

# Making a real-world sharing strategy for SharePoint, OneDrive & Teams

SharePoint Saturday Twin Cities  
Spring 2019

#SPSTC





Technology Delivered



Thank you #SPSTC  
sponsors!



# Who are these super fun guys?



*Senior Manager – SharePoint & Office 365*

Email : [drew.madelung@protiviti.com](mailto:drew.madelung@protiviti.com)

Twitter : @dmadelung

Website: [drewmadelung.com](http://drewmadelung.com)



*Daniel Glenn - Practice Lead*

Twitter : @DanielGlenn

Website: [DanielGlenn.com](http://DanielGlenn.com)





# Agenda

## Making a real-world sharing strategy for SharePoint, OneDrive & Teams

SharePoint Saturday Twin Cities

#SPSTC

SharePoint, OneDrive and Teams Collab

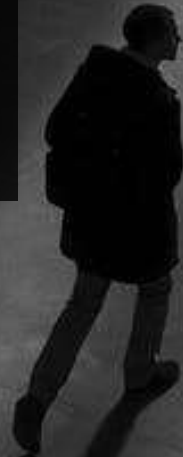
Options for sharing


Managing and reporting

Working with the business

Let's do this! (with examples)

Its 5:18 p.m....  
Do you know  
where your  
files are?





Do you allow  
external sharing?

Do you have email  
turned off?

# Sharing is the backbone of collaboration

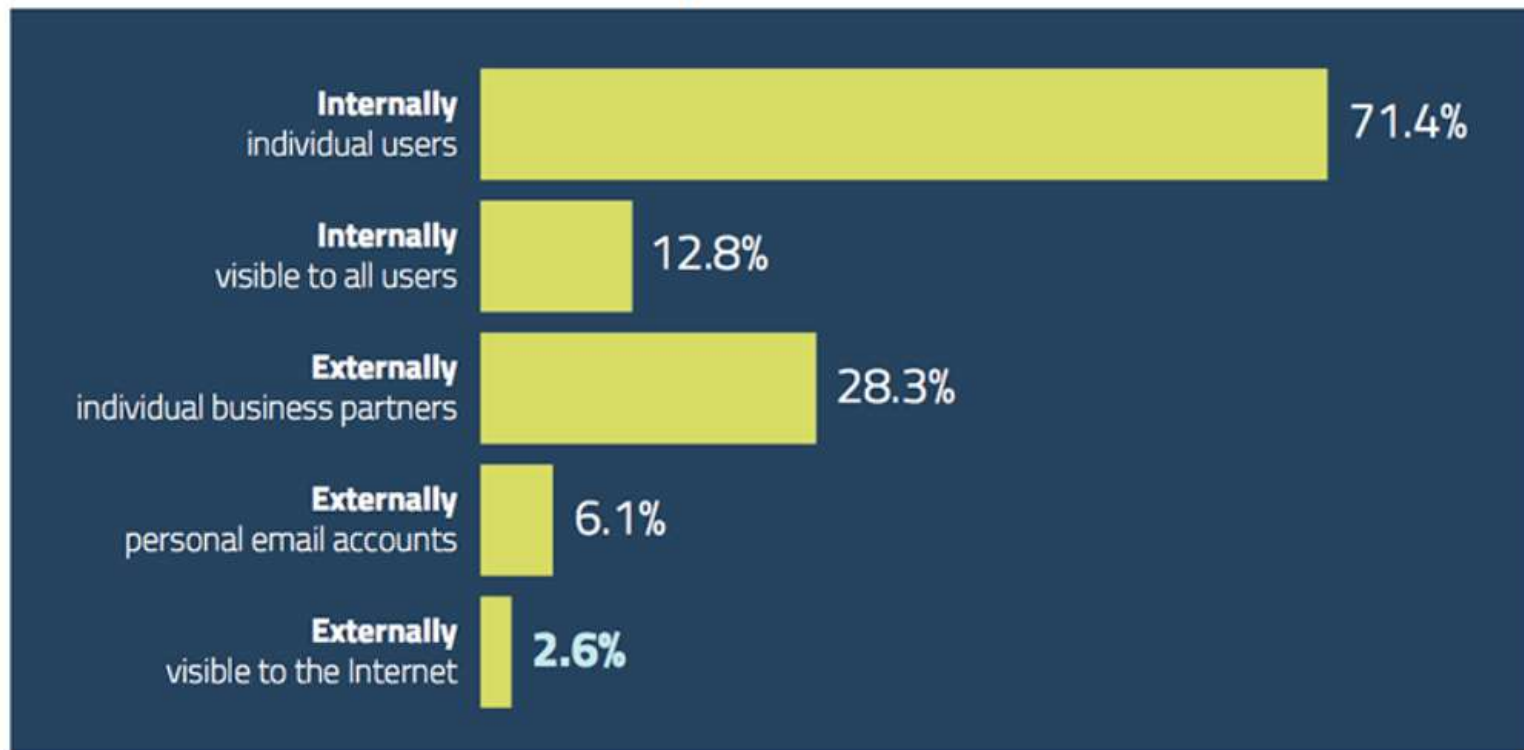
## SHARING ACTIVITY WITHIN FILE SHARING APPS

Sharing permissions

Shared 35.7%

Not Shared 64.3%

⋮



# Office 365 can empower your users

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Access and Share  
all your files  
through OneDrive



Collaborate,  
communicate, and  
share in one spot  
in Teams



Share content,  
data and portals in  
SharePoint



# Enabling sharing but keep it secure

Global economies require cross company collaboration

Users need to be able to safely share content across company boundaries

Companies need to keep sensitive content secure in a complex environment





Let's first  
break down  
sharing in  
Office 365



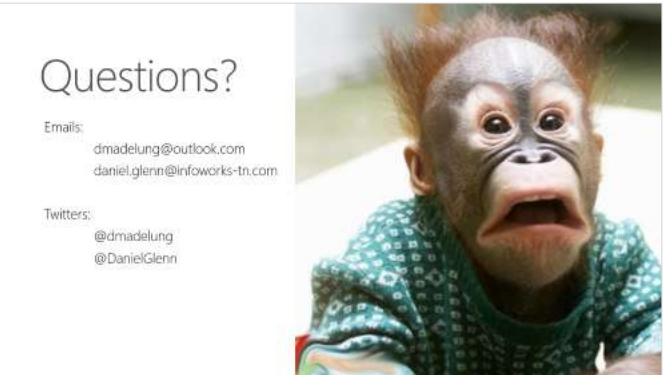
Detailed  
options for  
sharing



Management  
& reporting



- Examples
- Utilize specific SharePoint sites or Teams as extranet(s) and only allow external sharing there
    - Only specific users can share to external users
    - External users cannot share
    - Only specific domains can be shared to
  - Allow anonymous by request for specific OneDrive sites
    - Configure expiration policy
    - Pull audit events out and retain for all anonymous shares
  - Allow external for all SharePoint sites and Teams
    - External users cannot share
    - Enable DLP to restrict access of sensitive info if shared
    - Empower sensitivity labels for regulated users
    - Enable monthly access reviews for external users
    - Have external users accept terms of use
    - Build sharing reports



Questions?

