Overview

Default settings on Microsoft 365 are optimized to reduce friction and promote collaboration, but not necessarily to give control to IT and allow them to Rollout 365 Workloads in an ordered Fashion.

To address the scenario were a company want to start their journey to Microsoft cloud in a more controlled fashion we have designed a template with recommendations on settings that have a better balance between promoting collaboration but maintaining control on the IT side, allowing IT better control of what functionalities get rollout to the end users and more control on the interactions with the outside world.

This is not a replacement to a full review of all aspects of security and compliance a Governance Engagement would bring but a stop gap to start working right away with 365 knowing that at least the most basic security requirement has been taken care of on day one.

The following settings are applied by the Template:

1) MFA enable on all Admin accounts
2) Enable risk base conditional access for end users (if licensing is available)
3) Group to control licensing assignment and what workload are on/off
4) Restrict MS Team creation based on group membership
5) Restrict SharePoint Team Sites creation based on Group Membership
6) Restrict other SharePoint Site template creation to users with SharePoint Admin Role / Global Admin
7) Restrict who can create new Guest and share with external users base on group membership
8) Configure Teams meetings so Guest users go to waiting room by default
9) Remove TLS 1.0/1.1 and 3DES dependencies
10) Ensure all users can complete multi-factor authentication for secure access
11) Limit external participants from having control in a Teams meeting
12) Do not allow Exchange Online calendar details to be shared with external users
13) Enable self-service password reset
14) Enable policy to block legacy authentication

The following settings are applied to MS Teams and SharePoint Online based on best practices and Governance recommendations:

1) Release preferences (who on your organization gets new features and services updates form O365-Targeted released for select users.) – Based on group membership.
2) Naming convention policies - Manual naming convention for Teams and Communication Sites.
3) External Access - External access lets your Teams users communicate with other users that are outside of your organization.
4) External Sharing – How your users can share SharePoint sites. New and existing guests - guests must sign in or provide a verification code
5) SharePoint Settings – Pages, Notifications, Storage Limits
6) One Drive Settings – Notifications, Sync
7) Teams Settings – Default meeting and messaging Policies, apps policies
8) Retention policies – Catch all policy
9) Roles and responsibilities – Teams Admin, SharePoint Admin, Site/Team owners