

29. April 2020

 - Day The Tour
Online

Sponsor



Script*Runner*[®]

 - Day The Tour Online

Join the ScriptRunner Lounge/Bar

Meetings mit Teams ... Teams als Eventplattform



Frank
Carius

Enterprise Architekt

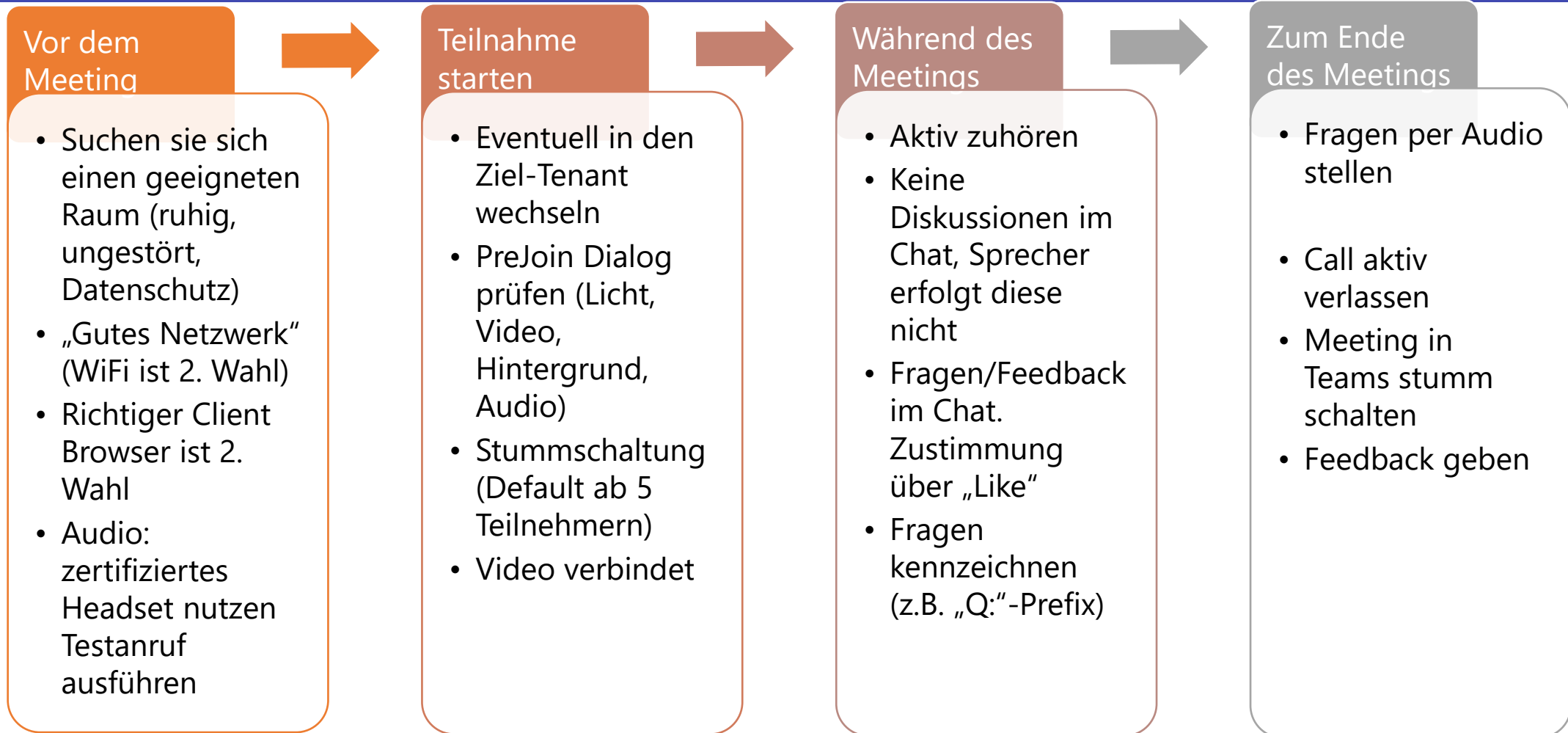


Kurzvorstellung

- Net at Work GmbH
 - Standort Paderborn
 - Gegründet 1995
 - 100+ Mitarbeiter
 - IT-Systemintegration und Software Development
- Schwerpunkte
 - UC: Exchange, Skype for Business, Teams
 - SharePoint, Office 365
 - Infrastruktur: AD, ADFS, DirSync, Netzwerk
 - Security: Mail Encryption und Signierung, NoSpamProxy
- Frank Carius
 - Microsoft MVP für Skype for Business
 - Microsoft Certified Master Lync 2010
 - Betreiber von www.msxfaq.de
 - Kontakt: frank.carius@netatwork.de



