

Microsoft 365 Update.

August 2020

About this Microsoft 365 Update

We like to inform our customers on a strategic level and of course preferably in person. However, we also would like to keep you up to date monthly, with all the news coming from Microsoft about Microsoft 365. With this update, we hope to achieve that you have a better and clear understanding on how those new updates could impact your business, and what you can do with/about them.

We marked each message sent by Microsoft with a flag to mark their importance, interpreted by Portiva professionals that use their experience to weigh these new or updated experiences for our customers.

This update is created each month with great care by:



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New features that are relevant and interesting for your organization



Changes/updates that have direct impact on user / admin experience, important to know!



Noticeable but less important updates

With stickers we provide you with specific advice on how to handle that specific change or new feature.



New Features



Changes/Updates



Less important

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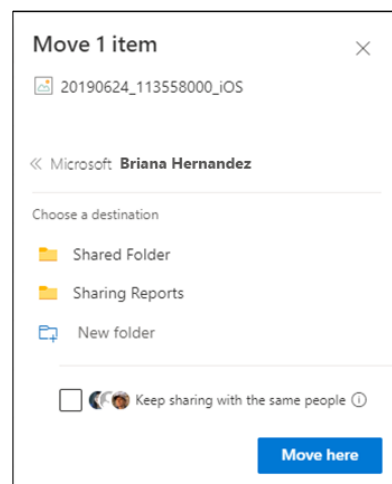
Microsoft 365 General updates

Move files and easily keep sharing

When your end users move a file from OneDrive to a SharePoint site collection, or from a SharePoint site collection to a OneDrive, or from a SharePoint site collection to another SharePoint site collection, they will have the option to easily continue sharing the file with their collaborators at the new destination.



If an end user chooses to do so, we will provide direct collaborators with the new link or with direct permissions that match those that they had at the source location. We will also send collaborators an e-mail that notifies them that the file has been moved should the owner reshare the file location. When your users move files across site collection boundaries, they will see this new option. **It is unchecked by default.**



Inform your end-users about this new feature and corresponding checkbox. No further action required.

Results from PowerBI coming to Microsoft Search in SharePoint and Office.com



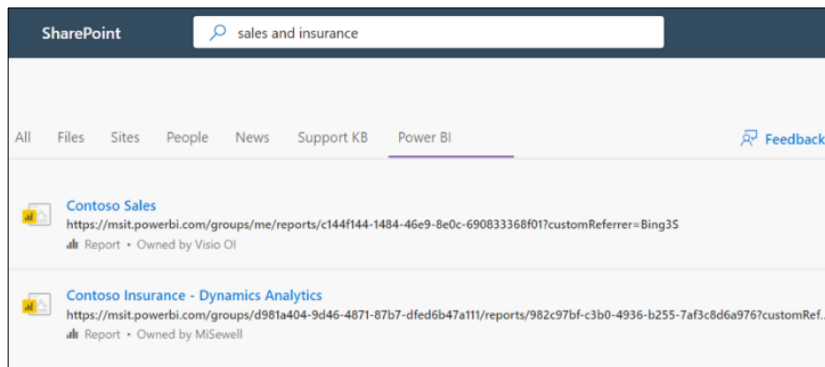
Users will see a new PowerBI vertical available in SharePoint and Office.com to allow for keyword search of PowerBI reports, dashboards, and workspaces. PowerBI results are available now in Bing.com when signed in with a work account. Microsoft Search administrators can disable this feature in Microsoft Search settings through the Microsoft 365 admin center. Screenshot on next page.



PowerBI search results integrated within the Microsoft search results. A UX improvement but no further action required.

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New Feature: Manage how long guests can access SharePoint Online and OneDrive documents

In order to [better manage sharing](#), tenant admins will be able to create a policy to revoke guest access to SPO sites and individual OneDrives after a defined period of time. With this policy, you can limit guest user access; thus guests who are no longer active partners will not retain indefinite access to documents and files.



