

Chapter 1: Planning Your Migration to Microsoft Teams



Sign in

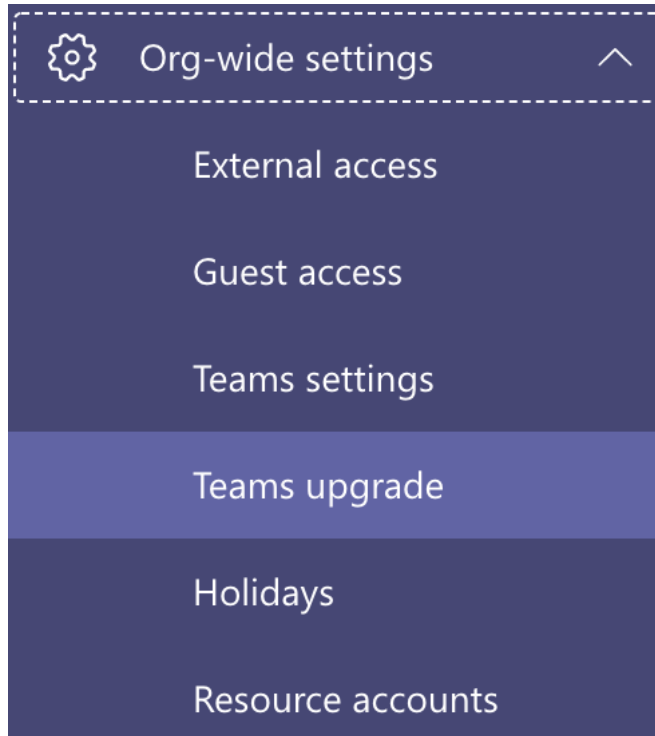
Email address or phone number

[Can't access your account?](#)

[Sign in with Windows Hello or a security key](#)

Next

The screenshot shows the Microsoft Teams admin center dashboard for Contoso Electronics. The browser address bar displays `https://admin.teams.microsoft.com/dashboard`. The page title is "Microsoft Teams admin center". A dark sidebar on the left contains a navigation menu with the following items: Dashboard (selected), Teams, Devices, Locations, Users, Meetings, Messaging policies, Teams apps, Voice, Policy packages, Analytics & reports, Org-wide settings, Planning, Legacy portal, and Call quality dashboard. The main content area is titled "Dashboard" and features three primary sections: 1. "Microsoft Teams upgrade" with the heading "Your Teams upgrade status is available." and a "Refresh status" button. 2. "Deploying Teams workload" with a "Start" button. 3. "User search" with a search input field labeled "Search by display or username" and a search icon. A note at the bottom of the user search section states "Recent searches will show up here."



Teams upgrade

Teams upgrade lets you set up your upgrade experience from Skype for Business to Teams for your users. You can use the default settings or make changes to the coexistence mode and app preferences to fit your organizational needs. [Learn more](#)

Coexistence mode

Coexistence mode ⓘ

Islands

Notify Skype for Business users that an upgrade to Teams is available. ⓘ

Off

Islands

Users can use both the Skype for Business and Teams apps.

Skype for Business only

Users receive chats and calls and schedule meetings in Skype for Business.

Skype for Business with Teams collaboration

Users receive chats and calls and schedule meetings in Skype for Business, but use Teams for group collaboration.

Skype for Business with Teams collaboration and meetings

Users receive chats and calls in Skype for Business but use Teams for group collaboration and meeting scheduling.

Teams only

Users configured in this mode use Teams as their only communication and collaboration tool.

Teams upgrade

Teams upgrade lets you set up your upgrade experience from Skype for Business to Teams for your users. You can use the default settings or make changes to the coexistence mode and app preferences to fit your organizational needs. [Learn more](#)

Coexistence mode

Coexistence mode ⓘ

Skype for Business with Teams collaboration and meetings ▼

Notify Skype for Business users that an upgrade to Teams is available. ⓘ

On

App preferences

Preferred app for users to join Skype for Business meetings ⓘ

Skype for Business ▼

Download the Teams app in the background for Skype for Business users ⓘ

On

Save

Discard

Contoso Electronics Microsoft Teams admin center

- Dashboard
- Teams
- Devices
- Locations
- Users**
- Meetings
- Messaging policies
- Teams apps
- Voice
- Policy packages

Users

You can manage audio conferencing settings, the policies assigned to them, phone numbers and other features for people in your organization that use Teams and Skype for Business. Go to [Admin center > Users](#) to manage other user settings such as adding or deleting users, changing passwords or assigning licenses. [Learn more](#)

Edit settings Search

✓	Display name ↑	Username	Phone number	Location	Policies assigned
	Adele Vance	AdeleV@M365x199576.O...		Canada	View policies
	Alex Wilber	AlexW@M365x199576.On...		Canada	View policies
	Allan Deyoung	AllanD@M365x199576.On...		Canada	View policies

Account

Voice

Call history

Policies

Skype for Business

Teams upgrade

[Edit](#)

Coexistence mode

Use Org-wide settings

Use Org-wide settings

Use the coexistence mode that is set in Org-wide settings.

Islands

Users can use both the Skype for Business and Teams apps.

Skype for Business only

Users receive chats and calls and schedule meetings in Skype for Business.

Skype for Business with Teams collaboration

Users receive chats and calls and schedule meetings in Skype for Business, but use Teams for group collaboration.

Skype for Business with Teams collaboration and meetings

Users receive chats and calls in Skype for Business but use Teams for group collaboration and meeting scheduling.

Teams only

Users configured in this mode use Teams as their only communication and collaboration tool.

Teams upgrade

The Coexistence mode that is used determines both routing of incoming calls and chats and the app that is used by the user to initiate chats and calls or to schedule meetings.

Coexistence mode

Use Org-wide settings

Apply

Cancel

→ [Join Skype Meeting](#)

This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

https://admin.teams.microsoft.com/dashboard

Contoso Electronics Microsoft Teams admin center


- Dashboard
- Teams
- Devices
- Locations
- Users
- Meetings
- Messaging policies
- Teams apps
- Voice
- Policy packages
- Analytics & reports
- Org-wide settings
- Planning
- Legacy portal
- Call quality dashboard

Dashboard

Microsoft Teams upgrade

Your Teams upgrade status is available.

We are bringing the capabilities of Skype for Business Online into Microsoft Teams to deliver a single hub for teamwork with built-in, fully-integrated voice and video. You can refresh your Teams upgrade status below.



[Refresh status](#)

Deploying Teams workload

Use the Start button to create a Teams service management team for the features you want to roll out. We'll provide you with your organization's assessment, task-driven Planner plan and other resources to streamline the roll out.

[Start](#)

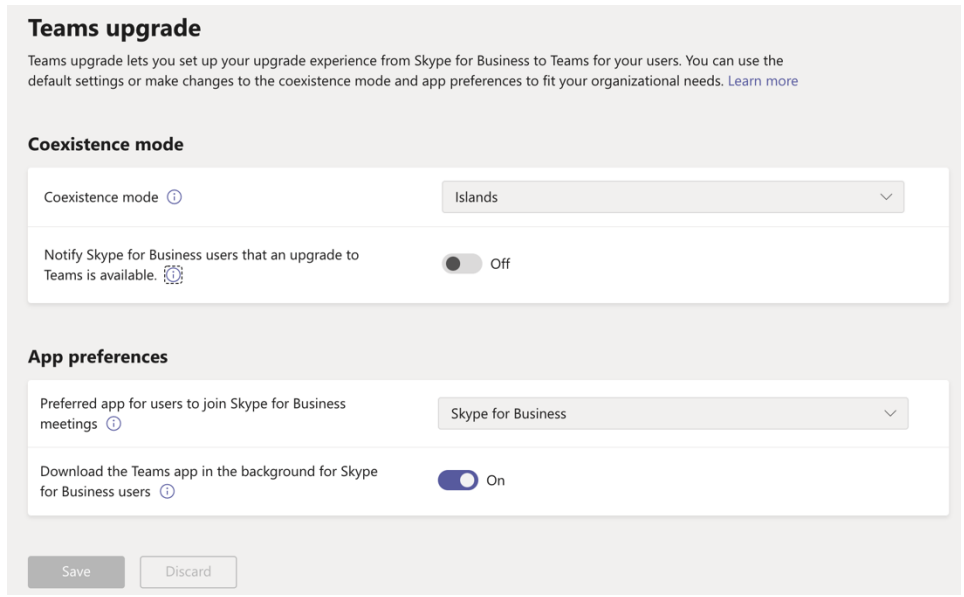
User search

Search by display or username

Recent searches will show up here.

Org-wide settings

- External access
- Guest access
- Teams settings
- Teams upgrade**
- Holidays
- Resource accounts

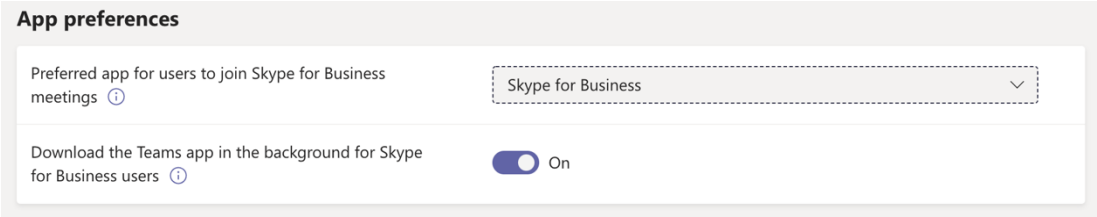


Notify Skype for Business users that an upgrade to Teams is available. (i) Off

Notify Skype for Business users that an upgrade to Teams is available. (i)

If this setting is turned on, your users will see a yellow banner in their Skype for Business app telling them that they will soon be upgraded to Teams.

Notify Skype for Business users that an upgrade to Teams is available. (i) On



App preferences

Preferred app for users to join Skype for Business meetings ⓘ

This sets the app is used for joining Skype for Business meetings and isn't dependent on the Coexistence mode setting.

und for Skype

App preferences

Preferred app for users to join Skype for Business meetings ⓘ

Skype for Business

Download the Teams app in the background for Skype for Business users ⓘ

Skype Meetings app

Skype for Business

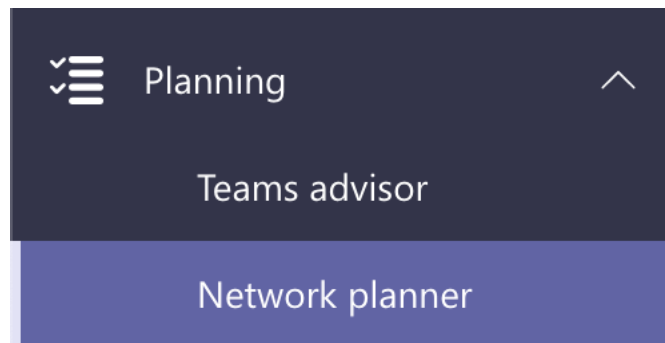
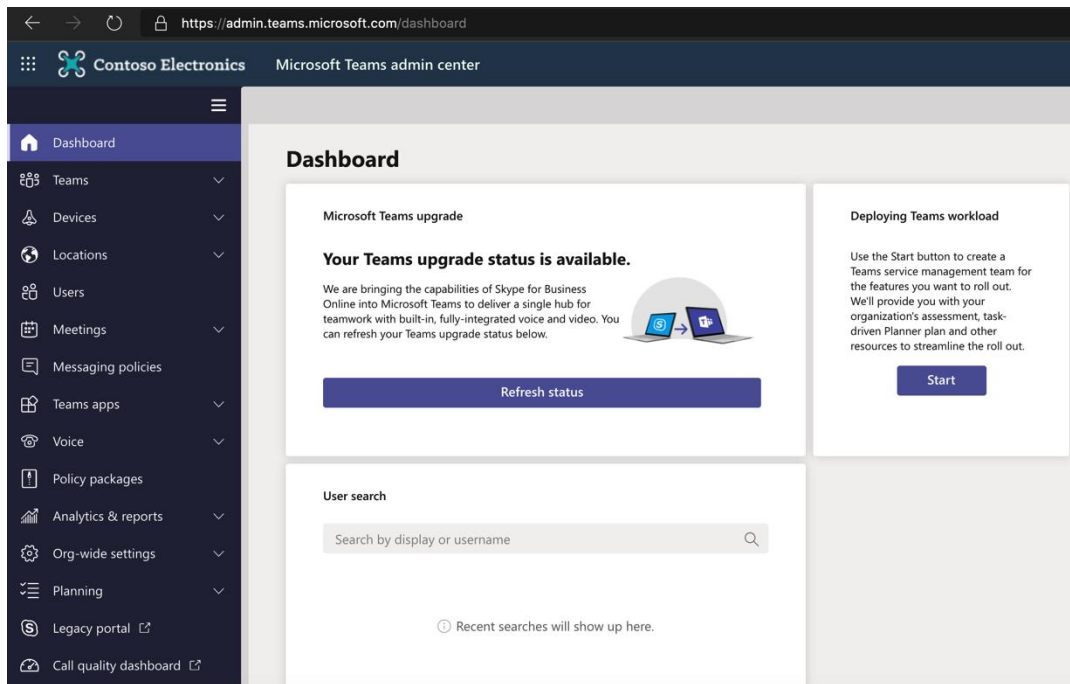
ka

Download the Teams app in the background for Skype for Business users ⓘ

On

This setting downloads the Teams app in the background for users running the Skype for Business app on Windows PCs. This happens if the Coexistence mode for the user is Teams Only, or if a pending upgrade notification is enabled in the Skype for Business app.

Chapter 2: Assessing Your Network Readiness for a Microsoft Teams Deployment



Network planner

Network planner helps you to determine and organize network requirements for connecting people that use Teams across your organization in a few steps. By providing your networking details and Teams usage, you get calculations and the network requirements you need when deploying Teams and cloud voice across organizational physical locations. [Learn more](#)

Network plans summary

0

Network plans

3

Personas

Network plans

Personas

You haven't added any network plans yet.

Add

Network plans

Personas

+ Add  Delete

 Search



<input checked="" type="checkbox"/>	Persona name	Description	Persona type
	Teams Room system	Teams Room system devic...	Microsoft recommended
	Remote worker	People that are working of...	Microsoft recommended
	Office worker	People in an office site tha...	Microsoft recommended

Office worker

People in an office site that are well connected to a high-speed network.

Permissions

- Audio On
- Video On
- Screen sharing On
- File sharing On
- Conference audio On
- Conference video On
- Conference screen sharing On
- PSTN On

Apply

Cancel

Add persona

You have already created 0 of the maximum of three (3) custom personas.

Persona name

My Custom Persona

Description

This custom persona will have the permissions set below

Permissions

- Audio On
- Video On
- Screen sharing Off
- File sharing On
- Conference audio Off
- Conference video Off
- Conference screen sharing Off

Apply

Cancel

+ Add  Delete

<input checked="" type="checkbox"/>	Persona name	Description	Persona type
	My Custom Persona	This custom persona will h...	Custom
	Teams Room system	Teams Room system devic...	Microsoft recommended
	Remote worker	People that are working of...	Microsoft recommended
	Office worker	People in an office site tha...	Microsoft recommended

Network plans **Personas**

You haven't added any network plans yet.

Add

Network plan name

Network plan name

Description

Apply

Network plans		Personas			
+ Add		Delete		Search	
✓	Network plan name	Description	Network sites	Network users ⓘ	Reports
	Head Office	Plan to test Head Office lo...	0	0	0

Network planner \ Head Office

Head Office

Network sites summary

0
Complete

0
Incomplete

Network sites
Report

You haven't added any network sites yet.

[Add a network site](#)

Network planner \ Head Office \ Building 1

Building 1

Settings for Building 1 |

[+ Create an address](#)

Network users ⓘ

Network settings

Subnet	Network range
<input type="text" value="0.0.0.0"/>	<input type="text" value="Enter a number between 0-31."/>
+ Add more	

ExpressRoute ⓘ

On

Connected to WAN ⓘ

On

WAN link capacity	WAN audio queue size	WAN video queue size
<input type="text" value="100"/> Mbps	<input type="text" value="0"/> Mbps	<input type="text" value="0"/> Mbps

Internet egress ⓘ
Local

Internet link capacity ⓘ
500 Mbps

PSTN egress ⓘ
Local

PSTN connectivity type
Direct Routing

Save Cancel

Network sites Report

+ Add network site Delete | 1 item Search

✓	Network site name	Address	Country or region	Network users ⓘ	Planning status ⓘ
	Building 1	--	--	500	Incomplete

Network sites Report

You haven't generated any reports yet.

Start a report

Building 1 report

Teams readiness calculations

Calculation Report

To generate a report, distribute your users between the required personas in the section below. [Learn more](#)

Reset | 1 item

Network site	Persona	Network users	
	Office Worker	400	×
Building 1	Remote Worker	100	0 remaining ×

+ Add

Generate report Cancel

Calculation Report

Allowed bandwidth 30 % Run report

Projected impact of Microsoft Teams

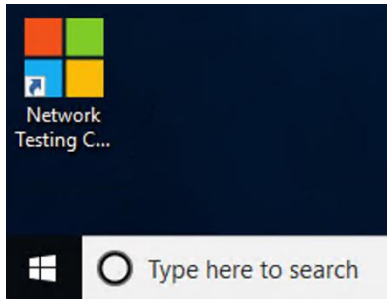
Oct 17, 2020 3:28:56 PM GMT+1

Network site	Type	Impact	Audio	Video	Screenshare	Office 365 server tr...	PSTN
Building 1	WAN	4.1254 Mbps	0.3544 Mbps	3.296 Mbps	0.475 Mbps	0 Mbps	0 Mbps
500 network users	Office 365	7.3395 Mbps	0.6915 Mbps	3 Mbps	2.6 Mbps	1.048 Mbps	0 Mbps

```
PS C:\Users\RisingP> Install-Module -Name NetworkTestingCompanion

Untrusted repository
You are installing the modules from an untrusted repository. If you trust this repository, change its
InstallationPolicy value by running the Set-PSRepository cmdlet. Are you sure you want to install the modules from
'PSGallery'?
[Y] Yes [A] Yes to All [N] No [L] No to All [S] Suspend [?] Help (default is "N"): y
PS C:\Users\RisingP>
```

```
PS C:\windows\system32> Invoke-ToolCreateShortcuts
Successfully created Desktop shortcut.
Successfully created Start Menu shortcut.
PS C:\windows\system32>
```



Microsoft Teams and Skype for Business Online Network Testing Companion

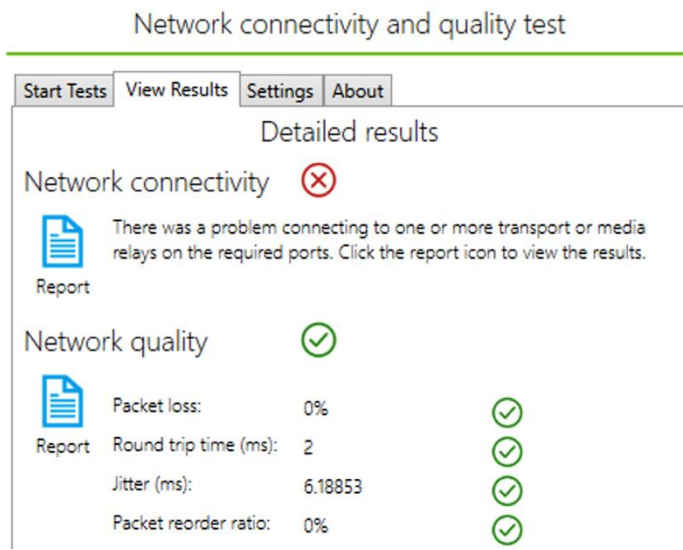
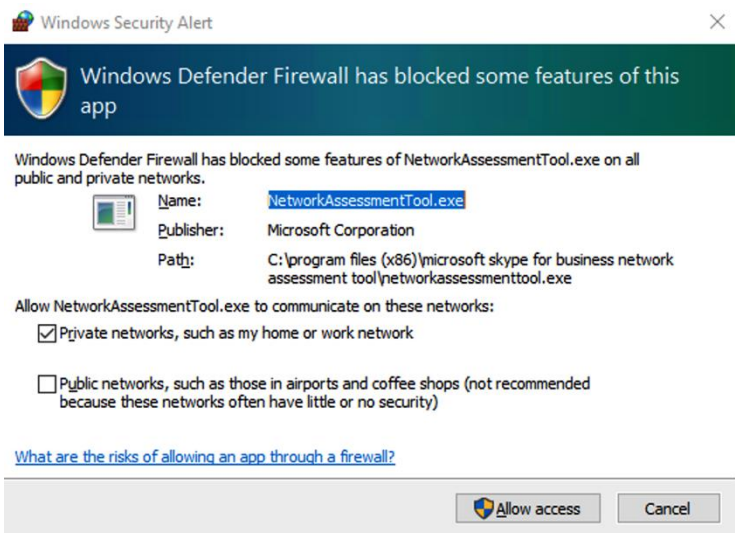
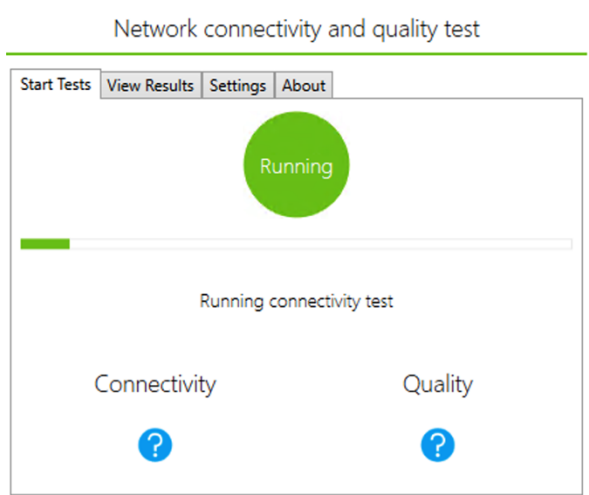
Please wait while we check for updates online...

