

Microsoft 365 Enterprise Administration

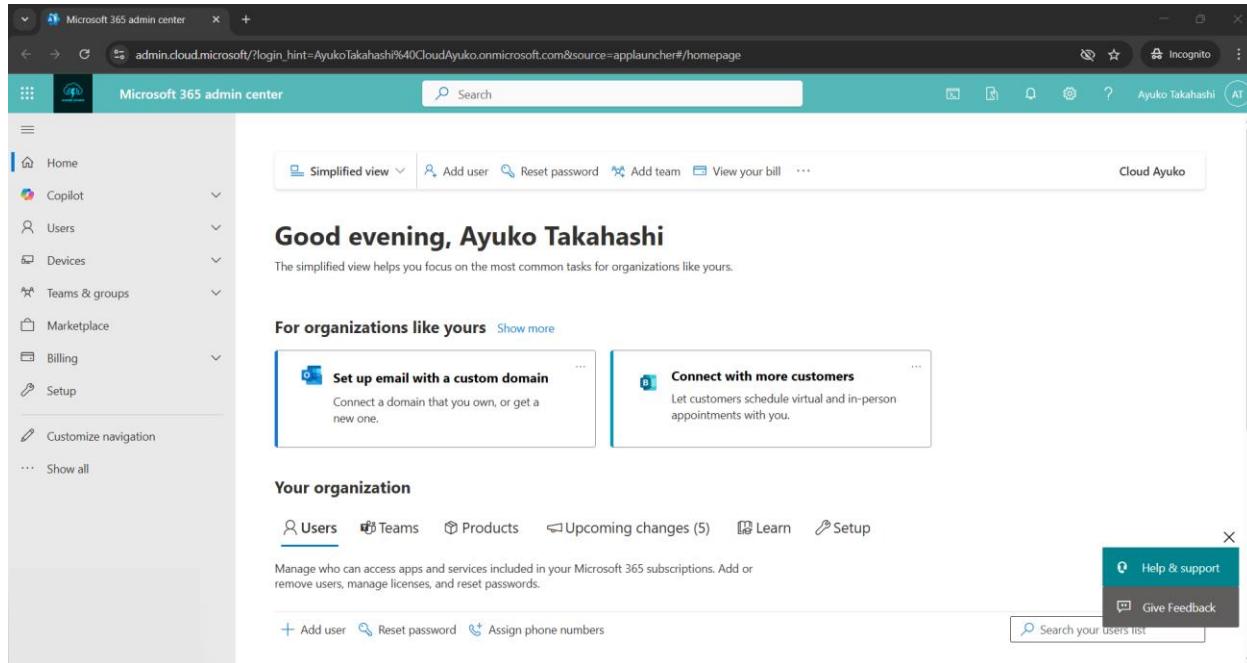
Project Overview

This document presents hands-on experience administering Microsoft 365 in an enterprise environment. The focus is on identity management, user administration, service configuration, and operational management of core Microsoft 365 services using both administrative portals and PowerShell.

The content reflects real-world administrative responsibilities involved in maintaining secure, reliable, and well-governed Microsoft 365 tenant environments.

Tenant and Organizational Configuration

This section documents the configuration of Microsoft 365 tenant-level settings, including organizational information and administrative contact details used to support users and align the environment with organizational requirements.



Active groups - Microsoft 365

admin.cloud.microsoft/?login_hint=AyukoTakahashi%40CloudAyuko.onmicrosoft.com&source=applauncher#/addgroupwizard/M365Group

Microsoft 365 admin center

Home > Active teams and groups > Add a Microsoft 365 group

Enable Dark mode

Basics

Owners

Members

Settings

Finish

Group type: Microsoft 365

Basics

Name: Help Desk

Description: Help Desk

Owners

Ayuko Takahashi, Ayuko Takahashi

Members

Aliss Benson, Mary Anne

Settings

Email: HelpDesk@CloudAyuko.onmicrosoft.com

Privacy: Public

Role assignment: Disabled

Add Microsoft Teams: Yes

Help & support

Give Feedback

Cancel

Back Create group

Group type: Microsoft 365

Basics

Name: Help Desk

Description: Help Desk

Owners

Ayuko Takahashi, Ayuko Takahashi

Members

Aliss Benson, Mary Anne

Settings

Email: HelpDesk@CloudAyuko.onmicrosoft.com

Privacy: Public

Role assignment: Disabled

Add Microsoft Teams: Yes

Help & support

Give Feedback

Cancel

Back Create group

Settings - Microsoft 365 admin

admin.cloud.microsoft/?login_hint=AyukoTakahashi%40CloudAyuko.onmicrosoft.com&source=applauncher#/Settings/OrganizationProfile/Settings/L1/CustomHelpDesk

Microsoft 365 admin center

Home > Org settings

Org settings

Teams & groups

Active teams & groups

Policies

Deleted groups

Shared mailboxes

Roles

Resources

Marketplace

Billing

Support

Settings

Domains

Search & intelligence

Org settings

Microsoft 365 Backup

Integrated apps

Help desk information

Add your help desk contact information

Title: Help Desk

Contact information:

Provide at least one way for your users to get support from your organization.

Phone:

Email: HelpDesk@CloudAyuko.onmicrosoft.com

URL: https://www.example.com

Help desk website:

Save

Help desk information

Add your help desk contact information

Title: Help Desk

Contact information:

Provide at least one way for your users to get support from your organization.

