Case Project: Implementing and Managing Microsoft 365 Environment for a Mid-Sized Organization

Objective: To provide hands-on experience in implementing, configuring, and managing a Microsoft 365 environment for a fictional mid-sized organization named "TechSolutions Inc."

Scenario: TechSolutions Inc. is a mid-sized IT services company with 300 employees. The company is transitioning to Microsoft 365 to improve collaboration, security, and productivity. As part of the IT team, you are responsible for setting up and managing the Microsoft 365 environment. This case project will cover various aspects of Microsoft 365, including user and group management, security and compliance, and service configuration.

Tasks:

Task 1: Setting Up and Configuring User Accounts

1. **Bulk Import Users**:
    - Use the Microsoft 365 admin center to bulk import 10 users from a CSV file.
    - Assign appropriate licenses (Microsoft 365 E3 or E5) to the imported users.
2. **Configure User Profiles**:
    - Ensure each user has a profile picture, contact information, and job title set.
    - Configure user settings to include organization-specific information.
3. **Create Office 365 Groups**:
    - Create three Office 365 groups for different departments: IT, HR, and Marketing.
    - Add users to their respective groups.
4. **Configure User Permissions**:
    - Assign specific permissions to the HR group to access sensitive HR documents in SharePoint.
    - Ensure the Marketing group has permission to create and manage Microsoft Teams.

Task 2: Implementing Security Measures

1. **Set Up and Configure Microsoft Defender for Office 365**:
    - Access the MS Defender and navigate to Secure Score.
    - Ensure that Safe Links and Safe Attachments have been enabled for all users.
    - Navigate to Policies and rules, then configure at least one policy to protect against phishing, malware, or spam.
2. **Set Up Data Encryption**:
    - Configure Microsoft 365 Message Encryption.

- Ensure that emails from inside the organization are automatically encrypted. (Hints: Navigate to Exchange admin center, and then Rules)

Task 3: Configuring and Managing Collaboration Tools

1. **Set Up SharePoint Online**:
   - Create an online SharePoint site for each department (IT, HR, Marketing).
   - Configure document libraries and permissions for each site.
   - Enable versioning and content approval for the HR document library.
2. **Implement OneDrive for Business**:
   - Configure OneDrive settings to restrict external sharing.
   - Enable file retention policies to ensure data is retained for at least five years.
   - Set up a policy to automatically move old files to the Recycle Bin after a year.
3. **Set Up Viva Engage for Enterprise Social Networking**:
   - Configure Viva to allow only internal communications.
   - Set up groups for company-wide announcements and department-specific discussions.
   - Ensure compliance with the company's social media policy.

Task 4: Monitoring and Reporting

1. **Configure Audit Logs**:
   - Enable and configure audit logging in the Microsoft 365 compliance center.
   - Create a custom audit log search to track user activities related to at least one activity in SharePoint such as updating the site content.
2. **Set Up Alerts**:
   - Configure alert policies to notify administrators of suspicious activities, such as multiple failed login attempts or mass deletion of files.
   - Set up notifications for data loss prevention (DLP) policy breaches. (You can navigate to Insider risk management)
3. **Generate Usage Reports**:
   - Use the Microsoft 365 admin center to generate reports on user activity, email usage, and SharePoint site usage.
   - Schedule monthly reports to be sent to IT administrators and department heads.(Optional, you can use Power Automate)

4. **Implement and Monitor Service Health**:
    - Set up service health alerts to notify administrators of any issues with Microsoft 365 services.
    - Monitor the Service Health dashboard regularly to ensure all services are running smoothly.

Deliverables:

- A detailed report documenting each step taken during the project, including screenshots and explanations.
- A summary of configurations and policies implemented, along with their rationale.
- A presentation to the class demonstrating the setup and explaining the choices made during the project.

Assessment Criteria:

- Completeness and accuracy of the tasks performed.
- Understanding and application of Microsoft 365 features and best practices.
- Quality of documentation and presentation.
- Ability to troubleshoot and resolve issues encountered during the project.

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Paste your screenshots here
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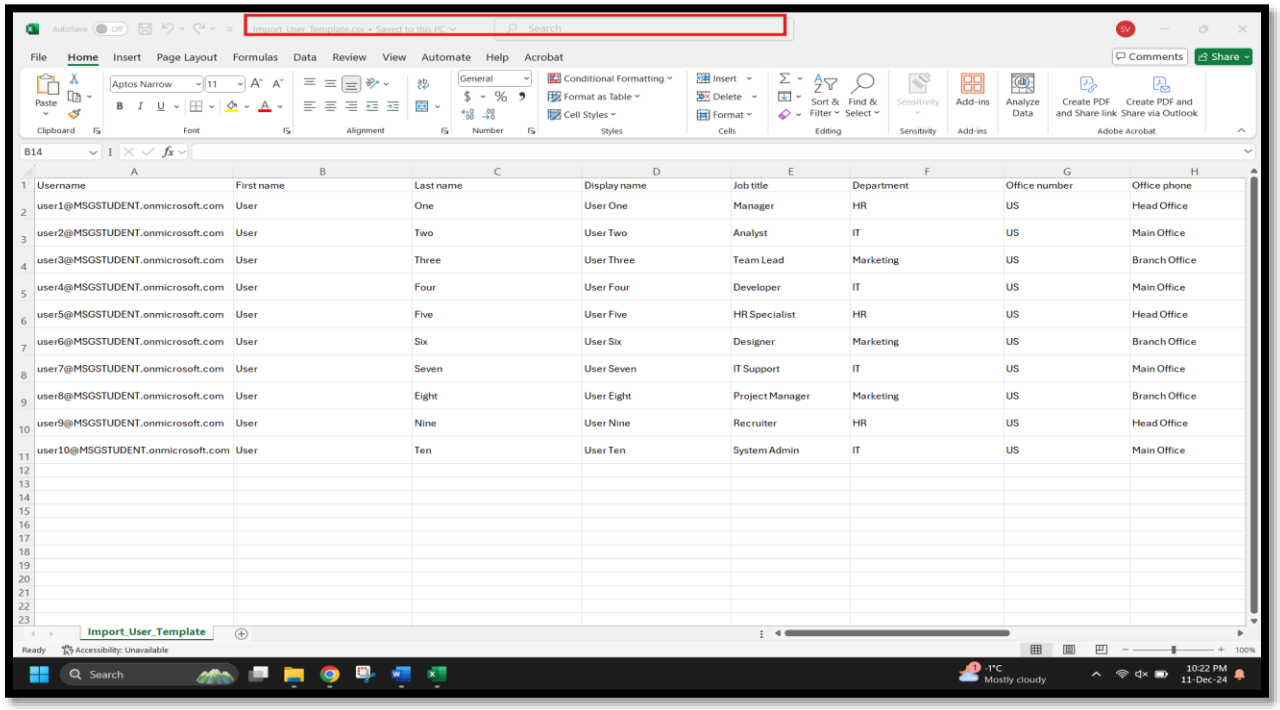
Task 1: Setting Up and Configuring User Accounts

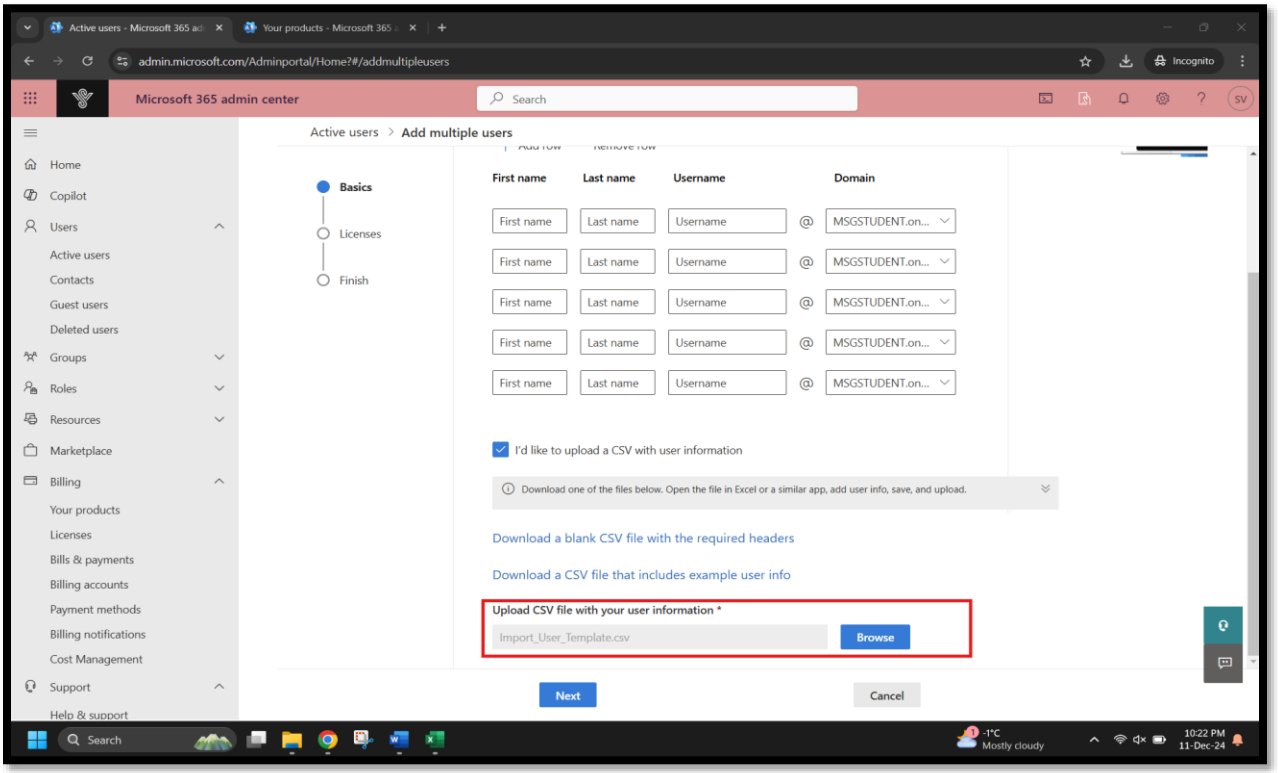
1.1 Bulk Import Users:

- Use the Microsoft 365 admin center to bulk import 10 users from a CSV file.

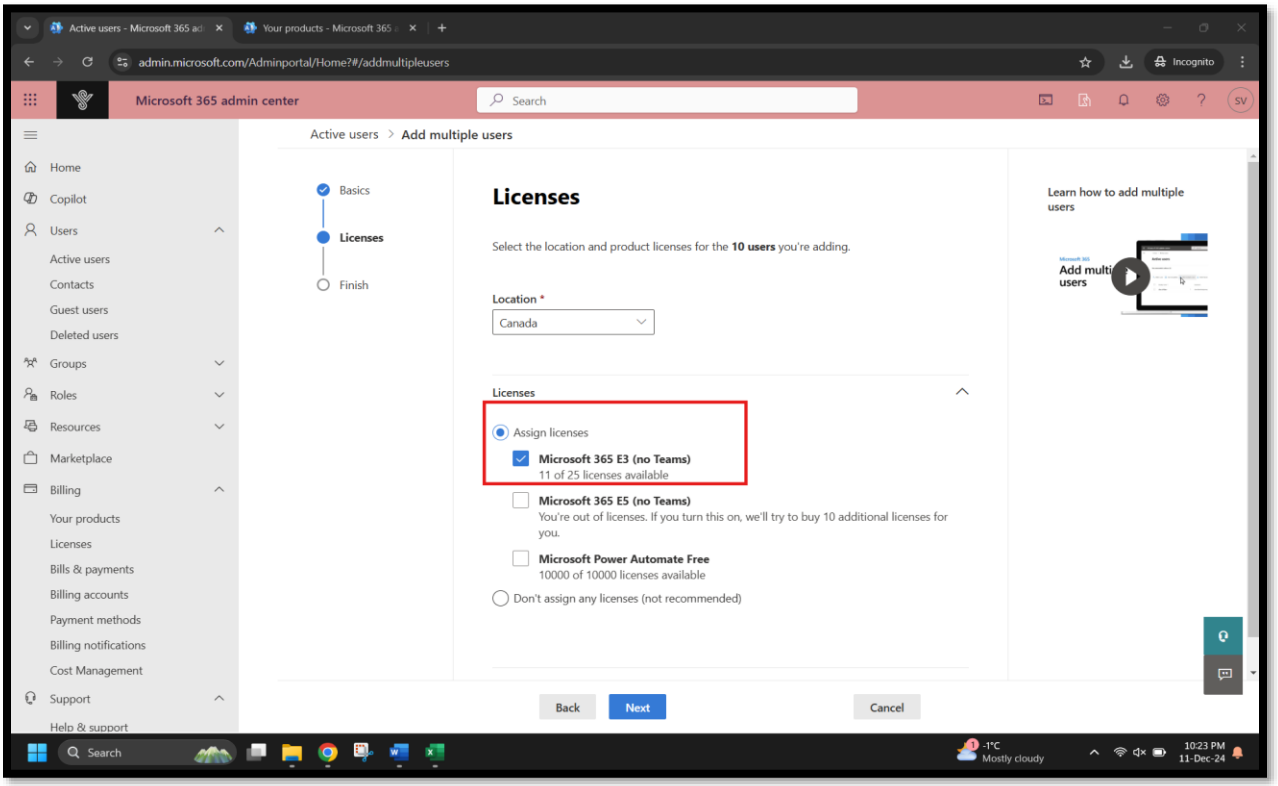
[Screenshot: Downloaded sample blank CSV file from Microsoft Admin Center, in Active Users > Add multiple Users]

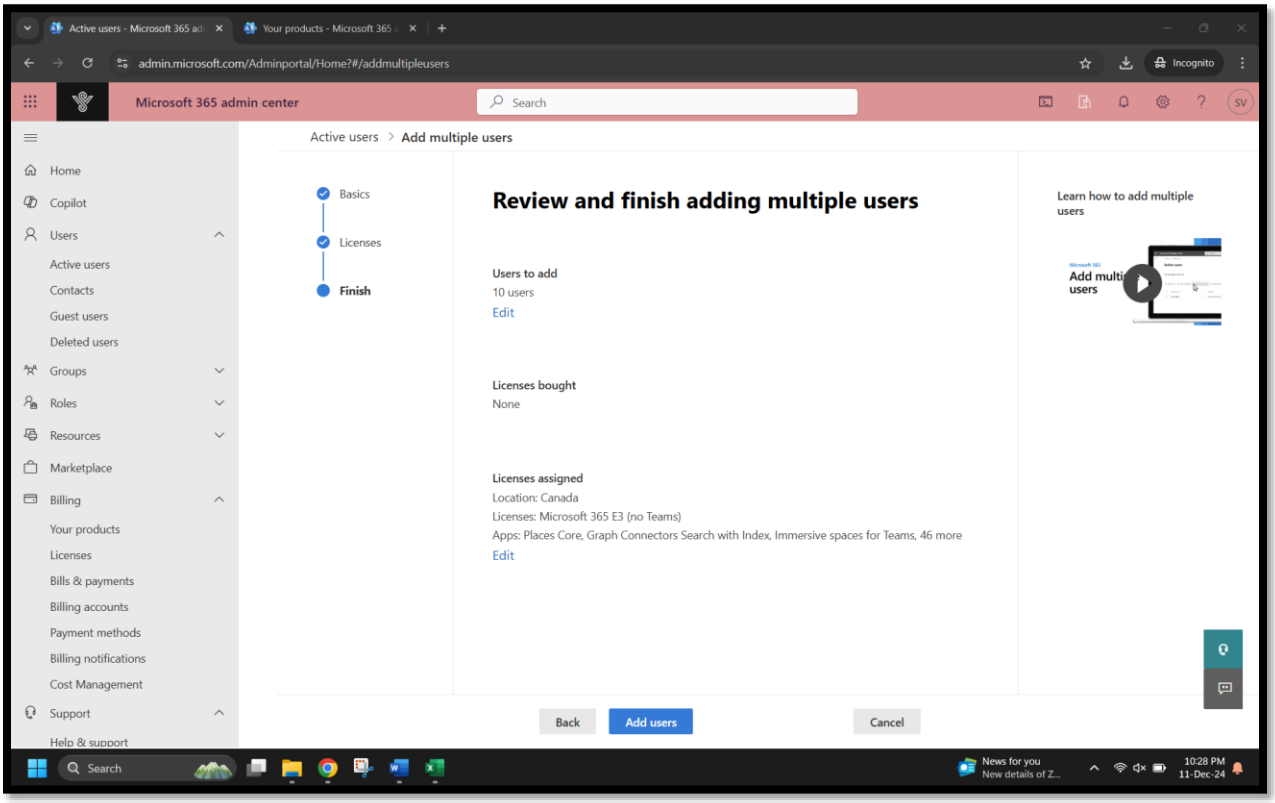


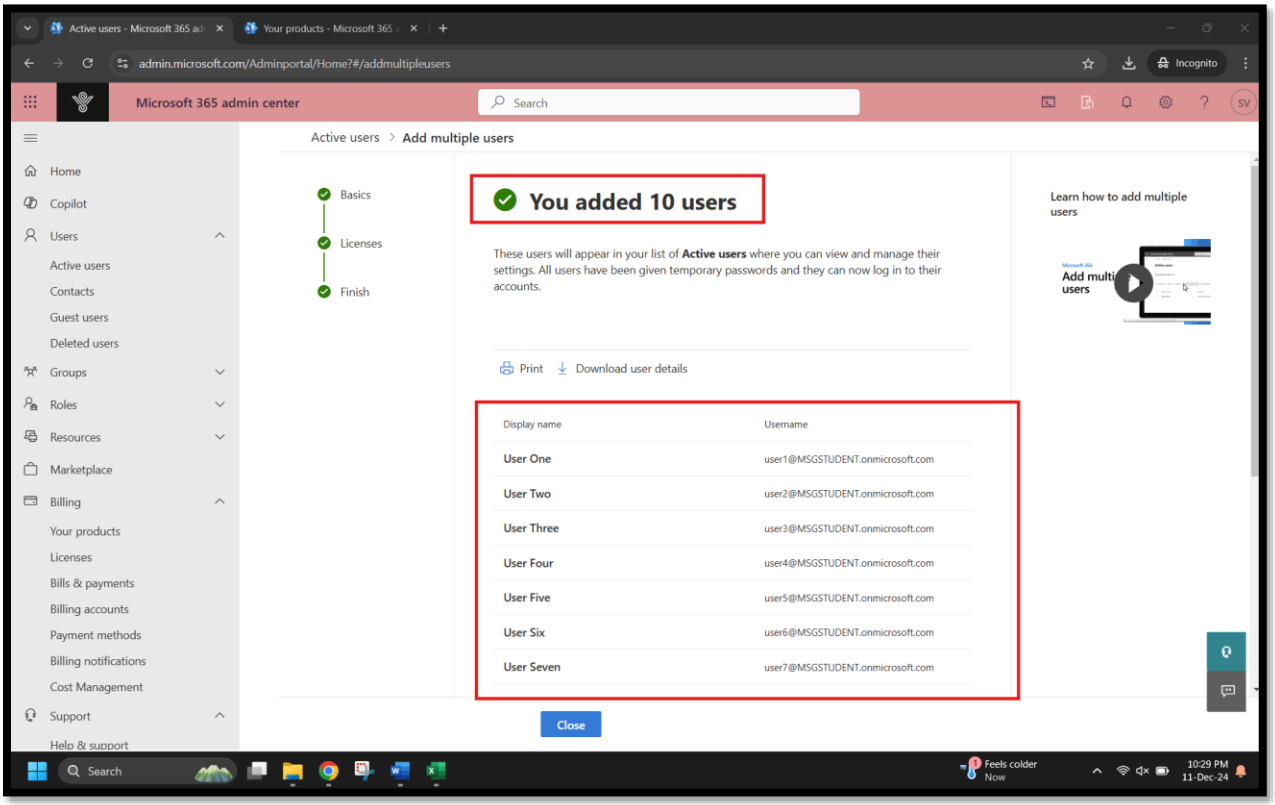
Username	First name	Last name	Display name	Job title	Department	Office number	Office phone
user1@MSGSTUDENT.onmicrosoft.com	User	One	User One	Manager	HR	US	Head Office
user2@MSGSTUDENT.onmicrosoft.com	User	Two	User Two	Analyst	IT	US	Main Office
user3@MSGSTUDENT.onmicrosoft.com	User	Three	User Three	Team Lead	Marketing	US	Branch Office
user4@MSGSTUDENT.onmicrosoft.com	User	Four	User Four	Developer	IT	US	Main Office
user5@MSGSTUDENT.onmicrosoft.com	User	Five	User Five	HR Specialist	HR	US	Head Office
user6@MSGSTUDENT.onmicrosoft.com	User	Six	User Six	Designer	Marketing	US	Branch Office
user7@MSGSTUDENT.onmicrosoft.com	User	Seven	User Seven	IT Support	IT	US	Main Office
user8@MSGSTUDENT.onmicrosoft.com	User	Eight	User Eight	Project Manager	Marketing	US	Branch Office
user9@MSGSTUDENT.onmicrosoft.com	User	Nine	User Nine	Recruiter	HR	US	Head Office
user10@MSGSTUDENT.onmicrosoft.com	User	Ten	User Ten	System Admin	IT	US	Main Office



- Assign appropriate licenses (Microsoft 365 E3 or E5) to the imported users.

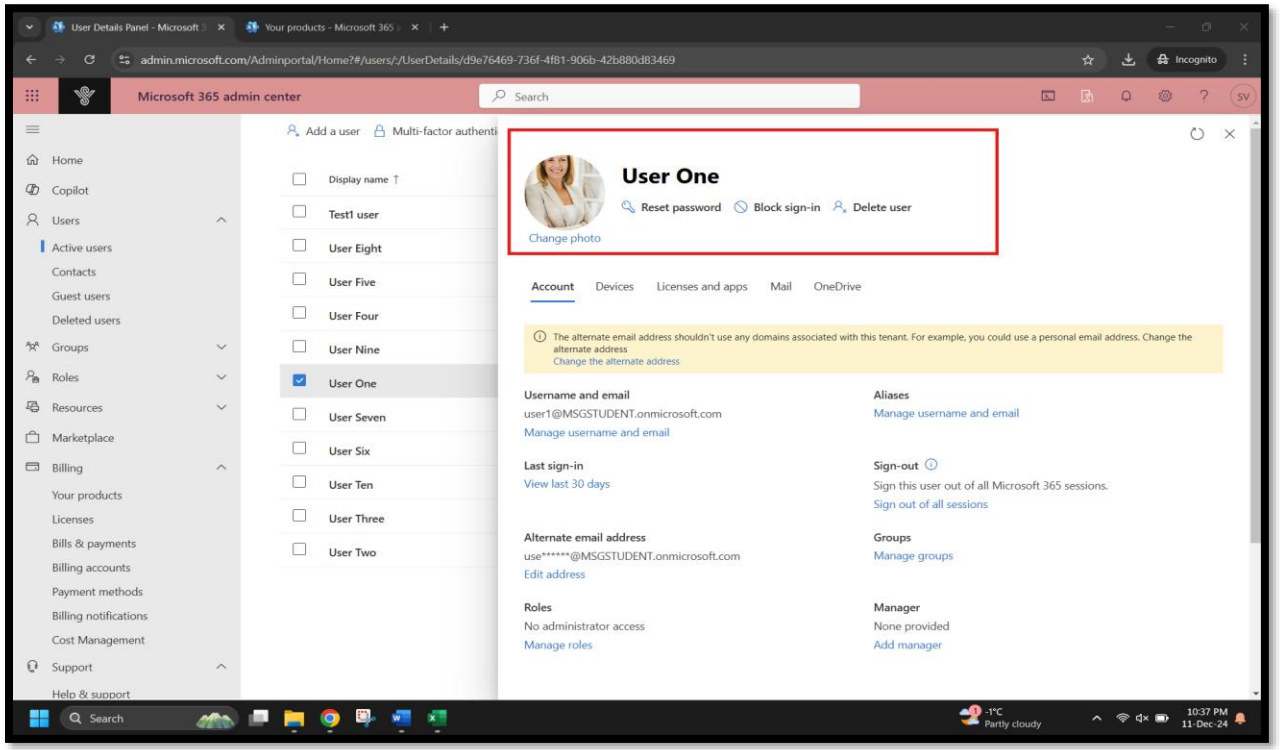



admin.microsoft.com/Adminportal/Home?#/addmultipleusers
Microsoft 365 admin center
Search
Active users > Add multiple users
Basics
Licenses
Finish
Review and finish adding multiple users
Users to add
10 users
Edit
Licenses bought
None
Licenses assigned
Location: Canada
Licenses: Microsoft 365 E3 (no Teams)
Apps: Places Core, Graph Connectors Search with Index, Immersive spaces for Teams, 46 more
Edit
Learn how to add multiple users
Back
Add users
Cancel

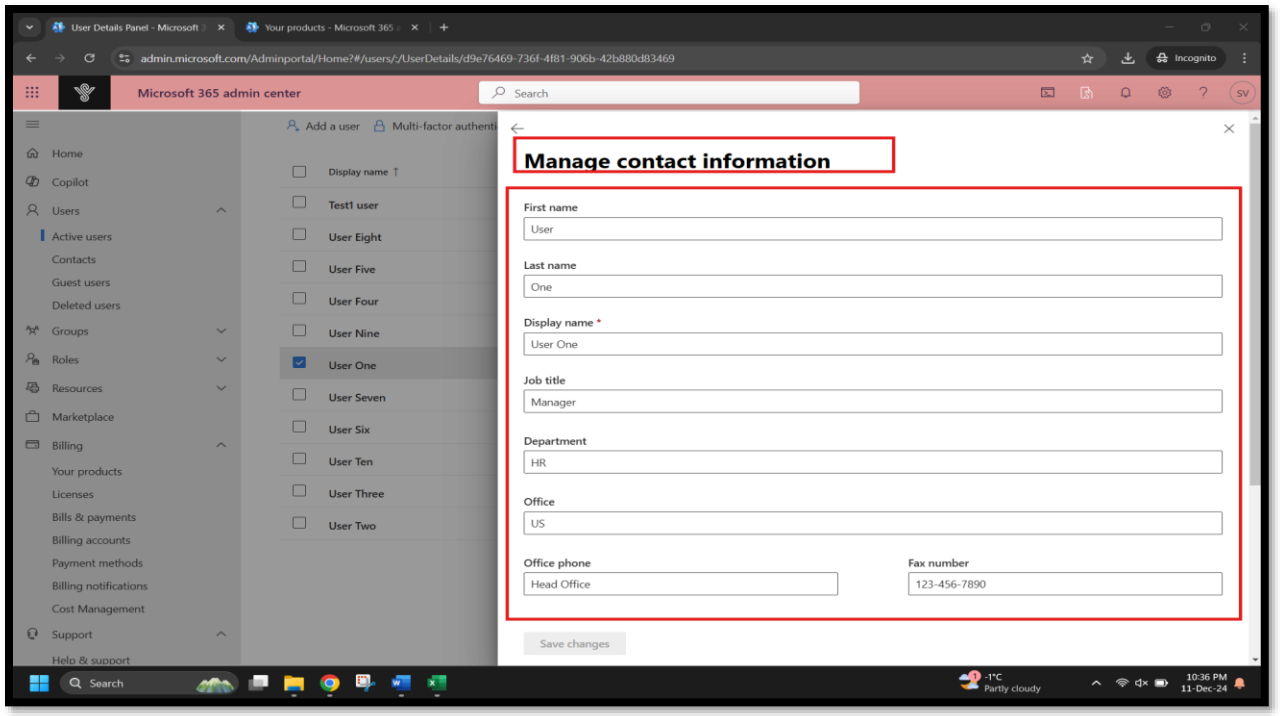

admin.microsoft.com/Adminportal/Home?#/addmultipleusers
Microsoft 365 admin center
Search
Active users > Add multiple users
Basics
Licenses
Finish
You added 10 users
These users will appear in your list of Active users where you can view and manage their settings. All users have been given temporary passwords and they can now log in to their accounts.
Print
Download user details
Display name
Username
User One
user1@MSGSTUDENT.onmicrosoft.com
User Two
user2@MSGSTUDENT.onmicrosoft.com
User Three
user3@MSGSTUDENT.onmicrosoft.com
User Four
user4@MSGSTUDENT.onmicrosoft.com
User Five
user5@MSGSTUDENT.onmicrosoft.com
User Six
user6@MSGSTUDENT.onmicrosoft.com
User Seven
user7@MSGSTUDENT.onmicrosoft.com
Learn how to add multiple users
Close

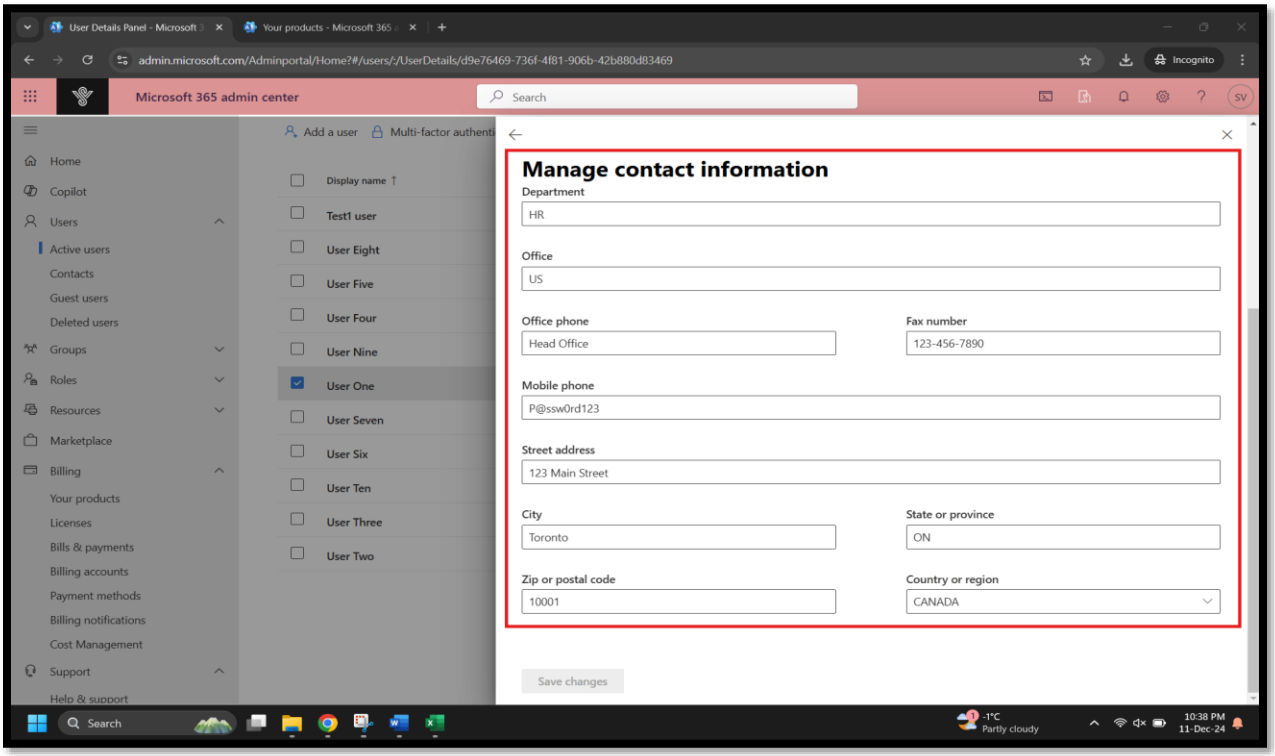
1.2 Configure User Profiles:

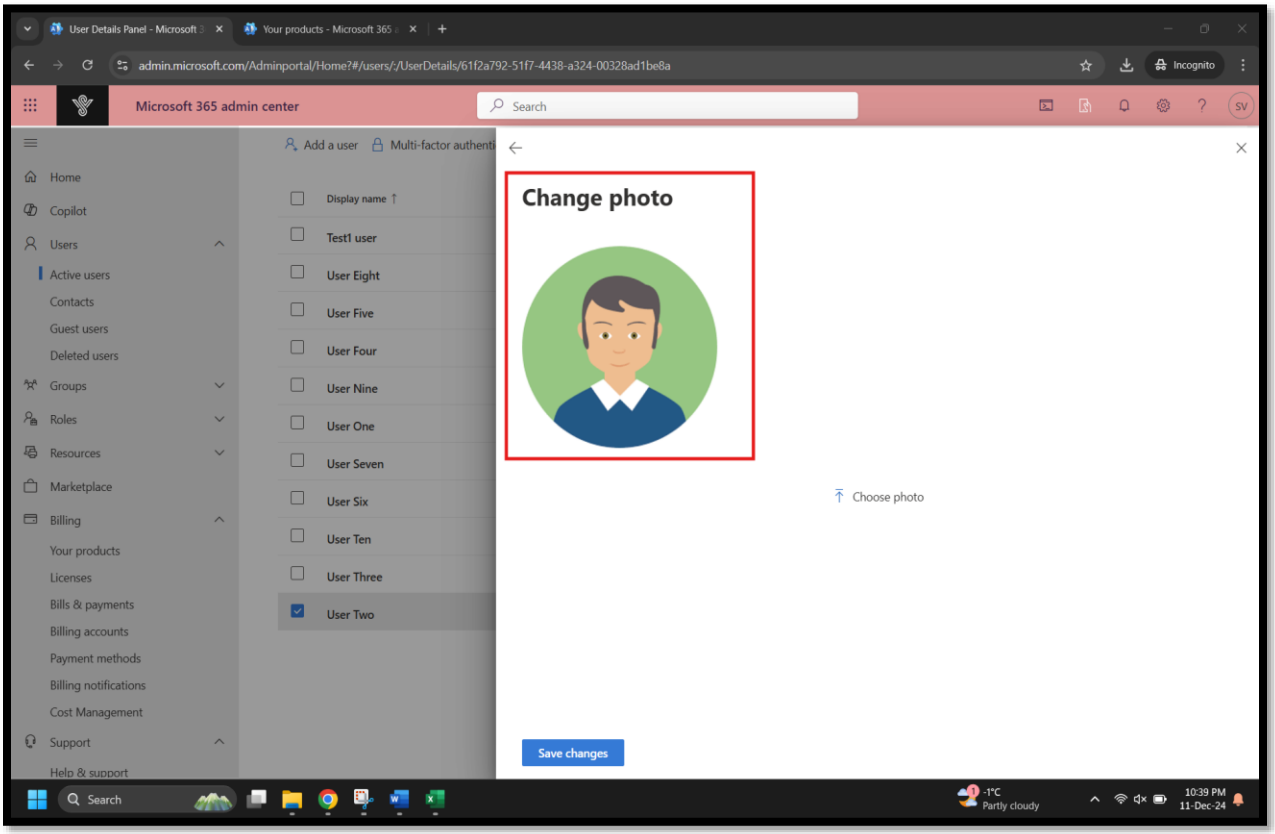
- Ensure each user has a profile picture, contact information, and job title set.

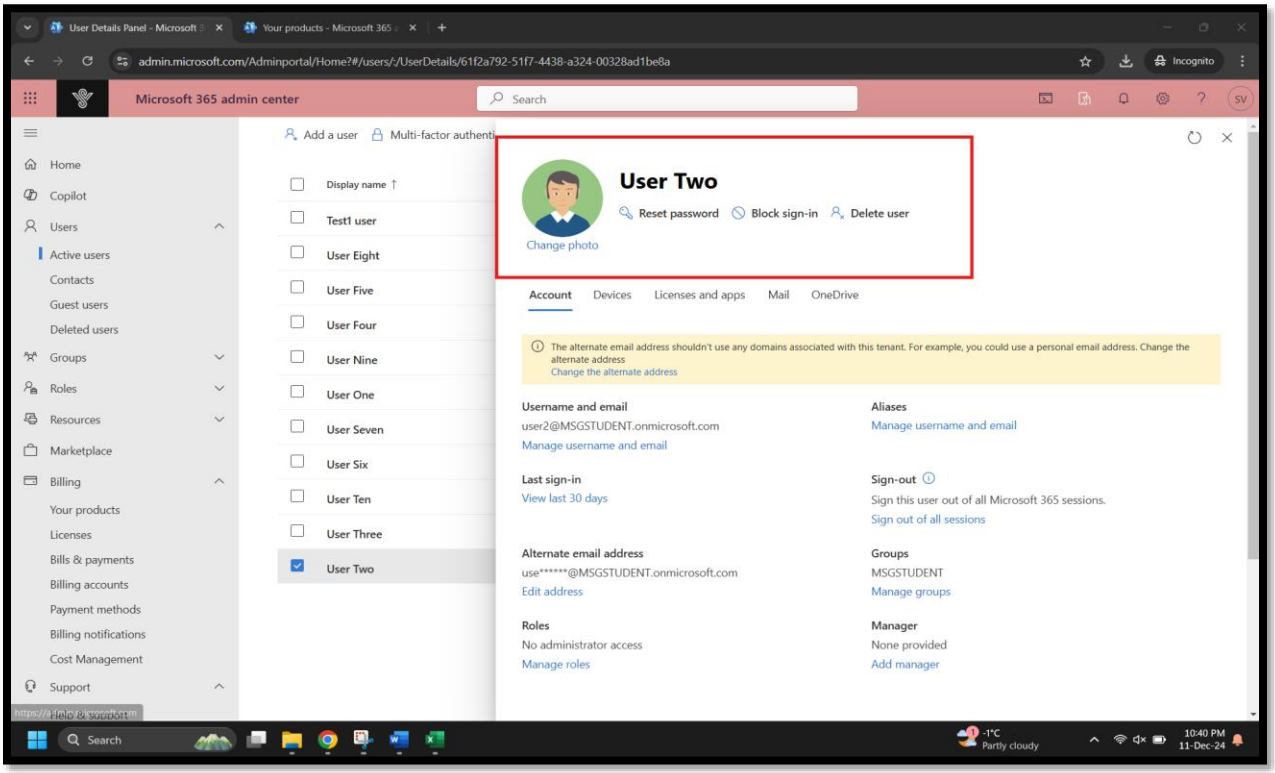


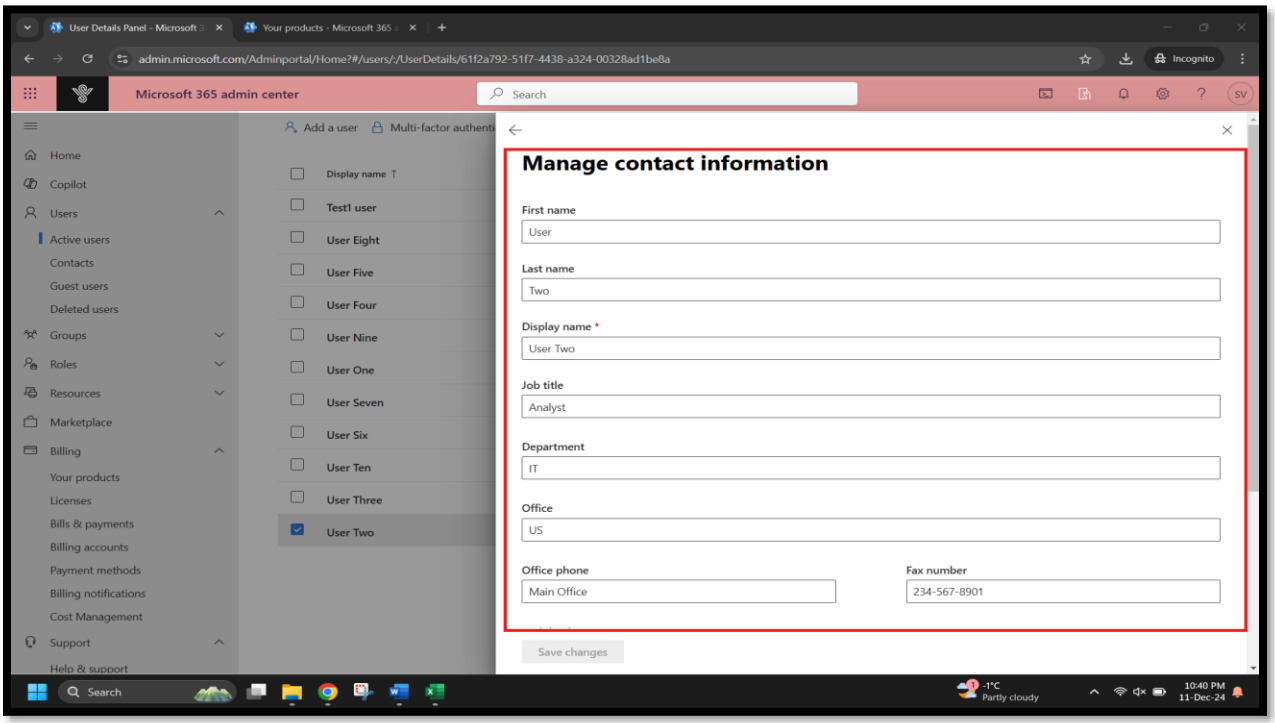
Configure user settings to include organization-specific information.

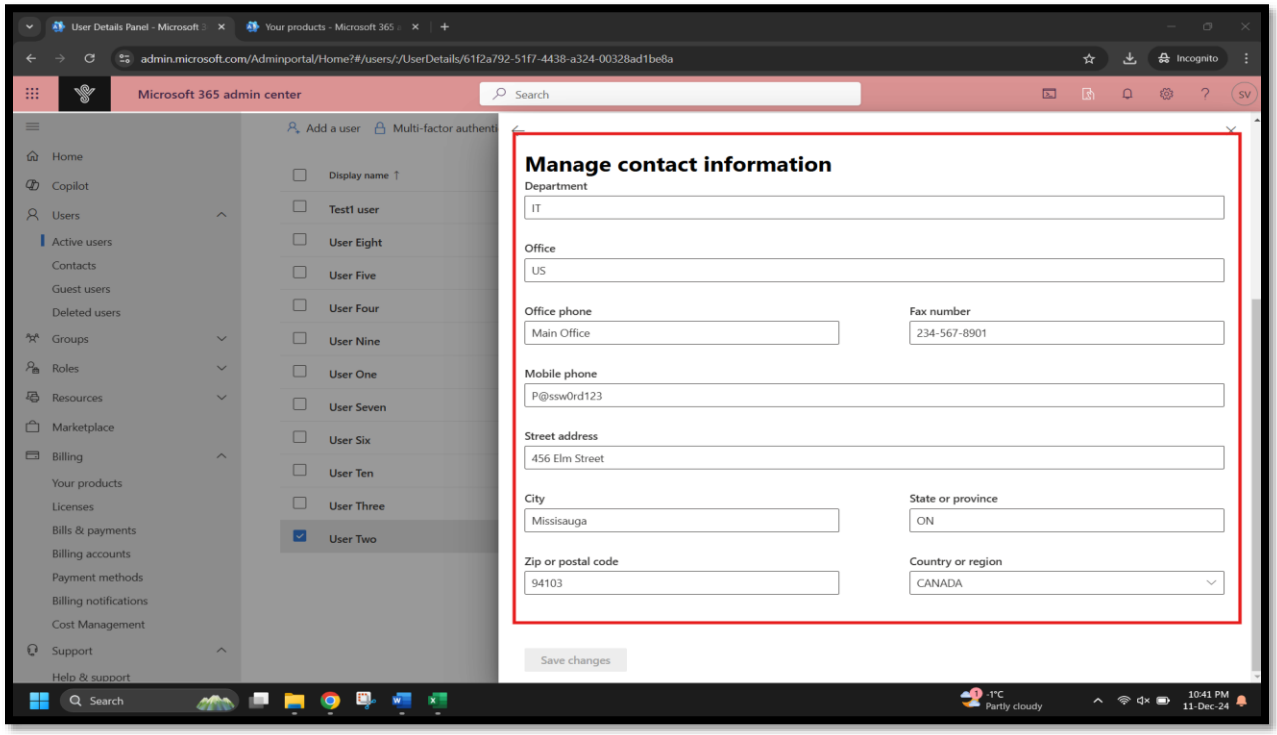



Microsoft 365 admin center
Search
Manage contact information
Department
HR
Office
US
Office phone
Head Office
Fax number
123-456-7890
Mobile phone
P@ssw0rd123
Street address
123 Main Street
City
Toronto
State or province
ON
Zip or postal code
10001
Country or region
CANADA
Save changes


Microsoft 365 admin center
Search
Change photo
Choose photo
Save changes

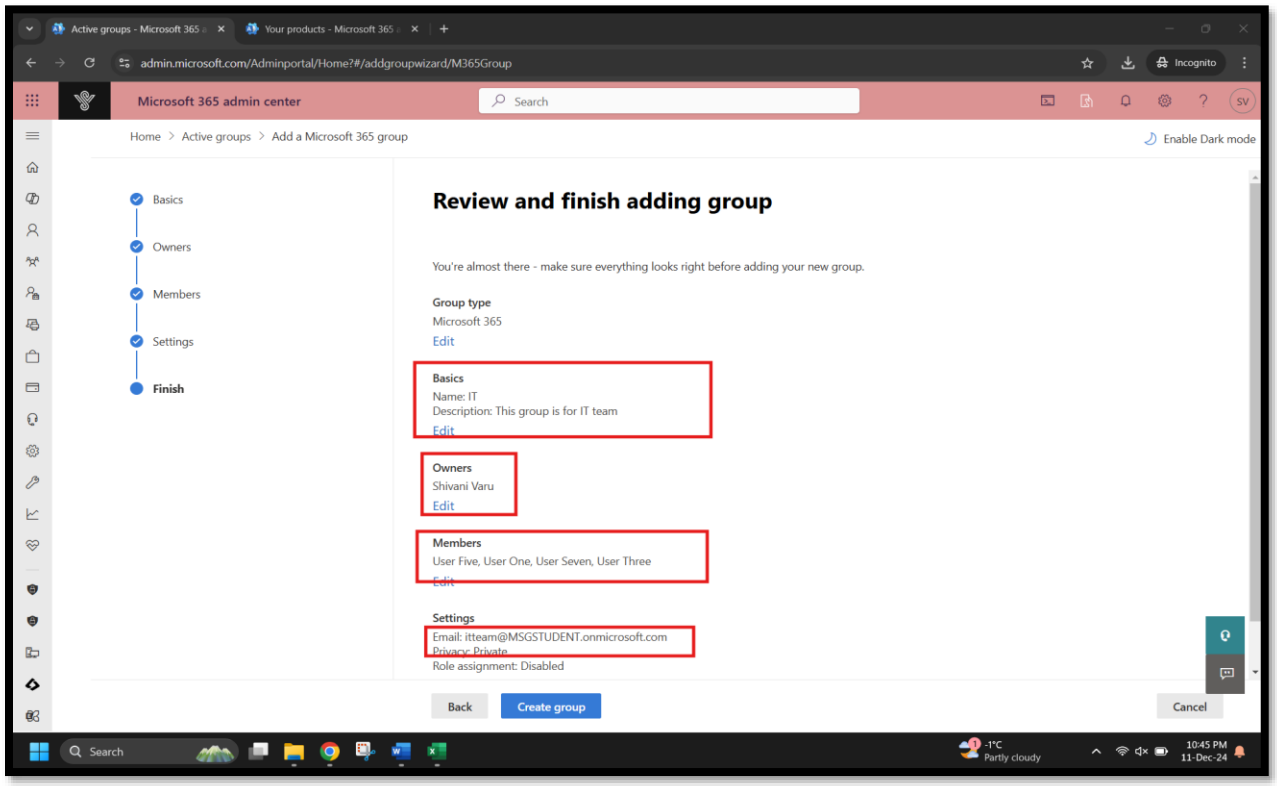

admin.microsoft.com/Adminportal/Home?#/users/:/UserDetails/61f2a792-51f7-4438-a324-00328ad1be8a
Microsoft 365 admin center
Search
Add a user
Multi-factor authenti
Display name
Test1 user
User Eight
User Five
User Four
User Nine
User One
User Seven
User Six
User Ten
User Three
User Two
User Two
Reset password
Block sign-in
Delete user
Change photo
Account
Devices
Licenses and apps
Mail
OneDrive
The alternate email address shouldn't use any domains associated with this tenant. For example, you could use a personal email address. Change the alternate address
Change the alternate address
Username and email
user2@MSGSTUDENT.onmicrosoft.com
Manage username and email
Aliases
Manage username and email
Last sign-in
View last 30 days
Sign-out
Sign this user out of all Microsoft 365 sessions.
Sign out of all sessions
Alternate email address
use******@MSGSTUDENT.onmicrosoft.com
Edit address
Groups
MSGSTUDENT
Manage groups
Roles
No administrator access
Manage roles
Manager
None provided
Add manager
Home
Copilot
Users
Active users
Contacts
Guest users
Deleted users
Groups
Roles
Resources
Marketplace
Billing
Your products
Licenses
Bills & payments
Billing accounts
Payment methods
Billing notifications
Cost Management
Support
Help & support
Search
-1°C
Partly cloudy
10:40 PM
11-Dec-24

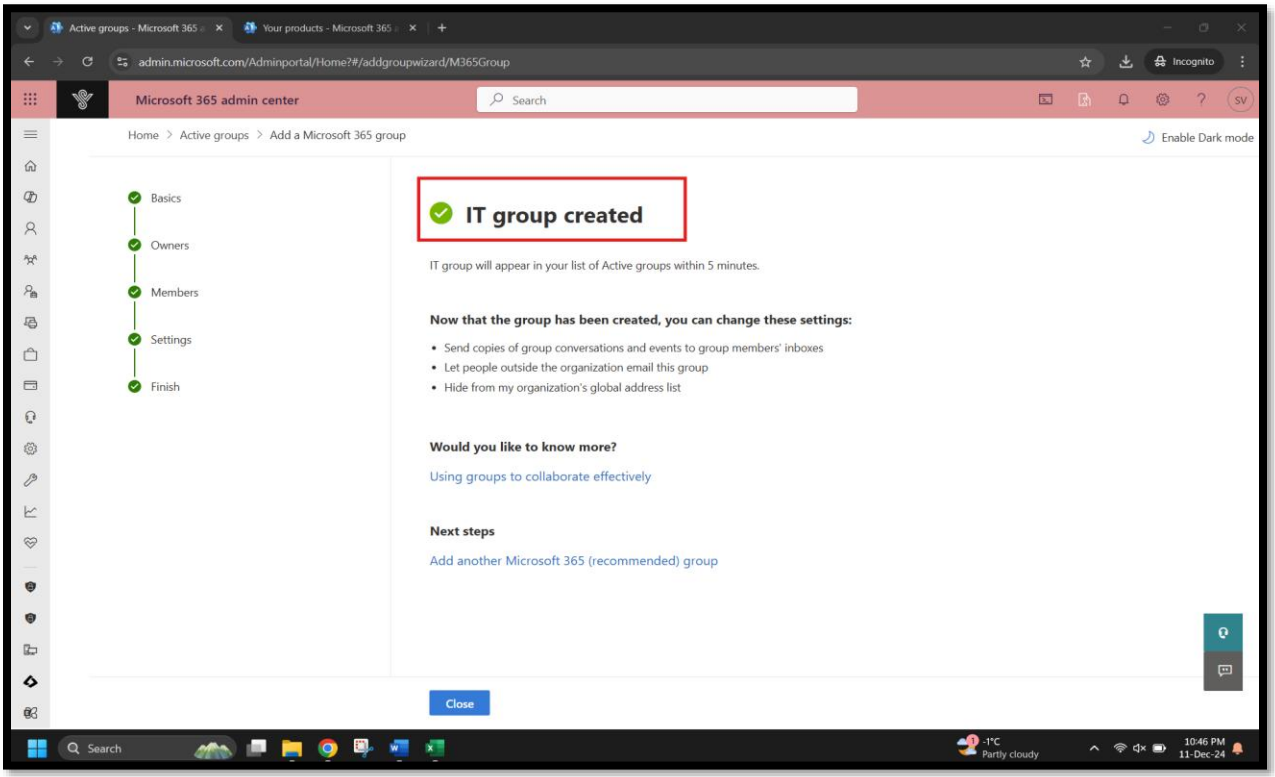

admin.microsoft.com/Adminportal/Home?#/users/:/UserDetails/61f2a792-51f7-4438-a324-00328ad1be8a
Microsoft 365 admin center
Search
Add a user
Multi-factor authenti
Manage contact information
First name
User
Last name
Two
Display name *
User Two
Job title
Analyst
Department
IT
Office
US
Office phone
Main Office
Fax number
234-567-8901
Save changes
Display name
Test1 user
User Eight
User Five
User Four
User Nine
User One
User Seven
User Six
User Ten
User Three
User Two
Home
Copilot
Users
Active users
Contacts
Guest users
Deleted users
Groups
Roles
Resources
Marketplace
Billing
Your products
Licenses
Bills & payments
Billing accounts
Payment methods
Billing notifications
Cost Management
Support
Help & support
Search
-1°C
Partly cloudy
10:40 PM
11-Dec-24

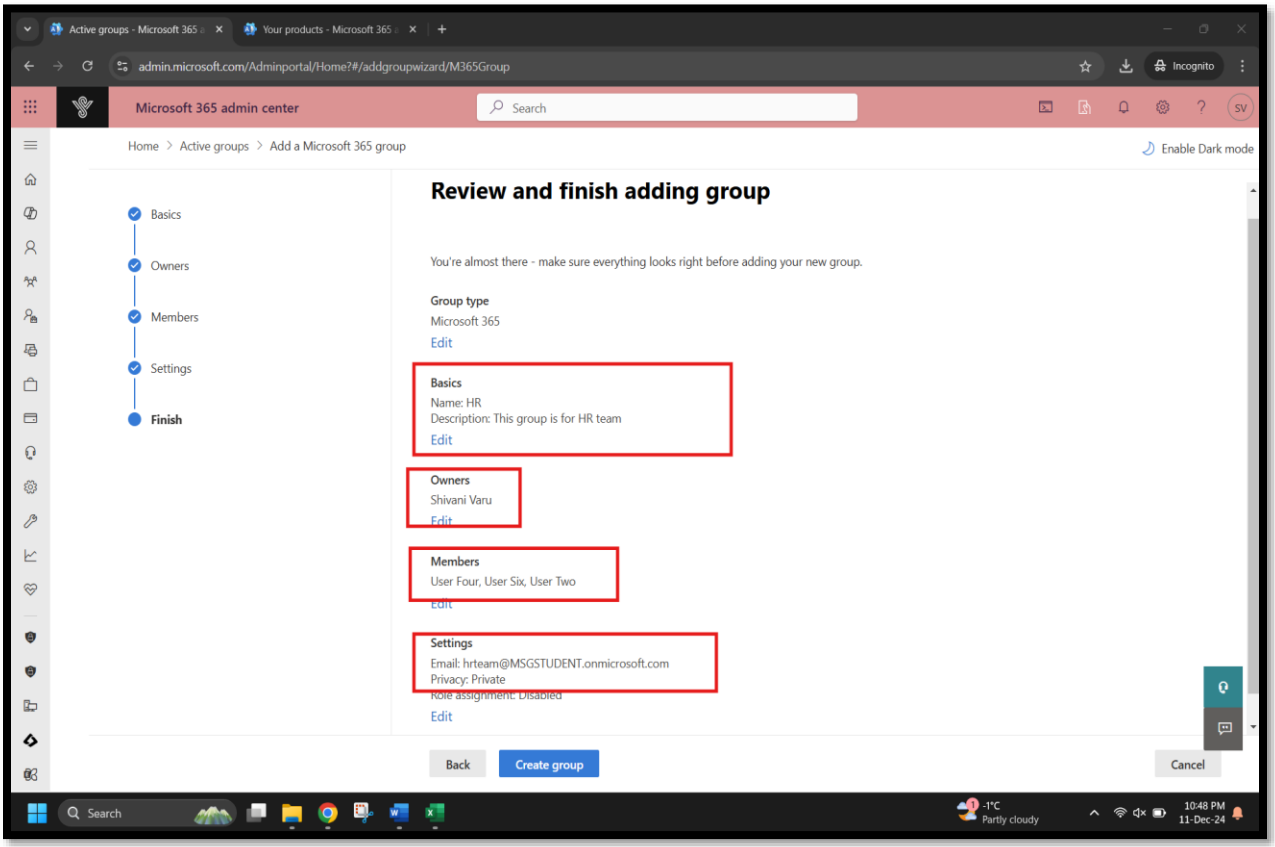


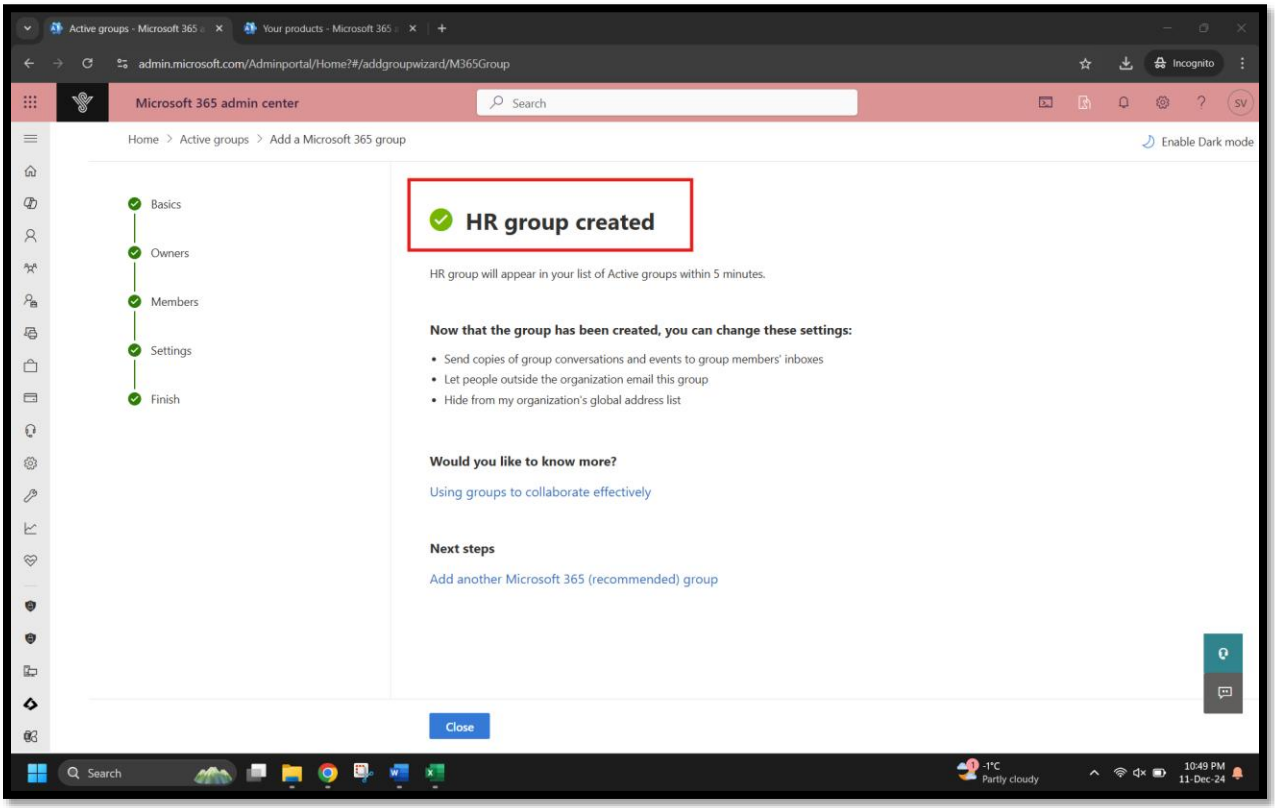
1.3 Create Office 365 Groups:

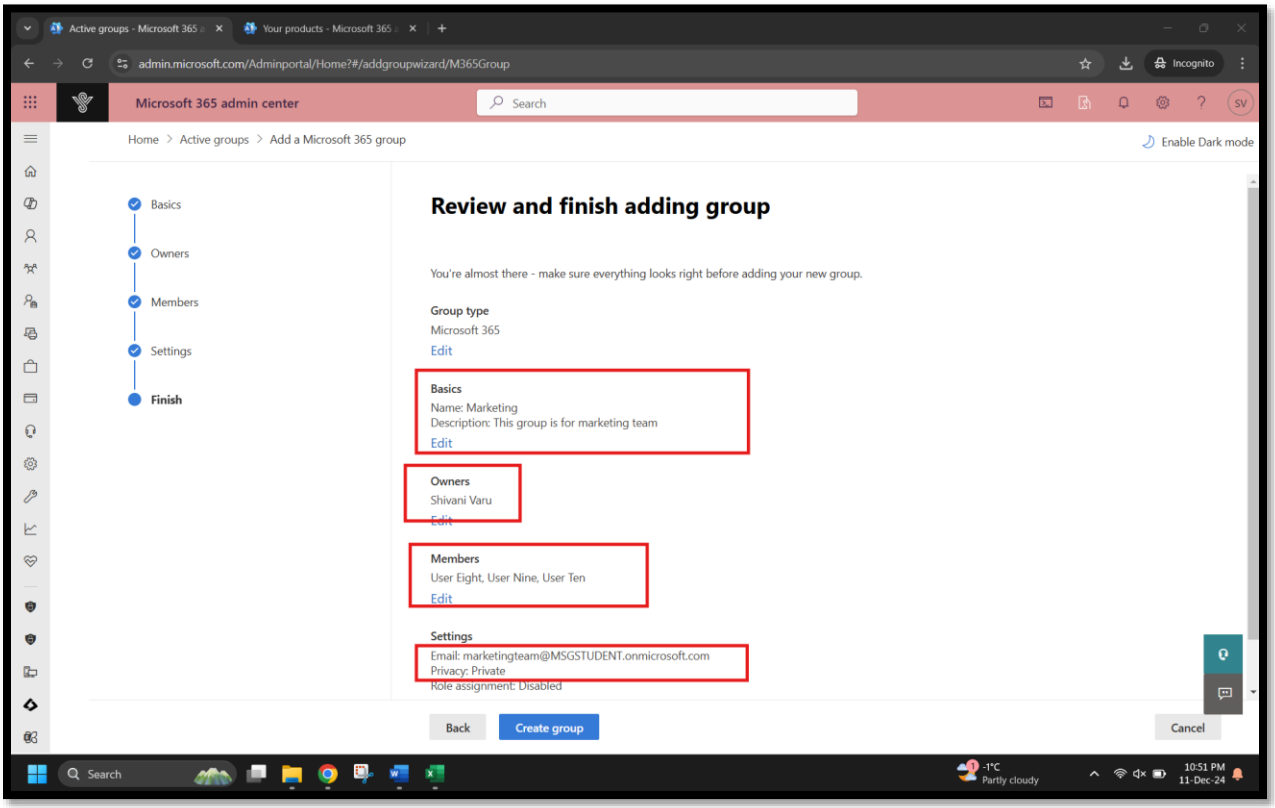
Create three Office 365 groups for different departments: IT, HR, and Marketing.

