



superhighways

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

M365 Admin Training
Part 3

What we'll cover today

- SharePoint Administration tasks
 - Introduction to SharePoint Structure
 - Creating the SharePoint Structure
 - Understanding SharePoint permissions
 - Overriding permission inheritance
- Other Admin Tasks
 - Dealing with Quarantined Items
 - Dealing with a Hacked User Account
- Your questions answered

What's next?

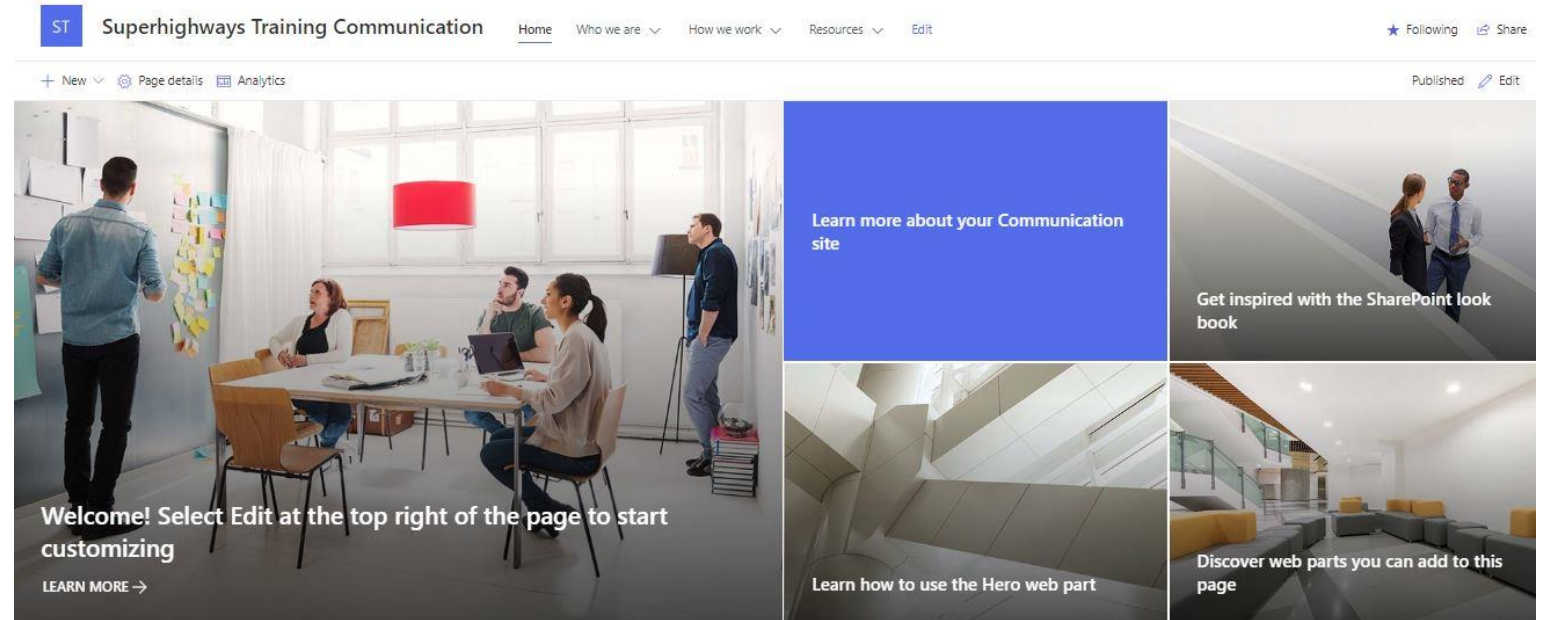
- Step-By-Step Guides & recordings e.g.
 - How to reset a password
 - How to block a sign-in
 - How to allocate a licence
 - How to give mailbox access
 - Setting up new users
- Meeting with your team to discuss
 - Security
 - Access
- Additional training for admins

