

# Managing Sharing and Compliance in OneDrive for Business

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# Overview



Overview of external sharing in OneDrive for Business

Configuring external sharing settings at the tenant level

Configuring external sharing at the individual OneDrive level

Configuring compliance for OneDrive for Business



# Overview of External Sharing in OneDrive for Business

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# External Sharing Overview



**OneDrive for Business allows you to share artifacts with users outside your organization**

- Folder
- Specific document

**Sharing is done differently depending on what you want to share**



# Sharing in OneDrive vs. SharePoint Online



OneDrive for Business

Folder

Specific document

SharePoint Online

Complete site

List or library

Folder

Specific document



Configuring and Managing  
SharePoint Online

<https://www.pluralsight.com/courses/configuring-managing-sharepoint-online>



# Types of External Users

## Authenticated external users

**Users that need to prove ownership of an e-mail address in order to access a resource**

**Can be added to :**

- **Sites (SPO only)**
- **Libraries**
- **Lists (SPO only)**
- **Documents**
- **Items (SPO only)**
- **Folders**

## Anonymous users

**Users that do not need to authenticate to access a resource.**

**Sharing is done via a link**

**Can be given access to:**

- **Documents**
- **Folders (in document libraries only)**



# Types of Links

Multiple types of sharing depending on requirements

- Anyone
- People in my organization
- Specific people



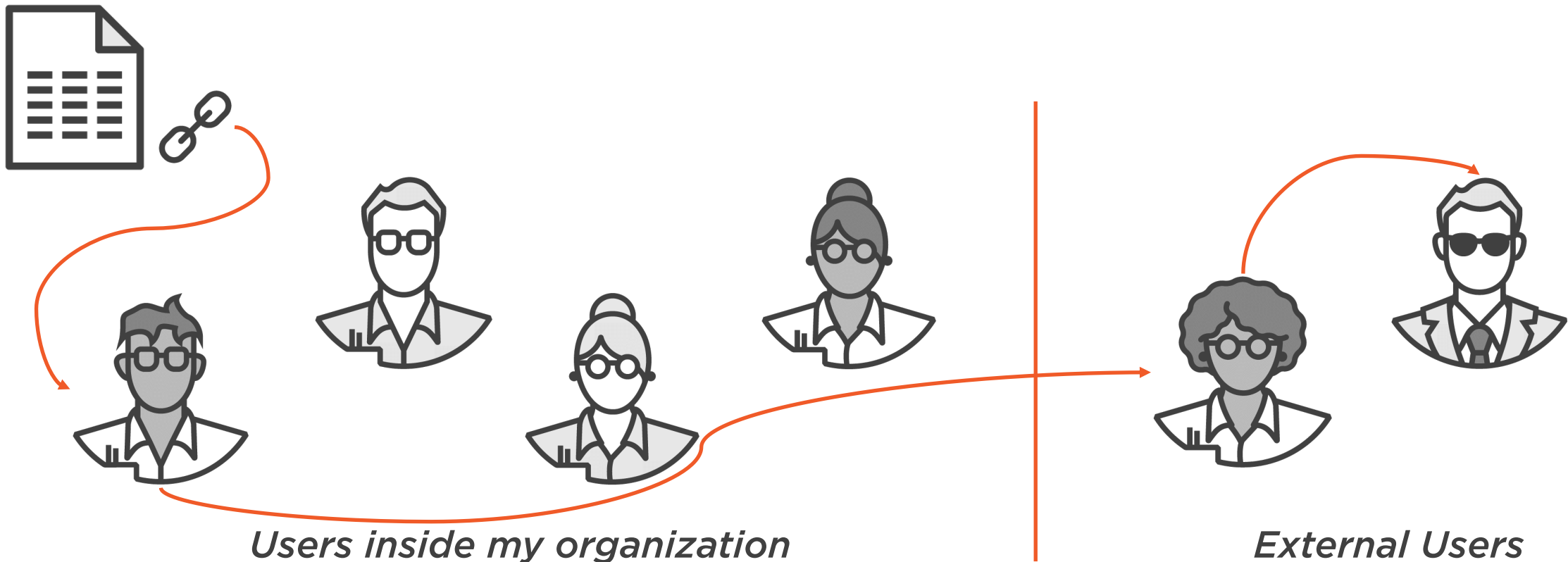
# Anyone Link

A *transferrable*, *revocable* secret key

Can be forwarded to others

Access can be revoked any time

Users need the link to gain access





# People In My Organization

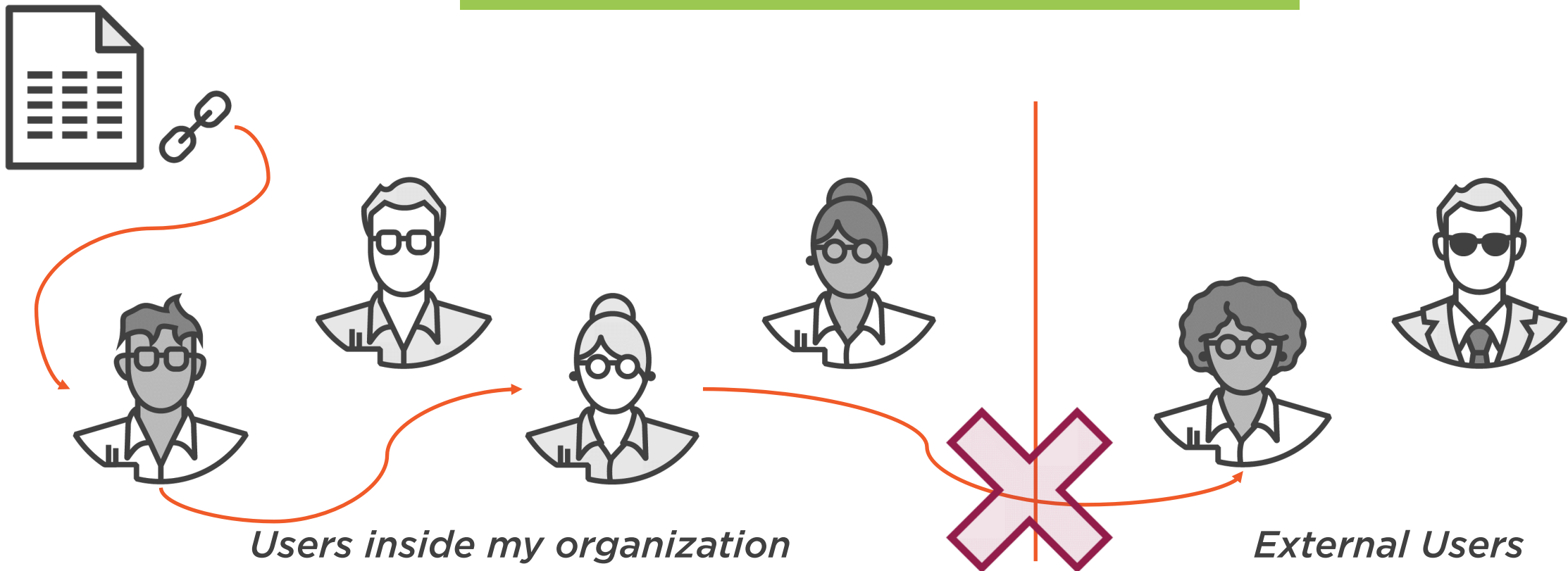
A *transferrable*, *revocable* secret key