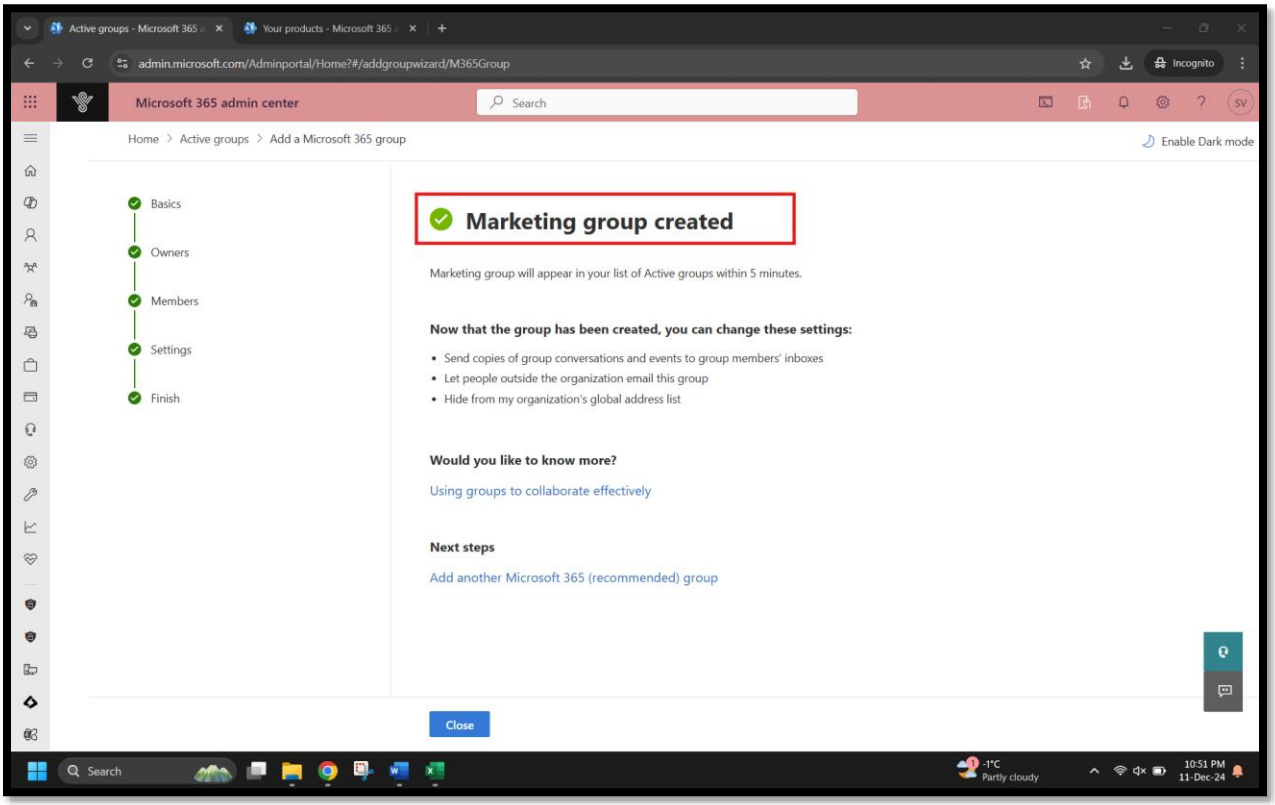


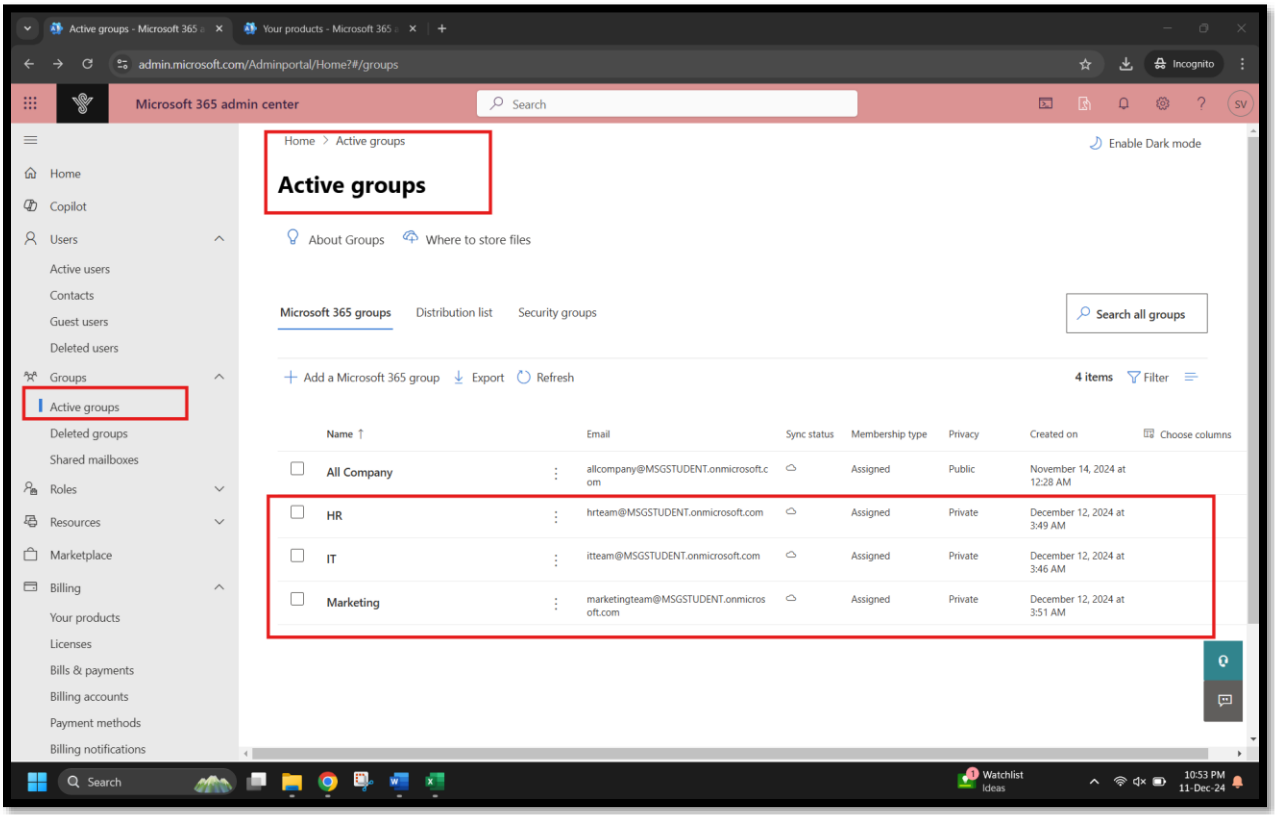

Active groups - Microsoft 365
Your products - Microsoft 365
admin.microsoft.com/Adminportal/Home?#/addgroupwizard/M365Group
Incognito
Microsoft 365 admin center
Search
Home > Active groups > Add a Microsoft 365 group
Enable Dark mode
Basics
Owners
Members
Settings
Finish
IT group created
IT group will appear in your list of Active groups within 5 minutes.
Now that the group has been created, you can change these settings:
Send copies of group conversations and events to group members' inboxes
Let people outside the organization email this group
Hide from my organization's global address list
Would you like to know more?
Using groups to collaborate effectively
Next steps
Add another Microsoft 365 (recommended) group
Close
Search
-1°C
Partly cloudy
10:46 PM
11-Dec-24


Active groups - Microsoft 365
Your products - Microsoft 365
admin.microsoft.com/Adminportal/Home?#/addgroupwizard/M365Group
Incognito
Microsoft 365 admin center
Search
Home > Active groups > Add a Microsoft 365 group
Enable Dark mode
Basics
Owners
Members
Settings
Finish
Review and finish adding group
You're almost there - make sure everything looks right before adding your new group.
Group type
Microsoft 365
Edit
Basics
Name: HR
Description: This group is for HR team
Edit
Owners
Shivani Varu
Edit
Members
User Four, User Six, User Two
Edit
Settings
Email: hrteam@MSGSTUDENT.onmicrosoft.com
Privacy: Private
Role assignment: Disabled
Edit
Back
Create group
Cancel
Search
-1°C
Partly cloudy
10:48 PM
11-Dec-24

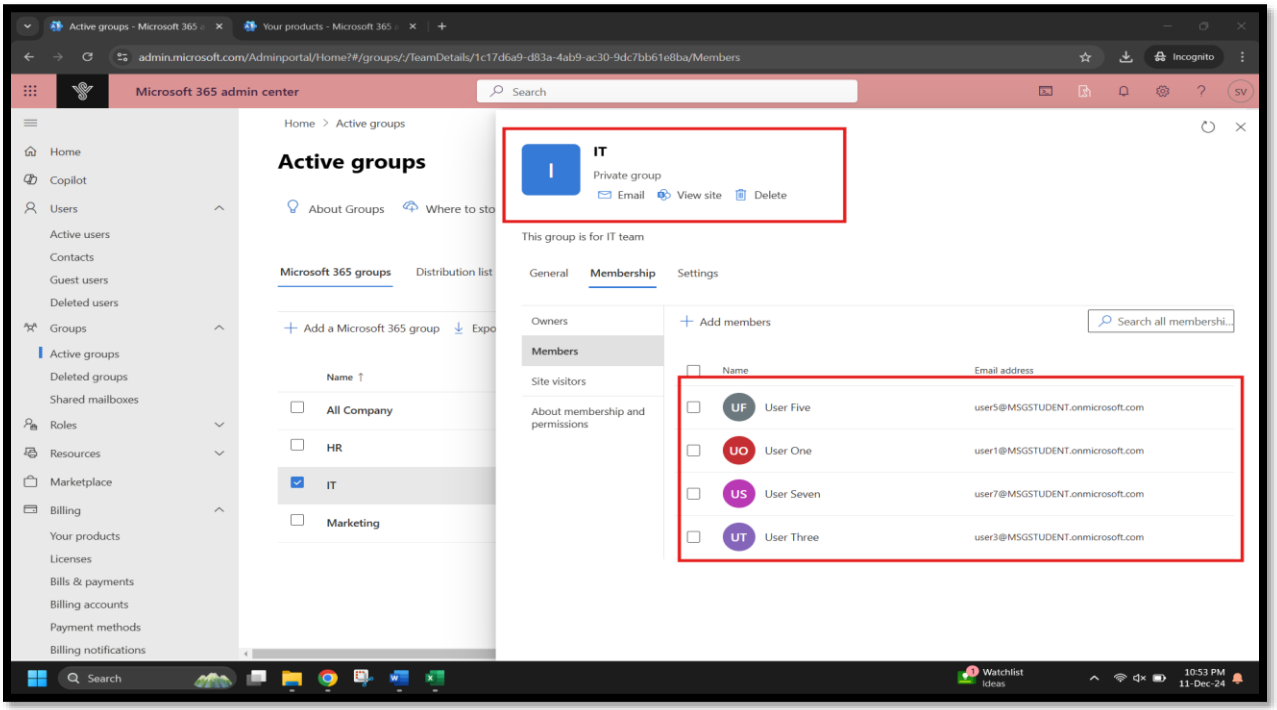

Active groups - Microsoft 365
Your products - Microsoft 365
admin.microsoft.com/Adminportal/Home?#/addgroupwizard/M365Group
Incognito
Microsoft 365 admin center
Search
Home > Active groups > Add a Microsoft 365 group
Enable Dark mode
Basics
Owners
Members
Settings
Finish
HR group created
HR group will appear in your list of Active groups within 5 minutes.
Now that the group has been created, you can change these settings:
Send copies of group conversations and events to group members' inboxes
Let people outside the organization email this group
Hide from my organization's global address list
Would you like to know more?
Using groups to collaborate effectively
Next steps
Add another Microsoft 365 (recommended) group
Close
Search
-1°C
Partly cloudy
10:49 PM
11-Dec-24

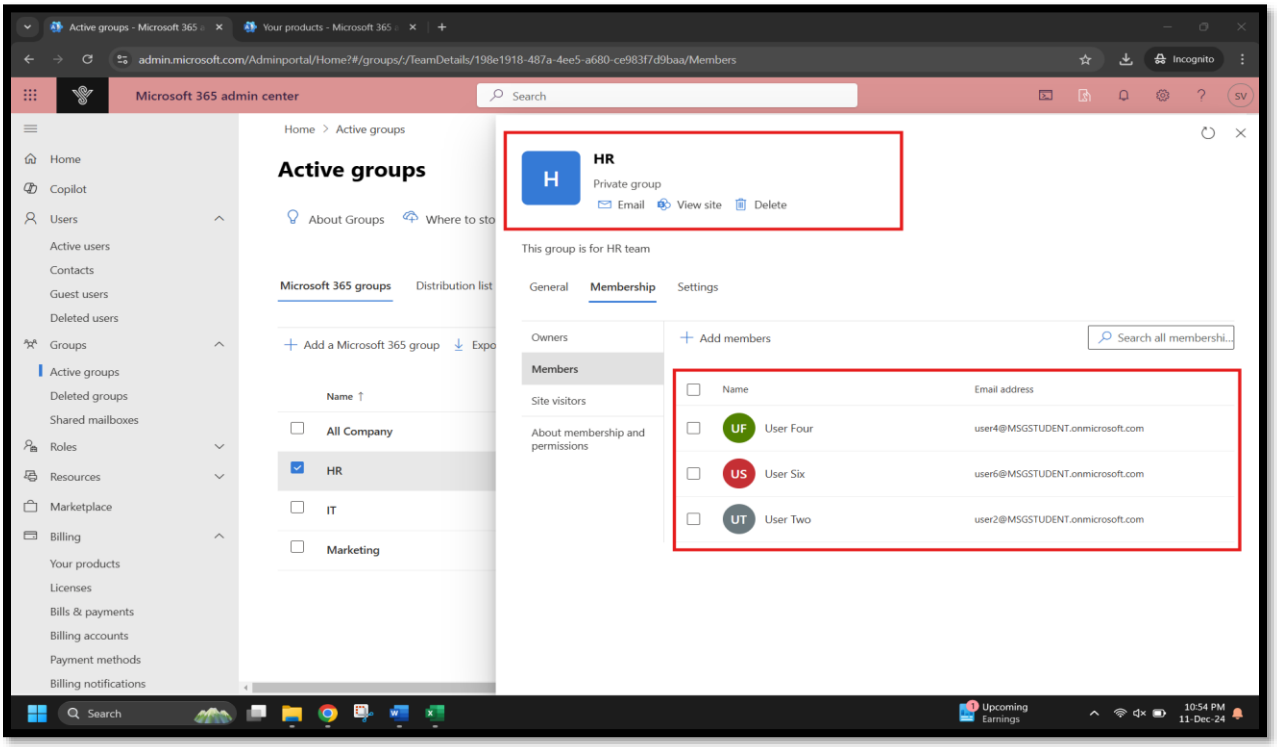

Active groups - Microsoft 365
Your products - Microsoft 365
admin.microsoft.com/Adminportal/Home?#/addgroupwizard/M365Group
Incognito
Microsoft 365 admin center
Search
Home > Active groups > Add a Microsoft 365 group
Enable Dark mode
Basics
Owners
Members
Settings
Finish
Review and finish adding group
You're almost there - make sure everything looks right before adding your new group.
Group type
Microsoft 365
Edit
Basics
Name: Marketing
Description: This group is for marketing team
Edit
Owners
Shivani Varu
Edit
Members
User Eight, User Nine, User Ten
Edit
Settings
Email: marketingteam@MSGSTUDENT.onmicrosoft.com
Privacy: Private
Role assignment: Disabled
Back
Create group
Cancel
Search
-1°C
Partly cloudy
10:51 PM
11-Dec-24

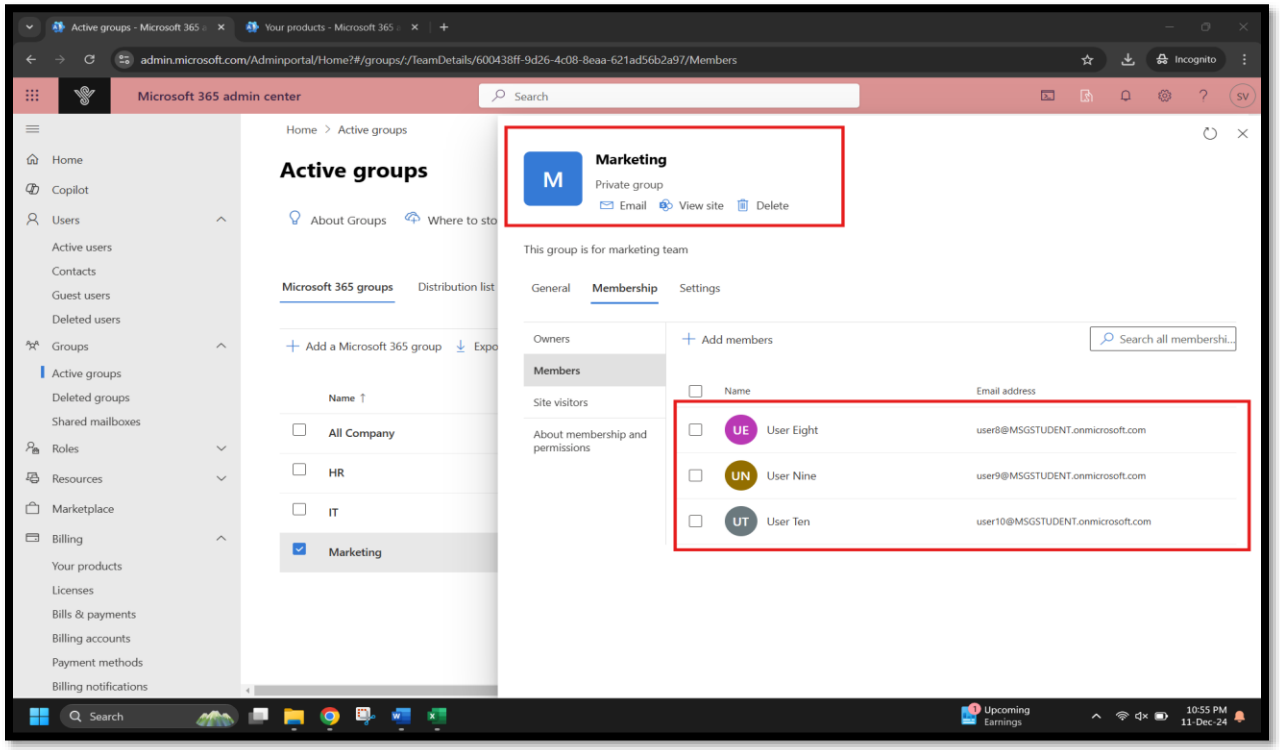

admin.microsoft.com/Adminportal/Home?#/addgroupwizard/M365Group
Microsoft 365 admin center
Search
Home > Active groups > Add a Microsoft 365 group
Enable Dark mode
Basics
Owners
Members
Settings
Finish
Marketing group created
Marketing group will appear in your list of Active groups within 5 minutes.
Now that the group has been created, you can change these settings:
• Send copies of group conversations and events to group members' inboxes
• Let people outside the organization email this group
• Hide from my organization's global address list
Would you like to know more?
Using groups to collaborate effectively
Next steps
Add another Microsoft 365 (recommended) group
Close


admin.microsoft.com/Adminportal/Home?#/groups
Microsoft 365 admin center
Search
Home > Active groups
Active groups
Enable Dark mode
About Groups
Where to store files
Microsoft 365 groups
Distribution list
Security groups
Search all groups
Add a Microsoft 365 group
Export
Refresh
4 items
Filter
Name
Email
Sync status
Membership type
Privacy
Created on
Choose columns
All Company
allcompany@MSGSTUDENT.onmicrosoft.com
Assigned
Public
November 14, 2024 at 12:28 AM
HR
hrteam@MSGSTUDENT.onmicrosoft.com
Assigned
Private
December 12, 2024 at 3:49 AM
IT
itteam@MSGSTUDENT.onmicrosoft.com
Assigned
Private
December 12, 2024 at 3:46 AM
Marketing
marketingteam@MSGSTUDENT.onmicrosoft.com
Assigned
Private
December 12, 2024 at 3:51 AM
Home
Copilot
Users
Active users
Contacts
Guest users
Deleted users
Groups
Active groups
Deleted groups
Shared mailboxes
Roles
Resources
Marketplace
Billing
Your products
Licenses
Bills & payments
Billing accounts
Payment methods
Billing notifications

Add users to their respective groups.

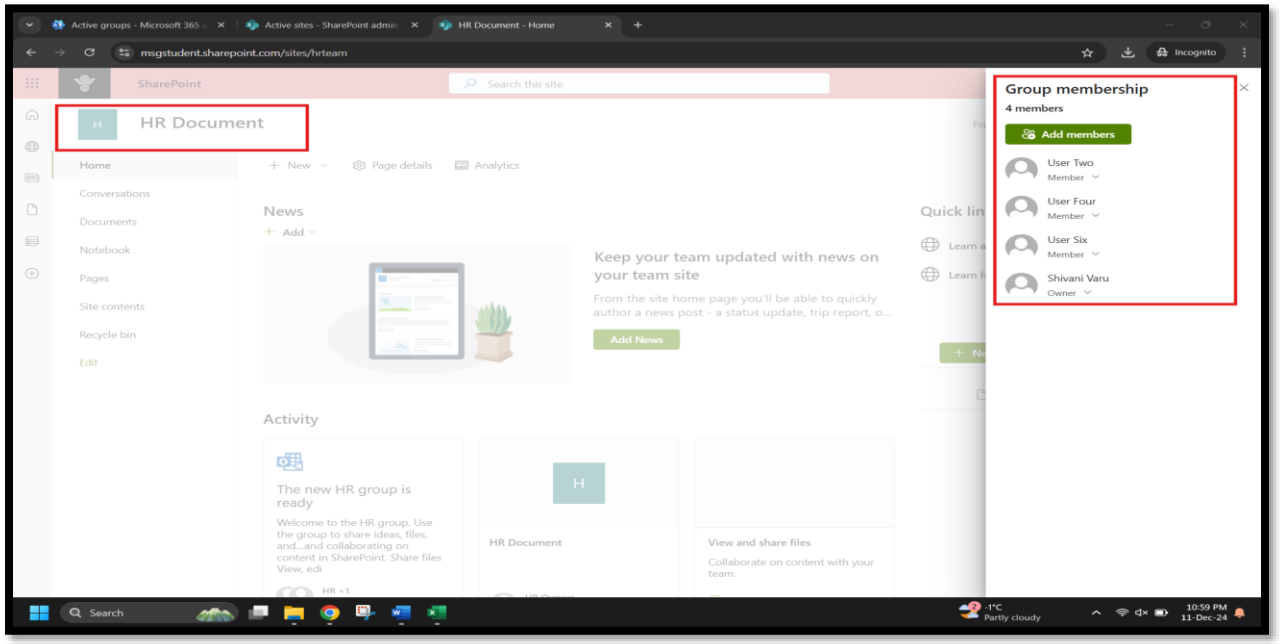


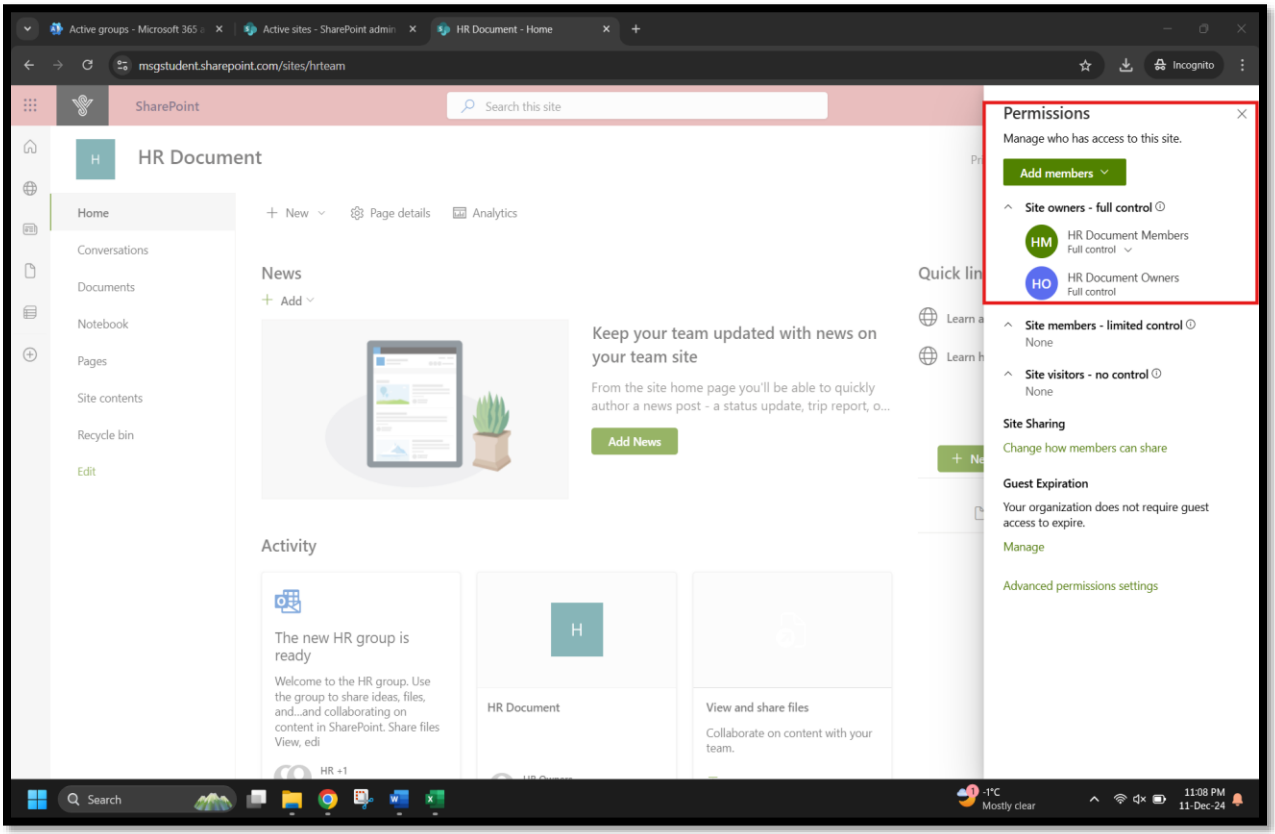


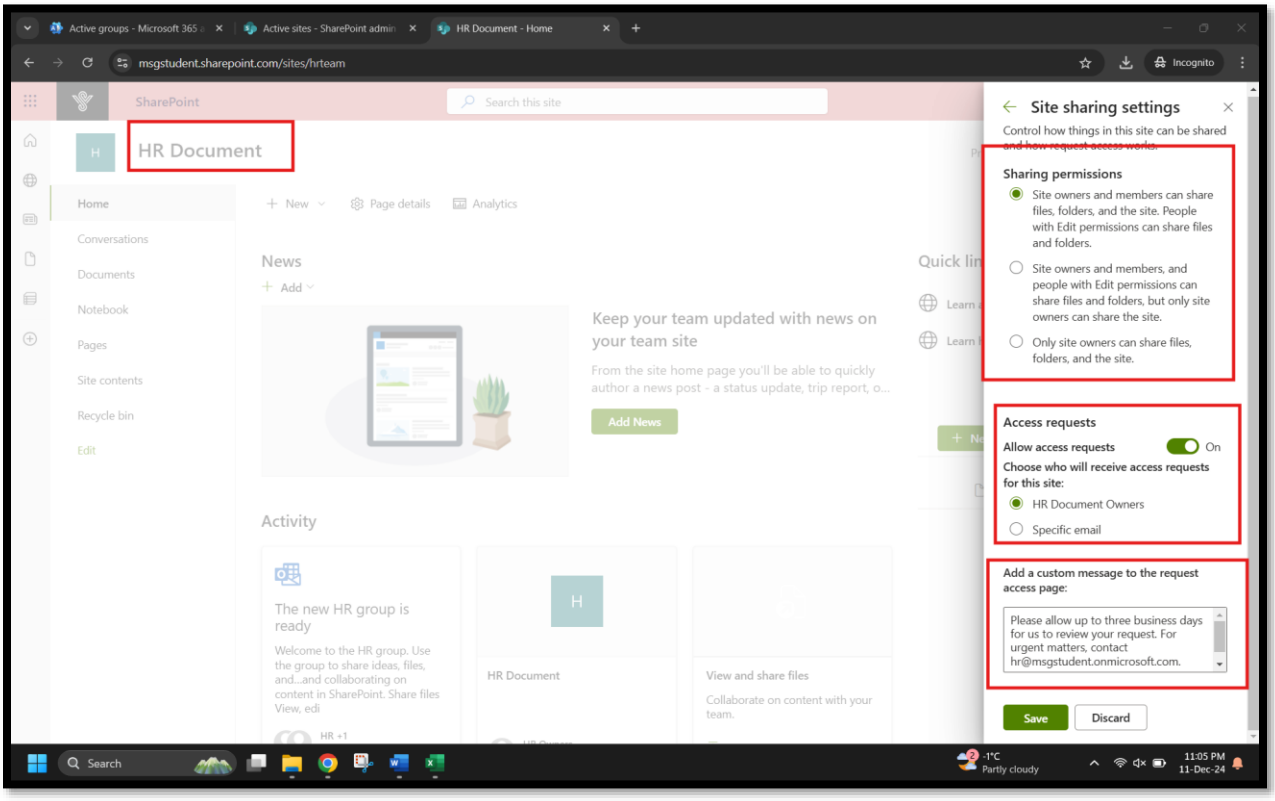


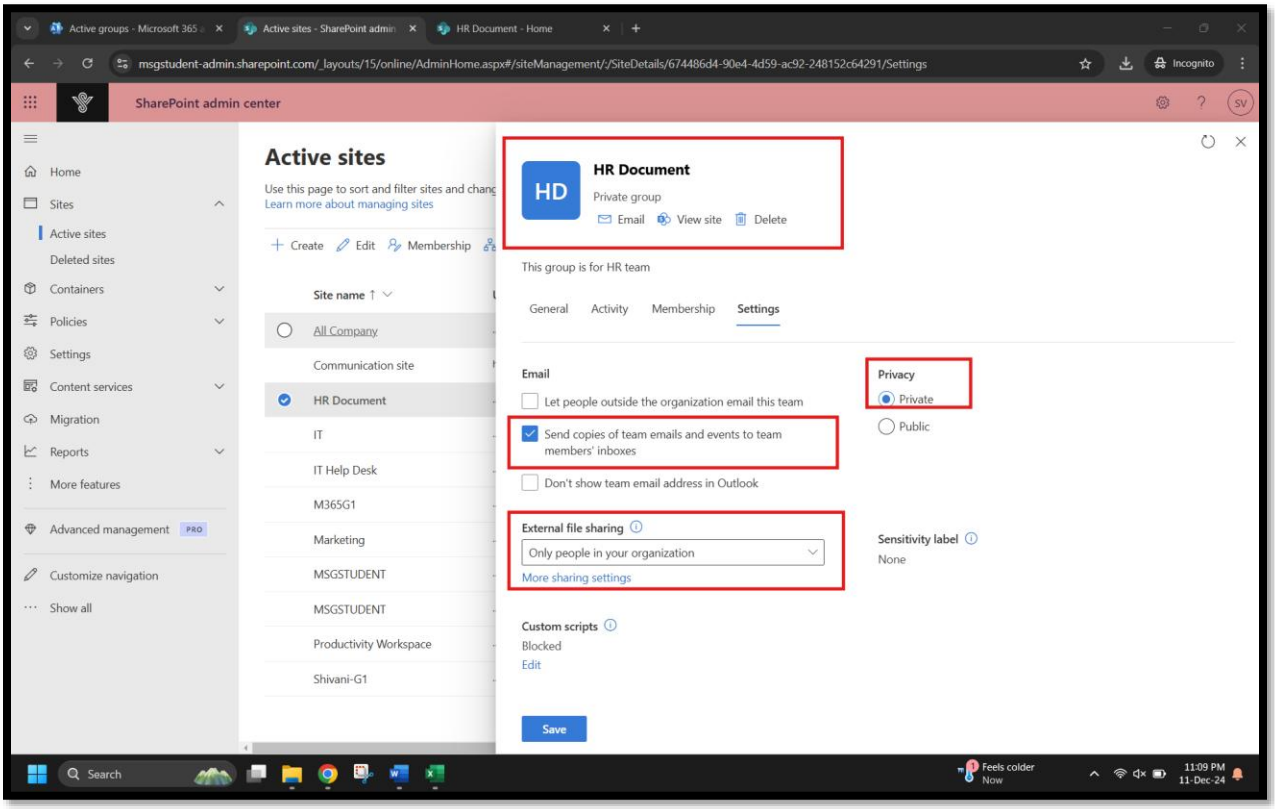
1.4 Configure User Permissions:

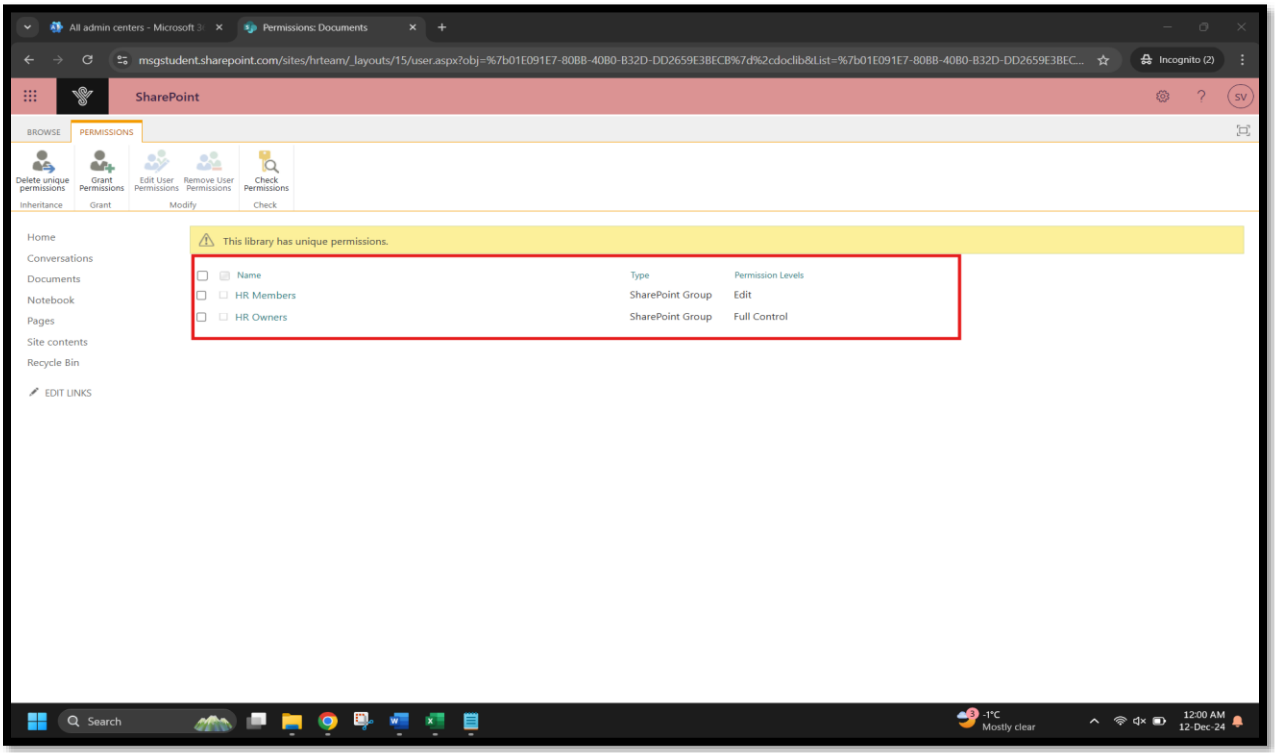
Assign specific permissions to the HR group to access sensitive HR documents in SharePoint.



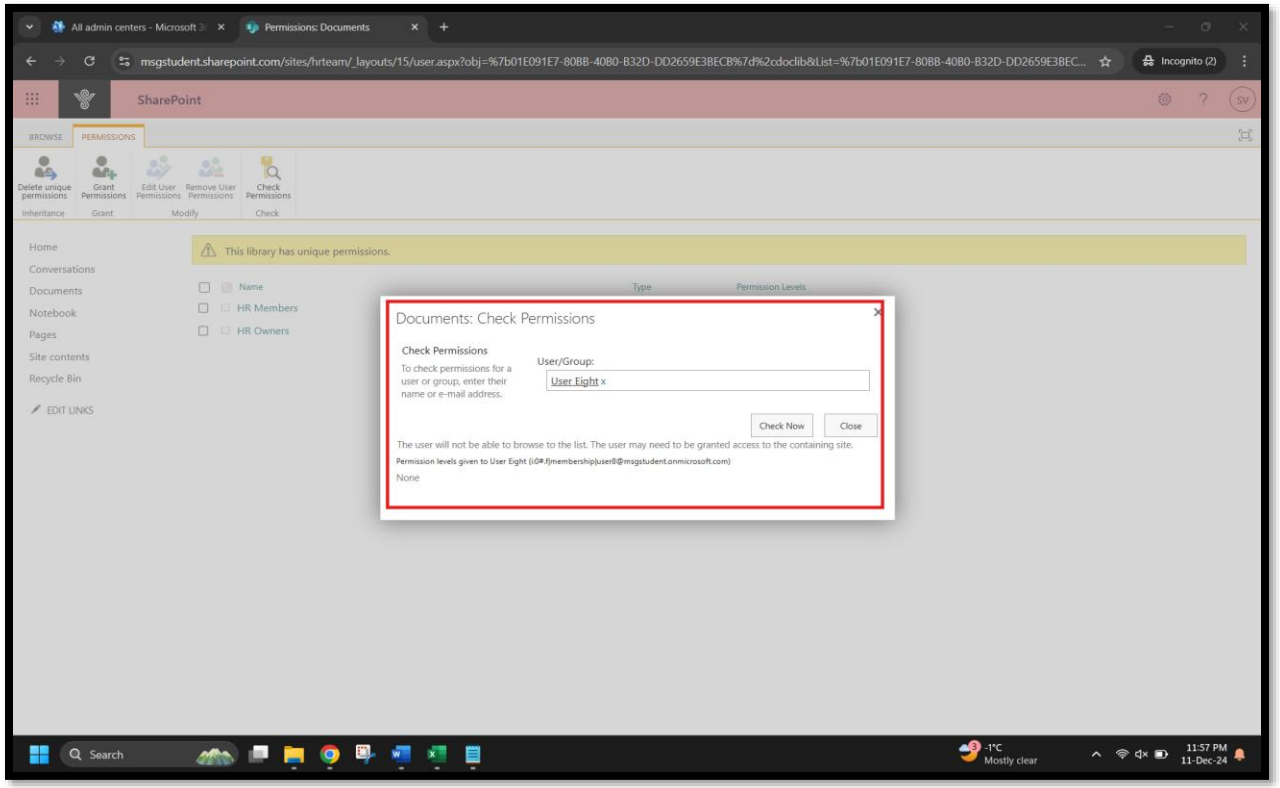

msgstudent.sharepoint.com/sites/hrteam
SharePoint
Search this site
HR Document
Home
Conversations
Documents
Notebook
Pages
Site contents
Recycle bin
Edit
New
Page details
Analytics
News
Add
Keep your team updated with news on your team site
From the site home page you'll be able to quickly author a news post - a status update, trip report, o...
Add News
Activity
The new HR group is ready
Welcome to the HR group. Use the group to share ideas, files, and...and collaborating on content in SharePoint. Share files View, edi
HR Document
View and share files
Collaborate on content with your team.
Permissions
Manage who has access to this site.
Add members
Site owners - full control
HR Document Members
Full control
HR Document Owners
Full control
Site members - limited control
None
Site visitors - no control
None
Site Sharing
Change how members can share
Guest Expiration
Your organization does not require guest access to expire.
Manage
Advanced permissions settings

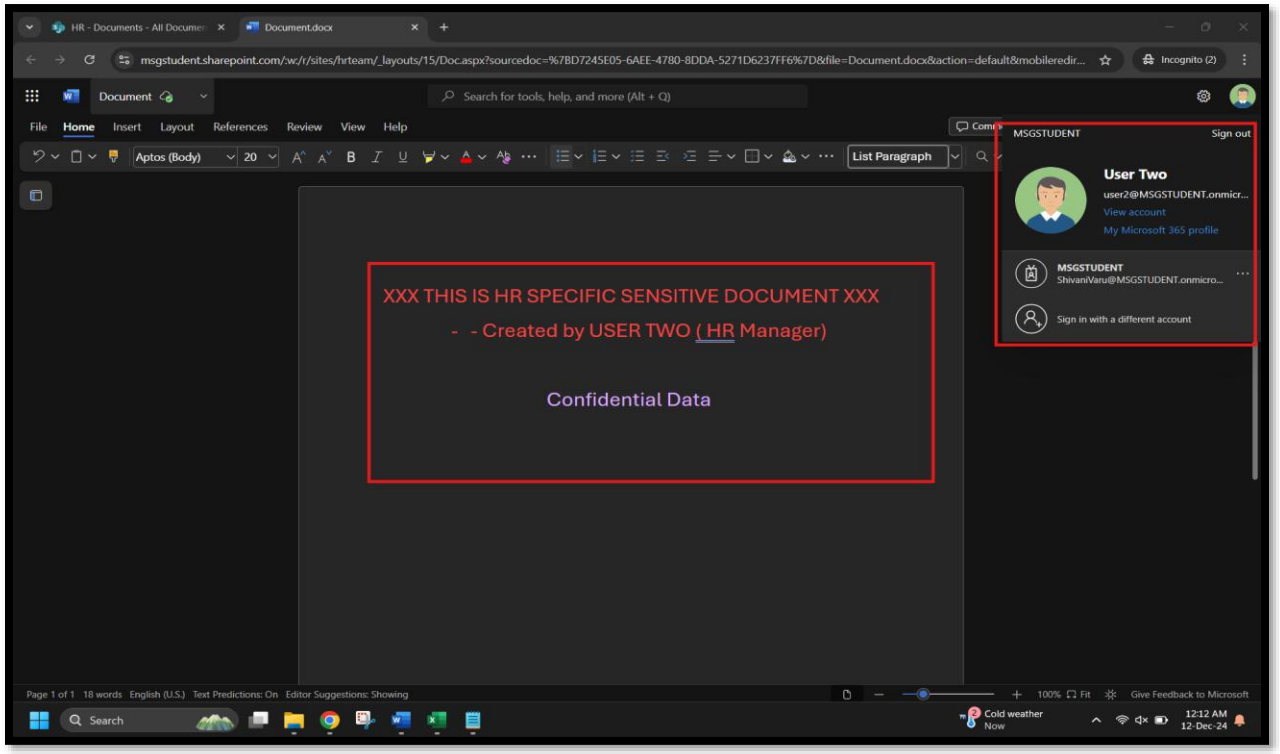

msgstudent.sharepoint.com/sites/hrteam
SharePoint
Search this site
HR Document
Home
Conversations
Documents
Notebook
Pages
Site contents
Recycle bin
Edit
New
Page details
Analytics
News
Add
Keep your team updated with news on your team site
From the site home page you'll be able to quickly author a news post - a status update, trip report, o...
Add News
Activity
The new HR group is ready
Welcome to the HR group. Use the group to share ideas, files, and...and collaborating on content in SharePoint. Share files View, edi
HR Document
View and share files
Collaborate on content with your team.
Site sharing settings
Control how things in this site can be shared
Sharing permissions
Site owners and members can share files, folders, and the site. People with Edit permissions can share files and folders.
Site owners and members, and people with Edit permissions can share files and folders, but only site owners can share the site.
Only site owners can share files, folders, and the site.
Access requests
Allow access requests
On
Choose who will receive access requests for this site:
HR Document Owners
Specific email
Add a custom message to the request access page:
Please allow up to three business days for us to review your request. For urgent matters, contact hr@msgstudent.onmicrosoft.com.
Save
Discard

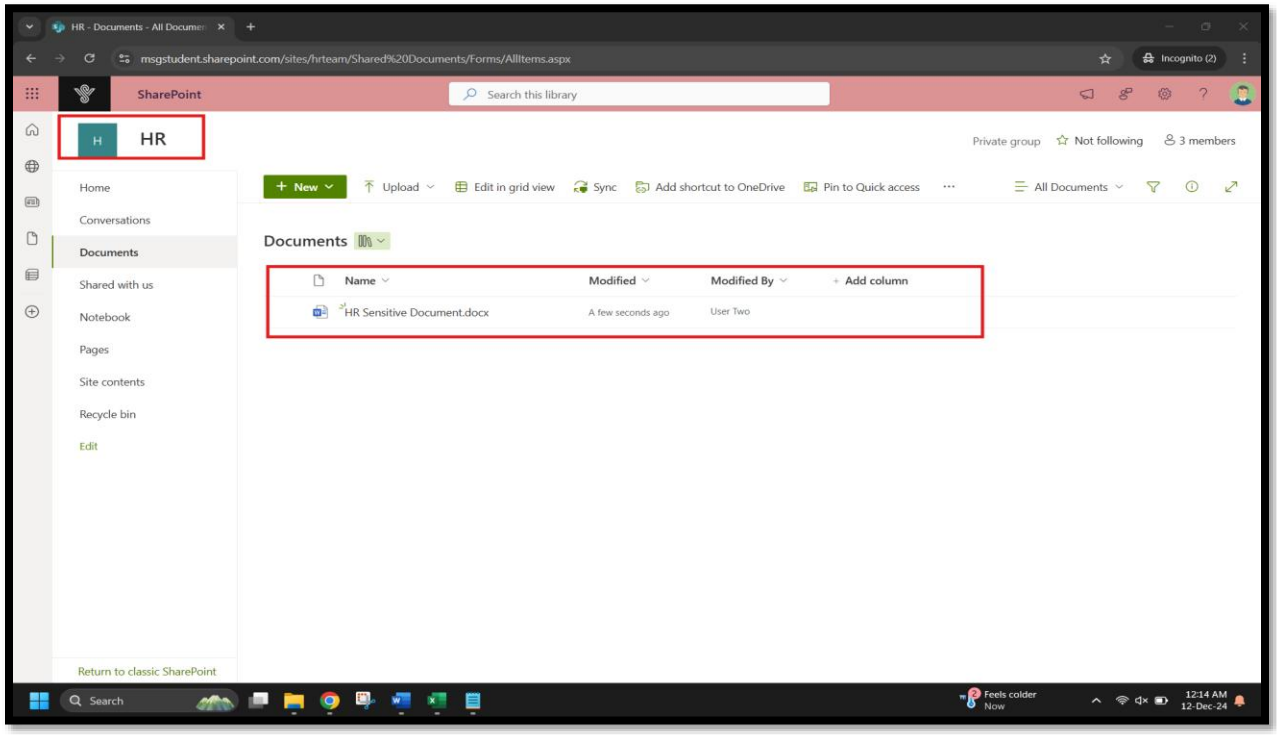

SharePoint admin center
Active sites
Use this page to sort and filter sites and chang
Learn more about managing sites
Create
Edit
Membership
Site name
All Company
Communication site
HR Document
IT
IT Help Desk
M365G1
Marketing
MSGSTUDENT
MSGSTUDENT
Productivity Workspace
Shivani-G1
HD
HR Document
Private group
Email
View site
Delete
This group is for HR team
General
Activity
Membership
Settings
Email
Let people outside the organization email this team
Send copies of team emails and events to team members' inboxes
Don't show team email address in Outlook
External file sharing
Only people in your organization
More sharing settings
Custom scripts
Blocked
Edit
Privacy
Private
Public
Sensitivity label
None
Save


SharePoint
BROWSE
PERMISSIONS
Delete unique permissions
Grant Permissions
Edit User Permissions
Remove User Permissions
Check Permissions
Inheritance
Grant
Modify
Check
Home
Conversations
Documents
Notebook
Pages
Site contents
Recycle Bin
EDIT LINKS
This library has unique permissions.
Name
Type
Permission Levels
HR Members
SharePoint Group
Edit
HR Owners
SharePoint Group
Full Control

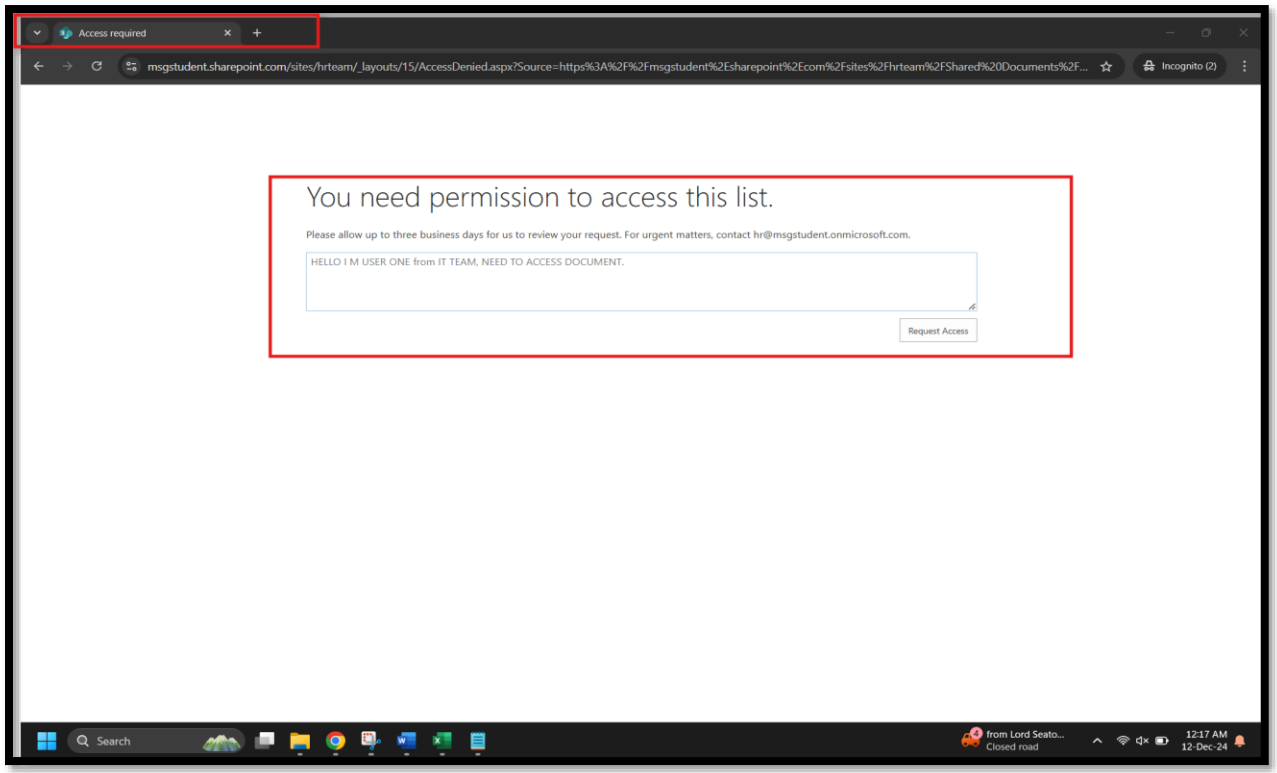
[Screenshot: It's confirmed that other users(here User 8, which does not belongs to HR) are not allowed to do anything with HR sensitive Document]



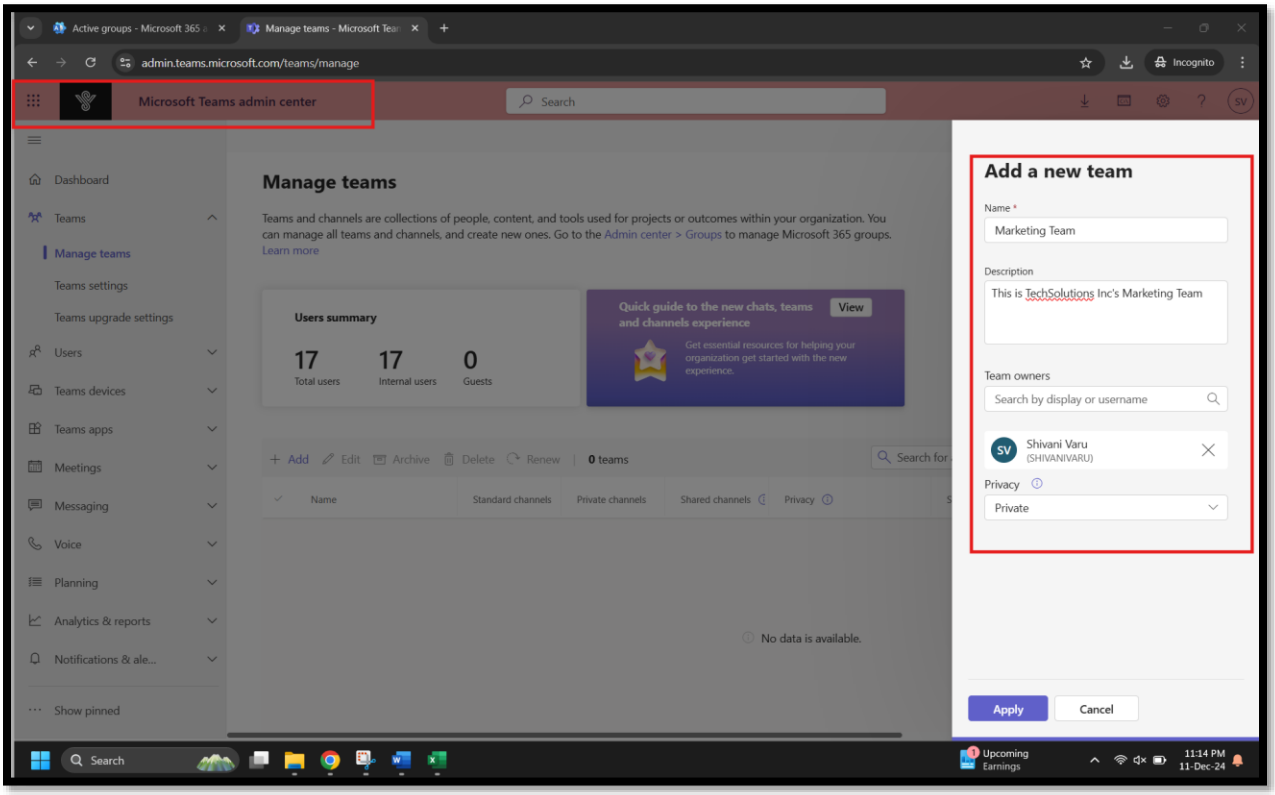


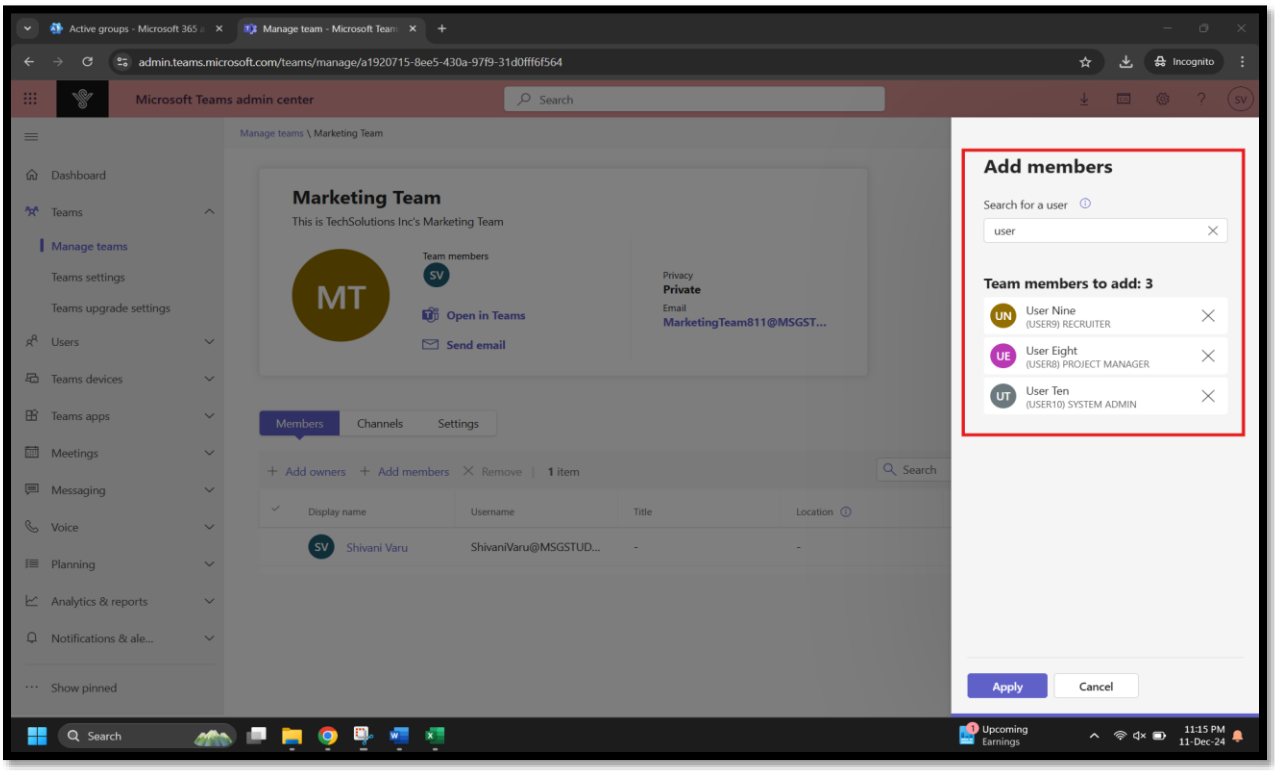


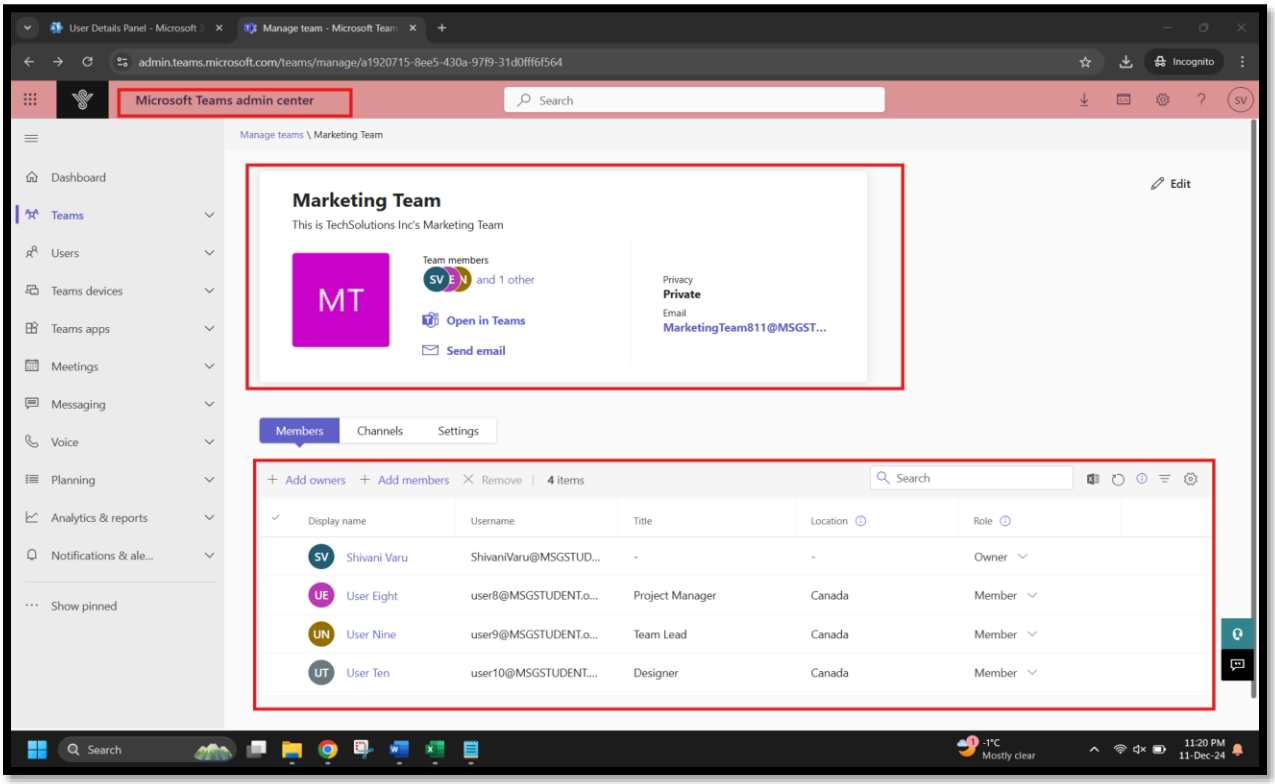
[Screenshot: User one (belongs to IT Team) trying to access HR specific Document which is not allowed by HR team]

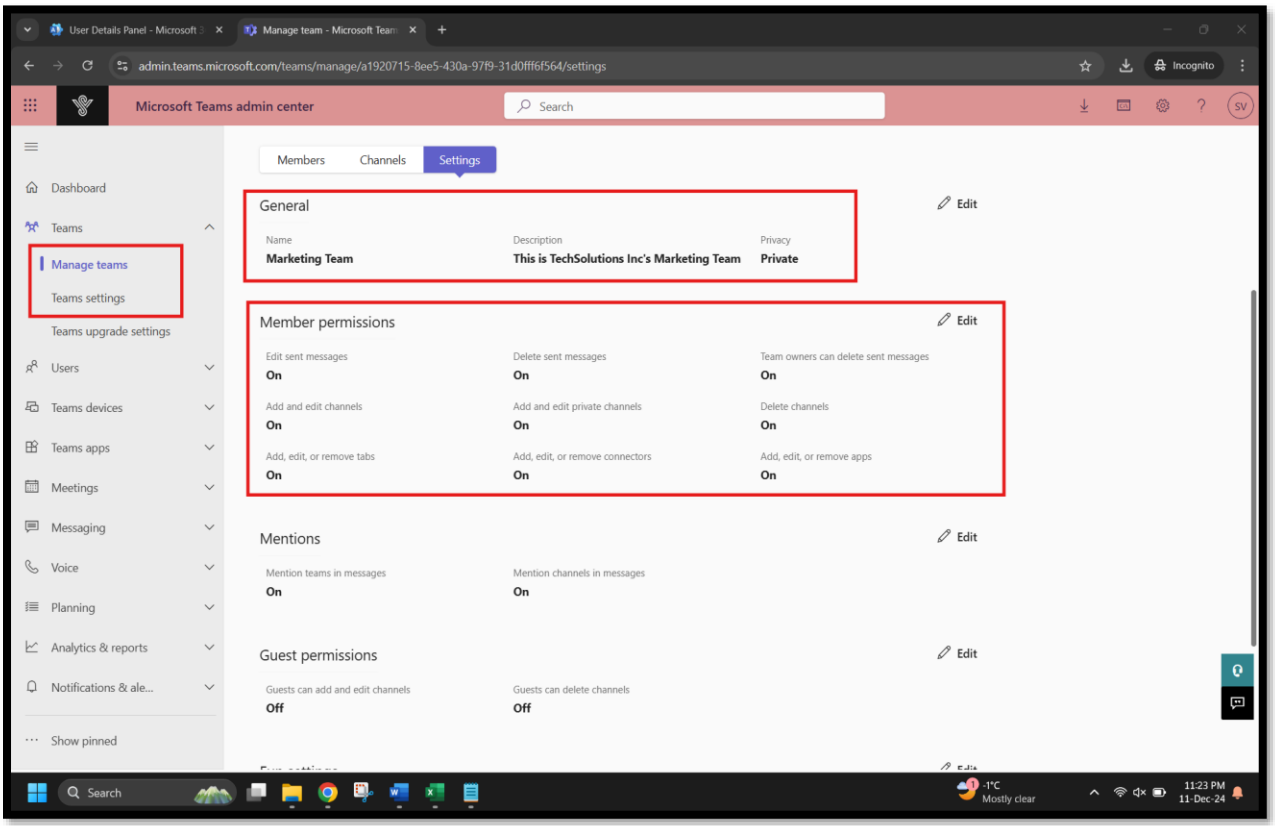


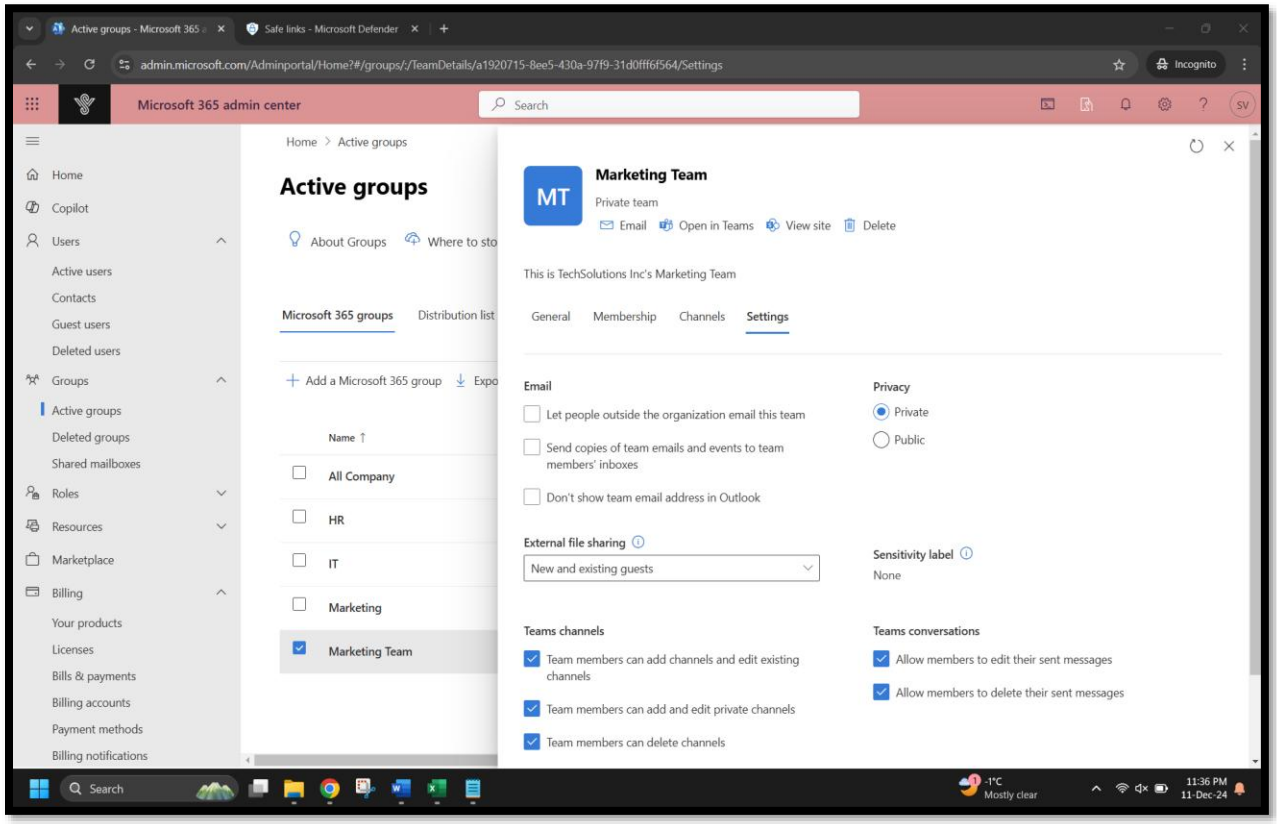
1.5 Ensure the Marketing group has permission to create and manage Microsoft Teams.