Skype for Business and Microsoft Teams Network Testing Companion

<p>Windows operating system</p> <p>Windows version 10.0.17763.0 has been detected and is a 64-bit operating system.</p> <p>i ✓</p>	<p>Internet connection</p> <p>Your Internet connection has been successfully verified.</p> <p>i ✓</p>	<p>Network connectivity and quality test</p> <p>Start Tests View Results Settings About</p> <p>Install</p> <p>Click the start button to begin testing</p> <p>Connectivity Quality</p> <p>? ?</p>
<p>Microsoft Teams or Skype-certified device</p> <p>A Teams/Skype-certified device was not detected. Please click the info icon to learn more.</p> <p>i !</p>	<p>Network Assessment Tool</p> <p>The Network Assessment Tool was not detected. Click the install button to begin the installation.</p> <p>i !</p>	

Skype for Business and Microsoft Teams Network Testing Companion

<p>Windows operating system</p> <p>Windows version 10.0.17763.0 has been detected and is a 64-bit operating system.</p> <p>i ✓</p>	<p>Internet connection</p> <p>Your Internet connection has been successfully verified.</p> <p>i ✓</p>	<p>Network connectivity and quality test</p> <p>Start Tests View Results Settings About</p> <p>Start</p> <p>Successfully installed the tool!</p> <p>Connectivity Quality</p> <p>? ?</p>
<p>Microsoft Teams or Skype-certified device</p> <p>A Teams/Skype-certified device was not detected. Please click the info icon to learn more.</p> <p>i !</p>	<p>Network Assessment Tool</p> <p>The version detected on this computer is compatible with this application.</p> <p>i ✓</p>	



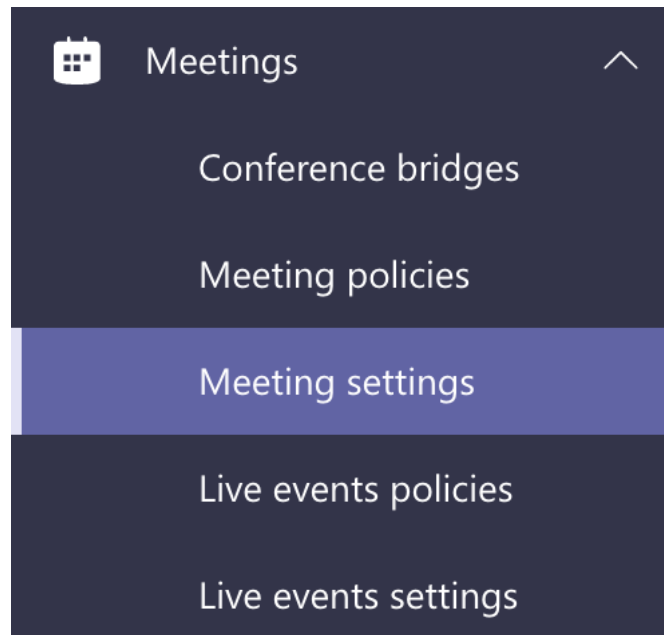
connectivity_results - Notepad

File Edit Format View Help

Skype for Business - Network Assessment Tool

Starting Connectivity checks

```
Relay : 13.107.64.2    is reachable using Protocol UDP and Port 3478
Relay : 13.107.64.2    is reachable using Protocol TCP and Port 443
Relay : 13.107.64.2    is reachable using Protocol HTTPS and Port 443
Relay : 13.107.65.5    is reachable using Protocol UDP and Port 3478
Relay : 13.107.65.5    is reachable using Protocol TCP and Port 443
Relay : 13.107.65.5    is reachable using Protocol HTTPS and Port 443
Relay : 52.113.193.5    is reachable using Protocol UDP and Port 3478
Relay : 52.113.193.5    is reachable using Protocol TCP and Port 443
Relay : 52.113.193.5    is reachable using Protocol HTTPS and Port 443
Relay : 52.114.188.1    is reachable using Protocol UDP and Port 3478
```



Network

Set up how you want to handle Teams meetings real-time media traffic (audio, video and screen sharing) that flow across your network. ⓘ

Insert Quality of Service (QoS) markers for real-time media traffic ⓘ

On

Select a port range for each type of real-time media traffic ⓘ

Specify port ranges

Automatically use any available ports

Media traffic type	Starting port	Ending port	Total ports
Audio	50000	50019	20
Video	50020	50039	20
Screen sharing	50040	50059	20

Select a port range for each type of real-time media traffic ⓘ

Specify port ranges

Automatically use any available ports

Media traffic type	Starting port	Ending port	Total ports
Audio	50000	50019	20
Video	50020	50039	20
Screen sharing	50040	50059	20

Save **Discard**

The screenshot shows the Windows Local Computer Policy console. The tree view is expanded to 'Local Computer Policy > Computer Configuration > Windows Settings > Policy-based QoS'. A context menu is open over 'Policy-based QoS', listing options: 'Create new policy ...', 'Advanced QoS settings ...', 'View >', 'Export List...', and 'Help'.

Policy-based QoS



Create a QoS policy

A QoS policy applies a Differentiated Services Code Point (DSCP) value, throttle rate, or both to outbound TCP, UDP, or HTTP response traffic.

Policy name:

Teams Audio policy

Specify DSCP Value:

4d

Specify Outbound Throttle Rate:

1 Kbps

[Learn more about QoS Policies](#)

< Back

Next >

Cancel

Policy-based QoS



This QoS policy applies to:

All applications

Only applications with this executable name:

Teams.exe

Example: application.exe or %ProgramFiles%\application.exe

Only HTTP server applications responding to requests for this URL:

Include subdirectories and files

Example: http://myhost/training/ or https://*/training/

Example of non-standard TCP port: http://myhost:8080/training/ or https://myhost:*/training/

[Learn more about QoS Policies](#)

< Back

Next >

Cancel

Policy-based QoS ✕

Specify the source and destination IP addresses.

A QoS policy can be applied to outbound traffic that is from a source or to a destination IP (IPv4 or IPv6) address or prefix. For HTTP response traffic, the destination IP address or prefix denotes the client(s) that issued the HTTP request.

This QoS policy applies to:

Any source IP address

Only for the following source IP address or prefix:

This QoS policy applies to:

Any destination IP address

Only for the following destination IP address or prefix:

Example for a host address: 1.2.3.4 or 3ffe:ffff::1
 Example for an address prefix: 192.168.1.0/24 or fe80::1234/48

[Learn more about QoS Policies](#)

Policy-based QoS ✕

Specify the protocol and port numbers.

A QoS policy can be applied to outbound traffic using a specific protocol, a source port number or range, or a destination port number or range.

Select the protocol this QoS policy applies to:

TCP and UDP ▾

Specify the source port number:

From any source port

From this source port number or range:




Example for a port: 443
 Example for a port range: 137:139

Specify the destination port number:

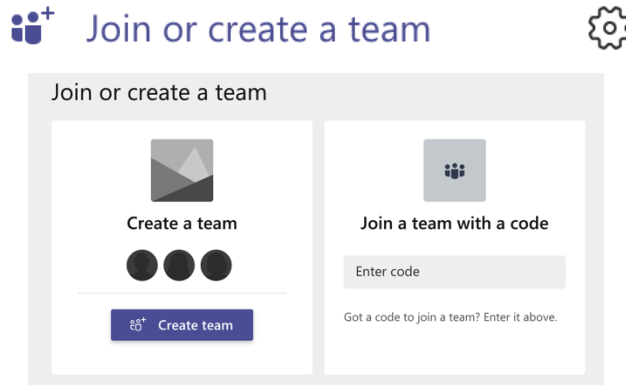
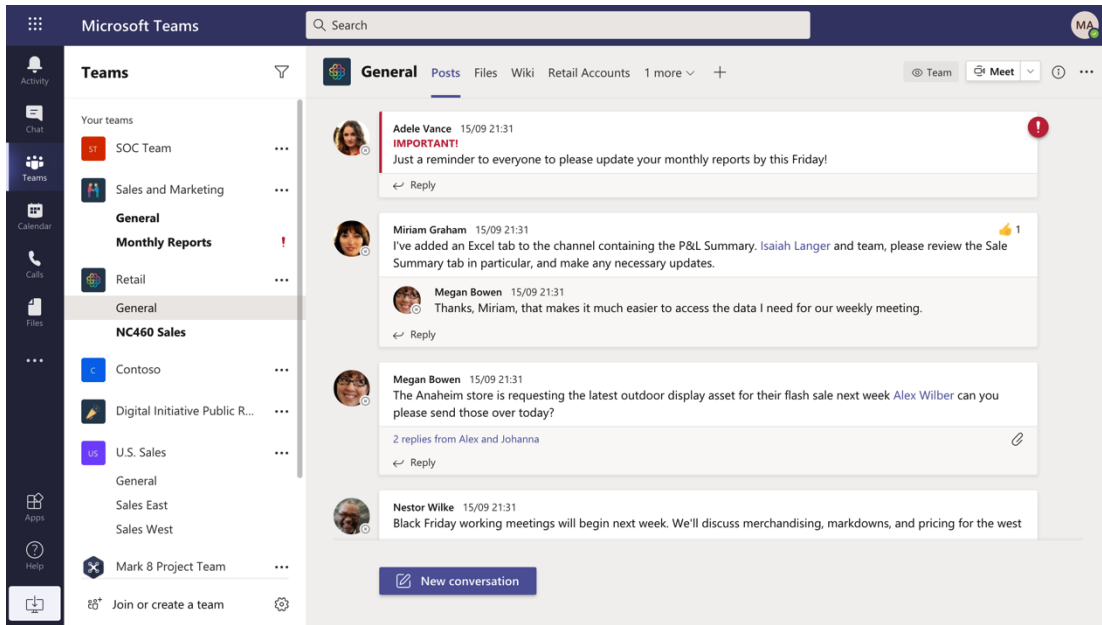
To any destination port

To this destination port number or range:

[Learn more about QoS Policies](#)



Policy Name	Application Name ...	Protocol	Source Port	Destination ...	Source IP / ...	Destination ...	DSCP Value	Throttle Rate
 Teams Audio policy	Teams.exe	TCP and UDP	50000:50019	*	*	*	46	-1
 Teams Video policy	Teams.exe	TCP and UDP	50020:50039	*	*	*	34	-1
 Teams Sharing policy	Teams.exe	TCP and UDP	50040:50059	*	*	*	18	-1

Chapter 3: Planning and Implementing Governance and Life Cycle Settings in Microsoft Teams







Create a team



 From scratch We'll help you create a basic team.	 From a group or team Create your team from an Microsoft 365 group that you own or from an another...
--	--

Select from a template

 Adopt Office 365 General Create a Champion community to drive adoption.	 Manage a Project General Co-ordinate your project.
 Manage an Event General	 Onboard Employees General

What's a team?

Adopt Office 365



Help build, grow, and sustain your Champions community rollout by evangelizing and helping your peers with the new technology.

You may not have access to certain apps based on your app permission policy.

 **5 channels**

- General
- Announcements
- Champions Corner
- Team Forms
- Calendar

 **1 app**



 Wiki

< Back

Start

What kind of team will this be?



 Private People need permission to join
 Public Anyone in your org can join

< Back

Some quick details about your public team



Team name

Digital transformation



Description

This team is to help with the introduction of Microsoft 365 to the organization

< Back

Create

Creating the team...

Feel free to close this window and do other things.
We'll let you know when it's ready.

Close

Add members to Digital transformation

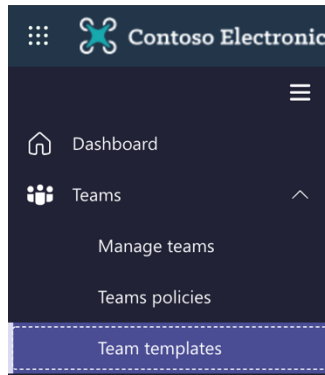
Start typing a name, distribution list or mail-enabled security group to add to your team.

Start typing a name or group

Add

Skip

The screenshot shows the Microsoft Teams interface. At the top, there's a search bar and the text 'Microsoft Teams'. Below that, a navigation pane on the left includes 'Activity', 'Chat', 'Teams', 'Calendar', and 'Calls'. The main area is divided into two sections: 'Teams' and 'Team Forms'. Under 'Teams', there's a list of 'Your teams' with 'DT Digital transformation' selected. Below it are sub-channels: 'General', 'Announcements', 'Calendar', and 'Champions Corner'. The 'Team Forms' section is currently active, showing 'DT Team Forms' with sub-sections for 'Posts', 'Files', and 'Wiki'.



Team templates

Team templates are pre-built definitions of a team's structure designed around a business need or project. You can create a template using the Teams client, then upload and manage the templates stored in your organization. These templates can be assigned to a specific groups using team policies.

+ Add Edit Duplicate Delete		Search	Settings
✓	Name	Description	
	Adopt Office 365	Help build, grow, and sustain your Champions community rollout by evangelizing and helping	
	Manage a Project	Manage tasks, share documents, conduct project meetings and document risks and decisions	
	Manage an Event	Manage tasks, documents and collaborate on everything you need to deliver a compelling event.	
	Onboard Employees	Improve your culture and streamline your employee onboarding with this central team for resour	
	Organize Help Desk	Collaborate on documentation, policy and processes that support your helpdesk. Integrate your	
	Collaborate on Patient Care	Streamline healthcare communication and collaboration within a ward, pod, or department. The	
	Collaborate on a Global Crisis or Event	Centralize collaboration for your crisis team across business units and help create business conti	

Team templates

Team templates are pre-built definitions of a team's structure designed around a business need or project. You can create a template using the Teams client, then upload and manage the templates stored in your organization. These templates can be assigned to a specific groups using team policies.

+ Add Edit Duplicate Delete

Team templates \ Create a template

Select starting point

Template settings

Channels, tabs, and apps

Select a starting point for your new template

You can start from scratch, use an existing team as a starting point, or use an existing template as a starting point.

- Create a brand new template**
Start with a blank slate and create a template from scratch.
- Use an existing team as a template**
Use one of your existing teams as a starting point. The template will start off looking exactly like the existing team you choose and you can customize it from there.
- Start with an existing template**
Use an existing template as the starting point and then you can customize it.

[Next](#) [Cancel](#)

Team templates \ Create a template

✓ **Select starting point**

Template settings

Channels, tabs, and apps

My Template

Template descriptions

Put in a short and long description for this template. The short description is used in places like the new team creation dialog where not a lot of space is available since multiple templates are shown at the same time. The long description is shown in places like the template details screen where the entire dialog is dedicated to the template.

This is the short template description

This is the long template description

Locale

Choose a locale for this template. Locale is used to track the language the template is authored in.

English (United States)

[Back](#) [Next](#) [Cancel](#)

Team templates \ Create a template

✓ **Select starting point**

✓ **Template settings**

Channels, tabs, and apps

Channels

You can add, rename, and edit the settings for each of the channels to customize your team template.

+ Add Edit Delete Search

✓	Name	Tabs
	General	

Apps

Choose which apps will be installed for users when creating your team.

+ Add Delete app Search

✓	Name

[Back](#) [Submit](#) [Cancel](#)

Add


Name *

Description

Shown by default

Yes

Add an app for this template

 Evernote
Evernote

Add

Name *


Description

Shown by default

Yes

Add an app for this template

Tabs (1)

 Evernote

Team templates \ Create a template

- ✓ Select starting point
- ✓ Template settings

Channels, tabs, and apps

You can add, rename, and edit the settings for each of the channels to customize your team template.

+ Add Edit Delete Search

	Name	Tabs
✓	Channel 1	Evernote

Apps

Choose which apps will be installed for users when creating your team.

+ Add Delete app Search

	Name
✓	Evernote

Team templates

Team templates are pre-built definitions of a team's structure designed around a business need or project. You can create a template using the Teams client, then upload and manage the templates stored in your organization. These templates can be assigned to a specific groups using team policies.

+ Add	✎ Edit	📄 Duplicate	🗑 Delete	🔍 Search	⚙
<input checked="" type="checkbox"/>	Name	Description			
	My Template	This is the long template description			
	Adopt Office 365	Help build, grow, and sustain your Champions community rollout by evangelizing and helping			

Home > Contoso >

Groups | All groups

Contoso - Azure Active Directory

All groups

Deleted groups

Diagnose and solve problems

Settings

General

Expiration

Naming policy

Activity

Privileged access groups (Preview)

Access reviews

Audit logs

Bulk operation results

Troubleshooting + Support

New support request

+ New group | Download groups | Delete | Refresh | Columns | Preview features | Got feedback?

This page includes previews available for your evaluation. View previews →

Search groups

Add filters

	Name	Object Id	Group Type	Membership Type	Email	Source
<input type="checkbox"/>	All Company	d8e9423c-097a-43dc-8...	Microsoft 365	Assigned	allcompany@M365x199...	Cloud
<input type="checkbox"/>	All Employees	969542f9-8909-4491-b...	Distribution	Assigned	Employees@M365x199...	Cloud
<input type="checkbox"/>	Ask HR	61fc51c4-7b29-49df-82...	Microsoft 365	Assigned	askhr@M365x199576.o...	Cloud
<input type="checkbox"/>	CEO Connection	4b8bb5c5a-7fd4-4abc-b...	Microsoft 365	Assigned	ceoconnection@M365x...	Cloud
<input type="checkbox"/>	Contoso	b6c05dab-e145-4d2e-8...	Microsoft 365	Assigned	Contoso@M365x19957...	Cloud
<input type="checkbox"/>	Contoso Life	c8d69386-ae5c-40e8-a...	Microsoft 365	Assigned	contosolife@M365x199...	Cloud
<input type="checkbox"/>	Contoso Team	f538f906-8381-4301-b7...	Microsoft 365	Assigned	contosoteam@M365x1...	Cloud
<input type="checkbox"/>	Digital Initiative ...	5b418a16-f7b7-4636-8...	Microsoft 365	Assigned	DigitalInitiativePublicRel...	Cloud
<input type="checkbox"/>	Digital transform...	54b262ec-7f89-4c00-b8...	Microsoft 365	Assigned	Digitaltransformation@...	Cloud
<input type="checkbox"/>	Executives	e8e39397-6d4c-4c73-a...	Distribution	Assigned	Executives@M365x1995...	Cloud
<input type="checkbox"/>	Finance Team	9ae077ca-4821-4db3-9...	Distribution	Assigned	FinanceTeam@M365x1...	Cloud

Home > Contoso > Groups >

New Group

Group type *

Security

Group name *

M365 group creators

Group description

Members of this group can create M365 groups

Azure AD roles can be assigned to the group (Preview)

