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Welcome to CollabDays Oslo!



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Marco Rocca
Microsoft

SHAREPOINT ADVANCED MGMT: HOW COPILOT IS THE NEW GAME CHANGER FOR SHAREPOINT ADMINISTRATION



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Let me introduce myself

Marco Rocca

CSA Modern Work @Microsoft Italy

I work with SharePoint since 2008 

Focusing on:

- Modern Work Collaboration Tool
- Power Platform
- Copilot

“I work with SPO & PP better than I speak English” ☺ ☺



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**Content is
the lifeblood
of any organization**

Today

**2 billion
documents
a day are
added to
Microsoft 365**

Unstructured data is the leading contributor to data growth

By 2025, 80–90% of data growth will be associated with unstructured data

Traditional methods of managing content aren't effective

Organizations spend \$59 billion per year storing and managing content

Classification projects remain a manual effort

Human errors by an organization's own employees or at an external vendor are behind a large fraction of data breaches

SharePoint is.... The Core



SharePoint is at the center of content collaboration in the Microsoft cloud and empowers you to communicate, collaborate, and control your content with dynamic sites, secure file sharing, and integrated content management

Customer Challenges



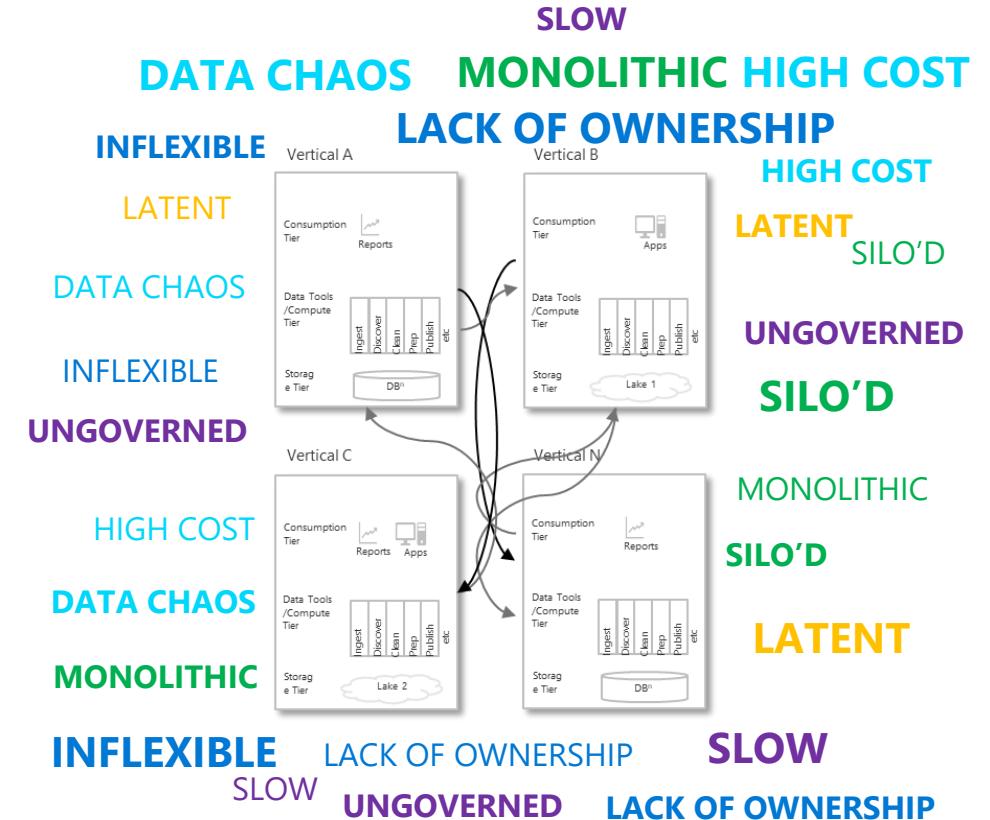
Oversharing and accidental sharing



Sprawl of SharePoint sites content



Content access management



Microsoft 365 Copilot



Microsoft 365 Copilot

Natural Language



Large Language
Models

+



Microsoft Graph
- Your Data -

+



Microsoft 365
Apps

+



Web
Search

How Copilot gets access to content

Copilot retrieves only the information you have access to

The process is called “retrieval augmented generation”

1

You submit a prompt

2

Orchestrator determines what it needs to answer the prompt

3

Orchestrator uses Graph to find relevant info you **are allowed to access**

4

Orchestrator appends info to your prompt to enhance it

5

LLM uses additional that information to generate a response

Internal oversharing: Too much access and too few controls

1

Over-permissioning
too much internal access

Bias towards overly broad access
for permissions and links

2

Under-enforcement
too few internal controls

Content looks the same without
labeling and content-aware policies
to follow its use

