EMM365 — SMB EDITION

Sponsor Administration User Guide

A step-by-step reference for Sponsor Administrators managing users, teams, dom
and compliance settings within your EMM365 collaboration environment.

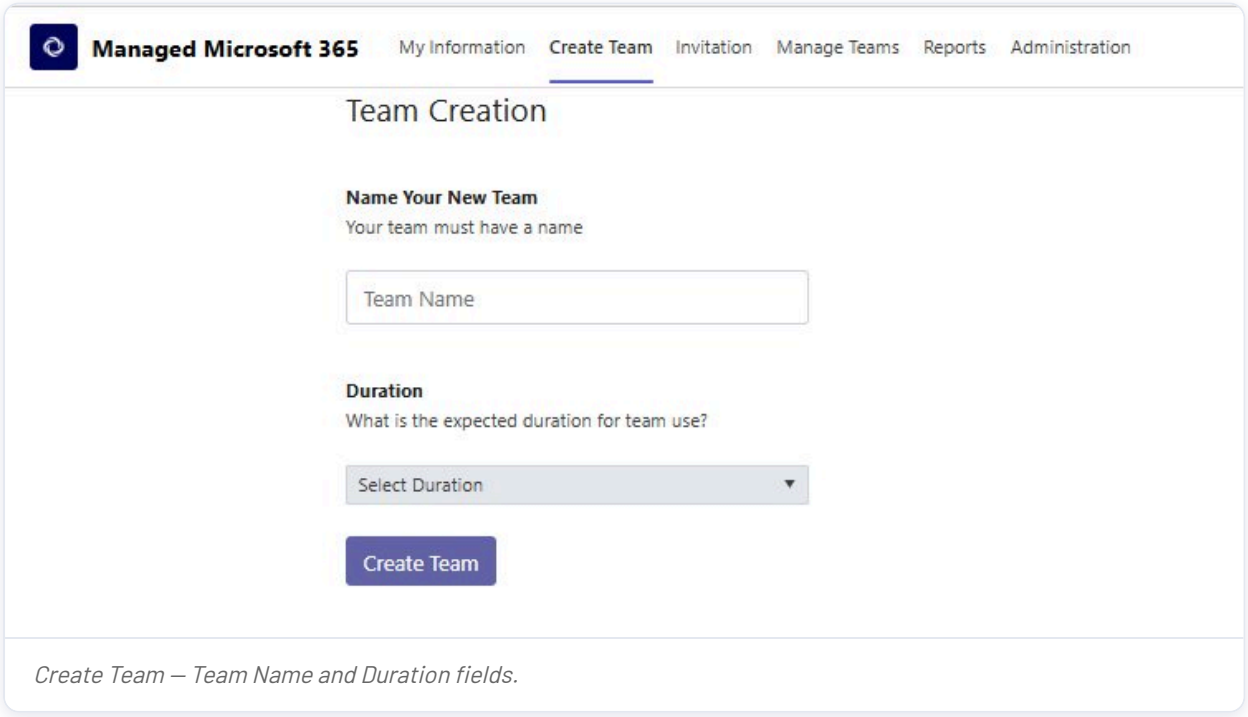
Last updated March 2026 Audience: Sponsor Administrators CMMC Level 2 / GCC High

How to use this guide — Use the left sidebar to jump to any section. Click any section heading to expand it, then expand individual accordion panels for step-by-step instructions.

1 Create Team

The **Create Team** option in the top navigation allows Sponsor Administrators to create new Microsoft Teams collaboration spaces within their enclave. Each new team is private by default, with the EMM365 application set as owner.

Create Create a Team



Create Team — Team Name and Duration fields.

1 Click **Create Team** in the top navigation bar.

2 In the **Name Your New Team** field, enter a name for the team. The name must be unique within your sponsor domain.

3 Select an expected duration from the **Duration** dropdown. Duration is metadata only — it is recorded for reference but no automated expiration or system logic is tied to it.

4 Click **Create Team**. The team is created and you are taken to the team.

> The new team is created as a **private** team. The **EMM365 application** is set as the team owner, and the Sponsor Administrator who created the team is added as a member. To invite users to the team, use the **Invitation** tab. To configure team settings such as permissions and channels, use the **Manage Teams** tab. For full instructions on both, refer to the EMM365 Team Management User Guide.

2 Reports

The **Reports** section gives Sponsor Administrators visibility into users, teams, and activity within their sponsor domain. Select a report type, generate it, and review the results inline — or download them for offline use.

