

Secure Collaboration in Microsoft Teams

Module 0: Setup

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# Setup

## Lab Prerequisites

Office 365 E3 gives you access to the latest installation of Office products and integrated collaboration services including PowerApps and Flow. The trial is good for one month, which should give you enough time to complete the course. You are welcome to sign-up for another trial if your current one expires, just make sure to download your data and apps locally.

**IMPORTANT:** Do not proceed ahead, before going through the Lab pre-requisite steps

## Tenant Setup

Perform the following to create a trial Office 365 E3 tenant

1. Sign up for an Office 365 E3 trial on the Office 365 web site: <https://signup.microsoft.com/Signup?OfferId=B07A1127-DE83-4a6d-9F85-2C104BDAE8B4&dl=ENTERPRISEPACK&ali=1>
2. Enter all the required information and click Next.
   1. Use you MS Email Address
   2. Click <create a new account> don’t use existing
   3. Use a company/tenant name that is related to the workshop, ex: TeamsWS
3. Enter a user name, a company name, your password (simple!!), and click Create my account.
4. Proceed with verification and click Next. (I use my mobile number)
5. When you complete the signup process, you will be given a new sign in name that looks like yourusername@yourcompany.onmicrosoft.com. This will be the sign in name you will use for Office 365 and the Power Platform.
6. Click You're ready to go or go to <http://portal.office.com>.
7. Use your username@yourcompany.onmicrosoft.com and your password to sign in.
8. That's it - you're now signed in.

## Turn on Guests for Teams

1. Admin Center Home 🡪 Settings 🡪 Org Settings 🡪 Microsoft Teams
2. Check the **Allow guest access in Teams** checkbox
3. Click **Save**
4. Note after doing so: *Guest access changes were saved. Please allow a couple of hours for this change to take effect.* So do this at least a week before the workshop.

## Power Platform Trial Licensing

We need to add some Power Platform licenses to move forward. We can add the relevant plan as a trial for this tenant.

1. Admin Center Home 🡪 Billing 🡪 Purchase Services
2. Search for the term ‘Power’
3. Power Apps per User Plan 🡪 Details 🡪 Get Free Trial
4. Continue through the wizard and complete

You will have 25 licenses to use.

## M365 E5 Trial Licensing

We need to add some M365 E5 licenses to move forward. We can add the relevant plan as a trial for this tenant.

1. Admin Center Home 🡪 Billing 🡪 Purchase Services
2. Search for the term ‘E5’
3. Microsoft 365 E5 🡪 Details 🡪 Get Free Trial
4. Continue through the wizard and complete
   1. Note if you are asked to use your number to verify that you use the same mobile number you added when creating the Tenant.

You will have 25 licenses to use.

## Import Users, Admin Role & Licenses

1. Take the Import\_Users...xlsx file and modify it to contain the tenant name (on the config tab)
2. Save a copy of this as a CSV file (make sure to use the list of names sheet)
3. Admin Center Home 🡪 Users 🡪 Active Users 🡪 Add Multiple Users
4. Select this file to import, **<Next>**
5. Give all users a M365 E5 and a Power Apps per user plan license, **<Next>**
6. Uncheck the *Email the results…* checkbox
7. Click **<Close without sending>** button
8. Change your user to have the above licenses (M365 E5 and PP)
9. Select all users, except yourself, and reset the password to have them all the same (something easy like !P@$$w0rd!), uncheck the *Require this user to change their password when they first sign in* checkbox
10. Execute the *SetupAllUsersAsGA.ps1* PowerShell script to give your users the Global Administrator role
    1. Modify the script to contain the correct tenant name and number of users you wish to assign the role to. Note the max is 24 when using a trial tenant (as 1 is already spoken for as your admin account).
11. Create an excel file to hold attendee information and relevant credentials (see **Attendee Creds.xlsx** file as an example) to distribute to the attendees at the beginning of the workshop.

## Individual Site Collection Prep

### Site Collection Creation

Create one (one) site collection for each of the numbered users. You should have 24 numbered users, after your account. Create a Team site and use the user’s number in the creation. Ex: User3 should have a Modern Team site created for them called Teams Provisioning 3, and it’s URL as https://{tenant}.sharepoint.com/sites/teamsprovisioning3. Do this for each of the 24 named/numbered users. You can create less if your workshop has less than 24.

