European
SharePoint
Office 365 & Azure
Conference

COPENHAGEN
2018 26 - 29
NOVEMBER

Make every ESPC18 session count...

1. **Connect:**
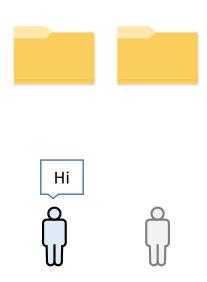Meet someone new at the start of each session

2. **Feedback:**
Don't forget to rate this session on the conference app
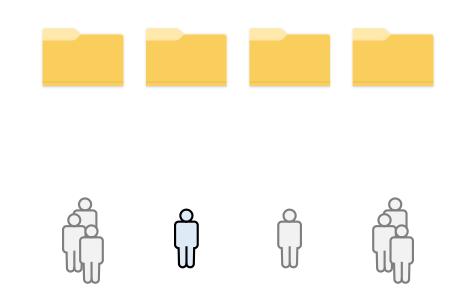
3. **Q&A:**
We will allow time to get some of your questions answered
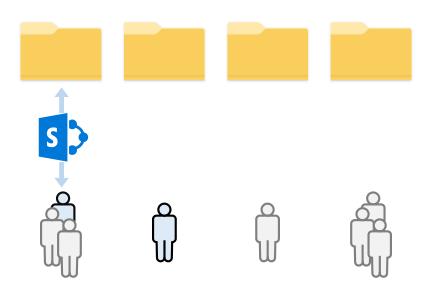
Agenda

- ⊙ Sharing overview

- ⊙ What's new for users

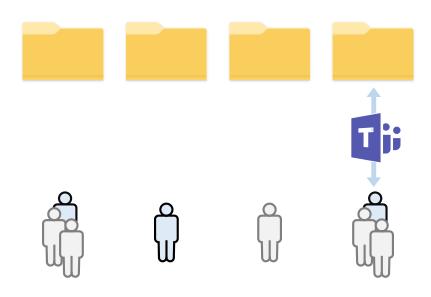- ⊙ Management overview

- ⊙ What's new for admins

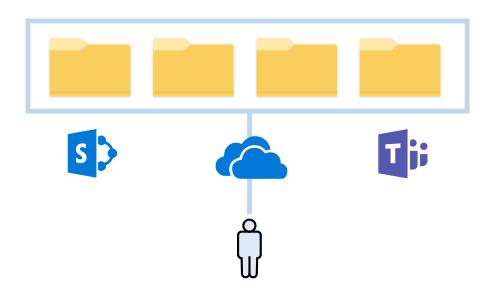**Every person has a OneDrive**

Just like every person has a OneDrive, every team has a library

Whether you work in a team site...

...or in a team chat...

OneDrive connects you to all your files across Office 365.

OneDrive makes external sharing easy and secure

Agenda

- ⊙ Sharing overview
- ⊙ What's new for users
- ⊙ Management overview
- ⊙ What's new for admins

Scenarios

Simple external sharing

I'm sending sales materials to a customer

Share it with whomever you want

Sales materials

Sales materials

Make it **easy** for them

Don't make them sign-in

Don't make them create an account

Let them forward it to whoever they want

How to:

Send a **link** that works **for anyone who has it**

Send Link
Sales Materia...s (22 items)

⋯ ✕

🌐 Anyone with the link can view. ⌄

Enter a name or email address

Add a message (optional)

Send

🔗
Copy Link

📧
Outlook

Link Settings

Who would you like this link to work for? Learn more

🌐 **Anyone** ✓

💼 People in Contoso

👥 People with existing access

👤 Specific people

Other Settings:

☑ Allow editing

📅 Set expiration date

🔒 Set password

⊖ Block download ⬤○ ⓘ

Apply   Cancel

Definition: "Anyone" link

A transferrable, revocable secret key

Definition: "Anyone" link

A transferrable, revocable secret key

Can be forwarded to others

Definition: "Anyone" link

A transferrable, revocable secret key

Access can be revoked any time

Definition: "Anyone" link

A transferrable, revocable secret key
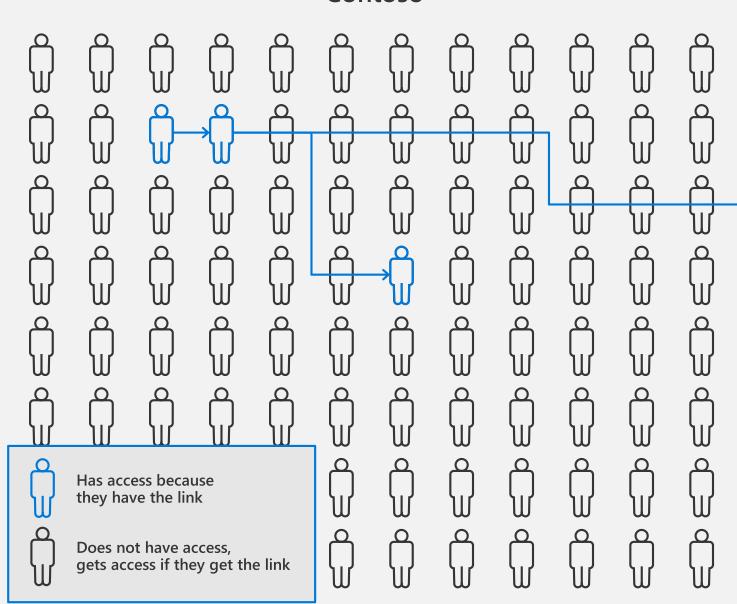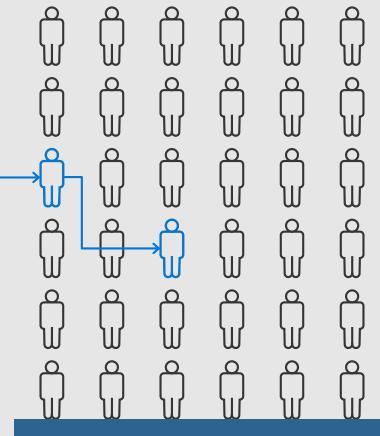
Users need the link to gain access

Contoso

Has access because they have the link

Does not have access, gets access if they get the link
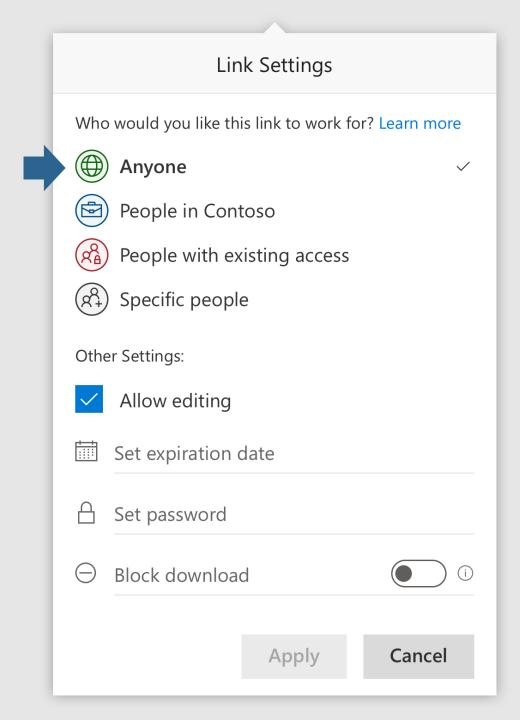
Shareable link

...lets you forward to anyone as needed

...like an attachment

"Anyone" links

> The easiest way to share files and folders

> Recipients decide who else gets access

> Guaranteed to open for anyone who receives it, on any device

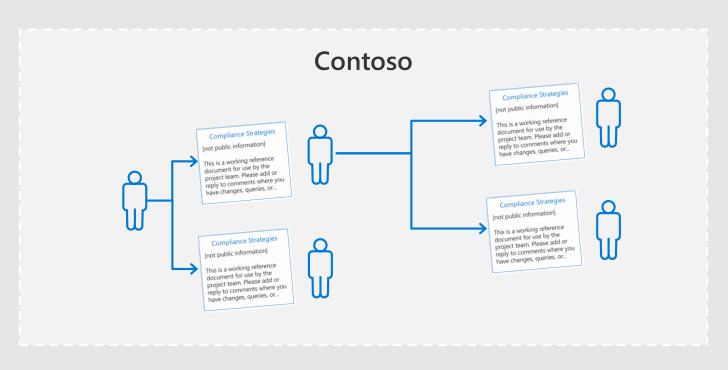> Share with anyone easily via email, chat, social, etc. No frustrating errors or sign-in/up

Link Settings

Who would you like this link to work for? Learn more

→ ⊕ **Anyone** ✓

💼 People in Contoso

👥 People with existing access

👥 Specific people

Other Settings:

☑ Allow editing

📅 Set expiration date

🔒 Set password

⊖ Block download ⬤ ⓘ

Apply   Cancel

Internal sharing

I'm sending a document to colleagues for review

Compliance Strategies

[not public information]

This is a working reference document for use by the project team. Please add or reply to comments where you have changes, queries, or…

Contoso

Make it **easy** for them

Let them forward it to whoever they want as long as they're inside the company

Keep it **secure**

Don't let external people access it

How to:
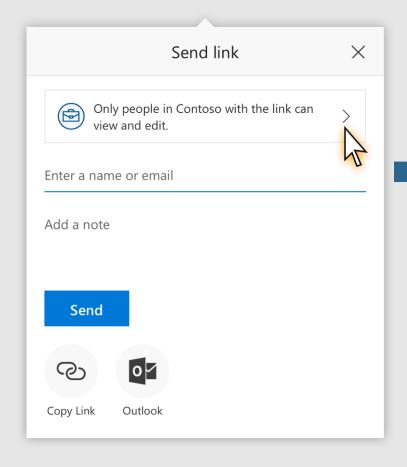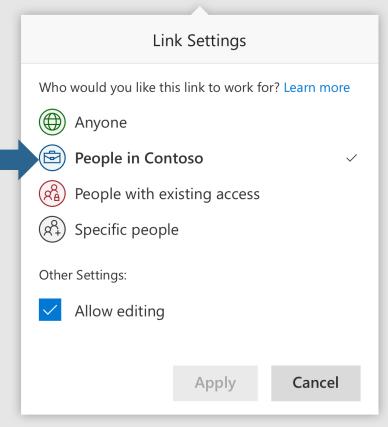
Send a **link** that works for **only people in your organization**
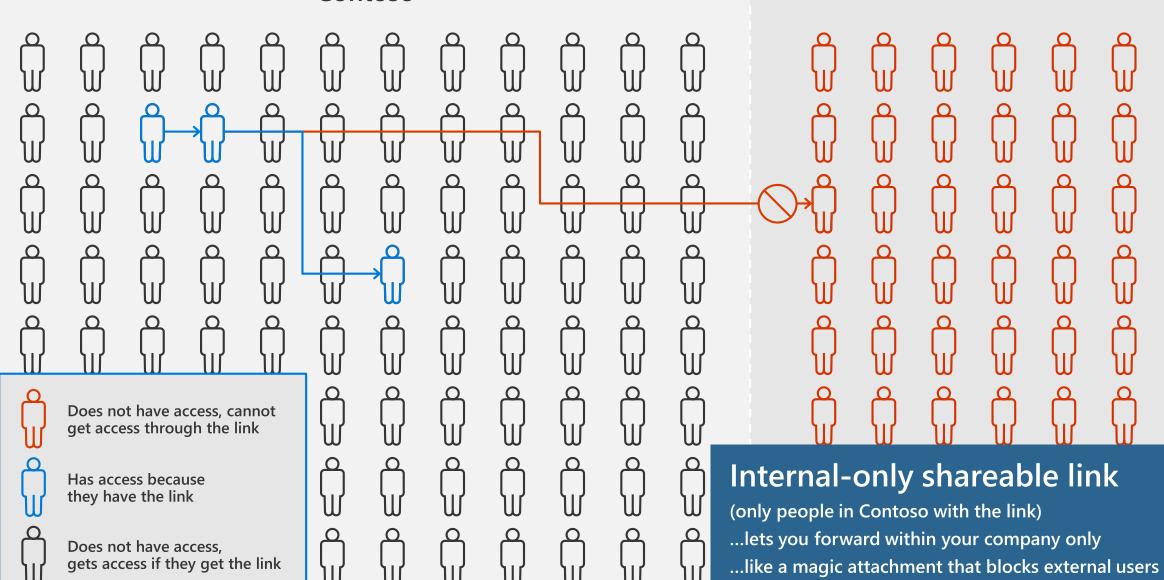
Definition:
"People in my organization" link
A transferrable, revocable secret key
Only grants access to internal users

Definition:
"People in my organization" link
A transferrable, revocable secret key

Can be forwarded to others

Definition:
"People in my organization" link
A transferrable, revocable secret key

Access can be revoked any time

Definition:
"People in my organization" link

A transferrable, revocable secret key

Users need the link to gain access

Definition:
"People in my organization" link

A transferrable, revocable secret key
Only grants access to internal users

Requires sign-in to an account in my organization

Definition:
"People in my organization" link

A transferrable, revocable secret key
Only grants access to internal users

Members (non-Guests) in my Office 365 directory

Contoso

Does not have access, cannot get access through the link

Has access because they have the link

Does not have access, gets access if they get the link

Internal-only shareable link

(only people in Contoso with the link)

