 Hours	Enough to get a coffee ;)

# Introduction to Teams Manager

*Option 1*

## SaaS Solution

(Software as a Service)

**4 hours**

Installation

**2 days**

Governance Workshop  
for Teams and Office  
365 Administration

*Option 2*

## Self Hosted Solution

**2 days**

Installation

**2 days**

Governance Workshop  
for Teams and Office  
365 Administration

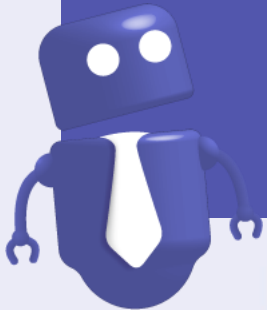
**4 days/year**

Managed Services

## Workshop Topics

Structure in O365  
SharePoint, Teams and  
Groups

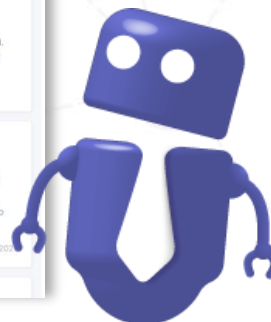
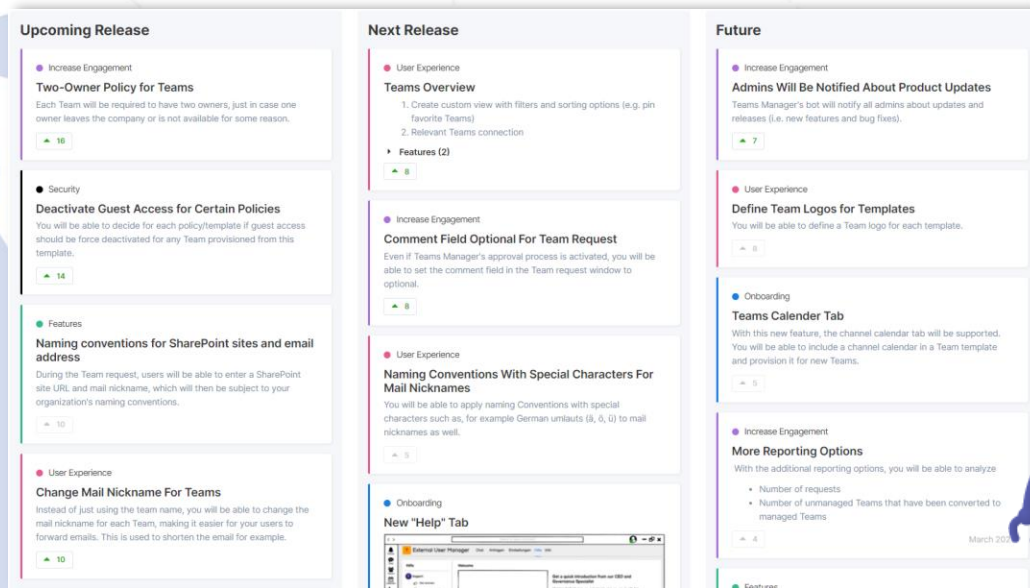
- Basic knowledge on Teams Governance and Microsoft Out-of-the-Box Governance
- Analysis of the current situation (methods, tools, technologies)
- Components needed (Active Directory, Teams, Planner etc.)
- Developing the desired situation (with best practices)
- Company-specific requirements
- Naming Conventions for Teams
- Retention Policies for Teams
- Template creation
- Planning user permissions
- Excursion about Active Directory
- Functions and possibilities
- Teams features – set of rules, company policies and use
- Various options for the roll-out of Teams in a company
- Recommendations to encourage adoption
- Excursion on existing SharePoint situation
- Duplicate data storage
- Recommendations for the administration of O365 and Teams



# Teams Manager Roadmap

In our roadmap for Teams Manager, you will always find the latest information on planned features. You also have the opportunity to vote on topics or provide feedback and ideas!

<https://app.loopedin.io/teams-manager>





You can find all our tutorial videos  
on our Youtube channel!

[www.youtube.com/c/Solutions2Share/videos](https://www.youtube.com/c/Solutions2Share/videos)

