Microsoft

Governance and management best practices for Microsoft 365 Groups
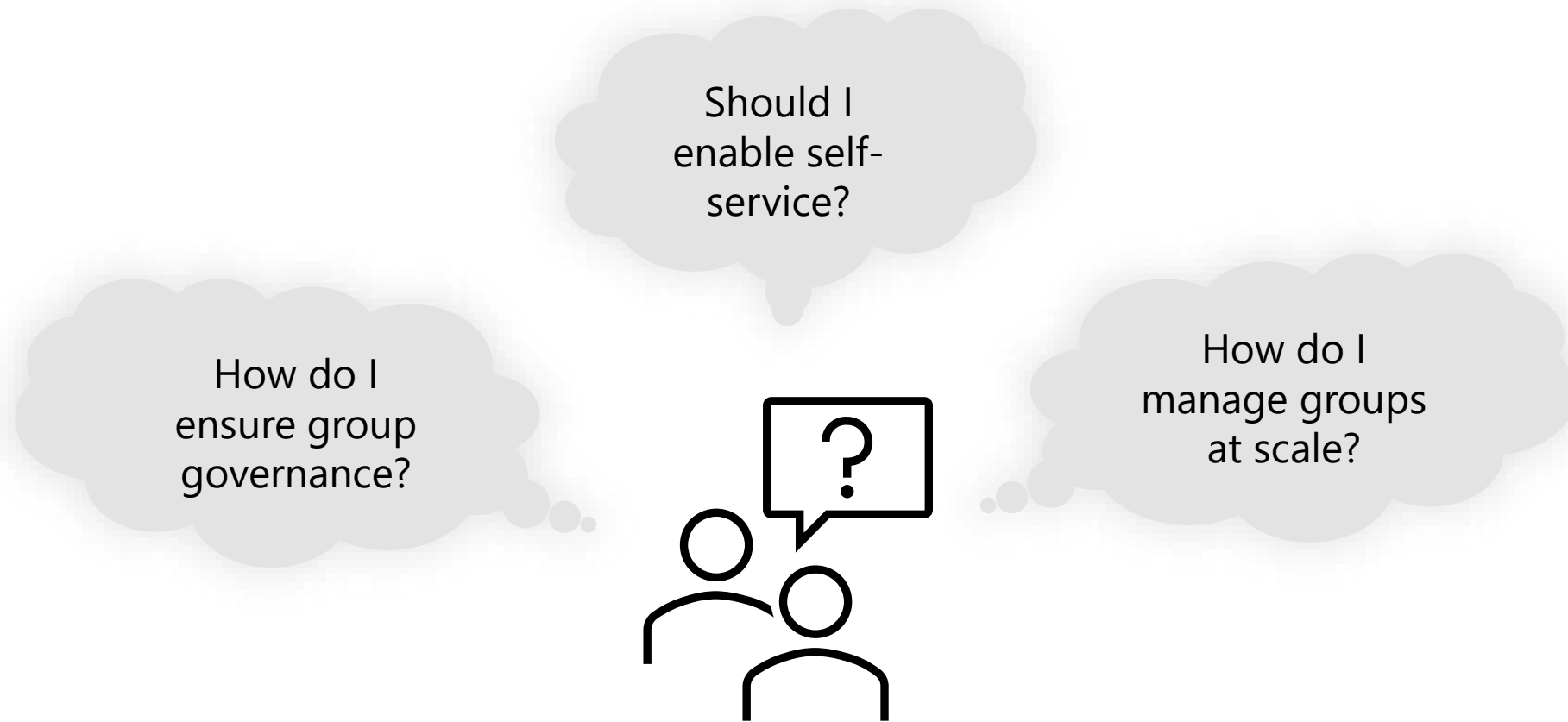
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IT Admin's Dilemma

