Microsoft
Teams is the fastest growing business app in Microsoft history

BE CONNECTED DAY

#BCD2020

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02 - 03 APRILE - LIVE STREAMING

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MICROSOFT TEAMS GOVERNANCE BEST PRACTICES

#BCD2020

Teams Governance: come rispondere alle domande più frequenti

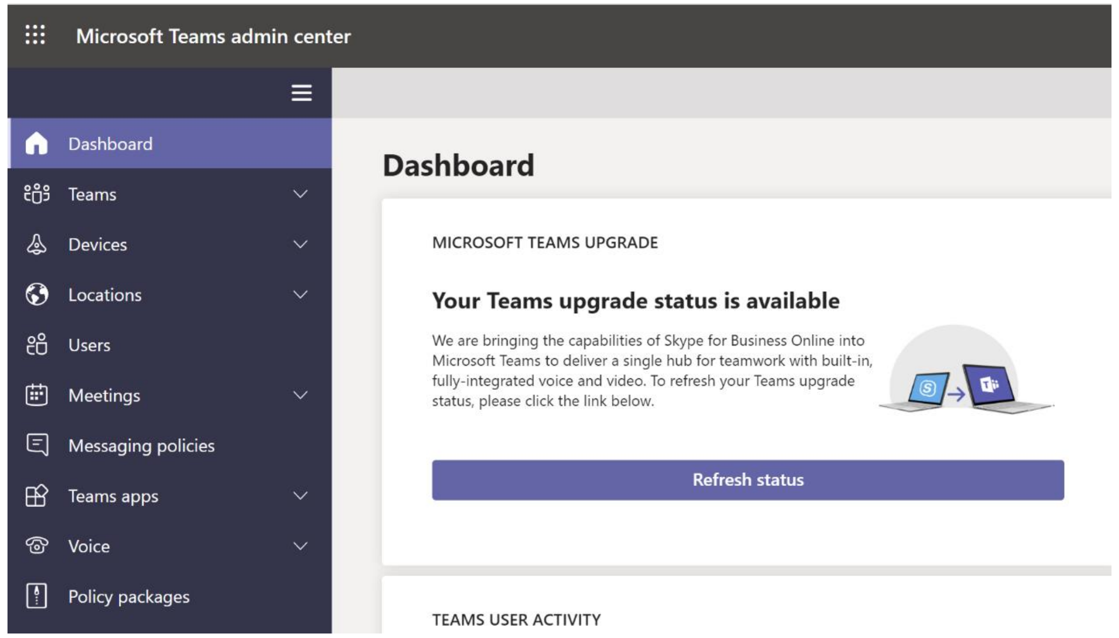
In questa sessione vedremo come rispondere alle seguenti domande:

- Guest: se li abilito come posso controllarli?
- Link esterni anonimi: come tenerne traccia?
- Come gestire la retention delle chat e dei post in Teams?
- Come controllare i gruppi inutilizzati?
- Come controllare i nomi dei gruppi?
- Come controllare chi può crare i team?

Teams Governance: quali pannelli utilizzare?

Teams Admin Center (TAC)

https://admin.teams.microsoft.com



Dashboard

MICROSOFT TEAMS UPGRADE

Your Teams upgrade status is available

We are bringing the capabilities of Skype for Business Online into Microsoft Teams to deliver a single hub for teamwork with built-in, fully-integrated voice and video. To refresh your Teams upgrade status, please click the link below.

TEAMS USER ACTIVITY

Gestione utenti

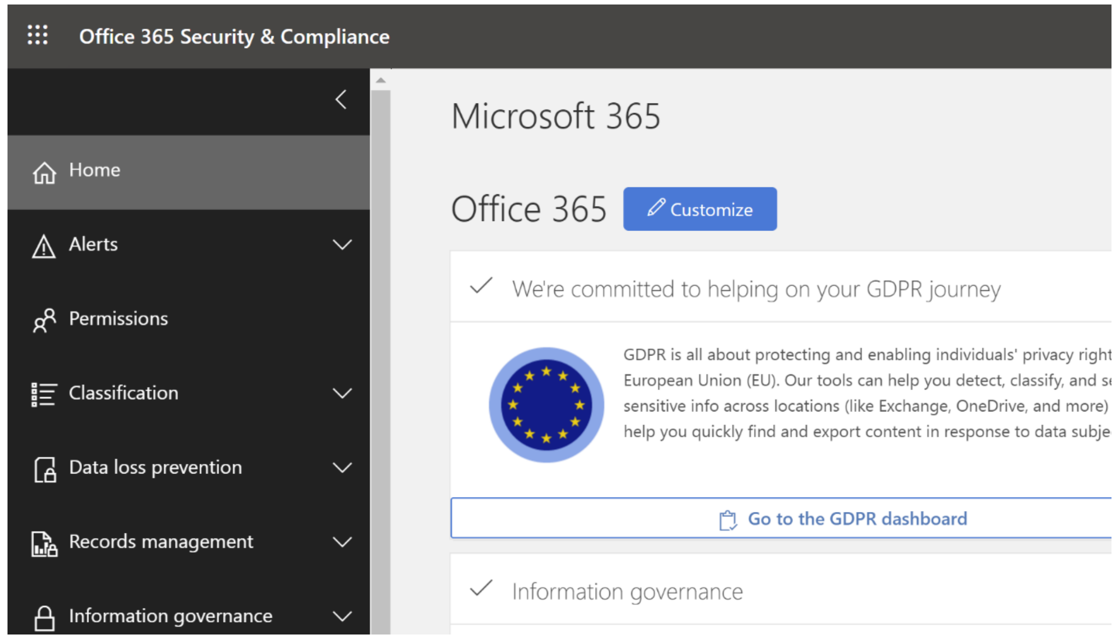
Gestione team

Gestione policy su App, IM, meeting, VoIP, fonia, federazione

Gestione modalità di coesistenza per SfB

Security & Compliance

https://protection.office.com/



Microsoft 365

Office 365

✓ We're committed to helping on your GDPR journey

GDPR is all about protecting and enabling individuals' privacy right European Union (EU). Our tools can help you detect, classify, and se sensitive info across locations (like Exchange, OneDrive, and more) help you quickly find and export content in response to data subje

✓ Information governance

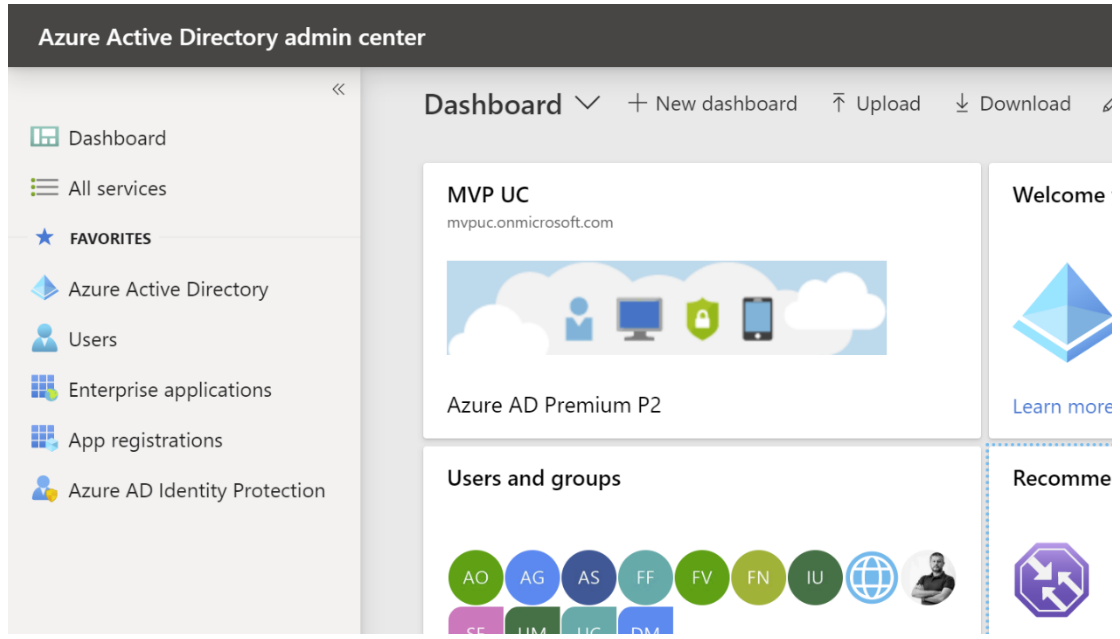
Gestione retention policy, sensitivity labels, DLP