Can be forwarded to others

Access can be revoked any time

Users need the link to gain access

Only grants access to internal users



# Specific People

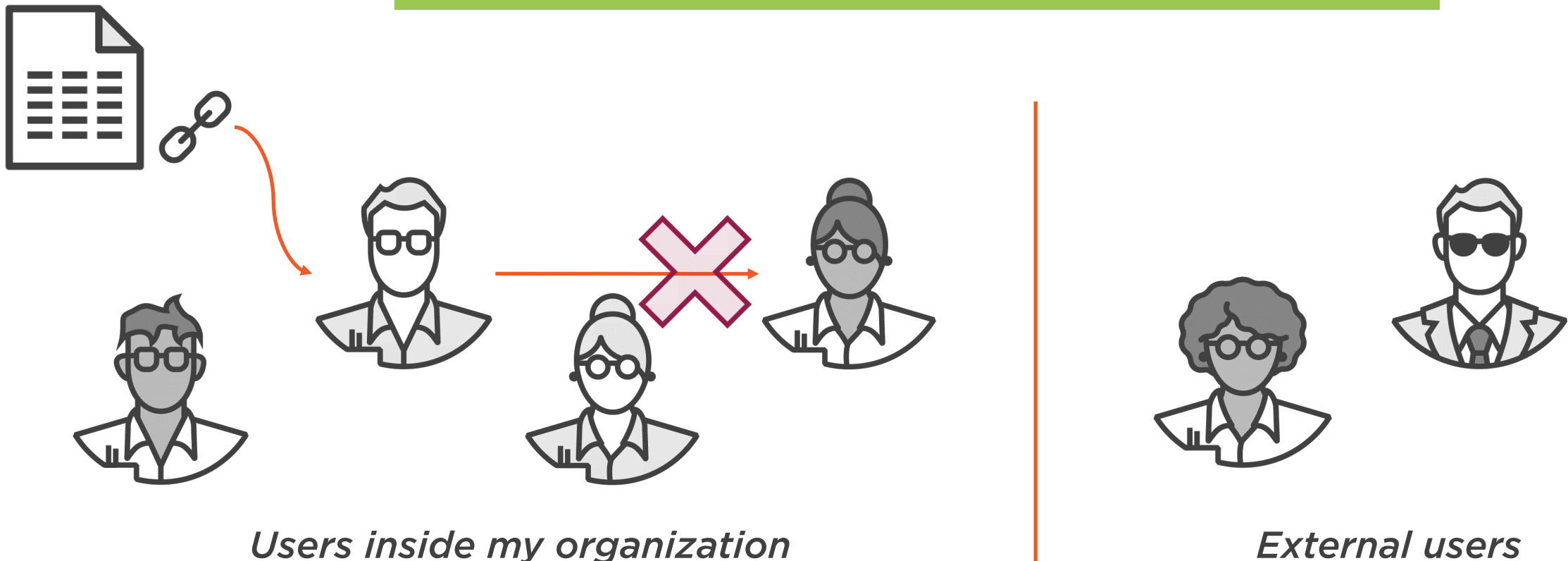
A *non-transferrable*, *revocable* secret key

