



# MANAGING AND AUDITING EXTERNAL ACCESS IN MS TEAMS

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# About Me

- Director of Microsoft Sales & Client Solutions at Appficiency
- 4 time organiser of SharePoint Saturday London
- Contact Me
  - [www.baddaz.com](http://www.baddaz.com)
  - @baddaz
  - [www.Linkedin.com/my/baddaz](http://www.Linkedin.com/my/baddaz)





# About You



# Agenda

- Introduction
- Benefits & Risks
- External Access Options
- Managing External Access
- Auditing External Access
- Additional Auditing
- Summary
- Q&A

# Benefits & Risks

# Why do we need External Access

To work with  
customers,  
suppliers, partners  
and contractors

Projects, product  
launches, user  
feedback

Share an individual  
file on bulk

Extend  
collaboration  
beyond one file

Stop shadow IT  
collaboration

# The Benefits



Removes the need for  
emailing files



You know where the  
data is stored



Ensures everyone is  
working on the same  
version



You can apply policies  
to secure and dispose of  
data



# The Risks



Easy to lose track of  
where data is shared



Do users know that  
repositories are  
externally accessible



You need a robust  
lifecycle for your data



You don't control the  
lifecycle of external  
users

# External Access Options

# The Options

	Guest Users	Sharing Links	Shared Channels
What does it do			
Good for			
Restrictions			
Examples			

# The Options

	Guest Users	Sharing Links	Shared Channels
<b>What does it do</b>	Share a whole Team	Share Individual file or folder	Share a Channel from a Team
<b>Good for</b>			
<b>Restrictions</b>			
<b>Examples</b>			

# The Options

	Guest Users	Sharing Links	Shared Channels
<b>What does it do</b>	Share a whole Team	Share Individual file or folder	Share a Channel from a Team
<b>Good for</b>	Non-Microsoft 365 Users	Collaboration not required	Easy access from own tenant
<b>Restrictions</b>			
<b>Examples</b>			

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<b>Restrictions</b>	Tenant switching required	Hard to report on what is shared	Can be unreliable
<b>Examples</b>			



# The Options

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<b>Restrictions</b>	Tenant switching required	Hard to report on what is shared	Can be unreliable
<b>Examples</b>	Individual Contractors	Press releases, Price Lists	Working with a partner

# Guest Users


- Add the Guest by typing their email address

## Add members to U.S. Sales

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organisation as guests by typing their email addresses. People outside your org will get an email letting them know they've been added.

[Learn about adding guests](#)

