

# Capture the Cloud Webinar Series

**February 21, 2019**

Create Recurring Office 365 Revenue  
with AvePoint





# Recurring revenue spotlight: AvePoint Cloud Management

*February 2019*

# About the Presenter



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<https://www.linkedin.com/in/mlmackie>





# Modern Workplace





# Microsoft 365

A complete, intelligent solution to empower employees to be creative and work together, securely

Office 365

Windows 10

Enterprise Mobility + Security





# Why aren't we "all-in" to the cloud yet?



## Office 365 challenges, as an example...

### "Overcome blockers"

Information protection is top of mind...

- Evolving external regulations (GDPR)
- Internal audit and security requirements – must maintain control in cloud & hybrid
- Fear of over-sharing in the cloud

### "Now What?"

Office 365 licenses are unused because...

- Unsure what goes where, what services needed
- How to approach global roll-out of O365 services
- How to begin transition to the cloud
- Is all my data cloud appropriate?

### "Manage It Better"

IT is under constant pressure to...

- Reduce costs of data management and storage
- Improve IT operations for efficiency and scale
- Demonstrate business value of existing investments





# Understanding Advanced Workloads

Plan for collaboration, not just files!

Office 365

 Microsoft Teams


 Skype for Business

 Exchange Online

 SharePoint Online


 Planner

 Yammer  
The Enterprise Social Network


 Team Chat


 IM


 User Mailboxes

 Sites, Lists, Libraries

 Plans

 Internal Networks

 Team Channel


 S4B Broadcast


 Calendars

 O365 Video Portal

 Buckets


 External Networks

 MS Teams Voice,  
Video, Meetings

 Group  
conversations


 User OneDrives


 Tasks


 Yammer Notes  
and Files

 Group  
mailboxes

 Group Files

 Team Planner

 Group Notebooks

 Team Files



# Summarizing Digital Transformation Challenges



## Mechanics of the Transformation

How to move massive amounts of content, and ensure content ends up in the right place



## Scaling IT to Meet Business Demands

Need to automate early and often – pressure to reduce costs, headcount, do more with less – AND drive value



## Protecting Your Brand & Information

Need to balance opportunities of cloud with evolving regulatory landscape





# How AvePoint Elements can help



Migrate



Manage



Backup



# Scale your IT team (O365)

Video Library





# Management requirements



## Ongoing operational excellence is a MUST



It's really easy to share!  
How do I prevent over-sharing?

Too many over-privileged accounts... Groups for all!

How can I prevent changes to the policies I've implemented?



I have ongoing IT audits – make this easier for me!

How can I prove my admin actions as an MSP?

How can I better monitor sites, configurations, permissions over time?



Need for ongoing restructuring due to M&A activity, spin-out, or internal consolidation

What if I want to standardize branding, customizations across sites?



# Introducing AvePoint Cloud Management



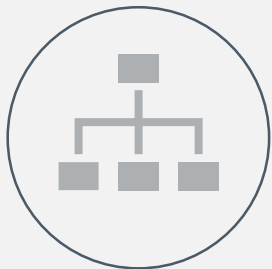
## Administration & Reporting

Batch-mode controls. Scope or text-based search to identify content for action. Farm-wide reporting on sites, content, users, and more! Even highlight gaps between your intended governance policies and current state with a health dashboard.



## Security Management & Policy Enforcement

Easily manage permissions and sharing. Discover who has access to what – and easily modify, remove, promote, or copy settings across your environment. Automated notification or roll-back of unauthorized changes to policies, configurations, or security settings ensures ongoing enforcement.



## Content Management & Restructuring

Tenant-to-tenant migrations. Simplified internal consolidations. Deploy new designs and customizations to configurations. Publish content and synchronize changes to other instances of SharePoint Online, OneDrive for Business, or Office 365 Groups.



# Use cases for ongoing management



CREATE AND MANAGE ONE OR MULTIPLE OFFICE 365 TENANTS' PERMISSIONS, USERS, SITES, ONEDRIVE'S



IMPLEMENT OPERATIONAL GOVERNANCE CONTROLS - THAT GET ENFORCED AUTOMATICALLY!



RE-USE DESIGN OR TEMPLATES AND CUSTOM ASSETS ACROSS OFFICE 365 TENANTS



PRODUCE ONGOING IT AUDIT OR USER AUDIT AND PERMISSIONS REPORTS (AND ACT ON THEM!)





Create objects, add permissions on demand





New Site Collection Admin Search Check Broken Link Search Web Parts Job Monitor  
Contribute Check Search Gallery Statistics

Scope

- Input Keyword
- My Registered Sites
    - ATS Demo Sites
      - Select All
      - https://avepointats.sharepoint.com/sites/ATS\_Apps\_Loc
      - https://avepointats.sharepoint.com/sites/ATS\_intranet
      - https://avepointats.sharepoint.com/sites/ATS\_Intranet\_Dev
      - https://avepointats.sharepoint.com/sites/ATS\_Records
      - https://avepointats.sharepoint.com/sites/PM\_Client Portal
      - https://avepointats.sharepoint.com/sites/PM\_Intranet
      - https://avepointats.sharepoint.com/sites/PM\_TBD12
      - https://avepointats.sharepoint.com/sites/PM\_YammerProject
    - ATS O365 Groups
    - ATS Project Sites
    - Default Office 365 Group Team Site Container
    - Default OneDrive for Business Container
      - Select All
      - OneDrive for Business (a.p@avepointats.com)
      - OneDrive for Business (Amy.lannaccone@avepointats.com)
      - OneDrive for Business (Anand.Raja@avepointats.com)
      - OneDrive for Business (antoine.snow@avepointats.com)
      - OneDrive for Business (applicationpool1@avepointats.com)
      - OneDrive for Business (ATSAdmin@avepointats.com)
      - OneDrive for Business (cesar.coba@avepointats.com)
      - OneDrive for Business (dux.sy@avepointats.com)
      - OneDrive for Business (Edmund.White@avepointats.com)
      - OneDrive for Business (Hunter.Willis@avepointats.com)

New Site Collection

**Title**  
Enter a title for your new site collection. The title will be displayed on each page in the site collection.

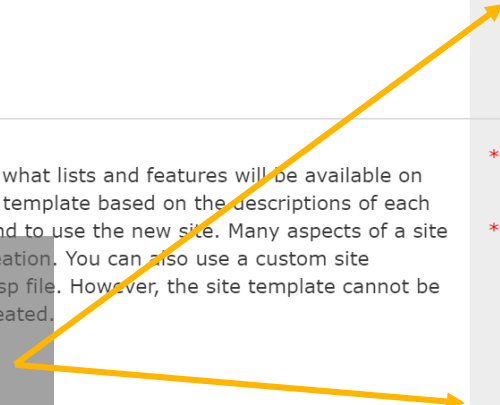
**Web Site Address**  
Specify the URL name and URL path to create a new site.  
\* URL name:  
    
 Permanently delete the site collection from the recycle bin and continue

**Template Selection**  
A site template determines what lists and features will be available on your new site. Select a site template based on the descriptions of each template and how you intend to use the new site. Many aspects of a site can be customized after creation. You can also use a custom site template by importing a .wsp file. However, the site template cannot be changed once the site is created.  
\* Select a language:   
Experience version: 2013  
\* Select a template:  
     
Publishing Portal  
Enterprise Wiki  
**Communication site**

Publish dynamic, beautiful content to people in your organization to keep them informed and engaged on topics, events, or projects.

**Time Zone**  
Specify your time zone.

Easily create new, modern Communication sites, and more!



DocAve Management Configuration Security Policy Enforcer Plan Manager

New Delete Admin Search

Contribute

Site Features  
Reset to Site Definition  
Regional Settings

General Management

Site Columns  
Site Content Types  
Master Pages and Page Layouts

Galleries

Check Broken Link  
Check

Search Web Parts  
Search Gallery

Job Monitor  
Statistics

Scope

Input Keyword

Search for specific objects within a selected scope.

My Registered Sites

- ATS Demo Sites
  - Select All
  - https://avepointats.sharepo
  - https://avepointats.sharepo
  - Top-level Site(ATS)
    - Lists
    - Sites
    - https://avepointats.sharepo
    - https://avepointats.sharepo
    - https://avepointats.sharepo
    - https://avepointats.sharepo
    - https://avepointats.sharepo
    - https://avepointats.sharepo
- ATS O365 Groups
- ATS Project Sites
- Default Office 365 Group Team
- Default OneDrive for Business
  - Select All
  - OneDrive for Business (a.p
  - OneDrive for Business (Am
  - OneDrive for Business (An
  - OneDrive for Business (ant
  - OneDrive for Business (app
  - OneDrive for Business (AT
  - OneDrive for Business (ces
  - OneDrive for Business (dux

Example: https://avepointats.sharepoint.com/sites/ATS\_intranet/sites/ATS\_intranet}

Temporary site

A place where community members discuss topics of common interest. Members can browse and discover relevant content by exploring categories, sorting discussions by popularity, or viewing only posts that have been upvoted. Members can gain reputation points by participating in the community, such as starting discussions and replying to them, liking posts, and selecting best replies.

