European SharePoint Office 365 & Azure Conference





SharePoint vs Microsoft Teams vs Office 365 Groups: Which Should I Use When?

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About Your Speaker... Nikkia "Nikki" T. Carter



- Worldwide Modern Workplace Tech Strategy Lead based out of Redmond, WA, US
- ➢ IT experience since 2001

Applications & Intranet Developer 2001 – 2009 SharePoint Developer 2009 - 2019 Microsoft Strategist | Trainer 2012 – 2019 Microsoft 2019 - Present



CompTIA CTT, Microsoft Tech Certified, Tech Speaker, Published Author, Previous Office Apps MVP



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Questions? Ask Me!

Please use the chat window.

ATTENTION!





Disclaimer

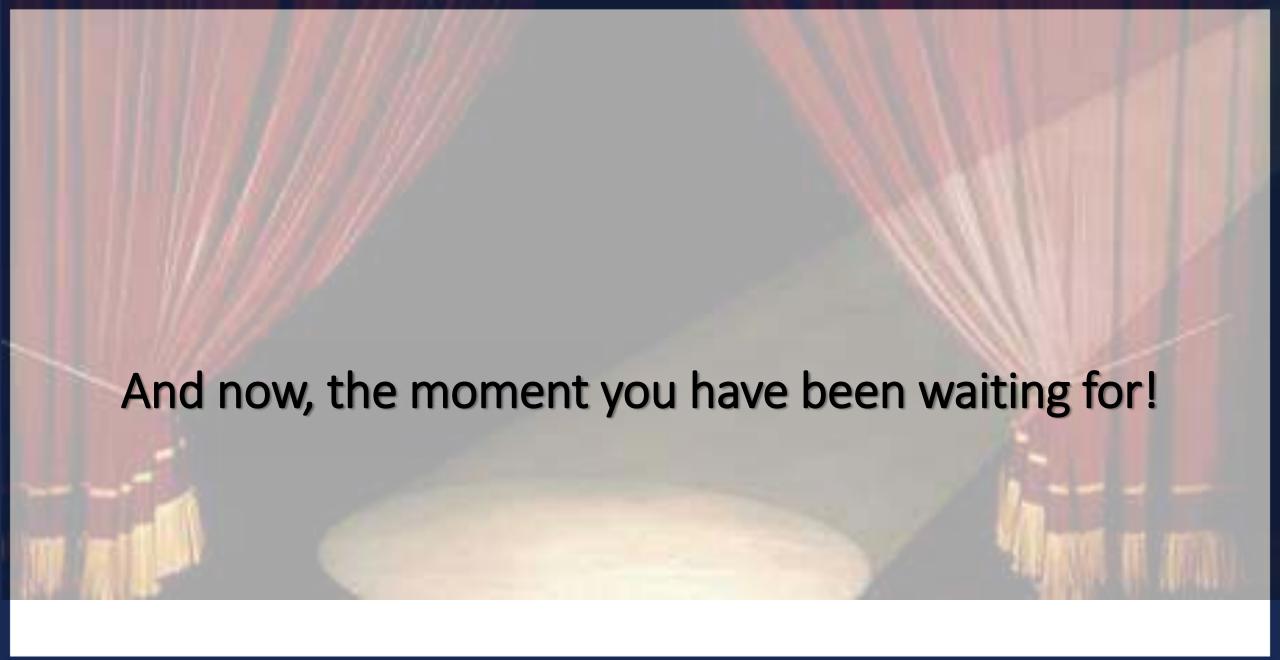
Microsoft cloud technology is constantly being updated.

As such, although we try to keep up to date slides, it is extremely difficult.

Please excuse any inconsistencies between our slides and the cloud.

Also, please excuse me if I fumble around if Microsoft added something or moved a button.







