Chapter 1: Office 365 Setup and Basic Administration
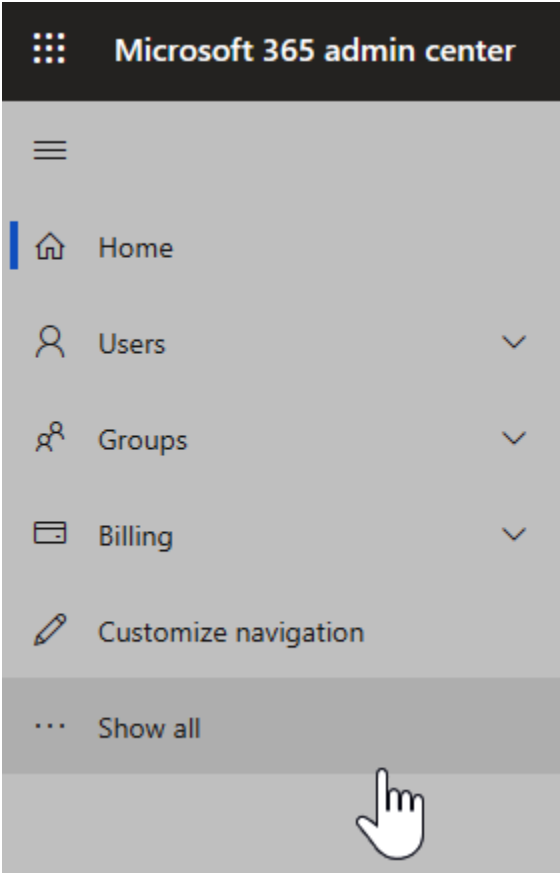
Nate LLC

All admin centers

|	Name	Description
◬	Azure ATP	Identify, detect, and investigate advanced threats, compromised identities, and malicious insider actions directed at your organization.
◈	Azure Active Directory	Go deep with identity management. Enable multi-factor authentication, self-service password reset, and edit company branding.
⛨	Compliance	Manage your compliance needs using integrated solutions for data governance, encryption, access control, eDiscovery, and more.
▣	Endpoint Manager	A single management experience for the End User Computing team in IT to ensure employees' Microsoft 365 devices and apps are secured, managed, and current.
▤	Exchange	Manage advanced email settings, such as quarantine, encryption, and mail flow rules.
▥	Power Automate	The Azure free-to-use workflow automation service to automate repetitive and time-consuming tasks by setting up a connection to access web services, files,
⌕	Microsoft Search	Manage Microsoft Search settings including services and content that are available for people in your organization. Make finding internal tools, documents,
▶	Stream	Choose how Microsoft Stream works for your organization.
☁	OneDrive	Control access and sharing settings, default storage, and allowed file types.

```
PS C:\WINDOWS\system32> Install-Module MSOnline

NuGet provider is required to continue
PowerShellGet requires NuGet provider version '2.8.5.201' or newer to interact with NuGet-based repositories. The NuGet
 provider must be available in 'C:\Program Files\PackageManagement\ProviderAssemblies' or
'C:\Users\14196\AppData\Local\PackageManagement\ProviderAssemblies'. You can also install the NuGet provider by running
 'Install-PackageProvider -Name NuGet -MinimumVersion 2.8.5.201 -Force'. Do you want PowerShellGet to install and
import the NuGet provider now?
[Y] Yes  [N] No  [S] Suspend  [?] Help (default is "Y"): Y

Untrusted repository
You are installing the modules from an untrusted repository. If you trust this repository, change its
InstallationPolicy value by running the Set-PSRepository cmdlet. Are you sure you want to install the modules from
'PSGallery'?
[Y] Yes  [A] Yes to All  [N] No  [L] No to All  [S] Suspend  [?] Help (default is "N"): Y
PS C:\WINDOWS\system32> Connect-MsolService -Credential $credential
PS C:\WINDOWS\system32>
```
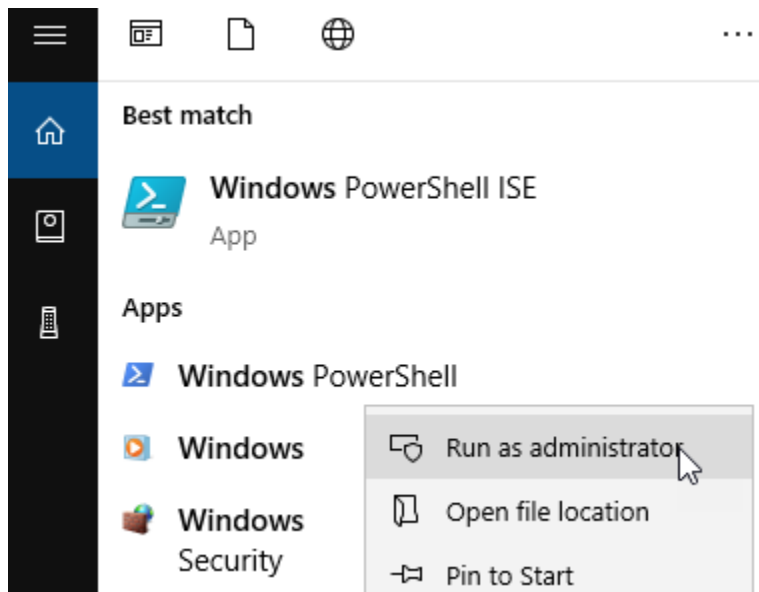


```
PS C:\WINDOWS\system32>
PS C:\WINDOWS\system32> $credential = Get-Credential

cmdlet Get-Credential at command pipeline position 1
Supply values for the following parameters:
Credential
```
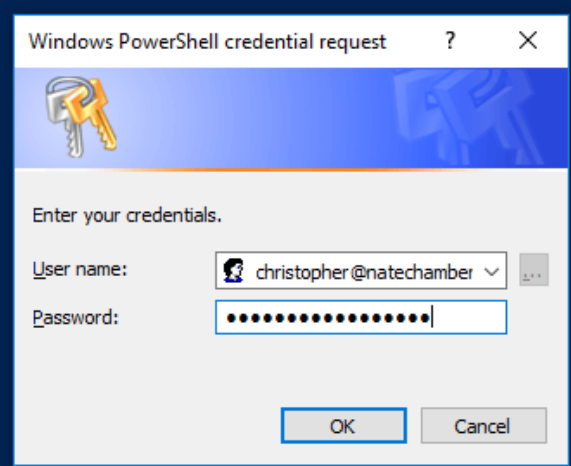


```
PS C:\WINDOWS\system32> Connect-MsolService -Credential $credential
PS C:\WINDOWS\system32>
```

```
PS C:\WINDOWS\system32> Get-Msoldomain

Name                                      Status   Authentication
----                                      ------   --------------
natechamberlain.com                       Verified Managed
natechamberlain.onmicrosoft.com Verified Managed


PS C:\WINDOWS\system32> _
```

Filters | Clear all

Products   —

☐ Enterprise Mobility + Security   +

☑ Office 365   +

☐ Windows 10   +

Release Phase

☐ Monthly Channel (Standard)

☐ Monthly Channel (Targeted)

☐ Semi-annual (Standard)

☐ Limited Availability

☐ Preview

☑ Targeted Release

☐ geted Release (Entire
   rganization)

Download   Share   RSS

In development ☐	Rolling out ☐	Launched ☐
3	**1**	**7**

+

Description	Status	Tags	Release
Outlook on the web - new Tasks experience update	In development	Exchange Online Education GCC Worldwide (Standard Multi-Tenant) General Availability Targeted Release	March CY2020
new Outlook on the web - Tasks pane	Launched	Exchange Online Education GCC Worldwide (Standard Multi-Tenant) Targeted Release	Q1 CY2019

🔍 SharePoint

Filters | Clear all

Products —
- ☐ Enterprise Mobility + Security +
- ☑ Office 365 +
- ☐ Windows 10 +

Release Phase —
- ☐ Monthly Channel (Standard)
- ☐ Monthly Channel (Targeted)
- ☐ Semi-annual (Standard)
- ☐ Limited Availability
- ☐ Preview
- ☑ Targeted Release
- ☐ Targeted Release (Entire Organization)
- ☐ Targeted Release (Select People)

Showing 35 updates[1]:   O365 ⊗   Targeted Release ⊗

In development ☐	Rolling out ☐
19	**7**

+

Description	Status
SharePoint: lists from Excel	In development
SharePoint - updating modern home pages for classic team sites	In development

Message center

Each message gives you a high-level overview of a planned change and how it may affect your users, and links out to more detailed information to help you prepare. Learn more about managing changes

All active messages   High importance   Unread messages   Archived messages

⚙ Preferences

Message title

 📄 **Updated Feature: SharePoint Site Swap**

Updated Feature: SharePoint Site Swap

MC204488, Stay Informed, Published date: Feb 22, 2020

🔗 ✉ 👍 👎

Updated March 13, 2020: We have updated this message with additional details and resources.

We are gradually enabling the capability to swap the location of a SharePoint root site with another site using a new PowerShell cmdlet, Invoke-SPOSiteSwap, as announced in MC187289 (August 2019) and MC189866 (September 2019). We are pleased to extend this feature to customers that have more than ~10,000 licenses. Customers with fewer than ~10,000 licenses already have this capability.

- We will be gradually rolling this out to customers with ~10,000 licenses or more beginning in mid-March 2020.
- The rollout will be complete by the end of April.

This message is associated with Office 365 Roadmap ID 51259.

How does this affect me?

Admins will be able to swap the SharePoint root site with another site using the PowerShell cmdlet, Invoke-SPOSiteSwap. The root site will be archived automatically. You must use SharePoint Online Management Shell version 16.0.8812.1200 or later, which will be available at the end of February.

We will make another announcement when we have enabled Site Swap in the new SharePoint admin center for customers with more than ~10,000 licenses. Customers with fewer than ~10,000 licenses already have this access.

What do I need to do to prepare for this change?

There is nothing you need to do to prepare for this change. If you would like to take advantage of Site Swap install the latest version of the SharePoint Online Management Shell and the Page Diagnostic Tool version 2.1 or later.

Please see these documents for more information:

Share   Archive

365 and the Office apps

⑦ Need help?

🎧 Support ︿

New service request

View service requests

Customer Lockbox Requests
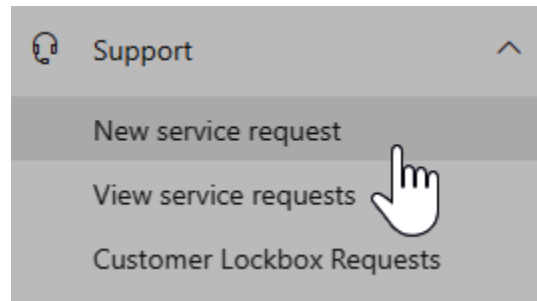
💬 🎧 🕓   Search [🔵⚪] Support Assistant

Support Assistant

Hi, Nate. I am an automated Microsoft 365 Support Assistant. How can I help you today?

Change account settings in Office 365 for business ... ⬀
Change account settings in Office 365 for business. ... This is
where you can change your Office 365 password (if your

Does this work?

No

OK, I can help connect you to support.

🎧 **Contact support**

Open a service request and get help from a support agent.

Contact support

Title*

Need to Switch from Standard to GCC

Description

We need assistance in changing our subscription from Standard to GCC.

Confirm your number*

+1 ⌄   1234567890

Confirm your email*

Use a semicolon to separate multiple email addresses.

nate@email.com

Preferred contact method*

◉ Phone (Response within 23 minutes)

○ Email (Response within 1 hour)

○ Schedule a Callback

Attachments

5 of 5 available. Each file must be less than 25 MB in size.

Add a file

Contact me

Legal | Privacy & Cookies

? 🎧 ↺   Search ⬤━ Support Assistant

Need help?

Need to change subscription   ✕

Recommended articles

Switch from an Office 365 for home to a business subscription ⬌
Switch from an Office 365 for home to a business subscription.
Office 365 for ... Each user needs to set up their new email account

Subscriptions, licenses, accounts, and tenants for ... ⬌
Subscriptions, licenses, accounts, and tenants for Microsoft's cloud
offerings. 10/08/2019; 6 minutes to read +2; In this article.

Pay for your Office 365 for business subscription ... ⬌
Need to switch payment methods? If your original reasons for
choosing invoice, credit card, or bank account have changed, for

🎧 **Contact support**
   Open a service ✋ and get help from a support agent.

⠿ Microsoft 365 admin center   🔔 ⚙ ? 👤

≡   Nate LLC   🌙 Dark mode ⬤━ The new admin center

🏠 Home
👤 Users   ⌄   # Service request history
👥 Groups   ⌄
👥 Roles   Select a ticket below to see details
🖳 Resources   ⌄
▭ Billing   ⌄   ⬇ Export service requests ↺ Refresh   🔍 Search   ▼ Filter
🎧 Support   ⌃
   New service request   Title   Date ↓   Ticket #   Created by   Status
   View service requests
   Customer Lockbox Requests Test service request ⋮ 3/7/2020   19041904   Nate Chamberlain   Agent assigned

Test service request

Ticket #	19041904		Created by	Nate Chamberlain
Date opened	3/7/2020, 9:43:22 PM		Phone	+1-1234567890
Status	Open		Email	nate@email.com

↻ Refresh

Case notes

Subject	Sender	Received
Microsoft Support [Ticket #:19041904] - Request opened	o365su17@microsoft.com	3/7/2020, 9:43:24 PM

A support agent is being assigned to your request.

Agent assigned

Issue resolved

Service request details

Name   Nate Chamberlain

Phone   +1-1234567890

Email   nate@email.com

View case communications

ⓘ **Privacy Warning**
Microsoft will never ask for your account login

Edit

Attachments
5 of 5 available. Each file must be less than 25 MB in size.

Add a file

Notes

I forgot to mention...

Confirm your number*

+1   1234567890

Confirm your email*
Use a semicolon to separate multiple email addresses.

nate@email.com

ⓘ **Privacy Warning**
Microsoft will never ask for your account login
credentials. In the unlikely event that this happens,
please notify us immediately.

Save   **Cancel**

Activate records

In this step, you'll activate all services for your domain, like email and instant messaging, by adding DNS records for **natechamberlain.com** at your registrar or DNS hosting provider.

◉ **Let Microsoft add your records (recommended)**
Since WordPress.com is your DNS hosting provider, all you have to do is sign in and we'll update your DNS records. We'll also set up Exchange for Outlook for email, contacts, and scheduling.

○ **Add your own records**
If you have a complex DNS record structure, choose this option. Next, we'll provide a list of DNS records that you'll need to add for your domain at your DNS host.

○ **Skip and do this later**
When you are ready, go to the Domains page to finish setup for natechamberlain.com

| Back | Continue | | Close |

- ✅ Add domain
- ✅ Connect domain
- ✅ Finish

✅ Domain setup is complete

natechamberlain.com is all set up and you can now manage it from your domains list.

Done

⊘ Add a user ↻ Refresh 🗑 Delete user 🔑 Reset password · · ·   2 selected ✕

	Display name			Usernam	
✓	Bertha Lestrange	🔑	⋮	bertha@	
✓	Greg Swart	🔑	⋮	greg@	
	Nate Chamberlain		⋮	nate@	

📋   Manage product licenses

✉   Change domains

⤓   Export users

👥   Manage groups

✎   Manage contact information

Change domains

2 users selected   ⓘ

Domain

natechamberlain.com	⌄

> ⓘ **Make sure you tell the selected users about this change.**
>
> Changing the domain will change their email. If their email is also their username, this will change how they sign in.
> @natechamberlain.com
>
> This will also affect their username in apps like Outlook, OneDrive, and any mobile app. If the user has Skype for Business, they'll need to reschedule any Skype for Business meetings they organized and tell external contacts to update their contact information.

⊘ Add a user ↻ Refresh 🗑 Delete user 🔑 Reset password · · ·   2 selected ✕ 🔍 Search

	Display name			Usernam	
✓	Bertha Lestrange	🔑	⋮	bertha@	Microsoft

📋   Manage product licenses

✉   Change domains | Manage product licenses |

⤓   Export users

Bertha Lestrange

🔑 ⊘ 🗑

Sign in allowed

Account   Devices   **Licenses and Apps**   Mail   OneDrive

Select location *

United States ▼

Licenses (3)

☐ **Dynamics 365 AI for Customer Service Virtual Agents Viral SKU**
9999 of 10000 licenses available

☑ **Microsoft Power Automate Free**
9997 of 10000 licenses available

☑ **Microsoft Teams Commercial Cloud**
Unlimited licenses available

☐ **Office 365 E5 without Audio Conferencing**
3 of 5 licenses available

☑ **Power BI (free)**
Unlimited licenses available

Select location *

United States ▼

☑ **Microsoft Power Automate Free**
9996 of 10000 licenses available

☑ **Microsoft Teams Commercial Cloud (User Initiated)**
Unlimited licenses available

☑ **Office 365 E5 without Audio Conferencing**
2 of 5 licenses available

☑ **Power BI (free)**
Unlimited licenses available

☐ **Power BI Pro**

Save changes

Licenses | All products
Nate LLC - Azure Active Directory

- **Overview**
- **Diagnose and solve problems**

Manage

- Licensed features
- **All products**
- Self-service sign up products

Activity

- Audit logs

Troubleshooting + Support

- New support request

+ Try / Buy   + Assign   ⬈ Bills | ☰☰ Columns | ♡ Got feedback?

☐ **Name**

☐ Dynamics 365 AI for Customer Service Virtual Agents Viral SKU

☐ Enterprise Mobility + Security E5

☐ Microsoft Power Automate Free

☐ Microsoft Teams Commercial Cloud (User Initiated)

☐ Office 365 E5 without Audio Conferencing

☐ Power BI (free)

☐ Power BI Pro

+ Try / Buy   + Assign   ⬈ Bills | ☰☰ Columns | ♡ Got

◼ **Name**

☐ Dynamics 365 AI for Customer Service Virtual Agents Viral SKU

☐ Enterprise Mobility + Security E5

☐ Microsoft Power Automate Free

☐ Microsoft Teams Commercial Cloud (User Initiated)

☑ Office 365 E5 without Audio Conferencing

☐ Power BI (free)

☐ Power BI Pro

Assign license

Nate LLC

*Users and groups

None Selected

Assignment options

Assignment options

Assign

Users and groups

✕

🔍 o365   ✕

OG O365 Governance Committee
    O365gov@natechamberlain.com
    Selected

OG O365 Group Creators

Selected items

OG O365 Governance Committee   Remove
    O365gov@natechamberlain.com

Select

Assign license

Nate LLC

*Users and groups

1 group selected

Assignment options

Assignment options

Assign

License options

✕

Microsoft Power Automate Free

Common Data Service   Off **On**

Flow Free   Off **On**

Ok

Customize your navigation pane

Show or hide navigation items in your navigation pane. Other admins won't see your changes.

**Selected items appear in the navigation pane**

Don't worry, you can find these hidden items by selecting **Show all** from the navigation pane.

- ☐ Select All
- ☑ Users
- ☑ Groups
- ☐ Roles
- ☐ Resources
- ☑ Billing
- ☐ Support
- ☐ Settings
- ☐ Setup
- ☐ Reports
- ☐ Health
- ☐ Security
- ☐ Compliance
- ☐ Endpoint Management
- ☐ Azure Active Directory
- ☐ Exchange
- ☐ SharePoint
- ☐ Teams

Save   Cancel

Home

Users

Groups

Billing

Admin centers

Azure Active Directory

Exchange

SharePoint

Customize navigation

Show all

Nate LLC

Search users, groups, settings or tasks   + Add card

Essentials

User management ...	Office 365 software ...	Billing
User management	**Install the Office desktop apps**	**$0.00** Total balance
Add, edit, and remove user accounts, and reset passwords.	Install Office	
Add user Edit a user |ᵛ		Balance Subscription |ᵛ

Add cards to your home page

Drag a card to the location you want, or select Add card (+).
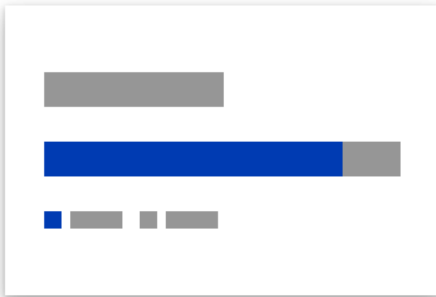
Setup

Discover and set up your services, solutions, and add-ons.

Office 365 Advanced Threat Protection

Keep an eye on malicious content blocked by Advanced Threat Protection, and add protection when it's needed.
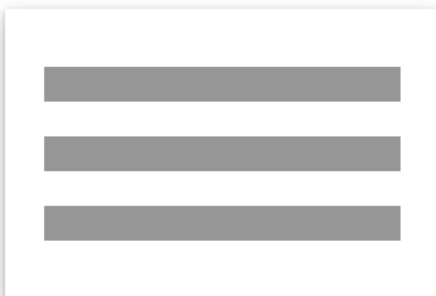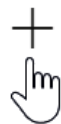
Azure Active Directory

Get access to common Azure AD tasks like self-serve password resets, customizing sign-in, and adding apps.
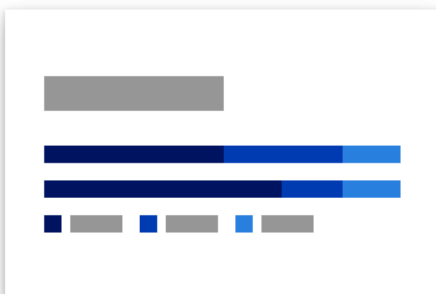
Data loss prevention

See how many files containing sensitive info are protected by data loss protection policies, and change those policies.

Chapter 2: Office 365 Identity and Roles

Set up the basics

To get started, fill out some basic information about who you're adding as a user.

First name

Last name

Display name *

Username *

@ natechamberlain.com ⌄

Password settings

⦿ Auto-generate password

◯ Let me create the password

☑ Require this user to change their password when they first sign in

☐ Send password in email upon completion

Assign product licenses

Assign the licenses you'd like this user to have.

Select location *

| United States | ∨ |

Licenses (0) *   ∧

◉ Assign user a product license

☐ **Dynamics 365 AI for Customer Service Virtual Agents Viral SKU**
9999 of 10000 licenses available

☐ **Enterprise Mobility + Security E5**
246 of 250 licenses available

☐ **Microsoft Power Automate Free**
9996 of 10000 licenses available

☐ **Microsoft Teams Commercial Cloud (User Initiated)**
Unlimited licenses available

☐ **Office 365 E5 without Audio Conferencing**
2 of 5 licenses available

☐ **Power BI (free)**
Unlimited licenses available

☐ **Power BI Pro**
25 of 25 licenses available

○ Create user without product license (not recommended)

They may have limited or no access to Office 365 until you assign a product license.

Optional settings

You can choose what role you'd like to assign for this user, and fill in additional profile information.

Roles (User: no administration access) ⌄

Profile info ⌄

You're almost done - review and finish adding

Assigned Settings

Review all the info and settings for this user before you finish adding them.

Display and username

Test TestT

testingMayDeleteLater@natechamberlain.com

Edit

Password

Type: Auto-generated

Edit

Product licenses

Create user without product license.

Edit

Roles (default)

User (no admin center access)

Edit

✅ Test TestT added to active users

We sent an email to you with login credentials for Test TestT based on send password email option. include a link to download Office.

User details

Display name: Test Test

Username: testingMayDeleteLater@natechamberlain.com

Password: Rol40373

Save these user settings as a template?

User templates allow you to quickly add similar users in the future by saving a set of shared settings such as domain, password, product licenses, and roles.

[Review settings for this user template](#)

Name your template *

Ex: FTE Senior Engineer, New York

Add a description (recommended)

Ex: Template for full-time senior engineers in New York office

Save as template

Active users

👤₊ Add a user   🗋 User templates   👥₊ Add multiple users

Create and upload the file

In this step, download one of the CSV files below, save the file, and use Excel or another app to add your users' information. Then you can come back here, upload the file and verify that you've got it filled out correctly.

Learn more about importing multiple users ⬀

⬇ Download a CSV file with headers only

⬇ Download a CSV file with headers and sample user information

| Browse to upload | Browse | Verify |

| Next | Cancel |

Set user options

Choose how you want users to be imported by setting the sign-in status and the product license that will be assigned to the users.

Sign-in status

⦿ Sign-in allowed

◯ Sign-in blocked

| Product licenses | Assign a product license | ⌄ |

| Back | Next | Cancel |

View your results

Here are your results reports. You can either download and save them, or email them to yourself and others.

✅ 1 user created   ↓ Download results

☑ Email the results files to these people

Recipients *

christopher@natechamberlain.com

⚠ If you choose to send these files by email, the passwords will be sent in plain text.

Send and close

Edit settings

Office 365 group

Allows teams to collaborate by giving them a group email and a shared workspace for conversations, files, and calendars.

Group email address *

	@natechamberlain.com

Privacy

🔘 Public - Anyone can see group content

⭕ Private - Only members can see group content

Add Microsoft Teams to your group

☐ Create a team for this group

ⓘ Some settings like Allow External Senders, or Send Copies of Group Conversations to Members' Inboxes can only be set after the group is created. Learn more about this setting

✅ New group created

This group will appear in your list of groups within 5 minutes.

Now that the group has been created, you can change these settings:

- Send copies of group conversations and events to group members inboxes
- Let people outside the organization email this group

Would you like to know more?

Using groups to collaborate effectively

Enable Security defaults

Security defaults is a set of basic identity security mechanisms recommended by Microsoft. When enabled, these recommendations will be automatically enforced in your organization. Administrators and users will be better protected from common identity related attacks.
Learn more

Enable Security defaults

Yes | **No**

Active users

  ⨍ Add a user   🗐 User templates   ⨍ Add multiple users   🔒 Multi-factor authentication   🗑 Delete a user   ↻ Refresh   ↓ Export Users   ⋯

✓ **Molly Gray**   ⋮   nate@nateguest.com

  🗑 Delete a user

MG

Molly Gray
nate@nateguest.com
🗑

General

Display name	Email
Molly Gray	nate@nateguest.com
Department	**Job title**
Contact information	**Groups**
First Name	O365 Group Demo
Last Name	Manage groups
Phone number	
Manage contact information	

4 selected ✕   🔍 Search   ▼ Guest users   ☰

Sync status	Guest	⊞ Choose colu

                                                + New filter

☁   Yes   ▽ₓ Clear filter

☁   Yes   **Standard filters**

☁   Yes   All users

☁   Yes   Billing admins

                                                  Global admins

☁   Yes   ✓ Guest users 🖐

☁   Yes   Helpdesk

                                                  Licensed users

                                                  Service admins

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Active users

👤₊ Add a user   ▤ User templates   👥₊ Add multiple users

              + Add template

Display   ▤ Manage template 🖐   Username

Add user template

● Description	**Set up your template**
○ Basics	User templates allow you to quickly add new users with a saved configuration. To get started, fill out some basic information about the template you're creating.
○ Licenses	
○ Optional settings	**Name your template** *
	Human Resources Members
○ Finish	**Add a description (recommended)**
	Template for full-time employees in HR.

Next

Add user template

Set up the basics

Description ✓

Basics ●

Licenses ○

Optional settings ○

Finish ○

Choose a domain and select the password settings you'd like to use with this user template. After you finish creating this template, you'll be able to fill out specific info for each new user (like name, username, and display name).

Select the domain *

natechamberlain.com ⌄

Password settings

◉ Auto-generated password

○ Let me create a password

☑ Require the user to change their password when they first sign in

[Back] [**Next**]

Add user template

Assign licenses

Description ✓

Basics ✓

Licenses ●

Optional settings ○

Finish ○

Choose the licenses you'd like to assign to users with this template.

