

# Adding Usage Guidelines to Office 365 Groups

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# Overview



How is this useful?

The PowerShell script to do it



# How Is This Useful?

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## Internal guidelines

Teach users what they can/cannot do with Office 365 groups

Reduces number of support tickets, and clean up in the future

## Guest guidelines

Link to guest guidelines included as part of e-mail sent when an external user is invited to an Office 365 group

You can include information such as privacy policies, confidentiality, and more!



Create Discard

## Create a group

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

Group name

Description

Tell people the purpose of your group.

Privacy

Public - Anyone in your organization can see what's

Classification ⓘ

Confidential

Language for group-related notifications

English (United States)

☐ Send all group conversations and events to members' inboxes. They can stop following this group later if they want to.

[Group usage guidelines](#)

You'll start receiving group conversations and calendar events in your inbox. To stop receiving group conversations and calendar events, you can always leave the group.

You'll be accessing Office 365 resources from Learn-PowerShell, please refer to the [usage guidelines](#) from Learn-PowerShell.

[Learn more about Office 365 Groups](#)





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



# Adding Usage Guidelines to Office 365 Groups

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## Create your internal usage guidelines

- You can host it on an internal share (for example, SharePoint!)

## Create your external guest usage guidelines

- Host it on a public location so users can access it
- Here's an example from Microsoft:  
<https://support.office.com/en-us/article/Usage-guidelines-for-Microsoft-customers-and-partners-a1355818-9d68-4797-be21-dcdfd64ddb17?ui=en-US&rs=en-US&ad=US>



## 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

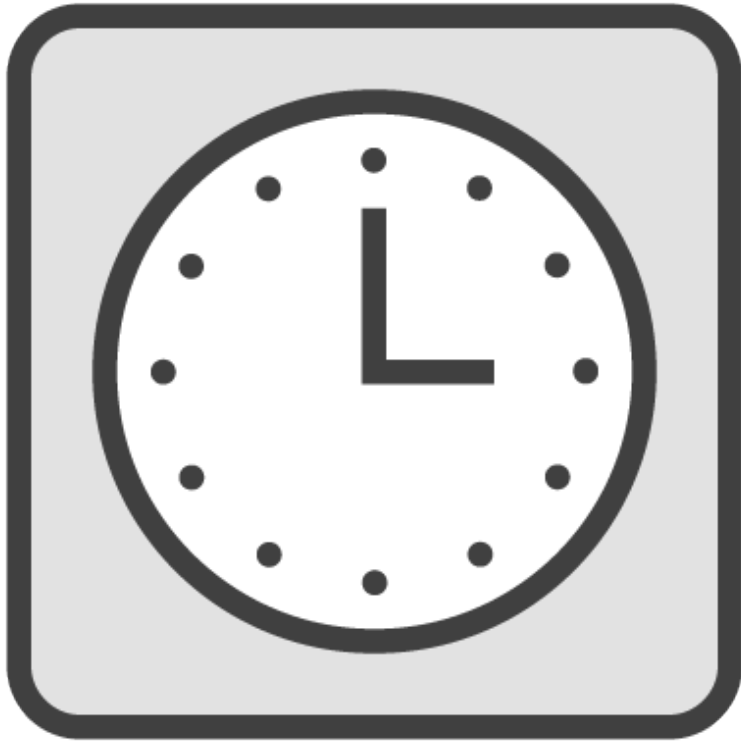
```
$Setting = Get-AzureADDirectorySetting | `
    where-object {$_.displayname -eq 'Group.Unified'}
```

```
$Setting["UsageGuidelinesUrl"]="https://globomantics.org.sharepoint.com/SitePages/Office365GroupsPolicies.aspx"
```

```
$Setting["GuestUsageGuidelinesUrl"]="https://globomantics.org/guestpolicy"
```

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



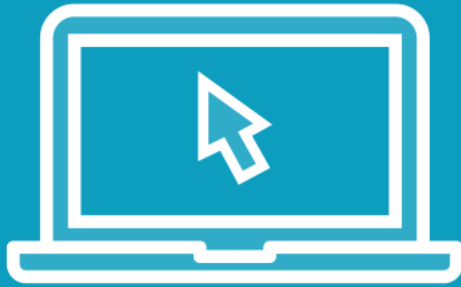


**It might take a while for the configuration to be reflected in the user interface**

- Some Office 365 applications apply it faster than others



# Demo

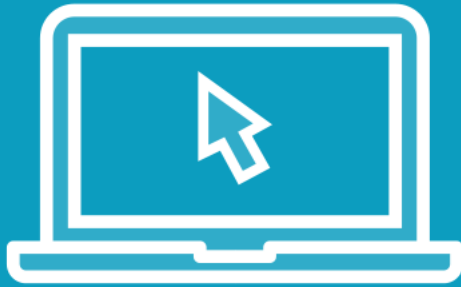


## Adding usage guidelines to Office 365 Groups





# Demo



## User experience in Office 365



# Conclusion



Setting guidelines is important to help users in how to best use Office 365 Groups

Internal Guidelines can be seen by users when creating/modifying an Office 365 group

Guest guidelines must be hosted on a public site and are included in an e-mail when being sent to external guests

