



Microsoft 365 Ketchup

Jacqueline Stockwell, Managing Director & Sara Fennah Microsoft 365 Trainer, MVP

Keeping up to date on the Microsoft Cloud can be a daunting challenge. The Ketchup workshop brought to you by the Leadership Through Data training team and Microsoft MVP, Sara Fennah, is here to help.

We get our information from the following sources:

- Microsoft 365 Admin Center – Messages
- Microsoft 365 Roadmap [website](#)
- Tech Community [blogs](#)
- Docs.Microsoft.Com [documentation](#)
- Microsoft News [stories](#)

For the January 2022 Ketchup, we looked at changes announced prior to 9:30am GMT on Wednesday 5th January 2022. Let's 'Ketchup' with some stats since last time.

Of the 1335 items on the roadmap the top 10 show a strong bias to security & compliance, well after Teams! With 176 items added and 124 items launches or started rolling out since the last Ketchup, it has actually been a quiet period. 333 of the items on the roadmap and currently in development are due for release by April, so its getting busy again.

176 Items Added

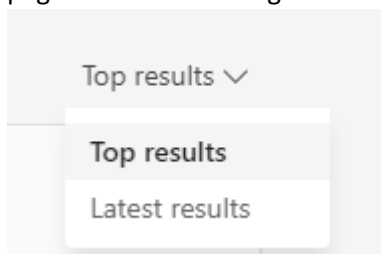
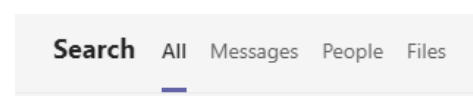
124 Launched/Rolling Out Since
last Ketchup

333 in Development due by end
April 2022

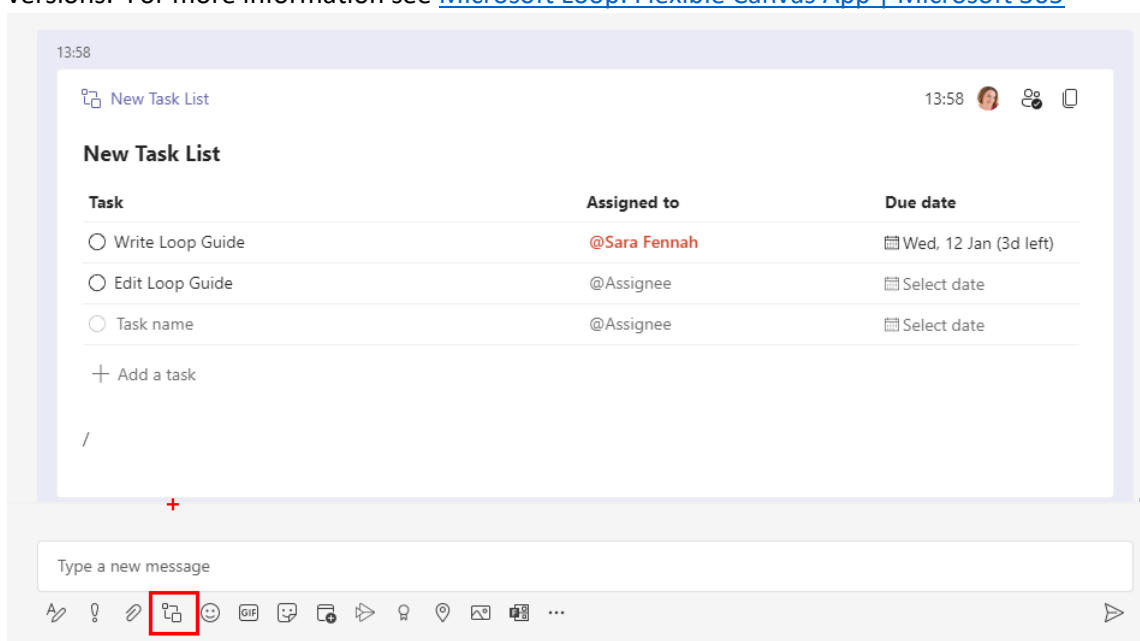
Here are the highlights:

1. **Microsoft Scheduler** is a tool to help schedule meetings using Cortana (the Microsoft Virtual Personal Assistant). Though a separate license, only the meeting organiser needs the license and then it's simply a case of copying in the Cortana Scheduler mailbox to the mail about the meeting to get help scheduling a meeting. Works with both internal and external meeting participants and now supports scheduling recurring meetings with flexibility for changing schedules. See https://docs.microsoft.com/microsoft-365/scheduler/?view=o365-worldwide&WT.mc_id=M365-MVP-5004583 for more information. You may also be interested in the free **Find Time** Outlook add-in that can be used to generate meeting polls. See <https://findtime.microsoft.com/>
2. **Chat with Personal Teams Users** Teams business & enterprise users can now chat to Teams consumer users. When personal users have both Skype & Teams as Skype will still be discovered first and this may cause confusion. Administrators can control this at the organisation level.

