

Governance Toolkit 365

The Governance Toolkit 365 (GT365) provides a compliance coverage across multiple workloads. The toolkit runs as Software-as-a-Service and automatically requests usage data from the Microsoft 365 services and delivers summarized and detailed information to custom users and administrators.

GT365 does not provide a user interface, but collects data in the background and provides that accumulated data for use with clients such as Microsoft Power-BI or Excel. Also, email notifications are sent to team owners and IT Administrators.

Additionally, the Governance Toolkit 365 provides an API for provisioning a new Office 365 Group or a new Microsoft Team. See a feature overview at www.governancetoolkit365.com.



Setup

The GT365 is provided as SaaS solution. Depending on the planned usage, you can use the reporting part only, the newsletters and the API if required. The onboarding includes these steps.

1. Open the www.governancetoolkit365.com website. At the end, there's a Register link. Open that link.
2. Fill out the form and ensure that you enter **your email address and a valid Microsoft 365 domain**. The domain name is usually your email address domain, such as "contoso.com". Then, submit the form. When submitted, you will see a confirmation such as "Thank you for submitting your request. You will receive an email when the approval is done."

Governance Toolkit 365 Evaluation

The Governance Toolkit 365 is offered as Software-as-a-Service out of the cloud by atwork (www.atwork-it.com).

The data you enter is stored for communication purposes only. You can find our privacy statement at <https://www.atwork-it.com/gdpr>. In case of any questions pls. contact us at office@atwork.at. Thanks for evaluating!

* Required

1. Your name *

2. EMail *

(e.g. john.doe@mycompany.org. We use this email address to inform you about access and organizational communication.)

3. Company *

(e.g. My Company Ltd.)

4. Domain *

(Pls. add the domain or tenant name where you want to apply the Governance Toolkit 365, e.g. [mycompany.org](#) or [mycompany.onmicrosoft.com](#). Usually, enter the domain of your email account.)

5. Promo Code

(If you have a coupon code, you can get a discount on your future purchase.)

6. Comment

(If you have any additional comment, pls. add that here.)

Never give out your password. [Report abuse](#)

- The request will be manually approved usually within one business day. You will receive an email with the subject "GT365: Pls. grant the app consent: {your-domain}". Send this email (or the provided [link](#)) to a Global Administrator of your Microsoft 365 tenant.

