SharePoint in the Modern Legal Aid Office

MPLP IT Fifth Friday Webinar
March 29, 2024

SharePoint Licensing Options

Microsoft offers special nonprofit pricing for Microsoft 365, which includes grants and discounts for eligible organizations. All of these plans include SharePoint Online. However, only the Premium plan includes Intune, which is required to create Conditional Access Policies.

- Microsoft 365 Business Basic (Nonprofit Staff Pricing): Free for up to 300 users.
- Microsoft 365 Business Standard (Nonprofit Staff Pricing): Starting from $3.00 per user/month (Annual commitment).
- Microsoft 365 Business Premium (Nonprofit Staff Pricing): Free for up to 10 users, then starting from $5.50 per user/month (Annual commitment).

For more detailed information, you can visit the official Microsoft 365 Nonprofit Plans page[1].

What is a Conditional Access Policy?

- An if-then statement for controlling access to specific resources.

- Comparable real-life examples:

  - If you are under 18, then you cannot get a tattoo without parental permission.

  - If you have a U.S. passport, then you cannot travel to, in, or through North Korea.

Why use it?

To add an extra layer of security in order to protect sensitive information.

What do I need to make it work?

- Have a SharePoint Online subscription with licenced users

- Have an Enterprise Mobility + Security (EMS) subscription OR an Azure Active Directory (Azure AD) Premium subscription with licenced users

- Compliance policies

- Other relevant cloud apps

How MAP is using Conditional Access

- In combination with device compliance policies

DESKTOP-85KJ4I6	Intune	Corporate	⚠ In grace period	Windows
DESKTOP-A0IAV7M	Intune	Corporate	✅ Compliant	Windows
DESKTOP-BPJ661V	Intune	Personal	❌ Noncompliant	Windows

Compliant

Non-Compliant

Home > Devices | All devices > DESKTOP-A0IAV7M | Device compliance >

W10_Compliance_Policy ...
Policy setting compliance

⟳ Refresh   ⬇ Export   ☰ Columns ⌄

🔍 Search   ⓘ   ▽ Add Filter

Setting	State
Firewall	✅ Compliant
Anti-Spyware	✅ Compliant
Antivirus	✅ Compliant
BitLocker	✅ Compliant
Code Integrity	✅ Compliant
Microsoft Defender Antimalware	✅ Compliant
Real-time protection	✅ Compliant
Secure Boot	✅ Compliant
Microsoft Defender Antimalware security intelligence up-to-date	✅ Compliant
Trusted Platform Module (TPM)	✅ Compliant

Home > Devices | All devices > DESKTOP-BPJ661V | Device compliance >

W10_Compliance_Policy_Personal_Devices ...
Policy setting compliance

⟳ Refresh   ⬇ Export   ☰ Columns ⌄

🔍 Search   ⓘ   ▽ Add Filter

Setting	State
Firewall	✅ Compliant
Anti-Spyware	✅ Compliant
Antivirus	✅ Compliant
Code Integrity	✅ Compliant
Microsoft Defender Antimalware	✅ Compliant
Real-time protection	✅ Compliant
Secure Boot	❌ Not compliant
Microsoft Defender Antimalware security intelligence up-to-date	✅ Compliant
Trusted Platform Module (TPM)	✅ Compliant

Cont.

- Require device enrollment for personal devices in order to access company resources - allows us to apply the compliance policy

- Limit file access to be read only for personal devices

- No SharePoint sync via OneDrive for personal devices

- Block downloads for external guest users

- Require MFA to be set up on all guest user accounts

The sky's the limit!

Resources

- [Conditional Access SharePoint Online via Dprms Media](#)

- [Set Condition Access Policies va Microsoft](#)

- Reach out to MAP-IT!

