Office 365 Groups and Planner - the new collaboration way!

Serge Tremblay
Senior consultant at VICTRiX

stremblay@victrix.ca
http://tremblayse.wordpress.com

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Who is Serge Tremblay?

http://tremblayse.wordpress.com
http://sergepointfr.wordpress.com
Agenda

• Introduction to Collaboration
• Office 365 Groups
• Planner
• Roadmap
• Usefull resources
Introduction to collaboration
What is collaboration?

• **Collaboration** is working with others to do a task and to achieve shared goals

• In a collaborative working environnement (CWE), professionals work together regardless of their geographical location

• E-professionals use a collaborative working environment to provide and share information and exchange views in order to reach a common understanding
What collaboration will/should do?

- Collaboration can change:
  - People
  - Teams
  - Company

- Collaboration has to be an added value to the company

- It’s not always easy!
  - Culture change
  - Process changes

- Launching and supporting a community is a big task, every day!
Collaboration tool

- A **collaboration tool** helps people to **collaborate**.

- The purpose of a collaboration tool is to support a group of two or more individuals to accomplish a common goal or objective they have set themselves. [1]

- Collaboration tools can be either of non-technological nature such as **paper, flipchart, post-it notes** or **whiteboard**, [2] purely based on computer systems.
Collaboration tools from Microsoft
Important!

• In today’s world If you don’t give the users the tools they need, they will find one somewhere!
### Free and low-cost online collaboration tools

If you’re looking for a low-cost or free solution, consider the following cloud-based applications.

Revised July 2016

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Groups
Introduction to groups

• Introduced in 2015 in response customer/business need for:
  • Easy to use collaboration tool
  • Quick creation of collaboration workspace
  • Access from any device
  • Rapidly find a collaboration workspace for my business needs

• Groups are part of Office 365
Set of tools working with Groups

- Office
- Outlook
- SharePoint
- OneNote
- Skype for Business
- OneDrive
- Yammer
- Delve
- Calendar
- Planner
- ...
Groups makes it easy to:

• Communicate with group members with email or group conversations
• Manage group activities in a shared calendar
• Share, manage and collaborate on documents
• Share notes with OneNote
• Access external content with Connectors
• Manage members
• Manage tasks

• When Planner becomes available to everyone!
How do I get groups?

Requires one of these Office 365 subscriptions:

- E1-E5
- A1-A4
- G1-G4
- Business Essentials
- Business Premium
- Business, Small Business Premium at Midsize Business plans
- Kiosk

- To participate in Groups, users need both a OneDrive for Business license and an Exchange Online license.
How to create groups?

• UI
  • Outlook 2016
  • Outlook web
  • Office 365 Administration center
  • Office 365 mobile Administration center (IOS, Android, Windows)

• Azure AD administration tool

• PowerShell

• Rest API
How to access to groups?

- Outlook 2016
- Outlook web
- Mobile apps
  - IOS
  - Android
  - Windows Phone
- PowerBI
- Planner
- Dynamics CRM
- Yammer (coming)
Group in Outlook 2016

Welcome to the SpsCambridge group.
Use the group to share ideas, files, and important dates.

- Start a conversation
  Read group conversations or start your own.

- View group files and activity
  View, share, and collaborate on content using SharePoint.

- Use the calendar
  Add events to the group calendar to work together more efficiently.

- Connect your apps
  Connect apps like Twitter and Trello to stay current with information and
Groups in Microsoft CRM

Group features
Group conversations

- Similar to a newsgroup/Forum
- Includes email sent to the groups
- Can use @mention to communicate with a colleague
- You can like a message
- You can forward or reply to all
Groups email

- During the group creation, an email address is assigned to the group.
  - It uses the name of the group as the alias (Need some governance)
- You can use this email to communicate with the group members
- Members that subscribe to the groups will receive a copy on the message in their Inbox
Group email with external users

Group administrator or Tenant administrator can allow external users to send email to the group email (it’s off by default)
Group calendar