- This policy is not retroactive; it does not apply to guests who already have access to sites, documents and files.
- The policy applies to a user's access to a given SPO site or individual OneDrive. When the access period reaches your policy threshold, such as 10 days, then the guest loses access to all content in that site. Guest access expires on a site-by-site basis, determined by when the guest was granted access to each site, whether that is an SPO site or an individual OneDrive.
- After a guest loses access to a site, any user with the ability to share content externally can re-invite the guest to each document or item as needed.

SharePoint site administrators can extend access at any time, up to the limit of the tenant policy. For example, if the tenant policy is 10 days, and today is the 10th of

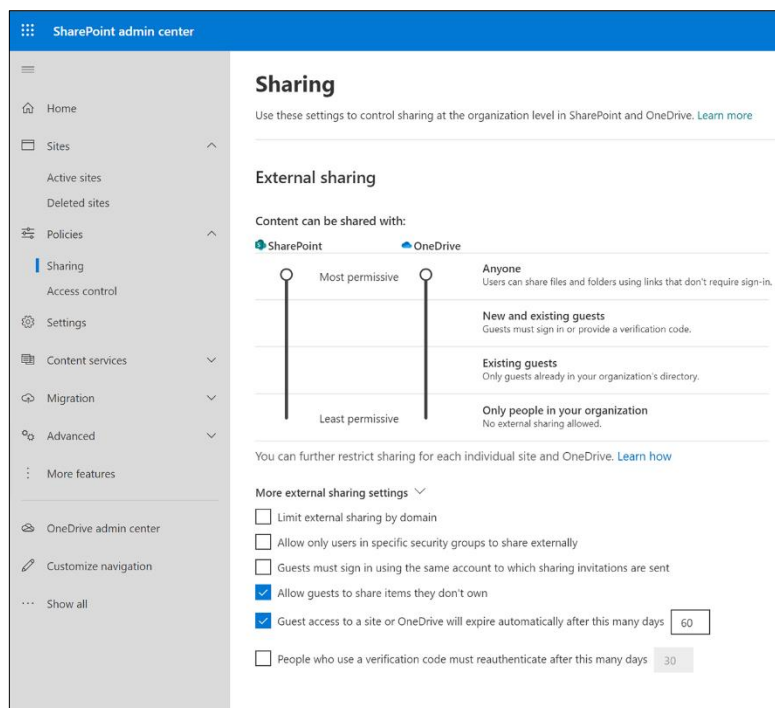


Important step in guest access management for SharePoint Online and OneDrive documents. Make sure to check out this new feature!

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the month, the SharePoint site admin could extend access for an external guest to the 20th of the month. There is no limit on the number of time a site admin can extend access. SharePoint site administrators will receive e-mail notifications advising of upcoming guest user access expirations.



Search improvements in OneDrive for Business



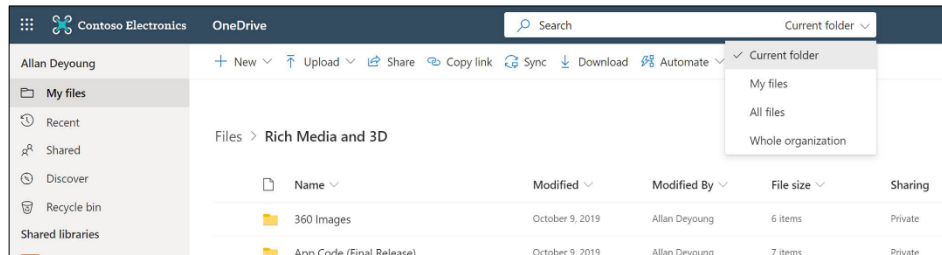
Using a dropdown in the search box in OneDrive for Business, users will be able to choose where they want to search. Users can search their own files in OneDrive for Business as well as shared files that they have access to across the tenant, including shared libraries.



A small UX improvement for end-users. A quicker search selection, narrowing down your scope with a mouse click. No further action required.

