

A photograph of an office environment. In the foreground, a person in a dark suit is seen from the back, standing and looking towards a group of people. In the middle ground, a woman with dark hair in a bun, wearing a light-colored blazer, is seated and looking at a large yellow folder or document. To her right, a man in a light-colored shirt is also looking at the document. The background features large windows with a warm, golden light, suggesting late afternoon or early morning. There are some plants and office supplies visible on a desk in the background.

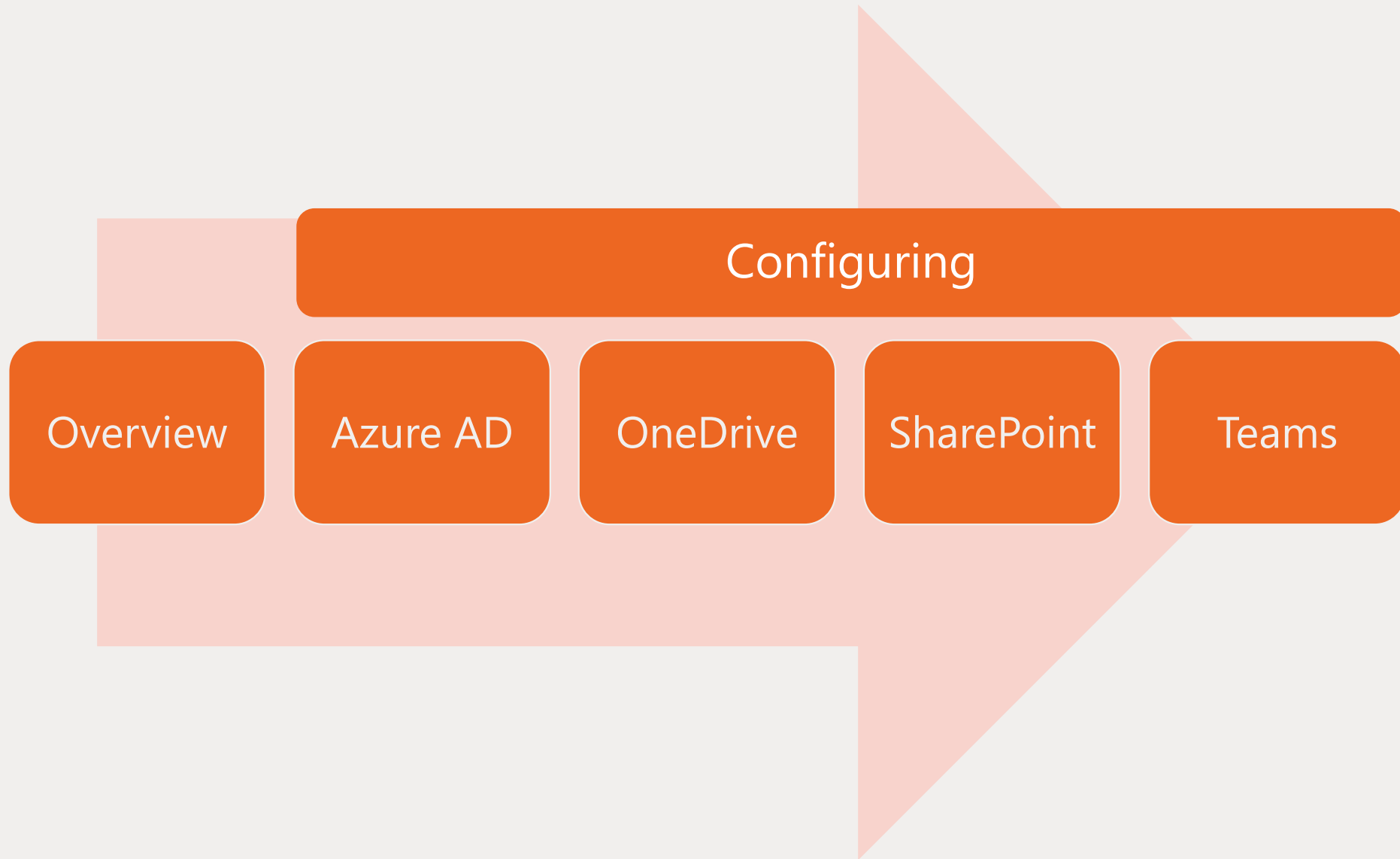
Office

Securing External Collaboration in Office 365

Corey Buzzell and Paul Edlund
Microsoft



Today's Topics



Communicating like a giant network



#worklikeanetwork

Microsoft 365

A complete, intelligent, secure solution to empower employees



Unlock
creativity



Built for
teamwork



Integrated
for simplicity



Intelligent
security

Microsoft Teams Can Feel Like This

Why do I need so many accounts?