Implications

Risk of exposure in search and AI tools

| Hard to get started with AI and solve without the right tools

Oversharing is a biproduct of collaboration

Individual user permissions



Exchange mailbox



Teams chats



OneDrive for Business

Group based permissions



Teams channels

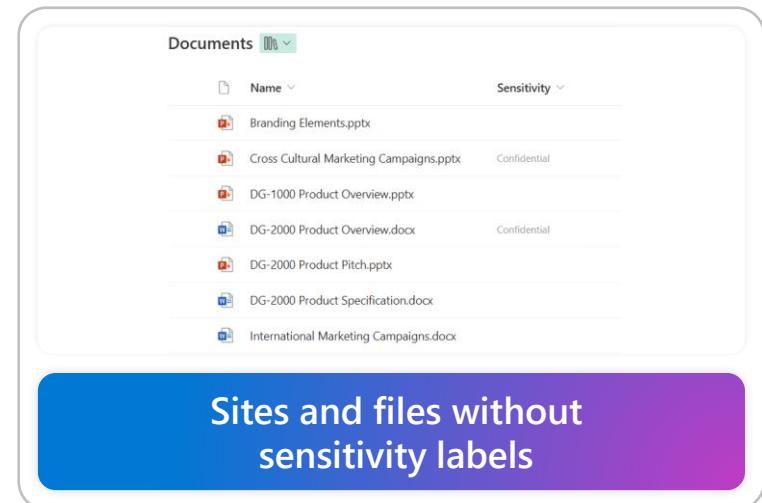
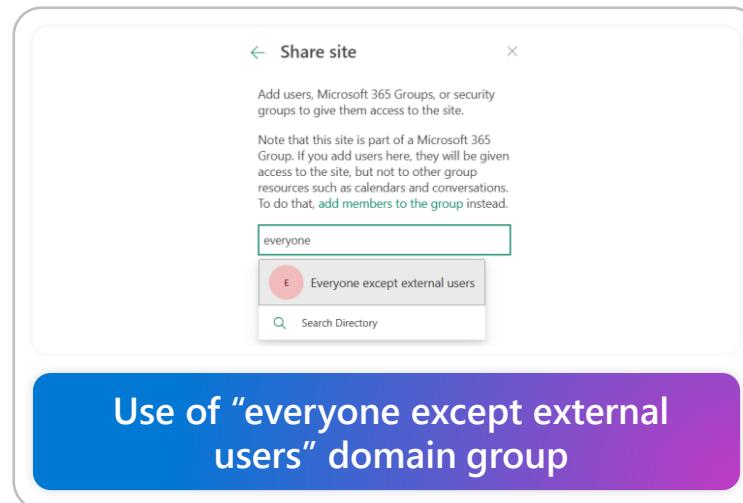
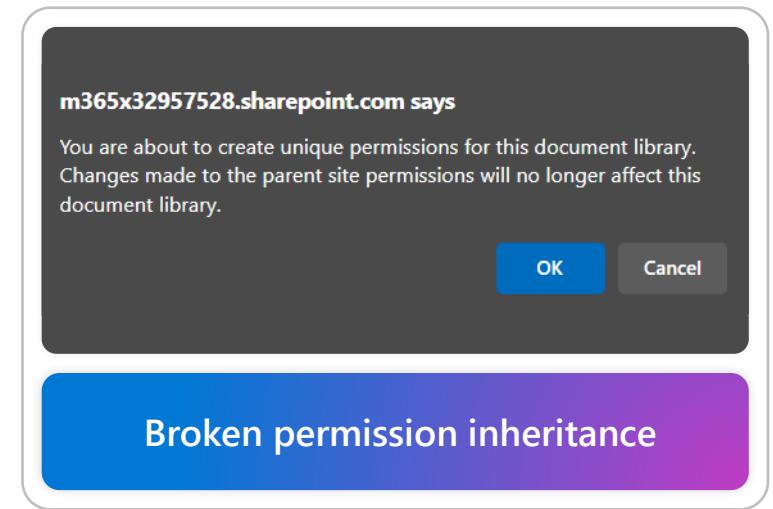
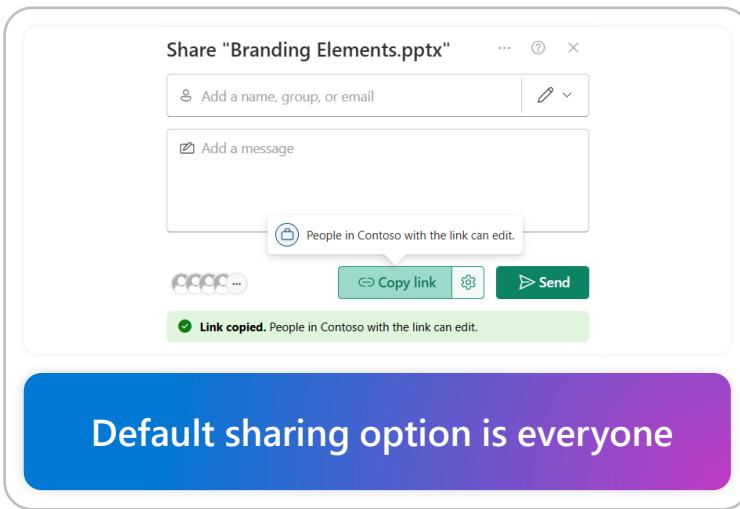
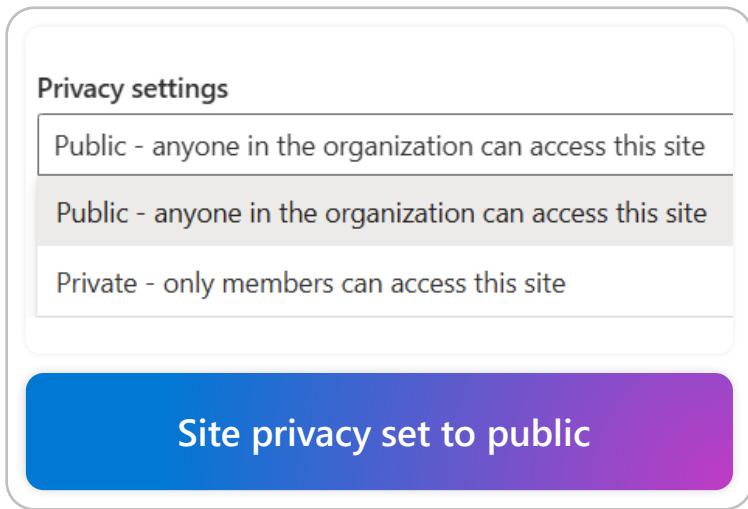


SharePoint sites

Option to share more broadly via link

Highest risk of oversharing in Microsoft 365 Copilot

Common causes of Copilot oversharing in SharePoint



Two powerful tools to address oversharing



Microsoft 365 Copilot

Now powered by SharePoint Advanced Management

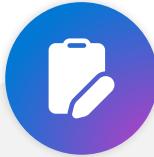
Provides SharePoint site management and content governance capabilities

Microsoft Purview

Provides security, compliance, and governance across data and files

Govern Copilot content access and quality with SAM

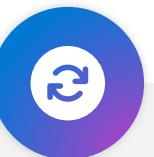
SharePoint Advanced Management enhances content governance for SharePoint and OneDrive, streamlining content management and preventing content sprawl and oversharing



Content Sprawl



Content Oversharing
prevention



Site Lifecycle

Secure and govern Copilot data with Microsoft Purview



Security

+



Compliance



with



Privacy

+



Responsible AI



Discover
AI risks



Protect
sensitive data



Govern
Copilot usage

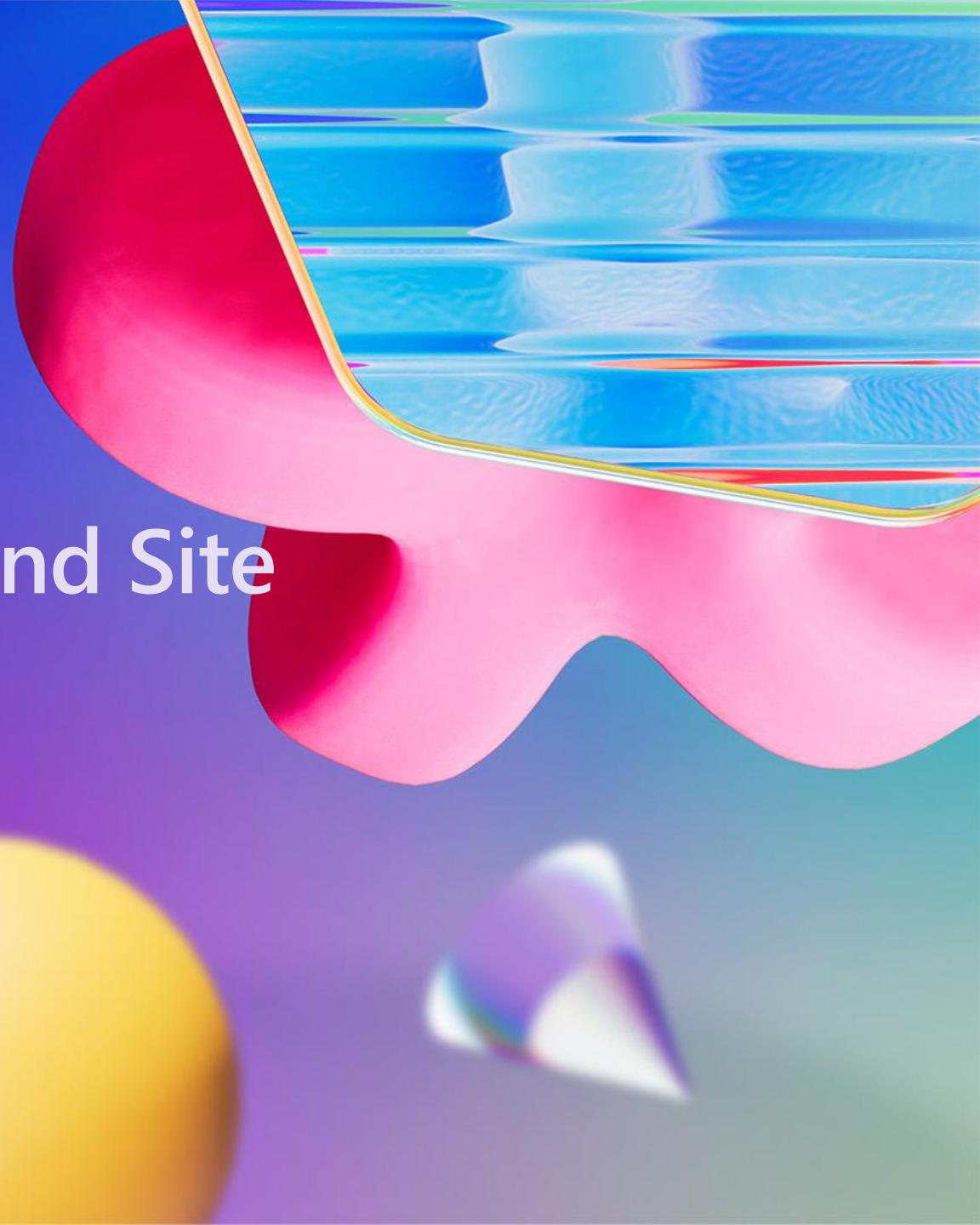
Prevent Data Oversharing | Data Leaks | Non-Compliant Usage



