

Chapter 2: Fundamentals of Office 365



Anywhere
Access

Work
Together

Easy IT

Trusted
Service



Exchange Online

Austria
Finland
Ireland
Netherlands

OneDrive for Business

Ireland
Netherlands

SharePoint Online

Ireland
Netherlands

Skype for Business

Ireland
Netherlands

Office 365

Microsoft Teams

Ireland
Netherlands

Planner

Ireland
Netherlands

Project Online

Ireland
Netherlands

Sway

United States

Yammer

United States

OneNote Services

Ireland
Netherlands

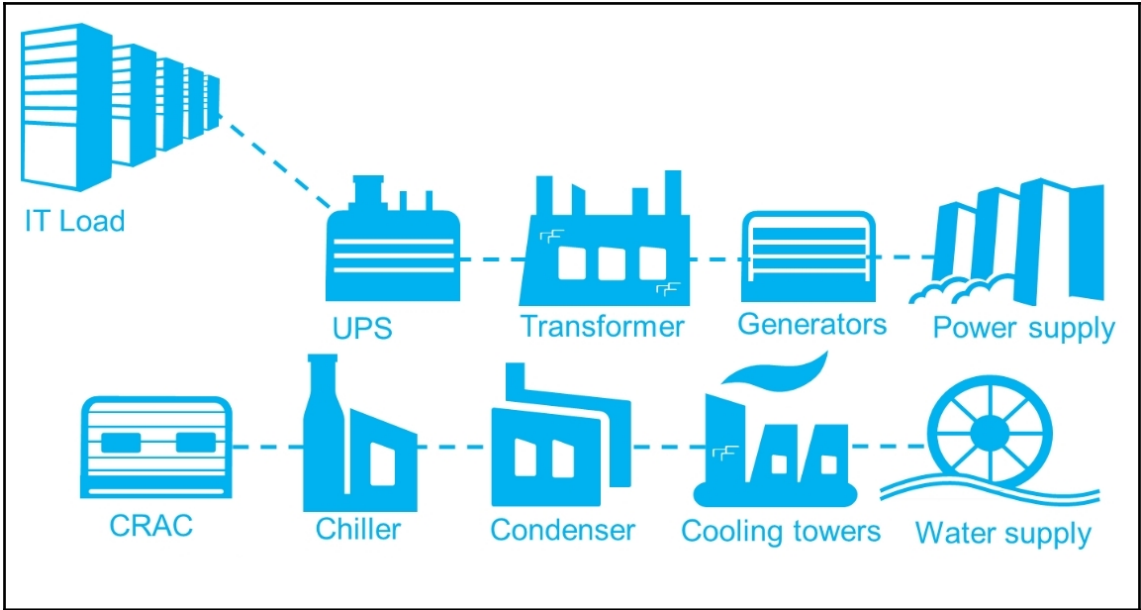
School Data Sync

Ireland
Netherlands

Azure Active Directory

Azure Active Directory

Ireland
Netherlands
United States



Office 365 Enterprise E3 Trial

Want to add this to an existing subscription?

[Sign in](#)

Welcome, let's get to know you

Country or region

This can't be changed after sign-up. Why not?

First name

Last name

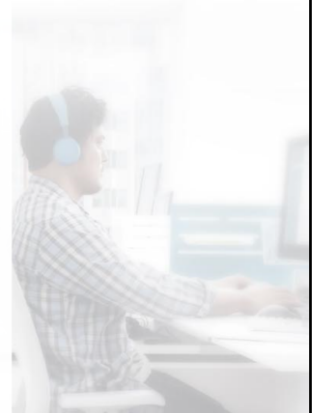
Business email address

Business phone number

Company name

Your organization size

[Next](#)



Welcome, let's get to know you

Portugal ▾

This can't be changed after sign-up. Why not?

Nuno

Árias Silva

youremail@domain.com

+1 111 111 111 111

Your Company Name

50-249 people ▾

Next 



Create your user ID

You need a user ID and password to sign in to your account.

@ . ?

✓

By clicking **Create my account** you agree to our [terms and conditions](#) and [default communication preferences](#).

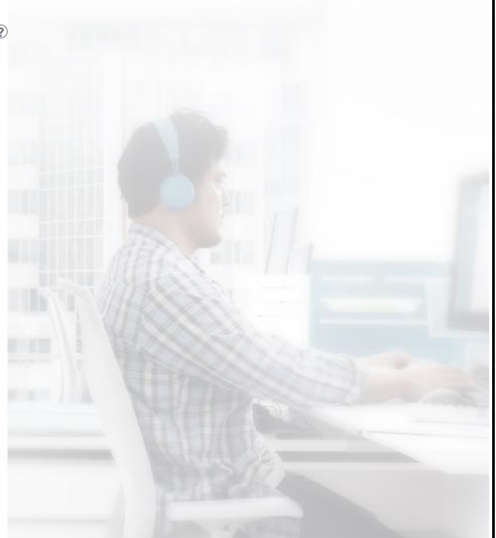
Microsoft Online Services will be contacting you with tips and advice for using our products and services. You can unsubscribe at any time. For more information on communication options, please see our [Privacy Statement](#).

Microsoft Online Services may contact me with information about their products, services and events:

- Email
- Phone
- Microsoft Partners may contact me with information about their products, services and events

By clicking **Create my account**, I confirm that I have read and understand the [Trial Agreement](#); if I am signing up on behalf of an organization, when I click **Create my account**, I represent that I have the authority to bind my organization to the terms in this agreement and that, as the representative of my organization, I agree that my organization is bound by this agreement and its linked websites.

[Create my account](#) →



Prove. You're. Not. A. Robot.

Didn't get it or need a new code? [Try again](#)

[Next](#) →



Office 365 Enterprise E3 Trial

Save this info. You'll need it later.

Sign-in page

<https://portal.office.com/>

Your user ID

AdminUsername@yourcompanydomain.onmicrosoft.com

Please wait

Office 365

Good afternoon

Search online documents

Install Office 2016

Other installs

Install Office 2016

Get the familiar desktop apps on your PC and Mac.

Next

Mail OneDrive Word Excel PowerPoint OneNote SharePoint Teams

Flow Admin Security & Compliance

Show more apps

Documents

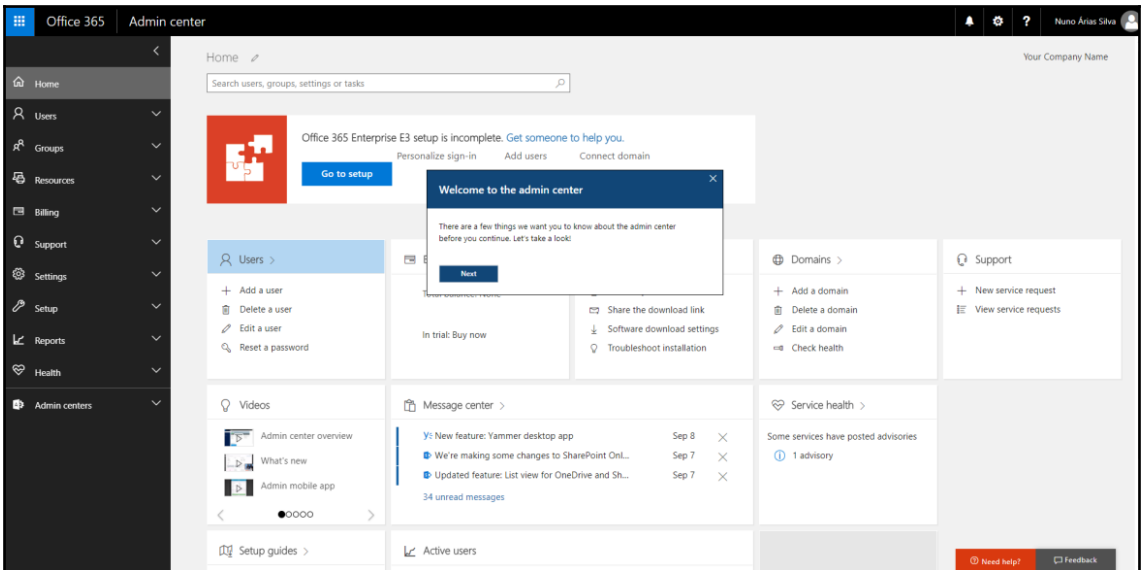
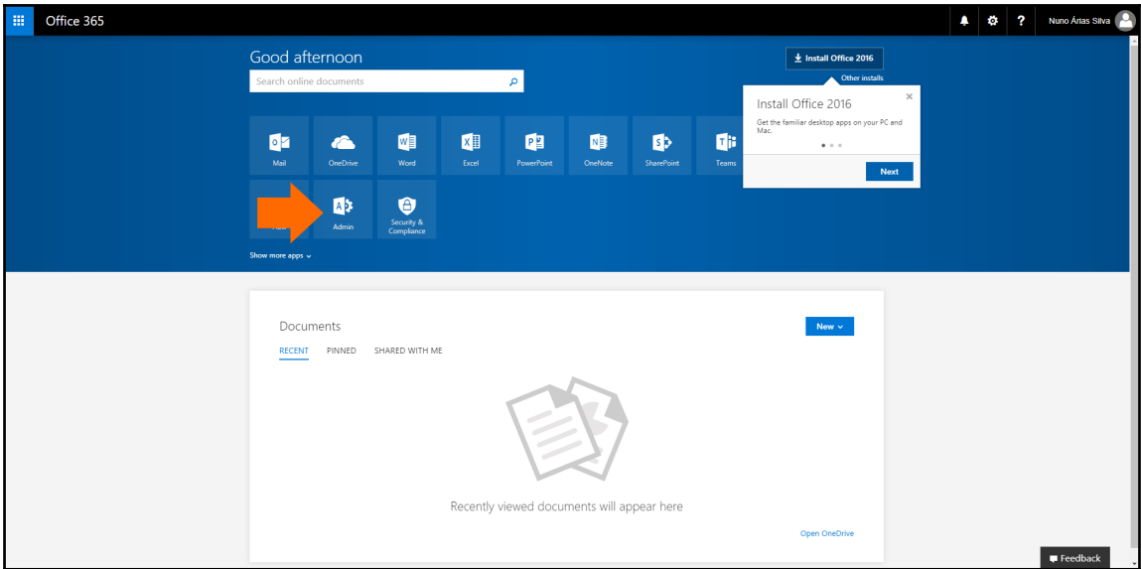
New

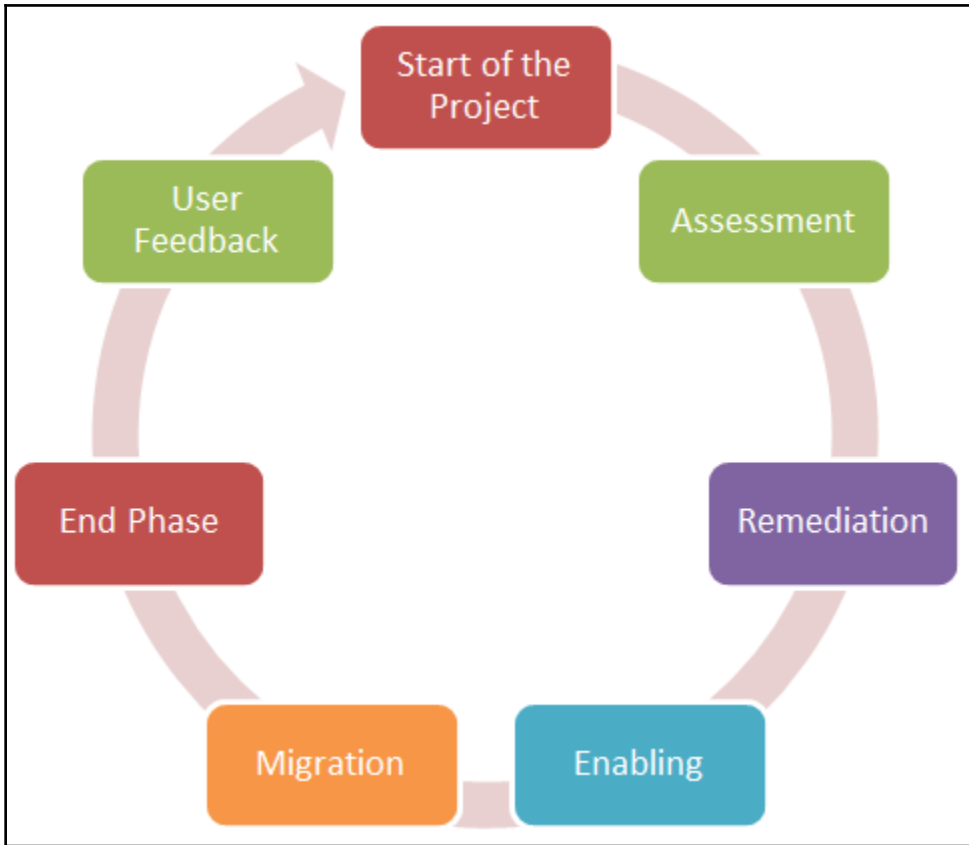
RECENT PINNED SHARED WITH ME

Recently viewed documents will appear here

Open OneDrive

Feedback





Office 365

Office 365 health, readiness, and connectivity checks

We'll look at how you're set up now and check for settings that might cause problems. Our results will identify possible issues and suggest changes you can make to have the best experience with Office 365.

Select how we should run our checks and then click Next to get started.

- Quick (basic checks that complete in just a few minutes)
- Advanced (detailed checks that can take up to an hour to run, including checks for enterprise scenarios such as directory synchronization)

Cancel

Office 365 health, readiness, and connectivity checks

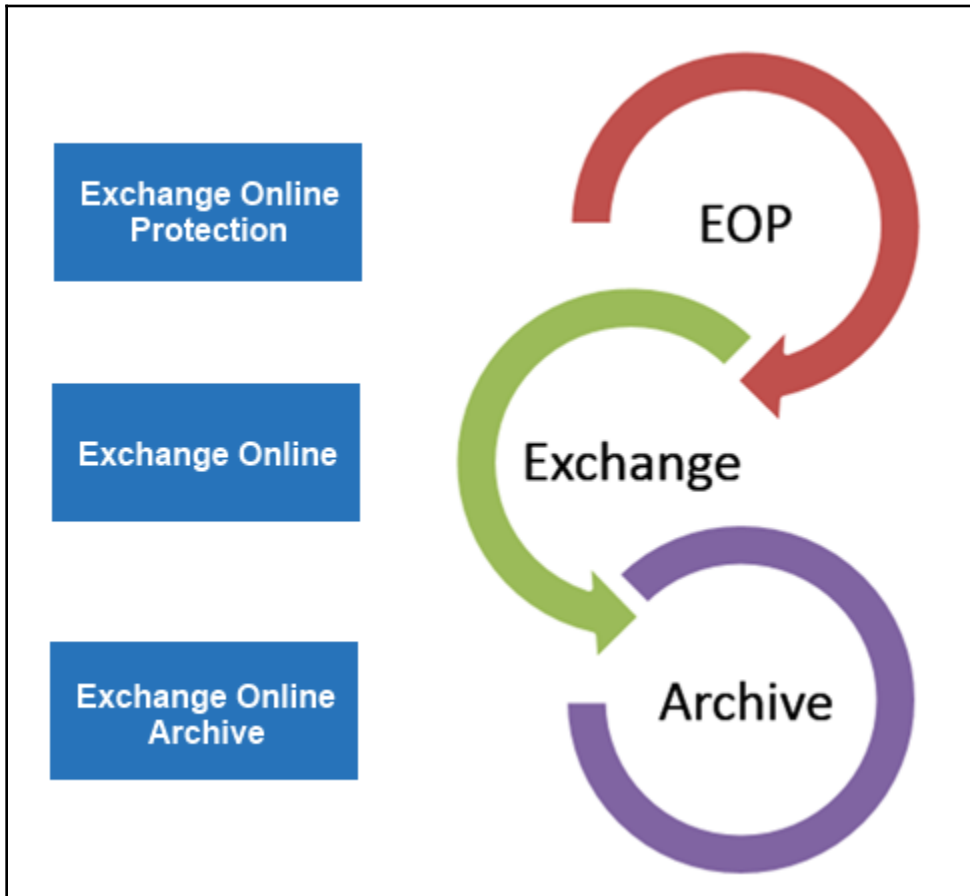
Wait a moment while we get everything ready...



Next

Cancel

Chapter 3: Office 365 Basic Workloads



Office 365 | Admin

Exchange admin center

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

dashboard recipients permissions compliance management organization protection advanced threats mail flow mobile public folders unified messaging hybrid

ENABLED	NAME	PRIORITY
<input checked="" type="checkbox"/>	Default	Lowest

1 selected of 1 total

Need help? Feedback

Default

Enabled

Relative priority: Lowest

Summary

Malware detection response:
Don't notify recipients

Sender notifications:
Notify internal senders

Administrator notifications:
Undelivered messages from internal senders
Undelivered messages from external senders

Customized notification text:
Not configured

Office 365 | Outlook

Search Mail and People

Folders

- Inbox 4987
- Sent Items
- Deleted Items 583
- Monitor
- Clutter 4
- MVP
- Office Blogs 11
- Nuno Árias Silva Website 67
- Nuno Árias Silva
 - Inbox 4987
 - Drafts
 - Sent Items
 - Deleted Items 583
 - Archive
 - Clutter 4
 - Conversation History
 - Histórico de Conversações
 - Junk Email 5
 - News Feed
 - Notes 12
 - RSS Feeds
 - Spam Mail
 - Arquivo Morto no Local - Nuno Árias Silva
- Groups
 - Microsoft Insite

Monitor

Next: AI PGI - Introdu Tomorrow at 4:00 PM Agenda

From: email@nuno-silva.net

To

Cc

Bcc

Add a subject

Without any other subject ...

Nuno Árias Silva
MVP Office 365
This email is powered by [Office 365](#)
My blog: <http://www.nuno-silva.net/blog>

Share availability

Now you can let people see when you're available—including people who can't see your free or busy status.

Send Discard

Got it

Office 365 Outlook

PILAR PINILLA CONVERSATIONS BY DATE ▾

All Unread To me Flagged

Search mail and people

← Folders

▶ Favorites

▲ Pilar Pinilla

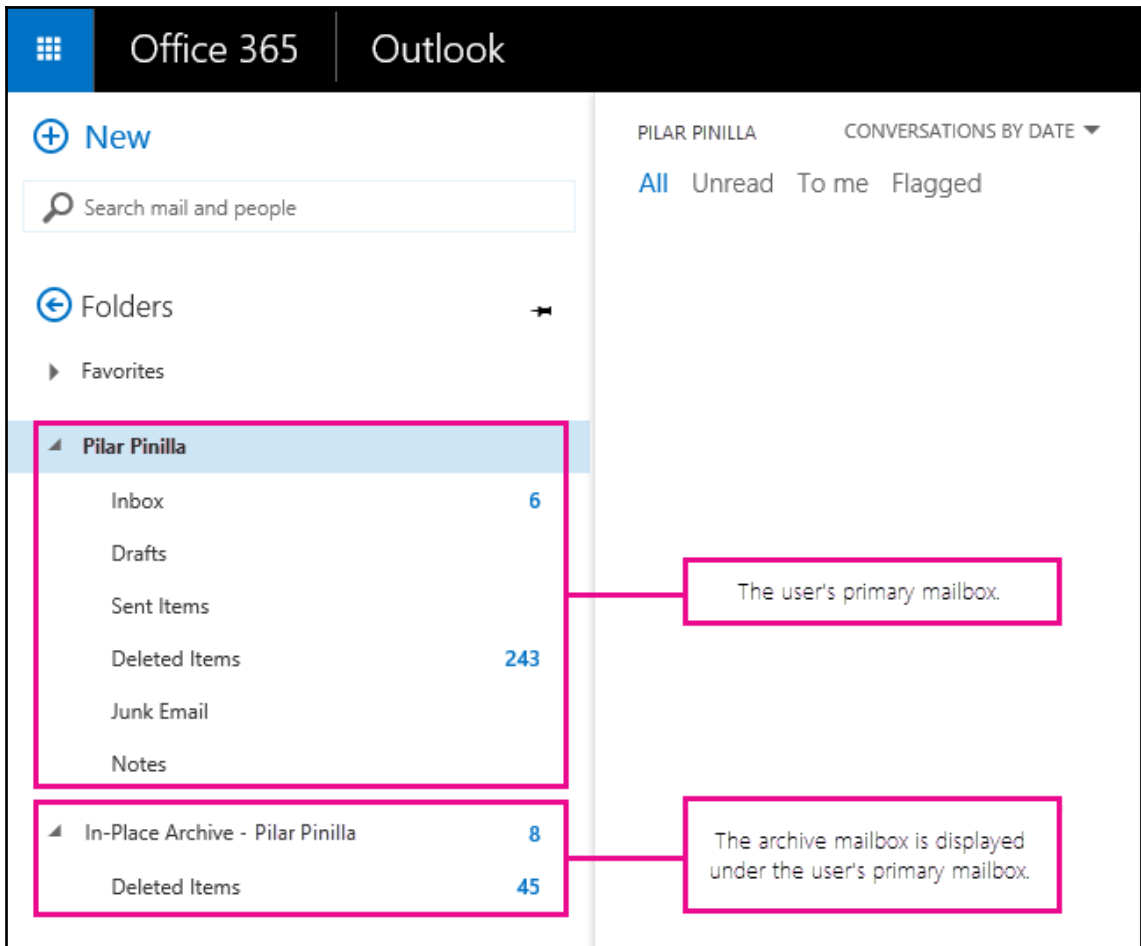
- Inbox 6
- Drafts
- Sent Items
- Deleted Items 243
- Junk Email
- Notes

▲ In-Place Archive - Pilar Pinilla 8

- Deleted Items 45

The user's primary mailbox.

The archive mailbox is displayed under the user's primary mailbox.



Office 365

Good morning

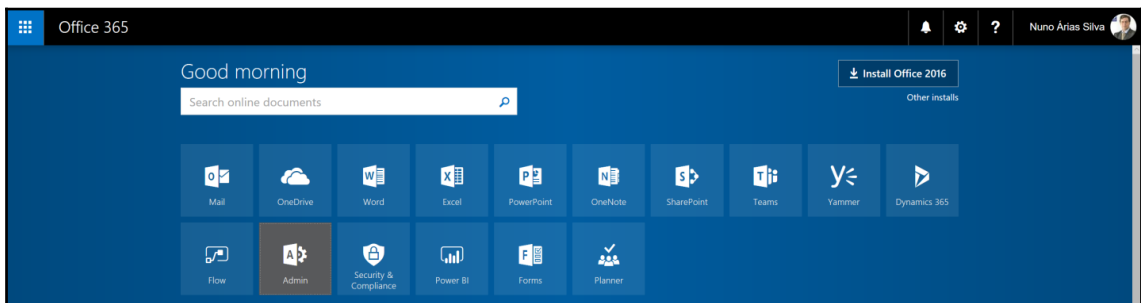
Search online documents

Install Office 2016
Other installs

Mail OneDrive Word Excel PowerPoint OneNote SharePoint Teams Yammer Dynamics 365

Flow Admin Security & Compliance Power BI Forms Planner

Nuno Árias Silva



Office 365 | Admin center

Home

Search users, groups, settings or tasks

DirSync Status >

- ✓ Last directory sync
last synced 16 minutes ago
- ✓ Password sync
recent synchronization

Users >

- + Add a user
- 🗑 Delete a user
- ✎ Edit a user
- 🔍 Reset a password

Support

- + New service request
- ☰ View service requests

Videos

- Admin center overview
- What's new
- Admin mobile app

Service health >

Some services have posted advisories

- 📘 1 advisory

Home

Users

Groups

Resources

Billing

Support

Settings

Setup

Reports

Health

Admin centers

- Exchange
- Skype for Business
- SharePoint
- OneDrive

Office 365 Admin

Exchange admin center

Welcome

dashboard

- recipients
- permissions
- compliance management
- organization
- protection
- mail flow
- mobile
- public folders
- unified messaging
- hybrid

recipients

- mailboxes
- groups
- resources
- contacts
- shared
- migration

permissions

- admin roles
- user roles
- Outlook Web App policies

compliance management

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

organization

- sharing
- add-ins

protection

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

mail flow

- rules
- message trace
- accepted domains
- remote domains
- connectors

mobile

- mobile device access
- mobile device mailbox policies

public folders

- public folders
- public folder mailboxes

unified messaging

- UM dial plans
- UM IP gateways

hybrid

- setup

Feedback

Office 365 SharePoint

BROWSE PAGE

Home EDIT LINKS

Collection-1

Home

- Notebook
- Documents
- Pages
- Site contents
- Recycle Bin

EDIT LINKS

Get started with your site REMOVE THIS

- Share your site.
- Working on a deadline?
- Add lists, libraries, and other apps.
- What's your style?
- Your site. Your

Newsfeed

Start a conversation

Documents

New Upload Sync Share More

Find a file

Office 365 settings

SharePoint settings

Shared with...

Edit page

Add a page

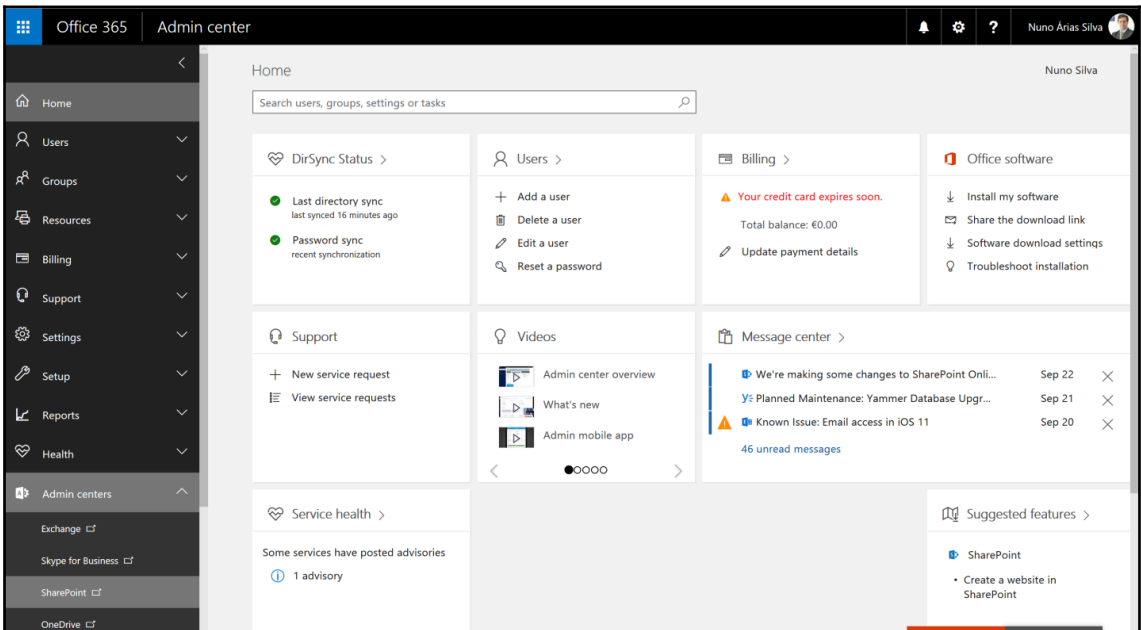
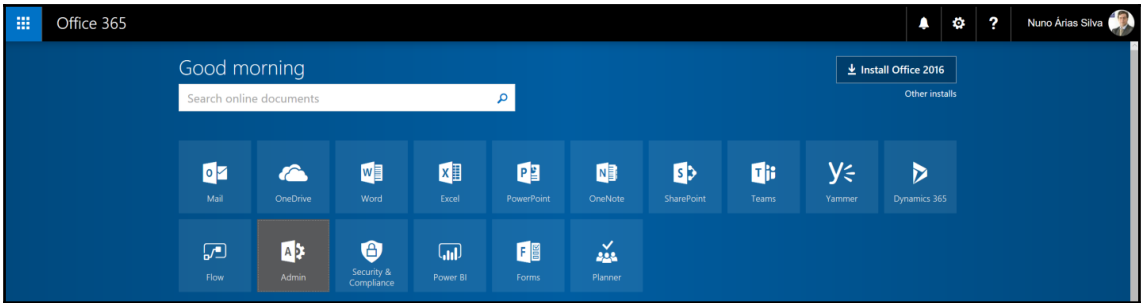
Add an app

Site contents

Change the look

Site settings

Getting started



Office 365 Admin

SharePoint admin center

Site Collections

1.03 TB available of 1.04 TB 14700 resources available

URL	STORAGE USED (GB)	STORAGE LIMIT (GB)	PERCENT USED	SERVER RESOURCE QUOTA
https://munosilva.sharepoint.com	4.46	10.00	44.65 %	300
https://munosilva.sharepoint.com/portals/community	0.58	1024.00	0.06 %	0
https://munosilva.sharepoint.com/portals/hub	0.00	0.00	0.00 %	0
https://munosilva.sharepoint.com/search	0.03	0.98	2.60 %	0
https://munosilva.sharepoint.com/Sites/eDiscoveryCenter	0.00	0.29	1.00 %	300
https://munosilva.sharepoint.com/sites/IT	0.00	1.00	0.20 %	300
https://munosilva-my.sharepoint.com	0.00	5120.00	0.00 %	0
http://www.nuno-silva.net	0.90	1.07	83.64 %	300

Office 365

Good morning

Search online documents

Install Office 2016

Other installs

Mail, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Yammer, Dynamics 365

Flow, Admin, Security & Compliance, Power BI, Forms, Planner

Office 365 Admin center

Home

Search users, groups, settings or tasks

DirSync Status

- Last directory sync last synced 20 minutes ago
- Password sync recent synchronization

Active users

- Add a user
- Delete a user
- Edit a user
- Reset a password

Billing

Your credit card has expired.

