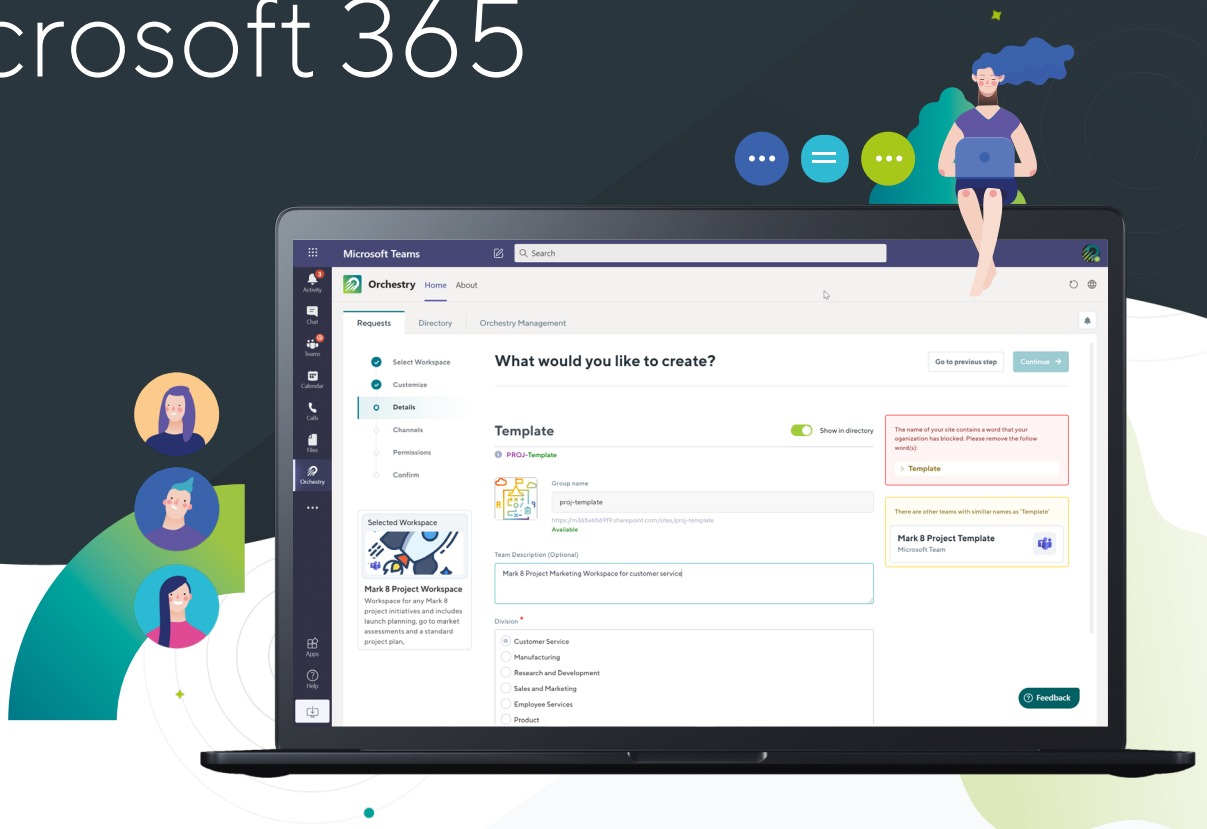


## Features Sheet

# Work Made Simple in Microsoft 365



Orchestra makes work simple in Microsoft Teams, SharePoint Online and across Microsoft 365 with a comprehensive insights, lifecycle management, enablement, adoption and standardization platform that empowers IT Administrators and organizations to define a successful Microsoft 365 adoption and change management strategy.

# Overcome Common Microsoft 365 Challenges with Orchestry



## WHAT TO USE WHEN

Figuring out which tool to use when in Microsoft 365 has become a full-time job. Orchestry makes work simple in Microsoft 365, enabling a business-first conversation, to eliminate the nuances of which Microsoft 365 business application is best for the task by selecting the purpose or outcome without needing to be a technology expert.



## REDUCE BOTTLENECKS OR UNWIELDY SPRAWL

Often the creation of Microsoft Teams or SharePoint Online Sites is either too tightly restricted creating bottlenecks or too far enabled creating duplication and sprawl. Orchestry delivers empowering governance tools to drive adoption and usage with simple workflows for requesting and approving Microsoft Teams and SharePoint Online Sites that help prevent unnecessary sprawl or restricted controls.



