



**Microsoft 365**  
COMMUNITY CONFERENCE

# From Chaos to AI-Ready in 30 Days: SharePoint Admin Agent

Powered by SharePoint Advanced Management (SAM)

# Check Out Related Sessions

## SAM Deep-dive Session

<a href="#">SharePoint Advanced Management 2026 Deep Dive</a>	Deep Dive into SAM	Grand Caribbean 11	Tues 21 <sup>st</sup> @ 2:45PM	Vlad Catrinescu
<a href="#">From Admin to Architect: Taking Control with SharePoint Advanced Management</a>	Deeper Dive into SAM	Grand Caribbean 11	Tues 21 <sup>st</sup> @ 4:15PM	Drew Madelung

## SAM Related Sessions

<a href="#">Microsoft Baseline Security Mode: Simplify, Secure, Succeed</a>	BSM	Oceana Grand 2	Tues 21 <sup>st</sup> @ 2:45PM	Sesha Mani Adriana Wood
<a href="#">Copilot Readiness &amp; Resiliency with Microsoft 365 Backup &amp; Archive</a>	Backup & Archive	Oceana Grand 10	Tues 21 <sup>st</sup> @ 2:45PM	Sree Lakshmi Eshita Priyadarshini Bradley Gussin
<a href="#">Featured Session: Agent 365: The Control Plane for All Agents</a>	Agent Control	Grand Caribbean 6	Tues 21 <sup>st</sup> @ 2:45PM	Nikita Bandyopadhyay Sesha Mani

# Uhova

The official event app for the  
**Microsoft 365 Community Conference**

**Event invitation code: Orlando2026**



**Join the event app to access:**

- ➔ Event announcements
- ➔ Personalized agenda, session details
- ➔ Speaker & attendee profiles
- ➔ Networking, meet-ups, messages
- ➔ Event documents

# Whova

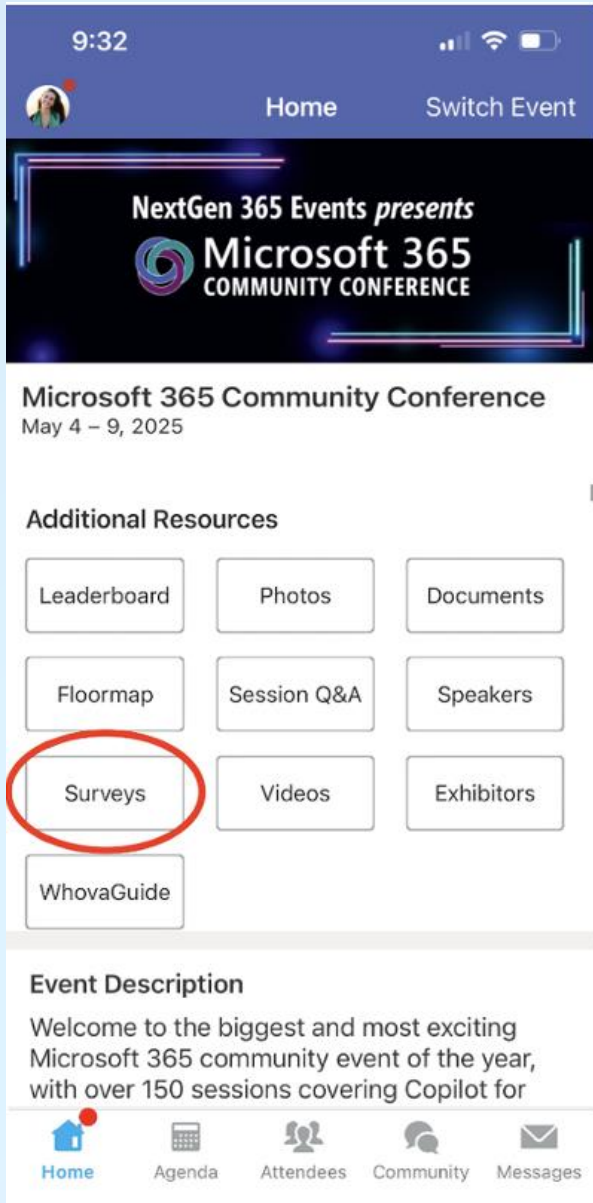


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- ➔ Event documents



# Session feedback surveys

We want to hear from YOU!

Share your feedback to make next years conference even better!

Here's how –

- Simply go to the Whova App on your smartphone.
- Scroll down on the M365 Community Conference Homepage to 'Additional Resources' to click "Surveys".
- Click Session Feedback.
- Scroll down to find this session title.
- Complete the session feedback survey.
- Finally, click 'Submit'.

It's just that easy!



## Dave Minasyan

Principal Product Manger  
Copilot & Agents | Content  
Governance

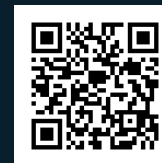


 [linkedin.com/in/davidminasyan](https://www.linkedin.com/in/davidminasyan)



## Dieter Jansen

Principal Design Director  
Copilot & Agents | Content  
Governance



 [linkedin.com/in/dieterjansen](https://www.linkedin.com/in/dieterjansen)

**Clap if you've heard of SAM**



# Content Governance

Unified content governance for the AI era across Microsoft 365



## Content Relevance

Relevancy by keeping stale context hidden from AI

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**Microsoft 365 Archive**



## Content Readiness

Governance for trustworthy content sharing and AI grounding

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**SharePoint Advanced Management (SAM)**



## Content Resilience


Resiliency for human- and Copilot-generated and referenced content.

---

**Microsoft 365 Backup**

# SAM | SharePoint Advanced Management

Copilot native governance capabilities

 New Feature Area

## REASONING LAYER

SharePoint Admin Agent

## GROUNDING LAYER

RELEVANCE

READINESS

RESILIENCE

Content Management Assessment

Catalog Management (Customize content structure)

Inactive Site policy

Agent Insights

Data Access Governance

Sites/files permissioned to "specific user"

Permission state report (Sites, ODBs, Files)

Everyone Except External Users File and Folder deepdive

Backup

Site Access Review

Restricted Content Discovery (RCD)

Agents and Sites

Site admin delegation

Site Lifecycle Policies

Site Attestation Policy

Customizable Email

Target policy on specific sites

Site Ownership Policy

Storage Management

Restricted Access Control (RAC)

Sites, OneDrive

Site admin delegation

Recent Admin Actions

AI Driven Semantic Site Matching  
(Licensing TBD)

Block download policies

Sites, Files, Teams

Change history

Enterprise application insights

Extend SharePoint Permission

Sensitivity labels support

# SharePoint Advanced Management for US Gov

● Shipped | ○ Shipped with gaps (see notes) | ▲ NDA Roadmap | ★ Timing TBD

M365 Copilot (WW)	M365 Copilot (GCC)	M365 Copilot (GCC-H)	M365 Copilot (DoD)
-------------------	--------------------	----------------------	--------------------

<b>Sprawl Control</b>	Site Ownership Policy – Simulation Mode	●	●	●	●
	Site Ownership Policy – Active Mode	●	●	●	●
	Inactive SharePoint sites policy – Simulation Mode	●	●	●	●
	Inactive SharePoint sites policy – Active Mode	●	●	●	●
	Site Attestation Policy – Simulation Mode	●	●	●	●
	Site Attestation Policy – Active Mode	●	●	●	●
	AI Powered Site Matching	●	●	●	★
<b>Oversharing Control</b>	Content Management Assessment	●	●	●	●
	Block download policy for SharePoint and OneDrive sites	●	●	●	●
	Block the download of Teams meeting recording files from SharePoint or OneDrive	●	●	●	●
	Catalog Management	●	●	●	●
	Enterprise App Insights	●	●	●	●
	SharePoint Agent Insights	●	●	●	●
	Conditional access policies for SharePoint and OneDrive sites (CAPS)	●	●	●	●
	Restricted Access Control (RAC) for SharePoint or OneDrive sites	●	●	●	●
	Restricted Content Discovery (RCD)	●	●	●	●
	Sharing Links	●	●	●	●
	Sensitivity Labels – Requires E5 or G5	●	●	●	●
	Everyone Except External Users (EEEU) Insights	●	●	●	●
	Permission state reports for Sites, OneDrives, and Files	●	●	●	●
	Site Access Review for all reports	●	●	●	●
<b>Content Lifecycle Control</b>	Change History – Site Settings	●	●	●	●
	Recent Admin Actions	●	●	●	●
	Restrict Site Creation	○ <sup>1</sup>	○ <sup>1</sup>	○ <sup>1</sup>	○ <sup>1</sup>

**Who's heard of SPO Admin Agent**



**Make some noise if you enabled  
Copilot**



**How many of you are at least a  
*little* worried about content  
governance in this AI-first world?**



# The SharePoint Admin Agent

The background features a vibrant blue sky. On the left, there are stylized buildings: a tall one with a grid pattern, a shorter purple one with horizontal lines, and another purple one with a solid color. On the right, a large, dark blue, dotted structure resembles a server tower. In the foreground, there are two large, curved, overlapping shapes: a light green one with a dotted pattern and a teal one with a pattern of short, dark teal dashes. The overall aesthetic is modern and digital.



## SharePoint admin agent

Ask me how to help govern your tenant's sites



SharePoint admin agent



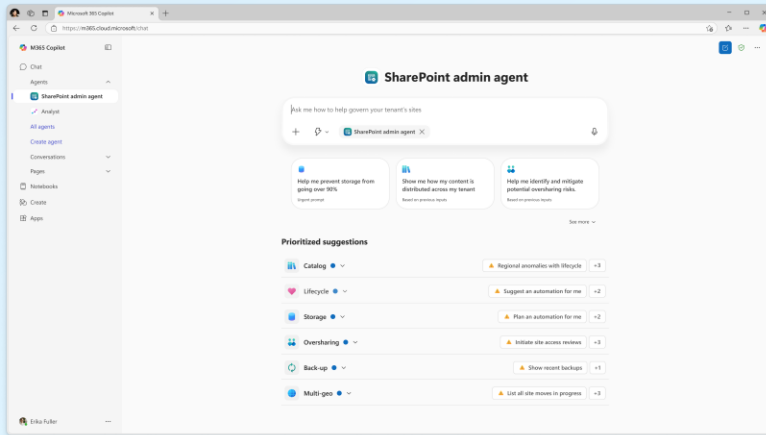
Help me prevent storage from going over 90%

Show me how my content is distributed across my tenant

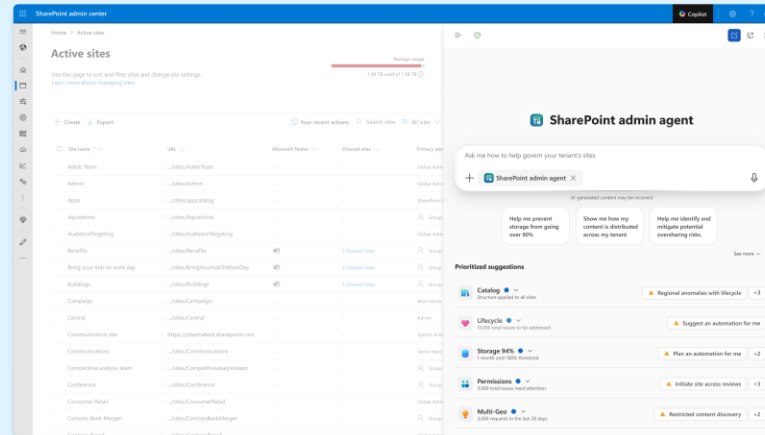
Help me identify and mitigate potential oversharing risks.

See more 

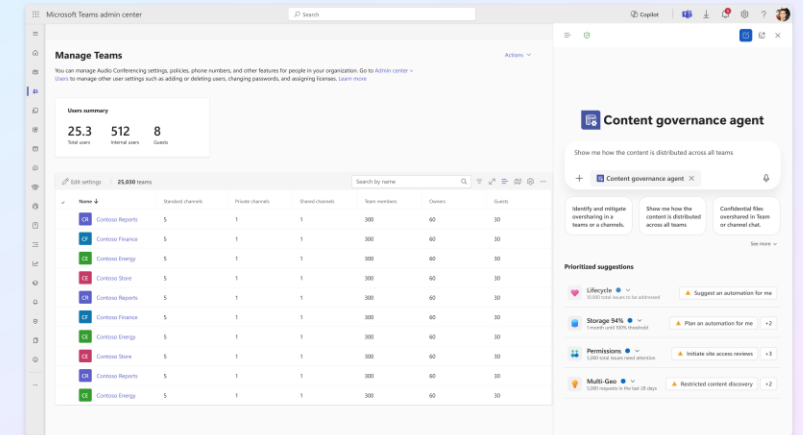
# Summon the **SharePoint Admin Agent** from any Copilot / BizChat surface



**Copilot**



**SharePoint Admin Center**

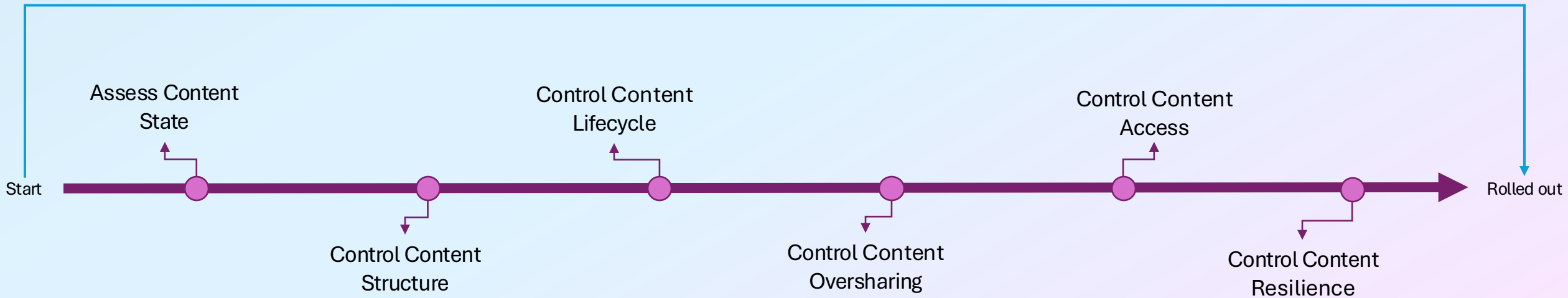


**Teams**

# Content Governance Journey

powered by SharePoint Advanced Management (SAM)

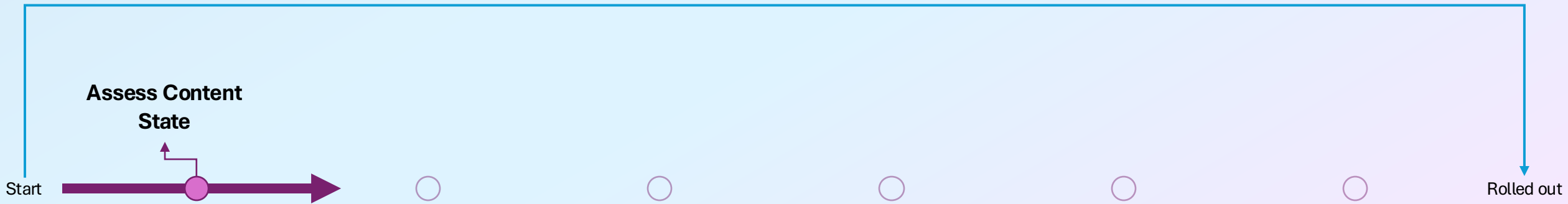
## SharePoint Admin Agent



# Content Governance Journey

powered by SharePoint Advanced Management (SAM)

SharePoint Admin Agent



# Advanced management

Easily manage your content with policies, reports, and settings that simplify your workflow, strengthen security, and help your organization work better together.