Up Next: Addressing oversharing and content lifecycle at *site level*



Data Governance Reports and Site Access Review



Data Access Governance Reports

- Discover how content is being shared across the organization and identify sites that contain overshared or sensitive content
- Control access to sensitive content by finding sites storing files with sensitivity labels applied
- Discover potential oversharing on sites + Request site owners to review permissions on those sites
- Data access governance reports provide information within the last 30 days. These reports can be also downloaded in CSV format

The screenshot shows the SharePoint admin center interface with the title 'Data access governance'. The left sidebar includes icons for Home, SharePoint, Lists, Library, Settings, and more. The main content area has a sub-header 'Reports' and a link to 'Learn more about data access governance'. It features three main sections: 'Sharing links', 'Sensitivity labels applied to files', and 'Content accessible to 'Permissioned users''. Each section includes a 'View reports' button. A note on the right side states 'Shared with 'Everyone except external users''. Below it, a tip says 'Make sure files, folders, and lists aren't being overshared by reviewing sites that have the most items shared with "Everyone except external users."'

Site Access Review Request

- Let IT administrators delegate the review process of data access governance reports to the site owners of overshared sites
- Site access reviews are available for the following reports:
 - Sharing link reports
 - Content shared with EEEUs reports
 - Oversharing baseline report using permissions
- Site access review involves site owners in the review process so they can address the concern of overshared sites identified in data access governance reports. This feature is crucial because:
 - IT administrators can't have access to file-level or item-level details due to compliance reasons.
 - Site owners are best positioned to review and address oversharing issues for their own sites.

Data access governance > Content shared with 'Everyone except external users' > FilesFoldersAndListsSharingReport

FilesFoldersAndListsSharingReport

Summary for the last 28 days

Number of sites scanned for this report | 61 | Number of sites fulfilling this report criteria | 1 |

This page displays up to top 100 sites with the most files, folders, and lists shared with 'Everyone except external users' in the last 28 days. To view up to 1M sites and see more information, download the detailed report.

Learn more on how to use this report

Download detailed report

Site name	URL	Site access review status	Items shared	Primary owner
Test Migration	.../sites/TestMigration	Pending	3	March 2024

Initiate site access review

An email will be sent to all site owners, with a request for them to review the sites for potential oversharing.

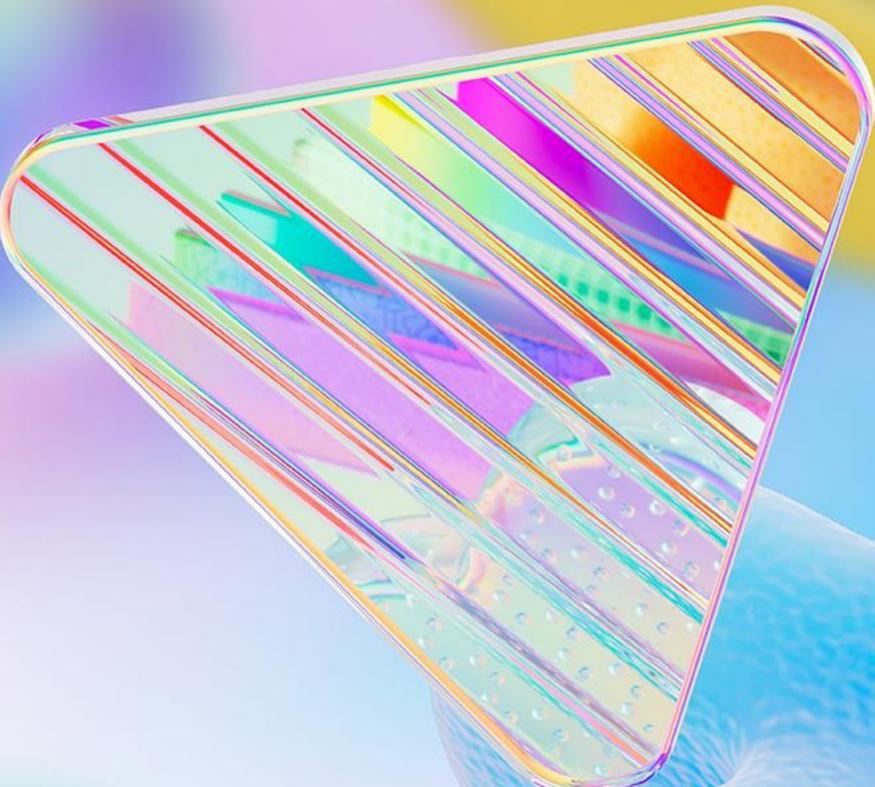
Add a comment for site owners *

E.g. Check these sites for number of users or permissions or sharing events etc.

Sites added (1)

TM Test Migration
.../sites/TestMigration

Demo



Data access governance > Content accessible to 'Permissioned users'

Content accessible to 'Permissioned users' PREVIEW

Review sites with a high number of users across all permission scopes (inherited and broken).



No reports right now

Create a new report using filters.

[Create report](#)

Data access governance > Content accessible to 'Permissioned users'

X

Content accessible to 'Permissioned users' PREVIEW

Review sites with a high number of users across all permission scopes (inherited and broken).



No reports right now

Create a new report using filters.

[Create report](#)

Create a report

Discover sites where the number of users across all permission scopes (inherited and broken) exceeds a threshold

Report name ***Scope *** SharePoint OneDrive For Business**Template *****Privacy (Team sites only)****Sensitivity****Sensitivity Info Type****Report type *** Snapshot till date

Generated based on latest permissions, as of report generation date

 Recent activity for last 28 days**Count of permissioned users**[Create and run](#)[Cancel](#)

Data access governance > Content accessible to 'Permissioned users'

Content accessible to 'Permissioned users' PREVIEW

Review sites with a high number of users across all permission scopes (inherited and broken).

[Learn more about content accessible to 'Permissioned users'](#)

Add a report Run all Refresh status

<input type="checkbox"/>	Report name	Status	Scope	Permissioned users count	Date range	Sites found	Privacy (Team sites only)	Sensitivity	Template
<input type="checkbox"/>	Snapshot till March	Running (this might take a few hours)	SharePoint	Over 1,000	As of Mar 3, 2023	-	Private	All	Communication sites, Team sites
<input type="checkbox"/>	View for Feb	Updated in the last 24 hours	SharePoint	Over 2,500	As of Feb 3, 2023	198	Private	Highly confidential	-

Snapshot till March

As of March 3, 2024

Review sites with a high number of users across all permission scopes (inherited and broken).

Download a detailed .csv report for up to 1M sites.

