

TEN STEPS TO TIDY TEAMS

with Lynzie &
Fantastic365



The Fantastic Thinking Company Ltd.

Did your people start using Microsoft Teams when the COVID-19 pandemic hit?

If so you will recognise the feeling that now things are 'getting back to normal' your Teams environment is feeling a little (a lot!) messy and out of control...

- Do you seem to have Teams for everything and nothing?
- Do you worry that your documents aren't stored securely and they aren't easy to find?
- Are you worried that your Teams has a life of it's own and will never make sense?

Well you are definitely not alone and help is at hand!

Follow my 10 Steps to Tidy Teams and you will be back on track in no time...



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GET THE MOST FROM YOUR TEAMS!

9 KEEP UP TO DATE

8 CONSIDER MODERATION

7 LOVE YOUR ADMINS

6 'SHOW & DO' LEARNING

5 MAKE SOME RULES

4 DECIDE WHAT YOUR BUSINESS NEEDS

3 ARCHIVE UNUSED TEAMS

2 RETHINK EXISTING TEAMS

1 REVIEW WHAT YOU HAVE



10 STEPS TO TIDY TEAMS



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1

REVIEW WHAT YOU HAVE

Take a look at your existing teams and channels (mapping them out in Excel can help) and look out for recurrent names and themes. Arrange to delete unused M365 accounts. It is likely you will see immediate opportunities to start clearing the way...

2

RETHINK EXISTING TEAMS

You will almost certainly find Teams that are more suited to being Channels... Do you have multiple Teams called HR or Sales for example? If so 'HR' or 'Sales' become Team names with channels for different topics within them.

3

ARCHIVE UNUSED TEAMS

If you don't feel confident enough to delete Teams that are no longer in use you can always archive them until you are satisfied you don't need the content inside them. Even if you delete a Team by accident you will be able to recover it within 30 days – Phew!

4

DECIDE WHAT YOUR BUSINESS NEEDS

Talking to your people about how they want to use Teams will help keep it in check moving forward... Do you need to improve communication and workflows across the business? Are you managing projects? There are plenty of ways to make these things much easier.

5

MAKE SOME RULES

Once you know what you want to achieve, establishing some governance is essential to prevent all your hard housekeeping work going to pot later. Once you've agreed your rules, communicate them clearly and make sure everyone sticks to them!

6

ADOPT A 'SHOW & DO' APPROACH TO LEARNING

Most businesses seem to have a very mixed skillset when it comes to M365 and Teams... Identify existing champions and support them to share the love and show what they do. Don't worry – I can help you with this too!

7

LOVE YOUR ADMINS

Make sure that you understand the various admin roles available within Teams and that you, or somebody else has overall responsibility for keeping Teams tidy. Get your Team Owners onboard and take a look at Step 8...

8

CONSIDER MODERATION

Think about assigning moderators to keep your channels in check and control the types of posts and interactions that take place. It's brilliant to have informal conversations but these might not be appropriate in all areas.

9

KEEP UP TO DATE

Microsoft are continually updating all their products. New apps, functions and capabilities are released all the time. Making sure someone has their eye on the ball with updates will mean that you get to take advantage of as many new capabilities as possible.

10

GET THE MOST FROM YOUR TEAMS!

Once you've completed a thorough 'spring clean' and got your house in order, the best thing you can do with Teams is USE IT!

If after reading this it all seems too hard...

Maybe you don't have the time or the skills?

Maybe you want to upskill someone in your business to learn MS Teams administration but they need a helping hand?

Maybe you just need to get it done quickly so you can get on with more important stuff?

Let me do it for you!



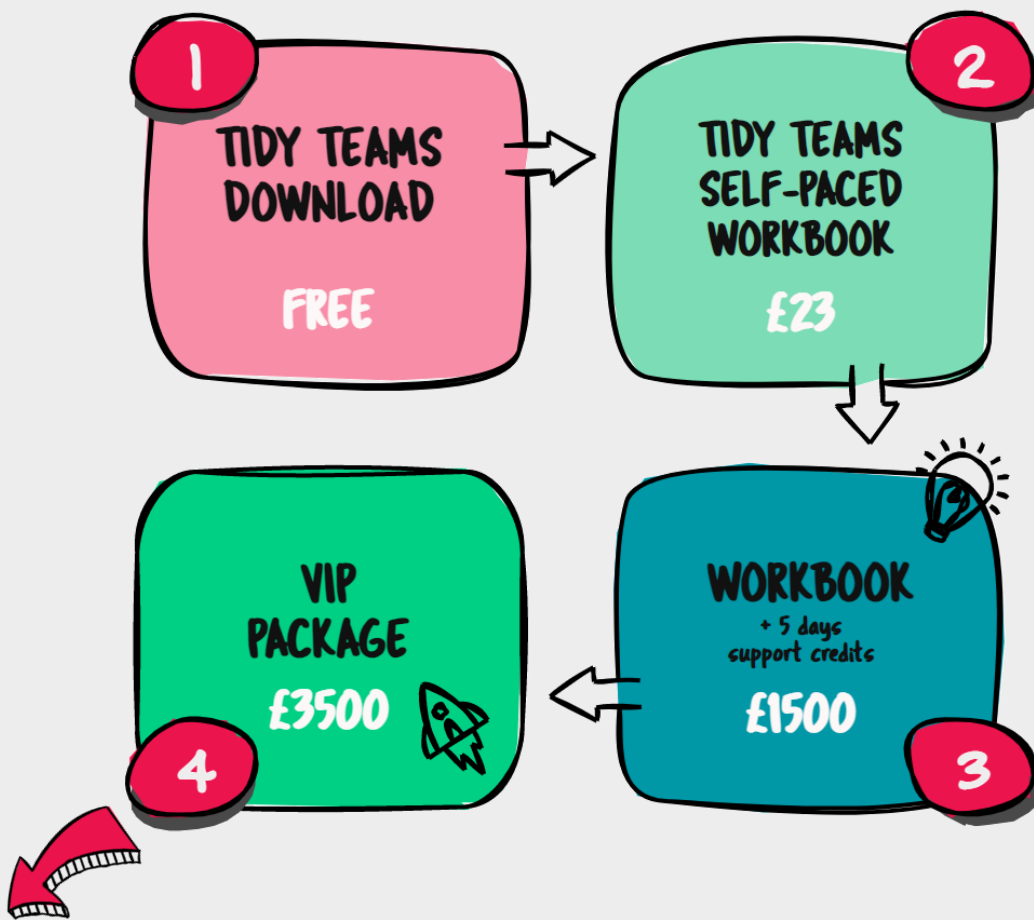
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OPTIONS AND PRICING