Confirmation and consent



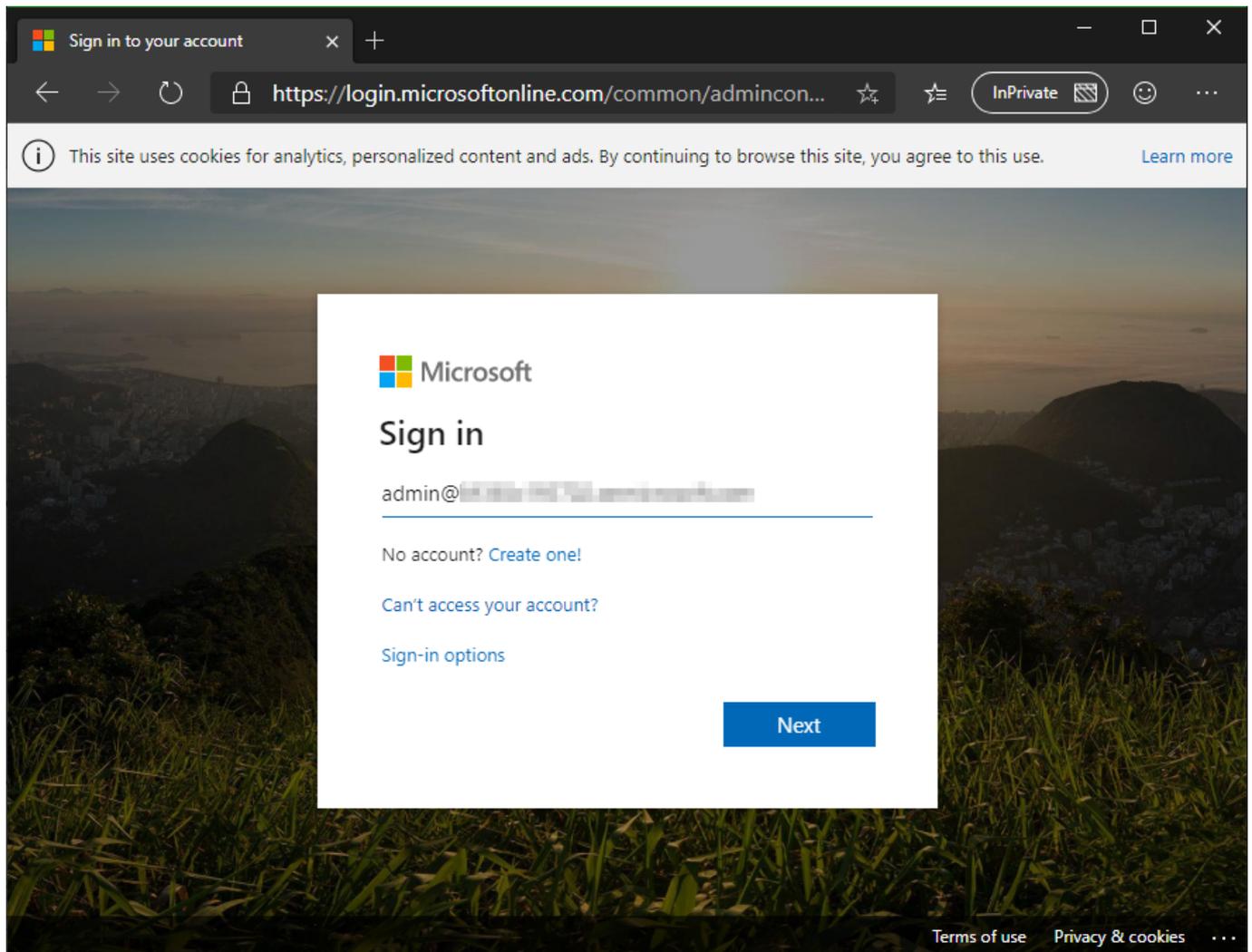
Hi,

thank you for submitting your Governance Toolkit 365 provision request. The request has been processed and your app storage has been provisioned.

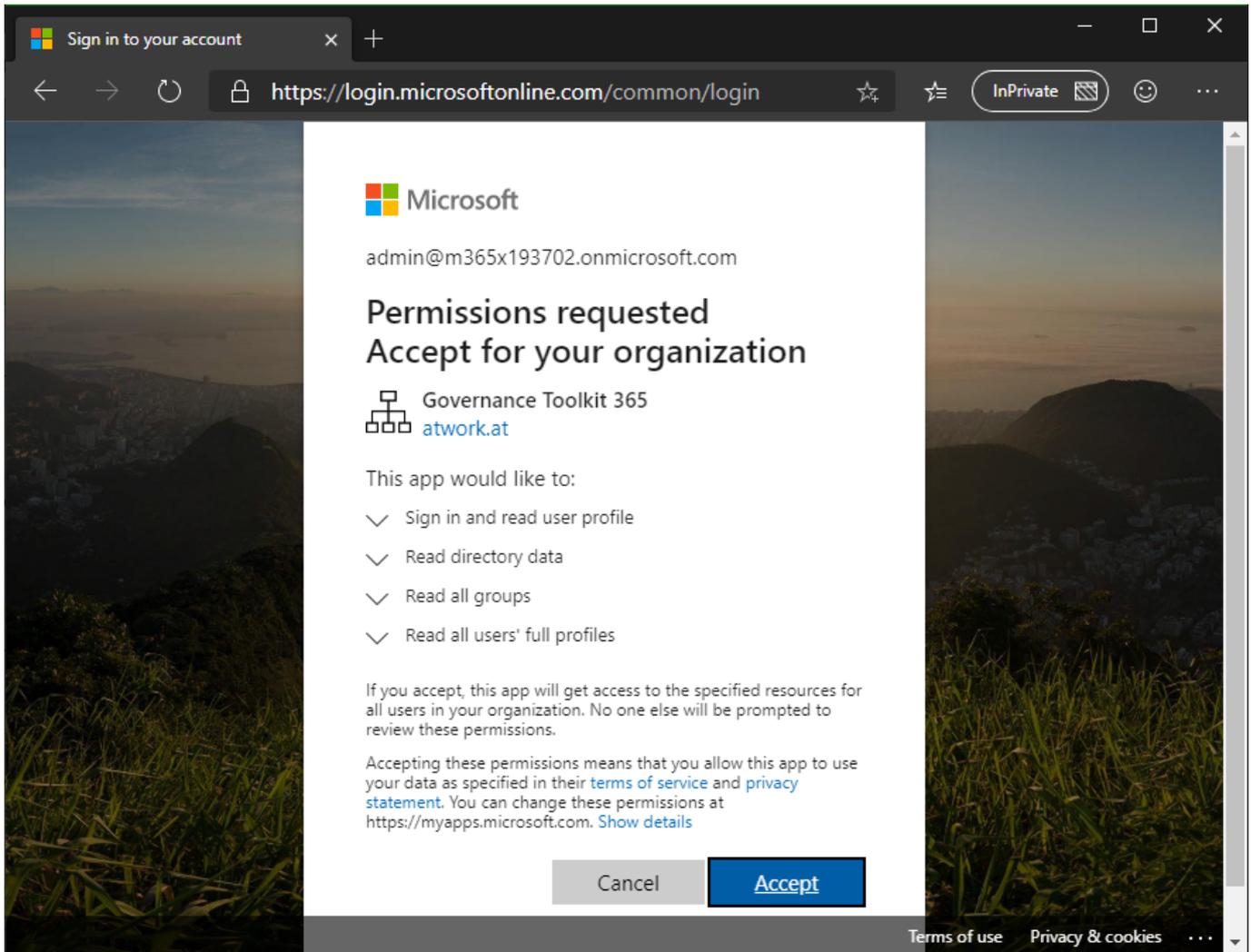
Pls. forward this email to a Global Administrator of your Office 365 tenant. That Administrator must follow this link and sign-in with his credentials and confirm the Governance365 app consent:

https://login.microsoftonline.com/common/adminconsent?client_id=f6108159-1168-475d-b3ca-be8104781bf8

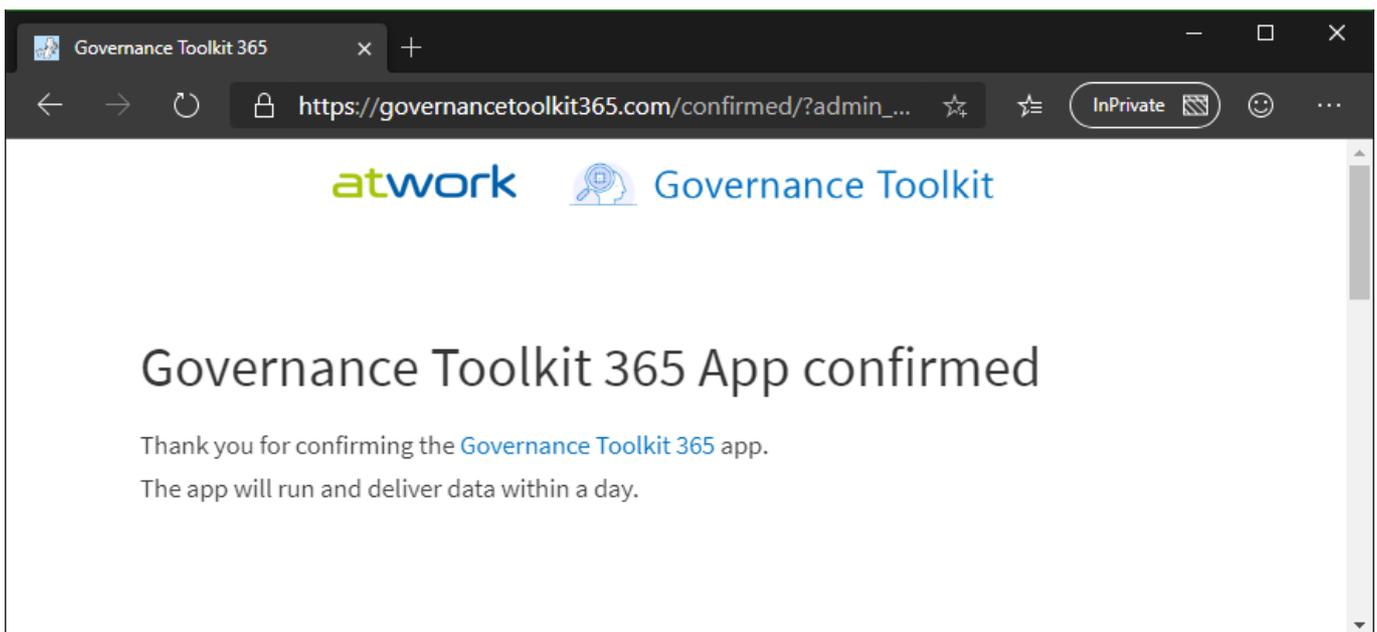
5. A Global Admin must open that link and confirm the app access. When working with multiple identities, we recommend to open the link in a browser In-Private mode.