[Download detailed report](#)[+ Initiate site access review](#) [View all reviews](#) [Restrict site access](#)

100 items

Search

Filters: Site sensitivity: All ▾ External sharing: All ▾

Name	URL	Site access review	Total permissioned users ↓	Files	Sensitive Files ⓘ	Items with unique permissions	EEEU permissions	People in your org links	Anyone links	Site Privacy	Site sensitivity	External sharing
Contoso HR	../teams/contosohr	-	22334	44869	4821	2	2	312	312	Private	Top secret	On
Contoso Marketing	../teams/contosoma	-	15698	41839	4213	1	2	298	298	Private	Confidential	On
Contoso Finance	../sites/contosofin	-	11237	38286	4200	3	2	167	167	Private	-	On
Contoso Team	../sites/contosoteam	-	10134	35310	3189	6	2	124	124	Private	Confidential	On
Contoso Vac	../sites/contosovac	-	8530	31498	3120	2	2	72	72	Public	General	On
Contoso in house	../teams/contosoin	-	6054	30764	3100	1	2	214	214	Public	Confidential	On
Contoso infra	../teams/contosoin	-	3998	28187	2890	5	2	21	21	Public	General	On
Contoso leaders	../teams/contosole	-	2804	22396	2340	8	2	12	12	Public	-	On
Contoso design	../teams/contosoen	-	1890	20189	2310	2	2	9	9	Public	-	On
Contoso BI	../teams/contosoen	-	1890	20189	2231	2	2	9	9	Public	-	On
Contoso HR	../teams/contosoen	-	1890	20189	2213	2	2	9	9	Public	-	On
Contoso Give	../teams/contosoen	-	1890	20189	1313	2	2	9	9	Public	-	On
Contoso Sesh	../teams/contosoen	-	1890	20189	1110	2	2	9	9	Public	-	On
Contoso Sesh	../teams/contosoen	-	1890	20189	989	2	2	9	9	Public	-	On

Snapshot till March

As of March 3, 2024

Review sites with a high number of users across all permission scopes (inherited and broken).

Download a detailed .csv report for up to 1M sites.

[Download detailed report](#)[Initiate site access review](#) [View all reviews](#) [Restrict site access](#)

Filters: Site sensitivity: All External sharing: All

Name	URL	Site access review	Total permissioned users	Files	Sensitive Files ⓘ	Items with unique permissions	EEEU permissions	People in your org links	Anyone links	Site Privacy	Site sensitivity	External sharing
Contoso HR	.../teams/contosohr	-	22334	44869	4821	2	2	312	312	Private	Top secret	On
Contoso Marketing	.../teams/contosoma	-	15698	41839	4213	1	2	298	298	Private	Confidential	On
Contoso Finance	.../sites/contosofin	-	11237	38286	4200	3	2	167	167	Private	-	On
Contoso Team	.../sites/contosoteam	-	10134	35310	3189	6	2	124	124	Private	Confidential	On
Contoso Vac	.../sites/contosovac	-	8530	31498	3120	2	2	72	72	Public	General	On
Contoso in house	.../teams/contosoin	-	6054	30764	3100	1	2	214	214	Public	Confidential	On
Contoso infra	.../teams/contosoin	-	3998	28187	2890	5	2	21	21	Public	General	On
Contoso leaders	.../teams/contosole	-	2804	22396	2340	8	2	12	12	Public	-	On
Contoso design	.../teams/contosoen	-	1890	20189	2310	2	2	9	9	Public	-	On
Contoso BI	.../teams/contosoen	-	1890	20189	2231	2	2	9	9	Public	-	On
Contoso HR	.../teams/contosoen	-	1890	20189	2213	2	2	9	9	Public	-	On
Contoso Give	.../teams/contosoen	-	1890	20189	1313	2	2	9	9	Public	-	On
Contoso Sesh	.../teams/contosoen	-	1890	20189	1110	2	2	9	9	Public	-	On
Contoso Sesh	.../teams/contosoen	-	1890	20189	989	2	2	9	9	Public	-	On

Snapshot till March

This displays list of sites where the number of users across all permission scopes (inherited and broken) exceeds a threshold
Download detailed .csv report for up to 10,000 sites.

[Download detailed report](#)[Initiate site access review](#) [View all reviews](#) [Restrict site access](#)

Filters: Site sensitivity: All External sharing: All

Filters: Site sensitivity: All External sharing: All

These are labelled files and unlabelled files
where a sensitive info type was detected

Name	URL	Site access review status	Files	No. of sensitive files ⓘ	Total permissioned users ↓	Count of EEEU permissions	Count of 'Anyone' lin
Contoso HR	.../teams/contosohr	—	44869	4814	22334	2	312
Contoso Marketing	.../teams/contosomar	—	41839	4423	15698	1	296
Contoso Finance	.../sites/contosofin	—	38286	4178	11237	3	167
Contoso Giving	.../sites/contosogiv	—	35310	3987	10245	6	145
Contoso team	.../sites/contosoteam	—	31498	3546	8530	2	124
Contoso Vac	.../sites/contosovac	—	30764	3215	6054	1	72
Contoso HRA	.../teams/contosohra	—	28187	2895	3998	5	2416
Contoso Media	.../sites/contosomedia	—	22396	2564	2804	8	38
Contoso in house	.../sites/contosoinh	—	20189	2489	1890	3	32
Contoso infra	.../sites/contosoinfra	—	19374	2341	1487	4	23
Contoso design	.../sites/contosodesign	—	13298	2287	1329	1	21
Contoso leaders	.../teams/contosolead	—	9450	2135	1127	5	21
Contoso data	.../teams/consolidata	—	8800	2039	1038	7	647
Contoso BI	—	—	8126	1983	1024	2	721

Initiate site access review

An email will be sent to all site owners, with a request for them to review the sites for potential oversharing.

[Add a comment for site owners](#)

E.g. Check these sites for number of users or permissions or sharing events etc.

Sites added

Contoso Finance
.../sites/contosofin

Contoso Giving
.../sites/contosogiv

[Send](#)[Cancel](#)



Site reviews > Permissions to many users

The list below details inherited and unique permissions which have the highest number of users and possible contributing factors such as links, groups or Everyone Except External Users (EEEU) claims. Remove permissions where they are no longer required to prevent oversharing.

Name	Scope	Number of Permissioned users	Sensitivity Info Type	Sensitivity Label	Number of groups	Number of 'Anyone' links	Number of 'People in your org' links	Has EEEU	Action	Final status
> Contoso Finance	SharePoint Site	6804	US Passport Number +2	Top secret	4	-	-	-	Manage access	Select
> Finance_projections_FY23.xlsx	File	7142	US SSN Number + 4	Confidential	5	2	2	-	Manage access	Select
> Vendor_bills	Folder	7524	US SSN Number + 1	Highly confidential	7	1	2	-	Manage access	Select
> ProfitabilityPlan.pptx	File	7945	US SSN Number	-	6	1	3	Yes	Manage access	Select
> Flow map.jpg	File	8580	US Passport Number	General	3	2	1	Yes	Manage access	Select
> Confidential Q2 CY24 ReOrg	File	9092	ABA Routing Number	-	4	3	3	Yes	Manage access	Select



Site reviews > Permissions to many users

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> Vendor_bills	Folder	7524	US SSN Number + 1	Highly confidential	7	1	2	-	Manage access	Select
> ProfitabilityPlan.pptx	File	7945	US SSN Number	-	6	1	3	Yes	Manage access	Select
> Flow map.jpg	File	8580	US Passport Number	General	3	2	1	Yes	Manage access	Select
> Confidential Q2 CY24 ReOrg	File	9092	ABA Routing Number	-	4	3	3	Yes	Manage access	Select



