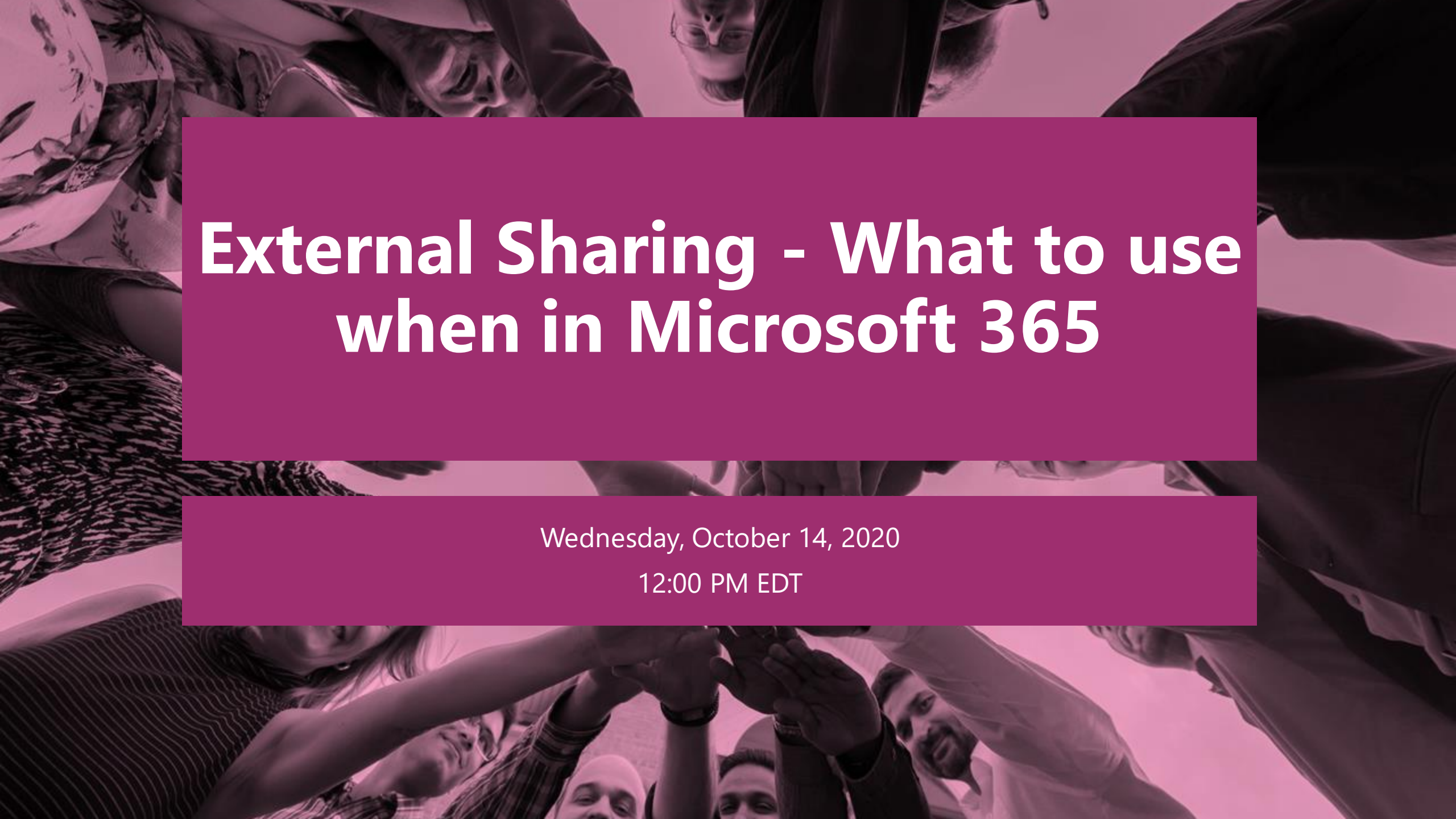


External Sharing - What to use when in Microsoft 365

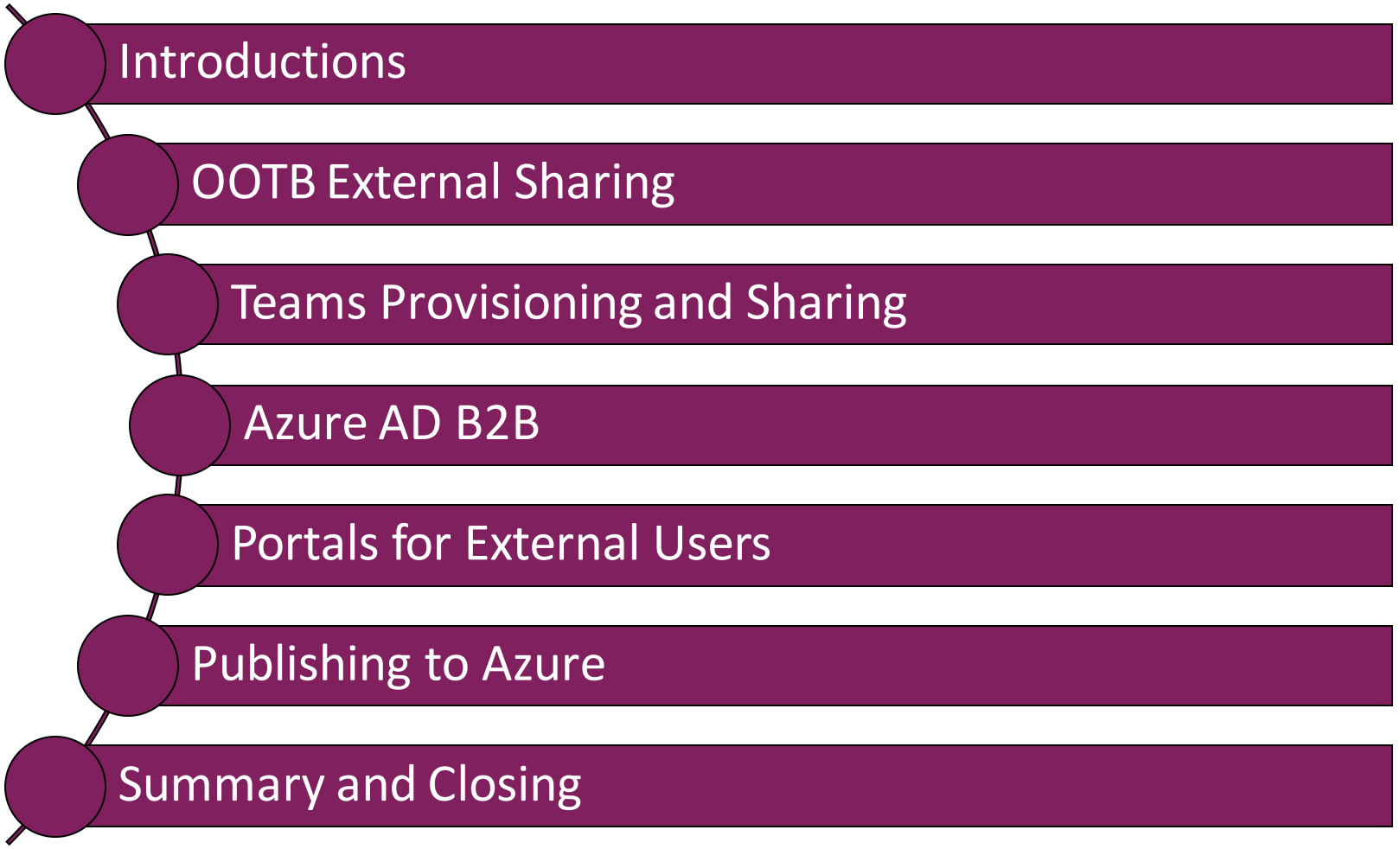
Wednesday, October 14, 2020

12:00 PM EDT

Peter Carson

- President, Extranet User Manager
- Office Apps and Services Microsoft MVP
- peter.carson@extranetusermanager.com
- blog.petercarson.ca
- www.extranetusermanager.com
- Twitter @carsonpeter
- President Toronto SharePoint User Group

Agenda


Introductions
OOTB External Sharing
Teams Provisioning and Sharing
Azure AD B2B
Portals for External Users
Publishing to Azure
Summary and Closing

Styles of External Sharing

Collaborative

- **Unstructured or structured**
- **SharePoint Online (Office 365) or on premises**
- **Collaborating on documents**
  - File upload and download
  - Editing
  - Various file types
- **Often project focused**

Publishing

- **One to many**
- **Typically structured**
- **Secure website**
- **May also have a public (anonymous) section**
- **Self-registration is common**
- **One way push of private content out**
- **Limited feedback**
  - Like and comment
  - File upload
- **Profile management**

Five Considerations for your External Sharing

1. **Who will you be sharing with? Is there a member database to interface with?**

- Members
- Customers
- Vendors
- Suppliers
- Volunteers
- Board of Directors
- Citizens
- Researchers
- Tenants
- Partners

Five Considerations for your External Sharing

1. Who will you be sharing with? Is there a member database to interface with?
2. **Self-registration option or invitation only? Who approves new registrations?**

Invitation Only

- Smaller, known set of users
- Private registration links can be shared with potential users
- Managed centrally or delegated

Self Registration

- Onboarding hundreds or thousands of external users
- Approval workflows
- Auto-approvals
- Delegation

Five Considerations for your External Sharing

1. Who will you be sharing with? Is there a member database to interface with?
2. Self-registration option or invitation only? Who approves new registrations?
3. **How will your external users authenticate?**

- Email and password
  - Self-service password reset
- Office 365 / Azure AD
- One Time Passcode
- Microsoft Account
- Google
- Facebook
- LinkedIn
- Twitter

Five Considerations for your External Sharing

1. Who will you be sharing with? Is there a member database to interface with?
2. Self-registration option or invitation only? Who approves new registrations?
3. How will your external users authenticate?
4. **What interactions are your external users going to have?**

- Accessing published content
- Collaborating on specific documents
- Accessing team or project sites
- Becoming full-fledged members of Office 365 Groups or Teams

Five Considerations for your External Sharing

1. Who will you be sharing with? Is there a member database to interface with?
2. Self-registration option or invitation only? Who approves new registrations?
3. How will your external users authenticate?
4. What interactions are your external users going to have?
5. **What applications will be accessible?**

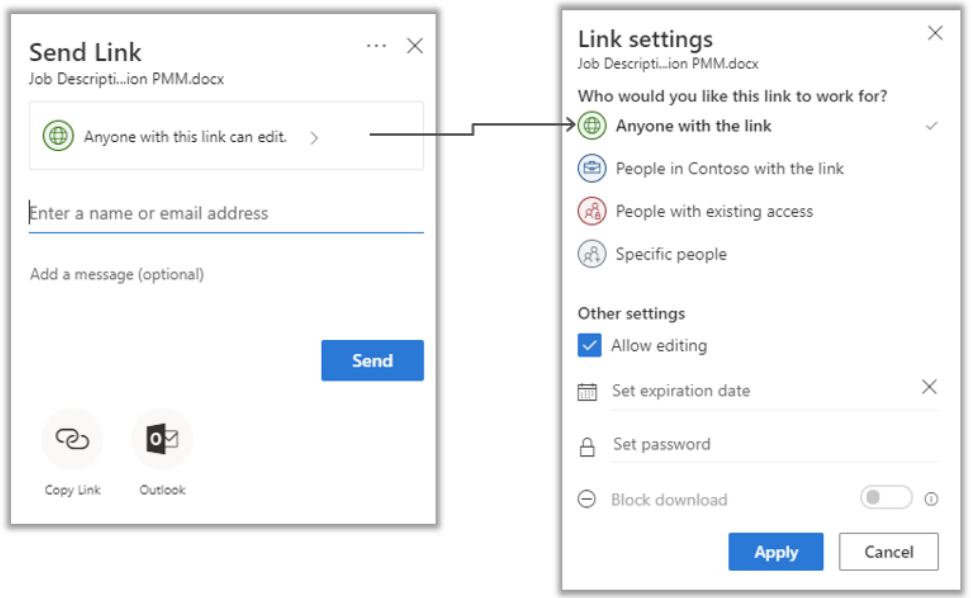
- Office 365 - SharePoint Online, OneDrive for Business
- Office 365 Groups – Teams, Planner, Yammer
- Other Office 365 Apps - Power BI, Stream, PowerApps, Flow
- SharePoint On Premises
- Third Party SaaS Applications
- Custom Applications – On Premise or Cloud

OOTB External Sharing

aka “Unstructured Extranets”

Unstructured Extranets with Office 365 External Sharing

- **External Sharing in Office 365 strongly supports ad-hoc collaboration**
- **Sharing documents with a few to a few dozen external people**
- **Secure Link sharing to sites, libraries, and documents**
  - Anyone with the link (Anonymous)
  - People in your Organization
  - People with existing access
  - Specific people



Office 365 External Sharing OOTB

1. Who will you be sharing with? Is there a member database to interface with?
2. Self-registration option or invitation only? Who approves new registrations?
3. How will your external users authenticate?
4. What interactions are your external users going to have?
5. What applications will be accessible?