## ELIMINATE COSTLY CUSTOMIZATIONS

Defining and implementing a custom Microsoft 365 strategy for how your organization uses these business apps in a business-first scenario is incredibly time-consuming and expensive. Orchestry comes pre-packed with Microsoft 365 best practice strategies implemented and stacked in the platform, from pre-built Workspace Templates to empowering Microsoft 365 Governance and more.

## Where Does Orchestry Fit?

Orchestry is a balanced platform composed of adoption tools, engaging templates, controlled provisioning, lifecycle management and rich insights and empowering self-service to drive usage and adoption success in Microsoft 365, Microsoft Teams and SharePoint Online.

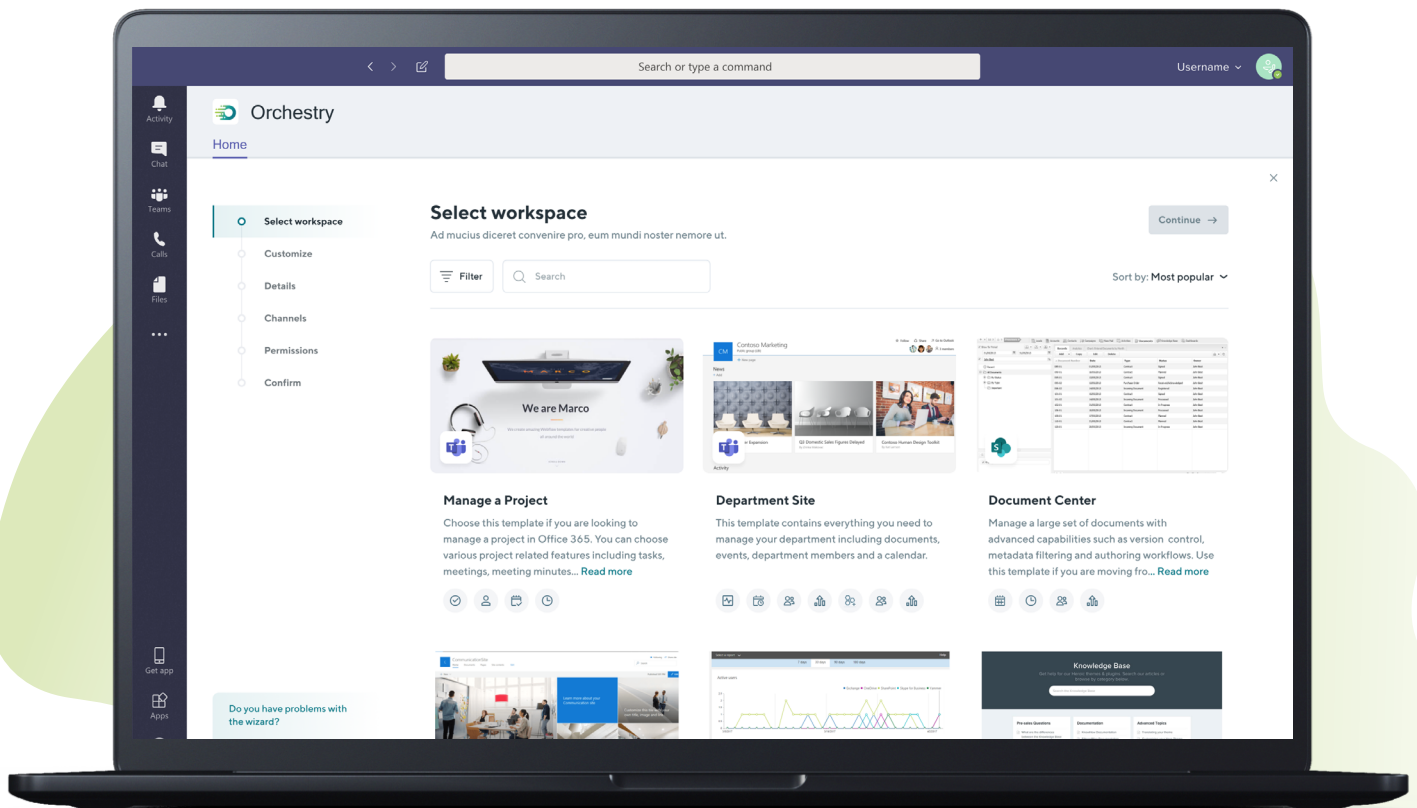
We believe that simplifying the Microsoft 365 experience is the best way to improve the user experience for both users and administrators. With Orchestry, every interaction within Microsoft 365 is based on a simple, beautiful but extremely powerful interface that makes the complex simple, and the impossible plausible.