Yes No

Membership type *

Assigned

Owners

1 owner selected

Members

3 members selected

Create

```
Windows PowerShell
PS C:\Users\RisingP> Install-module azureadpreview

Untrusted repository
You are installing the modules from an untrusted repository. If you trust this repository, change its
InstallationPolicy value by running the Set-PSRepository cmdlet. Are you sure you want to install the modules from
'PSGallery'?
[Y] Yes [A] Yes to All [N] No [L] No to All [S] Suspend [?] Help (default is "N"): y
WARNING: Version '2.0.2.89' of module 'AzureADPreview' is already installed at 'C:\Program
Files\WindowsPowerShell\Modules\AzureADPreview\2.0.2.89'. To install version '2.0.2.119', run Install-Module and add
the -Force parameter, this command will install version '2.0.2.119' side-by-side with version '2.0.2.89'.
PS C:\Users\RisingP>
```

```
Windows PowerShell
Copyright (C) Microsoft Corporation. All rights reserved.

Try the new cross-platform PowerShell https://aka.ms/pscore6

PS C:\Users\RisingP> $AzureADCred = Get-Credential

cmdlet Get-Credential at command pipeline position 1
Supply values for the following parameters:
Credential
PS C:\Users\RisingP> Connect-AzureAD -Credential $AzureAdcred

Account                               Environment TenantId                               TenantDomain                               AccountT
-----                               -
admin@m365x199576.onmicrosoft.com AzureCloud 26c9d8f9-6686-4bf8-bd5f-22fce3f5d9e2 M365x199576.onmicrosoft.com User
PS C:\Users\RisingP>
```

```

Windows PowerShell
PS C:\Users\RisingP> $GroupName = "M365 group creators"
PS C:\Users\RisingP> $AllowGroupCreation = "False"
PS C:\Users\RisingP>
PS C:\Users\RisingP> Connect-AzureAD

Account                               Environment TenantId                               TenantDomain                               Account
-----                               -
admin@m365x199576.onmicrosoft.com AzureCloud 26c9d8f9-6686-4bf8-bd5f-22fce3f5d9e2 M365x199576.onmicrosoft.com User

PS C:\Users\RisingP>
PS C:\Users\RisingP> $settingsObjectID = (Get-AzureADDirectorySetting | Where-object -Property Displayname -Value "Group
.Unified" -EQ).id
PS C:\Users\RisingP> if(!$settingsObjectID)
>> {
>>   $template = Get-AzureADDirectorySettingTemplate | Where-object { $_.displayname -eq "group.unified" }
>>   $settingsCopy = $template.CreateDirectorySetting()
>>   New-AzureADDirectorySetting -DirectorySetting $settingsCopy
>>   $settingsObjectID = (Get-AzureADDirectorySetting | Where-object -Property Displayname -Value "Group.Unified" -EQ)
.id
>> }
PS C:\Users\RisingP>
PS C:\Users\RisingP> $settingsCopy = Get-AzureADDirectorySetting -Id $settingsObjectID
PS C:\Users\RisingP> $settingsCopy["EnableGroupCreation"] = $AllowGroupCreation
PS C:\Users\RisingP>
PS C:\Users\RisingP> if($GroupName)
>> {
>>   $settingsCopy["GroupCreationAllowedGroupId"] = (Get-AzureADGroup -SearchString $GroupName).objectid
>> }else {
>>   $settingsCopy["GroupCreationAllowedGroupId"] = $GroupName
>> }
PS C:\Users\RisingP> Set-AzureADDirectorySetting -Id $settingsObjectID -DirectorySetting $settingsCopy
PS C:\Users\RisingP>
PS C:\Users\RisingP> (Get-AzureADDirectorySetting -Id $settingsObjectID).Values

Name                               Value
-----                               -
EnableMIPLabels                     False
CustomBlockedWordsList
EnableMSStandardBlockedWords        False
ClassificationDescriptions
DefaultClassification
PrefixSuffixNamingRequirement
AllowGuestsToBeGroupOwner           False
AllowGuestsToAccessGroups           True
GuestUsageGuidelinesUrl
GroupCreationAllowedGroupId
AllowToAddGuests                     True
UsageGuidelinesUrl
ClassificationList
EnableGroupCreation                  False

PS C:\Users\RisingP>

```

Microsoft Teams

Search

Activity

Chat

Teams

Calendar

Calls

Files

Teams

Your teams

- Retail
- General
- NC460 Sales**
- Digital Initiative Public R...
- Mark 8 Project Team
- General
- Design**
- Digital Assets Web

Join a team

Join a team with a code

Enter code

Join team

Dt

Digital transformation

Public

This team is to help with the introduction of Microsoft 365 to the organization

Home > Contoso >

Groups | All groups

Contoso - Azure Active Directory

- All groups
- Deleted groups
- Diagnose and solve problems

Settings

- General
- Expiration
- Naming policy

Home > Contoso > Groups

Groups | Expiration

Contoso - Azure Active Directory

- All groups
- Deleted groups
- Diagnose and solve problems

Settings

- General
- Expiration
- Naming policy

Save Discard

Renewal notifications are emailed to group owners 30 days, 15 days, and one day prior to group expiration. Group owners must have Exchange licenses to receive notification emails. If a group is not renewed, it is deleted along with its associated content from sources such as Outlook, SharePoint, Teams, and Power BI.

Group lifetime (in days) * 365

Email contact for groups with no owners * admin@m365x199576.onmicrosoft.com

Enable expiration for these Microsoft 365 groups All Selected None

Groups | Naming policy

Contoso - Azure Active Directory

Save | Discard | Delete policy | Got feedback?

- All groups
 - Deleted groups
 - Diagnose and solve problems
- Settings**
- General
 - Expiration
 - Naming policy**
- Activity**
- Privileged access groups (Preview)
 - Access reviews
 - Audit logs
 - Bulk operation results
- Troubleshooting + Support**
- New support request

Learn more about group naming policies.

Blocked words Group naming policy

Enable custom blocked words list

You can upload a list of words you wish to block to prevent Microsoft 365 groups being given profane or reserved names and aliases. You may download the .csv file to view and/or edit the existing list of blocked words.

To view and/or edit blocked words list:

- Download .csv file of blocked words
- Add or remove terms (5,000 word maximum)
- Upload your .csv file

Download

Select a file

Group naming policy

The Microsoft 365 groups naming policy allows you to add a specific prefix and/or suffix to the group name and alias of any Microsoft 365 group created by users. For example: <Finance> <group> <Seattle>

Current policy

<Group name>

Delete

Add prefix

Select the type of prefix

Delete

Add suffix

Select the type of suffix

Current policy

<Group name>

Delete

Add prefix

Select the type of prefix

Attribute

String

Select the type of suffix

Add suffix

<input type="checkbox"/> String	Contoso
<input type="checkbox"/> Attribute	Office

Select another suffix ▼

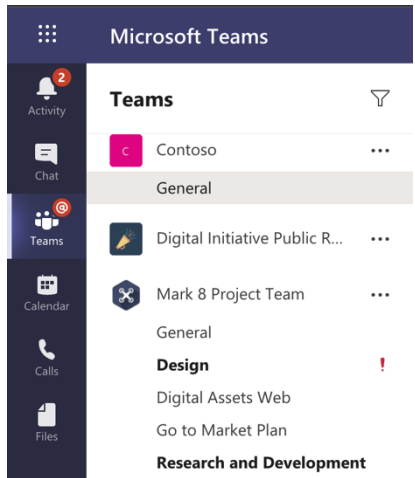
- Department
- Company
- Office
- StateOrProvince
- CountryOrRegion
- Title
- Office ▲



The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Calendar, Calls, and Files. The main area displays a team named 'OperationsContoso18/2111'. Below the team name are tabs for 'Members', 'Channels', 'Settings', 'Analytics', and 'Apps'. The 'Members' tab is active, showing a search bar and a list of owners. One owner is listed: Adele Vance, Retail Manager, with location 18/2111. Below the owners list is a section for 'Members and guests (0)'.

Manage contact information

Office

18/2111




 Join or create a team
 

Manage teams | Teams | Analytics | [Create a team](#)

Search teams

Active (7)

Name	Description	Membership	People	Type
Contoso	Contoso	Owner	27	...
Digital Initiative Public Re...	Digital Initiative Public Relations	Owner	20	...
Mark 8 Project Team	Mark 8 Project Team	Owner	19	...
Retail	Retail	Owner	19	...
Sales and Marketing	Sales and Marketing	Owner	20	...
SOC Team	SOC Team	Owner	6	...
U.S. Sales	U.S. Sales	Owner	7	...

Mark 8 Project Team	Mark 8 Project Team	Owner	...
Retail	Retail	Owner	...
Sales and Marketing	Sales and Marketing	Owner	...
SOC Team	SOC Team	Owner	...
U.S. Sales	U.S. Sales	Owner	...

- Manage team
- Add channel
- Add member
- Leave the team
- Edit team
- Get link to team
- Archive team
- Manage tags
- Delete the team

Want to archive "Mark 8 Project Team"?

This will freeze all team activity, but you'll still be able to add or remove members and update roles. Go to Manage teams to restore the team. [Learn more.](#)

Make the SharePoint site read-only for team members

Active (6)					
Name	Description	Membership	People	Type	
Contoso	Contoso	Owner	27		...
Digital Initiative Public Re...	Digital Initiative Public Relations	Owner	20		...
Retail	Retail	Owner	19		...
Sales and Marketing	Sales and Marketing	Owner	20		...
SOC Team	SOC Team	Owner	6		...
U.S. Sales	U.S. Sales	Owner	7		...

Archived (1)					
Name	Description	Membership	People	Type	
Mark 8 Project Team	Mark 8 Project Team	Owner			...

SOC Team	SOC Team	Owner	6		...
U.S. Sales	U.S. Sales	Owner			...

Archived (1)					
Name	Description	Membership	People	Type	
Mark 8 Project Team	Mark 8 Project Team	Owner			...

- Manage team
- Add member
- Leave the team
- Get link to team
- Restore team
- Manage tags
- Delete the team

Retail	Retail	Owner			...
Sales and Marketing	Sales and Marketing	Owner			...
SOC Team	SOC Team	Owner			...
U.S. Sales	U.S. Sales	Owner			...

- Manage team
- Add channel
- Add member
- Leave the team
- Edit team
- Get link to team
- Archive team
- Manage tags
- Delete the team

Delete "SOC Team" team






Are you sure you want to delete the team "SOC Team"? All channels, chats, files, and the Microsoft 365 Group for this team will be deleted.

I understand that everything will be deleted.

Cancel
Delete team

Chapter 4: Configuring Guest Access in Microsoft Teams

Manage

-  Users
-  Groups
-  External Identities
-  Roles and administrators
-  Administrative units

Microsoft Azure Search resources, services, and docs (G+/) [Navigation icons]

Home > Contoso > External Identities

External Identities | External collaboration settings

Contoso - Azure Active Directory

Search (Cmd+/) << Save Discard

- Get started
- All identity providers
- External collaboration settings**
- Diagnose and solve problems
- Self-service sign up
- Custom user attributes (Preview)

Guest user access

Guest user access restrictions (Preview) ⓘ

[Learn more](#)

- Guest users have the same access as members (most inclusive)
- Guest users have limited access to properties and memberships of directory objects
- Guest user access is restricted to properties and memberships of their own directory objects (most restrictive)

Save Discard

Guest invite settings

Admins and users in the guest inviter role can invite ⓘ

Yes No

Members can invite ⓘ

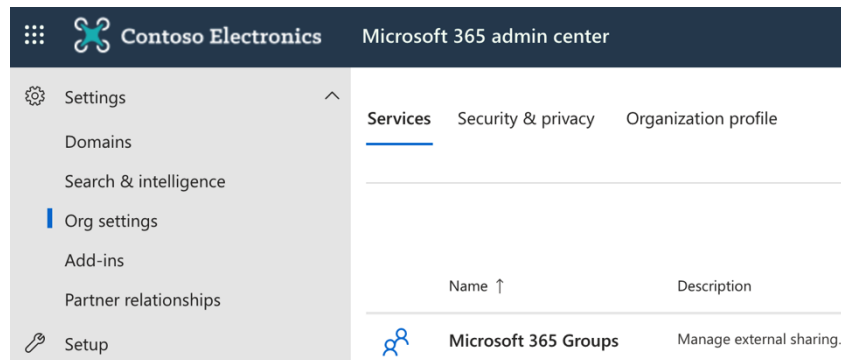
Yes No

Guests can invite ⓘ

Yes No

Collaboration restrictions

- Allow invitations to be sent to any domain (most inclusive)
- Deny invitations to the specified domains
- Allow invitations only to the specified domains (most restrictive)











Microsoft 365 Groups

Choose how guests from outside your organization can collaborate with your users in Microsoft 365 Groups. [Learn more about guest access to Microsoft 365 Groups](#)

- Let group owners add people outside your organization to Microsoft 365 Groups as guests
- Let guest group members access group content
If you don't select this, guests will still be listed as members of the group, but they won't receive group emails or be able to access any group content. They'll only be able to access files that were directly shared with them.

Admin centers

-  Security
-  Compliance
-  Endpoint Manager
-  Azure Active Directory
-  Exchange
-  SharePoint
-  Teams
-  All admin centers

Contoso Electronics SharePoint admin center

- Home
- Sites
- Policies
- Sharing**
 - Access control
- Settings
- Content services
- Migration
- More features
- OneDrive admin center
- Customize navigation

Sharing

Use these settings to control sharing at the organization level in SharePoint and OneDrive. [Learn more](#)

External sharing

Content can be shared with:

SharePoint OneDrive

Most permissive	Anyone Users can share files and folders using links that don't require sign-in.
	New and existing guests Guests must sign in or provide a verification code.
	Existing guests Only guests already in your organization's directory.
Least permissive	Only people in your organization No external sharing allowed.

You can further restrict sharing for each individual site and OneDrive. [Learn how](#)

[More external sharing settings](#)

File and folder links

Choose the type of link that's selected by default when users share files and folders in SharePoint and OneDrive.

- Specific people (only the people the user specifies)
- Only people in your organization
- Anyone with the link

Choose the permission that's selected by default for sharing links.

- View
- Edit

Org-wide settings

- External access
- Guest access**
- Teams settings
- Teams upgrade
- Holidays
- Resource accounts

Guest access

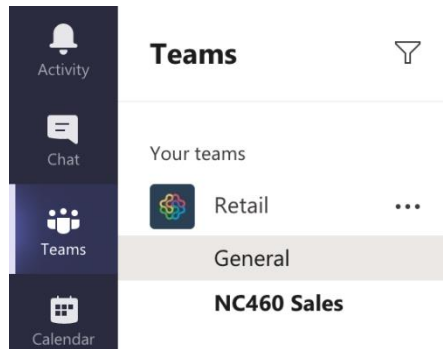
Guest access in Teams lets people outside your organization access teams and channels. When you turn on Guest Access, you can turn on or off features guest users can or can't use. Make sure to follow the steps in this [checklist](#) to set up the prerequisites and so Team owners can add guest users to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

Allow guest access in Teams

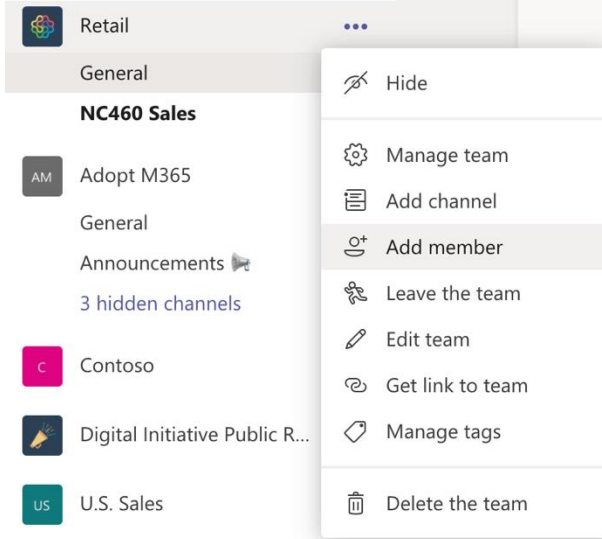
On

Save

Discard



Your teams



Add members to Retail

Start typing a name, distribution list or security group to add to your team. You can also add people outside your organisation as guests by typing their email addresses.

peter.rising72@gmail.com|

Add



Add **peter.rising72@gmail.com** as a guest

Close

Add members to Retail


Start typing a name, distribution list or security group to add to your team. You can also add people outside your organisation as guests by typing their email addresses.

Start typing a name or group Add

P peter.rising72 (Guest) Guest ×


Close

You have been added as a guest to Contoso in Microsoft Teams

 Microsoft Teams <noreply@email.teams.microsoft.com>
To: peter.rising72@gmail.com

Microsoft Teams

MOD added you as a guest to Contoso!



Retail

Retail

[Open Microsoft Teams](#)



Sign in

peter.rising72@gmail.com|


No account? [Create one!](#)

[Next](#)



peter.rising72@gmail.com

Review permissions

 **Contoso** M365x750522.onmicrosoft.com

This resource is not shared by Microsoft.

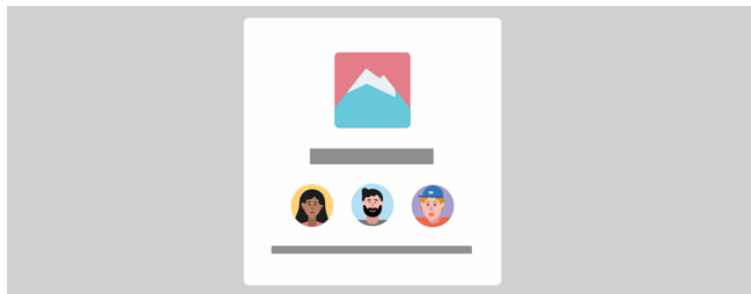
The organisation Contoso would like to:

- ✓ Sign you in
- ✓ Read your name, email address and photo

You should only accept if you trust Contoso. By accepting, you allow this organisation to access and process your data to create, control and administer an account according to their policies. **Contoso has not provided a link to their privacy statement for you to review.** Contoso may log information about your access. You can remove these permissions at <https://myapps.microsoft.com/M365x750522.onmicrosoft.com>

Cancel

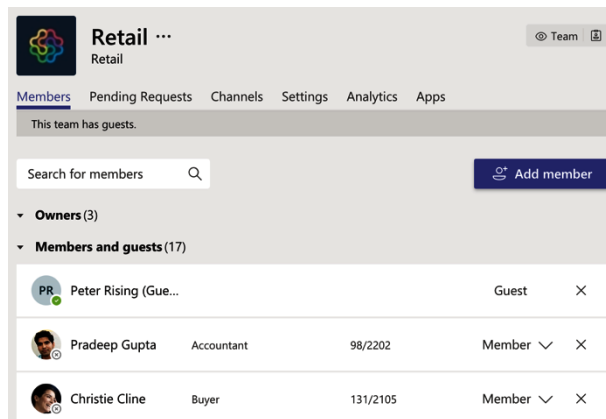
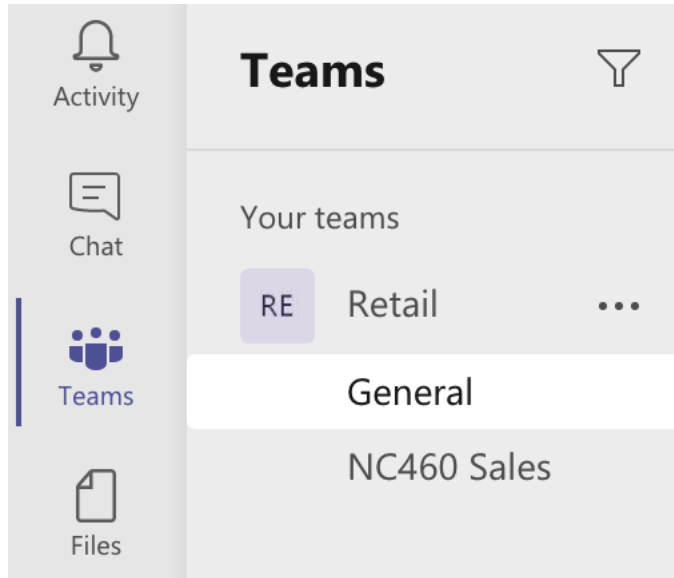
Accept



You're joining Teams as a guest

Welcome! As a guest, you can work and chat with others and navigate across topics, files and more through channels.

Next



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 On

Calling

Manage calling specific controls for guest users.

Make private calls On

Meeting

Turn on or turn off settings for guests in meetings.

Allow IP video On

Screen sharing mode: Entire screen

Allow Meet Now On

[Give feedback](#)

Calling

Manage calling specific controls for guest users.

Make private calls



Meeting

Turn on or turn off settings for guests in meetings.

Allow IP video



Screen sharing mode

Entire screen ▾

Allow Meet Now



Messaging

Turn on or turn off settings for guests in chats or channel conversations.

Edit sent messages



Delete sent messages



Chat



Use Giphys in conversations



Giphy content rating

Moderate ▾

Use Memes in conversations



Use Stickers in conversations



Allow immersive reader for viewing messages



Save

Discard

Give feedback

Your teams

- Retail**
 - General
 - NC460 Sales**
 - AM Adopt M365
 - General
 - Announcements
 - 3 hidden channels
 - C Contoso
 - Digital Initiative Public R...
 - US U.S. Sales

Members

- Hide
- Manage team
- Add channel
- Add member
- Leave the team
- Edit team
- Get link to team
- Manage tags
- Delete the team

Retail Retail Team

Members Pending Requests Channels Settings Analytics Apps

This team has guests.

▶ Team picture	Add a team picture
▶ Member permissions	Enable channel creation, adding apps and more
▼ Guest permissions	Enable channel creation Allow guests to create and update channels <input type="checkbox"/> Allow guests to delete channels <input type="checkbox"/>
▶ @mentions	Choose who can use @team and @channel mentions
▶ Team code	Share this code so people can join the team directly – you won't get join requests
▶ Fun stuff	Allow emoji, memes, GIFs or stickers
▶ Tags	Choose who can manage tags

Retail ...

Retail

Team

[Members](#) | [Pending Requests](#) | [Channels](#) | [Settings](#) | [Analytics](#) | [Apps](#)

This team has guests.

