Microsoft 365 Update.

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

Outlook for Windows introduces cloud settings

When this feature rolls out, the following list of settings will roam across other computers running Outlook for Windows that are logged in to the same Office account.

- Advanced
- Calendar
- Ease of Access
- General
- Groups
- Mail
- People
- Search
- Tasks

Settings in Office 365 that will roam between your devices, a handy feature that allows your end users to create a unified user experience across all devices.

If you do not override this ability, users can change their preferences via the "Store my Outlook settings in the cloud" checkbox under File > Options > General.

Users can disable this feature by *unchecking* the box, "Store my Outlook settings in the cloud." The feature is on by default. If you choose to override user settings, you can use a Group Policy to either disable or block the feature.

- Turn this off for Microsoft 365 users using the Disable roaming settings in Outlook group policy template. Get started with group policy templates here.
- See Outlook roaming options.

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Feature Update: Office.com home page layout and navigation

When this will happen

- We will roll out this new experience to Targeted Release customers in **mid-June (previously early June)**.
- We will roll out this new experience to Standard Release customers in **late June (previously mid-June)**.
- The rollout will be complete **late July (previously mid-July)**.

Currently the top section of the Office.com home page is comprised of a 'Start new' option(for creating new documents) and a horizontal list of core applications.

This horizontal top bar is being moved into a vertical navigation bar on the leftside of the page to improve usability. This update has no impact on Office.com or Office app functionality.

Visual changes to the Office.com homepage. Inform your end users and adjust your training materials if necessary.

The new Office.com home page layout
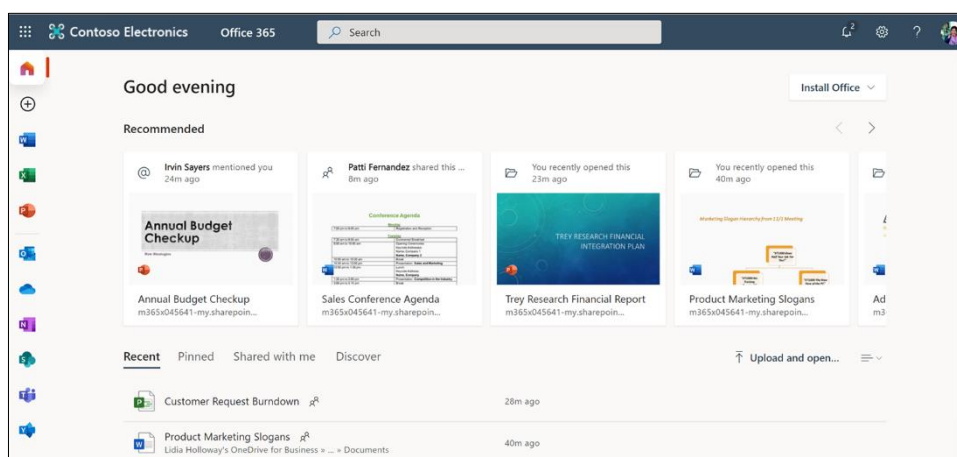
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New Feature: Seamlessly Share Personal Lists in To Do

Microsoft To Do will support list sharing between personal and work accounts. This lets users in your organization join, view, modify, and add data to lists owned by personal Microsoft accounts.

Once available, this feature will be enabled by default and users will have the ability to join lists that are shared from an external personal account. Enterprise users will not be able to share their lists with external personal accounts.

Share your To Do lists between personal and work accounts. This makes it easier to manage your tasks, both at work and at home! Make sure to inform your end users about the To Do app and what it can do for them, regarding personal productivity.

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Microsoft Teams updates

Microsoft Teams has a new Information pane and pinned posts

We are pleased to introduce two features that should make it easier for your users to find new and relevant information in a channel.
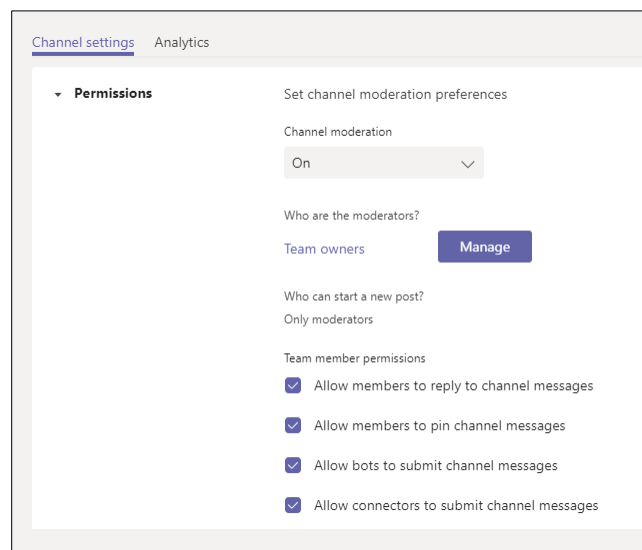
1. Information pane

Selecting the "Channel info" icon in the channel header will open a new Information pane that displays a channel summary. The summary includes the channel description as well as a list of recent contributors and members.