Emails:  
dmadelung@outlook.com  
daniel.glenne@infoworks-tn.com

Twitter:  
@dmadelung  
@DanielGlenn



Let's first  
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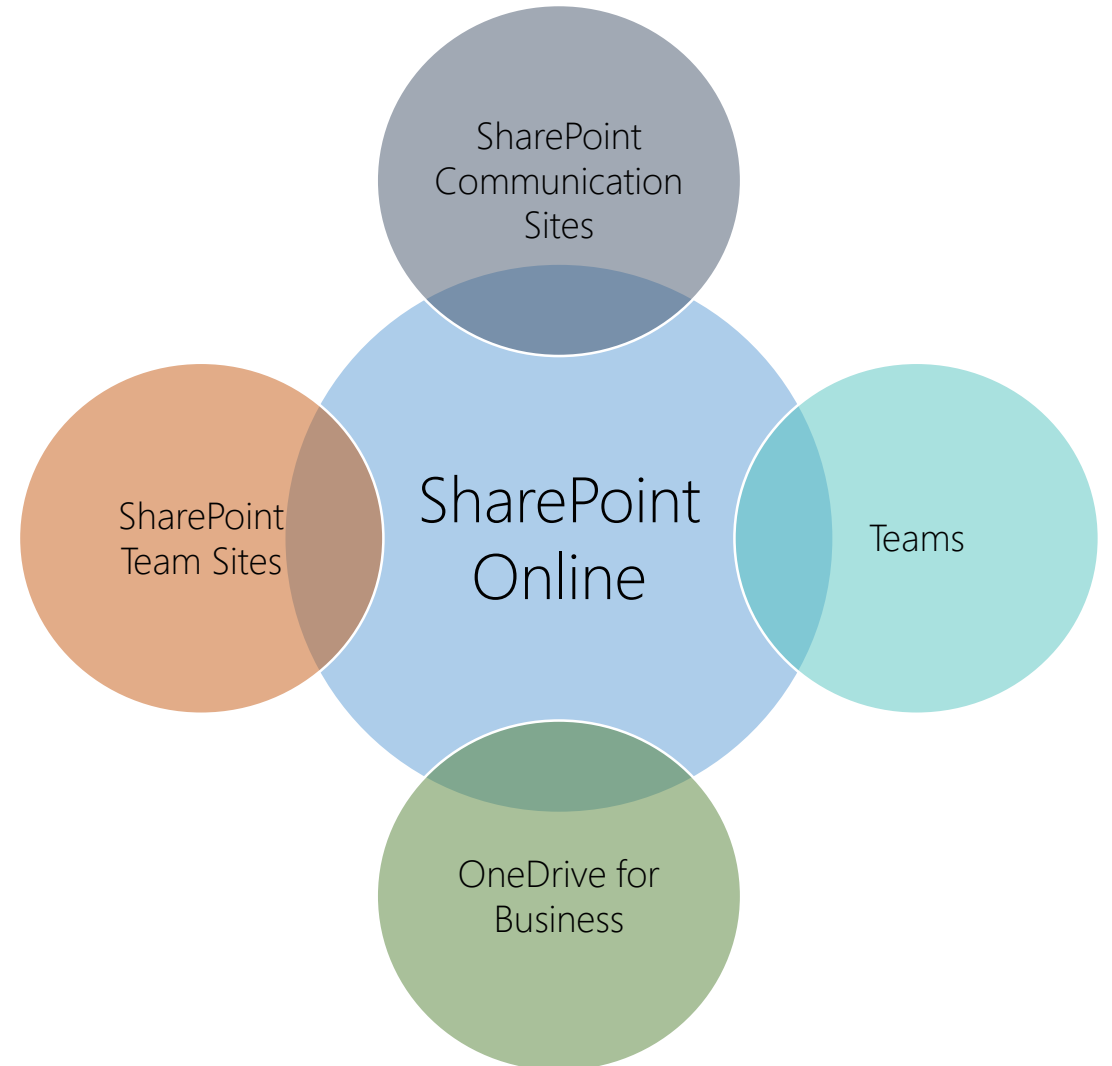
# SharePoint – OneDrive – Teams