Sign-in with the Global Admin and the password (and additional sign-options if configured). After the login, click "Accept" the Governance Toolkit 365 app.



The app only asks for reading permissions for directory data, groups and users. You will be redirected to a confirmation page.



6. Now the GT365 app is allowed to access the tenant. The statistics generation is done during the night. So, you will receive emails with the Storage Account access data on the next day automatically. Wait for that emails. They contain the Storage name and key, similar as in the following screenshots. The first

email has the subject "GT365: Your storage for "{your-domain}" and contains the Storage Account name.

Governance Toolkit 365

Your Storage Account data (part 1)

Hi,

your Governance Toolkit 365 has been provisioned.

Use the following storage account name to connect to the data with Microsoft Storage Explorer, Microsoft Power-BI or Excel. Download an example of a Power BI dashboard [here](#) and see instructions to configure the dashboard with your storage account [here](#).

Your Azure Storage Account:
g365m365

Your Azure Storage Account Key will be sent in an extra email shortly.

Sincerely,
your team of atwork

[Privacy statement](#)
This is an automatic generated email sent by [atwork](#). Do not reply.
In case of questions, pls. contact office@atwork.at.

The second email has the subject "GT365: Your storage data part two" and contains the (long) Storage Account key.

Your Storage Account data (part 2)

Hi,

this is part two for getting data from the Governance Toolkit 365.

Use the following storage account key in combination with the previously sent storage account name. Both, the name and the key are randomly generated values.

Your Azure Storage Account Key:

5h9PJeXEnitvvMknpuZLYuq7

Keep this code well, it's the key to your Office 365 statistic data.

If this code is compromised, contact your app provider to generate a new code.

Sincerely,
your team of atwork

[Privacy statement](#)

This is an automatic generated email sent by [atwork](#). Do not reply.

In case of questions, pls. contact office@atwork.at.

Note that data in a secure place. You need that for accessing the daily generated data. The keys are randomly generated.

Usage

- Access the data with the Storage Account name and key with a client tool, such as [Power BI](#). You can download a GT365 dashboard sample zip-file from [here](#).
- Adapt the Power BI dashboard as needed. See some sample dashboards here:

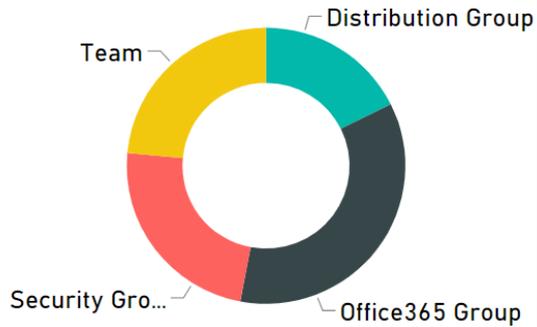
GovernanceToolkit365.com - Dashboard

Users 35	Internal 32	Guests 3	Groups 51	Members 343	Team 12	
Licensed 21	Deactivated 0	Deleted 20	O365 Groups 18	Sec. Groups 12	Dist. Groups 9	

Users per Usage Location



Group Types



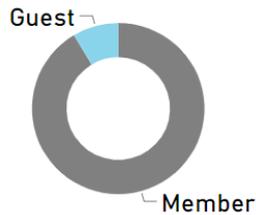
Groups	#
All Employees	1
Contoso Finance	1
Contoso IT	1
Contoso Sales	1
Digital Initiative Public Relations	1
Executives	1
Finance Team	1
HR	1
HR - Onboarding Exp	1
VTeam	1
HR Leadership Team	1
Leadership	1
Leadership Connection	1
Legal Team	1
Managers Portal	1
Total	51

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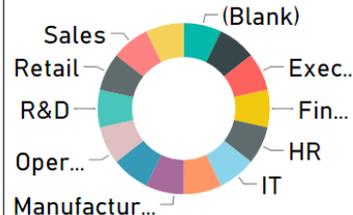
GovernanceToolkit365.com - Users