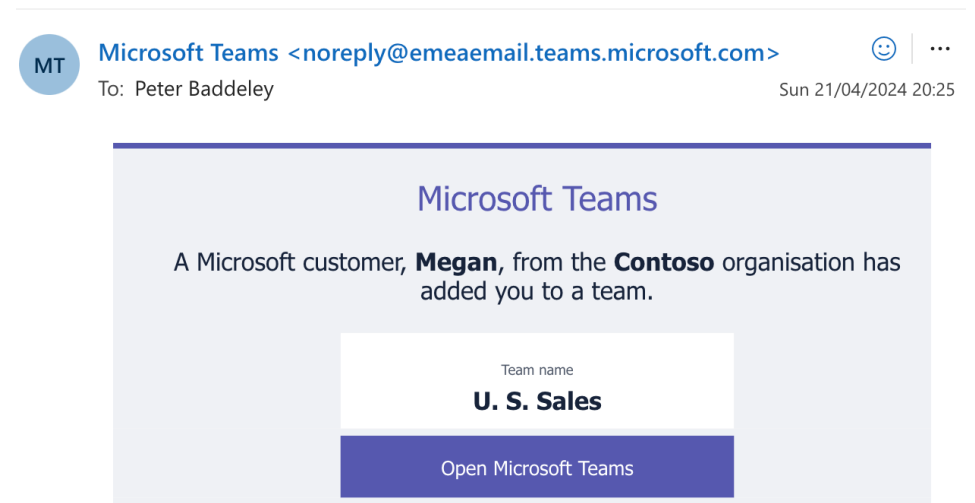
Type a name or email

 **Baddaz**  
peter@baddazdemo.com

Guest X

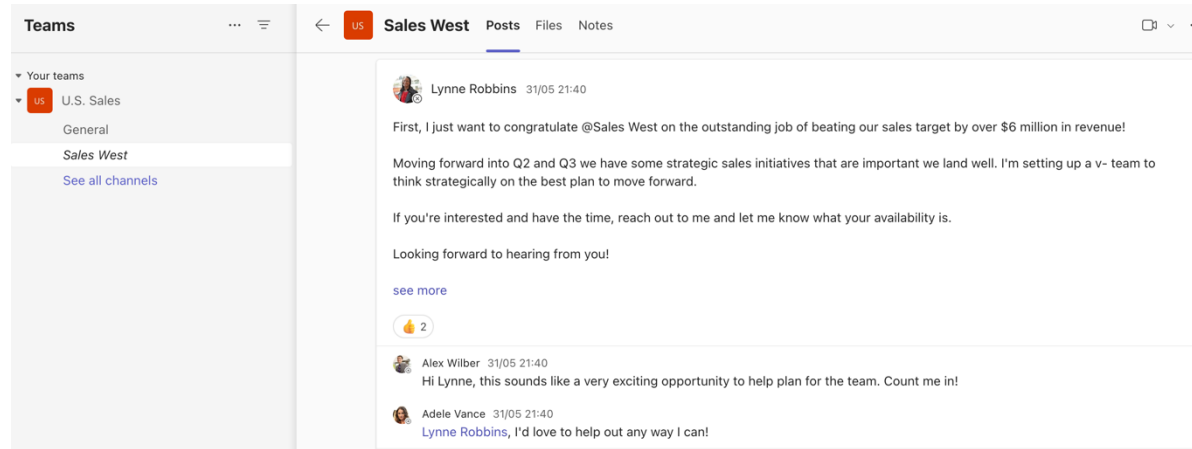
- User will receive an invitation which they must accept

- MFA can be enforced



# Guest Users


- User has access to the team as a member



- You must switch tenants to use it

**Baddaz Demo**

Sign out



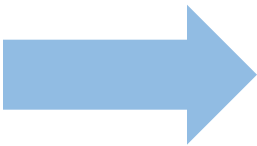
**Peter Baddeley**  
peter@baddazdemo.com  
[View account](#)

✓ Available >

⊕ Set work location >


🗣 Set status message >

☒ Contoso



**Contoso**

Sign out



**Peter Baddeley (Guest)**  
peter@baddazdemo.com  
[View account](#)

✓ Available >

⊕ Set work location >

🗣 Set status message >

☐ Baddaz Demo

# Sharing Links

- Settings to manage the type of Link

←


**Link settings**

MARK8-ElevatorPitch.pptx

ⓘ


×

**Share the link with**




Anyone ⓘ

☒




People in Contoso ⓘ

☐



People with existing access ⓘ


☐



**People you choose**

Share with specific people you choose inside or outside of Contoso, using their name, group, or email.