# Expand Your Microsoft 365 Possibilities



## Pre-Built Workspace Templates

Workspace Templates for Microsoft Teams and SharePoint Online come fully configured for common business scenarios. Workspace Templates in Orchestry allow you to leverage our pre-built, best practice templates or easily create your own Microsoft Teams or SharePoint Online Workspace.



Pre-built Microsoft 365 Workspaces to save you time, money and headaches, putting years of Microsoft 365 best practices in place in just a few clicks. Orchestry Workspace Templates can be created from Microsoft Teams, SharePoint Online Sites and be comprised of any other capabilities that Microsoft 365 offers. With Orchestry, you can also create your own custom Workspace Templates to fit your organization's needs.

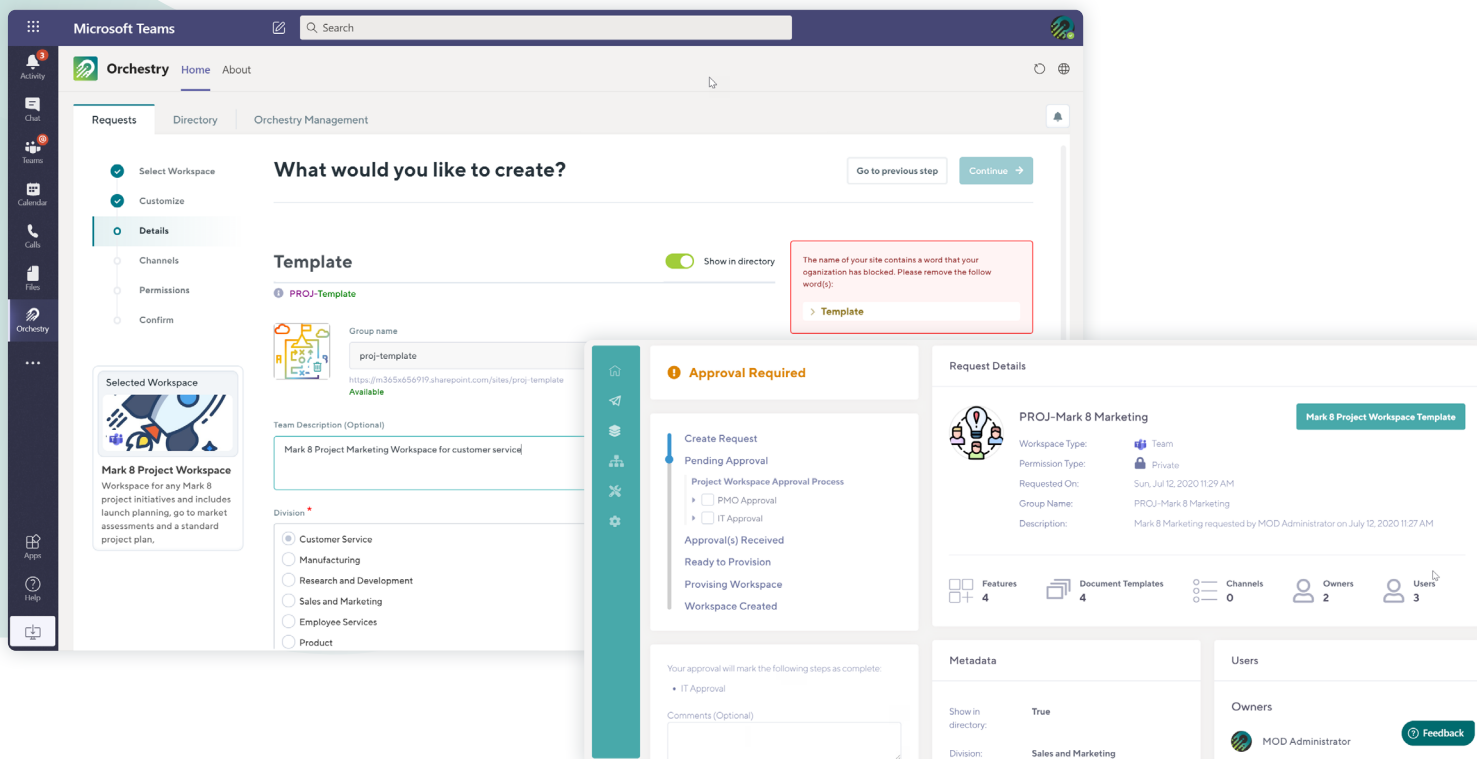
Each Workspace Template can further be customized through features, document templates, approval workflows, naming policies and other governance rules. Orchestry Workspace Templates puts the power in the hands of your organization to create complex solutions in Microsoft 365, presented to users in a simple, user-friendly way that drives usage and adoption.