Select a location *

United States ⌄

Licenses (3) * ⌃

◉ Assign a license to a user

☑ Enterprise Mobility + Security E5

☑ Power BI Pro

☐ Microsoft Power Automate Free

☐ Dynamics 365 AI for Customer Service Virtual Agents Viral SKU

☐ Power BI (free)

☑ Office 365 E5 without Audio Conferencing

☐ Microsoft Teams Commercial Cloud (User Initiated)

○ Don't assign a license to a user (not recommended)

Apps (43)

Show apps for:

All licenses ⌄

☑ **Azure Active Directory Premium P1**
Enterprise Mobility + Security E5

☑ **Azure Active Directory Premium P2**
Enterprise Mobility + Security E5

☑ **Azure Advanced Threat Protection**
Enterprise Mobility + Security E5

☑ **Azure Information Protection Premium P1**
Enterprise Mobility + Security E5

☑ **Azure Information Protection Premium P2**
Enterprise Mobility + Security E5

☑ **Azure Rights Management**
Enterprise Mobility + Security E5, Office 365 E5 without Audio Conferencing

☑ **Customer Lockbox**
Office 365 E5 without Audio Conferencing

☑ **Exchange Online (Plan 2)**
Office 365 E5 without Audio Conferencing

Add user template

- ✓ Description
- ✓ Basics
- ✓ Licenses
- ● Optional settings
- ○ Finish

Optional settings

Choose what role you'd like to assign to users with this template, and fill in some additional profile info.

Roles (User: no administration access) ⌄

Profile info ⌃

Job profile

[   ]

Department

[Human Resources   ]

Office

[Cleveland   ]

Office phone   Fax number

[123-456-7890]   [976-123-0375]

- ✓ Description
- ✓ Basics
- ✓ Licenses
- ✓ Optional settings
- ○ Finish

You're almost there - review and finish creating your template

Review the settings for your template. You can use this template immediately after you finish creating it.

Template description

Name: Human Resources Members

Description: Template for full-time employees in HR.

Edit

Domain

natechamberlain.com

Edit

Password

Type: Auto-generated

Require users to change password on first login

Edit

Product licenses

Location: US

Licenses: Enterprise Mobility + Security E5, Power BI Pro, Office 365 E5 without Audio Conferencing

Apps: Azure Active Directory Premium P1, Azure Active Directory Premium P2, Azure Advanced Threat Protection, and 42 more

Edit

Back   **Finish adding**

✅ **Your template is ready to use**

Human Resources Members will now appear in the list of user templates at the top of the active users page.

Next steps

Add a user using this template

Create another template

Manage user templates

Nate LLC

Active users

👤 Add a user   📋 User templates   👥 Add multiple

Display

Gaurav

Hunter

+ Add template

☰ Manage templates

Human Resources Members

Test Users

Human Resources Members

Fill out the required fields to add a user from this template.

First name

Test

Last name

HRUser

Display name *

Test HRUser

Username *

testhr   @ natechamberlain.com

Password (Auto-generated) *

You'll see the new password as soon as you finish adding this user.

☐ Send password in email upon completion

Template details

Name

Human Resources Members   ⌄

Description

Template for full-time employees in HR.

Add user

🔘 **Security**

Controls access to OneDrive and SharePoint and can be used for Mobile Device Management for Microsoft 365

Next

Set up the basics

To get started, fill out some basic info about the group you'd like to create.

Name *

O365 Group Creators

Description

Users and nested groups within this security group are allowed to create new O365 groups.

Administrator: SharePoint Online Management Shell — ☐ ✕

```powershell
PS C:\WINDOWS\system32> $GroupName = "O365 Group Creators"
>> $AllowGroupCreation = "False"
>>
>> Connect-AzureAD
>>
>> $settingsObjectID = (Get-AzureADDirectorySetting | Where-object -Property Displayname -Value "Group.Unified" -EQ).id
>> if(!$settingsObjectID)
>> {
>>         $template = Get-AzureADDirectorySettingTemplate | Where-object {$_.displayname -eq "group.unified"}
>>       $settingsCopy = $template.CreateDirectorySetting()
>>       New-AzureADDirectorySetting -DirectorySetting $settingsCopy
>>       $settingsObjectID = (Get-AzureADDirectorySetting | Where-object -Property Displayname -Value "Group.Unified" -EQ)
.id
>> }
>>
>> $settingsCopy = Get-AzureADDirectorySetting -Id $settingsObjectID
>> $settingsCopy["EnableGroupCreation"] = $AllowGroupCreation
>>
>> if($GroupName)
>> {
>>       $settingsCopy["GroupCreationAllowedGroupId"] = (Get-AzureADGroup -SearchString $GroupName).objectid
>> }
>>  else {
>> $settingsCopy["GroupCreationAllowedGroupId"] = $GroupName
>> }
>> Set-AzureADDirectorySetting -Id $settingsObjectID -DirectorySetting $settingsCopy
>>
>> (Get-AzureADDirectorySetting -Id $settingsObjectID).Values
>>
```

Microsoft

Sign in

Email, phone, or Skype

No account? Create one!

Can't access your account?

Sign-in options

Next

```
Name  : EnableGroupCreation
Value : False
```

New Plan

Staff Wellness Committee

Add to Group:

+   Choose a group for your plan

Your admin has turned off new group creation

Create plan

Join a team

Join a team with a code

Enter code

Got a code to join a team? Enter it above.

Associate this team site to a new Office 365 Group

Associating this team site with a new Office 365 Group connects the following applications to the site:

- A shared mailbox and calendar for group conversations in Outlook

- Task management tools using Planner

- The ability to add a team with Microsoft Teams for real-time, persistent chat

Here's what we'll do:

✓ Your existing site content, hierarchy and permissions remain the same

✓ A new, modern home page will be added to your site

✓ We'll help you select group members based on your existing site membership

Your SharePoint Administrator has disabled this functionality.

Dashboard

All services

★ FAVORITES

Azure Active Directory

Users

Enterprise applications

Manage

Users

Groups

Organizational relationships

Roles and administrators

Administrative roles

Administrative roles can be used to grant access to Azure AD and other Microsoft services. Learn more

Search

| user |

Type

| All ∨ |

Role ↑↓	Description	Type
👤 Application developer	Can create application registrations independent of the 'Users can regi...	Built-in
👤 Authentication administrator	Has access to view, set, and reset authentication method information f...	Built-in
👤 B2C user flow administrator	Can create and manage all aspects of user flows.	Built-in
👤 B2C user flow attribute administ	Can create and manage the attribute schema available to all user flows.	Built-in
👤 Guest inviter	Can invite guest users independent of the 'members can invite guests'...	Built-in
👤 Office apps administrator 🔖	Can manage Office apps cloud services, including policy and settings ...	Built-in
👤 Privileged authentication admini	Allowed to view, set and reset authentication method information for ...	Built-in
👤 User administrator	Can manage all aspects of users and groups, including resetting passw...	Built-in

Dashboard > Nate LLC | Roles and administrators > User admin

👥 User administrator | Assignments
All roles

«

Diagnose and solve problems

Manage

👥 Assignments

+ Add assignments

Search

| Search by name |

Name

Add assignments ✕

Search ⓘ

🔍

	Heather Granger heather@natechamberlain.com Selected
HP	Herbert Potter herbert@natechamberlain.com
HS	Hermione Smith ndchamberlain@live.com

Selected items

	Bertha Lestrange bertha@natechamberlain.com	Remove
HG	Heather Granger heather@natechamberlain.com	Remove

Add 🖱
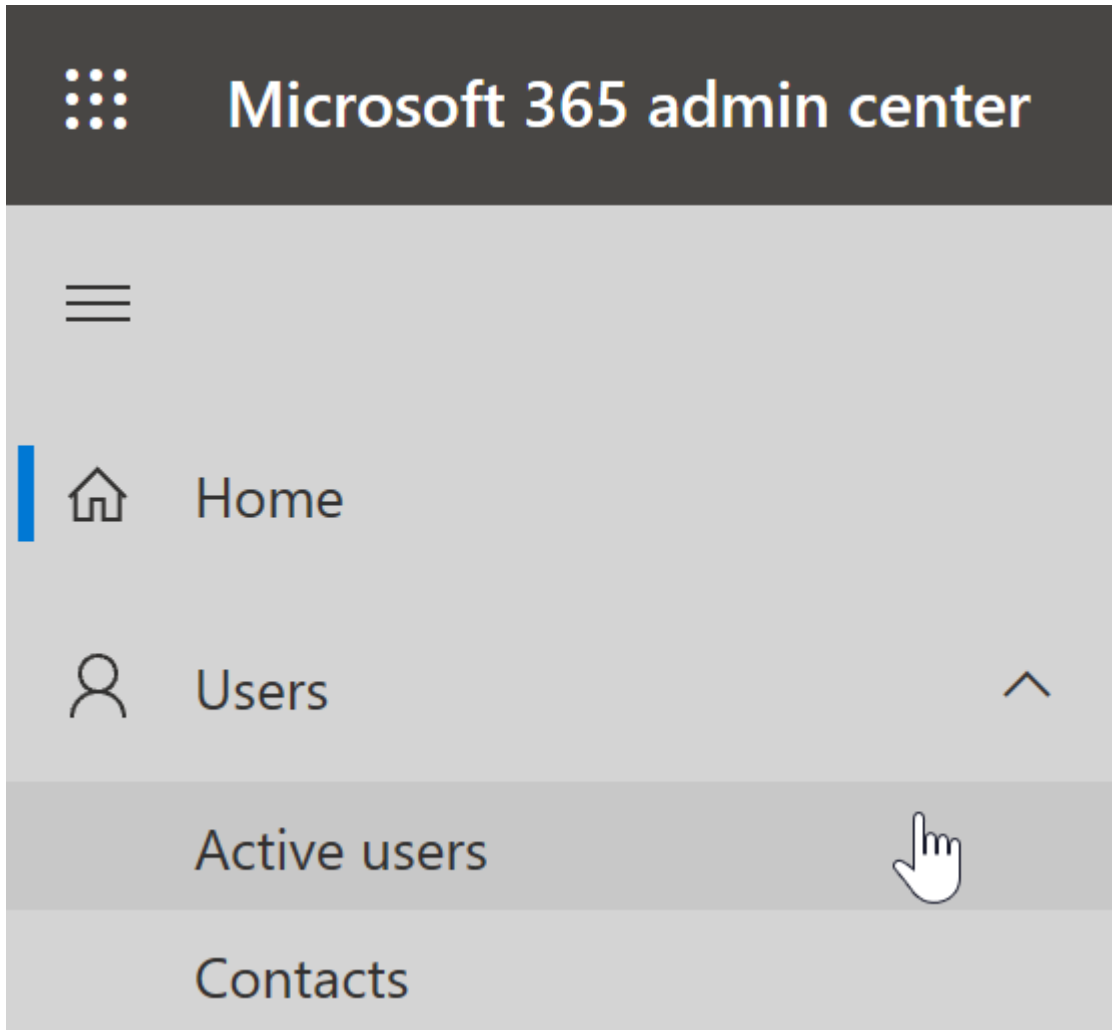
○ **User (no admin center access)**

◉ **Admin center access**

Global readers have read-only access to admin centers, while Global admins have unlimited access to edit all settings. Users assigned other roles are more limited in what they can see and do.

☑ User admin ⓘ

☐ Exchange admin ⓘ

☐ Global admin ⓘ

☐ Global reader ⓘ

☐ Helpdesk admin ⓘ

☐ Service support admin ⓘ

☐ SharePoint admin ⓘ

☐ Teams service admin ⓘ

- ☑ Privileged role admin ⓘ
- ☑ User admin ⓘ

Other

- ☐ Billing admin ⓘ
- ☐ Service support admin ⓘ

Read-only

- ☐ Global reader ⓘ
- ☐ Message Center privacy reader ⓘ
- ☐ Message Center reader ⓘ

✅ **Admin roles updated**

Chapter 3: Administering Office 365 with PowerShell

```
get-command -module msonline

CommandType     Name                                         Version      Source
-----------     ----                                         -------      ------
Cmdlet          Add-MsolAdministrativeUnitMember             1.1.183.57 MSOnline
Cmdlet          Add-MsolForeignGroupToRole                   1.1.183.57 MSOnline
Cmdlet          Add-MsolGroupMember                          1.1.183.57 MSOnline
Cmdlet          Add-MsolRoleMember                           1.1.183.57 MSOnline
Cmdlet          Add-MsolScopedRoleMember                     1.1.183.57 MSOnline
Cmdlet          Confirm-MsolDomain                           1.1.183.57 MSOnline
Cmdlet          Confirm-MsolEmailVerifiedDomain              1.1.183.57 MSOnline
Cmdlet          Connect-MsolService                          1.1.183.57 MSOnline
Cmdlet          Convert-MsolDomainToFederated                1.1.183.57 MSOnline
Cmdlet          Convert-MsolDomainToStandard                 1.1.183.57 MSOnline
Cmdlet          Convert-MsolFederatedUser                    1.1.183.57 MSOnline
Cmdlet          Disable-MsolDevice                           1.1.183.57 MSOnline
Cmdlet          Enable-MsolDevice                            1.1.183.57 MSOnline
Cmdlet          Get-MsolAccountSku                           1.1.183.57 MSOnline
Cmdlet          Get-MsolAdministrativeUnit                   1.1.183.57 MSOnline
Cmdlet          Get-MsolAdministrativeUnitMember             1.1.183.57 MSOnline
Cmdlet          Get-MsolCompanyAllowedDataLocation           1.1.183.57 MSOnline
Cmdlet          Get-MsolCompanyInformation                   1.1.183.57 MSOnline
Cmdlet          Get-MsolContact                              1.1.183.57 MSOnline
Cmdlet          Get-MsolDevice                               1.1.183.57 MSOnline
Cmdlet          Get-MsolDeviceRegistrationServicePolicy      1.1.183.57 MSOnline
Cmdlet          Get-MsolDirSyncConfiguration                 1.1.183.57 MSOnline
Cmdlet          Get-MsolDirSyncFeatures                      1.1.183.57 MSOnline
Cmdlet          Get-MsolDirSyncProvisioningError             1.1.183.57 MSOnline
Cmdlet          Get-MsolDomain                               1.1.183.57 MSOnline
Cmdlet          Get-MsolDomainFederationSettings             1.1.183.57 MSOnline
Cmdlet          Get-MsolDomainVerificationDns                1.1.183.57 MSOnline
Cmdlet          Get-MsolFederationProperty                   1.1.183.57 MSOnline
Cmdlet          Get-MsolGroup                                1.1.183.57 MSOnline
Cmdlet          Get-MsolGroupMember                          1.1.183.57 MSOnline
```

```
UserPrincipalName                DisplayName           IsLicensed
-----------------                -----------           ----------
nate@natechamberlain.com         Nate Chamberlain            True
richard@natechamberlain.com      Richard Weasley             True
bertha@natechamberlain.com       Bertha Lestrange            True
```

```
PS C:\WINDOWS\system32> Get-MsolUser -UserPrincipalName "bertha@natechamberlain.com" | Select-Object *|Format-List

ExtensionData                      : System.Runtime.Serialization.ExtensionDataObject
AlternateEmailAddresses            : {}
AlternateMobilePhones              : {}
AlternativeSecurityIds             : {}
BlockCredential                    : False
City                               :
CloudExchangeRecipientDisplayType  :
Country                            :
Department                         :
DirSyncProvisioningErrors          : {}
DisplayName                        : Bertha Lestrange
Errors                             :
Fax                                :
FirstName                          : Bertha
ImmutableId                        :
IndirectLicenseErrors              : {}
IsBlackberryUser                   : False
IsLicensed                         : True
LastDirSyncTime                    :
LastName                           : Lestrange
LastPasswordChangeTimestamp        : 3/9/2020 2:50:33 AM
LicenseAssignmentDetails           : {Microsoft.Online.Administration.LicenseAssignmentDetail,
                                     Microsoft.Online.Administration.LicenseAssignmentDetail,
                                     Microsoft.Online.Administration.LicenseAssignmentDetail}
LicenseReconciliationNeeded        : False
Licenses                           : {natechamberlain:FLOW_FREE, natechamberlain:POWER_BI_STANDARD,
                                     natechamberlain:TEAMS_COMMERCIAL_TRIAL}
```

```
PS C:\WINDOWS\system32> Import-Module Microsoft.Online.SharePoint.PowerShell
WARNING: The names of some imported commands from the module 'Microsoft.Online.SharePoint.PowerShell' include
unapproved verbs that might make them less discoverable. To find the commands with unapproved verbs, run the
Import-Module command again with the Verbose parameter. For a list of approved verbs, type Get-Verb.
PS C:\WINDOWS\system32> Import-Module Microsoft.Online.SharePoint.PowerShell -DisableNameChecking
```

```
PS C:\WINDOWS\system32> connect-SPOService -url https://natechamberlain-admin.sharepoint.com
PS C:\WINDOWS\system32> get-sposite | select title, url

Title                       Url
-----                       ---
Communication site          https://natechamberlain.sharepoint.com/
M365SatSTL Planning         https://natechamberlain.sharepoint.com/sites/
O365 Book                   https://natechamberlain.sharepoint.com/sites/
PointPublishing Hub Site    https://natechamberlain.sharepoint.com/portal
Community                   https://natechamberlain.sharepoint.com/portal
SPFestSeattle               https://natechamberlain.sharepoint.com/sites/
nate                        https://natechamberlain.sharepoint.com/portal
SharePoint Governance       https://natechamberlain.sharepoint.com/sites/
Test                        https://natechamberlain.sharepoint.com/sites/
Project Management Demo      https://natechamberlain.sharepoint.com/sites/
Shifts Demo                 https://natechamberlain.sharepoint.com/sites/
RedirectSite                https://natechamberlain.sharepoint.com/sites/
LSPUG                       https://natechamberlain.sharepoint.com/sites/
Yammer Test - Private       https://natechamberlain.sharepoint.com/sites/
SurveyDemo                  https://natechamberlain.sharepoint.com/sites/
                            https://natechamberlain.sharepoint.com/search
Power BI Demo               https://natechamberlain.sharepoint.com/sites/
```

Chapter 4: Managing Exchange Online

👤 Add a user   ↻ Refresh   🗑 Delete user   🔑 Reset password   · · ·   1

Display name		Username
✔ **Tyler Riddle**	🔑 ⋮	tyler@natechamberlain.com
	📋 Manage product licenses	
Tara		#

Tyler Riddle

🔑 🚫 🗑️

Sign in allowed

Account   Devices   **Licenses and Apps**   Mail   OneDrive

Select location *

United States   ⌄

Licenses (1)   ⌃

☐ **Dynamics 365 AI for Customer Service Virtual Agents Viral SKU**
9999 of 10000 licenses available

☐ **Enterprise Mobility + Security E5**
246 of 250 licenses available

☐ **Microsoft Power Automate Free**
9996 of 10000 licenses available

☐ **Microsoft Teams Commercial Cloud (User Initiated)**
Unlimited licenses available

☑ **Office 365 E5 without Audio Conferencing**
1 of 5 licenses available

Save changes

Apps (40)

Show apps for:

All licenses ⌄

☑ **Azure Rights Management**
Office 365 E5 without Audio Conferencing

☑ **Customer Lockbox**
Office 365 E5 without Audio Conferencing

☑ **Exchange Online (Plan 2)**
Office 365 E5 without Audio Conferencing

☑ **Flow for Office 365**
Office 365 E5 without Audio Conferencing

recipients

mailboxes

groups

resources

+ **New Office 365 group** ▼ 🧑‍🤝‍🧑 new ✏️ 🗑️ 🔍 🔄

DISPLAY NAME

Distribution list
Mail-enabled security group
Dynamic distribution list

LSPUG

M365SatSTL Planning

new mail-enabled security group

Mail-enabled security groups can be used to distribute messages and to assign access permissions to Active Directory resources. **Learn more**

*Display name:

O365 Governance Committee

*Alias:

O365gov

*Email address:

O365gov   @   natechamberlain.com ▼

Notes:

This security group will be used to assign access permissions for its members and also as a central, shared mailbox for persistent communications to and from the group as membership rotates in and out.

Write a description so people know what this distribution group is used for. This will show up on the group's contact card and in the address book.

*Owners:

+ −

Nate Chamberlain

Members:

☑ Add group owners as members

+ −

Christopher Draven

Choose whether owner approval is required to join the group. Note that only owners can remove members.

☐ Owner approval is required

Save

Mailboxes

Add a shared mailbox ↻ Refresh

Create New Shared Mailbox

Display name *

Shared Test

Email Address *   Domain *

sharedtest   @   natechamberlai... ⌄

Alias

sharedtest

Create   Close

The shared mailbox was created. It may take a few minutes before you can add members.

Next steps

Edit details for this mailbox

Add users to this mailbox

Learn how to use shared mailboxes in outlook

(You can share this link with users.)

Would you like to know more?

Other ways to collaborate in Office 365

View details   Close

ST Shared Test

Mailbox   Account

Email addresses

sharedtest@natechamberlain.com

Manage email address types

Mail flow settings

Default message size and delivery
setting are applied

Manage mail flow settings

Mailbox permissions

Manage mailbox permissions

Mailbox policies

Default mailbox policies are
applied for the organization

Manage mailbox policies

More actions

Convert to regular mailbox

Manage litigation hold

Manage mailbox archive

Set recipient limit

Automatic replies

Manage automatic replies

recipients

mailboxes

groups

resources

+ **New Office 365 group** ▼ [new icon] [pencil icon] [trash icon] [search icon]

DISPLAY NAME

Distribution list

Mail-enabled security group

new distribution list

> **Important:** If your users address email to multiple people, why not create a group in Outlook instead of a DL? Groups in Outlook offer you everything DLs do, include features that enhance collaboration, on the platform for future innovation. Create a group in Outlook

*Display name:

Book Authors

*Alias:

BookAuthors

*Email address:

BookAuthors   @   natechamberlain.com

Notes:

For distribution of writing news and tips to all individuals currently working on book drafts.

> Write a description so people know what this distribution group is used for. This will show up on the group's contact card and in the address book.

*Owners:

+ −

Nate Chamberlain

Members:

☑ Add group owners as members

+ −

Christopher Draven

> Click Add to add members to this group. Members will receive a copy of messages sent to the group.

Choose whether owner approval is required to join the group.

⦿ Open: Anyone can join this group without being approved by the group owners.

◯ Closed: Members can be added only by the group owners. All requests to join will be rejected automatically.

◯ Owner approval: All requests are approved or rejected by the group owners.

Choose whether the group is open to leave.

⦿ Open: Anyone can leave this group without being approved by the group owners.

◯ Closed: Members can be removed only by the group owners. All requests to leave will be rejected automatically.

Save   Cancel

recipients

mailboxes

groups

resources

+ New Office 365 group   ▼   new   ✏   🗑   🔍

DISTRIBUTION LIST

DISPLAY NAME   Mail-enabled security group

LSPUG   Dynamic distribution list

M365SatSTL Planning

new dynamic distribution list

*Display name:

LSPUG Members

*Alias:

LSPUG

Notes:

All staff and members of LSPUG in the natechamberlain.com tenant.

Owner:

NateChamberlain   X | Browse... |

Members:

*Specify the types of recipients that will be members of this group.

- ⦿ All recipient types
- ◯ Only the following recipient types:

  - ☐ Users with Exchange mailboxes
  - ☐ Mail users with external email addresses
  - ☐ Resource mailboxes
  - ☐ Mail contacts with external email addresses
  - ☐ Mail-enabled groups

Membership in this group will be determined by the rules you set up below.

add a rule

Select one	^
State or province	
Company	
Department	
Custom attribute 1	
Custom attribute 2	
Custom attribute 3	
Custom attribute 4	
Custom attribute 5	∨

oxes

ail address

email addr

Mem   etermined

✖ Select one ▼

add a rule

specify words or phrases

✏️ ➖

	➕

LSPUG

[OK 👆] [Cancel]

Exchange admin center

dashboard	admin
recipients	
permissions 👆	➕ ✏️ 🗑️

Discovery Management

*Name:

Discovery Management   ✕

Description:

Members of this management role group can perform searches of mailboxes in the Exchange organization for data that meets specific criteria.

Write scope:

Default   ⌄

Roles:

+ **−**

NAME	▲
Legal Hold	
Mailbox Search	

Members:

+ **−**

NAME	DISPLAY NAME	▲

Save   Cancel

Information governance

- Dashboard
- Label activity explorer
- Import
- Archive
- **Retention**

+ Create

Name * ⓘ

Administrator Inbox Retention

Description

Retains administrator inboxes for a defined period of time.

Do you want to retain content? ⓘ

🔘 Yes, I want to retain it ⓘ

| For this long... ▼ | 2 | years ▼ |

Retain the content based on | when it was created ▼ | ⓘ

Do you want us to delete it after this time? ⓘ

⚪ Yes 🔘 No

⚪ No, just delete content that's older than ⓘ

| 1 | years ▼ |

Need more options?

⚪ Use advanced retention settings ⓘ

| Back | **Next** | Cancel |

The policy will apply to content that's stored in the locations you choose.

○ Apply policy only to content in Exchange email, public folders, Office 365 groups, OneDrive and SharePoint documents.
◉ Let me choose specific locations. ⓘ

Status	Location	Include	Exclude
🔵	📧 Exchange email	All Choose recipients	None Exclude recipients
⚫	📄 SharePoint sites		

Exchange email

Choose which recipients to choose from the list below.

Search	🔍

Distribution lists and mail-enabled security groups will be expanded so the policy will apply to all the mailboxes in the group. Only the mailboxes that are currently members of these groups will be covered by the policy. Mailboxes added to these groups later won't be covered, but ones that are removed later will still be covered.

∨ Added (0)

∧ Recipients (5)

☐ Name ∨	Email
☐ O365 Governance Committee	O365gov@natechamberlain.com
☐ Nate Chamberlain	nate@natechamberlain.com
☐ Book Authors	BookAuthors@natechamberlain.com

rules   message trace   url trace

➕▾ ✏️ 📋 🗑️ ↑ ↓ 📊▾ 🔍 🔄

ON [New] │ RULE

There

+▾ ✏ 🗎 🗑 ⬆ ⬇ 📊▾   🔍 🔄

Create a new rule...

Apply Office 365 Message Encryption and rights protection to messages...

Apply custom branding to OME messages...

Apply disclaimers...

Bypass spam filtering...

Filter messages by size...

Generate an incident report when sensitive information is detected...

Modify messages...

Name:

Prevent credit card data from leaving organization

*Apply this rule if...

