Managing SharePoint User Profiles

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Overview

Introduction to Microsoft 365 User Profiles

SharePoint User Profile setup and administration

Customizing the SharePoint User Profile

Reporting

Introduction to Microsoft 365 User Profiles

What Is the User Profile?

The user profile is all the different properties around that user

Mandatory properties
- Username
- Name

Optional properties
- Department
- Manager
- Office
- Phone Number

Where Is Information Stored?

Azure Active Directory

Exchange Online

SharePoint Online

User Profile Architecture – Cloud Only

Username
Password
Department
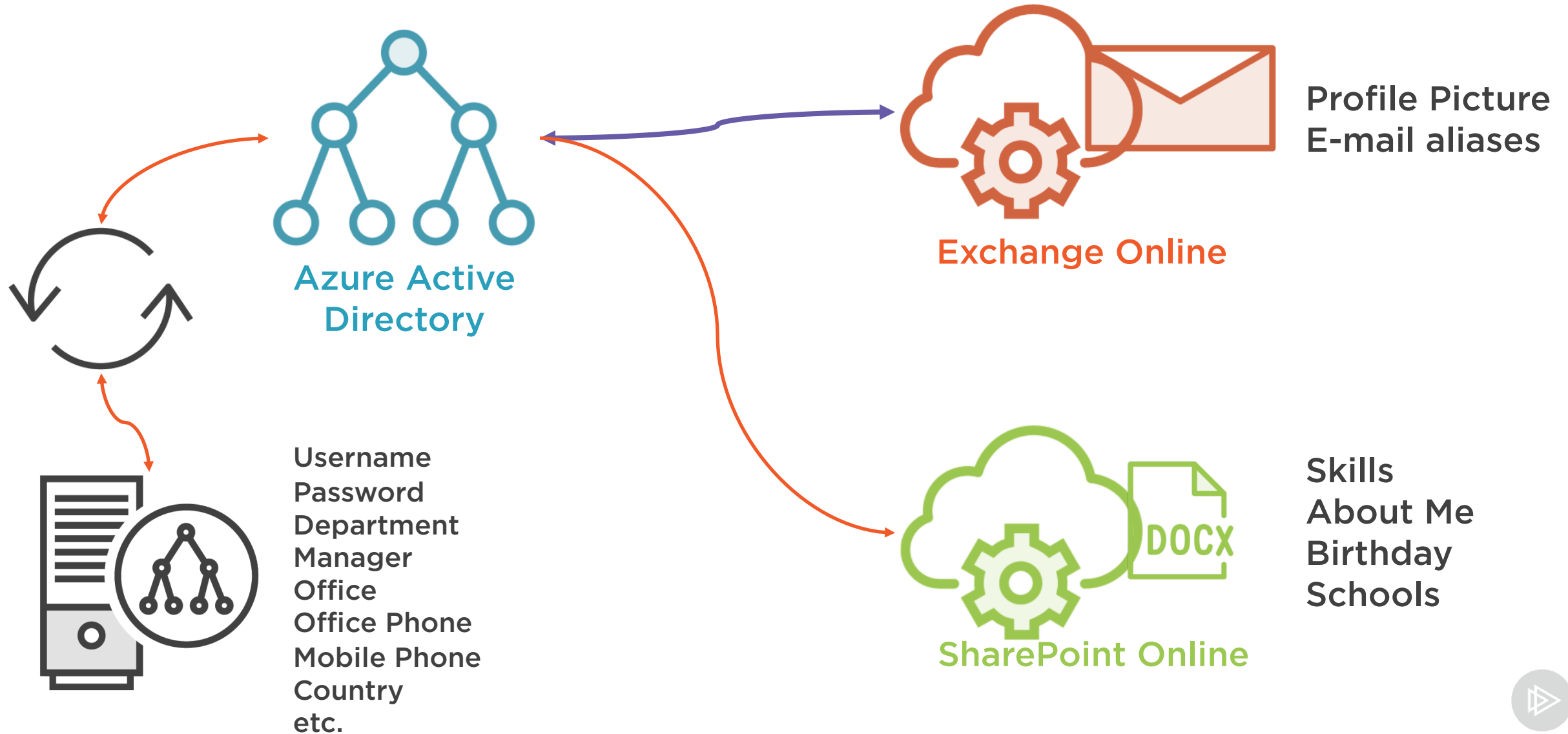Manager
Office
Office Phone
Mobile Phone
Country
etc.

Azure Active Directory

Exchange Online

Profile Picture
E-mail aliases

SharePoint Online

Skills
About Me
Birthday
Schools

User Profile Architecture – On-Prem + Cloud

Azure Active Directory

Exchange Online

Profile Picture
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Username
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etc.

