

The background features a blurred server room with rows of server racks. A hand holding a smartphone is visible in the lower-left corner. The page is overlaid with large, abstract geometric shapes in blue and black.

GTB DLP Suite

GTB SharePoint Online Discovery

Reference, Version 15.18.3

GTB Technologies, Inc
December 2023

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Patents Statement GTB Technologies has pending patent applications for this product.

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1 Introduction

This document explains the necessary steps for running the GTB SharePoint Online Discovery.

1.1 Definitions

Scanning server – The Windows Server machine which performs the Discovery scan.

1.2 Requirements

- ❖ **Scanning Server** – The GTB Discovery Server installed on any Windows Server. Provide at least 2 CPU cores and 2GB RAM for each.

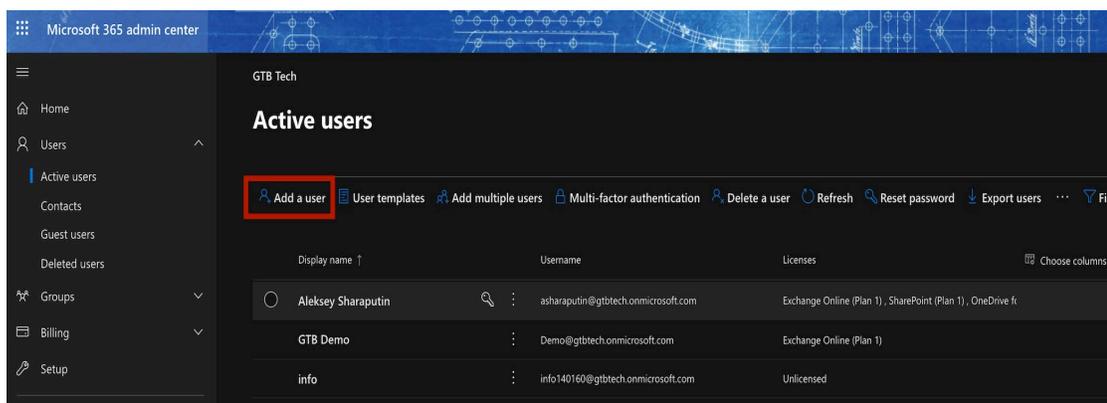
The Discovery Server scans 1 file per CPU core at a time. The more cores provided, the faster is scanning speed.

- ❖ **SharePoint Online account** - Service Account, which has access to the SharePoint Online.

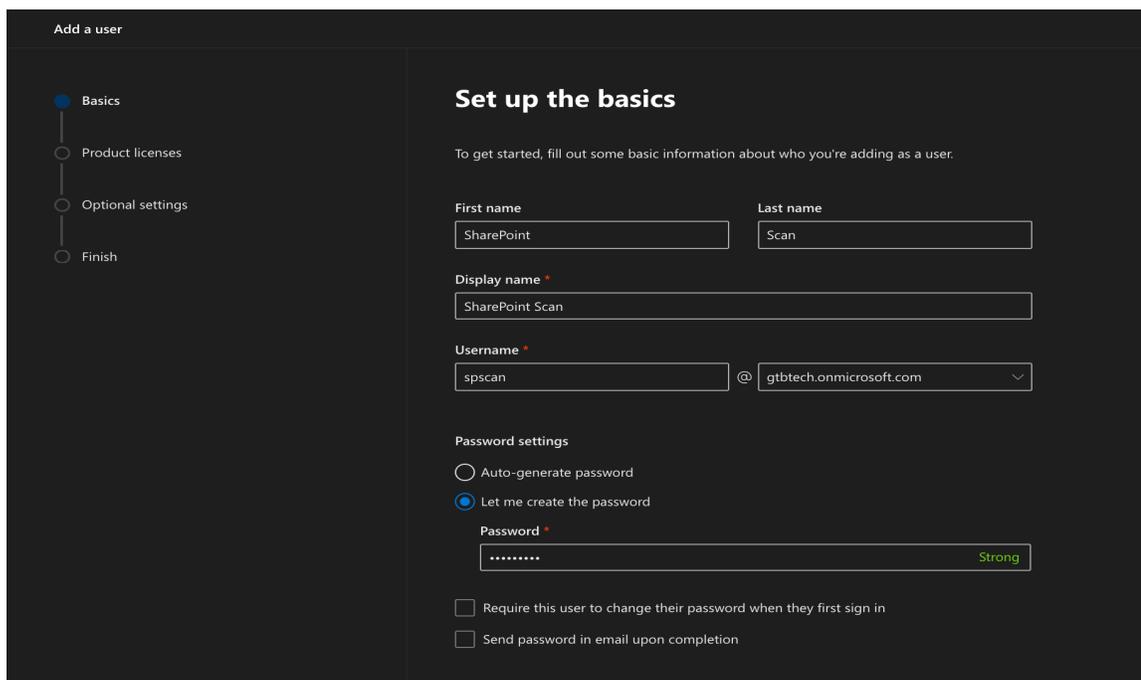
2 SharePoint with Classic Authentication

2.1 Create a SharePoint Online Service Account

1. Open <https://admin.microsoft.com/> web page of the Office 365 portal.
2. Go to the **Active users** page.
3. Click the **Add** button like shown in the Figure below.



4. Type **Account Name**, **Username**, and **Password** in the appropriate fields. Click the **Next** button.



The screenshot shows the 'Add a user' wizard in the Microsoft 365 admin center. The 'Set up the basics' step is active. The form includes the following fields and options:

- First name:** SharePoint
- Last name:** Scan
- Display name ***: SharePoint Scan
- Username ***: spscan@gtbtech.onmicrosoft.com
- Password settings:**
 - Auto-generate password
 - Let me create the password
 - Password ***: [masked] Strong
 - Require this user to change their password when they first sign in
 - Send password in email upon completion

5. Select **Location** and **License** for SharePoint. Press the **Next** button.

The screenshot shows the 'Assign product licenses' step in the 'Add a user' wizard. The left sidebar indicates the current step is 'Product licenses'. The main content area has the title 'Assign product licenses' and the instruction 'Assign the licenses you'd like this user to have.' Below this, there is a link: 'To see more Microsoft software options, go to [Billing > Services](#).' A dropdown menu labeled 'Select location *' is set to 'United States'. Under the heading 'Licenses (1) *', there are several license options with checkboxes: 'Assign user a product license' (selected), 'Azure Information Protection Premium P1' (1 of 1 licenses available), 'Enterprise Mobility + Security E5' (0 of 2 licenses available), 'Exchange Online (Plan 1)' (You're out of licenses. If you turn this on, we'll try to buy an additional license for you.), 'Microsoft 365 Apps for business' (0 of 1 licenses available), 'OneDrive for business (Plan 1)' (You're out of licenses. If you turn this on, we'll try to buy an additional license for you.), and 'SharePoint (Plan 1)' (1 of 4 licenses available), which is checked. At the bottom, there is an option 'Create user without product license (not recommended)' with a note: 'They may have limited or no access to Office 365 until you assign a product license.'