**Permissions**

You can give permission to access your new site to the same users who have access to this parent site, or you can give permission to a unique set of users.

Note: If you select "Use same permissions as parent site", one set of user permissions is shared by both sites. Consequently, you cannot change user permissions on your new site unless you are an administrator of this parent site.

**Navigation**

Specify whether links to this site appear in the Quick Launch and the top link bar of the parent site.

From the same interface, build a structure of subsites, dictating naming, permissions, and navigation along the way!

Select Language: English (United States)

Select a template:

Collaboration Enterprise Duet Enterprise Custom

Team site

Team site (classic experience)

Blog

Project Site

**Community Site**

User Permissions:

Use unique permissions

Use same permissions as parent site

Display this site on the Quick Launch of the parent site?

Yes  No

Display this site on the top link bar of the parent site?

Yes  No

Scope

Input Keyword

- My Registered Sites
  - ATS Demo Sites
    - Select All
    - https://avepointats.sharepo
    - https://avepointats.sharepo
    - Top-level Site{ATS}
      - Lists
      - Sites
    - https://avepointats.sharepo
    - https://avepointats.sharepo
    - https://avepointats.sharepo
    - https://avepointats.sharepo
    - https://avepointats.sharepo
    - https://avepointats.sharepo
  - ATS O365 Groups
  - ATS Project Sites
  - Default Office 365 Group Team
  - Default OneDrive for Business
    - Select All
    - OneDrive for Business (a.p
    - OneDrive for Business (Am
    - OneDrive for Business (Anc
    - OneDrive for Business (ant
    - OneDrive for Business (app
    - OneDrive for Business (ATS
    - OneDrive for Business (ces
    - OneDrive for Business (dux

New List/Library

Change settings for: Site{https://avepointats.sharepoint.com/sites/ATS\_intranet}

**Document Library**

Use a document library to store, organize, sync, and share documents with people. You can use co-authoring, versioning, and check out to work on documents together. With your documents in one place, everybody can get the latest versions whenever they need them. You can also sync your documents to your local computer for offline access.

Library	List	Tracking	Survey	Pages and Sites
<input type="checkbox"/> Record Library	<input type="checkbox"/> Links	<input type="checkbox"/> Issue Tracking	<input type="checkbox"/> Survey	<input type="checkbox"/> Basic Page
<input type="checkbox"/> <u>Document Library</u>	<input type="checkbox"/> Announcements			<input type="checkbox"/> Web Part Page
<input type="checkbox"/> Form Library	<input type="checkbox"/> Contacts			
<input type="checkbox"/> Wiki Page Library	<input type="checkbox"/> Calendar			
<input type="checkbox"/> Picture Library	<input type="checkbox"/> Discussion Board			
<input type="checkbox"/> Asset Library	<input type="checkbox"/> Promoted Links			
<input type="checkbox"/> Data Connection Library	<input type="checkbox"/> Tasks			
<input type="checkbox"/> Report Library	<input type="checkbox"/> Custom List			
	<input type="checkbox"/> Custom List in Datasheet View			
	<input type="checkbox"/> Import Spreadsheet			

Even create document libraries – setting appropriate version, sharing, and content type settings as you go! (across one or multiple sites or Drives!)

Versioning Settings  
 Advanced Settings  
 Validation Settings

General Settings  
 List Name, Description and Navigation  
 Look and Feel

Scope

Input Keyword

- appines
- Archived Client Documents
- CGTracerList\_436C15BF1E7A47FB95D40BD44AA
- Composed Looks
- Converted Forms
- Documents
- Events
- Form Templates

Page 1 of 3

Sites

- https://avepointats.sharepoint.com/sites/PM\_Intranet
  - Top-level Site{Project Management Intranet}
    - Lists
    - Sites
      - Select All
      - BNC\_R{BNC Restricted}
        - Lists
          - Select All Lists
          - Select All Libraries
          - Composed Looks
          - Document Library
          - Root Folder
          - Site Assets
          - Master Page Gallery
          - Site Assets
          - Site Pages

Advanced Settings

Change settings for: {https://avepointats.sharepoint.com/sites/PM\_Intranet/BNC\_R/Document Library}

**Folders**  
 Specify whether the "New Folder" command is available. Changing this setting does not affect existing folders.  
 Yes  No

**Search**  
 Specify whether this document library should be visible in search results. Users who do not have permission to see these items will not see them in search results, no matter what this setting is.  
 Yes  No

**Index Non-Default Views**  
 Specify whether non-default views of this list should be indexed.  
 Yes  No

**Reindex Document Library**  
 Click the Reindex Document Library button to reindex all of the content in this document library during the next scheduled crawl.

**Quick Edit**  
 Specify whether Quick Edit can be used on this list to bulk edit data.  
 Yes  No

**Offline Client Availability**  
 Specify whether this document library should be available for offline clients.  
 Yes  No

**Site Assets Library**  
 Should this document library be a site assets library?

Then, set folder, version, and search settings – across one or multiple libraries!



DocAve Management Configuration Security Policy Enforcer Plan Manager

New Delete Admin Search

Contribute

Site Collection Features Storage Quota Web Part Solutions Themes Site Columns

Portal Site Connection External Sharing

Check Broken Link Search Web Parts Job Monitor

Check Search Gallery Statistics

General Management Galleries

Scope

Input Keyword

Lists

Sites

- https://avepointats.sharepoint.com/sites/ATS\_Intra
- https://avepointats.sharepoint.com/sites/ATS\_Recc
- https://avepointats.sharepoint.com/sites/PM\_Client
- https://avepointats.sharepoint.com/sites/PM\_Intra
- https://avepointats.sharepoint.com/sites/PM\_TBD1
- https://avepointats.sharepoint.com/sites/PM\_Yamr

ATS O365 Groups

ATS Project Sites

Default Office 365 Group Team Site Container

Default OneDrive for Business Container

- Select All
- OneDrive for Business (a.p@avepointats.com)
- OneDrive for Business (Amy.lannaccone@avepoir)
- OneDrive for Business (Anand.Raja@avepointats.
- OneDrive for Business (antoine.snow@avepointat
- OneDrive for Business (applicationpool1@avepoin
- OneDrive for Business (ATSAdmin@avepointats.c
- OneDrive for Business (cesar.coba@avepointats.c
- OneDrive for Business (dux.sy@avepointats.com)
- OneDrive for Business (Edmund.White@avepointe
- OneDrive for Business (Hunter.Willis@avepointats

Page 1 of 3

Default Site Collection Container

Large OneDrive for Business Container

External Sharing

The setting area of one function will be disabled if its individual settings are different. If you want to change the settings in bulk, please click "Set all to default" to set the individual settings to the default value.

Change settings for: Site Collections{https://avepointats-my.sharepoint.com/personal/a\_p\_avepointats\_com...} [Show All Applied Site Collections](#)

**Sharing Outside Your Organization**

Configure external sharing related settings. [Edit for individual objects](#)

[Set all to default](#)

Change the external sharing setting for the selected site collections.

- Do not allow sharing outside your organization
- Allow sharing only with the external users that already exist in your organization's directory
- Allow external users who accept sharing invitations and sign in as authenticated user
- Allow sharing with all external users, and by using anonymous access links

Or, for pre-created objects and users, update configurations and settings in bulk! External sharing for example...



Define and enforce policies





Create or Apply Profile Profile Manager Generate Report Defined Group Source Management Filter Policy Job Monitor