I want to work anytime & anywhere

Make it easier to collaborate

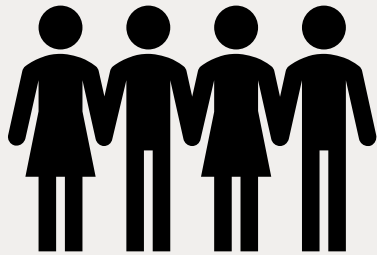
Let me use the tools I want

Is it too late?
(aka taking candy from children)

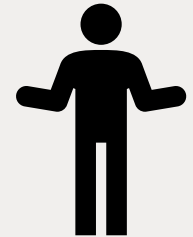
How do I know when changes happen?

Can I delegate this?

How do I secure this?



Lawyers



IT Security

Fact: Teams have diverse needs



Challenges for Users

Multiple logins and difficulty sharing and discovering information



Challenges for IT

Shadow IT leads to security and compliance risk and limits agility



Challenges for Business

Incomplete toolkit leads to disengaged employees and costly, duplicative tools

Our Approach:



Seamless Experiences

Connected experiences enable sharing and discovery across applications



Simplify IT

Centralized management with intelligent, built-in security and compliance



Maximize Productivity

Complete toolkit drives employee engagement and enables rationalization

Ideal Workflow: <https://aka.ms/sharingexternally>

Determine your security posture for external access

Discover your current state

Create a governance plan

Use groups for security

Transition to Azure AD B2B

Secure access with Entitlement Management

Secure access with Conditional Access policies

Secure access with Sensitivity labels

Secure access to Microsoft Teams, OneDrive, and SharePoint

Demo

Setting up:

- 1) Azure AD External Collaboration Settings
- 2) Identity Governance

Best Practices: No anonymous links

External sharing

Content can be shared with:

 SharePoint  OneDrive

Most permissive

Least permissive

Anyone

New and existing guests

Existing guests

Only people in your organization

Users can share files and folders using links that don't require sign-in.

Guests must sign in or provide a verification code.

Only guests already in your organization's directory.

No external sharing allowed.

You can further restrict sharing for each individual site and OneDrive. [Learn how](#)

More external sharing settings ▾

☐ Limit external sharing by domain

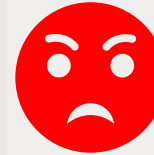
☒ Allow only users in specific security groups to share externally

[Manage security groups](#)

☐ Guests must sign in using the same account to which sharing invitations are sent

☐ Allow guests to share items they don't own

☒ People who use a verification code must reauthenticate after this many days



Best Practices: Use (M365) Group-based collaboration

- Teams and/or Group-connected SharePoint sites
- One place to manage access to multiple services
- Governance: self-service, expiration, membership reviews, etc.

Edit settings

Microsoft 365 group

Allows teams to collaborate by giving them a group email and a shared workspace for conversations, files, and calendars.

Group email address *

 @M365x724046.onmicrosoft.com

Please provide a group email address.