☒

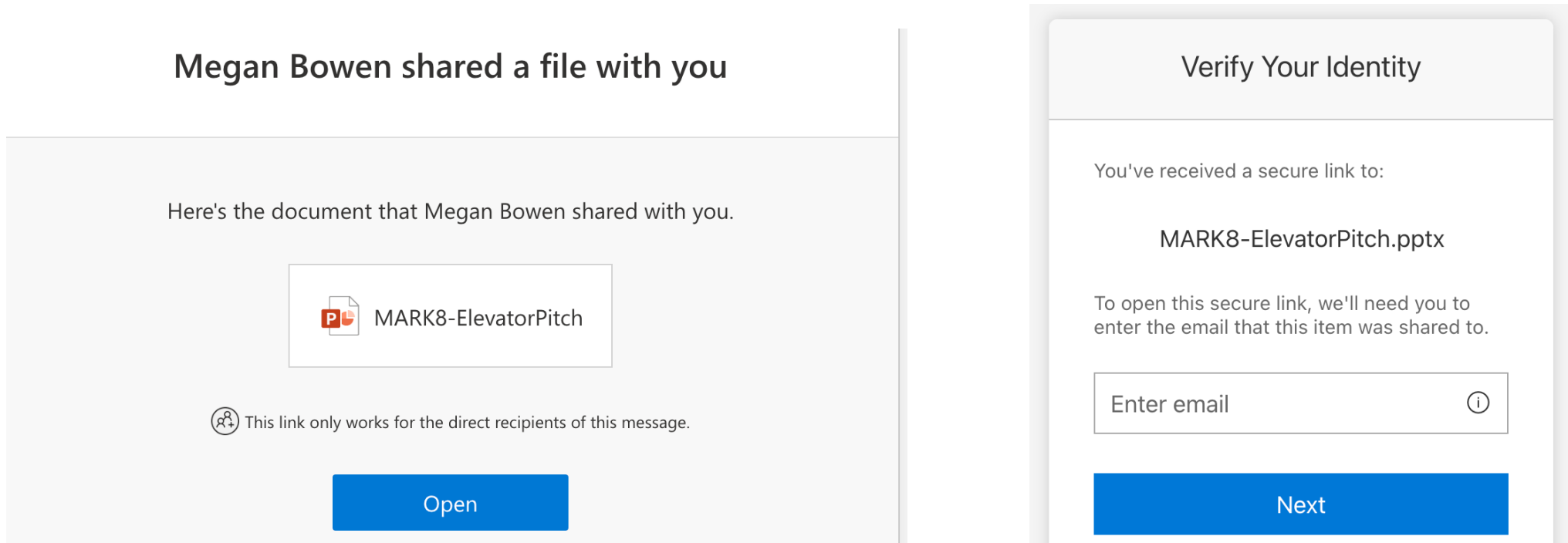


Can edit

⌵

# Sharing Links

- User receives an email with a link to the file



- They will need to enter their email and receive a code

# Shared Channels

- Share the Channel with an external user

**Share the Project Launch channel**

Type the name of someone in your org you want to add to this channel. You can also add people outside your org by typing their email addresses.

peter@baddaz.com

PB Peter Baddeley (External)  
peter@baddaz.com

▼ Your teams

▼ M8 Mark 8 Project Team @Contoso **New**

Project Launch (External)

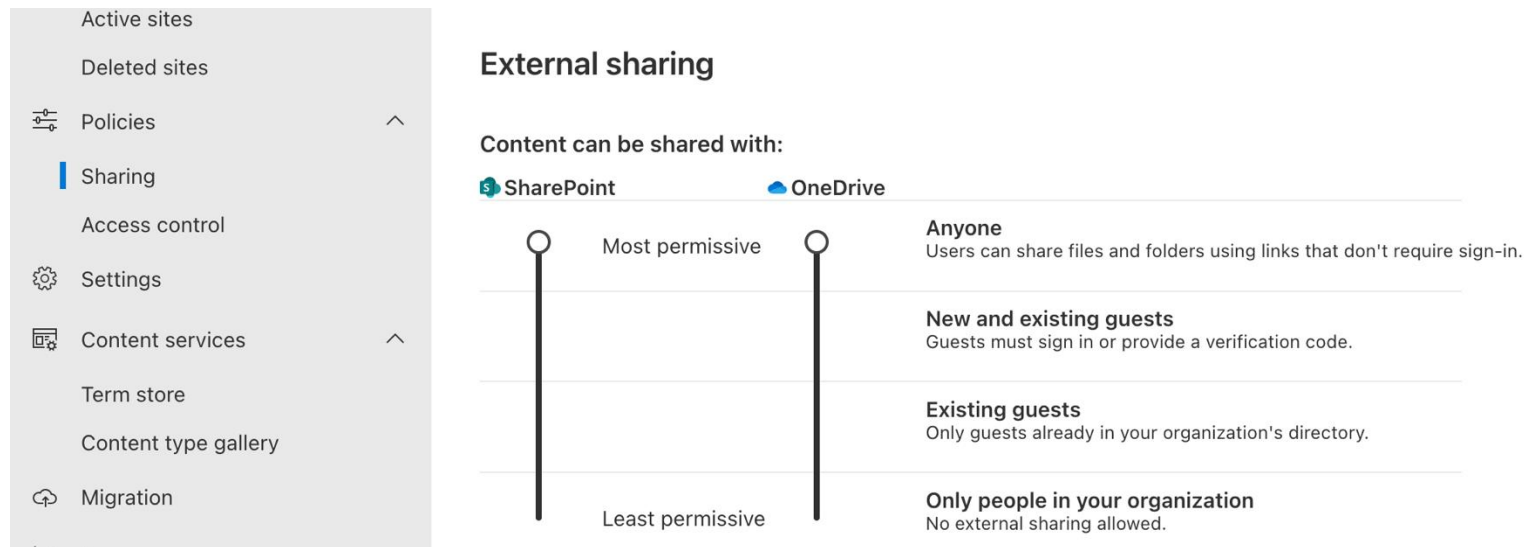
- User can access the Channel from their tenant
- MFA can be enforced
- The Channel must be created as a Shared Channel



