

Notes on the scope of file disclosure on Microsoft products (Teams, OneDrive, etc.)

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Academic Computing & Communications Center

When using Microsoft products (Teams, OneDrive, etc.) contracted by the university, you may unintentionally make public the file to all students and faculty members. Please check once again whether the file disclosure range is what you intended.

You need to be aware of the following.

Please refer to the following [Reference Information] for details.

○When creating a team with Teams, if you create it as "public", the disclosure range of the file uploaded there will be all users of the university.

The users of the university are all users who have signed up for Microsoft 365 at our university. (Including faculty members and students)

(In the case of our university, both faculty members and students are managed within one "tenant" = framework.)

○ OneDrive works with Teams File Management (SharePoint).

(Files saved on Teams may be visible to OneDrive users.)

○ Confidential information (personal information, information that should be limited to some users, etc.) must be individually password-protected.

○ When saving a file to "File" on Teams, pay attention to the team settings and make sure that the disclosure range is not inappropriate.

【Reference information】

1. Scope of file disclosure on the Microsoft 365 cloud when teams are created from Teams
When you create a new team from Teams, it will become a Microsoft 365 group linked to not only Teams but also other Microsoft 365 apps as a Microsoft 365 group.

(Teams, SharePoint, Stream, Yammer, etc.)

<https://support.microsoft.com/en-us/office/learn-about-microsoft-365-groups-b565caa1-5c40-40ef-9915-60fdb2d97fa2?ui=en-US&rs=en-US&ad=US>

(How to create a team from Teams)

For information on creating teams from Teams, please refer to the online class attendance page of the Academic Computing & Communications Center.

<https://www.cc.tsukuba.ac.jp/wp/teams-meetings/#team-create> (Written in Japanese)

(Faculty and students have different team type options.)

(File disclosure range)

* If you set your privacy setting to "Public: Anyone in your organization" when you create a team, users at this university can also search for team names and access teams from Teams and other Microsoft 365 applications.

* Please note that files uploaded to the "Public" setting team can also be searched, viewed, and edited by the users of the university.

2. File synchronization between Microsoft 365 applications

Files uploaded to teams on Teams are automatically uploaded to SharePoint.

Therefore, if your team's privacy setting is "Public", the file can also be searched by other users in SharePoint and OneDrive shared items.

From each service, you can search by some words such as file name.

Example: If there is a file of the "University of Tsukuba_2nd XXX Conference Material.docx", it may be displayed in the search results when you search for "University of Tsukuba".

3. How to check the privacy settings of an existing team

To check the privacy settings for your team from public to private (or vice versa), go to the team name and select More options More options button > Edit team toward the bottom of the menu.

4. How to change the privacy settings of an existing team (Modification method)

Go to Teams.



Select the name of the team you belong to



Select "..." to the right of the team name.



Select "Edit Team"



You can change from "Public" to "Private" in the privacy settings field.

* Only users with team owner authority can edit the team.

(Users with membership cannot change privacy settings.)

* This setting may not be changed depending on the type when creating the team.

If you create it as a "class" when creating a team from Teams, you cannot change the privacy settings.

* In addition, it was confirmed that the team created as a "class" basically operates in the same way as the "private" team, although the privacy settings cannot be changed by the user due to the specifications of the team. (Searching for a team name in Teams or SharePoint is not possible. The same applies to an uploaded file.)

* It may take several hours to 24 hours for the setting change to be reflected in the system.

5. How to change a team name

For information on how to change an existing team name, please refer to the following instructions.

(Notes.)

If you are using a team as a public team, be sure to append -public in the team's name.

For example) ACCCJimu-public

For team names that do not have the "-public" prefix, the administrator will change the privacy setting from public to private.

When you create a team, group, or site in Teams, SharePoint, or Stream, a Microsoft 365 group is created that can be used across Microsoft 365, and the group's associated services (such as SharePoint sites) are created at the same time.

Therefore, if you change the team name on one service, the team name will automatically change on each service.

For example, if a team created in Teams also uses applications such as SharePoint or Stream, changing the team name on any of these services will also change the team name on all services, so there is no need to change each individual team's name.

*However, it takes time for all apps to be changed. At the earliest, about half a day, or it may take several days.