1. Any type of external user
2. Invitation only
3. Office 365 / Azure AD, Microsoft Account, One Time Passcode, Gmail
4. Any interactions
5. Office 365 only

Admin controls for external sharing

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

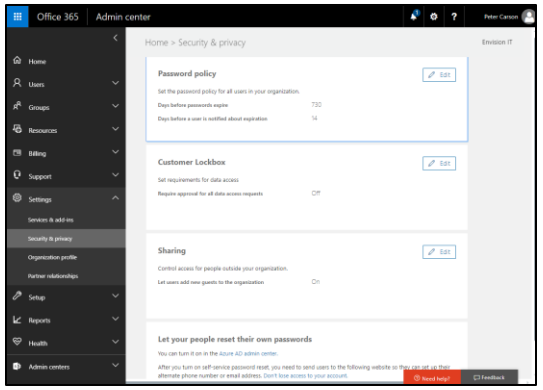
Control WHAT can be shared externally

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

Control HOW externally shareable links can be used

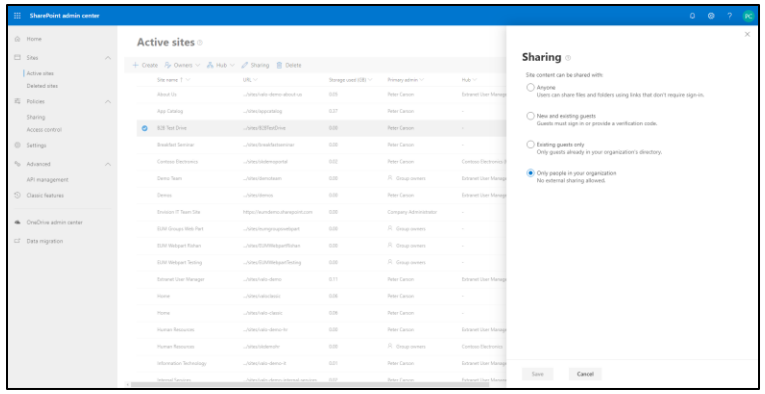
- Default
- Enabled, but not default
- Mandatory expiration date
- Block externally-shareable edit links
- Disabled

Three Places to Configure External Sharing



Office 365 Admin

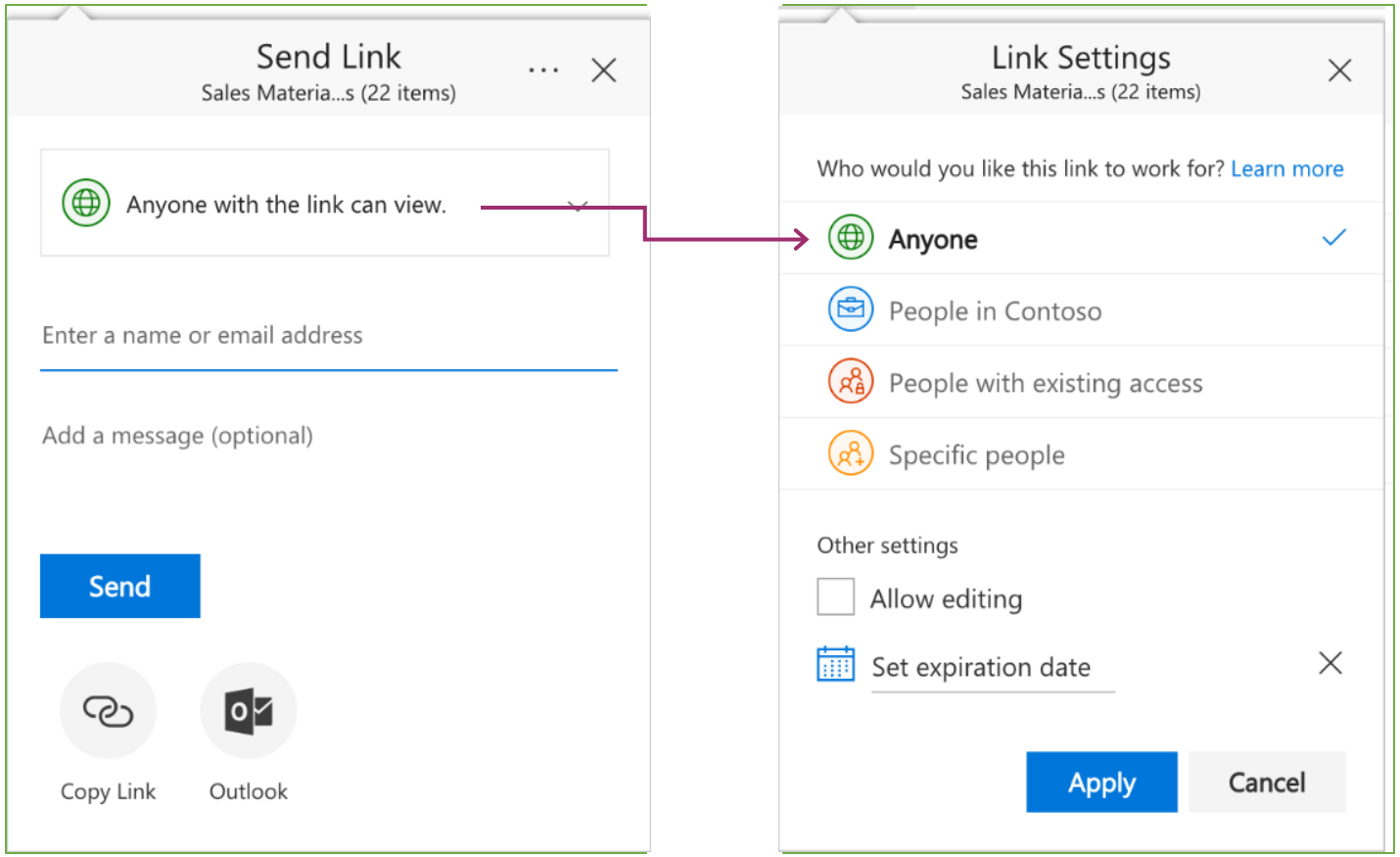
SharePoint Admin



Site Collection Admin

PowerShell

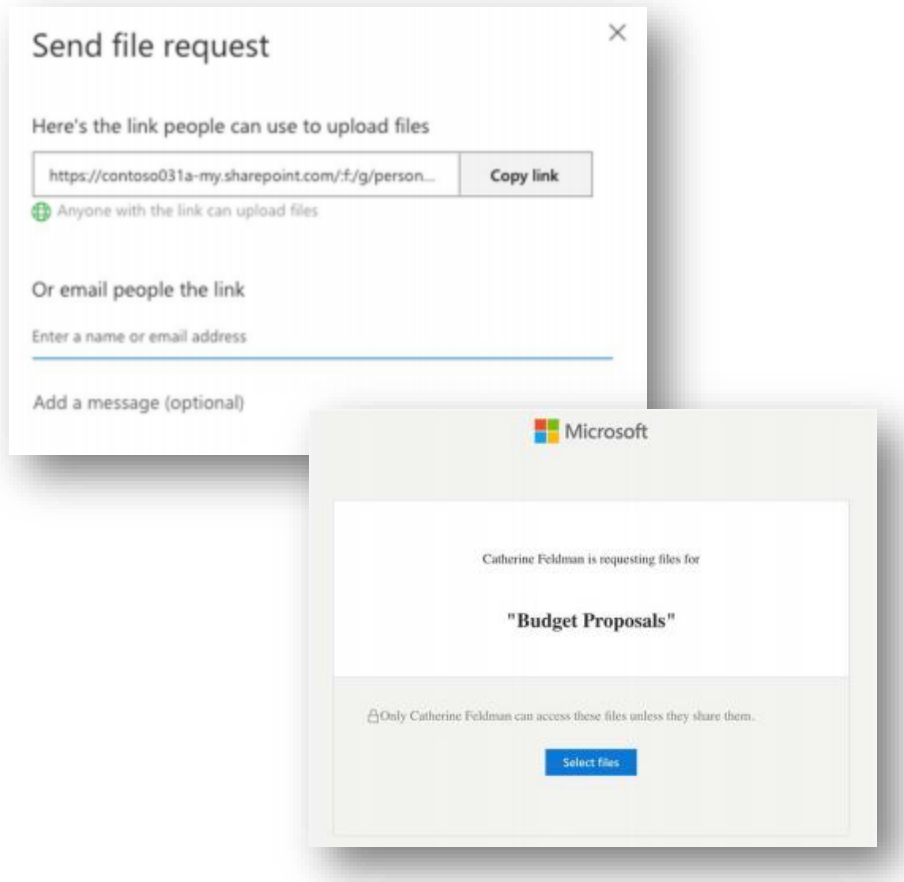
Shareable Links



Request Files

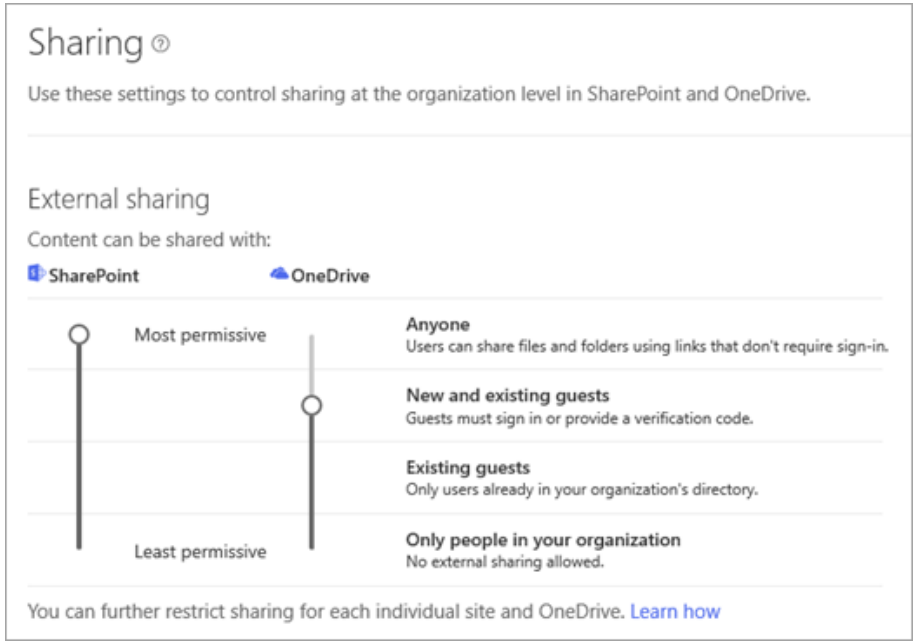
- Ask colleagues and external guest users to upload files to a folder
- Uploaders can only see their own content
- Single link can be used for many uploaders