[Learn more about SharePoint Advanced Management](#)

Overview All features

## Is your organization ready for Copilot?

Evaluate your Copilot readiness, get actionable insights, and discover ways to simplify implementation with advanced management tools.

Start assessment



## Improve Copilot results across your Microsoft 365 apps

SharePoint  
Microsoft Teams  
OneDrive  
Power BI  
Viva Engage

### Content management assessment

#### Site lifecycle

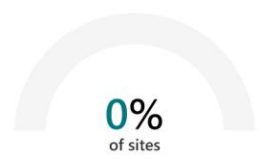
## Run assessment



Issue type	Number of issues ⓘ	Recommendations
Site inactivity	-	<a href="#">View recommendations</a>
Missing site ownership	-	<a href="#">View recommendations</a>

#### Oversharing

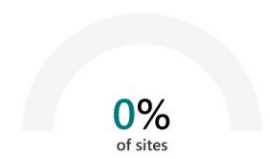
## Run assessment



Issue type	Number of issues ⓘ	Recommendations
Broken permission inheritance	-	<a href="#">View recommendations</a>
Org-wide site permissions	-	<a href="#">View recommendations</a>
Organization and anyone sharing links	-	<a href="#">View recommendations</a>

#### Storage

## Run assessment



Issue type	Number of issues ⓘ	Recommendations
Over-quota sites in read-only	-	<a href="#">View recommendations</a>
Sites nearing storage quota	-	<a href="#">View recommendations</a>
High version storage usage	-	<a href="#">View recommendations</a>

# Advanced management

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Evaluate your Copilot readiness, get actionable insights, and discover ways to simplify implementation with advanced management tools.

Restart assessment



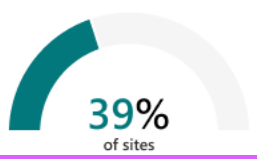
### Improve Copilot results across your Microsoft 365 apps

- SharePoint
- Microsoft Teams
- OneDrive
- Power BI
- Viva Engage

## Content management assessment

### Site lifecycle

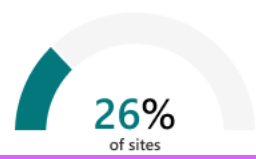
# 39,413 sites require attention



Issue type	Number of issues ⓘ	Recommendations
Site inactivity	8,041	<a href="#">View recommendations</a>
Missing site ownership	31,372	<a href="#">View recommendations</a>

### Oversharing

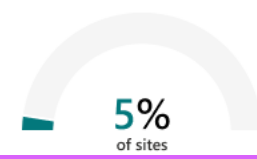
# 26,422 sites require attention



Issue type	Number of issues ⓘ	Recommendations
Broken permission inheritance	15,932	<a href="#">View recommendations</a>
Org-wide site permissions	9,147	<a href="#">View recommendations</a>
Organization and anyone sharing links	1,343	<a href="#">View recommendations</a>

### Storage

# 5,663 sites require attention



Issue type	Number of issues ⓘ	Recommendations
Over-quota sites in read-only	26	<a href="#">View recommendations</a>
Sites nearing storage quota	3,280	<a href="#">View recommendations</a>
High version storage usage	1,457	<a href="#">View recommendations</a>

# Advanced management

Easily manage your content with policies, reports, and settings that simplify your workflow, strengthen security, and help your organization work better together. [Learn more about SharePoint Advanced Management](#)

Overview All features

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Evaluate your Copilot readiness, get actionable insights, and discover ways to simplify implementation with advanced management tools.

Restart assessment



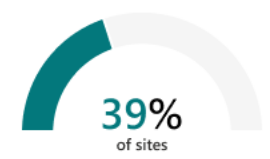
## Improve Copilot results across your Microsoft 365

SharePoint Microsoft Teams OneDrive Power BI Viva Engage

### Content management assessment

#### Site lifecycle

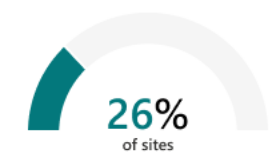
# 39,413 sites require attention



Issue type	Number of issues ⓘ	Recommendations
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#### Oversharing

# 26,422 sites require attention



Issue type	Number of issues ⓘ	Recommendations
Broken permission inheritance	15,932	<a href="#">View recommendations</a>
Org-wide site permissions	9,147	<a href="#">View recommendations</a>
Organization and anyone sharing links	1,343	<a href="#">View recommendations</a>

## Site inactivity

Inactive site policy

This report detects sites that haven't been used for a specified period. [Learn more about managing inactive sites](#)

Issues found ⓘ  
**8,041**

### Recommendations

- [Download a report](#) containing a list of inactive sites and sites that don't have owners.
- Go to the [Inactive site policy page](#) to create an inactive site policy and notify owners or take actions.

### Why do these sites require attention?

Inactive sites can become security risks if they're not regularly monitored or maintained.

### How we got this number

The number of inactive sites includes classic sites, communication sites, Microsoft 365 group-connected sites, Teams-connected sites, and non group-connected team sites that have been inactive for at least three months.

### Inactive site policy features

- Identify inactive sites.
- Send notifications to site owners or site admins.
- Automatically archive or mark sites as read-only.

# Advanced management

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[Learn more about SharePoint Advanced Management](#)

Overview All features

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Restart assessment

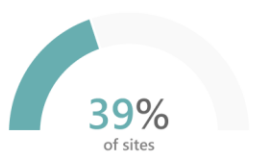


Improve Copilot  
SharePoint  
Microsoft Teams

## Content management assessment

### Site lifecycle

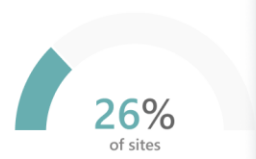
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### Oversharing

# 26,422 sites require attention



Issue type	Number of issues
Broken permission inheritance	15,932
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Which ones were last accessed by external users

## SharePoint admin agent ⓘ

I found 12 SharePoint sites that were accessed by external users in the last 30 days. Here are the most recent:

Site name	Last external access	Sensitivity	External users	Sharing setting
Finance Vendor Portal	4/18/2026	Confidential	3 users	Existing guests
ZAVA Marketing Hub	4/13/2026	General	8 users	Anyone links enabled
Project Atlas	4/12/2026	Confidential	5 users	New + Existing guests
HR Benefits External	4/10/2026	Confidential	2 users	Existing guests

## Key Insights

- 3 sites contain sensitive or confidential data with recent external access
- 1 site allows "Anyone" links, which may increase risk
- External access activity has increased by 18% compared to the previous 30 days

## Recommended actions

- Consider restricting Anyone links on ZAVA Marketing Hub
- Run a full external user access review for Finance and HR-related sites

📄 📄 👍 🗨️ ✍️ ⌵ ...

Ask me how to help govern your tenant's sites

+ SharePoint admin agent X

# Content management assessment

Evaluate your SharePoint and OneDrive estate

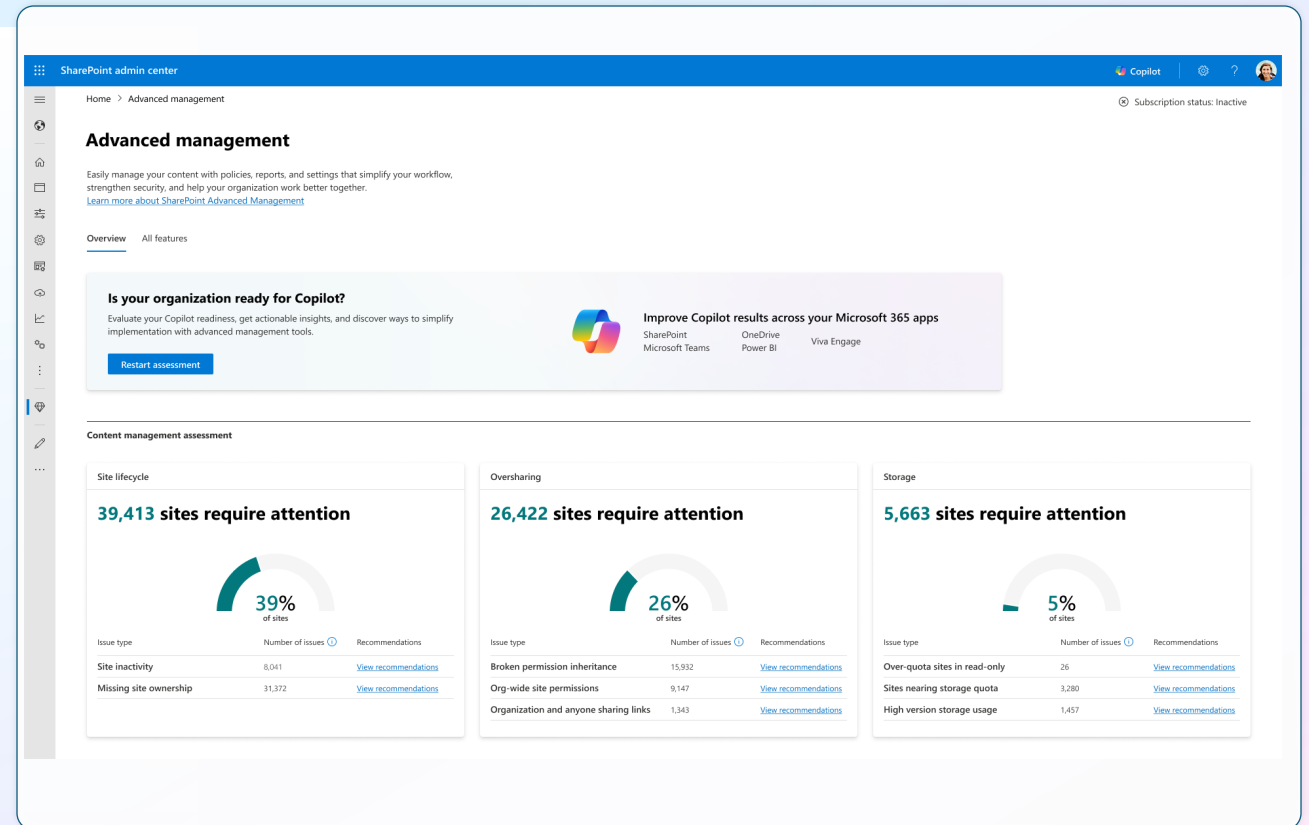
## What does it do?

- A built-in tool to evaluate and improve content management within SharePoint
- Helps identify content risks, ensure compliance, and maintain data integrity

## Benefits:

- Comprehensive Tenant wide Insights  
Provide a detailed report on governance state
- Actionable Solutions  
Link problem areas to SAM features for quick resolution
- Boost Efficiency  
Reduce manual assessments and expert involvement
- Helps Define Copilot Readiness  
Establish a clear governance roadmap for Copilot success

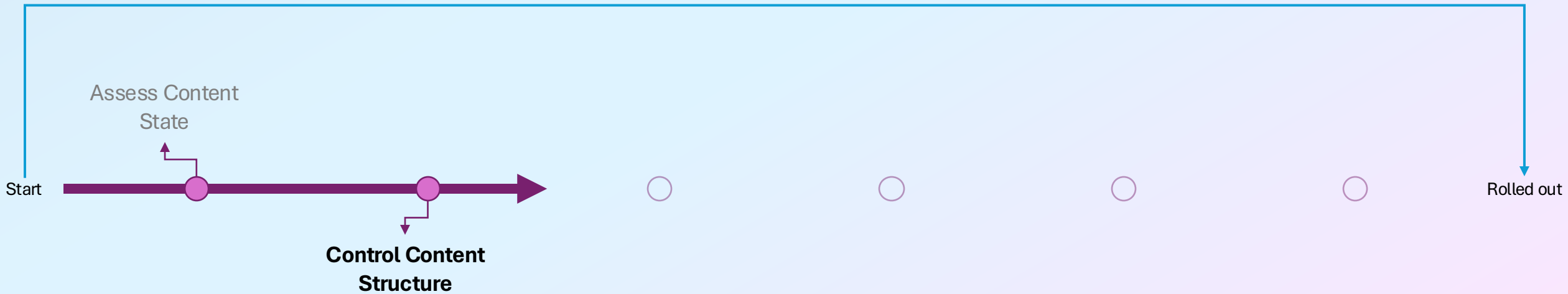
General Availability



# Content Governance Journey

powered by SharePoint Advanced Management (SAM)

SharePoint Admin Agent



# Catalog management

This page helps you organize your SharePoint sites into categories using catalog properties and groups. Some are auto-generated by the system, while others can be created and customized by you.

