



superhighways

harnessing **technology** for **community** benefit

M365 Admin Training
Part 2

What we'll cover today

- Why, What and Who
- Licences and Billing
- Groups – What are they, different types and reasons for using them
- Setting up new users including adding to groups – determining SharePoint access, adding to distribution lists etc

What we'll cover in future sessions

- SharePoint administration tasks
 - creating and restructuring new top-level folders
 - Understanding SharePoint permissions
 - Overriding permission inheritance
- Other Admin Tasks
 - Dealing with Quarantined Items
 - Dealing with a Hacked User Account
- Your questions answered

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Introduction to Licenses and Billing

Office 365 Subscriptions

Please note that prices will increase 10% in September 2022

Subscription Name	Type	Max Licenses	Cost per month (ex Vat)	Included Features
M365 Business Basic	Donated	300	£0.00	Email, SharePoint, OneDrive, Teams, Office Online Web Apps
M365 Business Premium	Donated	10	£0.00	as Business Standard plus Advanced security, Access & Data Control, Cyberthreat protection, Windows 10 Business
Office 365 E1/E2 <i>Existing Subscriptions Only</i>	Donated	Unlimited	£0.00	as Business Basic
Cost incurred				
M365 Business Standard	Discounted	300	£2.30	as Business Basic plus Office Desktop apps (on 5 Devices)
M365 Business Premium	Discounted	290	£3.80	as Business Standard plus Advanced security, Access & Data Control, Cyberthreat protection, Windows 10 Business
Office 365 E1	Discounted	Unlimited	£1.51	as Business Basic



Licences and Billing Demo

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Introduction to Groups Administration

Fundamental Groups

Microsoft 365 Groups

Collaborate
in shared
workspaces

Security Groups

Grant
access to
resources
and devices

Distribution Groups

Send
emails to
groups of
people

Groups in Microsoft 365

- **Types of Groups**
 - Distribution Groups/List
 - Dynamic Distribution Group
 - Security Group
 - Dynamic Security Group
 - Mail Enabled Security Group
 - Microsoft 365 Group
 - Microsoft 365 Teams Group

Groups Management Areas

- **Microsoft 365 Admin Portal**
<https://admin.microsoft.com>
- **Microsoft Exchange Admin Portal** (Mails Management)
<https://admin.exchange.microsoft.com>
- **Microsoft Azure Admin Portal**
<https://portal.azure.com> (Azure Active Directory)

- **Microsoft 365 Admin Portal**

<https://admin.microsoft.com>

Microsoft 365 admin center

Search

Active teams and groups > Add a group

Group type

Basics

Owners

Members

Settings

Finish

Choose a group type

Choose the group type that best meets your team's needs. [Learn more about group types](#)

Microsoft 365 (recommended)

Creates a group email to collaborate. You can also add Microsoft Teams for group conversations, files, and calendars.

Distribution

Creates an email address for a group of people.

Mail-enabled security

A distribution list that can also be used to control access to OneDrive and SharePoint.

Security

Controls access to OneDrive and SharePoint and can be used for Mobile Device Management for Microsoft 365.

- **Microsoft Exchange Admin Portal** (Mails Management)
<https://admin.exchange.microsoft.com>

Group type

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Choose a group type

Choose the group type that best meets your team's needs. [Learn more about group types](#)

Microsoft 365 (recommended)

Allows teams to collaborate by giving them a group email and a shared workspace for conversations, files, and calendars. In Outlook, these are called Groups.

Distribution

Creates an email address for a group of people.