Meeting –Knigge Teilnehmer



Meeting Organisation

Meetings mit Teams



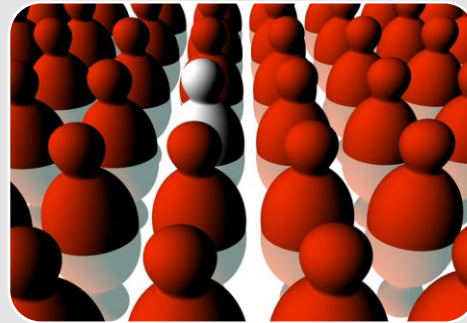
Kleine Meetings

- Ad Hoc
- 1 – 5 Teilnehmer
- Keine Stummschaltung
- Teilnehmer: Arbeitsgruppe, Team



Mittlere Meetings

- Geplant
- Agenda mit Thema
- Sprecher
- ggfls. Assistent
- Teilnehmer: Abteilung



Bis zu 250 Teilnehmer

- Organisiert
- Einladung mit Anmeldung
- Sprecher
- Moderator
- Assistenten



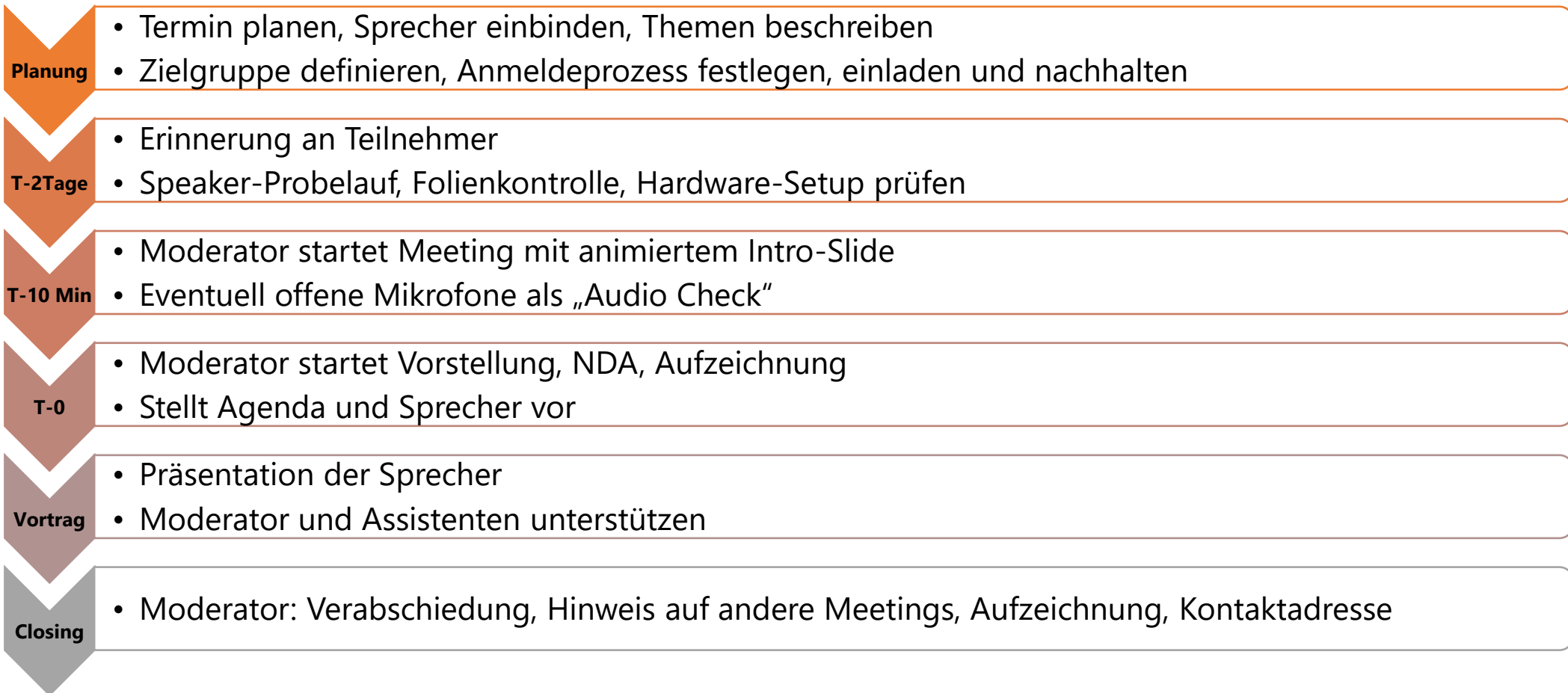
250 - 10.000 Teilnehmer

- Teams Live Events
- Professionell organisiert
- Mehrere aktive Personen

Rollen in Meetings

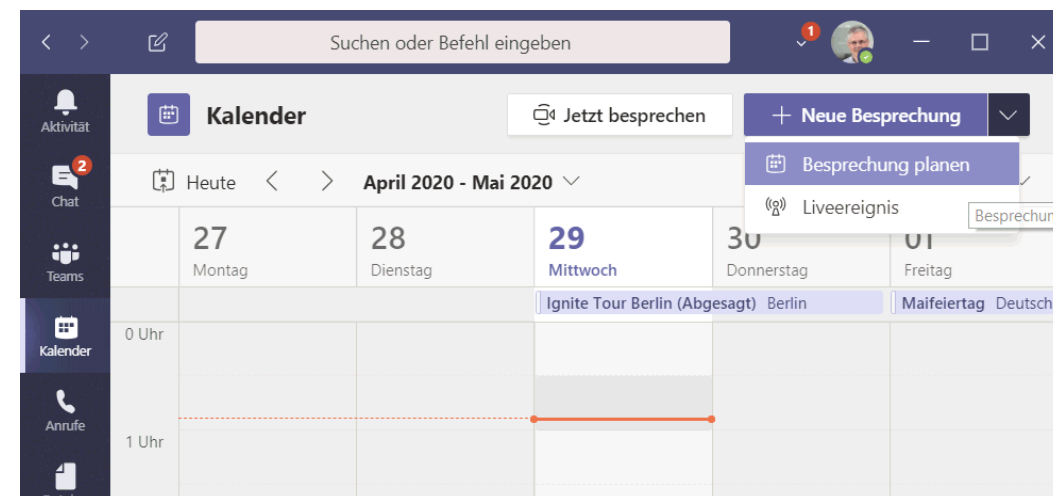
- Nicht alle Rollen müssen individuell besetzt ein.
- Organisator
 - Terminfindung, Zielgruppendefinition, Einladung, Anmeldungen organisieren, Themenwahl
- Sprecher 1..N
 - Folien, Medien, Session-Beschreibung
- Moderator – Organisation des Meetings
 - Willkommen, Vorstellung, NDA-Hinweis, Aufzeichnung,
 - Lobby-Betreuung, Zeitüberwachung, Qualitätssicherung (Audio), Stummschaltung
 - Abschluss-Feedback, Hinweis auf weitere Vorträge
- Assistenten – fachliche Unterstützung
 - Betreuen den Chat, lösen individuelle Fragen, legen allgemeine Fragen dem Speaker vor
- Teilnehmer
 - Meist passiv, Fragen per Chat

Ablaufplan XXL-Meeting



Meeting planen

- Viele Wege
 - 1:n Chat Eskalation
 - Teams: Jetzt Besprechen
 - Teams: Planen im Kalender
 - Teams: Kanal-Konferenz
 - Planen in Teams mit Anheften am Kanal
 - Planen mit Outlook (kein Anheften)
- Meeting Typ
 - Besprechung: bis 250 Teilnehmer, Realtime, n:m
 - Live-Event: bis 10.000 Teilnehmer, 20-25 Sek Verzögerung, 1:N
- Tipp zu Zeiten:
 - Start: Volle oder halbe Stunde
 - Ende: Genug Abstand zum nächsten Meeting (z.B. 50 Min. Meetings)



