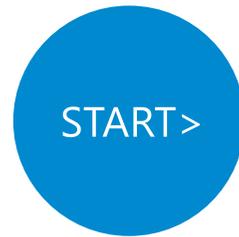


# How to get started with Teams

Guide for IT administrators in higher education institutions



# Get started with Teams in 3 simple steps

1

Identify where you are in your digital transformation journey

[Next >](#)

2

See what actions you need to take for the stage you're in

[Next >](#)

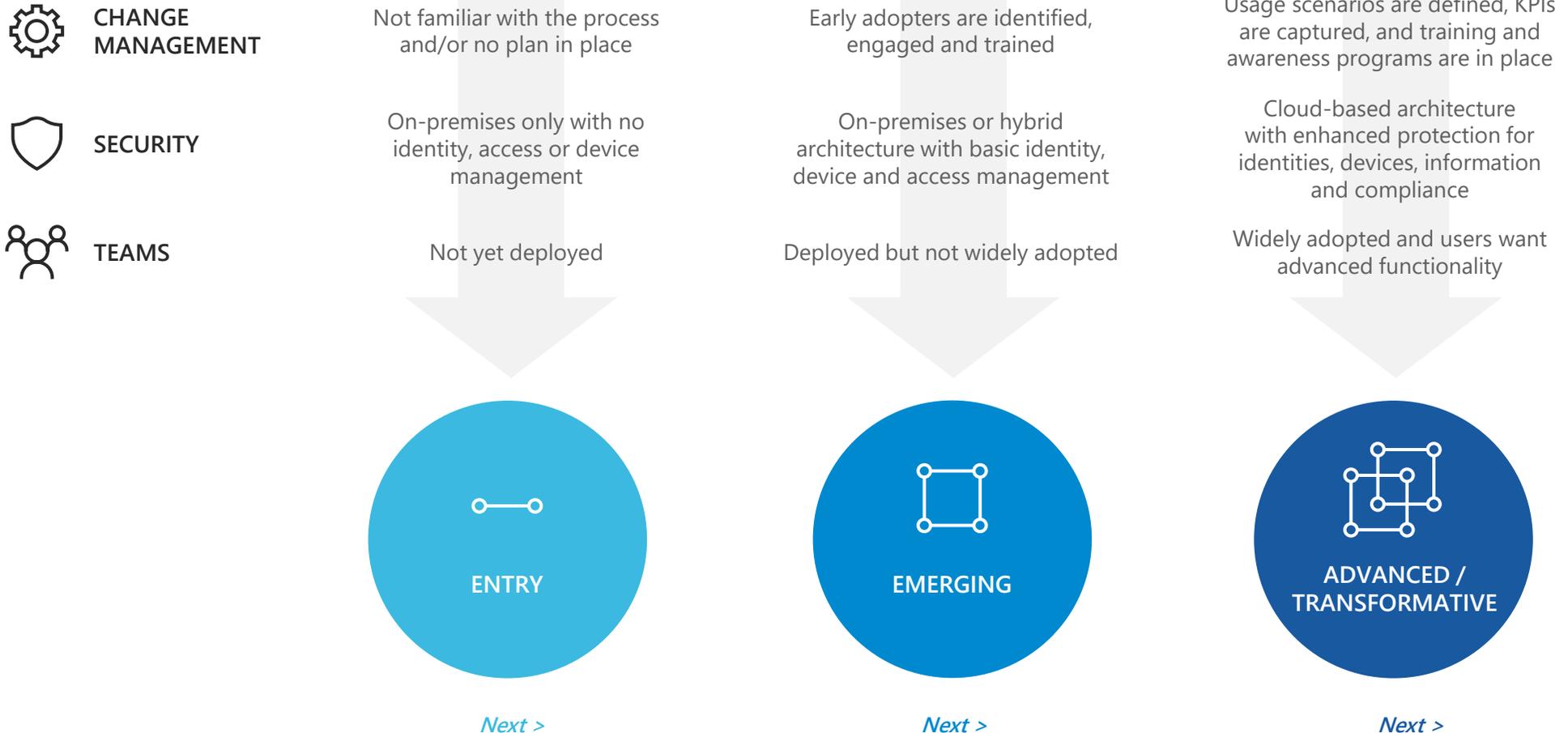
3

Learn how to get going with Teams

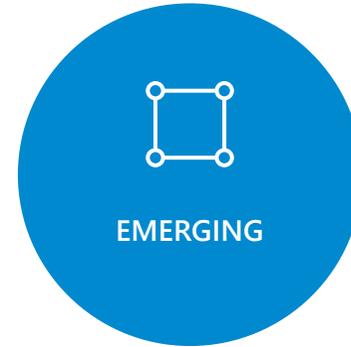
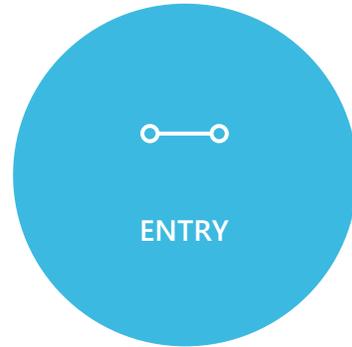
[Next >](#)

*Optional first steps for your leadership team:*  
Craft your vision using the [Education Transformation Framework \(ETF\)](#) and assess your current state using the [Customer Assessment Tool](#).

# Where are you in your digital transformation journey?



# Simple steps for the stage you're in



MANAGE CHANGE

1. Start planning

1. Gather feedback

1. Evaluate and scale



ENABLE SECURITY

2. Protect identities

2. Protect devices & information

2. Enable advanced security



USE TEAMS

3. Get going on Teams

3. Expand feature use

3. Add advanced functionality

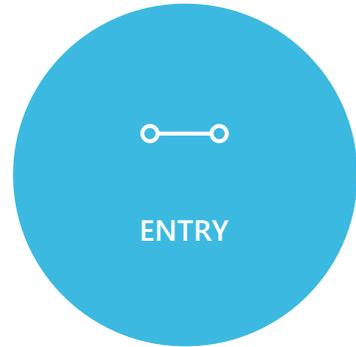
