



Navigating your way to different admin centres in Microsoft 365

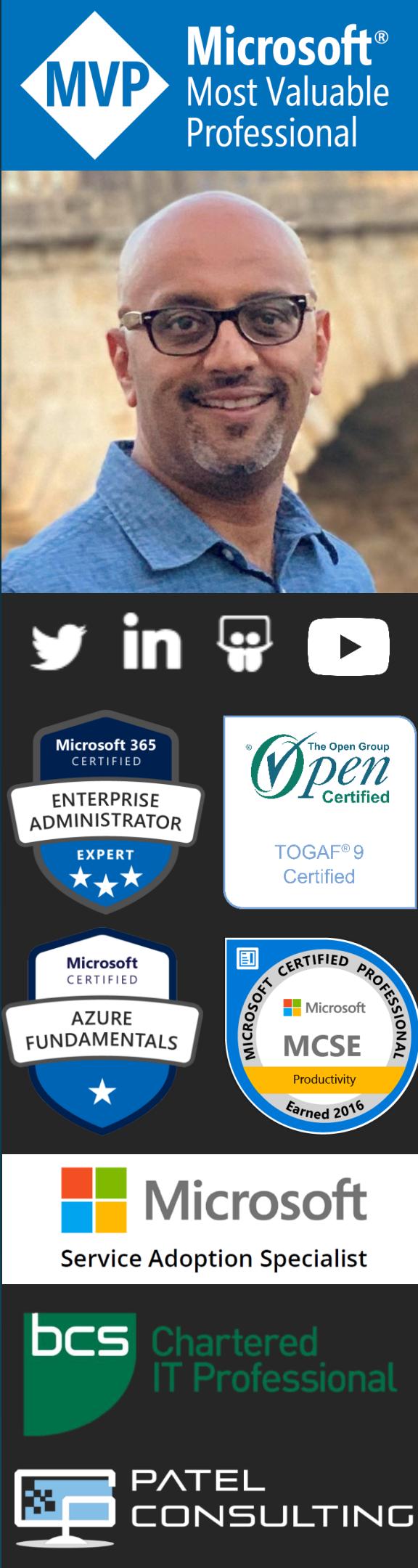
▶▶▶ By Chirag Patel, Microsoft MVP

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19 September 2020

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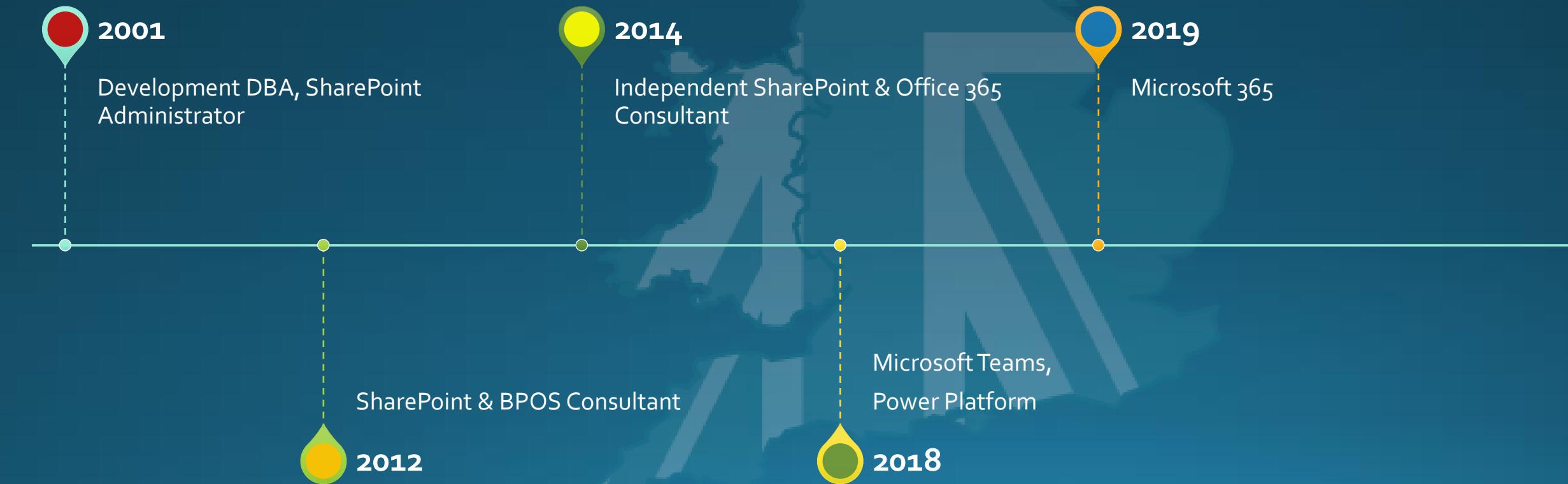


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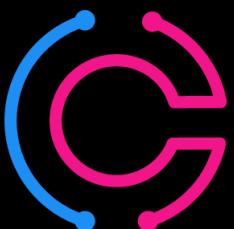
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SPEAKER

