Teams and Microsoft 365 Sharing - Unstructured and Structured

About Me

![Peter Carson]

Peter Carson

President, Envision IT and Extranet User Manager
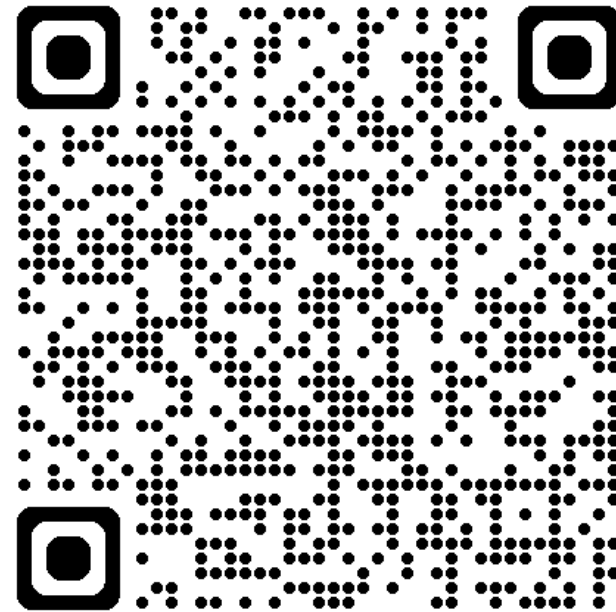
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- Microsoft M365 MVP
- peter@envisionit.com
- blog.petercarson.ca
- President, Toronto SharePoint User Group

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- You get to drive the car

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Agenda

- Introductions
- Unstructured Sharing with Microsoft 365
- Teams Shared Channels
- Azure AD B2B
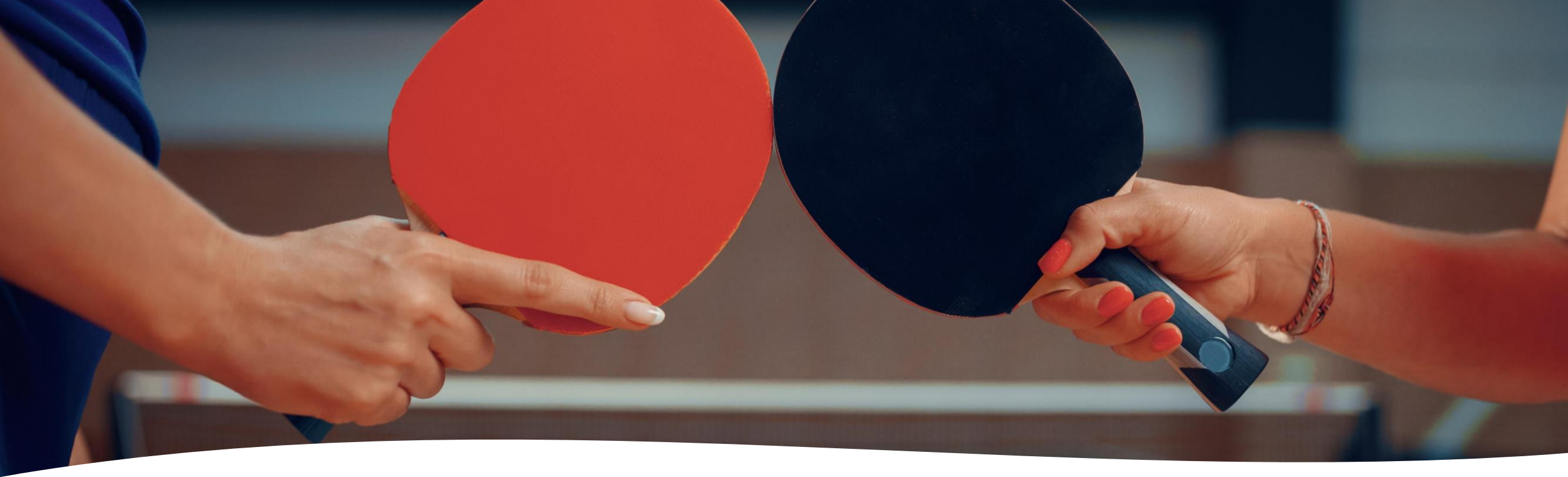- MFA and Sensitivity Labels
- Microsoft 365 Portals
- Summary, Q&A and Closing

The Need for Sharing in the Modern Workplace

- **Email Insecurity**
  - **91%** of cyberattacks are initiated through email phishing (source: Deloitte)

- **Dark IT Risks**

- **Widespread Need Across Industries**

- **Centralized Document Exchange**

Email Document Exchange: Ping Pong (but less fun)

Using email for document exchange can be a constant back-and-forth, just a game of ping pong.

The Hidden Costs of Insecure Sharing

Data Loss

Financial Drain from Shadow IT
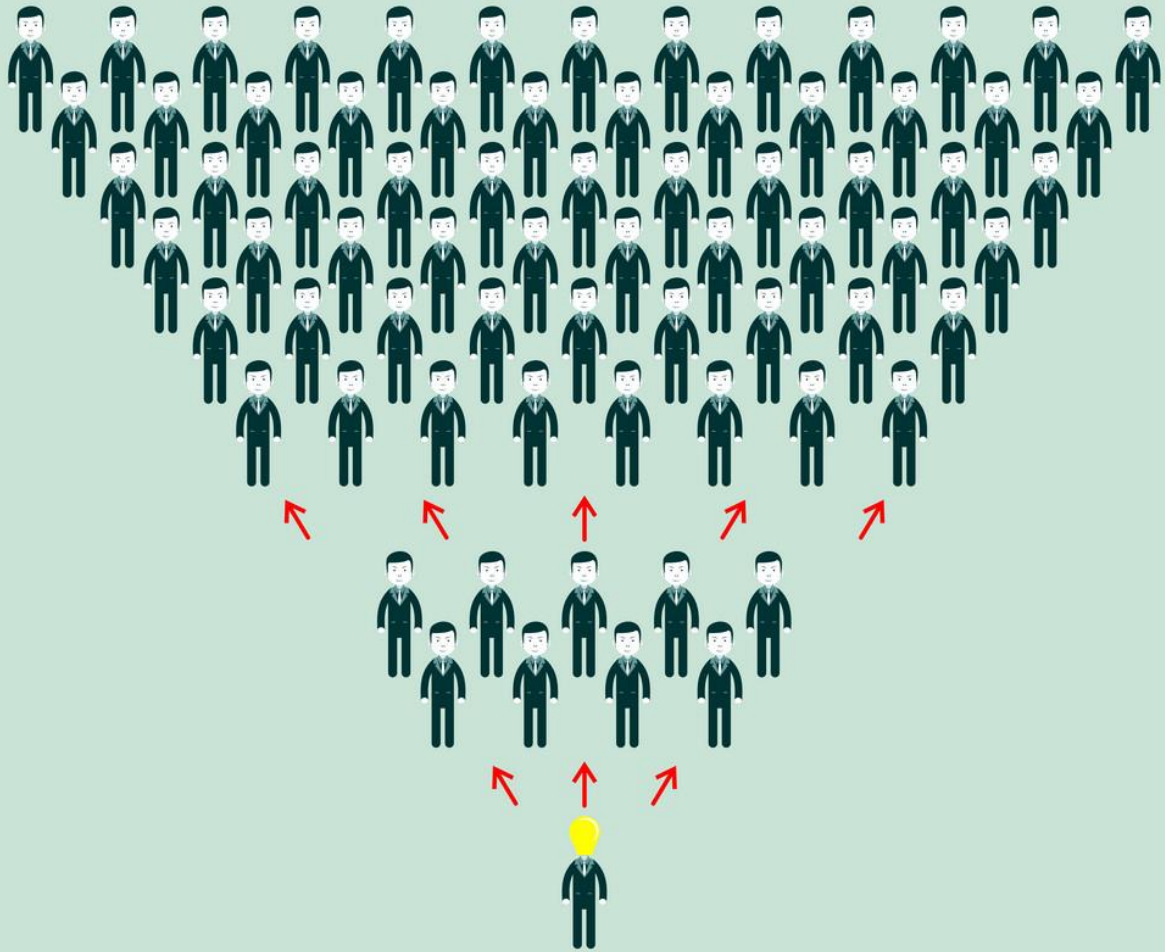
Cyber Attacks