# Managing External Access

# Manage Sharing Settings

- Settings managed in SharePoint Admin Center
- Control the Level of Sharing at Tenant Level



- These are the most permissive tenant wide settings

# Team Level Sharing Setting

- Set individual settings per Site/Team (never higher than tenant)

## Active sites

Use this page to sort and filter sites and change site settings.  
[Learn more about managing sites](#)

[+](#) Create [✎](#) Edit [👤](#) Membership [🏠](#) Hub [⌵](#) [👥](#) Sharing

Site name <a href="#">↑</a> <a href="#">⌵</a>	URL <a href="#">⌵</a>
All Company	.../sites/allcompany
Benefits	.../sites/benefits
Communications	.../sites/Communications
CON030 Contoso Bank	.../sites/PRJ-CON030
Contoso Brand	.../sites/ContosoBrand
Contoso marketing	.../sites/Contosomarketing
Contoso News	.../sites/ContosoNews



## Sharing

The sharing settings available for this site depend on your organization-level settings.

[Learn more about the external sharing settings](#)

### 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.

# Manage Sharing Settings

- Further sharing link settings

## More external sharing settings ▾

☒ Limit external sharing by domain

Add domains

☐ 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

☐ Guest access to a site or OneDrive will expire automatically after this many days 60

☐ People who use a verification code must reauthenticate after this many days [Learn more](#) ⓘ 30

- Restrict sharing by domain
- Default sharing behavior
- Manage what guests can do with the link

## File and folder links

Choose the type of link that's selected by default when users share

☐ 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

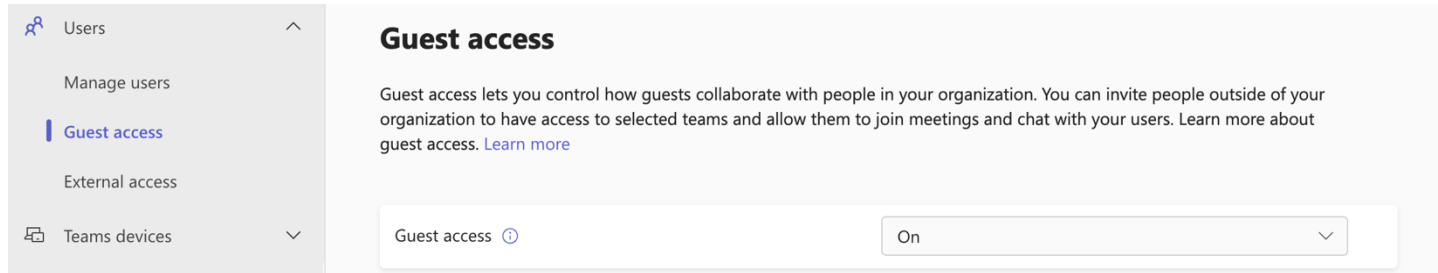
These links can give these permissions:

Files: View and edit ▾

Folders: View, edit, and upload ▾

# Enable Guest Access

- Whether Guest Access is enabled for Teams (Teams admin Center)



- PowerShell to manage Guest Access per Group/Team

```
PowerShell Copy

Connect-MgGraph

$GroupName = "<GroupName>"
$templateId = (Get-MgBetaDirectorySettingTemplate | ? {$_ .displayname -eq "group.unified.guest"}).Id
$groupId = (Get-MgBetaGroup -Filter "DisplayName eq '$GroupName'").Id

$params = @{
    templateId = "$templateId"
    values = @(
        @{
            name = "AllowToAddGuests"
            value = "false"
        }
    )
}

New-MgBetaGroupSetting -GroupId $groupId -BodyParameter $params
```

# Sensitivity Labels

- Microsoft's preferred method
- Enable Sensitivity Labels for Groups and Teams

```
PowerShell Copy  
  
Execute-AzureAdLabelSync
```

- Labels can control Sharing and Guest Access

☒ **Control external sharing from labeled SharePoint sites**

When this label is applied to a SharePoint site, these settings will replace existing external sharing settings configured for the 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 guests in your organization's directory.