Policy Enforcer Report Settings Statistics

Scope

Input Keyword

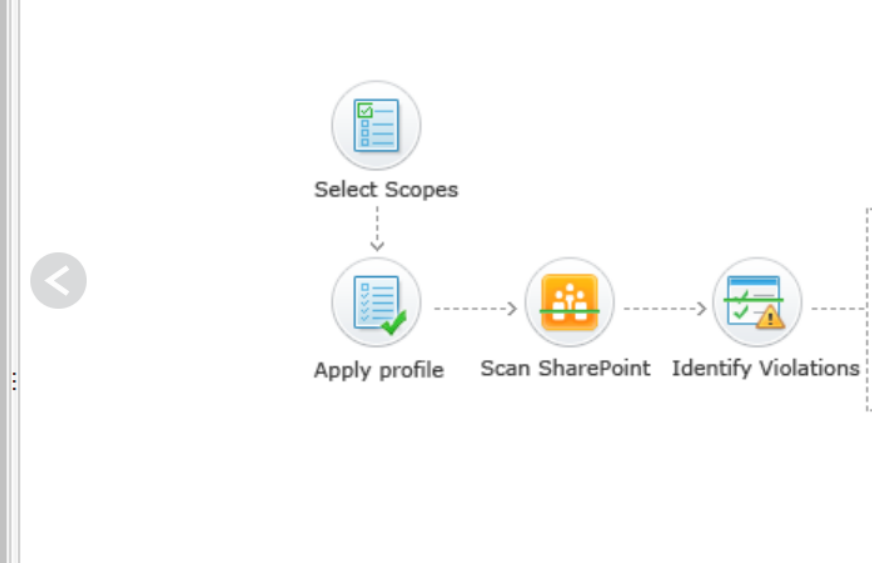
- My Registered Sites
    - ATS Demo Sites
      - Select All
      - https://avepointats.sharepoint.com/sites/ATS\_Apps\_Loc
      - https://avepointats.sharepoint.com/sites/ATS\_intranet
        - Top-level Site{ATS}
          - Lists
            - Select All Lists
            - Select All Libraries
            - Access Requests
            - appdata
            - appfiles
            - AuditRetrieve107C2678-5C19-7352-5900-5DB93AA
            - AuditRetrieve61d5dd3a-c8d0-4616-ae59-d6ab5072
            - Cache Profiles
            - Calendar
            - CGTracerList\_436C15BF1E7A47FB95D40BD44AA
            - Collaboration Library
            - Composed Looks
- Sites
  - https://avepointats.sharepoint.com/sites/ATS\_Intranet\_Dev
  - https://avepointats.sharepoint.com/sites/ATS\_Records
  - https://avepointats.sharepoint.com/sites/PM\_Client Portal
  - https://avepointats.sharepoint.com/sites/PM\_Intranet

Index

### Introduction

## Policy Enforcer

Level: Site Collection/Site



### Quick Link

- Search
  - Security Search
  - Admin Search
  - Search Web Parts

Create or apply a Policy Profile





Add Rule
 Remove Rule
 Configure Rule
 Activate
 Deactivate
 Remove Profile
 Apply
 Cancel

Rule Management
 Manage
Commit

Name your policy and begin adding rules

**Profile Name**  
Specify a name for the profile you are about to create. You can choose to reuse an existing profile and retain the rules and settings, copy from an existing profile and then customize it, or configure new rules and settings for the selected nodes.

- Reuse an existing profile
- Configure new rules and settings based on an existing profile
- Create my own rules and settings

\* Name:

Description:

<input type="checkbox"/>	Rule Name	Status	Custom Action Settings	Notification Recipient	Parameter Status
There are no items to show in this view.					

0 of 0 selected

Show rows  Go to  of 1

Add Rule

**Settings**

**Source Collection Policy**  
Select from a previously-created source collection policy or create a new one for this profile. A Source Collection policy dictates which SharePoint Audit events are collected and which settings, permissions and features are scanned for by DocAve to identify out of policy objects.

\* Specify a source collection policy:

[View](#)

There are 37 enforceable policies! (and you can build even more of your own!)

Administrator > Policy Enforcer > Create or Apply Profile

User: Hunter.Willis@av...

DocAve Management Configuration Security Policy Enforcer Plan Manager

Add Rule Remove Rule Configure Rule Activate

Rule Management

**Profile Name**  
Specify a name for the profile you are about to create. To retain the rules and settings, copy from an existing profile and settings for the selected nodes.

0 of 0 selected

**Settings**  
**Source Collection Policy**  
Select from a previously-created source collection policy or create a new one for this profile. A Source Collection policy dictates which SharePoint Audit events are collected and which settings, permissions and features are scanned for by DocAve to identify out of policy objects.

Create or Apply Profile

\* Specify a source collection policy:  
ATS Policy Enforcer - Test - Sched View

### Add Rule

OK Cancel

Commit

Search all pages Search current page Input Keyword

Clear Filter

<input type="checkbox"/>	Rule Name	Description	Event Type
<input type="checkbox"/>	Break Inheritance Protection	Protect the permission inheritance from being broken at specific Sha...	Break Permission Inhe
<input type="checkbox"/>	Content Creation/Content Upload	Restrict or allow the uploading and/or creation of content based on i...	Create Item
<input type="checkbox"/>	Copy	Restrict or allow individual users or groups to copy SharePoint objec...	Copy
<input type="checkbox"/>	Delete	Restrict or allow individual users or groups to delete items, files, list...	Delete
<input type="checkbox"/>	External Sharing Settings	Control the sharing settings of SharePoint sites.	Scan Site Collection Le
<input type="checkbox"/>	Grant, Revoke and/or Modify Pe...	Restrict or allow individual users or groups to modify User and Grou...	Add Group Member;De
<input type="checkbox"/>	Information Rights Management...	Control IRM settings for lists/libraries with a SharePoint 2013 experi...	Scan List Level Condi
<input type="checkbox"/>	Library Versioning Settings	Control Library versioning settings within a Site.	Scan List Level Condi
<input type="checkbox"/>	List Column Type Deployment	Control the list column type deployment where this rule is applied.	Scan List Level Condi
<input type="checkbox"/>	List Content Type Deployment	Control the list content type deployment where this rule is applied.	Scan List Level Condi
<input type="checkbox"/>	List Versioning Settings	Control List versioning settings within a site.	Scan List Level Condi
<input type="checkbox"/>	List/Library Template	Control the list/library template applied to a list/library.	Scan List Level Condi
<input type="checkbox"/>	Master Page	Control master page settings for sites.	Scan Site Level Condi
<input type="checkbox"/>	Microfeed Permissions Enforcem...	Lock and protect the Microfeed Lists' unique permissions from modif...	Change Permission
<input type="checkbox"/>	Move	Restrict or allow individual users or groups to move SharePoint obje...	Move

0 of 37 selected

Show rows 50 Go to 1 of 1

Add Rule
 Remove Rule
 Configure Rule
 Activate
 Deactivate
 Remove Profile
 Apply
 Cancel

Rule Management
Manage
Commit

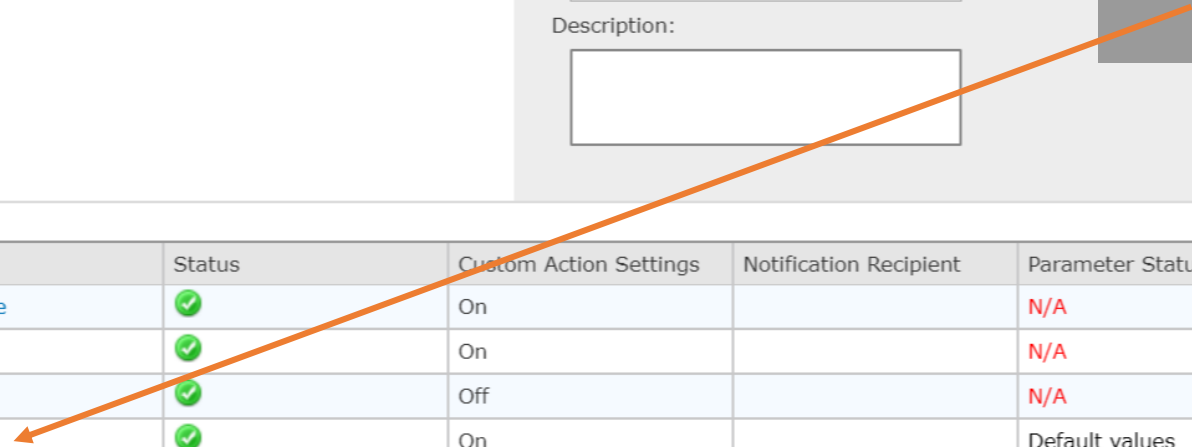
Once the rules have been added, you can click on the Rule Name to configure

**Profile Name**  
Specify a name for the profile you are about to create. You can choose to reuse an existing profile and retain the rules and settings, copy from an existing profile and then customize it, or configure new rules and settings for the selected nodes.

- Reuse an existing profile
- Configure new rules and settings based on an existing profile
- Create my own rules and settings

\* Name:

Description:



<input checked="" type="checkbox"/>	Rule Name	Status	Custom Action Settings	Notification Recipient	Parameter Status	
<input checked="" type="checkbox"/>	<a href="#">Grant, Revoke and/or Modify Permissions Privilege</a>	✔	On		N/A	✘
<input checked="" type="checkbox"/>	<a href="#">Break Inheritance Protection</a>	✔	On		N/A	✘
<input checked="" type="checkbox"/>	<a href="#">Site Depth</a>	✔	Off		N/A	✘
<input checked="" type="checkbox"/>	<a href="#">List Versioning Settings</a>	✔	On		Default values	✘
<input checked="" type="checkbox"/>	<a href="#">Library Versioning Settings</a>	✔	On		Default values	✘

5 of 5 selected [Clear Selection](#) Show rows 15 Go to 1 of 1

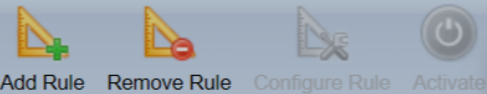
**!** You currently have Policy Enforcer rules in this profile that are not configured. Please update the rules whose parameters are labelled as: "N/A".