Underutilized Microsoft 365 Investments

Process Management Inefficiencies

License Redundancy Expenses

When Version Control Gets Out of Control

- **Email sharing often leads to multiple threads, resulting in multiple document versions**

- **Without centralized version control, documents can be altered unknowingly**
  - Tracking changes becomes nearly impossible

- **Each attachment sent multiplies risk of security breach**

# The Choices are Endless for Commercial Solutions

Why Microsoft 365?

- **It's the place your employees are already working**

- **Users are more likely to utilize platforms they already understand and trust**

- **Robust security features, with continuous investment in state-of-the-art cybersecurity measures.**

- **Extensive compliance certifications**

What is Unstructured Sharing in Microsoft365?

- External Sharing in Microsoft 365 strongly supports ad-hoc collaboration

- Unstructured sharing involves sharing documents with a few to a few dozen external people

- Secure Link sharing to sites, libraries, and documents
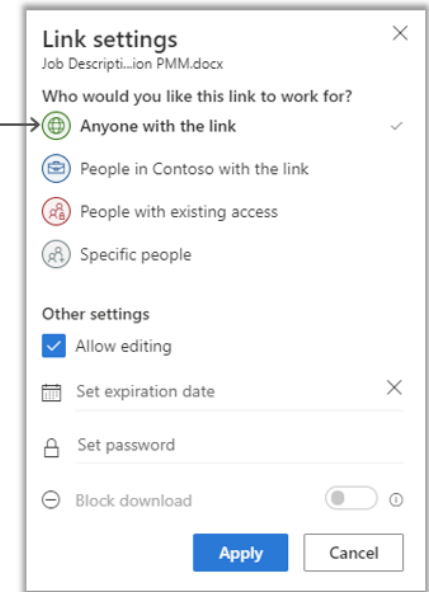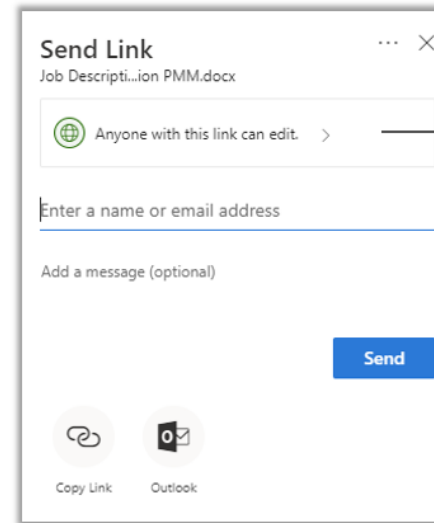
Microsoft 365 External Sharing OOTB

1. Who will you be sharing with? Is there a member database to interface with? $\longrightarrow$ **Any type of external user**

2. Self-registration option or invitation only? Who approves new registrations? $\longrightarrow$ **Invitation only**

3. How will your external users authenticate? $\longrightarrow$ **Microsoft 365 / Entra ID, Microsoft Account, One Time Passcode, Gmail, Facebook**

4. What interactions are your external users going to have? $\longrightarrow$ **Any interactions**

5. What applications will be accessible? $\longrightarrow$ **Microsoft 365 only**

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Microsoft 365 Tools for Unstructured Sharing

OneDrive for Business

Request Files with OneDrive for Business

- Ask colleagues and external users to upload files to a folder

- Uploaders can only see their own content

SharePoint

Shareable Links in SharePoint Online

- Enable edit and/or read access to colleagues or external users

- Can modify granularity of access

Microsoft Teams

Teams Guests

- Invite guests into your Team to communicate and collaborate

Teams Shared Channels

- Connect users from a trusted organization to join your channel as if it is in their own tenant

Managing External Sharing

**Control WHO can share
to external users**

- Everyone
- Only specific people
- No one

**Control WHICH external users can be shared
with**

- Anyone
- Only authenticated users
- Only authenticated users except
  specific domains
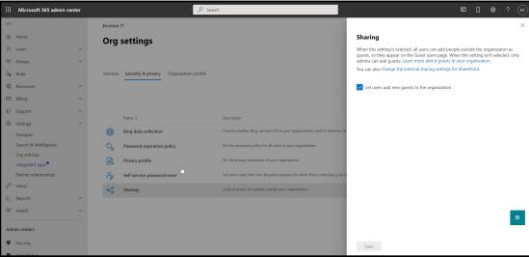- Only authenticated users in specific domains
- No one

Control WHAT can be shared externally

- Anything
- Only specific sites
- Only files without sensitive content

**Control HOW externally shareable links can
be used**

- Default
- Enabled, but not default
- Mandatory expiration date
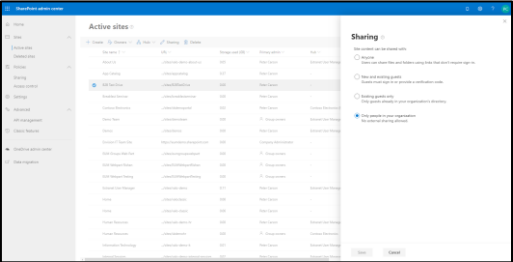- Block externally-shareable edit links
- Disabled

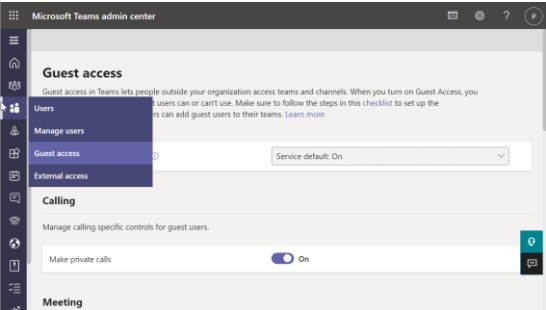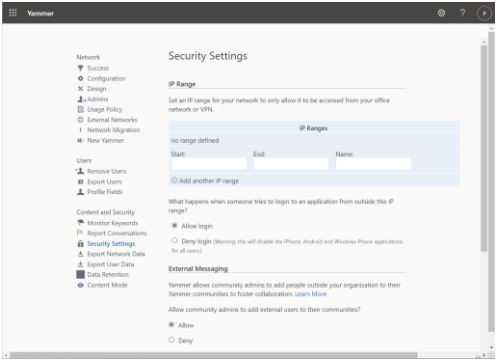# Multiple Places to Configure External Sharing