## Expand Your Microsoft 365 Possibilities



# Empowering Microsoft 365 Governance

Manage the creation of Microsoft Teams, Microsoft 365 Groups and SharePoint Online Sites through a single interface, custom approval processes, naming conventions, custom metadata, email & platform notifications, end-to-end provisioning lifecycle management and more.



Orchestry enables transparent and actionable governance by providing users with a way through that maze, guiding them based on the rules and policies that you create. Orchestry's Microsoft 365 Governance drives usage and adoption through empowering governance tools, including Workplace Templates, Workspace Features, Document Templates, Workspace Targeting, Naming Policies, Approval Workflows, Request History, Default Owners/Members, Metadata and more.

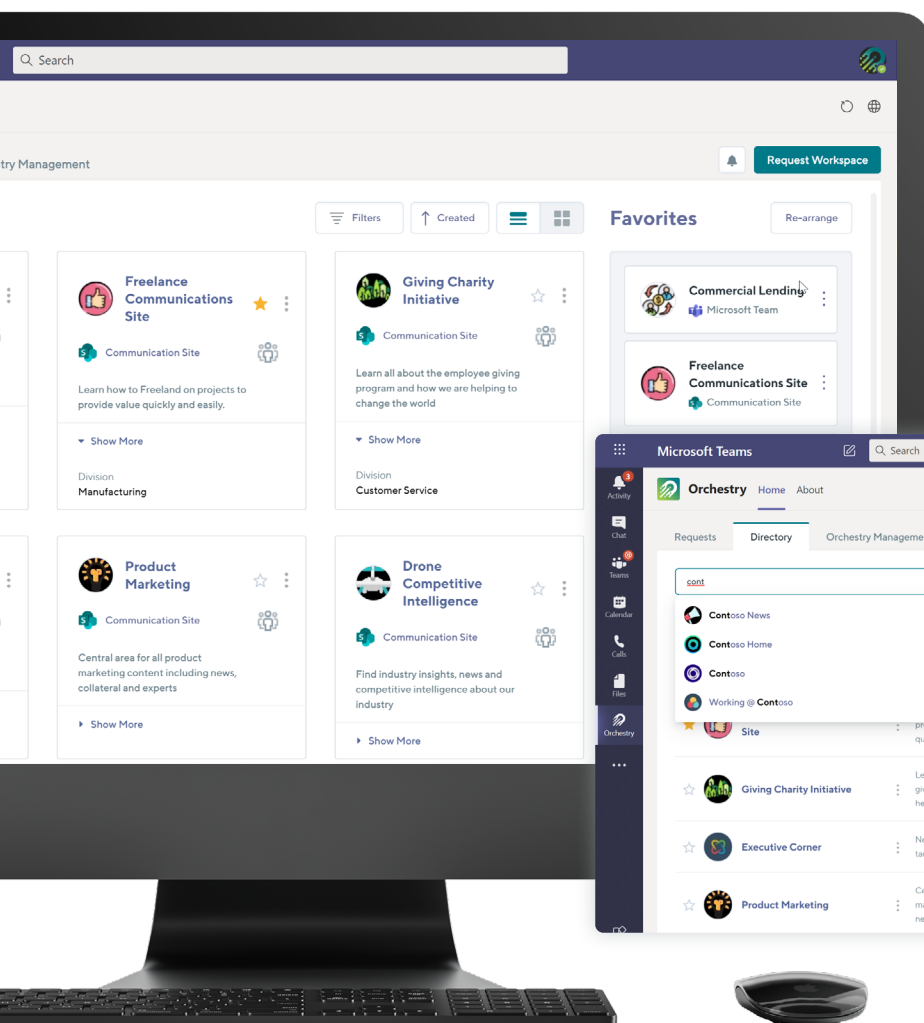
Microsoft 365 Governance with Orchestry provides the control you need to avoid the unwieldy sprawl, but enough enablement to eliminate any bottleneck and allow your end users self-service to gain access to the right tools for the right purpose when they need it. There are many quick wins with Orchestry Microsoft 365 Governance, that truly drives adoption in a cost effective and scalable manner.