...lets you forward within your company only

...like a magic attachment that blocks external users
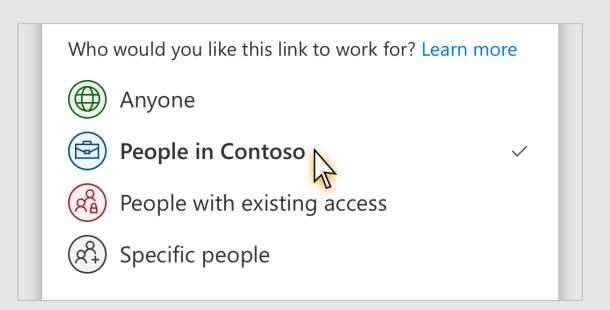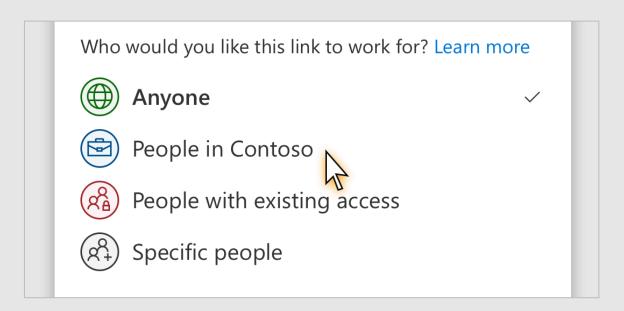
"People in my organization" links
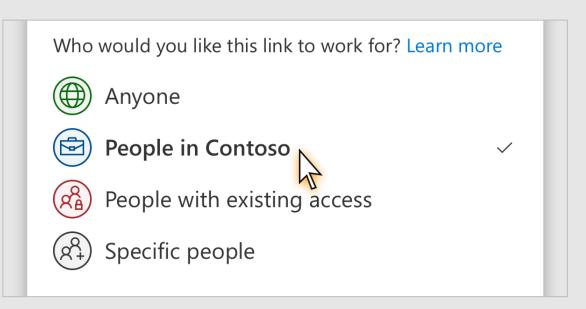
- Allows recipients to forward within your organization

- Blocks external people from accessing

Who would you like this link to work for? Learn more

🌐 Anyone

💼 **People in Contoso** ✓

👥 People with existing access

👥 Specific people

Agenda

⊙ Share easily using shareable links

Who would you like this link to work for? Learn more

🌐 **Anyone** ✓

💼 People in Contoso

👥 People with existing access

👥 Specific people

Who would you like this link to work for? Learn more

🌐 Anyone

💼 **People in Contoso** ✓

👥 People with existing access

👥 Specific people

Agenda

> Share easily using shareable links

> Share securely to a specific external person

Secure external sharing

I want an external partner to review my secret document

Make it **easy** for them
Minimize effort to open the link

Keep it **secure**
Don't let them forward it to anyone else

How to:
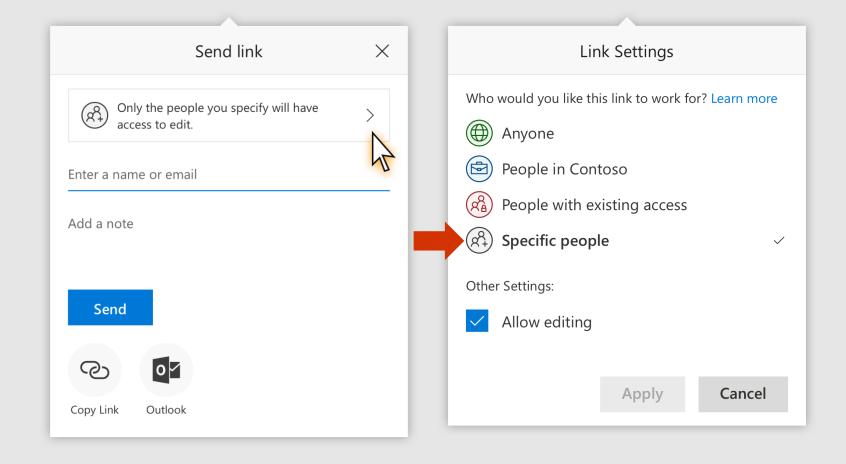
Send a **link** that works for **specific people**

Definition:
"Specific people" links

A non-transferable, revocable secret key
Only grants access to the specified recipient

Definition:
"Specific people" links

A non-transferable, revocable secret key

Won't work if forwarded to others

Definition:
"Specific people" links
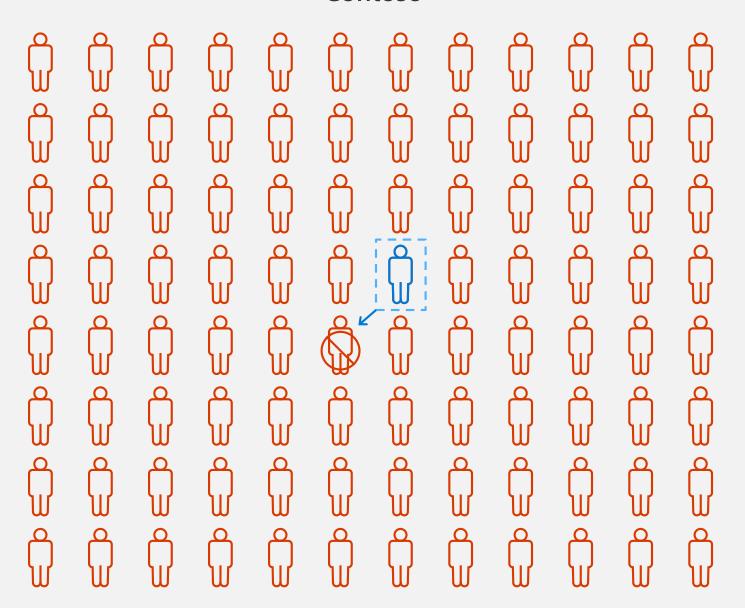
A non-transferable, revocable secret key
Only grants access to the specified recipient

Existing users get access via their account

Definition:
"Specific people" links

A non-transferable, revocable secret key
Only grants access to the specified recipient

New external users prove email ownership via simple one-time passcode

Contoso
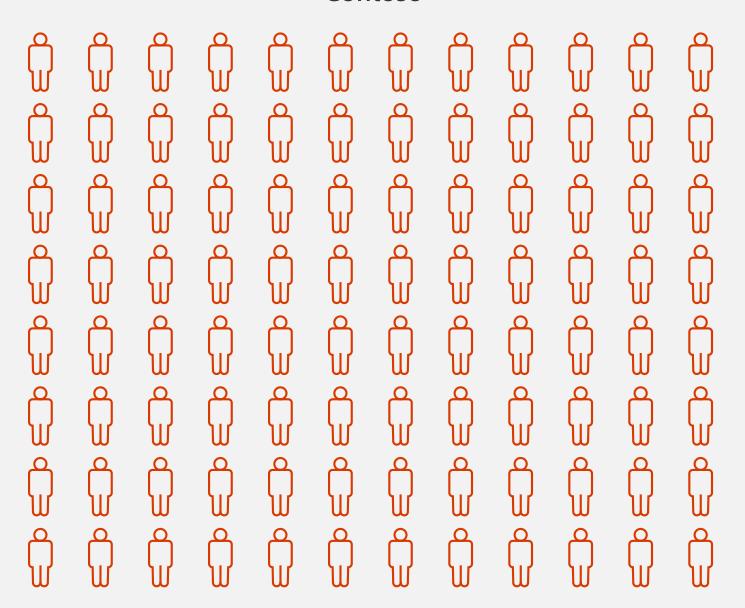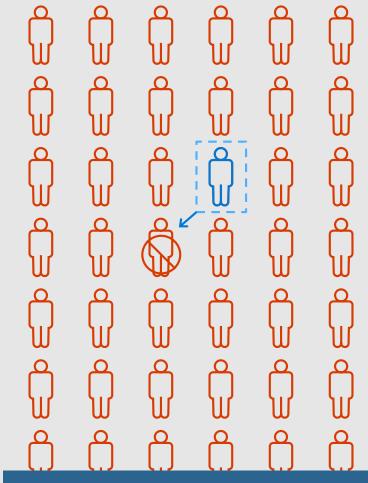
"Specific people" link
... only works for the intended recipient

Contoso
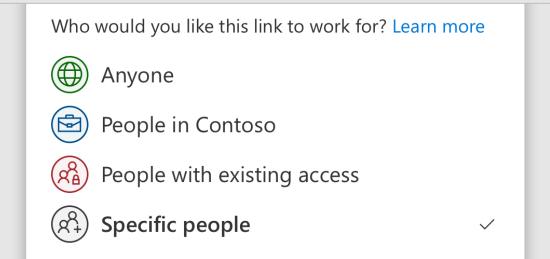
"Specific people" link
… can be internal or external people

"Specific people" links
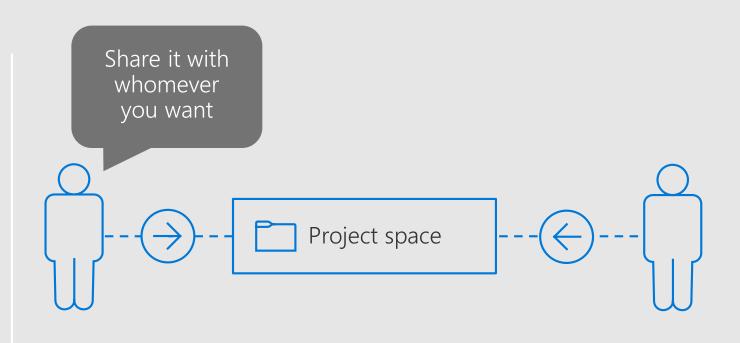
⟩ Only work for the people you specify

⟩ Can specify internal or external users

⟩ If recipient has no guest account, email verification happens via one-time passcode

Who would you like this link to work for? Learn more

🌐 Anyone

💼 People in Contoso

👥🔒 People with existing access

👥➕ **Specific people** ✓

Conversations with external users

I'm working together with a partner on a project

Share it with whomever you want

Project space

Project space

Make it **easy** for them

Guest user can participate in conversations
And has access to all files too
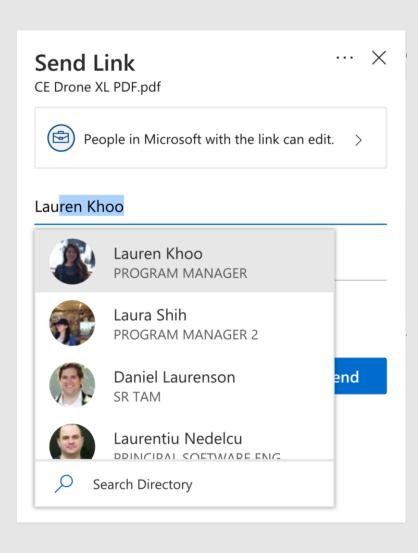
Agenda

> Sharing overview

> What's new for users

> Management overview

> What's new for admins

We made sharing even better

NEW! Smart people picker

- Find people faster; type less

- Uses Microsoft Graph intelligence to make predictions based on your usage patterns

- Rolling out **now**!
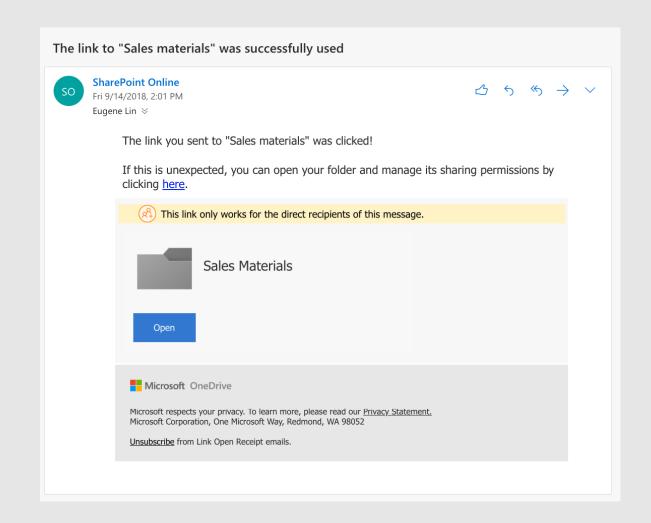
NEW! Link open receipts

- Know when your link got opened

- Confirmation mail is sent the first time the link is opened

- Rolling out **now**!
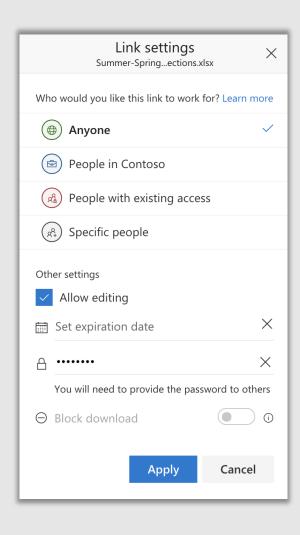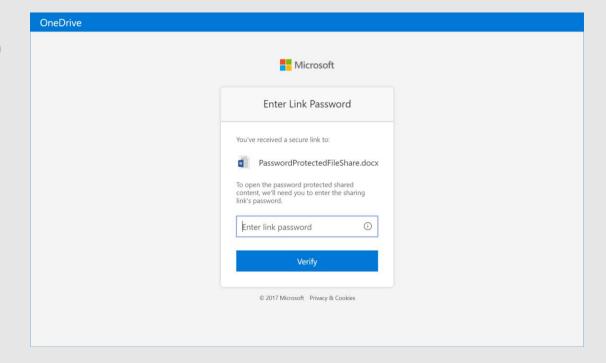
NEW! Password-protected links