- During group creation a shared group calendar is created
- Allows to manage group events/activities
- Synchronize the group meeting with your personal calendar 😊
- You can add rooms from your company to a group meeting
- Possible to add extra calendar
- Possible to print calendar
- Event location integrated with Bing
File storage in Groups

- During the group creation a hidden SharePoint site collection is created in your Office 365 tenant
  - Uses the /sites managed path
  - Uses the name of the group for the URL
    https://guspqc.sharepoint.com/sites/spscambridge/Shared%20Documents/Forms/AllItems.aspx

- Group file storage space is added to your Tenant storage
  - Know your limits, 1 TB + .5 GB per subscribed user + additional storage purchased.
• OneNote makes it easy to share and manage notes
• You can use OneNote Online or OneNote client
• Multiple people can take notes at the same time
Connector

- More than 50 connectors available
- Surfaces information from popular apps into groups
Group security

A group can be private or public

- Public groups are open to everyone
- Private groups are open to members only
  - The name of the group is visible to everyone
  - A group administrator must approve new members before they can access group content

Note: Everyone can send messages to a group (private or public)
Gouvernance

• By default everyone can create groups, but it is possible to:
  • disable group creation
  • manage who can create groups
  • Allow to send messages as the group

• It is also possible to:
  • Define prefixes to be added to group names
  • block specific terms to be used in group names

• You have to know PowerShell!

Beware: PowerBI et Planner don’t follow these rules at the moment.
Groups limitations

- Same limits as SharePoint Online site collections
  - Up to 25 Tb maximum storage per site collection (new)
  - 10 GB per file for drag and drop uploads.
    - All other upload methods have a 2 GB limit.
- Storage is limited to a maximum 50 Gb for posts, messages and calendar events
- Each user can be member of 1024 groups
  - But can subscribe to only 300 groups

Group size limitation

An Office 365 group can have multiple owners and include hundreds of members. But there are limits:

<table>
<thead>
<tr>
<th>Maximum</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owners per group</td>
<td>10</td>
</tr>
<tr>
<td>Groups a user can create</td>
<td>250</td>
</tr>
<tr>
<td>Number of members</td>
<td>More than 1,000</td>
</tr>
</tbody>
</table>

Users might notice delays when accessing the calendar and conversations in large groups

https://support.office.com/en-us/article/Learn-about-Office-365-groups-b565caa1-5c40-40ef-9915-60f0b2d97fa2
Hybrid groups

• It is possible to synchronize groups with Exchange distribution lists, you need:
  • Exchange 2013 CU9
  • Azure Active Directory Premium
  • Azure AD Connect

[Integrating your on-premises identities with Azure Active Directory](https://docs.microsoft.com/en-us/azure/ad/installation/)
Security

- There is no read only permission
- Every group member can add and edit
- Groups can be used as a security groups for SharePoint
Roadmap for Groups

- [http://roadmap.office.com](http://roadmap.office.com)

**Office 365 Roadmap**

The Office 365 Roadmap lists updates that are currently planned for applicable subscribers. Updates are at various stages from being in development to rolling-out to customers to being generally available for applicable customers world-wide.

[Office 365 Release Options](#)  [Service Updates FAQ](#)
Rolling out (11) Updates that are beginning to roll-out and are not yet available to all applicable customers

- Office 365 Groups: creation policy in Azure Active Directory
- Office 365 Groups: data classification & extensible policy
- Office 365 Groups: Exchange Admin Center (EAC) UI for migrating Distribution Lists (DLs) to Groups
- Office 365 Groups: scripts to migrate Distribution Lists (DLs) to Groups
- Office 365 Groups: search Groups files using Office Delve
- Office 365 Groups: usage guidelines
- Outlook on the web: People Improvements
- Plan creation restriction and Naming policy
New usage reports for Office 365 groups, Skype and email

New usage reports for SharePoint, OneDrive and Yammer

Office 365 Groups: deletion recovery

Office 365 Groups: expiring groups

Office 365 Groups: general usage reporting

Office 365 Groups: guest access support

Office 365 Groups: hidden membership support

Office 365 Groups: naming policy in Azure Active Directory

OneDrive for Business SharePoint Online Document Library Sync

Outlook on the web: Addition of “Distribution Groups” Option and Removal of “Other” link