## Expand Your Microsoft 365 Possibilities

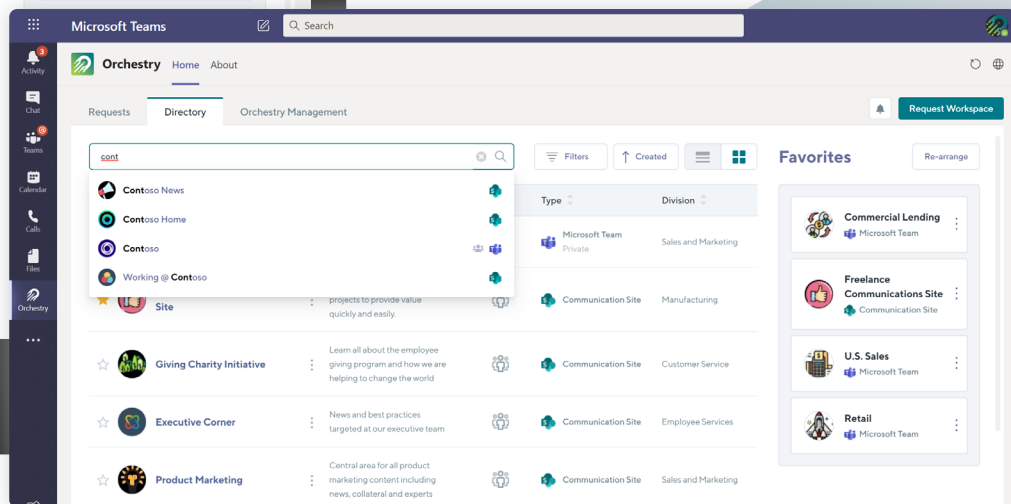


# Informative Workspace Directory

Orchestra Workspace Directory enables your users to quickly and easily discover any current Microsoft Teams and SharePoint Online Sites within your organization in a single view, with powerful filters and metadata targeting. Quickly find the most used and favorited Microsoft Teams and SharePoint Online Sites through the intuitive Workspace Directory.



Orchestra delivers a simple and beautiful experience that enables your organization to gain better visibility and access into all your Microsoft 365 Workspaces with Orchestra's Workspace Directory.