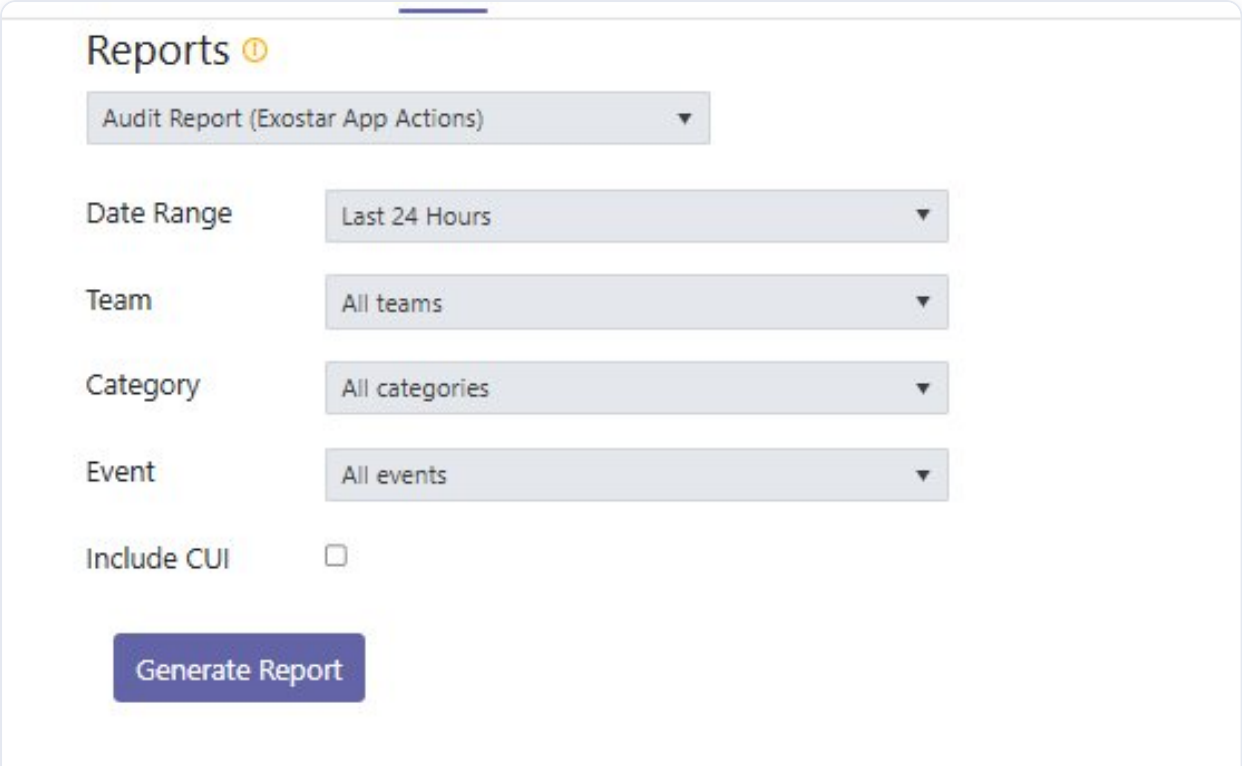
View Generate a Report

1 Click **Reports** in the top navigation bar.

2 Select a report type from the **Select Report** dropdown. The available reports are: *Audit Report (Exostar App Actions)*, *Licensed Users Report*, *Pending Users Report*, *SharePoint Audit Report*, *Teams Report*, and *Users Report*.

3 Click **Generate Report**. Results are delivered in one of three ways depending on the report type: most reports display in a table below the button; the **Audit Report (Exostar App Actions)** is downloaded directly to your device; the **SharePoint Audit Report** is delivered to the **General/Exostar Audit Reports** folder in the selected team's channel.

Audit Report Audit Report (Exostar App Actions)



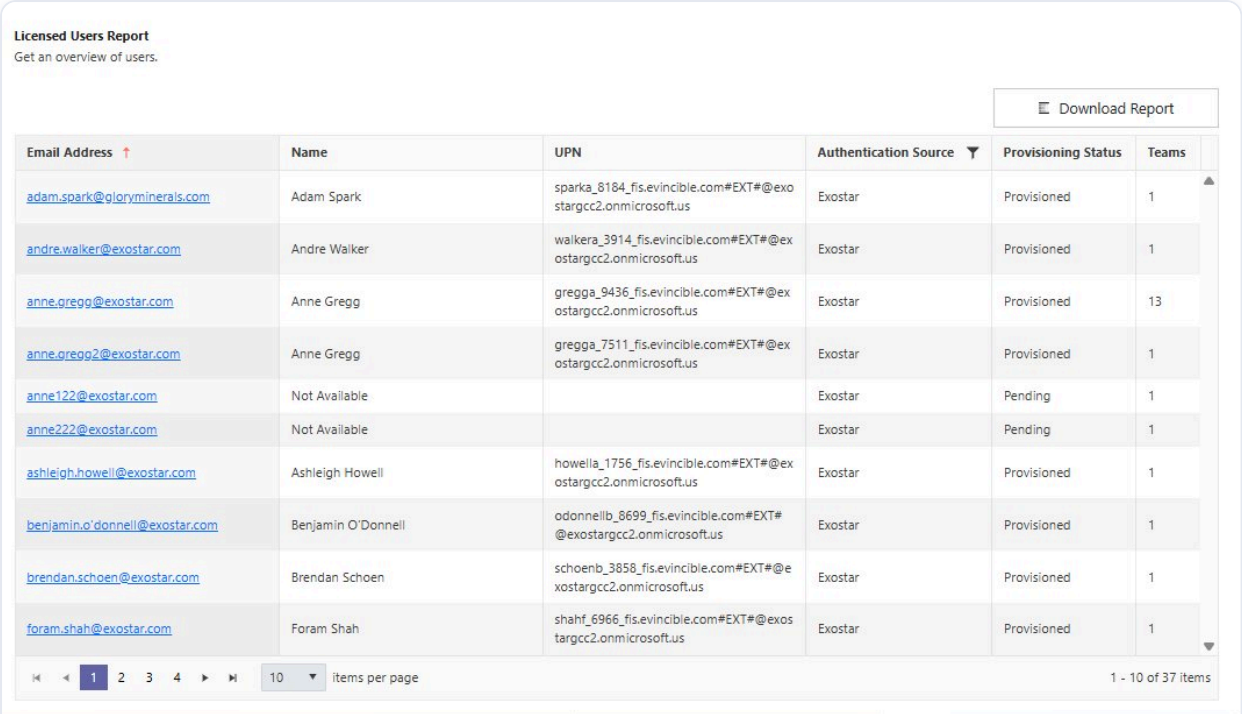
Audit Report — filter fields for Date Range, Team, Category, Event, and Include CUI.

1. Select **Audit Report (Exostar App Actions)** from the dropdown.
2. Set your filters: **Date Range**, **Team** (all teams or a specific team), **Category**, and **Event** type.
3. To include CUI-related data in the report, check the **Include CUI** checkbox. This is unchecked by default.
4. Click **Generate Report**. The report is downloaded directly to your device as a file.

> ⚠ The **Include CUI** checkbox is unchecked by default. When checked, a CUI column is added to the downloaded report. This column may include filenames or other values that are considered Controlled Unclassified Information. Handle the downloaded report accordingly.

> ⓘ The Audit Report captures actions performed by users within the EMM365 application, providing a record for compliance and governance purposes.

Licensed Users **Licensed Users Report**



Licensed Users Report — provisioning status and team membership for all licensed users.

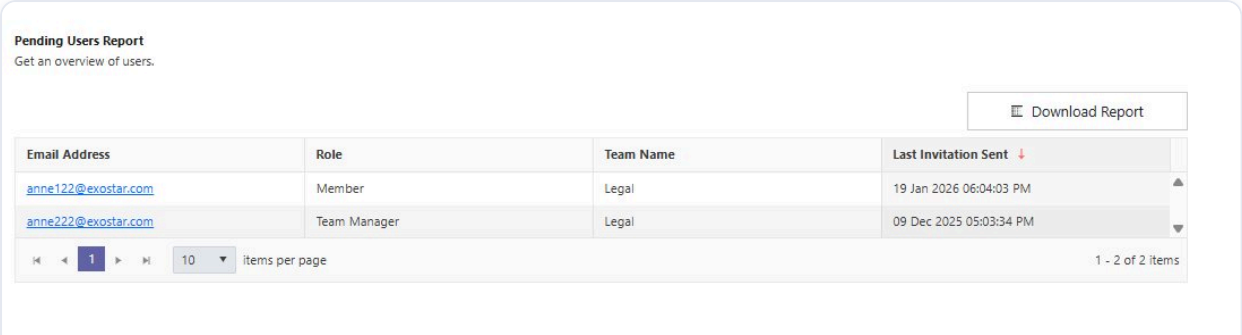
Displays all users who hold a license within the sponsor domain. Columns include:

Column	Description
Email Address	The user's email address. Click to open a popup showing the user's profile and a **Delete User** action.
Name	The user's display name. Shows *Not Available* for pending users who have not yet completed registration.
UPN	The user's Microsoft 365 User Principal Name.
Authentication Source	The identity provider used to authenticate the user (e.g., *Exostar*).
Provisioning Status	Indicates whether the user is fully provisioned (*Provisioned*) or awaiting completion (*Pending*).
Teams	The number of teams the user belongs to within this sponsor.