Total balance: 60.00

Update payment details

Office software

- Install my software
- Share the download link
- Software download settings
- Troubleshoot installation

Domains

- Add a domain
- Delete a domain
- Edit a domain
- Check health

Support

- New service request
- View service requests

Train yourself

- Train your people
- Advanced admin traini...

Message center

- Updated feature: LinkedIn integration with Micr... Mar 16
- Updated feature: Enhanced antispooing capab... Mar 16
- We're updating the Office 365 Groups hover ca... Mar 16

54 unread messages

Service health

Some services have posted advisories

8 advisories

Help users get started

Help your users get started with Office 365 by using ready to send emails.

- Install Office Apps
- Productivity Solutions
- And more!

Setup guidance

Move your organization onto Office 365 with setup guides

See all guides

Usage report

Active users

Exchange, OneDrive, SharePoint, Skype for Business, Yammer, Microsoft Teams

2/16/2018, 3/2/2018, 3/16/2018

Need help? Feedback

Office 365 Admin Nuno Árias Silva

Skype for Business admin center

dashboard

users

organization

voice

call routing

audio conferencing

online meetings

tools

Welcome

User statistics

Below are user statistics of your organization. [Learn more](#)

Skype for Business Online users:	10
Users enabled for audio conferencing:	7
Users in cloud:	3
Users synced and homed online:	0

Organization information

Below are configuration information of your organization. [Learn more](#)

Resources

[Skype for Business Online reporting](#)

[Skype for Business Online PowerShell](#)

[Set up hybrid with Skype for Business Server on-premises](#)

[Skype for Business Online services use terms](#)

Community

[Skype for Business Online forums](#)

Development (Northwind Traders) | Microsoft Teams

Northwind Traders > Development

Search

Favorites


- Northwind Traders
- General
- Customer Accounts
- Development
- Marketing
- Social Media
- Website
- 32 more channels
- Designers
- General
- Fourth Coffee
- General
- Fun stuff
- Marketing
- Weekly Specials
- 4 more channels

Create a team

Conversation | Files | Notes | Team Services

Cecily De Crum 11:00 am

<http://www.contoso.com/2054433/the-most-important-tech-jobs-of-the-future>



The Most Important Tech Jobs Of The Future
For engineers, there is a lot of opportunity to look forward to in the coming years. New advances in technology mean more jobs and...

Contoso.com

Kadji Bell 11:02 am

I love this article! We've got a bright future

Reply

Daghae Knowles 11:05 am

Any update on the bug #456892 that I filed yesterday? I would love to get that resolved before the next update.

Kadji and Jakob replied

Miguel Silva 11:16 am

I don't know what is causing this just yet. I saw some abnormalities in the logs and and tried a few solutions that didn't work. I'm going to chat with Jakob to see what other information we can get.

Reply

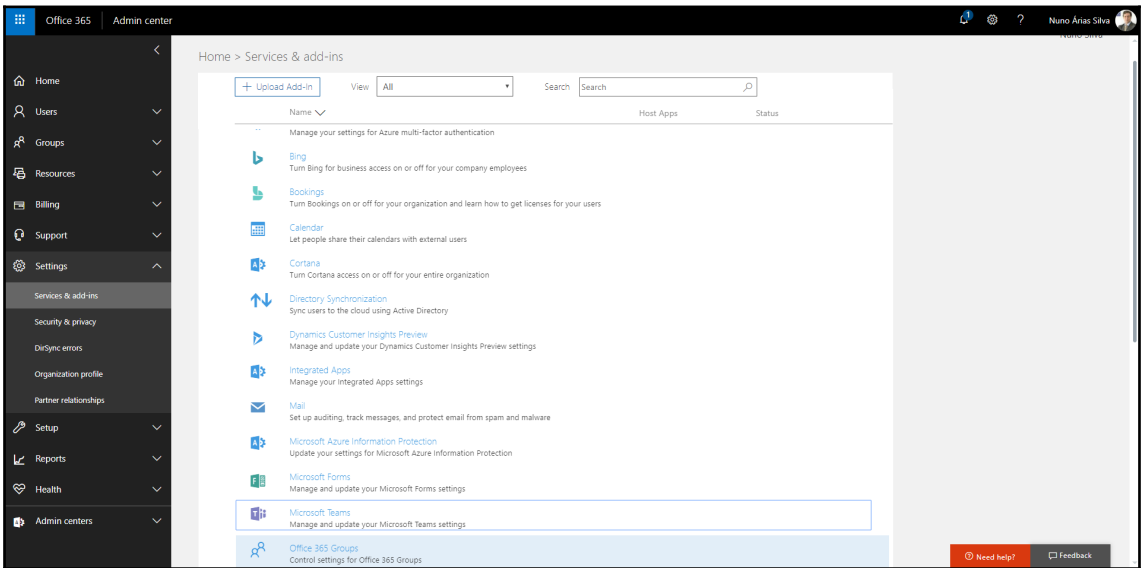
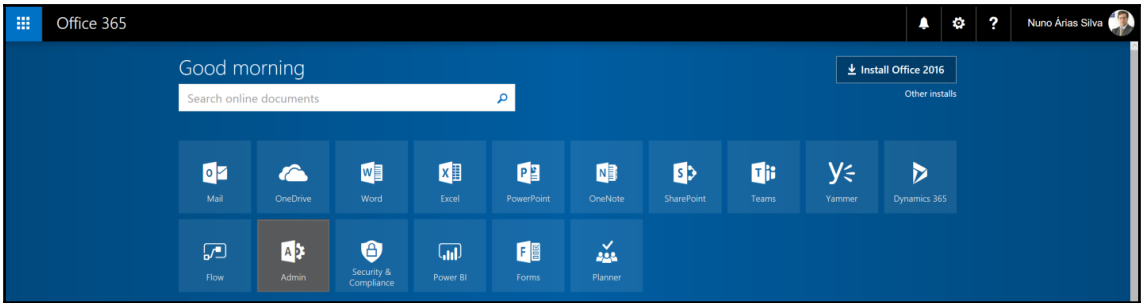
Babek Shammass **IMPORTANT** 11:24 am

Just sending some kudos to the team! The leadership team reviewed the latest build yesterday and they were really pleased with the progress. Only a few more weeks until release so let's stay focused on delivering a high quality app. Great job all!

Daniela Manders 11:26am

Babek, thanks for passing along the good news! Just wait until they see the next update.

Reply



Office 365 Admin center

Home > Services & add-ins

Microsoft Teams

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
- Email integration
- Apps
- Custom cloud storage

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: On

Teams and channels

Calls and meetings

Messaging

Save Cancel

Need help? Feedback

Microsoft Teams

Get Started Downloads Buy Start a free trial

Get Microsoft Teams on all your devices.

Desktop Apps

Windows Windows 7+ Download (32-bit) Download (64-bit)

Mac OS X 10.10+ Download

Mobile Apps




iOS Android Windows Phone

Download on the App Store GET IT ON Google Play Get it from Microsoft


Office 365 Roadmap

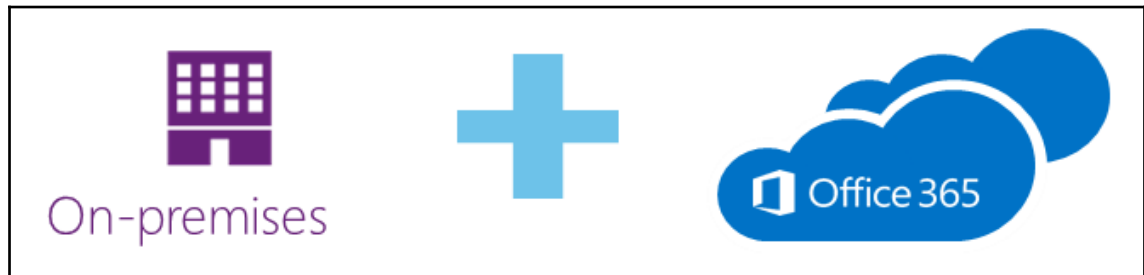
The Office 365 Roadmap lists updates that are currently planned for applicable subscribers. Updates are at various stages from being in development to rolling-out to customers to being generally available for applicable customers world-wide.

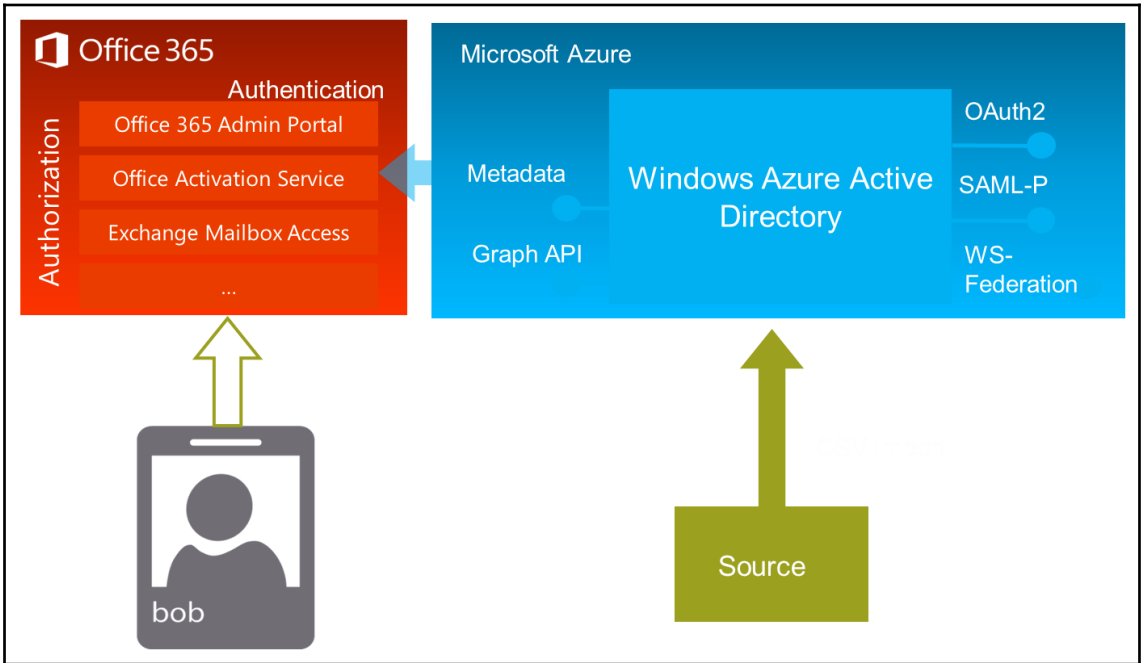
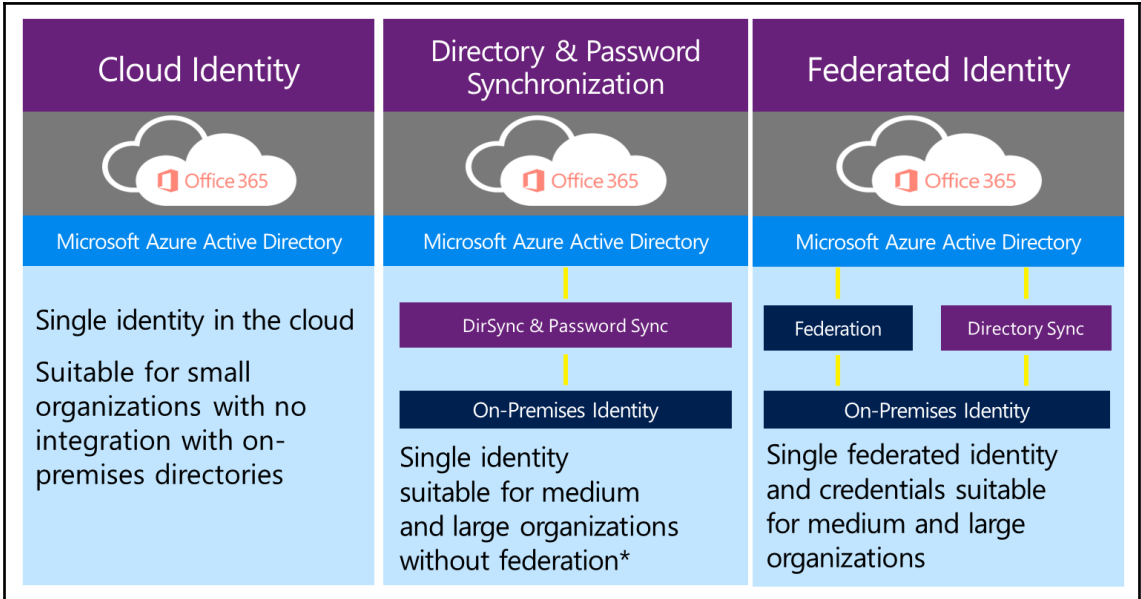
Start typing to search Office 365 Roadmap items. [Download Roadmap](#) [Share Roadmap](#)

-  **Launched**
190 Fully released updates that are now generally available for applicable customers ▼
-  **Rolling Out**
44 Updates that are beginning to roll-out and are not yet available to all applicable customers ▼
-  **In development**
193 Updates that are currently in development and testing ▲

Chapter 4: Identities and Authentication

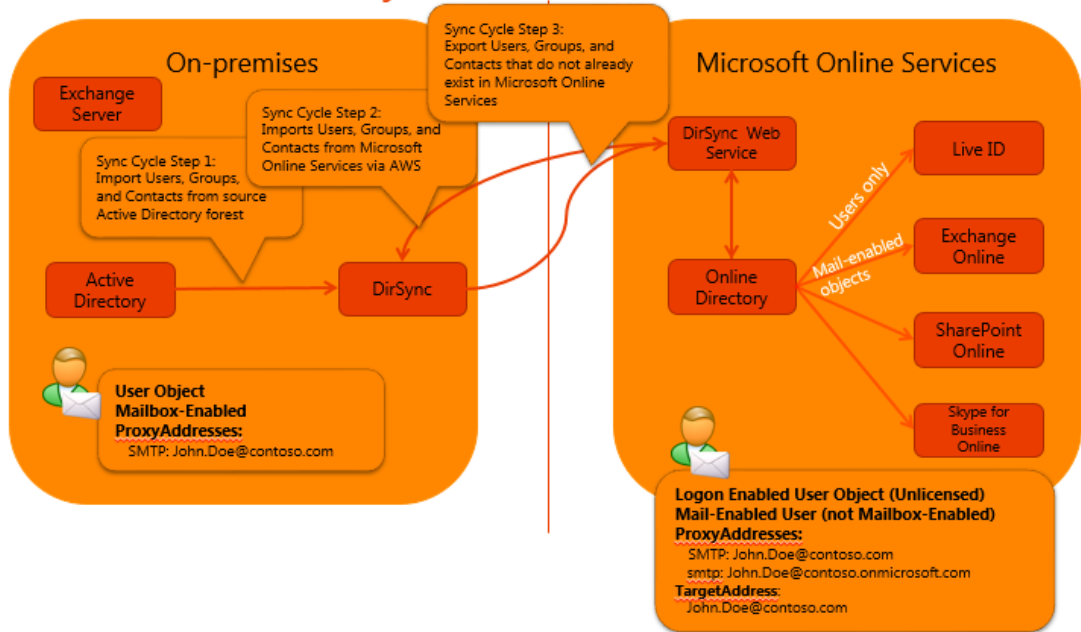
Authentication	 Authorization
Verifying that a user, device, or service such as an application provided on a network server is the entity that it claims to be.	Determining which actions an authenticated entity is authorized to perform on the network



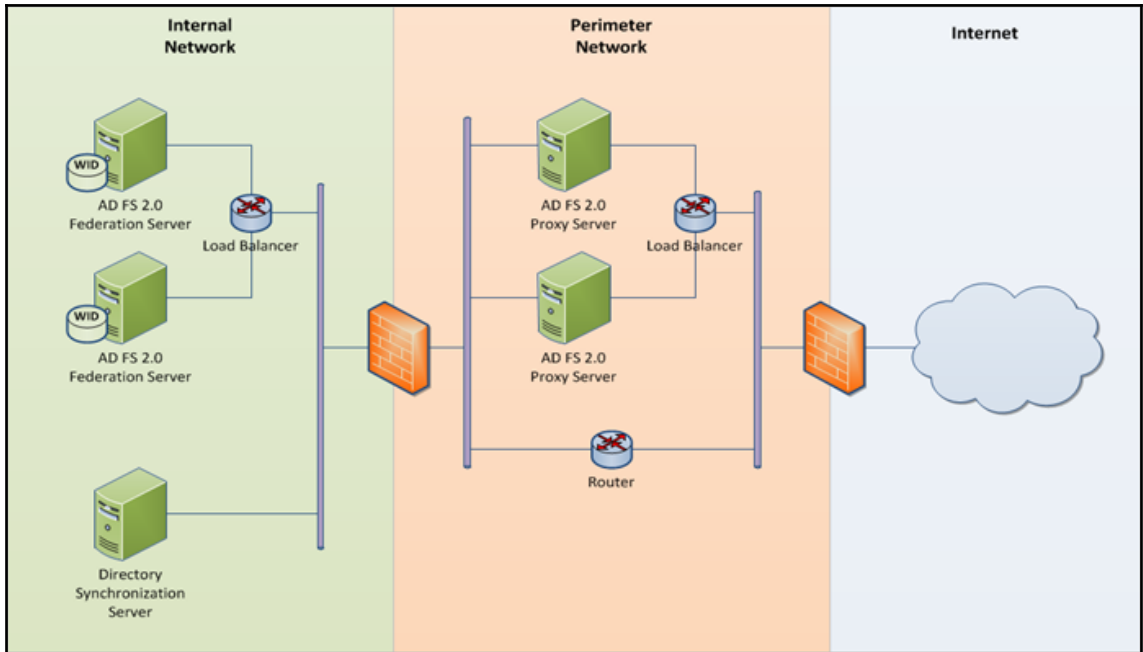


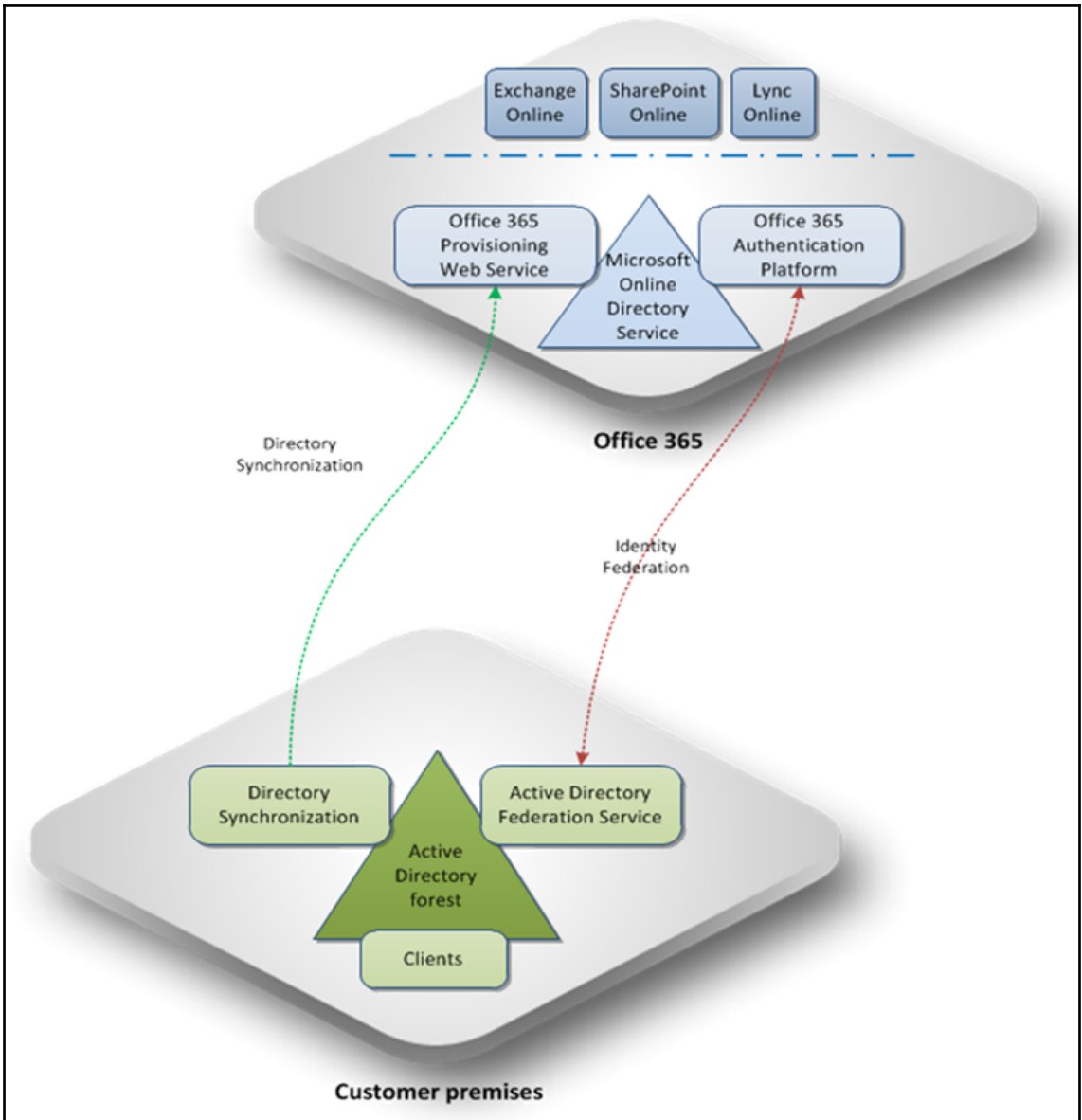
DirSync, Single Sign-On & ADFS

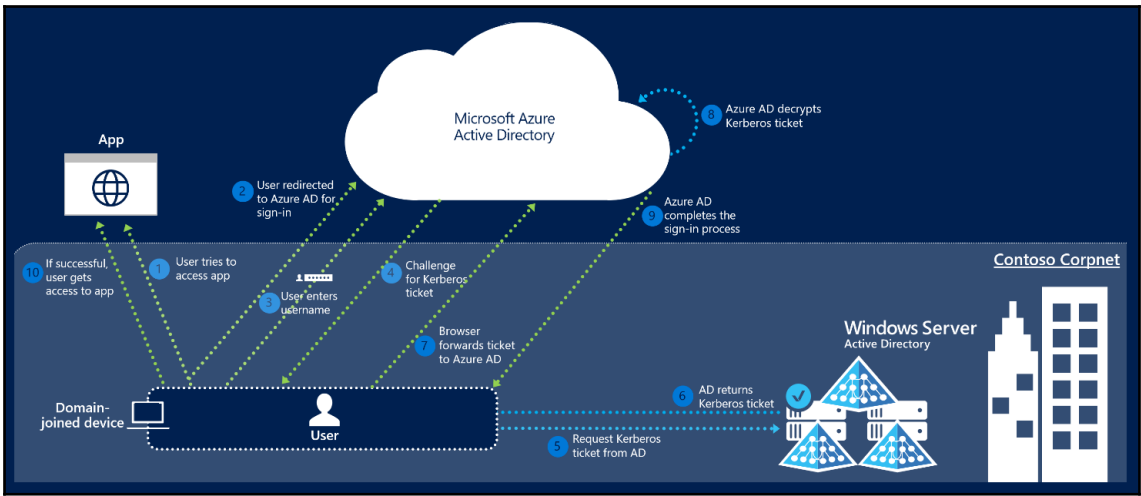
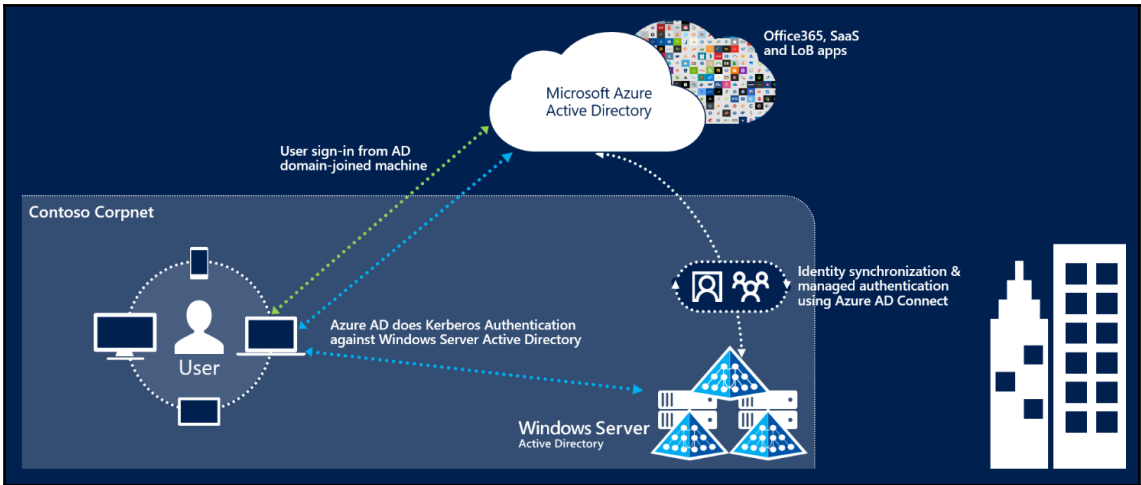
Synchronization

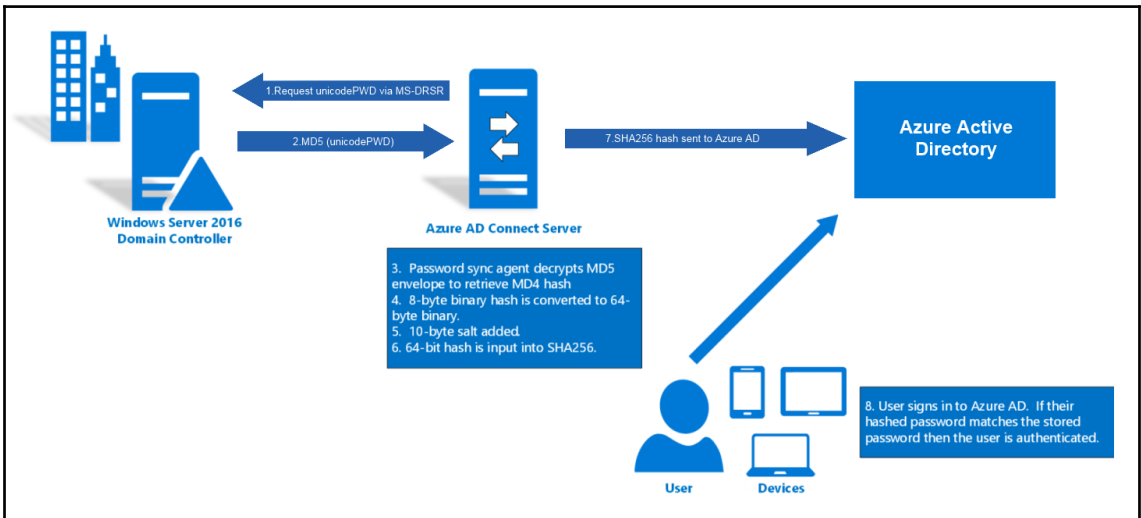
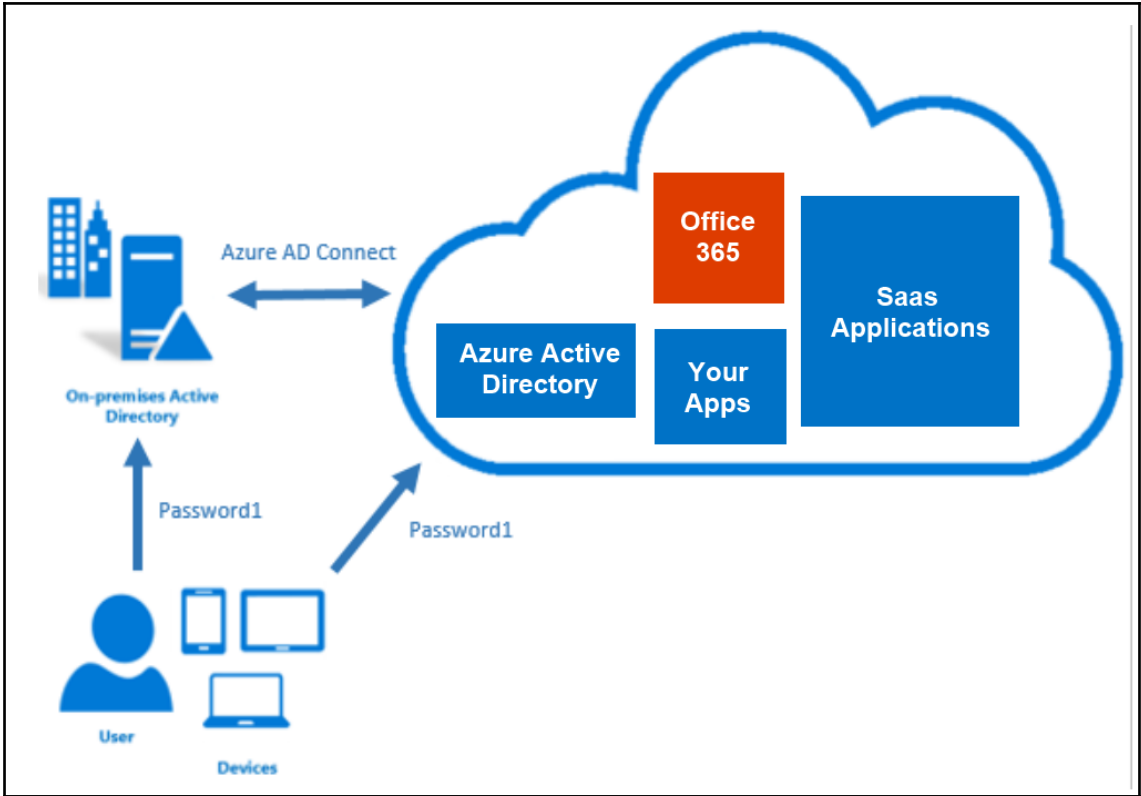