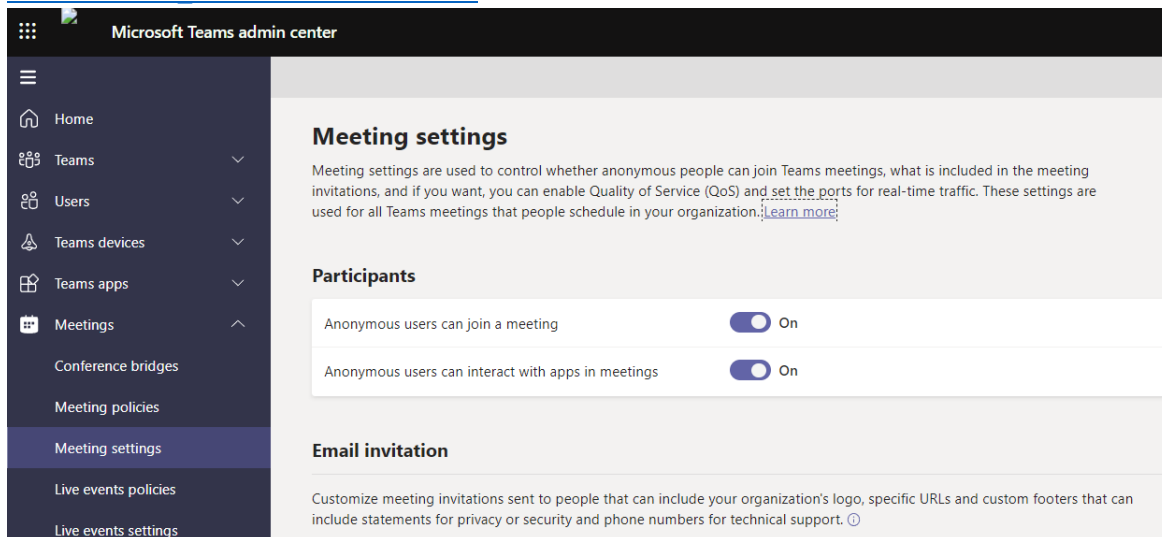
3. **Search Results** page in Microsoft Teams has been improved to be easier to read as it now uses the whole page plus with easier filtering along the top of the page and result sorting for latest items too



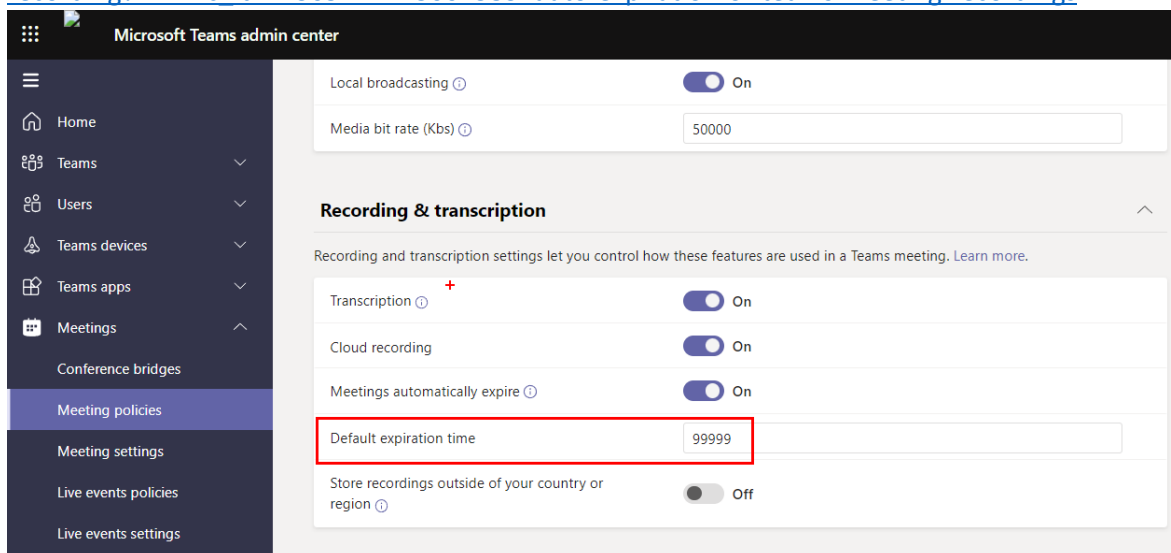
4. **Microsoft Loop** was announced at Ignite in November 2021. Previously we had heard about 'Fluid' components, which are editable content within Teams chat messages/post. These are now called Loop components and over 2022 this feature will be extended to include Loop pages and workspaces to give even greater flexibility on collaborative working. From a compliance perspective, these new features require very little or no additional consideration as they are simply new file types in OneDrive and SharePoint. You may need to look at retention settings on content versions. For more information see [Microsoft Loop: Flexible Canvas App | Microsoft 365](#)