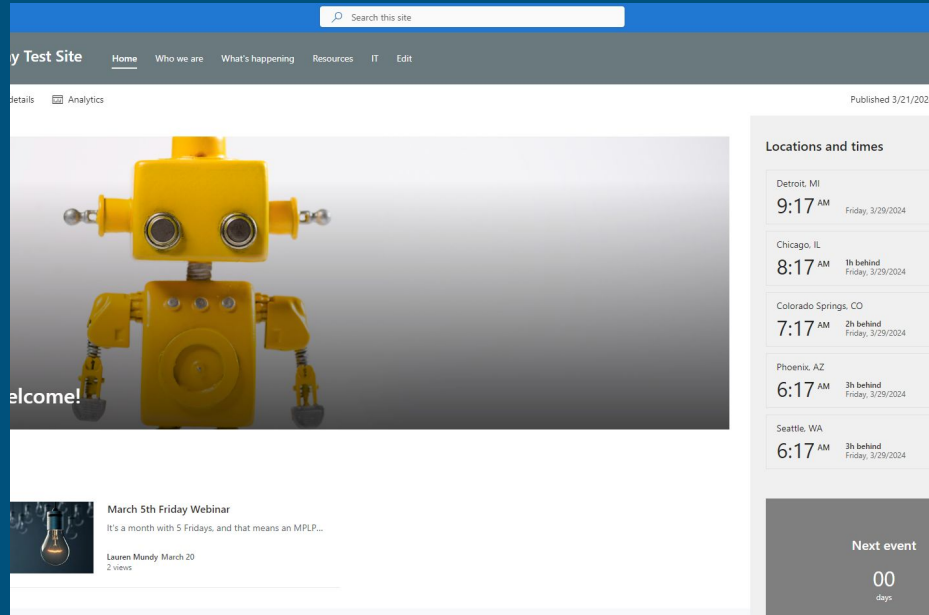# Using SharePoint Communication Sites as an Intranet

- An intranet is a great digital resource for employees
- Securely store and share internal information, policies, guidelines, and SOP's
- Users can be empowered to answer their own policy and procedure questions
- Can even be used to keep multiple offices up to date on news and events in one convenient location!
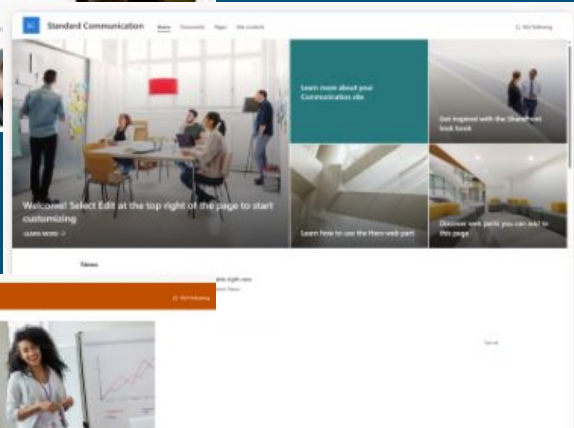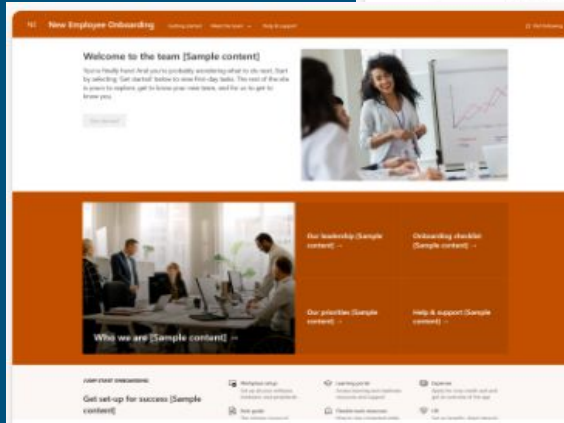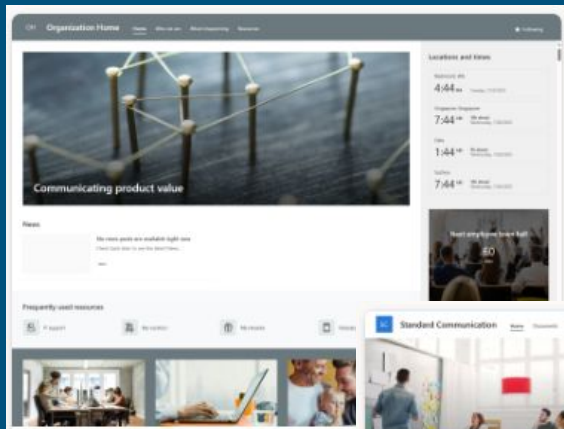
- SharePoint has multiple different templates that can be used to easily create internal communication sites
- General Communication site, Onboarding-specific site, or even starting from the ground up with a blank site
- Microsoft has multiple articles that could guide pretty much anyone through site creation here

How easy is it really?

I made this test site in an afternoon while watching March Madness basketball and eating pizza!

MS Power Platform and SharePoint

Power Apps and Power Automate are two "low-code" tools that are part of Microsoft's Power Platform. They are iPaaS (Integration Platform as a Service) solutions that can be connected to virtually any app that has an API.

Power Automate enables users to automate workflows and integrate systems, both within the Microsoft ecosystem and with third-party services. It has a user-friendly interface and a wide range of connectors, making it accessible for automating repetitive tasks and integrating different applications.

Power Apps allows users to build stand-alone apps that can connect to various data sources and run on web browsers and mobile devices.