Add member

▼ **Owners** (3)

▼ **Members and guests** (17)

	Peter Rising (Gue...			Guest	✕
	Pradeep Gupta	Accountant	98/2202	Member	▼ ✕
	Christie Cline	Buyer	131/2105	Member	▼ ✕

Home > Contoso >

Identity Governance

×

Getting started

Entitlement management

- Access packages
- Catalogs
- Connected organizations
- Reports
- Settings

Access reviews

- Overview
- Access reviews
- Programs

Privileged Identity Management

- Azure AD roles
- Azure resources

Terms of use

- Terms of use

Getting started
Learn more

Efficiently and securely manage your digital identities

Grant each person the right level of access to the resources they need with Azure Active Directory (Azure AD) Identity Governance

Entitlement management

Manage access lifecycle at scale by automating request workflows, assignments, reviews, and expiration.

Create an access package

Access reviews

Enable certification campaigns for SaaS apps, remove excessive access, block guest apps, and delete accounts.

Create an access review

Privileged Identity Management

Enable just-in-time and scheduled access, alerts, and approval workflows for Azure AD and Azure Resource roles.

Manage role assignments

+ New access review
Columns

Type ⓘ

Filter by access review type
▼

NAME	↑↓	RESOURCE	STATUS	↑↓	CREATED ON	↑↓
No access review to display						

Create an access review

Review name * ✓

Description ⓘ ✓

Start date * 📅

Frequency ▾

Duration (in days) ⓘ 1

End ⓘ Never End by Occurrences

Number of times

End date * 📅

Users

Users to review ▾

Scope Guest users only Everyone

Group *
Retail

Reviewers

Reviewers ^

Programs

Link to program

Default Business

^ Upon completion settings

Auto apply results to resource ⓘ Enable Disable

If reviewers don't respond ⓘ ▾

(Preview) Action to apply on denied users ⓘ ▾

^ Advanced settings

Show recommendations ⓘ Enable Disable

Require reason on approval ⓘ Enable Disable

Mail notifications ⓘ Enable Disable

Reminders ⓘ Enable Disable

(Preview) Additional content for reviewer email ⓘ

Start

+ New access review ☰ Columns

Type ⓘ ▾

NAME	↑↓ RESOURCE	STATUS	↑↓ CREATED ON	↑↓
Guest User Access Review	Group Retail	Initializing	11/9/2020	

Action required: Review access by December 9, 2020



Microsoft Azure <azure-noreply@microsoft.com>

To: peter.rising72@gmail.com

CONTOSO demo

Please review Guest User Access Review in Contoso:

Please review by December 9, 2020 to confirm your continued need for access.

[Learn more about reviewing your access.](#)

[Review access >](#)

My Access Search users

- Access packages
- Request history
- Approvals
- Access reviews

← Access reviews

Guest User Access Review

Please review user members of 'Retail' [See details](#)

Do you still need access to the group 'Retail'?

Yes
 No

Reason *

I have further work to do for your organisation which requires access to the files and folders in the Retail team.

[Submit](#) [Cancel](#)

Access reviews

1 review

Groups and Apps [Access packages](#)

Name	Due	Resource	Progress
Guest User Access Review	Dec 9, 2020	Retail	1 / 1

[Home](#) > [Identity Governance](#) > [Guest User Access Review](#)

Guest User Access Review | Results

» [Download](#)

Search

User	Outcome	Reason	Reviewed by	Applied by	Apply result	Recommended action
Peter Rising peter.rising7...	Approved	I have further work to do for yo...	Peter Rising peter.rising7... on 11/9/2020			Approve Last signed in less than 30 days ago (11/...

This page includes previews available for your evaluation. [View previews](#) →

[Add filters](#)

34 users found

	Name	↑↓ User principal n... ↑↓	User type	Directory synced	Identity issuer	Company name	Creation type
<input type="checkbox"/>	Adele Vance	AdeleV@M365x7505...	Member	No	M365x750522.onmicro		
<input type="checkbox"/>	Alex Wilber	AlexW@M365x7505...	Member	No	M365x750522.onmicro		
<input type="checkbox"/>	Allan Deyoung	AllanD@M365x7505...	Member	No	M365x750522.onmicro		

[Home](#) > [Contoso](#) > [Users](#) >

New user

Contoso

[Got feedback?](#)

Create user

Create a new user in your organization. This user will have a user name like `alice@m365x750522.onmicrosoft.com`.
[I want to create users in bulk](#)

Invite user

Invite a new guest user to collaborate with your organization. The user will be emailed an invitation they can accept in order to begin collaborating.
[I want to invite guest users in bulk](#)

[Help me decide](#)

Identity

Name	<input type="text" value="Peter Rising"/>
Email address *	<input type="text" value="peter.rising@outlook.com"/>
First name	<input type="text" value="Peter"/>
Last name	<input type="text" value="Rising"/>

Personal message

Groups and roles

Groups 1 groups selected

Roles User

Settings

Block sign in Yes No

Usage location

Job info

Job title

Department

Company name

Manager No manager selected

[Invite](#)

MOD Administrator invited you to access applications within their organization



Microsoft Invitations on behalf of Contoso <invites@microsoft.com>

To: peter.rising@outlook.com

⚠ Please only act on this email if you trust the individual and organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed with caution.

Sender: MOD Administrator (admin@M365x750522.OnMicrosoft.com)

Organization: Contoso

Domain: M365x750522.onmicrosoft.com

This message was provided by the sender and is not from Microsoft Corporation.



Message from
MOD Administrator:

“ I'd like to invite you as a guest user in our Microsoft 365 tenant ”


If you accept this invitation, you'll be sent to https://myapps.microsoft.com/?tenantid=473d9e6a-9c00-4925-8853-35323b49b73e&login_hint=peter.rising@outlook.com.

[Accept invitation](#)



peter.rising@outlook.com

Review permissions

 **Contoso** M365x750522.onmicrosoft.com

This resource is not shared by Microsoft.

The organisation Contoso would like to:

- ✓ Sign you in
- ✓ Read your name, email address and photo

You should only accept if you trust Contoso. By accepting, you allow this organisation to access and process your data to create, control and administer an account according to their policies. **Contoso has not provided a link to their privacy statement for you to review.** Contoso may log information about your access. You can remove these permissions at <https://myapps.microsoft.com/M365x750522.onmicrosoft.com>

Cancel

Accept



CONTOSO demo

My Apps






Search apps...

All apps


No apps found





Where would you like to start?


-  **Contoso** Guest
-  **Microsoft** Guest
-  **Personal**

Signed in as peter.rising@outlook.com Use another account

 Activity



 Chat

 **Teams**

 Files

Teams

Your teams

-  Retail 
- General
- NC460 Sales

Chapter 5: Managing the Security and Compliance Settings in Microsoft Teams

Role	Role Description	Access Level
Teams Service Administrator	Teams service, and Microsoft 365 group management	This role has access to all features within the Teams admin center.
Teams Communications Administrator	To manage calling and meeting features	This role can be used to configure meeting policies and settings, calling policies and phone number allocation, view user profile pages, and troubleshoot call quality from the Call Quality Dashboard.
Teams Communications Support Engineer	To troubleshoot communications problems with an advanced toolset	This role can be used to view user profile pages and troubleshoot call quality using advanced tools from the Call Quality Dashboard.
Teams Communications Support Specialist	To troubleshoot communications problems with a basic toolset	This role can be used to search a specific user's profile and view information to troubleshoot call quality using basic tools from the Call Quality Dashboard.
Teams Device Administrator	To manage devices configured to use Teams	This role can manage device settings and updates, apply profiles to devices, restart devices, and monitor the health of devices.

Report	Report output
Apps usage	App name Active users App type Active teams Publisher Version
PSTN blocked users	Display name Phone Blocked reason Blocked action Blocked time
PSTN minute and SMS pools	Country or region Capability description Total minutes or SMS units Minutes or SMS units used Minutes or SMS units available Capability
PSTN and SMS usage	Start time Display name Username Phone number Caller ID Call / SMS type
Teams device usage	Reports on usage of users who use: Windows devices Apple macOS devices Apple iOS devices Android phones
Teams live event usage	Number of views of the live event Start time Event status Organizer Presenters Producers Recording setting Production type

Report	Report output
Teams usage	Active users Active channels Active users in teams and channels Messages Teams privacy settings Guests in a team
Teams user activity	1:1 calls which a user joined Team chat messages post by user Private chat messages posted by user Users last activity date

Report	Report output
Apps usage	App name Active users App type Active teams Publisher Version
PSTN blocked users	Display name Phone Blocked reason Blocked action Blocked time
PSTN minute and SMS pools	Country or region Capability description Total minutes or SMS units Minutes or SMS units used Minutes or SMS units available Capability
PSTN and SMS usage	Start time Display name Username Phone number Caller ID Call / SMS type
Teams device usage	Reports on usage of users who use: Windows devices Apple macOS devices Apple iOS devices Android phones
Teams live event usage	Number of views of the live event Start time Event status Organizer Presenters Producers Recording setting Production type
Teams usage	Active users Active channels Active users in teams and channels Messages Teams privacy settings Guests in a team
Teams user activity	1:1 calls which a user joined Team chat messages post by user Private chat messages posted by user Users last activity date

Home >

Contoso | Overview

Azure Active Directory

Overview

- Getting started
- Preview hub
- Diagnose and solve problems

Manage

- Users
- Groups
- External Identities

Home > Contoso >

Users | All users (Preview)

Contoso - Azure Active Directory

- All users (Preview)
 - Deleted users (Preview)
 - Password reset
 - User settings
 - Diagnose and solve problems
-
- Activity
- Sign-ins
 - Audit logs
 - Bulk operation results

+ New user + New guest user Bulk operations Refresh Reset password

This page includes previews available for your evaluation. View previews →

Search users Add filters

35 users found

	Name	User principal n...	User type	Directory synced
<input type="checkbox"/>	Adele Vance	AdeleV@M365x7505...	Member	No
<input type="checkbox"/>	Alex Wilber	AlexW@M365x7505...	Member	No
<input type="checkbox"/>	Allan Deyoung	AllanD@M365x7505...	Member	No
<input type="checkbox"/>	Automate Bot	AutomateB@M365x...	Member	No

Home > Contoso > Users > Adele Vance

Adele Vance | Assigned roles

User

Diagnose and solve problems

Manage

- Profile
- Assigned roles
- Administrative units
- Groups

+ Add assignments Refresh Got feedback?

Administrative roles

Administrative roles can be used to grant access to Azure AD and other Microsoft services. [Learn more](#)

Search by name or description Add filters

Role	Description	Resource Name	Resource Type
No directory roles assigned.			

Directory roles

Choose admin roles that you want to assign to this user. [Learn more](#)

teams Add filters

Role	Description
<input type="checkbox"/> Teams Communications Administrator	Can manage calling and meetings features within the Microsoft Teams service.
<input checked="" type="checkbox"/> Teams Communications Support Engineer	Can troubleshoot communications issues within Teams using advanced tools.
<input type="checkbox"/> Teams Communications Support Specialist	Can troubleshoot communications issues within Teams using basic tools.
<input type="checkbox"/> Teams Devices Administrator	Can perform management related tasks on Teams certified devices.
<input type="checkbox"/> Teams Service Administrator	Can manage the Microsoft Teams service.

[Add](#)

[+](#) Add assignments [↻](#) Refresh | [❤️](#) Got feedback?

Administrative roles

Administrative roles can be used to grant access to Azure AD and other Microsoft services. [Learn more](#)

Search by name or description Add filters

Role	Description	Resource Name	Resource Type	Type
Teams Communicati...	Can troubleshoot communications issues...	Directory	Organization	Built-in

```
Windows PowerShell
PS C:\Users\RisingP> connect-azuread

Account Environment TenantId TenantDomain AccountType
-----
admin@M365x750522.onmicrosoft.com AzureCloud 473d9e6a-9c00-4925-8853-35323b49b73e M365x750522.onmicrosoft.com User

PS C:\Users\RisingP> $userName="alexw@m365x750522.onmicrosoft.com"
PS C:\Users\RisingP> $roleName="Teams Service Administrator"
PS C:\Users\RisingP> $role = Get-AzureADDirectoryRole | Where {$_.displayName -eq $roleName}
PS C:\Users\RisingP> if ($role -eq $null) {
>> $roleTemplate = Get-AzureADDirectoryRoleTemplate | Where {$_.displayName -eq $roleName}
>> Enable-AzureADDirectoryRole -RoleTemplateId $roleTemplate.ObjectId
>> $role = Get-AzureADDirectoryRole | Where {$_.displayName -eq $roleName}
>> }

ObjectId DisplayName Description
-----
0a579561-d789-427f-ad4d-df91532fbc9f Teams Administrator Can manage the Microsoft Teams service.

PS C:\Users\RisingP> Add-AzureADDirectoryRoleMember -ObjectId $role.ObjectId -RefObjectId (Get-AzureADUser | Where {$_.UserPrincipalName -eq $userName}).ObjectId
PS C:\Users\RisingP>
```

Home > Contoso > Users > Alex Wilber

Alex Wilber | Assigned roles

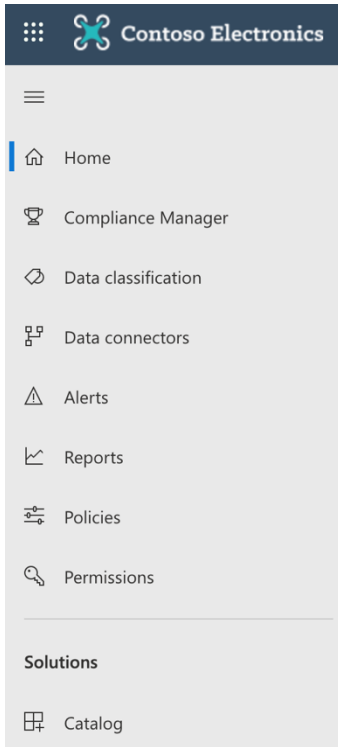
[+](#) Add assignments [↻](#) Refresh | [❤️](#) Got feedback?

Administrative roles

Administrative roles can be used to grant access to Azure AD and other Microsoft services. [Learn more](#)

Search by name or description Add filters

Role	Description	Resource Name	Resource Type	Type
Teams Service Administrator	Can manage the Microsoft Teams service.	Directory	Organization	Built-in



Solution catalog

Discover, learn about, and start using the intelligent compliance and risk management solutions available to your organization.

 Search

Information protection & governance

Classify, protect, and retain your data where it lives and wherever it goes.



Data loss prevention

By Microsoft

Detects sensitive content as it's used and shared throughout your organization, in the cloud and on devices, and helps

[View](#)



Information governance

By Microsoft

Manages your content lifecycle using solutions to import, store, and classify business-critical data so you can keep what you need and

[View](#)



Information protection

By Microsoft

Discovers, classifies, and protects sensitive and business-critical content throughout its lifecycle across your organization.

[View](#)

Solution catalog > Information governance

Information governance

[Open solution](#)

[Show in navigation](#)

[Share](#) 

Information governance



Labels Label policies Import **Retention** Archive

Email, documents, Skype and Teams conversations. Your users generate a lot of content every day. Take control of it by setting up retention policies to keep what you want and get rid of what you don't. [Learn more about retention](#)

+ New retention policy Edit Delete Export Refresh Inactive mailbox 6 items Search

Name	Created by	Last modified
Employee Records	Megan Bowen	Oct 14, 2020 6:42 AM
Medical Records Retention Policy	Megan Bowen	Oct 14, 2020 6:42 AM
Personal Financial PII	Megan Bowen	Oct 14, 2020 6:42 AM
PII Retention Policy	Megan Bowen	Oct 14, 2020 6:42 AM
Sensitivity	Megan Bowen	Oct 14, 2020 6:41 AM
U.S. Financial Data Policy	Megan Bowen	Oct 14, 2020 6:42 AM

Information governance > Create retention policy

- Name**
- Locations
- Retention settings
- Finish

Name your retention policy

Name *

Teams Retention policy

Description

Policy to retain Teams chat and channel content for a seven year period.

Next Cancel Need help? Give feedback

Information governance > Create retention policy

- Name
- Locations**
- Retention settings
- Finish

Status	Location	Included
<input type="checkbox"/> Off	Exchange email	
<input type="checkbox"/> Off	SharePoint sites	
<input type="checkbox"/> Off	OneDrive accounts	
<input type="checkbox"/> Off	Microsoft 365 Groups	
<input type="checkbox"/> Off	Skype for Business	
<input type="checkbox"/> Off	Exchange public folders	
<input checked="" type="checkbox"/> On	Teams channel messages	All teams Edit
<input checked="" type="checkbox"/> On	Teams chats	All users Edit

Back Next Cancel Need help? Give feedback

- ✓ Name
- ✓ Locations
- Retention settings**
- Finish

Retain items for a specific period
Items will be retained for the period you choose.

Retain items for a specific period

Start the retention period based on

At the end of the retention period

Delete items automatically

Do nothing

Retain items forever
Items will be retained forever, even if users delete them.

Only delete items when they reach a certain age
Items won't be retained, but when they reach the age you choose, we'll delete them from where they're stored.

Back Next Cancel Need help? Give feedback

- ✓ Name
- ✓ Locations
- ✓ Retention settings
- Finish**

Review and finish


It might take up to one day to apply this policy to the locations you selected.

Name
Policy name
Teams Retention policy

Description
Policy to retain Teams chat and channel content for a seven year period.
[Edit](#)

Locations to apply the policy
Teams channel messages (All Teams)
Teams chats (All Users)
[Edit](#)

Retention settings
Retain items for 7 years based on when they were created
Delete items at end of retention period
[Edit](#)

 Items that are currently older than 7 years will be deleted after you turn on this policy. This is especially important to note for locations scoped to 'All' sources (for example, 'All Teams chats') because all matching items in those locations across your organization will be permanently deleted.

Back Submit Cancel Need help? Give feedback

- ✓ Name
- ✓ Locations
- ✓ Retention settings
- ✓ Finish

✓ Your policy was created

Done Need help? Give feedback

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View



Information protection

By Microsoft

Discovers, classifies, and protects sensitive and business-critical content throughout its lifecycle across your organization.

View

Solution catalog > Information protection

Information protection

Open solution

Show in navigation

Share

Information protection

Labels Label policies Auto-labeling

Sensitivity labels are used to classify email messages, documents, sites, and more. When a label is applied (automatically or by the user), the content or site is protected based on the settings you choose. For example, you can create labels that encrypt files, add content marking, and control user access to specific sites. [Learn more about sensitivity labels](#)

You can now create sensitivity labels with privacy and access control settings for Teams, SharePoint sites, and Microsoft 365 Groups. To do this, you must first [complete these steps](#) to enable the feature.

+ Create a label Publish labels Refresh

Name	Order	Content type	Created by	Last modified
Personal	0 - lowest	File, Email	Megan Bowen	9/15/2020
Public	1	File, Email	Megan Bowen	11/22/2020
Highly Confidential	2	File, Email	Megan Bowen	9/16/2020
Confidential - Finance	3	File, Email	Megan Bowen	9/16/2020
Project - Falcon	4	File, Email	Megan Bowen	9/16/2020
Project Team label	5 - highest	File, Email	MOD Administra...	10/3/2020

0 items selected. 6 items loaded.

Need help?

Give feedback

Edit sensitivity label

- Name & description
- Scope**
- Files & emails
- Groups & sites
- Finish

Define the scope for this label

Labels can be applied directly to files, emails, containers like SharePoint sites and Teams, and more. Let us know where you want this label to be used so you can configure the applicable protection settings.

- Files & emails**
Configure encryption, content marking, and auto-labeling settings to protect labeled emails and Office files.
- Groups & sites**
Configure privacy, access control, and other settings to protect labeled Teams, Microsoft 365 Groups, and SharePoint sites.

Back

Next

Cancel

Need help?

Give feedback

Edit sensitivity label

- ✓ Name & description
- ✓ Scope
- ✓ Files & emails
- Groups & sites**
- Finish

Define protection settings for groups and sites

These settings apply to teams, groups, and sites that have this label applied. They don't apply directly to the files stored in those containers. [Learn more about these settings](#)

- Privacy and external user access settings**
Control the level of access that internal and external users will have to labeled teams and Microsoft 365 Groups.
- Device access and external sharing settings**
Control external sharing and unmanaged device access for labeled SharePoint sites.

Back Next Cancel Need help? Give feedback

Edit sensitivity label

- ✓ Name & description
- ✓ Scope
- ✓ Files & emails
- Groups & sites**
- Privacy & external user access**
- External sharing & device access
- Finish

Define privacy and external user access settings

Control the level of access that internal and external users will have to labeled teams and Microsoft 365 Groups.

Privacy
These options apply to all Microsoft 365 Groups and teams that have this label applied. When applied, these settings will replace any existing privacy settings for the team or group. If the label is removed, users can change it again.

- Public.** Anyone in your organization can access the group or team (including content) and add members.
- Private.** Only team owners and members can access the group or team, and only owners can add members.
- None.** Team and group members can set the privacy settings themselves.

External user access

- Let Microsoft 365 Group owners add people outside your organization to the group as guests. [Learn about guest access](#)

Back Next Cancel Need help? Give feedback

Edit sensitivity label

- ✓ Name & description
- ✓ Scope
- ✓ Files & emails
- Groups & sites**
- Privacy & external user access
- External sharing & device ac...**
- Finish

Define external sharing and device access settings

Control who can share SharePoint content with people outside your organization and decide whether users can access labeled sites from unmanaged devices.

