Project: OverSharing Shield – 1 week Microsoft 365 Security Configurations and Governance Implementation

The **Microsoft 365 Security Configuration and Governance** project aims to enhance the security and governance of Microsoft 365 environments. This initiative focuses on optimizing default settings, implementing advanced security measures, and establishing robust governance policies to ensure compliance and protect sensitive data.

The following settings are applied to MS Teams and SharePoint Online using SharePoint Advance Management to protect the organization from oversharing and expired content:

1. Change the tenant default sharing option to Specific People
2. If in use, change Anyone Links to expired within 30 days
3. Identify the most popular sites
4. Identify sites that have not been use in more than six months
5. Run report on all sites in your organization to identify:
    a. Number of people that have permissions to the site
    b. Content with sensitivity labels on the site
6. For the top 5 more popular sites identify:
    a. If any sensitive or business critical information is hosted on the site
    b. If only the right people have permission to share content (Owner, members or any reader)
    c. If the default sharing option is the desired
    d. If External users should have access to the content
7. Turn on SharePoint (SPO) Purview DLP policy in simulation mode to detect when anyone sharing links are used with labeled or unlabeled data.
8. Share process on how to identify oversharing to IT so they can continue with the next 5 more popular site or what they identify as more critical
9. Share process to identify sites that have not been use in six month and the option automatic options available to the It Team to handle these sites

Deliverables

The key deliverables of this project include:

- **Initial Security Setup**: Addressing fundamental security requirements immediately.
- **Governance Engagement**: Starting point for security compliance.
- **Ongoing Security Review**: Full security review to cover all aspects of security and compliance.
- **Template Settings for IT Control**: Optimized settings to balance collaboration and IT control.
- **Admin Account Security**: Implementation of MFA on admin accounts.
- **Conditional Access and Licensing Control**: Secure access based on available licensing.
- **Group Membership Restrictions**: Restrictions based on group membership in Microsoft services.
- **Teams and SharePoint Governance**: Best practices, governance recommendations, and settings configuration.
- **External Access and Sharing Policies**: Policies for external access and sharing.
- **SharePoint and OneDrive Settings**: Overview of settings related to SharePoint and OneDrive.
- **Teams Settings and Retention Policies**: Overview of teams settings and retention policies.
- **Roles and Responsibilities**: Defined roles within Microsoft Teams and SharePoint environments.
- **Advanced Management for Oversharing and Expired Content**: Management strategies for oversharing and expired content.
- **Tenant Default Sharing Options**: Specific people sharing and expiration of links.
- **Site Identification and Reporting**: Identifying popular sites, monitoring inactive sites, and comprehensive reporting.
- **Permissions and Sensitive Content**: Managing access to sensitive content.
- **Purview DLP Policy and IT Processes**: Activation of DLP policies, identification process for oversharing incidents, and management of inactive sites.