SharePoint Admin

Site Collection Admin

Microsoft 365 Admin

Teams Admin

Yammer Admin

PowerShell

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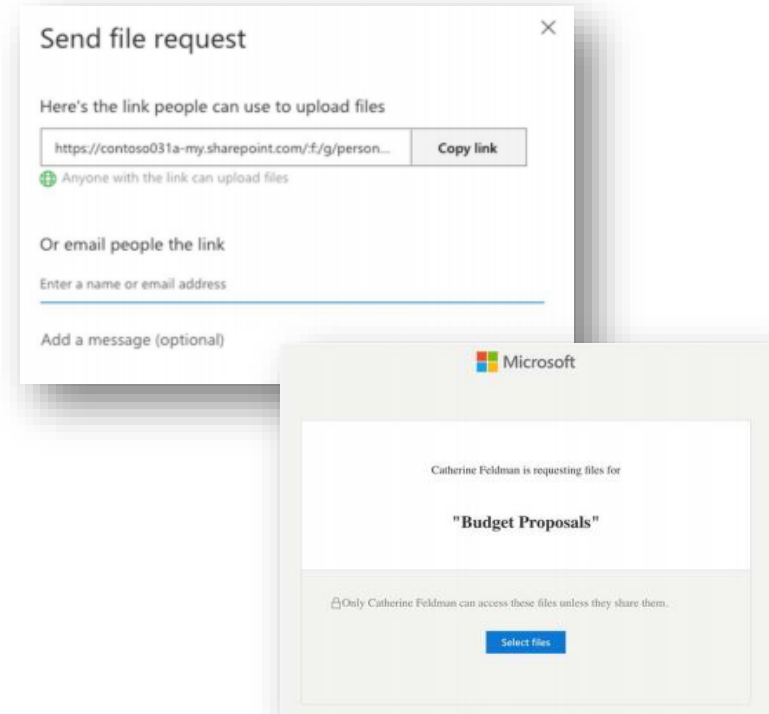audiocodes   Landis

Request Files

- Ask colleagues and external guest users to upload files to a folder

- Uploaders can only see their own content

- Single link can be used for many uploaders

- Branding announced at M365 Conference

Send file request

Here's the link people can use to upload files

https://contoso031a-my.sharepoint.com/:f:/g/person...   Copy link

🌐 Anyone with the link can upload files

Or email people the link

Enter a name or email address

Add a message (optional)

Microsoft

Catherine Feldman is requesting files for

"Budget Proposals"

🔒Only Catherine Feldman can access these files unless they share them.

Select files

Enable File Requests in SharePoint or OneDrive - SharePoint in Microsoft 365 | Microsoft Learn

External Users in Teams

B2B Guests

- User exists in the external Team's Azure AD
- All the B2B controls apply
- Guests need to switch their Teams to the external tenant
  - Lose their home tenant's Teams, notifications, feeds
- Can use different browser profiles for different tenants

B2B Direct Connect

- Needs to be enabled on both tenants
  - More for organization to organization sharing
- No tenant switching
- Shared channels appear with all the home Teams and channels
- Also appear in home activity feed

How We Use Teams Shared Channels | Extranet User Manager

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Types of Teams Channels

	Standard Channel	Private Channel	Shared Channel
Members	Sames as Team	Subset of the Team members	Any members of the tenant or B2B Direct Connect
Teams	Open to all Team members	Visible only to channel members	
SharePoint	Folder in Team Site collection Documents library All team members have access	New site collection specific to the channel and secured to channel members	
Sharing	B2B Guests	B2B Guests	B2B Direct Connect

Shared Channels vs. Private Channels

- Both channel styles create a channel site collection for documents

- Both have Teams restrictions on Apps and features

- **Private Channels** let you invite a subset of the parent Team's members

- **Shared Channels** let you invite anyone allowed in the tenant

- Outbound connections don't have to be setup for internal **Shared Channels**
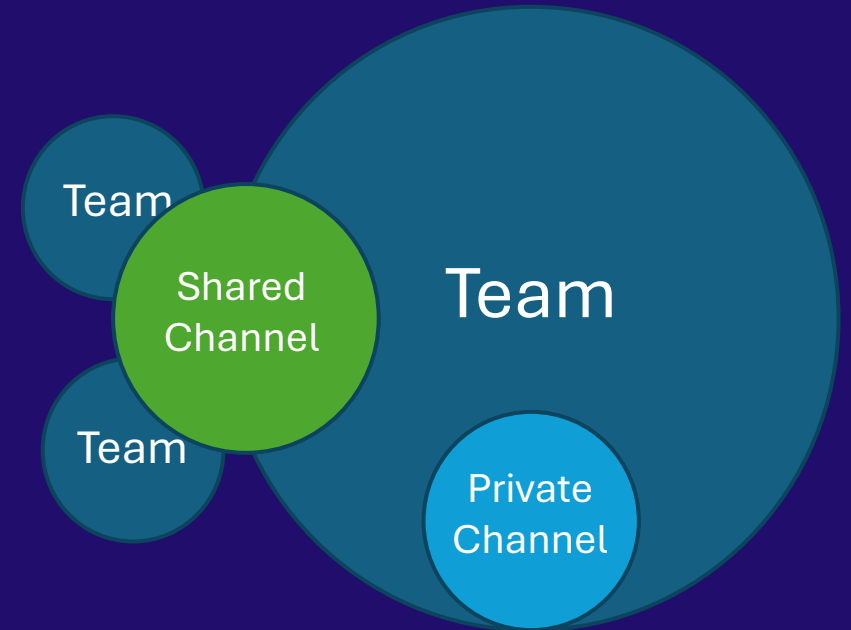
Configuring Shared Channels
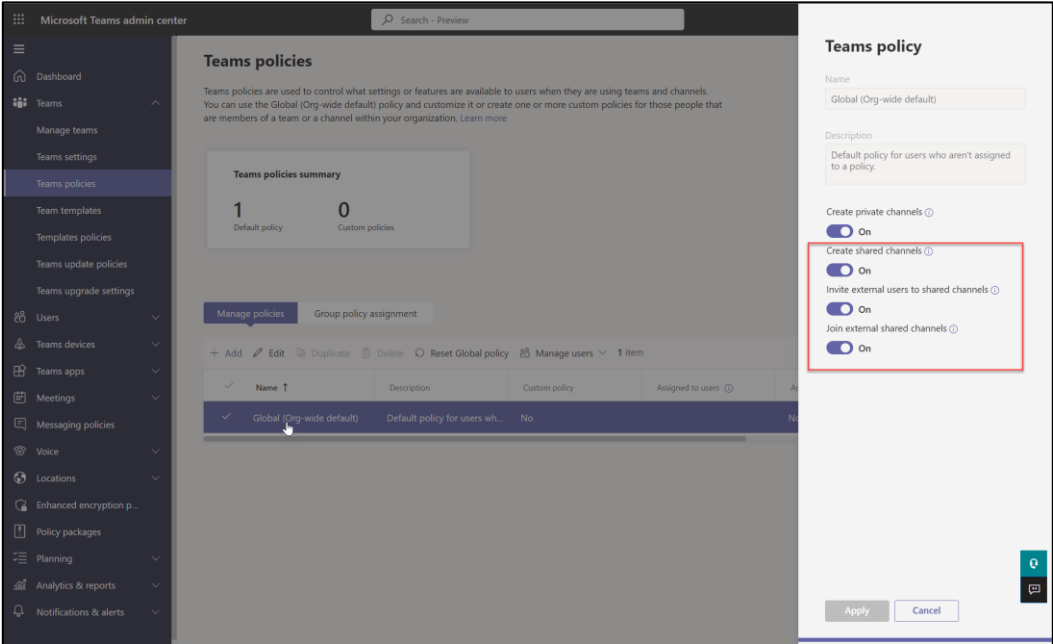
Teams Admin
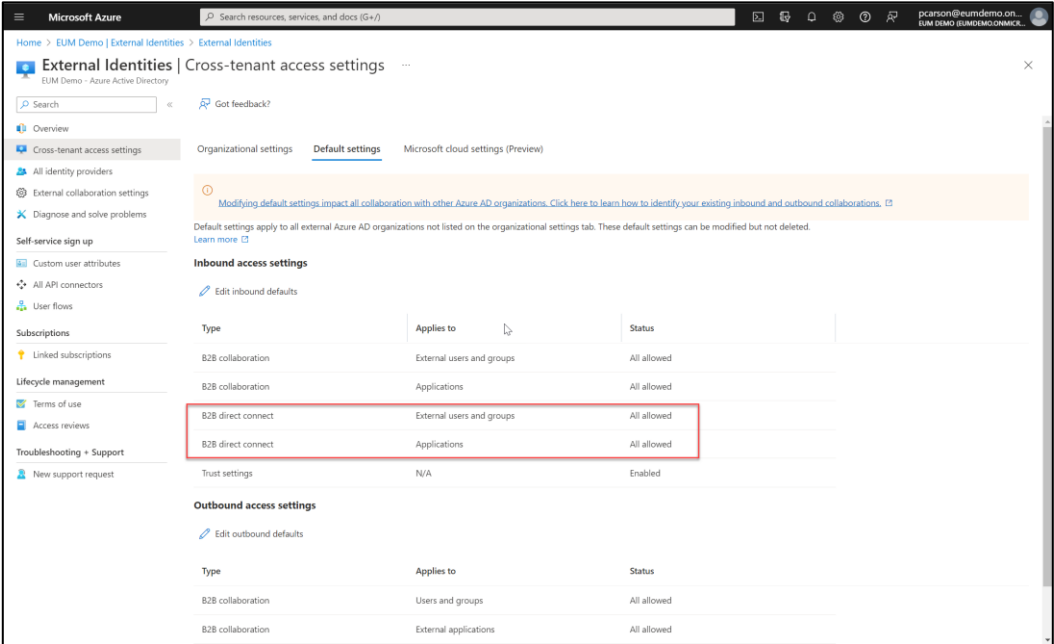
Entra Portal