SharePoint Administration Tasks

SharePoint Team Site

The screenshot shows a SharePoint Team Site interface for 'Superhighways Training'. The top navigation bar includes 'Home', 'Admin', 'Management', and 'Resources Library'. The site title 'Superhighways Training' is prominently displayed, along with 'Following' and 'Share' options. The left-hand navigation pane lists 'Home', 'Documents', 'Admin', 'Management', 'Resources Library', 'Microsoft Docs', 'Recycle bin', and 'Edit'. The main content area features a 'News' section with a 'New' button and 'Page details' and 'Analytics' options. A news item titled 'A Team Update' is shown, dated September 29, 2020, by Colin Cregan. Below this is an 'Activity' section with three document cards: 'Enabling Camera & Microphone' (added 20 hours ago), 'Investigate Network Issues' (edited 20 hours ago), and 'A-Team-Update' (edited 11 days ago). On the right, there are 'Quick links' for 'Admin', 'Management', and team site information, and a 'Documents' section with a 'New' button and a table header for 'Name' and 'Modified'. A folder icon with a downward arrow is shown with the text 'This folder is empty'.

SharePoint Communication Site



News

+ Add



Create a news post

Keep your audience engaged by sharing your latest...

now

Title of news post

Preview that shows the first few lines of the article.

Author name A few seconds ago

Title of news post

Preview that shows the first few lines of the article.

