

# Office 365 Basics for Secure Work From Home

NPC Safe Computing Webinar Series  
March 27<sup>th</sup>, 2020

Larry Keating, President

Darren Mar, National Accounts Manager

# AGENDA

- The Importance of Secure Computing from Home at this Time
- Specific Cyber Threats
- The Essentials for Secure Computing in Your WFH Environment
- Connect to Your Data with SharePoint
- Connect People with Teams
- Q&A



# PRESENTERS:

Larry Keating, President

30 years' experience with information technology, remote communications and data security



Darren Mar, National Accounts Manager

10 years in SMB technology products and services, with emphasis on financial services small office security



# The Importance of Secure Computing from Home at this Time

# WORKING FROM HOME – TOP LEVEL

- Those not prepared are rushing solutions together and making security and operational compromises
- Law enforcement, intelligence agencies and security vendors are alerting that cyber threat activity has increased significantly since the pandemic was declared
- Cyber criminals are opportunistic, and without remorse:
  - US Department of Health and Human Services attacked last week

# FOR CYBER CRIMINALS, IT'S A PERFECT STORM



An anxious population in an uncertain moment in time



A fog of misinformation



High demand for certain goods



Massive, rapid change in business operational flows, and how we work as individuals

# SPECIFIC THREATS

- Crisis-related threats from unsolicited calls and emails are active:
  - Sanitization services, calls with apparent test results seeking health/credit card information, Red Cross donations
  - Sale of fake cures, personal protective products
  - Increase in BEC (Business Email Compromise) scams
  - “hot stock” and “pump and dump” scams for crisis related companies
  - Government department crisis-themed information

# CORONAVIRUS COVID-19 EXPLOITATION

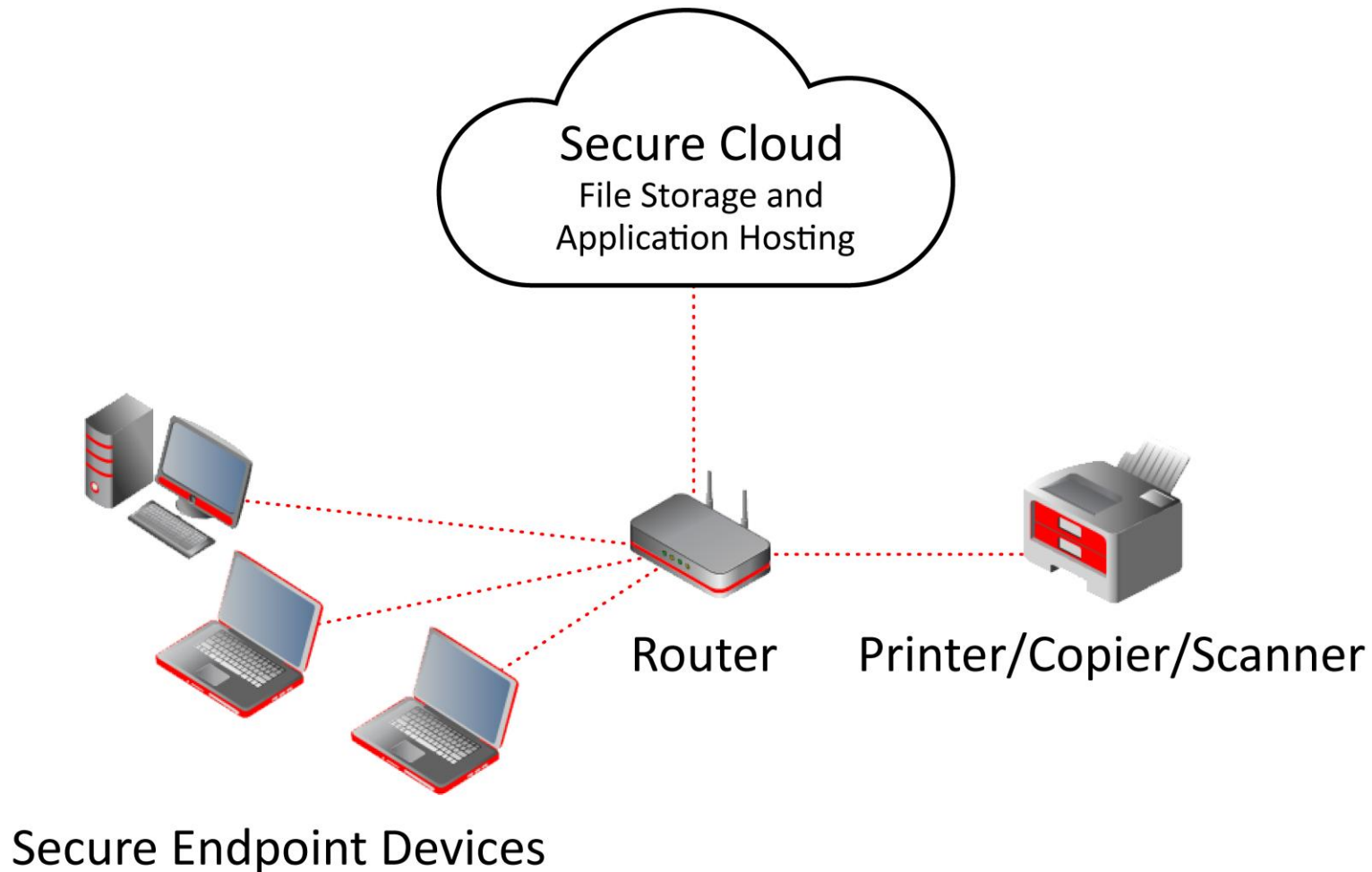


- Malware infected links containing ransomware, trojans
- Credential phishing
- Product scams



# The Essentials for Secure Computing in Your WFH Environment

# OFFICE OF THE FUTURE



# WFH PROTECTION

- ☐ Ensure every computer is secure (slides following)
- ☐ Enable multi-factor authentication wherever possible; Office 365, Salesforce, your service providers sites, VPN's, etc.
- ☐ Ensure all your connections are https
- ☐ Use a VPN when available to connect with your office server
- ☐ Ensure you have had a professional look at your Remote Desktop setup

# WFH PROTECTION

- ☐ Ensure that home Wi-Fi:
  - ☐ Has a strong, long password that has been changed from the default
  - ☐ WPA2 level security is enabled
  - ☐ The home router is patched and up-to-date
  - ☐ The router's firewall, if present, is enabled
  - ☐ Has an obscure SSID, or disable SSID broadcast

# WFH PROTECTION – PERFORMANCE ISSUES

- ❑ Ensure adequate bandwidth and a reliable connection
  - ❑ Test your connection – e.g. [www.speedtest.net](https://www.speedtest.net)
    - ❑ At least 25 Mbps down, 10 Mbps up
  - ❑ Limited or unreliable bandwidth can look like poor computer performance, especially for SharePoint and Teams video
  - ❑ Consider an Ethernet-over-Power or Wi-Fi Booster
- ❑ Ensure an adequate computer with a current operating system
  - ❑ For SharePoint
    - ❑ Minimum 8GB of RAM memory, SSD drive
    - ❑ Recommend 16GB of RAM memory, fast SSD drive

# WFH PROTECTION

- ☐ Train your team in safe computing
- ☐ Set up a weekly meeting to talk about operational WFH issues and security
- ☐ Remind to double-down on company data handling policies
- ☐ Provide staff a dedicated WFH device, not to be used for recreation
- ☐ Do a password audit
- ☐ Ensure you are backing everything up

# WFH PROTECTION

- ❑ Don't forget about physical workspace security
  - ❑ A separate, low-traffic area is a top WFH recommendation anyway
- ❑ Advise staff to sanitize their equipment and workspace daily  
<https://store.hp.com/us/en/tech-takes/how-to-clean-laptop-screen>
- ❑ Staff may be more distressed than they are showing. When you are stressed you make mistakes. Do extra video conferencing, calls, chats, etc.