Won't work if forwarded to others

Access can be revoked any time

Users need the link to gain access

Only grants access to the specified recipient



# External User Licensing



**There is no cost for inviting external user in Office 365**

**Users can read/create/update/delete documents using Office Online**

**External users cannot install desktop version of Office 365**

# Demo

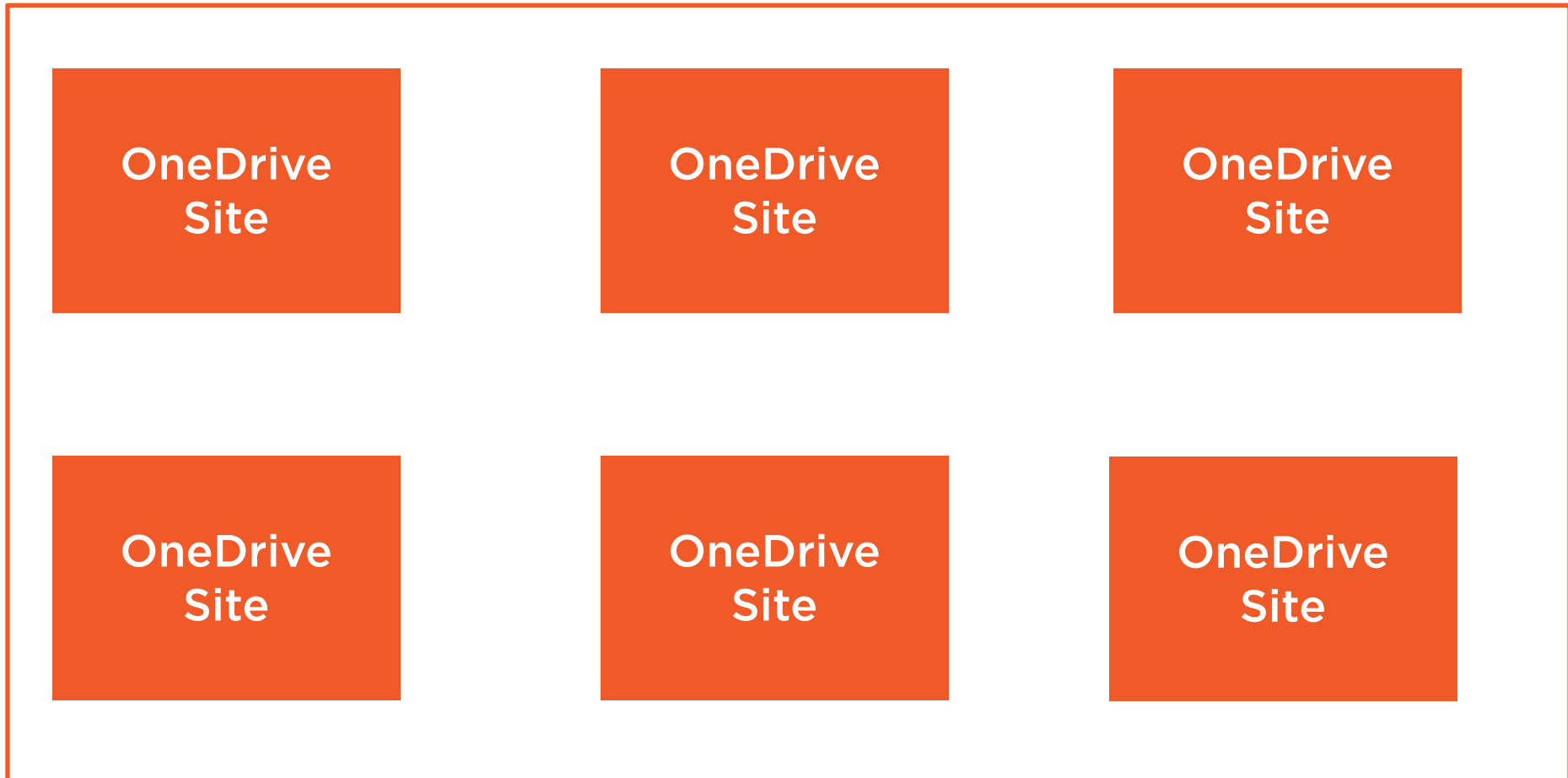


## External sharing in OneDrive



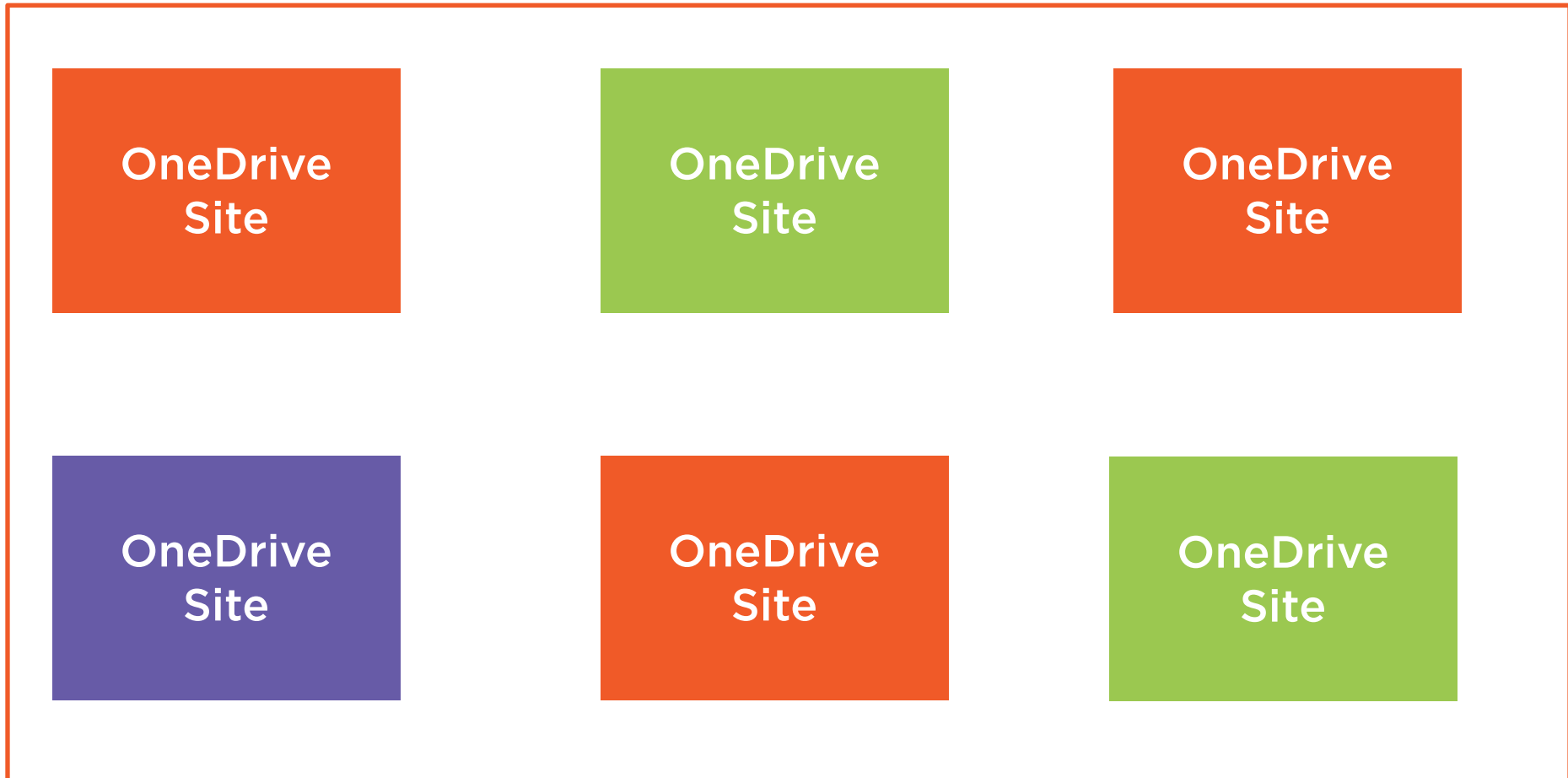