Alert policy

eDiscovery

Azure AD Admin Center

https://aad.portal.azure.com/



MVP UC

mvpuc.onmicrosoft.com

Azure AD Premium P2

Welcome

Users and groups

Recomme

Gestione Office365 Group policy

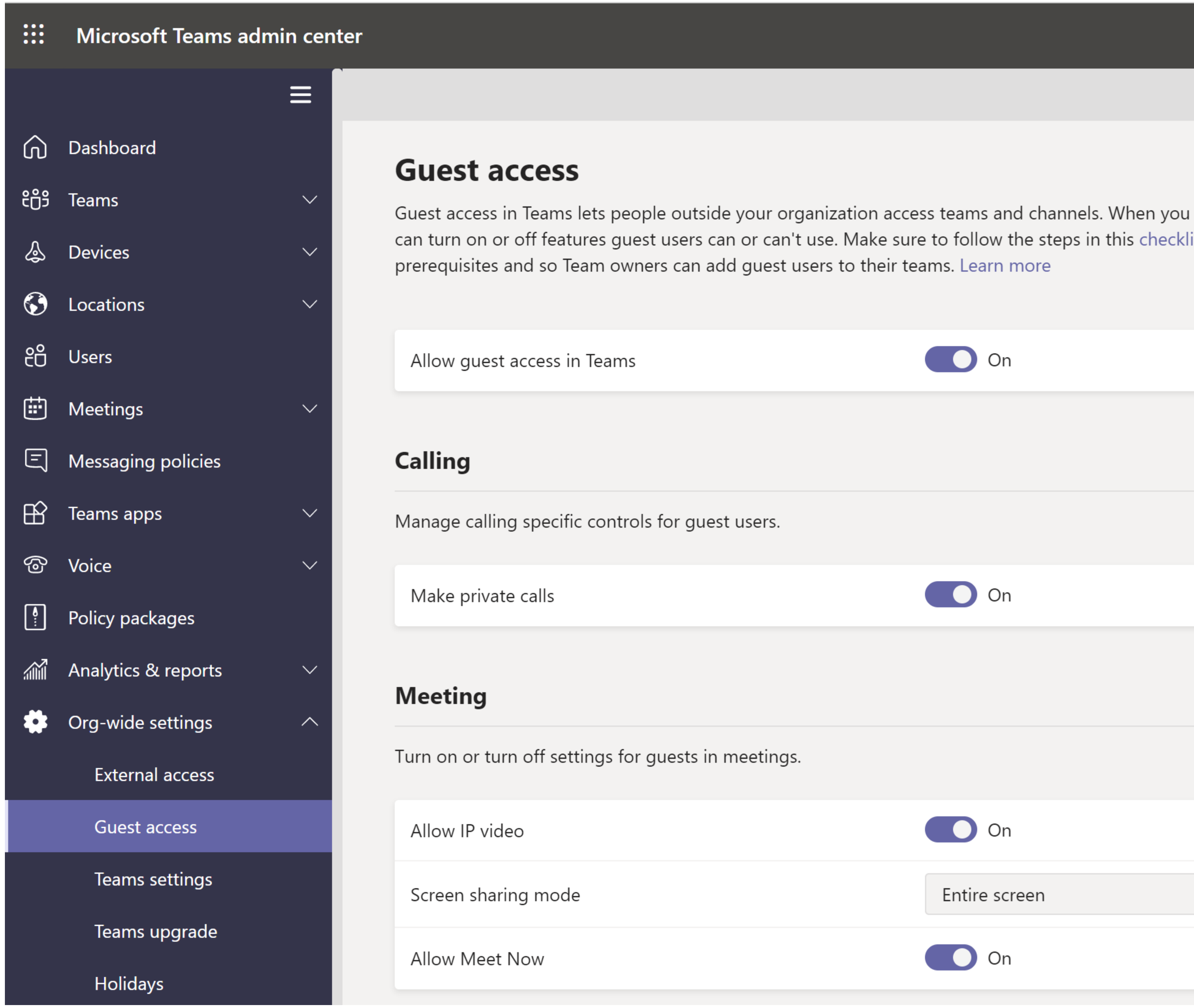
Guest, Sensitivity labels e limitazione guest nei team

Guest: abilitarli o meno?

Il consiglio è sempre quello di ABILITARE i Guest per poterne sfruttare i vantaggi

Senza Guest è molto probabile che gli utenti utilizzino altri strumenti non aziendali per collaborare con utenti esterni (Shadow IT)

Abilitare i Guest non significa non poterli controllare



Guest access

Guest access in Teams lets people outside your organization access teams and channels. When you can turn on or off features guest users can or can't use. Make sure to follow the steps in this checkli 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 — On

Meeting

Turn on or turn off settings for guests in meetings.