Access from unmanaged devices
Determine whether users can access SharePoint sites from unmanaged devices (which are devices that aren't [hybrid Azure AD joined](#) or enrolled in Intune).

- For this setting to work, you must also configure the SharePoint feature that blocks or limits access to SharePoint files from unmanaged devices. [Learn more](#)
- Allow full access from desktop apps, mobile apps, and the web**
- Allow limited, web-only access
- Block access

Back Next Cancel Need help? Give feedback

What kind of team will this be? ✕

Sensitivity [Learn more](#)

Public ▾

Privacy



Private
People need permission to join



Public
Anyone in your org can join



Org-wide
Everyone in your organisation automatically joins

< Back

MA **General** Posts Files Wiki + Org Public Meet ▾ ⓘ ...

Welcome to the team!
Here are some things for you to get started...



Search

Content search ↗

Audit log search

Productivity app discovery

Audit log search

Need to find out if a user deleted a document or if an admin reset someone's password? Search the Office 365 audit log to find out what the users and admins in your organization have been doing. You'll be able to find activity related to email, groups, documents, permissions, directory services, and much more. [Learn more about searching the audit log](#)

Search Clear

Activities Date IP address User Activity Item Detail

Show results for all activities

Clear all to show results for all activities

team

Microsoft Teams activities

Created team	Deleted team
Changed team setting	User signed in to Teams
Added bot to team	Removed bot from team
Upgraded Teams device	Blocked Teams device
Unblocked Teams device	Changed configuration of Teams device
Enrolled Teams device	

Search Clear

Activities

Created team

Start date

2020-11-15



00:00

End date

2020-11-23



00:00

Users

Show results for all users

File, folder, or site

Add all or part of a file name, folder name, or URL.

Search

+ New alert policy

+ New audit retention policy

New alert policy

Name

New team is created

Description

This alert will be triggered when a user creates a new Team

Alert type

Custom

Send this alert when...

Activities

Created team

Users

Show results for all users

Send this alert to... ^

Recipients :

MOD Administrator x

Save Cancel

Activity alerts

! We are working on a better experience for you to manage and view security and compliance alerts. Go to [Alert policies](#)

+ New alert policy

Name	Recipients	Status	Date modified
New team is created	admin@M365x750522.OnMicrosoft.com	On	2020-11-22 10:57:26

Search by name

Manage how search operates in Teams.

Scope directory search using an Exchange address book policy On

Save Discard

Give feedback

```

Windows PowerShell
PS C:\Users\RisingP> New-OrganizationSegment -Name "Retail" -UserGroupFilter "Department -eq 'Retail'"

RunspaceId      : e30cb06d-2cf4-45f8-9155-f3d6f2b4e137
Type            : OrganizationSegment
UserGroupFilter  : Department -eq 'Retail'
ExoSegmentId    : bb9fab72-469e-4eb2-bda8-e5d85787f792
ObjectVersion   : 0f12cd2c-c5e9-49c8-abd4-08d88ee443cf
CreatedBy       : MOD Administrator
LastModifiedBy  : MOD Administrator
Comment         :
ModificationTimeUtc : 22/11/2020 12:43:51
CreationTimeUtc  : 22/11/2020 12:43:51
Identity        : FFO.extest.microsoft.com/Microsoft Exchange Hosted
                  Organizations/M365x750522.onmicrosoft.com/Configuration/Retail
Id              : FFO.extest.microsoft.com/Microsoft Exchange Hosted
                  Organizations/M365x750522.onmicrosoft.com/Configuration/Retail
ExchangeVersion : 0.20 (15.0.0.0)
Name            : Retail
DistinguishedName : CN=Retail,CN=Configuration,CN=M365x750522.onmicrosoft.com,OU=Microsoft Exchange Hosted
                  Organizations,DC=FFO,DC=extest,DC=microsoft,DC=com
ObjectCategory  :
ObjectClass     : {msExchUnifiedPolicy}
WhenChanged    : 22/11/2020 12:43:51
WhenCreated    : 22/11/2020 12:43:51
WhenChangedUTC : 22/11/2020 12:43:51
WhenCreatedUTC : 22/11/2020 12:43:51
ExchangeObjectId : b7bcee39-b9dd-4dde-a13e-00cf19bf275a
OrganizationId  : FFO.extest.microsoft.com/Microsoft Exchange Hosted Organizations/M365x750522.onmicrosoft.com -
                  FFO.extest.microsoft.com/Microsoft Exchange Hosted
                  Organizations/M365x750522.onmicrosoft.com/Configuration
Guid           : b7bcee39-b9dd-4dde-a13e-00cf19bf275a
OriginatingServer :
IsValid        : True
ObjectState    : New

PS C:\Users\RisingP>

```



```
PS C:\Users\RisingP> New-InformationBarrierPolicy -Name "Retail-Marketing" -AssignedSegment "Retail" -SegmentsBlocked "Marketing" -State Inactive
```

Note: Information barrier policy will restrict communication, collaboration and people search between users.

For Teams - including Teams Channel (Microsoft 365 Groups), Teams Meeting & Teams Communication (Chat, Call)

- * Access to communication/content access/people search/SharePoint site connected to the Teams will be restricted based on Information Barrier policy assigned to user's segments.

For OneDrive

- * Access and sharing of OneDrive content will be restricted based on the information barrier policy assigned to the OneDrive owner.

For SharePoint- including Microsoft 365 Groups connected and non-connected sites

- * Segments are associated to a SharePoint site (communication sites, classic sites, modern sites) based on the site creator's segment or by adding segments explicitly to a site.

- * Access and sharing of a SharePoint site will be restricted to the segments associated to the site.

More Details - <https://aka.ms/SPOInfobarriers>.

Are You Sure You Want To Proceed?

[Y] Yes [N] No [?] Help (default is "Y"): y

```
RunspaceId      : e30cb06d-2cf4-45f8-9155-f3d6f2b4e137
Type            : InformationBarrier
AssignedSegment : Retail
SegmentsAllowed : {}
ExoPolicyId     : a1e1cb37-47e0-4903-b5b1-1183313b8da0
SegmentsBlocked : {Marketing}
SegmentAllowedFilter :
BlockVisibility : True
BlockCommunication : True
State           : Inactive
ObjectVersion   : 8f2a3075-a335-4897-e257-08d88ee78f63
CreatedBy       : MOD Administrator
LastModifiedBy  : MOD Administrator
Comment         :
ModificationTimeUtc : 22/11/2020 13:07:26
CreationTimeUtc   : 22/11/2020 13:07:26
Identity        : FFO.extest.microsoft.com/Microsoft Exchange Hosted
                  Organizations/M365x750522.onmicrosoft.com/Configuration/Retail-Marketing
Id              : FFO.extest.microsoft.com/Microsoft Exchange Hosted
                  Organizations/M365x750522.onmicrosoft.com/Configuration/Retail-Marketing
ExchangeVersion  : 0.20 (15.0.0.0)
Name            : Retail-Marketing
DistinguishedName : CN=Retail-Marketing,CN=Configuration,CN=M365x750522.onmicrosoft.com,OU=Microsoft Exchange
                  Hosted Organizations,DC=FFO,DC=extest,DC=microsoft,DC=com
ObjectCategory   :
ObjectClass      : {msExchUnifiedPolicy}
WhenChanged      : 22/11/2020 13:07:26
WhenCreated      : 22/11/2020 13:07:26
WhenChangedUTC   : 22/11/2020 13:07:26
WhenCreatedUTC   : 22/11/2020 13:07:26
ExchangeObjectId : bd43f86c-1d30-43fb-bcc0-46a4a8438571
OrganizationId   : FFO.extest.microsoft.com/Microsoft Exchange Hosted Organizations/M365x750522.onmicrosoft.com -
                  FFO.extest.microsoft.com/Microsoft Exchange Hosted
                  Organizations/M365x750522.onmicrosoft.com/Configuration
Guid             : bd43f86c-1d30-43fb-bcc0-46a4a8438571
OriginatingServer :
IsValid         : True
ObjectState      : New
```

WARNING: Your changes will take into affect after you run Start-InformationBarrierPoliciesApplication cmdlet. Start-InformationBarrierPoliciesApplication cmdlet only applies Active state policies.

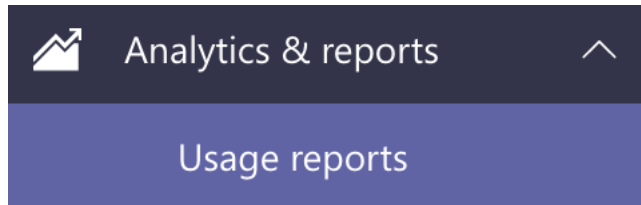
```
PS C:\Users\RisingP> Start-InformationBarrierPoliciesApplication
WARNING: It may take several hours for the application to finish. Please check the status using
Get-InformationBarrierPoliciesApplicationStatus cmdlet. Execution of New/Set cmdlets will be prevented until start/stop
is finished.

RunspaceId           : e30cb06d-2cf4-45f8-9155-f3d6f2b4e137
Identity             : 7c357f8e-65d2-4a78-8d47-fec169cf673a
CreatedBy            : MOD Administrator
CancelledBy          :
Type                : ExoApplyIBPolicyJob
ApplicationCreationTime : 11/22/2020 13:10:54
ApplicationEndTime   :
ApplicationStartTime  : 11/22/2020 13:10:54
TotalBatches         : 0
ProcessedBatches     : 0
PercentProgress      : 0
TotalRecipients      : 0
SuccessfulRecipients : 0
FailedRecipients     : 0
FailureCategory      : None
Status               : NotStarted
IsValid              : True
ObjectState          : Unchanged

PS C:\Users\RisingP>
```

To: paula

We didn't find any matches. Talk to your IT admin about expanding the scope of your search.



Analytics & reports

Analytics and reports will help you create different types of reports to get insights and information about Teams usage. These reports will help you better understand usage patterns so you make better business decisions. [Learn more](#)

View reports Downloads

Report: Date range:

Report

Select report ▼

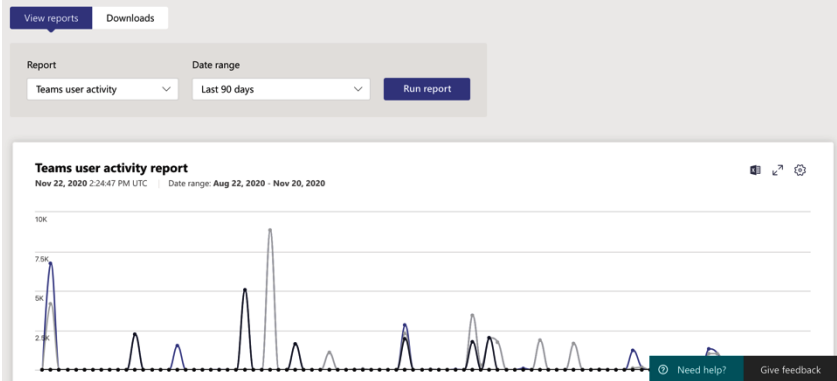
- Apps usage
- PSTN blocked users
- PSTN minute and SMS (pre...
- PSTN and SMS (preview) u...
- Teams device usage
- Teams live event usage
- Teams usage
- Teams user activity

View reports Downloads

Report: Teams user activity ▼ Date range: Last 90 days ▼ Run report

Analytics & reports

Analytics and reports will help you create different types of reports to get insights and information about Teams usage. These reports will help you better understand usage patterns so you make better business decisions. [Learn more](#)

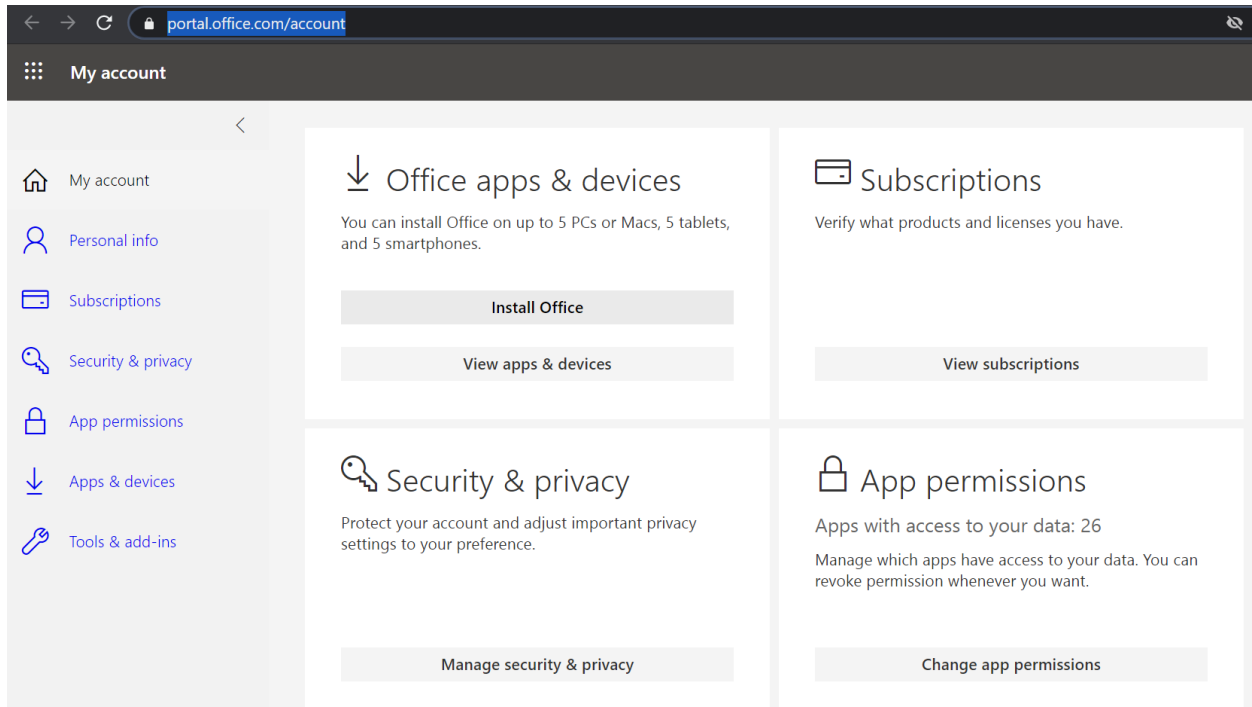


View reports Downloads

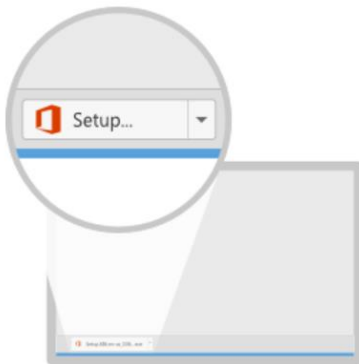
items ⚙️

✓	Report	Status	Date range	File type	Added ↑	Expires
	TeamsUserActivity - Nov 2...	Download	AUG 23, 2020 - NOV 20, 2...	.CSV	now	NOV 23, 2020

Chapter 6: Managing Endpoint Devices in Microsoft Teams

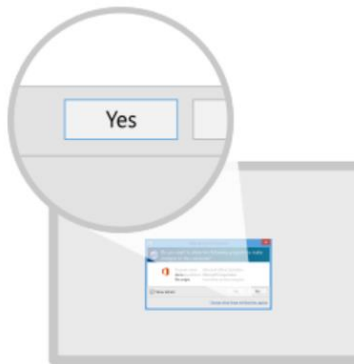


Just a few more steps...



1 Click Open

Click the **Setup** file at the bottom of the screen.



2 Say "yes"

Click **Yes** to start installing.

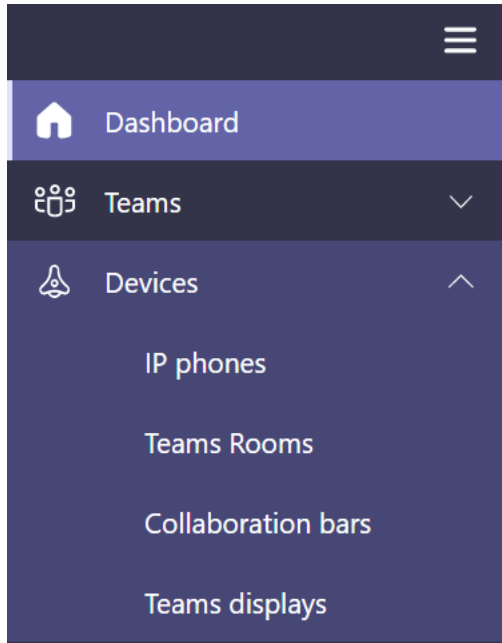


3 Stay online

Downloading all of Office might take a while.

Close

[Need help installing?](#)



IP phones

Actions

You can control and manage all of your Teams certified IP phones across your organization. You can create and upload configuration profiles for each type of phone you have, make changes to their settings, and apply software updates. [Learn more](#)

Devices summary

0 Devices	0 Need update	0 Offline
--------------	------------------	--------------

- All phones
- User phones
- Common area phones
- Conference phones
- Configuration profiles

Edit Assign configuration Manage tags Update ... | Share

✓	Display name	Username	Device name	Status	Manufacturer
---	--------------	----------	-------------	--------	--------------

[Give feedback](#)

Teams Rooms

Actions ▾

You can control and manage all of the Teams Rooms devices such as consoles, microphones, cameras, and displays, in your organization. You can configure settings, view activity information, manage updates, and perform diagnostics to help with troubleshooting. [Learn more](#)

Devices summary

0









Devices

0

Unhealthy

0

Offline

 Edit settings  Manage tags  Restart  Remove | Showing 0 device    



Display name

Username

Device name

Health status

Manufacturer

Give feedback

Collaboration bars

Actions ▾

You can control and manage all of your Teams certified Collaboration bars across your organization. You can create and upload configuration profiles to make changes and apply updates for each device. [Learn more](#)

Devices summary

0

Devices

0

Need update

0

Offline

All Collaboration bars

Configuration profiles

 Edit  Assign configuration  Manage tags  Update ... | Share    



Display name


Username

Device name

Status

Give feedback

Teams displays

Actions 

Teams displays let you see and manage all of your Teams displays in your organization. You can create and upload configuration profiles so you can make setting changes and apply updates for each type of device. [Learn more](#)

Devices summary

0

Devices

0

Need update

0

Offline

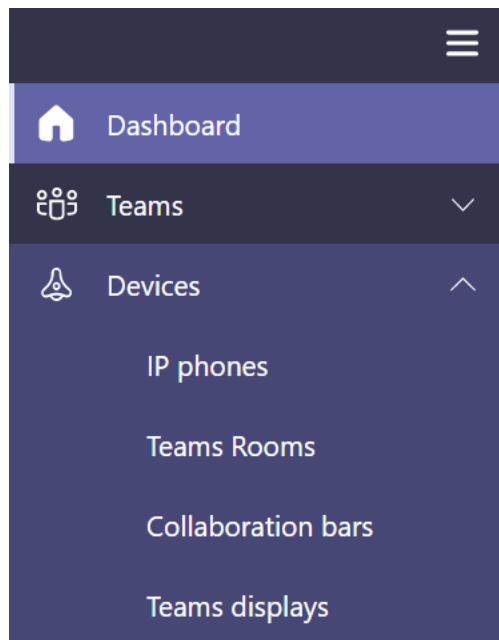
All Teams displays

Configuration profiles

 Edit  Assign configuration  Manage tags  Update ... |  Share    

<input checked="" type="checkbox"/>	Display name	Username	Device name	Status	Manufacturer
-------------------------------------	--------------	----------	-------------	--------	--------------

Give feedback



IP phones

Actions

You can control and manage all of your Teams certified IP phones across your organization. You can create and upload configuration profiles for each type of phone you have, make changes to their settings, and apply software updates. [Learn more](#)

Devices summary

2 Devices
2 Need update
0 Offline

All phones | User phones | Common area phones | Conference phones | Configuration profiles

✎ Edit | 📄 Assign configuration | 🏷️ Manage tags | 🔄 Update | ⬆️ Upgrade | 🔄 Restart | ✖ Remove | Showing 2 devices | 🔍 Search by device name | 📄 🔄 ⚙️

✓	Display name	Username	Device name	Health status	Manufacturer	Model	Action	IP address
			yealink-t58a 81584190974...	⚠ Non-Urgent	Yealink	T58A	1 Update available	192.168.1.158
			yealink-t55a 31550191112...	⚠ Non-Urgent	Yealink	T55A	1 Update available	192.168.1.160

IP phones \ Configuration profiles \ New

Default Configuration profile

This is the standard profile to be assigned to all IP Phones

General

⤴

Device lock

On

Timeout

30 seconds

Device lock PIN

123456

Language

English (United States)