Shared Channel Shared Channel Recap

Great for both internal only and externally shared channels

You cannot share files from the Shared Channel site collection with anyone not in the channel

Do you like the convenience for the external users not having to tenant switch in Teams?

Will 100% of the people you want to invite in belong to an organization your organization can setup B2B Direct Connect with?

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External Users in Yammer

- Yammer was acquired in 2012
- It's been a long road to rearchitect it on the Microsoft stack
- Classic Yammer had its own authentication
  - Yammer username and password
  - Federation
- Entra ID is now the preferred
- B2B support has been added
  - Still seeing some challenges
  - Yammer embed with external users doesn't work

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Onboarding External Users through Entra B2B

Microsoft 365 User	Social User (Google, Meta)	Non-Microsoft 365 Account
• Logs in with their Azure AD credentials • Seamless experience • Single sign-on if already signed into Microsoft 365 • Also works for Microsoft accounts	• Federation with Google and Meta accounts now also supported • Same seamless login experience as Microsoft 365 • Need to be an @gmail.com address for Google Federation	• One time passcode • Emailed at sign-in • Valid for 30 minutes • Low friction, no new account to setup or password to remember • Validates at each sign in that they still own the email address

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Email One-Time Passcode Authentication

- New way to authenticate Guest users without:
  - Azure AD account
  - Microsoft account
  - Social provider - Google or Facebook
- Temporary passcode is sent to email address
- Passcode is entered to sign in
- One-time passcode is valid for 30 minutes
- Next user session will send a new passcode to the user

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MFA Scenarios

Admins	Guests	Members
• Require MFA on every authentication	• Decide if MFA is required • User experience and support cost to requiring it • Doesn't need to be all or nothing • Sensitivity labels are a good way to control this	• Rules can be more flexible • Don't need MFA on every authentication • Every x days on the same device • Additional rules • Joined device • Geography • Identity Protection score • Incorrect password

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Entra ID P1 vs P2

Entra ID Premium 1

- Multi-factor authentication with Conditional Access
- Hybrid Identities
- Password protection (custom banned passwords)
- Advanced Security and Usage Reports
- Conditional Access based on group, location, and device status
- Azure Information Protection integration
- And [Much More](#)

Entra ID Premium 2

- Everything offered in P1
- Identity Protection
- Privileged Identity Management
- Access reviews
- Entitlement Management (Preview)

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Entra B2B Portal Links

Cross Tenant Settings

- B2B Collaboration
- B2B Direct Connect
- Trust Settings

Identity Providers

- Microsoft
- One-Time Passcode
- Google
- Facebook
- Custom SAML / WS-Federation

External Collaboration Settings

- Access, invite, and collaboration restrictions

Self-Service Sign Up

- User Attributes
- API Connectors
- User Flows

Lifecycle Management

- Terms of Use
- Access Reviews

Company Branding

Security

- Conditional Access
- Terms of Use

Monitoring

- Sign-In Logs
- Audit Logs
- Diagnostic Logs

Updates to Entra ID External Identity Licensing

- External identities now count as unique Monthly Active Users (MAU)
- Billing model affects Entra B2B and B2C
- Replaces 1:5 billing ratio
- First 50,000 MAUs are free for both Premium P1 and Premium P2 features
- Entra ID Free will remain free unless you need premium Entra ID features for guests

	PREMIUM P1	PREMIUM P2
First 50,000 MAU	$0/Monthly Active Users	$0/Monthly Active Users
More than 50,000 MAU	$0.00416/Monthly Active Users	$0.020736/Monthly Active Users

*Features in public preview are subject to future pricing changes.

https://docs.microsoft.com/en-us/azure/active-directory/external-identities/external-identities-pricing
https://azure.microsoft.com/en-us/pricing/details/active-directory/external-identities/