Microsoft Teams admin center
Search
Manage teams \ Marketing Team
Dashboard
Teams
Users
Teams devices
Teams apps
Meetings
Messaging
Voice
Planning
Analytics & reports
Notifications & ale...
Show pinned
Marketing Team
This is TechSolutions Inc's Marketing Team
MT
Team members
and 1 other
Open in Teams
Send email
Privacy
Private
Email
MarketingTeam811@MSGST...
Edit
Members
Channels
Settings
Add owners
Add members
Remove
4 items
Search
Display name
Username
Title
Location
Role
Shivani Varu
ShivaniVaru@MSGSTUD...
Owner
User Eight
user8@MSGSTUDENT.o...
Project Manager
Canada
Member
User Nine
user9@MSGSTUDENT.o...
Team Lead
Canada
Member
User Ten
user10@MSGSTUDENT....
Designer
Canada
Member

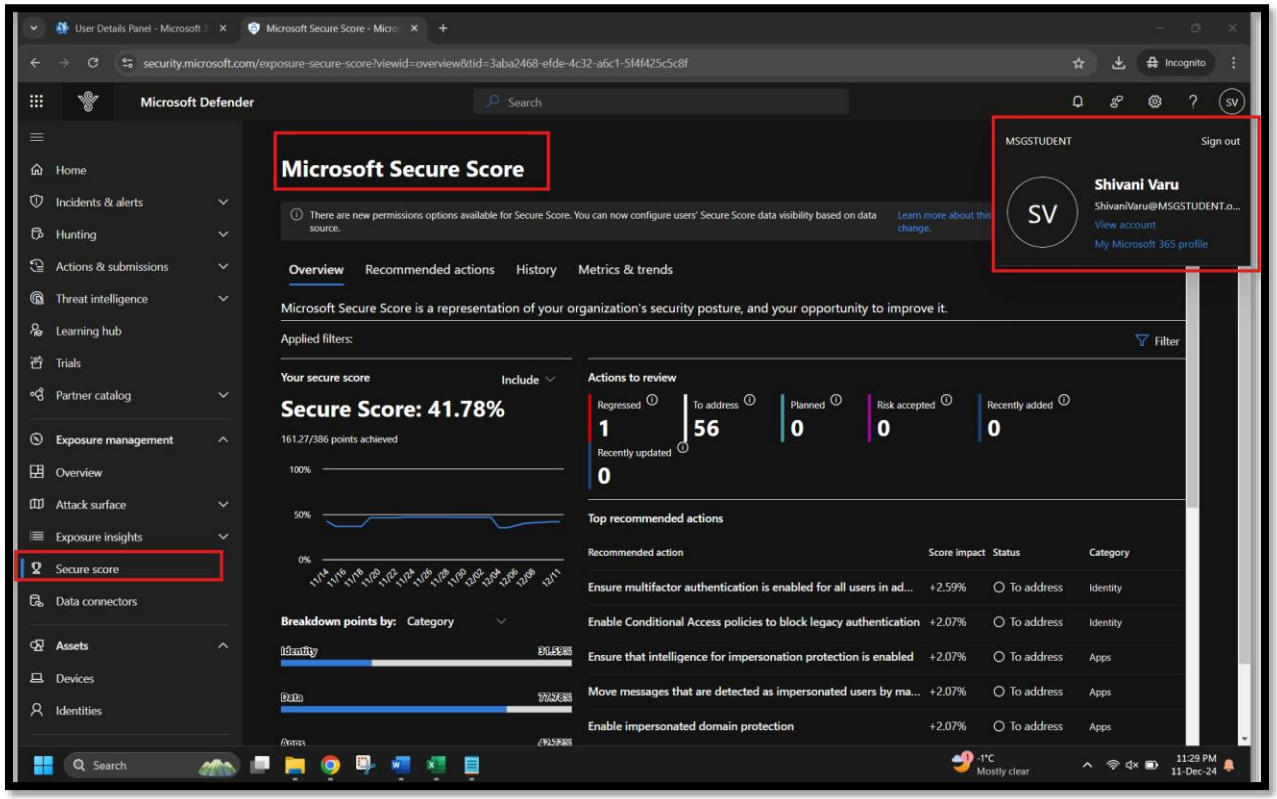

Microsoft Teams admin center
Search
Members
Channels
Settings
Dashboard
Teams
Manage teams
Teams settings
Teams upgrade settings
Users
Teams devices
Teams apps
Meetings
Messaging
Voice
Planning
Analytics & reports
Notifications & ale...
Show pinned
General
Edit
Name
Marketing Team
Description
This is TechSolutions Inc's Marketing Team
Privacy
Private
Member permissions
Edit sent messages
On
Delete sent messages
On
Team owners can delete sent messages
On
Add and edit channels
On
Add and edit private channels
On
Delete channels
On
Add, edit, or remove tabs
On
Add, edit, or remove connectors
On
Add, edit, or remove apps
On
Mentions
Mention teams in messages
On
Mention channels in messages
On
Guest permissions
Guests can add and edit channels
Off
Guests can delete channels
Off


Active groups - Microsoft 365
Safe links - Microsoft Defender
admin.microsoft.com/Adminportal/Home?#/groups/:/TeamDetails/a1920715-8ee5-430a-97f9-31d0fff6f564/Settings
Incognito
Microsoft 365 admin center
Search
Home
Copilot
Users
Active users
Contacts
Guest users
Deleted users
Groups
Active groups
Deleted groups
Shared mailboxes
Roles
Resources
Marketplace
Billing
Your products
Licenses
Bills & payments
Billing accounts
Payment methods
Billing notifications
Home > Active groups
Active groups
About Groups
Where to sto
Microsoft 365 groups
Distribution list
Add a Microsoft 365 group
Name
All Company
HR
IT
Marketing
Marketing Team
MT
Marketing Team
Private team
Email
Open in Teams
View site
Delete
This is TechSolutions Inc's Marketing Team
General
Membership
Channels
Settings
Email
Let people outside the organization email this team
Send copies of team emails and events to team members' inboxes
Don't show team email address in Outlook
External file sharing
New and existing guests
Privacy
Private
Public
Sensitivity label
None
Teams channels
Team members can add channels and edit existing channels
Team members can add and edit private channels
Team members can delete channels
Teams conversations
Allow members to edit their sent messages
Allow members to delete their sent messages
Search
-1°C
Mostly clear
11:36 PM
11-Dec-24

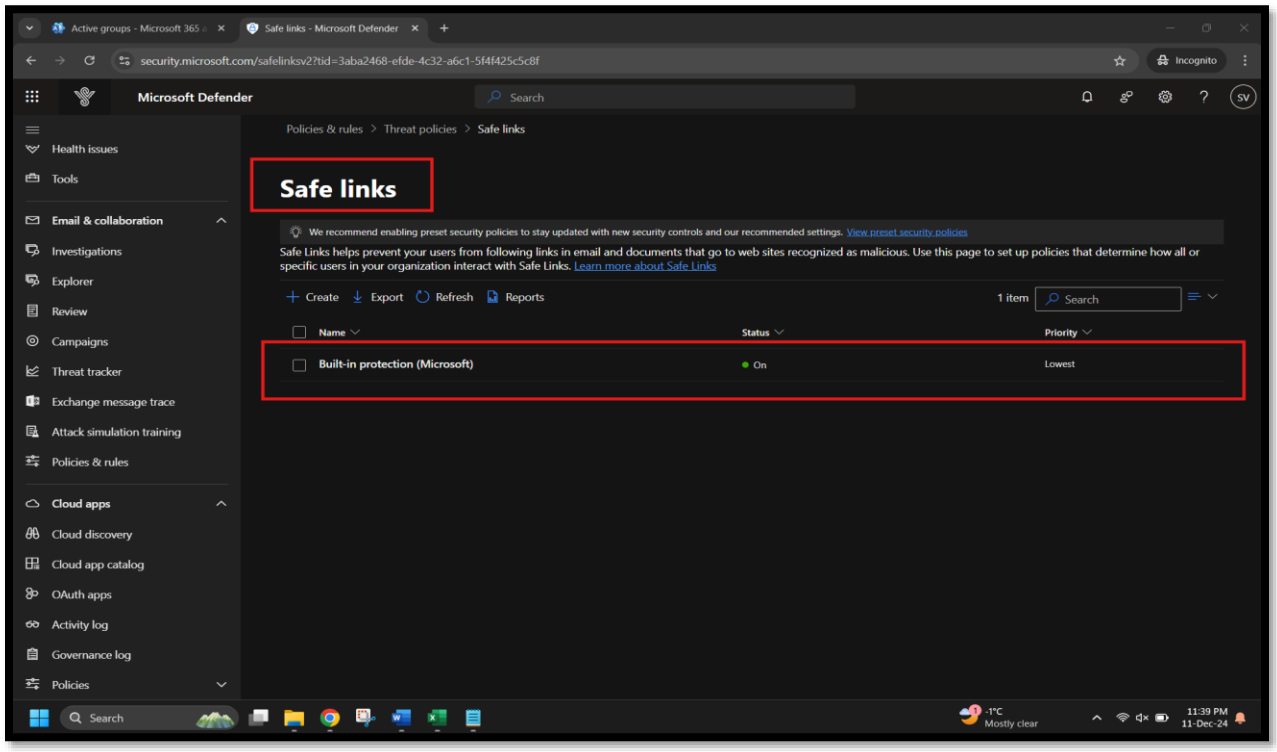
Task 2: Implementing Security Measures

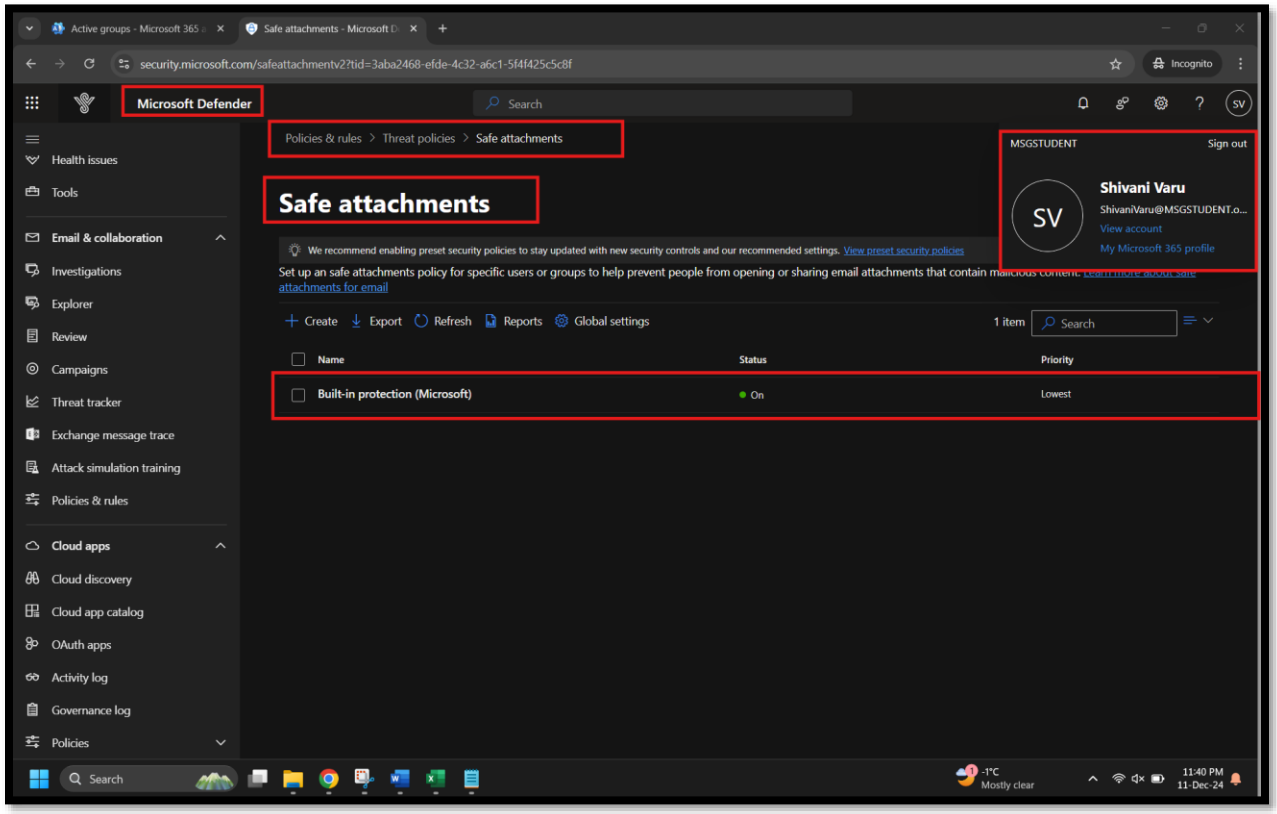
2.1 Set Up and Configure Microsoft Defender for Office 365:

- Access the MS Defender and navigate to Secure Score.

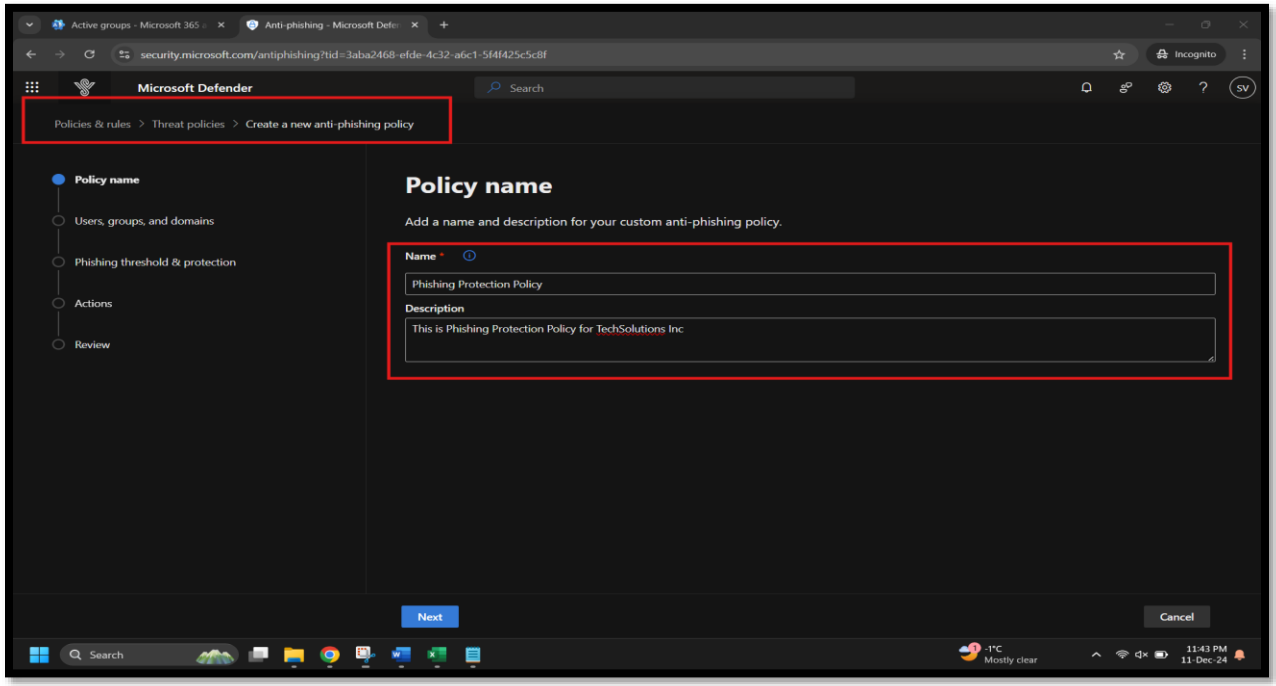


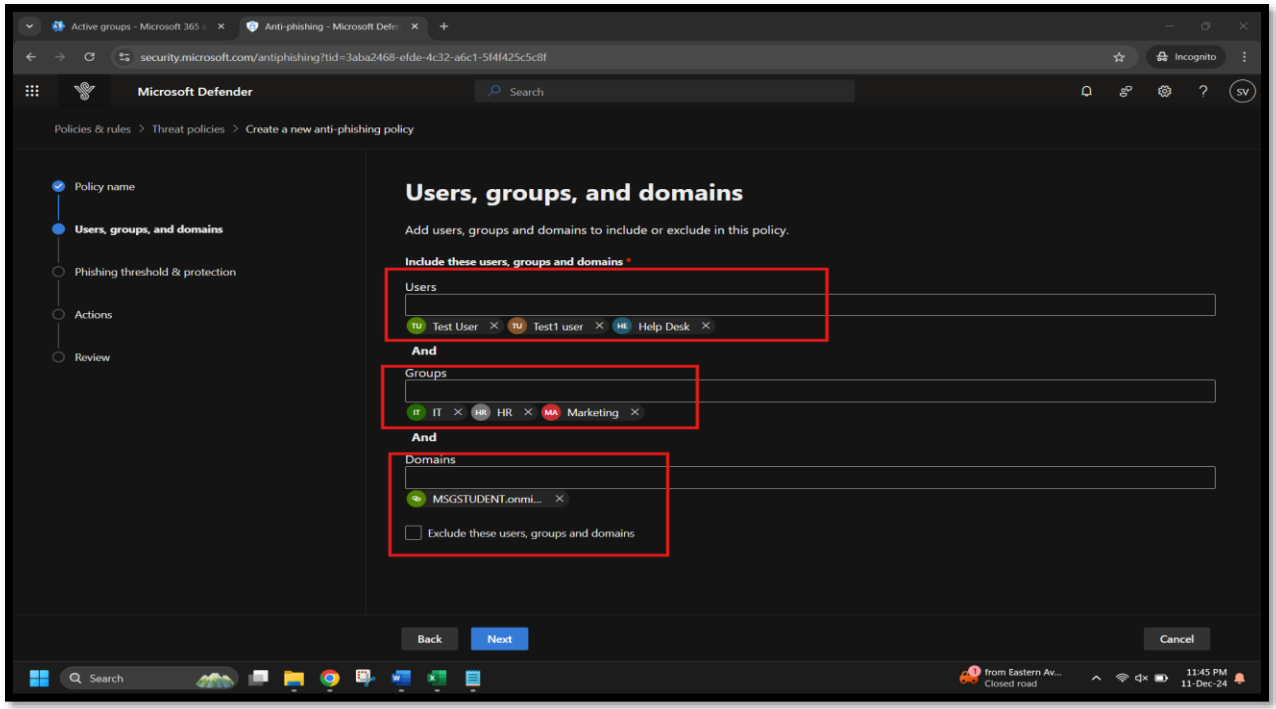
- Ensure that Safe Links and Safe Attachments have been enabled for all users.

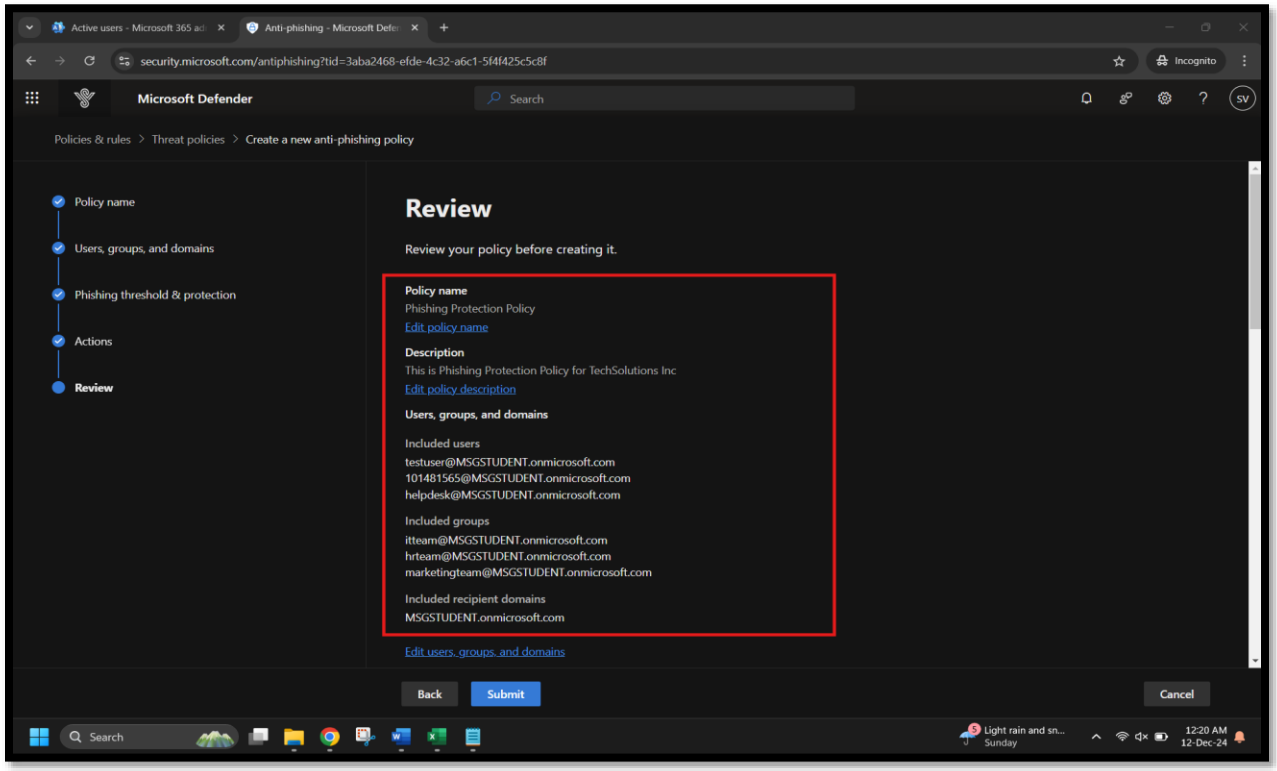


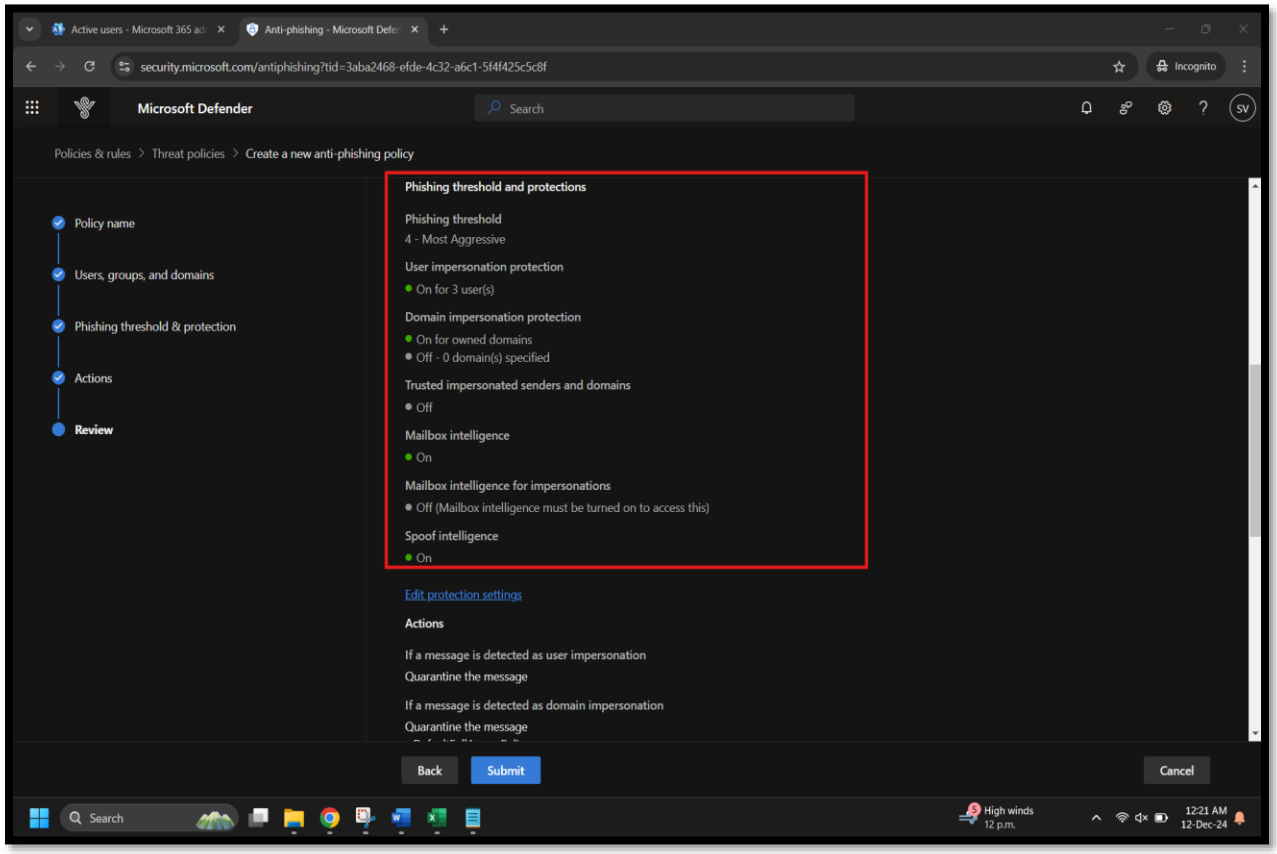


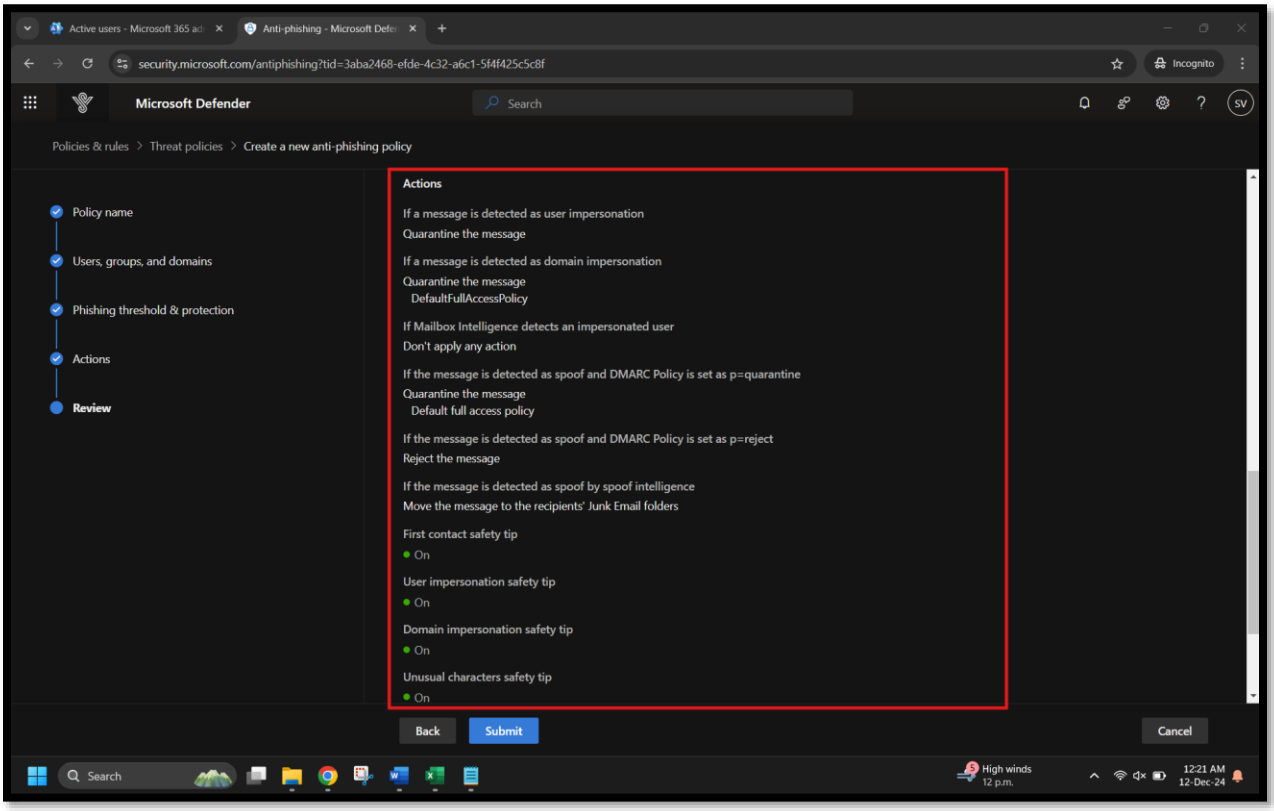
- Navigate to Policies and rules, then configure at least one policy to protect against phishing, malware, or spam.

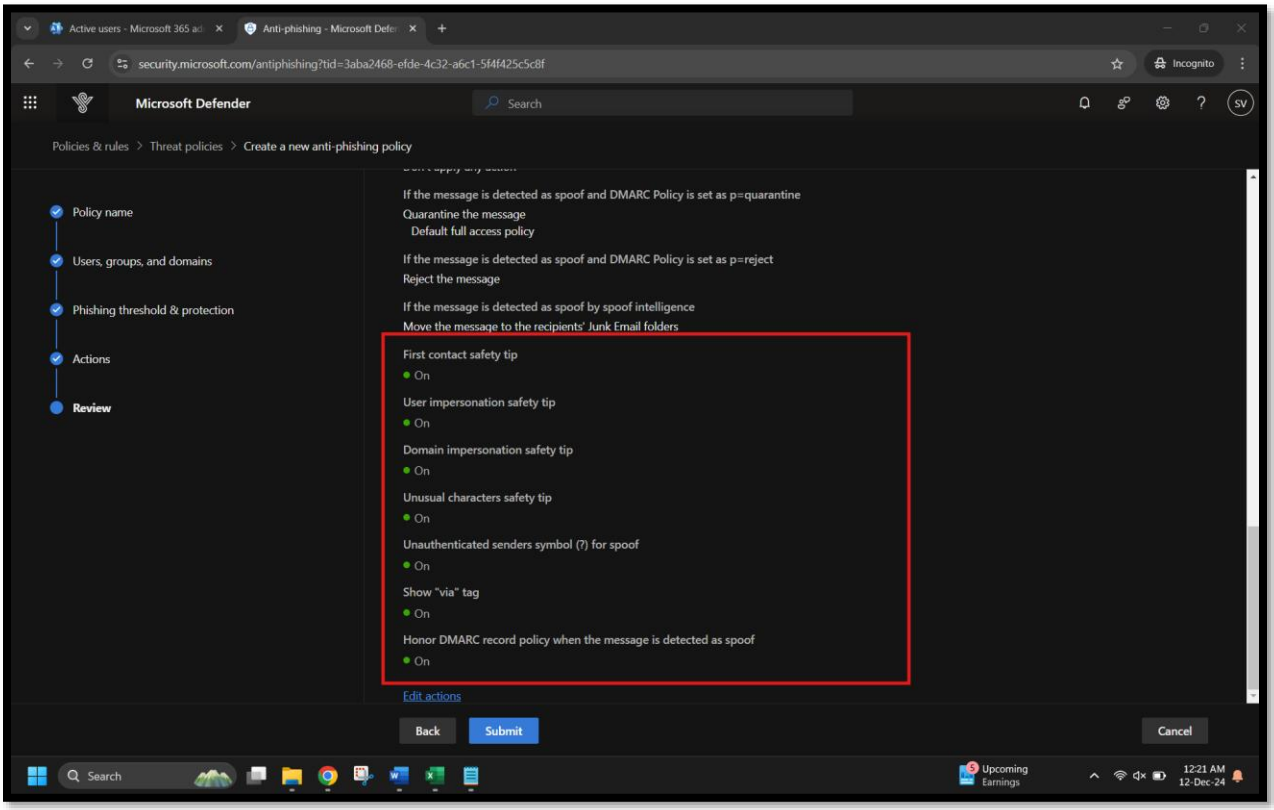


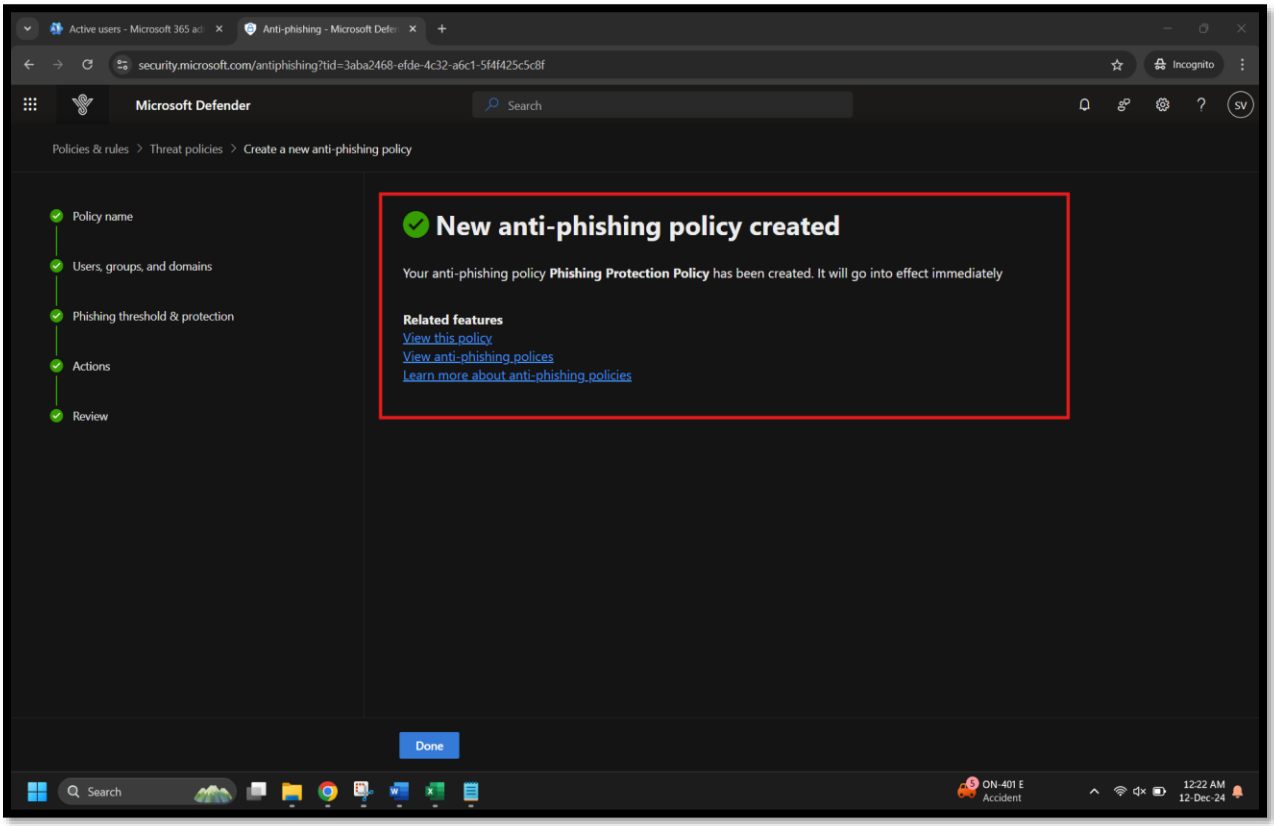


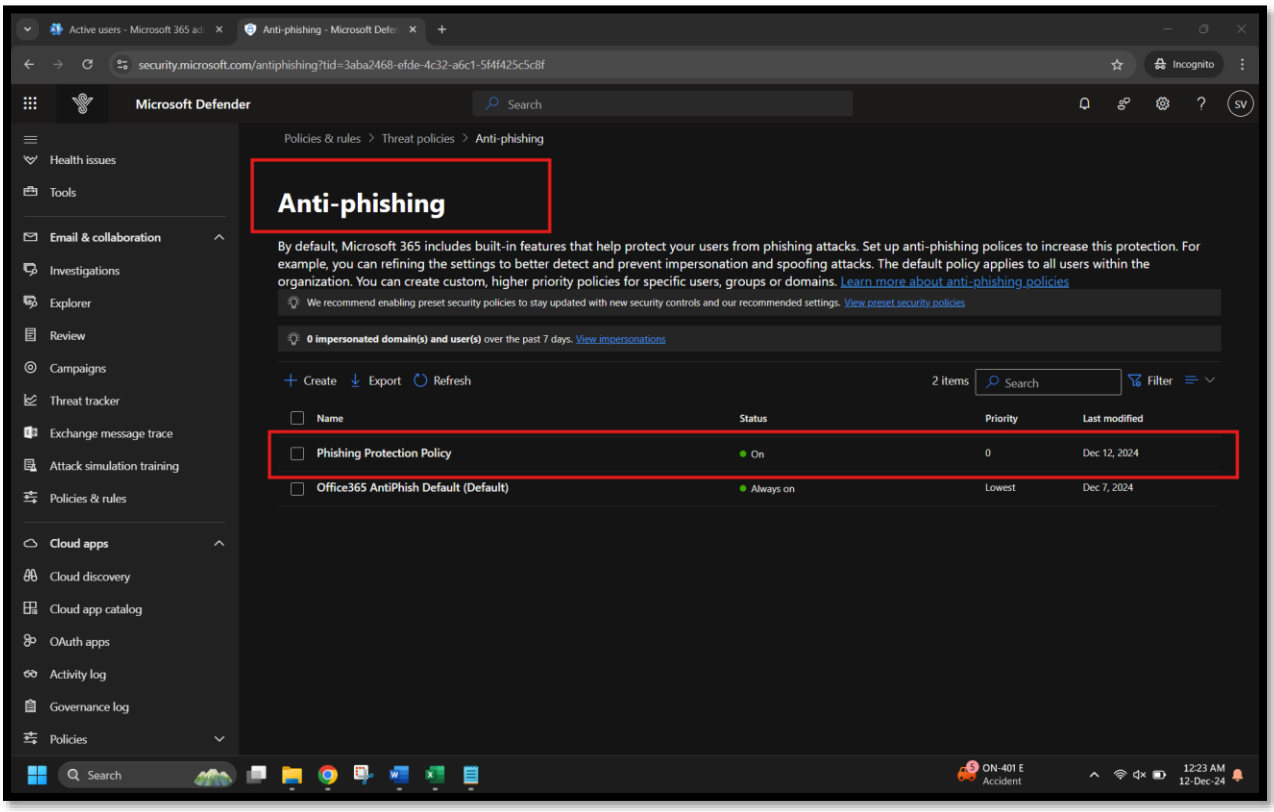

Active users - Microsoft 365 ad
Anti-phishing - Microsoft Defer
security.microsoft.com/antiphishing?tid=3aba2468-efde-4c32-a6c1-5f4f425c5c8f
Incognito
Microsoft Defender
Search
SV
Policies & rules > Threat policies > Create a new anti-phishing policy
Policy name
Users, groups, and domains
Phishing threshold & protection
Actions
Review
Review
Review your policy before creating it.
Policy name
Phishing Protection Policy
Edit policy name
Description
This is Phishing Protection Policy for TechSolutions Inc
Edit policy description
Users, groups, and domains
Included users
testuser@MSGSTUDENT.onmicrosoft.com
1014815655@MSGSTUDENT.onmicrosoft.com
helpdesk@MSGSTUDENT.onmicrosoft.com
Included groups
itteam@MSGSTUDENT.onmicrosoft.com
hrteam@MSGSTUDENT.onmicrosoft.com
marketingteam@MSGSTUDENT.onmicrosoft.com
Included recipient domains
MSGSTUDENT.onmicrosoft.com
Edit users, groups, and domains
Back
Submit
Cancel
Search
Light rain and sn...
Sunday
12:20 AM
12-Dec-24


Active users - Microsoft 365 ad
Anti-phishing - Microsoft Defer
security.microsoft.com/antiphishing?tid=3aba2468-efde-4c32-a6c1-5f4f425c5c8f
Incognito
Microsoft Defender
Search
SV
Policies & rules > Threat policies > Create a new anti-phishing policy
Policy name
Users, groups, and domains
Phishing threshold & protection
Actions
Review
Phishing threshold and protections
Phishing threshold
4 - Most Aggressive
User impersonation protection
On for 3 user(s)
Domain impersonation protection
On for owned domains
Off - 0 domain(s) specified
Trusted impersonated senders and domains
Off
Mailbox intelligence
On
Mailbox intelligence for impersonations
Off (Mailbox intelligence must be turned on to access this)
Spoof intelligence
On
Edit protection settings
Actions
If a message is detected as user impersonation
Quarantine the message
If a message is detected as domain impersonation
Quarantine the message
Back
Submit
Cancel
Search
High winds
12 p.m.
12:21 AM
12-Dec-24


Active users - Microsoft 365 ad
Anti-phishing - Microsoft Defer
security.microsoft.com/antiphishing?tid=3aba2468-efde-4c32-a6c1-5f4f425c5c8f
Incognito
Microsoft Defender
Search
SV
Policies & rules > Threat policies > Create a new anti-phishing policy
Policy name
Users, groups, and domains
Phishing threshold & protection
Actions
Review
Actions
If a message is detected as user impersonation
Quarantine the message
If a message is detected as domain impersonation
Quarantine the message
DefaultFullAccessPolicy
If Mailbox Intelligence detects an impersonated user
Don't apply any action
If the message is detected as spoof and DMARC Policy is set as p=quarantine
Quarantine the message
Default full access policy
If the message is detected as spoof and DMARC Policy is set as p=reject
Reject the message
If the message is detected as spoof by spoof intelligence
Move the message to the recipients' Junk Email folders
First contact safety tip
On
User impersonation safety tip
On
Domain impersonation safety tip
On
Unusual characters safety tip
On
Back
Submit
Cancel
Search
High winds
12 p.m.
12:21 AM
12-Dec-24

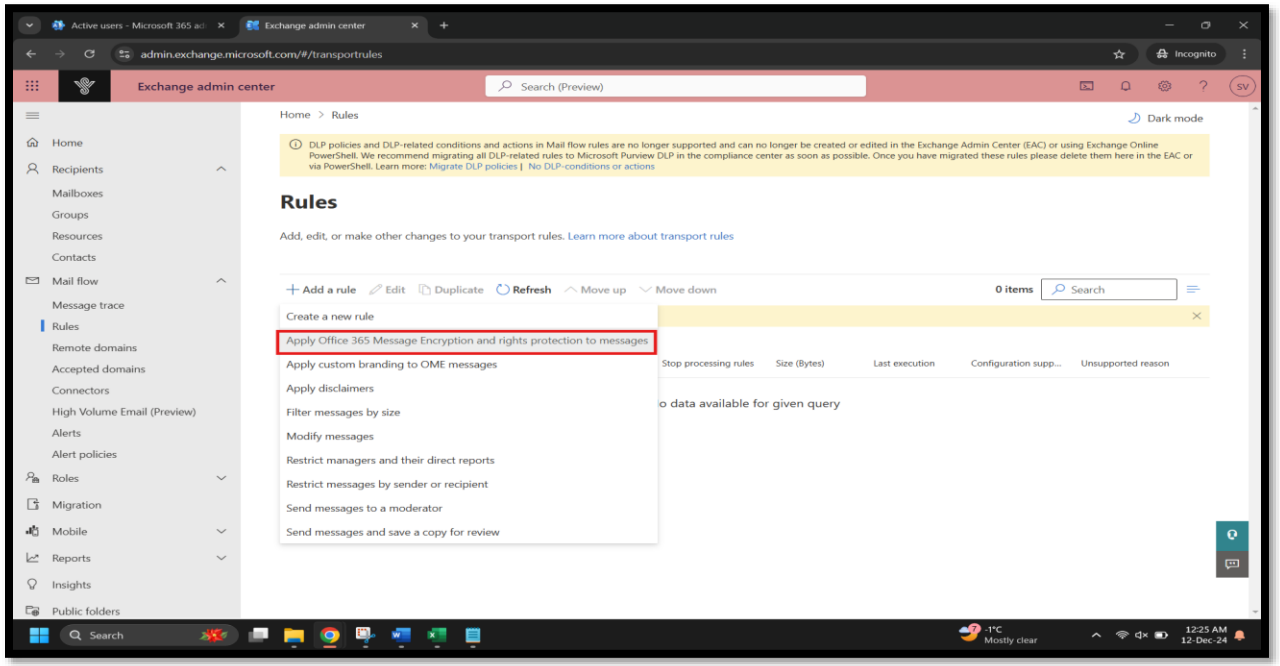

Active users - Microsoft 365 ad
Anti-phishing - Microsoft Defer
security.microsoft.com/antiphishing?tid=3aba2468-efde-4c32-a6c1-5f4f425c5c8f
Incognito
Microsoft Defender
Search
SV
Policies & rules > Threat policies > Create a new anti-phishing policy
Policy name
Users, groups, and domains
Phishing threshold & protection
Actions
Review
If the message is detected as spoof and DMARC Policy is set as p=quarantine
Quarantine the message
Default full access policy
If the message is detected as spoof and DMARC Policy is set as p=reject
Reject the message
If the message is detected as spoof by spoof intelligence
Move the message to the recipients' Junk Email folders
First contact safety tip
On
User impersonation safety tip
On
Domain impersonation safety tip
On
Unusual characters safety tip
On
Unauthenticated senders symbol (?) for spoof
On
Show "via" tag
On
Honor DMARC record policy when the message is detected as spoof
On
Edit actions
Back
Submit
Cancel
Search
Upcoming
Earnings
12:21 AM
12-Dec-24


Active users - Microsoft 365 ad
Anti-phishing - Microsoft Defer
security.microsoft.com/antiphishing?tid=3aba2468-efde-4c32-a6c1-5f4f425c5c8f
Incognito
Microsoft Defender
Search
Policies & rules > Threat policies > Create a new anti-phishing policy
Policy name
Users, groups, and domains
Phishing threshold & protection
Actions
Review
New anti-phishing policy created
Your anti-phishing policy Phishing Protection Policy has been created. It will go into effect immediately
Related features
View this policy
View anti-phishing polices
Learn more about anti-phishing policies
Done
Search
ON-401 E
Accident
12:22 AM
12-Dec-24

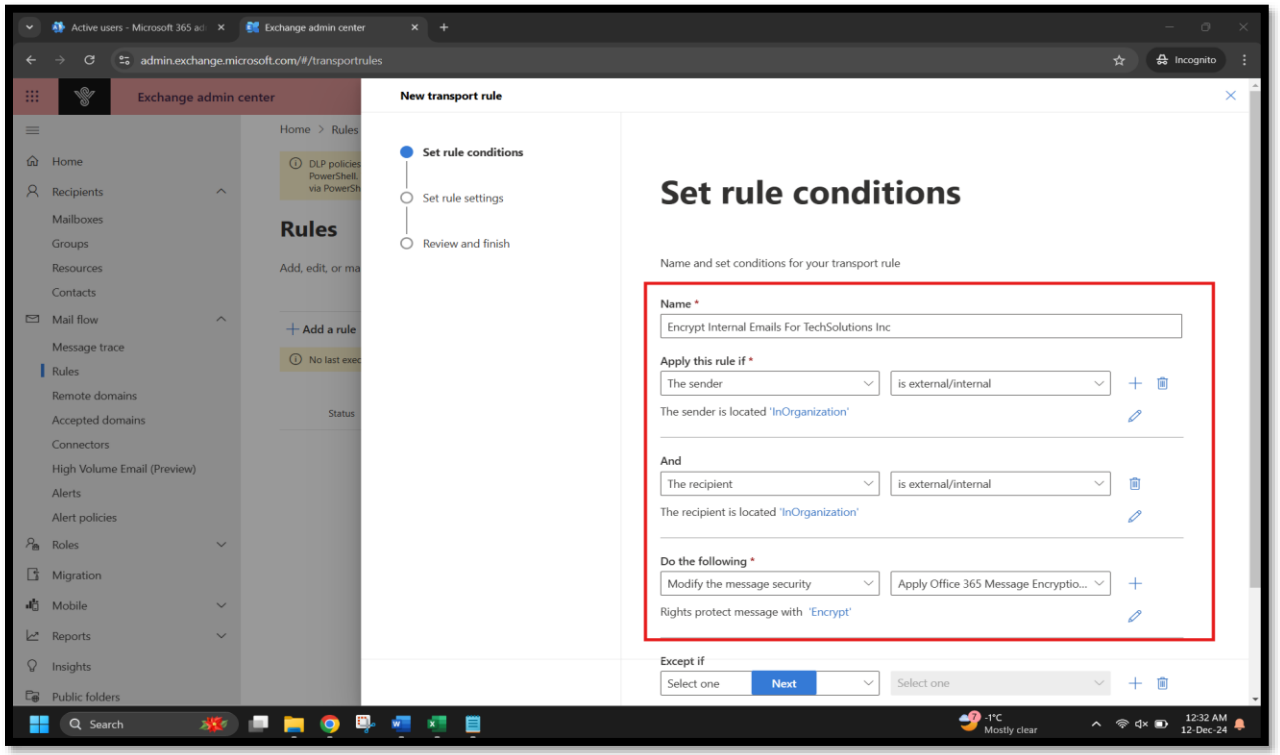

Active users - Microsoft 365 ad
Anti-phishing - Microsoft Defer
security.microsoft.com/antiphishing?tid=3aba2468-efde-4c32-a6c1-5f4f425c5c8f
Incognito
Microsoft Defender
Search
Health issues
Tools
Email & collaboration
Investigations
Explorer
Review
Campaigns
Threat tracker
Exchange message trace
Attack simulation training
Policies & rules
Cloud apps
Cloud discovery
Cloud app catalog
OAuth apps
Activity log
Governance log
Policies
Policies & rules > Threat policies > Anti-phishing
Anti-phishing
By default, Microsoft 365 includes built-in features that help protect your users from phishing attacks. Set up anti-phishing polices to increase this protection. For example, you can refining the settings to better detect and prevent impersonation and spoofing attacks. The default policy applies to all users within the organization. You can create custom, higher priority policies for specific users, groups or domains. Learn more about anti-phishing policies
We recommend enabling preset security policies to stay updated with new security controls and our recommended settings. View preset security policies
0 impersonated domain(s) and user(s) over the past 7 days. View impersonations
Create
Export
Refresh
2 items
Search
Filter
Name
Status
Priority
Last modified
Phishing Protection Policy
On
0
Dec 12, 2024
Office365 AntiPhish Default (Default)
Always on
Lowest
Dec 7, 2024
Search
ON-401 E
Accident
12:23 AM
12-Dec-24

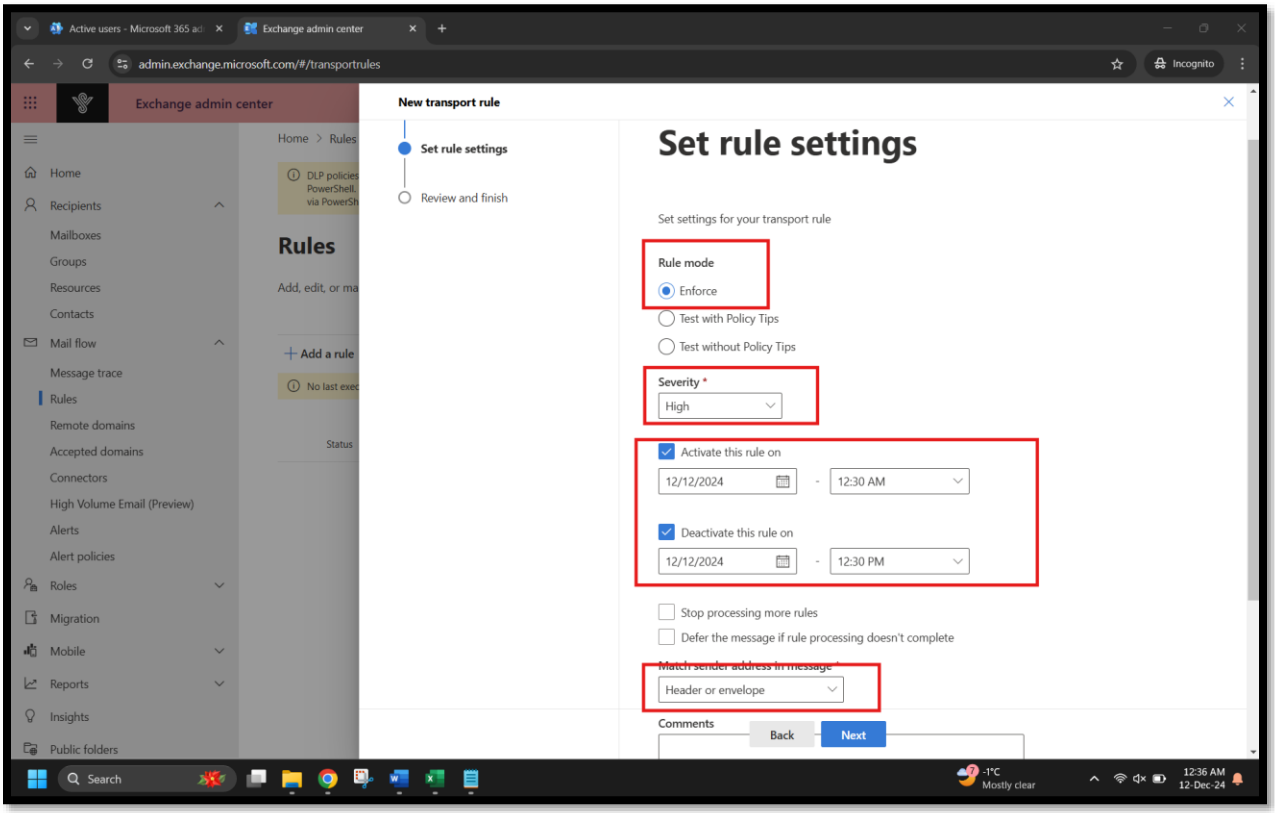
2.2 Set Up Data Encryption:

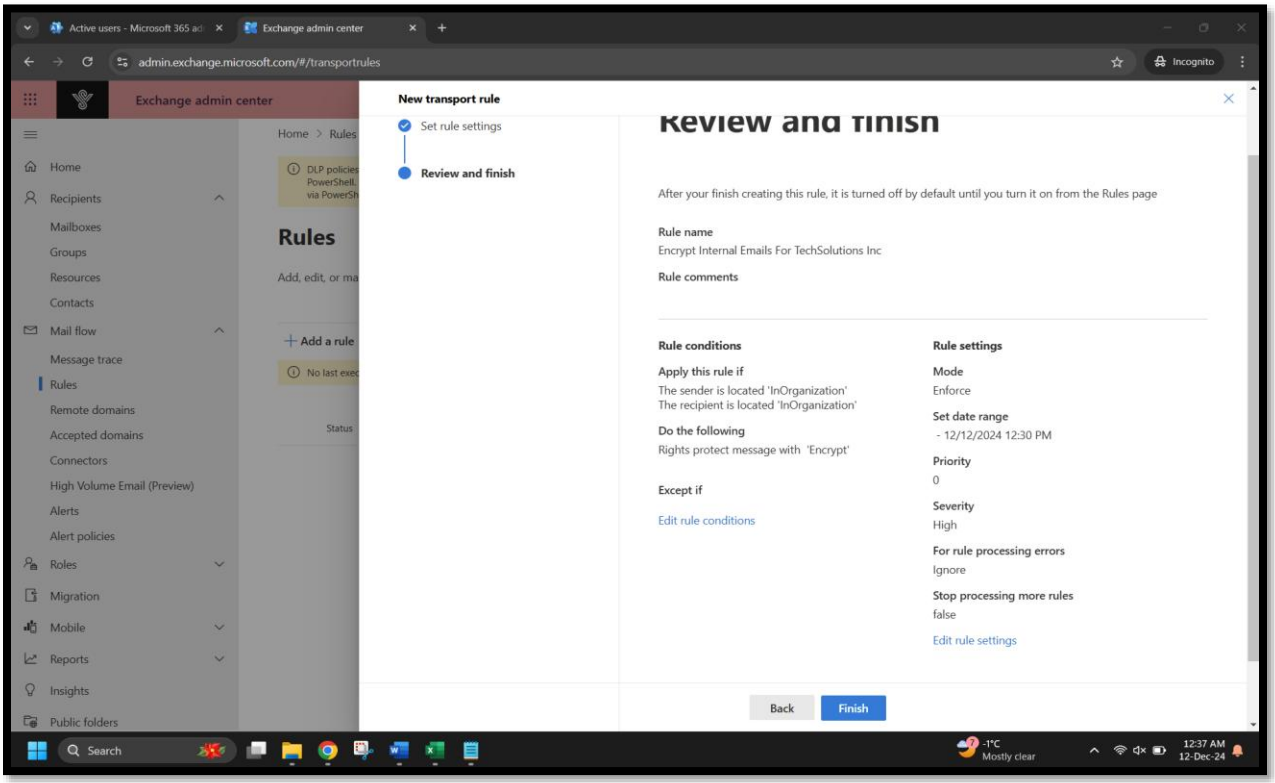
Configure Microsoft 365 Message Encryption.