6. Select a Role: **User**.

The screenshot shows the 'Optional settings' step in the 'Add a user' wizard. The left sidebar indicates the current step is 'Optional settings'. The main content area has the title 'Optional settings' and the instruction 'You can choose what role you'd like to assign for this user, and fill in additional profile information.' Below this, there are sections for 'Roles (User: no administration access)' and 'Profile info'.

7. Check the details and press the **Finish adding** button.

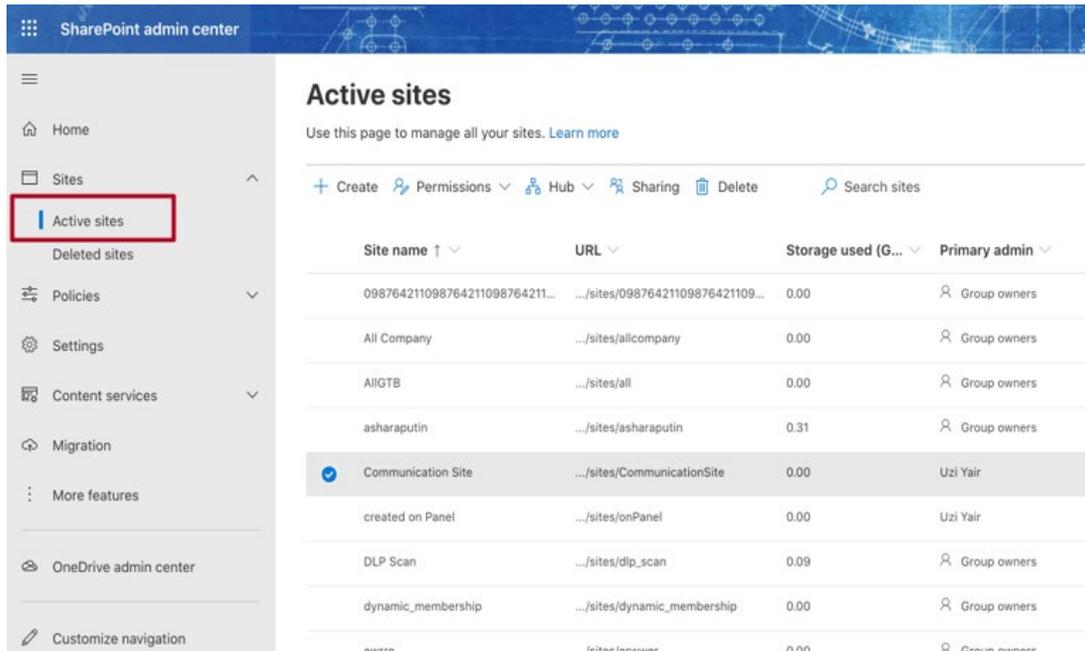
The screenshot shows the 'Add a user' page in a dark theme. On the left, a vertical navigation pane lists four steps: 'Basics', 'Product licenses', 'Optional settings', and 'Finish'. The 'Finish' step is highlighted with a blue circle. The main content area is titled 'Review and finish' and contains several sections: 'Assigned Settings' with a review instruction; 'Display and username' showing 'SharePoint Scan' and 'spscan@gtbtech.onmicrosoft.com' with an 'Edit' link; 'Password' showing 'Type: Custom password' with an 'Edit' link; 'Product licenses' showing 'Location: United States', 'Licenses: SharePoint (Plan 1)', and 'Apps: Microsoft Search, SharePoint (Plan 1)' with an 'Edit' link; 'Roles (default)' showing 'User (no admin center access)' with an 'Edit' link; and 'Profile info' showing 'None provided' with an 'Edit' link.

8. Press the **Close** button.

The screenshot shows the 'Add a user' page in a dark theme. On the left, the vertical navigation pane lists four steps: 'Basics', 'Product licenses', 'Optional settings', and 'Finish'. All steps are marked with green checkmarks. The main content area is titled 'User details' and contains: 'User details' with 'Display name: SharePoint Scan', 'Username: spscan@gtbtech.onmicrosoft.com', and 'Password: ***** Show'; 'Licenses bought' with 'None'; and 'Licenses assigned' with 'SharePoint (Plan 1)'. A dialog box titled 'Save these user settings as a template?' is open, containing a description of user templates, a link to 'Review settings for this user template', a text input field for 'Name your template' with the value 'adduser', a text input field for 'Add a description (recommended)' with the value 'Example: Template for full-time senior engineers in New York office', and a 'Save as template' button.