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The Importance Of The User Profile

A lot of Microsoft 365 experiences depend on the user profile

– Manager approval in workflows

– My team calendar

– Company Directory

Intelligent experiences

– Ex: This document is relevant because a lot of people in your department read it

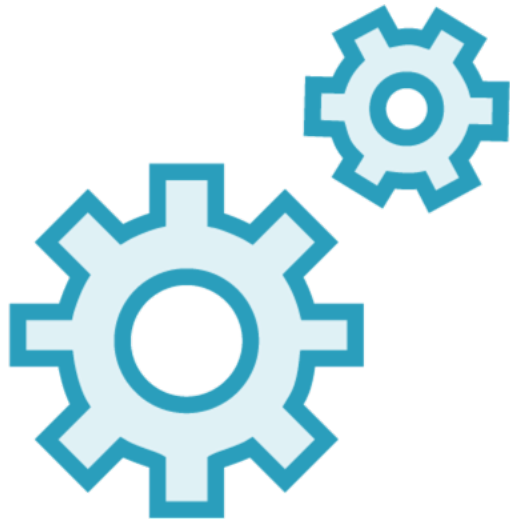# SharePoint User Profile Setup and Administration

Getting to the User Profile Management Tool

In the SharePoint Online Admin Center
- Classic features
  - User profiles

What Can We Configure?

Manage User Properties

Manage User Profiles

Manage Audiences

Manage User Permissions

Manage User Properties
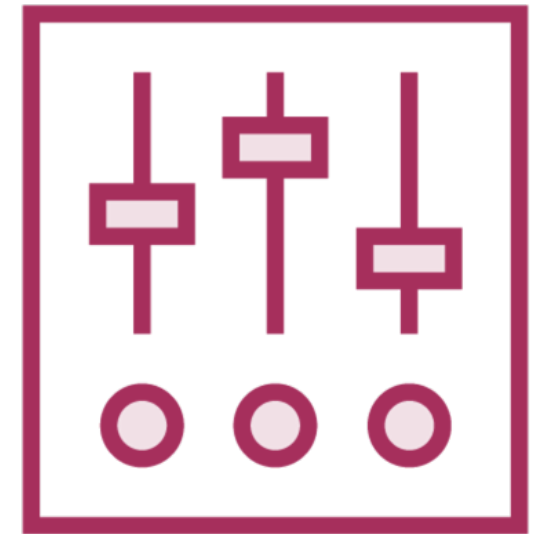
Most properties are created by default

Add or edit user profile properties

You can modify visibility
- Everyone
- Only Me

Permissions
- Can users edit the property

View all user SharePoint user profiles

View/Change properties

Add additional owners to OneDrive for Business

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

Show To

🗄 Account name:	i:0#.f|membership|vlad@globomantics.org	Everyone
🗄 First name:	Vlad	Everyone
🗄 Last name:	Catrinescu	Everyone
🗄 Name: *	Vlad Catrinescu	Everyone
🗄 Work phone: *	1 (877) 568-2495	Everyone
🗄 Department: *	IT	Everyone
🗄 Title: *	President	Everyone
Department:	IT	Everyone ▾
🗄 Manager:	Vanessa Le,	Everyone
About me:	Pluralsight Author	Everyone

Audiences

Dynamically populated group of users based on a set of rules

- Department equals HR
- Member of the XYZ security group
- Users whose manager is Vlad

Audience targeting in SharePoint site

- Only show this webpart to members of this audience

Audiences

Audiences is more of a legacy SharePoint feature

Can only be used in classic

"Modern" audiences use security groups directly

Manage User Permissions

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 ☑

Manage user permissions for Personal Sites

Disable users from having a OneDrive for Business site created

Deleted users

After a user is deleted from Microsoft 365 it will also be deleted from the SharePoint User Profile

SharePoint might still have it cached in the user information list

Demo

Managing the SharePoint User Profile

Customizing the SharePoint User Profile

User Profile Properties

You can customize / create new user profile properties

Can be used for search
- In your organizational people directory

Can also be used for custom solutions

Reporting

Reporting User Profile Completeness

Important to make sure user profiles are up to date

PowerShell is the only reporting option
- There are also 3rd party tools that do it
- SharePoint Online module
- Exchange Online module
- Azure AD module
- SharePoint PnP module

Extra PowerShell and Reporting Resources

Reporting to CSV

– Working with CSV Data in PowerShell

– https://www.pluralsight.com/courses/csv-data-powershell

Reporting to HTML

– Reporting with PowerShell HTML and Enhanced HTML

– https://www.pluralsight.com/courses/reporting-powershell-enhanced-html

Finding Users Without a Manager

```powershell
$Users = Get-AzureADUser | Where {$_.UserType -eq 'Member' -and $_.AssignedLicenses
-ne $null}

$NoManagerUsers = @()

foreach ($user in $Users)
{
    $Manager = Get-AzureADUserManager -ObjectId $user.UserPrincipalName
    if ($Manager -eq $null)
    {
        $NoManagerUsers += $user
    }
}

$NoManagerUsers | Select DisplayName, UserPrincipalName | Export-Csv -Path
"C:\O365Reports\UsersWithNoManager.csv" -NoTypeInformationa
```

Demo

User profile completeness reporting

Conclusion

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