The message contains any of these sensitive information types... ▾   *Select sensitive information types...

add condition

Sensitive information types

name ▲	publisher	
Chile Identity Card Number	Microsoft Corporation	
China Resident Identity Card (PRC) Num...	Microsoft Corporation	
Credit Card Number	**Microsoft Corporation**	
Croatia Identity Card Number	Microsoft Corporation	
Croatia Personal Identification (OIB) Nu...	Microsoft Corporation	
Czech Personal Identity Number	Microsoft Corporation	
Denmark Personal Identification Number	Microsoft Corporation	
Drug Enforcement Agency (DEA) Number	Microsoft Corporation	

1 selected of 100 total

add ->	Credit Card Number[remove];

OK   Cancel

Send incident report to: *<u>Select one...</u>,
with content: *<u>Include message</u>
<u>properties</u>

Include message properties

Clear

- ☑ sender
- ☑ recipients
- ☑ subject
- ☑ cc'd recipients
- ☑ bcc'd recipients
- ☑ severity
- ☑ sender override information
- ☑ matching rules
- ☑ false positive reports
- ☑ detected data classifications
- ☑ matching content
- ☑ original mail

OK   Cancel

and

✖ Select one ▼

Select one	
The sender...	▶
is this person	▶
is external/internal	▶
is a member of this group	▶
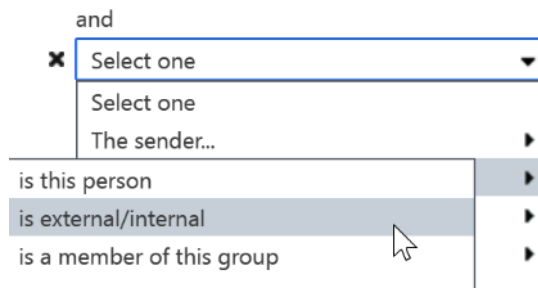
select recipient location

Outside the organization ▼

OK   Cancel
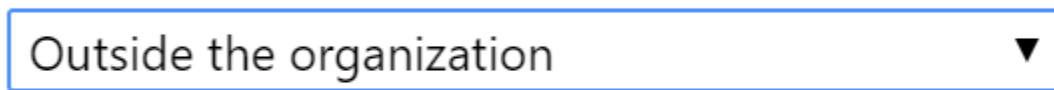
Prevent credit card data from leaving organization

If the message...

Is sent to 'Outside the organization'
and The message contains any of these sensitive information types: 'Credit Card Number'

Do the following...

Send the incident report to nate@natechamberlain.com, include these message properties in the report: sender, recipients, subject, cc'd recipients, bcc'd recipients, severity, sender override information, matching rules, false positive reports, detected data classifications, matching content, original mail

View the Incident management mailbox

Rule comments

Rule mode

Enforce

Additional properties

Sender address matches: Header

malware filter   connection filter   spam filter

New

NAME

*Name:

Block Domains

Description:

Blocks specific domains from delivering mail to recipients in the organization.

Domain block list
Always mark email from the following domains as spam.

Add
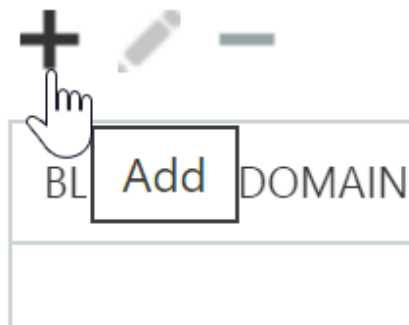
BL   DOMAIN

add blocked domain

Enter a domain. Separate multiple entries using a semi-colon or newline.
Example: contoso.com;fabrikam.com

facebook.com;ebay.com

new spam filter policy

Off ▼
SPF record: hard fail:
Off ▼
Conditional Sender ID filtering: hard fail:
Off ▼
NDR backscatter:
Off ▼

Test Mode Options
Configure the test mode options for when a

○ None
○ Add the default test X-header text
○ Send a Bcc message to this address:

Applied To
Specify the users, groups, or domains for who
*If...

1 The recipient domain is ▼

add condition

Except if...

add exception

🔲 https://outlook.office365.com/ecp/pickers/AcceptedD... — ☐ ✕

🔒 outlook.office365.com/ecp/pickers/AcceptedDomainPicker.aspx...

NAME ▲
natechamberlain.com
natechamberlain.onmicrosoft.com

1 selected of 2 total

2 add -> natechamberlain.com [remove];

3 OK   Cancel

👤 Recipients ∧

Mailboxes

Resources 🖑

Resources

+ Add a resource   ↻ Refresh

Fill in the basic info

Select the resource type you wish to manage through email or delegate

◉ Room

◯ Equipment

Name * ⓘ

Conference Room A

Resource email * ⓘ

ConfA   @

natechamberlain.com   ⌄

Capacity

12

Location

West Wing

Next

Booking options

Assign settings for the booking policy that defines when this resource can be scheduled

- ☑ Allow repeating meetings
- ☑ Allow scheduling only during work hours
- ☑ Auto-accepts meeting request

    Set to "Off" if you want to specify users who want to accept meetings manually

Booking delegates

`Search name or email`

☐ **Automatically decline meetings outside of limits below**

Booking window (days)

[   ]

Maximum duration (hours)

[   ]

If the organizer needs a reply enter message below

[   ]

[Back] [**Next**]

- ✓ New resource basic info
- ✓ Booking options
- ● **Review resource**

Review resource

Review the resource information you have entered

Resource type

Room

Resource name

Name: Conference Room A

Email: ConfA@natechamberlain.com

Capacity: 12

Location: West Wing

Phone number:

Resource address

Department: Information Technology

Address book policy: [No Policy]

Booking options

Allow repeating meetings

Auto-accepts meeting request

Allow scheduling only during work hours

Back   Create

New resource mailbox   ✕

✓ New resource basic info	# Status
✓ Booking options	✓ Resource mailbox creation successful!
✓ Review resource	

Done

☣ Threat management   ∧

Dashboard

Investigations

Explorer

Campaigns

Submissions

Attack simulator

Review

Policy

Threat tracker

*Name:

Safe Attachments Policy

Description:

This policy will deliver messages immediately, but remove and scan attachments for malware before reattaching to the original message.

Safe attachments unknown malware response

Select the action for unknown malware in attachments.Learn more

Warning
Monitor, Replace and Block actions may cause significant delay to email delivery. Learn more
Dynamic Delivery is only available for recipients with hosted mailboxes. Learn more

- ◯ Off - Attachment will not be scanned for malware.
- ◯ Monitor - Continue delivering the message after malware is detected; track scan results.
- ◯ Block - Block the current and future emails and attachments with detected malware.
- ◯ Replace - Block the attachments with detected malware, continue to deliver the message.
- ◉ Dynamic Delivery - Deliver the message without attachments immediately and reattach once scan is complete.

new safe attachments policy

- ○ Off - Attachment will not be scanned for
- ○ Monitor - Continue delivering the messa
- ○ Block - Block the current and future ema
- ○ Replace - Block the attachments with det
- ● Dynamic Delivery - Deliver the message
  scan is complete.

Redirect attachment on detection
Send the blocked, monitored, or replaced atta

☐ Enable redirect
Send the attachment to the following email a

☑ Apply the above selection if malware scan

Applied To
Specify the users, groups, or domains for who
*If...

1 | The recipient domain is ▾ |

     add condition

Except if...

     add exception

---

https://protection.office.com/ecp/pickers/AcceptedDo... — ☐ ✕

🔒 protection.office.com/ecp/pickers/AcceptedDomainPicker.aspx?...

NAME	▲
natechamberlain.com	
natechamberlain.onmicrosoft.com	

1 selected of 2 total

2 add ->   natechamberlain.com [remove];

3 OK   Cancel

Warning

Dynamic Email Delivery is for O365 hosted mailboxes only. If this action is chosen for a recipient with a non-hosted mailbox, then a Replace action will be taken for that recipient.

OK
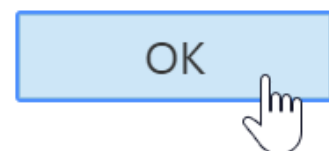
new safe links policy

*Name:

Safe Links Policy

Description:

This policy will rewrite all URLs in messages and check Teams URLs against known malicious links but not rewrite them.

Select the action for unknown potentially malicious URLs in messages.

○ Off

● On - URLs will be rewritten and checked against a list of known malicious links when user clicks on the link.

Select the action for unknown or potentially malicious URLs within Microsoft Teams.

○ Off

● On - Microsoft Teams will check against a list of known malicious links when user clicks on a link; URLs will not be rewritten.

☑ Apply real-time URL scanning for suspicious links and links that point to files.

   ☑ Wait for URL scanning to complete before delivering the message.

☑ Apply safe links to email messages sent within the organization.

[Save]

Chapter 5: Setting Up and Configuring Microsoft Search

Microsoft Search

Insights **Acronyms** Bookmarks Floor plans

Add acronym

Acronym History

HR
Acronym • 1 result

Human Resources
Human Resources is the name of the department located in suite 101 on the first level of our main building where you can replace your badge, seek guidance and resources for benefits, recruiting, payroll, and more.
Published by Nate LLC : https://www.NateChamberlain.com/...

Acronym *

HR

Expansion *

Human Resources

Description

Human Resources is the name of the department located in suite 101 on the first level of our main building where you can replace your badge, seek guidance and resources for benefits, recruiting, payroll, and more.

Source ⓘ

https://www.NateChamberlain.com/about/HR

Import acronyms

Import using a CSV file

Add and update acronym with this bulk import.

Download CSV template

↓ Download acronym template (.csv)

Upload the completed template

| contoso.csv | Browse |

Microsoft Search

Insights | **Answers** | Connectors | Customizations | Configurations

---

Acronyms

Bookmarks

Floor plans

Locations

Applied Filter: Status: Published

+ Add   ↑ Import   ↓ Export

Bookmark title   URL

TAAS (Time and Attendance Software)

Edit   History

TAAS (Time and Attendance Software)
https://taas.natechamberlain.com
Submit PTO requests, access and change your payroll and benefits details, view and apply for internal openings, and more.

Title *   Characters: 35/60

TAAS (Time and Attendance Software)

URL *

https://taas.natechamberlain.com

Bookmark description   Characters: 121/300

sts, access and change your payroll and benefits details, view and apply for internal openings, and more.

Keywords * ⓘ

time and attendance software ✕   taas ✕   pto request ✕   benefits enrollment ✕
update beneficiaries ✕   recruiting ✕   job openings ✕   time clock ✕

☑ Automatically match similar keywords

Reserved keywords ⓘ

taas ✕ |

∧ Targeted variations

You can target different bookmark content to different users based on the user's device and location
ⓘ

| | ✏ ✕ |

All devices & OS ∨   +

Australia ∨

Title   Characters: 8/60

AUS TAAS

URL

https://taas-aus.natechamberlain.com

Bookmark description   Characters: 0/300

Enter a brief description of the website or page

Collapse

+ Add a variation

Microsoft Search

Insights   **Answers**   Connectors   Customizations   Configurations

Acronyms

Bookmarks

Floor plans

Locations

Applied Filter: Status: Published

+ Add   ↑ Import   ↓ Export

Bookmark title   **URL**

Download CSV template

↓ Download bookmarks template (.csv)

	A	B	C	D	E
1	Title	Url	Keywords	State	Description
2	Outlook Web Access	https://outlook.office365.	outlook web access;ou	published	Manage your work e
3	Office Online	https://portal.office.com	office online;office 36!	published	Collaborate for free
4	Word	https://office.live.com/sta	word online;word logir	published	Collaborate for free
5	Flow	https://flow.microsoft.cor	flow online;flow login	published	Automate tasks by i
6	Office Install Site	http://aka.ms/getoffice	install office;install off	published	Try or buy Office for
7	Microsoft Search in Bing explore	https://www.bing.com/bu	bing for business;bing	published	Explore features of

Upload the completed template

BookmarksToImport.csv   Browse

✓ This import is ready.
   Found 3 bookmarks to add and 0 bookmarks to update.

Microsoft Search

Insights   **Answers**   Connectors   Customizations   Configurations

Acronyms

Bookmarks

Floor plans

Locations

Applied Filter: Status: Published

+ Add   ↑ Import   ↓ Export

Bookmark title   URL

Import bookmarks

CSV   **SharePoint**

Import from SharePoint

Import your SharePoint Promoted results from your SharePoint sites. The imported bookmarks will be listed in the Suggested tab on the Bookmarks page portal for you to easily publish to your Microsoft Search in Bing users.

↑ Import from SharePoint

Published (19)
Draft (0)
Scheduled (0)
Suggested (1)

2 ↑ Publish   🖫 Save to draft   🗑 Delete   ↑ Import   ↓ Export

✓	Bookmark title	URL
1 ✓	access request form	https://natechamberlain.com/emp/arfor

Organization › Communication site

All   Files   Sites   News   ▽ Filters

📑 **Access Request Form**

https://natechamberlain.com/emp/arform.aspx

Complete an access request form to request approval of access to secured digital resources and sites.

---

watson library

All   Files   Sites   People   News   ▽ Filters

Watson Library

1425 Jayhawk Blvd, Lawrence, KS 66045

◈ Get directions

Expand map ⌄
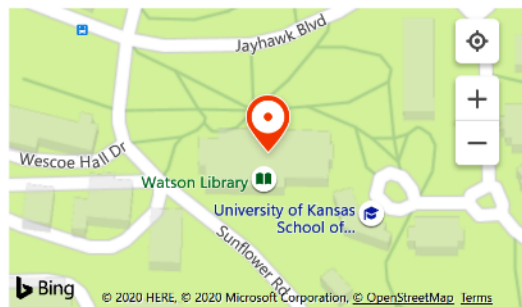
Microsoft Search

Insights   **Answers**   Connectors   Customizations   Configurations

Acronyms

Bookmarks

Floor plans

Locations

Q&A

Applied Filter: Status: Published

+ Add   ↑ Import   ↓ Export

Name	Address
Spencer Museum of Art	1301 Missis

Suggested results

1301 Mississippi St, Lawrence, KS 66045

1301 Mississippi St, Monroe, LA 71202

1301 Mississippi St, St Paul, MN 55112

🔍   Address not in the list? Kindly specify the latitude & longitude.

1301 Mississippi St

Spencer Museum of Art

UNIVERSITY HEIGHTS   OREAD

40

2000 feet   500 m

Expand map ∨   ▶ Bing   © 2020 HERE, © 2020 Microsoft Corporation, © OpenStreetMap Terms

Name *

| Spencer Museum of Art |

Country *

| United States   ∨ |

Address

| 1301 Mississippi St, Lawrence, KS 66045   ✕ |

Unit

| |

Keywords * ⓘ

| spencer museum of art ✕   sma ✕   spencer art museum ✕ |

Reserved keywords ⓘ

| sma ✕ |

Publish 🖑   Save to draft

Import locations

Import using a CSV file

Download a copy of the locations template to make sure any items you're importing are in the correct format. When you're ready to import, come back here and upload your file.

Download CSV template

↓ Download locations template (.csv)

Upload the completed template

| contoso.csv | Browse |

Microsoft Search

Acronyms

Bookmarks

Floor plans

Locations

Applied Filter: Status: Published

+ Add

Building	Floor plans

Select your building

Can't find the building you're looking for? Select **Cancel**, and then select +**Add** from the **Locations** tab. When you're done, come back here to finish.

Watson Library   ∨

↑ **Upload files**

File name		Floor	Wing or zone	
WatsonFloor4.dwg	✓	4		Remove

Specify location patterns

We need a little more information to smartly assign user office locations to rooms in the uploaded files. For each office location, identify the floor, wing or zone, and the room number.

West

Microsoft Search

Insights   **Answers**   Connectors   Customizations   Configurations

Acronyms

Bookmarks

Floor plans

Locations

Q&A

Applied Filter: Status: Published

+ Add   ↑ Import   ↓ Export

Title	Answe
Who wrote the O365 Administration Cookb	Nate

Who wrote the O365 Administration Cookbook?

Edit   History

Who wrote the O365 Administration Cookbook?

Nate Chamberlain wrote Packt's O365 Administration Cookbook in 2020.

Visit source
http://www.packt.com

Title *   Characters: 43/60

Who wrote the O365 Administration Cookbook?

URL

http://www.packt.com

Answer description *

B	*I*	H	66	☰	☰	🔗	👁	▢	✕	❓

Nate Chamberlain wrote Packt's O365 Administration Cookbook in 2020.

Keywords * ⓘ

| o365 administration cookbook ✕ | o365 cookbook author ✕ |

☑ Automatically match similar keywords

Reserved keywords ⓘ

Enter search terms commonly used to find this page

Q&A settings

Choose when and where this result should be published

⌃ **Dates**

◉ Always available

○ Choose start or end date

⌃ **Country or region**

◉ Available in all countries/regions

○ Select specific countries/regions

^ **Groups**

(●) Everyone in your organization

( ) Select specific groups to view your bookmark

---

^ **Device & OS**

(●) All devices

( ) Select specific devices and OS

---

^ **Targeted variations**

You can target different Q&A messages based on the user's device and location ⓘ

+ Add a variation

Publish	Save to draft

Answer description *

[**B**   *I*   H   66   ☰   ☷   ⌗   👁   ▯   ✕   ❓]

Nate Chamberlain wrote Packt's O365 Administration Cookbook in 2020.

Collaboration

☐ Dynamics 365 admin ⓘ

☐ Exchange admin ⓘ

☐ Groups admin ⓘ

☐ Kaizala admin ⓘ

☐ Office apps admin ⓘ

> Full access to Microsoft Search, assigns the Search admin and Search editor roles, manages editorial content, monitors service health, and creates service requests.

☑ Search admin ⓘ

☐ Search editor ⓘ

Change Microsoft Search in Bing settings

Users in your organization will be able to get work results along with internet results when searching on Bing. It may take up to 24 hours to see changes.

Edit

Microsoft Search in Bing

This will help your users find information specific to your workplace from shared organization sources and the internet.

🔵 **Allow your organization to use Microsoft Search in Bing**

Save

Images   · · ·   Sign in 👤

b Bing [   ] ⊡ 🔍

▦▦ Microsoft
▦▦

nate@natechamberlain.com

Enter password

•••••••••••|

Forgot my password

Sign in with another account

Sign in

lspug

ALL   IMAGES   VIDEOS   MAPS   NEWS

Microsoft Search   Show results from Nate LLC >

lspug

nate@natechamberlain.com

ALL   IMAGES   VIDEOS   MAPS   NEWS   SHOPPING

Add Bing

Microsoft Search

Fee

LSPUG Members
Distribution list
✉ LSPUG2@natechamberlain.onmic...

Show profile >

Sites
6 sites

Files
8+ files

Teams
2 conversations

Top searches ⓘ

All   ⌄

All

Bookmarks

People

Q&A

Files

Groups

Locations

Conversations

Sites

Chapter 6: Administering OneDrive

OneDrive

Home

Sharing

Sync

Storage
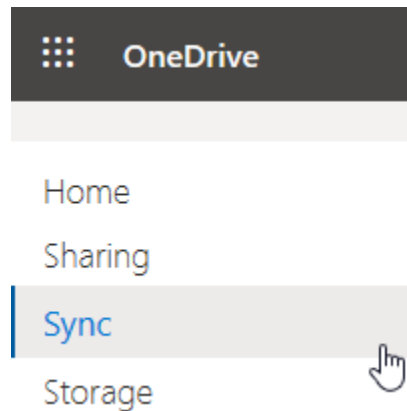
Sync

Use these settings to control syncing of files in OneDrive and SharePoint.
Download the sync client
Fix sync problems

☑ Show the Sync button on the OneDrive website

☑ Allow syncing only on PCs joined to specific domains

Enter each domain as a GUID on a new line.

☐ Block sync on Mac OS

☑ Block syncing of specific file types

Enter each file extension on a new line.

Save

Auditing

View user activities related to OneDrive, such as who recently accessed, deleted, or shared files.
Search the audit log

Data loss prevention (DLP)

Protect your organization's sensitive information so it doesn't get into the wrong hands. You can also view reports to see which files match your policies.
Create a DLP policy
View DLP policy match reports

Retention

Preserve OneDrive files as long as you need.
Create a preservation policy

eDiscovery

Identify, hold, search, and export content that can be used as evidence in legal cases.
Create an eDiscovery case

Alerts

Get notified when users perform specific activities in OneDrive.
Create an alert

	Policies	⌄
⚙	Settings	
☁	Migration	⌄
⋮	More features	
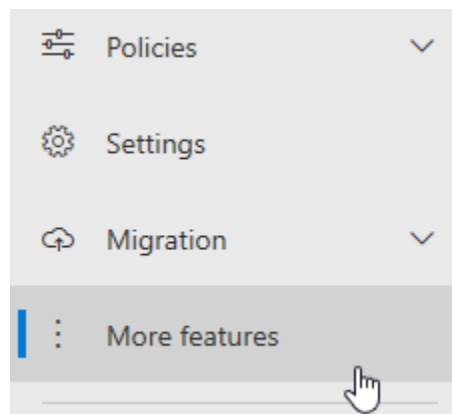
User profiles

Add and remove admins for a user's OneDrive, disable OneDrive creation for some users, and more. Learn more

Open
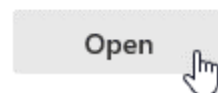
User Profiles

People

Manage User Properties | Manage User Profile

Manage User Permissions | Manage Policies

My Site Settings

[Setup My Sites](#)

My Site Cleanup

When a user's profile has been deleted, that user's My Site will be flagged for deletion after thirty days. To prevent data loss, access to the former user's My Site can be granted to the user's manager or, in the absence of a manager, a secondary My Site owner. This gives the manager or the secondary owner an opportunity to retrieve content from the My Site before it is deleted. Select whether or not ownership of the Site should be transferred to a manager or secondary owner before the site is deleted.

Set a secondary owner to receive access in situations in which a user's manager cannot be determined.

☑ Enable access delegation

Secondary Owner:

Richard Weasley;

Links

Choose the kind of link that's selected by default when users share items.

Default link type

○ Shareable: Anyone with the link

○ Internal: Only people in your organization

◉ Direct: Specific people

Advanced settings for shareable links ⌃

Links must expire within this number of days
(enter -1 for never):

-1

Files:

View, edit, and upload	⌄

Folders:

View, edit and upload	⌄

Send Link

... ×

People you specify can edit >

Enter a name or email address

Add a message (optional)

Send

Copy Link   Outlook

External sharing

Users can share with:

SharePoint   **OneDrive**

Most permissive
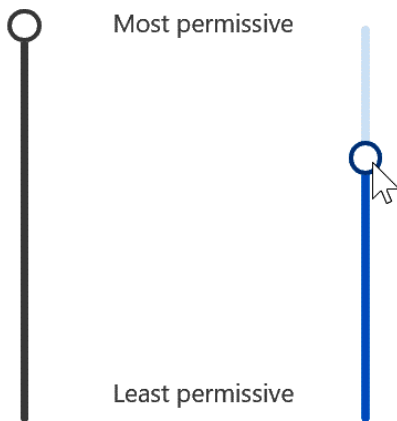
Anyone
Users can create shareable links that don't require sign-in.

New and existing external users
External users must sign in.

Existing external users
Only users already in your organization's directory.

Only people in your organization
No external sharing allowed.

Least permissive

Your sharing setting for OneDrive can't be more permissive than your setting for SharePoint.

Advanced settings for external sharing ⌄

☐ Allow or block sharing with people on specific domains

☑ External users must accept sharing invitations using the same account that the invitations were sent to

☐ Let external users share items they don't own

Other settings

☑ Display to owners the names of people who viewed their files

[Save]

Advanced settings for external sharing ⌃

☑ Allow or block sharing with people on specific domains

Advanced settings for external sharing ⌃

☑ Allow or block sharing with people on specific domains

Type of restriction

| Allow only these domains |

Enter each domain on a new line.

| sharepointlibrarian.com |

Default storage in GB

1024

What's the maximum for my Office 365 plan?

Days to retain files in OneDrive
after a user account is marked
for deletion

30

Save

Device access

Control access based on network location

☑ Allow access only from specific IP address locations

Enter one IP address per line

172.160.0.0
192.168.1.0

Deploy this policy ●━○

- ☑ Block downloading files in the apps

- ☑ Block taking screenshots in the apps (Android only)

- ☑ Block copying files and content within files

- ☑ Block printing files in the apps

- ☑ Block backing up app data

- ☑ Require app passcode

  Number of attempts before app
  is reset

  | 5 |

  Passcode length:

  | 8 |

  - ☐ Require complex passcode

  - ☑ Allow fingerprint instead of passcode (iOS only)

- ☑ Block opening OneDrive and SharePoint files in other apps

- ☑ Encrypt app data when device is locked

- ☑ Require Office 365 sign-in every 7 days

When a device is offline

Minutes to verify user access after

90

Days to wipe app data after

720

Save

< Select a source

What file share do you want to migrate?

C:\Users\ndcha\OneDrive\Conference Presentations

Choose folder

Next   Cancel

< Select a destination

Enter the SharePoint Online site where you want to migrate your content

https://natechamberlain-my.sharepoint.com/personal/nate_natechamberlain_com

Select the location you want to migrate to

Documents   ⌄

Next   Cancel

Review migration

Name your migration

Migration 03/22 20:44

Source	Destination	
∨ C:\...\Conference Presentations	Nate Chamberlain	✕
...eDrive\Conference Presentations	Documents	

+ Add another source

Next   Save for later   Cancel

← Choose your settings

Basic settings

Only perform scanning ⓘ   ⚫◯ Off

Preserve file share permissions ⓘ   ⚫◯ Off

Migrate file version history ⓘ   ◯⚫ On

Azure Active Directory lookup ⓘ   ◯⚫ On

View all settings

[**Migrate**]   [Cancel]

'Migration 03/22 20:44' in progress

Migration details

▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ ‖ ✕

1%

Migrating C:\...\Conference Presentations to Nate Chamberlain

Scanning structure Site collection (...ersonal/nate_natechamberlain_com)

View reports

'Migration 03/22 20:44' completed   Migration details

100%

Migrating C:\...\C

Migration comple

Total scanned 2 it

2 item(s) out of 2

61.88 MB out of 6

View reports

Migration completed   ✕

Total scanned 2 item(s), 0 item(s) with scan issue, 0 item(s) filtered out
2 item(s) out of 2 migrated
61.88 MB out of 61.88 MB migrated

View reports

Save 'Migration 03/22 20:44' before closing?

Save   No thanks

Chapter 7: Configuring the Power Platform

← **Add database**   ✕

Language *

Default language for user interfaces in this environment

English	⌄

Currency *

Reports will use this currency

USD ($)	⌄

Enable Dynamics 365 apps

In addition to Power Apps. Learn more

⬭ No

⚠ You do not have the required Dynamics 365 licenses to create databases with Dynamics apps

Deploy sample apps and data

⬤ No

Security group

Restrict environment access to people in this security group. Otherwise, everyone can access. Learn more

＋ Select

Resources ⌄

Help + support

Data integration

Data gateways (preview)

Data policies (preview)

Admin centers ⌄

Name your policy

Start by giving your new policy a name. You can change this later.

Test Data Policy

🔒 Move to Business   ⊘ Block

Assign connectors ⓘ

Business (0)   **Non-business | Default (343)**   Blocked (0)

Connectors for non-sensitive data. Connectors in this group can't share data with connector

✓	▯	Name ↑		Blockable
✓		Dropbox	⋮	Yes

Assign connectors ⓘ

Business (1)   Non-business | Default (342)   Blocked (0)

Connectors for sensitive data. Connectors in this group can't share data wit

	Name ↑		Blockable
	Dropbox	⋮	Yes

< ▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬

Back   Next

Define scope

Choose the environments to add to this policy. Learn more

I want to:

🔘 Add all environments

⚪ Add multiple environments

⚪ Exclude certain environments

Back   Next

Review and create policy

Policy name

Test Data Policy

Edit

Connectors

(1) Business, (342) Non-business, (0) Blocked

Edit
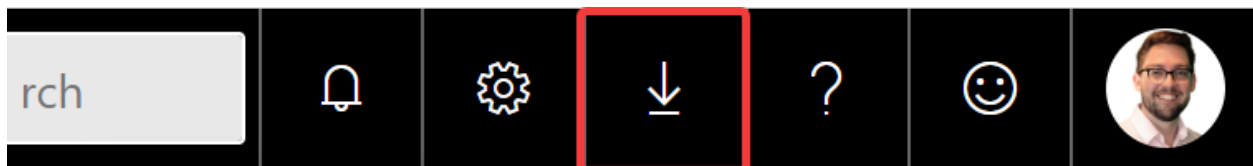
Scope

Add all environments

Edit

Back   **Create policy**

rch   🔔   ⚙   ↓   ?   ☺

Power BI Desktop

Data Gateway

Paginated Report Builder

Connect to on-premises data sources with a Power BI gateway

Keep your dashboards and reports up to date by connecting to your on-premises data sources without the need to move the data. Query large datasets and take advantage of your existing investments. Get the flexibility you need to meet individual needs, and the needs of your organization.

