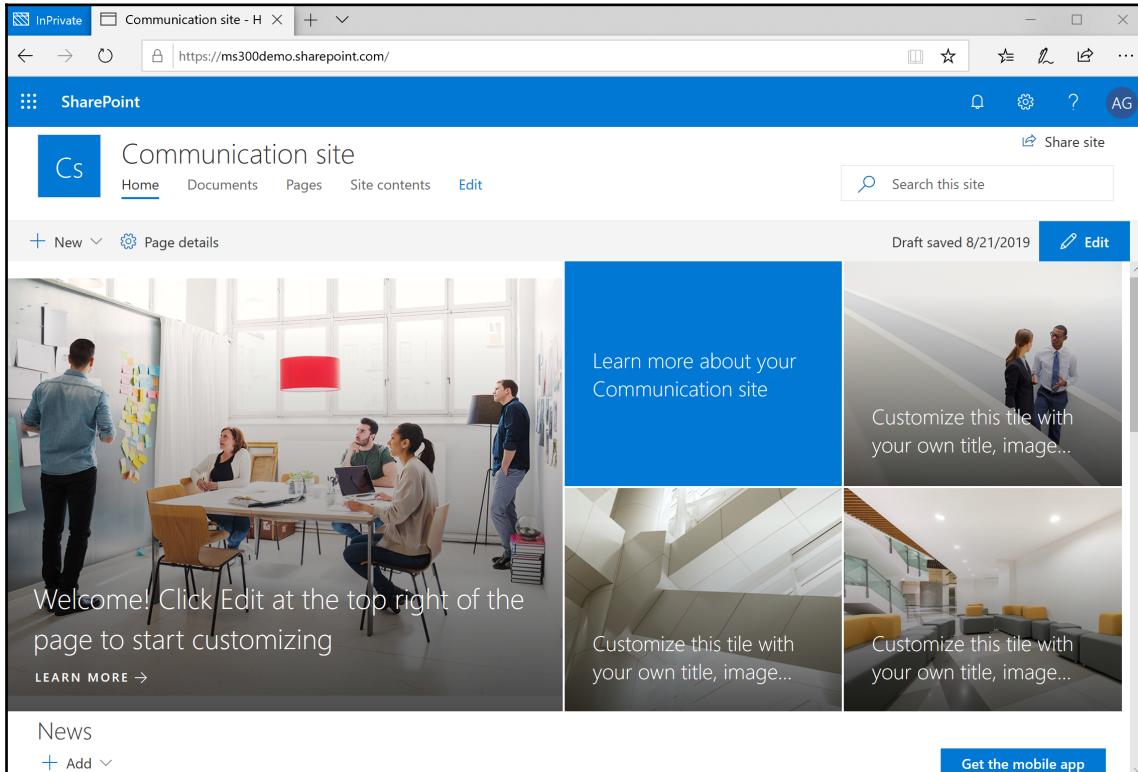


Chapter 1: What is SharePoint Online?



InPrivate Communication site - H https://ms300demo.sharepoint.com/?Mode=Edit

SharePoint

Communication site

Home Documents Pages ... Edit Share site Search this site

Save as draft Discard changes Page details Republish

Title of News article
Preview that shows the first few lines of the article.
Author name A few seconds ago

Title of News article
Preview that shows the first few lines of the article.
Author name A few seconds ago

Events

Select an event source, and then you can select a category and date range if you want to filter your events.

Source: Events list on this site

Events list: Events

Category: All

Date range: All upcoming events

Layout: Filmstrip (selected)

Note: Compact layout is always used in 1/3 column.

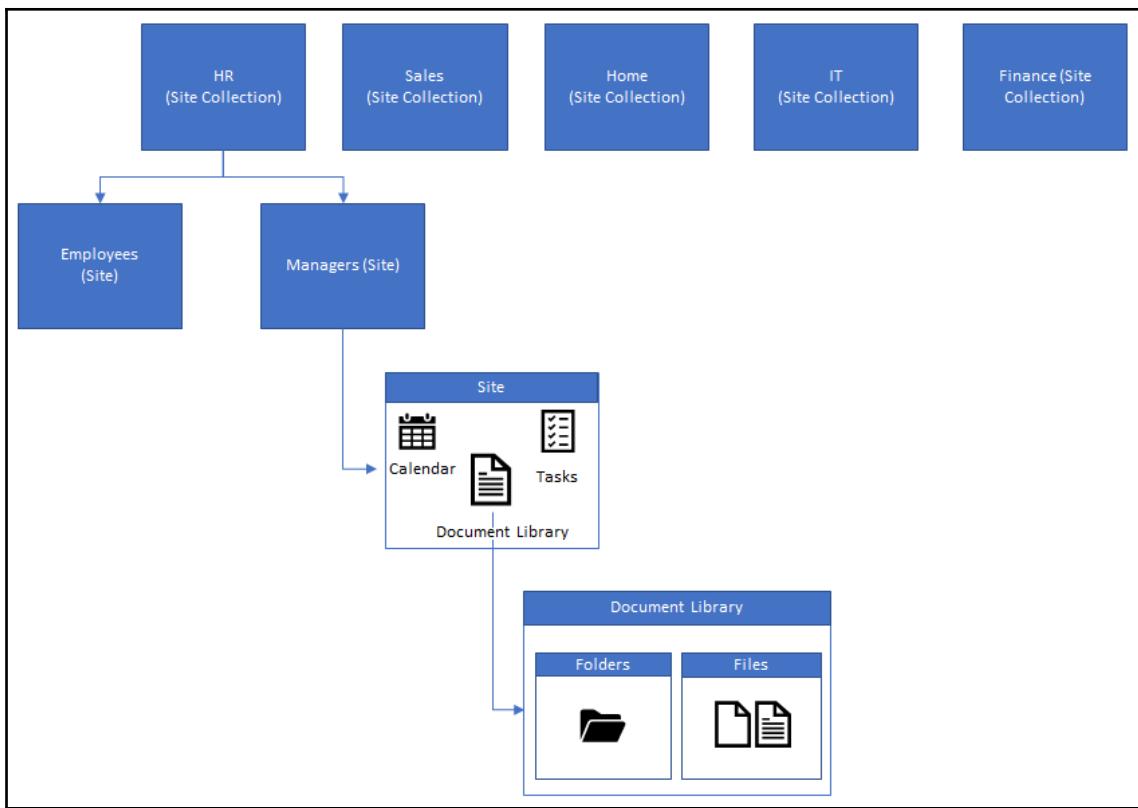
Show this many items at a time: 20

Events

+ Add event

Filmstrip Month

The screenshot shows a SharePoint Communication site in edit mode. The main content area displays two news articles with titles, previews, and author information. Below this is an 'Events' section with a 'Filmstrip' layout, showing a single event item. On the right, a modal dialog is open for configuring event settings, specifically for selecting an event source and layout options. The 'Filmstrip' layout is selected and highlighted. The URL in the browser is https://ms300demo.sharepoint.com/?Mode=Edit.



The screenshot shows the Azure Active Directory admin center interface. The left sidebar includes links for Dashboard, All services, Favorites (Azure Active Directory, Users, Enterprise applications), Activity (Access reviews, Audit logs), and Troubleshooting + Support (Troubleshoot, New support request). The main content area is titled "Groups - General" under "Dashboard > Groups - General". It features a "Save" and "Discard" button at the top right. The page is divided into sections: "Self Service Group Management", "Security Groups", "Office 365 Groups", and "Directory-wide Groups". Each section contains configuration options with "Yes" and "No" buttons, and "All", "Selected", or "None" buttons for group selection. The "Self Service Group Management" section includes settings for managing group membership requests and restricting access to Groups in the Access Panel. The "Security Groups" section includes settings for creating security groups and assigning members as group owners. The "Office 365 Groups" section includes settings for creating Office 365 groups and assigning members as group owners. The "Directory-wide Groups" section includes a setting for enabling an "All Users" group in the directory.

InPrivate Groups - General - Azur X https://aad.portal.azure.com/#blade/Microsoft_AAD_IAM/GroupsManagementMenuBlade/General admin@ms300demo... DEMO

Azure Active Directory admin center

Dashboard > Groups - General

Groups - General

Demo - Azure Active Directory

All groups

Deleted groups

Settings

General

Expiration

Naming policy

Activity

Access reviews

Audit logs

Troubleshooting + Support

Troubleshoot

New support request

Save Discard

Self Service Group Management

Owners can manage group membership requests in the Access Panel

Restrict access to Groups in the Access Panel

Security Groups

Users can create security groups in Azure portals

Owners who can assign members as group owners in Azure portals

Group that can manage security groups
No group selected >

Office 365 Groups

Users can create Office 365 groups in Azure portals

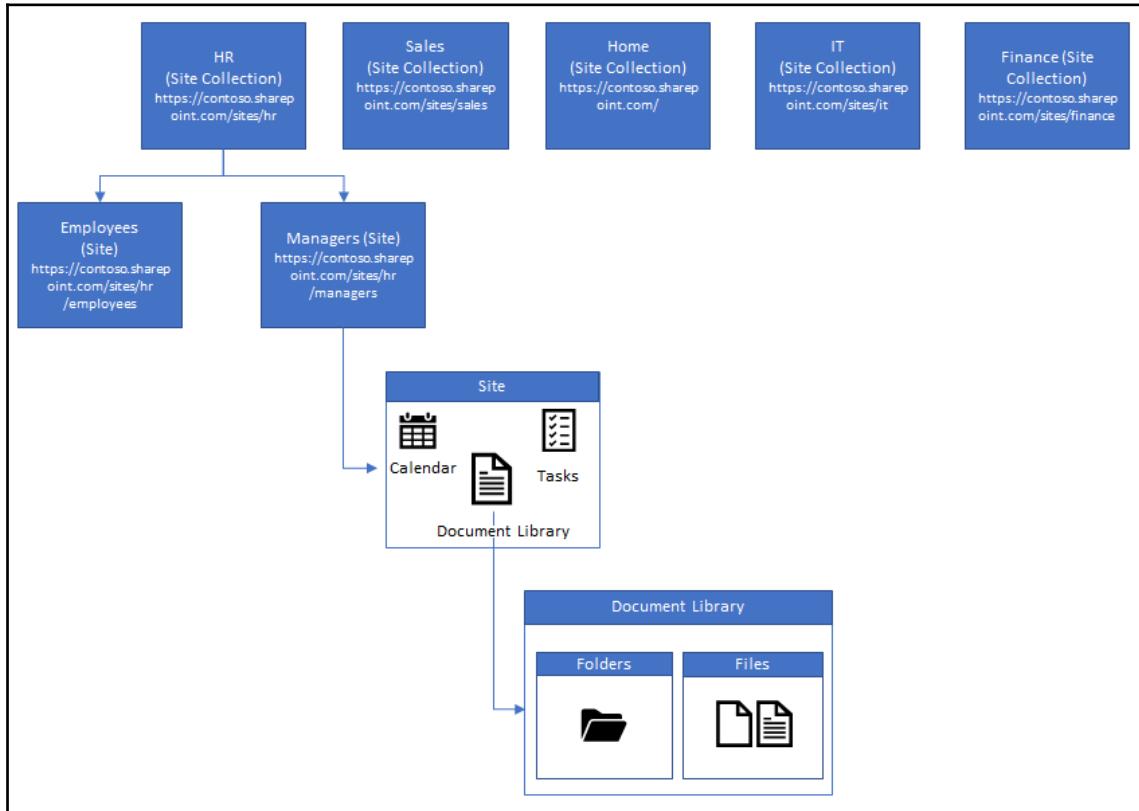
Owners who can assign members as group owners in Azure portals

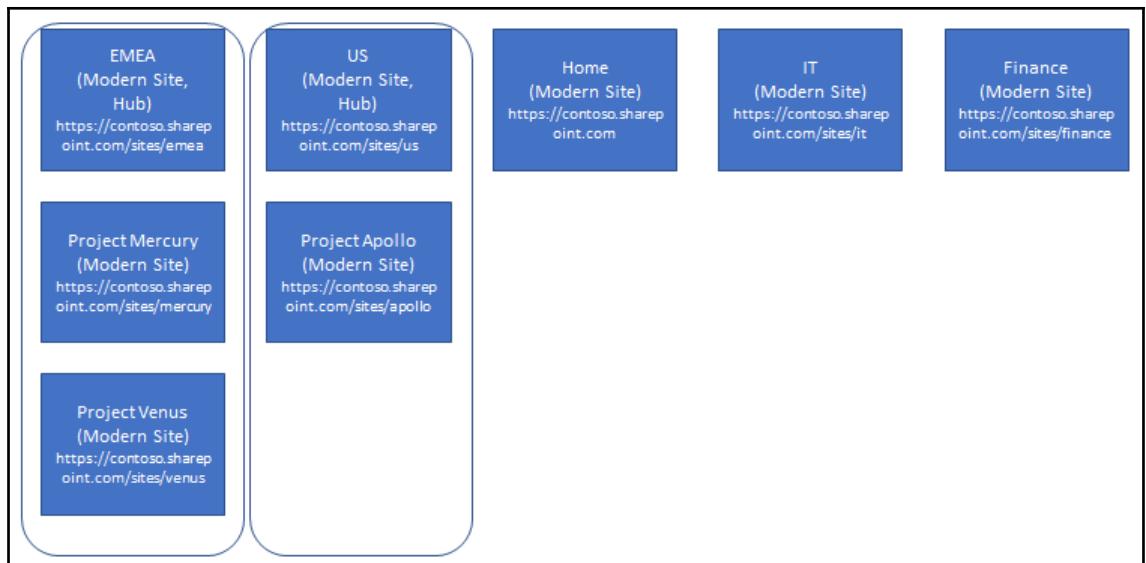
Group that can manage Office 365 groups
No group selected >

Directory-wide Groups

Enable an "All Users" group in the directory

Chapter 2: Planning and Configuring Site Collections and Hub Sites





InPrivate SharePoint admin center X + ↻

https://ms300demo-admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/siteManagement

SharePoint admin center

Home

Sites

- Active sites
- Deleted sites

Policies

Sharing

Access control

Settings

Classic features

OneDrive admin center

Data migration

Active sites

14.00 MB used of 1.24 TB

+ Create Export Search sites All sites *

Site name ↑	URL	Hub	Primary admin	Storage
Communication site	https://ms300demo.sharepoint.com	-	Company Admini...	0.00
EMEA	.../sites/EMEA	EMEA (Hub site)	Aaron Guilmette	-
Project Apollo	.../sites/Apollo	US	Group owners	-
Project Mercury	.../sites/Mercury	EMEA	Group owners	-
Project Venus	.../sites/Venus	EMEA	Group owners	-
US	.../sites/US	US (Hub site)	Aaron Guilmette	-

Need help? Feedback

The screenshot shows the SharePoint Admin Center interface. The left sidebar contains navigation links: Home, Sites (Active sites selected), Deleted sites, Policies, Sharing, Access control, Settings, Classic features, OneDrive admin center, and Data migration. The main content area is titled "Active sites" and displays a table of site collections. The table columns are: Site name, URL, Hub, Primary admin, and Storage. The table rows include:

Site name	URL	Hub	Primary admin	Storage
Communication site	https://ms300demo.sharepoint.com	-	Company Admini...	0.00
EMEA	.../sites/EMEA	EMEA (Hub site)	Aaron Guilmette	-
Project Apollo	.../sites/Apollo	US	Group owners	-
Project Mercury	.../sites/Mercury	EMEA	Group owners	-
Project Venus	.../sites/Venus	US	Group owners	-
US	.../sites/US	US (Hub site)	Aaron Guilmette	-

A red box highlights the row for "Project Venus".

InPrivate SharePoint admin center https://ms300demo-admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/home

SharePoint admin center

Home

Sites

- Active sites
- Deleted sites

Policies

- Sharing
- Access control

Settings

Classic features

OneDrive admin center

Data migration

SharePoint admin center

Files by activity type

Last 30 days as of August 29, 2019 (UTC)

Details

Total and

10

5

0

8/12/19 8/26/19

Viewed or edited Synced
Shared internally Shared externally

Last 30 days as of August 29, 2019 (UTC)

Total sites Active sites

Message center

All active messages

8/28/19 Move from Fabric JS to Fabric React or Fabric Core

8/21/19 Updated - Feature Update: OneDrive will become the ...

8/16/19 Updated Feature: Mac Files On-Demand Enabled By D...

8/7/19 New Feature: Comments on non-Office Files in ShareP...

8/5/19 New Feature: Site Swap

Service health View all services

SharePoint Online service is healthy

Need help? Feedback X

https://ms300demo-admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/classicFeatures

A modal window titled "Set your time zone" is displayed, containing the text: "To set your profile photo and receive reminders, go to Mail and set the time zone for your calendar." with a link.

The screenshot shows the SharePoint Admin Center interface. The left sidebar contains navigation links: Home, Sites (with Active sites and Deleted sites), Policies (Sharing and Access control), Settings, and Classic features (which is currently selected). Other links include OneDrive admin center and Data migration. The main content area is titled "Classic features". It lists several items with "Open" buttons: Term store, User profiles, Search, and Apps. A callout box for "Set your time zone" provides instructions to go to Mail and set the time zone for the calendar. At the bottom, there's a "More classic features" link, a "Need help?" button, and a "Feedback" button.

InPrivate

SharePoint admin center

https://ms300demo-admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/classicFeatures

SharePoint admin center

Home

Sites

Active sites

Deleted sites

Policies

Sharing

Access control

Settings

Classic features

OneDrive admin center

Data migration

Classic features

Term store

Create and manage term sets to help users enter data consistently.

Open

User profiles

Add and remove admins for a user's OneDrive, disable OneDrive creation for some users, and more.

Open

Search

Help users find what they're looking for.

Open

Apps

Configure SharePoint Store settings, monitor app usage, manage app licenses, and more.

Open

More classic features

Need help?

Feedback

The screenshot shows the SharePoint Admin Center interface. On the left, there's a navigation menu with items like Home, Sites, Policies, Settings, and Classic features (which is currently selected). Below the navigation is a OneDrive admin center and Data migration section. The main content area is titled "More classic features" and lists several options:

- BCS**: Manage connections to data sources like Azure SQL databases or WCF web services. Includes an "Open" button.
- Records management**: Manage records in a Records Center site that serves as an archive. Includes an "Open" button.
- Hybrid picker**: Use this wizard to automate some of the steps in setting up a hybrid environment. Includes an "Open" button.

To the right of these, there's a "Secure store" section with an "Open" button, and a "Set your time zone" callout box with instructions to set profile photo and reminders via Mail and calendar.

At the bottom, there are links for "Need help?", "Feedback", and a close button. The URL in the address bar is https://ms300demo-admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/classicFeatures.

InPrivate SharePoint admin center Manage site collections + X

https://ms300demo-admin.sharepoint.com/_layouts/15/online/SiteCollections.aspx

Site Collections

New Delete Properties Owners Sharing Buy Storage Server Resource Upgrade Recycle Bin

Private Site Collection

Search by URL... 1.24 TB available of 1.24 TB 5600 resources available

URL	STORAGE USED (GB)	SERVER RESOURCE QUOTA
https://ms300demo.sharepoint.com	0.00	300
https://ms300demo.sharepoint.com/portals/hub	0.00	0
https://ms300demo.sharepoint.com/search	0.00	0
https://ms300demo-my.sharepoint.com	0.00	0

InPrivate SharePoint admin center Manage site collections X + ⌂

https://ms300demo-admin.sharepoint.com/_layouts/15/online/SiteCollections.aspx

Site Col new site collection

Title Gemini

Web Site Address https://ms300demo.sharepoint.com
/sites/ Gemini

Template Selection 2013 experience version will be used

Select a language: English

Select a template:

- Collaboration
- Enterprise
- Publishing
- Custom

Document Center (selected)

- eDiscovery Center
- Records Center
- Team Site - SharePoint Online configuration
- Business Intelligence Center
- Compliance Policy Center
- Enterprise Search Center
- My Site Host
- Community Portal

A site to centrally manage documents in your enterprise.

Time Zone (UTC-08:00) Pacific Time (US and Canada)

Administrator admin

Server Resource Quota 300 resources of 5600 resources available

available QUOTA

The screenshot shows the SharePoint Admin Center interface for creating a new site collection. The title 'Gemini' is entered in the 'Title' field. The 'Web Site Address' is set to 'https://ms300demo.sharepoint.com/sites/Gemini'. Under 'Template Selection', the 'Enterprise' template is chosen. A tooltip indicates that the 2013 experience version will be used. The 'Document Center' template is selected from a list of options. The page also displays resource usage information, showing 300 resources out of 5600 available, and a quota bar indicating available space.

InPrivate SharePoint admin center + https://ms300demo-admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/siteManagement

SharePoint admin center

Home

Sites

Active sites

Deleted sites

Policies

Sharing

Access control

Settings

Classic features

OneDrive admin center

Data migration

Get a team site connected to Office 365 Groups

Use this design to collaborate with your team. Share documents, track events in a shared calendar, and manage project tasks.

Site name

Project Saturn

The site name is available.

Group email address

Saturn

The group alias is available.

Site address

./sites/Saturn

Group owner

Aaron Guilmette

Select a language

English

Select the default site language for your site. You can't change this later.

Advanced settings

Next Cancel

The screenshot shows the SharePoint Admin Center interface. On the left, the navigation menu includes Home, Sites (Active sites selected), Policies, Sharing, Access control, Settings, Classic features, OneDrive admin center, and Data migration. The main content area is titled "Active sites" and displays a list of sites. A modal dialog box titled "Delete site" is open over the list, containing the message: "If you delete this site, users won't be able to access it. You have 93 days to restore the site before it's permanently deleted." It has "Delete" and "Cancel" buttons. The list of sites includes:

Site name	URL	Storage used (GB)	Primary admin	Hub	Template
Communication site	https://ms300demo.sharepoint.com	0.00	Company Administrator	-	Communication
EMEA	.../sites/EMEA	-	Aaron Guilmette	EMEA (Hub site)	Communication
Enterprise Wiki	.../sites/EnterpriseWiki	-	Aaron Guilmette	-	Enterprise
Project Apollo	.../sites/Apollo	-	Group owners	US	Team site
Project Mercury			Group owners	EMEA	Team site
Project Saturn			Group owners	-	Team site
Project Venus			Group owners	US	Team site
US			Aaron Guilmette	US (Hub site)	Communication

InPrivate SharePoint admin center https://ms300demo-admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/siteManagement

SharePoint admin center

Active sites

+ Create Owners Hub Sharing Delete Search sites

Site name ↑	URL ↓	Storage used (GB) ↓	Primary admin ↓
Communication site	https://ms300demo.sharepoint.com	0.00	Company Administrator
EMEA	.../sites/EMEA	-	Aaron Guilmette
Project Apollo	.../sites/Apollo	-	<input type="checkbox"/> Group owners
Project Mercury			<input type="checkbox"/> Group owners
Project Saturn			<input type="checkbox"/> Group owners
Project Venus			<input type="checkbox"/> Group owners
US			Aaron Guilmette

Delete Office 365 group

This site belongs to an Office 365 group. Deleting the site will delete the group and all its resources, including the Outlook mailbox and calendar, and any Teams channels. You will have 30 days to restore the group.

Delete the group "Project Apollo" and all its resources

Delete Cancel

Project Apollo

Insights No data available

Properties

Domain ms300demo.sharepoint.com

URL .../sites/Apollo

Template Team site

Hub association US

Connected to an Office 365 group Yes

Office 365 group owners Add or remove owners

Description Project Apollo

External sharing Edit

This site can be shared with new and existing guests

Need help? Feedback

InPrivate SharePoint admin center https://ms300demo-admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/recycleBin

SharePoint admin center

Deleted sites

Restore Permanently delete Search sites

Site name ↓	URL ↓	Storage used (GB) ↓	Primary admin ↓	Template ↓	Date created ↓
Project Apollo	.../sites/Apollo	-	<input type="checkbox"/> Group owners	Team site	8/31/19, 8:19 AM
Enterprise Wiki	.../sites/EnterpriseWiki	-	Aaron Guilmette	Enterprise Wiki	8/31/19, 7:10 PM

The screenshot shows the SharePoint admin center's Deleted sites page. The left sidebar has 'Deleted sites' selected under 'Sites'. The main area displays a table with columns: Site name, URL, Storage used (GB), Primary admin, Template, and Date created. Two items are listed:

Site name	URL	Storage used (GB)	Primary admin	Template	Date created
Project Apollo	.../sites/Apollo	-	Group owners	Team site	8/31/19, 8:19 AM
Enterprise Wiki	.../sites/EnterpriseWiki	-	Aaron Guilmette	Enterprise Wiki	8/31/19, 7:10 PM

```
PS C:\> Get-SPODeletedSite
Url                               Storage Quota Resource Quota Deletion Time      Days Remaining
---                               ----- ----- ----- -----
https://ms300demo.sharepoint.com/sites/EnterpriseWiki 26214400          0 9/2/2019 5:03:08 PM      92
https://ms300demo.sharepoint.com/sites/Apollo           26214400          300 9/2/2019 5:11:18 PM      92

PS C:\>
```

The screenshot shows the SharePoint admin center's Deleted sites page. The left sidebar has 'Deleted sites' selected under 'Sites'. The main area displays a table with columns: Site name, URL, Storage used (GB), Primary admin, Template, and Date created. The 'Enterprise Wiki' row is selected, indicated by a blue checkmark in the first column.

InPrivate SharePoint admin center https://ms300demo-admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/siteManagement

Find on page n No results Options X

SharePoint admin center

Active sites

Sites

- Active sites
- Deleted sites

Policies

- Sharing
- Access control

Settings

Classic features

OneDrive admin center

Data migration

Change group owners

Communication site	URL	Storage used (GB)	Primary admin
EMEA	https://ms300demo.sharepoint.com	0.00	Company Administrator
Project Apollo	https://ms300demo.sharepoint.com	0.00	Group owners
Project Mercury	https://ms300demo.sharepoint.com	0.00	Group owners
Project Saturn	https://ms300demo.sharepoint.com	0.00	Group owners
Project Venus	https://ms300demo.sharepoint.com	0.00	Group owners
US	https://ms300demo.sharepoint.com	0.00	Aaron Guilmette

1 selected X O All sites V

Project Mercury

Insights
No data available

Properties

Domain ms300demo.sharepoint.com

URL https://ms300demo.sharepoint.com

Template

InPrivate SharePoint admin center https://ms300demo-admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/siteManagement

Find on page n No results Options X

SharePoint admin center

Active sites

Sites

- Active sites
- Deleted sites

Policies

- Sharing
- Access control

Settings

Classic features

OneDrive admin center

Data migration

Change group owners

Add or remove owners for this group.

Add an owner

Enter a name or email address

1 owner

Aaron Guilmette... Owner

Save Cancel

The screenshot shows the SharePoint Site Settings page. On the left, there's a navigation pane with links like 'EDIT LINKS', 'Site contents', and various site settings categories. The main content area is titled 'Site Settings' and contains several sections:

- Look and Feel**: Design Manager, Master page, Title, description, and logo, Page layouts and site templates, Welcome Page, Device Channels, Navigation Elements, Change the look, Import Design Package, Navigation, Image Renditions.
- Site Actions**: Manage site features, Reset to site definition, Delete this site.
- Site Collection Administration**: Recycle bin, Search Result Sources, Search Result Types, Search Query Rules, Search Schema, Search Settings, Search Configuration Import, Search Configuration Export, Site collection features (this link is highlighted with a red box).
- Site hierarchy**, Site collection navigation, Site collection audit settings, Portal site connection, Content Type Policy Templates, Site collection app permissions, Storage Metrics, Site collection output cache, Content type publishing, Variations Settings, Variation labels, Translatable columns, Variation logs, Suggested Content Browser Locations, HTML Field Security, SharePoint Designer Settings.

InPrivate Site Collection Features https://ms300demo.sharepoint.com/sites/EnterpriseWiki/_layouts/15/ManageFeatures.aspx?Scope=Site

SharePoint

Creates reports about information in Microsoft SharePoint Foundation.

Reports and Data Search Support

Provides content types, site columns, and library templates required to support Reports and Data Search in the Enterprise Search Center.

Activate

Review

Enable the definition and declaration of review.

Activate

Sample Proposal

Sample workflow for Project Server

Activate

Search Engine Sitemap

This feature improves the search engine optimization of a website by automatically generating a search engine sitemap on a recurring basis that contains all valid URLs in a SharePoint website. Anonymous access must be enabled in order to use this feature.

Activate

Search Server Web Parts and Templates

This feature will add the Search Server Web Parts and Display Templates to your site. Search will work on most sites without this feature being activated, but if you get a message about missing templates when searching, then activate this feature.

Activate

SharePoint 2007 Workflows

Aggregated set of out-of-box workflow features provided by SharePoint 2007.

Activate

SharePoint Lists and Libraries experience

Activate this feature to turn off the new SharePoint list and library experience for this site collection.

Activate

SharePoint Server Enterprise Site Collection features

Features such as InfoPath Forms Services, Visio Services, Access Services, and Excel Services Application, included in the SharePoint Server Enterprise License.

Deactivate Active

SharePoint Server Publishing Infrastructure

Provides centralized libraries, content types, master pages and page layouts and enables page scheduling and other publishing functionality for a site collection.

Deactivate Active

SharePoint Server Standard Site Collection features

Features such as user profiles and search, included in the SharePoint Server Standard License.

Deactivate Active

Site Policy

Allows site collection administrators to define retention schedules that apply to a site and all its content.

Activate

Three-state workflow

Use this workflow to track items in a list.

Activate

Video and rich Media

Provides libraries, content types, and web parts for storing, managing, and viewing rich media assets, like images, sound clips, and videos.

Deactivate Active

Workflows

Aggregated set of out-of-box workflow features provided by SharePoint.

Deactivate Active

The screenshot shows the SharePoint Admin Center interface. The left navigation bar includes Home, Sites (Active sites, Deleted sites), Policies (Sharing, Access control), Settings, and Classic features. The main content area is titled "Classic features" and contains three sections: "Term store", "User profiles", and "Search". The "Term store" section has a red box around its "Open" button. The "User profiles" and "Search" sections also have "Open" buttons.

InPrivate SharePoint admin center

https://ms300demo-admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/classicFeatures

SharePoint admin center

Classic features

Term store

Create and manage term sets to help users enter data consistently.

Open

User profiles

Add and remove admins for a user's OneDrive, disable OneDrive creation for some users, and more.

Open

Search

Help users find what they're looking for.

Open

InPrivate Term Store Manager https://ms300demo-admin.sharepoint.com/_layouts/15/TermStoreManager.aspx

Term Store

SEARCH
admin

TAXONOMY TERM STORE

English

- ↳ Taxonomy_C0m9bxso8Lr20kkellznXQ==
- ↳ People
- ↳ Department
- ↳ Job Title
- ↳ Location
- ↳ Search Dictionaries
- ↳ Company Exclusions
- ↳ Company Inclusions
- ↳ Query Spelling Exclusions
- ↳ Query Spelling Inclusions

System

- ↳ Hashtags
- ↳ Keywords
- ↳ Orphaned Terms

GENERAL

Taxonomy_C0m9bxso8Lr20kkellznXQ==

Available Service Applications

A site may consume multiple metadata applications. Select the one to see in the tree view.

Sample Import

The SharePoint metadata manager can import a term set from a UTF-8 CSV format file. Use the sample file as a template for creating import files. Then import the file into the desired group to create a new term set.

View a sample import file

Term Store Administrators

You can enter user names, group names, or e-mail addresses. Separate them with semicolons. These users will be permitted to create new term set groups and assign users to the group manager role.

i:0#.f|membership|
admin@ms300demo.onmicrosoft.com

Default Language

Select the default language for all Metadata in the system. All terms must have a label defined in their default language.

English

Working Languages

Select the "translation of" languages for terms in the term store. This will allow a term to have language specific labels and translations.

Select languages from:

Installed language packs

German
French
Irish
Indonesian

Add >>
<< Remove

English

Unique Identifier

e815a95352ea466e976f0534587060bd

Save Cancel

The screenshot shows the 'Term Store' configuration page in SharePoint. The left sidebar lists various term store categories like 'People', 'Department', and 'Search Dictionaries'. The main panel has a 'GENERAL' section with a 'Term Store Administrators' input field containing 'i:0#.f|membership| admin@ms300demo.onmicrosoft.com'. Below it is a 'Default Language' dropdown set to 'English'. The 'Working Languages' section contains four language packs: German, French, Irish, and Indonesian, with 'English' selected in the right-hand dropdown. At the bottom, there are 'Save' and 'Cancel' buttons.

The screenshot shows the SharePoint Term Store Manager interface. The title bar reads "InPrivate Term Store Manager". The address bar shows the URL: https://ms300demo-admin.sharepoint.com/_layouts/15/TermStoreManager.aspx. The main content area is titled "Term Store". On the left, there's a "SEARCH" field and a "TAXONOMY TERM STORE" section for "English". This section contains a tree view with nodes: "Taxonomy_C0m9bxso8Lr20kkelLznXQ==", "People", "Search Dictionaries", and "System" (which further branches into "Hashtags", "Keywords", and "Orphaned Terms"). A "New Group" button is highlighted with a dashed box. On the right, under the "GENERAL" tab, there are two sections: "Service Applications" (with a dropdown menu showing "Taxonomy_C0m9bxso8Lr20kkelLznXQ==") and "Sample Import" (with a link to "View a sample import file").

InPrivate Term Store Manager https://ms300demo-admin.sharepoint.com/_layouts/15/TermStoreManager.aspx

Term Store

SEARCH

TAXONOMY TERM STORE

English

- ↳ Taxonomy_C0m9bxso8Lr20kkelLnXQ==
- ↳ People
- ↳ Search Dictionaries

- ↳ System
 - ↳ Hashtags
 - ↳ Keywords
 - ↳ Orphaned Terms
- ↳ Managed Nav - Site 1
 - ↳ Navigation
 - ↳ Knowledge
 - ↳ Documents
 - ↳ **Videos**
 - ↳ Books

GENERAL CUSTOM PROPERTIES

Videos

Available for Tagging
Select whether this term is available to be used by end users for tagging.
When unselected this term will be visible but not enabled in tagging tools.

Language
Select a language of the labels for the term you would like to edit.
English

Description
Descriptions will help users know when to use this term, and to disambiguate amongst similar terms.

Default Label
Enter one label as the default for this language.
Videos

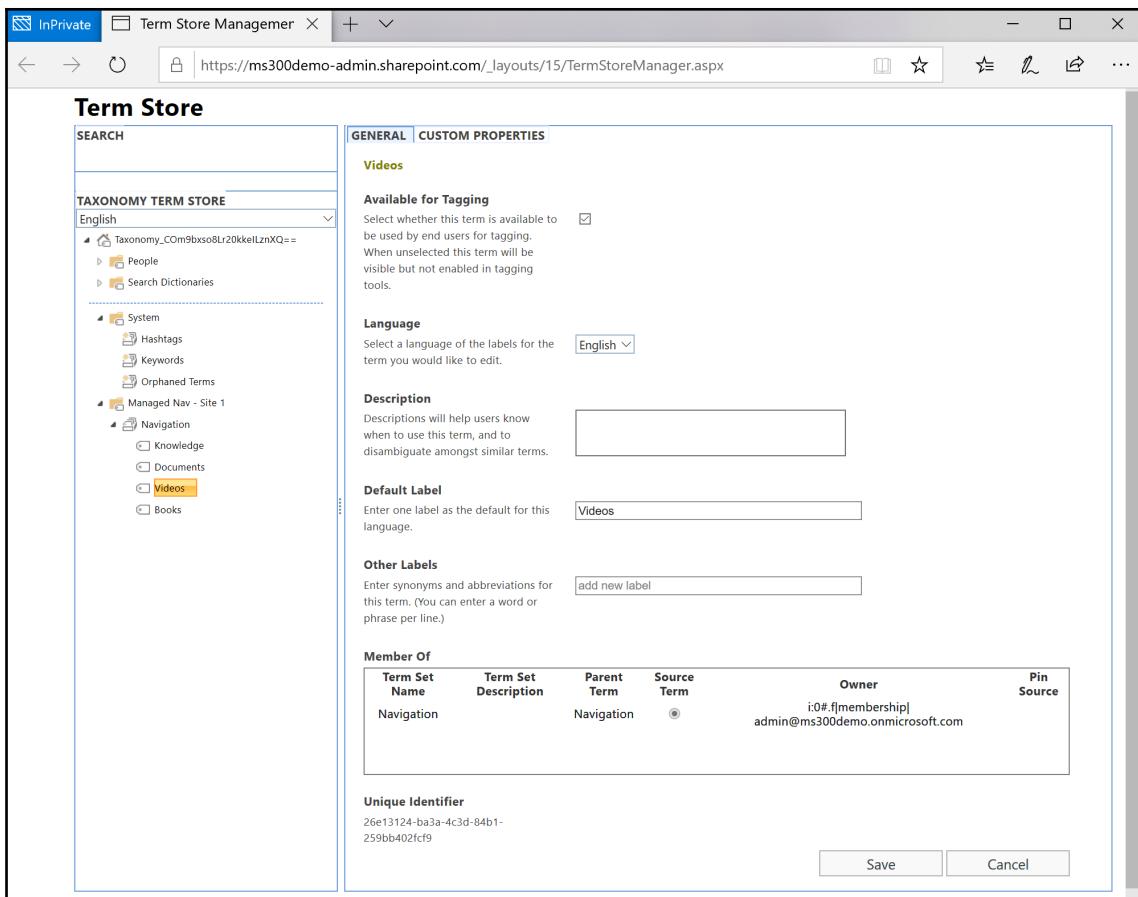
Other Labels
Enter synonyms and abbreviations for this term. (You can enter a word or phrase per line.)
add new label

Member Of

Term Set Name	Term Set Description	Parent Term	Source Term	Owner	Pin Source
Navigation		Navigation	(S)	i0#fjmembership admin@ms300demo.onmicrosoft.com	

Unique Identifier
26e13124-ba3a-4c3d-84b1-259bb402fcf9

Save Cancel



InPrivate SharePoint Site Navigation Settings https://ms300demo.sharepoint.com/sites/EnterpriseWiki/_layouts/15/AreaNavigationSettings.aspx

SharePoint

EDIT LINKS

Site Settings > Navigation Settings

Search this site

OK Cancel

Global Navigation

Specify the navigation items to display in global navigation for this Web site. This navigation is shown at the top of the page in most Web sites.

Display the same navigation items as the parent site
(This is the top-level site.)

Managed Navigation: The navigation items will be represented using a Managed Metadata term set.

Structural Navigation: Display the navigation items below the current site
(Structural navigation has significant performance impact and is not recommended in SharePoint Online. You can find more details [here](#).)

Display the same navigation items as the parent site
(This is the top-level site.)

Managed Navigation: The navigation items will be represented using a Managed Metadata term set.

Structural Navigation: Display the current site, the navigation items below the current site, and the current site's siblings
(Structural navigation has significant performance impact and is not recommended in SharePoint Online. You can find more details [here](#).)

Structural Navigation: Display only the navigation items below the current site
(Structural navigation has significant performance impact and is not recommended in SharePoint Online. You can find more details [here](#).)

Current Navigation

Specify the navigation items to display in current navigation for this Web site. This navigation is shown on the side of the page in most Web sites.

Display the same navigation items as the parent site
(This is the top-level site.)

Managed Navigation: The navigation items will be represented using a Managed Metadata term set.

Structural Navigation: Display the current site, the navigation items below the current site, and the current site's siblings
(Structural navigation has significant performance impact and is not recommended in SharePoint Online. You can find more details [here](#).)

Managed Navigation: Term Set

Choose the term set to use for navigation. If there isn't an appropriate term set, create one here or in the Term Store Manager.

Find term sets that include the following terms.

Taxonomy_C0m9Bxx08Lr20kkelLnXQ==

- Managed Nav - Site 1
 - Navigation
 - People
 - Search Dictionaries
- Site Collection - ms300demo.sharepoint.com/sites/EnterpriseWiki
 - Site Navigation

InPrivate SharePoint admin center Project Venus - Home + X

https://ms300demo.sharepoint.com/sites/Venus

SharePoint US

PV Project Venus Private group

Next steps 2 members

Search this site

Home Conversations Documents Notebook Pages Site contents Recycle bin Edit

+ New Page details

Published Edit

News + Add

Keep your team updated with News on your team site

Add News

Activity

The new Project Venus group is ready

Welcome to the Project Venus group. Use the group to share

Quick links

Learn about a team site Learn how to add a page

Documents See all

+ New ... All Documents

Name

Project Venus

InPrivate SharePoint admin center Communication site - H + X

https://ms300demo.sharepoint.com/

SharePoint

Cs Communication site

Home Documents Pages Site contents Edit

Published Edit

+ New Page details

Learn more about your Communication site

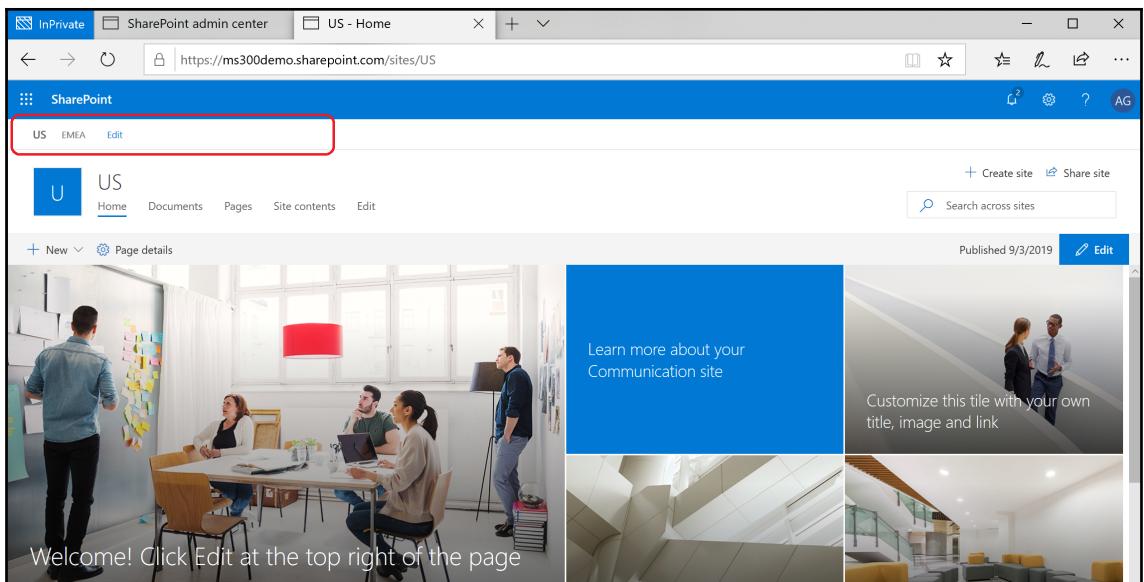
Customize this tile with your own title, image and link

Customize this tile with your own title, image and link

Welcome! Click Edit at the top right of the page to start customizing

LEARN MORE →

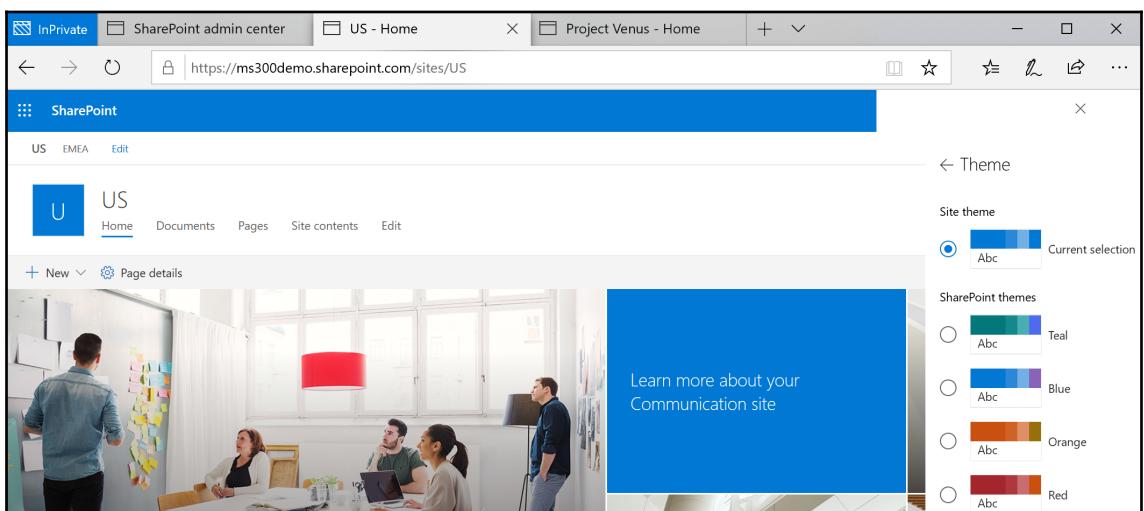
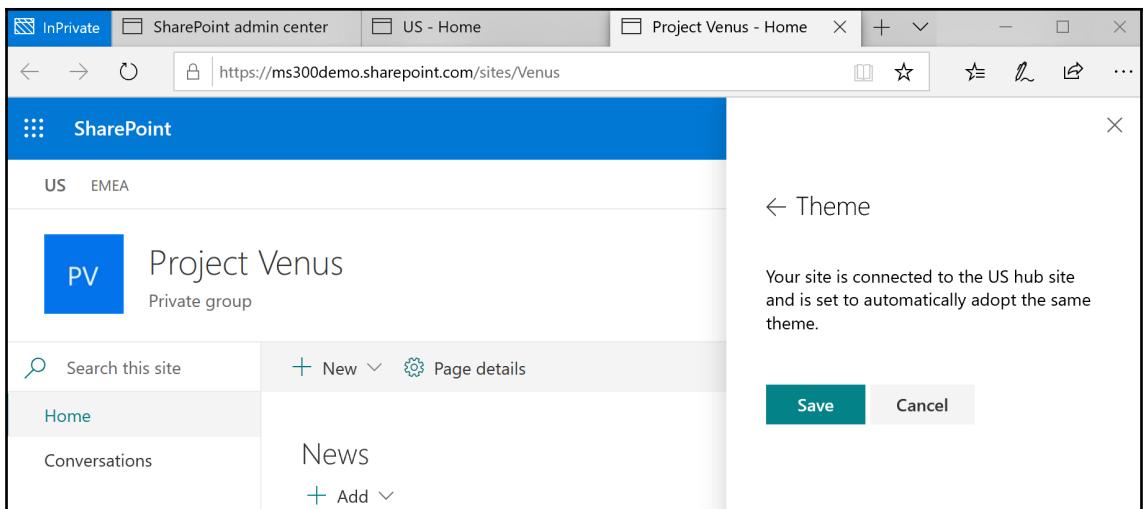
Communication site



Chapter 3: Planning and Configuring Customizations and Apps

The screenshot shows the Microsoft UI Fabric Theme Designer interface. On the left, there's a sidebar with color selection for Primary color (#0078d4), Text color (#323130), and Background color (#ffffff). The main area features a "STORIES" section with a card titled "Make an impression" containing placeholder text and a profile picture of Cameron Evans. Below this is an "Accessibility checker" section with a green bar stating "Looking good! Your color palette doesn't have any accessibility issues." It lists contrast ratios and accessible pairs. The bottom section is titled "Theme slots" and displays a table of fabric palette slots and their corresponding semantic slots and hex codes.

Fabric palette slots	Semantic slots				
Primary	Hex	Foreground	Hex	Background	Hex
themeDarker	#004377	black	#494847	neutralTertiaryAlt	#c8c8c8
themeDark	#005ba1	neutralDark	#605e5d	neutralDark	#605e5d
themeDarkAlt	#006cbe	neutralPrimary	#323130	neutralQuaternaryAlt	#dadada
themePrimary	#0078d4	neutralPrimaryAlt	#8d8db8a	neutralLight	#eaeaea



InPrivate Edit your flow | Microsoft +

https://us.flow.microsoft.com/manage/environments/Default-e47561c8-a760-401d-9a66-fd154afeea45/flows/new

Power Automate

Home Action items My flows Create Templates Connectors Data AI Builder Solutions Learn

Http -> Post a message (V3)

When a HTTP request is received

HTTP POST URL https://prod-57.westus.logic.azure.com:443/workflows/a0883dfee57...

Request Body JSON

```
{"type": "object", "properties": { "webUrl": { "type": "string" }, "parameters": { "type": "object", "properties": { "event": {
```

Generate from sample

Show advanced options

Post a message (V3) (Preview)

* Team Superstars

* Channel General

* Message

Font 12 B I U

A new SharePoint Site has been created!

Show advanced options

```
Windows PowerShell
PS C:\temp> Connect-SPOSERVICE -Url https://ms300demo-admin.sharepoint.com
PS C:\temp>
```

```
Windows PowerShell
PS C:\temp> Get-Content .\MS300SiteScript.json -Raw | Add-SPOSiteScript -Title "MS-300 Exam Script"

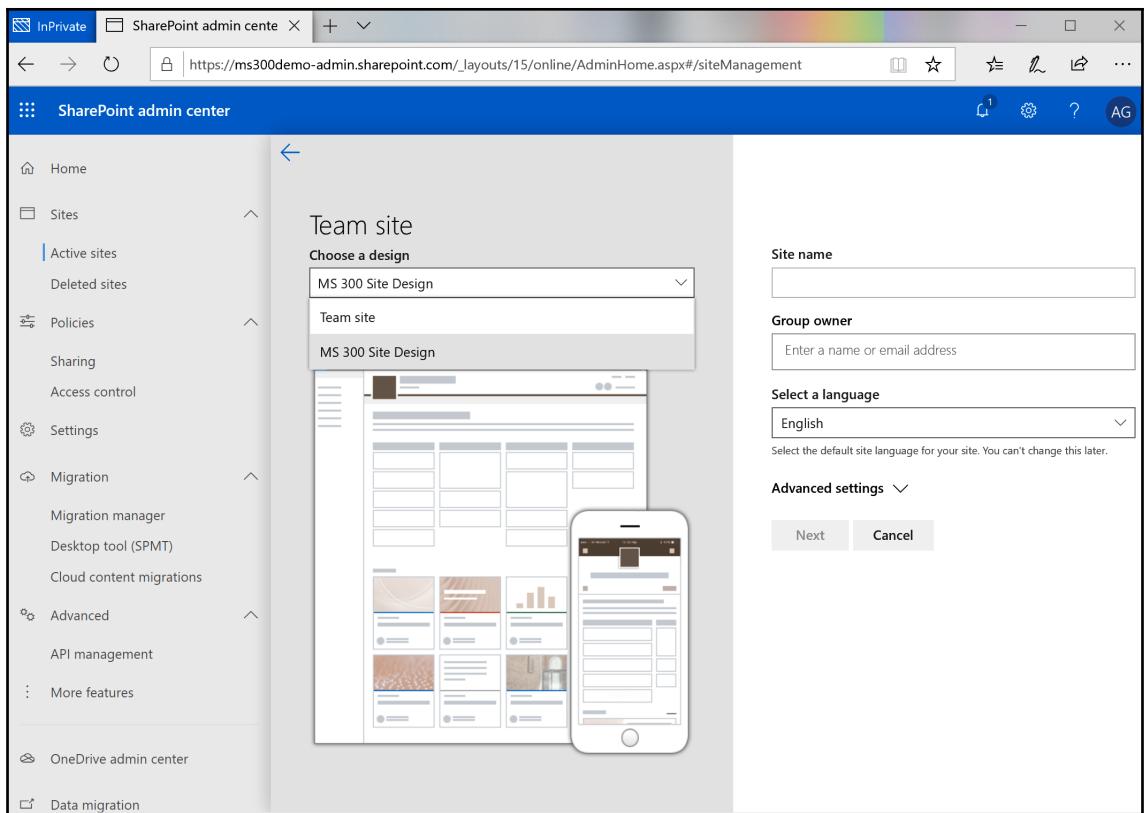
Id      : 6bb7202f-b9e0-4ce8-9733-e8f5669a8126
Title   : MS-300 Exam Script
Description :
Content  :
Version  : 0

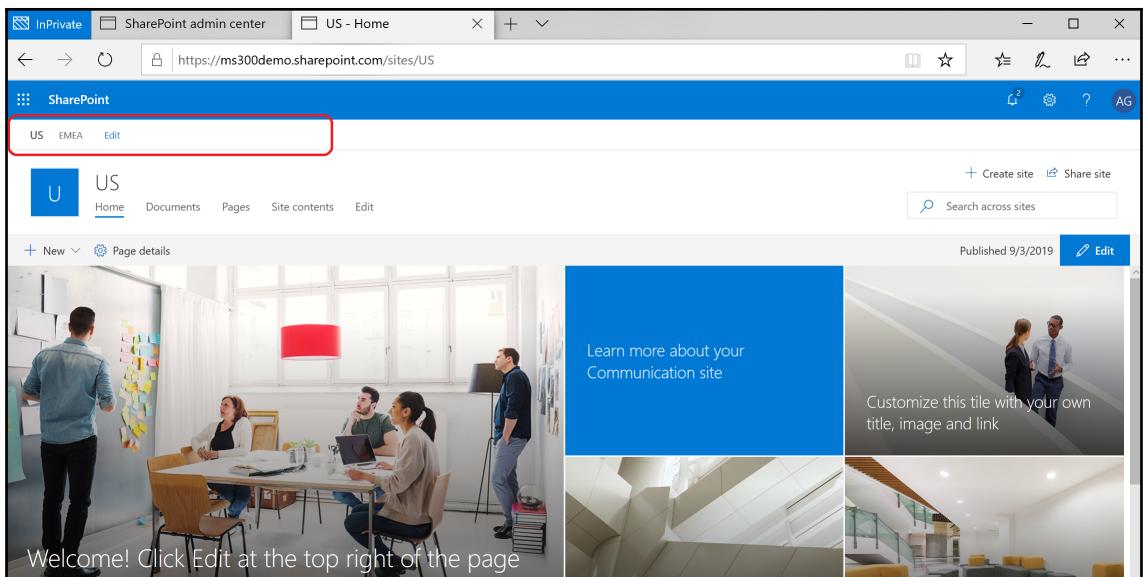
PS C:\temp>
```

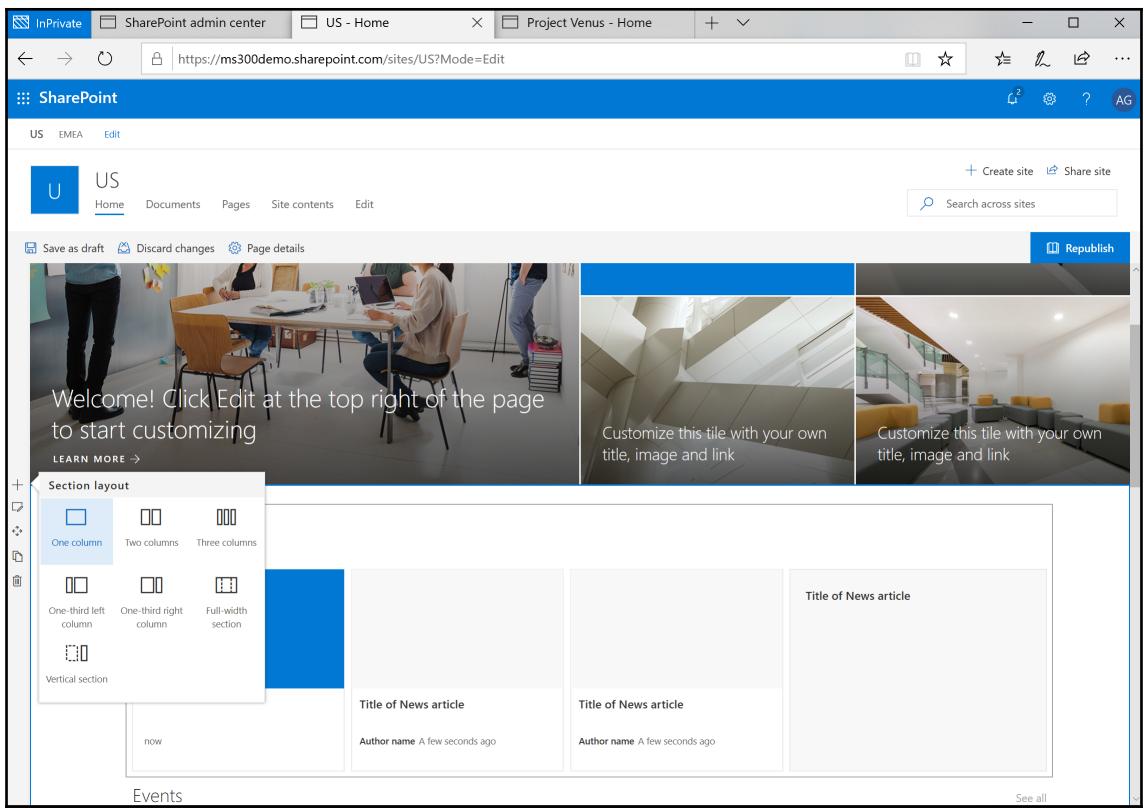
```
Windows PowerShell
PS C:\temp> Add-SPOSiteDesign -Title "MS 300 Site Design" -WebTemplate 64 -SiteScripts "6bb7202f-b9e0-4ce8-9733-e8f5669a8126" -Description "MS 300 Site Design example"

Id      : cdc06109-48ee-4c3e-9c90-0a7725d405fe
Title   : MS 300 Site Design
WebTemplate : 64
SiteScriptIds : {6bb7202f-b9e0-4ce8-9733-e8f5669a8126}
Description : MS 300 Site Design example
PreviewImageUrl :
PreviewImageAltText :
IsDefault : False
Version   : 1
DesignPackageId : 00000000-0000-0000-0000-000000000000

PS C:\temp> -
```







The screenshot shows the SharePoint admin center interface. On the left, there's a navigation menu with items like Home, Sites, Policies, Sharing, Access control, Settings, and Classic features (which is currently selected). Below the menu, there are links for OneDrive admin center and Data migration. The main content area is titled "Classic features". It contains several sections: "Term store", "User profiles", "Search", and "Apps". Each section has a brief description and an "Open" button. The "Apps" section's "Open" button is highlighted with a red rectangle.

The screenshot shows the SharePoint admin center interface, specifically the "Apps" section. The title "Apps" is at the top. Below it, there's a section titled "App Catalog" which includes a link to "Purchase Apps" and a note about managing app requests. Further down are sections for "Manage Licenses", "Configure Store Settings", "Monitor Apps", and "App Permissions".

InPrivate SharePoint admin center Manage App Catalog X +

https://ms300demo-admin.sharepoint.com/_layouts/15/online/ManageAppCatalog.aspx?Source=https%3A%2F%2Fms300de...

Apps

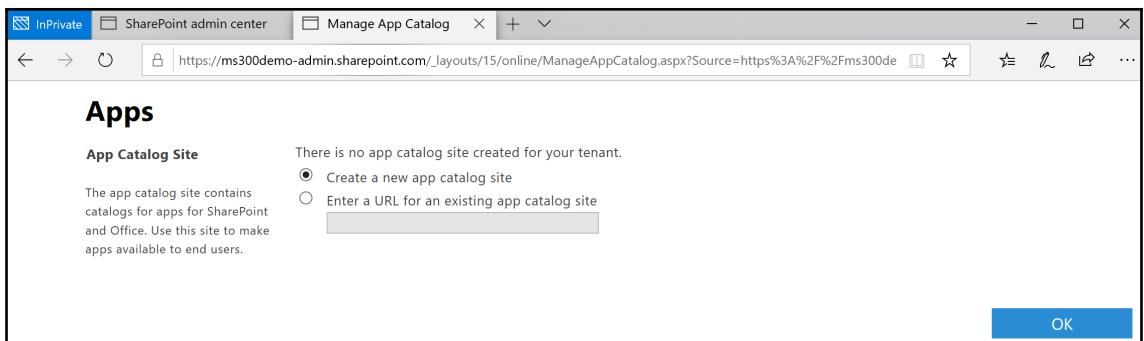
App Catalog Site

There is no app catalog site created for your tenant.

Create a new app catalog site
 Enter a URL for an existing app catalog site

The app catalog site contains catalogs for apps for SharePoint and Office. Use this site to make apps available to end users.

OK



InPrivate SharePoint admin center ms300demo-admin.sh X +

https://ms300demo-admin.sharepoint.com/_layouts/15/online/CreateAppCatalog.aspx

Apps

Create App Catalog Site Collection

Title App Catalog

Web Site Address https://ms300demo.sharepoint.com /sites/ AppCatalog

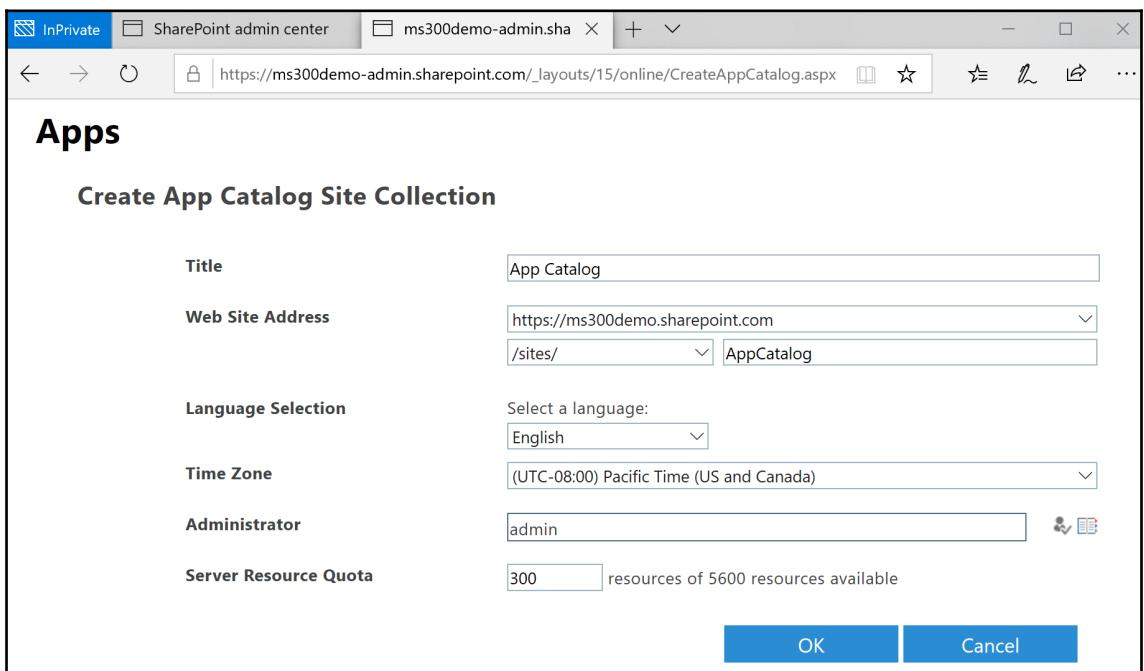
Language Selection Select a language: English

Time Zone (UTC-08:00) Pacific Time (US and Canada)

Administrator admin

Server Resource Quota 300 resources of 5600 resources available

OK Cancel



The screenshot shows the SharePoint App Catalog Home page. On the left, there's a navigation bar with links like 'Recent', 'Apps for SharePoint', 'Apps for Office', 'App Requests', and 'Site contents'. The main area has a heading 'App Catalog' and a sub-section 'Getting started with your app catalog site' featuring three buttons: 'Distribute apps for SharePoint', 'Distribute apps for Office', and 'Manage requests for apps'. Below this is a section for 'App Requests' with a button '+ new item' and a search bar. A message says 'There are no items to show in this view of the "App Requests" list.' On the right, a 'Settings' pane is open, showing options like 'SharePoint', 'Add an app' (which is highlighted with a red box), 'Site contents', 'Change the look', and 'Site settings'. There are also sections for 'Themes' (with various theme cards) and 'Language and time zone'.

The screenshot shows the SharePoint Your Apps page. On the left, there's a sidebar with 'Your Apps' and sub-links: 'Apps You Can Add' (highlighted with a red box), 'From Your Organization', 'Manage Licenses', 'Your Requests', and 'SharePoint Store'. The main area has a heading 'Site contents > Your Apps' and a search bar. Below it is a 'Noteworthy' section with four cards: 'Document Library' (Popular built-in app), 'Custom List' (Popular built-in app), 'Tasks' (Popular built-in app), and 'Site Mailbox' (Popular built-in app).

InPrivate SharePoint admin center SharePoint Store X + ⌂ https://ms300demo.sharepoint.com/sites/AppCatalog/_layouts/15/storefront.aspx?source=https%3A%2F%2Fms300demo%21 ⌂ ☆ ⌂ ⌂ ⌂ ...

App Catalog > Add Apps >

Time-Off Manager Pro from Ivero

Find an app

Free ADD IT

By acquiring this app you agree to its [permissions](#).

VERSION 1.6.1.5
RATING ★★★★★ (63)
RELEASE DATE August 2019
CATEGORY Employee Interaction, Project Management, Workflow & Process Management
SUPPORT [App Website](#)

MORE ACTIONS ▾

Time-Off Manager Pro

New Request New Request On Behalf Of Me My Time-Off Balance Approve or Reject Request Learn more

My current Time-Off

#	Date	Type	From	To	Duration	Status
13	2019-08-09	vacation	2019-07-08	2019-07-08	0.25 (H)	Pending Approval
14	2019-08-09	Sick leave	2019-07-13	2019-07-18	4	Approved
15	2019-08-09	vacation	2019-08-12	2019-08-12	2	Pending Approval

Showing 1-3 of 3

InPrivate SharePoint admin center SharePoint Store X + ⌂ https://ms300demo.sharepoint.com/sites/AppCatalog/_layouts/15/storefront.aspx?task=OfficeRedirect&assetid=WA1043795 ⌂ ☆ ⌂ ⌂ ⌂ ...

App Catalog > Add Apps >

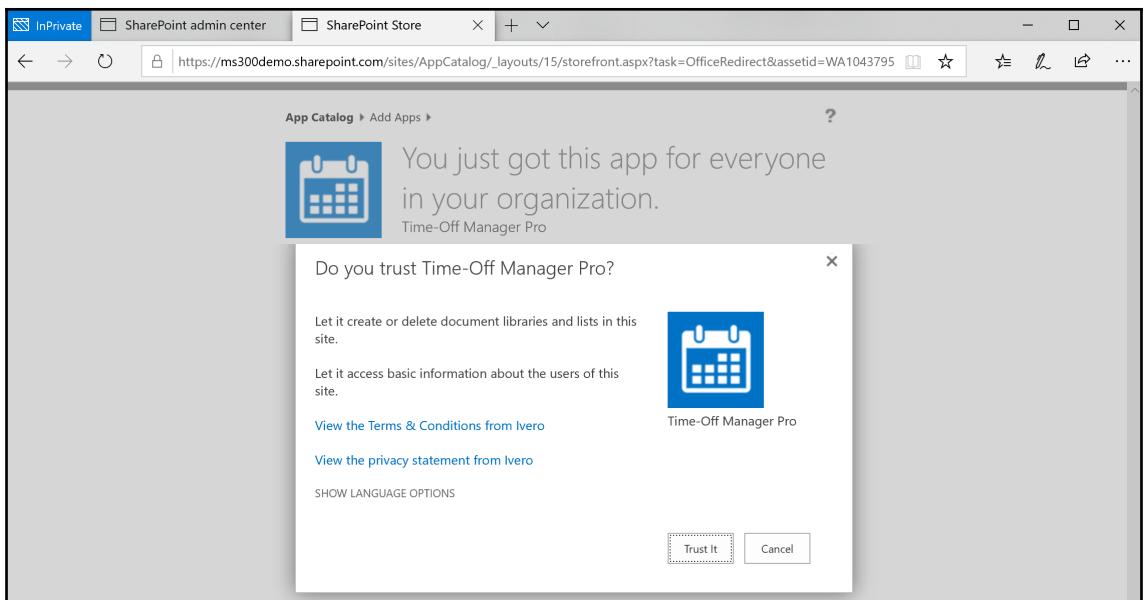
You just got this app for everyone in your organization.

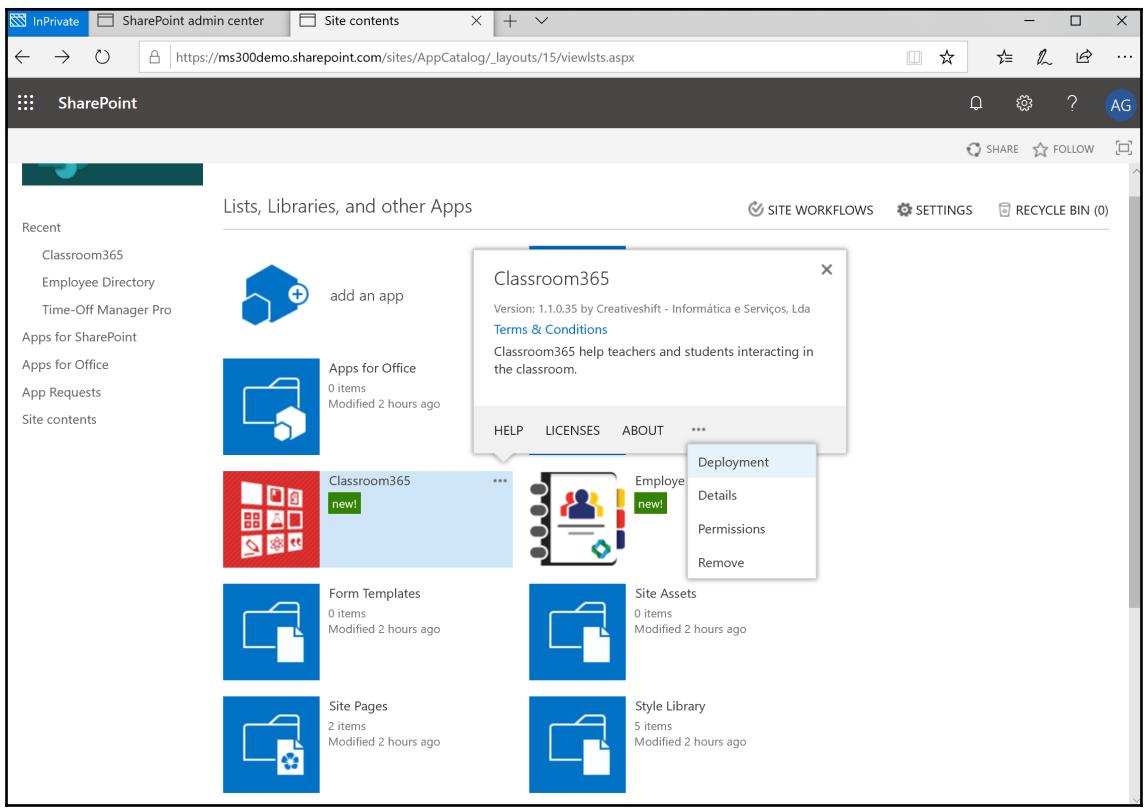
Time-Off Manager Pro

Add this app to App Catalog

You can add this app later on any site you can manage, or return to the [SharePoint Store](#) to get more apps.