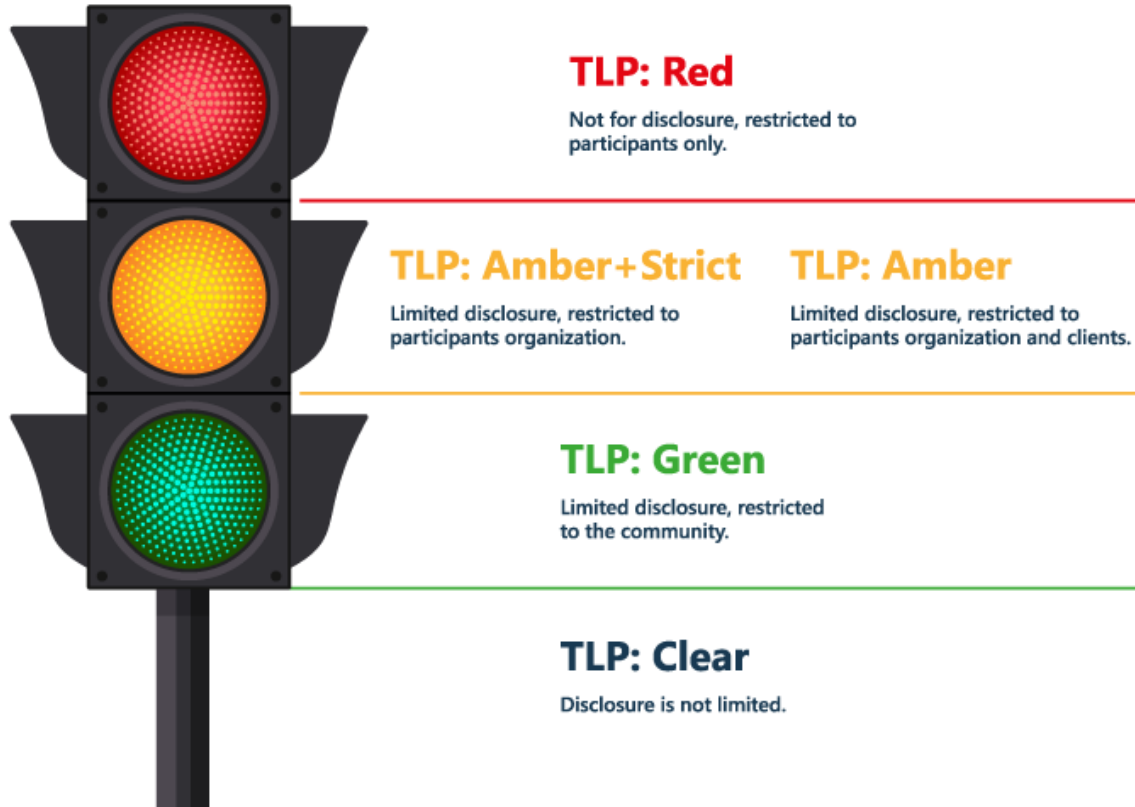Commsverse

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Traffic Light Protocol: Simplifying Sensitivity Labels in Microsoft 365

The **Traffic Light Protocol (TLP)** is a classification system that uses color-coded labels to categorize and control the sharing of sensitive information.

- Developed by the UK's National Infrastructure Security Coordination Centre in the early 2000s

- Encourages sharing of sensitive information

- Adopted by the US Cybersecurity and Infrastructure Security Agency (CISA)

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TLP Labels and their Meanings

TLP: Red

Not for disclosure, restricted to participants only.

TLP: Amber+Strict

Limited disclosure, restricted to participants organization.

TLP: Amber

Limited disclosure, restricted to participants organization and clients.

TLP: Green

Limited disclosure, restricted to the community.

TLP: Clear

Disclosure is not limited.

- **Red:** Most sensitive information; requires MFA and document encryption

- **Amber:** Sensitive information; external sharing allowed with MFA

- **Green:** Less sensitive; accessible to guests without MFA

- **Clear:** Public information; accessible without restrictions

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TLP Implementation in Microsoft 365

- Sensitivity labels applied in Microsoft 365

- Integration with Microsoft Purview Information Protection

- Authentication contexts and Conditional Access Policies

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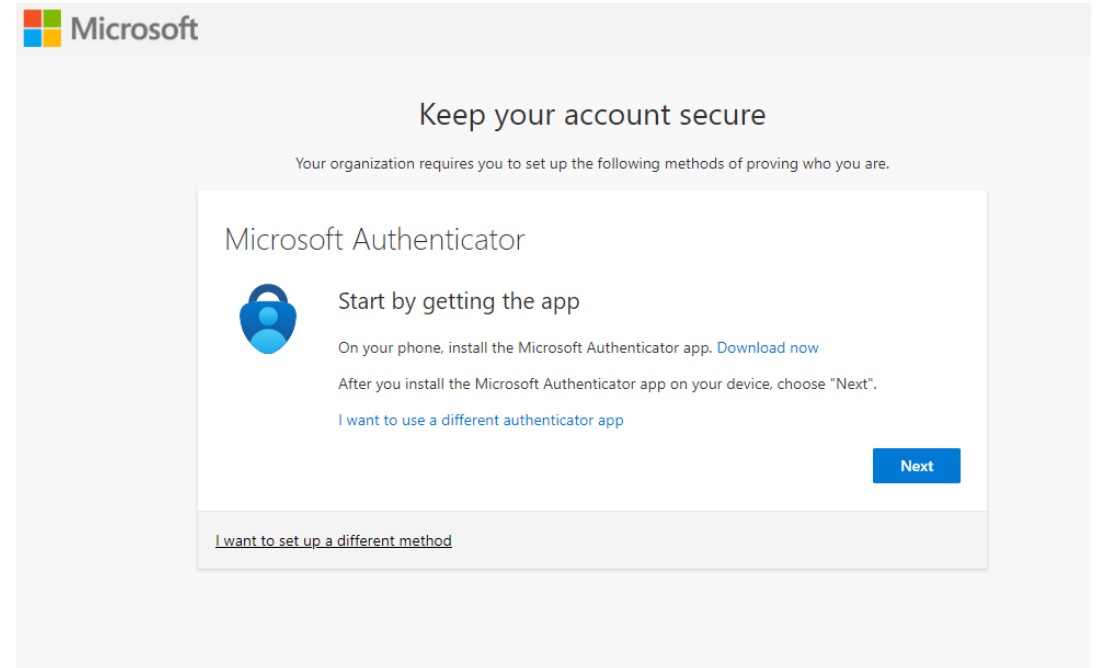
TLP and External Access in Microsoft 365

Below is a suggested implementation of TLP for defining guest access in Microsoft 365:

TLP	External Access	Guests Require MFA	Document Encryption	M365 Member Licensing
Red+Strict	No	N/A	Yes	E5
Red	Yes	Yes	Yes	E5
Amber+Strict	No	N/A	No	E3
Amber	Yes	Yes	No	E3
Green	Yes	No	No	E3
Clear	Yes	No	No	N/A

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Entra B2B Health

- User Type Not Populated
  - Users created before Aug 2014 when B2B first launched

- Mismatch Between Email and UPN
  - Can cause confusion when signing in

- Missing Email
  - Email is required for direct sign in without accepting the Microsoft invitation

- Unaccepted Invitations
  - Invitations are no longer needed
  - Users that were invited when it was required and didn't accept can't sign in
  - Resending the invitation still requires them to use the invitation
  - Deleting and re-inviting them allows them to sign in without the invitation

- Conflicting Microsoft Account
  - Brings up work/school or personal account dialog
  - Doesn't always prompt
  - Causes confusion