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

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

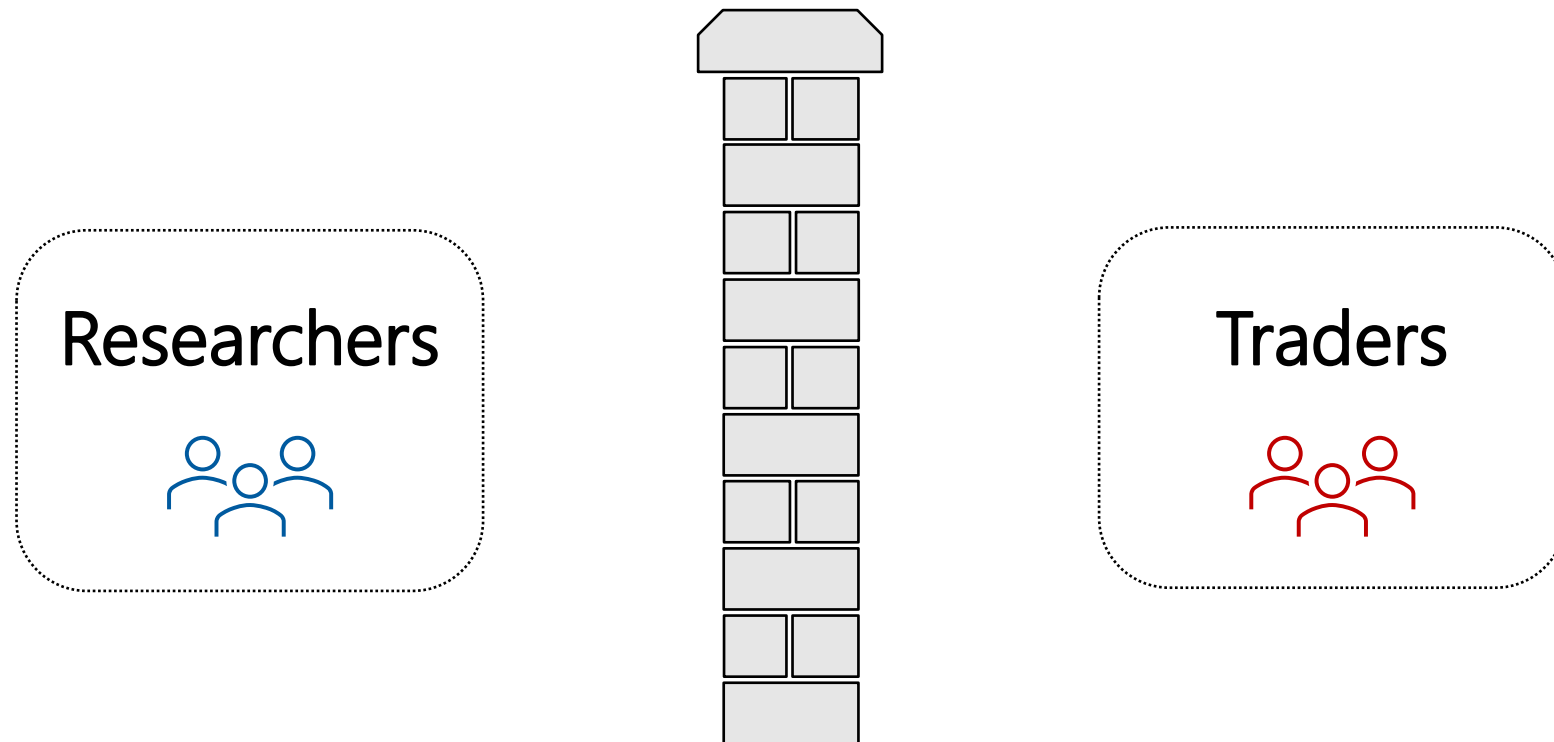Restrict who can create public and external groups by publishing appropriate labels

Enable self-service Group creation with sensitivity labels

Documentation: Sensitivity Labels on Teams, Microsoft 365 Groups and SharePoint Sites