Add Rule

**Settings**  
**Source Collection Policy**  
Select from a previously-created source collection policy or create a new one for this profile. A Source Collection policy dictates which SharePoint Audit events are collected and which settings, permissions and...

\* Specify a source collection policy:  
 [View](#)





Configure Rule



Commit

Filter Policy

Select a previously-created filter policy. A filter policy allows you to select specific object or data within each SharePoint level (Site collection down to item level).

None View

Custom Action

Custom Action

If selected, any out of policy settings, objects and/or permissions will be reverted, restored or deleted based on the settings defined in this Policy Enforcer rule.

Automatically revert to original permissions

Recipient

Specify the users who will receive e-mail notifications for the violations of this rule. Select "Include the site collection administrators" to notify the site collection administrators of the violations. Select "Include the users who violate this rule" to notify the users who violate this rule of their out of policy actions.

Recipient:

[Empty text box for recipient selection]

Include the site collection administrators  
 Include the users who violate this rule

Send Notification Immediately

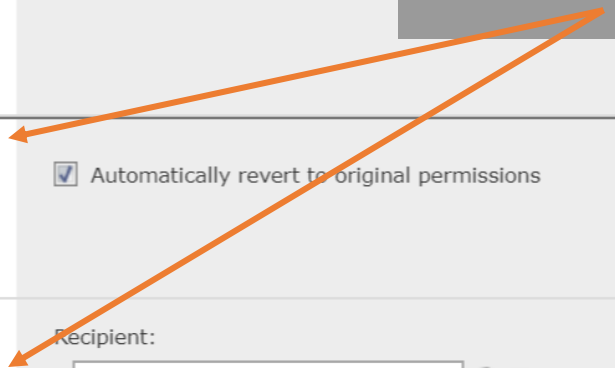
Specify whether to send notifications to the recipients configured above immediately when Policy Enforcer identifies any violations of this rule.

Send e-mail notifications immediately when Policy Enforcer identifies violations of this rule

Configure Rule: Grant, Revoke and/or Modify Permissions Privilege

OK Cancel

Each rule has custom options – some can simply notify of violations, others can revert changes that are out of policy!



Profile Name  
Specify a name for the profile you are about to create. You can retain the rules and settings, copy from an existing profile and settings for the selected nodes.

<input checked="" type="checkbox"/>	Rule Name
<input checked="" type="checkbox"/>	Grant, Revoke and/or Modify Permissions
<input checked="" type="checkbox"/>	Break Inheritance Protection
<input checked="" type="checkbox"/>	Site Depth
<input checked="" type="checkbox"/>	List Versioning Settings
<input checked="" type="checkbox"/>	Library Versioning Settings

5 of 5 selected Clear Selection

You currently have Policy Enforcer rules in this profile

Add Rule

Settings Source Collection Policy

Select from a previously-created source collection policy or create a new one for this profile. A Source Collection policy dictates which SharePoint Audit events are collected and which settings, permissions and...

\* Specify a source collection policy:

ATS Policy Enforcer - Test - Sched View

Create or Apply Profile

Apply Cancel

Add Rule
 Remove Rule
 Configure Rule
 Activate
 Deactivate
 Remove Profile
 Apply
 Cancel

Rule Management
 Manage
Commit

Additional options around scanning and reporting can then be configured and then the rule may be applied!

0 of 1 selected

Show rows 15 Go to 1 of 1

Add Rule

Settings

**Source Collection Policy**  
 Select from a previously-created source collection policy or create a new one for this profile. A Source Collection policy dictates which SharePoint Audit events are collected and which settings, permissions and features are scanned for by DocAve to identify out of policy objects.

\* Specify a source collection policy:  
 [View](#)

**Enable Auditing**  
 You are deploying Policy Enforcer rules which rely on this audit data. SharePoint auditing is not enabled for all of the nodes where this profile is being applied. Select "Yes" to let DocAve Online automatically enable auditing for all of the selected nodes and then apply this profile to them. Selecting "No" will not enable auditing, and you will need to manually enable auditing to make these rules effective.

\* Automatically check and enable auditing for all of the nodes where this profile is being applied?  
 Yes  No

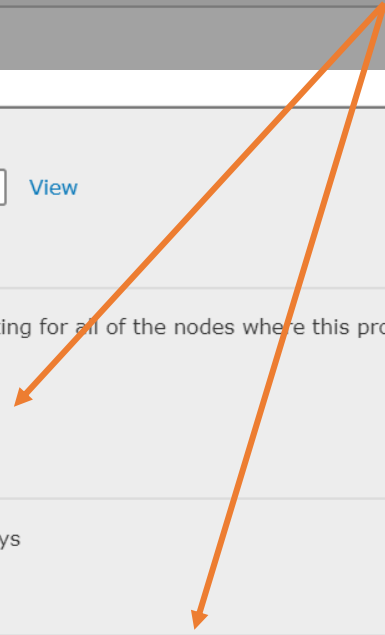
**Retention Policy**  
 Configure the retention period for DocAve job data associated with this profile.

\* Retain the data for  days

**Send Periodic Reports**  
 Specify whether to send daily/weekly reports for the violations of each rule in this profile to the recipients configured in the corresponding rule.

Send periodic reports to the recipients configured in each rule

Send daily reports at 
  
 Send weekly reports every  at



View Details Edit Delete

Run New Job Monitor

Job Monitor

Download Close Download Commit

**Job Details**  
Display general and detailed information on the selected job.

The job is finished, please click

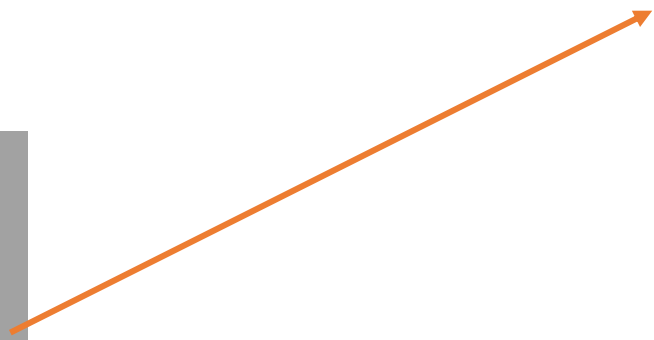
Clear Filter

Plan Name
<input checked="" type="checkbox"/> Security Search 14:16:34
<input type="checkbox"/> SecuritySearch_PLAN2019
<input type="checkbox"/> SecuritySearch_PLAN2019
<input type="checkbox"/> SecuritySearch_PLAN2019
<input type="checkbox"/> SecuritySearch_PLAN2019
<input type="checkbox"/> SecuritySearch_PLAN2019
<input type="checkbox"/> SecuritySearch_PLAN2019
<input type="checkbox"/> SecuritySearch_PLAN2019
<input type="checkbox"/> SecuritySearch_PLAN2019
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<input type="checkbox"/> SecuritySearch_PLAN2019
<input type="checkbox"/> SecuritySearch_PLAN2019
<input type="checkbox"/> SecuritySearch_PLAN2019
<input type="checkbox"/> SecuritySearch_PLAN2019
<input type="checkbox"/> SecuritySearch_PLAN2019
<input type="checkbox"/> SecuritySearch_PLAN2019

Search all pages Search current page Input Keyword

	Rule Name	Rule Description	Event Type	Custom Action	Rule Paramet...	Profile Name	Status
<input checked="" type="checkbox"/>	nt.c...	User/Group Restriction	Allow or restrict the addition of users ...	Add Group Me...	On	Restrict the a...	PE Violation Passed

At any time, view job summaries that indicate whether a scope as Passed or Failed a particular policy or rule!



1 of 1 selected Clear Selection

Show rows 15 Go to 1 of 1





Deploy customizations and templates across tenants





# Like a look? Want to "take it with you"?



## GTM Central

[Home](#) [Templates](#) [Resources](#) [Industry Reports](#) [Calendar](#) [Requests](#) [Release Blog](#) ... [Edit](#)

☆ Not following [Share site](#)

🔍 Search this site

+ New ▾ ⚙️ Page details

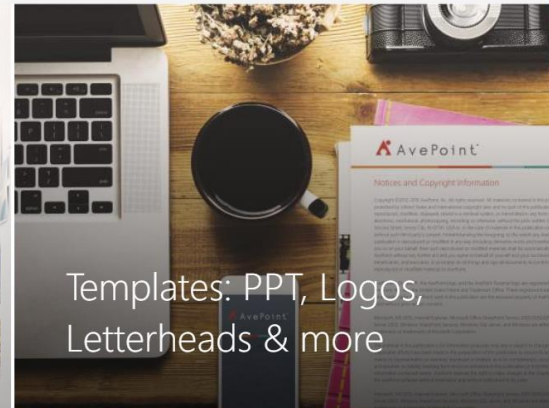
Published 10/30/2018

[Edit](#)

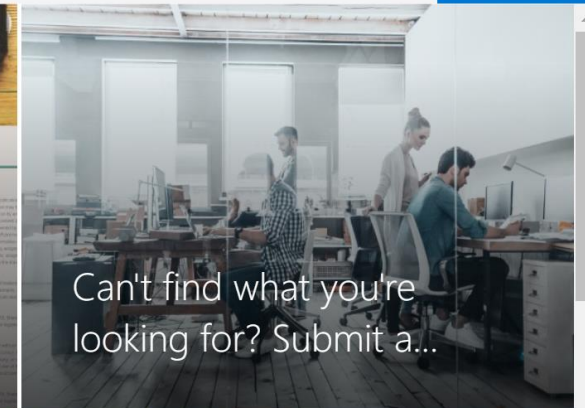


Welcome to Go To Market (GTM) Central!