Return to site





The screenshot shows the SharePoint admin center interface. The title bar includes tabs for InPrivate, SharePoint admin center, and Manage App Deployment. The URL in the address bar is https://ms300demo.sharepoint.com/sites/AppCatalog/_layouts/15/DeployTSAApp.aspx?AppId=4cdc5329-ef8e-4508-b4d5-117. The main content area is titled "Manage App Deployments" and shows "Classroom365". On the left, there's a "Recent" sidebar with items like Classroom365, Employee Directory, Time-Off Manager Pro, Apps for SharePoint, Apps for Office, and App Requests. The main panel has sections for "Site Collections" and "Managed Paths". Under Site Collections, there's a text input field "Enter a site collection to deploy to:" with a placeholder "https://ms300demo.sharepoint.com/sites/Mercury" and an "Add" button. Under Managed Paths, there's a list of "Available managed paths" including personal, search, sites, and teams, with "personal" selected. There are "Add >" and "< Remove" buttons. A "Managed paths to deploy to:" section shows "(All Paths)" selected. A "Managed path:" input field is also present.

This screenshot shows the same SharePoint admin center interface as the previous one, but with a modal dialog box in the foreground. The dialog is titled "Do you trust Classroom365?" and contains two bullet points: "Let it create or delete document libraries and lists in this site." and "Let it access basic information about the users of this site." Below the text is a red square icon with a white grid of icons. To the right of the icon, the text "Classroom365" is displayed. At the bottom of the dialog are two buttons: "Trust It" and "Cancel". The background of the admin center shows the "Managed Paths" section with the "personal" path selected and the "Managed paths to deploy to:" section showing "(All Paths)".

The screenshot shows the SharePoint Site Contents page. On the left, there's a navigation bar with links like Home, Conversations, Documents, Notebook, Pages, Recent, Classroom365, Site contents (which is selected), and Recycle Bin. Below the navigation is a "Lists, Libraries, and other Apps" section. It includes icons for add an app, Site Assets (2 items, modified 33 hours ago), Site Pages (1 item, modified 29 minutes ago), and Classroom365 (new!). A tooltip for Classroom365 provides details: Version 1.1.0.35 by Creativeshift - Informática e Serviços, Lda, Terms & Conditions, and a description: Classroom365 help teachers and students interacting in the classroom. A modal window for Classroom365 is open, showing tabs for Details, Permissions, and Remove. The "Remove" button is highlighted with a red box.

The screenshot shows the SharePoint Manage App Deployment page. The left sidebar lists recent items: Employee Directory, Time-Off Manager Pro, Apps for SharePoint, Apps for Office, App Requests, and Site contents. The main area is titled "Manage App Deployments > Employee Directory". It asks to select site collections, managed paths, or site templates where the app appears. A text input field says "Enter a site collection to deploy to:" followed by an "Add" button. Below it is a list of site collections: "https://ms300demo.sharepoint.com/sites/Saturn". A "Remove" button next to "Saturn" is highlighted with a red box.

The screenshot shows the SharePoint Site Contents page. On the left, there's a navigation bar with links like Recent, Classroom365, Time-Off Manager Pro, Employee Directory, Apps for SharePoint, Apps for Office, App Requests, and Site contents. The main area is titled "Site contents" and "Lists, Libraries, and other Apps". It features a grid of icons for various SharePoint components. A callout box highlights the "Classroom365" app card, which includes a thumbnail, version information ("Version: 1.1.0.35 by Creativeshift - Informática e Serviços, Lda"), a "LICENSING" button (which is circled in red), and links for "ABOUT" and "...".

The screenshot shows the SharePoint App License Management page for the Classroom365 app. The left sidebar has the same navigation as the previous screen. The main content area is titled "Your Apps > App License Management" and shows the "Classroom365" app card again. Below it, a message says "14 days left on this trial. Buy the full version". There's a section for "People with a License (4 available)" with a search bar and a link to "assign licenses or buy more licenses". At the bottom, there's a "License Managers" section with a link to "add manager".

The screenshot shows the SharePoint Admin Center interface. The title bar reads "InPrivate SharePoint admin center App Requests - All Req X". The URL is https://ms300demo.sharepoint.com/sites/AppCatalog/AppRequests/AllRequests.aspx. The page title is "App Requests". On the left, there's a navigation bar with "BROWSE", "ITEMS", and "LIST" tabs, and a search bar "Search this site". The main content area displays a table of app requests. The table has columns: Asset ID, App Title, Edit, Content Market, Billing Market, Seats, Requested By, Status, and Approved By. A single row is shown with the following details:

Asset ID	App Title	Edit	Content Market	Billing Market	Seats	Requested By	Status	Approved By
4CDC5329-EF8E-4508-B4D5-117034B10C02	Classroom365				1		Approved	

The screenshot shows the SharePoint Admin Center interface. The title bar reads "InPrivate SharePoint admin center X". The URL is https://ms300demo-admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/classicFeatures. The page title is "Classic features". On the left, there's a navigation menu with "Home", "Sites", "Policies", "Sharing", "Access control", "Settings", "Classic features" (which is selected and highlighted in blue), "OneDrive admin center", and "Data migration". The main content area has several sections: "Term store", "User profiles", "Search", and "Apps". Each section has a brief description and an "Open" button. The "Apps" section's "Open" button is highlighted with a red rectangle.

InPrivate SharePoint admin center Apps https://ms300demo-admin.sharepoint.com/_layouts/15/online/TenantAdminApps.aspx

Apps

App Catalog
Make apps available to your organization and manage requests for apps. An app catalog is required to disable Store purchases for end users.

Purchase Apps
Purchase apps from the SharePoint Store.

Manage Licenses
Manage licenses for apps purchased from the SharePoint Store.

Configure Store Settings
Manage app acquisition settings including turning off purchases for end users in the SharePoint Store.

Monitor Apps Track usage of applications and review errors.

App Permissions
Manage app access to this tenant.

InPrivate SharePoint admin center Monitored Apps https://ms300demo-admin.sharepoint.com/_layouts/15/MonitoredApps.aspx

Apps

Monitor Apps

Add App Remove App View Details View Errors

NAME STATUS SOURCE

No apps being monitored

add an app to monitor

Search for app name 🔍

Displaying 4 app(s).

NAME	SOURCE
<input checked="" type="checkbox"/> Classroom365	SharePoint Store
<input checked="" type="checkbox"/> Employee Directory	SharePoint Store
<input checked="" type="checkbox"/> Nintex Forms for Office 365	SharePoint Store
<input checked="" type="checkbox"/> Time-Off Manager Pro	SharePoint Store

Add Cancel

RUNTIME ERRORS (PAST 4 DAYS)

The screenshot shows the 'Monitored Apps' section of the SharePoint admin center. It displays a table of installed applications with columns for Name, Status, Source, Licenses In Use, Licenses Purchased, Installed Locations, and Runtime Errors (Past 4 Days). The table includes four rows for Classroom365, Employee Directory, Nintex Forms for Office 365, and Time-Off Manager Pro, all of which are OK and sourced from the SharePoint Store.

Name	Status	Source	Licenses In Use	Licenses Purchased	Installed Locations	Runtime Errors (Past 4 Days)
Classroom365	OK	SharePoint Store	1	5	0	0
Employee Directory	OK	SharePoint Store	Unlimited	Unlimited	0	0
Nintex Forms for Office 365	OK	SharePoint Store	Unlimited	Unlimited	0	0
Time-Off Manager Pro	OK	SharePoint Store	Unlimited	Unlimited	0	0

The screenshot shows the 'Classic features' section of the SharePoint admin center. On the left, there is a navigation menu with items like Home, Sites, Policies, Sharing, Access control, Settings, and Classic features (which is currently selected and highlighted with a blue bar). The main content area displays several classic features: Term store, User profiles, Search, and Apps. Each feature has a brief description and an 'Open' button. The 'Apps' section is specifically highlighted with a red rectangle around its 'Open' button.

Classic features

Term store Create and manage term sets to help users enter data consistently. **User profiles** Add and remove admins for a user's OneDrive, disable OneDrive creation for some users, and more.

Search Help users find what they're looking for. **Apps** Configure SharePoint Store settings, monitor app usage, manage app licenses, and more.

The screenshot shows the SharePoint Admin Center with the 'Apps' section selected. The URL is https://ms300demo-admin.sharepoint.com/_layouts/15/online/TenantAdminApps.aspx. The page includes sections for App Catalog, Purchase Apps, Manage Licenses, Configure Store Settings (which is highlighted with a red box), Monitor Apps, and App Permissions.

App Catalog
Make apps available to your organization and manage requests for apps. An app catalog is required to disable Store purchases for end users.

Purchase Apps
Purchase apps from the SharePoint Store.

Manage Licenses
Manage licenses for apps purchased from the SharePoint Store.

Configure Store Settings
Manage app acquisition settings including turning off purchases for end users in the SharePoint Store.

Monitor Apps
Track usage of applications and review errors.

App Permissions
Manage app access to this tenant.

The screenshot shows the 'Configure Store Settings' page with the URL https://ms300demo-admin.sharepoint.com/_layouts/15/ta_managemarketplacesettings.aspx?Source=https%3A%2F%2Fms30. The page contains several configuration sections:

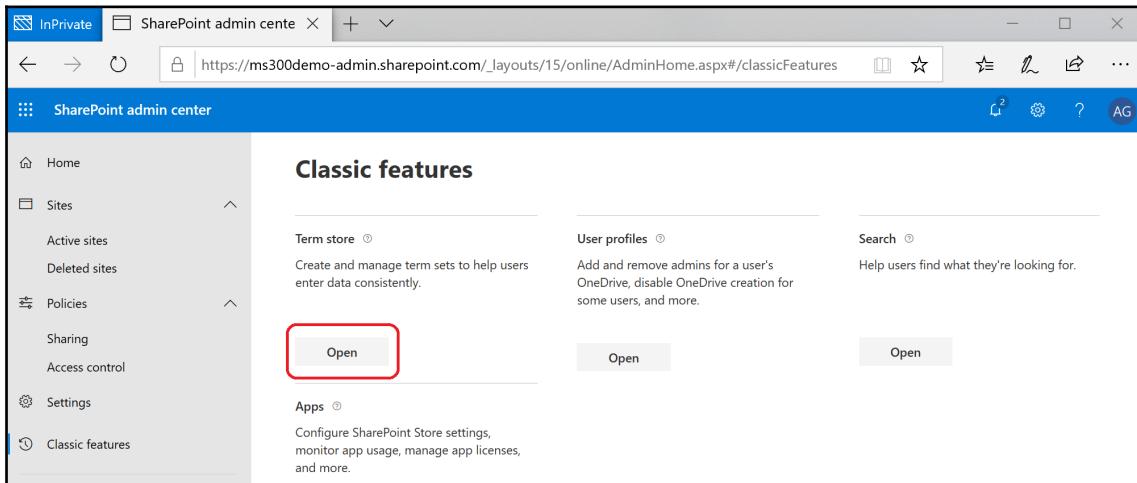
App Purchases
Should end users be able to get apps from the marketplace?
 Yes No
Specify whether end users can get free, trial or paid apps from the SharePoint Store.

App Requests
Click here to view app requests
View the list of app requests.
Users can request apps if they are unable or choose not to get apps directly from the SharePoint Store.

Apps for Office from the Store
Should Apps for Office from the store be able to start when documents are opened in the browser?
 Yes No
Documents stored on the sites of this tenant may contain Apps for Office from several sources. This option determines whether Apps for Office from the store can be started when an end user opens a document in the browser. This will not affect Apps for Office from this tenant's app catalog.

OK Cancel

Chapter 4: Planning and Configuring Managed Metadata



The screenshot shows the SharePoint Term Store Manager interface. The left sidebar includes a search bar and a taxonomy term store section for the English language. The main content area is titled "GENERAL" and displays a service application named "Taxonomy_C0m9bxso8Lr20kkelLznXQ==". It provides instructions for available service applications, sample imports, and term store administrators.

SEARCH

TAXONOMY TERM STORE

English

- ↳ **Taxonomy_C0m9bxso8Lr20kkelLznXQ==**
 - ↳ Managed Nav - Site 1
 - ↳ People
 - ↳ Search Dictionaries
- ↳ System

GENERAL

Taxonomy_C0m9bxso8Lr20kkelLznXQ==

Available Service Applications

A site may consume multiple metadata applications. Select the one to see in the tree view.

Sample Import

The SharePoint metadata manager can import a term set from a UTF-8 CSV format file. Use the sample file as a template for creating import files. Then import the file into the desired group to create a new term set.

[View a sample import file](#)

Term Store Administrators

You can enter user names, group names, or e-mail addresses. Separate them with semicolons. These users will be permitted to create new term set groups and assign users to the group manager role.

admin@ms300demo.onmicrosoft.com;

The screenshot shows the SharePoint Admin Center Classic Features page. The left sidebar lists various admin features. The main content area highlights the "Classic features" section, specifically the "Term store" feature.

Home

Sites

- Active sites
- Deleted sites

Policies

Sharing

Access control

Settings

Classic features

Classic features

Term store ⓘ

Create and manage term sets to help users enter data consistently.

Open

User profiles ⓘ

Add and remove admins for a user's OneDrive, disable OneDrive creation for some users, and more.

Open

Search ⓘ

Help users find what they're looking for.

Open

Apps ⓘ

Configure SharePoint Store settings, monitor app usage, manage app licenses, and more.

Open

The screenshot shows the "Term Store" page in the SharePoint admin center. On the left, there's a search bar and a tree view under "TAXONOMY TERM STORE" for the "English" language. The "People" node is selected and highlighted in orange. The main area is titled "GENERAL" and contains fields for "Group Name" (set to "People"), "Description" (empty), and "Group Managers" (a text input field). A red box highlights the "Group Managers" section. Below it is a "Contributors" section with another text input field and a red box highlighting its icon.

The screenshot shows the "SharePoint admin center" home page. The left sidebar has sections for Home, Sites, Policies, Sharing, Access control, Settings, and Classic features. The "Classic features" section is expanded, showing three items: "Term store" (with a red box around the "Open" button), "User profiles", and "Search".

The screenshot shows the SharePoint admin center Term Store Manager page. On the left, there's a navigation pane with sections like SEARCH, TAXONOMY TERM STORE, and a tree view of term sets under English. The main area is titled "Term Store" and has a "GENERAL" tab selected. It contains fields for "Group Name" (set to "People"), "Description" (empty), "Group Managers" (empty), and "Contributors" (empty). A red box highlights the "Contributors" section.

SEARCH

TAXONOMY TERM STORE

English

- ↳ Taxonomy_C0m9bxso8Lr20kkelLznXQ==
 - ↳ Managed Nav - Site 1
 - ↳ People
 - ↳ Search Dictionaries
- ↳ System

GENERAL

People

Group Name
Type a name for this group as you want it to appear in the hierarchy.

Description
Type descriptive text to help users better organize and use term sets in this group.

Group Managers
Enter user names, group names, or e-mail addresses in order to grant group manager permissions. Separate multiple users with semicolons. These users will have contributor permissions and will also be able to add users to the contributor role.

Contributors
Enter user names, group names, or e-mail addresses. Separate them with semicolons. These users will have full permissions to edit terms and term set hierarchies within this group.

The screenshot shows the SharePoint admin center classic features page. The left sidebar includes Home, Sites (Active sites, Deleted sites), Policies (Sharing, Access control), Settings, and Classic features. The main content area is titled "Classic features" and lists three items: "Term store", "User profiles", and "Search". The "Term store" item has a red box around its "Open" button.

Classic features

Term store ⓘ
Create and manage term sets to help users enter data consistently.
Open

User profiles ⓘ
Add and remove admins for a user's OneDrive, disable OneDrive creation for some users, and more.
Open

Search ⓘ
Help users find what they're looking for.
Open

The screenshot shows the SharePoint Admin Center interface. On the left, there's a navigation menu with items like Home, Sites, Policies, Settings, and Classic features. The 'Classic features' item is currently selected. The main content area is titled 'Classic features' and contains three sections: 'Term store', 'User profiles', and 'Search'. Each section has a brief description and an 'Open' button. The 'Term store' section's 'Open' button is highlighted with a red rectangle.

Classic features

Term store Create and manage term sets to help users enter data consistently. **Open**

User profiles Add and remove admins for a user's OneDrive, disable OneDrive creation for some users, and more. **Open**

Search Help users find what they're looking for. **Open**

InPrivate SharePoint admin center Term Store Managerer X + ↻

https://ms300demo-admin.sharepoint.com/_layouts/15/TermStoreManager.aspx

Term Store

SEARCH

TAXONOMY TERM STORE

English

- ↳ Taxonomy_C0m9bxso8Lr20kkelLznXQ==
- ↳ Managed Nav - Site 1
- ↳ People
- ↳ Search Dictionaries
- ↳ System
 - ↳ Human Resources
- ↳ Finance
- ↳ Marketing
- ↳ IT
 - ↳ Systems
 - ↳ Create Term
 - ↳ Copy Term Set
 - ↳ Reuse Terms
 - ↳ Pin Term With Children
 - ↳ Move Term Set
 - ↳ Delete Term Set
 - ↳ Desk
 - ↳ Serv
- ↳ Network
- ↳ Rout

GENERAL INTENDED USE CUSTOM SORT CUSTOM PROPERTIES

Systems

Term Set Name
Type a new name for this term set as you want it to appear in the hierarchy.

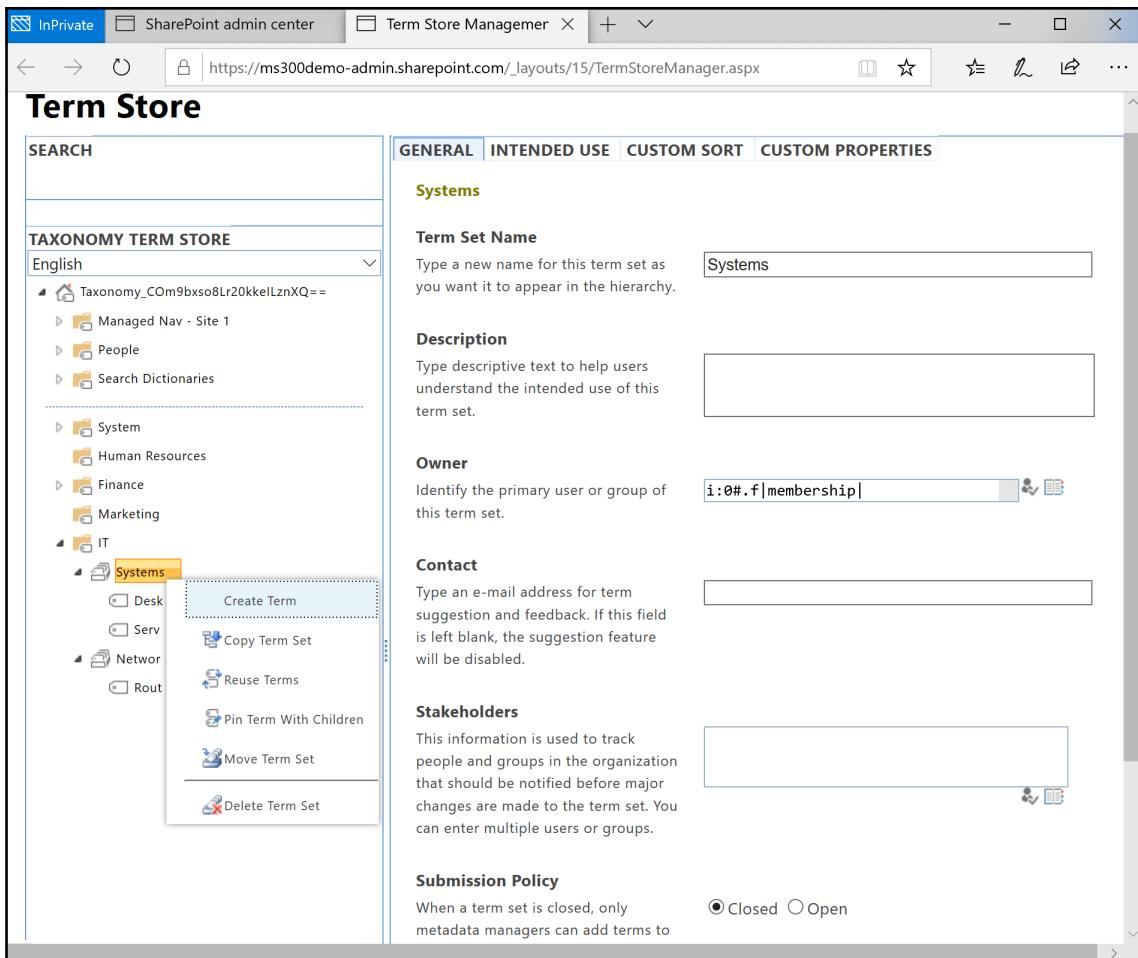
Description
Type descriptive text to help users understand the intended use of this term set.

Owner
Identify the primary user or group of this term set.

Contact
Type an e-mail address for term suggestion and feedback. If this field is left blank, the suggestion feature will be disabled.

Stakeholders
This information is used to track people and groups in the organization that should be notified before major changes are made to the term set. You can enter multiple users or groups.

Submission Policy
When a term set is closed, only metadata managers can add terms to
 Closed Open



InPrivate SharePoint admin center Term Store Manager X + -

https://ms300demo-admin.sharepoint.com/_layouts/15/TermStoreManager.aspx

Managed Nav - Site 1
People
Search Dictionaries
System
Human Resources
Finance
Marketing
IT
Systems
Desktop
Server
Network
Router

When unselected this term will be visible but not enabled in tagging tools.

Language
Select a language of the labels for the term you would like to edit. English

Description
Descriptions will help users know when to use this term, and to disambiguate amongst similar terms.

Default Label
Enter one label as the default for this language. Desktop

Other Labels
Enter synonyms and abbreviations for this term. (You can enter a word or phrase per line.) add new label

Member Of

Term Set Name	Term Set Description	Parent Term	Source Term	Owner
Systems		Systems		i:0#.f membership

Create Term
Copy Term
Reuse Terms
Pin Term With Children
Merge Terms
Deprecate Term
Move Term
Delete Term

When unselected this term will be visible but not enabled in tagging tools.

Language
Select a language of the labels for the term you would like to edit. English

Description
Descriptions will help users know when to use this term, and to disambiguate amongst similar terms.

Default Label
Enter one label as the default for this language. Desktop

Other Labels
Enter synonyms and abbreviations for this term. (You can enter a word or phrase per line.) add new label

Member Of

Term Set Name	Term Set Description	Parent Term	Source Term	Owner
Systems		Systems		i:0#.f membership

InPrivate SharePoint admin center Term Store Managerer +

https://ms300demo-admin.sharepoint.com/_layouts/15/TermStoreManager.aspx

Term Store

SEARCH

TAXONOMY TERM STORE

English

- ↳ Taxonomy_C0m9bxso8Lr20kkelLznXQ==
- ↳ Managed Nav - Site 1
- ↳ People
- ↳ Search Dictionaries
- ↳ System
- ↳ Human Resources
- ↳ Finance
 - ↳ Accounts Payable
 - ↳ Accounts Receivable
 - ↳ General
- ↳ Marketing
- ↳ General
 - ↳ Standard
 - ↳ Pin
 - ↳ Unpin
 - ↳ Delete
- ↳ IT

GENERAL **INTENDED USE** **CUSTOM SORT** **CUSTOM PROPERTIES**

General

Term Set Name
Type a new name for this term set as you want it to appear in the hierarchy.

Description
Type descriptive text to help users understand the intended use of this term set.

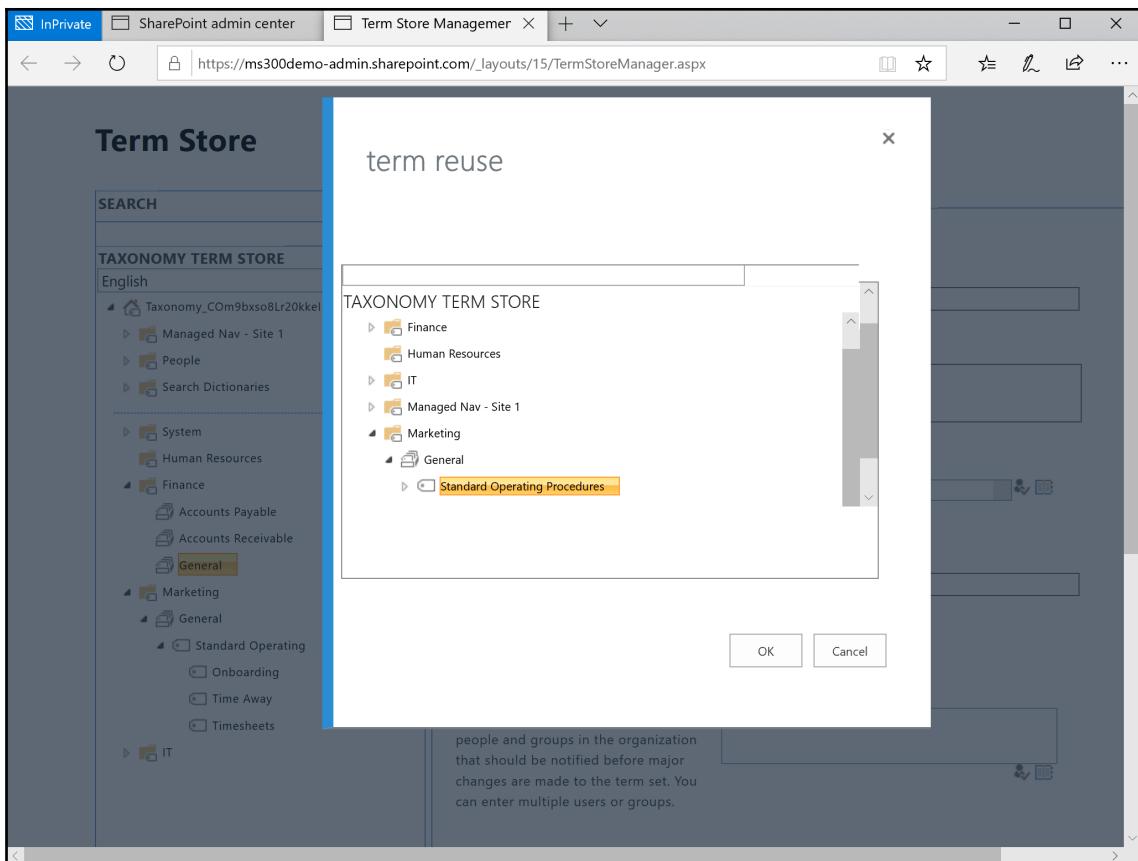
Owner
Identify the primary user or group of this term set.
  

Contact
Type an e-mail address for term suggestion and feedback. If this field is left blank, the suggestion feature will be disabled.

Stakeholders
This information is used to track people and groups in the organization that should be notified before major changes are made to the term set. You can enter multiple users or groups.

Actions

- Create Term
- Copy Term Set
- Reuse Terms
- Pin Term With Children
- Move Term Set
- Delete Term Set



InPrivate SharePoint admin center Term Store Manager https://ms300demo-admin.sharepoint.com/_layouts/15/TermStoreManager.aspx

Term Store

SEARCH

TAXONOMY TERM STORE English

- ↳ Taxonomy_C0m9bxso8Lr20kkelZnXQ==
 - ↳ Managed Nav - Site 1
 - ↳ People
 - ↳ Search Dictionaries
- ↳ System
 - ↳ Human Resources
- ↳ Finance
 - ↳ Accounts Payable
 - ↳ Accounts Receivable
 - ↳ General
 - ↳ Standard Operating Procedures
- ↳ Marketing
 - ↳ General
 - ↳ Standard Operating Procedures
- ↳ IT
 - ↳ Standard Operating Procedures

GENERAL INTENDED USE CUSTOM SORT CUSTOM PROPERTIES

General

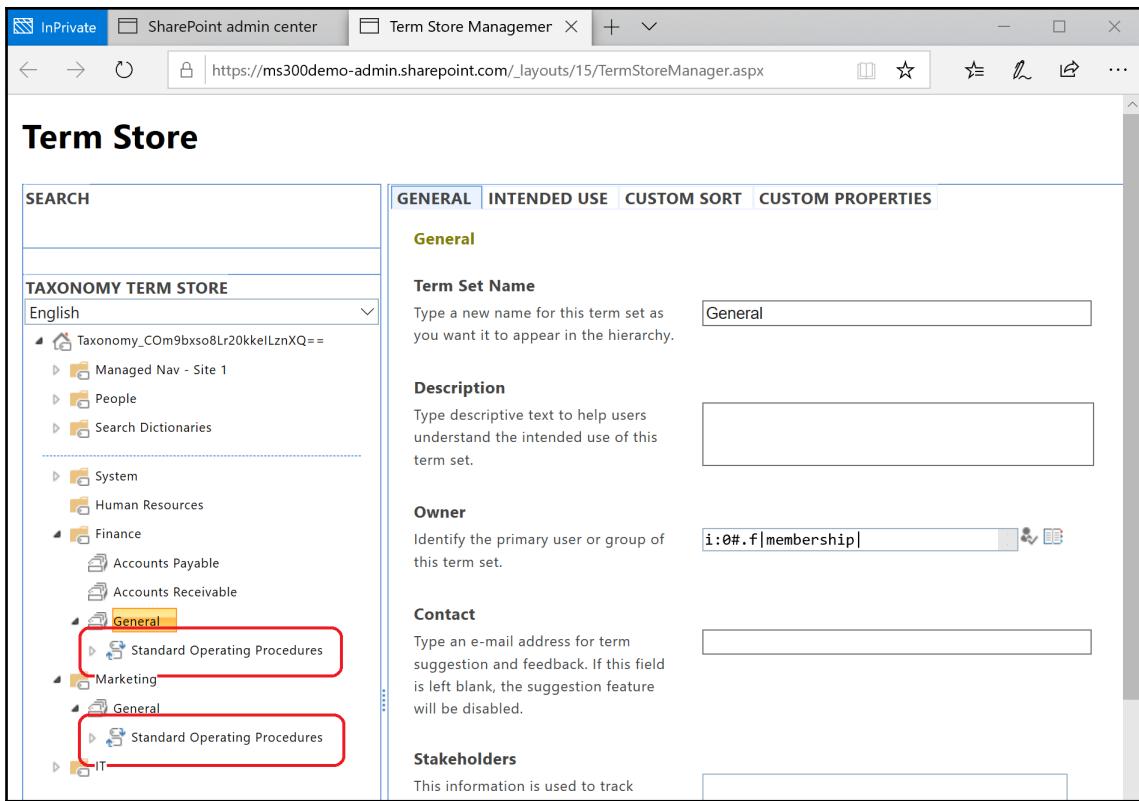
Term Set Name
Type a new name for this term set as you want it to appear in the hierarchy.

Description
Type descriptive text to help users understand the intended use of this term set.

Owner
Identify the primary user or group of this term set.
  

Contact
Type an e-mail address for term suggestion and feedback. If this field is left blank, the suggestion feature will be disabled.

Stakeholders
This information is used to track



InPrivate SharePoint admin center Term Store Managerer https://ms300demo-admin.sharepoint.com/_layouts/15/TermStoreManager.aspx

The screenshot shows the SharePoint Term Store Manager interface. On the left, there's a navigation tree with categories like Managed Nav - Site 1, People, Search Dictionaries, System, Human Resources, Finance (with Accounts Payable, Accounts Receivable, General, Standard Operating Procedures, Managers), Marketing, General (selected), and IT. A context menu is open over the 'General' node, showing options: Create Term, Copy Term Set, Reuse Terms, Pin Term With Children (which is highlighted with a dashed border), Move Term Set, and Delete Term Set.

Description
Type descriptive text to help users understand the intended use of this term set.

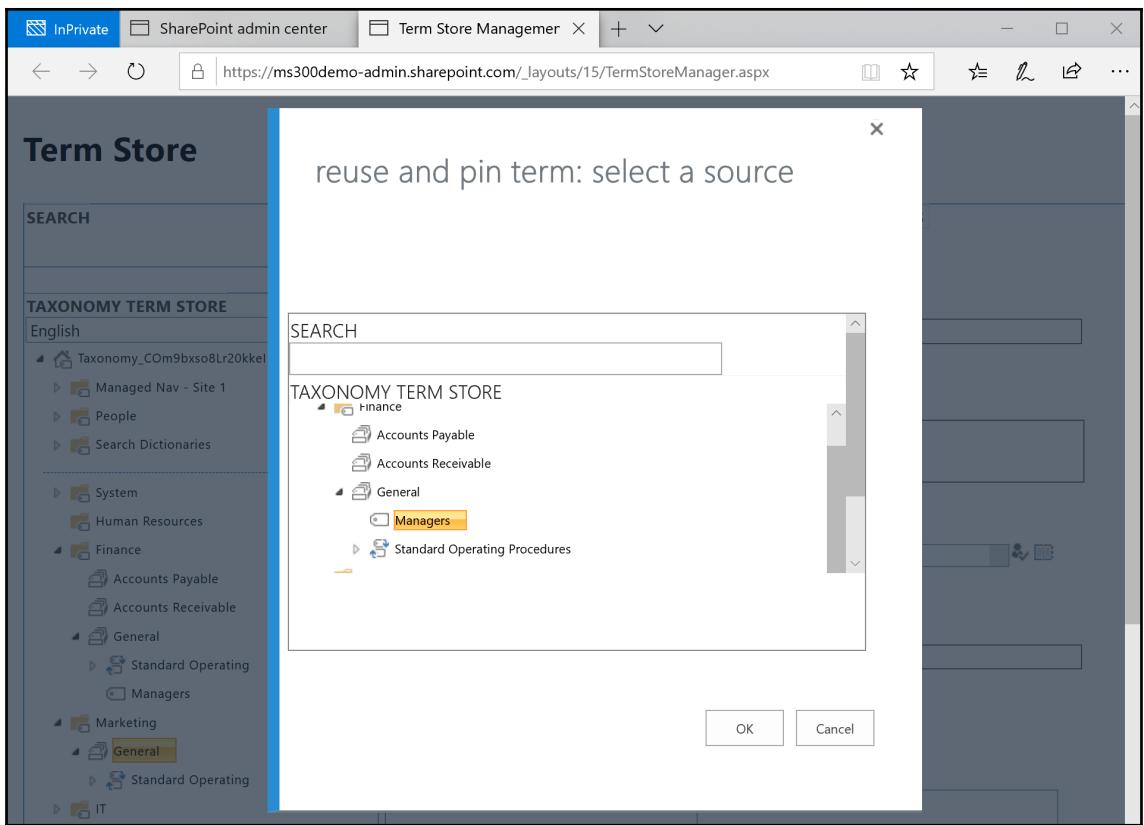
Owner
Identify the primary user or group of this term set.
i:0#.f|membership

Contact
Type an e-mail address for term suggestion and feedback. If this field is left blank, the suggestion feature will be disabled.

Stakeholders
This information is used to track people and groups in the organization that should be notified before major changes are made to the term set. You can enter multiple users or groups.

Submission Policy
When a term set is closed, only metadata managers can add terms to this term set. When it is open, users

Closed Open



InPrivate SharePoint admin center Term Store Managerer X + v https://ms300demo-admin.sharepoint.com/_layouts/15/TermStoreManager.aspx

visible but not enabled in tagging tools.

Language
Select a language of the labels for the term you would like to edit. English

Description
Descriptions will help users know when to use this term, and to disambiguate amongst similar terms.

Default Label
Enter one label as the default for this language. Time Off

Other Labels
Enter synonyms and abbreviations for this term. (You can enter a word or phrase per line.) add new label

Member Of

Term Set Name	Term Set Description	Parent Term	Source Term	Owner
General		Standard Operating Procedures	<input checked="" type="radio"/>	i:0#f membership admin@ms300demo.onmicrosoft.com

Create Term
Copy Term
Reuse Terms
Pin Term With Children
Merge Terms
Deprecate Term
Move Term
Delete Term

Unique Identifier
20cde9f-da90-4931-8994-3b1c091a7e5

Save

visible but not enabled in tagging tools.

Language
Select a language of the labels for the term you would like to edit. English

Description
Descriptions will help users know when to use this term, and to disambiguate amongst similar terms.

Default Label
Enter one label as the default for this language. Time Off

Other Labels
Enter synonyms and abbreviations for this term. (You can enter a word or phrase per line.) add new label

Member Of

Term Set Name	Term Set Description	Parent Term	Source Term	Owner
General		Standard Operating Procedures	<input checked="" type="radio"/>	i:0#f membership admin@ms300demo.onmicrosoft.com

Create Term
Copy Term
Reuse Terms
Pin Term With Children
Merge Terms
Deprecate Term
Move Term
Delete Term

Unique Identifier
20cde9f-da90-4931-8994-3b1c091a7e5

Save

InPrivate SharePoint admin center Term Store Managerer + -

https://ms300demo-admin.sharepoint.com/_layouts/15/TermStoreManager.aspx

Term Store

SEARCH

TAXONOMY TERM STORE

English

- People
- Search Dictionaries
- System
- Human Resources
- Finance
- Marketing
- IT
- Global**
 - Locations
 - Europe
 - France
 - Germany
 - United States
 - Florida
 - Jacksonville
 - Orlando
 - Tampa
 - New York
 - Albany
 - New York City
 - Rochester

GENERAL

Global

Group Name

Type a name for this group as you want it to appear in the hierarchy.

Global

Description

Type descriptive text to help users better organize and use term sets in this group.

Group Managers

Enter user names, group names, or e-mail addresses in order to grant group manager permissions. Separate multiple users with semicolons. These users will have contributor permissions and will also be able to add users to the contributor role.

Contributors

Enter user names, group names, or e-mail addresses. Separate them with semicolons. These users will have full permissions to edit terms and term set hierarchies within this group.

Unique Identifier

8da4a757-bf77-4044-9cde-0d0901d224dd

Save

InPrivate SharePoint admin center Term Store Managerer X + ↻

https://ms300demo-admin.sharepoint.com/_layouts/15/TermStoreManager.aspx

Term Store

SEARCH

TAXONOMY TERM STORE

English

- ↳ Taxonomy_COm9bxso8Lr20kkelLznXQ==
 - ↳ Finance
 - ↳ Global
 - ↳ Human Resources
- ↳ IT
 - ↳ Network
 - ↳ Systems
 - ↳ Desktop
 - ↳ Resources (selected)
 - ↳ Server
- ↳ Managed Nav - Site 1
- ↳ Marketing
- ↳ People
- ↳ Search Dictionaries
- ↳ System

GENERAL CUSTOM SORT CUSTOM PROPERTIES

Resources

Available for Tagging

Select whether this term is available to be used by end users for tagging.

When unselected this term will be visible but not enabled in tagging tools.

Language

Select a language of the labels for the term you would like to edit.

German
French (selected)
English

Description

Descriptions will help users know when to use this term, and to disambiguate amongst similar terms.

Default Label

Enter one label as the default for this language.

Other Labels

Enter synonyms and abbreviations for this term. (You can enter a word or phrase per line.)

add new label

Member Of

Term Set	Term Set	Parent	Source
----------	----------	--------	--------

InPrivate SharePoint admin center Term Store Manager https://ms300demo-admin.sharepoint.com/_layouts/15/TermStoreManager.aspx

Select a language of the labels for the term you would like to edit. French

Description
Descriptions will help users know when to use this term, and to disambiguate amongst similar terms.

Default Label
Enter one label as the default for this language. Ressources

Other Labels
Enter synonyms and abbreviations for this term. (You can enter a word or phrase per line.)

Member Of

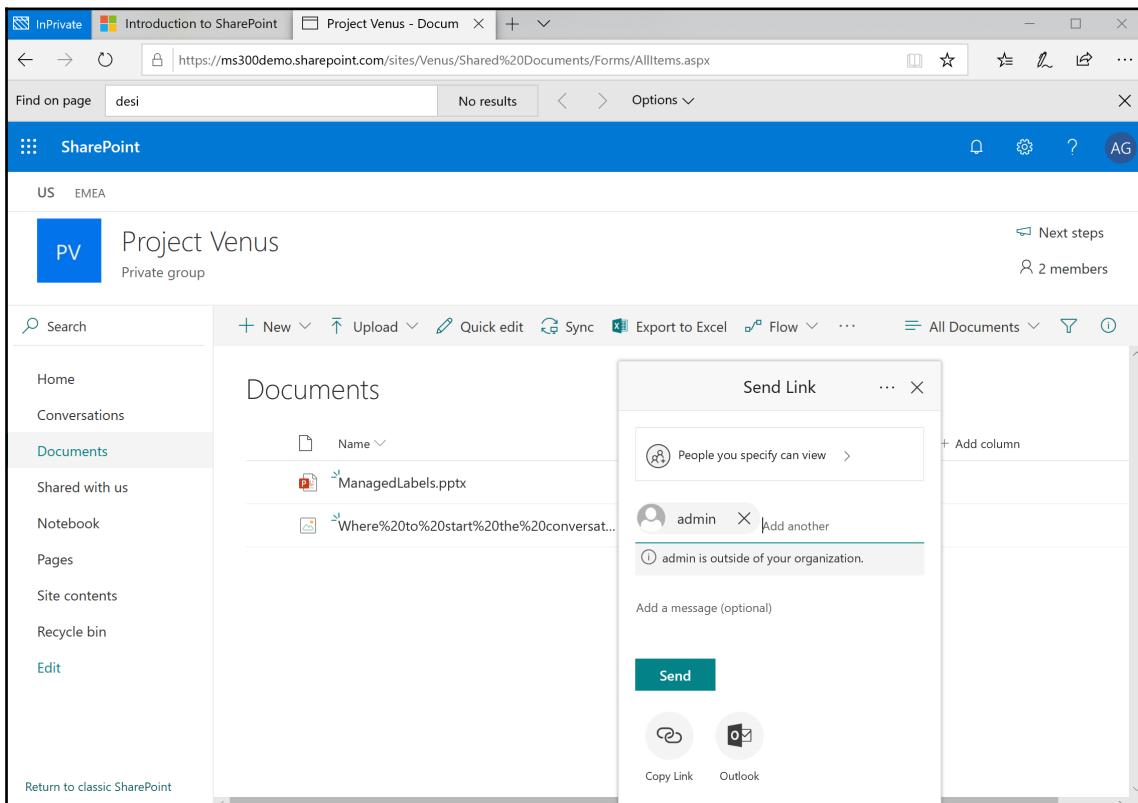
Term Set Name	Term Set Description	Parent Term	Source Term	Owner
Systems		Systems	●	i:0#.f membership admin@ms300demo.onmicrosoft.com

Unique Identifier
d5d6420f-86b9-4b3c-851c-df9b175a34fc

Save

The screenshot shows the SharePoint Term Store Manager page. On the left, there's a navigation tree with categories like Network, Systems (which is expanded), Desktop, Resources (which is selected and highlighted in orange), Server, Managed Nav - Site 1, Marketing, People, and Search Dictionaries. Below the tree is a System category. In the main content area, there's a dropdown for selecting a language, currently set to French. A section for 'Description' is present with a text input field. The 'Default Label' section contains the value 'Ressources' in a text input field. An 'Other Labels' section has an empty text input field. The 'Member Of' section shows a table with one row for the 'Systems' term set, listing 'Systems' as the parent term and the current user as the owner. At the bottom, there's a 'Unique Identifier' field containing a GUID, and a 'Save' button.

Chapter 5: Planning and Configuring Guest Access



The screenshot shows the Microsoft Azure portal interface. The top navigation bar includes 'InPrivate', 'SharePoint admin center', 'admin - Profile - Micros', and a search bar with the URL 'https://portal.azure.com/#blade/Microsoft_AAD_IAM/UserDetailsMenuBlade/Profile/userId/da413ab7-43e6-495e-8bef-e138f'. The top right corner shows the email 'admin@ms300demo.... DEMO' and a user icon.

The main content area displays the 'admin - Profile' page for the user 'admin'. The left sidebar has sections for 'Manage' (Profile, Directory role, Groups, Applications, Licenses, Devices, Azure resources, Authentication methods), 'Activity' (Sign-ins, Audit logs), and 'Troubleshooting + Support' (Troubleshoot, New support request). The 'Profile' section is currently selected.

The right panel shows the user details for 'admin' (admin@o365ninja.com). It includes a globe icon, a chart showing 'User Sign-ins' (100, 50, 0) over 'September', and 'Group memberships' (1). The 'Identity' section shows the following details:

Name	First name	Last name
admin	-- --	-- --
User name	User type	Invitation accepted
admin@o365ninja.com	Guest	Invitation accepted
Object ID	Source	No
da413ab7-43e6-495...	Invited user	Resend invitation

The 'Job info' section shows 'Job title' and 'Department' both as '-- --'. The 'Settings' section is partially visible at the bottom.

InPrivate SharePoint admin center https://ms300demo-admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#sharing

SharePoint admin center

Sharing (7)

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

External sharing

Content can be shared with:

 SharePoint  OneDrive

A slider scale from "Least permissive" to "Most permissive".

Setting	Description
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](#)

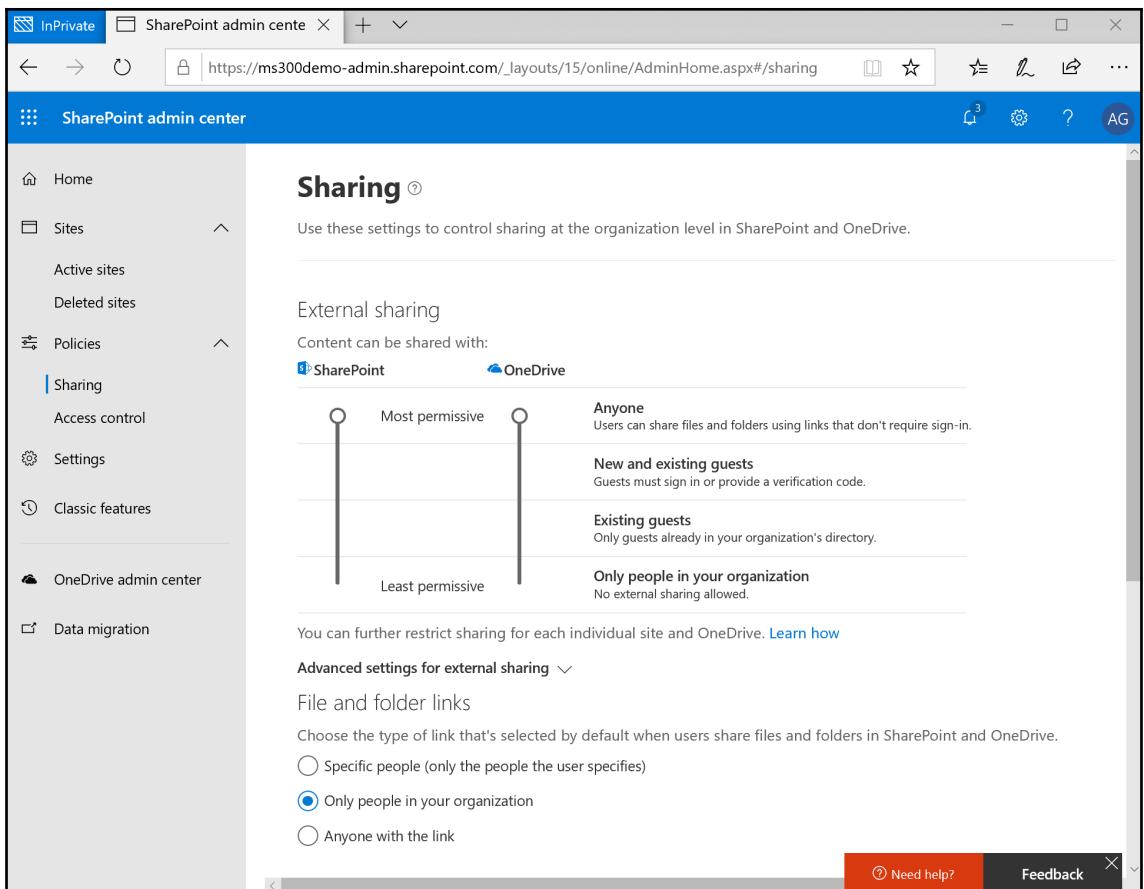
Advanced settings for external sharing

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

Need help? Feedback X



The screenshot shows the SharePoint Admin Center interface. The left navigation bar includes Home, Sites (Active sites selected), Policies, Sharing, Access control, Settings, Classic features, OneDrive admin center, and Data migration. The main content area is titled "Active sites" and displays a list of sites. The table columns are Site name, URL, and Storage used (GB). The sites listed are App Catalog, Communication site, EMEA, Enterprise Wiki, MS300 External Demo, Project Apollo, Project Mercury (selected), Project Saturn, Project Venus, and US. The "Project Mercury" row has a blue checkmark icon next to it. On the right side, there are details for the selected site: Template (Team site), Hub association (EMEA), Connected to an Office 365 group (Yes), Office 365 group owners (Add or remove owners), Description (Project Mercury), Primary admin (Aaron Guilmette, Change primary admin), and Admins (Add or remove admins). A red box highlights the "External sharing" section, which states "This site can be shared with new and existing guests".

Site name	URL	Storage used (GB)
App Catalog	.../sites/AppCatalog	0.03
Communication site	https://ms300demo.sharepoint.com	0.00
EMEA	.../sites/EMEA	0.00
Enterprise Wiki	.../sites/EnterpriseWiki	0.03
MS300 External Demo	.../sites/MS300ExternalDemo	-
Project Apollo	.../sites/apollo2	0.00
Project Mercury	.../sites/Mercury	0.00
Project Saturn	.../sites/Saturn	0.01
Project Venus	.../sites/Venus	0.00
US	.../sites/US	0.00

The screenshot shows the SharePoint admin center interface. On the left, there's a navigation menu with options like Home, Sites, Policies (Sharing), Settings, Advanced, API management, and Classic features. The main area displays a sharing slider from 'Least permissive' to 'Most permissive'. It includes sections for OneDrive sharing (Anyone, New and existing guests, Existing guests, Only people in your organization) and external sharing (Guests must sign in or provide a link). A modal window titled 'Add domains' is open, showing the option 'Allow only specific domains' selected. An input field contains 'o365ninja.com'. At the bottom of the modal are 'OK' and 'Cancel' buttons.

The screenshot shows the Microsoft Azure Security - Getting started blade. The left sidebar lists various Azure services: Roles and administrators, Enterprise applications, Devices, App registrations, Identity Governance, Security (which is selected), Application proxy, Licenses, Azure AD Connect, Custom domain names, Mobility (MDM and MAM), and Password reset. The main content area has a search bar and a 'Getting started' section with links to Conditional Access, Identity Protection, and Security Center. To the right, under 'Documentation', it says: 'Azure Active Directory offers a range of security features to protect your organization. To learn more, here are' followed by a list: Azure AD Conditional Access, Azure AD Identity Protection, Azure Security Center, Identity Secure Score, Named locations, Authentication methods, and Multi Factor Authentication (MFA). Below that is a 'Security guidance' section with a list: 5 steps to secure your identity infrastructure, Azure AD Password Guidance, Azure AD Data Security Whitepaper, and How Password Hash Sync (PHS) works.

The screenshot shows the Microsoft Azure Conditional Access Policies blade. On the left, there's a navigation pane with 'New' selected. The main area is titled 'Cloud apps or actions' and shows a warning message: '⚠ Don't lock yourself out! This policy impacts the Azure portal. Before you continue, ensure that you or someone else will be able to get back into the portal. Disregard this warning if you are configuring persistent browser session policy that works correctly only if "All cloud apps" are selected.' Below this, there are two tabs: 'Include' (selected) and 'Exclude'. Under 'Include', the option 'All cloud apps' is selected. A note below says 'Selected None'.

New

Name: Require External User MFA

Assignments

- Users and groups: Specific users included
- Cloud apps or actions: No cloud apps or actions selected
- Conditions: 0 conditions selected

Access controls

- Grant: 0 controls selected
- Session: 0 controls selected

Enable policy: Off

Cloud apps or actions

Select what this policy applies to
Cloud apps User actions

Select

Applications

Search Applications...

- AA Azure Advanced Threat Protection
- AS Azure Analysis Services
- MA Microsoft Azure Information Prot
- MA Microsoft Azure Management
- MCA Microsoft Cloud App Security
- MF Microsoft Flow
- MF Microsoft Forms
- MI Microsoft Intune
- ME Microsoft Intune Enrollment

Selected None

Done Select

InPrivate SharePoint admin center Tenant Settings https://ms300demo-admin.sharepoint.com/_layouts/15/online/ExternalSharing.aspx

External sharing

Sharing outside your organization

Control how users share content with people outside your organization.

Don't allow sharing outside your organization
 Allow sharing only with the external users that already exist in your organization's directory
 Allow users to invite and share with authenticated external users
 Allow sharing to authenticated external users and using anonymous access links
 Anonymous access links expire in this many days:
 Anonymous access links allow recipients to:
 Files:
 Folders:

Who can share outside your organization

Let only users in selected security groups share with authenticated external users
 Let only users in selected security groups share with authenticated external users and using anonymous links

InPrivate SharePoint admin center Project Saturn - Home Permissions: Project Sat https://ms300demo.sharepoint.com/sites/Saturn/_layouts/15/user.aspx

BROWSE PERMISSIONS

Grant Permissions Create Group Edit User Permissions Remove User Permissions Check Permissions Check Permission Levels Access Request Settings Site Collection Administrators Manage

Type	Permission Levels
SharePoint Group	Edit
SharePoint Group	Full Control
SharePoint Group	Read

Home Conversations Documents Notebook Pages Recent Time-Off Manager Pro Site contents Recycle Bin

EDIT LINKS

InPrivate SharePoint admin center Project Saturn - Home Create Group https://ms300demo.sharepoint.com/sites/Saturn/_layouts/15/newgrp.aspx?Source=https%3A%2F%2Fms300demo%2Esharep

Saturn Subsite EDIT LINKS

People and Groups › Create Group

Home Name and About Me Description

Conversations Type a name and description for the group.

Documents

Notebook

Pages

Recent

Time-Off Manager Pro

Site contents

Recycle Bin Owner

The owner can change anything about the group such as adding and removing members or deleting the group. Only one user or group can be the owner.

EDIT LINKS

Group Settings

Specify who has permission to see the list of group members and who has permission to add and remove members from the group.

Membership Requests

Specify whether to allow users to request membership in this group and allow users to request to leave the group. All requests will be sent to the e-mail address specified. If auto-accept is enabled, users will automatically be added or removed when they make a request.

Caution: If you select yes for the Auto-accept requests option, any user requesting access to this group will automatically be added as a member of the group and receive the permission levels associated with the group.

Name:

About Me:
Click for help about adding HTML formatting.

Group owner:

Who can view the membership of the group? Group Members Everyone

Who can edit the membership of the group? Group Owner Group Members

Allow requests to join/leave this group? Yes No

Auto-accept requests? Yes No

Send membership requests to the following e-mail address:

Give Group Permission to this Site Choose the permission level group members get on this site: <https://ms300demo.sharepoint.com/sites/Saturn>

This screenshot shows the 'Create Group' page in the SharePoint admin center. The left sidebar includes links like Home, Conversations, Documents, Notebook, Pages, Recent, Time-Off Manager Pro, Site contents, Recycle Bin, and a red 'EDIT LINKS' button. The main form has sections for 'Name and About Me Description' (with a 'Type a name and description for the group.' placeholder), 'Owner' (with a note about ownership), and 'Group Settings' (with options for viewing and editing membership). It also includes 'Membership Requests' settings, 'Allow requests to join/leave this group?' (set to 'No'), 'Auto-accept requests?' (set to 'No'), and a field to 'Send membership requests to the following e-mail address' (set to 'admin@ms300demo.onmicrosoft.com'). At the bottom, there are buttons for 'Give Group Permission to this Site' and 'Choose the permission level group members get on this site'.

InPrivate SharePoint admin center Project Saturn - Home Create Group https://ms300demo.sharepoint.com/sites/Saturn/_layouts/15/newgrp.aspx?Source=https%3A%2F%2Fms300demo%2Esharep

and remove members from the group.

Membership Requests

Specify whether to allow users to request membership in this group and allow users to request to leave the group. All requests will be sent to the e-mail address specified. If auto-accept is enabled, users will automatically be added or removed when they make a request.

Caution: If you select yes for the Auto-accept requests option, any user requesting access to this group will automatically be added as a member of the group and receive the permission levels associated with the group.

Give Group Permission to this Site

Specify the permission level that you want members of this SharePoint group to have on this site. If you do not want to give group members access to this site, ensure that all checkboxes are unselected.

[View site permission assignments](#)

Who can edit the membership of the group?

Group Owner Group Members

Allow requests to join/leave this group?

No Yes

Auto-accept requests?

Yes No

Send membership requests to the following e-mail address:

admin@ms300demo.onmicrosoft.com

Choose the permission level group members get on this site:
https://ms300demo.sharepoint.com/sites/Saturn

Full Control - Has full control.
 Design - Can view, add, update, delete, approve, and customize.
 Edit - Can add, edit and delete lists; can view, add, update and delete list items and documents.
 Contribute - Can view, add, update, and delete list items and documents.
 Read - Can view pages and list items and download documents.

Create Cancel

Chapter 6: Managing SharePoint Online

The screenshot shows the SharePoint admin center interface. On the left, there's a navigation menu with items like Home, Sites, Policies, Sharing, Access control, Settings, and Classic features (which is currently selected). The main content area is titled "Classic features". It contains three sections: "Term store", "User profiles", and "Search". Each section has a brief description and an "Open" button. The "User profiles" section's "Open" button is highlighted with a red rectangle.

The screenshot shows the "Manage Profile Service" page. The left sidebar has links for People, My Site Settings, and a link to "Setup My Sites". The main content area is titled "User Profiles". On the right, there are two tables: "Profiles" and "Audiences".

Profiles	
Number of User Profiles	7
Number of User Properties	113
Number of Organization Profiles	1
Number of Organization Properties	15

Audiences	
Number of Audiences	1
Uncompiled Audiences	0
Audience Compilation Status	Idle Ended at 9/12/2019 7:02 AM

InPrivate SharePoint admin center Add User Profile Proper X +

https://ms300demo-admin.sharepoint.com/_layouts/15/TenantProfileAdmin/EditProperty.aspx?ProfileType=User&Application

User Profiles

Use this page to add a property for user profiles.

* Indicates a required field

Property Settings

Specify property settings for this property. The name will be used programmatically for the property by the user profile service, while the display name is the label used when the property is shown. After the property is created the only property setting you can change is the display name.

Name: *

Display Name: *

Type:

Length:

Configure a Term Set to be used for this property

Default User Profile Subtype

Sub-type of Profile

Please select the sub-type of user profiles with which you want to associate this profile property.

User Description

Specify a description for this property that will provide instructions or information to users. This description appears on the Edit Details page.

Description:

Policy Settings

Specify the privacy policy you want applied to this property. Select the Replicate check box if you want the property to display in the user info list for all sites. To replicate properties, the default privacy must be set to Everyone and the User can override check box must not be selected.

Policy Setting:

Default Privacy Setting:

User can override

Replicable

Name: *

Display Name: *

Type:

Length:

Configure a Term Set to be used for this property

Default User Profile Subtype

Please select the sub-type of user profiles with which you want to associate this profile property.

Description:

Specify a description for this property that will provide instructions or information to users. This description appears on the Edit Details page.

Policy Setting:

Default Privacy Setting:

User can override

Replicable

InPrivate SharePoint admin center Edit User Profile X +

https://ms300demo-admin.sharepoint.com/_layouts/15/tenantprofileadmin/ProfAdminEdit.aspx?guid=735c885d-80b0-433f-

User Profiles

Use this page to edit this user profile by changing values for the following properties. Properties that are mapped to the external data source will be overwritten the next time user profiles are imported.

		Save and Close Cancel and Go Back	
	Account name:	i:0#.f membership admin@ms300demo.onmicrosoft.com	Show To Everyone
	First name:	Aaron	Everyone
	Last name:	Guilmette	Everyone
	Name: *	Aaron Guilmette	Everyone
	Work phone: *	2482005244	Everyone
	Department: *		Everyone
	Title: *		Everyone
Department:		<input type="button" value="Edit"/>	Everyone
	Manager:	<input type="text"/>	Everyone
About me:	<input type="text"/>		
Provide a personal description expressing what you would like others to know about you.			
Personal site:	<input type="text" value="/personal/admin_ms300demo_onmicrosoft_com/"/>		Everyone
Picture:		Change your photo Remove	Everyone
	Web site:	<input type="text" value="http://"/>	Everyone

InPrivate SharePoint admin center Manage User Profiles X +

https://ms300demo-admin.sharepoint.com/_layouts/15/TenantProfileAdmin/ProfMngr.aspx?ConsoleView=Active&ProfileType=

User Profiles

Use this page to manage the user profiles in this User Profile Service Application. From this page you can also manage a user's personal site.

Total number of profiles: 7

Find profiles

New Profile Delete View: Active Profiles	Manage Sub-types Select a sub-type to filter the list of profiles: Default User Profile Subtype
<input checked="" type="checkbox"/> Account name <input type="checkbox"/> i:0#.f membership admin@ms300demo.onmicrosoft.com <input type="checkbox"/> i:0#.f membership admin_o365ninja.com#ext	Preferred name: Aaron Guilmette E-mail address: admin@ms300demo.onmicrosoft.com admin@admin_o365ninja.com
Edit My Profile Delete Manage Personal Site Manage site collection owners	

The screenshot shows the SharePoint Admin Center's Manage User Profiles page. At the top, there are tabs for InPrivate, SharePoint admin center, and Manage User Profiles. The URL in the address bar is https://ms300demo-admin.sharepoint.com/_layouts/15/TenantProfileAdmin/ProfMngr.aspx?ConsoleView=Active&ProfileType. The main content area is titled "User Profiles" and contains a message: "Use this page to manage the user profiles in this User Profile Service Application. From this page you can also manage a user's personal site." Below this, it says "Total number of profiles: 7". A search bar "Find profiles arnold" has "arnold" typed into it, and a "Find" button is next to it. To the right of the search bar are buttons for "New Profile", "Delete", and "View: Active Profiles". There is also a "Manage Sub-types" button and a dropdown for "Default User Profile Subtype". The main list displays one profile entry:

Account name	Preferred name	E-mail address
i:0#.f membership barnold@ms300	Bill Arnold	barnold@ms300demo.onmicrosoft.com

A context menu is open over the first profile entry, listing options: "Edit My Profile", "Delete", "Manage Personal Site", and "Manage site collection owners".

This screenshot shows the same SharePoint Admin Center interface as the previous one, but with a modal dialog box open. The dialog is titled "site collection owners". It contains two sections: "Primary Site Collection Administrator" and "Site Collection Administrators".

Primary Site Collection Administrator
User name:

Specify the administrator for this site collection. Only one user login can be provided; security groups are not supported.

Site Collection Administrators
Site Collection Administrators are given full control over all Web sites in the site collection. They may also receive site usage confirmation mail. Enter users separated by semicolons.

The "Site Collection Administrators" input field is highlighted with a red rectangle.

InPrivate SharePoint admin center View Audiences X +

https://ms300demo-admin.sharepoint.com/_layouts/15/TenantProfileAdmin/Audience_List.aspx?ApplicationID=00000000%2D

User Profiles

Use this page to view audience properties, add and edit audiences, and view audience membership.

Total audiences: 1
Uncompiled audiences: 0

Find audiences that start with:

New Audience | Delete | View: All Go to page 1 of 1

Audience Name	Description	Last Compiled	Last Compilation Status	Members
All site users	All users who can access the site	Not applicable	Not applicable	Not applicable

InPrivate SharePoint admin center Add Audience Rule: Salt X +

https://ms300demo-admin.sharepoint.com/_layouts/15/tenantprofileadmin/Audience_DefRuleEdit.aspx?AudienceGUID=74b1

User Profiles

Use this page to add a rule for this audience. [Learn more about audience rules.](#)

Operand
Select **User** to create a rule based on a Windows security group, distribution list, or organizational hierarchy.

Select **Property** and select a property name to create a rule based on a user profile property.

Operator
Select an operator for this rule. The list of available operators will change depending on the operand you selected in the previous section.

Value
Specify a single value to compare.

OK Cancel

InPrivate SharePoint admin center Manage Profile Service X +

https://ms300demo-admin.sharepoint.com/_layouts/15/tenantprofileadmin/ManageUserProfileServiceApplication.aspx?

User Profiles

People Manage User Prop Manage User Perm My Site Setti Setup My Sites

permissions for userprofile_com9bxso8lr2...

Use these permissions to control who can create My Sites and use Help other features provided by User Profile Service.

To remove an account, or group, select it above and click 'Remove'.

Permissions for Everyone except external users:

OK Cancel

A red box highlights the "Add" button and the "Everyone except external users" dropdown.

Right sidebar statistics:

User Profiles	7
User Properties	114
Organization Profiles	1
Organization	15
Audiences	2
Audiences	1
Compilation Status	Idle
ilation Time	Ended at 9/12/2019 7:02 AM

InPrivate SharePoint admin center Manage Profile Service X +

https://ms300demo-admin.sharepoint.com/_layouts/15/tenantprofileadmin/ManageUserProfileServiceApplication.aspx?

User Profiles

People Manage User Prop Manage User Perm My Site Setti Setup My Sites

permissions for userprofile_com9bxso8lr2...

Use these permissions to control who can create My Sites and use Help other features provided by User Profile Service.

To remove an account, or group, select it above and click 'Remove'.

Permissions for Everyone except external users:

Create Personal Site (required for personal storage, newsfeed and followed content)
Follow People and Edit Profile
Use Tags and Notes

OK Cancel

A red box highlights the "Create Personal Site" checkbox.

Right sidebar statistics:

User Profiles	7
User Properties	114
Organization Profiles	1
Organization	15
Audiences	2
Audiences	1
Compilation Status	Idle
ilation Time	Ended at 9/12/2019 7:02 AM

InPrivate SharePoint admin center Select People X +

https://ms300demo-admin.sharepoint.com/_layouts/15/Online/PersonalSites.aspx?PersonalSitesOverridden=1

My Site Cleanup

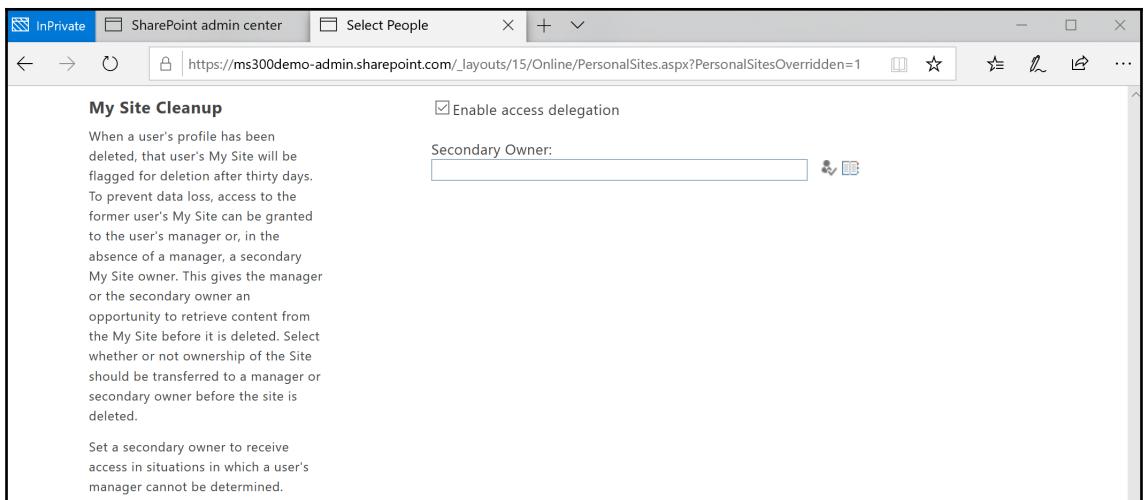
When a user's profile has been deleted, that user's My Site will be flagged for deletion after thirty days.

To prevent data loss, access to the former user's My Site can be granted to the user's manager or, in the absence of a manager, a secondary My Site owner. This gives the manager or the secondary owner an opportunity to retrieve content from the My Site before it is deleted. Select whether or not ownership of the Site should be transferred to a manager or secondary owner before the site is deleted.

Set a secondary owner to receive access in situations in which a user's manager cannot be determined.