Privacy

☒ Public - Anyone can see group content

☐ Private - Only members can see group content

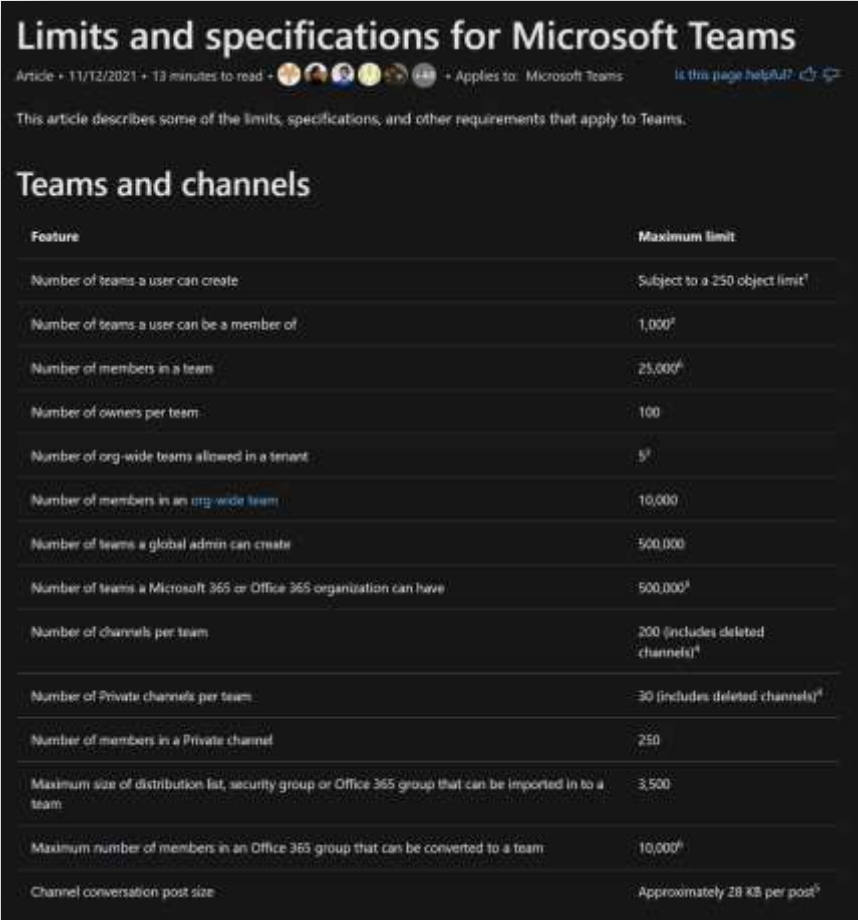
Add Microsoft Teams to your group

☒ Create a team for this group

 Some settings like Allow External Senders, or Send Copies of Group Conversations to Members' Inboxes can only be set after the group is created. [Learn more about this setting](#)

Best Practices: Teams/Groups are different from Client Matters

- Think about the scenarios you want to enable with Teams
- Client Matters?
- Team/Group : Client Matter = NO
- Non-matters?
- Team per client?
- Expiration
- Extract content to DMS?



Limits and specifications for Microsoft Teams

Article • 11/12/2021 • 13 minutes to read • Applies to: Microsoft Teams

This article describes some of the limits, specifications, and other requirements that apply to Teams.

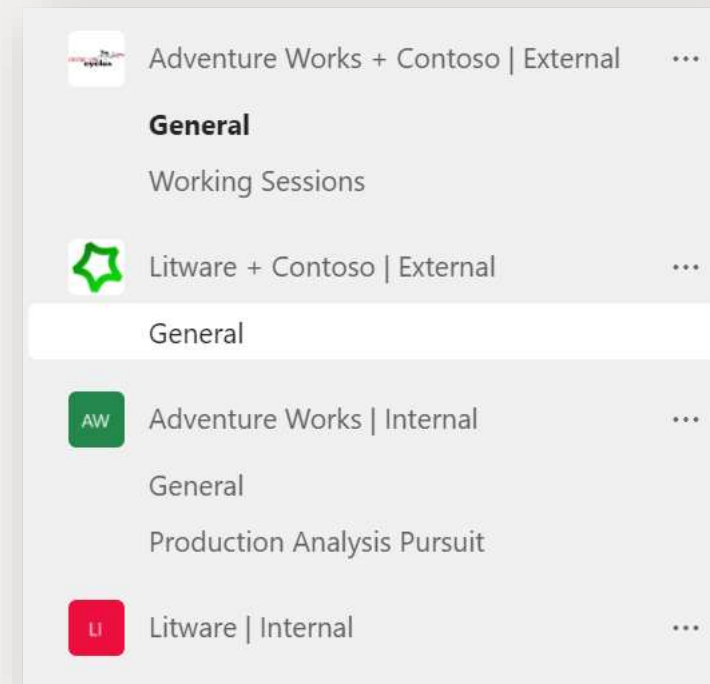
Teams and channels

Feature	Maximum limit
Number of teams a user can create	Subject to a 250 object limit ¹
Number of teams a user can be a member of	1,000 ²
Number of members in a team	25,000 ³
Number of owners per team	100
Number of org-wide teams allowed in a tenant	5 ⁴
Number of members in an org-wide team	10,000
Number of teams a global admin can create	500,000
Number of teams a Microsoft 365 or Office 365 organization can have	500,000 ⁵
Number of channels per team	200 (includes deleted channels) ⁴
Number of Private channels per team	30 (includes deleted channels) ⁴
Number of members in a Private channel	250
Maximum size of distribution list, security group or Office 365 group that can be imported in to a team	3,500
Maximum number of members in an Office 365 group that can be converted to a team	10,000 ⁶
Channel conversation post size	Approximately 28 KB per post ⁵

<https://docs.microsoft.com/en-us/microsoftteams/limits-specifications-teams>

Best Practices: Reduce accidental external sharing

- Team/Group naming to clearly denote where we have external guests
- Separate Teams >> Private Channels (Corey's opinion)



