

Enforcing a Naming Policy and Blocked Words in Office 365 Groups



Vlad Catrinescu

OFFICE SERVERS AND SERVICES MVP

@vladcatrinescu <https://absolute-sharepoint.com>



Overview



How is this useful?

The PowerShell script to do it



How Is This Useful?





Users can use any words inside the Office 365 groups they create

CEO, Legal, Payroll

Every Office 365 group creates a mailbox that shows up in the GAL

Users could send sensitive information to Payroll@globomantics.org by thinking it's an official group



Legal Plan 2018

The plan name contains blocked words.

Privacy

Public - Anyone in my organization



Search



Create your team

Collaborate closely with a group of people inside your organization based on project, initiative, or common interest. [Here's a helpful video](#)

Create a group

Create a Microsoft Stream group connected to an Office 365 group as an easy way to organize who has permission to see and edit your videos and channels.

Name

Payroll Videos

Group email alias

PayrollVideos

@...

GRP Sales Payroll Videos United States

GRPSalesPayrollVideosUnitedStates@...

The blocked word 'Payroll' does not meet company policy

Description

Group description

☐ Make this group companywide

Add group members

Search for people

☒ Allow members to contribute

Member

Me (Jeff@)

Owner



Cancel

Create

The name can't contain Legal.

Cancel

Next

Don't show this again





Naming conventions have been available before in distribution lists

Benefits

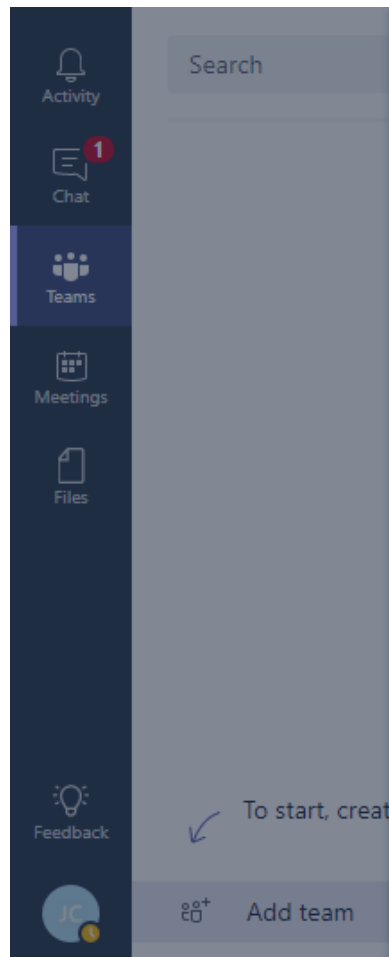
- Consistency in your tenant
- Quickly identify the purpose of the group

Naming policies depend on the information in the creator's User Profile

Country, Department, etc!

Example Naming Policy

GRP [Department] [GroupName] [CountryOrRegion]



Create your team

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Team name

PowerShell Book



GRP Sales PowerShell Book United States ⓘ

Description

A large, empty text area for entering a description for the team.

Privacy

Private - Only team owners can add members

This is a screenshot of the 'Create a group' form in Microsoft Teams. It shows the following fields and values: 'Group name' with 'Project XYZ' entered; a suggested group name 'GRP Sales Project XYZ United States' with an information icon ⓘ; 'Group email address' with 'projectxyz' entered, resulting in the email 'GRPSalesprojectxyzUnitedStates@office365po...'; and 'Description' with the placeholder text 'Tell people the purpose of your group.' A red arrow points from the 'GRP Sales Project XYZ United States' suggestion to the 'Create your team' section on the left.

Create a group

A group provides a space for shared conversations, files, a group calendar, and more.

Group name

Project XYZ

GRP Sales Project XYZ United States ⓘ

Group email address

projectxyz

GRPSalesprojectxyzUnitedStates@office365po...

Available

Description

Tell people the purpose of your group.