Phone:

Email: HelpDesk@CloudAyuko.onmicrosoft.com

URL: https://www.example.com

Help desk website:

Save

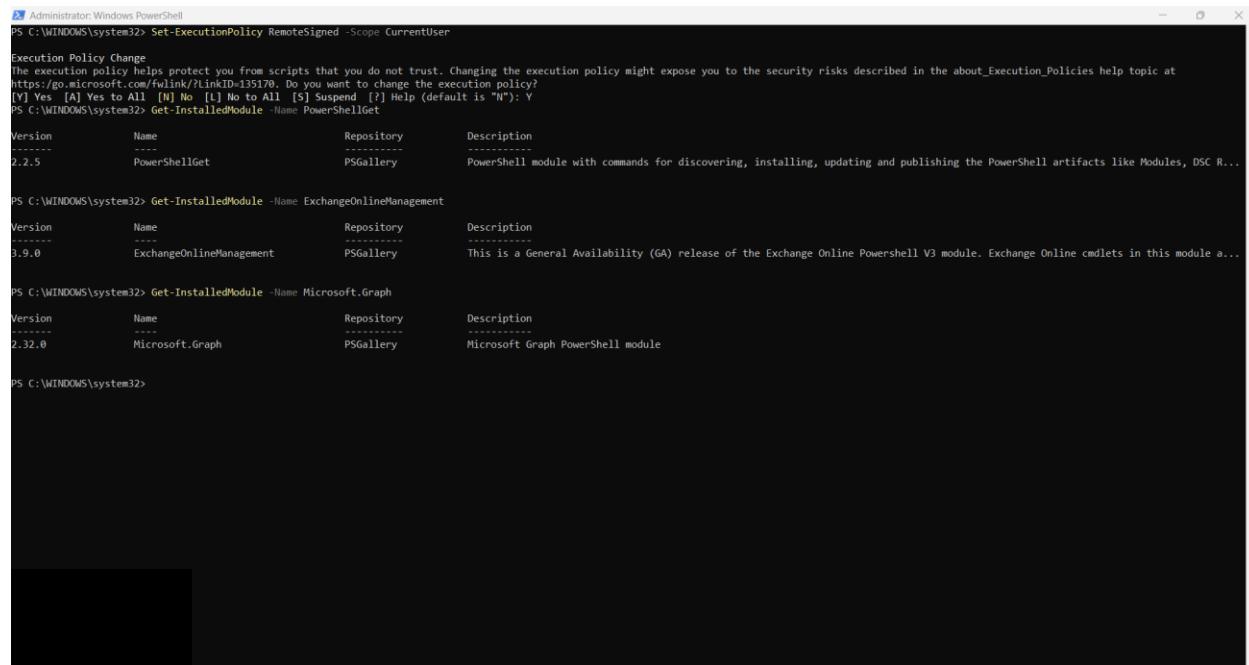
Identity and Access Administration

This section demonstrates identity and access administration tasks, including managing user participation in targeted release programs to evaluate upcoming features before broad deployment.

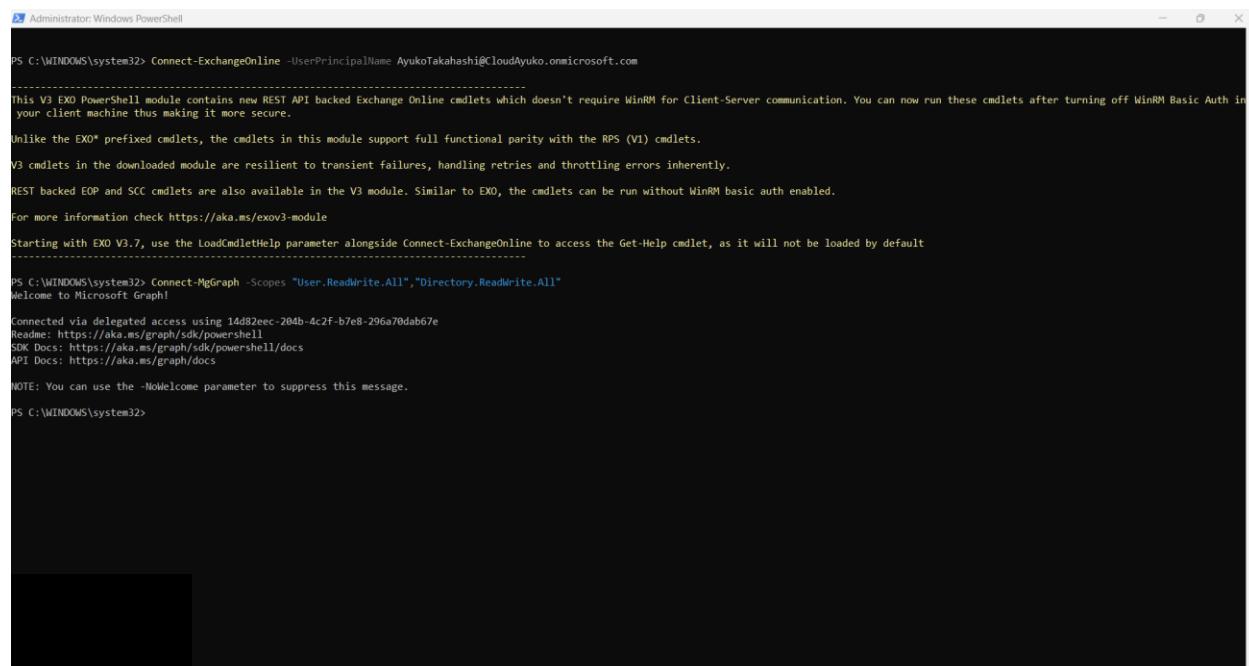
The screenshot shows the Microsoft 365 admin center interface. The left sidebar includes Home, Copilot, Users, Devices, Teams & groups, Marketplace, Billing, Setup, Customize navigation, and Show all. The main content area is titled "Organization profile" and contains sections for Services, Security & privacy, and Organization profile. Under "Organization profile", there is a table with columns for Name and Description. The rows listed are: Custom themes (Customize Microsoft 365 for your organization), Custom tiles for Apps (Add tiles that open websites or SharePoint), Data location (See where Microsoft stores your data for each user), Help desk information (Streamline user support by adding custom helpdesk links), Keyboard shortcuts (Perform many common tasks using the keyboard), Multitenant collaboration (Enable users in your multitenant organization), Organization information (Update your organization's contact info, site URL, and more), Release preferences (Choose how your organization gets new features and updates), and Send email notifications from your domain (Let Microsoft send notification messages from your organization's email address). On the right side, under "Release preferences", there is a note: "This setting doesn't affect how Microsoft 365 apps, such as Word and Excel, get new features and updates. To choose when Microsoft 365 apps get new features and updates, go to Microsoft 365 installation options." Below this note are three radio button options: "Standard release for everyone" (Your entire organization gets updates when we release them broadly), "Targeted release for everyone" (Your entire organization gets updates early), and "Targeted release for select users" (Pick people to receive updates early to preview them before they're released to everyone else). The "Targeted release for select users" option is selected. There are also "Select users" and "Upload users" buttons. A list titled "Users currently on targeted release" shows two entries: Ayuko Takahashi (AyukoTakahashi@CloudAyuko.onmicrosoft.com) and Ayuko Takahashi (ayukotakahashi1@CloudAyuko.onmicrosoft.com), each with a "Remove" button. A "Save" button is located at the bottom right of the "Release preferences" section.