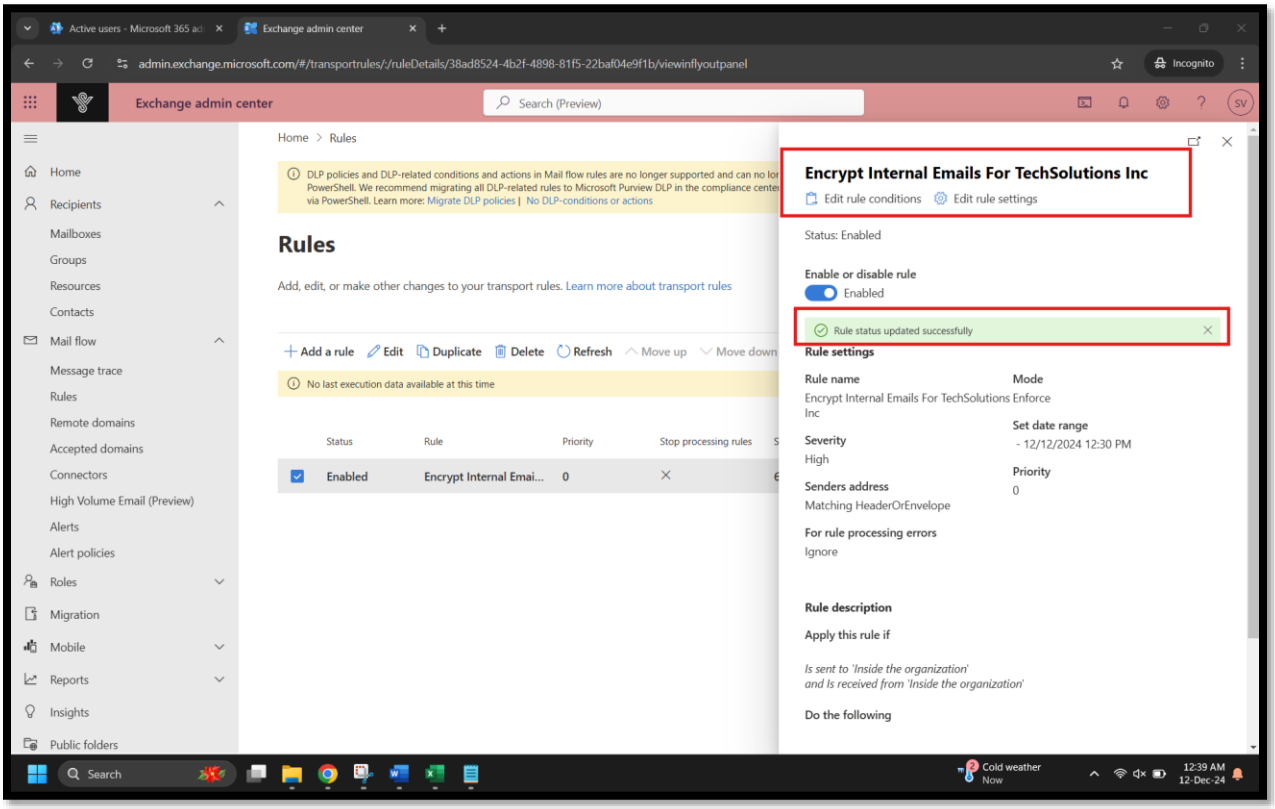


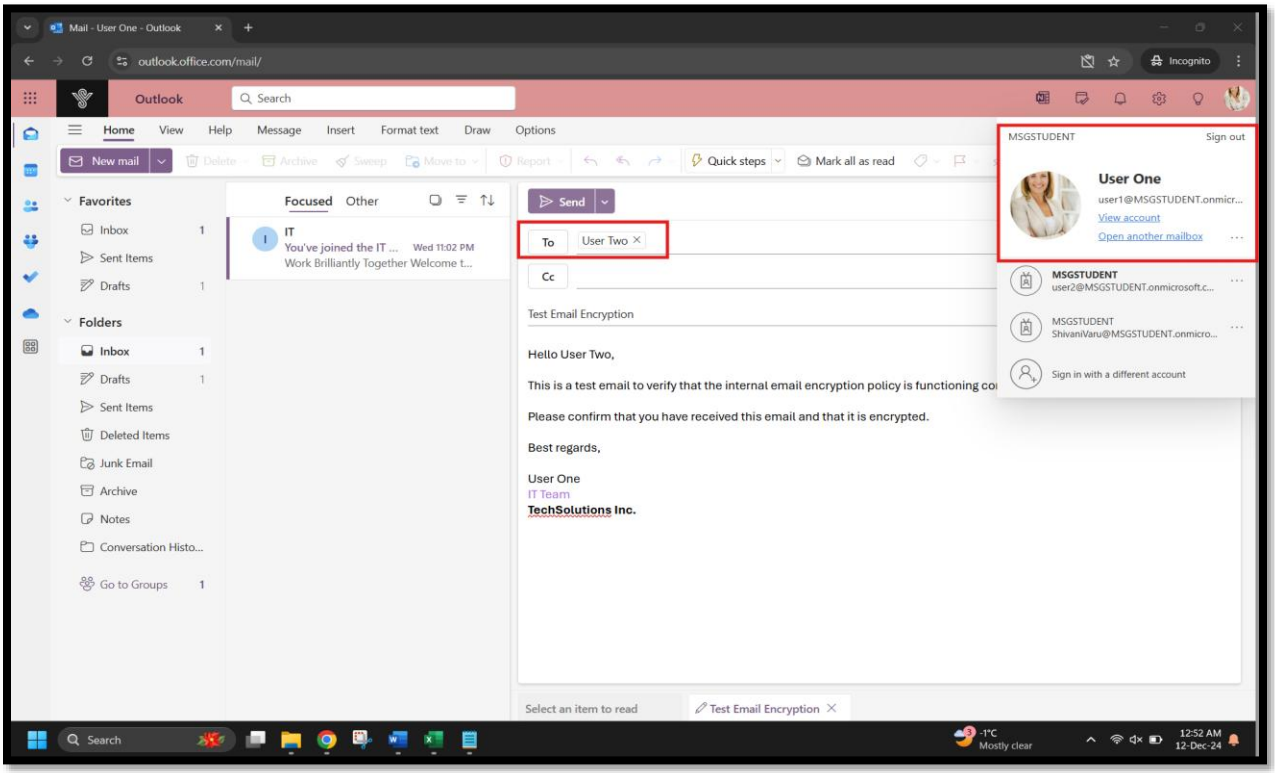
Ensure that emails from inside the organization are automatically encrypted. (Hints: Navigate to Exchange admin center, and then Rules)



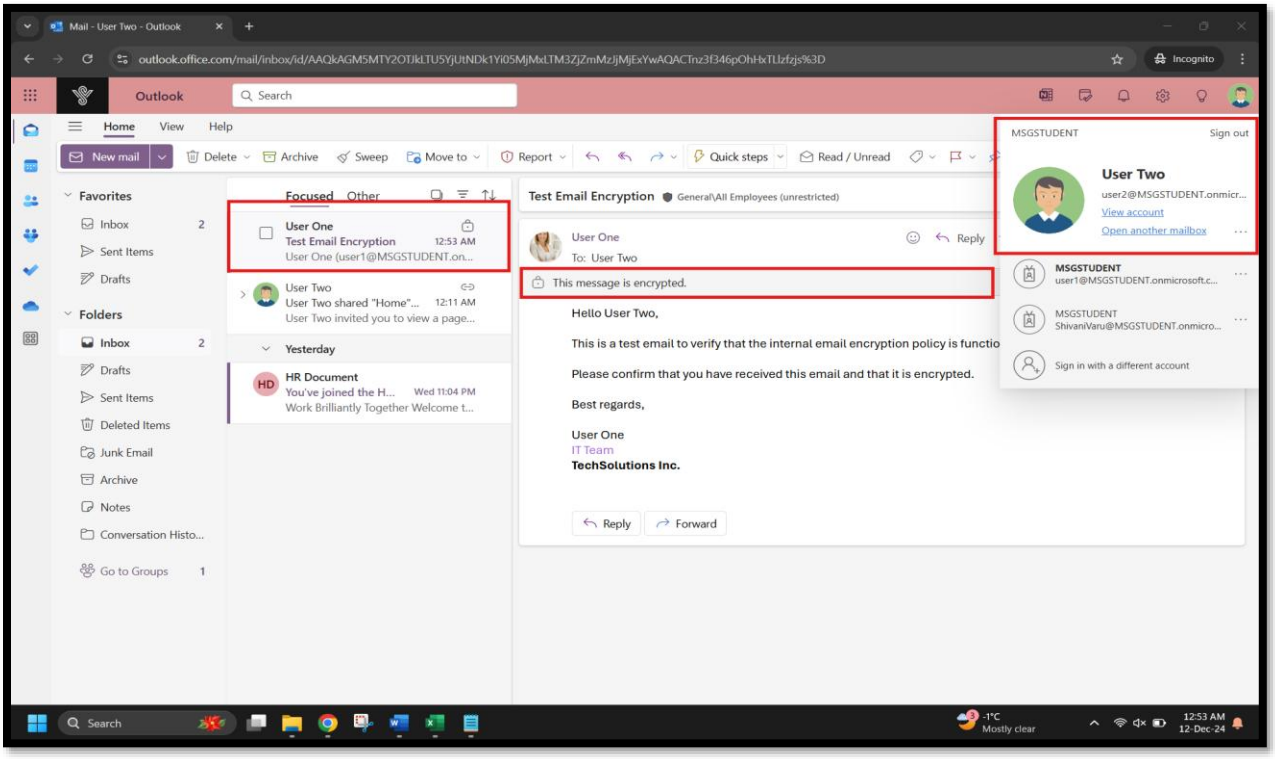

admin.exchange.microsoft.com/#/transportrules
Exchange admin center
New transport rule
Set rule settings
Review and finish
Set rule settings
Set settings for your transport rule
Rule mode
Enforce
Test with Policy Tips
Test without Policy Tips
Severity *
High
Activate this rule on
12/12/2024
12:30 AM
Deactivate this rule on
12/12/2024
12:30 PM
Stop processing more rules
Defer the message if rule processing doesn't complete
Header or envelope
Comments
Back
Next


admin.exchange.microsoft.com/#/transportrules
Exchange admin center
New transport rule
Set rule settings
Review and finish
Review and finish
After your finish creating this rule, it is turned off by default until you turn it on from the Rules page
Rule name
Encrypt Internal Emails For TechSolutions Inc
Rule comments
Rule conditions
Apply this rule if
The sender is located 'InOrganization'
The recipient is located 'InOrganization'
Do the following
Rights protect message with 'Encrypt'
Except if
Edit rule conditions
Rule settings
Mode
Enforce
Set date range
- 12/12/2024 12:30 PM
Priority
0
Severity
High
For rule processing errors
Ignore
Stop processing more rules
false
Edit rule settings
Back
Finish


Exchange admin center
admin.exchange.microsoft.com/#/transportrules/;/ruleDetails/38ad8524-4b2f-4898-81f5-22baf04e9f1b/viewinflyoutpanel
Search (Preview)
Home > Rules
Rules
Add, edit, or make other changes to your transport rules. Learn more about transport rules
Add a rule
Edit
Duplicate
Delete
Refresh
Move up
Move down
No last execution data available at this time
Status
Rule
Priority
Stop processing rules
Enabled
Encrypt Internal Emai...
0
Encrypt Internal Emails For TechSolutions Inc
Edit rule conditions
Edit rule settings
Status: Enabled
Enable or disable rule
Enabled
Rule status updated successfully
Rule settings
Rule name
Encrypt Internal Emails For TechSolutions Inc
Mode
Enforce
Severity
High
Set date range
- 12/12/2024 12:30 PM
Priority
0
Senders address
Matching HeaderOrEnvelope
For rule processing errors
Ignore
Rule description
Apply this rule if
Is sent to 'Inside the organization'
and Is received from 'Inside the organization'
Do the following

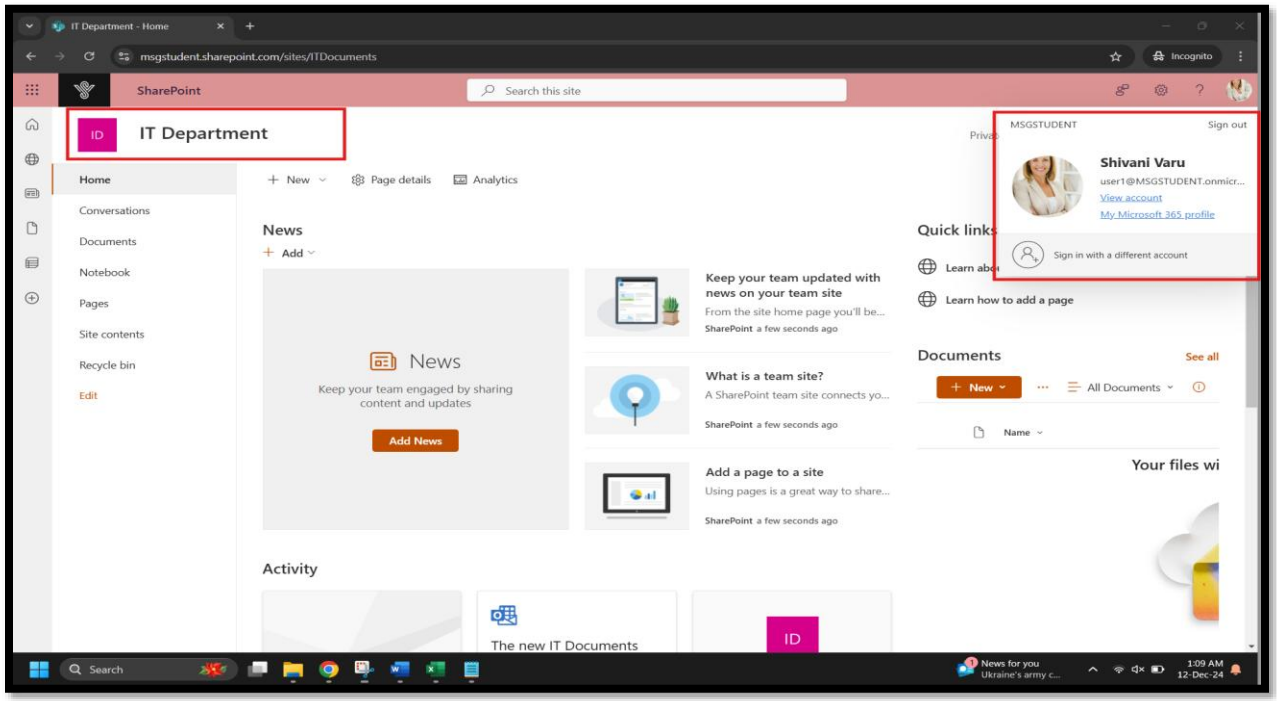

Outlook
outlook.office.com/mail/
Search
Home
View
Help
Message
Insert
Format text
Draw
Options
New mail
Quick steps
Mark all as read
Favorites
Inbox
Sent Items
Drafts
Folders
Deleted Items
Junk Email
Archive
Notes
Conversation Histo...
Go to Groups
Focused
Other
IT
You've joined the IT ...
Work Brilliantly Together Welcome t...
Send
To
User Two
Cc
Test Email Encryption
Hello User Two,
This is a test email to verify that the internal email encryption policy is functioning co
Please confirm that you have received this email and that it is encrypted.
Best regards,
User One
IT Team
TechSolutions Inc.
MSGSTUDENT
Sign out
User One
user1@MSGSTUDENT.onmicr...
View account
Open another mailbox
MSGSTUDENT
user2@MSGSTUDENT.onmicrosoft.c...
MSGSTUDENT
ShivaniVaru@MSGSTUDENT.onmicro...
Sign in with a different account
Select an item to read
Test Email Encryption

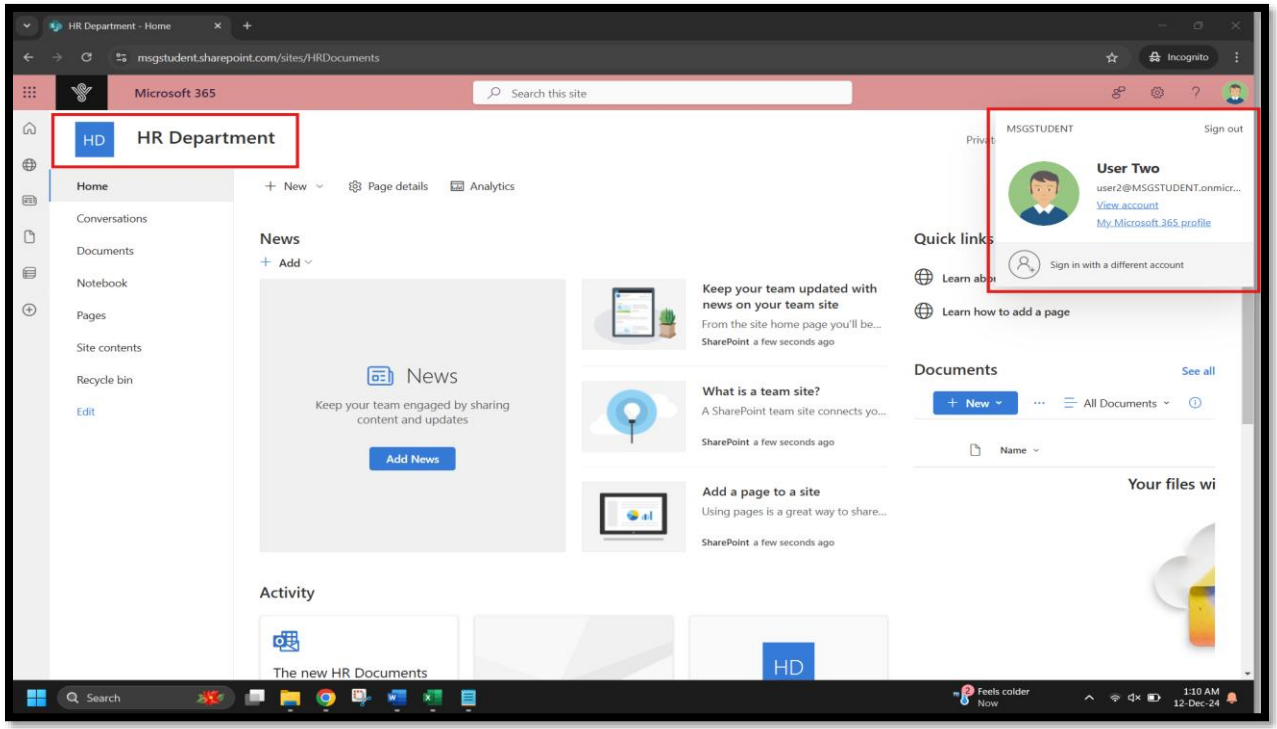
[Screenshot: Now, it’s confirmed that emails from inside the organization are automatically encrypted]

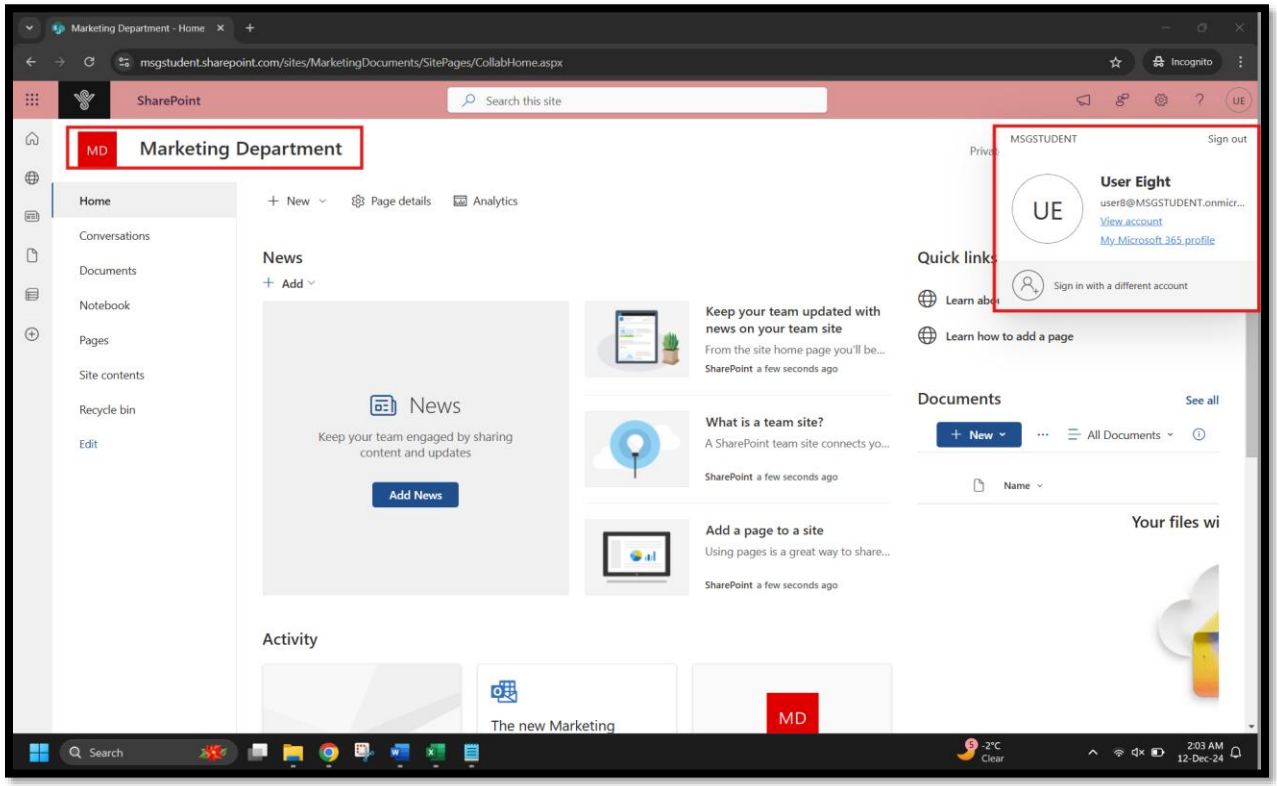


Task 3: Configuring and Managing Collaboration Tools

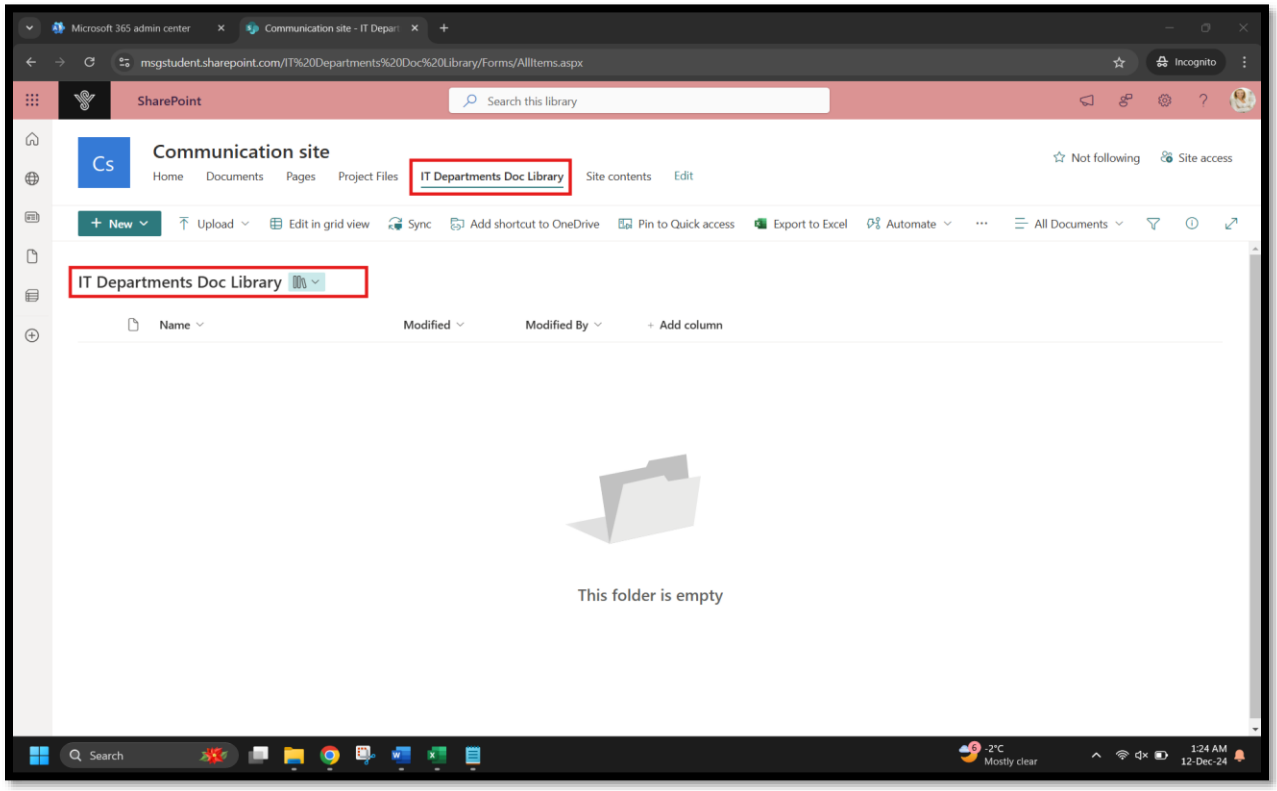
1. **Set Up SharePoint Online**:
    - Create an online SharePoint site for each department (IT, HR, Marketing).

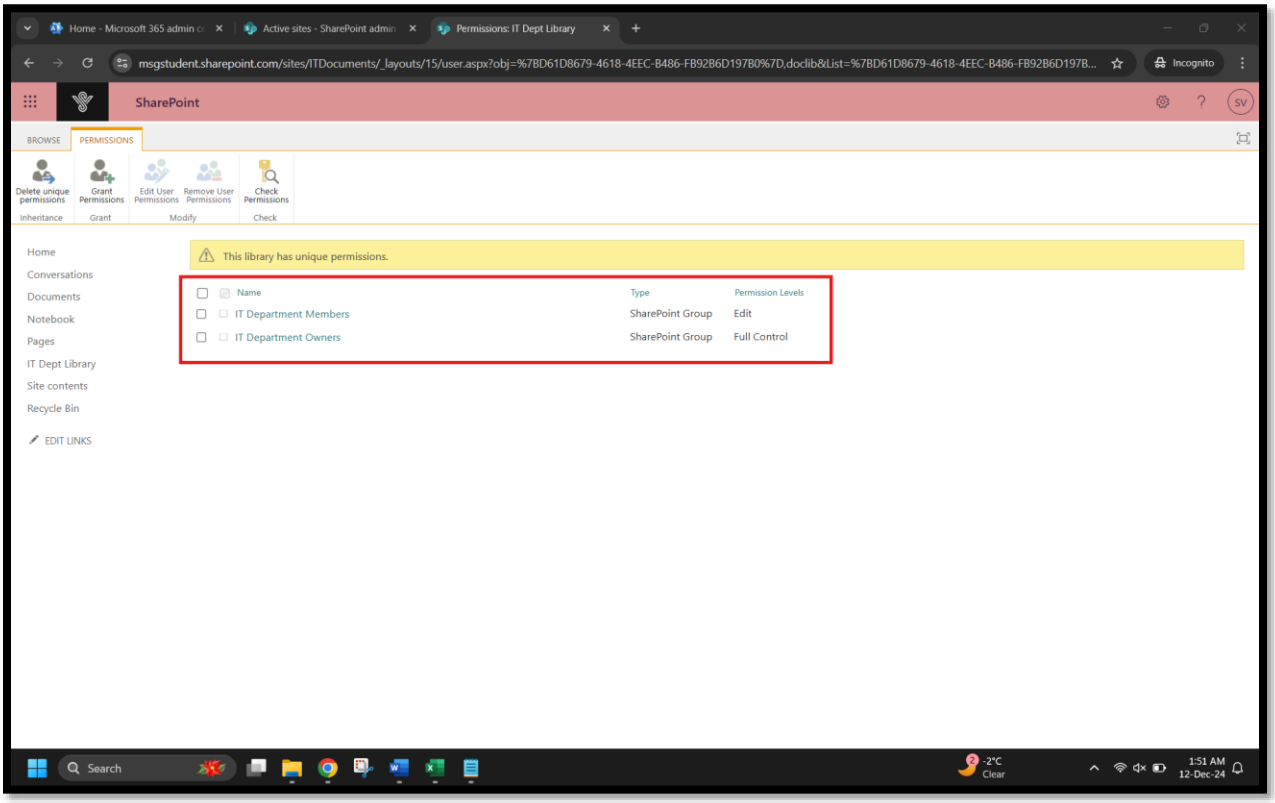


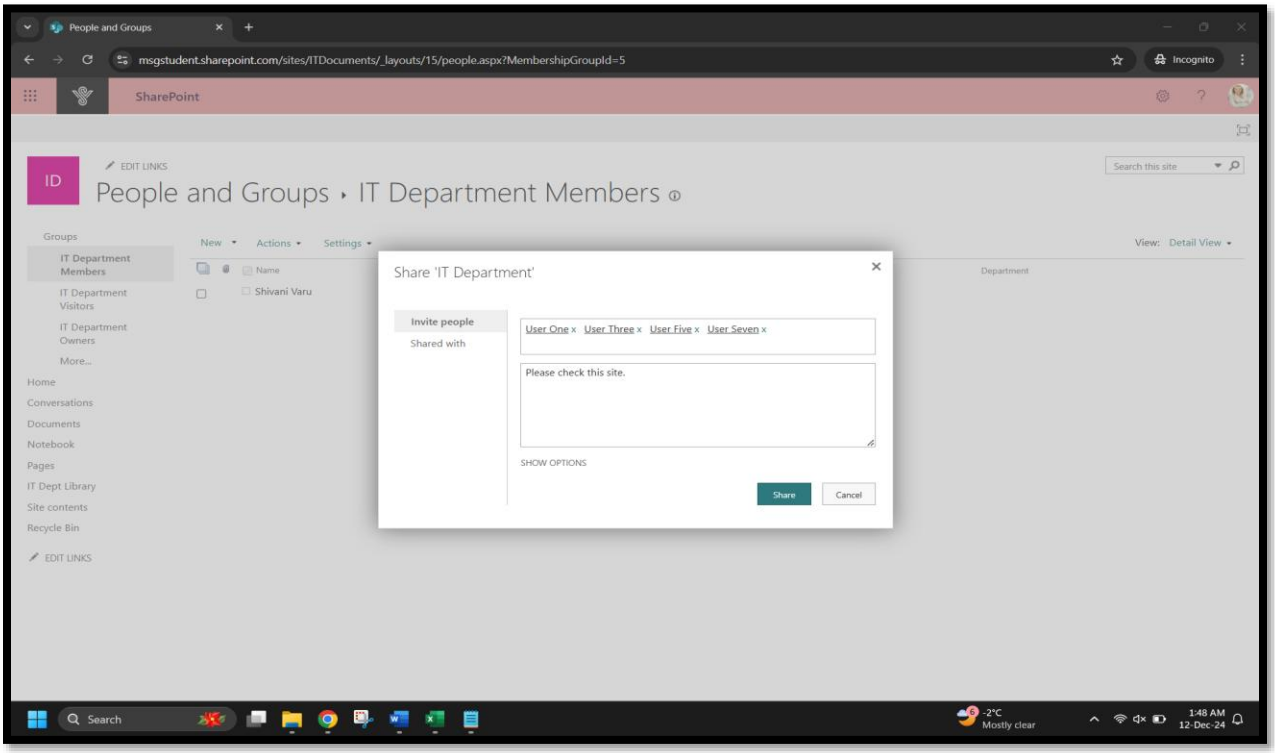




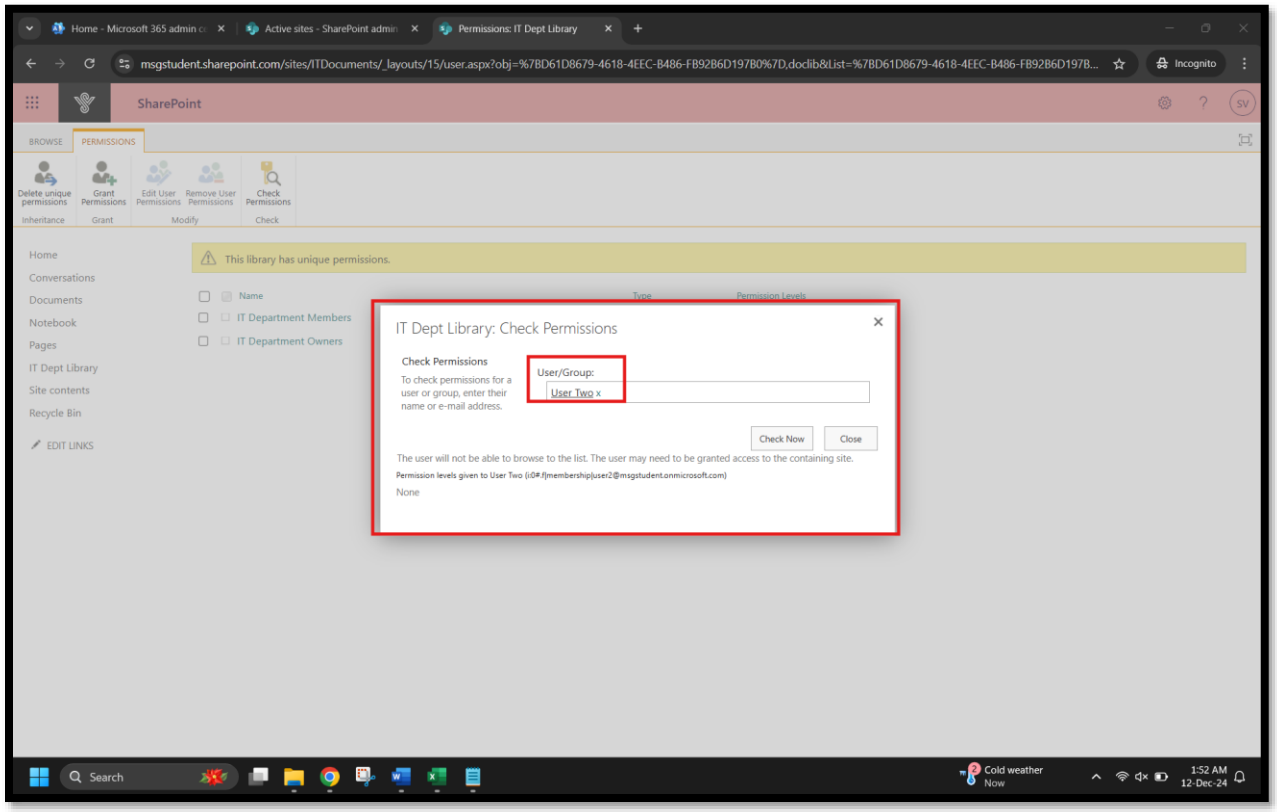
- Configure document libraries and permissions for each site.

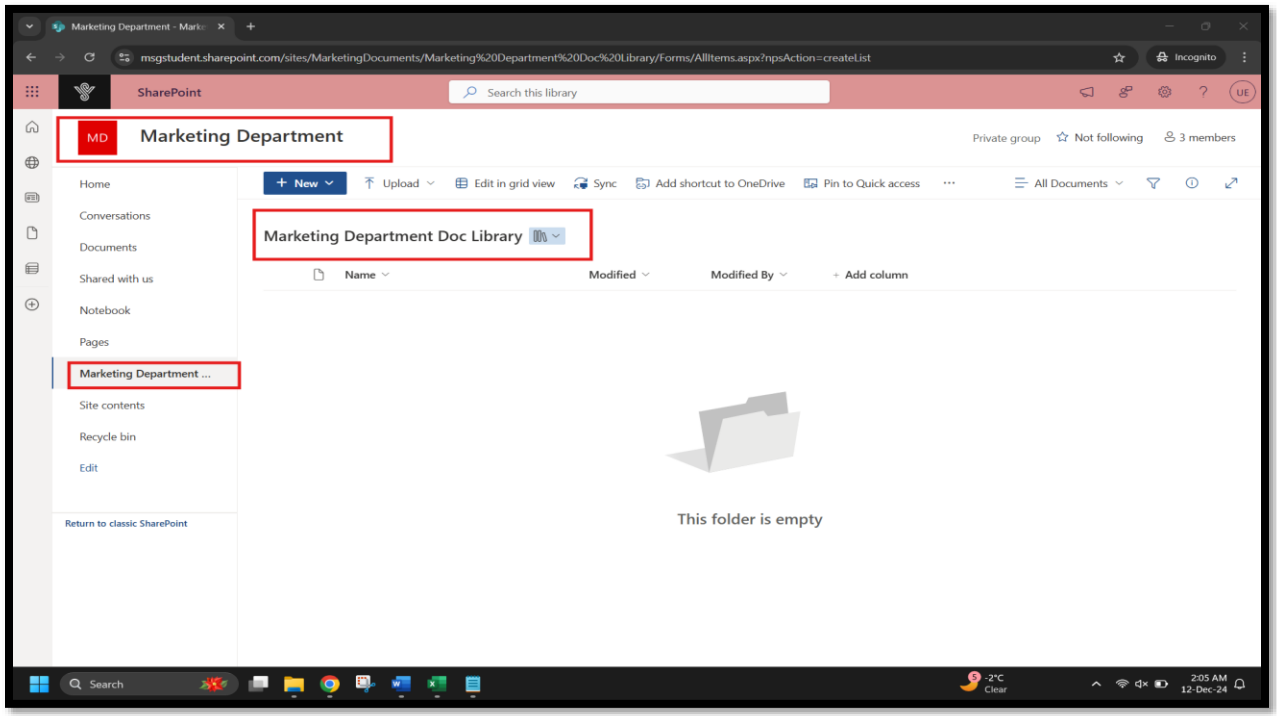


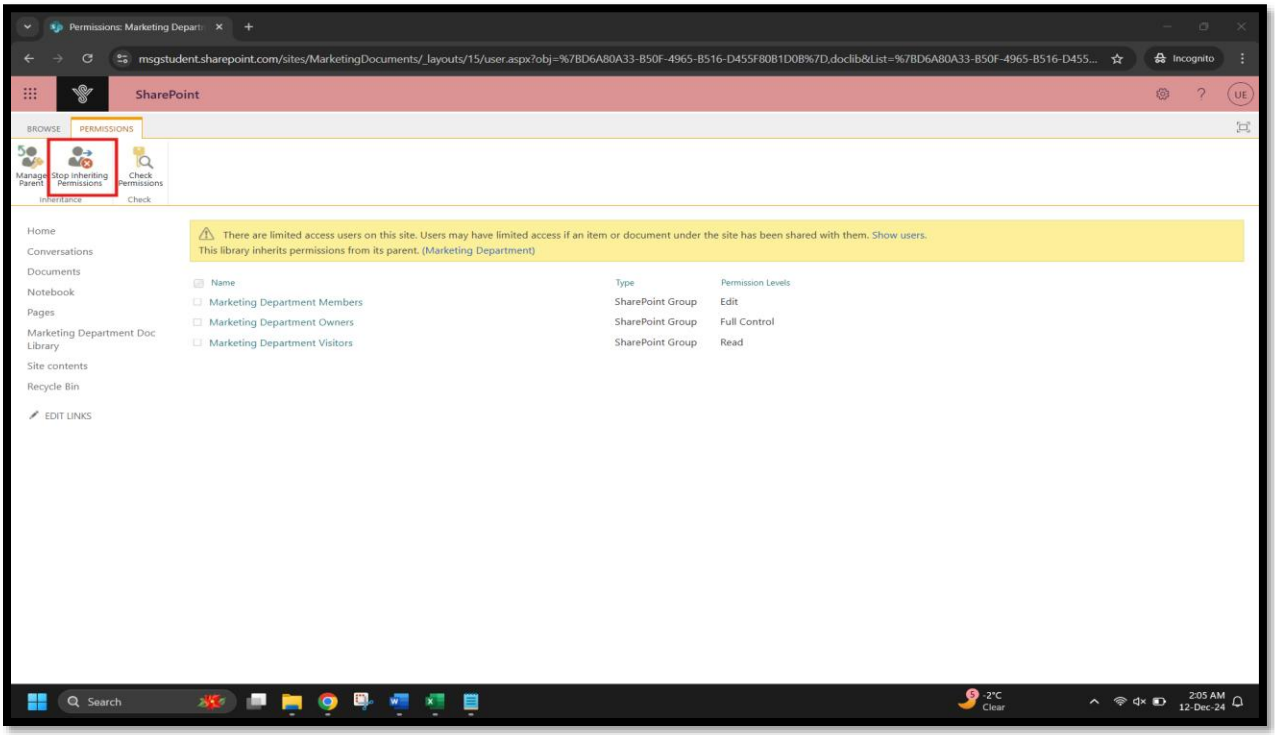

Permissions: IT Dept Library
msgstudent.sharepoint.com/sites/ITDocuments/_layouts/15/user.aspx?obj=%7BD61D8679-4618-4EEC-B486-FB92B6D197B0%7D,doclib&List=%7BD61D8679-4618-4EEC-B486-FB92B6D197B...
SharePoint
BROWSE
PERMISSIONS
Delete unique permissions
Grant Permissions
Edit User Permissions
Remove User Permissions
Check Permissions
Inheritance
Grant
Modify
Check
Home
Conversations
Documents
Notebook
Pages
IT Dept Library
Site contents
Recycle Bin
EDIT LINKS
This library has unique permissions.
Name
Type
Permission Levels
IT Department Members
SharePoint Group
Edit
IT Department Owners
SharePoint Group
Full Control
Search
1:51 AM
12-Dec-24

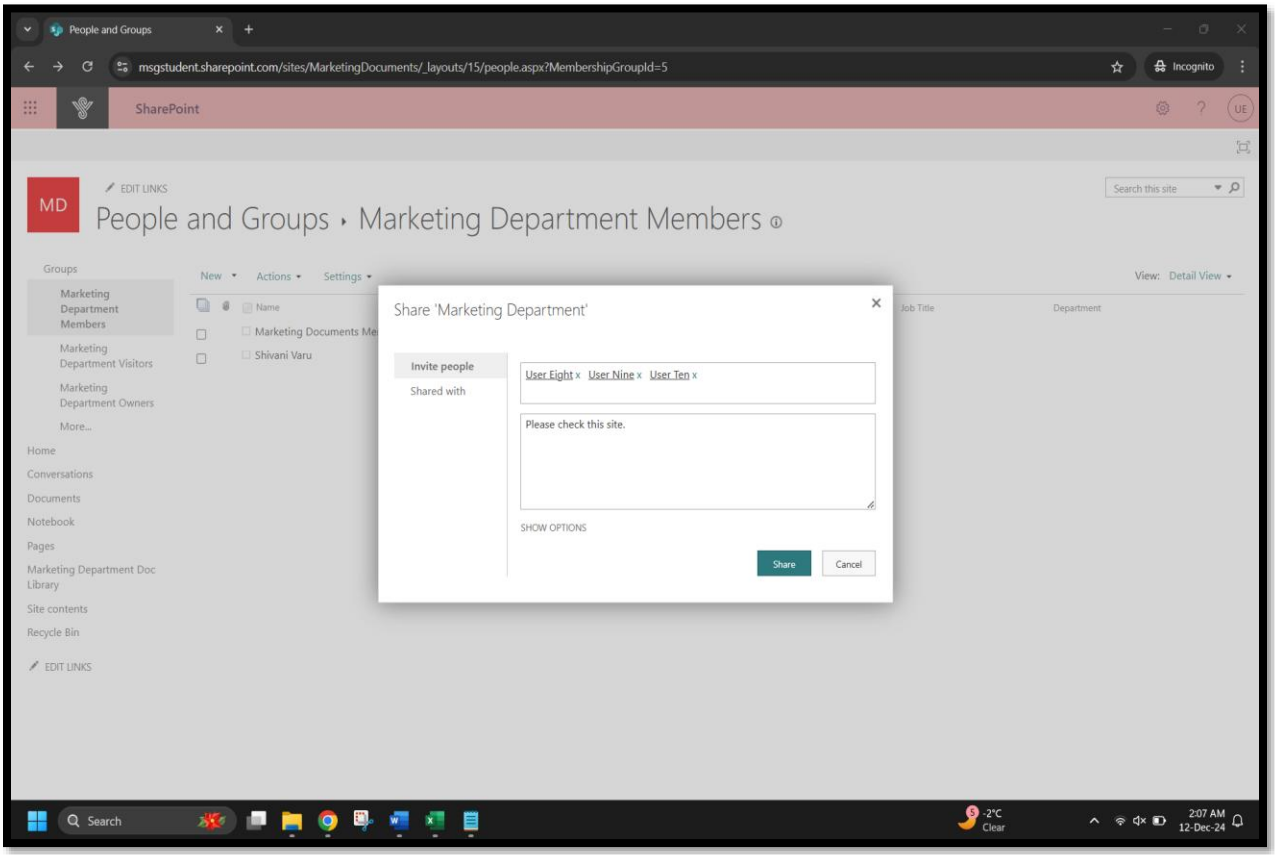

People and Groups
msgstudent.sharepoint.com/sites/ITDocuments/_layouts/15/people.aspx?MembershipGroupId=5
SharePoint
EDIT LINKS
People and Groups › IT Department Members
Groups
IT Department Members
IT Department Visitors
IT Department Owners
More...
New
Actions
Settings
Name
Shivani Varu
Department
View: Detail View
Share 'IT Department'
Invite people
Shared with
User One
User Three
User Five
User Seven
Please check this site.
SHOW OPTIONS
Share
Cancel
Search
1:48 AM
12-Dec-24

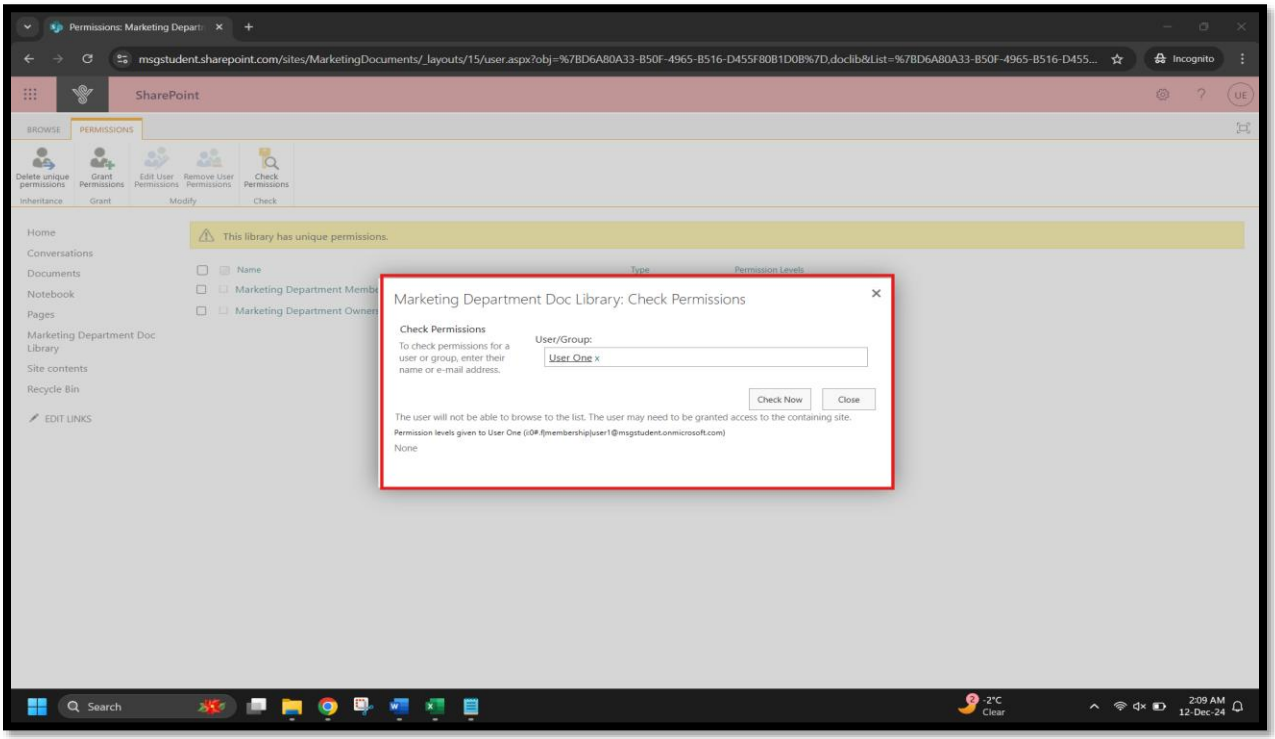
[Screenshot: User two (belongs to HR dept) is not allowed, Only IT Dept member can access Document library]

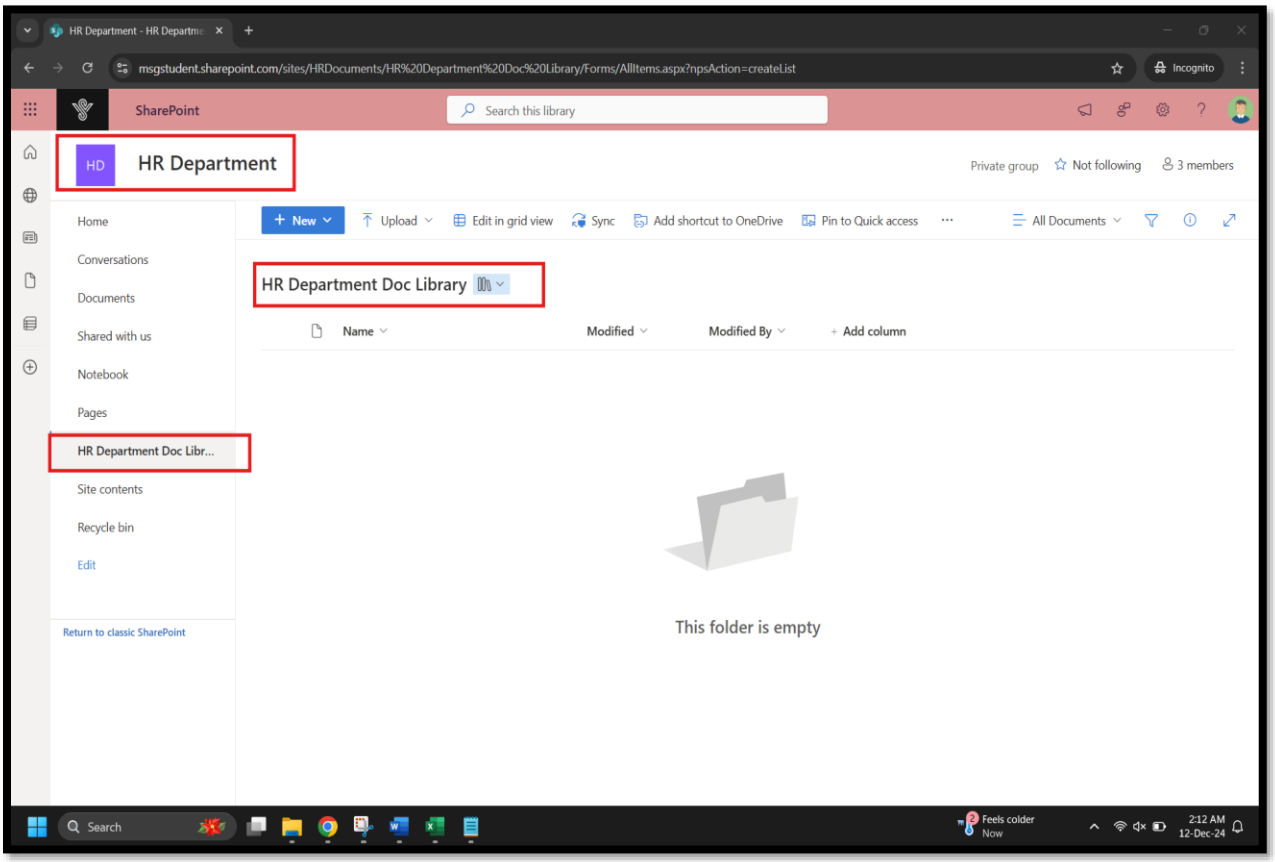


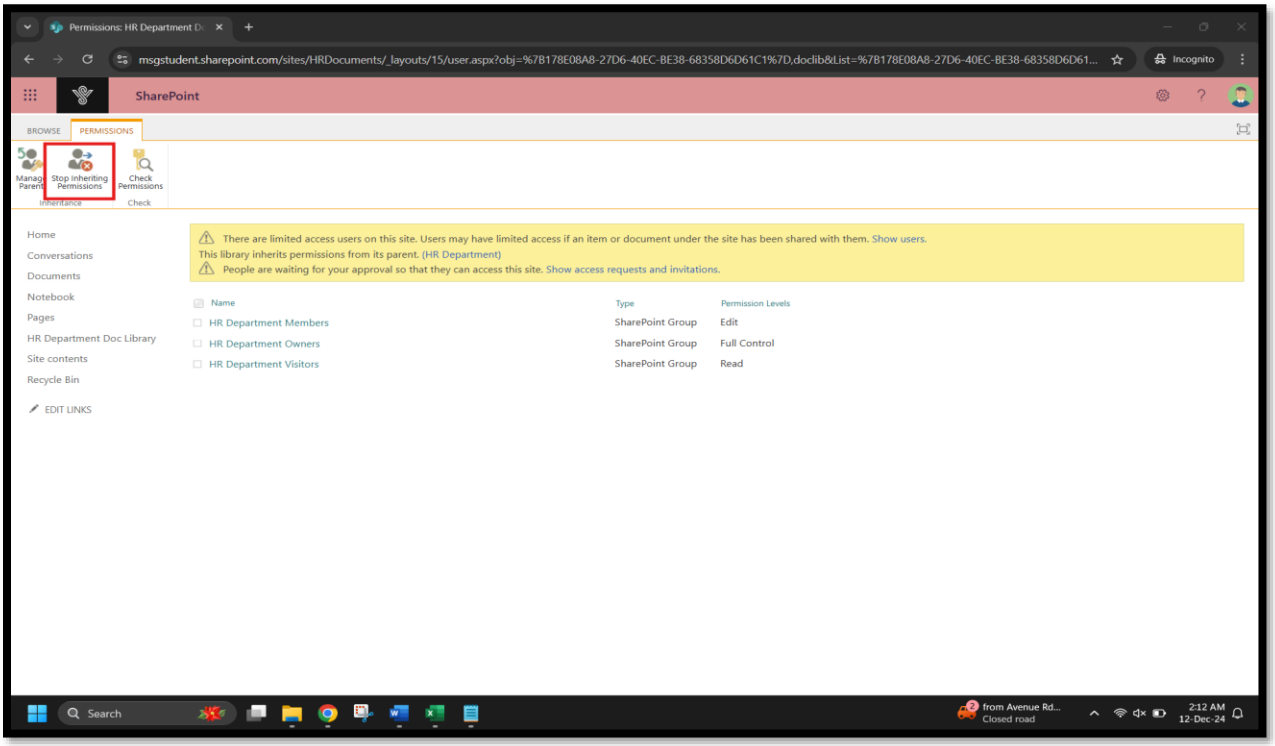



Permissions: Marketing Depart:
msgstudent.sharepoint.com/sites/MarketingDocuments/_layouts/15/user.aspx?obj=%7BD6A80A33-B50F-4965-B516-D455F80B1D0B%7D,doclib&List=%7BD6A80A33-B50F-4965-B516-D455...
Incognito
SharePoint
BROWSE
PERMISSIONS
Manage Parent
Stop Inheriting Permissions
Check Permissions
Inheritance
Check
Home
Conversations
Documents
Notebook
Pages
Marketing Department Doc Library
Site contents
Recycle Bin
EDIT LINKS
There are limited access users on this site. Users may have limited access if an item or document under the site has been shared with them. Show users.
This library inherits permissions from its parent. (Marketing Department)
Name
Type
Permission Levels
Marketing Department Members
SharePoint Group
Edit
Marketing Department Owners
SharePoint Group
Full Control
Marketing Department Visitors
SharePoint Group
Read
Search
-2°C
Clear
2:05 AM
12-Dec-24

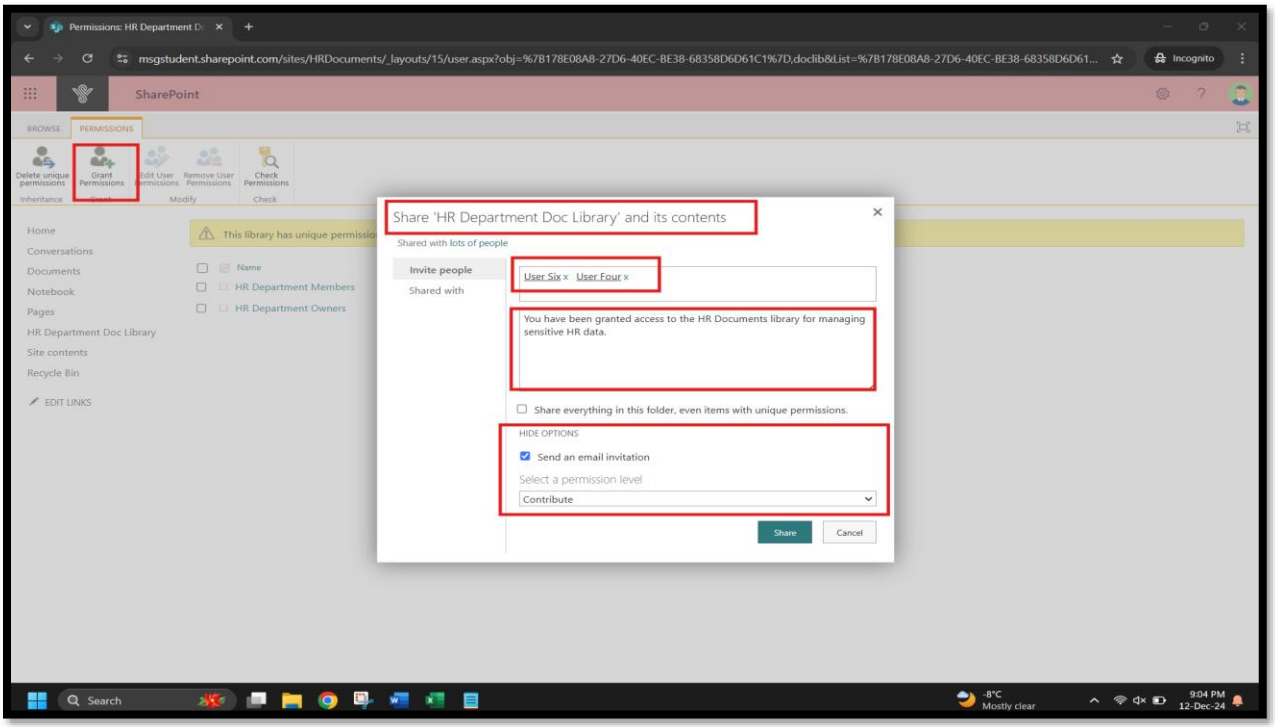

People and Groups
msgstudent.sharepoint.com/sites/MarketingDocuments/_layouts/15/people.aspx?MembershipGroupId=5
Incognito
SharePoint
MD
EDIT LINKS
People and Groups › Marketing Department Members
Search this site
Groups
Marketing Department Members
Marketing Department Visitors
Marketing Department Owners
More...
New
Actions
Settings
View: Detail View
Name
Job Title
Department
Marketing Documents Me
Shivani Varu
Share 'Marketing Department'
Invite people
Shared with
User Eight x User Nine x User Ten x
Please check this site.
SHOW OPTIONS
Share
Cancel
Home
Conversations
Documents
Notebook
Pages
Marketing Department Doc Library
Site contents
Recycle Bin
EDIT LINKS
Search
-2°C
Clear
2:07 AM
12-Dec-24

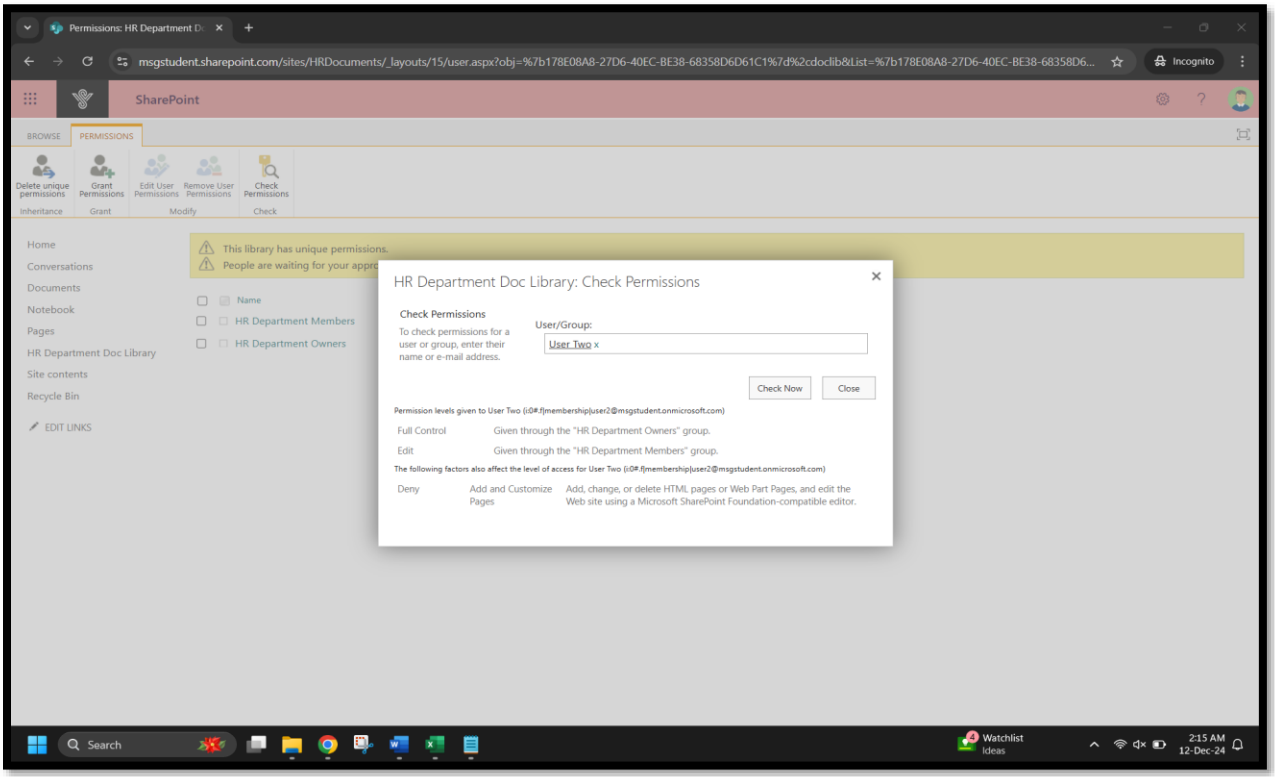

Permissions: Marketing Depart
msgstudent.sharepoint.com/sites/MarketingDocuments/_layouts/15/user.aspx?obj=%7BD6A80A33-B50F-4965-B516-D455F80B1D0B%7D,doclib&List=%7BD6A80A33-B50F-4965-B516-D455...
Incognito
SharePoint
BROWSE
PERMISSIONS
Delete unique permissions
Grant Permissions
Edit User Permissions
Remove User Permissions
Check Permissions
Inheritance
Grant
Modify
Check
Home
Conversations
Documents
Notebook
Pages
Marketing Department Doc Library
Site contents
Recycle Bin
EDIT LINKS
This library has unique permissions.
Name
Type
Permission Levels
Marketing Department Members
Marketing Department Owners
Marketing Department Doc Library: Check Permissions
Check Permissions
To check permissions for a user or group, enter their name or e-mail address.
User/Group:
User One
Check Now
Close
The user will not be able to browse to the list. The user may need to be granted access to the containing site.
Permission levels given to User One (i0#.f|membership|user1@msgstudent.onmicrosoft.com)
None
Search
-2°C
Clear
2:09 AM
12-Dec-24

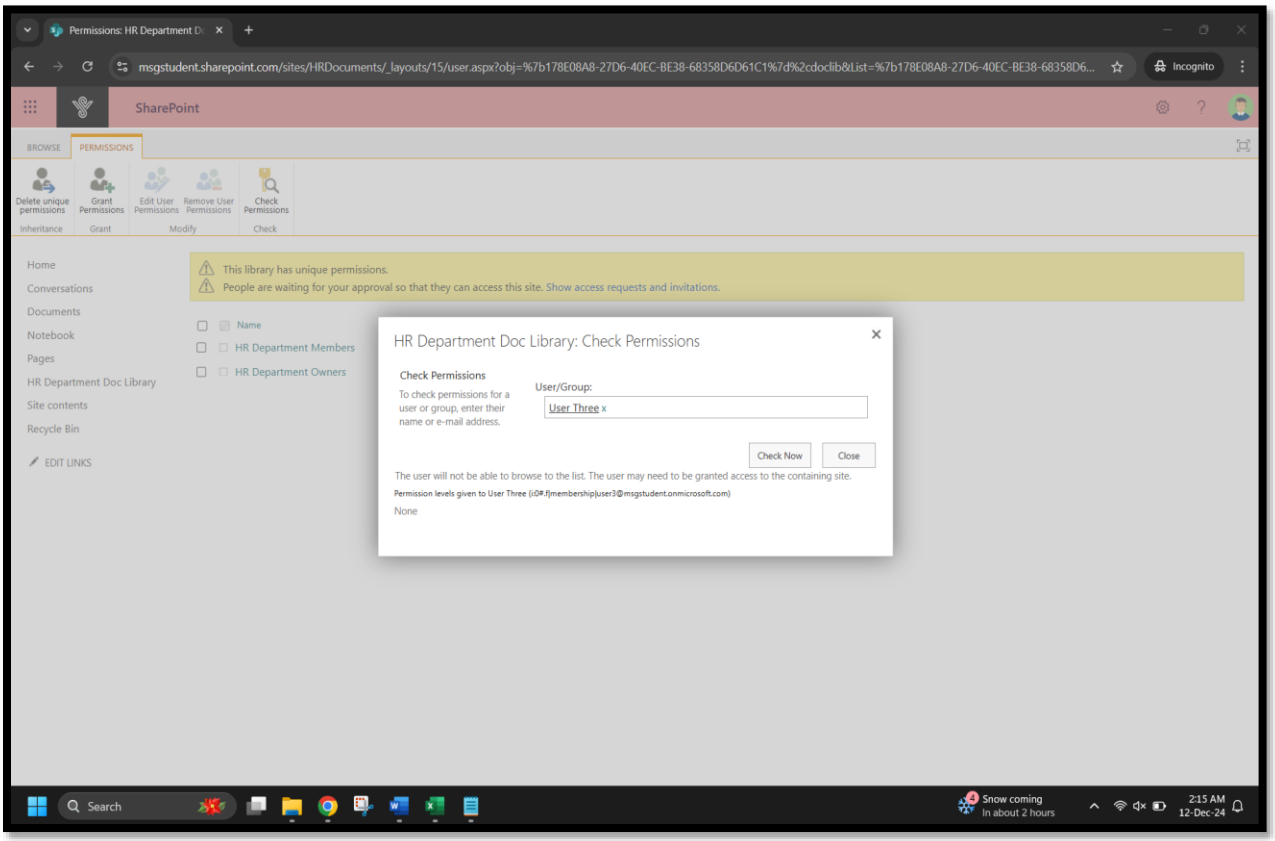

HR Department - HR Departme
msgstudent.sharepoint.com/sites/HRDocuments/HR%20Department%20Doc%20Library/Forms/AllItems.aspx?npsAction=createList
Incognito
SharePoint
Search this library
HD
HR Department
Private group
Not following
3 members
Home
Conversations
Documents
Shared with us
Notebook
Pages
HR Department Doc Libr...
Site contents
Recycle bin
Edit
Return to classic SharePoint
New
Upload
Edit in grid view
Sync
Add shortcut to OneDrive
Pin to Quick access
All Documents
HR Department Doc Library
Name
Modified
Modified By
Add column
This folder is empty
Search
Feels colder
Now
2:12 AM
12-Dec-24