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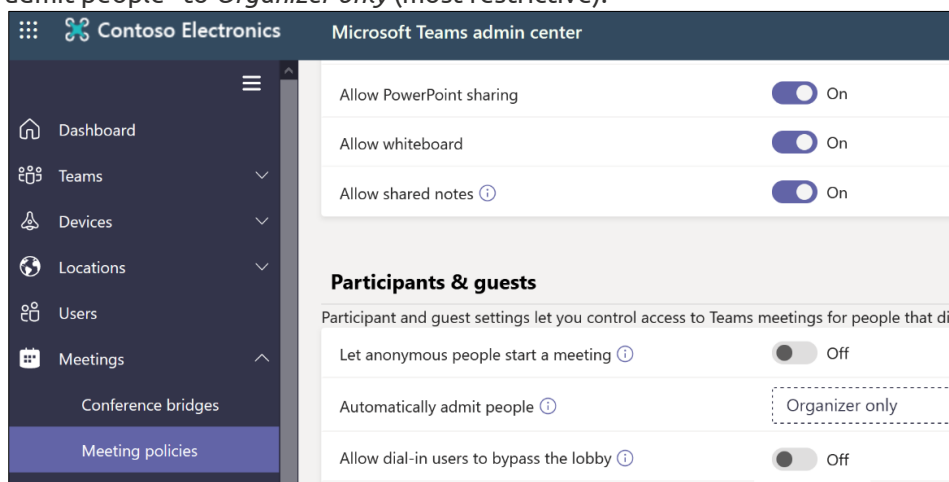
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Microsoft Teams updates

Introducing the Organizer only Teams meeting lobby policy option

Currently, the tenant-level default setting for "Automatically admit people?" is Everyone in your organization. The other two options are Everyone in your organization and federated organizations or Everyone (no restriction). Although individuals can limit direct meeting access to the meeting organizer, you cannot currently make that a default setting for a given user or set of users.

With this change, you will have a fourth option. You will be able to set "Automatically admit people" to *Organizer only* (most restrictive).



Once you have assigned this value to any user, their default meeting settings will be that only the organizer can join directly; all attendees will need to enter via lobby.

Once this is your tenant default, it applies to all new meetings created by the user.



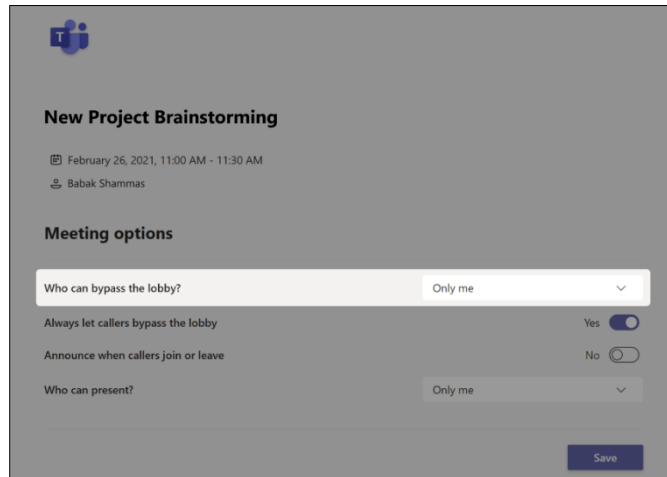
Changing the way how you can organize your teams meetings and let people enter lobby or directly into the meeting. Make sure to communicate about this change to your end-users.