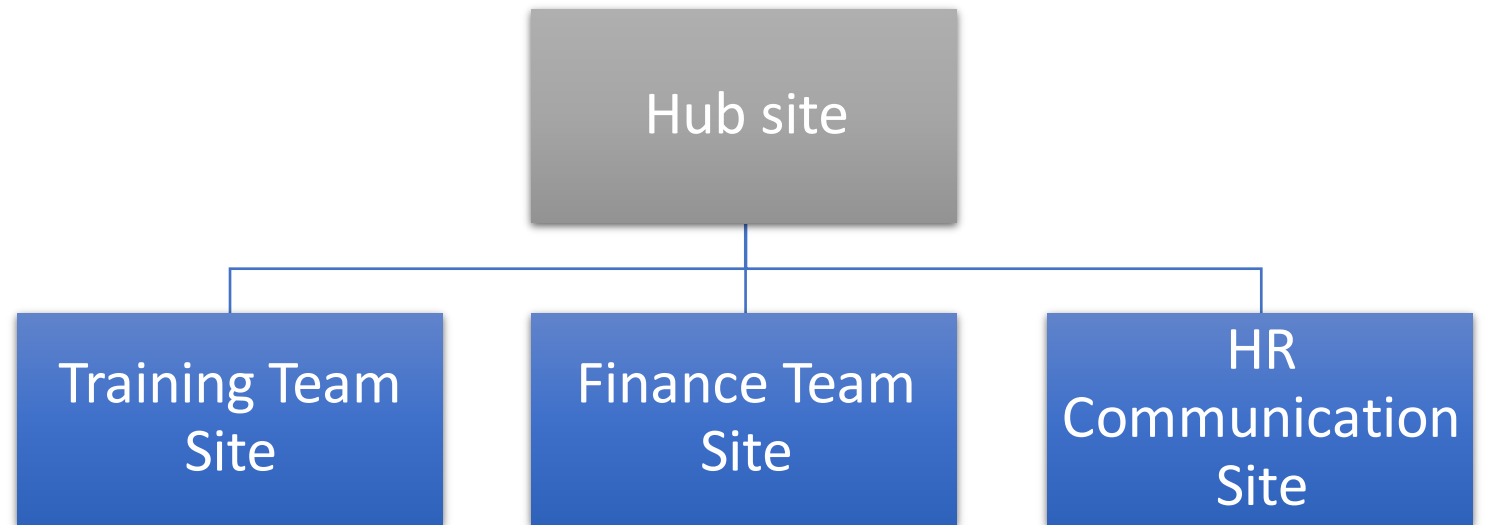
Author name A few seconds ago

Title of news post

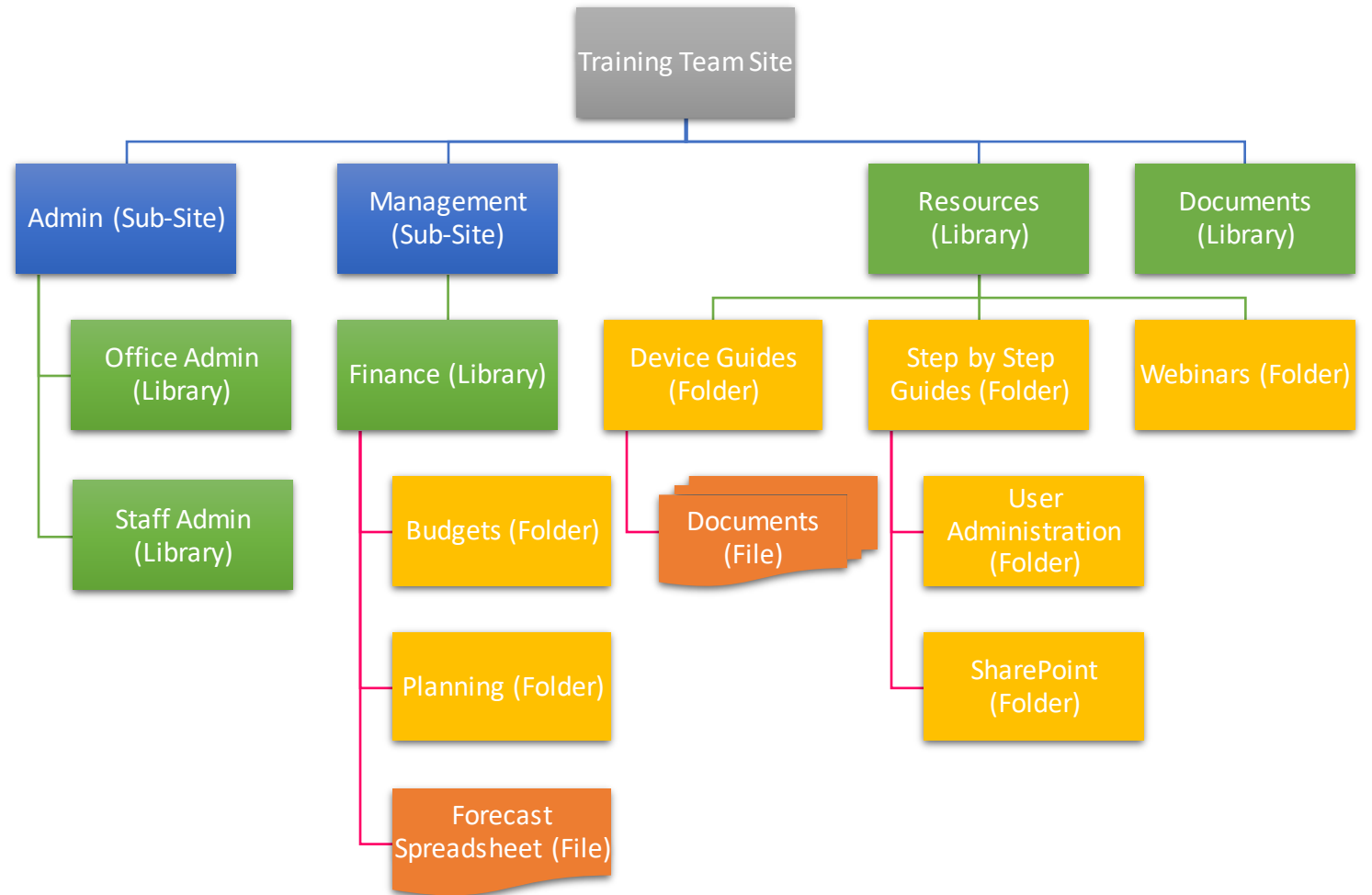
Preview that shows the first few lines of the article.