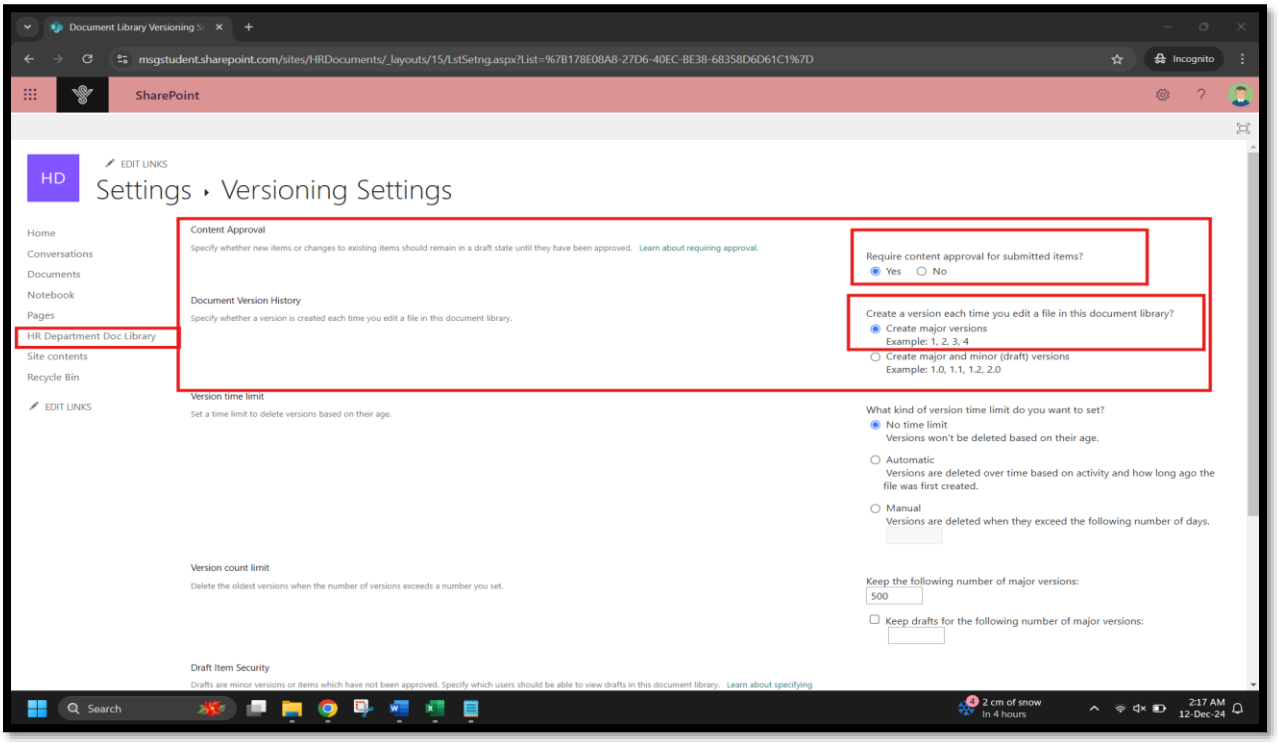
[Screenshot: I assigned the appropriate permissions to the HR Confidential group by selecting 'Contribute' to allow file editing and restricting unauthorized access]




Permissions: HR Department D
msgstudent.sharepoint.com/sites/HRDocuments/_layouts/15/user.aspx?obj=%7b178E08A8-27D6-40EC-BE38-68358D6D61C1%7d%2cdoclib&List=%7b178E08A8-27D6-40EC-BE38-68358D6...
Incognito
SharePoint
BROWSE
PERMISSIONS
Delete unique permissions
Grant Permissions
Edit User Permissions
Remove User Permissions
Check Permissions
Inheritance
Grant
Modify
Check
Home
Conversations
Documents
Notebook
Pages
HR Department Doc Library
Site contents
Recycle Bin
EDIT LINKS
This library has unique permissions.
People are waiting for your appro
Name
HR Department Members
HR Department Owners
HR Department Doc Library: Check Permissions
Check Permissions
To check permissions for a user or group, enter their name or e-mail address.
User/Group:
User Two x
Check Now
Close
Permission levels given to User Two (i0#.f|membership|user2@msgstudent.onmicrosoft.com)
Full Control
Given through the "HR Department Owners" group.
Edit
Given through the "HR Department Members" group.
The following factors also affect the level of access for User Two (i0#.f|membership|user2@msgstudent.onmicrosoft.com)
Deny
Add and Customize Pages
Add, change, or delete HTML pages or Web Part Pages, and edit the Web site using a Microsoft SharePoint Foundation-compatible editor.
Search
Watchlist
Ideas
2:15 AM
12-Dec-24

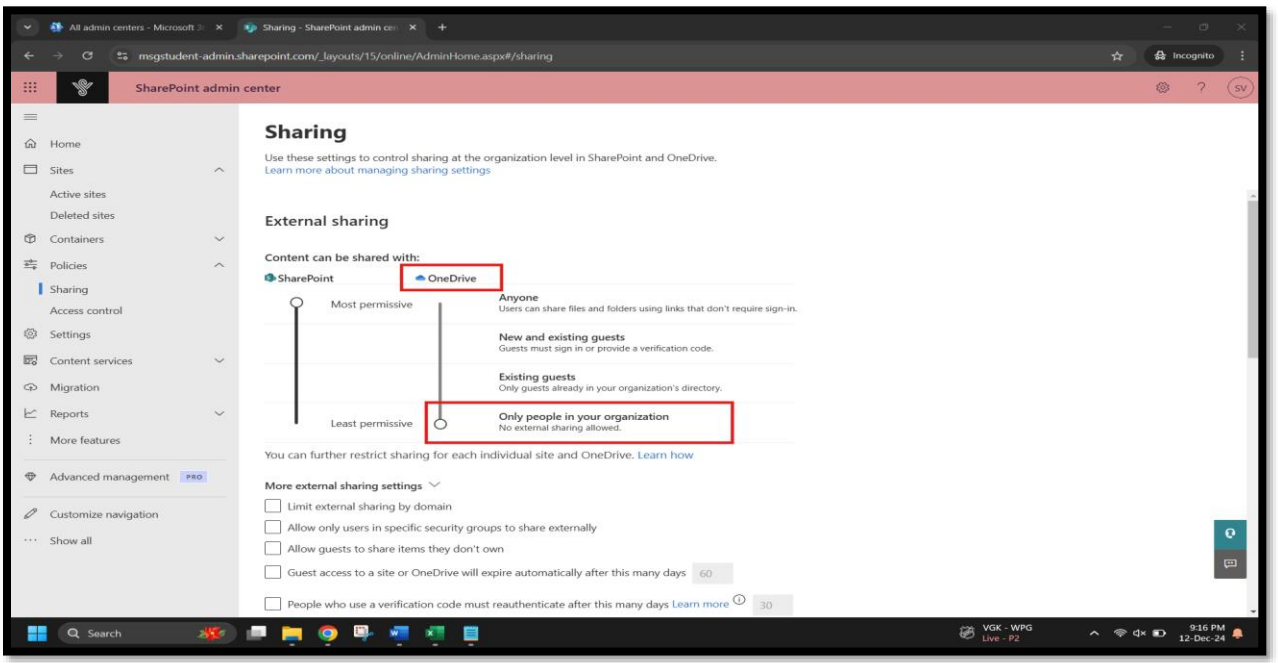

Permissions: HR Department D
msgstudent.sharepoint.com/sites/HRDocuments/_layouts/15/user.aspx?obj=%7b178E08A8-27D6-40EC-BE38-68358D6D61C1%7d%2cdoclib&List=%7b178E08A8-27D6-40EC-BE38-68358D6...
Incognito
SharePoint
BROWSE
PERMISSIONS
Delete unique permissions
Grant Permissions
Edit User Permissions
Remove User Permissions
Check Permissions
Inheritance
Grant
Modify
Check
Home
Conversations
Documents
Notebook
Pages
HR Department Doc Library
Site contents
Recycle Bin
EDIT LINKS
This library has unique permissions.
People are waiting for your approval so that they can access this site. Show access requests and invitations.
Name
HR Department Members
HR Department Owners
HR Department Doc Library: Check Permissions
Check Permissions
To check permissions for a user or group, enter their name or e-mail address.
User/Group:
User Three x
Check Now
Close
The user will not be able to browse to the list. The user may need to be granted access to the containing site.
Permission levels given to User Three (i0#.f|membership|user3@msgstudent.onmicrosoft.com)
None
Search
Snow coming
In about 2 hours
2:15 AM
12-Dec-24

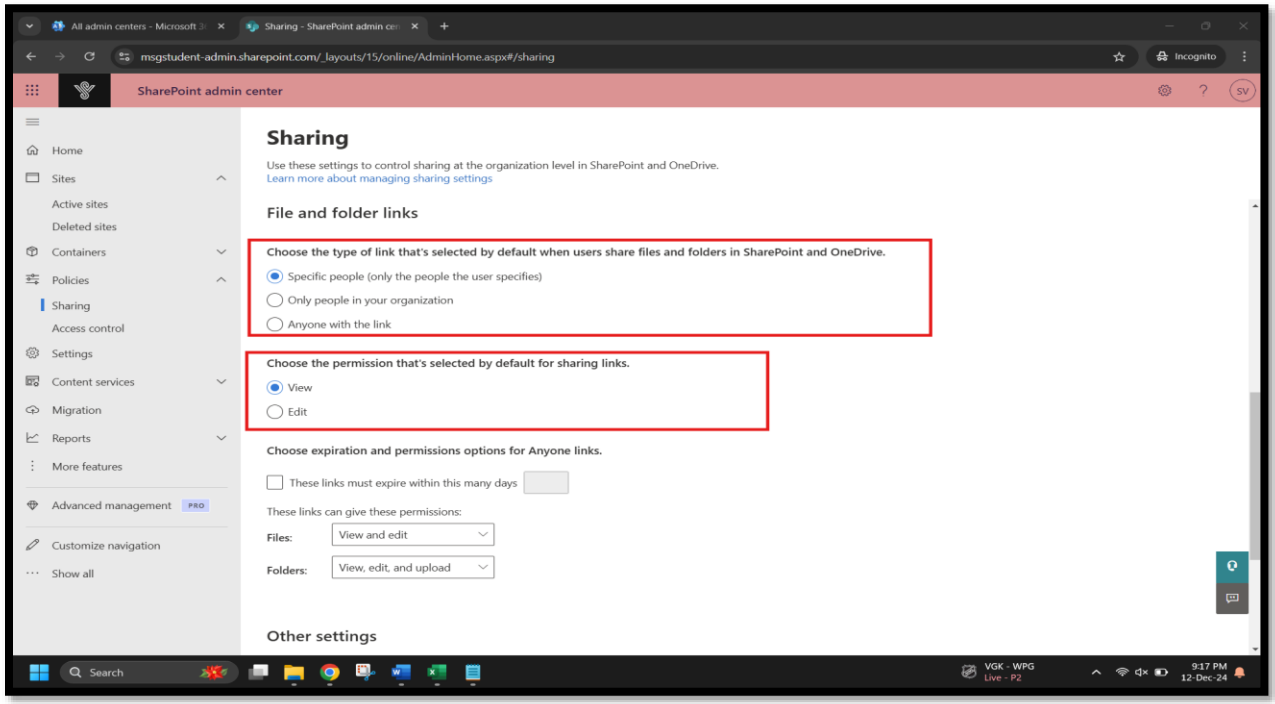
- Enable versioning and content approval for the HR document library.

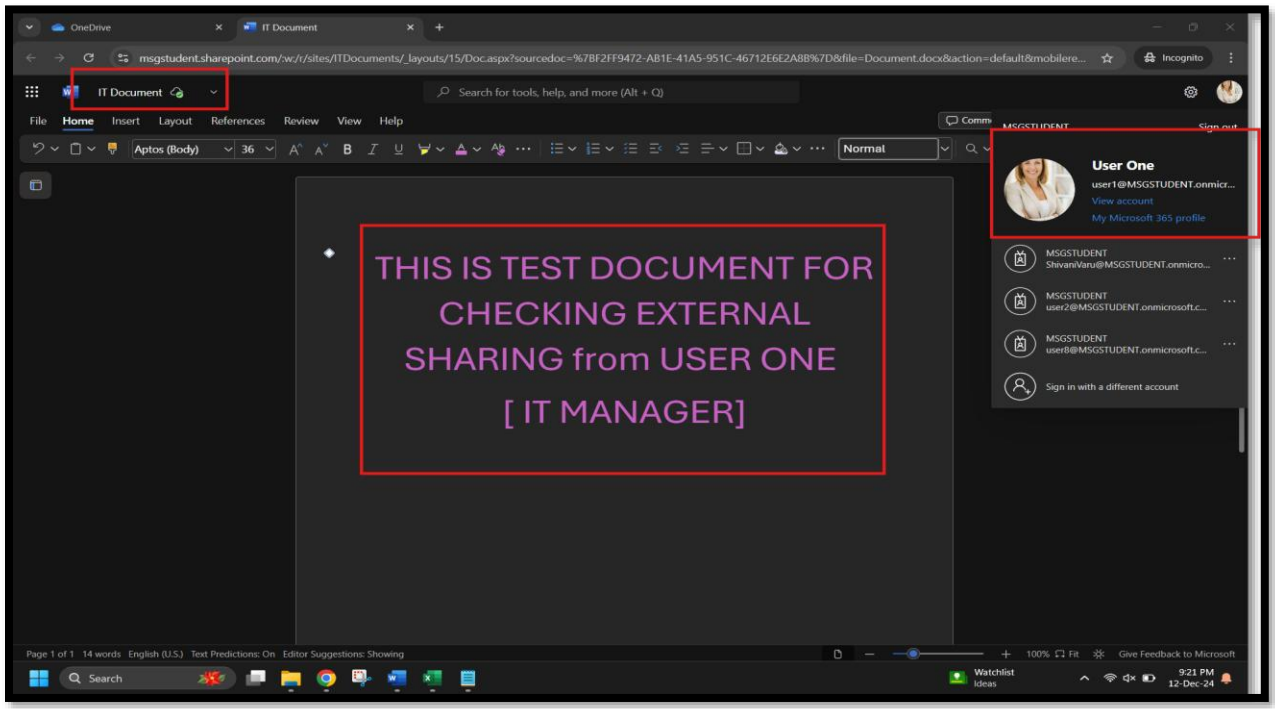


3.2 Implement OneDrive for Business:

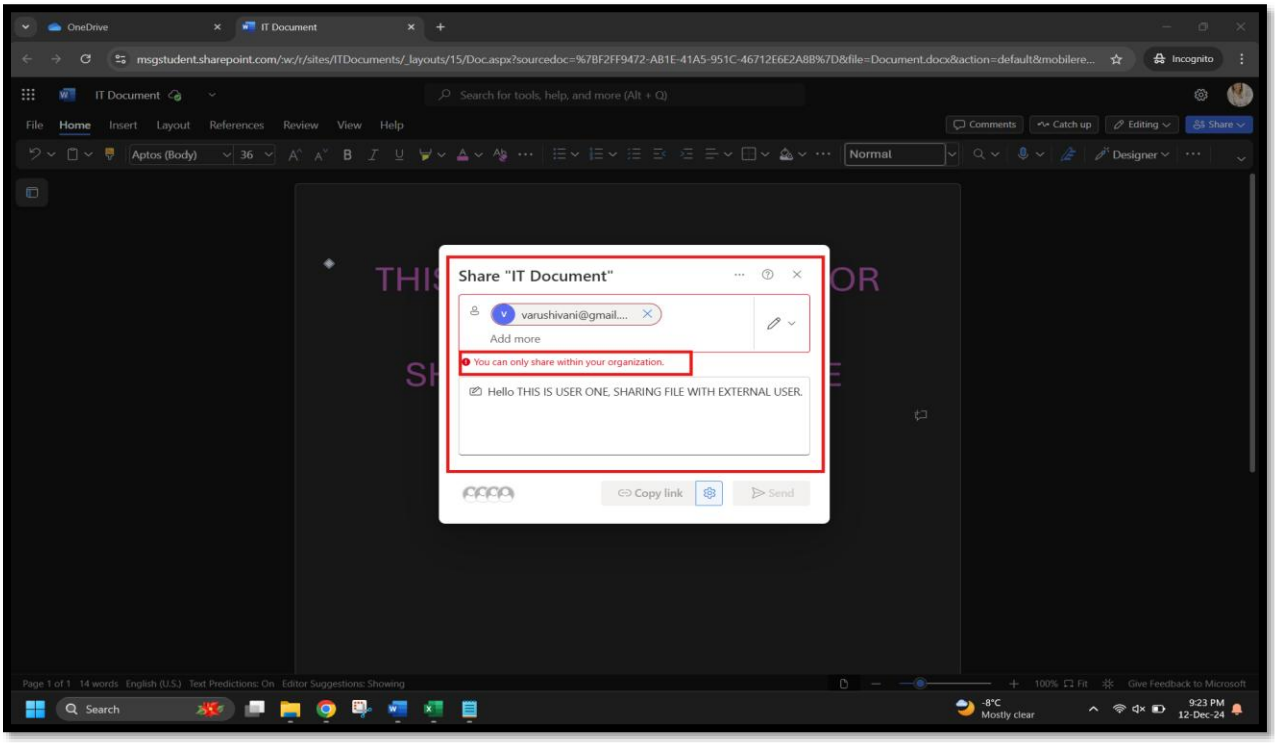
- Configure OneDrive settings to restrict external sharing.



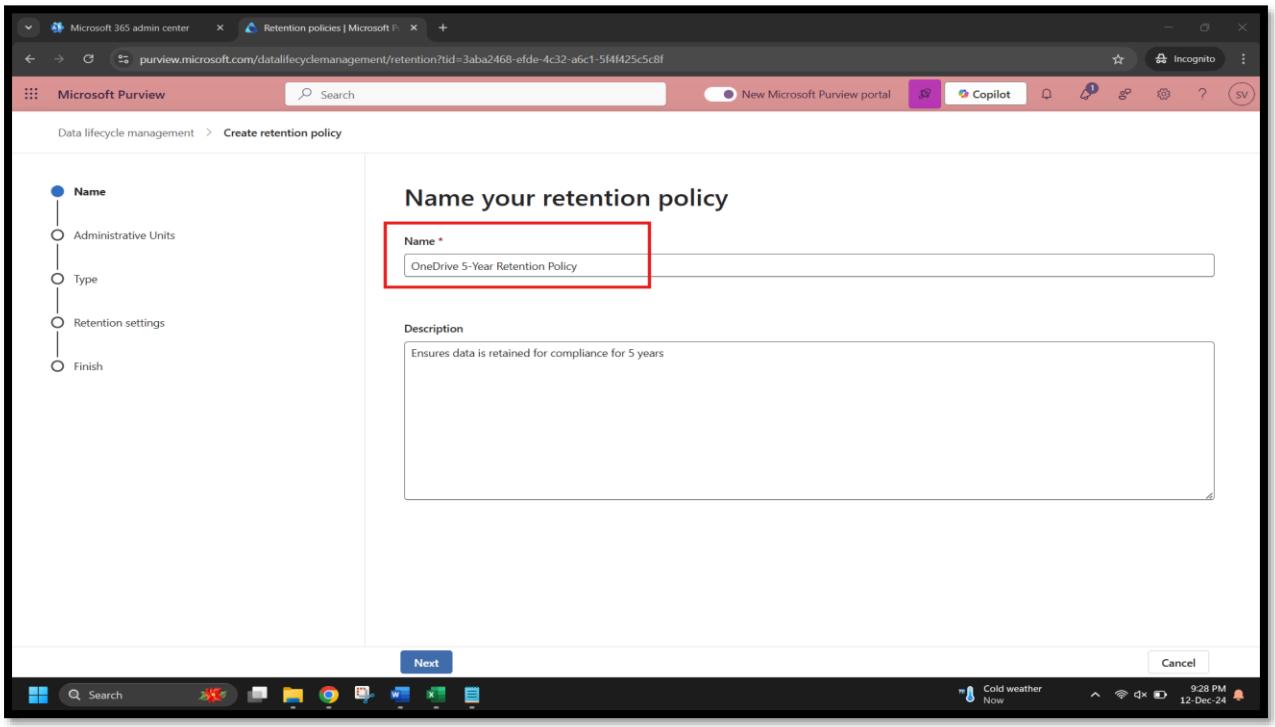

SharePoint admin center
Sharing
Use these settings to control sharing at the organization level in SharePoint and OneDrive.
Learn more about managing sharing settings
File and folder links
Choose the type of link that's selected by default when users share files and folders in SharePoint and OneDrive.
Specific people (only the people the user specifies)
Only people in your organization
Anyone with the link
Choose the permission that's selected by default for sharing links.
View
Edit
Choose expiration and permissions options for Anyone links.
These links must expire within this many days
These links can give these permissions:
Files:
View and edit
Folders:
View, edit, and upload
Other settings
Home
Sites
Active sites
Deleted sites
Containers
Policies
Sharing
Access control
Settings
Content services
Migration
Reports
More features
Advanced management
Customize navigation
Show all

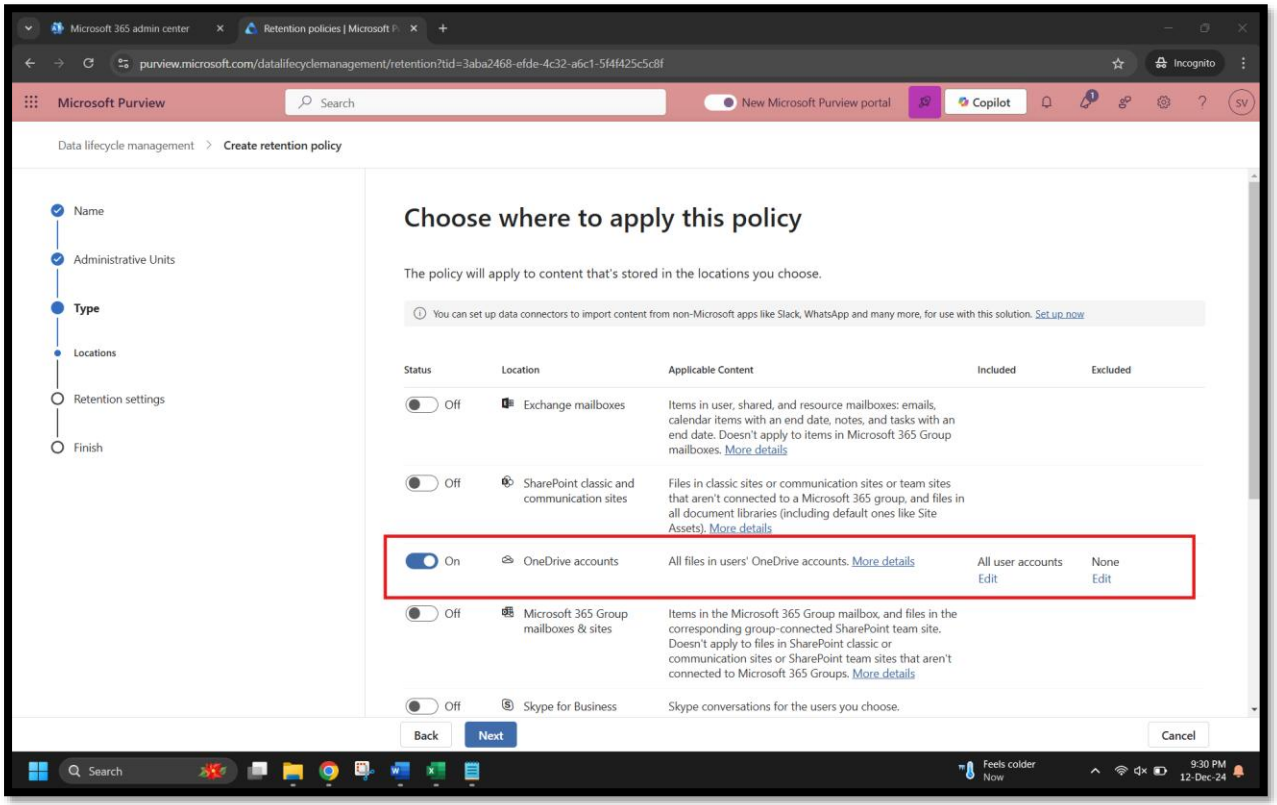

IT Document
THIS IS TEST DOCUMENT FOR CHECKING EXTERNAL SHARING from USER ONE [IT MANAGER]
User One
user1@MSGSTUDENT.onmicr...
View account
My Microsoft 365 profile
Sign in with a different account

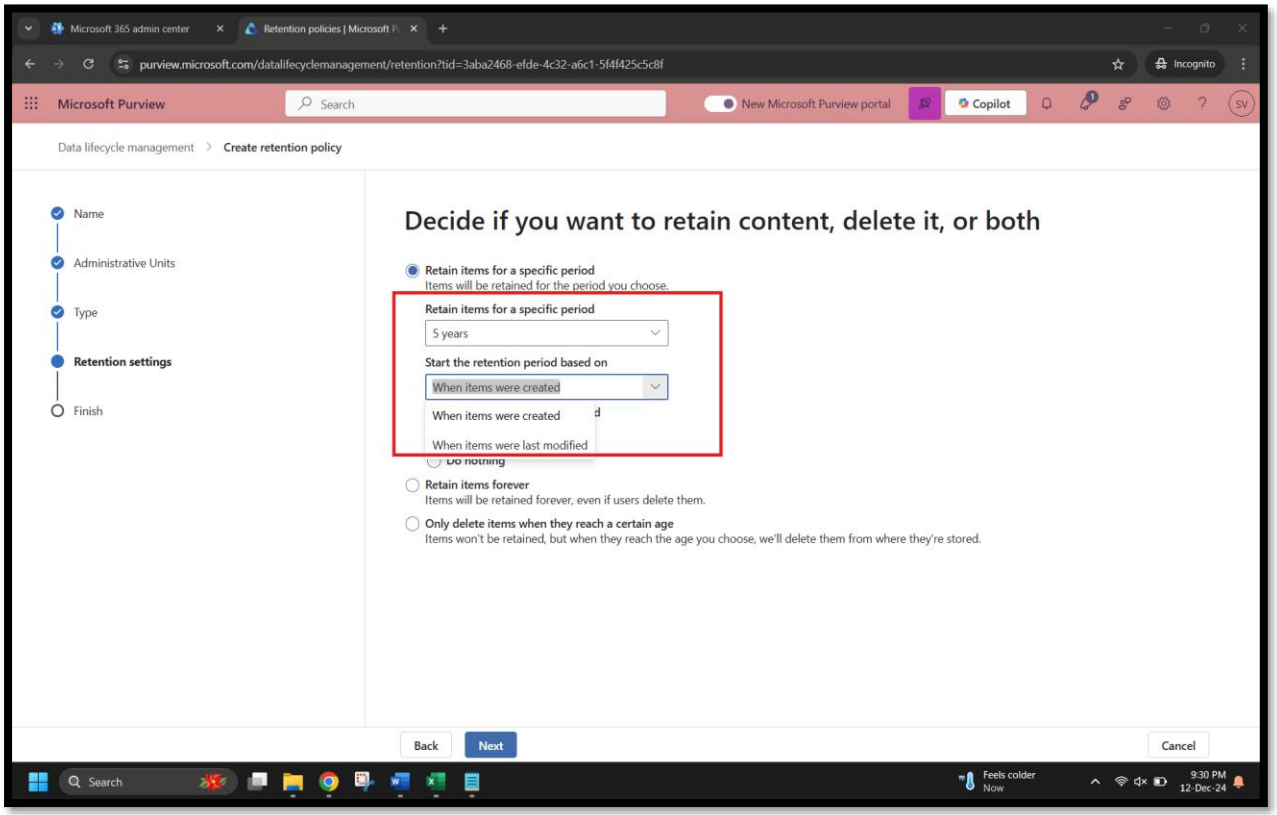
[Screenshot: user one trying to share document with external user, but it cannot share]

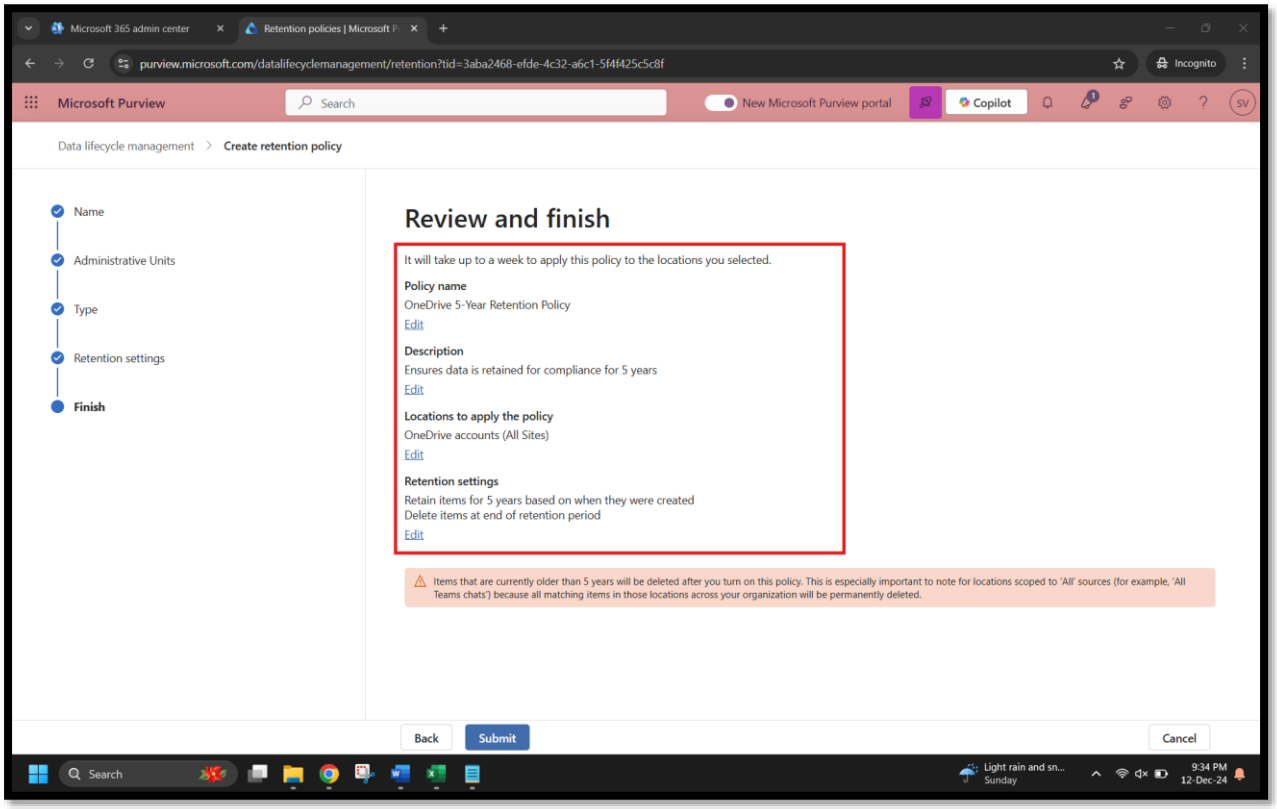


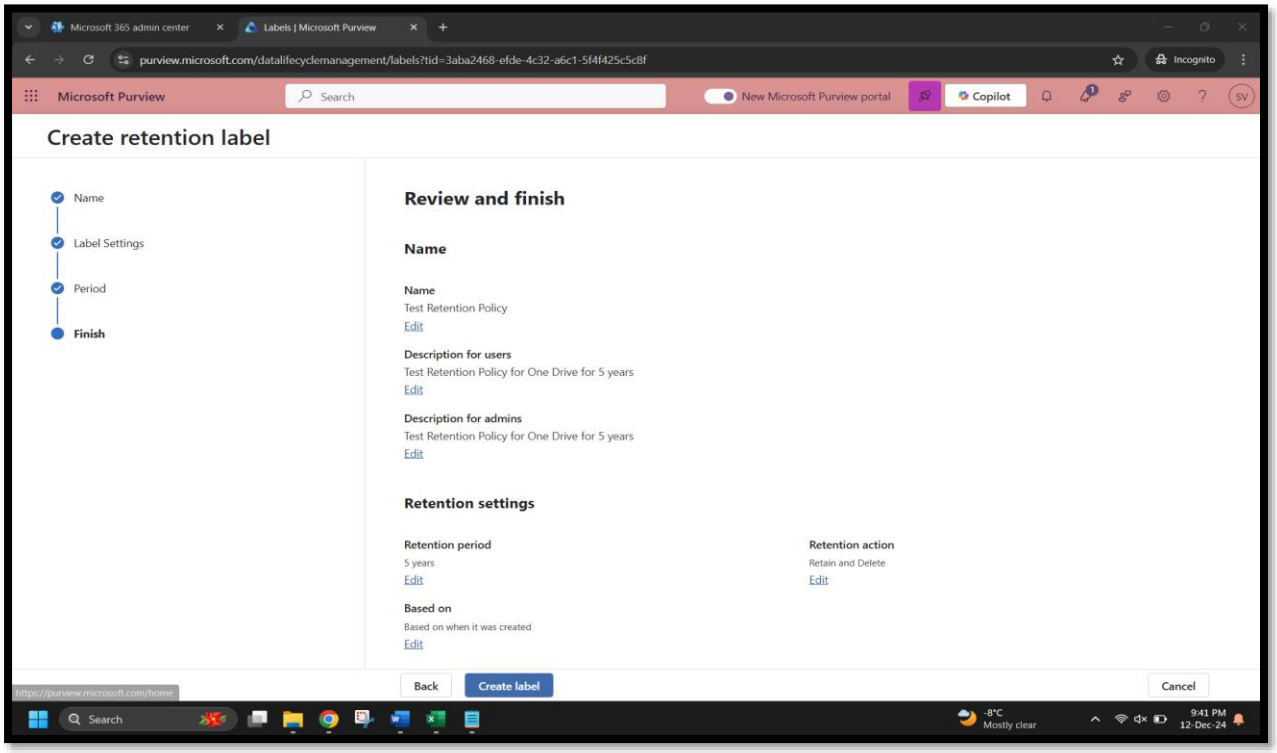
- Enable file retention policies to ensure data is retained for at least five years.

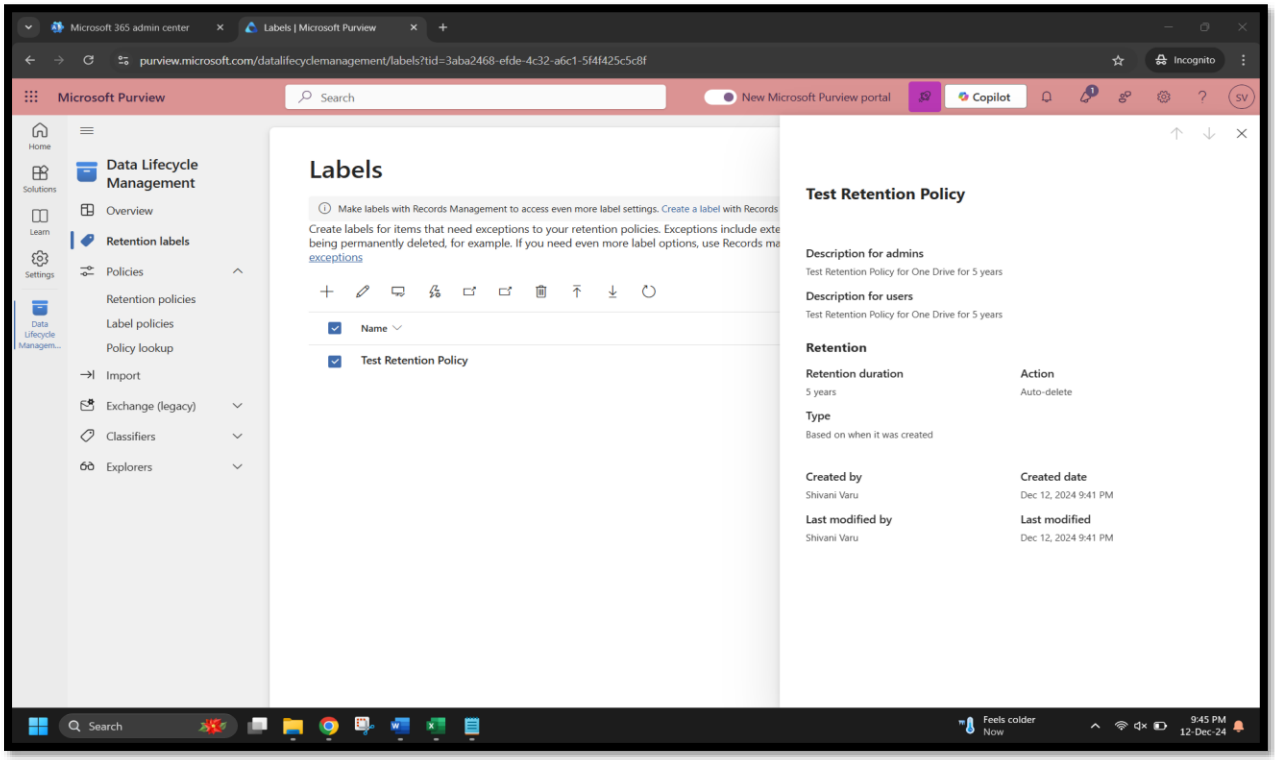



Microsoft 365 admin center
Retention policies | Microsoft
purview.microsoft.com/datalifecyclemanagement/retention?tid=3aba2468-efde-4c32-a6c1-5f4f425c5c8f
Incognito
Microsoft Purview
Search
New Microsoft Purview portal
Copilot
Data lifecycle management
Create retention policy
Name
Administrative Units
Type
Locations
Retention settings
Finish
Choose where to apply this policy
The policy will apply to content that's stored in the locations you choose.
You can set up data connectors to import content from non-Microsoft apps like Slack, WhatsApp and many more, for use with this solution. Set up now
Status
Location
Applicable Content
Included
Excluded
Off
Exchange mailboxes
Items in user, shared, and resource mailboxes: emails, calendar items with an end date, notes, and tasks with an end date. Doesn't apply to items in Microsoft 365 Group mailboxes. More details
Off
SharePoint classic and communication sites
Files in classic sites or communication sites or team sites that aren't connected to a Microsoft 365 group, and files in all document libraries (including default ones like Site Assets). More details
On
OneDrive accounts
All files in users' OneDrive accounts. More details
All user accounts
Edit
None
Edit
Off
Microsoft 365 Group mailboxes & sites
Items in the Microsoft 365 Group mailbox, and files in the corresponding group-connected SharePoint team site. Doesn't apply to files in SharePoint classic or communication sites or SharePoint team sites that aren't connected to Microsoft 365 Groups. More details
Off
Skype for Business
Skype conversations for the users you choose.
Back
Next
Cancel
Search
Feels colder
Now
9:30 PM
12-Dec-24

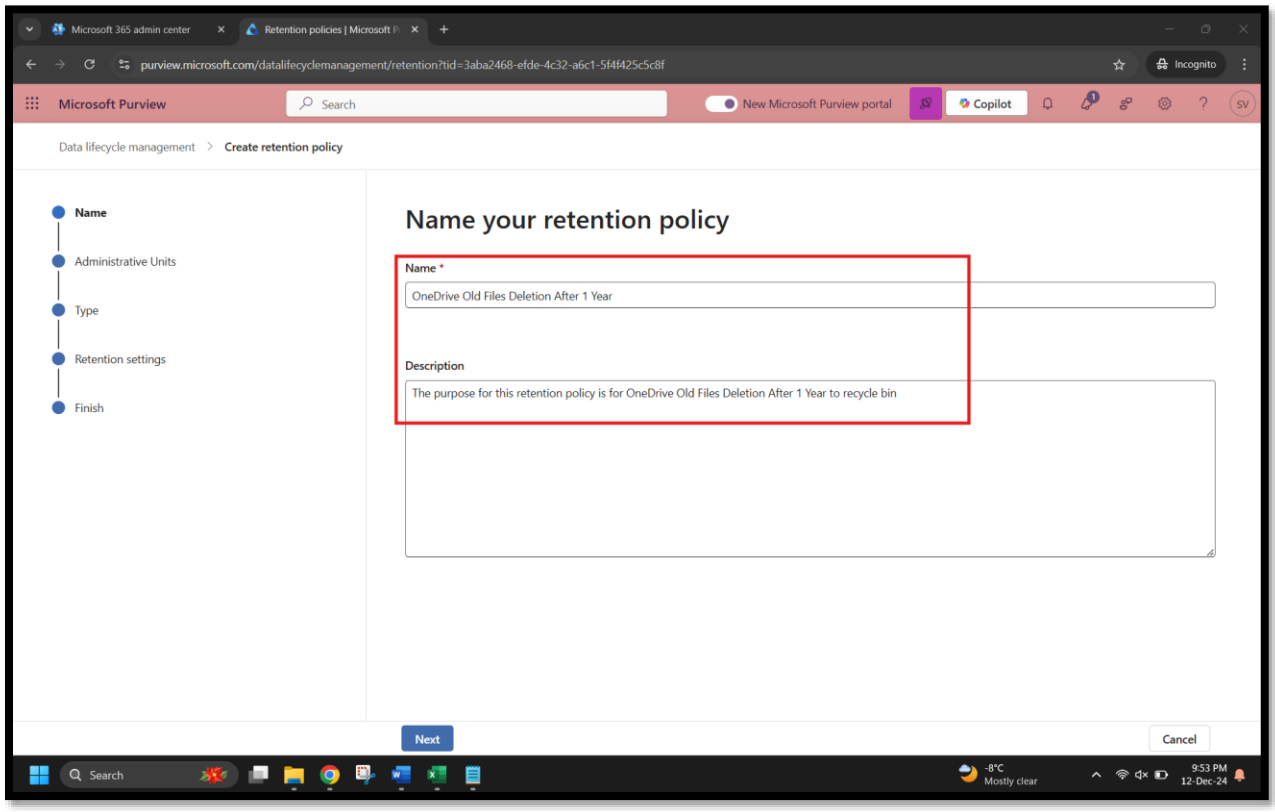

Microsoft 365 admin center
Retention policies | Microsoft
purview.microsoft.com/datalifecyclemanagement/retention?tid=3aba2468-efde-4c32-a6c1-5f4f425c5c8f
Incognito
Microsoft Purview
Search
New Microsoft Purview portal
Copilot
Data lifecycle management
Create retention policy
Name
Administrative Units
Type
Retention settings
Finish
Decide if you want to retain content, delete it, or both
Retain items for a specific period
Items will be retained for the period you choose.
Retain items for a specific period
5 years
Start the retention period based on
When items were created
When items were created
When items were last modified
Do nothing
Retain items forever
Items will be retained forever, even if users delete them.
Only delete items when they reach a certain age
Items won't be retained, but when they reach the age you choose, we'll delete them from where they're stored.
Back
Next
Cancel
Search
Feels colder
Now
9:30 PM
12-Dec-24

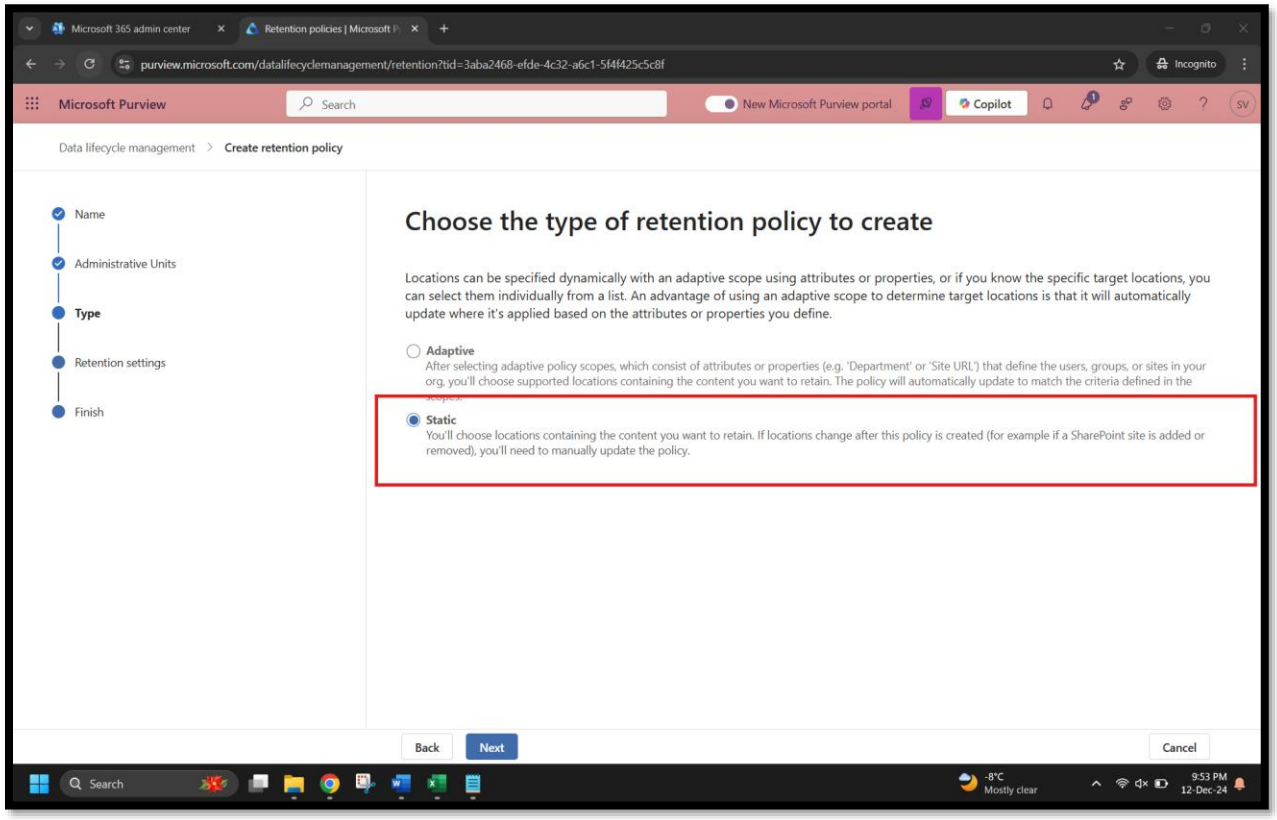

Microsoft 365 admin center
Retention policies | Microsoft P
purview.microsoft.com/datalifecyclemanagement/retention?tid=3aba2468-efde-4c32-a6c1-5f4f425c5c8f
Incognito
Microsoft Purview
Search
New Microsoft Purview portal
Copilot
Data lifecycle management
Create retention policy
Name
Administrative Units
Type
Retention settings
Finish
Review and finish
It will take up to a week to apply this policy to the locations you selected.
Policy name
OneDrive 5-Year Retention Policy
Edit
Description
Ensures data is retained for compliance for 5 years
Edit
Locations to apply the policy
OneDrive accounts (All Sites)
Edit
Retention settings
Retain items for 5 years based on when they were created
Delete items at end of retention period
Edit
Items that are currently older than 5 years will be deleted after you turn on this policy. This is especially important to note for locations scoped to 'All' sources (for example, 'All Teams chats') because all matching items in those locations across your organization will be permanently deleted.
Back
Submit
Cancel
Search
Light rain and sn...
Sunday
9:34 PM
12-Dec-24

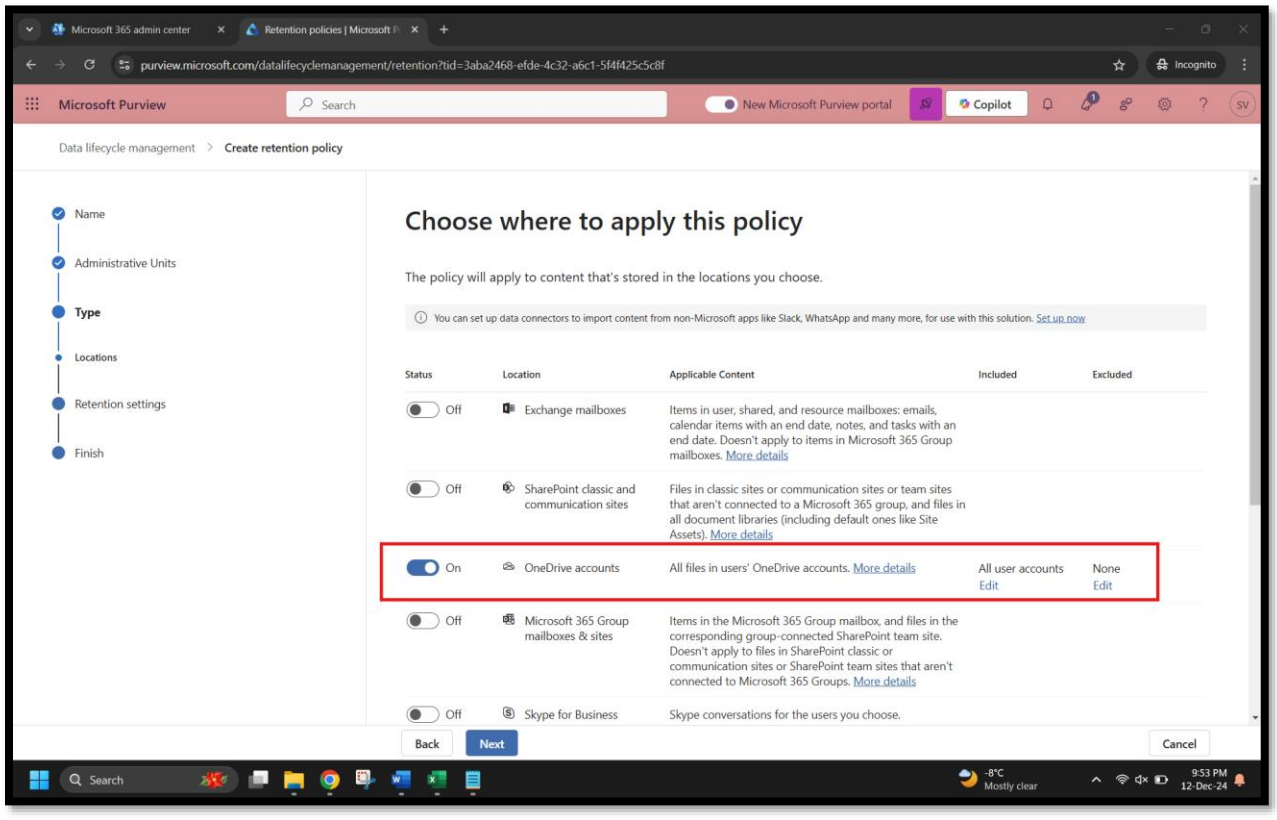

Microsoft 365 admin center
Labels | Microsoft Purview
purview.microsoft.com/datalifecyclemanagement/labels?tid=3aba2468-efde-4c32-a6c1-5f4f425c5c8f
Incognito
Microsoft Purview
Search
New Microsoft Purview portal
Copilot
Create retention label
Name
Label Settings
Period
Finish
Review and finish
Name
Name
Test Retention Policy
Edit
Description for users
Test Retention Policy for One Drive for 5 years
Edit
Description for admins
Test Retention Policy for One Drive for 5 years
Edit
Retention settings
Retention period
5 years
Edit
Retention action
Retain and Delete
Edit
Based on
Based on when it was created
Edit
Back
Create label
Cancel
https://purview.microsoft.com/home
Search
-8°C
Mostly clear
9:41 PM
12-Dec-24

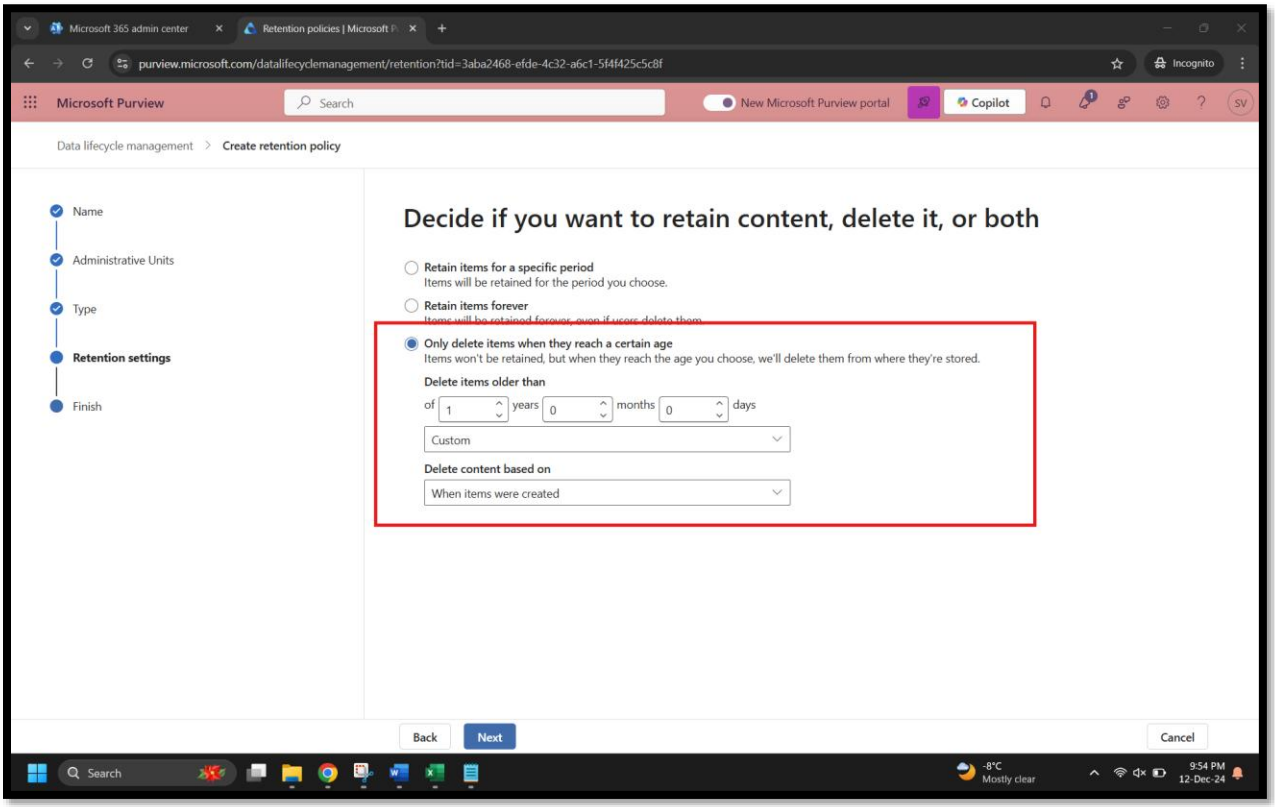


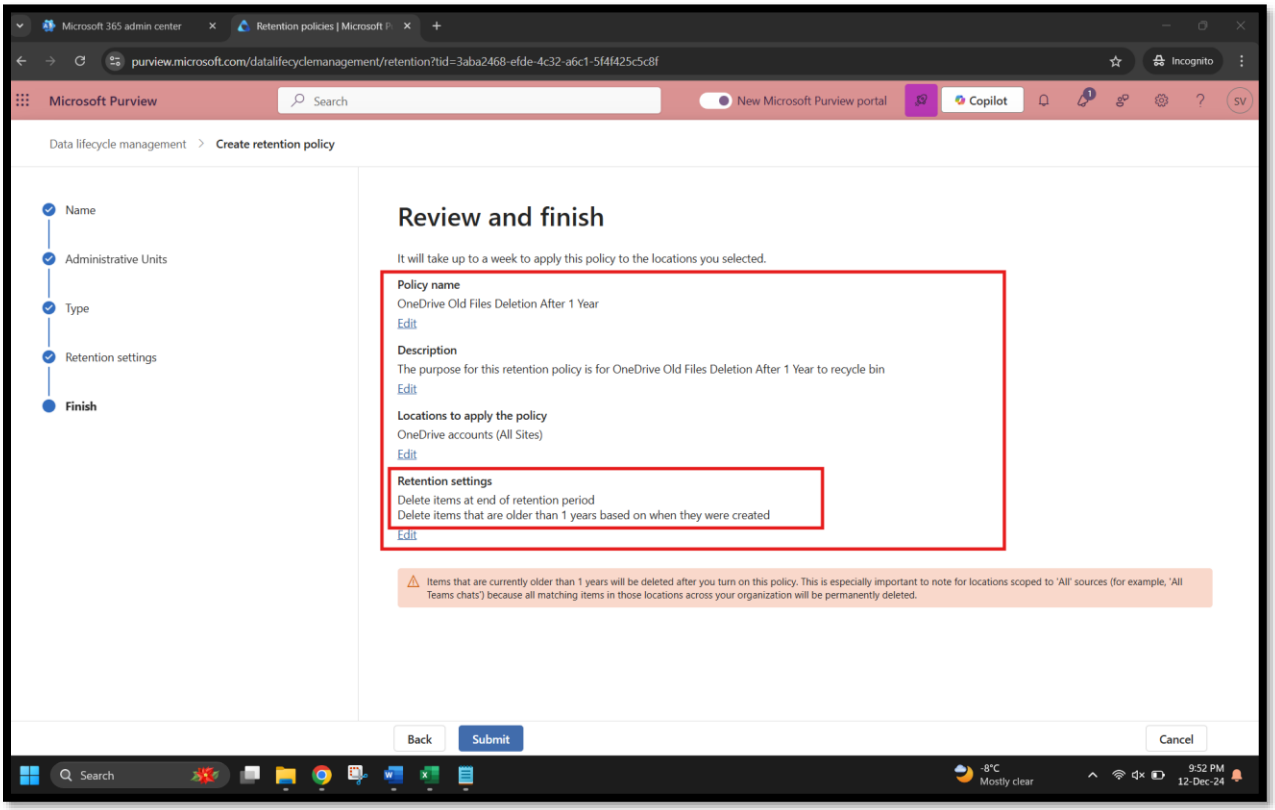
- Set up a policy to automatically move old files to the Recycle Bin after a year.