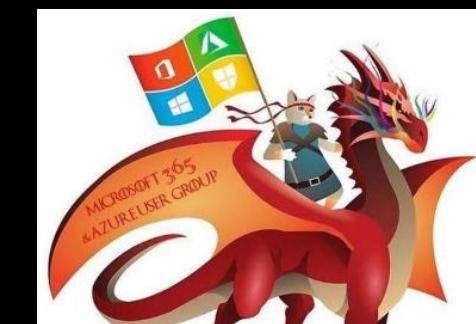


May 27 & 28, 2020
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- 🇬🇧 UK 2011-2014 [#spsuk](#)
- 🇪🇺 EMEA 2011 [#spsemea](#)
- 🇮🇳 India 2012 [#spsindia](#)
- 🇧🇪 Belgium 2016, 2017 [#spsbe](#)
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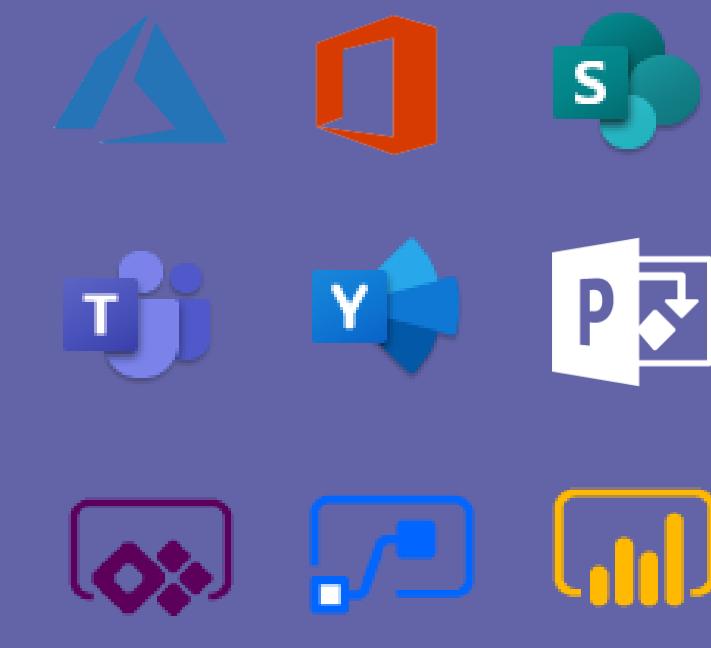
SPEAKER



Community Speaker
Chirag Patel

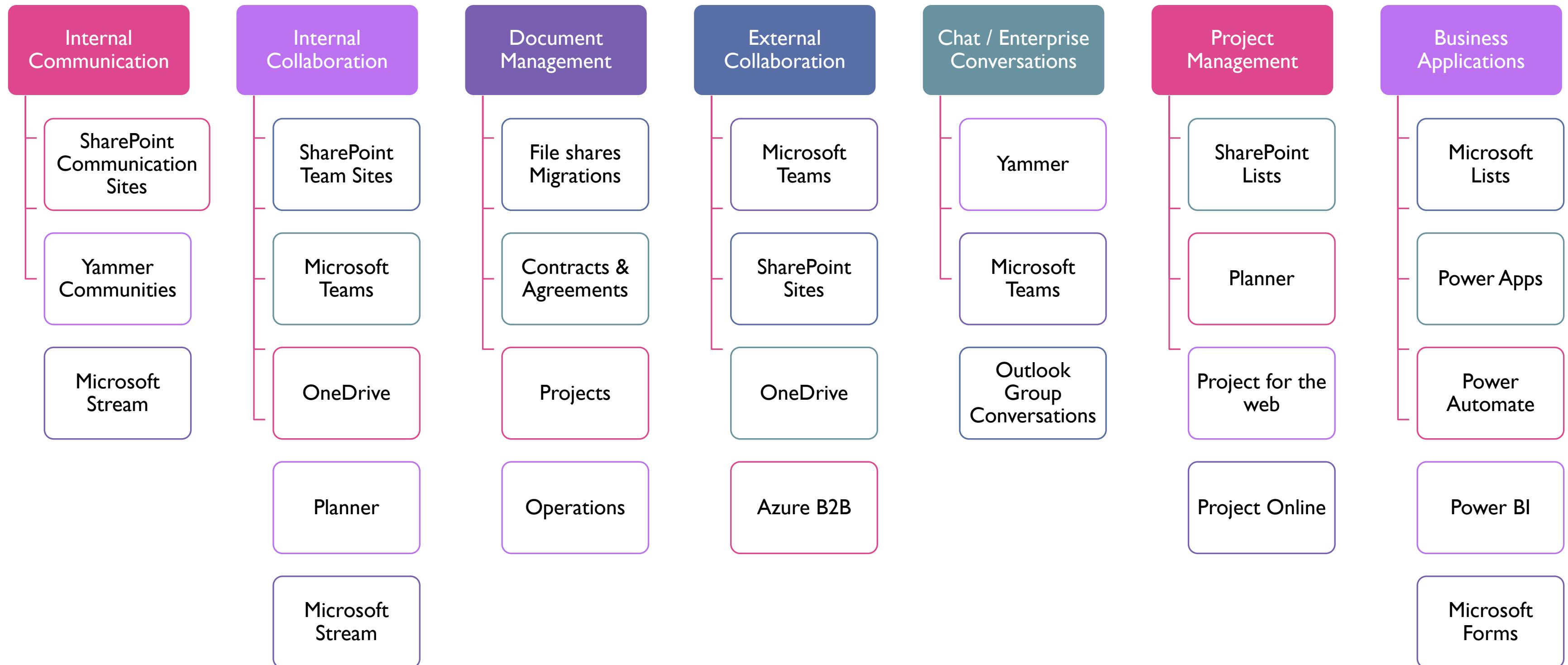


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Microsoft 365 Overview

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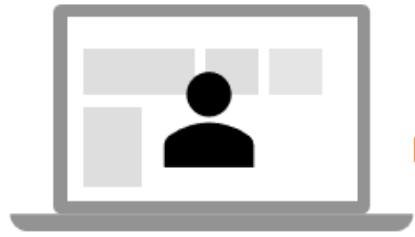