Download standard mode >   Download personal mode >

☁ On-premises data gateway ? ✕

Almost done.

Installation was successful!

Email address to use with this gateway:

nate@natechamberlain.com

Next, you need to sign in to register your gateway.

[Sign in] [Cancel]
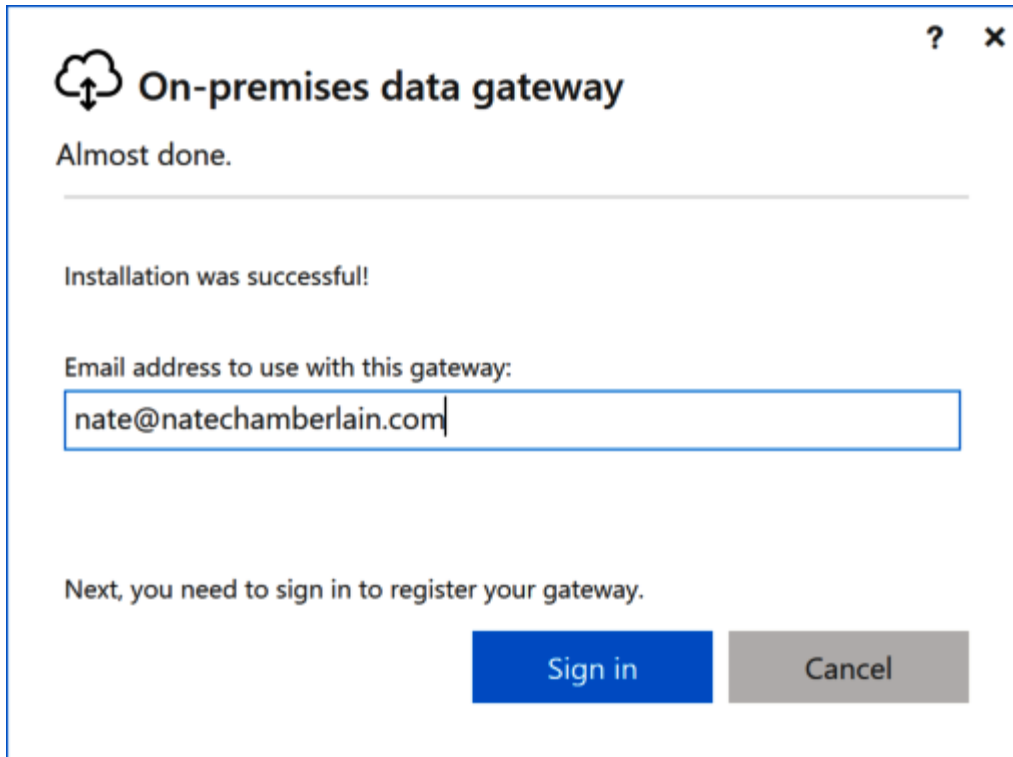
☁ On-premises data gateway

You are signed in as nate@natechamberlain.com and are ready to register the gateway.

◉ Register a new gateway on this computer.

○ Migrate, restore, or takeover an existing gateway.
- Move a gateway to a new computer
- Recover a damaged gateway
- Take ownership of a gateway
The old gateway will be disconnected.

On-premises data gateway

Status

Service Settings

Diagnostics

Network

Connectors

Recovery Keys

✓ The gateway Chamberlain-GW is online and ready to be used.

Gateway version number: 3000.31.3 (March 2020)

☑ Help us improve the on-premises data gateway by sending usage information to Microsoft.

Read the privacy statement online

| **Logic Apps, Azure Analysis Services** | |
| North Central US | Create a gateway in Azure |

| **Power Apps, Power Automate** | |
| North Central US | ✓ Ready |

| **Power BI** | |
| Default environment | ✓ Ready |

Close

Environments

Analytics ⌄

Help + support

Data integration

Data gateways (preview)

Data gateways (preview)

The On-premises data gateway acts as a bridge, providing quick and secure data transfer betw
Learn more in this overview.

	Gateway cluster name ↑			Contact info
✓	Chamberlain-GW		ⓘ	⋯ nate@natechamberlain.com

⚙ Settings

👤 Manage users

🗑 Remove

⋮⋮⋮ Power Platform admin center

☰

👤 Manage gateway installers

⊗ Environments

📈 Analytics ⌄

🎧 Help + support

🗄 Data integration

☁ **Data gateways (preview)**

Data gateways (previe

≡

👤 Manage gateway installers   ❓ Get

Environments

Data gateways (preview)

Analytics ⌄

Manage gateway installers   ✕

Manage who can install gateway in your organization. This does not impact gateway administration capabilities. Learn more.

Restrict users in your organization from installing gateways

🟣 On

Users who can install gateways

Enter a name or email address

NC Nate Chamberlain   ✕

Add
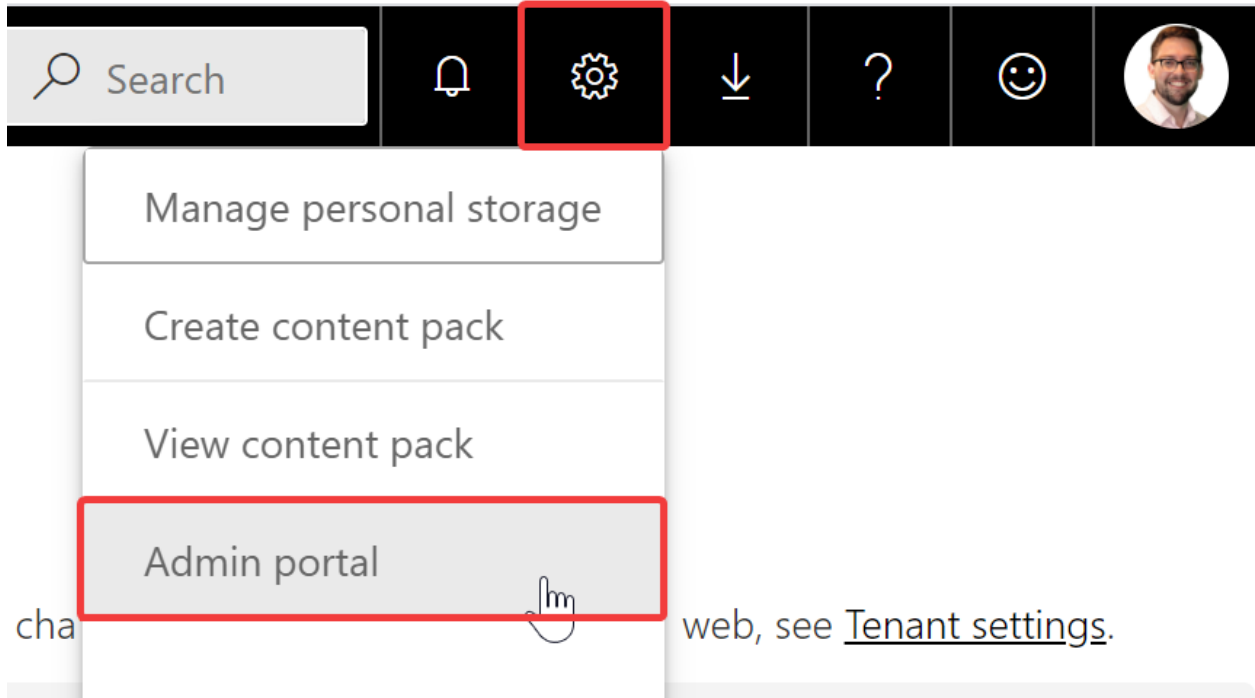
cha   web, see Tenant settings.

◢ Publish to web ⓘ
Unapplied changes

People in your org can publish public reports on the web. Publicly published reports don't require authentication to view them.

Go to <u>Embed Codes</u> in the admin portal to review and manage public embed codes. If any of the codes contain private or confidential content remove them.

Review embed codes regularly to make sure no confidentail information is live on the web. <u>Learn more about Publish to web</u>

⬤🔘 Enabled

Choose how embed codes work
◯ Only allow existing codes
⦿ Allow existing and new codes

Apply to:
◯ The entire organization
⦿ Specific security groups

| O365 Group Creators ✕ | Enter security groups |

☐ Except specific security groups

| Apply | | Cancel |
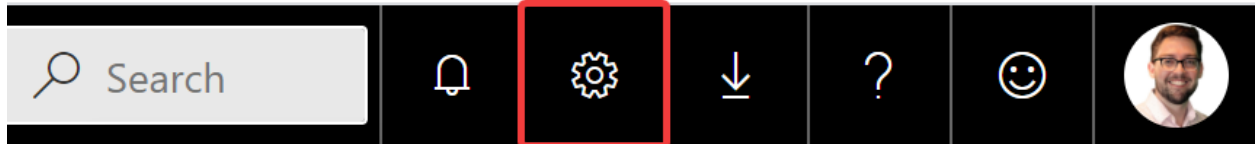
cha [...] web, see Tenant settings.

Export and sharing settings

◢ Share content with external users
Enabled for the entire organization

Users in the organization can share dashboards and reports with users outside the organization.

🔘 Enabled

Apply to:

◉ The entire organization

◯ Specific security groups

Export and sharing settings
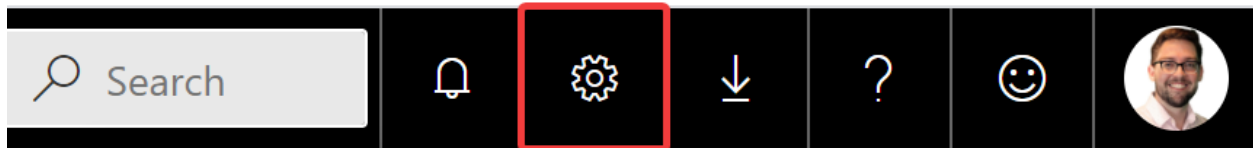
▲ Share content with external users
Unapplied changes

Users in the organization can share dashboards and reports with users outside the organization.

⬤⃝ Disabled

ⓘ External users won't be able to access content previously shared with them.

Apply	Cancel

cha[...] web, see <u>Tenant settings</u>.

Custom branding

Customize the look of Power BI for your whole organization. Learn more

Logo

For best results, upload a logo that's saved as a .png, 10 KB or smaller, and at least 200 x 30 pixels.
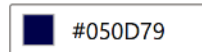
↑ Upload   🗑 Delete

Cover image

For best results, upload a cover image that's saved as a .jpg or .png, 1 MB or smaller, and at least 1920 x 160 pixels.
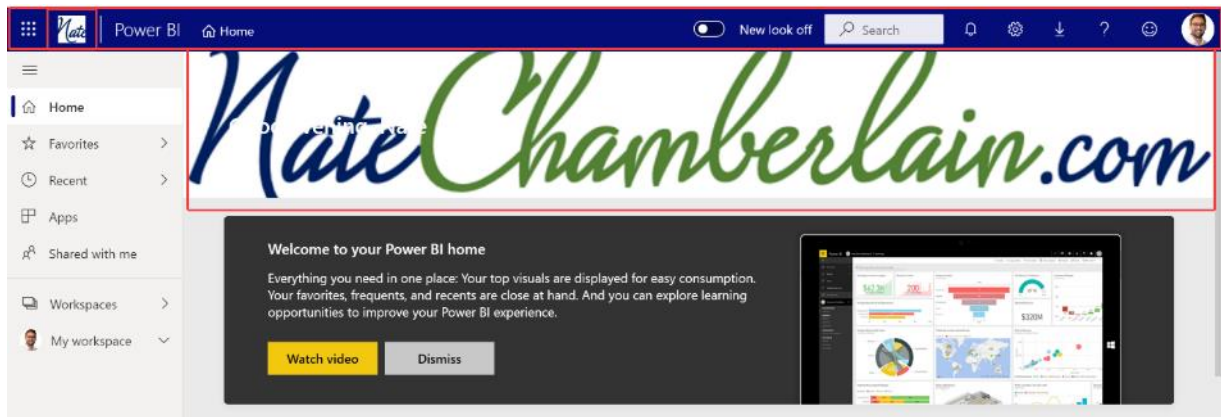
↑ Upload   🗑 Delete

Crop

Theme color

#050D79

Remove custom branding

Preview   Publish

+ New ○ Refresh

Environments

Nate LLC (default)

○ Nate LLC (default)

Environments > **Nate LLC (default)**

Details				See all Edit
Type Default	**Region** United States	**Refresh cadence** Frequent	**Purpose** Not specified	

Add database	+ Add database

Collect, store, and share your data. Create database for this environment.
Learn more about databases.

← **Add database**   ✕

Language *

Default language for user interfaces in this
environment

English   ⌄

Currency *

Reports will use this currency

USD ($)   ⌄

Enable Dynamics 365 apps

In addition to Power Apps. Learn more

◯ No

⚠ You do not have the required Dynamics
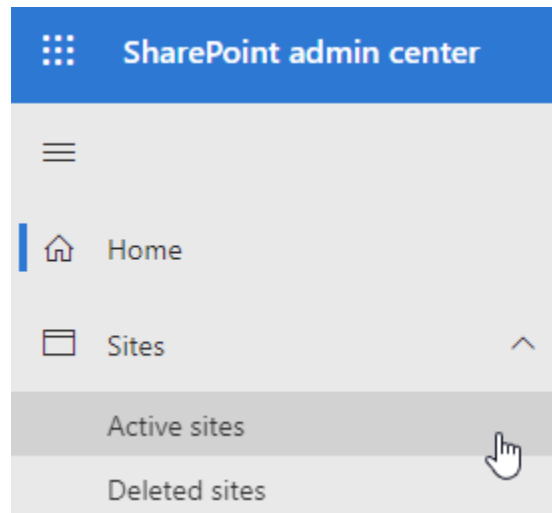365 licenses to create databases with
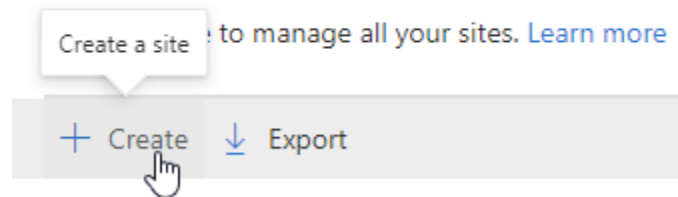Dynamics apps

Deploy sample apps and data

◉ No

Security group

Restrict environment access to people in this
security group. Otherwise, everyone can
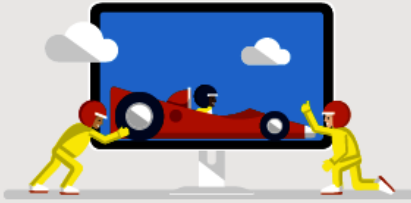access. Learn more

＋ Select

Chapter 8: Administering SharePoint Online

Create a site

Choose the type of site you'd like to create.

Team site

Share documents, have conversations with your team, keep track of events, manage tasks, and more with a site connected to an Office 365 group.

Communication site

Publish dynamic, beautiful content to people in your organization to keep them informed and engaged on topics, events, or projects.
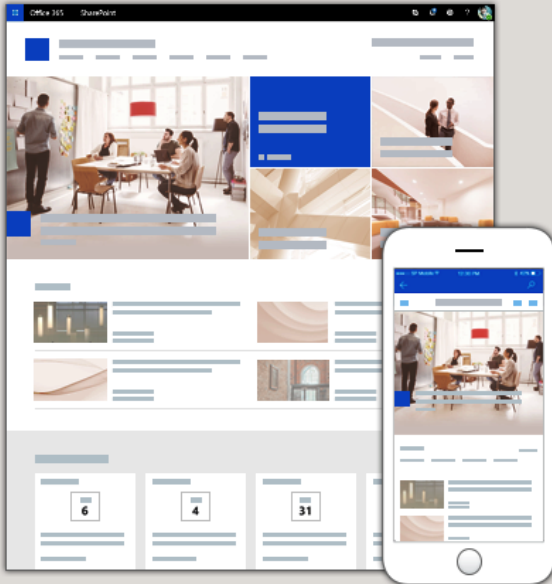
Other options

Create a new team site without an Office 365 group, or a Document center, Enterprise wiki, Publishing portal, or Project Web App site.

Communication Site

Choose a design

Topic ⌄

Use this design if you have a lot of information to share such as news, events, and other content.

Site name

New Site Collection Demo

Site address

../sites/ ⌄ | NewSiteCollectionDemo ✏

https://natechamberlain.sharepoint.com/sites/NewSiteCollectionDemo
Available

Site owner

👤 Nate Chamberlain ✕

Select a language

English ⌄

Select the default site language for your site. You can't change this later.
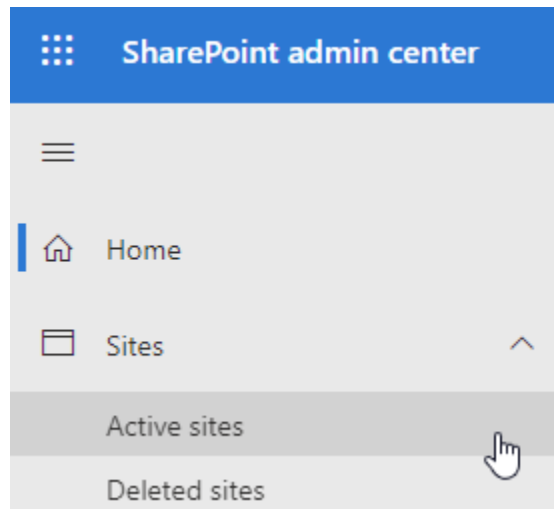
Advanced settings ⌃

Time zone

(UTC-06:00) Central Time (US and Canada) ⌄

Site description

This site is being created as a demonstration of creating a new site collection via the SharePoint admin center.

[Finish] [Cancel]

SharePoint admin center

☰

🏠 Home

▭ Sites   ⌃

Active sites

Deleted sites

Active sites

Use this page to manage all your sites. Learn more

	Create	Permissions ∨	Hub ∨	Sharing	Delete

	Site name ↑ ∨	URL ∨	Storage
✓	New Site Collection Demo	.../sites/NewSiteCollectionDemo	-

Delete site

If you delete this site, users won't be able to access it.
You have 93 days to restore the site before it's
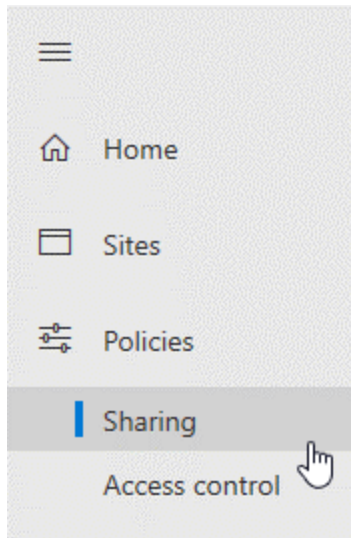permanently deleted.

Delete	Cancel

Deleted sites

Sites are retained for 93 days, and then permanently deleted.

Restore	Permanently delete

	Site name ∨	URL ∨
✓	New Site Collection Demo	.../sites/NewSite

External sharing

Content can be shared with:

| SharePoint	OneDrive	
		Anyone Users can share files and folders using links that don't require sign-in.
Most permissive		
		New and existing guests Guests must sign in or provide a verification code.
		Existing guests Only guests already in your organization's directory.
Least permissive		**Only people in your organization** No external sharing allowed.
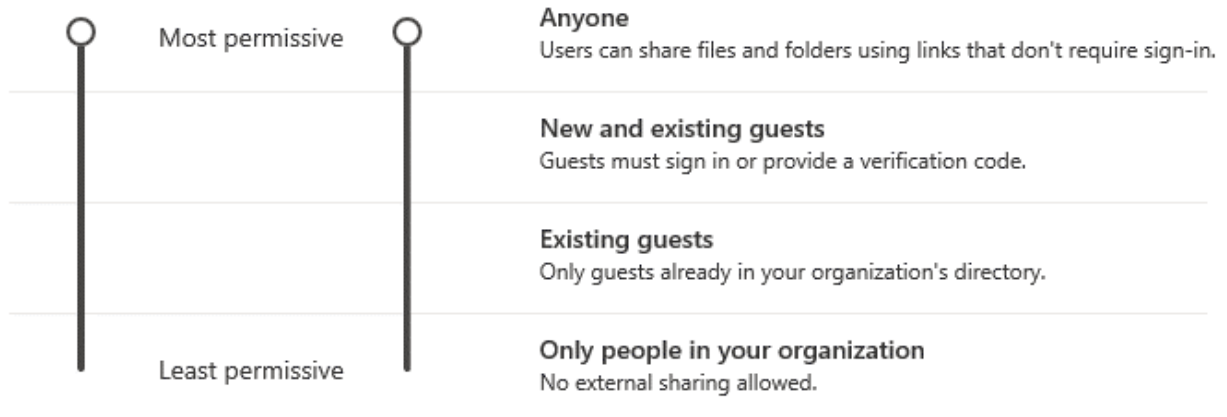
You can further restrict sharing for each individual site and OneDrive. Learn how

More external sharing settings ⌄

☐ Limit external sharing by domain

☐ Allow only users in specific security groups to share externally

☐ Guests must sign in using the same account to which sharing invitations are sent

☐ Allow guests to share items they don't own

☑ People who use a verification code must reauthenticate after this many days | 30 |

☰

⌂ Home

▢ Sites

    Active sites

    Deleted sites
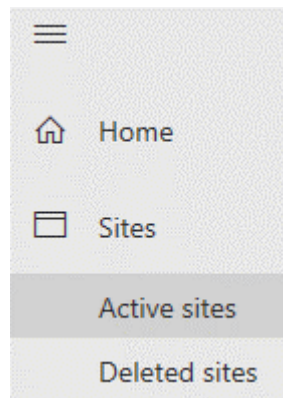
Active sites

Use this page to manage all your sites. Learn

Edit sharing settings

2

＋ Create   👥 Permissions ⌄   ⬚ Hub ⌄   **👥 Sharing**   🗑 Delete

Site name ↑ ⌄	URL ⌄
LSPUG	.../sites/LSPUG
M365SatSTL Planning	.../sites/M365SatSTLPlanning
1 ✓ O365 Book	.../sites/O365-Book

External sharing

Site content can be shared with:

◯ Anyone
Users can share files and folders using links that don't require sign-in.

◯ New and existing guests
Guests must sign in or provide a verification code.

◯ Existing guests only
Only guests already in your organization's directory.

🔘 Only people in your organization
No external sharing allowed.

Default sharing link type ⊙

☑ Same as organization-level setting (Anyone with the link)

◯ People with existing access

◯ Specific people (only the people the user specifies)

◯ Only people in your organization

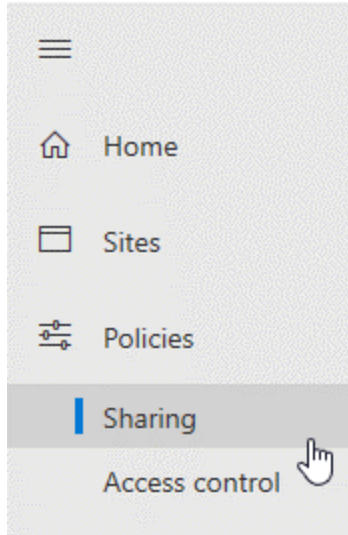🔘 Anyone with the link

Advanced settings for "Anyone" links ⌄

Default link permission

☑ Same as organization-level setting (Edit)

◯ View

🔘 Edit

Save   Cancel   Reset to organization-level settings

File and folder links

Choose the type of link that's selected by default when users share files and folders in SharePoint and OneDrive.

○ Specific people (only the people the user specifies)

○ Only people in your organization

◉ Anyone with the link

Choose the permission that's selected by default for sharing links.

○ View

◉ Edit

Choose expiration and permissions options for Anyone links.

☐ These links must expire within this many days [   ]

These links can give these permissions:

Files: [View and edit   ⌄]

Folders: [View, edit, and upload   ⌄]

Choose the type of link that's selected by default when users share files and folders in SharePoint and OneDrive.

- ◉ Specific people (only the people the user specifies)
- ◯ Only people in your organization
- ◯ Anyone with the link

Choose the permission that's selected by default for sharing links.

- ◉ View
- ◯ Edit

Choose expiration and permissions options for Anyone links.

☑ These links must expire within this many days   30

These links can give these permissions:

Files: View ⌄

Folders: View ⌄

▢ Sites	⌄
Active sites	
Deleted sites	
⬚ Policies	⌄
Sharing	
Access control	
⚙ Settings	

	Name ↑
S⃝	Default admin center
S⃝	SharePoint notifications
S⃝	Site creation
S⃝	Site storage limits

Site storage limits

Share storage among all sites, or control storage limits by site. Learn more

◯ **Automatic**

   Let sites use as much of your organization's storage as they need.

◉ **Manual**

   Set specific limits for each site
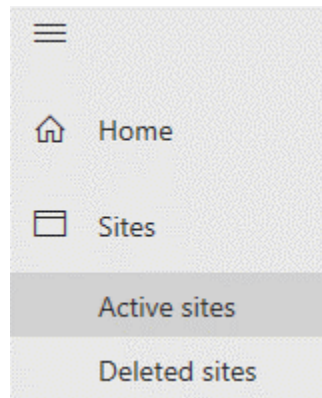
☰

⌂ Home

▭ Sites

   Active sites

   Deleted sites

Active sites

Use this page to manage all your sites. Learn more

➕ Create   👤 Permissions ⌄   ⛓ Hub ⌄   👥 Sharing   🗑 Delete

Site name ↑ ⌄	URL ⌄
✅ Command Center	.../sites/CC

Command Center

General Activity Permissions Policies

Site name
Command Center

Edit

URL
.../sites/CC

Edit

Hub association
IT Vault

Edit

Storage limit
25.00 TB

Edit

Edit storage limit

The actual storage available for this site depends on the available storage for your organization. Learn more

Maximum storage for this site *

| 256 | GB |

Enter a value from 1 through 25600.

☑ Allow notifications

Email owners when this much of the storage limit is used:

| 98 | % |

Active users

Bertha Lestrange

🔑 ⊘ 🗑

Sign in allowed

ⓘ Due to a recent increase in Teams
Until then, you won't be able to
conferencing. Check status

Suggested actions (1)

Account   Devices   Licenses and Apps   Mail   **OneDrive**

👤₊ Add a user   ↻ Refresh

Get access to files

Storage used

Create a link to view and edit Bertha
Lestrange's OneDrive files.
Create link to files

0.09% (1.8432 MB of 2

Display name ↑

Sharing

Sign-out ⓘ

Bertha Lestrange

Control the external sharing of Bertha
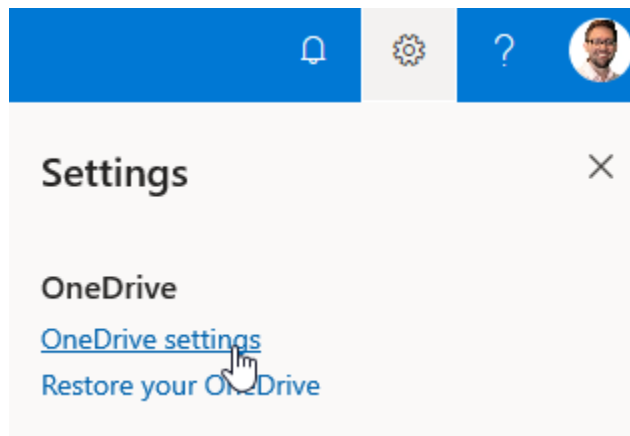
Get access to files

Create a link to view and edit Bertha Lestrange's OneDrive
files.
https://natechamberlain-
my.sharepoint.com/personal/bertha_natechamberlain_com

🔔   ⚙️   ?