In order to use this feature all users inside Office 365 Groups need to have an Azure Active Directory Premium license

Licenses are not enforced by PowerShell

It will allow you to configure it even if you don't have the license requirements
Microsoft will send a report of users who do not comply every month





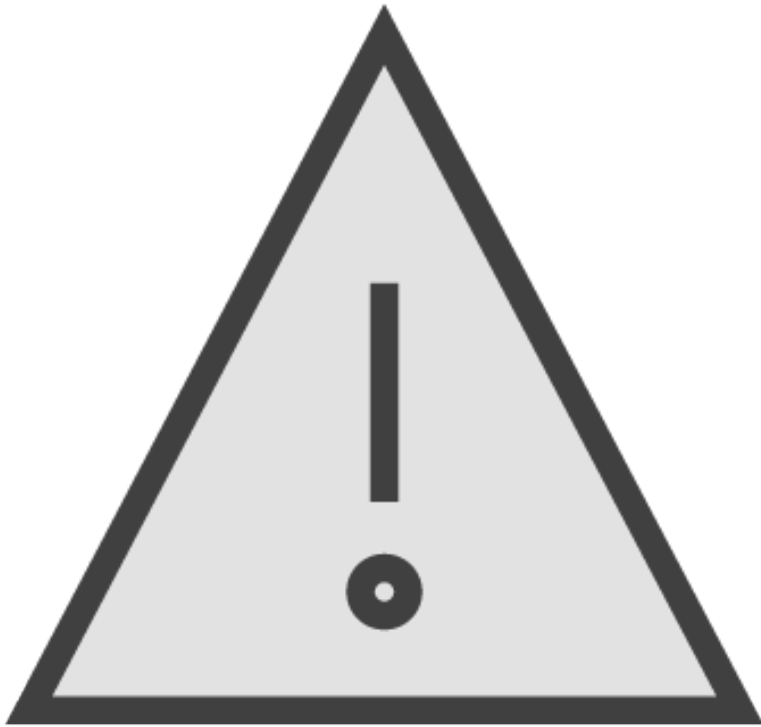
Licensing changes often in Office 365, for any licensing questions talk to your Microsoft Licensing partner





Some administrative roles are exempted from those policies

- Global admin
- Partner Tier 1 support
- Partner Tier 2 support
- User account admin
- Directory writers



Some services do not fully support naming conventions and blocked words

Dynamic CRM

School Data Sync (SDS)

Classroom App

Power BI

Azure active directory portal

For the latest updates on support, see the following link

<https://support.office.com/en-us/article/Office-365-Groups-naming-policy-6ceca4d3-cad1-4532-9f0f-d469dfbbb552>



Enforcing a Naming Policy and Blocked Words





Identify your list of blocked words

- Microsoft provides an option to block common inappropriate words
- Focus on business / privacy related words

Identify a naming policy that makes sense for your organization

- What information is important for you?

Make sure to consult with multiple departments before implementation

- Sometimes an IT only decided feature/control can decrease adoption



AzureAD PowerShell module

- Preview module used at the time of recording this course
- Cmdlets will make it in the production module

We will create/modify an Active Directory settings object inside Azure Active Directory





Another admin might have already created a setting object for Office 365 Groups

Make sure you check if there is an existing one before creating a new one



Viewing the Values of an Existing Active Directory Setting Object

```
$Setting = Get-AzureADDirectorySetting | `
    where-object {$_.displayname -eq 'Group.Unified'}
$Setting.Values
```



Creating a New Active Directory Setting Object

```
$SettingTemplate = Get-AzureADDirectorySettingTemplate |  
where {$_.DisplayName -eq 'Group.Unified' }
```

```
$NewAADSetting = $SettingTemplate.CreateDirectorySetting()
```

```
$NewAADSetting = New-AzureADDirectorySetting `   
-DirectorySetting $NewAADSetting
```