# Where Can We Control Settings

## Tenant Level



# Where Can We Control Settings

## Tenant Level



# What Type of Controls Can We Configure?



## What is the maximum level of sharing?

- Internal Only
- External Authenticated
- Existing External users
- Anonymous

## Limit External sharing by domain

## Who can share links?

## & More

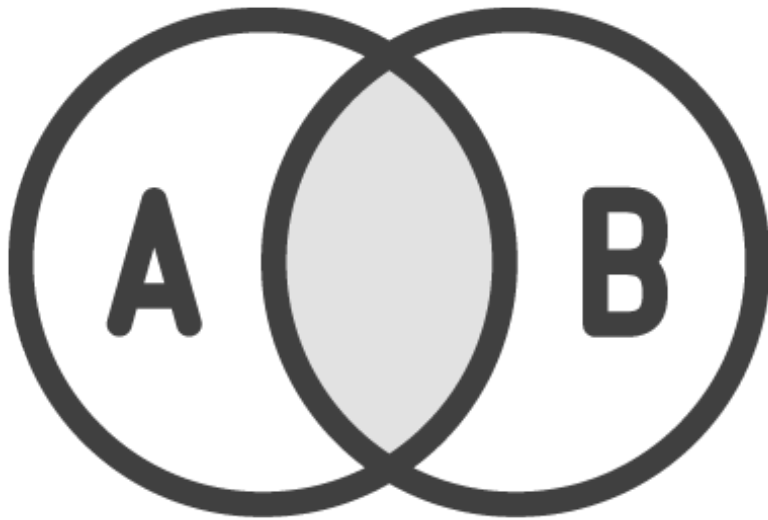
# Configuring External Sharing Settings at the Tenant Level

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# SharePoint and OneDrive Overlaps



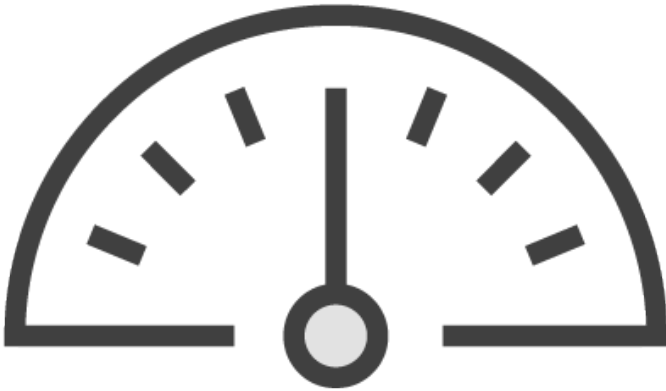
**Sharing settings in OneDrive must be as or more restrictive than SharePoint**