2.2 Add permissions to scan single SharePoint site

1. Open the **SharePoint Online admin** page and go to the **Active sites** section.



SharePoint admin center

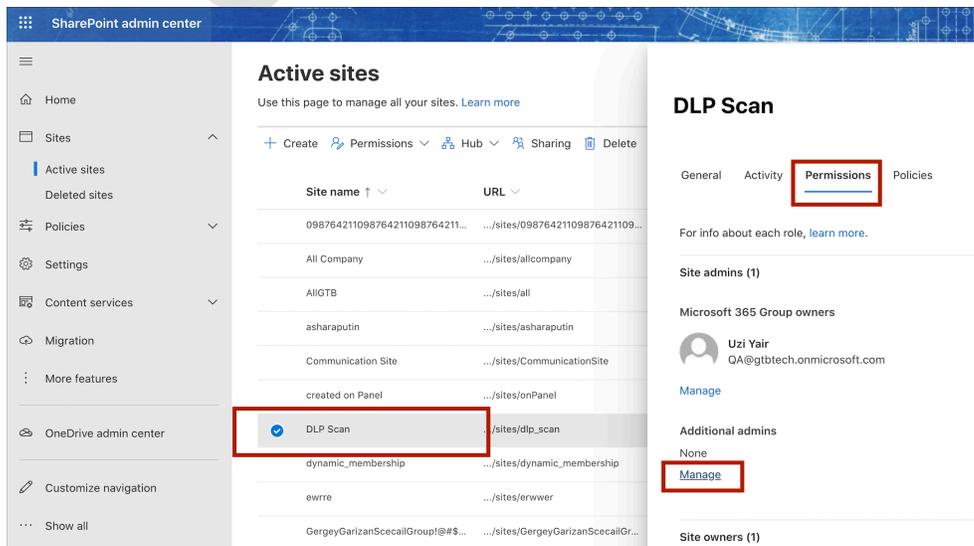
Active sites

Use this page to manage all your sites. [Learn more](#)

+ Create Permissions Hub Sharing Delete Search sites

Site name ↑	URL ↓	Storage used (G... ↓	Primary admin ↓
098764211098764211098764211...	.../sites/09876421109876421109...	0.00	Group owners
All Company	.../sites/allcompany	0.00	Group owners
AllGTB	.../sites/all	0.00	Group owners
asharaputin	.../sites/asharaputin	0.31	Group owners
Communication Site	.../sites/CommunicationSite	0.00	Uzi Yair
created on Panel	.../sites/onPanel	0.00	Uzi Yair
DLP Scan	.../sites/dlp_scan	0.09	Group owners
dynamic_membership	.../sites/dynamic_membership	0.00	Group owners
ewrre	.../sites/erwrrer	0.00	Group owners

2. Select the site you want to scan.
3. Go to the **Permissions** tab, **Additional admins**, and press the **Manage** button.



SharePoint admin center

Active sites

Use this page to manage all your sites. [Learn more](#)

+ Create Permissions Hub Sharing Delete Search sites

Site name ↑	URL ↓	Storage used (G... ↓	Primary admin ↓
098764211098764211098764211...	.../sites/09876421109876421109...	0.00	Group owners
All Company	.../sites/allcompany	0.00	Group owners
AllGTB	.../sites/all	0.00	Group owners
asharaputin	.../sites/asharaputin	0.31	Group owners
Communication Site	.../sites/CommunicationSite	0.00	Uzi Yair
created on Panel	.../sites/onPanel	0.00	Uzi Yair
DLP Scan	.../sites/dlp_scan	0.09	Group owners
dynamic_membership	.../sites/dynamic_membership	0.00	Group owners
ewrre	.../sites/erwrrer	0.00	Group owners
GergeyGarizanSeccaillGroup@#S...	.../sites/GergeyGarizanSeccaillGr...	0.00	Group owners

DLP Scan

General Activity **Permissions** Policies

For info about each role, [learn more](#).

Site admins (1)

Microsoft 365 Group owners

Uzi Yair
QA@gtbtech.onmicrosoft.com
[Manage](#)

Additional admins

None
Manage

Site owners (1)

4. Type **Account Name** in the search field.

Manage additional admins

0 site admins (in addition to the Microsoft 365 Group owners)

Add an admin

SharePoint Scan

SS

SharePoint Scan

5. Add and press the **Save** button.

Manage additional admins

1 site admin (in addition to the Microsoft 365 Group owners)

Add an admin

Enter a name or email address

Name

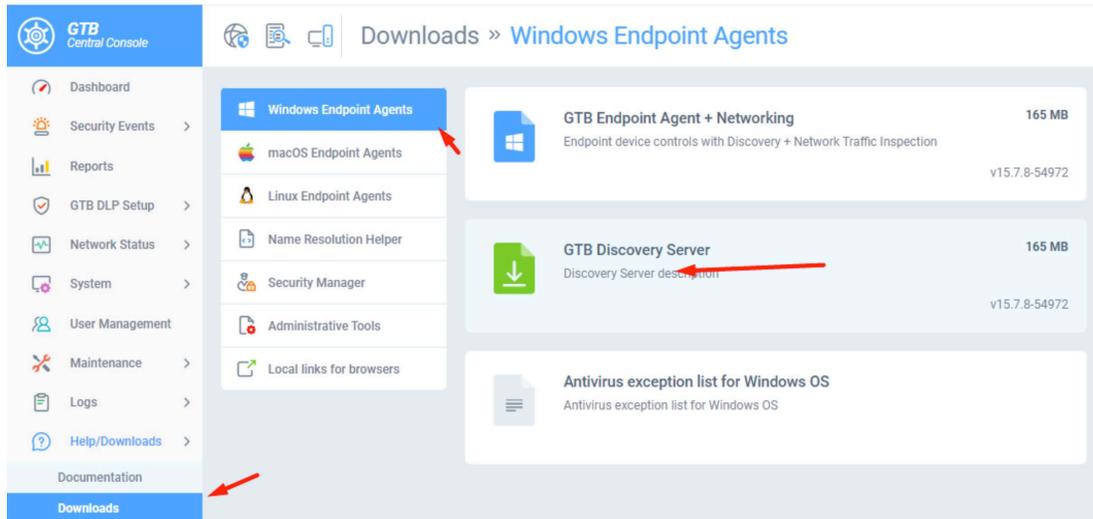


SharePoint Scan



2.4 Install Discovery Server

1. Sign in to the **Central Console** using an account with Administrator privileges.
2. Go to the **Help > Download** tab of the GTB Central Console and download the GTB Discovery Server MSI package.

