



# Governance and management best practices for Microsoft 365 Groups



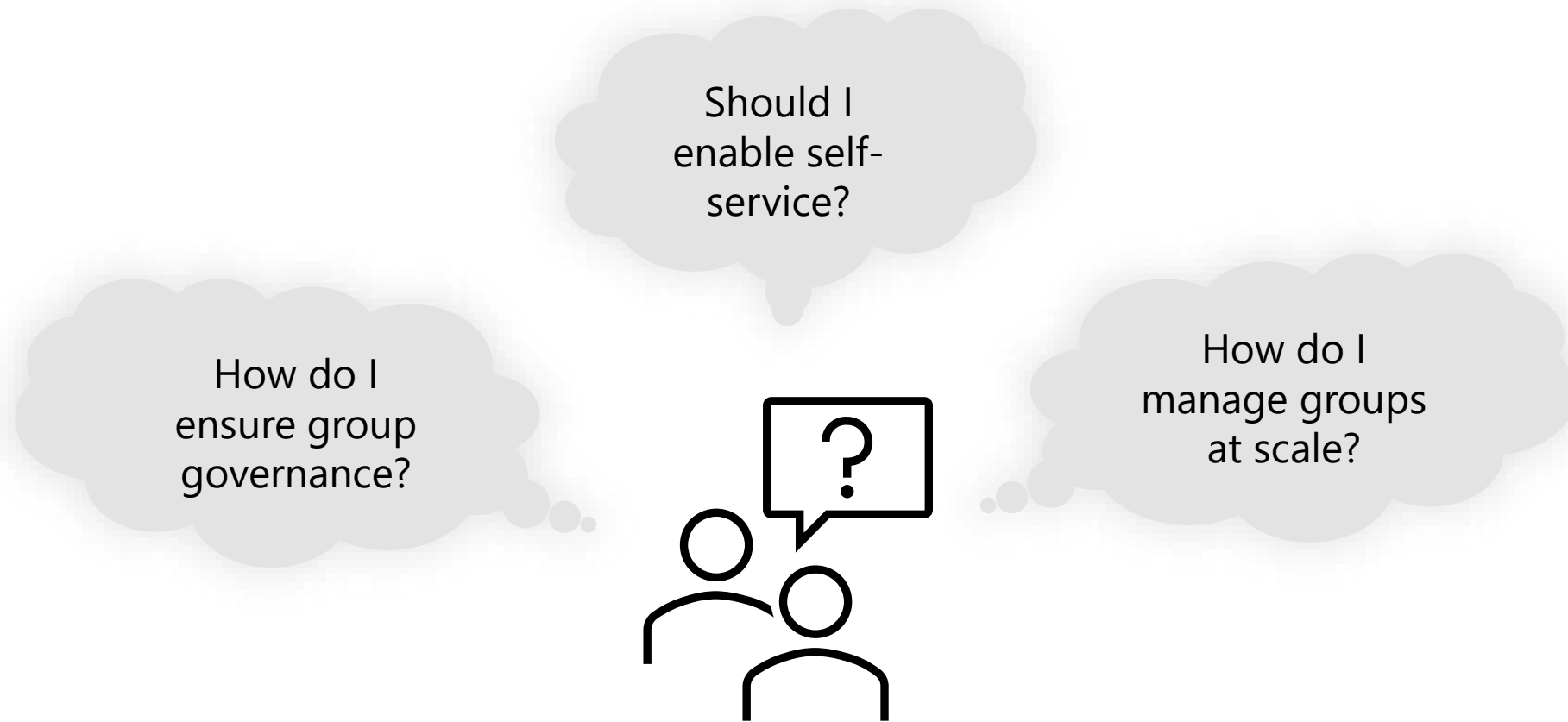
**Vinay Jagannatha Rao**

Program Manager, Microsoft 365 Groups

[vijagan@microsoft.com](mailto:vijagan@microsoft.com)

Microsoft 365 Groups

# IT Admin's Dilemma



# Groups Governance Tools & Best Practices

Sensitivity Labels

Information Barriers

Ownership Governance

Naming Policy

Expiration Policy

Creation Permissions

Group Guest Access

# Sensitivity Labels on Groups (GA)

- ➔ Create Sensitivity labels
- ➔ Specify Site and Group Settings
- ➔ Publish a single policy for groups across apps
- ➔ Associate labels with groups

