



# Making the most of Microsoft Teams

X4 Service Offering:

## Why:

To answer the question: “Do we have good team collaboration and information management practises?”

Microsoft Teams’ document sharing and real-time collaboration is a powerful tool. It is important to have the right settings and ways of working to avoid Teams becoming your next ‘wild-west’ of document storage.



## What’s involved:

- We will assess your current approach on how you are using teams and managing the information that is being captured and stored.
- We will provide you with recommendations on setting up Teams to suit your organisation’s needs, including the user privileges etc.
- We can support the implementation, or refresh the setup, of Teams for you.

## Result:

- Your organisation is able to effectively use Microsoft Teams and manage the information it captures.

## Deliverables:

- Recommendations on the structure and configuration of Microsoft Teams.
- Ways to improve collaborative working among your team.
- Information Governance for teams, including roles and responsibilities, archiving and security.