# PROTECT YOUR ENDPOINT DEVICES

- ☐ Ensure you have up-to-date and fully patched:
  - ☐ Computer BIOS, operating system, office suite
  - ☐ System apps like Java and Adobe
  - ☐ Web browser
  - ☐ Anti-malware suite
- ☐ Enable personal firewall on endpoint computers
- ☐ Only do your work on a secured device
- ☐ Use a secure file sharing solution to eliminate sending files through email
- ☐ Change default passwords on all IoT devices



# TRAIN YOUR STAFF

- ☐ Don't click what you don't know:
  - ☐ Links or attachments in unexpected emails
  - ☐ Websites you are uncertain of
- ☐ Observe error and warning messages from your computer
- ☐ Observe email addresses
- ☐ Establish email source and address verification process

# PROTECT YOUR SYSTEMS

- ☐ Use strong, unique passwords, change occasionally on computers and systems
- ☐ Apply principles of least privilege for user access, lock admin accounts
- ☐ Employ adequate spam email filtering and content scanning, provided by your ISP, email service, or optionally on your firewall
- ☐ Know who and what is connecting to your network; guests, employee devices, etc.
- ☐ Conduct a risk assessment, preferably using a security professional
- ☐ Ensure you have adequate cyber insurance, and your new method of operation is covered

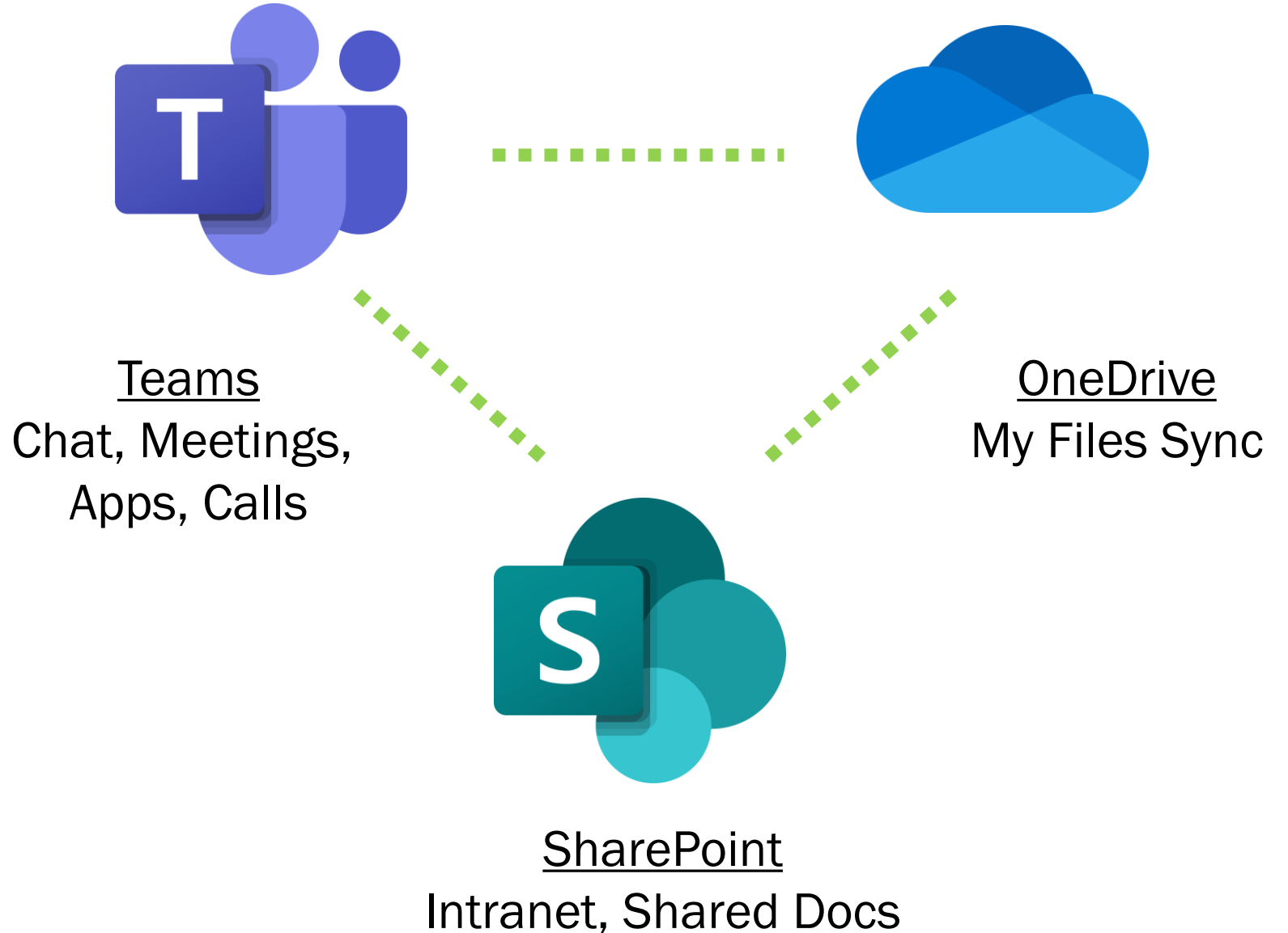
# PLAN 1 – INCIDENT RESPONSE PLAN

The plan I would do first if I had no other plan or policy in place:

- ☐ What are your particular risks, what type of incident would have the most impact
- ☐ Have an Incident Response Team organized and at the ready
- ☐ Ensure a lawyer, your insurance agency, and your compliance professional are part of the team, and are immediately contacted in the plan
- ☐ Map out how you will communicate within the team
- ☐ Know your regulator or professional association reporting requirements and timelines
- ☐ If you do business internationally or extra-provincially, know your responsibilities in those territories
- ☐ Map out how you will mitigate damage, quell the attack
- ☐ Ensure you are using professional technical services immediately to minimize damage, preserve evidence
- ☐ Perform a post-mortem, and extensive post-event technical testing
- ☐ Test and revisit the plan at least annually