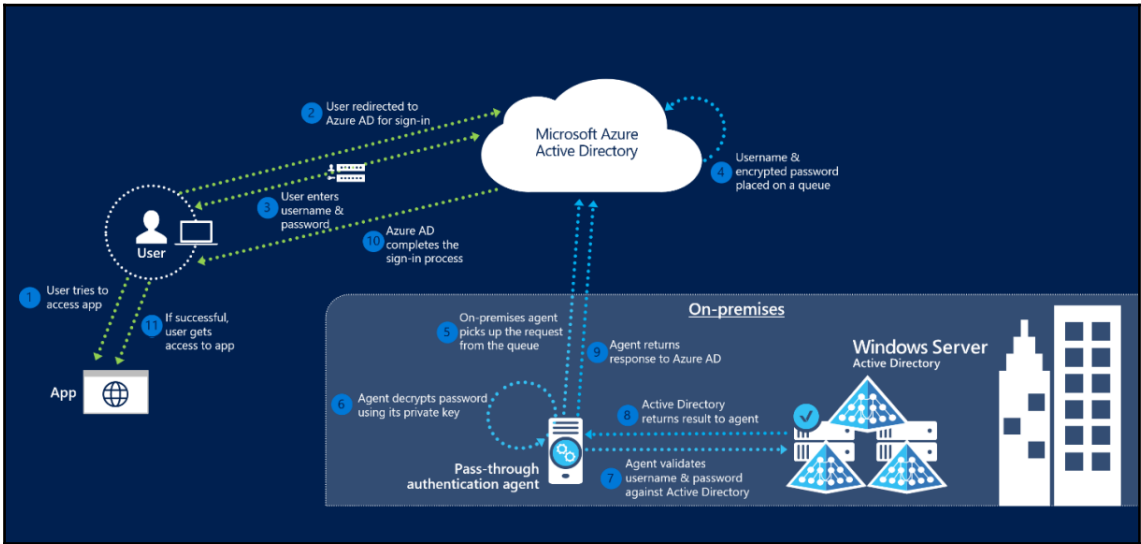
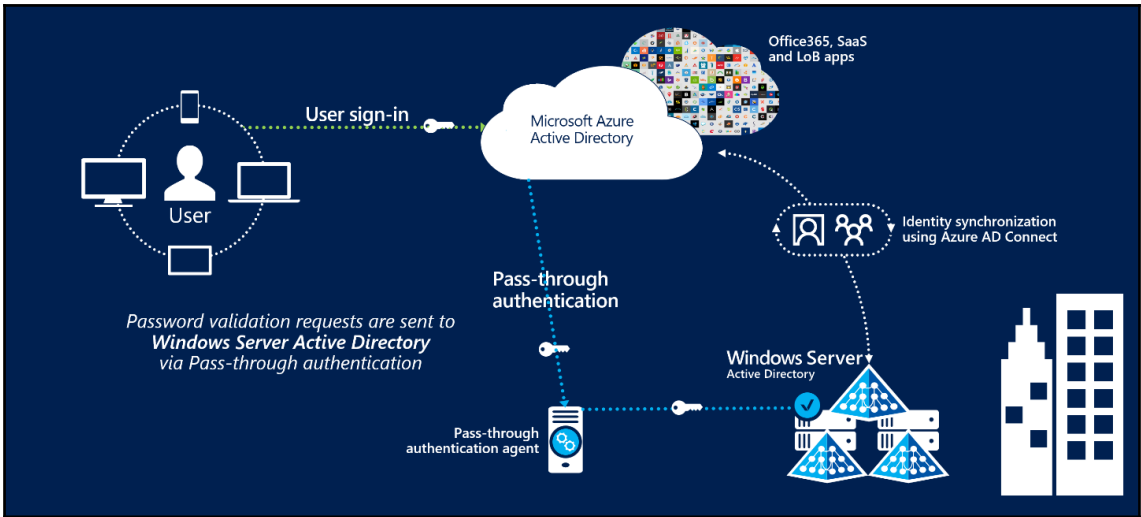


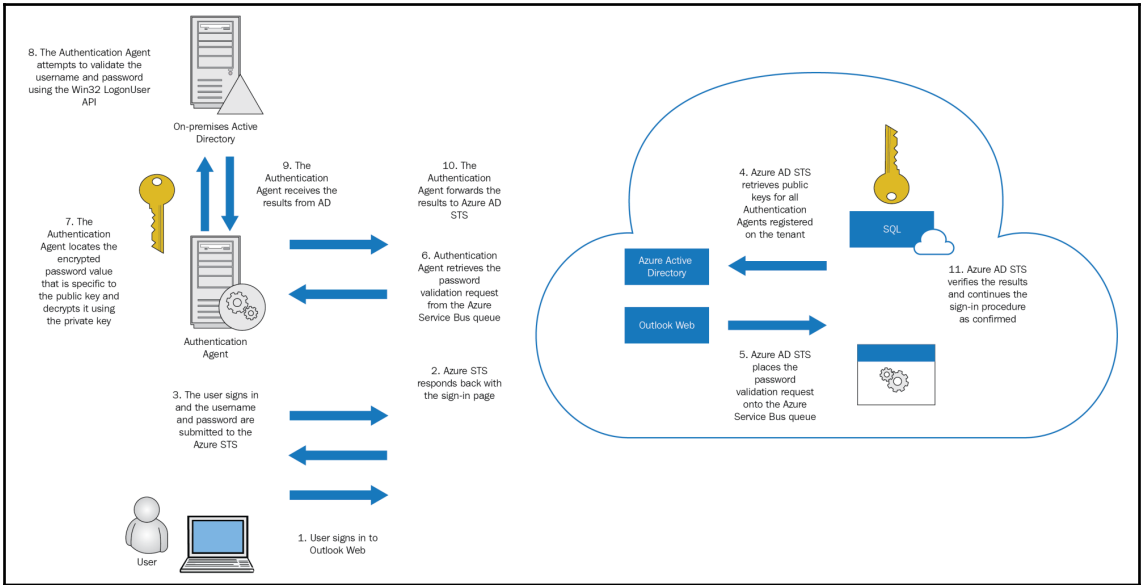
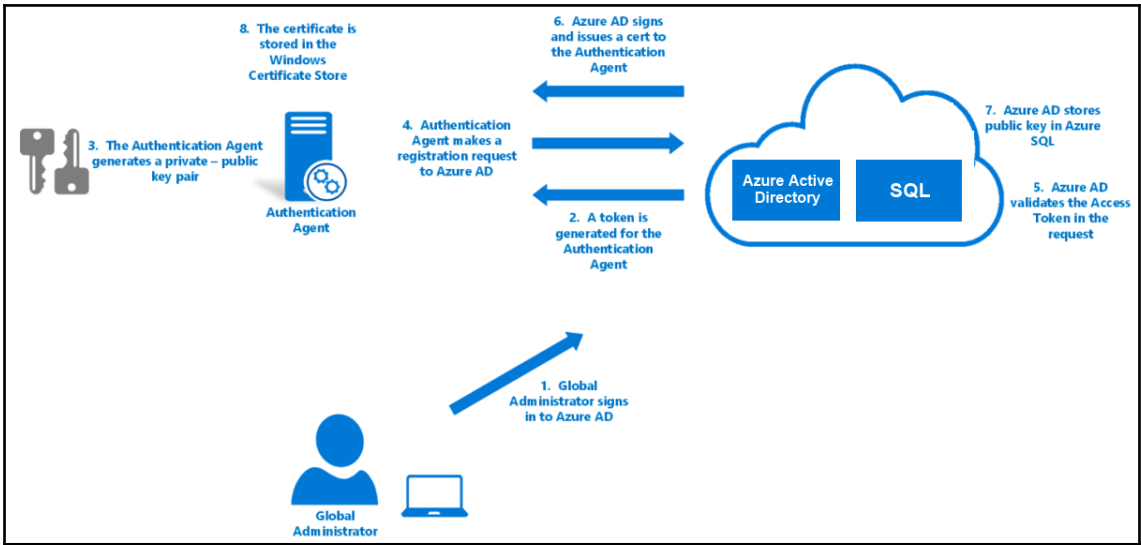












Microsoft Azure

Search resources, services and docs

email@nuno-silva.net
NUNO SILVA

Home > nuno-silva > Password reset - Properties

Password reset - Properties

nuno-silva - Azure Active Directory

MANAGE

- Properties
- Authentication methods
- Registration
- Notifications
- Customization
- On-premises integration

ACTIVITY

- Audit logs

TROUBLESHOOTING + SUPPORT

- Troubleshoot
- New support request

Save Discard

Self service password reset enabled

None Selected All

Microsoft Azure

Search resources, services and docs

email@nuno-silva.net
NUNO SILVA

Home > nuno-silva > Password reset - Authentication methods

Password reset - Authentication methods

nuno-silva - Azure Active Directory

MANAGE

- Properties
- Authentication methods
- Registration
- Notifications
- Customization
- On-premises integration

ACTIVITY

- Audit logs

TROUBLESHOOTING + SUPPORT

- Troubleshoot
- New support request

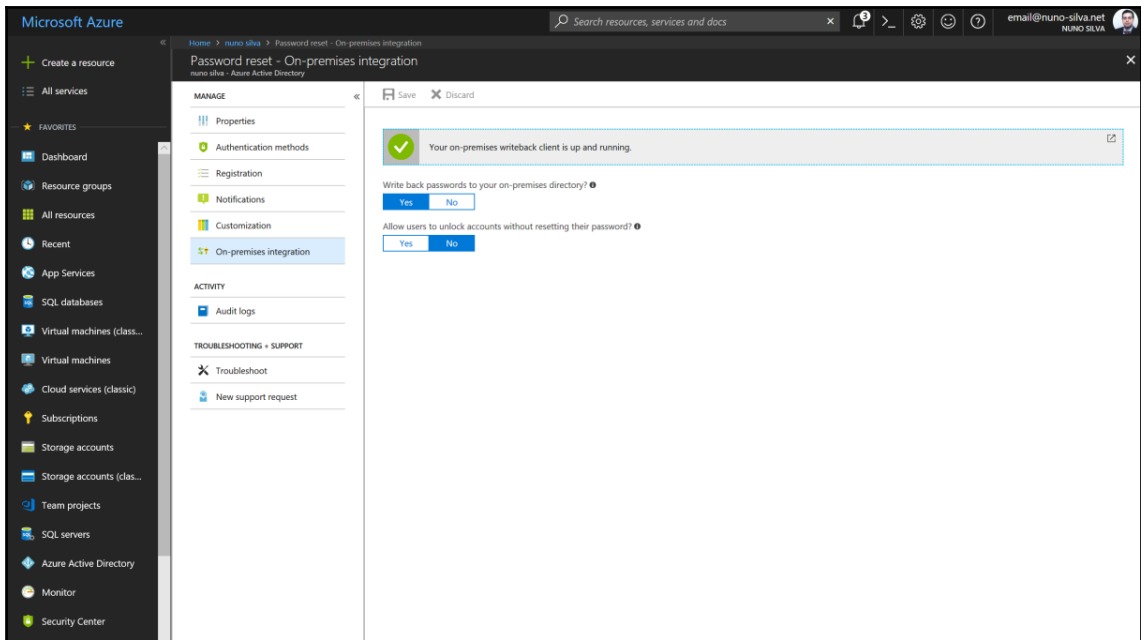
Save Discard

Number of methods required to reset

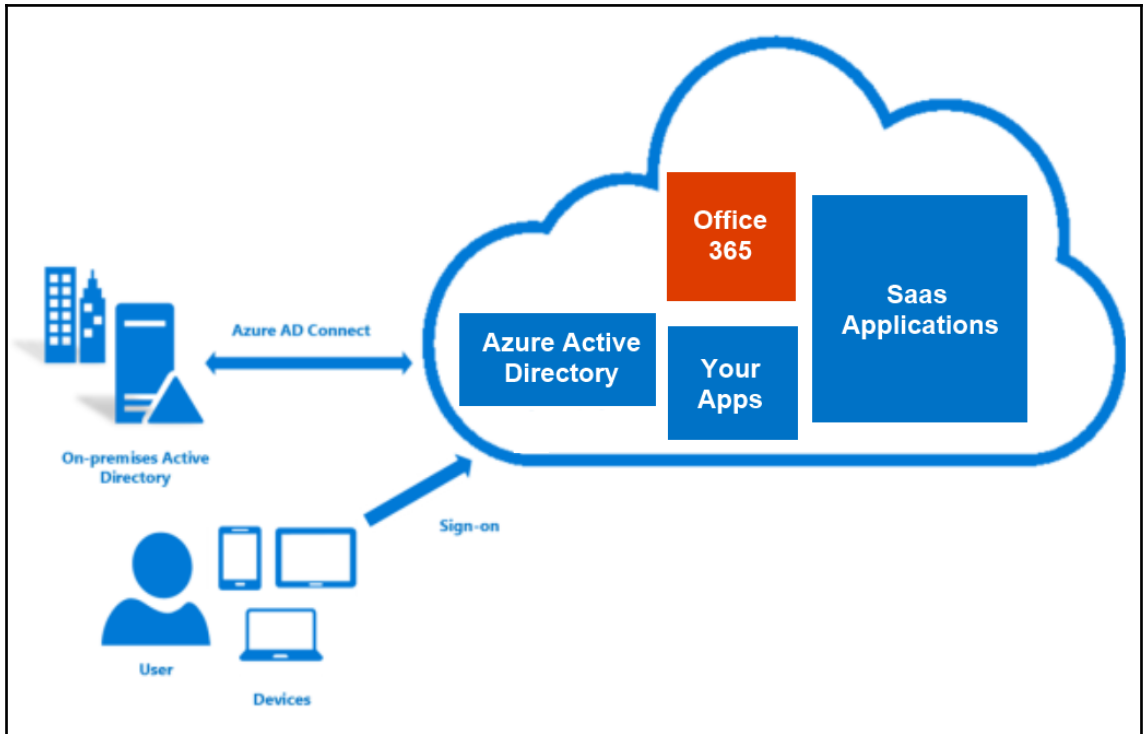
1 2

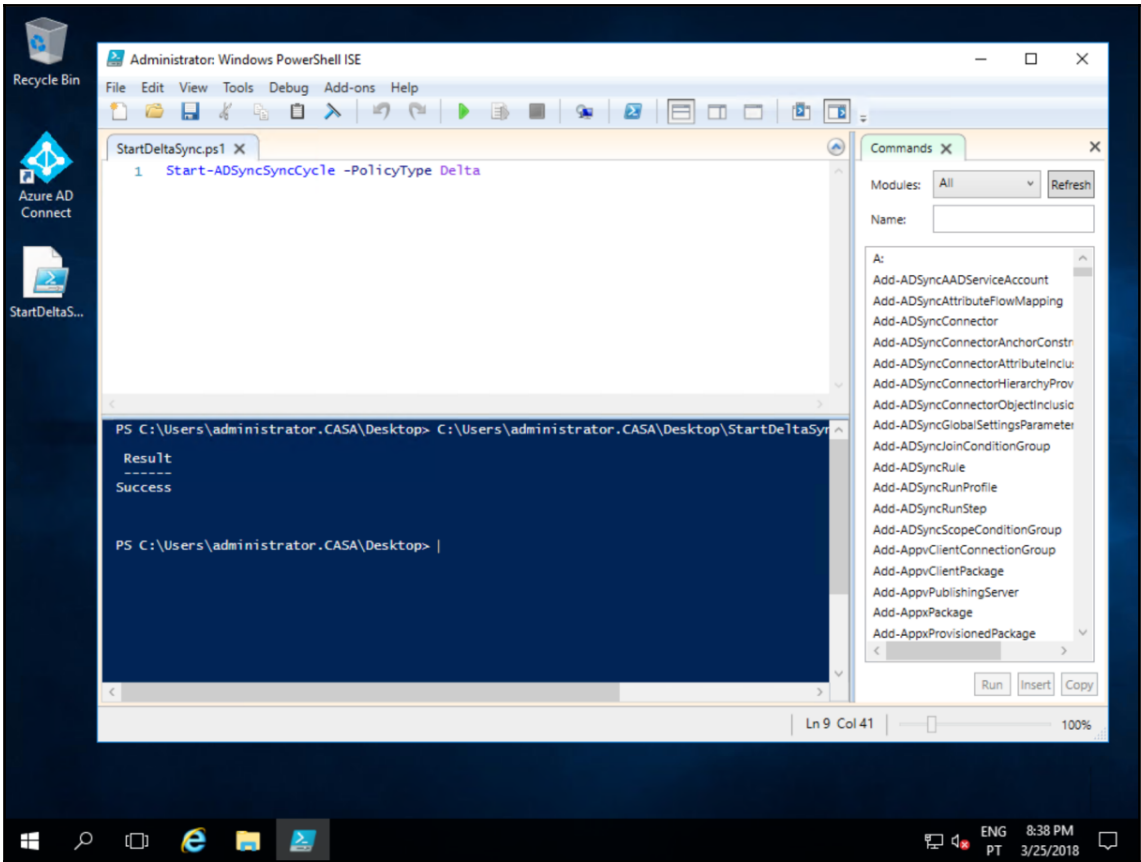
Methods available to users

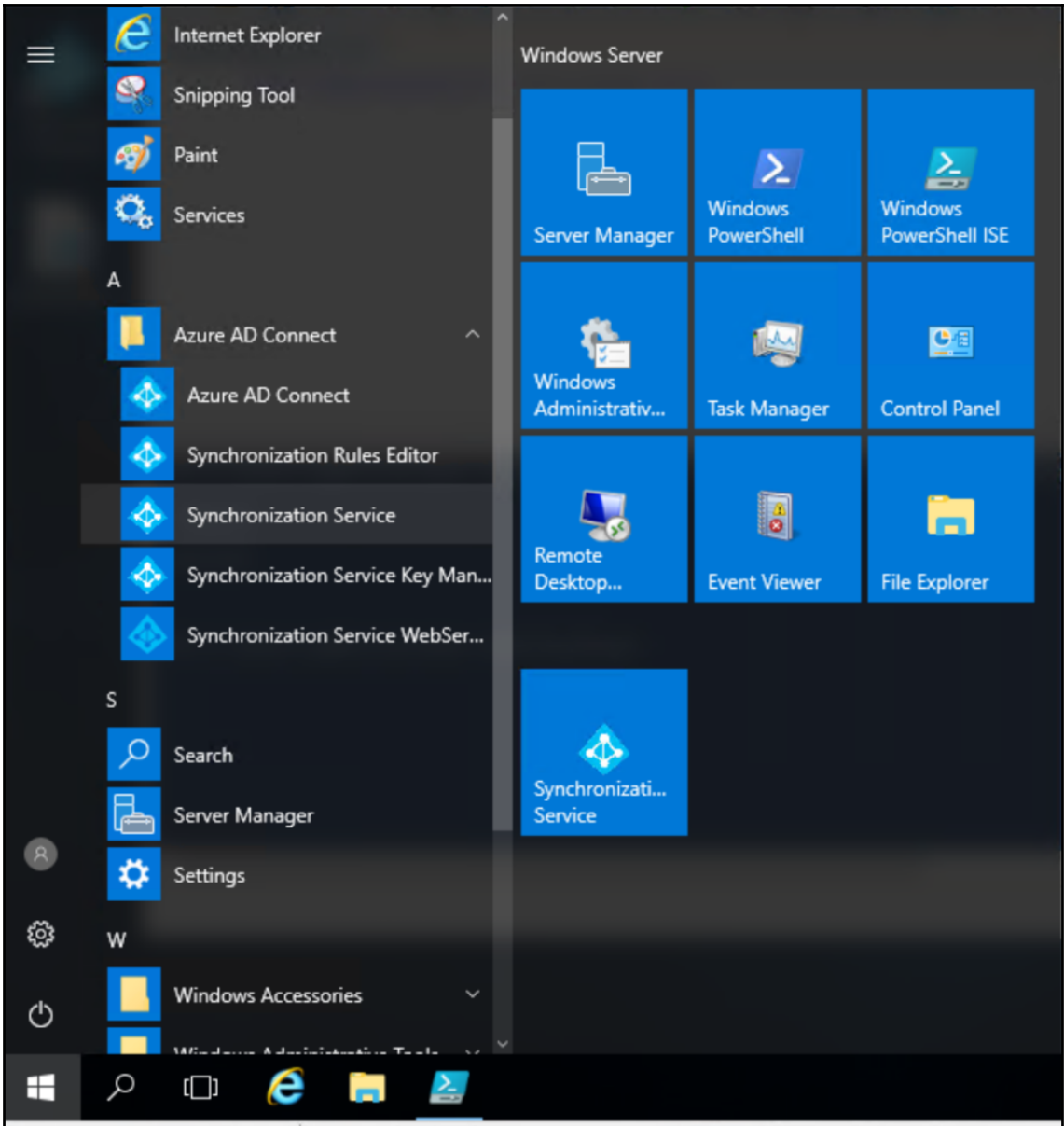
- Email
- Mobile phone
- Office phone
- Security questions



	FREE	BASIC	PREMIUM P1	PREMIUM P2	OFFICE 365 APPS
Common Features					
Directory Objects ¹	500,000 Object Limit	No Object Limit	No Object Limit	No Object Limit	No Object Limit
User/Group Management (add/update/delete)/ User-based provisioning, Device registration	✓	✓	✓	✓	✓
Single Sign-On (SSO)	10 apps per user ² (pre-integrated SaaS and developer-integrated apps)	10 apps per user ² (free tier + Application proxy apps)	No Limit (free, Basic tiers + Self-Service App Integration templates ³)	No Limit (free, Basic tiers + Self-Service App Integration templates ³)	10 apps per user ² (pre-integrated SaaS and developer-integrated apps)
B2B Collaboration ⁷	✓	✓	✓	✓	✓
Self-Service Password Change for cloud users	✓	✓	✓	✓	✓
Connect (Sync engine that extends on-premises directories to Azure Active Directory)	✓	✓	✓	✓	✓
Security/Usage Reports	Basic Reports	Basic Reports	Advanced Reports	Advanced Reports	Basic Reports







Synchronization Service Manager on ADCONNECT

File Tools Actions Help

Operations Connectors Metaverse Designer Metaverse Search

Connector Operations

Name	Profile Name	Status	Start Time	End Time
NunoSilva.onmicrosof...	Delta Import	in-progress	3/25/2018 8:41:22 PM	n/a
nuno-silva.local	Delta Import	success	3/25/2018 8:41:21 PM	3/25/2018 8:41:21 PM
nuno-silva.local	Export	success	3/25/2018 8:39:17 PM	3/25/2018 8:39:17 PM
NunoSilva.onmicrosof...	Export	success	3/25/2018 8:38:46 PM	3/25/2018 8:39:15 PM
NunoSilva.onmicrosof...	Delta Synchronization	success	3/25/2018 8:38:44 PM	3/25/2018 8:38:45 PM
nuno-silva.local	Delta Synchronization	success	3/25/2018 8:38:43 PM	3/25/2018 8:38:44 PM
NunoSilva.onmicrosof...	Delta Import	success	3/25/2018 8:38:30 PM	3/25/2018 8:38:41 PM
nuno-silva.local	Delta Import	success	3/25/2018 8:38:30 PM	3/25/2018 8:38:30 PM
nuno-silva.local	Export	success	3/25/2018 8:36:30 PM	3/25/2018 8:36:31 PM
NunoSilva.onmicrosof...	Export	success	3/25/2018 8:35:56 PM	3/25/2018 8:36:28 PM
NunoSilva.onmicrosof...	Delta Synchronization	success	3/25/2018 8:35:54 PM	3/25/2018 8:35:55 PM
nuno-silva.local	Delta Synchronization	success	3/25/2018 8:35:52 PM	3/25/2018 8:35:53 PM
NunoSilva.onmicrosof...	Delta Import	success	3/25/2018 8:35:38 PM	3/25/2018 8:35:50 PM
nuno-silva.local	Export	success	3/25/2018 8:35:37 PM	3/25/2018 8:35:37 PM
nuno-silva.local	Export	success	3/25/2018 8:34:35 PM	3/25/2018 8:34:35 PM
NunoSilva.onmicrosof...	Export	success	3/25/2018 8:34:11 PM	3/25/2018 8:34:34 PM
NunoSilva.onmicrosof...	Delta Synchronization	success	3/25/2018 8:34:09 PM	3/25/2018 8:34:10 PM
nuno-silva.local	Delta Synchronization	success	3/25/2018 8:34:07 PM	3/25/2018 8:34:09 PM

Profile Name: Export User Name: ADCONNECT\AAD_6408ac9e81cd

Step Type: Export Partition: DC=nuno-silva,DC=local
 Start Time: 3/25/2018 8:39:17 PM End Time: 3/25/2018 8:39:17 PM Status: success

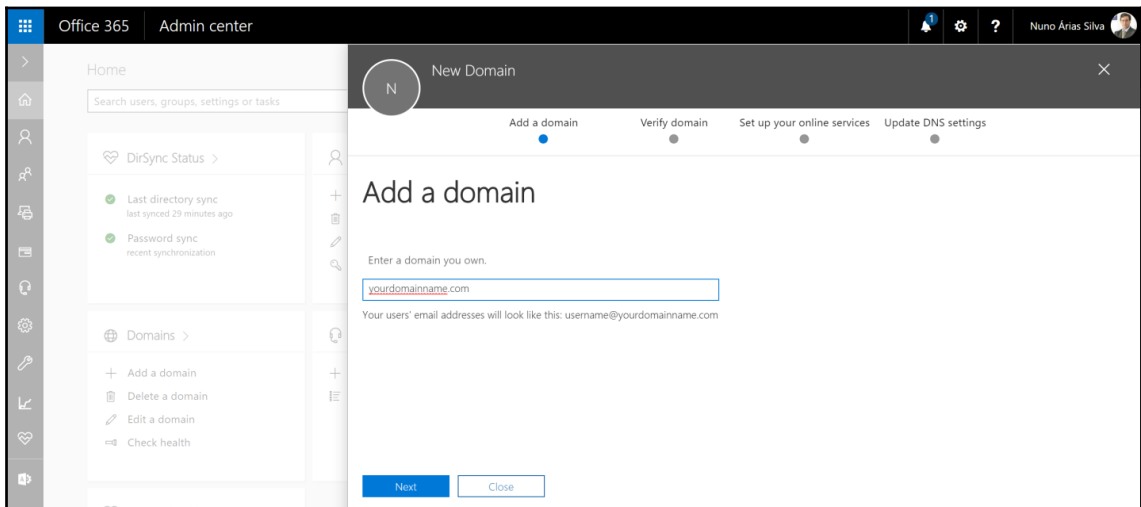
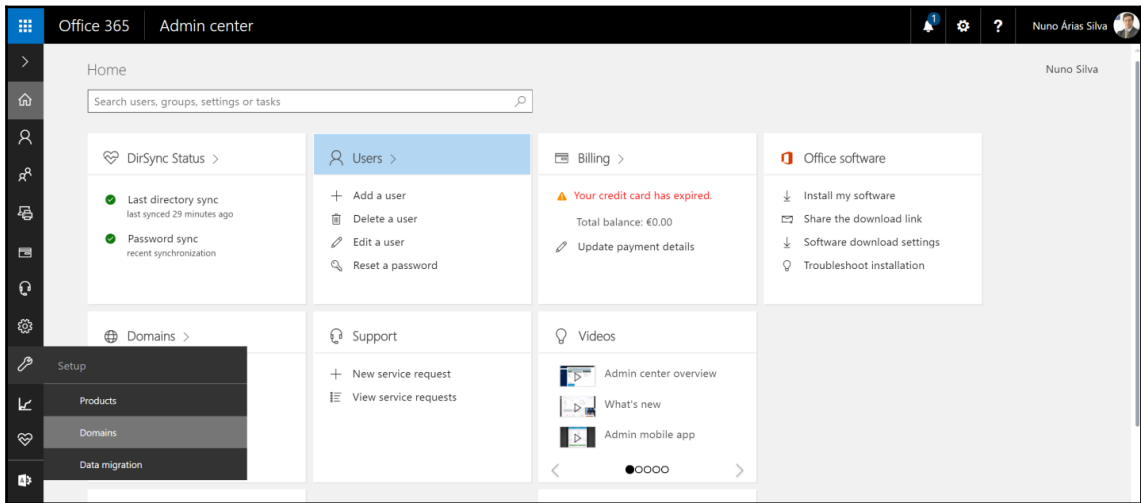
Export Statistics	Value	Connection Status
Adds	0	DC201602.nuno-silva.local:389 success
Updates	0	
Renames	0	
Deletes	0	
Delete Adds	0	

Export Errors

2030 run(s)

Permission	Billing administrator	Global administrator	Password administrator	Service administrator	User management administrator
View company and user information	Yes	Yes	Yes	Yes	Yes
Manage support tickets	Yes	Yes	Yes	Yes	Yes
Reset user passwords	No	Yes	Yes	No	Yes; with limitations. He or she cannot reset passwords for billing, global, and service administrators.
Perform billing and purchasing operations	Yes	Yes	No	No	No
Create and manage user views	No	Yes	No	No	Yes
Create, edit, and delete users and groups, and manage user licenses	No	Yes	No	No	Yes; with limitations. He or she cannot delete a global administrator or create other administrators.
Manage domains	No	Yes	No	No	No
Manage company information	No	Yes	No	No	No
Delegate administrative roles to others	No	Yes	No	No	No
Use directory synchronization	No	Yes	No	No	No

Chapter 5: Configuring Office 365



Office 365 | Admin center

Home

Search users, groups, settings or tasks

yourdomainname.com

Add a domain | Verify domain | Set up your online services | Update DNS settings

Verify domain

To keep your domain secure, we need you to prove that you own it. Select a verification method:

- Verification email (recommended)**
We'll email a verification code to the registered contacts of yourdomainname.com as provided by ICANN WHOIS. Please note that the verification code expires in 60 minutes.
[How does this work?](#)
- Add a TXT record instead**
We'll provide a TXT record that you'll have to add at Generic instead.