1. Go to <https://teamsws4.sharepoint.com/_layouts/15/sharepoint.aspx>
2. Click **Create Site**
3. Select **Team Site**
4. Give the site a name
   1. For Ex: For User2’s site name it: Teams Provisioning 2
   2. The form should remove the spaces for the addressed accordingly
5. Select **<Next>**
6. Add the user in question (Ex: [User2@{tenant}.onmicrosoft.com](mailto:User2@%7btenant%7d.onmicrosoft.com)) as an **additional owner**
7. Select <Finish>
8. Repeat steps 1 – 7 for each user# in the tenant
9. Repeat steps 1 – 7 for your admin user as well

### SharePoint TeamsRequests List Creation

Each of these newly created sites will need to have a list to hold their requests. The PowerShell scripts from Module 02 can be used to set up each of the newly created sites with the proper list.

1. Copy the folders *Create Site Columns in PowerShell* and *DLL* in **02-SharePoint TeamRequests List** to a local location on your machine
2. Navigate into **Create Site Columns in PowerShell**
3. In your editor of choice (I use VS Code) open up the following files:
   1. **Elements.xml**
   2. **CreateSiteColumns.ps1**
   3. **CreateContentType.ps1**
   4. **CreateList.ps1**
4. Modify the **attributes** of the *<SPOnlineDetails>* node in the **Elements.xml** in the following manner
   1. **Url**: The site collection that you wish to add the SharePoint list to hold your requests to
   2. **UserName**: The administartor’s (your) account email (remove the squiggly braces)
   3. **Password**: The administrator’s (your) account password (remove the squiggly braces)
5. Execute the following scripts for each URL that you created earlier
   1. Execute *CreateSiteColumns.ps1*
   2. Execute *CreateContentType.ps1*
   3. Execute *CreateList.ps1*
6. Change the URL attribute to the next URL, and execute step 5, for all sites created

### SharePoint Site Design Installation

We use a SharePoint Site Design that turns off external sharing. Installing this and updating the flow documentation is required for the lab to fully complete.

1. Open up in VS Code the **CreateSiteDesignDisableSharingCapability.ps1** file in the **03-Power Automate and Microsoft Graph** folder
2. Change the $orgName variable’s value to your tenant name
3. Execute the script
4. Copy the Site Design Id
5. Open up the Flow Items.txt file
6. In step **30b.19 Determine if Guests Allowed - No – Body** change the following:
   1. siteDesignId: replace the GUID with what you copied from step 4
   2. webUrl: modify this to contain the correct FQDN for your current tenant

## Change Workshop Lab Documentation to Correct Tenant Name

Perform the following to the stated documentation

1. Open **02-SharePoint TeamRequests List.docx**
2. Search for the word *TeamsWS*
3. Change all found occurrences to the correct tenant name
4. Close **02-SharePoint TeamRequests List.docx**
5. Open **03-Power Automate and Microsoft Graph.docx**
6. Search for the word *TeamsWS*
7. Change all found occurrences to the correct tenant name
8. Close **03-Power Automate and Microsoft Graph.docx**
9. Open **04-Power Apps.docx**
10. Search for the word *TeamsWS*
11. Change all found occurrences to the correct tenant name
12. Close **04-Power Apps.docx**

## Team Creation to Hold Workshop Assets

Create a Team to hold the assets for the workshop

1. Create an org-wide Team in the tenant called “Teams Workshop”
2. Create 4 additional channels
   1. 01-AAD App Registration
   2. 02-SharePoint TeamRequests List
   3. 03-Power Automate and Microsoft Graph
   4. 04-Power Apps
3. Copy the files from the matching folders into the same named channels
4. Copy your PPTX to the General channel
5. Delete the initial Org-wide team that was created on initial tenant spin-up

## Disable Security Defaults in Azure Active Directory

This recently started to happen, where the system requires each user to set up MFA for their personas. Do the following to turn this off for this workshop.

1. Navigate to <https://portal.azure.com>
2. Navigate to **Azure Active Directory**
3. Select **Properties**
4. Select **Manage Security Defaults** near the bottom of the page
5. Toggle the slider to **disable** the security defaults
6. Select **Other** and provide a reason (“Test tenant”)
7. Select **Save**

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