# OFFICE 365

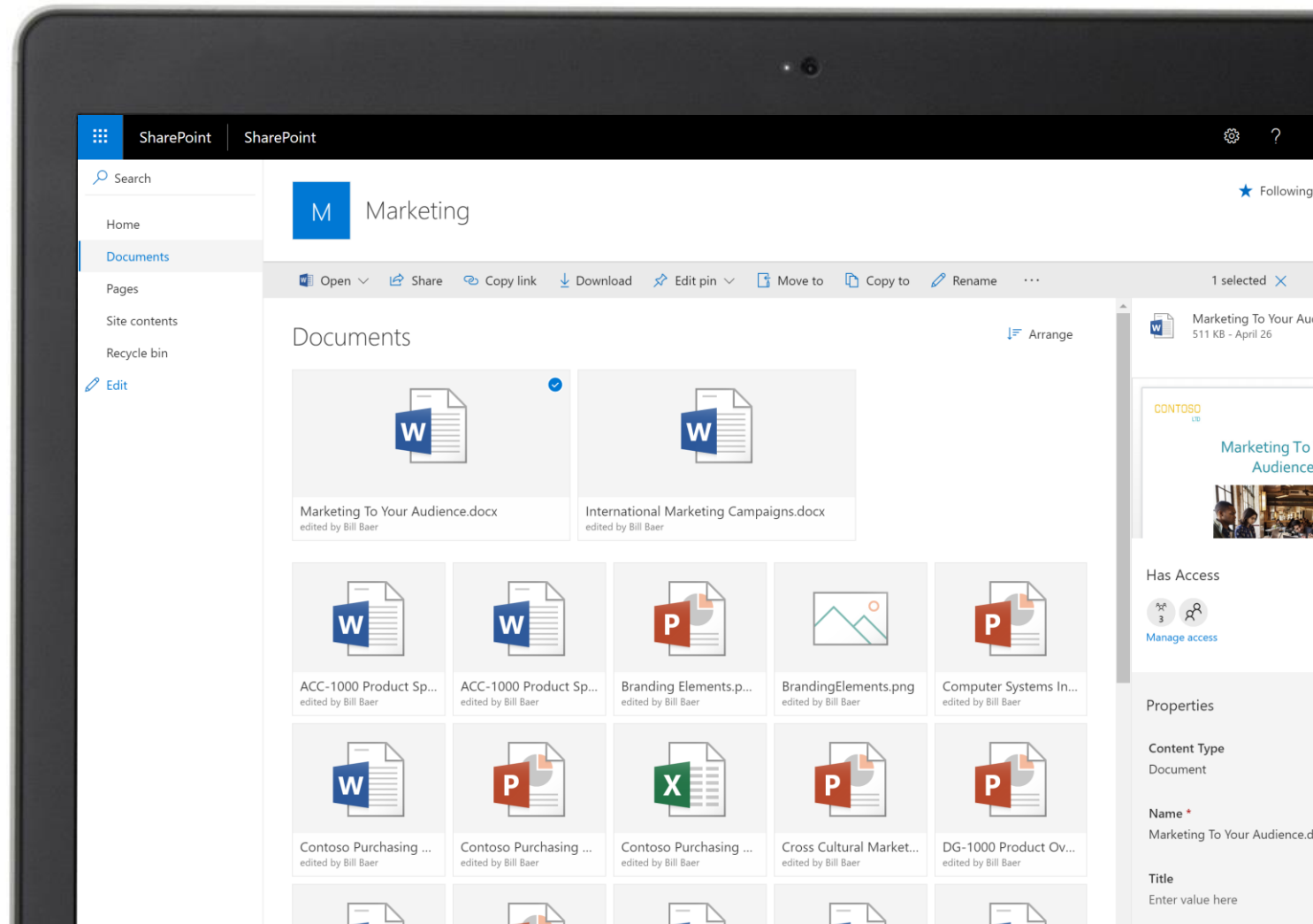
A suite of mobile, desktop and cloud-based productivity tools on a unified communication and collaboration platform



# OFFICE 365 LICENSE LEVELS

	Core Collaboration and Communication Services					
	OneDrive	OneDrive Business	Skype	SharePoint	Teams	Exchange
<b>For Home</b>						
Office 365 Home	✓		✓			
Office 365 Personal	✓		✓			
Office 365 Office Home & Student						
<b>For Business</b>						
Office 365 Business	✓					
Office 365 Business Premium		✓		✓	✓	✓
Office 365 Business Essentials		✓		✓	✓	✓
<b>For Enterprise</b>						
ProPlus, E1, E3, E5	Variations on the above with greater capacities, analytics, and advanced, deployment, compliance and data and user management tools					

# Connect to Your Data with SharePoint



# ONEDRIVE v ONEDRIVE FOR BUSINESS

- Both just say OneDrive on the interface
- OneDrive or “OneDrive Personal” is
  - Free storage space in the cloud for personal use
  - Designed for one person
  - Can be used to share files, more or less 1:1
  - Lacks some collaboration, versioning, sharing capabilities
- OneDrive for Business is synchronized to SharePoint, a central file storage and collaboration site for a team
  - Individual file storage space that is integrated with the businesses’ corporate control of information, compliance, archiving, etc.
  - A collaboration, synchronization, sharing control, automated file saving tool, and more...

# SHAREPOINT – FILE STORAGE, SHARING AND COLLABORATION

- Replaces your file server, USB drives, or email file sharing
- Mobile access everywhere
- Powerful collaboration and integrated tools and apps
  - Project Planner, Power Automate, etc.
- Generate links for secure file sharing, or grant controlled access
- “Data sovereign” in certified secure facilities meeting compliance requirements
- At first, it may be more complicated “knowing where you are” when in SharePoint



# USING SHAREPOINT - SITES

The screenshot displays the SharePoint 'Sites' page. At the top, there is a blue header bar with the 'SharePoint' logo on the left and notification, settings, and help icons on the right. Below the header is a search bar labeled 'Search in SharePoint' and a button labeled '+ Create news post'. The main content area is titled 'Sites' and features four tabs: 'Frequent', 'Following', 'Recent', and 'Suggested'. The 'Frequent' tab is selected. Below the tabs, there are five site cards, each with a colored header bar, a star icon, and a list of recent activity items. The first card is 'NPC Team Site' (blue header), the second is 'NPC Customer Communication' (gold header), the third is 'NPC Order Processing System' (red header), the fourth is 'NPC Sales/Marketing Group' (purple header), and the fifth is 'NPC Upwarded Docs Group' (blue header). Each card shows a list of recent activity items with user avatars and timestamps.

SharePoint

Search in SharePoint

+ Create news post

Sites

Frequent Following Recent Suggested

**NT** ★  
NPC Team Site

**WL** You viewed Office 365 Basics ...me Mar 24 2020 2 hours ago

**GD** Gee Desai modified NPC Config She...2020-02-19 3 hours ago

**WL** You viewed NPC Ransomware 2....0 2020 - Final on 3/20/2020

**★**  
NPC Customer Communication Group

**★**  
NPC Order Processing System Group

**M** ★  
NPC Sales/Marketing Group

**★**  
NPC Upwarded Docs Group

**WL** You viewed 2020 EVENTS & SHOWS PLANNER 18 minutes ago

**WL** Larry Keating modified PPI Webinar Q...s - 103119 on 2/11/2020

**Security Alert - Johns Hopkins COVID-19 Map is popular**


# USING SHAREPOINT – TEAM SITE EXAMPLE

COMPANY INTRANET

DEPARTMENTS ▾

TEAMS ▾

PROJECTS

 **HR Team**  
Private group

★ Following

📄 Next steps

👤 1 member

🔍 Search this site

+ New ▾ ⚙ Page details

Published 8/19/2019

Edit

HR Team Home

Documents

Notebook

Conversations (Outloo...