☐ Only people in your organization

No external sharing allowed.



# Sensitivity Labels

- Define a Sensitivity Label at Team creation

## Create a team

You're creating a team from scratch. [More create team options](#)

Team name \*

Give your team a name

Description

Let people know what this team is all about



Private

Confidential

## What kind of team will this be?

Sensitivity label

Confidential



### Public

Business data that is specifically prepared and approved for public consumption.

### Internal

Default Internal Classification

### Confidential

Sensitive business data that could cause damage to the business if shared with unauthorized people. Examples include contracts, security reports, forecast summaries, and sales account data.

# Manage B2B Settings

- Manage users from which tenants can be added to Shared Channels
- Manage tenants your users can be granted access to

Organizational settings

Default settings

Microsoft cloud settings

+ Add organization   Refresh   Columns

Use cross-tenant access settings to manage collaboration with external Microsoft Entra tenants. For non-Microsoft Entra tenants, use colla

Organizational settings are cross-tenant access settings you've configured for specific Microsoft Entra tenants. Any Microsoft Entra tenants: [Learn more](#)

Search by domain name or tenant ID

2 organizations found

Name	Inbound access	Outbound access
Comms vNext	Inherited from default	Inherited from default
Contoso	Inherited from default	Inherited from default

B2B collaboration

B2B direct connect

from other organizations to connect with you. [Learn more](#)

Default settings

Customize settings

External users and groups

Applications

Access status

Allow access

Block access

Applies to

All Baddaz Limited users and groups

Select Baddaz Limited users and groups

# Auditing External Access

# Audit Log

- Entra ID Users Audit Logs

Users | Audit logs

MSFT

Search

×

«

All users

Audit logs

Sign-in logs

Diagnose and solve problems

Deleted users

Password reset

User settings

Bulk operation results

New support request

Download

Refresh

Columns

Got feedback?

Date : Last 1 month

Show dates as : Local

Service : All

Category : UserManagement

Activity : Invite external user

Add filters

Date	↑↓	Service	Category	↑↓	Activity	↑↓	Status	Status reason	Target(s)	Initiated by (actor)
13/10/2024, 21:48:05		Invited Users	UserManagement		Invite external user		Success		John Locke	MeganB@qspj.onmic...
24/09/2024, 12:33:26		Invited Users	UserManagement		Invite external user		Success		peter	PattiF@qspj.onmicros...
22/09/2024, 21:38:48		Invited Users	UserManagement		Invite external user		Success		pbaddeley	pattif@qspj.onmicros...
21/09/2024, 15:12:06		Invited Users	UserManagement		Invite external user		Success		Peter Baddeley	MeganB@qspj.onmic...

# Audit Log

- Microsoft 365 Audit Log in Purview to audit external access events

## Audit

[New Search](#)

[Audit retention policies](#)

Searches completed  
**0**

Active searches  
**2**

Active unfiltered searches  
**0**

Date and time range (UTC) \*

Start

End

Keyword Search

Admin Units

Search

Clear all

Activities - friendly names

☒ sharing

☐ Created a company shareable link

☐ Created an anonymous link

☐ Created secure link

☐ Deleted secure link

☐ Created sharing invitation

☐ Denied access request

# Data Access Governance

- Sharing Link Reports in SharePoint Admin Center
- Note that reports are scheduled and have limits
  - It does not include OneDrive
  - Download limited to 10,000 Sites

## Sharing links

Use these reports to review SharePoint sites where users created the most sharing links for files and folders in the last 30 days. To get the latest data for a report, you must run it, which can take a few hours.

[Learn more about these reports](#)

▶ Run all

↻ Refresh status

<input type="checkbox"/>	Report name	Status	Description
<input type="checkbox"/>	"Anyone" links	<div><div>i</div>Not started</div>	Sites where the most links were created that dont require sign-in.
<input type="checkbox"/>	"People in your organization" links	<div><div>i</div>Not started</div>	Sites where the most links were created that can be forwarded internally.
<input type="checkbox"/>	"Specific people" links shared externally	<div><div>✓</div>Updated 4 minutes ago</div>	Sites where the most links were created for guests.