Users 35	Internal 32	Guests 3	Licensed 21	Deactivated 0	Deleted 20	
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Users per Type



Users per Department



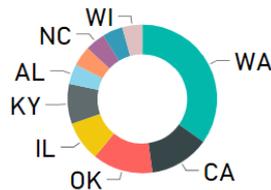
UserPrincipalName	Loc.	State	Dep.	#
Adams@M365x193702.onmicrosoft.com	user			1
adelevancemorrison@M365x193702.onmic...	user	WA	Retail	1
admin@M365x193702.onmicrosoft.com	user			1
AlexW@M365x193702.onmicrosoft.com	user	CA	Marketing	1
AllanD@M365x193702.OnMicrosoft.com	user	WI	IT	1
atworkdev36_gmail.com#EXT#@M365x193702.onmicrosoft.com	user			1
Baker@M365x193702.onmicrosoft.com	user			1
BiancaP@M365x193702.OnMicrosoft.com	user	WA	Sales	1
BrianJ@M365x193702.onmicrosoft.com	user			1
CameronW@M365x193702.OnMicrosoft.co...	user	WA	Sales	1
ChristieC@M365x193702.OnMicrosoft.com	user	CA	Sales	1
Crystal@M365x193702.onmicrosoft.com	user			1
DebraB@M365x193702.OnMicrosoft.com	user	WA	Executive Management	1
DeliaD@M365x193702.OnMicrosoft.com	user	WA	Engineering	1
DiegoS@M365x193702.OnMicrosoft.com	user	AL	HR	1
doriestest06_gmail.com#EXT#@M365x193702.onmicrosoft.com	user			1
GerhartM@M365x193702.OnMicrosoft.com	user	WA		1
Total				35

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Users per Usage Location

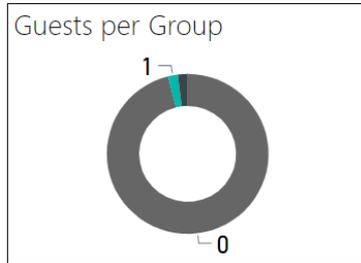
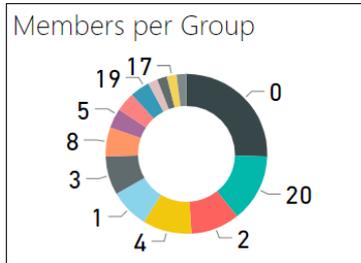
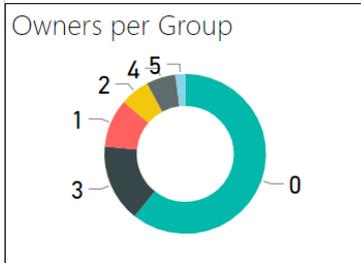


Users per State

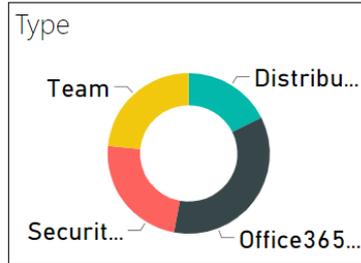
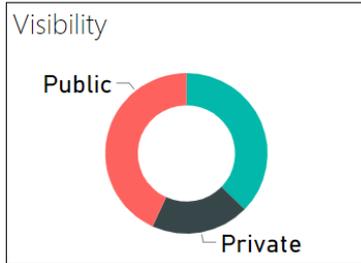