> Click any **Email Address** link to open a popup showing that user's full profile and a **Delete User** option — the same view available in User Management.

Pending Users

Pending Users Report

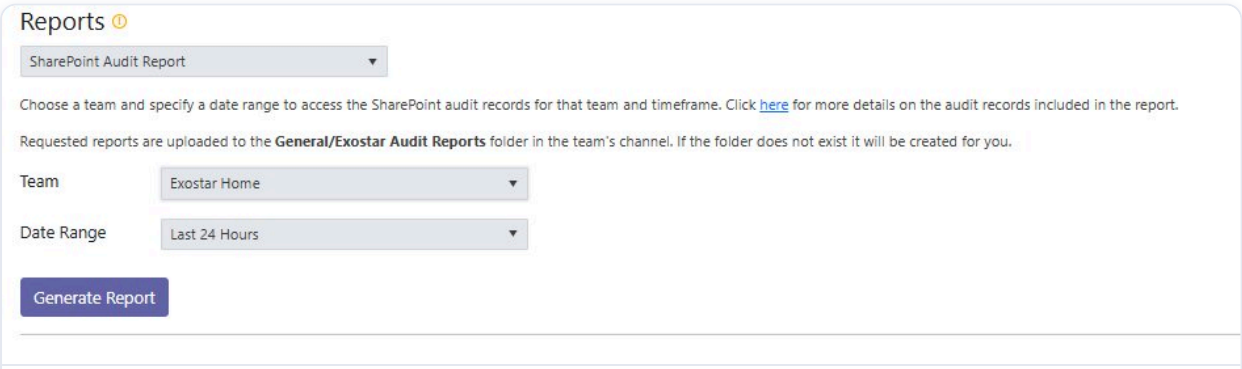


Pending Users Report — invited users who have not yet completed MAG registration and provisioning.

Displays users who have been invited but have not yet created a MAG account and completed provisioning. Columns include:

Column	Description
Email Address	The user's email address. Click to open the user profile popup with a **Delete User** action.
Role	The role the user has been invited to fill — *Member*, *Team Manager*, or *Sponsor Admin*.
Team Name	The team the invitation was sent for. Shows *Not Applicable* for users invited to the Sponsor Admin role, as that role is not tied to a specific team.
Last Invitation Sent	The date and time the most recent invitation email was dispatched.

SharePoint Audit — SharePoint Audit Report



SharePoint Audit Report — select a team and date range to generate the report.

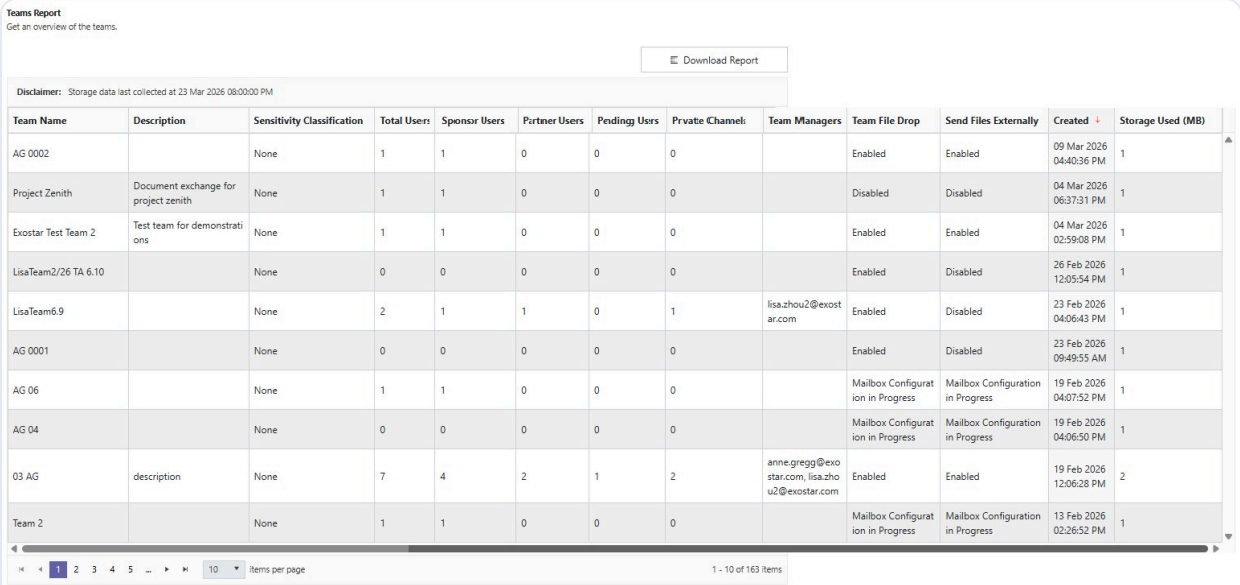
Generates a SharePoint audit report for a specific team and time period. The report covers all SharePoint sites associated with the team, including the main team site and any private channel sites.

1. Select **SharePoint Audit Report** from the dropdown.

2. Select the **Team** you want to audit from the dropdown.
3. Select a **Date Range** for the report.
4. Click **Generate Report**. The report is delivered to the **General/Exostar Audit Reports** folder in the selected team's channel. If the folder does not exist, it will be created automatically.

> The report is placed directly into the team's channel — it is not downloaded to your device. Access it by navigating to the team in Microsoft Teams and opening the **General/Exostar Audit Reports** folder.

Teams Report



Teams Report — overview of all teams including user counts, channel configuration, and storage.