The screenshot displays the Microsoft 365 security center interface. On the left is a navigation pane with options like Home, Incidents, Action center, Reports, Secure score, Hunting, Classification, Sensitivity labels (selected), Retention labels, Sensitive info types, Label analytics, Policies, Permissions, Settings, More resources, and Customize navigation. The main area is titled 'Sensitivity labels' and includes tabs for Labels, Label policies, and Auto-labeling. A descriptive paragraph explains that sensitivity labels classify email messages, documents, sites, and more. Below this is a table of existing labels:

Name	Order	Created
General	0 - lowest	Global
Confidential	1	Global
Highly Confidential	2 - highest	Global

At the bottom of the table, it says '1 item selected. 3 items loaded.' To the right, a modal window for the 'Confidential' label is open, showing options to Edit, Publish, or Delete the label. The modal contains the following details:

- Name:** Confidential
- Display name:** Confidential
- Description for users:** Internal and private
- Description:**
- Encryption:**
- Site and group settings:** Private - only members can access the site. Allow full access from desktop apps, mobile apps, and the web.
- Content marking:**

A 'Close' button is at the bottom right of the modal.

# Demo – Sensitivity Labels on Groups

# Sensitivity Labels on Groups (GA)



## Benefits

Automatically enforce policies on Groups through labels

Labels help you classify Groups across your organization

Create different labels for Documents and Groups

Changes made to label settings will be automatically reflected on Groups



## Guidance

Migrate existing Azure Information Protection labels to sensitivity labels

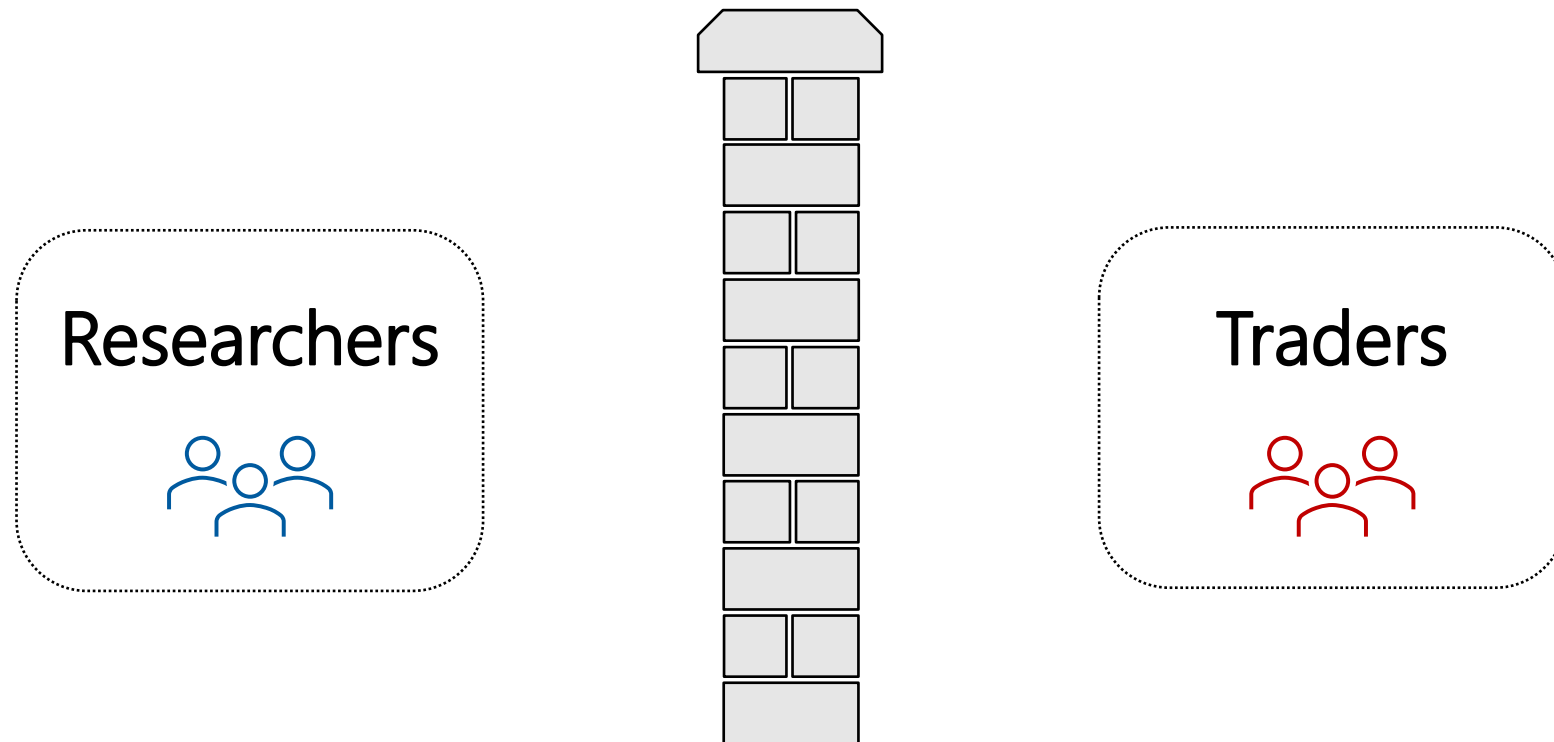
Restrict who can create public and external groups by publishing appropriate labels