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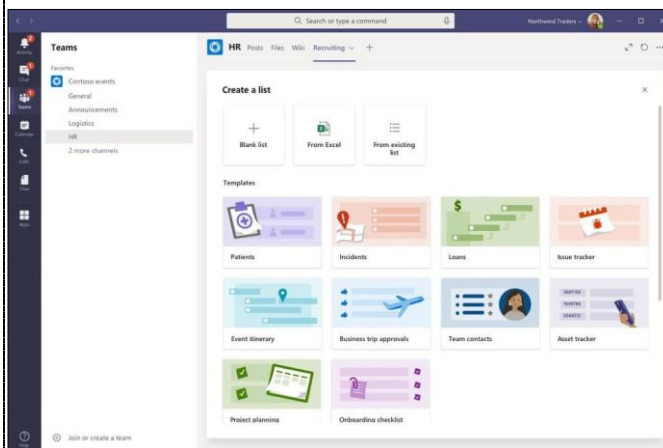
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- Should you make this the default setting, any prior meeting where the organizer did not modify the Meeting options.
- Meeting organizers can select *Meeting options* in the meeting invitation to change this setting for each meeting they schedule.



The screenshot shows the 'Meeting options' dialog for a new meeting titled 'New Project Brainstorming' scheduled for February 26, 2021, from 11:00 AM to 11:30 AM, organized by Babak Shammam. The 'Meeting options' section includes three settings: 'Who can bypass the lobby?' set to 'Only me', 'Always let callers bypass the lobby' with a 'Yes' toggle switch, and 'Announce when callers join or leave' with a 'No' toggle switch. The 'Who can present?' dropdown is also set to 'Only me'. A 'Save' button is located at the bottom right.

Introducing the Lists app in Teams



The Lists app in Microsoft Teams brings lists in team SharePoint sites into the collaboration and teamwork canvas of channels and facilitates conversations around list items. With this app, end users can work on their favorite lists from within Teams.



Lists are coming to Teams. Inform your end-users about this new feature. A integrated experience between SharePoint and Teams.

After adding the Lists app, users can carry out all functions of Microsoft Lists (home) and SharePoint lists, including adding/editing columns, filtering, sorting, formatting, and exporting to Excel.

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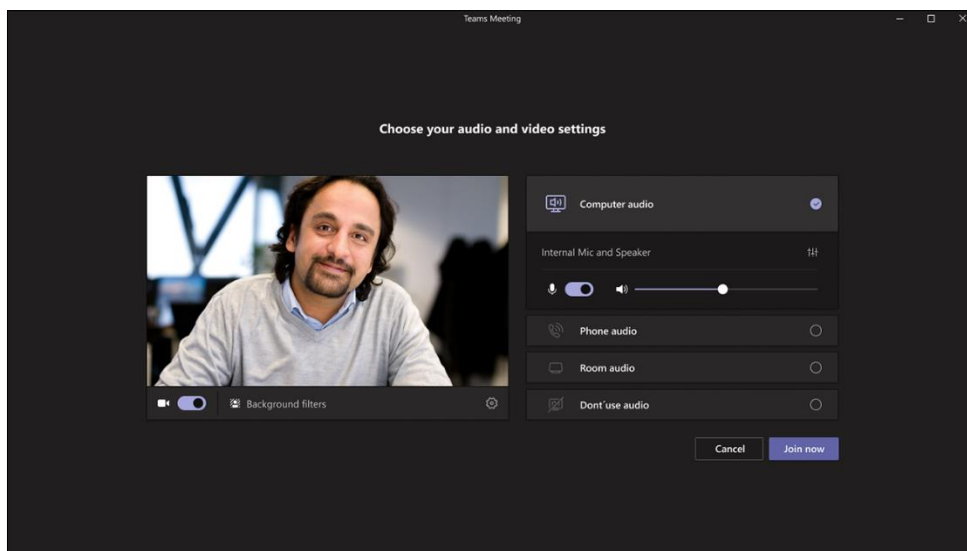
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- Create a new list which will reside in the team site, and pin the list to the channel tab
- Pin any existing list they have access to the (the or a) tab
- Start a channel conversation about a list item after clicking the list to see a full stage view.

Lists created using the Lists app and Lists created in SharePoint are identical.