[Learn about catalog management](#)

+ Add category

Category > Group	Sites	Site report
<input type="checkbox"/> > <b>Locale (3)</b> <small>BUILT-IN</small>	141,128	<a href="#">Download</a>
<input type="checkbox"/> > <b>Department (6)</b> <small>BUILT-IN</small>	133,271	<a href="#">Download</a>
<input type="checkbox"/> Engineering	39,447	<a href="#">Download</a>
<input type="checkbox"/> Marketing	15,409	<a href="#">Download</a>
<input type="checkbox"/> Sales	23,052	<a href="#">Download</a>
<input type="checkbox"/> Human Resources	10,971	<a href="#">Download</a>
<input type="checkbox"/> Finance	7,504	<a href="#">Download</a>
<input type="checkbox"/> Operations	4,577	<a href="#">Download</a>
<input type="checkbox"/> > <b>User type (4)</b> <small>BUILT-IN</small>	104,080	<a href="#">Download</a>
<input type="checkbox"/> > <b>Preferred data location (5)</b> <small>BUILT-IN</small>	81,203	<a href="#">Download</a>
<input type="checkbox"/> > <b>Digital Employee / Digital Worker Flag (2)</b> <small>BUILT-IN</small>	10,877	<a href="#">Download</a>
<input type="checkbox"/> > <b>Information Barriers segment (4)</b> <small>BUILT-IN</small>	3,271	<a href="#">Download</a>





# ment

your SharePoint sites into categories using catalog properties and groups. The system, while others can be created and customized by you.

Group	Sites	Site report
BUILT-IN	141,128	<a href="#">Download</a>
(6) BUILT-IN	133,271	<a href="#">Download</a>
	39,447	<a href="#">Download</a>
	15,409	<a href="#">Download</a>
	23,052	<a href="#">Download</a>
ources	10,971	<a href="#">Download</a>
	7,504	<a href="#">Download</a>
	4,577	<a href="#">Download</a>
BUILT-IN	104,080	<a href="#">Download</a>
ra location (5) BUILT-IN	81,203	<a href="#">Download</a>

## Add category

Choose the type of category to add. A site report will be created for each category and each group associated with it.

-  **Uploaded**  
 Create a category and upload a list of site URLs for each group.
-  **Site property bag properties**  
 Create a category based on an existing property from the site property bag.
-  **Entra ID extension attributes**  
 Create categories based on Entra ID extension attributes assigned to site owners.
-  **Keyword**  
 Create a category and assign sites to groups based on site keywords.

# ment

your SharePoint sites into categories using catalog properties and groups.  
the system, while others can be created and customized by you.

Group	Sites	Site report
BUILT-IN	141,128	<a href="#">Download</a>
(6) BUILT-IN	133,271	<a href="#">Download</a>
	39,447	<a href="#">Download</a>
	15,409	<a href="#">Download</a>
	23,052	<a href="#">Download</a>
ources	10,971	<a href="#">Download</a>
	7,504	<a href="#">Download</a>
	4,577	<a href="#">Download</a>
) BUILT-IN	104,080	<a href="#">Download</a>
ta location (5) BUILT-IN	81,203	<a href="#">Download</a>

## Upload

Enter a category name and then upload a list of sites for each group you want to create.

**Category name \***

**Description**

**Groups \*** 3/20

Upload a single-column CSV file with a list of site URLs for each group you want to create.

**CVP Content** ✎ 🗑

194 sites • Permitted\_Users\_Count\_SharePoint\_report\_2026-02-19 (1).cs

**EVP Content** ✎ 🗑

129 sites • Sites\_20251008211703223 (1).csv

Group 3 ✔ X

📁 Drop file or click to upload

⚠ No file uploaded

**Add group**

# Catalog management

This page helps you organize your SharePoint sites into categories using catalog properties and groups. Some are auto-generated by the system, while others can be created and customized by you.

[Learn about catalog management](#)

✔ "LT content" was added to your catalog.

+ Add category

Category > Group	Sites	Site report
<input type="checkbox"/> <b>LT Content (2)</b>	323	<a href="#">Download</a>
<input type="checkbox"/> CVP Content	194	<a href="#">Download</a>
<input type="checkbox"/> EVP Content	129	<a href="#">Download</a>
<input type="checkbox"/> <b>Locale (3)</b> <small>BUILT-IN</small>	141,128	<a href="#">Download</a>
<input type="checkbox"/> <b>Department (6)</b> <small>BUILT-IN</small>	133,271	<a href="#">Download</a>
<input type="checkbox"/> Engineering	39,447	<a href="#">Download</a>
<input type="checkbox"/> Marketing	15,409	<a href="#">Download</a>
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<input type="checkbox"/> Human Resources	10,971	<a href="#">Download</a>
<input type="checkbox"/> Finance	7,504	<a href="#">Download</a>
<input type="checkbox"/> Operations	4,577	<a href="#">Download</a>
<input type="checkbox"/> <b>User type (4)</b> <small>BUILT-IN</small>	104,080	<a href="#">Download</a>
<input type="checkbox"/> <b>Preferred data location (5)</b> <small>BUILT-IN</small>	81,203	<a href="#">Download</a>

ies and  
nized by

Site report

[Download](#)

[Download](#)

[Download](#)

[Download](#)

[Download](#)

[Download](#)

[Download](#)

[Download](#)

[Download](#)

[Download](#)



## Site property bag properties

Enter properties from you SharePoint site properties bag that you want to add as categories. Groups are created automatically based on property bag values.

### Property bag properties \*

Cost center 1 

Add

### Sites

- Most active sites (up to 20,000)
- Upload a list of up to 20,000 sites

Use Browse to find a file to upload

Browse

No file uploaded



## Entra ID extension attributes

Select the Entra ID extension attributes that you want to add as categories. Reports will show the attribute value for each site owner.

[Learn more about this](#)

extensionAttribute1

extensionAttribute2

extensionAttribute3

extensionAttribute4

extensionAttribute5

extensionAttribute6

extensionAttribute7

Site report

[Download](#)

[Download](#)

[Download](#)

[Download](#)

[Download](#)

[Download](#)

[Download](#)

[Download](#)

[Download](#)

[Download](#)

So, how will the agent use this data?

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Category > Group	Sites	Site report
<input type="checkbox"/> > LT Content (2)	323	<a href="#">Download</a>
<input type="checkbox"/> > Locale (3) <small>BUILT-IN</small>	141,128	<a href="#">Download</a>
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Show me how my content is distributed across my tenant

SharePoint admin agent

## Content Distribution Overview

Department	Storage quota (TB)	Storage used (TB)	Site count
Engineering	40	14	72%
Marketing	20	13.4	65%
Sales	20	13	84%
Human resources	10	4.3	79%
Finance	5	2.3	84%
Operations	5	1	61%

Locale	Total sites	Active sites	Storage used
North America	12,450	10,980	92% (High)
Europe	8,320	7,540	88% (High)
Asia-Pacific	6,780	6,120	91% (High)

### Key Insight

- **North America & Finance** – Highest Impact: Finance in North America holds a large portion of storage despite having fewer sites. Prioritize Finance & Sales for inactive content cleanup, archival and version

Ask me how to help govern your tenant's sites

+ SharePoint admin agent ✕



# Catalog management

This page helps you organize your SharePoint sites into categories using catalog properties and groups. Some are auto-generated by the system, while others can be created and customized by you.

[Learn about catalog management](#)

+ Add category

Category > Group	Sites	Site report
<input type="checkbox"/> > LT Content (2)	323	<a href="#">Download</a>
<input type="checkbox"/> > Locale (3) <small>BUILT-IN</small>	141,128	<a href="#">Download</a>
<input type="checkbox"/> > Department (6) <small>BUILT-IN</small>	133,271	<a href="#">Download</a>
<input type="checkbox"/> Engineering	39,447	<a href="#">Download</a>
<input type="checkbox"/> Marketing	15,409	<a href="#">Download</a>
<input type="checkbox"/> Sales	23,052	<a href="#">Download</a>
<input type="checkbox"/> Human Resources	10,971	<a href="#">Download</a>
<input type="checkbox"/> Finance	7,504	<a href="#">Download</a>
<input type="checkbox"/> Operations	4,577	<a href="#">Download</a>
<input type="checkbox"/> > User type (4) <small>BUILT-IN</small>	104,080	<a href="#">Download</a>
<input type="checkbox"/> > Preferred data location (5) <small>BUILT-IN</small>	81,203	<a href="#">Download</a>
<input type="checkbox"/> > Digital Employee / Digital Worker Flag (2) <small>BUILT-IN</small>	10,877	<a href="#">Download</a>
<input type="checkbox"/> > Information Barriers segment (4) <small>BUILT-IN</small>	3,271	<a href="#">Download</a>

Department	Storage quota (TB)	Storage used (TB)	Site count
Engineering	40	14	72%
Marketing	20	13.4	65%
Sales	20	13	84%
Human resources	10	4.3	79%
Finance	5	2.3	84%
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### Key Insight

- **North America & Finance** – Highest Impact: Finance in North America holds a large portion of storage despite having fewer sites. Prioritize Finance & Sales for inactive content cleanup, archival and version reduction.
- **Europe & Engineering** – Oversharing Risk: Many Engineering sites in Europe contain confidential content with broad permissions. Run a permission and oversharing audit.
- **North America & HR** – Sensitive Data Exposure: 15% of HR sites contain highly sensitive information and show elevated agent activity. Review access controls and restrict AI access where necessary.

📄 📌 🗑️ 🗨️ ✎️ ⌵ ...

Ask me how to help govern your tenant's sites

+ SharePoint admin agent X



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Help me identify opportunities to clean up my storage

SharePoint admin agent

## SharePoint storage usage overview

### Tenant-level summary:

- Current usage: 48 TB out of 100 TB (≈ 48% full)
- Growth rate: ~137 GB/day (≈ 4 TB/month)
- Estimated time to reach 100 TB: ~13 months
- Notable spike: over 2 TB added between 2025-07-05 and 2025-07-13

### Departments breakdown:

Departments	Storage quota	Storage used	Site count
Engineering	40 TB	14 TB	39,447
Marketing	20 TB	13.4 TB	15,409
Sales	20 TB	13 TB	23,052
Human Resources	10 TB	4.3 TB	10,971
Finance	5 TB	2.3 TB	7,504
Operations	5 TB	1 TB	4,577

### Opportunities for storage cleanup

• Review storage related tenant settings to ensure that site storage limits and version history limits

Ask me how to help govern your tenant's sites

SharePoint admin agent

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- Review storage related [tenant settings](#) to ensure that site storage limits and version history limits align with organization needs.
- Identify sites with low activity in Finance and Sales divisions.
- Review retention policies to manage compliance requirements with storage use. [Learn more about retention for SharePoint.](#)

Which sites are consuming the most storage?

### SharePoint admin agent

Here's a table with the top 5 sites that are consuming the most storage.

#### Sites with most storage:

Site name	Department	Storage used
Contoso Marketing	Marketing	7 TB
Ask Marketing	Marketing	6 TB
Contoso Sales	Sales	5.5 TB
Sales FAQ	Sales	3.2 TB
Sales Pitch	Sales	2.3 TB

#### Insight

The top 5 sites account for 50% of total SharePoint storage usage and may be good candidates for cleanup or lifecycle review.

Interaction icons: copy, share, like, comment, edit, etc.

Ask me how to help govern your tenant's sites

+ SharePoint admin agent X 🎤

# Control Content Structure

Define organizational content clusters for targeted actions

Provides an overview of content distribution across regions, departments, users, info barriers and customer defined custom properties for targeting actions, monitoring and Copilot grounding.

## How it works:

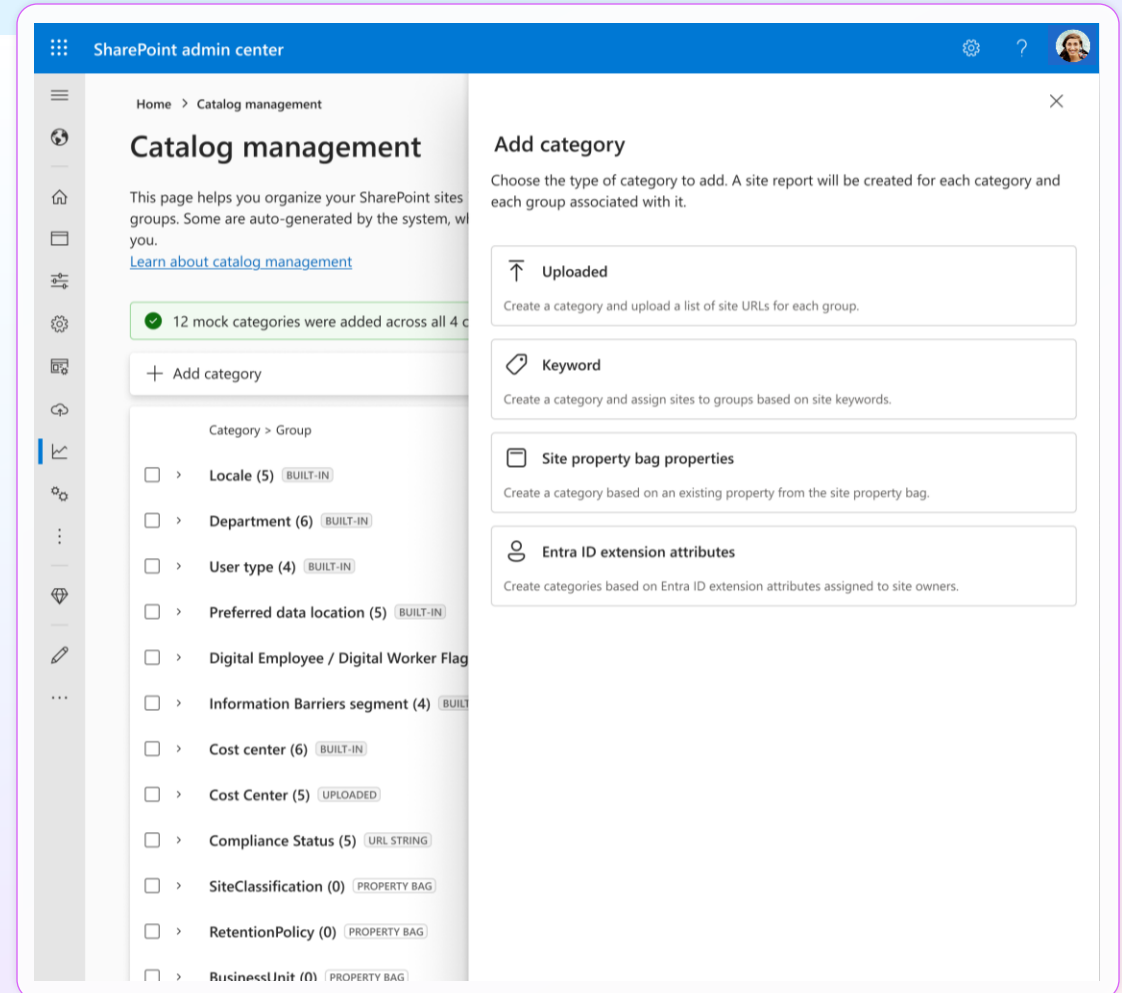
- Uses built-in Microsoft 365 metadata
- Create content categories and groups for targeted management
- Enable surgical billing, policies, reports, and Copilot access on region, department, user type, info barriers segment and more.

