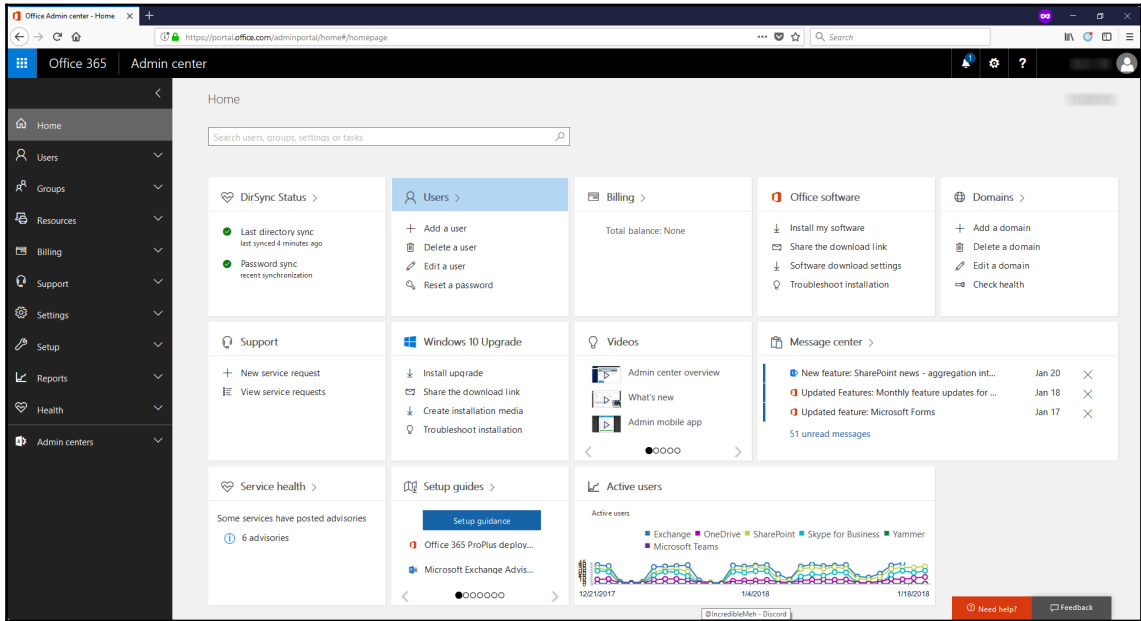


# Chapter 1: The Office 365 Administration Portal





**NU** **New user** new@domain.com ✕

First name  Last name

Display name \*

Username \*  @ Domain

Location

∨ **Contact information**

---

∨ **Password** Auto-generated

---

∨ **Roles** User (no administrator access)

---

∧ **Product licenses \*** **Decision required**

---

∨ Visio Online Plan 2  Off

You have no more licenses for this prepaid subscription. You need to buy a subscription before you can assign a license.

---

^ Password

Auto-generated

- Auto-generate password
- Let me create the password
- Make this user change their password when they first sign in

^ Roles

User (no administrator access)

You can assign different roles to people in your organization. [Learn more about admin roles](#)

- User (no administrator access)  
This user won't have permissions to the Office 365 admin center or any admin tasks.
- Global administrator  
This user will have access to all features in the admin center and can perform all tasks in the Office 365 admin center.
- Customized administrator  
You can assign this user one or many roles so they can manage specific areas of Office 365.

Product licenses\* Decision required

---

Visio Online Plan 2  Off  
You don't have any licenses available. To purchase additional licenses, please contact your partner(s).

---

Office 365 Enterprise E3  Off  
1 of 5 licenses available

---

Office 365 F1  Off  
You don't have any licenses available. To purchase additional licenses, please contact your partner(s).

---

Azure Information Protection Plan 1  Off  
You don't have any licenses available. To purchase additional licenses, please contact your partner(s).

---

Office 365 Business Premium  Off  
You're out of licenses. If you turn this on, we'll try to buy an additional license for you.

---

Power BI (free)  Off  
Unlimited licenses available

---

Office 365 Business Essentials  Off  
You don't have any licenses available. To purchase additional licenses, please contact your partner(s).

---

Project Online Professional  Off  
You don't have any licenses available. To purchase additional licenses, please contact your partner(s).





---

Office 365 Business  Off  
You don't have any licenses available. To purchase additional licenses, please contact your partner(s).

---

Not Recommended:

Create user without product license  Off

Group memberships (5)	AdminAgents All Azure AD Users Azure Admins Developers <a href="#">More</a>	<a href="#">Edit</a>
Sign-in status	Sign-in allowed	<a href="#">Edit</a>
Office installs	View and manage which devices this person has Office apps installed on.	<a href="#">Edit</a>
Roles		<a href="#">Edit</a>
Display name	@Alara Rogers (DA)	<a href="#">Edit</a>
Office phone		
^  Mail Settings		
Mailbox permissions	There are no additional mailbox permissions set on this mailbox.	<a href="#">Edit</a>
Email forwarding	None	<a href="#">Edit</a>
Litigation hold	Off	<a href="#">Edit</a>
Automatic replies	Off	<a href="#">Edit</a>
Email apps	All email apps allowed	<a href="#">Edit</a>
Show in global address list	Yes	<a href="#">Edit</a>
More settings	<a href="#">Edit Exchange properties</a> 	
^  OneDrive Settings		
Access	View and edit folders and files You will be granted permissions to manage this user's OneDrive	<a href="#">Access files</a>
Quota	Storage used : 0 % of 1024 GB	
External sharing	Let people outside your organization access your site	On <a href="#">Edit</a>
Sign-out	Initiate a one-time event that will sign this person out of all Office 365 sessions across all devices. It can take up to 15 minutes for process to complete. This person will be able to immediately sign back in, unless you have also blocked their sign-in status.	<a href="#">Initiate</a>
More settings	<a href="#">Edit Skype for Business properties</a> <a href="#">Manage multi-factor authentication</a> 	


---

## Import multiple users

Create and uploa...   Set user options   View your results

### Create and upload the file

In this step, download one of the CSV files below, save the file, and use Excel or another app to add your users' information. Then you can come back here, upload the file and verify that you've got it filled out correctly.

[Learn more about importing multiple users](#) 

[↓ Download a CSV file with headers only](#)

[↓ Download a CSV file with headers and sample user information](#)

Home > Contacts

+ Add a contact More Search

<input type="checkbox"/>	Name	Email	Company	Office Phone	Mobile Phone
<input type="checkbox"/>	Accounts Payable	ap@hampden.com			
<input type="checkbox"/>	Drop-off	dropoff@hampden.com	Debbie Interactive	410-720-0440	
<input type="checkbox"/>	Cell SMS Alara	410461214@ messaging.hampden.com			
<input type="checkbox"/>	Cell SMS Tom	410461114@ messaging.hampden.com			
<input type="checkbox"/>	Concierge Care	hampden@conciergehds.com			
<input type="checkbox"/>	Contracts Document Library	contracts@hampden.com			
<input type="checkbox"/>	Drop-off	dropoff@hampden.com	Human Resources Management	410-371-1888	240-751-1888
<input type="checkbox"/>	Emails - Sales Pipeline	sales@hampden.com			
<input type="checkbox"/>	Emails Cloud Crusaders	cloud@hampden.com			
<input type="checkbox"/>	GovOppsChat Discussion	gov@hampden.com			
<input type="checkbox"/>	HR Records Library	hr@hampden.com			
<input type="checkbox"/>	IncomingCall Cerebro	incoming@hampden.com			
<input type="checkbox"/>	Intercom Group	intercom@hampden.com			
<input type="checkbox"/>	IT Support	it@hampden.com	Debbie Interactive	410-720-0440	
<input type="checkbox"/>	Legal Drop-off	legal@hampden.com	Human Resources Management	410-371-1888	240-751-1888
<input type="checkbox"/>	Legal Drop-off Library	legal@hampden.com			
<input type="checkbox"/>	Microsoft Billing	billing@microsoft.com			
<input type="checkbox"/>	New Member	newmember@hampden.com	American Office	410-330-7520	
<input type="checkbox"/>	Nikkia Carter	ncarter@hampden.com			
<input type="checkbox"/>	Proposal Center Drop-off Library	proposal@hampden.com			

Home > Deleted users

Restore More Search Export

<input type="checkbox"/>	Display name	Username	Deleted on
<input type="checkbox"/>	Theresa Testberg	thtestberg@hampden.com	Dec 28, 2017
<input type="checkbox"/>	test password	tpassword@hampden.com	Jan 17, 2018
<input type="checkbox"/>	Theresa Testberg	thtestberg@hampden.com	Jan 12, 2018



Home > Groups

[Not seeing new items listed? Go to the Exchange admin center](#)

+ Add a group   More ▾   View: All supported groups   Search


<input type="checkbox"/>	Group name	Email	Type	Status
<input type="checkbox"/>	...	...	Office 365 group	In cloud
<input type="checkbox"/>	...	...	Security group	In cloud
<input type="checkbox"/>	...	...	Security group	In cloud
<input type="checkbox"/>	...	...	Security group	Synced with active directory
<input type="checkbox"/>	...	...	Security group	In cloud
<input type="checkbox"/>	...	...	Security group	In cloud
<input type="checkbox"/>	...	...	Mail-enabled security group	Synced with active directory
<input type="checkbox"/>	...	...	Distribution list	In cloud
<input type="checkbox"/>	...	...	Security group	In cloud
<input type="checkbox"/>	...	...	. Mail-enabled security group	Synced with active directory
<input type="checkbox"/>	...	...	Security group	In cloud
<input type="checkbox"/>	...	...	. Mail-enabled security group	Synced with active directory
<input type="checkbox"/>	...	...	Distribution list	In cloud
<input type="checkbox"/>	...	...	. Office 365 group	In cloud
<input type="checkbox"/>	...	...	. Office 365 group	In cloud

Home > Shared mailboxes

+ Add a mailbox   More ▾   Search


<input type="checkbox"/>	Name	Email
<input type="checkbox"/>	!Role AP Portal	...
<input type="checkbox"/>	!Role Yammer Feed Mon	...
<input type="checkbox"/>	Beowulf2	...
<input type="checkbox"/>	Black Hole	...
<input type="checkbox"/>	Blog	...
<input type="checkbox"/>	Chimera	...
<input type="checkbox"/>	Cloud Solutions	...
<input type="checkbox"/>	CloudPower	...

---



**Chimera**  
chimera@hqs.com

[Delete mailbox](#)

Name	Chimera	<a href="#">Edit</a>
Email	chimera@hqs.com	
Email aliases	chimera@hqs.com	
Email forwarding	None	<a href="#">Edit</a>
Automatic replies	Off	<a href="#">Edit</a>
Sent items	Not copied to mailbox	<a href="#">Edit</a>
Email apps	All email apps allowed	<a href="#">Edit</a>
Litigation hold	Off	<a href="#">Edit</a>
Members	 <a href="#">Customize permissions</a>	<a href="#">Edit</a>
Show in global address list	Yes	<a href="#">Edit</a>
Exchange settings	<a href="#">Edit Exchange settings</a>	

[Learn how to use shared mailboxes in Outlook](#)

---

Office Admin center - Rooms & X +  
 https://portal.office.com/adminportal/home#/ResourceMailbox

Office 365 Admin center

Home > Rooms & equipment

+ Add More View All Search

<input type="checkbox"/>	Name	Email	Type
<input type="checkbox"/>	Chesapeake	Chesapeake@contoso.com	Room
<input type="checkbox"/>	Great Atlantic	Great Atlantic@contoso.com	Room
<input type="checkbox"/>	Pacific	Pacific@contoso.com	Room
<input type="checkbox"/>	Potomac	Potomac@contoso.com	Room
<input type="checkbox"/>	Rock Creek	Rock Creek@contoso.com	Room
<input type="checkbox"/>	Shenandoah	Shenandoah@contoso.com	Room

+ Room      + Equipment      Using rooms and equipment

Add a room that users can reserve for meetings.      Add a piece of equipment that users can reserve, like a company car or projector.      Need tips on scheduling and reserving rooms or equipment?

Home > Subscriptions

+ Add subscriptions

**ACTIVE**

**Visio Online Plan 2 Reseller** Active

Licenses		
Purchased	1	<b>Billed by Liquid Mercury - SharePoint+Office 365+Azure</b> Contact Liquid Mercury - SharePoint+Office 365+Azure to renew, add user licenses, or cancel your subscription 866-578-7119 <a href="mailto:office365@liquid-hg.com">office365@liquid-hg.com</a> <a href="http://marylandoffice365consultants.com/cloud/support">http://marylandoffice365consultants.com/cloud/support</a>
Assigned	1	

**DEPROVISIONED**

- Azure Active Directory Premium P2 Trial
- Dynamics 365 Customer Engagement Plan Enterprise Edition Trial
- Office 365 Business Premium

Home > Bills

If there are no charges for a billing period, you won't have a bill.  
 Questions? See the [Billing FAQ](#)

This month

- This month
- Last month
- Past 3 months
- Past 6 months
- Past year
- Specify date range
- Billing date: 1/12/2018
- Order creation date: 3/31/2017
- Order number: b7655d41-cd51-41df-862a-5f710734015f

	TOTAL
Domestic and International Calling Plan	\$108.00
Domestic Calling Plan	

[View details](#)  
[View invoice \(.pdf\)](#)

Recent payments or changes to current orders will appear on your next bill.

Home > Licenses

Name	Valid	Expired	Assigned	Status
Audio Conferencing	100	0	14	<a href="#">Buy now</a>
Azure Active Directory Basic	0	100	5	<span>✖</span> 5 users need valid licenses. <a href="#">Unassign</a> <a href="#">Buy now</a>
Azure Active Directory Premium P2	10	0	15	<span>✖</span> 5 users need valid licenses. <a href="#">Unassign</a> <a href="#">Buy now</a>
Domestic and International Calling Plan	1	0	1	<a href="#">Buy more</a>
Domestic Calling Plan	7	0	7	<a href="#">Buy more</a>
Dynamics 365 for Financials for I/Ws	10,000	0	3	<a href="#">Buy now</a>
Enterprise Mobility + Security E3	0	100	21	<span>✖</span> 21 users need valid licenses. <a href="#">Unassign</a> <a href="#">Buy now</a>
Microsoft Dynamics CRM Online Professional internal use rights (IUR) benefit for MPN members	60	0	22	<a href="#">Buy now</a>
Microsoft Dynamics Employee Self Service	1	0	0	<span>ℹ</span> No licenses are assigned. <a href="#">Assign now</a> <a href="#">Buy now</a>
Office 365 Enterprise E3	0	100	4	<span>✖</span> 4 users need valid licenses. <a href="#">Unassign</a> <a href="#">Buy now</a>
Office 365 Enterprise E5 without Audio Conferencing	100	0	32	<a href="#">Buy now</a>
Power BI - deprecated, use Power BI (free) instead	100	0	0	<span>ℹ</span> No licenses are assigned. <a href="#">Assign now</a> <a href="#">Buy now</a>
Power BI Pro	0	100	2	<span>✖</span> 2 users need valid licenses. <a href="#">Unassign</a> <a href="#">Buy now</a>
Project for Office 365	0	1	1	<span>✖</span> 1 user needs a valid license. <a href="#">Unassign</a> <a href="#">Buy now</a>
Project Online Essentials	0	30	6	<span>✖</span> 6 users need valid licenses. <a href="#">Unassign</a> <a href="#">Buy now</a>
Project Online Premium	20	0	7	<a href="#">Buy now</a>
Project Online Premium without Project Client	0	5	1	<span>✖</span> 1 user needs a valid license. <a href="#">Unassign</a> <a href="#">Buy now</a>
Project Online Professional	1	0	0	<span>ℹ</span> No licenses are assigned. <a href="#">Assign now</a> <a href="#">Buy now</a>
Visio Online Plan 2	6	0	5	<a href="#">Buy now</a>
Windows 10 Enterprise E5	2	0	2	<a href="#">Buy now</a>

## Purchase services

If you wish to purchase a subscription through your CSP Partner, please contact your partner, SYNEX at <https://answers.microsoft.com/en-us/msoffice>  
Or if you would like to purchase a subscription directly from Microsoft, please place an order using the below Purchase Services page.

Small Business Suite (up to 300 users) ▾

Enterprise Suite (unlimited users) ▾

Dynamics 365 Suite ▾

Other plans ▾

### Receive billing statement as email attachment?

We will send your billing statement attached to a separate email.

Off

### Notification recipients

We are sending billing notifications and renewal reminders to these admins. Select user to update preferences.

Name	Primary email address	Alternate email address	Role
Melissa Cloud (Cloud Admin)	[Redacted]	[Redacted]	Global administrator
Elizabeth Nelson	[Redacted]	[Redacted]	Global administrator
David Murray (Cloud Admin)	[Redacted]	[Redacted]	Global administrator
Stephanie Nelson (Cloud Admin)	[Redacted]	[Redacted]	Global administrator
IT Thomas (Cloud Admin)	[Redacted]	[Redacted]	Global administrator
Mark Rogers	[Redacted]	[Redacted]	Global administrator
Thomas Green	[Redacted]	[Redacted]	Global administrator

+ Upload Add-in

View

All

Search

Search

Name

Host Apps

Status



[Azure multi-factor authentication](#)  
Manage your settings for Azure multi-factor authentication



[Bing](#)  
Turn Bing for business access on or off for your company employees



[Bookings](#)  
Turn Bookings on or off for your organization and learn how to get licenses for your users



[Business center](#)  
Control which business apps people in your company can use



[Calendar](#)  
Let people share their calendars with external users



[Cortana](#)  
Turn Cortana access on or off for your entire organization



[Directory Synchronization](#)  
Sync users to the cloud using Active Directory



[Docs.com](#)  
Manage and update your Docs.com settings



[Dynamics Customer Insights Preview](#)  
Manage and update your Dynamics Customer Insights Preview settings



[Integrated Apps](#)  
Manage your Integrated Apps settings



[Mail](#)  
Set up auditing, track messages, and protect email from spam and malware



[Microsoft Azure Information Protection](#)  
Update your settings for Microsoft Azure Information Protection



[Microsoft Forms](#)

### Password policy

 Edit

Set the password policy for all users in your organization.

Days before passwords expire Never

Days before a user is notified about expiration Never

### Sharing

 Edit

Control access for people outside your organization.

Let users add new guests to the organization On

### Let your people reset their own passwords

You can turn it on in the [Azure AD admin center](#).

After you turn on self-service password reset, you need to send users to the following website so they can set up their alternate phone number or email address. [Don't lose access to your account](#).

### Liquid Mercury - SharePoint+Office 365+Azure

 Edit

Name	Liquid Mercury - SharePoint+Office 365+Azure
Address	1236 Union Ave Baltimore, MD 21211-1901
Phone	866-578-7119
Technical contact	office365@liquid-hg.com
Preferred language	English

### Release preferences

 Edit


### Manage custom themes for your organization

 Edit

Customize Office 365 to reflect your organization's brand.


### Add custom tiles for your organization

 Edit

Create custom tiles that will appear in the My apps list for each user.  
Users in your organization can then pin this tile to their app launcher for quick access.  
[Learn more about custom tiles](#) 













## Home > Partner relationships

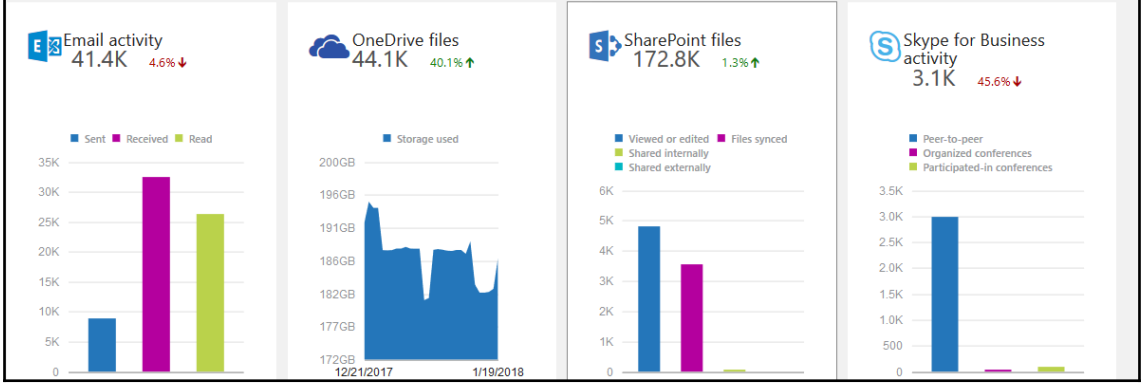
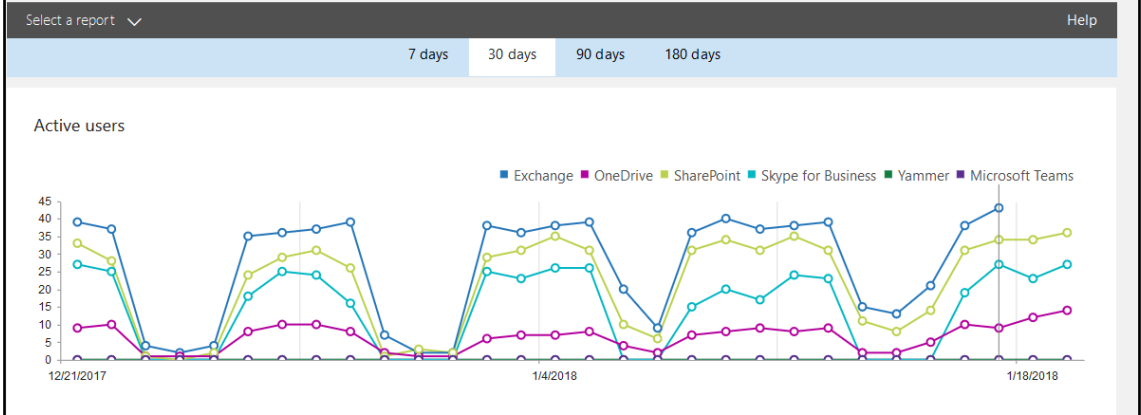
More 

<input type="checkbox"/>	Company	Relationship
<input type="checkbox"/>	Liquid Mercury - SharePoint+Office 365+Azure	Advisor
<input type="checkbox"/>	SYNNEX	Cloud Solution Provider and Admin

## Home > Products

Click a row below to view product details.

Products	Total	Available	Software included	Status	
Audio Conferencing	100	86		Active	<a href="#">Assign licenses</a>
Azure Active Directory Premium P2	10	0		Active	<a href="#">Buy more</a>
Domestic and International Callin...	1	0		Active	<a href="#">Buy more</a>
Domestic Calling Plan	7	0		Active	<a href="#">Buy more</a>
Dynamics 365 for Financials for IWs 10000		9997		Active	<a href="#">Assign licenses</a>
Microsoft Dynamics CRM Online ...	60	35		Expired	<a href="#">Assign licenses</a>
Microsoft Dynamics Employee Sel...	1	1		Active	<a href="#">Assign licenses</a>
Office 365 Enterprise E5 without ...	100	68		Active	<a href="#">Assign licenses</a>
Power BI - deprecated, use Power...	100	100		Active	<a href="#">Assign licenses</a>
Project Online Premium	20	13		Active	<a href="#">Assign licenses</a>
Project Online Professional	1	1		Active	<a href="#">Assign licenses</a>
Visio Online Plan 2	6	0		Active	<a href="#">Buy more</a>
Windows 10 Enterprise E5	2	0		Active	<a href="#">Buy more</a>



### Rules

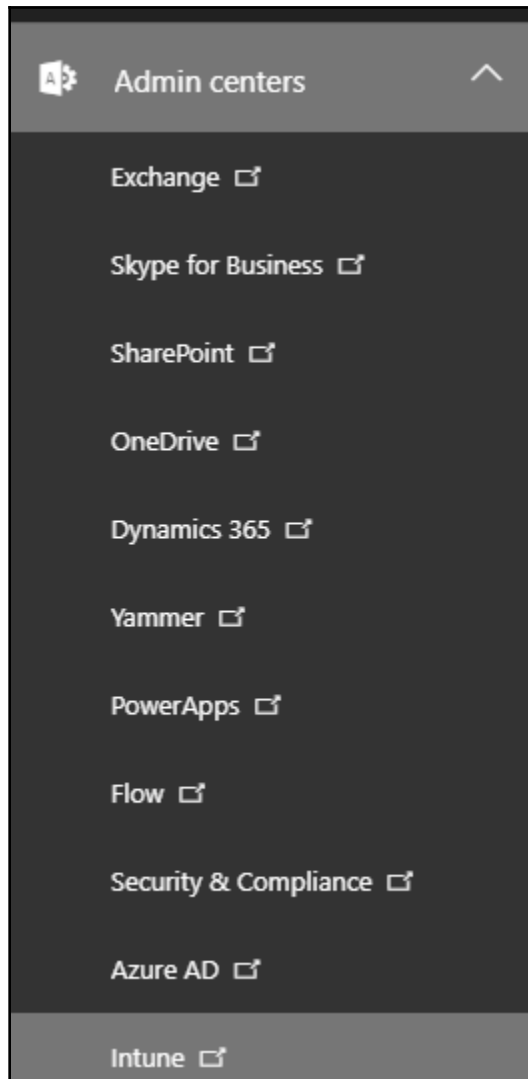
Top rule matches for mail      Rule matches for mail

### DLP

Top DLP policy matches for mail      Top DLP rule matches for mail      DLP policy matches by severity for mail

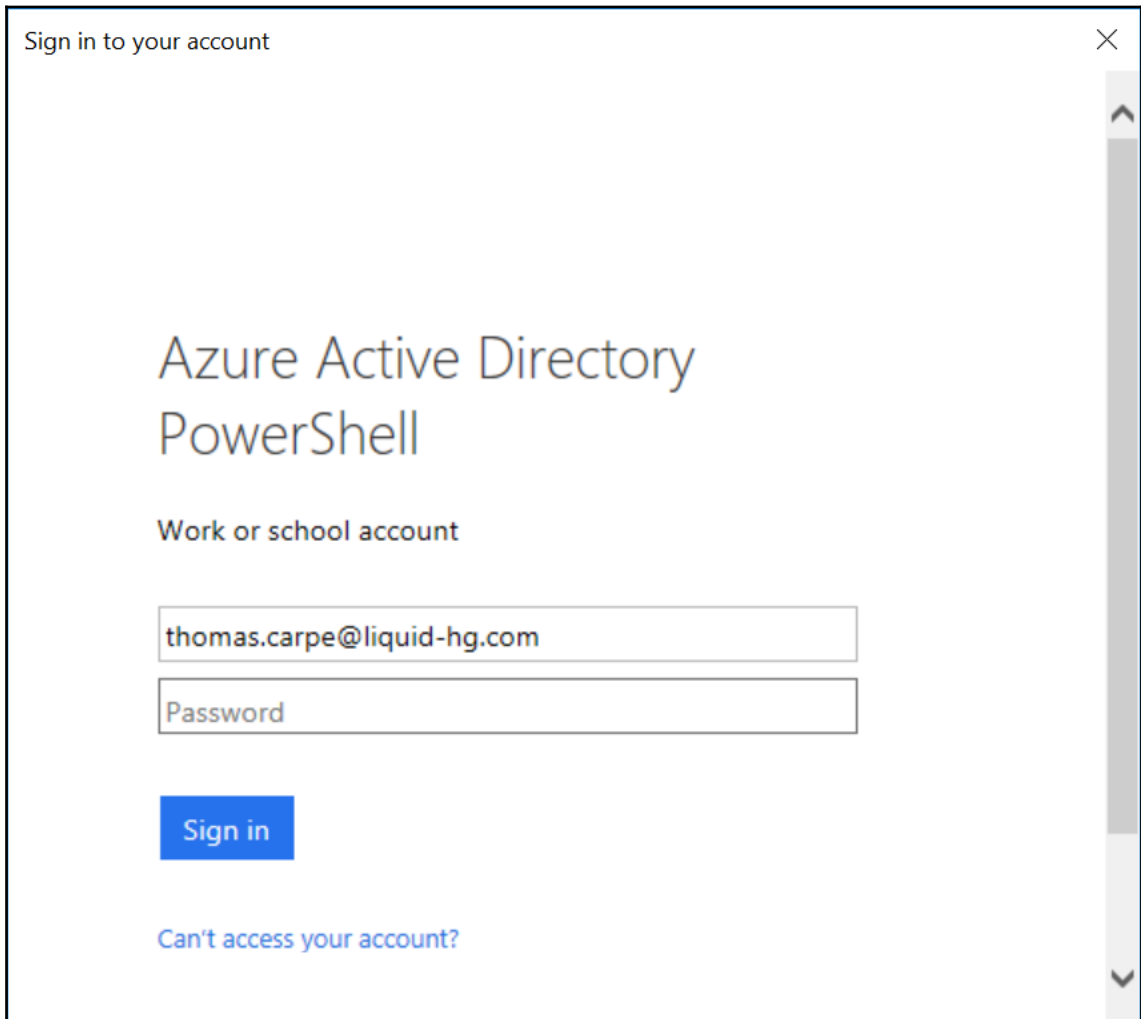
DLP policy matches, overrides, and false positives for mail

Looking for Protection and Auditing reports? Protection reports are now on the Reports dashboard in Security & Compliance Center. Auditing reports are in the Exchange admin center.



---

## Chapter 2: Using PowerShell to Connect to Office 365 Services



Sign in to your account

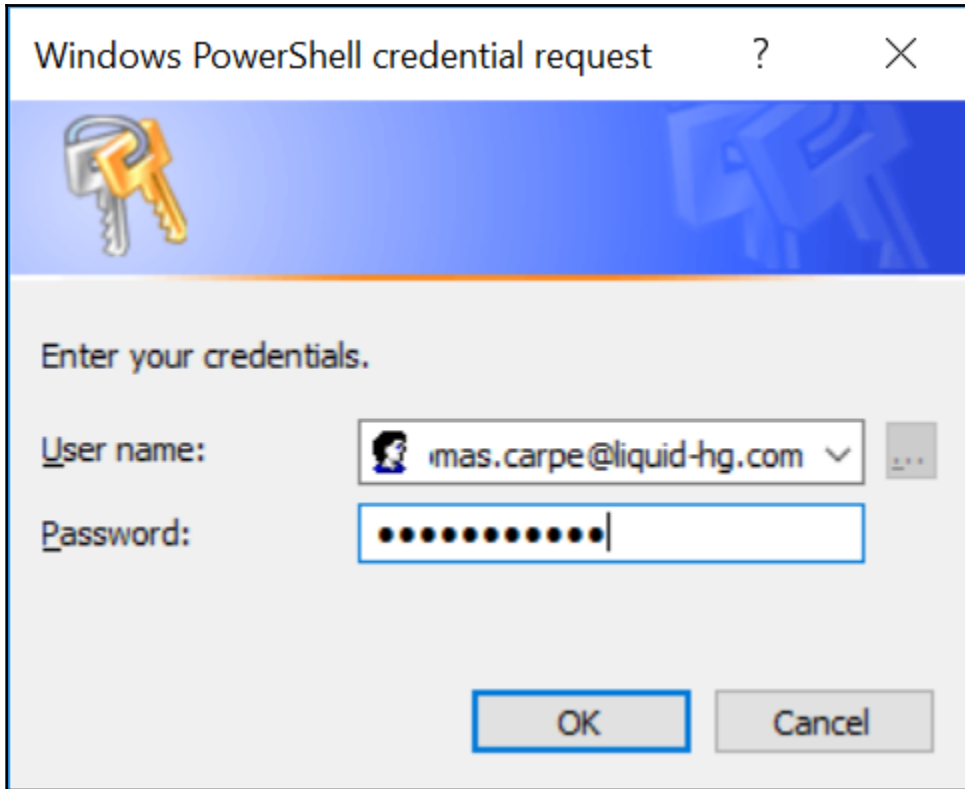
Azure Active Directory  
PowerShell

Work or school account

[Sign in](#)

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

The image shows a standard Windows-style dialog box with a title bar that says "Sign in to your account" and a close button (X) in the top right corner. The main content area contains the text "Azure Active Directory PowerShell" in a large font, followed by "Work or school account" in a smaller font. Below this are two text input fields: the first contains the email address "thomas.carpe@liquid-hg.com" and the second is labeled "Password". A blue button with the text "Sign in" is positioned below the password field. At the bottom left, there is a blue link that says "Can't access your account?". On the right side of the dialog box, there is a vertical scrollbar with an upward-pointing arrow at the top and a downward-pointing arrow at the bottom.



```
Microsoft Azure Active Directory Module for Windows PowerShell
PS C:\WINDOWS\system32> Connect-MsolService
PS C:\WINDOWS\system32>
```

```
Microsoft Azure Active Directory Module for Windows PowerShell
PS C:\WINDOWS\system32> $SecurePassword = Read-Host -Prompt "Enter password" -AsSecureString
Enter password: *****
PS C:\WINDOWS\system32> $UserName = "thomas.carpe@liquid-hg.com"
PS C:\WINDOWS\system32> $Credentials = New-Object System.Management.Automation.PSCredential `
>> -ArgumentList $UserName, $SecurePassword
PS C:\WINDOWS\system32> Connect-MsolService -Credential $Credentials
PS C:\WINDOWS\system32>
```

```

Microsoft Azure Active Directory Module for Windows PowerShell
PS C:\WINDOWS\system32> Connect-MsolService
PS C:\WINDOWS\system32> $TenantName = "spliquidmercury"
PS C:\WINDOWS\system32> $exchUri = "https://ps.outlook.com/PowerShell-LiveID"
PS C:\WINDOWS\system32> if (-not [string]::IsNullOrEmpty($TenantName)) {
>> if (-not $TenantName.EndsWith('onmicrosoft.com')) {
>> $TenantName = "$TenantName.onmicrosoft.com"
>> }
>> $exchUri = "$($exchUri)?DelegatedOrg=$($TenantName)"
>> }
PS C:\WINDOWS\system32> Write-Host -ForegroundColor Cyan "Connect to Exchange Online"
Connect to Exchange Online
PS C:\WINDOWS\system32> Write-Host "Uri: $exchUri"
Uri: https://ps.outlook.com/PowerShell-LiveID?DelegatedOrg=spliquidmercury.onmicrosoft.com
PS C:\WINDOWS\system32> $global:ExoSession = New-PSSession -ConfigurationName Microsoft.Exchange -ConnectionUri $exchUri
-Credential $Credentials -Authentication Basic -AllowRedirection -Verbose <#:$VerbosePreference #>
PS C:\WINDOWS\system32> Import-PSSession $global:ExoSession -DisableNameChecking -Verbose #:$VerbosePreference | Out-Null

ModuleType Version Name ExportedCommands
-----
Script 1.0 tmp_4m3pgtrnt.aao {Add-DistributionGroupMember, Add-MailboxFolderPermission, ...
PS C:\WINDOWS\system32>

```

```

SharePoint Online Management Shell
PS C:\WINDOWS\system32> $TenantName = "spliquidmercury"
PS C:\WINDOWS\system32> $sharePointUri = "https://$TenantName-admin.sharepoint.com"
PS C:\WINDOWS\system32> # Use these if connecting using delegated admin privs
PS C:\WINDOWS\system32> ## $DelegateName = "$TenantName.onmicrosoft.com"
PS C:\WINDOWS\system32> ## $sharePointUri = "$sharePointUri?DelegatedOrg=$DelegateName"
PS C:\WINDOWS\system32> Write-Host -ForegroundColor Cyan "Connecting to SharePoint Online"
Connecting to SharePoint Online
PS C:\WINDOWS\system32> Write-Host $sharePointUri
https://spliquidmercury-admin.sharepoint.com
PS C:\WINDOWS\system32> Connect-SPOService -Verbose <#:$VerbosePreference #> -Url $sharePointUri -Credential $Credentials
PS C:\WINDOWS\system32> Get-SPOSite

Url Owner Storage
Quota
----
http://www-dev.liquidmercurysolutions.com/ tcc.nosso@liquidmercurysolutions.com ...400
https://spliquidmercury-my.sharepoint.com/ ...400
https://spliquidmercury.sharepoint.com/sites/InternalWorkDiscussions ...400
https://spliquidmercury.sharepoint.com/sites/pwa ...400
https://spliquidmercury.sharepoint.com/sites/alaratest1 alara.rogers@liquidmercurysolutions.com ...400

```

```
SharePoint Online Management Shell
PS C:\WINDOWS\system32> $Credentials = Get-Credential

cmdlet Get-Credential at command pipeline position 1
Supply values for the following parameters:
Credential
PS C:\WINDOWS\system32> $TenantName = "spliquidmercury"
PS C:\WINDOWS\system32> # Change $TenantName to to your Office 365 tenant
PS C:\WINDOWS\system32> # For sub-sites you'll want to modify $WebUrl too
PS C:\WINDOWS\system32> $WebUrl = "https://$TenantName.sharepoint.com"
PS C:\WINDOWS\system32> $DllPath = "C:\Users\thomas.carpe\Od4b\Documents\WindowsPowerShell\Modules\CloudPower"
PS C:\WINDOWS\system32> # Change $DllPath to wherever you are keeping your assemblies
PS C:\WINDOWS\system32> Add-Type -Path "$DllPath\Microsoft.SharePoint.Client.dll"
PS C:\WINDOWS\system32> Add-Type -Path "$DllPath\Microsoft.SharePoint.Client.Runtime.dll"
PS C:\WINDOWS\system32> # Convert Credentials to SPO Credentials
PS C:\WINDOWS\system32> $SpoCredentials = New-Object Microsoft.SharePoint.Client.SharePointOnlineCredentials($Credentials.UserName, $Credentials.Password)
PS C:\WINDOWS\system32> $Context = New-Object Microsoft.SharePoint.Client.ClientContext($WebUrl)
PS C:\WINDOWS\system32> $Context.Credentials = $SpoCredentials
PS C:\WINDOWS\system32> $Web = $Context.Web
PS C:\WINDOWS\system32> If (!$Context.ServerObjectIsNull.Value) {
>> # How to read a client object's properties in CSOM
>> $Context.Load($Web)
>> $Context.ExecuteQuery()
>> $Title = $Web.Title
>>
>> Write-Host -ForegroundColor Green "Connected to SharePoint Online"
>> Write-Host "Web url: '$WebUrl'"
>> Write-Host "Title: '$Title'"
>> # Now you can write your own code to do CSOM calls against the web context
>> }
Connected to SharePoint Online
Web url: 'https://spliquidmercury.sharepoint.com'
Title: 'LMS Portal'
PS C:\WINDOWS\system32>
```

```

SharePoint Online Management Shell
PS C:\WINDOWS\system32> $RestUrl = "$WebUrl/_api/web/lists"
PS C:\WINDOWS\system32> $Accept = "application/json;odata=verbose"
PS C:\WINDOWS\system32> $ContentType = "application/json;odata=verbose"
PS C:\WINDOWS\system32> [Microsoft.PowerShell.Commands.WebRequestMethod]$Method = [Microsoft.PowerShell.Commands.WebRequestMethod]:Get
PS C:\WINDOWS\system32> $request = [System.Net.WebRequest]::Create($RestUrl)
PS C:\WINDOWS\system32> $request.Credentials = $SpoCredentials
PS C:\WINDOWS\system32> $request.Headers.Add("X-FORMS_BASED_AUTH_ACCEPTED", "f")
PS C:\WINDOWS\system32> $request.ContentType = $ContentType
PS C:\WINDOWS\system32> $request.ContentLength = 0
PS C:\WINDOWS\system32> $request.Accept = $Accept
PS C:\WINDOWS\system32> $request.Method = $Method
PS C:\WINDOWS\system32> $response = $request.GetResponse()
PS C:\WINDOWS\system32> Try {
>> $streamReader = New-Object System.IO.StreamReader $response.GetResponseStream()
>> Try {
>> $data = $streamReader.ReadToEnd()
>> $results = $data | ConvertFrom-Json
>> # output to the console
>> $results.d
>> } Finally {
>> $streamReader.Dispose()
>> }
>> } Finally {
>> $response.Dispose()
>> }
}

results
-----
{@{__metadata=; FirstUniqueAncestorSecurableObject=; RoleAssignments=; Activities=; ContentTypes=; CreatablesInfo=; ...