Default sharing option is everyone

Site privacy set to public

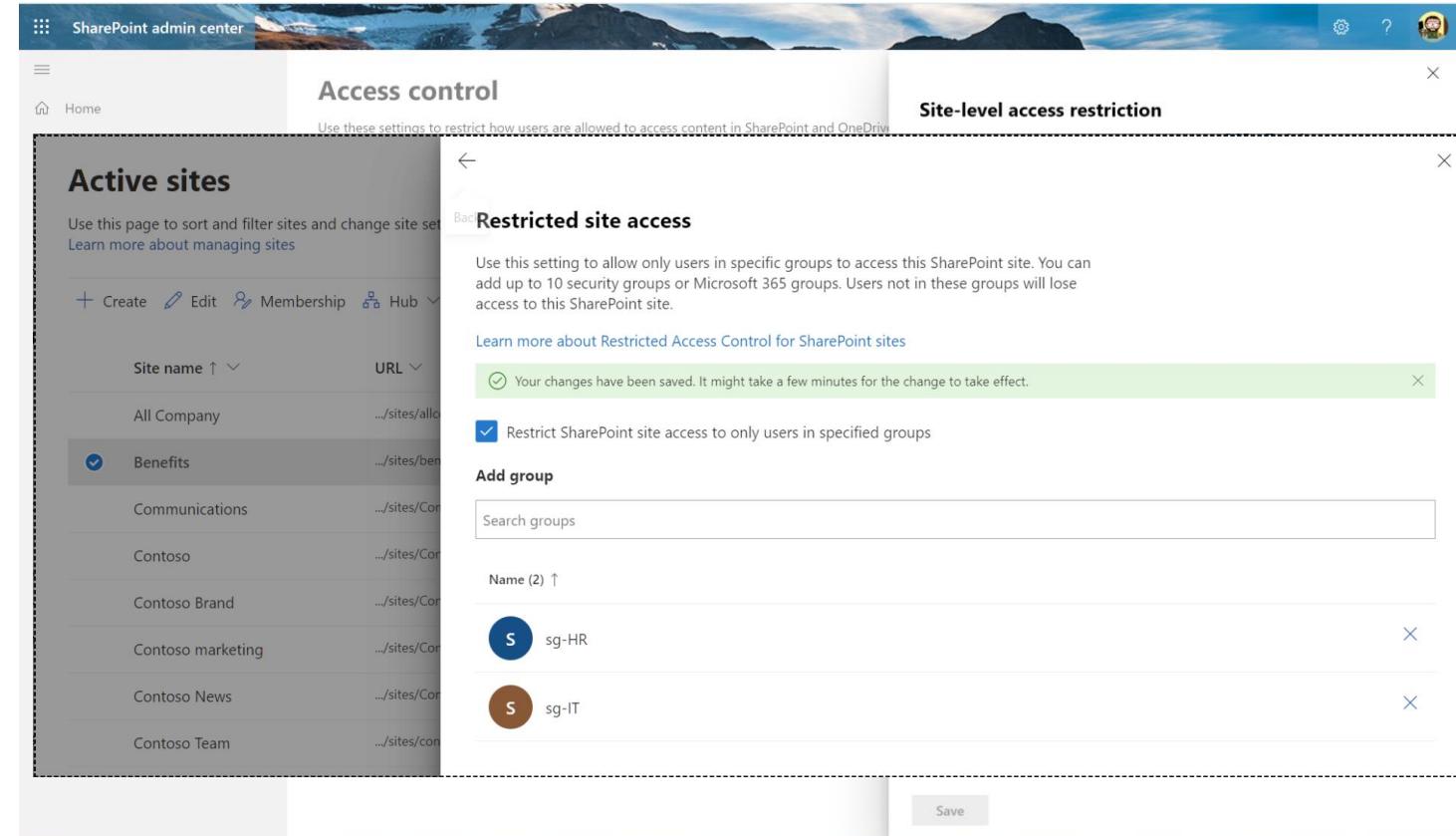
Use of "everyone except external users" domain group

Restricted Access Control



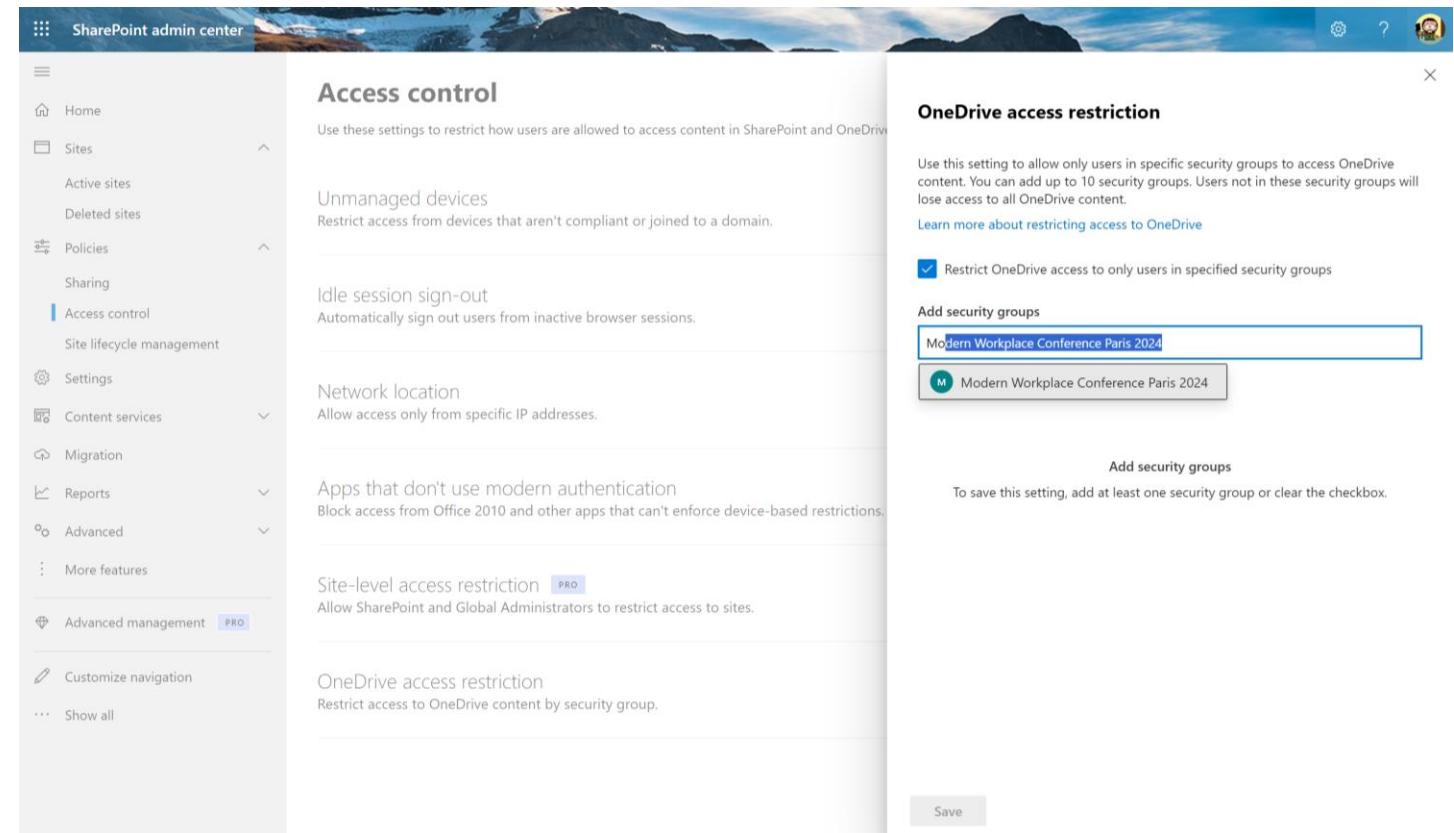
Restricted Access Control for SharePoint

- RAC (Restricted access control) policy can be set at the site level. Even if individual files/folders have broken inheritance and over-shared, only RAC allowed users can access
- Copilot honors RAC policy!
- It can be setup in the SPO Admin Center or through PowerShell



Restricted Access Control for OneDrive

- You can limit access to shared content of a user's OneDrive to only people in a security group with the Restricted access control for OneDrive policy.
- Once the policy is enabled, anyone who is not in the designated security group won't be able to access content in that OneDrive even if it was previously shared with them.
- To block users from accessing OneDrive as a service, you can enable the Restrict OneDrive service access feature.