Timezone

(UTC-12:00) International Date Line West

Date format

DD/MM/YYYY

Time format

12 Hours (AM/PM)

Device settings



Display screen saver	<input checked="" type="checkbox"/> On
Timeout	<input type="text" value="30 seconds"/>
Display backlight brightness	<input type="range" value="75"/>
Display backlight timeout	<input type="text" value="15 minutes"/>
Display high contrast	<input type="checkbox"/> Off
Silent mode	<input type="checkbox"/> Off
Office hours	<input type="text" value="08:00"/> <input type="text" value="17:00"/>
Power saving	<input type="checkbox"/> Off
Screen capture	<input type="checkbox"/> Off

Network settings



DHCP enabled	<input checked="" type="checkbox"/> On
Logging enabled	<input type="checkbox"/> Off
Host name	<input type="text" value="host"/>
Domain name	<input type="text" value="domain.com"/>
IP address	<input type="text" value="10.5.140.156"/>
Subnet mask	<input type="text" value="255.255.255.0"/>
Default gateway	<input type="text" value="10.5.140.1"/>
Primary DNS	<input type="text" value="10.5.140.225"/>
Secondary DNS	<input type="text" value="10.5.140.101"/>
Device's default admin password	<input type="text"/>
Network PC port	<input type="checkbox"/> Off

[Give feedback](#)

Save

Cancel

All phones					User phones	Common area phones	Conference phones	Configuration profiles
+ Add					✎ Edit	📞 Assign to device	✕ Delete	1 profile selected ✕
					🔍 Search		🔄	⚙️
✓	Name	Description	Assigned to	Modified by	Modified on			
✓	Default Configuration prof...	This is the standard profile...	0 device	MOD Administrator	Nov 30, 2020, 9:15 PM			

Assign devices to a configuration profile

Default Configuration profile

Select devices to assign to a configuration profile



Apply

Cancel

Chapter 7: Monitoring Usage within Microsoft Teams

Analytics & reports

Analytics and reports will help you create different types of reports to get insights and information about Teams usage. These reports will help you better understand usage patterns so you make better business decisions. [Learn more](#)

View reports

Downloads

Report

Apps usage

Date range

Last 30 days

Run report

Date range

Last 30 days

Run report

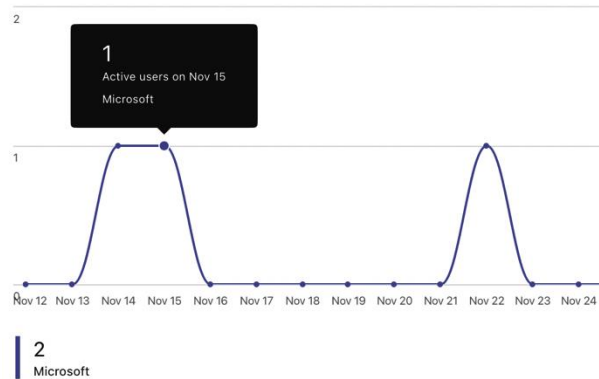
Last 7 days

Last 30 days

Last 90 days

Apps usage report

Dec 13, 2020 8:32:07 AM UTC | Date range: Nov 12, 2020 - Dec 11, 2020



Search by app name

App name ↑	Active users	App type	Active teams	Publisher	Version
Activity	1	Microsoft	1	Microsoft Corporation	1.0
Communities	1	Microsoft	1	Microsoft Corporation	2.2.1
Files	1	Microsoft	2	Microsoft Corporation	1.0



View reports Downloads

items

Report	Status	Date range	File type	Added ↑	Expires
AppsUsage - Dec 13, 2020...	Download	NOV 12, 2020 - DEC 11, 20...	.CSV	now	DEC 14, 2020 4:55 AM

Filter

Match all of these conditions

App name = Enter a value

- App name
- App type

+ Add more

Edit columns

Customize your table by choosing columns from the list below.

- App name On
- Active users On
- App type On
- Active teams On
- Publisher On
- Version On

View reports Downloads

Report: PSTN blocked users

Date range: Not applicable

Run report

PSTN blocked users

Dec 13, 2020 9:25:10 AM UTC

Display name	Phone	Blocked reason	Blocked action	Blocked time (UTC) ↓
--------------	-------	----------------	----------------	----------------------



Edit columns

Customize your table by choosing columns from the list below.

- Display name On
- Phone On
- Blocked reason On
- Blocked action On
- Blocked time (UTC) On

Contoso Electronics Microsoft 365 admin center

Support Settings Setup Reports Productivity Score Usage Security & compliance Health

Usage

M365 usage reports show how people in your business are using M365 services. Reports are available for the last 7 days, 30 days, 90 days, and 180 days. Data won't exist for all reporting periods right away. The reports become available within 48 hours. [Learn more about M365 usage reports](#)

Active users

Service	11/12	11/13	11/14	11/15	11/16	11/17	11/18	11/19	11/20	11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28	11/29	11/30
Office 365	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Exchange	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OneDrive	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SharePoint	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Skype for Business	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Yammer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Microsoft Teams	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Microsoft Teams activity

9 activities ▲ 50.0%

Total number of Teams activities over the selected time period



[View more](#)

Usage > Microsoft Teams

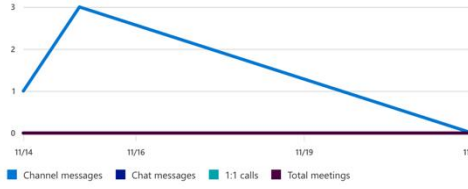
User activity **Device usage**

Last updated: December 11, 2020 (UTC) ? Help Past 30 days

Licensed Activity

Export Licensed users

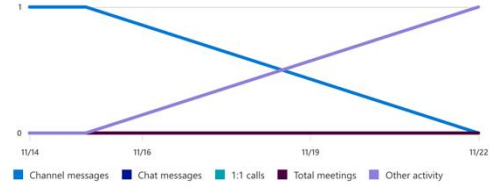
Number of activities by type for licensed users



Licensed Users

Export Licensed users

Number of users by activity type for licensed users



Past 30 days

- 7 days
- ✓ 30 days
- 90 days
- 180 days

Export

22 items

Username	Is licensed	Last activity date (UTC)	Channel messages	Chat messages	1:1 calls	Total meetings
LynneR@M365x750522.OnM	✓		0	0	0	0
peter.rising_outlook.com#EX		Monday, November 9, 2020	0	0	0	0
IrvinS@M365x750522.OnMic	✓		0	0	0	0
DiegoS@M365x750522.OnM	✓		0	0	0	0
AdeleV@M365x750522.OnM	✓	Sunday, November 22, 2020	0	0	0	0

Usage > Microsoft Teams

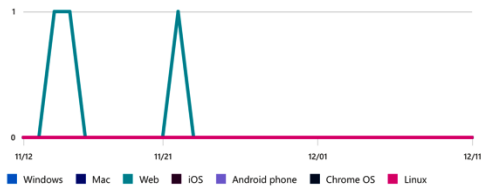
User activity **Device usage**

Last updated: December 11, 2020 (UTC) ? Help Past 30 days

Licensed Users

Export Licensed users

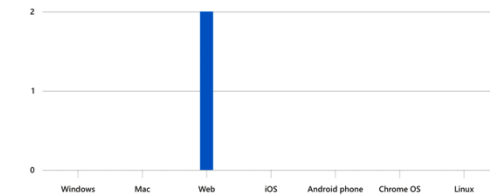
Number of licensed daily users by device type



Distribution of licensed users

Export Licensed users

Number of licensed users by device type over the selected time period



Export

22 items

Username	Is licensed	Last activity date (UTC)	Windows	Mac	Web	iOS	Android phone
LynneR@M365x750522.OnM	✓						
peter.rising_outlook.com#EX		Monday, November 9, 2020					
IrvinS@M365x750522.OnMic	✓						
DiegoS@M365x750522.OnM	✓						
AdeleV@M365x750522.OnM	✓	Sunday, November 22, 2020			✓		

Contoso Electronics Microsoft Teams admin center

- Dashboard
- Teams
- Devices
- Locations
- Users**
- Meetings
- Messaging policies
- Teams apps
- Voice

Users

You can manage audio conferencing settings, the policies assigned to them, phone numbers and other features for people in your organization that use Teams and Skype for Business. Go to [Admin center > Users](#) to manage other user settings such as adding or deleting users, changing passwords or assigning licenses. [Learn more](#)

Edit settings Search

Display name ↑	Username	Phone number	Location
Adele Vance	AdeleV@M365x750522.O...		United States
Alex Wilber	AlexW@M365x750522.On...		United States

Account Voice **Call history** Policies

Start time ↓	When	Participants	Duration	Activity type	Client
Dec 8, 2020, 7:57 PM GMT	5 days ago	2 Participants	00:36:19	Conference.	Microsoft Teams
Dec 2, 2020, 4:03 PM GMT	11 days ago	3 Participants	00:26:33	Conference.	Microsoft Teams
Dec 2, 2020, 3:57 PM GMT	11 days ago	3 Participants	00:04:27	Conference.	Microsoft Teams
Nov 26, 2020, 10:37 PM G...	17 days ago	1 Participant	00:00:24	Conference.	Microsoft Teams
Nov 26, 2020, 10:35 PM G...	17 days ago	1 Participant	00:02:14	Conference.	Microsoft Teams

Dec 8, 2020 7:57 PM GMT

Meeting status: Complete

Meeting type: Microsoft Teams

Organizer: Peter Rising

Participants: 2

MEETING AUDIO QUALITY

Legend: Good (blue), Poor (red), Unknown (grey)

MEETING DETAILS

0 Issues found


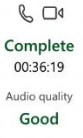


2 Participants

00:36:19 Duration

Session start time	Participant ↓	Session type	Duration	Audio quality
Dec 8, 2020, 7:57 PM GMT	Peter Rising	Desktop sharing, Video, A...	00:36:19	Good
Dec 8, 2020, 7:58 PM GMT	kevin@.com	Video, Desktop sharing, A...	00:36:13	Good

Dec 8, 2020, 7:57 PM GMT

[Overview](#) [Advanced](#) [Debug](#)

Microphone

Device name	Conexant ISST Audio
Device driver	Conexant: 9.0.278.120

Speaker

Device name	Conexant ISST Audio
Device driver	Conexant: 9.0.278.120

Dec 8, 2020, 7:58 PM GMT

[Export report](#)

[Overview](#) [Advanced](#) [Debug](#)



Inbound audio stream

Render not functioning event ratio	0	-
------------------------------------	---	---

Outbound audio stream

Speech level Ch1	-24 dB	-
Noise level Ch1	-64 dB	-
Send mute	0.06	-
Low speech-to-noise event ratio	0	-
Low speech level event ratio	0	-
Clipping event ratio	0	-

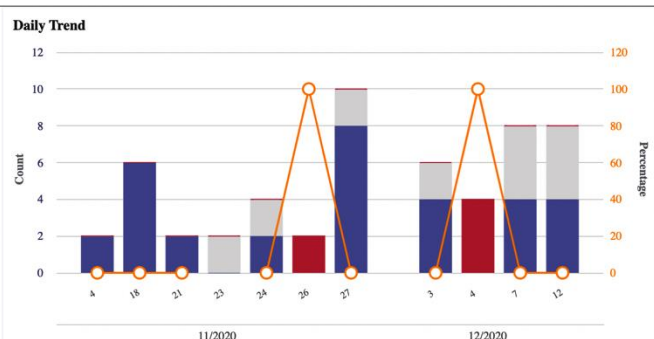
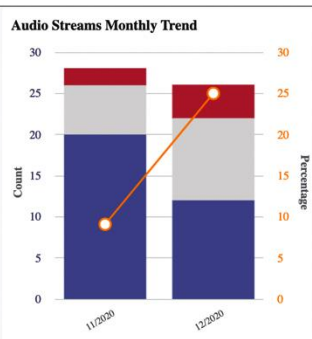
For the best experience, try uploading your building data. Upload now →

Product Filter :

Overall Call Quality Server - Client Client - Client Voice Quality SLA

● Good
 ● Unclassified
 ● Poor
 ○ Poor %

Edit



Server - Client Monthly Trend

Daily Trend

Microsoft Call Quality Dashboard Summary Reports ▾

For the best experience, try

Product Filter :

Overall Call Quality Server - Client

- 🔍 Summary Reports
- 🔍 Location-Enhanced Reports
- 🔍 Reliability Reports
- 🔍 Quality of Experience Reports
- 🔍 Quality Drill Down Reports
- 🔍 Failure Drill Down Reports
- 🔍 Rate My Call Reports
- 🔍 Help Desk Reports
- 🔍 Client Version Reports
- 🔍 Endpoint Reports

- 🔍 Detailed Reports

Microsoft Call Quality Dashboard Client Version Reports ▾

For the best experience, try uploading your building data.

Product Filter : ▾

Client Type : <No Filter> 🔍

Client App Version : <No Filter> 🔍

UPN : <No Filter> 🔍

Date : <No Filter> 🔍

Client Version Summary Client Version by User

Filters +
No filters applied.

Trend ▾

Client Type	Client App Version	12/08/2020	
		Sessions	Users
Microsoft Teams Windows	1.3.00.30866	1	1
Microsoft Teams Windows	*	1	1

Microsoft Call Quality Dashboard (Preview)

December 2020

All Audio Streams

Click the title of the report to view additional reports or click "clone" to create a copy of the report for the basis of a new report. Click the help icon in the page toolbar for additional information.

Edit Import

QUERY EDITOR

Chart Table Trend 1 Month Show sparklines Width: 700

Dimensions
Month Year

Measurements

Filters
Full Month
= December 2020

This query doesn't contain any measurements. Use the Query Editor to add one or more measurements to the query.

report title
report description

Auto update On Off

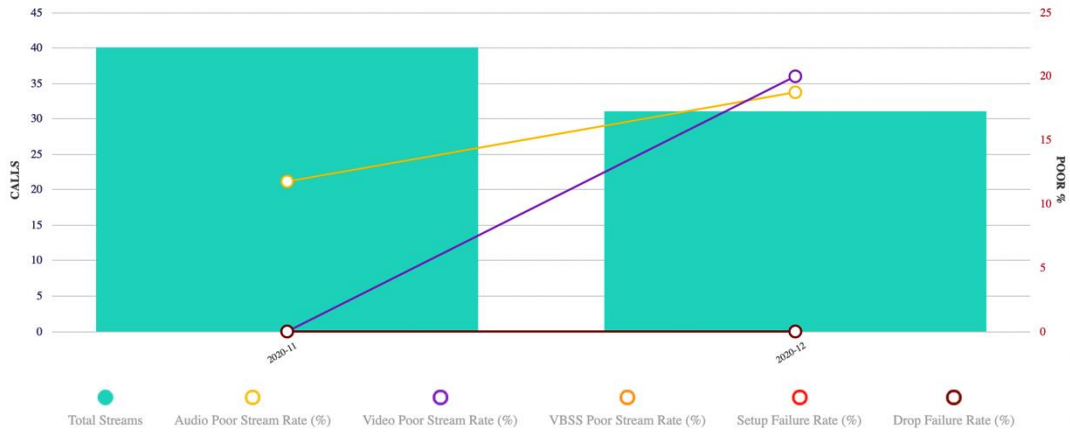
Learn more about the query editor

Save Cancel

Quality of Experience Review (All Networks) v4.3

This CQD template provides a set of layered reports to begin investigating the areas of Quality, Reliability, and the overall User Experience across all networks. For questions on its usage, please refer to the QER Companion Guide (<https://aka.ms/qerguide>).

Edit Clone



Name	Date modified	Type
CQ and AA combined Analytics 20201105.pbit	13/12/2020 15:01	Microsoft Power BI D...
CQD Helpdesk Report.pbit	13/12/2020 15:01	Microsoft Power BI D...
CQD Location Enhanced Report.pbit	13/12/2020 15:01	Microsoft Power BI D...
CQD Mobile Device Report.pbit	13/12/2020 15:01	Microsoft Power BI D...
CQD PSTN Report.pbit	13/12/2020 15:01	Microsoft Power BI D...
CQD Summary Report.pbit	13/12/2020 15:01	Microsoft Power BI D...
CQD Teams Usage Report.pbit	13/12/2020 15:01	Microsoft Power BI D...
CQD User Feedback Report (Rate My Call).pbit	13/12/2020 15:01	Microsoft Power BI D...
MicrosoftCallQuality.pqx	13/12/2020 15:01	PQX File
Power BI Connector for Microsoft Advanced CQ...	13/12/2020 15:01	Microsoft Word Doc...
Readme - Power BI query templates for Micros...	13/12/2020 15:01	Microsoft Word Doc...



New

Open report

Save

Save as

Get data

Import

Export

Publish

Options and settings

Get started

Options and settings



Options



Data source settings

Options

GLOBAL

- Data Load
- Power Query Editor
- DirectQuery
- R scripting
- Python scripting
- Security**
- Privacy
- Regional Settings
- Updates
- Usage Data
- Diagnostics
- Preview features
- Auto recovery
- Report settings

CURRENT FILE

- Data Load
- Regional Settings
- Privacy
- Auto recovery

Certificate Revocation Check

- Enable certificate revocation check ⓘ

Web Preview Warning Level ⓘ

Moderate ▾

Data Extensions

- (Recommended) Only allow Microsoft certified and other trusted third-party extensions to load
- (Not Recommended) Allow any extension to load without validation or warning

[Learn more about data extensions](#)

Custom visuals

- Show security warning when adding a custom visual to a report

ArcGIS Maps for Power BI

- Use ArcGIS Maps for Power BI

Approved ADFS Authentication Services ⓘ

- i** You have not approved any authentication services on this computer.

OK

Cancel











Change Requires Restart

Changes to which data extensions are loaded will take effect once Microsoft Power BI Desktop is restarted.

OK

Get data ▾ Excel Power BI datasets SQL Server Enter data

Common data sources

-  Excel
-  Power BI datasets
-  Power BI dataflows
-  SQL Server
-  Analysis Services
-  Text/CSV
-  Web
-  OData feed
-  Blank query
-  Power BI Template Apps [↗](#)

More...

Get Data

All

File

Database

















Power Platform

Azure

Online Services

Other

Online Services

-  SparkPost (Beta)
-  SweetIQ (Beta)
-  Planview Enterprise One - CTM (Beta)
-  Twilio (Beta)
-  Zendesk (Beta)
-  Microsoft Call Quality (Beta)
-  Asana (Beta)
-  Dynamics 365 Customer Insights (Beta)
-  Emigo Data Source
-  Entersoft Business Suite (Beta)
-  eWay-CRM (Beta)
-  FactSet Analytics
-  Palantir Foundry
-  Hexagon PPM Smart® API
-  Industrial App Store
-  Intune Data Warehouse (Beta)

Certified Connectors

Template Apps

Connect

Cancel

Connecting to a third-party service

The Microsoft Call Quality connector relies on a third-party service and is still under development. Please try it out and give us feedback. We can't guarantee it will work the same way in the final version. Future changes may cause your queries to be incompatible.

Learn more about [the service used for the Microsoft Call Quality connector](#)

Don't warn me again for this connector

Continue Cancel

Organizational account

Microsoft Call Quality

Microsoft Call Quality

You are currently signed in.

Sign in as different user

Connect Cancel

Microsoft Call Quality

First CPU Name	Second CPU Name	First CPU Number Of Cores	Second CPU Number Of Cores	First CPU Processor Speed	Second CPU Processo
[Empty table body]					

Load Transform Data Cancel

Connection settings

You can choose how to connect to this data source. Import allows you to bring a copy of the data into Power BI. DirectQuery will connect live to this data source.

- Import
- DirectQuery

[Learn more about DirectQuery](#)

OK Cancel

Create connections

- Query1
- Creating connection in model...

Cancel

File Home Insert Modeling View Help

Paste Cut Copy Format painter

Get data Excel Power BI datasets SQL Server Enter data Recent sources

Transform data Refresh data

New visual Text box More visuals

New Quick measure measure Publish

Clipboard Data Queries Insert Calculations Share

Region: All
 Inside/Outside Corp: All
 Media Type: All
 P2P/Conference: All

0	26
Internal Audio Calls (past 30 days)	External Audio Calls (past 30 days)
0	8
Internal Video Calls (past 30 days)	External Video Calls (past 30 days)
0	0
Internal Screen Share (past 30 days)	External Screen Share (past 30 days)

MONTHLY CALL COUNT BY MEDIA TYPE FOR PAST 90 DAYS

AUDIO CALL COUNT BY CONFERENCE/P2P FOR PAST 30 DAYS

DAILY CALL COUNT BY MEDIA TYPE FOR PAST 30 DAYS

VIDEO CALL COUNT BY CONFERENCE/P2P FOR PAST 30 DAYS

TOP 5 CLIENTS IN PAST 30 DAYS

Month Year	Region	P2P/Conference	Audio Call Count	Video Call Count	Screen Share Count
2020-12		Client : Client	9	1	0
2020-12		Client : Server	4	2	0
2020-11		Client : Client	4	1	0
2020-11		Client : Server	10	4	0
Total			27	8	0

Microsoft Teams K27: 51
 Microsoft Teams Mar: 15

Filters

Filters on this page

Filters on all pages

Is Teams is 1

Is Server Pair is Client : Client or Cli...

Duration (Secon... is not (Blank) or 061: [...]

Media Type is Audio, VBSS, or Vid...