Plan creation restriction and Naming policy

SharePoint - modern team sites plus Office 365 Groups integration

Yammer Group Administrator Onboarding

Yammer Integration with Office 365 Groups

Yammer New User Onboarding Experience
Planner
Organize teamwork with Office 365 Planner

Take the chaos out of teamwork and get more done! Planner makes it easy for your team to create new plans, organize and assign tasks, share files, chat about what you're working on, and get updates on progress.

Introduction to Planner

• New service in Office 365 that helps organize team work
• Tasks management and planning application
• Leverages Office 365 collaboration tools
Why Planner?

• Planner makes it easy for your team to:
  • Create new plans
  • Organize and assign tasks
  • Share files
  • Chat about what you’re working on
  • Get updates on progress
Using Planner

- To use planner you can go to http://tasks.office.com
- Use Office 365 App Launcher
- From groups in Outlook Online click on more
Planner Hub

• A planner Hub shows you all the available plans
• You can add plans as favorites to make it easier to find your plans
Demo planner Hub
My tasks

- My tasks aggregates the tasks assigned to you from the different plans.
What is a plan?

• A plan allows you to manage tasks
• If you are an early adopter a plan is automatically created when you create a group
• A plan includes
  • Buckets
  • Tasks
  • Views
  • Members
  • Possibility to send notifications about task assignment and task completion to the Plan’s conversation feed.
Create a plan

New Plan

Plan name

Like ‘Sales Pipeline’ or ‘Website Redesign’

Plan email address

Make this plan public

Yes

Plan description

Add information about your plan for other people to see. (Optional)

Create Plan  Cancel
Features of a plan

• When you create a plan, a group is automatically created

• You will access
  • Group conversation
  • Shared calendar
  • Group member
  • Shared files
  • Shared OneNote Notebook
  • Shared tasks
Manage tasks

- Add a task

Add task
Edit a task

Options

- Select
  - Bucket
  - Status
  - Start date
  - Due date

- Add
  - Labels
  - Description
  - Attachment
    - Add image and set as preview
  - Check list
  - Comments

- Assign a task

- View history
Set preview image for task

Book hotel

Assigned by Serge Tremblay on Sep 03

Description

Attachments 1

Attach  

see Link

Set as preview

hotel.png
Roadmap for Planner

- [http://roadmap.office.com](http://roadmap.office.com)

**Office 365 Roadmap**

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<table>
<thead>
<tr>
<th>Updates that are currently in development and testing</th>
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<tbody>
<tr>
<td>+ Assign a task to multiple individuals in Office 365 Planner</td>
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<td>+ Custom backgrounds in Office 365 Planner</td>
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<td>+ External (Guest) user access in Office 365 Planner</td>
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<td>+ General Availability of Office 365 Tasks API</td>
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<td>+ Integrating Office 365 Planner with Professional Learning Communities (PLC)</td>
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<td>+ Mobile experiences in Office 365 Planner</td>
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<td>+ Office 365 Groups: naming policy in Azure Active Directory</td>
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<tr>
<td>+ Office 365 Planner accessibility</td>
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<tr>
<td>+ Office 365 Planner Apps for iOS and Android</td>
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<tr>
<td>+ Templates in Office 365 Planner</td>
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<td>+ Timeline view in Office 365 Planner</td>
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</table>
Important

- Planner is not a project management tool!
- If you want a project management tool, you should use Project Online
Conclusion
Conclusion

• Groups are already available to Office 365 users
• Groups makes collaboration easier and faster
• Planner is rolling out and will make it easier to manage tasks
• If you like Yammer, it will eventually integrate with the groups and Planner
Ressources
Links

- https://tremblayse.wordpress.com/2016/09/25/groups-guest-access-for-external-user/
More links

- [http://roadmap.office.com](http://roadmap.office.com)
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