GovernanceToolkit365.com - Groups

Groups 51	Owners 52	Members 343	Avg. Memb... 7	Guests 4	Avg. Guests 0	
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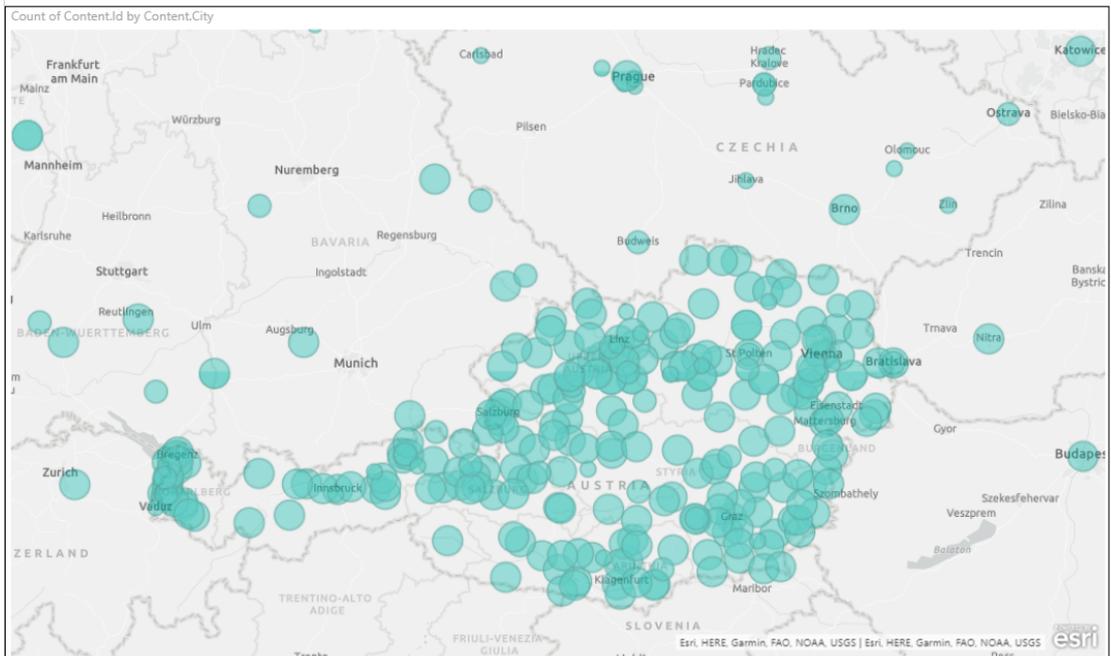


Name	#
All Employees	1
Contoso Finance	1
Contoso IT	1
Contoso Sales	1
Digital Initiative Public Relations	1
Executives	1
Finance Team	1
HR	1
HR - Onboarding Exp	1
VTeam	1
HR Leadership Team	1
Leadership	1
Leadership Connection	1
Legal Team	1
Managers Portal	1
Mark 8 Project Team	1
My Group 1	1
My Group 10	1
My Group 11	1
My Group 12	1
My Group 14	1
Total	51