[Next](#) [Save and close](#)

Office 365 | Admin center

Users >

- + Add a user**
- Delete a user
- Edit a user
- Reset a password



New user
new@domain.com

First name

Last name

Display name *

Username *

Domain

@

nuno-silva.net



Location

∨ **Contact information**

∨ **Password**

Auto-generated

∨ **Roles**

User (no administrator access)

∨ **Product licenses ***

[Assign a product license](#)

Add

Cancel



Home > Active users



+ Add a user

More

Views

Billing admins



Dis

+ **Import multiple users**

Delete a user

Reset a password

Refresh

Setup Azure mult...

Directory synchronization

Import multiple users

 Create and upload the fi...

 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

Headers

User Name	First Name	Last Name	Display Name	Job Title
Department	Office Number	Office Phone	Mobile Phone	Fax
Address	City	State or Province	ZIP or Postal Code	
Country or Region				

Data from one user

test@nuno-silva.net	Chris	Green	Chris Green	IT Manager
Information Technology	123451	212121212	212121211	
222121222	City Center	Lisbon	LX 1000	Portugal

Import multiple users



Create and upload the fi...



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](#)

Import_User_Sample_en (1).csv

Browse

Verify

Next

Cancel

Import multiple users

 Create and upload the fi...

 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](#)

Import_User_Sample_en (1).csv

Browse

Verify

 Your file looks good. Click or tap Next.

Next

Cancel

Import multiple users

 Create and upload the fi...

 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

Portugal

- Microsoft Stream  Off
9993 of 10000 licenses available
- Office 365 Enterprise E3 Developer  Off
25 of 25 licenses available
- PowerApps and Logic Flows  Off
9993 of 10000 licenses available
- Power BI Pro  Off
1 of 1 licenses available
- Office 365 Enterprise E3  On
43 of 50 licenses available

Import multiple users



Create and upload the fi...



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](#)



Melissa MacBeth
melissa@nuno-silva.net
IT Manager, Information Technology






Change

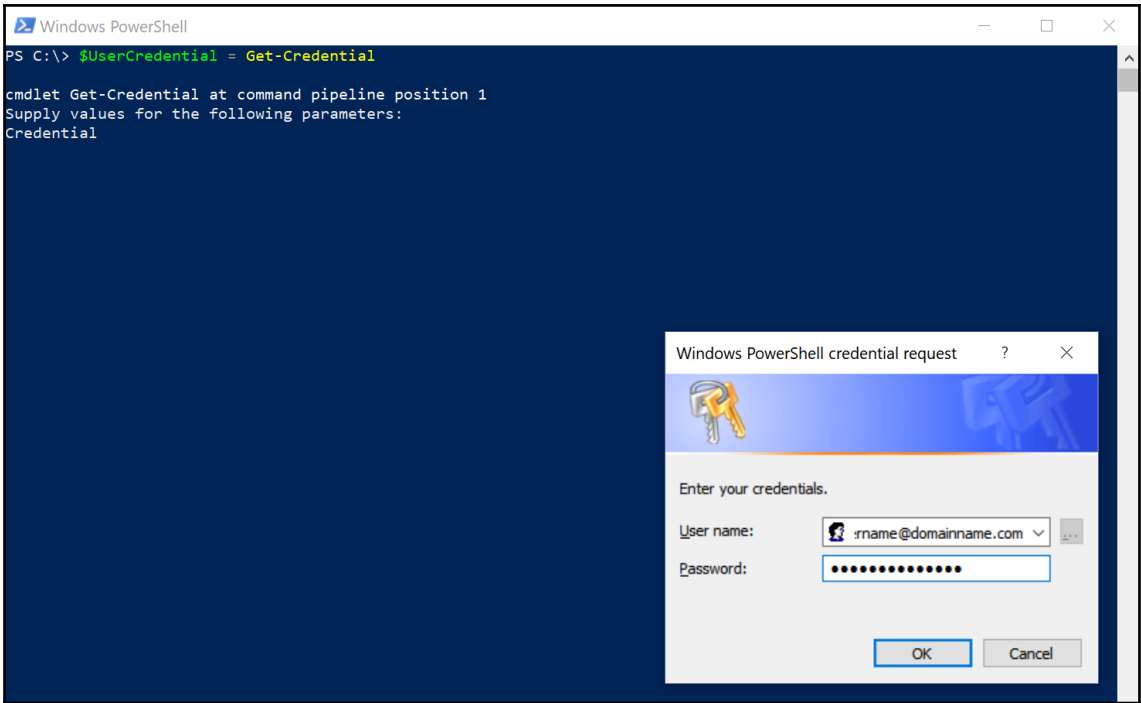


Reset password



Delete user

Username / Email	melissa@nuno-silva.net	Edit
Aliases	melissa@NunoSilva.onmicrosoft.com	
Product licenses	Office 365 Enterprise E3	Edit
Group memberships (0)	No groups for the user. Click edit to change group membership.	Edit
Sign-in status	Sign-in allowed	Edit
Office installs	View and manage which devices this person has Office apps installed on.	Edit
Roles	User (no admin access)	Edit
Display name	Melissa MacBeth	Edit
Office phone	123-555-1215	
✕  Mail Settings		
✕  OneDrive Settings		
More settings	Edit Skype for Business properties Manage multi-factor authentication 	
Close	Need help?	Feedback




```
Windows PowerShell
PS C:\> get-help new-msoluser -examples

NAME
    New-MsolUser

SYNOPSIS
    Adds a new user to Windows Azure Active Directory.

----- EXAMPLE 1 -----

C:\PS>New-MsolUser -UserPrincipalName user@contoso.com -DisplayName "John Doe" -FirstName "John" -LastName "Doe"

Returns a user object.

Description
-----

This command creates a new user. The user will not have any licenses assigned. A random password will be
generated for the user.

----- EXAMPLE 2 -----

C:\PS>New-MsolUser -UserPrincipalName user@contoso.com -DisplayName "John Doe" -FirstName "John" -LastName "Doe"
-UsageLocation "US" -LicenseAssignment "Contoso:BPOS_Standard"

Returns a user object.

Description
-----

This command creates a new user and assigns them a license.

PS C:\> new-msoluser -UserPrincipalName user365@o365pt.org -DisplayName "Office 365 User" -FirstName "User" -LastName "3
65" -UsageLocation "PT" -LicenseAssignment "NunoSilva:ENTERPRISEPREMIUM"

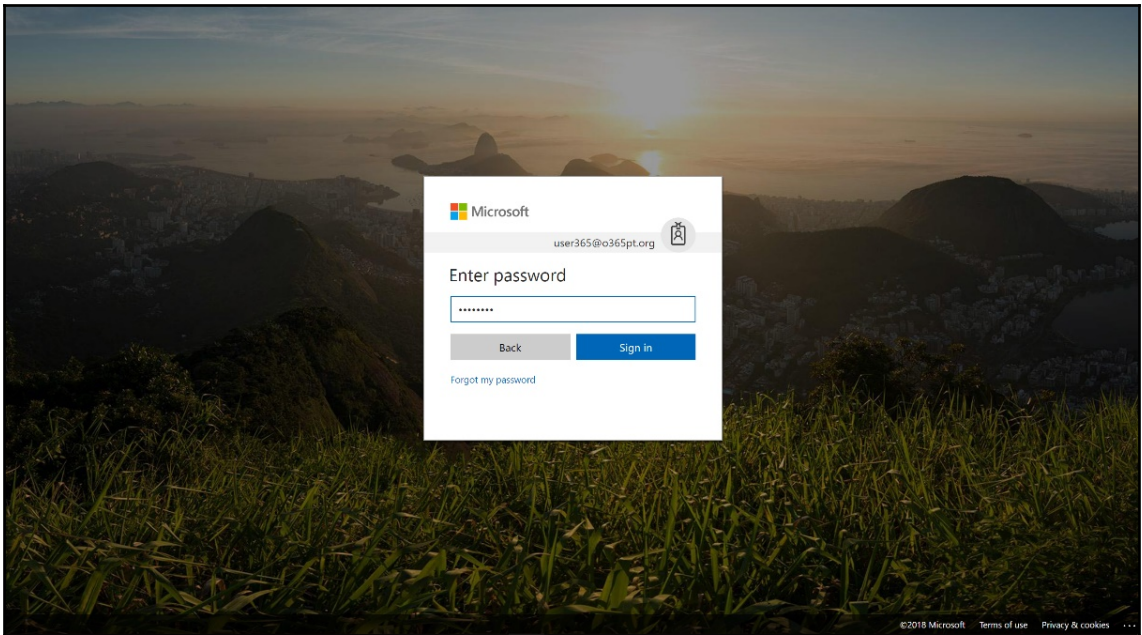
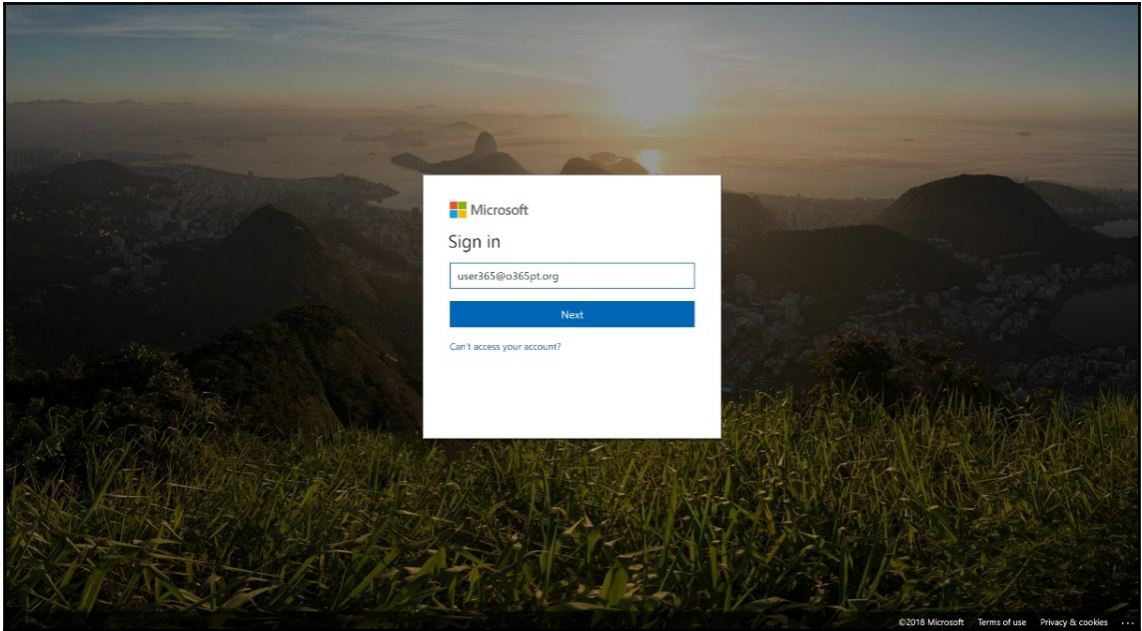
Password UserPrincipalName DisplayName isLicensed
-----
Gof67054 user365@o365pt.org Office 365 User True

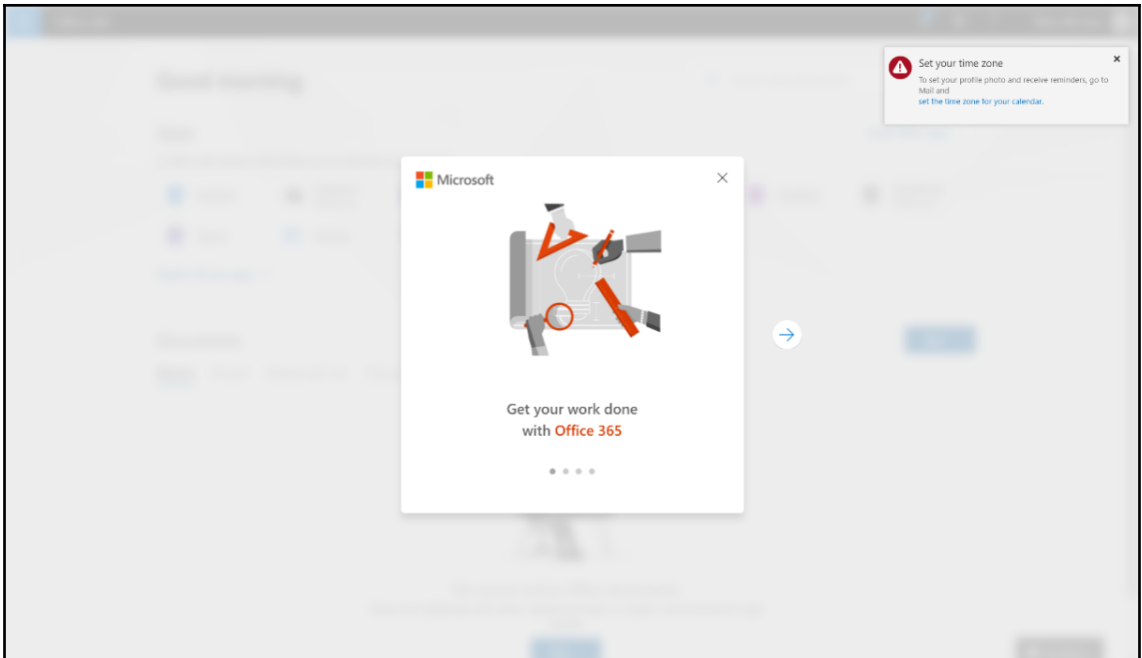
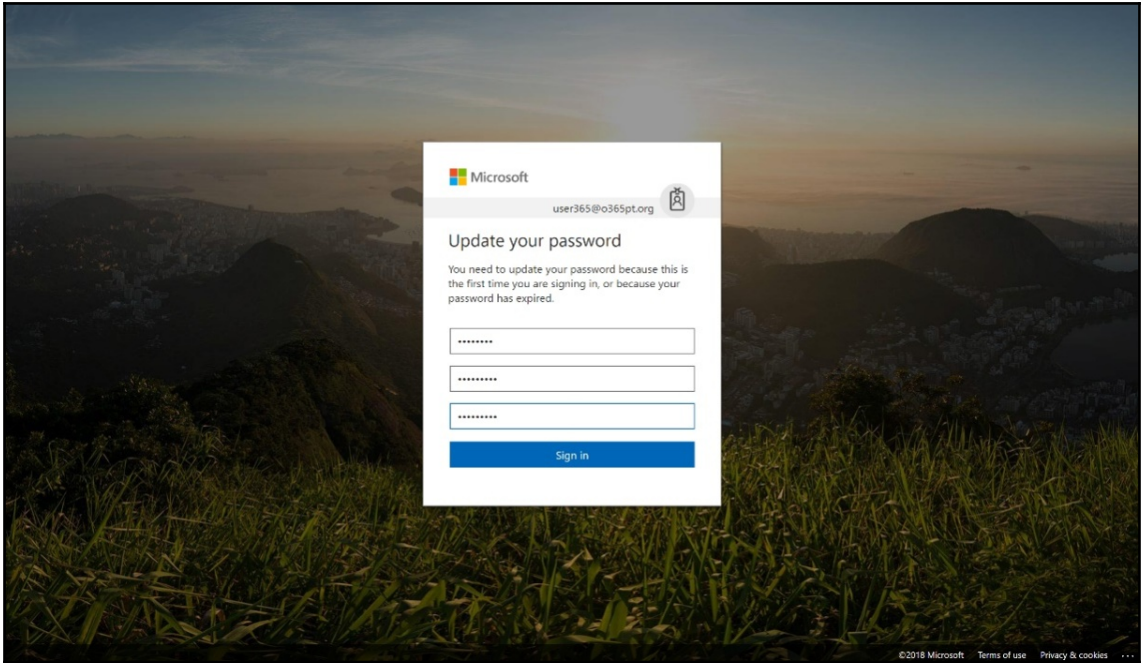
PS C:\> _
```

```
Windows PowerShell
PS C:\> Get-MsolUser -UserPrincipalName user365@o365pt.org | FL

ExtensionData                : System.Runtime.Serialization.ExtensionDataObject
AlternateEmailAddresses      : {}
AlternateMobilePhones        : {}
AlternativeSecurityIds       : {}
BlockCredential              : False
City                          :
CloudExchangeRecipientDisplayType : 1073741824
Country                       :
Department                   :
DirSyncProvisioningErrors    : {}
DisplayName                   : Office 365 User
Errors                        :
Fax                           :
FirstName                     : User
ImmutableId                  :
IndirectLicenseErrors        : {}
IsBlackberryUser             : False
IsLicensed                    : True
LastDirSyncTime              :
LastName                      : 365
LastPasswordChangeTimestamp  : 31-Mar-18 10:33:36
LicenseReconciliationNeeded  : False
Licenses                      : {NunoSilva:ENTERPRISEPREMIUM}
LiveId                        : 1003BFFDA9B129F7
MSExchRecipientTypeDetails   :
MobilePhone                  :
ObjectId                      : 2321eb03-7732-45f5-b56f-b2858e6b178f
Office                        :
OverallProvisioningStatus     : PendingInput
PasswordNeverExpires         : False
PasswordResetNotRequiredDuringActivate :
PhoneNumber                  :
PortalSettings               :
PostalCode                   :
PreferredLanguage            :
ProxyAddresses               : {smtp:user365@NunoSilva.onmicrosoft.com, SMTP:user365@o365pt.org}
ServiceInformation           : {}
SignInName                   : user365@o365pt.org
SoftDeletionTimestamp        :
State                        :
StreetAddress                 :
StrongAuthenticationMethods   : {}
StrongAuthenticationPhoneAppDetails : {}
StrongAuthenticationProofupTime :
StrongAuthenticationRequirements : {}
StrongAuthenticationUserDetails :
StrongPasswordRequired       : True
StsRefreshTokensValidFrom    : 31-Mar-18 10:33:36
Title                        :
UsageLocation                 : PT
UserLandingPageIdentifierForO365Shell :
UserPrincipalName            : user365@o365pt.org
UserThemeIdentifierForO365Shell :
UserType                     : Member
ValidationStatus              : Healthy
WhenCreated                   : 31-Mar-18 10:33:37

PS C:\>
```





Office 365

Office 365 User

Good morning

Search online documents

Apps

Install Office apps

We're still setting a few things up, but feel free to get started.


- Outlook
- OneDrive Setting up...
- Word
- Excel
- PowerPoint
- OneNote
- SharePoint Setting up...
- Teams
- Yammer
- Dynamics 365
- Flow

Explore all your apps →

Documents

Recent Pinned Shared with me Discover

New

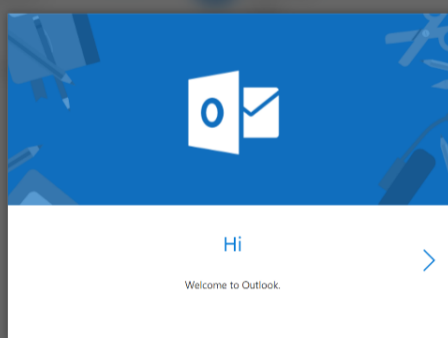


No recent online Office documents

Share and collaborate with others. Upload and open, or create a new document to get started.

New

Feedback

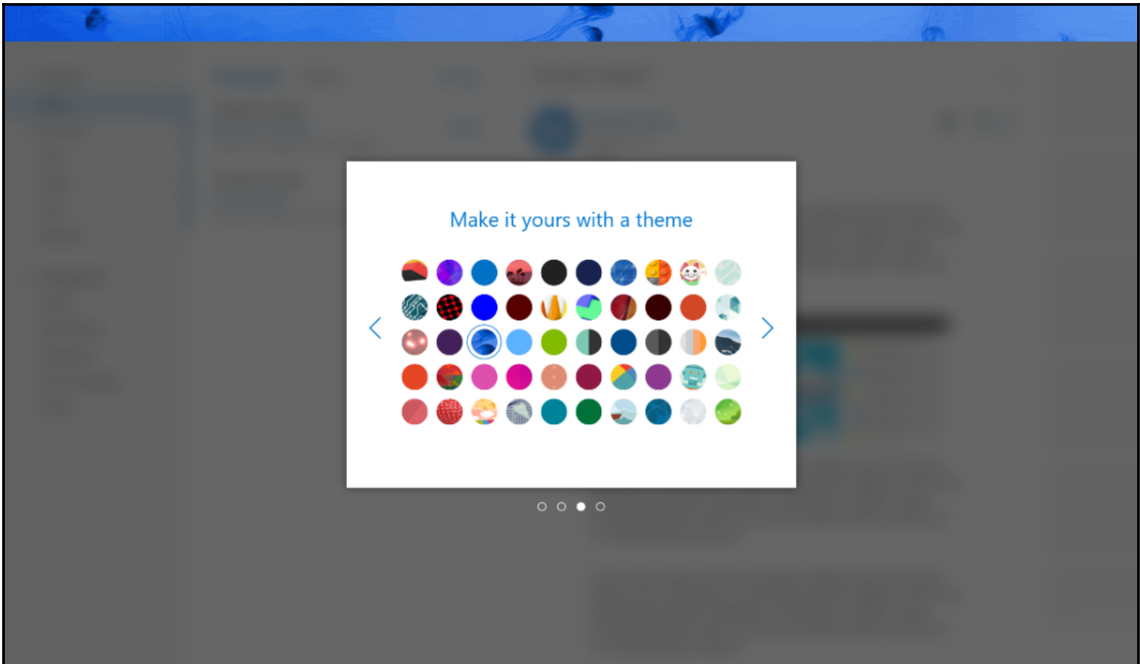
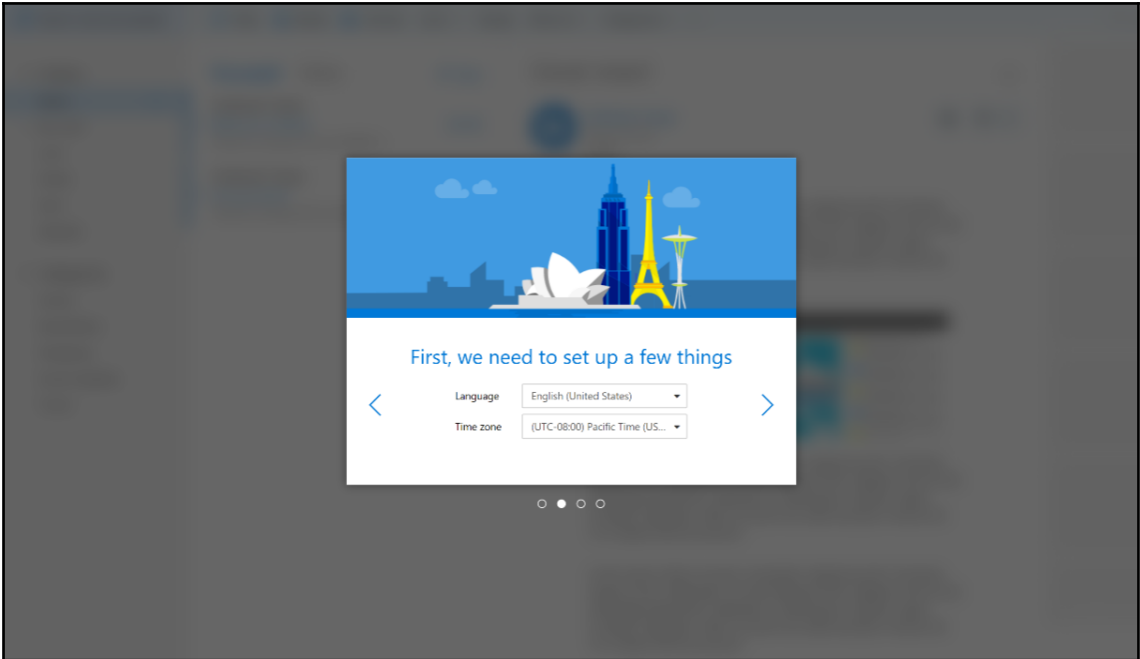


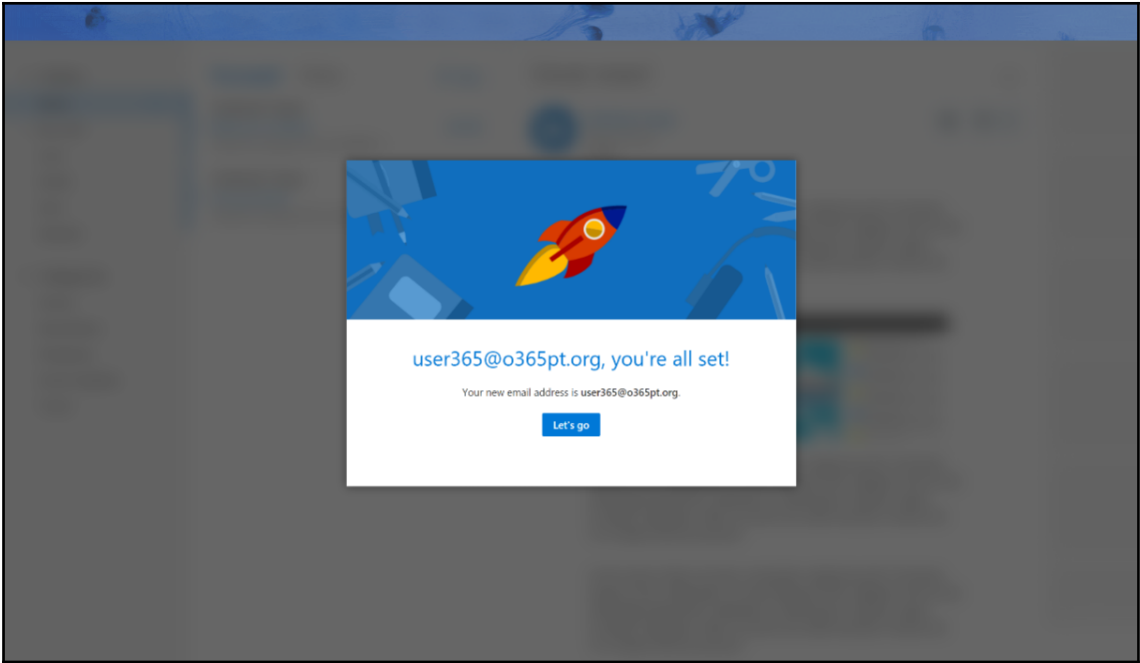
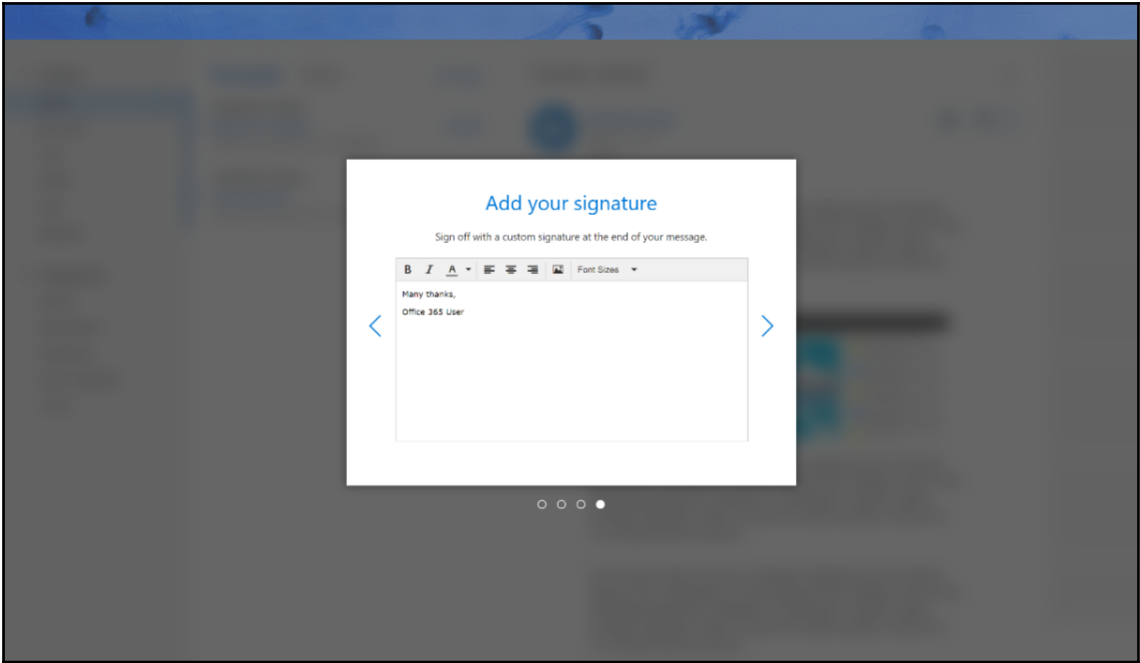
Hi

Welcome to Outlook.