Allow IP video — On

Screen sharing mode — Entire screen

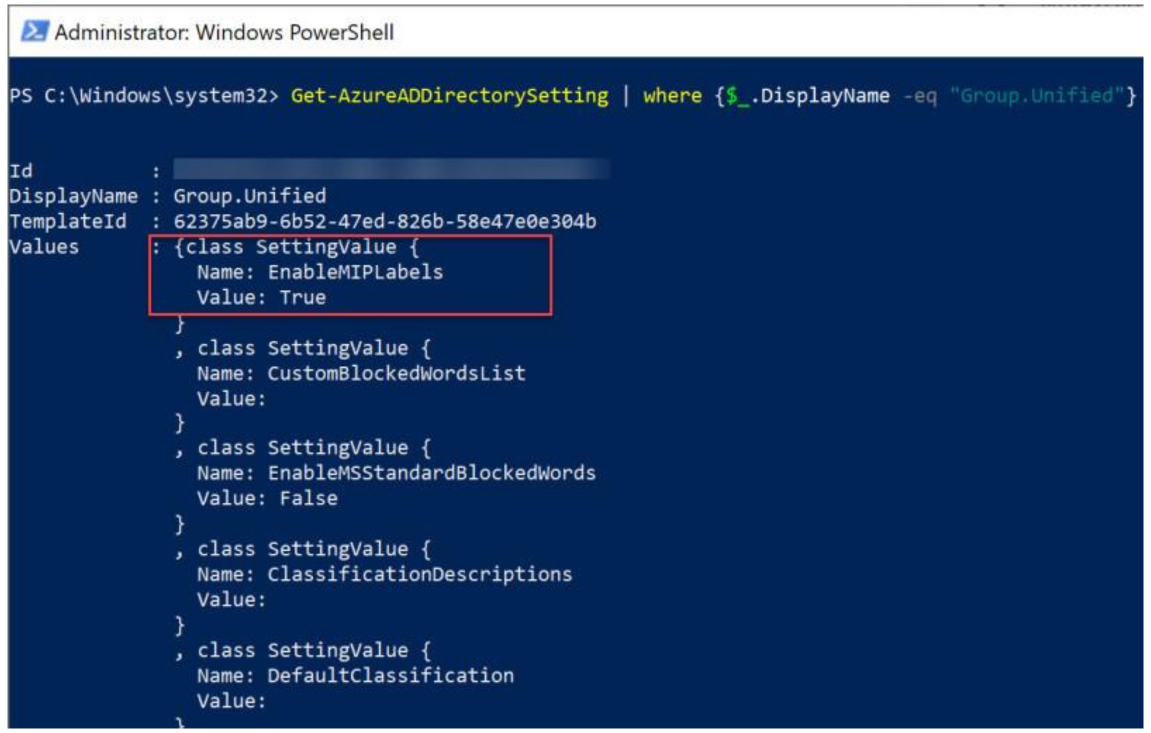
Allow Meet Now — On

Guest, Sensitivity labels e limitazione guest nei team

Tutti i passaggi sono descritti qui:
bit.ly/GuestControl

Guest: se li abilito come posso controllarli?
Tramite le Sensitivity Labels

Abilitare le Sensitivity Labels (preview) tramite PowerShell

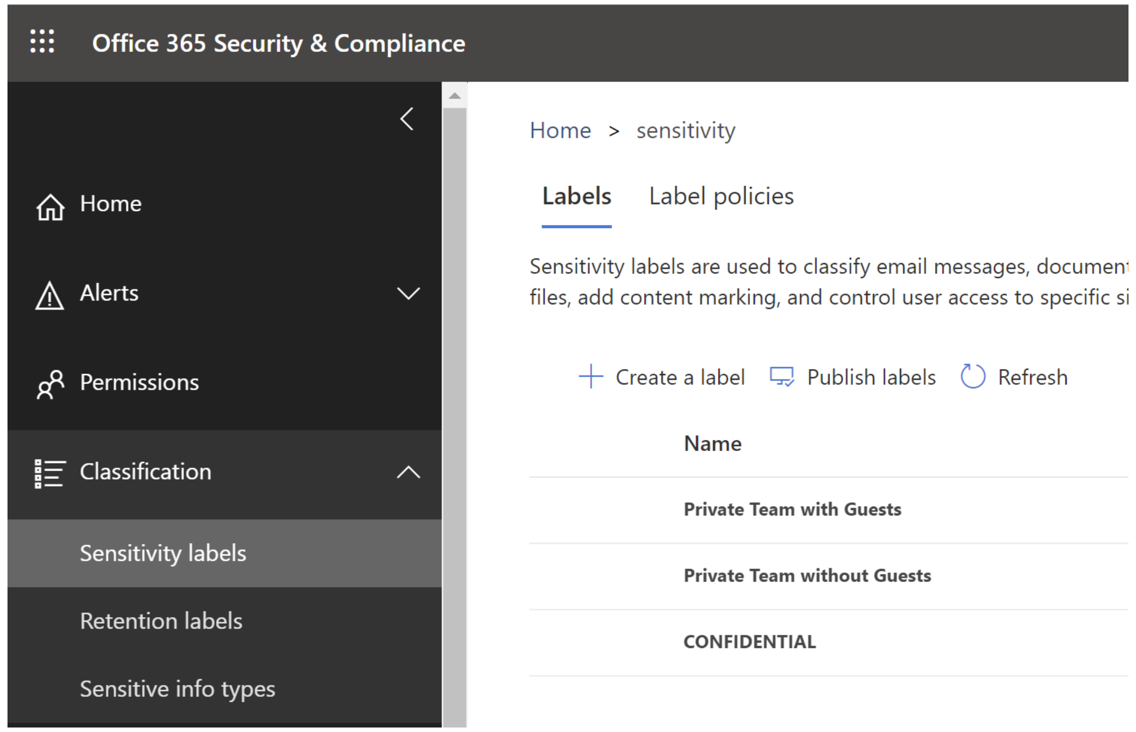


Administrator: Windows PowerShell

```
PS C:\Windows\system32> Get-AzureADDirectorySetting | where {$_.DisplayName -eq "Group.Unified"}

Id          : [redacted]
DisplayName : Group.Unified
TemplateId  : 62375ab9-6b52-47ed-826b-58e47e0e304b
Values      : {class SettingValue {
                Name: EnableMIPLabels
                Value: True
              }
              , class SettingValue {
                Name: CustomBlockedWordsList
                Value:
              }
              , class SettingValue {
                Name: EnableMSStandardBlockedWords
                Value: False
              }
              , class SettingValue {
                Name: ClassificationDescriptions
                Value:
              }
              , class SettingValue {
                Name: DefaultClassification
                Value:
              }
```

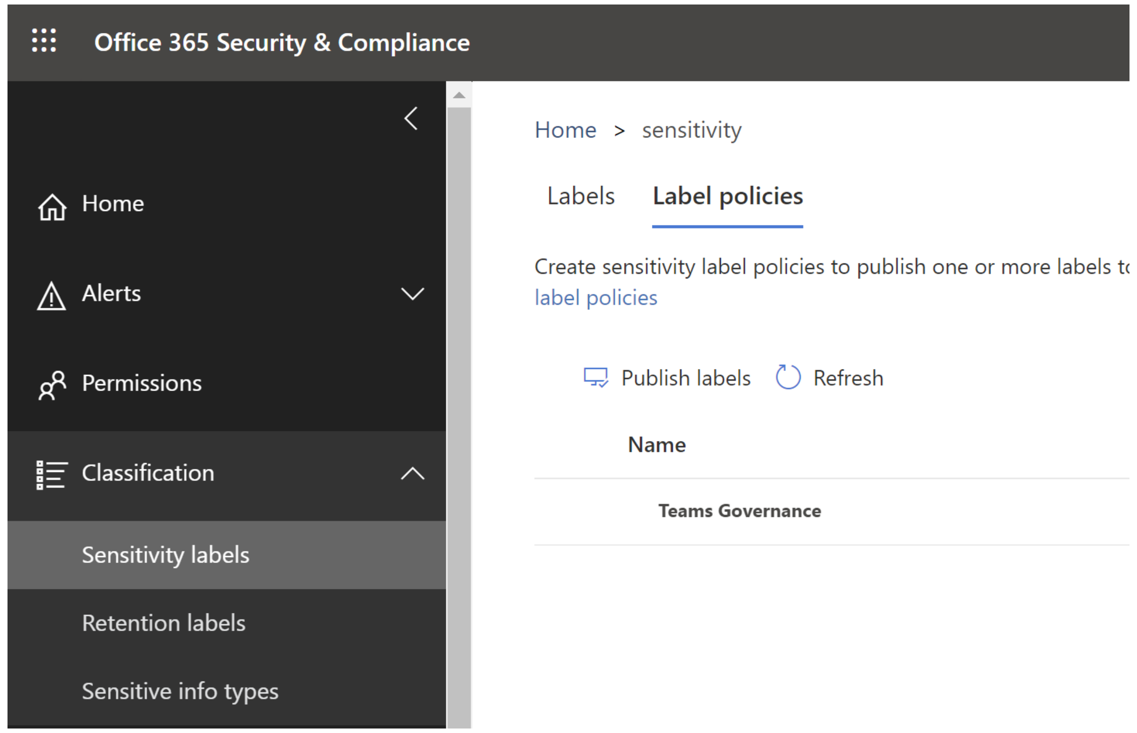
Creare delle Labels



Sensitivity labels are used to classify email messages, documen
files, add content marking, and control user access to specific si

Name
Private Team with Guests
Private Team without Guests
CONFIDENTIAL

Creare delle Label policies per applicarle



Create sensitivity label policies to publish one or more labels t
label policies

Name
Teams Governance

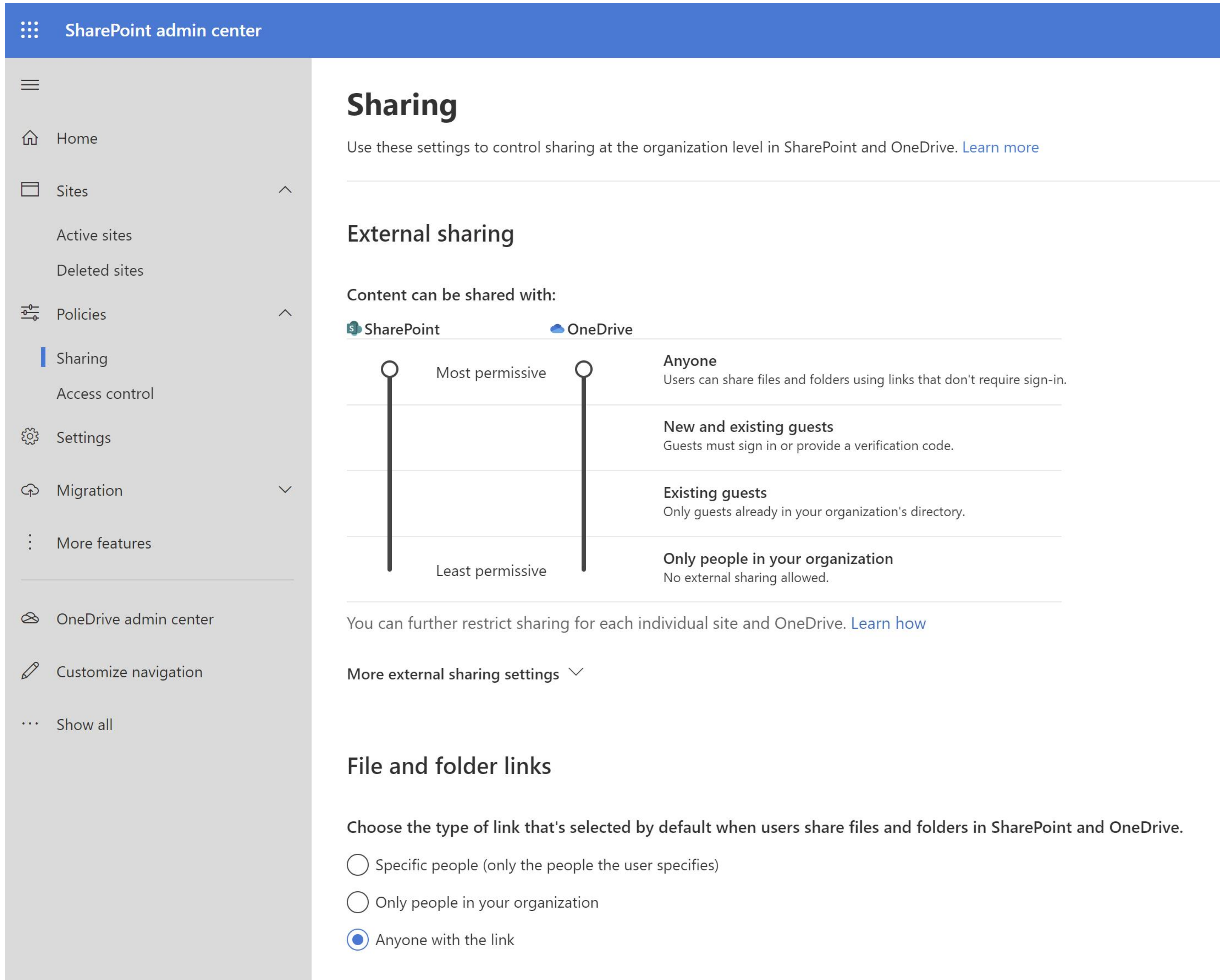
Alert policy legate a external link e external link access

Link esterni anonimi: abilitarli o meno?