Virtuelle Events in Teams

- Pro Event ein Team
 - eventuell sogar eigener Tenant
- Pro Thema/Track ein Channel
 - Kanalisiert Diskussionen in Kanäle
 - Mehrere Meetings im gleichen Kanal sind möglich
- Gesonderte Channel für
 - Teilnehmerinformation, z.B. SharePoint Site/Webseite
 - Speaker Organisation (privat)
 - Test/Übungsraum
- Alle Teilnehmer sind „Gäste“
 - Achtung Gast/User-Verhältnis
 - Gast-Cleanup nach dem Event (AzureAD)
- Aufzeichnung Streams
 - Noch kein Stream-Zugriff für Gäste

Was fehlt?

- Meeting Übersicht
- Session Planer
- Session Feedback Forms
- Kalender Sync
- +250 Teilnehmer/Session
- „Aktive Sessions“-Übersicht
- Session an Kanal hängen sendet Mail !
- ...

Speaker und Teilnehmer

- Speaker-Platz
 - Notebook mit Docking Unit und LAN, kein WLAN
 - Zertifiziertes Headset mit Kabel
 - Podcast Mikrofon nur wenn es leise ist, Kein Laptop Mikrofon!
 - Monitor 1: 27" 2560x1440 Pixel
 - Notizen, Hinweise, vorbereitete Fenster und Demos, PowerPoint Speaker Ansicht
 - Monitor 2: Laptop: 1920x1080 Pixel
 - Sharing
 - Kamera: USB-Webcam (Microsoft Studio)
 - Tablet: Kontrollfunktion
- Teilnehmer
 - Windows PC mit Teams Client
 - Browser mit Teams
 - Mobile Device / Tablet (IOS, Android)
- Teams Room Systems

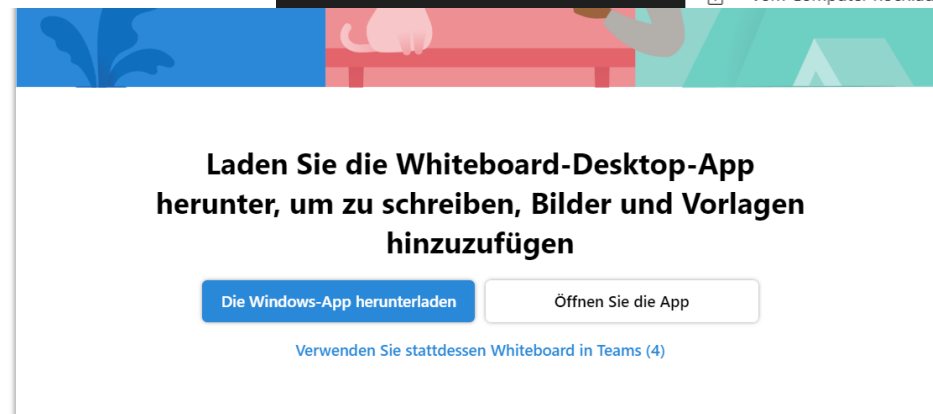
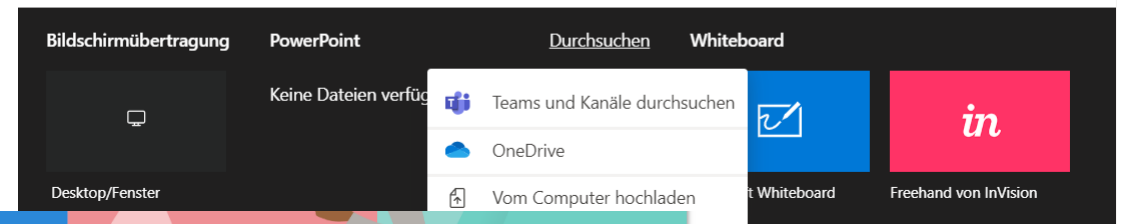
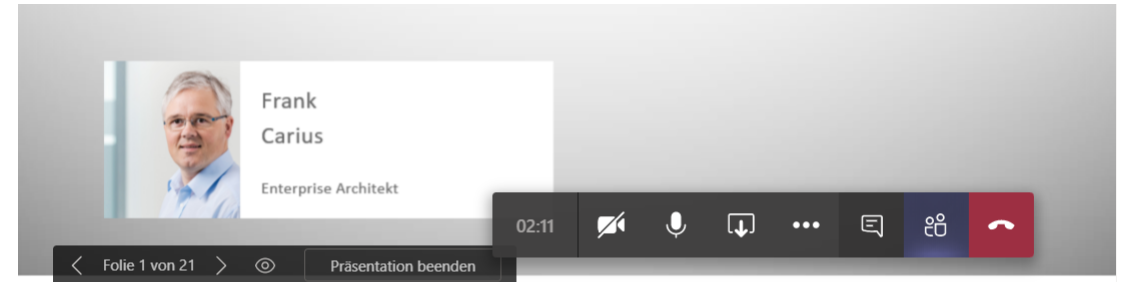
Telefonteilnehmer