Microsoft 365 Admin Dashboard

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1. Minimalist dashboard

Admin X's
dashboard



Focused admin gives a
clean starting point

Smart defaults tailor
the experience to your
role

2. Actionable insights

Actionable cards give
you insights you need
to drive change

Recommendations
provide targeted actions
based on you and your
data

3. Customisation tools

Add cards that are
important to you and
your frequent tasks

Sections allow you to
organize your specific
dashboard

Chirag's
dashboard



Microsoft 365 Admin Centre Cards

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Microsoft 365

- ESSENTIAL
 - User management
 - Billing
 - Domains
 - Service Health
 - Azure Active Directory
 - Office 365 Software
 - Data loss prevention report
 - Office 365 Active Users Report
 - Message Centre
 - Training and Guides



Security

- PREVENT
 - Microsoft Security Score
 - Identity Protection
 - Device Compliance
 - Cloud App Security - OAuth apps
 - Devices with active malware
 - DLP policy matches
- DETECT
 - Cloud App Security - Anomaly detection
 - Device protection
 - Device threat analytics



Compliance

- ASSESS
 - Microsoft Compliance Score
 - Cloud app appliance
 - Users with most shared files
- PROTECT
 - Retention label usage
 - Third-party apps in use
 - DLP policy matches
 - Third-party DLP policy matches
 - Shared Files
 - Shadow IT apps



SharePoint

- Files by activity type
- Total and active sites
- Message centre
- Services health



Teams

- Microsoft Teams Upgrade
- User Search
- Organisation Information
- Help Articles
- Admin Training



Exchange

- Recipients
- Permissions
- Compliance Management
- Organisation
- Protection
- Advance Threats
- Mail Flow
- Mobile
- Public Folders
- Unified Messaging
- Hybrid

Microsoft 365 Products

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Table redesign: group similar subscriptions.

Product details: more details about your subscriptions by selecting the product

Do it all from here: don't have to go around several pages to manage one product.

The screenshot shows the Microsoft 365 Admin Center interface for 'Contoso Electronics'. The left sidebar includes links for Home, Users, Groups, Billing, Purchase services, Your products (which is selected), Licenses, Bills & payments, Billing accounts, Payment methods, Billing notifications, Setup, Customize navigation, and Show all. The main content area is titled 'Your products' and describes owned products from Microsoft or providers. It features a 'Products' tab, a search bar, and a filter section indicating '3 filters selected'. Below is a table titled 'Microsoft 365 products (6)' with columns for Product name, Assigned licenses, Purchased quantity, Subscription status, and Paid with. The table lists six items, all of which are demo trials and marked as active with expiration dates in June 2021. A help icon is visible in the bottom right corner.

Product name ↑	Assigned licenses	Purchased quantity	Subscription status	Paid with
Enterprise Mobility + Security E5 Demo Trial	20	20	Active: Expires on 06/09/2021	Not available
Microsoft 365 E5 Compliance Trial	20	20	Active: Expires on 06/09/2021	Not available
Microsoft Power Automate Free	3	10000	Active	Not available
Office 365 E3 Demo Trial	1	2	Active: Expires on 06/09/2021	Not available
Office 365 E5 Demo Trial	20	20	Active: Expires on 06/09/2021	Not available
Windows 10 Enterprise E3 Demo Trial	2	20	Active: Expires on 06/09/2021	Not available

Exporting Active Groups

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Export Groups: generate CSV file:

- GroupID
- Group name
- Group alias
- Group primary email
- Description
- Group email aliases
- Synced from on-premises
- Group type
- Dynamic membership
- Group privacy
- Group domain
- Has Teams
- Created on

The screenshot shows the Microsoft 365 admin center interface. The top navigation bar includes the Contoso Electronics logo, the title 'Microsoft 365 admin center', and icons for dark mode, settings, and help. The left sidebar has a 'Groups' section expanded, showing 'Active groups' (selected), 'Deleted groups', and 'Shared mailboxes'. Below the sidebar is a 'Billing' section and a 'Setup' section with 'Customize navigation' and 'Show all' options. The main content area is titled 'Active groups' and contains a message about group appearance. It features buttons for 'Add a group', 'Export groups', and 'Refresh', and a search bar. A table lists 46 items, showing columns for Group name, Type, Sync status, Teams status, Membership type, Group privacy, and Created on. The table includes rows for 'All Company', 'All Employees', 'Ask HR', 'Business 2', 'Business 3', 'CEO Connection', 'Chirag Project Site', and 'ChiragGraphTeam'. A 'Choose columns' button is at the top right of the table. A bottom navigation bar includes links for 'Home', 'Users', 'Groups', 'Billing', 'Setup', and 'Customize navigation', along with a 'Show all' link.

Group name	Type	Sync status	Teams status	Membership type	Group privacy	Created on
All Company	Microsoft 365	Cloud		Assigned	Public	August 6, 2020, 3:41 PM
All Employees	Distribution list	Cloud		Assigned		August 6, 2020, 4:36 PM
Ask HR	Microsoft 365	Cloud		Assigned	Public	August 6, 2020, 4:13 PM
Business 2	Microsoft 365	Cloud		Assigned	Private	September 14, 2020, 1:0
Business 3	Microsoft 365	Cloud		Assigned	Private	September 14, 2020, 1:0
CEO Connection	Microsoft 365	Cloud		Assigned	Public	August 6, 2020, 4:12 PM
Chirag Project Site	Microsoft 365	Cloud	Up	Assigned	Private	September 9, 2020, 10:0
ChiragGraphTeam	Microsoft 365	Cloud		Assigned	Private	September 12, 2020, 4:2

Microsoft 365 Setup

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The screenshot shows the Microsoft 365 Admin Center interface. The top navigation bar includes the organization name "Contoso Electronics", a search bar, and various admin settings like "Dark mode" and "What's new?". The left sidebar lists navigation items such as Home, Users, Groups, Billing, Setup, and Customize navigation. The main content area is divided into several cards:

- Training & guides**: Includes links to "Training for admins" (Microsoft 365 tutorials and videos), "Customized setup guidance" (Choose a setup path to fit your org), and "Training for users" (Learn to use Office 365 and the Office apps). A large button labeled "Install Office" is present.
- Office 365 software**: A card titled "Install the Office desktop apps" with a "Install Office" button.
- User management**: A card showing "User management" and a note: "Add, edit, and remove user accounts, and reset passwords."
- Billing**: Shows a total balance of "\$0.00" and "Total balance".