Calendar (Outlook)

Teams


Planner

Recycle bin

Edit


Team News


+ Add ▾



The State of the U.S. Labor Market: Pre-May 2019 Jobs Release - Center for American...  
Gregory Zelfond 39 minutes ago

Quick links

 US Labor Laws

 Federal holidays in the US

Team Meetings

Upcoming Past

Aug 22 Thu	Weekly Meeting 10:00 AM	📅
Aug 29 Thu	Weekly Meeting 10:00 AM	📅
Sep 5 Thu	Weekly Meeting 10:00 AM	📅

Documents

See all

📄	Name ▾
📁	General
📁	Invoices
📄	Agenda 20170801.docx
📄	Budget.xlsx
📄	Client ARC Proposal 20171014 - Conv.pdf

# USING SHAREPOINT - DOCUMENTS

SharePoint

Home

NT NPC Team Site

★ Following Share

Search

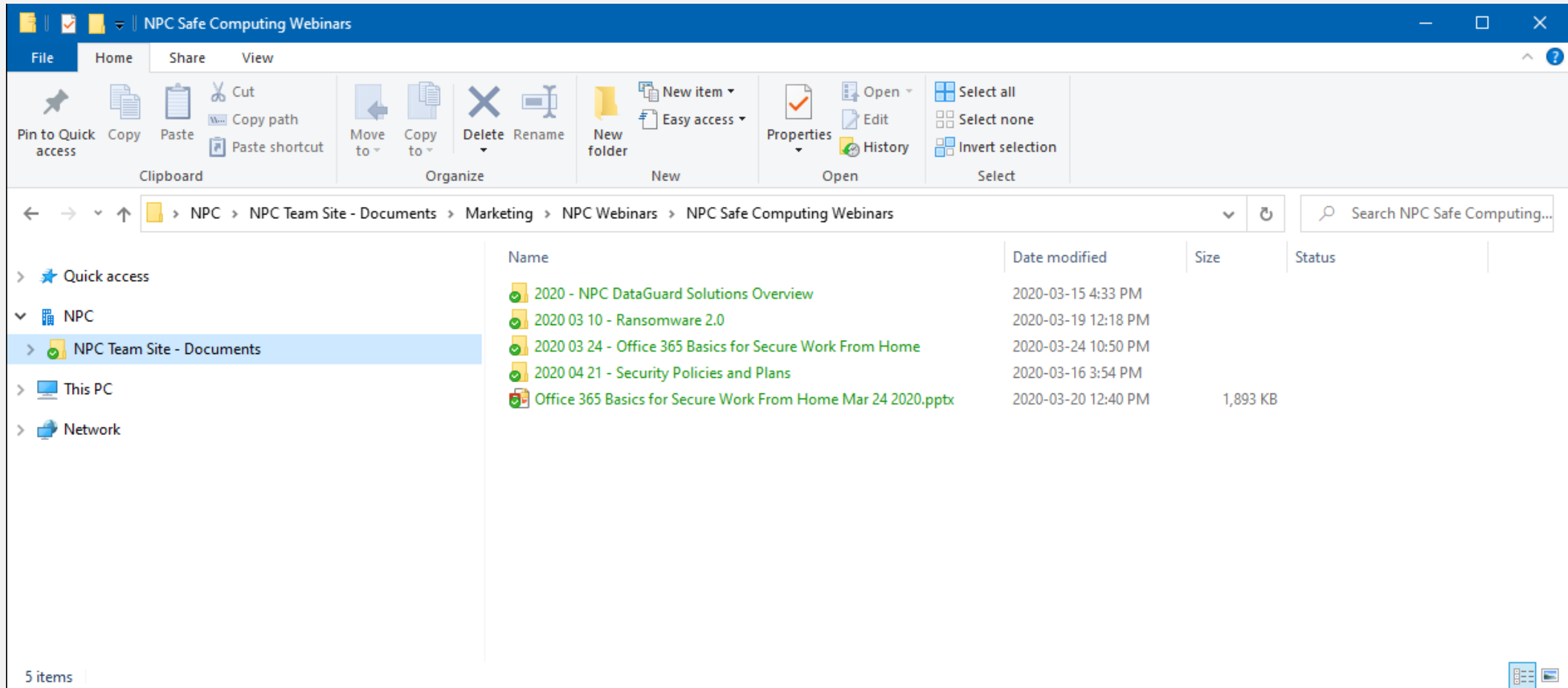
+ New Upload Quick edit Share Copy link Sync Download Export to Excel ... All Documents

Documents > Marketing > NPC Webinars > NPC Safe Computing Webinars

Name	Modified	Modified By	App Created By	File Size	+ Add column
2020 - NPC DataGuard Solutions Overview	March 11	Wendy Luu		4 items	
2020 03 10 - Ransomware 2.0	March 11	Wendy Luu		30 items	
2020 03 24 - Office 365 Basics for Secure W...	A few seconds ago	Wendy Luu		0 items	
2020 04 21 - Security Policies and Plans	March 16	Wendy Luu		0 items	
Office 365 Basics for Secure Work From Ho...	3 days ago	Wendy Luu		1.85 MB	

[Return to classic SharePoint](#)

# USING SHAREPOINT - SEAMLESSLY



# USING SHAREPOINT – SECURE SHARE

The screenshot displays the SharePoint interface for a site named 'NPC Communication', which is a 'Private group'. The left sidebar shows navigation options: Home, Conversations, Documents (selected), Shared with us, Notebook, Pages, Security Cards, Site contents, Recycle bin, and Edit. The main area shows a list of documents under the 'Documents' tab. A context menu is open over the first document, 'NPC Security Card - Richard B...', with the 'Share' option highlighted. The 'Send Link' dialog box is also open, showing the option 'People you specify can view' selected. The dialog box includes a text input field for 'Enter a name or email address', a 'Send' button, and options for 'Copy Link' and 'Outlook'.

SharePoint

NPC Communication  
Private group

Following  
1 member

Search

Open Share Copy link Download Delete

Documents

Name

NPC Security Card - Richard B...  
NPC Security Card - Rose Hobart.pdf  
NPC Security Card - Sandra Pagnott.pdf  
NPC Security Card - Sandy Pagnott.pdf  
NPC Security Card - Sandra Pagnott.pdf  
NPC Security Card - Sandra Pagnott.pdf  
NPC Security Card - Sandra Pagnott.pdf  
NPC Security Card - Sandra Pagnott.pdf  
NPC Security Card - Sandra Pagnott.pdf  
NPC Security Card - Sandra Pagnott.pdf

Open Preview Share Copy link Manage access Download Delete Flow Rename Pin to top Move to Copy to Version history Alert me More

Send Link

People you specify can view

Enter a name or email address

Add a message (optional)

Send

Copy Link Outlook

Microsoft Teams  
Communicate with your

# USING SHAREPOINT – SETUP POINTERS

- Know specific levels of access by user, what configuration settings you require
- Ensure the source data is malware and corruption free
- SharePoint is not a backup
- Very long files names (name and path exceeds 400 characters) will not migrate
- Certain illegal file extensions such as .lock .con .prn, or special characters like \*:<>?/, etc. will not migrate
- PST files in the folders will replicate on each synchronization
- Files greater than 15GB will not sync

# USING SHAREPOINT – SETUP POINTERS

- Do not “copy and paste” your data from a server or drive into SharePoint directly:
  1. Link to the site via SharePoint
  2. Use File Explorer to move the data into the local site
  3. Let it sync up to the site
  4. Sync no more than 100,000 files in one sweep

# USING SHAREPOINT – ~~FLOW~~ POWER AUTOMATE

The screenshot displays the Microsoft Power Automate web application. The top navigation bar is blue and contains the 'Power Automate' logo, a search bar with the text 'Search for helpful resources', and user information including 'Environments NPC (default)', a settings gear, a help question mark, and a user profile icon labeled 'WL'. The left-hand navigation pane is light gray and lists several options: 'Home', 'Action items', 'My flows', 'Create', 'Templates', 'Connectors' (which is currently selected and highlighted with a blue bar), 'Data', 'AI Builder', 'Solutions', and 'Learn'. The main content area has a light gray background. At the top of this area, the word 'SharePoint' is displayed in a large, dark font. Below it, a paragraph explains that SharePoint helps organizations share and collaborate, and that it can be connected to SharePoint Online or on-premises versions using the On-Premises Data Gateway. A link to 'See documentation' is provided. In the center of the main area is a large teal square featuring the SharePoint logo (a white 'S' on a teal background). Below this square, the text 'Triggers - A trigger is an event that starts a flow' is visible.