File Collaboration across Office 365

All files stored in SharePoint

Some sharing settings shared

Must understand WHAT is being shared





# Office 365 Groups

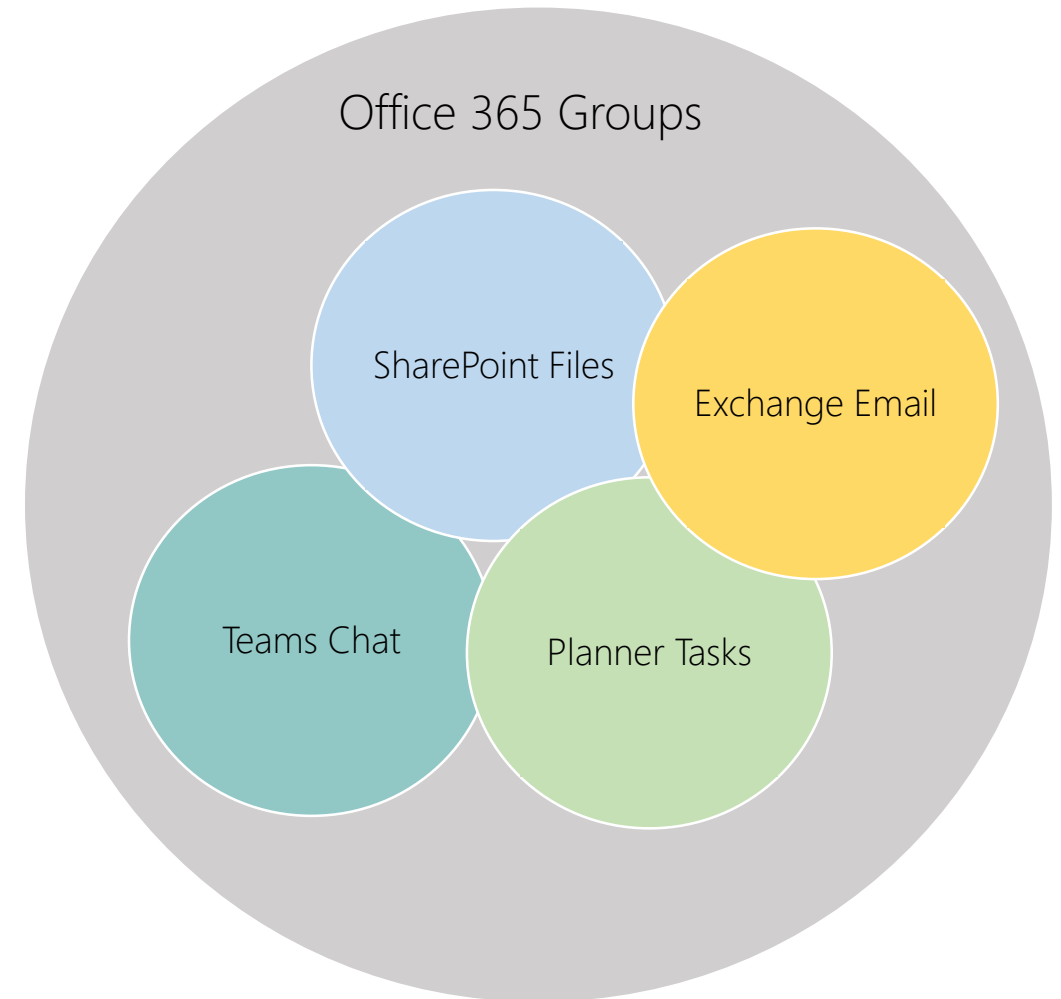
Office 365 Groups are a group of people

Single identity across workloads

Share at the group level

Different sharing settings

Sharing strategy needs to handle them



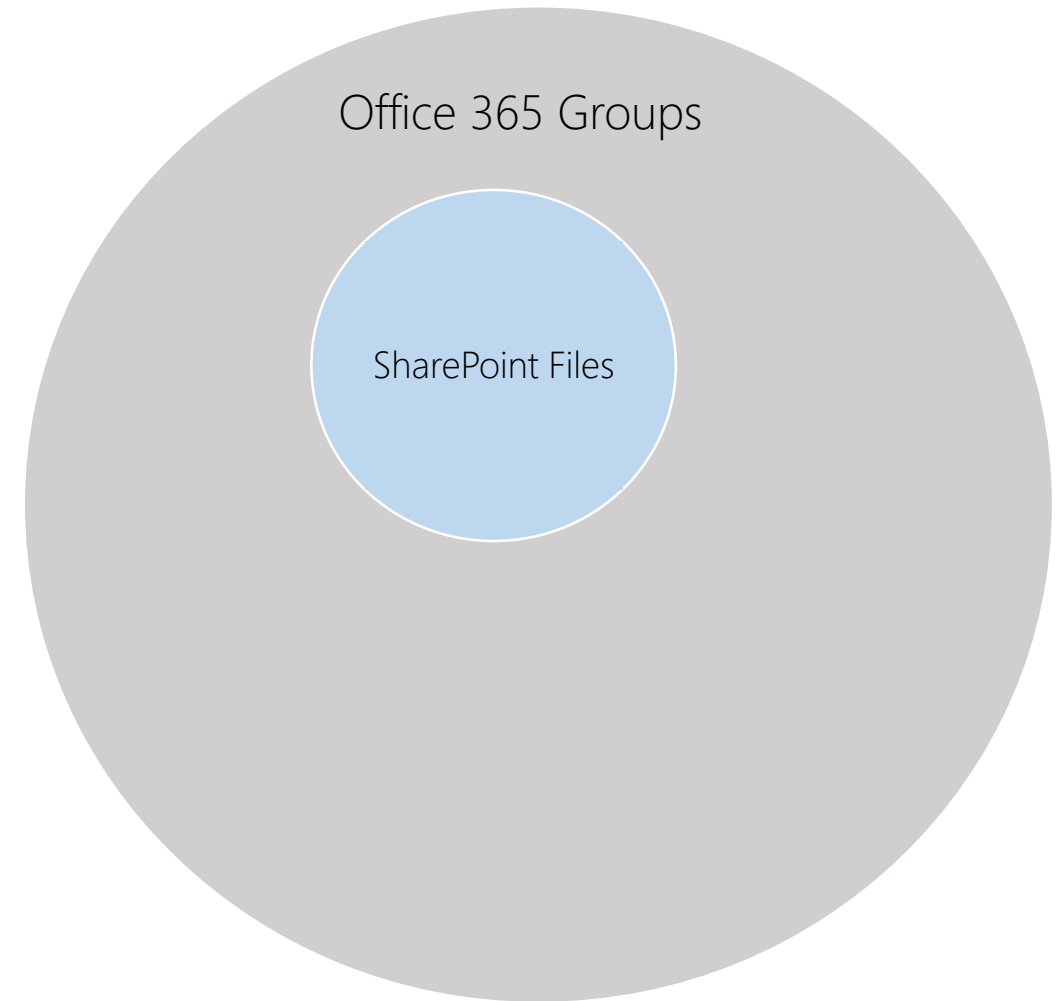
# Office 365 Groups & SharePoint

Can still utilize SharePoint sharing within files area

Can share a file within SharePoint to a user if they are not in the group

Can share files anonymously

SharePoint sharing and permissions when changed do not correlate with the Office 365 Group



# Let's talk SharePoint security

3 things make up security



User or Group



Permission  
Level

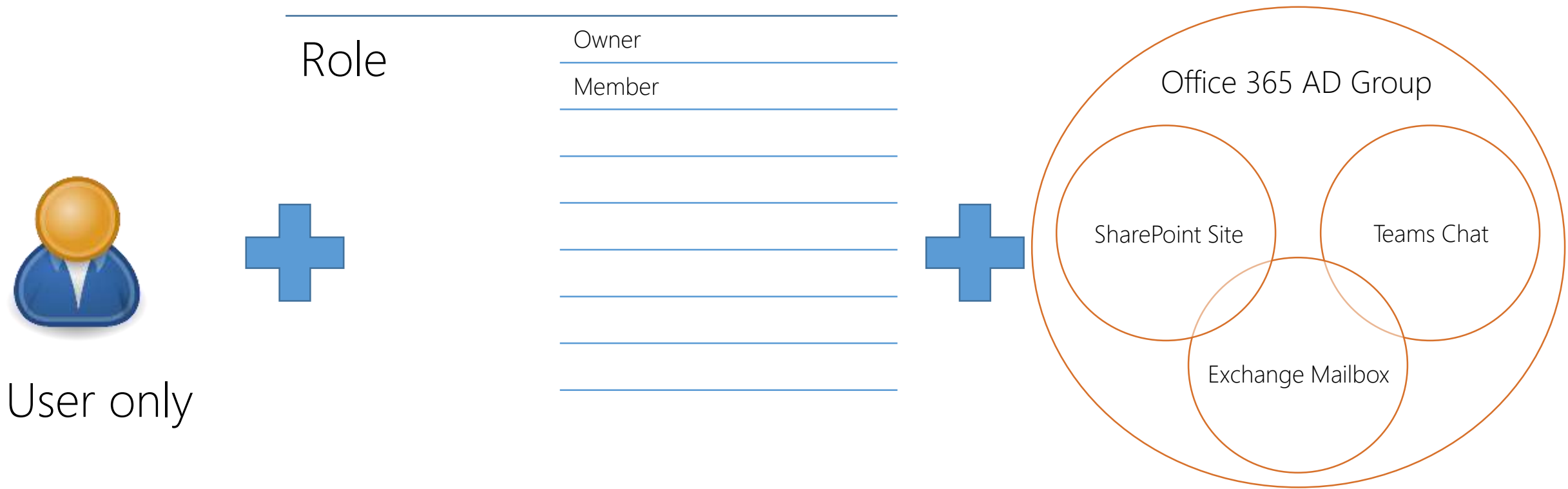
Full Control
Edit
Contribute
Read
View Only
Approve
Design
Create your own!



SharePoint Object

# Security in Office 365 Groups

## Adding a user to the Group





Detailed  
options for  
sharing



# Types of sharing for files & folders in Office 365

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Specific People

People with existing access

People in the organization

Anyone

# Specific people

A non-transferrable, revocable secret key, only grants access to the specific recipient

Won't work if forwarded to others

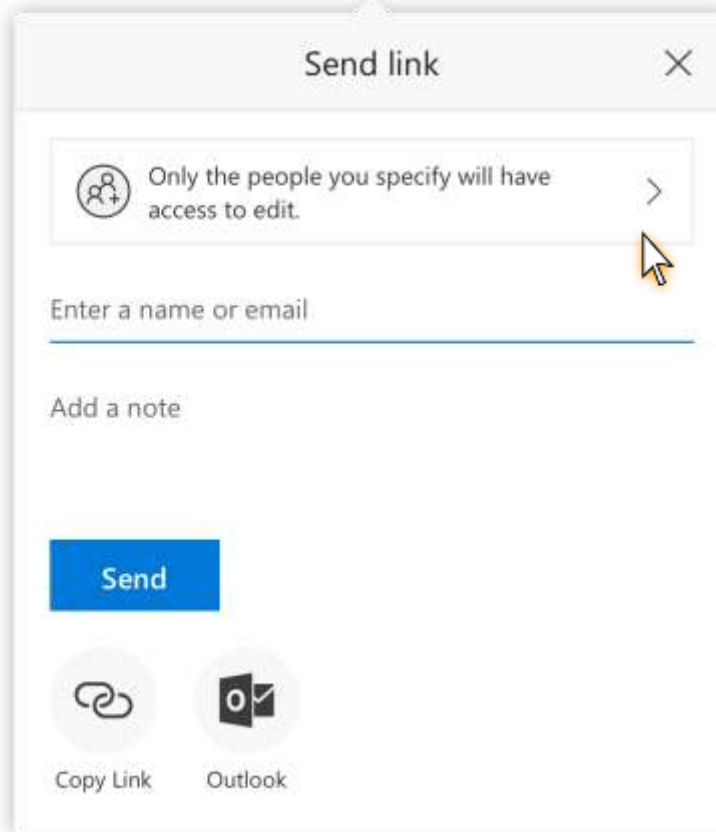
Existing users get access via their account

Can specify internal or external users

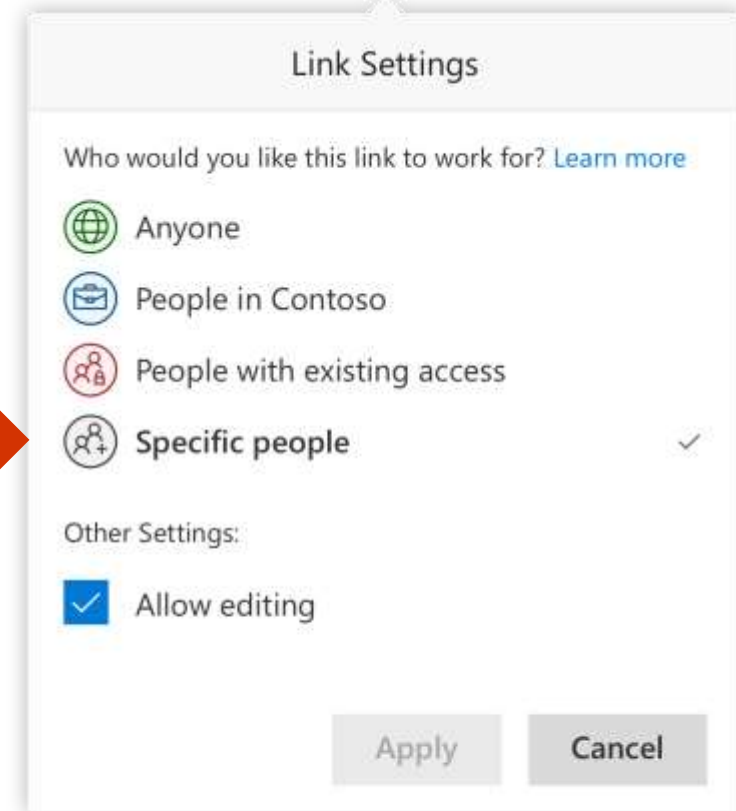
New external users prove email ownership via simple one-time passcode

Internal users granted access directly with inheritance broken

Similar to "Grant Access"



The 'Send link' dialog box is shown. It has a title bar with 'Send link' and a close button. Inside, there's a section with a group icon and the text 'Only the people you specify will have access to edit.' followed by a right arrow. Below this is a text input field labeled 'Enter a name or email'. Underneath is a text area labeled 'Add a note'. At the bottom is a blue 'Send' button. At the very bottom are two icons: a link icon labeled 'Copy Link' and an Outlook icon labeled 'Outlook'.