## Impact:

- Consistent governance across the organization
- Reduced admin overhead through automation
- Precision targeting for lifecycle, access reviews, and security baselines

V1 General Availability

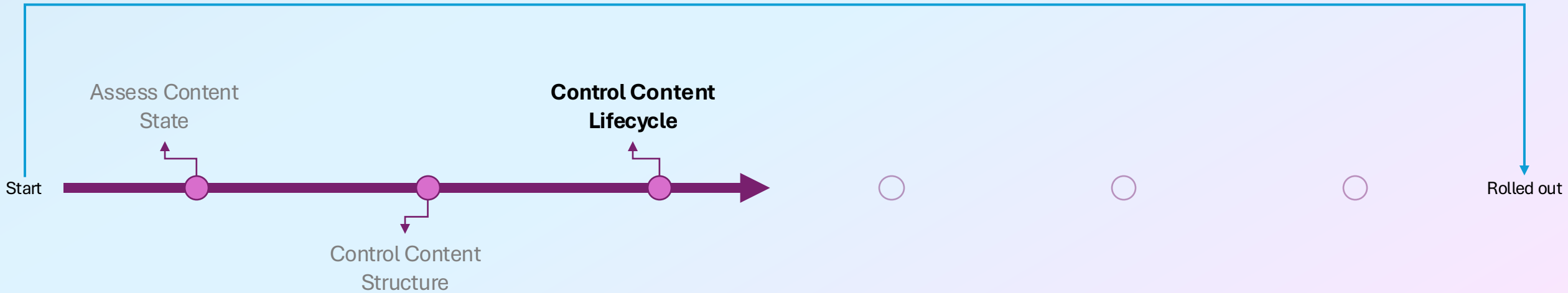
V2 Public Preview



# Content Governance Journey

powered by SharePoint Advanced Management (SAM)

SharePoint Admin Agent





# Site lifecycle management PRO

Create and manage policies that automate tasks across the life cycle of your sites.  
[Learn more about managing the lifecycle of your sites](#)

**Inactive site policy**  
Number of policies: 2

Create and configure policies to:

- Identify inactive sites
- Send notifications to site owners or admins
- Automatically archive or mark sites in read-only

[Open](#)

**Site ownership policy**  
Number of policies: 1

Create and configure policies to :

- Identify sites that don't meet your ownership criteria
- Send periodic notifications to find new site owners or admins
- Automatically archive or mark ownerless sites in read-only

[Open](#)

**Site attestation policy**  
Number of policies: 4

Create and configure policies to:

- Identify sites due for attestation their information
- Send periodic attestation requests to site owners or admins
- Automatically archive or mark sites in read-only

[Open](#)



- Overview
- Scope**
- Configuration
- Finish

## Set policy scope

How do you want to select the sites for the policy? \*

- Upload a CSV file with a list of up to 10,000 URLs
- Select sites at scale

Which sites should be checked for inactivity? \*

Overlapping scopes across active policies may affect enforcement and notifications  
[Learn more about scoping policies](#)

Classic sites, Communication sites, oup connect sites without teams, Teams co... ▾

Filter by sensitivity label

Top secret ▾

Filter by catalog category

Finance department ▾

Filter by site creation source

Include sites with retention policies and retention holds

### Exclude sites

Exclude specific sites from this policy

- Overview
- Scope
- Configuration**
- Finish

## Configure policy

How long after the last activity should a site be considered inactive?

Includes activity on the site, files, and any connected resources

Who should be notified via email if site has been inactive?

These site representatives can confirm the site to keep it active

- Site owners
- Site admins

[Customize email to be sent](#)

Exclude site owners or groups from receiving requests ⓘ

How many emails should be sent before enforcement is applied?

Site owners get an email after every policy run. If they do not respond, enforcement will start

What enforcement action should be applied to inactive sites after chosen number of emails are sent? \*

Enforcement actions cannot be edited after policy creation ⓘ

- Archive sites after mandatory read-only period RECOMMENDED  
Site admins and owners can't access archived sites

Duration of read-only period \*

## Customize email

Sender

M365Admin@contosoenergy.com

Tip: If you want to change the default sender, reconfigure it in [Microsoft admin center](#)

Subject

Message

Dear \$DisplayName,

You are receiving this email because you're associated with the [\$SiteName](\$SiteUrl) site, which has been inactive for for some time. As per your organization's policy, sites should not remain inactive beyond the allowed period.

Tip: Use \$User.DisplayName to insert the user's name and \$Site.Name to insert the name of the site. [See examples](#)

Policy guideline

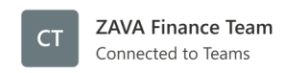
URL ⓘ

Display text

## Email preview



### ZAVA Team site is inactive and needs attention



Dear John Doe,

You are receiving this email because you're associated with [ZAVA Team](#), which has been inactive for for some time. As per your organization's policy, sites should not remain inactive beyond the allowed period.

Select **Certify site** to confirm that it is still in use, or consider deleting it if the site is no longer needed.

- [Certify site](#)
- [Learn how to delete site](#)

[Privacy Statement](#)

Contoso Outdoors, Hill view, Arkansas

New Message

- Delete
- Archive
- Move
- Flag
- Mark as Unread
- Sync

- Favorites**
  - Inbox 2
  - Travel 2
  - Robin Counts
  - Contoso Marketing
- All Accounts**
  - Inbox 2**
  - Drafts 2
  - Sent
  - Groups
    - Marketing
    - Engineering
    - Deleted Items

Focused Other 3

**Other Emails**  
Northwind Trader, Elvia Atkin, Daisy Phillips

Today

**Zava**  
**Action needed:Some of your sites n...** 09:00 AM  
Email body

**Lydia Bauer**  
Team Pictures  
Hi Katri, I uploaded all the pictures from...

Yesterday

**Colin Ballinger**  
Re: Upcoming Trip  
I found these restaurants near our hotel...

**Elvia Atkin**  
Happy Meet & Greet  
We look forward to meeting you...  
Tomorrow, 11:00 AM (1 hr)  
No contacts

**Pat Volunteers Needed**  
Hi Katri, I hope you're looking for...

**Henry Brill**  
Back Cover Idea

**Colin Ballinger**  
Hi Katri, I know this is last minutes...

**Robin Counts**  
Thanks, Henry! Looking forward to R...

Friday

**Daisy Phillips**  
Upcoming Workshop  
Hi Katri, please review the upcoming date for...

**Mona Kane**  
Virtual Planning  
Hi Katri, Would you mind reading the...

**Lydia Bauer**

### Action needed: Some of your sites need attention

**Zava**  
To: **Katri Ahokas**



## Review inactive sites

Dear Katri Ahokas,

You are receiving this email because you're associated with [ZAVA Team](#), which has been inactive for for some time. As per your organization's policy, sites should not remain inactive beyond the allowed period.

Select **Certify site** to confirm that it is still in use, or consider deleting it is the site is no longer needed.

Total inactivity reviews pending  
**5**

Sites set to read-only in last 30 days  
**2**

Sites archived in last 30 days  
**3**

[Review inactive sites](#)

This email is generated from an unmonitored alias. Please do not reply.

[Privacy Statement](#)

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052 USA

- ✓ Overview
- ✓ Scope
- ✓ Configuration
- Finish**

## Finish

Policy name \*

Description

Policy mode \*

- Simulation  
The policy runs once to generate the report. No notifications are sent, and no enforcement takes place.
- Active  
The policy will run on a monthly basis, generate the report, notify site owners or site admins and act on inactive sites.

Back

Finish

Cancel

So, what can the agent do for me?

# Site lifecycle management PRO

Create and manage policies that automate tasks across the life cycle of your sites.  
[Learn more about managing the lifecycle of your sites](#)

## Inactive site policy

Number of policies: 2

Create and configure policies to:

- Identify inactive sites
- Send notifications to site owners or admins
- Automatically archive or mark sites in read-only

Open

## Site ownership policy

Number of policies: 1

Create and configure policies to :

- Identify sites that don't meet your ownership criteria
- Send periodic notifications to find new site owners or admins
- Automatically archive or mark ownerless sites in read-only

Open

## Site attestation policy

Number of policies: 4

Create and configure policies to:

- Identify sites due for attestation their information
- Send periodic attestation requests to site owners or admins
- Automatically archive or mark sites in read-only

Open

Identify sites with low activity, owned by Sales and Marketing departments?

### SharePoint admin agent

147 sites out of 8041 sites are found in Sales and Marketing department.  
Here is list of top 10 inactive sites by storage.

	Site name	Storage used	Last activity
1	InfraOps	901 GB	4/18/2025
2	DesignSquad	877 GB	5/10/2025
3	CustomerSupport	778 GB	7/21/2024
4	GlobalNews	625 GB	8/22/2024
5	GTMDocsArchive	424 GB	8/30/2024
6	PMO-Collab	413 GB	10/11/2024
7	MarketingLegacy	401 GB	10/18/2024
8	Townhall Updates	293 GB	11/04/2024
9	Comsite_RA	242 GB	11/08/2024
10	TechLive	166 GB	11/08/2024

### Recommendations

- Archive these top 10 identified sites to free up 5TB of storage in Sales and Marketing departments
- [Create inactive site policy](#) to perform a periodic cleanup of inactive sites.

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Ask me how to help govern your tenant's sites

+ SharePoint admin agent ✕



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Open

8	Townhall Updates	293 GB	11/04/2024
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### Recommendations

- Archive these top 10 identified sites to free up 5TB of storage in Sales and Marketing departments
- [Create inactive site policy](#) to perform a periodic cleanup of inactive sites.

Copy, share, like, comment, edit, dropdown, more

Archive these top 10 identified sites

### SharePoint admin agent

The top 10 inactive sites by storage in Sales and Marketing departments are archived successfully freeing up 5TB storage.

Would you now like to create an Inactive site policy to perform a periodic cleanup of sites that are inactive for more than 6 months ?

Copy, share, like, comment, edit, more

Yes let's create an inactive site policy now

### SharePoint admin agent

The inactive site policy to archive sites that have been inactive for more than six months has been created. Let me know if you need assistance with anything else.

Copy, share, like, comment, edit, more

Ask me how to help govern your tenant's sites

SharePoint admin agent

# Control Content Lifecycle

Improve AI response quality, reduce management scope at enterprise scale

Identifies stale, outdated and ownerless content to help reduce management surface and improve Copilot response quality.

## How it works:

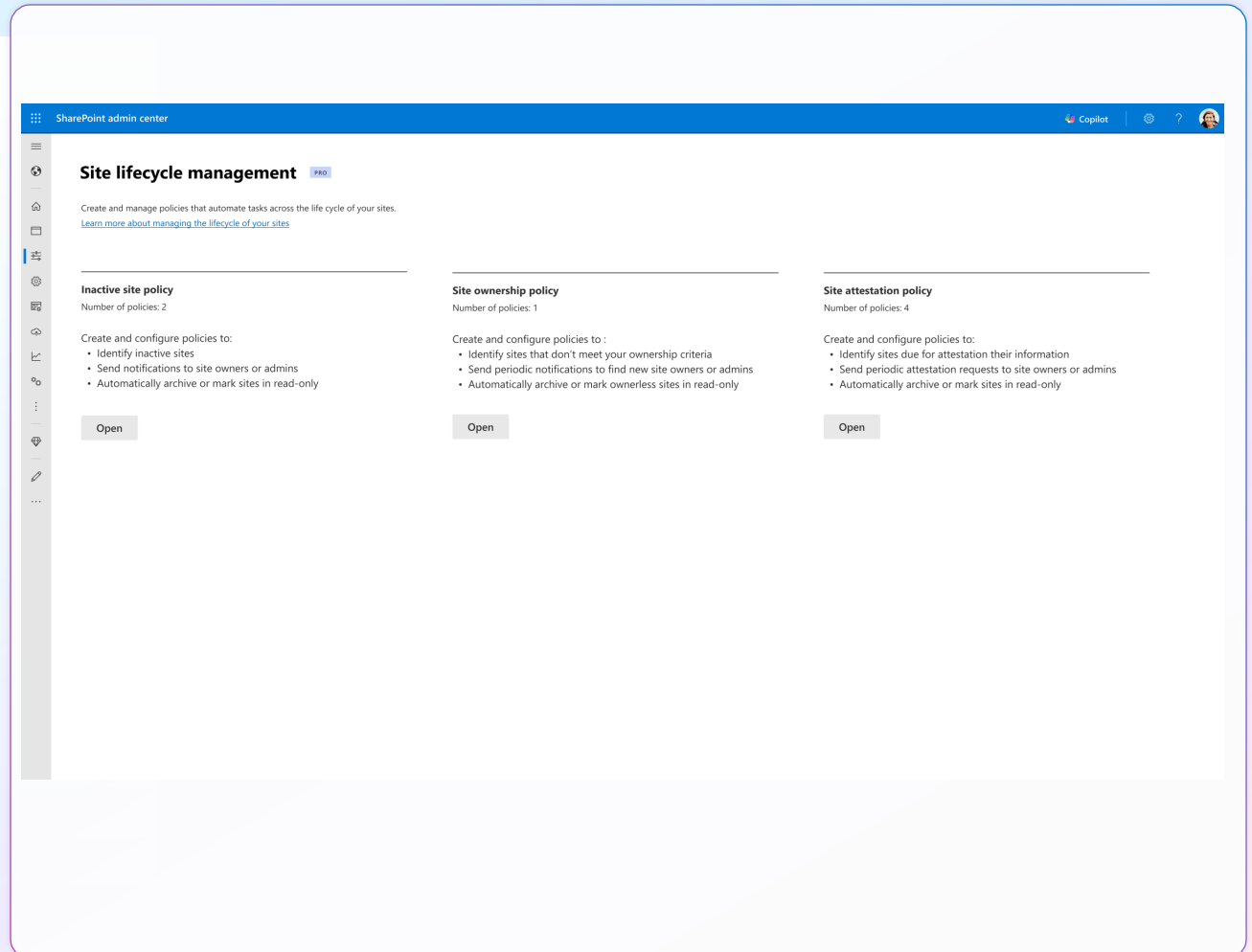
- Takes about 5 minutes to set up.
- Admin selects the policy scope and action conditions.
- Tool supports simulation and active modes.
- When activated, tool will automatically detect stale and ownerless content, identify the owners, contact the owners and mitigate the issue. If owners do not respond, content can be archived or placed in a read only state.
- Supports custom scoping and email customization.