- Einwahl über Microsoft Rufnummern
 - Weltweit verfügbar
 - „Normale“ Rufnummer (günstig oder flat)
 - „Toll Free“ möglich
- Dial-Out
 - Für „sicherer Konferenzen“
 - Abrechnung pro Minute pro Teilnehmer
- Lizenz
 - Audio Konferenz Lizenz erforderlich
 - Sonderfall: Dial-in per User
 - Dial-out über Minuten Pakete

Präsentation ... und mehr

Kollaboration mit Daten

- Präsentation
 - PowerPoint Sharing / Privat
 - Bildschirmfreigabe
- White Board
 - Touch, Stift, Wacom, Room, Maus
 - Content Kamera
- Word, Excel, OneNote
- Umfragen



Konfiguration

Meeting Policies

The screenshot shows the Microsoft Teams admin center interface. On the left is a dark navigation sidebar with the following items: Dashboard, Teams, Devices, Locations, Users, Meetings, Meeting policies (highlighted), Meeting settings, Live events policies, Live events settings, Messaging policies, Teams apps, Voice, Policy packages, Analytics & reports, Org-wide settings, and Planning. The main content area is titled "Meeting policies" and includes a sub-section for "Global" with a description: "Meeting policies are used to control what features are available in your organization. Add a friendly description so you know why it was created." Below this are sections for "General" (with settings like "Allow Meet now in channels", "Allow the Outlook add-in", "Allow channel meeting scheduling", "Allow scheduling private meetings") and "Audio & video" (with settings like "Allow transcription", "Allow cloud recording", "Allow IP video", "Media bit rate (Kbs) 50000").

The screenshot shows two settings panels. The top panel is titled "Content sharing" and includes the following settings: "Screen sharing mode" (set to "Entire screen"), "Allow a participant to give or request control" (On), "Allow an external participant to give or request control" (Off), "Allow PowerPoint sharing" (On), "Allow whiteboard" (On), and "Allow shared notes" (On). The bottom panel is titled "Participants & guests" and includes the following settings: "Let anonymous people start a meeting" (Off), "Automatically admit people" (set to "Everyone in your organization"), "Allow dial-in users to bypass the lobby" (On), "Allow Meet now in private meetings" (On), "Enable live captions" (set to "Disabled but the organizer can override"), and "Allow chat in meetings" (set to "Enabled").

Meeting Settings

Meeting settings

Meeting settings are used to control whether anonymous people can join Teams meetings, what is included in the meeting invitations, and if you want, you can enable Quality of Service (QoS) and set the ports for real-time traffic. These settings are used for all Teams meetings that people schedule in your organization. [Learn more](#)

Participants

Anonymous users can join a meeting On

Email invitation

Customize meeting invitations sent to people that can include your organization's logo, specific URLs and custom footers that can include statements for privacy or security and phone numbers for technical support. [?](#)

Logo URL	<input type="text" value="https://contoso.com/images/contosologo.png"/>
Legal URL	<input type="text" value="https://contoso.com/legal.html"/>
Help URL	<input type="text" value="https://contoso.com/joiningmeetinghelp.html"/>
Footer	<input type="text" value="Add text to include in the meeting invite's footer"/>

[Preview invite](#)

Meeting Settings Network

The screenshot shows the Microsoft Teams admin center interface. The left-hand navigation pane is dark blue with white text and icons. The main content area is white with a dark red header bar at the top. The 'Network' section is active, showing settings for real-time media traffic. A table lists port ranges for Audio, Video, and Screen sharing.