Settings   ✕

OneDrive

OneDrive settings
Restore your OneDrive

Nate Chamberlain

🔔　Notifications

⚙️　**More Settings**

More Settings

Manage access

Site collection administrators 🖱️

Run sharing report

☁️　Migration　⌃

Migration manager 🖱️

Desktop tool (SPMT)

Cloud content migrations

Ready to create your first migration task

The Migration Manager (**Preview**) helps you manage enterprise-scale migrations of network file shares to the cloud. Learn more

Here are the steps:

1. Install the setup file on each Windows computer or virtual machine you want to add as a migration agent.
2. Create tasks. Migration Manager will automatically assign each to an available agent.
3. Monitor progress and download reports from one central location.

Download agent setup file 🖱️

What do you want to do with clientsetup.exe (4.7 MB)?
From: spmtreleasescus.blob.core.windows.net

| Run 🖱️ | Save | ⌃ | Cancel | ✕ |

Microsoft

← nate@natechamberlain.com

Enter password

••••••••••••

Forgot my password

Sign in

○ Welcome

● **Install agent**

○ Finish

Install agent

The migration agent requires a Windows account that has read access to all the file shares that contain the content that you want to migrate.

Domain\username

D

Password

••••••••••

Back   Install

Tasks   Agents

╋ **Add task**   ▷ Run   ‖ Pause   🗑 Delete

Name   Source

Add task

Method

Source

Destination

Settings

Settings

Task name *

Move file share to SharePoint

Enter a name for your migration task

Common settings

☐ Perform scan only

☐ Preserve file share permissions

All settings ⌃

Filters

☑ Migrate hidden files

☐ Migrate files created after

Sun May 05 2019 📅

Clear

☐ Migrate files modified after

Sun May 05 2019 📅

Clear

☐ Do not migrate files with these extensions

☑ Migrate files and folders with invalid characters

Back   **Run now**
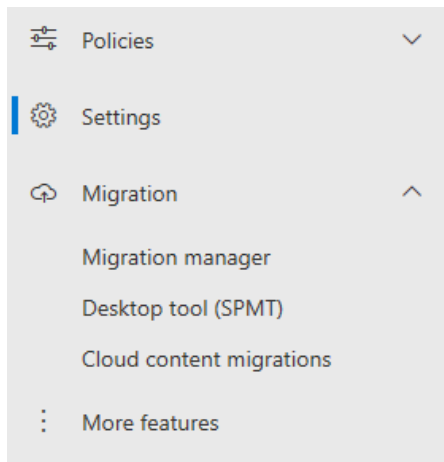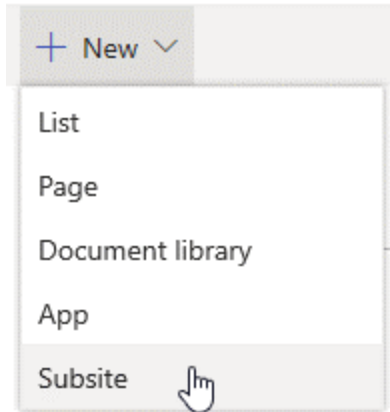
Name ↑		Description
S	Default admin center	Open the new
S	SharePoint notifications	Allow device
S	Site creation	Set default
S	Site storage limits	Use automatic

Policies

Settings

Migration

Migration manager

Desktop tool (SPMT)

Cloud content migrations

More features

Can't find the setting you're looking for? Go to the classic settings page.

Subsite Creation

Control whether site owners (and others who have permission to create sites) can create subsites. This controls whether the Subsite command appears on the New menu on the Site contents page.

We recommend using hub sites to connect related sites instead of creating subsites.

Learn about hub sites
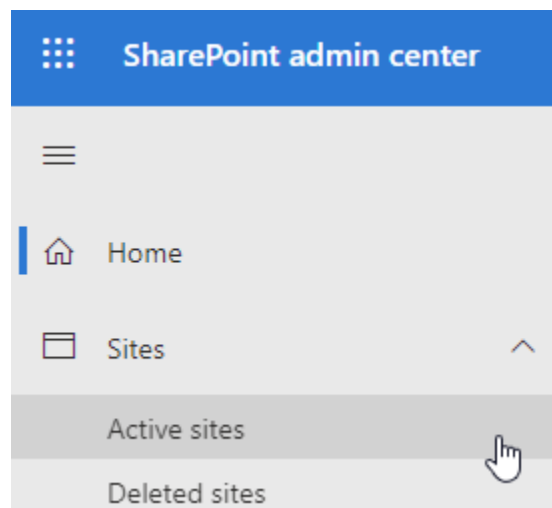
○ Hide the Subsite command
○ Show the Subsite command only for classic sites
○ Show the Subsite command for all sites

SharePoint admin center

Home

Sites

Active sites

Deleted sites

Active sites

Use this page to manage all your sites. Learn more

+ Create	🖊 Permissions ⌄	🖧 Hub ⌄	🖇 Sharing	🗑

Register as hub site

Associate with a hub

Site name ⌄	
Information Security	
Command Center	.../sites/CC
End User Support	.../sites/EUS
✓ IT Vault	.../sites/ITVault

Register as hub site ⓘ

Make this site into a hub site to connect related sites and give them a shared experience.

Hub name *

IT Vault

People who can associate sites with this hub

Nate Chamberlain   ✕

Active sites

Use this page to manage all your sites. Learn more

+ Create   Bulk edit ⌄

Sharing

Delete

Hub association

Site   URL ⌄

✓ Info   .../sites/InfoSec

✓ Command Center   .../sites/CC

✓ End User Support   .../sites/EUS
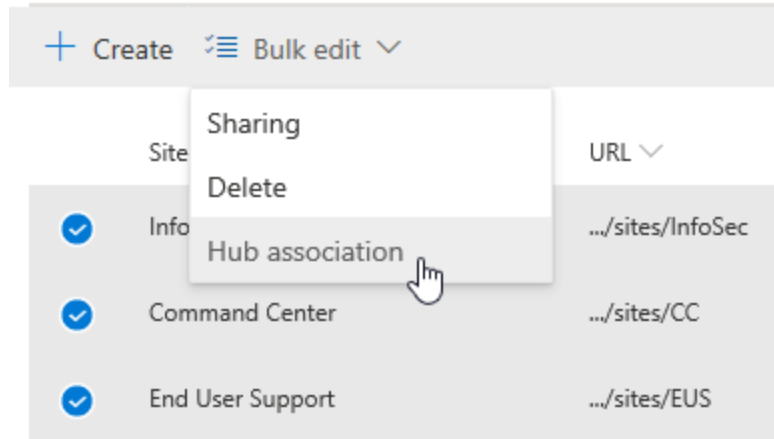
Edit hub association

3 sites selected

When you associate these sites with a hub, they inherit the hub site's theme and navigation. Content from the sites will roll up to the hub site and be included in searches on the hub site.

Select a hub

IT Vault   ⌄

Access control

Use these settings to restrict how users are allowed to access content in SharePoint and OneDrive.

Unmanaged devices
Restrict access from devices that aren't compliant or joined to a domain.

Idle session sign-out
Automatically sign out users from inactive browser sessions.

Network location
Allow access only from specific IP addresses.

Network location   ✕

ⓘ   Make sure your IP address is included in the ranges you enter so you don't lock yourself out.

Use this setting to allow access only from IP addresses that your organization owns. **Learn more**

Allow access only from specific IP address ranges

🔵 On

Enter IP addresses or ranges
Examples: 172.16.0.0, 192.168.1.0/27, 2001:4898:80e8::0/48

155.251.92.76,136.127.251.0/226,2001:4719:80e8::0/48

Save   Cancel

Sidebar navigation:
- ☰
- 🏠 Home
- 🗔 Sites ∧
  - Active sites
  - Deleted sites
- ⚖ Policies ∧
  - Sharing
  - Access control
- ⚙ Settings
- ☁ Migration ∧

Chapter 9: Managing Microsoft Teams
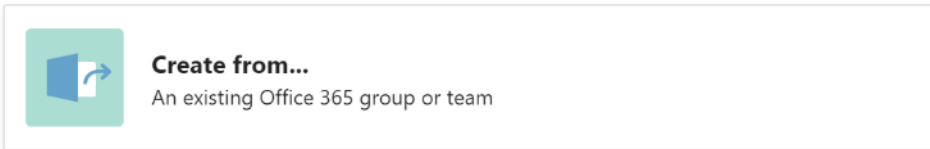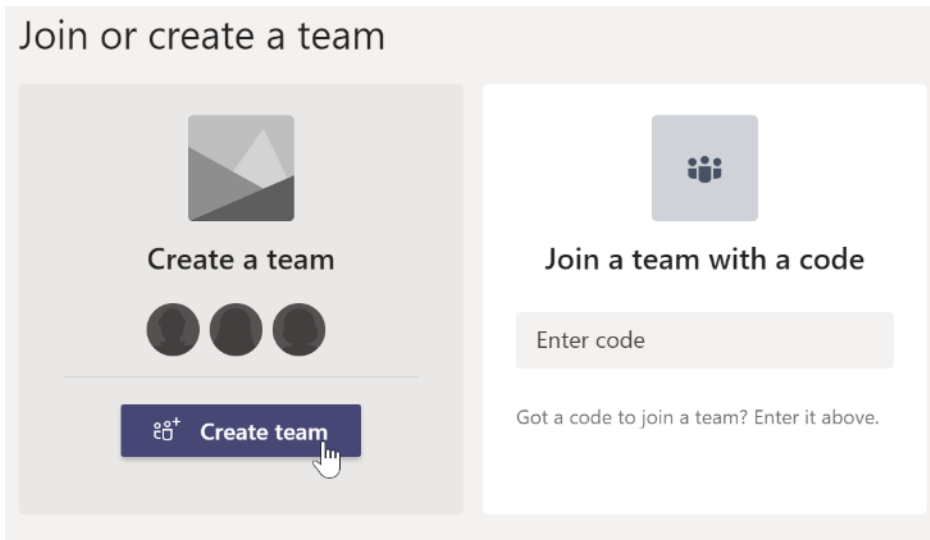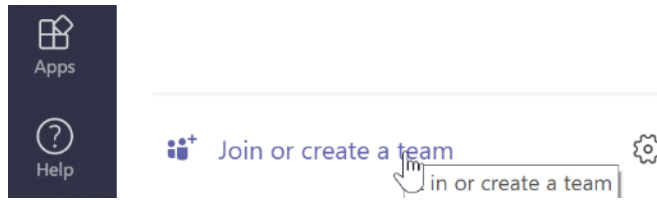
What kind of team will this be?

✕

🔒 **Private**
People need permission to join

🌐 **Public**
Anyone in your org can join

🏢 **Org-wide**
Everyone in your organization automatically joins

Some quick details about your private team ✕

Team name

Team Creation Demo ⊘

Description

This Team was created for the express purpose of demonstrating new Team creation.

‹ Back

Create

Add members to Team Creation Demo

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

| Start typing a name or group | Add |

BL Bertha Lestrange
BERTHA

Member ⌄ ✕

Owner

Member ⤵

::: **Microsoft Teams admin center**

☰

⌂ Dashboard

👥 Teams ⌃

    Manage teams

    Teams policies

△ Devices ⌄

🌐 Locations ⌄

👥 Users

📅 Meetings ⌄

💬 Messaging policies

Manage teams

Teams and channels are collections of people, content, and tools use can manage all the teams and channels, create new ones, and mana manage Office 365 groups. Learn more

+ Add   ✎ Edit   ▱ Archive   🗑 Delete | **7 teams**

✓	Name	Channels
	LSPUG	1
	Project Management D	1
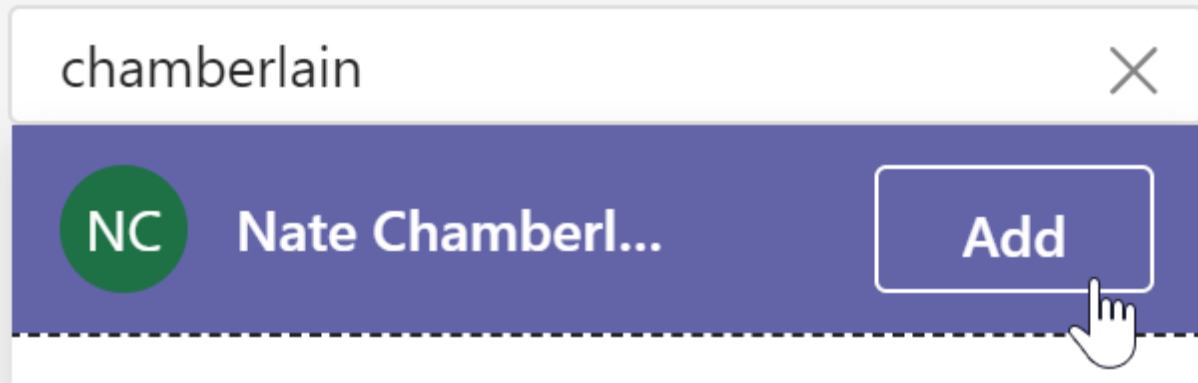
Manage users

No Private Channels
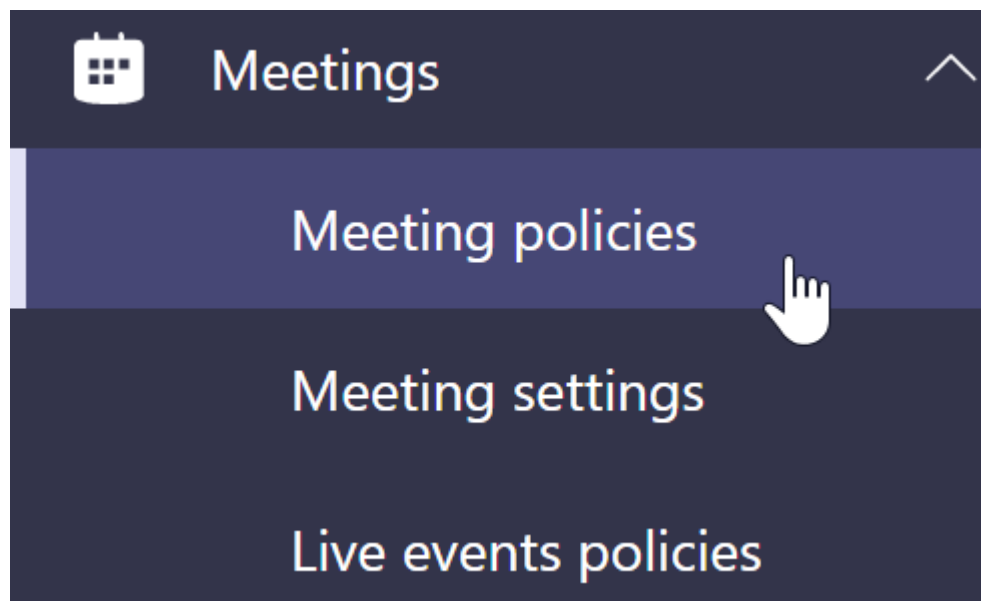
chamberlain   ✕

NC   **Nate Chamberl...**   Add

Create a channel for "Team Creation Demo" team

⊘ We're having trouble creating your channel. Please try again later.

📅   Meetings   ︿

     Meeting policies

     Meeting settings

     Live events policies

Disallow scheduling channel or private meetings

This meeting policy disallows the assigned members from having channel or private meetings scheduled.

General

These are the general settings for meeting policies. Learn more

Allow Meet now in channels	🔵 On	
Allow the Outlook add-in	🔵 On	

+ Add	🖉 Edit	🗋 Duplicate	🗑 Delete	↺ Reset Global policy	₂ Manage users	7 Items

✓	Name ↑	Custom policy
1 ✓	Disallow scheduling chann...	Yes
	Global (Org-wide default)	No
	AllOn	No

Manage users

Disallow scheduling channel or private meetings

bertha ✕

BL	**Bertha Lestran...**	Add

📅 Meetings	⌄
Meeting policies	
Meeting settings	

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	https://natechamberlain.com/wp-content/uploads/2019/05/cropped-n
Legal URL	https://natechamberlain.com/legal
Help URL	https://natechamberlain.com/help
Footer	Connecting and collaborating since 2015.

Preview invite

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

Meetings

Meeting policies

Meeting settings

Live events policies

+ Add   ✎ Edit   ⎘ Duplicate   🗑 Delete   ↺ Res
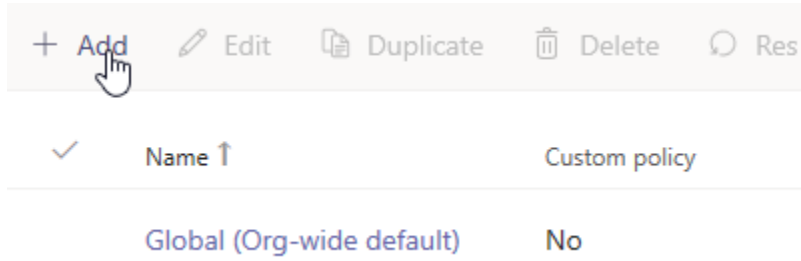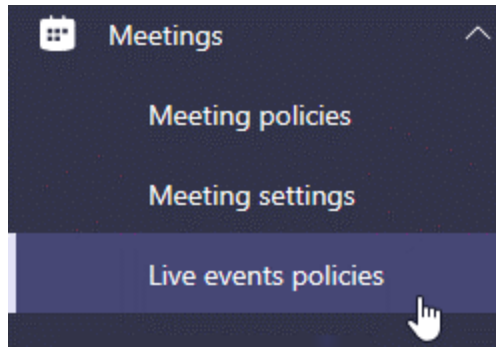
✓	Name ↑	Custom policy
	Global (Org-wide default)	No

Demo Live Event Policy

This policy is very restrictive and will be assigned to a small group of individuals.

Allow scheduling	⚫ Off
Allow transcription for attendees	⚫ Off
Who can join scheduled live events	Specific users or groups ⌄
Who can record an event	Never record ⌄

Save   Cancel

+ Add ✎ Edit ⧉ Duplicate 🗑 Delete ↺ Reset Global policy   **2** 🗣 Manage users 2 Items

	Name ↑	Custom policy
1 ✓	Demo Live Event Policy	Yes
	Global (Org-wide default)	No

Manage users

Demo Live Event Policy

richard   ✕

RW **Richard Weasley**   Add

Users to add (1)

BL **Bertha Lestrange**   ✕

📅 Meetings ⌃

Meeting policies

Meeting settings

Live events policies

Live events settings

Support URL

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

https://support.office.com/home/contact

Third party video distribution providers

Use a third party distribution provider   On

SDN provider name   Hive

Provider license key   1234-5678-9101-1213

SDN API template URL   https://hive.com/dummyURL/

Save   **Discard**

Users

Meetings

Messaging policies

Teams apps
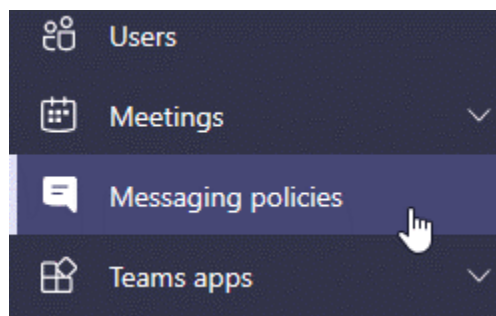
+ Add   Edit   Duplicate   Delete

✓   Name ↑   Description

Global (Org-wide default)

Owners can delete sent messages	⚪ Off	
Delete sent messages	⚪ Off	
Edit sent messages	⚪ Off	
Read receipts	Turned off for everyone ⌄	
Chat ⓘ	🔵 On	
Use Giphys in conversations	⚪ Off	
Giphy content rating	Moderate ⌄	
Use Memes in conversations	⚪ Off	
Use Stickers in conversations	⚪ Off	
Allow URL previews	🔵 On	
Translate messages	🔵 On	
Allow immersive reader for viewing messages	⚪ Off	
Send urgent messages using priority notifications ⓘ	⚪ Off	
Create voice messages	Allowed in chats and channels ⌄	
On mobile devices, display favorite channels above recent chats	Disabled ⌄	
Remove users from group chats	🔵 On	

2

+ Add   ✏ Edit   ⧉ Duplicate   🗑 Delete   ⟳ Reset Global policy   [**Manage users**]

✓	Name ↑	Description	Custom policy
1 ✓	Demo Messaging Policy	This policy will apply only t...	Yes
	Global (Org-wide default)		No

Manage users

Demo Messaging Policy

richard

| RW | Richard Weasley | Add |

Users to add (1)

| BL | Bertha Lestrange | × |

Calendar

Calls

Files

•••

Find an app

| ? Help | N OneNote | Planner | Shift |
| Stream | Who | Wiki | |

Teams apps

Manage apps

Permission policies

Setup policies

+ Add   ✏ Edit   ▣ Duplicate   🗑 Delete

✓   Name ↑

          FirstLineWorker

          Global (Org-wide default)

Upload custom apps ⓘ   ⚫ Off

Allow user pinning   🔵 On

Pinned apps
Choose the order that apps are pinned in the Teams app navigation bar.

+ Add apps   ↑ Move up   ↓ Move down   ✕ Remove | **1** Item selected

✓	Name	App ID	Distributor
	🔔 Activity	14d6962d-6eeb-4f48-8890-de55454bb136	Microsoft
	💬 Chat	86fcd49b-61a2-4701-b771-54728cd291fb	Microsoft
	👥 Teams	2a84919f-59d8-4441-a975-2a8c2643b741	Microsoft
	📅 Calendar	ef56c0de-36fc-4ef8-b417-3d82ba9d073c	Microsoft
✓	🕐 **Shifts**	42f6c1da-a241-483a-a3cc-4f5be9185951	Microsoft Corp.
	📞 Calling	20c3440d-c67e-4420-9f80-0e50c39693df	Microsoft

Org-wide settings ⌃

External access

Guest access

Add a domain

Domain

sharepointlibrarian.com

Action to take on this domain

○ Allowed

● Blocked

Users can communicate with other Skype for Business and Teams users   **On**

Users can communicate with Skype users   **On**

Analytics & reports ⌄

⚙ Org-wide settings ⌃

External access
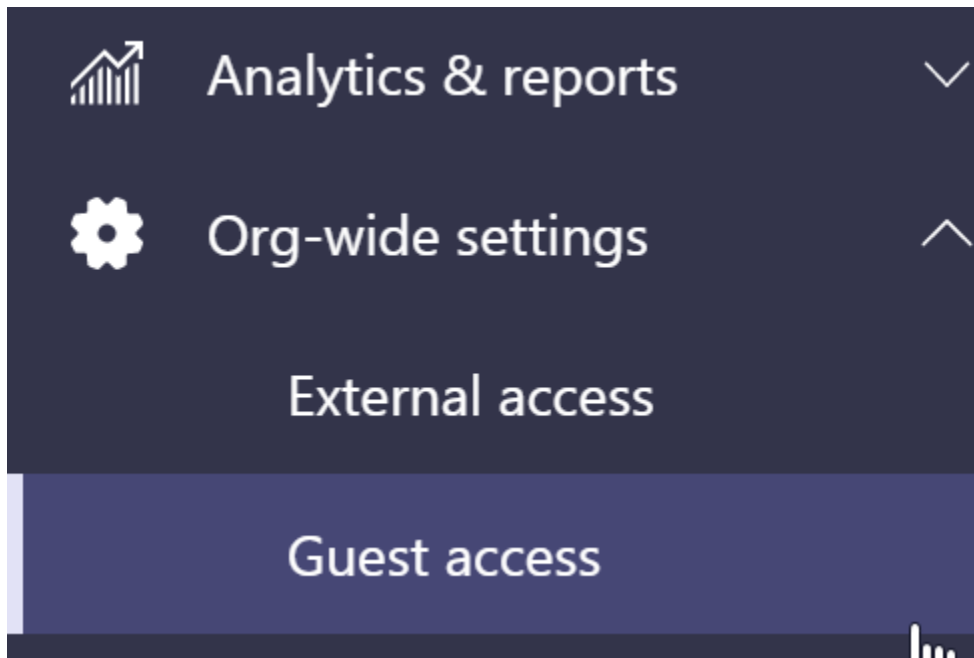
Guest access

Guest access

Guest access in Teams lets people outside your organization access teams and channels. When you turn on Guest Access, you can turn on or off features guest users can or can't use. Make sure to follow the steps in this checklist to set up the prerequisites and so Team owners can add guest users to their teams. Learn more

Allow guest access in Teams   **On**

Calling

Manage calling specific controls for guest users.

Make private calls	⬤ Off

Meeting

Turn on or turn off settings for guests in meetings.

Allow IP video	On
Screen sharing mode	Entire screen ⌄
Allow Meet Now	On

Messaging

Turn on or turn off settings for guests in chats or channel conversations.

Edit sent messages	⬤ On
Delete sent messages	⬤ On
Chat	⬤ On
Use Giphys in conversations	⬤ On
Giphy content rating	Strict
Use Memes in conversations	⬤ On
Use Stickers in conversations	⬤ On
Allow immersive reader for viewing messages	⬤ On

Save   Discard

Microsoft Teams admin center

Dashboard

Teams

Manage teams

Teams policies

Mana

Teams and

can mana

manage

Manage teams

Teams and channels are collections of people, content, and tools used for projects or outcomes within your organization. You can manage all the teams and channels, create new ones, and manage the existing ones. Go to the Admin center > Groups to manage Office 365 groups. Learn more

+ Add   ✎ Edit   ▣ Archive   🗑 Delete | **7 teams**

🔍 Search

	Name	Channels	Team members	Owners	Guests ⓘ
✓	LSPUG	1	2	2	6

LSPUG

This is the Lawrence SharePoint User Group's meeting space in Teams.