This is also the new home for system messages. Information about team members can be found here or in the Member List.
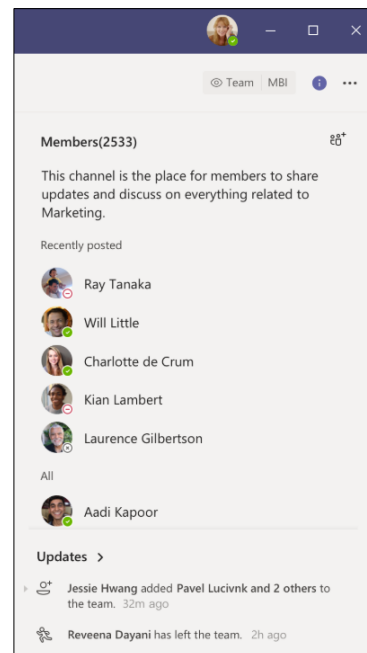
2. Pinned posts

Any member of a channel will be able to "pin" any channel message to the channel Information pane for all members of the channel to see, unless this feature is disabled in channel moderation settings.

Changes to the way how information can be spread from within Microsoft Teams. Adjust your training/adoption materials accordingly.

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New feature: Suggested replies in Teams mobile

Suggested replies presents users with an option of three responses to choose from for selected messages and will soon be available for your users in Teams for iOS and Android.

When suggested replies are available in your tenant, your users will be able to quickly reply to a given message by tapping on a suggested reply.
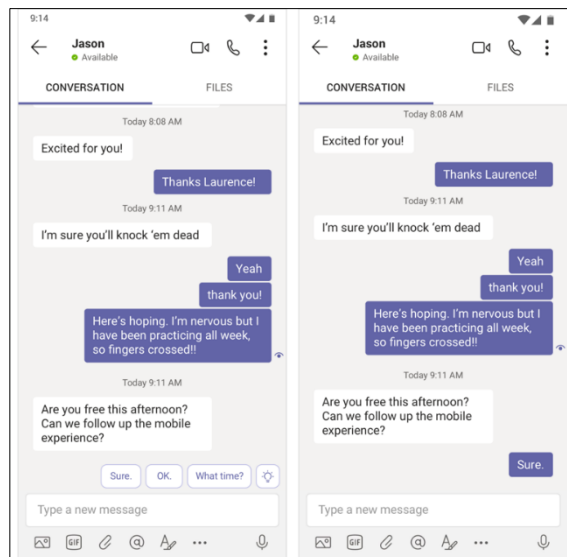
This feature ships default on; review manage messaging policies in Teams.

If you wish to disable this feature in your tenant, please disable the Suggested Replies setting that is found in Messaging Policies.

Users will also have a setting within the app so they can disable the feature.
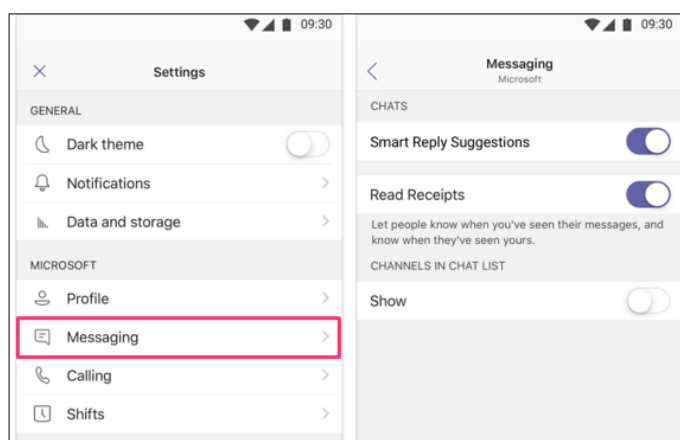
The power of the Microsoft Cloud kicks in heavily with this new user friendly feature. It ships default on, so be aware of that and consider that's ok or not. If help is required please let us know!