OneDrive for Business



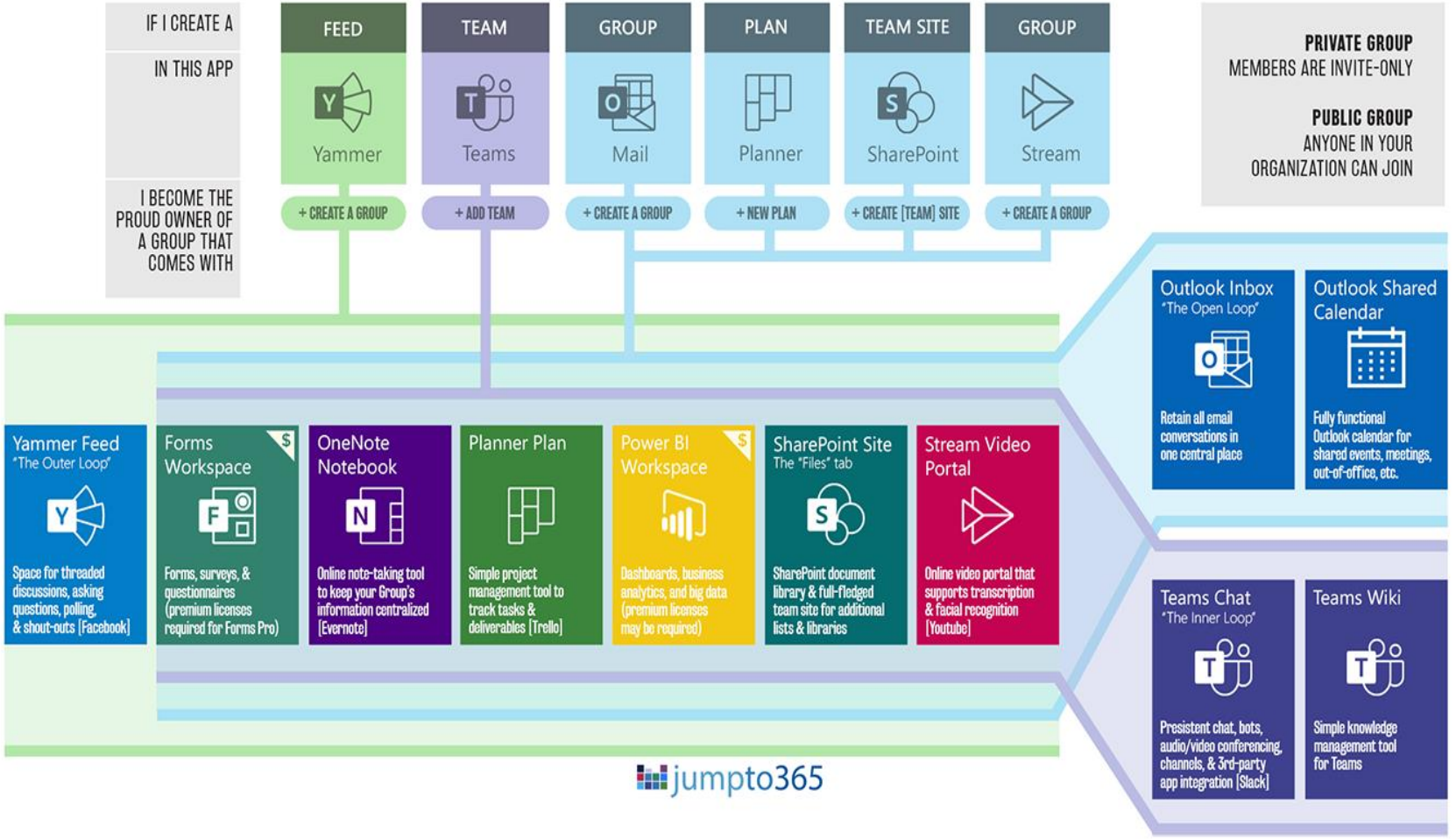
Top 5 External Sharing Configuration Tips

1. Consider all sharing use cases when setting your Organization-level external sharing policies
2. Do not be afraid of the "Anyone" link sharing, you can limit access on a site by site basis
3. Please do not skip over the additional sharing settings:
   - Limit sharing by domain
   - Guests must sign in using the same account invitations were sent to (this should be checked!)
   - Verification code must reauthenticate in x days
4. Enforce a default link setting on a site by site basis
   - We recommend People with Existing Access
5. Consider ways to templatize your sites so your external sharing structure stays consistent

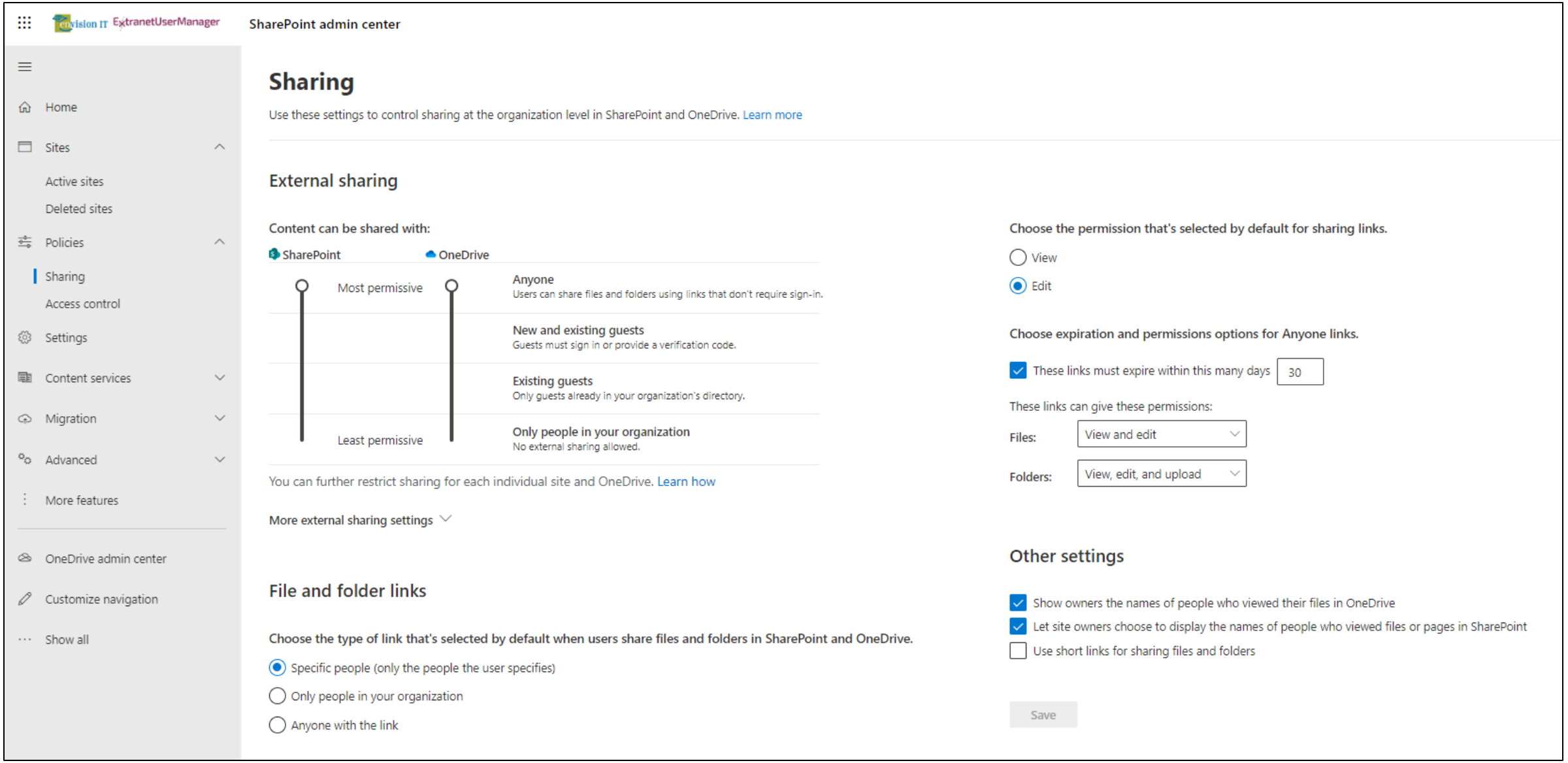


Teams Provisioning and Sharing

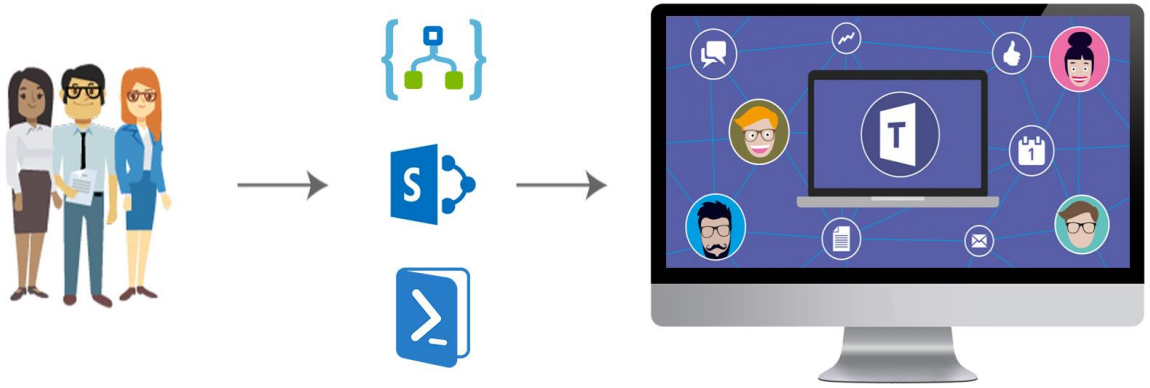
Office 365 Groups



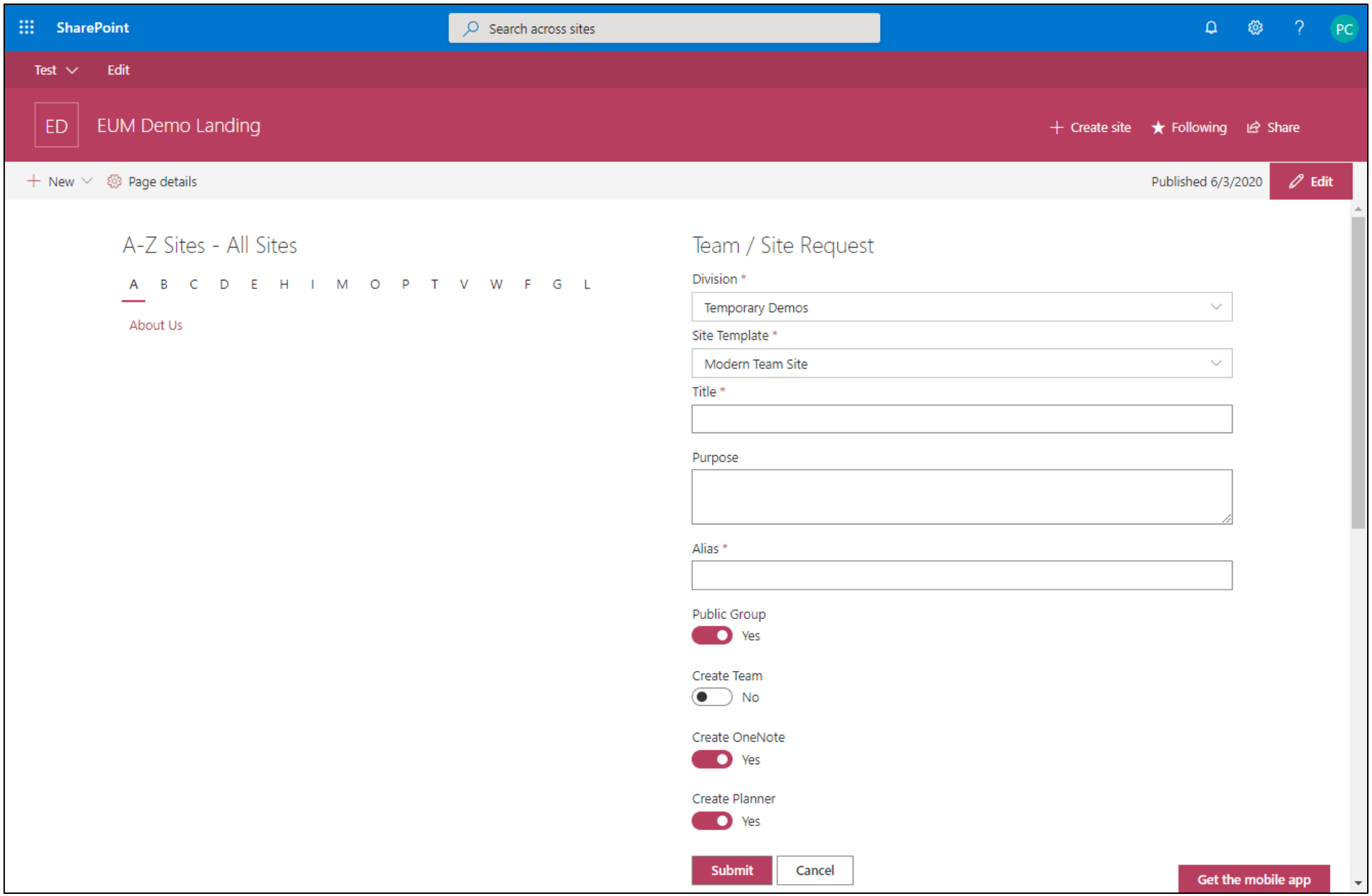
Matt Wade - https://www.jumpto365.com/infographics/everyday-guide-to-office-365-groups