Privacy
Public

Mail

Members | Channels | Settings

+ Add   ✕ Remove   **8 Items**   🔍 Search

	Display name	Username	Title	Location ⓘ	Role ↓ ⓘ
👤	Nate Chamberlain	nate@natechamberlain.com	LSPUG Co-Director	-	Owner ⌄
👤	Greg Swart	greg@natechamberlain.com	LSPUG Co-Director	-	Owner ⌄
T	Tara		-	-	Guest
✓ M	Mike		-	-	Guest

📁 .vscode
📦 3D Objects

∨ Today (1)
☑ 📄 TeamsReports

Open
Run with PowerShell
Edit
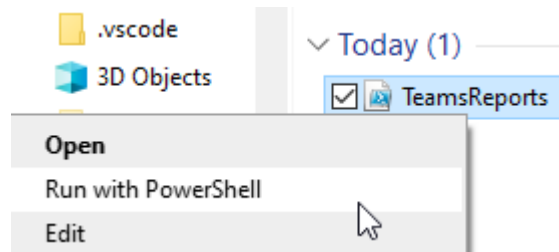
```
Microsoft Teams Reporting
    1.All Teams in organization
    2.All Teams members and owners report
    3.Specific Teams' members and owners report
    4.All Teams' owners report
    5.Specific Teams' owners report

Teams Channel Reporting
    6.All channels in organization
    7.All channels in specific Team
    8.Members and Owners Report of Single Channel
    0.Exit

Private Channel Management and Reporting
    You can download the script from https://blog.admindroid.

Please choose the action to continue  2
```

	A	B	C	D
1	Teams Name	Member Name	Member Mail	Role
2	LSPUG	Nate Chamberlain	nate@natechambe	owner
3	Project Management Demo	Nate Chamberlain	nate@natechambe	owner
4	Shifts Demo	Nate Chamberlain	nate@natechambe	owner
5	Shifts Demo	Heather Granger	heather@natechan	member
6	Shifts Demo	Herbert Potter	herbert@natechan	member
7	Shifts Demo	Richard Weasley	richard@natecham	member
8	Shifts Demo	Bertha Lestrange	bertha@natechaml	member
9	Shifts Demo	Tyler Riddle	tyler@natechambe	member
10	O365 Group Demo	Nate Chamberlain	nate@natechambe	owner
11	O365 Group Demo	Ronald Hart	nchambe_outlook.	guest
12	O365 Group Demo	Neville Lakemoore	nathanchamberlair	guest

Chapter 10: Configuring and Managing Users in Azure Active Directory (Azure AD)
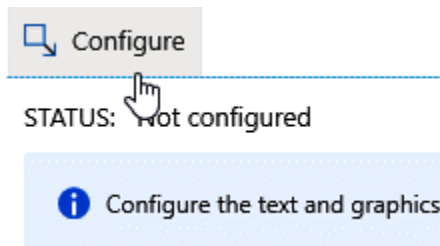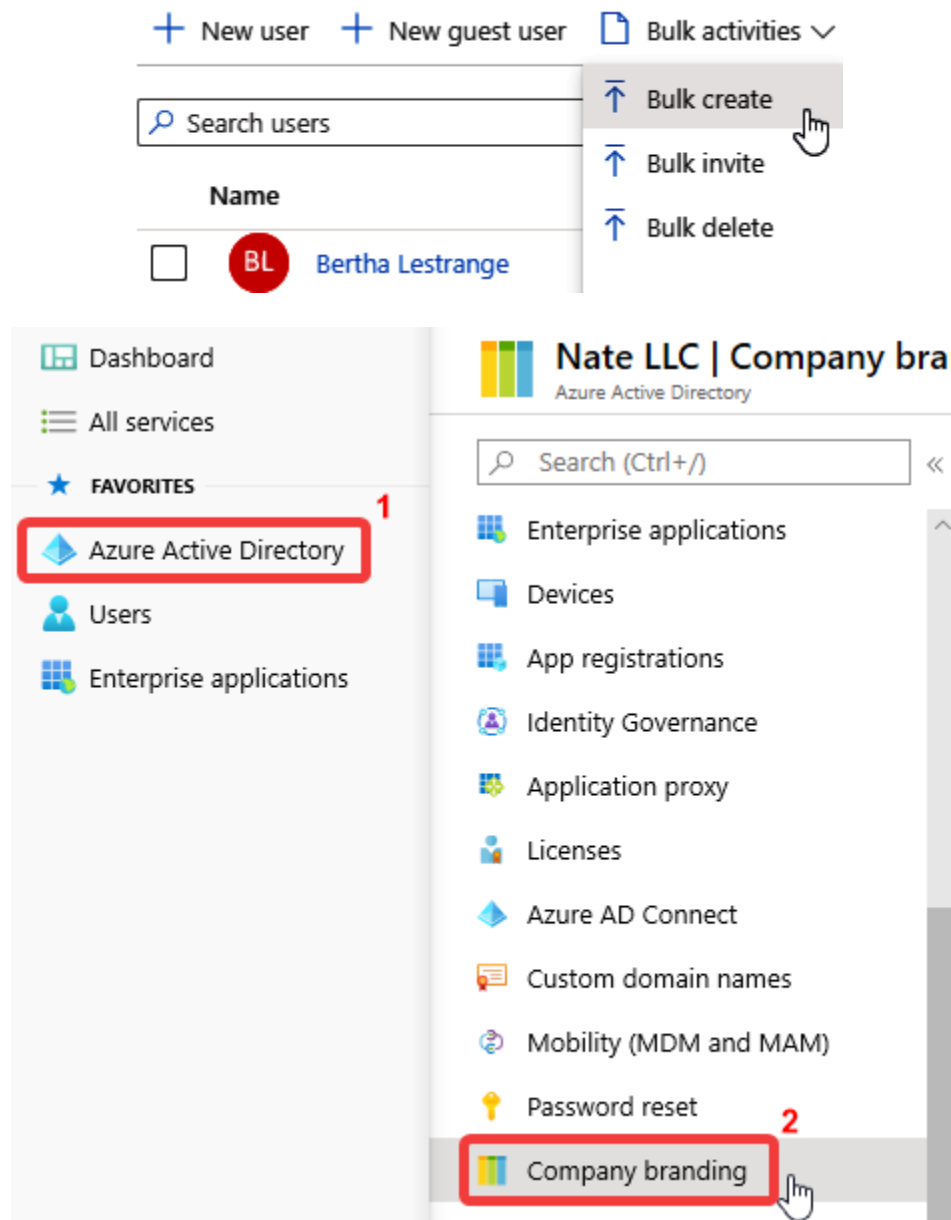
Language ⓘ

Default

Sign-in page background image
Image size: 1920x1080px
File size: <300KB
File type: PNG, JPG, or JPEG ⓘ

Remove

"aad-background.jpg"

Banner logo
Image size: 280x60px
File size: 10KB
File type: Transparent PNG, JPG, or JPEG
ⓘ

Remove

"aad-banner.png"

Username hint ⓘ

username (without @natechamberlain.com) ✓

Sign-in page text ⓘ

✓

Advanced settings

Sign-in page background color   ⓘ   `#00bff8` ✓

Square logo image
Image size: 240x240x (resizable)
Max file size: 50KB
PNG (preferred), JPG, or JPEG   ⓘ

Nate   *Nate*

Remove

`"aad-sqlogo.png"`

Square logo image, dark theme
Image size: 240x240x (resizable)
Max file size: 50KB
PNG (preferred), JPG, or JPEG   ⓘ

Nate   *Nate*

Remove

`"aad-dark-sqlogo.png"`

Show option to remain signed in   ⓘ   **Yes**   No

Configure company branding

Azure Active Directory

💾 Save   ✕ Discard

NateChamberlain.com

← nate@natechamberlain.com

Enter password

•••••••••••|

Forgot my password

Sign in

My account

- My account
- Personal info
- Subscriptions
- Security & privacy
- App permissions

Security & privacy

Password
Change your password.

Contact preferences
Manage how and why you are contacted.

Organization Privacy Statement
View your organization's Privacy Statement

Microsoft's Privacy Statement
View Microsoft's Privacy Statement.
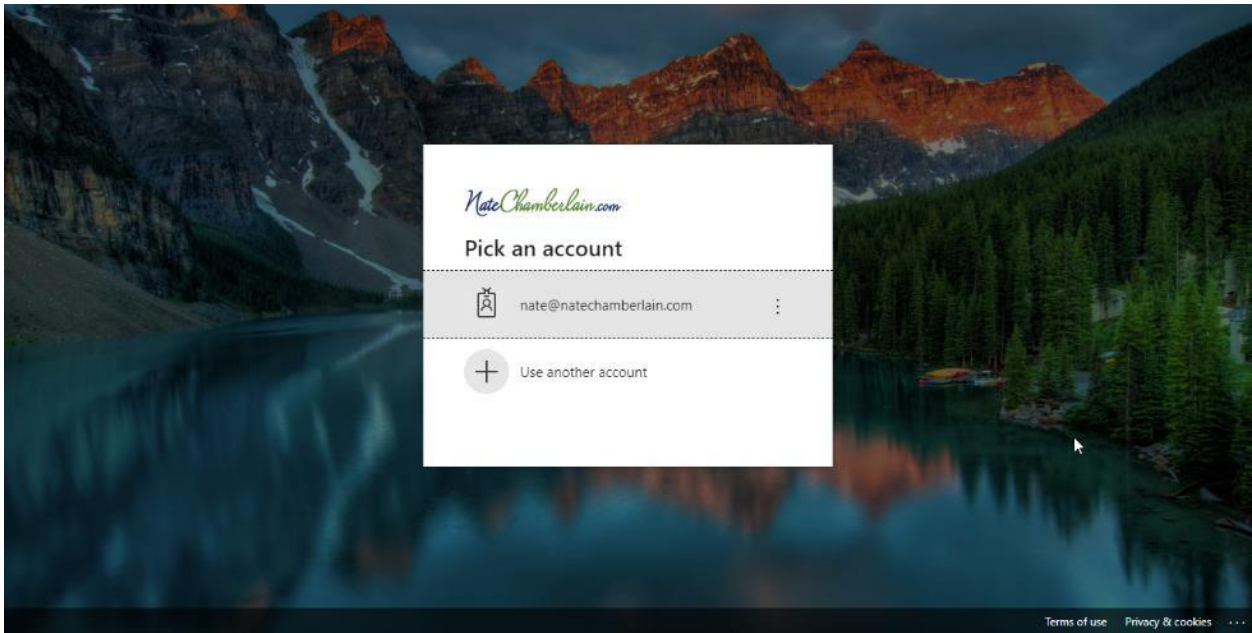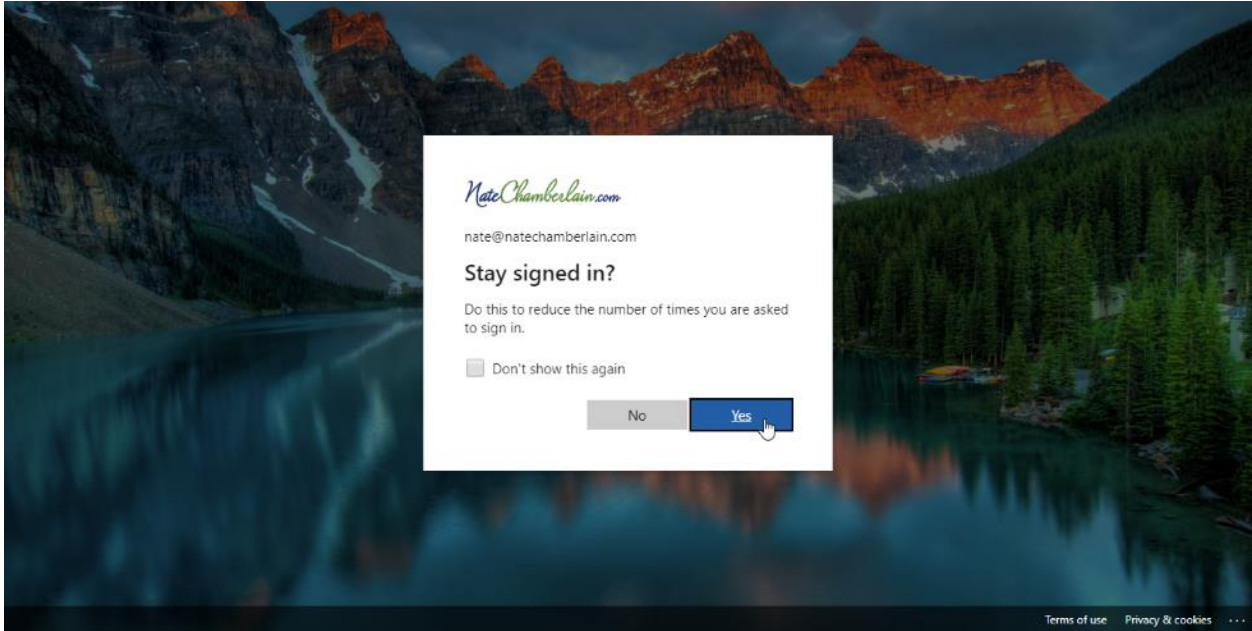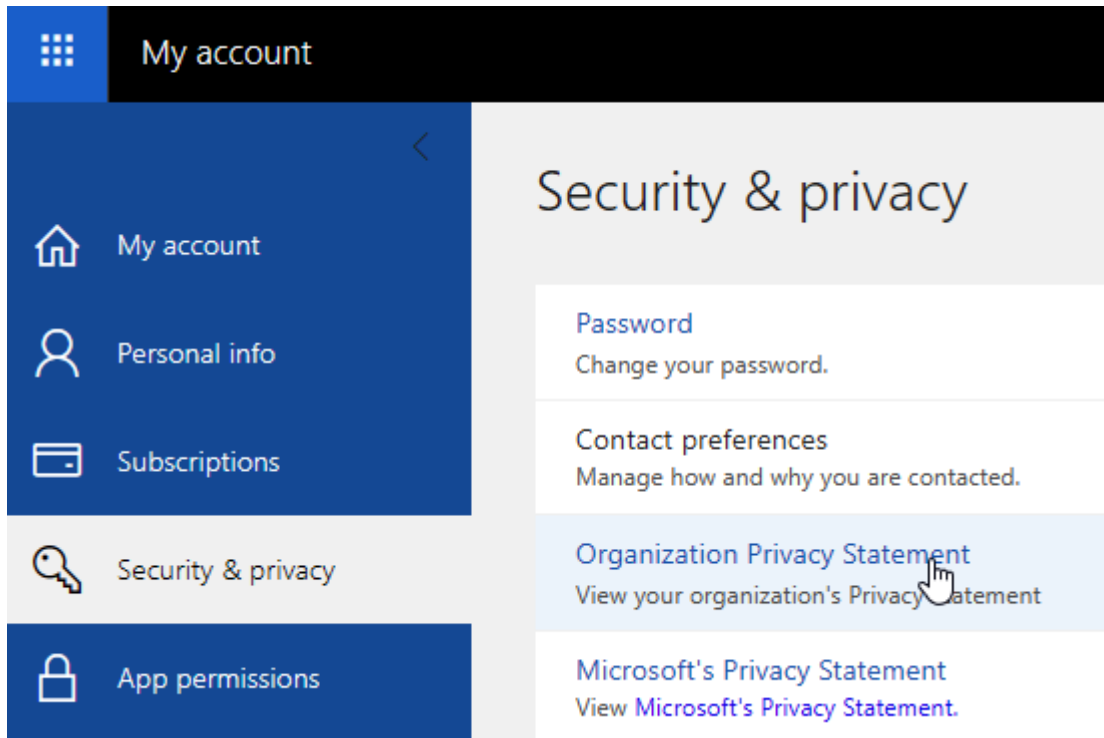
Nate LLC | Properties
Azure Active Directory

Search (Ctrl+/)

- Enterprise applications
- Devices
- App registrations
- Identity Governance
- Application proxy
- Licenses
- Azure AD Connect
- Custom domain names
- Mobility (MDM and MAM)
- Password reset
- Company branding
- User settings
- Properties
- Security

Monitoring

- Sign-ins

🖫 Save   ✕ Discard

Directory properties

Name *

Nate LLC ✓

Country or region
United States

Location
United States datacenters

Notification language
English

Directory ID

Technical contact
nate@natechamberlain.com ✓

Global privacy contact
nate@natechamberlain.com ✓

Privacy statement URL
https://natechamberlain.com/privacy ✓

Administrator: Windows PowerShell

```
PS C:\WINDOWS\system32> Connect-AzureAD
```

Sign in to your account

NateChamberlain.com

← nate@natechamberlain.com

Enter password

Password

Forgot my password

Sign in

```
Account                        Environment TenantId                    TenantDomain            AccountType
-------                        ----------- --------                    ------------            -----------
nate@natechamberlain.com AzureCloud  6▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓1 natechamberlain.com User
```

```
PS C:\▓▓▓▓ ▓▓▓▓> Get-Command -Module AzureADPreview

CommandType     Name                                               Version      Source
-----------     ----                                               -------      ------
Cmdlet          Add-AzureADAdministrativeUnitMember                2.0.2.89     AzureADPreview
Cmdlet          Add-AzureADApplicationOwner                        2.0.2.89     AzureADPreview
Cmdlet          Add-AzureADApplicationPolicy                       2.0.2.89     AzureADPreview
Cmdlet          Add-AzureADDeviceRegisteredOwner                   2.0.2.89     AzureADPreview
Cmdlet          Add-AzureADDeviceRegisteredUser                    2.0.2.89     AzureADPreview
Cmdlet          Add-AzureADDirectoryRoleMember                     2.0.2.89     AzureADPreview
Cmdlet          Add-AzureADGroupMember                             2.0.2.89     AzureADPreview
Cmdlet          Add-AzureADGroupOwner                              2.0.2.89     AzureADPreview
Cmdlet          Add-AzureADMSApplicationOwner                      2.0.2.89     AzureADPreview
Cmdlet          Add-AzureADMSFeatureRolloutPolicyDirectoryObject   2.0.2.89     AzureADPreview
Cmdlet          Add-AzureADMSLifecyclePolicyGroup                  2.0.2.89     AzureADPreview
Cmdlet          Add-AzureADMSPrivilegedResource                    2.0.2.89     AzureADPreview
Cmdlet          Add-AzureADMSServicePrincipalDelegatedPermissio... 2.0.2.89     AzureADPreview
Cmdlet          Add-AzureADScopedRoleMembership                    2.0.2.89     AzureADPreview
Cmdlet          Add-AzureADServicePrincipalOwner                   2.0.2.89     AzureADPreview
Cmdlet          Add-AzureADServicePrincipalPolicy                  2.0.2.89     AzureADPreview
Cmdlet          Close-AzureADMSPrivilegedRoleAssignmentRequest     2.0.2.89     AzureADPreview
Cmdlet          Confirm-AzureADDomain                              2.0.2.89     AzureADPreview
Cmdlet          Connect-AzureAD                                    2.0.2.89     AzureADPreview
Cmdlet          Disconnect-AzureAD                                 2.0.2.89     AzureADPreview
Cmdlet          Enable-AzureADDirectoryRole                        2.0.2.89     AzureADPreview
```

```
PS C:\Users\ndcha> $PasswordProfile = New-Object -TypeName Microsoft.Open.AzureAD.Model.PasswordProfile
>> $PasswordProfile.Password = "aBc123!ndc"
>> New-AzureADUser -AccountEnabled $True -DisplayName "Andy Green" -PasswordProfile $PasswordProfile -MailNickName "AndyG" -UserPri
ncipalName "AndyG@natechamberlain.com"

ObjectId                              DisplayName   UserPrincipalName              UserType
--------                              -----------   -----------------              --------
9b34e0bd-1065-4134-ad1c-04767d753b83  Andy Green    AndyG@natechamberlain.com      Member
```

Access reviews

ℹ Overview

📇 Access reviews

📖 Programs

⊕ Onboard

nate@natechamberlain....
NATE LLC

Notifications   ✕

More events in the activity log →   Dismiss all ⌄

✅ Onboard   ✕

Successfully onboarded access reviews in Nate LLC

a few seconds ago

Identity Governance | Access reviews

Getting started	**+ New access review**
	Type ⓘ
Entitlement management	Filter by access review type
📑 Access packages	🔍 Search by name or owner
📖 Catalogs	**NAME**
👥 Connected organizations	No access review to display
📑 Reports	
⚙ Settings	
Access reviews	
ⓘ Overview	
🔍 Access reviews	

Create an access review

Review name *
Test Access Review ✓

Description ⓘ
In this access review, we'll be monitoring access for those users assigned to PowerApps and Flow. ✓

Start date *
05/08/2020 📅

Frequency
Weekly ⌄

Duration (in days) ⓘ
`————————○————————` 3

End ⓘ
(Never | **End by** | Occurrences)

Number of times
0

End date *
06/07/2020 📅

Users

Users to review   [Assigned to an application   ▼]

Scope   ○ Guest users only
              ● Everyone

---

*Application   ›
PowerApps and Flow

Reviewers

Reviewers   [Assigned (self)   ▼]

Programs

Link to program   ›
Default Program

⌃ Upon completion settings

    Auto apply results to resource ⓘ   [Enable **Disable**]

    If reviewers don't respond ⓘ   [No change   ▼]

⌃ Advanced settings

    Show recommendations ⓘ   [**Enable** Disable]

    Require reason on approval ⓘ [**Enable** Disable]

    Mail notifications ⓘ   [**Enable** Disable]

    Reminders ⓘ   [**Enable** Disable]

[**Start**]

Please review users' access to the MSFT Power Platform app in Nate LLC

Nate Chamberlain, your organization requested that you approve or deny continued access for one or more users to the **MSFT Power Platform** app in the **Test Access Review** review. The review period will end on **May 11, 2020**.

Start review >

Learn how to perform an access review and more about Azure Active Directory access reviews.

Privacy Statement

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

Facilitated by

Microsoft

Test Access Review

Please review user members of this resource.   See details

Do you still need access to the group ''?

○ Yes

○ No

Reason

[   ]

Submit   Cancel

Test access review

Please review user members of 'LSPUG'   See details

| ✓ Approve | ✕ Deny | ? Don't know | ↻ Reset decisions | ☰ Accept recommendations |

✓	Name ↑	Recommendation	Decision	Reviewed by	
✓		Deny Last signed in more than 30 days ago			Details
✓		Deny Last signed in more than 30 days ago			Details
✓		Deny Last signed in more than 30 days ago			Details
✓		Deny Last signed in more than 30 days ago			Details
✓		Deny Last signed in more than 30 days ago			Details
✓		Deny Last signed in more than 30 days ago			Details

- Mobility (MDM and MAM)
- Password reset
- Company branding
- User settings
- Properties
- Security

LinkedIn account connections

Allow users to connect their work or school account with LinkedIn.
Data sharing between Microsoft and LinkedIn is not enabled until users consent to connect their Microsoft work or school account with their LinkedIn account.
Learn more about LinkedIn account connections ⓘ

| Yes | Selected group | No |

💾 Save ✕ Discard

Self service password reset enabled ⓘ

| None | Selected | All |
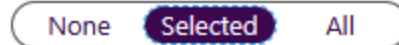
Default password reset policy   ✕

🔍 Search

SG	SharePointGovernance@natechamberlain.com Selected	
SD	Shifts Demo ShiftsDemo@natechamberlain.com	
S	SPFestSeattle SPFestSeattle@natechamberlain.com	
S	SurveyDemo SurveyDemo@natechamberlain.com	
TC	Team Creation Demo TeamCreationDemo@natechamberlain.com	
T	Test test@natechamberlain.com	
YT	Yammer Test - Private yammertest-private@natechamberlain.com	

Selected group

SG	SharePoint Governance SharePointGovernance@natechamberlain.com	Remove

Filter by title

SaaS application tutorials

∨ Single sign-on tutorials

> 0 - 9

> A

∨ B

BambooHR

Bambu by Sprout Social

BC in the Cloud

Beekeeper Azure AD Data
Connector

BeeLine

Chapter 11: Understanding the Microsoft 365 Security & Compliance Center

Results 300 results found (More items available, scroll down to see more.)

Date ▾	IP address	User	Activity	Item
		anon ✕		
2020-05-06 03:37:48	▓▓▓▓	urn:spo:anon#6f3ceaa3eb8a8de...	Accessed file	First Draft.docx
2020-05-05 09:51:27	▓▓▓▓	urn:spo:anon#6f3ceaa3eb8a8de...	Accessed file	First Draft.docx
2020-05-04 23:54:04	▓▓▓▓	urn:spo:anon#6f3ceaa3eb8a8de...	Accessed file	First Draft.docx
2020-04-30 23:56:21	▓▓▓▓	urn:spo:anon#6f3ceaa3eb8a8de...	Accessed file	First Draft.docx
2020-04-30 04:00:39	▓▓▓▓	urn:spo:anon#6f3ceaa3eb8a8de...	Accessed file	First Draft.docx

🔍 Search

+ New alert policy

🔍 Search ⌃

Content search ⬏

Back to saved searches

+ New search | ⌄   💾 Save | ⌄

⌃ Keywords ✕

"DocID-7846"

☐ Show keyword list ⓘ

DocID-7846 Search

View results   🗑 Delete   Export report
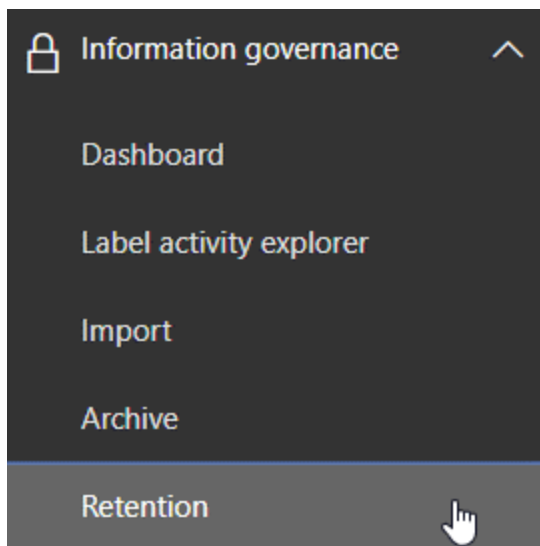
Name your policy

Name * ⓘ

Contoso Retention

Description

Will preserve any content with the keyword Contoso for at least a year.

[Next]   [Cancel]

Need more options?

◉ Use advanced retention settings ⓘ

| Detect content that contains specific words or phrases | ▾ |

| Back | **Next** 🖑 | Cancel |

Retention actions

◉ Retain the content ⓘ

| For this long... ▾ | 1 | years ▾ |

Do you want us to delete it after this time?

○ Yes   ◉ No

○ Don't retain the content. Just delete it if it's older than ⓘ

| 1 | years ▾ |

Retain or delete the content based on | when it was last modified ▾ | ⓘ

Review your settings

⚠️ It will take up to 7 days to automatically apply the retention policy on all items that match your conditions.

Policy name   Edit

Contoso Retention

Description   Edit

Will preserve any content with the keyword Contoso for at least
a year.

Applies to content in these locations   Edit

Exchange email

OneDrive accounts

SharePoint sites

Office 365 groups

Settings   Edit

Advanced retention
- Detect content that contains specific words or phrases
  1 year keep

| Back | Save for later | Create this policy | Cancel |

Optional privacy and security contractual

Data Processing Terms (including the EU Standard Contractual Clauses) and
Associate Agreement (BAA) are included in the Online Services Terms, which
Microsoft Online Subscription Agreement.

Hot topics

Licensing for virtual environments

[HIPAA-BAA](#)

Title	Language	Sectors	Regions
HIPAABusinessAssociateAgr(WW)(Dec2015)(ENG)(CR)	English	Common Document	WW (World Wide)
HIPAABusinessAssociateAgr(WW)(ENG)(February2018)(CR)	English	Common Document	WW (World Wide)
HIPAABusinessAssociateAgr(WW)(ENG)(May2016)(CR)	English	Common Document	WW (World Wide)

Your secure score   Include ⌄

Secure Score: 8%

10/133 points achieved
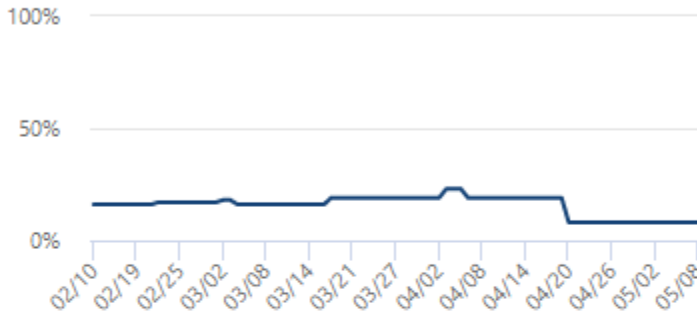
Breakdown points by: Category   ⌄

Identity   **8%**
▓▓▓░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░

Data   No data to show
░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░

Device   No data to show
░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░

Apps   **7%**
▓▓░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░

Infrastructure   No data to show
░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░

▮ Points achieved   ▢ Opportunity

Actions to review

Regressed ⓘ	To address	Planned	Risk accepted	Recently added ⓘ	Recently updated ⓘ
0	**30**	**0**	**0**	**0**	**0**

Top improvement actions

Improvement action	Score im...	Status	Category
Require MFA for administrative roles	+7.52%	◯ To address	Identity
Ensure all users can complete multi-factor authentication for secu...	+6.77%	◯ To address	Identity
Enable policy to block legacy authentication	+5.26%	◯ To address	Identity
Turn on sign-in risk policy	+5.26%	◯ To address	Identity
Turn on user risk policy	+5.26%	◯ To address	Identity
Enable Password Hash Sync if hybrid	+3.76%	◯ To address	Identity
Stop clear text credentials exposure	+3.76%	◯ To address	Identity
Stop legacy protocols communication	+3.76%	◯ To address	Identity
Stop weak cipher usage	+3.76%	◯ To address	Identity

View all

Requiring multi-factor authentication (MFA) for all administrative roles makes it harder for attackers to access accounts. Administrative roles have higher permissions than typical users. If any of those accounts are compromised, critical devices and data are open to attack.

