

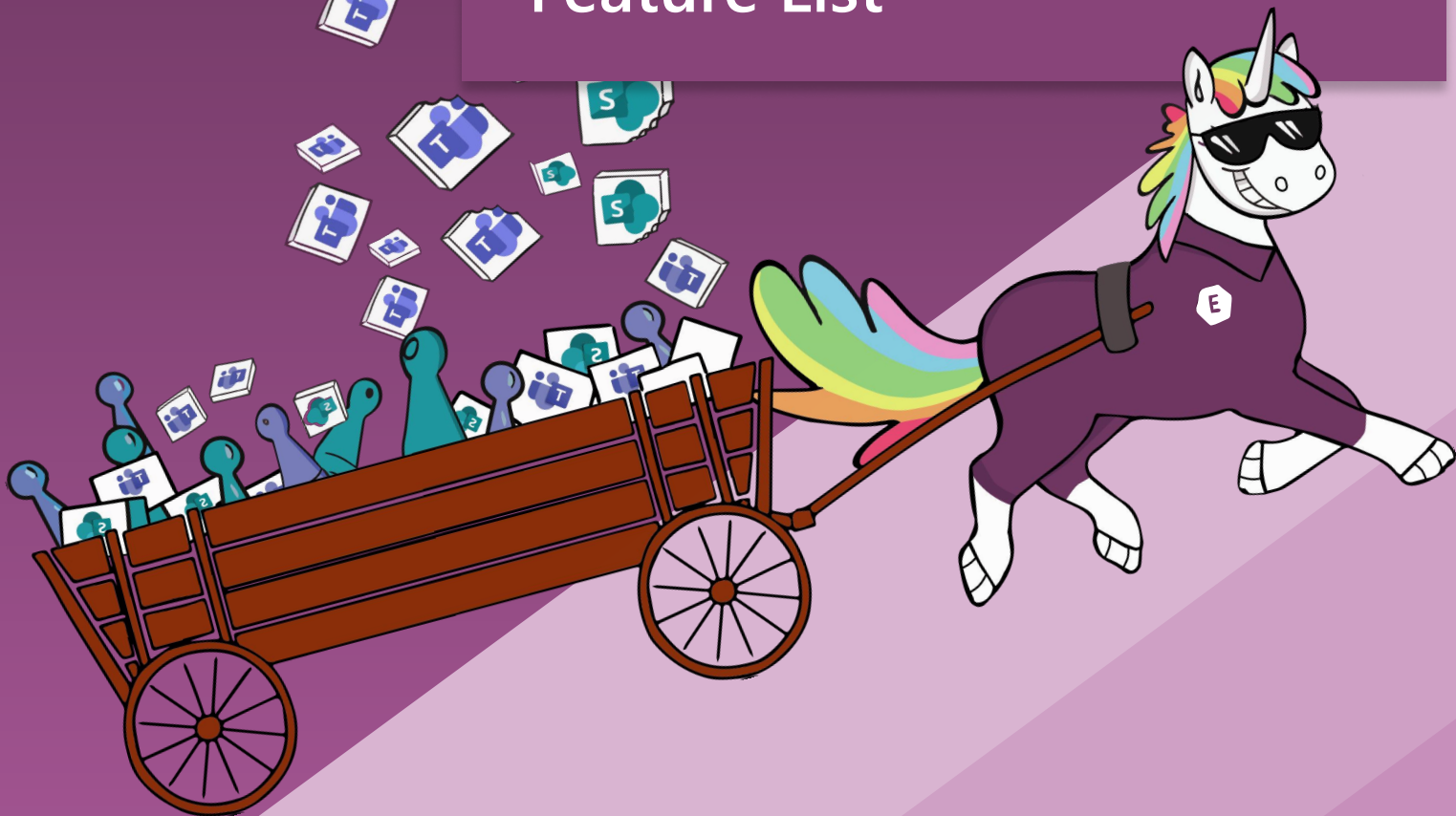
EasyLife 365 Collaboration

All-in-one governance solution for
Microsoft 365 Collaboration Tools

 Microsoft 365 certified app



Feature List



#DEFEATTHECHAOSMONSTER



FEATURE

DESCRIPTION

Access Management

EasyLife 365 Collaboration ensures users are in control of their assets and simplifies access management.

Regular Access Reviews

Automatic notifications and reminders for users to review ownerships and access to file sharing (including OneDrive), Teams channels, and team members.

Automated Workflows

Engage asset owners automatically for decisions or reviews, streamlining processes throughout the resource's lifecycle.

Automated Escalations

If an asset owner fails to take action, EasyLife 365 automatically triggers escalations and actions based on predefined rules.

Cleanup Actions

Trigger actions for cleaning up inactive Microsoft Teams, Microsoft Groups and SharePoint sites.

Automated Archive

Trigger actions for archiving Microsoft Teams and Microsoft Groups.

Approval Workflows

Automate approval processes for access requests, resource creation, and changes to ensure compliance and timely responses.