- Prevent accidental re-sharing of "anyone" links

- Require users to enter a custom password before accessing a file or folder

- Coming early 2019

NEW! Block downloads

Link settings
Financial Model.xlsx ✕

Who would you like this link to work for? Learn more

🌐 **Anyone** ✓

💼 People in Contoso

👥 People with existing access

👤 Specific people

Other settings

☐ Allow editing

📅 Set expiration date ✕

🔒 Set password

⊖ Block download 🔵

Apply Cancel
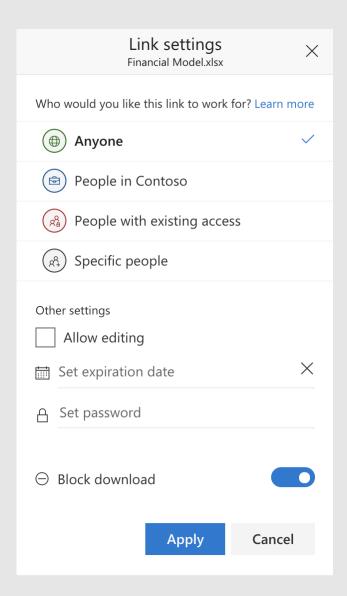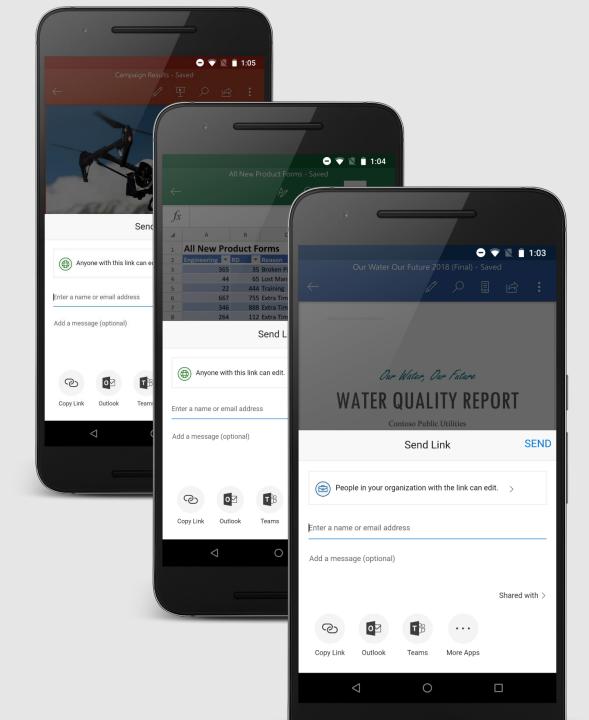
- Keep your documents in the cloud
  - Avoid out-of-date copies
  - Maintain access control

- Available for view-only links

- Rolling out **now** for Office files
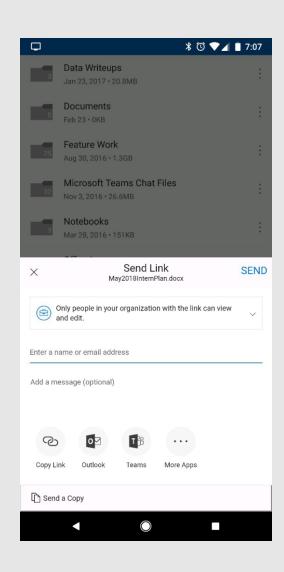
NEW! Full OneDrive sharing in Office mobile
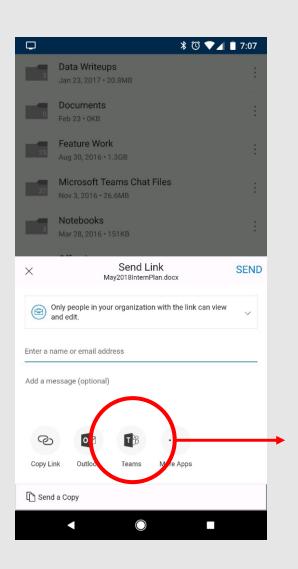
- Share Office documents directly from iOS and Android

- All desktop capabilities... on your phone or tablet

- Rolling out now
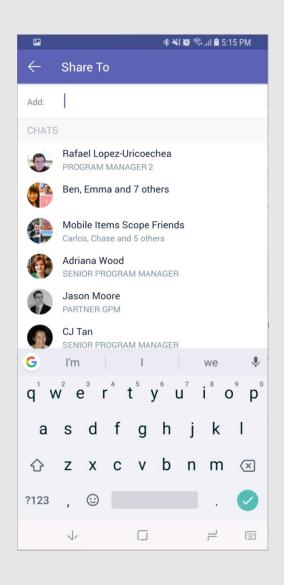
NEW! Full OneDrive sharing in mobile apps

- Get all OneDrive sharing features on the go

- No compromise across phone, desktop, web

- Available now

NEW! Send via Microsoft Teams

- Send links via Teams directly from the OneDrive app

- Address any chat or channel

- Available now
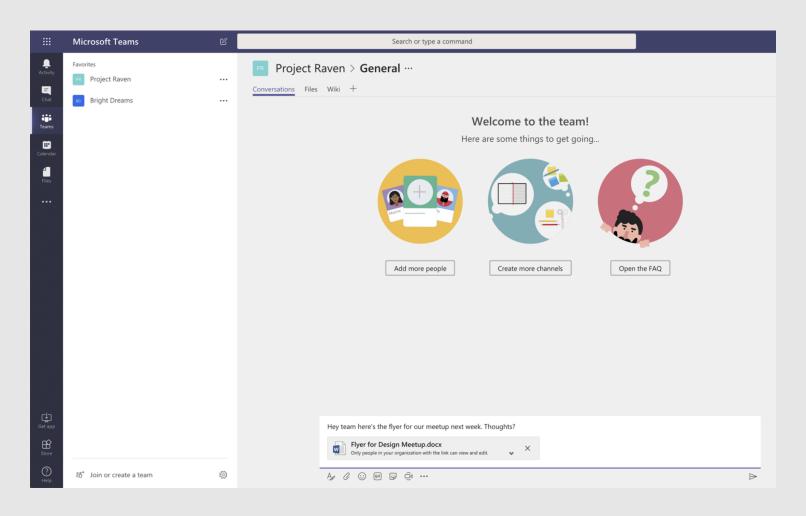
Integration with Microsoft Teams

NEW! Full OneDrive sharing from Microsoft Teams
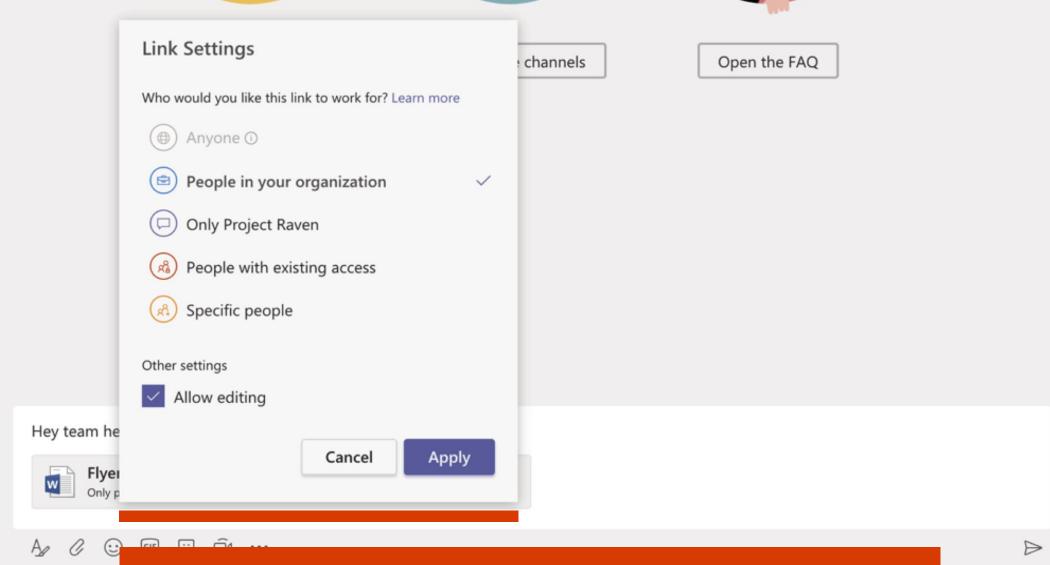
See link information at-a-glance

Customize security settings with familiar UI
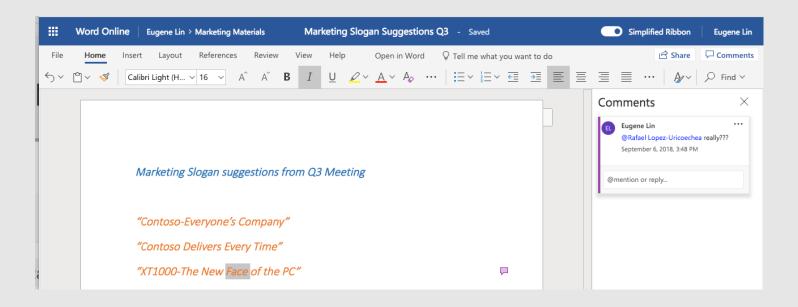
We made sharing better
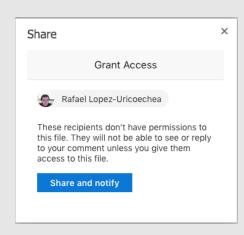
- Smart people picker
- Link open receipts
- Password-protected links
- Block downloads
- Sharing from OneDrive mobile apps
- Sharing from Word, Excel, PowerPoint mobile
- Send via Microsoft Teams
- Integration with Microsoft Teams

We made working together even better

NEW! @mentions in Word, Excel, PowerPoint

- Easily bring people into your document with @mentions

- Automatic sharing prompt if they don't already have access

- Rolling out **now** on web, Windows, Mac

- Coming soon for iOS, Android
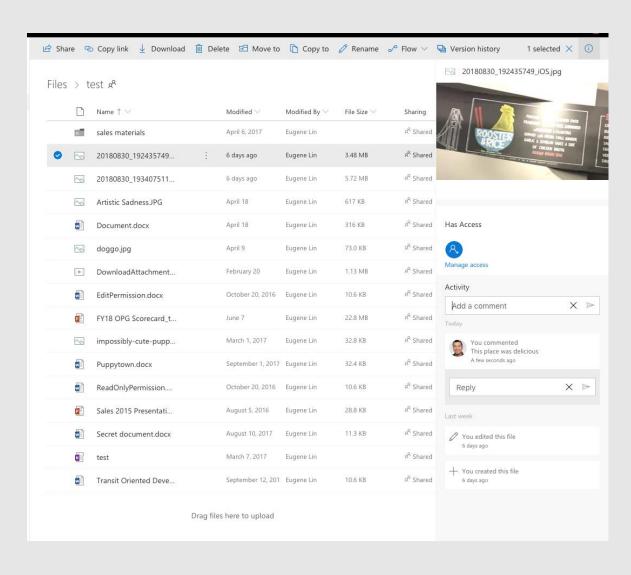
NEW! Comments on all file types

- Comment on any type of file, even if they aren't Office files

- Email notifications for comments

- Coming early 2019
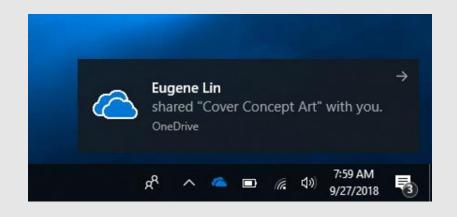
We made working together better

- @mentions in Word, Excel, PowerPoint
- Comments on all file types

We made receiving even better
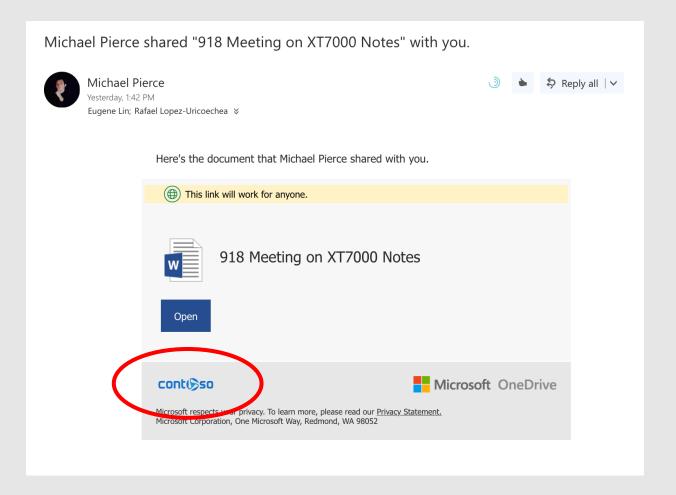
NEW! Desktop sharing notifications

- Stay informed where you already work and get back to what you were doing

- When someone shares a file or folder with you, get a native OS notification in Windows or Mac OS

- Rolling out **now**
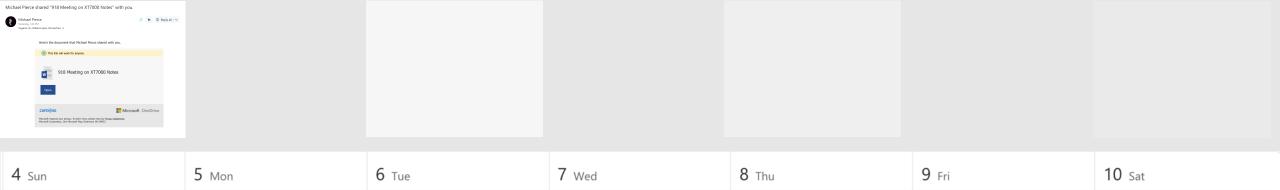
NEW! Company branding in sharing mails
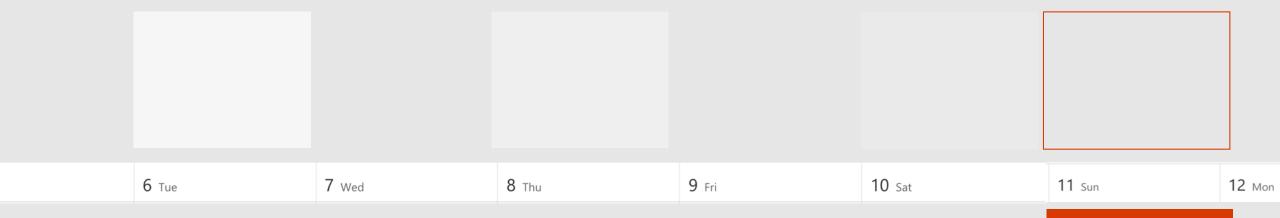
- Stay on-brand with your customers and partners