# Data Access Governance

Name of report	Description
<b>"Anyone" links</b>	This report provides a list of sites in which the highest number of "Anyone" links were created. "Anyone" links allow anyone to access files and folders without signing in.
<b>"People in the organization" links</b>	This report provides a list of sites in which the highest number of "People in the organization" links were created. These links can be forwarded internally and allow anyone in the organization to access files and folders.
<b>"Specific people" links shared externally</b>	This report provides a list of sites in which the highest number of "Specific people" links were created for people outside the organization.

Additional Auditng

# Access Reviews

- Ask Owners to confirm Guest Users on a schedule
- Read only without Microsoft Entra ID Governance

The screenshot displays the 'New access review' page in the Microsoft Entra ID console. On the left is a navigation pane with categories: Identity, Protection, and Identity governance. Under Identity governance, 'Access reviews' is selected. The main content area is titled 'New access review' and includes a warning banner about license requirements. Below the banner are tabs for 'Review type', 'Reviews', 'Settings', and 'Review + Create'. The 'Review type' tab is active, showing instructions to schedule an access review. It contains three sections: 'Select what to review' with a dropdown set to 'Teams + Groups'; 'Review scope' with radio buttons for 'All Microsoft 365 groups with guest users' (selected) and 'Select Teams + groups'; and 'Group' with a link to '+ Select group(s) to exclude'. At the bottom, the 'Scope' section has radio buttons for 'Guest users only' (selected) and 'All users'.

**Identity**

- Overview
- Users
- Groups
- Devices
- Applications
- Protection
- Identity governance
  - Entitlement management
  - Access reviews**
  - Privileged Identity Management
  - Lifecycle workflows

**Entitlement management**

- Access packages
- Catalogs
- Connected organizations
- Reports
- Settings

**Lifecycle workflows**

- Lifecycle workflows

**Access reviews**

- Overview
- Access reviews**
- Programs
- Settings
- Review History

**Privileged Identity Management**

Type

Filter by access review type

Search by name or owner

Name

Review guest access across Microsoft 365 groups

## New access review

License requirements for this feature have changed. After October 30, 2023, access to capabilities formerly in pr

**Review type** \* Reviews Settings \* Review + Create

Schedule an access review to ensure the right people have the right access to access packages, groups, apps

[Learn more](#)

Select what to review \* Teams + Groups

Review scope \*  
☒ All Microsoft 365 groups with guest users ⓘ  
☐ Select Teams + groups

Group  
[+ Select group\(s\) to exclude](#)

Scope \*  
☒ Guest users only  
☐ All users ⓘ

# SharePoint Advanced Management

## What's included

Feature ↑	Purpose
Block download policy for SharePoint and OneDrive	Prevent download for both external and internal users
Change history	Find who made particular site or organization setting changes and when
Conditional access policies for SharePoint and OneDrive	Control whether users can access sensitive sites based on conditions like location or operating system
Data access governance reports	Discover potential oversharing and keep track of sites that have sensitive files
Default sensitivity labels for document libraries	Help make sure sensitive project files are appropriately labeled
OneDrive access restriction	Allow only particular groups of users to use OneDrive
Recent actions	Review recent site changes you made
Site lifecycle management	Automate tasks across the life cycle of your sites
Site-level access restriction	Allow admins to restrict access to specific SharePoint sites and their content

# SharePoint Advanced Management

Feature	Value for External Access
Block download policy	Block external users from downloading files.
Change History	Organization settings report on Sharing Settings
Conditional access policies	Terms of use and conditions on user access.
Data access governance reports	Remove the limits for larger environments
Site lifecycle management	Close off Sites, with external access, that are no longer active.

# Summary

# Managing vs Auditing

## Managing

- Where will external access be possible?
- Will you dispose of or lock down unused Teams?
- Will you review external access on a regular basis?
- Will you enforce additional external access controls?

## Auditing

- How to confirm external access is correctly applied?
- How will you identify Teams that are a higher risk?
- How to identify high risk sharing and guests?
- How to ensure the controls are being correctly applied?

# Summary

- Disconnected across multiple admin centers.
- It is not very Teams centric.
- It can be frustrating that you have to pay for better management and auditing.
- Find the right balance between managing and auditing?