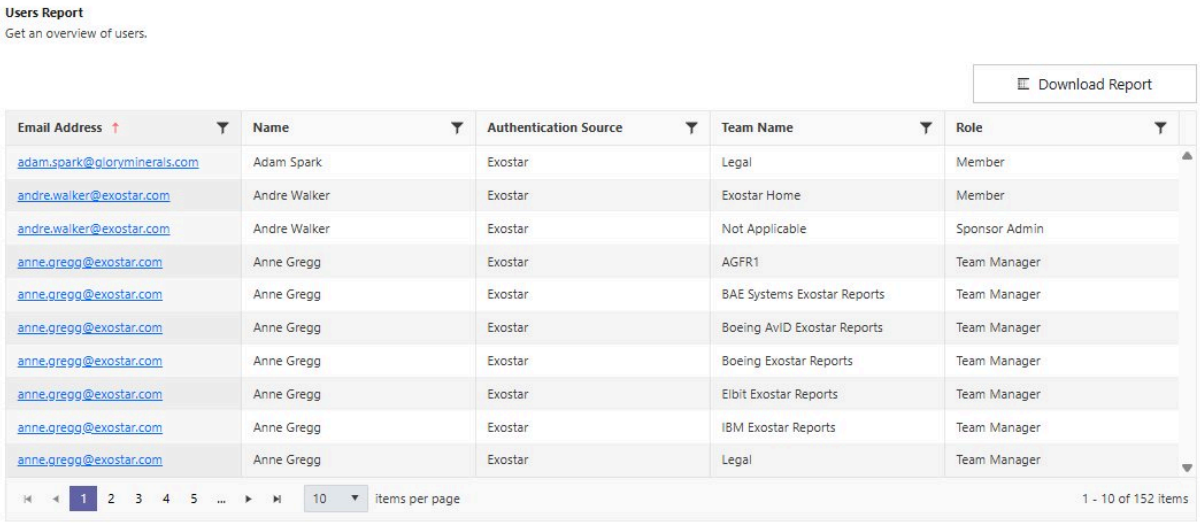
Displays all active teams within the sponsor domain. Columns include:

Column	Description
Team Name	The name of the team.
Description	The team's description, if one was provided.
Sensitivity Classification	The sensitivity label applied to the team.
Total Users	Total number of users in the team across all roles. Equal to Sponsor Users + Partner Users + Pending Users.
Sponsor Users	Number of provisioned users from the sponsor's own domain.

Column	Description
Partner Users	Number of provisioned external partner users.
Pending Users	Number of invited users who have not yet completed provisioning.
Private Channels	Number of private channels within the team.
Team Managers	Email address(es) of users assigned the Team Manager role.
Team File Drop	Status of the Compliant File Drop mailbox configuration for the team.
Send Files Externally	Status of the Send Files Externally feature for the team.
Created	The date and time the team was created.
Storage Used (MB)	The amount of SharePoint storage consumed by the team.

> Storage figures are based on the last data collection run. The timestamp of the most recent collection is shown in the disclaimer above the table.

Users Users Report



Users Report — all users across all teams with their role and authentication source.

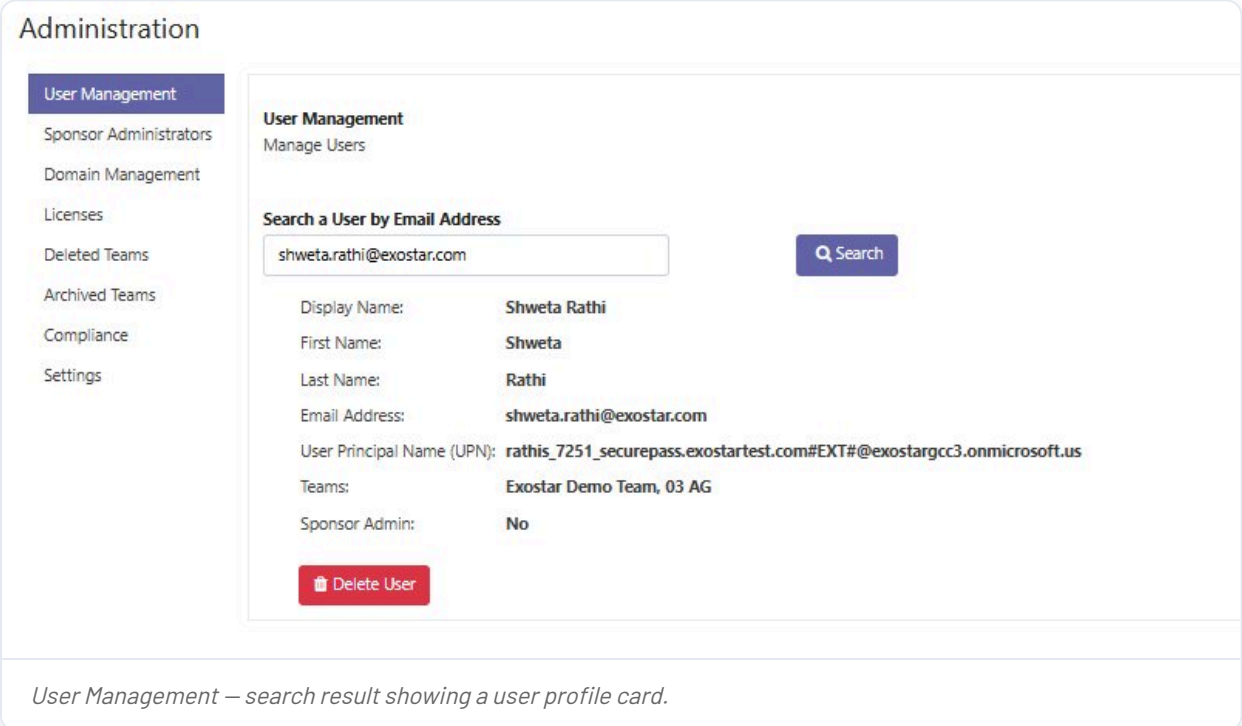
Displays every user-to-team relationship within the sponsor domain. A user who belongs to multiple teams appears once per team. Columns include:

Column	Description
Email Address	The user's email address. Click to open the user profile popup with a **Delete User** action.
Name	The user's display name.
Authentication Source	The identity provider used to authenticate the user.
Team Name	The team this row represents. Shows *Not Applicable* for Sponsor Administrators who are not assigned to a specific team.
Role	The user's role in the team — *Member*, *Team Manager*, or *Sponsor Admin*.

3 User Management

User Management allows Sponsor Administrators to look up individual users within the sponsor domain, view their profile details and team memberships, and remove users when necessary.

View **Search for a User**



User Management — search result showing a user profile card.