GovernanceToolkit365.com

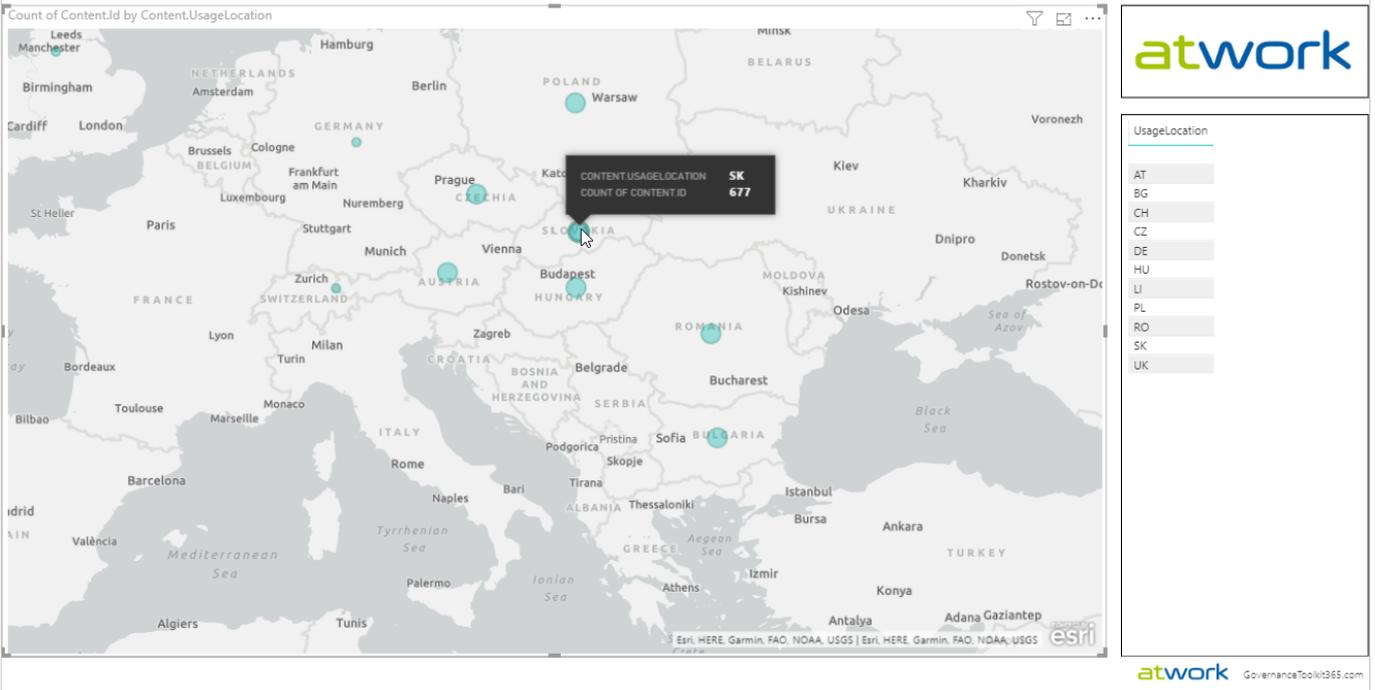
GovernanceToolkit365.com - User Map



City	Country	St...
Ansfelden	Austria	
Apetlon	Austria	
Arnoldstein	Austria	
Attnang-Puchheim	Austria	
Au	Austria	
Bach	Austria	
Bad Aussee	Austria	
Bad Goisern	Austria	
Bad Hall	Austria	
Bad Häring	Austria	
Bad Ischl	Austria	
Bad Mitterndorf	Austria	
Bad Vöslau	Austria	
Baden	Austria	
Berndorf	Austria	
Biala Podlaska	Poland	
Bialystok	Poland	
Birkfeld	Austria	
Bischofshofen	Austria	
Bramberg a.Wildkogel	Austria	
Bratislava	Austria	
Bratislava 27	Austria	
Braunau	Austria	
Braunau am Inn	Austria	
Bregenz	Austria	
Brno	Czech Republic	

GovernanceToolkit365.com

GovernanceToolkit365.com - User Usage Location (Licenses)



GovernanceToolkit365.com - Timeline Development

Date	Total.Users	Int.Users	Unlicensed	Deactivated	Deleted.Users	Guests	Groups	Sec.Groups	Mailenabled.Groups	Dist.Groups	Dyn.Groups	O365.Groups	Teams	Yammer.Groups	
2019-10-1	35	32	11	0	20	3	51	12	12	0	9	0	18	12	5
2019-9-24	32	32	8	0	20	0	38	12	12	0	9	0	6	11	5
2019-9-25	32	32	8	0	20	0	38	12	12	0	9	0	6	11	5
2019-9-26	32	32	8	0	20	0	38	12	12	0	9	0	6	11	5
2019-9-27	32	32	8	0	20	0	38	12	12	0	9	0	6	11	5
2019-9-28	32	32	8	0	20	0	38	12	12	0	9	0	6	11	5
2019-9-29	32	32	8	0	20	0	38	12	12	0	9	0	6	11	5
2019-9-30	35	32	11	0	20	3	42	12	12	0	9	0	10	11	5



Setup newsletters (optional)

Automatic newsletters inform about orphaned groups and guest access.

If you want to use automatic newsletters, follow these steps described at [Governance Toolkit 365 ReadMe] (<https://github.com/delegate365/GovernanceToolkit365>).

Use the API (optional)

The API allows to provision a new group out of an application or a workflow.

If you want to use the GT365 API, follow these steps described at [Governance Toolkit 365 API](#).

Security in GT365

Security is an important topic for any system. We care about security and privacy. The concept of GT365 is to work with least privileges and without storing any user credentials. So, a Global Admin has to allow access for the GT365 app to read directory data and groups. This creates an application in the customer's Microsoft 365 tenant that the GT365 can use programmatically and generate the statistics for that tenant. After the app access has been granted, the customer receives a private Storage Account key to get access to the generated data. When using the API, the GT365 expects a valid token from the customer's tenant to provision a new Office 365 Group or Team. The token grants access only to provision a group with the required user data. The token is usually valid just for up to one hour and expires then. GT365 never stores any user credentials. To remove the access, the GT365 app can be removed in the customer's tenant anytime.

Contact

In case of questions, pls. contact

atwork

support@atwork.at

www.atwork-it.com

Enjoy!