Power Automate

Search for helpful resources

Environments  
NPC (default)

WL

Home

Action items

My flows

Create

Templates

**Connectors**

Data

AI Builder


Solutions

Learn

## SharePoint

SharePoint helps organizations share and collaborate with colleagues, partners, and customers. You can connect to SharePoint Online or to an on-premises SharePoint 2013 or 2016 farm using the On-Premises Data Gateway to manage documents and list items.

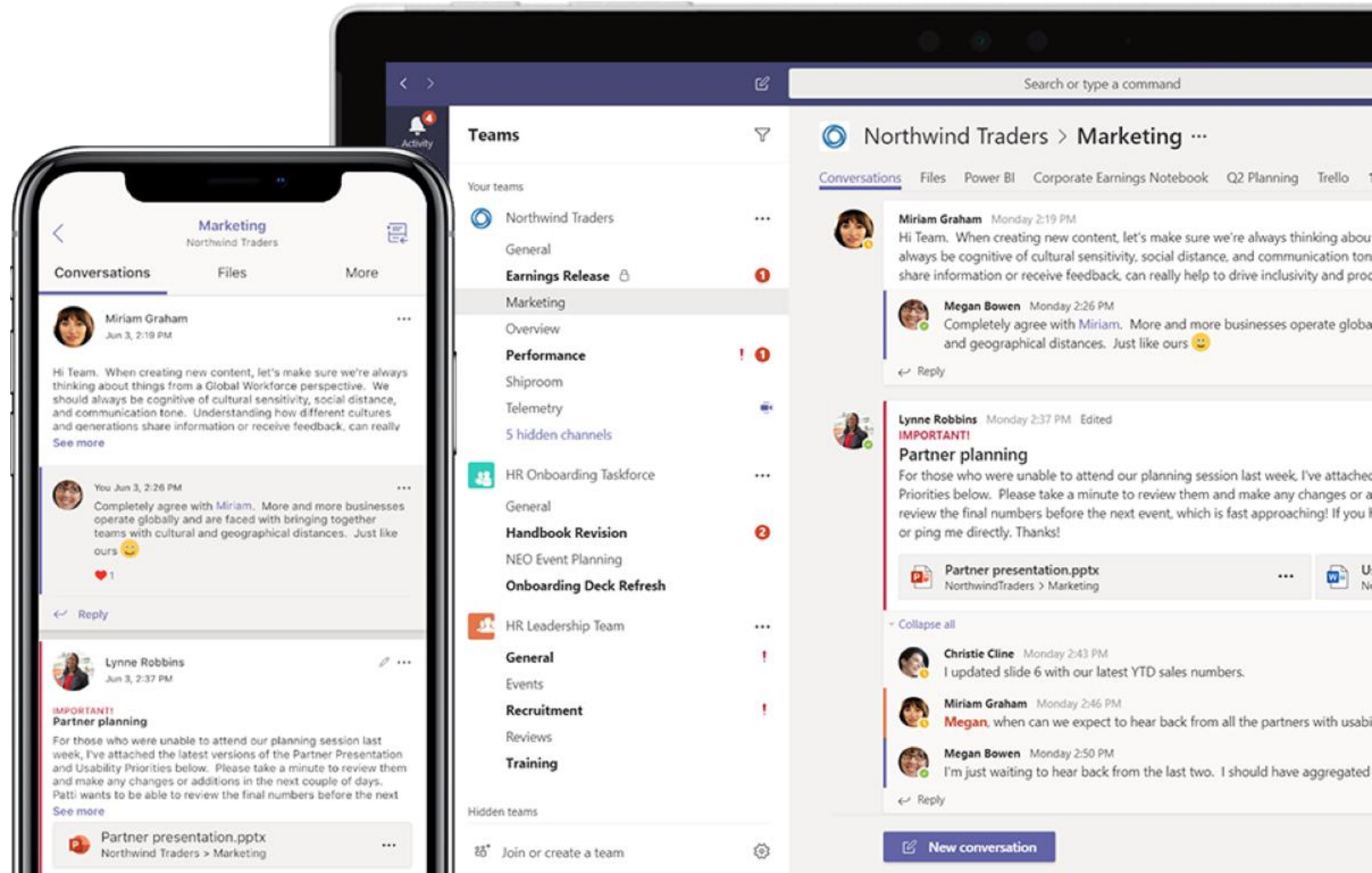
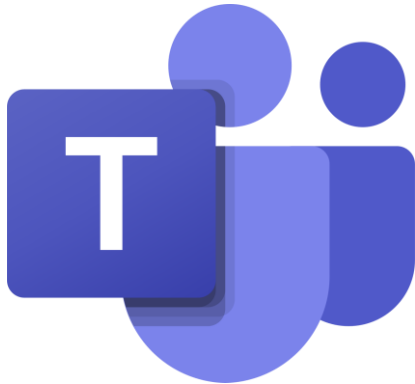
[See documentation](#)