Enable self-service Group creation with sensitivity labels

# Information Barriers

**NEW**

Create Ethical wall  
Block communication & collaboration



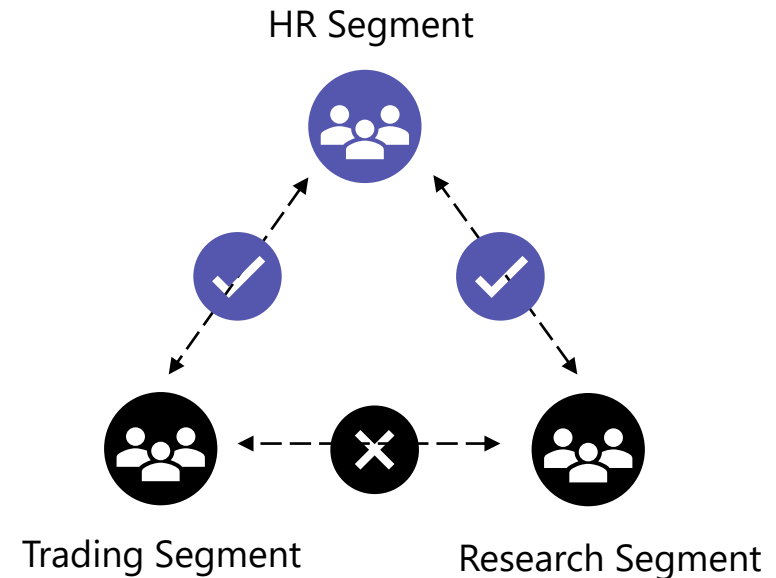
FINRA 2241, [Debt Research Regulatory Notice 15-31](#)

Conflict of interest

# Information Barriers



- ➔ Segment users in the organization as per compliance requirement
- ➔ Define policies for each of the segments
- ➔ Associate segments to sites to restrict access and membership
- ➔ Teams honors IB when adding users to Teams group



## Segment association in sites – SPO Admin using SPO PowerShell module

```
set-sposite -Identity https://contoso.sharepoint.com/sites/AdvisoryTeamSite -AddInformationSegment 27d20a85-1c1b-4af2-bf45-a41093b5d111
set-sposite -Identity https://contoso.sharepoint.com/sites/AdvisoryTeamSite -RemoveInformationSegment 27d20a85-1c1b-4af2-bf45-a41093b5d111

get-sposite -Identity https://contoso.sharepoint.com/sites/AdvisoryTeamSite | select informationsegment

InformationSegment
-----
{27d20a85-1c1b-4af2-bf45-a41093b5d111}
```



# Demo – Information Barriers

# Information Barriers



## Benefits

Prevent conflict of interest within the organization

Policies automatically enforce information barriers in Teams and SharePoint Sites

Restrict access by associating segments to a group explicitly (Coming soon)

Groups are automatically made compliant when users change segments (Coming soon)



## Guidance

Segment users in the organization such that every user belongs to a single segment

Restrict groups to certain segments use SharePoint PowerShell to add segments explicitly

Sign up to talk more about  
Information barriers on groups!



# Ownership Governance



Coming Soon

- ➔ View count of owners for a specific group
- ➔ Send e-mail to ask members to take up ownership
- ➔ Assign owners easily to a group

The screenshot displays the Microsoft 365 admin center interface. On the left is a navigation pane with options like Home, Users, Groups, Active groups, Deleted groups, Billing, Setup, Admin centers, Security, and Azure Active Directory. The main area shows a list of 'Active groups' with columns for Group name, Type, and Created on. The 'Finance Team' group is selected and highlighted. To the right, a detailed view of the 'Finance Team' group is shown, including its name, type (Public group), owner count (0 owners), and member count (2 members). A message states: 'This group has no owners assigned to manage group members and group data.' Below this message are two buttons: 'Add group owners' and 'Ask members'. The 'Basic information' section on the right includes the group name, description, and email addresses.