The 'Link Settings' dialog box is shown. It has a title bar with 'Link Settings'. The main text is 'Who would you like this link to work for?' followed by a 'Learn more' link. Below this are four options with icons: 'Anyone' (globe), 'People in Contoso' (envelope), 'People with existing access' (group with plus), and 'Specific people' (group with plus and a checkmark). Below these is a section 'Other Settings:' with a checked checkbox for 'Allow editing'. At the bottom are 'Apply' and 'Cancel' buttons.

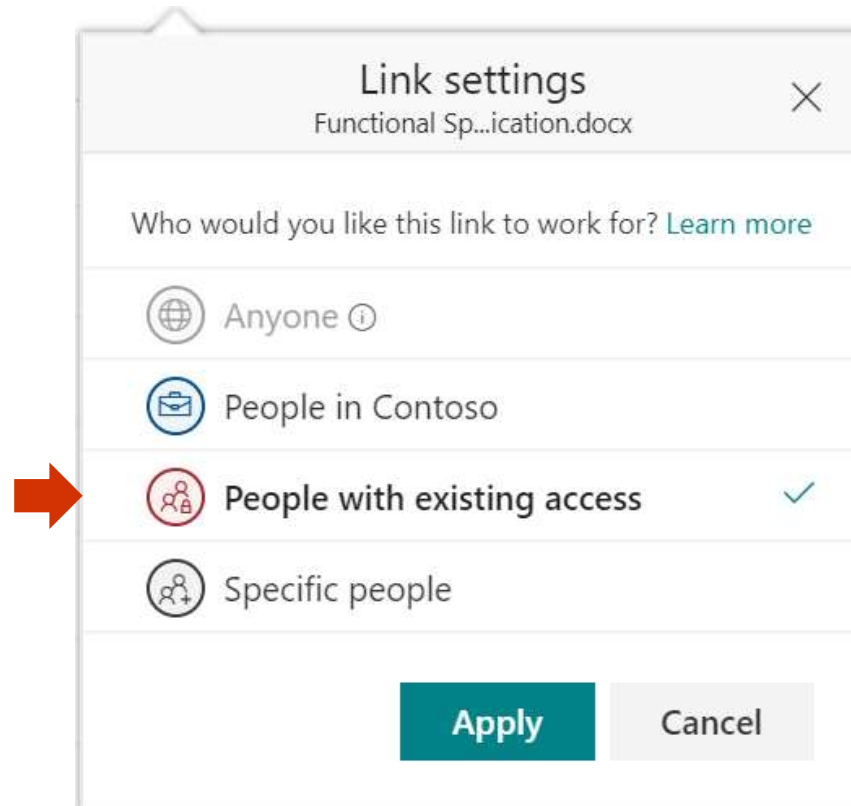
# People with existing access

## Send link without sharing

Does not change permissions

Cannot be set as default link type

Users have access and receive a link via email





# People in my organization

A transferrable, revocable secret key, only grants access to internal users

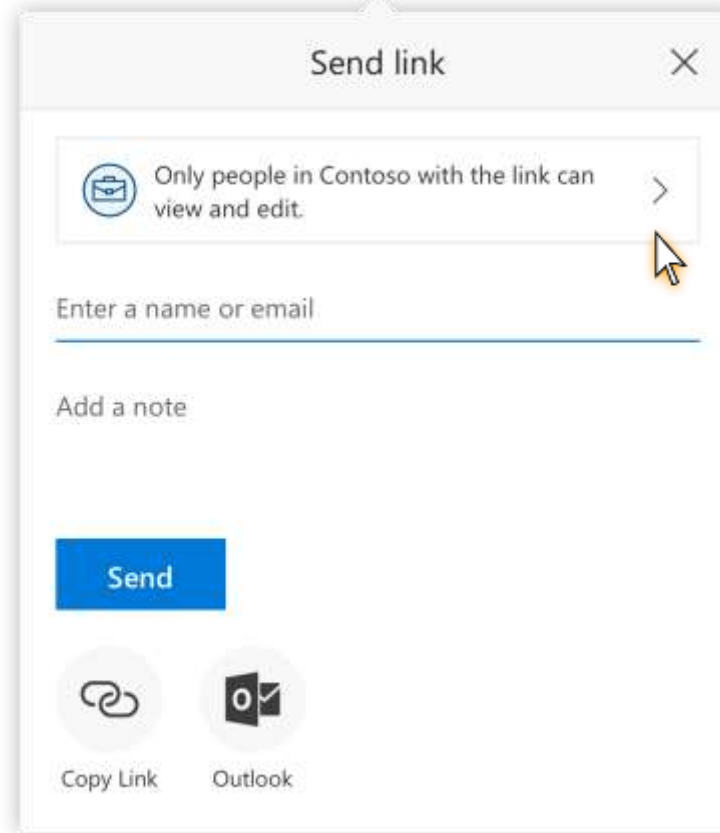
Can be forwarded to others

Access can be revoked anytime

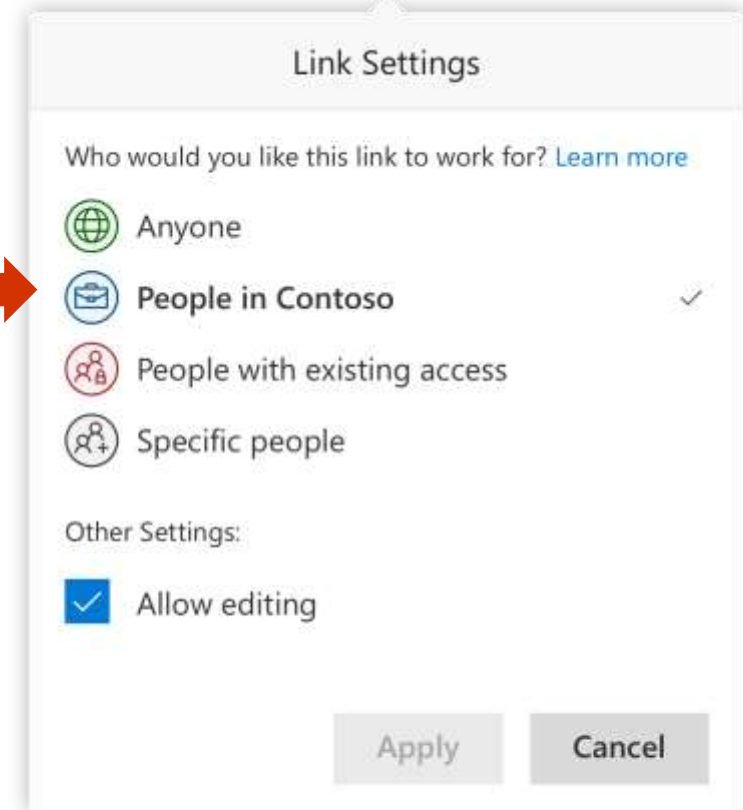
Users need link to gain access

Requires sign-in to an account in my organization

Members (non-guests) in Azure AD



The 'Send link' dialog box is shown. It has a title bar with a close button. Inside, there's a message: 'Only people in Contoso with the link can view and edit.' with a right arrow icon. Below this is a text input field labeled 'Enter a name or email'. Underneath is a section 'Add a note'. At the bottom, there's a blue 'Send' button. At the very bottom, there are two icons: 'Copy Link' and 'Outlook'.



The 'Link Settings' dialog box is shown. It has a title bar. The main section is titled 'Who would you like this link to work for? Learn more'. It contains four options: 'Anyone' (globe icon), 'People in Contoso' (briefcase icon, selected with a checkmark), 'People with existing access' (group of people icon), and 'Specific people' (person with plus icon). Below this is a section 'Other Settings:' with a checked checkbox for 'Allow editing'. At the bottom right, there are 'Apply' and 'Cancel' buttons.