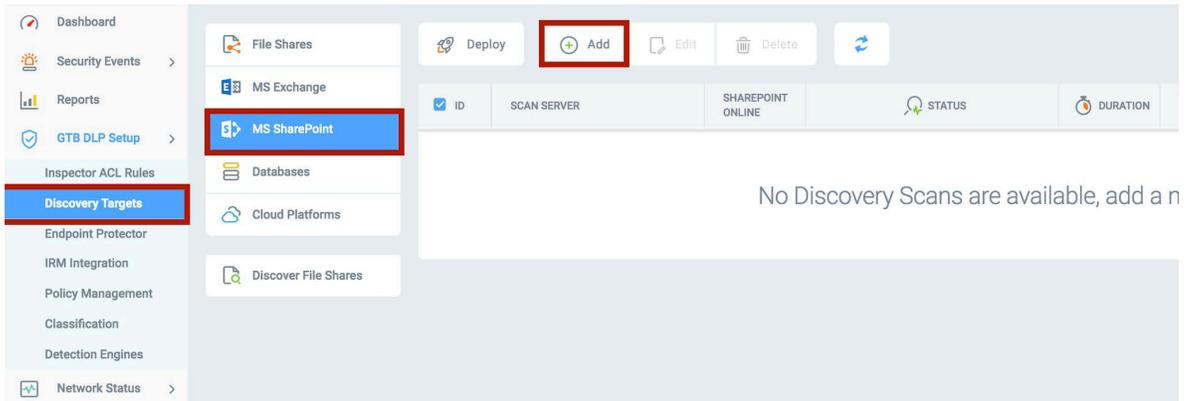


3. Install the **GTB Discovery Server** on any Windows PC where you want to scan from.
4. The Discovery Server scans 1 file per CPU core at a time. The more cores provided, the faster is scanning speed.

2.5 Start the SharePoint Online Discovery

1. Sign in to the Central Console.
2. Go the **DLP Setup > Discovery Targets > MS SharePoint** tab.

Click the **Add** button.



3. Enter the **Scan Name**, select the **Discovery server**, enter the **SharePoint URL** of the scanned site. Press the **Add credential** icon.

- Enter service account **email** and **password**.

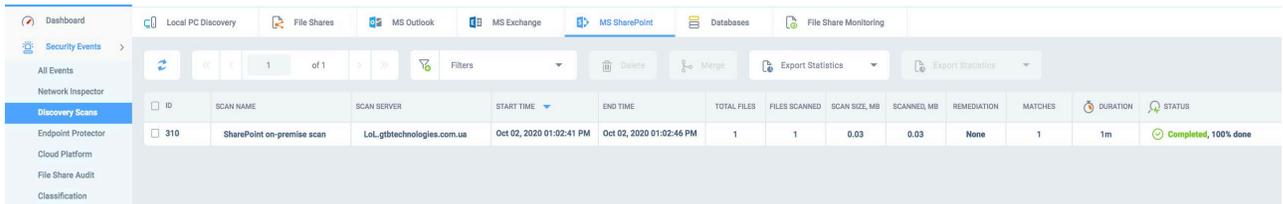
- Check **SharePoint Online** checkbox.
- Click the **Save** button.

- Press the **Start** icon to start the SharePoint discovery. The scan should start within a minute.

ID	SCAN SERVER	SHAREPOINT ONLINE	STATUS	DURATION	TOTAL FILES	TOTAL SIZE, MB	TOTAL SCANNED, MB	REMIEDIATIONS	MATCH
1	GTBSERVERAMAZON	<input checked="" type="checkbox"/>	-	-	-	-	-	-	-

2.6 Check scan result

1. Sign in to the Central Console.
2. Go to the **Security Events > Discovery Scans** page and check the scan results. You should see a new running scan at this tab within few minutes.



ID	SCAN NAME	SCAN SERVER	START TIME	END TIME	TOTAL FILES	FILES SCANNED	SCAN SIZE, MB	SCANNED, MB	REMEDIATION	MATCHES	DURATION	STATUS
310	SharePoint on-premise scan	LoL.gttechnologies.com.ua	Oct 02, 2020 01:02:41 PM	Oct 02, 2020 01:02:46 PM	1	1	0.03	0.03	None	1	1m	Completed, 100% done

3. Each line represents a separate Discovery scan. Double click to see the details.

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2.7 How to scan all SharePoint sites

1. Open PowerShell in administration mode.
2. Install the SharePoint Online Management Shell.

```
Install-Module -Name Microsoft.Online.SharePoint.PowerShell
```

3. Sign in to SP Online in PowerShell.
4. Set Administrator user email.

```
$user = "user@contoso.com"
```

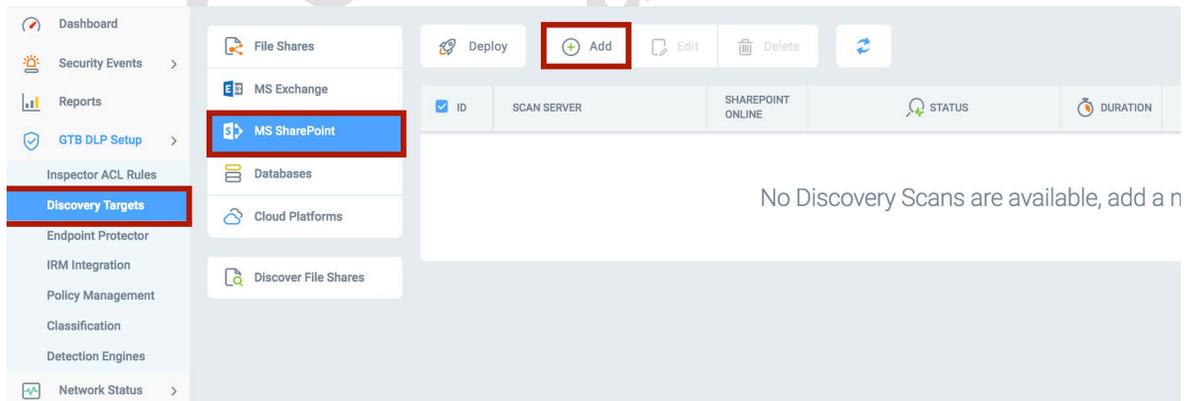
5. Add admin privileges to the service account for SP admin site

```
Set-SPOUser -Site https://companyname-admin.sharepoint.com/ -LoginName $user -IsSiteCollectionAdmin $true
```

```
Windows PowerShell
PS C:\Users\vstovpovoy> Set-SPOUser -Site https://gtbtech-admin.sharepoint.com/ -LoginName $user -IsSiteCollectionAdmin $true

Display Name   Login Name           Groups User Type
-----
SharePoint Scan spscan@gtbtech.onmicrosoft.com {} Member
```

6. Open the GTB Central Console and go the **DLP Setup -> Discovery Targets -> MS SharePoint** tab.
7. Click the **Add** button.