1. Navigate to **Administration > User Management**.
2. In the **Search a User by Email Address** field, enter the user's full email address.
3. Click **Search**. If a match is found, the user's profile card appears below the search bar displaying the following fields:

Field	Description
Display Name	The user's display name as it appears in Microsoft 365.
First Name	The user's first name.
Last Name	The user's last name.
Email Address	The user's primary email address.
User Principal Name (UPN)	The user's Microsoft 365 UPN, which reflects the guest account format used within GCC High.
Teams	A comma-separated list of teams the user currently belongs to within this sponsor.
Sponsor Admin	Indicates whether the user holds the Sponsor Administrator role (*Yes* or *No*).

> Search is limited to users within your sponsor domain. You cannot search for users belonging to other sponsors on the same tenant.

Delete Delete a User

1. Search for the user by email address as described above.
2. Review the user's profile to confirm they are the correct user, including their **Teams** memberships and **Sponsor Admin** status.
3. Click **Delete User**. A confirmation dialog will appear.
4. Confirm the deletion. The user is removed from all teams and their access to the sponsor environment is revoked.

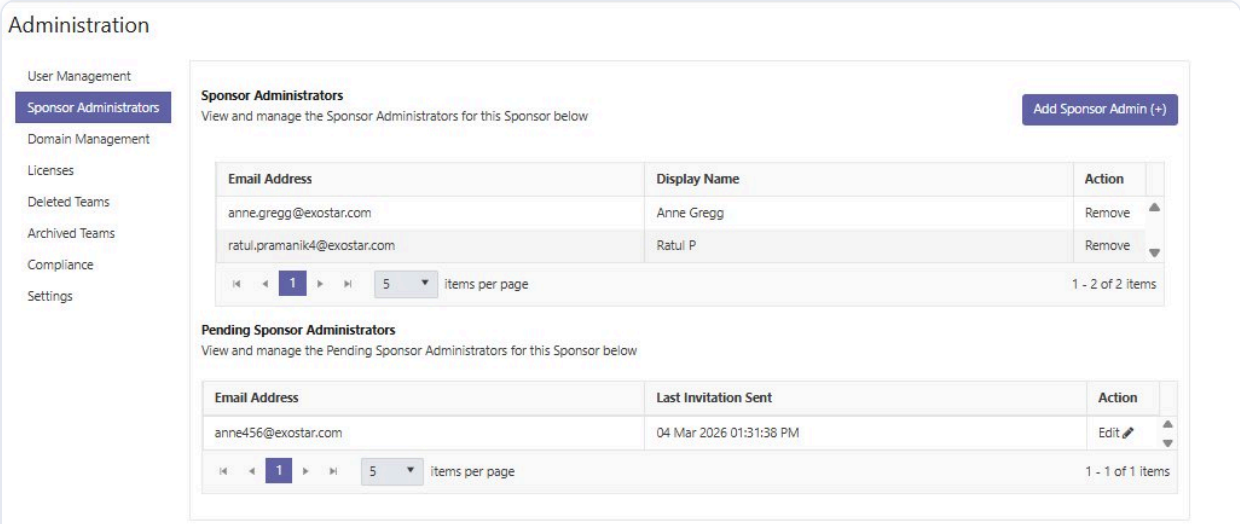
> **This action cannot be undone.** Deleting a user removes them from all teams within this sponsor. If the user belongs to multiple sponsors, they are only removed from this sponsor's

environment. Contact your Tenant Administrator if a full account deletion is required.

4 Sponsor Administrators

The Sponsor Administrators tab displays two tables: active Sponsor Administrators who have accepted their invitation, and Pending Sponsor Administrators whose invitations have not yet been accepted.

View View Sponsor Administrators



Sponsor Administrators — active and pending administrator tables.

1. Navigate to **Administration > Sponsor Administrators**.
2. The **Sponsor Administrators** table lists all users who currently hold the role, showing their **Email Address**, **Display Name**, and an **Action** column with a *Remove* link.
3. The **Pending Sponsor Administrators** table below lists invitations sent but not yet accepted, showing the **Email Address**, **Last Invitation Sent** timestamp, and an **Action** column with an *Edit* link to resend.

Add Add a Sponsor Administrator

1. Click **Add Sponsor Admin (+)** in the top-right corner of the Sponsor Administrators table.

2. In the dialog, enter the user's **Email Address** and click **Add Sponsor Admin (+)** to confirm.
3. An invitation is sent to the specified email address. The user appears in the **Pending Sponsor Administrators** table until they accept.

> ⚠ **Prerequisite:** The invited user must have an active MAG account. If the user does not have a MAG account, they will need to register before they can accept the invitation.

Remove — Remove a Sponsor Administrator

1. In the **Sponsor Administrators** table, locate the user you want to remove.
2. Click **Remove** in the **Action** column for that user.
3. Confirm the action in the dialog. The user's Sponsor Administrator role is revoked. They remain a member of any teams they belong to but can no longer access the Administration area.

> ⓘ Removing the Sponsor Administrator role does not delete the user's account. Their team memberships and Microsoft 365 access are unaffected.

Edit — Resend a Pending Invitation

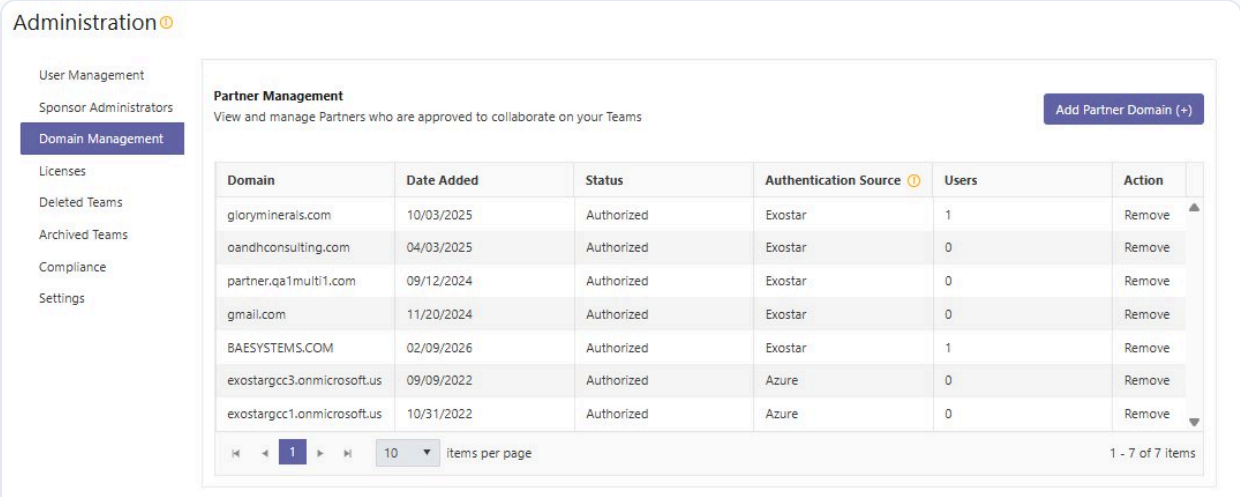
1. In the **Pending Sponsor Administrators** table, locate the user whose invitation you want to resend.
2. Click the **Edit** (pencil) icon in the **Action** column.
3. Confirm the resend in the dialog. A new invitation email is dispatched and the **Last Invitation Sent** timestamp updates.