## Impact:

- Policy creates an admin
- Consistent governance across the organization
- Reduced admin overhead through automation

General Availability

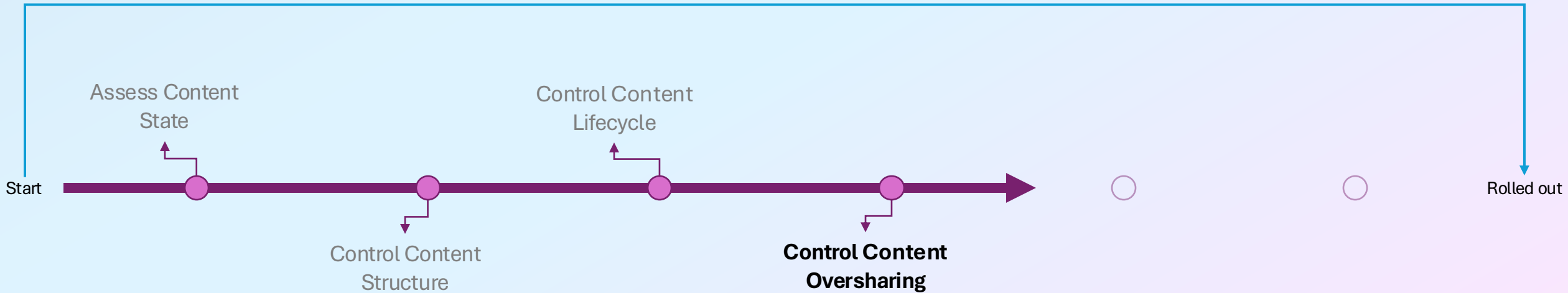
Catalog Integration – Coming soon



# Content Governance Journey

powered by SharePoint Advanced Management (SAM)

SharePoint Admin Agent



# Common causes of Copilot oversharing

SharePoint and OneDrive

## Privacy settings

Public - anyone in the organization can access this site

Public - anyone in the organization can access this site

Private - only members can access this site

Site privacy set to public

## Share "Branding Elements.pptx"

Add a name, group, or email

Add a message

People in Contoso with the link can edit.

Copy link Send

Link copied. People in Contoso with the link can edit.

Default sharing option is everyone

## m365x32957528.sharepoint.com says

You are about to create unique permissions for this document library. Changes made to the parent site permissions will no longer affect this document library.

OK

Cancel

Broken permission inheritance

## Share site

Add users, Microsoft 365 Groups, or security groups to give them access to the site.

Note that this site is part of a Microsoft 365 Group. If you add users here, they will be given access to the site, but not to other group resources such as calendars and conversations. To do that, add members to the group instead.

everyone

Everyone except external users

Search Directory

Use of "everyone except external users" domain group

## Documents

Name Sensitivity

Branding Elements.pptx	
Cross Cultural Marketing Campaigns.pptx	Confidential
DG-1000 Product Overview.pptx	
DG-2000 Product Overview.docx	Confidential
DG-2000 Product Pitch.pptx	
DG-2000 Product Specification.docx	
International Marketing Campaigns.docx	

Sites and files without sensitivity labels

# Data access governance

Reports All review requests

This page provides reports to help you maintain the security and compliance of your data in SharePoint. [Learn more about data access governance](#)

**Get started**  
 We recommend running snapshot reports first to get overall insight of sites within the tenant

## Snapshot reports ⓘ

### Site permissions across your organization RECOMMENDED

Check for broad permissions such as Everyone except external users, guest access, sharing links, and unique permissions across all sites in your organization, as of the report generation date.

View reports

### Site permissions for users or groups NEW

Identify all sites that given users/groups can access, and determine whether they can access the entire site's content or only part of it (directly or indirectly) as of the report generation date.

View reports

### Sensitivity labels applied to files

Monitor sensitive content by reviewing the sites where sensitive files are stored and the policies applied to these sites, as of the report generation date.

View reports

### Content shared with 'Everyone' Groups NEW

Identify all sites, folders and files, across SharePoint and OneDrive, which are effectively public due to Special SharePoint groups such as Everyone and/or Everyone except external users, as of the report generation date.

View reports

## Activity based reports ⓘ

### Sharing links

Identify potential oversharing by monitoring sites where users created new sharing links in SharePoint sites in the last 28 days.

View reports

### Shared with 'Everyone except external users'

Make sure files, folders, and lists aren't being overshared by reviewing sites that have the most items shared with "Everyone except external users" in the last 28 days.

View reports



# Snapshot till March

As of Jul 18, 2025

Review sites with high number of users across all permission scopes (inherited and broken).  
Download a .csv report for up to 1 million sites.

[Download detailed report](#)

[+ Initiate site access review](#) [View all reviews](#) [Restrict site access](#)

Showing 100 of 492 items

Filters: Site sensitivity: All External sharing: All

Name	URL	Site access review	Total permissioned users ↓	Files	Sensitive files ⓘ	Items with unique permissions	EEEU permissions	'People in your org' links	'Anyone' links	Site privacy	Site sensitivity	External sharing
Contoso HR	.../teams/contosoehr	-	44869	987	237	2	2	45	37	Public	Top-secret	On
Contoso Marketing	.../teams/contosoma	-	41839	1345	489	1	2	78	85	Private	Confidential	On
Contoso Finance	.../sites/contosofin	-	38286	2760	752	2	2	123	63	Public	-	On
Contoso Team	.../sites/contosoteam	-	35310	1524	638	3	2	56	92	Private	Confidential	On
Contoso Vac	.../sites/contosovac	-	31498	3289	914	2	2	89	48	Public	General	On
Contoso in house	.../teams/contosoin	-	30764	2134	345	7	2	150	74	Private	-	On
Contoso infra	.../teams/contosoin	-	28187	4000	821	1	2	200	27	Public	-	On
Contoso leaders	.../teams/contosole	-	22396	1987	273	2	2	175	56	Public	-	On
Contoso design	.../teams/contosoen	-	20189	745	659	3	2	90	19	Private	General	On
Contoso BI	.../teams/contosoen	-	20189	3056	392	2	2	240	44	Public	General	On
Contoso HR	.../teams/contosoen	-	20189	1689	784	8	2	300	88	Private	-	On
Contoso Give	.../teams/contosoen	-	20189	2222	525	1	2	180	53	Private	-	On
Contoso Sesh	.../teams/contosoen	-	20189	3100	863	2	2	210	67	Public	-	On
Contoso Sesh	.../teams/contosoen	-	20189	2750	417	3	2	130	39	Private	Confidential	On

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Filters: Site sensitivity: All External sharing: All

					Files containing sensitive data	Broken permission inheritance	Use of "everyone except external users" domain group	Default sharing option is everyone	Site privacy set to public			
Name	URL	Site access review	Total permissioned users ↓	Files	Sensitive files ⓘ	Items with unique permissions	EEEEU permissions	'People in your org' links	'Anyone' links	Site privacy	Site sensitivity	External sharing
Contoso HR	.../teams/contosoehr	-	44869	987	237	2	2	45	37	Public	Top-secret	On
Contoso Marketing	.../teams/contosoma	-	41839	1345	489	1	2	78	85	Private	Confidential	On
Contoso Finance	.../sites/contosofin	-	38286	2760	752	2	2	123	63	Public	-	On
Contoso Team	.../sites/contosoteam	-	35310	1524	638	3	2	56	92	Private	Confidential	On
Contoso Vac	.../sites/contosovac	-	31498	3289	914	2	2	89	48	Public	General	On
Contoso in house	.../teams/contosoihn	-	30764	2134	345	7	2	150	74	Private	-	On
Contoso infra	.../teams/contosoihn	-	28187	4000	821	1	2	200	27	Public	-	On
Contoso leaders	.../teams/contosoeln	-	22396	1987	273	2	2	175	56	Public	-	On
Contoso design	.../teams/contosoeln	-	20189	745	659	3	2	90	19	Private	General	On
Contoso BI	.../teams/contosoeln	-	20189	3056	392	2	2	240	44	Public	General	On
Contoso HR	.../teams/contosoeln	-	20189	1689	784	8	2	300	88	Private	-	On
Contoso Give	.../teams/contosoeln	-	20189	2222	525	1	2	180	53	Private	-	On
Contoso Sesh	.../teams/contosoeln	-	20189	3100	863	2	2	210	67	Public	-	On
Contoso Sesh	.../teams/contosoeln	-	20189	2750	417	3	2	130	39	Private	Confidential	On

**Guess  
one of the TOP  
SAM request in  
Oversharing**

**3 chances**



# **File Level Reports**

# Data access governance

Reports All review requests

This page provides reports to help you maintain the security and compliance of your data in SharePoint. [Learn more about data access governance](#)

**Get started**  
 We recommend running snapshot reports first to get overall insight of sites within the tenant

## Snapshot reports ⓘ

### Site permissions across your organization RECOMMENDED

Check for broad permissions such as Everyone except external users, guest access, sharing links, and unique permissions across all sites in your organization, as of the report generation date.

View reports

### Site permissions for users or groups NEW

Identify all sites that given users/groups can access, and determine whether they can access the entire site's content or only part of it (directly or indirectly) as of the report generation date.

View reports

### Sensitivity labels applied to files

Monitor sensitive content by reviewing the sites where sensitive files are stored and the policies applied to these sites, as of the report generation date.

View reports

### Content shared with 'Everyone' Groups NEW

Identify all sites, folders and files, across SharePoint and OneDrive, which are effectively public due to Special SharePoint groups such as Everyone and/or Everyone except external users, as of the report generation date.

View reports

## Activity based reports ⓘ

### Sharing links

Identify potential oversharing by monitoring sites where users created new sharing links in SharePoint sites in the last 28 days.

View reports

### Shared with 'Everyone except external users'

Make sure files, folders, and lists aren't being overshared by reviewing sites that have the most items shared with "Everyone except external users" in the last 28 days.

View reports



- ☰
- 🌐 North America
- 🏠 Home
- 📁 Sites
- 🛠️ Policies
- ⚙️ Settings
- 📄 Content services
- 🔄 Migration
- 📊 Reports
  - Change history
  - Collaboration insights
  - Content services
  - Data access governance
  - OneDrive accounts
  - Content events
  - Content policy analytics
- ⚙️ Advanced
- ⋮ More features
- 💎 Advanced management
- ✎ Customize navigation
- ⋮ Show less

Data access governance > Content shared with 'Everyone' Groups

## Content shared with 'Everyone' Groups NEW

Identify all sites, folders and files, across SharePoint and OneDrive, which are effectively public due to Special SharePoint groups such as Everyone and/or Everyone except external users, as of the report generation date.

[Learn more about content accessible to these groups](#)

▶ Run all    ↻ Refresh status

<p><b>Content shared with 'Everyone' group</b>      Generated on: January 27, 2026</p> <p>✔ Report available</p> <p>Identify all sites, folders and files, across SharePoint and OneDrive, which are effectively public due to Everyone group, as of the report generation date.</p> <p>Sites found <b>234</b></p> <p><input type="button" value="Run report"/>    <input type="button" value="Download CSV"/></p>	<p><b>Content shared with 'Everyone except external users' group</b>      Generated on: January 27, 2026</p> <p>✔ Report available</p> <p>Identify all sites, folders and files, across SharePoint and OneDrive, which are effectively public due to Everyone except external users group, as of the report generation date.</p> <p>Sites found <b>90</b></p> <p><input type="button" value="Run report"/>    <input type="button" value="Download CSV"/></p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

# Sample Report in CSV format

Site ID	Item type	Item url	Role definition	Recipient	Parent group name	Parent group type
752a98ab	List	teams/NBH/DAGSubsite/Lists/TestListForSAR	Read	Everyone except external users	NBH Visitors	SharePointGroup
752a98ab	File	teams/NBH/DAGSubsite/Shared Documents/SSNNumberSample.txt	Read	Everyone except external users	NBH Members	SharePointGroup
752a98ab	Folder	teams/NBH/Shared Documents/test	Contribute	Everyone except external users	NBH Visitors	SharePointGroup
752a98ab	Web	teams/NBH	Read	Everyone except external users	NBH Visitors	SharePointGroup
752a98ab	List	teams/NBH/DAGSubsite/Lists/TestCalendarForSAR	Read	Everyone except external users	NBH Visitors	SharePointGroup
752a98ab	Folder	teams/NBH/Shared Documents/NBHTest	Contribute	Everyone except external users		
752a98ab	File	teams/NBH/DAGSubsite/Shared Documents/TestDocumentForPurview.docx	Read	Everyone except external users	NBH Visitors	SharePointGroup
752a98ab	List	teams/NBH/DAGSubsite/Shared Documents	Read	Everyone except external users	NBH Visitors	SharePointGroup
752a98ab	List	teams/NBH/Shared Documents	Read	Everyone except external users	NBH Visitors	SharePointGroup
752a98ab	Web	teams/NBH/AnotherSubSite	Read	Everyone except external users	NBH Visitors	SharePointGroup
752a98ab	File	teams/NBH/DAGSubsite/Lists/TestListForSAR/4_000	Read	Everyone except external users	NBH Visitors	SharePointGroup
611bb471	Web		Read	Everyone except external users		
2d34e38a	Web	portals/hub	Viewer	Everyone except external users	Viewers	SharePointGroup

**Will all SPO admins get File Level reporting?**

**Will all SPO admins get File Level reporting?**

**NO** 😊

# Introducing SharePoint Advanced Management Admin Role

## AKA: The SAM Admin

The screenshot displays the Microsoft 365 admin center interface. The left-hand navigation pane shows the 'Roles' section highlighted with a purple box. The main content area displays a list of roles, with the 'SharePoint Advanced Management Administrator' role selected and highlighted with a purple box. The right-hand pane shows the details for this role, including a 'Run As' button, tabs for 'General', 'Assigned', and 'Permissions', and a list of tasks to be assigned to users.