Enable access delegation

Secondary Owner:



InPrivate SharePoint admin center Select People X +

https://ms300demo-admin.sharepoint.com/_layouts/15/Online/PersonalSites.aspx?PersonalSitesOverridden=1

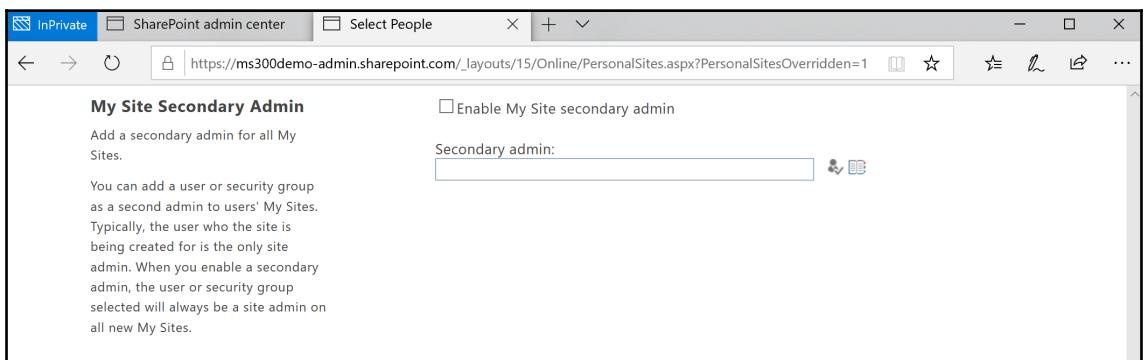
My Site Secondary Admin

Add a secondary admin for all My Sites.

You can add a user or security group as a second admin to users' My Sites. Typically, the user who the site is being created for is the only site admin. When you enable a secondary admin, the user or security group selected will always be a site admin on all new My Sites.

Enable My Site secondary admin

Secondary admin:



The screenshot shows the SharePoint admin center Site Settings page. The URL is https://ms300demo.sharepoint.com/sites/Mercury/_layouts/15/settings.aspx. A search bar at the top finds 'poli' with 'No results'. The left navigation pane includes Home, Conversations, Documents, Notebook, Pages, Recent, Site contents, and Recycle Bin, along with an EDIT LINKS button. The main content area is divided into several sections:

- Look and Feel**: Quick launch, Navigation Elements, Change the look.
- Site Actions**: Manage site features, Enable search configuration export, Reset to site definition.
- Site Collection Administration**: Recycle bin, Search Result Sources, Search Result Types, Search Query Rules, Search Schema, Search Settings, Search Configuration Import, Search Configuration Export, Site collection features, Site hierarchy, Site collection audit settings, Portal site connection, Content Type Policy Templates, Storage Metrics, Site collection app permissions, Site Policies (highlighted with a red box), HTML Field Security, Site collection health checks, Site collection upgrade.
- Web Designer Galleries**: Site columns, Site content types.
- Site Administration**: Regional settings, Language settings, Export Translations, Import Translations, Site libraries and lists, User alerts, RSS, Sites and workspaces, Workflow settings, Site Closure and Deletion.
- Search**: Result Sources, Result Types, Query Rules, Schema, Search Settings, Search and offline availability, Configuration Import, Configuration Export.

InPrivate SharePoint admin center New Site Policy

Find on page cl No results Options X

EDIT LINKS Site Policies › New Site Policy

Search this site

Home Name and Description
Conversations The name and description are displayed when users classify sites under the appropriate policy.
Documents
Notebook
Pages
Recent
Site contents Site Closure and Deletion
Recycle Bin You can configure how sites under this policy are closed and eventually deleted automatically.
When a site is closed, it is trimmed from places that aggregate open sites to site members such as Outlook, OWA, and Project Server. Members can still access and modify site content until it is automatically or manually deleted.

EDIT LINKS

Name: _____
Description: _____

Do not close or delete site automatically.
 Delete sites automatically.
 Close and delete sites automatically.

Close Event: Site created date + [0] years

Deletion Event: Site closed date + [0] months

Send an email notification to site owners this far in advance of deletion:
[3] months

Send follow-up notifications every:
[14] days

Owners can postpone imminent deletion for:
[1] months

The site collection will be read only when it is closed.

The screenshot shows a Microsoft Edge browser window with the following details:

- Title Bar:** InPrivate, SharePoint admin center, Site Closure and Deletion X
- Address Bar:** https://ms300demo.sharepoint.com/sites/Mercury/_layouts/15/ProjectPolicyAndLifecycle.aspx
- Search Bar:** Find on page: cl, No results
- Header:** Options, AG
- Page Content:**
 - Left Navigation:** Home, Conversations, Documents, Notebook, Pages, Recent, Site contents, Recycle Bin, EDIT LINKS.
 - Section:** Site Closure
When a site is closed, it is trimmed from places that aggregate open sites to site members such as Outlook, OWA, and Project Server.
Button: Close this site now
 - Text:** This site will be deleted on: Never
 - Section:** Site Policy
Select the appropriate policy for this site. Site policies are configured by your administrator and define the rules for closing and deleting the site.
Select Box: Mercury Site Closure Policy ▾
 - Buttons:** OK, Cancel

InPrivate SharePoint Project Mercury - Home https://ms300demo.sharepoint.com/sites/Mercury

Find on page c No results Options

SharePoint EMEA

Project Mercury Private group

Next steps 1 member

Search this site + New Discard changes Page details Draft saved 8/30/2019 Edit Republish

Home Conversations Documents Notebook Pages Site contents Recycle bin Edit

News + Add

Keep your team updated with News on your team site

From the new team site home page you'll be able to quickly author a new News Post – a st... Add News

Quick links Learn about a team site Learn how to add a page

Documents See all + New ... All Documents Name

Activity Shared Documents The new Project Mercury group is ready Welcome to the Project Mercury group. Use the group to share ideas, files, and

Drag files here

https://ms300demo.sharepoint.com/sites/Mercury/_layouts/15/RecycleBin.aspx

The screenshot shows the SharePoint Recycle Bin page for the 'Project Mercury' site. The URL in the address bar is https://ms300demo.sharepoint.com/sites/Mercury/_layouts/15/RecycleBin.aspx. The page title is 'Project Mercury > Recycle Bin'. On the left, there's a navigation menu with links like Home, Conversations, Documents, Notebook, Pages, Recent, Site contents, and Recycle Bin. The 'Recycle Bin' link is underlined, indicating it's the current page. The main content area displays a table of deleted items:

Type	Name	Original Location	Created By	Deleted	Size
<input type="checkbox"/>	Document.docx	/sites/Mercury/Shared Documents	<input type="checkbox"/> Aaron Guilmette	9/12/2019 10:55 PM	35 KB
<input type="checkbox"/>	Classroom365	/	<input type="checkbox"/>	9/4/2019 8:15 PM	0 KB

At the top of the table, there are three buttons: 'Restore Selection' (with a circular arrow icon), 'Delete Selection' (with a red X icon), and 'Empty Recycle Bin' (with a trash can icon). A red box highlights the 'Delete Selection' button. There's also a 'Search this site' input field at the top right.

The screenshot shows the Site Settings Recycle Bin page for the 'Project Mercury' site. The URL in the address bar is https://ms300demo.sharepoint.com/sites/Mercury/_layouts/15/AdminRecycleBin.aspx. The page title is 'Site Settings > Recycle Bin'. The left navigation menu is identical to the previous screen. The main content area includes a message: 'You're the site collection admin. You can see items deleted from all sites in this site collection. Learn more'. Below this, there's a table of deleted items, which is currently empty. A red box highlights the message 'Can't find what you're looking for? Check the second-stage recycle bin.' at the bottom of the table area.

The screenshot shows the SharePoint admin center Recycle Bin page. A message at the top says, "You're the site collection admin. You can see items deleted from all sites in this site collection. Learn more". Below this, there is a table listing deleted items:

Type	Name	Original Location	Deleted By	Created By	Deleted	Size
<input type="checkbox"/>	Document.docx	/sites/Mercury/Shared Documents	<input type="checkbox"/> Aaron Guilmette	<input type="checkbox"/> Aaron Guilmette	9/12/2019 10:55 PM	35 KB
<input type="checkbox"/>	Classroom365	/sites/Mercury	<input type="checkbox"/> System Account	<input type="checkbox"/> System Account	9/4/2019 8:15 PM	Unknown

On the left, a navigation menu includes Home, Conversations, Documents, Notebook, Pages, Recent, Site contents, and Recycle Bin (which is selected). On the right, there are "EDIT LINKS" buttons.

The screenshot shows the SharePoint admin center Tenant Settings page. A red box highlights the "Information Rights Management (IRM)" section, which contains the following text:

Set IRM capabilities to SharePoint for your organization (requires Office 365 IRM service)

Below this, a red box highlights the "Site Creation" section, which contains the following text:

The first option lets users create an Office 365 group-connected team site or a communication site. Users who don't have permission to create Office 365 groups can still create new team sites without the Office 365 group.

The second option lets users create a classic team subsite.

For both options, you can let users create sites from a custom form by entering the form URL. If you selected the first option, users can access the form by clicking "See other options" when they're creating the site.

Below these sections, another red box highlights the "Subsite Creation" section, which contains the following text:

Control whether site owners (and others who have permission to create sites) can create subsites. This controls whether the Subsite command appears on the New menu on the Site contents page.

We recommend using hub sites to connect related sites instead of creating subsites.

[Learn about hub sites](#)

At the bottom, a red box highlights the "Connections from sites to Office 365 groups" section, which contains the following text:

https://ms300demo-admin.sharepoint.com/_layouts/15/online/TenantSettings.aspx

On the right side of the Tenant Settings page, there are several configuration options with radio buttons:

- Prevent creation of old version site collections, but allow creation of new version site collections. Allow opt-in upgrade to the new version site collections.
- Use the IRM service specified in your configuration
- Do not use IRM for this tenant
- Hide the Create site command
- Show the Create site command
- A new team site or communication site
- A classic team subsite
- Create groups under: https://ms300demo.sharepoint.com/sites/
- Secondary contact: Not required
- Use the form at this URL: [Text input field]
- Hide the Subsite command
- Show the Subsite command only for classic sites
- Show the Subsite command for all sites
- Prevent site collection administrators from connecting sites to new Office 365 groups
- Allow site collection administrators to connect sites to new Office 365

The screenshot shows a SharePoint document library interface. At the top, there's a navigation bar with tabs for 'InPrivate', 'SharePoint admin center', and 'Project Mercury - Docu'. The URL in the address bar is <https://ms300demo.sharepoint.com/sites/Mercury/Shared%20Documents/Forms/AllItems.aspx>. The main content area has a blue header 'EMEA' and a purple sidebar with a 'PM' icon. The title 'Project Mercury' is displayed, along with a note 'Private group'. On the right, a 'Settings' menu is open, showing options like 'SharePoint', 'Library settings' (which is highlighted with a red box), and 'Site contents'. Below the title, there's a search bar and a toolbar with 'New', 'Upload', 'Quick edit', 'Sync', and 'All Documents'. The main area is titled 'Documents' and lists a single file: 'Document.docx' (modified 'About an hour ago').

The screenshot shows the 'Information Rights Management (IRM)' settings dialog box. The title bar says 'Settings > Information Rights Management Settings'. On the left, there's a sidebar with links: Home, Conversations, Documents, Notebook, Pages, Recent, Site contents, and Recycle Bin. The main area is titled 'Information Rights Management (IRM)'. It explains that IRM helps protect sensitive files from being misused or distributed without permission once they have been downloaded from this library. There's a checkbox 'Restrict permissions on this library on download' which is checked, and a sub-section for creating a permission policy titled 'Mercury Policy Settings'. A button 'SHOW OPTIONS' is highlighted with a red box. At the bottom right are 'OK' and 'Cancel' buttons.

The screenshot shows the SharePoint admin center interface for Project Mercury. The URL is https://ms300demo.sharepoint.com/sites/Mercury/_layouts/15/irm.aspx?List=%7B2508E367%2D9DA2%2D475F%2DA029%2D. The page displays additional IRM library settings, including options to prevent document uploads from unsupported clients, restrict access to specific dates, and prevent opening documents in the browser.

Set additional IRM library settings
This section provides additional settings that control the library behavior.

Do not allow users to upload documents that do not support IRM
 Stop restricting access to the library at
 Prevent opening documents in the browser for this Document Library

Configure document access rights
This section controls the document access rights (for viewers) after the document is downloaded from the library; read only viewing right is the default. Granting the rights below is reducing the bar for accessing the content by unauthorized users.

Allow viewers to print
 Allow viewers to run script and screen reader to function on downloaded documents
 Allow viewers to write on a copy of the downloaded document
 After download, document access rights will expire after these number of days (1-365)

Set group protection and credentials interval
Use the settings in this section to control the caching policy of the license the application that opens the document will use and to allow sharing the downloaded document with users that belong to a specified group.

Users must verify their credentials using this interval (days)
 Allow group protection. Default group:

The screenshot shows the SharePoint admin center Settings page. The URL is https://ms300demo-admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/settings. The left navigation menu includes Home, Sites, Active sites, Deleted sites, Policies, Sharing, Access control, Settings (selected), Advanced, API management, and Classic features. The main content area is titled "Settings" and includes sections for Site storage limits, Notifications, Site storage limits, Default admin experience, and Site creation. The Site storage limits section is expanded, showing options for Automatic (selected) and Manual, with a note that sites will use up to 25 TB if automatic. Buttons for Save and Cancel are at the bottom.

Settings

Control which features are available to your organization

Notifications
Let users get device notifications about file changes

Site storage limits
Manage site storage automatically or set specific limits

Default admin experience
Open the new or classic SharePoint admin center

Site creation
Set default settings for creating new sites

Automatic
Sites will use the storage they need up to a maximum of 25 TB

Manual
Set specific limits for each site

Save **Cancel**

The screenshot shows the SharePoint Admin Center interface. On the left, there's a navigation menu with options like Home, Sites (Active sites selected), Policies, Sharing, Access control, Settings, and Advanced. The main area is titled "Active sites" and lists several sites: App Catalog, Communication site, EMEA (selected), Enterprise Wiki, and MS300 External Demo. To the right of the list, there's a summary bar showing "98.00 MB used of 1.24 TB". Below the list, there are details for the selected site: "Connected to an Office 365 group" (No), "Description" (empty), "Storage used" (0.00%), and "Storage limit" (25600 GB). The "Storage limit" section is highlighted with a red box.

Site	URL
App Catalog	.../sites/AppCatalog
Communication site	https://ms300demo.sharepoint.com
EMEA	.../sites/EMEA
Enterprise Wiki	.../sites/EnterpriseWiki
MS300 External Demo	.../sites/MS300ExternalDemo

Connected to an Office 365 group
No

Description

Storage used
0.00%

Storage limit
25600 GB

Chapter 7: Managing SharePoint Online Search

The screenshot shows a Microsoft Edge browser window with the following details:

- Address Bar:** https://ms300demo-admin.sharepoint.com/_layouts/15/searchadmin/TA_SearchAdministration.aspx
- Page Title:** Search Administration
- Content Area:** The page displays various search-related settings under the heading "Search".
 - Manage Search Schema:** Create and modify search properties so that users can query these properties.
 - Manage Search Dictionaries:** Create and modify lists of terms which will be used to improve the search experience for your users. This section is highlighted with a red rectangular border.
 - Manage Authoritative Pages:** Identify high-quality pages that search will use to improve relevance, as well as low-quality pages that search will consider less relevant.
 - Query Suggestion Settings:** Show search suggestions as users type in the search box (if not disabled by user).
 - Manage Result Sources:** Create and modify sources you can query for results. This includes filtered results from SharePoint as well as results from remote sources such as Bing.
 - Manage Query Rules:** Create and modify query rules to promote important results, show blocks of additional results, and even fine-tune ranking.
 - Manage Query Client Types:** Create and modify configuration of query client types which are used to identify querying clients so as to prioritize query throttling.
 - Remove Search Results:** List URLs you would like to remove from search results until the next crawl.
 - View Usage Reports:** See how often your users search, what their top queries are, and which queries they're having trouble getting answers for.
 - Search Center Settings:** Tell us where searches should go by specifying the location of your Search Center.
 - Export Search Configuration:** Create a file that includes all customized query rules, result sources, result types, ranking models and site search settings but not any that shipped with SharePoint, in the current tenant, that can be imported to other tenants.
 - Import Search Configuration:** Import a search configuration file.
 - Crawl Log Permissions:** Grant users read access to crawl log information for this tenant.

InPrivate SharePoint admin center Term Store Managerer X + - ×

https://ms300demo-admin.sharepoint.com/_layouts/15/termstoremanager.aspx

Term Store

SEARCH

TAXONOMY TERM STORE

English

- ↳ Taxonomy_C0m9bxso8lr20kkelLznXQ==
 - ↳ Finance
 - ↳ Global
 - ↳ Human Resources
 - ↳ IT
 - ↳ Managed Nav - Site 1
 - ↳ Marketing
 - ↳ People
- ↳ Search Dictionaries
 - ↳ Company Exclusions **Company Exclusions**
 - ↳ Company Inclusions
 - ↳ Query Spelling Exclusions
 - ↳ Query Spelling Inclusions

GENERAL

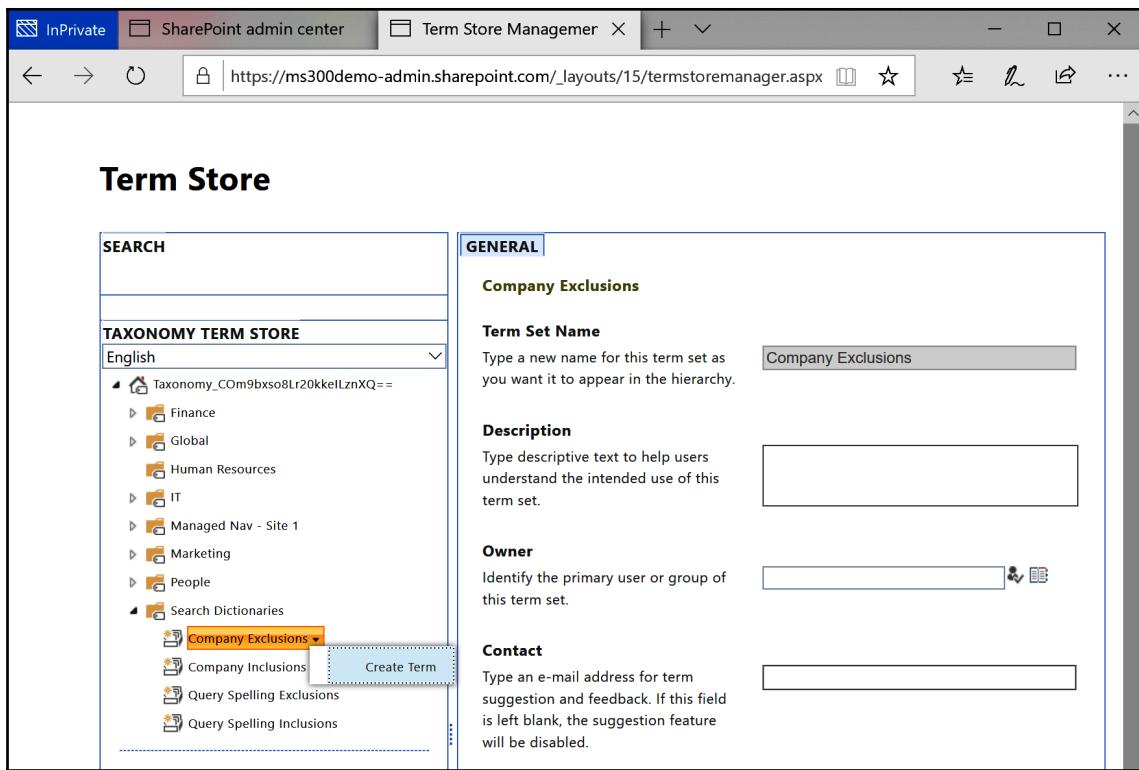
Company Exclusions

Term Set Name
Type a new name for this term set as you want it to appear in the hierarchy.

Description
Type descriptive text to help users understand the intended use of this term set.

Owner
Identify the primary user or group of this term set.

Contact
Type an e-mail address for term suggestion and feedback. If this field is left blank, the suggestion feature will be disabled.



The screenshot shows a Microsoft Edge browser window with the title bar "InPrivate" and "SharePoint admin center". The tab bar has "Search Administration" selected. The address bar shows the URL https://ms300demo-admin.sharepoint.com/_layouts/15/searchadmin/TA_SearchAdministration.aspx. The main content area is titled "Search" and contains the following sections:

- Manage Search Schema**: Create and modify search properties so that users can query these properties.
- Manage Search Dictionaries**: Create and modify lists of terms which will be used to improve the search experience for your users. This section is highlighted with a red box.
- Manage Authoritative Pages**: Identify high-quality pages that search will use to improve relevance, as well as low-quality pages that search will consider less relevant.
- Query Suggestion Settings**: Show search suggestions as users type in the search box (if not disabled by user).
- Manage Result Sources**: Create and modify sources you can query for results. This includes filtered results from SharePoint as well as results from remote sources such as Bing.
- Manage Query Rules**: Create and modify query rules to promote important results, show blocks of additional results, and even fine-tune ranking.
- Manage Query Client Types**: Create and modify configuration of query client types which are used to identify querying clients so as to prioritize query throttling.
- Remove Search Results**: List URLs you would like to remove from search results until the next crawl.
- View Usage Reports**: See how often your users search, what their top queries are, and which queries they're having trouble getting answers for.
- Search Center Settings**: Tell us where searches should go by specifying the location of your Search Center.
- Export Search Configuration**: Create a file that includes all customized query rules, result sources, result types, ranking models and site search settings but not any that shipped with SharePoint, in the current tenant, that can be imported to other tenants.
- Import Search Configuration**: Import a search configuration file.
- Crawl Log Permissions**: Grant users read access to crawl log information for this tenant.

The screenshot shows the SharePoint admin center interface with the title "Query Suggestion Settings". The URL in the address bar is https://ms300demo-admin.sharepoint.com/_layouts/15/searchadmin/queriesuggestionsettings.aspx?level=tenant. The page displays settings for search suggestions, including:

- Search Suggestions**: A section with a checkbox "Show search suggestions" and a note: "Show search suggestions as users type in the search box (if not disabled by user)."
- Language for suggestion phrases**: A section where users can choose the language for import and export query suggestion phrases. The current language is set to "English".
- Always suggest phrases**: A section where users can always suggest phrases from a text file. Options include "Import from text file" and "Export to text file".
- Never suggest phrases**: A section where users never suggest phrases from a text file. Options include "Import from text file" and "Export to text file".

A blue "Save Settings" button is located at the bottom right of the form.

The screenshot shows the SharePoint admin center interface with the title "Import phrases for query suggestions". The URL in the address bar is https://ms300demo-admin.sharepoint.com/_layouts/15/searchadmin/queriesuggestionsimport.aspx?type=alwayssuggest&lan. The page displays instructions for importing phrases from a text file:

Use this page to import a text file containing a list of phrases for query suggestions.

Text file with phrases: A section describing the file format. It states: "The file is interpreted as one phrase per line. All existing phrases will be removed before importing phrases from the file." A file input field is shown with the path "C:\Users\laaguilme\Desktop\ms300\always-suggest.txt" and a "Browse..." button.

A blue "OK" button is located at the bottom right of the form.

InPrivate SharePoint admin center Manage Result Sources +

https://ms300demo-admin.sharepoint.com/_layouts/15/searchadmin/ManageResultSources.aspx?level=tenant

Search

Use result sources to scope search results and federate queries to external sources, such as internet search engines. After defining a result source, configure search web parts and query rule actions to use it. [Learn more about result sources.](#)

Result Sources replace Search Scopes, which are now deprecated. You can still view your old scopes and use them in queries, but not edit them.

New Result Source

NAME	CREATION DATE	DEFAULT	STATUS
Provided by SharePoint (16)			
Conversations	4/8/2018 6:46:28 AM		Active
Documents	4/8/2018 6:46:28 AM		Active
Items matching a content type	4/8/2018 6:46:28 AM		Active
Items matching a tag	4/8/2018 6:46:28 AM		Active
Items related to current user	4/8/2018 6:46:28 AM		Active

InPrivate SharePoint admin center Manage Query Rules +

https://ms300demo-admin.sharepoint.com/_layouts/15/searchadmin/listqueryrules.aspx?level=tenant&FilterType=Promotedl

Search

Select a Result Source...
Conversations (System)
Custom results source (Tenant)
Documents (System)
Items matching a content type (System)
Items matching a tag (System)
Items related to current user (System)
Items with same keyword as this item (System)
Local People Results (System)
Local Reports And Data Results (System)
Local SharePoint Results (System)
Local Video Results (System)
Pages (System)
Pictures (System)
Popular (System)
Recently changed items (System)
Recommended Items (System)
Wiki (System)
All Sources

Important results, show blocks of additional results, and even tune ranking. Changes may take several seconds to take a Query below. Note that dictionaries may take several minutes to update. [Learn more about query rules.](#)

All Topic Categories

URL or description

Modified Conditions Actions

4/8/2018 A condition or action in this rule is not supported by these admin pages.

The screenshot shows the SharePoint admin center interface with the URL https://ms300demo-admin.sharepoint.com/_layouts/15/SearchAdmin/editqueryrule.aspx?level=tenant&SourceId=5c0692889. A modal window titled "add promoted result" is open. Inside the modal, there is a "General Information" section with fields for "Title" (set to "Aaron's Blog") and "URL" (set to "http://aka.ms/aaronblog"). A checkbox labeled "Render the URL as a banner instead of as a hyperlink" is checked. Below this, there is a "Description" field which is currently empty. At the bottom right of the modal is a "Save" button. To the left of the modal, there is a "Context" section describing how to restrict the rule to specific queries or users. Below the modal, there are sections for "Query Conditions" (with a dropdown set to "Query Matches Keyword Exactly" and a sub-option "Query exactly matches one of these phrases (semi-colon separated) blog"), "Actions" (with options for "Promoted Results", "Add Promoted Result", and "Result Blocks"), and "Add User Segment".

The screenshot shows a SharePoint search results page titled "Project Saturn - Search" with the URL https://ms300demo.sharepoint.com/sites/Saturn/_layouts/15/search.aspx?q=blog. The search bar contains the query "blog". The navigation bar at the top includes "All", "Files", "Sites", "People", and "News". On the right side of the search bar, there is a "Filters" button. The search results display a single item: "Aaron's Blog" with the URL "http://aka.ms/aaronblog".

The screenshot shows a Microsoft Edge browser window with the following details:

- Tab Bar:** InPrivate, Microsoft 365 admin center, SharePoint admin center, New Managed Property (active tab), +, -.
- Address Bar:** https://ms300demo-admin.sharepoint.com/_layouts/15/searchadmin/ta_managedproperty.aspx?level=tenant
- Content Area:**
 - Section Header:** Search
 - Navigation:** Managed Properties | Crawled Properties | Categories
 - Description:** Use this page to view, create, or modify the settings of this managed property. Note that the settings that you can adjust depend on your current authorization level.
 - Name and description:**
 - Property name:** Writer
 - Name and optional description for this property:** (empty)
 - Description:** (empty)
 - Type:**
 - Type:** The type of information in this property:
 - Text
 - Integer
 - Decimal
 - Date and Time
 - Yes/No
 - Double precision float
 - Binary
 - Main characteristics:**
 - Searchable:**
 - Enables querying against the content of the managed property:** The content of this managed property is included in the full-text index. For example, if the property is "author", a simple query for "Smith" returns items containing the word "Smith" and items whose author property contains "Smith".

InPrivate Microsoft 365 admin center SharePoint admin center New Managed Property X + - ×

https://ms300demo-admin.sharepoint.com/_layouts/15/searchadmin/ta_managedproperty.aspx?level=tenant

makes queries against this managed property slower.

Mappings to crawled properties

The list shows all the crawled properties that are mapped to this managed property. A managed property can get its content from one or more crawled properties.

Include content from all crawled properties
 Include content from the first crawled property that is not empty, based on the specified order

Company name extraction

Enables the system to extract company name entities from the managed property when crawling new or updated items. Afterwards, the extracted entities can be used to set up refiners in the web part.

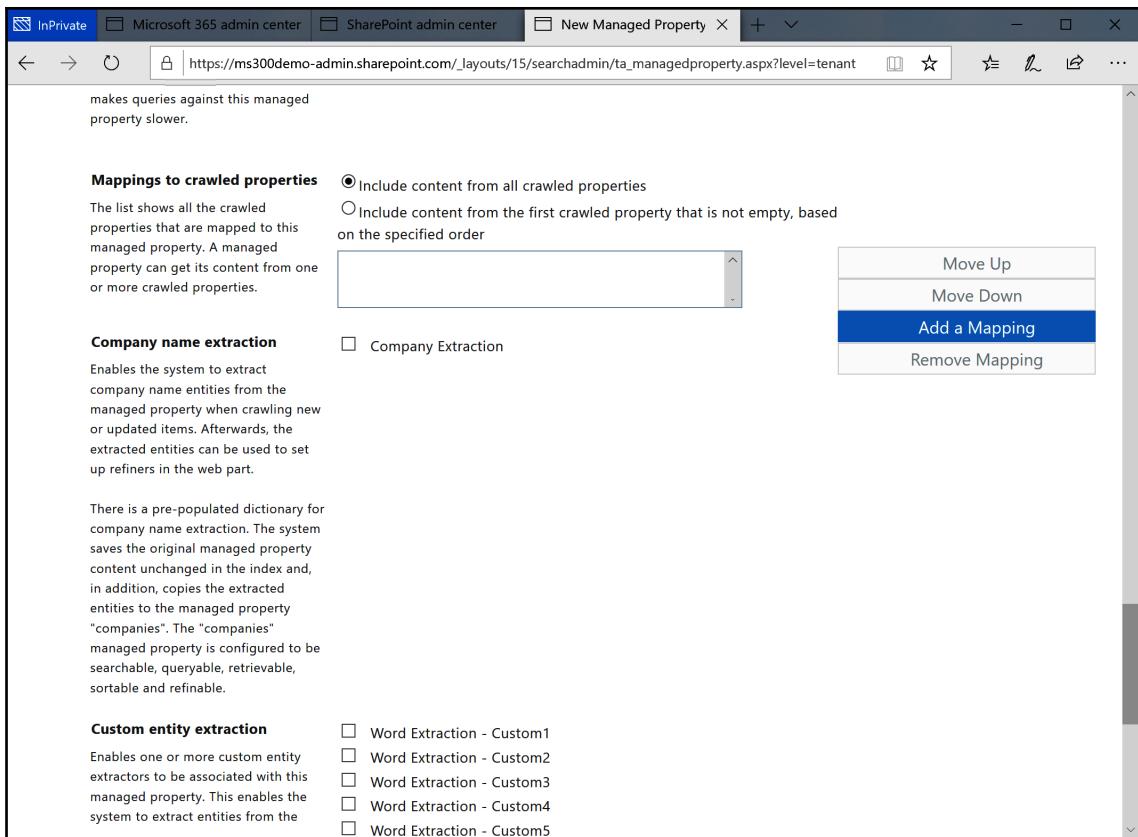
There is a pre-populated dictionary for company name extraction. The system saves the original managed property content unchanged in the index and, in addition, copies the extracted entities to the managed property "companies". The "companies" managed property is configured to be searchable, queryable, retrievable, sortable and refinable.

Custom entity extraction

Enables one or more custom entity extractors to be associated with this managed property. This enables the system to extract entities from the

Word Extraction - Custom1
 Word Extraction - Custom2
 Word Extraction - Custom3
 Word Extraction - Custom4
 Word Extraction - Custom5

Move Up
Move Down
Add a Mapping
Remove Mapping



The screenshot shows a Microsoft 365 admin center window with the SharePoint admin center selected. A modal dialog titled "crawled property selection" is open, prompting the user to "Select crawled properties to map to New Property(Text)".

Filter on a category: Document Parser

Search for a crawled property name: Find

Select a crawled property:

- ApplicationName
- ApplicationVersion
- Author**
- CharacterCount
- CollaborationServer
- Company
- Content-Type
- ContentTypeId
- CreatedDateTime
- Description
- DocumentSecurity
- Exchange.ContentClass
- Expires
- FileType
- GENERATOR
- IsPartiallyProcessed
- LastModifiedBy
- LastSavedDateTime
- LineCount
- MSIP_Label_074e257c-5848-4582-9af6-34a182080e71_Enabled

A red box highlights the "Author" entry in the list.

InPrivate Microsoft 365 admin center SharePoint admin center +

https://ms300demo-admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/siteManagement

SharePoint admin center

Home

Sites

- Active sites
- Deleted sites

Policies

- Sharing
- Access control

Settings

- Advanced
- API management
- Classic features

OneDrive admin center

Data migration

Other options

Choose a template

Team site

Team site

Document Center

Enterprise Wiki

Publishing Portal

More templates

Site name

Primary administrator

Select a language

English

Select the default site language for your site. You can't change this later.

Advanced settings

Finish Cancel

InPrivate Microsoft 365 admin center SharePoint admin center Create Site Collection + ...

https://ms300demo-admin.sharepoint.com/_layouts/15/online/CreateSiteFull.aspx?source=TenantAdmin

Create Site Collection

Title

Web Site Address
 /sites/

Template Selection 2013 experience version will be used

Select a language:

Select a template:

Collaboration **Enterprise** Publishing Custom

- Document Center
- eDiscovery Center
- Records Center
- Team Site - SharePoint Online configuration
- Business Intelligence Center
- Compliance Policy Center
- Enterprise Search Center**
- My Site Host
- Community Portal
- Basic Search Center
- Visio Process Repository

A site focused on delivering an enterprise-wide search experience. Includes a welcome page with a search box that connects users to four search results page experiences: one for general searches, one for people searches, one for conversation searches, and one for video searches. You can add and customize new results pages to focus on other types of search queries.

Time Zone

Administrator  

Storage Quota GB

InPrivate Microsoft 365 admin center SharePoint admin center Search: guilmette + - ×

SharePoint https://ms300demo.sharepoint.com/search/Results.aspx?k=guilmette#k=guilmette#l=1033

guilmette

Everything People Conversations Videos

Preference for results in English ▾

Result type

- Image
- PowerPoint
- SharePoint Site
- Team Site
- Web page
- Word
- Author**
- Aaron Guilmette
- System Account
- SHOW MORE

Modified date

- One Year Ago
- Today
- All

Aaron **Guilmette**
ms300demo-my.sharepoint.com/.../admin_ms300demo_onmicrosoft_com

Project Saturn
Aaron **Guilmette** ...
ms300demo.sharepoint.com/sites/Saturn

Project Mercury
Aaron **Guilmette** ...
ms300demo.sharepoint.com/sites/Mercury

MS300 External Demo Notebook
ms300demo.sharepoint.com/sites/.../MS300 External Demo Notebook

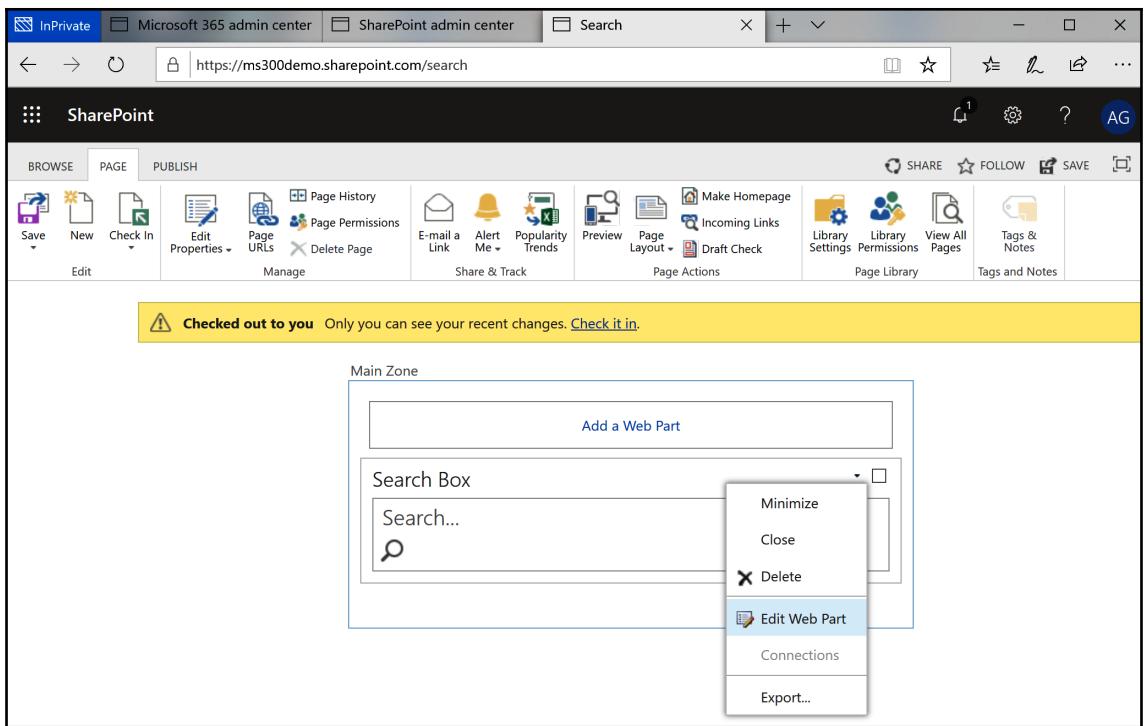
MS300 External Demo
ms300demo.sharepoint.com/sites/MS300ExternalDemo

General
ms300demo.sharepoint.com/sites/.../Shared Documents/General

Project Venus
ms300demo.sharepoint.com/sites/Venus

Project Apollo
ms300demo.sharepoint.com/sites/apollo2

The screenshot shows a Microsoft Edge browser window displaying a SharePoint search results page. The search term 'guilmette' is entered in the search bar. The results are categorized by type: Author, Project, and Document. Each result includes the author's name, a link to the item, and a small thumbnail icon. The 'Modified date' section features a timeline slider with markers for 'One Year Ago', 'Today', and 'All'.



The screenshot shows the SharePoint admin center interface for managing a search page. The top navigation bar includes links for InPrivate, Microsoft 365 admin center, SharePoint admin center, Search, and various SharePoint settings. The URL in the address bar is https://ms300demo.sharepoint.com/search.

The ribbon menu is visible with tabs: BROWSE, PAGE, PUBLISH, INSERT (selected), and WEB PART. The main content area displays a yellow warning message: "Checked out to you Only you can see your recent changes. [Check it in.](#)".

The left side of the screen shows the "Main Zone" containing a "Search Box" web part. The search box has a placeholder "Search..." and a magnifying glass icon.

The right side of the screen shows the "Properties for Search Box" dialog box, which is open to the "Search Box" tab. The dialog contains the following settings:

- Properties for Search Box**
- Which search results page should queries be sent to?** (checkbox checked)
- Query Suggestions** (checkbox checked)
 - Show suggestions (checkbox checked)
 - Show people name suggestions (checkbox unchecked)
- Number of query suggestions**: 5
- Minimum number of characters**: 2
- Suggestions delay (in milliseconds)**: 100
- Show personal favorite results** (checkbox checked)
 - Number of personal favorites**: 3
- Settings** (checkbox checked)
 - Show preferences link (checkbox unchecked)
 - Show advanced link (checkbox unchecked)
 - Advanced search page URL**: advanced.aspx

InPrivate Microsoft 365 admin center SharePoint admin center Search: Microsoft https://ms300demo.sharepoint.com/search/Pages/results.aspx?k=Microsoft

SharePoint

Checked out to you Only you can see your recent changes. Check it in.

Result type

- PowerPoint
- SharePoint Site
- Web page

Author

- Aaron Guilmette
- System Account

SHOW MORE

Modified date

One Year Ago Today

All

Microsoft

Everything People Conversations Videos

Preference for results in English ▾

MS300 External Demo Notebook

Microsoft Teams Services ... ms300demo.sharepoint.com/sites/.../MS300 External Demo Notebook

General

Microsoft Teams Services ... ms300demo.sharepoint.com/sites/.../Shared Documents/General

Enterprise Wiki

Last modified at 8/31/2019 7:10 PM by System Account ... Use the Enterprise Wiki to create a ... video - is as easy as working in any word processing application, such as Microsoft Word ... ms300demo.sharepoint.com/sites/EnterpriseWiki

How To Use This Library

more information about using Microsoft SharePoint Foundation-based wiki libraries, click Help on any Microsoft SharePoint Foundation page ... ms300demo.sharepoint.com/sites/.../How To Use This Library.aspx

Bulk Retention Label Management

\$Session = New-PSSession -ConfigurationName Microsoft.Exchange -ConnectionUri ... \$Policies += (Get-ComplianceTag '2 Year' |Select Name,ExchangeObjectId ... The Name of the retention label ... ms300demo.sharepoint.com/sites/.../ManagedLabels.pptx

MS300 External Demo Notebook

Folder

Changed by □

OPEN SEND

Settings

SharePoint

- Hide Ribbon
- Shared with...
- Edit page
- Add a page
- Add an app
- Site contents
- Design Manager
- Site settings

Themes

Office

View all

Language and time zone

View all

Notifications

Customize settings

The screenshot shows a SharePoint search results page with a context menu open over a folder named 'MS300 External Demo Notebook'. The menu includes 'OPEN' and 'SEND' options. The main search results area shows items like 'MS300 External Demo Notebook' and 'Enterprise Wiki'. On the left, there are filters for 'Result type', 'Author', and 'Modified date'. On the right, there's a sidebar with 'Settings' for SharePoint, 'Themes' (with various theme cards), 'Language and time zone', and 'Notifications'.

The screenshot shows the SharePoint admin center interface. At the top, there are tabs for InPrivate, Microsoft 365 admin center, SharePoint admin center, and a search bar. The URL in the address bar is <https://ms300demo.sharepoint.com/search/Pages/results.aspx?k=Microsoft>. The main content area is titled "SharePoint" and has a ribbon with tabs: BROWSE, PAGE, PUBLISH, INSERT (selected), and WEB PART. Below the ribbon are various management tools like Save, New, Check in, Edit Properties, Page URLs, Delete Page, E-mail a Link, Alert Me, Popularity Trends, Preview, Make Homepage, Incoming Links, Page Layout, Draft Check, Library Settings, Library Permissions, View All Pages, Tags & Notes, and Page Library.

Main Zone:

- Add a Web Part** button
- Search Box:** Microsoft
- Search Navigation:** Everything, People, Conversations, Videos
- Search Results:**
 - Preference for results in English ▾
 - Look in the right place**: Define result sources that change where results come from.
 - Tailor the look of important result types**: Craft a display template in HTML and a result type rule that controls when to show it.
 - Get even more relevant results**: Create query rules to promote important results, show blocks of alternate items, and fine-tune ranking. Learn more about how to customize search results.
 - Ranked Results**: Results and blocks chosen by the search engine. Tune these using query rules.
- Edit Web Part** context menu (open on the right): Minimize, Edit Web Part, Connections, Export..
- Shared Results:** This Web Part shares results from the "Search Results" Web Part.
- Result type**:
 - PowerPoint
 - SharePoint Site
 - Web page
- Author**: Aaron Guilmette, System Account, SHOW MORE
- Modified date**: A timeline slider showing One Year Ago, Today, and All.
- Results:**
 - MS300 External Demo Notebook
 - Microsoft Teams Services ... ms300demo.sharepoint.com/sites/..../MS300 External Demo Notebook
 - General
 - Microsoft Teams Services ... ms300demo.sharepoint.com/sites/..../Shared Documents/General

The screenshot shows the SharePoint admin center interface. At the top, there are tabs for InPrivate, Microsoft 365 admin center, SharePoint admin center, and a search bar for 'Search: Microsoft'. Below the header is a ribbon with BROWSE, PAGE, PUBLISH, INSERT (selected), and WEB PART tabs. The main content area displays search results for 'Microsoft' in the 'Search Results' web part. A yellow banner at the top of the main zone says 'Checked out to you Only you can see your recent changes. Check it in.' On the left, there's a navigation zone with 'Add a Web Part' and a 'Refinement' section showing 'Shared Results: This Web Part shares results from the "Search Results" Web Part.' Below that are sections for 'Result type' (PowerPoint, SharePoint Site, Web page), 'Author' (Aaron Guilmette, System Account), and 'Modified date' (One Year Ago, Today, All). The right side features a 'Properties for Search Results' dialog box with sections for 'Search Criteria' (set to 'This Web Part (Search Results) - Default'), 'Display Templates' (Results Control Display Template set to 'Default Result'), and 'Settings'. The main search results show one item: 'MS300 External Demo Notebook' by Microsoft Teams Services, with a link to ms300demo.sharepoint.com/sites/.../MS300 External Demo Notebook.

Microsoft 365 admin center SharePoint admin center Search: Microsoft https://ms300demo.sharepoint.com/search/Pages/results.aspx?k=Microsoft

SharePoint

BROWSE PAGE PUBLISH INSERT WEB PART

Manage

Share & Track

Page Actions

Page Library

Tags and Notes

Settings

Results settings

Number of results per page: 10

- Show ranked results
- Show promoted results
- Show "Did you mean?"
- Show personal favorites
- Show View Duplicates link
- Show Search Navigation menu

Specify the search center in [Search Settings](#)

Results control settings

Show advanced link

Advanced search page URL: [advanced.aspx](#)

Show result count

Show language dropdown

Show sort dropdown

Available sort orders (JSON)

```
[{"name": "Relevance", "sorts": []}, {"name": "Date(Newest)", "sorts": [{"p": "Write", "d": 1}], {"name": "Date(Oldest)", "sorts": [{"p": "Write", "d": 0}], {"name": "Lifetime Views", "sorts": [{"p": "ViewsLifeTime", "d": 1}]}], "name": "Recent"}]
```

Show paging

Show preferences link

Show AlertMe link

Also show results from

By default, users see results from shared OneDrive and SharePoint content.

Also show users a separate block with results from:

Their own OneDrive

Refinement: Shared Results: This Web Part shares results from the "Search Results" Web Part.

Result type: PowerPoint, SharePoint Site, Web page.

Author: Aaron Guilmette, System Account.

Modified date: One Year Ago, Today, All.

Search Navigation: Everything, People, Conversations, Videos.

Search Results: Preference for results in English.

Look in the right place: Define result sources that change where results come from.

Tailor the look of important result types: Craft a display template in HTML and a result type rule that controls when to show it.

Get even more relevant results: Create query rules to promote important results, show blocks of alternate items, and fine-tune ranking. Learn more about how to customize search results.

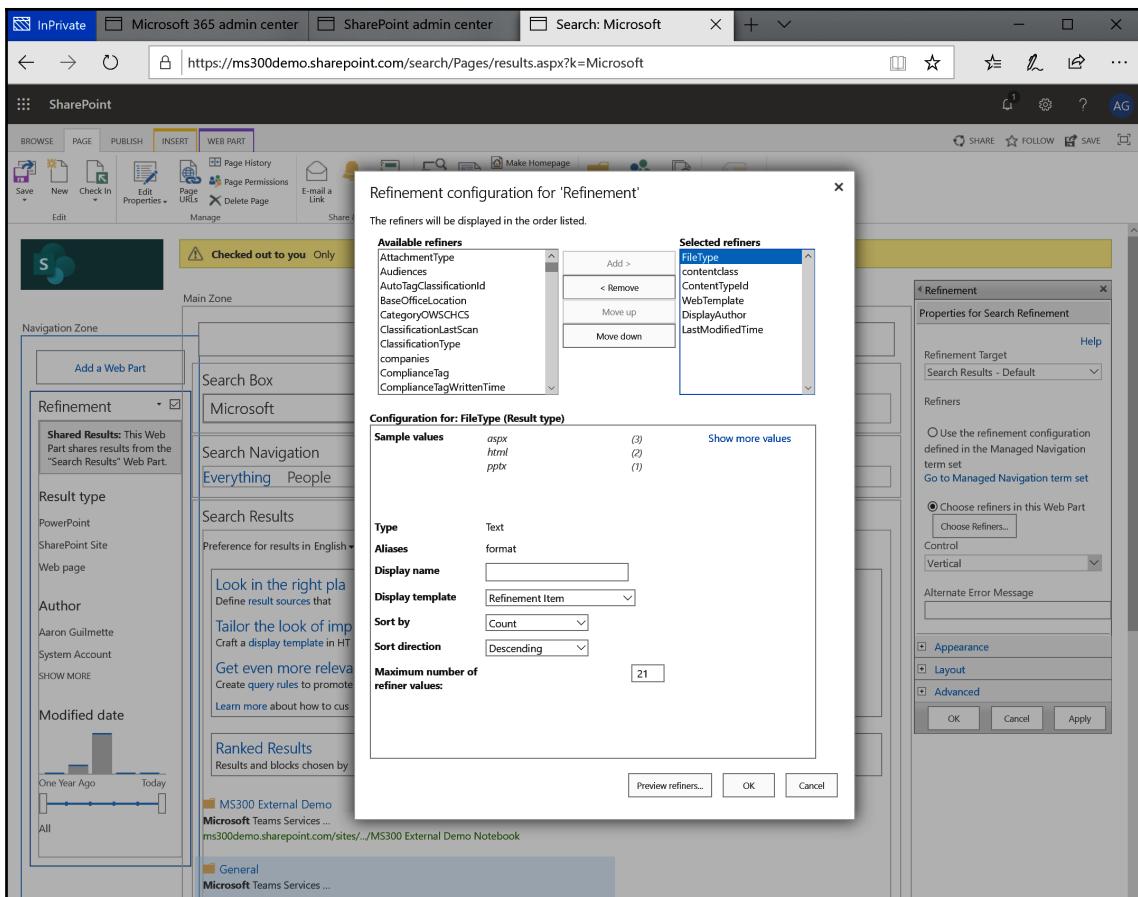
Ranked Results: Results and blocks chosen by the search engine. Tune these using query rules.

MS300 External Demo Notebook: Microsoft Teams Services ... ms300demo.sharepoint.com/sites/_/MS300 External Demo Notebook

General: Microsoft Teams Services ... ms300demo.sharepoint.com/sites/_/Shared Documents/General

Enterprise Wiki: Last modified at 8/31/2019 7:10 PM by System Account ... Use the Enterprise Wiki to create a ... video - is as easy as working in any word processing application, such as Microsoft Word ... ms300demo.sharepoint.com/sites/EnterpriseWiki

The screenshot shows the SharePoint admin center interface. At the top, there are tabs for InPrivate, Microsoft 365 admin center, SharePoint admin center, and a search bar for 'Microsoft'. Below the header is a ribbon with BROWSE, PAGE, PUBLISH, INSERT (selected), and WEB PART tabs. The main content area displays a search results page with a yellow banner at the top stating 'Checked out to you Only you can see your recent changes. Check it in.' On the left, there's a navigation zone with 'Add a Web Part' and a refinement panel for 'Shared Results' and 'Result type'. A search navigation panel is highlighted with a red box, showing categories like 'Everything', 'People', 'Conversations', and 'Videos'. To the right of the main content is a 'Search Navigation' properties dialog box. This dialog includes sections for 'Control' (with 'Use Current Query from Search Results - Default'), 'Appearance', 'Layout', and 'Advanced' (with a 'Maximum Links Before Overflow' set to 5). Buttons for 'OK', 'Cancel', and 'Apply' are at the bottom.



The screenshot shows a Microsoft SharePoint admin center reporting page. The browser tabs include InPrivate, Microsoft 365 admin center, SharePoint admin center, and Run Reports. The main content area is titled "Run Reports" and shows a list of search reports under the category "AnalyticsSearch".

- Usage Reports**
 - Number of Queries**

This report shows the number of search queries performed. Use this report to identify search query volume trends and to determine times of high and low search activity.
- Search Reports**
 - Top Queries by Day**

This report shows the most popular search queries. Use this report to understand what types of information visitors are seeking.
 - Top Queries by Month**

This report shows the most popular search queries. Use this report to understand what types of information visitors are seeking.
 - Abandoned Queries by Day**

This report shows popular search queries that received low click-through. Use this report to identify search queries that might create user dissatisfaction and to improve the discoverability of content. Then, consider using query rules to improve the query's results.
 - Abandoned Queries by Month**

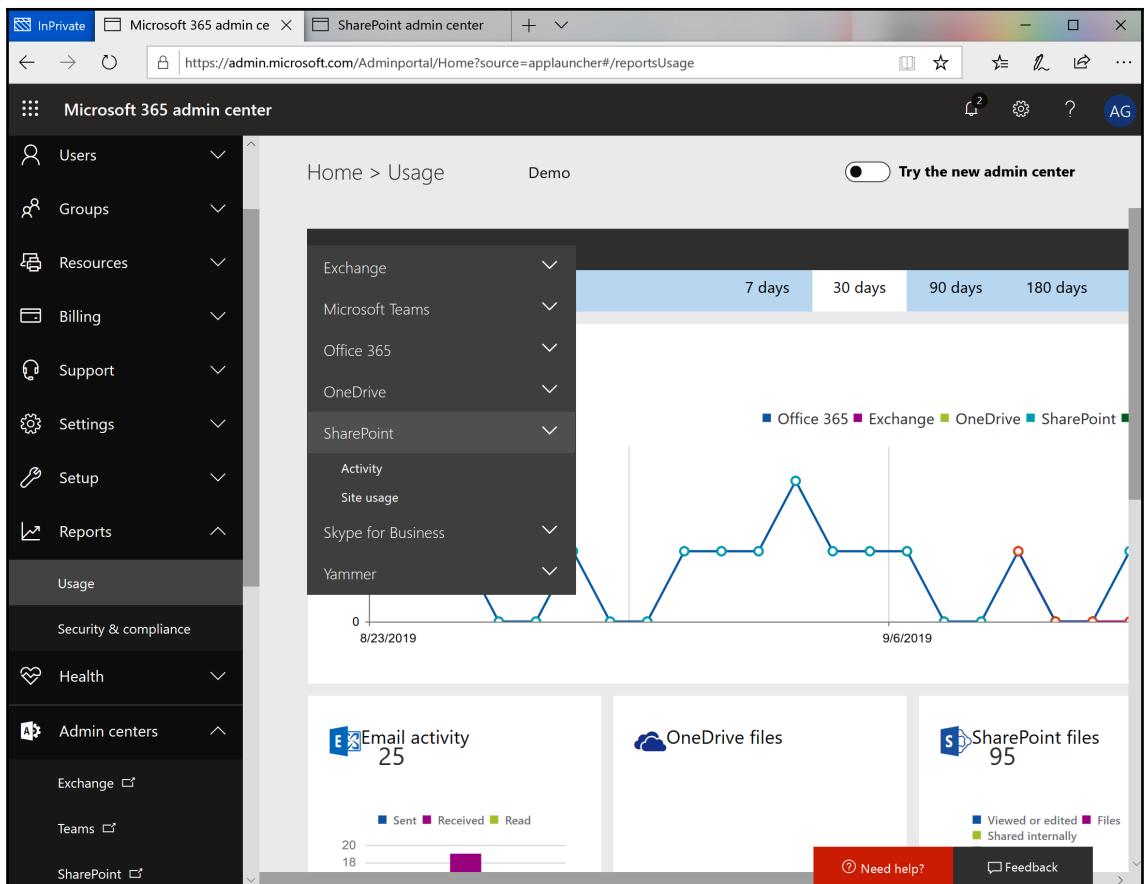
This report shows popular search queries that received low click-through. Use this report to identify search queries that might create user dissatisfaction and to improve the discoverability of content. Then, consider using query rules to improve the query's results.
 - No Result Queries by Day**

This report shows popular search queries that returned no results. Use this report to identify search queries that might create user dissatisfaction and to improve the discoverability of content. Then, consider using query rules to improve the query's results.
 - No Result Queries by Month**

This report shows popular search queries that returned no results. Use this report to identify search queries that might create user dissatisfaction and to improve the discoverability of content. Then, consider using query rules to improve the query's results.
 - Query Rule Usage by Day**

This report shows how often query rules fire, how many dictionary terms they use, and how often users click their promoted results. Use this report to see how useful your query rules and promoted results are to users.
 - Query Rule Usage by Month**

This report shows how often query rules fire, how many dictionary terms they use, and how often users click their promoted results. Use this report to see how useful your query rules and promoted results are to users.



InPrivate Microsoft 365 admin ce SharePoint admin center

https://admin.microsoft.com/Adminportal/Home?source=applauncher#/reportsUsage/SharePointSiteUsageV1

Microsoft 365 admin center

Home > Usage > SharePoint site usage Demo Try the new admin center

SharePoint site usage

7 days 30 days 90 days 180 days

Sites Files Storage Pages

Number of total and active sites

8/27/2019 Total sites: 9 Active sites: 0

8/24/2019 9/7/2019

Total sites Active sites

Details

Site URL	Site owner principal name	Last activity date (UTC)	Files	Active files	Storage
https://ms300demo.share...	apollo@ms300demo.onmicrosoft.com	Monday, September 09, 2019	0	0	0
https://ms300demo.share...	Venus@ms300demo.onmicrosoft.com	Monday, September 02, 2019	0	6	2
https://ms300demo.share...	Apollo@ms300demo.onmicrosoft.com	Saturday, September 14, 2019	0	2	0
https://ms300demo.share...	admin@ms300demo.onmicrosoft.com				

Need help? Feedback

The screenshot shows the Microsoft 365 Admin Center interface. The left sidebar is collapsed, showing categories like Users, Groups, Resources, Billing, Support, Settings, Setup, Reports, Usage, Security & compliance, Health, and Admin centers. Under Admin centers, Exchange, Teams, SharePoint, and OneDrive are listed. The main content area is titled 'SharePoint site usage' and shows a line chart from August 24 to September 7, 2019. The chart has two lines: a blue line for 'Total sites' and a pink line for 'Active sites'. A tooltip for August 27, 2019, indicates 9 total sites and 0 active sites. Below the chart is a table titled 'Details' with columns for Site URL, Site owner principal name, Last activity date (UTC), Files, Active files, and Storage. The table lists four sites, all of which have 0 files and active files, and 0 storage. The last row is partially visible.

InPrivate Microsoft 365 admin ce SharePoint admin center +

https://admin.microsoft.com/Adminportal/Home?source=applauncher#/reportsUsage/SharePointActivityV1

Microsoft 365 admin center

Home > Usage > SharePoint activity Demo Try the new admin center

SharePoint activity

7 days 30 days 90 days 180 days

Files Pages Users

Number of files by activity type

■ Viewed or edited ■ Synced ■ Shared internally ■ Shared externally

Details

Username	Last activity date (U...)	Files viewed or edited	Files synced	Files shared internally	Files shared externally
admin@ms300demo.onmicrosoft.com	Saturday, September 14, 2019	229	0	3	0
barnold@ms300demo.onmicrosoft.com	Saturday, September 14, 2019	6	0	0	0

Need help? Feedback

8/24/2019 9/7/2019

Users Groups Resources Billing Support Settings Setup Reports Usage Security & compliance Health Admin centers Exchange Teams SharePoint OneDrive

AG

The screenshot shows the Microsoft 365 Admin Center interface, specifically the SharePoint activity report. The left sidebar contains navigation links for various admin centers like Exchange, Teams, SharePoint, and OneDrive. The main content area displays a line chart titled 'Number of files by activity type' for the period from August 24 to September 7, 2019. The chart shows four activity types: 'Viewed or edited' (blue line with circles), 'Synced' (purple line with squares), 'Shared internally' (green line with diamonds), and 'Shared externally' (dark blue line with triangles). The 'Viewed or edited' activity shows several spikes, notably around August 28th (approx. 50 files), September 1st (approx. 120 files), and September 4th (approx. 55 files). Below the chart is a table titled 'Details' showing user activity statistics. It lists two users: 'admin@ms300demo.onmicrosoft.com' and 'barnold@ms300demo.onmicrosoft.com'. The table includes columns for Username, Last activity date, Files viewed or edited, Files synced, Files shared internally, and Files shared externally. The 'Files viewed or edited' column shows values of 229 and 6 respectively for the two users.

```
Windows PowerShell
PS C:\> Get-PnPSearchCrawlLog -LogLevel Error -RowLimit 5

Url          : https://ms300demo.sharepoint.com/sites/AppCatalog/Classroom365/Lists/CS_Ann/AllItems.aspx
CrawlTime    : 9/16/2019 1:51:22 PM
ItemTime     : 1/1/0001 12:00:00 AM
LogLevel     : Error
Status       :
ItemId       : 38053219
ContentSourceId : 1

Url          : https://ms300demo.sharepoint.com/sites/AppCatalog/Classroom365/Lists/CS_Ass_S/AllItems.aspx
CrawlTime    : 9/16/2019 1:51:22 PM
ItemTime     : 1/1/0001 12:00:00 AM
LogLevel     : Error
Status       :
ItemId       : 38053213
ContentSourceId : 1

Url          : https://ms300demo.sharepoint.com/sites/AppCatalog/Classroom365/Lists/CS_Ass_Drop/Forms/AllItems.aspx
CrawlTime    : 9/16/2019 1:51:20 PM
ItemTime     : 1/1/0001 12:00:00 AM
LogLevel     : Error
Status       :
ItemId       : 38053215
ContentSourceId : 1

Url          : https://ms300demo.sharepoint.com/sites/AppCatalog/Classroom365/Lists/CS_Ass/AllItems.aspx
CrawlTime    : 9/16/2019 1:51:14 PM
ItemTime     : 1/1/0001 12:00:00 AM
LogLevel     : Error
Status       :
ItemId       : 38053211
ContentSourceId : 1

Url          : https://ms300demo.sharepoint.com/sites/AppCatalog/Classroom365/Lists/CS_Ass_Drop_S/Forms/AllItems.aspx
CrawlTime    : 9/16/2019 1:51:14 PM
ItemTime     : 1/1/0001 12:00:00 AM
LogLevel     : Error
Status       :
ItemId       : 38053221
ContentSourceId : 1

PS C:\>
```

Chapter 8: Monitoring and Maintaining the SharePoint Online Service

A screenshot of a Microsoft Edge browser window showing the SharePoint admin center. The address bar shows the URL: https://ms300demo.sharepoint.com/sites/ClassicTeam/SitePages/Home.aspx. The page title is "SharePoint". The main content area displays the "Classic Team" site with sections for "Home", "Notebook", "Documents", "Pages", "Site contents", and "Recycle Bin". Below these are two cards: "Share your site." (with a circular icon) and "Working on a deadline?" (with a clipboard icon). A "Newsfeed" section is also visible. The top navigation bar includes "InPrivate", "Microsoft 365 admin center", "SharePoint admin center", and "Classic Team - Home". The bottom navigation bar has links for "BROWSE", "PAGE", "SHARE", "FOLLOW", and "EDIT". On the right side of the browser, the developer tools Network tab is open, showing a list of network requests. The table has columns for Name, Protocol, Method, Result, and Content type. Some rows are highlighted in blue.

Name	Protocol	Method	Result	Content type
corev15.css?rev=r8U7343psy9%2FlImKobfvfw%3D...	HTTP/2	GET	200	text/css
corev15.css?rev=r8U7343psy9%2fLImKobfvw%3D...	HTTP/2	GET	200	text/css
corev15.css?rev=r8U7343psy9%2fLImKobfvw%3D...	HTTP/2	GET	200	text/css
portal.css?rev=19Kz4Jwsra9KwGw8zb59Vdg%3D%3D...	HTTP/2	GET	200	text/css
portal.css?rev=19Kz4Jwsra9KwGw8zb59Vdg%3D%3D...	HTTP/2	GET	200	text/css
QCB.css?rev=JBZMpHLHSZUIRGX12QtW%3D%3D...	HTTP/2	GET	200	text/css
QCB.css?rev=JBZMpHLHSZUIRGX12QtW%3D%3D...	HTTP/2	GET	200	text/css
suiteux.shell.shared.6bdbfb0da2d02c1f44a67c226d1...	HTTP/2	GET	200	text/css
suiteux.shell.shared.6bdbfb0da2d02c1f44a67c226d1...	HTTP/2	GET	200	text/css
WebTaggingUI.css?rev=AsAWN3PCP\$4EQZwH0wM...	HTTP/2	GET	200	text/css
WebTaggingUI.css?rev=AsAWN3PCP\$4EQZwH0wM...	HTTP/2	GET	200	text/css

A screenshot of a Microsoft Edge browser window showing the SharePoint admin center. The address bar shows the URL: https://ms300demo.sharepoint.com/sites/ClassicTeam/SitePages/Home.aspx. The page title is "SharePoint". The main content area displays the "Classic Team" site with sections for "Home", "Notebook", "Documents", "Pages", "Site contents", and "Recycle Bin". Below these are two cards: "Share" (with a blue icon) and "Start a c...". A "Newsfeed" section is also visible. The top navigation bar includes "InPrivate", "Microsoft 365 admin center", "SharePoint admin center", and "Classic Team - Home". The bottom navigation bar has links for "BRC PAG", "Home", "Notebook", "Documents", "Pages", "Site contents", and "Recycle Bin". The right side of the browser shows the developer tools Network tab, which is identical to the one in the previous screenshot, displaying a list of network requests with the same columns and rows.

Name	Protocol	Method	Result	Content type	Received
https://ms300demo.sharepoint.com/_layouts/15/_US3/images/formatmap32x32.png?rev=47	HTTP/2	GET	200	image/png	48.21 KB
fpjs	HTTP/2	GET	200	application/x-javascript	6.21 KB
GetOriginAllowList?api-version=1&OriginUri=https%3A%2F%2Fms300de...	HTTP/2	GET	200	application/json	178 B
https://webshell.suite.office.com/api/clientshell/GetPersonaPhoto?email=admin@ms300demo.onmicrosoft.com&UA=0&s...	HTTP/1.0	GET	200 OK	image/gif	
gettingstarted.png?rev=47	HTTP/2	GET	200	image/png	5.35 KB
Home.aspx	HTTP/2	GET	302	text/html	253 B
Home.aspx	HTTP/2	GET	200	text/html	
icclock.png	HTTP/2	GET	200	image/png	1.37 KB
icgen.gif	HTTP/2	GET	200	image/gif	90 B
icxlsx.png	HTTP/2	GET	200	image/png	1.44 KB
init.js	HTTP/2	GET	200	application/javascript	82.25 KB
initstrings.js	HTTP/2	GET	200	application/javascript	6.55 KB

The screenshot shows the Microsoft Edge DevTools Network tab for the URL <https://ms300demo.sharepoint.com/sites/ClassicTeam/SitePages/Home.aspx>. The tab bar includes InPrivate, Microsoft 365 admin center, SharePoint admin center, and Classic Team - Home. The Network tab displays a list of requests with columns for Name, Protocol, Method, Headers, Body, Parameters, Cookies, and Timings.

Request Headers:

- Accept: text/html, application/xhtml+xml, application...
- Accept-Encoding: gzip, deflate, br
- Accept-Language: en-US, en; q=0.5
- Cache-Control: max-age=0
- Cookie: rtFa=O9Sz615utD5iFE9FfrlviePCjoMqS53hYL...
- DNT: 1
- Host: ms300demo.sharepoint.com
- Referer: https://ms300demo-admin.sharepoint.com/...
- Upgrade-Insecure-Requests: 1
- User-Agent: Mozilla/5.0 (Windows NT 10.0; Win64; x6...

Response Headers:

- content-length: 253
- content-type: text/html; charset=utf-8
- date: Tue, 24 Sep 2019 23:06:34 GMT
- location: https://ms300demo.sharepoint.com/sites/Cl...
- microsoftsharepointteamservices: 16.0.0.19311
- ms-cv: nwd7OhKwAABHNG0IXXn1Zg.0
- p3p: CP="ALL IND DSP COR ADM CONO CUR CUSO I...
- request-id: 3a7b079f-b012-0000-4734-6d255d79f566
- spislatency: 2
- sprequestduration: 94
- sprequestguid: 3a7b079f-b012-0000-4734-6d255d79f...
- strict-transport-security: max-age=31536000
- x-content-type-options: nosniff
- x-frame-options: SAMEORIGIN
- x-ms-invokekeepapp: 1; RequireReadOnly
- x-msedge-ref: Ref A: 20F613181DA947EFB1B72362C6...
- x-powered-by: ASP.NET
- x-sharepointhealthscore: 3

Key requests listed in the table include:

Name	Protocol	Method
formatmap32x32.png?rev=47	HTTP/2	G
fpjs	HTTP/2	G
GetOriginAllowList?api-version=1&OriginIri=https%3A%2F%2Fms300de...	HTTP/1.0	G
Home.aspx	HTTP/2	G
Home.aspx	HTTP/2	G
iclock.png	HTTP/2	G
icgen.gif	HTTP/2	G
icxlsx.png	HTTP/2	G
init.js	HTTP/2	G
inplview.js	HTTP/2	G
jsgrid.gantt.js	HTTP/2	G
jsgrid.js	HTTP/2	G
listviewdatafetch-mini-e1486557.js	HTTP/2	G
loadingcirclests16.gif	HTTP/2	G
loadingcirclests16.gif?rev=47	HTTP/2	G

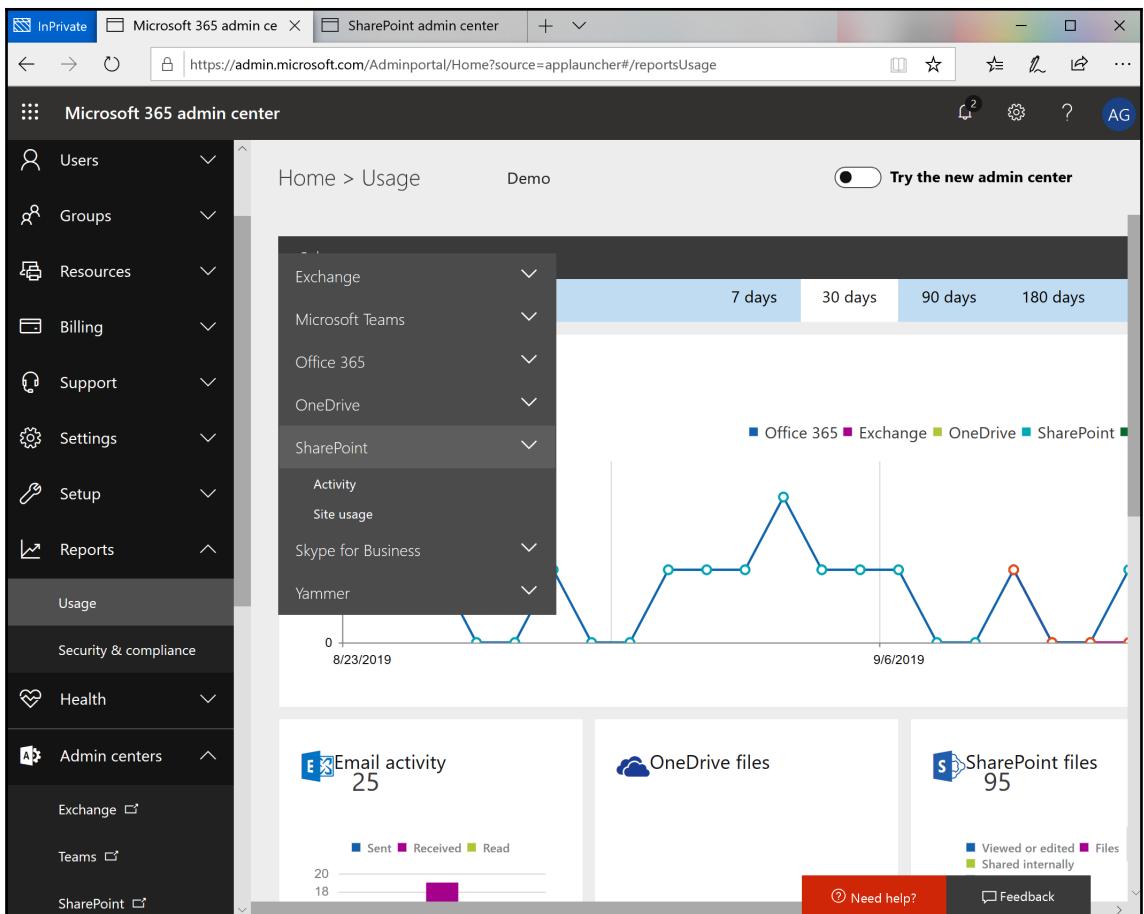
The screenshot shows the Microsoft 365 Admin Center interface. The left sidebar is dark-themed and includes links for Home, Users, Groups, Resources, Billing, Support, Settings, Setup, Reports, Health (which is selected), Service health (which is also selected), Message center, Admin centers, and a 'Show less' option. The main content area has a light background and displays the 'Service health' section. At the top of this section, it says 'Some services have posted advisories' with a timestamp of '2019-09-24 22:17 (UTC)' and a 'View his' link. Below this, there are two columns: 'All services' and 'Advisories'. The 'All services' column lists various Microsoft services with green checkmarks and the status 'Service is healthy'. The 'Advisories' column lists services with blue circular icons and the status '1 advisory'. A 'Try the new admin center' button is located at the top right of the main content area.