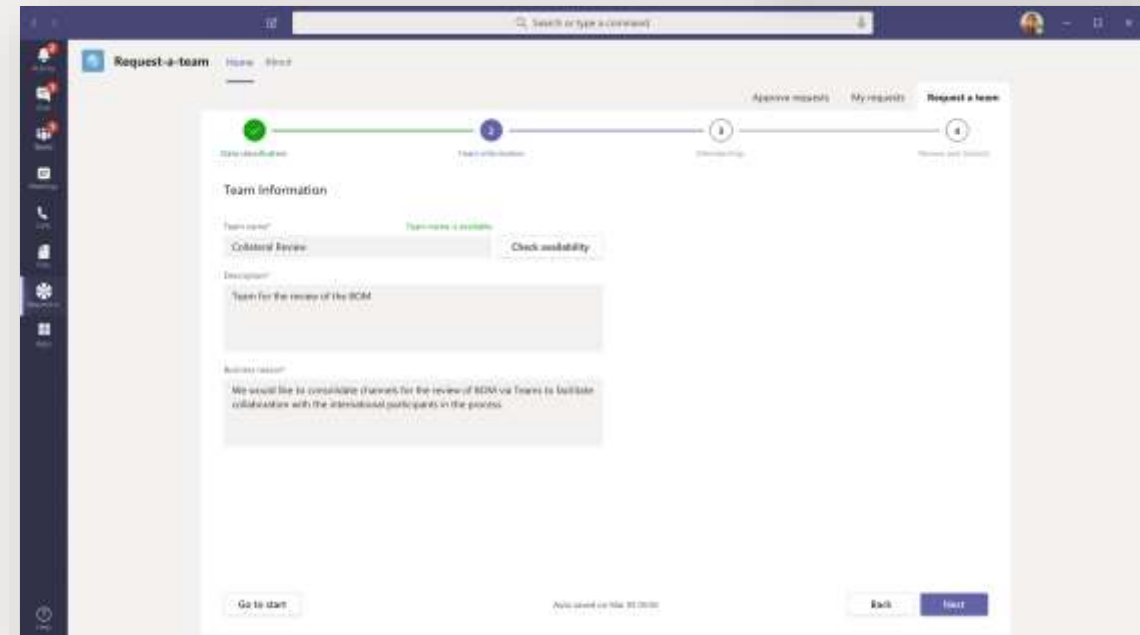
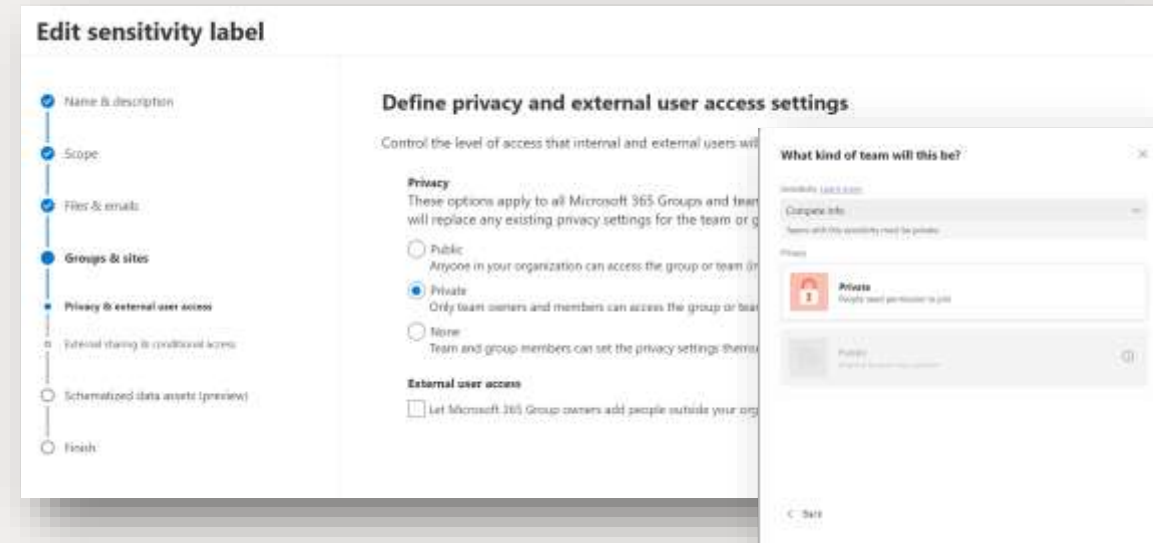
Best Practices: Self-service Team/Group provisioning

- If you have automation in **middleware/orchestrator**, create Teams with that **as part of Matter creation**
- If you don't already have/need automation, **allow for self-service** and use **Sensitivity Labels** to control settings of the Team/Group. We recorded an ILTA webcast you can watch again on this subject.

<https://aka.ms/ProtectingClientMatter>

- If you don't have/need automation, but want more control, create a custom provisioning UI that **enables extra governance/metadata** **AND** **automatically provisions** Teams:

<https://aka.ms/RequestATeam>



Best Practices: Teams Connect / Shared Channels (coming soon)

- Eliminates the need for external partner to switch tenants
- More seamless collaboration
- External Identity >> Guest
- Maintains security & compliance capabilities

<https://docs.microsoft.com/en-us/events/ignite-nov-2021/microsoft-365-teams/breakouts/od102/>



Questions?