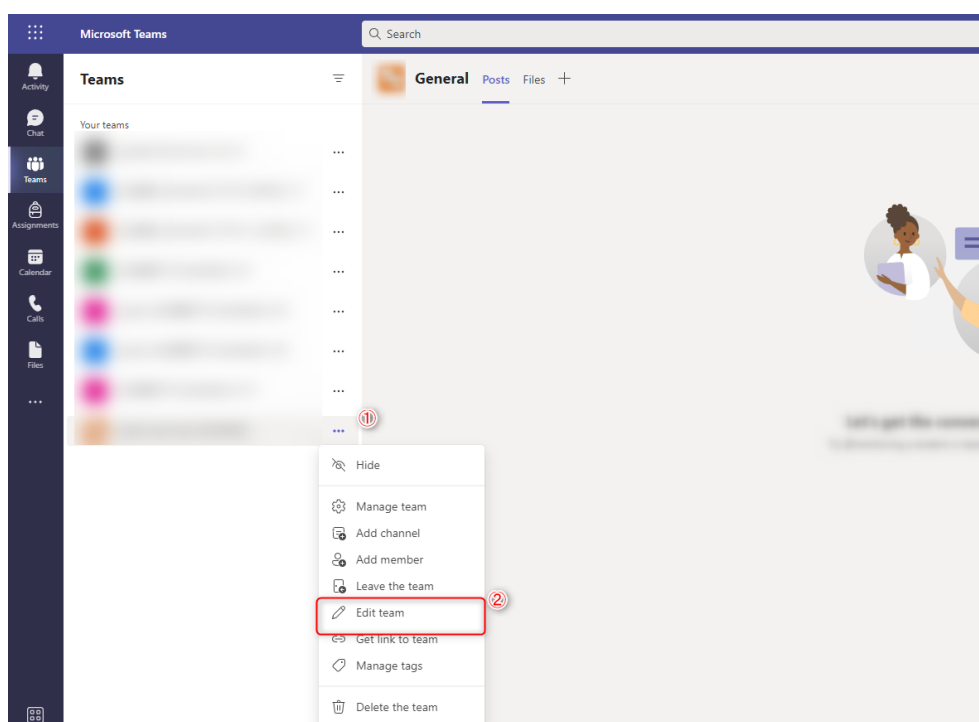
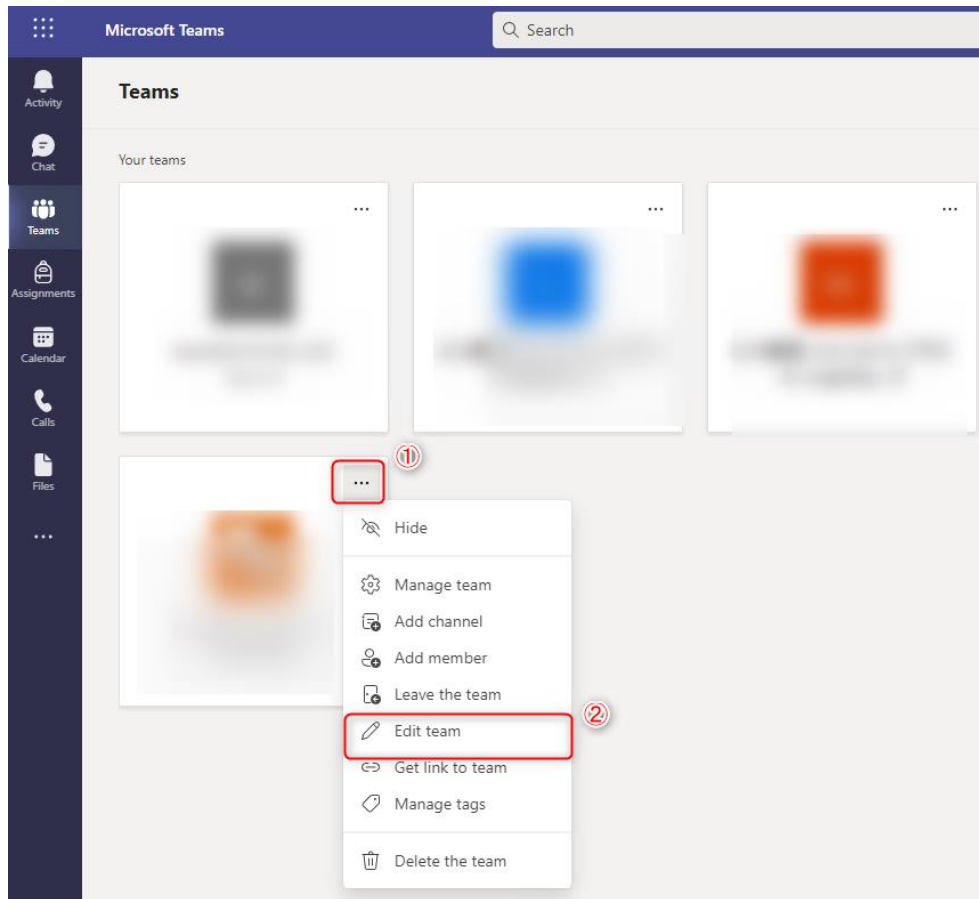
This change can only be made by the owner of the team (group).