Category	Service	Status
All services	Microsoft Intune	1 advisory
	Office for the web	1 advisory
	Azure Information Protection	Service is healthy
	Exchange Online	Service is healthy
	Flow in Microsoft 365	Service is healthy
	Identity Service	Service is healthy
	Microsoft Flow	Service is healthy
	Microsoft Forms	Service is healthy
	Microsoft Kaizala	Service is healthy
	Microsoft StaffHub	Service is healthy
	Microsoft Teams	Service is healthy
	Mobile Device Management for Office 365	Service is healthy
	Office 365 Portal	Service is healthy
	Office Client Applications	Service is healthy
Office Subscription	Service is healthy	
Advisories	Microsoft Intune	1 advisory

The screenshot shows the Microsoft 365 admin center interface. The left sidebar is dark-themed and includes links for Home, Users, Groups, Resources, Billing, Support, Settings, Setup, Reports, Health, Service health (which is selected and highlighted in grey), Message center, Admin centers, and a 'Show less' option. The main content area has a light background. At the top, it says 'Home > Service health' and 'Demo'. A button on the right says 'Try the new admin center'. Below this, a message states 'Some services have posted advisories'. Two advisories are listed:

- IT191101 - Intermittent failures when installing Online Licensed Microsoft Store for Business (MSFB) apps via Microsoft Intune**
Status: Service degradation Updated: 2019-09-24 21:29 (UTC)
User impact: Users may be intermittently unable to install Online Licensed MSFB apps via Microsoft Intune.
Show details
Rate the accuracy and usefulness of this post: ★★★★☆
1 advisory
- OO189185 - Visio app delays or stalling**
Status: Service degradation Updated: 2019-09-16 22:54 (UTC)
User impact: Users may experience stalling or delays when using the Microsoft Visio app with a keyboard.
Show details
Rate the accuracy and usefulness of this post: ★★★★☆
1 advisory

At the bottom, there are three status indicators: a green circle for 'Service is healthy', a blue circle for 'Advisory', and a red triangle for 'Incident'. A red bar at the very bottom contains 'Need help?' and 'Feedback' buttons.



InPrivate Microsoft 365 admin center SharePoint admin center +

https://admin.microsoft.com/Adminportal/Home?source=applauncher#/reportsUsage/SharePointSiteUsageV1

Microsoft 365 admin center

Try the new admin center

SharePoint site usage

7 days 30 days 90 days 180 days

Sites Files Storage Pages

Number of total and active sites

8/27/2019 Total sites: 9 Active sites: 0

8/24/2019 9/7/2019

Total sites Active sites

Details

Site URL	Site owner principal name	Last activity date (UTC)	Files	Active files	Storage
https://ms300demo.share...	apollo@ms300demo.onmicrosoft.com	Monday, September 09, 2019	0	0	0
https://ms300demo.share...	Venus@ms300demo.onmicrosoft.com	Monday, September 02, 2019	0	6	6
https://ms300demo.share...	Apollo@ms300demo.onmicrosoft.com	Saturday, September 14, 2019	0	2	2
https://ms300demo.share...	admin@ms300demo.onmicrosoft.com				

Need help? Feedback

The screenshot displays the Microsoft 365 Admin Center interface, specifically the SharePoint site usage report. The left sidebar shows navigation links like Users, Groups, Resources, Billing, Support, Settings, Setup, Reports (which is selected), Usage, Security & compliance, Health, and Admin centers. The main content area shows a line graph of site usage from August 24 to September 7, 2019. The graph has two lines: a blue line for 'Total sites' and a purple line for 'Active sites'. A callout box on August 27, 2019, indicates 9 total sites and 0 active sites. Below the graph is a table titled 'Details' listing four SharePoint sites with their URLs, owners, last activity dates, file counts, active file counts, and storage sizes. The table includes columns for Site URL, Site owner principal name, Last activity date (UTC), Files, Active files, and Storage.

InPrivate Microsoft 365 admin ce SharePoint admin center

https://admin.microsoft.com/Adminportal/Home?source=applauncher#/reportsUsage/SharePointActivityV1

Microsoft 365 admin center

Home > Usage > SharePoint activity

Try the new admin center

SharePoint activity

7 days 30 days 90 days 180 days

Files Pages Users

Number of files by activity type

140
120
100
80
60
40
20
0

8/24/2019 9/7/2019

Viewed or edited Synced Shared internally Shared externally

Details

Username	Last activity date (U...)	Files viewed or edited	Files synced	Files shared internally	Files shared externally
admin@ms300demo.onmicrosoft.com	Saturday, September 14, 2019	229	0	3	
barnold@ms300demo.onmicrosoft.com	Saturday, September 14, 2019	6	0	0	

Need help? Feedback

The screenshot shows the Microsoft 365 Admin Center interface. The left sidebar has a dark theme with various navigation options like Users, Groups, Resources, Billing, Support, Settings, Setup, Reports, Usage, Security & compliance, Health, and Admin centers. Under Admin centers, Exchange, Teams, SharePoint, and OneDrive are listed. The main content area is titled 'SharePoint activity' and shows a line chart of file activity from August 24 to September 7. The chart tracks four activity types: Viewed or edited (blue), Synced (purple), Shared internally (green), and Shared externally (cyan). A large peak in 'Viewed or edited' activity is visible on September 7th. Below the chart is a table of user activity details, showing the last activity date, number of files viewed or edited, and counts for sync, internal sharing, and external sharing. Two users are listed: 'admin@ms300demo.onmicrosoft.com' and 'barnold@ms300demo.onmicrosoft.com'. Both users have activity on September 14, 2019. The table also includes column headers for Username, Last activity date (U...), Files viewed or edited, Files synced, Files shared internally, and Files shared externally.

The screenshot shows the SharePoint Site Settings page. On the left, there's a navigation menu with links like Home, Users and Permissions, Look and Feel, Site Actions, Site Collection Administration, and Search. The main content area is titled "Site Settings". Under "Site Collection Administration", the "Popularity Trends" link is highlighted with a red box.

Home

Users and Permissions

Look and Feel

Site Actions

Site Collection Administration

Search

Popularity Trends (highlighted)

Site Settings

EDIT LINKS

People and groups

Title, description, and logo

Site permissions

Quick launch

Site collection administrators

Top link bar

Site app permissions

Navigation Elements

Change the look

Web Designer Galleries

Site columns

Manage site features

Site content types

Save site as template

Web parts

Enable search configuration export

List templates

Reset to site definition

Master pages

Delete this site

Themes

Solutions

Composed looks

Regional settings

Site Result Sources

Language settings

Search Result Types

Site libraries and lists

Search Query Rules

User alerts

Search Schema

RSS

Search Settings

Sites and workspaces

Search Configuration Import

Workflow settings

Search Configuration Export

Site Closure and Deletion

Site collection features

Popularity Trends (highlighted)

term store management

Site hierarchy

Site collection audit settings

Audit log reports

Portal site connection

Content Type Policy Templates

Storage Metrics

Site collection app permissions

Screenshot of the SharePoint admin center showing the 'Popularity Trends' button highlighted.

The SharePoint admin center interface includes:

- BROWSE, FILES, LIBRARY tabs
- New Document, Upload Document, New Folder, Edit Document, Check Out, Check In, View Properties, Edit Properties, Shared With, Delete Document, Share, Alert Me, Popularity Trends (highlighted), Download a Copy, Send To, Manage Copies, Go To Source, Workflows, Publish, Tags & Notes buttons.
- Home, Notebook, Documents, Pages, Site contents, Recycle Bin navigation.
- All Documents list: Book (modified 15 minutes ago by Aaron Guilmette) and Document (modified 14 minutes ago by Aaron Guilmette).
- Upload, Sync, Share, More, Find a file search bar.
- EDIT LINKS, Drag files here to upload, Exit classic experience buttons.

Screenshot of Microsoft Excel showing usage details for a document named 'Usage (1).xlsx'.

The Excel interface includes:

- File, Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Help tabs.
- Clipboard, Font, Alignment, Protection, Styles, Cells, Editing, Ideas buttons.
- A1 cell selected.
- Usage Details: Views section.
- Item: Book section.
- Data table:

Day	Hits	Unique Users
2019-12-05	5	5
2019-12-06	0	0
2019-12-07	2	2
2019-12-08	3	3
2019-12-09	5	4
2019-12-10	3	2
2019-12-11	2	1
2019-12-12	4	3
2019-12-13	7	5
2019-12-14	4	2
2019-12-15	2	2
2019-12-16	1	1
2019-12-17	0	0
2019-12-18	1	1

- Line chart titled 'Daily' comparing Hits (blue line) and Unique Users (red line) over the same period.
- Data table:

Month	Hits	Unique Users
2017-02	0	0
2017-03	0	0

- Monthly chart section.

The screenshot shows the SharePoint library ribbon with the 'FILES' tab selected. The 'Most Popular Items' button in the ribbon is highlighted with a red box. The ribbon also includes 'BROWSE', 'LIBRARY', 'Modify View', 'Create Column', 'All Documents', 'View Format', 'Manage Views', 'Tags & Notes', 'E-mail a Link', 'Alert Me', 'RSS Feed', 'Share & Track', 'Sync', 'Connect to Outlook', 'Connect to Office', 'Connect & Export', 'Form Web Parts', 'Edit Library', 'New Quick Step', 'Library Settings', and 'Customize Library' buttons.

The screenshot shows the 'Most Popular Items' report page. The 'Result type' dropdown is set to 'Most Views'. The report displays two items:

Content Type	Author	Recent	Ever
Test document 1	Aaron Guilmette	0	0
Book	Aaron Guilmette	0	0

Below the report, there are filters for 'Content Type' (application/vnd.openxmlfile..), 'Author' (Aaron Guilmette), and a 'Modified date' range from 'One Year Ago' to 'Today'.

The screenshot shows the SharePoint Project Saturn Home page. On the right, a vertical navigation bar lists options: Add a page, Add an app, Site contents, Site information, Site permissions, and Site usage. The 'Site usage' option is highlighted with a red box.

The screenshot shows the Site usage report for Project Saturn. It displays two charts: Unique viewers (2 lifetime unique viewers) and Site visits (5 site visits, up 150% from last month). The report also includes a sidebar with Microsoft Teams integration and a 'Create a Team' button.

Category	Value	Comparison
Unique viewers	2	Lifetime unique viewers
Site visits	5	▲ 150% since last month

Chapter 9: Configuring and Managing OneDrive for Business

The screenshot shows a web browser window with the Microsoft 365 admin center URL: https://admin.onedrive.com/?v=StorageSettings. The page title is "OneDrive for Business A". The left sidebar has a "Storage" section selected, which is highlighted in blue. The main content area is titled "Storage" and contains instructions: "Use these settings to specify storage limits for all users and retention for deleted users." It features two input fields: one for "Default storage in GB" set to 1024, and another for "Days to retain files in OneDrive after a user account is marked for deletion" set to 30. A "Save" button is at the bottom.

Group Policy Management Editor

File Action View Help

OneDrive for Business [DC-040121.GC]

Computer Configuration Policies Software Settings Windows Settings Administrative Templates: OneDrive All Settings Preferences User Configuration Policies Software Settings Windows Settings Administrative Templates: OneDrive All Settings Preferences

Setting State

Allow syncing OneDrive accounts for only specific organizations	Not configured
Configure team site libraries to sync automatically	Not configured
Limit the sync client upload rate to a percentage of throughput	Not configured
Prevent users from syncing libraries and folders shared from other organizations	Not configured
Prevent users from moving their Windows known folders to OneDrive	Not configured
Block syncing OneDrive accounts for specific organizations	Not configured
Convert synced team site files to online-only files	Not configured
Set the maximum size of a user's OneDrive that can download automatically	Not configured
Enable automatic upload bandwidth management for OneDrive	Not configured
Use OneDrive Files On-Demand	Not configured
Require users to confirm large delete operations	Not configured
Set the sync client update ring	Not configured
Prevent users from redirecting their Windows known folders to their PC	Not configured
Silently move Windows known folders to OneDrive	Not configured
Prompt users to move Windows known folders to OneDrive	Not configured
Block file downloads when users are low on disk space	Not configured
Allow OneDrive to disable Windows permission inheritance in folders synced read-only	Not configured
Prevent the sync client from generating network traffic until users sign in	Not configured
Prevent users from fetching files remotely	Not configured
Specify SharePoint Server URL and organization name	Not configured
Specify the OneDrive location in a hybrid environment	Not configured
Silently sign in users to the OneDrive sync client with their Windows credentials	Not configured
Warn users who are low on disk space	Not configured

23 setting(s)

Group Policy Management Editor

File Action View Help

OneDrive for Business [DC-040121.GC]

Computer Configuration

- Policies
- Preferences

User Configuration

- Policies
 - Software Settings
 - Windows Settings
 - Administrative Templates:
 - OneDrive
 - All Settings
- Preferences

Setting	State	Comment
Configure team site libraries to sync automatically	Not configured	No
Set the default location for the OneDrive folder	Not configured	No
Prevent users from changing the location of their OneDrive folder	Not configured	No
Disable the tutorial that appears at the end of OneDrive Setup	Not configured	No
Continue syncing when devices have battery saver mode turned on	Not configured	No
Continue syncing on metered networks	Not configured	No
Prevent users from syncing personal OneDrive accounts	Not configured	No
Limit the sync client download speed to a fixed rate	Not configured	No
Coauthor and share in Office desktop apps	Not configured	No
Allow users to choose how to handle Office file sync conflicts	Not configured	No
Limit the sync client upload speed to a fixed rate	Not configured	No

Extended Standard

InPrivate Microsoft 365 admin center OneDrive for Business https://admin.onedrive.com/?v=NotificationSettings

OneDrive

Home Sharing Sync Storage Device access Compliance Notifications Data migration

Notifications

Use these settings to control notifications in OneDrive.

Display device notifications to users when OneDrive files are shared with them

E-mail OneDrive owners when

- Other users invite additional external users to shared files
- External users accept invitations to access files
- An anonymous access link is created or changed

Save

My Site Cleanup

When a user's profile has been deleted, that user's My Site will be flagged for deletion after thirty days. To prevent data loss, access to the former user's My Site can be granted to the user's manager or, in the absence of a manager, a secondary My Site owner. This gives the manager or the secondary owner an opportunity to retrieve content from the My Site before it is deleted. Select whether or not ownership of the Site should be transferred to a manager or secondary owner before the site is deleted.

Set a secondary owner to receive access in situations in which a user's manager cannot be determined.

Enable access delegation

Secondary Owner:

My Site Secondary Admin

Add a secondary admin for all My Sites.

You can add a user or security group as a second admin to users' My Sites. Typically, the user who the site is being created for is the only site admin. When you enable a secondary admin, the user or security group selected will always be a site admin on all new My Sites.

Enable My Site secondary admin

Secondary admin:

User Profiles

Use this page to manage the user profiles in this User Profile Service Application. From this page you can also manage a user's personal site.

Total number of profiles: 8

Find profiles

New Profile | X Delete | View: Active Profiles | Manage Sub-types | Select a sub-type to filter the list of profiles: Default User Profile Subtype

Account name	Preferred name	E-mail address
i:0#.f membership barnold@ms300demo.onmicrosoft.com	Bill Arnold	barnold@ms300demo.onmicrosoft.com

The screenshot shows the SharePoint Admin Center's Manage User Profiles page. At the top, there are tabs for InPrivate, Microsoft 365 admin center, SharePoint admin center, and Manage User Profiles. The URL in the address bar is https://ms300demo-admin.sharepoint.com/_layouts/15/TenantProfileAdmin/ProfMngr.aspx?ConsoleView=Active&ProfileTyp. The main content area is titled "User Profiles". It displays a message: "Use this page to manage the user profiles in this User Profile Service Application. From this page you can also manage a user's personal site." Below this, it says "Total number of profiles: 8". A search bar shows "Find profiles barnold" and a "Find" button. A dropdown menu for a user profile named "i0#_flmembership|barnold@ms300" is open, showing options: "Edit My Profile", "Delete", "Manage Personal Site", and "Manage site collection owners". The "Manage site collection owners" option is highlighted with a red box.

The screenshot shows a modal dialog box titled "site collection owners". The title bar has a close button "x". The dialog has two sections: "Administrator" and "Site Collection Administrators". The "Administrator" section contains a text input field with "Bill Arnold:" and a "Select" button. The "Site Collection Administrators" section contains a text input field with "Bill Arnold: Aaron Guilmette:" and a "Select" button. Both input fields have a red border around them. At the bottom of the dialog are "OK" and "Cancel" buttons.

The screenshot shows a web browser window with the URL <https://admin.onedrive.com/?v=SharingSettings>. The page is titled "Sharing" and is part of the "OneDrive" section of the Microsoft 365 admin center. The left sidebar includes links for Home, Sharing (which is selected), Sync, Storage, Device access, Compliance, Notifications, and Data migration. The main content area is titled "Sharing" and contains instructions: "Use these settings to customize how sharing works in OneDrive and SharePoint." It also provides a link to "Learn more about external sharing". Below this, there is a section titled "Links" with the sub-instruction: "Choose the kind of link that's selected by default when users share items." Under "Default link type", three options are listed: "Shareable: Anyone with the link" (radio button not selected), "Internal: Only people in your organization" (radio button selected), and "Direct: Specific people" (radio button not selected). A "Advanced settings for shareable links" section is collapsed, showing dropdown menus for "Links must expire within this number of days" (set to "Never"), "Files" (set to "View, edit, and upload"), and "Folders" (set to "View, edit and upload"). At the bottom of the page, there is a link titled "External sharing".

The screenshot shows a Microsoft Edge browser window with an 'InPrivate' tab open. The address bar displays the URL <https://admin.onedrive.com/?v=AccessPolicySettings>. The main content area is titled 'Device access' under the 'OneDrive' header. On the left, a sidebar lists navigation options: Home, Sharing, Sync, Storage, Device access (which is selected and highlighted in blue), Compliance, Notifications, and Data migration. The 'Device access' section contains two configuration groups. The first group, 'Control access based on network location', includes an unchecked checkbox for 'Allow access only from specific IP address locations'. The second group, 'Control access from apps that can't enforce device-based restrictions', includes a checked checkbox for 'Allow access from apps that don't use modern authentication'. Below these groups is a section titled 'Mobile application management' with a descriptive paragraph about controlling access to mobile apps. It states that these settings apply to Android and iOS apps and links to 'Learn more about access policies'. A 'Deploy this policy' button with a toggle switch is present. At the bottom, there is an unchecked checkbox for 'Block downloading files in the apps'.

The screenshot shows the SharePoint admin center interface. The left sidebar contains navigation links: Home, Sites (with Active sites and Deleted sites), Policies (with Sharing, Access control selected, and Unmanaged devices), Advanced (with API management and Network location), and Classic features. Below these are OneDrive admin center and Data migration. The main content area is titled "Access control" and includes sections for Unmanaged devices, Idle session sign-out, Network location, and Apps that don't use modern authentication. At the bottom right are "Need help?", "Feedback", and a close button.

InPrivate Microsoft 365 admin center SharePoint admin center OneDrive for Business Admin + - ×

https://ms300demo-admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/accessControl

SharePoint admin center

Home

Sites

Active sites

Deleted sites

Policies

Sharing

Access control

Settings

Advanced

API management

Classic features

OneDrive admin center

Data migration

Access control

Use these settings to restrict how users are allowed to access content in SharePoint and OneDrive.

Unmanaged devices
Restrict access from devices that aren't compliant or joined to a domain.

Idle session sign-out
Automatically sign out users from inactive browser sessions.

Network location
Allow access only from specific IP addresses.

Apps that don't use modern authentication
Block access from Office 2010 and other apps that can't enforce device-based restrictions.

Need help? Feedback ×

The screenshot shows a Microsoft Edge browser window with the address bar displaying <https://admin.onedrive.com/?v=SyncSettings>. The page title is "OneDrive". The left sidebar has a "Sync" tab selected, showing options like "Show the Sync button on the OneDrive website" (checked), "Allow syncing only on PCs joined to specific domains" (unchecked), and "Block syncing of specific file types" (unchecked). A "Save" button is at the bottom.

InPrivate Microsoft 365 admin center SharePoint admin center OneDrive for Business + - ×

https://admin.onedrive.com/?v=SyncSettings

OneDrive

Home Sharing Sync Storage Device access Compliance Notifications Data migration

Sync

Use these settings to control syncing of files in OneDrive and SharePoint.

[Download the sync client](#)

[Fix sync problems](#)

Show the Sync button on the OneDrive website

Allow syncing only on PCs joined to specific domains

Block syncing of specific file types

Save

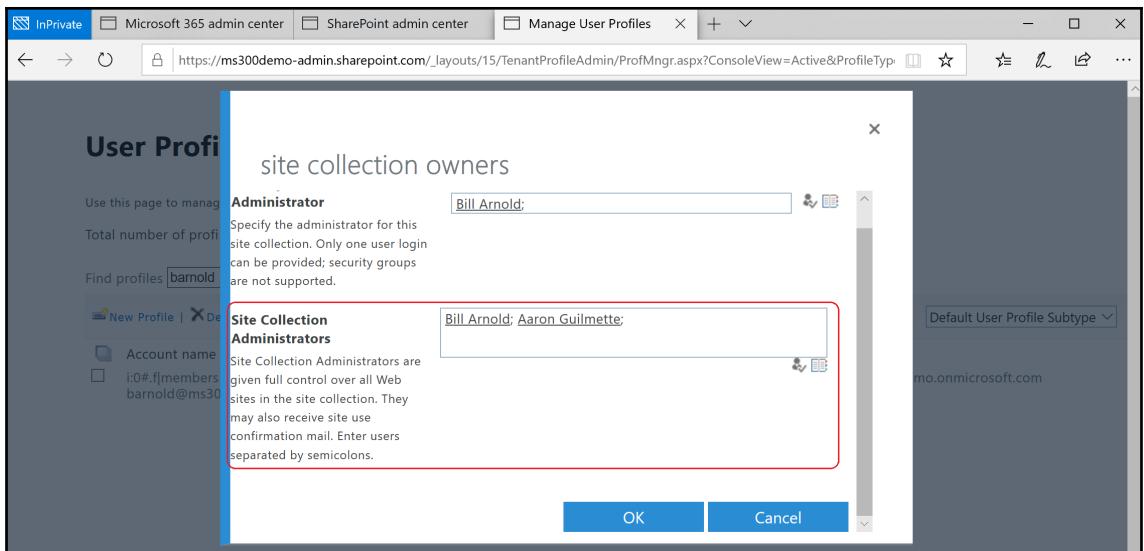
Chapter 10: Managing Users and Groups

The screenshot shows a Microsoft Edge browser window with the URL https://ms300demo-admin.sharepoint.com/_layouts/15/Online/PersonalSites.aspx?PersonalSitesOverridden=1. The page title is "My Site Cleanup". It contains a detailed description of how My Site cleanup works, mentioning the deletion of user profiles and the creation of secondary owners. A checkbox labeled "Enable access delegation" is checked. Below it, there is a "Secondary Owner:" input field with a "Select People" button.

The screenshot shows a Microsoft Edge browser window with the same URL as the previous screenshot. The page title is "My Site Secondary Admin". It provides instructions for adding a secondary admin to all My Sites. A checkbox labeled "Enable My Site secondary admin" is checked. Below it, there is a "Secondary admin:" input field with a "Select People" button.

The screenshot shows the 'User Profiles' page in the SharePoint admin center. The URL in the address bar is https://ms300demo-admin.sharepoint.com/_layouts/15/TenantProfileAdmin/ProfMngr.aspx?ConsoleView=Active&ProfileType=0. The page title is 'User Profiles'. It displays a total of 8 profiles. A search bar at the top has 'barnold' entered. Below it, a table shows one profile: Account name (i:0#.f|membership|barnold@ms300demo.onmicrosoft.com), Preferred name (Bill Arnold), and E-mail address (barnold@ms300demo.onmicrosoft.com). Navigation links include 'New Profile', 'Delete', 'View: Active Profiles', 'Manage Sub-types', and 'Select a sub-type to filter the list of profiles: Default User Profile Subtype'.

This screenshot is identical to the one above, showing the 'User Profiles' page with a single profile listed. However, a context menu is open over the first profile (Account name: i:0#.f|membership|barnold@ms300demo.onmicrosoft.com). The menu options are: 'Edit My Profile' (highlighted in blue), 'Delete', 'Manage Personal Site', and 'Manage site collection owners'.



The screenshot shows a Microsoft Edge browser window with the following details:

- Tab Bar:** InPrivate, Microsoft 365 admin center, OneDrive for Business A.
- Address Bar:** https://admin.onedrive.com/?v=StorageSettings
- Header:** OneDrive, with icons for notifications, settings, help, and a blue circular button labeled "AG".
- Left Sidebar (Storage Category):** Home, Sharing, Sync, **Storage** (selected), Device access, Compliance, Notifications, Data migration.
- Main Content Area:**
 - ## Storage
 - Use these settings to specify storage limits for all users and retention for deleted users.
 - Default storage in GB:** Input field contains "1024".
[What's the maximum for my Office 365 plan?](#)
 - Days to retain files in OneDrive after a user account is marked for deletion:** Input field contains "30".
 - Save** button (blue).

Chapter 11: Managing Sharing and Security

The screenshot shows a web browser window with the URL <https://admin.onedrive.com/?v=SharingSettings>. The browser tabs include InPrivate, Microsoft 365 admin center, SharePoint admin center, OneDrive for Business, and a plus sign. The main content area is titled "Sharing" under the "Sharing" section of the navigation menu. The menu also includes Home, Sync, Storage, Device access, Compliance, Notifications, and Data migration. The "Sharing" section contains a sub-section titled "Links" with the instruction "Choose the kind of link that's selected by default when users share items." It features three radio button options: "Shareable: Anyone with the link" (unchecked), "Internal: Only people in your organization" (checked), and "Direct: Specific people" (unchecked). Below this is a section titled "Advanced settings for shareable links" with a collapse arrow. It includes fields for "Links must expire within this number of days:" (set to "Never"), "Files:" (set to "View, edit, and upload"), and "Folders:" (set to "View, edit and upload"). At the bottom of the page is a section titled "External sharing".

The screenshot shows a Microsoft Edge browser window with the URL <https://admin.onedrive.com/?v=AccessPolicySettings>. The title bar says "InPrivate" and "OneDrive for Business A". The page content is titled "Device access" under the "OneDrive" header. On the left, a sidebar menu includes "Home", "Sharing", "Sync", "Storage", "Device access" (which is selected and highlighted in blue), "Compliance", "Notifications", and "Data migration". The main content area has two sections: "Device access" and "Mobile application management". Under "Device access", there are two sections: "Control access based on network location" (with an unchecked checkbox for "Allow access only from specific IP address locations") and "Control access from apps that can't enforce device-based restrictions" (with a checked checkbox for "Allow access from apps that don't use modern authentication"). Under "Mobile application management", there is a note about controlling access to mobile apps, a link to "Learn more about access policies", and a "Deploy this policy" toggle switch which is turned on. At the bottom, there is an unchecked checkbox for "Block downloading files in the apps".

The screenshot shows the SharePoint admin center interface. The left sidebar contains navigation links: Home, Sites (with Active sites and Deleted sites), Policies (with Sharing, Access control selected, and Unmanaged devices), Settings, Advanced (with API management and Network location), and Classic features. Below these are OneDrive admin center and Data migration. The main content area is titled "Access control" and includes sections for Unmanaged devices, Idle session sign-out, Network location, and Apps that don't use modern authentication. A red "Need help?" button is at the bottom right.

InPrivate Microsoft 365 admin center SharePoint admin center OneDrive for Business Admin +

https://ms300demo-admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/accessControl

SharePoint admin center

Home

Sites

- Active sites
- Deleted sites

Policies

- Sharing
- Access control

Settings

Advanced

- API management

Classic features

OneDrive admin center

Data migration

Access control

Use these settings to restrict how users are allowed to access content in SharePoint and OneDrive.

Unmanaged devices
Restrict access from devices that aren't compliant or joined to a domain.

Idle session sign-out
Automatically sign out users from inactive browser sessions.

Network location
Allow access only from specific IP addresses.

Apps that don't use modern authentication
Block access from Office 2010 and other apps that can't enforce device-based restrictions.

Need help? Feedback X

The screenshot shows the Microsoft 365 Admin Center interface, specifically the Audit log search section. The left sidebar contains navigation links for Data governance, Supervision, Threat management, Mail flow, Data privacy, Search (Content search, Audit log search), Productivity app discovery, eDiscovery, Reports, and Service assurance. The 'Audit log search' link is highlighted. The main content area has a breadcrumb trail: Home > Audit log search. A callout box provides instructions to turn on auditing to record user and admin activity. Below this, a search form allows filtering by activities (Show results for all activities), date range (Start date: 2019-09-27, End date: 2019-10-05), and users. The results table has columns for Date, IP address, User, and Activity. A large button at the bottom right says 'Run a search to view re...'. The bottom right corner features 'Need help?' and 'Feedback' buttons.

InPrivate Audit log search - Securi X +

https://protection.office.com/unifiedauditlog

Office 365 Security & Compliance

Home > Audit log search

Audit log search

Need to find out if a user deleted a document organization have been doing. You'll be the audit log

Search Clear

Activities Accepted sharing invitation, ... (10)

Start date 2019-10-04 00:00

End date 2019-10-14 00:00

Users Show results for all users

File, folder, or site Info Add all or part of a file name, folder or URL

Item Type: File

More information

ClientIP:	68.36.197.231
CorrelationId:	16380c9f-1087-0000-4eb0-aff7181a1d5a
CreationTime:	2019-10-09T16:22:56
EventData:	<Permissions granted>Read</Permissions granted>
EventSource:	SharePoint
Id:	2ad74e12-dcaa-4237-06c4-08d74cd4f13c
ItemType:	File
ListId:	904f675e-39ad-4a0a-842d-71f41763b6b5
ListItemUniqueId:	75de3b73-52f4-41ff-96fa-48beecd6b966f
ObjectId:	https://ms300demo.sharepoint.com/sites/MS300ExternalDemo/Shared Documents/General/Where%20to%20start%20the%20conversation.PNG
Operation:	SharingSet
OrganizationId:	e47561c8-a760-401d-9a66-fd154afeea45
RecordType:	14
Site:	d856a0b2-d215-4024-a8ad-55b900c1761c
SiteUrl:	https://ms300demo.sharepoint.com/sites/MS300ExternalDemo
SourceFileExtension:	PNG
SourceFileName:	Where%20to%20start%20the%20conversation.PNG
SourceRelativeUrl:	Shared Documents/General/Where%20to%20start%20the%20conversation.PNG

The screenshot shows the Microsoft 365 admin center interface with the title "Audit log search - Secu". The left sidebar is titled "Office 365 Security & Compliance" and includes categories like Permissions, Classification, Data loss prevention, Records management, Data governance, Supervision, Threat management, Mail flow, Data privacy, Search, Audit log search (which is selected), Productivity app discovery, eDiscovery, Reports, and Service assurance.

The main content area is titled "Audit log search" and contains a search bar with the query "Added permission level to site collection, ... (24)". Below the search bar is a table titled "Sharing and access request activities" with the following data:

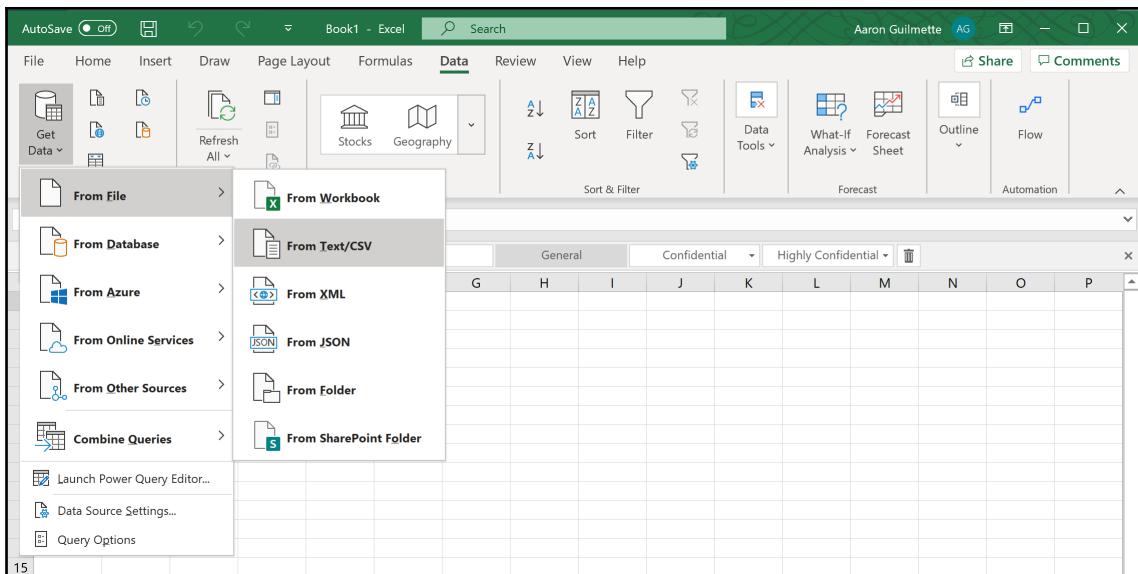
	Date	IP address	User	Activity	Item	Detail
Added permission level to site collection	2019-10-09	68.36.197.231	admin@ms300demo....	Accepted access request		
Accepted sharing invitation	2019-10-09	68.36.197.231	admin@ms300demo....	Blocked sharing invitation		
Created access request	2019-10-09	68.36.197.231	admin@ms300demo....	Created a company shareable link		
Created an anonymous link	2019-10-09	68.36.197.231	admin@ms300demo....	Created secure link		
Deleted secure link	2019-10-09	68.36.197.231	admin@ms300demo....	Created sharing invitation		
Denied access request	2019-10-09	68.36.197.231	admin@ms300demo....	Removed a company shareable link		
Removed an anonymous link	2019-10-09	68.36.197.231	admin@ms300demo....	Shared file, folder, or site		
Unshared file, folder, or site	2019-10-09	68.36.197.231	admin@ms300demo....	Updated access request		
Updated an anonymous link	2019-10-09	68.36.197.231	admin@ms300demo....	Updated sharing invitation		

At the bottom of the results table is a blue button labeled "+ New alert policy".

This screenshot shows the same Microsoft 365 admin center interface and Audit log search page as the first one, but with a different set of results. The search query is now "Accepted sharing invitation, ... (10)". The results table shows two entries:

	Date	IP address	User	Activity	Item
Accepted sharing invitation	2019-10-09	68.36.197.231	admin@ms300demo....	Shared file, folder, or ...	https://ms300demo.s...
Accepted sharing invitation	2019-10-09	68.36.197.231	admin@ms300demo....	Shared file, folder, or ...	https://ms300demo.s...

On the right side of the results table, there is a red box highlighting a dropdown menu with three options: "Filter results", "Save loaded results", and "Download all results".



AuditLog_2019-10-04_2019-10-14.csv

CreationDate	UserIds	Operations	AuditData
10/9/2019 12:23:25 PM	admin@ms300demo.onmicrosoft.com	SharingSet	{"CreationTime":"2019-10-09T16:23:25","Id":"e201112...}
10/9/2019 12:22:56 PM	admin@ms300demo.onmicrosoft.com	SharingSet	{"CreationTime":"2019-10-09T16:22:56","Id":"2ad74e1...}

File Origin: 65001: Unicode (UTF-8) Delimiter: Comma Data Type Detection: Based on first 200 rows

Load Transform Data Cancel

This screenshot shows the 'Power Query Editor' interface for the file 'AuditLog_2019-10-04_2019-10-14.csv'. The data is displayed in a table with four columns: CreationDate, UserIds, Operations, and AuditData. Two rows of data are visible. At the top, there are settings for 'File Origin' (65001: Unicode (UTF-8)), 'Delimiter' (Comma), and 'Data Type Detection' (Based on first 200 rows). Below the table are three buttons: 'Load', 'Transform Data', and 'Cancel'.

AuditLog_2019-10-04_2019-10-14 - Power Query Editor

File Home Transform Add Column View

Close & Load Refresh Properties Advanced Editor Choose Columns Remove Columns Keep Rows Remove Rows Sort Split Column Group By Use First Row as Headers Data Type: Text Combine Manage Parameters Data source settings Data Sources New Query

Userids Operations AuditData

	Userids	Operations	AuditData
1	admin@ms300demo.onmicrosoft.com	SharingSet	{"CreationTime":"2019-10-09T16:23:25","Id":1,"TargetId":1}
2	admin@ms300demo.onmicrosoft.com	SharingSet	{"CreationTime":"2019-10-09T16:22:56","Id":2,"TargetId":1}

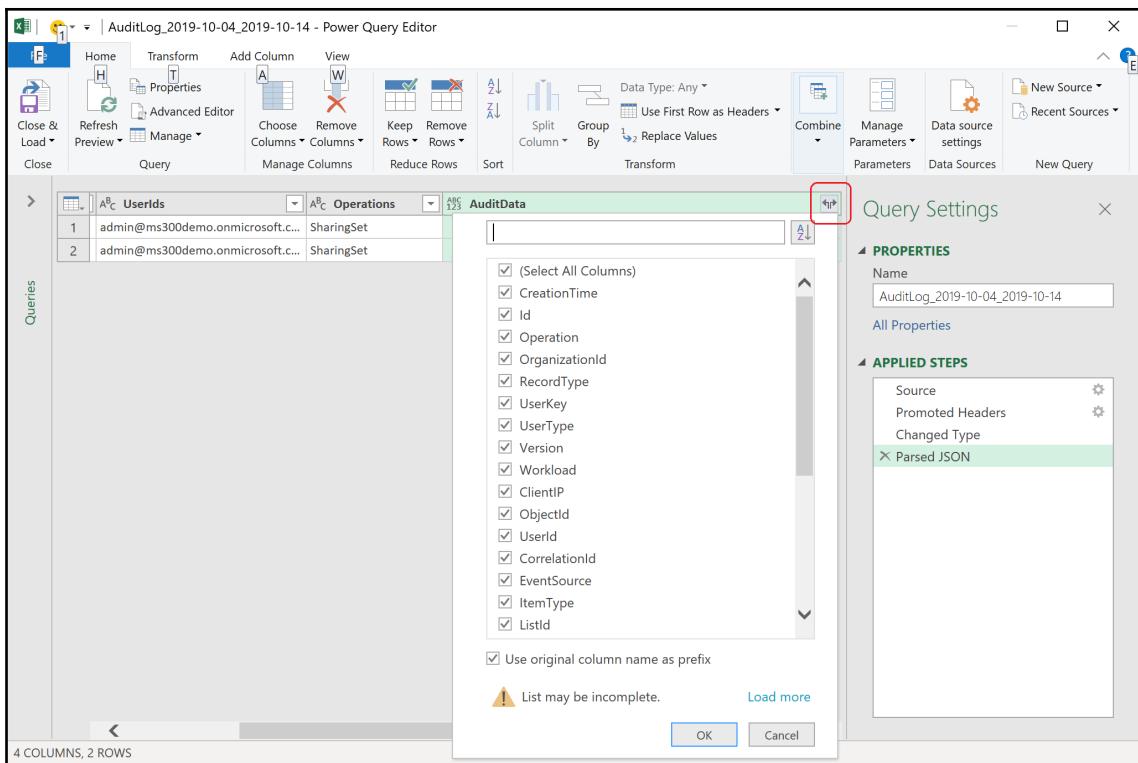
Copy Remove Remove Other Columns Duplicate Column Add Column From Examples... Remove Duplicates Remove Errors Change Type Transform Replace Values... Replace Errors... Split Column Group By... Fill Unpivot Columns Unpivot Other Columns Unpivot Only Selected Columns Rename... Move Drill Down Add as New Query

IES
2019-10-04_2019-10-14
ties
STEPS
lowercase
UPPERCASE
Capitalize Each Word
Trim
Clean
Length
JSON
XML

Queries

4 COLUMNS, 2 ROWS PREVIEW DOWNLOADED AT 11:31 AM

The screenshot shows the Microsoft Power Query Editor interface. A context menu is open over the 'AuditData' column of the third row in the table. The menu path 'Transform' -> 'Text' -> 'JSON' is highlighted. The 'IES' pane on the right shows the preview date '2019-10-04_2019-10-14' and the 'ties' section. The 'STEPS' pane on the far right lists various transformation steps like lowercase, uppercase, and JSON.



```
Windows PowerShell
PS C:\temp> $AuditLog
CreationDate           UserIds          Operations AuditData
-----
2019-10-13T15:13:37.0000000Z admin@ms300demo.onmicrosoft.com SharingSet {"CreationTime":"2019-10-13T15:13:37","Id":...
2019-10-13T14:56:58.0000000Z admin@ms300demo.onmicrosoft.com SharingSet {"CreationTime":"2019-10-13T14:56:58","Id":...
2019-10-09T16:23:25.0000000Z admin@ms300demo.onmicrosoft.com SharingSet {"CreationTime":"2019-10-09T16:23:25","Id":...
2019-10-09T16:22:56.0000000Z admin@ms300demo.onmicrosoft.com SharingSet {"CreationTime":"2019-10-09T16:22:56","Id":...

PS C:\temp> $AuditLog[0].AuditData | ConvertFrom-Json

CreationTime      : 2019-10-13T15:13:37
Id               : 51652972-cbab-43d7-c0c9-08d74fefec3a
Operation        : SharingSet
OrganizationId   : e47561c8-a760-401d-9a66-fd154afeea45
RecordType       : 14
UserKey          : i:0h.f|membership|100320005eccf5f3@live.com
UserType          : 0
Version          : 1
Workload         : SharePoint
ClientIP         : 68.36.197.231
ObjectId          : https://ms300demo.sharepoint.com/Shared Documents/Document.docx
UserId            : admin@ms300demo.onmicrosoft.com
CorrelationId    : b67d0d9f-90fe-0000-4eb0-a5b635ff2776
EventSource       : SharePoint
ItemType         : File
ListId            : 0cfbe376-3ce3-4dbd-a3af-c6c2d612161c
ListItemUniqueId : 2fd17737-a5e9-45b8-81db-d7466f4f6640
Site              : b55b3909-8d77-40e7-9aef-8be05dae61cc
UserAgent         : Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko)
                    Chrome/64.0.3282.140 Safari/537.36 Edge/18.17763
WebId             : 63e395b6-921c-497f-9bfc-00ccb29db735
EventData         : <Permissions granted>Contribute</Permissions granted>
SourceFileExtension: docx
TargetUserOrGroupType: SharePointGroup
UniqueSharingId   : 00000000-0000-0000-0000-000000000000
SiteUrl           : https://ms300demo.sharepoint.com
SourceFileName    : Document.docx
SourceRelativeUrl: Shared Documents/Document.docx
TargetUserOrGroupName: SharingLinks.2fd17737-a5e9-45b8-81db-d7466f4f6640.Flexible.8e1010b8-62a2-413f-8903-2dbc928d9560

PS C:\temp>
```

```
Windows PowerShell
PS C:\temp> $AuditLog = Import-csv .\AuditLog_2019-2.csv
PS C:\temp> $AuditLog | ? { ($_.AuditData | ConvertFrom-Json).SiteUrl -eq "https://ms300demo.sharepoint.com/sites/MS300E...
xternalDemo" }

CreationDate           UserIds          Operations AuditData
-----
2019-10-09T16:23:25.0000000Z admin@ms300demo.onmicrosoft.com SharingSet {"CreationTime":"2019-10-09T16:23:25","Id":...
2019-10-09T16:22:56.0000000Z admin@ms300demo.onmicrosoft.com SharingSet {"CreationTime":"2019-10-09T16:22:56","Id":...

PS C:\temp>
```

Chapter 12: Managing Sync Security

The screenshot shows the Group Policy Management Editor window for a Group Policy object named "OneDrive for Business [DC-040121.GC]". The left pane displays a tree structure of policy settings under "Computer Configuration" and "User Configuration". The right pane lists individual settings with their state (all are "Not configured").

Setting	State
Allow syncing OneDrive accounts for only specific organizations	Not configured
Configure team site libraries to sync automatically	Not configured
Limit the sync client upload rate to a percentage of throughput	Not configured
Prevent users from syncing libraries and folders shared from other organizations	Not configured
Prevent users from moving their Windows known folders to OneDrive	Not configured
Block syncing OneDrive accounts for specific organizations	Not configured
Convert synced team site files to online-only files	Not configured
Set the maximum size of a user's OneDrive that can download automatically	Not configured
Enable automatic upload bandwidth management for OneDrive	Not configured
Use OneDrive Files On-Demand	Not configured
Require users to confirm large delete operations	Not configured
Set the sync client update ring	Not configured
Prevent users from redirecting their Windows known folders to their PC	Not configured
Silently move Windows known folders to OneDrive	Not configured
Prompt users to move Windows known folders to OneDrive	Not configured
Block file downloads when users are low on disk space	Not configured
Allow OneDrive to disable Windows permission inheritance in folders synced read-only	Not configured
Prevent the sync client from generating network traffic until users sign in	Not configured
Prevent users from fetching files remotely	Not configured
Specify SharePoint Server URL and organization name	Not configured
Specify the OneDrive location in a hybrid environment	Not configured
Silently sign in users to the OneDrive sync client with their Windows credentials	Not configured
Warn users who are low on disk space	Not configured

Group Policy Management Editor

File Action View Help

OneDrive for Business [DC-040121.GC]

Computer Configuration

- Policies
- Preferences

User Configuration

- Policies
 - Software Settings
 - Windows Settings
 - Administrative Templates:
 - OneDrive
 - All Settings
- Preferences

Setting	State	Comment
Configure team site libraries to sync automatically	Not configured	No
Set the default location for the OneDrive folder	Not configured	No
Prevent users from changing the location of their OneDrive folder	Not configured	No
Disable the tutorial that appears at the end of OneDrive Setup	Not configured	No
Continue syncing when devices have battery saver mode turned on	Not configured	No
Continue syncing on metered networks	Not configured	No
Prevent users from syncing personal OneDrive accounts	Not configured	No
Limit the sync client download speed to a fixed rate	Not configured	No
Coauthor and share in Office desktop apps	Not configured	No
Allow users to choose how to handle Office file sync conflicts	Not configured	No
Limit the sync client upload speed to a fixed rate	Not configured	No

11 setting(s)

Group Policy Management Editor

File Action View Help

OneDrive for Business [DC-0401]

Computer Configuration

- Policies
 - Software Settings
 - Windows Settings
 - Administrative Templates
 - OneDrive
 - All Settings
- Preferences

User Configuration

- Policies
- Preferences

Setting	State	Comment
Allow OneDrive to disable Windows permission inheritance i...	Not configured	No
Allow syncing OneDrive accounts for only specific organizat...	Enabled	No
Block file downloads when users are low on disk space	Not configured	No
Block syncing OneDrive accounts for specific organizations	Not configured	No
Configure team site libraries to sync automatically	Not configured	No
Convert synced team site files to online-only files	Not configured	No
Enable automatic upload bandwidth management for OneD...	Not configured	No
Limit the sync client upload rate to a percentage of through...	Not configured	No
Prevent the sync client from generating network traffic until...	Not configured	No
Prevent users from fetching files remotely	Not configured	No
Prevent users from moving their Windows known folders to ...	Not configured	No
Prevent users from redirecting their Windows known folders...	Not configured	No
Prevent users from syncing libraries and folders shared from...	Not configured	No
Prompt users to move Windows known folders to OneDrive	Not configured	No
Require users to confirm large delete operations	Not configured	No
Set the maximum size of a user's OneDrive that can downlo...	Not configured	No
Set the sync client update ring	Not configured	No
Silently move Windows known folders to OneDrive	Not configured	No
Silently sign in users to the OneDrive sync client with their ...	Not configured	No
Specify SharePoint Server URL and organization name	Not configured	No
Specify the OneDrive location in a hybrid environment	Not configured	No

23 setting(s)

Allow syncing OneDrive accounts for only specific organizations

Allow syncing OneDrive accounts for only specific organizations

Not Configured Comment:

Enabled

Disabled Supported on:

Options: Help:

Specify tenant ID
In the Value field, enter the tenant ID you want to add to this list.

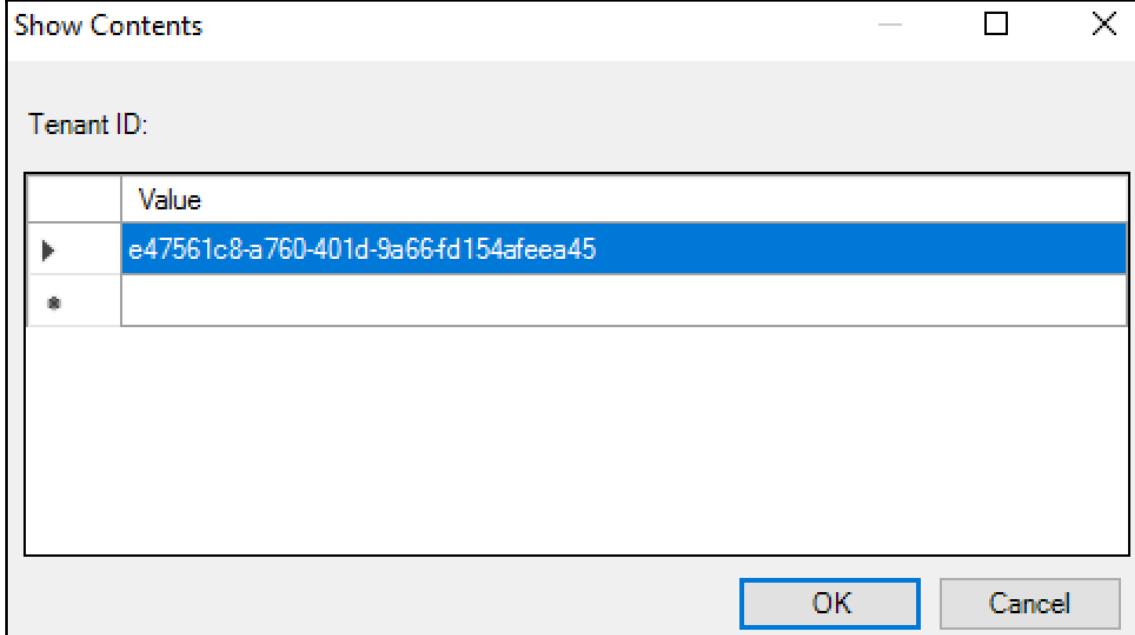
Tenant ID:

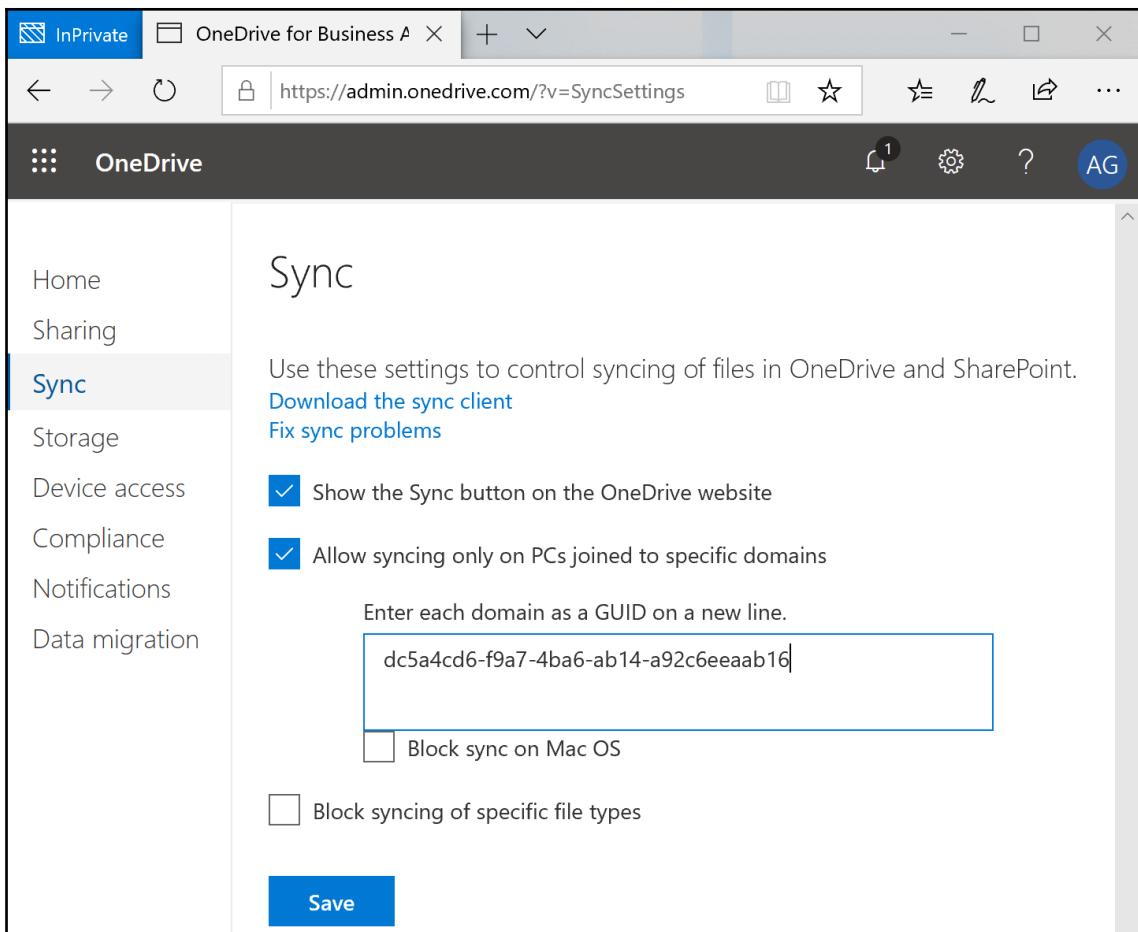
This setting lets you prevent users from easily uploading files to other organizations by specifying a list of allowed tenant IDs. If you enable this setting, users will get an error if they attempt to add an account from an organization that is not allowed. If a user has already added the account, the files will stop syncing.

If you disable or do not configure this setting, users can add accounts from any organization.

To block specific organizations instead, use "Block syncing OneDrive accounts for specific organizations."

This setting will take priority over the "Block syncing OneDrive accounts for specific organizations." Do not enable both policies at the same time.





A screenshot of a Microsoft Edge browser window showing the OneDrive Sync Settings page. The URL in the address bar is <https://admin.onedrive.com/?v=SyncSettings>. The page title is "OneDrive". The left sidebar has a "Sync" tab selected, along with other options like Home, Sharing, Storage, Device access, Compliance, Notifications, and Data migration. The main content area is titled "Sync" and contains instructions: "Use these settings to control syncing of files in OneDrive and SharePoint." It includes links to "Download the sync client" and "Fix sync problems". There are two checked checkboxes: "Show the Sync button on the OneDrive website" and "Allow syncing only on PCs joined to specific domains". Below the second checkbox is a text input field containing a GUID: "dc5a4cd6-f9a7-4ba6-ab14-a92c6eeaab16". There are also two unchecked checkboxes: "Block sync on Mac OS" and "Block syncing of specific file types". A blue "Save" button is at the bottom.

InPrivate OneDrive for Business A

https://admin.onedrive.com/?v=SyncSettings

OneDrive

Sync

Use these settings to control syncing of files in OneDrive and SharePoint.

[Download the sync client](#)

[Fix sync problems](#)

Show the Sync button on the OneDrive website

Allow syncing only on PCs joined to specific domains

Enter each domain as a GUID on a new line.

dc5a4cd6-f9a7-4ba6-ab14-a92c6eeaab16

Block sync on Mac OS

Block syncing of specific file types

Save

Microsoft OneDrive



We can't sync your OneDrive - Demo folder

Your IT Department requires that you use a computer that is joined to an approved domain to sync this folder. For assistance, contact your IT Department.

[Learn more](#)



[Hide details](#)

[Exit OneDrive](#)

The screenshot shows the SharePoint admin center interface. The left sidebar includes links for Home, Sites, Policies, Access control (which is selected), Settings, Advanced, API management, Classic features, OneDrive admin center, and Data migration. The main content area is titled "Access control" and displays settings for "Unmanaged devices". A note states: "We will automatically change the 'Apps that don't use modern authentication' setting to block access (because these apps can't enforce this device-based restriction)." Below this, it says: "The setting you select here will apply to all users in your organization. To customize conditional access policies, save your selection and go to the Azure AD admin center." There are three radio button options: "Allow full access from desktop apps, mobile apps, and the web" (unchecked), "Allow limited, web-only access" (checked), and "Block access" (unchecked). A link "Learn how" is provided for more information. At the bottom are "Save" and "Cancel" buttons.

The screenshot shows the Microsoft Azure Conditional Access - Policies blade. The left sidebar includes links for Home, Demo, Conditional Access - Policies, and Azure Active Directory. The main area displays a list of policies under the 'Policies' section. A header bar at the top provides search, filter, and navigation options. A message bar at the top right encourages users to explore the 'What If' tool.

POLICY NAME	ENABLED
Baseline policy: Require MFA for admins (Preview)	...
Baseline policy: End user protection (Preview)	...
Baseline policy: Block legacy authentication (Preview)	...
Baseline policy: Require MFA for Service Management (Preview)	...

The screenshot shows the Microsoft Azure Conditional Access - Policies blade. A new policy named "OneDrive Access" is being created. The policy has the following conditions:

- Sign-in risk: Not configured
- Device platforms: Not configured
- Locations: Not configured
- Client apps (Preview): Not configured
- Device state (Preview): Not configured

The "Client apps (Preview)" condition is currently selected. In the configuration pane, the "Configure" button is set to "Yes". Under "Select the client apps this policy will apply to", the following checkboxes are checked:

- Browser
- Mobile apps and desktop clients
- Modern authentication clients
- Other clients



Item name is not allowed in cloud.



Rename "Supplementary
documents..zip" or remove it from
your "OneDrive - Demo" folder.

OneDrive



Microsoft OneDrive

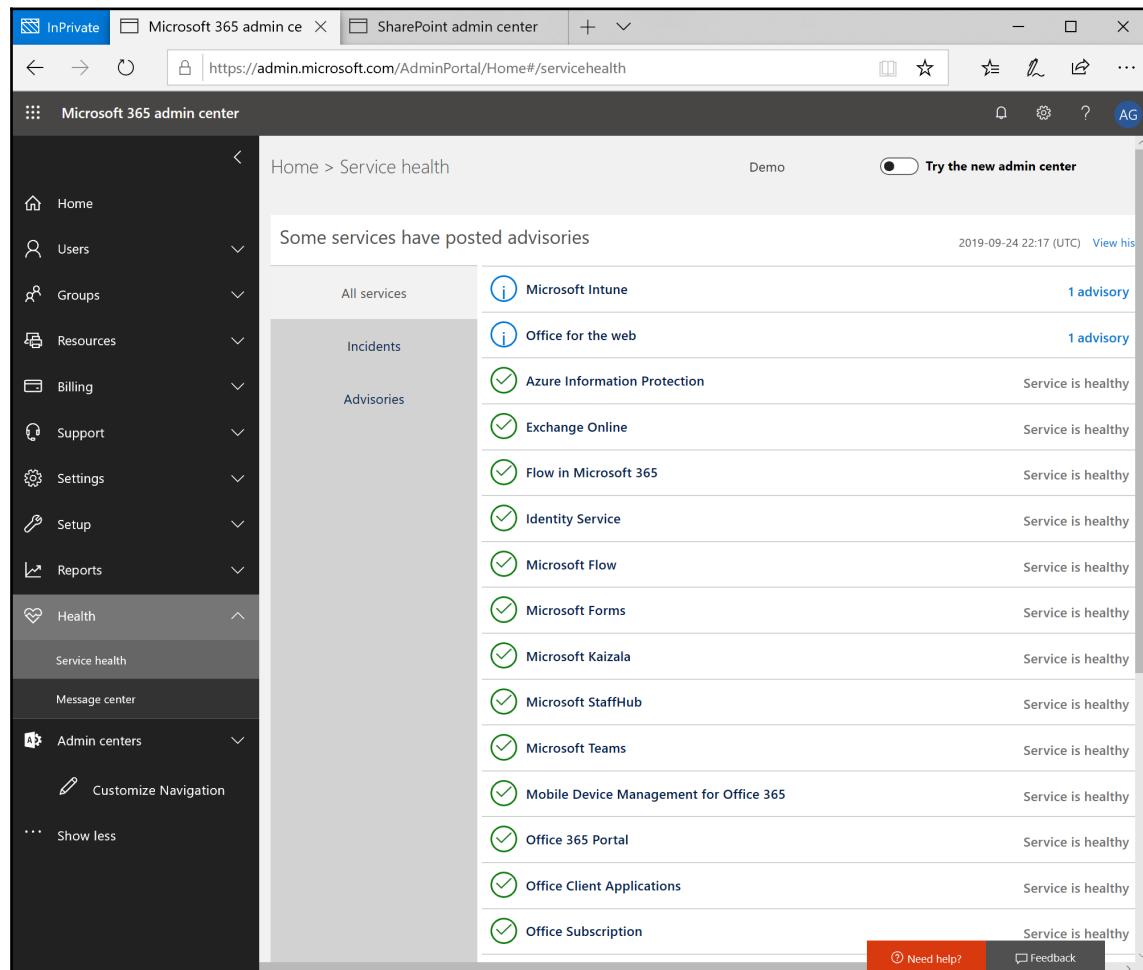


4 files can't be synced with OneDrive

Name	Error	Resolution
Supplementary documents.zip	The name or type isn't allowed.	Please rename the item or remove it from your OneDrive.
Book.xlsx	The name or type isn't allowed.	Please rename the item or remove it from your OneDrive.
Documents.zip	The name or type isn't allowed.	Please rename the item or remove it from your OneDrive.
New Zip.zip	The name or type isn't allowed.	Please rename the item or remove it from your OneDrive.

Close

Chapter 13: Monitoring and Maintaining the OneDrive Service



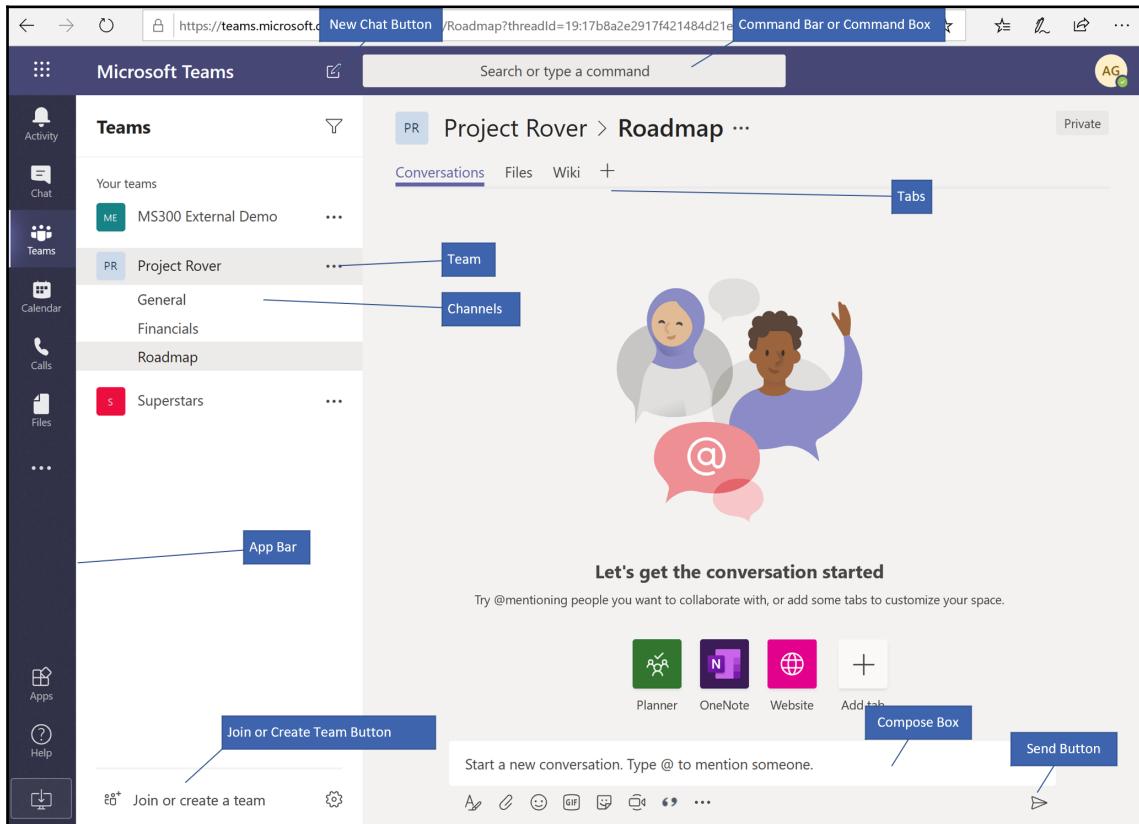
The screenshot shows the Microsoft 365 Admin Center interface. The left sidebar is dark-themed and includes links for Home, Users, Groups, Resources, Billing, Support, Settings, Setup, Reports, Health (which is selected), Service health (which is also selected), Message center, Admin centers, and a 'Customize Navigation' option. The main content area has a light background. At the top, it says 'Home > Service health'. Below that, a message states 'Some services have posted advisories' with a timestamp of '2019-09-24 22:17 (UTC)' and a 'View history' link. There are two sections: 'All services' and 'Advisories'. Under 'All services', there is one entry for 'Microsoft Intune' with '1 advisory'. Under 'Advisories', there are entries for 'Office for the web', 'Azure Information Protection', 'Exchange Online', 'Flow in Microsoft 365', 'Identity Service', 'Microsoft Flow', 'Microsoft Forms', 'Microsoft Kaizala', 'Microsoft StaffHub', 'Microsoft Teams', 'Mobile Device Management for Office 365', 'Office 365 Portal', 'Office Client Applications', and 'Office Subscription', all of which are marked as 'Service is healthy'. At the bottom right of the main content area are 'Need help?' and 'Feedback' buttons.

The screenshot shows the Microsoft 365 admin center Service health page. The left sidebar is dark-themed and includes links for Home, Users, Groups, Resources, Billing, Support, Settings, Setup, Reports, Health (which is selected), Service health (selected), Message center, Admin centers, and a 'Show less' option. The main content area has a light background. At the top, it says "Some services have posted advisories". Below this, there are two entries:

- IT191101 - Intermittent failures when installing Online Licensed Microsoft Store for Business (MSfB) apps via Microsoft Intune**
Status: Service degradation Updated: 2019-09-24 21:29 (UTC)
User impact: Users may be intermittently unable to install Online Licensed MSfB apps via Microsoft Intune.
Show details
Rate the accuracy and usefulness of this post: ★★★★★
- OO189185 - Visio app delays or stalling**
Status: Service degradation Updated: 2019-09-16 22:54 (UTC)
User impact: Users may experience stalling or delays when using the Microsoft Visio app with a keyboard.
Show details
Rate the accuracy and usefulness of this post: ★★★★★

At the bottom, there are three status indicators: a green circle for "Service is healthy", a blue circle with an exclamation mark for "Advisory", and a red triangle for "Incident". A red "Need help?" button is at the bottom right.