[LEARN MORE >](#)



Templates: PPT, Logos, Letterheads & more



Can't find what you're looking for? Submit a...



Resources: Pitch Decks, Playbooks, Guidelines,...



Industry Reports: Gartner, Forrester & more



# What do you want to do next?



## Administrator

Give organizations universal control over their enterprise-wide SharePoint landscape.



## Content Manager

Allow seamless migration of SharePoint content from one location to another.



## Deployment Manager

Provide flexible deployment of site elements between multiple SharePoint Online site collections.



## Replicator

Keep content synchronized across one or more SharePoint Online instances.

## Deployment Manager

---

### Online Deployment

Keep the source and destination deployment synchronized online.

### Plan Manager

View, edit, or delete your deployed plans.

Deploy design elements, configurations, and metadata stores across sites!

Online Deploy

New Plan Add to Queue

Storage Policy Filter Policy Mappings

Job Monitor

Save as a Plan Run

Plan Management Actions Settings Statistics Commit

There is no mapping now. Compare Select the source and destination, then click Add to Queue.

**Compare**

Show a pictorial view of the comparison between the selected nodes.

1. Source

Input Keyword

My Registered Sites Manage

- ACS OD4B
- ACS Site Collections
- AvePointRocks O365 Groups
- AvePointRocks SP Sites
- Cloud Backup Test
- CS Demo - 365x838060
- CS Demo - 365x838060
- CS Demo - 365x838060
- Default Office 365 Group Team Site Container
- Default OneDrive for Business Container

Page 1 of 3

1. Destination

Input Keyword

My Registered Sites Manage

- ACS OD4B
- ACS Site Collections
- AvePointRocks O365 Groups
- AvePointRocks SP Sites
- Cloud Backup Test
- CS Demo - 365x838060
- CS Demo - 365x838060
- CS Demo - 365x838060
- Default Office 365 Group Team Site Container
- Default OneDrive for Business Container

Page 1 of 3

Queue

2. Add to Queue

Order	Deployment Type	Enable Job	Source	Destination
"Compare"				

Online Deploy

New Plan Add to Queue Filter Policy Compare Mappings Job Monitor Save as a Plan Run

Plan Management Actions Settings Statistics Commit

There is no mapping now. To create a mapping please first select the source and destination, then click Add to Queue.

1. Source

Input Keyword

- https://avepointats.sharepoint.com/sites/ATS\_Records
- Top-level Site{Project Management Records }
  - Site Settings
  - SharePoint Designer Objects
- Apps
  - Include New
  - Select All
  - AvePoint Cloud Governance
  - Compliance Guardian App for Real-Time Scanner
  - Lists
  - Sites
  - Design Lists
    - Select All
    - Access Requests

1. Destination

Input Keyword

- https://avepointats.sharepoint.com/portals/hub
- https://avepointats.sharepoint.com/search
- https://avepointats.sharepoint.com/sites/acme
- https://avepointats.sharepoint.com/sites/anand
- https://avepointats.sharepoint.com/sites/AppCatalog
- Top-level Site{Apps Catalog}
  - SharePoint Designer Objects
  - Apps
  - Lists
  - Sites
  - Design Lists
- https://avepointats.sharepoint.com/sites/APS
- https://avepointats.sharepoint.com/sites/ATS\_6thfloor
- https://avepointats.sharepoint.com/sites/ATS\_A1

Click here to add

2. Add to Queue

Queue

Order	Deployment Type	Enable Job	Source	Destination

Show rows 5 Go to 1 of 1

Create your own "Apps Catalog" so you can build a template or solution once, and use it again and again!



DocAve Home Plan Manager

Online Deploy

Plan Management Actions

There is no mapping now. To create a mapping

1. Source

Input Keyword

- https://avepointats.sharepoint.com/sites
- Top-level Site{Project Management
- Site Settings
- SharePoint Designer Objects
- Apps
  - Include New
  - Select All
  - AvePoint Cloud Governance
  - Compliance Guardian App for
- Lists
- Sites
- Design Lists
  - Select All
  - Access Requests

### Add to Queue

OK Cancel

Commit

permissions when deploying content to the destination. If shared links are included, users with whom the links are shared will receive an e-mail invitation to the new location of this content.

**Workflow**  
Select whether to deploy the definition of existing source workflows to destination.

Include workflow definition

**Preserve the Null Column Values**  
Choose whether or not to preserve the null value of item column(s) in the source. Some values of the newly created column(s) may be null for previous items, and this option allows you to choose whether to replace the null value with the default value in the destination. By default, we will preserve the null value for those items.

Yes  No

**Managed Metadata Service Settings**  
Choose to copy the entire Managed Metadata Service for this scope, the related term sets, or the terms and their parents associated directly with the content to the destination node. Note that copying the Managed Metadata Service will automatically activate this service in the destination if it has not already been enabled.

Copy Managed Metadata Service

Term  
 Term set  
 Managed Metadata Service

OK Cancel

Include or exclude content, security, workflow definitions, and managed metadata!

Queue

Order	Deployment Type	Enabled



Perform ongoing security audits, and track activity over time





Users and Permissions Security Search

Contribute

Permission

Account

Statistics

Clone Permissions Grant Permissions Create Group

Export Groups for Editing Stop Inheriting Permissions Site Collection Administrators

Permission Levels Import Configuration File

Deactivated Account Cleaner Job Monitor

Run security or object-based searches, and batch edit results!

Scope

Input Keyword

My Registered Sites

- ACS OD4B
  - Select All
  - OneDrive for Business (Ashok.Marimuthu@AvePointEMEA.onm...
  - OneDrive for Business (Brian.Cook@AvePointEMEA.onmicro...
  - OneDrive for Business (Christian.Schaefer@AvePointEMEA.onr...
  - OneDrive for Business (coby.liang@AvePointEMEA.onmicrosoft...
  - OneDrive for Business (david.martin@AvePointEMEA.onmicroso...
  - OneDrive for Business (Julien.Musy@AvePointEMEA.onmicroso...
  - OneDrive for Business (Manuel.LeJan@AvePointEMEA.onmicr...
  - OneDrive for Business (terry.bian@AvePointEMEA.onmicrosoft...
- ACS Site Collections
- AvePointRocks O365 Groups
  - Select All
  - Office 365 Group Team Site (CoolPeople@AvePointRocks.onmi...
  - Office 365 Group Team Site (Nwrle@AvePointRocks.onmicrosof...
  - Office 365 Group Team Site (TestTeam@AvePointRocks.onmicr...
- AvePointRocks SP Sites
- Cloud Backup Test
- CS Demo - 365x838060
- CS Demo - 365x838060
- CS Demo - 365x838060
- Default Office 365 Group Team Site Container
- Default OneDrive for Business Container

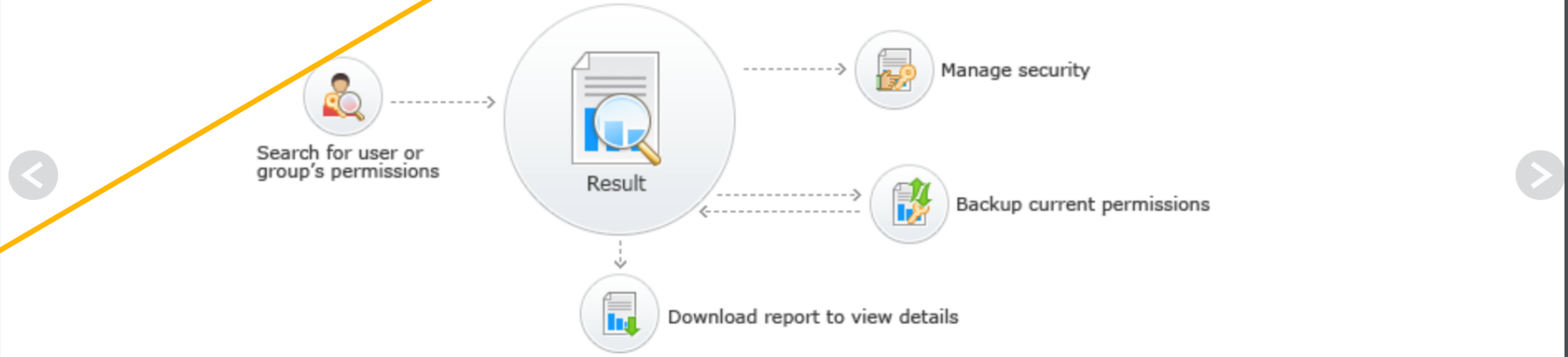
Page 1 of 3

Index

Introduction

## Security Search

Level: Site Collection/Site/List/Library/Folder/Item



Quick Link

Site Collection|Site|List/Library|Folder

**Search**

- Security Search
- Admin Search
- Search Web Parts

**Permissions**

- Clone User Permissions
- Break Inheritance for Sub-nodes
- Push Inheritance to Sub-nodes