# Anyone (Anonymous)

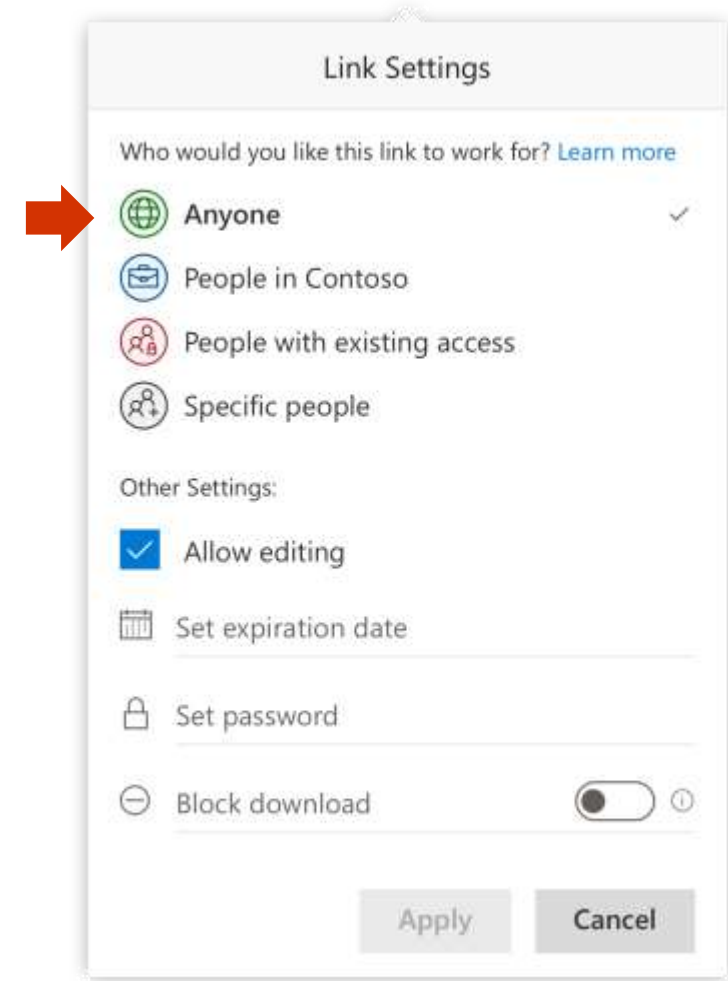
A transferrable, revocable secret key

Can be forwarded to others

Access can be revoked anytime

Users need link to gain access

Guarantees users can open, anywhere, without signing in



# Sharing from everywhere

Modern sharing UI is unified across platforms

SharePoint

OneDrive Mobile App

OneDrive

Office Mac

Office Online





File Explorer with OneDrive sync

Office Desktop




Mac Finder

Link Settings

Who would you like this link to work for? [Learn more](#)

-  **Anyone** ✓
-  People in Contoso
-  People with existing access
-  Specific people

Other Settings:

- ☒ Allow editing
-  Set expiration date
-  Set password
-  Block download ☐ ⓘ

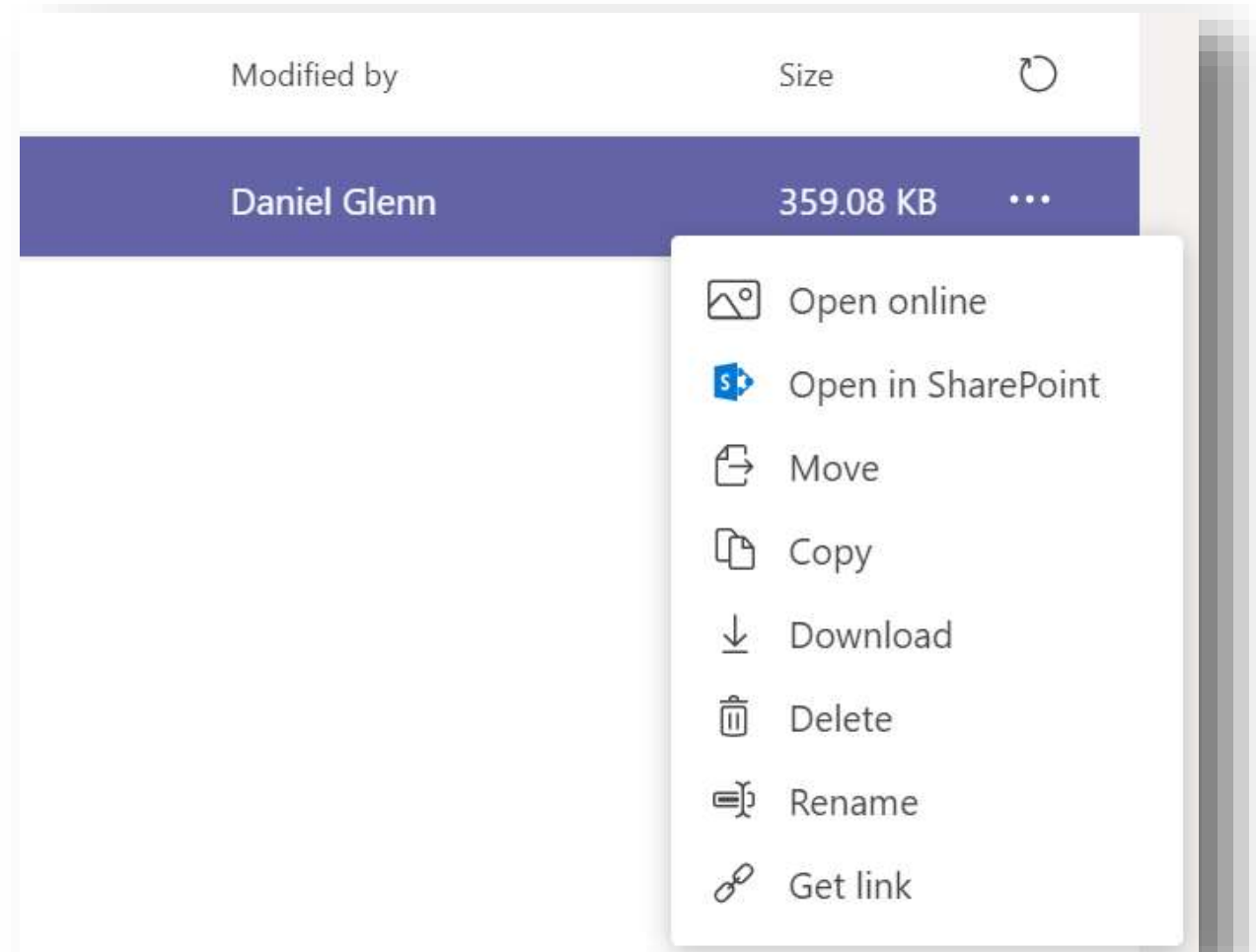
Apply Cancel

# Sharing from Teams

Modern sharing UI is unified across platforms

Files stored in SharePoint

Sharing is done for those already in the Team







# Management & reporting



# Site collection advanced sharing

Access requests still can be set and utilized

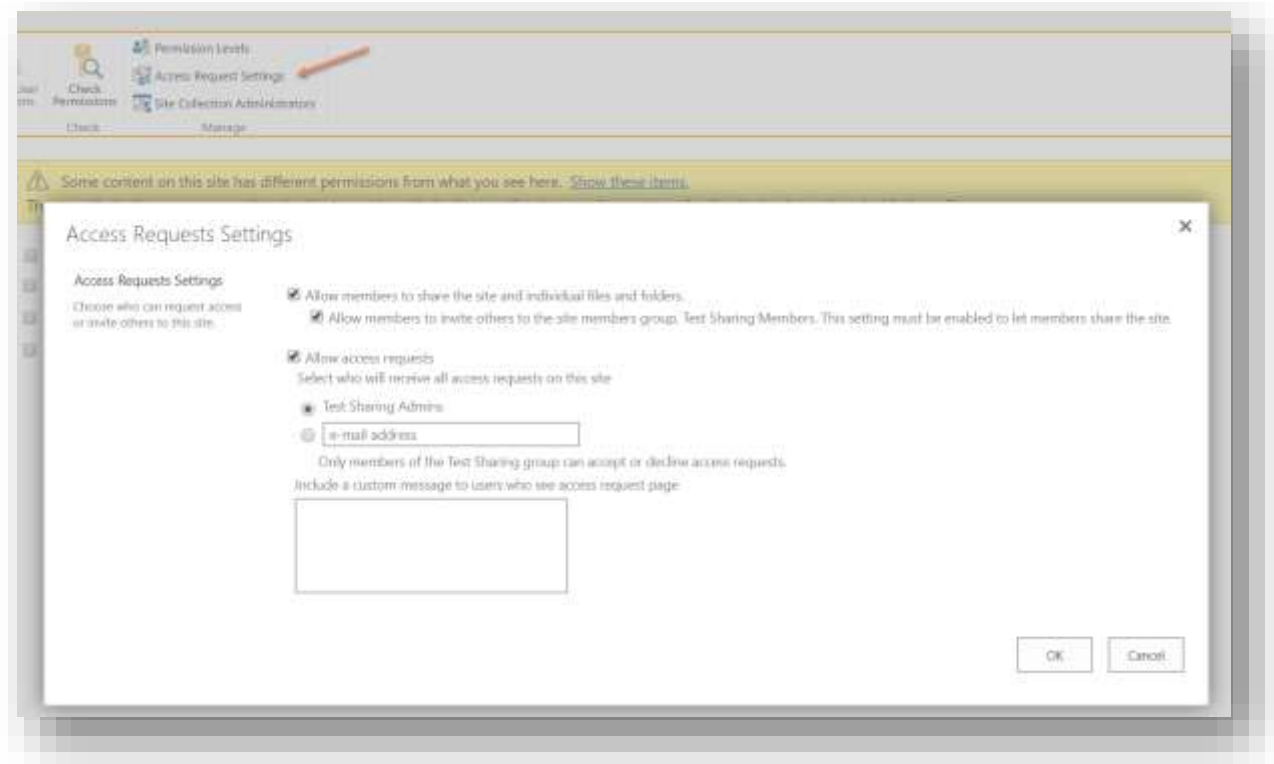
Default access requests set to site owners SharePoint group