Information Barriers

Create Ethical wall
Block communication & collaboration

Researchers

Traders
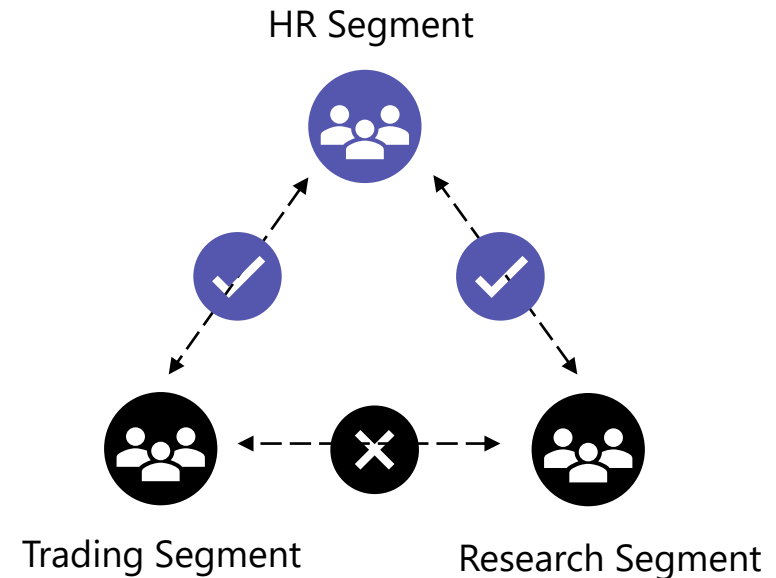
FINRA 2241, Debt Research Regulatory Notice 15-31

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

HR Segment

Trading Segment   Research Segment

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

NEW

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!

Documentation: Information Barriers in Microsoft Teams | Use Information Barriers with SharePoint

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

Ownership Governance

Coming Soon

→ View filtered list of groups with no owners

→ Automate management of ownerless groups

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

Documentation: [Microsoft 365 Group Expiration Policy](#) | [Configure Office 365 groups expiration](#)

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

Documentation: [Microsoft 365 Groups Naming Policy](#)

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

Documentation: Manage Groups Guest Access | Azure AD Access Reviews | Guest Inviter role | Entitlement Management

Related Content for Microsoft 365 Admins

★ Microsoft 365 Groups videos

Improved IT Efficiency and Agility	
Role-based Access Control in Microsoft 365	https://aka.ms/Admin1008
Microsoft 365 admin mobile app: administration on-the-go with productivity with flexibility	https://aka.ms/Admin1009
Improve IT efficiency and agility and stay informed as you enable self-service tasks	https://aka.ms/Admin1010
★ **Making IT more efficient with improvements to Microsoft 365 Groups**	**https://aka.ms/Admin1011**
Leveraging user feedback about Microsoft 365 in your organization	https://aka.ms/Admin1015
★ **Drive external collaboration for your organization using Microsoft 365 Groups**	**https://aka.ms/Admin1007**
Modern Cloud Management	
How to manage Microsoft 365 in a remote work world	https://aka.ms/Admin3010
Transform change management by syncing Message Center posts to Planner	https://aka.ms/Admin1019
Managing updates of Microsoft 365 Apps using servicing automation	https://aka.ms/Admin1016
★ **Microsoft 365 Groups roadmap updates**	**https://aka.ms/Admin1013**
★ **Microsoft 365 Groups architecture overview and deep dive**	**https://aka.ms/Admin1017**
★ **Governance and management best practices for Microsoft 365 Groups**	**https://aka.ms/Admin1018**
Effective controls for Microsoft 365 Apps in the Microsoft 365 admin center	https://aka.ms/Admin1120
★ **Managing work and life with Microsoft 365 Groups**	**https://aka.ms/Admin1022**
Complex Org Investments	
Multi-tenant management in the Microsoft 365 admin center	https://aka.ms/Admin1004
Supporting Mergers, Acquisitions, and Divestitures in Microsoft 365	https://aka.ms/Admin1002
Aggregated views of Service Health and Message Center for admins that manage multiple tenants	https://aka.ms/Admin1006
★ **How Microsoft manages Microsoft 365 Groups for its employees**	**https://aka.ms/Admin1003**

Thank you!

Key Resources

Tech Community	aka.ms/M365GroupsTC
User voice	aka.ms/M365GroupsUV
Microsoft Graph	aka.ms/M365GroupsGraph
Roadmap	office.com/roadmap
FastTrack	microsoft.com/fasttrack

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