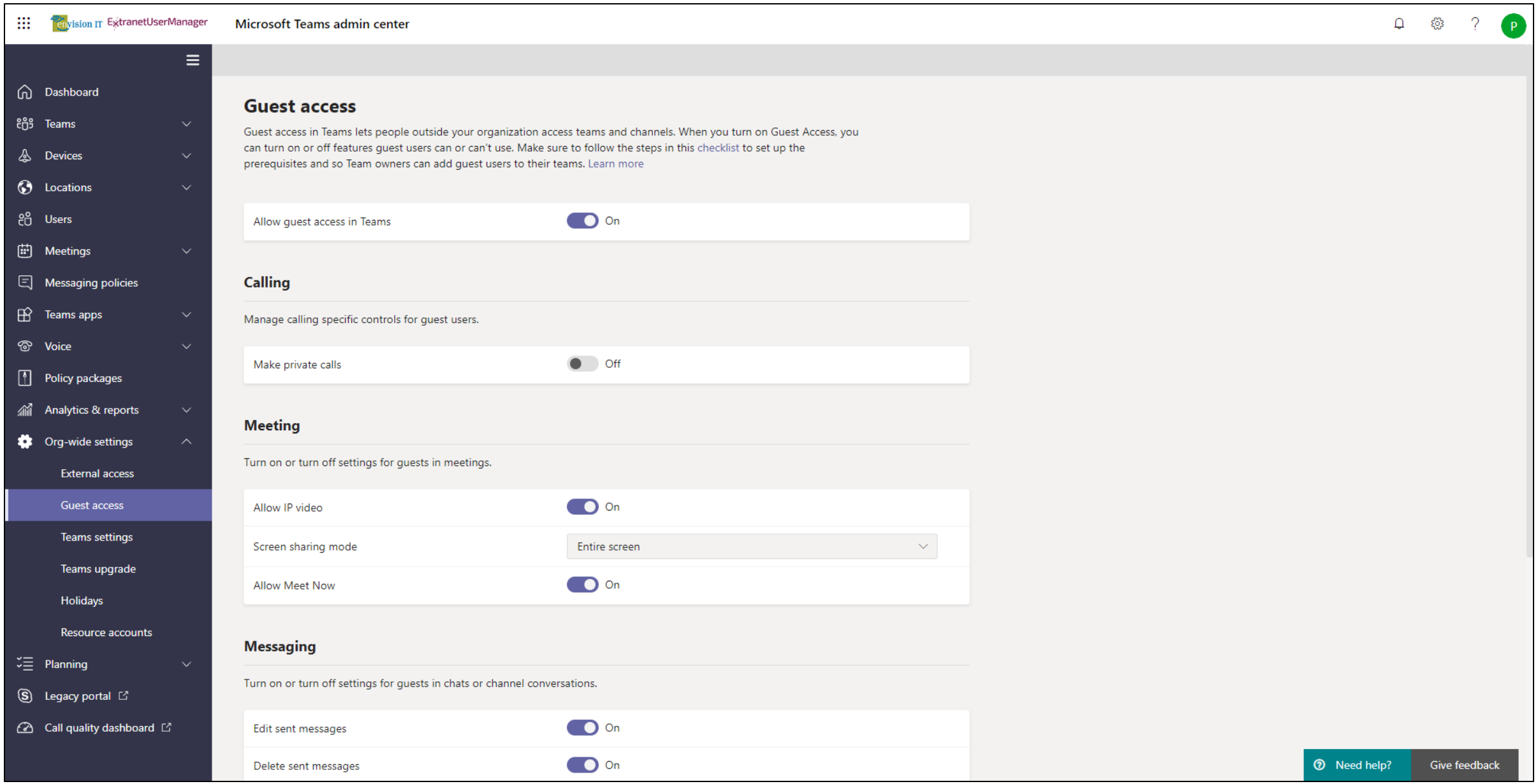

envision IT ExtranetUserManager
SharePoint admin center
Home
Sites
Active sites
Deleted sites
Policies
Sharing
Access control
Settings
Content services
Migration
Advanced
More features
OneDrive admin center
Customize navigation
Show all
Sharing
Use these settings to control sharing at the organization level in SharePoint and OneDrive. Learn more
External sharing
Content can be shared with:
SharePoint
OneDrive
Most permissive
Least permissive
Anyone
Users can share files and folders using links that don't require sign-in.
New and existing guests
Guests must sign in or provide a verification code.
Existing guests
Only guests already in your organization's directory.
Only people in your organization
No external sharing allowed.
You can further restrict sharing for each individual site and OneDrive. Learn how
More external 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
30
These links can give these permissions:
Files:
View and edit
Folders:
View, edit, and upload
Other settings
Show owners the names of people who viewed their files in OneDrive
Let site owners choose to display the names of people who viewed files or pages in SharePoint
Use short links for sharing files and folders
Save

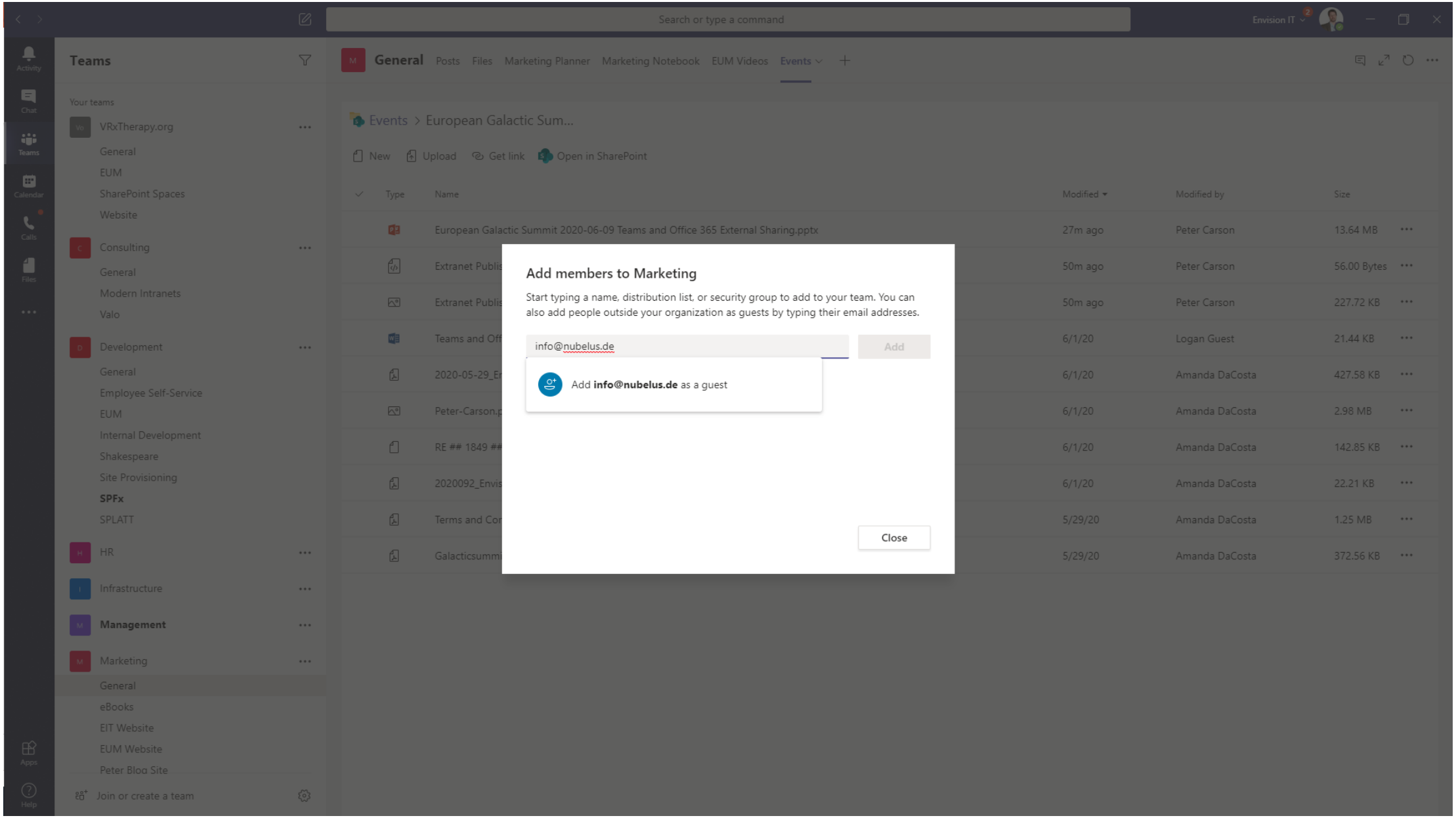
Teams / Site Provisioning



- White Papers
- Open Source project
- Webinars
- http://eum.co/teams-provisioning


SharePoint
Search across sites
PC
Test
Edit
ED
EUM Demo Landing
Create site
Following
Share
New
Page details
Published 6/3/2020
Edit
A-Z Sites - All Sites
A B C D E H I M O P T V W F G L
About Us
Team / Site Request
Division *
Temporary Demos
Site Template *
Modern Team Site
Title *
Purpose
Alias *
Public Group
Yes
Create Team
No
Create OneNote
Yes
Create Planner
Yes
Submit
Cancel
Get the mobile app


envision IT ExtranetUserManager
Microsoft Teams admin center
P
Dashboard
Teams
Devices
Locations
Users
Meetings
Messaging policies
Teams apps
Voice
Policy packages
Analytics & reports
Org-wide settings
External access
Guest access
Teams settings
Teams upgrade
Holidays
Resource accounts
Planning
Legacy portal
Call quality dashboard
Guest access
Guest access in Teams lets people outside your organization access teams and channels. When you turn on Guest Access, you can turn on or off features guest users can or can't use. Make sure to follow the steps in this checklist to set up the prerequisites and so Team owners can add guest users to their teams. Learn more
Allow guest access in Teams
On
Calling
Manage calling specific controls for guest users.
Make private calls
Off
Meeting
Turn on or turn off settings for guests in meetings.
Allow IP video
On
Screen sharing mode
Entire screen
Allow Meet Now
On
Messaging
Turn on or turn off settings for guests in chats or channel conversations.
Edit sent messages
On
Delete sent messages
On
Need help?
Give feedback


Search or type a command
Envision IT
Teams
General
Posts
Files
Marketing Planner
Marketing Notebook
EUM Videos
Events
Your teams
VRxTherapy.org
General
EUM
SharePoint Spaces
Website
Consulting
General
Modern Intranets
Valo
Development
General
Employee Self-Service
EUM
Internal Development
Shakespeare
Site Provisioning
SPFx
SPLATT
HR
Infrastructure
Management
Marketing
General
eBooks
EIT Website
EUM Website
Peter Blog Site
Join or create a team
Events > European Galactic Sum...
New
Upload
Get link
Open in SharePoint
Type
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European Galactic Summit 2020-06-09 Teams and Office 365 External Sharing.pptx
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Amanda DaCosta
2.98 MB
6/1/20
Amanda DaCosta
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6/1/20
Amanda DaCosta
22.21 KB
5/29/20
Amanda DaCosta
1.25 MB
5/29/20
Amanda DaCosta
372.56 KB
Add members to Marketing
Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.
info@nubelus.de
Add
Add info@nubelus.de as a guest
Close

WHAT TO USE WHEN - ORCHESTRY

M365 has too many tools, that do the same thing, all in slightly different ways

Your users are not technical experts in M365, don't assume they know what to use when

Orchestry solves what to use when by providing Workspaces preconfigured for business needs

Have business first conversations with your end users, not technology first.

https://www.orchestry.com/

WHAT IS ORCHESTRY?