- Can update email + message

Control ability of members to share

Allow members to add to default members group

- Allows members to share site





# External sharing administration

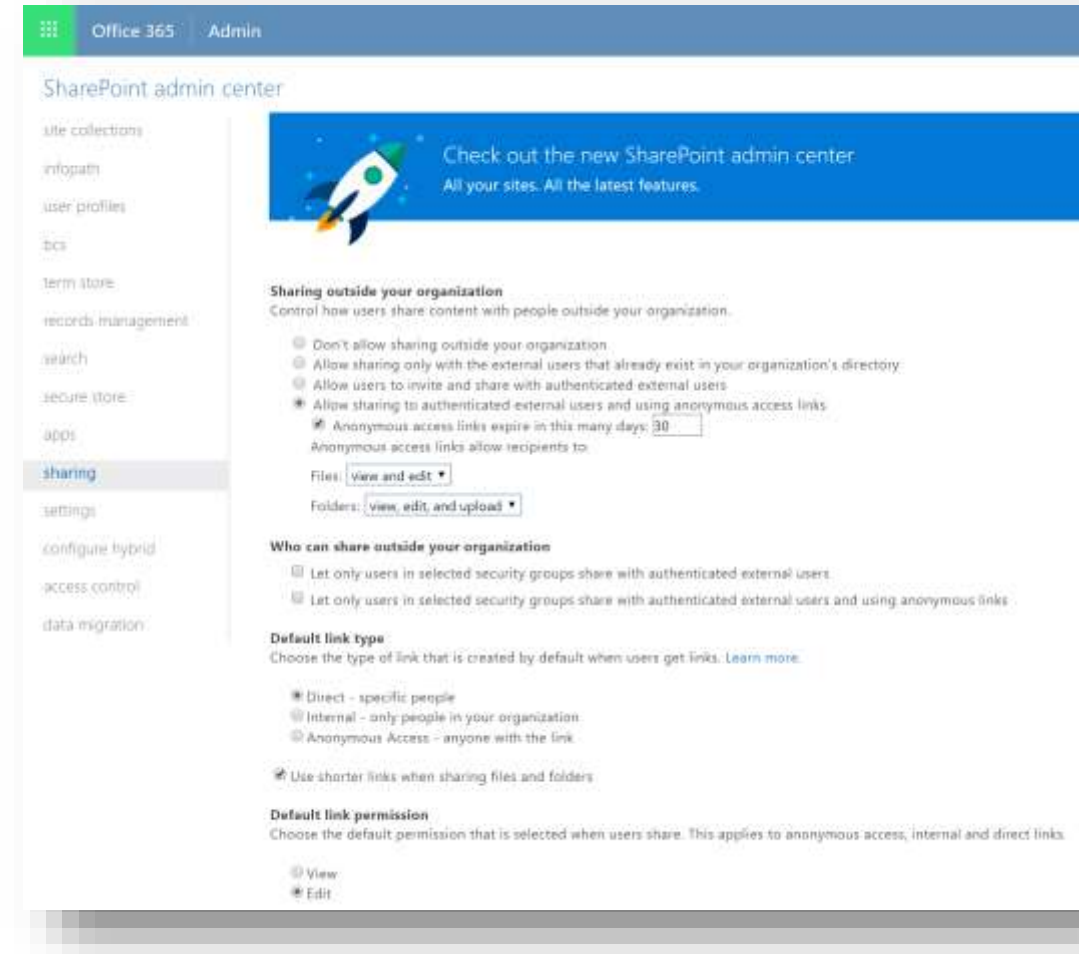
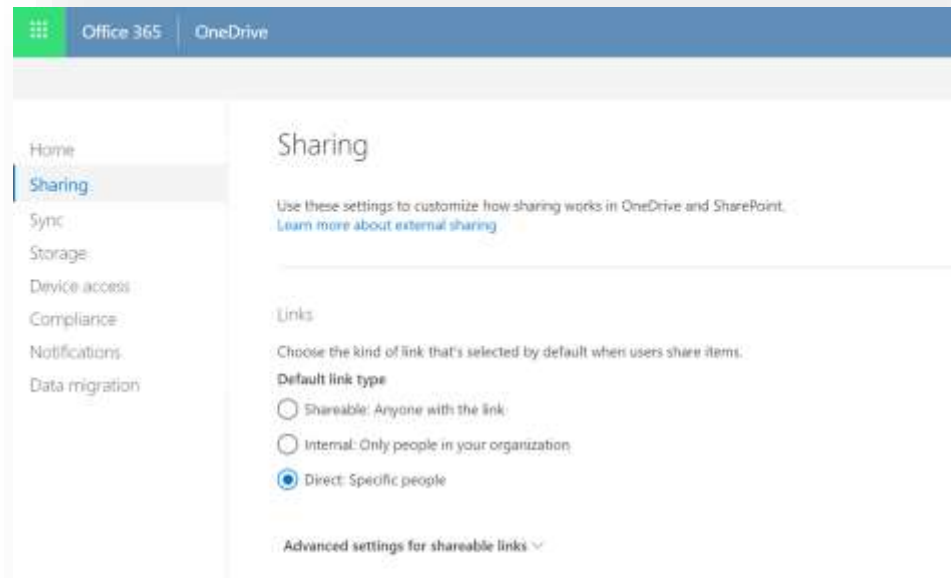
Sharing configured via SharePoint *AND/OR* OneDrive admin centers

Configured per tenant

Ability to configure sharing set per site collection

- Every OneDrive is a site collection

Office 365 Group sharing best managed through PowerShell



# SharePoint & OneDrive external sharing

Your SharePoint Online sharing settings determine which OneDrive sharing settings are available

Setting Sharing in OneDrive Admin Center affects SPO

- Sharing for OneDrive can be **MORE** restrictive but not **LESS** restrictive than SPO
- If sharing turned off globally in SPO any shared links will stop working

## Sharing Options

- No external sharing
- Only existing external users (sign-in required)
- New and existing external users (sign-in required)
- Anyone, including anonymous users (on by default)

# SPO & OD external sharing settings

The following settings apply to both SPO and OneDrive

## Default link type

- Direct, Internal, Shareable

## Default link permission

- View or Edit

## Limited external sharing by user

- Only certain users in security group

## Anonymous access link permission

- View, Edit & Upload or View Only

## Anonymous access link expiration

- Up to 2 years / 730 days

## OneDrive email notifications

## Prove account ownership timing



# Office 365 group external sharing settings

Powered by Azure B2B

Turn on/off external sharing

- Tenant, per group, per user

Turn on/off per workload

- Teams, PowerBI, SharePoint

Allow guests to invite

Guest access review

Domain allow/block

- Different than SPO & OneDrive
- Configured in Azure AD

# Microsoft recommends anonymous

Allow anonymous guest sharing links for sites and docs

Allowing the use of anonymous guest sharing links for SharePoint Online sites and documents dissuades users from finding more risky methods of sharing sites and documents. While there are inherent risks, you can monitor for signs of exfiltration by an attacker and educate users on the risks of sharing anonymously.

You have 220 of 280 sites/docs that don't have anonymous sharing turned on.