Triggers - A trigger is an event that starts a flow



# Connect People with Teams



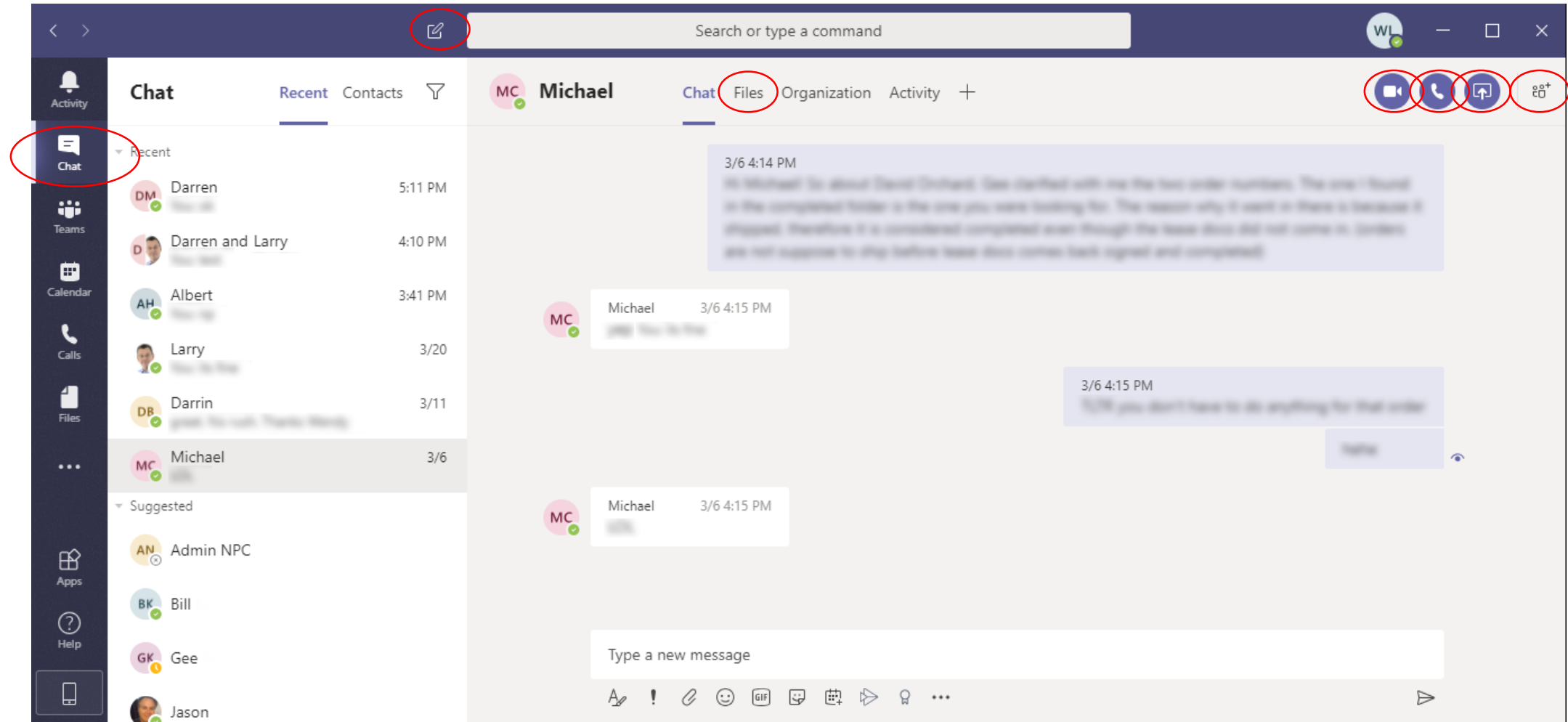
# SKYPE v SKYPE FOR BUSINESS v TEAMS

- Skype
  - Basic voice, chat and video conferencing
- Skype For Business
  - Larger meetings (25 v 250)
  - Integration with Office Apps
  - Security controls and permissions
  - Conference call set up and lobby, etc.
  - Skype for Business Online, not Server, to be discontinued in 2021
    - auto upgrades already occurring

# TEAMS

- Everything brought together, unified communications
  - Chat, video, calls, conference calls, screen sharing, set appointments, mark events, share files, create groups, call recording, guest access