New Microsoft Teams meeting pre-join experience

The new pre-join experience retains the video toggle underneath the preview window and adds quick and clear access to [background filters](#). All the available Audio options are now clearly detailed to the right of the preview window with the option to configure mic status, speaker volume, devices and ability to add a Teams meeting room.



A new joining experience for Teams meetings. No further action required, this will be pretty obvious!

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Introducing live transcription in Microsoft Teams meetings

If you have enabled recording ([Allow cloud recording](#)) and transcription ([Allow transcription](#)) policies for your tenant, your users will now see two options in the meeting control bar:

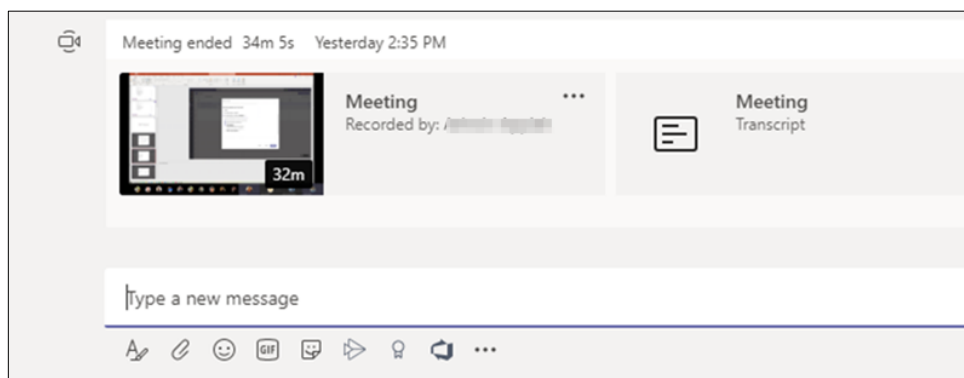
- Recording and Transcription
- Transcription

Note that recording is combined with transcription. If a user begins recording, the meeting will also feature a live transcription. The meeting transcript is automatically saved whether or not the meeting has been recorded if a user initiated the transcription. The transcript file will be accessible for download post-meeting via chat as well as from the Transcript tab.

The meeting organizer will be able to delete the saved transcript when using the Teams desktop app.



No further action required. A new feature that enabled you to save or delete transcripts from meetings that were recorded.



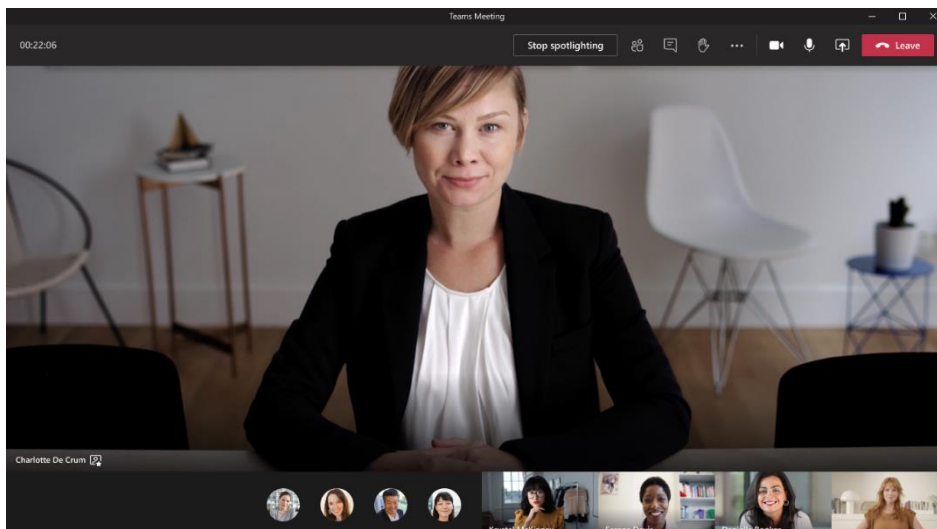
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Spotlight an individual video participant for all attendees in a Teams meeting

Once available, presenters will be able to put someone in the spotlight by:

1. From the meeting video grid - right click on a particular video and select Spotlight.
2. From the Participants panel - right click on a particular participant and select Spotlight.