```

```

Microsoft Azure Active Directory Module for Windows PowerShell
PS C:\WINDOWS\system32> Write-Host -ForegroundColor Cyan "Connect to Skype for Business Online"
Connect to Skype for Business Online
PS C:\WINDOWS\system32> $global:S4bSession = New-CsOnlineSession -Verbose <# :$VerbosePreference #> -Credential $Credentials
VERBOSE: Determining domain to admin
Please enter the user principal name (ex. User@Domain.Com): tcc.da@liquidmercurysolutions.com
VERBOSE: AdminDomain = 'liquidmercurysolutions.com'
VERBOSE: Discovering PowerShell endpoint URI
VERBOSE: TargetUri = 'https://admin0a.online.lync.com/OcsPowerShell0Auth'
VERBOSE: GET https://admin0a.online.lync.com/OcsPowerShell0Auth with 0-byte payload
VERBOSE: AuthUri = 'https://login.windows.net/common/oauth2/authorize'
VERBOSE: Requesting authentication token
VERBOSE: Success
VERBOSE: Initializing remote session
VERBOSE: Success
PS C:\WINDOWS\system32> Import-PSSession $global:S4bSession -Verbose <# :$VerbosePreference | Out-Null #>

ModuleType Version      Name                               ExportedCommands
-----
Script      1.0             tmp_1krp5qra.3x3                 {Clear-CsOnlineTelephoneNumberReservation, Complete-CsCceA...

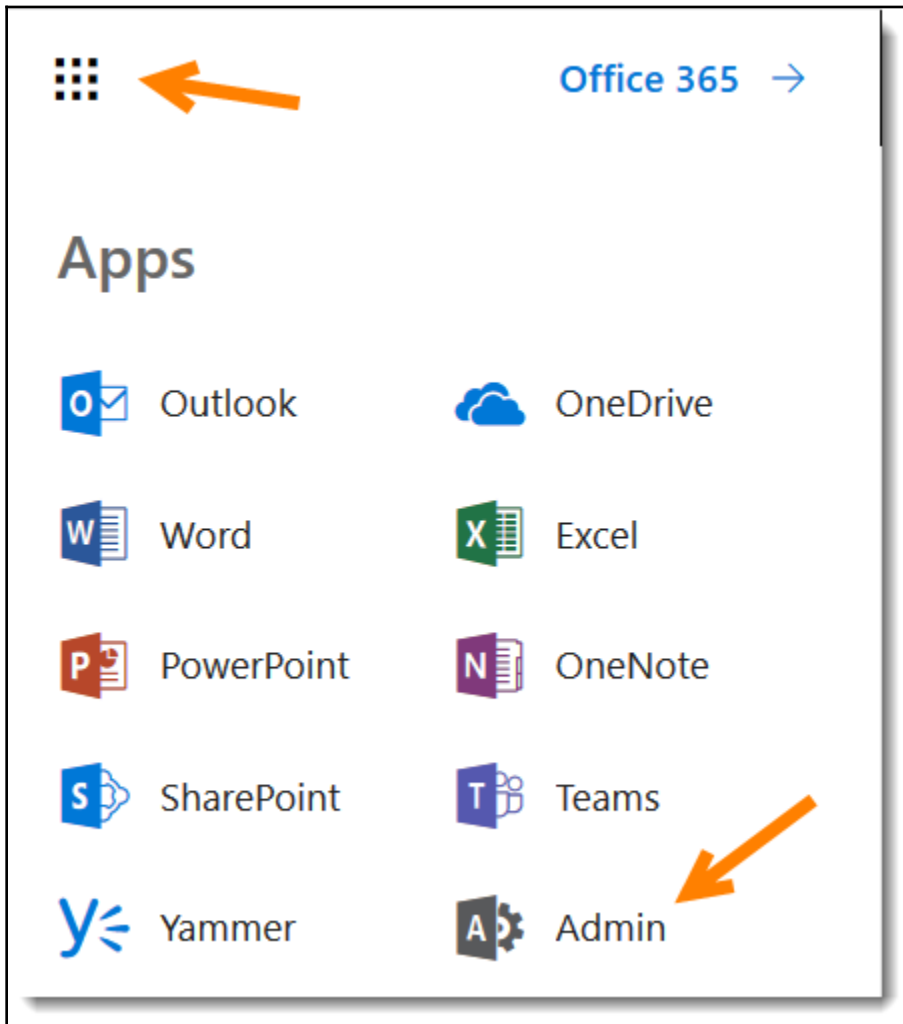
PS C:\WINDOWS\system32>

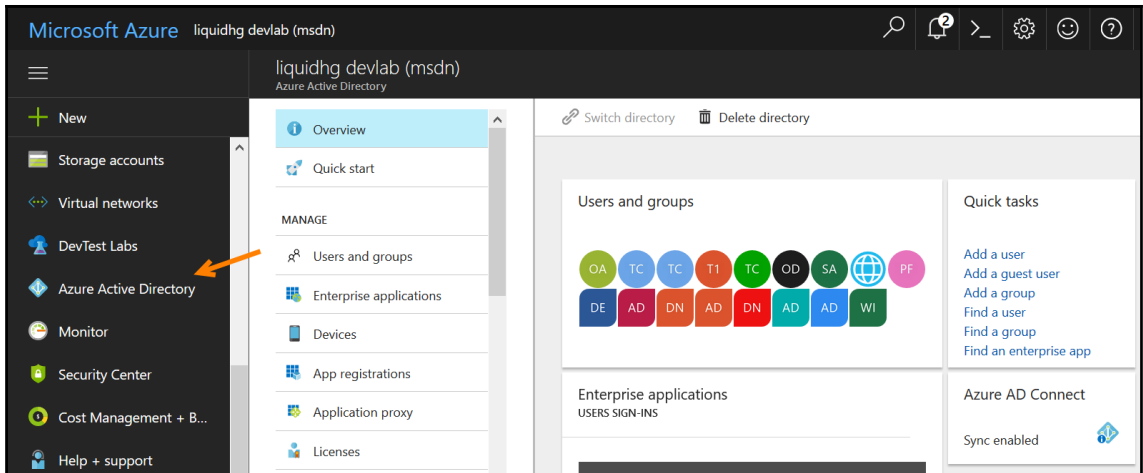
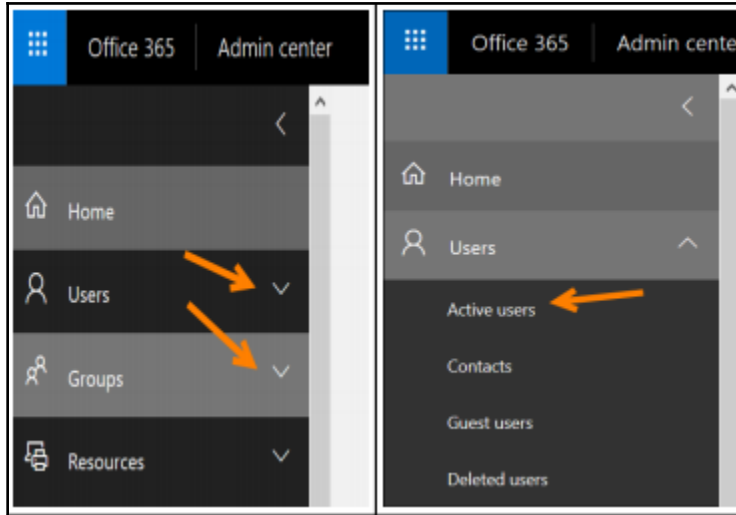
```



---

## Chapter 3: Administering Azure Active Directory





Home > Active users LiquidHg DevLab (MSD)


[+ Add a user](#)
[More](#)
 Views: Licensed users

<input type="checkbox"/>	Display name ^	Username	Status	Sync Type
<input type="checkbox"/>	Admin 365	admin365@liquidhgdev.onmicrosoft.com	Dynamics 365 Customer Engag...	In cloud
<input type="checkbox"/>	Alara Rogers	alara.rogers@liquidhgdev.onmicrosoft.com	Dynamics 365 Customer Engag...	In cloud
<input type="checkbox"/>	Dev1	dev1@liquidhgdev.onmicrosoft.com	Office 365 Enterprise E3	In cloud
<input type="checkbox"/>	Eric Carpe	eric.carpe@liquidhgdev.onmicrosoft.com	Office 365 Enterprise E3	In cloud
<input type="checkbox"/>	Kitty Perkins	kitty.perkins@liquidhgdev.onmicrosoft.com	Project Online Essentials	In cloud
<input type="checkbox"/>	Liquid Mercury	LiquidHg@liquidhgdev.onmicrosoft.com	Office 365 Enterprise E3	In cloud
<input type="checkbox"/>	Office365 Admin	admin@liquidhgdev.onmicrosoft.com	Dynamics 365 Customer Engag...	In cloud
<input type="checkbox"/>	Test 1. User	test.user1@lab.liquid-hg.com	Office 365 Enterprise E3 Azure ...	Synced with ...

- Password admins
- Service admins
- User management admins
- Add custom view

Home > Active users

[+ Add a user](#)
[More](#)
 Views: AD Synced Accounts

 Jane Doe (Employee)  
jdoe@liquidhgdev.onmicrosoft.com

First name: Jane Last name: Doe

Display name \*: Jane Doe (Employee)

Username \*: jdoe Domain: @ liquidhgdev.onmicrosoft.com

Location: United States

∨ Contact information

∨ Password: Auto-generated

∨ Roles: User (no administrator access)

∨ Product licenses \*: Decision required

**Add** Cancel

The person will use this name to sign in. For most users, it will also be their email address. Each user must have a unique username. Names can include letters from the basic Latin alphabet, numbers, periods, and hyphens. It's best to have names that are easy for people to remember. For small organizations, we recommend using just a first name, a first name and last initial, or a first initial and last name.



Jane Doe (Employee)  
jdoe@liquidhgdev.onmicrosoft.com

## User was added

Display name Jane Doe (Employee)  
Username jdoe@liquidhgdev.onmicrosoft.com  
Password Daw55

Send password in email

Email the new password to the following recipients \*

admin@liquidhgdev.onmicrosoft.com

Send email and close

---

## Import multiple users



Create and upload the file



Set user options



View your results

### Create and upload the file

In this step, download one of the CSV files below, save the file, and use Excel or another app to add your users' information. Then you can come back here, upload the file and verify that you've got it filled out correctly.

[Learn more about importing multiple users](#) 

[↓ Download a CSV file with headers only](#)

[↓ Download a CSV file with headers and sample user information](#)

Browse to upload

Browse

Verify

Next

Cancel

## Import multiple users

Create and upload the file ✔ Set user options ● View your results ●

### Set user options

Choose how you want users to be imported by setting the sign-in status and the product license that will be assigned to the users.

Sign-in status

Sign-in allowed

Sign-in blocked

Product licenses Office 365 Enterprise E3 ^

Location

United States ▼

Power BI Pro Off  
24 of 25 licenses available

Azure Active Directory Basic(These licenses do not need to be individually assigned) Off

Office 365 Enterprise E3 On  
98 of 105 licenses available

Dynamics 365 Customer Engagement Plan Enterprise Edition Off  
7 of 10 licenses available

Not Recommended:

Create user without product license Off  
They may have limited or no access to Office 365 until you assign a product license.

**i** If you don't have enough product licenses, some users will be created without one. On the next page, you can view your results report and it will tell you which users still need product licenses assigned.

[Back](#) [Next](#) [Cancel](#)

## Import multiple users

 Create and upload the file

 Set user options

 View your results

### View your results

Here are your results reports. You can either download and save them, or email them to yourself and others.

 5 users created

 [Download results](#)

Email the results files to these people

Recipients \*

 If you choose to send these files by email, the passwords will be sent in plain text.

[Send and close](#)



**John Deer (Contractor)**

jdeer@liquidhgdev.onmicrosoft.com

↻ ✕

Change

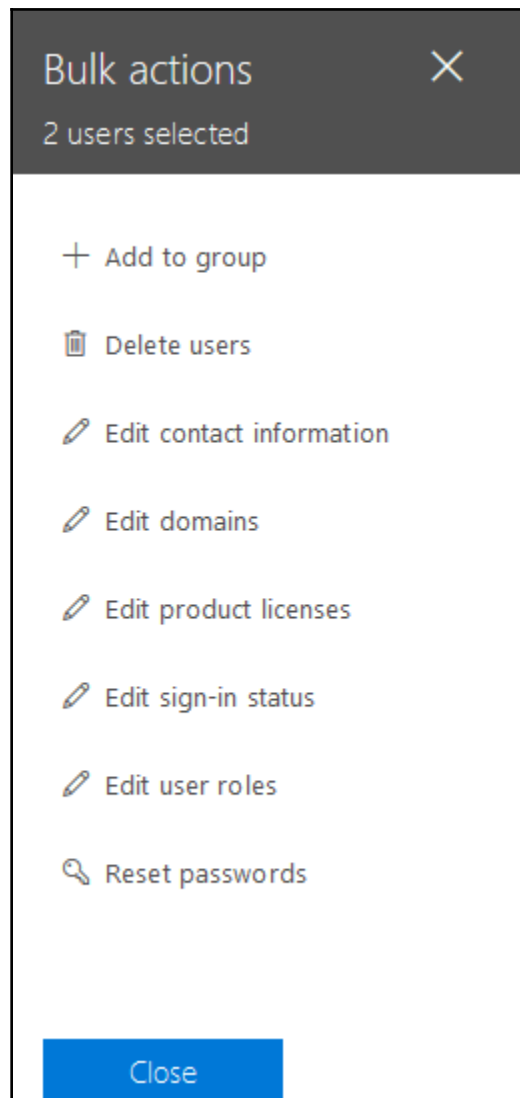
🔑 Reset password

🗑️ Delete user

Username / Email	jdeer@liquidhgdev.onmicrosoft.com	<a href="#">Edit</a>
Aliases	none	
Product licenses	Office 365 Enterprise E3	<a href="#">Edit</a>
Group memberships (0)	No groups for the user. Click edit to change group membership.	<a href="#">Edit</a>
Sign-in status	Sign-in allowed	<a href="#">Edit</a>
Office installs	View and manage which devices this person has Office apps installed on.	<a href="#">Edit</a>
Roles	User (no admin access)	<a href="#">Edit</a>
Contact information	John Deer (Contractor)	<a href="#">Edit</a>
<span>⌵</span> Mail Settings		
<span>⌵</span> OneDrive Settings		
More settings	<a href="#">Edit Skype for Business properties</a> <a href="#">Manage multi-factor authentication</a>	

Close

<input checked="" type="checkbox"/>	Jane Doe (Employee)	jdoe@liquidhgdev.onmicrosoft.com	Unlicensed	In cloud
<input checked="" type="checkbox"/>	John Deer (Contractor)	jdeer@liquidhgdev.onmicrosoft.com	Office 365 Enterprise E3	In cloud



---

The image shows a user management interface for a user named John Deer (Contractor). The user's email address is jdeer@liquidhgdev.onmicrosoft.com. There are three buttons: 'Change', 'Reset password', and 'Delete user'. The 'Change' button is highlighted with an orange circle, and an orange arrow points to it from the right.

	<b>John Deer (Contractor)</b> jdeer@liquidhgdev.onmicrosoft.com	
<a href="#">Change</a>	<a href="#">Reset password</a>	<a href="#">Delete user</a>



John Deer (Contractor)  
jdeer@liquidhgdev.onmicrosoft.com

## Edit email addresses and username

Primary email address and username

jdeer@liquidhgdev.onmicrosoft.com

To change the primary email address, add an alias and set it as primary. This will also change the current username.

### Aliases

An alias is another email address that people can use to email John Deer (Contractor).

Alias

@ liquidhgdev.onmicrosc

jd2@liquidhgdev.onmicrosoft.com



---

## Edit domains

2 users selected

Domain

lab.liquid-hg.com

**⚠ Warning:** You're about to change the selected users' sign-in information.

If they have Exchange, and their email addresses are the same as their usernames, the email addresses will also be changed. @lab.liquid-hg.com.

If this user has Skype for Business, they'll need to reschedule any Skype for Business meetings they organized and tell external contacts to update the contact information for them.

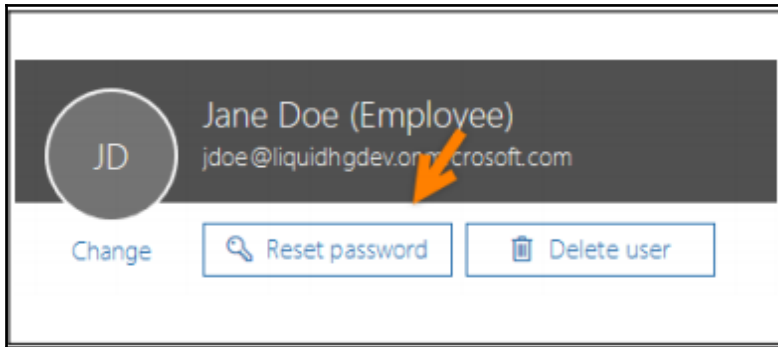
This user will also need to update their username in any apps they use, like Outlook, OneDrive, and any mobile apps.


Make sure you tell the user about these changes.


Save

Cancel



---



 Edit user roles

 Reset passwords

Close

Product licenses Office 365 Enterprise E3  [Edit](#)  Edit product licenses

Group memberships (0) No groups for the user. Click edit to change group membership.  [Edit](#)

**Bulk actions** 

2 users selected



---


### Add users to group

2 users selected


#### Select a group


Search group to add memberships

**Results (1)**

-  **Developers**

[Save](#) [Cancel](#)

Roles	User (no admin access)		<a href="#">Edit</a>
-------	------------------------	---	----------------------

 [Edit user roles](#)

JD Jane Doe (Employee)  
jdoe@liquidhgdev.onmicrosoft.com

Change Reset password Delete user

Bulk actions ×

2 users selected

+ Add to group

Delete users

[mailboxes](#) [groups](#) [resources](#) [contacts](#) [shared](#) [migration](#)

DISPLAY NAME	MAILBOX TYPE	EMAIL ADDRESS	
<b>Alara Rogers</b>	User	alara.rogers@liquidhgdev.onmicrosoft.com	<ul style="list-style-type: none"> <li>Convert to Shared Mailbox</li> <li>Convert</li> <li>In-Place Archive</li> <li>Archiving: Disabled</li> <li>Enable</li> <li>In-Place Hold</li> <li>User isn't under hold</li> </ul>
Dev1	User	dev1@liquidhgdev.onmicrosoft.com	
Eric Carpe	User	eric.carpe@liquidhgdev.onmicrosoft.com	
Liquid Mercury	User	LiquidHg@liquidhgdev.onmicrosoft.com	
Office365 Admin	User	admin@liquidhgdev.onmicrosoft.com	
Test 1. User	User	test.user1@liquidhgdev.onmicrosoft.com	



---

## In-Place Hold

User isn't under hold

Alara Rogers

general

mailbox usage

POP3: Enabled  
[Disable](#)

contact information

organization

MAPI: Enabled  
[Disable](#)

email address

▶ **mailbox features** 

Litigation hold: Disabled  
[Enable](#) 

member of

MailTip

Archiving: Disabled  
[Enable](#)

mailbox delegation

Mail Flow

Delivery Options

Delivery options control forwarding and recipient limits.

[View details](#)

Message Size Restrictions

Message size restrictions control the maximum size of messages that the recipient

Save

Cancel

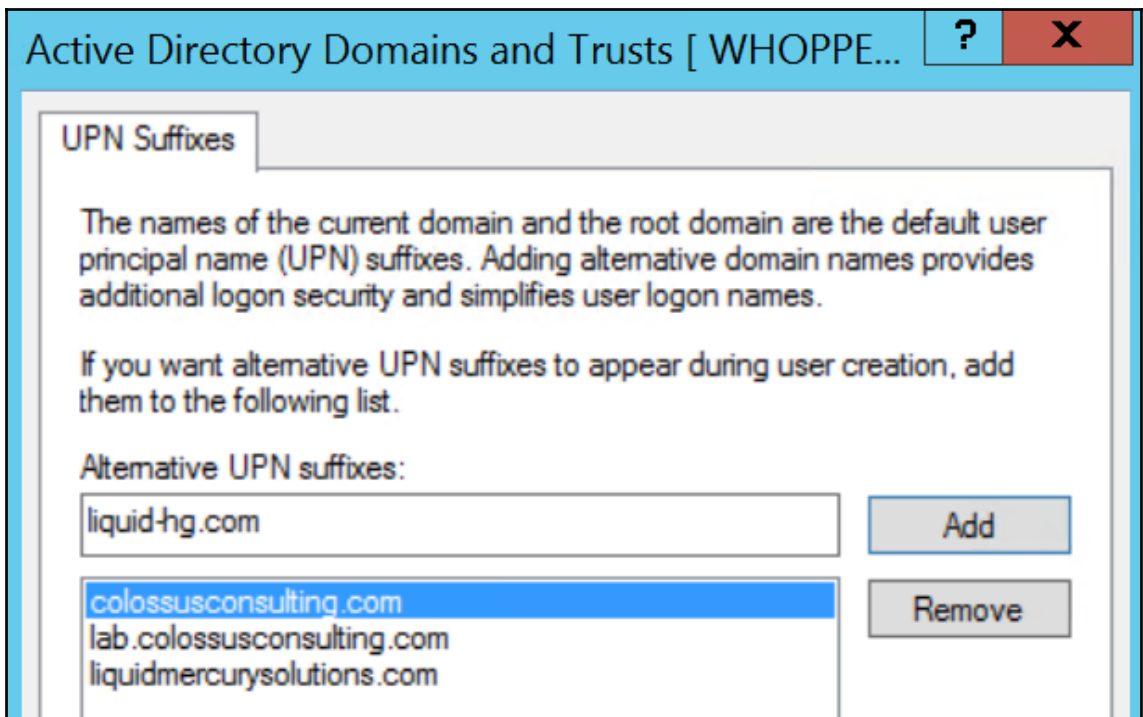
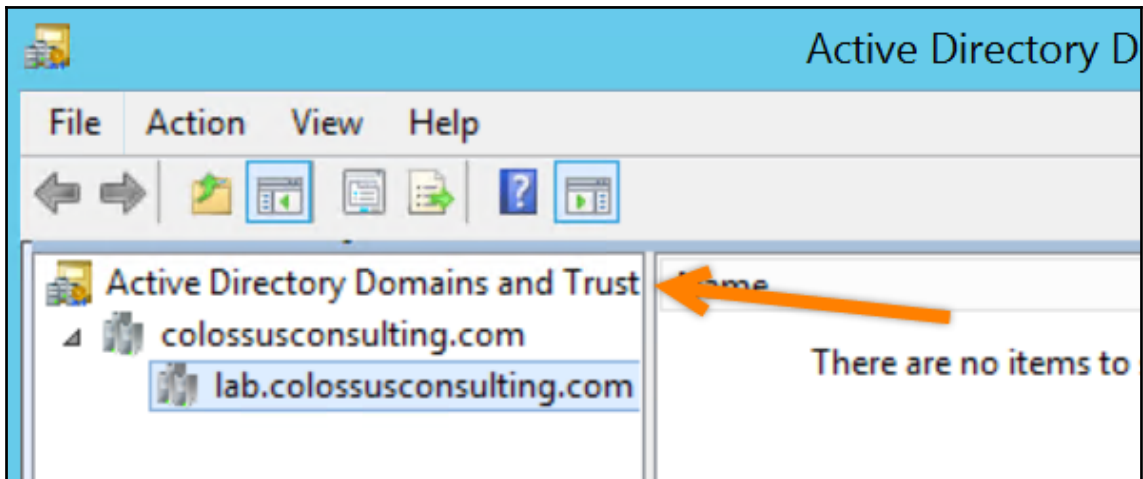
Mail Settings

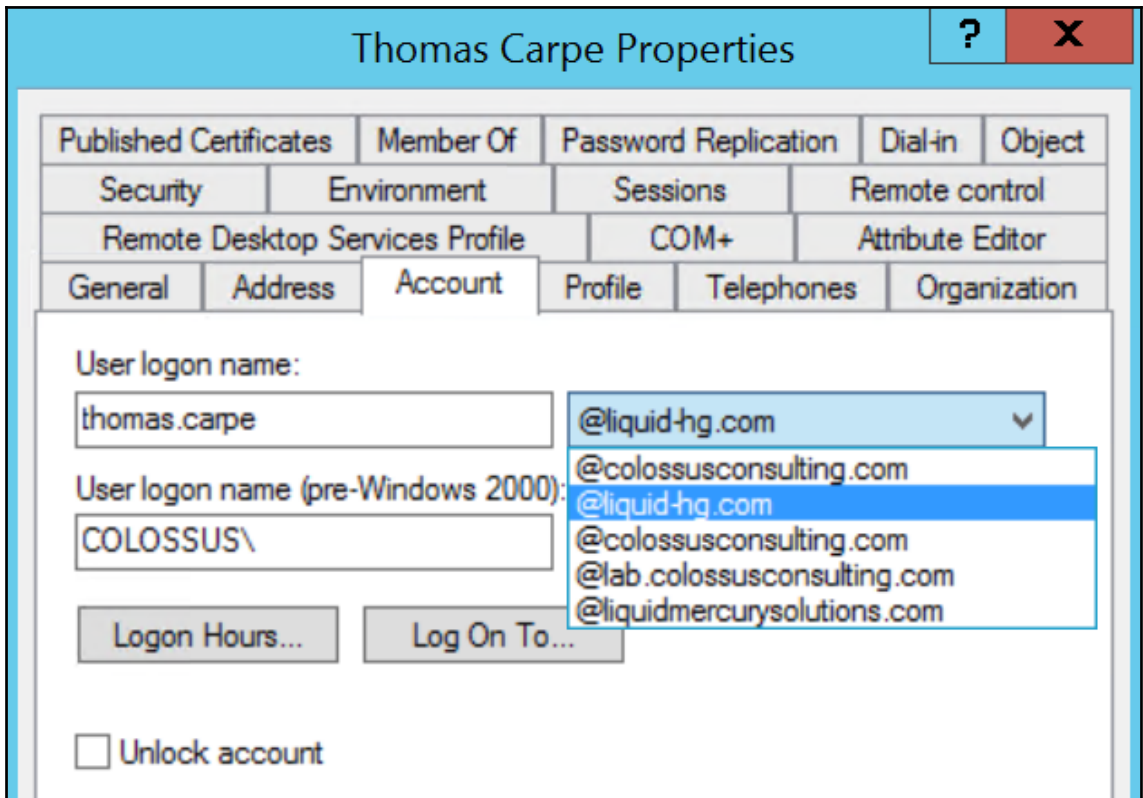
Mailbox permissions	Please wait	Edit
Email forwarding	None	Edit
Litigation hold	Off	Edit
Automatic replies	On	Edit
Email apps		Edit
Show in global address list	Yes	Edit
More settings	Edit Exchange properties	

Home > Guest users Liquid Mercury - SharePoint+Office 365+Azure

[Delete a user](#)

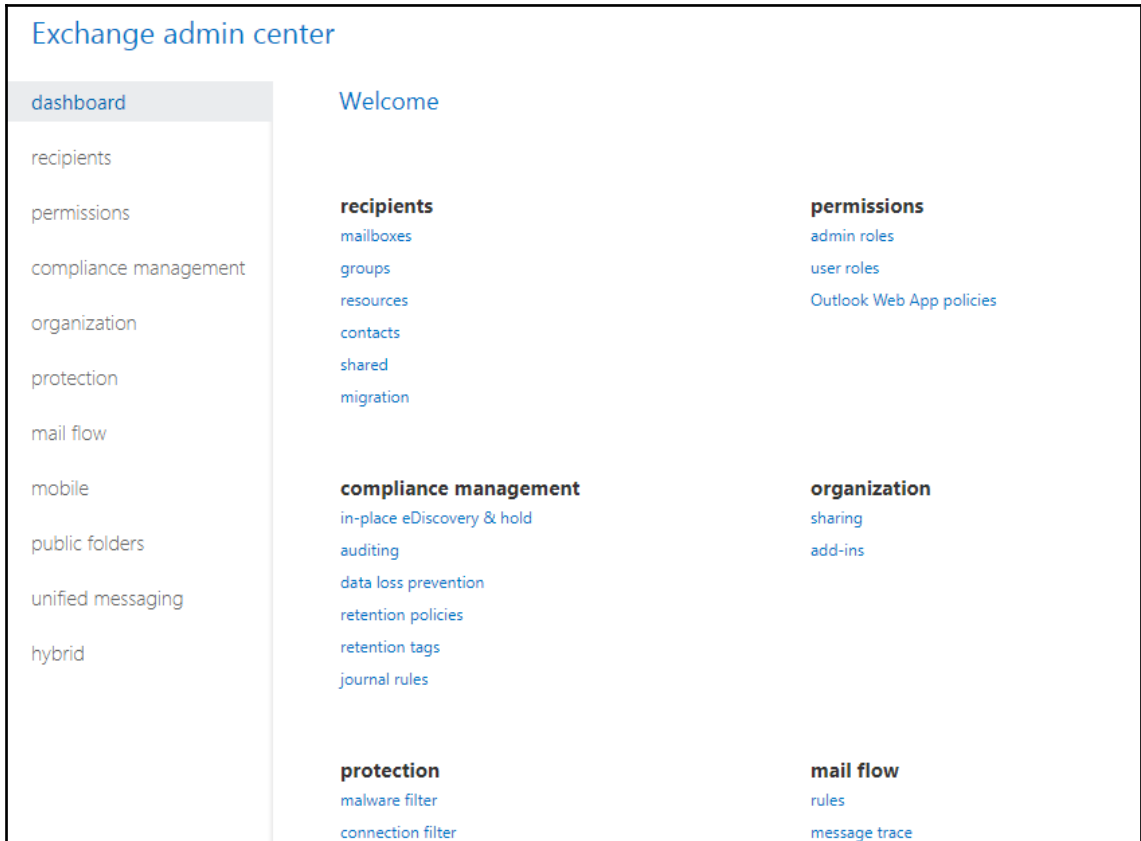
Display name	Email Address
Marc Cree (Client) ⓘ	Marc.Cree@Hq.Doe.Gov
Craig Haseler (Client) ⓘ	cahaseler@hotmail.com
Alex Molnar (Vendor/Partner) ⓘ	alex.molnar@nordlogic.com
Nikkia Carter (IC, MS Account) ⓘ	service@cartermcgowanservices.com
Bob Oleinik (Client) ⓘ	roleinik@caps.usc.edu
Office 365 Admin (Dev Tenant) ⓘ	admin365@liquidhgdemo.onmicrosoft.com
Jesse Shiah (Vendor/Partner) ⓘ	jesse.shiah@agilepoint.com





---

# Chapter 4: Administering Exchange Online – Essentials



The screenshot displays the Exchange Admin Center interface. At the top, the navigation bar includes "Office 365", "Admin", and the user profile for "Alara Rogers". The main heading is "Exchange admin center". On the left, a sidebar menu lists various management areas: dashboard, recipients (selected), permissions, compliance management, organization, protection, advanced threats, mail flow, mobile, public folders, unified messaging, and hybrid. The main content area is divided into two sections. The upper section is a table titled "mailboxes" with sub-navigators for "groups", "resources", "contacts", and "shared migration". The table has three columns: "DISPLAY NAME", "MAILBOX TYPE", and "EMAIL ADDRESS". The first row is highlighted in dark grey, and a second row is highlighted in light grey. The lower section shows the details for the selected mailbox, "Alara Rogers".

DISPLAY NAME	MAILBOX TYPE	EMAIL ADDRESS
[Blurred]	User	[Blurred]
[Blurred]	User	[Blurred]
[Blurred]	User	[Blurred]
[Blurred]	User	[Blurred]
[Blurred]	User	[Blurred]
[Blurred]	User	[Blurred]
[Blurred]	User	[Blurred]
[Blurred]	User	[Blurred]
[Blurred]	User	[Blurred]
[Blurred]	User	[Blurred]
[Blurred]	User	[Blurred]
[Blurred]	User	[Blurred]
[Blurred]	User	[Blurred]
[Blurred]	User	[Blurred]
[Blurred]	User	[Blurred]
[Blurred]	User	[Blurred]
[Blurred]	User	[Blurred]
[Blurred]	User	[Blurred]
[Blurred]	User	[Blurred]
[Blurred]	User	[Blurred]
[Blurred]	User	[Blurred]
[Blurred]	User	[Blurred]
[Blurred]	User	[Blurred]
[Blurred]	User	[Blurred]
[Blurred]	User	[Blurred]
[Blurred]	User	[Blurred]
[Blurred]	User	[Blurred]
[Blurred]	User	[Blurred]
[Blurred]	User	[Blurred]

1 selected of 33 total

**Alara Rogers**  
User mailbox  
alara.rogers@liquidmercurysolutions.com  
Title: Partner  
Office: [Blurred]  
Work phone: [Blurred]

Phone and Voice Features  
Unified Messaging: Enabled  
[Disable | View details](#)

Mobile Devices  
[Disable Exchange ActiveSync](#)  
[Disable OMA for Devices](#)  
[View details](#)

Convert to Shared Mailbox  
[Convert](#)

In-Place Archive  
Archiving: Disabled  
[Enable](#)

In-Place Hold  
User under 4 holds  
[View details](#)

Buttons: [Need help?](#) [Feedback](#)

Edit User Mailbox - Google Chrome

Secure | https://outlook.office365.com/ecp/UsersGroups/EditMailbox.aspx?ActivityCorrelationID=385ce4c0...

## Alara Rogers

- general
- mailbox usage
- contact information
- organization
- email address
- mailbox features
- member of
- MailTip
- mailbox delegation

First name: Alara

Initials: J

Last name: Rogers

\*Display name: Alara Rogers

\*Alias: alara.rogers

User ID: alara.rogers@liquidmercurysolutions.com

Hide from address lists

[More options...](#)

Save Cancel

## Alara Rogers

- general
- mailbox usage
- contact information
- organization
- ▶ **email address**
- mailbox features
- member of
- MailTip
- mailbox delegation

Each email address type has one default reply address. The default reply address is displayed in bold. To change the default reply address, select the email address that you want to set as the default, and then double-click to edit it.

Email address:



TYPE	EMAIL ADDRESS
SIP	<b>alararogers@outlook.com</b>
SMTP	<b>alararogers@outlook.com</b>
smtp	alararogers@outlook.com
<b>smtp</b>	<b>alararogers@outlook.com</b>
smtp	alararogers@outlook.com
smtp	alararogers@outlook.com
smtp	alararogers@outlook.com
SPO	alararogers@outlook.com

Save

Cancel



Select the mailbox settings, phone and voice features, and email connectivity options for this mailbox. [Learn more](#)

Sharing policy:

Default Sharing Policy ▼

Role assignment policy:

Default Role Assignment Policy ▼

Retention policy:

Default MRM Policy ▼

Address book policy:

[No Policy] ▼

#### Phone and Voice Features

Unified Messaging: Enabled  
[Disable](#) | [View details](#)

Mobile Devices  
[Disable Exchange ActiveSync](#)  
[Disable OWA for Devices](#)  
[View details](#)

#### Email Connectivity

Outlook on the web: Enabled  
[Disable](#) | [View details](#)

IMAP: Enabled  
[Disable](#)

POP3: Enabled  
[Disable](#)

MAPI: Enabled  
[Disable](#)

Litigation hold: Disabled  
[Enable](#)

Archiving: Disabled  
[Enable](#)

Litigation hold: Disabled  
[Enable](#)

Archiving: Disabled  
[Enable](#)

Mail Flow  
Delivery Options  
Delivery options control forwarding and recipient limits.  
[View details](#)

#### Message Size Restrictions

Message size restrictions control the maximum size of messages that the recipient can send and receive.  
[View details](#)

#### Message Delivery Restrictions

Message delivery restrictions define which senders can and can't send messages to this recipient.  
[View details](#)

## Alara Rogers

general

mailbox usage

contact information

organization

email address

mailbox features

member of

MailTip

▶ mailbox delegation

### Send As

The Send As permission allows a delegate to send email from this mailbox. The message will appear to have been sent by the mailbox owner.

+ -

USER PRINCIPAL NAME ▲

NT AUTHORITY\SELF

### Send on Behalf

The Send on Behalf permission allows the delegate to send email on behalf of this mailbox. The From line in any message sent by a delegate indicates that the message was sent by the delegate on behalf of the mailbox owner.

+ -

DISPLAY NAME ▲

Save

Cancel

## new distribution group

**Important:** If your users address email to multiple people, why not create a group in Outlook instead of a DL? Groups in Outlook offer you everything DLs do, include features that enhance collaboration, on the platform for future innovation. [Create a group in Outlook](#)

\*Display name:

\*Alias:

\*Email address:

@

liquidmercurysolutions.com

Notes:

\*Owners:

This name will appear in the address book and on the To and Cc lines when email is sent to this group. The display name should be user-friendly so that users will recognize what it is.

Save

Cancel

## Cloud Support

general

ownership

membership

► **membership approval**

delivery management

message approval

email options

MailTip

group delegation

Choose whether owner approval is required to join the group.

- Open: Anyone can join this group without being approved by the group owners.
- Closed: Members can be added only by the group owners. All requests to join will be rejected automatically.
- Owner approval: All requests are approved or rejected by the group owners.

Choose whether the group is open to leave.

- Open: Anyone can leave this group without being approved by the group owners.
- Closed: Members can be removed only by the group owners. All requests to leave will be rejected automatically.

Save

Cancel

Secure | <https://outlook.office365.com/ecp/UsersGroups/NewDynamicDist...>

## new dynamic distribution group

Owner:

Members:

\*Specify the types of recipients that will be members of this group.

All recipient types

Only the following recipient types:

- Users with Exchange mailboxes
- Mail users with external email addresses
- Resource mailboxes
- Mail contacts with external email addresses
- Mail-enabled groups

Membership in this group will be determined by the rules you set up below.

## Business Management

▸ general

ownership

membership

delivery management

group delegation

\*Group name

Business Management

Group email address

[Redacted email address]

Description

This is for all administrative parts of the business except: finance, sales, client service, internal IT, and product development.

Write a description so people know what this group is used for. This will show up on the group's contact card and in the address book.

Privacy

Private - Only members can see content ▼

\*Language

English (United States) ▼

Group notifications are sent in this language. Notifications include the footer in group email messages with options such as unsubscribe and links to group resources.

Subscribe new members

Save

Cancel

## Delivery

### general

- booking delegates
- booking options
- contact information
- email address
- MailTip
- mailbox delegation

\*Room name:

Email address:

Capacity:

Hide from address lists

Department:

Company:

Address book policy:

Custom attributes:  


An address book policy allows you to segment mailboxes into specific groups to provide customized views of your organization's address book.

## Delivery

general

▶ **booking delegates**

booking options

contact information

email address

MailTip

mailbox delegation

### Booking requests:

- Accept or decline booking requests automatically
- Select delegates who can accept or decline booking requests

### Delegates:

+ -

<b>Alara Rogers</b>
Thomas Carpe

Save

Cancel



## Delivery

general

booking delegates

▶ **booking options**

contact information

email address

MailTip

mailbox delegation

Specify when this room can be scheduled.

- Allow repeating meetings
- Allow scheduling only during working hours
- Always decline if the end date is beyond this limit

Maximum booking lead time (days):

Maximum duration (hours):

If you want the meeting organizer to receive a reply, enter the text below.

Save

Cancel

## new room mailbox

A room mailbox is a resource mailbox that's assigned to a physical location. Users can easily reserve rooms by including room mailboxes in meeting requests. Just select the room mailbox from the list and edit properties, such as booking requests or mailbox delegation. [Learn more](#)

\*Room name:

This name will appear in the address book. To make it easier for users to find rooms, use a consistent naming convention.

\*Email address:

 @ liquidmercurysolutions.c ▼

Location:

Phone:

Capacity:

Save

Cancel

mailboxes groups resources **contacts** shared migration

+ - ✎ 🗑️ 🔄 ⌂ ...

DISPLAY NAME	CONTACT TYPE	EXTERNAL EMAIL ADDRESS
<b>Guest mail user</b>	<b>Guest mail user</b>	<b>SMTP: [redacted]</b>
Accounts Payable	Mail contact	SMTP: [redacted]
[redacted]	Guest mail user	SMTP: [redacted]
[redacted]	Guest mail user	SMTP: [redacted]
[redacted]	Guest mail user	SMTP: [redacted]
[redacted]	Guest mail user	SMTP: [redacted]
[redacted]	Guest mail user	SMTP: [redacted]
[redacted]	Mail contact	SMTP: [redacted]
[redacted]	Guest mail user	SMTP: [redacted]
Cell SMS Alara	Mail contact	SMTP: [redacted]
Cell SMS Tom	Mail contact	SMTP: [redacted]

[redacted]

Guest mail user

[redacted]

Secure | <https://outlook.office365.com/ecp/UsersGroups/NewMailUserDat...>

new mail user

**PERSONAL INFORMATION**

Initials:

Last name:

\*Display name:

\*Alias:

External email address:

\*User ID:  
 @

\*New password:

\*Confirm password:

mailboxes groups resources contacts **shared** migration

+ ✎ 🗑️ 🔄 ⋮

DISPLAY NAME	EMAIL ADDRESS
!Role AP Portal	apportal@outlook.office365.com
!Role Yammer Feed Mon	monfeed@outlook.office365.com
Beowulf2	beowulf2@outlook.office365.com
Black Hole	blackhole@outlook.office365.com
<b>Blog</b>	blog@outlook.office365.com
Chimera	chimera@outlook.office365.com

Secure | <https://outlook.office365.com/ecp/UsersGroups/EditSharedMailbox.aspx?ActivityCorrelationID=47...>

## Blog

- ▶ **general**
- mailbox delegation
- mailbox usage
- contact information
- organization
- email address
- mailbox features
- member of
- MailTip

\*Display name:

\*Alias:

Email address:

Hide from address lists

[More options...](#)

## new shared mailbox

Shared mailboxes allow a group of users to view and send email from a common mailbox and share a common calendar. [Learn more](#)

\*Display name:

\*Email address:

 @ 

### Users

The following users have permission to view and send mail from this shared mailbox.



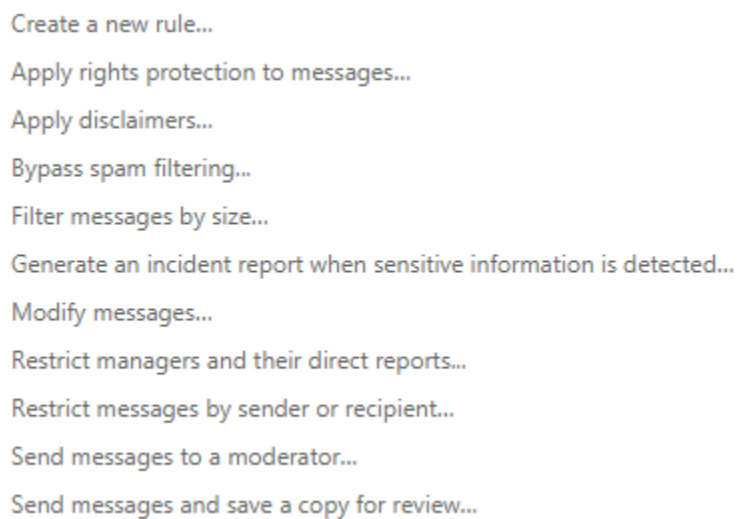
DISPLAY NAME

Alias:

Save

Cancel

---



- Create a new rule...
- Apply rights protection to messages...
- Apply disclaimers...
- Bypass spam filtering...
- Filter messages by size...
- Generate an incident report when sensitive information is detected...
- Modify messages...
- Restrict managers and their direct reports...
- Restrict messages by sender or recipient...
- Send messages to a moderator...
- Send messages and save a copy for review...

new rule - Google Chrome

Secure | <https://outlook.office365.com/ecp/RulesEditor/NewTransportRule.aspx?ActivityCorrelationID=2c91a572-de04>

new rule

Name:

\*Apply this rule if...

Select one

add condition

\*Do the following...

Select one

add action

Except if...

add exception

Properties of this rule:

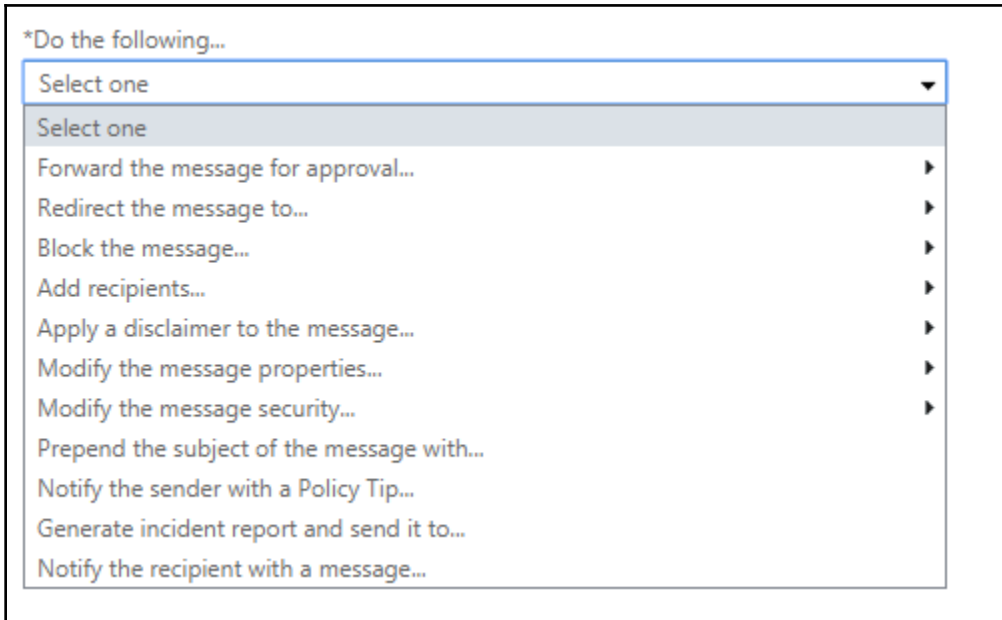
Audit this rule with severity level:

Not specified

Choose a mode for this rule:

Save Cancel





rules [message trace](#) url trace accepted domains remote domains connectors

Create a new trace, review the status of currently running traces, or download complete traces. You can trace messages based upon a wide range of criteria including email address, date range, delivery status, or message ID.

[View pending or completed traces](#)

Requests submitted from this page will be available as downloads. Messages less than 4 hours old might not be available. Messages older than 90 days are unavailable.

\*Date range:

Past 48 hours

\*Time zone:

(UTC-05:00) Eastern Time (US & Canada)

\*Start date and time:

Mon 2/12/2018 10:30 PM

\*End date and time:

Mon 2/12/2018 10:30 PM

Delivery status:

All

Message ID:

Specify messages from or to a person or group. Use full email addresses or wildcards in the format: \*@contoso.com. When specifying a wildcard, other addresses can't be used.

Sender:

add sender...

Recipient:

add recipient...

rules [message trace](#) url trace accepted domains [remote domains](#) connectors



NAME

REMOTE DOMAIN

Default

\*

Default

Fully qualified domain name:

\*

Out of Office replies configuration:

External

Automatic replies:

Enabled

Automatic forward:

Enabled

Delivery report:

Enabled

Non-delivery report (NDRs):

Enabled

Meeting forward notification:

Disabled

Use rich-text format:

Follow user settings

MIME character set:

Western European (ISO)

Non-MIME character set:

Western European (ISO)

Secure | <https://outlook.office365.com/ecp/RemoteDomain/EditRemoteD...>

## Default

when mail is received.

\*Name:

\*Remote Domain:

Out of Office automatic reply types:

- None
- Allow only external Out of Office replies
- Allow external and legacy Out of Office replies
- Allow internal Out of Office replies

Automatic replies:

- Allow automatic replies
- Allow automatic forwarding

Message reporting:

- Allow delivery reports
- Allow non-delivery reports
- Allow meeting forward notifications

Use rich-text format:

- Always
- Never
- Follow user settings

Supported Character Set  
MIME character set:

Non-MIME character set:

Choose to always or never send messages using rich-text format. Use Follow user settings to send email messages that use the rich-text settings specified by the Outlook user.

rules message trace url trace accepted domains remote domains [connectors](#)

Connectors help control the flow of email messages to and from your Office 365 organization. However, because most organizations don't need to use connectors, we recommend that you first check to see if you should create a connector.

Want to help us improve connectors? Just [send us feedback](#) and let us know what you liked, didn't like, or what we can do to make your experience better.

+   

STATUS	NAME	FROM	TO	
On	Mail from Colossus HQ network	Your organization's email server	Office 365	Mail from Colossus HQ network
On	sp-mail.colossusconsulting.com	Office 365	Your organization's email server	Mail flow scenario
On	app1.colossusconsulting.com	Office 365	Your organization's email server	From: Your organization's email server To: Office 365
				Description None
				Status On <a href="#">Turn it off</a>
				How to identify email sent from your email server Identify incoming messages from your email server by verifying that the sending server's IP address is within these IP address ranges: 173.87.240/28, and the sender's email address is an accepted domain for your organization.