>

• ○ ○ ○ ○





Office 365

Search Mail and People

New | Mark all as read

Undo

Folders

- Inbox 1
- Sent Items
- Drafts
- More

Groups New

Groups give teams a shared space for email, documents, and scheduling events.

- Discover
- Create

Focused Other Filter

Meet Focused Inbox
Find email you're likely to read under Focused, and the rest under Other.

Got it Learn more


Next: No events for the next two days. Agenda

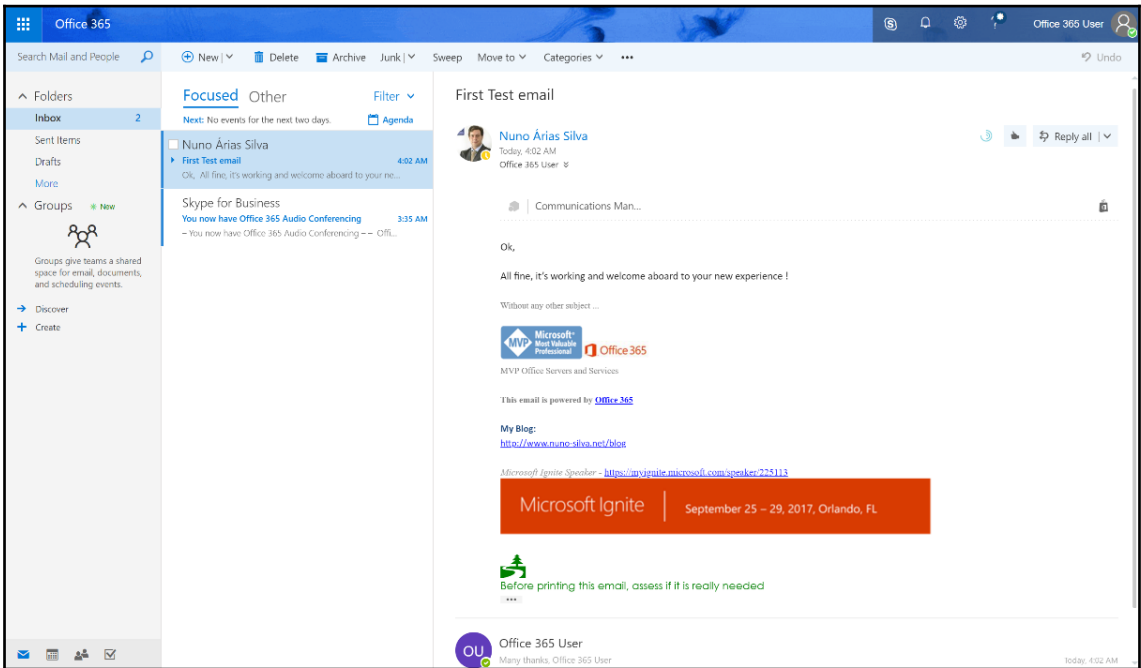
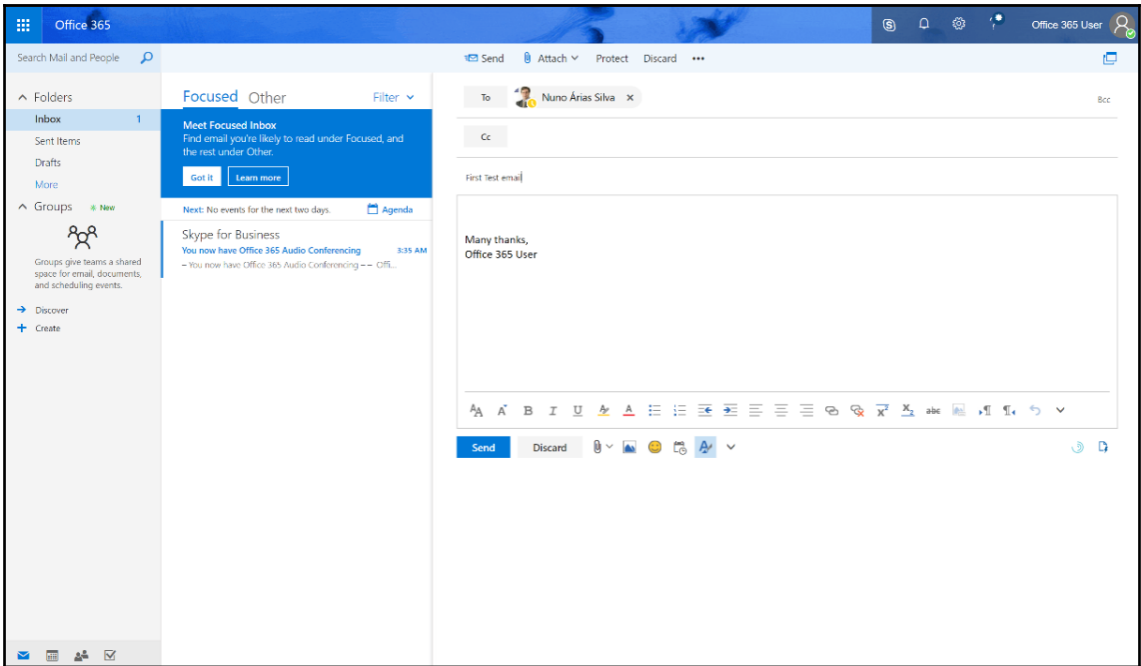
Skype for Business

You now have Office 365 Audio Conferencing 3:35 AM
- You now have Office 365 Audio Conferencing -- Offi...

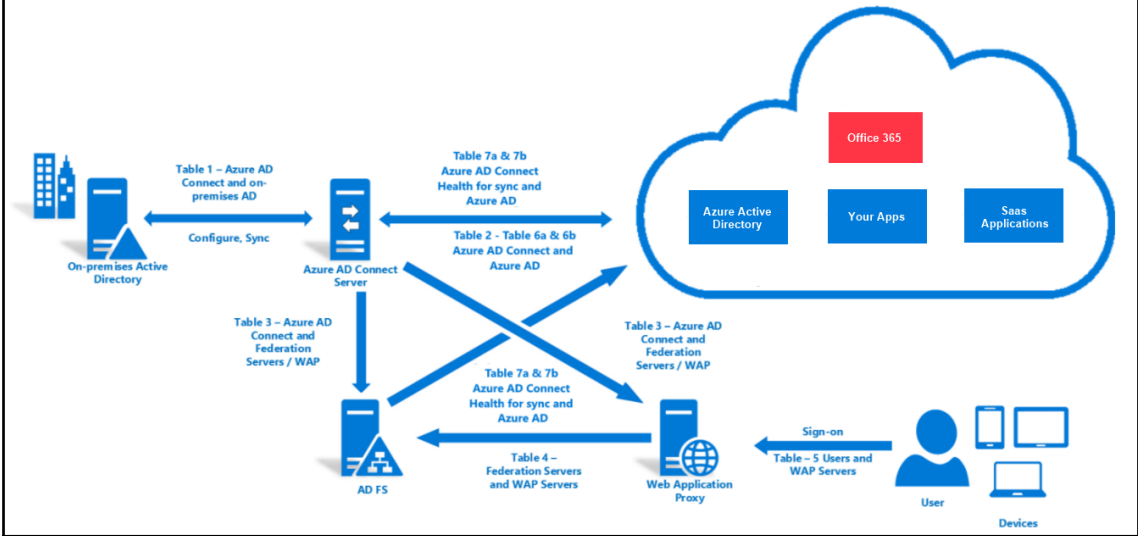
Select an item to read

[Click here to always select the first item in the list](#)





Hybrid Identity Required Ports and Protocols





Home > Active users



+ Add a user

More

Views

All users



Dis



5



Al



As



Ce



Co



Fl

+ Import multiple users

Delete a user

Reset a password

Refresh

Setup Azure mult...

↑↓ Directory synchronization

Chapter 6: Managing Office 365

Home

Search users, groups, settings or tasks



Try this

- Add a group
- Add a domain
- Delete a user
- Reset password

add |



Actions

Service & **add**-ins settings

Add a site

Add shared mailbox

Edit group members

Download Office Apps



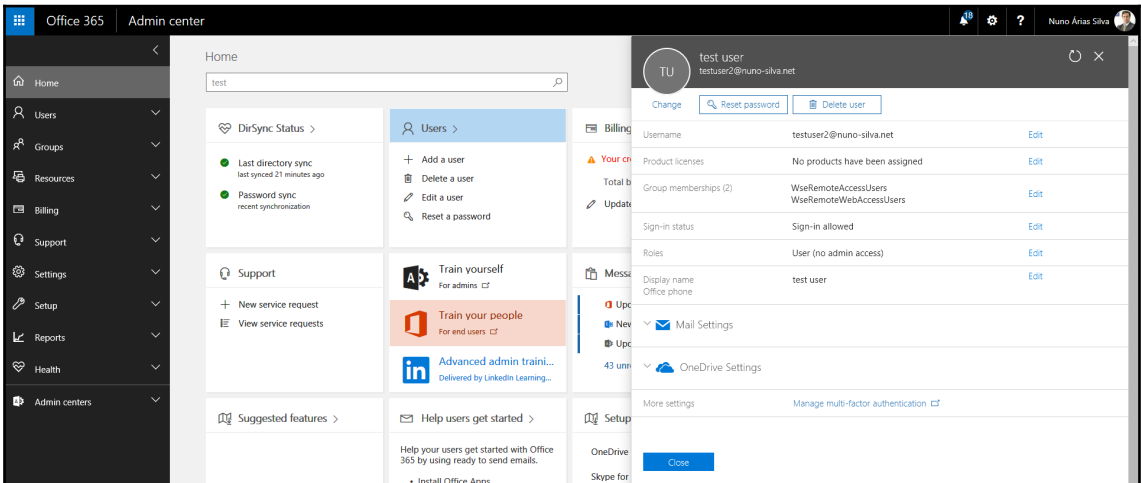
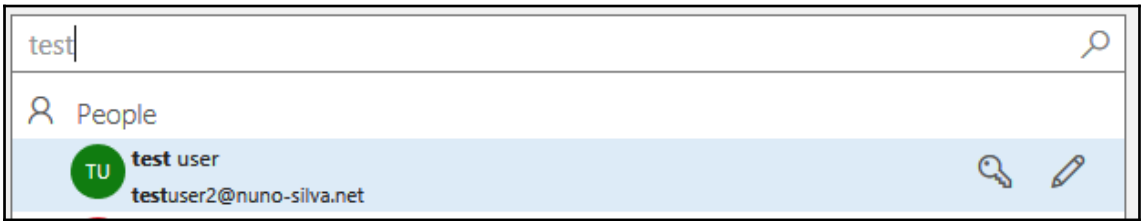
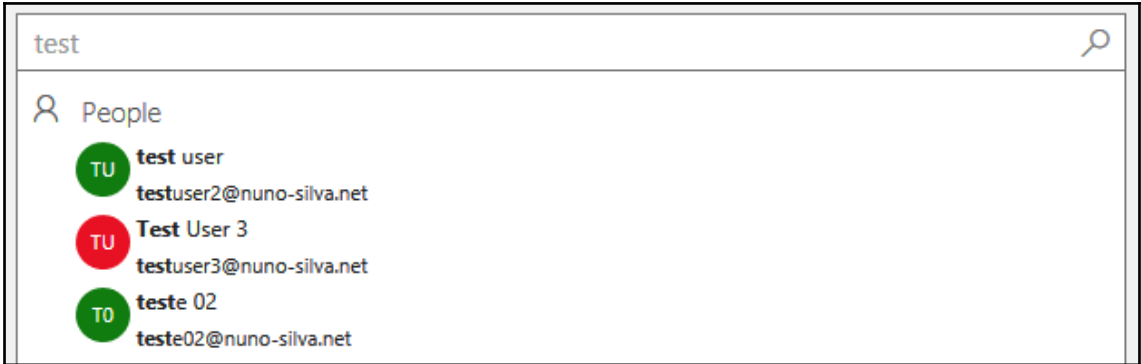
Get help on...

Create or delete a site collection

Create a shared mailbox in the Office 365 admin center

Create and manage Office 365 groups in the admin center

Users FAQ



♥
DirSync Status >

- ✔

Last directory sync
 last synced 21 minutes ago
- ✔

Password sync
 recent synchronization

Home > Directory Sync Status



Integration with local Active Directory

Company Name	Nuno Silva
Domains verified	6
Domains not verified	0
Directory sync enabled	true
Last directory sync	last synced 24 minutes ago
Password sync enabled	true
Password sync	recent synchronization
Directory sync client version	1.1647.0
IdFix Tool	Download IdFix Tool
Directory sync service account	<code>1cd@NunoSilva.onmicrosoft.com</code>

Home > Active users

[+ Add a user](#) **More** Views All users [↓ Export](#)

- + Import multiple users
- 🗑 Delete a user
- 🔍 Reset a password
- 🔄 Refresh
- 🔑 Setup Azure mult... 📄
- ↕ Directory synchronization

Home > Subscriptions

[+ Add subscriptions](#)

ACTIVE

Enterprise Mobility + Security E3
Office 365 Enterprise E3 Developer MSDN
Office 365 Enterprise E3 for MVP Trial
Office 365 Enterprise E3 Trial
Office 365 Enterprise E5 without Audio Conferencing for MVP Trial
Power BI (free)
Power BI Pro Developer (MSDN)

Power BI (free)
€0.00 user/month

Licenses	My bill	Payment method
Purchased 100	Total balance	Bank transfer
Assigned 6		Commitment: monthly Payment: monthly

Active

Auto-renews November 14, 2017

Auto-renew (every month)
On
Ineligible to switch plans: [learn more](#)

You can now pay with a bank account
[Change payment method](#)
[Update payment details](#)

[Add/Remove licenses](#)
[Assign to users](#)

[View my bill](#)

More actions

Software

Office

Tools & add-ins

Skype for Business

Phone & tablet

Office

Manage installs

Want to deactivate Office on one computer and install it on another? Go to [My account](#) > [Install status](#).

Install Office 365 ProPlus with the new 2016 apps [What happened to Office 2013?](#)

Note: Your admin has enabled First Release, so you get early access to the latest Office features. If you have feedback or problems, please contact your admin.



Word



Excel



PowerPoint



OneNote



Access



Publisher



Outlook



Skype for Business



OneDrive for Business

Language:

English (United States)

Version:

32-bit Advanced

Don't see the language you want? Install one of the languages in the list above and then install a [language accessory pack](#). Additional languages and language accessory packs don't count against your install limit.

[Review system requirements](#)

[Troubleshoot installation](#)

Install

Home > Domains

+ Add domain

+ Buy domain

View

All domains

Search domains

Domain name	Status
.net (Default)	Setup complete
	Setup complete
.onmicrosoft.com	Setup complete
org	Setup complete
.silva.net	Setup complete

New Domain ✕

Add a domain • Verify domain • Set up your online services • Update DNS settings •

Add a domain

Enter a domain you own.

Your users' email addresses will look like this: username@yourdomainname.com

Next Close

yourdomainname.com ✕

Add a domain • Verify domain • Set up your online services • Update DNS settings •

Verify domain

To keep your domain secure, we need you to prove that you own it. Select a verification method:

Verification email (recommended)
We'll email a verification code to the registered contacts of yourdomainname.com as provided by [ICANN WHOIS](#). Please note that the verification code expires in 60 minutes.
[How does this work?](#)

Add a TXT record instead
We'll provide a TXT record that you'll have to add at Generic instead.

Next Save and close

Y yourdomainname.com




Add a domain ● Verify domain ● Set up your online services ● Update DNS settings ●

Verify domain

To keep your domain secure, we need you to prove that you own it. Adding the record below will prove that you own the domain, but it won't affect your existing email or other services. After the domain is verified as being owned by you and the domain setup is complete, you can safely remove the record from your DNS hosting provider.

Follow these [step-by-step instructions](#) to add the **TXT records** with the values below at your DNS host. [\(Select your DNS Host.\)](#)

Verify by: [TXT record](#) [MX Record](#)

TXT name:	 @ or skip if not supported by provider.
TXT value:	 MS=ms72520431
TTL:	 3600 or your provider default.

Get someone to help you. Let us help you set up your TXT records.

[Verify](#) [Back](#) [Save and close](#)

Support

- [+ New service request](#)
- [☰ View service requests](#)

[Read about staying on top of Office 365 changes](#)

Major updates

Updated feature: Microsoft To-Do
General Availability started

New feature: Message Center major updates
First Release started
At least 6 days remaining in first release

Updated feature: Office 365 App launcher
Announcement

Views

[Edit Message center preferences](#)

<input type="checkbox"/>	Act by	Category	Message title	Published	Message ID	
<input type="checkbox"/>		Stay Informed	Updated Features: Monthly feature updates...	Nov 2	MC124295	✕
<input type="checkbox"/>		Stay Informed	New feature: Client Access Rules for Exchan...	Nov 1	MC124248	✕
<input type="checkbox"/>		Stay Informed	Updated feature: Service Health Dashboard	Nov 1	MC124245	✕
<input type="checkbox"/>		Stay Informed	Updated feature: PowerApps and Flow inte...	Nov 1	MC124238	✕
<input type="checkbox"/>		Stay Informed	Updated feature: Web parts on modern Sha...	Nov 1	MC124231	✕
<input type="checkbox"/>		Stay Informed	New Feature: Free Office 365 training availa...	Oct 31	MC124191	✕

Updated Features: Monthly feature updates for Office 2016 for Office 365



Previous

Next

Dismiss

More

Updated Features: Monthly feature updates for Office 2016 for Office 365

MC124295

Stay Informed

Published On : November 2, 2017

How does this affect me?

The latest feature updates for Office 2016 for Office 365 are now available.

One of the benefits of Office 365 ProPlus is that Microsoft can provide new features for Office apps on a regular basis, through monthly updates.

This month's update includes new feature updates, as well as other security and bug fixes. Here is a list of some of the new features available in the November update:

- Excel, PowerPoint and Word have updates to the Digital Pencil.
- Word is adding support for Microsoft Translator right in Word.
- Project made improvements to Task Board view, and Agile projects.
- Visio made it easier to create wireframe diagrams for a website, and mobile applications.

A more complete list of features and descriptions is available by clicking [Additional Information](#).

















What do I need to do to prepare for this change?




If you have users configured for Monthly Channel release updates, you may want to get up to speed on the new features this month. Other than that, you do not need to do anything to prepare for this change.

Please click [Additional Information](#) to see a complete list of all the updates to Office, in November.

Some services have posted advisories

2017-11-05 14:43 (UTC) [View history](#)

All services	 Exchange Online	2 advisories
Incidents Advisories	 Microsoft Teams	1 advisory
	 Office 365 Portal	1 advisory
	 SharePoint Online	1 advisory
	 Azure Information Protection	Service is healthy
	 Identity Service	Service is healthy
	 Microsoft Intune	Service is healthy
	 Microsoft StaffHub	Service is healthy
	 Mobile Device Management for Office 365	Service is healthy
	 Office Subscription	Service is healthy
	 OneDrive for Business	Service is healthy
	 Planner	Service is healthy
	 Power BI	Service is healthy
	 Skype for Business	Service is healthy
	 Sway	Service is healthy
	 Yammer Enterprise	Service is healthy

 Service is healthy  Advisory  Incident

Suggested features: Get more value from your Office 365 subscription!

✉ Help users get started >

Help your users get started with Office 365 by using ready to send emails.

- Install Office Apps
- Productivity Solutions
- And more!

Home > Send helpful information to your organization

✉ Help your users get started with Office 365 by using ready to send emails to spread the word.

✔ Email successfully sent to 1 users. ✕

Email Group Search

Click **Send email** at the bottom of the list to send an email to all selected users.

<input type="checkbox"/>	Name	User ID	Status
<input type="checkbox"/>			
<input type="checkbox"/>			
<input checked="" type="checkbox"/>	Nuno Árias Silva	email@nuno-silva.net	✔ Email sent

Search User:

[Send email](#)

Please select the template that needs to be sent to the user :

Productivity library ▾

Office 365

Microsoft Office 365

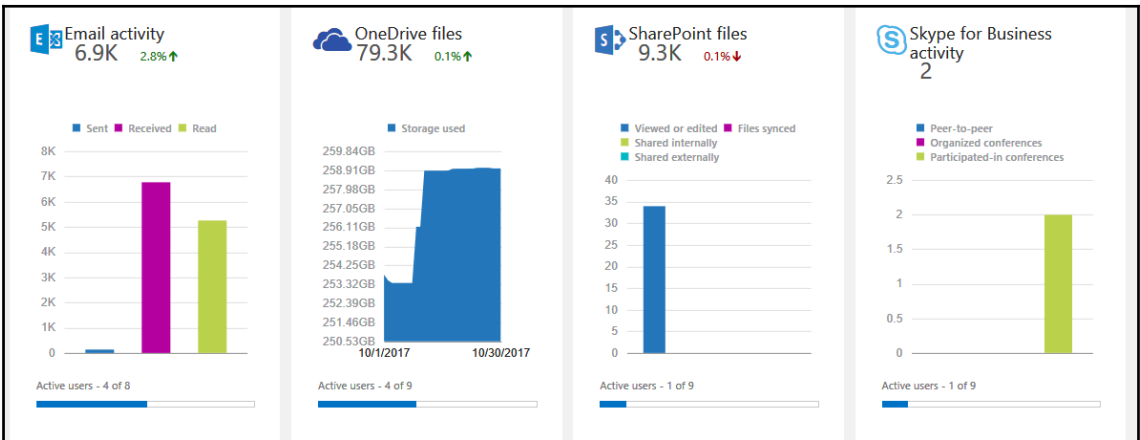
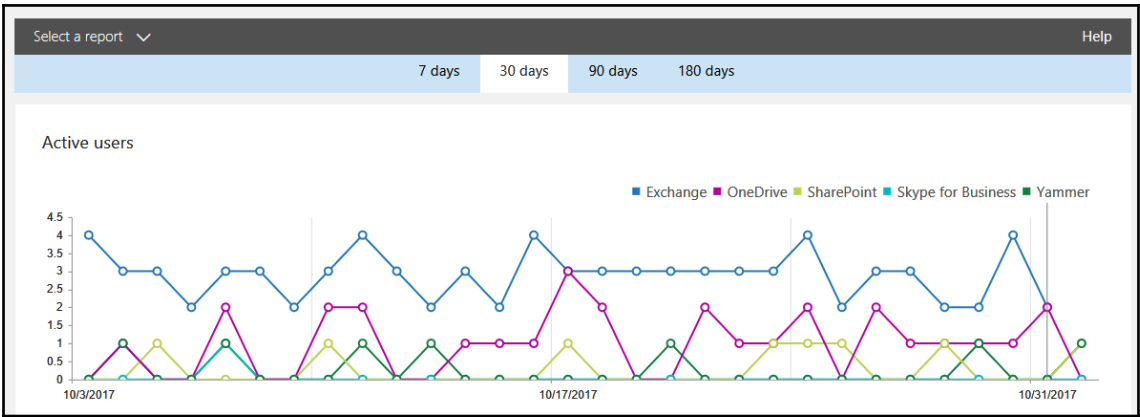
Microsoft



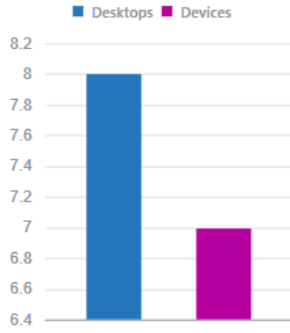
Microsoft Office 365

The Productivity Library is a great place to find resources that can help you meet your business goals for Office 365. Learn more by signing in!

[Sign in](#)



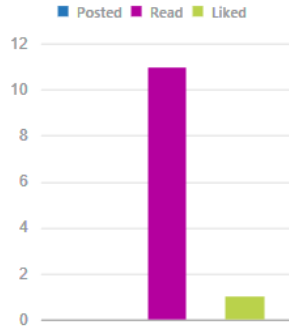
Office activations 15



Activated users - 6 of 9



Yammer activity 12 9.1% ↑



Active users - 1 of 3



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: 85ae8838-9f90-46ae-a5b4-cb2fce234099

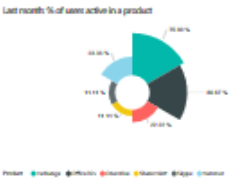
[How do I use the content pack?](#)

[Go to Power BI](#)

Ask a question about your data



Last month - Active users
66.67%



Understanding adoption
After you assign licenses to users, they're enabled to access the Office 365 products. This report lets you see exactly how many users have actually used the products you've assigned licenses and how many users the licenses apply to.

Last month - Returning users
100.00%

Communication
The reports on this page show you how your organization is using Office 365 to communicate. For activity reports, select a product to analyze or click to expand the product name and select specific activity. You can track the adoption of specific communication products in your organization and analyze the impact of external promotional campaigns.



Mailbox count
8



Total hours in audio and video...
8



Yammer user count - activation...
1



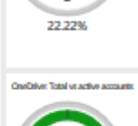
Collaboration
Use this report to analyze the collaboration health of your users and where they contribute to the work of others. Monitoring the number of files created, changed, viewed or shared can show you the type of collaboration that is happening. SharePoint data shows activity for both groups and team sites.



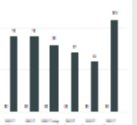
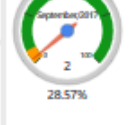
SharePoint: Latest total file count
3,914



Files
Explore Microsoft FastTrack's guidance on how to increase adoption of Office 365 in your organization.



Find files and files downloaded
Microsoft has data on where users go for their Office 365 documents.



Latest: Total Office activations
15



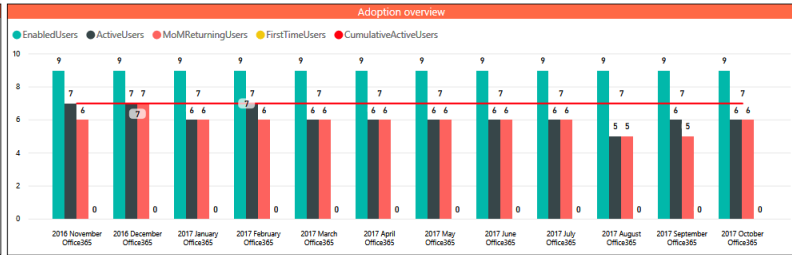
Activation
Users have to activate their Office subscriptions before using it. See how many users have activated and on what device. Select the Office product you want to track and view a breakdown of activations.



Understanding adoption

After you assign a license to a user, they're eEnabled to access the Office 365 product. This report lets you see month over month, how many users actively use the products you've assigned them and how many return the next month to use the products. Reviewing adoption trends can help you identify where users need help getting started.

- Select a product to see...
- Exchange
 - Office365
 - OneDrive
 - SharePoint
 - Skype
 - Yammer



Microsoft FastTrack

Explore [Microsoft FastTrack guidance](#) on how to increase adoption of Office 365 in your organization.

Find ideas and [free downloadable resources](#) to drive more value for your Office 365 investments.

Inspire your users by sharing relevant use cases with [training links](#) through the [FastTrack Productivity Library](#).

September ...

Last month - Active users

66.67%

Last month - Returning ...