Chapter 14: Planning and Configuring Teams Settings



The screenshot shows the Microsoft Teams admin center interface. On the left is a vertical navigation bar with various icons. The main content area has a dark header with the title "Microsoft Teams admin center". Below the header, there's a section titled "External access" with a descriptive paragraph. Two toggle switches are shown: one for "Users can communicate with Skype for Business and Teams users" (On) and another for "Skype for Business users can communicate with Skype users" (On). A button labeled "+ Add a domain" is present, along with a table header for "Name" and "Status".

Microsoft Teams admin center

External access

External access lets your Teams and Skype for Business users communicate with other users that are outside of your organization. By default, your organization can communicate with all external domains. If you add blocked domains, all other domains will be allowed but if you add allowed domains, all other domains will be blocked. [Learn more](#)

Users can communicate with Skype for Business and Teams users On

Skype for Business users can communicate with Skype users On

+ Add a domain

Name	Status
[REDACTED]	[REDACTED]

Microsoft Teams admin center

External access

External access lets your Teams and Skype for Business users communicate with other users that are outside of your organization. By default, your organization can communicate with all external domains. If you add blocked domains, domains will be allowed but if you add allowed domains, all other domains will be blocked. [Learn more](#)

Users can communicate with Skype for Business and Teams users On

Skype for Business users can communicate with Skype users On

+ Add a domain

Name	Status

Add a domain

Domain

Action to take on this domain

Allowed

Blocked

Microsoft Teams admin center

Guest access

Guest access in Teams lets people outside your organization access teams and channels. You can use the settings below to control which features guest users can or can't use. [Learn more](#)

Allow guest access in Teams Off

Save Discard

Org-wide settings

External sharing

Guest access

Teams settings

Microsoft Teams admin center

Guest access

Guest access in Teams lets people outside your organization access teams and channels. You can use the settings below to control which features guest users can or can't use. [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

Allow Meet Now On

Messaging

Turn on or turn off settings for guests in chats or channel conversations.



- Three horizontal lines
- Home icon
- Two people icon
- Bell icon
- Globe icon
- Two people icon with a minus sign
- Calendar icon
- Comment icon
- File icon
- Phone icon
- Document icon
- Chart icon
- Gear icon (highlighted)
- Checklist icon
- Settings icon
- Cloud icon
- User icon

Microsoft Teams admin center

Teams upgrade

Teams upgrade lets you set up your upgrade experience from Skype for Business to Teams for your users. You can use the default settings or make changes to the coexistence mode and app preferences to fit your organizational needs. [Learn more](#)

Coexistence mode

Coexistence mode [i](#) Teams only

Notify Skype for Business users that an upgrade to Teams is available. [i](#) Off

App preferences

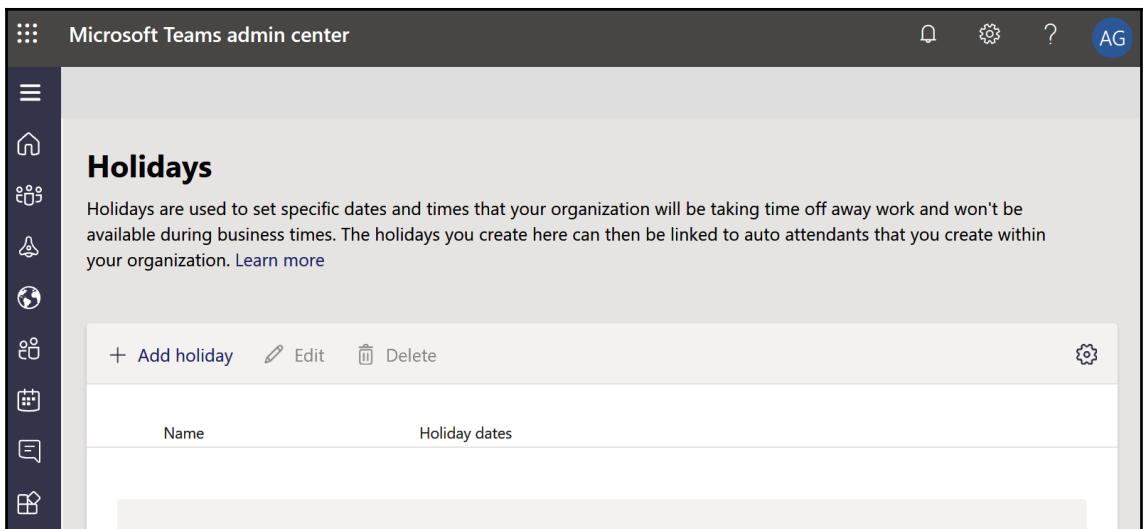
Preferred app for users to join Skype for Business meetings [i](#) Skype for Business

Download the Teams app in the background for Skype for Business users [i](#) On

[Save](#) [Discard](#)

The screenshot shows the Microsoft Teams admin center interface. On the left is a dark sidebar with various icons. The main area has a title 'Teams upgrade'. Below it, a sub-section titled 'Coexistence mode' contains a dropdown menu set to 'Teams only' and a toggle switch labeled 'Off' for notifying Skype for Business users about the upgrade. Another section, 'App preferences', includes a dropdown for the preferred app for meetings ('Skype for Business') and a toggle switch labeled 'On' for downloading the Teams app in the background for Skype for Business users. At the bottom are 'Save' and 'Discard' buttons.

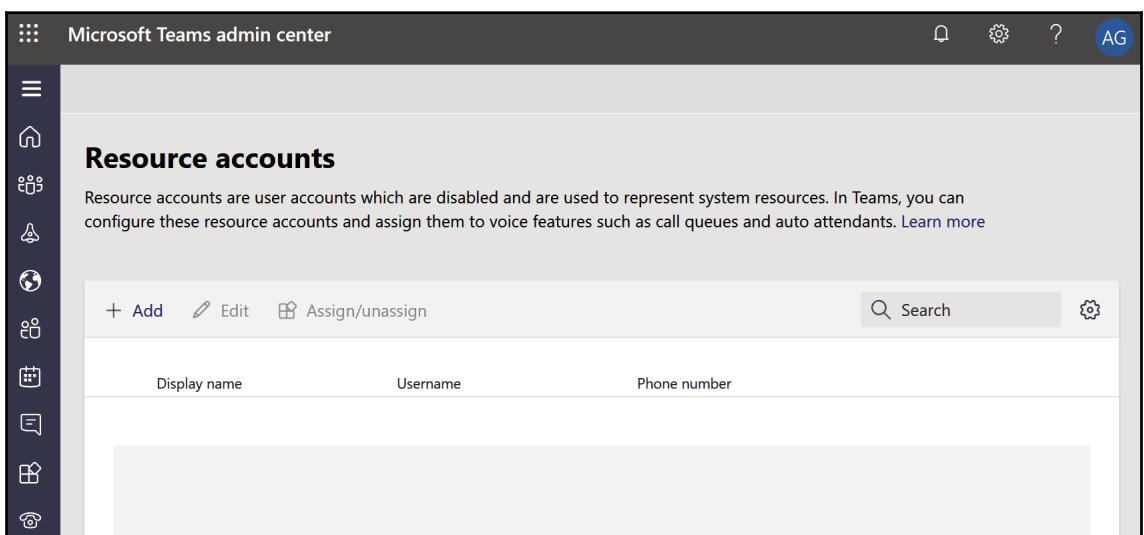
Microsoft Teams admin center



The Microsoft Teams admin center interface for managing holidays. The left sidebar contains icons for Home, Admin, and various Teams settings. The main content area is titled "Holidays". A descriptive text explains that holidays are used to set specific dates and times for time off work. It includes a link to learn more. Below the text are buttons for "+ Add holiday", "Edit", and "Delete". A gear icon for settings is also present. The table below lists columns for "Name" and "Holiday dates".

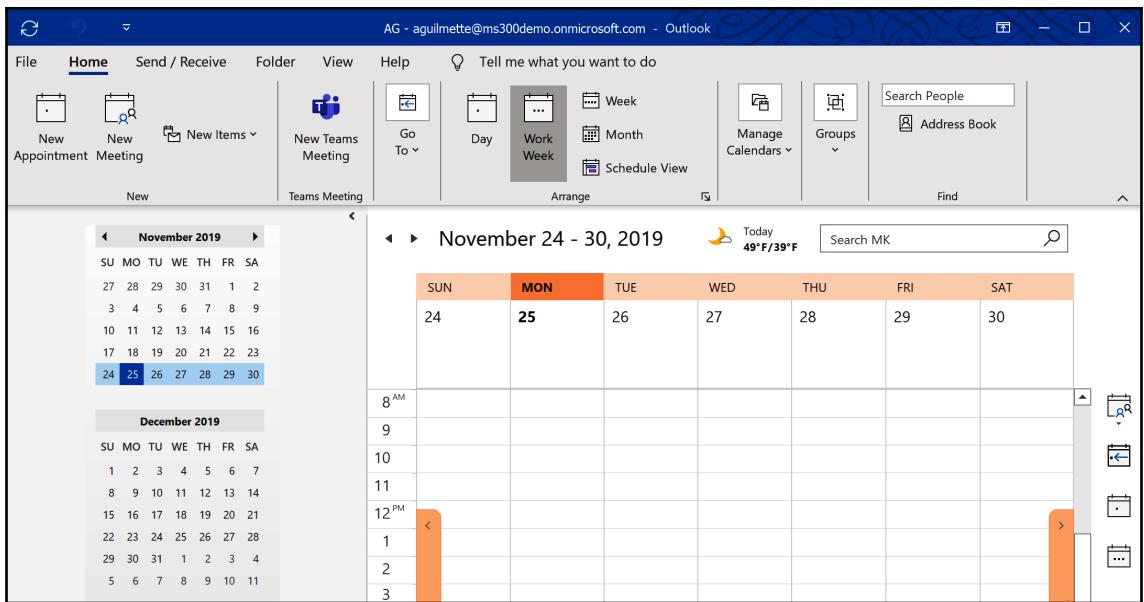
Name	Holiday dates

Microsoft Teams admin center



The Microsoft Teams admin center interface for managing resource accounts. The left sidebar contains icons for Home, Admin, and various Teams settings. The main content area is titled "Resource accounts". A descriptive text explains that resource accounts are disabled user accounts representing system resources. It includes a link to learn more. Below the text are buttons for "+ Add", "Edit", and "Assign/unassign". A search bar and a gear icon for settings are also present. The table below lists columns for "Display name", "Username", and "Phone number".

Display name	Username	Phone number



New Event

1:1

People >

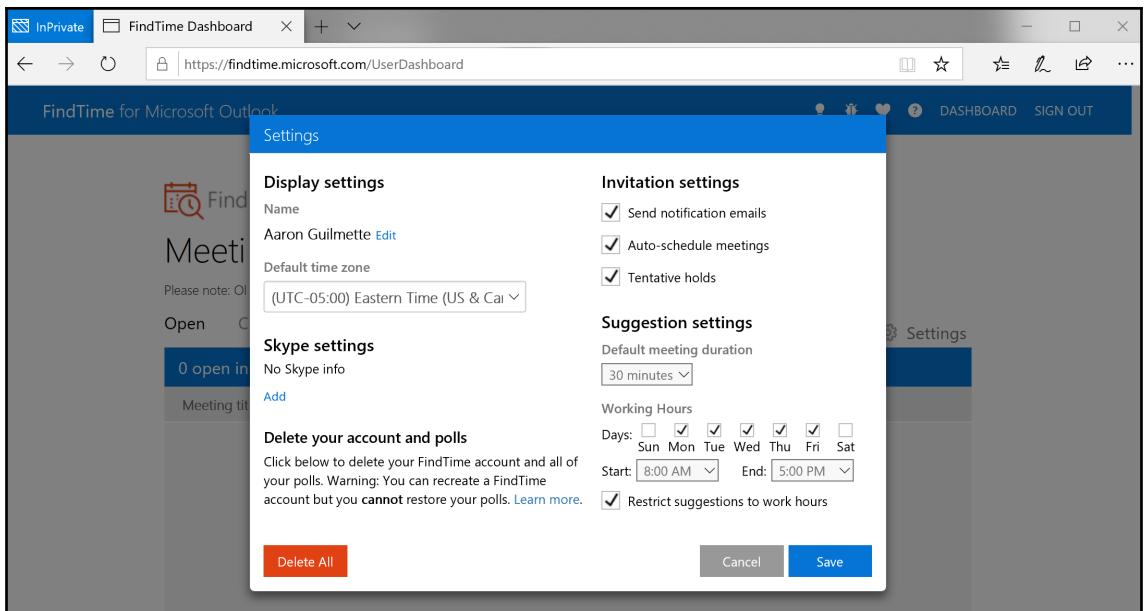
All Day

Date	Time (EST)
Mon, Nov 25	8:00 PM → 9:00 PM
Today	Duration: 1 hour

Location >

Teams Meeting

Description >



The screenshot shows the 'Teams settings' page in the Microsoft Teams admin center. The left sidebar has icons for Home, Admin, Analytics, and more. The main content area includes:

- Teams settings**: A brief description of what Teams settings do and a 'Learn more' link.
- Notifications and feeds**: A section to manage suggested and trending feeds, with a toggle switch labeled 'On'.
- Email integration**: A section to allow users to send emails to a channel email address, with a toggle switch labeled 'On'.
- A text input field for accepting channel email from specific SMTP domains, with a placeholder 'Press the space bar after you enter the domain'.

Microsoft 365 admin center

Home > Services & add-ins

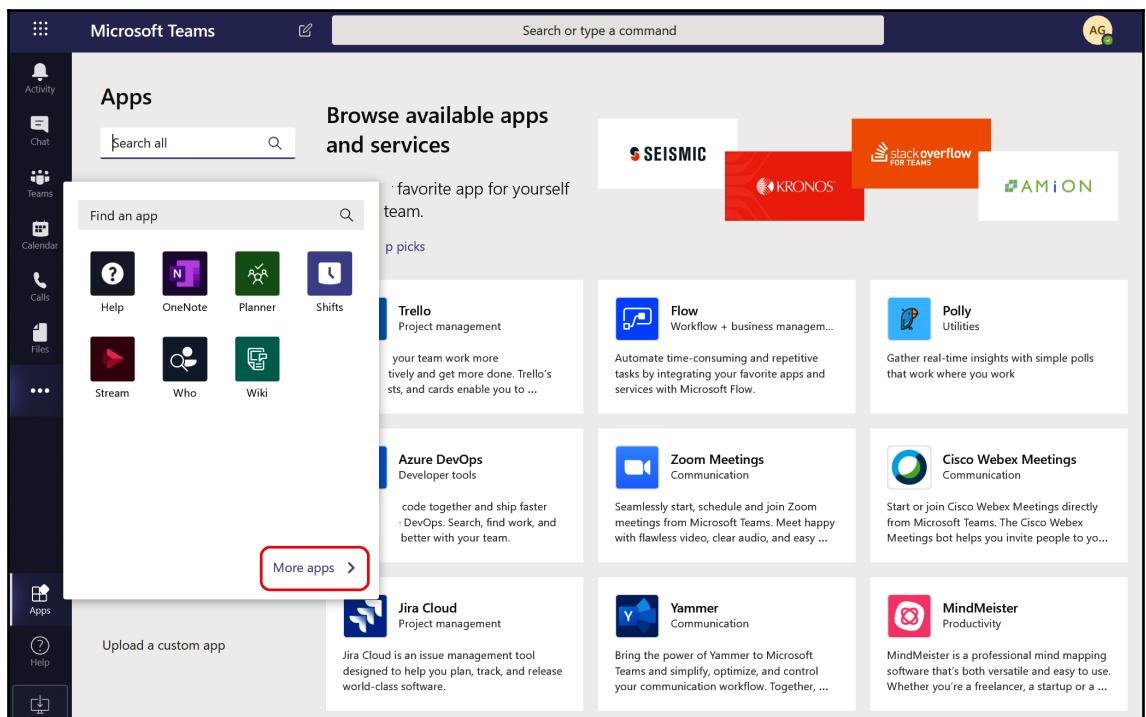
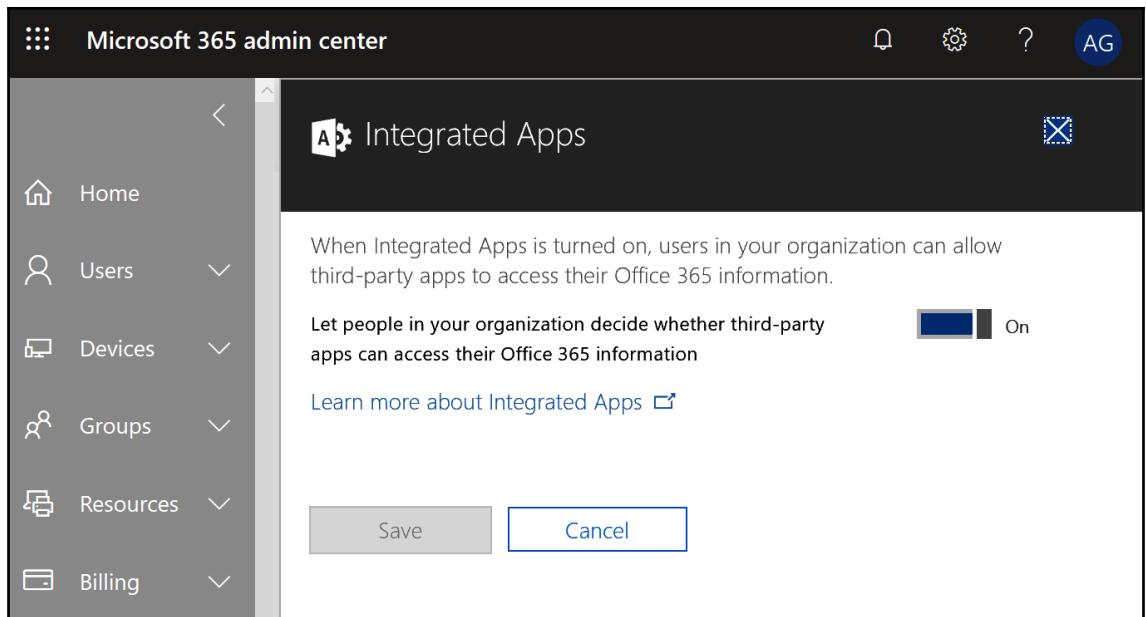
+ Deploy Add-In View All Search Search for add-ins and services

Name ▾ Host Apps

- Azure multi-factor authentication Manage your settings for Azure multi-factor authentication
- Bookings Turn Bookings on or off for your organization and learn how to get licenses for your users
- Calendar Let people share their calendars with external users
- Cortana Turn Cortana access on or off for your entire organization
- Directory Synchronization Sync users to the cloud using Active Directory
- Dynamics 365 Manage your organization's settings for Dynamics 365
- Dynamics 365 Sales Insights - Analytics Manage and update your Dynamics 365 Sales Insights - Analytics settings
- Dynamics 365 Sales Insights - Connection Graph Manage and update your Dynamics 365 Sales Insights - Connection Graph settings
- Integrated Apps Manage your Integrated Apps settings
- Mail Set up auditing, track messages, and protect email from spam and

Need help? Feedback

The screenshot shows the Microsoft 365 Admin Center interface. The left sidebar has a dark theme with white icons and text. The main area is light gray with a white header bar. The header bar includes the title 'Microsoft 365 admin center', a back arrow, a bell icon, a gear icon, a question mark icon, and a user profile icon labeled 'AG'. Below the header is a navigation bar with 'Home', 'Users', 'Devices', 'Groups', 'Resources', 'Billing', 'Support', and 'Settings'. 'Services & add-ins' is selected and highlighted in dark gray. The main content area is titled 'Home > Services & add-ins' with a 'Demo' link and a 'Try the new admin center' button. It features a search bar with 'All' selected and a 'Search for add-ins and services' input field. A 'View' dropdown is set to 'All'. Below the search bar is a table header with 'Name ▾' and 'Host Apps'. The table lists several services with icons: Azure multi-factor authentication (fingerprint), Bookings (calendar), Calendar (calendar), Cortana (person with gear), Directory Synchronization (up-down arrows), Dynamics 365 (triangle), Dynamics 365 Sales Insights - Analytics (triangle), Dynamics 365 Sales Insights - Connection Graph (triangle), Integrated Apps (person with gear), and Mail (envelope). The 'Integrated Apps' row is highlighted with a blue background. At the bottom of the main content area are two buttons: 'Need help?' and 'Feedback'.



The screenshot shows the Microsoft Teams App Store interface. On the left, a sidebar lists categories like Activity, Chat, Teams, Calendar, Calls, Files, and more. A red box highlights the "Upload a custom app" button. The main area has a search bar and a "Browse available apps and services" section. A "Top picks" section is shown with cards for Trello, Flow, Polly, Azure DevOps, Zoom Meetings, Cisco Webex Meetings, Jira Cloud, Yammer, and MindMeister. At the top, there are promotional cards for Seismic, Kronos, Stack Overflow for Teams, and Amazon.

InPrivate

Store | Microsoft Teams

https://teams.microsoft.com/_#/apps?intent=0&category=16&autoNavigationOnDone=true&filterByPersonal=false&

Microsoft Teams

Search or type a command

Activity

Chat

Teams

Calendar

Calls

Files

... Apps

Help

Upload a custom app

Apps

All

Personal apps

Bots

Tabs

Connectors

Messaging

Top picks

Analytics and BI

Developer and IT

Education

Human resources

Productivity

Project management

Sales and support

Social and fun

Browse available apps and services

Add your favorite app for yourself or for a team.

See our top picks

Trello
Project management

Trello lets your team work more collaboratively and get more done. Trello's boards, lists, and cards enable you to ...

Flow
Workflow + business manager...

Automate time-consuming and repetitive tasks by integrating your favorite apps and services with Microsoft Flow.

Polly
Utilities

Gather real-time insights with simple polls that work where you work

Azure DevOps
Developer tools

Plan better, code together and ship faster using Azure DevOps. Search, find work, and collaborate better with your team.

Zoom Meetings
Communication

Seamlessly start, schedule and join Zoom meetings from Microsoft Teams. Meet happy with flawless video, clear audio, and easy ...

Cisco Webex Meetings
Communication

Start or join Cisco Webex Meetings directly from Microsoft Teams. The Cisco Webex Meetings bot helps you invite people to yo...

Jira Cloud
Project management

Jira Cloud is an issue management tool designed to help you plan, track, and release world-class software.

Yammer
Communication

Bring the power of Yammer to Microsoft Teams and simplify, optimize, and control your communication workflow. Together, ...

MindMeister
Productivity

MindMeister is a professional mind mapping software that's both versatile and easy to use. Whether you're a freelancer, a startup or a ...

InPrivate Dashboard - Microsoft <https://admin.teams.microsoft.com/dashboard>

Microsoft Teams admin center

Dashboard

MICROSOFT TEAMS UPGRADE

Planning your upgrade to Teams

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. We have resources and tools available to assist you in planning and upgrading some or all of your users to Teams.

Teams apps

Permission policies

Setup policies

DEPLOYING TEAMS WORKLOAD

Use the Start button to create a Teams service management team for the workloads you want to roll out. We'll provide you with your organization's assessment, task-driven Planner plan and other resources to streamline the roll out.

Start

This screenshot shows the Microsoft Teams Admin Center dashboard. On the left, there's a vertical navigation bar with icons for Home, Overview, People, Groups, Channels, and App Catalog. The 'App Catalog' icon is highlighted. The main area has two large cards: 'MICROSOFT TEAMS UPGRADE' and 'DEPLOYING TEAMS WORKLOAD'. The 'Upgrading to Teams' card includes a sub-section titled 'Planning your upgrade to Teams' with a brief description and a 'Start' button. Below these cards is a section with three buttons: 'Teams apps', 'Permission policies', and 'Setup policies', with 'Setup policies' being the active tab. A small circular icon with two laptops and an arrow is positioned between the cards.

InPrivate App setup policies - Microsoft <https://admin.teams.microsoft.com/policies/app-setup>

Microsoft Teams admin center

App setup policies

App setup policies control how apps are available to user with the Teams app. You can use the Global (Org-wide default) policy and customize it or you can create custom policies and assign them to a set of users. [Learn more](#)

+ Add Edit Duplicate Delete Reset Global policy Manage users Search

Name ↑	Description	Custom policy
Global (Org-wide default)		No
FirstLineWorker		No

This screenshot shows the 'App setup policies' page in the Microsoft Teams Admin Center. The left sidebar has the 'App Catalog' icon selected. The main content area has a heading 'App setup policies' with a sub-note about controlling app availability. Below is a toolbar with buttons for '+ Add', 'Edit', 'Duplicate', 'Delete', 'Reset Global policy', and 'Manage users', followed by a 'Search' bar. A table lists existing policies: 'Global (Org-wide default)' and 'FirstLineWorker', both marked as 'No' under 'Custom policy'.

The screenshot shows the Microsoft Teams Admin Center interface. The title bar indicates the page is "Add app setup policy". The URL in the address bar is <https://admin.teams.microsoft.com/policies/app-setup/add>. The main content area is titled "Add app setup policy". It includes a "Description" field, a toggle switch labeled "Upload custom apps" which is set to "On", and a section titled "Pinned apps" with a table listing six pinned applications: Activity, Chat, Teams, Calendar, Calling, and Files, all distributed by Microsoft.

Name	App ID	Distributor
Activity	14d6962d-6eeb-4f48-8890-de55454bb136	Microsoft
Chat	86fcda9b-61a2-4701-b771-54728cd291fb	Microsoft
Teams	2a84919f-59d8-4441-a975-2a8c2643b741	Microsoft
Calendar	ef56c0de-36fc-4ef8-b417-3d82ba9d073c	Microsoft
Calling	20c3440d-c67e-4420-9f80-0e50c39693df	Microsoft
Files	5af6a76b-40fc-4ba1-af29-8f49b08e44fd	Microsoft

The screenshot shows the Microsoft Teams admin center with the 'Users' page selected. The left sidebar has icons for Home, Admin Center, Analytics, and Settings. The main area title is 'Users'. Below it, a note says: 'You can manage audio conferencing settings, the policies assigned to them, phone numbers and other features for people in your organization that use Teams and Skype for Business. Go to Admin center > Users to manage other user settings such as adding or deleting users, changing passwords or assigning licenses. Learn more'. There are two 'Edit settings' buttons: one for the table header and one for the row for Michael Anderson. A search bar and a filter icon are at the top right. The table lists users with columns: Display name, Username, Phone number, Location, Policies assigned, and Directory status. The users listed are Aaron Guilmette, Alan Nicholls, Cyrus Christian, Michael Anderson (selected), Sara Mekhail, and Steven Fiore.

Display name ↑	Username	Phone number	Location	Policies assigned	Directory status
Aaron Guilmette	admin@ms300demo.onmicrosoft.com		United States	10 global, 0 per-user	Online
Alan Nicholls	anicholls@ms300demo.onmicrosoft.com		United States	10 global, 0 per-user	Online
Cyrus Christian	cchristian@ms300demo.onmicrosoft.com		United States	10 global, 0 per-user	Online
Michael Anderson	manderson@ms300demo.onmicrosoft.com		United States	10 global, 0 per-user	Online
Sara Mekhail	smekhail@ms300demo.onmicrosoft.com		United States	10 global, 0 per-user	Online
Steven Fiore	sfiore@ms300demo.onmicrosoft.com		United States	10 global, 0 per-user	Online

This screenshot shows the 'Edit settings' dialog for Michael Anderson's user profile. The dialog is titled 'Edit settings' and contains a note: 'You can assign policies to one or more people in your organization. However, it's recommended that you only do 20 people at a time. Learn more'. It includes dropdown menus for 'Keep existing policy', 'Live events policy', 'App permission policy', 'App setup policy', and 'Teams policy', each with a list of options. The 'Demo App Policy' option under 'App setup policy' is highlighted with a purple background. The user table from the previous screenshot is visible in the background.

Keep existing policy

Live events policy

Keep existing policy

App permission policy

Keep existing policy

App setup policy

Global (Org-wide default)

Global (Org-wide default)

Demo App Policy

FirstLineWorker

Teams policy

Keep existing policy

A screenshot of the Microsoft Teams web interface. On the left is the navigation bar with icons for Activity, Chat, Teams (selected), Calendar, Calls, and Files. The main area shows the 'Project Rover' team under 'Your teams'. A context menu is open over a message from Aaron Guilmette in the 'General' channel. The menu options include Hide, Manage team, Add channel, Add member, Leave the team, Edit team, Get link to team, and Delete the team.

Project Rover > General

This team has guests

Conversations Files Wiki Channel 0 Channel 0 (1) 1 more +

Aaron Guilmette has created channel Roadmap. Hide channel

November 14, 2019

Aaron Guilmette 11/14 3:06 PM

Added a new tab at the top of this channel. Here's a link.

uilmette 11/14 3:07 PM

new tab at the top of this channel. Here's a link.

Channel 0 (1)

uilmette 11/18 12:05 PM

ed a meeting

A screenshot of the Microsoft Teams web interface showing the 'Project Rover' team settings. The 'Settings' tab is selected. Under 'Member permissions', the option 'Allow members to upload custom apps' is highlighted with a red box.

PR Project Rover

Talking about things that rove

Members Pending Requests Channels Settings Analytics Apps

This team has guests.

Team picture Add a team picture

Member permissions

Allow members to create and update channels

Allow members to create private channels

Allow members to delete and restore channels

Allow members to add and remove apps

Allow members to upload custom apps

Allow members to create, update, and remove tabs

Allow members to create, update, and remove connectors

The screenshot shows the Microsoft Teams admin center dashboard. At the top, there's a header bar with a back/forward button, refresh icon, and a URL bar showing <https://admin.teams.microsoft.com/dashboard>. Below the header is a dark navigation bar with the text "Microsoft Teams admin center". On the left, a vertical sidebar menu includes icons for Home, Admin, Analytics, and more, with "Teams apps" currently selected. The main content area has a title "Dashboard". It features two main sections: "MICROSOFT TEAMS UPGRADE" and "DEPLOYING TEAMS WORKLOAD". The "MICROSOFT TEAMS UPGRADE" section contains a heading "Planning your upgrade to Teams", a brief description about upgrading Skype for Business Online to Microsoft Teams, and an illustration of two laptops with arrows between them. The "DEPLOYING TEAMS WORKLOAD" section contains a description of using the Start button to create a Teams service management team, and a "Start" button. At the bottom of the main content area is a search bar with the placeholder "Search by display or username".

The screenshot shows the Microsoft Teams Admin Center interface. The title bar says "InPrivate" and "App permission policies". The URL is https://admin.teams.microsoft.com/policies/app-permission. The main content area is titled "App permission policies" and contains a brief description: "App permission policies control what apps you want to make available to Teams users in your organization. You can use the Global (Org-wide) default policy and customize it, or you can create one or more policies to meet the needs of your organization. Learn more". Below this is a section titled "Org-wide app settings" with a table. The table has columns: Name, Description, and Custom policy. It lists one item: "Global (Org-wide default)" with "No" under "Custom policy". Action buttons at the top of the table include "+ Add", "Edit", "Duplicate", "Delete", "Reset Global policy", and "Manage users". A search bar is also present.

This screenshot is similar to the first one but includes a sidebar on the right. The sidebar is titled "Org-wide app settings" and contains sections for "Third party apps" (with a toggle switch labeled "On") and "Custom apps" (with a description: "If your organization requires apps other than those available in the Teams Apps store, custom apps can be developed as app packages and uploaded. Learn more"). Below these is a section titled "Blocked apps (0)". The rest of the interface is identical to the first screenshot, showing the "App permission policies" page with the "Org-wide app settings" button highlighted.

The screenshot shows the Microsoft Teams Admin Center interface. The title bar reads "InPrivate" and "App permission policies". The URL in the address bar is "https://admin.teams.microsoft.com/policies/app-permission". The main content area is titled "App permission policies" and contains a brief description: "App permission policies control what apps you want to make available to Teams users in your organization. You can use the Global (Org-wide) default policy and customize it, or you can create one or more policies to meet the needs of your organization. Learn more". Below this, there is a section titled "Org-wide app settings" with a table. The table has columns for "Name ↑", "Description", and "Custom policy". It lists a single row: "Global (Org-wide default)" with "No" under "Custom policy". The left sidebar has a vertical menu with various icons, and the "Org-wide app settings" icon is highlighted.

Name ↑	Description	Custom policy
Global (Org-wide default)		No

The screenshot shows the Microsoft Teams Admin Center interface. The title bar indicates the user is in an InPrivate session, viewing the 'Add app permission po' page at the URL <https://admin.teams.microsoft.com/policies/app-permission/add>. The main content area is titled 'Custom app permission policy' and displays a message: 'This is a new custom policy'. A blue button labeled 'Org-wide app settings' is visible. Below it, there are three sections: 'Microsoft apps', 'Third party apps', and 'Tenant apps', each with a dropdown menu set to 'Allow all apps'. At the bottom are 'Save' and 'Cancel' buttons.

InPrivate Add app permission po + 🔍

https://admin.teams.microsoft.com/policies/app-permission/add

Microsoft Teams admin center

App permission policies \ Add

Custom app permission policy

This is a new custom policy

Org-wide app settings

Microsoft apps
Choose which Teams apps published by Microsoft or its partners can be installed by your users.

Allow all apps

Third party apps
Choose which Teams apps published by a third party that can be installed by your users.

Allow all apps

Tenant apps
Choose which tenant apps can be installed by your users.

Allow all apps

Save Cancel

InPrivate Dashboard - Microsoft

https://admin.teams.microsoft.com/dashboard

Microsoft Teams admin center

Recent searches will show up here.

View users →

TEAMS USER ACTIVITY

LAST 7 DAYS LAST 28 DAYS

Nov 13 Nov 14 Nov 15 Nov 16 Nov 17 Nov 18 Nov 19 Nov 20

■ 1:1 calls ■ Channel messages ■ Chat messages

View details →

Org-wide settings

Teams usage

Org-wide settings

- External access
- Guest access
- Teams settings**
- Teams upgrade
- Holidays

Nov 16 Nov 17 Nov 18 Nov 19 Nov 20

■ Teams & channels active users ■ Messages

https://admin.teams.microsoft.com/company-wide-settings/teams-settings

The screenshot shows the Microsoft Teams admin center interface. On the left is a vertical navigation bar with icons for Home, Admin, and various management tools. The main content area has a dark header with the text "Microsoft Teams admin center". Below the header, there's a section titled "Files" with the sub-instruction: "Turn on or turn off file sharing and cloud file storage options for the Files tab." This section lists four services: Citrix files, DropBox, Box, and Google Drive, each with a toggle switch set to "On".

The screenshot shows the Microsoft Teams admin center interface. On the left is a vertical navigation bar with icons for Home, Admin, and various management tools. The main content area has a dark header with the text "Microsoft Teams admin center". Below the header, there's a section titled "Messaging policies" with the sub-instruction: "Messaging policies are used to control what chat and channel messaging features are available to users in Teams. You can use the Global (Org-wide default) policy or create one or more custom messaging policies for people in your organization. [Learn more](#)". At the top of the list, there are buttons for "+ Add", "Edit", "Duplicate", "Delete", "Reset Global policy", "Manage users", and a "Search" bar. The list displays one policy entry: "Global (Org-wide default)" under the "Name" column, "No" under the "Custom policy" column, and "Description" is empty.

InPrivate New messaging policy - + ⌂

https://admin.teams.microsoft.com/policies/messaging/add

Microsoft Teams admin center

Description

Owners can delete sent messages Off

Delete sent messages On

Edit sent messages On

Read receipts

Chat On

Use Giphys in conversations On

Giphy content rating

Use Memes in conversations On

Use Stickers in conversations On

Allow URL previews On

Translate messages Off

Allow immersive reader for viewing messages On

Send urgent messages using priority notifications On

Voice message creation

Give feedback

The screenshot shows the Microsoft Teams admin center interface for creating a new messaging policy. The left sidebar features a vertical navigation menu with icons for Home, General, Chat, People, Groups, Devices, Analytics, Settings, and Support. The 'Chat' icon is highlighted. The main content area is titled 'New messaging policy'. It includes a 'Description' field and a list of settings with toggle switches. Most settings are turned on, except for 'Owners can delete sent messages' which is off. Other settings include 'Delete sent messages' (on), 'Edit sent messages' (on), 'Read receipts' (user controlled), 'Chat' (on), 'Use Giphys in conversations' (on), 'Giphy content rating' (moderate), 'Use Memes in conversations' (on), 'Use Stickers in conversations' (on), 'Allow URL previews' (on), 'Translate messages' (off), 'Allow immersive reader for viewing messages' (on), 'Send urgent messages using priority notifications' (on), and 'Voice message creation' (allowed in chats and channels). A 'Give feedback' button is located at the bottom right.

InPrivate Dashboard - Microsoft +

https://admin.teams.microsoft.com/dashboard

Microsoft Teams admin center

Dashboard

MICROSOFT TEAMS UPGRADE

Planning your upgrade to Teams

We are bringing the capabilities of Skype for Business Online into Microsoft Teams to deliver a single hub for integrated voice and video. We'll be able to assist you in planning our users to Teams.

Meetings

Conference bridges

Meeting policies

Meeting settings

Live events policies

Live events settings

Search by display or username

DEPLOYING TEAMS WORKLOAD

Use the Start button to create a Teams service management team for the workloads you want to roll out. We'll provide you with your organization's assessment, task-driven Planner plan and other resources to streamline the roll out.

Start

The screenshot shows the Microsoft Teams Admin Center dashboard. On the left, there's a sidebar with icons for Home, Skype for Business, Global, and more. Below that is a navigation menu with 'Meetings' selected, followed by 'Conference bridges', 'Meeting policies', 'Meeting settings', 'Live events policies', and 'Live events settings'. A search bar at the bottom of the sidebar says 'Search by display or username'. The main content area has two main sections: 'MICROSOFT TEAMS UPGRADE' and 'DEPLOYING TEAMS WORKLOAD'. The 'UPGRADE' section contains text about moving Skype for Business Online to Microsoft Teams, a small icon showing a transition from Skype to Teams, and a 'Start' button. The 'WORKLOAD' section contains text about creating a service management team and provides a 'Start' button as well.

The screenshot shows the Microsoft Teams admin center interface. The title bar reads "Meeting policies - Micr" and the URL is "https://admin.teams.microsoft.com/policies/meetings". The left sidebar has a "Meeting policies" icon selected. The main content area is titled "Meeting policies" and contains a summary section with "MEETING POLICIES SUMMARY" showing 6 Default policies and 0 Custom policies. It also includes "USER STATISTICS" showing 0 Custom policies and 7 Default policies. Below this is a table listing meeting policies:

Name ↑	Custom policy
Global (Org-wide default)	No
AllOn	No
RestrictedAnonymousAcc...	No

At the top of the table are buttons for "+ Add", "Edit", "Duplicate", "Delete", "Reset Global policy", "Manage users", "6 Items", "Search", and a gear icon.

Microsoft Teams admin center

Meeting policies \ Add

Demo meeting policy

Description

General

These are the general settings for meeting policies. [Learn more](#)

Allow Meet now in channels	<input checked="" type="checkbox"/> On
Allow the Outlook add-in	<input checked="" type="checkbox"/> On
Allow channel meeting scheduling	<input checked="" type="checkbox"/> On
Allow scheduling private meetings	<input checked="" type="checkbox"/> On

Audio & video

Audio and video settings let you turn on or off features that are used during Teams meetings. [Learn more](#)

Allow transcription <small>(i)</small>	<input type="checkbox"/> Off
Allow cloud recording	<input checked="" type="checkbox"/> On
Allow IP video	<input checked="" type="checkbox"/> On
Media bit rate (KBs) <small>(i)</small>	50000

Microsoft Teams admin center

Dashboard

MICROSOFT TEAMS UPGRADE

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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. We have resources and tools available to assist you in planning and upgrading some or all of your users to Teams.

[Learn more](#)

DEPLOYING TEAMS WORKLOAD

Use the Start button to create a Teams service management team for the workloads you want to roll out. We'll provide you with your organization's assessment, task-driven Planner plan and other resources to streamline the roll out.

[Start](#)

Voice

Phone numbers

Direct Routing

Call queues

Auto attendants

Call park policies

Calling policies

Caller ID policies

searches will show up here.

TEAMS USER ACTIVITY

LAST 7 DAYS LAST 28 DAYS

Nov 13 Nov 14 Nov 15 Nov 16 Nov 17 Nov 18 Nov 19 Nov 20

■ 1:1 calls ■ Channel messages ■ Chat messages

[View details →](#)

This screenshot shows the Microsoft Teams Admin Center dashboard. It features a sidebar with various administrative icons like Home, Reports, and Settings. The main area has four main sections: 'MICROSOFT TEAMS UPGRADE' (describing the integration of Skype for Business Online into Microsoft Teams), 'DEPLOYING TEAMS WORKLOAD' (with a 'Start' button to create a service management team), 'TEAMS USER ACTIVITY' (a chart showing user interactions over the last 7 and 28 days), and a search bar at the bottom. A secondary sidebar on the left is titled 'Voice' and lists options like Phone numbers, Direct Routing, Call queues, etc.

Microsoft Teams

Search or type a command

Teams

Your teams

- ME MS300 External Demo
- PR Project Rover

Project Rover > Rover Private Channel ...

Conversations Files +

Activity Chat Teams Calendar Calls Files ...

General

Financials Roadmap

Rover Private Channel

Superstars

This screenshot shows the Microsoft Teams interface. The left sidebar includes icons for Activity, Chat, Teams (selected), Calendar, Calls, Files, and more. The main area shows a channel named 'Rover Private Channel' under the 'Project Rover' team. The channel view includes tabs for Conversations and Files, and a plus sign to add new items. An illustration of two people talking is displayed in the center.

```
Windows PowerShell
PS C:\> $Team = Get-Team -DisplayName "Project Rover"
PS C:\> $Channels = Get-TeamChannel -GroupId $Team.GroupId | ? { $_.MembershipType -eq "Private" }
PS C:\> $Users = ($Channels | % { Get-TeamChannelUser -GroupId $Team.GroupId -DisplayName $_.DisplayName }).User | Sort -Unique
PS C:\> $Users
admin@ms300demo.onmicrosoft.com
manderson@ms300demo.onmicrosoft.com
PS C:\>
```

```
Windows PowerShell
PS C:\> [array]$PrivateChannelSites = @()
PS C:\> Foreach ($Site in $Sites)
>> {
>>     $Temp = Get-SPOSite -Identity $site.Url -Detailed
>>     If ($Temp.RelatedGroupId -eq $Team.GroupId) { $PrivateChannelSites += $Temp }
>> }
PS C:\> $PrivateChannelSites | Select Url

Url
---
https://ms300demo.sharepoint.com/sites/ProjectRover-SecondPC
https://ms300demo.sharepoint.com/sites/ProjectRover-RoverPrivateChannel

PS C:\> -
```

Microsoft Azure Search resources, services, and docs (G+) admin@ms300demo.on... DEMO

Home > Demo > Groups - Naming policy

Groups - Naming policy

Demo - Azure Active Directory

All groups Deleted groups Diagnose and solve problems

Settings

- General
- Expiration
- Naming policy**

Activity

- Access reviews
- Audit logs
- Bulk operation results (Preview)

Troubleshooting + Support

- New support request

Save Discard Delete policy Got feedback?

Learn more about group naming policies.

Blocked words Group naming policy

Group naming policy

The Office 365 groups naming policy allows you to add a specific prefix and/or suffix to the group name and alias of any Office 365 group created by users. For example:
<Finance> <group> <Seattle>

Current policy

<**Group name**>

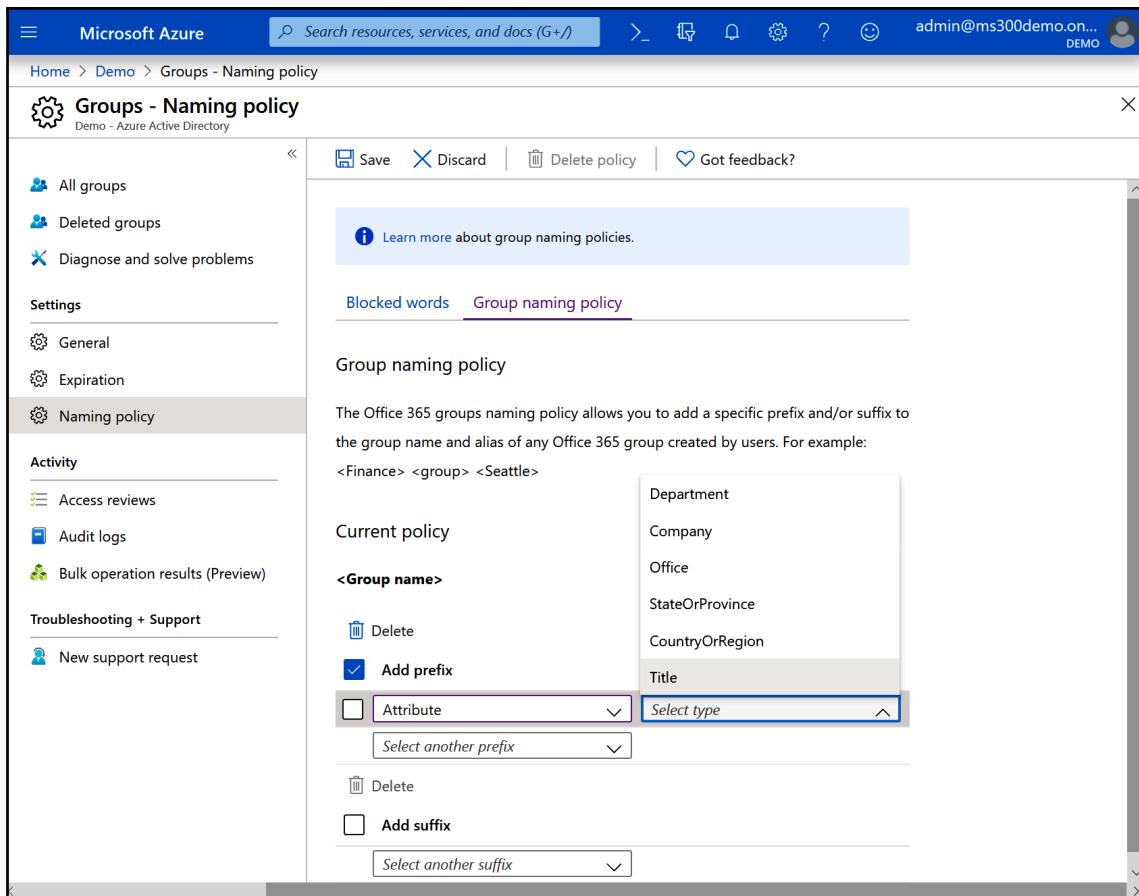
Delete Add prefix Add suffix

Attribute Select type
Select another prefix

Department
Company
Office
StateOrProvince
CountryOrRegion
Title

Delete

Select another suffix



Microsoft Azure Search resources, services, and docs (G+) admin@ms300demo.on... DEMO

Home > Demo > Groups - Expiration

Groups - Expiration

Demo - Azure Active Directory

All groups Deleted groups Diagnose and solve problems

Settings

- General
- Expiration**
- Naming policy

Activity

- Access reviews

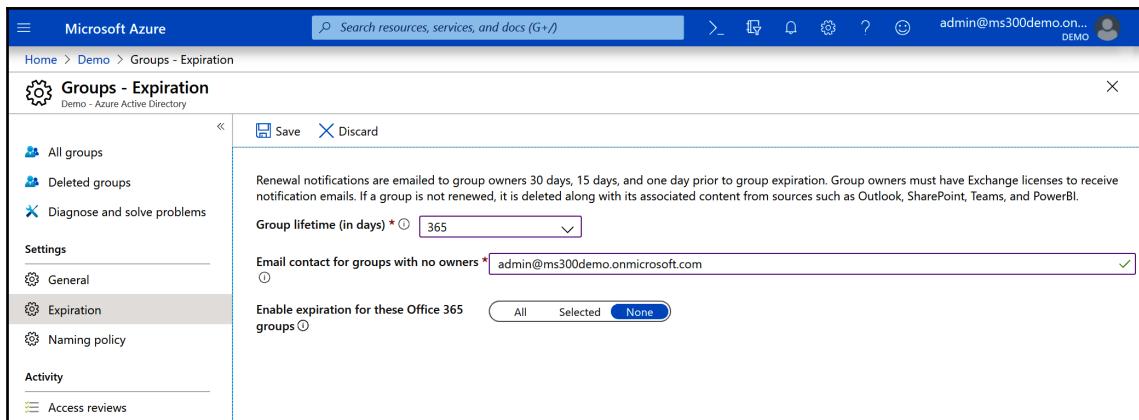
Save Discard

Renewal notifications are emailed to group owners 30 days, 15 days, and one day prior to group expiration. Group owners must have Exchange licenses to receive notification emails. If a group is not renewed, it is deleted along with its associated content from sources such as Outlook, SharePoint, Teams, and PowerBI.

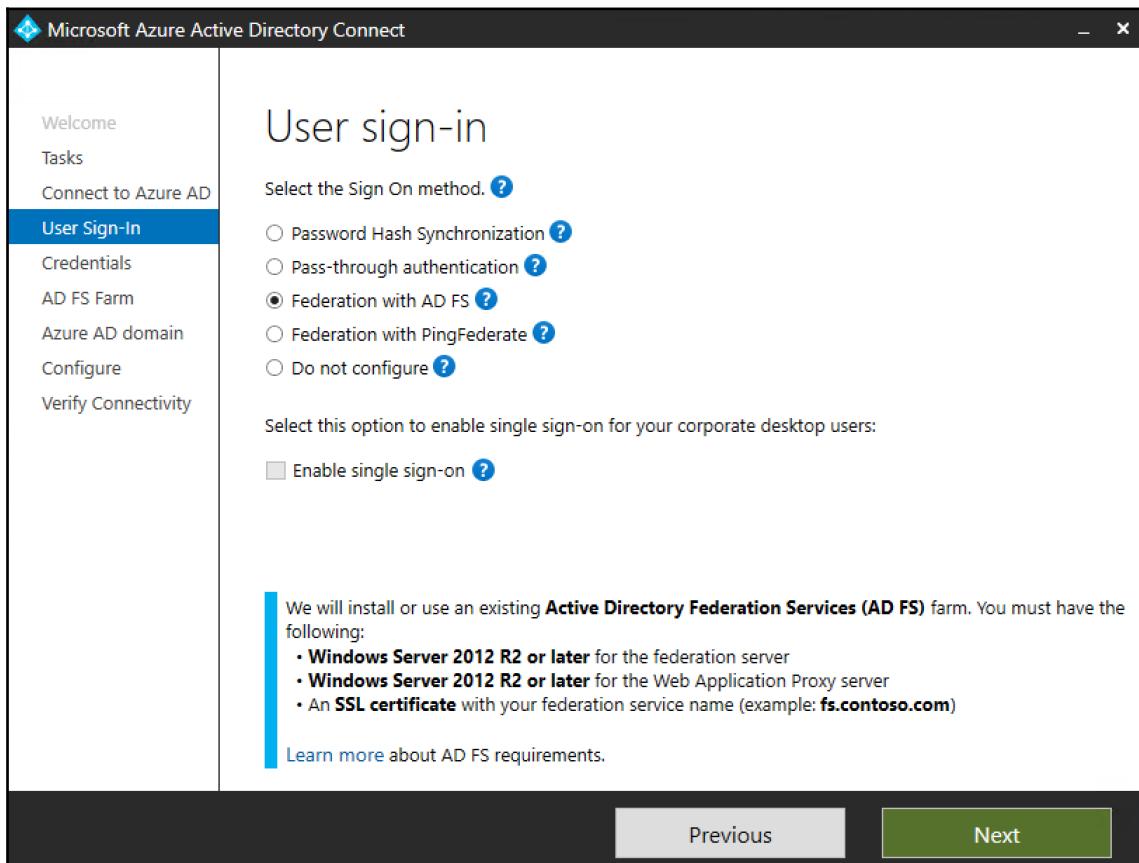
Group lifetime (in days) * 365 180 90 30 15 7 1

Email contact for groups with no owners *

Enable expiration for these Office 365 groups All Selected None



Chapter 15: Planning Identity and Authentication for Teams



The screenshot shows the Microsoft Azure portal with the URL https://portal.azure.com/#blade/Microsoft_AAD_IAM/UsersManagementMenuBlade/UserSettings. The page title is "Users - User settings". The left sidebar includes links for All users, Deleted users, Password reset, User settings (selected), Diagnose and solve problems, Activity (Sign-ins, Audit logs, Bulk operation results (Preview)), Troubleshooting + Support, and New support request. The main content area contains sections for Enterprise applications, App registrations, Administration portal, LinkedIn account connections, External users, and User feature previews. A red box highlights the "Manage external collaboration settings" link under the External users section.

InPrivate

Users - User settings

Microsoft Azure

Search resources, services, and docs (G+)

Home > Demo > Users - User settings

Users - User settings

Demo - Azure Active Directory

All users

Deleted users

Password reset

User settings

Diagnose and solve problems

Activity

Sign-ins

Audit logs

Bulk operation results (Preview)

Troubleshooting + Support

New support request

Save Discard

Enterprise applications

Manage how end users launch and view their applications

App registrations

Users can register applications ⓘ

Yes No

Administration portal

Restrict access to Azure AD administration portal ⓘ

Yes No

LinkedIn account connections

Allow users to connect their work or school account with LinkedIn.
Data sharing between Microsoft and LinkedIn is not enabled until users consent to connect their Microsoft work or school account with their LinkedIn account.

Learn more about LinkedIn account connections ⓘ

Yes Selected group No

External users

Manage external collaboration settings

User feature previews

Manage user feature preview settings

The screenshot shows the 'External collaboration settings' page in the Microsoft Azure portal. The URL is https://portal.azure.com/#blade/Microsoft_AAD_IAM/UsersManagementMenuBlade/UserSettings. The page title is 'External collaboration settings'. The top navigation bar includes 'Microsoft Azure', a search bar, and user information for 'admin@ms300demo.on... DEMO'. Below the navigation, the breadcrumb path is 'Home > Demo > Users - User settings > External collaboration settings'. The main content area is titled 'External collaboration settings' and contains several configuration sections with 'Yes' or 'No' buttons:

- Guest users permissions are limited: Yes (selected)
- Admins and users in the guest inviter role can invite: Yes (selected)
- Members can invite: Yes (selected) (This option is highlighted with a red box)
- Guests can invite: Yes (selected)
- Enable Email One-Time Passcode for guests (Preview): Learn more (Yes selected)

At the bottom left are 'Save' and 'Discard' buttons.

The screenshot shows the Microsoft 365 admin center interface. The left sidebar has a dark theme with white text. The main content area has a light background. The top navigation bar includes tabs for 'InPrivate' and 'Microsoft 365 admin ce', a search bar with the URL 'https://admin.microsoft.com/AdminPortal/Home#/Settings/ServicesAndAddIns', and various icons for notifications, settings, and help.

Left Sidebar:

- Users
- Devices
- Groups
- Resources
- Billing
- Support
- Settings
- Services & add-ins** (selected)
- Security & privacy
- Organization profile
- Partner relationships
- Setup
- Reports
- Health
- Admin centers
- Security

Main Content Area:

Home > Services & add-ins

Header:

- + Deploy Add-In
- View: All
- Search: Search for add-ins and services
- Name: Name dropdown
- Host Apps

List of Services & add-ins:

- Office 365 Groups**
Control settings for Office 365 Groups
- Office software download settings
Control versions and which Office apps are available to download
- Office.com
Let people use third-party hosted storage services
- Reports
Show anonymous IDs instead of names in all reports or enable the Power BI content pack
- SharePoint
Control external sharing
- Skype for Business
Set up domain exceptions and dial-in conferencing, and allow external sharing
- StaffHub
Turn StaffHub on or off for your entire organization
- Sway
Manage your Sway settings
- User communications from Microsoft
Let people in your organization receive email from Microsoft about training and new features
- User owned Apps and Services
Control access to the Office Store and user-acquired apps

Bottom Bar:

- Need help?
- Feedback

The screenshot shows the Microsoft 365 Admin center interface. On the left, there's a sidebar with various navigation options like Users, Devices, Groups, Resources, Billing, Support, Settings, Services & add-ins, Security & privacy, Organization profile, Partner relationships, Setup, Reports, and Health. The 'Services & add-ins' section is currently selected. In the main content area, a modal dialog titled 'Office 365 Groups' is open. It contains two configuration sections: one for letting group members outside the organization access group content (which is set to 'On') and another for letting group owners add people outside the organization to groups (also set to 'On'). Both sections include explanatory text and links to learn more about guest access. At the bottom of the dialog are 'Save' and 'Close' buttons. The URL in the browser bar is https://admin.microsoft.com/AdminPortal/Home#/Settings/ServicesAndAddIns.

InPrivate SharePoint admin center https://ms300demo-admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/sharing

SharePoint admin center

Sharing

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

External sharing

Content can be shared with:

SharePoint	OneDrive
Most permissive	Anyone Users can share files and folders using links that don't require sign-in.
Least permissive	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](#)

Advanced settings for external sharing

File and folder links

Choose the type of link that's selected by default when users share files and folders in SharePoint and

Specific people (only the people the user specifies)

Only people in your organization

Need help? Feedback X

The screenshot shows the Microsoft Teams admin center interface. The main content area is titled "Guest access". It contains a descriptive text about guest access and a toggle switch labeled "Off". Below the switch are two buttons: "Save" and "Discard". On the left side, there is a sidebar with various icons and a navigation menu. The menu items include "Org-wide settings", "Guest access" (which is currently selected and highlighted in blue), and "Teams settings".

InPrivate Guest access - Microsoft

Microsoft Teams admin center

Guest access

Guest access in Teams lets people outside your organization access teams and channels. You can use the settings below to control which features guest users can or can't use. [Learn more](#)

Allow guest access in Teams

Off

Save Discard

Org-wide settings

External Org-wide settings

Guest access

Teams settings

The screenshot shows the Microsoft Teams admin center interface. On the left, there is a vertical sidebar with various icons. The main content area is titled "Guest access" and contains several configuration sections:

- Guest access**: A section describing guest access and a toggle switch labeled "Allow guest access in Teams" which is set to "On".
- Calling**: A section for managing calling controls for guest users, with a toggle switch for "Make private calls" also set to "On".
- Meeting**: A section for meeting settings, featuring "Allow IP video" (on), "Screen sharing mode" (set to "Entire screen"), and "Allow Meet Now" (on).
- Messaging**: A section for messaging settings, which is currently empty.

The URL in the browser bar is <https://admin.teams.microsoft.com/company-wide-settings/guest-configuration>.

The screenshot shows the Microsoft Teams settings page for the 'Project Rover' team. The left sidebar lists other teams like 'MS300 External Demo' and 'Superstars'. The main area displays the 'Project Rover' team details, including its icon (PR), name, and description ('Talking about things that rove'). The 'Settings' tab is selected. A red box highlights the 'Guest permissions' section, which contains two options: 'Allow guests to create and update channels' and 'Allow guests to delete channels', both of which have checkboxes next to them.

Project Rover ...
Talking about things that rove

Members Pending Requests Channels **Settings** Analytics Apps

This team has guests.

General
Financials
Roadmap

Project Rover

Team picture Add a team picture

Member permissions Enable channel creation, adding apps, and more

Guest permissions Enable channel creation

Allow guests to create and update channels

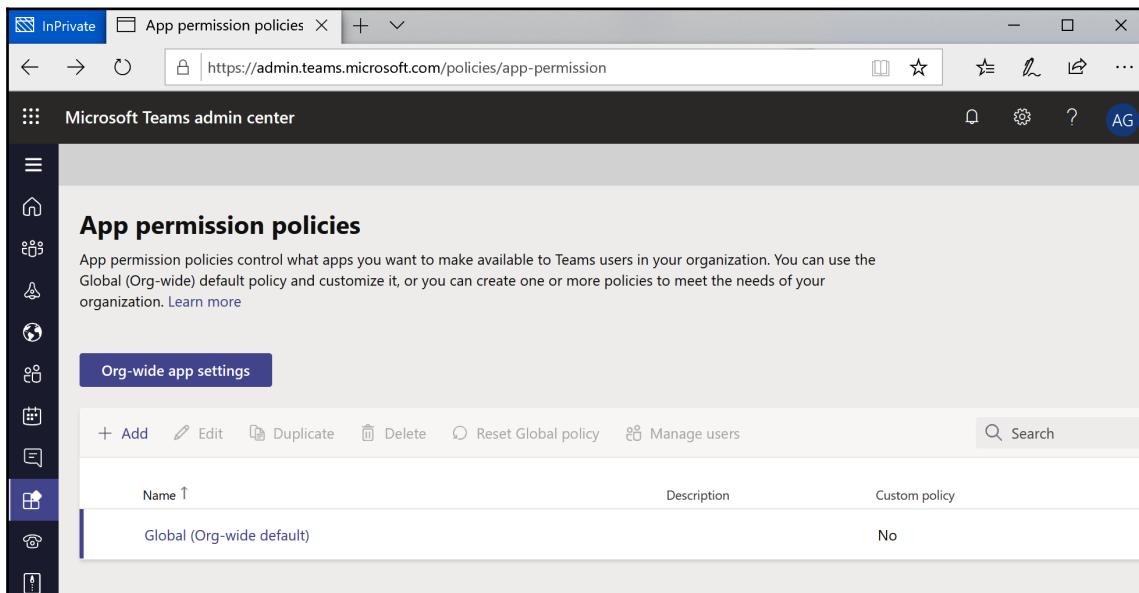
Allow guests to delete channels

@mentions Choose who can use @team and @channel mentions

Team code Share this code so people can join the team directly - you won't get join requests

Fun stuff Allow emoji, memes, GIFs, or stickers

Chapter 16: Managing the Teams Environment



The screenshot shows the Microsoft Teams Admin Center interface. The title bar reads "InPrivate App permission policies". The URL in the address bar is "https://admin.teams.microsoft.com/policies/app-permission". The main content area is titled "App permission policies" and contains a brief description: "App permission policies control what apps you want to make available to Teams users in your organization. You can use the Global (Org-wide) default policy and customize it, or you can create one or more policies to meet the needs of your organization." Below this, there is a section titled "Org-wide app settings" with a table. The table has columns for "Name ↑", "Description", and "Custom policy". It lists a single row: "Global (Org-wide default)" with "No" under "Custom policy". The left sidebar has various icons for different admin settings like users, teams, and compliance.

Name ↑	Description	Custom policy
Global (Org-wide default)		No

InPrivate Add app permission po X + ⌂

https://admin.teams.microsoft.com/policies/app-permission/add

Microsoft Teams admin center

App permission policies \ Add

Custom app permission policy

This is a new custom policy

Org-wide app settings

Microsoft apps
Choose which Teams apps published by Microsoft or its partners can be installed by your users.

Allow all apps

Third party apps
Choose which Teams apps published by a third party that can be installed by your users.

Allow all apps

Tenant apps
Choose which tenant apps can be installed by your users.

Allow all apps

Save Cancel

[202]

The screenshot shows the Microsoft Teams Admin Center dashboard. On the left, there's a vertical navigation bar with icons for Home, Skype for Business Online, Permissions, and Setup policies. The main area has two main sections: 'MICROSOFT TEAMS UPGRADE' and 'DEPLOYING TEAMS WORKLOAD'. The 'MICROSOFT TEAMS UPGRADE' section contains a heading 'Planning your upgrade to Teams' and a brief description about bringing Skype for Business Online capabilities into Microsoft Teams. It includes a small icon showing two devices (Skype and Teams) connected by an arrow. Below this are three buttons: 'Teams apps', 'Permission policies', and 'Setup policies'. The 'Setup policies' button is highlighted with a blue background. The 'DEPLOYING TEAMS WORKLOAD' section has a heading and a description encouraging users to use the Start button to create a Teams service management team for workloads. It includes a 'Start' button.

The screenshot shows the 'App setup policies' page in the Microsoft Teams Admin Center. The left sidebar shows icons for Home, Skype for Business Online, Permissions, and Setup policies. The main content area has a heading 'App setup policies' and a brief description explaining how app setup policies control app availability. It includes a link to learn more. Below this is a table with columns for Name, Description, and Custom policy. The table contains two rows: one for 'Global (Org-wide default)' with a 'No' under Custom policy, and another for 'FirstLineWorker' also with a 'No' under Custom policy. At the top of the table are buttons for Add, Edit, Duplicate, Delete, Reset Global policy, Manage users, and Search.

Name ↑	Description	Custom policy
Global (Org-wide default)		No
FirstLineWorker		No

The screenshot shows a Microsoft Edge browser window with an 'InPrivate' tab open, displaying the 'Add app setup policy' page at <https://admin.teams.microsoft.com/policies/app-setup/add>. The page is titled 'Add app setup policy'. On the left, there is a vertical navigation bar with various icons. The main content area shows a section for 'Pinned apps' with a table listing six pinned applications: Activity, Chat, Teams, Calendar, Calling, and Files. Each entry includes the app icon, name, App ID, and distributor (Microsoft). There are buttons for 'Add apps', 'Move up', 'Move down', and 'Remove'.

	Name	App ID	Distributor
✓	Activity	14d6962d-6eeb-4f48-8890-de55454bb136	Microsoft
✓	Chat	86fcda9b-61a2-4701-b771-54728cd291fb	Microsoft
✓	Teams	2a84919f-59d8-4441-a975-2a8c2643b741	Microsoft
✓	Calendar	ef56c0de-36fc-4ef8-b417-3d82ba9d073c	Microsoft
✓	Calling	20c3440d-c67e-4420-9f80-0e50c39693df	Microsoft
✓	Files	5af6a76b-40fc-4ba1-af29-8f49b08e44fd	Microsoft

The screenshot shows the 'Audit log search' page within the 'Office 365 Security & Compliance' section. The left sidebar lists various compliance categories: Classification, Data loss prevention, Records management, Information governance, Supervision, Threat management, Mail flow, Data privacy, Search (Content search and Audit log search), Productivity app discovery, eDiscovery, and Reports. The 'Audit log search' option is selected and highlighted.

The main content area displays the 'Audit log search' interface. It includes a search bar with a 'Clear' button, date range fields ('Start date: 2019-11-26', 'End date: 2019-12-04'), user selection fields ('Users: Show results for all users'), and a search input field ('File, folder, or site: Add all or part of a file name, folder name, or URL'). A large blue 'Search' button is located at the bottom of the search form.

To the right of the search form, a table titled 'Results' is shown with columns: Date, IP address, User, Activity, Item, and Detail. Below the table, a message reads 'Run a search to view results'.

The screenshot shows the Microsoft Office 365 Security & Compliance center with the "Audit log search" page open. The left sidebar contains a navigation menu with categories like Home, Alerts, Permissions, Classification, Data loss prevention, Records management, Information governance, Supervision, Threat management, Mail flow, Data privacy, Search, eDiscovery, and Reports. The "Search" section is selected. The main area displays a search interface with a "Search" bar and a results table titled "Results". The table has columns for Date, IP address, User, Activity, Item, and Detail. A dropdown menu under "Activities" shows options like "Show results for all activities" and "Clear all to show results for all activities". Below the table, a section titled "Microsoft Teams activities" lists various events such as "Created team", "Deleted team", "Added channel", "Deleted channel", etc. At the bottom right of the page are "Need help?" and "Feedback" buttons.

The screenshot shows the 'Audit log search' page within the 'Office 365 Security & Compliance' portal. The left sidebar contains a navigation menu with categories like Home, Alerts, Permissions, Classification, Data loss prevention, Records management, Information governance, Supervision, Threat management, Mail flow, Data privacy, Search, eDiscovery, and Reports. The main content area is titled 'Audit log search' and includes a search bar with a 'Clear' button. Below the search bar are sections for 'Activities' (set to 'Created team, ... (25)'), 'Start date' (11/01/2019), 'End date' (12/05/2019), 'Users' (all users), and 'File, folder, or site' (empty). A large red box highlights the 'Search' button. To the right, a table header 'Results' is visible with columns for Date, IP address, User, Activity, Item, and Detail. A message at the bottom of the results area says 'Run a search to view results'. At the bottom right of the page are 'Need help?' and 'Feedback' buttons.

The screenshot shows the 'Audit log search' page within the 'Office 365 Security & Compliance' portal. The left sidebar contains a navigation menu with categories like Home, Alerts, Permissions, Classification, Data loss prevention, Records management, Information governance, Supervision, Threat management, Mail flow, Data privacy, Search, eDiscovery, and Reports. The 'Search' category is currently selected. The main content area displays an audit log search results table with 44 entries. The columns are Date, IP address, User, Activity, Item, and Detail. The results show various administrative actions such as creating teams, adding members to projects, and channel creation, all performed by the user 'admin@ms300de...'. The search interface includes filters for activities, start date, end date, users, and file/folder names, along with buttons for 'Search' and '+ New alert policy'.

Date	IP address	User	Activity	Item	Detail
2019-12-03 11:10:56		admin@ms300de...	User signed in to T...	Web (1415/1.0.0.2...	
2019-12-02 15:26:36		admin@ms300de...	Added members	Project Rover	Added in "Project ...
2019-12-02 15:26:27		admin@ms300de...	Added members	Project Rover	Added in "Project ...
2019-12-02 15:26:27		admin@ms300de...	Added channel	Second PC	Added in "Project ...
2019-12-02 14:24:13		admin@ms300de...	Added members	Project Rover	Added in "Project ...
2019-12-02 14:23:57		admin@ms300de...	Added members	Project Rover	Added in "Project ...
2019-12-02 14:23:51		admin@ms300de...	Added members	Project Rover	Added in "Project ...
2019-12-02 14:22:37		admin@ms300de...	Added channel	Rover Private Chan...	Added in "Project ...
2019-12-02 14:22:37		admin@ms300de...	Added members	Project Rover	Added in "Project ...
2019-12-02 12:08:37		admin@ms300de...	User signed in to T...	Unknown (Unknown...	
2019-12-02 10:50:45		admin@ms300de...	User signed in to T...	Web (1415/1.0.0.2...	
2019-12-02 10:27:34		admin@ms300de...	User signed in to T...	Unknown (Unknown...	