8. Enter the **Scan Name**, select the **Discovery server**, enter the **SharePoint Admin URL** of the scanned site.
9. Enter created user credentials into the **Username or Email address** and **password** fields.
10. Check **SharePoint Online** checkbox.
11. Click the **Save** button.

12. Press the **Start** icon to start the SharePoint discovery. The scan should start within a minute.

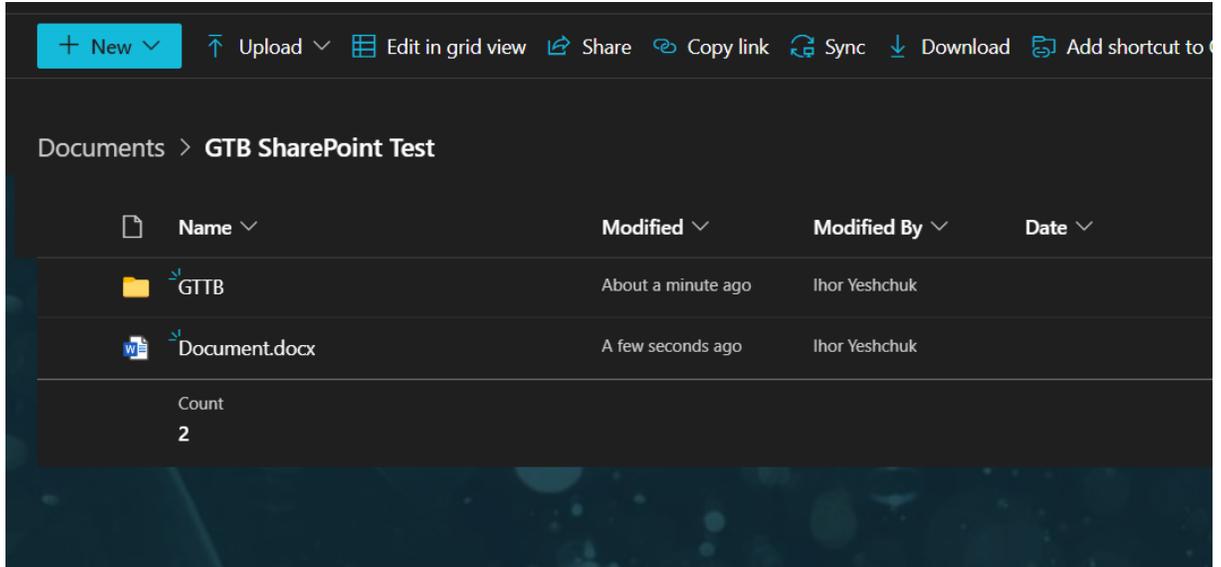
ID	SCAN SERVER	SHAREPOINT ONLINE	STATUS	DURATION	TOTAL FILES	TOTAL SIZE, MB	TOTAL SCANNED, MB	REMIEDIATIONS	MATCH
1	GTBSERVERAMAZON	<input checked="" type="checkbox"/>							

13. Go to the **Security Events -> Discovery scans -> MS SharePoint** tab and check for scan results.

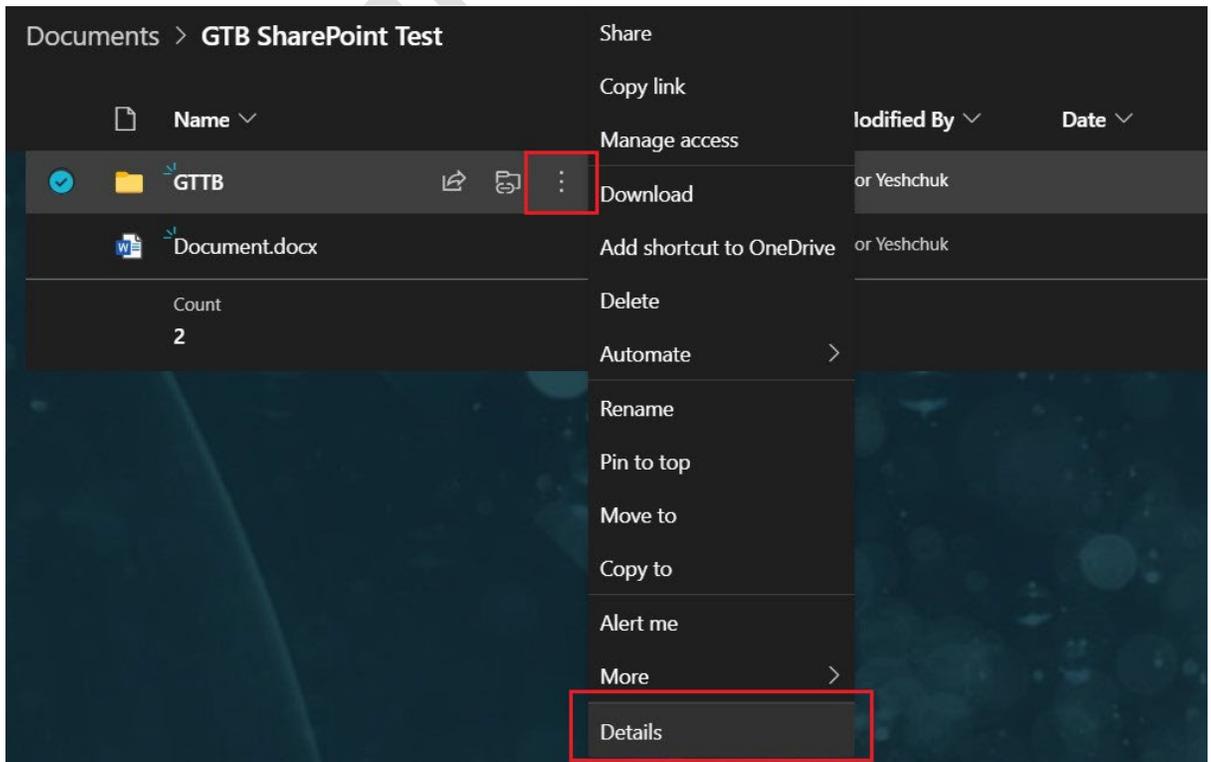
ID	SCAN NAME	SCAN SERVER	START TIME	END TIME	TOTAL FILES	FILES SCANNED	SCAN SIZE, MB	SCANNED, MB	REMIEDIATION	MATCHES	DURATION	STATUS
307	SharePoint Online Scan	Lat.gtstechnologies.com.us	Oct 02, 2020 11:49:37 AM	Oct 02, 2020 11:52:46 AM	138	138	87.39	87.39	None	37	3m	Completed, 100% done