PowerShell-Based Administration

This section highlights the use of PowerShell to connect to Microsoft 365 services and perform administrative tasks, demonstrating command-line-based management and automation capabilities.



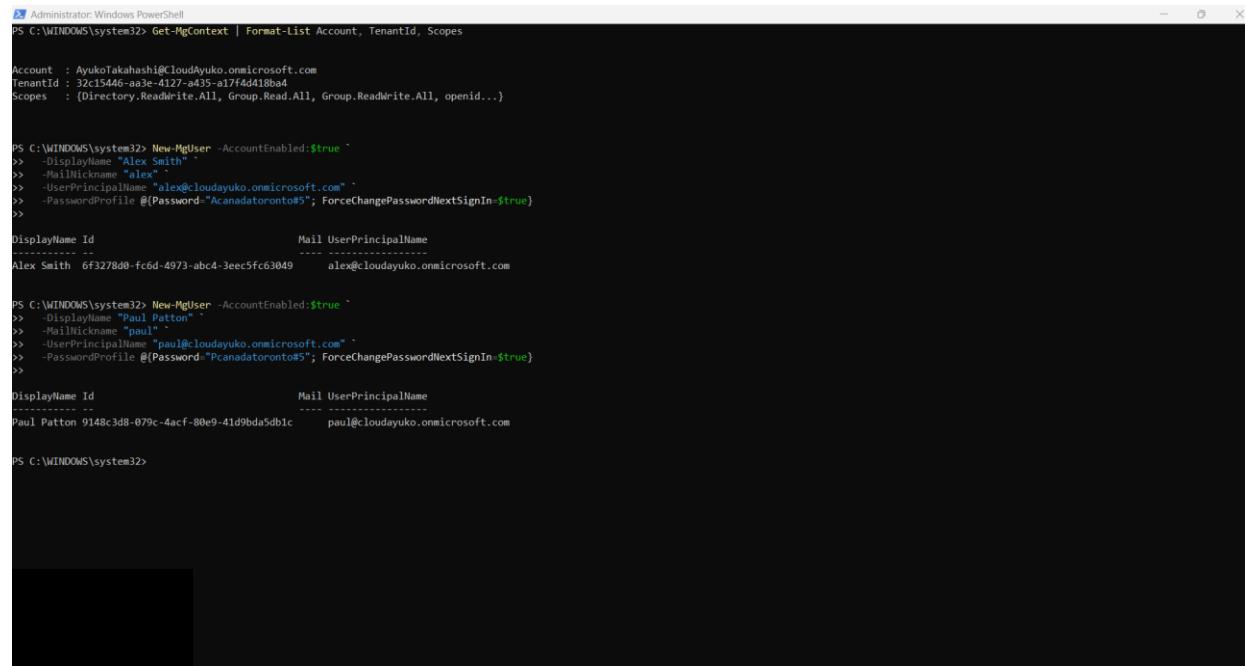
```
Administrator: Windows PowerShell
PS C:\WINDOWS\system32> Set-ExecutionPolicy RemoteSigned -Scope CurrentUser
Execution Policy Change
The execution policy helps protect you from scripts that you do not trust. Changing the execution policy might expose you to the security risks described in the about_Execution_Policies help topic at https://go.microsoft.com/fwlink/?LinkId=135170. Do you want to change the execution policy?
[Y] Yes [A] Yes to All [N] No [L] No to All [S] Suspend [?] Help (default is "N"): Y
PS C:\WINDOWS\system32> Get-InstalledModule -Name PowerShellGet
Version      Name          Repository      Description
----      ----          -----      -----
2.2.5      PowerShellGet      PSGallery      PowerShell module with commands for discovering, installing, updating and publishing the PowerShell artifacts like Modules, DSC R...
PS C:\WINDOWS\system32> Get-InstalledModule -Name ExchangeOnlineManagement
Version      Name          Repository      Description
----      ----          -----      -----
3.9.0      ExchangeOnlineManagement      PSGallery      This is a General Availability (GA) release of the Exchange Online PowerShell V3 module. Exchange Online cmdlets in this module a...
PS C:\WINDOWS\system32> Get-InstalledModule -Name Microsoft.Graph
Version      Name          Repository      Description
----      ----          -----      -----
2.32.0     Microsoft.Graph      PSGallery      Microsoft Graph PowerShell module
PS C:\WINDOWS\system32>
```



```
Administrator: Windows PowerShell
PS C:\WINDOWS\system32> Connect-ExchangeOnline -UserPrincipalName AyukoTakahashi@CloudAyuko.onmicrosoft.com
-----
This V3 EXO PowerShell module contains new REST API backed Exchange Online cmdlets which doesn't require WinRM for Client-Server communication. You can now run these cmdlets after turning off WinRM Basic Auth in your client machine thus making it more secure.
Unlike the EXO* prefixed cmdlets, the cmdlets in this module support full functional parity with the RPS (V1) cmdlets.
V3 cmdlets in the downloaded module are resilient to transient failures, handling retries and throttling errors inherently.
REST backed EOP and SCC cmdlets are also available in the V3 module. Similar to EXO, the cmdlets can be run without WinRM basic auth enabled.
For more information check https://aka.ms/exov3-module
Starting with EXO V3.7, use the LoadCmdletHelp parameter alongside Connect-ExchangeOnline to access the Get-Help cmdlet, as it will not be loaded by default
-----
PS C:\WINDOWS\system32> Connect-MgGraph -Scopes "User.ReadWrite.All","Directory.ReadWrite.All"
Welcome to Microsoft Graph!
Connected via delegated access using 14d82eec-204b-4c2f-b7e8-296a70dab67e
Readme: https://aka.ms/graph/sdk/powershell
SDK Docs: https://aka.ms/graph/sdk/powershell/docs
API Docs: https://aka.ms/graph/docs
NOTE: You can use the -NoWelcome parameter to suppress this message.
PS C:\WINDOWS\system32>
```