If you would like to focus on one attendee during a meeting and make sure that everyone does, this new spotlight feature enables you to do just that!

Teams Meeting support for 20,000 attendees

- Currently, Teams meetings are limited to 300 users. If someone tries to join a meeting after it reaches capacity, they are unable to do so.
- If you choose to purchase the [Advanced Communications add-on](#), users who are assigned an Advanced Communications license will be able to host a meeting with up to 20,000 people as view-only attendees after a meeting has reached capacity.
 - The inclusion of view-only attendees will not impact the normal interaction available between regular attendees who joined before the meeting reached capacity.



A new way to have up to 20,000 people in your meeting as view-only attendees, explicitly and only available if you purchased the add-on mentioned within the article. Check it out!



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- Once the maximum Advanced Communications limit is reached, no additional view-only attendees will be able to join.
- **View-only attendees** can use Teams in the browser or a Teams desktop app (Windows or Mac). We expect to support Teams mobile apps in mid-October; we will communicate that support via a new Message center post.
 - View-only attendees do not need the Advanced Communication plan to join the meeting in a view-only capacity. However, they do need permission to bypass the Lobby based on set Lobby Policies or Options.
 - View-only attendees will follow all lobby and security policy mechanisms.
 - View-only attendees will do so with limited access to capabilities. For example, view-only attendees will be able to listen to all audio and view a screen or window shared during the meeting. However, they will be unable to share audio or video, and they will be unable to see chat or other applications that are shared during the meeting.
- **Meeting organizers** will not be able to see view-only participants in attendee counts or reports; this feature does not support the e-discovery of data. Organizers cannot remove view-only attendees from a meeting.

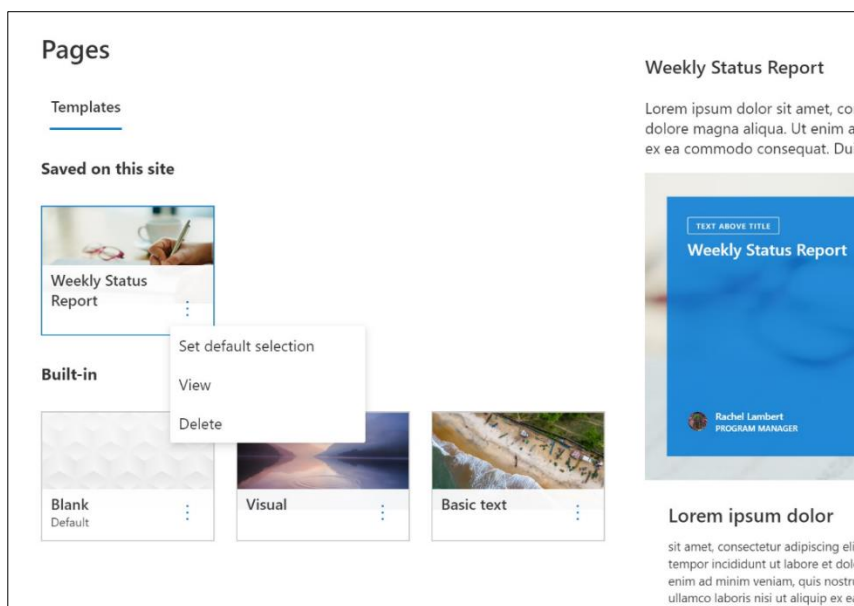
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SharePoint Online updates

SharePoint default page templates

SharePoint site owners will be able to set the default template in the page template picker.



A small improvement for content editors in the way they manage and create their pages content. Make sure to inform your content creators and editors.

The default template will be pre-selected when an editor opens the template picker. However, they will have the option to select a different template before they create their page.

We have also created an additional entry point to edit or delete templates from within the template picker. Previously this action was only available in the template library.