Chapter 17: Monitoring and Maintaining the Microsoft Teams Service

The screenshot shows a Microsoft Docs page titled "Known issues for Microsoft Teams". The page header includes the Microsoft logo, navigation links for Docs, Windows, Azure, Visual Studio, Office, Microsoft 365, .NET, and More, and a search bar. The main content area has a breadcrumb trail: Microsoft Teams / Reference / Troubleshoot & support / Known issues for Teams. The title "Known issues for Microsoft Teams" is displayed above a table of known issues. The left sidebar contains a navigation menu with sections like Security and compliance, Training, Reference, Administration, Apps, Audio Conferencing, Authentication, Browser, Channels, Chat, Client, Environment, Guest Access, Meetings, Mobile, People, Phone System, Presence, Provisioning, Skype for Business to Teams Upgrade, and Tabs. The "Administration" section is currently selected. The table lists two known issues:

Issue title	Behavior / Symptom	Known workaround	Discovery date
Audit logs may report an incorrect username as initiator when someone has been removed from a Team	Teams team is a modern group in AAD. When you add/remove a member through the Teams user interface, the flow knows exactly which user initiated the change, and the Audit log reflects the correct info. However, if a user adds/removes a member through AAD, the change is synced to the Teams backend without telling Teams who initiated the action. Microsoft Teams picks the first owner of team as the initiator, which is eventually reflected in the Audit log as well.		5/11/18
EAF policy in the	There is an issue with	To work around this	10/11/18

The screenshot shows the Microsoft 365 Admin center interface. The left sidebar is dark-themed and includes links for Home, Users, Groups, Resources, Billing, Support, Settings, Setup, Reports, Health (selected), Message center, Admin centers, and a 'Show less' option. The main content area has a light background and displays the 'Service health' page under 'Home > Service health'. It shows a message: 'Some services have posted advisories' with a timestamp of '2019-09-24 22:17 (UTC)' and a link to 'View history'. A 'Try the new admin center' button is visible. The service status table lists 15 services, all of which are marked as 'Service is healthy' with green checkmarks. The columns show the service name, its status, and a note about advisories.

Service	Status	Note
Microsoft Intune	Service is healthy	1 advisory
Office for the web	Service is healthy	1 advisory
Azure Information Protection	Service is healthy	
Exchange Online	Service is healthy	
Flow in Microsoft 365	Service is healthy	
Identity Service	Service is healthy	
Microsoft Flow	Service is healthy	
Microsoft Forms	Service is healthy	
Microsoft Kaizala	Service is healthy	
Microsoft StaffHub	Service is healthy	
Microsoft Teams	Service is healthy	
Mobile Device Management for Office 365	Service is healthy	
Office 365 Portal	Service is healthy	
Office Client Applications	Service is healthy	
Office Subscription	Service is healthy	

The screenshot shows the Microsoft 365 Admin Center interface with the 'Service health' page selected. The left sidebar includes links for Home, Users, Groups, Resources, Billing, Support, Settings, Setup, Reports, Health, Service health (which is highlighted), Message center, Admin centers, and a 'Show less' option. The main content area displays a message: 'Some services have posted advisories'. It lists two entries:

- Microsoft Intune** (1 advisory)
IT191101 - Intermittent failures when installing Online Licensed Microsoft Store for Business (MSFB) apps via Microsoft Intune
Status: Service degradation Updated: 2019-09-24 21:29 (UTC)
User impact: Users may be intermittently unable to install Online Licensed MSFB apps via Microsoft Intune.
Show details
- Office for the web** (1 advisory)
OO189185 - Visio app delays or stalling
Status: Service degradation Updated: 2019-09-16 22:54 (UTC)
User impact: Users may experience stalling or delays when using the Microsoft Visio app with a keyboard.
Show details

At the bottom, there are status indicators: a green circle for 'Service is healthy', a blue circle with an exclamation mark for 'Advisory', and a red triangle for 'Incident'. A feedback button is also present.

InPrivate Microsoft 365 admin ce +

https://admin.microsoft.com/Adminportal/Home#/reportsUsage

Microsoft 365 admin center

Home > Usage Demo Try the new admin center

Select a report 7 days 30 days 90 days 180 days

Active users

Office 365 Exchange OneDrive SharePoint Skype for Business

11/2/2019 11/16/2019

Email activity 31 36.7%↓

OneDrive files 6

SharePoint files 182 11.7%↑

Sent Received Read

Storage used 4.3MB 3.8MB

Viewed or edited Files synced Shared internally

Need help? Feedback

Home

Users

Devices

Groups

Billing

Reports

Usage

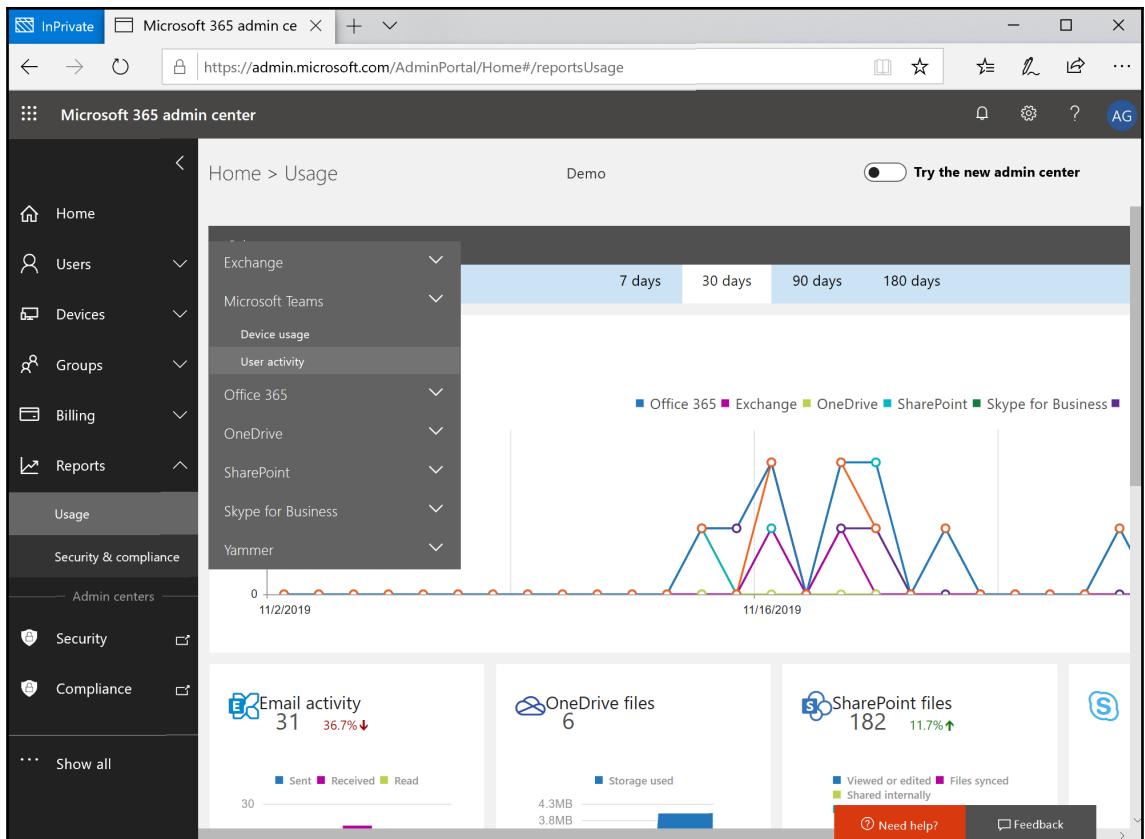
Security & compliance

Admin centers

Security

Compliance

Show all



InPrivate Dashboard - Microsoft

https://admin.teams.microsoft.com/dashboard

Microsoft Teams admin center

Dashboard

MICROSOFT TEAMS UPGRADE

Planning your upgrade to Teams

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. We have resources and tools available to assist you in planning and upgrading some or all of your users to Teams.

[Learn more](#)

DEPLOYING TEAMS WORKLOAD

Use the Start button to create a Teams service management team for the workloads you want to roll out. We'll provide you with your organization's assessment, task-driven Planner plan and other resources to streamline the roll out.

[Start](#)

Analytics & reports

Analytics & reports

Usage reports

SEARCH

LAST 7 DAYS LAST 28 DAYS

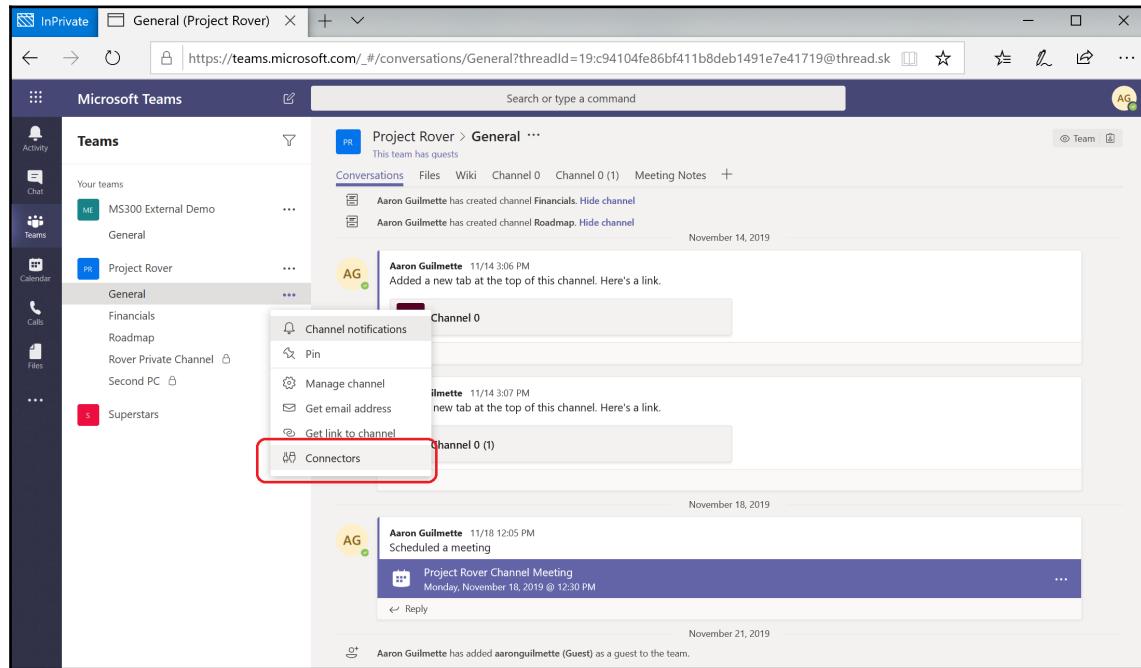
TEAMS USER ACTIVITY

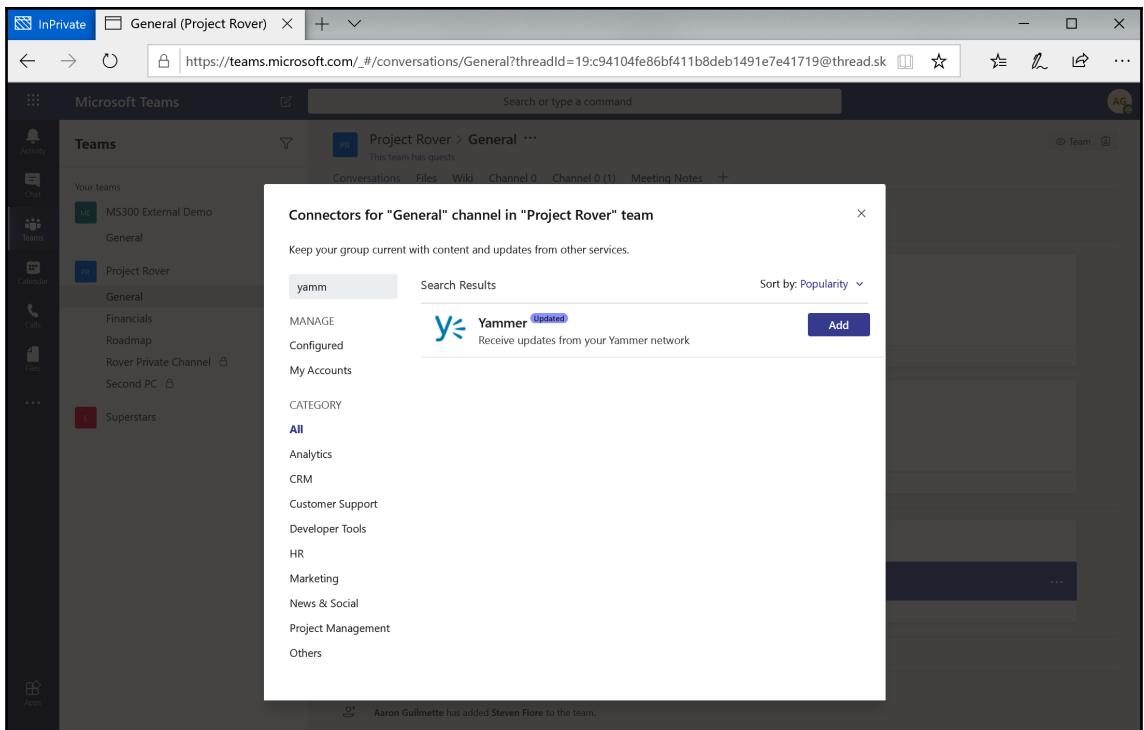
0

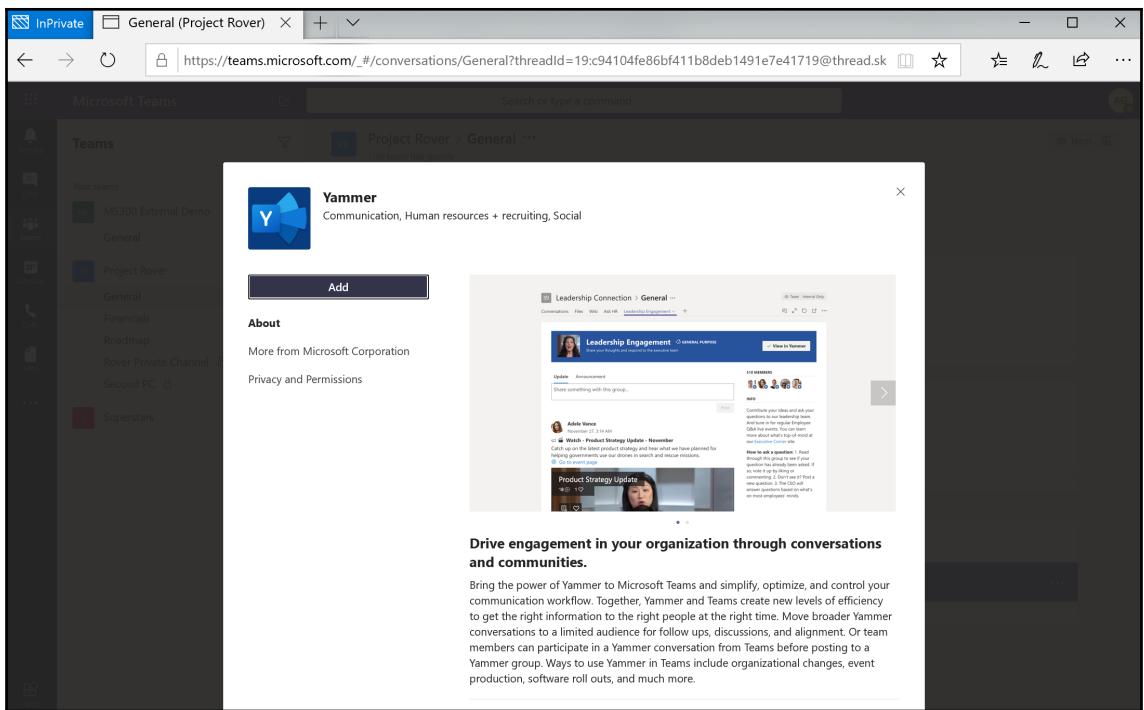
The screenshot shows the Microsoft Teams Admin Center dashboard. At the top, there's a header with 'InPrivate' and a URL 'https://admin.teams.microsoft.com/dashboard'. Below the header is a navigation bar with icons for Home, Analytics & reports, Usage reports, and more. The main content area has several sections: 'MICROSOFT TEAMS UPGRADE' with a 'Planning your upgrade to Teams' section containing text about integrating Skype for Business Online into Microsoft Teams, a 'Learn more' button, and an icon of two devices (Skype and Teams) connected by an arrow. To the right is a 'DEPLOYING TEAMS WORKLOAD' section with text about creating service management teams and a 'Start' button. At the bottom left is an 'Analytics & reports' section with tabs for 'Analytics & reports' (selected) and 'Usage reports'. At the bottom right is a 'TEAMS USER ACTIVITY' section showing 'LAST 7 DAYS' and 'LAST 28 DAYS' data with a value of '0'.

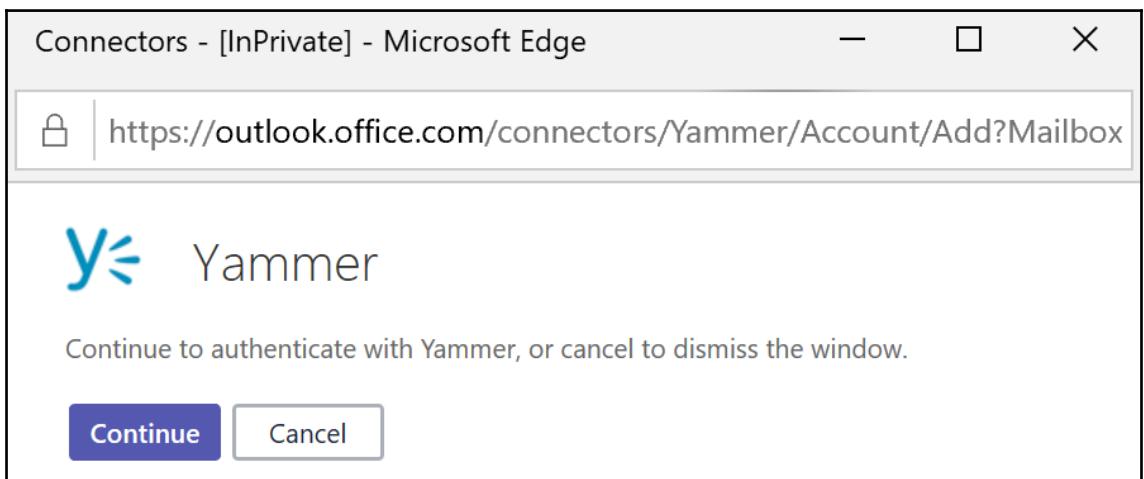
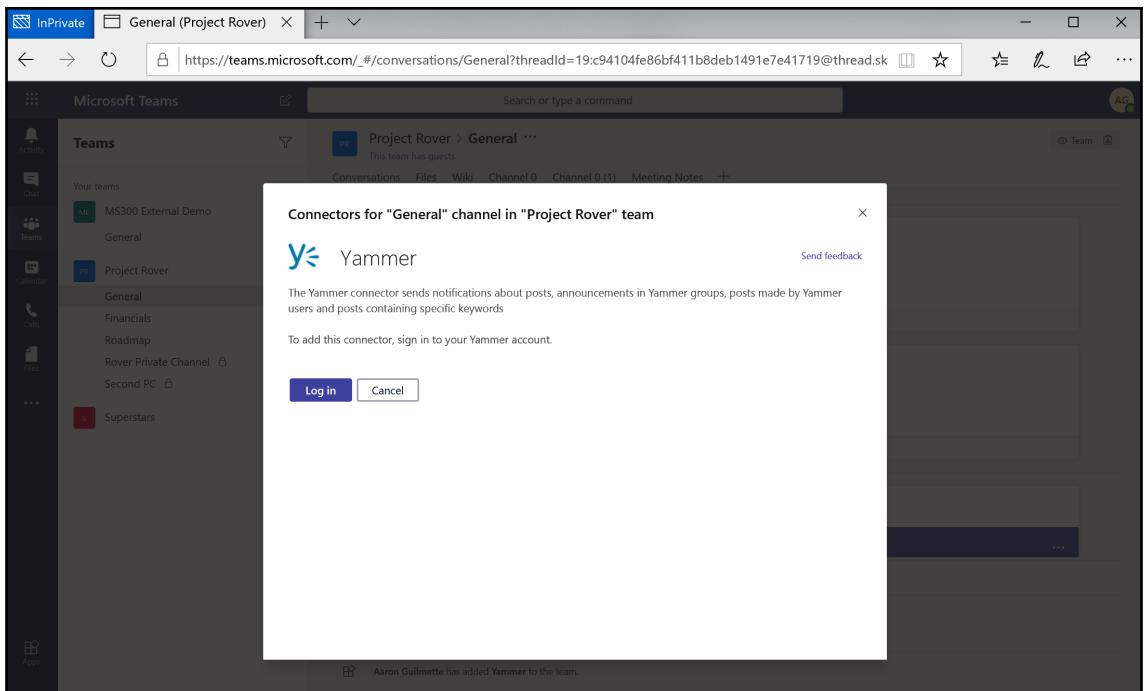
The screenshot shows a Microsoft Teams Analytics & reports page within a web browser window titled "Analytics & reports - Mi". The URL is https://admin.teams.microsoft.com/analytics/reports. The page header includes the Microsoft Teams admin center logo, a search bar, and various navigation icons. On the left, there is a vertical sidebar with icons for Home, Reports, Device usage, User activity, Live events, PSTN usage, Blocked users, and Settings. The main content area is titled "Analytics & reports" and contains a brief description: "Analytics and reports will help you create different types of reports to get insights and information about Teams usage. These reports will help you better understand usage patterns so you make better business decisions." Below this, there are two buttons: "View reports" (highlighted in blue) and "Downloads". A "Report" dropdown menu is open, showing options: "Teams user activity" (selected), "Teams device usage", "Teams usage", "Teams live event usage", "PSTN usage", and "PSTN blocked users". To the right of the report dropdown is a "Date range" section with a "Select date range" dropdown and a "Run report" button.

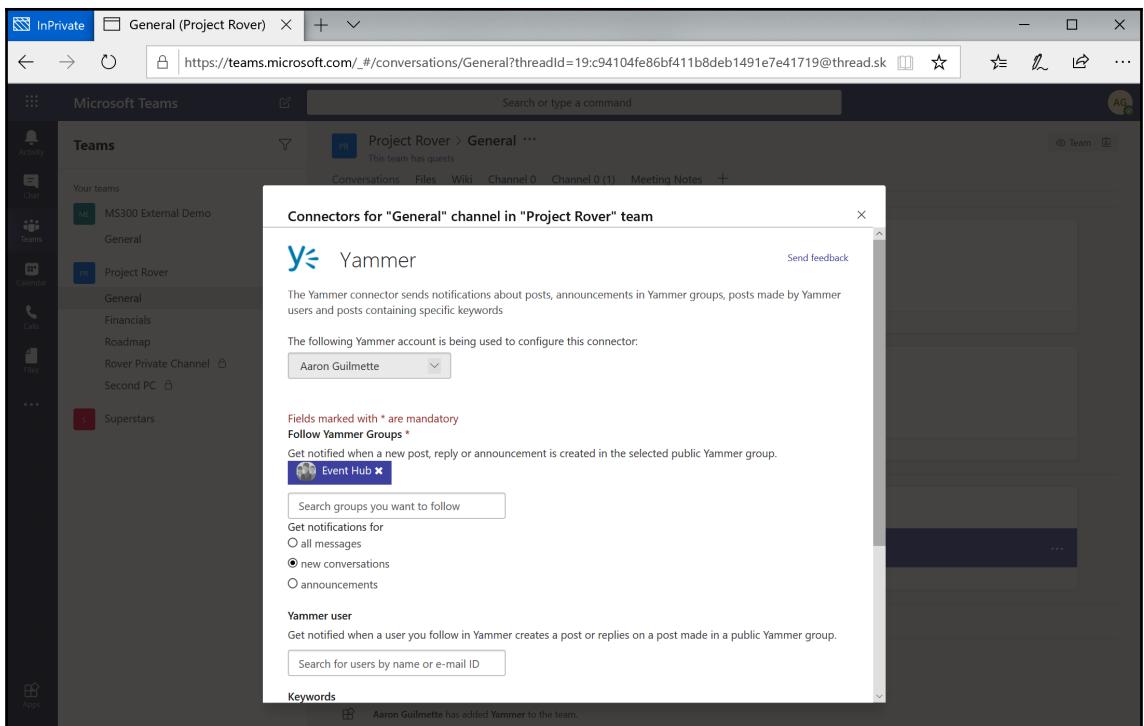
Chapter 18: Integrating M365 Workloads

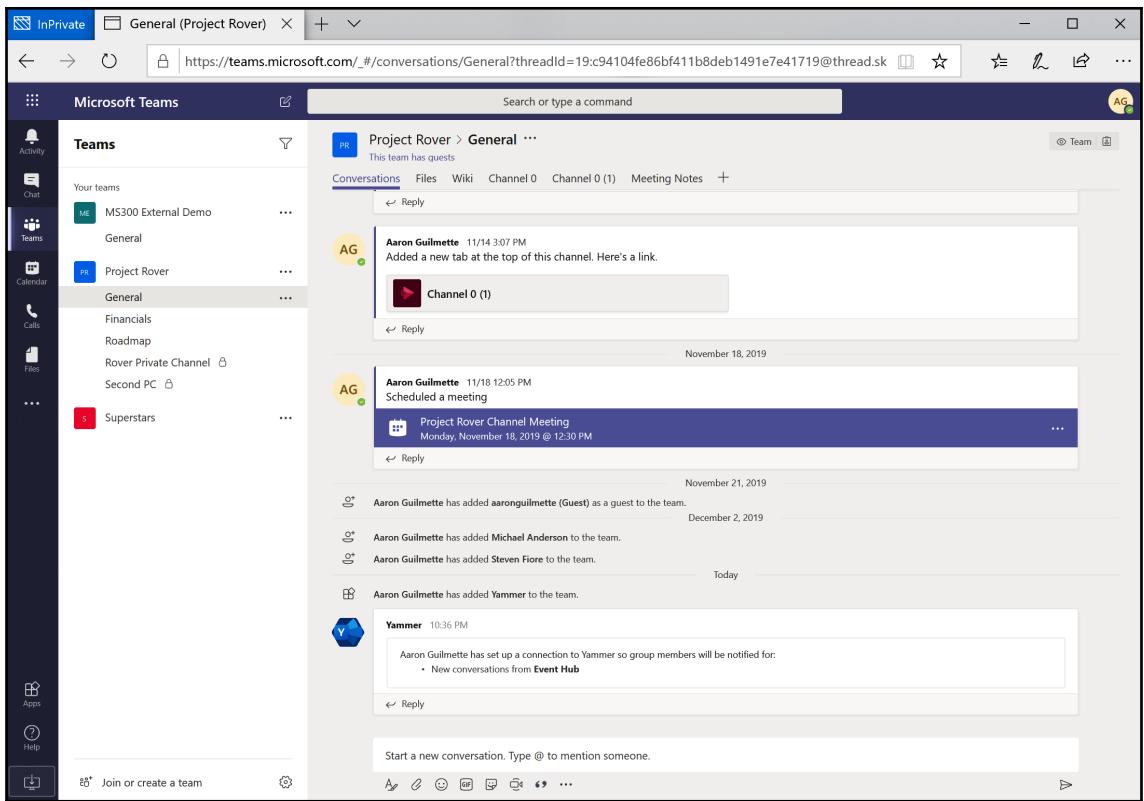


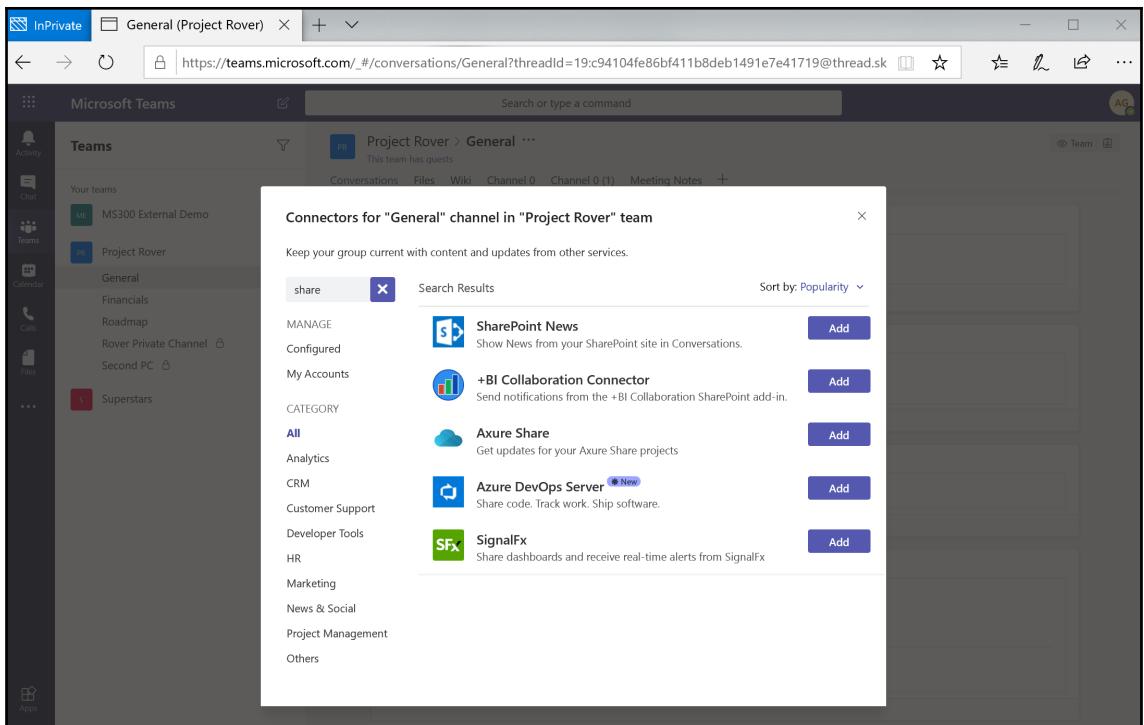


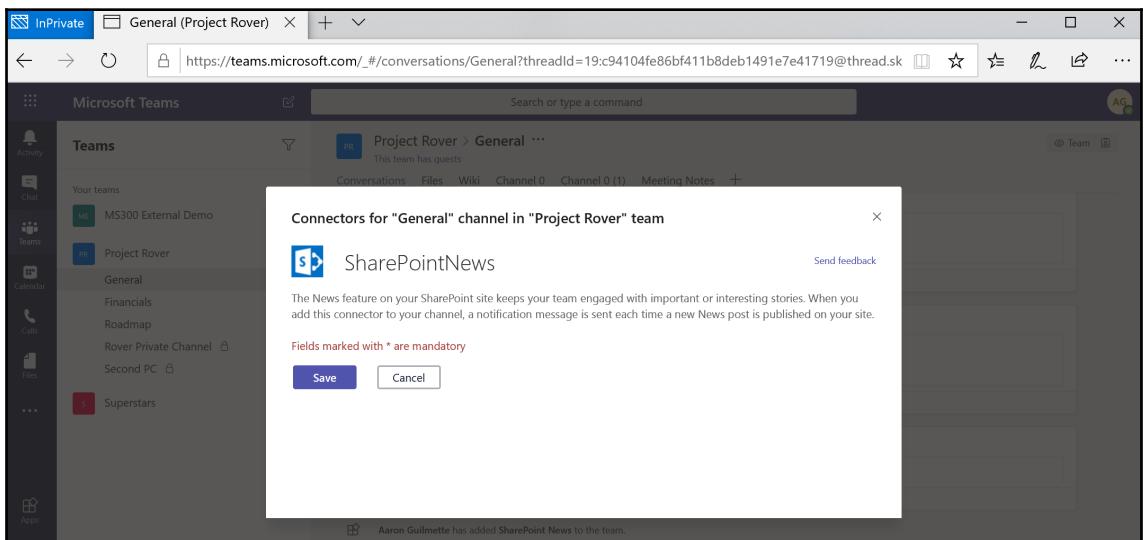
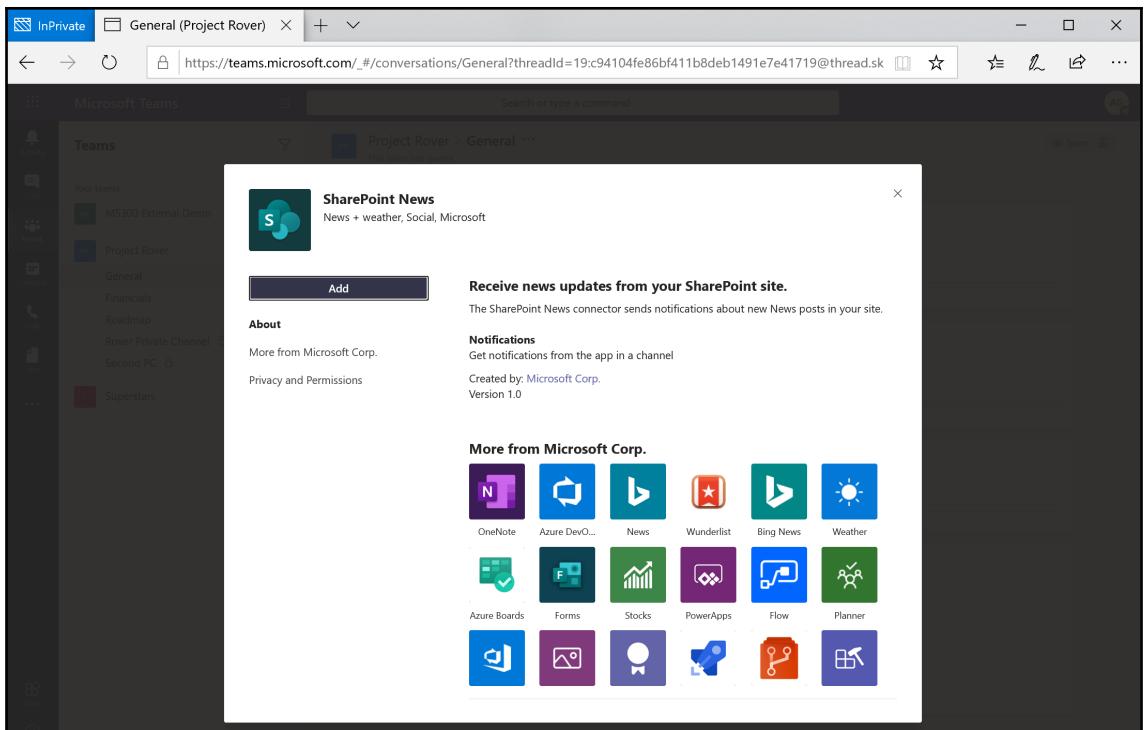












The screenshot shows the Microsoft 365 Admin Center interface. The left sidebar has a dark theme with white icons and text. The main content area has a light background. The title bar says "Microsoft 365 admin ce" and the URL is "https://admin.microsoft.com/AdminPortal/Home#/Settings/ServicesAndAddIns".

Left Sidebar:

- Home
- Users
- Devices
- Groups
- Resources
- Billing
- Support
- Settings** (selected)
- Services & add-ins
- Security & privacy
- Organization profile
- Partner relationships
- Setup
- Reports

Main Content Area:

Home > Services & add-ins

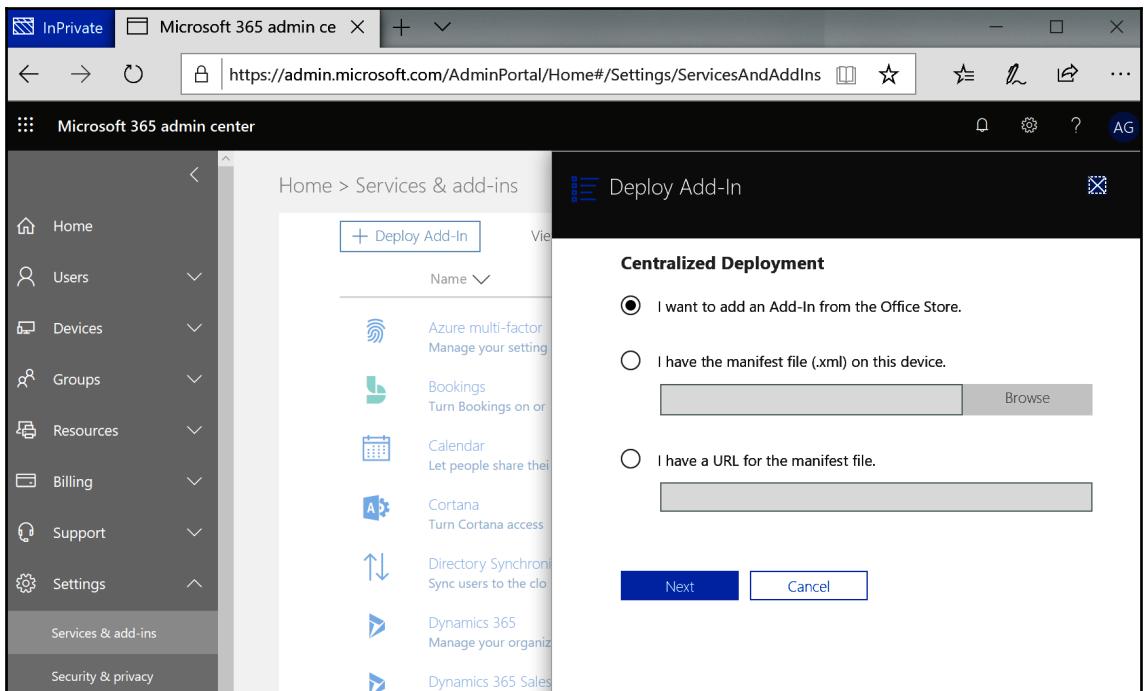
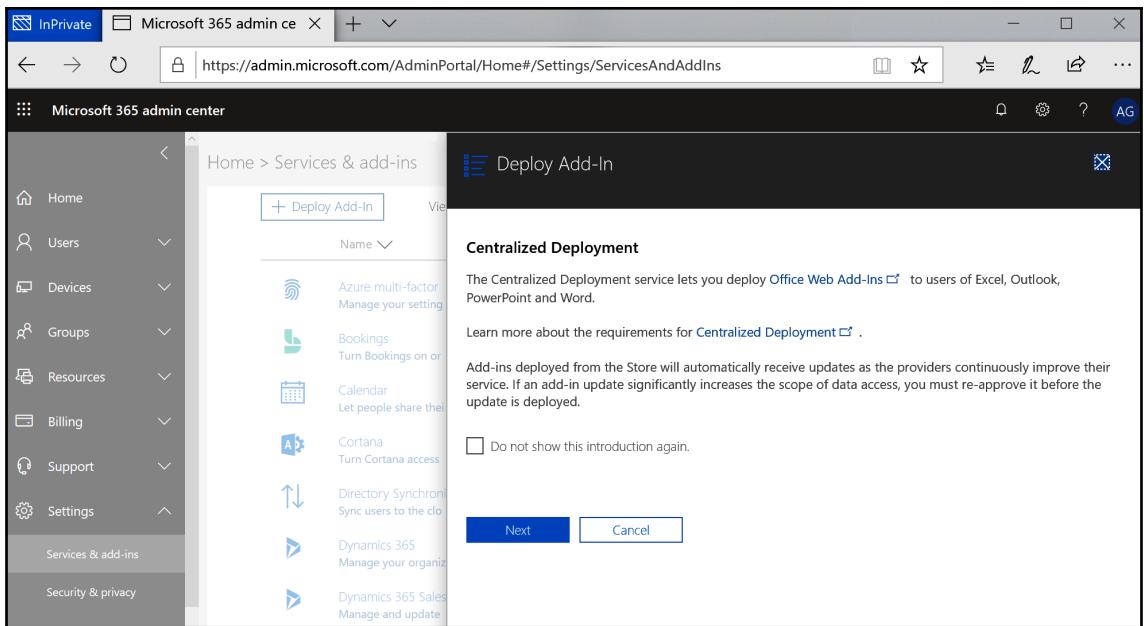
Demo Try the new admin center

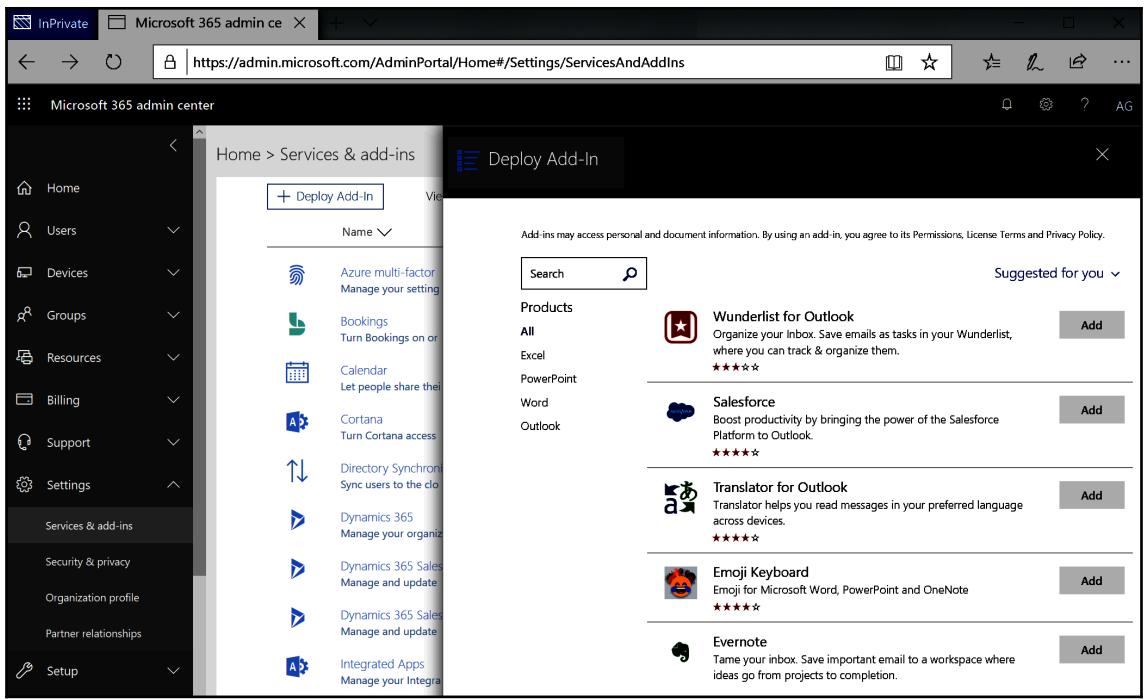
+ Deploy Add-In View All Search Search for add-ins and services

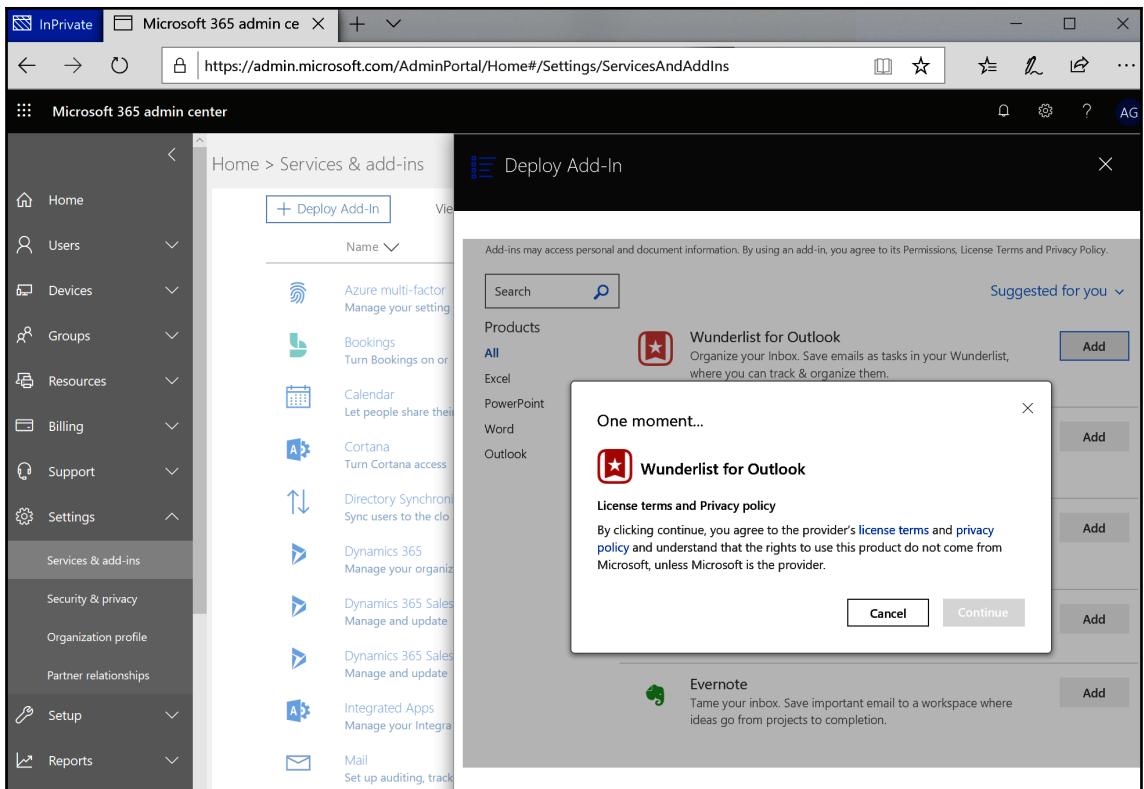
Name	Host Apps	Status
Azure multi-factor authentication Manage your settings for Azure multi-factor authentication		
Bookings Turn Bookings on or off for your organization and learn how to get licenses for your users		
Calendar Let people share their calendars with external users		
Cortana Turn Cortana access on or off for your entire organization		
Directory Synchronization Sync users to the cloud using Active Directory		
Dynamics 365 Manage your organization's settings for Dynamics 365		
Dynamics 365 Sales Insights - Analytics Manage and update your Dynamics 365 Sales Insights - Analytics settings		
Dynamics 365 Sales Insights - Connection Graph Manage and update your Dynamics 365 Sales Insights - Connection Graph settings		
Integrated Apps Manage your Integrated Apps settings		
Mail Set up auditing, track messages, and protect email from spam and malware		

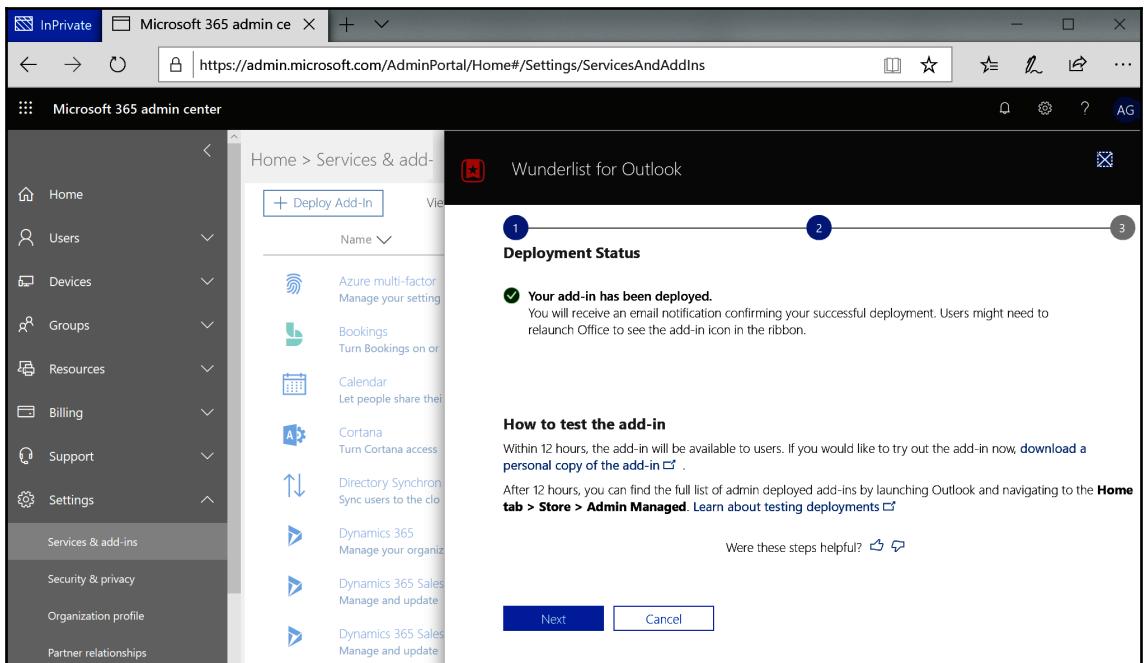
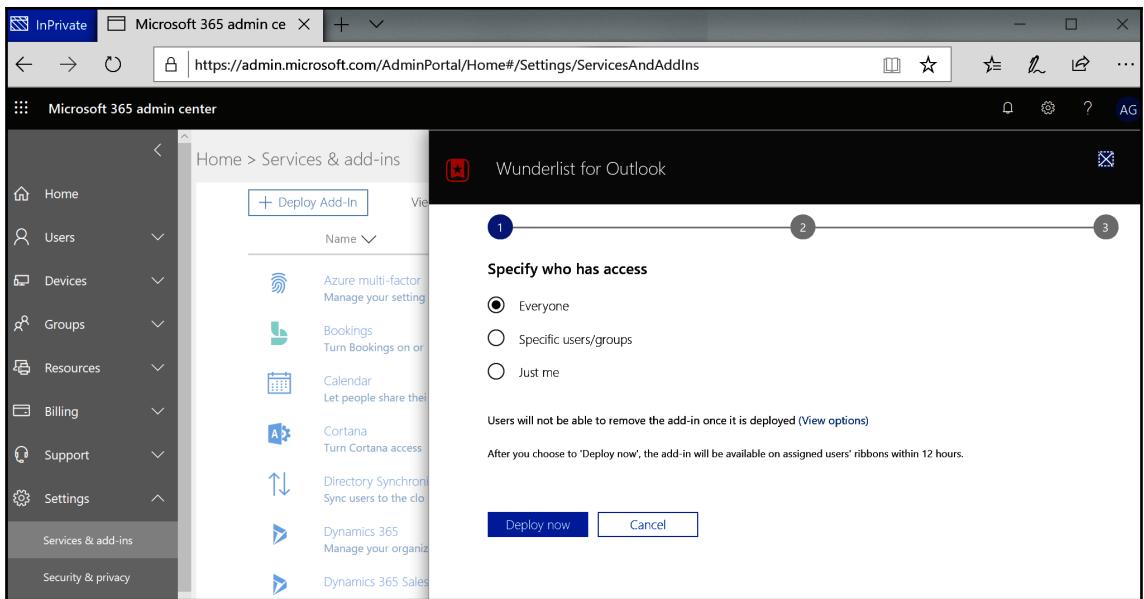
The screenshot shows the Microsoft 365 Admin Center interface. The left sidebar has a dark theme with white icons and text. The main area is titled "Integrated Apps". It contains a brief description: "When Integrated Apps is turned on, users in your organization can allow third-party apps to access their Office 365 information." Below this is a toggle switch labeled "Let people in your organization decide whether third-party apps can access their Office 365 information" which is set to "On". There is also a link "Learn more about Integrated Apps". At the bottom are "Save" and "Cancel" buttons. On the far right of the top bar, there is a blue circular icon with "AG".

This screenshot shows the "Services & add-ins" page in the Microsoft 365 Admin Center. The left sidebar is identical to the previous screenshot. The main area has a light background. A red box highlights the "Deploy Add-In" button, which is located above a list of services. The list includes: Azure multi-factor authentication, Bookings, Calendar, Cortana, Directory Synchronization, Dynamics 365, Dynamics 365 Sales Insights - Analytics, and Dynamics 365 Sales Insights - Connection Graph. At the top of the main area, there is a search bar with "Search for add-ins and services" and a magnifying glass icon. To the right of the search bar are buttons for "Host Apps" and "Status". On the far right of the top bar, there is a blue circular icon with "AG".







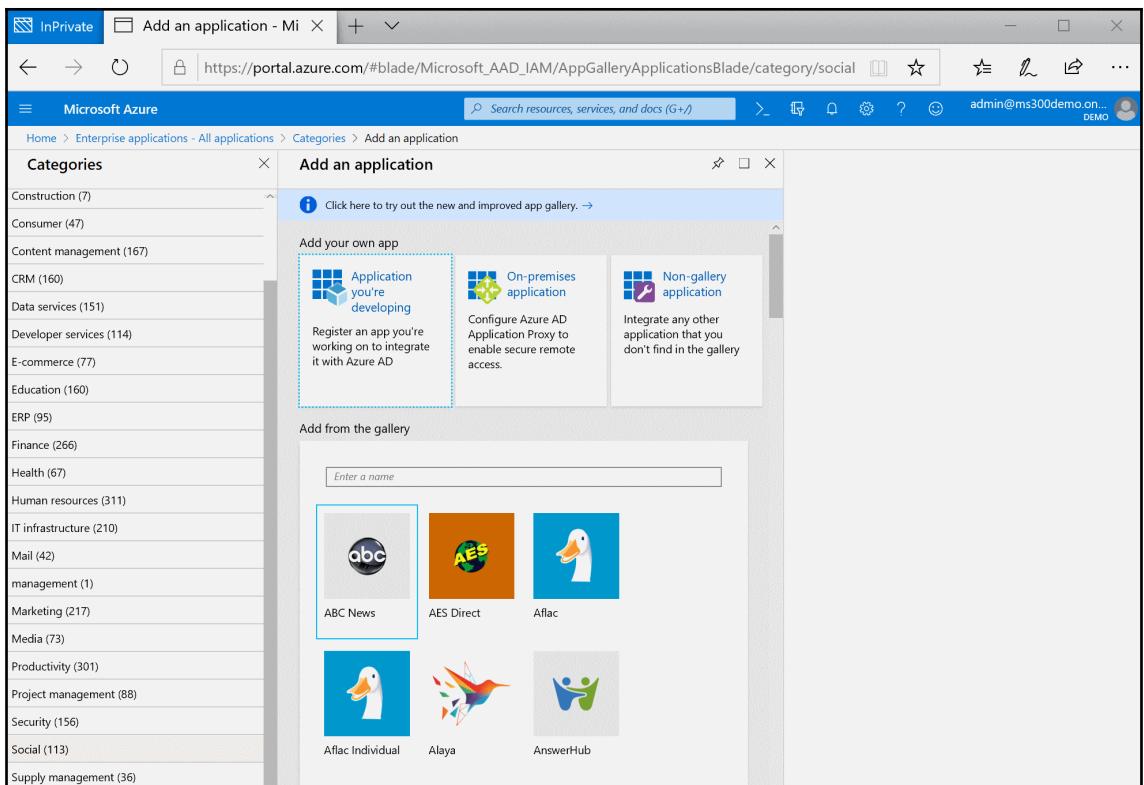


The screenshot shows the Microsoft 365 Admin center interface. The left sidebar is a navigation menu with items like Home, Users, Devices, Groups, Resources, Billing, Support, Settings (which is currently selected), Services & add-ins (also selected), Security & privacy, Organization profile, Partner relationships, Setup, and Reports. The main content area is titled "Services & add-ins" and shows a list of available add-ins: Azure multi-factor auth, Bookings, Calendar, Cortana, Directory Synchronization, Dynamics 365, Dynamics 365 Sales, Dynamics 365 Customer Engagement, Integrated Apps, and Mail. A specific add-in, "Wunderlist for Outlook", is highlighted with a star icon and a modal window. The modal has three numbered steps: 1. "Announce the add-in to users" (Studies have shown that adoption of new software is significantly more successful when users are informed and trained to use the new capabilities. Tell users about their new add-in by sending out an informative email. This could include: • How this add-in can make their work easier and quicker • Where they can find the add-in • Who in particular will the add-in be useful for Get sample mail). 2. "Get sample mail" (Were these steps helpful? Upvote Downvote). 3. "Microsoft Research Project Participation" (Microsoft invites you to participate in a voluntary research program to enhance adoption of deployed add-ins. When participating, you may be invited to discuss with Microsoft your plans and strategy to drive adoption of add-ins. Full terms & conditions and privacy information may be found on the Consent Form. Send an email to o365sar@microsoft.com to learn more.). A "Close" button is at the bottom of the modal.

The screenshot shows the Microsoft Azure portal homepage. At the top, there's an InPrivate browser tab, a Home - Microsoft Azure tab, and a search bar with the URL https://portal.azure.com/#home. Below the search bar is a navigation bar with sections for Azure services, Navigate, Tools, and Useful links. A large search panel is open on the right side, containing a search bar with the placeholder 'enter', a 'Services' section listing 'Enterprise applications' (with 13 results), a 'Marketplace' section (with 20 results), and a 'Documentation' section (with over 1000 results). Below these are 'Resource Groups' and 'Resources' sections, both showing 'No results were found.'

The screenshot shows the 'Enterprise applications - All applications' blade in the Microsoft Azure portal. The URL is https://portal.azure.com/#blade/Microsoft_AAD_IAM/StartboardApplicationsMenuBlade/AllApps. On the left, there's a sidebar with sections like Overview, Manage, Security, Activity, and Admin consent requests (Preview). The main area shows a table of applications with columns for Name, Homepage URL, Object ID, and Application ID. A red box highlights the '+ New application' button at the top left of the table header. The table lists several Microsoft services:

Name	Homepage URL	Object ID	Application ID
Common Data Service	http://www.microsoft.com/dynamics/crm	8f30ced9-7ad7-4cae-b6f4-b639bfdcb79	00000007-0000-0000-c000-000000000000
Microsoft Teams		41ae45d4-453d-4fca-9efc-fd982585d1d7	cc15fd57-2c6c-4117-a88c-83b1d...
Office 365 Exchange Online	http://office.microsoft.com/outlook/	7f5e7337-bf95-4d78-9517-c9a3ce50e70e	00000002-0000-0ff1-ce00-000000000000
Office 365 Management APIs		8b62e162-e3a9-4800-8809-e92ca744e26f	c5393580-f805-4401-95e8-94b7a...
Office 365 SharePoint Online	http://office.microsoft.com/sharepoint/	296cc4a6-25c1-47af-85b5-b0a3a0490a1b	00000003-0000-0ff1-ce00-000000000000
Office 365 Yammer	https://products.office.com/yammer/	561e046c-3fd6-497e-9b36-fa950ccdd8ee	00000005-0000-0ff1-ce00-000000000000
OneNote		689e8f3f-1d88-4fce-96fd-e6f5eb9564e	2d4d3d8e-2be3-4bef-9f87-7875a...
Outlook Groups		7f5418ad-0e60-4082-8438-13d11c1bd526	925eb0d0-da50-4604-a19f-bd8d...
Power BI Service		Sa057922-5d13-4074-863f-d379c72aec3d	00000009-0000-0000-c000-000000000000
Skype for Business Online		1adf1ac1-114c-4c3a-8ed4-24e0dae4d509	00000004-0000-0ff1-ce00-000000000000



InPrivate ABC News - Microsoft A X +

https://portal.azure.com/#blade/Microsoft_AAD_IAM/AppGalleryApplicationsBlade/category/social

Microsoft Azure

Home > Enterprise applications - All applications > Categories > Add an application > ABC News

Categories

- Construction (7)
- Consumer (47)
- Content management (167)
- CRM (160)
- Data services (151)
- Developer services (114)
- E-commerce (77)
- Education (160)
- ERP (95)
- Finance (266)
- Health (67)
- Human resources (311)
- IT infrastructure (210)
- Mail (42)
- management (1)
- Marketing (217)
- Media (73)
- Productivity (301)
- Project management (88)
- Security (156)
- Social (113)
- Supply management (36)
- Telecommunications (98)
- Tools (90)
- Travel (84)
- Web design & hosting (56)

Add an application

Click here to try out the new and improved app gallery. →

Add your own app

- Application you're developing
- On-premises application
- Non-gallery application

Register an app you're working on to integrate it with Azure AD

Configure Azure AD Application Proxy to enable secure remote access.

Integrate any other application that you don't find in the gallery.

ABC News

ABC News Network

Use Microsoft Azure AD to enable user access to ABC News.

Requires an existing ABC News subscription.

Name: ABC News

Publisher: ABC News Network

Single Sign-On Mode: Password-based Sign-on

URL: http://abcnews.go.com/

Logo: abc

Read how to configure password single sign-on apps

Add

Add

The screenshot shows the Microsoft Azure portal with the URL https://portal.azure.com/#blade/Microsoft_AAD_IAM/ManagedAppMenuBlade/Overview/objectId/024fc8a9-db12-4f0. The page title is "ABC News - Overview". The left sidebar includes sections for Overview, Deployment Plan, Diagnose and solve problems, Manage (Properties, Owners, Users and groups, Single sign-on, Provisioning, Self-service), Security (Conditional Access, Permissions, Token encryption (Preview)), Activity (Sign-ins, Usage & insights (Preview), Audit logs, Provisioning logs (Preview), Access reviews), Troubleshooting + Support (Virtual assistant (Preview), New support request), and What's New.

Properties

- Name: ABC News
- Application ID: baf010bc-ac41-4646-aca...
- Object ID: 024fc8a9-db12-4f09-bdd...

Getting Started

- 1. Assign users and groups**
Provide specific users and groups access to the application.
[Assign users and groups](#)
- 2. Set up single sign on**
Enable users to sign into their application using their Azure AD credentials.
[Get started](#)
- 3. Provision User Accounts**
You'll need to create user accounts in the application.
[Learn more](#)
- 4. Conditional Access**
Secure access to this application with a customizable access policy.
[Create a policy](#)
- 5. Self service**
Enable users to request access to the application using their Azure AD credentials.
[Get started](#)

What's New

- Sign in charts have moved!**
The new Insights view shows sign in info along with other useful application data. [View insights](#)
- Delete Application has moved to Properties**
You can now delete your application from the Properties page. [View properties](#)
- Getting started has moved to Overview**
The Getting Started page has been replaced by the steps above

InPrivate ABC News - Overview - +

https://portal.azure.com/#blade/Microsoft_AAD_IAM/ManagedAppMenuBlade/Overview/objectId/024fc8a9-db12-4f09-bd...         

Microsoft Azure  admin@ms300demo.on... DEMO

Home > Enterprise applications - All applications > Categories > Add an application > ABC News - Overview

ABC News - Overview  ABC News

Properties

Name: ABC News 

Application ID: baf010bc-ac41-4646-aca... 

Object ID: 024fc8a9-db12-4f09-bdd... 

Getting Started

1. Assign users and groups  Provide specific users and groups access to the applications [Assign users and groups](#)

2. Set up single sign on  Enable users to sign into their application using their Azure AD credentials [Get started](#)

3. Provision User Accounts  You'll need to create user accounts in the application [Learn more](#)

4. Conditional Access  Secure access to this application with a customizable access policy. [Create a policy](#)

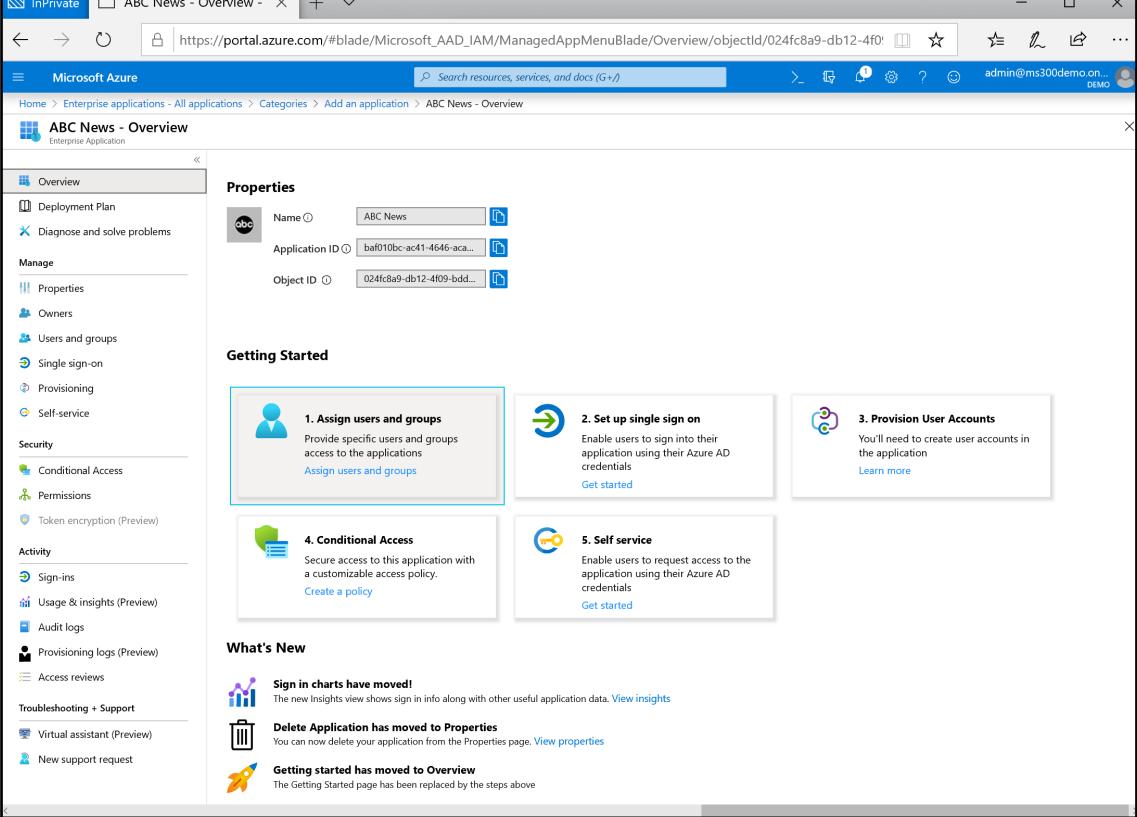
5. Self service  Enable users to request access to the application using their Azure AD credentials [Get started](#)

What's New

Sign in charts have moved!  The new Insights view shows sign in info along with other useful application data. [View insights](#)

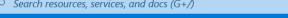
Delete Application has moved to Properties  You can now delete your application from the Properties page. [View properties](#)

Getting started has moved to Overview  The Getting Started page has been replaced by the steps above



InPrivate ABC News - Users and groups - +

https://portal.azure.com/#blade/Microsoft_AAD_IAM/ManagedAppMenuBlade/Users/objectId/024fc8a9-db12-4f09-bc...         

Microsoft Azure  admin@ms300demo.on... DEMO

Home > ABC News - Users and groups

ABC News - Users and groups  Enterprise Application

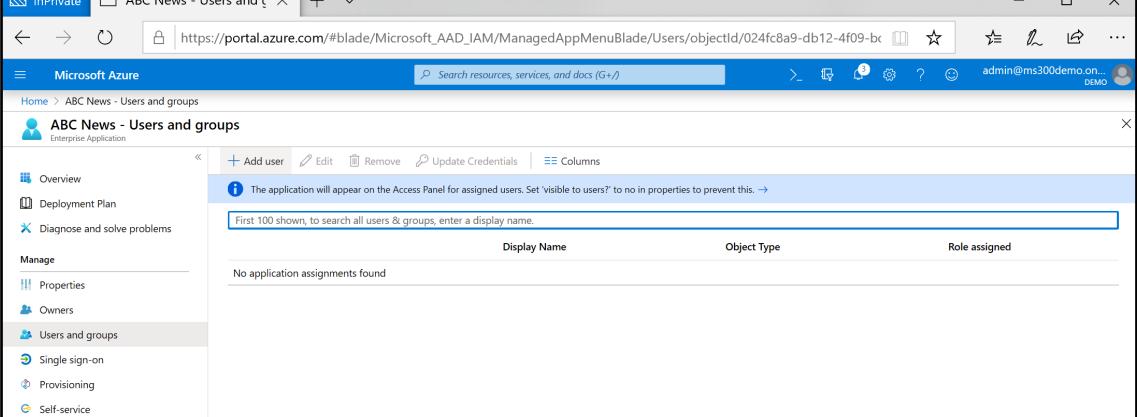
Manage

Add user  Edit  Remove  Update Credentials  Columns 

The application will appear on the Access Panel for assigned users. Set 'visible to users?' to no in properties to prevent this. →

First 100 shown; to search all users & groups, enter a display name.

Display Name	Object Type	Role assigned
No application assignments found		



InPrivate Users and groups - Mic + ...

https://portal.azure.com/#blade/Microsoft_AAD_IAM/ManagedAppMenuBlade/Users/objectId/024fc8a9-db12-4f09-bc... ...

Microsoft Azure

Home > ABC News - Users and groups > Add Assignment

Add Assignment

Demo

Users and groups

None Selected

Select Role

Default Access

Users and groups

Select member or invite an external user

Aaron Guilmette
admin@ms300demo.onmicrosoft.com

aaronguilmette@aaronguilmette@gmail.com

Angel Aviles
avaviles@ms300demo.onmicrosoft.com

Selected members:

Aaron Guilmette
admin@ms300demo.onmicrosoft.com Remove

InPrivate ABC News - Permission: - + ...

https://portal.azure.com/#blade/Microsoft_AAD_IAM/ManagedAppMenuBlade/Permissions/objectId/024fc8a9-db12-4... ...

Microsoft Azure

Home > ABC News - Permissions

ABC News - Permissions

Enterprise Application

Overview

Deployment Plan

Diagnose and solve problems

Manage

Properties

Owners

Users and groups

Single sign-on

Provisioning

Self-service

Security

Conditional Access

Permissions

Token encryption (Preview)

Refresh Review permissions Got feedback?

Permissions

Applications can be granted permissions to your directory by an admin consenting to the application for all users, a user consenting to the application for him or herself, or an admin integrating an application and enabling self-service access or assigning users directly to the application.