Complete platform to make work simple on Microsoft 365

CREATION

- Workspace Templates
- Naming Rules
- Approval Processes
- Naming Collision Detection
- Ready to go best practice templates
- Custom metadata
- Support for Teams, SharePoint, Planner and Lists

USAGE

- Teams Information Tab
- Workspace Directory
- Digital Dashboard for new and existing sites
- Intelligent actionable insights for Owners and Admins (coming soon)

https://www.orchestry.com/

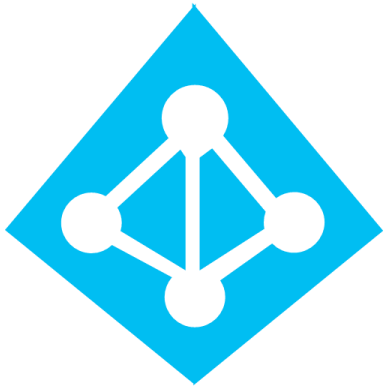
SUNSETTING

- Advanced governance features for retention and disposal
- Orchestry sunsetting rules (future)
- Team, SharePoint and Group management (future)

Structured Extranets

- **Typically hundreds to 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

Azure AD B2B and Office 365



- Azure Active Directory Business to Business
- External users can access Office 365 and any other system exposed through AAD
- Completely free for external users in Office 365
- MAU billing model only applies to Azure AD Basic and Premium features
- Invite as many external users as you'd like

Microsoft Azure AD B2B Articles

Azure AD B2B Onboarding Experiences

Existing Office 365

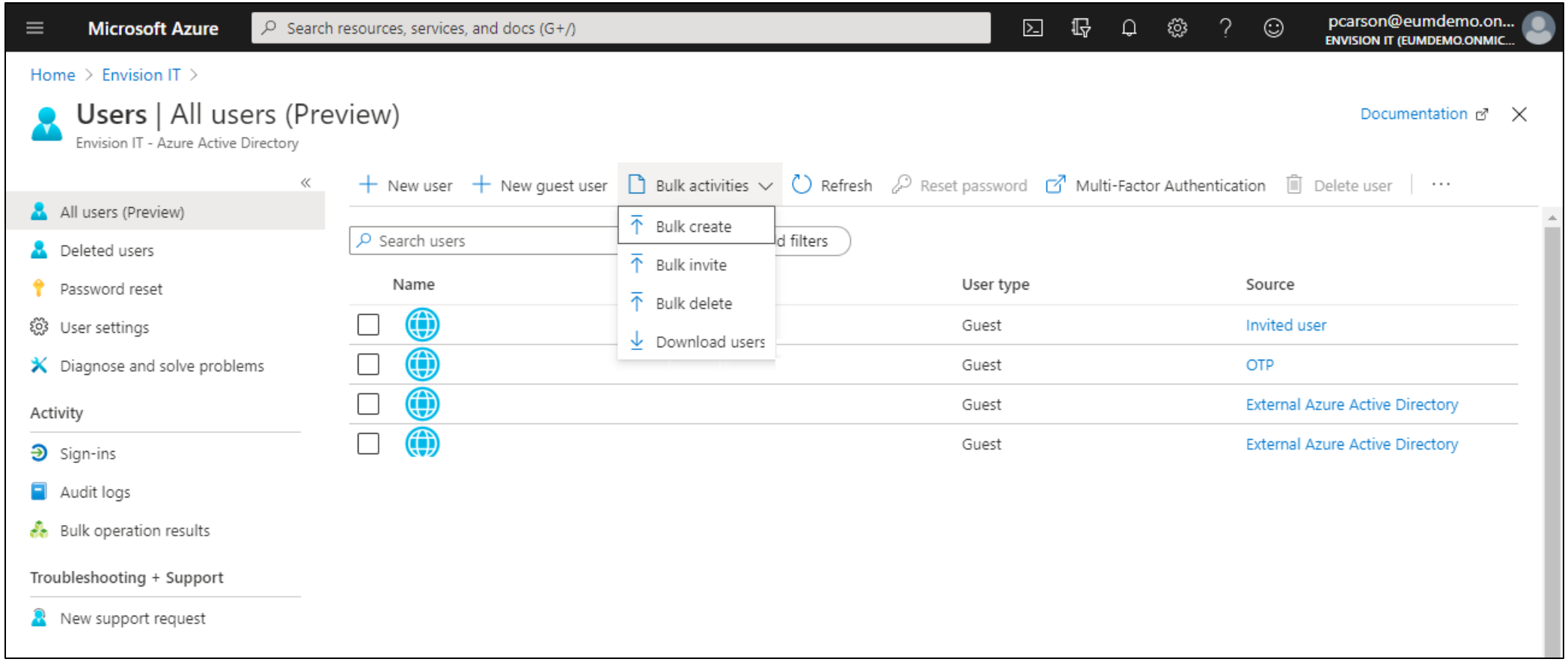
- Logs in with their Azure AD credentials
- Seamless experience
- Single sign-on if already signed into Office 365
- Also works for Microsoft accounts

No Azure AD Account

- 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

G-Suite User

- Federation with Google accounts now also supported
- Same seamless login experience as Office 365
- Need to be an @gmail.com address


Microsoft Azure
Search resources, services, and docs (G+/)
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Home > Envision IT >
Users | All users (Preview)
Envision IT - Azure Active Directory
Documentation
All users (Preview)
Deleted users
Password reset
User settings
Diagnose and solve problems
Activity
Sign-ins
Audit logs
Bulk operation results
Troubleshooting + Support
New support request
New user
New guest user
Bulk activities
Refresh
Reset password
Multi-Factor Authentication
Delete user
Bulk create
Bulk invite
Bulk delete
Download users
Search users
filters
Name
User type
Source
Guest
Invited user
Guest
OTP
Guest
External Azure Active Directory
Guest
External Azure Active Directory

Portals for External Users

Portal Options

Roll Your Own

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

AAD Entitlement Management

- Access packages define access to groups, applications, SharePoint Online
- Workflows define onboarding process
- Some branding and customization

Extranet User Manager

- Pre-built .NET Core 3 sample portal
- Fully brandable and customizable
- EUM Admin portal for creating and managing users and groups
- Licensed by the pool size of external users

Updates to Azure AD External Identity Licensing

- External identities now count as unique Monthly Active Users (MAU)
- Billing model affects Azure AD B2B and B2C
- Replaces 1:5 billing ratio
- First 50,000 MAUs are free for both Premium P1 and Premium P2 features
- Azure AD Free will remain free until you try to use premium Azure AD 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/

Microsoft Azure

Search resources, services, and docs (G+/)

pcarson@eumdemo.on...
ENVISION IT (EUMDEMO.ONMIC...

Home > Envision IT >

Identity Governance

Got feedback?

Click on "Onboard" in the left navigation menu to start using Access reviews now.

- Getting started

Entitlement management
- Access packages
- Catalogs
- Connected organizations
- Reports
- Settings

Access reviews
- Overview
- Access reviews
- Programs
- Onboard

Privileged Identity Management
- Azure AD roles
- Azure resources

Terms of use
- Terms of use

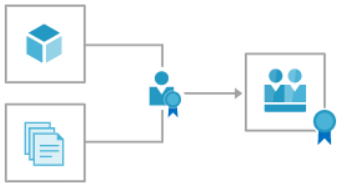
Activity
- Audit logs

Troubleshooting + Support
- Troubleshoot
- New support request

Getting started | Learn more

Ensure the right people have the right access at the right time

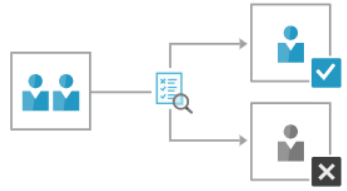
Azure AD Identity Governance helps you to protect, monitor, and audit access to critical assets while ensuring employee productivity



Entitlement management

Govern the lifecycle of access to groups, applications, and SharePoint Online sites for both employees and guests.

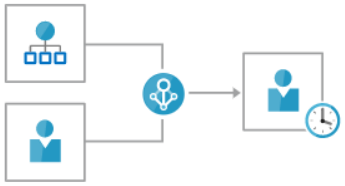
Create an access package



Access reviews

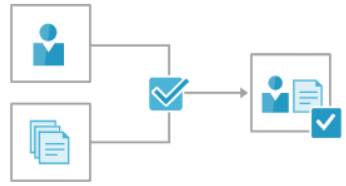
Enable organizations to recertify group memberships, application access, and privileged role assignments.

Create an access review



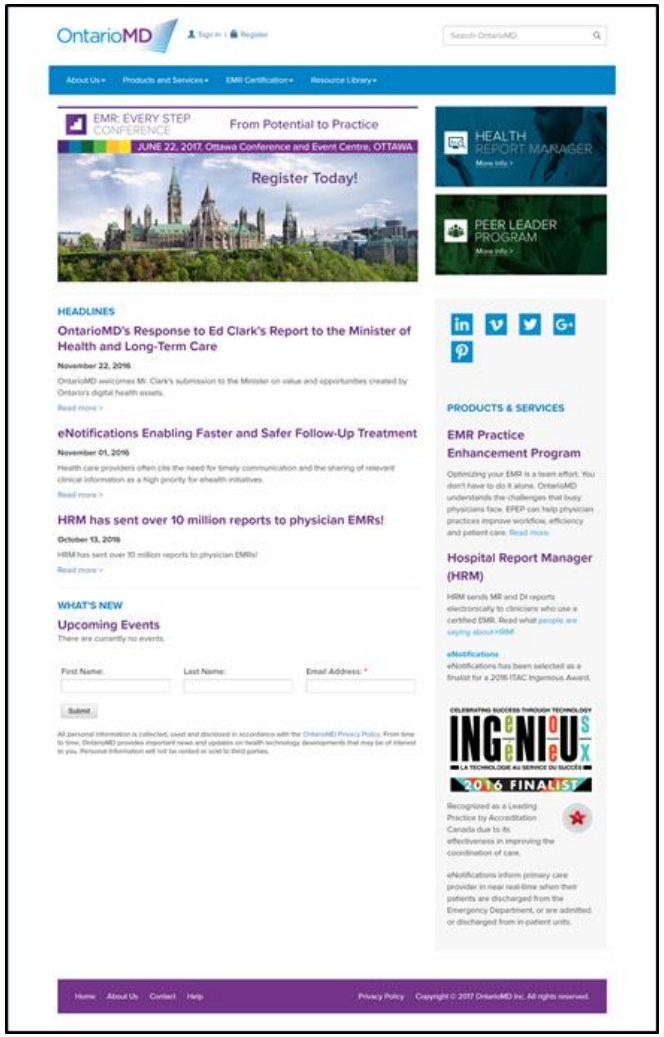
Privileged Identity Management

Make users eligible for roles, so that they only have privileged access when necessary.

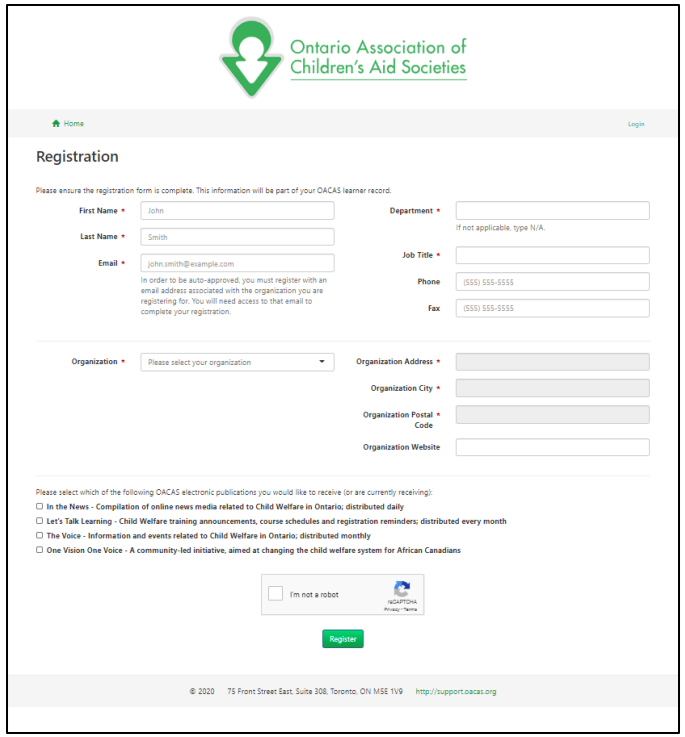


Terms of use

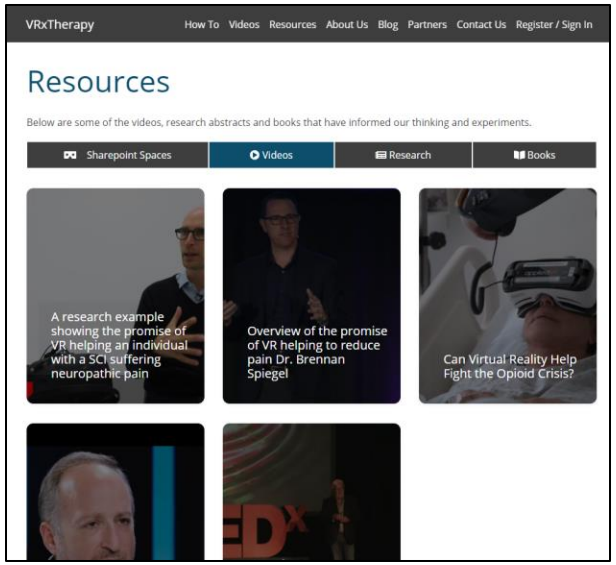
Ensure users see relevant disclaimers for legal or compliance requirements.