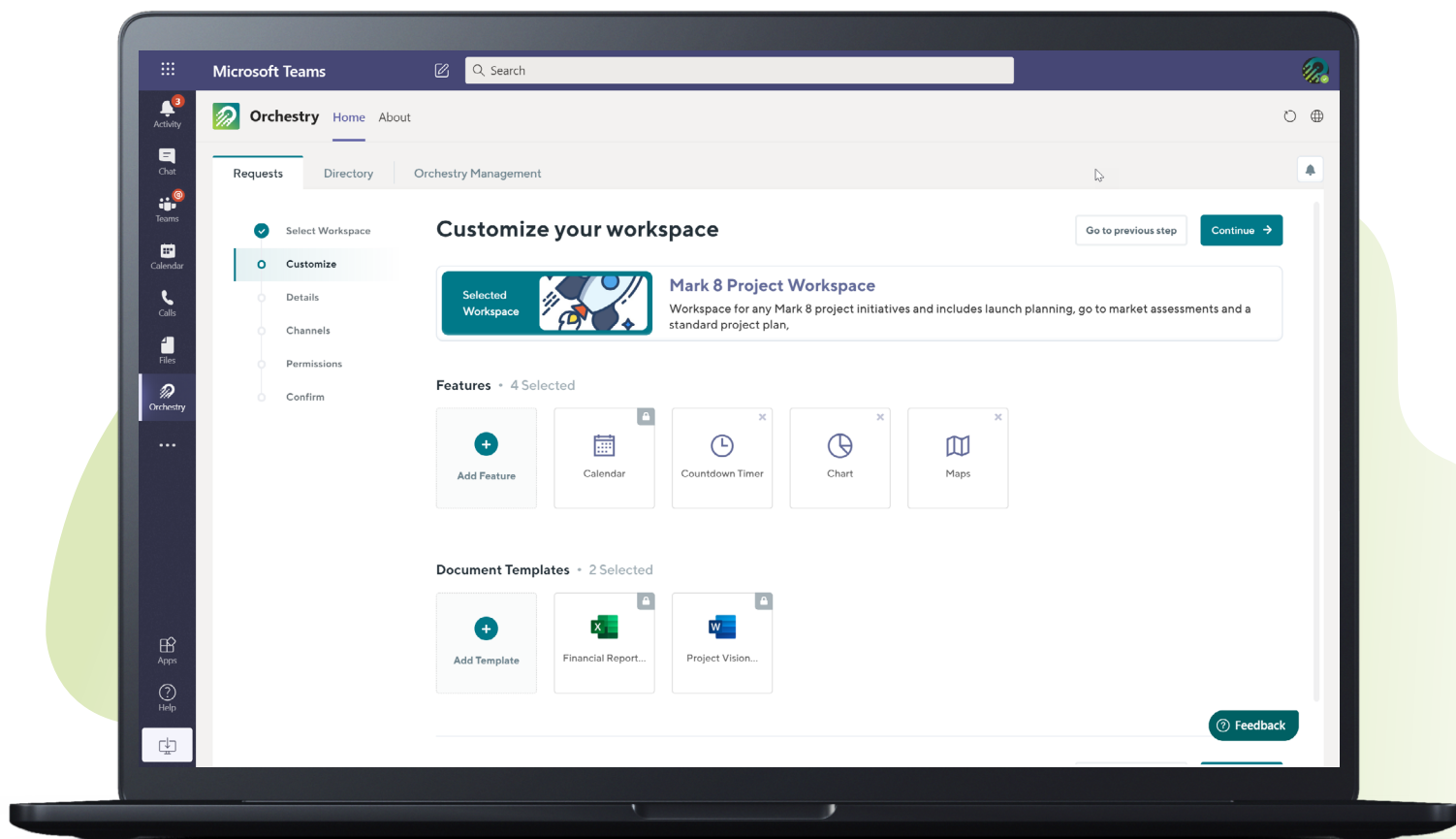


Orchestra consolidates all Microsoft Teams and SharePoint Online Workspaces into a single directory to provide an end-to-end view of your organization's collaboration. Before creating a new Workspace, look up existing Workspaces in Orchestra's Workspace Directory to avoid duplication and decay of unused Microsoft Teams and SharePoint Online Sites.



## Teams & Sites Workspace Provisioning

Provisioning in Microsoft 365 using Orchestra is a real-life fairytale for Microsoft 365 Administrators. Through the exquisite, user-friendly interface, with an extremely flexible experience, end users can create Microsoft Teams, SharePoint Online Sites and Microsoft 365 Groups.



Microsoft 365 Provisioning in Orchestra is intuitive, simple and user-friendly. The beautifully designed and interactive Workspace Request wizard provides a guided experience when requesting a Workspace, which eliminates the 'what to use when' confusion. Aligning various Microsoft 365 business apps behind the scenes.

With Orchestra's Workspace Approval Workflows, your organization can implement simple or complex approvals before a Workspace is created. Microsoft 365 Provisioning has never been easier, with additions such as Workspace Request History, Default Owners & Members, Workspace Features, Document Templates and Naming Policies.



## Robust Compliance Capability

Organizations gain unparalleled control of their environment with Orchestry as we provide extensive abilities of how you can manage your MS Teams platform better.

### SharePoint Configuration Options

**Sharing Options**

**External Sharing Options** [🔗](#)

Anyone

**Limit sharing by domain** [🔗](#)

No limits

**Advanced settings for Anyone links**

**Expiration of Anyone links**

These links must expire within this many days

Links expire in how many days?

60

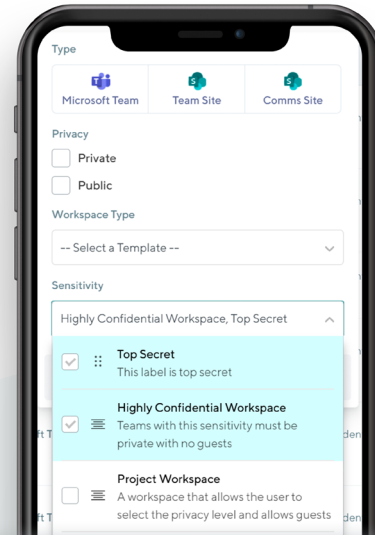
**Link Options**

**Default Link Type** [🔗](#)

People with existing access

**Default Link Permissions**

View



### Sensitivity Labels

User Choice

**Users Choice Labels**

The user must have access to the labels - if not, adding the label will fail.