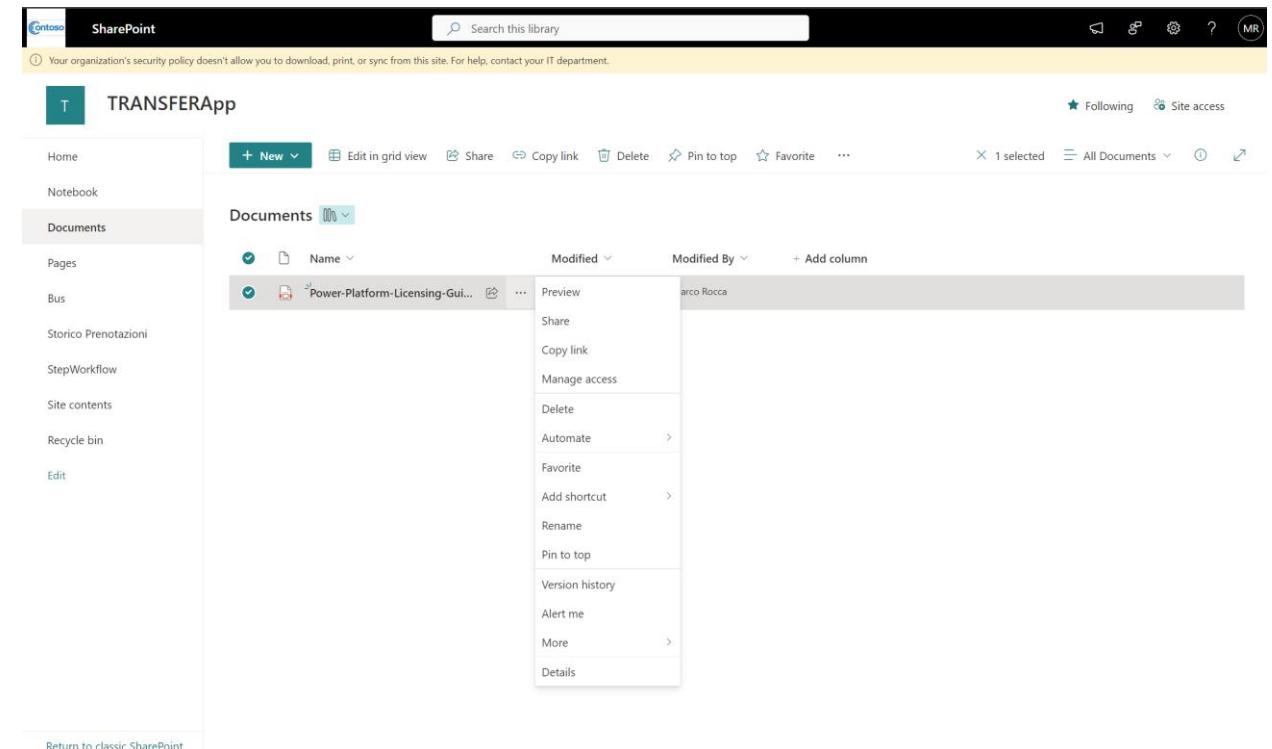
Download Policies



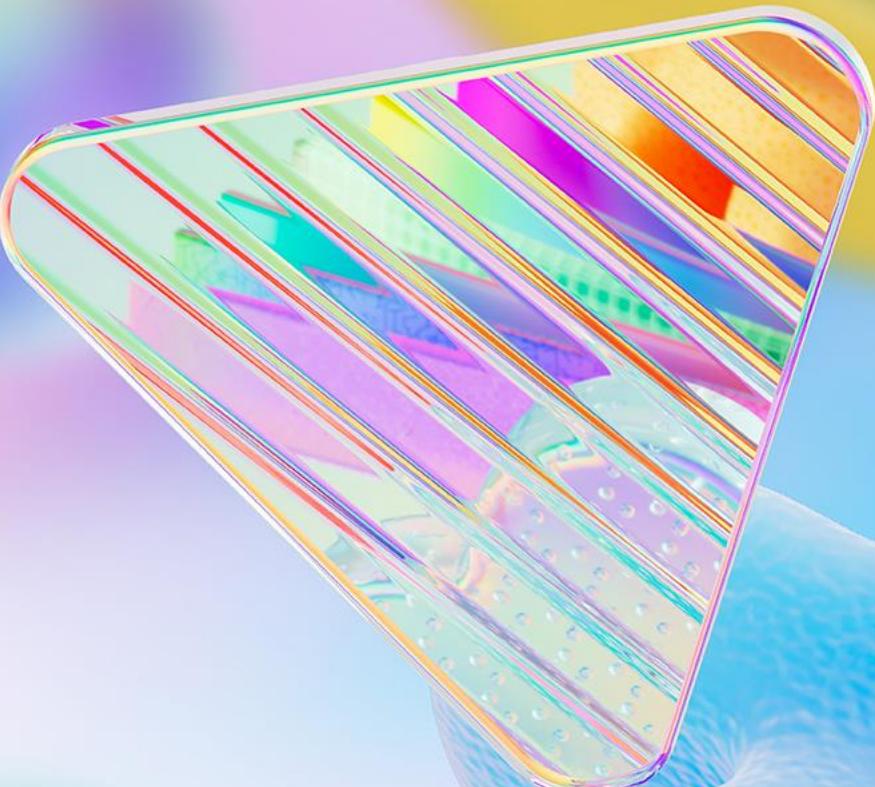
Block download policy for SharePoint and OneDrive

- Data leakage is a common problem in any organization, the major root cause is users downloading files of the secure Microsoft 365 ecosystem
- Blocking download of files allows users to remain productive while addressing the risk of accidental data loss. Users have browser-only access with no ability to download, print, or sync files. They also won't be able to access content through apps, including the Microsoft Office desktop apps.
- Block download policy can be set at the site level. It prevents documents download for both external and internal users. This feature can't be set at the organization level.
- Applicable to all file types. Special parameter for Teams Meeting Recordings when setting up the policy (-BlockDownloadFileTypeIds TeamsMeetingRecording)

```
PS C:\Users\marocc> Connect-SPOSERVICE -Url https://tenant365marocc-admin.sharepoint.com
PS C:\Users\marocc> Set-SPOSITE -Identity https://tenant365marocc.sharepoint.com/sites/TRANSFERApp -BlockDownloadPolicy
$true
PS C:\Users\marocc> |
```



Demo



Site Lifecycle Management



Sites Lifecycle Management Policy

- You can run automated, rule-based policies to manage and reduce inactive sites with the Inactive SharePoint sites policy feature from SharePoint Advanced Management.
- Set up an inactive site policy to automatically detect inactive sites based on conditions and send notifications to site owners via email
- Site Admins can download a CSV report with the inactive sites identified by the policy
- Site owners are notified monthly for three months. They can confirm if the sites are still active

Platform type	Activities
SharePoint	Viewed files, edited files, shared files internally and externally, synced files, viewed pages, visited pages
Viva Engage (formerly Yammer)	Posted messages, read conversations, liked messages
Teams	Posted channel messages in a team across all channels, posted messages in Teams and all channels, replied to messages, mentioned in messages, reacted to messages, sent urgent messages, conducted meetings (recurring, ad hoc, one-time)
Exchange	Received emails in the Exchange mailbox

