

Empower people to discover, share, and edit files and information securely

Introduction

Employees are often tasked with preparing documents that require them to gather expertise from other people, both internal and external to their organization. This practice can expose your company data at unsecured points along the way. Microsoft 365 has simplified and secured the process of information gathering so that employees can easily gather data, expert opinions, edits, and responses in a single document—from only the right people.

How can I centrally store information so that it can be discoverable by colleagues but not anyone else?

Microsoft SharePoint Online and Microsoft OneNote

To help your employees easily discover relevant data for their projects, while also keeping that data internal and secure, you can build a team site in SharePoint Online. If your employees need to make their notes or informal insights discoverable, and you want to keep that information secure, deploy [OneNote](#). Employees can [password-protect notes](#) in OneNote (see Figure 1).

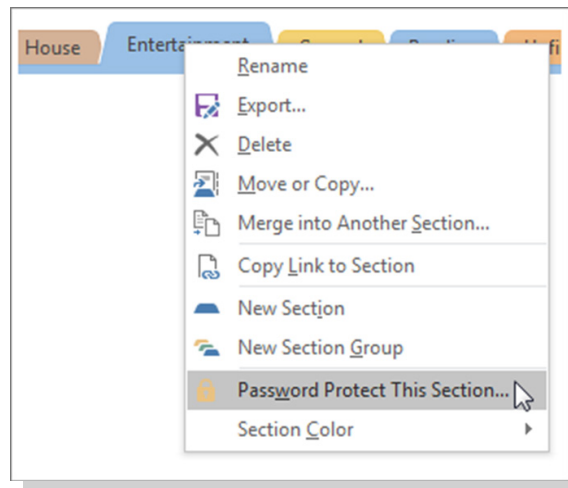


Figure 1. Employees can password protect notes in OneNote.

You can deploy OneNote through [Microsoft Intune](#) to your Intune-managed employee devices, or have your employees sign in with their [Microsoft Azure](#)-provisioned credential and download OneNote to their devices. The SharePoint library, list, or survey [owner](#) can [change permissions](#) to let the right people access the data they need while restricting others. You can also empower your employees to build and maintain their own SharePoint Online team with security safeguards that you have established.

Microsoft SharePoint Intelligent Search and Discovery

SharePoint [Intelligent Search and Discovery](#) allows both you and your employees to discover and organize relevant information from other employees' work files across Microsoft 365.

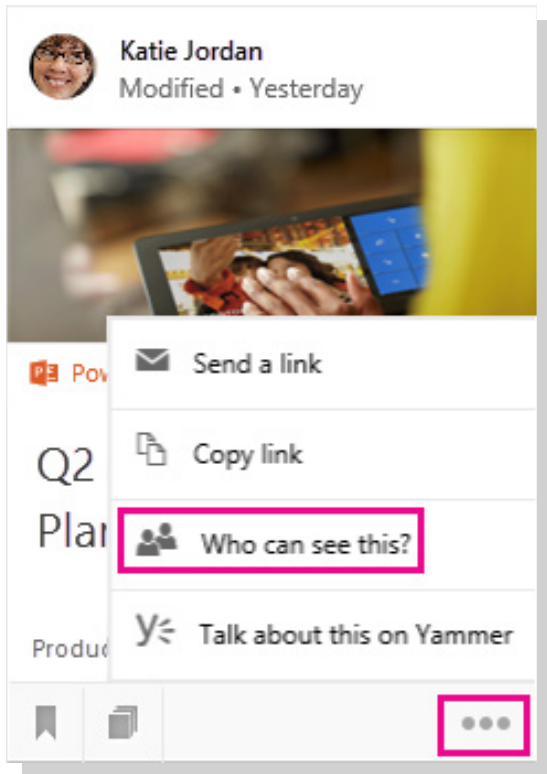


Figure 2. Manage access to files in Intelligent Search and Discovery.

It keeps your organization's documents discoverable [only within your protected cloud](#), according to each user's permission settings, by reducing the possibility that your employees will send data over unsecured channels.

Enable Intelligent Search and Discovery through the [SharePoint admin center](#) in the [Office 365 admin center](#). You must set up Microsoft Exchange Online to enable attachments to show up in Intelligent Search and Discovery home pages.

First, make sure you have installed other Office 365 services that Intelligent Search and Discovery uses, such as SharePoint Online and OneDrive for Business, and allow your organization to access the Microsoft Graph. Manage permissions in [Intelligent Search and Discovery](#), so your employees will see only documents that you have already given them access to (see Figure 2).

How do I make use of automation to ensure that employees have the correct permissions?

Dynamic groups in Microsoft Azure Active Directory (Azure AD)

By [enabling a dynamic group](#) in Azure AD, you will ensure that users can be automatically assigned to groups according to attributes that you define. For example, if users move to a new department, when the change is effective in Azure AD, rules will automatically assign them to new security groups defined for their new department. By using these Azure-based advanced rules that enable complex, attribute-based, dynamic memberships for groups, you can help protect organizational data on several levels.

Deployment tips from our experts

Make information discoverable and secure

Help your employees easily discover relevant data for their projects. Start by building a team site in SharePoint Online. Store notes securely in [Microsoft OneNote](#) and ensure that your users [password protect their work](#) in OneNote. Then they can discover and organize relevant information from other employees' work files across Office 365 with SharePoint [Intelligent Search and Discovery](#).

Plan for success with Microsoft FastTrack

FastTrack comes with your subscription at no additional charge. Whether you're planning your initial rollout, needing to onboard your product, or driving end-user adoption, FastTrack is your benefit service that is ready to assist you.

[Get started at FastTrack for Microsoft 365.](#)



© 2018 Microsoft Corporation. All rights reserved. This document is provided "as-is." Information and views expressed in this document, including URL and other Internet Web site references, may change without notice. You bear the risk of using it. Some examples are for illustration only and are fictitious. No real association is intended or inferred. This document does not provide you with any legal rights to any intellectual property in any Microsoft product. You may copy and use this document for your internal, reference purposes.