Users and Permissions Security Search

Clone Permissions Grant Permissions Create Group

Export Groups for Editing Stop Inheriting Permissions Site Collection Administrators

Permission Levels Import Configuration File

Deactivated Account Cleaner Job Monitor

Contribute Permission Account Statistics

- Scope
- Input Keyword
- My Registered Sites
    - ATS Demo Sites
      - Select All
      - https://avepointats.sharepoint.com/sites/ATS\_Apps\_Loc
      - https://avepointats.sharepoint.com/sites/ATS\_intranet
      - https://avepointats.sharepoint.com/sites/ATS\_Intranet\_Dev
      - https://avepointats.sharepoint.com/sites/ATS\_Records
      - https://avepointats.sharepoint.com/sites/PM\_Client Portal
      - https://avepointats.sharepoint.com/sites/PM\_Intranet
      - https://avepointats.sharepoint.com/sites/PM\_TBD12
      - https://avepointats.sharepoint.com/sites/PM\_YammerProject
    - ATS O365 Groups
    - ATS Project Sites
    - Default Office 365 Group Team Site Container
    - Default OneDrive for Business Container
    - Default Site Collection Container
    - Large OneDrive for Business Container

Security Search Form Mode

Change settings for: Site Collections{https://avepointats.sharepoint.com/sites/ATS\_Apps\_Loc...} [Show All Applied Site Collections](#)

Create a new plan.

Plan Name: Choose a name and description for the plan you are about to create.

\* Plan Name: Security Search 14:16:34 2019-02-21

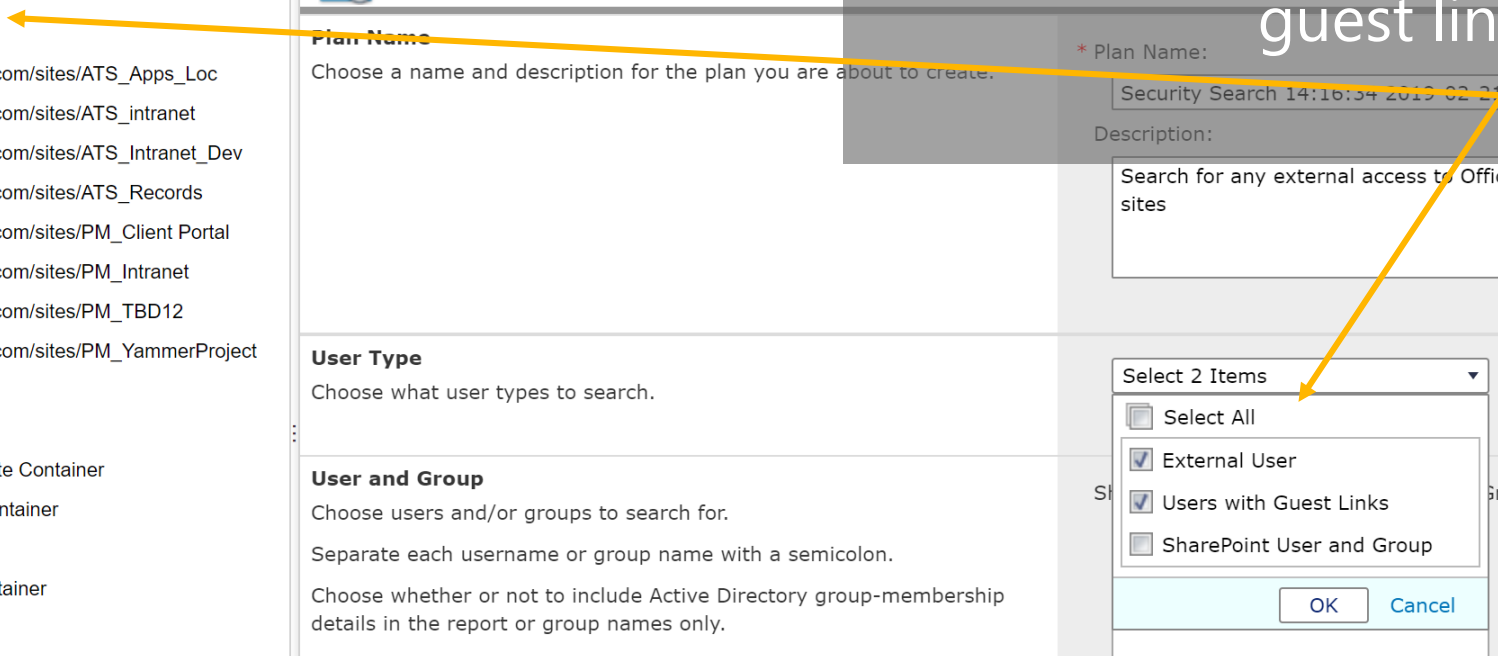
Description: Search for any external access to Office 365 sites

User Type: Choose what user types to search.

User and Group: Choose users and/or groups to search for. Separate each username or group name with a semicolon. Choose whether or not to include Active Directory group-membership details in the report or group names only.

Permission Settings

For example, search across all your sites for external users, or users with guest links!





What about `*activity*`?



Auditor Reports

Save Profile and Run Report  
Save and Export to Datasheet  
Show Report

Job Monitor

Auditor Reports Report Actions Statistics

\* Report Profile Input/Select

1. Please specify a time range.

Duration:  This Month

Last:  Days

Custom:

From: 2019-01-21 15 35  
Dublin, Edinburgh, Lisbon, London

To: 2019-02-21 15 35  
Dublin, Edinburgh, Lisbon, London

2. Please configure a schedule (Optional).

No schedule

Configure the schedule myself

Export report

Start time: 2019-02-21 15 35  
Dublin, Edinburgh, Lisbon, London

Interval:  Days [Calendar View](#)

3. Please select a notification profile (Optional).

Select a notification profile with address only:

Flow\_Newsite [View](#)

User Filter Action Filter Object Filter Data Source Filter

Show Report Save Profile and Run Report

# Report Center

## Activity Reports

### Activity Reports

#### Office 365 Activity Reports

Generate activity reports for various Office 365 services, for example, SharePoint Online, Exchange Online, Azure AD, and Teams.

Proactively monitor at-risk actions (e.g. permissions changes). Plus, easily investigate "who changed/deleted permissions" for instance!

Auditor Reports

Save Profile and Run Report

Save and Export to Datasheet

Show Report

Job Monitor

Report Actions

Statistics

\* Report Profile Input/Select

1. Please specify a time range.

Duration: This Month

Last: Days

Custom:

From: 2019-01-21 15:35  
Dublin, Edinburgh, Lisbon, London

To: 2019-02-21 15:35  
Dublin, Edinburgh, Lisbon, London

2. Please configure a schedule (Optional).

No schedule

Configure the schedule myself

Export report

Start time: 2019-02-21 15:35  
Dublin, Edinburgh, Lisbon, London

Interval: Days

3. Please select a notification profile (Optional).

Select a notification profile with address only:

None View

User Filter

Action Filter

Object Filter

Data Source Filter

Report Center

Activity Reports

Activity Reports

Office 365 Activity Reports

- Removed User or Group from SharePoint Group
  - User Administration Activities
  - Added User
  - Deleted User
  - Reset User Password
  - Changed User Password
  - Changed User License
  - Updated User
  - Group Administration Activities
  - Added Group
  - Updated Group
  - Deleted Group
  - Added Member to Group
  - Removed Member from Group
  - Application Administration Activities
  - Added Service Principal
  - Removed a Service Principal from the Directory
  - Role Administration Activities
  - Added member to Role
  - Removed a User from a Directory Role
  - Directory Administration Activities
  - Verified Domain
  - Set Password Policy
  - Set Company Information
- 23 Selected
- OK Cancel

To investigate or monitor "risky actions" for adding, deleting, changing users, roles, and members, set custom action filters



Auditor Reports

Save Profile and Run Report

Save and Export to Datasheet

Show Report

Job Monitor

Auditor Reports Report Actions Statistics

\* Report Profile Input/Select

1. Please specify a time range.

Duration: This Month

Last: Days

Custom:

From: 2019-01-21 15 35  
Dublin, Edinburgh, Lisbon, London

To: 2019-02-21 15 35  
Dublin, Edinburgh, Lisbon, London

2. Please configure a schedule (Optional).

No schedule

Configure the schedule myself

Export report

Start time: 2019-02-21 15 35  
Dublin, Edinburgh, Lisbon, London

Interval: Days Calendar View

3. Please select a notification profile (Optional).

Select a notification profile with address only:

Flow\_Newsite View

User Filter Action Filter Object Filter Data Source Filter

# Report Center

## Activity Reports

**Activity Reports**

Office 365 Activity Reports

Generate activity reports for various Office 365 services, for example, SharePoint Online, Exchange Online, and Teams.