Il consiglio è sempre quello di ABILITARE i Link esterni anonimi per poterne sfruttare i vantaggi

Senza questa funzione è molto probabile che gli utenti utilizzino altri strumenti non aziendali per inviare file a utenti esterni, con la conseguente perdita totale di controllo (Shadow IT)

E’ possibile controllare l’utilizzo di Link esterni in maniera granulare



Sharing

Use these settings to control sharing at the organization level in SharePoint and OneDrive. Learn more

External sharing

Content can be shared with:

SharePoint OneDrive

Most permissive

Least permissive

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 guests already in your organization's directory.

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

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

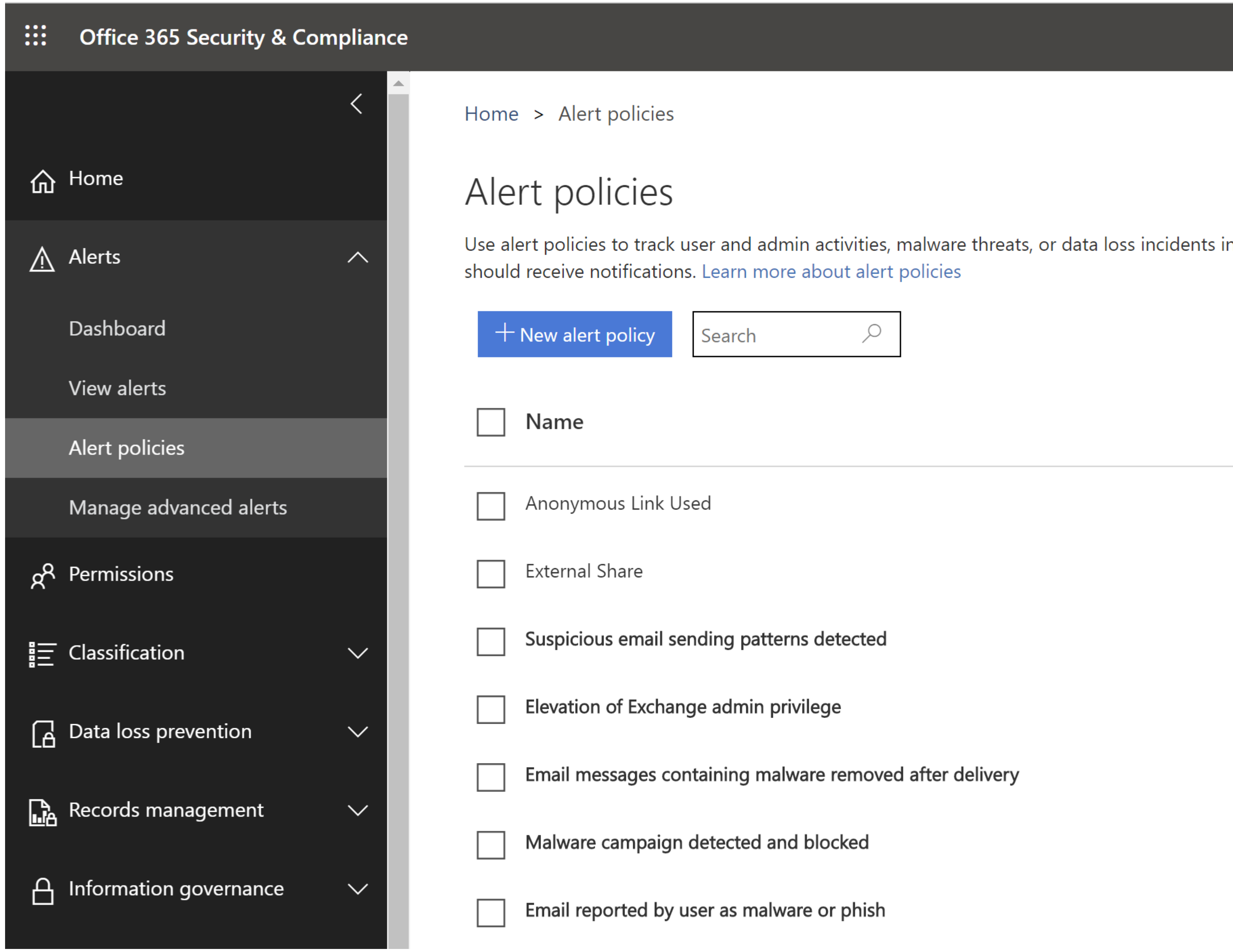
Alert policy legate a external link e external link access

Link esterni anonimi: come tenerne traccia?

E' possibile creare due semplici Alert policies per essere avvisati di due eventi:

- creazione di Link anonimi
- utilizzo di link anonimi

In questo modo l'IT può monitorare costantemente l'uso di questo potente strumento senza perderne il controllo.