---

# Chapter 5: Administering Exchange – Advanced Topics

New Migration Batch - Google Chrome

Secure | <https://outlook.office365.com/ecp/Migration/NewMigrationBatch.aspx?ActivityCorrelationID=416398bc-...>

## new migration batch

Select a migration type

The migration type to use depends on your existing email system, how many mailboxes you want to migrate, and whether you plan to maintain some mailboxes in your on-premises organization or migrate them all to the cloud. You'll also want to consider how long the migration will take and whether user identity will be managed in your on-premises organization or in Office 365.

[Learn more](#)

- Remote move migration (supported by Exchange Server 2010 and later versions)
- Staged migration (supported by Exchange Server 2003 and Exchange Server 2007 only)
- Cutover migration (supported by Exchange Server 2003 and later versions)
- IMAP migration (supported by Exchange and other email systems)

Select this if you're planning an Exchange hybrid deployment with mailboxes both on-premises and in Exchange Online. If you plan to migrate all mailboxes to Exchange Online over a long period of time, this migration type lets you use hybrid deployment features during migration. After the migration, user identity will still be managed in your on-premises organization. You have to use this type of migration to migrate more than 2,000 Exchange 2010 or Exchange 2013 mailboxes.

[Learn more](#)

Next Cancel

### new migration batch

Enter on-premises account credentials

Account with privileges (domain\user name):

Password of account with privileges:

**Error**

This field is required.

Back

Next

Cancel

Secure | <https://outlook.office365.com/ecp/Pickers/ManagementRolePicker.aspx?ActivityCorrelationID=cb...>

DISPLAY NAME	
<b>Address Lists</b>	<b>Address Lists</b> This role enables administrators to manage address lists, global address lists, and offline address lists in an organization.
ApplicationImpersonation	
ArchiveApplication	
Audit Logs	
Compliance Admin	
Data Loss Prevention	
Distribution Groups	
E-Mail Address Policies	
Federated Sharing	
Information Rights Management	
Journaling	

1 selected of 53 total

add ->

OK Cancel



NAME ▲	
AdminAgents_6da63	
Compliance Management	
Create Contacts and DLs	
<b>Discovery Management</b>	Discovery Management
ExchangeServiceAdmins_-1578642065	Members of this management role group meet specific criteria.
Help Desk	Assigned Roles
HelpdeskAdmins_74f73	Legal Hold
HelpdeskAgents_aede3	Mailbox Search
Hygiene Management	Members
Organization Management	Alara Rogers
Recipient Management	Thomas Carpe
Records Management	Managed By
RIM-MailboxAdminsdb324cfd3e36343069ab79097581220b3	Organization Management
Security Administrator	Write scope
Security Reader	Default
SecurityAdmins_1398249403	
TenantAdmins_93f92	
UM Management	
View-Only Organization Management	



## Discovery Management

Name:

Discovery Management

Description:

Members of this management role group can perform searches of mailboxes in the Exchange organization for data that meets specific criteria.

Write scope:

Default

Roles:

+ -

NAME
Legal Hold
Mailbox Search

Members:

+ -

NAME	DISPLAY NAME
Alara Rogers	Alara Rogers
Thomas Carno	Thomas Carno

Save

Cancel



NAME
Default Role Assignment Policy

**Default Role Assignment Policy**  
This policy grants end users the permission to set their options in Outlook on the web and perform administration tasks.

**Contact information**  
**MyContactInformation**  
This role enables individual users to modify their contact information, including address and phone numbers.

**Profile information**  
**MyProfileInformation**  
This role enables individual users to modify their name.

**Distribution groups**  
**MyDistributionGroups**  
This role enables individual users to create, modify and view distribution groups and modify, view, remove, and add members to distribution groups they own.

**Distribution group memberships**  
**MyDistributionGroupMembership**  
This role enables individual users to view and modify their membership in distribution groups in an organization, provided that those distribution groups allow manipulation of group membership.

**Other roles**  
**MyMailSubscriptions**  
This role enables individual users to view and modify their e-mail subscription settings such as message format and protocol defaults.

## Default Role Assignment Policy

\*Name:

Default Role Assignment Policy

Description:

This policy grants end users the permission to set their options in Outlook on the web and perform other self-administration tasks.

Contact information:

- MyContactInformation  
This role enables individual users to modify their contact information, including address and phone numbers.
- MyAddressInformation
- MyMobileInformation

Save

Cancel



NAME	LAST MODIFIED	
OwaMailboxPolicy-Default	12/20/2016 9:19 AM	<p>OwaMailboxPolicy-Default</p> <p>Enabled Features</p> <ul style="list-style-type: none"> <li>Communication management                             <ul style="list-style-type: none"> <li>Instant Messaging</li> <li>Text messaging</li> <li>Unified Messaging</li> <li>Exchange ActiveSync</li> <li>Contacts</li> <li>Mobile device contact sync</li> <li>All address lists</li> <li>LinkedIn contact sync</li> <li>Facebook contact sync</li> </ul> </li> <li>Information management                             <ul style="list-style-type: none"> <li>Journaling</li> <li>Notes</li> <li>Inbox Rules</li> <li>Recover deleted items</li> </ul> </li> <li>User experience                             <ul style="list-style-type: none"> <li>Themes</li> <li>Premium client</li> <li>Email signature</li> <li>Places</li> <li>Weather</li> <li>Interesting calendars</li> </ul> </li> <li>Time management                             <ul style="list-style-type: none"> <li>Calendar</li> <li>Tasks</li> <li>Reminders and notifications</li> </ul> </li> </ul>

Use these reports and audit logs to view information about mailboxes accessed by someone other than the owner and changes made by administrators to your Exchange organization. You can also export search results to a file that is sent to you or other users. [Learn more](#)

- **Run a non-owner mailbox access report...**  
 Search mailbox audit logs for mailboxes that have been opened by someone other than the owner. You have to enable mailbox audit logging for each mailbox that you want to run a non-owner mailbox access report for. If mailbox audit logging isn't enabled for a mailbox, you won't get any results for it when you run this report. [Learn more](#)
- **Run an administrator role group report...**  
 Search the admin audit log for changes made to role groups, which are used to assign administrative permissions to users. [Learn more](#)
- **Run an In-Place eDiscovery & Hold report...**  
 Search the admin audit log for changes made to In-Place eDiscovery searches and In-Place Holds. [Learn more](#)
- **Run a per-mailbox Litigation Hold report...**  
 Search the admin audit log to determine if a Litigation Hold was enabled or disabled for a user's mailbox. [Learn more](#)
- **Export mailbox audit logs...**  
 Export entries from mailbox audit logs about non-owner access to user mailboxes. Audit log entries are saved to an XML file that is attached to a message and sent to the specified recipients within 24 hours. [Learn more](#)
- **Run the admin audit log report...**  
 View entries from the admin audit log about configuration changes made by administrators in your organization. [Learn more](#)
- **Export the admin audit log...**  
 Export entries from the admin audit log for any configuration change made to your organization. Audit log entries are saved to an XML file that is attached to a message and sent to the specified recipients within 24 hours. [Learn more](#)
- **Run the external admin audit log report...**  
 View entries from the admin audit log about configuration changes made to your Exchange Online services by Microsoft or by a delegated admin. [Learn more](#)

### Search to view configuration changes

\*Start date:

\*End date:

DATE	CMDLET	USER	
2/8/201...	<b>Start-MailboxSearch</b>	alara.rogers@liquid...	
2/8/201...	New-MailboxSearch	alara.rogers@liquid...	Date: 2/8/2018 12:05 AM
2/7/201...	Set-OwaMailboxPolicy	alara.rogers@liquid...	User: alara.rogers@liquidmercurysolutions.com
2/7/201...	New-OwaMailboxPo...	alara.rogers@liquid...	Object modified: Test
2/7/201...	New-ManagementR...	alara.rogers@liquid...	Cmdlet: Start-MailboxSearch
2/6/201...	Remove-Mailbox	alara.rogers@liquid...	Parameters (Parameter:Value)
2/6/201...	Add-RecipientPermi...	alara.rogers@liquid...	Members: Identity,Force
2/6/201...	Add-MailboxPermiss...	alara.rogers@liquid...	Identity: AAMkADg5NTdkNzI5LTU2ZmItNDMwMC05YzVjLWQyOD
2/6/201...	New-Mailbox	alara.rogers@liquid...	NIODM3MDZmNwBGAAAAADdgemLzoLzSpzjGFyRXws7BwC2V0L
1/28/20...	Set-Mailbox	alara.rogers@liquid...	VGyxPSbsD4Lhq+ahWAAo7aoBAAC2V0LVGyxPSbsD4Lhq+ahWA
1/28/20...	Set-Mailbox	alara.rogers@liquid...	ARTAUjIAAA=, Force: True
1/28/20...	Set-Mailbox	alara.rogers@liquid...	
1/28/20...	New-MailUser	alara.rogers@liquid...	

1 selected of 16 total

---

in-place eDiscovery & hold   auditing   **data loss prevention**   retention policies   retention tags   journal rules

You can use policy tips to notify users about policy matches.

[Manage policy tips](#)

You can use document fingerprints to customize sensitive information types in your policies.

[Manage document fingerprints](#)

Use DLP policies to scan email messages for sensitive information that may be subject to certain regulations or business policies. [Learn more](#)

You can now create a single DLP policy in the Office 365 Security & Compliance Center to protect content in SharePoint, On



	OVERRIDES	FALSE POSITIVES	MODE
New DLP policy from template			
New DLP policy from custom template			
New custom DLP policy	— 0	— 0	Testing without Policy Tips

## DLP policy from custom template

\*Upload a DLP policy template XML file to start creating a new DLP policy.

No file chosen


Find more DLP policy templates from Microsoft partners.

[Learn more](#)

\*Name:

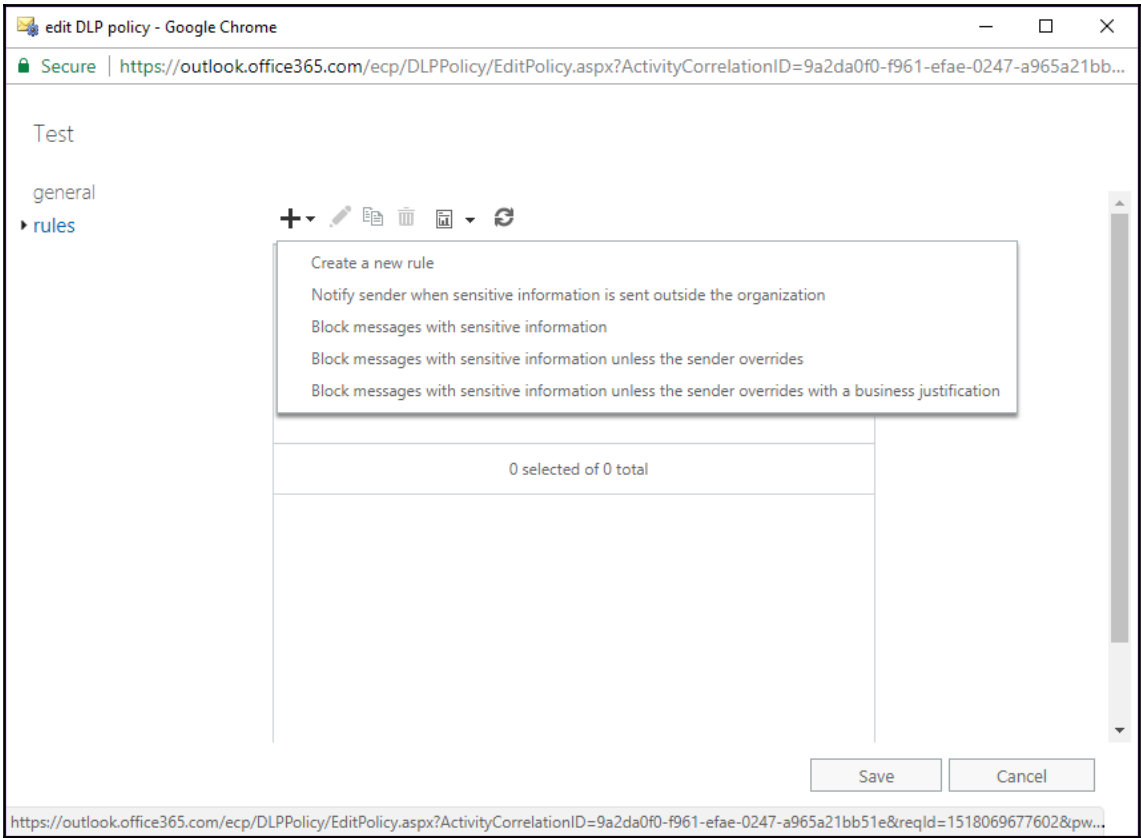
Description:

[More options...](#)

 All users within the scope of this DLP policy must be licensed on Exchange Online Plan 2 or have an Exchange Enterprise Client Access License (EAL). [Learn](#)

Save

Cancel





in-place eDiscovery & hold auditing data loss prevention retention policies **retention tags** journal rules

Retention tags are visible to end users and can be used to specify when items in users' mailboxes will be moved to the archive or removed from the mailbox. [Learn more...](#)

You can now create and publish labels in the Office 365 Security & Compliance Center to protect content in SharePoint, OneDrive, Exchange, and Office 365



NAME	TYPE	RETENTION PERIOD	RETENTION ACTION	
<b>1 Month Delete</b>	Personal	30 days	Delete	1 Month Delete
1 Week Delete	Personal	7 days	Delete	Retention tag type
1 Year Delete	Personal	365 days	Delete	Personal
5 Year Delete	Personal	1825 days	Delete	Retention period
6 Month Delete	Personal	180 days	Delete	30 days
Default 2 year move to archive	Default	730 days	Archive	After retention period
Deleted Items	Deleted Items	30 days	Delete	Delete (Temporarily recoverable)
Junk Email	Junk Email	30 days	Delete	Comment
Never Delete	Personal	Unlimited	Delete	
Personal 1 year move to archive	Personal	365 days	Archive	
Personal 5 year move to archive	Personal	1825 days	Archive	
Personal never move to archive	Personal	Unlimited	Archive	

in-place eDiscovery & hold auditing data loss prevention **retention policies** retention tags journal rules

Retention policies allow you to group retention tags and apply them to users. [Learn more...](#)

You can now create a single retention policy in the Office 365 Security & Compliance Center to protect content in SharePoint, OneDrive, Exchange, Office 365 groups, put it out now [Read more about it](#)



NAME	
<b>Default MRM Policy</b>	Default MRM Policy This policy contains the following retention tags 1 Month Delete 1 Week Delete 1 Year Delete 5 Year Delete 6 Month Delete Default 2 year move to archive Junk Email Never Delete Personal 1 year move to archive Personal 5 year move to archive Personal never move to archive Recoverable Items 14 days move to archive

in-place eDiscovery & hold auditing data loss prevention retention policies retention tags **journal rules**

Use journal rules to record all communications in support of your organization's email retention or archival strategy. [Learn more](#)

Send undeliverable journal reports to: [alex.carpe@colossusconsulting.com](mailto:alex.carpe@colossusconsulting.com)



ON	RULE	USER	SEND JOURNAL REPORTS TO
<input checked="" type="checkbox"/>	Test	alara@mindspring.com	alara@mindspring.com

Journal Rule - Google Chrome

Secure | <https://outlook.office365.com/ecp/RulesEditor/NewJournalRule.aspx?ActivityCorrelationID=b3d1...>

### new journal rule

Apply this rule...

\*Send journal reports to:

Name:

\*If the message is sent to or received from...

\*Journal the following messages...

### Organization Sharing

Enable free/busy and other calendar information sharing between federated Exchange organizations. [Learn more](#)



ON	NAME	DOMAINS
There are no items to show in this view.		
0 selected of 0 total		

### Individual Sharing

Allow users to share calendar information and contacts with external organizations. [Learn more](#)



ON	NAME	DOMAINS
<input checked="" type="checkbox"/>	Default Sharing Policy (DEFAULT)	Anonymous; Sharing with all domains
1 selected of 1 total		

Organization Relationship - Google Chrome

Secure | <https://outlook.office365.com/ecp/Federation/NewOrganizationRelationship.aspx?ActivityCorrelati...>

## new organization relationship

Create an organization relationship to allow users to share calendar free/busy and other calendar information with people in other federated Exchange organizations. [Learn more](#)

\*Relationship name:

\*Domains to share with:

Enable calendar free/busy information sharing

- Calendar free/busy information with time only
- Calendar free/busy information with time, subject, and location

Share calendar free/busy information for:

- Everyone in your organization
- A specified security group

Enter the security group that contains the internal users that will share calendar free/busy information

Enter a friendly name for the organization relationship.

Sharing Policy - Google Chrome

Secure | <https://outlook.office365.com/ecp/Federation/EditSharingPolicy.aspx?ActivityCorrelationID=a292c...>

### sharing policy

\*Policy name:

\*Define sharing rules for this policy:  
+ ✎ -

DOMAINS	WHAT TO SHARE
<b>Anonymous</b>	<b>Calendar sharing with free/busy information only</b>
Sharing with all domains	Calendar sharing with free/busy information only

Make this policy my default sharing policy

Clearing this check box removes this sharing policy as the default sharing policy for your organization.

Save Cancel

Sharing Policy - Google Chrome

Secure | <https://outlook.office365.com/ecp/Federation/NewSharingPolicy.aspx?ActivityCorrelationID=e5c1f...>

## new sharing policy

Create a sharing policy to allow users to share their calendar and contact information with friends, family members, or people in another Microsoft Exchange organization. [Learn more](#)

\*Policy name:

\*Define sharing rules for this policy:  
+ ✎ -

DOMAINS	WHAT TO SHARE
---------	---------------

Make this policy my default sharing policy

Save Cancel

Enter a friendly name for the sharing policy.

## sharing rule

Specify the domains that you want to share with:

- Sharing with all domains
- Sharing with a specific domain

Specify what information you want to share:

- Share your calendar folder
  - Calendar free/busy information with time only
  - Calendar free/busy information with time, subject, and location
  - All calendar appointment information, including time, subject, location and title
- Share your contacts folder

Save

Cancel

---

malware filter connection filter spam filter outbound spam quarantine action center dkim



ENABLED	NAME	PRIORITY	
<input checked="" type="checkbox"/>	Default	Lowest	default Enabled Relative priority: Lowest  Summary Malware detection response: Don't notify recipients Sender notifications: None Administrator notifications: None Customized notification text: Not configured



Secure | <https://outlook.office365.com/ecp/Antimalware/NewAntimalwarePolicy.aspx?ActivityCorrelationID=04d339f9-adc8-0c78-ef0-af...>

## new anti-malware policy

\*Name:

Description:

**Malware Detection Response**  
 If malware is detected in an email attachment, the message will be quarantined and can be released only by an admin. Do you want to notify recipients if their messages are quarantined?

No  
 Yes and use the default notification text  
 Yes and use custom notification text

\*Custom notification text:

**Common Attachment Types Filter**  
 Turn on this feature to block attachment types that may harm your computer.

Specify how to handle messages that contain malware.

malware filter **connection filter** spam filter outbound spam quarantine action center dkim

✎ 🗑️ ↻

NAME	
<b>Default</b>	Default Scoped to: All domains Summary IP Allow list: Not configured IP Block list: Not configured Safe list: Disabled

edit spam filter policy - Google Chrome

Secure | <https://outlook.office365.com/ecp/Antispam/EditConnectionFilter.aspx?ActivityCorrelationID=08e13387-8dd0-38bc-a025-4435...>

Default

general

▶ connection filtering

connection filtering

IP Allow list  
Always accept messages from the following IP addresses.

+ ✎ -

Allowed IP Address

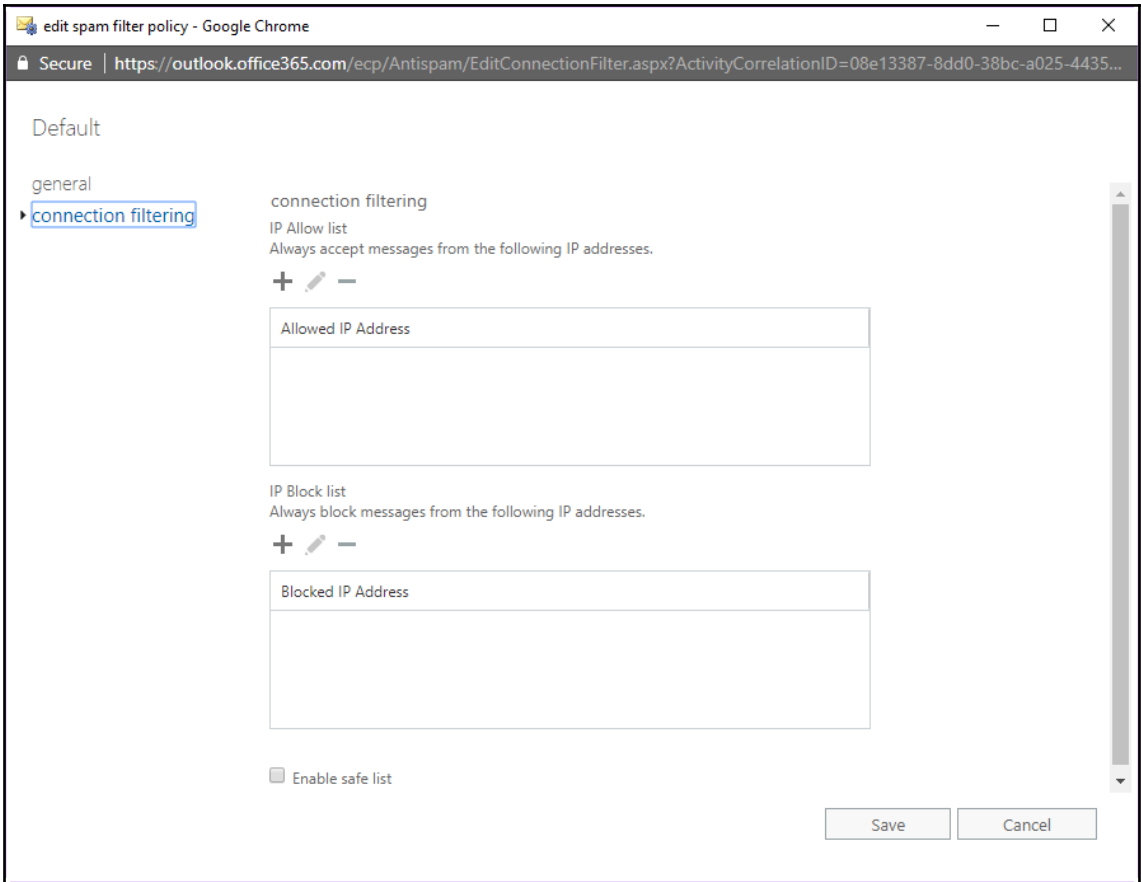
IP Block list  
Always block messages from the following IP addresses.

+ ✎ -

Blocked IP Address

Enable safe list

Save Cancel





ENABLED	NAME	PRIORITY	
<input checked="" type="checkbox"/>	Default	Lowest	<p>Default</p> <p>Enabled</p> <p>Relative priority: Lowest</p> <p>Summary</p> <p>Detection response for spam: Add X-header</p> <p>Detection response for high confidence spam: Add X-header</p> <p>Mark bulk email as spam: Enabled</p> <p>Threshold: 7 (Default)</p> <p>Sender block list: Not configured</p> <p>Domain block list: Configured with 2 entries</p> <p>Sender allow list: Not configured</p> <p>Domain allow list: Not configured</p> <p>International spam - languages: Disabled</p> <p>International spam - regions: Disabled</p> <p>End-user spam notifications: Disabled</p> <p><a href="#">Configure end-user spam notifications...</a></p> <p>Test mode options:</p>

Secure | <https://outlook.office365.com/ecp/Antispam/NewSpamContentFilter.aspx?ActivityCorrelationID=11c3f307-99aa-0975-263d-00d...>

### new spam filter policy

\*Name:

Description:

#### spam and bulk actions

Select the action to take for incoming spam and bulk email. [Learn more](#)

Spam:

High confidence spam:

Bulk email:  
 Mark bulk email as spam  
Select the threshold. 1 marks the most bulk email as spam and 9 allows the most bulk email to be delivered.

Quarantine

When this setting is enabled, email from bulk senders will be marked as spam in accordance with the threshold you specify.

Secure | <https://outlook.office365.com/ecp/Antispam/EditOutboundSpam.aspx?ActivityCorrelationID=8f49bb45-6b29-104a-acde-567d5...>

Default

general

▶ **outbound spam preferences**

outbound spam preferences





Send a copy of all suspicious outbound email messages to the following email address or addresses.

Send a notification to the following email address or addresses when a sender is blocked for sending outbound spam.

Save Cancel

malware filter connection filter spam filter outbound spam **quarantine** action center dkim

Review items in your quarantine. You can release one or more messages to either selected users or to all users. If an item was incorrectly detected as spam, you can also report it as a false positive.  
 Tip: To select multiple messages for release, you can hold down CTRL and click multiple messages or use the [CTRL + A] to select all.

SENDER	SUBJECT	RECEIVED	EXPIRES	
alara.rogers@liquidmercurysolutions.com	bubelage	4/23/2018 3:35 AM	5/8/2018 12:00 AM	<p>message status</p> <p>Type: Spam</p> <p>Expires: 5/8/2018 12:00 AM</p> <p>Released to:</p> <p>Not yet released to: alara@alarajrogers.com</p> <p>message details</p> <p>Message ID: &lt;BVAPR05M83975856A5A27F6957AFE64C9FB8&gt;</p> <p>Sender: alara.rogers@liquidmercurysolutions.com</p> <p>Subject: bubelage</p> <p>Received: 4/23/2018 3:35 AM</p> <p>Size: 28 KB</p> <p><a href="#">View message header...</a></p> <p><a href="#">Preview email message...</a></p>

message status

Type: Spam

Expires: 5/7/2018 8:00 PM

Released to:

Not yet released to: [alara@alarajrogers.com](mailto:alara@alarajrogers.com)

[Release to...](#)

[Release selected message\(s\) and report as false positive...](#)

[Release selected message and allow sender...](#)

message details

Message ID:

<BYAPR05MB3975B56A5A27F6957AFE64C9FB890@BYAPR05MB3975.namprd05.prod.outlook.com>

Sender: [alara.rogers@liquidmercurysolutions.com](mailto:alara.rogers@liquidmercurysolutions.com)

Received: 4/22/2018 11:35 PM

Subject: bubelage

Close

malware filter connection filter spam filter outbound spam quarantine action center [dkim](#)

DKIM (DomainKeys Identified Mail) is an authentication process that can help protect both senders and recipients from forged and phishing email. Add DKIM signatures to your domains so recipients know that email messages actually came from users in your sent. [Learn more about DKIM](#)



NAME	ACCEPTED DOMAIN	DOMAIN TYPE	
colossusconsulting.com	colossusconsulting.com	Authoritative	colossusconsulting.com Sign messages for this domain with DKIM signatures: Disabled <a href="#">Enable</a>  Status: Not signing DKIM signatures for this domain.  Last checked on: 1/19/2016 3:37 PM
liquid-hg.com	liquid-hg.com	Authoritative	
liquidmercurysolutions.com	liquidmercurysolutions.com	Authoritative	
marylandoffice365consultants.com	marylandoffice365consultants.com	Authoritative	
spliquidmercury.mail.onmicrosoft.com	spliquidmercury.mail.onmicrosoft.com	Authoritative	
spliquidmercury.onmicrosoft.com (default signing d...	spliquidmercury.onmicrosoft.com	Authoritative	
www-dev.liquidmercurysolutions.com	www-dev.liquidmercurysolutions.com	Authoritative	
www.liquid-hg.com	www.liquid-hg.com	Authoritative	
www.liquidmercurysolutions.com	www.liquidmercurysolutions.com	Authoritative	

Sign messages for this domain with DKIM signatures: Enabled

[Disable](#)

Rotates the public and private DKIM keys by creating new keys and using the alternate DKIM selector:

[Rotate](#)

Status:

Signing DKIM signatures for this domain.

Last checked on:

2/11/2018 9:41 PM

[safe attachments](#) [safe links](#)

Use this page to protect your organization from malicious content in email attachments and files in SharePoint, OneDrive, and Microsoft Teams.

Protect files in SharePoint, OneDrive, and Microsoft Teams

If a file in any SharePoint, OneDrive, or Microsoft Teams library is identified as malicious, ATP will prevent users from opening and downloading the file. [Learn more about ATP for SharePoint, OneDrive, and Microsoft Teams](#)

Turn on ATP for SharePoint, OneDrive, and Microsoft Teams

Protect email attachments

Set up an ATP safe attachments policy for specific users or groups to help prevent people from opening or sharing email attachments that contain malicious content. [Learn more about ATP safe attachments for email](#)

Reports for this feature just got better. Check out the new [report](#) in the Security and Compliance Center for an enhanced reporting experience.



ENABLED	NAME	PRIORITY
There are no items to show in this view.		

## new safe attachments policy

- Off - Attachment will not be scanned for malware.
- Monitor - Continue delivering the message after malware is detected; track scan results.
- Block - Block the current and future emails and attachments with detected malware.
- Replace - Block the attachments with detected malware, continue to deliver the message.
- Dynamic Delivery - Deliver the message without attachments immediately and reattach once scan is complete.

### Redirect attachment on detection

Send the blocked, monitored, or replaced attachment to an email address.

Enable redirect

Send the attachment to the following email address

Apply the above selection if malware scanning for attachments times out or error occurs.

### Applied To

Specify the users, groups, or domains for whom this policy applies by creating recipient based rules:

\*If...

Select one ▼

add condition

Except if...

add exception

Save

Cancel



safe attachments [safe links](#)

Safe links help prevent your users from following links in email and documents that go to web sites recognized as malicious. Use this page to set up policies that determine how all or specific users in your organization interact with safe links. [Learn more about safe links.](#)

Reports for this feature just got better. Check out the new [report](#) in the Security and Compliance Center for an enhanced reporting experience.

Policies that apply to the entire organization



NAME	
Default	<p>Summary</p> <p>Settings:</p> <ul style="list-style-type: none"><li>Do not track when users click safe links: Enabled</li><li>Do not let users click through safe links to original URL: Enabled</li></ul> <p>Applied to:</p> <ul style="list-style-type: none"><li>Office 2016 on Windows: Disabled</li></ul>

1 selected of 1 total

Policies that apply to specific recipients



ENABLED	NAME	PRIORITY
There are no items to show in this view.		

Advanced threat protection policy - Google Chrome


Secure | <https://outlook.office365.com/ecp/AtpPolicy/EditAtpPolicy.aspx?ActivityCorrelationID=0d61a71c-5f45-3cfb-c3f2-...>

### Safe links policy for your organization

#### Settings that apply to content across Office 365

When users click a blocked URL, they'll be redirected to a web page that explains why it's blocked.

Block the following URLs:

 -

+

These URLs will be blocked in email messages and in Office 365 ProPlus and Office for iOS and Android files.

You can use three wildcard asterisks (\*) per URL entered.

[Get help with this](#)

#### Settings that apply to content except email

These settings don't apply to email messages. If you want to apply them for email, create a safe links policy for email recipients.

Use safe links in:

Office 365 ProPlus, Office for iOS and Android

For the locations selected above:

Do not track when users click safe links

Do not let users click through safe links to original URL

Secure | <https://outlook.office365.com/ecp/SafeLinks/NewSafeLinksPolicy.aspx?ActivityCorrelationID=43203435-d827-3...>

### new safe links policy

Select the action for unknown potentially malicious URLs in messages.

Off



On - URLs will be rewritten and checked against a list of known malicious links when user clicks on the link.


Use safe attachments to scan downloadable content.

Do not track when users click safe links.

Do not let users click through safe links to original URL.

Do not rewrite the following URLs:



mobile device access mobile device mailbox policies

Exchange ActiveSync Access Settings

Allow synchronization with mobile devices that aren't managed by rules or personal exemptions.  
You haven't selected any administrators to receive quarantine email messages.  
No custom text is added to messages sent to users by Exchange ActiveSync.

edit

Quarantined Devices



USER	DEVICE TYPE	MODEL	CONNECTION TIME
------	-------------	-------	-----------------

There are no items to show in this view.

0 selected of 0 total

Device Access Rules



NAME	DEVICE	RULE APPLIES TO	DEVICE ACCESS RULE
------	--------	-----------------	--------------------

There are no items to show in this view.

## Exchange ActiveSync access settings

### Connection Settings

When a mobile device that isn't managed by a rule or personal exemption connects to Exchange:

- Allow access
- Block access
- Quarantine - Let me decide to block or allow later

### Quarantine Notification Email Messages

Select administrators to receive email messages when a mobile device is quarantined.



DISPLAY NAME ▲	SMTP ADDRESS

Text to include in messages sent to users whose mobile device is in quarantine, blocked, or in the process of being identified:

Save

Cancel

Exchange ActiveSync Device Access Rule - Google Chrome

Secure | <https://outlook.office365.com/ecp/PhoneVoice/NewDeviceAcces...>

## new device access rule

Create a rule for a device family or for a specific model.  
To select a specific model, select the device family first.  
[Learn more](#)

\*Device family:

Outlook

\*Only this model:

All models

When mobile devices of the selected family or model try to connect:

- Allow access
- Block access
- Quarantine - Let me decide to block or allow later

The Access State can be Allow, Block, or Quarantine.



NAME	MODIFIED
Default (default)	12/20/2016 9:19 AM

**Default (default)**

Allow mobile devices that don't fully support policies to synchronize.

OWA for Devices supports all password policies and won't block any devices.

Password:  
Optional

Mobile device settings:  
Device encryption not required

[This policy has other settings that can be changed on the Mobile device mailbox policy page.](#)

Default

general

▶ security

- Require a password
  - Allow simple passwords
  - Require an alphanumeric password  
Password must include this many character sets:
  - Require encryption on device
  - Minimum password length:
  - Number of sign-in failures before device is wiped:
  - Require sign-in after the device has been inactive for (minutes):  
 minutes
  - Enforce password lifetime (days):  
 days
- Password recycle count:


Save

Cancel



---

# Chapter 6: Administering SharePoint Online

[Home](#)  EDIT LINKS

## Settings ▶ Create Column

**Name and Type**

Type a name for this column, and select the type of information you want to store in the column.

Column name:


The type of information in this column is:


- Single line of text
- Multiple lines of text
- Choice (menu to choose from)
- Number (1, 1.0, 100)
- Currency (\$, ¥, €)
- Date and Time
- Lookup (information already on this site)
- Yes/No (check box)
- Person or Group
- Hyperlink or Picture
- Calculated (calculation based on other columns)
- Task Outcome
- External Data
- Managed Metadata


Home EDIT LINKS


## Settings > View Type ⊙

Choose a view type

 **Standard View**  
View data on a Web page. You can choose from a list of display styles.


 **Calendar View**  
View data as a daily, weekly, or monthly calendar.

 **Datasheet View**  
View data in an editable spreadsheet format that is convenient for bulk editing and quick customization.

 **Gantt View**  
View list items in a Gantt chart to see a graphical representation of how a team's tasks relate over time.

Start from an existing view

- ▣ All Documents

Office 365 Admin ? MOD Administra... 

### SharePoint admin center

**site collections**

- infopath
- user profiles
- bcs
- term store
- records management
- search
- secure store
- apps
- sharing
- settings
- configure hybrid
- access control

**Site Collections**

New
Delete
Properties
Owners
Sharing
Buy Storage
Server Resource Quota
Upgrade
Recycle Bin
Restore

Search by URL... 1.01 TB available of 1.01 TB 5600 resources available

URL	STORAGE USED (GB)	SERVER RESOURCE QUOTA
<a href="https://m365x736265.sharepoint.com">https://m365x736265.sharepoint.com</a>	0.00	300
<a href="https://m365x736265.sharepoint.com/portals/hub">https://m365x736265.sharepoint.com/portals/hub</a>	0.00	0
<a href="https://m365x736265.sharepoint.com/search">https://m365x736265.sharepoint.com/search</a>	0.03	0
<a href="https://m365x736265-my.sharepoint.com">https://m365x736265-my.sharepoint.com</a>	0.00	0

×

## new site collection

**Title**

**Web Site Address**

**Template Selection** 2013 experience version will be used



Select a language:

Select a template:

- Team site (classic experience)**
- Blog
- Developer Site
- Project Site
- Community Site

A site with a classic experience on the home page and no connection to an Office 365 Group.

**Time Zone**

**Administrator**   

**Server Resource Quota**  resources of 5600 resources available

↑  
↓

Site Collections

New Delete Properties Owners Sharing Storage Quota Buy Storage Server Resource Quota Upgrade Project Web App Recycle Bin

Contribute Manage Restore

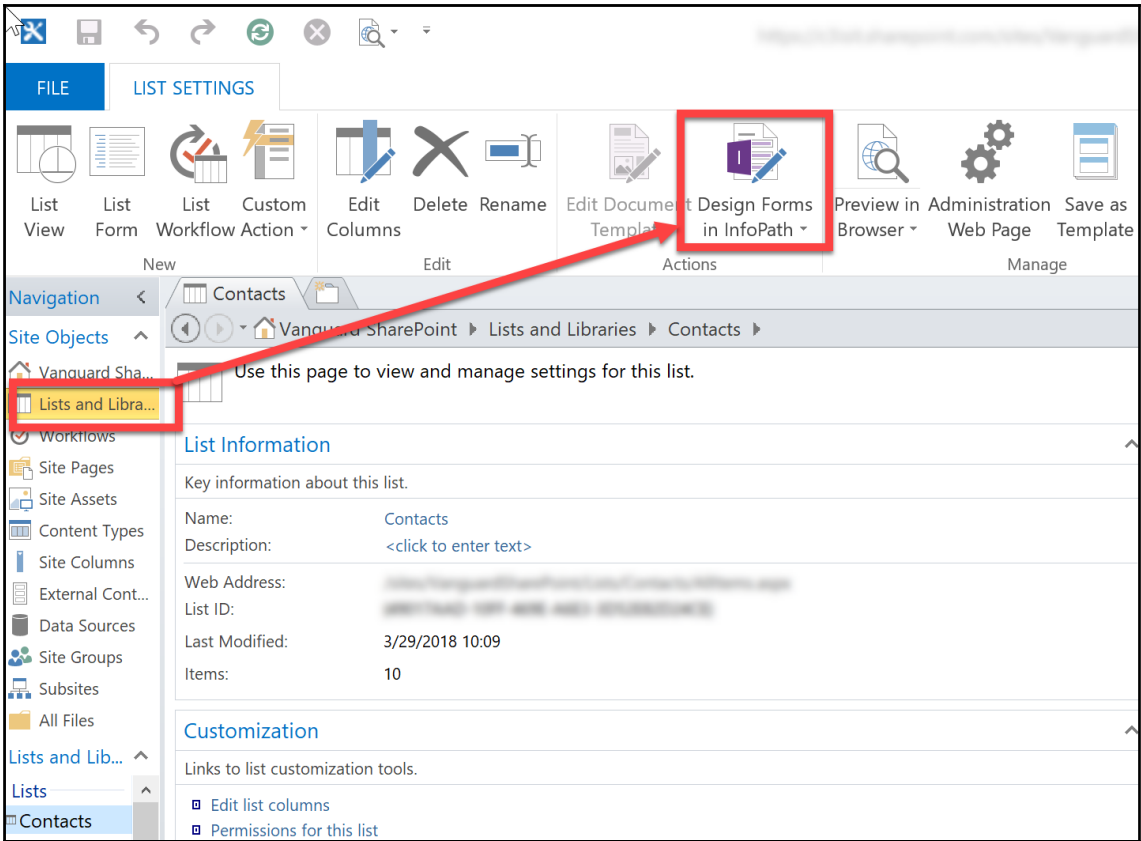
Search by URL... 1013.01 GB available of 1014.01 GB

<input type="checkbox"/> URL	STORAGE USED (GB)
<a href="https://cie2085188.sharepoint.com">https://cie2085188.sharepoint.com</a>	0.02
<input type="checkbox"/> <a href="https://cie2085188.sharepoint.com/portals/hub">https://cie2085188.sharepoint.com/portals/hub</a>	0.00
<a href="https://cie2085188.sharepoint.com/search">https://cie2085188.sharepoint.com/search</a>	0.03
<a href="https://cie2085188.sharepoint.com/sites/apps">https://cie2085188.sharepoint.com/sites/apps</a>	0.00
<a href="https://cie2085188.sharepoint.com/sites/Contoso">https://cie2085188.sharepoint.com/sites/Contoso</a>	0.53
<input checked="" type="checkbox"/> <a href="https://cie2085188.sharepoint.com/sites/pwa">https://cie2085188.sharepoint.com/sites/pwa</a>	0.13
<a href="https://cie2085188-my.sharepoint.com">https://cie2085188-my.sharepoint.com</a>	0.00

BROWSE ITEMS LIST

View Quick Edit Create View Create Column All Items Tags & Notes E-mail a Link Alert Me RSS Feed Connect to Outlook Export to Excel Open with Access Customize in InfoPath Form Web Parts Edit List New Quick Step List Settings Shared With Workflow Settings

View Format Manage Views Tags and Notes Share & Track Connect & Export Customize List Settings



Software

- Office
  - Tools & add-ins**
  - Project
  - Skype for Business
  - Phone & tablet

**Tools & add-ins**

Microsoft Support and Recovery Assistant for Office 365  
 Get help troubleshooting and fixing problems you might run into using Outlook or Office 365.  
[Install](#)

**InfoPath 2013**  
 Use InfoPath 2013 to design sophisticated electronic forms that help you quickly and cost-effectively gather information.  
[Download and install](#)

SharePoint Designer 2013  
 Use SharePoint Designer 2013 to create workflows and modify the look and feel of your SharePoint sites.  
 SharePoint Designer 2013 [Download and install](#)  
[Install SharePoint Designer 2013 SP1.](#)

Home > Active users

[+ Add a user](#)
[More](#)
Views: [Unlicensed users](#)

[Export](#)

<input type="checkbox"/>	Display name	Username	Status
<input type="checkbox"/>	Nikkia Carter	ladygwenavear_gmail.com#EXT#@cartermcgo...	Guest
<input type="checkbox"/>	Nikkia Carter	ladygwenavear_hotmail.com#EXT#@cartermcgo...	Guest

SharePoint admin center

- site collections
- infopath
- user profiles
- bcs
- term store
- records management
- search
- secure store
- apps
- sharing**
- settings
- configure hybrid
- access control

**Sharing outside your organization**

Control how users share content with people outside your organization.

- Don't allow sharing outside your organization
- Allow sharing only with the external users that already exist in your organization's directory
- Allow users to invite and share with authenticated external users
- Allow sharing to authenticated external users and using anonymous access links
  - Anonymous access links expire in this many days:

Anonymous access links allow recipients to:

Files:

Folders:

**Who can share outside your organization**

- Let only users in selected security groups share with authenticated external users
- Let only users in selected security groups share with authenticated external users and using anonymous links

**Default link type**

Choose the type of link that is created by default when users get links. [Learn more.](#)

- Direct - only people who have permission
- Internal - people in the organization only
- Anonymous Access - anyone with the link

**Default link permission**

Choose the default permission that is selected when users share. This applies to anonymous access, internal and direct links.

- View
- Edit

**Additional settings**

- Limit external sharing using domains (applies to all future sharing invitations). Separate multiple domains with spaces. [Learn more.](#)
- Prevent external users from sharing files, folders, and sites that they don't own
- External users must accept sharing invitations using the same account that the invitations were sent to

When users share via anonymous access links, people who receive the link don't need to sign in to access the shared content. Therefore these additional settings don't apply to anonymous access links.

**Notifications**

E-mail OneDrive for Business owners when

- Other users invite additional external users to shared files
- External users accept invitations to access files
- An anonymous access link is created or changed

OK

Cancel

N

## New Group

Office 365 group

✕

### Add a group

Type

Office 365 group

Distribution list

Mail-enabled security group

Security group

Group Id \*

@ M365x101858.onmicrosoft.com

Description

Privacy \*

Public - Anyone can see group content
▼

Language \*

English (United States)
▼

Send copies of group conversations and events to group members' inboxes.  On

Owner \*

+ Select owner

Add
Cancel

**Office 365 groups** (recommended) are a great way for teams to collaborate by giving them a group email and a shared workspace for conversations, files, and calendar events.