User Account and License Management

This section documents the creation of user accounts and the assignment of Microsoft 365 licenses to enable service access while maintaining proper identity and license governance.



```
Administrator: Windows PowerShell
PS C:\WINDOWS\system32> Get-MgContext | Format-List Account, TenantId, Scopes

Account : AyukoTakahashi@CloudAyuko.onmicrosoft.com
TenantId : 32c15446-aa3e-4127-a435-a17f4d41ba4
Scopes   : {Directory.ReadWrite.All, Group.ReadWrite.All, Group.ReadWrite.All, openid...}

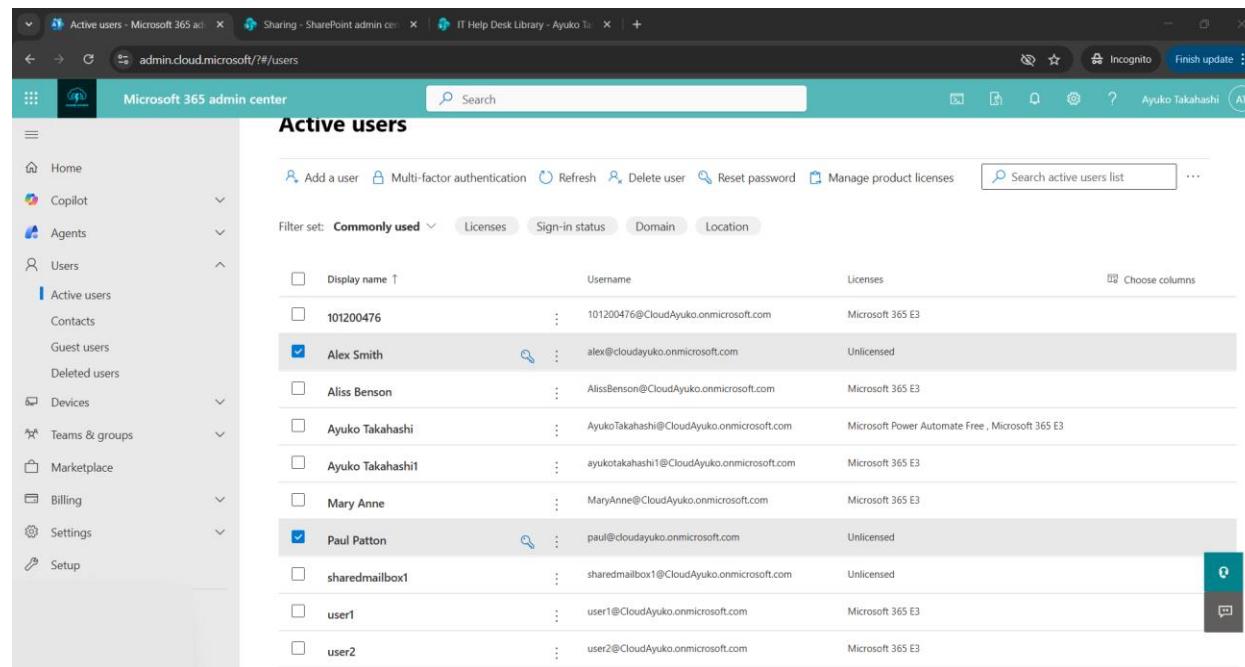
PS C:\WINDOWS\system32> New-MgUser -AccountEnabled:$true `
>> -DisplayName "Alex Smith"
>> -MailNickname "alex"
>> -UserPrincipalName "alex@cloudayuko.onmicrosoft.com"
>> -PasswordProfile @{Password="Acanadatoronto#5"; ForceChangePasswordNextSignIn=$true}
>>

DisplayName Id          Mail UserPrincipalName
----- -----
Alex Smith 6f3278d0-fc6d-4973-abc4-3ee5fc63049 alex@cloudayuko.onmicrosoft.com

PS C:\WINDOWS\system32> New-MgUser -AccountEnabled:$true `
>> -DisplayName "Paul Patton"
>> -MailNickname "paul"
>> -UserPrincipalName "paul@cloudayuko.onmicrosoft.com"
>> -PasswordProfile @{Password="Pcanadatoronto#5"; ForceChangePasswordNextSignIn=$true}
>>

DisplayName Id          Mail UserPrincipalName
----- -----
Paul Patton 9148c3d8-079c-4acf-80e9-41d9bda5db1c paul@cloudayuko.onmicrosoft.com

PS C:\WINDOWS\system32>
```