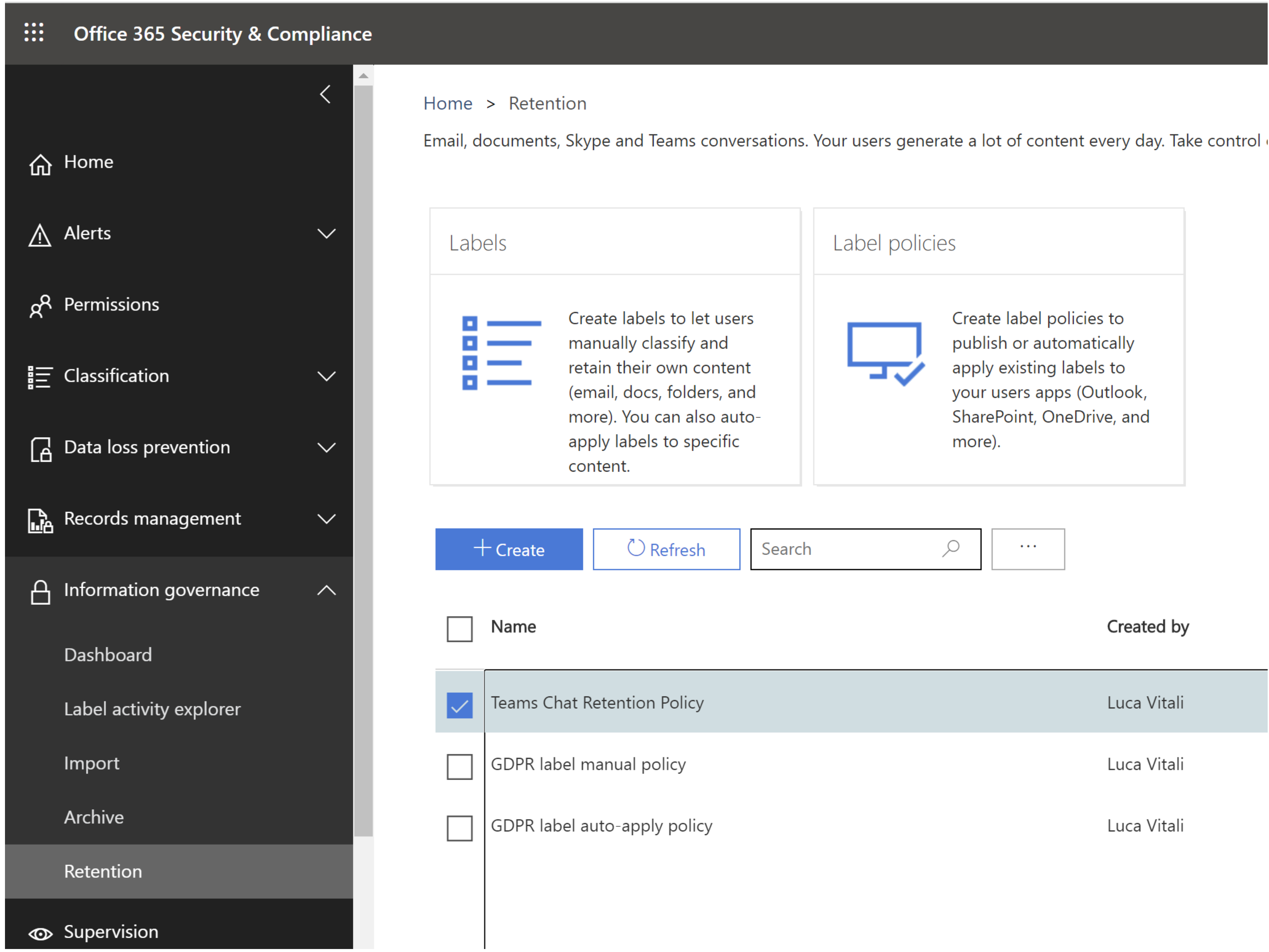
Alert policies

Use alert policies to track user and admin activities, malware threats, or data loss incidents ir should receive notifications. Learn more about alert policies

□	Name
□	Anonymous Link Used
□	External Share
□	Suspicious email sending patterns detected
□	Elevation of Exchange admin privilege
□	Email messages containing malware removed after delivery
□	Malware campaign detected and blocked
□	Email reported by user as malware or phish

Come gestire la retention delle chat e dei post in Teams?

All’interno del portale Security & Compliance è possibile creare e gestire le policy di retention dei dati presenti su O365



Email, documents, Skype and Teams conversations. Your users generate a lot of content every day. Take control

Labels

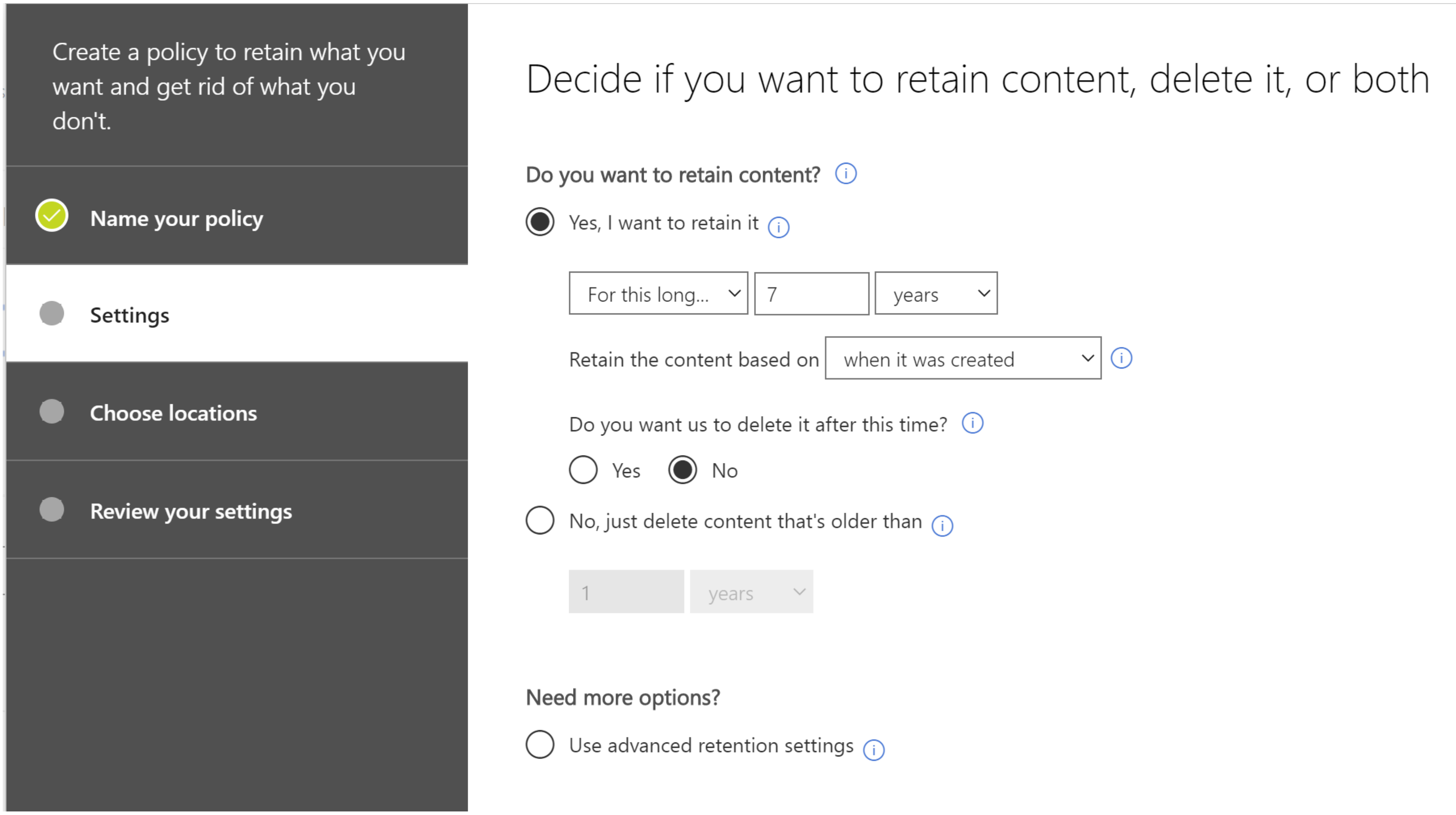
Create labels to let users manually classify and retain their own content (email, docs, folders, and more). You can also auto-apply labels to specific content.

Label policies

Create label policies to publish or automatically apply existing labels to your users apps (Outlook, SharePoint, OneDrive, and more).

	Name	Created by
☑	Teams Chat Retention Policy	Luca Vitali
□	GDPR label manual policy	Luca Vitali
□	GDPR label auto-apply policy	Luca Vitali

Come gestire la retention delle chat e dei post in Teams?



Create a policy to retain what you want and get rid of what you don't.

- ✓ Name your policy
- ● Settings
- ● Choose locations
- ● Review your settings

Decide if you want to retain content, delete it, or both

Do you want to retain content?

● Yes, I want to retain it

For this long... | 7 | years

Retain the content based on when it was created

Do you want us to delete it after this time?