Guest Account Onboarding & Offboarding

Manage the onboarding and offboarding/cleanup of guest accounts, ensuring proper permissions and security settings.

Templates

EasyLife 365 Collaboration enables you to create and manage resource templates for standardized, advanced, and flexible provisioning options.

Basic Resource Creation Templates

Create templates for various resources including Communication Sites, Guest Accounts, Microsoft Groups, Microsoft Teams, SharePoint Team Sites, Viva Engage Communities, and Classrooms.

Custom Templates with Metadata

Create templates with your own data according to your organizational needs. You can freely add any data field you need.

Guest Account Templates

Set up templates for guest account invitations, apply naming conventions, and create different templates for various guest categories.

Dynamic Teams Templates

Create templates for Dynamic Teams that align with your organization's directory structure and specific needs, allowing for automated team configuration and management.



Provisioning Details

Define provision actions for resource creation and more, across different resource types.

Naming Conventions for New Resources

Specify detailed naming conventions and set up procedures for new resources using templates.

Audience Targeting

Define the specific departments or teams within the organization that are authorized to access and utilize particular templates, ensuring targeted visibility and use.

Sensitivity Labels at Templating

Configure privacy settings for your resources. Add sensitivity labels and define public, private or confidential.

Provisioning

Administrators can set up Provisioning Actions, from basic to advanced, to automated asset creation and configuration. Post-Provisioning Actions can also be configured to manage and optimize assets after deployment.

Basic Resource Creation

Define basic provisioning settings for creating resources such as Microsoft Teams, SharePoint Team Sites, Microsoft Groups, Viva Engage Communities, and Classrooms. This includes configuring essential aspects like membership, access controls, and other core settings.

Terms & Conditions Provisioning

Require users to accept specific Terms & Conditions before creating new resources.

Advanced Microsoft Teams Provisioning

Provision Microsoft Teams with predefined channel types and tabs, and more.

Advanced OneNote Provisioning

Automatically provision OneNote with specific sections, naming conventions, and more.

Advanced Planner Provisioning

Provision Microsoft Planner with predefined buckets, categories, and naming conventions.

Advanced SharePoint Provisioning

Provision SharePoint with templates including libraries, permissions, themes, navigation, and more.

Post-Provisioning Actions

Extend provisioning with PnP Templates and Webhooks. Integrate EasyLife 365 Collaboration with your environment to create custom, event-based actions and workflows based on specific rules.



Policies

Oversee the entire lifecycle of your assets with tailored triggers, time frames, and automated actions, ensuring effective management from creation through every stage of a resource's lifecycle.

Owner Policies

Define minimum owner policies, including reminders and actions if owners do not respond in time. Ensure no resource is left without an assigned owner.

Guest User Policies

Implement comprehensive policies for guest users, covering naming conventions, sponsor requirements, invitation protocols, and management of inactive accounts.

Access Review Policies

Establish access review policies that include audit and compliance measures, such as confirming access, setting expiration dates for inactive users or assets, and defining automated actions like removing access.

Archive Policies

Create and enforce policies for archiving assets, including Microsoft Teams, Microsoft Groups, and SharePoint sites.

Default Policies for Your Environment

Implement a default policy that automatically applies to all resources without a valid policy, including those created before EasyLife 365 or outside its environment.

Reporting & Analytics

Track and analyze governance actions for better oversight and compliance.

Event Logging

Record detailed information about individuals responsible for specific governance actions related to resources.

Overall Review for Admins

Use the Manage Section to gain a comprehensive overview of all resources, their states, and compliance status. Export data, make updates, and manage resources from an administrative perspective.



Integrations

Integrate EasyLife 365 with your existing systems and extend functionality using APIs, PowerShell, or webhooks.

Microsoft Teams

EasyLife 365 Collaboration integrates seamlessly with Microsoft Teams, providing full functionality within your existing Teams environment.

Webhook

Utilize webhooks for real-time notifications and integration with other systems.

API Leverage

APIs for integration and automation with other applications and services.

PowerShell

Use PowerShell for advanced scripting and automation of tasks.

Microsoft 365 Tool Supported	Teams SharePoint Microsoft Groups OneDrive Viva Engage Guest Accounts
Resources	Microsoft Teams, Guest Accounts, Microsoft Groups, SharePoint Sites and Viva Engage Communities, Classrooms
Tenants Covered	Commercial Tenants Education Tenants
	<div data-bbox="798 1400 1037 1668" data-label="Image"></div> <div data-bbox="1037 1489 1508 1668" data-label="Text"> <p>Education Tenants EasyLife 365 Collaboration is FREE for students, with licenses required only for faculty staff!</p> </div>

EasyLife³⁶⁵ Collaboration



Looking for a place to create Chaos!

EasyLife 365 simplifies your path to smart collaboration. Our suite of innovative apps brings order to the chaos of today's workplaces, boosting productivity along the way. In a world where collaboration often equals to chaos, we are the champions of order.

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 **EasyLife³⁶⁵ Mail**

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