The screenshot shows the Microsoft 365 Admin Center interface with the 'Active users' page selected. The left sidebar includes links for Home, Copilot, Agents, Users (Active users, Contacts, Guest users, Deleted users), Devices, Teams & groups, Marketplace, Billing, Settings, and Setup. The main content area displays a table of active users with columns for Display name, Username, Licenses, and a 'Choose columns' button. The table lists several users, including Alex Smith, Aliss Benson, Ayuko Takahashi, Ayuko Takahashi1, Mary Anne, Paul Patton, sharedmailbox1, user1, and user2. The user 'Paul Patton' is currently selected, highlighted with a blue border. The top navigation bar shows tabs for 'Active users', 'Sharing - SharePoint admin center', and 'IT Help Desk Library - Ayuko T...', along with a search bar and user profile information for Ayuko Takahashi.

```

Administrator: Windows PowerShell
PS C:\WINDOWS\system32> Get-MgSubscribedSku | Select SkuId, SkuPartNumber, ConsumedUnits, PrepaidUnits
>>
SkuId           SkuPartNumber ConsumedUnits PrepaidUnits
-->
05e9a617-0261-4cee-bb44-138d3ef9d965 SPE_E3          7 Microsoft.Graph.PowerShell.Models.M...
f30db892-07e9-47e9-837c-8072746fd3d FLOW_FREE      1 Microsoft.Graph.PowerShell.Models.M...
PS C:\WINDOWS\system32> Set-MgUser -UserId "alex@cloudayuko.onmicrosoft.com" -UsageLocation "CA"
PS C:\WINDOWS\system32> Set-MgUser -UserId "paul@cloudayuko.onmicrosoft.com" -UsageLocation "CA"
>>
PS C:\WINDOWS\system32> $e3 = (Get-MgSubscribedSku | Where-Object SkuPartNumber -eq "SPE_E3").SkuId
PS C:\WINDOWS\system32> Set-MgUserLicense -UserId "alex@cloudayuko.onmicrosoft.com" -AddLicenses @($SkuId -eq $e3)
>> -AddLicenses @($SkuId -eq $e3)
>> -RemoveLicenses @()
Display Name Id           Mail           UserPrincipalName
----- ---->
Alex Smith 6f3278d0-fc6d-4973-abc4-3eec5fc63049 alex@cloudayuko.onmicrosoft.com alex@cloudayuko.onm...
PS C:\WINDOWS\system32> Set-MgUserLicense -UserId "paul@cloudayuko.onmicrosoft.com"
>> -AddLicenses @($SkuId -eq $e3)
>> -RemoveLicenses @()
Display Name Id           Mail           UserPrincipalName
----- ---->
Paul Patton 9148c3d8-079c-4acf-80e9-41d9bda5dbc paul@cloudayuko.onmicrosoft.com paul@cloudayuko.onm...
PS C:\WINDOWS\system32> Get-MgUserLicenseDetail -UserId "alex@cloudayuko.onmicrosoft.com" | Select SkuPartNumber
SkuPartNumber
----->
SPE_E3
PS C:\WINDOWS\system32> Get-MgUserLicenseDetail -UserId "paul@cloudayuko.onmicrosoft.com" | Select SkuPartNumber
SkuPartNumber
----->
SPE_E3

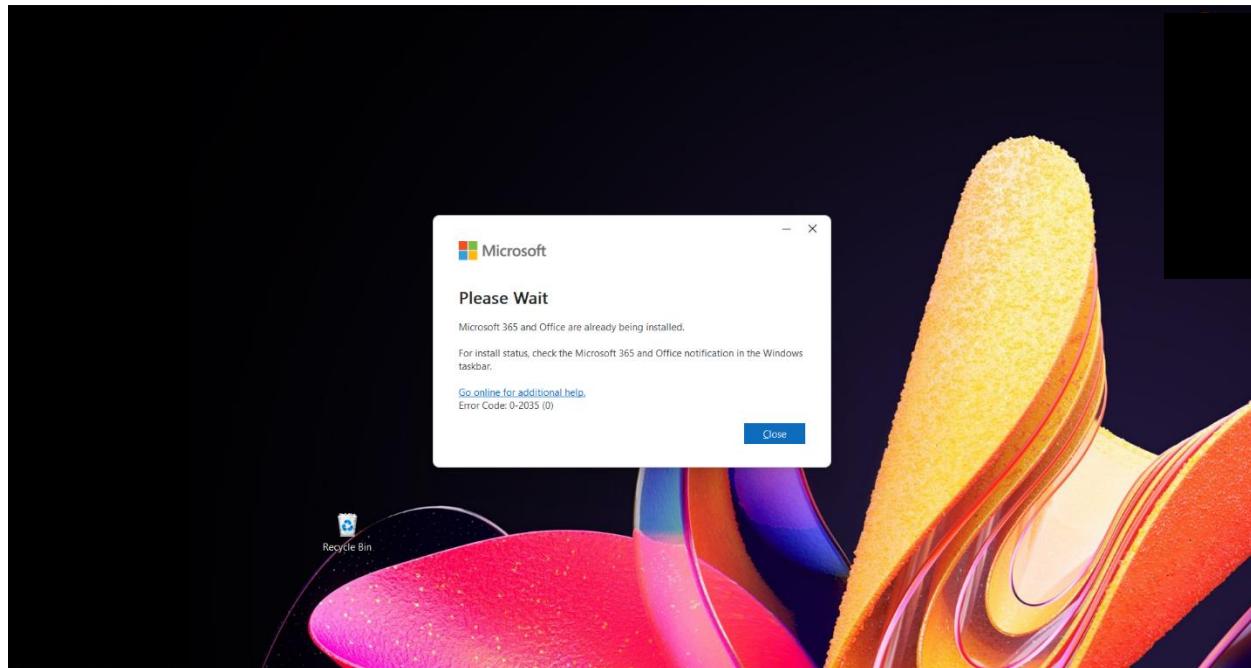
```

The screenshot shows the Microsoft 365 Admin Center interface with the 'Active users' page selected. The left sidebar navigation includes Home, Copilot, Agents, Users (with Active users, Contacts, Guest users, Deleted users), Devices, Teams & groups, Marketplace, Billing, Settings, and Setup. The main content area displays a table of active users:

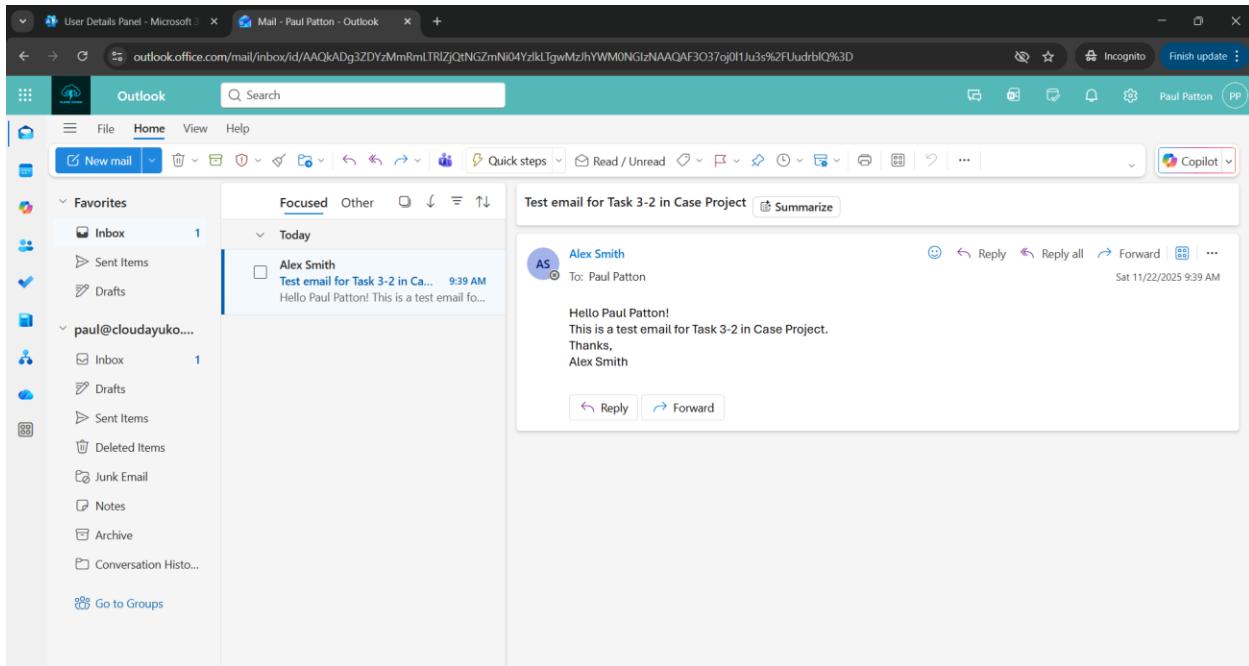
| | Display name | Username | Licenses |
|-------------------------------------|------------------|--|---|
| <input type="checkbox"/> | 101200476 | 101200476@CloudAyuko.onmicrosoft.com | Microsoft 365 E3 |
| <input checked="" type="checkbox"/> | Alex Smith | alex@cloudayuko.onmicrosoft.com | Microsoft 365 E3 |
| <input type="checkbox"/> | Aliss Benson | AlissBenson@CloudAyuko.onmicrosoft.com | Microsoft 365 E3 |
| <input type="checkbox"/> | Ayuko Takahashi | AyukoTakahashi@CloudAyuko.onmicrosoft.com | Microsoft Power Automate Free, Microsoft 365 E3 |
| <input type="checkbox"/> | Ayuko Takahashi1 | ayukotakahashi1@CloudAyuko.onmicrosoft.com | Microsoft 365 E3 |
| <input type="checkbox"/> | Mary Anne | MaryAnne@CloudAyuko.onmicrosoft.com | Microsoft 365 E3 |
| <input checked="" type="checkbox"/> | Paul Patton | paul@cloudayuko.onmicrosoft.com | Microsoft 365 E3 |
| <input type="checkbox"/> | sharedmailbox1 | sharedmailbox1@CloudAyuko.onmicrosoft.com | Unlicensed |
| <input type="checkbox"/> | user1 | user1@CloudAyuko.onmicrosoft.com | Microsoft 365 E3 |
| <input type="checkbox"/> | user2 | user2@CloudAyuko.onmicrosoft.com | Microsoft 365 E3 |

Application Deployment and Validation

This section demonstrates the installation and activation of Microsoft 365 Apps for enterprise and validates successful application access and email functionality across user accounts.



A screenshot of the Microsoft Outlook web interface. The left sidebar shows navigation options like Favorites, Inbox, Sent Items, Drafts, and an account for 'alex@cloudayuk...'. The main pane displays an email message titled 'Test email for Task 3-2 in Case Project' sent by 'Alex Smith' to 'Paul Patton' at 9:39 AM on Saturday, November 22, 2025. The message body contains the text: 'Hello Paul Patton! This is a test email for Task 3-2 in Case Project. Thanks, Alex Smith'. Below the message are 'Reply' and 'Forward' buttons.



Exchange Online Administration

This section documents administrative management of Exchange Online, including the configuration of shared mailboxes, distribution lists, and verification of mail flow to support organizational communication.

A screenshot of the Exchange admin center. The left sidebar includes sections like Home, Recipients, Mailboxes, Groups, Resources, Contacts, Mail flow, Roles, Migration, Mobile, Reports, Insights, Public folders, and Organization. The 'Recipients' section is expanded, showing a list of mailboxes. One entry, 'ayuko-Shared', is selected and shown in detail on the right. The details pane shows the display name 'ayuko-Shared', email address 'ayuko-Shared@CloudAyuko.onmicrosoft.com', and other contact information like first name 'ayuko-Shared', alias 'ayuko-Shared', user ID 'ayuko-Shared@CloudAyuko.onmicrosoft.com', and mobile phone 'ayuko-Shared'. It also shows 'Hide from global address list (GAL)' set to 'No' and 'Email addresses' containing 'ayuko-Shared@CloudAyuko.onmicrosoft.com'. There are tabs for General, Organization, Delegation, Mailbox, and Others.

User Details Panel - Microsoft Edge

Exchange admin center

admin.exchange.microsoft.com/#/mailboxDetails/b5aa6236-fc3-433c-8222-910d1c7a2849

Incognito Finish update

Ayuko Takahashi AT

Exchange admin center

Search (Preview)

but to add or delete them you must go to the Microsoft 365 admin center and do this on the active users page. Learn more about mailboxes

Delete Mailflow setting Hide from address list Edit Mailbox delegation

| Display name ↑ | Email address |
|---------------------|--|
| 101200476 | 101200476@CloudAyuko.onmicrosoft.com |
| Alex Smith | alex@cloudayuko.onmicrosoft.com |
| Aliss Benson | AlissBenson@CloudAyuko.onmicrosoft.com |
| Ayuko Takahashi | AyukoTakahashi@CloudAyuko.onmicrosoft.com |
| Ayuko Takahashi1 | ayukotakahashi1@CloudAyuko.onmicrosoft.com |
| ayuko-Shared | ayuko-Shared@CloudAyuko.onmicrosoft.com |
| Mary Anne | MaryAnne@CloudAyuko.onmicrosoft.com |
| Paul Patton | paul@cloudayuko.onmicrosoft.com |
| sharedmailbox1 | sharedmailbox1@CloudAyuko.onmicrosoft.com |
| user1 | user1@CloudAyuko.onmicrosoft.com |
| user2 | user2@CloudAyuko.onmicrosoft.com |

Add members Delete(0) 2 items Search

User Principal Name

A alex@cloudayuko.onmicrosoft.com

P paul@cloudayuko.onmicrosoft.com

Manage mailbox delegation

The Send as permission allows the delegate to send an email from this mailbox. Message will appear to have been sent from this mailbox owner.