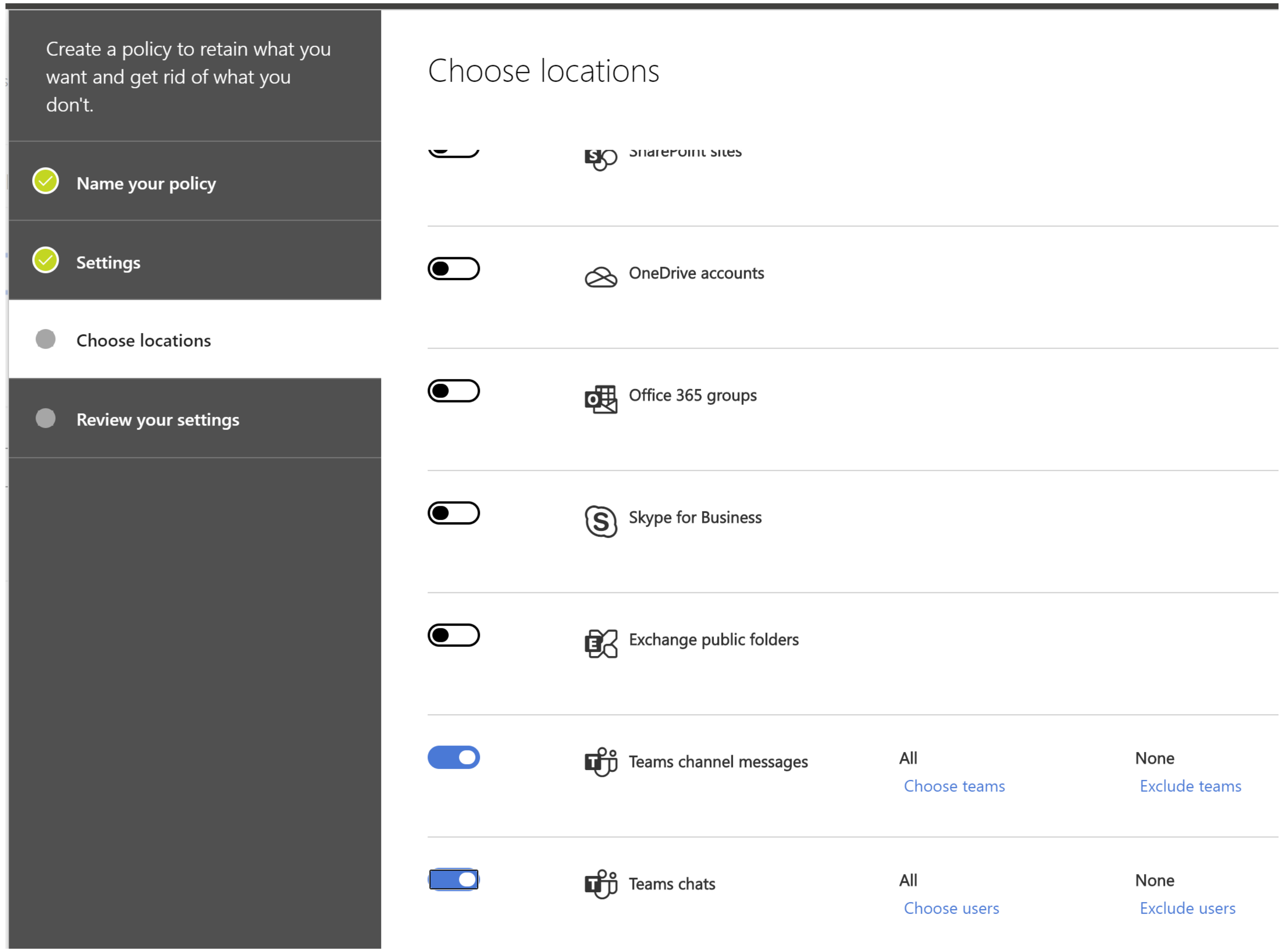
○ Yes ● No

○ No, just delete content that's older than

1 | years

Need more options?

○ Use advanced retention settings



Create a policy to retain what you want and get rid of what you don't.

- ✓ Name your policy
- ✓ Settings
- ● Choose locations
- ● Review your settings

Choose locations

○	SharePoint sites		
○	OneDrive accounts		
○	Office 365 groups		
○	Skype for Business		
○	Exchange public folders		
●	Teams channel messages	All Choose teams	None Exclude teams
●	Teams chats	All Choose users	None Exclude users

Group expiration

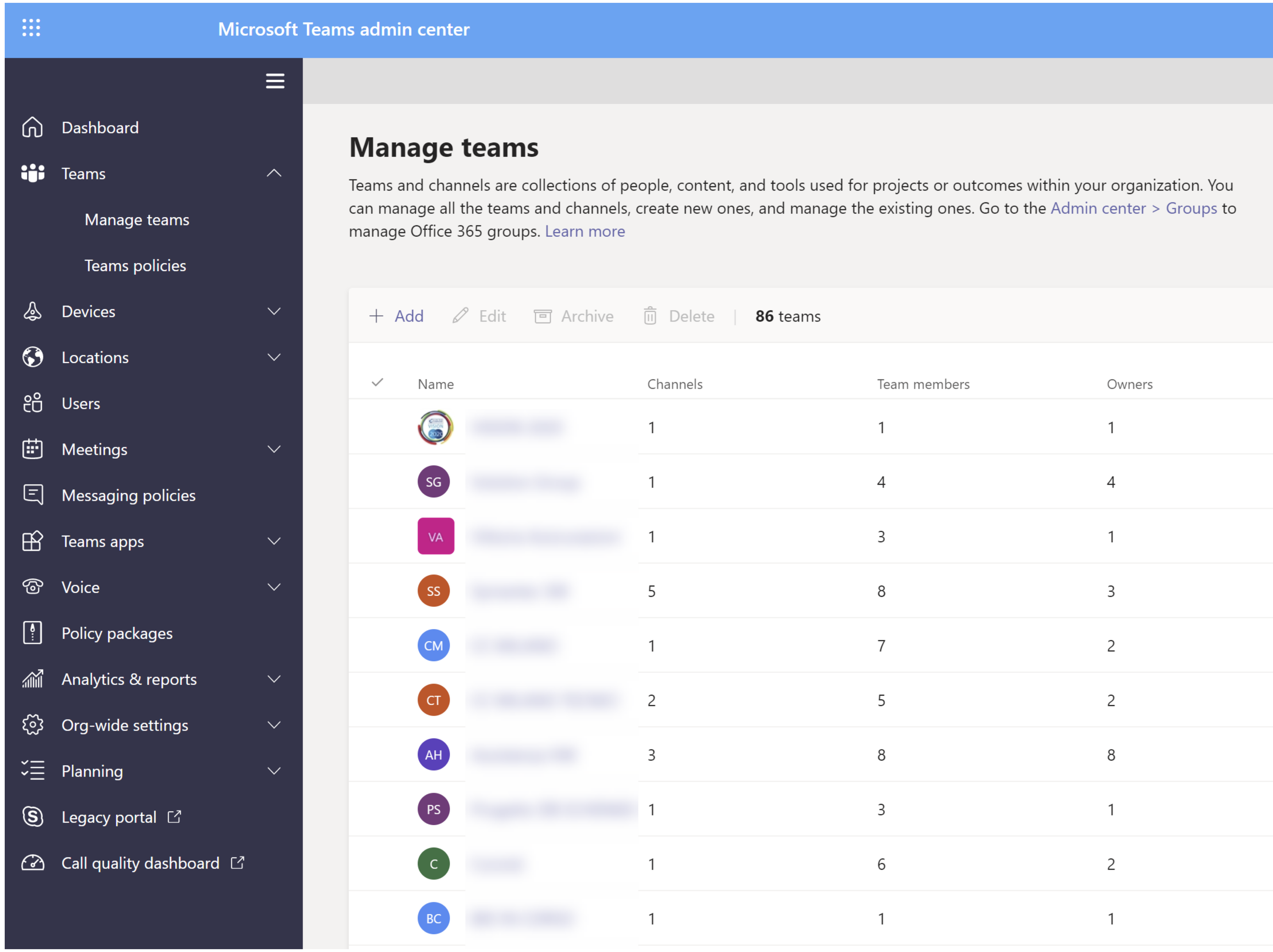
Come controllare i gruppi inutilizzati?

La possibilità di creare nuovi Team per ogni utente è una funzione molto utile perchè:

- Si sgrava l'IT dalle richiste di creazione di Share per i progetti
- Gli utenti creano gruppi utilizzando strumenti aziendali e minimizzando il rischio di Shadow IT
- Si responsabilizzano gli utenti nella gestione dei Team

Esiste comunque la possibilità che vengano creati gruppi poco utili o ridondanti.

In questi casi può aiutare una maggiore formazione all'uso di Teams e una regola di Group Expiration



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

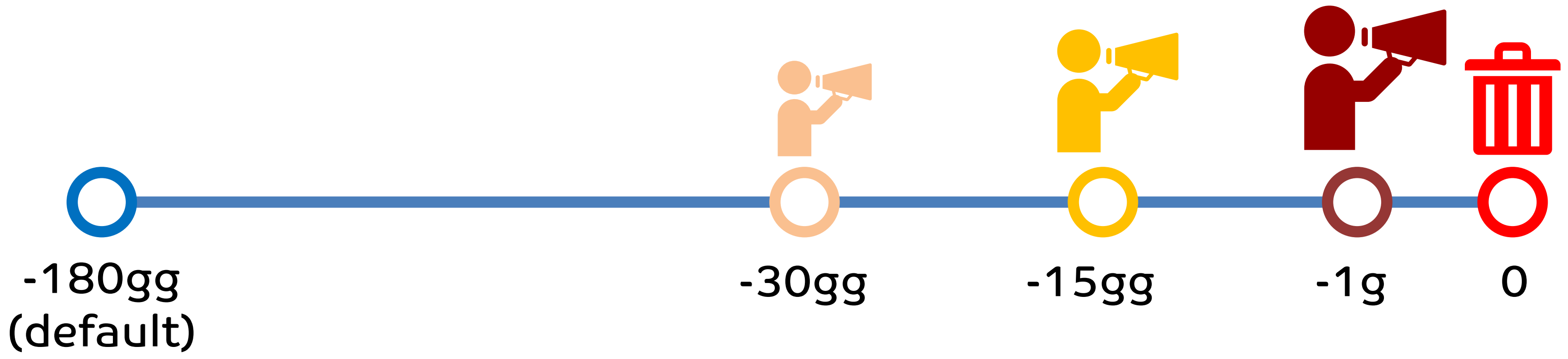
✓	Name	Channels	Team members	Owners
	[redacted]	1	1	1
	SG [redacted]	1	4	4
	VA [redacted]	1	3	1
	SS [redacted]	5	8	3
	CM [redacted]	1	7	2
	CT [redacted]	2	5	2
	AH [redacted]	3	8	8
	PS [redacted]	1	3	1
	C [redacted]	1	6	2
	BC [redacted]	1	1	1