2.8 How to scan separate SharePoint files or folders

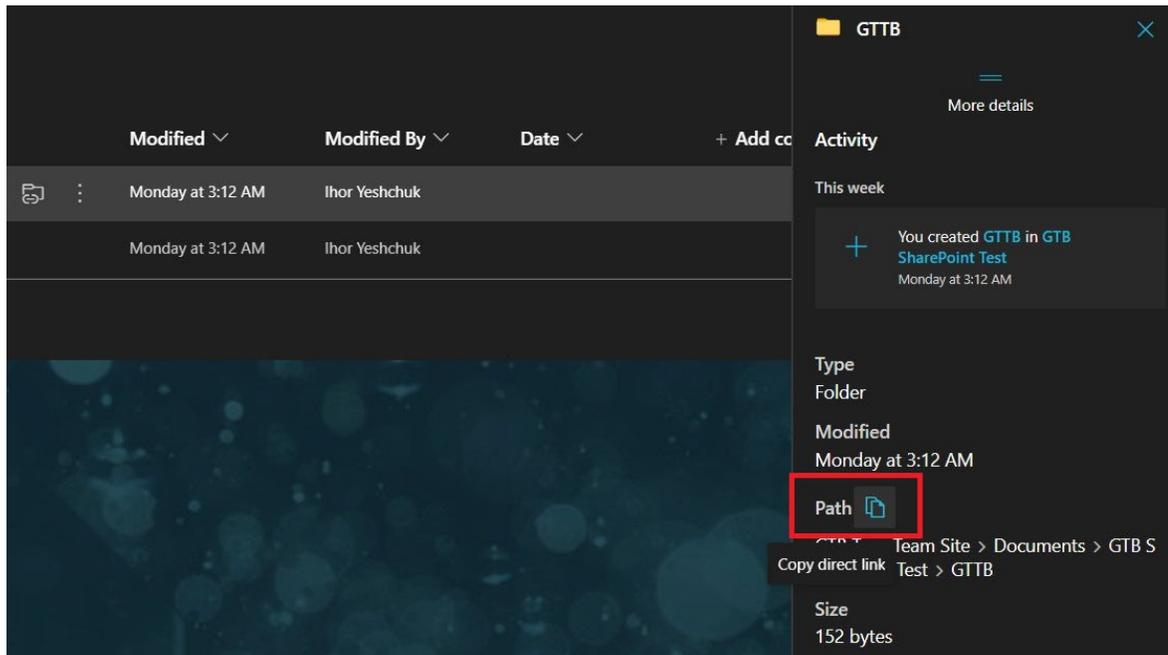
1. Open the SharePoint Online file or folder location that you'd like to scan.



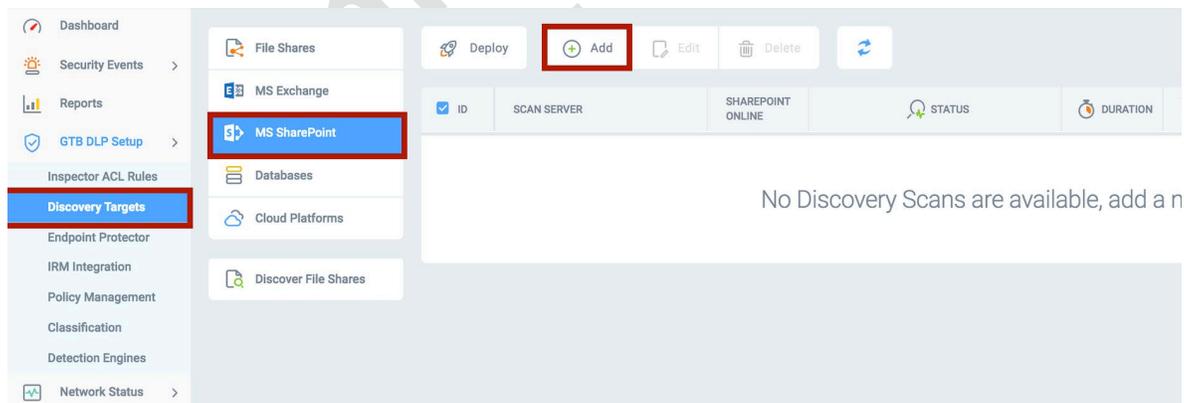
2. Highlight the item, click the **Show action icon**, then **Details**.



- In the pane that appeared find and click the **Copy direct link icon**.



- Open the GTB Central Console and go the **DLP Setup -> Discovery Targets -> MS SharePoint** tab.
- Click the **Add** button.



- Enter the **Scan Name**, select the **Discovery server**, paste **the direct link of the scanned file** that was copied in the step 3.
- Select existing credentials or add a new one.
- Check **SharePoint Online** checkbox.
- Click the **Save** button.

10. Press the **Start** icon to start the SharePoint discovery. The scan should start within a minute.

ID	SCAN SERVER	SHAREPOINT ONLINE	STATUS	DURATION	TOTAL FILES	TOTAL SIZE, MB	TOTAL SCANNED, MB	REMIADIATIONS	MATCHES
1	GTBSERVERAMAZON	<input checked="" type="checkbox"/>							