Covered Topics

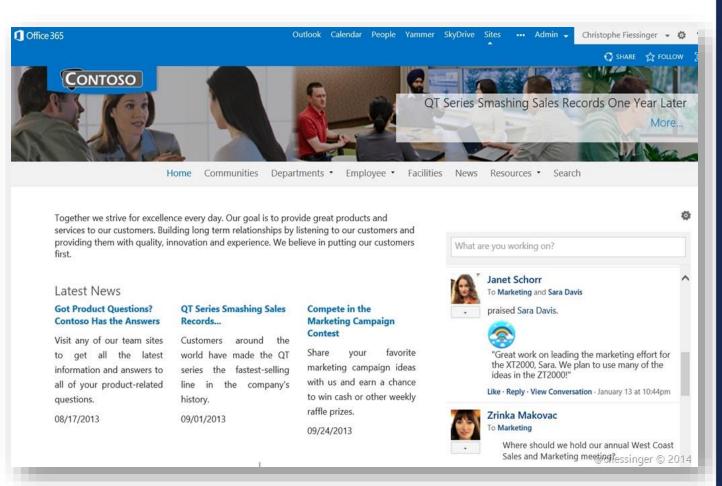
- What is SharePoint?
- What are Office 365 Groups?
- What are Microsoft Teams?
- When would I use each?
- How do I get to each?
- A Few Things You Should Know
- My Recommendation

What is...



....SharePoint

"SharePoint" is shorthand that some people use to refer to one or more Microsoft SharePoint products or technologies. You can use SharePoint to set up collaborative sites to share information with others, manage documents from start to finish, and publish reports to help everyone make better decisions.

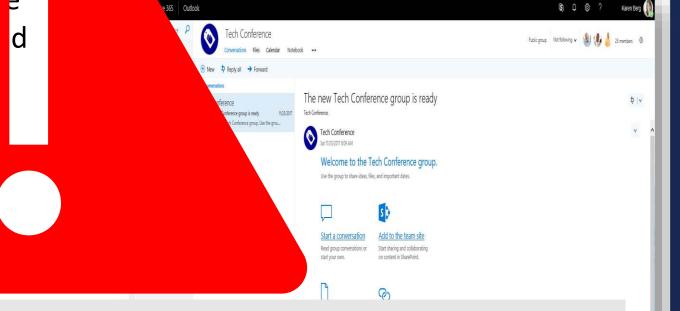




Office 365 Groups are based on technology, namely the distributinclude:

- Email distribution list
- Shared files
- Group calendar
- Planner
- OneNote

By default, any staff



Think of Groups as Infrastructure and not an Experience. Don't create new O365 Groups. Use Teams instead. Also, consider Teamifying your existing Groups.

CREATING YOUR GROUP

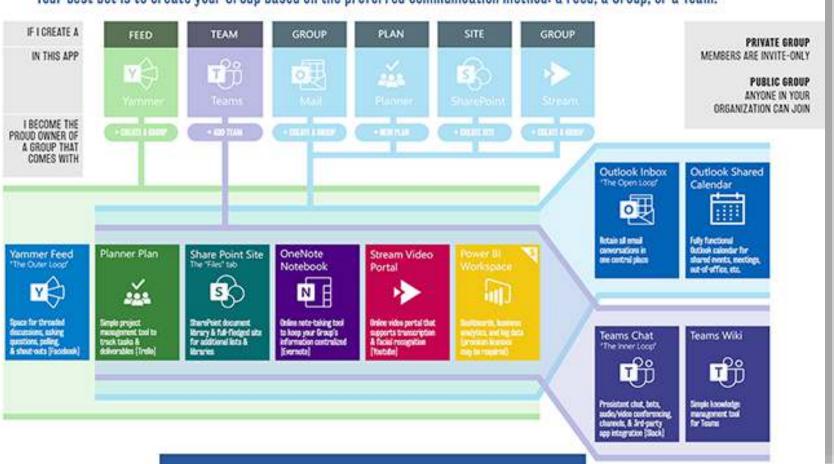
There are three types of Groups and they're based on how you want to communicate. Outlook Groups for email, Yammer Groups for social media feeds, and Teams Groups for chats. If you create a SharePoint site or Planner plan, you get an Outlook Group.