Call Count Summary Minutes Total Summary Audio Minutes Summary Region details on Audio Day Details

Chapter 8: Managing Collaboration and Chat within Microsoft Teams

Manage policies | Group policy assignment

+ Add | Edit | Duplicate | Delete | Reset Global policy | Manage users | 2 items

✓	Name ↑	Description	Custom policy
✓	Demo Messaging Policy	This policy will apply only t...	Yes
	Global (Org-wide default)		No

Edit settings

You can assign policies to one or more people in your organization. At most, you can select 10 policies at one time. [Learn more](#)

Policies

- Meeting policy: Keep existing policy
- Messaging policy: **Demo Messaging Policy** (selected)
- App setup policy: Keep existing policy

Directory status ⓘ

- Online
- Unlicensed
- Unlicensed
- Online

Assign policy to group

Select a group



Book Authors



Select rank 

If users in this group are part of any other groups with a policy assigned, those users will inherit the policy from the group with the highest rank. [Learn more](#)

Demo Messaging Policy



Add a domain

Domain

contoso.com




Action to take on this domain

Allowed

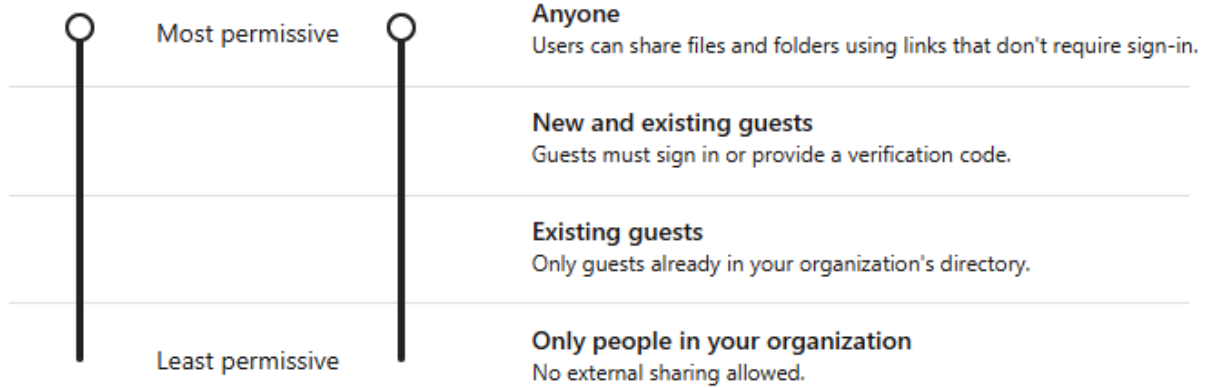
Blocked

External sharing

Content can be shared with:

 SharePoint

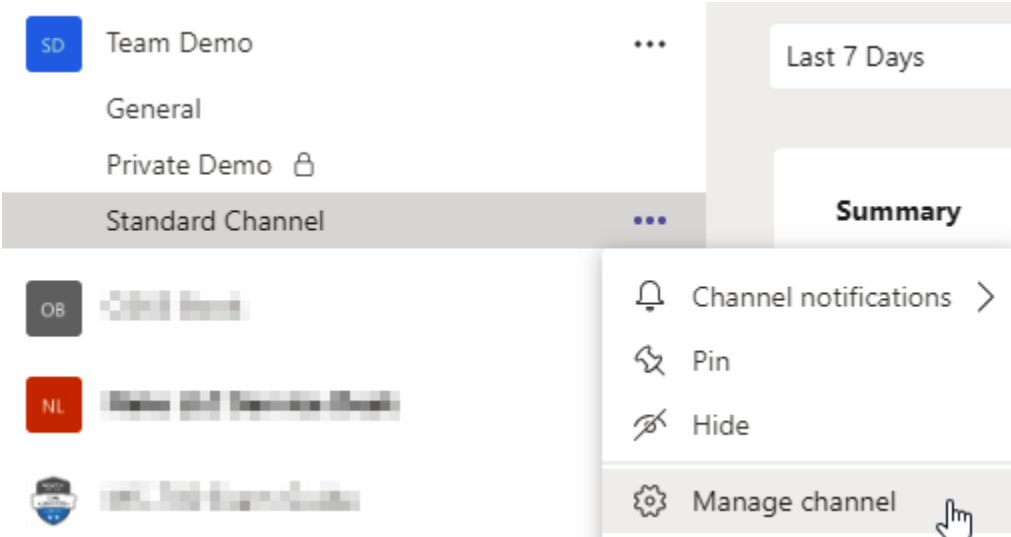
 OneDrive



You can further restrict sharing for each individual site and OneDrive. [Learn how](#)

More external sharing settings ∨

- Limit external sharing by domain
- Allow only users in specific security groups to share externally
- Guests must sign in using the same account to which sharing invitations are sent
- Allow guests to share items they don't own
- People who use a verification code must reauthenticate after this many days



The screenshot shows a list of Teams channels. The 'Standard Channel' is selected, and a context menu is open over it. The menu options are:

- Last 7 Days
- Summary
- Channel notifications >
- Pin
- Hide
- Manage channel (with a hand cursor icon)

▼ **Permissions**

Set channel moderation preferences

Channel moderation

On



Who are the moderators?

Team owners, Herbert Potter

Manage

Who can start a new post?

Only moderators

Team member permissions

- Allow members to reply to channel messages
- Allow bots to submit channel messages
- Allow connectors to submit channel messages

▼ **Member permissions**

Change member permissions

Allow members to create, update, and remove tabs

Give members the option to delete their messages

Give members the option to edit their messages

▼ **@mentions**

Choose if @channel mention is allowed

Give members the option to @channel or @[channel name]. This will notify everyone who's shown the mentioned channel in their channel lists.

▼ **Fun stuff**

Allow emoji, memes, GIFs, or stickers

Giphy

Enable Giphy for this channel

Filter out inappropriate content using one of the setting below:

Moderate ⓘ

Stickers and memes

Enable stickers and memes

Custom Memes

Allow memes to be uploaded

New teams policy

Name

Private Channel Restriction

Description

This policy doesn't include private channel creation.

Create private channels ⓘ

Off

Email integration

Email integration lets people send an email to a Teams channel, and have the contents of the email displayed in the conversations for all team members to view.

Allow users to send emails to a channel email address On

Accept channel email from these SMTP domains

Press the space bar after you enter a domain.

Add cloud storage



Select your cloud storage provider to add a folder to this channel. Everyone with permissions to the original folder will be able to access it in Teams.



SharePoint

Empower individuals, teams and organizations to intelligently discover, share, and collaborate on content from anywhere and on any device.



Dropbox

Dropbox simplifies the way teams work together with secure, easy-to-use collaboration tools and the fastest, most-reliable file sync platform.



Box

Box is a secure content management and collaboration platform helping teams and organizations easily share, manage, and collaborate on their most important information.



Egnyte

Securely access, edit, and share content stored on-premises or in the cloud, anywhere, anytime, from any device.



ShareFile

Citrix ShareFile helps people exchange files easily, securely and professionally.



Google Drive

Get access to files anywhere through secure cloud storage and file backup for your photos, videos, files and more with Google Drive.

Files

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

Citrix files On

DropBox On

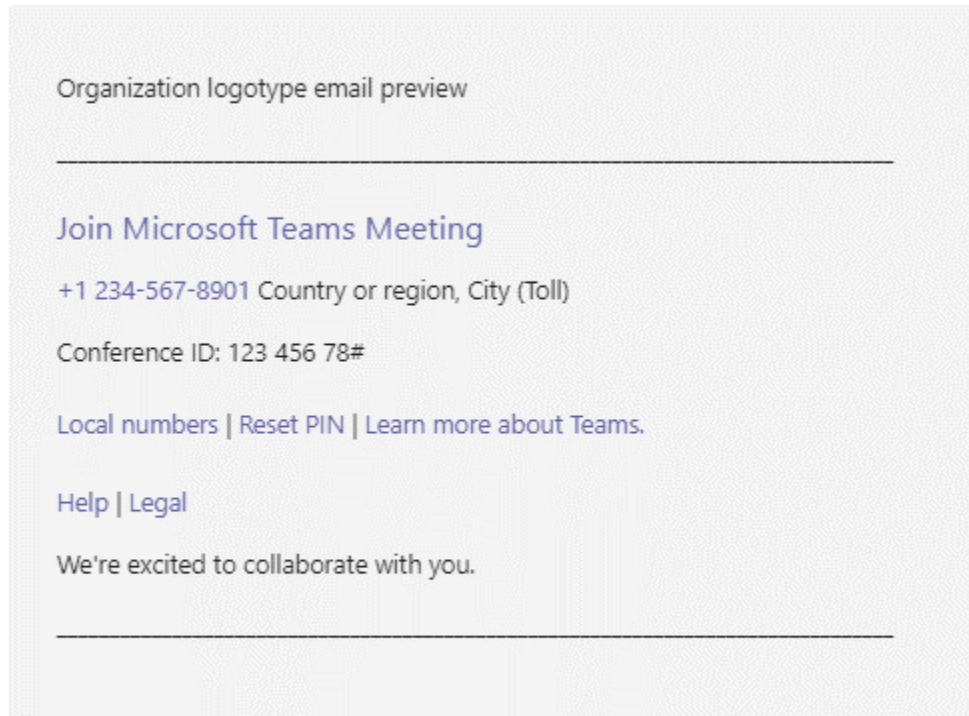
Box On

Google Drive On

Egnyte On

Chapter 9: Managing Meetings and Live Events in Microsoft Teams

Email invite preview



Note: The preview shown here is for representation purpose only. The actual invitation may vary based on the version of Teams client and Teams plugin for Outlook being used by the users.

Microsoft Teams admin center

Meeting policies

Meeting policies are used to control what features are available to users when they use the Global (Org-wide default) policy and customize it or create one or more custom policies in your organization. [Learn more](#)

Meeting policies summary

6	0
Default policies	Custom policies

Manage policies

Group policy assignment

+ Add group Remove 0 item

Rank ↑	Group name ⓘ
--------	--------------

Assign policy to group

Select a group

BA Book Authors ×

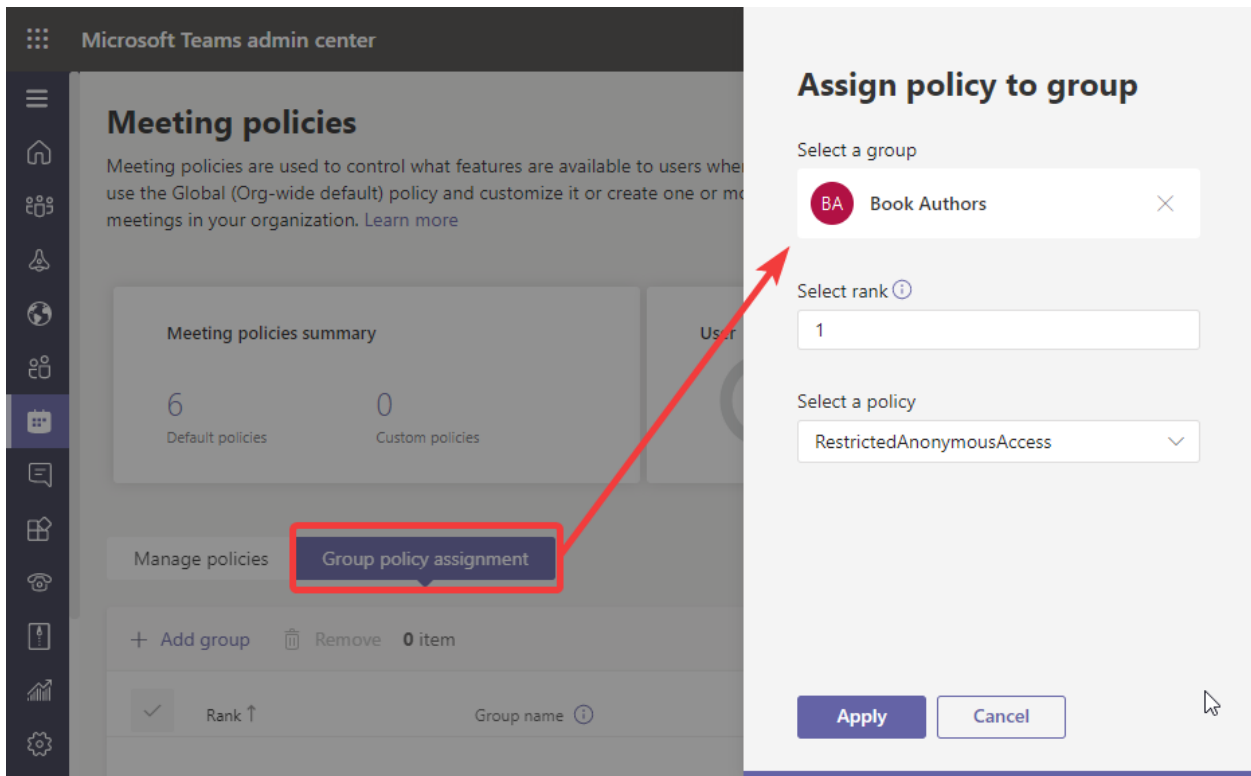
Select rank ⓘ

1

Select a policy

RestrictedAnonymousAccess ▾

Apply Cancel



Conference Bridge


Toll-Free Conference Bridge

Location and quantity

Country or region


United States



Number type 

Dedicated conference bridge (Toll)




Location 



Nate LLC


LLC or Incorporated USA LLC..



Area code 

816



Quantity 

1

100

REMAINING

99.0%

Assign/unassign

+1 816 482-XXXX

Number status

Unassigned

Number type

Service

Assigned to

Which service do you want to assign this phone number to?

Conference bridge



[Join Microsoft Teams Meeting](#)

+1 816-482-XXXX United States, Kansas City (Toll)

Conference ID: 200 284 945#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

NateChamberlain.com

Bridge settings

Meeting entry and exit notifications



On

Entry/exit announcement type

 A dropdown menu with a white background and a grey border. The text "Names or phone numbers" is displayed in the center, and a small downward-pointing chevron icon is on the right side.

Ask callers to record their name before joining a meeting



On

PIN length

 A dropdown menu with a white background and a grey border. The number "5" is displayed in the center, and a small downward-pointing chevron icon is on the right side.

Automatically send emails to users if their dial-in settings change



On

Chapter 10: Managing Phone Numbers in Microsoft Teams

SBC settings

When you are adding this SBC, you can turn on or off the SBC and change settings that are specific to the SBC.

Enabled	<input type="checkbox"/> Off
SIP signaling port	<input type="text" value="5067"/>
Send SIP options ⓘ	<input checked="" type="checkbox"/> On
Forward call history	<input type="checkbox"/> Off
Forward P-Asserted-Identity (PAI) header ⓘ	<input type="checkbox"/> Off
Concurrent call capacity	<input type="text" value="24"/>
Failover response codes	<input type="text" value="408, 503, 504"/>
Failover time (seconds) ⓘ	<input type="text" value="10"/>
Preferred country or region for media traffic	<input type="text" value="Auto"/>
SBC supports PIDF/LO for emergency calls	<input type="checkbox"/> Off
Ring phone while trying to find the user	<input checked="" type="checkbox"/> On

Location based routing and media optimization

Location based routing makes it possible to restrict the routing of calls between VoIP endpoints and PSTN endpoints based on the location of the people in the call.

Enable location based routing ⓘ	<input type="checkbox"/> Off
Gateway site ID	<input type="text" value="None"/>
Bypass mode ⓘ	<input type="text" value="None"/>

PSTN usage records

Voice routes are linked to voice policies using PSTN usage records. You can manage the list of existing PSTN usage records or add new ones.

[Learn more](#)

3 items

+ Add

Mexico



United States



Canada



Apply

Cancel



Order #1



This is our first order of user numbers.

Location and quantity

Country or region

Number type ⓘ

Location ⓘ

 **Nate LLC** 

Area code ⓘ

Quantity ⓘ

100
REMAINING

90.0%

Boston Office

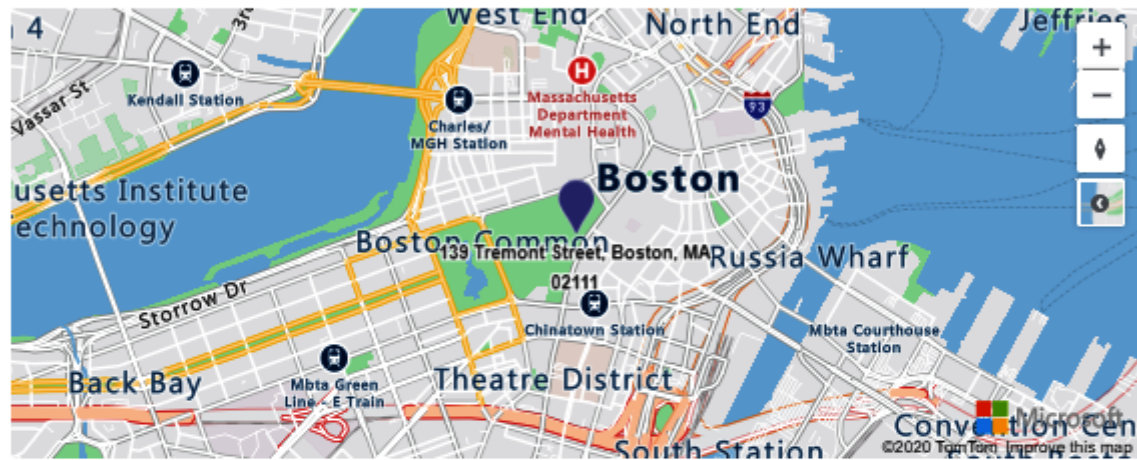
This is the emergency address for associates working in our Boston office.

Country or region

United States

Address

139 Tremont Street, Boston, MA 02111



Edit the address manually

Off

Street number

139

Street name

Tremont Street

City

Boston

State

Massachusetts

Zip code

02111

Emergency Location Identification Number (ELIN) ⓘ

Latitude

42.35544

Longitude

-71.06383

Emergency calling disclaimer

[View disclaimer](#)

I acknowledge and agree that I have read this information and understand the limitations of emergency calling with this service.

Assign/unassign

+1 781 [redacted]

Number status

Unassigned

Number type

Users

Assigned to

Select a person that you want to assign this phone number to

Nate Chamberlain✕


Emergency location

Select a location within the country or region where emergency services must arrive when a call comes from this phone number.

Add an emergency location if you want to create a one.

Search by city ▾

boston ✕

 **Boston Office**
139 Tremont Street, Boston MA 02111, US

- ↳ Building B
- ↳ Building A



■ Good ■ Poor ■ Unknown

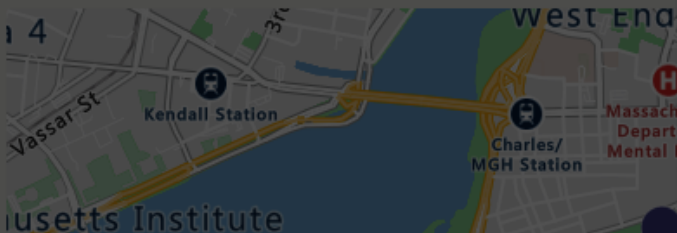
Account Voice Call history Policies Sky

General information

Assigned phone number
+1 781 [REDACTED]

Phone number type
Online

Emergency address
139 Tremont Street, Boston MA 02111



Massachusetts Institute of Technology

Assign phone number

Phone number type

Online

Assigned phone number

+1 781 [REDACTED]

None

+1 781 [REDACTED]

+1 781 [REDACTED]

+1 781 [REDACTED]

+1 781 [REDACTED]

+1 781 [REDACTED]

+1 781 [REDACTED]

+1 781 [REDACTED]

+1 781 [REDACTED]

+1 781 [REDACTED]

+1 781 [REDACTED]

Filter

Match all of these conditions

Match any one of these conditions

Status



=




Unassigned



Settings

 General

 Privacy

 Notifications

 Devices


 Permissions


 Calls

Call answering rules


Choose how you want to handle incoming calls.

Calls ring me Forward my calls

Also ring No one else 


If unanswered Voicemail 

Ring for this many seconds before redirecting

20 seconds (default) 



Voicemail

Voicemails will show in the calling app with audio playback and transcript.

[Configure voicemail](#) 

Ringtones

Choose a ringtone for incoming calls

Calls for you Default  



Fill in the details for your dial plan and numbers that people dial will be trans

Dial plan details

External dialing prefix ⓘ

9

Optimized device dialing ⓘ

On

Normalization rules

Normalization rules define how phone rules must be assigned to the dial pla

You don't have any normalization r

Add

Save

Cancel

Add new rule

Basic Advanced

If condition

Select from a template

The number dialed matches this regular expression ⓘ

`^\d{4}$`

Then do this

Translate the number based on this regular expression

`+1816843$1`

Test this rule

Enter a phone number to test.

1234

Test

+18168431234

The translated number is an E.164 phone number.