Microsoft 365 admin center
Retention policies | Microsoft P
purview.microsoft.com/datalifecyclemanagement/retention?tid=3aba2468-efde-4c32-a6c1-5f4f425c5c8f
Incognito
Microsoft Purview
Search
New Microsoft Purview portal
Copilot
Data lifecycle management
Create retention policy
Name
Administrative Units
Type
Retention settings
Finish
Choose the type of retention policy to create
Locations can be specified dynamically with an adaptive scope using attributes or properties, or if you know the specific target locations, you can select them individually from a list. An advantage of using an adaptive scope to determine target locations is that it will automatically update where it's applied based on the attributes or properties you define.
Adaptive
After selecting adaptive policy scopes, which consist of attributes or properties (e.g. 'Department' or 'Site URL') that define the users, groups, or sites in your org, you'll choose supported locations containing the content you want to retain. The policy will automatically update to match the criteria defined in the
Static
You'll choose locations containing the content you want to retain. If locations change after this policy is created (for example if a SharePoint site is added or removed), you'll need to manually update the policy.
Back
Next
Cancel
Search
-8°C
Mostly clear
9:53 PM
12-Dec-24

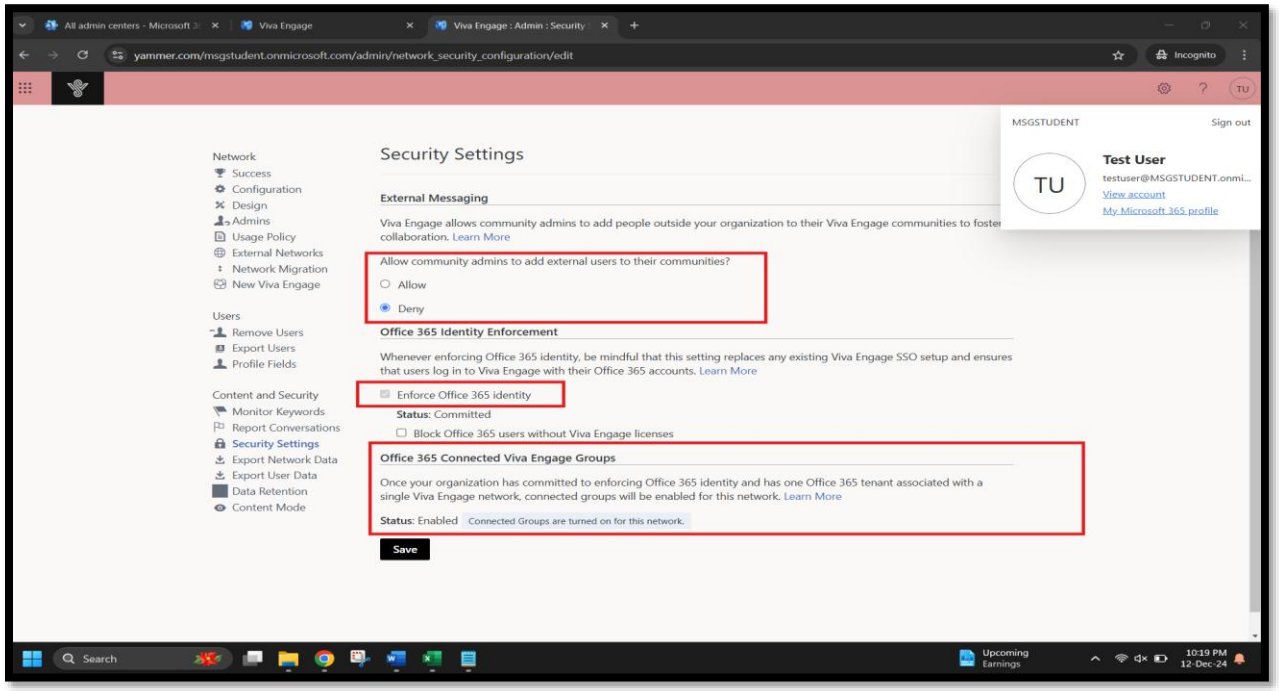

Microsoft 365 admin center
Retention policies | Microsoft P
purview.microsoft.com/datalifecyclemanagement/retention?tid=3aba2468-efde-4c32-a6c1-5f4f425c5c8f
Incognito
Microsoft Purview
Search
New Microsoft Purview portal
Copilot
Data lifecycle management
Create retention policy
Name
Administrative Units
Type
Locations
Retention settings
Finish
Choose where to apply this policy
The policy will apply to content that's stored in the locations you choose.
You can set up data connectors to import content from non-Microsoft apps like Slack, WhatsApp and many more, for use with this solution. Set up now
Status
Location
Applicable Content
Included
Excluded
Off
Exchange mailboxes
Items in user, shared, and resource mailboxes: emails, calendar items with an end date, notes, and tasks with an end date. Doesn't apply to items in Microsoft 365 Group mailboxes. More details
Off
SharePoint classic and communication sites
Files in classic sites or communication sites or team sites that aren't connected to a Microsoft 365 group, and files in all document libraries (including default ones like Site Assets). More details
On
OneDrive accounts
All files in users' OneDrive accounts. More details
All user accounts
Edit
None
Edit
Off
Microsoft 365 Group mailboxes & sites
Items in the Microsoft 365 Group mailbox, and files in the corresponding group-connected SharePoint team site. Doesn't apply to files in SharePoint classic or communication sites or SharePoint team sites that aren't connected to Microsoft 365 Groups. More details
Off
Skype for Business
Skype conversations for the users you choose.
Back
Next
Cancel
Search
-8°C
Mostly clear
9:53 PM
12-Dec-24


Microsoft 365 admin center
Retention policies | Microsoft P
purview.microsoft.com/datalifecyclemanagement/retention?tid=3aba2468-efde-4c32-a6c1-5f4f425c5c8f
Incognito
Microsoft Purview
Search
New Microsoft Purview portal
Copilot
Data lifecycle management
Create retention policy
Name
Administrative Units
Type
Retention settings
Finish
Decide if you want to retain content, delete it, or both
Retain items for a specific period
Items will be retained for the period you choose.
Retain items forever
Only delete items when they reach a certain age
Items won't be retained, but when they reach the age you choose, we'll delete them from where they're stored.
Delete items older than
of 1 years 0 months 0 days
Custom
Delete content based on
When items were created
Back
Next
Cancel
-8°C
Mostly clear
9:54 PM
12-Dec-24

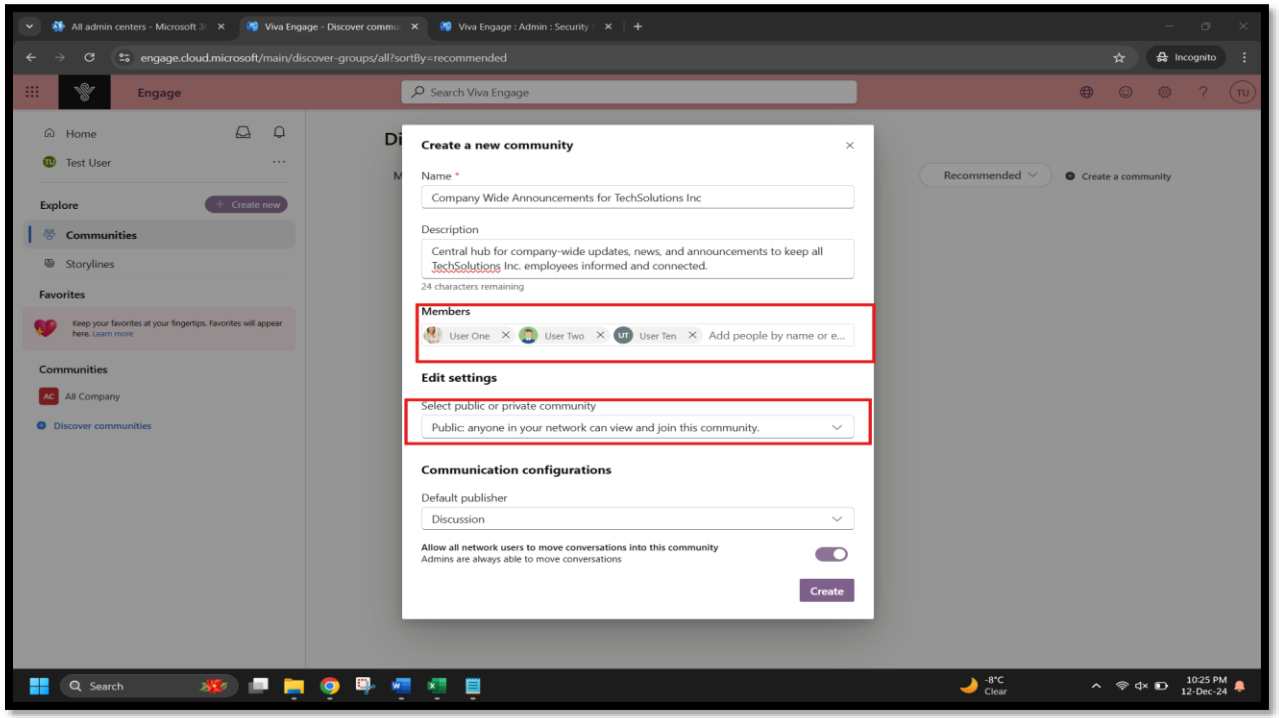

Microsoft 365 admin center
Retention policies | Microsoft P
purview.microsoft.com/datalifecyclemanagement/retention?tid=3aba2468-efde-4c32-a6c1-5f4f425c5c8f
Incognito
Microsoft Purview
Search
New Microsoft Purview portal
Copilot
Data lifecycle management
Create retention policy
Name
Administrative Units
Type
Retention settings
Finish
Review and finish
It will take up to a week to apply this policy to the locations you selected.
Policy name
OneDrive Old Files Deletion After 1 Year
Edit
Description
The purpose for this retention policy is for OneDrive Old Files Deletion After 1 Year to recycle bin
Edit
Locations to apply the policy
OneDrive accounts (All Sites)
Edit
Retention settings
Delete items at end of retention period
Delete items that are older than 1 years based on when they were created
Edit
Items that are currently older than 1 years will be deleted after you turn on this policy. This is especially important to note for locations scoped to 'All' sources (for example, 'All Teams chats') because all matching items in those locations across your organization will be permanently deleted.
Back
Submit
Cancel
-8°C
Mostly clear
9:52 PM
12-Dec-24

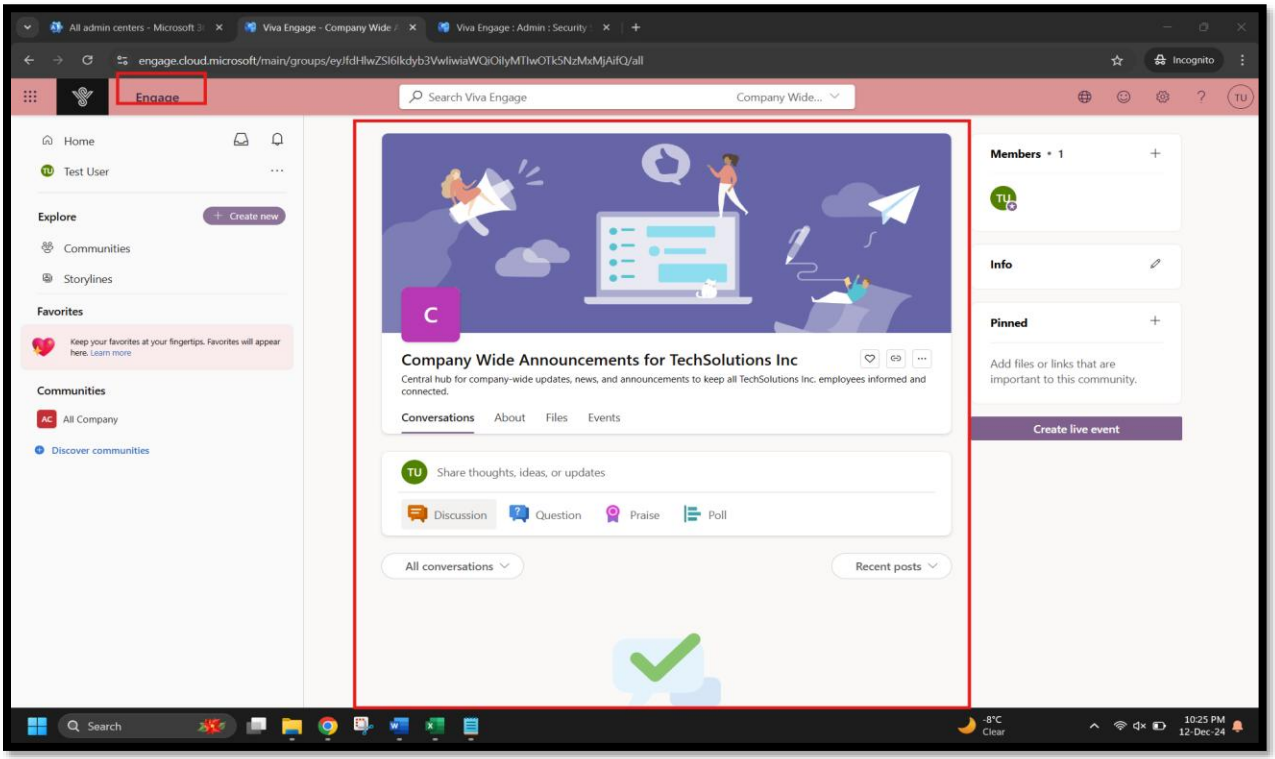
3.3 Set Up Viva Engage for Enterprise Social Networking:

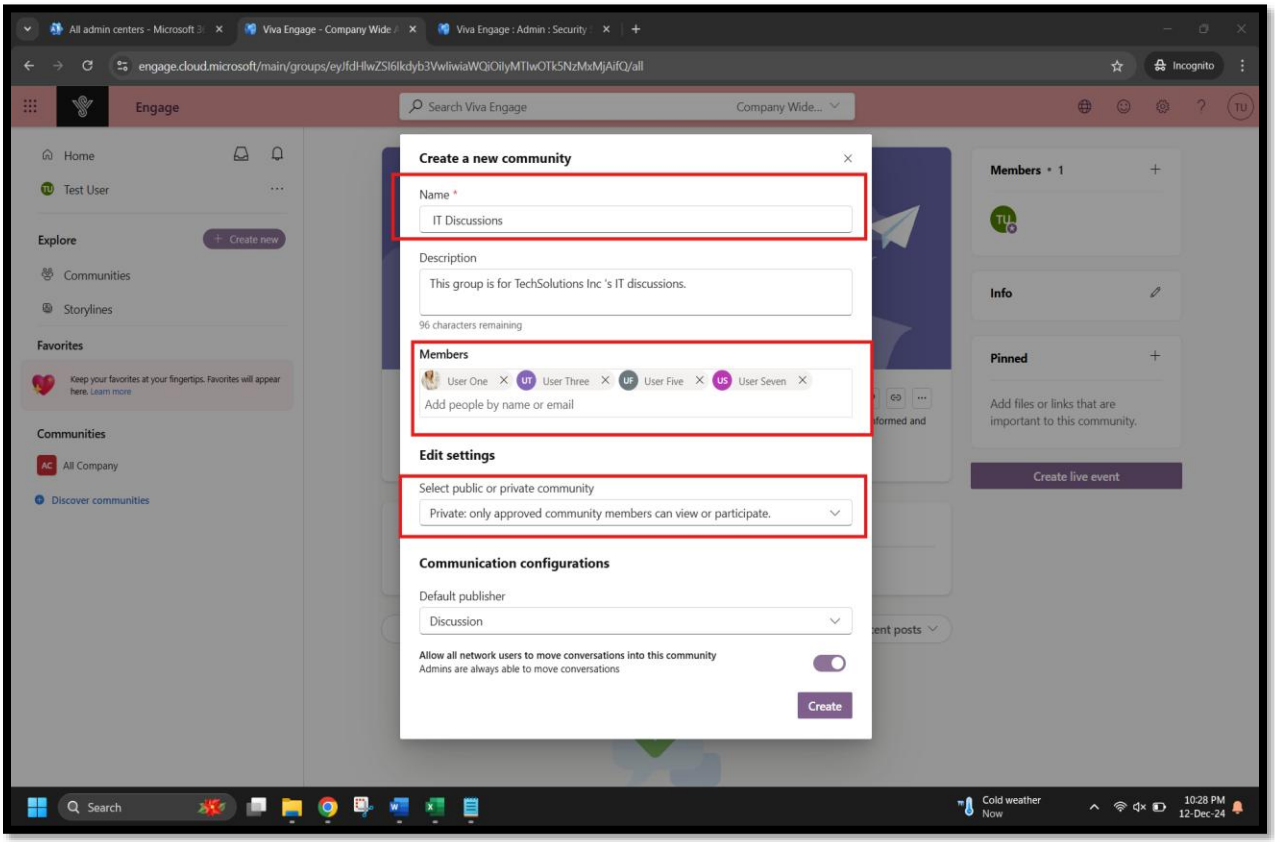
Configure Viva to allow only internal communications.

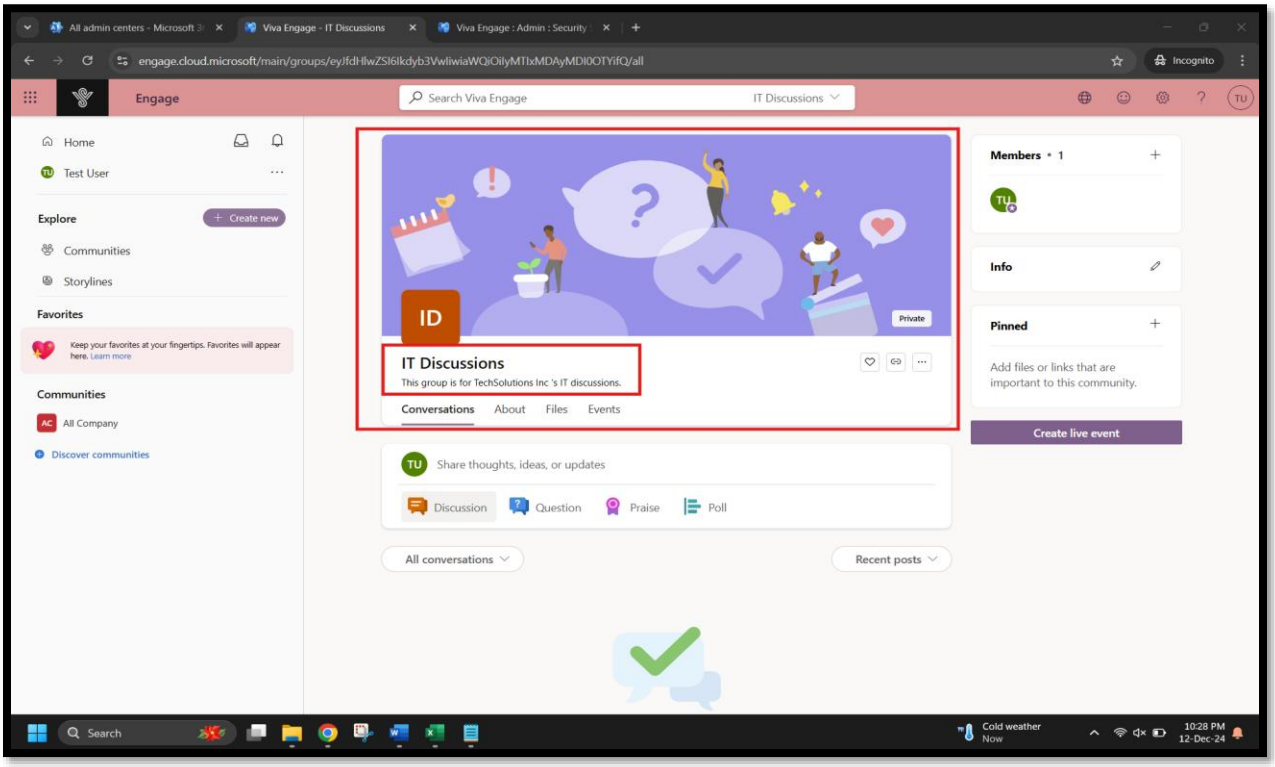


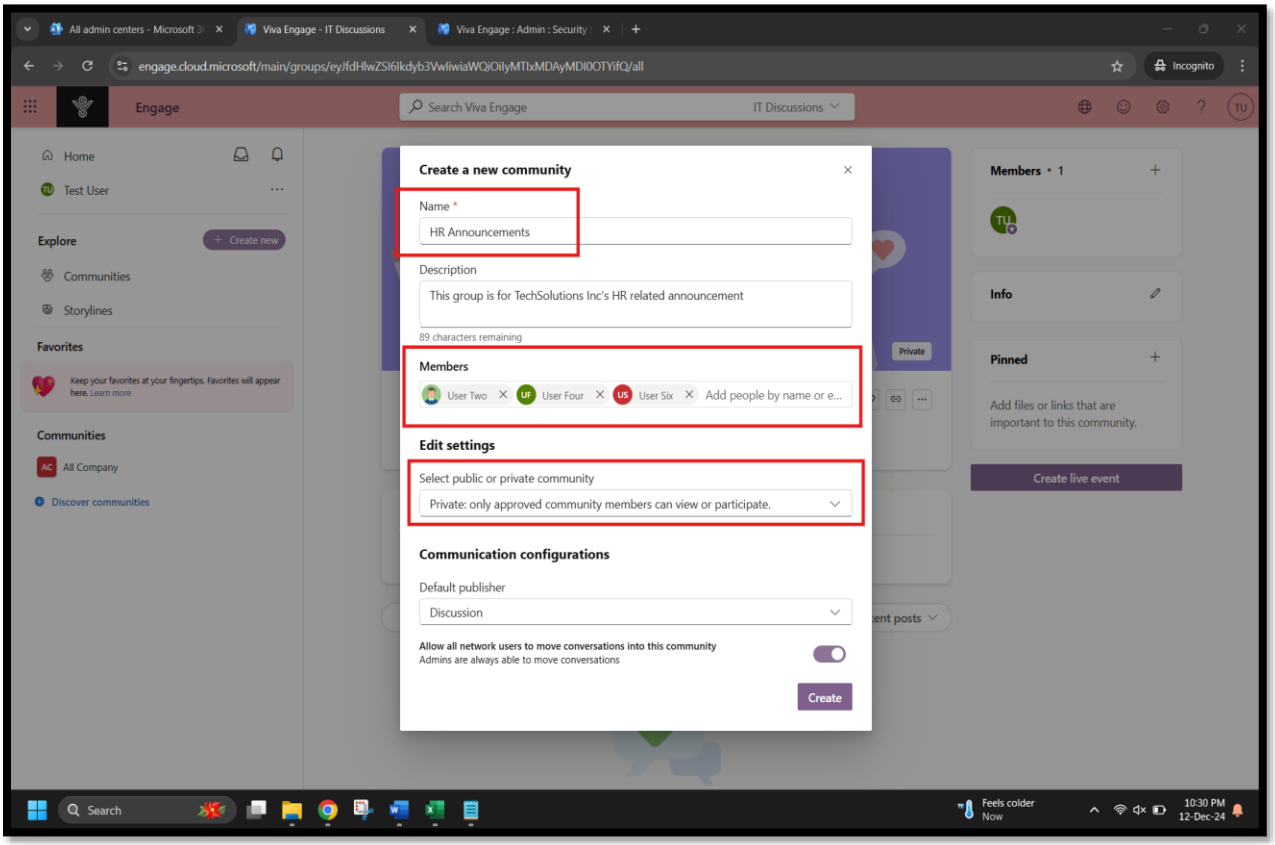
Set up groups for company-wide announcements and department-specific discussions.

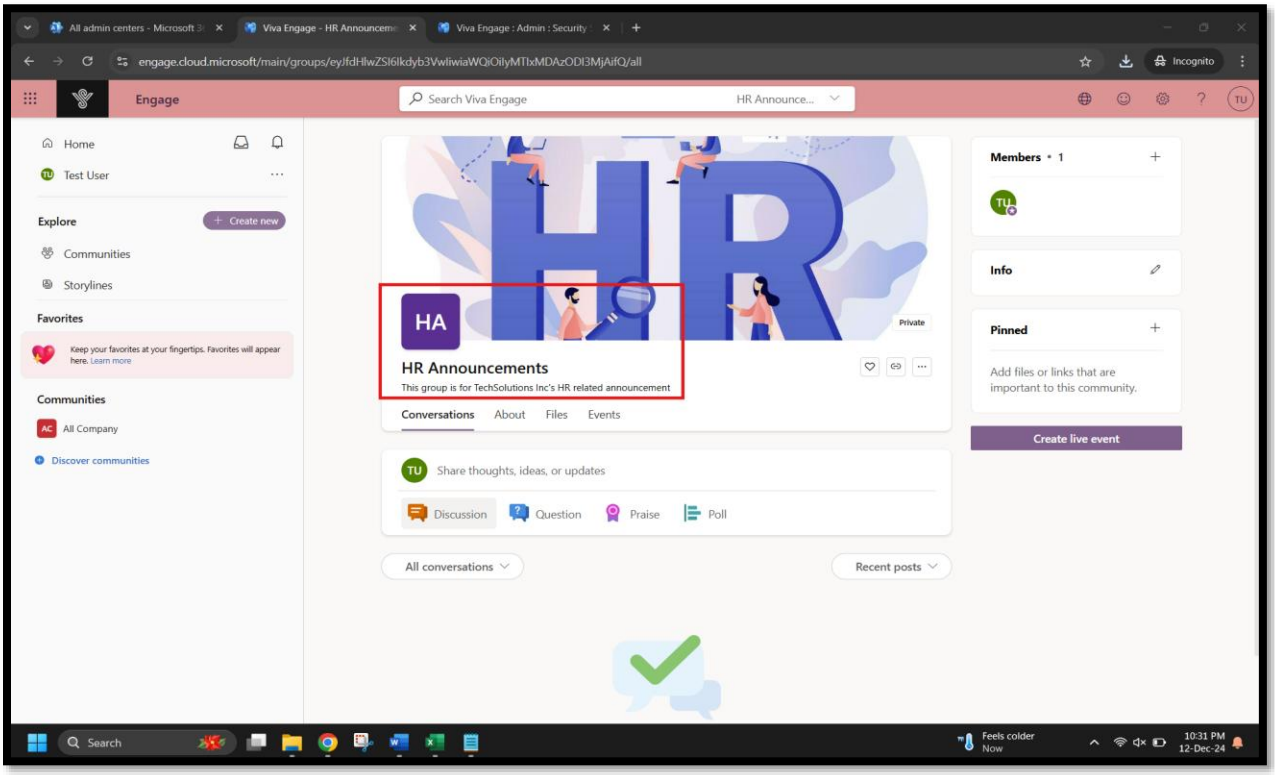


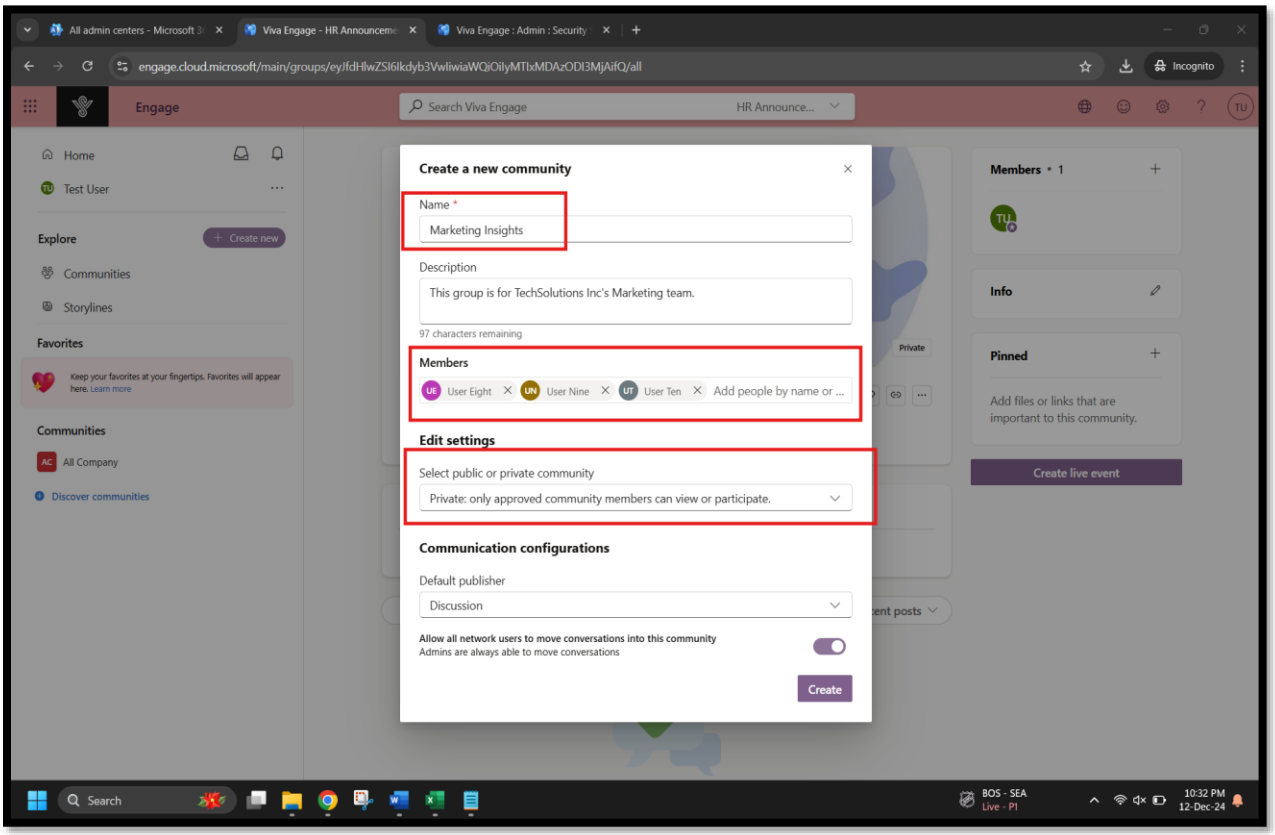

Engage
Search Viva Engage
Company Wide...
Home
Test User
Explore
Create new
Communities
Storylines
Favorites
Communities
All Company
Discover communities
Company Wide Announcements for TechSolutions Inc
Central hub for company-wide updates, news, and announcements to keep all TechSolutions Inc. employees informed and connected.
Conversations
About
Files
Events
Share thoughts, ideas, or updates
Discussion
Question
Praise
Poll
All conversations
Recent posts
Members • 1
Info
Pinned
Add files or links that are important to this community.
Create live event

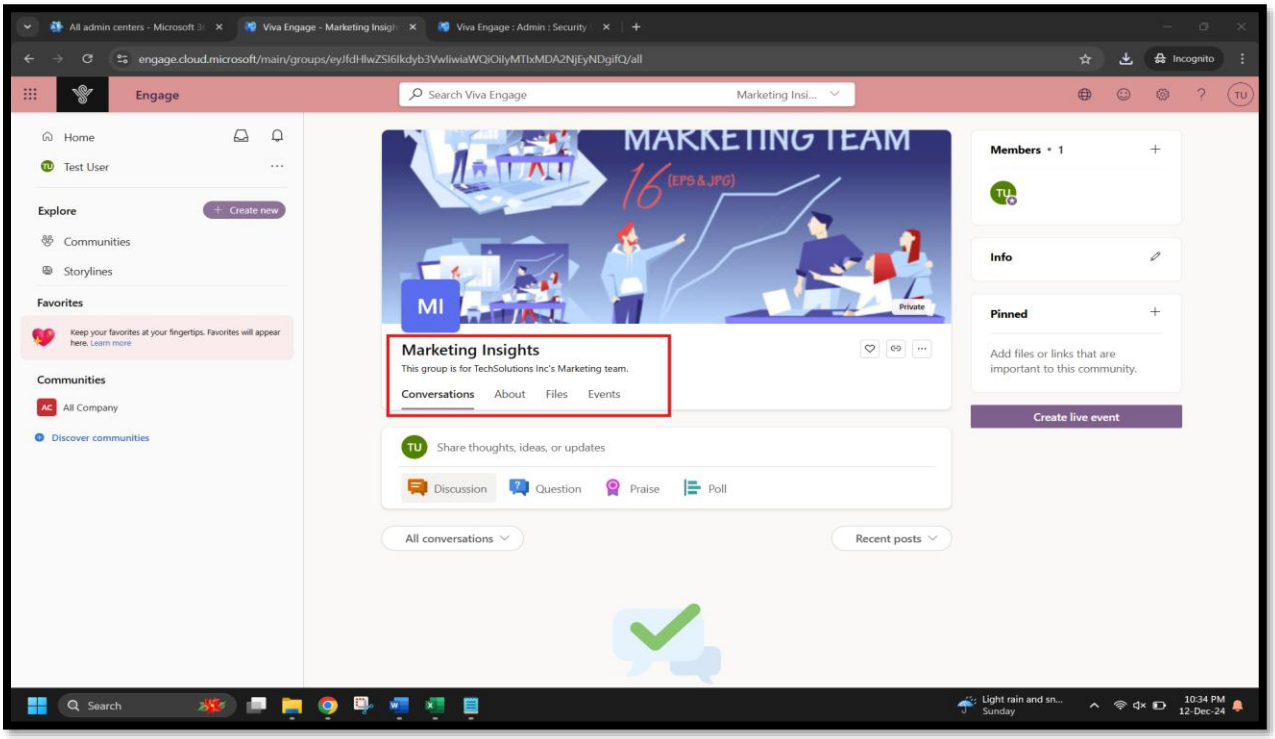

Create a new community
Name *
IT Discussions
Description
This group is for TechSolutions Inc 's IT discussions.
96 characters remaining
Members
User One
User Three
User Five
User Seven
Add people by name or email
Edit settings
Select public or private community
Private: only approved community members can view or participate.
Communication configurations
Default publisher
Discussion
Allow all network users to move conversations into this community
Admins are always able to move conversations
Create


Viva Engage - IT Discussions
engage.cloud.microsoft/main/groups/eyJfdHlwZSI6Ikdyb3VwIiwiaWQiOiIyMTIxMDAyMDI0OTYifQ/all
Engage
Search Viva Engage
IT Discussions
Home
Test User
Explore
Create new
Communities
Storylines
Favorites
Keep your favorites at your fingertips. Favorites will appear here. Learn more
Communities
All Company
Discover communities
ID
Private
IT Discussions
This group is for TechSolutions Inc 's IT discussions.
Conversations
About
Files
Events
Share thoughts, ideas, or updates
Discussion
Question
Praise
Poll
All conversations
Recent posts
Members • 1
Info
Pinned
Add files or links that are important to this community.
Create live event
Search
Cold weather
Now
10:28 PM
12-Dec-24

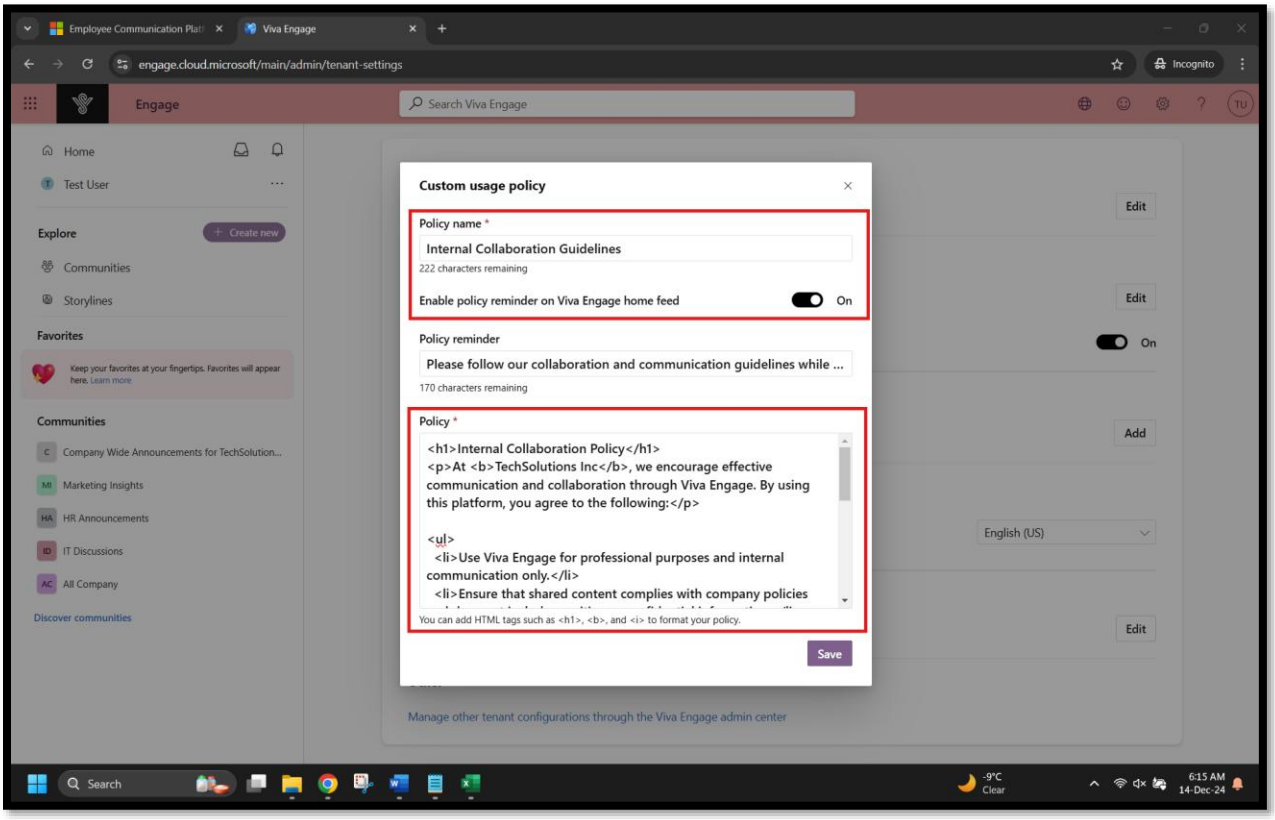

Viva Engage - IT Discussions
engage.cloud.microsoft/main/groups/eyJfdHlwZSI6Ikdyb3VwIiwiaWQiOiIyMTIxMDAyMDI0OTYifQ/all
Engage
Search Viva Engage
IT Discussions
Create a new community
Name *
HR Announcements
Description
This group is for TechSolutions Inc's HR related announcement
89 characters remaining
Members
User Two
User Four
User Six
Add people by name or e...
Edit settings
Select public or private community
Private: only approved community members can view or participate.
Communication configurations
Default publisher
Discussion
Allow all network users to move conversations into this community
Admins are always able to move conversations
Create
Members • 1
Info
Pinned
Add files or links that are important to this community.
Create live event
Search
Feels colder
Now
10:30 PM
12-Dec-24

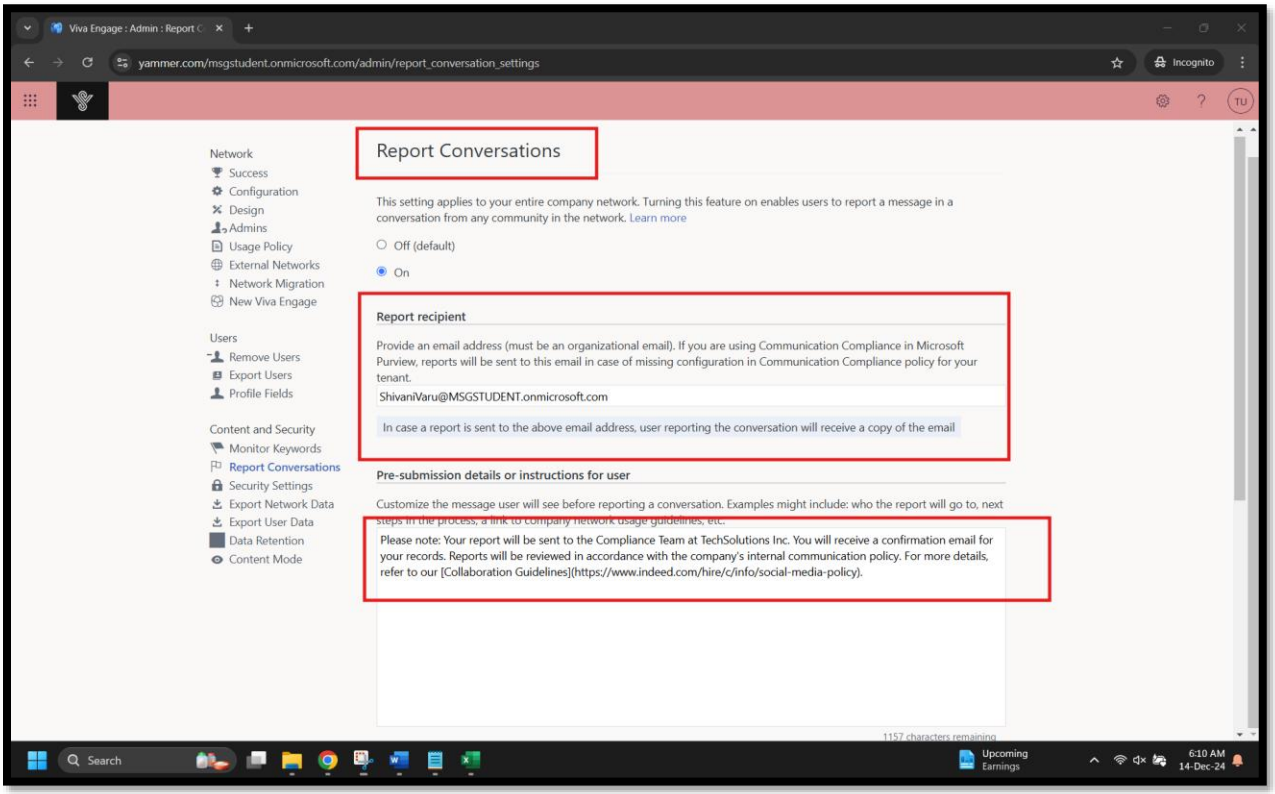

Engage
Search Viva Engage
Home
Test User
Explore
Create new
Communities
Storylines
Favorites
Keep your favorites at your fingertips. Favorites will appear here. Learn more
Communities
All Company
Discover communities
HA
HR Announcements
This group is for TechSolutions Inc's HR related announcement
Private
Conversations
About
Files
Events
Share thoughts, ideas, or updates
Discussion
Question
Praise
Poll
All conversations
Recent posts
Members • 1
Info
Pinned
Add files or links that are important to this community.
Create live event

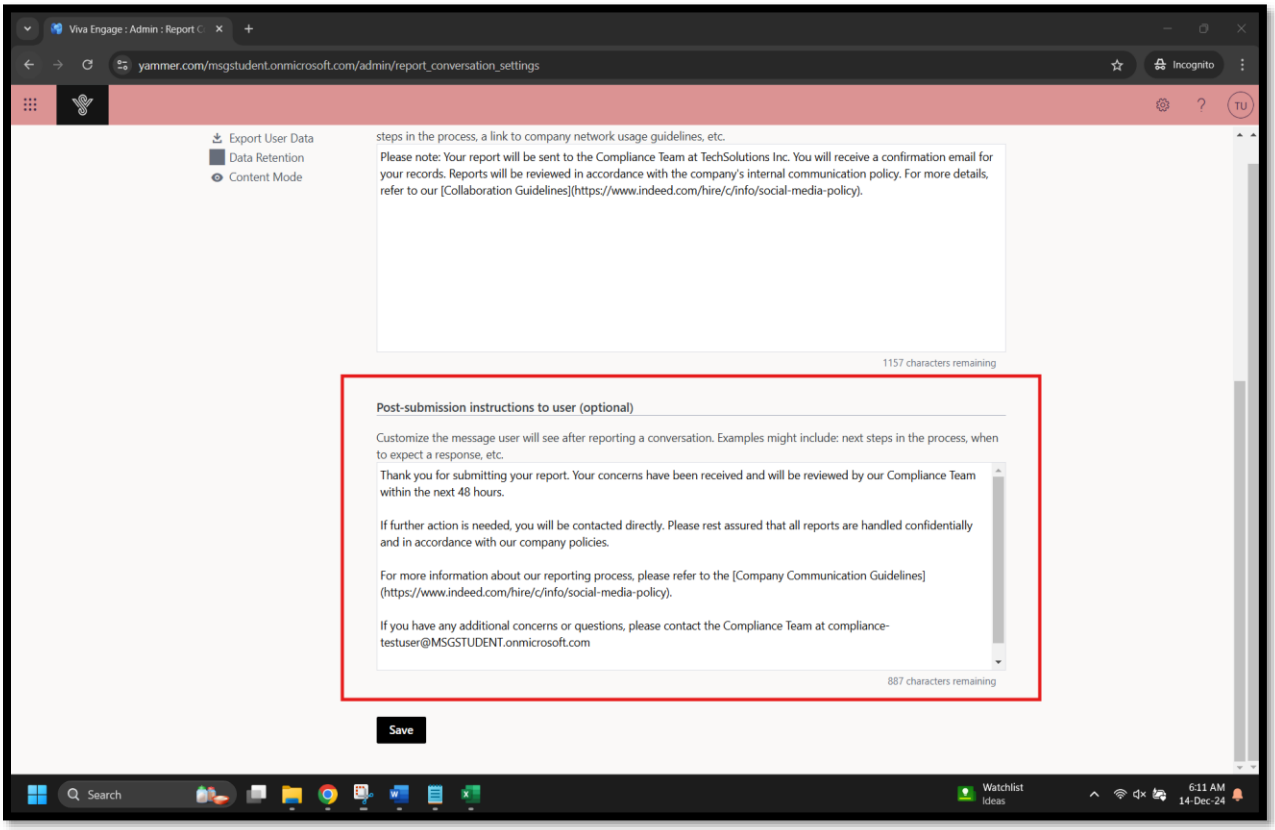

Engage
Search Viva Engage
Create a new community
Name *
Marketing Insights
Description
This group is for TechSolutions Inc's Marketing team.
97 characters remaining
Members
User Eight
User Nine
User Ten
Add people by name or ...
Edit settings
Select public or private community
Private: only approved community members can view or participate.
Communication configurations
Default publisher
Discussion
Allow all network users to move conversations into this community
Admins are always able to move conversations
Create



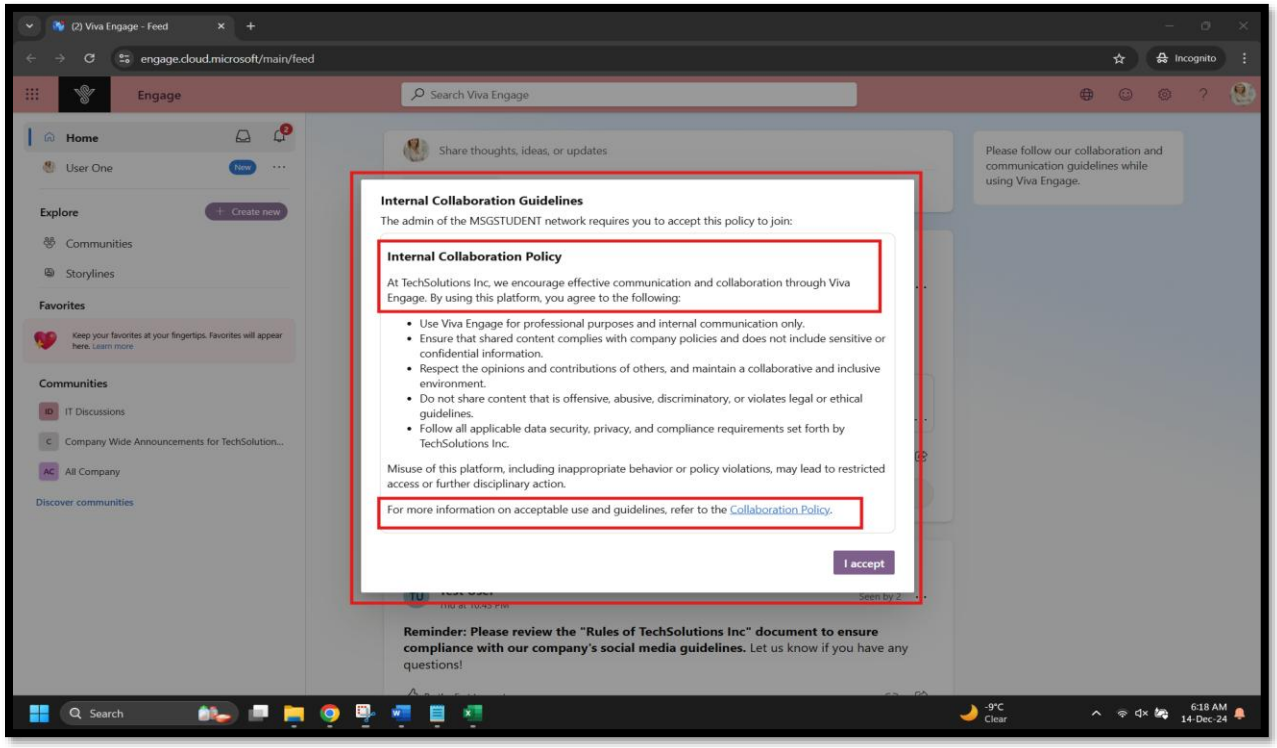
Ensure compliance with the company's social media policy.

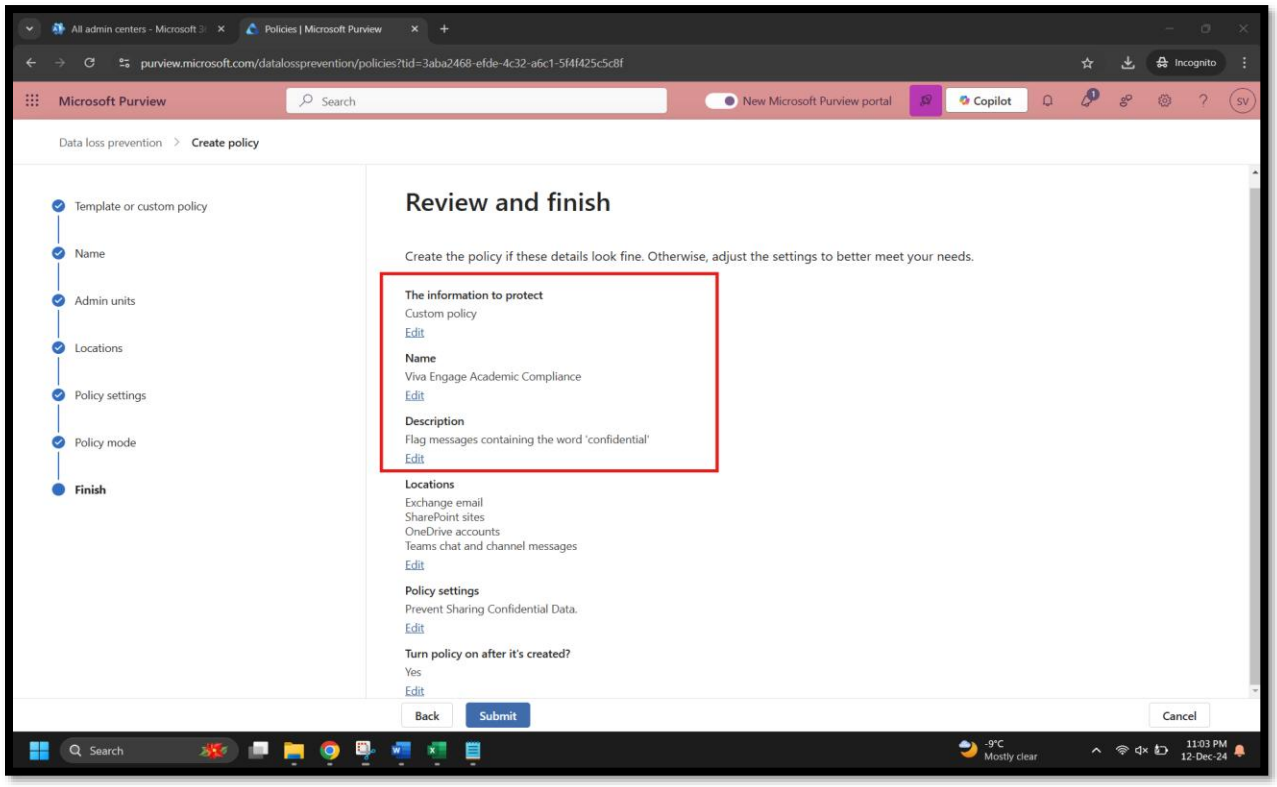


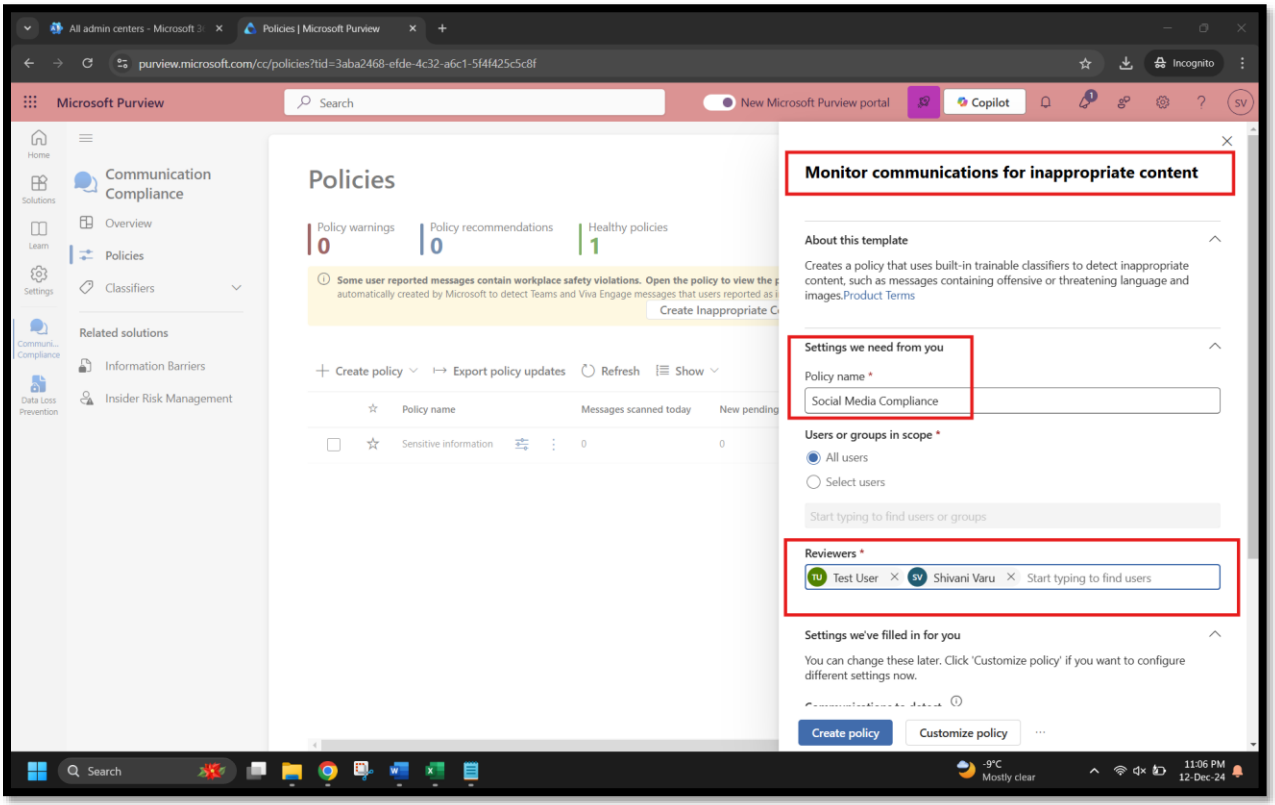

Viva Engage : Admin : Report
yammer.com/msgstudent.onmicrosoft.com/admin/report_conversation_settings
Incognito
Network
Success
Configuration
Design
Admins
Usage Policy
External Networks
Network Migration
New Viva Engage
Users
Remove Users
Export Users
Profile Fields
Content and Security
Monitor Keywords
Report Conversations
Security Settings
Export Network Data
Export User Data
Data Retention
Content Mode
Report Conversations
This setting applies to your entire company network. Turning this feature on enables users to report a message in a conversation from any community in the network. Learn more
Off (default)
On
Report recipient
Provide an email address (must be an organizational email). If you are using Communication Compliance in Microsoft Purview, reports will be sent to this email in case of missing configuration in Communication Compliance policy for your tenant.
ShivaniVaru@MSGSTUDENT.onmicrosoft.com
In case a report is sent to the above email address, user reporting the conversation will receive a copy of the email
Pre-submission details or instructions for user
Customize the message user will see before reporting a conversation. Examples might include: who the report will go to, next steps in the process, a link to company network usage guidelines, etc.
Please note: Your report will be sent to the Compliance Team at TechSolutions Inc. You will receive a confirmation email for your records. Reports will be reviewed in accordance with the company's internal communication policy. For more details, refer to our [Collaboration Guidelines](https://www.indeed.com/hire/c/info/social-media-policy).
1157 characters remaining
Search
Upcoming Earnings
6:10 AM 14-Dec-24

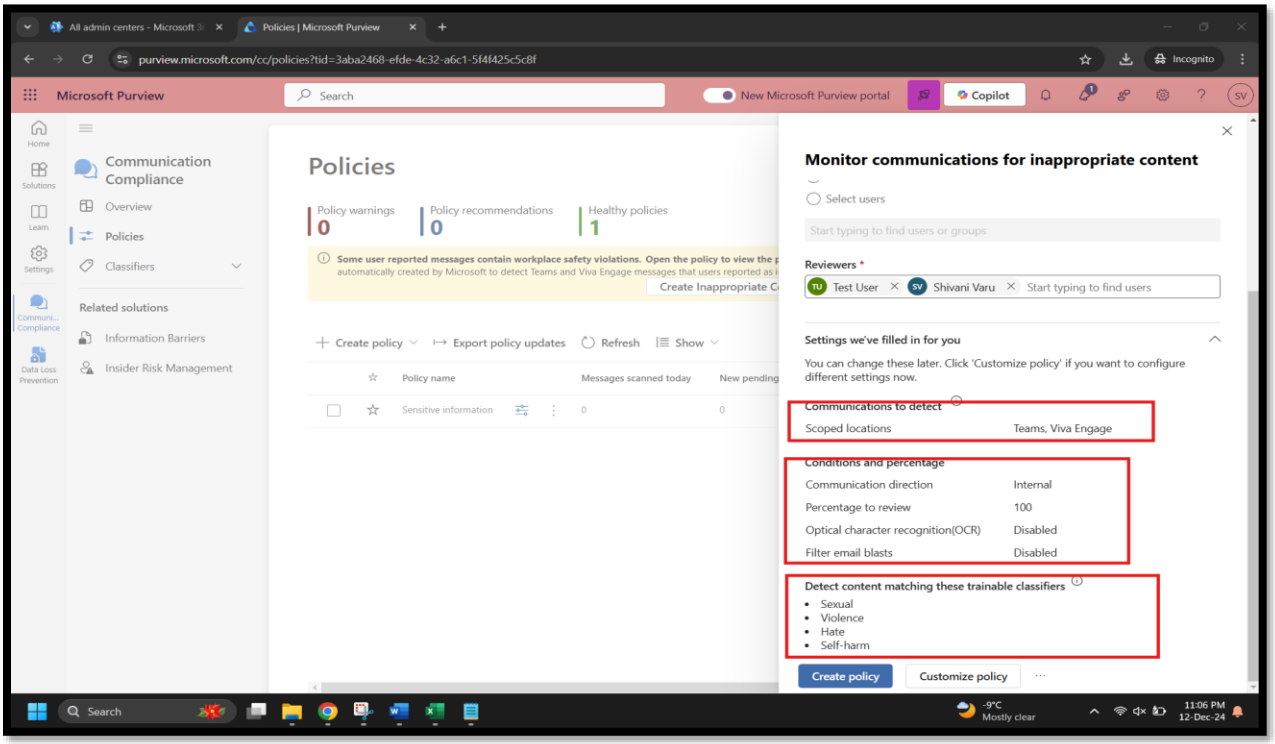

Viva Engage : Admin : Report
yammer.com/msgstudent.onmicrosoft.com/admin/report_conversation_settings
Incognito
Export User Data
Data Retention
Content Mode
steps in the process, a link to company network usage guidelines, etc.
Please note: Your report will be sent to the Compliance Team at TechSolutions Inc. You will receive a confirmation email for your records. Reports will be reviewed in accordance with the company's internal communication policy. For more details, refer to our [Collaboration Guidelines](https://www.indeed.com/hire/c/info/social-media-policy).
1157 characters remaining
Post-submission instructions to user (optional)
Customize the message user will see after reporting a conversation. Examples might include: next steps in the process, when to expect a response, etc.
Thank you for submitting your report. Your concerns have been received and will be reviewed by our Compliance Team within the next 48 hours.
If further action is needed, you will be contacted directly. Please rest assured that all reports are handled confidentially and in accordance with our company policies.
For more information about our reporting process, please refer to the [Company Communication Guidelines] (https://www.indeed.com/hire/c/info/social-media-policy).
If you have any additional concerns or questions, please contact the Compliance Team at compliance-testuser@MSGSTUDENT.onmicrosoft.com
887 characters remaining
Save
Search
Watchlist Ideas
6:11 AM 14-Dec-24

[Screenshot: Sign in as User one , Viva Engage prompts users to accept Internal Collaboration Guidelines outlining usage policies and compliance requirement]

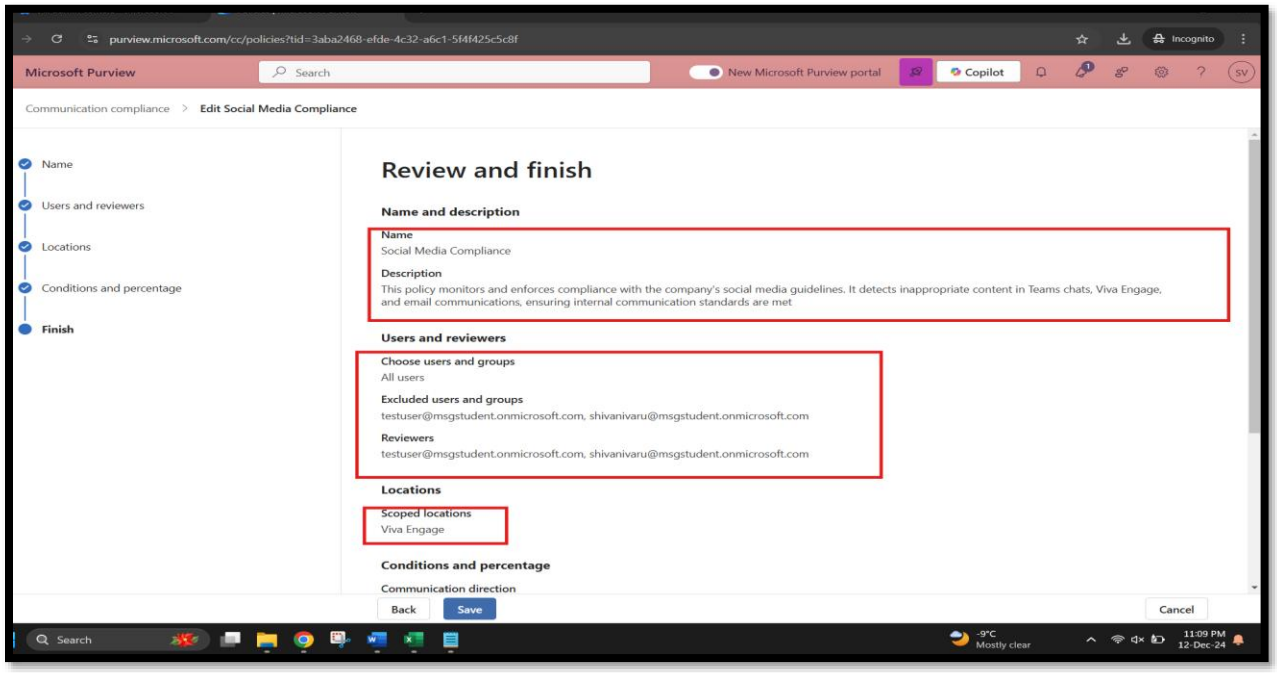


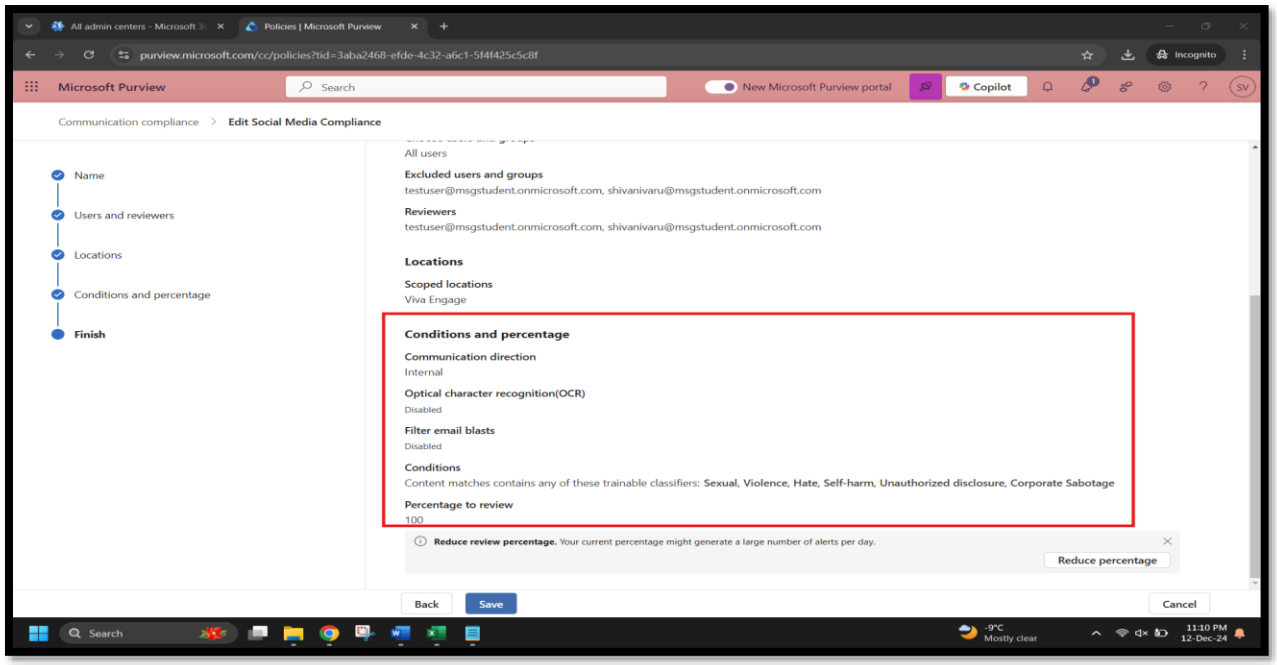


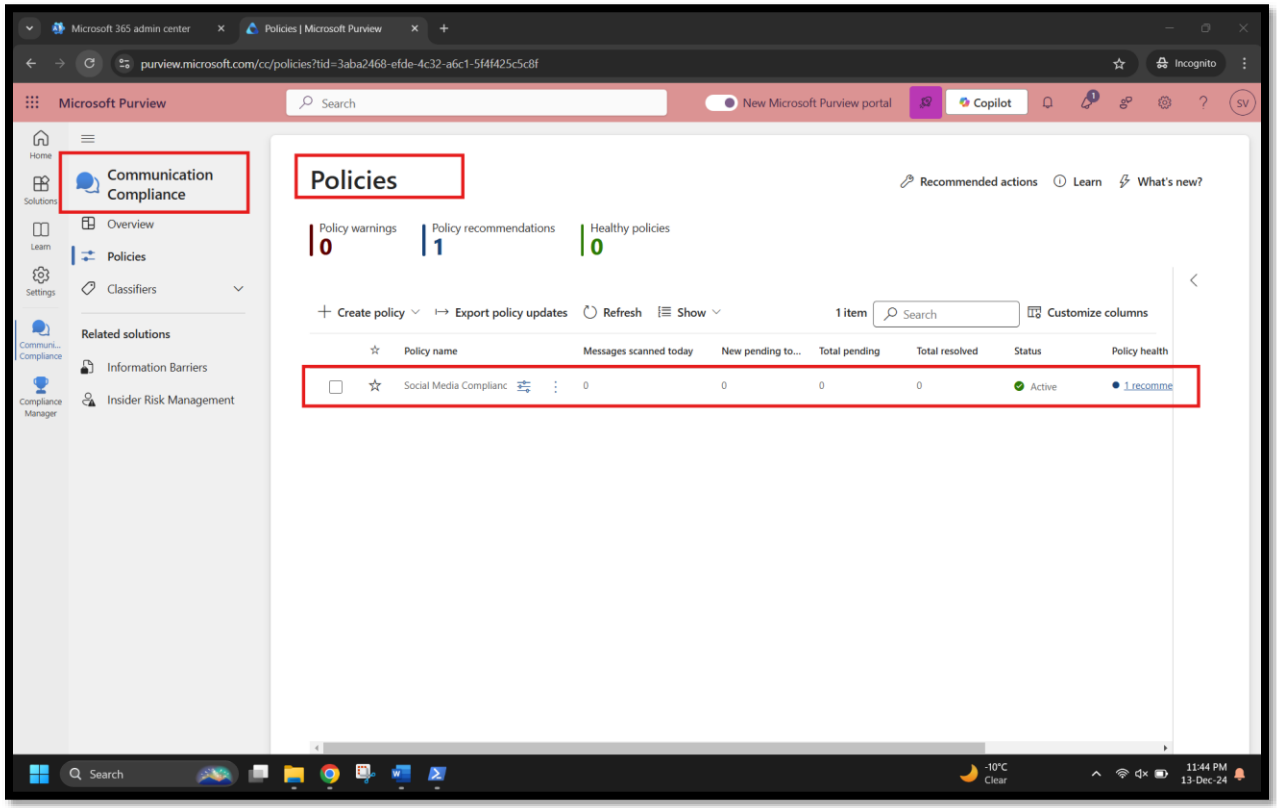

Microsoft Purview
Communication Compliance
Overview
Policies
Classifiers
Related solutions
Information Barriers
Insider Risk Management
Policies
Policy warnings 0
Policy recommendations 0
Healthy policies 1
Create policy
Export policy updates
Refresh
Show
Policy name
Messages scanned today
Sensitive information
Monitor communications for inappropriate content
About this template
Creates a policy that uses built-in trainable classifiers to detect inappropriate content, such as messages containing offensive or threatening language and images.Product Terms
Settings we need from you
Policy name *
Social Media Compliance
Users or groups in scope *
All users
Select users
Start typing to find users or groups
Reviewers *
Test User
Shivani Varu
Start typing to find users
Settings we've filled in for you
You can change these later. Click 'Customize policy' if you want to configure different settings now.
Create policy
Customize policy