User Details Panel - Microsoft Edge

Active groups - Exchange admin center

admin.exchange.microsoft.com/#/addgroupwizard

Incognito Finish update

Ayuko Takahashi AT

Exchange admin center

Search (Preview)

Home > Groups > Add a group

Group type
Distribution
Edit

Basics
Name: ayuko-Dist
Description: Distribution list for task 4-2 for Case Project
Edit

Owners
Ayuko Takahashi
Edit

Members
Alex Smith, Paul Patton
Edit

Settings
Email: ayuko-dist@CloudAyuko.onmicrosoft.com
Communication: Enabled
Joining the group: Owner approval
Leaving the group: Open
Edit

Back Create group Cancel

The screenshot shows the Exchange admin center interface. On the left, there's a navigation sidebar with various options like Home, Recipients, Mailboxes, Groups, Resources, Contacts, Mail flow, Roles, Migration, Mobile, Reports, Insights, Public folders, and Organization. The 'Groups' section is currently selected. In the main content area, under 'Distribution list', there's a table with two rows. The first row shows 'ayuko-Dist' with the email 'ayuko-dist@CloudAyuko.onmicrosoft.com'. The second row shows 'DL1' with the email 'DL1@CloudAyuko.onmicrosoft.com'. To the right of the table, there's a summary for the 'ayuko-Dist' group, which is a 'Distribution list group' with 1 owner and 2 members. It lists the owner 'Ayuko Takahashi' and two members: 'Alex Smith' and 'Paul Patton'. There are tabs for General, Members (which is selected), and Settings.

The screenshot shows the Outlook inbox. On the left, there's a sidebar with Favorites (Inbox, Sent Items, Drafts), AyukoTakahashi@CloudA... (Inbox, Drafts, Sent Items, Deleted Items, Junk Email, Notes, Archive, Conversation History), and a search bar. The main area shows the 'Sent Items' folder under 'Today'. A single item is listed: 'ayuko-Dist' with the subject 'Test email to distribution list...' and a timestamp of '10:07 AM'. The message body contains the text: 'Hello! This is a test for distribution list. Thanks, Ayuko'. Below the message are buttons for Reply, Reply all, and Forward.

A screenshot of the Microsoft Outlook web interface. The left sidebar shows a navigation tree with sections like Favorites, Inbox, Sent Items, Drafts, and specific accounts like 'alex@cloudayuko....'. The main pane displays an email message. The subject is 'Test email to distribution list for task 4-3 on Case Project'. The message is from 'Ayuko Takahashi' (AT) and is addressed to 'ayuko-Dist'. The body of the email reads:

Hello!
This is a test for distribution list.
Thanks,
Ayuko

Below the message are standard reply and forward buttons.

A screenshot of the Microsoft Outlook web interface. The left sidebar shows a navigation tree with sections like Favorites, Inbox, Sent Items, Drafts, and specific accounts like 'paul@cloudayuko....'. The main pane displays an email message. The subject is 'Test email to distribution list for task 4-3 on Case Project'. The message is from 'Ayuko Takahashi' (AT) and is addressed to 'ayuko-Dist'. The body of the email reads:

Hello!
This is a test for distribution list.
Thanks,
Ayuko

Below the message are standard reply and forward buttons. The recipient 'Paul Patton' is also listed in the navigation sidebar under his account.

The screenshot shows the Microsoft Outlook interface in a web browser. The left sidebar displays the navigation menu with sections like Favorites, Sent Items, Drafts, and the user's email accounts. The main pane shows the 'Sent Items' folder under 'Today'. A single email item is selected, with its subject 'Test email to shared mailbox for task 4-3 on Case Project' visible. The message content is as follows:

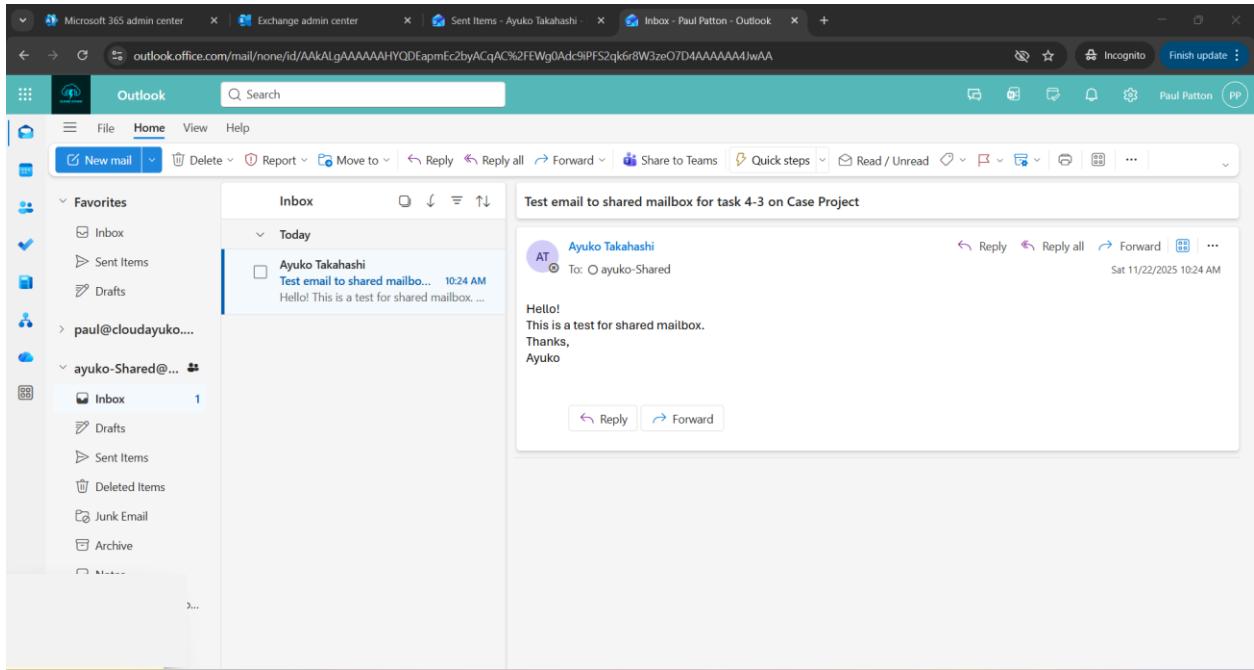
Ayuko Takahashi
To: ayuko-Shared
Hello!
This is a test for shared mailbox.
Thanks,
Ayuko

At the bottom of the message pane are 'Reply' and 'Forward' buttons.

The screenshot shows the Microsoft Outlook interface in a web browser, similar to the first one but with a different account selected. The left sidebar shows the navigation menu. The main pane displays the 'Inbox' of the account 'ayuko-Shared@...'. A single email item is selected, with its subject 'Test email to shared mailbox for task 4-3 on Case Project' visible. The message content is identical to the one in the first screenshot:

Ayuko Takahashi
To: ayuko-Shared
Hello!
This is a test for shared mailbox.
Thanks,
Ayuko

At the bottom of the message pane are 'Reply' and 'Forward' buttons.