(If there is more than one owner in a team, only one owner should do this.)

▼ How to do on Teams

(1) Select "... " and other options for the relevant team

(2) Select "Edit Team"



(3) Change the team name from the Team Name field and press the Update button to change it.

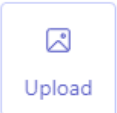




















Edit public-ees-test-20220602 details

1 Team name

Description

Privacy

Team avatar

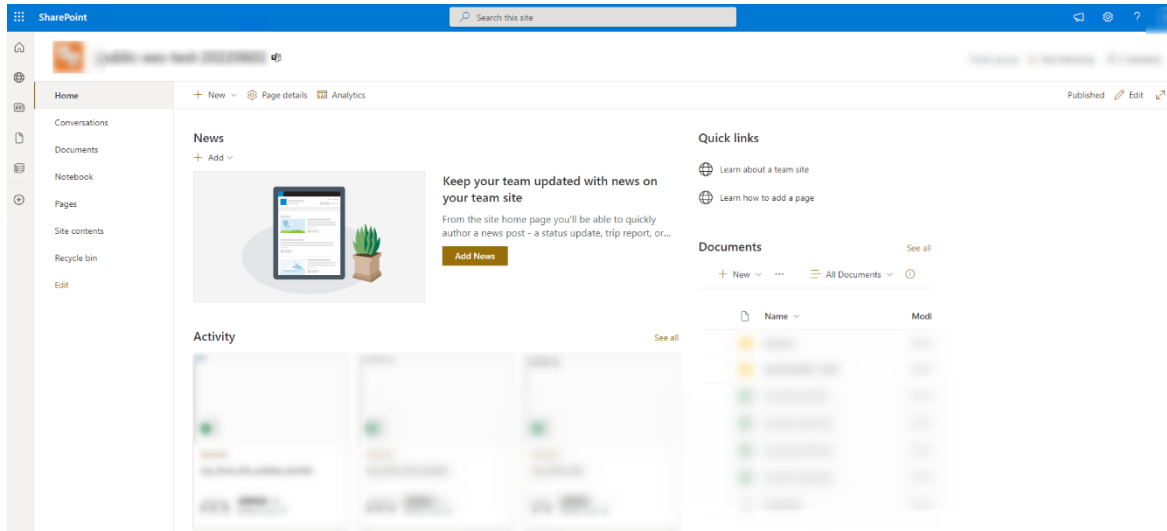
						
						
						