- Recommendations of tasks based on signals
- Green icon indicates task completed
- Task details gives at a glance info and quick activation to complete task

Deployment Advisors

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Microsoft 365 admin center

Contoso

Setup guidance

[Self-guided wizards](#) [Training resources](#) [Live assistance](#)

The following setup guides give you access to the same Office 365 deployment guidance recommended by FastTrack onboarding specialists, without the need for a phone call. Each wizard steps you through your choices for the features and options you want to deploy. You'll also get instructions, scripts, and in some cases, you can use the wizard to configure a setting or activate a feature.

Not started | In progress
14 | 3

Suggested actions

Remote work setup guide (COVID-19)
RECOMMENDED

Create a secure remote work environment by following this guide for security, VPN optimization, remote access, and Teams and Office apps deployment.

[Start](#)

Self guided wizards to roll out workloads

Microsoft 365 admin center

Security

Guide name	Description	Progress status
Azure AD setup guide	Configure initial identity setup tasks like RBAC, Azure AD Connect, and Azure AD Connect Health. Then learn how to configure core identity security and get guidance for setting up identity security automation tasks.	<input type="radio"/> Not started
Microsoft Defender Advanced Threat Protection advisor	Use this advisor to confirm you meet the Microsoft Defender ATP requirements. Then, learn about the management tool options for deploying packages and configuring ATP features.	<input type="radio"/> Not started
Exchange Online Protection setup guide	Set up Exchange Online Protection to help protect your organization against spam and malware with a cloud-based email filtering service.	<input type="radio"/> Not started
Office 365 Advanced Threat Protection advisor	Use this advisor to confirm you have the right subscription and correct permissions, then select the Office 365 ATP features to receive configuration guidance and safeguard your org.	<input type="radio"/> Not started
AD FS deployment advisor	This advisor provides guidance on deploying an on-premises Active Directory Federation Services (AD FS) infrastructure and the implementation of Single sign-on (SSO) authentication.	<input type="radio"/> Not started

Collaboration

Guide name	Description	Progress status
Microsoft 365 Apps deployment advisor	Download tools that'll prepare you to deploy apps like Word, Excel, and Outlook, then learn about our recommended deployment methods.	<input type="radio"/> Not started
Office mobile apps setup assistant	This setup assistant provides instructions for the download and installation of Office apps on your Windows, iOS and Android devices.	<input type="radio"/> Not started
Microsoft Teams setup guide	This advisor addresses all the phases of a Microsoft Teams rollout, including network planning, environment assessment, managing org-wide Teams settings, configuring Cloud voice, and deploying the Teams client.	<input type="radio"/> In progress
SharePoint deployment advisor	Use this advisor to create sites, configure external sharing, migrate data, and optionally configure the most popular advanced settings.	<input type="radio"/> In progress
OneDrive setup guide	Install the OneDrive sync app, configure external sharing, migrate user data, and optionally configure advanced settings.	<input type="radio"/> Not started

Advanced wizards

Microsoft 365 Security & Compliance

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- Two separate admin centres
- What's your score?
- One-stop Information Governance
- Its not a tool for just IT!

The screenshot shows the Microsoft 365 Admin Center for the organization 'Contoso Electronics'. The left sidebar contains navigation links for Support, Settings, Setup, Reports, Health, Admin centers (Security, Compliance, Endpoint Management, Azure Active Directory, Exchange, SharePoint, Teams), All admin centers, and Customize navigation. The main area has a search bar and navigation buttons for Add card, Dark mode, and What's new? The 'The new admin center' toggle is turned on. The interface is divided into several sections: 'Essentials' (Training & guides, Office 365 software, Install Office button), 'User management' (User management section with Add user, Edit a user, Reset password buttons), and 'Billing' (\$0.00 total balance, Balance, Subscription, Payment method buttons). A large callout box highlights the 'Install Office' button in the 'Office 365 software' section.

Microsoft Teams Policies

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The image displays five screenshots of the Microsoft Teams Admin Center interface, illustrating various policy configurations:

- Teams policies:** Shows a summary of 1 default policy and 20 default policies. It includes sections for Discover private teams (On) and Create private channels (On).
- App permission policies \ Global:** Shows the "Global" section with "Allow all apps" selected. It also includes sections for Microsoft apps, Third-party apps, and Custom apps, each with "Allow all apps" selected.
- General:** Shows general settings for meeting policies, including "Allow Meet now in channels" (On), "Allow the Outlook add-in" (On), "Allow channel meeting scheduling" (On), and "Allow scheduling private meetings" (On).
- Audio & video:** Shows audio and video settings, including "Allow transcription" (Off), "Allow cloud recording" (On), "Mode for IP Audio" (Outgoing & Incoming Audio enabled), "Mode for IP Video" (Outgoing & Incoming Audio enabled), and "Mgmt.TeamsMeetingPolicy.Form.Fields.AllowIPVideo" (On).
- Content sharing:** Shows content sharing settings, including "Screen sharing mode" (Entire screen) and "Allow a participant to give or request control" (On).
- App setup policies \ Global:** Shows the "Global" section with "Upload custom apps" (Off) and "Allow user pinning" (On). It also includes a "Pinned apps" section listing various Microsoft apps (Activity, Chat, Teams, Calendar, Calling, Files) with their respective IDs and distributors.