Configuring the Setting

```
$Setting = Get-AzureADDirectorySetting | `
    where-object {$_.displayname -eq 'Group.Unified'}

$Setting["PrefixSuffixNamingRequirement"] =
    "GRP [Department] [GroupName] [CountryOrRegion]"

$Setting["CustomBlockedWordsList"] = "CEO, Legal, Payroll"

$Setting["EnableMSStandardBlockedWords"] = "True"

Set-AzureADDirectorySetting -Id $Setting.id `
    -DirectorySetting $Setting
```





Supported Azure Active Directory attributes are

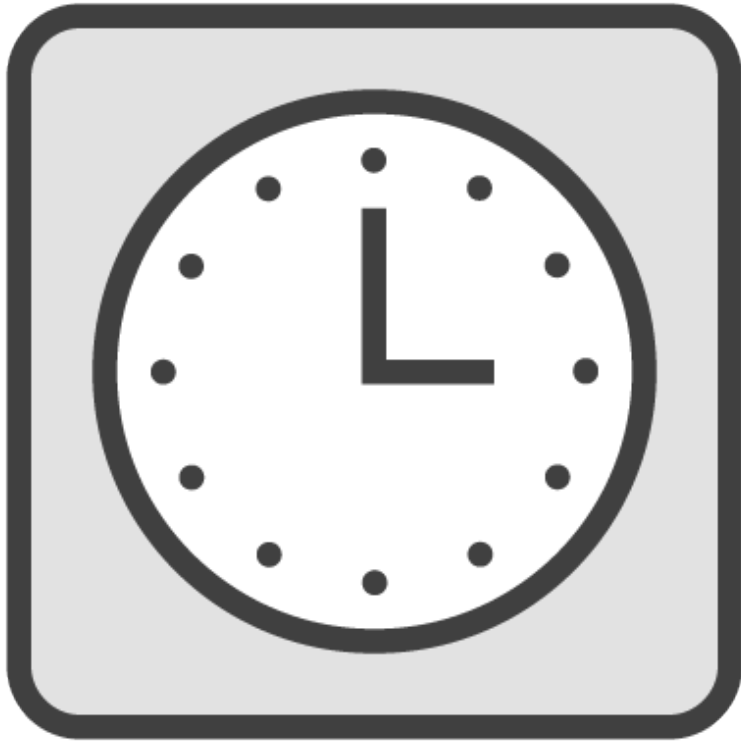
- [Department]
- [Company]
- [Office]
- [StateOrProvince]
- [CountryOrRegion]

Extension attributes and custom attributes aren't supported

See latest list of supported attributes

- <https://support.office.com/en-us/article/office-365-groups-naming-policy-6ceca4d3-cad1-4532-9f0f-d469dfbbb552>



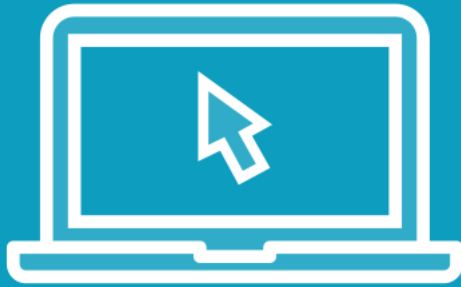


It might take a while for the configuration to be reflected in the user interface

- Some Office 365 applications apply it faster than others



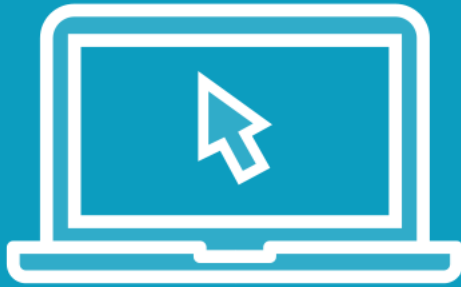
Demo



Enforcing a naming policy and blocked words



Demo



User experience in Office 365



Conclusion



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