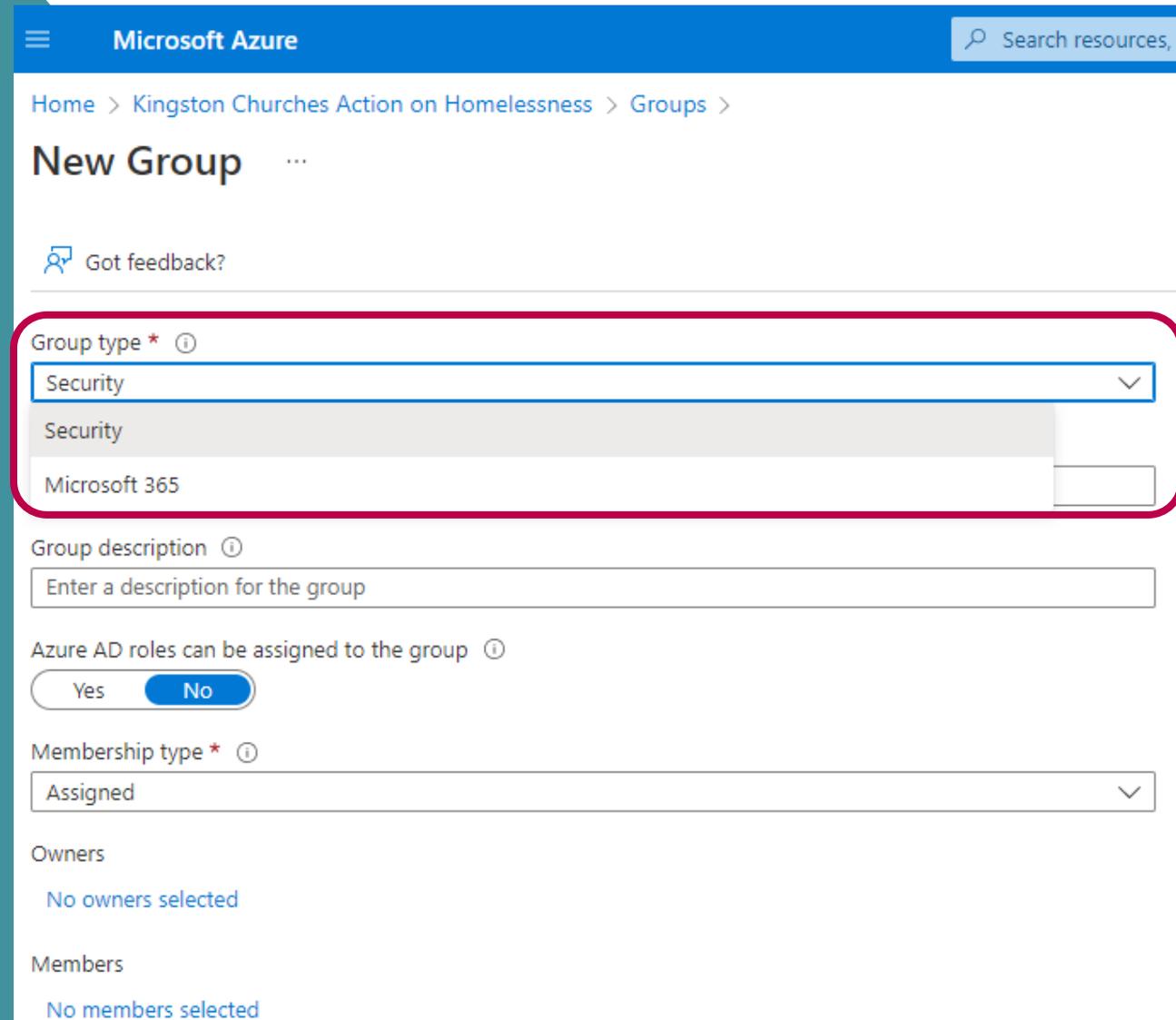
Mail-enabled security

Sends messages to all members of the group and gives access to resources like OneDrive, SharePoint and admin roles

Dynamic distribution

Sends email to all members of the list. The group's membership list is updated every 24 hours, based on the filters and conditions you set.

- **Microsoft Azure Admin Portal**
<https://portal.azure.com> (Azure Active Directory)



Microsoft Azure Search resources, ...

Home > Kingston Churches Action on Homelessness > Groups >

New Group ...

 Got feedback?