Author name A few seconds ago

SharePoint Top Level Sites



Team Site Hierarchy Structure





Demo Training Site

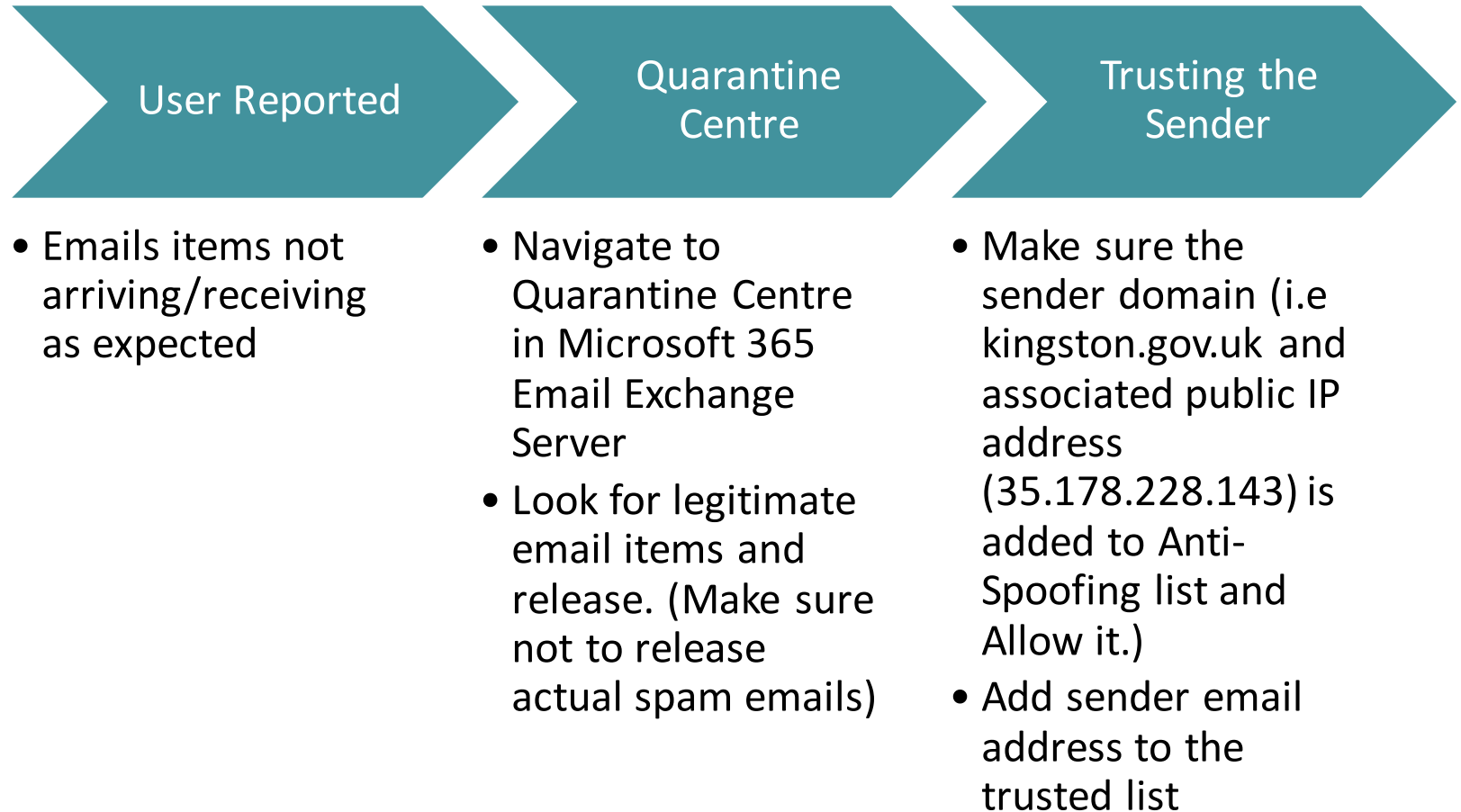
[Superhighways Training Site](#)



Other admin tasks

- Dealing with Quarantined items
- Dealing with Compromised Account

Dealing with Quarantine Items



Released quarantine items could take a few minutes to get into users inbox after releasing.

Dealing with Compromised Accounts



Reported

=====

Email Compromised
Reported



Investigation

=====

- Block the account
- Review mailbox delegates
- Review mail forwarding rules to external domains and other hidden rules from user mailbox and PowerShell
- Review global mail forwarding property on mailbox
- Enable mailbox auditing logs
- Enable MFA to the account
- Let user get back to Email.



Further Tasks

=====

- Review audit log details of the compromised account
- Review user logon activities in Azure Active Directory (AAD) via Azure Portal

A teal-colored icon of a computer monitor with a stand, positioned on the left side of the slide. The monitor is centered vertically and horizontally within a large, light teal circular arc that frames the left side of the page.

Other admin tasks demo

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>

Your questions answered



Thank you for taking part today

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