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Entra ID Power BI Dashboard
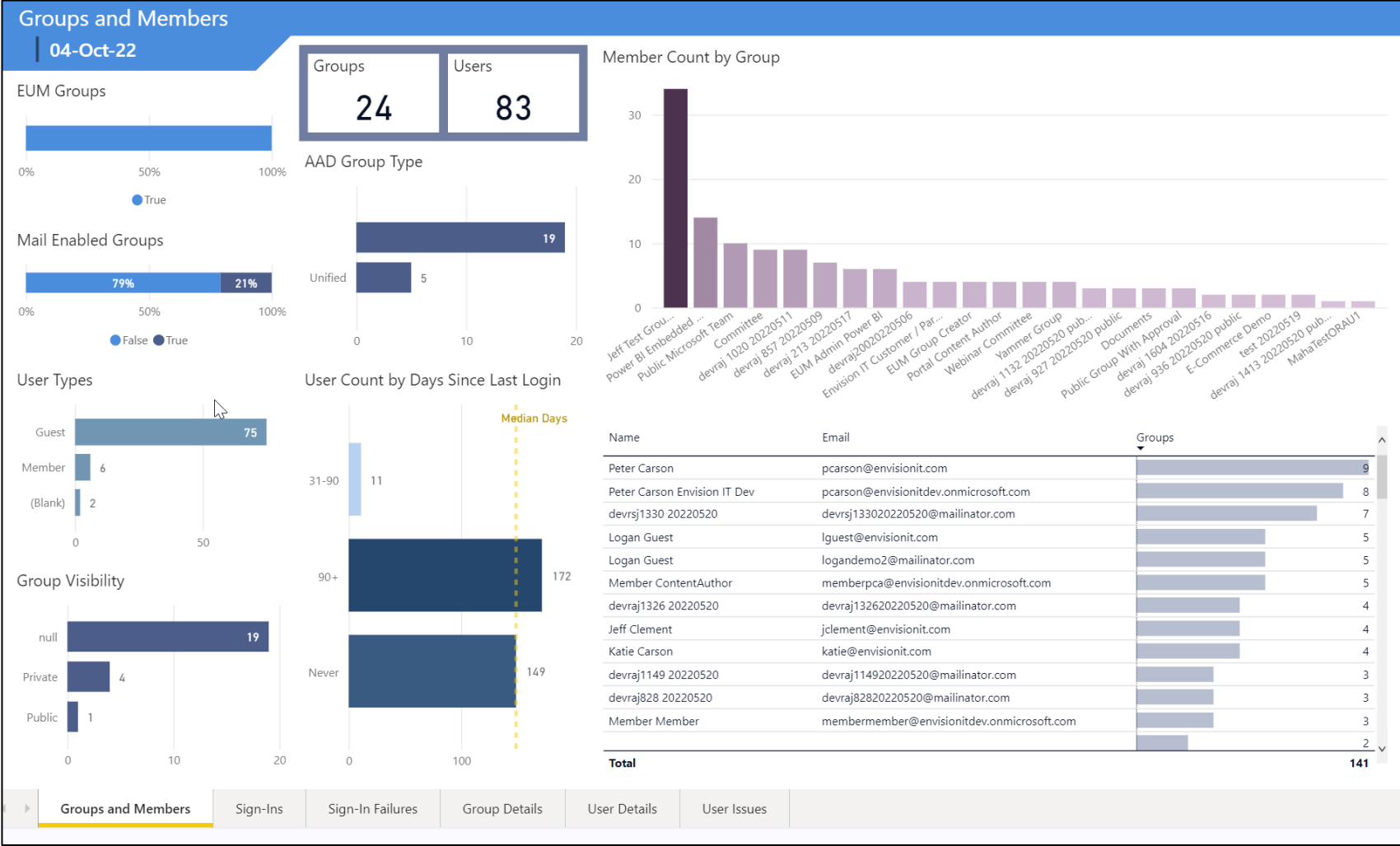
Microsoft 365 Portals

Why Build a Microsoft 365 Focused Portal?

Extending Rich Collaboration Functionality Externally

- Microsoft 365 is already the spot you're working and collaborating in

- You can build a robust portal that relies on a strong Microsoft 365 foundation
    - SharePoint Online
        - Documents
    - Teams
        - Meetings
        - Recordings
        - Channel conversations

- **Stop sharing through email and third party solutions**

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Why Build a Microsoft 365 Focused Portal?

Robust Security Standards and Offerings

- Leverage the Microsoft 365 Security and Compliance features while hiding the complexity
  - Azure Information Protection, Rights Management and document encryption
  - Data Loss Prevention
  - Records retention
  - Multi-factor authentication and Conditional Access Policies

- **It's time to integrate how you're working with how you're sharing**

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Portal Considerations

- How are users invited to the Portal?
  - Invitation Only – Manual or Automated
  - Public Registration
  - Private Registration

- What Portal functionality is required?
  - Secured web content
  - Viewing / Downloading / Uploading documents
  - Co-authoring documents
  - SharePoint Online sites, Teams, or Yammer
  - Third-Party or Internal Applications

- Who is responsible for Portal content and administration?

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Types of Portals

Member Portals	**Board/Committee Sites**	**Reporting and Dashboards**
Data Rooms	**Training Portals**	

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Structured Sharing in Microsoft 365

Structured Sharing with Microsoft 365

- Typically hundreds to hundreds of thousands of external users

- Represent many different groups of external users
  - Projects
  - Committees
  - Customers
  - Vendors
  - Partners

- May be many different business owners
  - Owners can be internal or external

Microsoft 365 Structured Sharing Options

Roll Your Own

- Build in the tool of your choice
- Integrate through the Graph API

Entra ID

- Self-registration and workflows define onboarding process
- Some branding and customization
- Dynamic groups

Extranet User Manager

- Pre-built .NET Core portal
- Fully brandable and customizable
- EUM Admin portal for creating and managing users and groups
- Licensed by the pool size of external users