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# Your action steps



MANAGE CHANGE

**1. Start planning** | Set expectations and begin adoption planning



ENABLE SECURITY

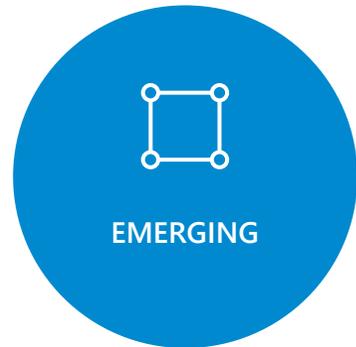
**2. Protect identities** | Protect against credential theft and password, email and URL hacking



USE TEAMS

**3. Get going on Teams** | Turn Teams on; set up chat, channels, and classes; and train faculty on the basics

# Your action steps



MANAGE CHANGE

**1. Gather feedback** | Identify champions and early adopters, share success stories and gather feedback



ENABLE SECURITY

**2. Protect devices and information** | Enable device protection and secure file sharing/collaboration



USE TEAMS

**3. Expand feature use** | Further educate key user groups on how to use Teams features and functions

# Your action steps



MANAGE CHANGE

**1. Evaluate and scale** | Use what you've learned to roll out Teams across your institution



ENABLE SECURITY

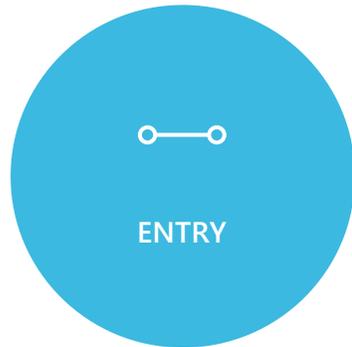
**2. Enable advanced security** | Get advanced protection for identities, devices, information and compliance