Group name	Type	Created on
Contoso Team	Security	June 26, 2019, 10:00 PM
<b>Finance Team</b>	Microsoft 365	September 2, 2020, 10:00 AM
Vendor Management	Security	June 26, 2019, 9:58 PM
Sales Group	Security	June 12, 2020, 12:36 AM
Ask HR	Security	January 5, 2019, 5:10 AM
Contoso Life	Security	January 5, 2019, 5:10 AM

**Finance Team**  
Public group • 0 owners • 2 members

This group has no owners assigned to manage group members and group data.

[Add group owners](#) [Ask members](#)

**Basic information**  
Name: Finance Team  
Description: Ownerless group example  
Created on: 9/2/2020, 10:08 AM

**Email addresses**  
Primary: ownerlessgroupexample@testnant4.ccsctp.net  
Aliases: nant4.ccsctp.net

# Ownership Governance



Coming Soon

➔ View filtered list of groups with no owners

➔ Automate management of ownerless groups

Microsoft 365 admin center

o365sas

### Active groups

It can take up to an hour for new distribution groups and mail-enabled security groups to appear in your groups list. If you don't see your new group yet, [go to the Exchange admin center](#).  
[Learn more about group types](#)

★ Star Add a group Export groups Refresh Edit name and description Delete group 1 selected Filter Search

Group name ↑	Type	Group privacy	Created on	Membership type
✓ Sales Group	Security		June 12, 2020, 12:36 AM	Assigned
Marketing Group	Microsoft 365	Public	August 1, 2019, 2:36 AM	Assigned
Suppliers Group	Microsoft 365	Public	June 26, 2019, 10:00 PM	Assigned
External Partners	Microsoft 365	Public	August 8, 2019, 1:57 AM	Assigned
Volunteering Group	Microsoft 365	Public	June 26, 2019, 9:57 PM	Assigned
Human Resources	Microsoft 365	Public	August 9, 2020, 10:02 PM	Assigned
IT Administrators	Microsoft 365	Public	August 10, 2020, 12:36 PM	Assigned

Clear filter

Standard filters

- Distribution list
- Groups with Teams
- Groups with dynamic membership
- Mail-enabled security
- Microsoft 365
- Ownerless groups
- Security
- Starred

Sign up for  
Preview !



# Demo – Ownership Governance

# Create Allow List of Users for Group Creation

- ➔ Identify the set of user with permission to create a Group
- ➔ Create a Security Groups with all these users
- ➔ Configure users in this Security Group to have permission for Group creation

```
#Create Security Group via Azure Portal
```

```
$GroupName = "Allowed To Create Groups"
```

```
#Allow users in the Security Group to create Office 365 Groups
```

```
$AllowGroupCreation = "False"
```

```
$settingsObjectID = (Get-AzureADDirectorySetting | Where-object -  
Property Displayname -Value "Group.Unified" -EQ).id
```

```
if(!$settingsObjectID){  
    $template = Get-AzureADDirectorySettingTemplate | Where-object  
{$_.displayname -eq "group.unified"}
```

```
    $settingsCopy = $template.CreateDirectorySetting()  
    New-AzureADDirectorySetting -DirectorySetting $settingsCopy  
    $settingsObjectID = (Get-AzureADDirectorySetting | Where-object -  
Property Displayname -Value "Group.Unified" -EQ).id  
}
```

```
$settingsCopy = Get-AzureADDirectorySetting -Id $settingsObjectID  
$settingsCopy["EnableGroupCreation"] = $AllowGroupCreation
```

```
if($GroupName){  
    $settingsCopy["GroupCreationAllowedGroupId"] = (Get-  
AzureADGroup -SearchString $GroupName).objectid}
```

```
Set-AzureADDirectorySetting -Id $settingsObjectID -DirectorySetting  
$settingsCopy
```

# Group expiration policy



## Benefits

Auto-renewal of groups based on user activity

Expire inactive groups older than a specific period

Group owners get emails/ app notifications to take renew

Can set expiration policy to specific groups

Expired groups can be restored within 30 days



## Guidance

Pilot with specific groups initially and review Audit Logs for auto-renewed groups

Choose inactive groups based on the activity report in Microsoft Admin center

Onboard your helpdesk team and communicate renewal process to group owners

Ensure groups have multiple owners & configure email for ownerless groups

# Naming policy



## Benefits

Applies to all apps

Ensure group names follow your organization schema

Use fixed strings or Active Directory attributes as prefixes and/or suffixes

Define custom blocked words

Available in AAD portal



## Guidance

Use short strings as suffix

Use attributes with values

Don't be too creative, total name length has a maximum of 264 characters



# Groups guest access



## Benefits

Enables safe teamwork outside the firewall

Works with any email addresses

Based on common Azure B2B platform



## Guidance

Enable guest access if you haven't already!