Microsoft Teams admin center

Network

Set up how you want to handle Teams meetings real-time media traffic (audio, video and screen sharing) that flow across your network. ⓘ

Insert Quality of Service (QoS) markers for real-time media traffic Off ⓘ

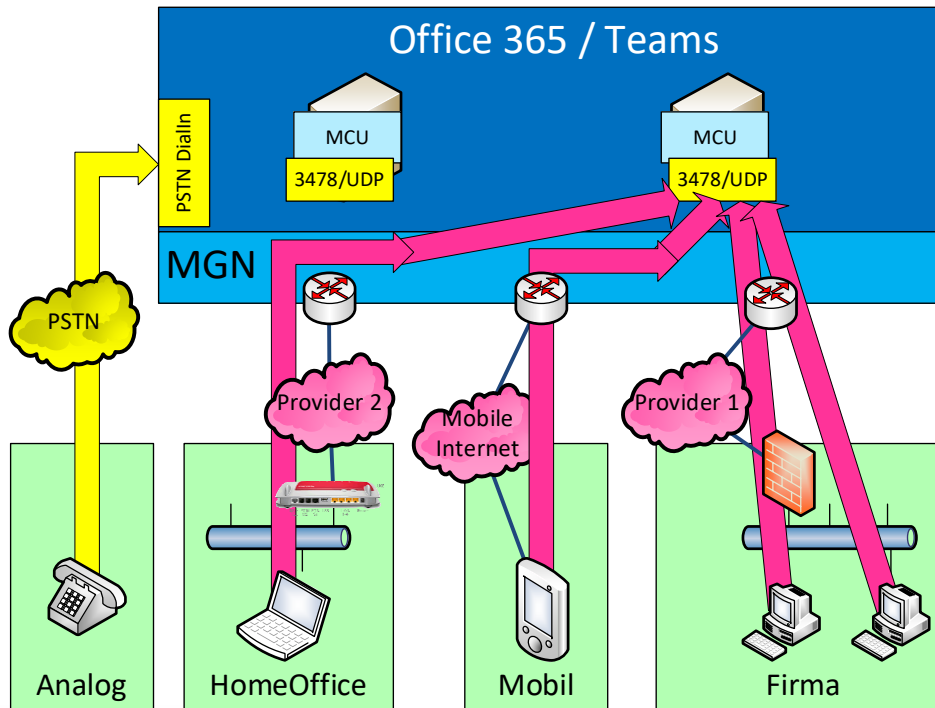
Select a port range for each type of real-time media traffic

Specify port ranges
 Automatically use any available ports

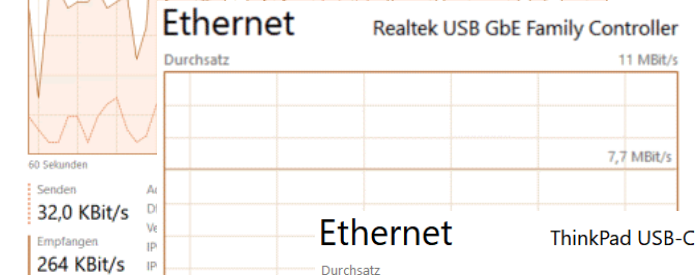
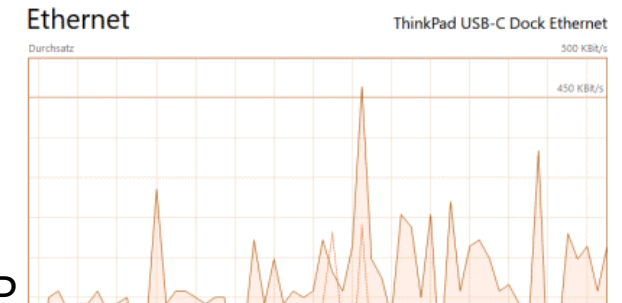
Media traffic type	Starting port	Ending port	Total ports
Audio	50000	50019	20
Video	50020	50039	20
Screen sharing	50040	50059	20

Netzwerk

- Alle Teams-Teilnehmer sprechen mit der Teams MCU
- Bandbreite: aktuell 1 Mbit /Teilnehmer „Downstream“ (Corona)
- UDP3478 / Network Assessment / WLAN u.a.