**Distribution lists** send email to all members of the list. You can even allow people outside your organization send email to a list.

**Mail enabled security groups** can be used to control access to OneDrive and SharePoint as well as to send email to all members of the list.

**Security groups** control access to OneDrive and SharePoint and are used for Mobile Device Management for Office 365.

### Additional settings

Limit external sharing using domains (applies to all future sharing invitations). Separate multiple domains with a comma.

Don't allow sharing with users from these blocked domains



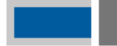








Allow sharing only with users from these domains



- Prevent external users from sharing files, folders, and sites that they don't own
- External users must accept sharing invitations using the same account that the invitations were sent to

Note: We automatically selected this setting because you're limiting external sharing using domains.

When users share via anonymous access links, people who receive the link don't need to sign in to access the shared content. Therefore these additional settings don't apply to anonymous access links.

Office 365 Enterprise E5		On
Microsoft Forms (Plan E5)		On
Stream for Office 365		On
Office 365 Threat Intelligence		On
Microsoft StaffHub		On
Flow for Office 365		On
PowerApps for Office 365		On
Microsoft Teams		On
Office 365 Advanced Security Management		On
Office 365 Advanced eDiscovery		On
Customer Lockbox		On

Office 365 | SharePoint

MOD Administrator

BROWSE FILES LIBRARY

Home EDIT LINKS

Documents CAS

Search this site

New Upload Sync Share More

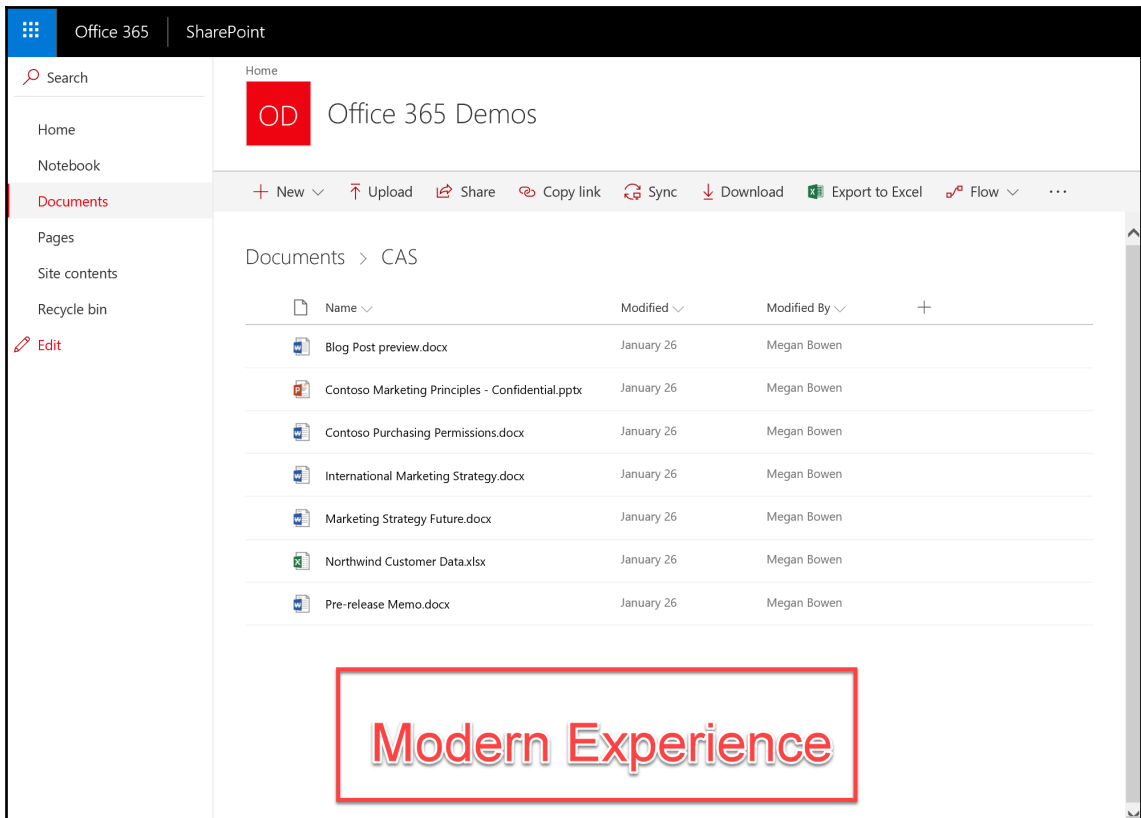
All Documents Find a file

Name	Modified	Modified By
Blog Post preview	January 26	Megan Bowen
Contoso Marketing Principles - Confidential	January 26	Megan Bowen
Contoso Purchasing Permissions	January 26	Megan Bowen
International Marketing Strategy	January 26	Megan Bowen
Marketing Strategy Future	January 26	Megan Bowen
Northwind Customer Data	January 26	Megan Bowen
Pre-release Memo	January 26	Megan Bowen

Drag files here to upload

Exit classic experience

# Classic Experience

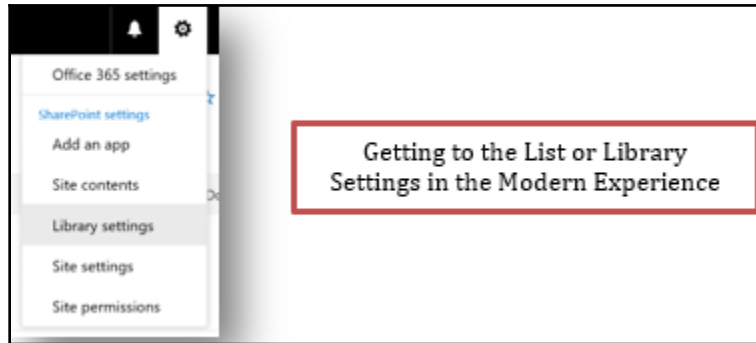


### List experience

Select the experience you want to use for this list. The new experience is faster, has more features, and works better across different devices.

Display this list using the new or classic experience?

- Default experience set by my administrator
- New experience
- Classic experience



Office 365 | SharePoint | MOD Administrator

Search

Home

Notebook

Documents

Pages

Site contents

Recycle bin

Edit

Return to classic SharePoint

Home

Office 365 Demos

Not following | Share

+ New

Site usage | Site workflows | Site settings | Recycle bin (0)

Site usage has moved!

Track visits, view trending content, and see what's shared with people outside your organization on the "Site usage" page.

Go to Site usage

Modern Experience

Name	Type	Items	Modified
Demo Docs	Document library	8	1/25/2018 8:15 PM
Documents	Document library	8	1/26/2018 7:49 AM
Form Templates	Document library	0	1/25/2018 6:35 PM
JT Design Documents	Document library	3	1/25/2018 8:15 PM
RMS Demo Library	Document library	11	1/25/2018 8:15 PM
Site Assets	Document library	4	1/26/2018 8:18 PM
Style Library	Document library	5	1/25/2018 4:44 AM
MicroFeed	List	2	1/25/2018 6:35 PM

Feedback

Office 365

Contoso Team Site Team Site

# Site contents

Classic Experience

Lists, Libraries, and other Apps

Home

- Announcements
- Check In/Out Demo Library
- Discussion Board
- Documents
- Folders vs Metadata Library
- Tasks
- Site contents
- EDIT LINKS

add an app

- Announcements: 1 item, Modified 4 days ago
- Check In/Out Demo Library: 4 items, Modified 4 days ago
- Content and Structure Reports: 7 items, Modified 2 months ago
- Discussion Board: 2 items, Modified 2 months ago
- Documents: 1 item, Modified 3 weeks ago
- Form Templates: 0 items, Modified 4 months ago
- Images: 0 items, Modified 2 months ago
- Microfeed: 4 items, Modified 4 months ago
- Folders vs Metadata Library: 11 items, Modified 2 months ago
- Pages: 1 item, Modified 5 weeks ago
- Reusable Content: 3 items, Modified 2 months ago
- Site Assets: 4 items, Modified 5 weeks ago
- Site Collection Documents: 0 items, Modified 2 months ago
- Site Collection Images: 0 items, Modified 2 months ago
- Site Pages: 3 items, Modified 3 days ago
- Style Library: 628 items, Modified 2 months ago
- Tasks: 1 item, Modified 4 days ago
- Workflow Tasks: 0 items, Modified 2 months ago

SITE WORKFLOWS SETTINGS RECYCLE BIN (16)

Office 365 Admin

## SharePoint admin center

site collections

user profiles

sharing

settings

configure hybrid

access control

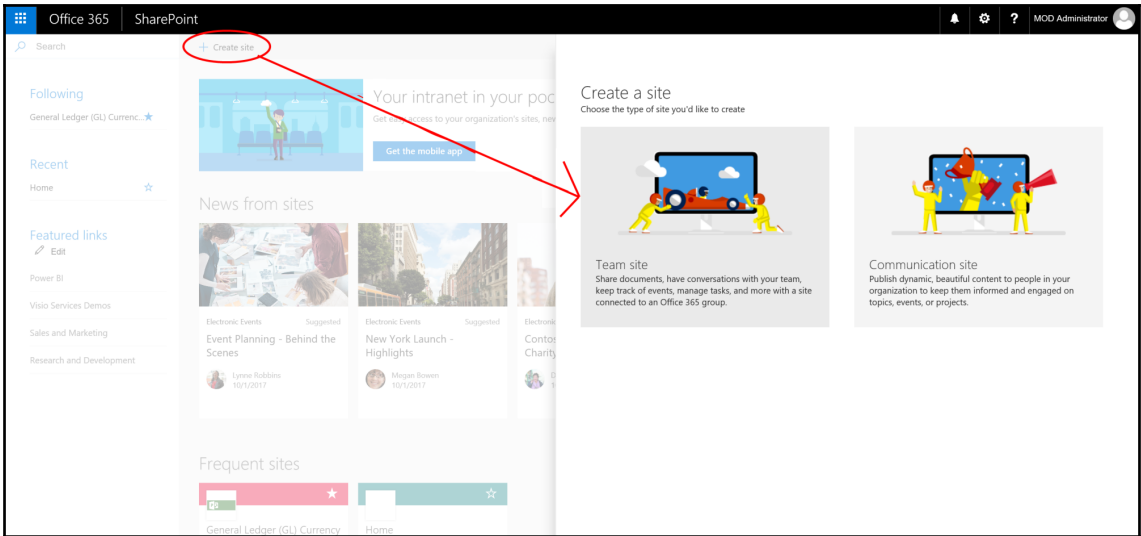
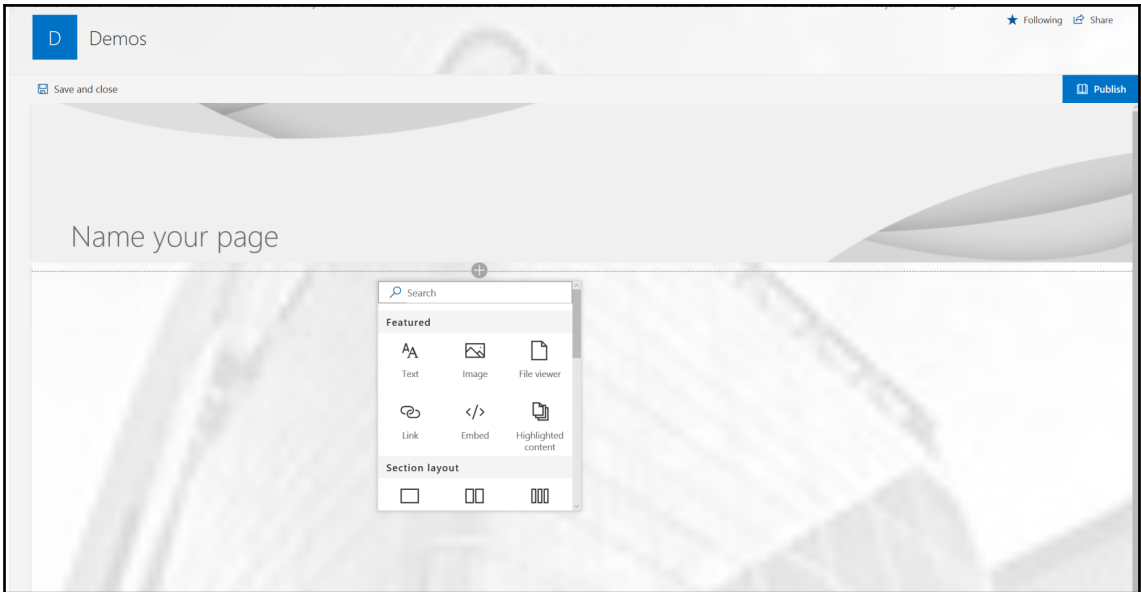
Site Collections

Contribute

Search by URL...

1.02 TB available of 1.02 TB 9000 resources available 9998 PWA instances available

URL	STORAGE USED (GB)	SERVER RESOURCE QUOTA
https://m365x810302.sharepoint.com	0.01	300
https://m365x810302.sharepoint.com/portals/hub	0.00	0
https://m365x810302.sharepoint.com/search	0.03	0
https://m365x810302.sharepoint.com/sites/AdvancedDiscovery	0.01	300
https://m365x810302.sharepoint.com/sites/Analytics	0.03	300
https://m365x810302.sharepoint.com/sites/contoso	0.05	1000
https://m365x810302.sharepoint.com/sites/pwa	0.14	200
https://m365x810302-my.sharepoint.com	0.01	0



Create groups under:

https://m365x810302.sharepoint.com

Secondary contact:

Use the form at this URL:

The screenshot shows a SharePoint page gallery interface. At the top, there is a navigation bar with 'Home' and 'Not following' options. Below the navigation bar is a toolbar with 'Edit', 'Share', 'Copy link', 'Delete', and 'Flow' options. The main area displays a list of pages with columns for Name, Modified, Modified By, Checked Out To, Contact, and Page Layout. The 'Home.aspx' page is selected, and its properties are shown in a pane on the right. The 'Comments' field in the properties pane is highlighted with a red box.

Name	Modified	Modified By	Checked Out To	Contact	Page Layout
A-Revolution-in-Training.aspx	October 1	Provisioning User		Provisioning User	Image on left
Collaboration-mobile-workforce.aspx	October 1	Provisioning User		Provisioning User	Image on left
Connections-bringing-people-closer-together.aspx	October 1	Provisioning User		Provisioning User	Image on left
default.aspx	October 1	System Account			Blank Web Part page
Home.aspx	October 1	Provisioning User		Enrico Cattaneo	Modern UI Home Layo.
PageNotFoundError.aspx	October 1	System Account		System Account	Error
Rudiments-Contoso-Research.aspx	October 1	Provisioning User		Provisioning User	Image on left
Tools-for-the-modern-workplace.aspx	October 1	Provisioning User		Provisioning User	Image on left
Trends-in-cloud-computing.aspx	October 1	Provisioning User		Provisioning User	Image on left

Properties pane for Home.aspx:

- Content Type: Welcome Page
- Name: Home.aspx
- Title: Home
- Comments: Enter text here
- Contact: Enrico Cattaneo

Office 365 Admin

### SharePoint admin center

- site collections
- infopath
- user profiles
- bcs
- term store
- records management
- search
- secure store
- apps
- sharing
- settings
- configure hybrid
- access control**

#### Restrict access based on device or network location

These settings apply to content in SharePoint, OneDrive and Office 365 groups.

##### Unmanaged devices

Control access from devices that aren't compliant or joined to a domain. The setting you select here will apply to all users in your organization. To customize conditional access policies, save your selection and go to the [Azure AD admin center](#).

To use this setting, get a subscription to Enterprise Mobility + Security and assign a license to yourself.

[Manage subscriptions](#)

- Allow full access from desktop apps, mobile apps, and the web
- Allow limited, web-only access
- Block Access

##### Apps that don't use modern authentication

This setting applies to third-party apps and Office 2010 and earlier.

- Allow
- Block

##### Control access based on network location

- Only allow access from specific IP address locations

OK Cancel

```

SharePoint Online Management Shell
Cannot load PSReadline module. Console is running without PSReadline.
PS C:\windows\system32>
  
```









Permissions > Permission Levels

Add a Permission Level | Delete Selected Permission Levels

Permission Level	Description
<input checked="" type="checkbox"/> Full Control	Has full control.
<input checked="" type="checkbox"/> Design	Can view, add, update, delete, approve, and customize.
<input checked="" type="checkbox"/> Edit	Can add, edit and delete lists; can view, add, update and delete list items and documents.
<input checked="" type="checkbox"/> Contribute	Can view, add, update, and delete list items and documents.
<input checked="" type="checkbox"/> Read	Can view pages and list items and download documents.
<input type="checkbox"/> Approve	Can edit and approve pages, list items, and documents.
<input type="checkbox"/> Manage Hierarchy	Can create sites and edit pages, list items, and documents.
<input type="checkbox"/> Restricted Read	Can view pages and documents, but cannot view historical versions or user permissions.
<input type="checkbox"/> Restricted Interfaces for Translation	Can open lists and folders, and use remote interfaces.
<input type="checkbox"/> View Only	Can view pages, list items, and documents. Document types with server-side file handlers can be viewed in the browser but not downloaded.

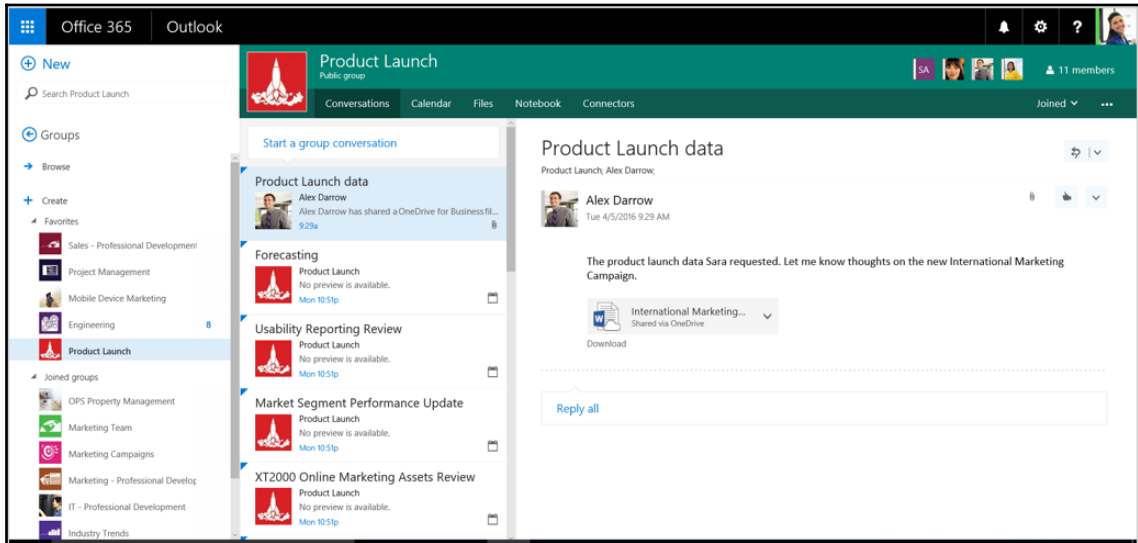


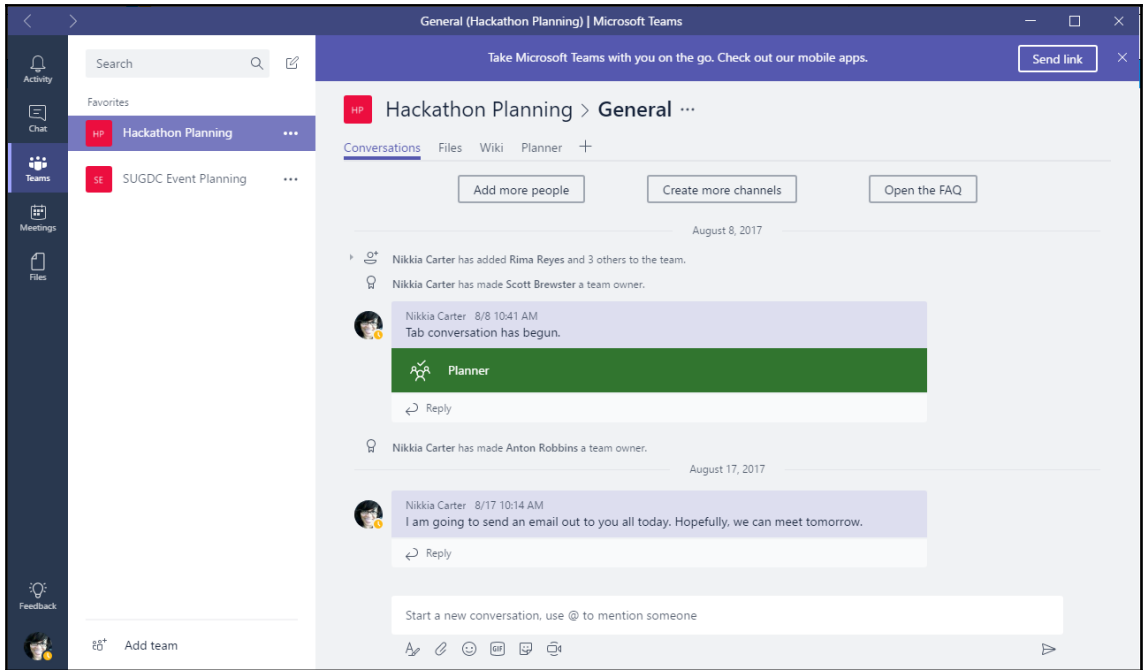
---

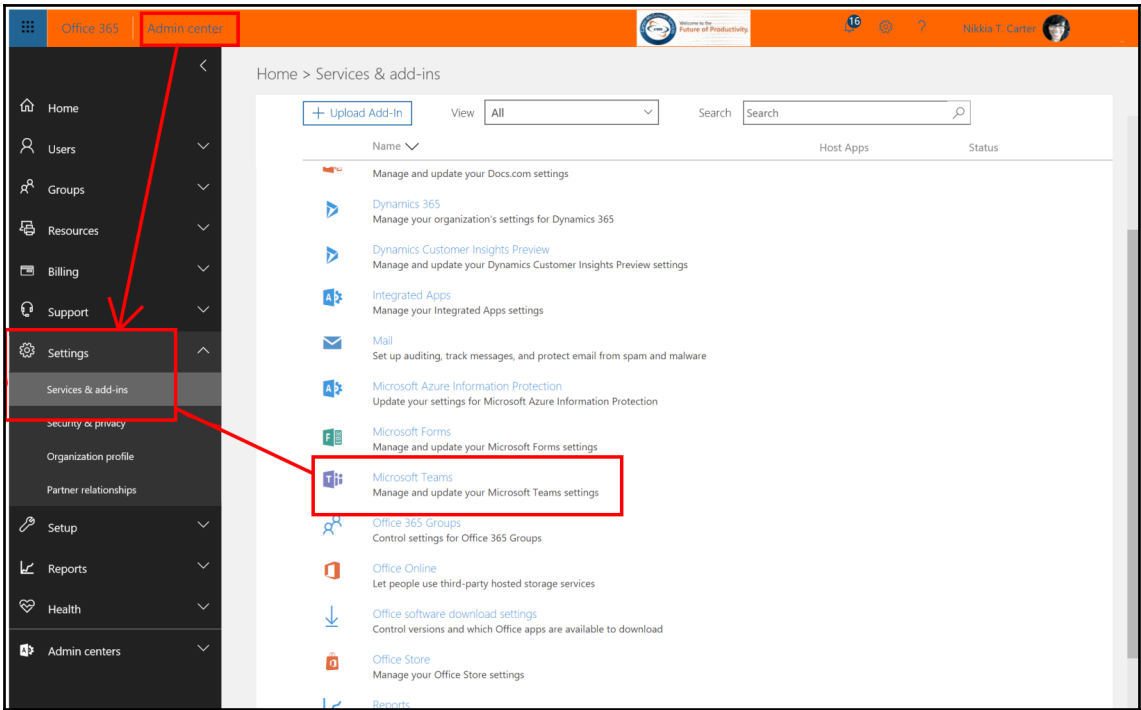
BROWSE		PERMISSIONS				
 Grant Permissions Grant	 Create Group	 Edit User Permissions Modify	 Remove User Permissions Modify	 Check Permissions Check	 Permission Levels Manage	 Access Request Settings Manage
				 Site Collection Administrators Manage		

---


# Chapter 7: Office 365 Groups and Microsoft Teams Administration







---

 Office 365 Groups

Let group members outside the organization access group content



If you turn this off, guests will still be listed as members of the group, but they won't receive group emails or be able to access any group content. They'll only be able to access individual group files that were directly shared with them.

[Learn more about guest access to Office 365 groups.](#)

Let group owners add people outside the organization to groups



Even if you turn this off, guests who are already members of groups will still be able to access group content.

Guests who are already member of the group will continue to have access to group resources.

Save

Close

Office 365 Admin center

Home > Groups

Not seeing new items listed? Go

[+ Add a group](#) [More](#) View: [All supported groups](#) Search

<input type="checkbox"/>	Group name	Email	Type
<input type="checkbox"/>	AdminAgents		Security group
<input type="checkbox"/>	AdminSecurityGrp		Security group
<input type="checkbox"/>	Default MDM security group		Security group
<input type="checkbox"/>	EMS Project	ems@cartermcgowanservices.com	Office 365 group
<input type="checkbox"/>	HelpdeskAgents		Security group
<input type="checkbox"/>	Test Distro	testdistro@cartermcgowanservices....	Distribution list

**New Group**  
Office 365 group

**Add a group**

Type

- Office 365 group
- Distribution list
- Mail-enabled security group
- Security group

Group Id \*  @ cartermcgowanservices.com

Description

Privacy \*

Language \*

Send copies of group conversations and events to group members' inboxes.  On

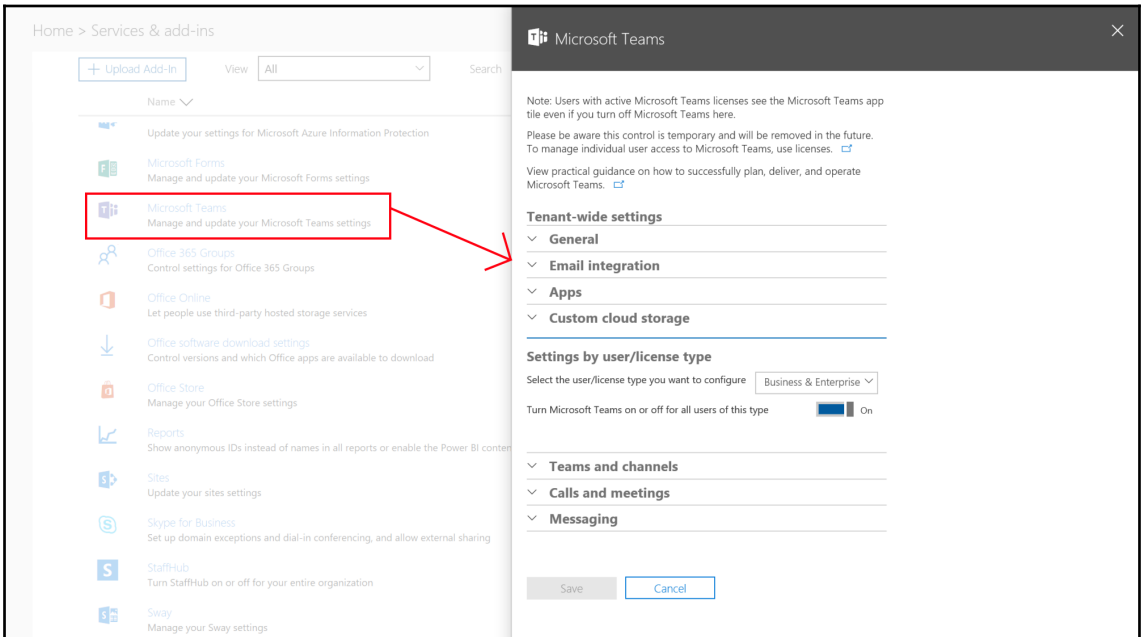
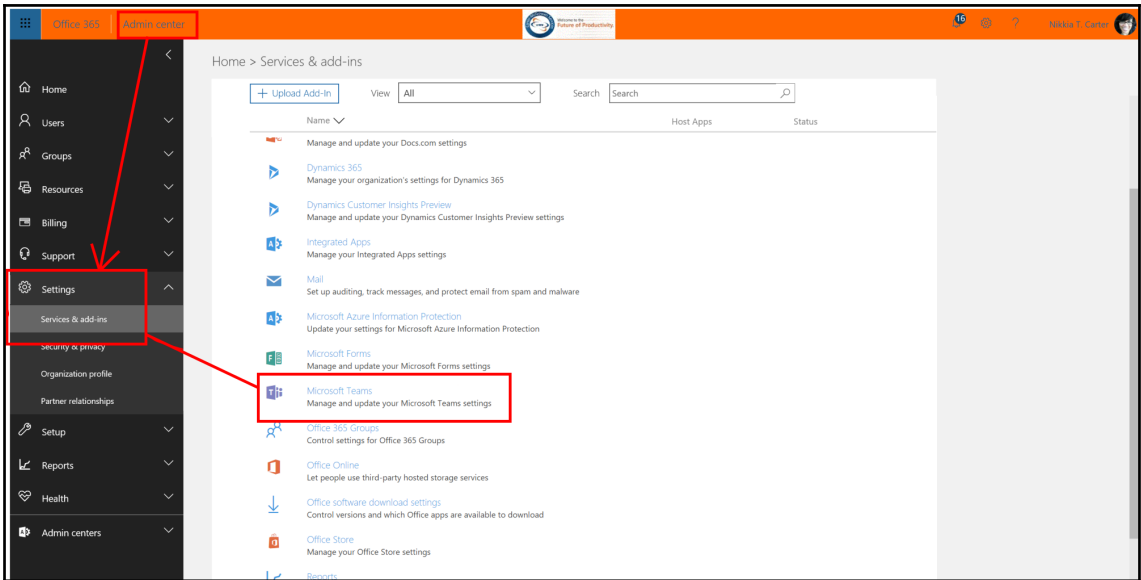
Owner \*

**Office 365 groups** (recommended) are a great way for teams to collaborate by giving them a group email and a shared workspace for conversations, files, and calendar events.

**Distribution lists** send email to all members of the list. You can even allow people outside your organization send email to a list.

**Mail enabled security groups** can be used to control access to OneDrive and SharePoint as well as to send email to all members of the list.

**Security groups** control access to OneDrive and SharePoint and are used for Mobile Device Management for Office 365.





---

Note: Users with active Microsoft Teams licenses see the Microsoft Teams app tile even if you turn off Microsoft Teams here.

Please be aware this control is temporary and will be removed in the future.  
To manage individual user access to Microsoft Teams, use licenses. [↗](#)

View practical guidance on how to successfully plan, deliver, and operate Microsoft Teams. [↗](#)

## Tenant-wide settings

### ^ General

- Show organizational chart in personal profile  On
- Use Skype for Business for recipients who don't have Microsoft Teams  On
- Allow T-bot proactive help messages  On

### ^ Email integration

- Allow users to send email to channels  On

Allow senders list (separated each domain with a comma)

contoso.net,microsoft.com

### ^ Apps

Enable/disable default apps

Name

Planner

PowerApps

Website

- Allow external apps in Microsoft Teams  On

- Allow sideloading of external apps  On

- Enable new external apps by default  On

### ^ Custom cloud storage

- Box  Off

- Dropbox  On

- Google Drive  Off

- ShareFile  Off

---

## Settings by user/license type

Select the user/license type you want to configure

Business & Enterprise 

Turn Microsoft Teams on or off for all users of this type



---

### Teams and channels

Use the Groups dashboard in admin center to manage teams. 

Anyone on the team can add and manage channels. 

---

## ^ **Calls and meetings**

- Allow scheduling for private meetings  On
- Allow ad-hoc channel meetup  On
- Allow scheduling for channel meetings  On
- Allow videos in meetings  On
- Allow screen sharing in meetings  On
- Allow private calling  On

## ^ **Messaging**

- Enable Giphy so users can add gifs to conversations  On
- Content Rating
  - Allow all content
- Enable memes that users can edit and add to conversations  On
- Enable stickers that users can edit and add to conversations  On
- Allow owners to delete all messages  Off
- Allow users to edit their own messages  On
- Allow users to delete their own messages  On
- Allow users to chat privately  On

---

```

#Accept input parameters
Param(
    [Parameter(Position=0, Mandatory=$false, ValueFromPipeline=$true)]
    [string] $Office365Username,
    [Parameter(Position=1, Mandatory=$false, ValueFromPipeline=$true)]
    [string] $Office365Password
)
#Constant Variables
$OutputFile = "C:\scripts\DistributionGroupMembers.csv" #The CSV Output file that is created,
change for your purposes
$arrDLMembers = @{}
#Remove all existing Powershell sessions
Get-PSSession | Remove-PSSession
#Did they provide creds? If not, ask them for it.
if ([[string]::IsNullOrEmpty($Office365Username) -eq $false] -and
    ([string]::IsNullOrEmpty($Office365Password) -eq $false))
{
    $SecureOffice365Password = ConvertTo-SecureString $Office365Password -Force
    #Build credentials object
    $Office365Credentials = New-Object System.Management.Automation.PSCredential
    $Office365Username, $SecureOffice365Password
}
else
{
    #Build credentials object
    $Office365Credentials = Get-Credential
}
#Create remote Powershell session
$Session = New-PSSession -ConfigurationName Microsoft.Exchange -ConnectionUri
https://ps.outlook.com/powershell -Credential $Office365credentials -Authentication Basic -
AllowRedirection
#Import the session

```

---

```

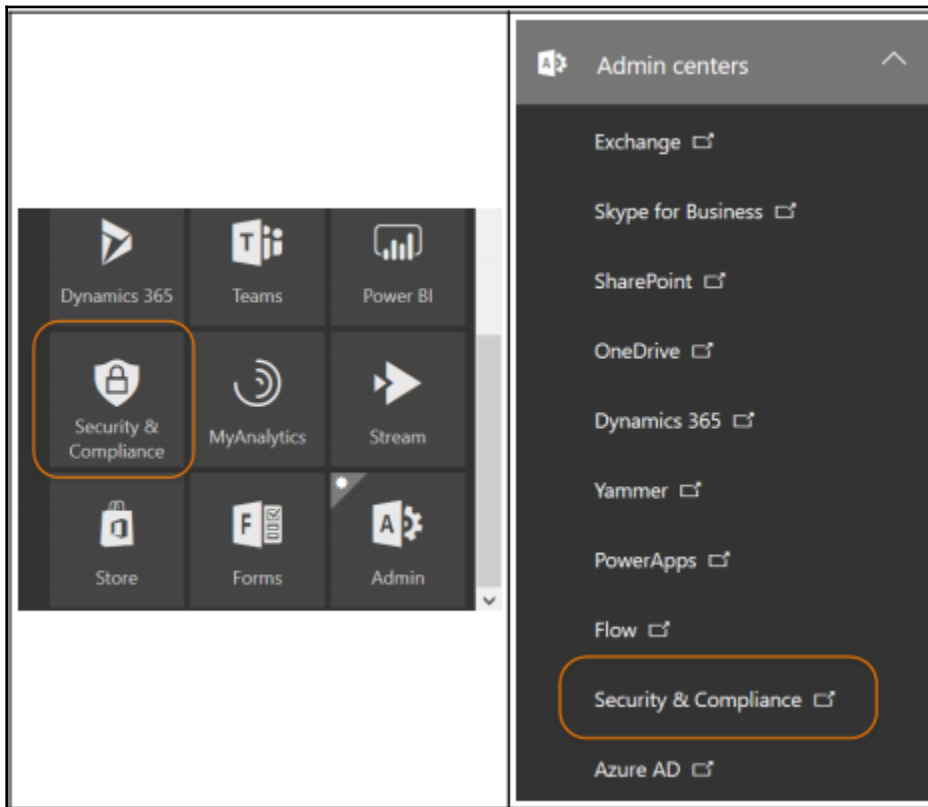
Import-PSSession $Session -AllowClobber | Out-Null
#Prepare Output file with headers

Out-File -FilePath $OutputFile -InputObject "Distribution Group DisplayName,Distribution Group
Email,Member DisplayName, Member Email, Member Type" -Encoding UTF8
#Get all Distribution Groups from Office 365
$ObjDistributionGroups = Get-DistributionGroup -ResultSize Unlimited
#Iterate through all groups, one at a time
Foreach ($ObjDistributionGroup in $ObjDistributionGroups)
{
    write-host "Processing $($ObjDistributionGroup.DisplayName)..."
    #Get members of this group
    $ObjDGMembers = Get-DistributionGroupMember -Identity
$($ObjDistributionGroup.PrimarySmtpAddress)
    write-host "Found $($ObjDGMembers.Count) members..."
    #Iterate through each member
    Foreach ($ObjMember in $ObjDGMembers)
    {
        export-csv 'C:\scripts\list.csv' -InputObject
"$($ObjDistributionGroup.DisplayName),$($ObjDistributionGroup.PrimarySMTPAddress),$($ObjMem
ber.DisplayName),$($ObjMember.PrimarySMTPAddress),$($ObjMember.RecipientType)" -Encoding
UTF8 -append
        write-host
"$t$($ObjDistributionGroup.DisplayName),$($ObjDistributionGroup.PrimarySMTPAddress),$($ObjMe
mber.DisplayName),$($ObjMember.PrimarySMTPAddress),$($ObjMember.RecipientType)"
    }
}
#Clean up session
Get-PSSession | Remove-PSSession

```

---

# Chapter 8: Understanding Security and Compliance



Office 365 Security & Compliance @Thomas Carpe (...)

Home [Customize](#)

**Threat management**

We understand the importance of keeping your data safe and secure. That's why we provide tools to help you understand and investigate cyber-threats and take action to protect your organization from them.

[View quarantine](#)  
[New spam policy](#)

[Learn more](#)

**Search for users**

Search for users

**What's new**

- Updates to ATP safe links
- Disposition review
- New help articles
- [More...](#)

**Data governance**

It's your data. You own it. So we've developed features that let you take charge of how and when it is stored, used, and retained or removed.

[Learn more about data management](#)

- [Import data into Office 365](#)
- [Add a retention policy](#)
- [Enable extra storage](#)

**Search & investigation**

You have a lot of data swarming around in the cloud. Luckily, the

[Search for content](#)

**Region and industry settings**

The Microsoft Cloud Service Assurance Portal contains Microsoft's confidential information. By accessing or using this web site, you agree not to disclose such information without Microsoft's prior written consent.

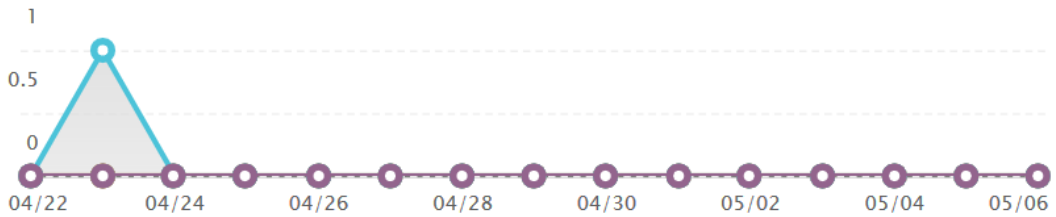
Select one or more regions and industries that are applicable to your organization, and we'll make sure to provide you with the service assurance resources that matter most to you.

Region:

Industry:



## Alert trends



## Recent alerts

	Severity	Alert policy	Category	Time	Activities
●	Low	Elevation of Exchange a...	Permissions	4/22/18 10:55 PM	1
●	Low	Elevation of Exchange a...	Permissions	4/19/18 6:53 PM	1

[View all alerts](#)

## Elevation of Exchange admin privilege



✓ Resolve

⊘ Suppress

✉ Notify users

**Severity** ● Low

**Time** Apr 22, 2018 10:55:00 PM

**Activity** Granted Exchange admin permission

**Activity count** 1 ⓘ

**Details** This alert is triggered when someone in your organization becomes an Exchange admin or gets new Exchange admin permissions [View activity list](#)

By the time this alert was triggered, alara.rogers@liquidmercurysolutions.com performed Granted Exchange admin permission 1 times

**Status** Active

[Edit](#)

**Comments** New alert

**Alert policy** [Elevation of Exchange admin privilege](#)

**Notification sent to** [View policy](#)

---


## Name your label

**Name \*** 

Company Internal

**Description for admins** 

Enter a description that's helpful for admins who will manage this label

**Description for users** 

Sharing of this information with parties outside this company is prohibited by policy and may result in disciplinary action including termination, civil liability, or criminal prosecution.

Next

Cancel

+ Create a label

 Publish labels

 Auto-apply a label

 Refresh

Search



## Choose a label to auto-apply



Choose which labels to add from the list below.  
Only one label can be added here.

Need a different label? [You can create new labels here](#)

^ Added (1)

Company Internal



^ Labels (1)

<input checked="" type="checkbox"/>	Name	Retention
<input checked="" type="checkbox"/>	Company Internal	None

---

## Select from a template

Just tell us what kind of information you want to detect.

Show options for  ▾



Financial

PCI Data Security Standard  
(PCI DSS)



Medical and health

U.S. Financial Data



Privacy

U.S. Federal Trade  
Commission (FTC) Consumer  
Rules



Custom

U.S. Gramm-Leach-Bliley Act  
(GLBA)

Choose which sensitive information types to add from the list below.

identification

Added (0)

Sensitive information types (6)

<input type="checkbox"/> Name	Publisher
<input type="checkbox"/> Canada Personal Health Identification Number (PHIN)	Microsoft Corporation
<input type="checkbox"/> Croatia Personal Identification (OIB) Number	Microsoft Corporation
<input type="checkbox"/> Denmark Personal Identification Number	Microsoft Corporation
<input type="checkbox"/> India Unique Identification (Aadhaar) Number	Microsoft Corporation
<input type="checkbox"/> South Africa Identification Number	Microsoft Corporation
<input type="checkbox"/> U.S. Individual Taxpayer Identification Number (ITIN)	Microsoft Corporation

Detect content that matches this query: ×

Conditions

We'll apply this policy to content that matches these conditions. ⓘ

Keyword query editor

"company internal" OR  
 "for internal use only" OR  
 "do not share" OR  
 "sharing prohibited"

Back Next Cancel

## Name your policy

Name \* 

Company Internal Verbiage

### Description


If the author of the document uses one of several phrases that indicate the document is for internal use only, it will be auto-labelled as such.

Back

Next

Cancel

 Publish labels

 Auto-apply a label

 Refresh

Search 

## Choose labels to publish

Choose the labels you want to publish to your organization's apps so users can apply them to their content. If you don't see the labels you want, you'll be able to create one from scratch.

The list is currently empty.

[Choose labels to publish](#) 

Next

Cancel

---

## Choose locations

We'll publish the labels to the locations you choose.

All locations. Includes content in Exchange email, Office 365 groups, OneDrive and SharePoint documents.

Let me choose specific locations.

Back

Next

Cancel

## Name your policy

**Name** \* 

Company Internal

**Description**

Document or information for internal use only. Sharing of this document outside the organization is prohibited by company policy.

Back

Next

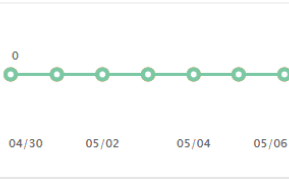
Cancel



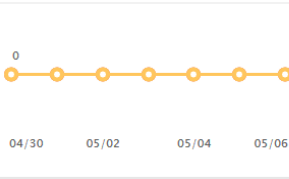
Create label policies to publish one or more labels to your users' apps, such as Outlook, SharePoint, and OneDrive. Once published, users can apply the labels to protect or retain their content. [Learn more about label policies](#)

<input type="checkbox"/> Name	Created by	Last modified <span>▼</span>
<input type="checkbox"/> Company Internal	Thomas Carpe	May 7, 2018
<input type="checkbox"/> Company Internal Verbiage	Thomas Carpe	May 7, 2018

DLP policy matches



DLP false positives and ov...



<input checked="" type="checkbox"/> Name	Order	Last modified
No data available		

---

## Name your policy

### Name \*

### Description

## Choose locations

**We'll protect content that's stored in the locations you choose. \***

All locations in Office 365. Includes content in Exchange email and OneDrive and SharePoint documents.


Let me choose specific locations.