- You cannot be more permissive in OneDrive than SharePoint

**Multiple settings are shared between SharePoint & OneDrive**

- One setting for two services
- Will be highlighted in slides

# What Is the Most Permissive Level Users Can Share To



## 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



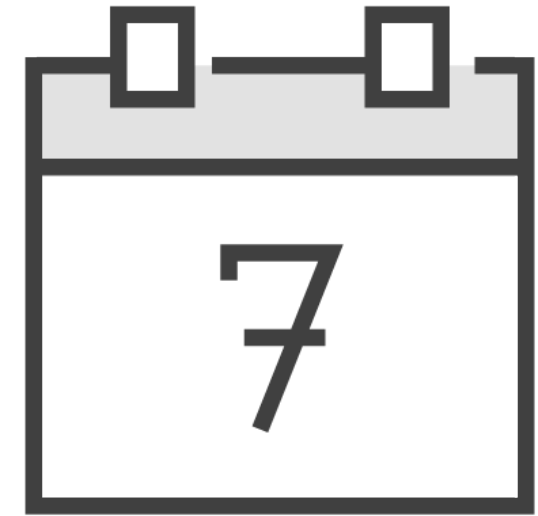
# Anonymous Access Links Expiration & Permissions

## Maximum length until an anonymous link expires

- Ex: 7 days

## Set maximum permissions for anonymous links

- Files
  - View
  - View and edit
- Folders
  - View
  - View, edit, and upload



Applies to both  
SPO and OD



# Who Can Share Outside Your Organization



**You can further secure which users can share externally at two different levels**

- 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

**You can then plan governance / training before users are allowed to share**

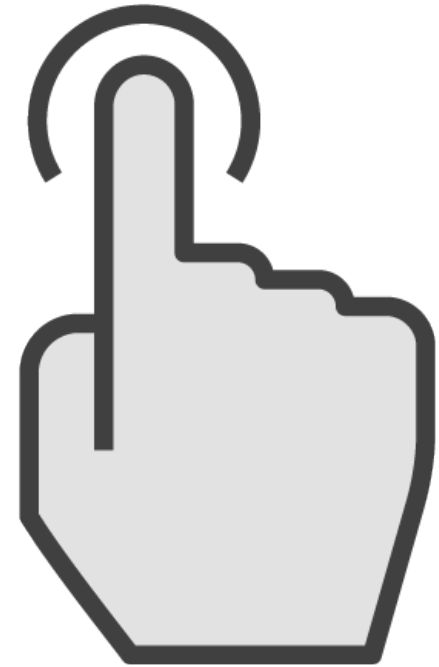
# Default Link Type

The type of link that is created by default when users get a link

- Direct - specific people
- Internal - only people in your organization
- Anonymous Access - anyone with the link

Default link permission

- View
- Edit



Applies to both  
SPO and OD



# Limit Sharing by Domain



## Allow only specific domains

- Only allow users to share with your known partners

## Block specific domains

- Allow every domain except the ones in the list
- Ex: hotmail.com , outlook.com, etc

**These limitations will not apply when users share files and folders using "Anyone" links**

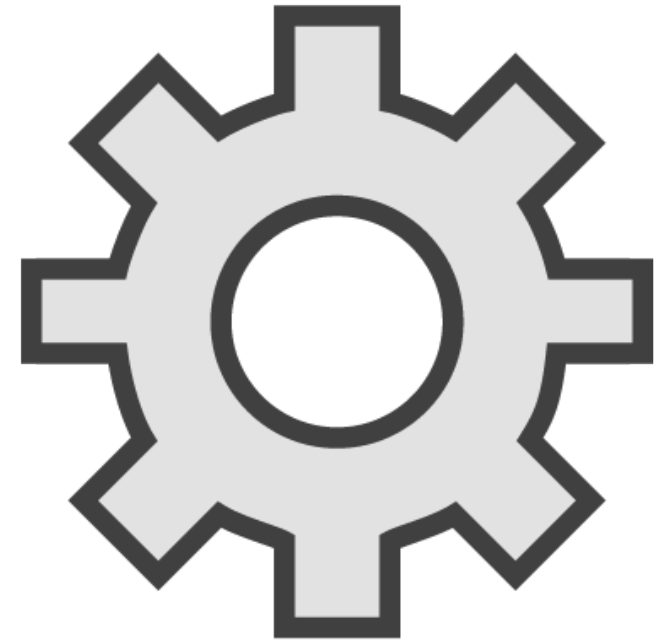
# Additional Settings

Prevent external users from sharing files, folders, and sites that they don't own

External users must accept sharing invitations using the same account that the invitations were sent to

Require recipients to continually prove account ownership when they access shared items

Customized external sharing policy URL



Applies to both  
SPO and OD



# Notifications



## **E-mail OneDrive for Business owners when**

- External users accept invitations to access files
- Other users invite additional external users to shared files



# Demo



Configuring external sharing settings at the Tenant level



# Configuring External Sharing at the Individual OneDrive Level

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# Configuring Different Settings for a Specific OneDrive Site



