

TEAMS ENERGIZE CREATE YOUR CUSTOMIZED WORKSPACE



Microsoft Teams Workshop & Implementation

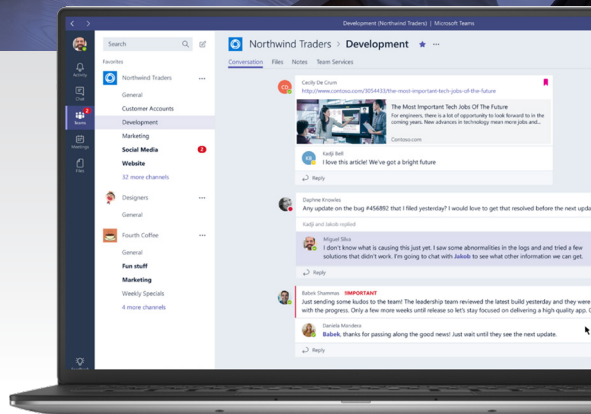


Your new hub for team files, conversations & meetings.

All in one place, wherever you go.

Teams brings together the full breadth and depth of Office 365 to provide a true chat-based hub for teamwork while giving you the opportunity to create a more open, fluid, and digital environment.

Built on existing Microsoft technologies woven together for the highest productivity, Microsoft Teams delivers on four core ideals to create a digital workspace for high performing teams.



Chat for Today's Teams



A Hub for Teamwork



Customizable for Each Team



Security Teams Trust

Teams Energize Implementation Offer

Interlink will:

- ✓ Build user awareness of the tool and use cases
- ✓ Develop a clear vision of your specific organizational needs and how Teams will benefit your users
- ✓ Deploy and configure Teams - building in compliance and governance needs
- ✓ Change management process to ensure users adopt and utilize technology



What's Included:

1 Envisioning & Technical Review

- ✓ Teams Customer Immersion Experience
 - Invite key stakeholders and champions
 - Identify priority use cases
- ✓ Run Teams adoption planning workshop to identify
 - Users and groups impacted by change
 - KPIs to measure success
 - User readiness and training requirements
 - Admin and help desk readiness and training requirements
- ✓ Review workloads already deployed in Office 365
- ✓ Teams Governance and Security Planning
 - Naming conventions and life cycle
 - Guest access and file sharing
 - Data security – Data loss, Information Protection
- ✓ Conferencing review
 - Skype and Teams coexistence
 - Network bandwidth calculator
 - Review key features / functionality
 - Review use of other third-party conference vendors
 - Review licensing for phone system / audio conferencing
 - Review integration to video conferencing hardware
- ✓ Review Teams Client Deployment and deployment software tools



2 Identify Pilot Teams & Create Adoption Plan for Teams

- ✓ Identify key stakeholders and audience
- ✓ Develop user profiles and pilot groups
- ✓ Launch adoption campaign
 - Internal awareness materials
 - Self-help training resources
 - Success measures
- ✓ Create a public Team for user feedback
- ✓ Policy documentation for your organization



3 Configure Microsoft Teams

- ✓ Activate Teams and licensing – deploy client
- ✓ Set users permissions and guest access
- ✓ Integrate into existing Office 365 products
- ✓ Configure Teams for security and compliance
 - Auditing
 - eDiscovery
 - Legal Hold
- ✓ Conferencing configuration



4 Teams Adoption & Change Management

- ✓ Build awareness of highlighted use cases within the business
- ✓ Share a clear vision of how the tools will benefit the end users
- ✓ Educate end users on how to use the new tool
 - Training
 - User Guides
 - Business case scenarios
- ✓ Check in with users to verify their adoption and collect feedback
- ✓ Educate IT team and help desk on how to support users
- ✓ Continue to market the change to reinforce the behavior change
- ✓ Remove access to previously used systems when possible

Learn how to use Microsoft Teams to connect and create in brand new ways...
Contact us today or visit www.interlink.com/teams-workshop