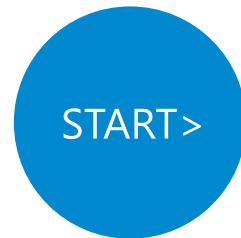


How to get started with Teams

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 >](#)

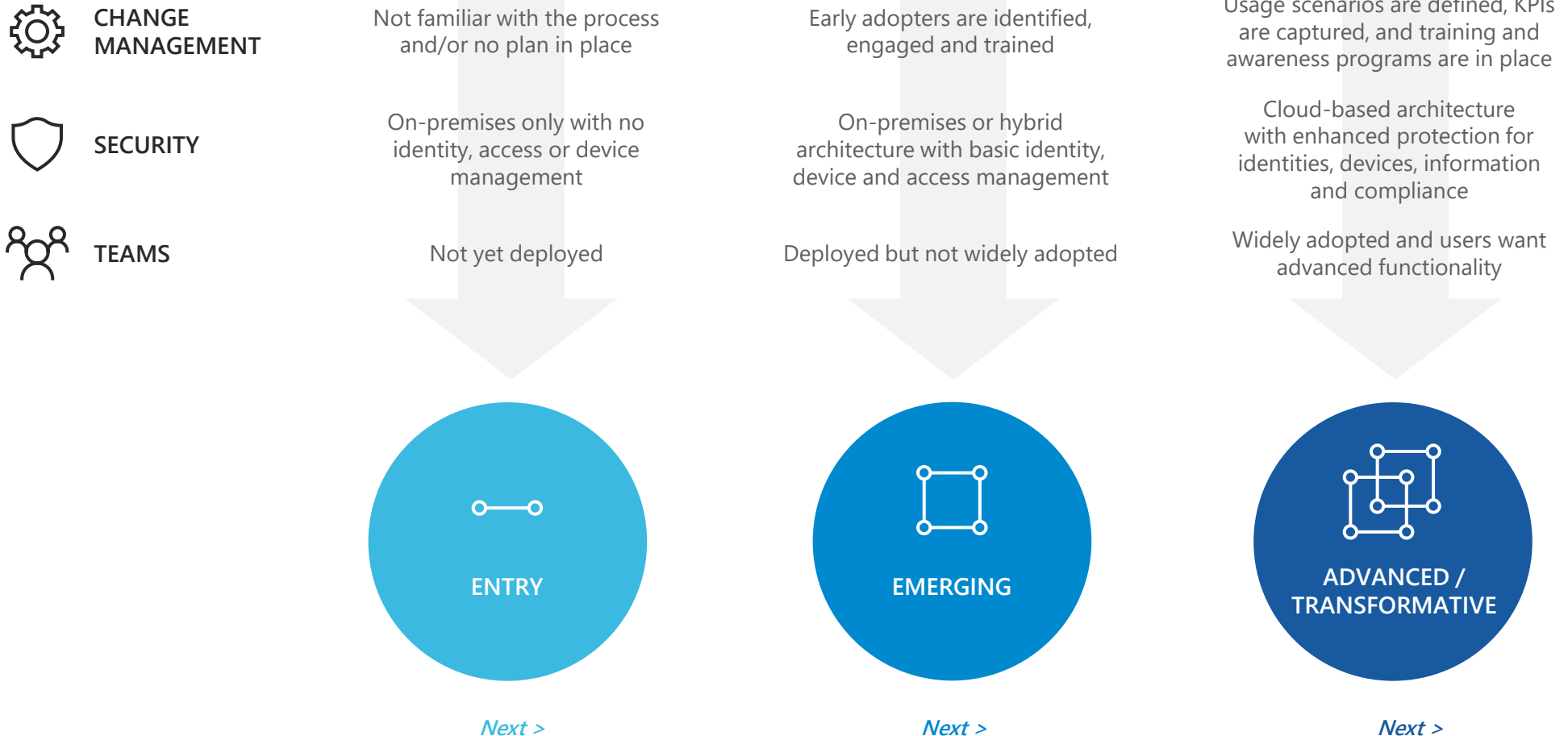
3

Learn how to get going with Teams

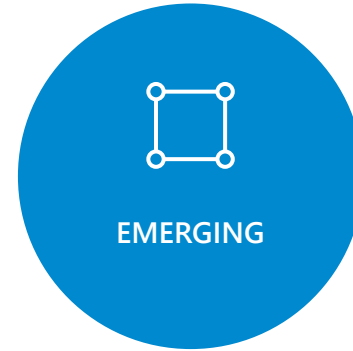
[Next >](#)

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

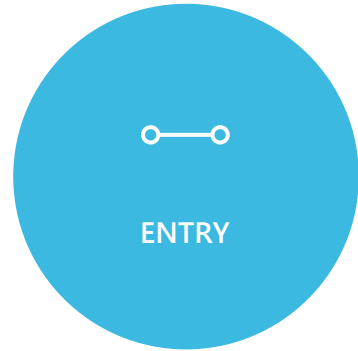
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[< Start](#)

Your action steps



MANAGE CHANGE

1. Start planning | Set expectations and begin adoption planning



ENABLE SECURITY

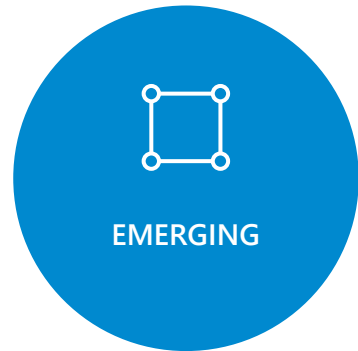
2. Protect identities | Protect against credential theft and password, email and URL hacking



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

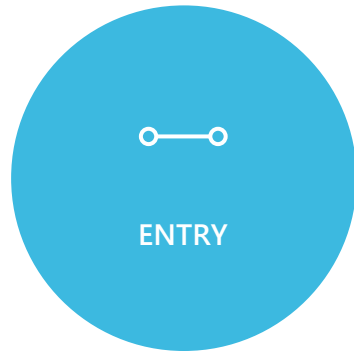
2. Enable advanced security | Get advanced protection for identities, devices, information and compliance



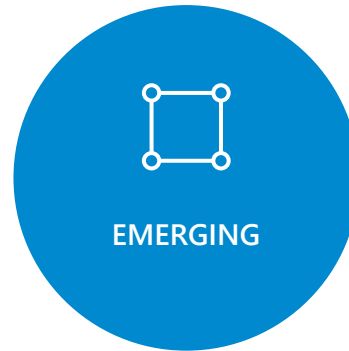
USE TEAMS

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](#)

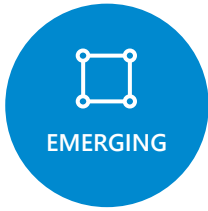
Set up chat and channels

- [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
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.