- Company branding configured in Azure AD appears in OneDrive mail notifications

- Available now
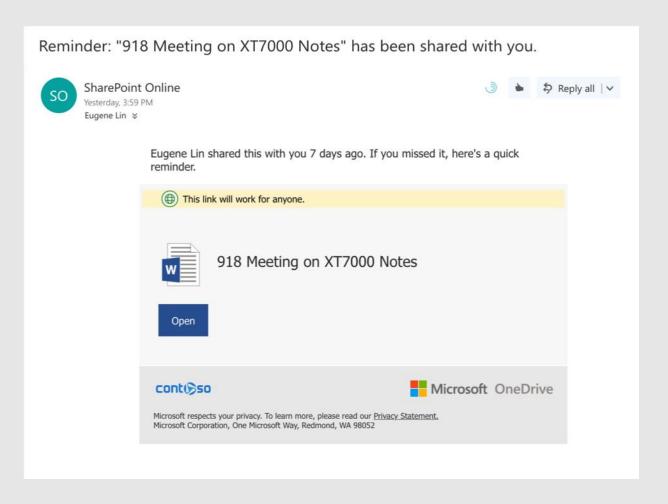
Will people look at my document?

| 6 Tue | 7 Wed | 8 Thu | 9 Fri | 10 Sat | 11 Sun | 12 Mon |

If it's not opened within 7 days, it's 95% likely to be forgotten
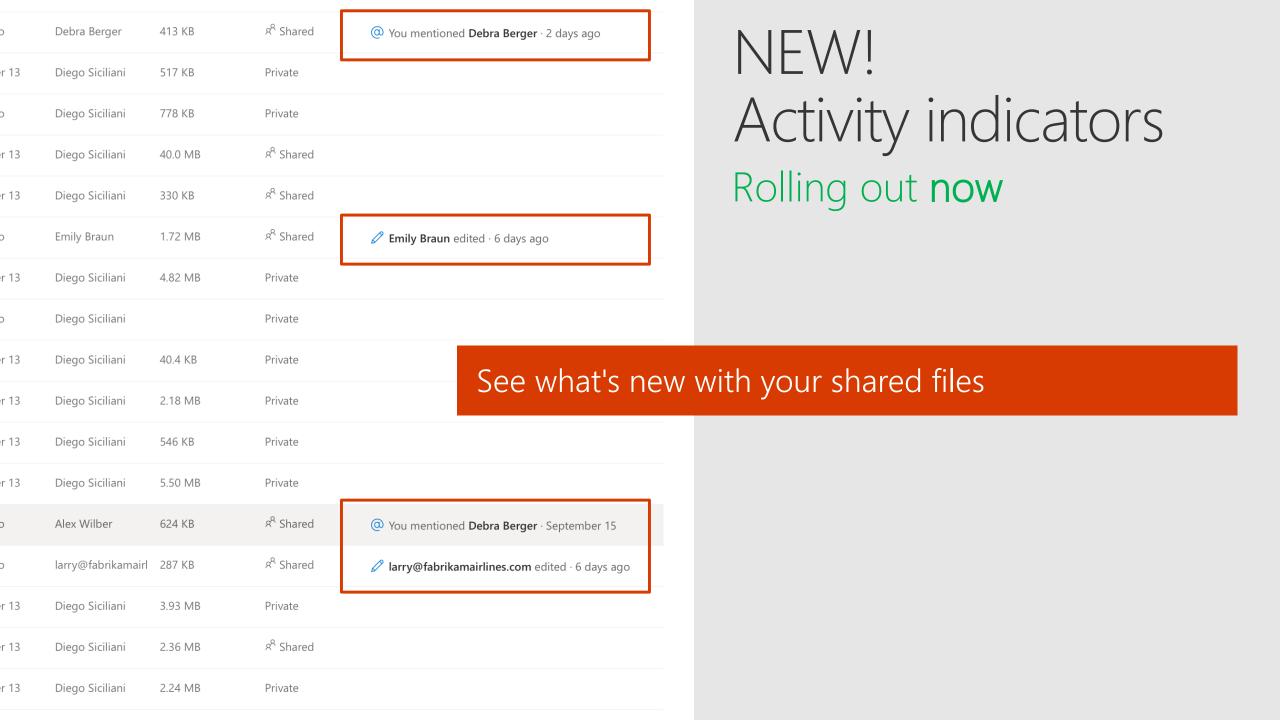
NEW! Automatic sharing reminders

- Stay on top of files even if you missed the original mail

- OneDrive detects when you missed a sharing link and sends a reminder after 7 days

- Available now

NEW! Activity indicators on OneDrive files

	Debra Berger	413 KB	⨉ Shared		@ You mentioned **Debra Berger** · 2 days ago
r 13	Diego Siciliani	517 KB	Private		
	Diego Siciliani	778 KB	Private		
r 13	Diego Siciliani	40.0 MB	⨉ Shared		
r 13	Diego Siciliani	330 KB	⨉ Shared		
	Emily Braun	1.72 MB	⨉ Shared		✎ **Emily Braun** edited · 6 days ago
r 13	Diego Siciliani	4.82 MB	Private		
	Diego Siciliani		Private		
r 13	Diego Siciliani	40.4 KB	Private		
r 13	Diego Siciliani	2.18 MB	Private		
r 13	Diego Siciliani	546 KB	Private		
r 13	Diego Siciliani	5.50 MB	Private		
	Alex Wilber	624 KB	⨉ Shared		@ You mentioned **Debra Berger** · September 15
	larry@fabrikamairl	287 KB	⨉ Shared		✎ **larry@fabrikamairlines.com** edited · 6 days ago
r 13	Diego Siciliani	3.93 MB	Private		
r 13	Diego Siciliani	2.36 MB	⨉ Shared		
r 13	Diego Siciliani	2.24 MB	Private		

NEW!
Activity indicators
Rolling out now

See what's new with your shared files

We made receiving better

- Desktop sharing notifications
- Company branding in sharing mails
- Automatic sharing reminders
- Activity indicators

Agenda

> Sharing overview

> What's new for users

> Management overview

> What's new for admins

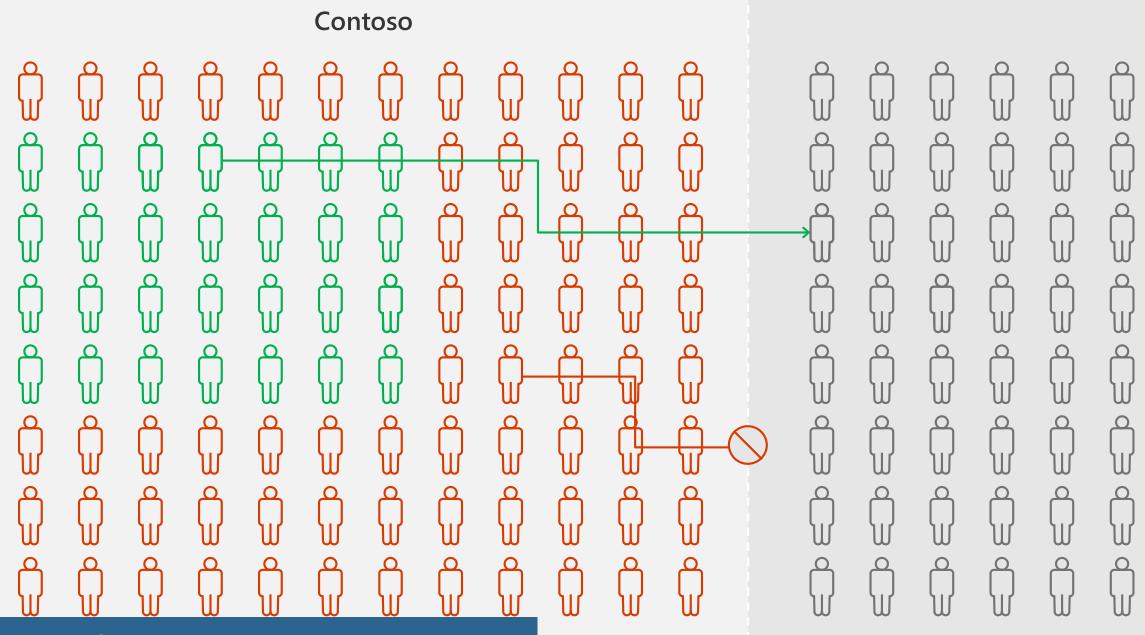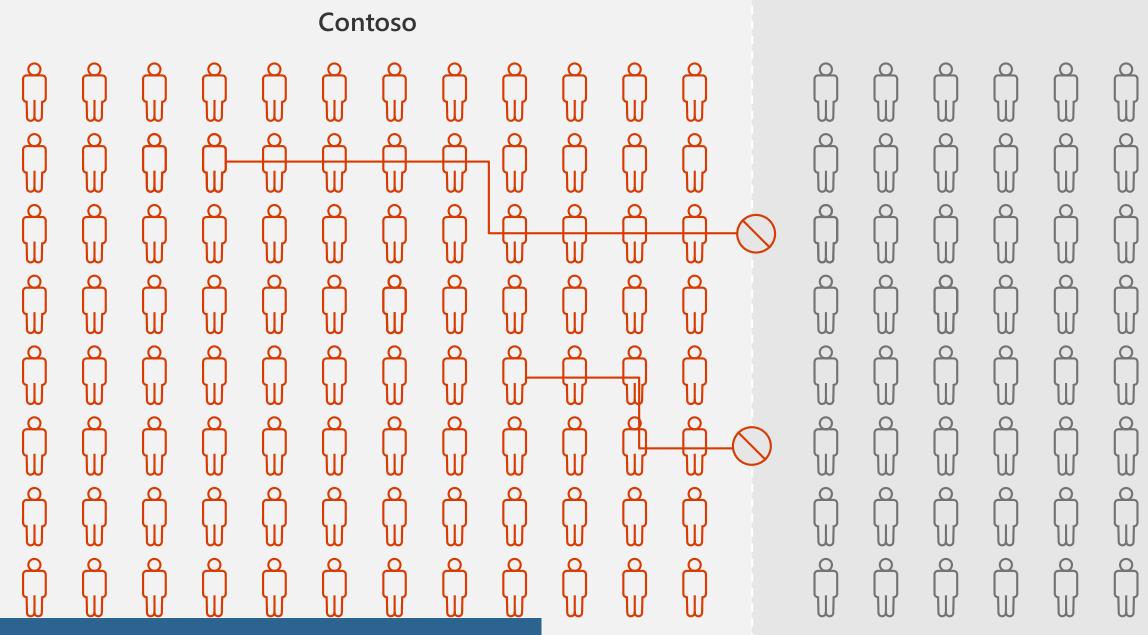# Admin controls for external sharing

Managing external sharing

> **Control WHO can share to external users**
> Everyone
> Only specific people
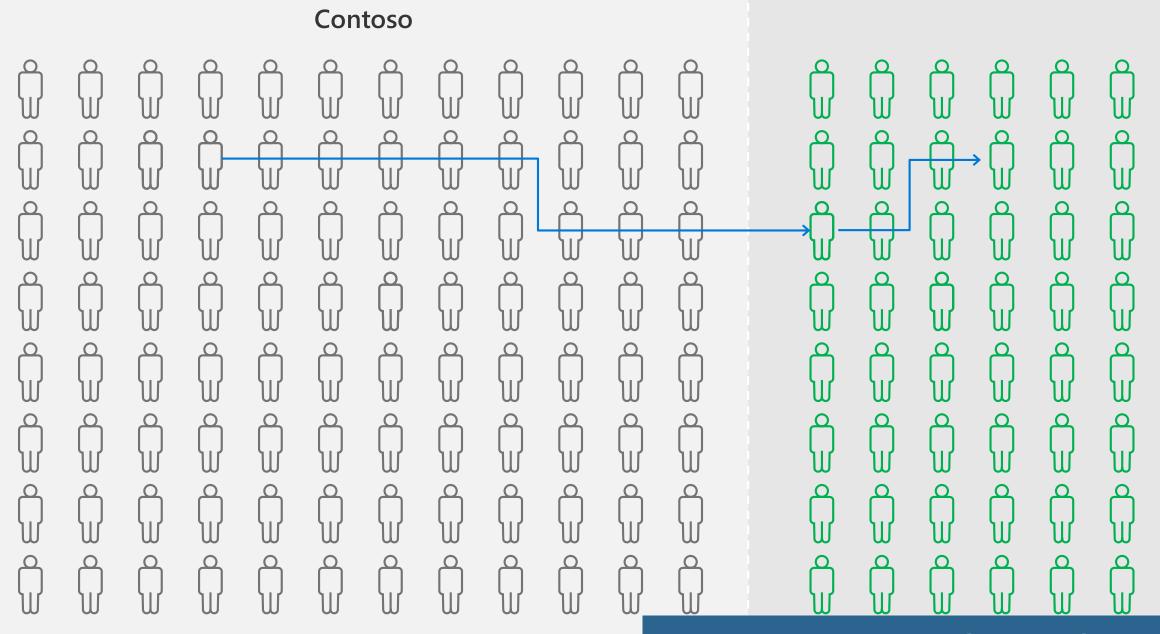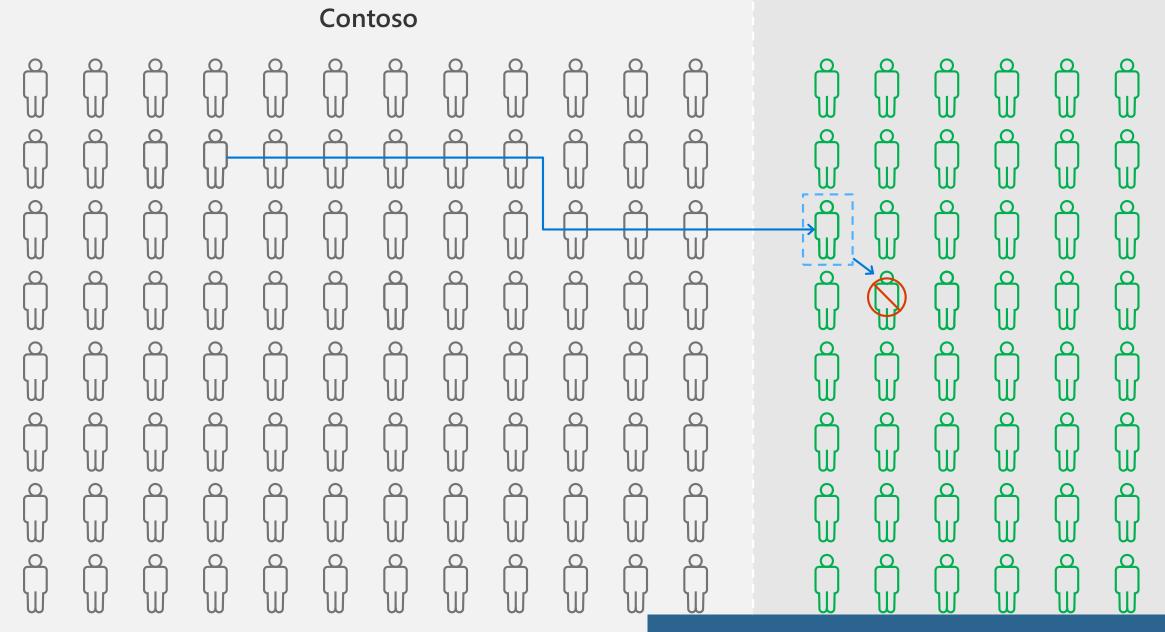> No one