2

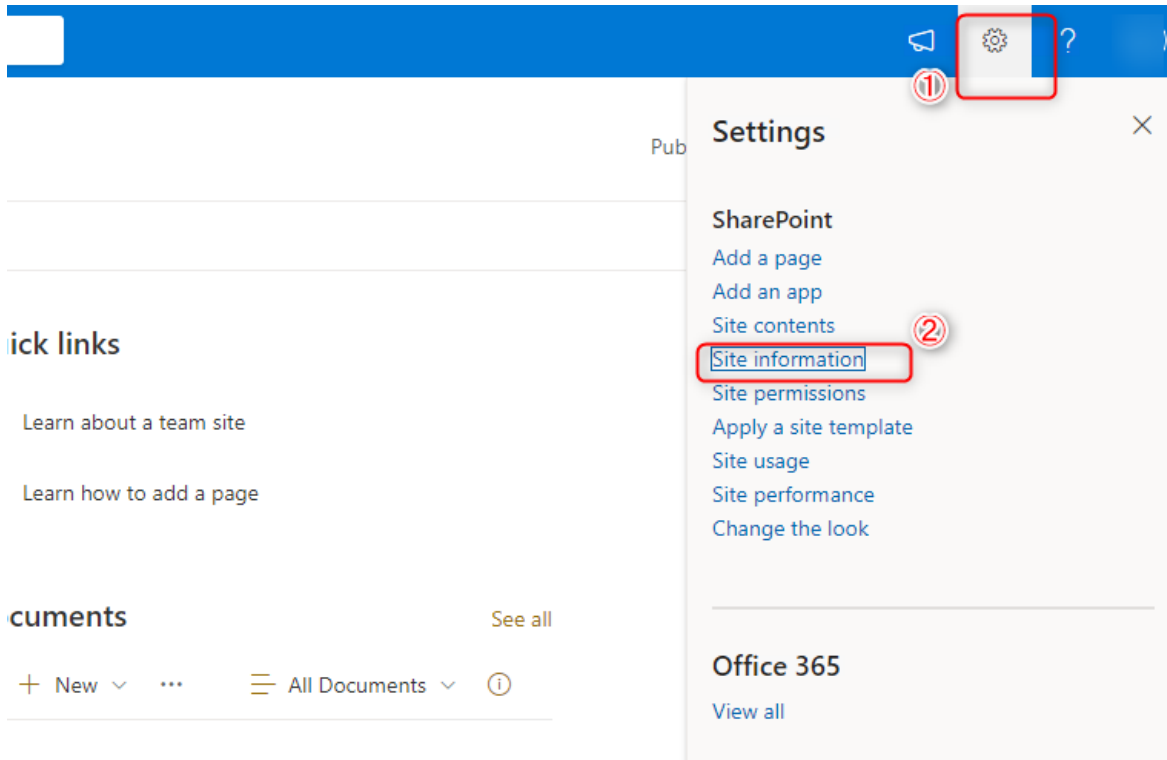
Cancel Update

▼ How to do this on SharePoint

(1) Access the relevant SharePoint site.



(2) Select "Settings" -> "Site Information" in the upper right corner of the screen.



(3) Change the "Site Name" and select "Save".

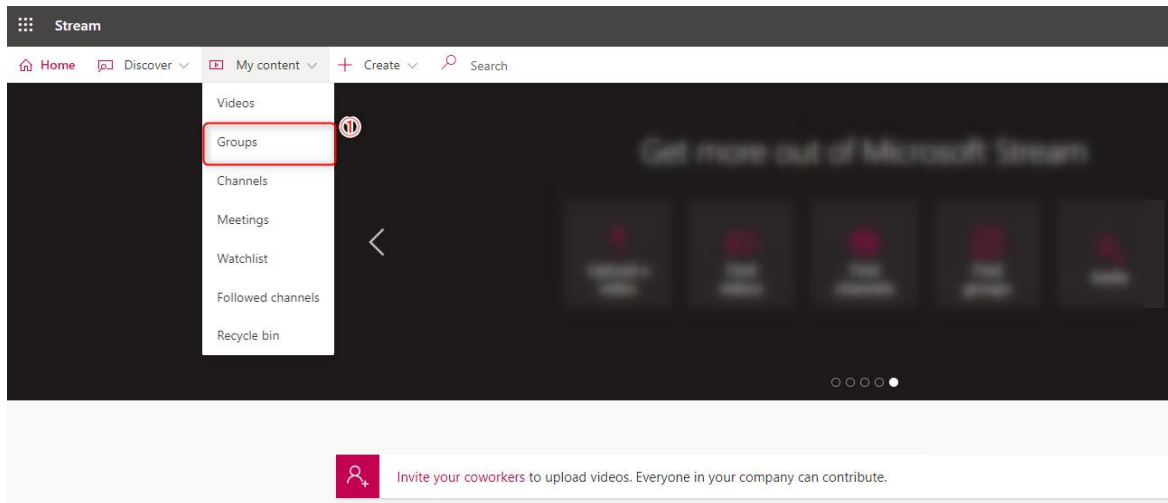
The image shows a 'Site Information' settings panel on the right side of a SharePoint interface. The panel includes the following elements:

- Site logo:** An orange square logo with a 'Change' button below it.
- Site name *:** A text input field highlighted with a red box and a circled '1'.
- Site description:** A larger text input field.
- Hub site association:** A dropdown menu.
- Privacy settings:** A dropdown menu showing 'Public - anyone in the organization can...'. A circled '2' is placed above the 'Save' button.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom, with 'Save' highlighted by a red box.

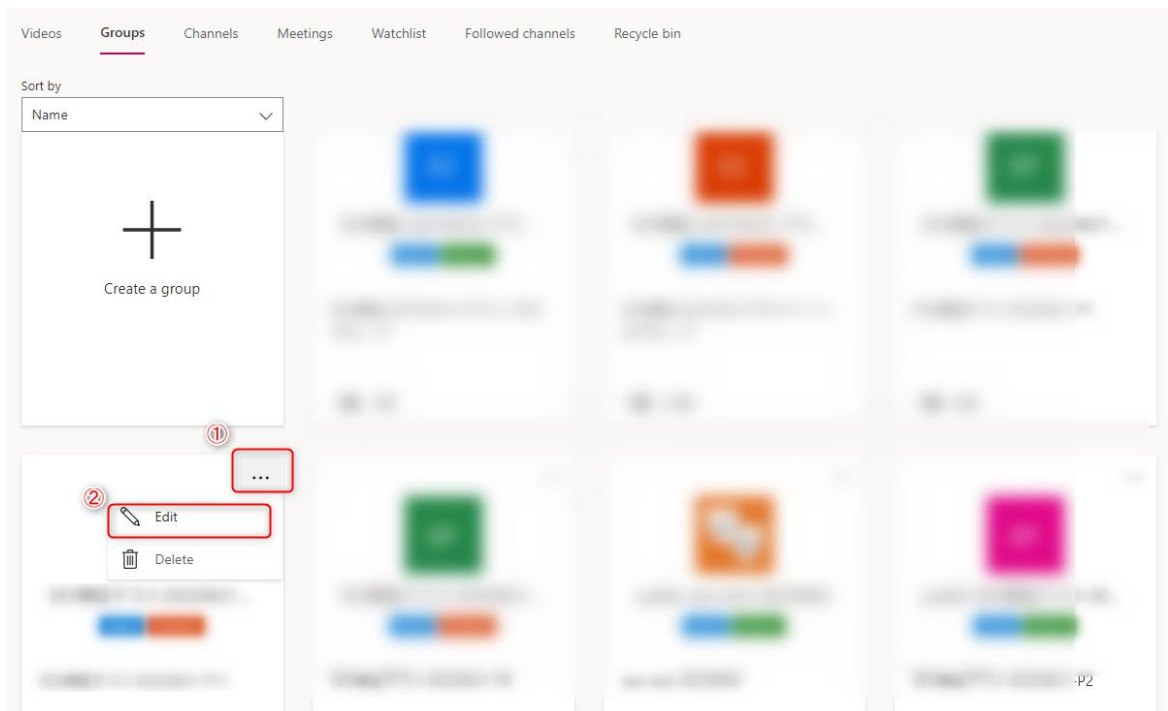
The background shows a blurred view of the SharePoint site with sections for 'Quick links' and 'Documents'.

▼ How to do this in Stream

- (1) Access Microsoft Stream.
- (2) Select "Groups" from "My Contents" in the upper left corner of the page.



- (3) Select "..." of the relevant team from the My Groups list and select "Edit".



(4) Change the group name in the "Name" section of the Edit Group screen and select "Save".

Edit group

Working together on a project or a shared goal? Create a group to give your team a space for conversations, shared files, scheduling events, and more.

Name *

Group email address

Description

Edit settings

Privacy

Allow all members to contribute

Save Discard Delete group