Many Power Platform app connectors are free, but some (e.g., Salesforce) require an additional monthly subscription.

PowerAutomate and SharePoint Example 1

In this example, a scanned document sent by email from one of MAP's copiers is sent to a specific folder in a SharePoint site where mail is processed.

1. A Power Automate Flow is triggered when email is received by a specific email address.
2. The email attachment is uploaded to a specific folder in SharePoint for incoming mail processing.
3. We added a custom field to the SharePoint site for assigning files/mail in need of processing to staff.
4. A separate Power Automate generates an email notification to staff that they have been assigned a file/mail to be processed.
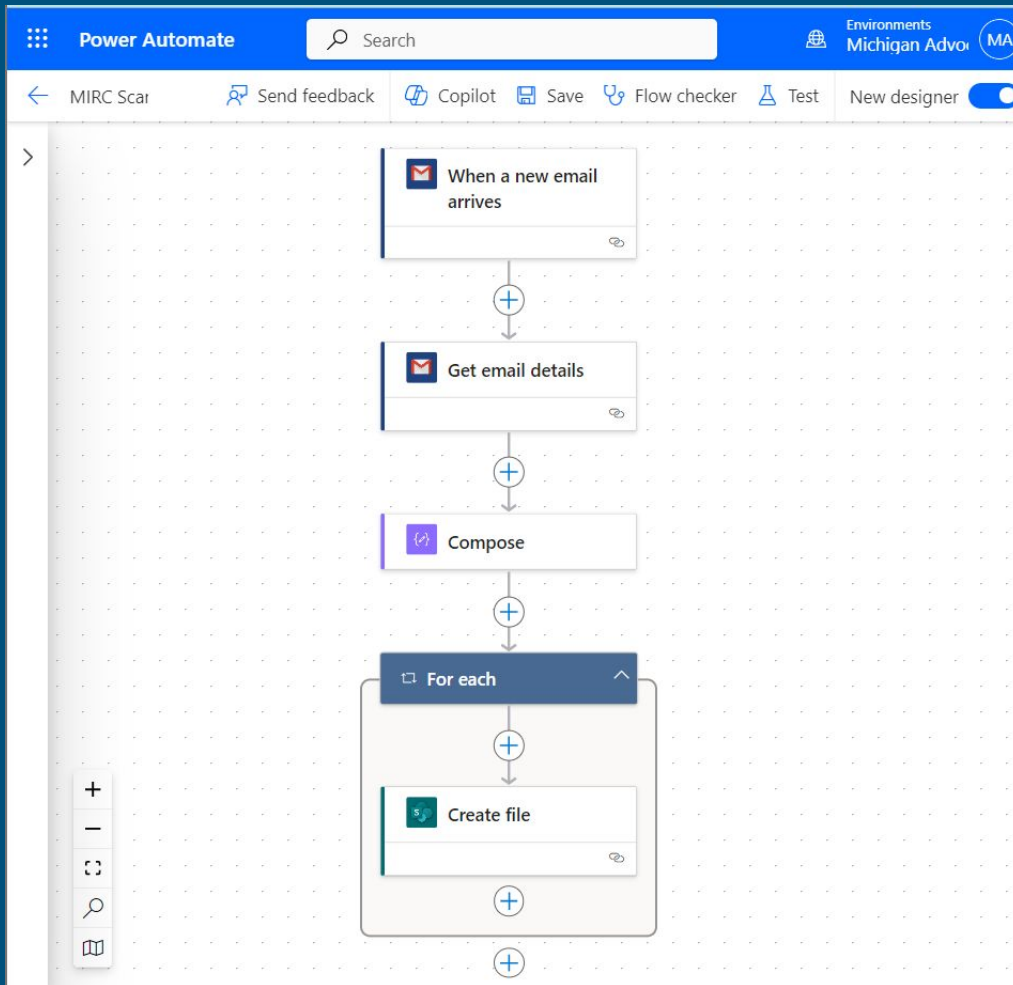
1. A Power Automate Flow can either be manually triggered, triggered by a certain event, or run on a schedule.
2. A Power Automate Flow will typically have one or more connected apps, e.g. Gmail and SharePoint in this example.
3. Power Automate has great error logs that allow you to walk through your Flow and find the problems.

Power Automate and SharePoint Example 2

In this example, a scanned document (e.g., a W2, Paystub, Invoice, etc.) is automatically searched for structured data and then renamed and saved into SharePoint based on that data.