---

### Customize the type of content you want to protect ✕

If you're creating a custom policy, choose at least one sensitive info type or label to protect. If you started with a template, review the sensitive info types that are already included, or click Edit to add or remove types or labels.

Find content that contains:

- You must select at least one classification type.  
[Edit](#) 
- Detect when this content is shared:  
with people outside my organization ▼
- Use advanced settings

[Back](#) [Next](#) [Cancel](#)


### Choose the types of content to protect

This policy will protect content that matches these requirements. You can choose sensitive info types and existing labels.

Content contains \*

✕ The group must contain at least one sensitive information type or one label.

Add ▼

- Sensitive info types
- [Labels](#) 

Content contains \*

Any of these ▾

Default [✎](#) ×

**Labels**

Company Internal ×

Add ▾

or ▾

Enter a group name here ×

Add ▾

+ Add group

✕ Protecting labeled content in email isn't supported. Either remove the label below or turn off Exchange as a location.

Customize the type of content you want to protect ×

If you're creating a custom policy, choose at least one sensitive info type or label to protect. If you started with a template, review the sensitive info types that are already included, or click Edit to add or remove types or labels.

Find content that contains:

Company Internal

[Edit](#)

Detect when this content is shared:

with people outside my organization ▾

Use advanced settings

Back Next Cancel

## What do you want to do if we detect sensitive info?

We'll automatically create detailed activity reports so you can review the content that matches this policy. What else do you want to do?

### Notify users when content matches the policy settings

- Show policy tips to users and send them an email notification.  
Tips appear to users in their apps (like Outlook, OneDrive, and SharePoint) and help them learn how to use sensitive info responsibly. You can use the default tip or customize it to your liking. [Learn more about notifications and tips](#)  
[Customize the tip and email](#)

### Detect when a specific amount of sensitive info is being shared at one time

- Detect when content that's being shared contains:  
At least  instances of the same sensitive info type.
- Send incident reports in email  
By default, you and your global admin will automatically receive the email.  
[Choose what to include in the report and who receives it](#)
- Restrict who can access the content and override the policy  
People outside your org can't access the content. People inside your org can override the policy if needed.  
[Customize access and override permissions](#)

[Back](#) [Next](#) [Cancel](#)

## Customize access and override permissions

By default, all users will be blocked from sending email messages that contain the type of content you're protecting. But you can choose who has access to shared SharePoint and OneDrive content. You can also decide if you want to let people override the policy's restrictions.

### Block these people from accessing SharePoint and OneDrive content

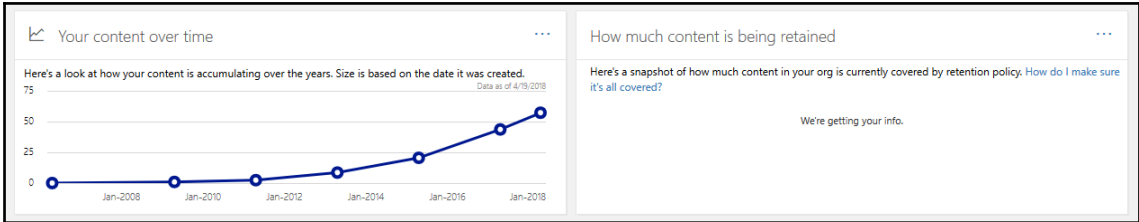
- Everyone. Only the content owner, the last modifier, and the site admin will continue to have access
- Only people outside your organization. People inside your organization will continue to have access.

### Let people who see the tip override the policy

Off

- Require a business justification to override
- Override the rule automatically if they report it as a false positive

[Save](#) [Cancel](#)



## Quarantine

The email messages here were quarantined because they were classified as malware, spam, phishing, or bulk email or because of a transport rule setting in your organization. Review the messages and decide whether you want to release them to one or more of the intended recipients.

Malware
All messages
Clear search
Search
Refresh

Release
Release & report
Delete

Date	Sender	Subject	Quarantin...
04-29-2018 14:54	[Redacted]@it	2018 4D Powerball...CODE: 668/12G/456	Malware

#### ATP anti-phishing

Protect users from phishing attacks (like impersonation and spoofing), and use safety tips to warn users about potentially harmful messages.

#### ATP safe attachments

Protect your organization from malicious content in email attachments and files in SharePoint, OneDrive, and Teams.

#### ATP Safe Links

Protect your users from opening and sharing malicious links in email messages and Office 2016 desktop apps.

#### Anti-spam

Protect your organization's email from spam, including what actions to take if spam is detected.

#### DKIM

Add DKIM (DomainKeys Identified Mail) signatures to your domains so recipients know that email messages actually came from your users.


#### Anti-malware

Protect your organization's email from malware, including what actions to take and who to notify if malware is detected.

Home > GDPR dashboard

Learn about GDPR and the tools we provide to help you


#### Tools to help with GDPR



GDPR creates requirements around how personal data is collected, stored, processed, and deleted. To help lead you down the right path, we provide tools and guidance to facilitate ease in discovering, governing, protecting, and monitoring the personal data in your organization.

[Open the GDPR toolbox](#)

#### Ramp up on GDPR




Starting May 25th 2018, the GDPR applies to organizations (wherever they're located) that process the personal data of individuals in the EU. Office 365 is a GDPR-complaint service committed to assisting you in building a secure framework for satisfying your GDPR responsibilities.

[Learn about GDPR and how Office 365 can help](#)

#### Data subject requests

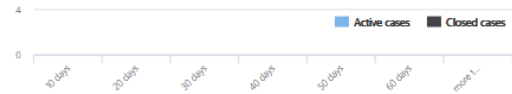
#### Create data subject request (DSR) cases



GDPR gives people (also called data subjects) the right to their personal data. This includes obtaining a copy of it and requesting to export it in an electronic format. To respond to these requests, you'll start by creating a DSR case.

[Create a DSR case](#)

#### Active & closed cases from past 60 days



The chart shows the number of active and closed cases over a 60-day period. The y-axis ranges from 0 to 4. Active cases are represented by blue bars, and closed cases by black bars. The x-axis shows time intervals: 0 days, 20 days, 30 days, 40 days, 50 days, 60 days, and more 1....

[View all cases](#)

\*Name

Where do you want us to look?

Search everywhere

- Exchange
- SharePoint
- Public Folders

Custom location selection

---

What do you want us to look for?

Enter a few keywords or properties or leave the box blank to search for all content. Select the check box if you want to enter a list of keywords. [Learn more](#)

Show keyword list

Enter a keyword or keyword phrase in each row. The keywords in this list will be connected by the OR operator in the search query. You can also paste multiple keywords in to this list.

Keywords
Master Shake
MasterShake
Frylock
Meatwad
ATHE

Check query for typos

Conditions

You can also add conditions to narrow your results.

+ Add condition



## Content search

Search your organization for content in email, documents, Skype for Business conversations, Teams Data, and more. You can then preview and export the search results. [Learn more](#)



Name	Searched	Searched by	Query	
ProjectMasterS...	9/17/2017 ...	Thomas C...	Master Shake (cs) MasterShake (cs) Frylock ...	ProjectMasterShake
Nuclear	9/17/2017 ...	Thomas Ca...	Nuclear (cs) Uranium (cs) Plutonium (cs) Fission...	Results
PotentiallyClassif...	9/17/2017 ...	Thomas Ca...	Classified (cs) Sensitive (cs) Confidential	Last run on: 9/17/2017 4:43 PM 36 items, 4.19 MB 5,724 unindexed items, 4.08 GB 66 mailboxes All sites 0 public folders <a href="#">Preview search results</a> <a href="#">Update search results</a> Export results to a computer <a href="#">Start export</a>

## Preview Search Results

ProjectMasterShake

Subject/Title	Type	Sen...	Mo...
Internal Work Discussions/Dail...	IM		9/14/2...
FW: All your base are belong t...	Email	Tho...	8/3/20...
All your base are belong to us	Email	Tho...	8/3/20...
Missed conversation with [redacted] ...	Skype for...	Tho...	4/25/2...
Missed conversation with [redacted] ...	Skype for...	[redacted]	4/25/2...
C:\Documents and Settings\D...	vsd	[redacted]	6/6/20...
[redacted]	Contact	Tho...	10/22/...
Conversation with [redacted] ...	Skype for...	[redacted]	7/22/2...
<b>RE: Re Tom's General Order IV</b>	<b>Email</b>	<b>Tho...</b>	<b>9/13/2...</b>
Re Tom's General Order IV	Email	[redacted]	9/13/2...
yammerstuff_midaug	xlsx	[redacted]	8/17/2...
Your Yammer activity for Thurs...	Email	[redacted]	4/21/2...
[Yammer: [redacted] ...	Email	[redacted]	4/20/2...

1 selected of 36 total

From: Thomas Carpe <thomas.carpe@liquidmercurysolutions.com>

To: [redacted]; All Staff

Subject: RE: Re Tom's General Order IV

Send Date: 9/13/2012 7:50:43 PM (UTC)

[Download Original Item](#)

[redacted], I will call you to discuss it by voice.

**From:** [redacted]  
**Sent:** Thursday, September 13, 2012 3:49 PM  
**To:** Thomas Carpe; All Staff  
**Subject:** Re Tom's General Order IV

Close

## Audit log search

Need to find out if a user deleted a document or if an admin reset someone's password? Search the Office 365 audit log to find out what the users and admins in your organization have been doing. You'll be able to find activity related to email, groups, documents, permissions, directory services, and much more. [Learn more about searching the audit log](#)

### Search

Clear

### Results

Activities

Date ▾

IP address

User

Activity

Item

Detail

Deleted file, ... (3) ▾

× Clear all to show results for all activities

Search

#### File and page activities

Accessed file

Checked in file

Checked out file

Copied file

Discarded file checkout

Deleted file ✓

Deleted file from recycle bin ✓

Deleted file from second-stage recycle bin ✓

Downloaded file

Modified file

## Results 13 results found

Filter results

Export results ▾

Date ▾	IP address	User	Activity	Item	Detail
2017-09-05 18:...	72.60.145.251	thomas.carpe@...	Deleted file	+LMS - Clo...	Deleted from "...
2017-09-05 18:...	72.60.145.251	thomas.carpe@...	Deleted file	+LMS - Clo...	Deleted from "...
2017-09-05 16:...	173.8.7.241	@li...	Deleted file	Case-Study---H...	Deleted from "s...
2017-09-05 16:...	173.8.7.241	@li...	Deleted file	Case-Study---H...	Deleted from "s...
2017-09-05 16:...	173.8.7.241	@li...	Deleted file	Case-Study---H...	Deleted from "s...
2017-09-05 15:...	173.8.7.241	@li...	Deleted file	Case-Study---H...	Deleted from "s...

---

## eDiscovery

After creating an eDiscovery case and choosing who has access to it, use the case to search for email, documents, Skype for Business conversations, Teams data, and other content in your organization. You can then preserve the content and export the search results for further analysis. [Learn more](#)

View All ▾   + Create a case ↻ Refresh

---

**Case name**

**Status**

**Last modified** ▾

**Modified by**

---

## New case ×

Enter a name and description

Give this case a friendly name so you can easily find it again later.

**\*Case name**

**Description**

**Save**

---

	Case name	Status	Created	Last modified	Modified by
<a href="#">Open</a>	Who Framed Roger Rabbit	Active	2017-09-17 21:34:25	2018-05-07 12:57:05	Thomas Carpe

^ Role Groups (10)

<input type="checkbox"/>	Name	Description
<input type="checkbox"/>	Compliance Administrator	ComplianceAdministrator
<input type="checkbox"/>	Organization Management	OrganizationManagement
<input type="checkbox"/>	MailFlow Administrator	MailFlowAdministrator
<input type="checkbox"/>	Security Administrator	SecurityAdministrator
<input type="checkbox"/>	Security Reader	SecurityReader
<input type="checkbox"/>	Service Assurance User	ServiceAssuranceUser
<input checked="" type="checkbox"/>	Supervisory Review	SupervisoryReview
<input type="checkbox"/>	Reviewer	Reviewer
<input type="checkbox"/>	Records Management	RecordsManagement
<input checked="" type="checkbox"/>	eDiscovery Manager	eDiscoveryManager

Who Framed Roger Rabbit > Core ED > Home

Home    Hold    Search    Export    [Switch to Advanced eDiscovery](#)

Who Framed Roger Rabbit > AED > Prepare > Process > Setup

Prepare    Relevance    Export    Express analysis    More    [Switch to Core eDiscovery](#)

[Process](#)    Analyze

Who Framed Roger Rabbit > Core ED > Search

Home Hold Search Export [Switch to Advanced eDiscovery](#)

Notice something different? Our eDiscovery experience is new and improved. [Learn more about it.](#) Switch back to [the old experience.](#)

+ New search Refresh Search

Guided search  
 New search  
 Search by ID List

Description	Last run	Modified by
No data available		

New search

- Name your search
- Choose locations
- Create query

### Name your search

**Name \***

**Description**

[Next](#) [Cancel](#)

---

# Locations

The policy will apply to content that's stored in the locations you choose.

- All locations
- Locations on hold
- Specific locations

Back

Next

Cancel

## Condition card



^ \* Keywords

MasterShake  
Master Shake  
\* \* \*

Show keyword list ⓘ

+ Add conditions

Back

Finish

Cancel

---

Back to saved searches

+ New search | Save | Open...

Search query ⓘ ⓘ

^ \* Keywords

MasterShake  
Master Shake  
...

Show keyword list ⓘ

^ Locations: All <

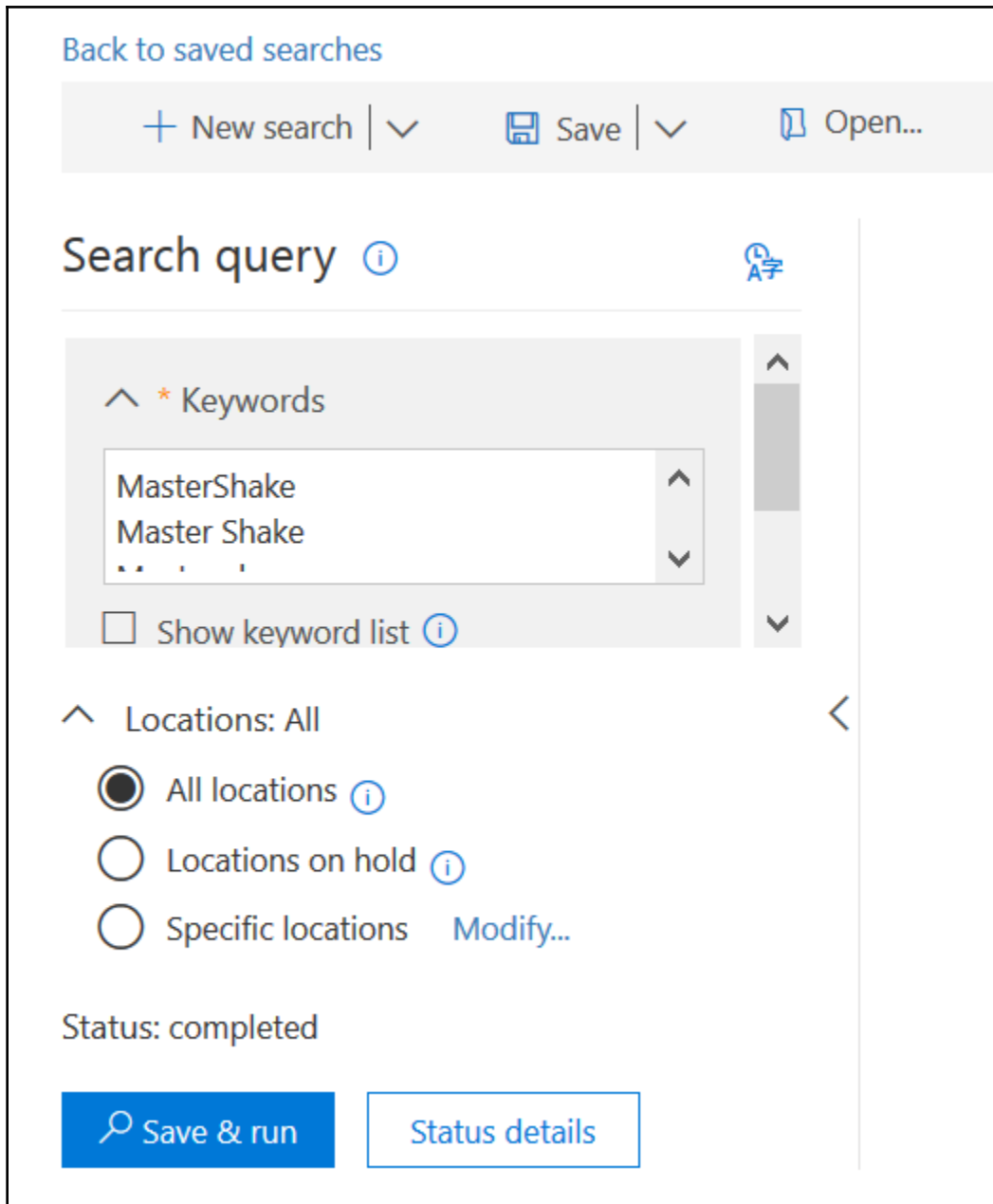
All locations ⓘ

Locations on hold ⓘ

Specific locations [Modify...](#)

Status: completed

[Save & run](#) [Status details](#)





Who Framed Roger Rabbit > Core ED > Hold

Home Hold Search Export [Switch to Advanced eDiscovery](#)

Notice something different? Our eDiscovery experience is new and improved. [Learn more about it.](#) Switch back to [legacy hold UI](#)

[+ Create](#) [Refresh](#) Search

Name Last modified ▾

No data available

## Name your hold

**Name \***

**Description**

[Next](#) [Cancel](#)



## Exchange email

Choose users, groups, or teams

^ Users, groups, or teams (1) [Clear all](#)

Cody Netstein

[cody.netstein@liquidmercurysolutions.com](mailto:cody.netstein@liquidmercurysolutions.com)



## SharePoint sites

[Choose sites](#)

^ Sites (2) [Clear all](#)

<https://spliquidmercury.sharepoint.com/teams/cloud>

<https://spliquidmercury.sharepoint.com>

## Add conditions

<input type="checkbox"/>	Recipients	Emails
<input type="checkbox"/>	Sender	Emails
<input type="checkbox"/>	Sent	Emails
<input type="checkbox"/>	Subject	Emails
<input type="checkbox"/>	To	Emails
<input checked="" type="checkbox"/>	Author	Documents
<input type="checkbox"/>	Title	Documents
<input checked="" type="checkbox"/>	Created	Documents
<input type="checkbox"/>	Last modified	Documents
<input type="checkbox"/>	File type	Documents

19 item(s) loaded.

Add

Cancel

---

**Applies to content in these locations**

1 mailbox  
2 sites  
All public folders

**Hold statistics**

0 items, 0 B (includes all unindexed items)

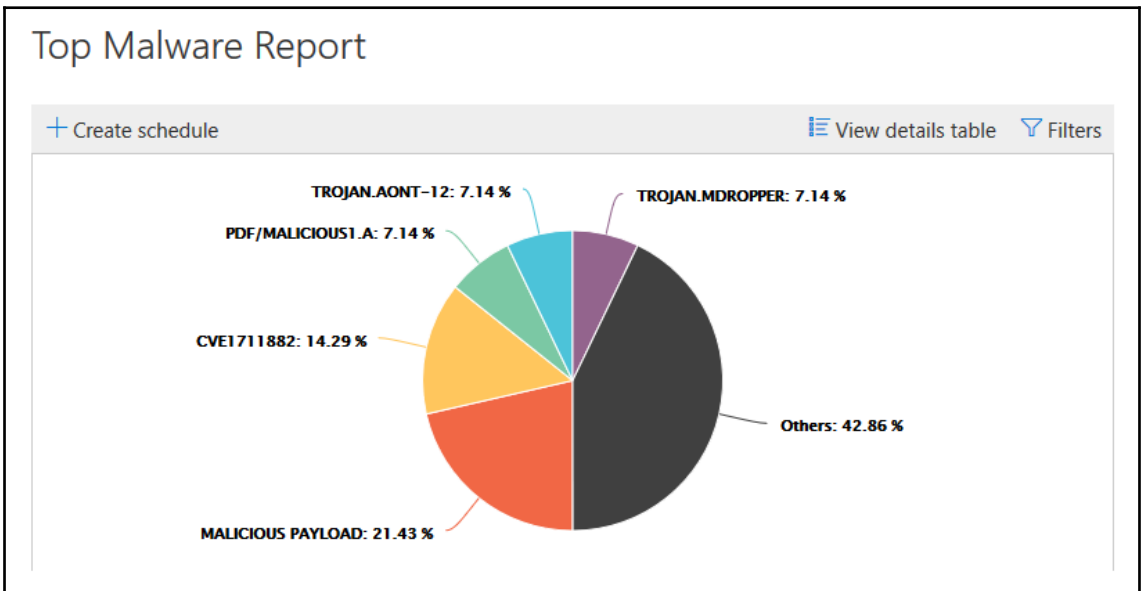
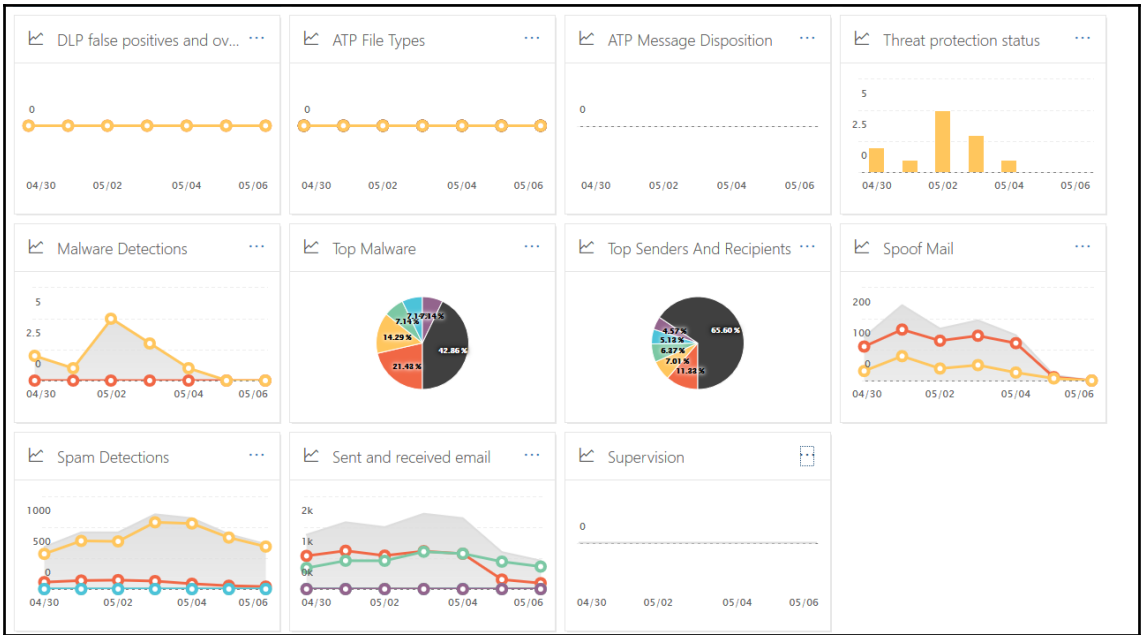
Last run on: 2018-05-07 18:22

[Update statistics](#)

Turn on Office 365 Cloud App Security

[Go to Office 365 Cloud App Security](#)

[Learn more about Office 365 Cloud App Security](#)

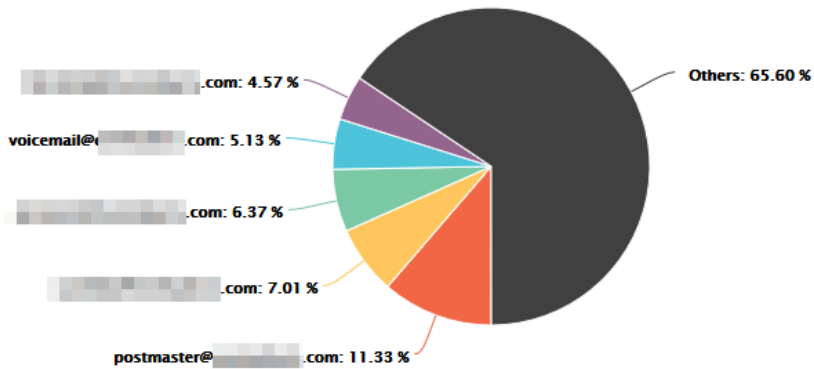


## Top senders and recipients

+ Create schedule

View details table Filters

Show data for Top Mail Senders



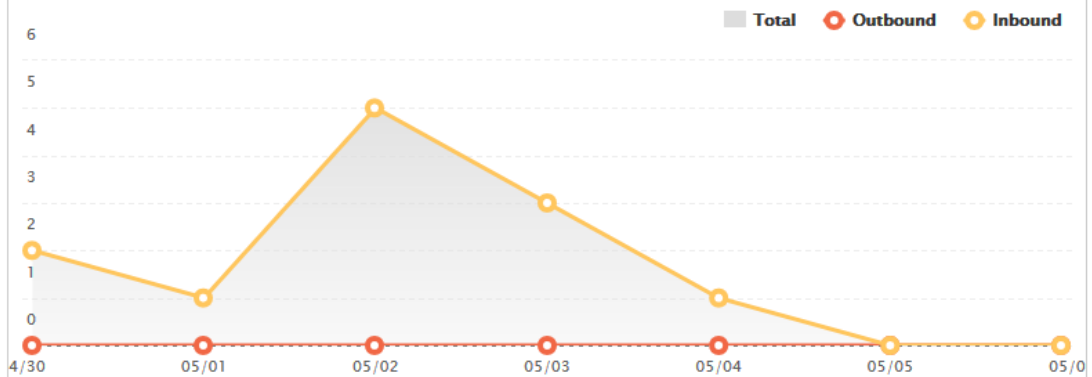
## Malware Detections Report

+ Create schedule

Request report

View details table Filters


Break down by Direction




**Name**

Custom Report - Malware - 2018-05-07 00:00:00

**Start date**

2018-02-06 

**End date**

2018-05-07 

**Next** **Cancel**

Manage your report schedules here

Search

<input type="checkbox"/>	Schedule start date ...	Name	Report type	Frequency	Last sent
<input type="checkbox"/>	May 7, 2018	Schedule-Monthly-MailTraffic	MailTraffic	Monthly	



### Enable MFA for all users

You should enable MFA for all of your user accounts because a breach of any of those accounts can lead to a breach of any data that user has access to. We found that you had 136 users out of 137 that did not have MFA enabled. If you enable MFA for those 136 user accounts, your score will go up 30 points.

#### Threats

- [Account Breach](#)
- [Elevation of Privilege](#)

[Learn more](#)

[Ignore](#)

[Third Party](#)

Action Category

Account

User Impact

Moderate

Implementation Cost

Low

Action Score

0/30

---

# Chapter 9: Administering Skype for Business

Skype for Business admin center

dashboard  
users  
**organization**  
voice  
call routing  
audio conferencing  
online meetings  
tools  
reports

**general** external communications

presence privacy mode

By default, anyone who can communicate with one of your users can also see that user's presence information. You can make presence information for all users available only to their contacts. Individual users can later change this setting themselves using Skype for Business. [Learn more](#)

Automatically display presence information  
 Display presence information only to a user's contacts

mobile phone notifications

You can turn on alerts for incoming instant messages (IMs), voice mail messages, and missed IMs or missed calls for Skype for Business Mobile users by using a push notification service instead of Office 365 to send those alerts. Depending on your supported mobile devices, you can use the Microsoft Push Notification Service, the Apple Push Notification Service, or both. [Learn more](#)

Microsoft Push Notification Service  
 Apple Push Notification Service

save cancel

## Skype for Business admin center

dashboard

users

organization

voice

call routing

audio conferencing

online meetings

tools

reports

general external communications

### external access

You can control access to Skype for Business users in other organizations in two ways: 1) block specific domains, but allow access to everyone else, or 2) allow specific domains, but block access to everyone else. [Learn more](#)

On except for blocked domains

### public IM connectivity

Let people use Skype for Business to communicate with Skype users outside your organization.

### blocked or allowed domains



DOMAIN	STATUS
<input type="checkbox"/> billcollector.com	Blocked
<input type="checkbox"/> spammer.com	Blocked

25

save cancel

## Skype for Business admin center

dashboard

users

organization

voice

call routing

audio conferencing

online meetings

tools

reports

Microsoft bridge Microsoft bridge settings users

These are the phone numbers used with this conference bridge. You can change languages for dedicated numbers or change the default toll number.

	Phone number	Type	Category	Location	Primary language	Default
<input checked="" type="checkbox"/>	+1 872-212-	Toll	Dedicat	Chicago, United Stat	English (United S	
<input type="checkbox"/>	+1 213-493-	Toll	Dedicat	Los Angeles, United S	English (United S	
<input type="checkbox"/>	+1 469-480-	Toll	Dedicat	Dallas, United States	English (United S	
<input type="checkbox"/>	+1 646-844-	Toll	Dedicat	New York City, Unite	English (United S	Default
<input type="checkbox"/>	+31 20 258 8	Toll	Shared	Amsterdam, Netherl	Dutch (Netherlar	
<input type="checkbox"/>	+32 2 890 97	Toll	Shared	Bruxelles/Brussels, Be	Dutch (Netherlar	
<input type="checkbox"/>	+45 32 72 05	Toll	Shared	København, Denmar	Danish (Denmar	
<input type="checkbox"/>	+1 469-480-	Toll	Shared	Dallas, United States	English (United S	
<input type="checkbox"/>	+49 69 6677	Toll	Shared	Frankfurt am Main, G	German (Germar	
<input type="checkbox"/>	+1 773-917-	Toll	Shared	Chicago, United Stat	English (United S	
<input type="checkbox"/>	+44 20 3321	Toll	Shared	London, United King	English (United k	
<input type="checkbox"/>	+1 213-373-	Toll	Shared	Los Angeles, United S	English (United S	
<input type="checkbox"/>	+34 910 38 8	Toll	Shared	Madrid, Spain	Spanish (Spain)	
<input type="checkbox"/>	+39 02 0062	Toll	Shared	Milano, Italy	Italian (Italy)	
<input type="checkbox"/>	+1 646-838-	Toll	Shared	New York City, Unite	English (United S	
<input type="checkbox"/>	+33 1 70 99	Toll	Shared	Paris, France	French (France)	
<input type="checkbox"/>	+46 8 505 21	Toll	Shared	Stockholm, Sweden	Swedish (Sweder	
<input type="checkbox"/>	+1 647-749-	Toll	Shared	Toronto, Canada	English (United S	
<input type="checkbox"/>	+43 1 20563	Toll	Shared	Vienna, Austria	German (Germar	
<input type="checkbox"/>	+41 43 210 5	Toll	Shared	Zurich/Zürich/Zurige	German (Germar	
<input type="checkbox"/>	+351 21 121	Toll	Shared	Lisbon, Portugal	Portuguese (Port	
<input type="checkbox"/>	+61 2 8318 0	Toll	Shared	Sydney, Australia	English (Australi	
<input type="checkbox"/>	+81 3-4510-	Toll	Shared	Tokyo, Japan	Japanese (Japan)	
<input type="checkbox"/>	+64 4-280 8	Toll	Shared	Wellington, New Zea	English (Australi	
<input type="checkbox"/>	+63 2 231 31	Toll	Shared	Manila, Philippines	Filipino (Philippi	
<input type="checkbox"/>	+7 495 118-1	Toll	Shared	Moscow, Russia	Russian (Russia)	
<input type="checkbox"/>	+65 3157 60	Toll	Shared	Singapore, Singapore	English (United S	
<input type="checkbox"/>	+66 2 104 06	Toll	Shared	Bangkok, Thailand	Thai (Thailand)	
<input type="checkbox"/>	+886 2 5592	Toll	Shared	Taipei, Taiwan	Chinese (Traditic	

+1 872-212-431  
7

Chicago, United States

Unassign

[Set as default](#)

[Set languages](#)

Primary language

English (United States)

Secondary

languages

Spanish (Mexico)

## meeting join experience

- Enable meeting entry and exit notifications to be turned on.

Notifications can be turned on in the Skype for Business meeting options (they are off by default). In meetings where people join only using audio conferencing, notifications will play when this setting is checked.

Entry/exit announcement type

Tones (Preview)

- Ask callers to record their name before joining the meeting.

## security

PIN length

5

- Automatically send emails to users if their audio conferencing settings change.

save

cancel

Skype for Business admin center

dashboard

users

organization

voice

call routing

audio conferencing

online meetings

tools

reports

Skype-to-phone on at user level

	DISPLAY NAME	USER NAME	LOCATION
<input type="checkbox"/>	[REDACTED]	[REDACTED]:@liquidmercurysolutions.cc	US
<input type="checkbox"/>	[REDACTED]	[REDACTED]@liquidmercurysolutions.com	US
<input type="checkbox"/>	After Hours Support	[REDACTED]@liquidmercurysoluti	US
<input checked="" type="checkbox"/>	Alara Rogers	alara.rogers@liquidmercurysolutions.	US
<input type="checkbox"/>	Allegra Chan	allegra.chan@liquidmercurysolutions	US
<input type="checkbox"/>	Brendan Therres	brendan.therres@liquidmercurysoluti	US
<input type="checkbox"/>	Eric Carpe	eric.carpe@liquidmercurysolutions.cc	US
<input type="checkbox"/>	Finance Department	finance@liquid-hg.com	US
<input type="checkbox"/>	Kitty Perkins	kitty.perkins@liquid-hg.com	US
<input type="checkbox"/>	Natalya Carpe	natalya.carpe@liquidmercurysolutio	US
<input type="checkbox"/>	Reception Desk	Reception@liquidmercurysolutions.c	US
<input type="checkbox"/>	Seth Keitz	seth.keitz@liquidmercurysolutions.cc	US
<input type="checkbox"/>	Stephanie Perkins	steph.perkins@liquid-hg.com	US
<input type="checkbox"/>	Thomas Carpe	thomas.carpe@liquid-hg.com	US
<input type="checkbox"/>	[REDACTED]	[REDACTED]@liquidmercurysolutions.cc	US

Alara Rogers

alara.rogers@liquidmercurysolutions.com

general

audio/HD video

recording

file transfer and shared notes

external communications

Skype for Business users in other domains

people on public IM networks

directory status

in cloud

25

---

## Alara Rogers, Eric Carpe, Thomas Carpe

general

external  
communications

audio conferencing

### Options

Select the Skype for Business features you would like this user to have. [Learn more](#)

Audio and video:

Audio and HD video

- Record conversations and meetings
- For compliance, turn off non-archived features

save

cancel

general

external  
communications

audio conferencing

### Options

Choose people outside your organization that the user can communicate with. [Learn more](#)

- External Skype for Business users
  - External Skype users

save

cancel

---

general  
external communications  
voice  
audio conferencing

## Properties

When you acquire licenses for the Skype for Business Audio Conferencing Service, you must assign them to users. After you assign the licenses, it might take some time for Microsoft to appear as an available Office 365 Audio Conferencing provider.

Provider name:  
Microsoft

\* Default toll number:  
+1 646-844-6487 New York City, United States

Default toll-free number:  
None

Allow using toll-free numbers in the Microsoft bridge of your organization to join the meetings of this user.

[Send conference info via email](#)

Conference ID:  
Dynamic

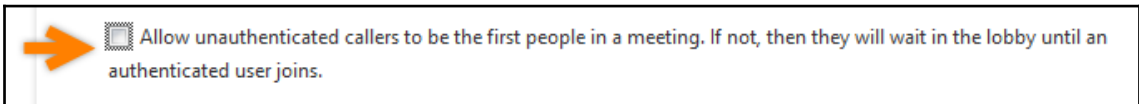
PIN:  
\*\*\*\*\* [Reset](#)

meeting options

Allow unauthenticated callers to be the first people in a meeting. If not, then they will wait in the lobby until an authenticated user joins.

Restrictions to dial-outs from meetings of this user.  
Allow domestic and international dial-outs

save cancel





## Skype for Business admin center

dashboard

users

organization

voice

call routing

audio conferencing

online meetings

tools

reports

meeting invitation broadcast meetings

You can customize Skype for Business meeting invitations to meet your organization's needs. You can add your own logo. You can replace the default URL for Skype for Business meeting support with the URL of your organization's support website if you have one. You can also add legal disclaimers by providing the link to a website with this information or by including the text directly in the meeting invitation. [Learn more](#)

Logo URL:

Help URL:

Legal URL:

Footer text:

save

cancel

---

meeting invitation **broadcast meetings**

You can change your organization settings for Skype Meeting Broadcast, a service which allows thousands of attendees to join a single meeting. [Learn more](#)

### Meeting Settings and Access Policies

- Enable Skype Meeting Broadcast.
- Enable Skype Meeting Broadcast Preview features for my organization. [Learn more](#)
- Allow organizers to schedule anonymous meetings.
- Allow broadcast meetings to be recorded.

Helpdesk support URL for attendees:

 SAVE

 CANCEL

Skype for Business admin center

phone numbers | port orders | voice users | emergency locations | on premises PSTN

dashboard  
users  
organization  
**voice**  
call routing  
audio conferencing  
online meetings  
tools  
reports

You have 8 licenses  
+ 🔍

<input type="checkbox"/>	Number	Number Location	Assigned	Number Type	Number Status
<input type="checkbox"/>	+1 301-463-4	Silver Spring, Ur	Unassigned	User	Activated
<input type="checkbox"/>	+1 443-261-5	Baltimore, Unite	Unassigned	User	Activated
<input type="checkbox"/>	+1 443-265-2	Baltimore, Unite	Unassigned	User	Activated
<input type="checkbox"/>	+1 443-265-2	Baltimore, Unite	Unassigned	User	Activated
<input type="checkbox"/>	+1 443-842-5	Baltimore, Unite	Unassigned	Service	Activated
<input type="checkbox"/>	+1 443-948-6	Baltimore, Unite	Unassigned	Service	Activated
<input type="checkbox"/>	+1 667-401-1	Baltimore, Unite	Unassigned	User	Activated
<input type="checkbox"/>	+1 213-493-7	Los Angeles, Un	Conference Bric	Service	Activated
<input type="checkbox"/>	+1 469-480-7	Dallas, United St	Conference Bric	Service	Activated
<input type="checkbox"/>	+1 646-844-6	New York City, l	Conference Bric	Service	Activated
<input type="checkbox"/>	+1 872-212-4	Chicago, United	Conference Bric	Service	Activated
<input type="checkbox"/>	+1 202-753-0	Washington DC,	Auto Attendant	Service	Activated
<input type="checkbox"/>	+1 410-633-595	Baltimore, Unite	Auto Attendant	Service	Activated
<input type="checkbox"/>	+1 443-692-5	Baltimore, Unite	Call Queue	Service	Activated
<input type="checkbox"/>	+1 443-873-0	Baltimore, Unite	Auto Attendant	Service	Activated
<input type="checkbox"/>	+1 301-246-3	Silver Spring, Ur	User	User	Activated
<input type="checkbox"/>	+1 301-463-4	Silver Spring, Ur	User	User	Activated
<input type="checkbox"/>	+1 443-256-9	Baltimore, Unite	User	User	Activated
<input type="checkbox"/>	+1 443-256-9	Baltimore, Unite	User	User	Activated
<input type="checkbox"/>	+1 443-256-9	Baltimore, Unite	User	User	Activated
<input type="checkbox"/>	+1 667-401-2	Baltimore, Unite	User	User	Activated

25 0 selected of 21 total

You

**NEW USER NUMBERS**  
Get phone numbers to assign to individuals

**NEW SERVICE NUMBERS**  
Get phone numbers to assign to services, such as a conference bridge, that handle simultaneous calls.

+1 443-265-2274 Baltimore, Unite Unassigned User

## Add new service numbers

Service numbers are used to handle high concurrent incoming call volumes for call queues, auto attendants, and conferencing calls. They are assigned to these types of inbound call services but can't be assigned to any of your users.

We are always adding new area codes and phone numbers to expand coverage, so if you can't find a specific number or area code, you can [request a new number](#) from us. We'll get back to you when they are available.

Country/Region:  State/Region:  City:

### Quantity

Total Service numbers you can acquire: 55

Amount you can reserve now: 55

(203) Bridgeport, United States

[hide numbers](#) [select all](#) [unselect all](#)

<input type="checkbox"/>	+1 203-814-1859
<input type="checkbox"/>	+1 203-814-1860
<input checked="" type="checkbox"/>	+1 203-814-1865
<input type="checkbox"/>	+1 203-814-1868
<input checked="" type="checkbox"/>	+1 203-814-1870
<input checked="" type="checkbox"/>	+1 203-814-1872
<input checked="" type="checkbox"/>	+1 203-814-1873
<input checked="" type="checkbox"/>	+1 203-814-1874
<input checked="" type="checkbox"/>	+1 203-814-1875

9 selected of 25 total



	Address	Description	Validation status	
<input checked="" type="checkbox"/>	1236 Union Ave Baltimore MD 212	LMS HQ	Validated	1236 Union Ave Baltimore MD 21211 US  Address name LMS HQ associated locations <a href="#">Change</a>  Company name Liquid Mercury Solutions  Address ID 17ae3e92-79ef-4e72-a186-cc2047fd568e
<input type="checkbox"/>	[Redacted]	[Redacted]'s Home	Validated	
<input type="checkbox"/>	[Redacted]	[Redacted]'s Home	Validated	
<input type="checkbox"/>	[Redacted]	[Redacted]'s Home	Validated	
<input type="checkbox"/>	[Redacted]	[Redacted]'s House	Validated	

---

✕  
save discard

## New Address

Name your address

Company name

Country or region

 ▼

Street Number

Street Name

City



State

 ▼

Zip code

  
validate

phone numbers port orders **voice users** emergency locations on premises PSTN

Online  Enabled   

<input type="checkbox"/>	Display name	Number	Number Status	PSTN Connectivity
<input type="checkbox"/>	After Hours Supp			Online
<input type="checkbox"/>	Alara Rogers	+1 301-██████	Activated	Online
<input type="checkbox"/>	Brendan Therres	+1 443-██████	Activated	Online
<input type="checkbox"/>	Eric Carpe			Online
<input type="checkbox"/>	Finance Departme			Online
<input checked="" type="checkbox"/>	Kevin Gagnon			Online
<input type="checkbox"/>	Reception Desk	+1 443-██████	Activated	Online
<input type="checkbox"/>	Stephanie Perkins	+1 301-██████	Activated	Online
<input type="checkbox"/>	Thomas Carpe	+1 667-██████	Activated	Online

Kevin Gagnon

[Assign number](#)

Assigned license

Licensed

50  1 selected

save
discard

### Assign Number

+1 667-██████ [Change number](#)

**Select validated emergency location**

Emergency workers will respond here when called

Kevin's Home, 2 ██████ Rd CANTERBURY CT 06331 US

---

### Edit menu options

Click on the dial pad buttons to add or remove the corresponding menu option.

0 1 2 3 4 5 6 7 8 9 \*

Select 0 for:

(Operator)

Transfer to:

Operator ▼

Select 1 for:

Account

Transfer to:

Auto Attendant ▼

Finance Department ▼



# Chapter 10: Administering Yammer

The screenshot displays the Yammer web interface. At the top, the user is logged in as 'Karen Berg'. The main navigation pane on the left shows 'Office 365' and 'Yammer' tabs. Below this, there are icons for home, messages, and notifications. A search bar is present. The 'CONTOSO DEMO GROUPS' section lists various groups, with 'Contoso News' selected. Other groups include Tech Tips, Work-Life Balance, What-if Whiteboard, Marketing Trends, Community, Product Feedback, Quality Control, Resellers, Human Resources, Yammer 101, Northwind Traders, and All Company. At the bottom of this list are options to '+ Create a group' and 'Discover more groups'. The 'PRIVATE MESSAGES' section at the bottom left offers a tip: 'Create your first private message by clicking the + button next to this tip.' and a '+ Create a message' link.

The main content area shows the 'Contoso News' group page. It has a blue header with the group name and a 'Joined' status. Below the header are tabs for 'NEW CONVERSATIONS', 'ALL CONVERSATIONS', 'FILES', and 'SEARCH'. The group activity feed includes:

- An 'Update' section with a text input field: 'Share something with this group...'
- A post by **Jeff Hay** (Follow) from November 24, 2017 at 8:10pm: 'Congratulations to Dan Jump for receiving the National Award for Innovative Leadership at the Electronics Convention, a well-deserved honor! Contoso is fortunate to benefit from his passion and leadership! #Innovation'. The post includes a 'cc: Dan Jump' and interaction buttons for 'UNLIKE', 'REPLY', and 'SHARE'. Below the post is a '#Innovation' hashtag section with a reply from Jeff Hay: 'Congratulations Dan!!' and another 'Write a reply' input field.
- A post by **Diane Prescott** (Follow) from November 24, 2017 at 8:10pm: 'Plans for the #m400 official launch events are being finalized and we are gearing up for this fun and exciting day. Would you like to participate in any of these events in our stores? We welcome assistance from any Contoso employee to help with these events.'