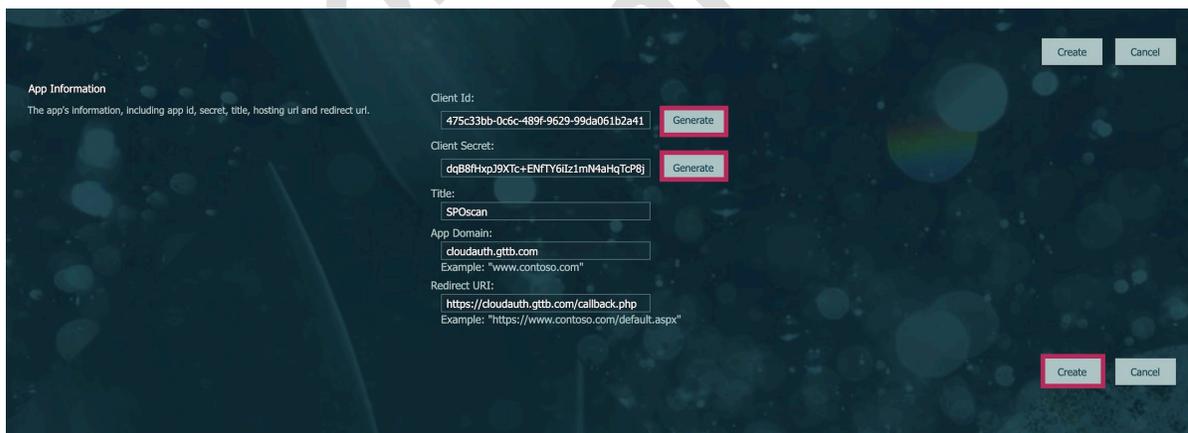
11. Go to the **Security Events -> Discovery scans -> MS SharePoint** tab and check for scan results

ID	SCAN NAME	SCAN SERVER	START TIME	END TIME	TOTAL FILES	FILES SCANNED	SCAN SIZE, MB	SCANNED, MB	REMIADIATION	MATCHES	DURATION	STATUS
307	SharePoint Online Scan	LoL.gtbtechnologies.com.ua	Oct 02, 2020 11:49:37 AM	Oct 02, 2020 11:52:46 AM	138	138	87.39	87.39	None	37	3m	Completed, 100% done

3 SharePoint with Modern Authentication

3.1 Create Application for Modern Authentication

1. Open URL https://COMPANYNAME.sharepoint.com/_layouts/15/AppRegNew.aspx
2. Click on the **Generate** button next to **Client Id**.
3. Click on **Generate** button near **Client Secret**.
4. Note the given **Client Id** and **Client Secret**.
5. Type the name of the Application in the **Title** field. It could be SPOnline.
6. In the **App Domain** field, enter **cloudauth.gttb.com**.
7. In the **Redirect URI** field, enter **https://cloudauth.gttb.com/callback.php**.
8. Press **Create** button.



The screenshot shows the 'App Information' form in SharePoint. The form fields are filled with the following values:

- Client Id:** 475c33bb-0c6c-489f-9629-99da061b2a41 (with a 'Generate' button highlighted in red)
- Client Secret:** dqB8fhxpJ9Xtc+ENfTY6Iiz1mM4aHqTcP8j (with a 'Generate' button highlighted in red)
- Title:** SPOscan
- App Domain:** cloudauth.gttb.com
- Redirect URI:** https://cloudauth.gttb.com/callback.php

There are two 'Create' buttons and two 'Cancel' buttons visible on the form. The 'Create' button at the bottom right is highlighted in red.

3.2 Add Application credentials

1. Sign in to the Central Console.
2. Go to the **System > Cloud Accounts**.

#	CLOUD PLATFORM	CLOUD ACCOUNT DISPLAY NAME	
<input type="checkbox"/>	1	Amazon Web Services	S3
<input type="checkbox"/>	2	Amazon Web Services	s3 roort
<input type="checkbox"/>	3	Amazon Web Services	se new root
<input type="checkbox"/>	4	Amazon Web Services	S3DDDDD
<input type="checkbox"/>	5	Microsoft Azure	Azure
<input type="checkbox"/>	6	OneDrive	OneDrive
<input type="checkbox"/>	7	Google Drive	google
<input type="checkbox"/>	8	box	Box.com
<input type="checkbox"/>	9	Dropbox	Dropbox
<input type="checkbox"/>	10	OneDrive	OneD
<input type="checkbox"/>	11	OneDrive for Business	RRogoziansky@gtbtech.onmicrosoft.com
<input type="checkbox"/>	12	OneDrive	one
<input type="checkbox"/>	13	OneDrive for Business	RRRR
<input type="checkbox"/>	14	Sharepoint	SPO [QA]
<input type="checkbox"/>	15	OneDrive for Business	OneFB

3. Press **Add Cloud Account** button.

Add Cloud Account

Enter Display Name: SPO Scan

Available Cloud Platforms:

- Dropbox
- box
- Google Drive
- ShareFile
- OneDrive for Business
- OneDrive
- Microsoft Azure
- Amazon S3
- SharePoint

4. Type the **Display Name**.
5. Press **Add** button on the SharePoint card.
6. You should see a pop-up as shown below.

Enter Account Name	SPO Scan
Enter Site Name	https://gtbtech-admin.sharepoint.com
2FA Client ID	de7a2e0e-0e53-4925-96ae-6113d1266b3b
2FA Client Secret	9J0O+6Xgy/tDdtPNcomyDjzOdRhYFIVeGUHi

7. Enter **Account Name**.
8. Enter SharePoint **Site Name** in the form of https://**companyname**-admin.sharepoint.com/.
9. Enter saved **2FA Client ID** and **2FA Client Secret** tokens from the previous item.
10. Press **Add** button.
11. You should be redirected to the Microsoft site. Sign in to the site as a user with a **Site Admin role**.

Take a look at item 2.3 to figure out how to assign Site Admin role to the user.