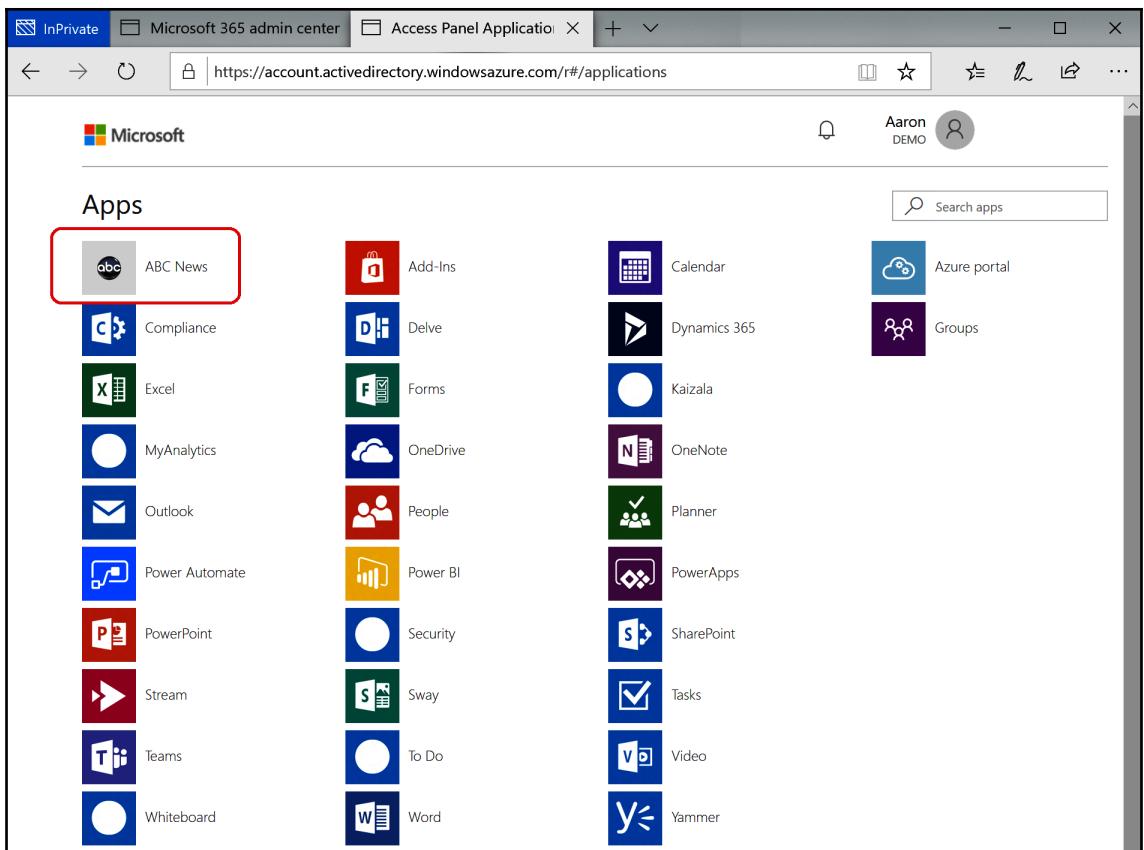
The ability to consent to this application is disabled as the app does not require consent. Granting consent only applies to applications requiring permissions to access your resources.

Grant admin consent for Demo

Admin consent User consent

Search permissions

API Name	Permission	Type	Granted through	Granted by
No admin consented permissions found for the application				



InPrivate Enterprise applications +

https://portal.azure.com/#blade/Microsoft_AAD_IAM/StartboardApplicationsMenuBlade/AllApps

Microsoft Azure

Home > Enterprise applications - All applications

Enterprise applications - All applications

+ New application Columns

Application Type: Enterprise Applications Applications status: Any Application visibility: Any

Apply Reset

First 50 shown, to search all of your applications, enter a display name or the application ID.

Name	Homepage URL	Object ID	Application ID
ABC News	http://abcnews.go.com/	024fc8a9-db12-4f09-bdd3-63ace2c7815d	baf010bc-ac41-4646-ac46-1759f...
Common Data Service	http://www.microsoft.com/dynamics/crm	8f30ced9-7ad7-4cae-b6f4-b639bfdcdb79	00000007-0000-0000-c000-0000...
Microsoft Teams		41ae45d4-453d-4fca-9efc-fd982585d1d7	cc15fd57-2c6c-4117-a88c-83b1d...
Office 365 Exchange Online	http://office.microsoft.com/outlook/	7f5e7337-bf95-4d78-9517-c9a3ce50e70e	00000002-0000-0000-0ff1-ce00-0000...
Office 365 Management APIs		8b62e162-e3a9-4800-8809-e92ca744e26f	c5393580-f805-4401-95e8-94b7a...
Office 365 SharePoint Online	http://office.microsoft.com/sharepoint/	296cc4a6-25c1-47af-85b5-b0a3a0490a1b	00000003-0000-0000-0ff1-ce00-0000...
Office 365 Yammer	https://products.office.com/yammer/	561e046c-3fd6-497e-9b36-fa950ccdd8ee	00000005-0000-0000-0ff1-ce00-0000...
OneNote		689e8f3f-1d88-4fce-96fd-e6f5eb59564e	2d4d3d8e-2be3-4bef-9f87-7875a...
Outlook Groups		7f5418ad-e0e6-4082-8438-13d1d1c8d526	925eb0d0-d450-4604-a19f-bbd8...
Power BI Service		Sa057922-5d13-4074-863f-d379c72aec3d	00000009-0000-0000-c000-0000...
Skype for Business Online		1adf1ac1-114c-4c3a-8ed4-24e0dae4d509	00000004-0000-0000-0ff1-ce00-0000...

InPrivate ABC News - Properties +

https://portal.azure.com/#blade/Microsoft_AAD_IAM/ManagedAppMenuBlade/Properties/appId/baf010bc-ac41-4646

Microsoft Azure

Home > Enterprise applications - All applications > ABC News - Properties

ABC News - Properties

Enterprise Application

Save Discard Delete

Enabled for users to sign-in? Yes No

Name: ABC News

Homepage URL: http://abcnews.go.com/

Logo:

User access URL: https://myapps.microsoft.com/signin/ABC%2... (highlighted)

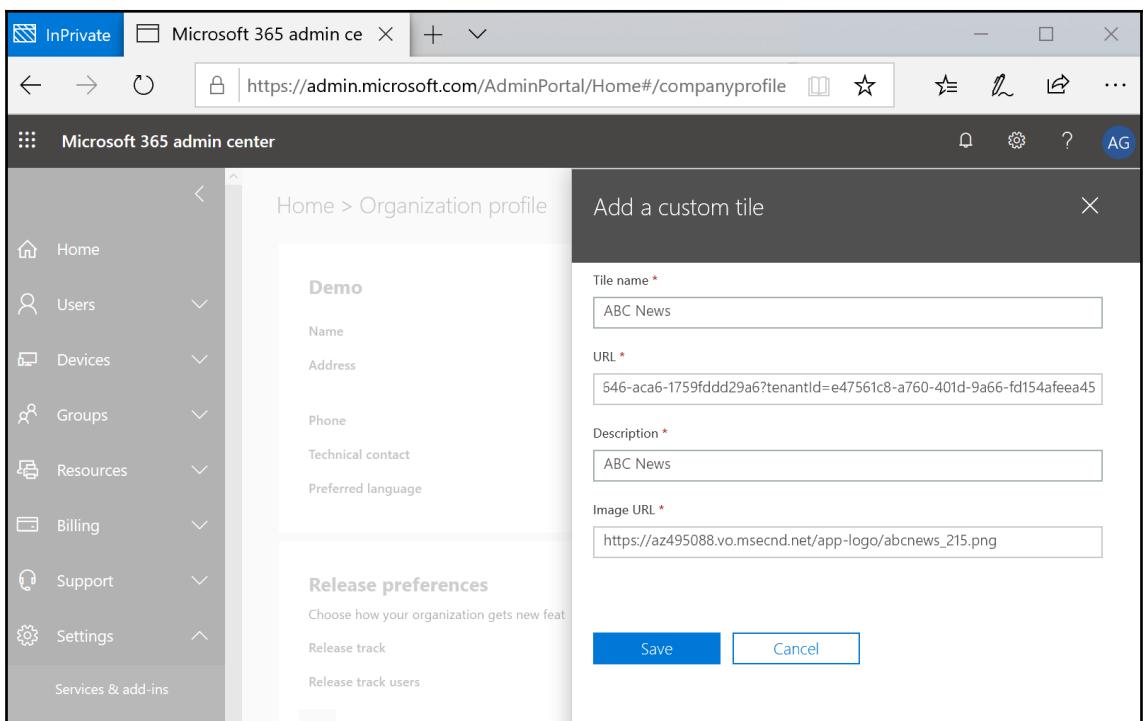
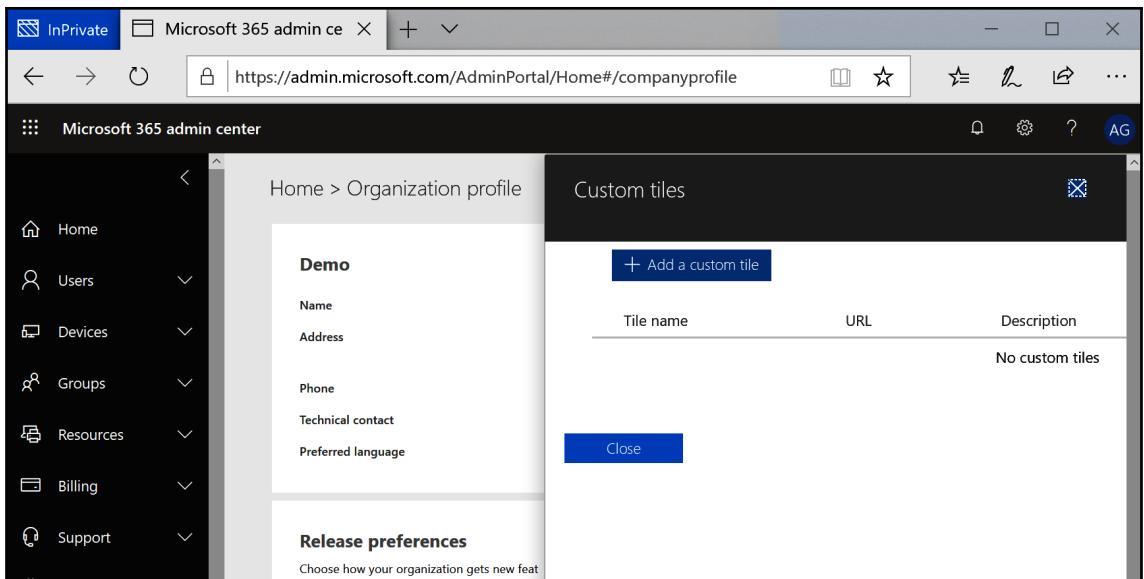
Application ID: baf010bc-ac41-4646-ac46-1759fdd29a6

Manage Properties Owners Users and groups Single sign-on Provisioning Self-service Security Conditional Access Permissions Token encryption (Preview)

The screenshot shows the Microsoft 365 Admin center interface. The left sidebar is visible with various navigation options. The main content area is titled "Organization profile" and displays the following information:

Demo	
Name	Demo
Address	
Phone	2482005244
Technical contact	admin@o365ninja.com
Preferred language	English

Below this, there are sections for "Release preferences" and "Manage custom themes for your organization". At the bottom, there is a section titled "Add custom tiles for your organization" which includes a note about creating custom tiles for user access. A red box highlights the "Edit" button in this section.



The screenshot shows the Microsoft 365 Admin Center interface. The left sidebar contains a search bar and a list of apps under 'Search all of your apps' and 'Other'. The main content area displays the 'Organization profile' for 'Demo'. It includes sections for 'Demo' (Name: Demo, Address: , Phone: 2482005244, Technical contact: admin@o365ninja.com, Preferred language: English), 'Release preferences' (Release track: Standard release, Release track users: All), 'Manage custom themes for your organization' (Customize Office 365 to reflect your organization's brand), and 'Add custom tiles for your organization' (Create custom tiles that will appear in the My apps list for each user). A red box highlights the 'ABC News' tile in the 'Add custom tiles for your organization' section.

InPrivate Microsoft 365 admin ce +

https://admin.microsoft.com/AdminPortal/Home#/companyprofile

Home > Organization profile Demo Try the new admin center

Demo

Name: Demo

Address: ,

Phone: 2482005244

Technical contact: admin@o365ninja.com

Preferred language: English

Release preferences

Choose how your organization gets new features and service updates from Office 365.

Release track: Standard release

Release track users: All

Manage custom themes for your organization

Customize Office 365 to reflect your organization's brand.

Add custom tiles for your organization

Create custom tiles that will appear in the My apps list for each user.

ABC News

Talent: Attract

Talent: Onboard

The screenshot shows the Microsoft 365 Admin center interface. The left sidebar has a dark theme with white icons and text. The 'Users' section is expanded, showing 'Active users' selected. The main content area displays a list of active users under 'Home > Active users'. At the top right of the content area, it says '20 of 25 licenses available'. Below this, there is a table listing various Microsoft 365 features with their status (off or on). The table includes:

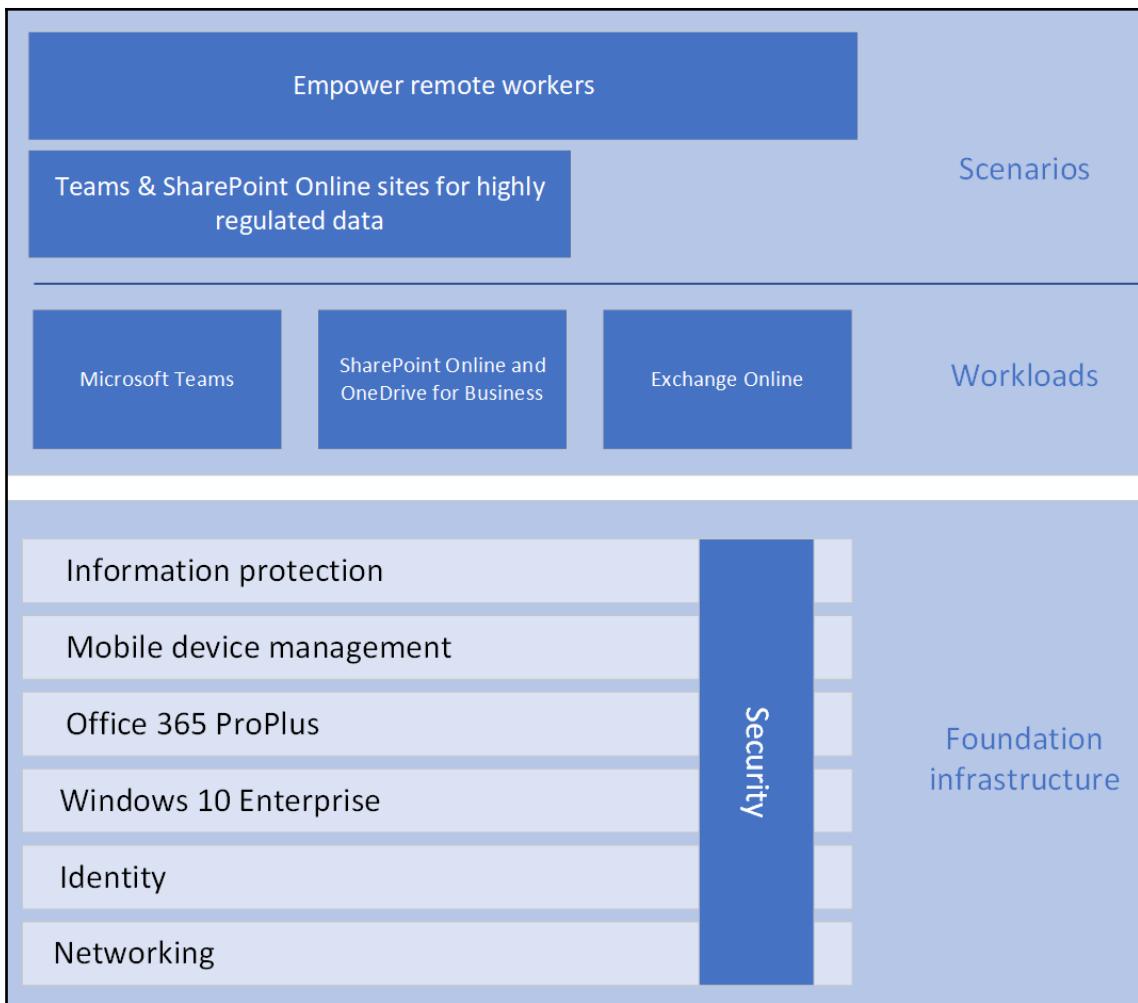
Feature	Status
Office 365 SafeDocs	off
Microsoft 365 Advanced Auditing	off
Information Barriers	off
Microsoft Kaizala Pro	off
Microsoft Search (These licenses do not need to be individually assigned)	off
Premium Encryption in Office 365	off
Whiteboard (Plan 3)	off
Information Protection for Office 365 - Premium	off
Information Protection for Office 365 - Standard	off
Insights by MyAnalytics	off
Office 365 Privileged Access Management	off
Azure Advanced Threat Protection	off
To-Do (Plan 3)	off
Flow for Office 365	on
PowerApps for Office 365	on

A screenshot of Microsoft Excel showing a table titled "PowerApps and Flow Licenses 12-05-2019 (1).csv". The table has columns for User Name, Email Address, Service, License, License Assigned Date, Is Trial, and Expiration Date. The data is as follows:

	User Name	Email Address	Service	License	License Assigned Date	Is Trial	Expiration Date
1	Aaron Guillet	admin@ms300demo.o	Flow for Office 365	Microsoft 365 E5	10/9/2019 22:40	FALSE	
2	Aaron Guillet	admin@ms300demo.o	Flow Free	Microsoft Flow Free	12/3/2019 17:26	TRUE	1/4/2020 21:24
3	Aaron Guillet	admin@ms300demo.o	PowerApps for Office 365	Microsoft 365 E5	10/9/2019 22:40	FALSE	
4							
5							
6							
7							
8							

A screenshot of the Microsoft Flow Admin Center showing the "Quotas" section. The left sidebar shows "Environments", "Data policies", "Data integration", "Tenant", and "User licenses". The "Quotas" option is selected. The main area displays "Flow runs" with a message stating "0 flow runs used as of 12/5/19 12:24 PM (0 trial runs used)" and "100,000 total flow runs". A link "Download all the data for the tenant to a .csv file" is also present.

The screenshot shows the Microsoft Delve profile page for Aaron Guilmette. At the top, there's a navigation bar with tabs for 'InPrivate' and 'Delve – Aaron Guilmette'. The URL in the address bar is <https://delve.office.com/>. The main content area has a header with a search bar and a 'Change cover photo' button. On the left, there's a sidebar with links for 'Home', 'Me', 'MyAnalytics', 'Favorites', and a 'People' section listing colleagues like Raphael Barini, Christine Gabriel, Cyrus Christian, Alan Nicholls, Bill Arnold, Angel Aviles, and Robert Workman. Below this is a 'Today' section with a timeline and a 'Blog' section with a 'New post' button. A note at the bottom asks if documents are safe in Delve. The right side features a 'Recent documents' section with four items: 'Book' (Excel), 'Test sharing' (Word), 'Document' (Word), and 'Book' (Excel). Below this is a 'Recent activity' section showing what colleagues are working on, with five profiles listed: Bill Arnold, Angel Aviles, Alan Nicholls, Cyrus Christ..., Christine Ga..., and Raphael Bar... .



Chapter 19: Managing Yammer Capabilities

The screenshot shows a Microsoft Edge browser window with the title bar "InPrivate" and "SharePoint admin center". The address bar displays the URL https://ms300demo-admin.sharepoint.com/_layouts/15/online/TenantSettings.aspx. The page content is titled "Enterprise Social Collaboration". It contains a note about switching services from Newsfeed to Yammer, mentioning a 30-minute update period. A link to learn more is provided. Below this, there are two radio button options: "Use Yammer.com service" (selected) and "Use SharePoint Newsfeed (default)". The main configuration area includes sections for "Streaming Video Service", "Personal Blogs", "Site Pages", and "Global Experience Version Settings". Each section has a brief description and a set of radio button options.

Enterprise Social Collaboration

Make Yammer the primary social experience for everyone in your organization. Switching services will replace Newsfeed and change the Office 365 global navigation. This update might take up to 30 minutes for us to complete.

[To learn more click here.](#)

Yammer is not a covered service under the O365 Trust Center at this time. Please review Yammer's privacy statement. Enabling this feature will allow Yammer to have read and copy access to your company's user and group information.

[Privacy statement](#)

Streaming Video Service

Control if videos are stored and streamed from Azure Media Services.

Enable streaming video through Azure Media Services and enable the Video Portal.
 Disable streaming video through Azure Media Services and disable the Video Portal.

Personal Blogs

Give everyone in your organization the ability to create personal blogs.

Enable Personal Blogs
 Disable Personal Blogs

Site Pages

Let your users create responsive Site Pages using the Authoring Canvas.

Allow users to create Site Pages
 Prevent users from creating Site Pages

Global Experience Version Settings

Control which version of site collections can be created by end users, and whether users can upgrade them.

Allow creation of old version site collections, but prevent creation of new version site collections. Prevent opt-in upgrade to the new version site collections.
 Allow creation of old version site collections, and creation of new

InPrivate My Team - Home +

https://ms300demo.sharepoint.com/sites/MyTeam

SharePoint Search this site

My Team Public group Not following Next steps 1 member

Home New Page details Published Edit

Conversations Documents Notebook Pages Site contents Recycle bin Edit

News Add

Keep your team updated with News on your team site

From the new team site home page you'll be able to quickly author a new News Post – a status update, trip report, or even just highlight a document with som...

Add News

Activity

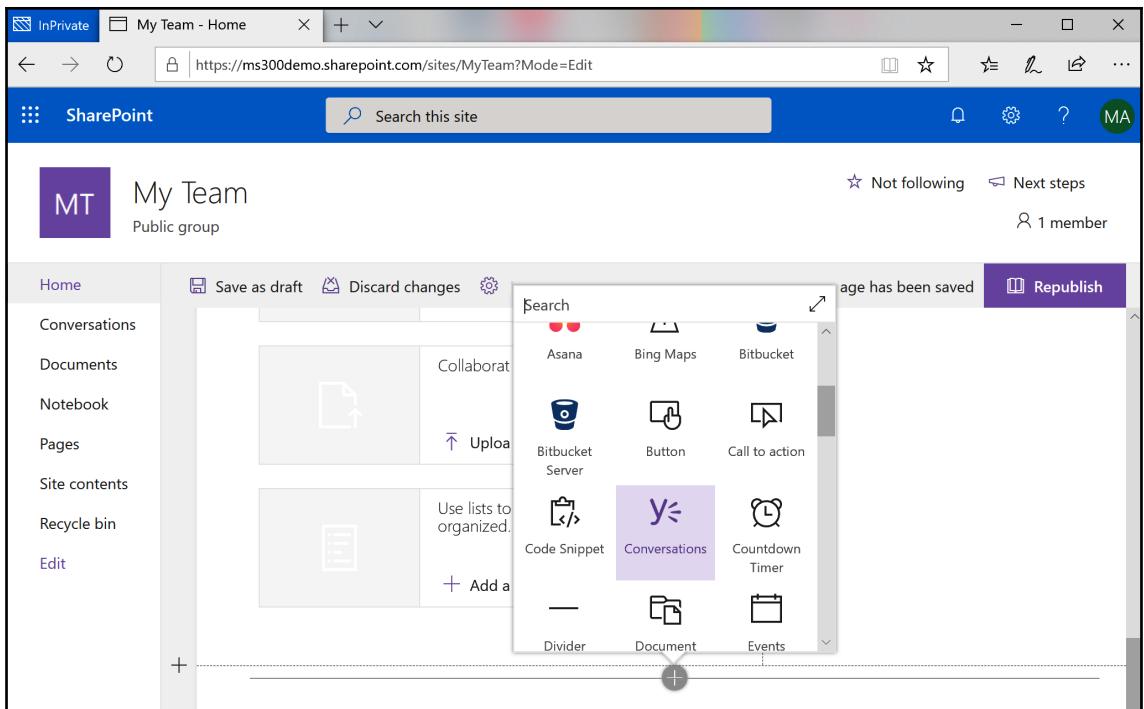
Quick links

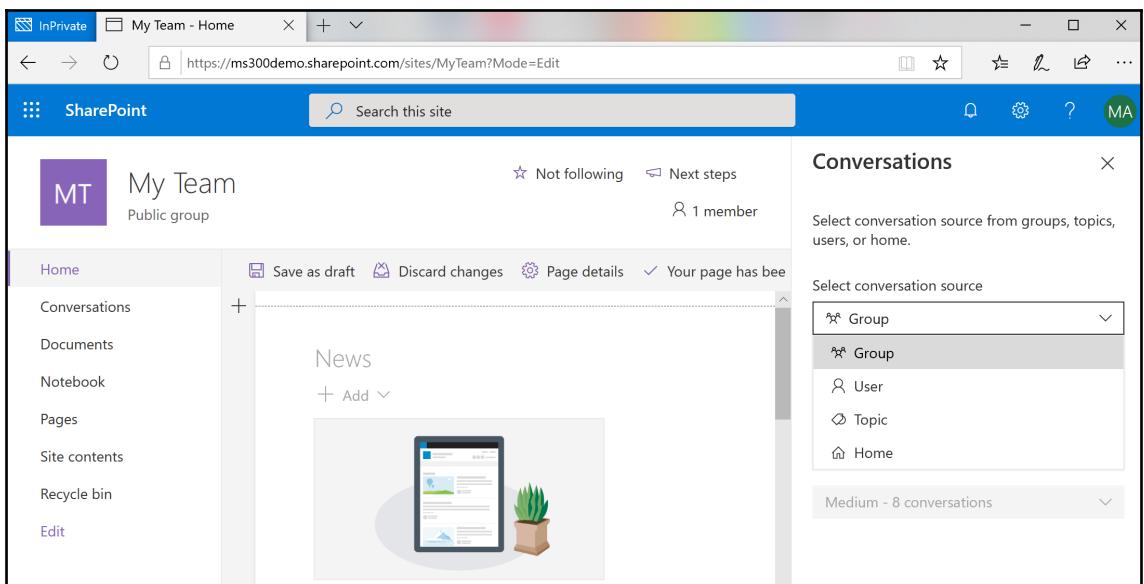
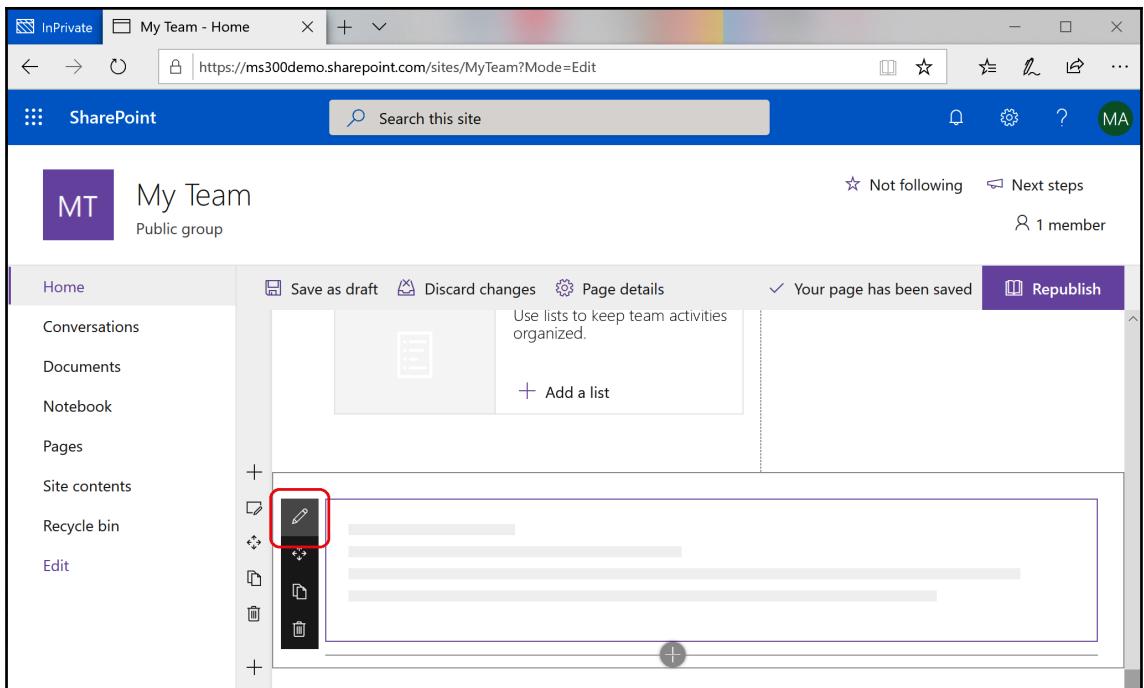
Learn about a team site Learn how to add a page

Documents See all All Documents Name

This screenshot shows the homepage of a SharePoint Team site named 'My Team'. The top navigation bar includes 'InPrivate', 'My Team - Home', a search bar with 'Search this site', and various site settings icons. The main content area features a 'News' section with a placeholder image of a computer screen displaying charts and a potted plant. Below it is a text block encouraging users to keep their team updated with news. A prominent blue 'Add News' button is located here. To the right is a 'Quick links' sidebar with links to learn about team sites and add pages. Further down is a 'Documents' section with a 'See all' link and a 'Name' filter. On the far left is a vertical navigation bar with links for Conversations, Documents, Notebook, Pages, Site contents, Recycle bin, and an 'Edit' option. The overall interface is clean and modern, designed for team collaboration.

The screenshot shows a Microsoft SharePoint 'My Team' page in edit mode. The browser title bar reads 'InPrivate My Team - Home'. The URL in the address bar is 'https://ms300demo.sharepoint.com/sites/MyTeam?Mode=Edit'. The SharePoint navigation bar includes 'SharePoint', a search bar, and user profile 'MA'. The left sidebar menu shows 'Home' selected, along with 'Conversations', 'Documents', 'Notebook', 'Pages', 'Site contents', 'Recycle bin', and 'Edit'. The main content area displays two cards: 'Collaborate on content with your team.' (with an 'Upload a document' button) and 'Use lists to keep team activities organized.' (with an 'Add a list' button). Below these cards is a red-bordered button labeled 'Add a new web part in column one'. At the bottom, there's a 'Comments' section with a toggle switch set to 'off', and a comment input field with placeholder text 'Add a comment. Type @ to mention someone' and a 'Post' button.





InPrivate My Team - Home +

https://ms300demo.sharepoint.com/sites/MyTeam

SharePoint Search this site

MT My Team Public group Not following Next steps 1 member

Home New Page details Published 11/18/2019 Edit

Conversations Documents Notebook Pages Site contents Recycle bin Edit

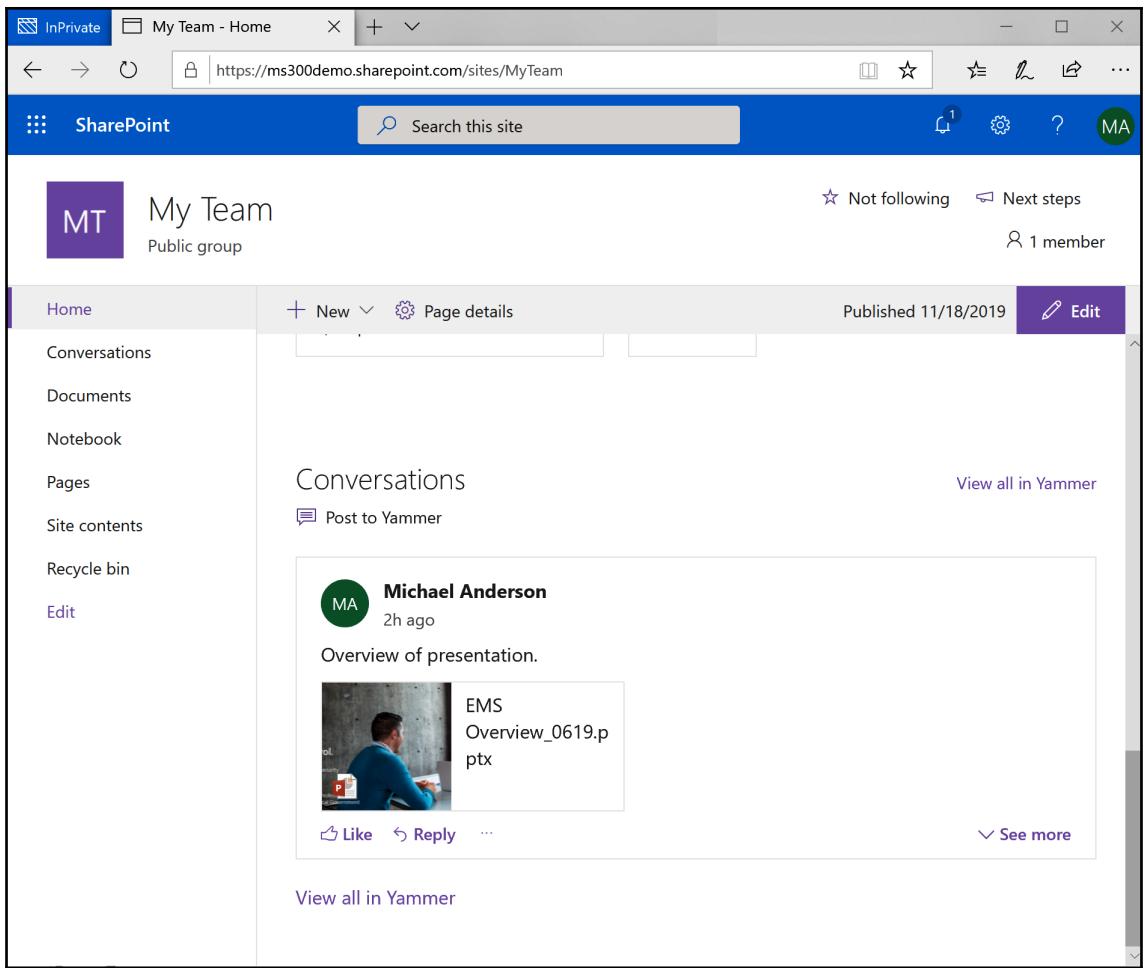
Conversations View all in Yammer Post to Yammer

MA Michael Anderson 2h ago Overview of presentation.

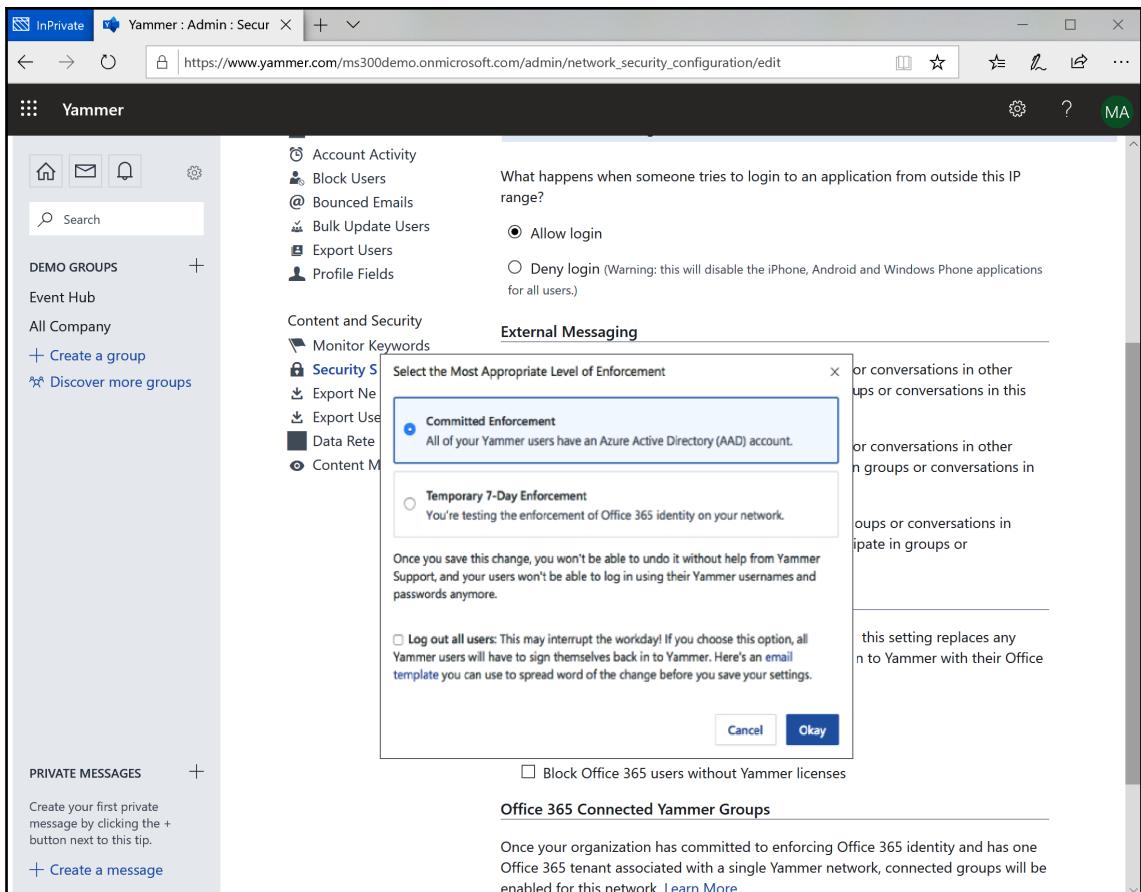
EMS Overview_0619.pptx

Like Reply ... See more

View all in Yammer



The screenshot shows the Yammer Home page within a Microsoft Edge browser window. The address bar displays the URL <https://www.yammer.com/ms300demo.onmicrosoft.com/#/home>. The main interface includes a top navigation bar with links for Update, Question, Poll, Praise, and Announcement. On the left, a sidebar lists 'DEMO GROUPS' such as Event Hub, All Company, and options to Create a group or Discover more groups. The main content area features a profile card for Michael Anderson, showing a picture, a 'Edit Settings' link, and a status message: 'n? ING' posted 8 hours ago. Below this, there's a section titled 'GETTING STARTED' with a progress bar at 60% completion, encouraging users to Follow their coworkers and Get the Yammer Mobile App. Another section, 'INVITE YOUR COWORKERS', urges users to invite others, accompanied by a blue envelope icon and a 'Invite them now' button. A final section, 'APP DIRECTORY', informs users about 3 new featured apps added this week.

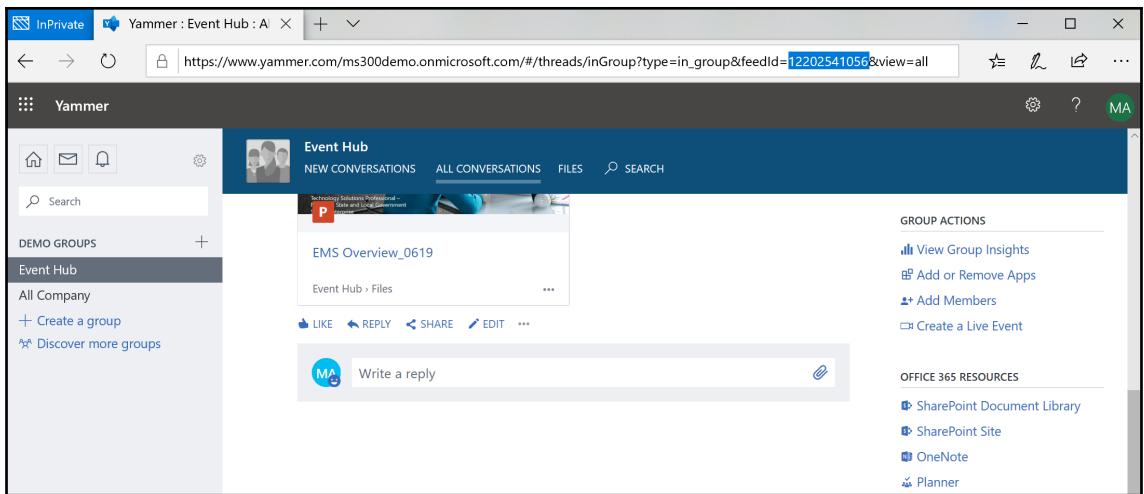


This screenshot shows the Yammer interface for the 'Event Hub' group. The left sidebar includes sections for 'DEMO GROUPS' (Event Hub, All Company, Create a group, Discover more groups) and 'PRIVATE MESSAGES'. The main content area displays a conversation titled 'EMS Overview_0619' with a message from 'Event Hub > Files'. The right sidebar contains 'GROUP ACTIONS' (View Group Insights, Add or Remove Apps, Add Members, Create a Live Event), 'OFFICE 365 RESOURCES' (SharePoint Document Library, SharePoint Site, OneNote, Planner), and 'PINNED' (Add files or links). The bottom right corner of the sidebar has a red box around the 'Embed this feed in your site' link.

This screenshot shows the 'Embed This Feed in Your Site' dialog box. It contains instructions to add the group's conversations to tools and provides an embed code snippet:

```
<div id="embedded-feed" style="height:800px; width:400px;"></div>
<script type="text/javascript" src="https://s0.azured.assets.yammer.com/assets/platform_embed.js"></script>
<script type="text/javascript">
yam.connect.embedFeed({
  container: "#embedded-feed"
});
```

Below the code, it says 'Copy and Paste the code above into any HTML page. Learn More.'



InPrivate Yammer : Event Hub : All Co Yammer : Embed (config X) + v

https://www.yammer.com/widget/configure

yammer
The Enterprise Social Network

Behaviour

Network permalink

Default group_id

Custom prompt text

Feed type

Feed ID

Default to canonical?

Use SSO?

Appearance

Show header?

Show footer?

Hide network in header?

Theme

Apply changes

Example code

```
yaml.connect.embedFeed({  
  "config": {  
    "use_sso": false,  
    "header": true,  
    "footer": true,  
    "showOpenGraphPreview": false,  
    "defaultToCanonical": false,  
    "hideNetworkName": false  
  },  
  "container": "#embedded-feed"  
});
```

Demo

What are you working on?

Event Hub Michael Anderson 7 hours ago Overview of presentation.

Go Mobile. Stay in Control.
Enterprise Mobility + Security
Jon Bryson Technical Solutions Professional - Microsoft State and Local Government Sales Professional

P EMS Overview_0619

Event Hub > Files ...

LIKE REPLY EDIT VIEW CONVERSATION

Write a reply

All Company Michael Anderson Saturday at 03:52 PM Michael Anderson has created the Live Event Hub group.

The screenshot shows the Yammer widget configuration interface. On the left, there are sections for 'Behaviour' (Network permalink, Default group_id, Custom prompt text, Feed type set to 'My Feed', Feed ID, Default to canonical?, Use SSO?) and 'Appearance' (Show header checked, Show footer checked, Hide network in header unchecked, Theme set to 'Light (default)'). Below these are buttons for 'Apply changes' and 'Example code'. The 'Example code' section contains a block of JavaScript code for connecting and embedding a feed. To the right, a preview window titled 'Demo' shows a feed with a post from Michael Anderson about an event hub, a file preview for 'EMS Overview_0619', and a recent activity message from Michael Anderson about creating a group. The preview includes standard Yammer interaction buttons like Like, Reply, Edit, and View Conversation.

InPrivate Yammer : All Company : All Yammer : Embed (config) +

https://www.yammer.com/widget/configure?utf8=%E2%9C%93&network=ms300demo.onmicrosoft.com&default_group_id=12202541056

Behaviour

Network permalink: ms300demo.onmicrosoft.com

Default group_id:

Custom prompt text: Enter a status update:

Feed type: Group

Feed ID: 12202541056

Default to canonical?

Use SSO?

Appearance

Show header?

Show footer?

Hide network in header?

Theme: Light (default)

Example code

```
yam.connect.embedFeed({  
  "network": "ms300demo.onmicrosoft.com",  
  "feedType": "group",  
  "feedId": 12202541056,  
  "config": {  
    "use_sso": false,  
    "header": false,  
    "footer": false,  
    "showOpenGraphPreview": false,  
    "defaultToCanonical": false,  
    "hideNetworkName": true,  
  }  
})
```

Enter a status update:

Michael Anderson 8 hours ago
Overview of presentation.

Go Mobile. Stay in Control.
Enterprise Mobility + Security
[Image of two people at a desk with a laptop]

EMS Overview_0619

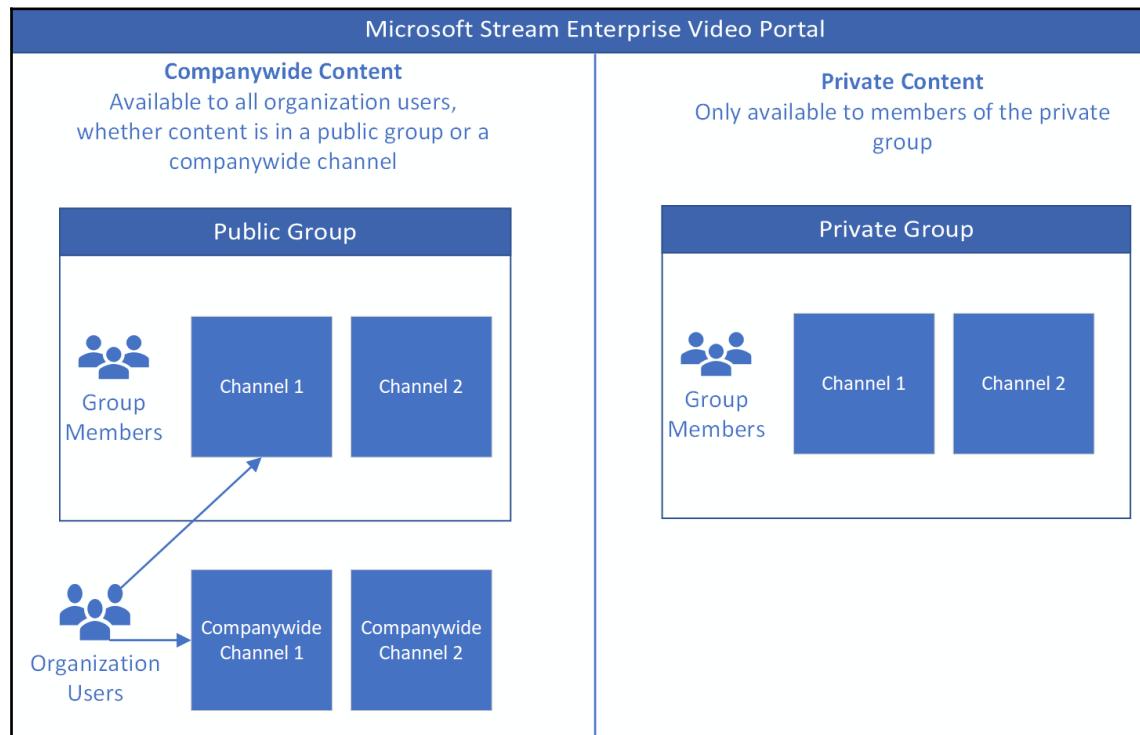
Event Hub > Files ...

LIKE REPLY EDIT VIEW CONVERSATION

Write a reply

The screenshot shows the Yammer Embed configuration interface in a Microsoft Edge browser. On the left, there's a sidebar with sections for 'Behaviour' and 'Appearance'. Under 'Behaviour', settings like 'Network permalink', 'Default group_id', and 'Feed type' are configured. Under 'Appearance', options like 'Show header?' and 'Hide network in header?' are set. Below these are example code snippets and a preview of the embeded feed. The preview shows a status update from Michael Anderson, a presentation slide titled 'Go Mobile. Stay in Control.', and a file named 'EMS Overview_0619'. At the bottom, there are standard social media interaction buttons (Like, Reply, Edit, View Conversation) and a 'Write a reply' input field.

Chapter 20: Managing Stream Capabilities

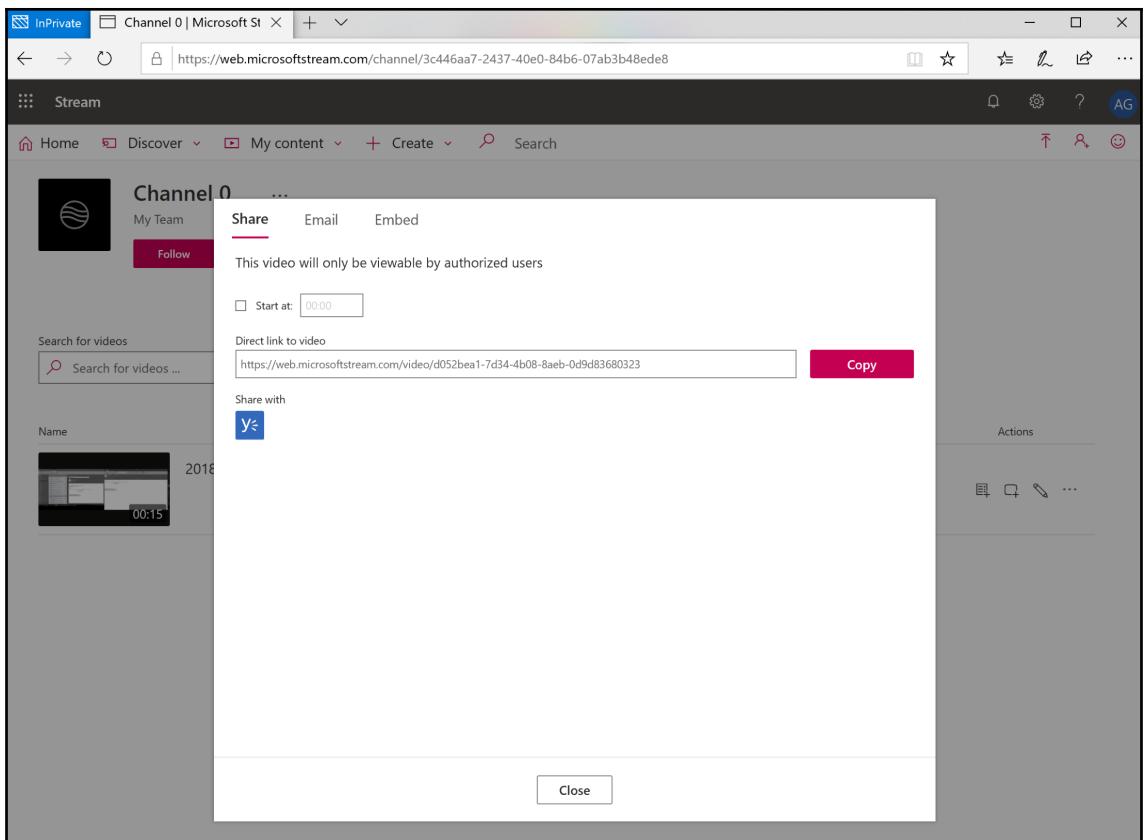


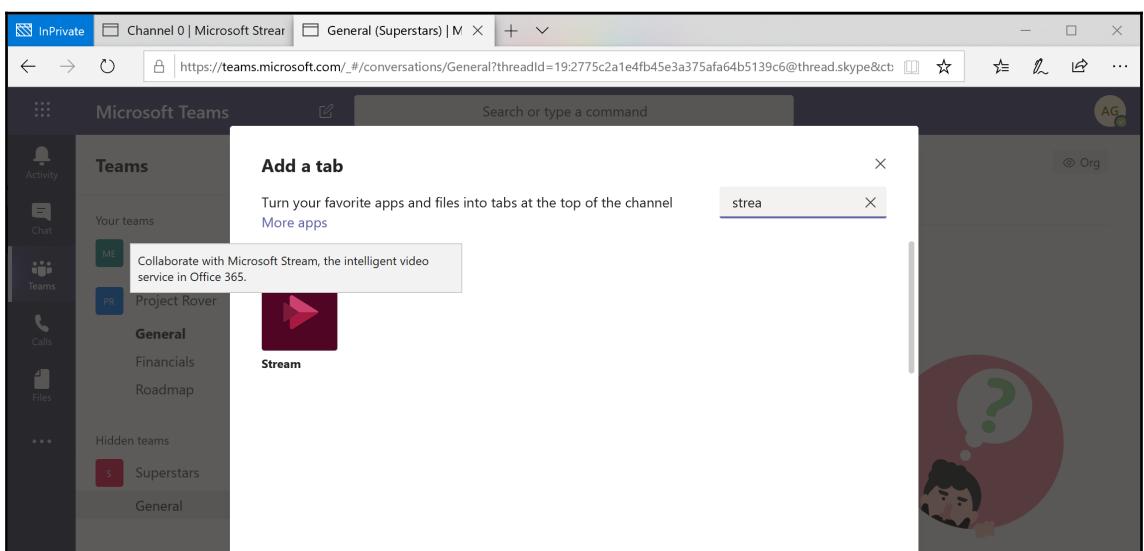
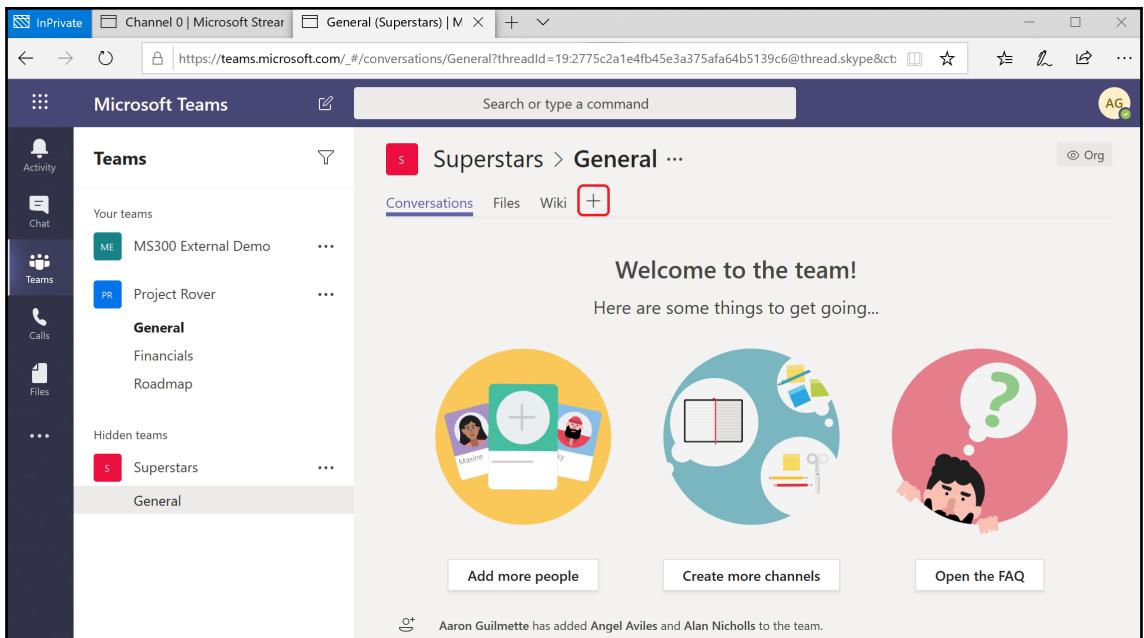
Stream

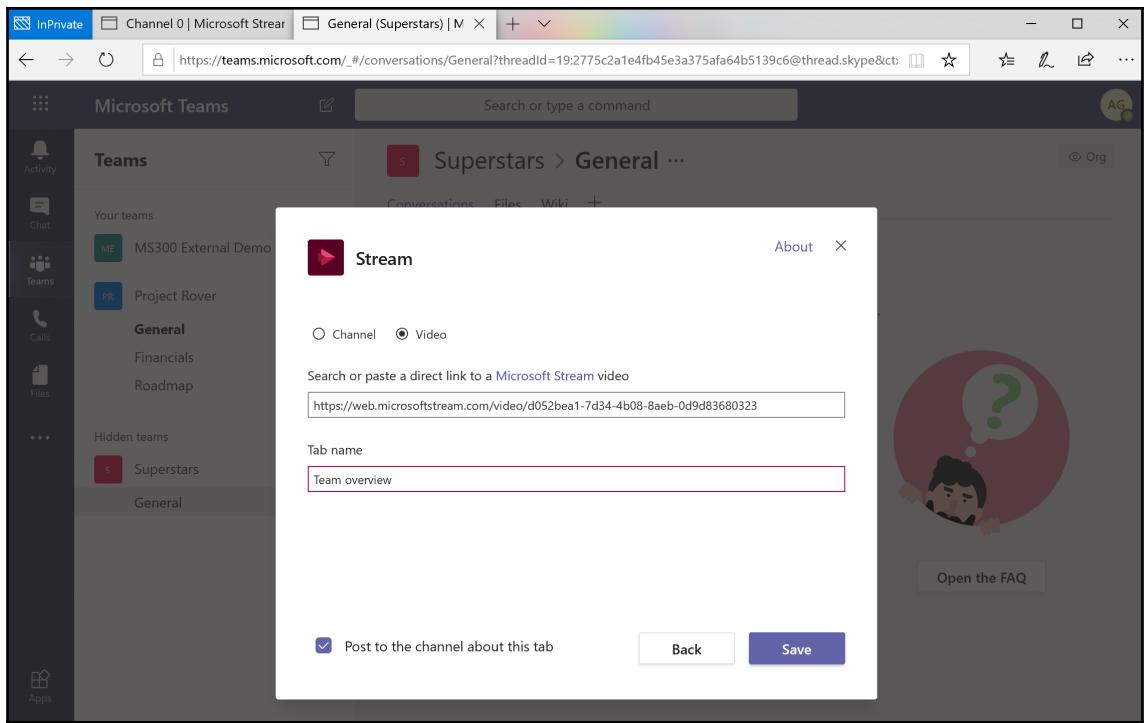
Home Discover My content + Create Search

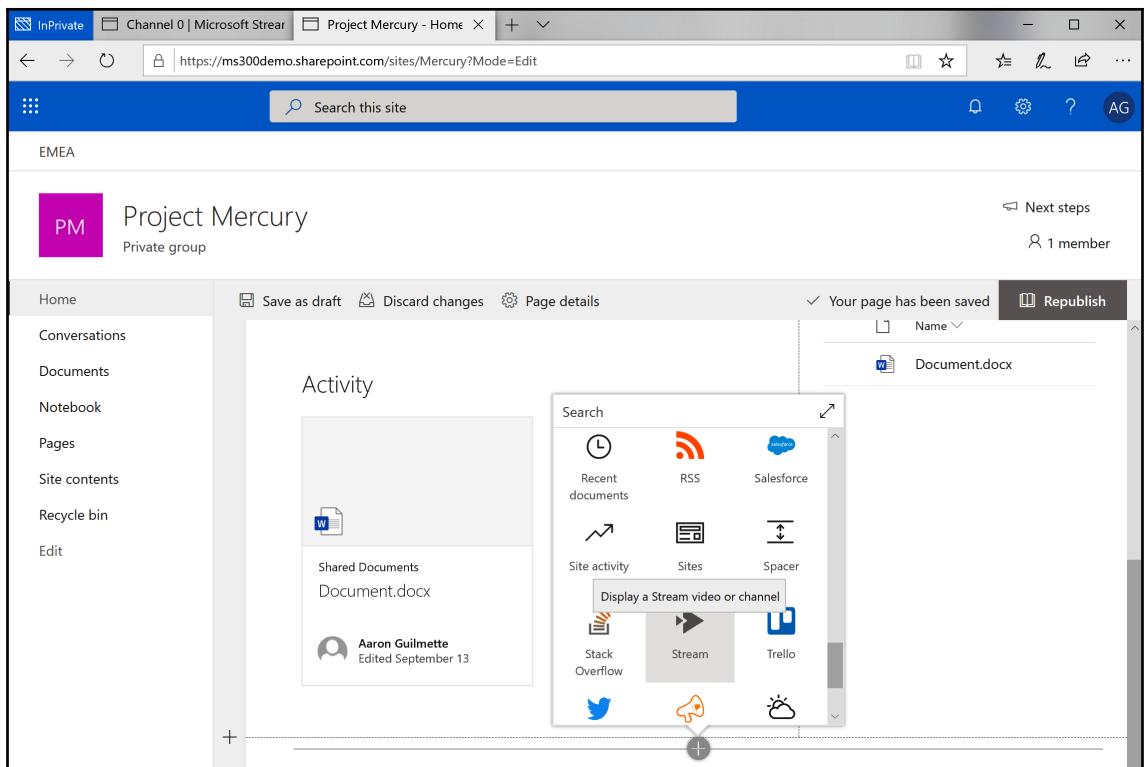
	Videos		Company Wid
	Groups		Follow □ 0
	Channels		ch for videos
	<u>Meetings</u>		Search for videos ...
	Watchlist		
	Followed channels		
	Recycle bin		

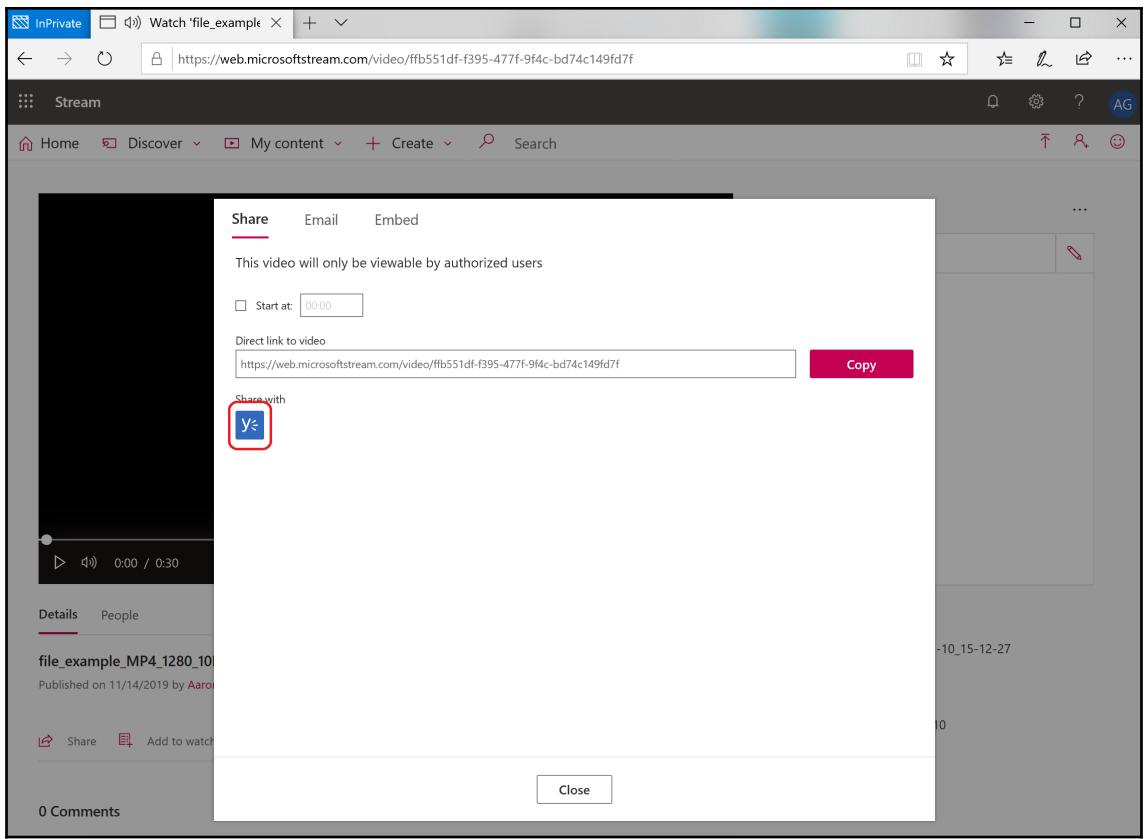
The screenshot shows a Microsoft Stream interface within an InPrivate Microsoft Edge browser window. The URL in the address bar is <https://web.microsoftstream.com/channel/3c446aa7-2437-40e0-84b6-07ab3b48ede8>. The page title is "Channel 0 | Microsoft Stream". The main content area displays "Channel 0" with a "Follow" button, a "My Team" section, and a video thumbnail for "2018-01-10_15-12-27" (duration 00:15). Below the video are "Stats", "Uploader" (Aaron G...), and "Published" (11/14/2019) columns. A "Sort by" dropdown is set to "Trending". A "Search for videos" input field is present. A context menu is open over the video thumbnail, listing options: Share, Replace video, Delete, Use as channel image, Remove from channel, and Download video.

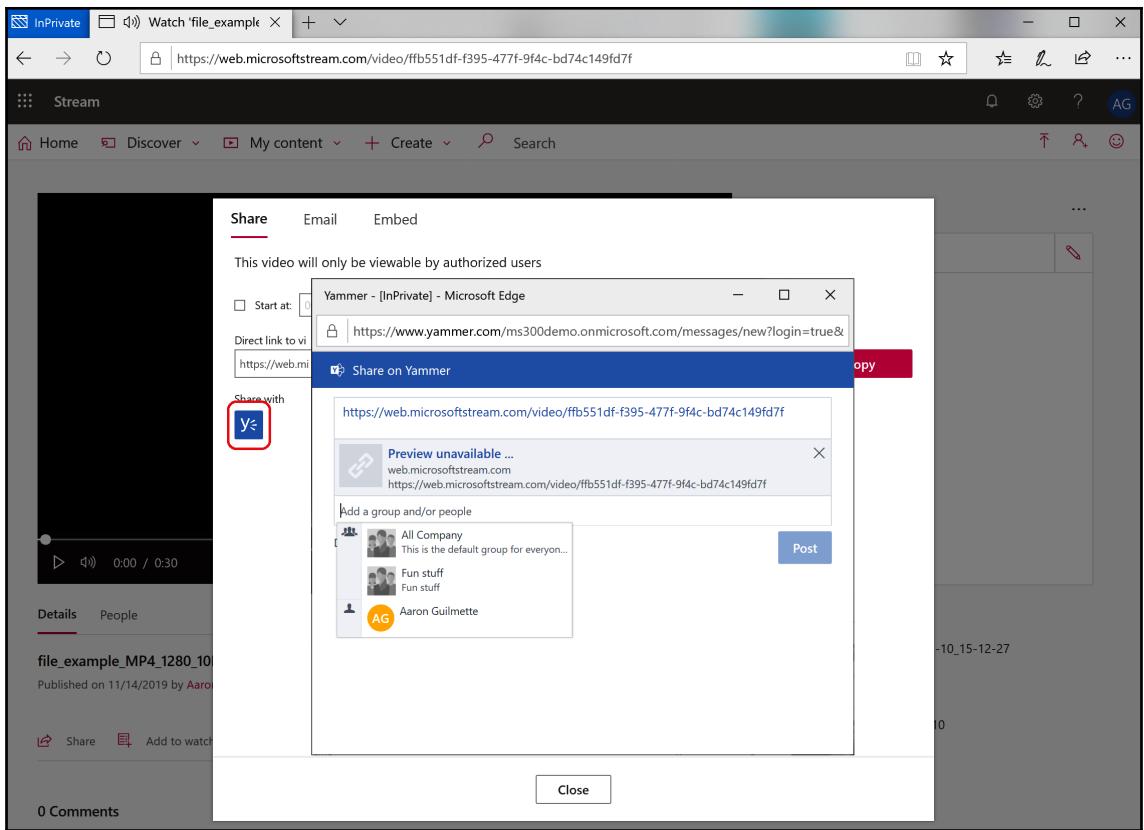












InPrivate Yammer : Fun stuff : All

https://www.yammer.com/ms300demo.onmicrosoft.com/#/threads/inGroup?type=in_group&feedId=12120547328&view=all

Yammer

Fun stuff

Fun stuff

✓ Joined

NEW CONVERSATIONS ALL CONVERSATIONS FILES SEARCH

Update Question Poll Praise Announcement

Share something with this group...

Aaron Guilmette – Thursday at 04:26 PM
https://web.microsoftstream.com/video/ffb551df-f395-477f-9f4c-bd74c149fd7f

file_example_MP4_1280_10MG

1 0

Share Live Event

INFO

Click here to edit this section.

GROUP ACTIONS

View Group Insights Add or Remove Apps Add Members **Create a Live Event**

OFFICE 365 RESOURCES

SharePoint Document Library SharePoint Site OneNote Planner

The screenshot shows a Microsoft Edge browser window displaying the Yammer 'Fun stuff' group page. The left sidebar lists 'DEMO GROUPS' with 'Fun stuff' selected. The main content area shows a video thumbnail titled 'file_example_MP4_1280_10MG' posted by Aaron Guilmette. The video player has 1 view and 0 likes. To the right of the video are 'GROUP ACTIONS' like View Group Insights, Add or Remove Apps, Add Members, and a highlighted 'Create a Live Event'. Below that are 'OFFICE 365 RESOURCES' links for SharePoint Document Library, SharePoint Site, OneNote, and Planner. A red box highlights the 'Create a Live Event' button.

InPrivate Yammer : Fun stuff : All

https://www.yammer.com/ms300demo.onmicrosoft.com/#/threads/inGroup?type=in_group&feedId=12120547328&view=all

Yammer

Fun stuff

Fun stuff

✓ Joined

NEW CONVERSATIONS ALL CONVERSATIONS FILES SEARCH

Select a production tool for your event

You're setting up a live, broadcasted event! Pick the production tool below that will best suit your broadcast experience. [Learn more](#)

External App or Device

- Best for studio-produced, large events.
- Requires an external encoder.
- Attendees can view in Yammer.

Microsoft Teams (opens Microsoft Teams)

- Production set up and live event will be in Teams.
- Select if you don't have an external encoder.

Next

LIKE REPLY SHARE EDIT ...

MEMBERS (1)

INFO

Click here to edit this section.

GROUP ACTIONS

View Group Insights Add or Remove Apps Add Members Create a Live Event

OFFICE 365 RESOURCES

SharePoint Document Library SharePoint Site OneNote Planner

PINNED Add

Members (1)

INFO

Click here to edit this section.