Guest Access and External Sharing

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Sharing

- Let users add new guests to the organization

[Learn more about guests in your organization](#)

To change your external sharing settings for SharePoint, you need to go to [SharePoint settings](#)

Office 365 Groups

- Let group members outside your organization access group content

If you don't select this, guests will still be listed as members of the group, but they won't receive group emails or be able to access any group content. They'll only be able to access files that were directly shared with them. [Learn more about guest access to Office 365 groups](#).

- Let group owners add people outside your organization to groups

Guest access

Guest access in Teams lets people outside your organization access teams and channels. When you turn on Guest Access, you can turn on or off features guest users can or can't use. Make sure to follow the steps in this [checklist](#) to set up the prerequisites and so Team owners can add guest users to their teams. [Learn more](#)

Allow guest access in Teams

Off

Save

Discard

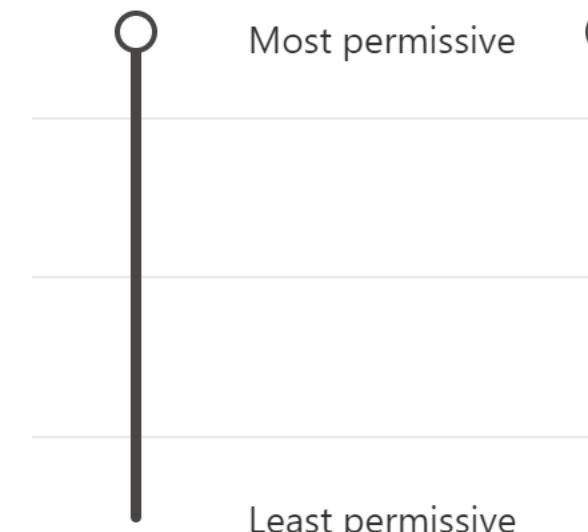
SharePoint admin center

External sharing

Content can be shared with:

 SharePoint

 OneDrive



Anyone

Users can share files and folders using links that don't require sign-in.

New and existing guests

Guests must sign in or provide a verification code.

Existing guests

Only guests already in your organization's directory.

Only people in your organization

No external sharing allowed.

You can further restrict sharing for each individual site and OneDrive. [Learn how](#)

[More external sharing settings](#) ^

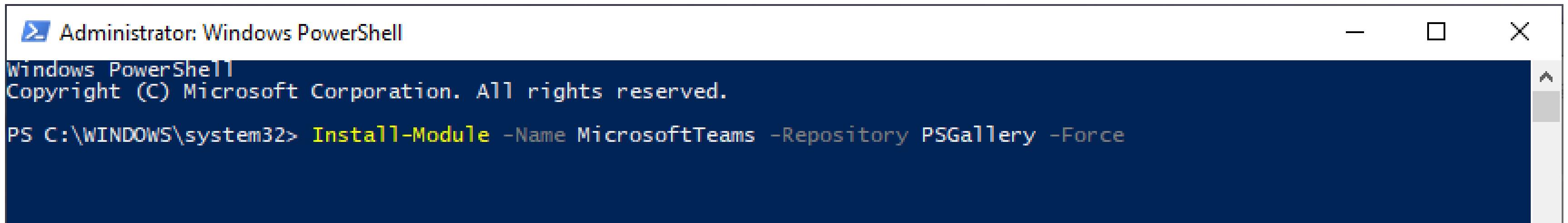
Limit external sharing by domain

Guests must sign in using the same account to which sharing invitations are sent

Allow guests to share items they don't own

PowerShell to help administration

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A screenshot of an Administrator Windows PowerShell window. The title bar says "Administrator: Windows PowerShell". The window content shows the following text:
Windows PowerShell
Copyright (C) Microsoft Corporation. All rights reserved.
PS C:\WINDOWS\system32> **Install-Module -Name MicrosoftTeams -Repository PSGallery -Force**

- [Microsoft Teams \(1.1.6\)](#)
New: As Administrator, you can update the settings of any team.
- [Azure Active Directory V2 GA \(2.0.2.116\)](#)
- [Azure AD Preview \(2.0.2.117\)](#)
- [Microsoft Teams PowerShell](#)
- [Office 365 Groups PowerShell](#)
- [Office 365 Security & Compliance Center PowerShell](#)
- [New Exchange Online PowerShell V2 Modules](#)
- [Graph PowerShell SDK \(Beta\)](#)