It's easier to refer to Yammer Groups as Feeds, Outlook Groups as Froups, and Teams Groups as Teams.

Before creating your Group, ask your colleagues how they want to communicate.

Your best bet is to create your Group based on the preferred communication method: a Feed, a Group, or a Team.

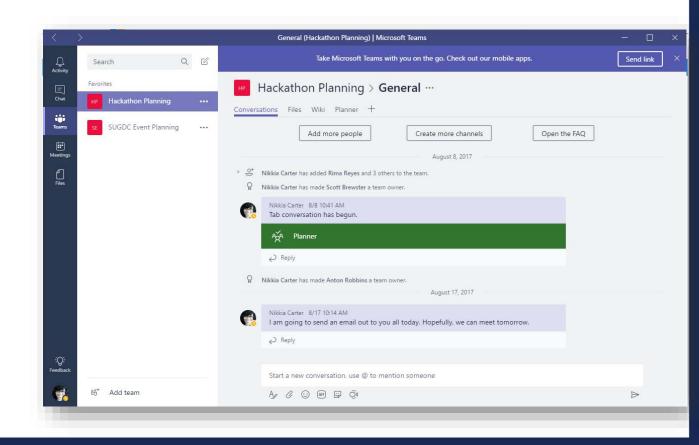




...Microsoft Teams

Microsoft Teams are based on Skype for Business technology and includes:

- Persistent chat and online meeting capability like Skype for Business
- Shared files
- You can add pieces available in O365 Groups such as:
 - Planner
 - OneNote



When Would I Use...





Microsoft Teams

Good for making quick sites for projects

Used to be only for internal teams but that has changed.

Capability to add external people as members is available now

BUT can't add External Contacts.

- Conversations and Files like Office 365 Groups has except Conversations is a persistent chat board and not a distribution email list
- Have the ability for adding other pre-fab widgets, connectors, and tabs for SharePoint, PowerApps, Planner, etc.

SharePoint

Makes all types of sites including those for projects

- Waaayyyyy more customizable
- You can make projects sites plus...
 - Intranet
 - Portals
 - Workflows
 - Dashboards
 - And more ...



Office 365 →

How Do I Get To...