> **Control WHICH external users can be shared with**
> Anyone
> Only authenticated users
> Only authenticated users except specific domains
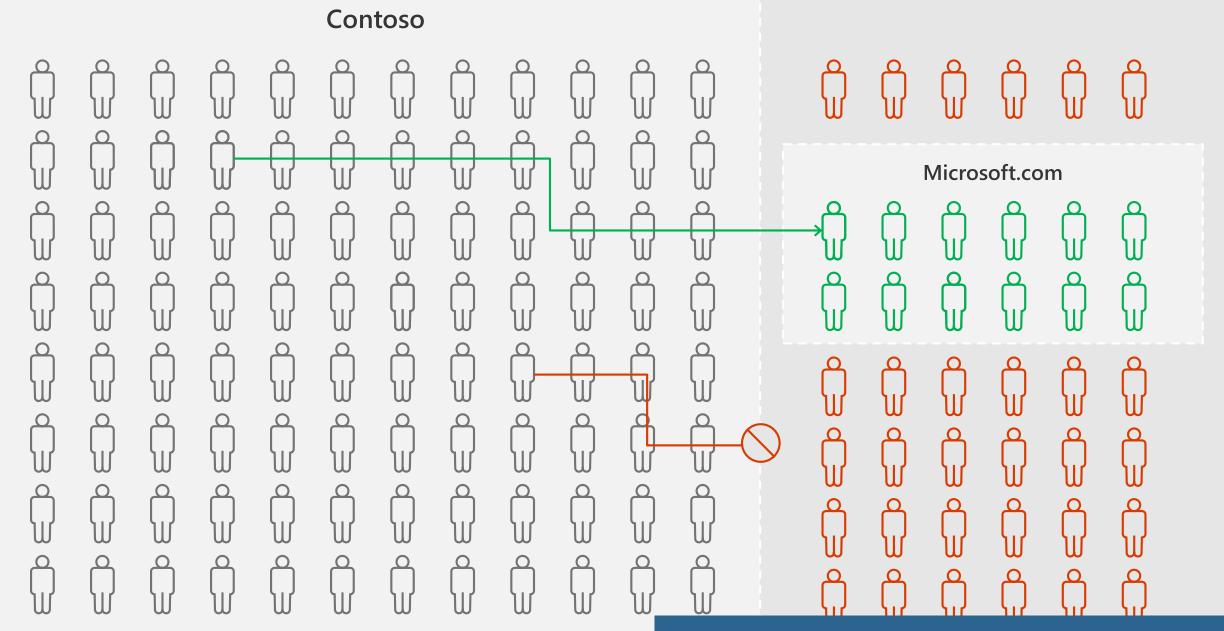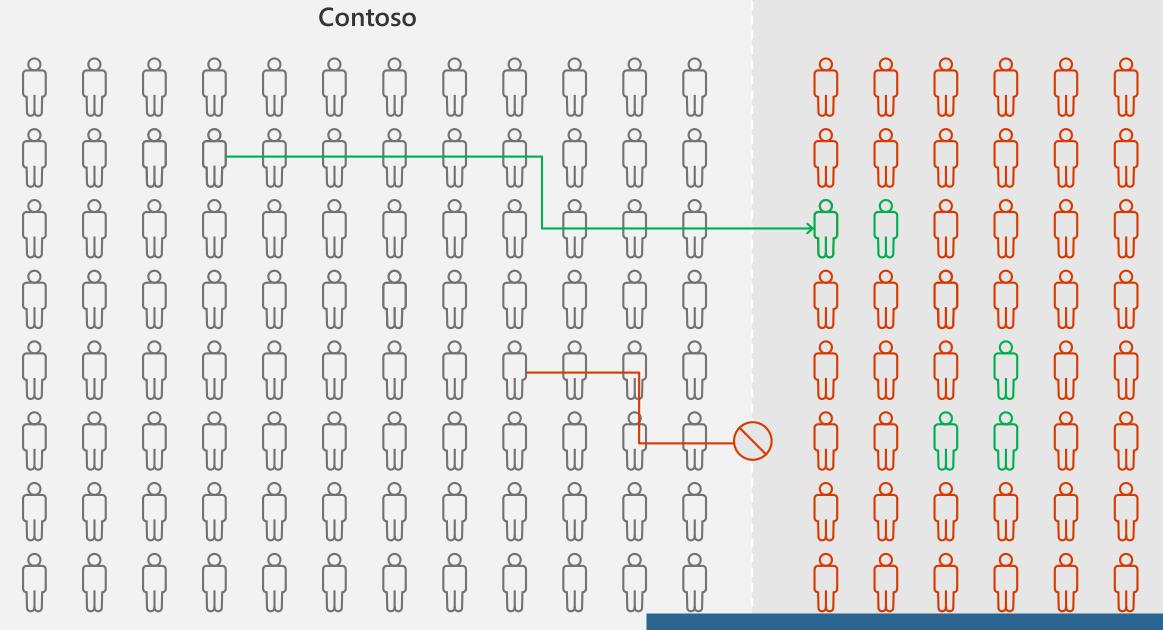> Only authenticated users in specific domains
> No one

> **Control WHAT can be shared externally**
> Anything
> Only specific libraries
> Only files without sensitive content

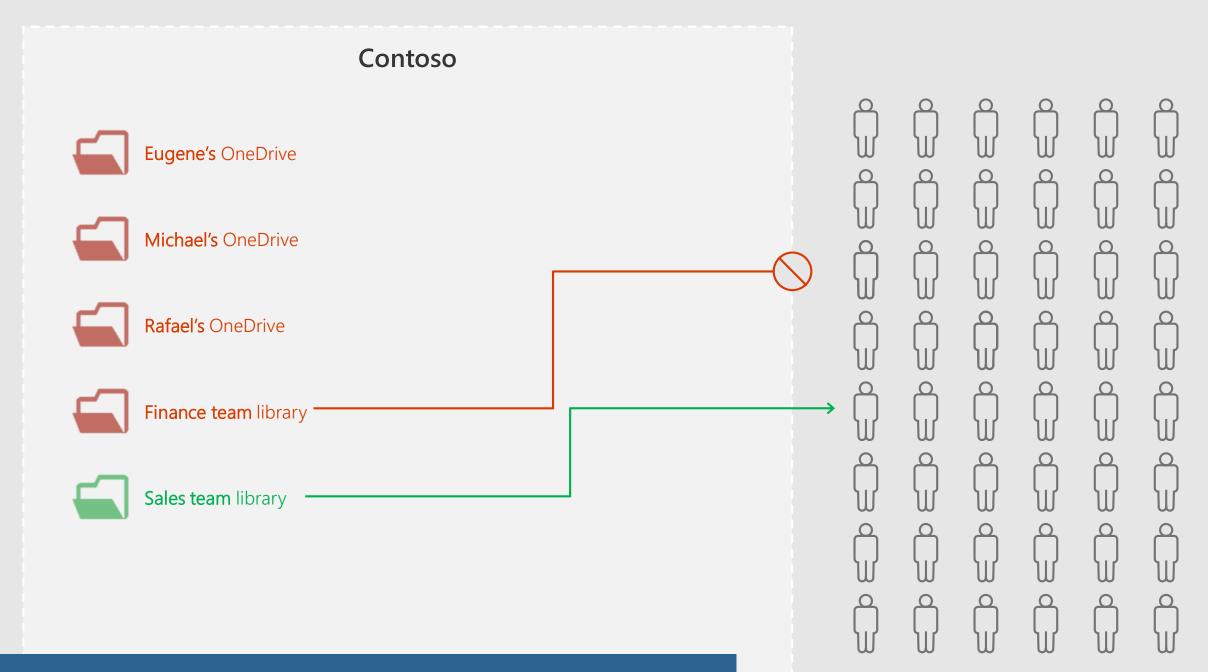> **Control HOW externally shareable links can be used**
> Default
> Enabled, but not default
> Mandatory expiration date
> Block externally-shareable edit links
> Disabled

Managing external sharing

⊙ Control WHO can share
to external users

Everyone
Only specific people
No one

Contoso

Everyone can share externally

Contoso

Only specific people can share externally

Contoso

No one can share externally

Managing external sharing

⊛ ## 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

Contoso

Share with anyone

Contoso

Share with only authenticated users

Contoso

Fabrikam.com

Block sharing with specific domains

Contoso

Microsoft.com

Allow sharing with only specific domains

Contoso

Allow sharing with only specific Guests

Guest users in Teams

- Default setting: Off for tenants / On for individual Teams
- Disabling or enabling external guest user access for individual Teams is only possible through PowerShell

```
$template = Get-AzureADDirectorySettingTemplate | ? {$_.displayname -eq
"group.unified.guest"}
$teamSettings = $template.CreateDirectorySetting()
$teamSettings["AllowToAddGuests"]=$False
$groupID = (Get-AzureADGroup -SearchString "<your group name").ObjectId
New-AzureADObjectSetting -TargetType Groups -TargetObjectId $groupID -
DirectorySetting $teamSettings
```