Points achieved

0/10

History

1 events

Last synced 05/07/2020

[Manage] [↪ Share] [Save and close] [Cancel]

Action plan

Update status for this improvement action. Note: some statuses are system generated and can't be updated.

○ To address
● Planned
○ Risk accepted
○ Resolved through third party
○ Resolved through alternate mitigation

Notes:

We plan to address this immediately.

Tags: Add tags

At a glance

Category: Identity

Protects against: Password Cracking, Account Breach, Elevation of Privilege

Product: Azure Active Directory

User impact

First, users with administrative roles need to register for MFA. After each admin is registered, your policies then determine when they're prompted for the additional authenticaion factors.

Users affected

All of your Microsoft 365 global administrators

( ) (HP) ( ) (HG) (+1)

Show all users

Implementation

Prerequisites

✓ You have Azure Active Directory Premium P2.

Next steps

Set up Azure Multi-Factor Authentication policies to protect devices and data that are accessible by your users with administrative roles

In the Azure portal Conditional Access page
1. Select + **New Policy**
2. Go to Assignments > Users and groups > Include > **Select users and groups** > check **Directory roles**
3. At a minimum, select the following roles:

- Security administrator
- Exchange service administrator
- Global administrator
- Conditional Access Administrator
- SharePoint administrator
- Helpdesk Administrator
- Billing Administrator

Comparison

Your score   **8%**

Organizations like yours   **25%**

Custom comparison   **Not yet created**

Overview   Improvement actions   History   **Metrics & trends**

Applied filters: 📅 90 days ⌄   ▽ Filter

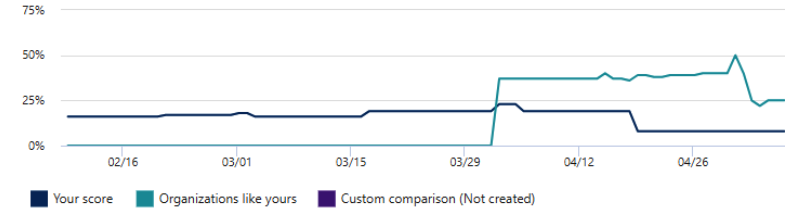**Your Secure Score zone**   Include ⌄

Secure Score: 8%

Set up custom "Good", "Okay", and "Bad" score zones based on
internal goals and definitions of your ideal security posture.
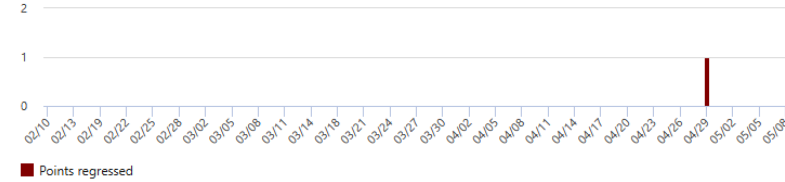
No data to show

Add score zones

Comparison trend

How your organization's Secure Score compares to others' over time.

■ Your score   ■ Organizations like yours   ■ Custom comparison (Not created)

Manage comparisons

Regression trend

Timeline of points that have regressed due to configuration, user, or device changes.

■ Points regressed

View current regressed actions

View related history

Score changes

▼ **8% decrease**

Changes	Points
Points achieved	0
Points regressed	0
Microsoft updates	▼ 81

View history

Microsoft Secure Score

This service is currently in preview and is subject to the terms and
Thanks for exploring the preview version of Microsoft Secure Score

Overview   **Improvement actions**   History

17	Install Azure ATP Sensor on all Domain Controllers
18	Do not allow users to grant consent to unmanaged applications
19	Enable self-service password reset
20	Designate more than one global admin

With self-service password reset in Azure AD, users no longer need to engage helpdesk to reset passwords. This feature works well with Azure AD dynamically banned passwords, which prevents easily guessable passwords from being used.

Points achieved

0/1

History

No events

Last synced 05/07/2020

Manage   ⤷ **Share**   Save and close   Cancel

Action plan

Update status for this improvement action. Note: some statuses are system generated and can't be updated.

- ◉ To address
- ○ Planned
- ○ Risk accepted
- ○ Resolved through third party
- ○ Resolved through alternate mitigation

Notes:

Write a note

Tags: Add tags

At a glance

Category: Identity

Protects against: Password Cracking, Account Breach

Product: Azure Active Directory

User impact

Users will be able to self-service password reset in Azure AD and no longer need to engage helpdesk.

Users affected
All of your Microsoft 365 users

Implementation

Prerequisites
✓ You have Azure Active Directory Premium P2.

Next steps
In the Password Reset Azure AD blade you can enable self-service password reset. On the properties page, select **All** or **Selected** to choose the users to apply your policy to. Configure your authentication methods for users to reset their passwords. On the Registration page, select **Yes** under "Require users to register when signing in" and set a number of days before users are asked to re-confirm their authentication information.

Implementation status
You have 19 of 19 users who don't have self-service password reset enabled.
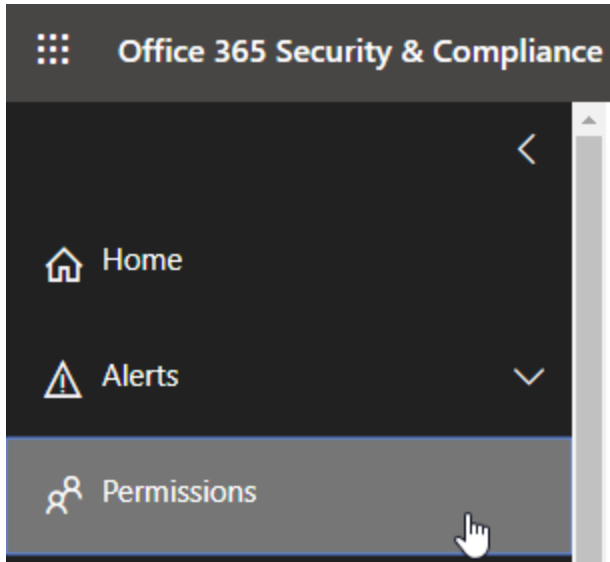
Manage **Share** **Save and close** **Cancel**

Action plan

Update status for this improvement action. Note: some statuses are system generated and can't be updated.

- ( ) To address
- (•) Planned
- ( ) Risk accepted
- ( ) Resolved through third party
- ( ) Resolved through alternate mitigation

Notes:

Set AAD's self-service setting to All on 5/8/2020.

Office 365 Security & Compliance

<

🏠 Home

⚠ Alerts ⌄

👥 Permissions

Assign permissions to people in your organization so
assign permissions for most features in here, you'll n

To assign permissions for archiving, auditing, and ret

To assign permissions for document deletion policie

+ Create   **↻ Refresh**   Search

☐	**Name**

☐ Security Administrator

☐ Content Explorer Content Viewer

☐ IRM Contributors

☐ Insider Risk Management Analysts

☐ eDiscovery Manager

1
☑ Security Reader

⌃ Members (20)

☐	**Name**
☑	Bertha Lestrange

Security Reader ✕

✎ Edit role group   **🗑 Delete role group**   **⧉ Copy role group**

Role group name
Security Reader

Description   Edit

Assigned roles   Edit
View-Only Manage Alerts
View-Only Device Management
View-Only IB Compliance Management
View-Only DLP Compliance Management
Security Reader
Sensitivity Label Reader

2
Members   Edit
None

Choose members

+ Add   **— Remove**

✅   1 member added

Search

⌃ Members (1)

Bertha Lestrange

Solutions

⊞ Catalog

📄 Audit

🔍 Content search

🗪 Communication compliance

Monitor for offensive language

Add a policy that uses Microsoft's machine learning model for abusive and offensive language to find and prevent instances of harassment in your organization.

Get started

Monitor communications for offensive language

Let us know whose communication to supervise and who should review them, and we'll create a communication compliance policy that uses an abusive language machine learning model to detect content that might be considered harassment.

Settings we'll fill out for you

✓ **Policy name**

Offensive or threatening language

✓ **Communications to monitor**

Internal communications in Exchange mail,Teams chat,Skype for Business conversations,Yammer,Inbound,Outbound,Internal,

✓ **Conditions**

Review 100% of communications containing offensive language or bad words.

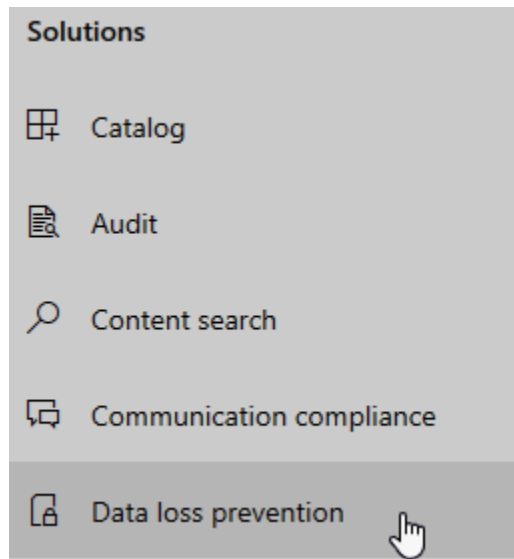## Settings we need from you

Users or groups to supervise *

BA Book Authors ✕ Start typing to find users or groups

Reviewers *

Choose users to review the communications that are returned by this policy.

NC Nate Chamberlain ✕ Start typing to find users

Chapter 12: Deploying Data Loss Prevention and eDiscovery

New DLP policy

- ○ **Choose the information to protect**
- ○ Name your policy
- ○ Choose locations
- ○ Policy settings
- ○ Review your settings

Start with a template or create a custom

Choose an industry regulation to see the DLP policy templates you can use to protect you need to protect labeled content, you'll be able to choose labels later. Learn more

Search   Show options for All countries or regio

42 results

- ▭ Financial
- ♥ **Medical and health** [1]
- ⚆ Privacy
- 🔧 Custom

Australia Health Records Act (HRIP Act)

Canada Health Information Act (HIA)

Canada Personal Health Information Act (PHIA) - Manitoba

Canada Personal Health Act (PHIPA) - Ontario

U.K. Access to Medical Reports Act

[2] U.S. Health Insurance Act (HIPAA)

[3] Next   Cancel

Name *

U.S. Health Insurance Act (HIPAA)

Description

Enter a friendly description for your policy

Back   Next   Cancel

Choose locations

We'll protect content that's stored in the locations you choose. *

- ◉ Protect content in Exchange email, Teams chats and channel messages and OneDrive and SharePoint documents.

- ◯ Let me choose specific locations.

[Back] [**Next**] [Cancel]

Customize the type of content you want to protect

Select 'Find content that contains' if you want to quickly set up a policy that protects only sensitive info or labeled content. Use advanced settings for more options, such as protecting content in email messages sent to specific domains, attachments with specific file extensions, and more.

- ◉ Find content that contains: ⓘ

    PII Identifiers
    Medical Terms

    [Edit]

    ☑ Detect when this content is shared:

    [with people outside my organization ▾]

- ◯ Use advanced settings ⓘ

[Back] [**Next**] [Cancel]

What do you want to do if we detect sensitive info?

We'll automatically create detailed activity reports so you can review the content that matches this policy. What else do you want to do?

Notify users when content matches the policy settings

☑ Show policy tips to users and send them an email notification.

Tips appear to users in their apps (Outlook, OneDrive, SharePoint, and Teams) and help them learn how to use sensitive info responsibly. You can use the default tip or customize it to your liking. Learn more about notifications and tips

Customize the tip and email

☑ Send incident reports in email

By default, you and your global admin will automatically receive the email.

Choose what to include in the report and who receives it

☑ Restrict access or encrypt the content

⦿ Block people from sharing and restrict access to shared content

◯ Encrypt email messages (applies only to content in Exchange)

Back | Next | Cancel

Customize access and override permissions

By default, users are blocked from sending email and Teams chats and channel messages that contain the type of content you're protecting. But you can choose who has access to shared SharePoint and OneDrive files. You can also decide if you want to let people override the policy's restrictions.

Block these people from accessing SharePoint, OneDrive, and Teams content

◯ Everyone ⓘ

⦿ Only people outside your organization ⓘ

Let people who see the tip override the policy

🔵 On

☑ Require a business justification to override
☑ Override the rule automatically if they report it as a false positive

Back | Next | Cancel

Do you want to turn on the policy or test things out first?

Do you want to turn on the policy right away or test things out first?

Keep in mind that after you turn it on, it'll take up to an hour for the policy to take effect.

(•) Yes, turn it on right away

( ) I'd like to test it out first

   ☐ Show policy tips while in test mode

( ) No, keep it off. I'll turn it on later.

[Back] [Next] [Cancel]

Review your settings

New DLP policy

- ✓ Choose the information to protect
- ✓ Name your policy
- ✓ Choose locations
- ✓ Policy settings
- ○ Review your settings

Template name   Edit

U.S. Health Insurance Act (HIPAA)

Policy name   Edit

U.S. Health Insurance Act (HIPAA)

Description   Edit

Applies to content in these locations   Edit

Exchange email
SharePoint sites
OneDrive accounts
Teams chat and channel messages

Policy settings   Edit

If the content contains these types of sensitive info: PII
Identifiers,Medical Terms then notify people with a policy tip and
email message, block access to the content and send an incident
report with a medium severity level but allow people to override
if they provide a business justification or they report the match
as a false positive.

Turn policy on after it's created?   Edit

Yes

Back   Create   Cancel

Data loss prevention

Use data loss prevention (DLP) policies to help identify and

+ Create policy   ✎ Edit policy   🗑 Delete policy

Name

✓ U.S. Health Insurance Act (HIPAA)

Make edits to your policy
property settings here.

Name

Locations

Policy settings 1

Editing Policy settings

The rules here are made up of conditions
create new ones. Learn more about DLP rul

＋ New rule

Name

2

∧ Content matches U.S. Health Insurance

3

✎ Edit rule   🗑 Delete rule

Content matches U.S. Health Insurance Act (HIPAA)

Name	Conditions	Exceptions	Actions	User notifications	User overrides	Incident reports

∧ Incident reports

Use this severity level in admin alerts and reports:

Low ⌄

Send an alert to admins when a rule match occurs.

⬤ Off

Use email incident reports to notify you when a policy match occurs.

⬤ On

Send notifications to these people

nate@natechamberlain.com

Add or remove people

All incident reports include information about the item that was matched, where the match occurred, and the rules and policies it triggered.

You can also include the following information in the report:

☑ The name of the person who last modified the content
☑ The types of sensitive content that matched the rule
☑ The rule's severity level
☑ The content that matched the rule, including the surrounding text
☑ The item containing the content that matched the rule

Data classification (preview)

Name *

Project Wildebeest

Description *

Any references to our Project Wildebeest or its components.

Next   Cancel

Matching element

∧ Detect content containing

Keywords   ∨

"Project Wildebeest",PRJWDBST,WDBST

compliance

Sensitive type is successfully saved. It is recommended to test the sensitive type before use. Do you want to test created sensitive type?

Yes   No

Solutions

- ⊞ Catalog
- 🔍 Audit
- 🔎 Content search
- 💬 Communication compliance
- 🔒 Data loss prevention

Data loss preventio

Use data loss prevention (DLP) policies to

➕ **Create policy**   ⬇ Export   ↻ Refr

Start with a template or create a custom policy

Choose an industry regulation to see the DLP policy templates you can use to protect that info or create a custom policy start from scratch. If you need to protect labeled content, you'll be able to choose labels later. Learn more about DLP policy templates

Search   Show options for | All countries or regions   ⌄ |

42 results

		Custom policy
💳 Financial	Custom policy	**Description**
🫀 Medical and health		Create a custom policy from scratch. You will choose the type of content to protect and how you want to protect it.
👤⊘ Privacy		
🔧 Custom		

Next   Cancel

Name your policy

Name *

Project Wildebeest DLP

Description

Prevents any Project Wildebeest content from leaving the organization.

Back   **Next**   Cancel

Choose locations

We'll protect content that's stored in the locations you choose. *

⦿ Protect content in Exchange email, Teams chats and channel messages and OneDrive and SharePoint documents.

◯ Let me choose specific locations.

Back	Next	Cancel

⦿ Find content that contains: ⓘ

    ⓘ You must select at least one classification type.

    Edit

☑ Detect when this content is shared:

Content contains *

❌ The group must contain at lea

Add	▼

    Sensitive info types

    Retention labels
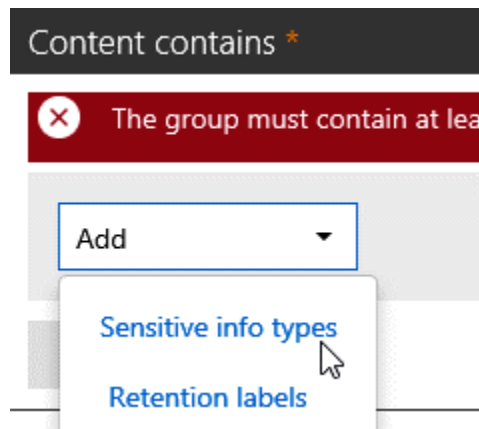
Choose which sensitive info types to add from the list

proj

˅ Added (1)

˄ Sensitive info types (1)

☑ **Name**

☑ Project Wildebeest

◉ Find content that contains: ⓘ

Project Wildebeest

[Edit]

☑ Detect when this content is shared:

| with people outside my organization ⌄ |

◯ Use advanced settings ⓘ

[Back]　[**Next**]　[Cancel]

What do you want to do if we detect sensitive info?

We'll automatically create detailed activity reports so you can review the content that matches this policy. What else do you want to do?

Notify users when content matches the policy settings

☑ Show policy tips to users and send them an email notification.

Tips appear to users in their apps (Outlook, OneDrive, SharePoint, and Teams) and help them learn how to use sensitive info responsibly. You can use the default tip or customize it to your liking. Learn more about notifications and tips

[Customize the tip and email]

Detect when a specific amount of sensitive info is being shared at one time

☑ Detect when content that's being shared contains:

At least [10] instances of the same sensitive info type.

☑ Send incident reports in email

By default, you and your global admin will automatically receive the email.

[Choose what to include in the report and who receives it]

☑ Restrict access or encrypt the content

◉ Block people from sharing and restrict access to shared content

◯ Encrypt email messages (applies only to content in Exchange)

[Back]　[**Next**]　[Cancel]

Customize access and override permissions

By default, users are blocked from sending email and Teams chats and channel messages that contain the type of content you're protecting. But you can choose who has access to shared SharePoint and OneDrive files. You can also decide if you want to let people override the policy's restrictions.

Block these people from accessing SharePoint, OneDrive, and Teams content

○ Everyone ⓘ

◉ Only people outside your organization ⓘ

Let people who see the tip override the policy

🔵 On

☑ Require a business justification to override
☑ Override the rule automatically if they report it as a false positive

Back	Next	Cancel

Do you want to turn on the policy or test things out first?

Do you want to turn on the policy right away or test things out first?

Keep in mind that after you turn it on, it'll take up to an hour for the policy to take effect.

◉ Yes, turn it on right away

○ I'd like to test it out first

    ☑ Show policy tips while in test mode

○ No, keep it off. I'll turn it on later.

Back	Next	Cancel

Review your settings

Policy name   Edit

Project Wildebeest DLP

Description   Edit

Prevents any Project Wildebeest content from leaving the
organization.

Applies to content in these locations   Edit

Exchange email
SharePoint sites
OneDrive accounts
Teams chat and channel messages

Policy settings   Edit

If the content contains these types of sensitive info: Project
Wildebeest then notify people with a policy tip and email
message.

If there are at least 10 instances of the same type of sensitive
info, block access to the content and send an incident report
with a high severity level but allow people to override if they
provide a business justification or they report the match as a
false positive.

Turn policy on after it's created?   Edit

Yes

| Back | Create | Cancel |

Data classification (preview)

Overview   Trainable classifiers   **Sensitive info types**

Data classification (preview)

Overview   Trainable classifiers   **Sensitive info types**   Content

The sensitive info types here are available to use in your security and complian the globe, as well as any custom types you have created.

+ Create info type   ↻ Refresh

Name
✓ Project Wildebeest

Project Wildebeest

✎ Edit	✓ Test type	🗑 Delete

Description

Any references to our Project Wildebeest or its components.

Regular expression

Keywords

PRJWDBST,WDBST,"Project Wildebeest"

Make edits to your sensitive type property settings here.

Name and description

Requirements for matching

Confidence level ⓘ

Default (60%)   40|

Character proximity ⓘ

Default (300 characters)   300

[**Save**]   [Cancel]

Content contains *

[Any of these ∨]

Sensitive info type	Match accuracy min max		
Project Wildebeest	40 100	✎	✕

[Add ▾]

📄 Data subject requests

🏛 eDiscovery   ∧

　　Core

　　Advanced

Enter a name and description

Give this case a friendly name so you can easily find it again later.

*Case name

Chamberlain Investigation May 2020

Case description

Checking Nate Chamberlain's activities in May of 2020.

Save Cancel

Name		Status
○ Chamberlain Inves...		Active

Chamberlain Investigation May 2020 > Core

Home	Holds	Searches	

Notice something different? Our eDiscovery experience is

Add conditions

	Name	Group
☐	Date	Common
☑	Sender/Author	Common
☐	Size (in bytes)	Common
☐	Subject/Title	Common
☐	Compliance label	Common
☐	Message kind	Emails
☑	Participants	Emails
☐	Type	Emails
☐	Received	Emails
☑	Recipients	Emails
☑	Sender	Emails
☐	Sent	Emails
☐	Subject	Emails

Search

Add   Cancel

Sender/Author

Equals any of ▼

nate@natechamberlain.com

(1 selected)

Keywords ✕

Enter keywords

☐ Show keyword list ⓘ

Locations: All

⦿ All locations ⓘ

◯ Locations on hold ⓘ

◯ Specific locations   Modify...

🔴 All Yammer networks are required to be in Native Mode for Yammer content to be discovered in eDiscovery.

Status: query not run

🔍 Save & run   Status details

Name *

Chamberlain People Properties

Description

All Nate Chamberlain content.

Save   Cancel

Manage this case

Manage members

+ Add   — Remove

✅ 1 user added   ✕

Search   🔍

⌃ Users (2)

Nate Chamberlain   nate@natechamberlain.com

Bertha Lestrange   bertha@natechamberlain.com

Manage role groups

+ Add   — Remove

✅ 1 role group added   ✕

Search   🔍

⌃ Role Groups (1)

eDiscovery Manager   eDiscoveryManager

	Data subject requests
	eDiscovery ^
	Core
	Advanced

◢	A	B	C	D	E
1	Name	Status	Created date	Last modified	Last modified by
2	Chamberlain Investigation December 2019	Closing	2020-05-10T15:25:59.813Z	2020-05-10T15:26:08.770Z	Nate Chamberlain
3	Chamberlain Investigation May 2020	Active	2020-05-10T01:51:25.077Z	2020-05-10T01:51:25.077Z	Nate Chamberlain
4	Demo eDiscovery Case	Active	2020-05-10T15:25:20.957Z	2020-05-10T15:25:20.957Z	Nate Chamberlain
5	Project Wildebeest	Active	2020-05-10T15:25:34.780Z	2020-05-10T15:25:46.337Z	Nate Chamberlain
6	Test	Active	2020-02-24T02:57:40.480Z	2020-02-24T02:57:40.480Z	Nate Chamberlain

+ Create a case   ↓ Export   ⟳ Refresh   5 items   🔍 Search   ☰ Group ⌄   ▽ Filter

Applied filters:

None

✓ Status

⌄ Name	Status	Created date	Last modified	Last
⌄ **Closing (1)**				
Chamberlain Inves... ⤢	Closing	May 10, 2020 10:25 AM	May 10, 2020 10:26 AM	Nate Chamberlain
⌄ **Active (4)**				
Chamberlain Inves... ⤢	Active	May 9, 2020 8:51 PM	May 9, 2020 8:51 PM	Nate Chamberlain
Demo eDiscovery ... ⤢	Active	May 10, 2020 10:25 AM	May 10, 2020 10:25 AM	Nate Chamberlain
Project Wildebeest ⤢	Active	May 10, 2020 10:25 AM	May 10, 2020 10:25 AM	Nate Chamberlain
Test ⤢	Active	February 23, 2020 8:57 PM	February 23, 2020 8:57 PM	Nate Chamberlain

Manage case status

Name *

Demo eDiscovery Case

Case description

Created

2020-05-10 10:25:20

Status

Active

| ✕ Close case | 🗑 Delete case |

| Save | Close |

🏛 eDiscovery ⌃

Core

| Advanced

Case name *

Project Wildebeest

Case number

9341

Case description

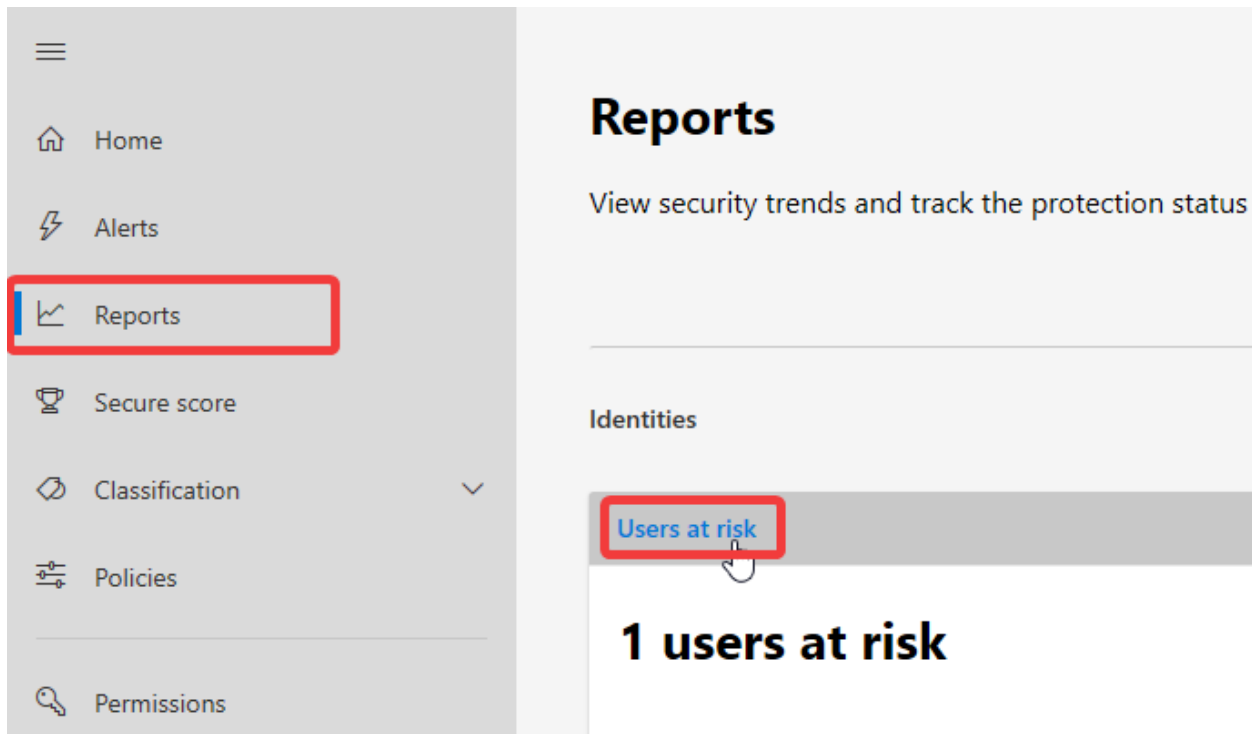This eDiscovery Case will aid in finding any reference to Project Wildebeest in the organization.