Group type * ⓘ

Security

Security

Microsoft 365

Group description ⓘ

Enter a description for the group

Azure AD roles can be assigned to the group ⓘ

Yes No

Membership type * ⓘ

Assigned

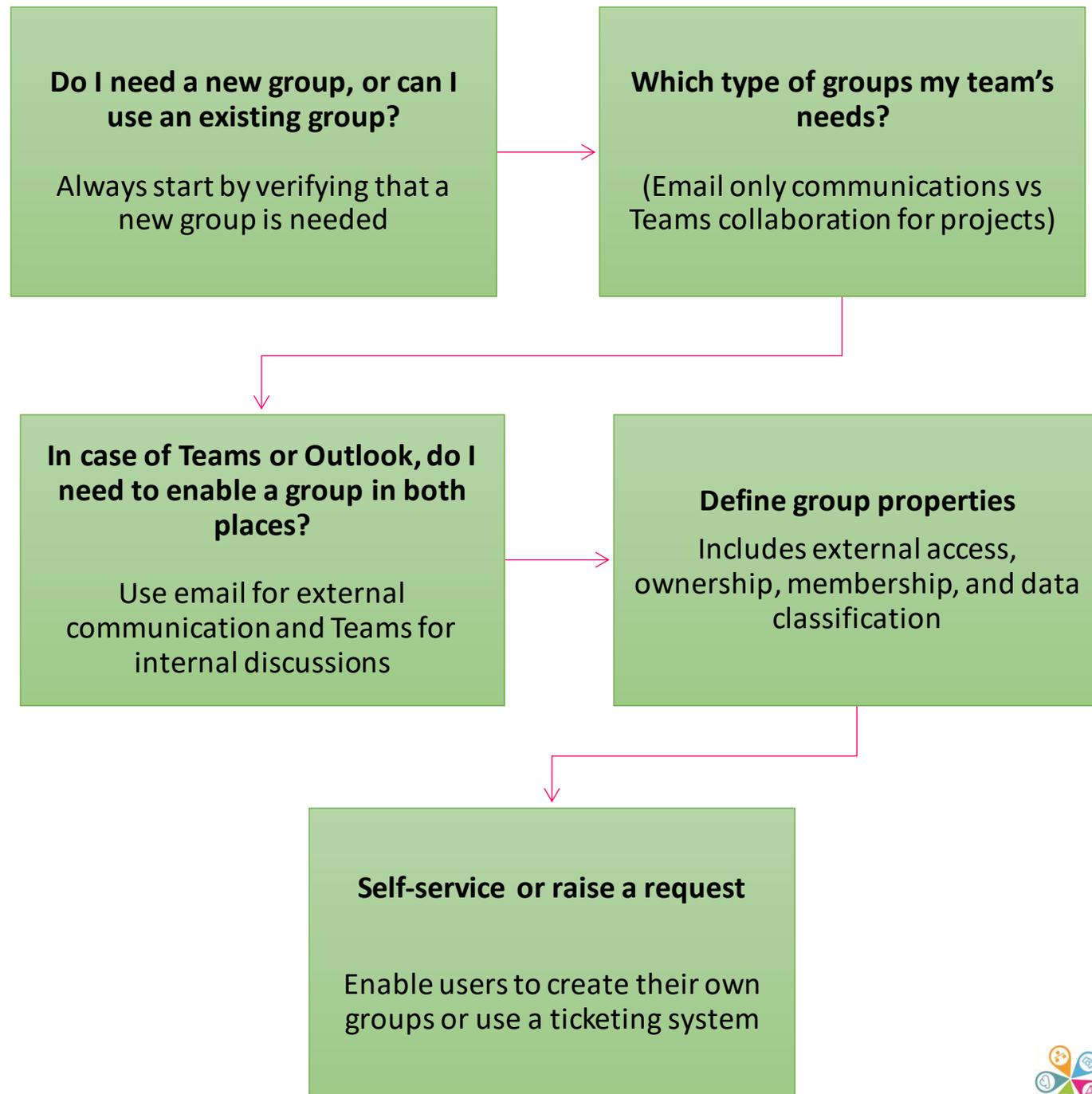
Owners

No owners selected

Members

No members selected

Steps for an end user creating a Group



When creating a Group, consider these

Item	Consideration
Name and Discoverability	How will people find and join the group?
Open vs Closed	Is this a closed group for a small set of people, or an open group that colleagues across the company can join?
Classified Content	What's the nature of content that users will be creating? Should it be marked confidential and stored securely with access on a need-only basis?
Internal vs External	Who am I working with? Is it people only from my own company, or will I be working with external entities like partners, customers, or suppliers?
Ownership	Do I need multiple owners for this group? For longer-term groups, it is good to have multiple owners to accommodate personnel changes and time-off.
Lifecycle	Periodically check if you still need all the groups. Are you changing departments or companies? Is the group still relevant to its members?
Deletion & Archival	Is it a long-lived team or a short-lived need? What should happen to the group and its data after it's no longer needed?

Best Practices for Group Owners

Item	Consideration	Best Practices
Name and Discoverability	How will people find and join the group?	<ul style="list-style-type: none"> - Prefix and suffix - Blocked words
Open vs Closed	Is this a closed group for a small set of people, or an open group that colleagues across the company can join?	<ul style="list-style-type: none"> - Recommended privacy settings - Defaults for users based on MIP labels
Classified Content	What's the nature of content that users will be creating? Should it be marked confidential and stored securely with access on a need-only basis?	<ul style="list-style-type: none"> - Classification labels available - Customer classification workflows
Internal vs External	Who am I working with? Is it people only from my own company, or will I be working with external entities like partners, customers, or suppliers?	<ul style="list-style-type: none"> - Policy and recommendation on external groups - Who can create external groups
Ownership	Do I need multiple owners for this group? For longer-term groups, it is good to have multiple owners to accommodate personnel changes and time-off.	<ul style="list-style-type: none"> - Minimum of two owners for all groups - Custom policy enforcement (feature on the product roadmap)
Deletion & Archival	Is it a long-lived team or a short-lived need? What should happen to the group and its data after it's no longer needed?	<ul style="list-style-type: none"> - Retention policy - 30-day recovery period

Best practices: Groups lifecycle

Changing Projects/Leaving organisation

- Identify new owners/members of each group
- Integrate with employee off-boarding process

Expiration

- 180-day expiration policy is used to keep control of end user created groups
- Need end-user education on managing alerts from inactive groups

Access Reviews

- Periodic checks enforced for external groups to limit exposure
- User education for needed action like expiration

More Resources for Microsoft 365 Groups

- End user documentation
[Learn about Microsoft 365 Groups](#)
- Admin documentation
[Overview of Microsoft 365 Groups for administrators](#)
- Microsoft 365 Groups for Business User - PowerPoint template
<https://www.microsoft.com/en-us/download/details.aspx?id=102396>



Groups Administration Demo

Setting up new users



User Creation & Maintenance Demo



Thank you for taking part today

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