

## Contents

|                                                                                      |           |
|--------------------------------------------------------------------------------------|-----------|
| Microsoft 365 admin center .....                                                     | 3         |
| <b>Users – Active users</b> .....                                                    | <b>4</b>  |
| <b>Users – Active users - Global Admin Users</b> .....                               | <b>4</b>  |
| <b>Users – Active users - Global Admin Users - Multi-factor Authentication</b> ..... | <b>5</b>  |
| <b>Billing – Licenses</b> .....                                                      | <b>6</b>  |
| <b>Settings – Domains</b> .....                                                      | <b>7</b>  |
| <b>Settings - Org Settings</b> .....                                                 | <b>8</b>  |
| <b>Recommendation - MS 365 Admin Center</b> .....                                    | <b>10</b> |
| <i><b>Settings -&gt; Domains</b></i> .....                                           | <b>10</b> |
| <i><b>Active Users -&gt; Multi-Factor Authentication</b></i> .....                   | <b>10</b> |
| SharePoint Admin Center .....                                                        | 11        |
| <b>Policies – Sharing</b> .....                                                      | <b>13</b> |
| <b>Policies - Access Control</b> .....                                               | <b>15</b> |
| <b>Policies - Access control - Unmanaged Devices</b> .....                           | <b>16</b> |
| <b>Policies - Access control - Idle session sign-out</b> .....                       | <b>17</b> |
| <b>Policies - Access control - Network location</b> .....                            | <b>18</b> |
| <b>Policies - Access control - Apps that don't use modern authentication</b> .....   | <b>19</b> |
| <b>Settings</b> .....                                                                | <b>20</b> |
| <b>Settings – SharePoint - Default admin center</b> .....                            | <b>21</b> |
| <b>Settings – SharePoint - Home site</b> .....                                       | <b>22</b> |
| <b>Settings – SharePoint – Notifications</b> .....                                   | <b>23</b> |
| <b>Settings – SharePoint - Pages</b> .....                                           | <b>24</b> |
| <b>Settings – SharePoint - Site creation</b> .....                                   | <b>25</b> |
| <b>Settings – SharePoint - Site storage limits</b> .....                             | <b>26</b> |
| <b>Settings – SharePoint - Stream app launcher tile</b> .....                        | <b>27</b> |
| <b>Settings - OneDrive – Notifications</b> .....                                     | <b>28</b> |
| <b>Settings – OneDrive – Retention</b> .....                                         | <b>29</b> |
| <b>Settings – OneDrive – Storage limit</b> .....                                     | <b>30</b> |
| <b>Settings – OneDrive – Sync</b> .....                                              | <b>31</b> |
| <b>Recommendation – SharePoint Admin Center</b> .....                                | <b>32</b> |
| <i><b>Settings – Site Storage limits</b></i> .....                                   | <b>32</b> |
| <i><b>Settings – OneDrive - Retention</b></i> .....                                  | <b>33</b> |

|                                                                                            |    |
|--------------------------------------------------------------------------------------------|----|
| • <b>Settings – Site Creation</b> .....                                                    | 33 |
| <b>Policies – Access Control – Idle Session Sign-out</b> .....                             | 34 |
| <b>Policies -Sharing</b> .....                                                             | 35 |
| Microsoft Teams admin center.....                                                          | 37 |
| <b>Teams – Teams settings</b> .....                                                        | 38 |
| <b>Teams - Teams policies</b> .....                                                        | 40 |
| <b>Teams - Teams policies – Global (Org-wide default)</b> .....                            | 40 |
| <b>Users – Guest access</b> .....                                                          | 41 |
| <b>Users – External access</b> .....                                                       | 42 |
| <b>Meetings – Audio Conferencing policies</b> .....                                        | 42 |
| <b>Meetings – Audio Conferencing policies – Global (Org-wide default)</b> .....            | 43 |
| <b>Meetings - Meeting policies – Manage policies</b> .....                                 | 45 |
| <b>Meeting policies – Manage policies – Global (Org-wide default)</b> .....                | 46 |
| <b>Meetings - Meeting settings</b> .....                                                   | 48 |
| <b>Meetings – Live events policies</b> .....                                               | 49 |
| <b>Meetings – Live events policies – Global (Org-wide default)</b> .....                   | 50 |
| <b>Meetings – Live event settings</b> .....                                                | 51 |
| <b>Meetings – Messaging policies</b> .....                                                 | 52 |
| <b>Meetings – Messaging policies -Global (Org-wide default)</b> .....                      | 53 |
| <b>Analytics &amp; reports – Usage reports</b> .....                                       | 54 |
| <b>Recommendation – Teams Admin Center</b> .....                                           | 56 |
| <i>Teams - Teams Settings</i> .....                                                        | 56 |
| <i>Meetings– Meeting settings</i> .....                                                    | 57 |
| <i>Meetings– Meeting Policies- Global</i> .....                                            | 58 |
| <i>Restriction Teams Creation</i> .....                                                    | 59 |
| Security Admin Center (Microsoft 365 Defender) .....                                       | 60 |
| <b>Policies &amp; Rules – Thread policies – Email authentication settings - DKIM</b> ..... | 61 |
| <b>Recommendation – Security Admin Center</b> .....                                        | 63 |
| <b>Policies &amp; Rules – Thread policies – Email authentication settings – DKIM</b> ..... | 63 |