5 Domain Management

Domain Management — labelled **Partner Management** in the application — controls which external email domains are permitted to collaborate on your teams. Only users from authorized partner domains can be

invited as Partners.

View View Partner Domains



Domain Management — Partner Management table showing authorized domains.

1. Navigate to **Administration > Domain Management**.
2. The **Partner Management** table displays all authorized partner domains with the following columns:

Column	Description
Domain	The partner's email domain (e.g., *gloryminerals.com*).
Date Added	The date the domain was authorized.
Status	Current authorization status. Typical value is *Authorized*.
Authentication Source	The identity provider used — either *Exostar* (MAG) or *Azure*.
Users	The number of active partner users from this domain currently in the system.
Action	A *Remove* link to revoke authorization for the domain.

Add Add a Partner Domain

1. Click **Add Partner Domain (+)** in the top-right corner of the table.

2 In the dialog, enter the partner's email domain (e.g., *partnercompany.com*) and click **Add** to confirm.

3 The domain appears in the table with a status of *Authorized*. If the **Authentication Source** shows as *Pending*, the domain has not yet been fully configured and users from that domain cannot be invited until a **Tenant Administrator** completes the domain configuration. Once the Authentication Source shows a valid provider (e.g., *Exostar* or *Azure*), users from that domain can be invited to teams within this sponsor.

> ⚠ Only authorize domains belonging to organizations you trust. Authorized partner users will have access to the Microsoft Teams content in any teams they are invited to.

Remove — Remove a Partner Domain

1 In the **Partner Management** table, locate the domain you want to remove.

2 Click **Remove** in the **Action** column for that domain.

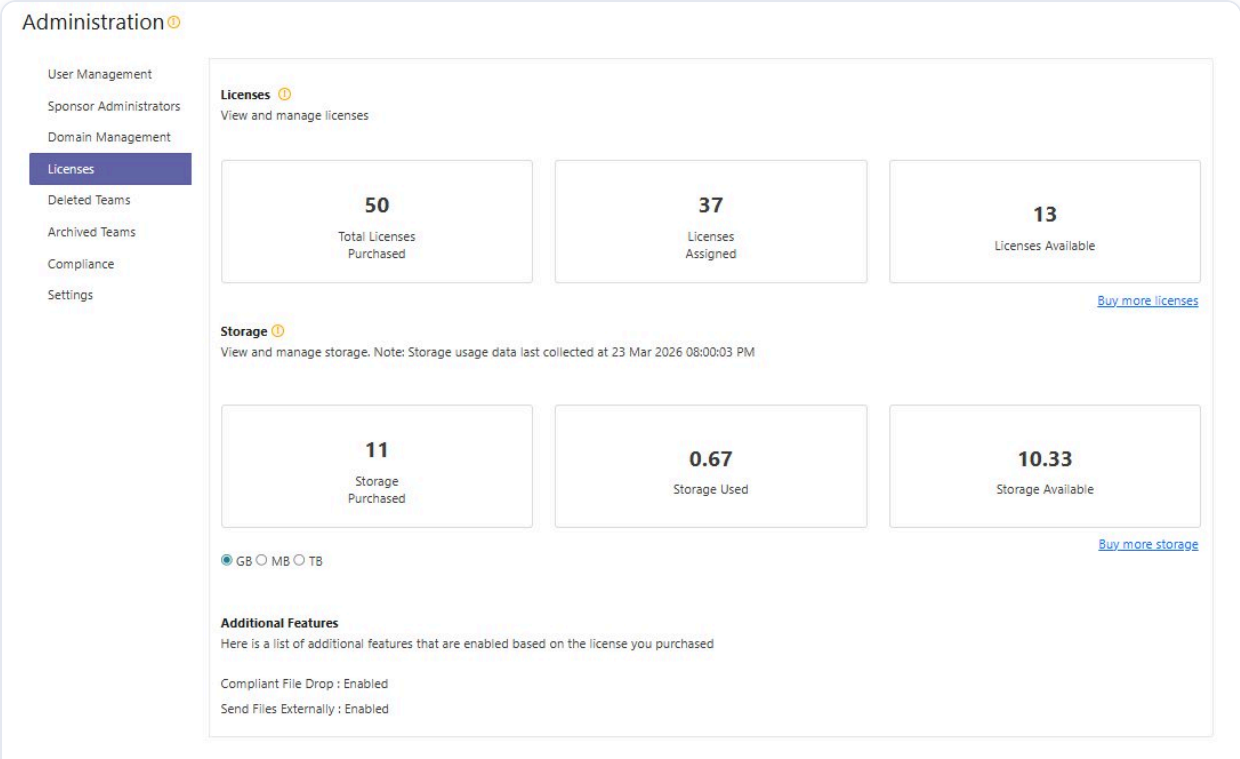
3 Confirm the removal. The domain's authorization is revoked. Existing users from that domain will lose access on their next login attempt.

> ⚠ A domain cannot be removed while active partner users from that domain still exist in the system. Remove or offboard all users from the domain before attempting removal.

6 Licenses

The Licenses tab is a read-only view of your sponsor's current license and storage allocation. It shows how many Microsoft 365 licenses have been purchased, how many are assigned, and how much storage is in use.

View — View License and Storage Usage



Licenses — license and storage usage summary with Additional Features.

1. Navigate to **Administration > Licenses**.
2. The **Licenses** section shows three summary cards:

–	–	–
Total Licenses Purchased	Licenses Assigned	Licenses Available

3. A **Buy more licenses** link appears in the top-right of the Licenses section and directs you to the appropriate purchasing channel.
4. The **Storage** section below shows storage purchased, used, and available. Use the **GB / MB / TB** radio buttons to toggle the display unit.