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Entra B2B

- Self-service sign up
  - Custom attributes
  - API connectors
- Lifecycle management
  - Terms of use
  - Entitlement packages
  - Access reviews
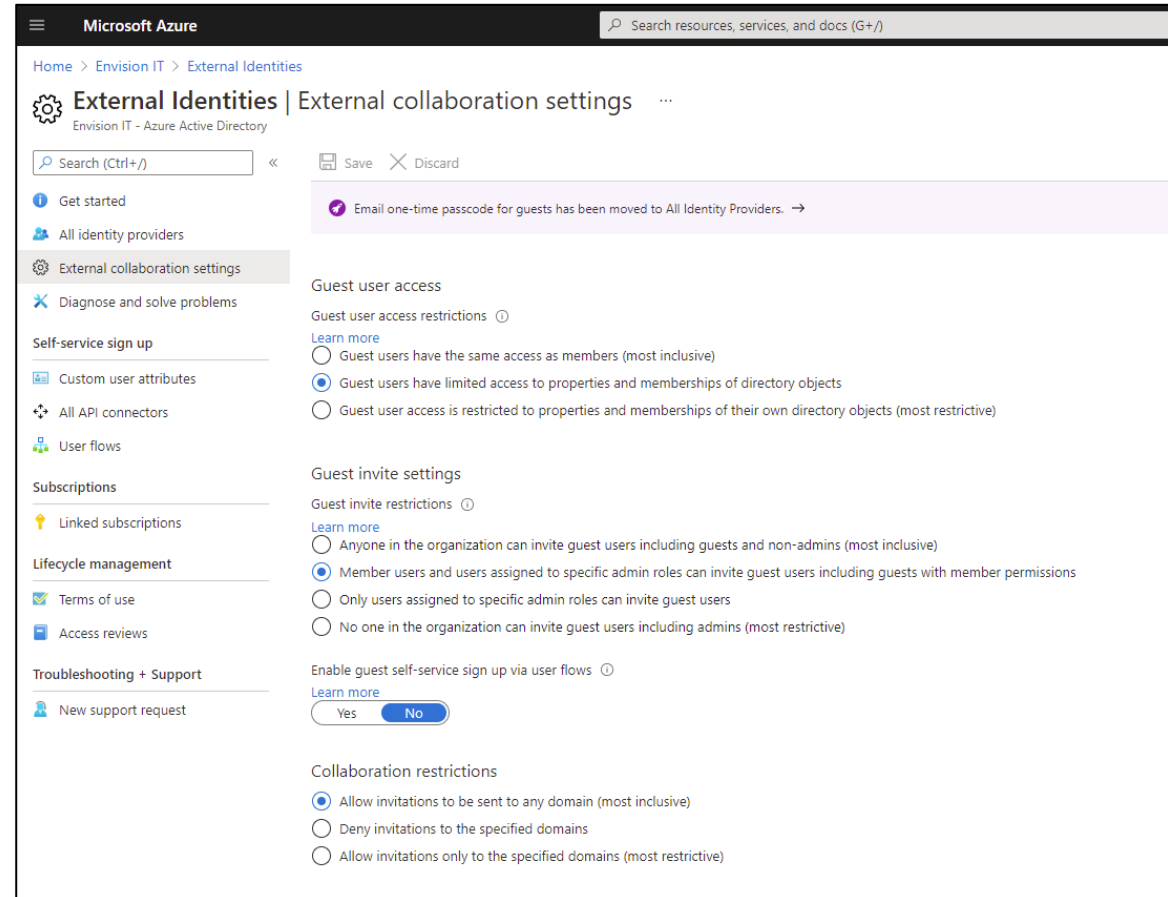
External Identities documentation | Microsoft Docs

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ExtranetUserManager

Sign in

someone@example.com

No account? Create one!

Can't access your account?

Next

Welcome to the Extranet User Manager demo site.

ExtranetUserManager

Create account

✉ Sign up with email

▦ Sign up with Microsoft

G Sign up with Google

Back

ExtranetUserManager

← demouser@eum.co

Enter code

We just sent a code to demouser@eum.co

Enter code

Sign in

Your Envision IT account verification code - Message (HTML)

File   Message   Help   Acrobat   Tell me what you want to do

Your Envision IT account verification code

Envision IT (via Microsoft) <account-security-noreply@accountprotection.microsof
To   demouser@eum.co   Mon 2021-07-26 11:32 PM

Envision IT

Account verification code

To access **Envision IT**'s apps and resources, please use the code below for account verification. The code will only work for 30 minutes.

Account verification code:

29595249

If you didn't request a code, you can ignore this email.

▦ Microsoft

demouser@eum.co

Review permissions

✳ Envision IT
  eumdemo.onmicrosoft.com

This resource is not shared by Microsoft.

The organization Envision IT would like to:

⌄ Sign you in

⌄ Read your name, email address, and photo

You should only accept if you trust Envision IT. By accepting, you allow this organization to access and process your data to create, control, and administer an account according to their policies. **Envision IT has not provided links to their terms for you to review.** Envision IT may log information about your access. You can remove these permissions at https://myapps.microsoft.com.

Cancel   Accept

ExtranetUserManager

Add more details

You can use this email to sign in next time.

demouser@eum.co

First Name

Last Name

Job Title

Street Address

City

State/Province

Postal Code

Country ⌄

Cancel   Continue

▦ Microsoft

demouser@eum.co

Permissions requested

Azure Registrations App
unverified

This application is not published by Microsoft.

This app would like to:

⌄ View your basic profile

⌄ Maintain access to data you have given it access to

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. **The publisher has not provided links to their terms for you to review.** You can change these permissions at https://myapps.microsoft.com. Show details

Does this app look suspicious? Report it here

Cancel   Accept

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Electricity Canada Member Onboarding and Management

Scenario One - Electricity Canada Architecture Overview
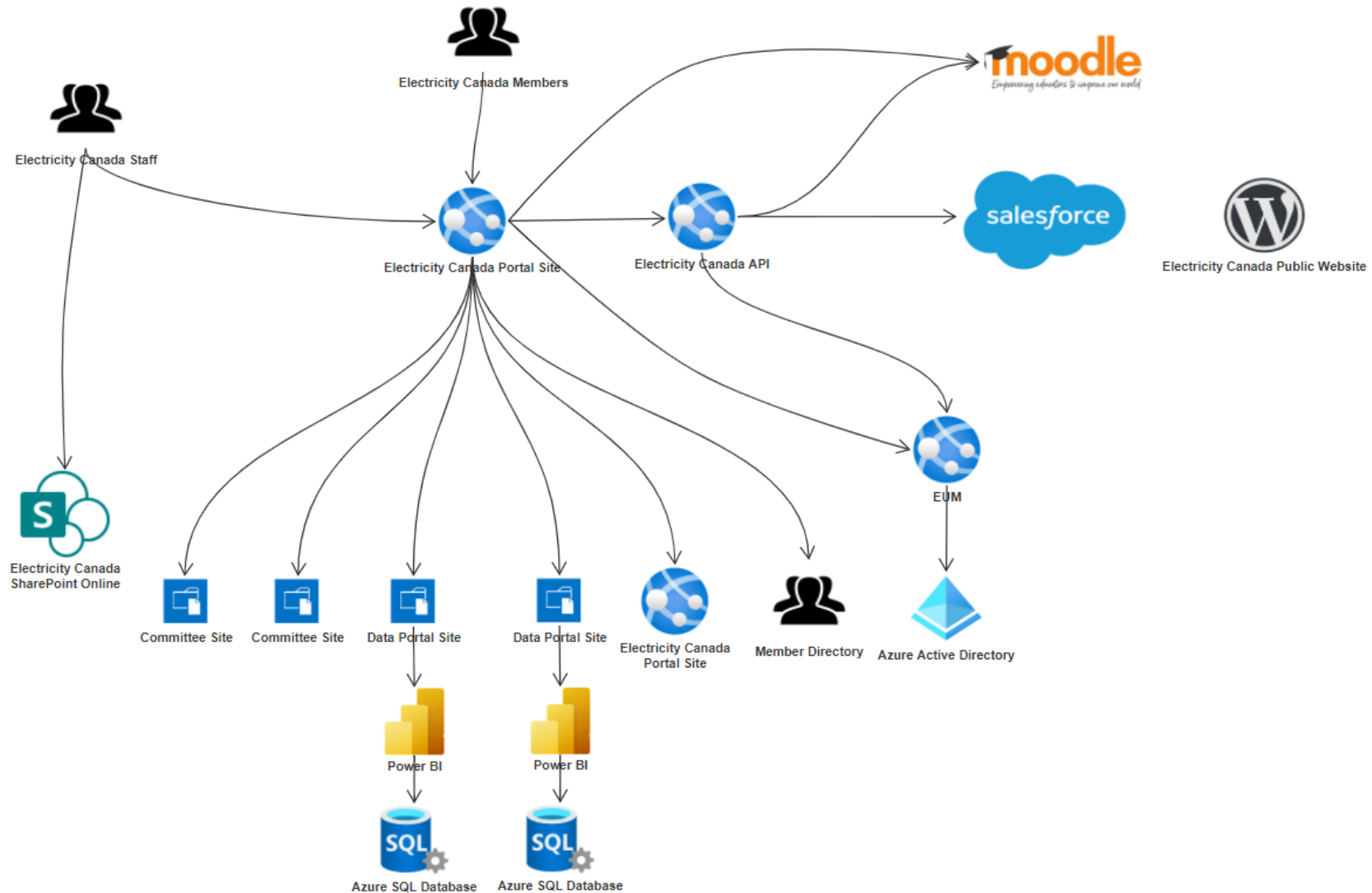
Municipal Benchmarking Network Canada

