

# Office365 Group Standards

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## Table of Contents

1. Introduction .....	1
2. Scope .....	1
3. Standards .....	1
4. Exceptions .....	2
5. Revision History .....	3

## 1. Introduction

The Connecticut State Colleges & Universities (CSCU) provides faculty, staff, and students with a suite of Microsoft Office365 for Education online services to support the educational, research, and administrative services of the CSCU institutions.

Office365 has many ways to collaborate. Office365 Groups and Microsoft Teams are just two of the features available. Refer to the [Support Center's Groups and Microsoft Teams page](#) for more information.

## 2. Scope

This standard applies to Office365 Groups. Since a Microsoft Team is built on top of an Office365 Group, this standard also applies to Microsoft Teams.

## 3. Standards

The following are the standards that apply to Office365 Groups:

- The usage of an Office365 Group is subject to all CSCU policies and standards, including the [Acceptable Use Policy](#), the [Information Security Policy](#) and the [Data Management Standard](#).

- Regardless of where documents reside, they are still considered state records and must be kept in compliance with State of Connecticut Record Retention Schedules (see [Data Management Standard](#) for more details).
- Do not store DCL3 data in an Office365 Group. Data Loss Prevention software (i.e Identity Finder, Seek-N-Secure, McAfee, etc.) can be used to assist locating DCL3 data located in an Office365 Group. DCL3 data accessed by unauthorized entities could cause personal or institutional financial loss or constitute a violation of a statute, act, or law (see [Data Management Standard](#) for more details).
- All Office365 Groups that are listed in the CCC and System Office email address list must use the following format for the name:

(Prefix)-(GroupName)

For the **(Prefix)** part of name, refer to the naming convention abbreviations listed in the [CSCU IT Naming Standard](#).

The **(GroupName)** part of the name is provided by the owner.

- The Office365 Group's email address will be **(Prefix)-(GroupName)@groups.ct.edu**
- An Office365 Group with an inappropriate, offensive or objectionable name or content may be deleted or hidden from the email address list at any time.
- An owner does not have the ability to recover a deleted Office365 Group. By request an Office365 Group may be recoverable by an admin before 30 days from the date it was deleted. A deleted Office365 Group is not recoverable after 30 days.
- An Office365 Group that has no activity within 6 months may be deleted.
- Office365 Groups are audited regularly for compliance with this standard and if not compliant, will be hidden from the email address list and if public will be changed to private.

## 4. Exceptions

To request an exception, please submit the Information Security Exception request to [SecProg@ct.edu](mailto:SecProg@ct.edu)

The requestor and BOR Information Security Program Office will define the approved alternative configuration if different than the original proposal of the requestor.

The exception process is NOT an alternative to the Change Control Management process.

## 5. Revision History

Previous versions of this standard

- None

History of Changes

- 8/22/2019: Fixed broken links to standard and to Teams O365 page

Standards superseded by this standard

- None