On the right side of the group page, there are several utility sections:

- 'Get Ideas' section with a lightbulb icon and a list: 'Here are some ideas: Share meeting takeaways, Collaborate on a document, Discuss an article or video, Get a second opinion, Ask a question, Tell a success story'.
- 'PINNED' section with a folder icon and text: 'Add files or links that are important to this group.'
- 'RELATED GROUPS' section with a '+ Add a related group' button.
- 'ACCESS OPTIONS' section with checkboxes for 'Subscribe to this group by email', 'Post to this group by email', and 'Embed this feed in your site'.

## SharePoint admin center

site collections

infopath

user profiles

bcs

term store

records management

search

secure store

apps

sharing

settings

configure hybrid

access control

### Show or Hide Options

Use this setting to show or hide the options available to users.

[Learn more about how to change the top navigation bar.](#)

OneDrive for Business Sites

Show  Hide

Show  Hide

### Site Collection Storage Management

Automatic storage management provides worry free operation by removing the overhead of having to manage individual storage limits. Manual override allows the tenant admin to set usage limits on a per site collection level.

Automatic  
 Manual

### OneDrive for Business experience

The new experience gives people improved performance, additional phone and tablet features, and a simplified UI. If you select the new experience, users can still switch to the classic experience if they want. Select the classic experience if you're not ready for your users to switch to the new experience. Note that eventually, the classic experience will no longer be available.

Classic experience  
 New experience

### OneDrive Sync Button

Show the Sync button in OneDrive to help users install and set up the new sync client.

Show the Sync button  
 Hide the Sync button

### SharePoint Lists and Libraries experience

The new experience gives people improved performance, additional phone and tablet features, and a simplified UI. Select the new experience (auto detect) option when you want to use the classic experience for libraries that have features or customizations enabled that only work in the classic experience, and use the new experience for libraries that don't have these features or customizations enabled. If you select the new experience, users can still switch to the classic experience if they want. Select the classic experience if you're not ready for your users to switch to the new experience.

Classic experience  
 New experience (auto detect)

### Admin Center Experience

Use this setting to switch between a simple or advanced admin center user experience. The simple experience displays only the essential options. The advanced experience shows everything.

Use Simple  
 Use Advanced

### Office Graph

Control access to the Office Graph for everyone in your organization. The Office Graph is a representation of the relationships and interactions between objects in Office 365 such as people and documents. Not allowing access to the Office Graph also disables solutions that are built on top of it such as Delve.

Allow access to the Office Graph (default)  
 Don't allow access to the Office Graph

### Enterprise Social Collaboration

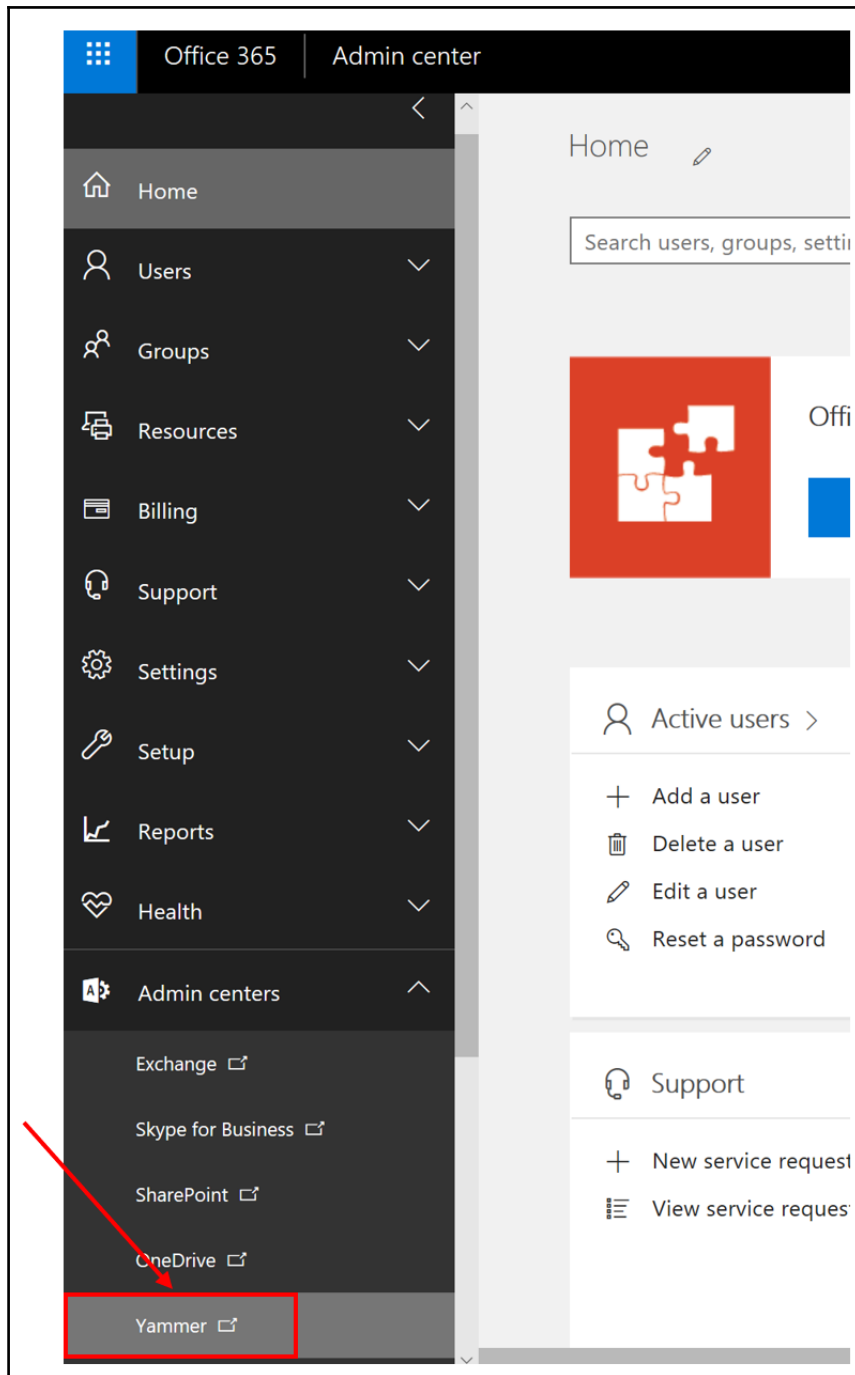
Make Yammer the primary social experience for everyone in your organization. Switching services will replace Newsfeed and change the Office 365 global navigation. This update might take up to 30 minutes for us to complete.

Use Yammer.com service  
 Use SharePoint Newsfeed (default)

---

---

---



Office 365 | Yammer

Home | Mail | Notifications (11) | Settings

Search

CONTOSO DEMO GROUPS +

- Production Line
- Marketing Campaigns
- DG-2000 Feedback
- New Hires
- Leadership Connection
- HR
- Finance
- Sales
- Marketing
- Legal
- IT
- All Company 20+

+ Create a group

[Discover more groups](#)

Network

- Success
- Configuration
- Design
- Admins
- Usage Policy
- External Networks
- Network Migration

Users

- Invite Users
- Invite Guests
- Remove Users
- Account Activity
- Block Users
- Bounced Emails
- Bulk Update Users
- Export Users
- Profile Fields

Content and Security

- Monitor Keywords
- Security Settings
- Export Data
- Data Retention
- Content Mode

### Success

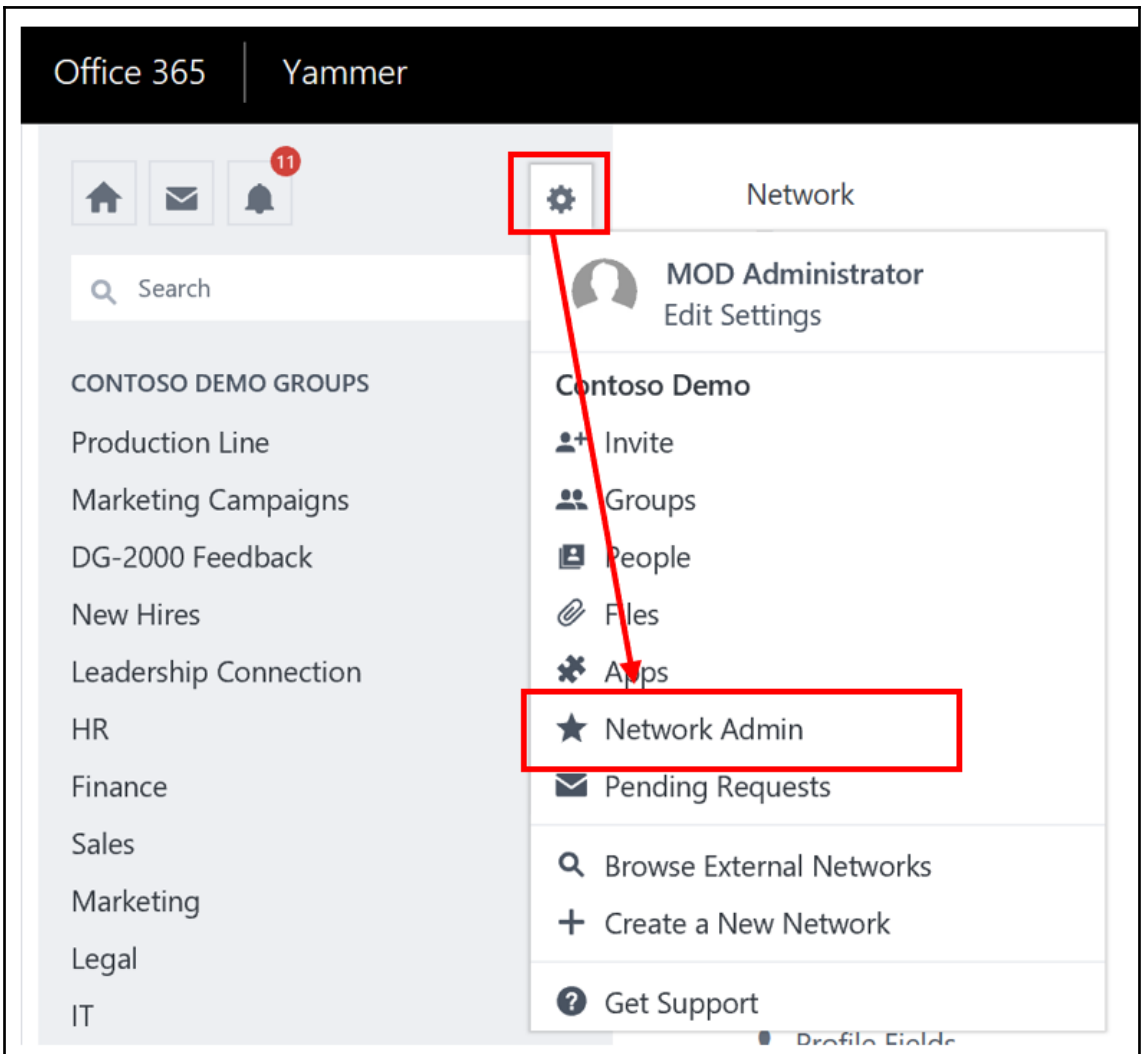
**Welcome to your Yammer Network!**

Get Contoso Demo started on Yammer in just a few easy steps.

[Start Here](#)

#### New Network Checklist

- Yammer network activated
- Upload your company logo
- Add your users to their network
- Set a usage policy
- Write a welcome message





Office 365 | Admin center

Home > Active users

+ Add a user | More | Views | All users

Display name	Username
<input checked="" type="checkbox"/> Alan Steiner	alans@...
<input type="checkbox"/> Alicia Thomber	aliciat@...
<input type="checkbox"/> Allie Bellew	allieb@...
<input type="checkbox"/> Amy Alberts	amy@...
<input type="checkbox"/> Anne Weiler	annew@...
<input type="checkbox"/> Bill Brown	william.t...
<input type="checkbox"/> Carlos Grilo	carlosg@...
<input type="checkbox"/> Christa Geller	christag@...
<input type="checkbox"/> CIE Administrator	admin@...
<input type="checkbox"/> Dan Jump	danj@...
<input type="checkbox"/> David So	davids@...

Alan Steiner  
alans@CIE2085188.onmicrosoft.com  
VP, Corporate Marketing, Corporate Marketing

Change | Reset password | Delete user

Username / Email	alans@CIE2085188.onmicrosoft.com	Edit
Product licenses	Enterprise Mobility + Security E5 Office 365 Enterprise E5 Project Online Premium Dynamics 365 Customer Engagement Plan Enterprise Edition	Edit
Group memberships (19)	All Employees BI Strategy Cleveland Store-Newsletter M400 Presales Review More	Edit
Sign-in status	Sign-in allowed	Edit
Office installs	View and manage which devices this person has	

---

PowerApps for Office 365	<input checked="" type="checkbox"/>	On
Microsoft Teams	<input checked="" type="checkbox"/>	On
Office 365 Cloud App Security	<input checked="" type="checkbox"/>	On
Office 365 Advanced eDiscovery	<input checked="" type="checkbox"/>	On
Customer Lockbox	<input checked="" type="checkbox"/>	On
Microsoft MyAnalytics	<input checked="" type="checkbox"/>	On
Sway	<input checked="" type="checkbox"/>	On
Exchange Online Advanced Threat Protection (These licenses do not need to be individually assigned)	<input checked="" type="checkbox"/>	On
Phone System	<input checked="" type="checkbox"/>	On
Audio Conferencing	<input checked="" type="checkbox"/>	On
Power BI Pro	<input checked="" type="checkbox"/>	On
Mobile Device Management for Office 365 (These licenses do not need to be individually assigned)	<input type="checkbox"/>	Off
Microsoft Planner	<input checked="" type="checkbox"/>	On
Azure Rights Management	<input type="checkbox"/>	Off
Yammer Enterprise	<input checked="" type="checkbox"/>	On
Office 365 Branding	<input checked="" type="checkbox"/>	On

---

Count Activity  
Block Users  
Bounced Emails  
Block Update Users  
Export Users  
Profile Fields

Content and Security  
Monitor Keywords  
Security Settings  
Support Data  
Data Retention  
Content Mode



### New Network Checklist

- Yammer network activated
- Upload your company logo
- Add your users to their network
- Set a usage policy
- Write a welcome message

Network

- 🏆 Success
- ⚙️ Configuration
- ✂️ Design
- 👤 Admins
- 📄 Usage Policy
- 🌐 External Networks
- ⌵ Network Migration

Users

- 👤 Invite Users
- 👤 Invite Guests
- ➖ Remove Users
- 🕒 Account Activity
- 🚫 Block Users
- @ Bounced Emails
- 📧 Bulk Update Users
- 📄 Export Users
- 👤 Profile Fields

Content and Security

- 🔍 Monitor Keywords
- 🔒 Security Settings
- 📄 Export Data
- 📄 Data Retention
- 👁️ Content Mode

## Usage Policy

Set a custom Acceptable Use Policy for your organization.

Require users to accept policy during sign up and after any changes are made to the policy.

Display policy reminder in sidebar.

Custom Policy Title:

Enter your policy in the textbox below:

You may use HTML tags such as <h1>, <b>, and <i> to format your policy.

[Set a custom browser policy URL within your company.](#)

[Save](#)

🏠 | 📧 | 🔔<sup>11</sup> | ⚙️

CONTOSO DEMO GROUPS +

- Production Line
- Marketing Campaigns
- DG-2000 Feedback
- New Hires
- Leadership Connection
- HR
- Finance
- Sales
- Marketing
- Legal
- IT
- All Company 20+

[Update](#) | 
 [Poll](#) | 
 [Praise](#) | 
 [Announcement](#)

What are you working on? [🔗](#)

DISCOVERY | ALL | FOLLOWING ⚙️

👤 [Quad Copter Enthusiasts](#) [Join](#)

**Megan Bowen** – January 25 at 11:07pm

I am having so much fun. Check out this overhead view of my house.

---

## Network



**Success**



Configuration



Design



Admins



Usage Policy



External Networks



Network Migration

---

## Configuration

---

### Basics

---

Network Name:

Email: m365x158077.onmicrosoft.com@yammer.com

URL: <https://www.yammer.com/m365x158077.onmicrosoft.com>

Message Prompt:

### Network Domains

---

Domains on this Yammer network: m365x158077.onmicrosoft.com (primary domain) . [Click here](#) to see all network domains.

### Managing Your Networks Domains

---

You can [manage](#) Yammer domains across their lifecycle in Office 365.

When you add or remove domains in Office 365, they will be automatically added to or removed from this Yammer network. Also, the default verified domain in Office 365 will automatically become the primary domain in Yammer

### Email Settings

---

Require all users in your network to confirm their messages posted via email before posting.

### File Upload Permissions

---

Allow people to upload and attach files in any format

### Enabled Features

---

3rd Party Applications

Org Chart

Message Translation (powered by [Microsoft Translator](#))

Save

---

## Design

---

### Select Network Colors

Pick a background color for the header of your network pages.



Choose a custom color using a color hex code

Header Background Color:

Header Text Color (Desktop App only):

---

### Customize Network Header and Logo

This logo will replace your company name at the top of each page. For good image quality, choose a GIF, JPEG, or PNG file with a height of 40 pixels and a width of 160 pixels.

Upload Network Logo:

In addition to choosing your network's colors, you can add a custom image to your network's header. For good image quality, choose a GIF, JPEG, or PNG file with a height of 56 pixels and a width of 1200 pixels.

Upload Header Image:

---

### Select Logo for Yammer Emails

Logos are placed against a white background on all email notifications sent to your network. For good image quality, choose a GIF, JPEG, or PNG file with a height of 50 pixels and a width of 160 pixels.

Upload Logo for Emails:

# Admins

## Current Admins

Lidia Holloway

Change Status of Office  
365 Admins

Megan Bowen

Change Status of Office  
365 Admins

Isaiah Langer

Change Status of Office  
365 Admins


Nestor Wilke

Change Status of Office  
365 Admins

MOD Administrator

## Appoint Additional Admins:

Enter name:






 **Adele Vance**  
adelev@m365x158077.onmicrosoft.com  
Joined on January 25, 2018  
Posted 0 messages

Make this user an admin

Submit

Enter name:

↓

-  Alex Wilber  
Marketing Assistant
-  MOD Administrator
-  Adele Vance  
Retail Manager
-  Allan Deyoung  
IT Admin
-  Grady Archie  
Designer



---

## External Networks

### External Network Settings

External Networks can be created by:

Any member of this Contoso Demo

Only admins

Require admin approval for Contoso Demo members to join other companies' external networks.

Disable the Related External Networks directory.

Disable the Our External Networks directory and remove the External Networks link in the networks menu.

Save

## Network Migration

Migrate other Yammer networks into this network. For more information, click [here](#). Already started a migration? [View status of network migrations](#).

### Step 1 of 3 - Check/Add Verified Domains

The following domains are currently associated with this Yammer network:

m365x158077.onmicrosoft.com

Every Yammer network is associated with one or more domains. To migrate a Yammer network into this one, ALL of *its* domains must first be added as *verified domains* on Office 365. For example, if you wanted to migrate Subnetwork1 to this network, and SubNetwork1 is associated with domain1.com and domain2.net, both of those domains must also be added as verified domains.

The following verified domains have already been added to the Office 365 tenant of this Yammer network:

*None*

If you see all the verified domains you wish to migrate listed here already, click **Next**.










To add additional verified domains not listed above, click [here](#). *This will take you to Office 365, where you will verify new domains.* When you have added all the verified domains you wish, return here and click **Next**.

Previous

Next

---

## Users

-  Invite Users
-  Invite Guests
-  Remove Users
-  Account Activity
-  Block Users
-  Bounced Emails
-  Bulk Update Users
-  Export Users
-  Profile Fields

---

## Invite Users

Invite users to the Contoso Demo network. To invite your email contacts, you can [import an address book](#) or use the [Bulk Update Users](#) feature to create or modify many accounts at once. To invite people outside of Contoso Demo's domain, use the [Invite Guests](#) feature

<input type="text"/>	@m365x158077.onmicrosoft.com
<input type="text"/>	@m365x158077.onmicrosoft.com
<input type="text"/>	@m365x158077.onmicrosoft.com
<input type="text"/>	@m365x158077.onmicrosoft.com
<input type="text"/>	@m365x158077.onmicrosoft.com
<input type="text"/>	@m365x158077.onmicrosoft.com

Invite

## Invite Guests

The Contoso Demo network can be accessed by people with a valid email address from one of the following domains:

- m365x158077.onmicrosoft.com

To invite people who do not have such an email, enter their emails here:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Invite

## Remove Users

Remove or deactivate an existing user from the Contoso Demo network. Please select a user by typing their name below:


### Deactivated Users

The following users have been deactivated and haven't reconfirmed their emails. Click **Reactivate** to reauthorize the user's access to the Contoso Demo network, or click **Delete** to permanently delete the user. Users will automatically be deleted 90 days after being deactivated.

Members	Deactivated On ▲	Deactivated By		
 provisioninguser0	2018-01-26	System Administrator	<a href="#">Reactivate</a>	<a href="#">Delete</a>
 provisioninguser1	2018-01-26	System Administrator	<a href="#">Reactivate</a>	<a href="#">Delete</a>
 provisioninguser2	2018-01-26	System Administrator	<a href="#">Reactivate</a>	<a href="#">Delete</a>
 provisioninguser3	2018-01-26	System Administrator	<a href="#">Reactivate</a>	<a href="#">Delete</a>
 provisioninguser4	2018-01-26	System Administrator	<a href="#">Reactivate</a>	<a href="#">Delete</a>

## Account Activity

View when, where and how a specific user has accessed your Yammer network. Start by searching for a user below:

Search results for **Adele Vance**

Application	Last Authorized	IP Address	
Web (Mozilla/5.0 (compatible; MSIE 9.0; Windows NT 6.1; WOW64; Trident/5.0; Pro...	January 25 at 11:07pm	52.173.192.*	<a href="#">Logout</a>

---

## Block Users

To prevent someone from creating an account on the Contoso Demo network, please enter their email address below.

Block

## Bounced Emails

Yammer occasionally sends email updates to users. When an employee's email address is disabled, the emails we send bounce back. Below, you can view a list of users whose email bounces and deactivate them if they are no longer Contoso Demo employees. Deactivated users can reactivate their account within 90 days by enabling their email account and logging into Yammer, where they will receive an email with links to reactivate. After 90 days the account is permanently deleted.

No emails are currently bouncing.

## Bulk Update Users

Create and update many accounts at once.

### 1. Make a list of user accounts

You'll need to create a CSV (comma separated value) file with the user account information.

Your CSV file should be formatted as a table and must include a header, or first line, that defines the fields in your table.

Required headers are **action** and **email address**.

Optional headers are **full name**, **job title**, **password**, and **new email**.

The available actions are **new**, **update**, **suspend**, and **delete**.

**Note:** If you use **Office 365** or **Yammer's Single Sign On Integration**, your users' passwords are no longer managed by Yammer. Please do not include passwords in your CSV.

Example:

	A	B	C	D	E	F
1	<i>action</i>	<i>email address</i>	<i>full name</i>	<i>job title</i>	<i>password</i>	<i>new email</i>
2	new	msanders@contoso.com	Megan Sanders	Manager	6rt%fg4	
3	update	jdaniels@contoso.com	Jeffrey Daniels	Engineer	38i27dH	jeffrey@contoso.com
4	suspend	bshaw@contoso.com				
5	delete	tgraves@contoso.com				

In Microsoft Excel, you can save a spreadsheet as a CSV file by going to **File > Save As** and choosing **Comma Separated Values (.csv)** from the **Format** dropdown.

### 2. Choose update options

For each row in your file, this update will:

- Create new accounts** for usernames that do not yet exist.
- Send set password emails** to new users with blank passwords.
- CSV column separator** used by the import file to separate column values

### 3. Upload list of user accounts in CSV format

**Bulk Update**

This action may take a few minutes, please only click once.

---

## Export Users

Export user information from your network in CSV format.

- Export all users
- Export all users since (date begins at 00:00 GMT)

Export all data until

**Warning:** Clicking on Export button will download a CSV file containing the requested data. Please note that downloaded CSV file might contain malicious code generated by the users of this network. Opening the CSV file in certain CSV viewers might cause execution of the aforementioned malicious code. Avoid clicking on hyperlinks or running macros while viewing the CSV file in a CSV viewer.

[Export](#)

---

## Profile Fields

---

Choose what information appears on member profiles in the Contoso Demo network.

### Basics

---

- Title
- Home Network

### Personal

---

- Birthday
- Summary
- Interests
- Expertise
- Work History
- Education
- Location

### Contact

---

- IM
- Work Phone
- Mobile Phone
- Skype
- Websites


Save



---

## Content and Security

 Monitor Keywords

 Security Settings

 Export Data

 Data Retention

 Content Mode

---

## Security Settings

### IP Range

---

Set an IP range for your network to only allow it to be accessed from your office network or VPN.

#### IP Ranges

no range defined

Start:  End:  Name:

[+](#) Add another IP range

What happens when someone tries to login to an application from outside this IP range?

- Allow login
- Deny login (Warning: this will disable the iPhone, Android and Windows Phone applications for all users.)

### External Messaging

---

Enforce your Exchange Online Exchange Transport Rules (ETRs) in Yammer

### Office 365 Identity Enforcement

---

Whenever enforcing Office 365 identity, be mindful that this setting replaces any existing Yammer SSO setup and ensures that users log in to Yammer with their Office 365 accounts. [Learn More](#)

Enforce Office 365 identity

Status: Committed [i](#)

Block Office 365 users without Yammer licenses

### Office 365 Connected Yammer Groups

---

Once your organization has committed to enforcing Office 365 identity and has one Office 365 tenant associated with a single Yammer network, connected groups will be enabled for this network. [Learn More](#)

Status: Enabled Connected Groups are turned on for this network.

Save

---

## Export Data

---

Export your network's Yammer data in CSV format.

Export all data since (date begins at 00:00 GMT)

Export all data until

- Include attachments
- Include external networks

**Warning:** Clicking on Export button will download a CSV file containing the requested data. Please note that downloaded CSV file might contain malicious code generated by the users of this network. Opening the CSV file in certain CSV viewers might cause execution of the aforementioned malicious code. Avoid clicking on hyperlinks or running macros while viewing the CSV file in a CSV viewer.

Export

## Data Retention Policy

---

This setting applies to your entire company network.

- Hard Delete (Recommended)**  
Deleted data is permanently removed and not visible in data exports.
- Soft Delete**  
Data that is deleted remains on Yammer's servers unless specifically removed via the Developer API. Deleted data is not visible to users but can be accessed via data export.

Save

- 
- The following example assigns a license from the litwareinc:YAMMER\_ENTERPRISE\_STANDALONE (Yammer Enterprise Standalone) licensing plan to the unlicensed user belindan@litwareinc.com.

```
Set-MsolUserLicense -UserPrincipalName "belindan@litwareinc.com" -AddLicenses  
"litwareinc:YAMMER_ENTERPRISE_STANDALONE"
```

- The following example unassigns the Yammer Enterprise license from the litwareinc:ENTERPRISEPACK (Office 365 Enterprise E3) to the user belindan@litwareinc.com.

```
$UPN = "belindan@litwareinc.com"  
  
$LicenseDetails = (Get-MsolUser -UserPrincipalName $UPN).Licenses  
  
ForEach ($License in $LicenseDetails) {  
  
    $DisabledOptions = @()  
  
    $License.ServiceStatus | ForEach {  
  
        If ($_.ProvisioningStatus -eq "Disabled" -or $_.ServicePlan.ServiceName -like  
        "**YAMMER*") { $DisabledOptions += "$($_.ServicePlan.ServiceName)" }  
  
    }  
  
    $LicenseOptions = New-MsolLicenseOptions -AccountSkuId $License.AccountSkuId -  
    DisabledPlans $DisabledOptions  
  
    Set-MsolUserLicense -UserPrincipalName $UPN -LicenseOptions $LicenseOptions  
  
}
```

- If you'd instead like to enable Yammer for a user without affecting anything else in their license, you can run the above script but change:

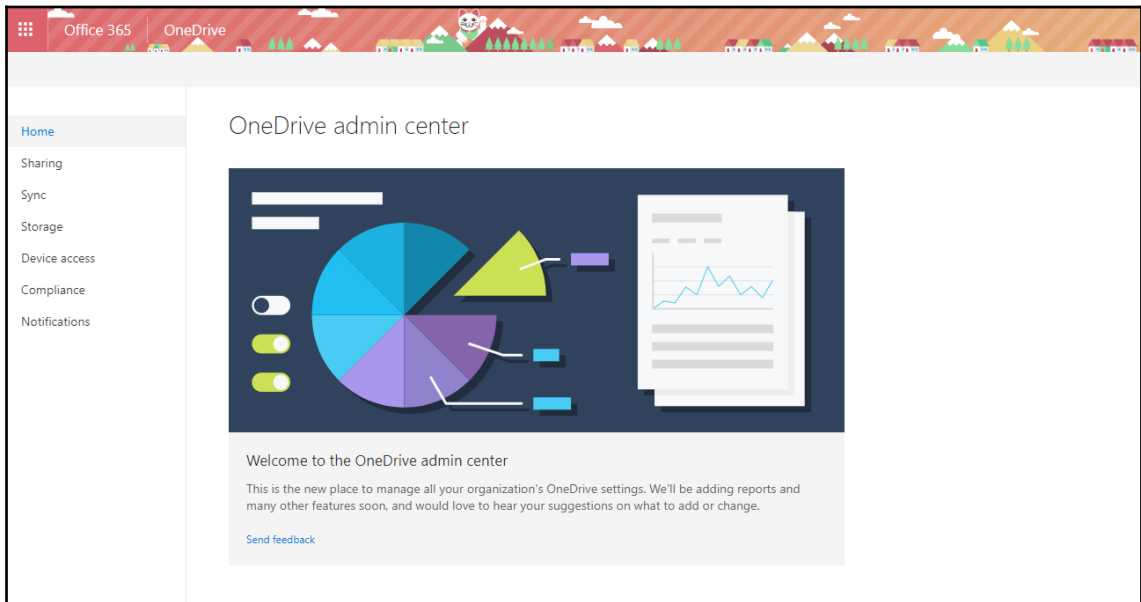
```
If ($_.ProvisioningStatus -eq "Disabled" -or $_.ServicePlan.ServiceName -like  
"*YAMMER*") { $DisabledOptions += "$($_.ServicePlan.ServiceName)" }  
  
to  
  
If ($_.ProvisioningStatus -eq "Disabled" -and $_.ServicePlan.ServiceName -notlike  
"*YAMMER*") { $DisabledOptions += "$($_.ServicePlan.ServiceName)" }
```

- The following example returns information about any users who are not currently licensed for Office 365.

```
Get-MsolUser -All -UnlicensedUsersOnly
```

---

# Chapter 11: Administering OneDrive for Business



---

## Sharing

Use these settings to customize how sharing works in OneDrive and SharePoint.

[Learn more about external sharing](#)

Full-screen Snip

### Links

Choose the kind of link that's selected by default when users share items.

#### Default link type

- Shareable: Anyone with the link
- Internal: Only people in your organization
- Direct: Specific people

Advanced settings for shareable links ∨

#### Advanced settings for shareable links ∧

Links must expire within this number of days:

Files:

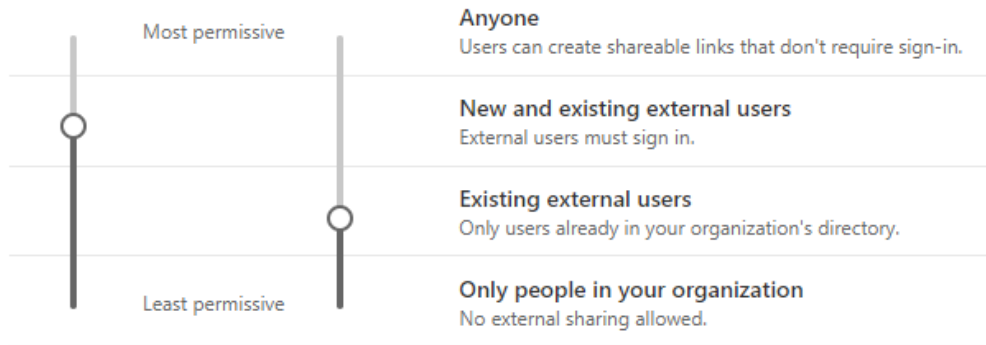


Folders:



## External sharing

Users can share with:



Your sharing setting for OneDrive can't be more permissive than your setting for SharePoint.

### Advanced settings for external sharing ^

- Allow or block sharing with people on specific domains
- External users must accept sharing invitations using the same account that the invitations were sent to
- Let external users share items they don't own

### Other settings

- Display to owners the names of people who viewed their files

Save

---

## Sync

Use these settings to control syncing of files in OneDrive and SharePoint.

[Download the sync client](#)

[Fix sync problems](#)

- Show the Sync button on the OneDrive website
- Allow syncing only on PCs joined to specific domains
- Block syncing of specific file types

Save

## Storage

Use these settings to specify storage limits for all users and retention for deleted users.

Default storage in GB

1024

[What's the maximum for my Office 365 plan?](#)

Days to retain files in OneDrive  
after a user account is marked  
for deletion

30

Save



---

## Device access

### Control access based on network location

Allow access only from specific IP address locations

### Control access from apps that can't enforce device-based restrictions

Allow access from apps that don't use modern authentication

## Mobile application management

Use these settings to control access to features in the OneDrive and SharePoint mobile apps. If you created other policies in Intune, they will take precedence for the selected users. The settings do not apply to personal accounts that users may have added to the apps.

These settings apply to the apps for Android and iOS.

[Learn more about access policies](#)

---

## Mobile application management

Use these settings to control access to features in the OneDrive and SharePoint mobile apps. If you created other policies in Intune, they will take precedence for the selected users. The settings do not apply to personal accounts that users may have added to the apps.

These settings apply to the apps for Android and iOS.

[Learn more about access policies](#)

Deploy this policy

- Block downloading files in the apps
- Block taking screenshots in the apps (Android only)
- Block copying files and content within files
- Block printing files in the apps
- Block backing up app data
- Require app passcode
- Block opening OneDrive and SharePoint files in other apps
- Encrypt app data when device is locked
- Require Office 365 sign-in every 7 days

When a device is offline

Minutes to verify user access after

Days to wipe app data after

**Save**

---

## Compliance

If your organization has legal, regulatory, or technical standards that you need to meet, or if you want to help identify and protect sensitive information in OneDrive, use the Security and Compliance Center to perform the following tasks.

### Auditing

View user activities related to OneDrive, such as who recently accessed, deleted, or shared files.  
[Search the audit log](#)

### Data loss prevention (DLP)

Protect your organization's sensitive information so it doesn't get into the wrong hands. You can also view reports to see which files match your policies.  
[Create a DLP policy](#)  
[View DLP policy match reports](#)

### Retention

Preserve OneDrive files as long as you need.  
[Create a preservation policy](#)

## Notifications

Use these settings to control notifications in OneDrive.


Display device notifications to users when OneDrive files are shared with them

### E-mail OneDrive owners when

- Other users invite additional external users to shared files
- External users accept invitations to access files
- An anonymous access link is created or changed

[Save](#)

---

^  OneDrive Settings

Access

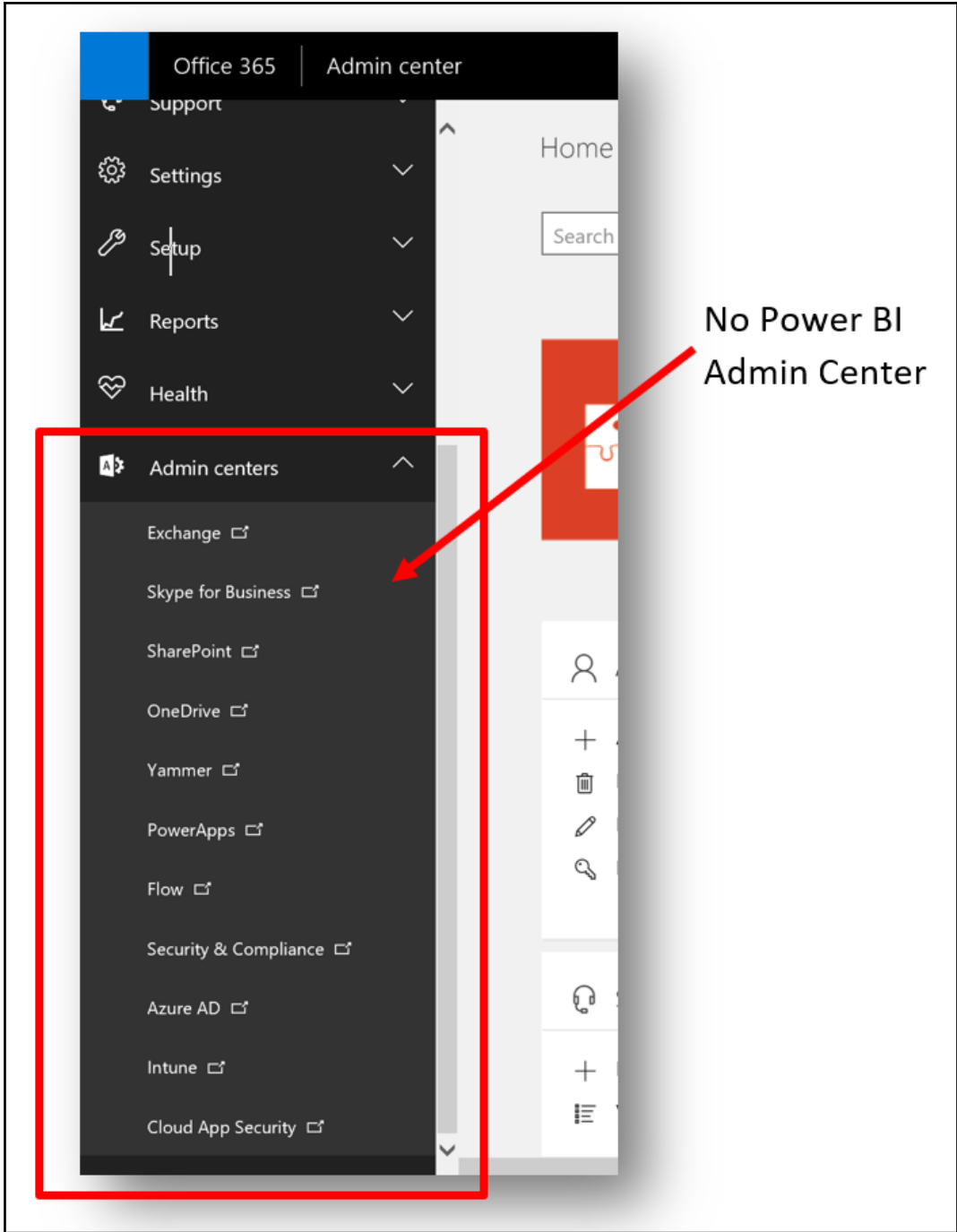
View and edit folders and files  
You will be granted permissions to manage this user's  
OneDrive

[Access files](#)

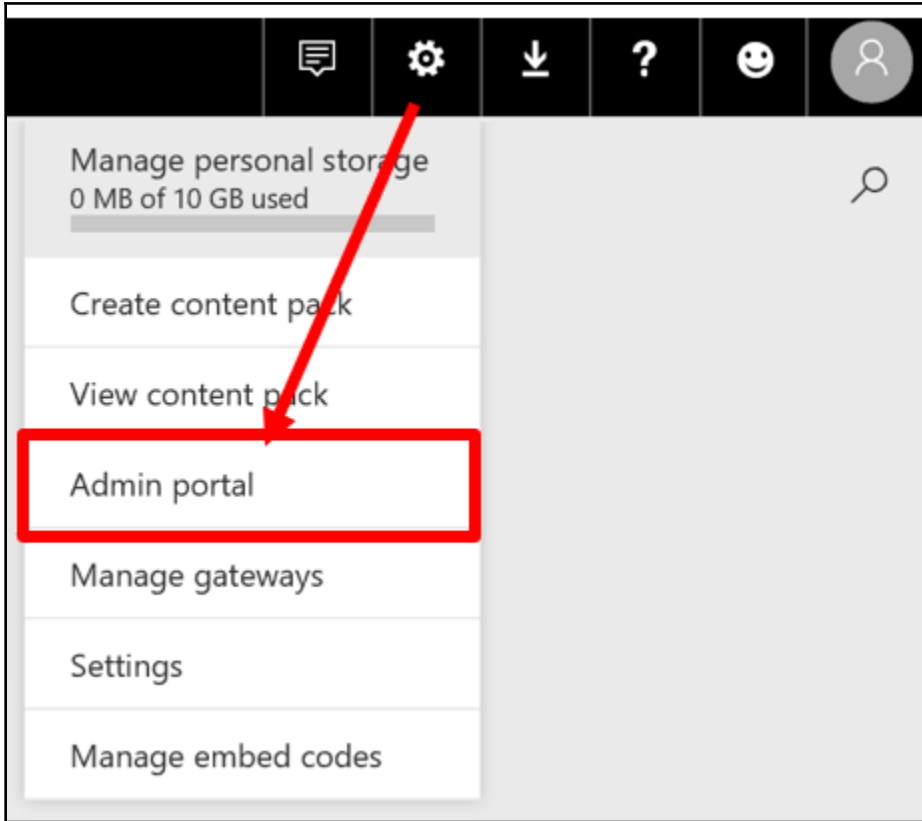
---

# Chapter 12: Power BI Administration

---



No Power BI  
Admin Center





Power BI Admin portal

Admin portal

- Usage metrics
- Users
- Audit logs
- Tenant settings
- Capacity settings
- Embed Codes
- Organization visuals

Number of User Dashboards	Number of User Reports	Number of User Datasets
1	1	1

Most Consumed Dashboards by Users

Dashboard Name	Consumption
Contoso Q2 Division Sales.pbix - 2211040	1.0

Admin portal

- Usage metrics
- Users
- Audit logs**
- Tenant settings
- Capacity settings
- Embed Codes
- Organization visuals

**Audit logs are managed in the Office 365 Admin Center**  
 Go there to view tenant activity and export logs.

To enable audit logs for your tenant, turn on Create audit logs in the Tenant settings. Audit logs show up 24 hours after Create audit logs has been tuned on. Auditing is only available in certain regions while the feature is in preview. [Learn more](#)

[Go to O365 Admin Center](#)

Office 365 | Admin center

Home > Active users

<input type="checkbox"/>	Display name ^
<input type="checkbox"/>	Aarif Sherzai
<input type="checkbox"/>	Achim Maier
<input type="checkbox"/>	Adam Wallen
<input type="checkbox"/>	Adele Vance
<input type="checkbox"/>	Adriana Napolitani
<input type="checkbox"/>	Aldo Muller

Admin portal

- Usage metrics
- Users
- Audit logs**
- Tenant settings
- Capacity settings
- Embed Codes
- Organization visuals

**Audit logs are managed in the Office 365 Admin Center**  
 Go there to view tenant activity and export logs.

To enable audit logs for your tenant, turn on Create audit logs in the Tenant settings. Audit logs show up 24 hours after Create audit logs has been tuned on. Auditing is only available in certain regions while the feature is in preview. [Learn more](#)

[Go to O365 Admin Center](#)

Office 365 | Security & Compliance

Home > Audit log search

## Audit log search

Need to find out if a user deleted a document or if an admin reset someone's password? Search the Office 365 audit log to find out what the users and admins in your organization have been doing, documents, permissions, directory services, and much more. [Learn more about searching the audit log](#)

[Start recording user and admin activities](#)

### Search

Activities

Start date: 2018-02-11 00:00

End date: 2018-02-19 00:00

Users:

File, folder, or site:

### Results

Date	IP address	User	Activity	Item
Run a search to view results				

[Start recording user and admin activities](#)

### Search

Activities

Date	IP address	User	Activity	Item
Run a search to view results				
			Viewed Power BI dashboard	Created Power BI dashboard
			Deleted Power BI dashboard	Shared Power BI dashboard
			Exported Power BI tile data	Viewed Power BI report
			Printed Power BI report page	Downloaded Power BI report
			Exported Power BI report visual data	Created Power BI report
			Created Power BI dataset	Deleted Power BI dataset
			Added Power BI group members	Created organizational Power BI content pack
			Installed Power BI app	Updated Power BI app
			Started Power BI trial	Started Power BI extended trial
			Created Power BI gateway	Deleted Power BI gateway
			Removed data source from Power BI gateway	Changed Power BI gateway admins
				Edited Power BI dashboard
				Printed Power BI dashboard
				Deleted Power BI report
				Published Power BI report to web
				Edited Power BI report
				Created Power BI group
				Created Power BI app
				Updated organization's Power BI settings
				Analyzed Power BI dataset
				Added data source to Power BI gateway
				Changed Power BI gateway data source users

Activity	Description	Additional details
CreateDashboard	This activity is logged every time a new dashboard is created.	- Dashboard name.
EditDashboard	This activity is logged every time a dashboard is renamed.	- Dashboard name.
DeleteDashboard	This activity is logged every time a dashboard is deleted.	- Dashboard name.
PrintDashboard	This event is logged every time that a dashboard is printed.	- Dashboard name. - Dataset name
ShareDashboard	This activity is logged every time a dashboard is shared.	- Dashboard name. - Recipient Email. - Dataset name. - Reshare permissions.
ViewDashboard	This activity is logged every time a dashboard is viewed.	- Dashboard name.
ExportTile	This event is logged every time data is exported from a dashboard tile.	- Tile name. - Dataset name.
DeleteReport	This activity is logged every time a report is deleted.	- Report name.
ExportReport	This event is logged every time data is exported from a report tile.	- Report name. - Dataset name.
PrintReport	This event is logged every time that a report is printed.	- Report name. - Dataset name.
PublishToWebReport	This event is logged every time that a report is Published To Web.	- Report Name. - Dataset name.
ViewReport	This activity is logged every time a report is viewed.	- Report name.
ExploreDataset	This event is logged every time you explore a dataset by selected it.	- Dataset name
DeleteDataset	This event is logged every time a dataset is deleted.	- Dataset name.
CreateOrgApp	This activity is logged every time an organizational content pack is created.	- Organizational Content Pack name.  - Dashboard names. - Report names. - Dataset names.
CreateGroup	This activity is fired every time a group is created.	- Group name.
AddGroupMembers	This activity is logged every time a member is added to a Power BI group workspace.	- Group name. - Email addresses.