Managing external sharing
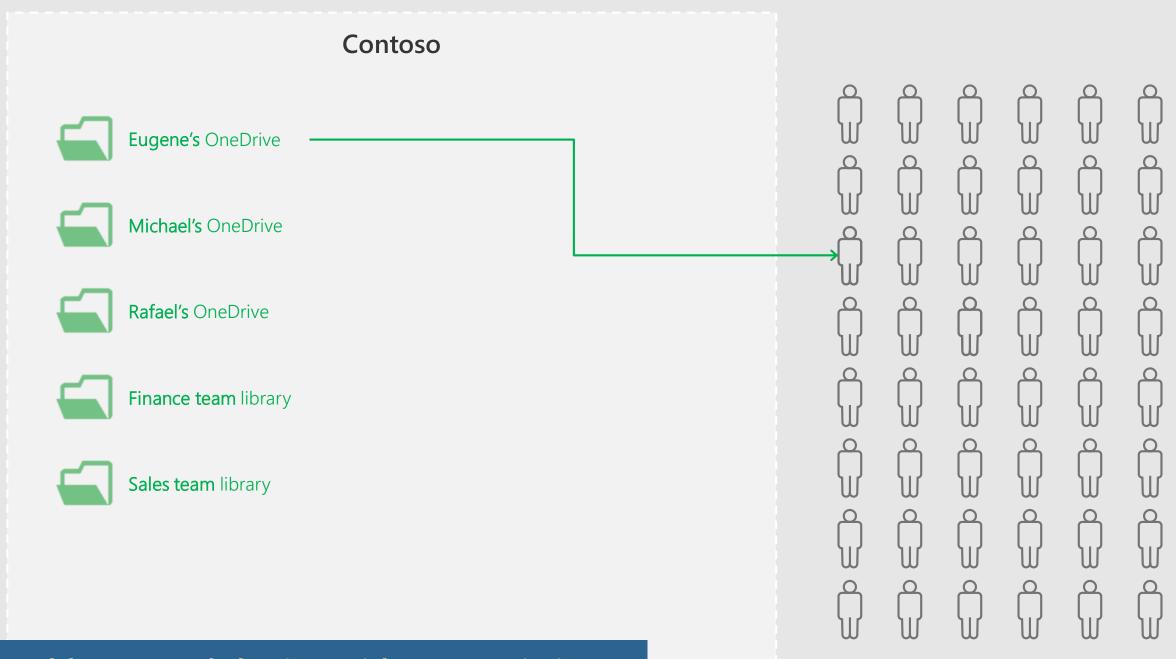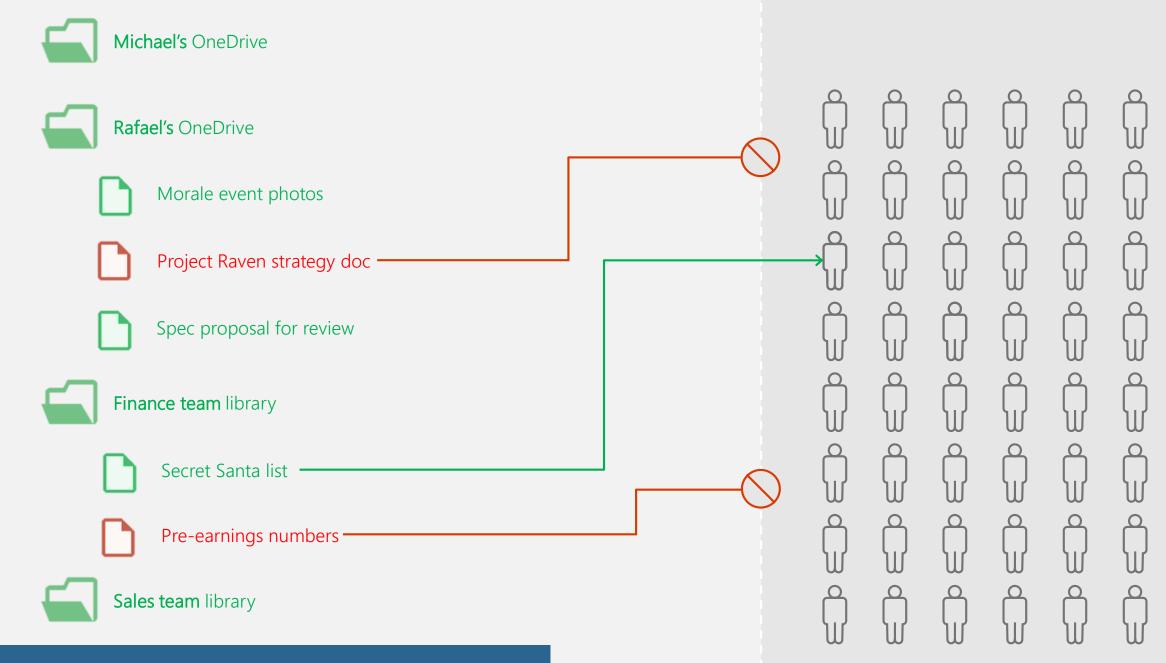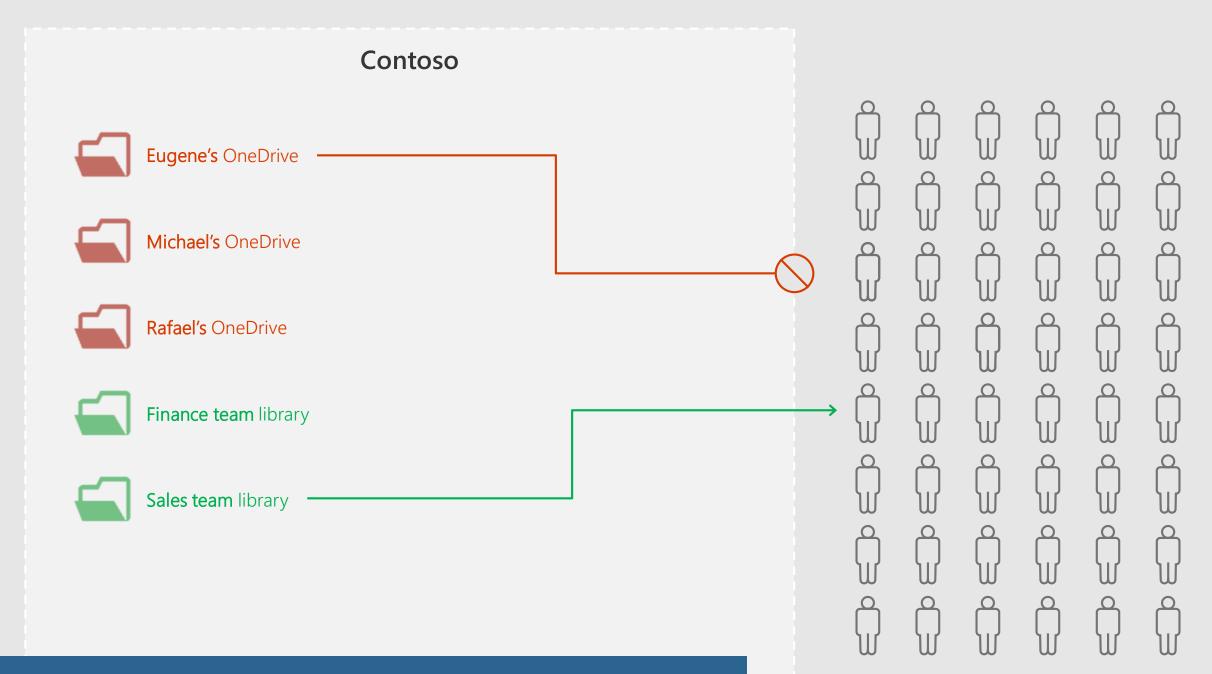
> ## Control WHAT can be shared externally
>
> Anything
>
> Only specific libraries
>
> Only files without sensitive content

Enable external sharing without restrictions

Block external sharing of sensitive files

Contoso

Eugene's OneDrive

Michael's OneDrive

Rafael's OneDrive

Finance team library

Sales team library

Block external sharing from users' OneDrives

Enable external sharing in only specific libraries
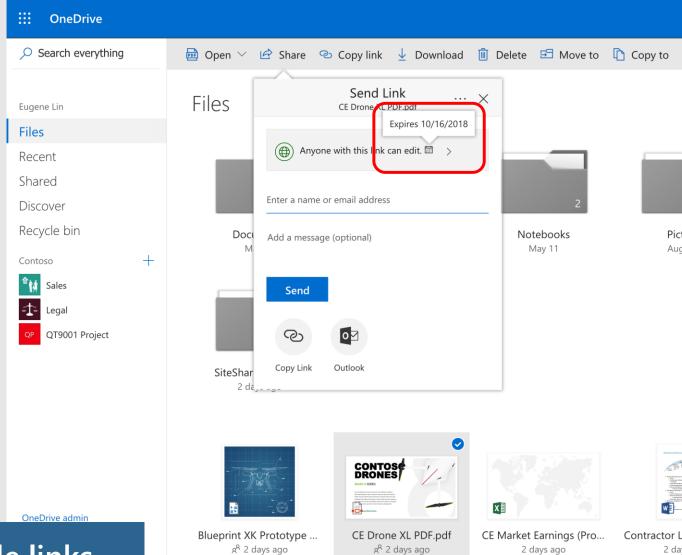
Managing external sharing

> **Control HOW externally shareable links can be used**
> Default
> Enabled, but not default
> Mandatory expiration date
> Block externally-shareable edit links
> Disabled

Mandatory link expiration

Require expiration on externally shareable links
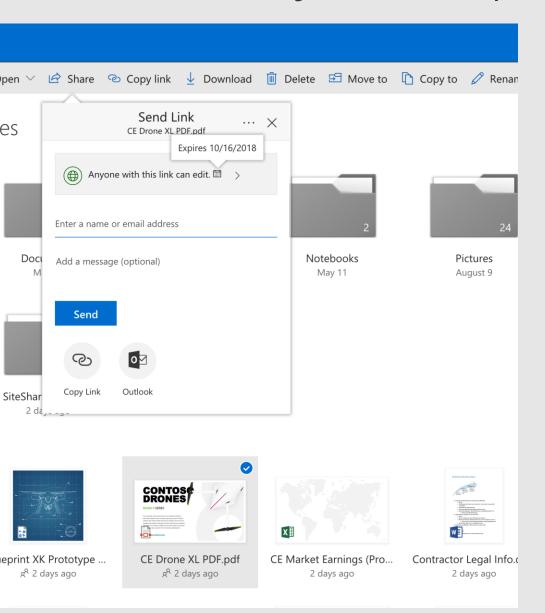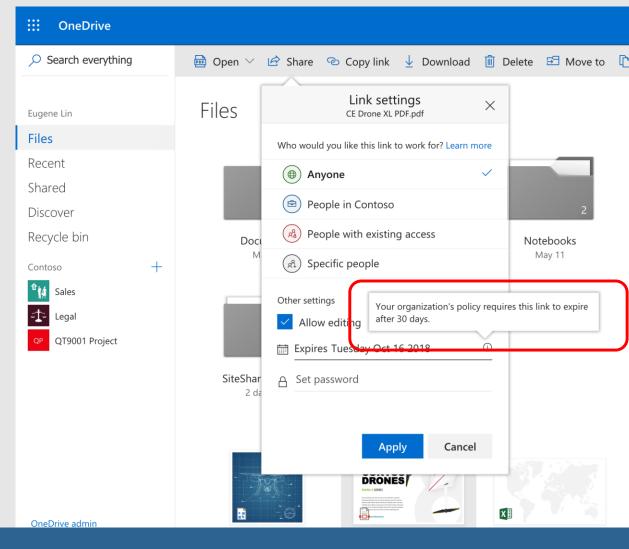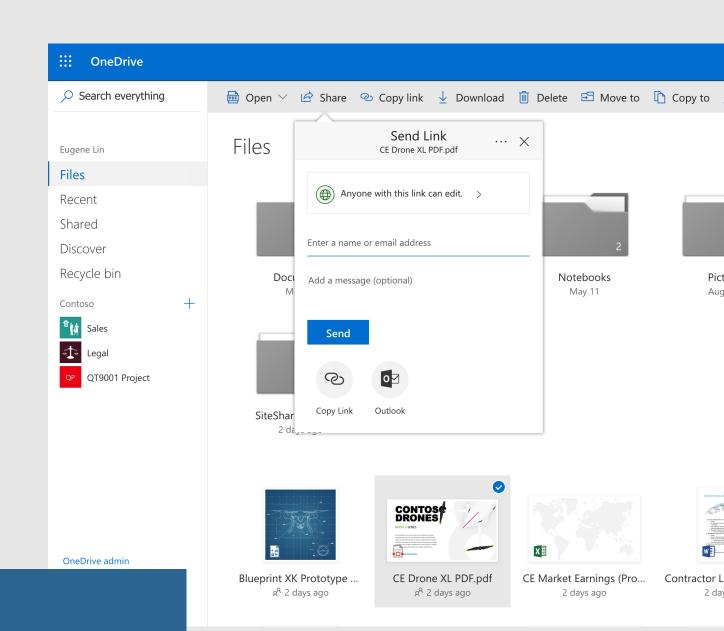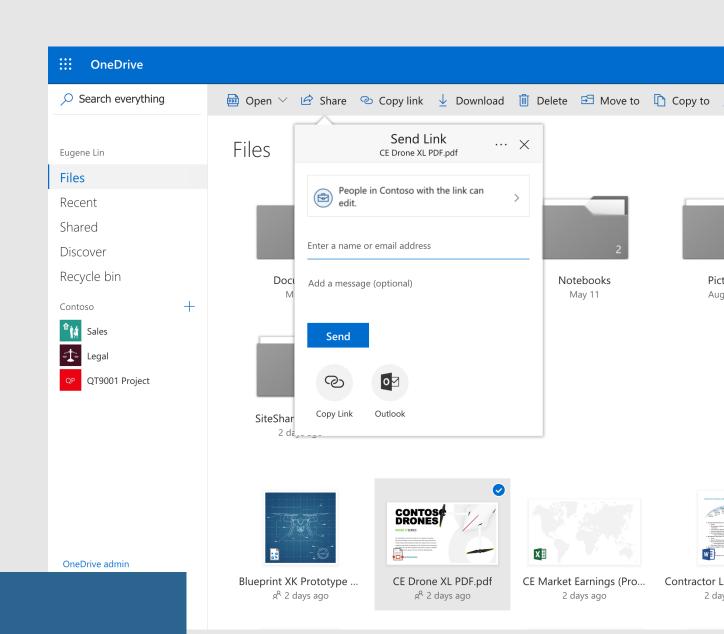
Mandatory link expiration
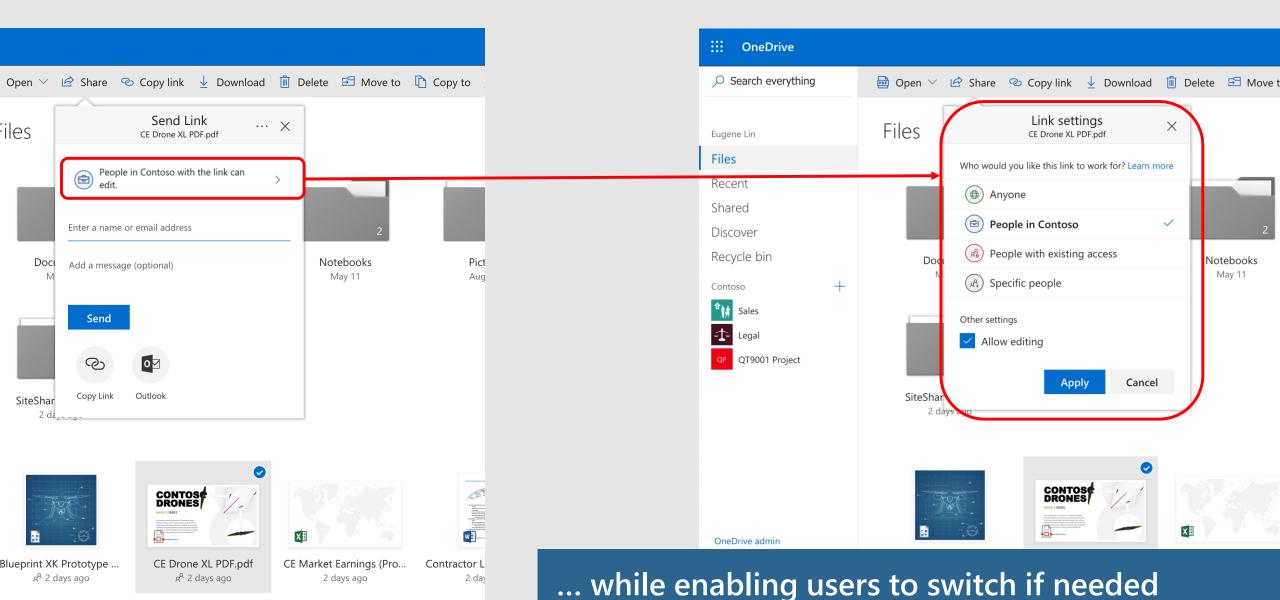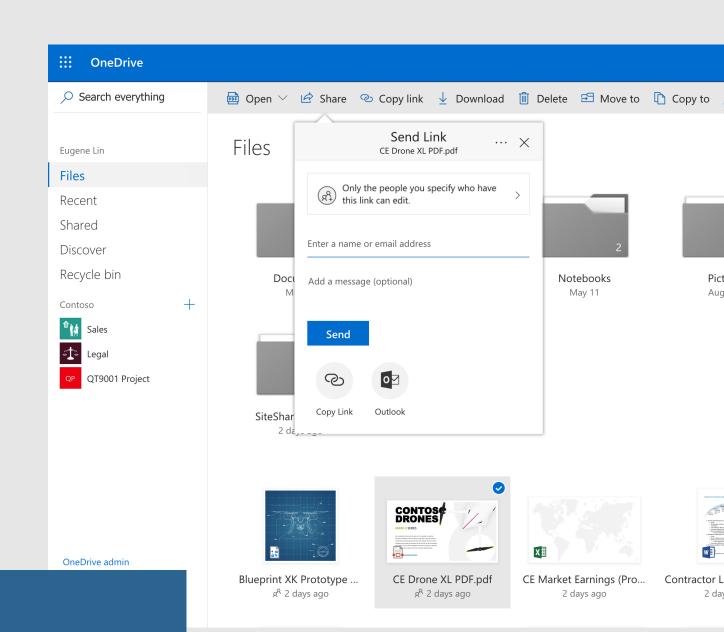
... within the timeframes you specify