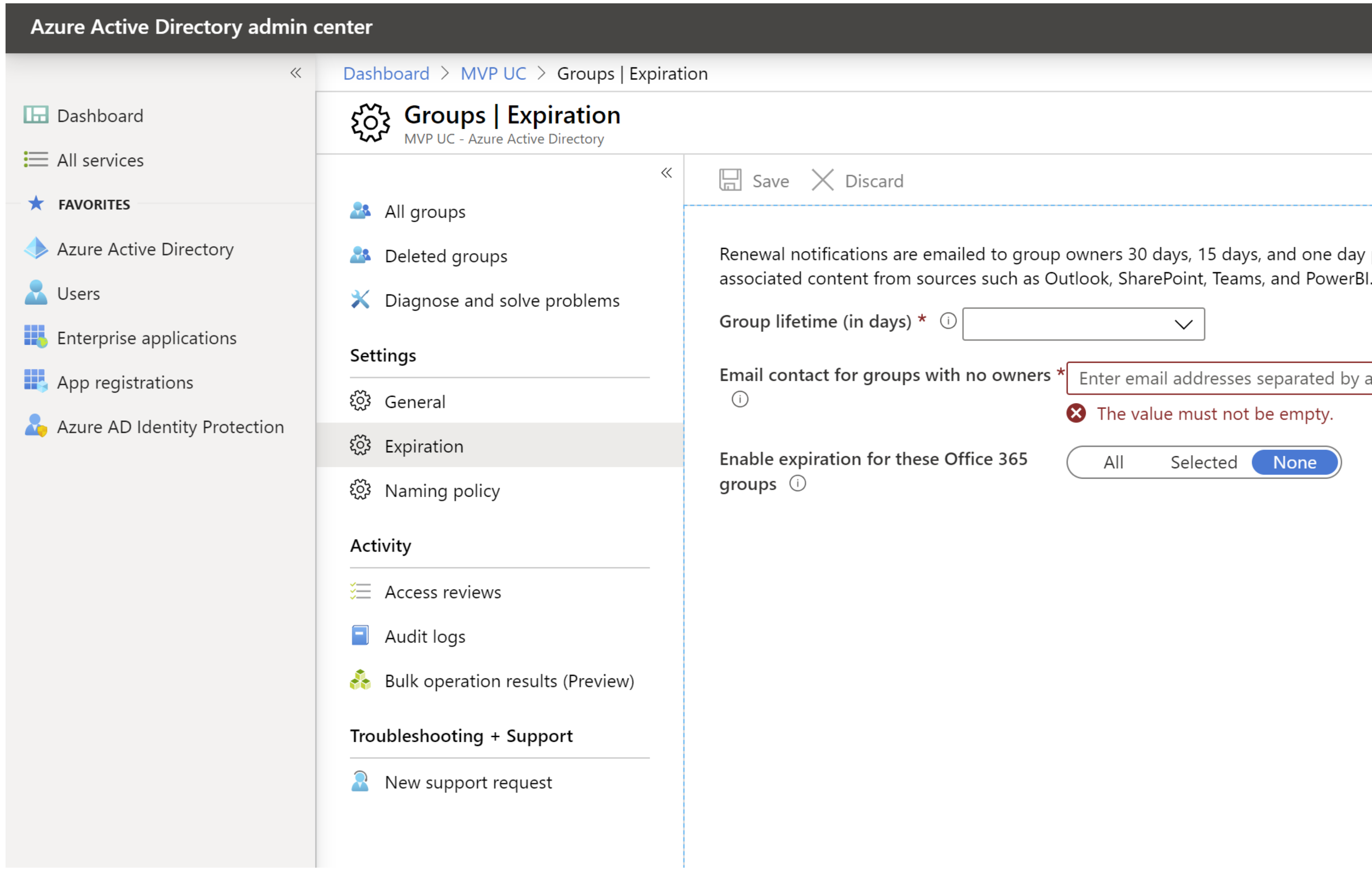
Group expiration

Per attivare la Expiration policy si deve indicare il numeri di giorni di inattività prima che un team venga eliminato (180gg di default) e una mail a cui inviare gli avvisi in caso di team senza Owner.

Ogni volta che team viene utilizzato, il contatore di inattività viene automaticamente resettato.

Un avviso di cancellazione imminente verrà inviato a tutti gli Owner dei team alcuni giorni prima della scadenza (30gg, 15gg e 1 giorno prima)





Groups | Expiration

MVP UC - Azure Active Directory

Renewal notifications are emailed to group owners 30 days, 15 days, and one day associated content from sources such as Outlook, SharePoint, Teams, and PowerBI.

Group lifetime (in days) *

Email contact for groups with no owners * Enter email addresses separated by a

The value must not be empty.

Enable expiration for these Office 365 groups: All Selected [✓ None]

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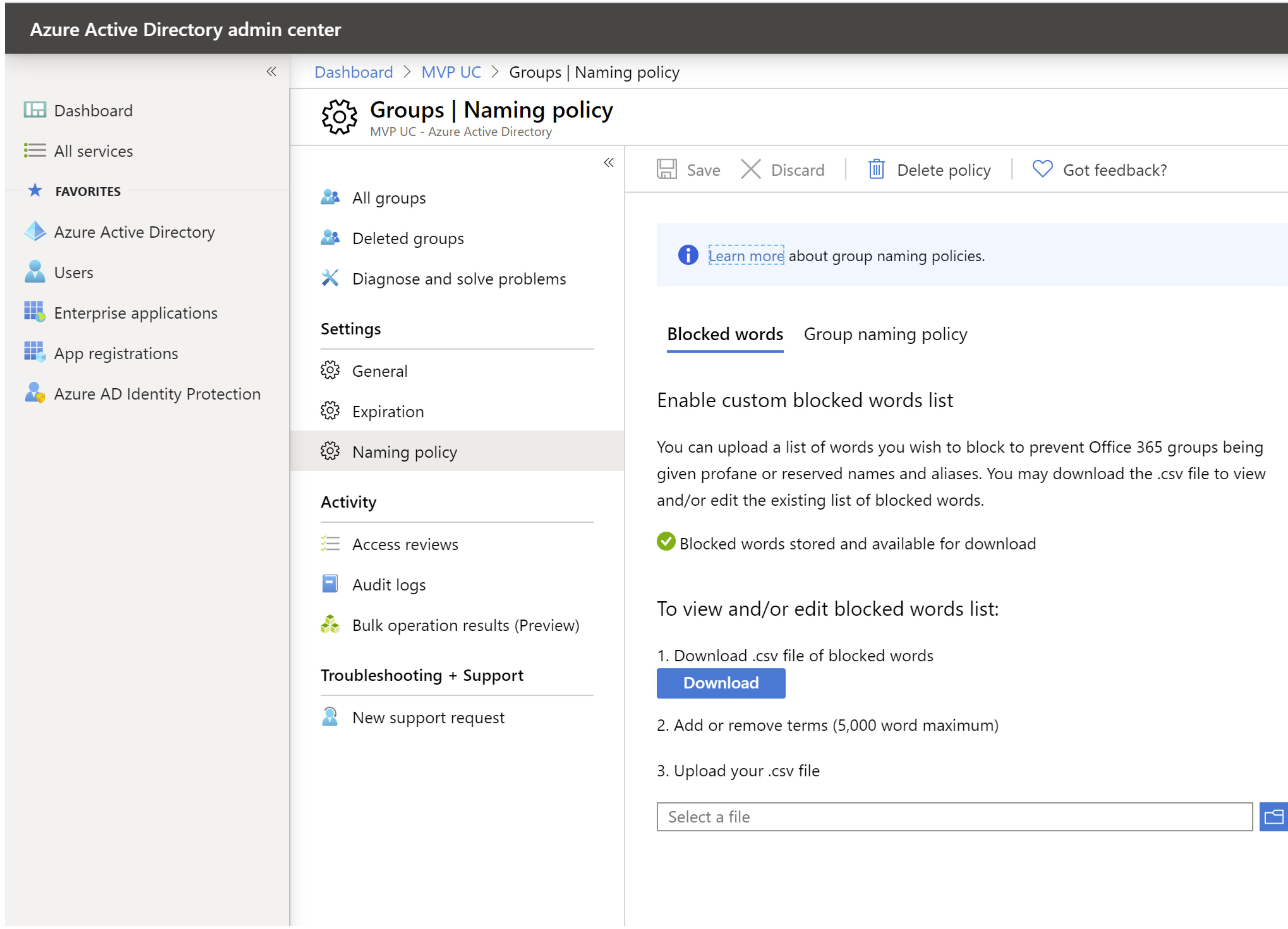
Teams naming policy

Come controllare i nomi dei gruppi?