Microsoft 365 admin center

Search

Home Copilot Agents Users Teams & groups Roles

Role assignments Administrative units Resources Marketplace Billing Support Settings Setup

☆ Add to favorites Assign admins Run As Compare roles

<input type="checkbox"/>	Name ↑		Description
<input type="checkbox"/>	Search Editor	:	Can only create, edit, and delete content for Microsoft Search
<input type="checkbox"/>	Security Administrator	:	Controls organization's security, manages security policies, and monitors the threat landscape.
<input type="checkbox"/>	Security Operator	:	Investigates and responds to security alerts, manages feature service health.
<input type="checkbox"/>	Security Reader	:	Read-only access to security features, sign-in reports, and au
<input type="checkbox"/>	Service Support Administrator	:	Creates service requests for Azure, Microsoft 365, and Micro
<input checked="" type="checkbox"/>	SharePoint Advanced Management Administrator	☆	Manage all aspects of SharePoint Advanced Management.
<input type="checkbox"/>	SharePoint Backup Administrator	:	Back up and restore content (including granular restore) for Backup
<input type="checkbox"/>	SharePoint Embedded Administrator	:	Manage all aspects of SharePoint Embedded containers.
<input type="checkbox"/>	Skype for Business Administrator	:	Full access to all Teams and Skype features, Skype user attrib service health

### SharePoint Advanced Management Administrator

Run As

General Assigned Permissions

#### Who should be assigned this role?

Assign the SharePoint Advanced Management Administrator role to users who need to do the following tasks:

- Perform all actions available to SharePoint Administrators, including global management of SharePoint Online, support ticket handling, and service health monitoring
- View names, paths, and URLs of files, folders, libraries, documents, and lists within SharePoint sites, without accessing file or item content
- Remove permissions from files, folders, libraries, documents, and lists within SharePoint sites

Learn more

Assigned	Category
4	Collaboration

So, how will the agent use this data?

# Snapshot till March

Review sites with high number of users across all permission scopes (inherited and broken).  
Download a .csv report for up to 1 million sites.

[Download detailed report](#)

[+ Initiate site access review](#) [View all reviews](#) [Restrict site access](#)

Filters: Site sensitivity: All External sharing: All

Name	URL	Site access review	Total permissioned users ↓	Files	Sensitive files ⓘ	Items with unique
Contoso HR	.../teams/contosoehr	-	44869	987	237	2
Contoso Marketing	.../teams/contosoma	-	41839	1345	489	1
Contoso Finance	.../sites/contosofin	-	38286	2760	752	2
Contoso Team	.../sites/contosoteam	-	35310	1524	638	3
Contoso Vac	.../sites/contosovac	-	31498	3289	914	2
Contoso in house	.../teams/contosoin	-	30764	2134	345	7
Contoso infra	.../teams/contosoin	-	28187	4000	821	1
Contoso leaders	.../teams/contosole	-	22396	1987	273	2
Contoso design	.../teams/contosoen	-	20189	745	659	3
Contoso BI	.../teams/contosoen	-	20189	3056	392	2
Contoso HR	.../teams/contosoen	-	20189	1689	784	8
Contoso Give	.../teams/contosoen	-	20189	2222	525	1
Contoso Sesh	.../teams/contosoen	-	20189	3100	863	2
Contoso Sesh	.../teams/contosoen	-	20189	2750	417	3

Which sites are overshared?

**SharePoint admin agent** 🗨️ ⓘ

OK! Based on the full tenant analysis, the top potential areas for oversharing are

### Critical Risk issues

Area	Risk
Broken inheritance - large number	100+ private sites have 1000+ users via 'broken inheritance'
Everyone except external users	200+ sites whose privacy value is blank are shared with the entire organization via 'everyone except external users'
External sharing	100+ sites have external sharing as false but have 20+ guest users accessing it

### Medium Risk issues

Area	Risk
High user count	50+ sites have extremely large user bases (~90% of organization) but their privacy value is blank
Link sharing	50+ sites have up to 1% of files with people in your org sharing links

### Recommendations

The top 5 sites account for 50% of total SharePoint storage usage and may be good candidates for *information lifecycle management*

Ask me how to help govern your tenant's sites

**SharePoint admin agent** ✕

# Snapshot till March

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Contoso in house	.../teams/contosoin	-	30764	2134	345	7
Contoso infra	.../teams/contosoin	-	28187	4000	821	1
Contoso leaders	.../teams/contosole	-	22396	1987	273	2
Contoso design	.../teams/contosoen	-	20189	745	659	3
Contoso BI	.../teams/contosoen	-	20189	3056	392	2
Contoso HR	.../teams/contosoen	-	20189	1689	784	8
Contoso Give	.../teams/contosoen	-	20189	2222	525	1
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Area	Risk
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### Medium Risk issues

Area	Risk
High user count	50+ sites have extremely large user bases (~90% of organization) but their privacy value is blank
Link sharing	50+ sites have up to 1% of files with people in your org sharing links

### Recommendations

100+ private sites in North America have 1000+ users via broken inheritance. These are users outside of site membership and hence should be managed separately.

- **Run Site Access Review** and recommend site owners to review these unique users and remove them, as necessary
- **Restrict Content Discovery** while site access review is in progress

📄 📄 🗣️ 🗣️ ✎️ ⌵ ...

Which sites are overshared?

+ [SharePoint admin agent](#) ✕

# Oversharing control: Permission State Report with Actions

Gain Control Over Site Permissions and Overshared Content

## What does it do?

- Comprehensive permission report for entire tenant (SharePoint sites and OneDrives) – supports ~1M sites
- Detect root causes of oversharing (broken inheritance, sharing links, EEEUs, site privacy and more)
- Focus on critical permissions by user count and large groups
- Filter with sensitivity, privacy, external sharing
- Downloadable report, with insights from AI analytics

## Actions:

- Site Access Review for site owners with file level details
- Easily discover files exposed via EEEU, large groups, sharing links and rectify permissions accordingly

SAM Role - General Availability

EEEU at File / Folder - Private Preview

**Snapshot till March**

Review sites with a high number of users across all permission scopes (inherited and broken).  
Download a detailed .csv report for up to 10,000 sites.

[Download detailed report](#)

[+ Initiate site access review](#) [View all reviews](#) [Restrict site access](#)

Contoso Finance Home News Team directory Patents Files FAQs Edit Private | Top secret ☆ Follow

All Documents

Site reviews > Permissions to many users

The list below details scopes which have the highest number of permissioned users. It also highlights possible sources such as count of sharing links and presence of groups such as Everyone and Everyone Except External Users (EEEU). Remove permissions where they are no longer required to prevent oversharing.

Name	Scope	Total number of Permissioned users	Total number of groups	Count of 'Anyone' links	Count of 'People in your org' links	Has EEEU	Has Everyone	Action	Final status
Contoso Finance	SharePoint Site	6804	4	-	-	-	-	Manage access	Select
Finance_projections_FY23.xlsx	File	7142	5	2	2	-	-	Manage access	Select
Vendor_bills	Folder	7524	7	1	2	-	-	Manage access	Select
ProfitabilityPlan.pptx	File	7945	6	1	3	Yes	-	Manage access	Select
Flow_map.jpg	File	8580	3	2	1	Yes	-	Manage access	Select
Confidential_Q2_CY24_ReOrg	File	9092	4	3	3	Yes	-	Manage access	Select

Retained all permissions  
Modified existing permissions  
Removed permissions completely

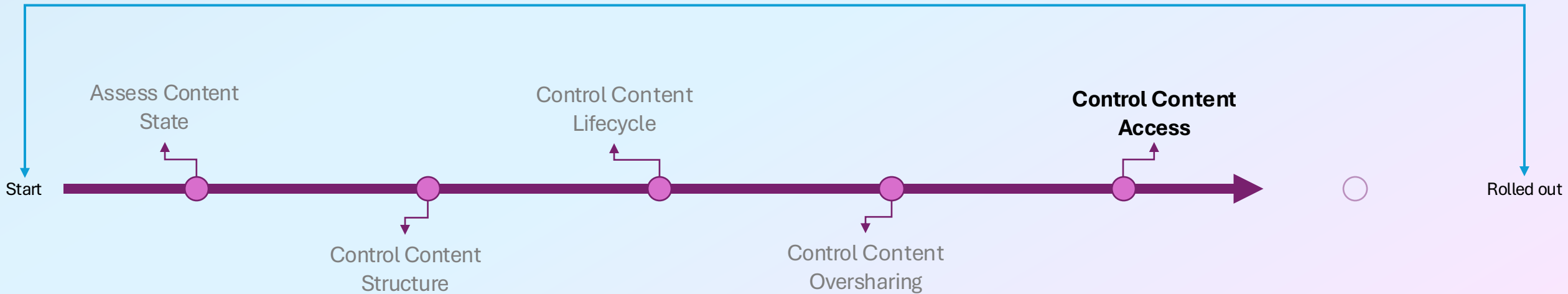
Broken inheritance, Sharing links, EEEU domain group

[Complete review](#) [Save as draft](#) [Cancel](#)

# Content Governance Journey

powered by SharePoint Advanced Management (SAM)

SharePoint Admin Agent



# Snapshot till March

As of March 3, 2024

This displays list of sites where the number of users across all permission scopes (inherited and broken) exceeds a threshold  
Download detailed .csv report for up to 10,000 sites.

[Download detailed report](#)

[+ Initiate site access review](#) [View all reviews](#) [Restrict site access](#)

100 items

Filters: Site sensitivity: All External sharing: All

✓	Name	URL	Site access review status	Teams	Total permissioned users ↓	Count of 'Anyone' links	Count of 'People in your org' links	RAC enabled	Primary admin	Site sensitivity	External sharing
	Zava HR	../teams/Zavahr	—		22334	312	12547	Yes	John Doe	Top secret	On
	Zava Marketing	../teams/zavamar	—		15698	296	987	No	Group owners	Confidential	On
✓	Zava Strategic Planning	../sites/zavastrategic	—	-	11237	167	564	No	Sesha Mani	Highly confidential	On
	Zava Giving	../sites/Zavagive	—	-	10245	145	280	Yes	Karthik Gangidi	-	On
	Zava team	../sites/Zavateam	—	-	8530	124	312	No	Group owners	General	On
	Zava Vac	../sites/Zavavac	—	-	6054	72	4983	No	Shikha Verma	-	On
	Zava HRA	../teams/Zavahra	—		3998	2416	122	No	Group owners	Top secret	On
	Zava Media	../sites/Zavamedia	—	-	2804	38	1954	Yes	Brenda Thomas	Confidential	On
	Zava in house	../sites/Zavainhouse	—	-	1890	32	1204	Yes	Chris Smith	Highly confidential	On
	Zava infra	../sites/Zavainfra	—	-	1487	23	24	No	Group owners	-	On
	Zava design	../sites/Zavadesign	—	-	1329	21	18	No	Jack Becker	General	On
	Zava leaders	../teams/Zavaleaders	—		1127	647	32	Yes	Zhao Zhang	-	On
	Zava data	../teams/Zavadata	—		1038	721	10	No	Emily Baker	-	On
	Zava BI		—		1024	10	21	No	Emily Baker	-	On

# Snapshot till March

This displays list of sites where the number of users across all permission scopes (inherited and broken) exceeds a threshold  
Download detailed .csv report for up to 10,000 sites.

[Download detailed report](#)

[+ Initiate site access review](#) [View all reviews](#) [Restrict site access](#)

Filters: Site sensitivity: All External sharing: All

✓	Name	URL	Site access review status	Teams	Total permissioned users ↓	Count of 'Anyone' links	Count of 'People in your org' links
	Zava HR	.../teams/Zavahr	—		22334	312	12547
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✓	Zava Strategic Planning	../sites/zavastrategic	—	-	11237	167	564
	Zava Giving	../sites/Zavagive	—	-	10245	145	280
	Zava team	../sites/Zavateam	—	-	8530	124	312
	Zava Vac	../sites/Zavavac	—	-	6054	72	4983
	Zava HRA	../teams/Zavahra	—		3998	2416	122
	Zava Media	../sites/Zavamedia	—	-	2804	38	1954
	Zava in house	../sites/Zavainhouse	—	-	1890	32	1204
	Zava infra	../sites/Zavainfra	—	-	1487	23	24
	Zava design	../sites/Zavadesign	—	-	1329	21	18
	Zava leaders	../teams/Zavaleaders	—		1127	647	32
	Zava data	../teams/Zavadata	—		1038	721	10
	Zava BI		—		1024	10	21

## Initiate site access review

An email will be sent to all site owners, with a request for them to review the sites for potential oversharing.

Add a comment for site owners

E.g. Check these sites for number of users or permissions or sharing events etc.