www.ontariomd.ca



https://oacas.sharepoint.com/



https://www.vrxtherapy.org/

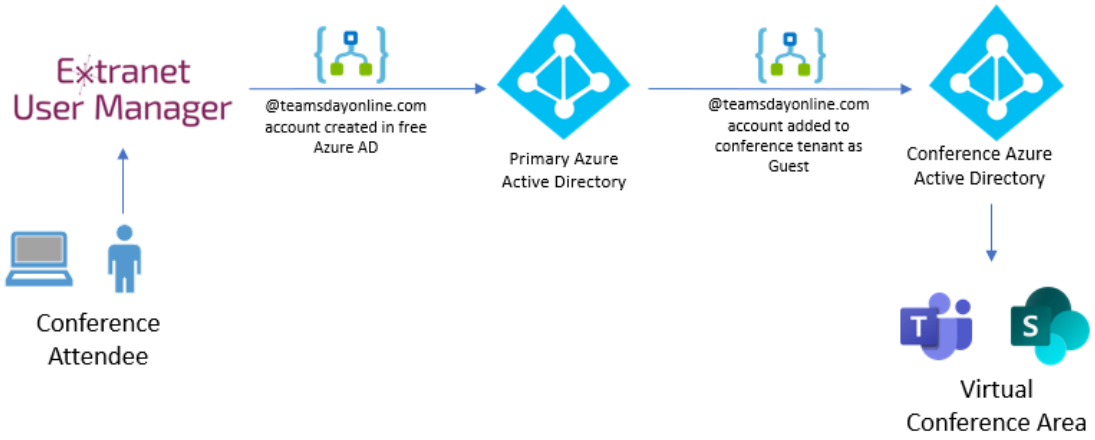
Teams Day Online Powered by EUM Case Study

Challenges

- Microsoft licensing
- User information and privacy
- Conference registration and user onboarding

www.teamsdayonline.com

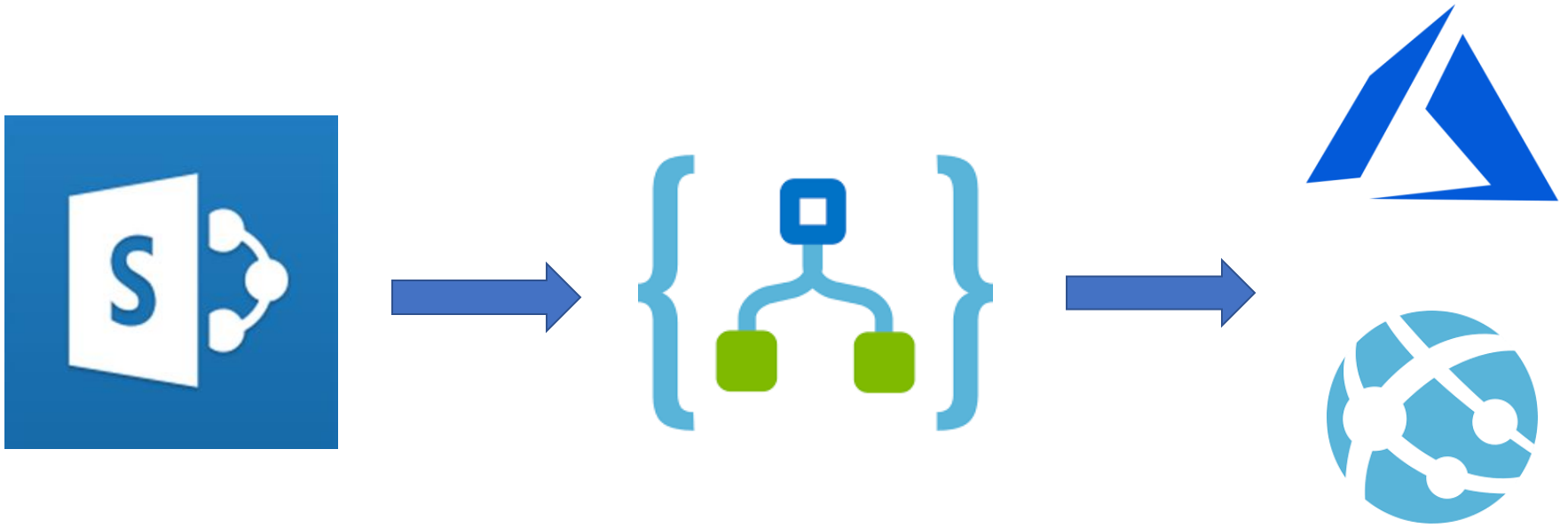
Solution

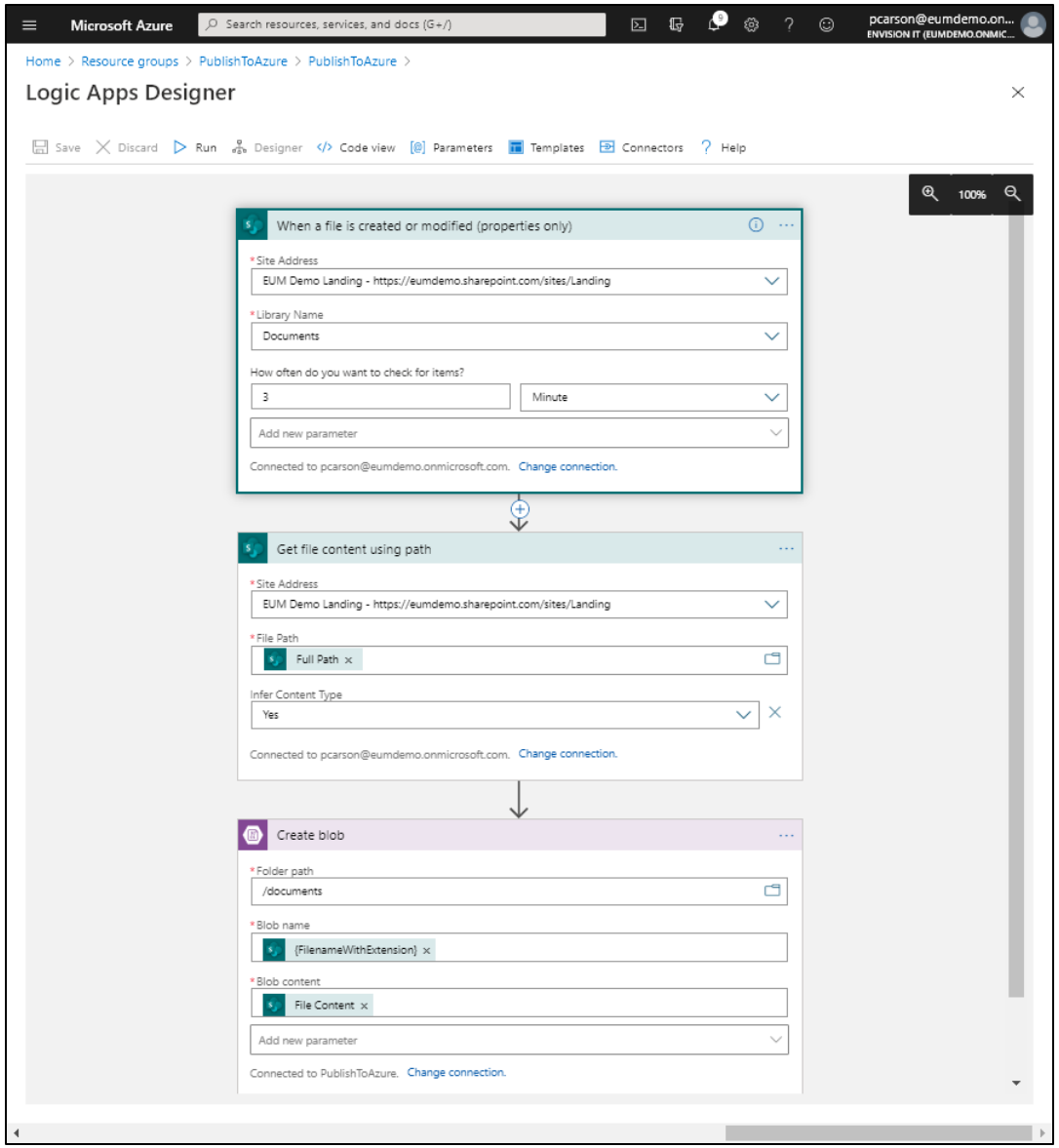


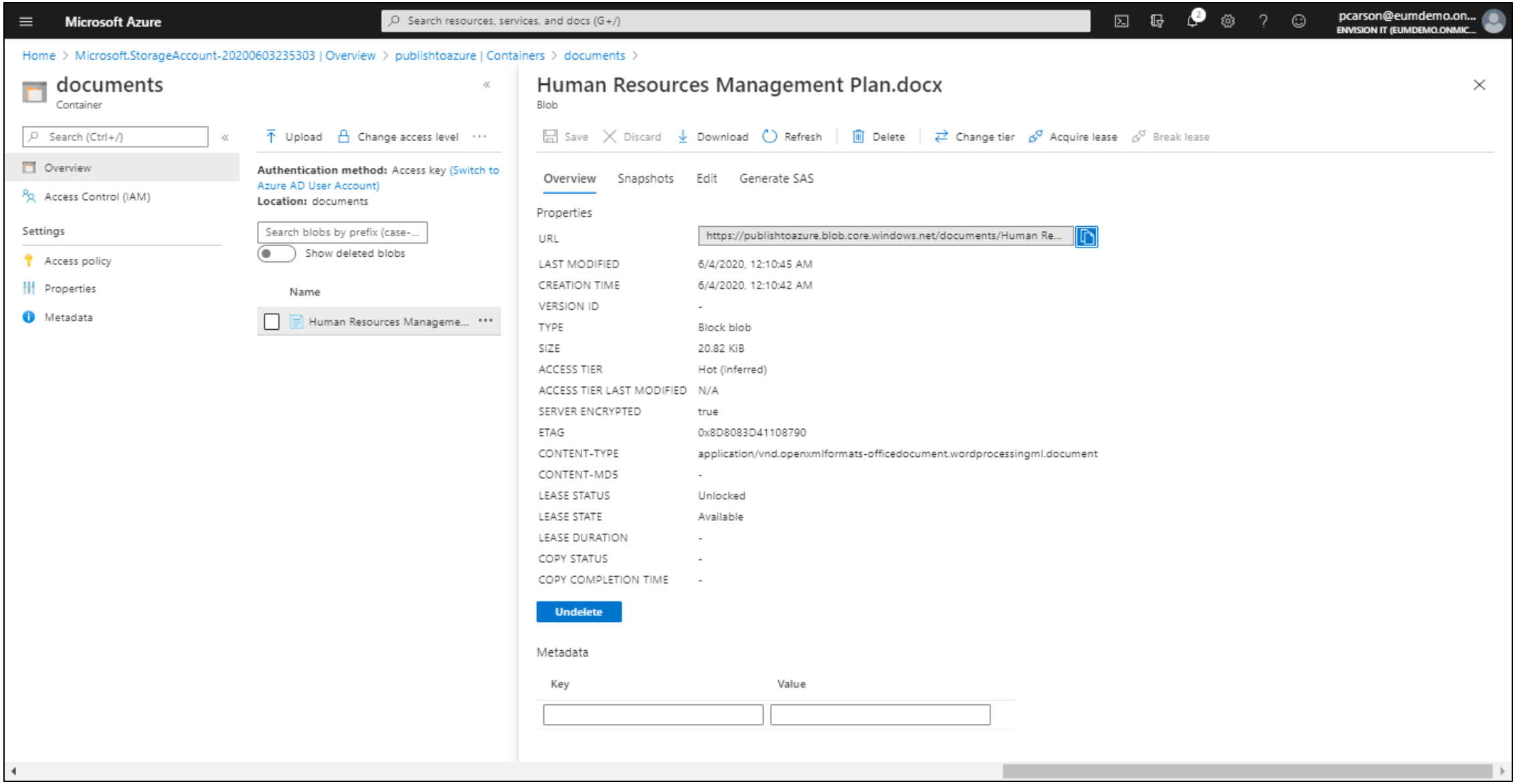
www.extranetusermanager.com/resources/case-studies/teams-day-online-powered-by-eum

Publishing to Azure

Publishing to Azure




Microsoft Azure
Search resources, services, and docs (G+/)
pcarson@eumdemo.on...
ENVISION IT (EUMDEMO.ONMIC...
Home > Resource groups > PublishToAzure > PublishToAzure >
Logic Apps Designer
Save
Discard
Run
Designer
Code view
Parameters
Templates
Connectors
Help
100%
When a file is created or modified (properties only)
*Site Address
EUM Demo Landing - https://eumdemo.sharepoint.com/sites/Landing
*Library Name
Documents
How often do you want to check for items?
3
Minute
Add new parameter
Connected to pcarson@eumdemo.onmicrosoft.com. Change connection.
Get file content using path
*Site Address
EUM Demo Landing - https://eumdemo.sharepoint.com/sites/Landing
*File Path
Full Path
Infer Content Type
Yes
Connected to pcarson@eumdemo.onmicrosoft.com. Change connection.
Create blob
*Folder path
/documents
*Blob name
{FilenameWithExtension}
*Blob content
File Content
Add new parameter
Connected to PublishToAzure. Change connection.