[Start recording user and admin activities](#)

## Search



[Clear](#) Date

Audit log search isn't turned on. To turn it on, click "Start recording user and admin activities" at the top of the page.



Activities

Added Power BI group members ▾

Start date


2017-11-20  00:00 

End date

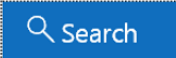
2018-02-19  00:00 

Users

Show results for all users

File, folder, or site 

Add all or part of a file name, folder name, or URL.



If you haven't turned on audit log search, you will get this message and will need to click on the Start recording link.

Admin portal

- Usage metrics
- Users
- Audit logs
- Tenant settings
- Capacity settings
- Embed Codes
- Organization visuals

#### Export and sharing settings

- ▶ Share content with external users  
*Enabled for the entire organization*
- ▶ Publish to web  
*Enabled for the entire organization*
- ▶ Export data  
*Enabled for the entire organization*
- ▶ Export reports as PowerPoint presentations  
*Enabled for the entire organization*
- ▶ Print dashboards and reports  
*Enabled for the entire organization*

---

#### Content pack and app settings

- ▶ Publish content packs and apps to the entire organization  
*Enabled for the entire organization*
- ▶ Create template organizational content packs and apps  
*Disabled for the entire organization*

---

#### Integration settings

- ▶ Ask questions about data using Cortana  
*Enabled for the entire organization*
- ▶ Use Analyze in Excel with on-premises datasets  
*Enabled for the entire organization*
- ▶ Use ArcGIS Maps for Power BI  
*Enabled for the entire organization*
- ▶ Use global search for Power BI (Preview)  
*Enabled for the entire organization*

#### Custom visuals settings

- ▶ Custom visuals  
*Enabled for the entire organization*

---

#### R visuals settings

- ▶ Interact with and share R visuals  
*Enabled for the entire organization*

---

#### Audit and usage settings

- ▶ Create audit logs for internal activity auditing and compliance  
*Disabled for the entire organization*
- ▶ Usage metrics for content creators  
*Enabled for the entire organization*
- ▶ Per-user data in usage metrics for content creators  
*Enabled for the entire organization*

---

#### Dashboard settings

- ▶ Data classification for dashboards  
*Disabled for the entire organization*

---

#### Developer settings

- ▶ Embed content in apps  
*Enabled for the entire organization*

- ▶ Export data  
*Enabled for the entire organization*
- ▲ Export reports as PowerPoint presentations  
*Enabled for the entire organization*

Users in the organization can export Power BI reports as PowerPoint files.

Enabled

Apply to:

The entire organization

Specific security groups

Except specific security groups

Apply
Cancel

- ▶ Print dashboards and reports  
*Enabled for the entire organization*

#### Content pack and app settings

- ▲ Publish content packs and apps to the entire organization  
*Unapplied changes*

Users in the organization can publish content packs and apps to the entire organization.

Enabled

Apply to:

The entire organization

Specific security groups

sg-IT ×

Except specific security groups

sg-Executive ×

Apply
Cancel

- ▶ Create template organizational content packs and apps  
*Disabled for the entire organization*

---

## Admin portal

- Usage metrics
- Users
- Audit logs
- Tenant settings
- Capacity settings
- Embed Codes
- Organization visuals

Power BI Premium   Power BI Embedded



Need more control over performance and scale?

Purchase Premium capacity, an add-on to Power BI Pro, to scale your BI solutions and easily distribute content with everyone in your organization.

Purchase

## Admin portal

Usage metrics

Users

Audit logs

Tenant settings

Capacity settings

Embed Codes

Organization visuals

Power BI Premium   Power BI Embedded



### Develop apps with analytics inside

Try Power BI Embedded for your analytics solutions. A single API in a familiar environment on an open and extensible platform.

[Learn more](#)




Admin portal

- Usage metrics
- Users
- Audit logs
- Tenant settings
- Capacity settings
- Embed Codes**
- Organization visuals

### Embed Codes

View embed codes that have been created by your organization. To change users ability to use publish to web, see [Tenant settings](#).



You don't have any embed codes.

You have not created any embed codes yet.

Admin portal

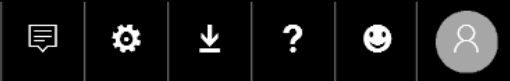
- Usage metrics
- Users
- Audit logs
- Tenant settings
- Capacity settings
- Embed Codes
- Organization visuals**

### Organization visuals

Add new custom visuals for your organization or manage them. [Learn more](#)

NAME	PUBLISHED BY	LAST UPDATED	ACTIONS
Add a custom visual			

---

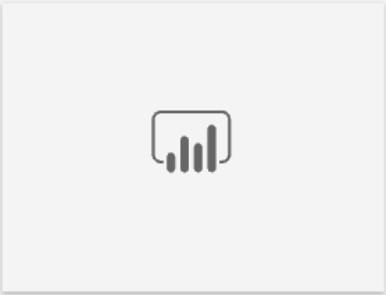


## Add Custom Visual

Choose a .pbiviz file \* \*Required

Name your custom visual \*

Icon \*



**Upload** an image or company logo  
This icon will be seen on the custom visual store.  
Image max size should be 65 KB, 1:1 aspect ratio, JPG or PNG format.

Description

---

---

```
Set-ExecutionPolicy RemoteSigned
```

```
$UserCredential = Get-Credential
```

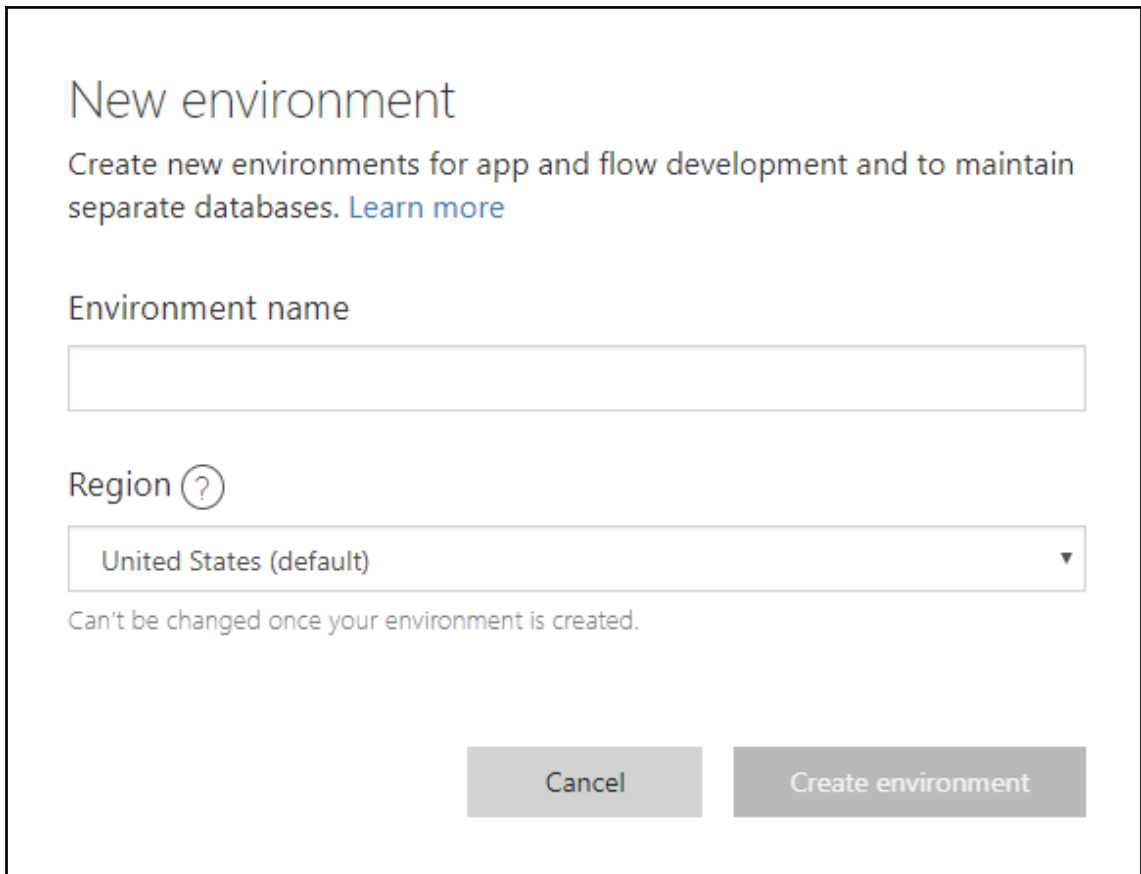
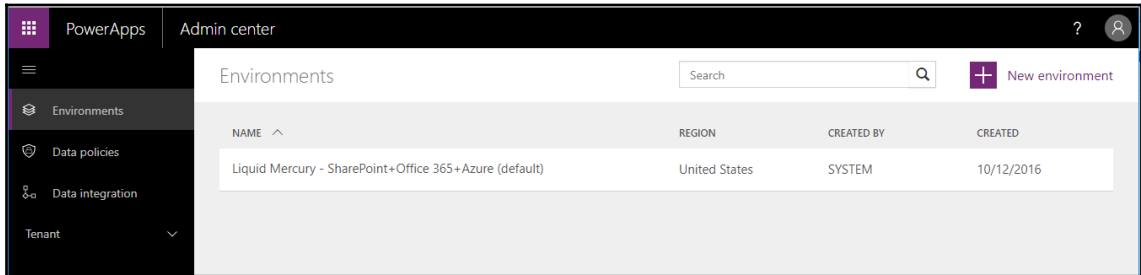
```
$Session = New-PSSession -ConfigurationName Microsoft.Exchange -ConnectionUri  
https://outlook.office365.com/powershell-liveid/ -Credential $UserCredential -  
Authentication Basic -AllowRedirection
```

```
Import-PSSession $Session
```

```
Search-UnifiedAuditLog -StartDate 9/11/2016 -EndDate 9/15/2016 -RecordType PowerBI -  
ResultSize 1000 | Format-Table | More
```

---

# Chapter 13: Administering PowerApps, Flow, Stream, and Forms



## Create a database for this environment ?

Set the access level for all users in this environment. If there's information you don't want to share, you can restrict access. [Learn more](#)

- Give all users access
- Restrict access

i By choosing **Create database**, you agree Microsoft can use entity and field names that you create (but not content in the database tables) to help improve our common data model. These names may be stored in our diagnostic systems and copied across regions. [Learn more](#)

Cancel

Create database

Details • **Security** • Resources • Database

Environment roles

### Environment roles

NAME ^

DESCRIPTION

Environment Admin

An environment admin has the ability to perform all administrative actions on an env...

Environment Maker



An environment maker has the ability to create new resources in an environment.





User roles

Permission sets

---

User roles

Search   New role

NAME	DESCRIPTION	
Organization User	Default role that has access to public data.	 
Database Owner	Full access to all resources and database schema.	 

## New role

**Name**



**Description**











← **New User Role** Search

Details • Users • **Permission sets**

Enter permission set names

NAME	DESCRIPTION
No items	

Permission sets Search   New permission set

NAME	DESCRIPTION	
Maintain account contact	Account contact data maintenance permission set	 
View account contact	Account contact data view permission set	 
Maintain account group data	Account group data maintenance permission set	 
View account group data	Account group data view permission set	 
Maintain account lead data	Account lead data maintain permission set	 

← New permissions Search

Details • Entities

NAME	CREATE	READ	UPDATE	DELETE
Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Account contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Account group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Account lead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Account other postal address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alumnus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application user	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Details • Security • Resources • Database

Apps  Download list

Flows

NAME	APP TYPE	OWNER	MODIFIED	
Add a Client	Standard	You	29 sec ago	...




← **Add a Client** Created: 02/17/2018 Modified: 02/17/2018 Delete

Details • Share

Enter names, email addresses, or user groups

+ Add everyone in my org ?

Shared with

Name	Email	Permission ?
 Alara Rogers	alara.rogers@liquidmercurysolutio...	Owner ▾ ×

Cancel Save

When you share this app, you share access to the gateways, APIs and connections. You also need to share access to any services it's connected to. [Read more](#)

Details • Security • Resources • **Database**

Database name  
test 2 with db database

Your database is currently open. Users can view and edit any data.

[Restrict access](#)

Created by  
Alara Rogers

Created  
2/17/2018 12:52:15 AM

Are you sure you want to restrict access?

You will need to build new roles and assign users to them to ensure proper access.

Confirm Cancel

← Database user Search

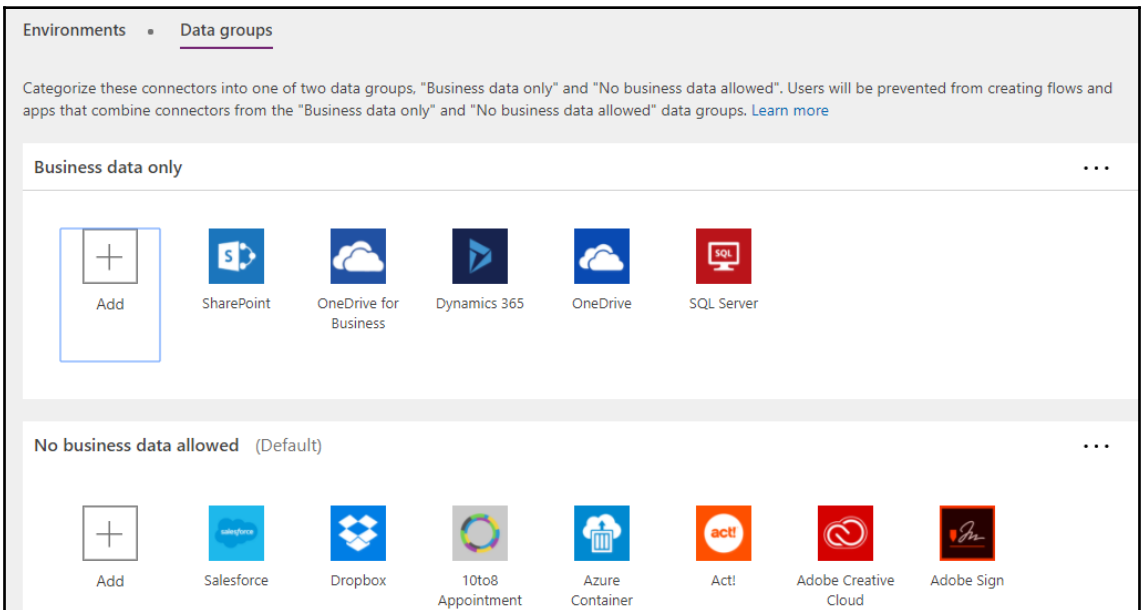
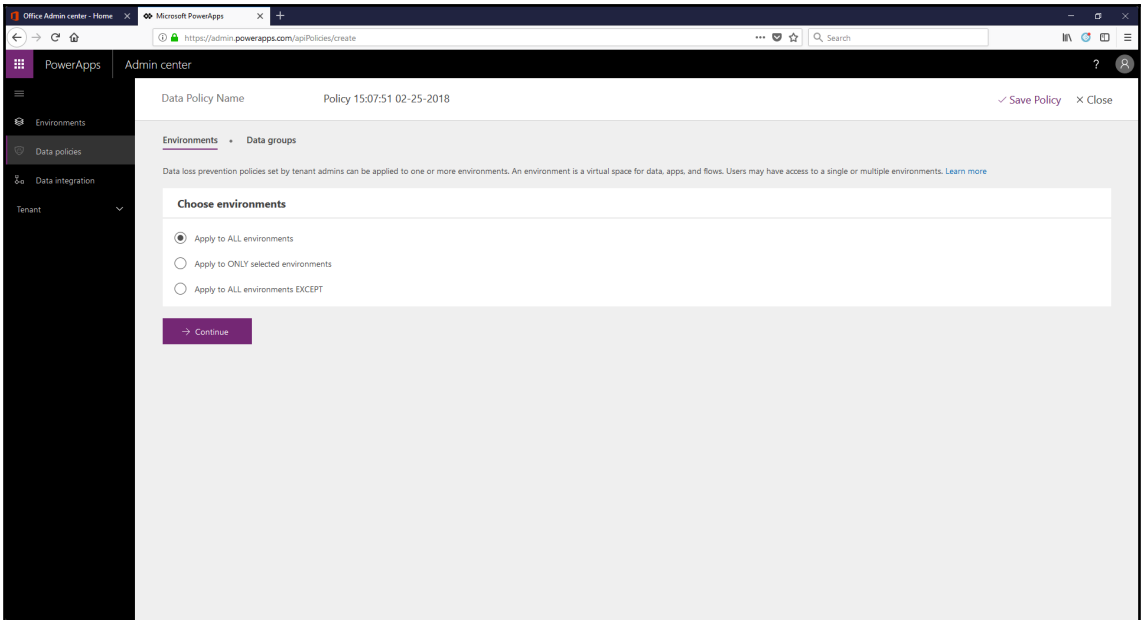
Details • Users • Permission sets

NAME	DESCRIPTION	
View account data	Account data view permission set	

Cancel Save

Data loss prevention policies Search  + New policy

NAME <span style="font-size: small;">▼</span>	ENVIRONMENTS	CREATED BY	CREATED	TYPE	
Policy 16:33:57 02-16-2018	All environments	Alara Rogers	02/16/...	Tenant	



---

## User licenses



Download user license information for PowerApps and Microsoft Flow.

[Download a list of active user licenses](#)

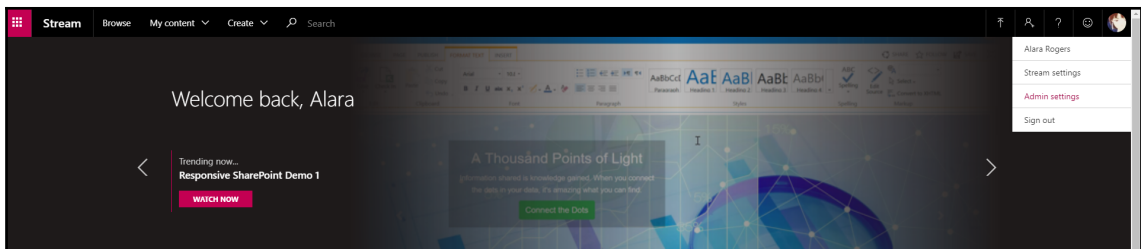
## Quotas

### Flow runs

79 flow runs used as of 2/16/18 12:37 PM (0 trial runs used)



[Download all the data for the tenant to a .csv file](#)



**Stream** | Browse | My content | Create | Search

Admin settings

- Manage stream
- Administrators
- Spotlight videos
- Company policies
- Usage details
- Groups
- Support
- Comments
- Manage users
- Content creation

### Assign Stream admins

Users on this list and all global tenant admins are allowed to change privacy settings, reassign ownership of a video or channel, and more.

Add an admin

Discard Save



**Stream** | Browse | My content | Create | Search

Admin settings

- Manage stream
- Administrators
- Spotlight videos
- Company policies
- Usage details
- Groups
- Support
- Comments
- Manage users
- Content creation

### Spotlight videos

Current spotlight videos (1 of 4)

VIDEO NAME	DATE ADDED	ADDED BY
 <b>Responsive SharePoint Demo 1</b> Tom demonstrates a custom master page that allows us to use Bootstrap and other responsive frameworks on a SharePoint publishing site.	3/17/2018	

Search for videos or paste a video URL

Discard Save

Stream | Browse | My content | Create | Search

Admin settings

- Manage stream
- Administrators
- Spotlight videos
- Company policies
- Usage details
- Groups
- Support
- Comments
- Manage users
- Content creation

### Link to your company's video policy

Stream users in your organization can read your company video policy here.

Link to company policy

---

### Require company policy acceptance

When enabled, users are required to accept the company policy before uploading a video.

off

Discard Save

Stream | Browse | My content | Create | Search

Admin settings

- Manage stream
- Administrators
- Spotlight videos
- Company policies
- Usage details
- Groups
- Support
- Comments
- Manage users
- Content creation

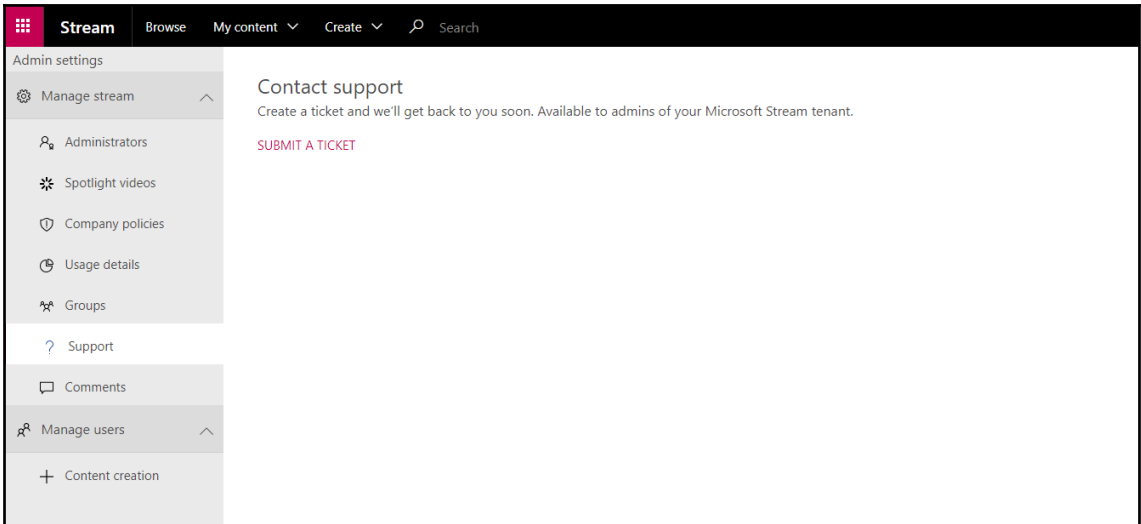
### Usage details

View usage data, manage alerts, and purchase add-ons.

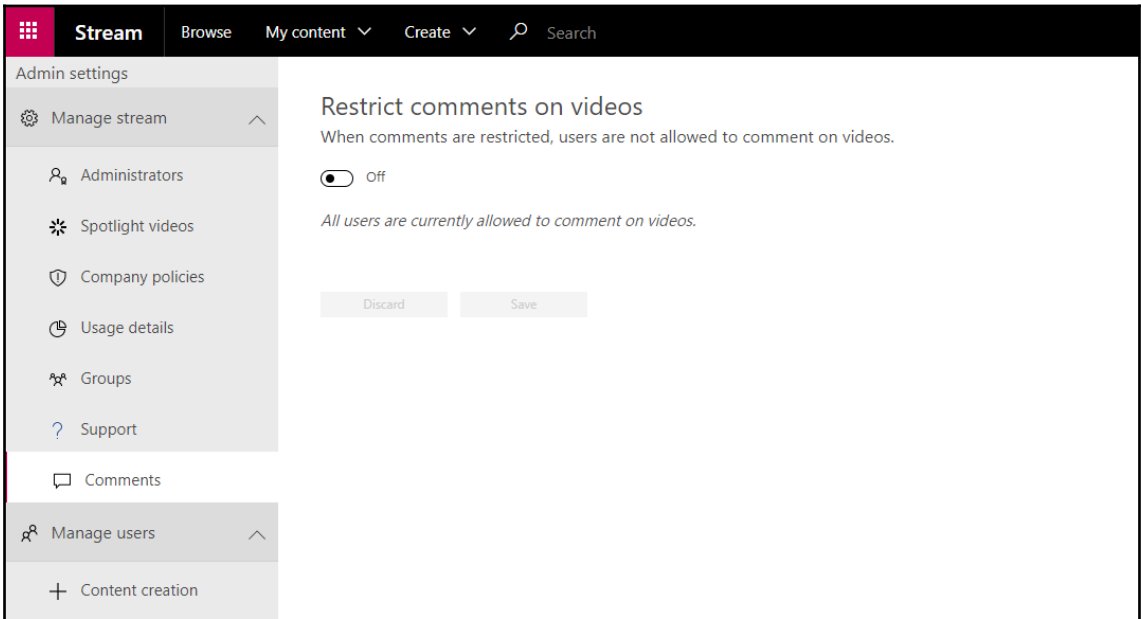
1 of 550 GB used

0 %

---



The screenshot shows the Microsoft Stream Admin settings interface. The top navigation bar includes the 'Stream' logo, 'Browse', 'My content', 'Create', and a search icon. The left sidebar lists various settings categories: 'Admin settings' (expanded), 'Manage stream', 'Administrators', 'Spotlight videos', 'Company policies', 'Usage details', 'Groups', 'Support', 'Comments', 'Manage users', and 'Content creation'. The main content area is titled 'Contact support' and contains the text: 'Create a ticket and we'll get back to you soon. Available to admins of your Microsoft Stream tenant.' Below this text is a red button labeled 'SUBMIT A TICKET'.



The screenshot shows the Microsoft Stream Admin settings interface for the 'Restrict comments on videos' option. The top navigation bar is identical to the previous screenshot. The left sidebar is also identical, with 'Comments' selected. The main content area is titled 'Restrict comments on videos' and contains the text: 'When comments are restricted, users are not allowed to comment on videos.' Below this text is a toggle switch labeled 'Off'. Underneath the toggle is the text: 'All users are currently allowed to comment on videos.' At the bottom of the main content area are two buttons: 'Discard' and 'Save'.

**Stream** Browse My content Create Search

Admin settings

- Manage stream
- Administrators
- Spotlight videos
- Company policies
- Usage details
- Groups
- Support
- Comments
- Manage users
- Content creation

### Restrict video uploads

When enabled, only the below users will be allowed to upload videos.

Off

*All users are currently allowed to upload.*

---

### Restrict companywide channel creation

When enabled, only the below users will be allowed to create companywide channels.

Off

*All users are currently allowed to create.*

Discard Save

**Stream** Browse My content Create Search

## Responsive SharePoint Demo 1

Tom demonstrates a custom master page that allows us to use Bootstrap and other responsive frameworks on a SharePoint publishing site.

Published on 9/7/2017 by **Thomas Carpe**

Share Add to watchlist Like

View settings

- Hide transcript
- Hide people
- Theater mode
- View in admin mode

Transcript

Search transcript

03:50 So, that's just a vision or limited what was a ver

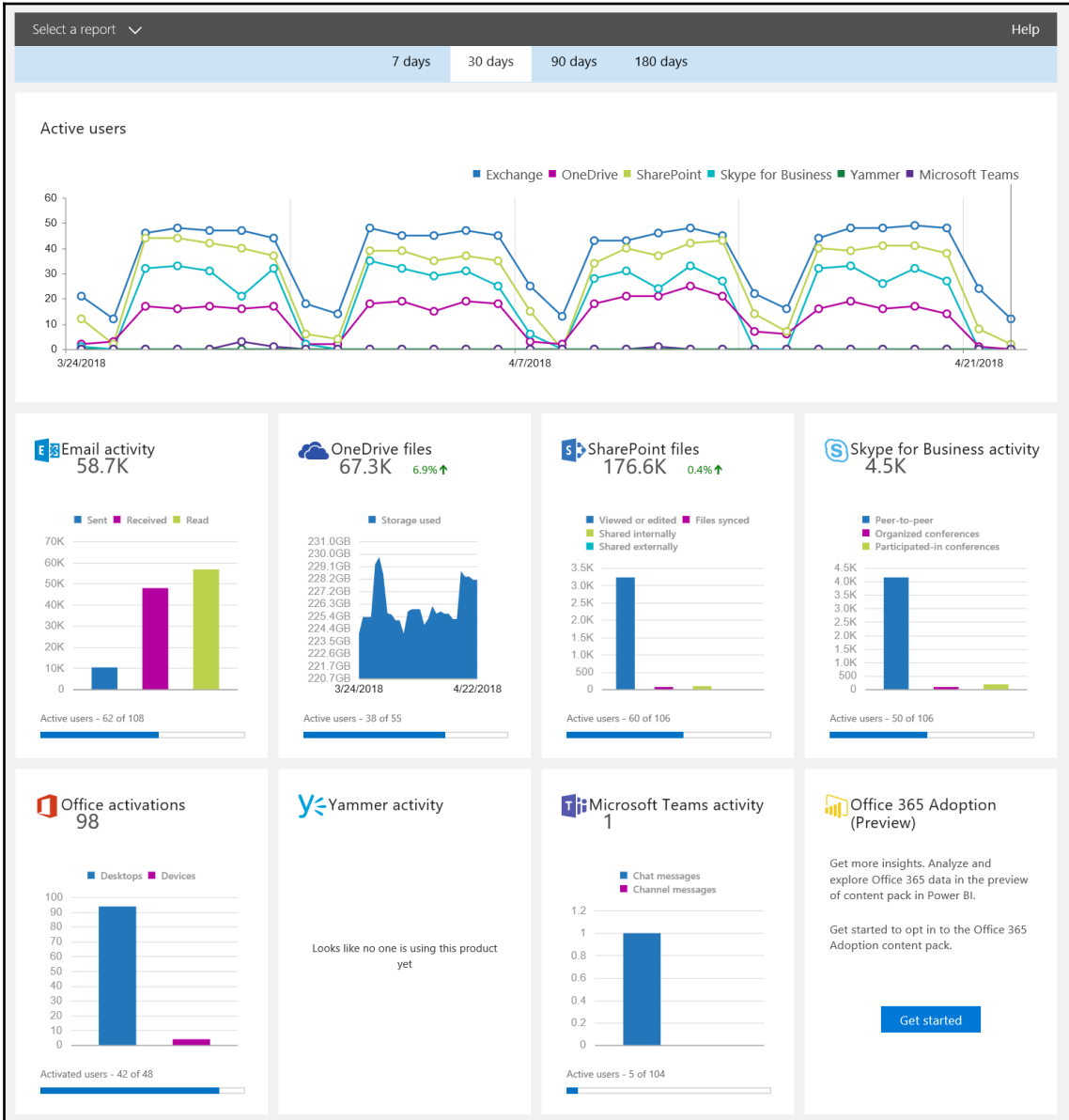
**Stream** Browse My content Create Search

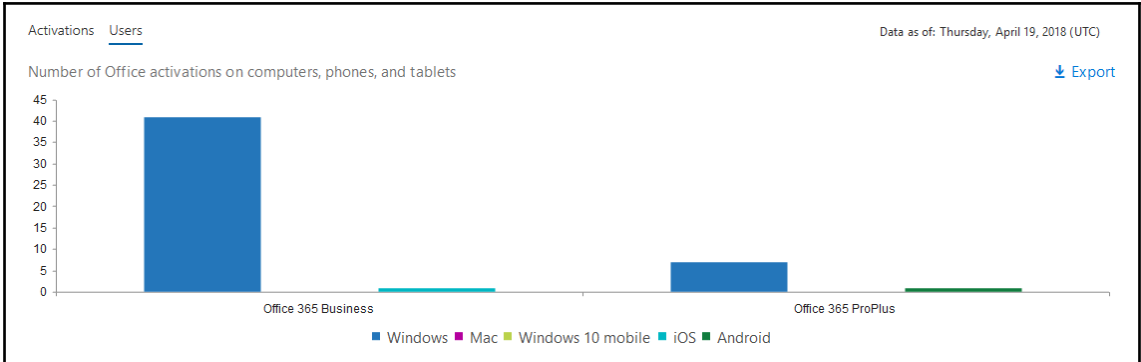
You are in Admin mode for this video

Exit admin mode



# Chapter 14: Usage Reporting

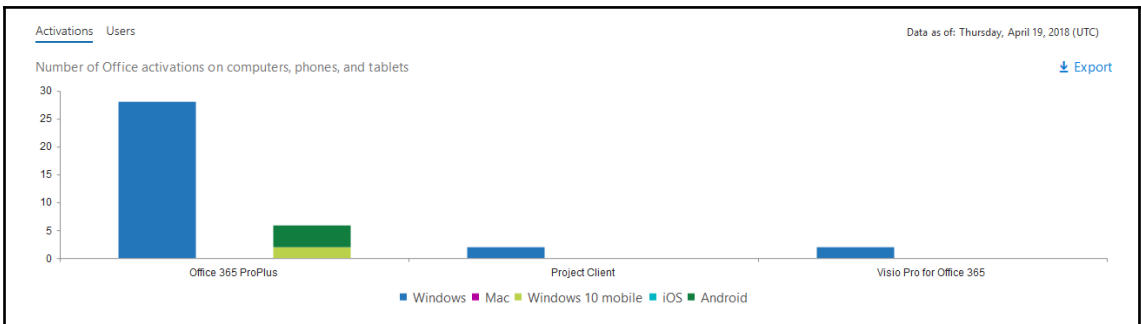


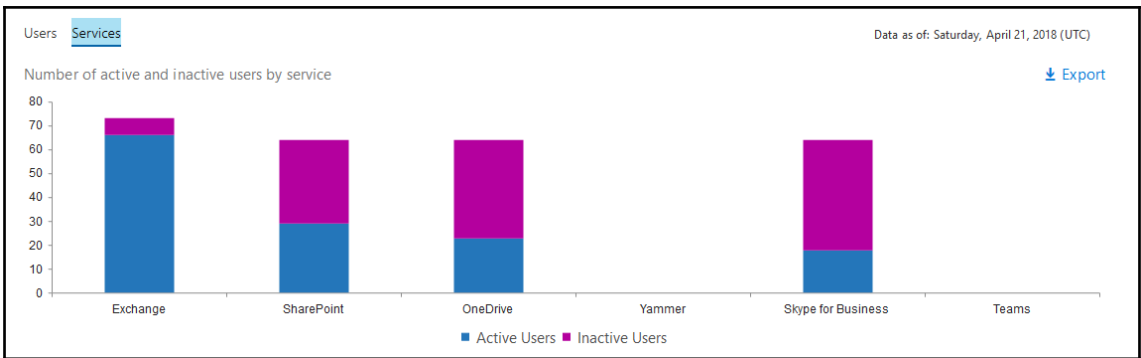
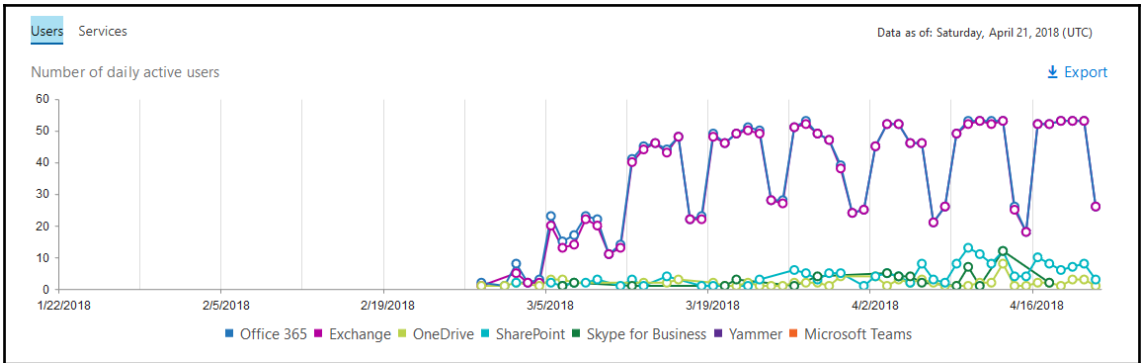


Details [Export](#)

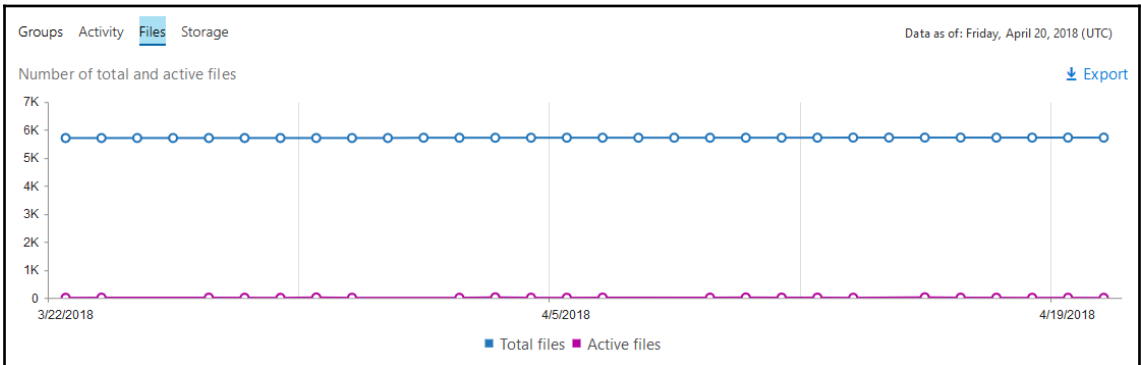
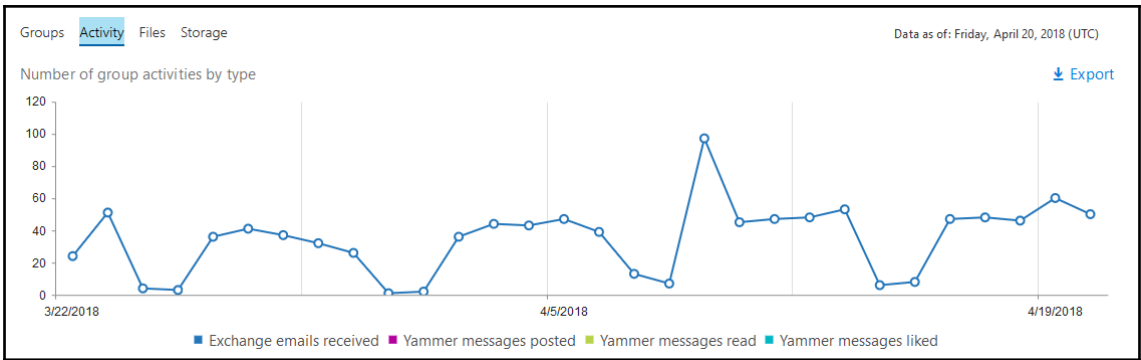
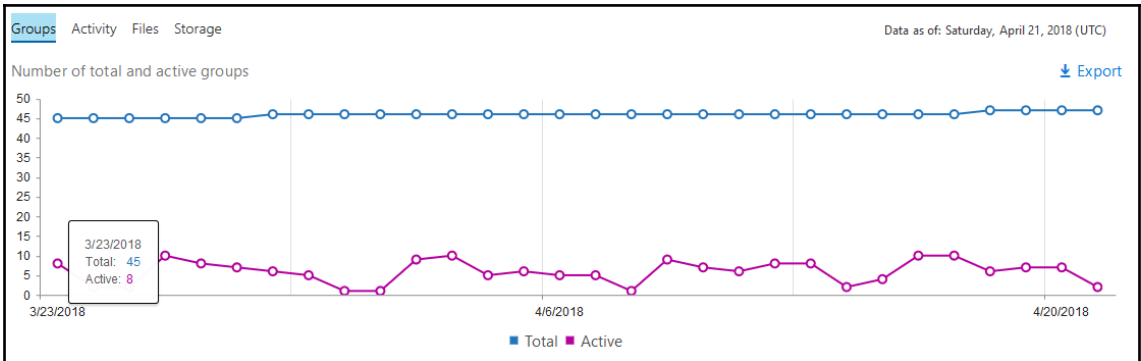
Username	Product licen...	Last activated...	Used Shared ...	Activations on computers		Activations on phones and tablets		
				Windows	Mac	Windows 10 ...	iOS	Android
thomas.carpe... hg.com	Office 365 ProPlus	Wednesday, March 28, 2018	true	3	0	1	0	2
thomas.carpe... hg.com	Project Client	Saturday, October 21, 2017		2	0	0	0	0
thomas.carpe... hg.com	Visio Pro for Office 365	Wednesday, November 29, 2017		2	0	0	0	0
brendan.therr...	Office 365 ProPlus	Tuesday, March 27, 2018		1	0	0	0	0
brendan.therr...	Project Client			0	0	0	0	0
kevin.gagnon...	Office 365 ProPlus	Monday, January 22, 2018		1	0	0	0	0
kevin.gagnon...	Project Client			0	0	0	0	0

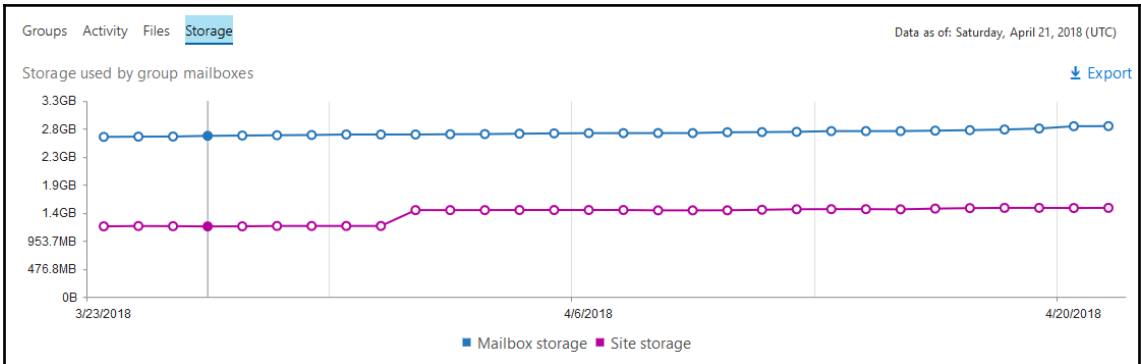
47 records





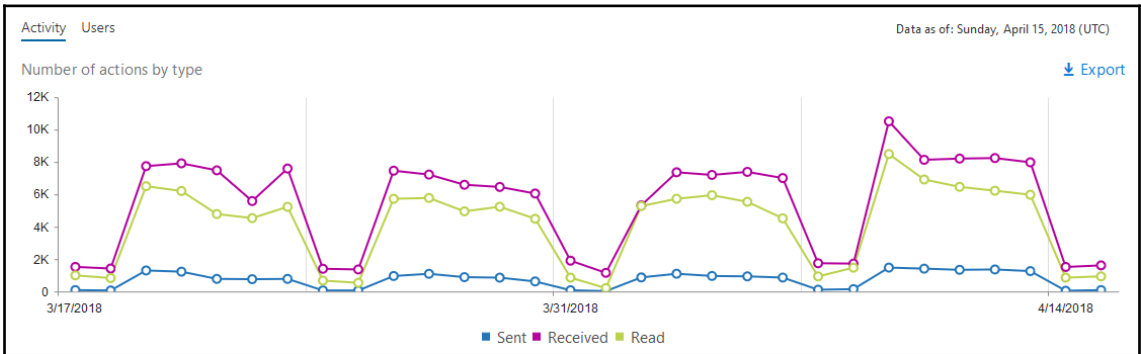
Username	Last Activity Date					
	Exchange	OneDrive	SharePoint ↑	Skype for Business	Yammer	Microsoft Teams
[Redacted]	Friday, April 13, 2018	Thursday, April 05, 2018	Monday, March 12, 2018	Monday, March 12, 2018		
[Redacted]	Sunday, April 15, 2018	Wednesday, March 28, 2018	Monday, March 26, 2018	Friday, April 13, 2018		
[Redacted]	Thursday, April 12, 2018	Tuesday, February 27, 2018	Tuesday, March 27, 2018			
[Redacted]	Friday, April 13, 2018	Tuesday, March 27, 2018	Sunday, April 01, 2018			
[Redacted]	Thursday, April 12, 2018		Monday, April 02, 2018			
[Redacted]	Sunday, April 15, 2018	Thursday, April 12, 2018	Tuesday, April 03, 2018			