Microsoft Purview
Communication Compliance
Overview
Policies
Classifiers
Related solutions
Information Barriers
Insider Risk Management
Policies
Policy warnings 0
Policy recommendations 0
Healthy policies 1
Monitor communications for inappropriate content
Select users
Start typing to find users or groups
Reviewers *
Test User
Shivani Varu
Start typing to find users
Settings we've filled in for you
You can change these later. Click 'Customize policy' if you want to configure different settings now.
Communications to detect
Scoped locations
Teams, Viva Engage
Conditions and percentage
Communication direction
Internal
Percentage to review
100
Optical character recognition(OCR)
Disabled
Filter email blasts
Disabled
Detect content matching these trainable classifiers
Sexual
Violence
Hate
Self-harm
Create policy
Customize policy

[Screenshot: Social Media Compliance' custom policy setup in Microsoft Purview to monitor and enforce guidelines in Viva Engage]



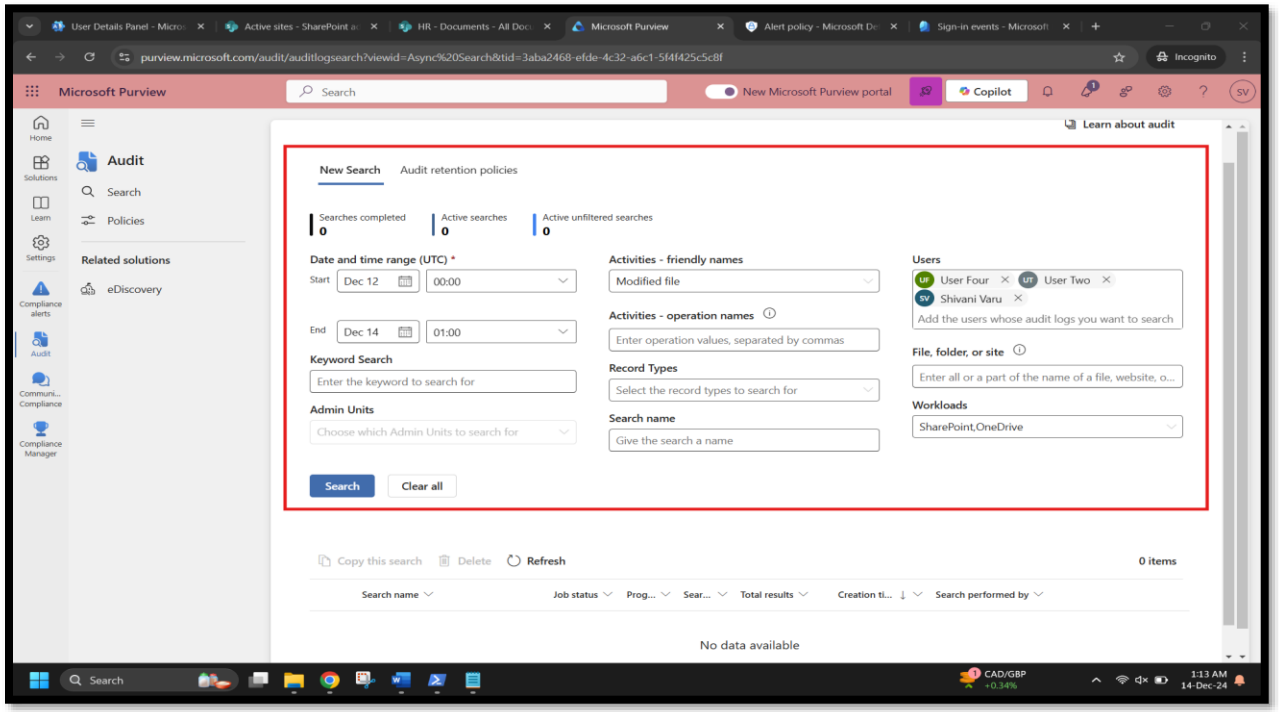


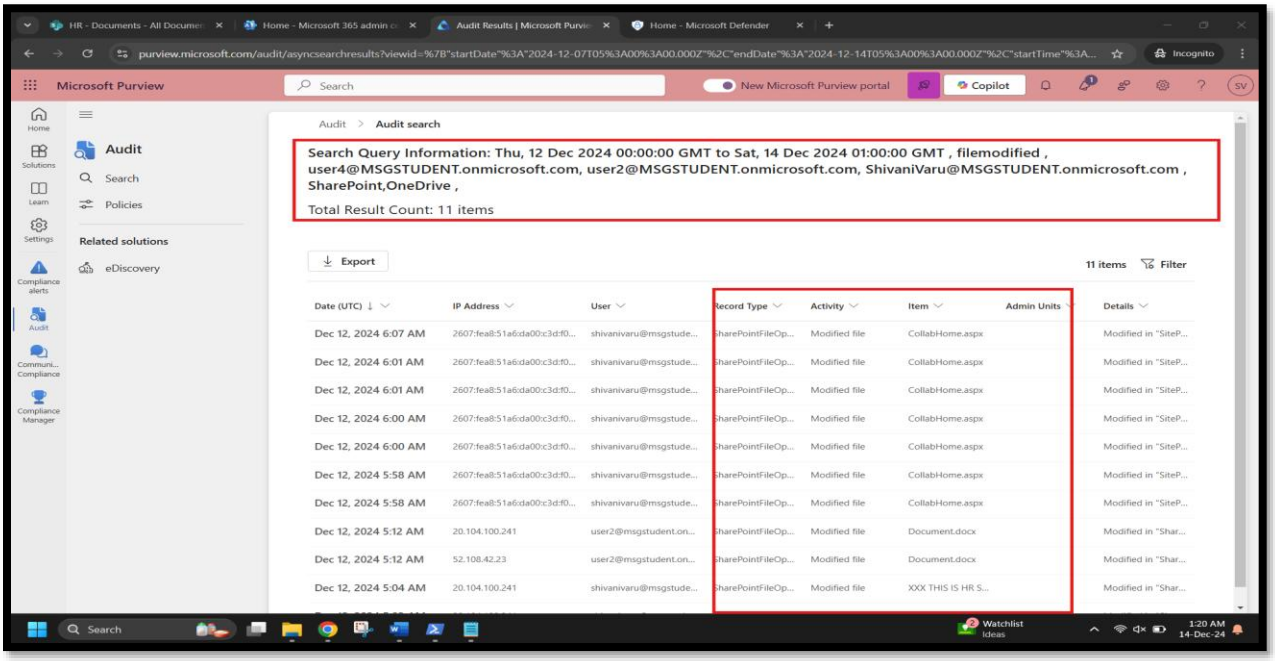

Microsoft 365 admin center
Policies | Microsoft Purview
purview.microsoft.com/cc/policies?tid=3aba2468-efde-4c32-a6c1-5f4f425c5c8f
Incognito
Microsoft Purview
Search
New Microsoft Purview portal
Copilot
Communication Compliance
Overview
Policies
Classifiers
Related solutions
Information Barriers
Insider Risk Management
Policies
Recommended actions
Learn
What's new?
Policy warnings
0
Policy recommendations
1
Healthy policies
0
Create policy
Export policy updates
Refresh
Show
1 item
Search
Customize columns
Policy name
Messages scanned today
New pending to...
Total pending
Total resolved
Status
Policy health
Social Media Complianc
0
0
0
0
Active
1 recomme
-10°C
Clear
11:44 PM
13-Dec-24

Task 4: Monitoring and Reporting

4.1 Configure Audit Logs:

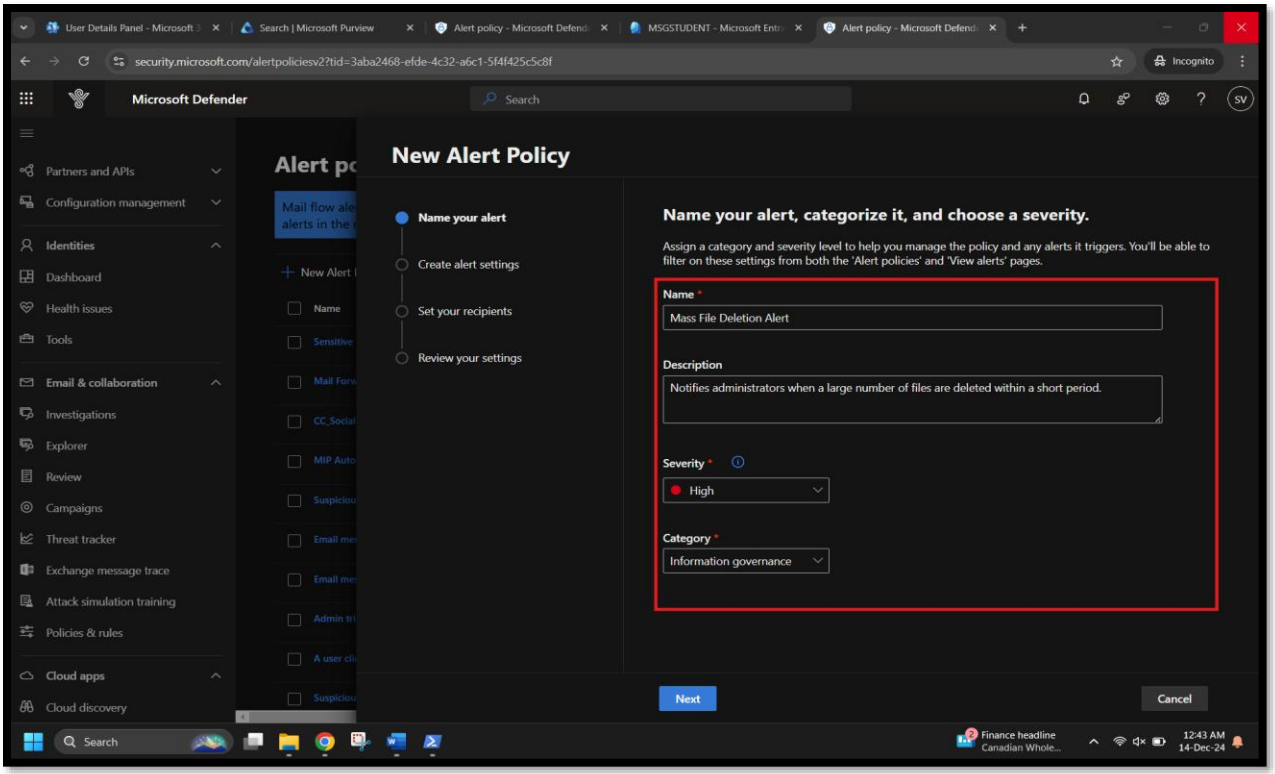
- Enable and configure audit logging in the Microsoft 365 compliance center.
- Create a custom audit log search to track user activities related to at least one activity in SharePoint such as updating the site content.

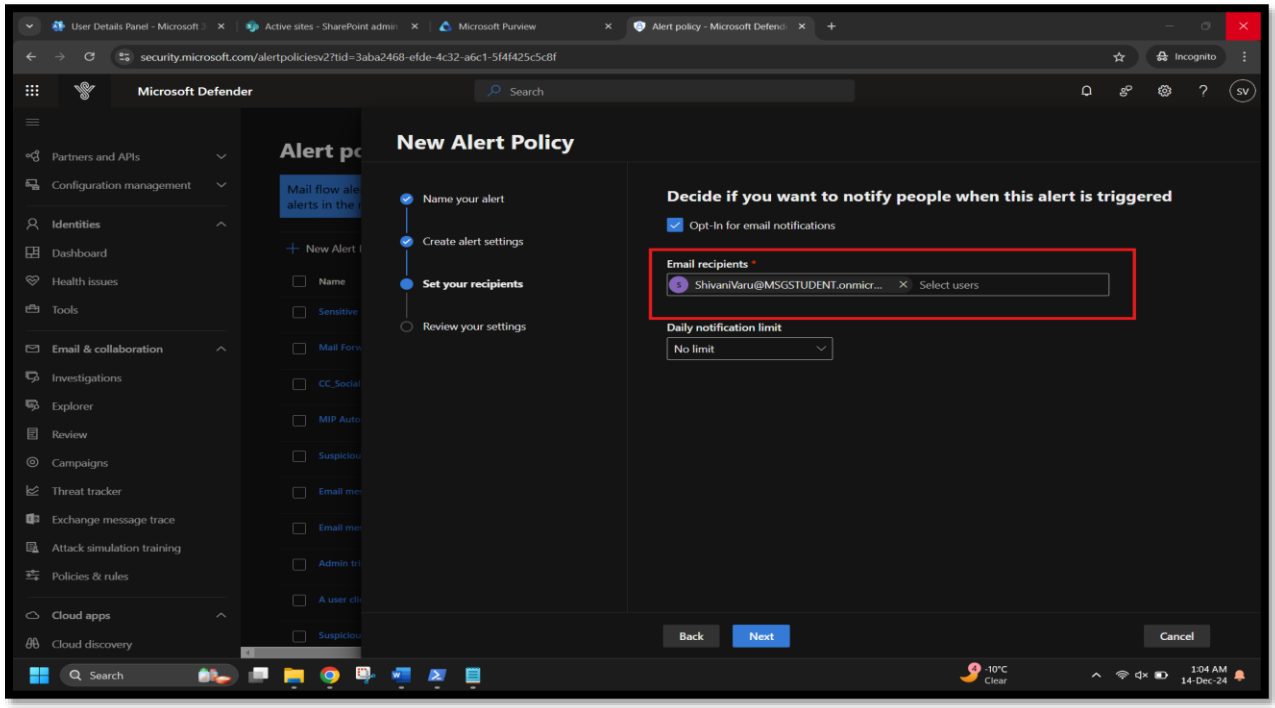


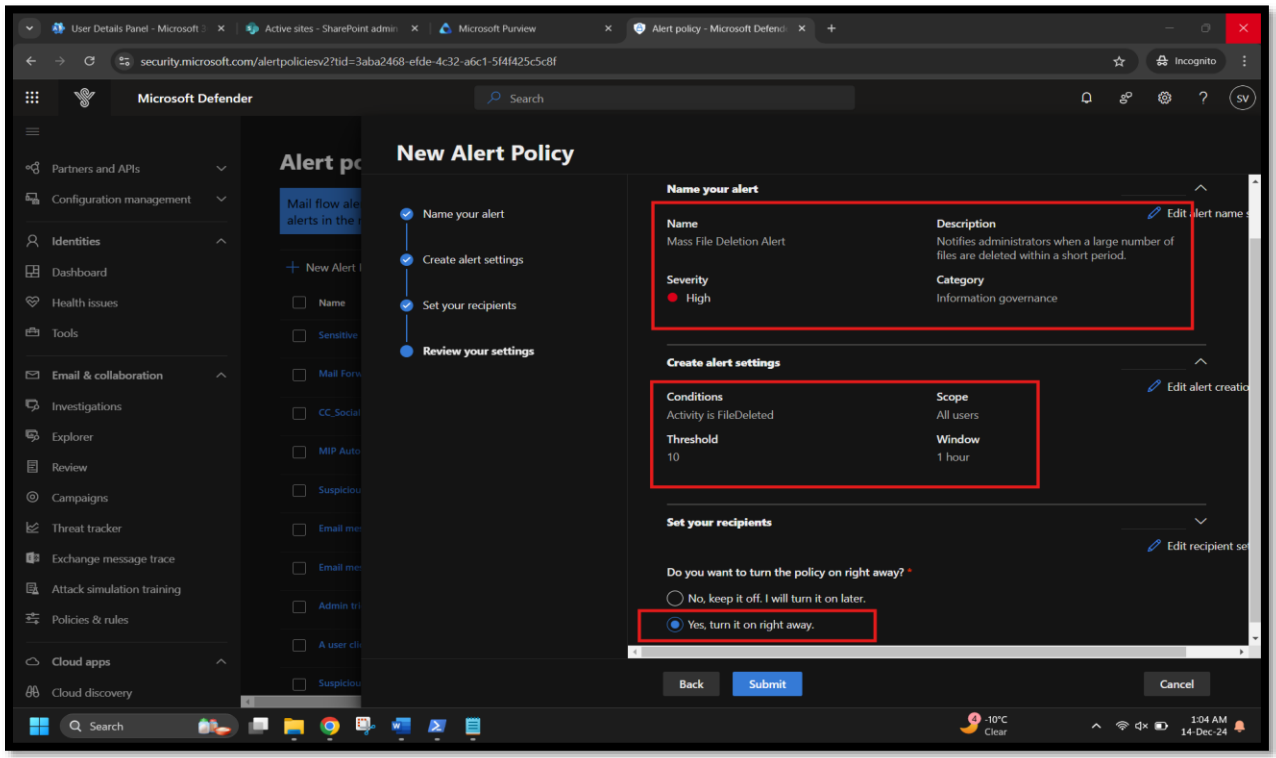


4.2 Set Up Alerts:

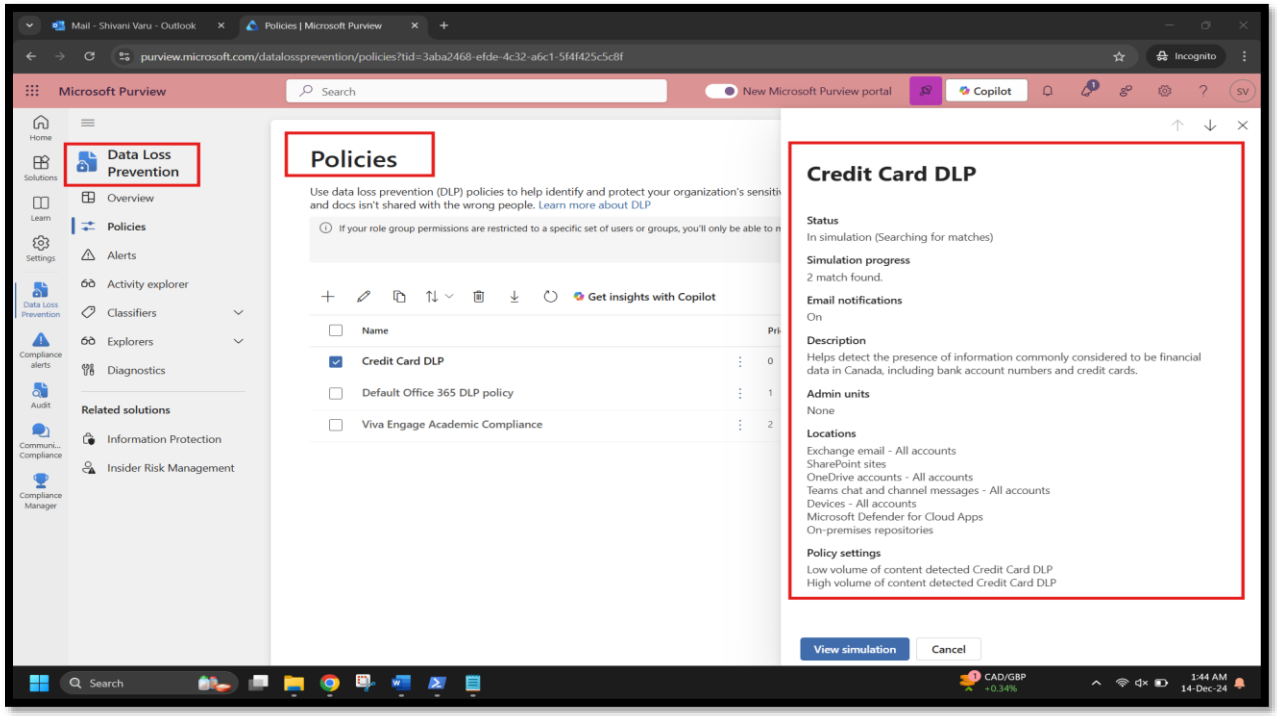
Configure alert policies to notify administrators of suspicious activities, such as multiple failed login attempts or mass deletion of files.

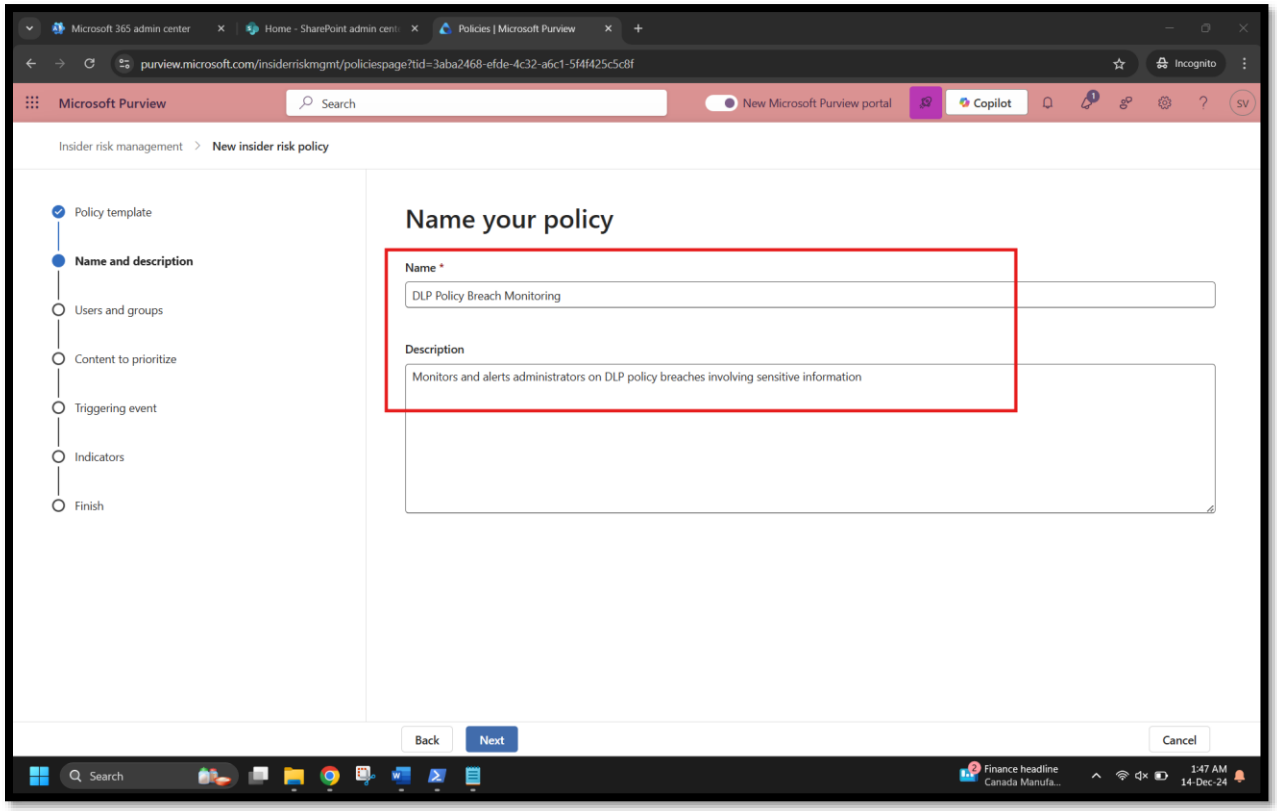


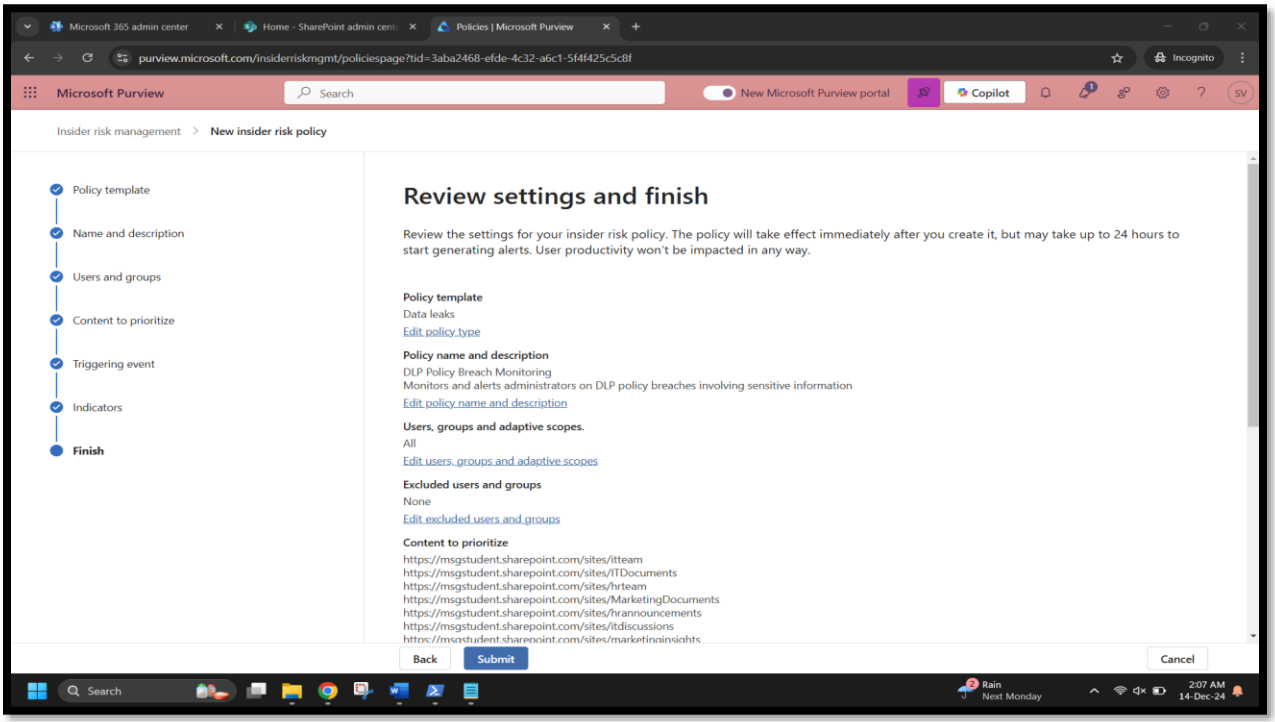

Microsoft Defender
New Alert Policy
Name your alert
Create alert settings
Set your recipients
Review your settings
Decide if you want to notify people when this alert is triggered
Opt-In for email notifications
Email recipients *
ShivaniVaru@MSGSTUDENT.onmicr...
Select users
Daily notification limit
No limit
Back
Next
Cancel

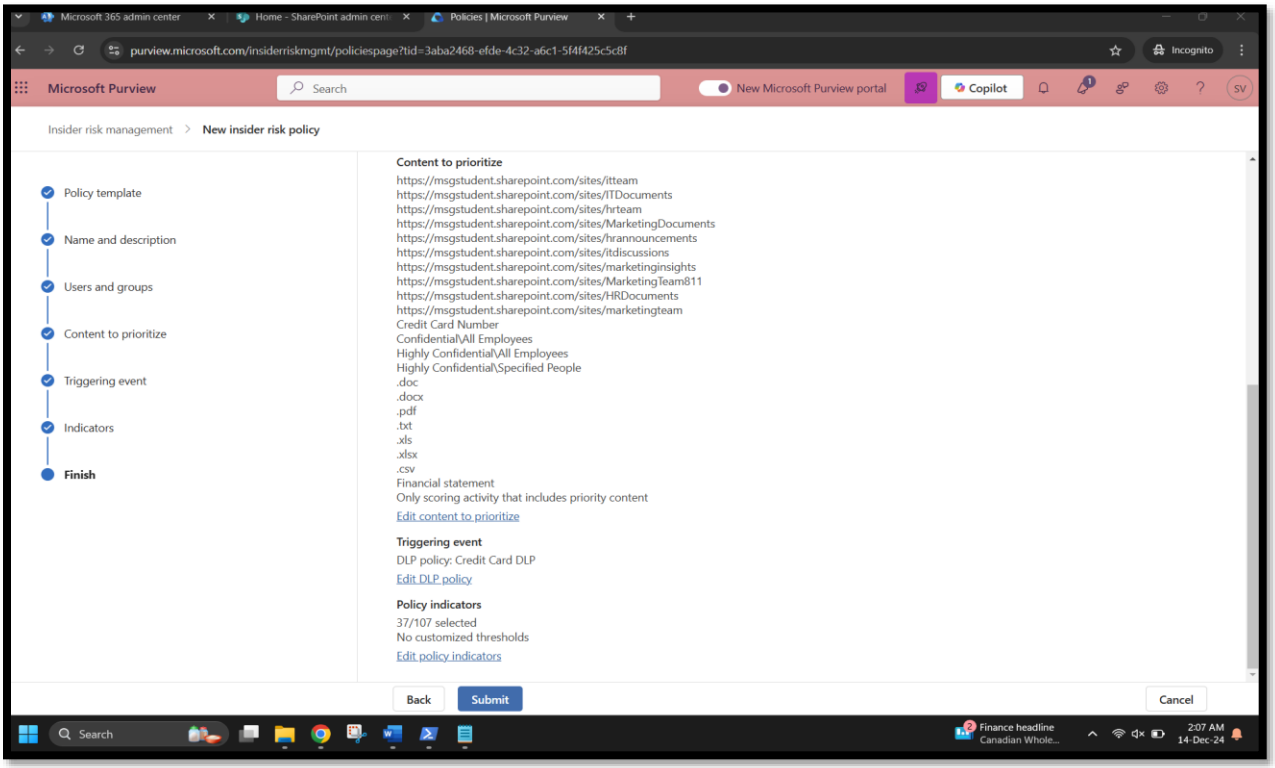

Microsoft Defender
New Alert Policy
Name your alert
Create alert settings
Set your recipients
Review your settings
Name your alert
Name
Mass File Deletion Alert
Description
Notifies administrators when a large number of files are deleted within a short period.
Severity
High
Category
Information governance
Create alert settings
Conditions
Activity is FileDeleted
Scope
All users
Threshold
10
Window
1 hour
Set your recipients
Do you want to turn the policy on right away? *
No, keep it off. I will turn it on later.
Yes, turn it on right away.
Back
Submit
Cancel

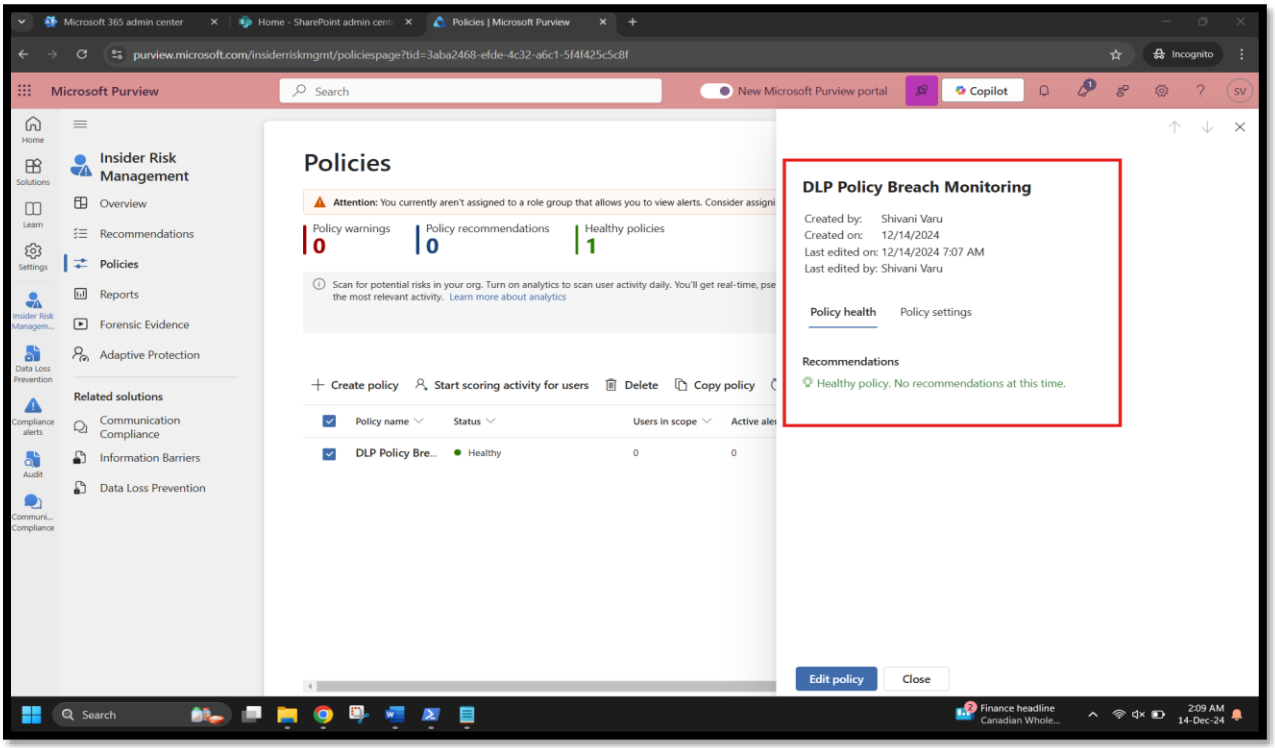
Set up notifications for data loss prevention (DLP) policy breaches. (You can navigate to Insider risk management)

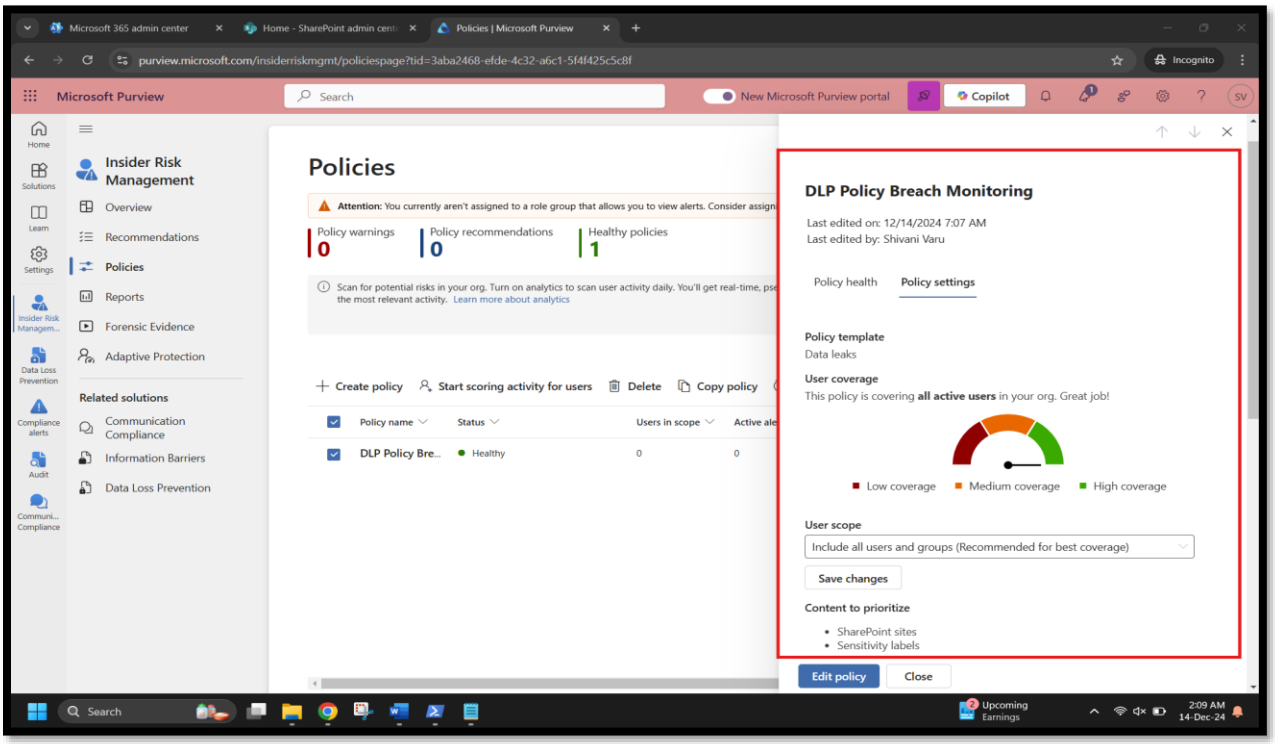





Microsoft 365 admin center
Home - SharePoint admin cent
Policies | Microsoft Purview
purview.microsoft.com/insiderriskmgmt/policiespage?tid=3aba2468-efde-4c32-a6c1-5f4f425c5c8f
Incognito
Microsoft Purview
Search
New Microsoft Purview portal
Copilot
Insider risk management
New insider risk policy
Policy template
Name and description
Users and groups
Content to prioritize
Triggering event
Indicators
Finish
Review settings and finish
Review the settings for your insider risk policy. The policy will take effect immediately after you create it, but may take up to 24 hours to start generating alerts. User productivity won't be impacted in any way.
Policy template
Data leaks
Edit policy type
Policy name and description
DLP Policy Breach Monitoring
Monitors and alerts administrators on DLP policy breaches involving sensitive information
Edit policy name and description
Users, groups and adaptive scopes.
All
Edit users, groups and adaptive scopes
Excluded users and groups
None
Edit excluded users and groups
Content to prioritize
https://msgstudent.sharepoint.com/sites/itteam
https://msgstudent.sharepoint.com/sites/ITDocuments
https://msgstudent.sharepoint.com/sites/hrteam
https://msgstudent.sharepoint.com/sites/MarketingDocuments
https://msgstudent.sharepoint.com/sites/hrannouncements
https://msgstudent.sharepoint.com/sites/itdiscussions
Back
Submit
Cancel
Search
Rain
Next Monday
2:07 AM
14-Dec-24


Microsoft 365 admin center
Home - SharePoint admin cent
Policies | Microsoft Purview
purview.microsoft.com/insiderriskmgmt/policiespage?tid=3aba2468-efde-4c32-a6c1-5f4f425c5c8f
Incognito
Microsoft Purview
Search
New Microsoft Purview portal
Copilot
Insider risk management
New insider risk policy
Policy template
Name and description
Users and groups
Content to prioritize
Triggering event
Indicators
Finish
Content to prioritize
https://msgstudent.sharepoint.com/sites/itteam
https://msgstudent.sharepoint.com/sites/ITDocuments
https://msgstudent.sharepoint.com/sites/hrteam
https://msgstudent.sharepoint.com/sites/MarketingDocuments
https://msgstudent.sharepoint.com/sites/hrannouncements
https://msgstudent.sharepoint.com/sites/itdiscussions
https://msgstudent.sharepoint.com/sites/marketinginsights
https://msgstudent.sharepoint.com/sites/MarketingTeam811
https://msgstudent.sharepoint.com/sites/HRDocuments
https://msgstudent.sharepoint.com/sites/marketingteam
Credit Card Number
Confidential\All Employees
Highly Confidential\All Employees
Highly Confidential\Specified People
.doc
.docx
.pdf
.txt
.xls
.xlsx
.csv
Financial statement
Only scoring activity that includes priority content
Edit content to prioritize
Triggering event
DLP policy: Credit Card DLP
Edit DLP policy
Policy indicators
37/107 selected
No customized thresholds
Edit policy indicators
Back
Submit
Cancel
Search
Finance headline
Canadian Whole...
2:07 AM
14-Dec-24


Microsoft 365 admin center
Home - SharePoint admin cent
Policies | Microsoft Purview
purview.microsoft.com/insiderriskmgmt/policiespage?tid=3aba2468-efde-4c32-a6c1-5f4f425c5c8f
Incognito
Microsoft Purview
Search
New Microsoft Purview portal
Copilot
Insider Risk Management
Overview
Recommendations
Policies
Reports
Forensic Evidence
Adaptive Protection
Related solutions
Communication Compliance
Information Barriers
Data Loss Prevention
Policies
Attention: You currently aren't assigned to a role group that allows you to view alerts. Consider assigni
Policy warnings 0
Policy recommendations 0
Healthy policies 1
Scan for potential risks in your org. Turn on analytics to scan user activity daily. You'll get real-time, pse
the most relevant activity. Learn more about analytics
Create policy
Start scoring activity for users
Delete
Copy policy
Policy name
Status
Users in scope
Active ale
DLP Policy Bre...
Healthy
0
0
DLP Policy Breach Monitoring
Created by: Shivani Varu
Created on: 12/14/2024
Last edited on: 12/14/2024 7:07 AM
Last edited by: Shivani Varu
Policy health
Policy settings
Recommendations
Healthy policy. No recommendations at this time.
Edit policy
Close
Search
Finance headline
Canadian Whole...
2:09 AM
14-Dec-24


Microsoft 365 admin center
Home - SharePoint admin cent
Policies | Microsoft Purview
purview.microsoft.com/insiderriskmgmt/policiespage?tid=3aba2468-efde-4c32-a6c1-5f4f425c5c8f
Incognito
Microsoft Purview
Search
New Microsoft Purview portal
Copilot
Insider Risk Management
Overview
Recommendations
Policies
Reports
Forensic Evidence
Adaptive Protection
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Communication Compliance
Information Barriers
Data Loss Prevention
Policies
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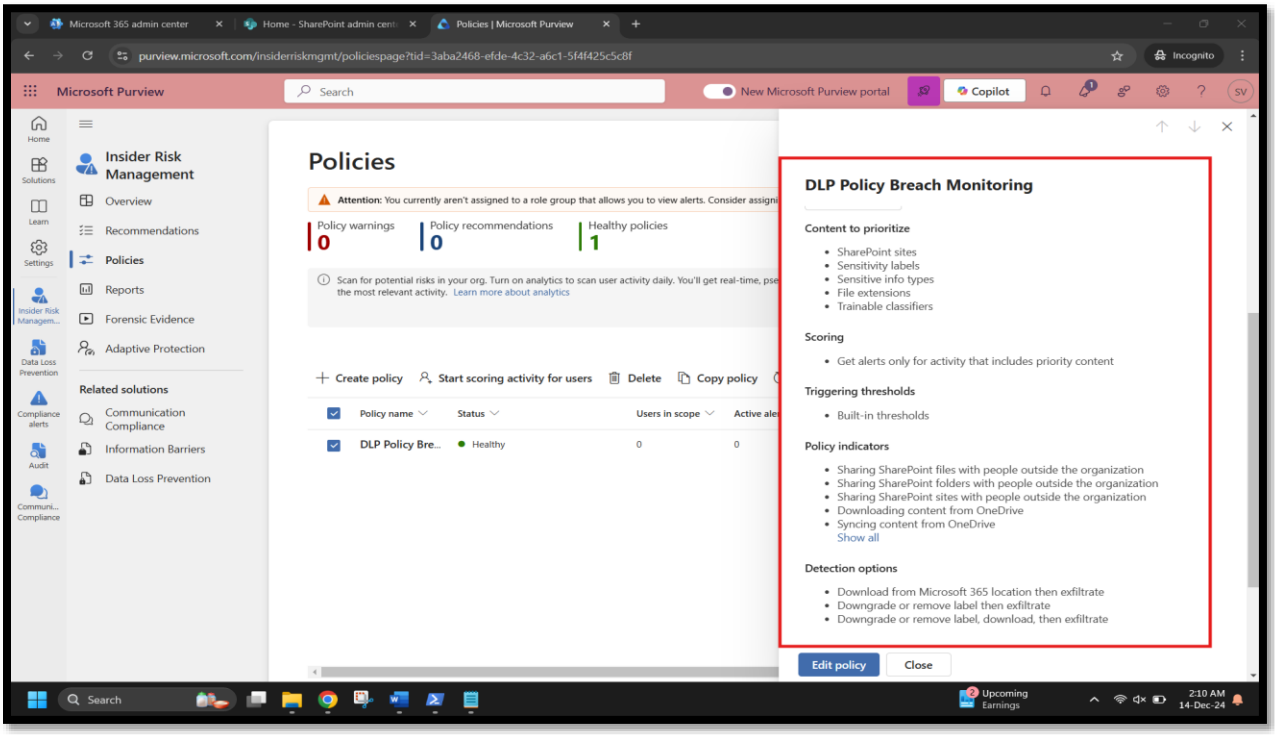
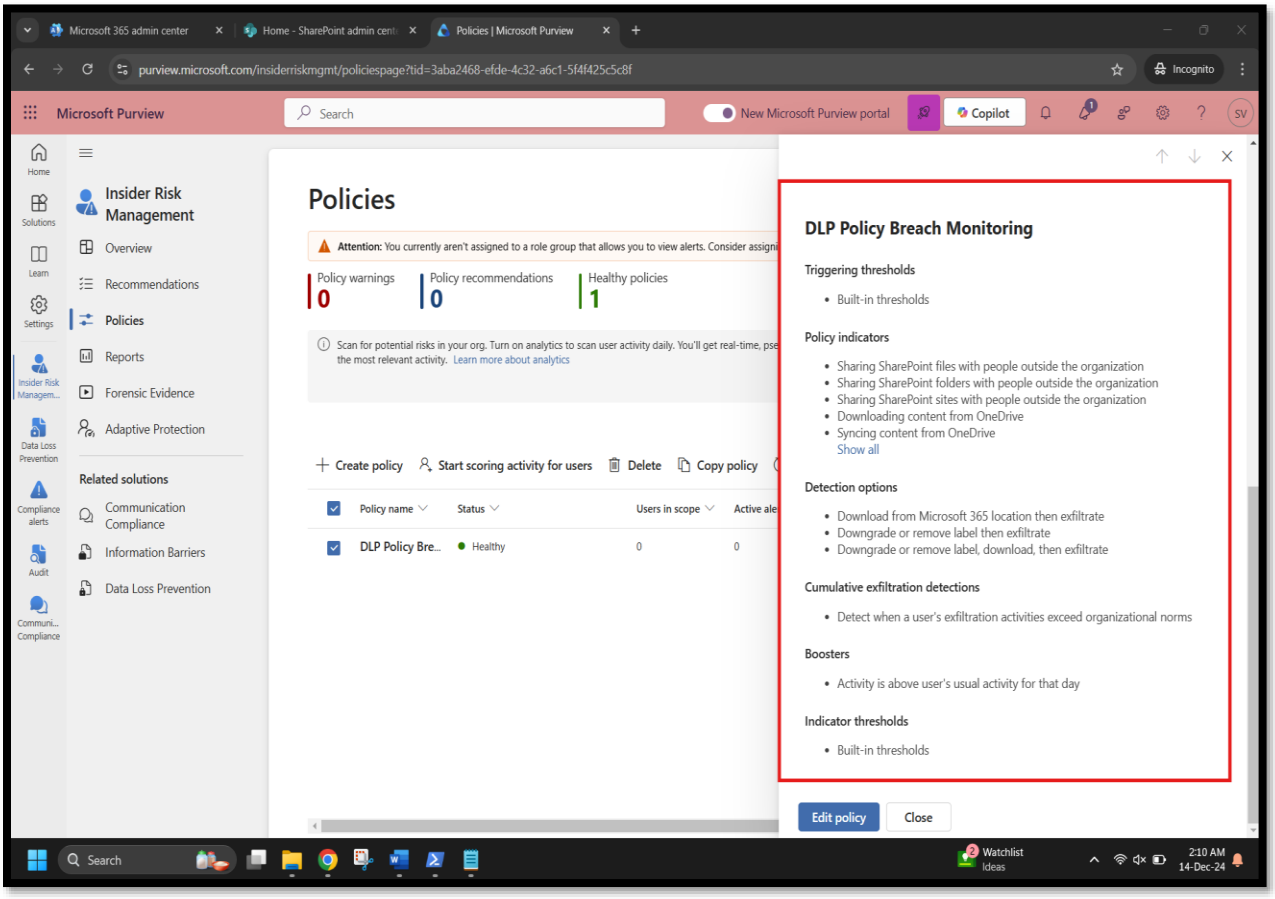
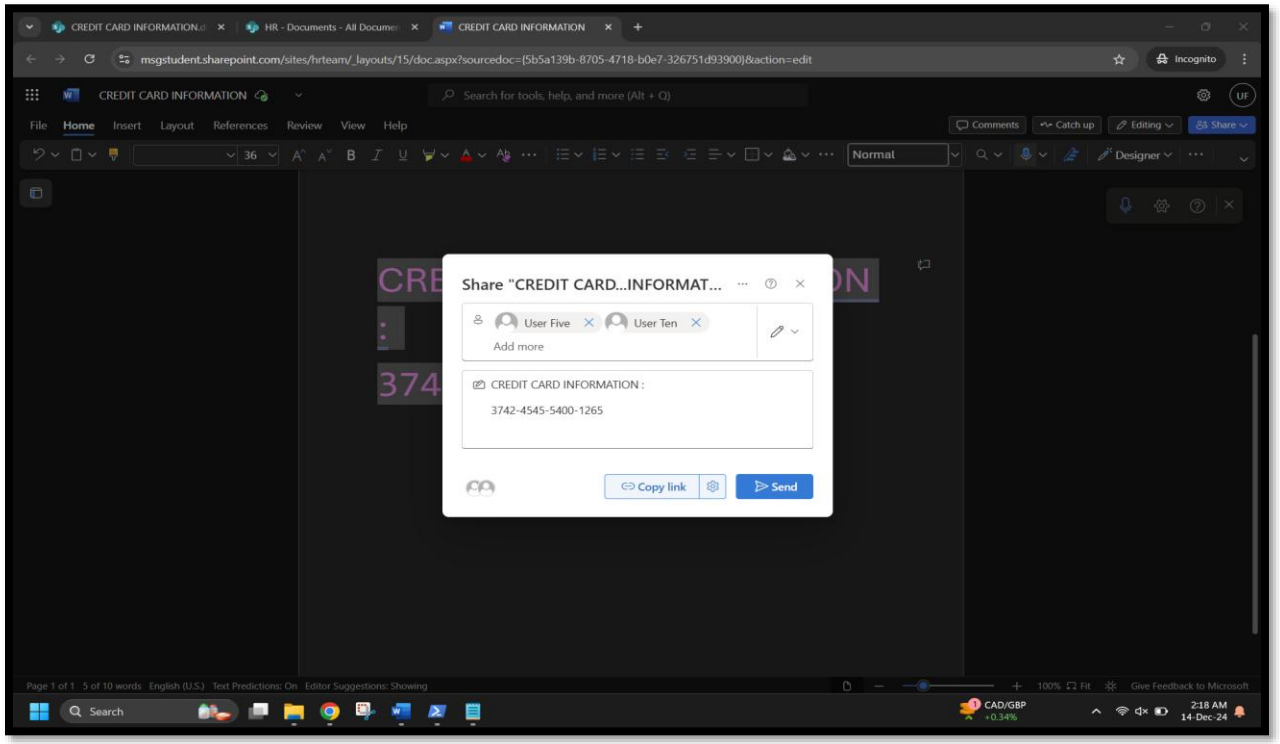
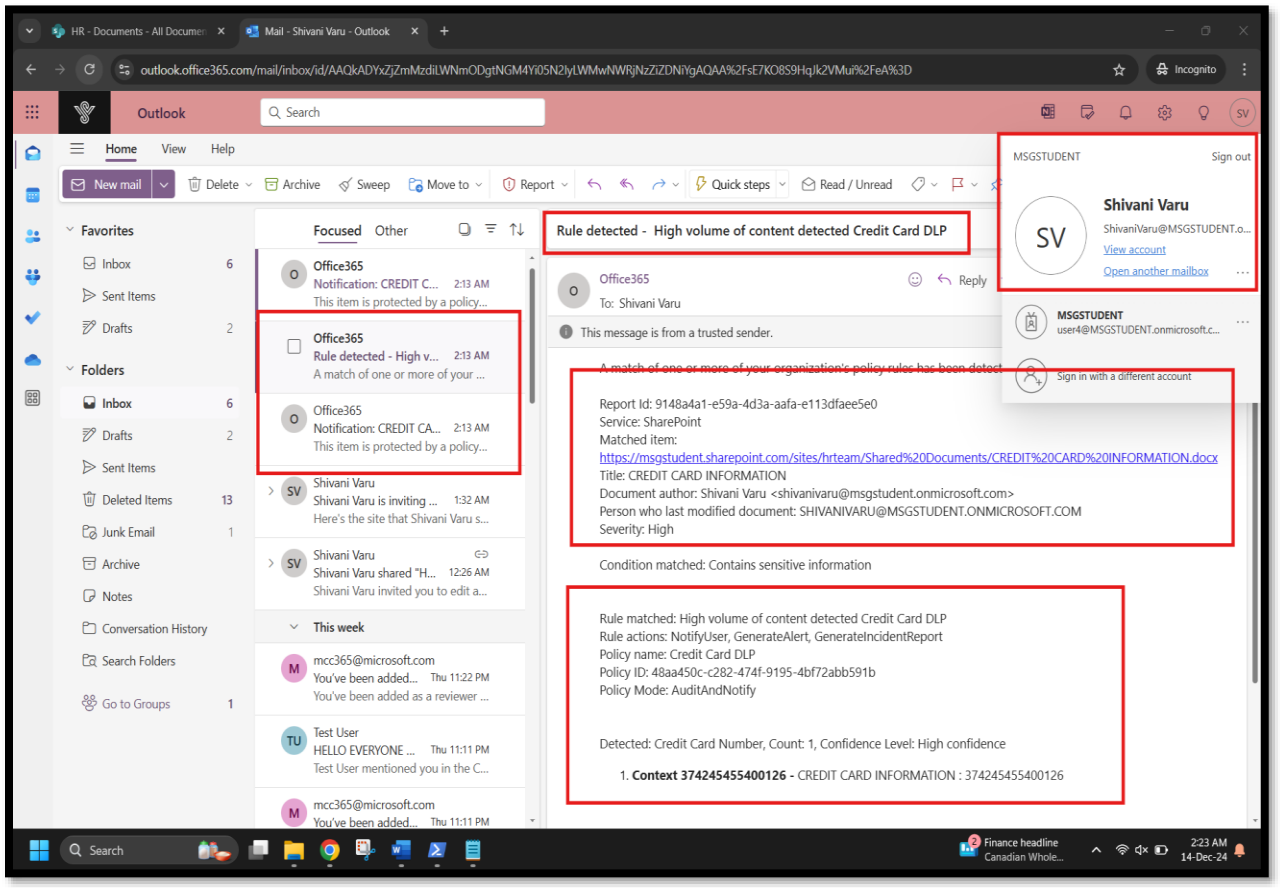
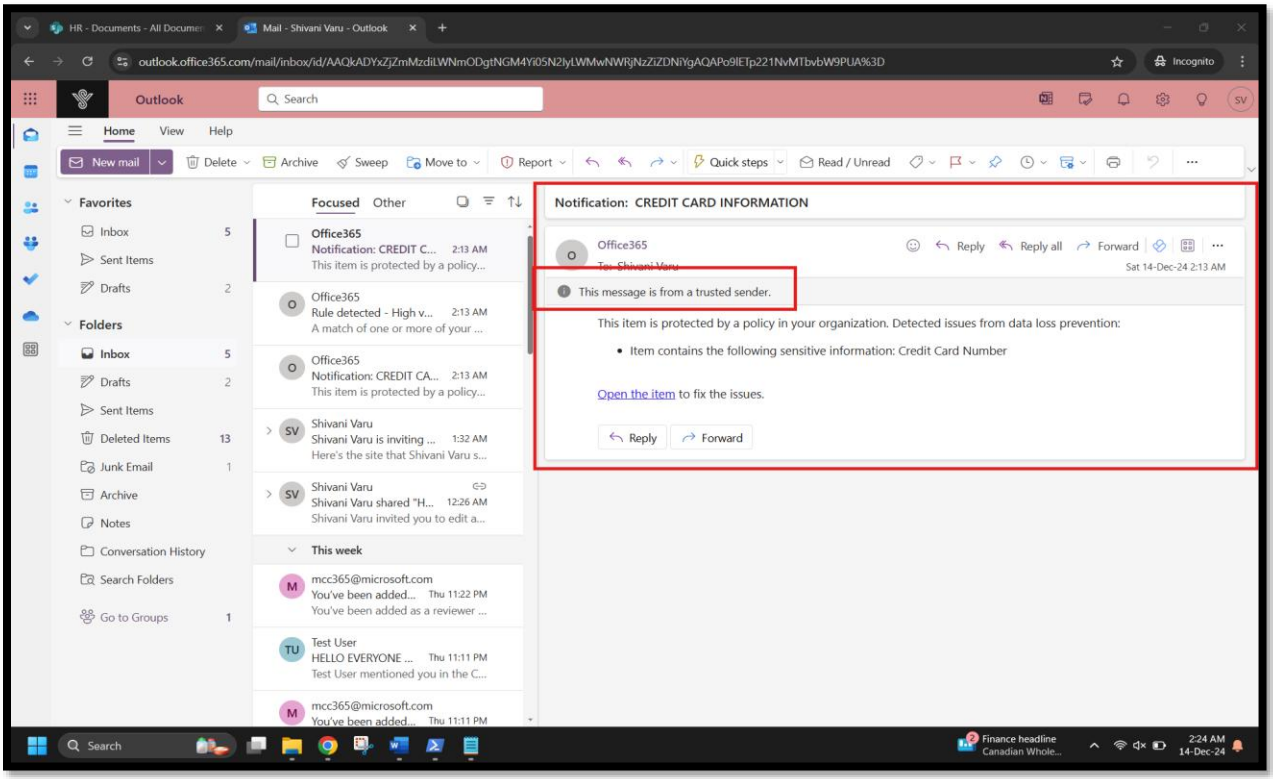
Policy warnings 0
Policy recommendations 0
Healthy policies 1
Scan for potential risks in your org. Turn on analytics to scan user activity daily. You'll get real-time, pse
the most relevant activity. Learn more about analytics
Create policy
Start scoring activity for users
Delete
Copy policy
Policy name
Status
Users in scope
Active ale
DLP Policy Bre...
Healthy
0
0
DLP Policy Breach Monitoring
Last edited on: 12/14/2024 7:07 AM
Last edited by: Shivani Varu
Policy health
Policy settings
Policy template
Data leaks
User coverage
This policy is covering all active users in your org. Great job!
Low coverage
Medium coverage
High coverage
User scope
Include all users and groups (Recommended for best coverage)
Save changes
Content to prioritize
SharePoint sites
Sensitivity labels
Edit policy
Close
Search
Upcoming
Earnings
2:09 AM
14-Dec-24


Microsoft 365 admin center
Home - SharePoint admin cent
Policies | Microsoft Purview
purview.microsoft.com/insiderriskmgmt/policiespage?tid=3aba2468-efde-4c32-a6c1-5f4f425c5c8f
Incognito
Microsoft Purview
Search
New Microsoft Purview portal
Copilot
Insider Risk Management
Overview
Recommendations
Policies
Reports
Forensic Evidence
Adaptive Protection
Related solutions
Communication Compliance
Information Barriers
Data Loss Prevention
Policies
Attention: You currently aren't assigned to a role group that allows you to view alerts. Consider assigni
Policy warnings 0
Policy recommendations 0
Healthy policies 1
Scan for potential risks in your org. Turn on analytics to scan user activity daily. You'll get real-time, pse
the most relevant activity. Learn more about analytics
Create policy
Start scoring activity for users
Delete
Copy policy
Policy name
Status
Users in scope
Active ale
DLP Policy Bre...
Healthy
0
0
DLP Policy Breach Monitoring
Content to prioritize
SharePoint sites
Sensitivity labels
Sensitive info types
File extensions
Trainable classifiers
Scoring
Get alerts only for activity that includes priority content
Triggering thresholds
Built-in thresholds
Policy indicators
Sharing SharePoint files with people outside the organization
Sharing SharePoint folders with people outside the organization
Sharing SharePoint sites with people outside the organization
Downloading content from OneDrive
Syncing content from OneDrive
Show all
Detection options
Download from Microsoft 365 location then exfiltrate
Downgrade or remove label then exfiltrate
Downgrade or remove label, download, then exfiltrate
Edit policy
Close
Search
Upcoming Earnings
2:10 AM
14-Dec-24


Microsoft 365 admin center
Home - SharePoint admin cent
Policies | Microsoft Purview
purview.microsoft.com/insiderriskmgmt/policiespage?tid=3aba2468-efde-4c32-a6c1-5f4f425c5c8f
Incognito
Microsoft Purview
Search
New Microsoft Purview portal
Copilot
Insider Risk Management
Overview
Recommendations
Policies
Reports
Forensic Evidence
Adaptive Protection
Related solutions
Communication Compliance
Information Barriers
Data Loss Prevention
Policies
Attention: You currently aren't assigned to a role group that allows you to view alerts. Consider assigni
Policy warnings 0
Policy recommendations 0
Healthy policies 1
Scan for potential risks in your org. Turn on analytics to scan user activity daily. You'll get real-time, pse
the most relevant activity. Learn more about analytics
Create policy
Start scoring activity for users
Delete
Copy policy
Policy name
Status
Users in scope
Active ale
DLP Policy Bre...
Healthy
0
0
DLP Policy Breach Monitoring
Triggering thresholds
Built-in thresholds
Policy indicators
Sharing SharePoint files with people outside the organization
Sharing SharePoint folders with people outside the organization
Sharing SharePoint sites with people outside the organization
Downloading content from OneDrive
Syncing content from OneDrive
Show all
Detection options
Download from Microsoft 365 location then exfiltrate
Downgrade or remove label then exfiltrate
Downgrade or remove label, download, then exfiltrate
Cumulative exfiltration detections
Detect when a user's exfiltration activities exceed organizational norms
Boosters
Activity is above user's usual activity for that day
Indicator thresholds
Built-in thresholds
Edit policy
Close
Search
Watchlist Ideas
2:10 AM
14-Dec-24