1. A Power Automate Flow is triggered when a file is uploaded to a specific folder in SharePoint.
2. Power Automate uses AI to search for structured data in the document, like the names of staff on a W2 or Paystub.
3. Power Automate renames the files with structured data and stores the files in SharePoint based on data found in the document.
4. The Individual folders in SharePoint are shared with staff at the folder level so that staff only have access to their documents.
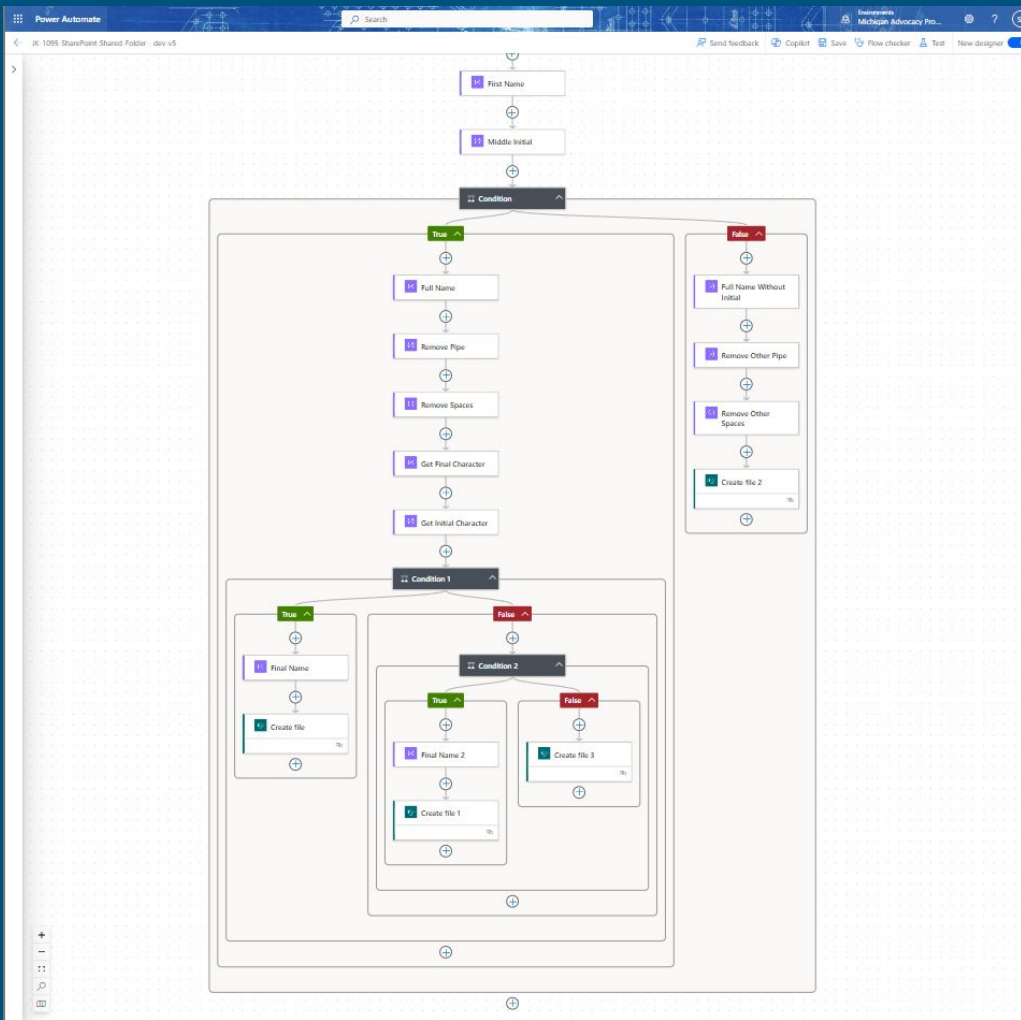
1. A Power Automate Flow can have nested conditional statements that allow you to create complex logic for processing data.
2. The "AI Builder" add-on allows you to train Power Automate to look for structured data in files and connect that data with other apps in a Flow.
3. "Dataverse" is a database within the Power Platform that can be used to store Flow data for use in other Flows.

Examples of Power Apps

- Collect user data from a website and store data in a connected app like Salesforce
- Site Inspection Forms App
- Timesheet App
- My Expense Request App
- Leave Request System
- Desk booking / Reservation App
- Inventory Management App

- Help Desk / Service Desk App
- Shoutout / Kudos App
- Meeting Notes Power App / Meeting Capture Tool
- Quiz App
- Task Management App
- SharePoint list & library forms customized using Power Apps.

Thank you! Any questions?

We are:

- Scott Ellis, scoellis@lsscm.org IT Systems Administrator at MAP

- Lauren Mundy, lmundy@lsscm.org IT & Operations Supervisor

- Jessica Kurtz, jkurtz@lsscm.org Operations & Helpdesk Administrator