Microsoft Azure
Search resources, services, and docs (G+/)
pcarson@eumdemo.on...
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Home > Microsoft.StorageAccount-20200603235303 | Overview > publishtoazure | Containers > documents >
documents
Container
Search (Ctrl+/)
Overview
Access Control (IAM)
Settings
Access policy
Properties
Metadata
Upload
Change access level
Authentication method: Access key (Switch to Azure AD User Account)
Location: documents
Search blobs by prefix (case-...
Show deleted blobs
Name
Human Resources Manageme...
Human Resources Management Plan.docx
Blob
Save
Discard
Download
Refresh
Delete
Change tier
Acquire lease
Break lease
Overview
Snapshots
Edit
Generate SAS
Properties
URL
https://publishtoazure.blob.core.windows.net/documents/Human Re...
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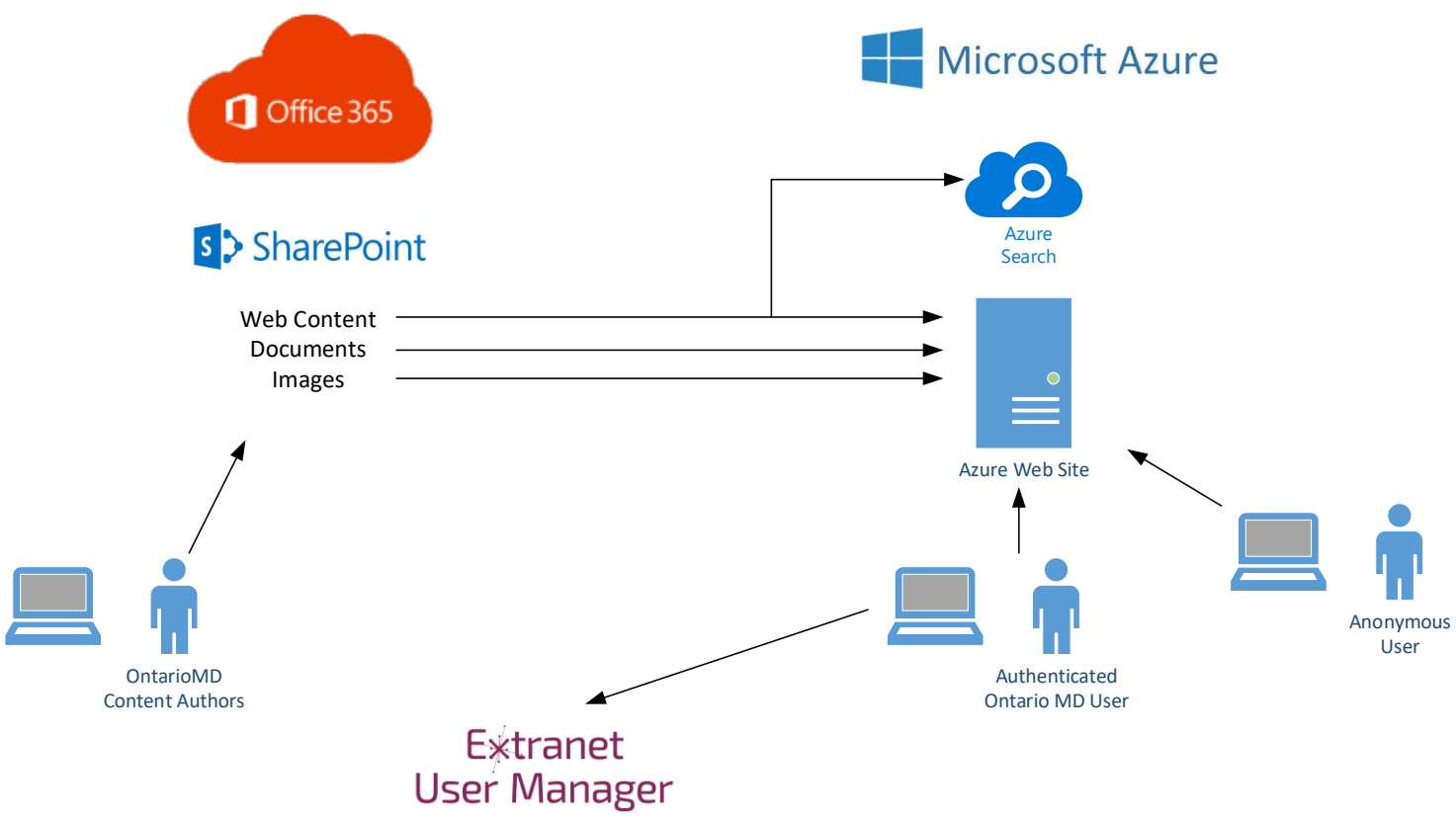
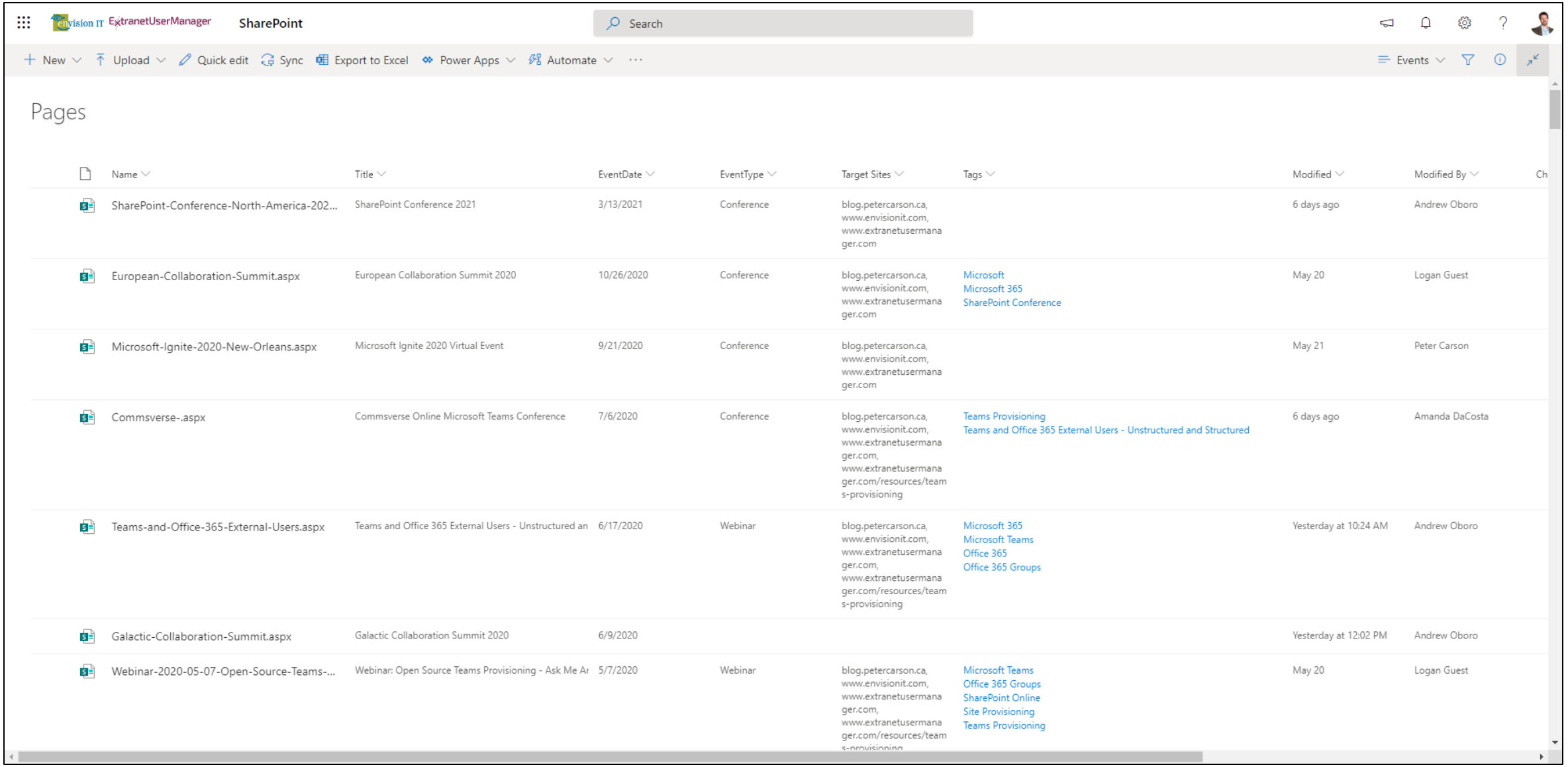
CREATION TIME 6/4/2020, 12:10:42 AM
VERSION ID -
TYPE Block blob
SIZE 20.82 KiB
ACCESS TIER Hot (Inferred)
ACCESS TIER LAST MODIFIED N/A
SERVER ENCRYPTED true
ETAG 0x8D8083D41108790
CONTENT-TYPE application/vnd.openxmlformats-officedocument.wordprocessingml.document
CONTENT-MD5 -
LEASE STATUS Unlocked
LEASE STATE Available
LEASE DURATION -
COPY STATUS -
COPY COMPLETION TIME -
Undelete
Metadata
Key
Value