**Allows you to customize permissions at the OneDrive site level**

- Most settings need to be equal or more restrictive than tenant level

# Specific OneDrive Sharing Settings

## What is the most permissive level users can share to

- Anyone
- New and existing guests
- Existing guests
- Only people in your organization

## Default link type

## Default link permissions

## Limit external sharing by domain

## Preventing non-owners to invite new users

## Anonymous link expiration



# Viewing OneDrive for Business Site URLs

```
Get-SPSite
```

```
-IncludePersonalSite $true
```

```
-Limit all
```

```
-Filter "Url -like '-my.sharepoint.com/personal/'"
```

```
| Select Url
```



# Changing Sharing Settings on a OneDrive Site

```
Set-SP0Site
```

```
-Identity <url>
```

```
-SharingCapability Disabled
```



# Demo



## Configuring External Sharing at the Individual OneDrive Level



# Configuring Compliance for OneDrive for Business

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# What Happens When a User Leaves the Company

**User is deleted**

**Account deletion  
is synchronized to  
SharePoint Online**

**OneDrive is  
marked for  
deletion  
Default: 30 days**

**Manager will receive  
an email with access  
to the OneDrive /  
Secondary Owner if  
no manager**

**Reminder sent 7  
days before  
deletion**

**OneDrive moved  
to Site Collection  
recycle bin for 93  
days**



# Configuring Retention Period



**How long to retain files after a user is marked for deletion**

- OneDrive Admin Center
- PowerShell
  - Set-SPOTenant

**Minimum: 30 days**

**Maximum: 3650 days**



# Demo



**Configuring a Secondary Owner**

**Configure additional admins**

**Configuring retention period**



# Auditing in OneDrive for Business



## **All OneDrive audit logs are in the Unified Audit log**

- Centralized Audit Log that contains most Microsoft 365 activities
- Information held between 90 and 365 days

## **Extra permissions needed in Exchange Online**

- View-Only Audit Logs or Audit Logs
  - Default in Compliance Management / Organization Management Role Groups
  - You can also create custom permission levels



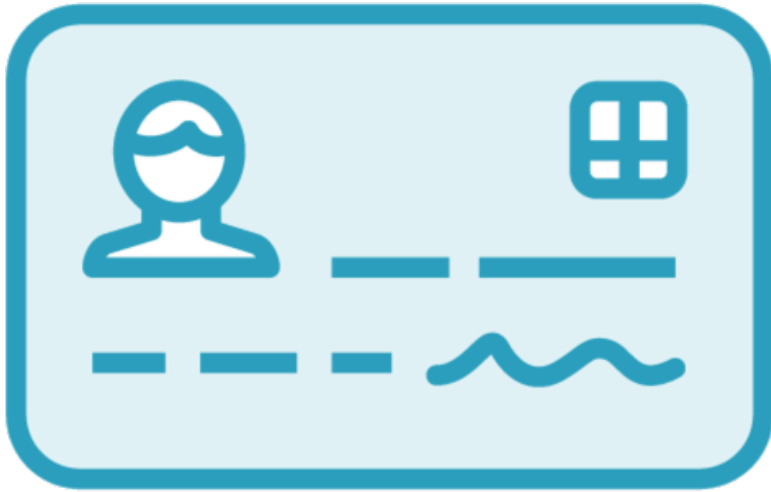
# Demo



## Auditing in OneDrive for Business



# Data Loss Prevention (DLP)



**Tool to make sure sensitive data is secure**

**Included with Office 365**

- Ex: Send a notification if a file contains Personally identifiable data (PII)
- Lock File until sensitive data is removed

# eDiscovery

Identifying and delivering electronic information

eDiscovery in Office 365 allows you to find information across Office 365

## Example

- “Globomantics Acquisition”



# Alerts



**Send alerts based on the activities in  
Unified Audit Log**





# Demo



**Data Loss Prevention in OneDrive for Business**

**eDiscovery with OneDrive for Business**

**Alerts with OneDrive for Business**



# Conclusion



## Overview of external sharing in OneDrive for Business

- Authenticated external users
- Anonymous users
- Different types of links

## Configuring external sharing settings at the tenant level

## Configuring external sharing at the individual OneDrive level

- More restrictive permissions

## Configuring compliance for OneDrive for Business

- Retention
- Auditing
- Data Loss Prevention
- eDiscovery