Sign in

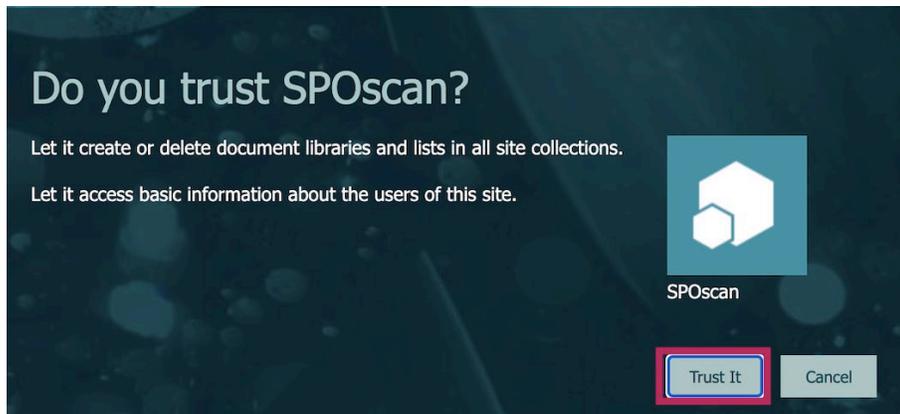
Email, phone, or Skype

[Can't access your account?](#)

[Sign-in options](#)

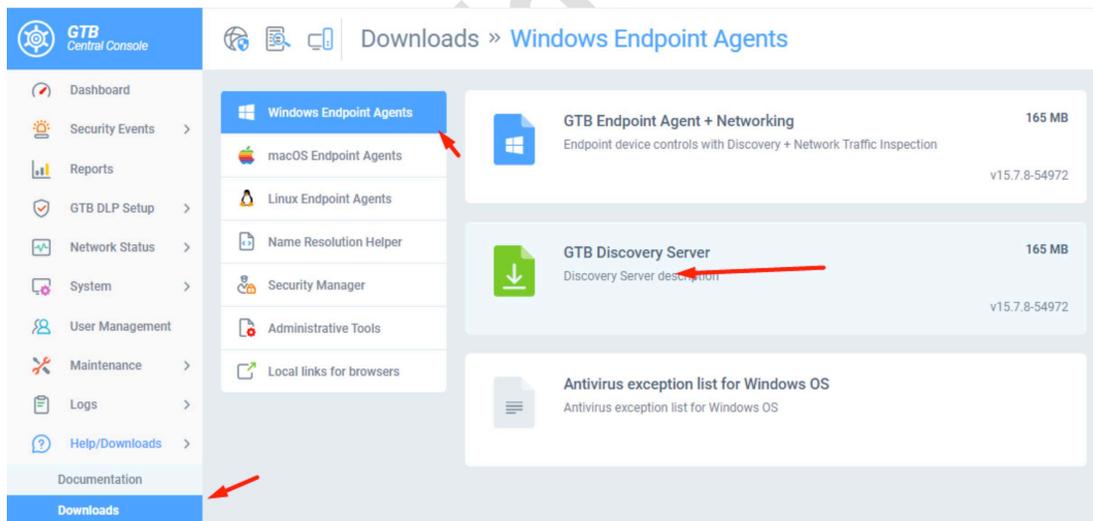
Next

12. In the pop-up window, press **Trust It** button.



3.3 Install Discovery Server

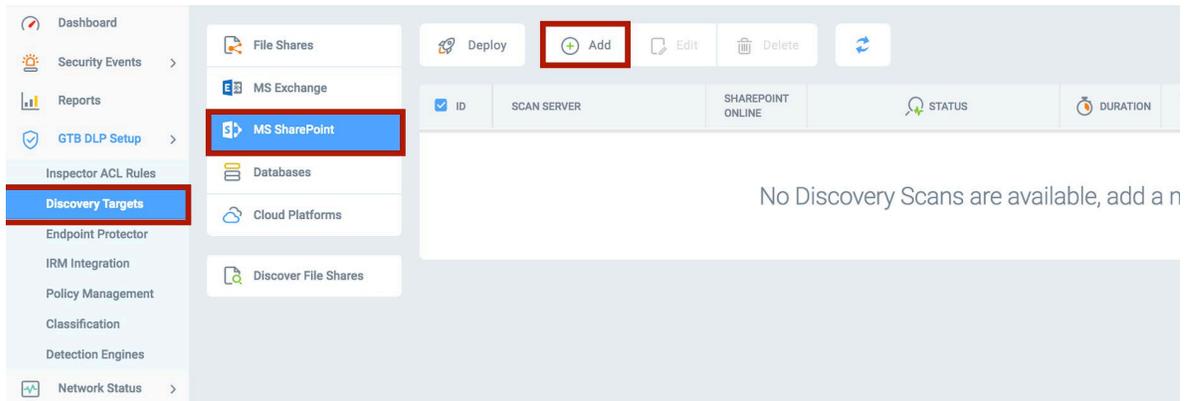
13. Sign in to the **Central Console** using an account with Administrator privileges.
14. Go to the **Help > Download** tab of the GTB Central Console and download the GTB Discovery Server MSI package.



15. Install the **GTB Discovery Server** on any Windows PC where you want to scan from.
16. The Discovery Server scans 1 file per CPU core at a time. The more cores provided, the faster is scanning speed.

3.4 Start the SharePoint Online Discovery

1. Sign in to the Central Console.
2. Go the **DLP Setup > Discovery Targets > MS SharePoint** tab.
3. Click the **Add** button.



4. Enter the **Scan Name**, select the **Discovery server**, enter the **SharePoint URL** of the scanned site.

You can specify several URLs to scan. If you want to scan all sites from your SPO specify admin site URL:

<https://companyname-admin.sharepoint.com>.

5. Check **SharePoint Online** checkbox.
6. In the Credential or Cloud Account select the Credential or Cloud Account.
7. Enter the **SharePoint URL** of the scanned site

- Click the **Save** button.
- Press the **Start** icon to start the SharePoint discovery. The scan should start within a minute.

#	SCAN NAME	DESIGNATED SCAN SERVER	SHAREPOINT ONLINE	STATUS	DURATION	TOTAL SIZE, MB	FILES SCANNED	SCANNED, MB	REMEDIATIONS	MATCHES
1	SPO Scan	GTB_SCANSERVER		-	-	-	-	-	-	-

3.5 Check scan result

- Sign in to the Central Console.
- Go to the **Security Events > Discovery Scans** page and check the scan results. You should see a new running scan at this tab within few minutes.

ID	SCAN NAME	SCAN SERVER	START TIME	END TIME	TOTAL FILES	FILES SCANNED	SCAN SIZE, MB	SCANNED, MB	REMEDIATION	MATCHES	DURATION	STATUS
307	SharePoint Online Scan	LoL.gtstechnologies.com.us	Oct 02, 2020 11:49:37 AM	Oct 02, 2020 11:52:46 AM	138	138	87.39	87.39	None	37	3m	Completed, 100% done

- Each line represents a separate Discovery scan. Double click to see the details.

If you have any questions, please, email support@gttb.com and any of our engineers would be happy to help you.