Office What's New Management

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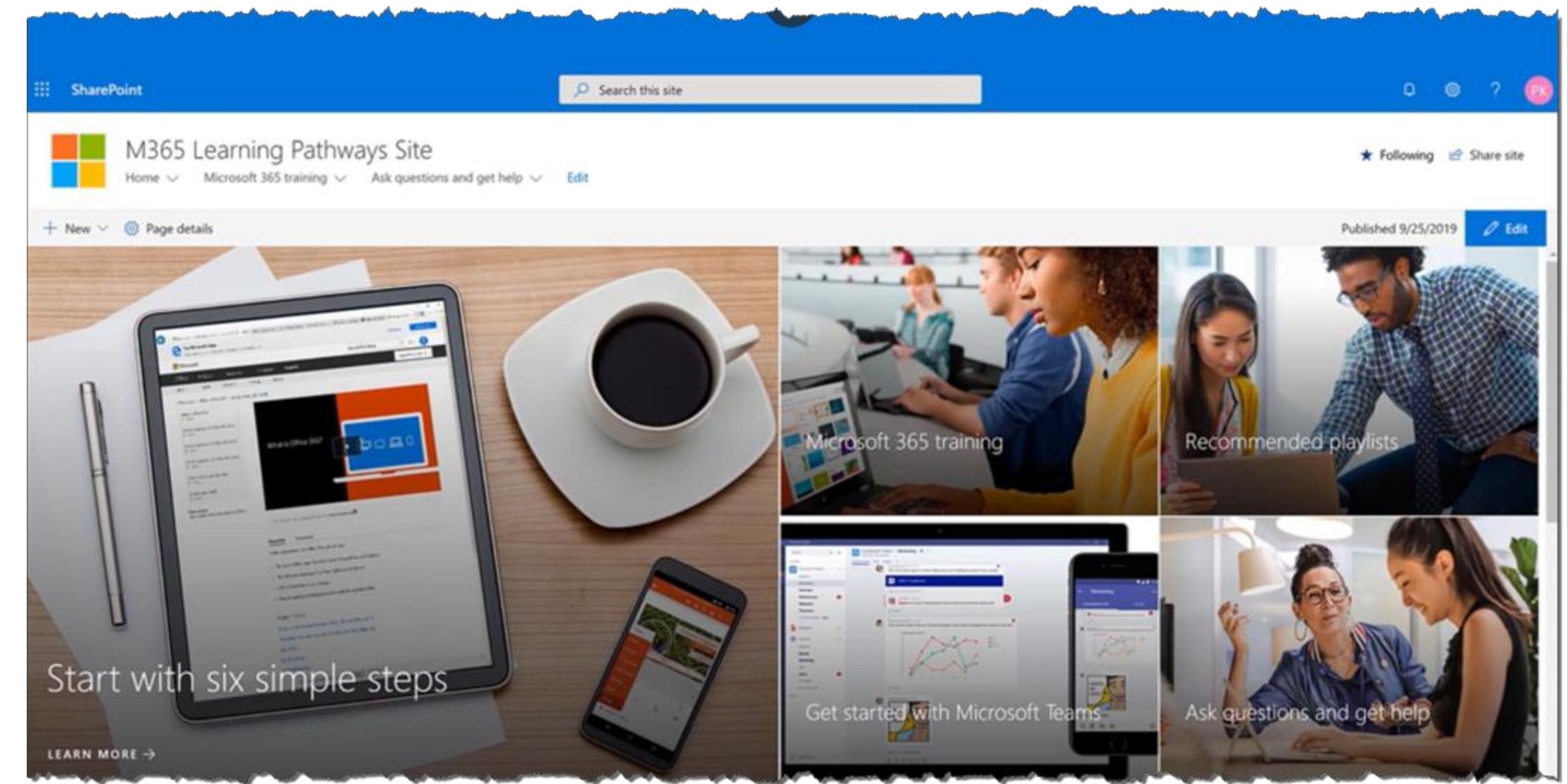
The screenshot shows the Microsoft 365 Admin Center interface. The left sidebar contains navigation links for Contoso Electronics, including Home, Users, Groups, Roles, Resources, Billing, Support, Settings, Domains, Microsoft Search, Org settings, Add-ins, Partner relationships, Setup, Reports, Health, Admin centers, Security, and Compliance. The main content area is titled "Office What's New management". It displays a list of features released in 2005 and 2004. Each feature card includes a title, a small icon representing the app it applies to, the release channel (Monthly or Quarterly), and its visibility status (Hidden or Shown by default). A search bar and filter options are visible at the top right.

Feature ↑	Applies To	Channel	Status
Add tables with fewer clicks	A	Monthly	Hidden
Calendar gets a makeover	O	Monthly	Shown by default
Drag email to a group you own	O	Monthly	Shown by default
Join meetings without leaving your inbox	O	Monthly	Shown by default
Link to a slide	P	Monthly	Shown by default
New images bring your words to life	X O P W	Monthly	Shown by default
Pick your perfect color	X O P W	Monthly	Hidden

Microsoft 365 Training and Adoption

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- Help and support SharePoint website linking to Microsoft training and support pages and videos
- Built on Microsoft 365 Learning Pathways (SharePoint) solution
 - On-demand, custom training from Microsoft
 - Customisable Learning Experience
 - Build a custom playlist
- Keeping up to date with Teams new features
- Marketing knowledge events sessions and calendar invites