# USING TEAMS-CHAT

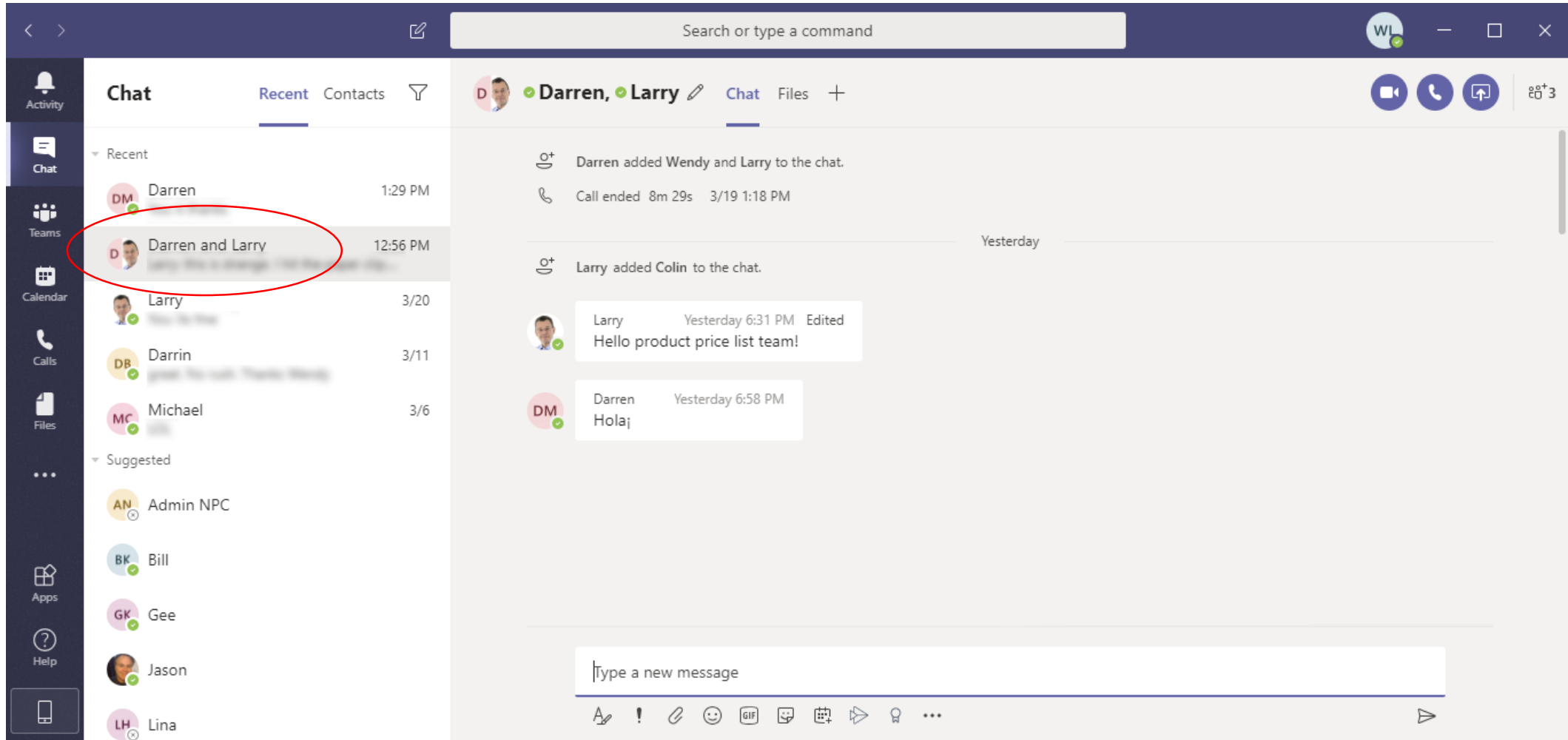


# USING TEAMS-CHAT-INTEGRATED FILE ACCESS

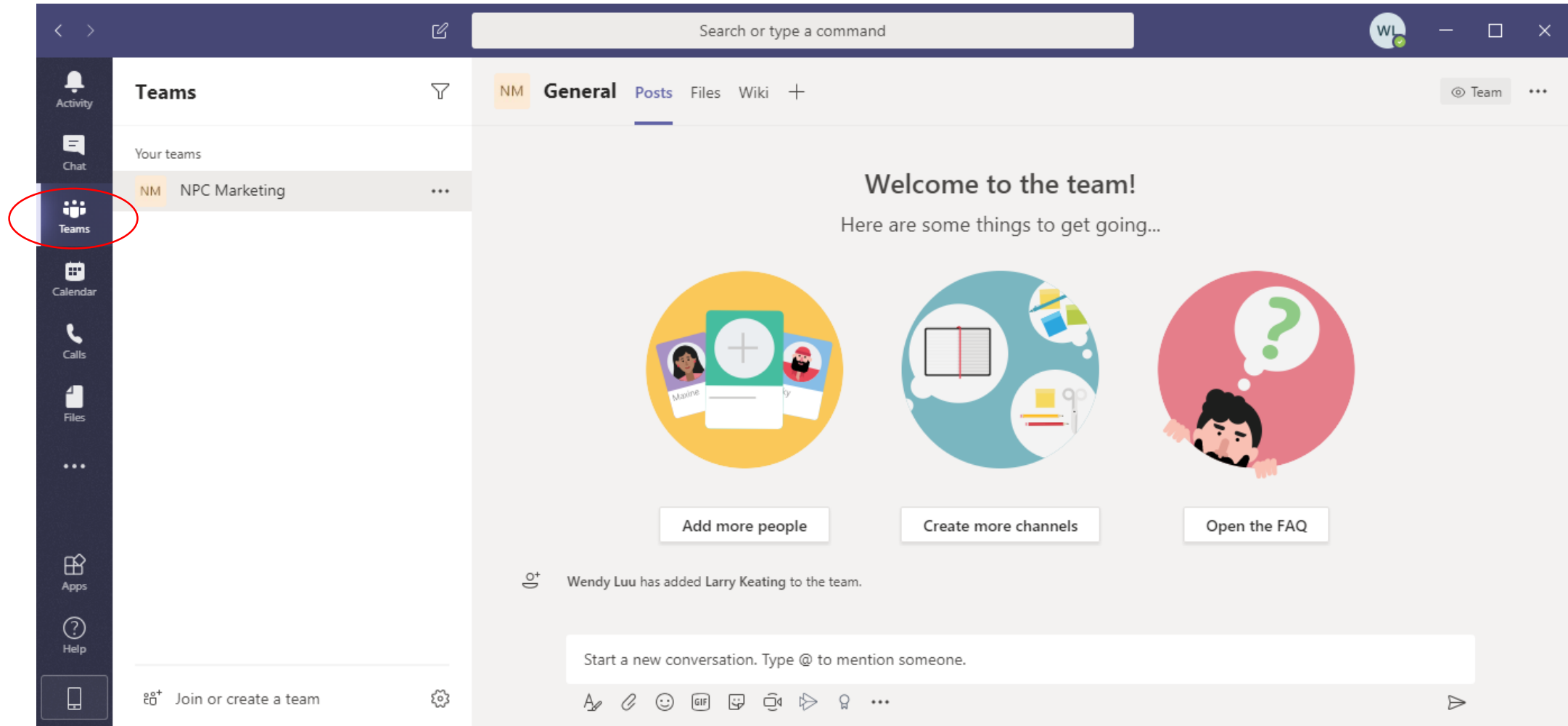
The screenshot displays the Microsoft Teams application interface. On the left is a dark sidebar with navigation icons for Activity, Chat, Teams, Calendar, Calls, Files, and Apps. The main area is divided into two panes. The left pane shows a 'Chat' list with tabs for 'Recent' and 'Contacts'. Under 'Recent', there are chat entries for 'Darren' (1:29 PM), 'Darren and Larry' (12:56 PM), 'Larry' (3/20), 'Darrin' (3/11), and 'Michael' (3/6). Under 'Suggested', there are entries for 'Admin NPC', 'Bill', 'Gee', 'Jason', and 'Lina'. The right pane shows a chat conversation with 'Darren Mar'. The 'Files' tab is selected and circled in red. Below the chat header, there is a 'Share' section with a table of shared files.

✓	Type	Name	Shared on ▼	Sent by	
✓	📁	Webinar folder screencap.png	1h ago	Darren	⋮
	📄	768036358 - Registration Report.csv	1h ago	Wendy	⋮

# USING TEAMS-GROUP CHAT



# USING TEAMS-CREATE YOUR TEAM



# USING TEAMS-CALENDAR

The screenshot shows the Microsoft Teams interface with the calendar view selected. The left sidebar contains navigation icons for Activity, Chat, Teams, Calendar (highlighted), Calls, Files, and Apps. The main area displays a calendar for March 2020. The top right has a 'Meet now' button and a '+ New meeting' button (highlighted). The calendar shows several 'Meeting with Client' events across the week.

Time	23 Monday	24 Tuesday	25 Wednesday	26 Thursday	27 Friday
1 PM		Meeting with Client	Meeting with Client		
2 PM					Meeting with Client
3 PM	Meeting with Client	Meeting with Client	Meeting with Client	Meeting with Client	Meeting with Client
4 PM	Meeting with Client	Meeting with Client	Meeting with Client	Meeting with Client	
5 PM					
6 PM					



# USING TEAMS – CREATE NEW MEETING

The screenshot shows the 'New meeting' dialog box in Microsoft Teams. The interface is dark-themed. On the left is a vertical sidebar with icons for Activity, Chat, Teams, Calendar, Calls, Files, and Apps. The main area has a top bar with a search box and a 'Send' button. Below the top bar, the title 'New meeting' is followed by 'Details' and 'Scheduling Assistant'. The 'Time zone' is set to '(UTC-05:00) Eastern Time (US & Canada)'. The meeting title is 'Meeting with Jane Smith'. The invitee list shows 'janesmith@email.com' with a '+ Optional' link. The date and time are set to 'Mar 25, 2020' at '2:30 PM' for '30m'. Below this, suggested time slots are listed: '12:30 PM-1:00 PM', '12:00 PM-12:30 PM', and '11:30 AM-12:00 PM'. The recurrence is set to 'Does not repeat'. There are fields for 'Add channel' and 'Add location'. At the bottom is a rich text editor with various formatting options (bold, italic, underline, link, unlink, text color, background color, paragraph, bulleted list, numbered list, indent, quote, link, unlink, table, etc.) and a placeholder text 'Type details for this new meeting'.