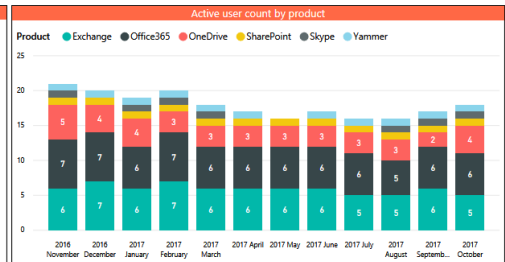
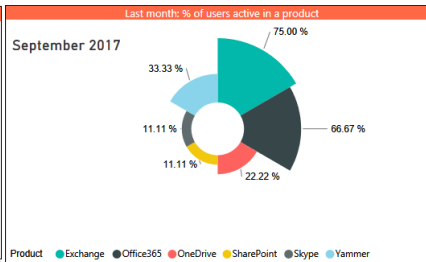
100.00%

Adoption overview

Product	Year	MonthName	EnabledUsers	ActiveUsers	MoMReturningUsers	FirstTimeUsers	CumulativeActiveUsers	ActiveUsers(%)	MoMReturningUsers(%)
Office365	2016	November	9	7	6	0	7	77.8 %	0.00 %
Office365	2016	December	9	7	7	0	7	77.8 %	100.00 %
Office365	2017	January	9	6	6	0	7	66.7 %	85.71 %
Office365	2017	February	9	7	6	0	7	77.8 %	100.00 %
Office365	2017	March	9	6	6	0	7	66.7 %	85.71 %
Office365	2017	April	9	6	6	0	7	66.7 %	100.00 %
Office365	2017	May	9	6	6	0	7	66.7 %	100.00 %
Office365	2017	June	9	6	6	0	7	66.7 %	100.00 %
Office365	2017	July	9	6	6	0	7	66.7 %	100.00 %
Office365	2017	August	9	5	5	0	7	55.6 %	83.33 %
Office365	2017	September	9	6	5	0	7	66.7 %	100.00 %
Office365	2017	October	9	6	6	0	7	66.7 %	100.00 %
Total			108	74	71	0	84	68.5 %	0.00 %

Product usage

In this report, you can see which products are being used in your organization and how they're being used. For activity reports, select a product to analyze, or click to expand the product name and select a specific action. Looking at activity trends can show which Office 365 products people prefer for communication and collaboration.

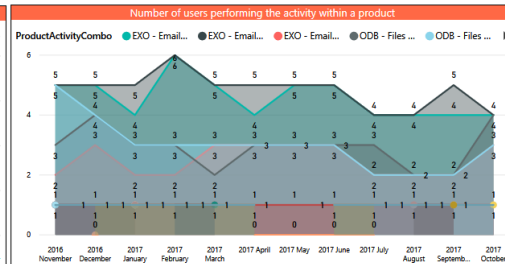
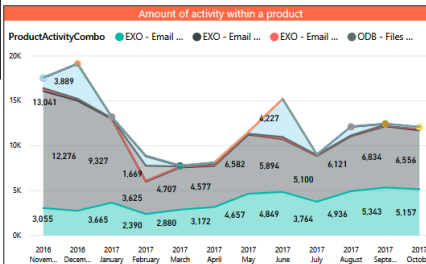


Microsoft FastTrack

Explore use cases for each product in the [FastTrack Productivity Library](#).

Select a product or activity

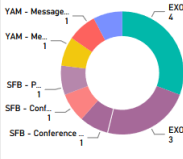
- Exchange
- OneDrive
- SharePoint
- Skype
- Yammer



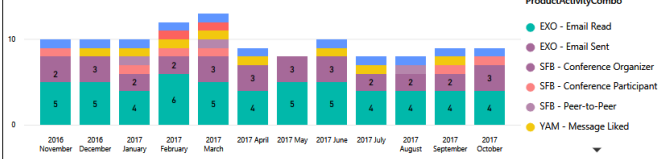
Communication

The reports on this page show you how your organization is using Office 365 to communicate. For activity reports, select a product to analyze or click to expand the product name and select a specific action. You can track the adoption of specific communication products in your organization and analyze the impact

Latest month: Active user count by activity



Communication: Active user count by product and activity



- Select a Product or activity
- Exchange
 - Skype
 - Yammer

Total date range - last 12 months

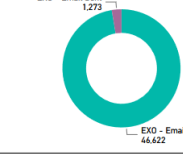
Total emails received
85K

Total emails sent
1,273

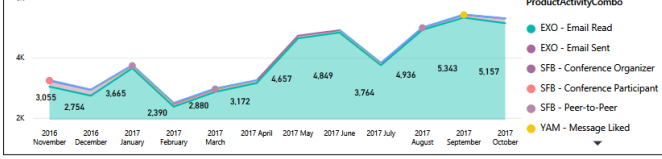
Total messages posted
2

Total hours in audio and video sessions
8

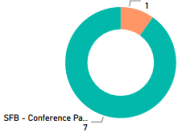
Total Communication activity by product



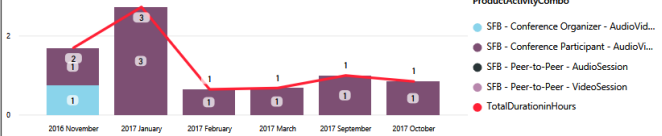
Communication activity by product



Total hours in audio and video sessions



Skype for Business hours in audio/video sessions



Collaboration

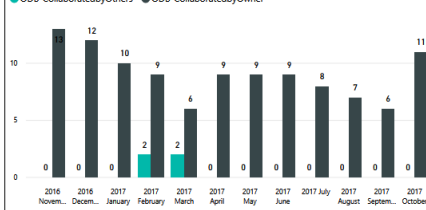
Use this report to analyze the collaboration habits of your users and where they contribute to the work of others. Reviewing the number of files viewed, changed, synced or shared can show you the type of collaboration that is happening. SharePoint data shows activity for both group and team sites.

Latest month
October 2017

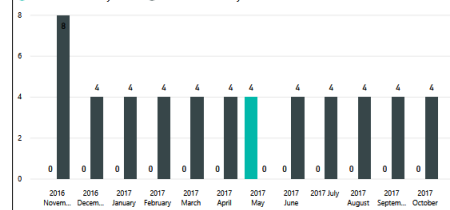
Total files in OneDrive for Business
79,315

Total files in Any SharePoint sites
3,914

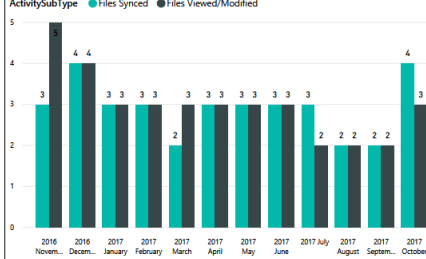
OneDrive for Business: Accounts used by owner vs. contributed by others



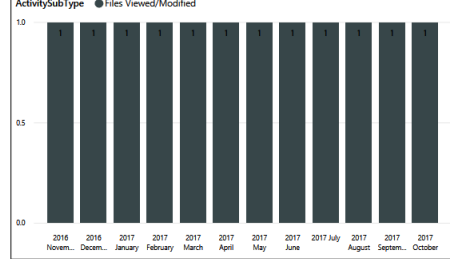
SharePoint Online: Sites used by owner vs. contributed by others



OneDrive for Business: Active users by file activity type



SharePoint Online: Active users by file activity type



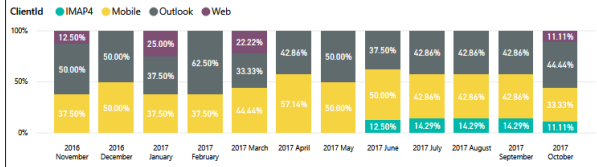
Office 365 Anywhere

Your users can work seamlessly anywhere, on any device or browser. These reports can help you identify trends and patterns of device and client usage by product. The bubble charts show max count of users that use a certain client to access the product over the date range of data in the month over month chart to the right

Max count of users that used various clients to access email



Month over month: Count of users that used various clients to access email



Max count of users that used various devices to access Skype for Business



Month over month: Count of users that used various devices to access Skype for Business



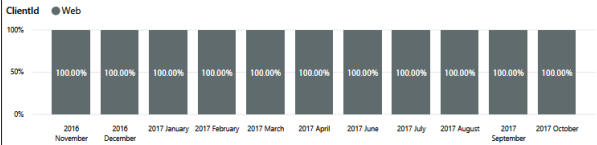
Microsoft FastTrack

Help your mobile workforce with relevant use cases in the [FastTrack Productivity Library](#)

Max count of users that used various clients to access Yammer



Month over month: Count of users that used various devices to access Yammer



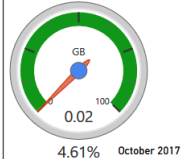
Storage

Your organization, and each user, is allocated cloud storage space for files and email. See how much cloud storage is used by user mailboxes, OneDrive Accounts or SharePoint Team/Group sites. Select a site type to compare SharePoint storage used by Groups and team sites. Reviewing and tracking storage use can help you make sure users stay under limits.

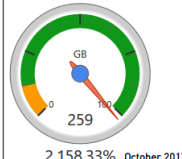
Select a site type

- Any
- Group
- Team

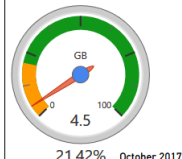
Latest Exchange Online storage used



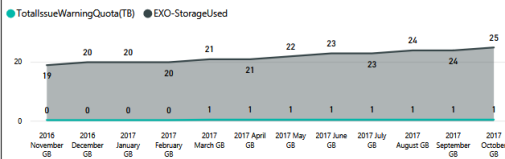
Latest OneDrive for Business storage used



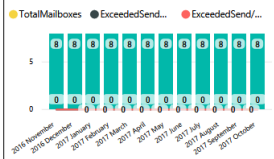
Latest SharePoint Online storage used



Exchange Online: Storage used over time (TB)



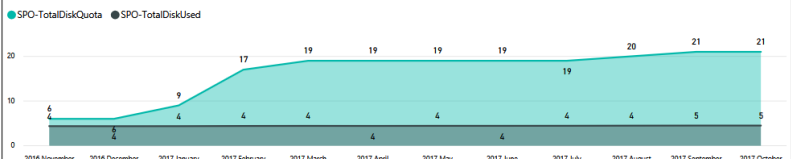
Exchange Online: Mailbox count and quota warnings

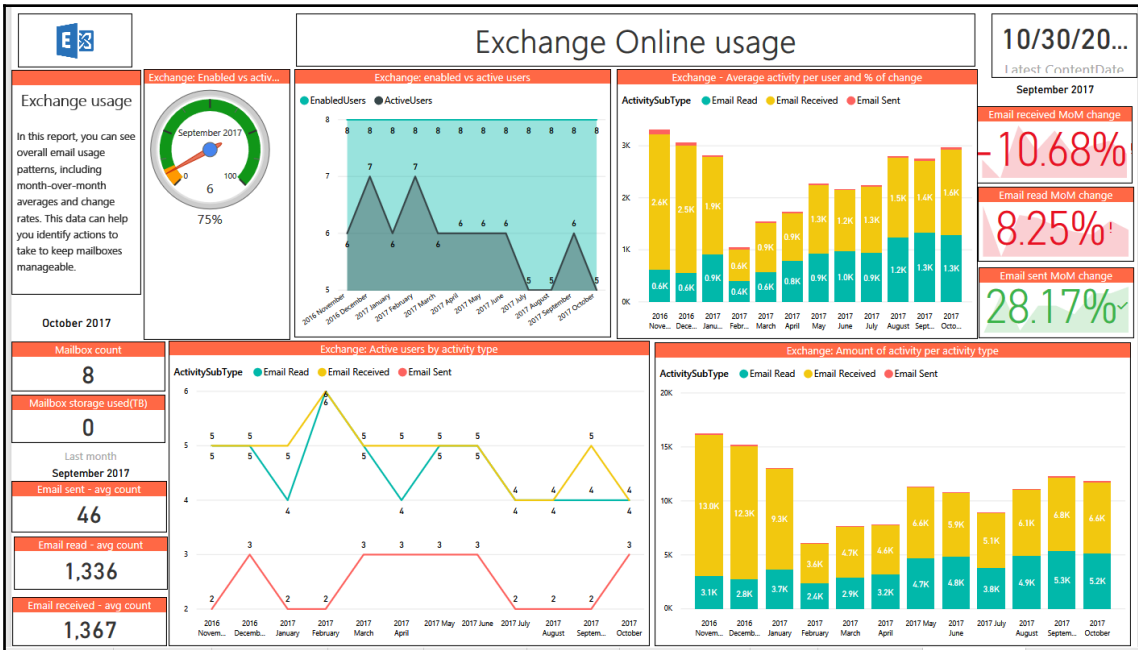
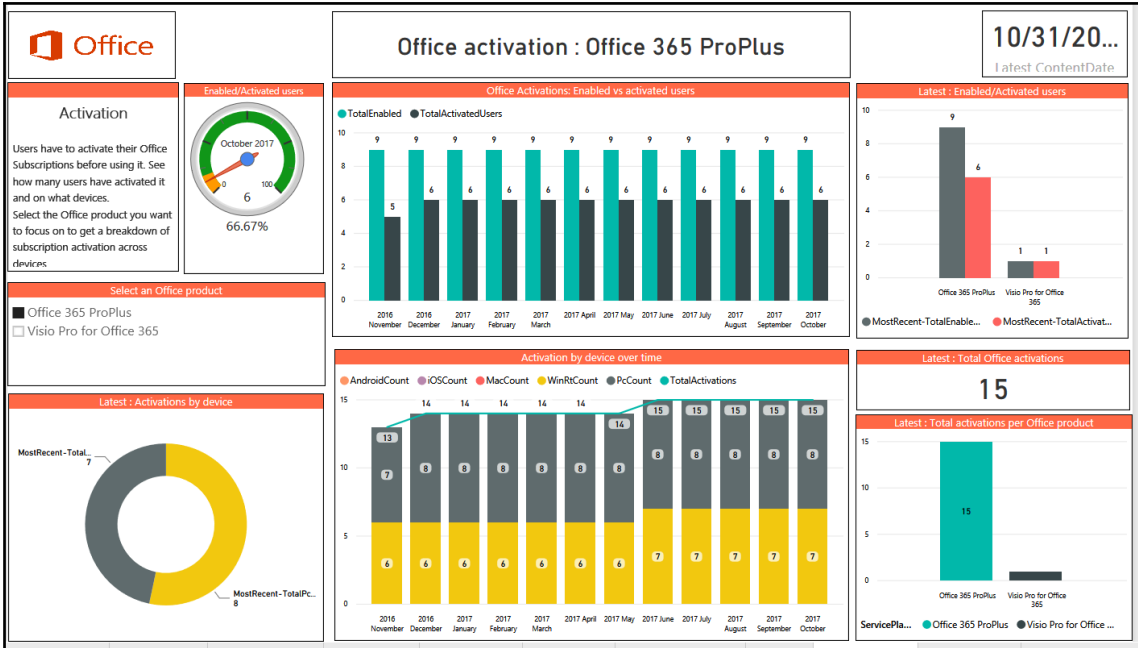


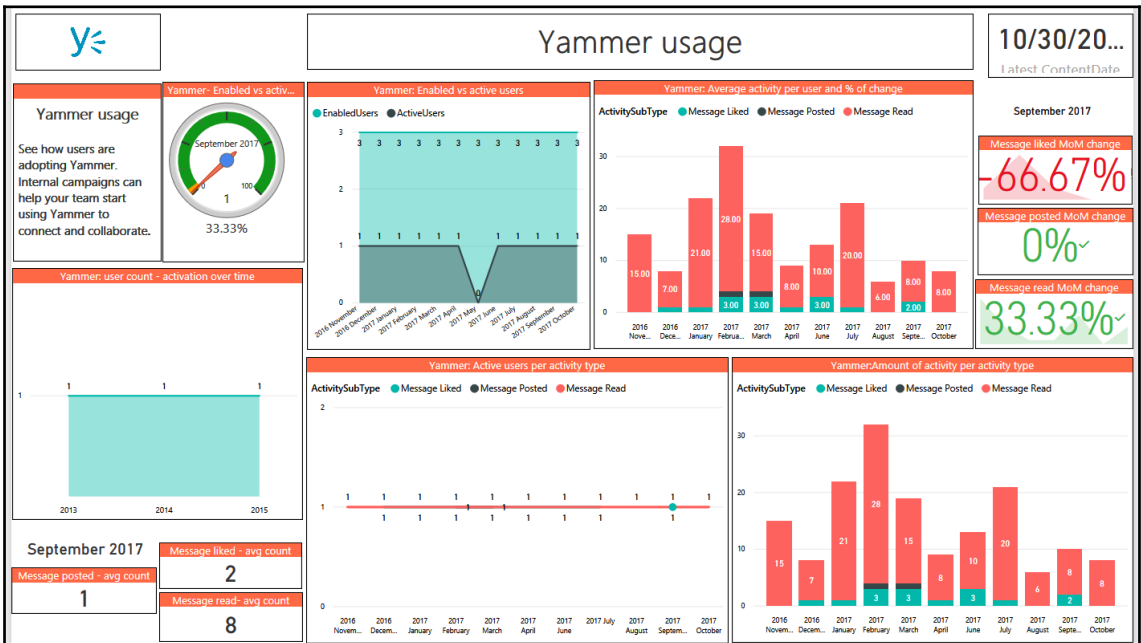
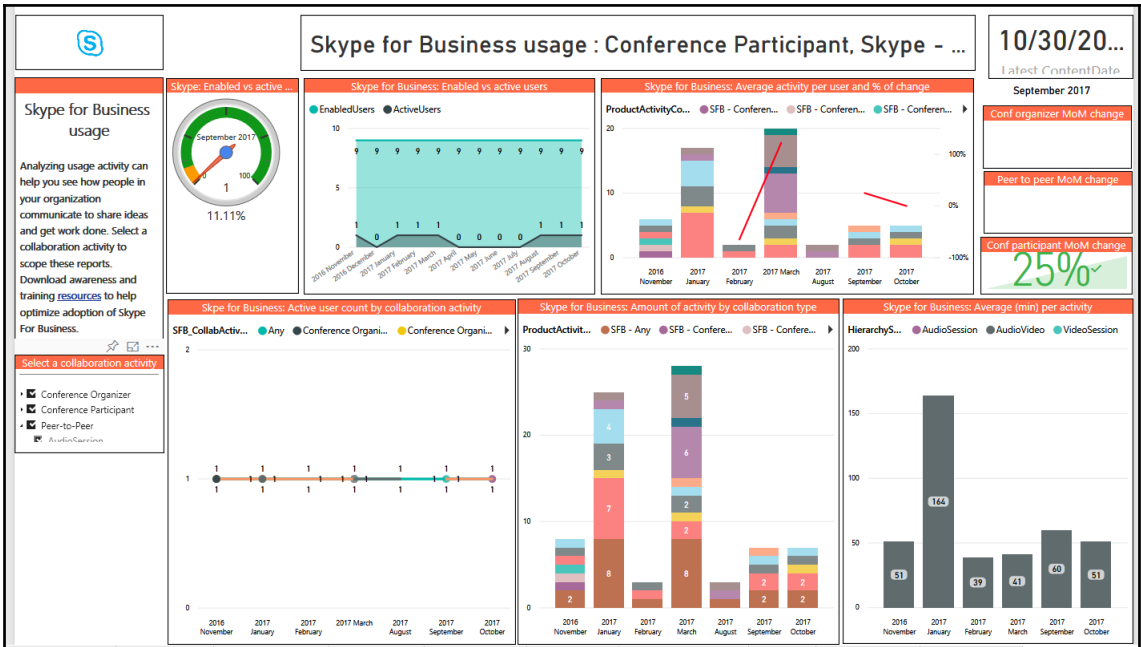
OneDrive for Business: Storage used over time (TB)

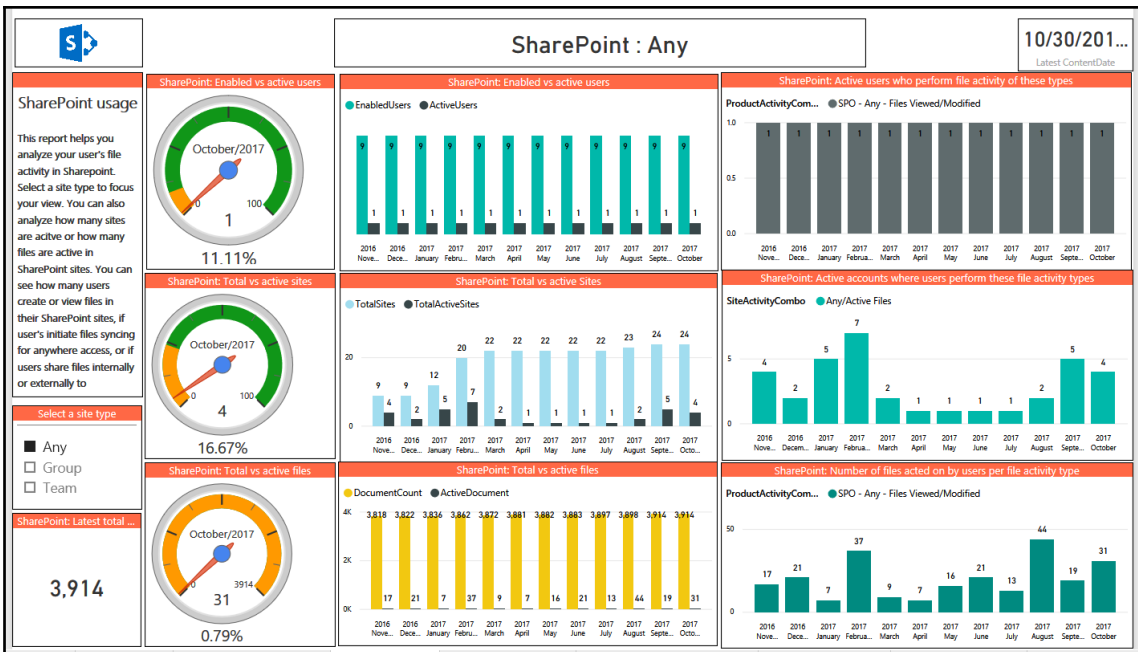
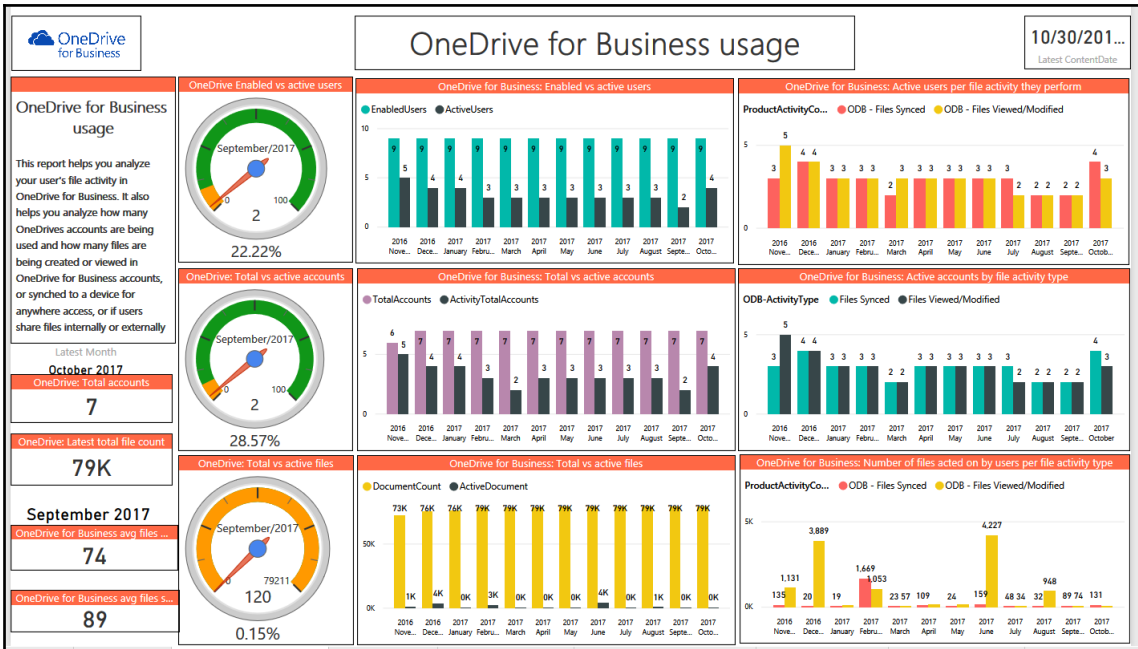


SharePoint Online: Storage used over time (GB)











Office 365

Admin center



 Home


 Users 



Active users



Contacts



Guest users



Deleted users



 Groups 



 Resources 



 Billing 



 Support 

 Settings 

 Setup 

 Reports 

 Health 

 Admin centers 

Password policy

 Edit

Set the password policy for all users in your organization.

Days before passwords expire 90

Days before a user is notified about expiration 14

Customer Lockbox

 Edit

Set requirements for data access

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](#).

This report shows errors for objects you have synced from your on-premises directory to the cloud. These are caused by attributes that are required to be unique, like UserPrincipalName and Proxy Address, being added to multiple users, groups, or contacts. To resolve the issue, ensure that the conflicting value only exists on a single object in your company. Click each error to learn more.

Provisioning error	Value	Display name	Object type
No results found			



Admin centers



Exchange

Skype for Business

SharePoint

OneDrive

Yammer

PowerApps

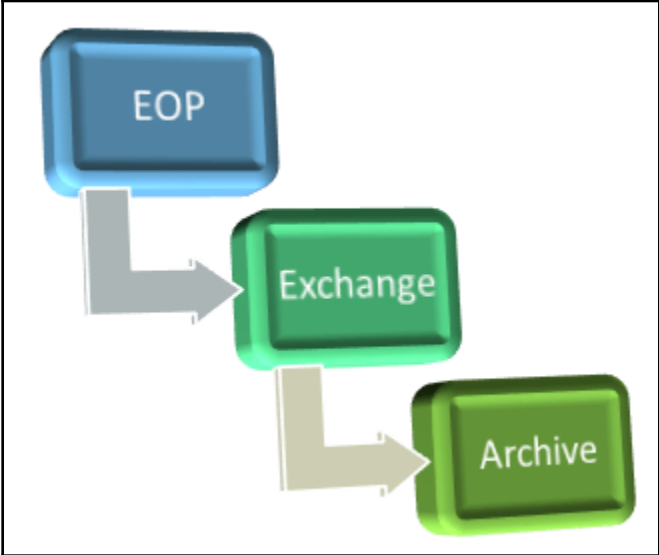
Flow

Security & Compliance

Azure AD

Intune

Chapter 7: Exchange Online



Office 365 | Admin center

Home

Search users, groups, settings or tasks

DirSync Status >

- ✓ Last directory sync
last synced 16 minutes ago
- ✓ Password sync
recent synchronization

Users >

- + Add a user
- 🗑 Delete a user
- ✎ Edit a user
- 🔍 Reset a password

Support

- + New service request
- ☰ View service requests

Videos

- Admin center overview
- What's new
- Admin mobile app

Service health >

Some services have posted advisories

- 📘 1 advisory

- Home
- Users
- Groups
- Resources
- Billing
- Support
- Settings
- Setup
- Reports
- Health
- Admin centers
 - Exchange
 - Skype for Business
 - SharePoint
 - OneDrive

Exchange admin center

dashboard

- recipients
- permissions
- compliance management
- organization
- protection
- mail flow
- mobile
- public folders
- unified messaging
- hybrid

Welcome

recipients

- mailboxes
- groups
- resources
- contacts
- shared
- migration

organization

- sharing
- add-ins

mobile

- mobile device access
- mobile device mailbox policies

hybrid

- setup

permissions

- admin roles
- user roles
- Outlook Web App policies

protection

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

public folders

- public folders
- public folder mailboxes

compliance management

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

mail flow

- rules
- message trace
- accepted domains
- remote domains
- connectors

unified messaging

- UM dial plans
- UM IP gateways

Feedback

Microsoft Exchange Server Deployment Assistant

The Exchange Server Deployment Assistant is a web-based tool that asks you a few questions about your current environment and then generates a custom step-by-step checklist that will help you deploy different versions of Exchange Server for different types of scenarios.

Launch the Deployment Assistant



Exchange 2016 scenarios

The following deployment scenarios are available for Exchange Server 2016:

On-premises deployments

- New installation of Exchange Server 2016
- Upgrade from Exchange 2010 to Exchange 2016
- Upgrade from Exchange 2013 to Exchange 2016
- Upgrade from mixed Exchange 2010 and Exchange 2013 to Exchange 2016

Hybrid deployments

(On-premises + Office 365)

- Exchange 2016 on-premises with Exchange Online
- Exchange 2013 on-premises with Exchange Online
- Exchange 2010 on-premises with Exchange Online

Exchange 2013 scenarios

The following deployment scenarios are available for Exchange Server 2013:

On-premises deployments

- New installation of Exchange Server 2013
- Upgrade from Exchange 2010 to Exchange 2013
- Upgrade from Exchange 2007 to Exchange 2013
- Upgrade from mixed Exchange 2007 and Exchange 2010 to Exchange 2013

Hybrid deployments

(On-premises + Office 365)

- Exchange 2013 on-premises with Exchange Online
- Exchange 2010 on-premises with Exchange Online
- Exchange 2007 on-premises with Exchange Online

Exchange 2010 scenarios

The following deployment scenarios are available for Exchange Server 2010:

On-premises deployments

- New installation of Exchange 2010
- Upgrade from Exchange 2007 to Exchange 2010
- Upgrade from Exchange 2003 to Exchange 2010
- Upgrade from mixed Exchange 2003 and Exchange 2007 to Exchange 2010

Hybrid deployments

(On-premises + Office 365) including Exchange Online Archiving

- Exchange 2010 on-premises with Exchange Online
- Exchange 2007 on-premises with Exchange Online
- Exchange 2003 on-premises with Exchange Online

Cloud-only scenarios

Understand your options for migrating email to Exchange Online and Office 365:

Exchange migrations

- Cut-over
- Staged
- IMAP



Third-party migrations

- IMAP

Exchange Server Deployment Assistant



The Exchange Server Deployment Assistant is your source for Exchange deployment technical guidance. Tell us what kind of deployment you're interested in, answer a few questions about your environment, and then view Exchange deployment instructions created just for you.