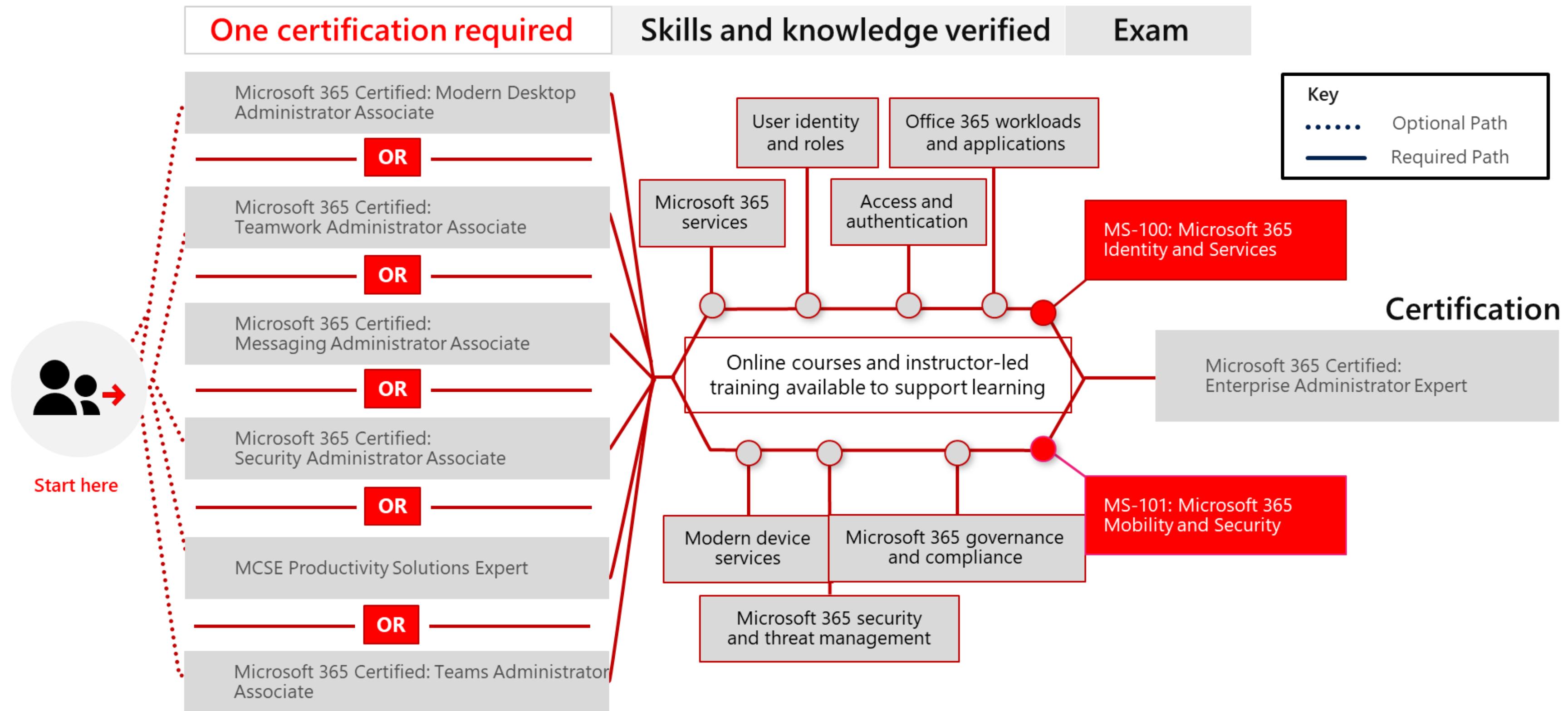


<https://adoption.microsoft.com>

<https://docs.microsoft.com/en-us/office365/customlearning>

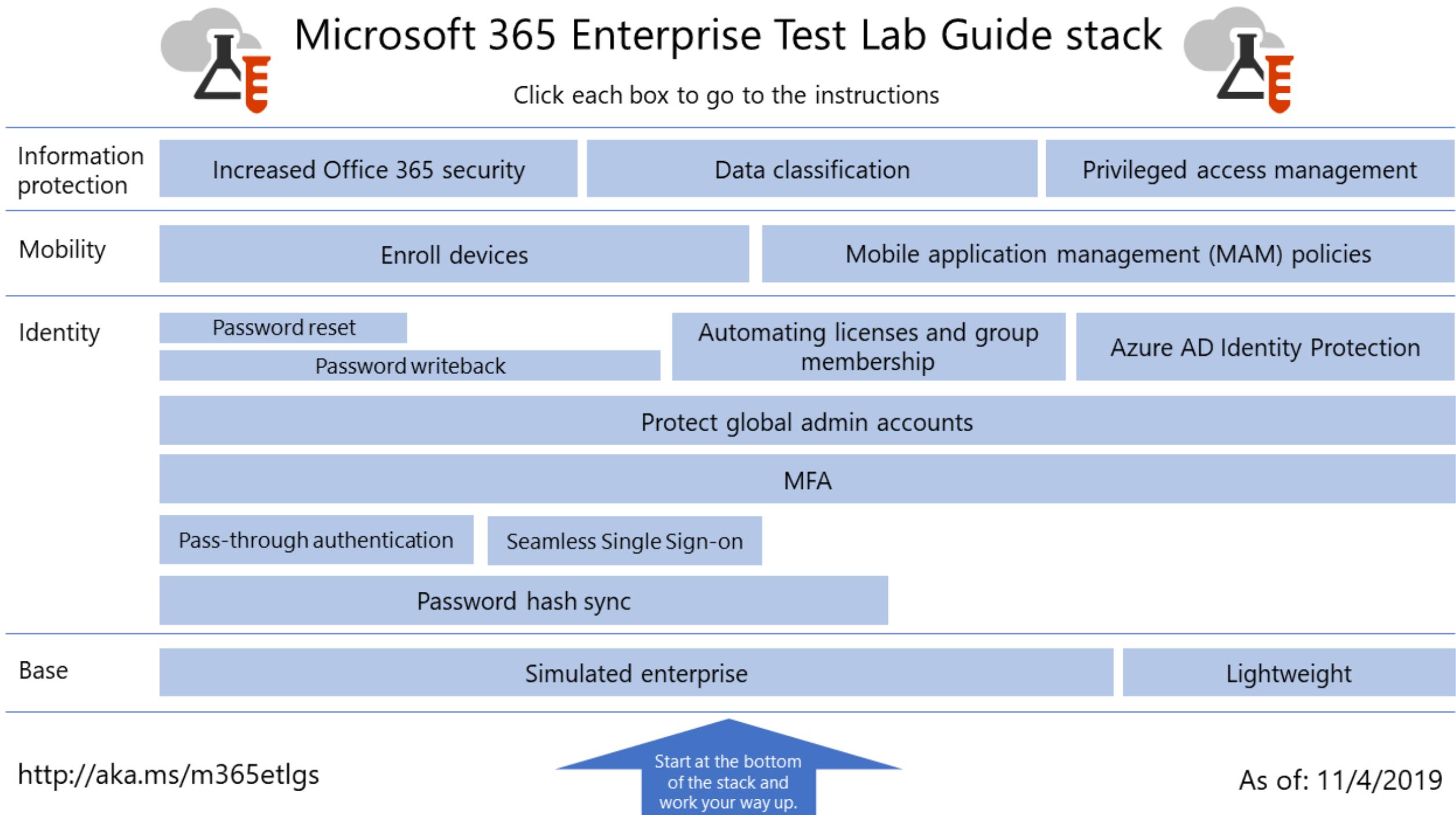
Microsoft 365 Enterprise Administrator

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Microsoft 365 Test Lab Guides

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- [About the new Microsoft 365 admin center](#)
- [Microsoft 365 Admin help center](#)
- [Things to consider...Microsoft 365 Admin roles](#)
- [What's new in Microsoft 365 admin center](#)
- [Microsoft 365 help center for admins and IT pros](#)

Microsoft 365 Message Centre

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The screenshot shows the Microsoft 365 Message Centre interface. On the left, a sidebar menu includes Home, Users, Groups, Active groups, Deleted groups, Shared mailboxes, Roles, Resources, Billing, Support, Settings, Setup, Reports, Health, Service health, Message center (which is selected), Admin centers, and Security.

The main area displays four stages of the "Planner syncing" process:

- Stage 1:** Plan → Messages → Import → Finish. The "Plan" step is completed (blue circle with checkmark). The other three steps are in progress (grey circles).
- Stage 2:** Plan → Messages → Import → Finish. The "Plan" step is completed (blue circle with checkmark). The "Messages" step is completed (blue circle with checkmark). The "Import" step is in progress (grey circle).
- Stage 3:** Plan → Messages → Import → Finish. All four steps are completed (green circles with checkmarks).
- Stage 4:** Plan → Messages → Import → Finish. All four steps are completed (green circles with checkmarks).

To the right, a summary message states: **Planner syncing is all set up**. It includes instructions to look for the last synced date and time at the top of the message center and to click the Sync button. A section titled "Set up automatic syncing (optional)" explains how to create a flow in Microsoft Power Automate to automate syncing. It shows a "Sync start" field set to 9/19/2020 at 9:00 AM, a "Repeats every" dropdown set to "1 day", and a "Next" button with a dropdown menu showing "View" and "Automate".

Microsoft 365 Message Centre Sync

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The screenshot shows the Microsoft 365 admin center interface. At the top, it says "Contoso Electronics" and "Microsoft 365 admin center". Below that is a navigation bar with "Home" and "Users" options. The main content area is titled "Message center". A sidebar on the left is titled "Planner syncing" and has a tree view: "Plan" (checked), "Messages" (selected), "Import", and "Finish".

Planner syncing

Sync with Microsoft Planner to create tasks from each of the posts you see in Message center. In Planner, you'll be able to assign those tasks to people, set