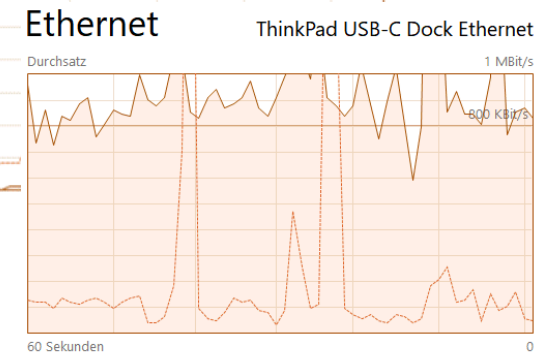


1:1 VoIP Call



Speaker + Screen

Teilnehmer
4x Video



Senden	48,0 KBit/s	Adaptornamen:	FC Dock
Empfangen	832 KBit/s	DNS-Name:	fritz.box
		Verbindungstyp:	Ethernet
		IPv4-Adresse:	192.168.178.50
		IPv6-Adresse:	2003:ea:a716:f400:d094:da40:bb...

Live Events Settings

The screenshot shows the Microsoft Teams admin center interface. The left sidebar contains navigation options: Dashboard, Teams, Devices, Locations, Users, Meetings (expanded to show Meeting policies, Meeting settings, and Live events policies), Messaging policies, Teams apps, and Voice. The main content area is titled 'Live events policies' and includes a summary card showing 1 Default policy and 0 Custom policies, and a table of policies. A red box highlights the configuration panel for the 'Global' policy.

Microsoft Teams admin center

Live events policies

Teams live events policies are used to turn on or off features, such as who can join a live event, if transcription is provided for attendees, or if recording live events is available for people that schedule and hold live events. You can use the Global (Org-wide default) policy and customize it or create additional policies with different settings and assign them to people that hold live events in your organization. [Learn more](#)

LIVE EVENTS POLICIES SUMMARY

1 Default policy 0 Custom policies

USER STATISTICS

0 Custom policies

Global

Add a friendly description so you know why it was created

Allow scheduling	<input checked="" type="checkbox"/> On
Allow transcription for attendees	<input type="checkbox"/> Off
Who can join scheduled live events	Everyone in the organization
Who can record an event	Always record

Live Events - SDN

The screenshot displays the Microsoft Teams admin center interface. The left-hand navigation pane is dark blue and contains the following items: Dashboard, Teams, Devices, Locations, Users, Meetings (expanded to show Meeting policies, Meeting settings, Live events policies, and Live events settings), Messaging policies, Teams apps, and Voice. The main content area is titled "Live events settings" and includes a descriptive paragraph, a "Support URL" section with a text input field containing "https://support.office.com/home/contact", and a "Third party video distribution providers" section. In this section, the toggle "Use a third party distribution provider" is turned "On". Below it, a dropdown menu for "SDN provider name" is open, showing options: "Hive", "Hive", "Kollective", and a partially visible "https://contoso.com/images/contosologo.png".

Microsoft Teams admin center

Live events settings

Teams live events settings lets you control org-wide settings for all live events that are scheduled. You can choose to include a support URL when live events are held and set up a third party video distribution provider for all live events organized and scheduled by people in your organization. [Learn more](#)