–	–	–
Storage Purchased	Storage Used	Storage Available

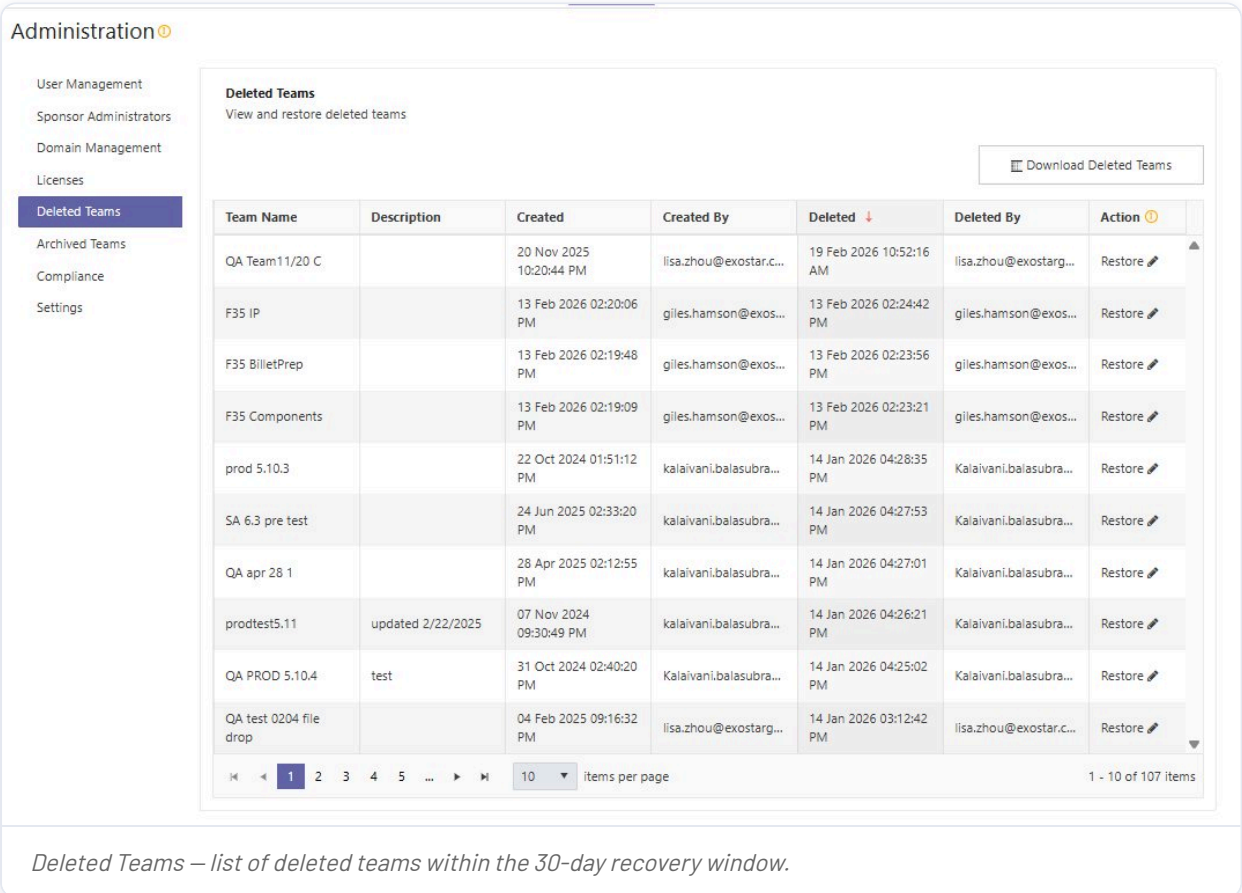
5. The **Additional Features** section lists any add-on features enabled for your subscription — for example, *Compliant File Drop* and *Send Files Externally*.

> Storage usage data is collected periodically and may not reflect changes made within the last few hours. The timestamp of the most recent collection is displayed beneath the Storage heading.

7 Deleted Teams

The Deleted Teams tab lists all teams that have been deleted within your sponsor domain. Teams remain recoverable for **30 days** after deletion; after that window closes, the team and its content are permanently removed.

View View Deleted Teams



Deleted Teams — list of deleted teams within the 30-day recovery window.

1. Navigate to **Administration > Deleted Teams**.
2. The table displays all deleted teams with the following columns:

Column	Description
Team Name	The name of the deleted team.
Description	The team's description, if one was provided.
Created	The date and time the team was originally created.
Created By	The email address of the user who created the team.
Deleted	The date and time the team was deleted.
Deleted By	The email address of the user who performed the deletion.
Action	A *Restore* link to recover the team within the 30-day window.

3 The table defaults to sorting by **Deleted** date, newest first.

Restore

Restore a Deleted Team

1 Locate the team you want to restore in the Deleted Teams table.

2 Click **Restore** in the **Action** column for that team.

3 Confirm the restore. The team is reinstated with its original name, channels, and content. Team members will need to be re-invited as membership is not automatically restored.

> ⚠ **30-day recovery window:** Teams can only be restored within 30 days of deletion. After this window, the team and all its content are permanently deleted and cannot be recovered.