Only 1000 Site access review requests can be triggered in a calendar month

1 site added

**Zava Strategic Planning**  
...com/sites/Zavastrategic

[Send](#) [Cancel](#)

New Message

- Delete
- Archive
- Move
- Flag
- Mark as Unread
- Sync

- Favorites**
  - Inbox 2
  - Travel 2
  - Robin Counts
  - Contoso Marketing
- All Accounts**
  - Inbox 2**
  - Drafts 2
  - Sent
  - Groups
    - Marketing
    - Engineering
    - Deleted Items

Focused Other 3

**Other Emails**  
Northwind Trader, Elvia Atkin, Daisy Phillips

Today

**Zava**  
**Action needed:Some of your sites n...** 09:00 AM  
Email body

**Lydia Bauer**  
Team Pictures  
I shared all the pictures from...

Yesterday

**Colin Ballinger**  
Re: Upcoming Trip  
I found these restaurants near our hotel...

**Elvia Atkin**  
Items Meet & Greet  
We look forward to meeting you  
Tomorrow, 11:00 AM (1 hr)  
No contacts

**Far Volunteers Needed**  
I've shared. We're looking for...

**Henry Brill**  
Book Cover Idea

**Colin Ballinger**  
Hey Sam, I hope this is not too late...

**Robin Counts**  
Thanks, Henry! Looking forward to it...

Friday

**Daisy Phillips**  
Upcoming Workshop  
Hi Sam, please review the upcoming work...

**Mona Kane**  
Virtual Planning  
Hi Sam, Would you mind reading the...

**Lydia Bauer**

Action needed: Some of your sites need attention

**Zava**  
To: **Katri Ahokas**



# Review potentially overshared sites

You're receiving this email because some of the sites you manage are potentially overshared. Review the access of affected sites and files.

Total potentially overshared sites pending access review  
**23**

Impacted files pending review  
**728**

Files shared across your organization  
**91**

[Review access](#)

This email is generated from an unmonitored alias. Please do not reply.

[Privacy Statement](#)

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052 USA



Browser tabs: ZavaCore SmartMesh™

Address bar: https://www.zavacore.sharepoint.com

Page Header: ZAVA | SharePoint | Search this site

Navigation: Home | Products | Documents | Lab | Edit

Page Title: Zava Strategic Planning

Page Actions: Confidential | Public | Not following | Share | Site access

### Site reviews > Permissions to many users

The list below details inherited and unique permissions which have the highest number of users and possible contributing factors such as links, groups or Everyone Except External Users (EEEEU) claims. Remove permissions where they are no longer required to prevent oversharing.

Name	Scope	Number of Permissioned users	Sensitive Info type	Sensitivity label	Number of groups	Number of 'Anyone' links	Number of 'People in your org' links	Has EEEU	Action	Final status
> Strategic Finance & Planning	SharePoint Site	6804	US Passport Number +2	Top secret	4	-	-	-	Manage access	Select
> Finance_projections_FY23.xlsx	File	7142	US SSN Number +4	Confidential	5	2	2	-	Manage access	Select
> Vendor_bills	Folder	7524	ABA Routing number +1	General	7	1	2	-	Manage access	Select
> ProfitabilityPlan.pptx	File	7945	US SSN Number	Confidential	6	1	3	Yes	Manage access	Select
> Flow_map.jpg	File	8580	US Passport Number	Top secret	3	2	1	Yes	Manage access	Select
> Confidential_Q2_CY24_ReOrg	File	9092	ABA Routing number	Confidential	4	3	3	Yes	Manage access	Select

Annotations:

- Site privacy set to public (points to Confidential | Public)
- Default sharing option is everyone (points to Action column)
- Use of "everyone except external users" domain group (points to Has EEEU column)
- Broken permission inheritance (points to Strategic Finance & Planning)
- Files containing sensitive data (points to Finance\_projections\_FY23.xlsx and Confidential\_Q2\_CY24\_ReOrg)
































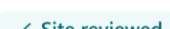




Buttons: Complete review | Save as draft | Cancel

### Site reviews

View and manage all reviews assigned to you.

- All
- Pending reviews
- Completed reviews
- Archived sites
- Read-only sites

Filters Search by site name

Site name ↓	Review type	Status	Requested on	Action due by	Required Actions
 Contoso Finance  Team site	 Inactivity	Pending	Apr 2, 2026	May 2, 2026	
 Marketing Hub  Team site	 Inactivity	Pending	Apr 2, 2026	May 2, 2026	
 Customer Portal  Team site	 Inactivity	Completed	Feb 9, 2026	Mar 9, 2026	
 Org policies  Communication site	 Inactivity	Archived	-	-	
 Consumer Data  Team site	 Inactivity	Completed	Feb 3, 2026	Mar 5, 2026	
 Sales enablement  Team site	 Site attestation	Completed	Feb 3, 2026	Mar 5, 2026	
 Sales Directory  Team site	 Inactivity	Archived	-	-	
 New Joinee Onboarding  Team site	 Inactivity	Completed	Jan 18, 2026	Feb 18, 2026	
 Org Offsite  Team site	 Site ownership	Completed	Jan 3, 2026	Feb 3, 2026	

Can I use the Agent for deep dives?



# Data access governance

Reports All review requests

This page provides reports to help you maintain the security and compliance of your data in SharePoint. [Learn more about data access governance](#)

**Get started**  
 We recommend running snapshot reports first to get overall insight of sites within the tenant

## Snapshot reports ⓘ

### Site permissions across your organization RECOMMENDED

Check for broad permissions such as Everyone except external users, guest access, sharing links, and unique permissions across all sites in your organization, as of the report generation date.

View reports

### Site permissions for users or groups NEW

Identify all sites that given users/groups can access, and determine whether they can access the entire site's content or only part of it (directly or indirectly) as of the report generation date.

View reports

### Sensitivity labels applied to files

Monitor sensitive content by reviewing the sites where sensitive files are stored and the policies applied to these sites, as of the report generation date.

View reports

## Activity based reports ⓘ

### Sharing links

Identify potential oversharing by monitoring sites where users created new sharing links in SharePoint sites in the last 28 days.

View reports

### Shared with 'Everyone except external users'

Make sure files, folders, and lists aren't being overshared by reviewing sites that have the most items shared with "Everyone except external users" in the last 28 days.

View reports

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Site permissions across your organization **RECOMMENDED**

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View reports

Site permissions for users **NEW**

Identify all sites that a given user can access, and determine whether they can access the entire site or specific sections, granted directly to the user or indirectly through groups as of the report date.

View reports

## Activity based reports

Sharing links

Identify potential oversharing by monitoring sites where users created new sharing links in SharePoint sites in the last 28 days.

View reports

Shared with "Everyone except external users"

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View reports

Tell me which sites are shared with the Zava Vendors group

SharePoint admin agent

Here are the top 5 sites that are shared with Zava vendors group.

### Sites shared with Contoso Vendors group

Site name	Site template	Site privacy	Site shared	Direct access items
Zava Vac	Team site	Private	Yes	-
Zava Give	Communication site	Public	Yes	-
Blue Screen Help	Team site	Private	No	327
Presentation AI	Team site	Private	No	265
Ask Finance	Communication site	Public	Yes	-

Download report

### Recommendations

Based on current sharing patterns, a few sites may expose sensitive content through external or direct file access. You can take quick actions to reduce risk and focus your review:

- **Remove external access from high-risk sites:** Helps secure private content that is currently shared with external users and may not follow standard governance policies.
- **Show only sites with direct file sharing (not group-based access):** Surfaces sites where permissions are granted at the file level, making access harder to track and govern compared to group-based permissions.

Share, Like, Comment, Edit, More icons

Ask me how to help govern your tenant's sites

SharePoint admin agent



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**Get started**  
 We recommend running snapshot reports first to get overall insight of sites within the tenant

## Snapshot reports

Site permissions across your organization **RECOMMENDED**

Check for broad permissions such as Everyone except external users, guest access, sharing links, and unique permissions across all sites in your organization, as of the report generation date.

View reports

Site permissions for users **NEW**

Identify all sites that a given user can access, and determine whether they can access the entire site or specific sections, granted directly to the user or indirectly through groups as of the report date.

View reports

## Activity based reports

Sharing links

Identify potential oversharing by monitoring sites where users created new sharing links in SharePoint sites in the last 28 days.

View reports

Shared with "Everyone except external users"

Make sure files, folders, and lists aren't being overshared by reviewing sites that have the most items shared with "Everyone except external users" in the last 28 days.

View reports

Site name	Site template	Site privacy	Site shared	Direct access items
Zava Vac	Team site	Private	Yes	-
Zava Give	Communication site	Public	Yes	-
Blue Screen Help	Team site	Private	No	327
Presentation AI	Team site	Private	No	265
Ask Finance	Communication site	Public	Yes	-

Based on current sharing patterns, a few sites may expose sensitive content through external or direct file access. You can take quick actions to reduce risk and focus your review:

- **Remove external access from high-risk sites:** Helps secure private content that is currently shared with external users and may not follow standard governance policies.
- **Show only sites with direct file sharing (not group-based access):** Surfaces sites where permissions are granted at the file level, making access harder to track and govern compared to group-based permissions.

Copy, share, like, dislike, edit, dropdown, more

Delete all overshared sites

**SharePoint admin agent** 🗨️

I'm not able to delete items directly. This agent is designed to help with analysis and guidance, not destructive actions. If you'd like, I can help understand what would be affected by deleting this or point to the right place to take the action.

Copy, share, like, dislike, edit, dropdown, more

Ask me how to help govern your tenant's sites

+ **SharePoint admin agent** X

# Control Content Access: Oversharing, RCD & RAC

Gain control over site permissions, content discoverability, and access restrictions

## What does it do?

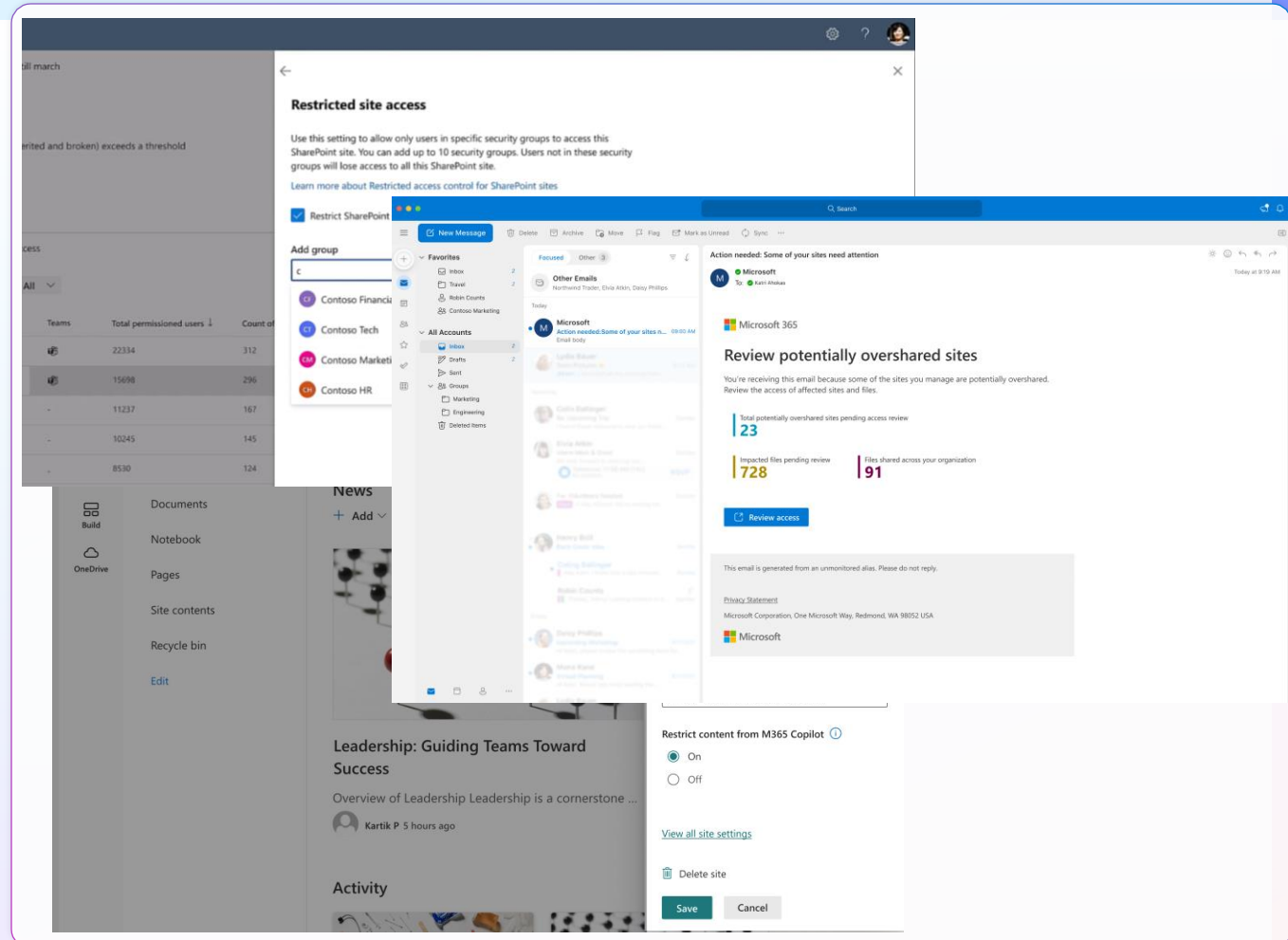
These capabilities help organizations take control of who can access sensitive content and how it is discovered. By combining access reviews, content restrictions, and AI safeguards, admins and content owners can proactively reduce oversharing risks.

- Empower content owners to drive access decisions putting evaluations in the hands of those who know the data best.
- Shield sensitive content from AI-powered tools, preventing exposure through Copilot and Agent reasoning.
- Enforce strict access boundaries grant access exclusively to authorized groups and block everyone else.