- All Products
- Azure AD
- Exchange Online
- SharePoint Online
- Teams
- Sway
- Yammer
- Stream
- Flow
- Project Online
- Power BI
- Security and Compliance Center

OK Cancel

Even set a services scope, to narrow down logs to only OneDrive or SharePoint Online (or where something went wrong!)



\* Report Profile Input/Select

1. Select one or more nodes on the tree.

Input Keyword

My Registered Sites [Manage](#)

- Select All
- ATS Demo Sites
- ATS O365 Groups
- ATS Project Sites
- Default Office 365 Group Team Site Container
- Default OneDrive for Business Container
- Default Site Collection Container
- Large OneDrive for Business Container

# Report Center

## Auditor Reports

### Auditor Reports

User Lifecycle

Display a log of activity of the specified users within the selected site collections, sites, lists or libraries.

Item Lifecycle

Display a log of audit events for items within the selected lists.

Site Access

Display a log of user activity within the selected sites.

List Deletion

Display a log of deletion events for items within the selected sites or lists.

Permission Changes

Display a log of permission changes within the selected site collections, sites or lists.

Custom Report

Display a customized log from the collected audit records for the selected site collections, sites, lists or libraries.

Or, get \*extra\* granular for issue investigation! Track specific sites, users, lists deletions, or specific permissions changes! Set a time range to narrow down results further...

2. Please specify a time range.

3. Please configure a schedule (Optional).

4. Please select a notification profile (Optional).

DocAve Administration Reports Compliance Reports DocAve Reports Settings

User Lifecycle Site Access  
List Deletion Item Lifecycle  
Custom Report **Permission Changes**

Office 365 Activity Reports Save Profile and Run Report Job Monitor  
Save and Export to Datasheet  
Show Report

Auditor Reports Activity Reports Report Actions Statistics

\* Report Profile Input/Select

URL Filter Action Filter User Filter Type Filter

1. Select one or more nodes on the tree. Show Report Save Profile and Run Report

Input Keyword

My Registered Sites

- Select All
- ATS Demo Sites
- ATS POC Sites
- Default OneDrive for Business Container
- Default Site Collection Container

Display a log of permission changes within the selected site collections, sites or lists.

Time Range: Last 6 Months Show group: All Groups

URL	Type	User	Action	Time	Details
<b>https://avepointats-my.sharepoint.com/personal/a_p_avepointats_com</b>					
https://avepointats-my.sharepoi...	Site Collection	System Account	Change Permission	2018-11-07 07...	SHAREPOINT\system removed a user from the
https://avepointats-my.sharepoi...	Site Collection	System Account	Add Group Member	2018-11-20 15...	SHAREPOINT\system added user i:0#.f memb
https://avepointats-my.sharepoi...	Site Collection	System Account	Add Group Member	2018-11-20 15...	SHAREPOINT\system added user i:0#.f memb
https://avepointats-my.sharepoi...	Site	Aaron Painter	Break Permission Inheritance	2018-11-21 16...	a.p@avepointats.com broke the permission inh
<b>https://avepointats-my.sharepoint.com/personal/amy_innacccone_avepointats_com</b>					
https://avepointats-my.sharepoi...	Site Collection	System Account	Add Group Member	2018-11-20 15...	SHAREPOINT\system added user i:0#.f memb
https://avepointats-my.sharepoi...	Site Collection	System Account	Add Group Member	2018-11-20 15...	SHAREPOINT\system added user i:0#.f memb
<b>https://avepointats-my.sharepoint.com/personal/anand_raja_avepointats_com</b>					
https://avepointats-my.sharepoi...	Site Collection	System Account	Add Group Member	2018-11-20 15...	SHAREPOINT\system added user i:0#.f memb
https://avepointats-my.sharepoi...	Site Collection	System Account	Add Group Member	2018-11-20 15...	SHAREPOINT\system added user i:0#.f memb
<b>https://avepointats-my.sharepoint.com/personal/antoine_snow_avepointats_com</b>					
https://avepointats-my.sharepoi...	Site Collection	System Account	Add Group Member	2018-11-20 15...	SHAREPOINT\system added user i:0#.f memb
https://avepointats-my.sharepoi...	Site Collection	System Account	Add Group Member	2018-11-20 15...	SHAREPOINT\system added user i:0#.f memb

Permissions change reports show where, who, what (action) as well as the details (e.g. which user was added, or the impact of the action!)

2. Please specify a time range.

3. Please configure a schedule (Optional).

Job Monitor



# The MSP Perspective

Video Library





Home



Customer Directory



Reports



Settings



FAQ

+ Onboard New Client

Search for Customer



Home

SORT BY: Failed Jobs ▾

TIME RANGE: Today ▾

**A** Ave

Registered Account: winni\_wr@163.com

Country or Region: China

0 FAILED JOBS

SERVICES

Elements Backup for Office 365

ENTERPRISE

● Working

**A** ave

Registered Account: trailtest@avepoint.com

Country or Region: China

0 FAILED JOBS

SERVICES

Elements Backup for Office 365

ENTERPRISE

● Expired





Bulk edit licenses  
Bulk start Backup,  
Management  
services  
Customizable  
alerting &  
reporting  
Integration with  
Migration Q1 2019

The screenshot displays the Elements Backup management interface. At the top, the 'elements' logo is visible, along with user information for 'fortestbuy@163.com'. The main navigation menu includes 'Home', 'Customer Directory', 'Reports', 'Settings', and 'FAQ'. Three overlapping panels are shown:

- Top Panel:** 'Edit Licenses of Elements Backup for Office 365'. It features a 'Storage:' dropdown menu currently set to 'AvePoint Storage'.
- Middle Panel:** 'Reports > Dashboard'. It shows a navigation menu with 'Home', 'Customer Directory', 'Reports', 'Settings', and 'FAQ'.
- Bottom Panel:** 'Settings > Insight Rules'. It includes a '+ Create a Rule' button and a table with columns 'Rule Name' and 'Description'. The table is currently empty, displaying 'No items to show'. A 'Create a Rule' dialog box is open over this panel, with the following details:
  - Rule Name:** Failed Backup
  - Description:** If less than 1 backup job completes successfully per day
  - Tag Filter:** None
  - Criteria:** Finished, Job(s), <, 2, Per day
  - Type:** Warning (selected)
  - Automatically Contact Support upon a Warning:**
  - Send Notification:**



In closing...



# Reminder: Recurring revenue opps!



CREATE AND MANAGE ONE OR MULTIPLE OFFICE 365 TENANTS' PERMISSIONS, USERS, SITES, ONEDRIVE'S



IMPLEMENT OPERATIONAL GOVERNANCE CONTROLS - THAT GET ENFORCED AUTOMATICALLY!



RE-USE DESIGN OR TEMPLATES AND CUSTOM ASSETS ACROSS OFFICE 365 TENANTS



PRODUCE ONGOING IT AUDIT OR USER AUDIT AND PERMISSIONS REPORTS (AND ACT ON THEM!)



# Full Suite of Office 365 Solutions



## Migration to the Cloud

Migrating legacy data on premise and in the cloud to O365, and ongoing restructuring and data movement (Unlimited tenants)



## Ongoing Management

Ongoing IT and permissions audits, policy enforcement, easy provisioning and deployment



## Backup & Data Protection

4 – Ultid O365 Automatic backup and fast granular recovery of + entire O365 stack + Dyn365 CRM. Quick and easy point in time restore.

Cost?! (apx)

Per user / mo

Yearly





# SPECIAL PROMOTION! #Bucks4Backup

<https://bit.ly/2Xggln7> or [www.avepoint.com/cloud-backup-rebate-2019](http://www.avepoint.com/cloud-backup-rebate-2019)






**We're confident we've got the best Cloud Backup on the market!** But, we realize the competition is stiff – so we're giving our partners in Europe and North America a little extra incentive to get started, or at least make the switch to AvePoint's Cloud Backup from one of the other guys.

You can qualify for a rebate with as little as 50 net new seats – across one or multiple customers! The mores seats you hold, the bigger your rebate!