Security and Malware Protection Configuration

This section outlines the review of malware protection settings within Microsoft 365 to support email security and protect the organization against malicious content.

A screenshot of the Microsoft Defender interface in the Microsoft 365 admin center. The left sidebar shows 'Assets', 'Microsoft Sentinel', 'Endpoints', 'Email & collaboration', and 'Cloud apps'. Under 'Email & collaboration', there are 'Review', 'Exchange message trace', 'Attack simulation training', 'Policies & rules', and 'Reports'. The main content area is titled 'Anti-malware' and shows a list of threat policies: 'Default (Default)' (status 'Always on') and 'Default (Default)' (status 'Priority Lowest'). A detailed configuration pane for the 'Default (Default)' policy is open, showing settings like 'Enable the common attachments filter' (On), 'Customize file types' (listing .ace, .apk, .app, .appx, .ani, .arj, .bat, .cab, .cmd, .com and 43 other file types), and various notification and quarantine options. At the bottom right of the pane is a 'Close' button.

SharePoint and OneDrive Configuration

This section demonstrates administrative configuration of SharePoint and OneDrive, including site visibility, document library management, and sharing policy controls to manage data access within the organization.

The screenshot shows a SharePoint site titled "Learning Site". On the right side, there is a "Site access" panel. It lists three groups: "Site owners - full control" (Ayuko Takahashi), "Site members - limited control" (None), and "Site visitors - no control" (user1, user2). Below the list are "Share" and "Cancel" buttons. The main content area features a banner with the text "Never stop learning [Sample content]" and a grid of cards for "Leadership courses", "Learn a new skill", and "Additional resources".

The screenshot shows an "IT Help Desk Library" in SharePoint. The left navigation bar includes links for Home, Devices, FAQs, Tickets, Documents, and a specific item for "Ayuko Takahashi-Media ...". The main area displays a media library named "Ayuko.Takahashi-Media.library". A large callout box highlights the library name. Below it, a message says "Your files will show up here" with a cloud icon. A note at the bottom says "Drag and drop files here to access them from any device." The top navigation bar shows the URL as "cloudayuko.sharepoint.com/sites/ITHelpDeskLibrary/Ayuko%20TakahashiMedia%20library/Forms/All%20media.aspx".

Setup - Microsoft 365 admin center

Active sites - SharePoint admin center

IT Help Desk Library - Home

cloudayuko-admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/siteManagement/_SiteDetails/ca5cc906-15d3-41d3-84aa-b66a4c7dd513/Members

Incognito Finish update

Ayuko.Takahashi AI

SharePoint admin center

Active sites

Use this page to sort and filter sites and change more about managing sites

+ Create Edit Membership

| | Site name ↑ |
|-------------------|----------------------|
| All Company | Ayuko M365 Group |
| AyukoTakahashi-G2 | Communication site |
| Help Desk | IT Help Desk Library |
| Learning Site | |

IT Help Desk Library

Public group

Email View site Delete

General Activity Membership Settings

Owners + Add members Search all members...

Members 2 members were removed from the team.

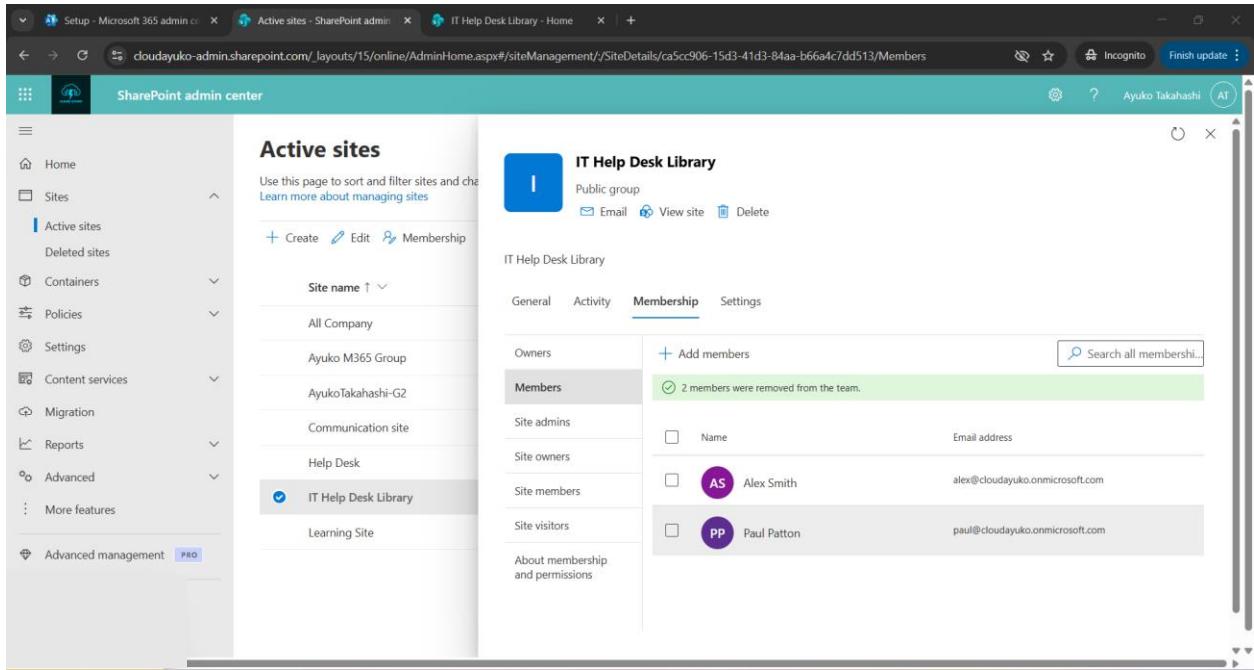
Site admins Name Email address

Site owners

Site members Alex Smith alex@cloudayuko.onmicrosoft.com

Site visitors Paul Patton paul@cloudayuko.onmicrosoft.com

About membership and permissions



Active groups - Microsoft 365

Sharing - SharePoint admin center

IT Help Desk Library - Ayuko T. (AI)

cloudayuko-admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/sharing

Incognito (2) Finish update

Ayuko.Takahashi AI

SharePoint admin center

Sharing

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

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