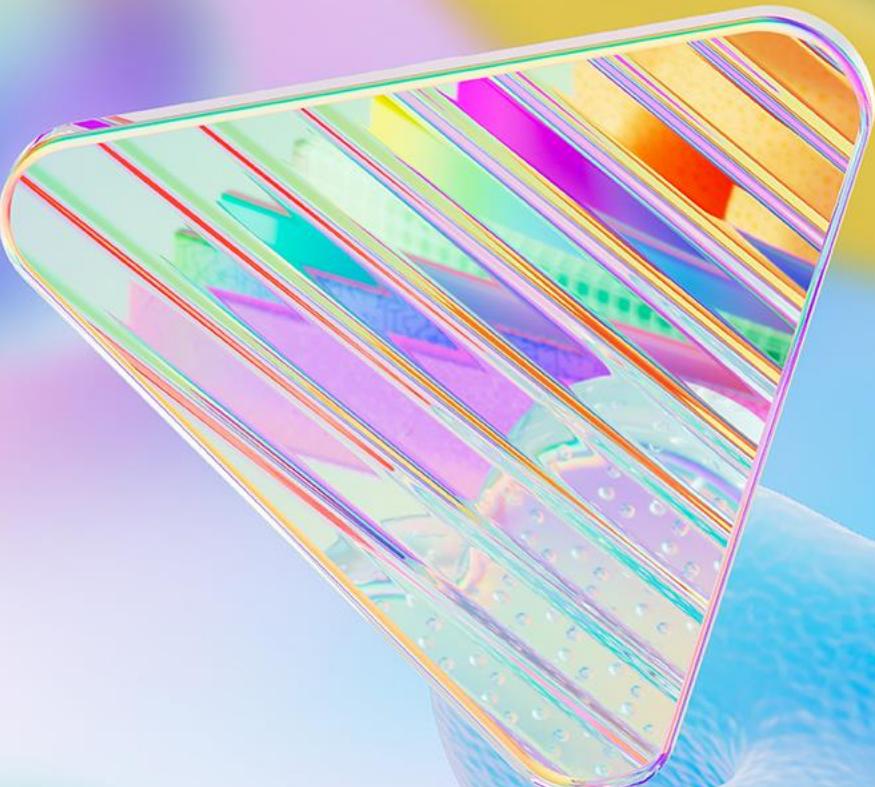
Site lifecycle management PRO

Create policies to identify and delete your inactive sites. Policy notifies site owners to take actions on their inactive site.
[Learn more about managing the life cycle of your sites](#)

[+ Create policy](#) Refresh

Policy name	Policy type	Mode	Last run	Inactive sites	Report
Classic sites 1 month inactive sites policy	Inactive sites	Active	-	-	-
Last 6 months inactive sites policy	Inactive sites	Active	7/5/24	0	

Demo



Restricted Content Discovery



Restricted Content Discovery (RCD)

Advanced access control to exclude sites from Copilot

1

Use this **site-level** setting **Restricted Content Discoverability** to restrict content discoverability via Copilot and Org-wide search

2

SharePoint Admin sets this property to a site via PS cmdlet

3

There is no change to the site's permissions! > Users continue to have physical access

4

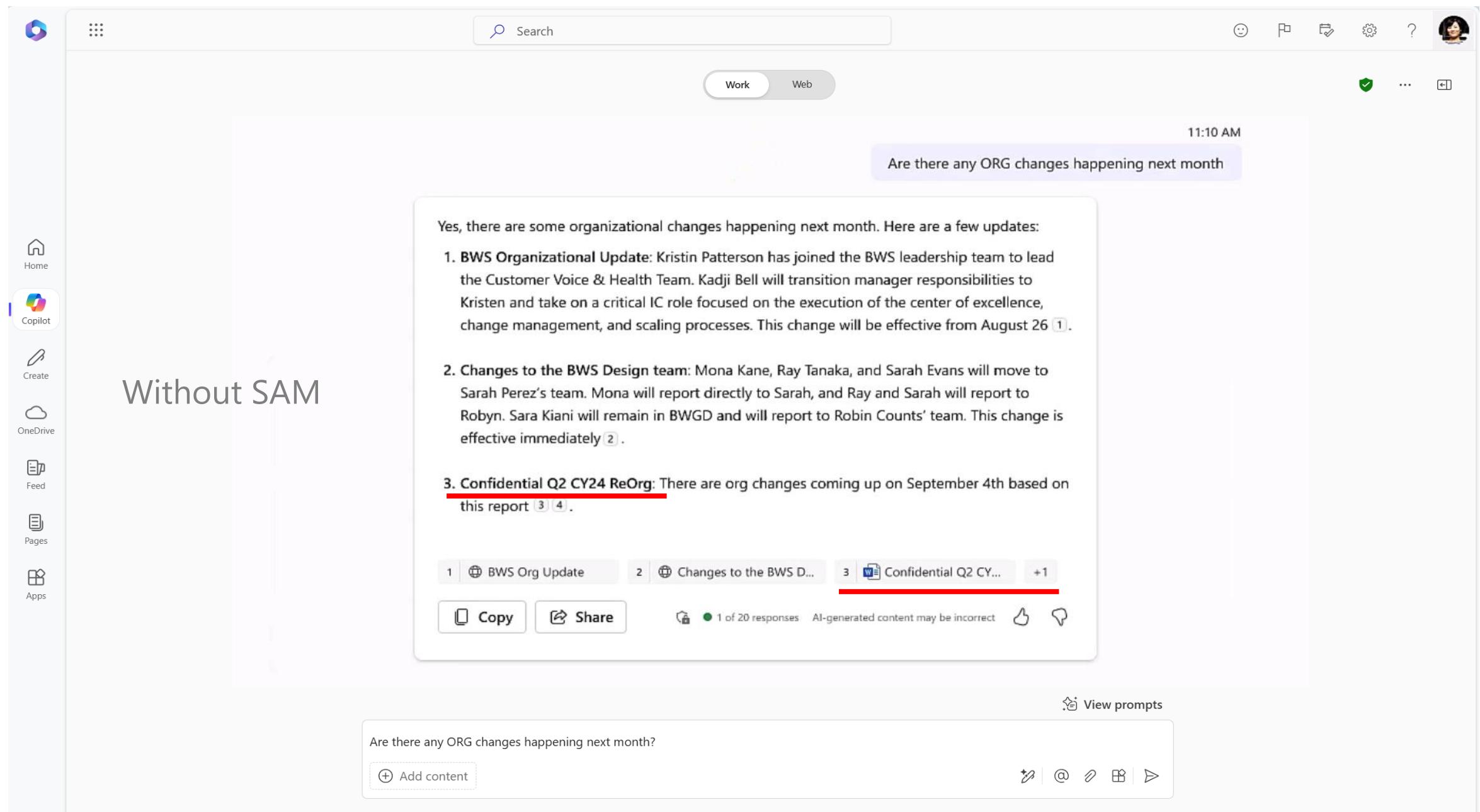
Contents of the site gets reindexed** – as a result contents are security trimmed and **not discoverable via Copilot and tenant-wide search**