<p>On-Premises </p> <p>Install a new on-premises Exchange 2010, 2013, or 2016 deployment or upgrade your current environment to Exchange 2010, 2013, or 2016</p>	<p>Hybrid </p> <p>Configure Exchange 2010, 2013, or 2016 to support both on-premises users and cloud users in Office 365</p>	<p>Cloud Only </p> <p>Take your Exchange deployment completely to the cloud in Office 365</p>
--	--	---

Exchange Server Deployment Assistant

Welcome

Deployment Options

Choose your deployment type

Current on-premises environment

Current on-premises environment

What is your current on-premises Exchange environment?

- Exchange Server 2016
- Exchange Server 2013
- Exchange Server 2010
- I don't have Exchange Server installed in my on-premises organization

Exchange Server Deployment Assistant



Welcome

- Deployment Options
- Choose your deployment type
- Current on-premises environment
- Existing Office 365 plan**
- Sign up for Office 365

Existing Office 365 plan

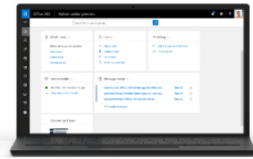
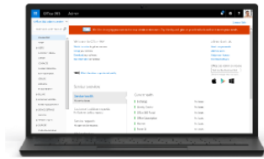
Have you signed up for Office 365 using a supported plan?

Before you can configure a hybrid deployment, you need to sign up for Office 365 using a supported Office 365 plan. All Office 365 Enterprise, Government, Nonprofit, and Education plans support hybrid deployments. Office 365 Business and Home plans don't support hybrid deployments. For more information about Office 365 plans that support hybrid deployments, check out [Compare Office 365 Plans](#).

- Yes, I've signed up for an Office 365 plan that supports hybrid deployments
- No, I either haven't signed up for Office 365, or my existing Office 365 plan doesn't support hybrid deployments

What does your Office 365 admin center look like?

The Office 365 admin center is getting a new look! Whether you see the new admin center depends on your Office 365 plan and whether you've signed up to see new features earlier. Choose the picture below that matches what your admin center looks like. If you want to find out more about the new Office 365 admin center, check out [About the Office 365 Admin Center Preview](#).



[← Previous](#)



[Next →](#)

Welcome

- Deployment Options
- Choose your deployment type
- Current on-premises environment
- Existing Office 365 plan
- Authentication method**

Authentication method

Do you want to synchronize user credentials to Office 365 or require authentication to be performed by your on-premises Active Directory?

To help make your users' experience with Office 365 as seamless as possible, you need to configure single sign-on. Single sign-on lets users sign into Office 365 using the same username and password that they use to sign into your on-premises organization. This means they only have to remember one username and password to access both their Office 365 mailbox and their on-premises network account, and reduces the administrative overhead involved with managing both organizations. There are a couple of different ways you can implement single sign-on with Office 365:

- **Password synchronization** Password synchronization syncs a user's on-premises username and password with Azure Active Directory. Azure Active Directory is the directory service that Office 365 uses to authenticate users trying to log in to your Office 365 organization. Any time a user's password is changed, the change is automatically synchronized with Azure Active Directory and, in turn, Office 365.

This is the recommended choice for most organizations.

- **Active Directory Federation Services (AD FS)** AD FS directs authentication requests from users logging into your Office 365 organization to your on-premises Active Directory domain controllers. Only after users successfully authenticate with your on-premises Active Directory are they allowed to access your Office 365 organization.

This choice should only be used by very large organizations with specific requirements or deployments, such as multiple Active Directory forests.

To help you choose the right options, check out [Single sign-on with hybrid deployments](#) see the advantages and disadvantages of both choices.

- Password synchronization (recommended)
- AD FS

[← Previous](#)



[Next →](#)

◀ Welcome

- Deployment Options
- Choose your deployment type
- Current on-premises environment
- Existing Office 365 plan
- Authentication method
- Deploy Edge Transport**

Deploy Edge Transport

Do you want mail sent between your Exchange Online and on-premises organizations to go through an Edge Transport server?

An Edge Transport server is typically deployed on a computer located in an Exchange organization's perimeter network and is designed to minimize the attack surface of the organization. If you don't want to expose your internal Mailbox server to the Internet, answer **Yes**, and later we'll show you how to add an Exchange 2016 Edge Transport server to your hybrid deployment. The Edge Transport server works with internal Mailbox servers in the on-premises Exchange organization to route messages between the on-premises and Exchange Online organizations.

Learn more about Edge Transport servers at [Edge Transport servers with hybrid deployments](#).

- Yes
- No

← Previous



Next →

Welcome

- Deployment Options
- Choose your deployment type
- Current on-premises environment
- Existing Office 365 plan
- Authentication method
- Deploy Edge Transport
- Inbound mail routing**

Inbound mail routing

How do you want to route inbound Internet mail for both your on-premises and Office 365 mailboxes?

All inbound Internet messages for both the on-premises and Office 365 organizations can follow the same inbound route. You need to choose the route that you want these messages to take. The choice you make determines where your mail exchanger (MX) record will point and other routing configuration options.

Learn more about mail routing in Exchange hybrid deployments at [Transport routing in Exchange hybrid deployments](#).

- Route all inbound Internet mail for both organizations through Office 365
- Route all inbound Internet mail for both organizations through my on-premises Exchange servers

[← Previous](#)



[Next →](#)

» Welcome

» **Prepare for Deployment**

[Navigate your checklist](#)

Before you begin

Verify prerequisites

Collect information

» **Configure Hybrid Deployment Prerequisites**

Add primary SMTP domain to Office 365

Configure Azure Active Directory Connect

Verify tenant configuration

Configure DNS

Configure Exchange Web Services

Configure Exchange certificates

» **Configure Hybrid Services**

Run Hybrid Configuration wizard

» **Finalize Your Deployment**

Create a test mailbox

Move or create mailboxes

Configure MX record

Post-configuration tasks

Checklist complete

Navigate your checklist

Now that we've asked you a few questions about the type of deployment you want, it's time to review how to use your Exchange deployment checklist.

▷ [How can I see my answers to the deployment questions?](#)

▷ [How can I change my answers?](#)

▷ [How can I move through the checklist?](#)

▷ [What do I do when I finish a step?](#)

▷ [How long will it take to complete the checklist?](#)

▷ [What if I get interrupted?](#)

▷ [Can I print this stuff?](#)

▷ [Can I copy and paste?](#)

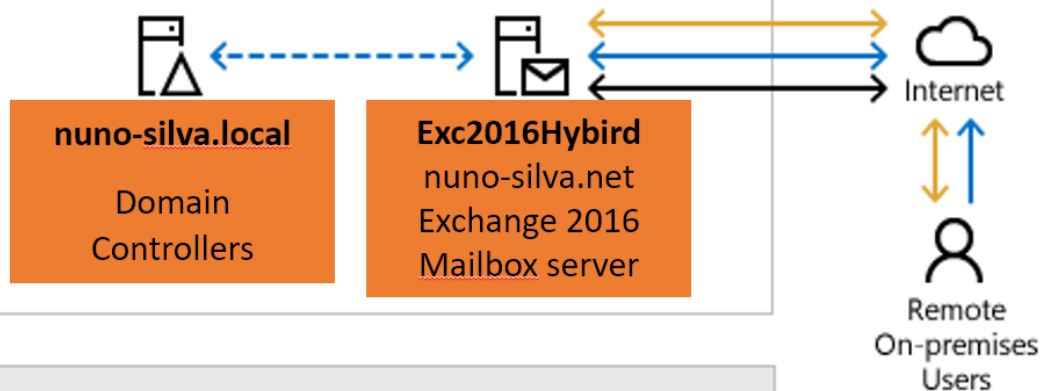
▷ [How do I tell you what I think about this?](#)

[← Previous](#)



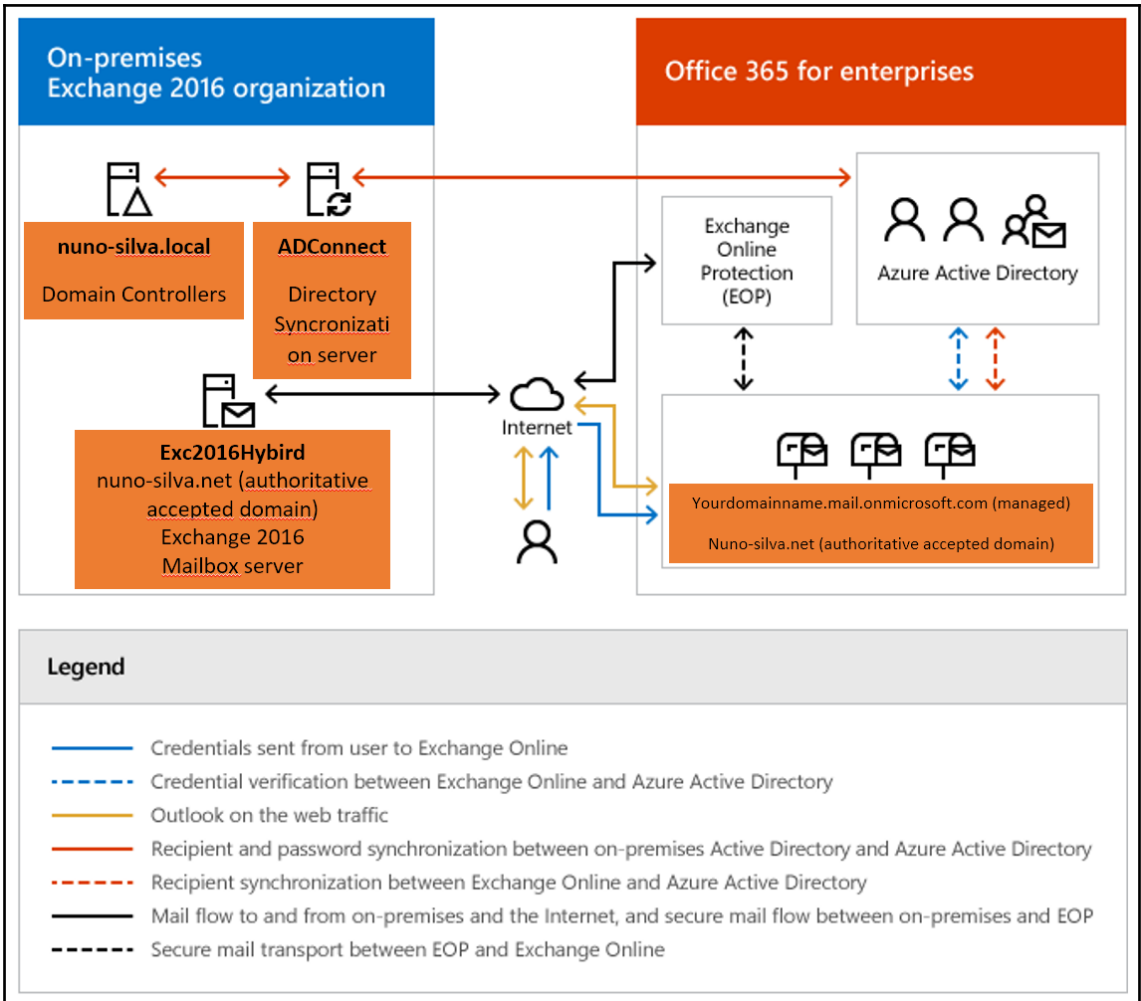
[Next →](#)

On-premises Exchange 2016 organization



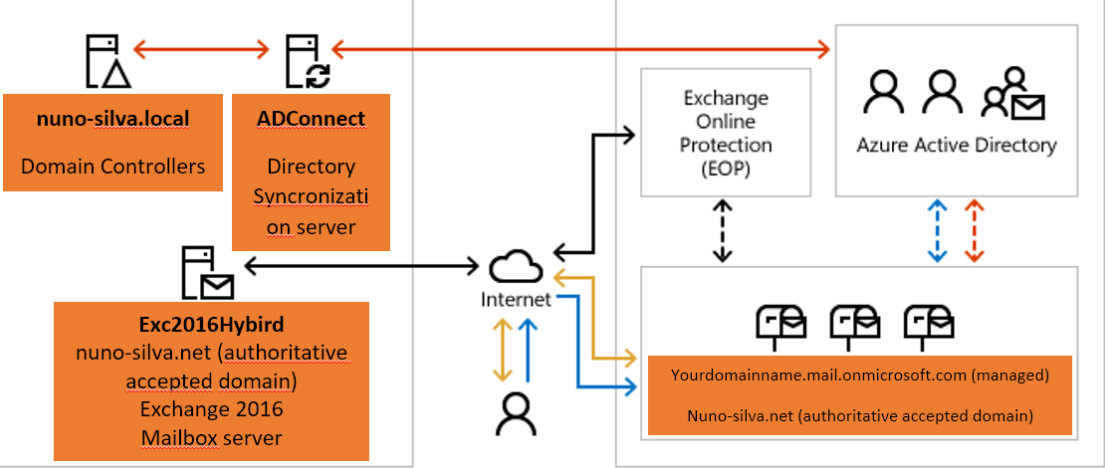
Legend

- Outlook on the web traffic
- Mail flow to and from the Internet
- Credentials sent from user to Exchange server
- Credential verification between Exchange server and domain controller



On-premises Exchange 2016 organization

Office 365 for enterprises



Legend

- Credentials sent from user to Exchange Online
- - - Credential verification between Exchange Online and Azure Active Directory
- Outlook on the web traffic
- Recipient and password synchronization between on-premises Active Directory and Azure Active Directory
- - - Recipient synchronization between Exchange Online and Azure Active Directory
- Mail flow to and from on-premises and the Internet, and secure mail flow between on-premises and EOP
- - - Secure mail transport between EOP and Exchange Online

Synchronization Service Manager on ADCONNECT

File Tools Actions Help

Operations Connectors Metaverse Designer Metaverse Search

Connector Operations

Name	Profile Name	Status	Start Time	End Time
nuno-silva.local	Export	success	11/20/2017 3:50:39 PM	11/20/2017 3:50:39 PM
NunoSilva.onmicrosof...	Export	success	11/20/2017 3:50:18 PM	11/20/2017 3:50:38 PM
NunoSilva.onmicrosof...	Delta Synchronization	success	11/20/2017 3:50:16 PM	11/20/2017 3:50:17 PM
nuno-silva.local	Delta Synchronization	success	11/20/2017 3:50:15 PM	11/20/2017 3:50:16 PM
NunoSilva.onmicrosof...	Delta Import	success	11/20/2017 3:50:03 PM	11/20/2017 3:50:13 PM
nuno-silva.local	Delta Import	success	11/20/2017 3:50:03 PM	11/20/2017 3:50:03 PM
nuno-silva.local	Export	success	11/20/2017 3:20:33 PM	11/20/2017 3:20:33 PM
NunoSilva.onmicrosof...	Export	success	11/20/2017 3:20:13 PM	11/20/2017 3:20:32 PM
NunoSilva.onmicrosof...	Delta Synchronization	success	11/20/2017 3:20:11 PM	11/20/2017 3:20:12 PM
nuno-silva.local	Delta Synchronization	success	11/20/2017 3:20:10 PM	11/20/2017 3:20:11 PM
NunoSilva.onmicrosof...	Delta Import	success	11/20/2017 3:19:58 PM	11/20/2017 3:20:08 PM
nuno-silva.local	Delta Import	success	11/20/2017 3:19:58 PM	11/20/2017 3:19:58 PM
nuno-silva.local	Export	success	11/20/2017 2:50:30 PM	11/20/2017 2:50:30 PM
NunoSilva.onmicrosof...	Export	success	11/20/2017 2:50:09 PM	11/20/2017 2:50:29 PM
NunoSilva.onmicrosof...	Delta Synchronization	success	11/20/2017 2:50:08 PM	11/20/2017 2:50:08 PM
nuno-silva.local	Delta Synchronization	success	11/20/2017 2:50:06 PM	11/20/2017 2:50:07 PM
NunoSilva.onmicrosof...	Delta Import	success	11/20/2017 2:49:55 PM	11/20/2017 2:50:05 PM
nuno-silva.local	Delta Import	success	11/20/2017 2:49:55 PM	11/20/2017 2:49:55 PM

Profile Name: Export User Name: ADCONNECT\AAD_6408ac8e81cd

Step Type: Export Partition: DC-nuno-silva.DC-local

Start Time: 11/20/2017 3:50:39 PM End Time: 11/20/2017 3:50:39 PM Status: success

Export Statistics	Connection Status
Adds: 0	DC2016.nuno-silva.local.389: success
Updates: 0	
Renames: 0	Export Errors
Deletes: 0	
Delete Adds: 0	

2004 run(s)

Administrator: Windows PowerShell ISE

File Edit View Tools Debug Add-ons Help

StartDeltaSync.ps1 x

```
1 Start-ADSyncSyncCycle -PolicyType Delta
```

Commands x

Modules: All Refresh

Name:

A:

- Add-ADSyncAADServiceAccount
- Add-ADSyncAttributeFlowMapping
- Add-ADSyncConnector
- Add-ADSyncConnectorAnchorConstr
- Add-ADSyncConnectorAttributeInclu:
- Add-ADSyncConnectorHierarchyProv
- Add-ADSyncConnectorObjectInclusio
- Add-ADSyncGlobalSettingsParameter
- Add-ADSyncJoinConditionGroup
- Add-ADSyncRule
- Add-ADSyncRunProfile
- Add-ADSyncRunStep
- Add-ADSyncScopeConditionGroup
- Add-AppvClientConnectionGroup
- Add-AppvClientPackage
- Add-AppvPublishingServer
- Add-AppxPackage
- Add-AppxProvisionedPackage

Run Insert Copy

P5 C:\>

Completed | Ln 1 Col 40 | 100%

The image shows a screenshot of the Windows PowerShell ISE interface. The main window displays a script file named 'StartDeltaSync.ps1' with a single command: 'Start-ADSyncSyncCycle -PolicyType Delta'. Below the script editor is a dark blue console window with the prompt 'P5 C:\>'. On the right side, there is a 'Commands' pane showing a list of modules available for the current session, including 'Add-ADSyncAADServiceAccount', 'Add-ADSyncAttributeFlowMapping', 'Add-ADSyncConnector', and others. The status bar at the bottom indicates 'Completed', 'Ln 1 Col 40', and '100%'.

Exchange admin center

- recipients
- permissions
- compliance management
- organization
- protection
- mail flow
- mobile
- public folders
- unified messaging
- servers
- hybrid

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

DISPLAY NAME	MAILBOX TYPE	EMAIL ADDRESS
teste 02	Office 365	teste.02@nuno-silva.net

Microsoft Office 365 Admin center interface. The page title is "Home" and the user is identified as "Nuno Silva". The interface includes a search bar for users, groups, settings, or tasks.

Left Navigation Panel:

- Home
- Users
- Groups
- Resources
- Billing
- Support
- Settings
- Setup
- Reports
- Health
- Admin centers
 - Exchange
 - Skype for Business
 - SharePoint
 - OneDrive

Main Content Area:

- DirSync Status:** Last directory sync (last synced 12 minutes ago), Password sync (recent synchronization).
- Users:** Add a user, Delete a user, Edit a user, Reset a password.
- Billing:** Total balance: €0.00, Update payment details, View my bill.
- Office software:** Install my software, Share the download link, Software download settings, Troubleshoot installation.
- Domains:** Add a domain, Delete a domain, Edit a domain, Check health.
- Support:** New service request, View service requests.
- Train yourself:** For admins, For end users.
- Advanced admin traini...:** Delivered by LinkedIn Learning.
- Service health:** 3 advisories.
- Suggested features:**
- Message center:** Updated Feature: Create custom site themes in ... (Nov 17), New feature: Compliance Manager public previ... (Nov 16), Updated Feature: Pending users now receive an... (Nov 16), 53 unread messages.

Footer: Need help? Feedback. System tray shows 16:34 on 20-Nov-17.

Facebook | mailboxes - Microsoft Ex | Microsoft Office Home | Office Admin center - H | change

Secure | https://mail.nuno-silva.net/ecp/

Apps | TalarisWeb | partilhado com parce | Territory Plan - GFI.xl | Onenote - IS (720) | GFI | PowerShell for Office | HR -

Enterprise | Office 365

Exchange admin center

Office 365

recipients | permissions | compliance management | organization | protection | mail flow | mobile | public folders | unified messaging | servers | hybrid

mailboxes | groups | resources | contacts | shared | migration

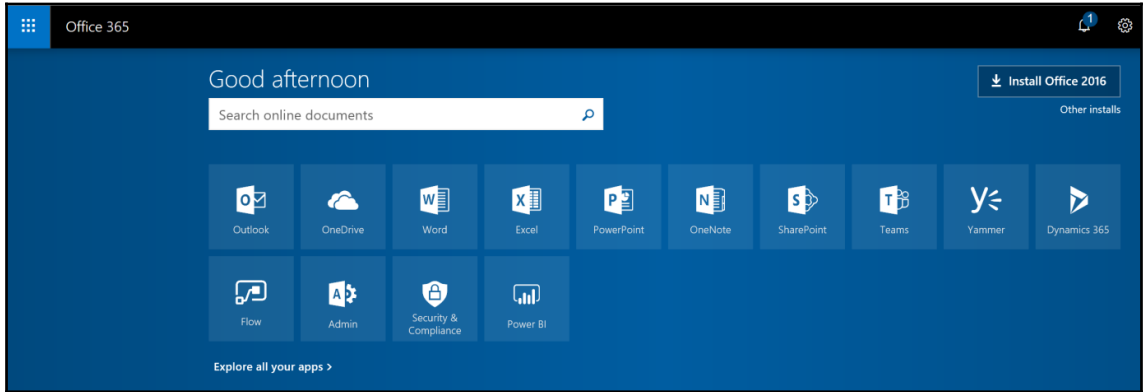
+ - ✎ 🗑️ test X ↺ ...

DISPLAY NAME	MAILBOX TYPE	EMAIL ADDRESS
teste 02	Office 365	teste.02@nuno-silva.net

0 selected of 1 total

https://mail.nuno-silva.net/ecp/#

Chapter 8: SharePoint Online





Office 365 →

Apps



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Teams



Yammer



Admin



All apps →

Office 365 | Admin center

- Billing
- Support
- Settings
- Setup
- Reports
- Health
- Admin centers
- Exchange
- Skype for Business
- SharePoint
- OneDrive
- Yammer
- PowerApps
- Flow
- Security & Compliance
- Azure AD

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

1.03 TB available of 1.04 TB 15700 resources available

URL	STORAGE USED (GB)	STORAGE LIMIT (GB)	PERCENT USED	SERVER RESOURCE QUOTA
https://nunosilva.sharepoint.com	4.54	10.00	45.37 %	300
https://nunosilva.sharepoint.com/portals/community	0.58	1024.00	0.06 %	0
https://nunosilva.sharepoint.com/portals/hub	0.00	0.00	0.00 %	0
https://nunosilva.sharepoint.com/search	0.03	0.98	2.60 %	0
https://nunosilva.sharepoint.com/Sites/eDiscoveryCenter	0.00	0.29	1.00 %	300
https://nunosilva.sharepoint.com/sites/IT	0.00	1.00	0.20 %	300
https://nunosilva-my.sharepoint.com	0.00	5120.00	0.00 %	0
http://www.nuno-silva.net	0.90	1.07	83.64 %	300

Office 365 Video

Home Channels Upload Portal Settings

MVP Fusion Demo Video 0:08 | 2 views

Session 3 0:13 | 1 view

Session 2 0:10

Office Video Overview SPPPris2016 - OS - Office 365 3:22 | 1 view

Trending See all videos

Configure - Bandwidth Throttling 1:49 7 views

How to be productive with Office 365 2:06 4 views

Nuno Arias Silva 0:11 1 view

Collab365 - Office 365 MFA Azure A... 2:06 1 view

IMACT ATT Presentation 1 1:07 1 view

MVP Fusion Demo Video 0:08 2 views

Keynote 4 0:09 2 views

Keynote 2 0:10 2 views

WP_20151127_10_01_23_Pro 0:06 2 views

SPPPris2016 - OS - Office 365 vid... 3:22 1 view

Session 1 0:11 1 view

Stream Browse My content Create Search

Define your SMART criteria

Welcome back, Nuno Less criteria

Use the SMART mnemonic to guide you:

- S Specific:** Clear & unambiguous, answers the questions, "What, why, who, where?"
- M Measurable:** Concrete, clearly demonstrates progress.
- A Attainable:** Realistic, not extreme.
- R Relevant:** Matters to stakeholders.
- T Timely:** Consider the urgency of a project or the current business environment.

Trending now...
How to be productive with Office 365
WATCH NOW

Invite your coworkers to upload videos. Everyone in your company can contribute.

LEARN HOW TO USE MICROSOFT STREAM

- Securely upload Watch Now
- Find content Watch Now
- Channels and groups Watch Now
- Embed and share Watch Now

Don't show this again

TRENDING VIDEOS

CM Cascais O365
5 0 0 0

POPULAR CHANNELS

CM Cascais
No Description

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 place where community members discuss topics of common interest. Members can browse and discover relevant content by exploring categories, sorting discussions by popularity or by viewing only posts that have a best reply. Members gain reputation points by participating in the community, such as starting discussions and replying to them, liking posts and specifying best replies.

Time Zone

Administrator  

Storage Quota GB

Server Resource Quota resources of 15700 resources available

Site Collections

New
 Delete
 Properties
 Owners
 Sharing
 Storage Quota
 Buy Storage
 Server Resource Quota
 Upgrade
 Rename Website
 Add Domain
 Recycle Bin

Contribute Manage Public Website Restore

Search by URL...

URL

- <https://nunosilva.sharepoint.com>
- <https://nunosilva.sharepoint.com/portals/community>
- <https://nunosilva.sharepoint.com/portals/hub>
- <https://nunosilva.sharepoint.com/search>
- <https://nunosilva.sharepoint.com/sites/Community>
- <https://nunosilva.sharepoint.com/Sites/eDiscoveryCenter>
- <https://nunosilva.sharepoint.com/sites/IT>
- <https://nunosilva-my.sharepoint.com>
- <http://www.nuno-silva.net>

Office 365 | SharePoint

Community Site

Home

Welcome to the community. We want to hear from you. Ask a question. Share your thoughts. Get smarter and help others.

[new discussion](#)

Recent What's hot My discussions ...

There are no items to show in this view of the "Discussions List" discussion board.

Community tools

- Manage discussions
- Create categories
- Create badges
- Assign badges to members
- Reputation settings
- Community settings

[Join this community](#)

What's happening

0 members

Top contributors



Office 365

SharePoint



Nuno Árias Silva



EDIT LINKS

Search





test



Everything People Conversations Videos

Preference for results in Portuguese (Portugal) ▼

Search on Yammer

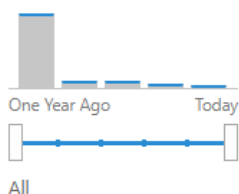
Result type

- Excel
- PDF
- PowerPoint
- Web page
- Word
- Zip
- SHOW MORE

Author

- Nuno Árias Silva
- Manuela Árias
- Conta de Sistema
- Rui Silva
- John Rudow
- SHOW MORE

Modified date



Test

nunosilva.sharepoint.com/portals/**Test**

Test Demo

nunosilva.sharepoint.com/sites/.../Documentos Partilhados/**Test Demo**

Test Channel

nunosilva.sharepoint.com/portals/**Test-Channel**

Test Tab Channel

nunosilva.sharepoint.com/sites/TeamDevOfficeDay/.../**Test Tab Channel**

Test Channel - Vídeos

Tipo de ConteúdoVídeo na Nuvem NomeConfigure - Bandwidth Throttling Modificado15/09/2016 12:49 Modificado por Nuno Árias Silva Duração (segundos)109 ...
nunosilva.sharepoint.com/portals/.../pVid/Forms/Thumbnails.aspx

Test - Channel Settings

Categoria Definições Versão do Canal Nome Descrição Cor do Mosaico Vídeos em Destaque
nunosilva.sharepoint.com/portals/.../Channel Settings/AllItems.aspx

Test - Pages

nunosilva.sharepoint.com/portals/**Test**/pPg/Forms/AllItems.aspx

Test Post using Word – WPC 2014

Test of Blog using Word this post was using Word 2013 with an image automatically uploaded ...
nunosilva-public.sharepoint.com/Lists/Posts/ViewPost.aspx?ID=255

Test Channel - Settings

nunosilva.sharepoint.com/portals/.../pSet/Forms/AllItems.aspx

Test - Settings

nunosilva.sharepoint.com/portals/**Test**/pSet/Forms/AllItems.aspx

Document Deletion Policy Center

Search this site

Use the Compliance Policy Center to manage Document Deletion and DLP Policies to help keep information secure in your organization. You can configure policies to delete content after a specific time, or notify end users when they share sensitive content. These policies can then be assigned to sites in SharePoint to protect content. The Compliance Policy Center is also required if you want to protect content in SharePoint using DLP Policies in Office 365. Learn more about Document Deletion Policies...