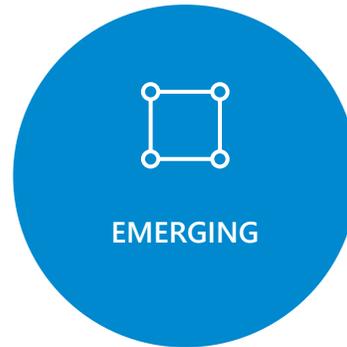
USE TEAMS

**3. Add advanced functionality** | Use advanced Teams functionality, and develop custom Teams solutions

# Get going at each stage



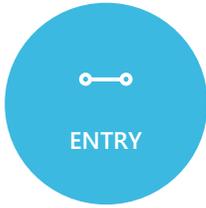
*Find out how >*



*Find out how >*



*Find out how >*



# Get started quickly and easily

## MANAGE CHANGE

1

### Start planning

Set expectations and begin adoption planning

**Start the change management process** by assessing organizational readiness and identifying early adopters

- [Assess organizational readiness and identify key stakeholders/early adopters](#)
- [Create teams & channels for early adopters](#)
- [Change management for Teams overview](#)

**Share at-a-glance webinars** with your faculty and academic teams

- [Set up online lectures and classes with students](#)
- [Set up ad hoc meetings with students](#)
- [How instructors and students can use Teams for course management and collaboration](#)

## ENABLE SECURITY

2

### Protect identities

Protect against credential theft and password, email and URL hacking

**Set up identities in the cloud**, sync existing identity solutions, and establish single sign-on for each user

- [Entry level](#) M365 deployment overview
- Understand [Identity models](#)
- [David's Identity Cheat Sheet \(placeholder\)](#)

*Recommended products*

**Identity:** Azure Active Directory Basic

**Information:** Office 365 ATP

## USE TEAMS

3

### Get going on Teams

Turn Teams on; set up chat, channels, and classes; and train faculty on the basics

#### Deploy Teams

- [Enable Microsoft Teams](#)
- [How to Roll Out Microsoft Teams](#)
- [Quick start – Microsoft Teams for Education admins](#)
- [Fast deployment for remote learning](#)
- [EDU Office 365 deployment decision guide](#)

#### Set up governance

- Complete the [governance quick start](#)
- [Microsoft Education governance for Teams](#)
- [Protect users from inappropriate communication](#)

**Create class teams** quickly using School Data Sync

- [School Data Sync deployment overview](#)
- [School Data Sync performance examples](#)

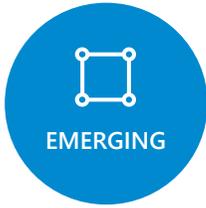
#### Set up chat and channels

- [Chat, teams, and channels in Microsoft Teams](#) (for IT)

#### Get faculty up and running

- [Set up chat, teams, and channels](#) (for faculty)
- [Use Teams for classes and lectures](#) (for faculty)

Recommended plan: Microsoft 365 Education A1



# Engage early adopters, increase security, expand feature use

## MANAGE CHANGE

1

### Gather feedback

Identify champions and early adopters, share success stories, and gather feedback

**Bring internal champions and early adopters on board**, identify how you'll use Teams, and gather feedback

- Create your [champions program](#)
- Define [usage scenarios](#)
- [Identify stakeholder and early adopter needs](#)
- [Map and prioritize scenarios](#)
- [Onboard early adopters and gather feedback](#)

**Watch success stories** from your colleagues

- [University of Central Lancashire](#)
- [Dr. Michael Johnson, UW](#)
- [Blackpool & The Fylde college](#)

## ENABLE SECURITY

2

### Protect devices and information

Enable device protection and secure file sharing/collaboration

**Enable protection for devices**, protect against unauthorized data access or leakage and enable secure file sharing/collaboration