Support URL

Customize the support URL if a user needs to contact support during a live event

Third party video distribution providers

Use a third party distribution provider On

SDN provider name

Provider license key

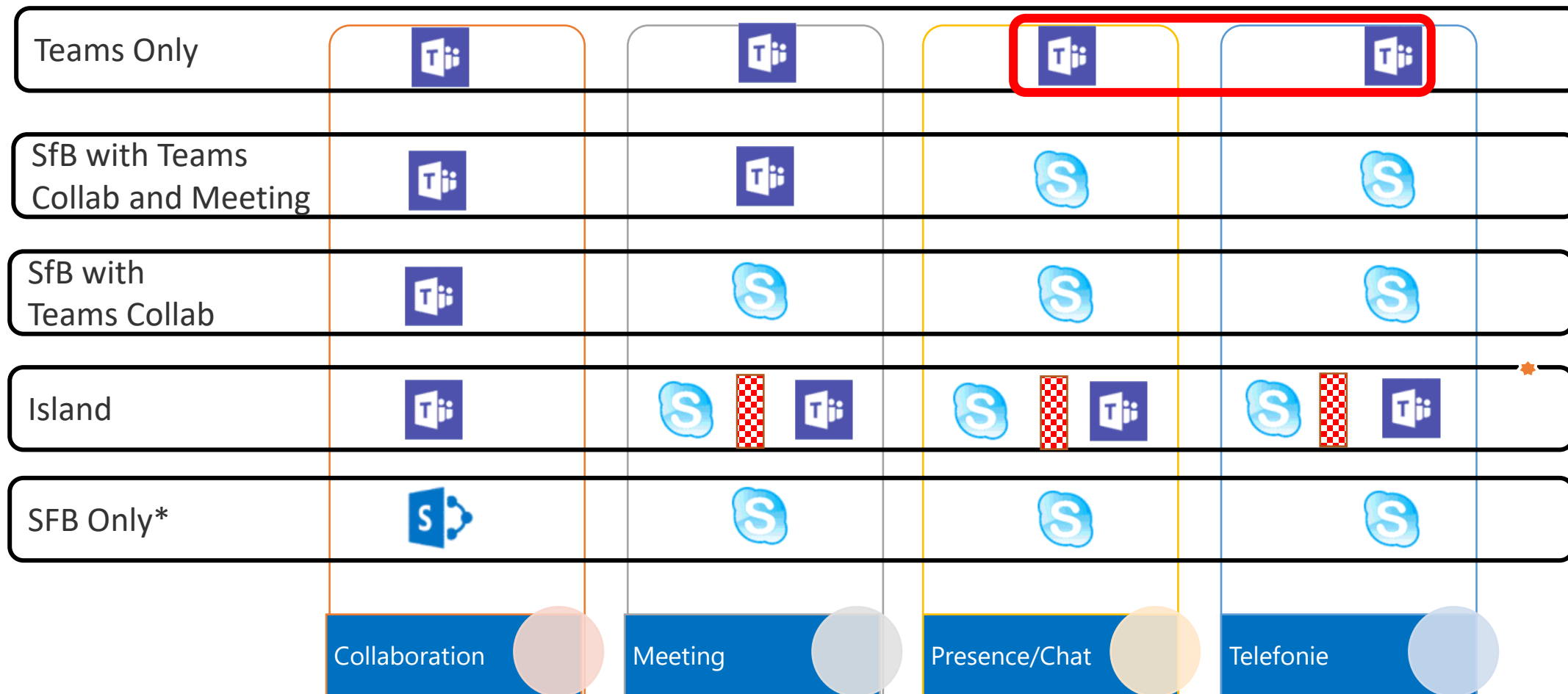
SDN API template URL

Koexistenz Teams und Skype for Business

Koexistenz mit Skype

- Teams nutzt Teams, Skype nutzt Skype
 - Keine „Koexistenz“ oder Interoperabilität
- Scenario Skype User lädt ein
 - Teams User bekommt die Skype Einladung
 - Nutzt SfB-Web, SfB Meeting Client, SfB Desktopclient
- Scenario Teams User lädt ein
 - Skype User nutzt Teams im Browser oder Teams Client (wenn installiert)
- Eskalation zu Meeting
 - Die andere Seite bekommt einen Meeting-Link per URL (oft)
- Teams Betriebsart
 - Erkennbar in Outlook
 - Teams: SfBWithTeamsCollabAndMeetings oder TeamsOnly
 - Skype for Business: SfBOnly oder SfBWithTeamsCollab
 - Sonderfall „Island“

Teams Betriebsarten



Vielen Dank für Ihre Aufmerksamkeit.

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Building IT-Excellence.
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