GROUP ACTIONS

View Group Insights Add or Remove Apps Add Members Create a Live Event

OFFICE 365 RESOURCES

SharePoint Document Library SharePoint Site OneNote Planner

PINNED Add

The screenshot shows a Microsoft Edge browser window with the address bar pointing to https://www.yammer.com/ms300demo.onmicrosoft.com/#/threads/inGroup?type=in_group&feedId=12120547328&view=all. The main content is the Yammer 'Fun stuff' group page. A modal dialog titled 'Schedule live event' is open in the center. The dialog fields include:

- Title:** Project Mercury Launch Party
- Start:** Fri Nov 15 2019 at 5:30 PM
- End:** Fri Nov 15 2019 at 6:00 PM
- Organizer:** Aaron Guilmette
- Presenters:** Add presenters
- Description:** Tell people what the event is about

At the bottom of the dialog are 'Back' and 'Schedule' buttons. To the right of the dialog, the group's sidebar shows:

- MEMBERS (1)**: One member, Aaron Guilmette.
- INFO**: Click here to edit this section.
- GROUP ACTIONS**: View Group Insights, Add or Remove Apps, Add Members, Create a Live Event.
- OFFICE 365 RESOURCES**: SharePoint Document Library, SharePoint Site, OneNote, Planner.
- PINNED**: Add button.

The screenshot shows a Microsoft Edge browser window in InPrivate mode displaying a Yammer event page. The URL in the address bar is <https://www.yammer.com/ms300demo.onmicrosoft.com/#/broadcast/9b33fb32-fac1-4a50-8bab-da5e209b869a?eventReferr>.

The event title is "Project Mercury Launch Party - hosted in Fun stuff" and it is scheduled for "05:30 PM November 15, 2019".

A modal window titled "Select 'Stream'" is open, containing instructions: "Once Stream is done setting up, you will be able to connect your encoder." It includes a "Start setup" button.

On the right side of the page, there is a sidebar with the following sections:

- ORGANIZER:** Aaron Guilmette
- EVENT ACTIONS:**
 - Share (highlighted with a red box)
 - Edit Event Details
 - Cancel Event
- PRODUCE:**

Before you can go live you'll need to connect your external encoder.

 - Click Start setup and wait for setup to finish.
 - Copy the ingest urls into encoder of your choice.
 - Once you see the preview from the encoder, select Start event to go live.
- [Need help?](#)

InPrivate Yammer : Fun stuff : All

https://www.yammer.com/ms300demo.onmicrosoft.com/#/threads/inGroup?type=in_group&feedId=12120547328&view=all

Yammer

Fun stuff

Fun stuff

✓ Joined

NEW CONVERSATIONS ALL CONVERSATIONS FILES SEARCH

Update Question Poll Praise Announcement

Share something with this group...

Aaron Guilmette – Thursday at 04:26 PM
https://web.microsoftstream.com/video/ffb551df-f395-477f-9f4c-bd74c149fd7f

file_example_MP4_1280_10MG

1 0

Like Reply Share Edit

Project Mercury Launch Party
05:30 PM November 15, 2019

Archived live events

View Group Insights Add or Remove Apps Add Members Create a Live Event

SharePoint Document Library SharePoint Site OneNote Planner

The screenshot shows the Yammer interface for the 'Fun stuff' group. On the left, there's a sidebar with links like 'All Company', 'Create a group', and 'Discover more groups'. The main area displays a post from Aaron Guilmette with a video thumbnail titled 'file_example_MP4_1280_10MG'. Below the video are interaction buttons for 'Like', 'Reply', 'Share', 'Edit', and '...'. To the right, there's a 'MEMBERS (1)' section with a user icon, an 'INFO' section with a link to edit it, and a 'GROUP EVENTS' section featuring a highlighted event for 'Project Mercury Launch Party' on November 15, 2019. At the bottom, there's a 'GROUP ACTIONS' section and a 'OFFICE 365 RESOURCES' section.

InPrivate Yammer : Event : Project + https://www.yammer.com/ms300demo.onmicrosoft.com/#/broadcast/9b33fb32-fac1-4a50-8bab-da5e209b869a?eventReferr AG

Yammer

Project Mercury Launch Party - hosted in Fun stuff
06:00 PM November 15, 2019

Ready to connect
Connect your encoder now to start sending data

Project Live event scheduled 6:00 PM ES

PRE-LIVE Disconnect Start event

Share Edit Event Details Cancel Event

What's your question?

ORGANIZER Aaron Guilmette

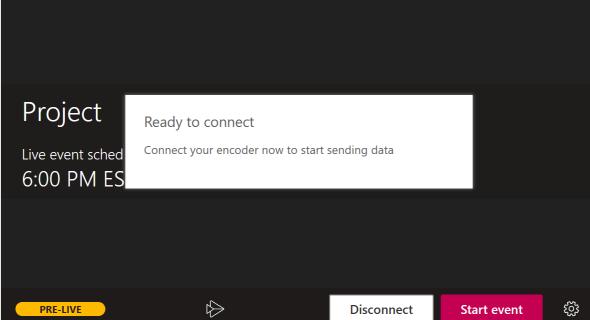
EVENT ACTIONS

PRODUCE

Before you can go live you'll need to connect your external encoder.

1. Click Start setup and wait for setup to finish.
2. Copy the **ingest urls** into encoder of your choice.
3. Once you see the preview from the encoder, select Start event to go live.

Need help?



InPrivate Yammer : Event : Project + https://www.yammer.com/ms300demo.onmicrosoft.com/#/broadcast/9b33fb32-fac1-4a50-8bab-da5e209b869a?eventReferr AG

Yammer

Project Mercury Launch Party - hosted in Fun stuff
06:00 PM November 15, 2019

You're ready to go live
Your audience won't see anything until you select Start event.

Open in Microsoft Stream

PRE-LIVE Disconnect Start event

Share Edit Event Details Cancel Event

What's your question?

ORGANIZER Aaron Guilmette

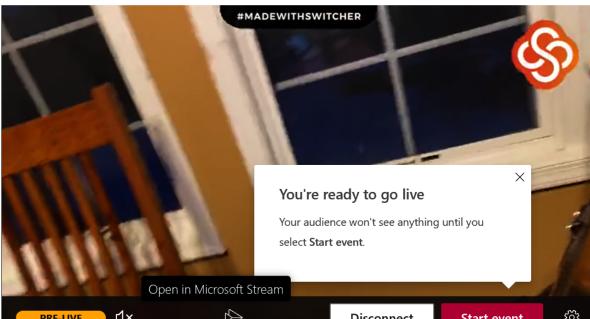
EVENT ACTIONS

PRODUCE

Before you can go live you'll need to connect your external encoder.

1. Click Start setup and wait for setup to finish.
2. Copy the **ingest urls** into encoder of your choice.
3. Once you see the preview from the encoder, select Start event to go live.

Need help?



InPrivate Yammer : Event : Project + https://www.yammer.com/ms300demo.onmicrosoft.com/#/broadcast/9b33fb32-fac1-4a50-8bab-da5e209b869a?eventReferr...

Yammer

Live: Project Mercury Launch Party - hosted in Fun stuff
06:00 PM November 15, 2019

DEMO GROUPS

- Fun stuff (0)
- All Company
- + Create a group
- Discover more groups

ORGANIZER

Aaron Guilmette

EVENT ACTIONS

Share Edit Event Details

PRODUCE

Before you can go live you'll need to connect your external encoder.

1. Click Start setup and wait for setup to finish.
2. Copy the ingest urls into encoder of your choice.
3. Once you see the preview from the encoder, select Start event to go live.

Need help?

InPrivate Yammer : Event : Project + https://www.yammer.com/ms300demo.onmicrosoft.com/#/broadcast/9b33fb32-fac1-4a50-8bab-da5e209b869a?eventReferr...

Yammer

Live: Project Mercury Launch Party - hosted in Fun stuff
06:00 PM November 15, 2019

DEMO GROUPS

- Fun stuff (0)
- All Company
- + Create a group
- Discover more groups

ORGANIZER

Aaron Guilmette

EVENT ACTIONS

Share Edit Event Details

PRODUCE

Before you can go live you'll need to connect your external encoder.

1. Click Start setup and wait for setup to finish.
2. Copy the ingest urls into encoder of your choice.
3. Once you see the preview from the encoder, select Start event to go live.

Need help?

InPrivate Yammer : Fun stuff : All

https://www.yammer.com/ms300demo.onmicrosoft.com/#/threads/inGroup?type=in_group&feedId=12120547328&view=all

Yammer

Fun stuff

Fun stuff

✓ Joined

DEMO GROUPS

Fun stuff

All Company

+ Create a group

Discover more groups

NEW CONVERSATIONS ALL CONVERSATIONS FILES SEARCH

Update Question Poll Praise Announcement

Share something with this group...

Aaron Guilmette – Thursday at 04:26 PM
https://web.microsoftstream.com/video/ffb551df-f395-477f-9f4c-bd74c149fd7f

file_example_MP4_1280_10MG

1 0

Like Reply Share Edit

MEMBERS (1)

AG

INFO

Click here to edit this section.

GROUP EVENTS

Past: Project Mercury Launch Party 06:00 PM November 15, 2019

Archived live events

GROUP ACTIONS

View Group Insights Add or Remove Apps Add Members Create a Live Event

OFFICE 365 RESOURCES

SharePoint Document Library SharePoint Site

The screenshot shows a Microsoft Edge browser window displaying a Yammer event page. The title of the page is "Yammer : Event : Project". The main content is a post titled "Past: Project Mercury Launch Party - hosted in Fun stuff" from November 15, 2019, at 06:00 PM. The post includes a large black video thumbnail with a play button in the center. Below the thumbnail, there are two small icons: a document and a heart. To the left of the post, there is a sidebar with a search bar and a list of "DEMO GROUPS" including "Fun stuff", "All Company", "+ Create a group", and "Discover more groups". On the right side, there are sections for "ORGANIZER" (Aaron Guilmette), "EVENT ACTIONS" (Share and Delete Event), and "PRODUCE" (instructions for connecting an external encoder). At the bottom, there is a comment input field with the placeholder "What's your question?" and a "Question" button.

InPrivate Yammer : Event Hub : A https://www.yammer.com/ms300demo.onmicrosoft.com/#/threads/inGroup?type=in_group&feedId=12202541056&view=all

Yammer

Event Hub

Select a production tool for your event

You're setting up a live, broadcasted event! Pick the production tool below that will best suit your broadcast experience. [Learn more](#)

External App or Device

- Best for studio-produced, large events.
- Requires an external encoder.
- Attendees can view in Yammer.

Microsoft Teams (opens Microsoft Teams)

- Production set up and live event will be in Teams.
- Select if you don't have an external encoder.

Next

Joined

MEMBERS (1)

INFO

Click here to edit this section.

GROUP ACTIONS

- View Group Insights
- Add or Remove Apps
- Add Members
- Create a Live Event

OFFICE 365 RESOURCES

- SharePoint Document Library
- SharePoint Site
- OneNote
- Planner

DEMO GROUPS

Fun stuff

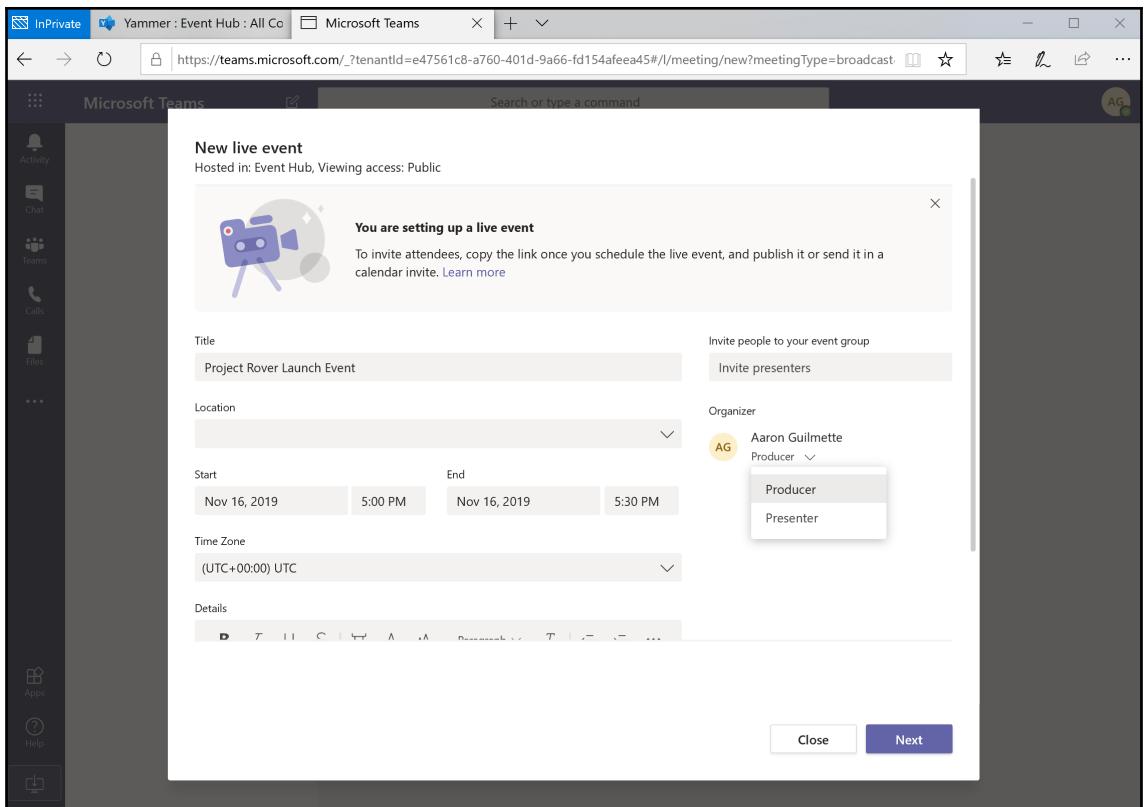
Event Hub

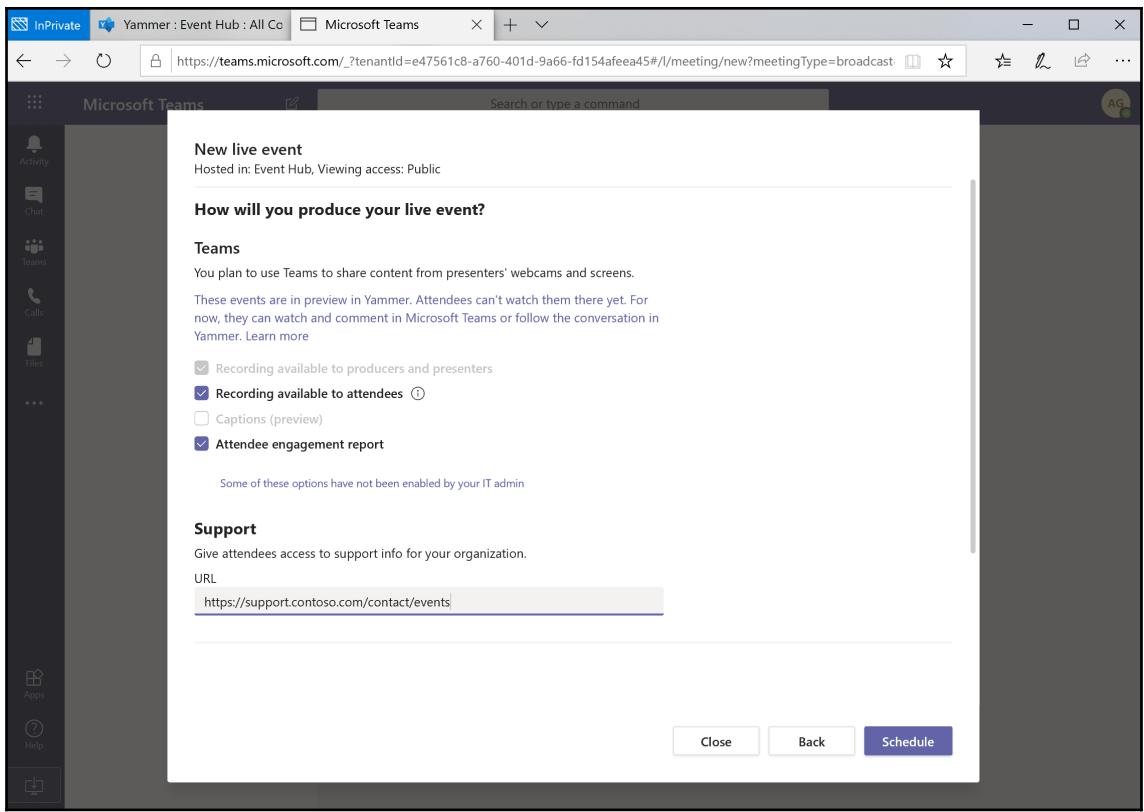
All Company

+ Create a group

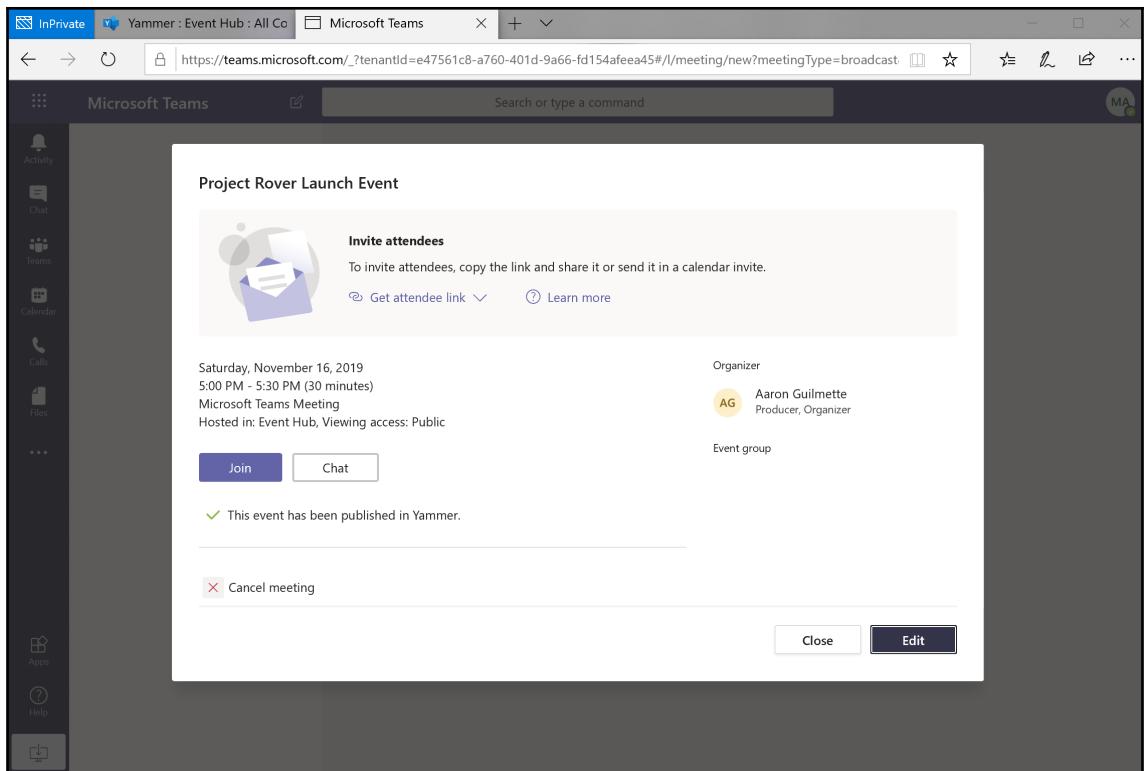
Discover more groups

PRIVATE MESSAGES

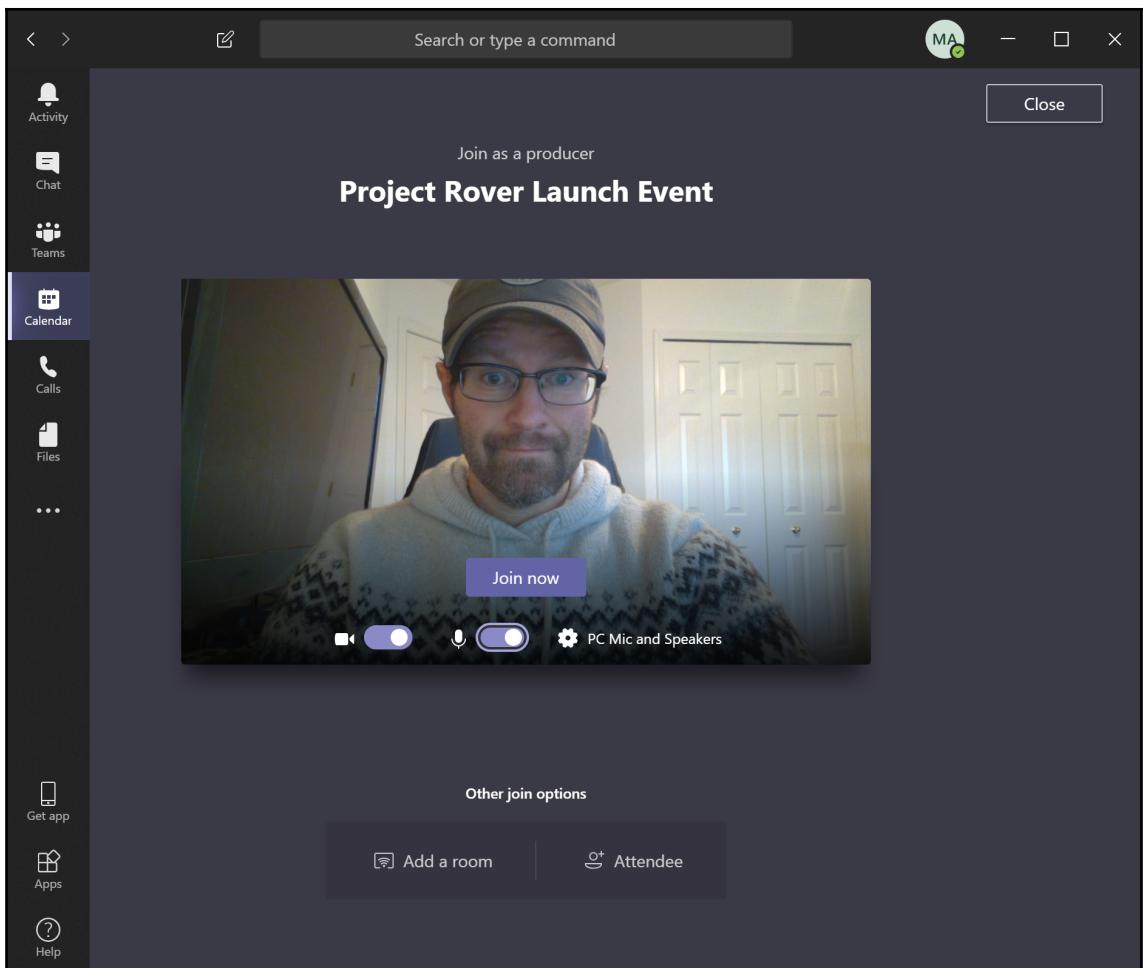


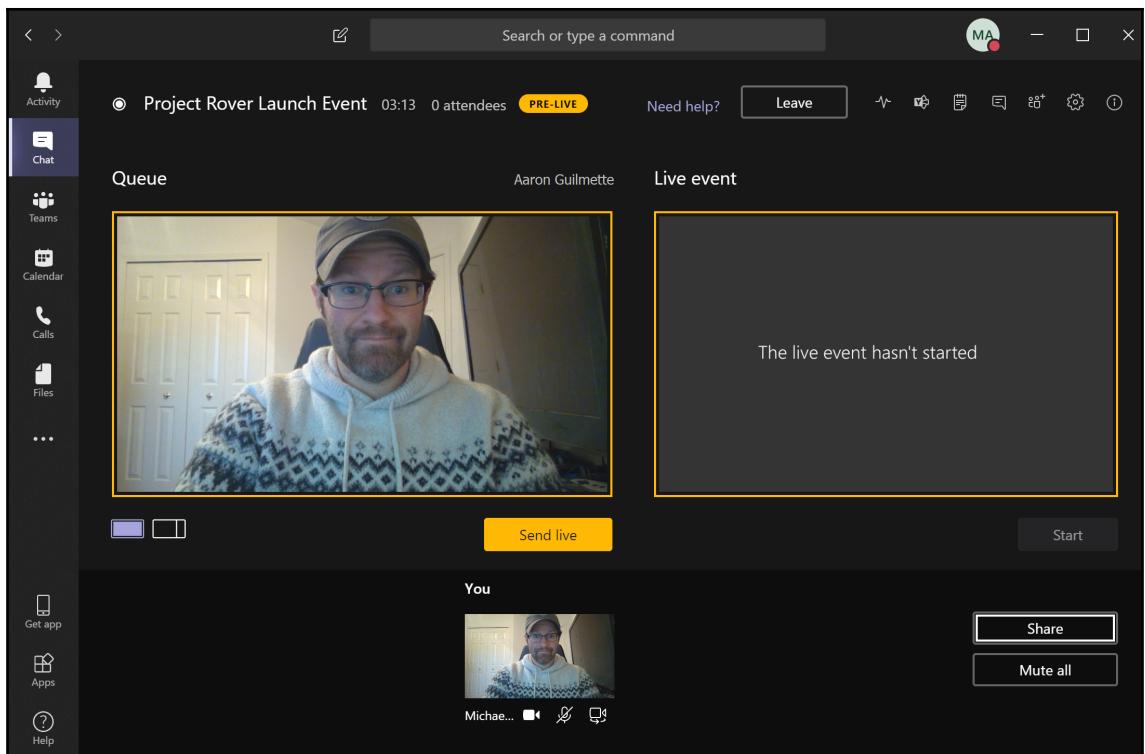


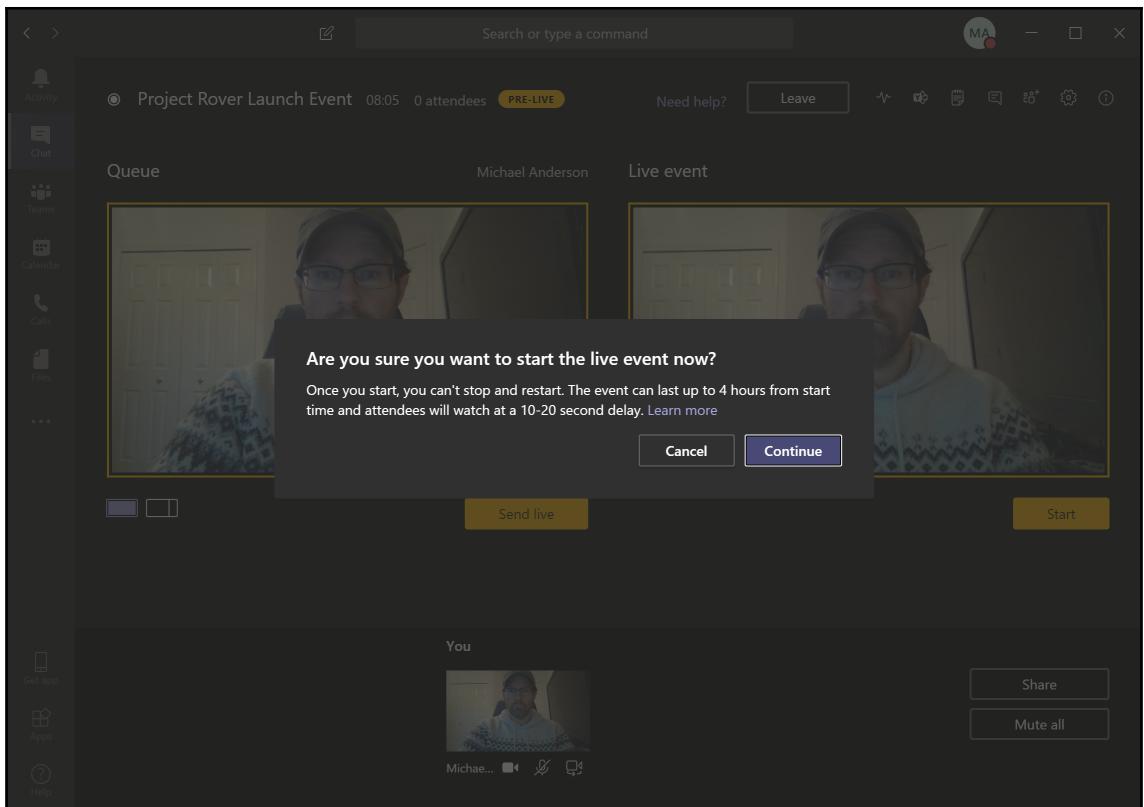
The screenshot shows the Microsoft Teams admin center interface. The title bar displays 'Analytics & reports - Mi' and the URL 'https://admin.teams.microsoft.com/analytics/reports'. The main content area is titled 'Analytics & reports' and includes a sub-section for 'Teams live event usage'. It features a search bar with fields for 'Report', 'Date range', and 'Organizer (optional)', and a 'Run report' button. A sidebar on the left contains various icons for different administrative functions.



The screenshot shows the Microsoft Teams desktop application interface. The main window displays a meeting invite for "Project Rover Launch Event" scheduled for Saturday, November 16, 2019, from 5:00 PM to 5:30 PM (30 minutes). The event is a Microsoft Teams Meeting hosted in Event Hub with public viewing access. The organizer is Michael Anderson (MA), a Producer, Organizer. The event group includes Aaron Guilmette (AG), a Producer, Unknown. A green checkmark indicates the event has been published in Yammer. Buttons for "Join" and "Chat" are visible. The sidebar on the left shows activity, chat, teams, and other calendar entries. The top bar includes a search bar, a "Meet now" button, and a "New meeting" button.

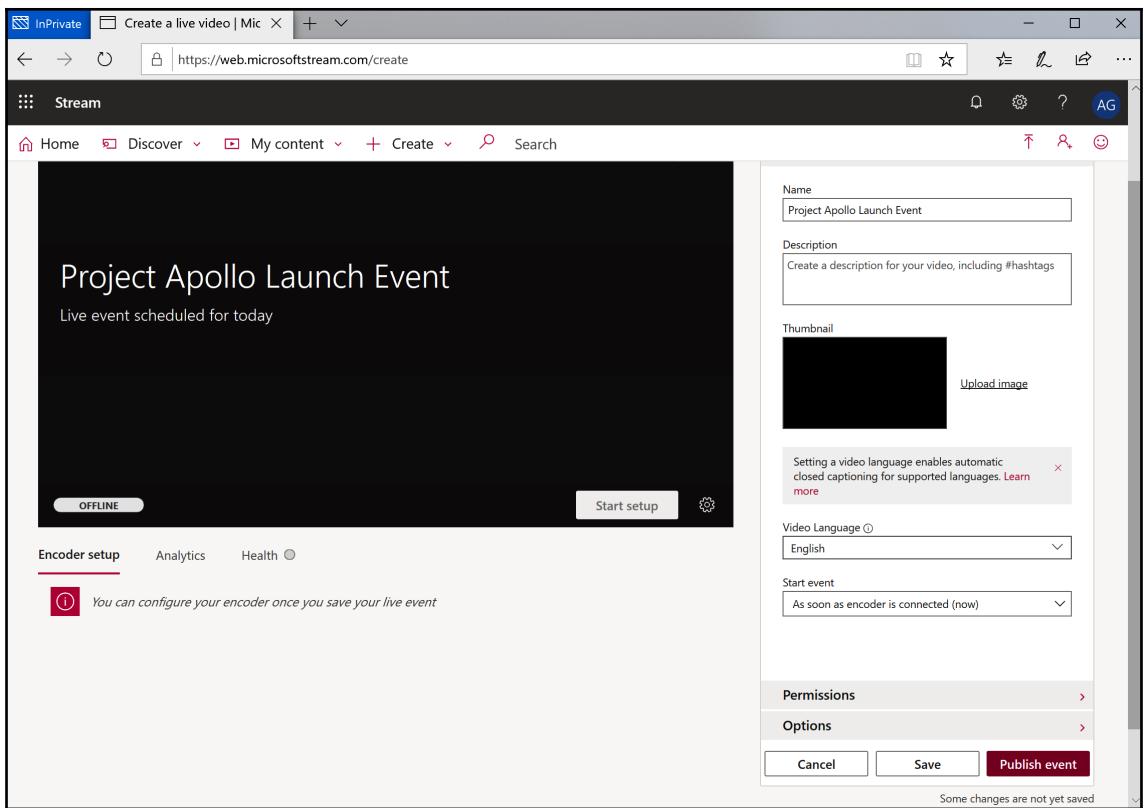






The screenshot shows the Yammer interface for the 'Event Hub' group. The top navigation bar includes tabs for 'InPrivate', 'Yammer : Event Hub : All Co', and 'Yammer : Event Hub : A'. The address bar shows the URL: https://www.yammer.com/ms300demo.onmicrosoft.com/#/threads/inGroup?type=in_group&feedId=12202541056&view=all. The main header displays the group name 'Event Hub' and the status 'Joined'. On the left, a sidebar lists 'DEMO GROUPS' (Event Hub, All Company, Create a group, Discover more groups) and 'PRIVATE MESSAGES' (Create a message). The central content area features a 'Share something with this group...' input field and a 'Post a message.' button with a red exclamation icon. Below this, a message states: 'You've got an idea to share, update to give, or deadline to make—why not post it?'. To the right, sections include 'MEMBERS (2)' with profile icons, 'INFO' (Edit section), 'GROUP EVENTS' (Past: Project Rover Launch Event, 05:00 PM November 16, 2019, Archived live events), 'GROUP ACTIONS' (View Group Insights, Add or Remove Apps, Add Members, Create a Live Event), and 'OFFICE 365 RESOURCES' (SharePoint Document Library, SharePoint Site, OneNote).

The screenshot shows the Microsoft Stream interface. The top navigation bar includes tabs for 'InPrivate', 'Microsoft Stream', and a search bar with the URL: <https://web.microsoftstream.com/>. The main header displays the word 'Stream'. The left sidebar has links for 'Home', 'Discover', 'My content', and a '+ Create' dropdown menu with options: 'Upload video' (selected), 'Live event', 'Group', and 'Channel'. The central content area features a large image of Earth at night and a 'Welcome back, Aa' message. Below this, there's a 'TRENDING' section with a video thumbnail labeled 'file_example_MP4_1280_10MG Watch now'.



InPrivate My videos | Microsoft Stream

https://web.microsoftstream.com/studio/videos

Stream

Home Discover My content Create Search

Videos Groups Channels Meetings Watchlist Followed channels Recycle bin

Drag files here, or browse to upload

Search for videos Sort by State Privacy

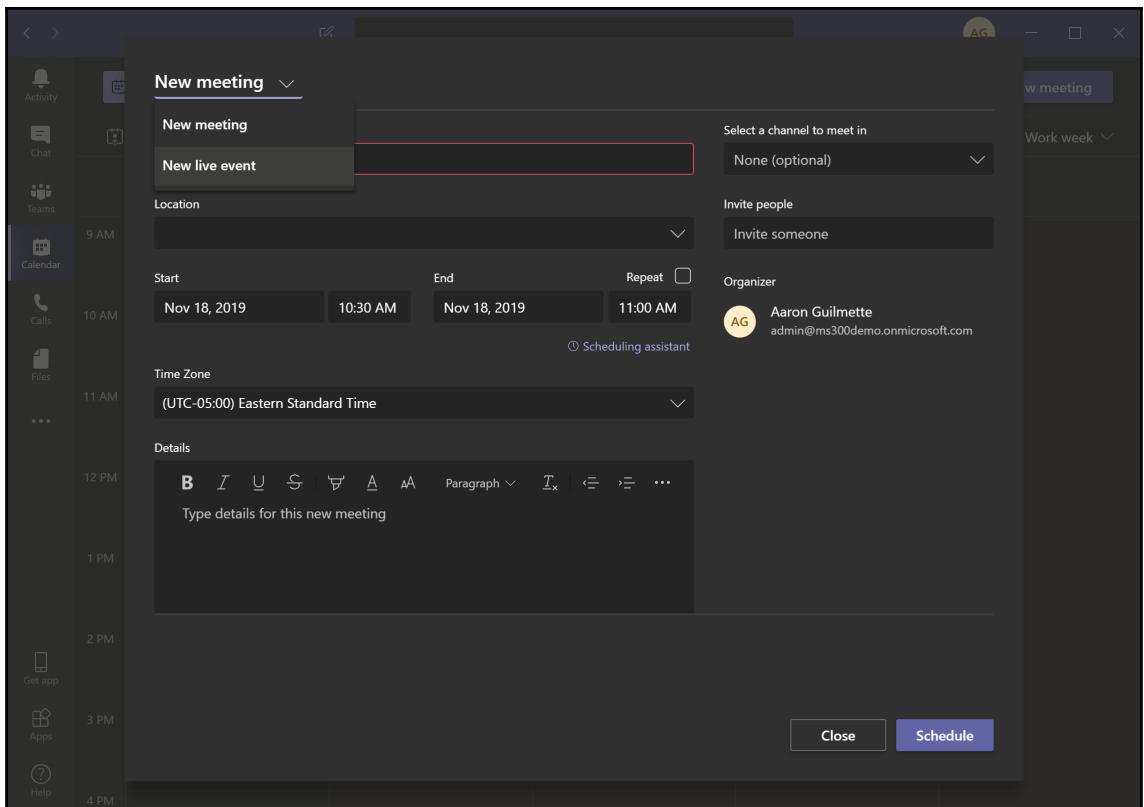
Name Stats Uploaded View Actions

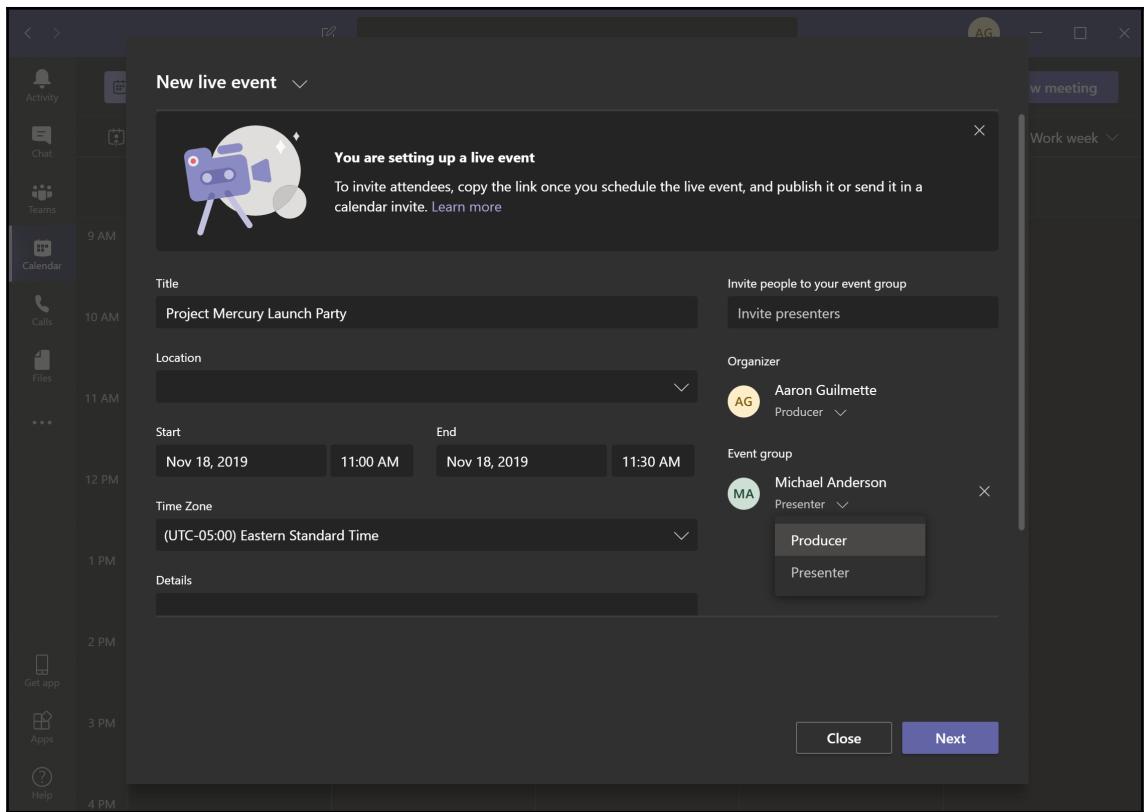
Name	Stats	Uploaded	View	Actions
(o) Project Saturn Launch Event		Upcoming		...
(o) Project Apollo Launch Event	0 ⏱ 0 ❤ 0 🗑	Upcoming		...
(o) Project Mercury Launch Party	0 ⏱ 0 ❤ 0 🗑	11/15/2019		...
file_example_MP4_1280_10MG	1 ⏱ 0 ❤ 0 🗑	11/14/2019		...
IMG_2310	1 ⏱ 0 ❤ 0 🗑	11/14/2019		...

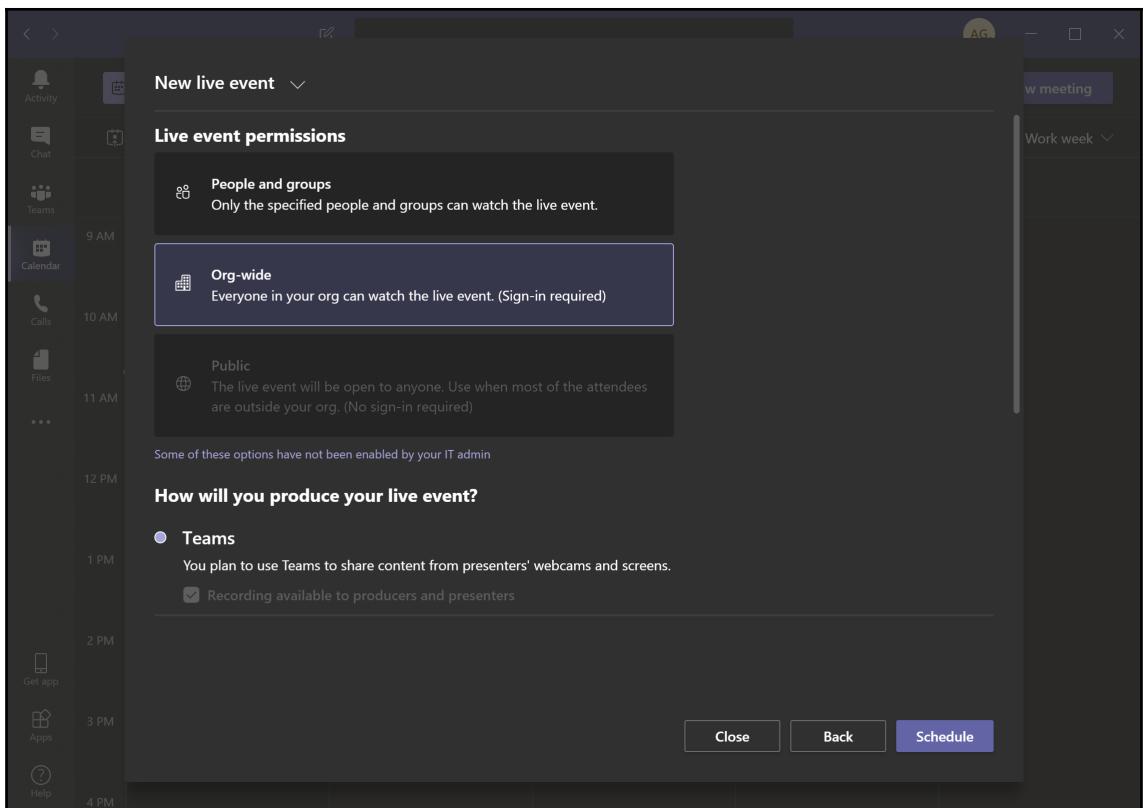
The screenshot shows the Microsoft Stream interface for encoder setup. A modal window titled "Select 'Start setup'" is displayed, instructing the user to wait for setup to finish so they can connect their encoder. Below the modal, there's a large "OFFLINE" button. To the right, a tooltip explains that setting a video language enables automatic closed captioning for supported languages. The main interface includes tabs for "Encoder setup" (which is selected), "Analytics", and "Health". It also features sections for "Select encoder" (with a dropdown menu showing "Configure manually"), "Secure Connection (SSL)" (set to "Off"), and a "Server ingest URL" field containing a long RTMP URL. On the right side, there are "Permissions" and "Options" sections, and a "Save" button with a checkmark and the word "Published".

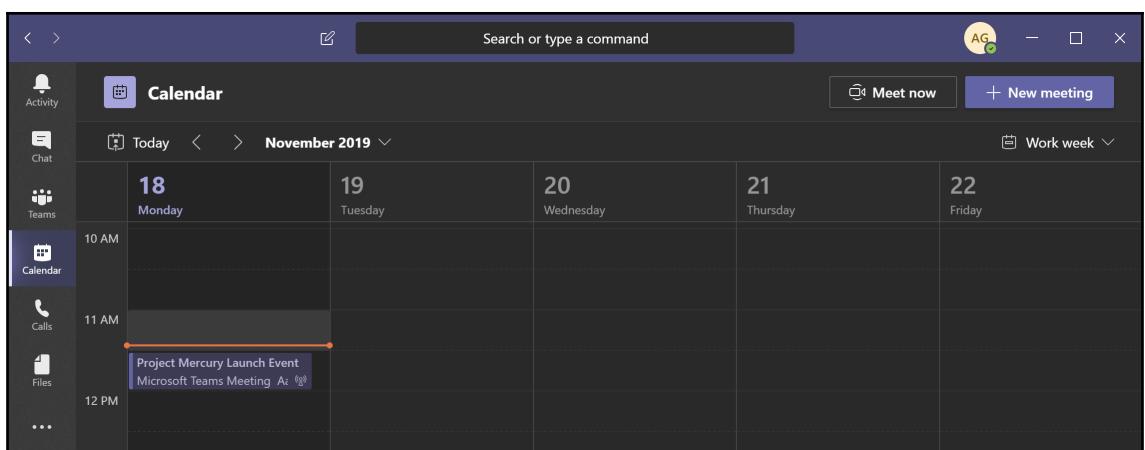
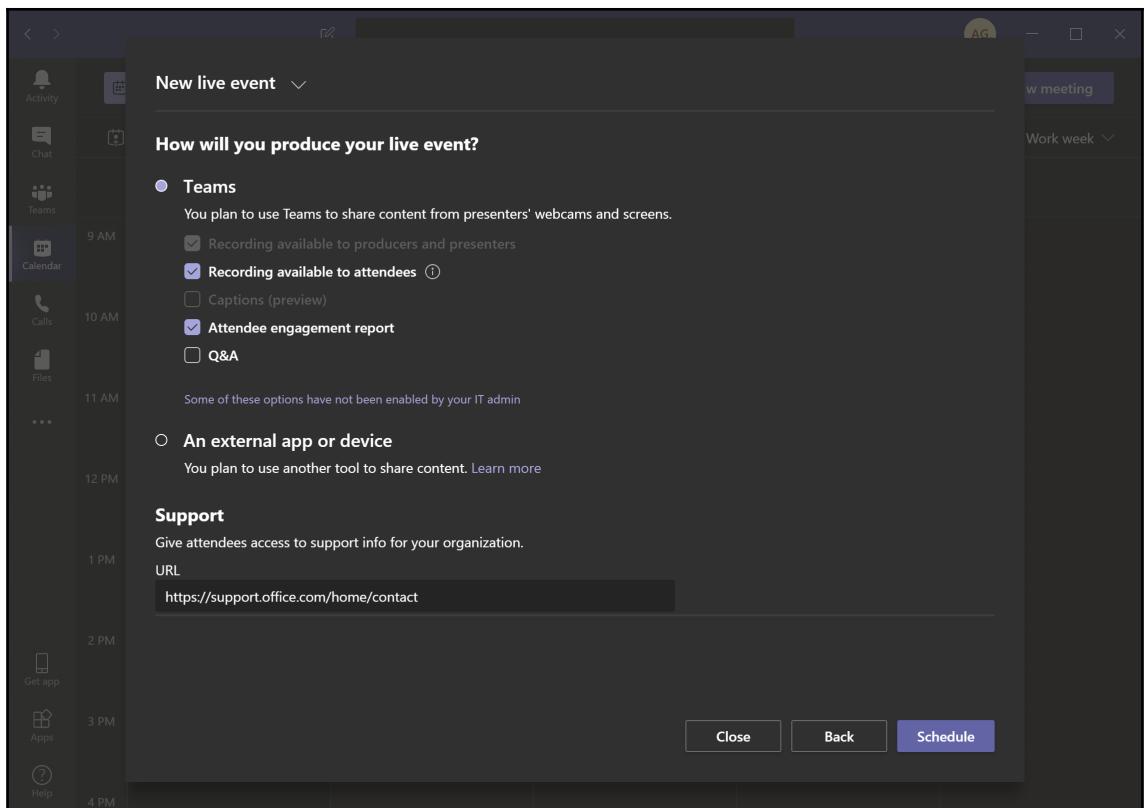
The screenshot shows the Microsoft Stream interface for managing a live video event. On the left, there's a preview window titled "Project Apollo Launch Event" with a message asking if the user wants to start the event. Below it, a "PRE-LIVE" button is visible. On the right, the "Details" section is open, showing the event name "Project Apollo Launch Event" and a description field. A "Thumbnail" section is present, along with a note about setting a video language for automatic closed captioning. At the bottom, there's a "Select encoder" dropdown and a "Video Language" dropdown set to "English".

The screenshot shows the Microsoft Teams calendar interface for November 2019. The "Calendar" tab is selected in the sidebar. A meeting is scheduled for Monday, November 18, from 10 AM to 11 AM. The "Meet now" and "New meeting" buttons are visible at the top right. The sidebar also includes links for Activity, Chat, Teams, Calls, Files, and more.

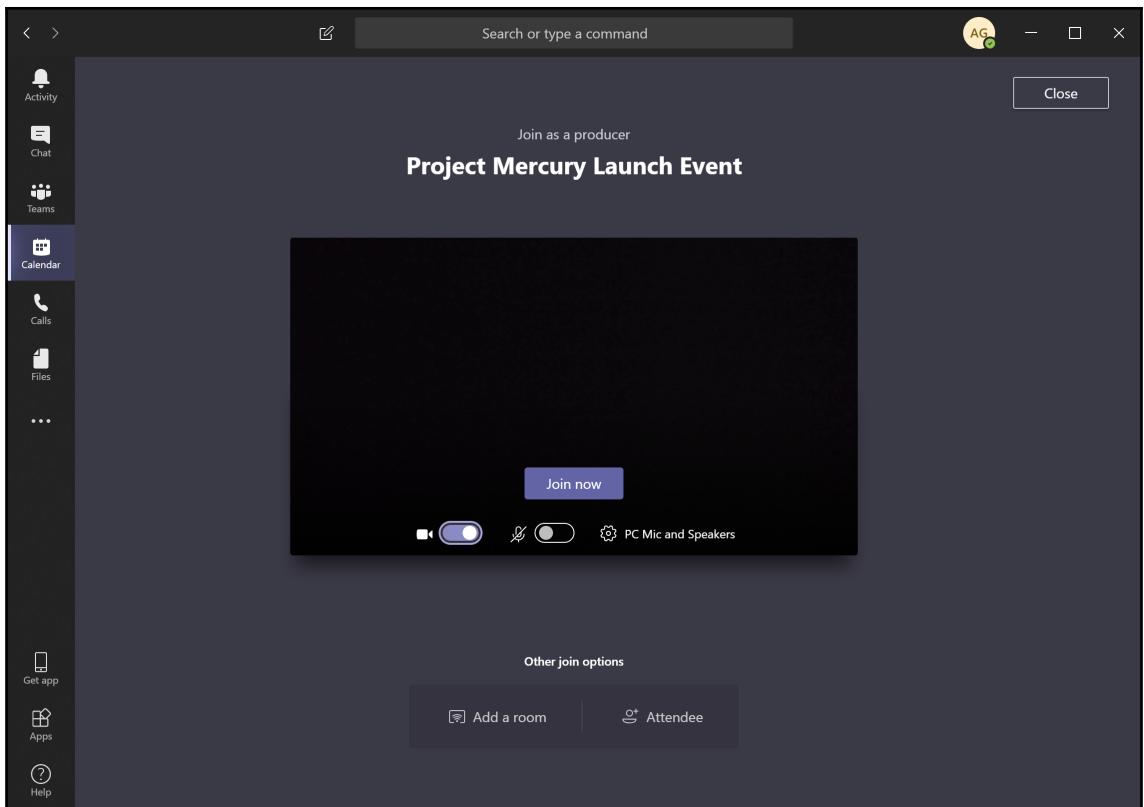


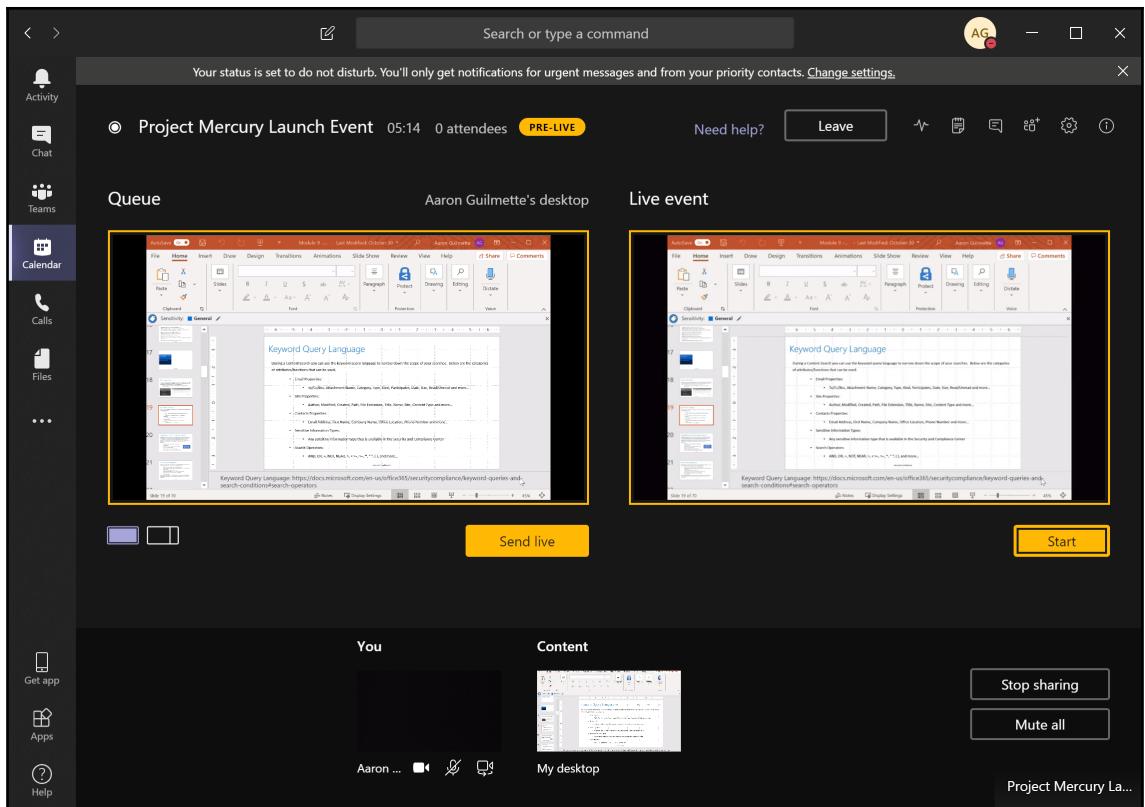


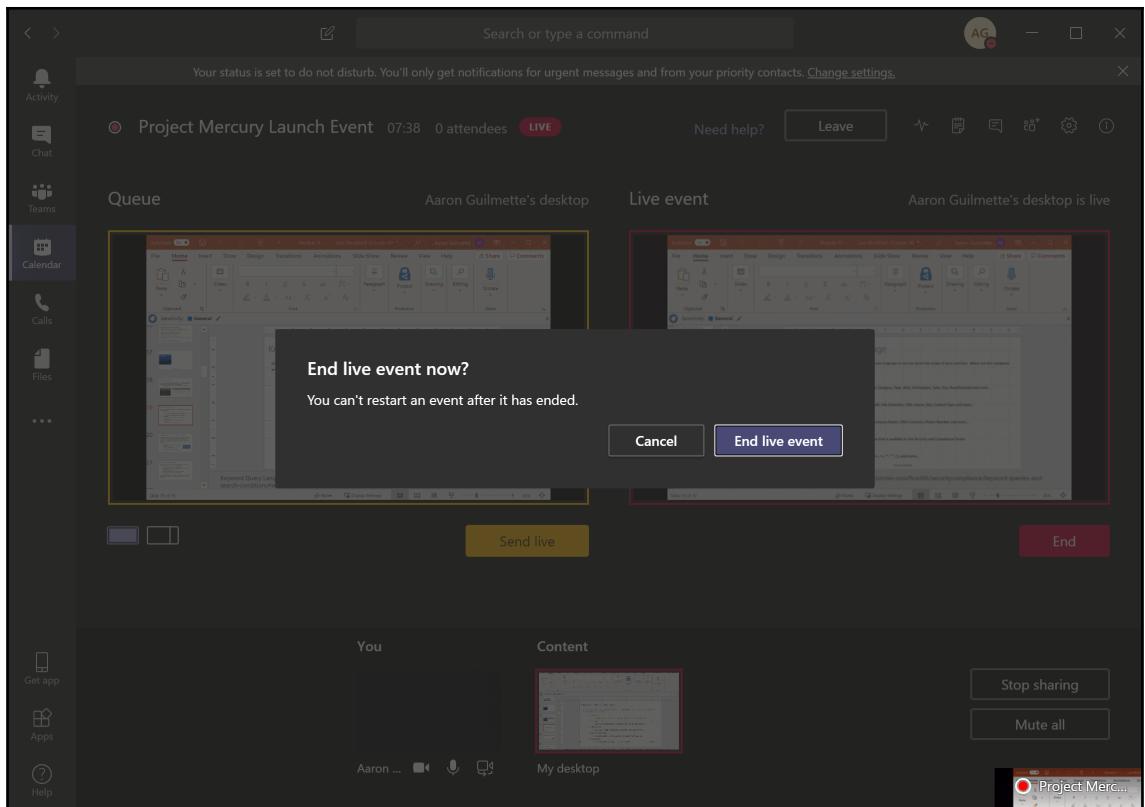




The screenshot shows the Microsoft Teams interface with the 'Calendar' tab selected. A modal window is open for a meeting titled 'Project Mercury Launch Event'.
The meeting details are:
- Date: Monday, November 18, 2019
- Time: 11:30 AM - 12:00 PM (30 minutes)
- Location: Microsoft Teams Meeting
- Organizer: Aaron Guilmette (Producer, Organizer)
- Event group: Michael Anderson (Presenter, Unknown)
Action buttons include 'Join' (blue), 'Chat' (white), 'Close' (white), and 'Edit' (blue).
The sidebar on the left lists various Teams features: Activity, Chat, Teams, Calendar, Calls, Files, Apps, and Help.







The screenshot shows a Microsoft Teams calendar interface. A specific meeting titled "Project Mercury Launch Event" is selected. The meeting details are as follows:

- Date and Time: Monday, November 18, 2019, 11:30 AM - 12:00 PM (30 minutes)
- Type: Microsoft Teams Meeting
- Organizer: Aaron Guilmette (Producer, Organizer)
- Event group: Michael Anderson (Presenter, Unknown)

Below the organizer information, there is a section titled "Live event resources" which includes "Recording", "Attendee engagement report", and "Recording for attendees". Under "Recording for attendees", there is a "Disable" button. A red box highlights the "Advanced options" section, which contains a "Backup recording" option. At the bottom of this section are "Refresh" and "Delete all" buttons.

At the bottom right of the main window are "Close" and "Edit" buttons. The sidebar on the left lists various Microsoft Teams services: Activity, Chat, Teams, Calendar, Calls, Files, and Help.

This screenshot shows the "Invite attendees" step of a meeting creation process in Microsoft Teams. The meeting details are identical to the previous screenshot:

- Date and Time: Monday, November 18, 2019, 11:30 AM - 12:00 PM (30 minutes)
- Type: Microsoft Teams Meeting
- Organizer: Aaron Guilmette (Producer, Organizer)
- Event group: Michael Anderson (Presenter, Unknown)

The "Invite attendees" section contains an icon of an envelope and the text "To invite attendees, copy the link and share it or send it in a calendar invite." Below this are two buttons: "Get attendee link" (which is highlighted with a red box) and "Learn more".

At the bottom of the main window are "Join" and "Chat" buttons. The sidebar on the left is identical to the first screenshot.

The screenshot shows the Microsoft Stream Admin settings interface. On the left, there's a sidebar with various options like Home, Discover, My content, Create, and Search. The main content area is titled "Restrict video uploads" and says "When enabled, only the below users will be allowed to upload videos." A toggle switch is set to "Off", and a note states "All users are currently allowed to upload." Below this is another section titled "Restrict companywide channel creation" with a similar note about enabling it for specific users. At the bottom, there's a "Default video permissions" section where you can select the default upload permissions (set to "Everyone in your company"). There are "Discard" and "Save" buttons at the bottom right.

InPrivate Admin settings | Micros +

Stream

Home Discover My content Create Search

Admin settings

Manage Stream

Administrators

Spotlight videos

Live events

Company policies

Usage details

Recycle bin

Groups

Support

Comments

People timeline

Content creation

eCDN solutions

Restrict video uploads

When enabled, only the below users will be allowed to upload videos.

Off

All users are currently allowed to upload.

Restrict companywide channel creation

When enabled, only the below users will be allowed to create companywide channels.

On

Add an unrestricted user

Search people and groups

Default video permissions

Select the default upload permissions when uploading a video or creating a live event in the Stream web portal.

Everyone in your company

Discard Save

InPrivate Admin settings | Microsoft Stream

https://web.microsoftstream.com/admin?view=Administrators

Stream

Home Discover My content Create Search

Admin settings

Manage Stream

Administrators

Spotlight videos

Live events

Company policies

Usage details

Recycle bin

Groups

Support

Comments

People timeline

Content creation

eCDN solutions

Data Privacy

Manage user data

Manage deleted users

Assign Stream admins

Users on this list and all global tenant admins are allowed to change privacy settings, reassign ownership of a video or channel, and more.

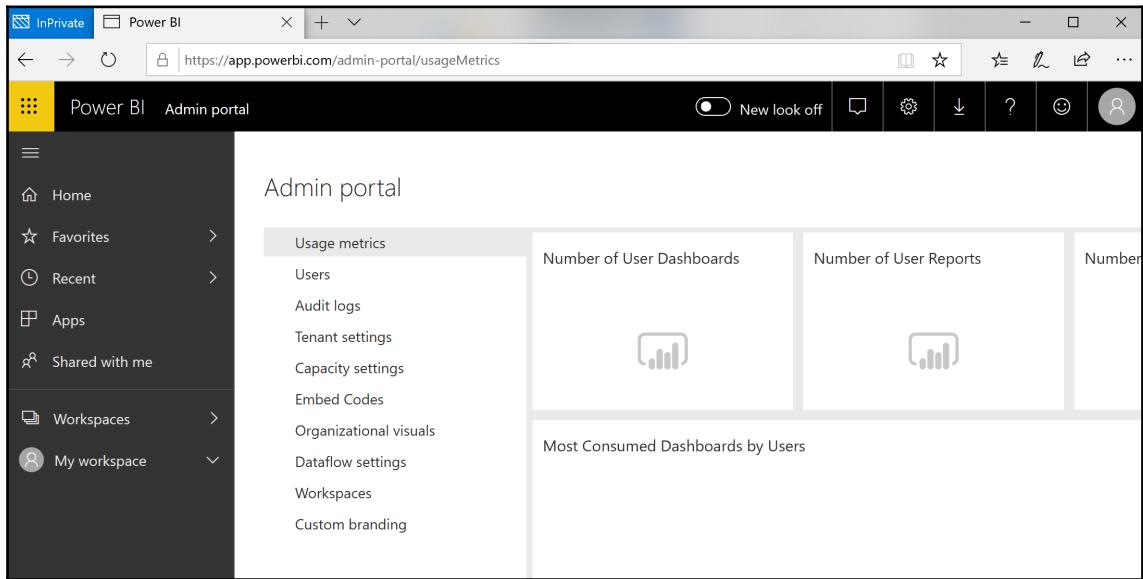
Add an admin

Search people and groups

Discard Save

This screenshot shows the Microsoft Stream Admin settings interface. The left sidebar lists various administrative options like Manage Stream, Company policies, and Data Privacy. The main content area is titled 'Assign Stream admins', explaining that users on this list and global tenant admins can change privacy settings and reassign ownership. It includes a search bar for 'Search people and groups' and two buttons at the bottom: 'Discard' and 'Save'.

Chapter 21: Integrating M365 Workloads with External Data



The screenshot shows the Power BI Admin portal interface. The left sidebar contains navigation links such as Home, Favorites, Recent, Apps, Shared with me, Workspaces, My workspace, and Get data. The main content area is titled "Admin portal" and shows the "Tenant settings" section selected in the navigation menu. The right side of the screen displays "Audit and usage settings" with the following options:

- Create audit logs for internal activity auditing and compliance
Enabled for the entire organization
- Usage metrics for content creators
Enabled for the entire organization
 - Users in the organization can see usage metrics for dashboards and reports they created.
 - A toggle switch labeled "Enabled" is shown.
 - Apply to:
 - The entire organization
 - Specific security groups
 - Except specific security groups
 - Buttons for "Apply" and "Cancel"
- Per-user data in usage metrics for content creators
Enabled for the entire organization

Below these settings is a section titled "Dashboard settings" which includes "Data classification for dashboards".

InPrivate Power BI X +

https://app.powerbi.com/admin-portal/capacitiesList/office

Power BI Admin portal

New look off

Home Favorites Recent Apps Shared with me Workspaces My workspace Get data

Admin portal

Usage metrics Users Audit logs Tenant settings Capacity settings Embed Codes Organizational visuals Dataflow settings Workspaces Custom branding

Power BI Premium Power BI Embedded

Need more control over performance and scale?

Purchase Premium capacity, an add-on to Power BI Pro, to scale your BI solutions and easily distribute content with everyone in your organization.

Purchase

The screenshot shows the Microsoft Edge browser displaying the Power BI Admin portal at https://app.powerbi.com/admin-portal/capacitiesList/office. The left sidebar contains navigation links such as Home, Favorites, Recent, Apps, Shared with me, Workspaces, and My workspace. The main content area is titled 'Admin portal' and shows a list of management options: Usage metrics, Users, Audit logs, Tenant settings, Capacity settings, Embed Codes, Organizational visuals, Dataflow settings, Workspaces, and Custom branding. The 'Capacity settings' link is highlighted with a grey background. Above this list, there are two tabs: 'Power BI Premium' (which is selected) and 'Power BI Embedded'. To the right of the list is a large graphic featuring three stylized human figures (two individuals and a group) connected by dashed lines, with yellow arrows pointing towards them. Below the graphic is the text 'Need more control over performance and scale? Purchase Premium capacity, an add-on to Power BI Pro, to scale your BI solutions and easily distribute content with everyone in your organization.' At the bottom right of this section is a prominent yellow 'Purchase' button.

The screenshot shows a Microsoft Edge browser window with the title bar "InPrivate Power BI". The address bar contains the URL "https://app.powerbi.com/admin-portal/dataflows". The main content area is titled "Admin portal" and displays the "Dataflow storage" section. On the left, there is a sidebar with navigation links: Home, Favorites, Recent, Apps, Shared with me, Workspaces, and My workspace. The "Dataflow settings" link under "Workspaces" is highlighted with a gray background. The main content area includes a heading "Dataflow storage", a sub-section "Your organization's dataflow data is stored in Power BI provided storage.", a section titled "Use your own Azure Data Lake Storage (preview)", and a "Learn more" section with three links: "How to use Azure Data Lake Storage with Power BI", "About Data Lake Storage", and "Azure Data Lake Storage Gen2 pricing". A yellow button at the bottom right of the content area says "Connect your Azure Data Lake Storage Gen2".

InPrivate Microsoft 365 admin ce https://admin.microsoft.com/AdminPortal/Home#/reportsUsage

The new admin center

Usage

Exchange Microsoft Teams Device usage User activity Office 365 OneDrive SharePoint Skype for Business Yammer

7 days 30 days 90 days 180 days

Office 365 Exchange OneDrive SharePoint Skype for Business

0 10/21/2019 11/4/2019

Email activity

43 10.4%↓

Sent Received Read

40 35 30 25

OneDrive files

6 14.3%↓

Storage used

4.3MB 3.8MB 3.3MB 2.9MB 2.4MB

SharePoint files

179 9.8%↑

Viewed or edited Files synced Shared internally Shared externally

25 20

Need help? Give feedback Looks

Demo

The screenshot shows the Microsoft 365 Admin Center interface. The left sidebar contains navigation links such as Home, Users (Active users selected), Devices, Groups, Roles, Resources, Billing, Support, Settings, Setup, Reports, Usage, and Security & compliance. The main content area is titled "Active users" and displays a list of users: Aaron Guilmette (selected), Alan Nicholls, Angel Aviles, Bill Arnold, Christine Gabriel, Cyrus Christian, Michael Anderson, Raphael Barini, Robert Workman, and Sara Mkhail. Above the user list is a "Change photo" button and a "Display name ↑" filter. Below the user list is a "Select location *" dropdown set to "United States". To the right of the user list is a section titled "Licenses (5)" listing available licenses: Enterprise Mobility + Security E5 (241 of 250 licenses available), Microsoft 365 E5 (20 of 25 licenses available), Microsoft Flow Free (10000 of 10000 licenses available), Office 365 E3 (These licenses do not need to be individually assigned), and Office 365 E5 (23 of 25 licenses available). A "Save changes" button is located at the bottom of this section.