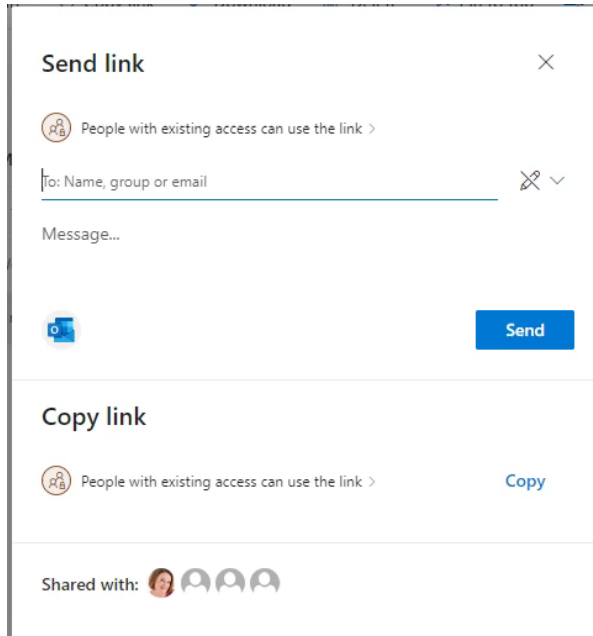
5. Rather than allowing **anonymous** users to join **any** Teams meeting in your organisation or none, we can now set this on a user-by-user basis. The result is that some meeting organisers will be create meetings that allow anonymous users. For example your training department may run public events that non-Teams users from any organisation should be able to join, whilst the meetings organised by senior management should only permit identifiable users to join, both internal & external. See https://docs.microsoft.com/en-us/microsoftteams/meeting-settings-in-teams?WT.mc_id=M365-MVP-5004583 for more information.



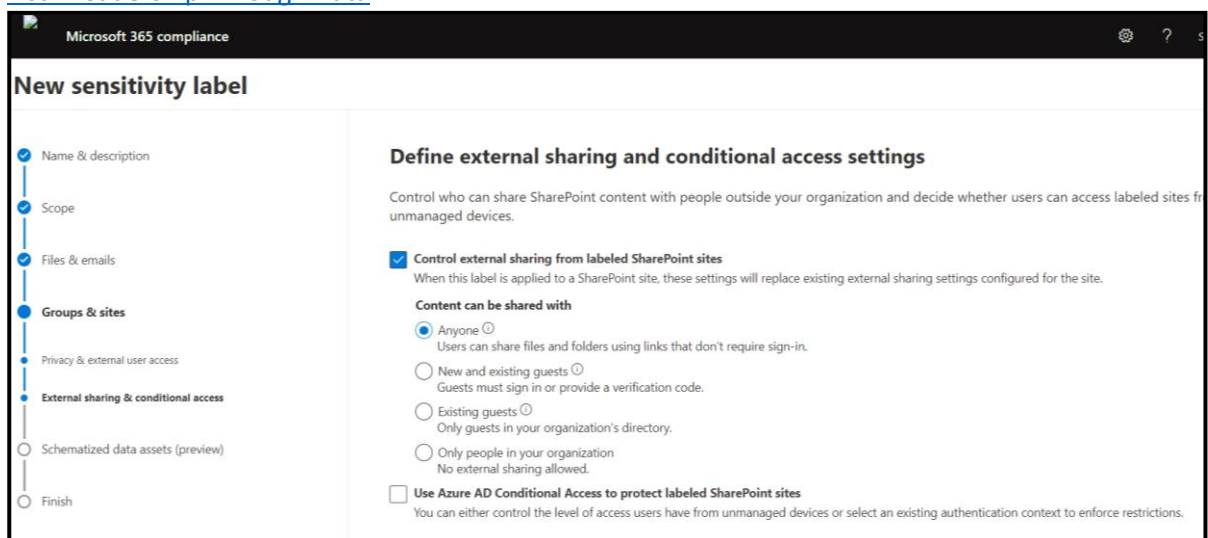
6. Recording retention. More accurately, we should refer to this as **auto-expiry of meeting recordings**. Meeting recordings will only be automatically deleted after a default period of 60 days, unless governed by a of retention policy or label assigned to the recordings. To control how long meeting recordings organised by a user are retained for, adjust the Meeting Policy for between 1 and 99,999 days. https://docs.microsoft.com/en-us/microsoftteams/cloud-recording?WT.mc_id=M365-MVP-5004583#auto-expiration-of-teams-meeting-recordings