Top Secret, Highly Confidential Workspace, Public For Everyone, Public Workspace with Guests

**Default Permission Type\***

Private

**Possible permission override scenario**

📌 One or more of the sensitivity labels selected above can override this setting in the user request process.

The powerful capabilities of Sensitivity Labels are at your disposal with Orchestry. The full support of Microsoft Information Protection with Sensitivity Label support in Orchestry allows control of several Workspace attributes such as privacy, guest access, SharePoint default sharing options, and access from unmanaged devices.

It is a seamless process to import your Sensitivity Labels from Microsoft 365 to Orchestry and use them as part of your workspace provisioning process. Defining Sensitivity Labels down to the template level is not yet a possibility within Microsoft 365, but you can achieve it with Orchestry.



## Regionalization for Improved Performance

Orchestry's split across Azure regions in North America, Europe and Australia Pacific, empowers users with enhanced performance while maintaining data sovereignty as they access a data center closer to their geographic location. Using the latest capabilities available in Microsoft Azure, Orchestry infrastructure introduces redundancy, failover, and scalability.








# Actionable Insights & Comprehensive Lifecycle Management

As your Microsoft Teams and SharePoint Online grow, you don't have to lose control of your environment to unwieldy sprawl and workspace bloat. With Orchestry you intelligently manage, govern, and evolve workspaces from creation through to sunsetting with effective archival and renewal policies.


Orchestry is the single, intuitive interface that handles the complete evolutionary cycle of your workspaces, both simply and cost-effectively. With better governance and control of your digital workspaces without hefty licensing fees, you make monitoring and management a breeze with capabilities far beyond out-of-the-box Microsoft 365 reporting and administration.

### Select a content option




**Archive In Place**

Perform actions on the current Site, Team or Group without moving the content anywhere



**Copy and Delete**

Performs actions on the current Site, Team or Group and moves content to an alternate location



**Delete**

Deletes the Site, Group or Team

### Permissions

**Remove Access**

- Remove Access for All Guests
- Remove Access for All Owners
- Remove Access for All Members

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**Permission Configuration**

Extract permission configuration

**Status**

Active

- 10 days without Team activity
- 10 days without Outlook activity
- 10 days without SharePoint activity

## Actionable Insights & Reports

Your organization requires better visibility in the adoption, usage, and management of your collaboration workspaces. Orchestry delivers a simply beautiful and actionable reporting experience.

With Orchestry's Actionable Insights & Reports, you see transparently into each workspace. Delivering powerful usage and activity statistics, Orchestry empowers IT administrators to proactively make decisions and take action to make Microsoft Teams, SharePoint Online and your entire Microsoft 365 environment more efficient and effective.



## Comprehensive Lifecycle Management

Managing Microsoft Teams requires provisioning and policies through each stage of the team lifecycle, from creation through management and into the sunset. With advanced Archival Policies and sophisticated Guest Access + Sharing policies, Orchestry is simplifying workspace and content management with Comprehensive Lifecycle Management from day one, creation through retention and compliance of recorded sunsetted workspaces.

Orchestry enables organizations to eliminate common Microsoft Teams challenges like sprawl, duplication, access barriers and bottlenecked governance. Whether your business is new to Microsoft Teams and Microsoft 365, or you are looking to remediate your digital workspace sprawl, Orchestry makes work simple for every user, from administrators to end users. Transform how you manage the longevity of your workspaces and assets across Microsoft Teams, SharePoint Online and Microsoft 365, with Orchestry.