Apps















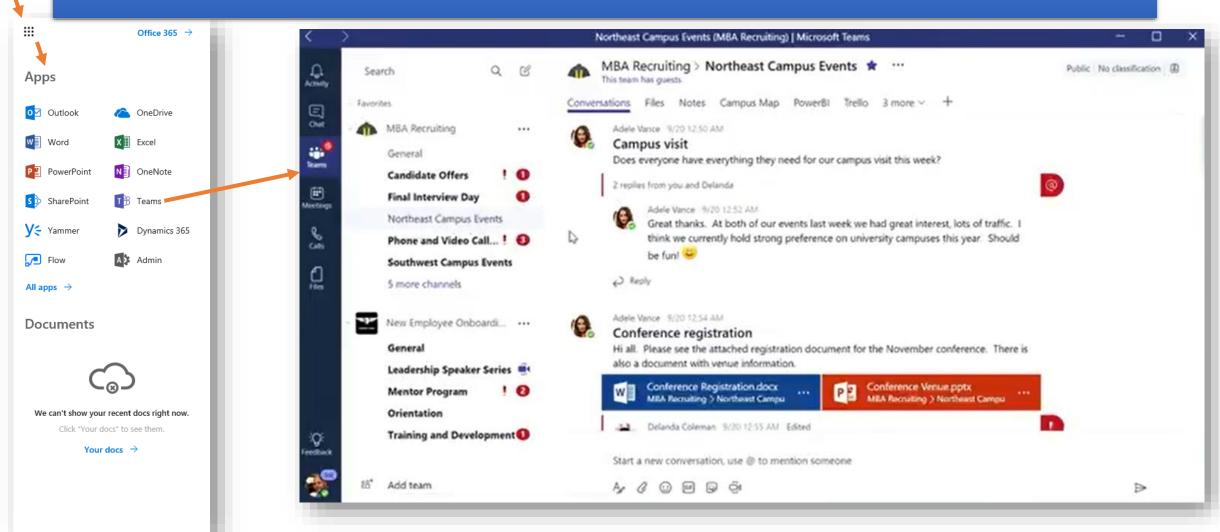




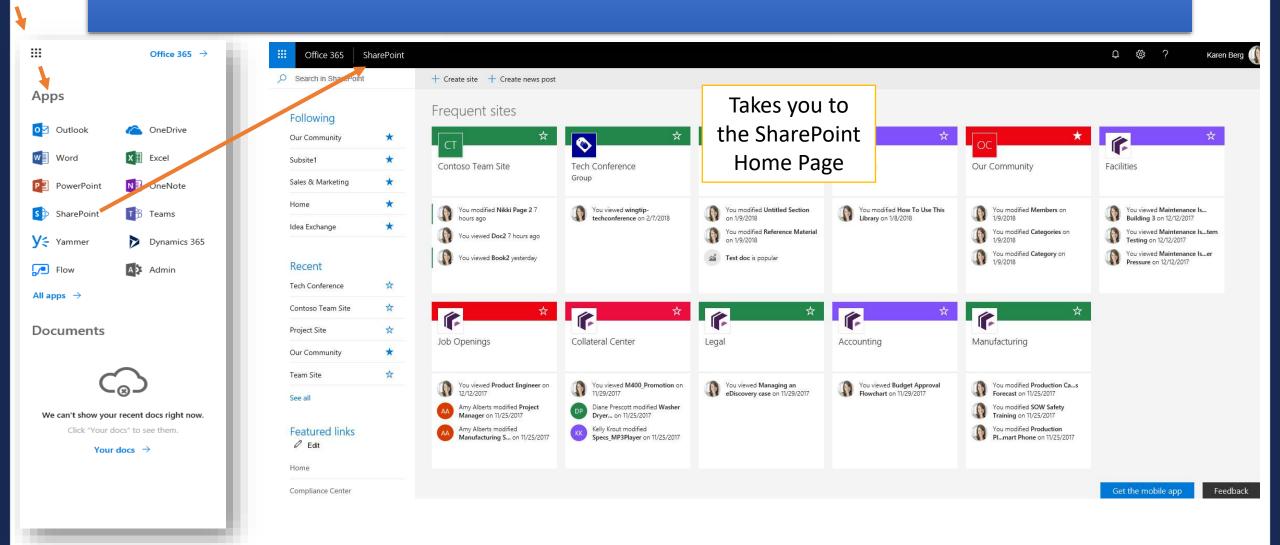


All apps \rightarrow

...Microsoft Teams



...SharePoint





A Few Things You Should Know...



A Few Things You Should Know...

- When you create ...
 - An Office 365 Group, a corresponding SharePoint site collection is created
 - A Microsoft Teams, a corresponding Office 365 Group and SharePoint site collection is created. The Office 365 Group created by the Team may not show up in the Groups section in your Outlook. A workaround is to go to the Team, click on the ... next to the **Channel**, choose *Open in SharePoint* then click on Conversations on the left navigation (a lot, I know).
- You can see the distribution email list of an Office 365 Group or of a Teams in the Office 365 Admin Center under Groups. Must be a Global Admin in order to get to the Office 365 Admin Center.
- Channels in Teams creates a folder in the *Documents* library in the SharePoint site. **NOTE**: DO NOT <u>delete</u> the folders or <u>rename</u> them as it causes serious problems. Also, DO NOT delete or rename the *Documents* library.
- When you delete an Office 365 Group via the Office 365 or Exchange Admin Center, the corresponding site collection is deleted but the site collection may still be seen in the new SharePoint Admin Center.
- Files flow up and down between the connected between Teams AND the corresponding site collections or Office 365 Groups but not necessarily between Groups and Teams unless files are added to the folders generated by Teams Channels. Also, the chats in Teams and messages in Office 365 Groups do not flow between the message boards of Teams and Groups.
- Messages in Office 365 Groups is connected to an email distribution list (Exchange), as well as the Office 365 Group's message board, but the Chat in Microsoft Teams is a persistent chat board although email alerts can be sent out.
- Email notifications <u>you send</u> via the Office 365 Group or Microsoft Team will NOT be sent to you, even if you are *Following* the Group or Team, but you will be able to see the email via your **Sent** mail when sent via Office 365 Group Message board.