Default link types

Default to externally shareable links

Default link types

Default to internally shareable links

Default link types

... while enabling users to switch if needed

Default link types

Default to explicit permissions
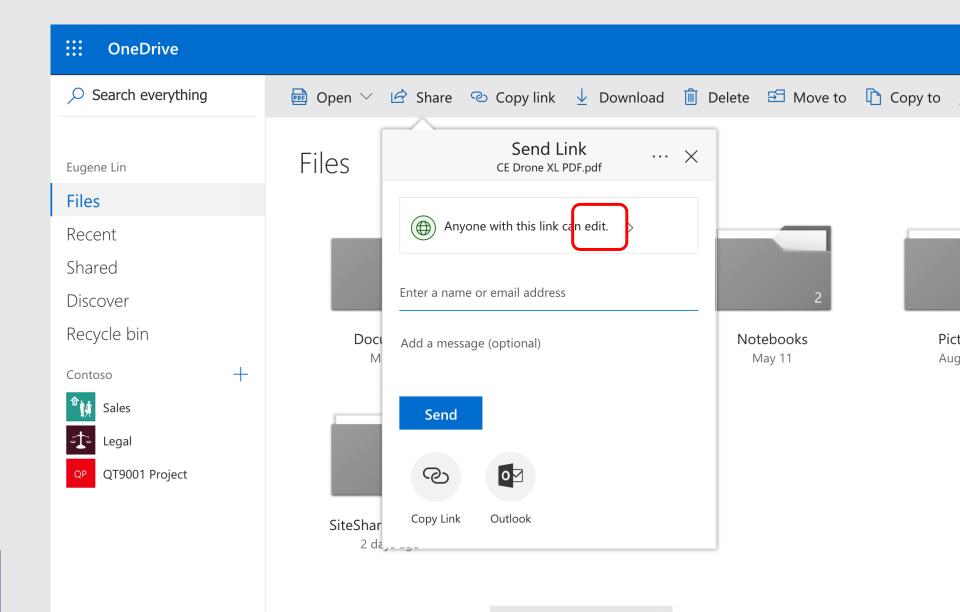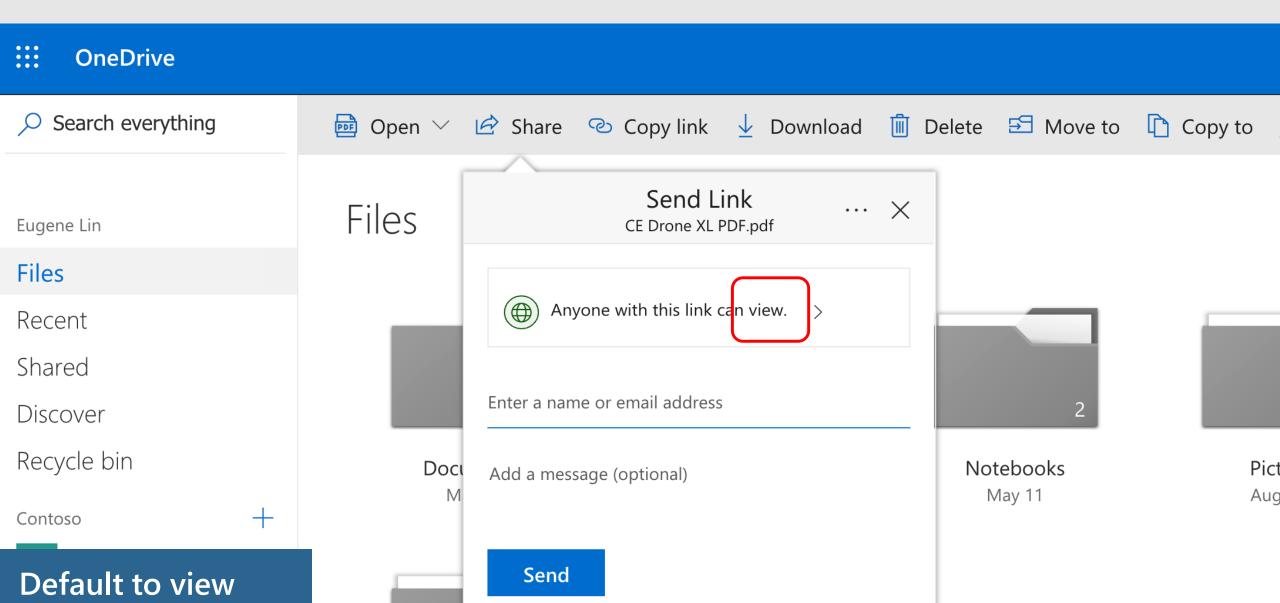
Default link permission

Default to edit

Default link permission

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 libraries

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

Agenda

> Sharing overview

> What's new for users

> Management overview

> What's new for admins
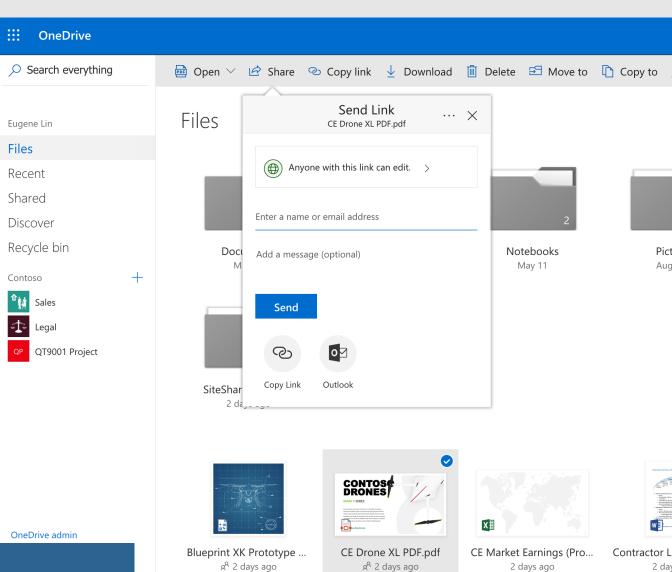
We made administration even better

Default link settings

Set default link type for your organization

Default link settings

Eugene's OneDrive

Michael's OneDrive

Rafael's OneDrive

Legal team library

Sales team library

Default link settings


Eugene's OneDrive

Michael's OneDrive

Rafael's OneDrive

Legal team library

Sales team library

What about sites with unique requirements?

Per-site default link settings

contoso

Eugene's OneDrive

Michael's OneDrive

Rafael's OneDrive

Legal team library

Sales team library
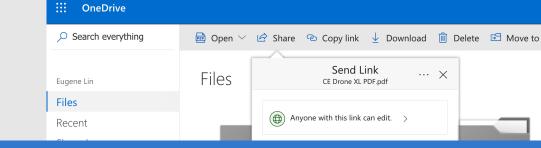
Help your users get their work done while following best practices in your organization

Custom default link settings for each site including:

- Scope: Anyone/Internal/Direct

- Permission: View/Edit

Per-site default link settings
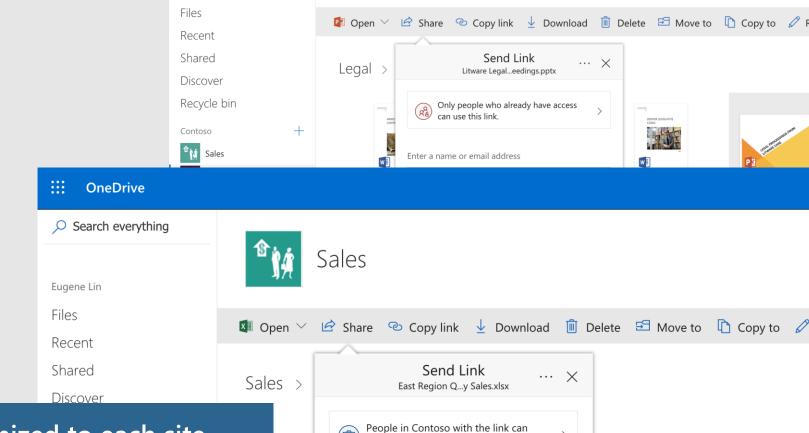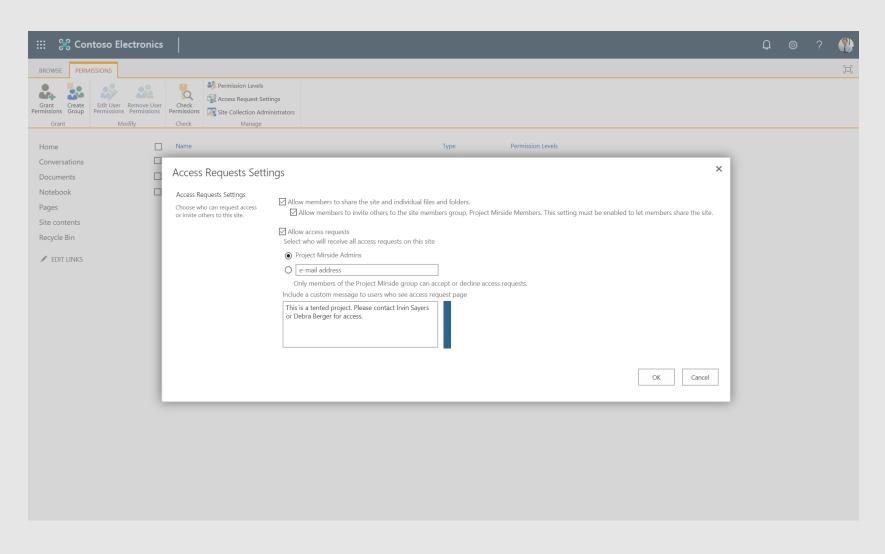
Link type and link permissions customized to each site

NEW! Customized access requests
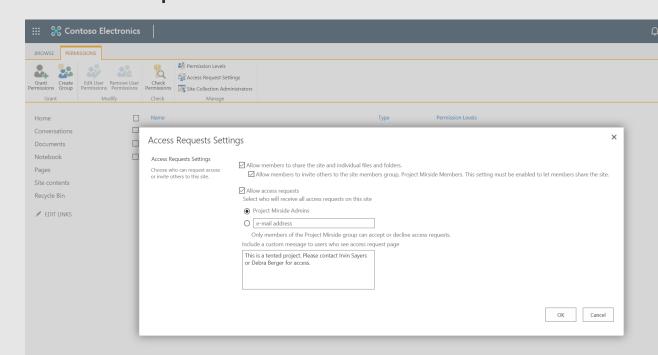
Site admins can add a custom message to access request pages

NEW! Customized access requests

Reduce support costs by providing your users with more context

NEW! Azure AD B2B for one-time passcode users

Share securely with anyone in the world
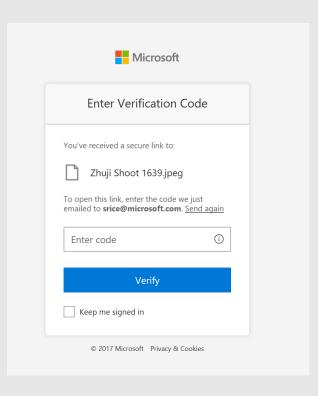
Simple verification with one-time passcode

NEW! Azure AD B2B for one-time passcode users
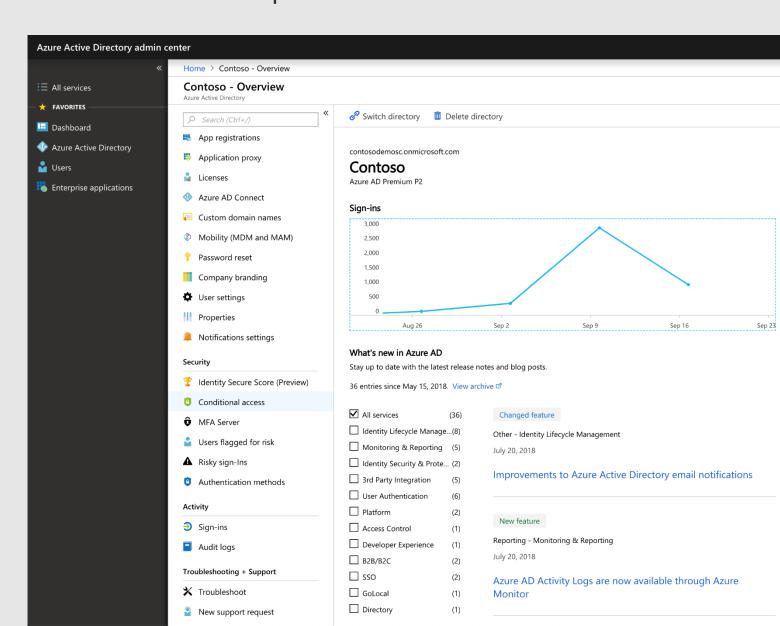
AAD B2B guest management