Threats

- Data Exfiltration
- Data Leakage

Compliance Controls

- FedRAMP Moderate; Control AC-14(a)
- NIST 800-53; Control AC-14(a)

Learn more

Ignore

Third Party

Action Category

User Impact

Complexity

Score

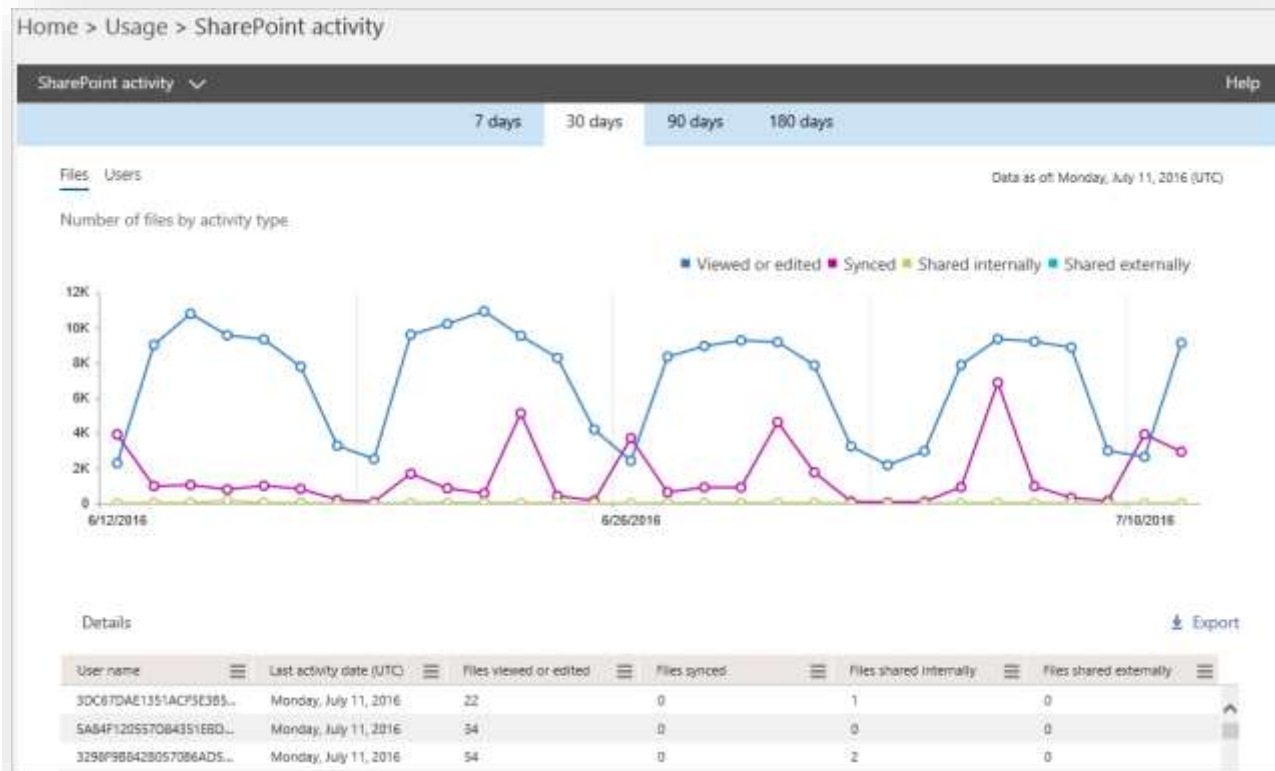
Data

Moderate

Low

0/1

# Reporting



## Audit log search

### Activities

Created sharing link, ... (11) ▾

× Clear all to show results for all activities

Search

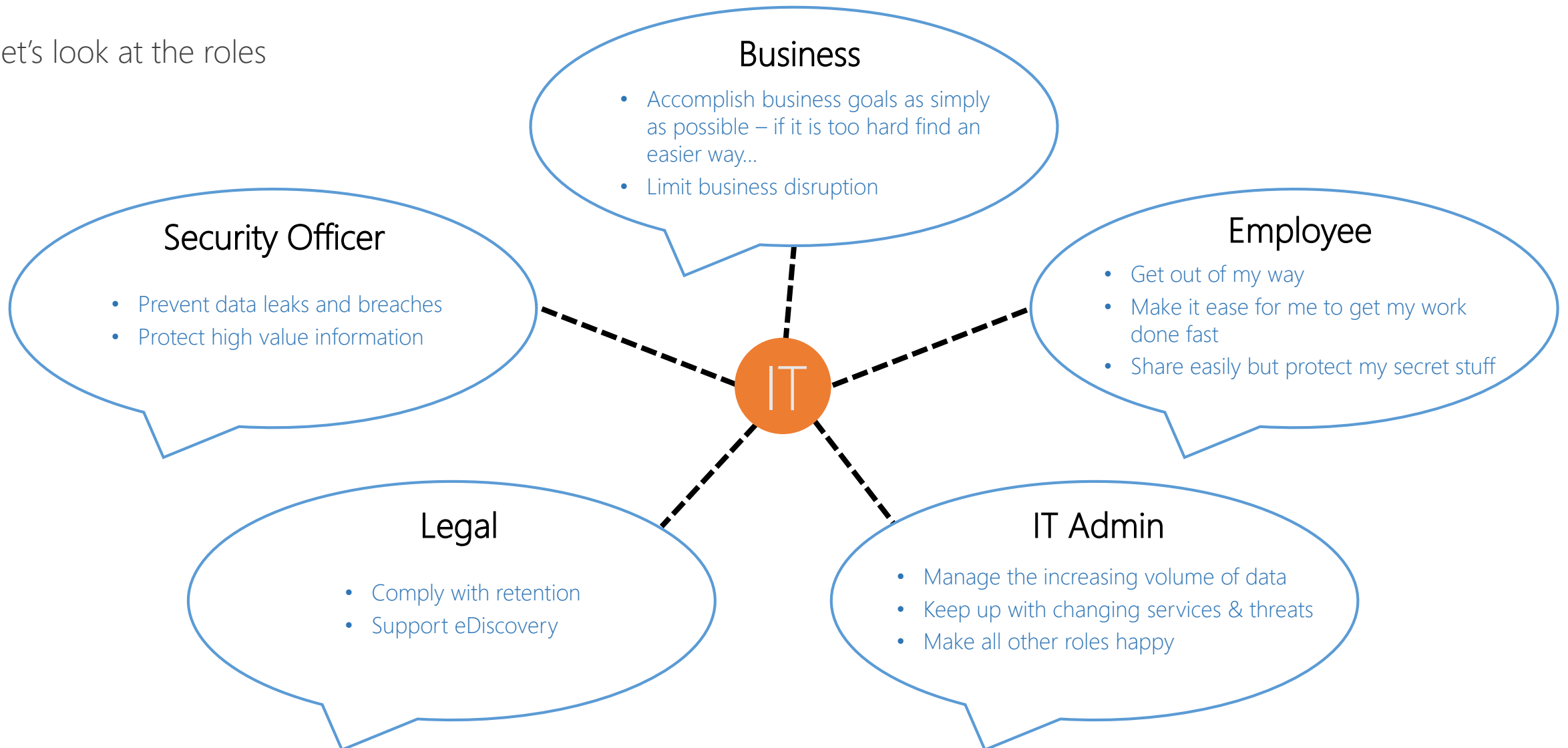
### Sharing activities

Created sharing link	✓	Disabled sharing link	✓
Unshared file, folder, or site	✓	Shared file, folder, or site	✓
Created sharing invitation	✓	Accepted sharing invitation	✓
Withdrew sharing invitation	✓	Accepted access request	✓
Created access request	✓	Denied access request	✓
Changed a sharing policy	✓		