Use guest access when you are working with individuals outside your organization

Govern using allow/block guest domains, guest inviter role , access review

Use Entitlement Management to avoid repetition

# Related Content for Microsoft 365 Admins

★ Microsoft 365 Groups videos

## Improved IT Efficiency and Agility

Role-based Access Control in Microsoft 365	<a href="https://aka.ms/Admin1008">https://aka.ms/Admin1008</a>
Microsoft 365 admin mobile app: administration on-the-go with productivity with flexibility	<a href="https://aka.ms/Admin1009">https://aka.ms/Admin1009</a>
Improve IT efficiency and agility and stay informed as you enable self-service tasks	<a href="https://aka.ms/Admin1010">https://aka.ms/Admin1010</a>
★ <b>Making IT more efficient with improvements to Microsoft 365 Groups</b>	<a href="https://aka.ms/Admin1011">https://aka.ms/Admin1011</a>
Leveraging user feedback about Microsoft 365 in your organization	<a href="https://aka.ms/Admin1015">https://aka.ms/Admin1015</a>
★ <b>Drive external collaboration for your organization using Microsoft 365 Groups</b>	<a href="https://aka.ms/Admin1007">https://aka.ms/Admin1007</a>

## Modern Cloud Management

How to manage Microsoft 365 in a remote work world	<a href="https://aka.ms/Admin3010">https://aka.ms/Admin3010</a>
Transform change management by syncing Message Center posts to Planner	<a href="https://aka.ms/Admin1019">https://aka.ms/Admin1019</a>
Managing updates of Microsoft 365 Apps using servicing automation	<a href="https://aka.ms/Admin1016">https://aka.ms/Admin1016</a>
★ <b>Microsoft 365 Groups roadmap updates</b>	<a href="https://aka.ms/Admin1013">https://aka.ms/Admin1013</a>
★ <b>Microsoft 365 Groups architecture overview and deep dive</b>	<a href="https://aka.ms/Admin1017">https://aka.ms/Admin1017</a>
★ <b>Governance and management best practices for Microsoft 365 Groups</b>	<a href="https://aka.ms/Admin1018">https://aka.ms/Admin1018</a>
Effective controls for Microsoft 365 Apps in the Microsoft 365 admin center	<a href="https://aka.ms/Admin1120">https://aka.ms/Admin1120</a>
★ <b>Managing work and life with Microsoft 365 Groups</b>	<a href="https://aka.ms/Admin1022">https://aka.ms/Admin1022</a>

## Complex Org Investments

Multi-tenant management in the Microsoft 365 admin center	<a href="https://aka.ms/Admin1004">https://aka.ms/Admin1004</a>
Supporting Mergers, Acquisitions, and Divestitures in Microsoft 365	<a href="https://aka.ms/Admin1002">https://aka.ms/Admin1002</a>
Aggregated views of Service Health and Message Center for admins that manage multiple tenants	<a href="https://aka.ms/Admin1006">https://aka.ms/Admin1006</a>
★ <b>How Microsoft manages Microsoft 365 Groups for its employees</b>	<a href="https://aka.ms/Admin1003">https://aka.ms/Admin1003</a>

# Thank you!

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## Key Resources

Tech Community	<a href="https://aka.ms/M365GroupsTC">aka.ms/M365GroupsTC</a>
User voice	<a href="https://aka.ms/M365GroupsUV">aka.ms/M365GroupsUV</a>
Microsoft Graph	<a href="https://aka.ms/M365GroupsGraph">aka.ms/M365GroupsGraph</a>
Roadmap	<a href="https://office.com/roadmap">office.com/roadmap</a>
FastTrack	<a href="https://microsoft.com/fasttrack">microsoft.com/fasttrack</a>

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**Vinay Jagannatha Rao**

Program Manager

Vinay.jagannatha@microsoft.com |

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