CREDIT CARD INFORMATION
Share "CREDIT CARD...INFORMAT...
User Five
User Ten
Add more
CREDIT CARD INFORMATION :
3742-4545-5400-1265
Copy link
Send

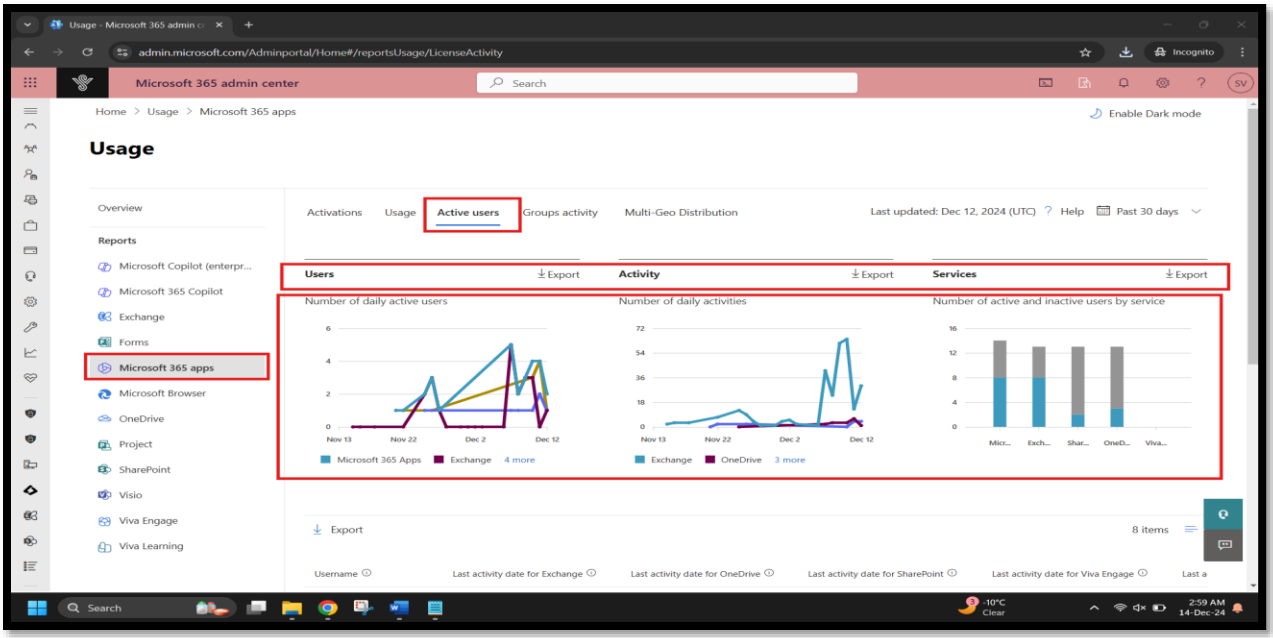

Outlook
Search
New mail
Delete
Archive
Sweep
Move to
Report
Quick steps
Read / Unread
Favorites
Inbox
Sent Items
Drafts
Folders
Deleted Items
Junk Email
Archive
Notes
Conversation History
Search Folders
Go to Groups
Focused
Other
Rule detected - High volume of content detected Credit Card DLP
Office365
To: Shivani Varu
This message is from a trusted sender.
Report Id: 9148a4a1-e59a-4d3a-aafa-e113dfaee5e0
Service: SharePoint
Matched item:
https://msgstudent.sharepoint.com/sites/hrteam/Shared%20Documents/CREDIT%20CARD%20INFORMATION.docx
Title: CREDIT CARD INFORMATION
Document author: Shivani Varu <shivanivaru@msgstudent.onmicrosoft.com>
Person who last modified document: SHIVANIVARU@MSGSTUDENT.ONMICROSOFT.COM
Severity: High
Condition matched: Contains sensitive information
Rule matched: High volume of content detected Credit Card DLP
Rule actions: NotifyUser, GenerateAlert, GenerateIncidentReport
Policy name: Credit Card DLP
Policy ID: 48aa450c-c282-474f-9195-4bf72abb591b
Policy Mode: AuditAndNotify
Detected: Credit Card Number, Count: 1, Confidence Level: High confidence
1. Context 374245455400126 - CREDIT CARD INFORMATION : 374245455400126
MSGSTUDENT
Sign out
Shivani Varu
View account
Open another mailbox
Sign in with a different account

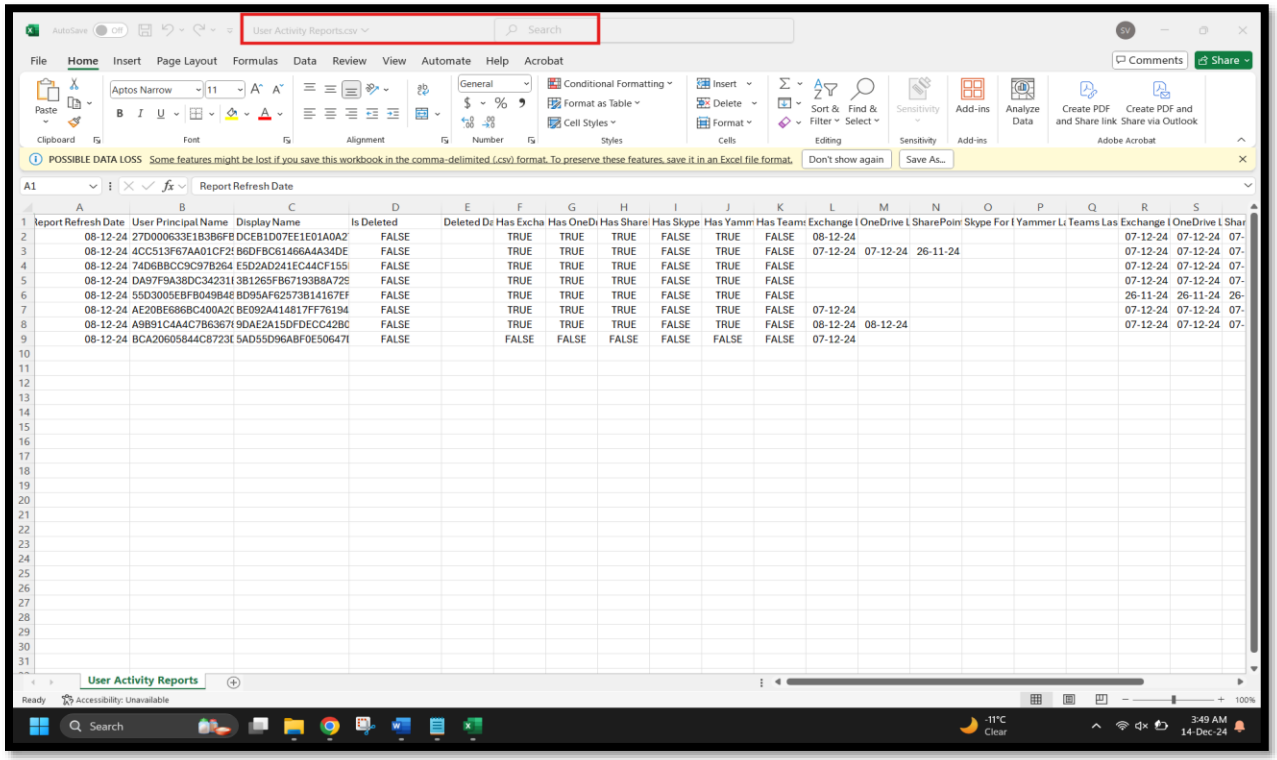


4.3 Generate Usage Reports:

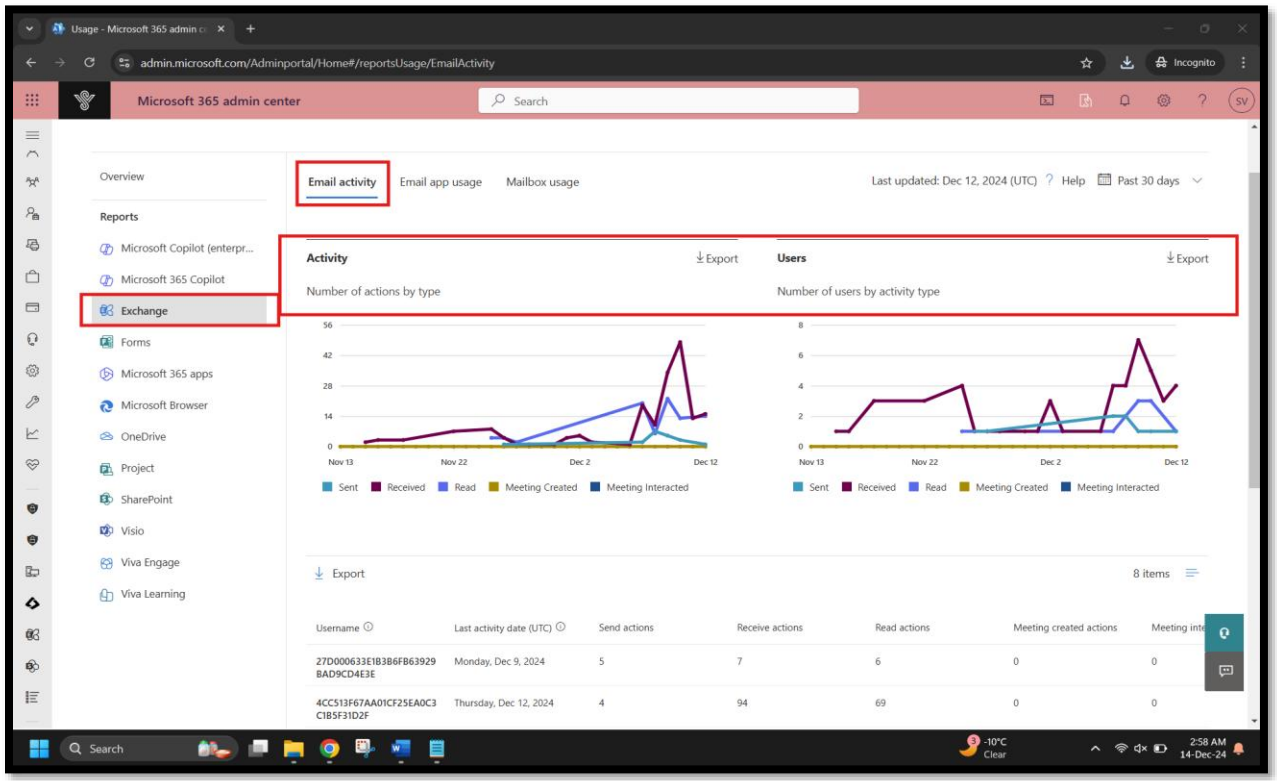
Use the Microsoft 365 admin center to generate reports on user activity, email usage, and SharePoint site usage.

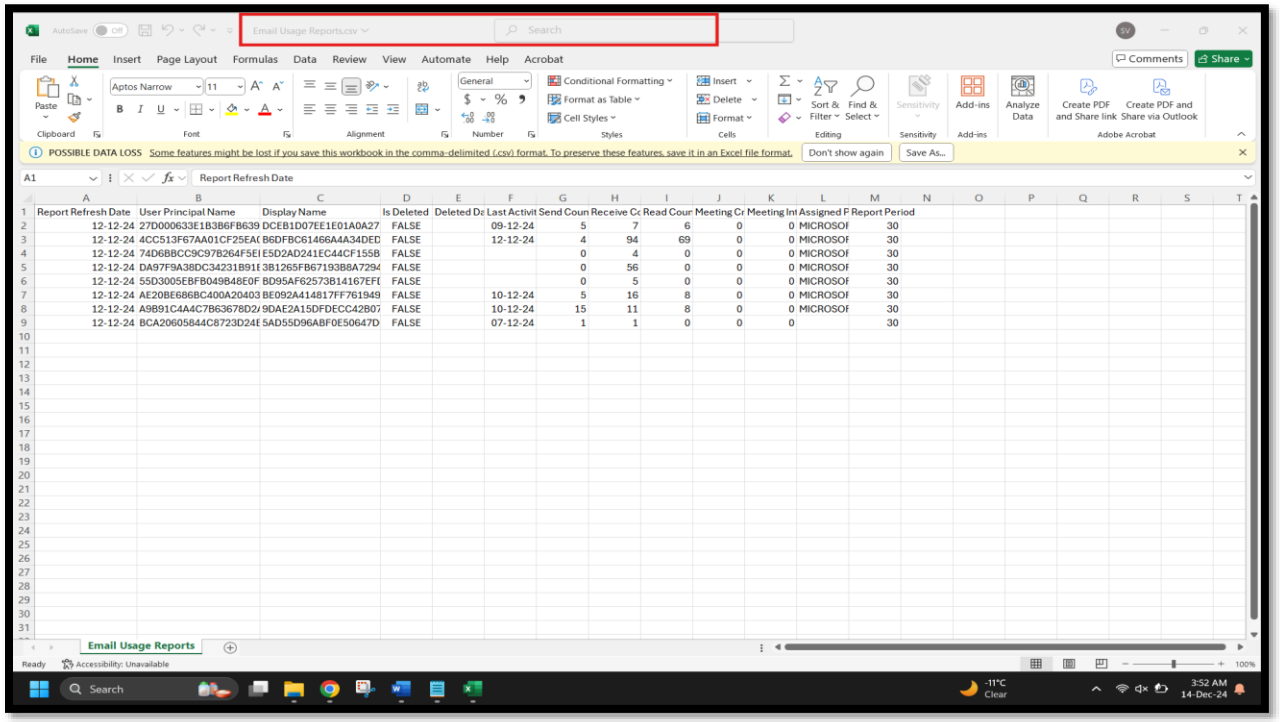
A. User Activity Reports



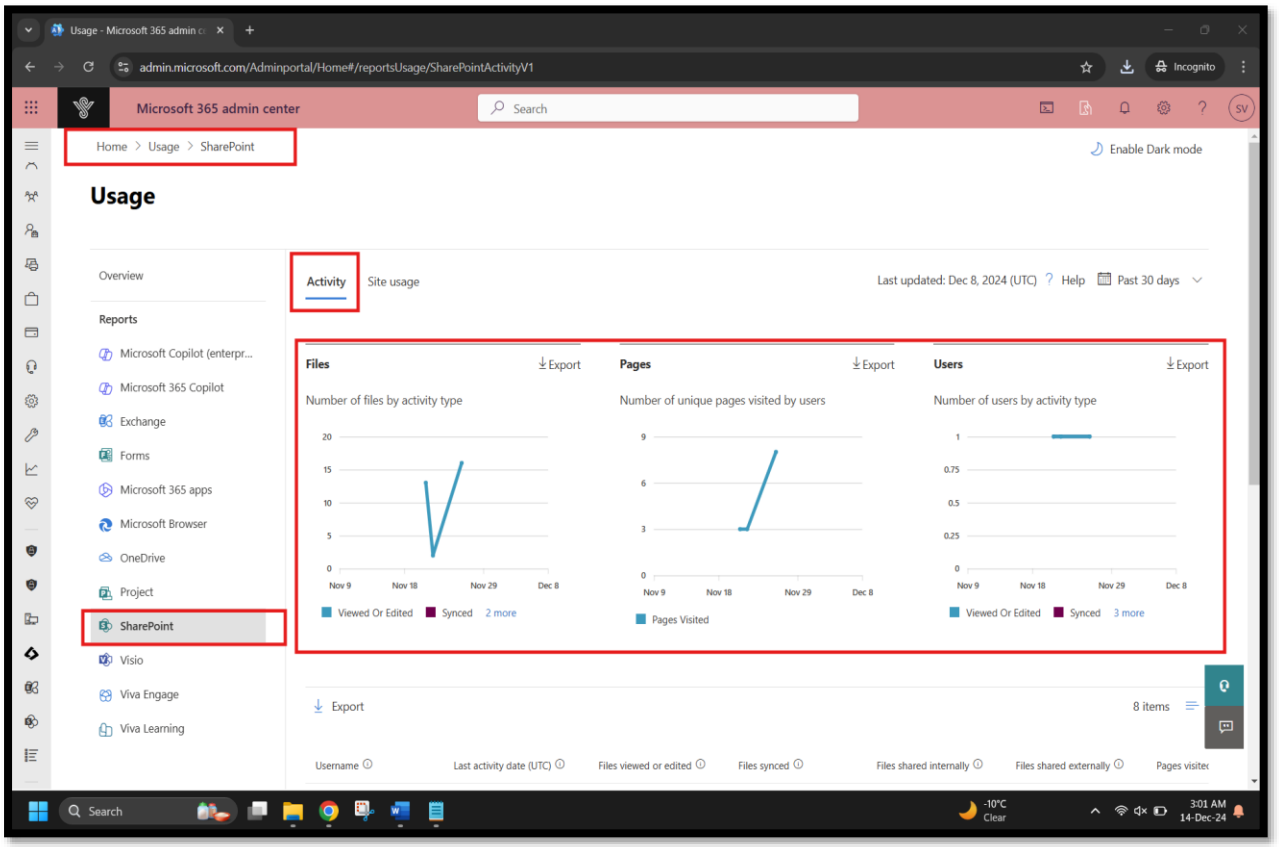


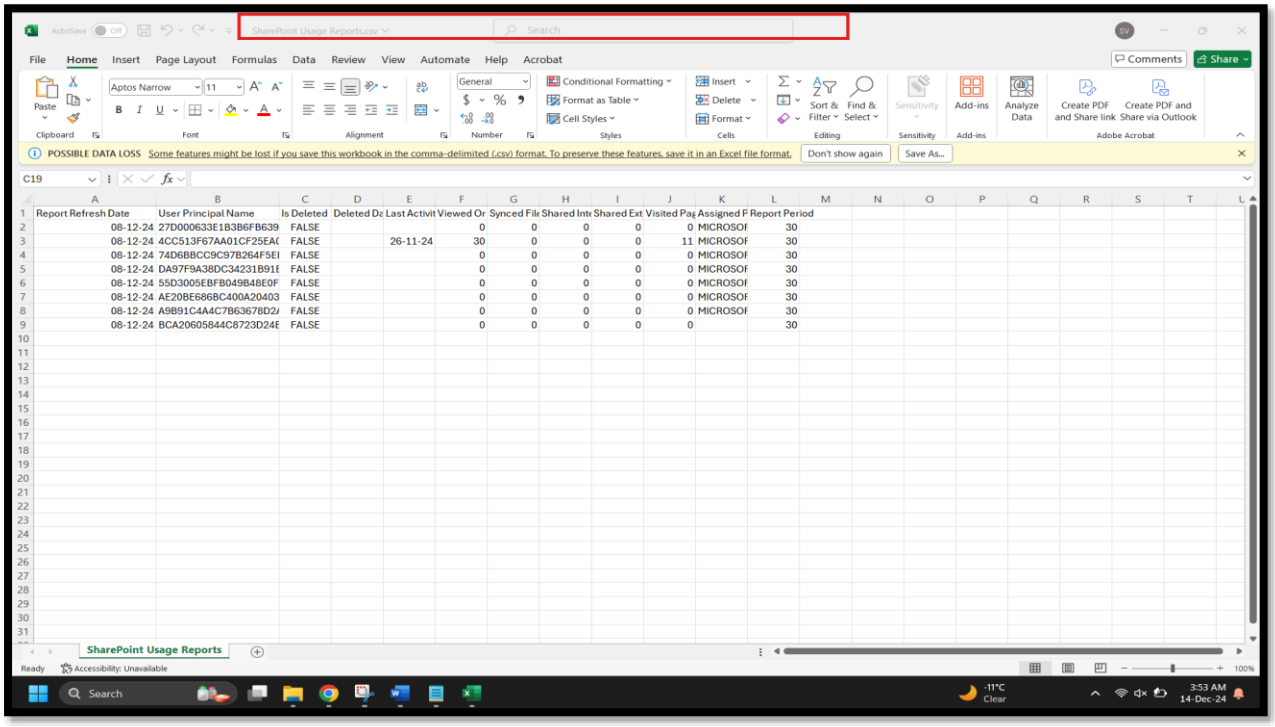
B. Email Usage Reports



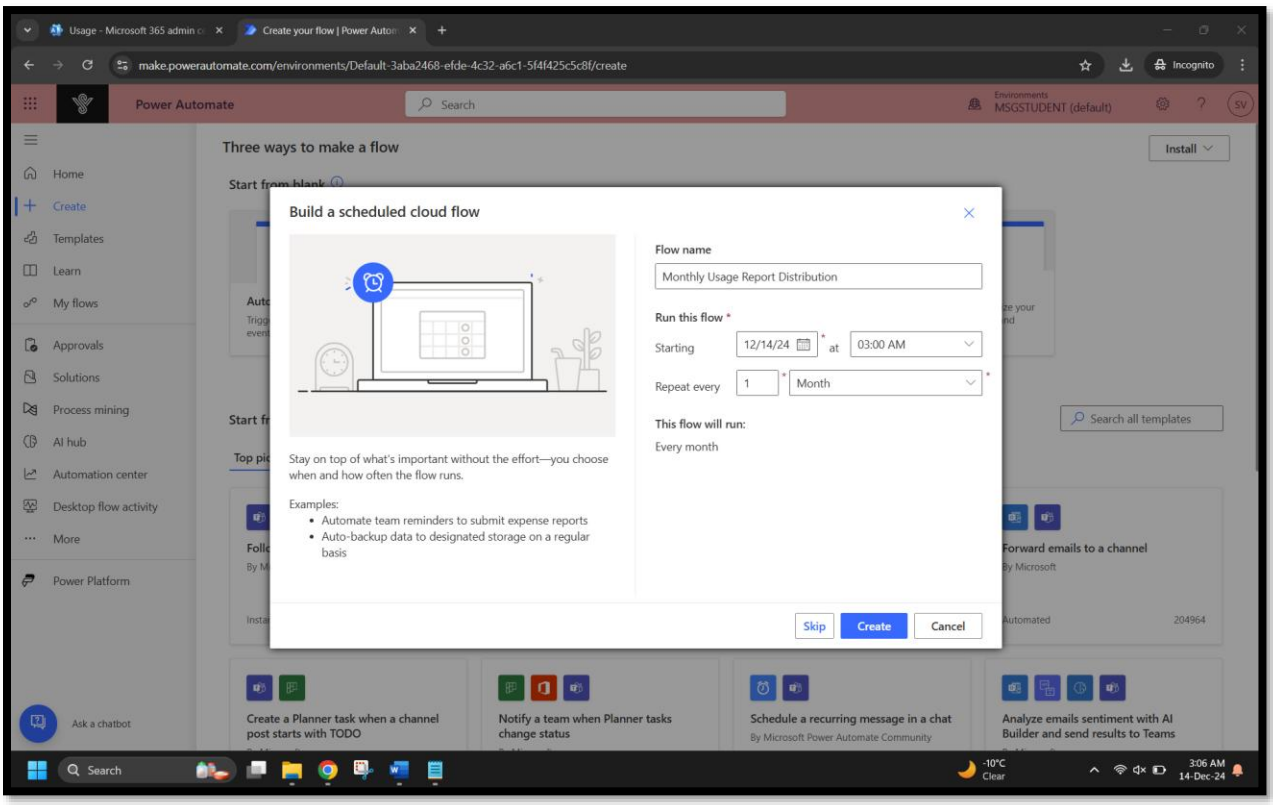


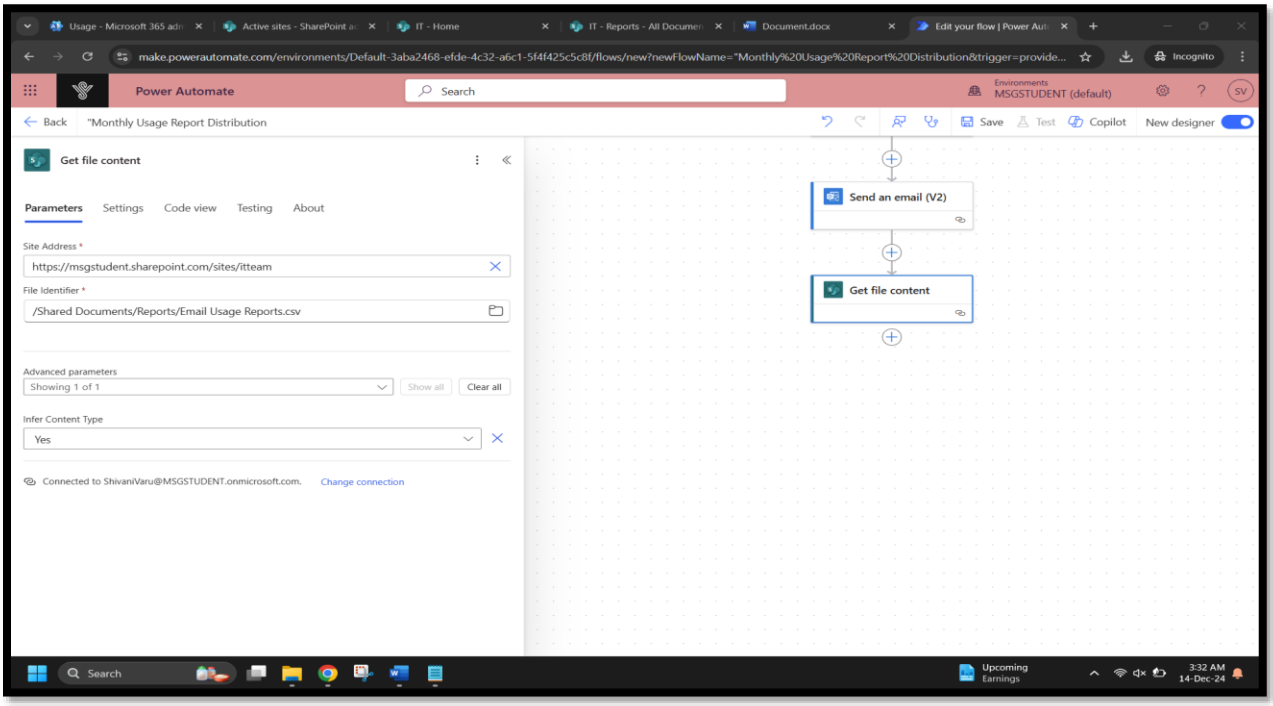
C. SharePoint Usage Reports

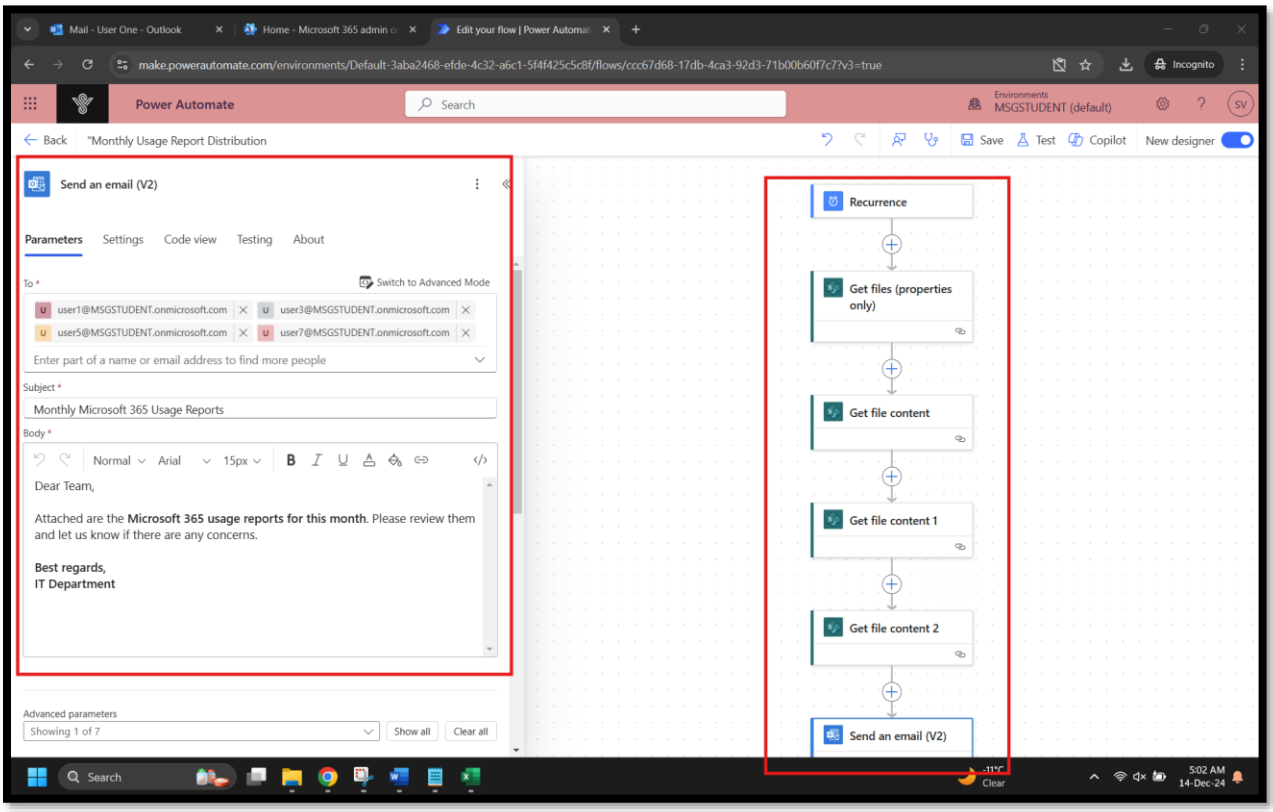


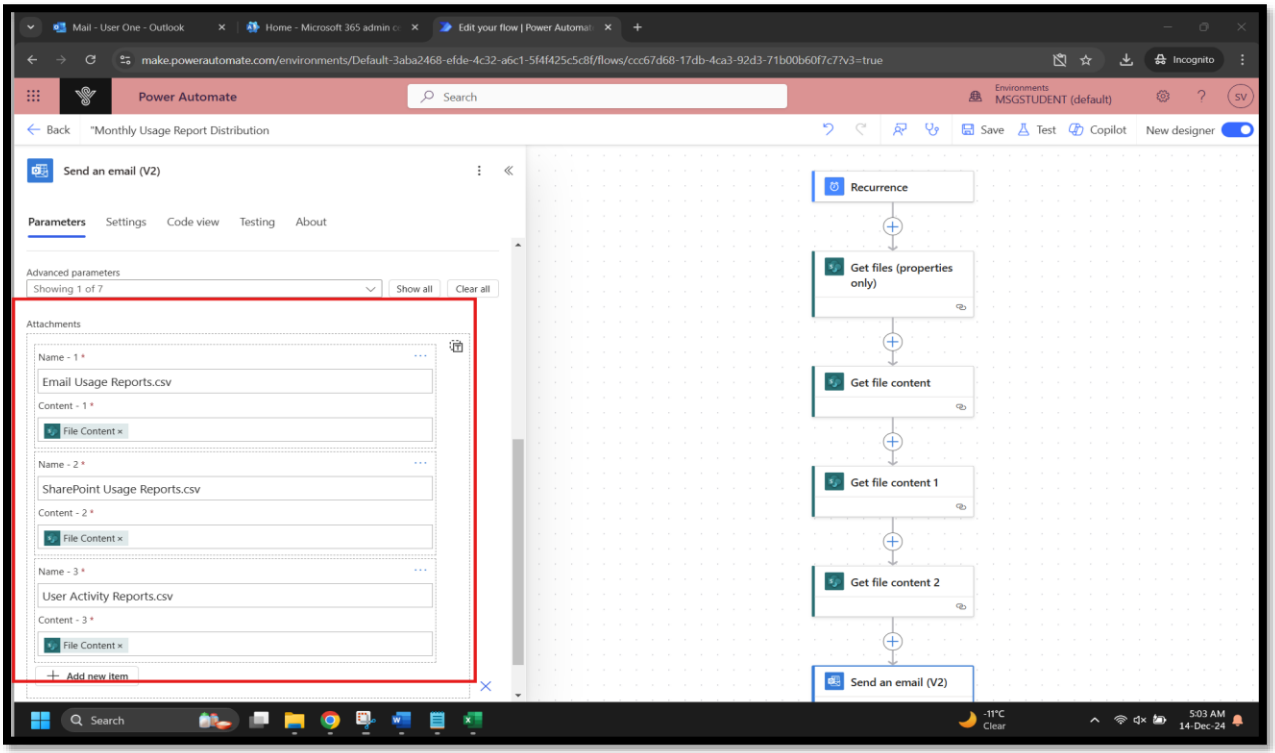


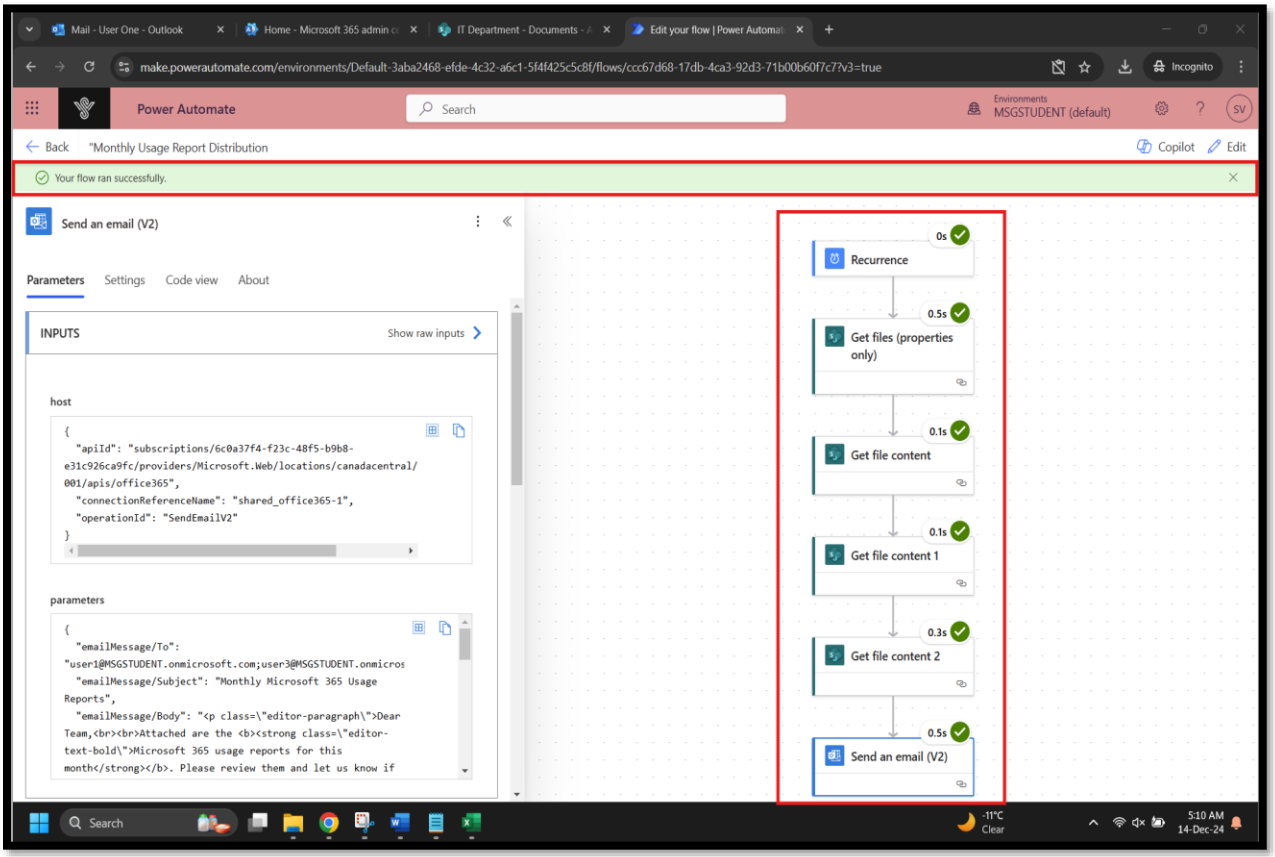
Schedule monthly reports to be sent to IT administrators and department heads.(Optional, you can use Power Automate)




Power Automate
Search
Back
"Monthly Usage Report Distribution
Save
Test
Copilot
New designer
Get file content
Parameters
Settings
Code view
Testing
About
Site Address *
https://msgstudent.sharepoint.com/sites/itteam
File Identifier *
/Shared Documents/Reports/Email Usage Reports.csv
Advanced parameters
Showing 1 of 1
Show all
Clear all
Infer Content Type
Yes
Connected to ShivaniVaru@MSGSTUDENT.onmicrosoft.com.
Change connection
Send an email (V2)
Get file content

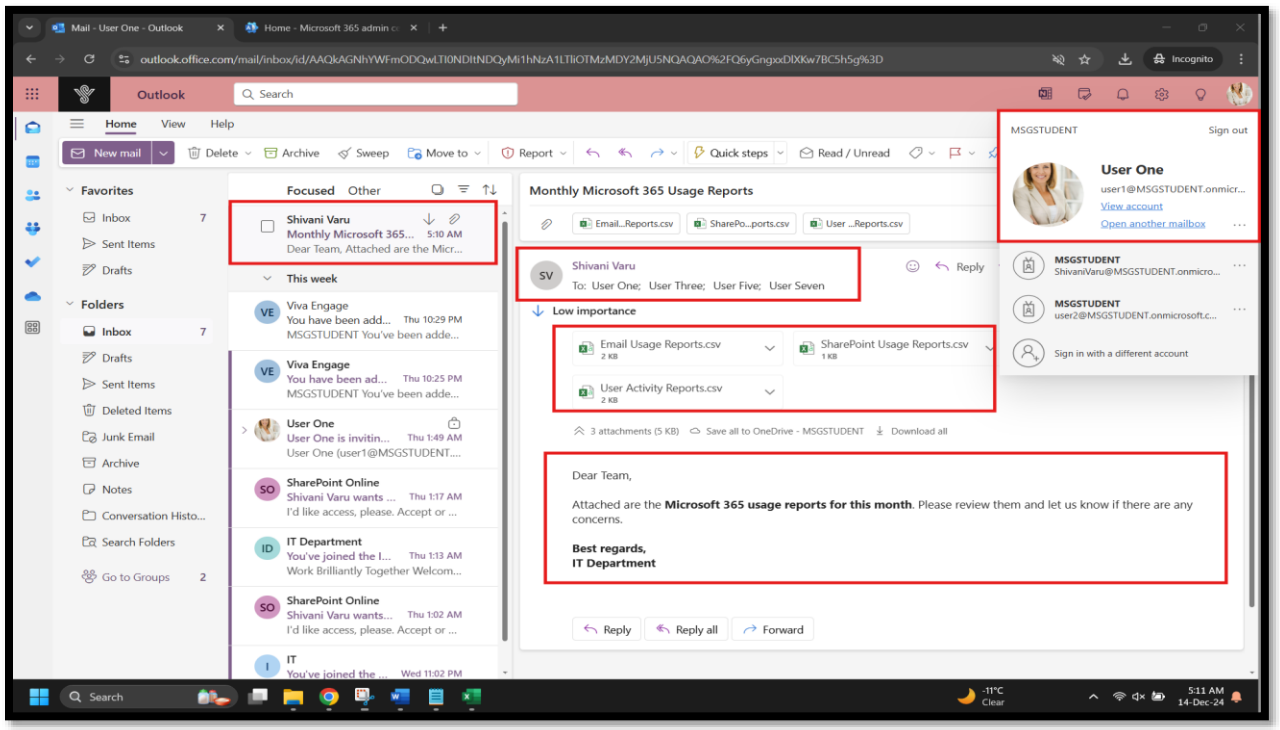

Power Automate
Search
Back
"Monthly Usage Report Distribution
Save
Test
Copilot
New designer
Send an email (V2)
Parameters
Settings
Code view
Testing
About
To *
Switch to Advanced Mode
user1@MSGSTUDENT.onmicrosoft.com
user3@MSGSTUDENT.onmicrosoft.com
user5@MSGSTUDENT.onmicrosoft.com
user7@MSGSTUDENT.onmicrosoft.com
Enter part of a name or email address to find more people
Subject *
Monthly Microsoft 365 Usage Reports
Body *
Dear Team,
Attached are the Microsoft 365 usage reports for this month. Please review them and let us know if there are any concerns.
Best regards,
IT Department
Advanced parameters
Showing 1 of 7
Show all
Clear all
Recurrence
Get files (properties only)
Get file content
Get file content 1
Get file content 2
Send an email (V2)


Power Automate
"Monthly Usage Report Distribution
Send an email (V2)
Parameters
Settings
Code view
Testing
About
Advanced parameters
Showing 1 of 7
Show all
Clear all
Attachments
Name - 1 *
Email Usage Reports.csv
Content - 1 *
File Content ×
Name - 2 *
SharePoint Usage Reports.csv
Content - 2 *
File Content ×
Name - 3 *
User Activity Reports.csv
Content - 3 *
File Content ×
Add new item
Recurrence
Get files (properties only)
Get file content
Get file content 1
Get file content 2
Send an email (V2)


Power Automate
"Monthly Usage Report Distribution
Copilot
Edit
Your flow ran successfully.
Send an email (V2)
Parameters
Settings
Code view
About
INPUTS
Show raw inputs
host
{
"apiId": "subscriptions/6c0a37f4-f23c-48f5-b9b8-e31c926ca9fc/providers/Microsoft.Web/locations/canadacentral/001/apis/office365",
"connectionReferenceName": "shared_office365-1",
"operationId": "SendEmailV2"
}
parameters
{
"emailMessage/To": "user1@MSGSTUDENT.onmicrosoft.com;user3@MSGSTUDENT.onmicros
"emailMessage/Subject": "Monthly Microsoft 365 Usage Reports",
"emailMessage/Body": "<p class=\"editor-paragraph\">Dear Team,

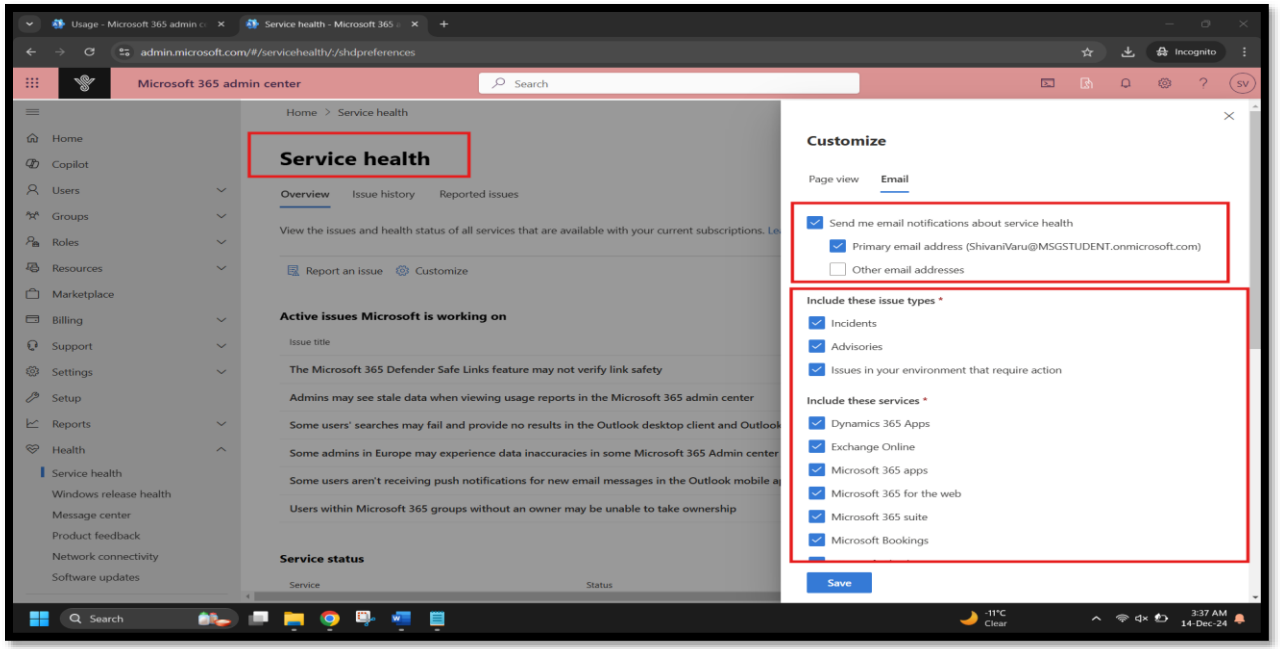
Attached are the <strong class=\"editor-text-bold\">Microsoft 365 usage reports for this month. Please review them and let us know if
0s
Recurrence
0.5s
Get files (properties only)
0.1s
Get file content
0.1s
Get file content 1
0.3s
Get file content 2
0.5s
Send an email (V2)

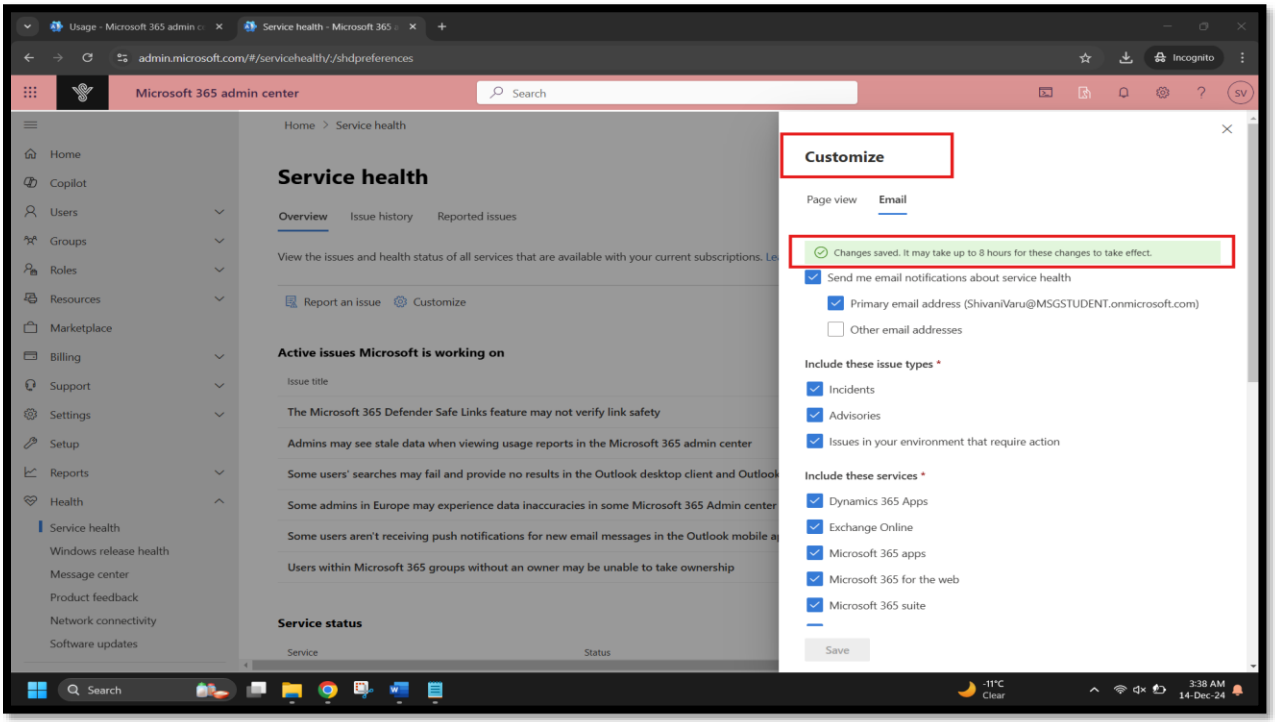
[Screenshot : User one (IT manager of TechSolution inc) Receive monthly reports from administrators automically via power automate in email]

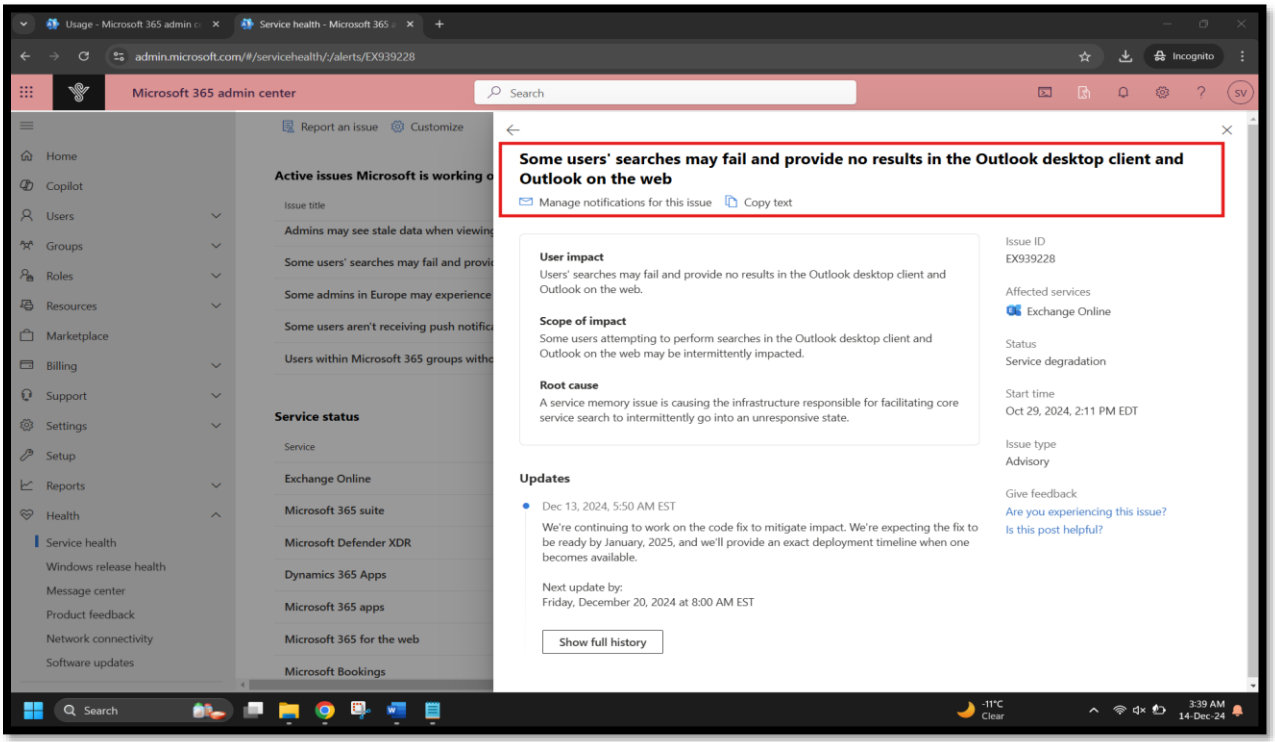


4.4 Implement and Monitor Service Health:

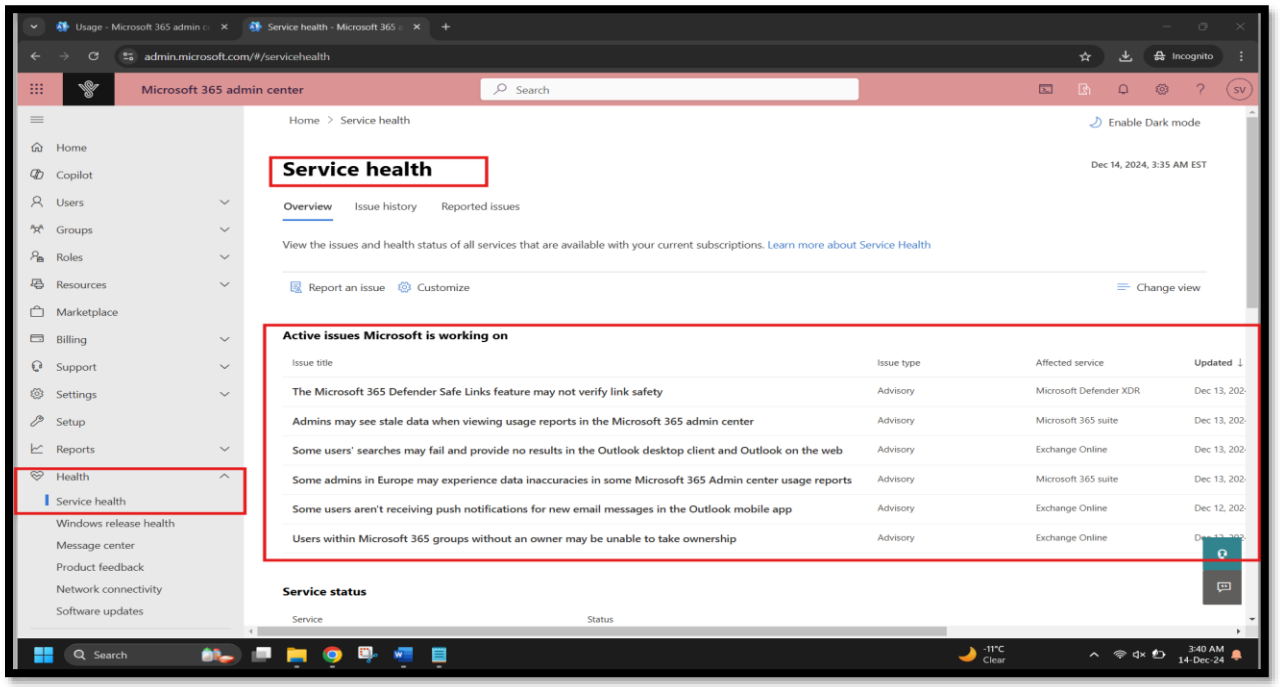
Set up service health alerts to notify administrators of any issues with Microsoft 365 services.

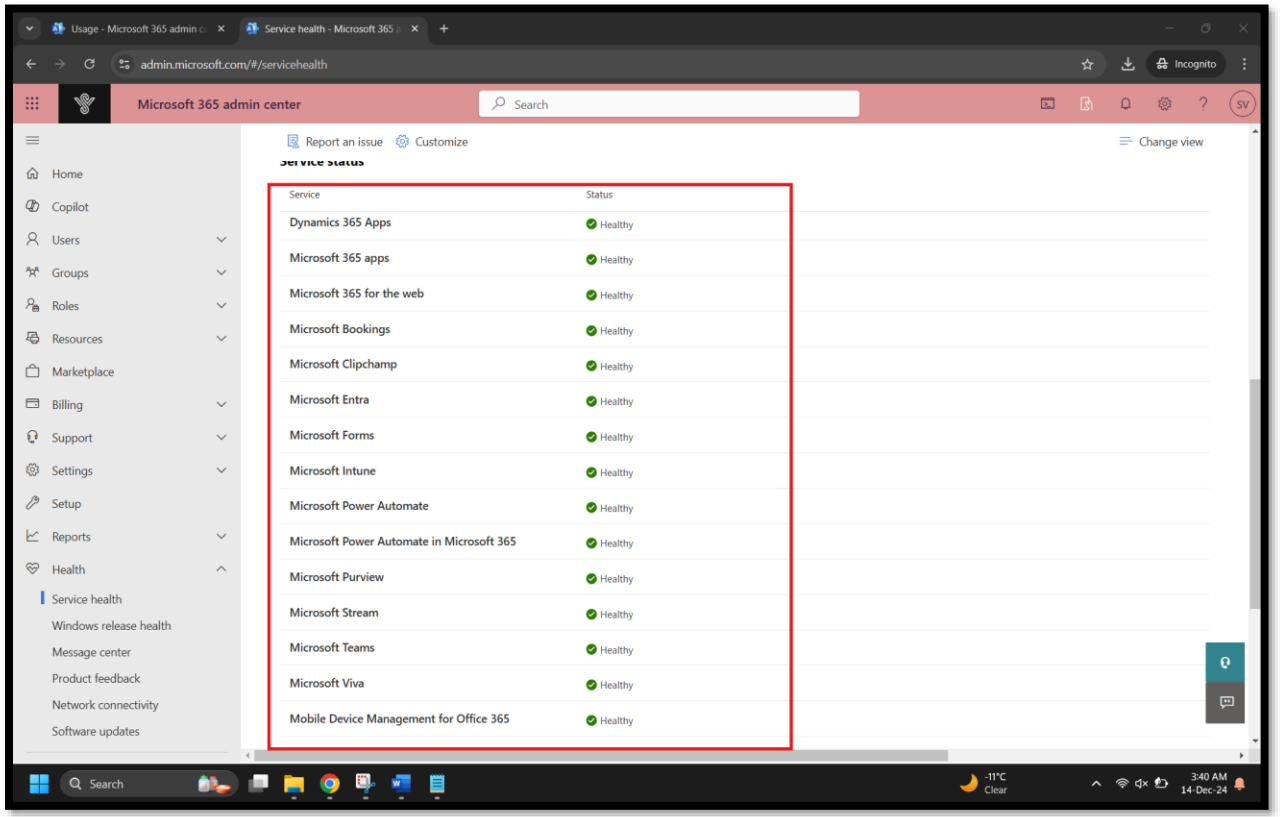


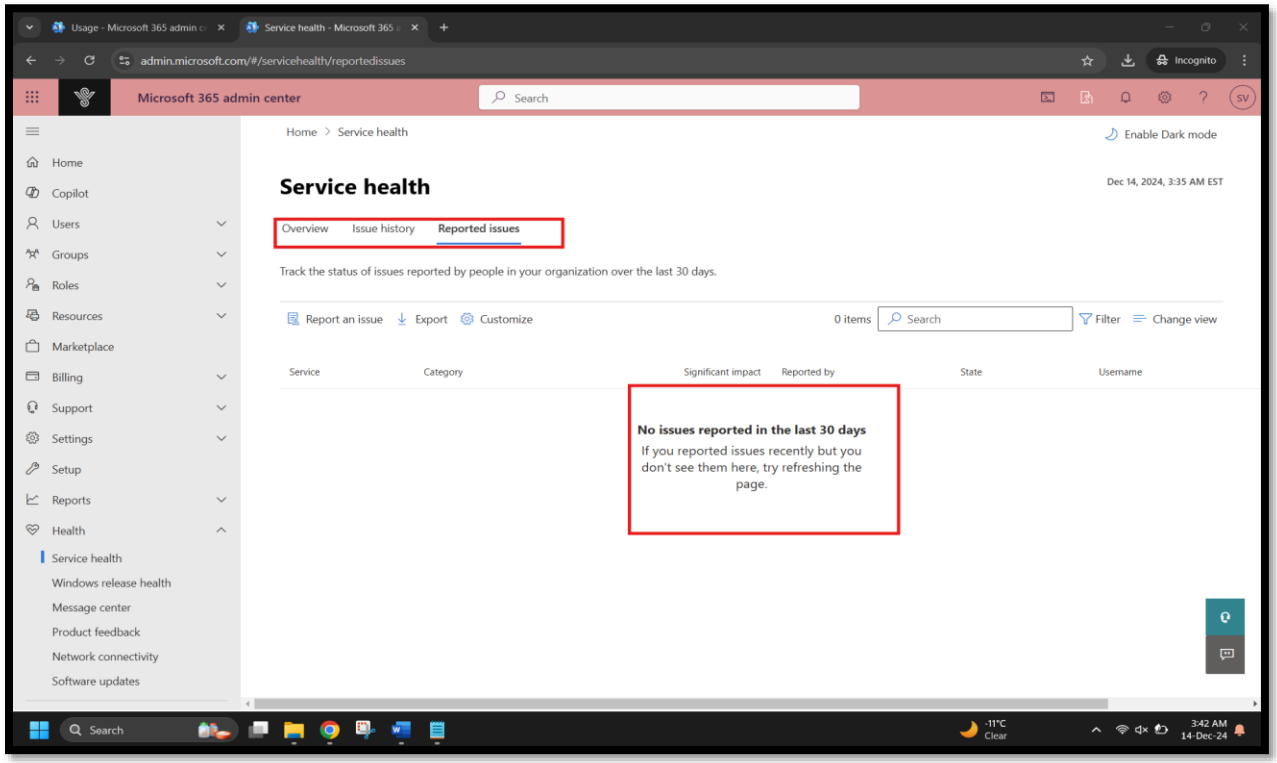

admin.microsoft.com/#/servicehealth/:/shdpreferences
Microsoft 365 admin center
Search
Home > Service health
Service health
Overview
Issue history
Reported issues
View the issues and health status of all services that are available with your current subscriptions.
Report an issue
Customize
Active issues Microsoft is working on
Issue title
The Microsoft 365 Defender Safe Links feature may not verify link safety
Admins may see stale data when viewing usage reports in the Microsoft 365 admin center
Some users' searches may fail and provide no results in the Outlook desktop client and Outlook
Some admins in Europe may experience data inaccuracies in some Microsoft 365 Admin center
Some users aren't receiving push notifications for new email messages in the Outlook mobile a
Users within Microsoft 365 groups without an owner may be unable to take ownership
Service status
Service
Status
Customize
Page view
Email
Changes saved. It may take up to 8 hours for these changes to take effect.
Send me email notifications about service health
Primary email address (ShivaniVaru@MSGSTUDENT.onmicrosoft.com)
Other email addresses
Include these issue types *
Incidents
Advisories
Issues in your environment that require action
Include these services *
Dynamics 365 Apps
Exchange Online
Microsoft 365 apps
Microsoft 365 for the web
Microsoft 365 suite
Save
Home
Copilot
Users
Groups
Roles
Resources
Marketplace
Billing
Support
Settings
Setup
Reports
Health
Service health
Windows release health
Message center
Product feedback
Network connectivity
Software updates


admin.microsoft.com/#/servicehealth/:/alerts/EX939228
Microsoft 365 admin center
Search
Report an issue
Customize
Some users' searches may fail and provide no results in the Outlook desktop client and Outlook on the web
Manage notifications for this issue
Copy text
User impact
Users' searches may fail and provide no results in the Outlook desktop client and Outlook on the web.
Scope of impact
Some users attempting to perform searches in the Outlook desktop client and Outlook on the web may be intermittently impacted.
Root cause
A service memory issue is causing the infrastructure responsible for facilitating core service search to intermittently go into an unresponsive state.
Issue ID
EX939228
Affected services
Exchange Online
Status
Service degradation
Start time
Oct 29, 2024, 2:11 PM EDT
Issue type
Advisory
Give feedback
Are you experiencing this issue?
Is this post helpful?
Updates
Dec 13, 2024, 5:50 AM EST
We're continuing to work on the code fix to mitigate impact. We're expecting the fix to be ready by January, 2025, and we'll provide an exact deployment timeline when one becomes available.
Next update by:
Friday, December 20, 2024 at 8:00 AM EST
Show full history
Service status
Service
Exchange Online
Microsoft 365 suite
Microsoft Defender XDR
Dynamics 365 Apps
Microsoft 365 apps
Microsoft 365 for the web
Microsoft Bookings

Monitor the Service Health dashboard regularly to ensure all services are running smoothly.






Usage - Microsoft 365 admin
Service health - Microsoft 365
admin.microsoft.com/#/servicehealth/reportedissues
Incognito
Microsoft 365 admin center
Search
Home
Service health
Enable Dark mode
Service health
Dec 14, 2024, 3:35 AM EST
Overview
Issue history
Reported issues
Track the status of issues reported by people in your organization over the last 30 days.
Report an issue
Export
Customize
0 items
Search
Filter
Change view
Service
Category
Significant impact
Reported by
State
Username
No issues reported in the last 30 days
If you reported issues recently but you don't see them here, try refreshing the page.
Copilot
Users
Groups
Roles
Resources
Marketplace
Billing
Support
Settings
Setup
Reports
Health
Service health
Windows release health
Message center
Product feedback
Network connectivity
Software updates
-11°C
Clear
3:42 AM
14-Dec-24