OntarioMD and Extranet Publisher



www.ontariomd.ca


envision IT ExtranetUserManager
SharePoint
Search
New
Upload
Quick edit
Sync
Export to Excel
Power Apps
Automate
Events
Pages
Name
Title
EventDate
EventType
Target Sites
Tags
Modified
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SharePoint-Conference-North-America-202...
SharePoint Conference 2021
3/13/2021
Conference
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6 days ago
Andrew Oboro
European-Collaboration-Summit.aspx
European Collaboration Summit 2020
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Microsoft
Microsoft 365
SharePoint Conference
May 20
Logan Guest
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Microsoft Ignite 2020 Virtual Event
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blog.petercarson.ca, www.envisionit.com, www.extranetusermanager.com
May 21
Peter Carson
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Commsverse Online Microsoft Teams Conference
7/6/2020
Conference
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Teams Provisioning
Teams and Office 365 External Users - Unstructured and Structured
6 days ago
Amanda DaCosta
Teams-and-Office-365-External-Users.aspx
Teams and Office 365 External Users - Unstructured an
6/17/2020
Webinar
blog.petercarson.ca, www.envisionit.com, www.extranetusermanager.com, www.extranetusermanager.com/resources/teams-provisioning
Microsoft 365
Microsoft Teams
Office 365
Office 365 Groups
Yesterday at 10:24 AM
Andrew Oboro
Galactic-Collaboration-Summit.aspx
Galactic Collaboration Summit 2020
6/9/2020
Yesterday at 12:02 PM
Andrew Oboro
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blog.petercarson.ca, www.envisionit.com, www.extranetusermanager.com, www.extranetusermanager.com/resources/teams-provisioning
Microsoft Teams
Office 365 Groups
SharePoint Online
Site Provisioning
Teams Provisioning
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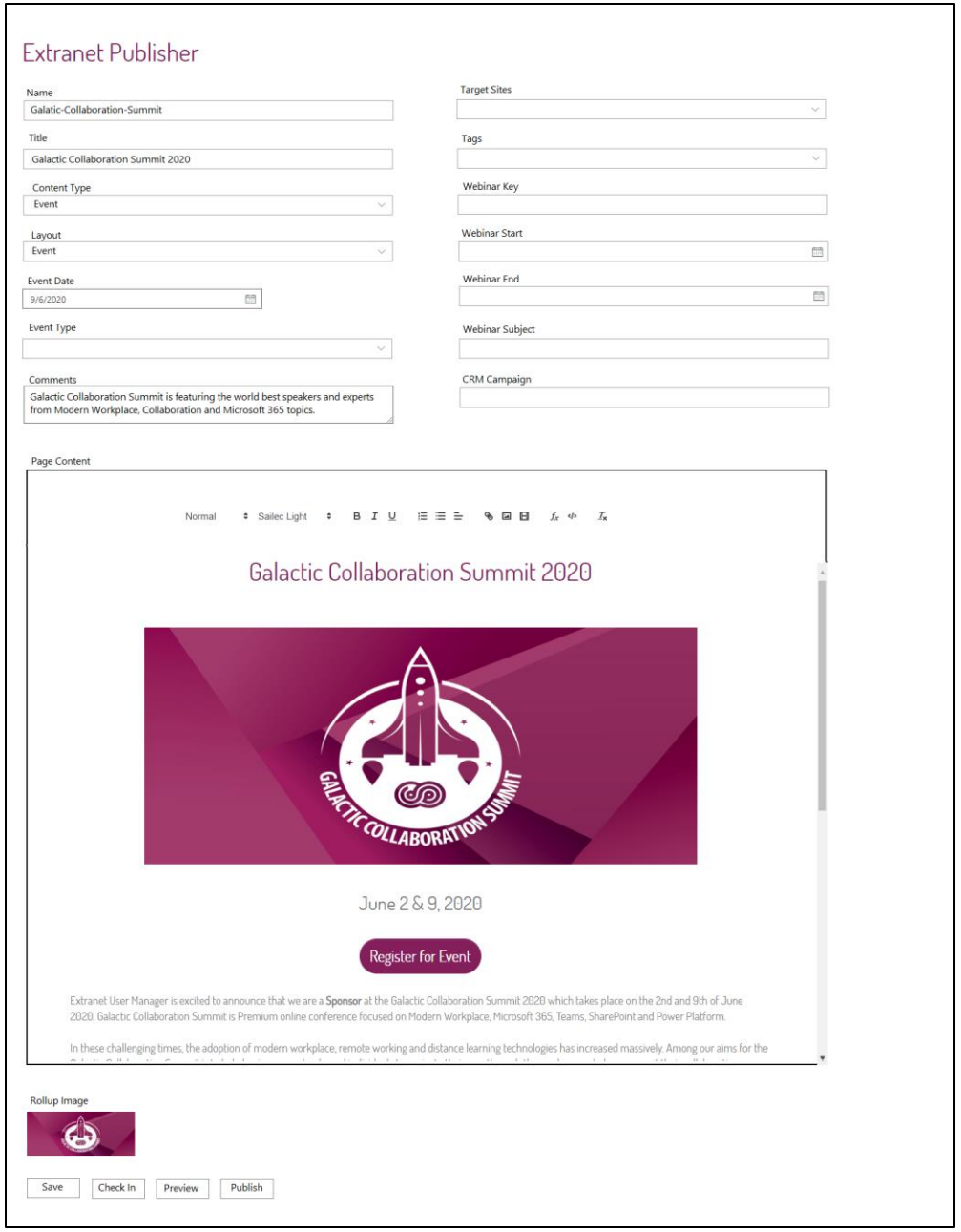
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Galactic Collaboration Summit 2020
Content Type
Event
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Event
Event Date
9/6/2020
Event Type
Comments
Galactic Collaboration Summit is featuring the world best speakers and experts from Modern Workplace, Collaboration and Microsoft 365 topics.
Target Sites
Tags
Webinar Key
Webinar Start
Webinar End
Webinar Subject
CRM Campaign
Page Content
Normal
Sailec Light
Galactic Collaboration Summit 2020
GALACTIC COLLABORATION SUMMIT
June 2 & 9, 2020
Register for Event
Extranet User Manager is excited to announce that we are a Sponsor at the Galactic Collaboration Summit 2020 which takes place on the 2nd and 9th of June 2020. Galactic Collaboration Summit is Premium online conference focused on Modern Workplace, Microsoft 365, Teams, SharePoint and Power Platform.
In these challenging times, the adoption of modern workplace, remote working and distance learning technologies has increased massively. Among our aims for the
Rollup Image
Save
Check In
Preview
Publish

Additional Considerations

>1.2M

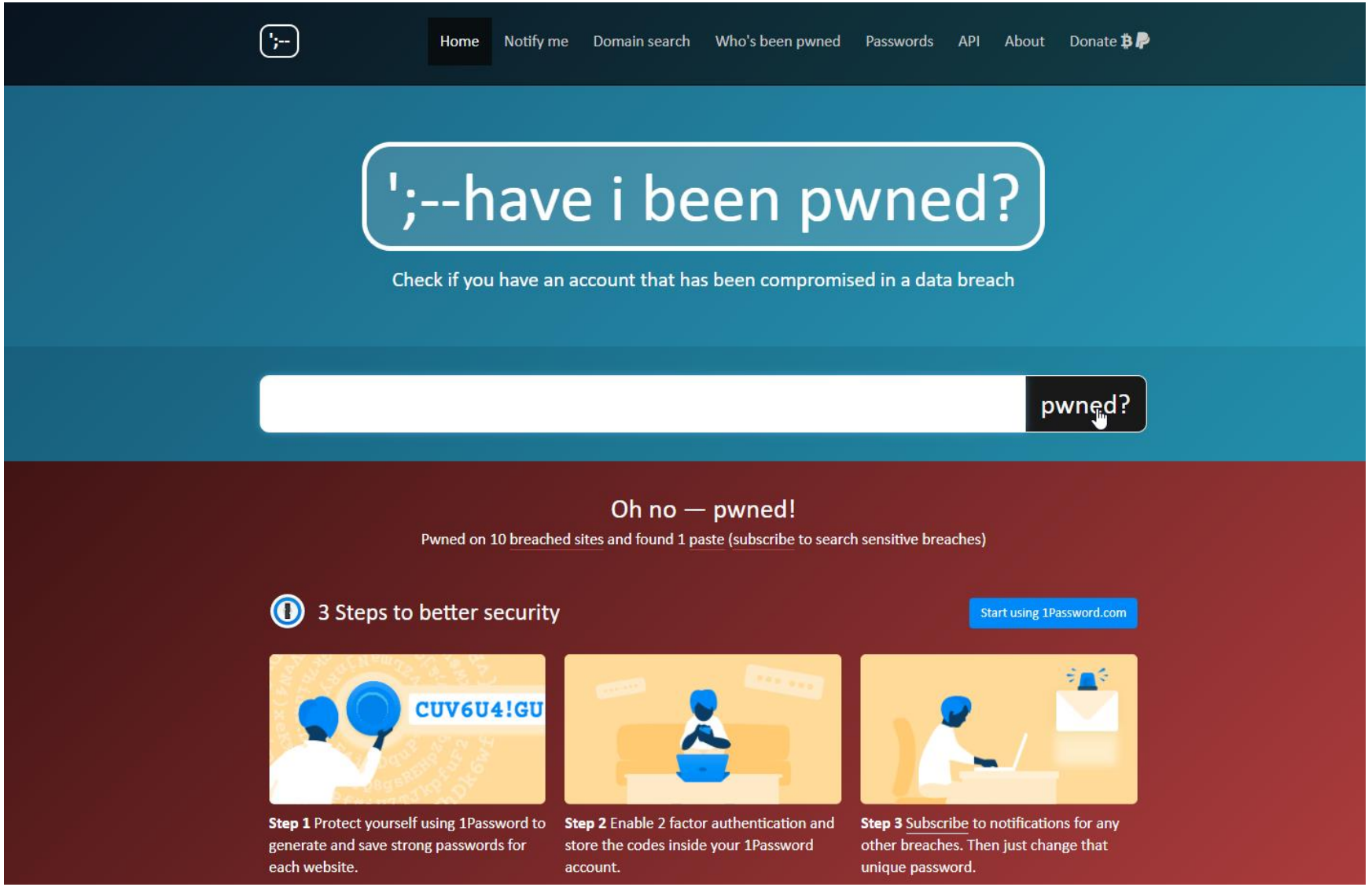
compromised accounts in January 2020

>99.9%

compromised accounts did not have MFA

>99%

of Password Spray attacks use legacy auth



https://haveibeenpwned.com/

Azure AD P1 vs. P2

Azure AD Premium P1

- 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

Azure AD Premium P2

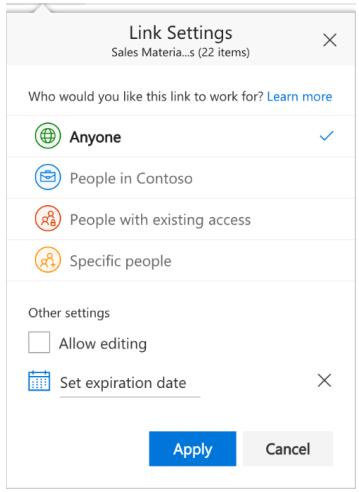
- Everything offered in P1
- Identity Protection
- Privileged Identity Management
- Access reviews
- Entitlement Management (Preview)

Azure Information Protection

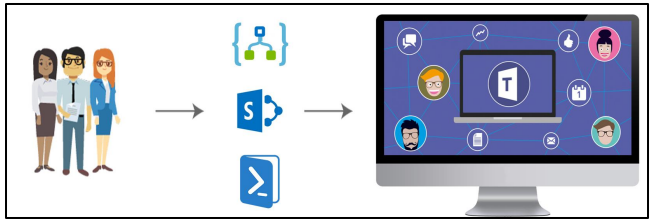
- **Used to classify and protect content**
- **More granular permissions can be applied**
  - Block download, edit, copy
  - Documents are encrypted so that protection rights apply regardless of where the document is
  - You could allow download, but for anyone to access the downloaded document they would still need to have the AIP rights assigned to them
  - Maintains control of the documents regardless of where they go
  - Permissions can be revoked for documents regardless of where they are
- **Can be used with Conditional Access to determine policy**
  - Could require MFA before accessing sensitive documents or sites
- **Can also be applied to the sharing rules**
  - Don't allow sharing of content with certain sensitivity labels applied
- **Can be manually or automatically applied (AIP P1 or P2)**

Summary and Wrap-Up

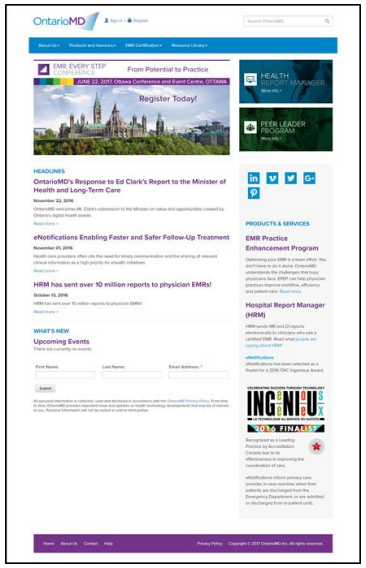
OOTB
Unstructured



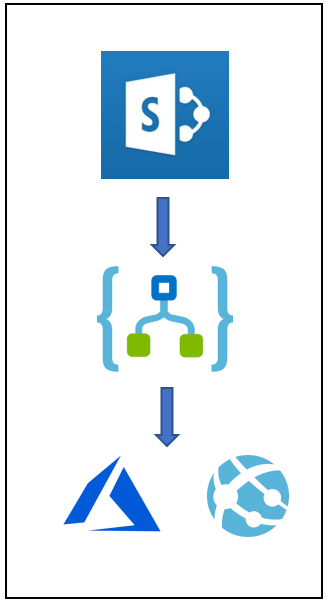
Teams
Provisioning



Structured
Extranets



Publishing



Upcoming Events - Virtual

TSPUG - How to Run a Microsoft 365 Teams Virtual Event
October 21, 2020

European Collaboration Networking Day 2020
October 27, 2020

Webinar: How to Run a Microsoft 365 Teams Virtual Event
October 29, 2020

How to Utilize SharePoint Online as a Headless CMS
November 10, 2020

TSPUG Microsoft 365 Developer Bootcamp 2020
November 27, 2020

http://eum.co/events

Thank you!

Questions?