Sempre all’interno di Azure AD Admin Center, è possibile gestire una lista di parole che non potranno essere presenti nel nome dei nuovi team creati.



Learn more about group naming policies.

Enable custom blocked words list

You can upload a list of words you wish to block to prevent Office 365 groups being given profane or reserved names and aliases. You may download the .csv file to view and/or edit the existing list of blocked words.

✓ Blocked words stored and available for download

To view and/or edit blocked words list:

1. Download .csv file of blocked words

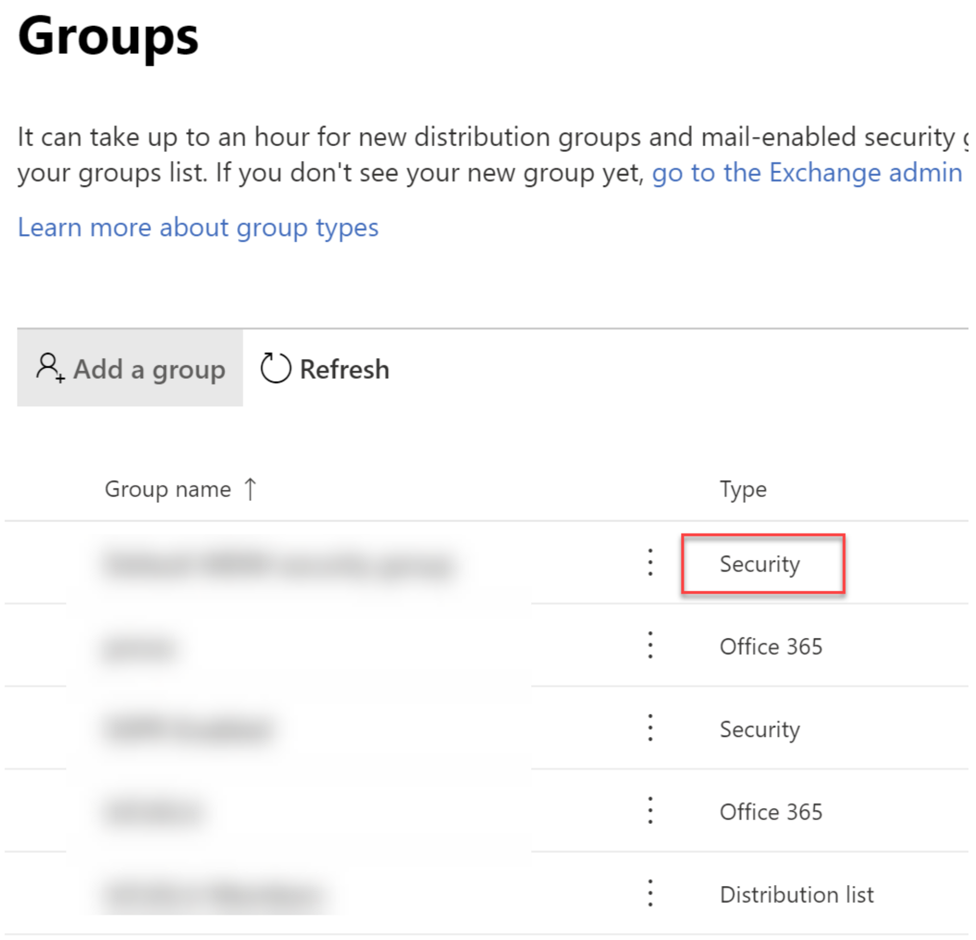
2. Add or remove terms (5,000 word maximum)

3. Upload your .csv file

Come controllare chi può crare i team?

Di default tutti gli utenti del Tenant possono creare nuovi team.
E’ possibile limitare la creazione dei team solo a utenti appartenenti a UN gruppo di AD.
Questi utenti devono avere una licenza Azure P1.
I Global Admin su O365 possono sempre creare Gruppi (non servono licenze)

1. Si identifica uno Security Group



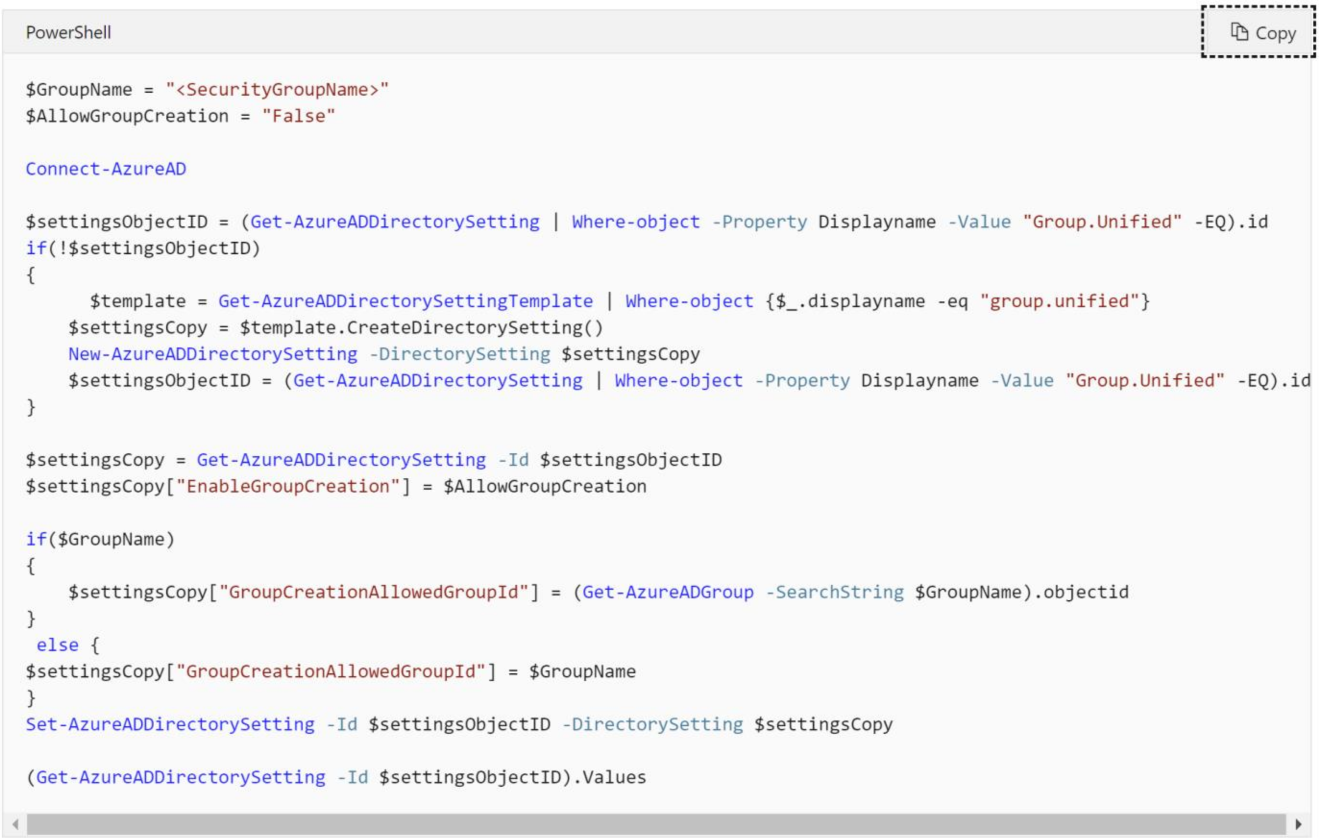
Groups

It can take up to an hour for new distribution groups and mail-enabled security g
your groups list. If you don't see your new group yet, go to the Exchange admin

Learn more about group types

Group name ↑	Type
[redacted]	Security
[redacted]	Office 365
[redacted]	Security
[redacted]	Office 365
[redacted]	Distribution list

2. Si esegue un comando PowerShell su AzureADPreview



```
$GroupName = "<SecurityGroupName>"
$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
```

Tutti i passaggi sono descritti qui: bit.ly/O365GroupsCreation

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QUESTIONS?

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