< > Search or type a command WL - □ ×

**New meeting** Details Scheduling Assistant Send Close

Time zone: (UTC-05:00) Eastern Time (US & Canada) ▾

Meeting with Jane Smith

+ Optional

Mar 25, 2020 2:30 PM ▾ → Mar 25, 2020 3:00 PM ▾ 30m ● All day

Suggested: 12:30 PM-1:00 PM 12:00 PM-12:30 PM 11:30 AM-12:00 PM

Does not repeat ▾

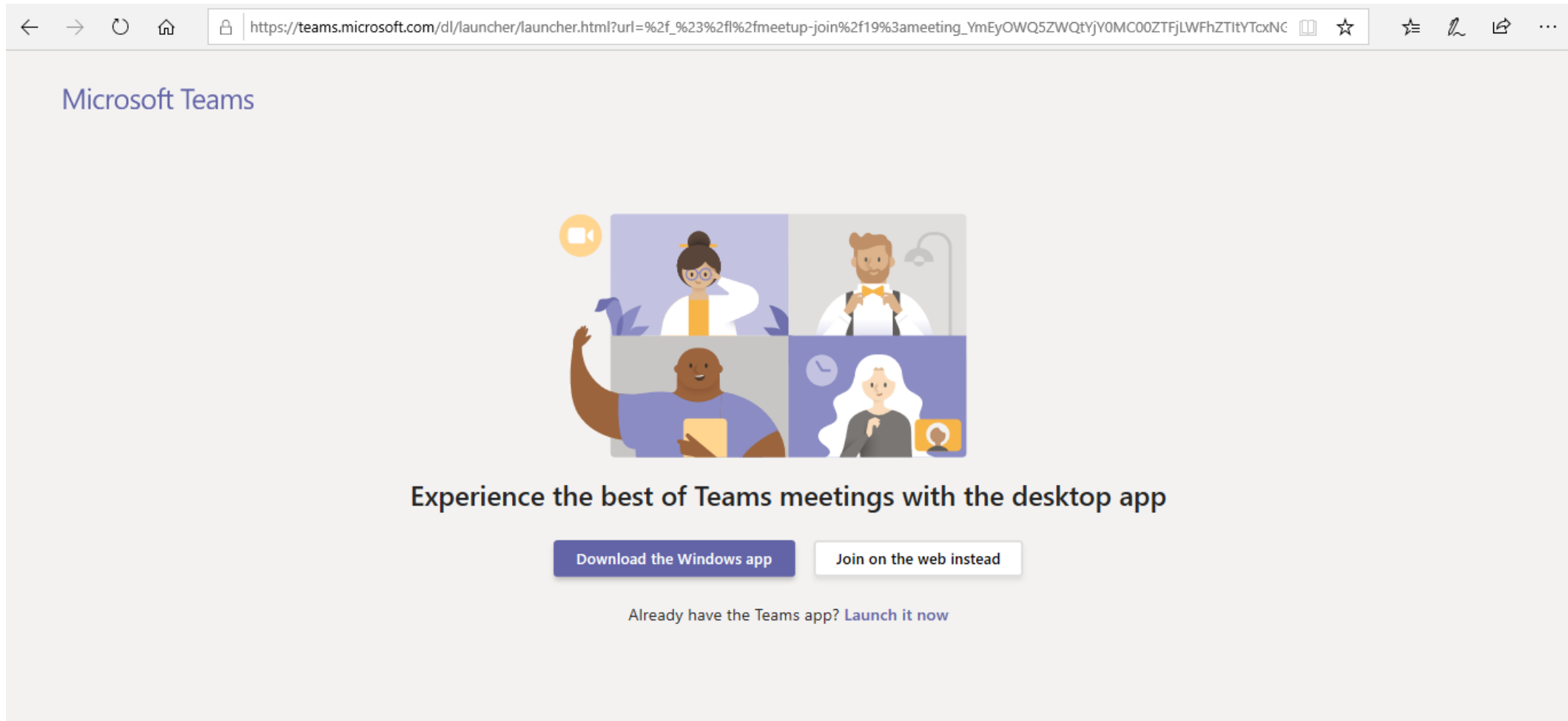
Add channel

Add location

**B** *I* U Paragraph ▾

Type details for this new meeting

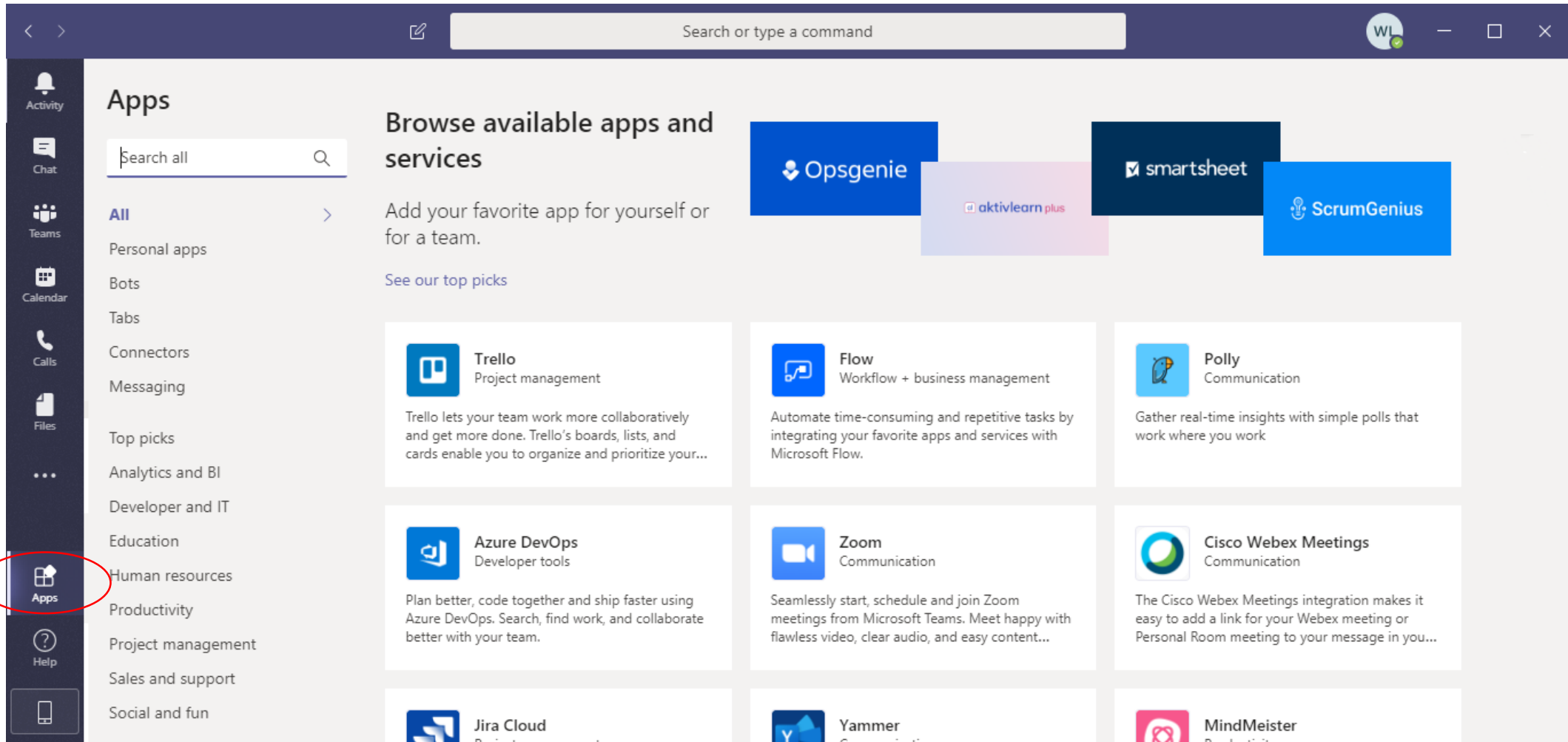
# USING TEAMS – MEETINGS



# TEAMS – CALLS

The screenshot displays the Microsoft Teams application interface. On the left sidebar, the 'Calls' icon is highlighted with a red circle. The main content area is titled 'Calls' and features a 'Speed dial' section. This section includes a search bar at the top with the placeholder text 'Search or type a command'. Below the search bar, there are two buttons: 'Add speed dial' and 'New group'. The 'Speed dial' section is organized into a grid of contact cards, each representing a suggested contact. Each card displays a circular profile picture with initials, the contact's name, their status (e.g., Offline, Away), and icons for video call, voice call, and a menu. The contacts listed are: Adrienne (Offline), Colin (Sales Analyst, NPC), Darren (National Accounts Manager, NPC), Alex (Offline), Bill (Away), Darren (Away), Darrin (Away), Gee (Keatling, Offline), and Jason (Offline).

# USING TEAMS-APPS INTEGRATION



# UPCOMING NPC WEBINARS

- April 2<sup>th</sup> – 30 minutes **NPC Solutions Overview**
- April 21<sup>th</sup> – 60 minutes **Security Policies and Plans Overview for the SMB Professional**
- June 9<sup>th</sup> – 60 minutes **BEC (Business Email Compromise) Attacks and How to Prevent Them**
- July 14<sup>th</sup> – 60 minutes **Building an Incident Response Plan for the SMB**

# NPC SECURITY ALERTS



Sign up

[www.npcdataguard.com/alerts](http://www.npcdataguard.com/alerts)

# Q & A

Thank You  
Please be safe, stay healthy

Larry Keating  
[lkeating@npcdataguard.com](mailto:lkeating@npcdataguard.com)  
905 305 6501

Darren Mar  
[dmар@npcdataguard.com](mailto:dmар@npcdataguard.com)  
905 305 6513



**NPC**<sup>TM</sup>  
Smarter Computing