# Orchestry Beyond Standard Microsoft 365



☑ = included / ☒ = excluded

Feature	Microsoft 365	Orchestry	Details
<b>Templating MS Teams Channels</b>	☑	☑	Orchestry fully supports templating of MS Teams Channels, both Private and Public.
<b>Templating MS Teams Tabs</b>	☒	☑	Orchestry's intelligent cloning of MS Teams Tabs includes full configuration across any tab type.
<b>Standardizing Naming Policies</b>	☑ <small>(with AAD Premium)</small>	☑	Advanced naming policies are included in Orchestry for MS Teams / SharePoint Online naming, Group Naming and SharePoint URL construction.
<b>Templating Owner and Member Management</b>	☒	☑	Orchestry delivers default owners and members for MS Teams and SharePoint Online to enforce governance.
<b>Workspace Approval Workflows</b>	☒	☑	Orchestry provides the ability to define approval processes for each Workspace type.
<b>Templating Teams Permissions</b>	☑	☑	Orchestry allows defining and copying Team Owner and Member permissions for Teams.
<b>Workspace Targeting</b>	☒*	☑	Orchestry enables you to target Workspace templates based on Active Directory groups.
<b>Templating/Provisioning with Custom Metadata</b>	☒	☑	Orchestry provides the ability to create your own organizational metadata that will need to be entered when requesting a Team, Group or Site.
<b>Templating Microsoft Planner</b>	☒	☑	Orchestry delivers full support for any number of plans per group including buckets and tasks.
<b>Templating SharePoint Online</b>	☒	☑	Orchestry provides full support for SharePoint Communication Sites and Team Sites including support for lists, libraries, pages, web parts and other configuration options.
<b>Templating OneNote Files</b>	☒	☑	Orchestry fully supports OneNote files including tabs and sections.
<b>Templating Microsoft Lists</b>	☒	☑	Orchestry delivers full support for any number of Microsoft Lists to be included in Workspace Templates.
<b>Provisioning Governance Policies</b>	☑	☑	Orchestry allows attaching and defining governance policies for Sites and Teams.
<b>Provisioning Suggested Features, Documents, Users and Channels</b>	☒	☑	Orchestry enables suggesting features, documents, users and channels when creating Workspaces.
<b>Templating Custom Features</b>	☒	☑	Orchestry enables defining your own custom features such as SPFx Web Parts, Lists, Libraries or other custom actions.
<b>Templating Custom Document Templates</b>	☒	☑	Orchestry enables you to define and attach document templates to Teams or SharePoint Online Sites.
<b>Workspaces Directory</b>	☒	☑	Orchestry delivers a full directory experience including search, sort and filter for all types of sites in Microsoft 365.
<b>Attach/Assign Custom Metadata</b>	☒	☑	Orchestry enables the ability to define and attach custom metadata to any type of Team, Site or Group (new or existing) in Microsoft 365.
<b>Sensitivity Labels at the Template Level</b>	☒	☑	Orchestry allows you to determine sensitivity labels at the template level and integrate them into the provisioning process.
<b>Filtering Based on Sensitivity Label</b>	☒	☑	The Orchestry Workspace Directory can be filtered on the basis of the sensitivity label applied to each workspace.
<b>Control User Access to Sensitivity Labels</b>	☒	☑	Orchestry enables you to control access of sensitivity labels for end users, allowing you to make only a subset of them available if needed.
<b>Reporting and Insights in One Interface</b>	☒	☑	Orchestry allows you to generate rich reports based on the usage, activity, and policy configuration of workspaces.
<b>Extensive Archive Policies in Microsoft 365</b>	☒	☑	With Orchestry you can do more than archiving, like remediating teams, copy over content and retain information without risking deletion.
<b>Distributed Governance</b>	☒	☑	Orchestry takes the load off IT by involving members and owners of workspace for long-term enforcement of governance policies.



# Try Orchestra for Yourself!

Orchestra is a complete insights, lifecycle management, enablement, adoption and standardization platform for creating Workspaces across Microsoft Teams, SharePoint Online, Microsoft Planner and across Microsoft 365. Orchestra provides a single point of access for both end users and IT Administrators to facilitate Workspace requests, Workspace provisioning, Workspace insights and Workspace lifecycle management on Microsoft Teams and SharePoint Online without the tedious tasks of having to manage and maneuver various business applications simultaneously.

Built by seasoned Microsoft 365 Architects & MVPs, with decades of experience consulting on Microsoft 365 projects, we believe organizations shouldn't need thousands of dollars and hundreds of man hours to make use of Microsoft 365 effectively. Orchestra is a more cost-effective solution that enables a business-first conversation providing a beautiful, simple platform that empowers your organization to get the outcomes it desires out of Microsoft 365, Microsoft Teams and SharePoint, simply.

See Orchestra in action and get FREE access to Orchestra today!  
Get in touch at [hello@orchestra.com](mailto:hello@orchestra.com) or [www.orchestra.com](http://www.orchestra.com).