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New Feature: Inline Chat message translation for iOS

Inline chat message translation lets users translate Teams mobile chat messages into the language they choose. This feature is rolling out first for iOS; we will send a separate message when we have the schedule for Android.

- The updated iOS app will be released to the store in late June 2020.
- We anticipate that the rollout will be complete by mid-July.
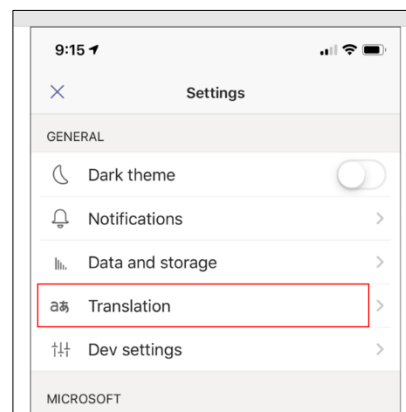
When using the Teams mobile iOS app, users who receive a chat message in another language can choose to translate that chat message into the language they have set in **Settings > General > Translation.**

To translate a chat message, press-and-hold the message to see the translation option.

When your company works on a global scale, this could be next level when it comes to inclusive communication. Make sure to check it out and make your end users aware whenever this will be available for your tenant!

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Teams Desktop: Language-Aware Spellchecking

Now, Microsoft Teams users can more easily communicate using multiple languages. Users who write different messages in different languages will now see spellchecking relevant to the language they're actively using when typing a message in the Microsoft Teams desktop app.

This is a key improvement to the existing Teams Desktop Spellchecking feature, to make it "language-aware" and improve the overall Messaging compose experience for bilingual & multilingual users around the world.

A small addition to the Teams desktop application but not an unimportant one. Language aware spell checking will help your organization to provide inclusive and correct communication in all languages!

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SharePoint Online updates

SharePoint document library and list form improvements

We have three new features coming soon that will improve the form experience for SharePoint document libraries and lists.

Feature 1. SharePoint document libraries and lists: Bulk edit your list items and file properties in the form

- Users will now be able to select multiple items and edit their list items or documents properties at once in the form.
- This message is associated with Microsoft 365 Roadmap ID 64228

Some great new user interface changes coming to modern SharePoint. Check them out, adjust your adoption materials and also inform your end users!

Feature 2. SharePoint list or document libraries: Open a list item or library item within the form while in Quick edit

- Users will gain full access to their list and library forms inside of Quick edit
- This message is associated with Microsoft 365 Roadmap ID 64232

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Feature 3. SharePoint lists: Create a new list item via a form in Quick edit

- Users will now see the "New" button on their command bar in lists when they are in Quick edit to create items via the form.
- This message is associated with Microsoft 365 Roadmap ID 64230
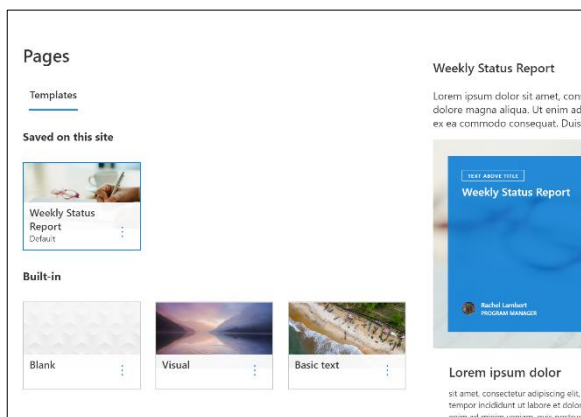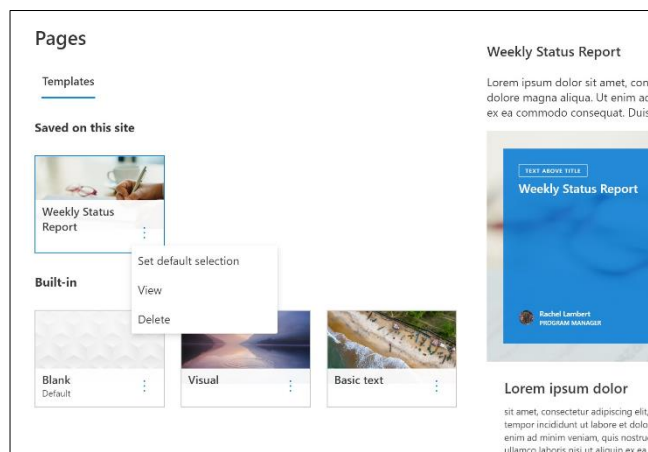
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SharePoint default page templates

Default page templates allow site owners to set a default template for all editors who are creating pages and news on their site.