- The **File Sharing** dialog box has been updated to try and help users understand what settings they have chosen. So they can change from the defaults. Here the default is view only for users who already have access to the file, which allows me to simply send people a link to the file without changing the permissions. Yet I can simply change to give them edit access or view the full settings to give others access to the file. The same options are available when generating a link to copy elsewhere rather than sending the share directly from the share box. You can also see who has access to the file already at the bottom of the box.

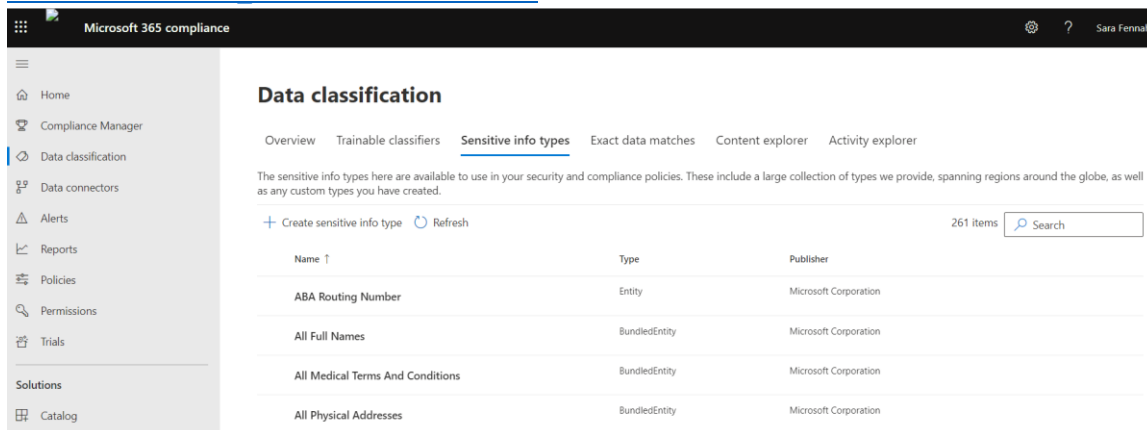


- Sensitivity Labels** can be assigned to Teams, Microsoft 365 Groups or SharePoint sites to help protect information stored in Microsoft 365. These can now be used to limit the options available in the share dialog box for all files in the site. Whilst we have been able to edit this setting previously, this change allows the owner to apply the appropriate label which in turn will automatically set sharing to match organisational policy. More information on Sensitivity Labels is available [here](#) by coming on one of our Microsoft 365 [Information Privacy](#) courses. [Public Course List - Leadership Through Data](#)

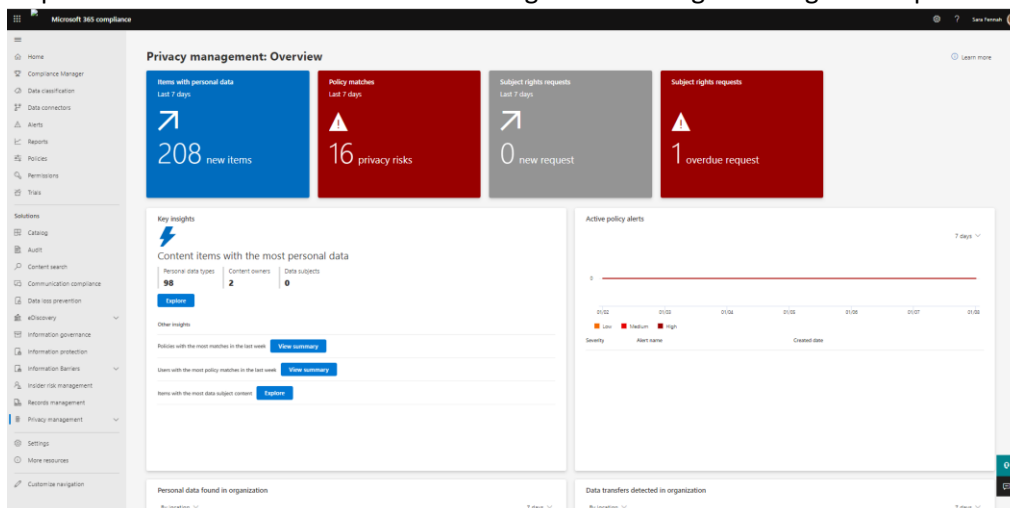


- Power BI Sensitivity Label Data** in Activity Explorer – Power BI Data sets support having sensitivity labels assigned. This uses the files setting of the labels, this labeled data now shows up in the Activity Explorer.