- [Emerging level](#) M365 deployment overview
- [Getting started with Intune for Education](#)
- [Azure Information Protection Deployment Acceleration Guide](#)
- [What is Azure Active Directory?](#)

*Recommended products*

**Identity:** Azure Active Directory P1

**Devices:** Intune (MDM and MAM)

**Information protection:** Azure Information Protection P1

## USE TEAMS

3

### Expand feature use

Further educate key user groups on how to use Teams features and functions

**Show key user groups** how they can use Teams for better learning and collaboration

**Faculty:**

- [Faculty collaboration](#)
- [Combine Teams with your learning management system](#)

**Researchers:**

- [Researcher collaboration](#)

**Staff:**

- [Staff collaboration](#)

**Students:**

- [Student collaboration](#)
- [Student Life with Microsoft Teams](#)

**Expand your Teams features/functions**

- Begin to customize Teams using apps such as Planner, available in the [Teams University Store](#)

Recommended plan: Microsoft 365 Education A3



# Implement advanced security and functionality and roll out Teams across your organization

## MANAGE CHANGE

1

### Evaluate and scale

Use what you've learned to roll out Teams across your institution

**Refine your change management process** based on prior learnings and drive awareness and training of Teams across your institution

- [Define outcomes and success measures](#)
- [Select a service enablement strategy](#)
- [Engage additional stakeholders](#)
- [Expand governance and implementation policies](#)
- [Optimize feedback and reporting](#)
- [Drive awareness and implement training](#) using Teams [printable and digital resources](#) such as posters, flyers, email templates, etc.

## ENABLE SECURITY

2

### Enable advanced security

Get advanced protection for identities, devices, information and compliance

**Get advanced protection** against unacceptable access or insider threats, cyber threats to endpoints, and anomalous use against policies/shadow IT

- [Advanced](#) M365 deployment overview
- [David's Identity Cheat Sheet \(placeholder\)](#)

*Recommended products:*

**Identity:** Azure Active Directory P2-Privileged Identity

**Management:** Azure Advanced Threat Protection

**Devices:** Windows Defender ATP

**Apps/Information:** Microsoft Cloud App Security

**Manage your compliance needs** by protecting against unauthorized access or sharing of classified content and unauthorized content searches

- [Transformative](#) M365 deployment overview

*Recommended products*

**Information protection:** Office DLP, Azure Information Protection P2, Microsoft Cloud App Security

**Compliance:** Office 365 Advanced Compliance, Lock Box

## USE TEAMS

3

### Add advanced functionality

Use advanced Teams functionality and develop custom Teams solutions

**See how one university is using advanced Teams functionality** to further accelerate remote teaching/learning

- [University of New South Wales Sydney](#)

**Do more with Teams** by pulling in apps you already have, as well as creating new ones

- [Five things to know about apps in Teams](#)
- [Add an app to Teams](#)
- [Apps, bots & connectors in Teams](#)
- Build your own apps quickly and easily with [Microsoft Power Apps](#)
- Learn how you can use the [Microsoft Power Platform](#), including Power BI, to build new learning solutions

**Work with partners** to develop custom solutions using Teams

- [Apps and content from Microsoft Partners](#)

**Gain insights** into how you're using Teams

- [Microsoft Teams analytics and reporting](#)

Recommended plan: Microsoft 365 Education A5



## Additional resources

- **Ready to get started using Teams?**  
The [Get started with Microsoft Teams for remote learning](#) guide is a great place to start.
- **Want to find out how different user groups are using Teams as a hub for collaboration?**  
Check out [Microsoft Teams University](#).
- **Need help with deployment and onboarding?**  
We're here to help every step of the way with [FastTrack](#).
- **Trying to decide which Microsoft 365 Education plan is right for you?**  
Visit [Microsoft 365 Education](#) and scroll to "Compare Microsoft 365 Education Plans" at the bottom of the page.