- We will begin rolling this out to Targeted Release customers in mid-June.
- We will begin rolling this out to Standard Release customers in late June.
- We expect the rollout to be complete by mid-July.

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

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.

A modern user experience when it comes to saving and editing page templates. Make sure to inform your content creators about it.

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.

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New Feature: SharePoint, average time spent per user report

The *Average time spent per user* report shows the trend line for the time users spent on SharePoint site pages and news posts for 7-day and 30-day periods. The average metric is calculated by comparing the total time spent on that page with the number of the unique visitors on that page in the given timeframe.

This report currently does not provide the average value for 90-day period and does not support lists, documents, or administrative pages (such as the site usage or site permissions page). Mobile app views are currently not incorporated in this report.

In this example, the report shows that the average user spent 6 minutes and 45 seconds actively engaged with the site during a 7-day period. This is a 40% decrease from the prior 7-day period.

Average time spent per user

6m 45s ▼ 40% since last week

400

0

03/18   03/24
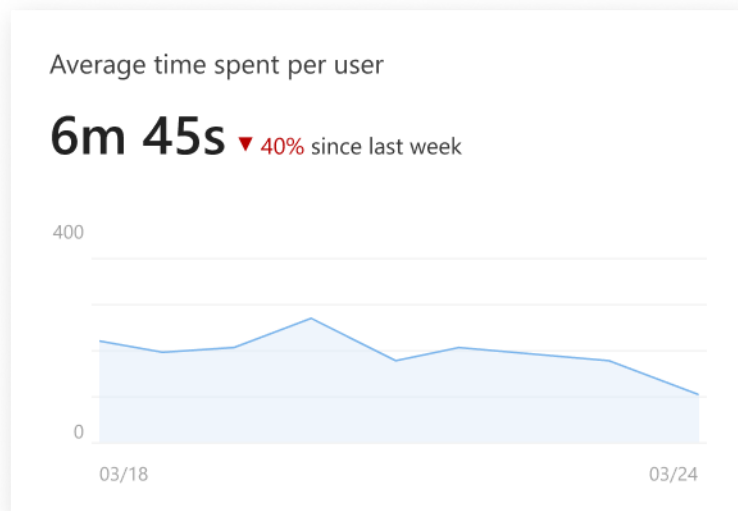
Microsoft keeps on adding user statictics to your environments. In the last update we saw new statistics regarding home workers, now they added more insights into the average time spent on SharePoint page level. This will make your communication department happy, it is a long requested feature.

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100 GB File Size for OneDrive and SharePoint

Microsoft is increasing the Max File Size from 15GB to 100GB for a single file. We previously announced this feature late in 2019 and are fully rolling out to ALL tenants at this time. This change applies to OneDrive for Business and SharePoint Online. For best performance, we recommend uploading very large files using the OneDrive Desktop client. We apologize that we did not communicate this ahead of the roll-out and we are working to improve this in the future.

Add shortcuts to shared folders in your OneDrive in Public Preview

Users will be able add a shortcut to any shared folder from Shared with me or Shared libraries in OneDrive or from SharePoint.
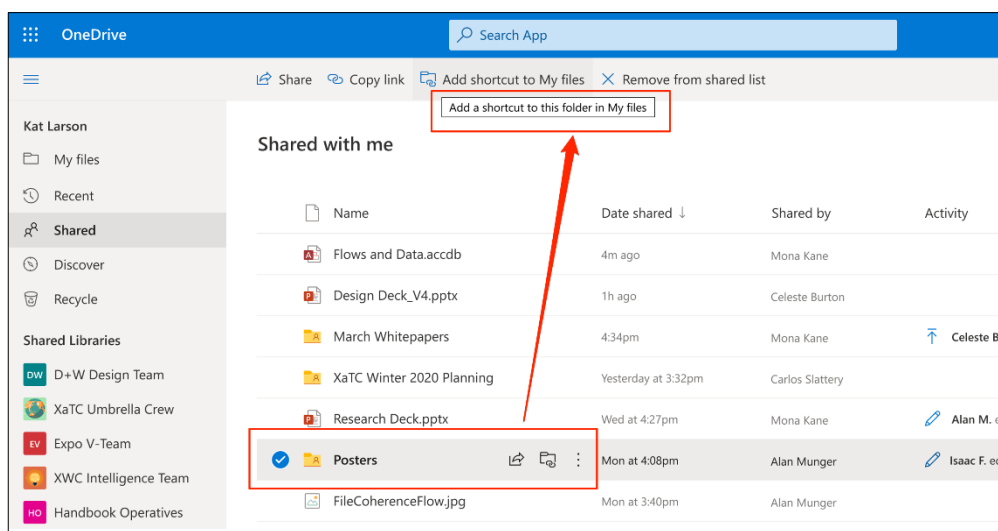
After a user adds a shortcut, it will appear in their OneDrive as a folder with a link icon at the OneDrive root. Owner information will be visible in the Sharing column to differentiate it from their content.