10. Named Entity Sensitive Information Types refers to names of people and physical addresses. The addition of these named entity sensitive information types will allow for more accurate sensitive information discovery and protection configuration. For example; These can now be used in Data Loss Prevention Policies alongside other sensitive information to help refine policies. A user externally sharing name, address and credit card number is more likely to indicate mis-use of data, rather than sharing 3 credit card numbers. It's still 3 pieces of sensitive information but more accurate way of spotting information mis-use. For information see https://docs.microsoft.com/microsoft-365/compliance/named-entities-learn?view=o365-worldwide&WT.mc_id=M365-MVP-5004583



11. Adaptive scopes are used for information governance (retention/records) policies and label policies. Rather than specifying which users, sites or groups are included or excluded an adaptive scope is used to determine which match set criteria, such as (in this example) the user country. This can then be used to set differential retention on OneDrive based on the country of the user and if they move country the policy applied will change as soon as their profile is updated. This feature is still in preview which means it is subject to change without notice and may even be withdrawn. For more information see https://docs.microsoft.com/microsoft-365/compliance/retention-settings?view=o365-worldwide&WT.mc_id=M365-MVP-5004583
12. [Privacy Management](#) in Microsoft 365 was announced in October 2021 and is a new tool focused on identifying privacy risks and conflicts, automating response to subject rights requests and help those managing privacy make smart data handling decisions. Whilst e-Discovery did include 'Data Subject Requests' they only apply to users. That feature is now renamed 'user data search' and a Subject rights requests feature is part of Privacy Management. These features require additional licences (e.g. Privacy Management Risk is £3.80 per user per month on direct pricing plus subject request searches available in bundles or singles with a single costing £12.60 per month)



13. Advanced e-Discovery Enhancements

1. **Discover Document Version** - Advanced eDiscovery now supports the ability to discover the version of the document at the time that it was shared.
2. **Case Limit Enhancements** - Advanced eDiscovery limits expansion increases the collection size from 300GB to 1TB. Export limits are increased to 5M documents or 500GB, whichever is smaller.
3. **Hold Reports** - Out-of-the-box reports are now available that contain information about all legal holds associated with eDiscovery cases in the Microsoft 365 compliance center.
4. **Versions** - You can now designate specific SharePoint Online or OneDrive for Business sites to enable for historical versions functionality. This capability will enable organizations to quickly search across not only the current version of documents, but all the versions of the document.

14. **Retention Label Deletion Behavior Change.** Improved consistency of user experience between OneDrive and SharePoint, allowing users to “delete” files labeled with a retention label configured to “retain items for a specific period” as this operation is no longer blocked with an error message. When deleted, these files will still be preserved for compliance purposes by moving a copy of them to the “Preservation Hold Library” of the site where they can be accessed by eDiscovery and other compliance solutions.

15.

In our next Ketchup we will look at more features. Subject to change and customer request this may include the following features which are due for release in the next 3 months:

Exchange Online

- React to a Message

Microsoft Teams

- Local Time added to Profile
- Transcription for 1:1 Calls
- CART Captions in Meetings
- Extend Customer Lockbox to Teams data
- Mute Notifications during meetings
- Delay Delivery on Chat Messages

Microsoft Information Protection

- PDFs encrypted with Sensitivity Label available in Search & eDiscovery
- Auto-labelling PDF files at rest

Microsoft 365 Security & Compliance

- Auto Labelling of cloud attachments (retention)
- Retention Policies for Yammer
- Outlook Client Support for Records Management
- Communication Compliance Discrimination Classifier

SharePoint Online & OneDrive

- Connected Templates – Teams & SharePoint
- Private Channel Information for SharePoint Admin
- Rules Engine for Content Alerts

And looking further out, later in 2022 the following features are due

Teams Connect – Shared Channels

Nested Microsoft 365 Groups

Virtual Reality & Avatars in Teams

7 Languages for Threat, Targeted Harassments & Profanity Classifier

Location Based Conditional Access Controls incl GPS

Organisation Chart Explorer in Outlook

Documents without Sensitivity Label inherit Library Label

Retention Label action at end of Retention Period

Known Folder Move for MacOS