# Questions

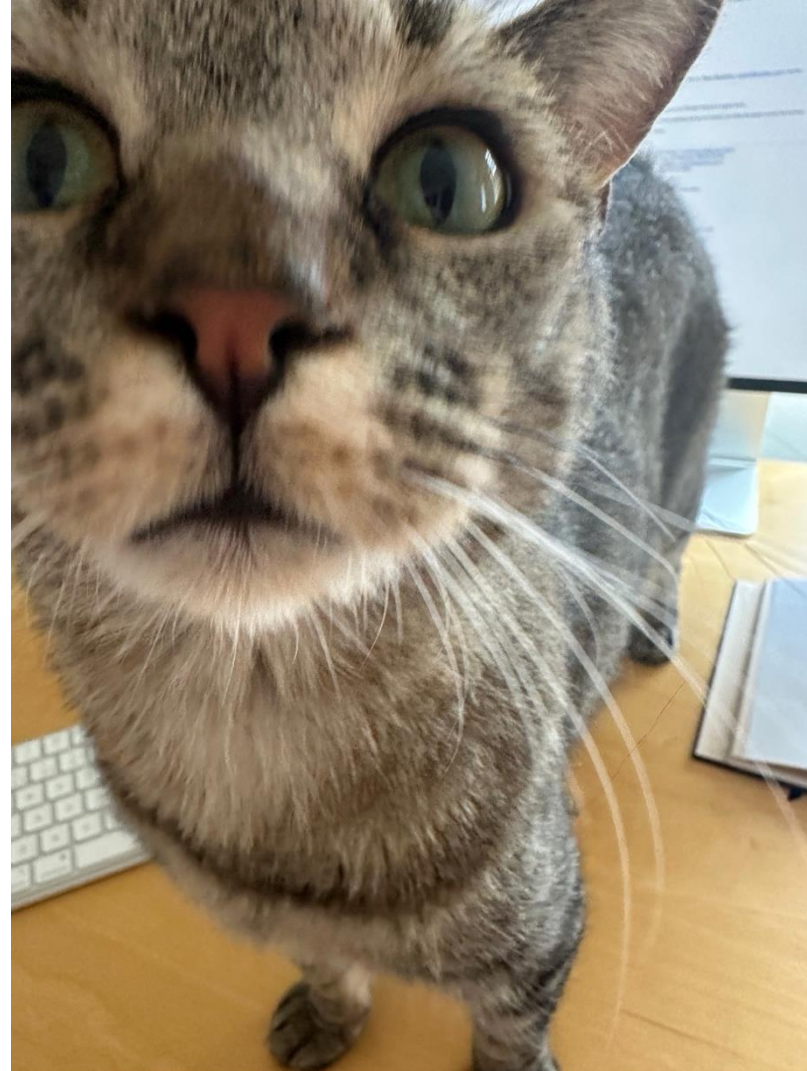


# Resources

- <https://learn.microsoft.com/en-us/microsoft-365/solutions/collaborate-with-people-outside-your-organization?view=o365-worldwide>
- <https://learn.microsoft.com/en-US/SharePoint/data-access-governance-reports>
- <https://learn.microsoft.com/en-us/microsoft-365/solutions/collaborate-teams-direct-connect>
- <https://learn.microsoft.com/en-gb/purview/sensitivity-labels-teams-groups-sites#enable-this-preview-and-synchronize-labels>
- <https://learn.microsoft.com/en-us/entra/id-governance/access-reviews-overview>
- <https://learn.microsoft.com/en-us/microsoft-365/solutions/per-group-guest-access?view=o365-worldwide>
- <https://learn.microsoft.com/en-us/sharepoint/advanced-management>
- <https://learn.microsoft.com/en-us/entra/id-governance/access-reviews-external-users>
- <https://techcommunity.microsoft.com/t5/microsoft-365-copilot/governing-data-for-genai-with-sharepoint-advanced-management/ba-p/4249193>

# Get in Contact

- [ask@baddaz.com](mailto:ask@baddaz.com)
- [@Baddaz](#)
- [baddaz.com](http://baddaz.com)
- [linkedin.com/in/baddaz](https://www.linkedin.com/in/baddaz)



# Raffle

Collabdays Oslo Raffle Registration