A Few Things You Should Know...

- Sharing files in Teams via the chat goes to the "sharee"'s (person being shared with) OneDrive for Business in the **Shared with Me** section. The "sharer" (person sharing the file) can share from their OneDrive for Business or from SharePoint. If the file is shared through **Files** in Teams or via a Teams channel chat then the file goes to the main *Document* library of the corresponding SharePoint site collection. **CAUTION**: Remember- DO NOT <u>rename or delete</u> this library from the site collection!
- PowerApps can be embedded or connected into Microsoft Teams (only mobile or canvas PowerApps though, no the SharePoint customized form).
- SharePoint Site Collections
 - Site collections generated by Teams or Groups are NOT the fully featured as a site collection created as a Classic Team Site from the SharePoint Admin Center (without an O365 Group). This also applies to Communication sites and the Team Site created using the Create Site button on SharePoint Home. NOTE: You can start with a Classic Team Site then Groupify it via Settings (Gear) -> Connect to a new Office 365 Group then Teamify the Office 365 Group.
 - You will only have the ability to create certain subsites and will not have access to creating all of the different types of subsites if the parent site is not a classic SharePoint site collection. The site collection with the most feature and functionality and gives you the ability to create subsites using all site templates is the Classic Team Site. NOTE: Using subsites is no longer best practice. Use site collections and hub them together.

> Teams

- > 5 external members can be added per internal member with no additional fee
- Can enforce multifactor on external members
- Up to 500,000 Teams per tenant, 250 Teams per user creation (except for the global admin)
- Up to 5 org wide Teams
- > 200 channels per Team (including deleted channels)
- When you create a private Team's channel, it creates a new site collection.



A Few Things You Should Know...

- Members
 - Limited to 5000 people in commercial (same for org wide teams) and 2500 people in GCC
 - > Office 365 Groups can be used across site collections as a security/permission group BUT you can't see the groups in SharePoint under People and Groups. They can be seen through the Office 365 or Exchange Admin Center. **NOTE**: You must be a Global Admin or an Exchange Admin to get to the respective Admin Centers.
- And yes, there is an app for that! (and by that, I mean an app for all: SharePoint, Microsoft Teams, and Office 365 Groups ©). **NOTE**: Microsoft discontinued the Office 365 Groups app.