- Association of large municipalities across Canada

- Collection and comparison of service metrics

- Knowledge sharing of best practices

- 1000+ members across the municipalities

- Data collection, dashboards, data dictionary

Scenario Three – Mold Masters: Engineering Extranet

- Engineering 2D and 3D CAD drawings to be reviewed and approved by customers

- SAP integration

- Automation of drawing package preparation

- Workflow for approvals
  - Internal engineering approval may be required first
  - Customer notification and approval
  - Reminder notifications
  - Approval completion updates SAP order status

- Ability for customer to upload annotated or additional documents

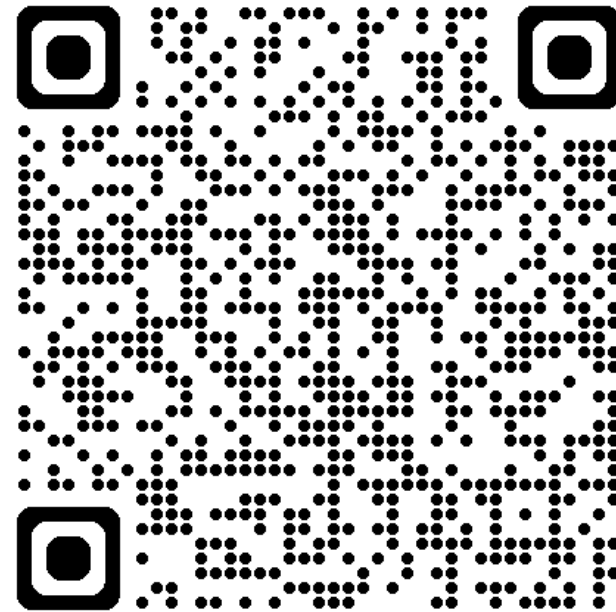# Member Management – Direct Invite through SAP
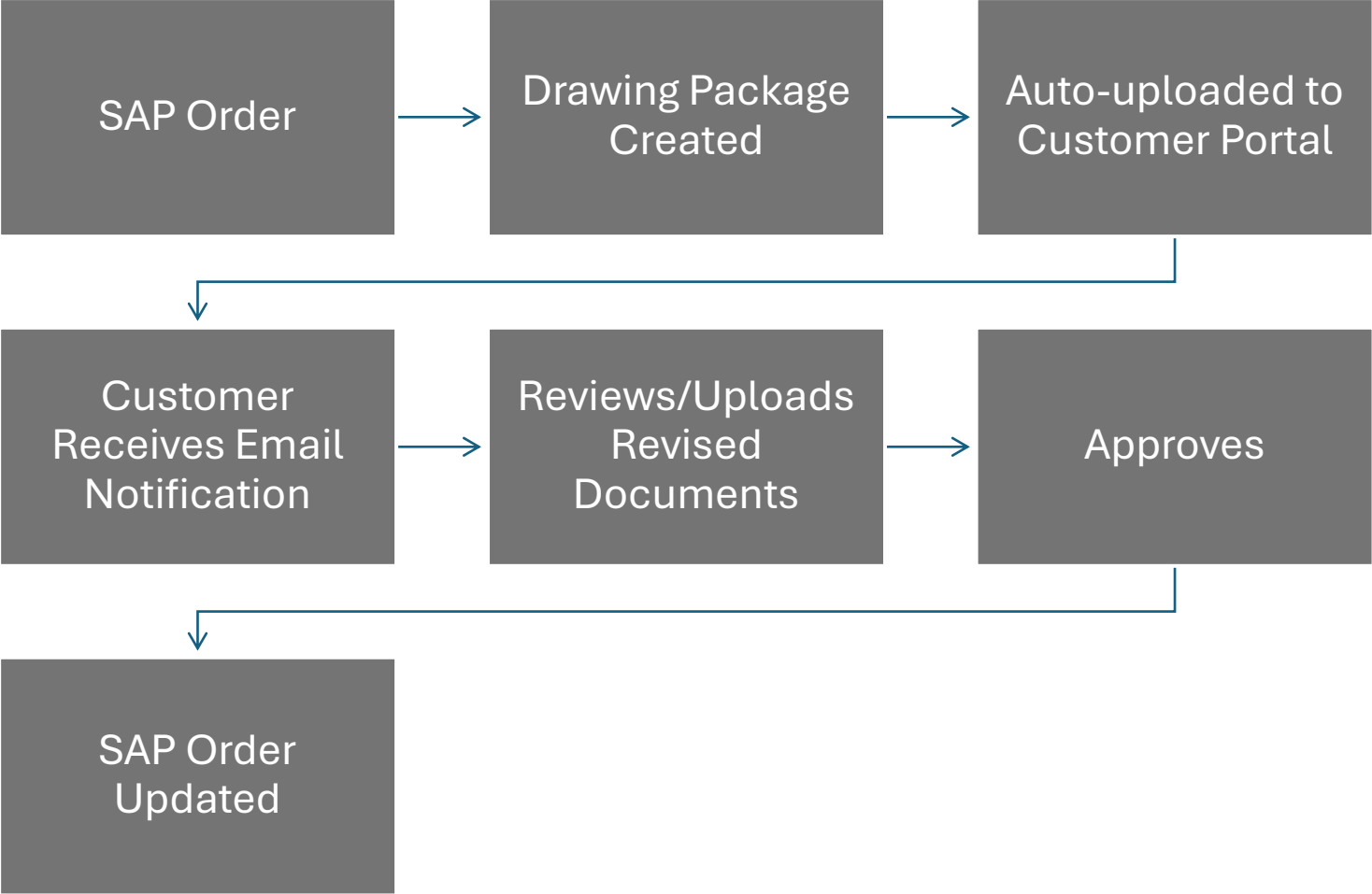
Takeaways

- External sharing happens with or without IT support

- Microsoft 365 is far more secure than email or shadow IT

- There are a lot of configuration options

- Putting the right controls in place is a balance
  - Let the business do business

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Any Questions?