Download

Download the Deleted Teams List

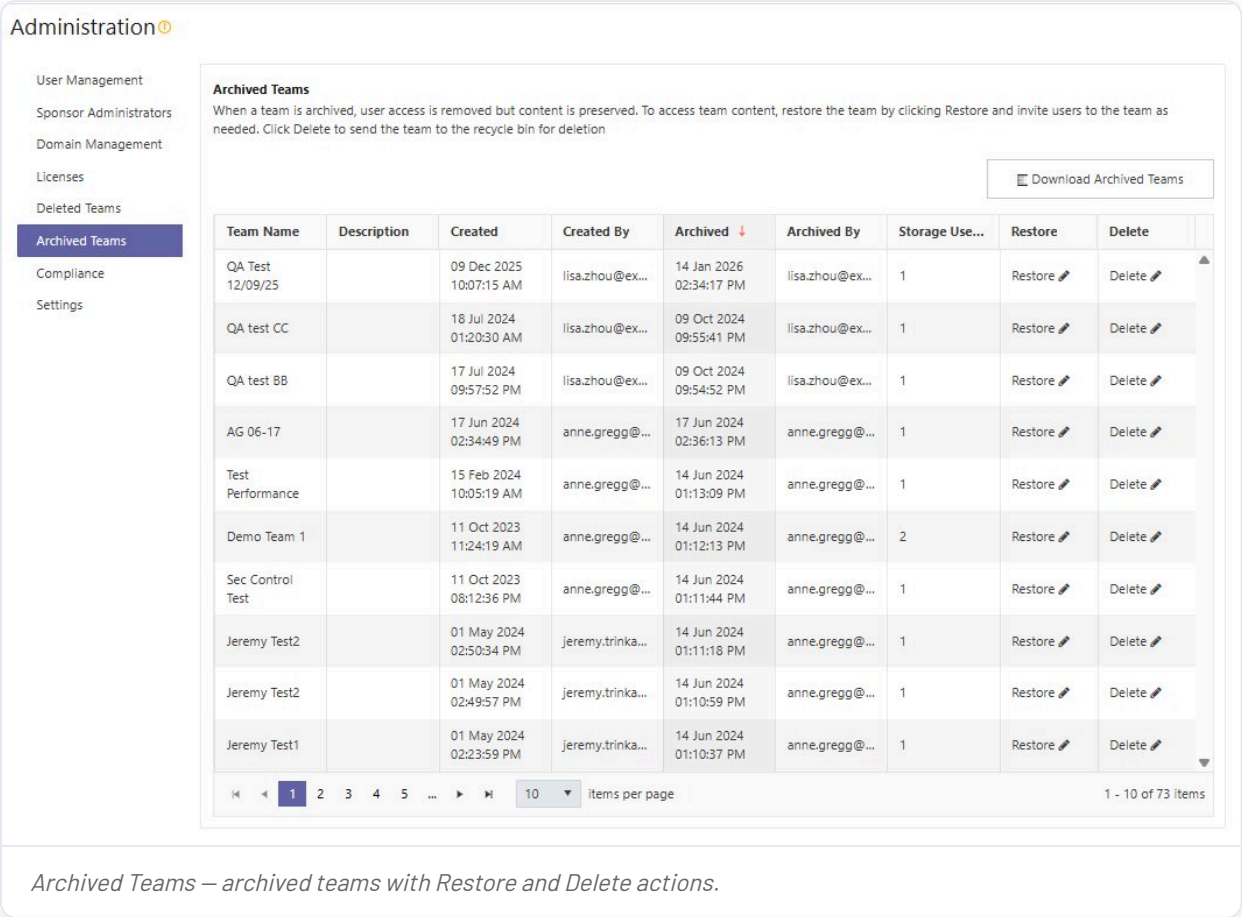
1 Click **Download Deleted Teams** in the top-right corner of the table.

2 A file containing all deleted teams and their associated details is downloaded to your device.

8 Archived Teams

When a team is archived, user access is removed but the team's content is preserved. Use this tab to restore archived teams or permanently delete them.

View View Archived Teams



Archived Teams — archived teams with Restore and Delete actions.

1. Navigate to **Administration > Archived Teams**.
2. The table displays all archived teams with the following columns:

Column	Description
Team Name	The name of the archived team.
Description	The team's description, if one was provided.
Created	The date and time the team was originally created.
Created By	The email address of the user who created the team.
Archived	The date and time the team was archived.

Column	Description
Archived By	The email address of the user who performed the archival.
Storage Used	The amount of storage consumed by the team's content (in GB).
Restore	A *Restore* link to reactivate the team.
Delete	A *Delete* link to send the team to the recycle bin.

Restore **Restore an Archived Team**

1. Locate the team you want to restore in the Archived Teams table.
2. Click **Restore** in the **Restore** column for that team.
3. Confirm the restore. The team is reactivated with its channels and content intact. Invite users to the team to grant access.

> Restoring an archived team does not automatically reinstate its previous members. You will need to invite users to the restored team to grant access.

Delete **Delete an Archived Team**

1. Locate the team you want to permanently remove in the Archived Teams table.
2. Click **Delete** in the **Delete** column for that team.
3. Confirm the deletion. The team is sent to the Microsoft 365 recycle bin and will appear in the **Deleted Teams** tab, where it can be restored within the 30-day recovery window.

> Deleting an archived team moves it to the **Deleted Teams** tab. It can be recovered from there within 30 days. After that window expires, the team and all its content are permanently and irrecoverably deleted.

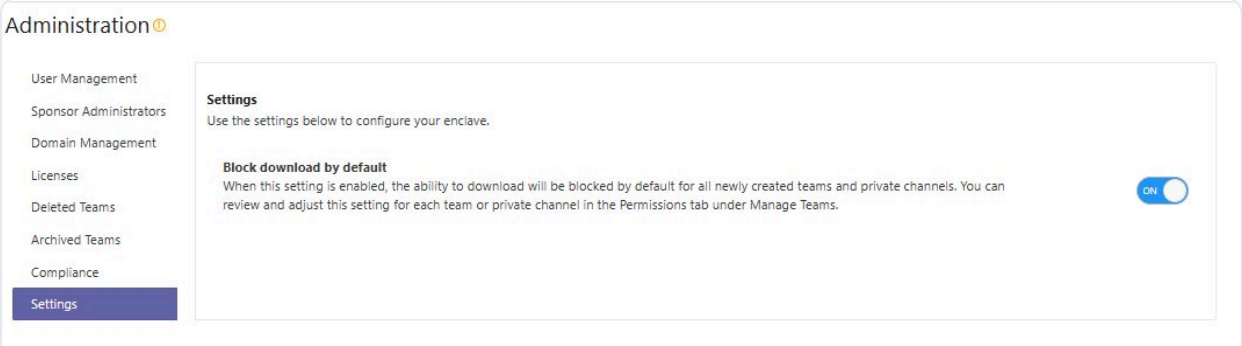
Download **Download the Archived Teams List**

1. Click **Download Archived Teams** in the top-right corner of the table.
2. A file containing all archived teams and their details is downloaded to your device.

9 Settings

The Settings tab allows Sponsor Administrators to configure behavioural defaults for their EMM365 collaboration environment. Changes made here apply to all newly created teams and private channels within the sponsor domain.

Configure Block Download by Default



Settings — Block Download by Default toggle.

1. Navigate to **Administration > Settings**.
2. Locate the **Block download by default** setting. The toggle shows its current state: **ON** (blue) or **OFF** (grey).
3. Click the toggle to switch the setting. The change takes effect immediately for any teams and private channels created after the toggle is changed.

> **Scope:** When enabled, the download capability is blocked by default for all *newly created* teams and private channels. Existing teams are not affected retroactively. You can adjust the setting per team under **Permissions** in **Manage Teams**.

> This setting is recommended for sponsors handling CUI and seeking tighter control over data egress. Enabling it ensures download permissions must be explicitly granted per team rather

than being open by default.