# How do I get started?

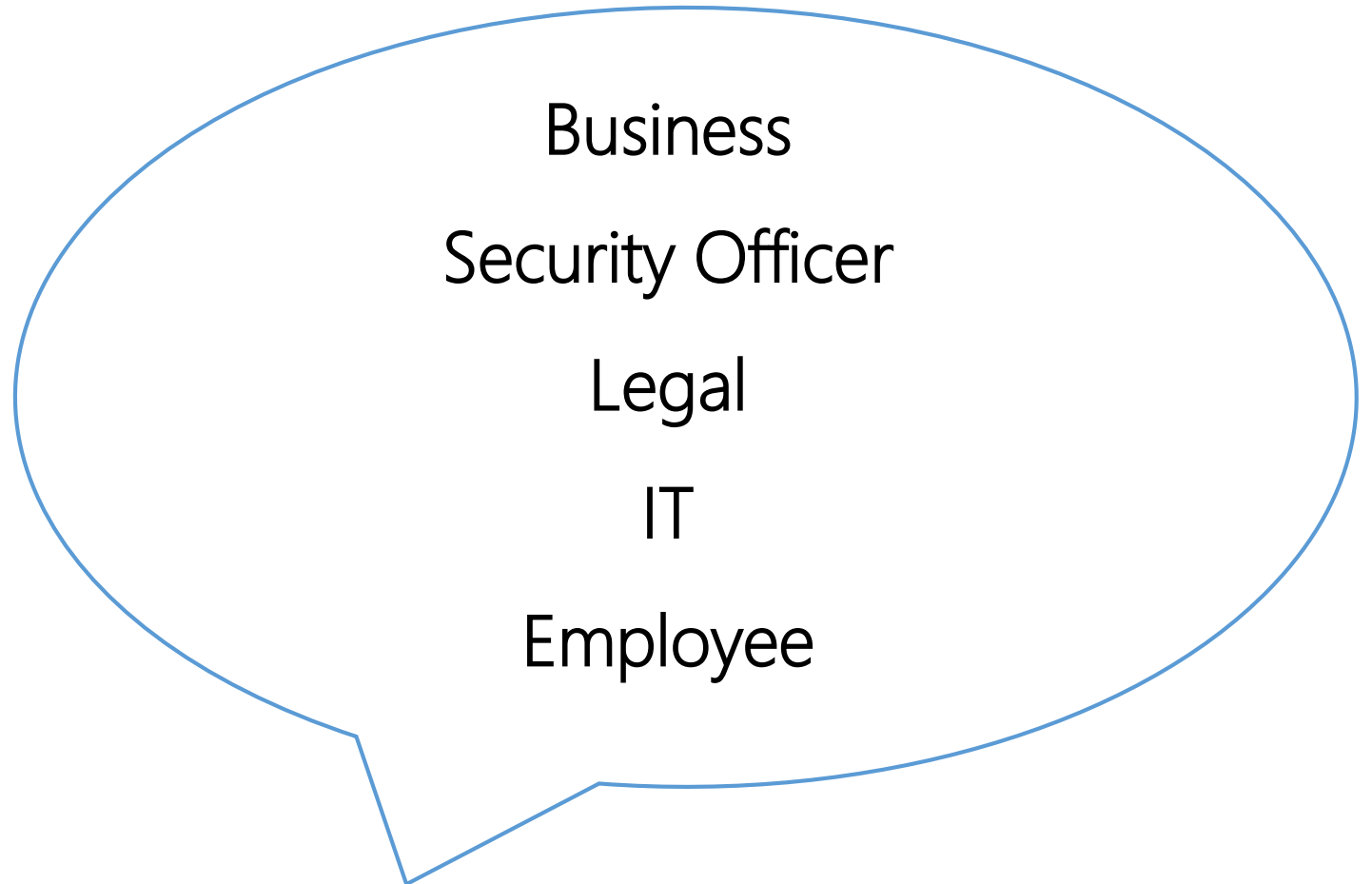
Let's look at the roles



# How do I get started?

Bring everyone together

- Review existing user experiences
- Listen and document requirements
- Demo functionality
- Look at competing tech
- Get consensus on pros and cons
- Start with open and work back





I need to  
share with  
external  
people

### 1. Identify where

- Teams, SharePoint, or OneDrive

### 2. Technical steps to implement

### 3. Educate

- How to share
- Implications of sharing

# Complete the matrix - Questions

Questions	Answer
What applications will you allow external sharing?	
What are the default sharing settings you will configure in SPO & OneDrive?	
What are the default sharing settings you will configure in Azure AD?	
Do my configurations in both environments align?	
What domains will you allow?	
What events do you need to audit or report on beyond 90 days?	
How will I handle guest accounts in Azure AD?	
Do I need to monitor sharing request emails?	
How will I manage site collection specific sharing settings for sites?	
What DLP policies do I have configured and will they control sharing?	
How often should guests in groups be reviewed?	
What terms of use should external users accept?	
Do I need to manage site collection owners?	
What is our training and awareness plan?	

# Examples

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- Empower sensitivity labels for regulated users
- Enable monthly access reviews for external users
- Have external users accept terms of use
- Build sharing reports

# Tips

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Least Privilege



Work with groups



Work with inheritance

# Questions?

Emails:

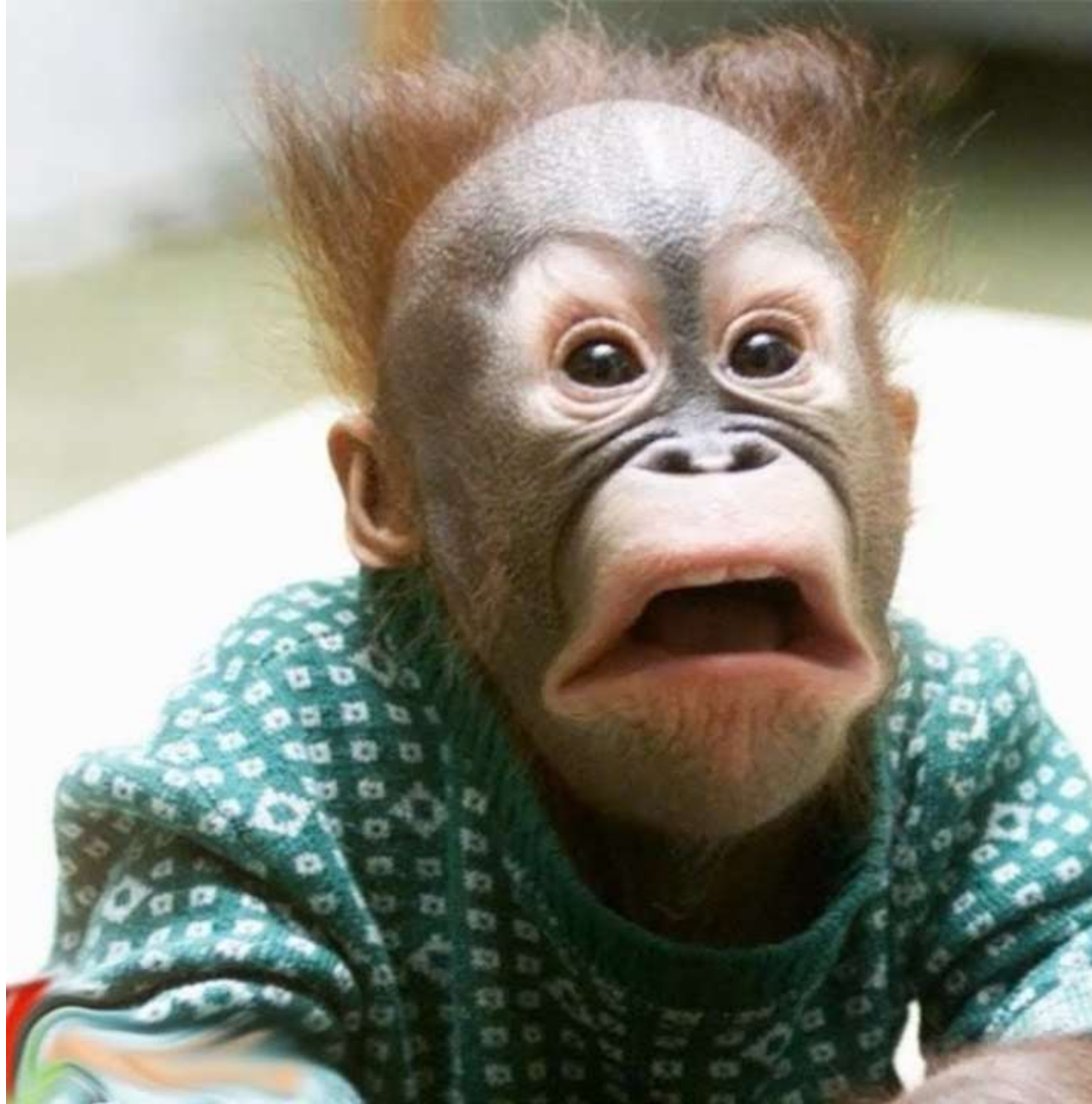
[dmadelung@outlook.com](mailto:dmadelung@outlook.com)

[daniel.glenn@infoworks-tn.com](mailto:daniel.glenn@infoworks-tn.com)

Twitters:

[@dmadelung](https://twitter.com/dmadelung)

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