<b>TIER 1</b>	50 - 149 SEATS .....	<b>\$ 250.00</b> REBATE
<b>TIER 2</b>	150 - 299 SEATS .....	<b>\$ 500.00</b> REBATE
<b>TIER 3</b>	300 - 499 SEATS .....	<b>\$ 1,000.00</b> REBATE
<b>TIER 4</b>	500 - 999 SEATS .....	<b>\$ 1,500.00</b> REBATE
<b>TIER 5</b>	1,000+ SEATS .....	<b>\$ 3,000.00</b> REBATE

---

-  To qualify, first, register at [www.avepoint.com/cloud-backup-rebate-2019](http://www.avepoint.com/cloud-backup-rebate-2019) by **March 31**.
-  Then, purchase as many net new Cloud Backup seats for Office 365 or Dynamics 365 as you can before March 31!
-  Rebates will be sent out automatically, as Visa gift cards, based on how many net new seats you've sold - AND held for three months!



Create run rate, **recurring business** for Office 365 managed services



Scale up your practice for **high volume** managed services

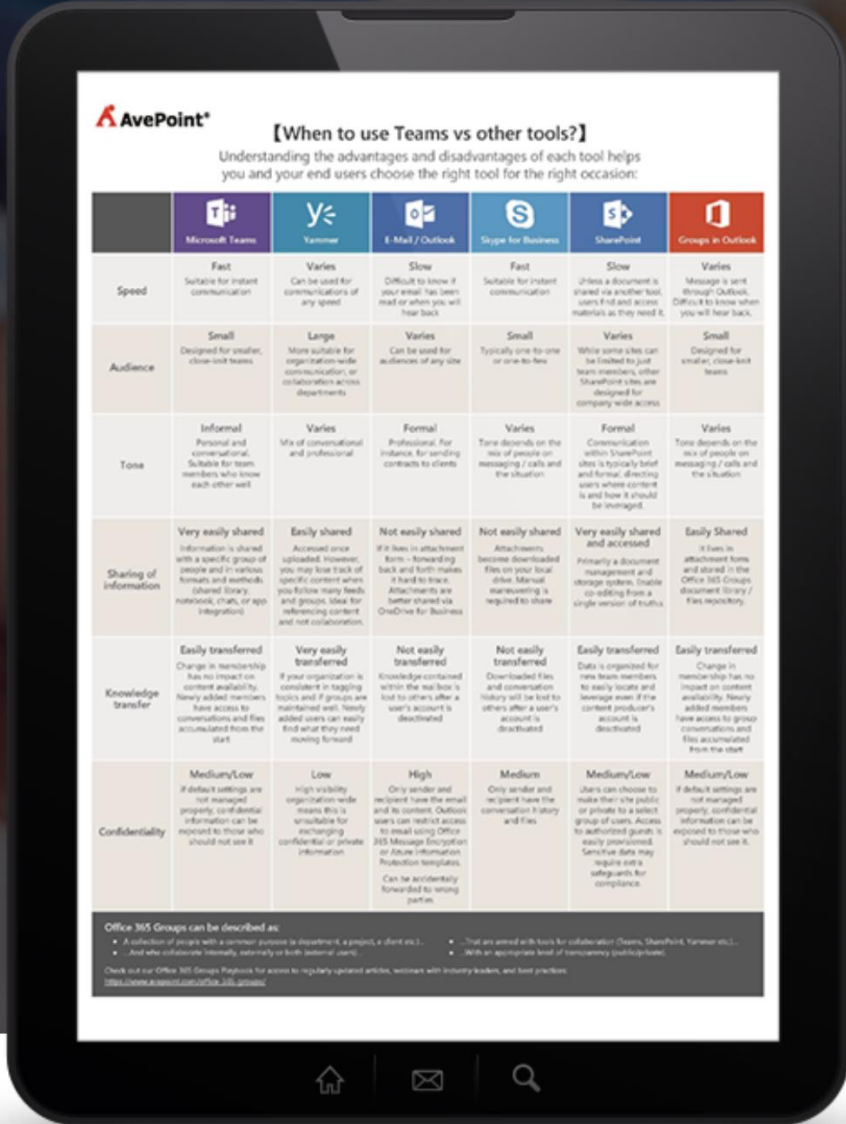


Be at forefront of Office 365 **innovations**



Access support for **go-to-market**





**When to use Teams vs other tools?**

Understanding the advantages and disadvantages of each tool helps you and your end users choose the right tool for the right occasion:

	Microsoft Teams	Yammer	E-Mail / Outlook	Skype for Business	SharePoint	Groups in Outlook
<b>Speed</b>	<b>Fast</b> Suitable for instant communication	<b>Varies</b> Can be used for communications of any speed	<b>Slow</b> Difficult to know if your email has been read or when you will hear back	<b>Fast</b> Suitable for instant communication	<b>Slow</b> When a document is shared via another tool users find and access materials as they need it.	<b>Varies</b> Message is sent through Outlook. Difficult to know when you will hear back.
<b>Audience</b>	<b>Small</b> Designed for smaller, close-knit teams	<b>Large</b> More suitable for organization-wide communication or collaboration across departments	<b>Varies</b> Can be used for audiences of any size	<b>Small</b> Typically one-to-one or one-to-few	<b>Varies</b> While some sites can be limited to just team members, other SharePoint sites are designed for company-wide access	<b>Small</b> Designed for smaller, close-knit teams
<b>Tone</b>	<b>Informal</b> Personal and conversational. Suitable for team members who know each other well	<b>Varies</b> Mix of conversational and professional	<b>Formal</b> Professional. For instance, for sending contracts to clients	<b>Varies</b> Tone depends on the mix of people on messaging / calls and the situation	<b>Formal</b> Communication within SharePoint sites is typically brief and formal, directing users where content is and how it should be navigated	<b>Varies</b> Tone depends on the mix of people on messaging / calls and the situation
<b>Sharing of information</b>	<b>Very easily shared</b> Information is shared with a specific group of people and in various formats and methods: shared library, network, chat, or app (integrating)	<b>Easily shared</b> Accessed once uploaded. However, you may lose track of specific content when you follow many feeds and groups. Idea for referencing content and not collaboration.	<b>Not easily shared</b> If it lies in attachment form - forwarding back and forth makes it hard to track. Attachments are better shared via OneDrive for Business	<b>Not easily shared</b> Attachments become downloaded files on your local drive. Manual maneuvering is required to share	<b>Very easily shared and accessed</b> Primarily a document management and storage system. Trouble co-editing from a single version of truth.	<b>Easily Shared</b> It lies in attachment form and stored in the Office 365 Groups document library / files repository.
<b>Knowledge transfer</b>	<b>Easily transferred</b> Change in membership has no impact on content availability. Newly added members have access to conversations and files accumulated from the start	<b>Very easily transferred</b> If your organization is consistent in tagging topics and if groups are maintained well, newly added users can easily find what they need moving forward	<b>Not easily transferred</b> Knowledge contained within the mailbox is lost to others after a user's account is deactivated	<b>Not easily transferred</b> Downloaded files and conversation history will be lost to others after a user's account is deactivated	<b>Easily transferred</b> Data is organized for new team members to easily locate and leverage even if the content producer's account is deactivated	<b>Easily transferred</b> Change in membership has no impact on content availability. Newly added members have access to group conversations and files accumulated from the start
<b>Confidentiality</b>	<b>Medium/Low</b> If default settings are not managed properly, confidential information can be exposed to those who should not see it	<b>Low</b> High visibility organization-wide means this is unsuitable for exchanging confidential or private information	<b>High</b> Only sender and recipient have the email and its content. Outlook users can restrict access to email using Office 365 Message Encryption or Active Information Protection templates. Can be accidentally forwarded to wrong parties	<b>Medium</b> Only sender and recipient have the conversation history and files	<b>Medium/Low</b> Users can choose to make their site public or private to a select group of users. Access to authorized groups is easily pronounced. Sensitive data may require extra safeguards for compliance	<b>Medium/Low</b> If default settings are not managed properly, confidential information can be exposed to those who should not see it

Office 365 Groups can be described as:

- A collection of people with a common purpose (a department, a project, a client etc.)
- ... That are aimed at tools for collaboration (Teams, SharePoint, Yammer etc.)
- ... And who collaborate internally, externally or both internal/external
- ... With an appropriate level of transparency (public/private)

Check out our Office 365 Groups Playbook for access to regularly updated articles, webinars with industry leaders, and best practices.  
<https://www.avepoint.com/office365/groups>

Free eBook

# When to Use and How to Manage Microsoft Teams & Office 365 Groups

- Chapter 1: What are Office 365 Groups?
- Chapter 2: What is Microsoft Teams?
- Chapter 3: What collaboration tool should I use when?
- Chapter 4: Top 3 concerns for Office 365 admins and how to alleviate them

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A high-angle, top-down view of a group of five people sitting around a large, light-colored table in a meeting room. The room has a wooden floor and large windows with a metal frame. The people are engaged in a discussion, with some looking at laptops and others at documents. The scene is overlaid with a semi-transparent blue filter. The text "Thank you!" is written in white, sans-serif font on the left side of the image.

Thank you!