## Actions:

- Site Access Review for site owners with file level details
- Restricted Content Discovery for SPO admin
- Restricted Access Control
- Delegate RCD and RAC management to Site Admins

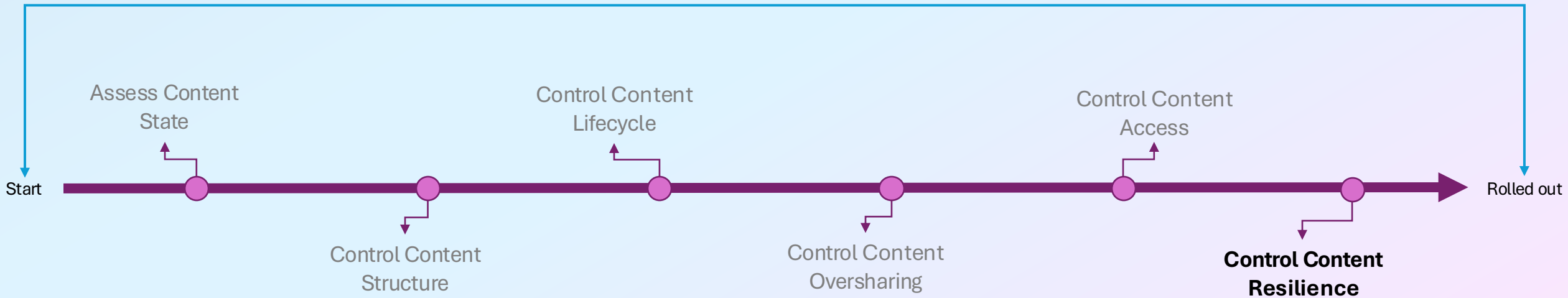
General Availability



# Content Governance Journey

powered by SharePoint Advanced Management (SAM)

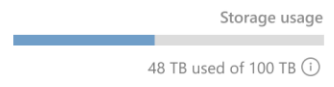
SharePoint Admin Agent



Home > Active sites

# Active sites

Use this page to sort and filter sites and change site settings.  
[Learn more about managing sites](#)



+ Create   ↓ Export   ⌚ Your recent actions   🔍 Search sites   ☰ All sites ▼

Site name ↑	URL ↓	Microsoft Teams ↓	Channel sites ↓	Primary admin
Adele Team	.../sites/AdeleTeam	-	-	Global Admin
Admin	.../sites/Admin	-	-	Global Admin
Apps	.../sites/appcatalog	-	-	SharePoint Admin
Aquisitions	.../sites/Aquisitions	-	-	Group
AudienceTargeting	.../sites/AudienceTargeting	-	-	Global Admin
Benefits	.../sites/Benefits	🗨️	3 Channel Sites	Group
Bring your kids to work day	.../sites/BringYourKidsToWorkDay	🗨️	3 Channel Sites	Group
Buildings	.../sites/Buildings	🗨️	3 Channel Sites	Group
Campaign	.../sites/Campaign	-	-	Alice Vance
Central	.../sites/Central	-	-	Admin
Communication site	https://pharmateck.sharepoint.com	-	-	System Account
Communications	.../sites/Communications	-	-	Sesha Mani
Competitive analysis team	.../sites/Competitiveanalysisiteam	-	-	Group
Conference	.../sites/Conference	-	-	Group
Consumer Retail	.../sites/ConsumerRetail	-	-	Global Admin
Consoto Bank Merger	.../sites/ContosoBankMerger	-	-	Group
Contoso Brand	.../sites/ContosoBrand	-	-	Global Admin

Is Baseline Security Mode enabled in my tenant?

## SharePoint admin agent ⓘ

I analyzed Baseline Security Mode setting recommendations for SharePoint Online against tenant configuration and recent activity logs.

Workload	Control evaluated	Control meeting standard	Compliance
Entra ID	3	3	100%
Exchange	1	1	100%
SharePoint	4	4	100%
Microsoft 365 Apps	8	8	100%
<b>Total tenants</b>	<b>16</b>	<b>16</b>	<b>100%</b>

### Overall Baseline Security Mode Compliance 100%

All evaluated authentication, scripting, app governance, and file protection controls meet Microsoft-recommended baseline standards across the tenant.

📄   🗨️   👍   🗨️   ✎️   ▼   ...

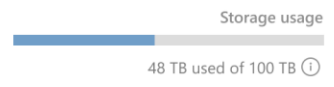
Ask me how to help govern your tenant's sites

+   **SharePoint admin agent** ✕   🗣️



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Aquisitions	.../sites/Aquisitions	-	-	Group
AudienceTargeting	.../sites/AudienceTargeting	-	-	Global Adm
Benefits	.../sites/Benefits	🗑️	3 Channel Sites	Group
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What recovery options are available for my SharePoint Sites and OneDrive accounts?

## SharePoint admin agent 🗨️ ⓘ

### Microsoft 365 Backup

Microsoft 365 Backup is the recommended solution for comprehensive, enterprise-grade protection of your SharePoint Sites and OneDrive data. It is designed for business continuity and ransomware recovery, offering tenant-wide, admin-driven restores at scale with immutable snapshots and up to 365-day recovery points.

### Recycle Bin

The Recycle Bin provides a self-service safety net for recently deleted content. Recycle bins are designed for short-term recovery of deleted items for end-user or site-level restore only with deleted files retained for 93 days only. Recycle bins are not tenant-wide recovery.

### Version History

Version History allows your users to recover earlier versions of files and list items without needing to restore an entire site or drive. Versioning maintains historical versions of files for collaboration and not intended for disaster recovery.



Ask me how to help govern your tenant's sites

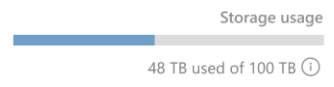
+   🗨️ SharePoint admin agent ✕   🗣️



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[Browse available recovery points](#)

## SharePoint admin agent ⓘ

Reasoning ^

> Identifying available recovery points closest to the incident ✓

### ✓ Recovery point analysis complete

Based on your incident timeline (data loss noticed: February 12, 2026, afternoon), I've notified the following available recovery points:

**Fast restore point: February 12, 2026 11:45 AM** 🟢 Recommended ⚡ Fast  
Closest to incident

**February 11, 2026 11:430 PM**  
Most recent backup before incident day

**February 10, 2026 11:15 PM**  
Backup from 2 days prior

### Restore location options:

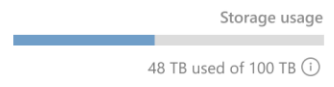
- In-place Restore (Overwrite current site)
  - WARNING: This will replace ALL current content
  - Recommended when: You want to compare or selectively recover content

Ask me how to help govern your tenant's sites

+ 🗑️ SharePoint admin agent ✕ 🗣️

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Contoso Brand	.../sites/ContosoBrand	-	-	Global Adm

**February 10, 2026 11:15 PM**  
Backup from 2 days prior

### Restore location options:

- In-place Restore** (Overwrite current site)
  - WARNING: This will replace ALL current content
  - Recommended when: You want to compare or selectively recover content
- Restore to new location** (Creates nw site)
  - Safer option: Original site remains intact
  - Recommended when: You want to compare or selectively recover content

### How to perform recovery in M365 Admin portal:

- Go to [Microsoft 365 Backup Admin Portal](#)
- Navigate to SharePoint sites → Restore
- Select your site: **Operations Hub** ([operations.contoso.com](#))
- Choose recovery point: February 12, 2026 at 11:45 AM (or select one of the alternatives)
- Select restore location:
  - **In-Place Restore** (Overwrites current site)
  - **Restore to New location** (creates new site)
- Review and Confirm the restore operation

📄   🗑️   🗑️   🗑️   🗑️   ▼   ...

Ask me how to help govern your tenant's sites

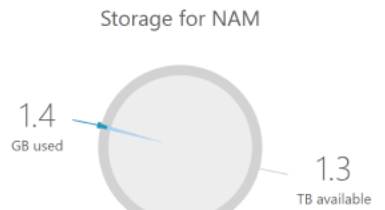
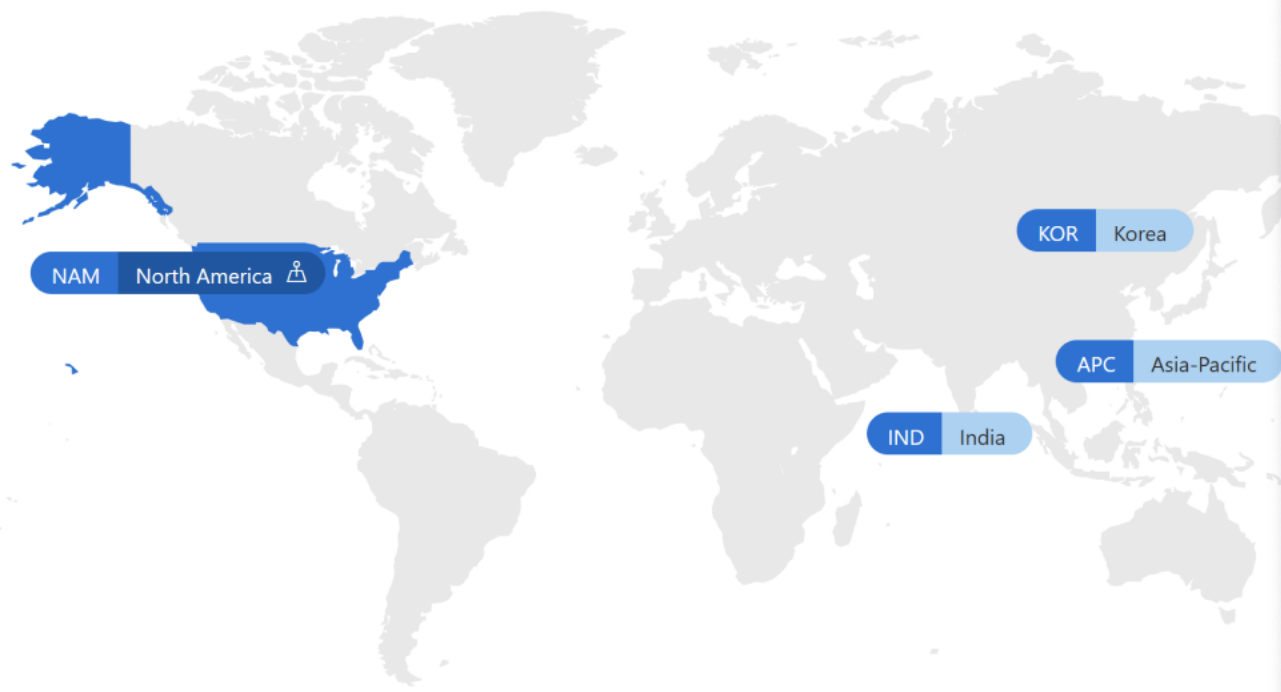
+ 🗑️ SharePoint admin agent ✕   🗑️

# Geo locations

Your organization has SharePoint data in the following locations. To administer SharePoint for a different location, click it on the map. [Learn more about multi-geo capabilities](#)

- List all site moves in progress
- Show me all OneDrives waiting to start move
- List all site move failures in the last 14 days

+ Add locations



Initiate site access review for these sites

SharePoint admin agent

Done. Initiate site access review for 5 over-permissioned sites in Asia Pacific.

Interaction icons

Show me users whose OneDrives need to be moved from Asia Pacific to North America

SharePoint admin agent

Here is a summary of users whose OneDrive needs to be moved to North America (NAM) from Asia Pacific (APC)

Source Geo	Target Geo	Move State	User Principal Name
APC	NAM	Ready to Trigger	Jane.Smith
APC	NAM	Ready to Trigger	Alice.Johnson
APC	NAM	Ready to Trigger	Bob.Williams
APC	NAM	Ready to Trigger	Michael.Brown
APC	NAM	Ready to Trigger	Ema.Anderson

If you need more details or want to see additional columns, let me know!

Interaction icons

+ SharePoint admin agent X

AI-generated content may be incorrect

# SharePoint Advanced Management (SAM) + Agents

## Copilot native governance capabilities

### CY 2026+ Roadmap

#### M365 Conference'26

##### SharePoint Admin Agent

- Storage skill/tool
- Lifecycle skill/tool
- Oversharing management skill/tool
- Permissions skill/tool
- Catalog skill/tool
- Org settings skill/tool
- Multi-Geo Move Status skill/tool

##### Catalog management

- Content footprint report
- Rename and customize structure
- Categorize by custom site properties
- Target SAM actions

##### Site lifecycle management

- File level archive

##### Content management assessment

- Assess sprawl and oversharing

##### SAM admin role

#### M365 Conference'26 – Contd.

##### Data access governance

- EEEU at file and folder level
- Site permissions for a User
- Sensitive file type (SITs) integration
- Site permissions for a Security/M365 Group
- Email customization

##### Content lifecycle management

- Assess sprawl and oversharing
- Email customization

##### Content management assessment

- Assess storage

##### Policies

- Delegate RAC to site admins (Prevent oversharing)
- Delegate RCD to site admins
- ESP: Extended SharePoint Permissions w/ Labels

##### Agent Governance

- Agent access insights

#### H2 CY2026

##### SharePoint Admin Agent

- Improvements to 7 skills/tools
- Storage: Anomaly detection and notification
- Cross-linking queries across skills/tools
- Control agent tone and temperament
- Perform tasks via voice
- Set automated end-to-end actions
- Assess progress skill/tool
- Multi-Geo Initiate Move skill/tool

##### Governance review

- Unified action center
- Site owner support

##### Data access governance

- Revised SAR for site/user/group

##### Site lifecycle management

- Site owners' governance hub
- Inactive File Policy

**We have an  
exciting future ahead.**

---

**Thank you !!!**

## Check Out Related Sessions

### SAM Deep-dive Session

<b>SharePoint Advanced Management 2026 Deep Dive</b>	Deep Dive into SAM	Grand Caribbean 11	Tues 21 <sup>st</sup> @ 2:45PM	Vlad Catrinescu
<b>From Admin to Architect: Taking Control with SharePoint Advanced Management</b>	Deeper Dive into SAM	Grand Caribbean 11	Tues 21 <sup>st</sup> @ 4:15PM	Drew Madelung

### SAM Related Sessions

<b>Microsoft Baseline Security Mode: Simplify, Secure, Succeed</b>	BSM	Oceana Grand 2	Tues 21 <sup>st</sup> @ 2:45PM	Sesha Mani Adriana Wood
<b>Copilot Readiness &amp; Resiliency with Microsoft 365 Backup &amp; Archive</b>	Backup & Archive	Oceana Grand 10	Tues 21 <sup>st</sup> @ 2:45PM	Sree Lakshmi Eshita Priyadarshini Bradley Gussin
<b>Featured Session: Agent 365: The Control Plane for All Agents</b>	Agent Control	Grand Caribbean 6	Tues 21 <sup>st</sup> @ 2:45PM	Nikita Bandyopadhyay Sesha Mani