My Recommendations

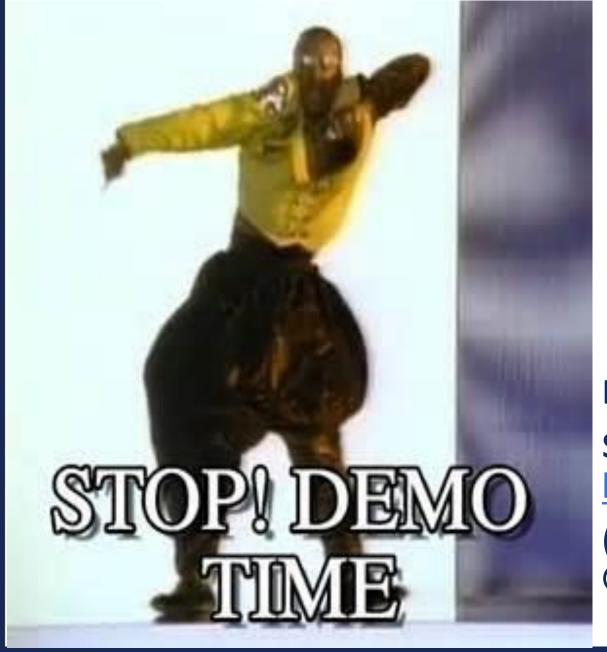


My Recommendations

(which is also Microsoft's Recommendation)

- 1. STOP making Office 365 Groups
- 2. Convert your existing Groups to Teams NOW!

Recommendations



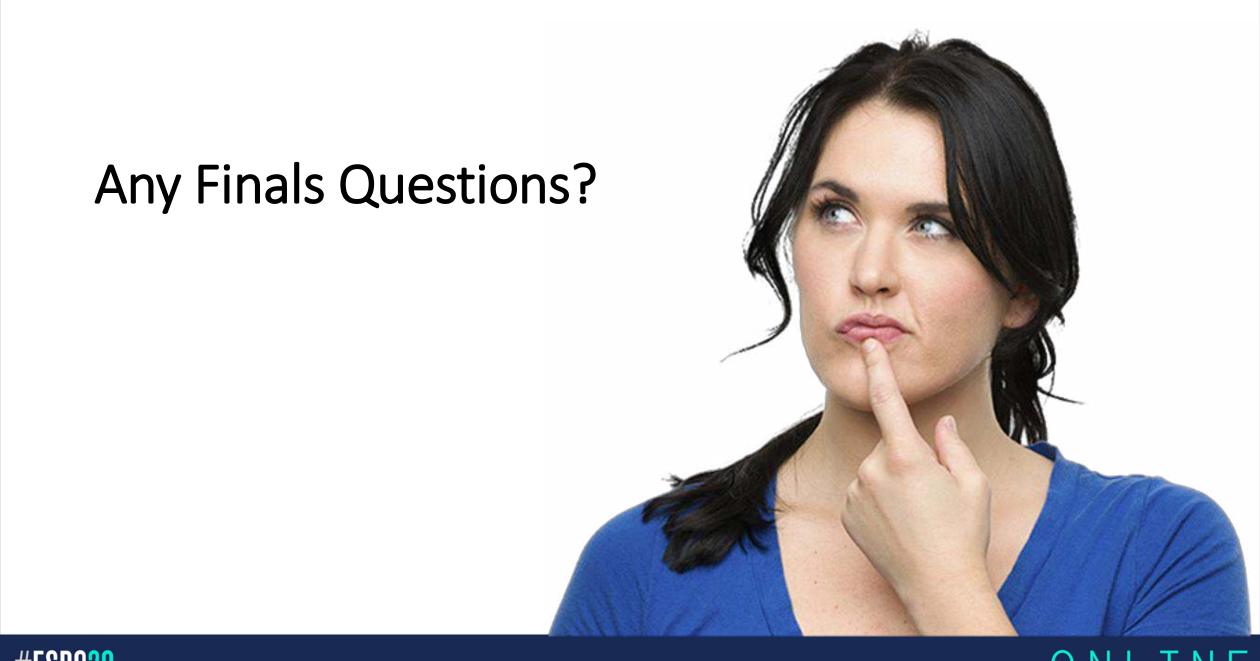
Need to See Anything in Action?

BONUS Recording:

SPTechCon Boston 2019:

https://youtu.be/vmT2q7uNTyk

(Please remember the cloud disclaimer ©)



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- Relevant NikTips from Collab365 Community
 - Office 365 Commercial vs GCC vs GCC High
 - The Modern Site Gotcha
- Check out the Office 365 Roadmap https://products.office.com/en-us/business/office-365-roadmap



Thanks for Attending!