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The following 4 options are available to get your MS Teams tidy and your people teams terrific...

Email me at Lynzie@fantastic-thinking.com for more details!



*If you choose this package we will complete all TEN steps for you with briefing, debrief, full documentation and 2 complimentary support days.

*See next page for my flexible Tidy Teams support options



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NEED SOME SUPPORT?

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You may choose to get my TEN STEPS TO TIDY TEAMS e-book
and simply follow the steps

OR

take options 3 or 4 and get me on board to help...

ALTERNATIVELY

I also offer ad hoc MS Teams administration and support
services with the following options:

1

MS TEAMS
Administration &
Support

£350 per day

2

Block booking
of 10 days
Admin & Support

£2800



*These prices are based on businesses from 25-150 licenses – please contact me if you need more!

**A day is based on 7 hours work – hours can be split across the working week.



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ONE MORE THING...

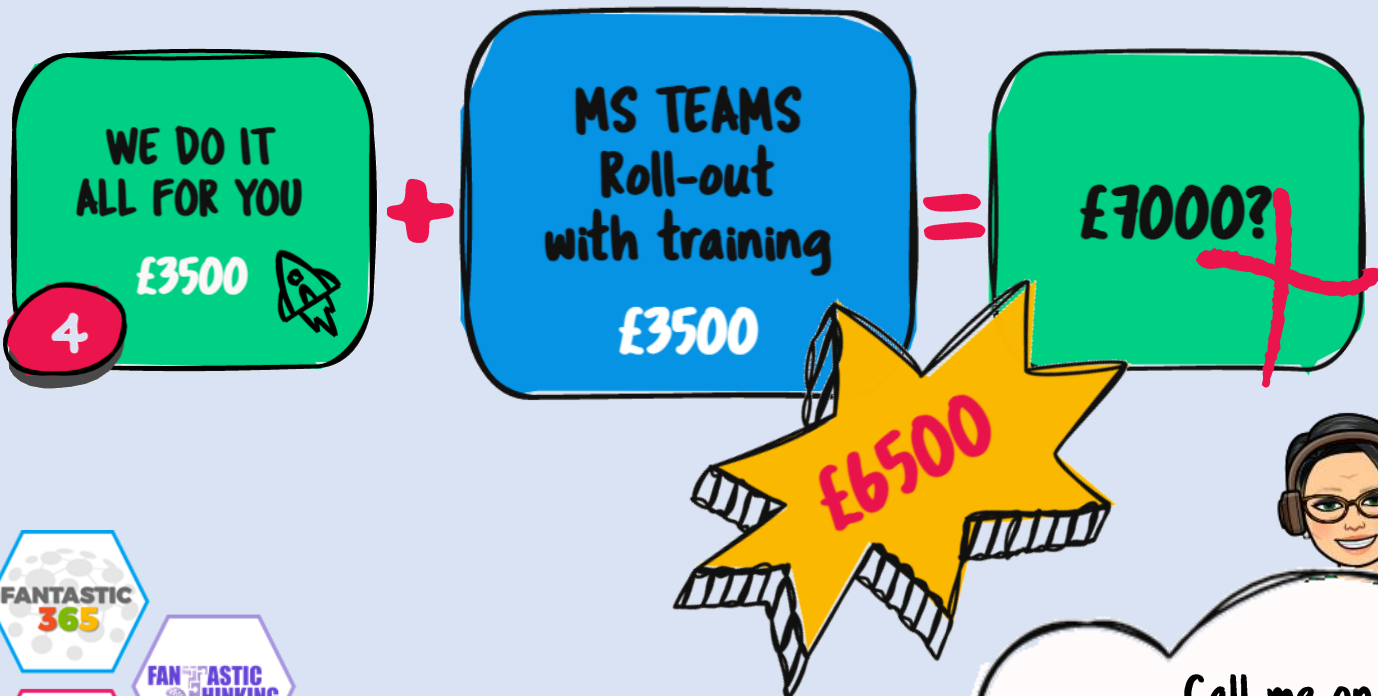
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If you adopted MS Teams during Covid you may be starting to realise that your Teams is troublesome because your people had little time to get to know it properly.

Why not tidy up your Teams with my TEN STEP process and at the same time organise a proper
TEAMS ROLL-OUT
with tailored on-the-job training and onboarding for your people?

IF YOU DO THAT, YOU CAN TAKE ADVANTAGE OF YOUR NEWLY TIDY TEAMS AND GET YOUR PEOPLE UP TO SPEED WITH MY SPECIAL OFFER...



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Call me on
07525 258 531
for more details!



Call 07525 258 531

or email

lynzie@fantastic-thinking.com

for a clearer 365 outlook!



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