Conditional access

Google auth federation
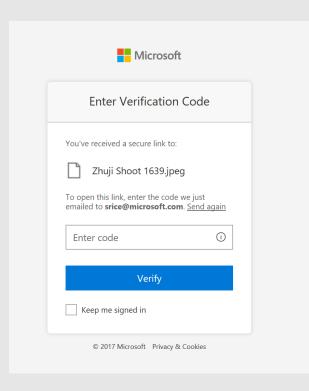
Guest do not require O365 licenses

NEW! Azure AD B2B for one-time passcode users

Share securely with anyone in the world
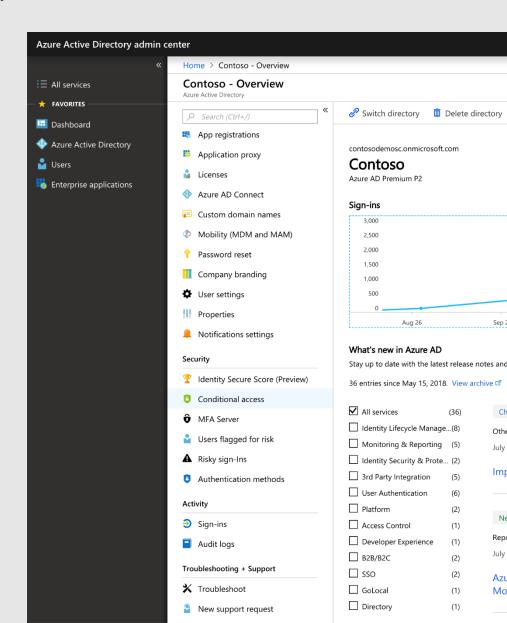
Simple verification with one-time passcode

AAD B2B guest management

Conditional access

Google auth federation

Guest do not require O365 licenses

NEW! Expiring external access

- Tenant admins specify a mandatory expiration period
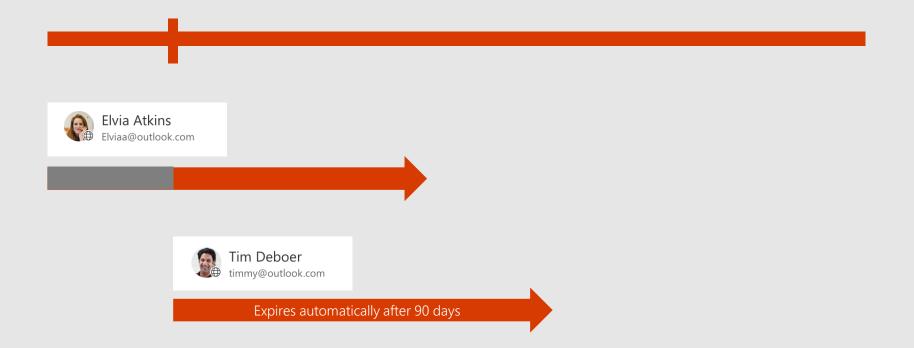- Site admins vouch for external users to maintain their access

- Coming early 2019

NEW! Expiring external access

- Tenant admins specify a mandatory expiration period
- Site admins vouch for external users to maintain their access

- Coming early 2019

Elvia Atkins
Elviaa@outlook.com

Expires automatically after 90 days

NEW! Expiring external access

- Tenant admins specify a mandatory expiration period
- Site admins vouch for external users to maintain their access

Guest expiration

Your organization requires external users to lose access from this Site after 90 days if not extended by a Site owner.

Expires in next 3 weeks ☑

Mone Kane
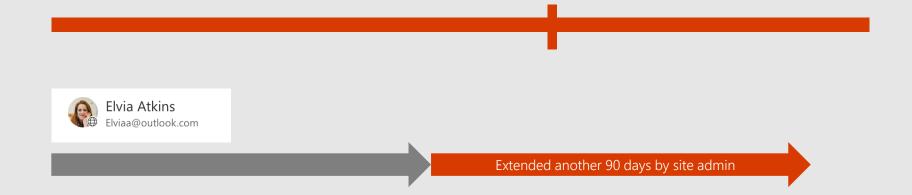mona@constosotravel.com

Eric Nason
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Tim Deboer
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Elvia Atkins
Elviaa@outlook.com

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timmy@outlook.com

Expires automatically after 90 days

NEW! Expiring external access

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← Guest expiration

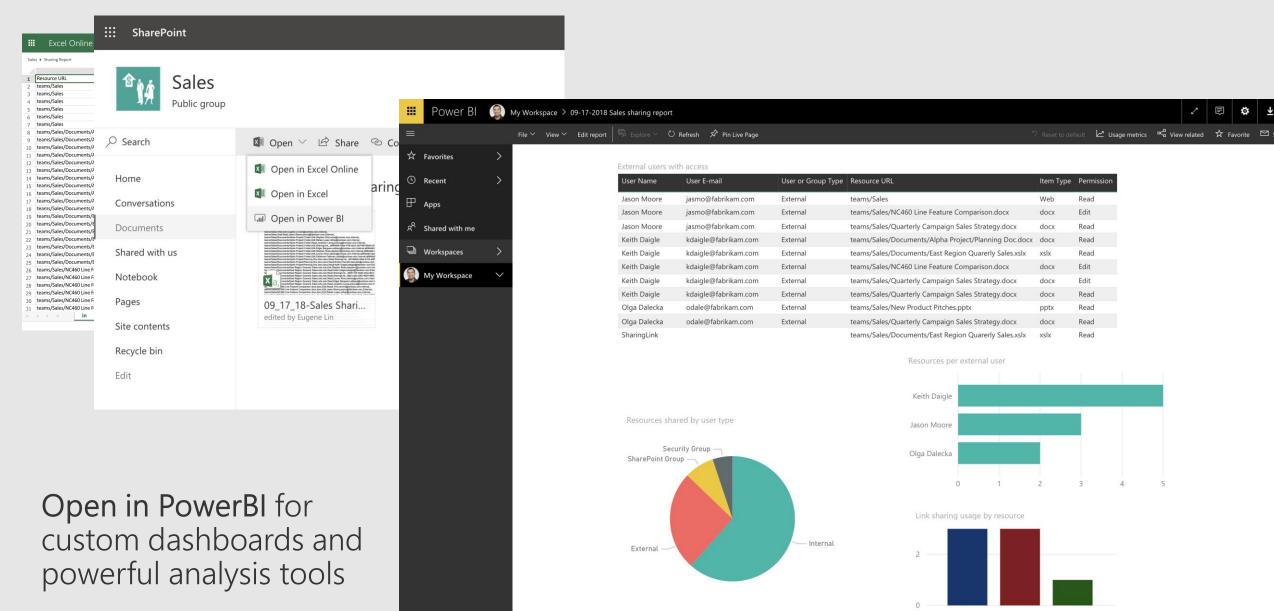Your organization requires external users to lose access from this Site after 90 days if not extended by a Site owner.

⌄ **Expires in next 3 weeks** ☑

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Eric Nason
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Henry Brill
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Elvia Atkins
Elviaa

Extend Access

Remove Access

Tim
timm

Elvia Atkins
Elviaa@outlook.com

Site owner renews Elvia's access

Extended another 90 days by site admin

Tim Deboer
timmy@outlook.com

NEW! Expiring external access

Guest expiration

Your organization requires external users to lose access from this Site after 90 days if not extended by a Site owner.

☑ **Expires in next 3 weeks**

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Elvia Atkins
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- Tenant admins specify a mandatory expiration period
- Site admins vouch for external users to maintain their access

Elvia Atkins
Elviaa@outlook.com

Extended another 90 days by site admin

DEMO
External sharing reports

NEW! External sharing reports

Site admins can see which files have been shared from their site

Get a detailed CSV file for use in your own tools

NEW! External sharing reports
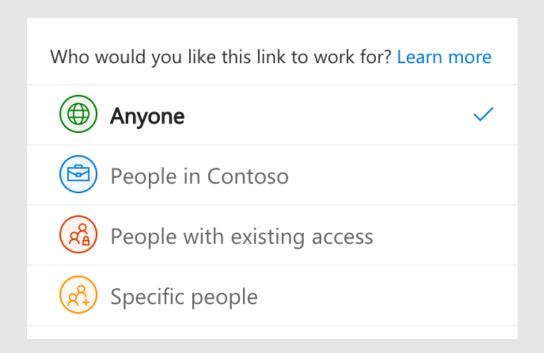
Open in PowerBI for custom dashboards and powerful analysis tools
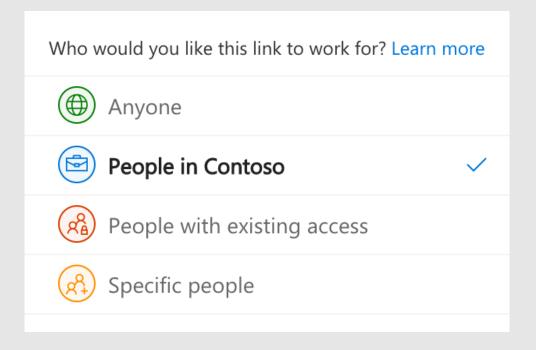
Office 365 makes external sharing easy and secure

Office 365 makes sharing easy and secure

> Share easily using shareable links

Who would you like this link to work for? Learn more

🌐 **Anyone** ✓

💼 People in Contoso

👥 People with existing access

👥 Specific people

Who would you like this link to work for? Learn more

🌐 Anyone

💼 **People in Contoso** ✓

👥 People with existing access

👥 Specific people

Office 365 makes sharing easy and secure
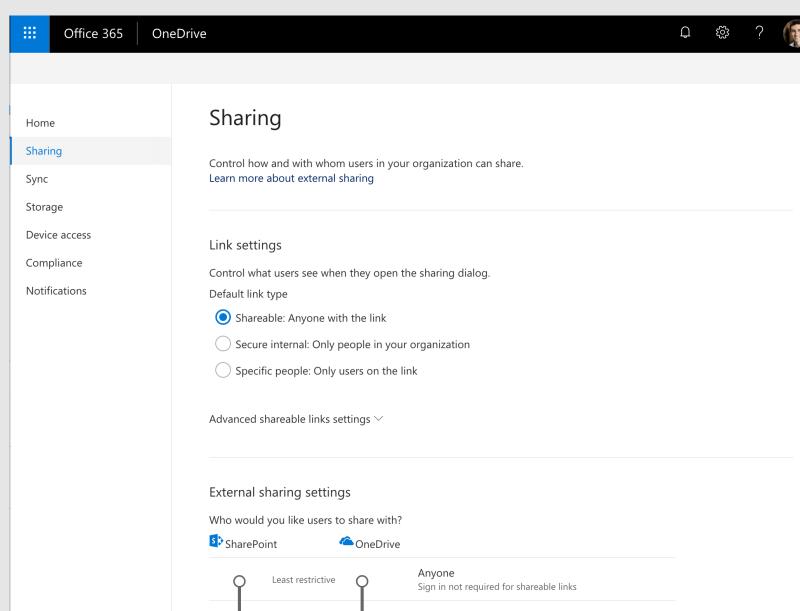
⊘ Share securely to a specific external person

Office 365 makes sharing easy and secure

⊙ Manage external sharing

⊞ Office 365 | OneDrive

Home

Sharing

Sync

Storage

Device access

Compliance

Notifications

Sharing

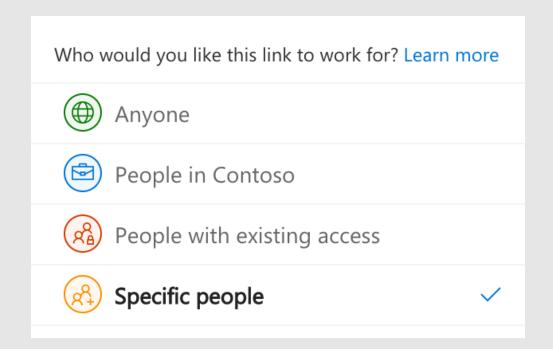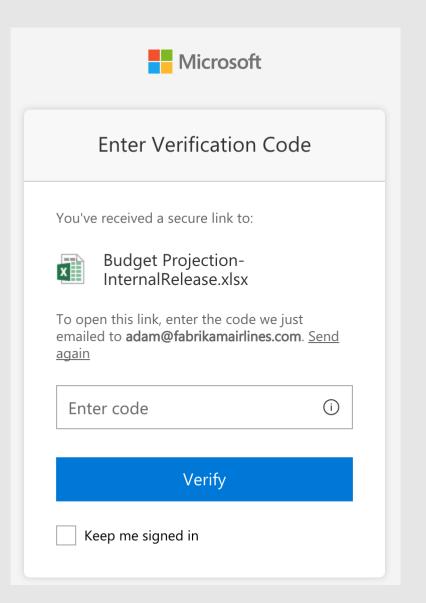Control how and with whom users in your organization can share.

Learn more about external sharing

Link settings

Control what users see when they open the sharing dialog.

Default link type

● Shareable: Anyone with the link

○ Secure internal: Only people in your organization

○ Specific people: Only users on the link

Advanced shareable links settings ⌄

External sharing settings

Who would you like users to share with?

◆ SharePoint   ☁ OneDrive

Least restrictive   **Anyone**
Sign in not required for shareable links

Everything You Need to Know About External Sharing in Office 365

THANK YOU