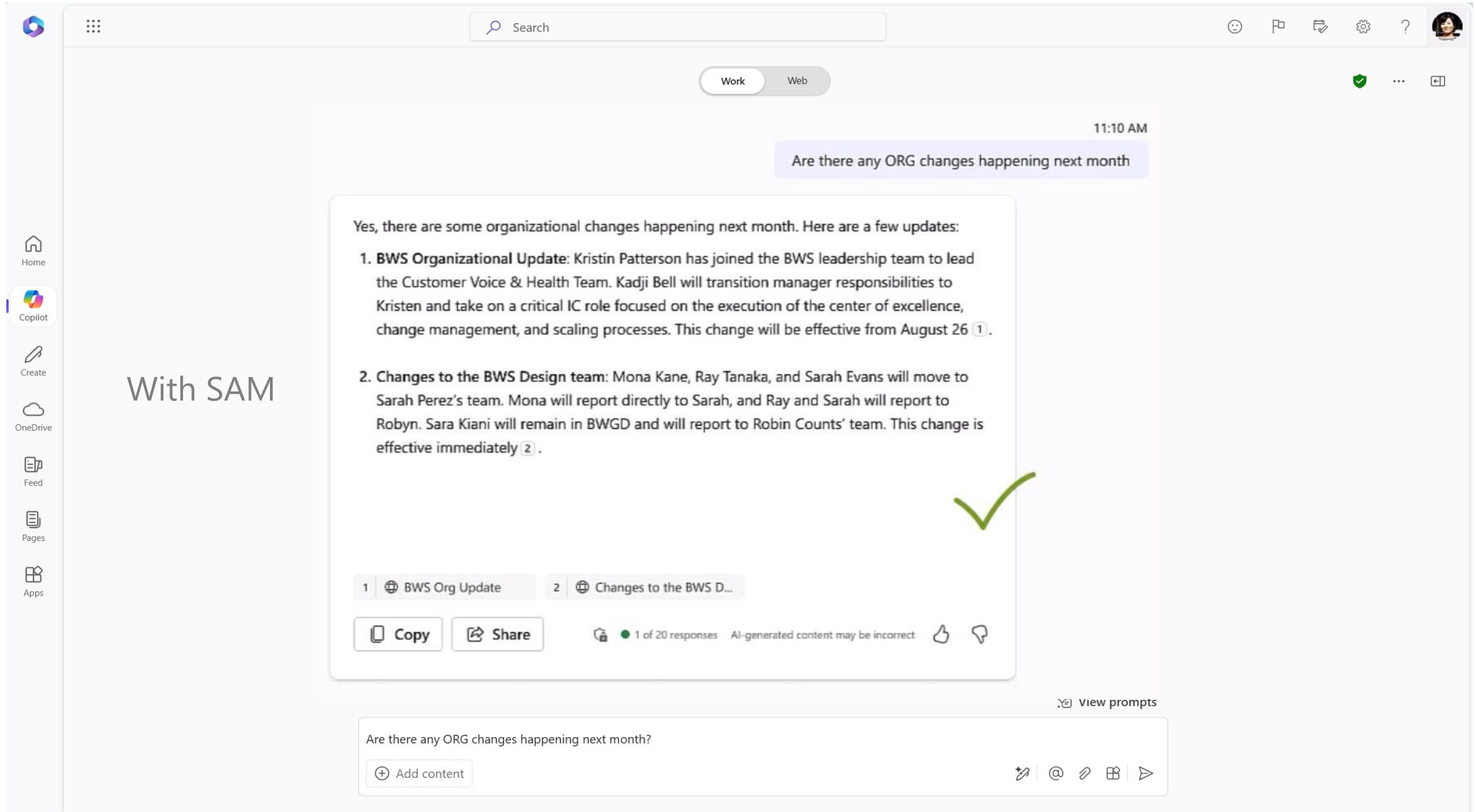
```
>Set-SPOSite -Identity <site-url> -RestrictContentOrgWideSearch $true
```

Public preview

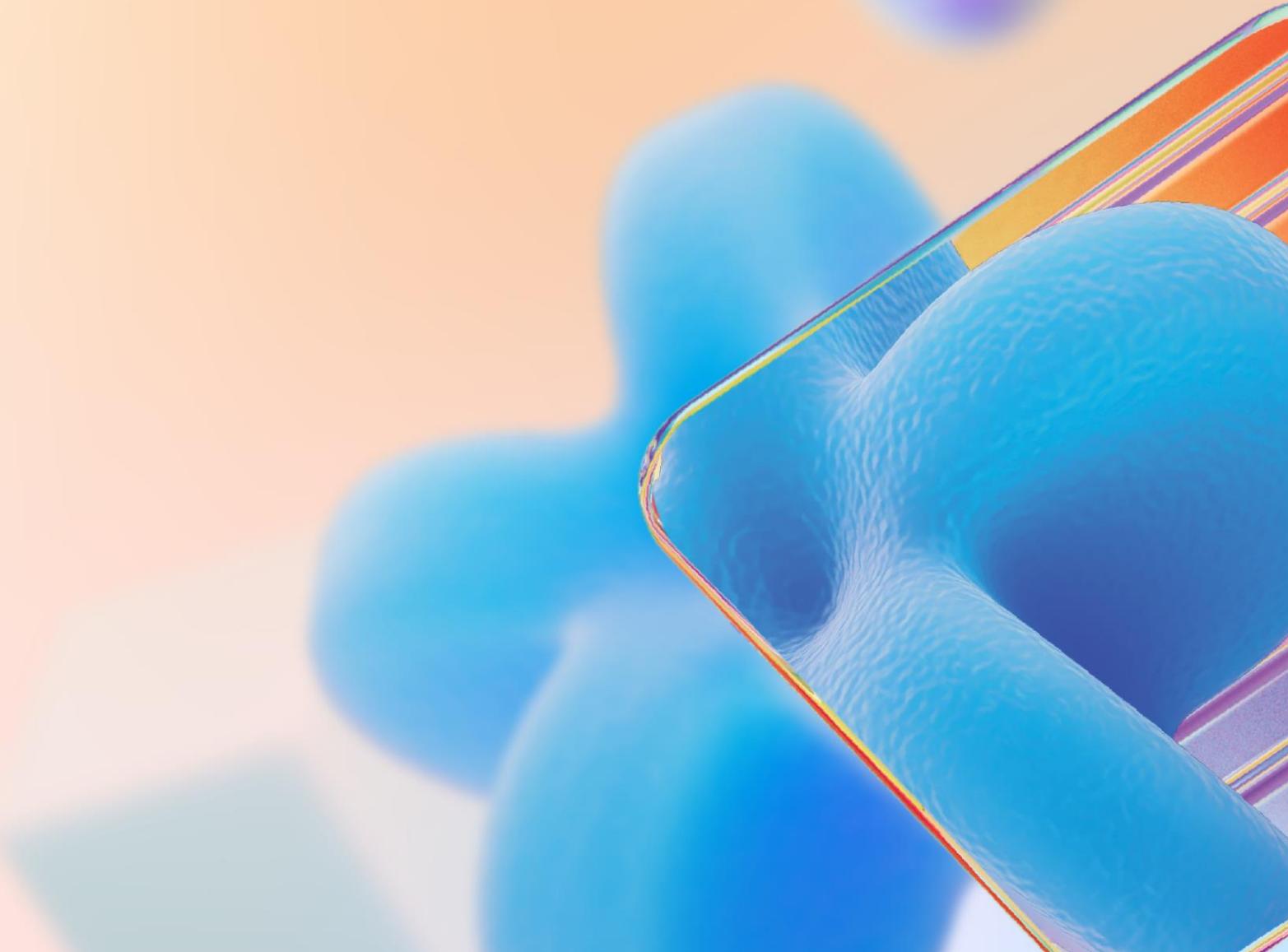
**Standard indexing delays apply, especially with site with large number of files – Copilot license is needed

```
PS C:\WINDOWS\system32> Set-SPOSite -Identity https://contosoenergyusa40.sharepoint.com/sites/ContosoFin -RestrictContentOrgWideSearch $true
```





Q & A



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Thanks and Enjoy
CollabDays Oslo!