A big increase in allowed file size for OneDrive and SharePoint. Consider if you should or shouldn't inform your end users. When they know about it they will sure be uploading larger files which could increase your storage costs for the Microsoft 365 platform.

Amazing new feature that will help to adopt OneDrive within organizations a lot quicker. Shortcuts instead of all your often-used folder synched to your local computer, great! Inform your end users!

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Users will be able to access these shortcuts in OneDrive on the web, the OneDrive sync app, the OneDrive Android app, and Microsoft Teams. Support for additional products, such as the OneDrive iOS app, will be available in the next few months.

When syncing OneDrive, these shortcuts will automatically appear in OneDrive across all devices. The exception: if a user adds a shortcut to a SharePoint folder that they were already syncing, that previously synced folder will remain where it is in File Explorer and they will not see the new shortcut in their OneDrive folder. This is a limitation of Public Preview which will be addressed before the feature is generally available.

These shortcuts will respect all policy, compliance, and permission settings from the source. If a user loses access to a shortcut, they will see an "Access Denied" error when they next navigate into that shortcut and will be prompted to remove it.

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Security & Compliance updates

Sensitivity labels in Microsoft Teams, Microsoft 365 groups, and SharePoint sites generally available

When you create sensitivity labels in the Microsoft 365 compliance center, you can now apply them to the following containers: Microsoft Teams sites, Microsoft 365 groups (formerly Office 365 groups), and SharePoint sites.

This is an opt-in feature. A global or SharePoint admin must enable it using PowerShell

- If you have already enabled the feature, we will honor that setting.
- If you have not turned on the feature, read here for more info

A unified experience across the platform when it comes to sensitivity labels, is something Microsoft has been working on for the past year. Now this feature will have the same experience for end users across these applications. No further action required.

Shifts Audit Logs available in the M365 Security and Compliance Center

Admins will be able use the unified audit log to see information such as who added a shift, who clocked in, and who requested time off while using the Shifts app within Microsoft Teams.

You should familiarize yourself with Microsoft 365 audit log search

If you are using Shifts to manage your team or teams, this will make that solution more mature. Check out what will be in the Audit logs once available.

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Request/Release workflow for quarantined messages

With this new quarantine policy, tenant admins will be able to configure end user access to messages quarantined by the Exchange Online Protection (EOP) anti-spam policy. End users will also now have a process to request message release.

The EOP anti-spam policy filters into five categories: Spam, High confidence spam, Bulk email, Phishing email and High confidence phishing email.

Before this new policy, admins were unable to alter end user access for messages quarantined by the default anti-spam policy.

Before this new end user workflow, end users who had access to preview a quarantined message had no direct way to request that the message be released. Instead, they had to manually ask an admin to release messages.

EOP anti-spam toolset will be become a bit more mature and user friendly with this feature. It is a very logical addition to the experience, no further action required.

New Feature: Conditional Access public preview for Office 365 suite

Conditional Access for Office 365, which allows admins to assign a single consistent policy across all Office 365 apps, is now available in public preview. We expect this feature to move into general availability the second half of July. To enable a Conditional Access for Office 365:
- Go to the Azure Active Directory portal to configure a Conditional Access Policy.
- When making the app assignment, select Office 365 (preview) as shown below. We put it at the top of the list to make it easy to find.
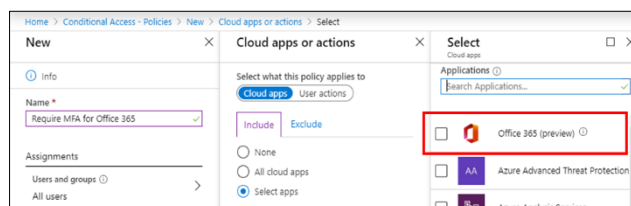
A great way to make your Microsoft 365 environment more secure. If your not familiar with conditional access in general, please get in contact with our security team. They can tell you all about it.