Choose which messages to sync

Messages that you sync become tasks in Planner. Data privacy messages won't sync to Planner.

All updates

You can still exclude updates from specific categories, products, and services.

Only major updates

Major updates are marked with a red exclamation mark (!). You can still exclude updates from specific categories, products, and services.

[Learn how major updates are defined](#)

Include messages in these categories *

Prevent or fix issues

Messages about known issues that may require action to avoid disruptions.

Plan for change

Messages about changes that will happen at least 30 days in the future and require action to avoid disruptions.

Stay informed

Messages about new or updated features that don't require any action to take advantage of them.

Include messages about these products or services *

Microsoft Bookings

Dynamics 365

Exchange Online

Review and finish

When you select **Finish**, Planner will import current messages (if you chose to sync messages for the first time). Then you'll be able to sync manually from here or set up automatic syncing.

Plan

Plan: M365 Message Centre

Bucket: To do

[Edit](#)

Messages

All updates

Categories: Prevent or fix issues, Plan for change, Stay informed

Services: Microsoft Bookings, Dynamics 365, Exchange Online, +21 more

[Edit](#)

Import

Import from the past 28 days

[Edit](#)

To continue, you need access to a plan in Microsoft Planner. It looks like you don't have access yet, or you don't have access. [Create a new plan in Planner](#)

Set up your plan

Select your plan *

If you already use Planner, select an existing plan to sync messages to. Make sure the people who will manage synced tasks are in the group associated with your plan.

[Or create a new plan in Planner](#)

Search for a plan

Select a bucket *

Tasks get sorted into buckets to help you organize your plan into work phases, departments, or other categories. [Learn more about Planner buckets](#).

Use an existing bucket

Select a bucket

Create a new bucket for your synced messages

Example: Not yet assigned

Planner syncing is all set up

Look for your last synced date and time at the top of message center, along with the [Sync now](#) button.

Set up automatic syncing (optional)

Create a flow in Microsoft Power Automate, which will automate syncing to Planner. People with access to your synced plan will also have access to the flow you create for this in Power Automate.

Sync start *

9/19/2020 9:00 AM

Repeats every *

1 day 5 days 6 days 1 week 2 weeks 3 weeks 4 weeks

[Done](#)

Thanks! techchirag.com



Questions?

Microsoft 365 and Power
Platform India User Group

HUBFLY

 **Valo**

 **The TechPlatform**
Where Tech Meets.