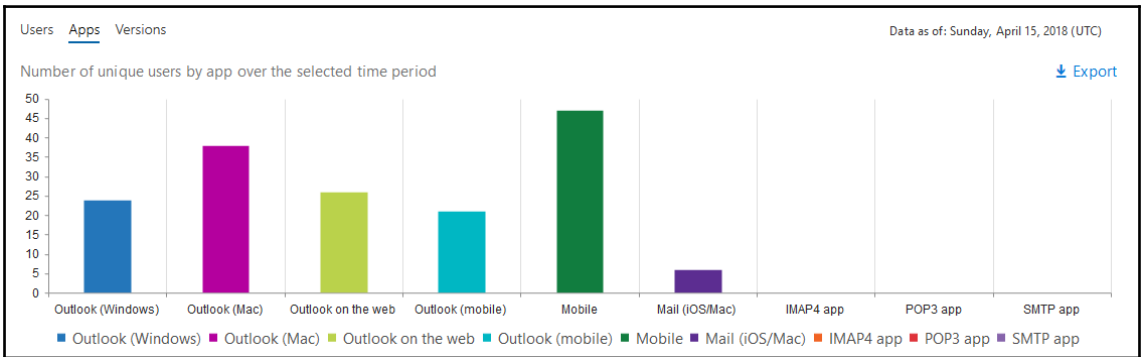
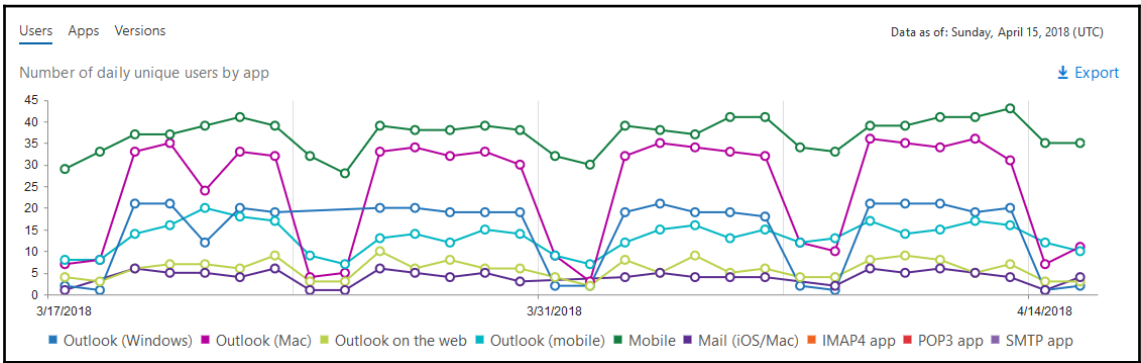
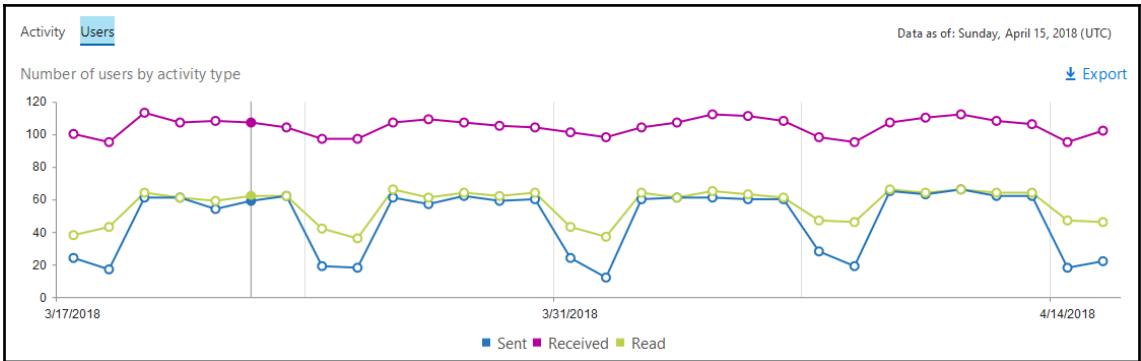


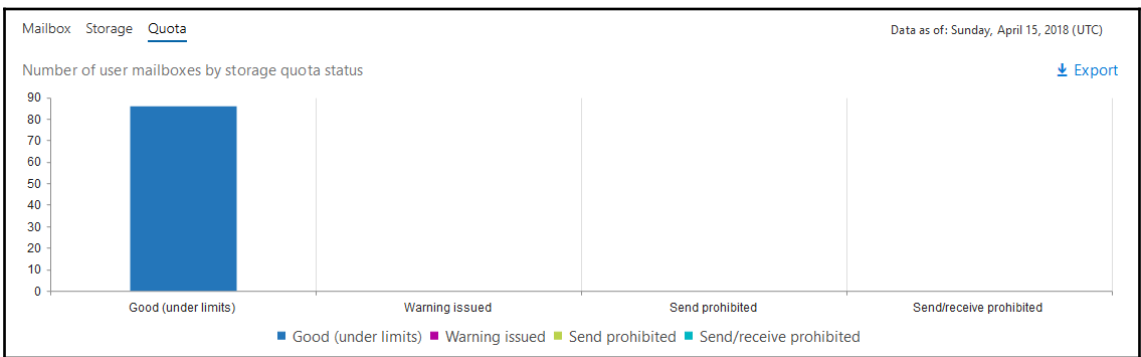
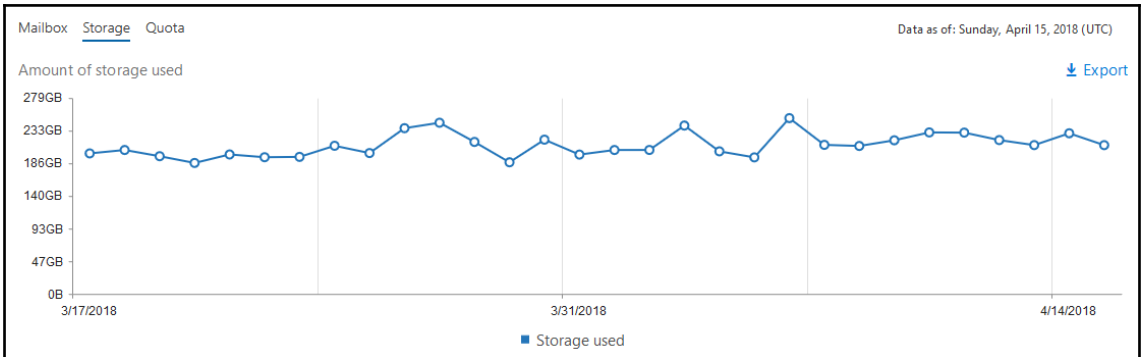


Details [Export](#)

Group name	Group owner	Members ↓	External members	Exchange conversations		SharePoint files	
				Emails received	Mailbox storage use...	Active files	
		24	0	849	2,152	0	
		19	0	0	7	2	
		19	0	0	12	0	
		15	0	48	119	0	
		15	0	12	23	0	
		15	0	1	4	0	
		15	0	27	41	0	

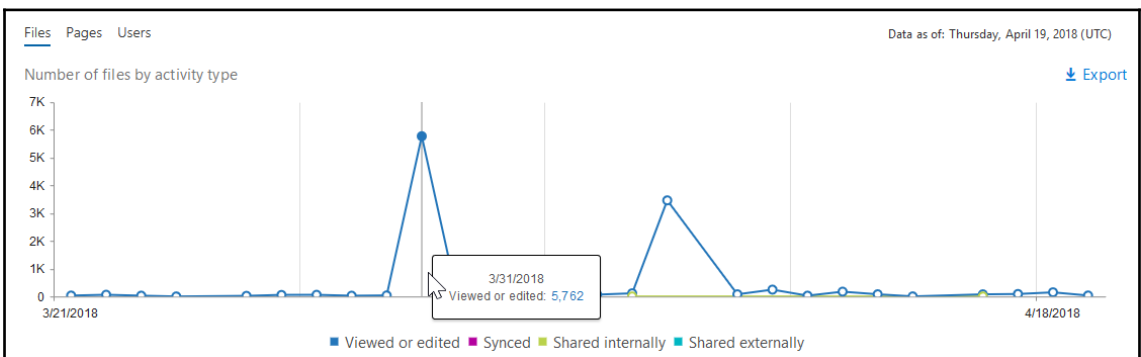


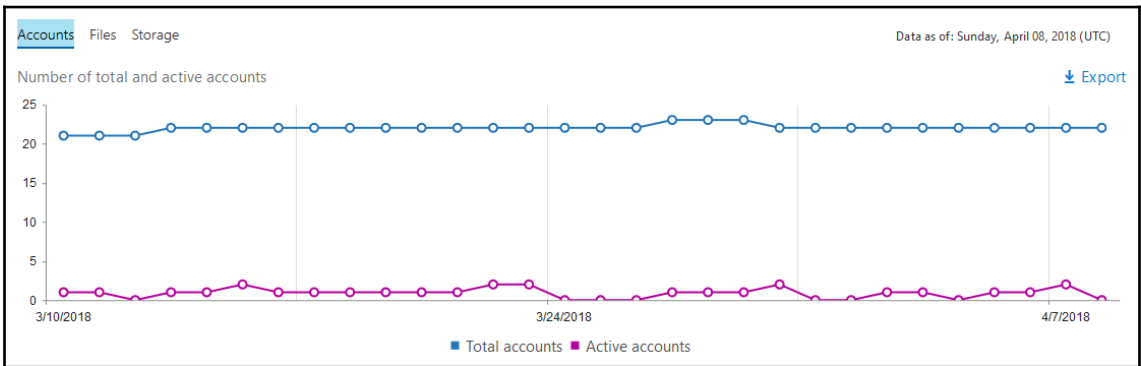
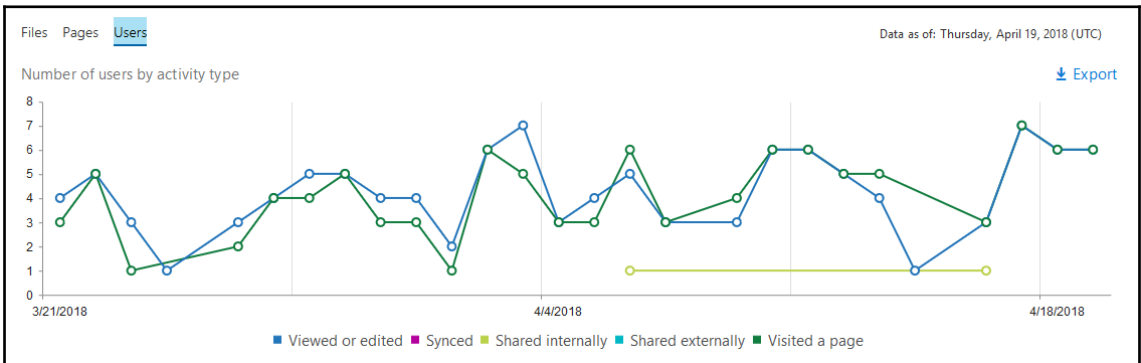
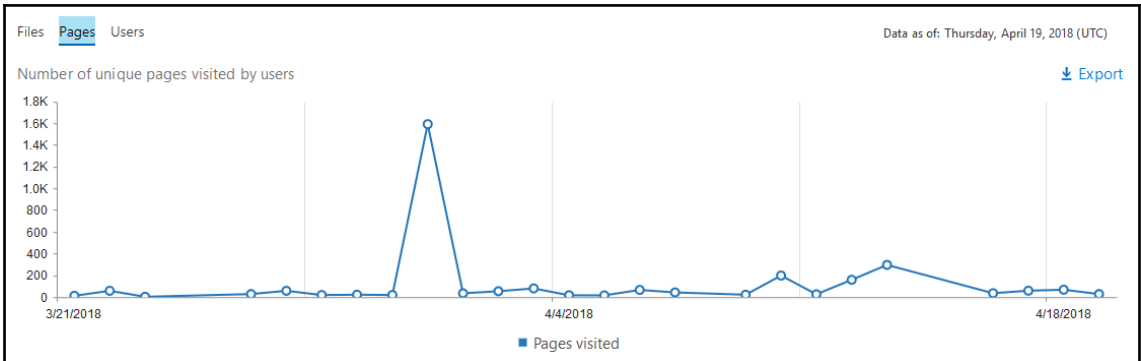




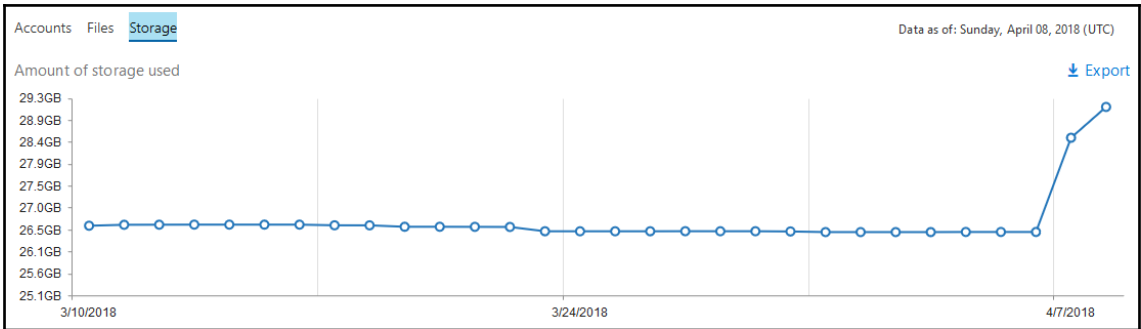
Details [Export](#)

Username	Deleted	Last activity date (UTC)	Item count	Storage used (MB) ↓	Quota status
[redacted]		Sunday, April 15, 2018		95,702	14,919 Good (under limits)
[redacted]		Sunday, April 15, 2018		61,728	10,685 Good (under limits)
[redacted]		Sunday, April 15, 2018		75,401	10,310 Good (under limits)
[redacted]		Sunday, April 15, 2018		59,414	10,305 Good (under limits)







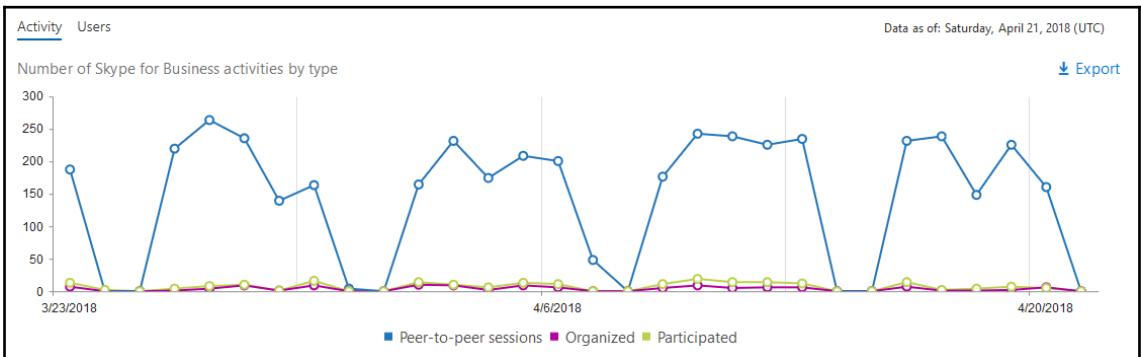


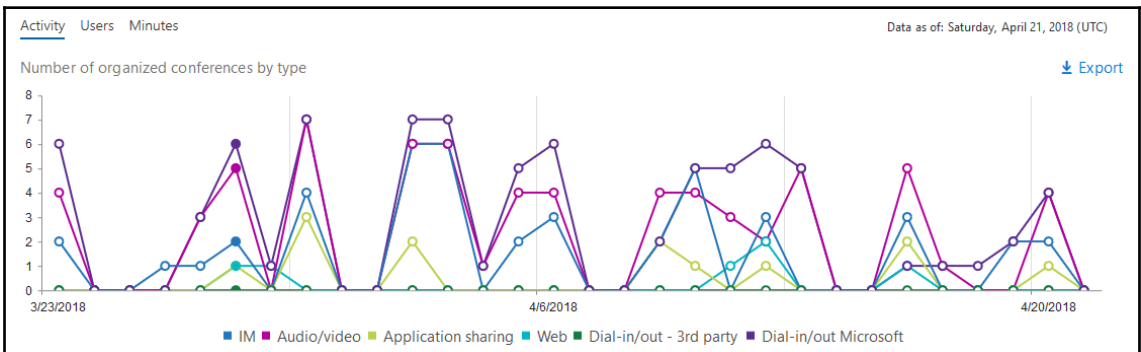
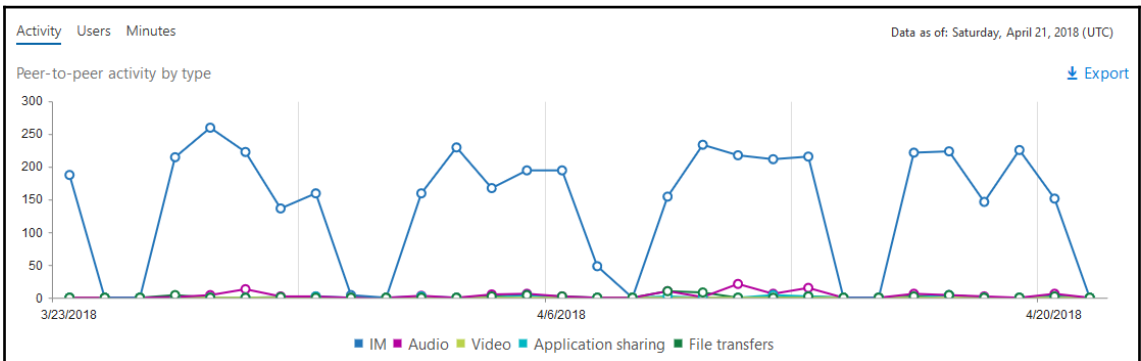
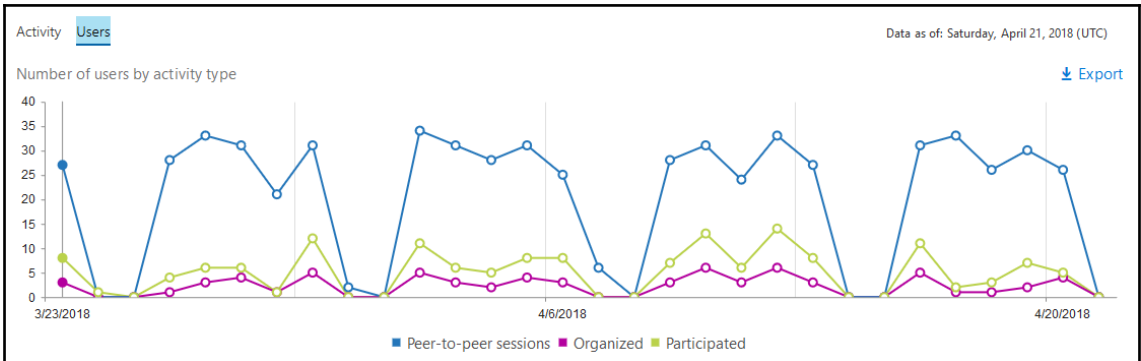
Details [Export](#)

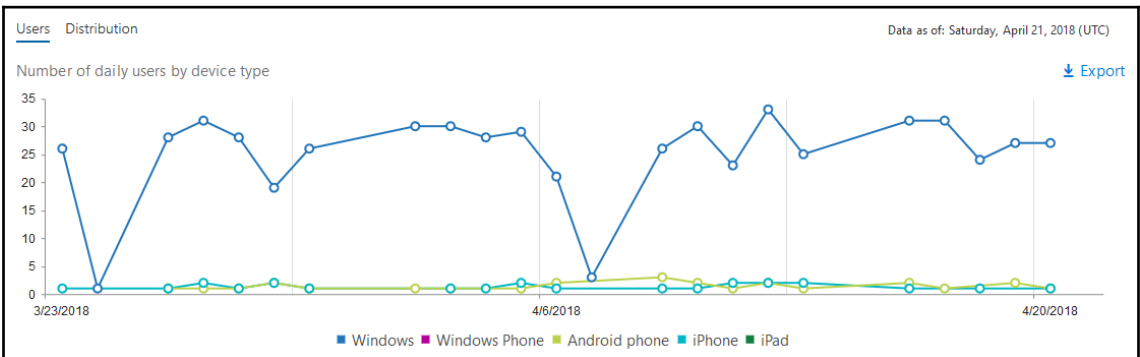
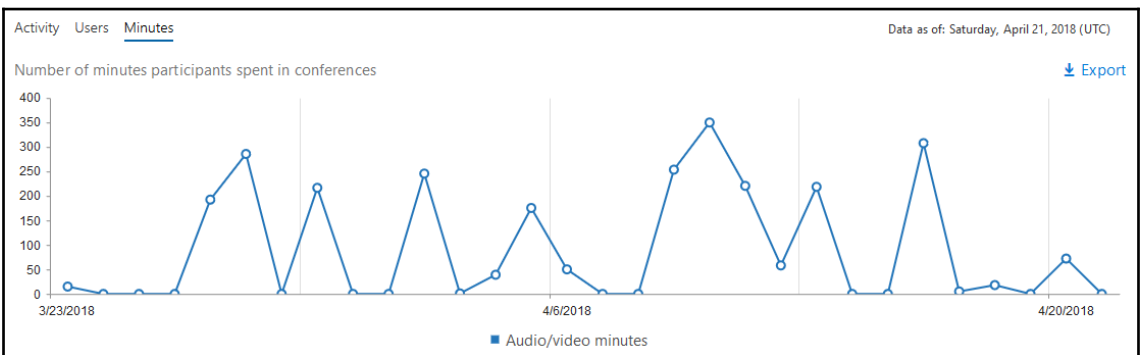
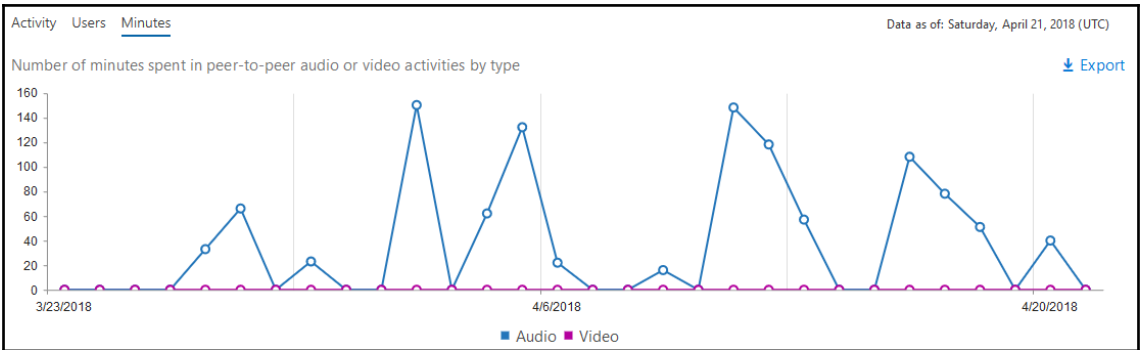
URL	Owner	Last activity date (UTC)	Files	Active files	Storage used (MB)
https://spliquidmercury-my.sharepoint.com/personal/alara_rogers_liquidmerc...	Alara Rogers	Saturday, April 07, 2018	4,909	5	6,203
https://spliquidmercury-my.sharepoint.com/personal/thomas_carpe_liquidhg_com	Thomas Carpe	Saturday, April 07, 2018	15,734	1	22,028

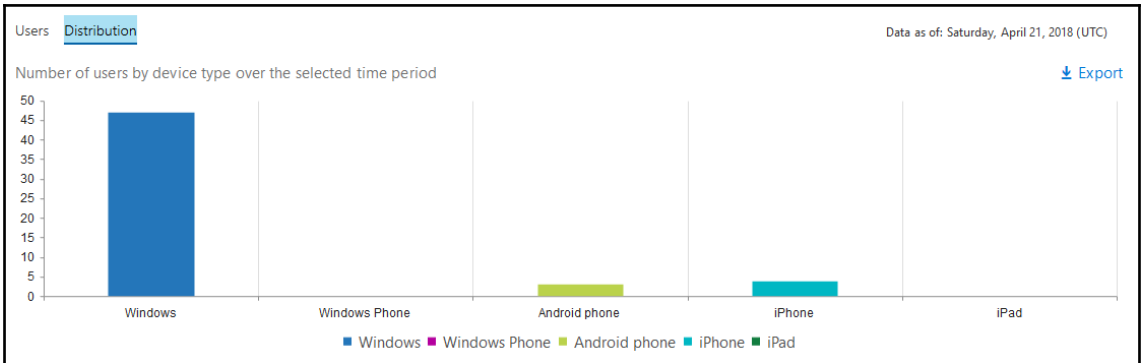
Details [Export](#)

Site URL	Site owner	Last activity date (U...	Files	Active files	Storage used (MB)	Page views
https://spliquidmercury.sharepoint.com/	Company Administrator	Saturday, April 07, 2018	7,410	0	18,452	0
https://spliquidmercury.sharepoint.com/sites/alarasite	Alara Rogers	Saturday, April 07, 2018	167	0	4,299	0









Details [Export](#)

Username	Last activity date (UTC)	Windows	Windows Phone	Android phone	iPhone	iPad
[Redacted]	Friday, April 20, 2018	✓		✓		
[Redacted]	Friday, April 20, 2018	✓		✓		
[Redacted]	Friday, April 20, 2018	✓		✓		

[PSTN usage details](#) | [PSTN minute pools](#) | [users blocked](#) | [session details \(preview\)](#)

[Export to Excel](#)

To group by a particular column, drag and drop the column header here.

User Location	User Id	Phone Number	Caller ID	Call Type	Domestic / International	Destination Dialed	Number Type	Start Time	Duration	Charge	Current	Capabilities
<No Data>	<No Data>	+141063...	+141087...	ucap_in	Internati...	United St...	Service	2018/04/23 11:18...	00:00:15	0.00	USD	MCOEV
United St...	thomas.carpe@liquid-hg...	+164684...	+141084...	conf_in	Domestic	United St...	Service	2018/04/23 10:39...	00:07:45	0.00	USD	MCOMC...
United St...	thomas.carpe@liquid-hg...	+164684...	+144360...	conf_in	Domestic	United St...	Service	2018/04/23 10:31...	00:15:01	0.00	USD	MCOMC...
<No Dat...	<No Data>	+141063...	+190578...	ucap_in	Internati...	United St...	Service	2018/04/23 10:16...	00:00:40	0.00	USD	MCOEV
United St...	alara.rogers@liquidmercu...	+144385...	+141063...	pstn_out	Domestic	United St...	User	2018/04/22 10:39...	00:01:06	0.00	USD	MCOPT...
United St...	alara.rogers@liquidmercu...	+144385...	+141063...	pstn_out	Domestic	United St...	User	2018/04/22 10:38...	00:00:00	0.00	USD	MCOPT...
<No Dat...	<No Data>	+141063...	+141022...	ucap_in	Internati...	United St...	Service	2018/04/20 17:00...	00:00:09	0.00	USD	MCOEV
United St...	Reception@liquidmercury...	+186657...	+172436...	pstn_out_forwardin	Domestic	North A...	User	2018/04/20 16:40...	00:02:15	0.00	USD	MCOPT...
<No Dat...	<No Data>	+141063...	+172436...	ucap_in	Internati...	United St...	Service	2018/04/20 16:38...	00:03:32	0.00	USD	MCOEV

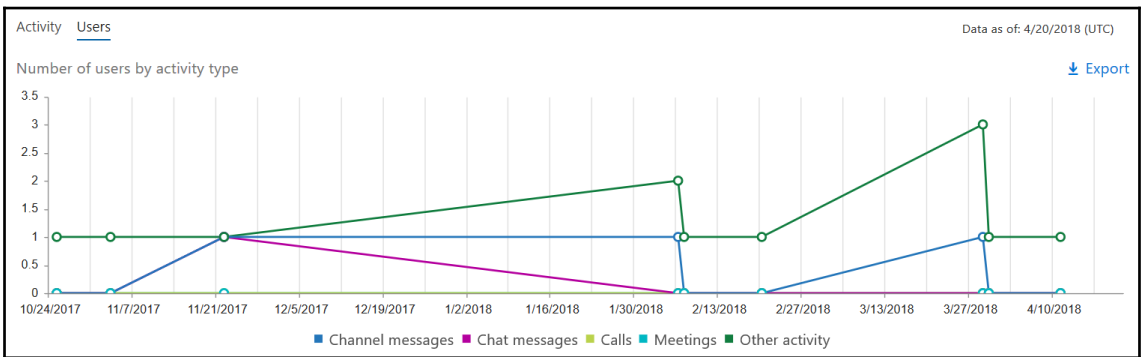
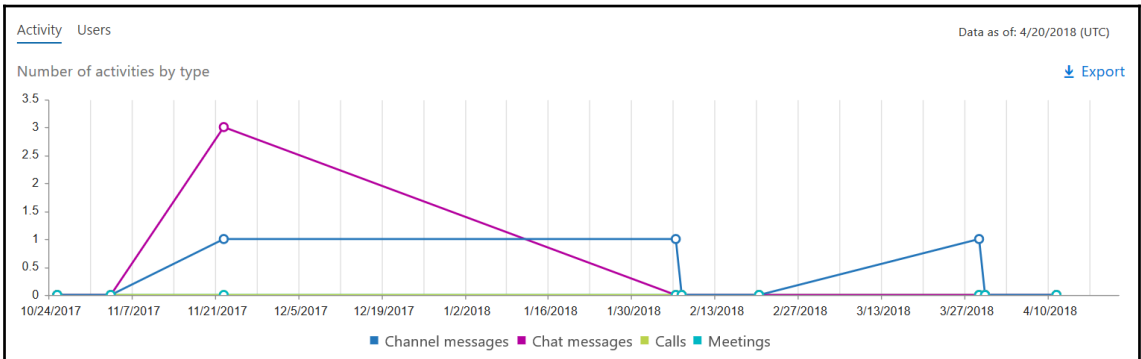
PSTN usage details PSTN minute pools users blocked session details (preview)

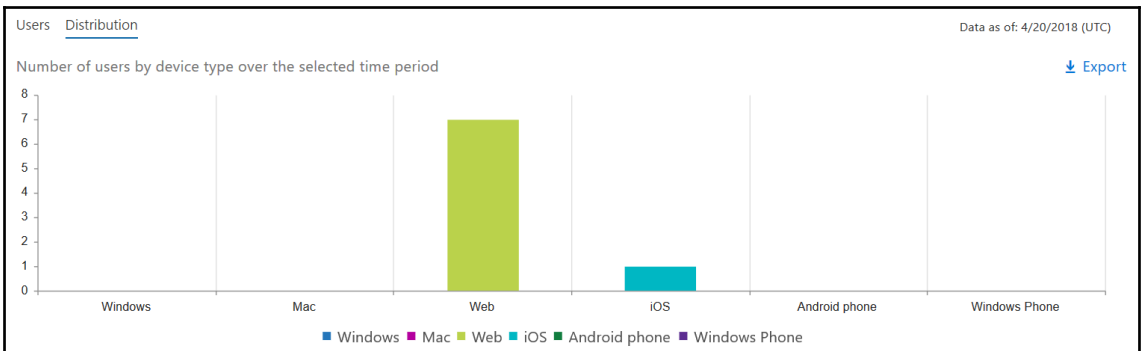
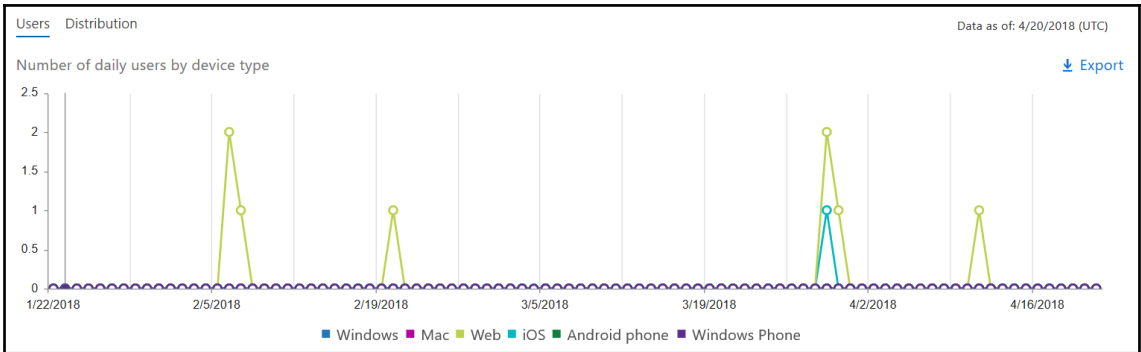
alara.rogers@liquidmercurysolutions.com 1/1/2018 12:00 AM 3/31/2018 12:00 AM SUBMIT

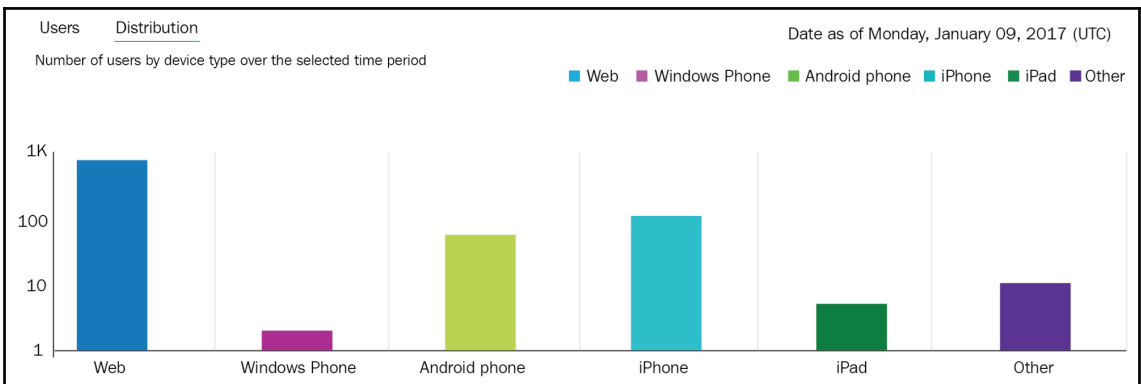
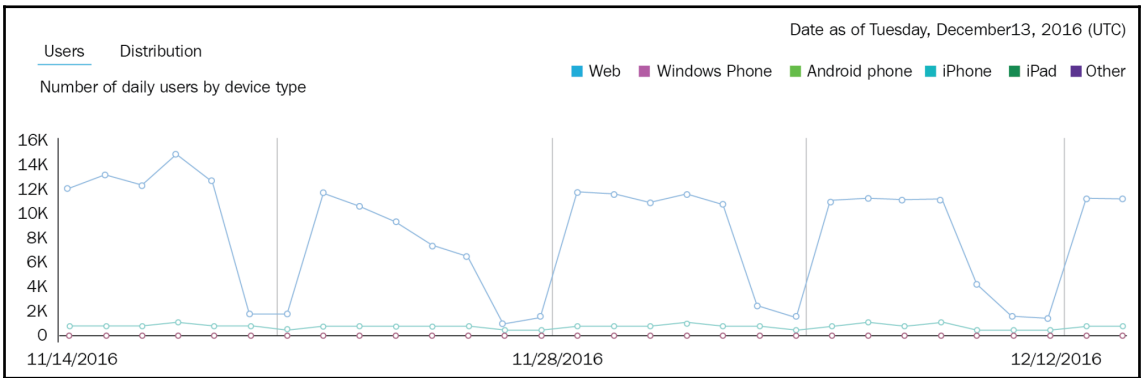
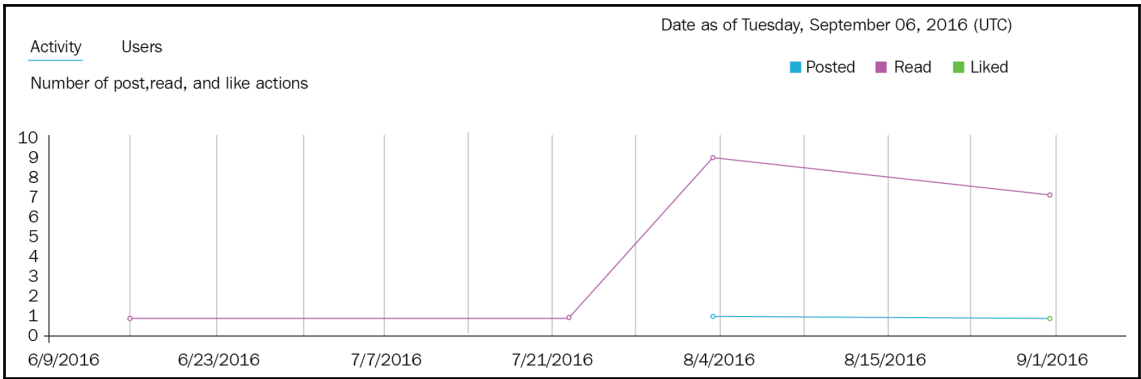
Export to Excel

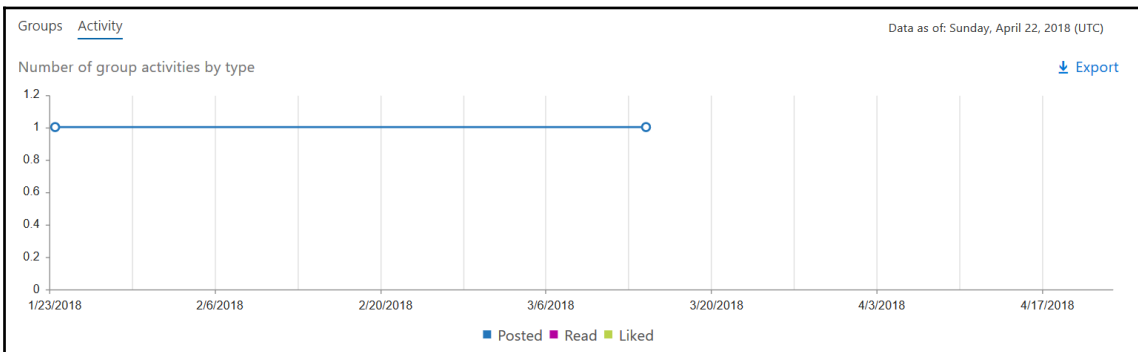
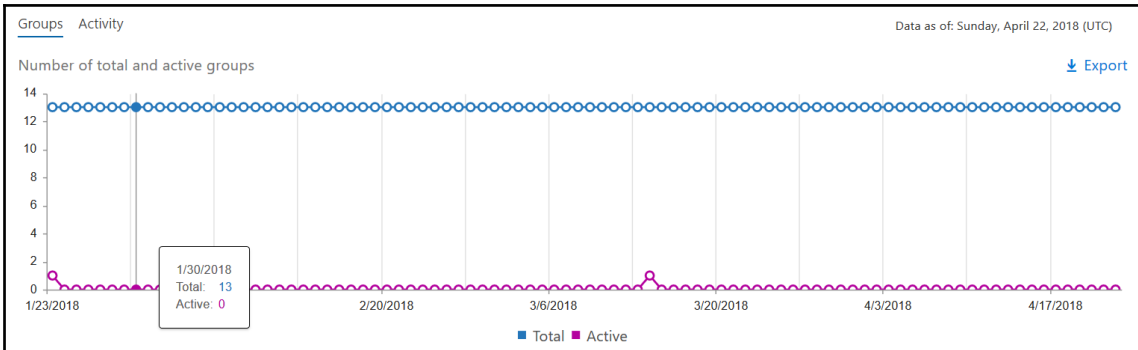
To group by a particular column, drag and drop the column header here.

	Media Types Description	Start Time	End Time	From Uri	To Uri	From Client Version	To Client Version	Conference Url
^	[Conference] [Audio]	1/4/2018 10:00 AM	1/4/2018 11:24 AM	thomas.carpe@liquid-hg.com	alara.rogers@liquidmercurysol...	UCCAPI/16.0.882... OC/16.0.8827.2082 (Skype for Business)	RTCC/7.0.0.0 AV-MCU	sip:alara.rogers@liquidmercur...
^	[Conference] [Audio][Video]	1/4/2018 10:02 AM	1/4/2018 11:44 AM	16960f6c-5817-451e- bee3-47ae683938c:5752721@...	alara.rogers@liquidmercurysol...	RTCC/7.0.0.0 AV-MCU	RTCC/7.0.0.0 AV-MCU	sip:alara.rogers@liquidmercur...
^	[Conference] [Audio]	1/4/2018 10:02 AM	1/4/2018 11:24 AM	alara.rogers@liquidmercurysol...	alara.rogers@liquidmercurysol...	UCCAPI/16.0.820... OC/16.0.8201.2213 (Skype for Business)	RTCC/7.0.0.0 AV-MCU	sip:alara.rogers@liquidmercur...
^	[Audio]	1/9/2018 12:58 PM	1/9/2018 12:59 PM	alara.rogers@liquidmercurysol...	+14438543200@liquidmercury...	UCCAPI/16.0.820... OC/16.0.8201.2213 (Skype for Business)	RTCC/7.0.0.0 MediationServer	









 **Reports**  
 Show anonymous IDs instead of names in all reports or enable the Power BI content pack

 **Reports** ✕

Display anonymous identifiers instead of names in all reports.  Off

Make data available to the Office 365 Adoption content pack for Power BI  On

[How do I get started with Power BI?](#)



User details Manage columns Export

User name	Last activity date (UTC)	Email sent	Email received	Email read
AC23A081EB8119A1E4407C8011EABF61	Wednesday, April 06, 2016	308	2,143	2,153
4797E2FD78CC562671A4D5E583D093C3	Wednesday, April 06, 2016	64	470	491
AA02F49A7A93023AEC7A2C978EBA5EFF	Wednesday, April 06, 2016	15	44	51
B3DED5841D044DBBDSF6A1E8EBC48DC0	Wednesday, April 06, 2016	141	1,563	694
B25CEE890D926131ACA4C006D24E97BF	Wednesday, April 06, 2016	759	6,123	2,078
B79C253F4E3B4785CAB06C2AF851BFC7	Wednesday, April 06, 2016	1,797	1,524	2,714
D2A359E54D15AA28A67AD67EA39C18A1	Wednesday, April 06, 2016	321	1,307	1,750
FA6E361CFD868C8CACAFAFAA36EDE886	Wednesday, April 06, 2016	686	376	473

 Reports ✕

Make data available to the Office 365 Adoption content pack for Power BI  Off

How do I get started with Power BI? [\[?\]](#)

Save Close

 Office 365 Adoption (Preview)

Get more insights. Analyze and explore Office 365 data in the preview of content pack in Power BI.

ⓘ We're getting your data ready for the Office 365 Adoption content pack



## Office 365 Adoption (Preview)

Get more insights. Analyze and explore Office 365 data in the preview of content pack in Power BI.

ⓘ Your data is ready. Go to Power BI to view reports.

First visit? Start by connecting to the content pack. Use this tenant ID:

f48e040a- [REDACTED]  
4a0c9aad3b8b

[How do I use the content pack?](#)

[Go to Power BI](#)



## Office 365 Adoption Preview

By Microsoft  
Power BI

Analyze usage and adoption  
trends of Office 365 services in  
your organization

[Get it now](#)