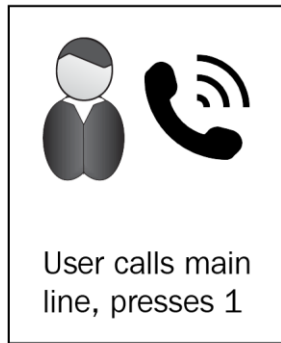
Save

Cancel

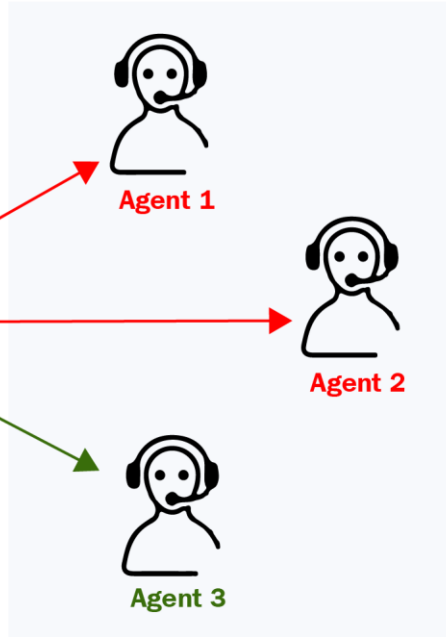
Chapter 11: Managing Phone System in Microsoft Teams

Auto Attendant (main line)

Press 1 for Service Desk
Press 2 for Accounting
Press 3 for Administration



Call Queue (Service Desk, or option 1)



Routing method

- Attendant routing ⓘ
- Serial routing ⓘ
- Round robin ⓘ
- Longest idle ⓘ

Presence-based routing ⓘ

Off

Note - Agents who use the Skype for Business client will not receive calls when Longest idle or Presence-based routing is enabled.

General info

Call flow

Advanced settings (optional)

NateChamberlain.com Main Operator

Operator (optional)

This lets you set up a person in your organization to answer calls when a caller wants to talk to another person. You can also link this auto attendant to another auto attendant or call queue.

Time zone

Setting the time zone will let calls be answered during the correct business and non-business hours.

Language

This lets you set the language that will be used. The language set here will tell the system what language to use when reading prompts, greetings, and dial keys.

Enable voice inputs

 On

Then route the call

- Disconnect
- Redirect call ⓘ
- Play menu options


Set up the greeting and menu options.

- Play an audio file
- Type in a greeting message ⓘ

For sales, press or say 1. For service, press or say 2. To leave a message for Nate, press or say 3. For the help desk, press or say 4. For the operator, press 5 or say Operator

Set menu options ⓘ

+ Assign a dial key Delete

Dial key	Voice command	Redirect to	Destination
1	one	External phon...	1234567890
2	two	Person in orga...	 Nate Chamberlain NATE@NATECHAMBERLAIN.COM
3	three	Operator	Search by voicemail
4	four	Person in organization	Search by resource account
5	Operator	Voice app	An operator doesn't exist. Set up

This auto attendant hasn't been set up with an operator

Directory search

- None
- Dial by name
- Dial by extension

- Operator**
- Person in organization**
- Voice app**
Search for a resource account for an auto attendant or call queue.
- Voicemail**
Search for an Office 365 group
- External phone number**
Enter the external phone number

Microsoft Teams admin center

Users

You can manage audio conferencing and other features for people in your organization. To learn more, go to [Admin center > Users](#) to manage or assign licenses, or to [Admin center > Users](#) to manage or changing passwords or assigning licenses.

Edit settings

- ✓ Display name ↑
- ✓ Bertha Lestrangle
- ✓ Conference Room A
- ✓ [blurred]
- ✓ [blurred]
- ✓ Heather Granger
- ✓ Herbert Potter
- ✓ Hermione Smith
- ✓ [blurred]
- ✓ [blurred]

Edit settings

You can assign policies to one or more people in your organization. At most, you can select 10 policies at one time. [Learn more](#)

Policies ^

- Meeting policy: Kiosk
- Messaging policy: Keep existing policy
- Live events policy: Demo Live Event Policy
- App permission policy: Keep existing policy
- App setup policy: Keep existing policy
- Call park policy: Keep existing policy
- Calling policy: Test Custom
- Caller ID policy: [empty]

Apply Cancel

Anonymous Caller ID with Override Option

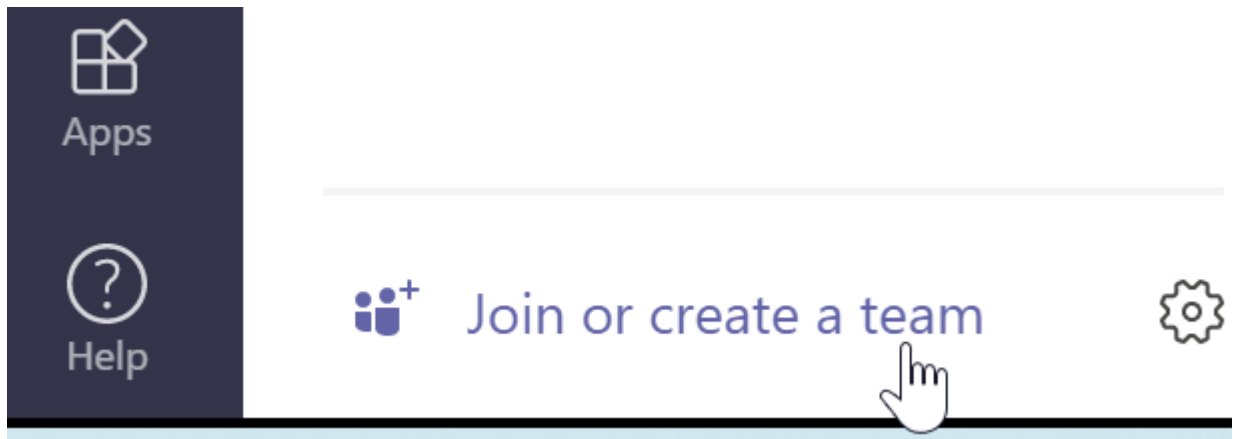
This Caller ID policy allows users to override the default of showing their Caller ID to external callers as anonymous.

Block incoming caller ID	<input type="checkbox"/> Off
Override the caller ID policy	<input checked="" type="checkbox"/> On
Replace the caller ID with	<input type="text" value="Anonymous"/>
Replace the caller ID with this service number	<input type="text" value="Choose a service number"/>

Save


Cancel

Chapter 12: Creating and Managing Teams




Create a team




 **From scratch**

We'll help you create a basic team.


 **From a group or team**

Create your team from an Microsoft 365 group that you own or from an another...


Select from a template


 **Adopt Office 365**
General

Create a Champion community to drive adoption.

 **Manage a Project**
General

Coordinate your project.

 **Manage an Event**
General

 **Onboard Employees**
General

[What's a team?](#)

Add a new team

A team is a group of people inside your organization that can be based on project, initiative, or common interest.

Name

New Team from Admin Center

Description

This team is a demo created from the Microsoft Teams admin center.

Team owners

Search by display or username



Bertha Lestrangle
(BERTHA)



Privacy ⓘ

Private




Microsoft Teams


Communicate with your colleagues in real time by creating a Team for your Microsoft 365 Group. ⓘ

[Create a Team](#)

Create a new team from something you already own



 **Team**

 **Microsoft 365 group**



Edit "Nate LLC" team

Collaborate closely with a group of people inside your organization based on project, initiative, or common interest. [Watch a quick overview](#)

Team name

Nate LLC

Description

Check here for organization announcements and important info.

Privacy

Org-wide - Everyone in your organization will be automatically added



Private - Only team owners can add members

Public - Anyone in your organization can join



Org-wide - Everyone in your organization will be automatically added

```
PS C:\WINDOWS\system32> $team = Get-Team -DisplayName "Nate LLC"
PS C:\WINDOWS\system32> Set-Team -GroupID $team.GroupID -Visibility Private -ShowInTeamsSearchAndSuggestions $false
```

GroupId	DisplayName	Visibility	Archived	MailNickName	Description
2ba0487c-ff28-4370-bbd5-119342e1ab25	Nate LLC	Private	False	NateLLC	Check here for ...

What kind of team will this be?



Private

People need permission to join



Public

Anyone in your org can join

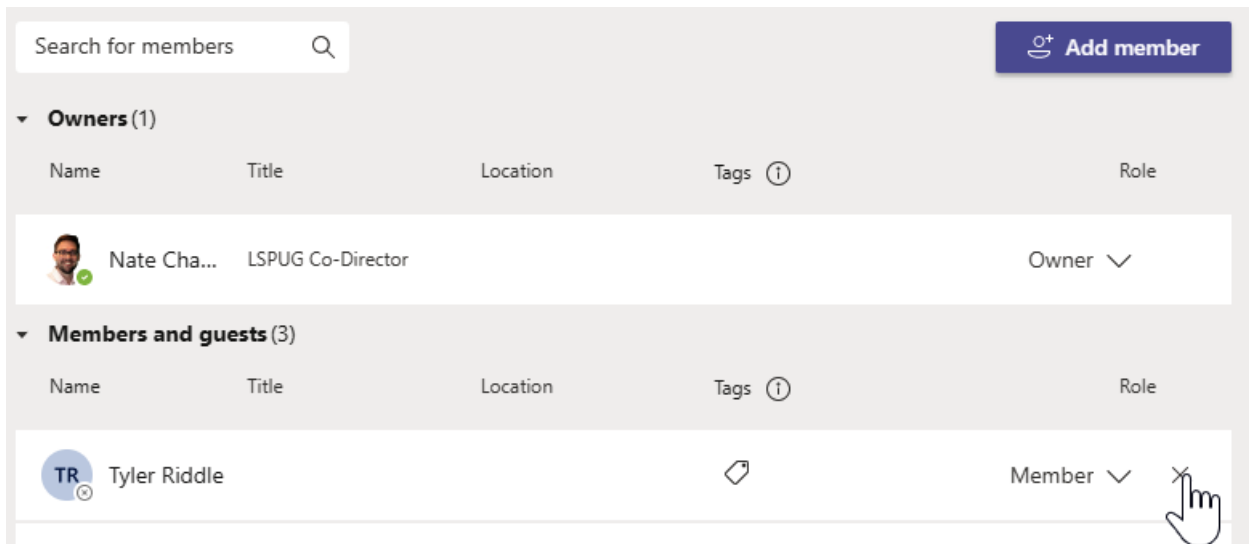
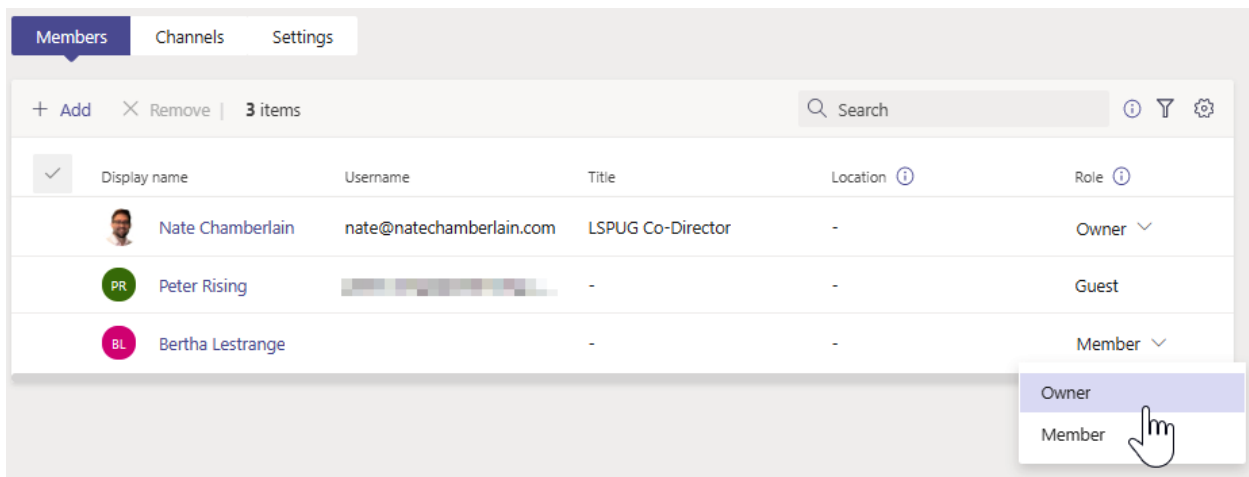
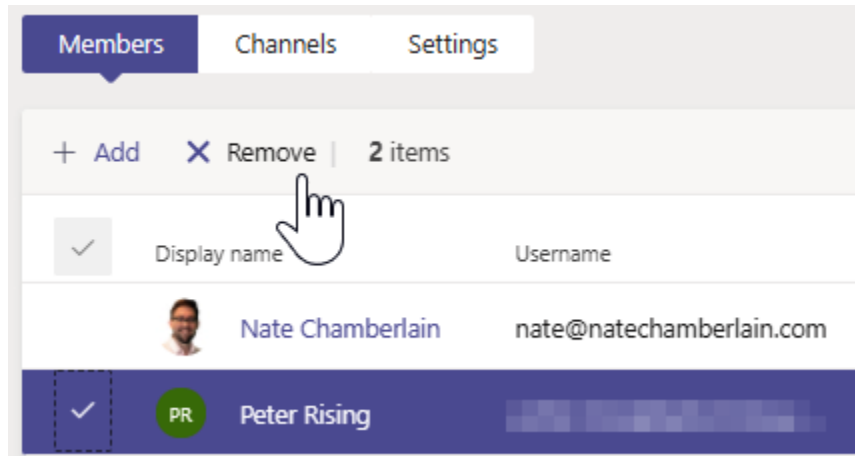





Org-wide

Everyone in your organization automatically joins




Chapter 13: Managing Team Membership Settings



 Save  Discard |  Got feedback?

Configure Rules Validate Rules (Preview)

You can use the rule builder or rule syntax text box to create or edit a dynamic membership rule. ^① [Learn more](#)




And/Or	Property	Operator	Value	
	department	Equals	Human Resources	

[+ Add expression](#) [+ Get custom extension properties](#) ^①

Rule syntax



 [Edit](#)

```
(user.department -eq "Human Resources")
```

 Save  Discard |  Got feedback?

Configure Rules Validate Rules (Preview)

You can use the rule builder or rule syntax text box to create or edit a dynamic membership rule. ^① [Learn more](#)

And/Or	Property	Operator	Value	
	jobTitle	Contains	Director	
Or	jobTitle	Contains	Manager	

[+ Add expression](#) [+ Get custom extension properties](#) ^①

Rule syntax

 [Edit](#)

```
(user.jobTitle -contains "Director") or (user.jobTitle -contains "Manager")
```


Add members to Nate LLC

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

management Add

- Project **Management** Demo
Project **Management** Demo
- Management**
Dynamic security group for **management** members.

Save Discard

After changing the group type, the existing membership may change based on the dynamic membership rule you provide. Click Yes to continue and provide the new membership rule for this group.

Yes

No

UPGRADE
DISTRIBUTION LISTS

You have some distribution lists that are eligible for upgrade.

Get started

Access reviews

- Overview
 - Access reviews
 - Programs
 - Onboard
-

Notifications



[More events in the activity log](#) →

[Dismiss all](#) ▾



Onboard



Successfully onboarded access reviews in Nate LLC

a few seconds ago



Identity Governance | Access reviews



Getting started



Entitlement management



Access packages



Catalogs



Connected organizations



Reports



Settings



Access reviews



Overview



Access reviews

1



+ New access review

2



Type ⓘ

Filter by access review type



Search by name or owner

NAME

No access review to display

Create an access review

Review name * ✓

Description ⓘ ✓

Start date * 📅

Frequency ▾

Duration (in days) ⓘ 25

End ⓘ Never End by Occurrences

Number of times

End date 📅

Users

Users to review ▾

Scope Guest users only Everyone


Group *
[Human Resources](#)

Reviewers

Reviewers ^

Programs

Link to program

Default Program 

^ Upon completion settings

Auto apply results to resource ⓘ

Enable Disable

If reviewers don't respond ⓘ

- Remove access ^
- No change
- Remove access
- Approve access
- Take recommendations

(Preview) Action to apply on denied users ⓘ

^ Advanced settings

Show recommendations ⓘ

Enable

Require reason on approval ⓘ

Enable Disable

Mail notifications ⓘ

Enable Disable

Reminders ⓘ

Enable Disable

(Preview) Additional content for reviewer email ⓘ



Microsoft Azure <azure-noreply@microsoft.com>

Sun 11/22/2020 4:32 PM

To: Nate Chamberlain



Please review HR Team Membership Review in Nate LLC:

Please review by December 22, 2020 to confirm your continued need for access.

[Learn more about reviewing your access.](#)

[Review access >](#)

← Access reviews

HR Team Membership Review

Please review user members of 'Human Resources' [See details](#)

Do you still need access to the group 'Human Resources'?

Yes

No

Reason *

I'm still a member of this department.

Submit

Cancel

← Access reviews

Creative Teams' Owner Review

Please review user members of 'MS-700 Exam Guide' [See details](#)

<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Deny	<input type="checkbox"/> ? Don't know	<input type="checkbox"/> ↻ Reset decisions	<input type="checkbox"/> ☰ Accept recommendations	<input type="checkbox"/> Filter
Name ↑	Recommendation	Decision	Reviewed by		
<input type="radio"/> Bertha Lestrage bertha@natechamberlain.com	Approve Last signed in less than 30 days a			Details	
<input checked="" type="radio"/> Nate Chamberlain nate@natechamberlain.com	Approve Last signed in less than 30 days a			Details	
<input checked="" type="radio"/> Peter Rising [REDACTED]	Approve Last signed in less than 30 days a			Details	
<input type="radio"/> Tyler Riddle tyler@natechamberlain.com	Deny Last signed in more than 30 days			Details	

Chapter 14: Creating App Policies within Microsoft Teams

Custom App Permission Policy

This permission policy blocks custom apps, allows some third-party apps, and allows all Microsoft apps.

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 specific apps and block all others

+ Add apps ✕ Remove | 2 items

Allowed apps	App ID	Publisher
 Adobe Sign	0f56a9d1-f502-40f9-a9e8-816d7adbb68b	Adobe Systems Inc.
 ADP Virtual Assistant	2405e655-76fa-4104-b4b8-e4fb525d0f1a	ADP

Custom apps

Choose which custom apps can be installed by your users.

⊘ Block all apps

Shifts in left nav

This policy adds Shifts to the left-hand nav for assigned users.

Upload custom apps  Off

Allow user pinning On

Installed apps

Choose which apps you want installed for your users. They can still install other apps that they want by setting up those apps in permission policies.





Add apps that you want to install.

[Add apps](#)

Pinned apps

Choose the order that apps are pinned in the Teams app navigation bar.

[+ Add apps](#) [↑ Move up](#) [↓ Move down](#) [✕ Remove](#) | 7 items







✓	Name	App ID	Publisher
	 Activity	14d6962d-6eeb-4f48-8890-de55454bb136	Microsoft Corporation
	 Chat	86fcd49b-61a2-4701-b771-54728cd291fb	Microsoft Corporation
	 Teams	2a84919f-59d8-4441-a975-2a8c2643b741	Microsoft Corporation
✓	 Shifts	42f6c1da-a241-483a-a3cc-4f5be9185951	Microsoft Corporation

Microsoft apps

Choose which Teams apps published by Microsoft or its partners can be installed by your users.

Allow specific apps and block all others

+ Add apps ✕ Remove | 6 items

✓	Allowed apps	App ID	Publisher
	Forms	81fef3a6-72aa-4648-a763-de824aeafb7d	Microsoft Corporation
	Power Apps	a6b63365-31a4-4f43-92ec-710b71557af9	Microsoft Corporation
	Power Automate	c3a1996d-db0f-4857-a6ea-7aabf0266b00	Microsoft Corporation
	Power BI	1c4340de-2a85-40e5-8eb0-4f295368978b	Microsoft Corporation
	Power Virtual Agents	1850b8bb-76ac-411c-9637-08f7d1812d35	Microsoft Corporation
	Shifts	42f6c1da-a241-483a-a3cc-4f5be9185951	Microsoft Corporation

Third-party apps

Choose which Teams apps published by a third-party that can be installed by your users.

Block all apps

Custom apps

Choose which custom apps can be installed by your users.

Block all apps

Chapter 15: Mock Exam

Owners can delete sent messages	<input type="checkbox"/> Off
Delete sent messages	<input type="checkbox"/> Off
Edit sent messages	<input type="checkbox"/> Off
Read receipts	Turned off for everyone ▼
Chat ⓘ	<input checked="" type="checkbox"/> On
Use Giphys in conversations	<input type="checkbox"/> Off
Giphy content rating	Moderate ▼
Use Memes in conversations	<input type="checkbox"/> Off
Use Stickers in conversations	<input type="checkbox"/> Off
Allow URL previews	<input checked="" type="checkbox"/> On

Participants

- | | |
|--|--|
| Anonymous users can join a meeting | <input checked="" type="checkbox"/> On |
| Anonymous users can interact with apps in meetings | <input checked="" type="checkbox"/> On |

Chapter 16: Mock Exam Answers

No Images

Chapter 17: Assessments

No Images