Project Wildebeest

← Back

Home   Holds   Processing   Searches   **Review Sets**   Exports   Jobs   Settings

Review sets help you manage content that you've collected from Office 365 and non-Office 365 data sources,
review, tag, and export content. Learn more

+ **Add Review Set**   ↻ **Refresh**

Name	Status	Created by

🏛 eDiscovery   ∧

  Core

| Advanced

Project Wildebeest > Settings

Project Wildebeest

← Back

Home   Holds   Processing   Searches   Review Sets   Exports   Jobs   **Settings**

⊘ **Access & permissions**

Manage who can access your case
and what they can do.

- Add / remove members

Select 🖑

Manage members

| ➕ Add | ➖ Remove |

| ✅ | 1 user added | ✕ |

| Search | 🔍 |

∧ Users (2)

Nate Chamberlain   nate@natechamberlain.com

Bertha Lestrange   bertha@natechamberlain.com

Manage role groups

| ➕ Add | ➖ Remove |

| Search | 🔍 |

∧ Role Groups (0)

Chapter 13: Monitoring Office 365 Apps and Services

Risky users

ⓘ Learn more   ↓ Download   ☰ Unselect all   ✖ Confirm user(s) compromised   ✔ Dismiss user(s) risk

Show dates as: **Local**   Risk level : **Low, Medium, High**   ⁺ᵧ Add filters

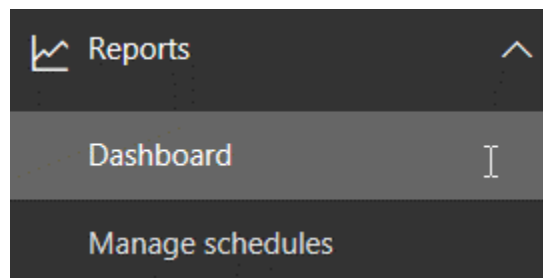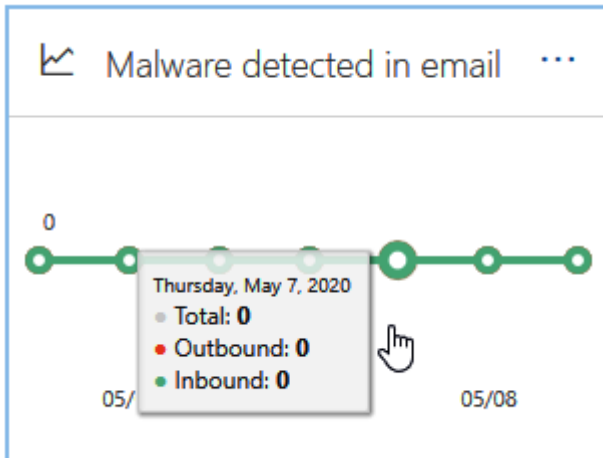| User	↑↓	Risk state
☑ Nate Chamberlain		At risk

Name *

OneDrive External Sharing Activity

Description

An alert when a OneDrive user shares content outside the organization.

Severity * ⓘ

● Medium ▾

Category *

Threat management ▾

What do you want to alert on?

∧ * Activity is

Shared file externally ∨

User shared, granted access of a file or folder to an external user, or created an anonymous link for it.

∧ Site collection URL is   ✕

Like any of ∨

https://natechamberlain-my.sharepoint.com*

How do you want the alert to be triggered?

● Every time an activity matches the rule

○ When the volume of matched activities reaches a threshold

More than or equal to | 15 | activities

During the last | 60 | minutes

On | All users ∨ |

○ When the volume of matched activities becomes unusual

On | All users ∨ |

| Back | **Next** | Cancel |

☑ Send email notifications

Email recipients *

| Nate Chamberlain × |

Daily notification limit

| No limit ∨ |

Review your settings

Name	OneDrive External Sharing Activity
Description	An alert when a OneDrive user shares content outside the organization.
	Edit
Severity	● Medium
Category	Threat management
Filter	Activity is Shared file externally and Site collection URL is Like any of https://natechamberlain-my.sharepoint.com*
	Edit
Aggregation	Trigger an alert when any activity matches your conditions.
Scope	All users
Recipients	nate@natechamberlain.com
	Edit
Daily notification limit	No limit

Do you want to turn the policy on right away?

● Yes, turn it on right away.

○ No, keep it off. I will turn it on later.

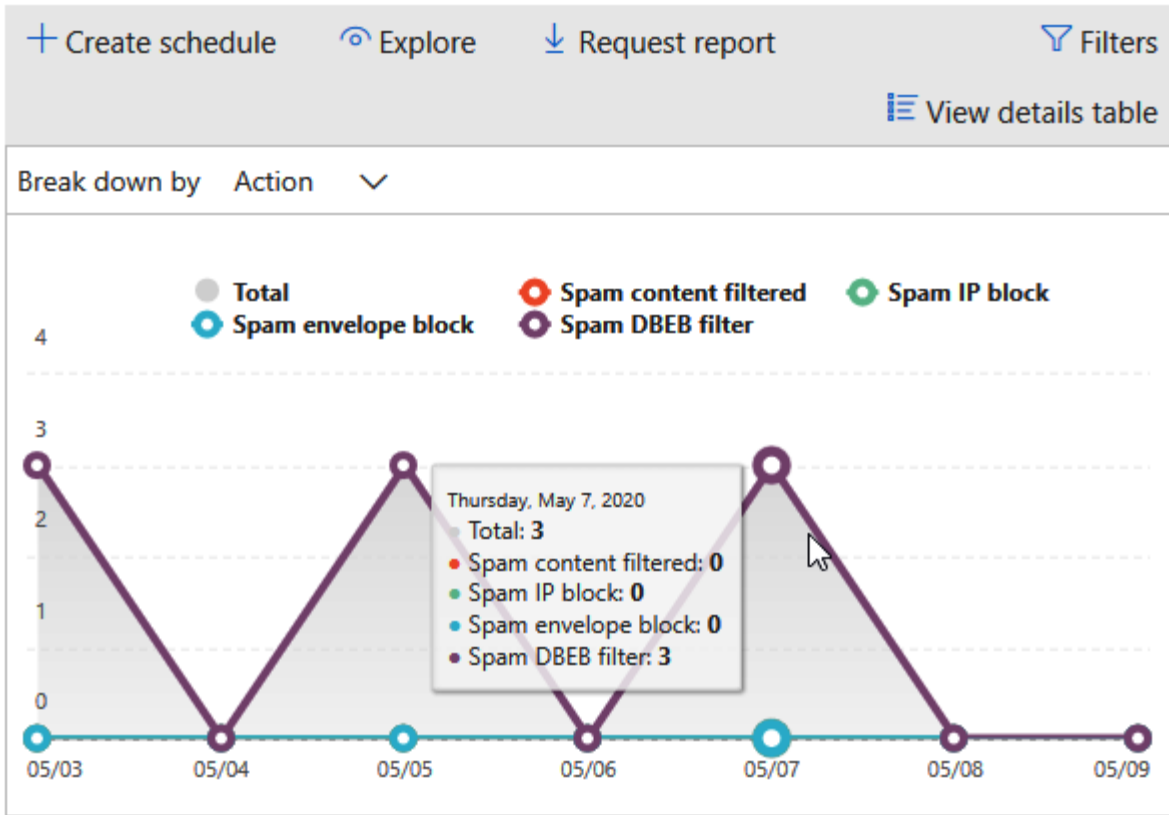| Back	Finish	Cancel

~ Reports   ∧

Dashboard   I

Manage schedules

Malware detected in email ...

0

Thursday, May 7, 2020
Total: **0**
Outbound: **0**
Inbound: **0**

05/   05/08

Malware Detections Report

+ Create schedule   ↓ Request report   ≣ View details table   ▽ Filters

Break down by   Direction ∨

⬤ Total   ⬡ Outbound   ⬡ Inbound

0

05/03   05/04   05/05   05/06   05/07   05/08   05/09

Spam detections ...

Friday, May 8, 2020
Total: **0**
Spam content filtered: **0**
Spam IP block: **0**
Spam envelope block: **0**
Spam DBEB filter: **0**

0

05/0   05/08

Spam detections report

Break down by   Action   ⌄

- ● Total
- ◯ Spam content filtered
- ◯ Spam IP block
- ◯ Spam envelope block
- ◯ Spam DBEB filter

Thursday, May 7, 2020
Total: **3**
● Spam content filtered: **0**
● Spam IP block: **0**
● Spam envelope block: **0**
● Spam DBEB filter: **3**

4

3

2

1

0

05/03   05/04   05/05   05/06   05/07   05/08   05/09

SharePoint site usage report

Details

Last 30 days as of May 9, 2020 (UTC)

40

20

0

4/13/20   4/20/20   4/27/20   5/4/20

◯ Total sites   ◯ Active sites
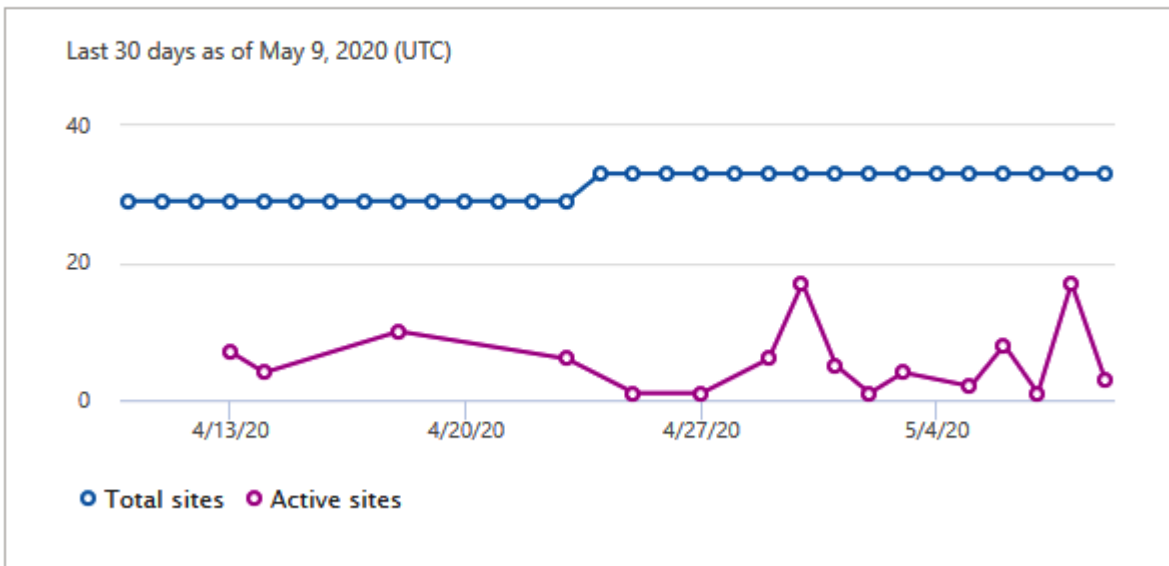
Details

Site URL		Site owner principal ...	Last activity date (UT...	Files
https://natechamberlain.sh...		ProjectManagementDemo...	Friday, May 08, 2020	
https://natechamberlain.sh...		KWOneNoteinTeamsDemo...	Friday, May 08, 2020	Sort ascending
https://natechamberlain.sh...		LSPUG@natechamberlain....	Friday, May 08, 2020	
https://natechamberlain.sh...		test@natechamberlain.com		Sort descending

↓ Export

Storage used (MB)	Page views
1	
1	
1	
28	
2	

🗐 Content services

☁ Migration

⋮ More features

Search

Help users find what they're looking for. Learn more

Open

Top Queries by Day

This report shows the most popular search queries. Use this report to understand what types of information visitors are seeking.

Top Queries by Month

This report shows the most popular search queries. Use this report to understand what types of information visitors are seeking.

Abandoned Queries by Day

This report shows popular search queries that received low click-through. Use this report to identify search queries that might create user dissatisfaction and to improve the discoverability of content. Then, consider using query rules to improve the query's results.

Abandoned Queries by Month

This report shows popular search queries that received low click-through. Use this report to identify search queries that might create user dissatisfaction and to improve the discoverability of content. Then, consider using query rules to improve the query's results.

No Result Queries by Day

This report shows popular search queries that returned no results. Use this report to identify search queries that might create user dissatisfaction and to improve the discoverability of content. Then, consider using query rules to improve the query's results.

No Result Queries by Month

This report shows popular search queries that returned no results. Use this report to identify search queries that might create user dissatisfaction and to improve the discoverability of content. Then, consider using query rules to improve the query's results.

Query Rule Usage by Day

This report shows how often query rules fire, how many dictionary terms they use, and how often users click their promoted results. Use this report to see how useful your query rules and promoted results are to users.

Query Rule Usage by Month

This report shows how often query rules fire, how many dictionary terms they use, and how often users click their promoted results. Use this report to see how useful your query rules and promoted results are to users.

+ Report an issue   ⚙ Preferences

Name	Status
⚠ **Exchange Online**	2 incidents	3 advisories
ⓘ **SharePoint Online**	1 advisory
✅ **Azure Information Protection**	Healthy
✅ **Identity Service**	Healthy

Service health

All services   **Incidents**   Advisories   History   Reported issues

An incident is a critical service issue, typically involving noticeable user impact.

+ Report an issue   ⚙ Preferences

Title	Service
Multiple credential prompts in the Outlook client	Exchange Online
Any user may potentially be unable to receive email thr...	Exchange Online

Usage

Select a report ⌄

| 7 days | **30 days** | 90 days | 180 days |

Active users

■ Office 365 ■ Exchange ■ OneDrive ■ SharePoint ■ Skype for Business ■ Yammer Enterprise ■ Microsoft Teams

4/10/2020   4/24/2020   5/8/2020
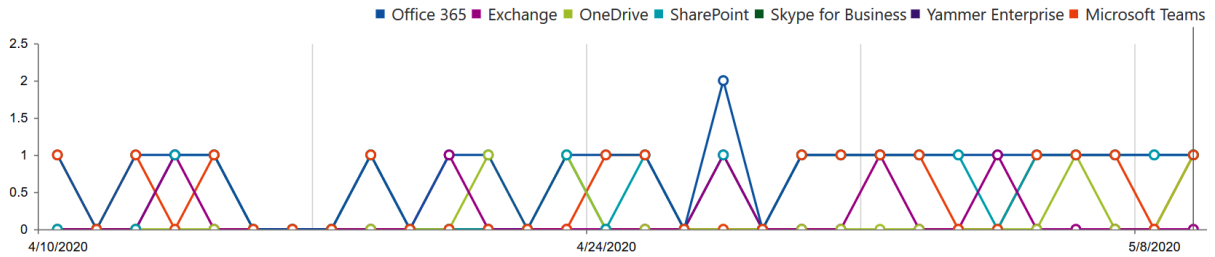
Understanding Remote Work Elements

Has usage of communication solutions changed?

30.6%↓ Email activity

100.0%
↓   Microsoft Teams user activity
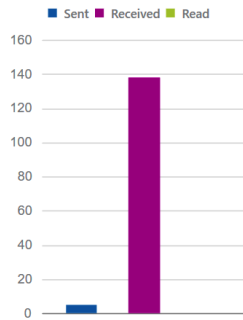   Yammer Enterprise activity

Has usage of Microsoft 365 apps changed?

75.0%↓ Microsoft 365 Apps usage

How file activity in the cloud has changed?

2.1%↑ OneDrive activity

87.6%↑ SharePoint activity

Email activity
143   30.6%↓

■ Sent ■ Received ■ Read

Active users - 1 of 3

OneDrive files
48   2.1%↑

■ Storage used

4/10/2020   5/9/2020
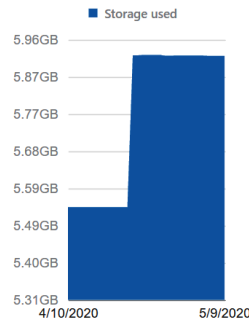
Active users - 1 of 5

SharePoint files
392   87.6%↑

■ Viewed or edited ■ Files synced
■ Shared internally
■ Shared externally

Active users - 2 of 5

Policy packages

Analytics & reports

Usage reports
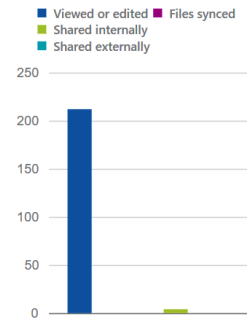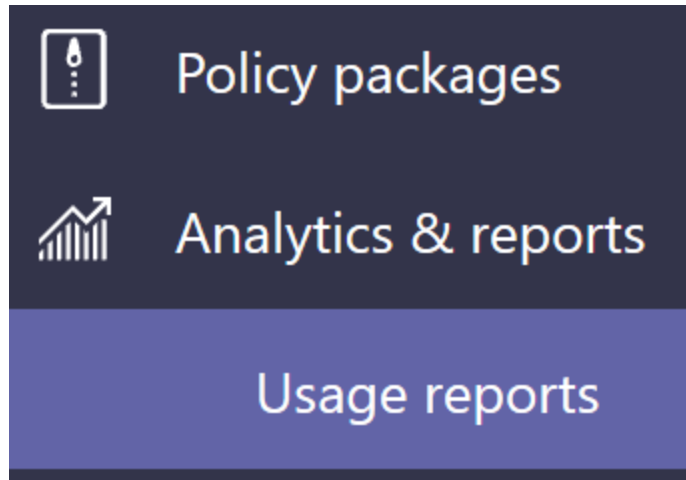
Report

Teams usage ⌄

Teams user activity

Teams device usage

Teams usage

Teams live event usage

Date range

Last 30 days ⌄

Run report

Teams usage report
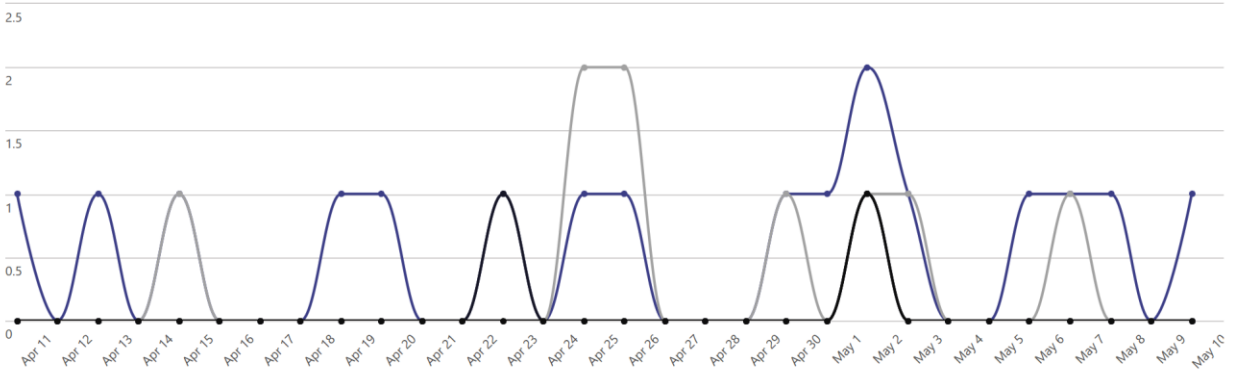
	3		2		2		1
	Total active users		Active channels		Guests		Meetings Organized

Team name	Active users		Guests	Active channels	Post messages
LSPUG		3	2	1	0
Team Creation Demo		1	0	1	0
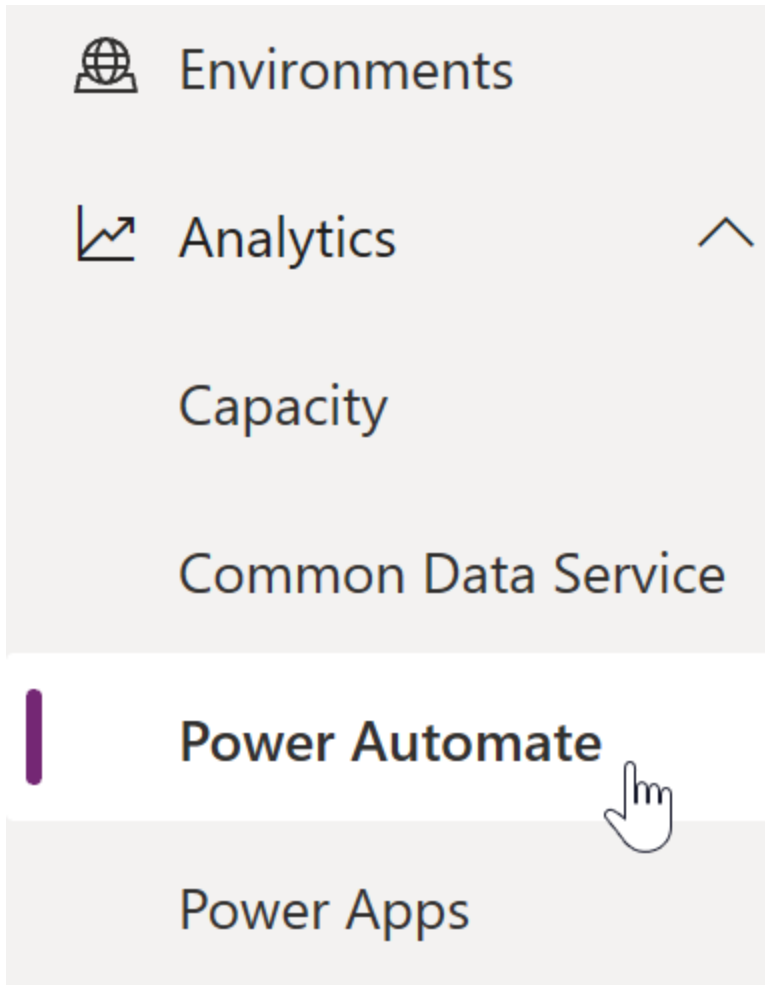
Power Automate analytics

Learn more · Who can view these reports?

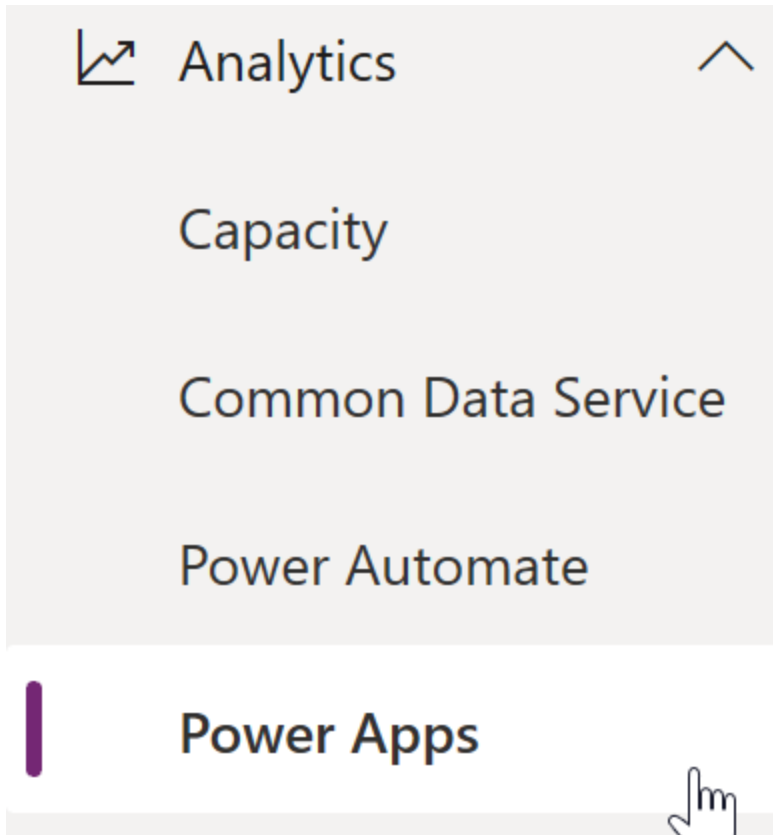**Runs**   Usage   Created   Errors   Shared   Connectors

Showing data for **Nate LLC (default) (orgc70fcf14)** for the **Last 28 Days**. Change filters

Daily runs

● Successful runs ● Failure runs ● Cancelled runs ● Total runs

Weekly runs

● Successful runs ● Failure runs ● Cancelled runs ● Total runs
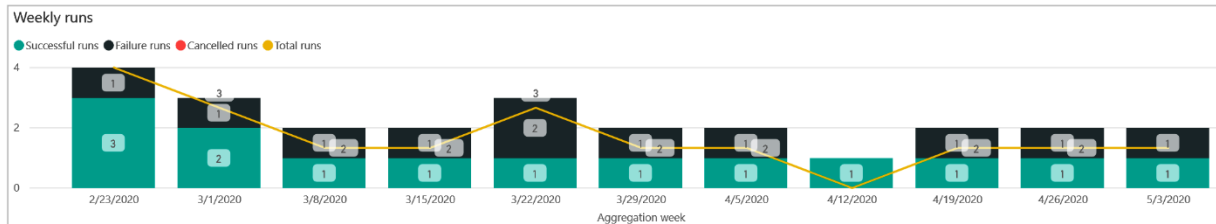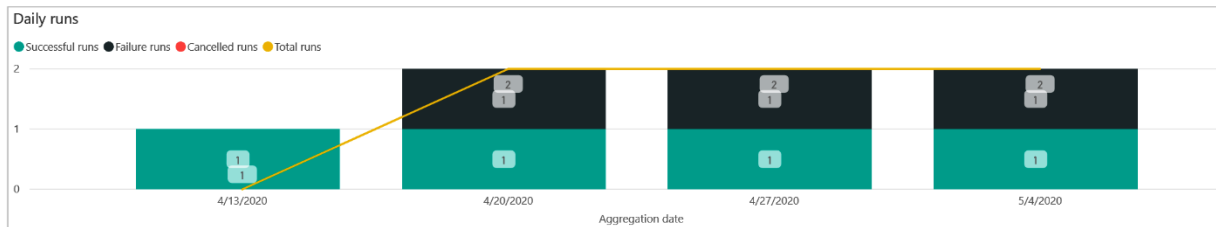
Power Apps analytics

Learn more · Who can view these reports?

Usage   **Location**   Toast Errors   Service Performance   Connectors

Showing data for **Nate LLC (default) (orgc70fcf14)** for the **Last 28 Days**. Change filters

Total app launches for environment across the world

Arctic
Ocean

NORTH AMERICA

EUROPE

ASIA

Pacific
Ocean

Atlantic
Ocean

AFRICA

SOUTH AMERICA

Indian
Ocean

AUSTRALIA

ANTARCTICA

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Bing

App launches by country

Device platform
☐ Select all

Player version
☐ Select all

Country or region
☐ Select all