Deletion Policies

Create and manage deletion policies to delete documents after a specified period of time. For example, you can set up a policy that deletes documents in a site collection five years after the documents were created.

Find an item

✓ Name Modified

There are no items to show in this view of the "Policy Definitions" list.



Policy Assignments for Templates

Assign deletion policies to site collection templates. All site collections created from the template will use these policies, unless there's a policy assigned to a specific site collection to override these.

Find an item

✓ Name Modified

There are no items to show in this view of the "Policy Assignments" list.



Policy Assignments for Site Collections

Assign deletion policies to specific site collections. These assignments will override any policies assigned to the site collection template.

Find an item

✓ Name Modified

There are no items to show in this view of the "Policy Assignments" list.

Office 365 | OneDrive

Search

+ New | Upload | Flow | Sync

Nuno Árias Silva

Files

Name	Modified	Modified By	File Size	Sharing
Anexos	January 4	Nuno Árias Silva		Private
Blocos de Notas	January 23	Nuno Árias Silva		Private
Camtasia Studio	February 13	Nuno Árias Silva		Private
Collab365	May 31, 2016	Nuno Árias Silva		Private
Datacenter Airlif 27 Jan 2016	July 12, 2016	Nuno Árias Silva		Private
DIY	April 20	Nuno Árias Silva		Private
Docs.com-nunoarias	June 9	Nuno Árias Silva		Private
Documentação Técnica1	May 31, 2016	Nuno Árias Silva		Private
Downloads	October 27, 2015	Nuno Árias Silva		Private
Email attachments	May 26, 2015	Nuno Árias Silva		Private
Fotografias	March 19, 2015	Nuno Árias Silva		Private

Recent

Shared with me

Discover

Recycle bin

Nuno Silva

- Community Site
- Microsoft Ignite
- Intranet - Site de Equipa
- Nuno Árias Silva Website
- Community
- Dev Office
- Team Dev Office Day
- teste CM Loures

More sites

Office 365 | SharePoint

BROWSE PAGE SITE

Reminder: This site will soon be removed. Click to read more.

Office 365 Nuno Árias Silva Website

Home About me Contact me Directions Blog Photos CV EDIT LINKS

Sign In

Search...

I have migrated this site, please go to <http://www.nuno-silva.net>

Welcome to my site!

This is the home page of my website and the first thing that visitors will see when they reach my website on the Internet. This page is the most engaging part of my site by including Photos, Blog Posts, and interesting content.


Where to start?

You can see some links.

You can browse an Feed a RSS from my Blog.

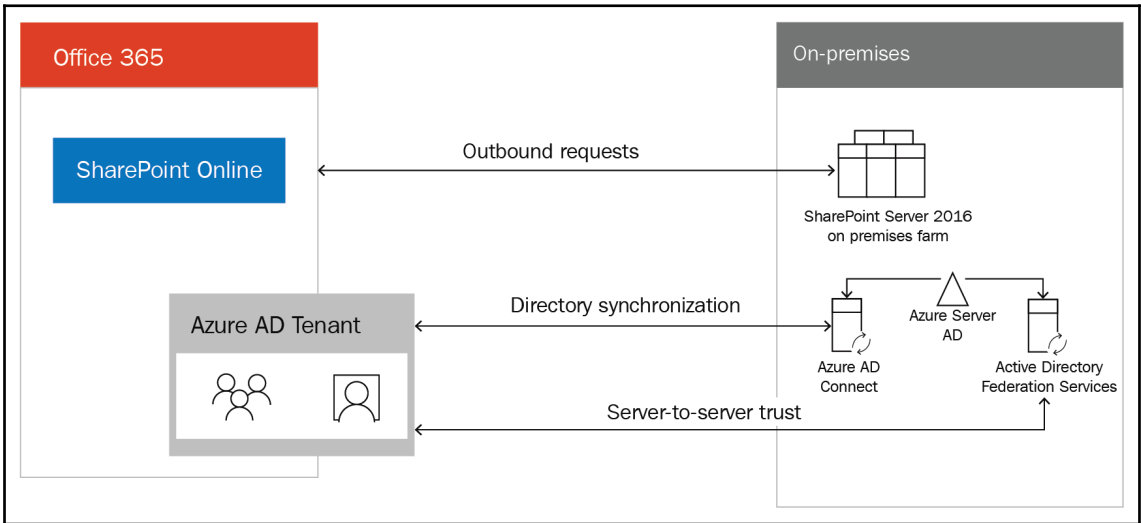
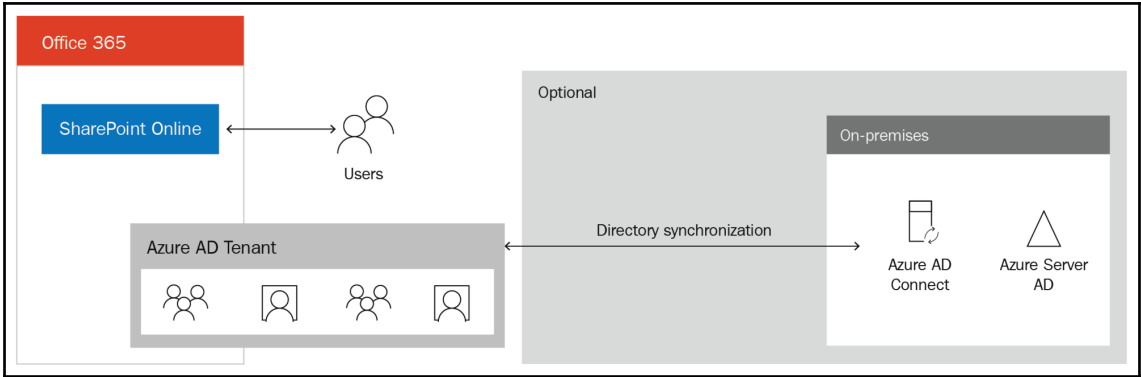
Visualize pictures taken by me all over around the world.

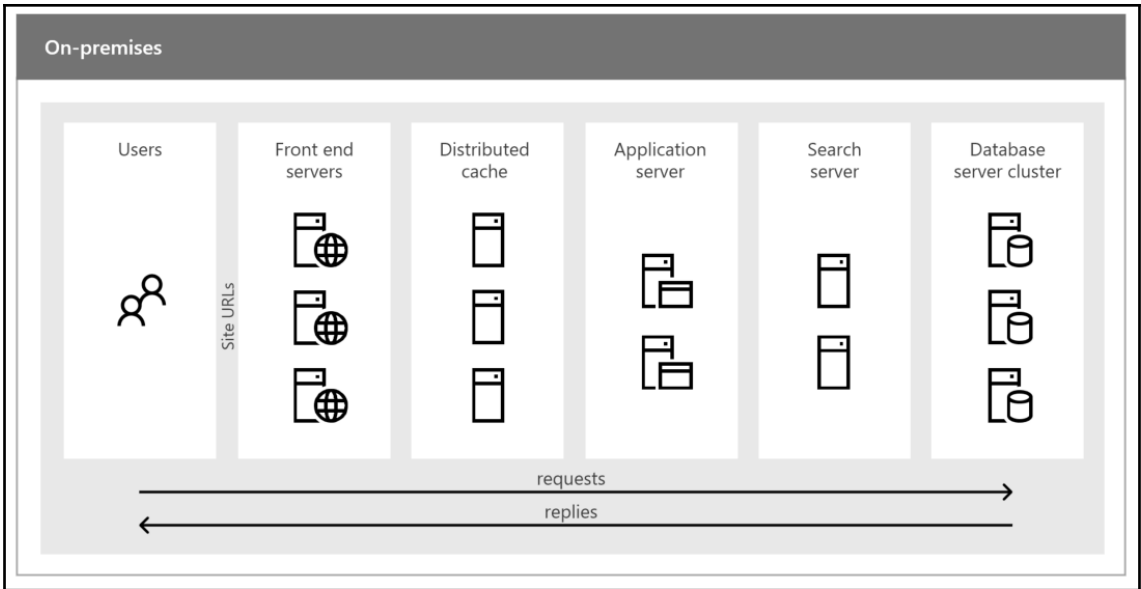
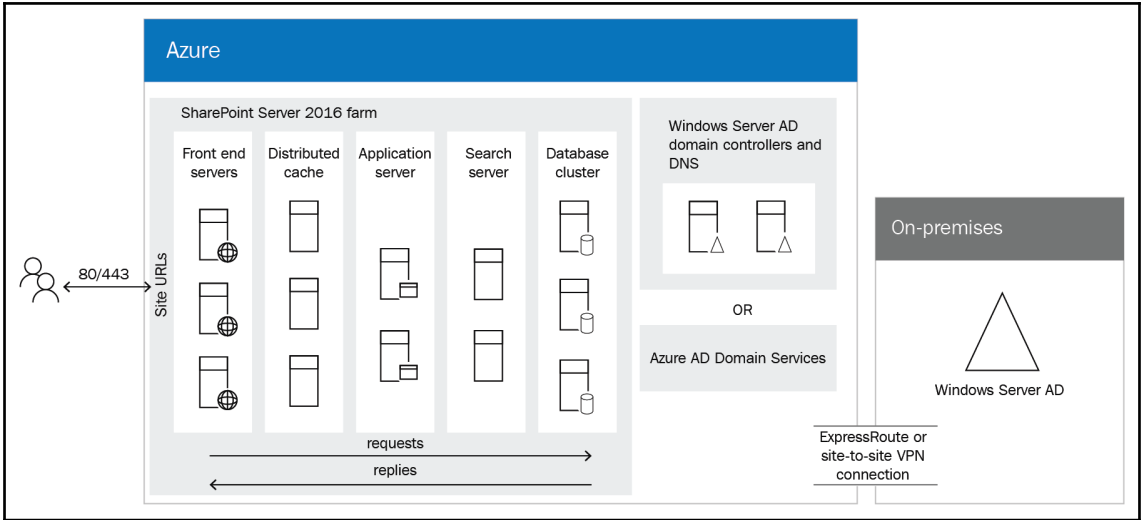
Powered by Office 365



IT Responsibility	SharePoint Online	Hybrid	Azure/ IaaS	On-premises
Data governance & rights management	●	●	●	●
Client endpoints	●	●	●	●
Account & access management	●	●	●	●
Identity and directory infrastructure	◐	◐	●	●
Network controls	◑	◐	●	●
Applications	◑	◐	●	●
Operating system	◑	◐	●	●
Physical hosts	◑	◐	◑	●
Physical network	◑	◐	◑	●
Physical datacenter	◑	◐	◑	●

Microsoft
 Customer





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

Site Collections

New Delete Properties Owners Sharing Storage Quota Buy Storage Server Resource Quota Upgrade Rename Website Add Domain Recycle Bin

Private Site Collection Public Website

1.03 TB available of 1.04 TB 15400 resources available

URL	STORAGE USED (GB)	STORAGE LIMIT (GB)	PERCENT USED	SERVER RESOURCE QUOTA
https://nunosilva.sharepoint.com	4.54	10.00	45.37 %	300
https://nunosilva.sharepoint.com/portals/community	0.58	1024.00	0.06 %	0
https://nunosilva.sharepoint.com/portals/hub	0.00	0.00	0.00 %	0
https://nunosilva.sharepoint.com/search	0.03	0.98	2.60 %	0
https://nunosilva.sharepoint.com/sites/Community	0.00	1.00	0.20 %	300
https://nunosilva.sharepoint.com/Sites/eDiscoveryCenter	0.00	0.29	1.00 %	300
https://nunosilva.sharepoint.com/sites/IT	0.00	1.00	0.20 %	300
https://nunosilva-my.sharepoint.com	0.00	5120.00	0.00 %	0
http://www.nuno-silva.net	0.90	1.07	83.64 %	300

Properties Owners Sharing Storage Quota Buy Storage Server Resource Quota Upgrade

Manage



delete site collections



Important: Deleted site collections will remain in the Recycle Bin for 30 days. After 30 days these site collections will be permanently removed, along with all Web parts, lists, document workspaces, content types, user associations, and any other customizations you have made to these site collections.

Do you want to send this site collection to the recycle bin?

URL	USAGE (GB)
https://nunosilva.sharepoint.com/sites/IT	0.00

Total storage to be freed: 0.00 GB

Delete

Cancel

Office 365 | Admin ? Nuno Arias Silva

SharePoint admin center

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

User Browser-enabled Form Templates

- Allow users to browser-enable form templates
- Render form templates that are browser-enabled by users
- Customize the list of exempt user agents.

Exempt User Agents
Specify the list of user agents that, for indexing purposes, will receive InfoPath forms as XML files instead of full Web pages.

Name:

Slurp	Add
minibot	Remove
crawler	
MS Search	
Googlebot	
MSOffice	

Office 365 Admin

SharePoint admin center

- site collections
- infopath
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- bcs
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People
[Manage User Properties](#) | [Manage User Profiles](#) | [Manage User Sub-types](#) | [Manage Audiences](#) | [Manage User Permissions](#) | [Manage Policies](#)

Organizations
[Manage Organization Properties](#) | [Manage Organization Profiles](#) | [Manage Organization Sub-types](#)

My Site Settings
[Setup My Sites](#) | [Configure Trusted Host Locations](#) | [Manage Promoted Sites](#) | [Publish Links to Office Client Applications](#) | [Manage Social Tags and Notes](#)

Profiles

Number of User Profiles	94
Number of User Properties	113
Number of Organization Profiles	1
Number of Organization Properties	15

Audiences

Number of Audiences	1
Uncompiled Audiences	0
Audience Compilation Status	Idle
Ended at	02/12/2017 00:59
Last Compilation Time	

Office 365 Admin

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business connectivity services

Manage BDC Models and External Content Types
 Manage External Content Types that are not restricted to an App. These can be used on any site.

connection settings for apps

Manage connections to online services
 Manage connection settings to online OData services. You can configure Apps to use these connections.

Manage connections to on-premises services
 Manage connection settings to OData services that are on-premises. You can configure Apps to use these connections.

Office 365 | Admin | Nuno Arias Silva

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SEARCH

TAXONOMY TERM STORE

English

- Taxonomy_/v5NE25cT1CZW98PbtIkEQ=
 - Dicionários de Pesquisa
 - People
 - Pessoas
 - Sistema

GENERAL

Taxonomy_/v5NE25cT1CZW98PbtIkEQ=

Available Service Applications
A site may consume multiple metadata applications. Select the one to see in the tree view.

Taxonomy_/v5NE25cT1CZW98PbtIkEQ=

Sample Import
The SharePoint metadata manager can import a term set from a UTF-8 CSV format file. Use the sample file as a template for creating import files. Then import the file into the desired group to create a new term set.

[View a sample import file](#)

Term Store Administrators
You can enter user names, group names, or e-mail addresses. Separate them with semicolons. These users will be permitted to create new term set groups and assign users to the group manager role.

Default Language
Select the default language for all Metadata in the system. All terms must have a label defined in their default language.

English

Working Languages
Select the "translation of" languages for terms in the term store. This will allow a term to have language specific labels and translations.

Select languages from:

Installed language packs

German	Add >>	English	
French		<< Remove	Portuguese (Portugal)
Irish			
Indonesian			

Office 365 | Admin | Nuno Arias Silva

SharePoint admin center

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Send To Connections

Send To Connections allow content to be submitted to sites with a configured Content Organizer. Send to connections will appear as locations that content can be submitted to when configuring Information Management Policy. Optionally you can make Send To Connections available for users to manually submit content.

Connection Settings

Each connection requires a display name and a URL to a content organizer. Optionally, this connection can be made available as a Send To option on the item's drop-down menu and on the Ribbon.

Send To Connections

New Connection

Display name:

Send To URL: [\(Click here to test\)](#)
Example: "http://site url/vti_bin/officialfile.aspx"

Allow manual submission from the Send To menu

Send To action:

Explanation (to be shown on links and recorded in the audit log):

Office 365 Admin

SharePoint admin center

site collections

infopath

user profiles

bcs

term store

records management

search

secure store

apps

sharing

settings

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access control

Edit

New Delete Edit Set

Manage Target Applications Credentials

There are no Secure Store Target Applications in this Secure Store Service Application. You can create a new Target Application from the Manage Target Applications group in the Edit ribbon group.

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

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

Who can share outside your organization

- Let only users in selected security groups share with authenticated external users

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

- Use shorter links when sharing files and folders

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
- Require recipients to continually prove account ownership when they access shared items

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

Office 365 | Admin 19 ? Nuno Arias Silva

SharePoint admin center

site collections **hybrid picker**

infopath

user profiles

bcs

term store

records management

search

secure store

apps

sharing

settings

configure hybrid

access control

Use the hybrid picker to select the features you want to set up to connect your SharePoint Server environment with Office 365. Important: Make sure you run Hybrid Picker on a SharePoint 2016 or SharePoint 2013 server.

Prerequisites
Learn more about the prerequisites for running the hybrid picker .

Go to Hybrid Picker Download Page

- OneDrive: Redirect OneDrive for Business to OneDrive in Office 365. This will also redirect your profiles. [Learn more](#)
- OneDrive and Sites: Enable hybrid OneDrive with hybrid Sites features to give users a more seamless experience. [Learn more](#)
- App launcher: Add Office 365 Delve and Video apps, along with your custom Office 365 tiles, to your SharePoint Server app launcher. [Learn more](#)
- Extranet business-to-business (B2B) sites: Configure SharePoint Online sites for extranet business-to-business collaboration with admin-managed partner users. [Learn more](#)
- Auditing (Preview): Enable hybrid Auditing feature to get visibility to users' file access activities in your SharePoint 2016 On-premises environment, with the power of Office 365 Audit Log Search capability. [Learn more](#)
- Taxonomy: Turn on Taxonomy Groups Replication timer job to replicate Taxonomy groups from a remote SharePoint installation (SharePoint Online) to your local SharePoint installation (on-premises). [Learn more](#)
- Hybrid Self-Service site creation: Allows SharePoint administrators of SharePoint Server 2013 to direct users site creations requests to Office 365. [Learn more](#)

Office 365 Nuno Arias Silva

SharePoint Hybrid Picker Help

To Enable or Modify SharePoint Hybrid Configuration you need to first initiate Hybrid Picker, to get started [click here](#)

(SharePoint Hybrid Picker should be launched at SharePoint On-Premises Servers where SharePoint 2013 or SharePoint 2016 was installed.)

[Learn more about the Office 365 Support Assistant and how we use your data](#)

Office 365 | Admin 19 ? Nuno Arias Silva

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](#) .

- 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**

- Home
- Sharing
- Sync
- Storage
- Device access
- Compliance
- Notifications

OneDrive admin center



Welcome to the OneDrive admin center

This is the new place to manage all your organization's OneDrive settings. We'll be adding reports and many other features soon, and would love to hear your suggestions on what to add or change.

[Send feedback](#)

Sharing

Use these settings to customize how sharing works in OneDrive and SharePoint.
[Learn more about external sharing](#)

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](#) ▾

External sharing

Users can share with:

SharePoint OneDrive

Most permissive			Least permissive
○	○	○	○

- Anyone**
Users can create shareable links that don't require sign-in.
- New and existing external users**
External users must sign in.
- Existing external users**
Only users already in your organization's directory.
- Only people in your organization**
No external sharing allowed.

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

[Advanced settings for external sharing](#) ▾

Other settings

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

[Save](#)

Office 365 OneDrive

Home
Sharing
Sync
Storage
Device access
Compliance
Notifications

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
nuno-silva.net [Edit domains](#)
- Block syncing of specific file types
pst [Edit extensions](#)

[Save](#)

Office 365 OneDrive

Home
Sharing
Sync
Storage
Device access
Compliance
Notifications

Storage

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

Default storage in GB

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

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

[Save](#)

Office 365 OneDrive

Home
Sharing
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Storage
Device access
Compliance
Notifications

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

- Home
- Sharing
- Sync
- Storage
- Device access
- Compliance
- Notifications

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

Office 365 | OneDrive

Home
Sharing
Sync
Storage
Device access
Compliance
Notifications

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](#)

eDiscovery

Identify, hold, search, and export content that can be used as evidence in legal cases.
[Create an eDiscovery case](#)

Alerts

Get notified when users perform specific activities in OneDrive.
[Create an alert](#)

Office 365 | OneDrive

Home
Sharing
Sync
Storage
Device access
Compliance
Notifications

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](#)

Chapter 9: Skype for Business

Enables you to	From your	With
<ul style="list-style-type: none">• Text, call, communicate• Meet, discuss, collaborate• Connect, present, demonstrate	<ul style="list-style-type: none">• Laptop• Desktop• Tablet• Phone	<ul style="list-style-type: none">• Colleagues• Customers• Skype contacts• Remote users

Add a domain

- 1. Provide domain name**
2. Confirm ownership
3. Finish

type a domain name

You can only add domain names that you own. If you don't already own a domain, [buy one from GoDaddy](#), and we'll set it up for you.

Example: contoso.com

Next

Cancel

Add a domain

1. Provide domain name
2. **Confirm ownership**
3. Finish

confirm that you own yourdomainname.com

Before you set up your domain with Office 365, we have to make sure that you own the domain name. To do that, you'll add a specific record to the DNS records at your DNS hosting provider. We then look for the record to confirm ownership.

Note: This doesn't affect how your domain works. [Learn more](#)

See step-by-step instructions for performing this step with:

Done, verify now

Continue later

Skype for Business

Type	Priority	Host name	Points to address or value	TTL
CNAME	-	sip	sipdir.online.lync.com	1 Hour
CNAME	-	lyncdiscover	webdir.online.lync.com	1 Hour

Type	Service	Protocol	Port	Weight	Priority	TTL	Name	Target
SRV	_sip	_tls	443	1	100	1 Hour	@	sipdir.online.lync.com
SRV	_sipfederationtls	_tcp	5061	1	100	1 Hour	@	sipfed.online.lync.com

Office 365

Good morning

Search online documents

Install Office apps

Apps

- Outlook
- OneDrive
- Word
- Excel
- PowerPoint
- OneNote
- SharePoint
- Teams
- Yammer
- Dynamics 365
- Flow
- Admin
- Security & Compliance
- Power BI
- MyAnalytics

Office 365 Admin center

Home [Customize your home](#) Nuno Silva

Search users, groups, settings or tasks

DirSync Status > <ul style="list-style-type: none">✔ Last directory sync last synced 24 minutes ago✔ Password sync recent synchronization	Active users > <ul style="list-style-type: none">+ Add a user🗑 Delete a user✎ Edit a user🔑 Reset a password	Billing >	Office software <ul style="list-style-type: none">↓ Install my software📄 Share the download link↓ Software download settings💡 Troubleshoot installation
Domains > <ul style="list-style-type: none">+ Add a domain🗑 Delete a domain✎ Edit a domain🔍 Check health	Support <ul style="list-style-type: none">+ New service request📄 View service requests	Train yourself For admins ↗	Train your people For end users ↗
Service health > <p>Some services have posted advisories</p> 🔔 10 advisories	Suggested features >	Advanced admin traini... Delivered by LinkedIn Learning ...	
		Message center >	

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



Skype For Business User
skypeuser@nuno-silva.net



First name

Skype

Last name

For Business User

Display name *

Skype For Business User

Username *

skypeuser

Domain

@ nuno-silva.net

Location

Portugal

∨ [Contact information](#)

∨ [Password](#)

Auto-generated

∨ [Roles](#)

User (no administrator access)

∧ [Product licenses](#) *

Office 365 Enterprise E5

Office 365 Enterprise E5		On
42 of 50 licenses available		
To-Do (Plan 3)		Off
Microsoft Forms (Plan E5)		Off
Stream for Office 365		Off
Office 365 Threat Intelligence		Off
Microsoft StaffHub		Off
Flow for Office 365		Off
PowerApps for Office 365		Off
Microsoft Teams		Off
Office 365 Cloud App Security		Off
Office 365 Advanced eDiscovery		Off
Customer Lockbox		Off
Microsoft MyAnalytics		Off
Sway		Off
Exchange Online Advanced Threat Protection (These licenses do not need to be individually assigned)		On
Phone System		On
Audio Conferencing		On
Power BI Pro		Off
Mobile Device Management for Office 365 (These licenses do not need to be individually assigned)		On
Microsoft Planner		Off
Azure Rights Management		Off
Yammer Enterprise		Off
Office 365 ProPlus		Off
Skype for Business Online (Plan 2)		On
Exchange Online (Plan 2)		Off
SharePoint Online (Plan 2)		Off
Office Online		Off
Domestic and International Calling Plan		On
43 of 50 licenses available		

SF Skype For Business User
skypeuser@nuno-silva.net

User was added

Display name Skype For Business User
Username skypeuser@nuno-silva.net
Password Vud62107

Send password in email

Email the new password to the following recipients *

email@nuno-silva.net

[Send email and close](#)

Next steps

- [Add another user](#)
- [Edit details for this user](#)
- [Learn how to get started with Office 365](#)
(You can share this link with users.)

Microsoft

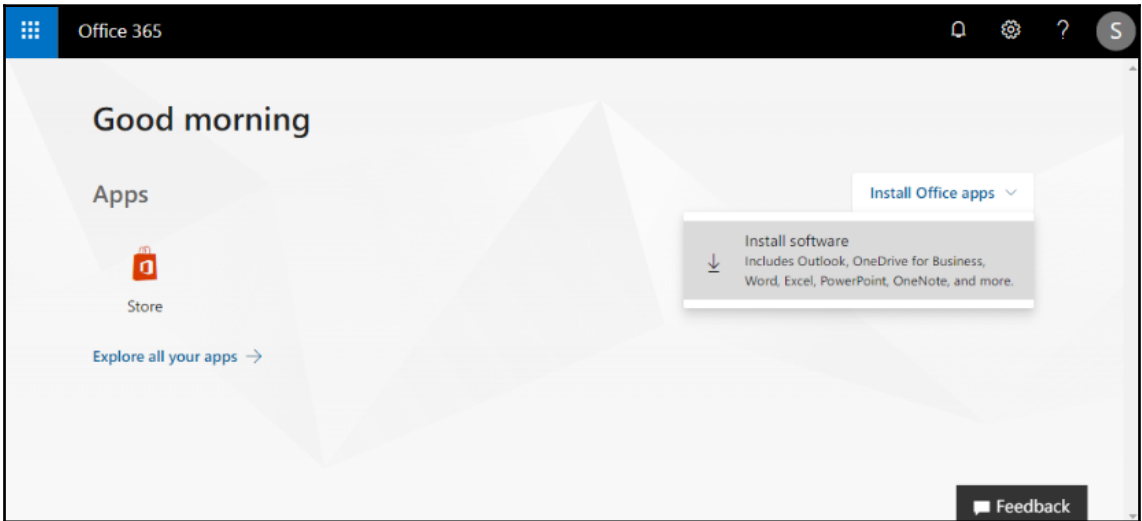
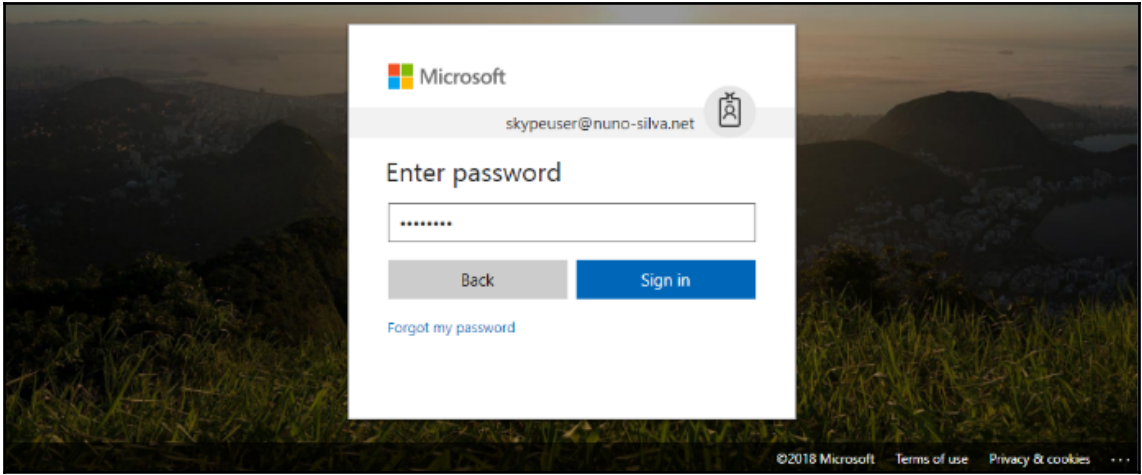
Sign in

skypeuser@nuno-silva.net

[Next](#)

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

©2018 Microsoft [Terms of use](#) [Privacy & cookies](#)





Software

Skype for Business

Office

Skype for Business

Install Skype for Business Basic. (For Office 2016)

Get instant messaging, audio and video calls, online meetings and presentations, availability information, and sharing.



Skype for
Business
Basic

Language:

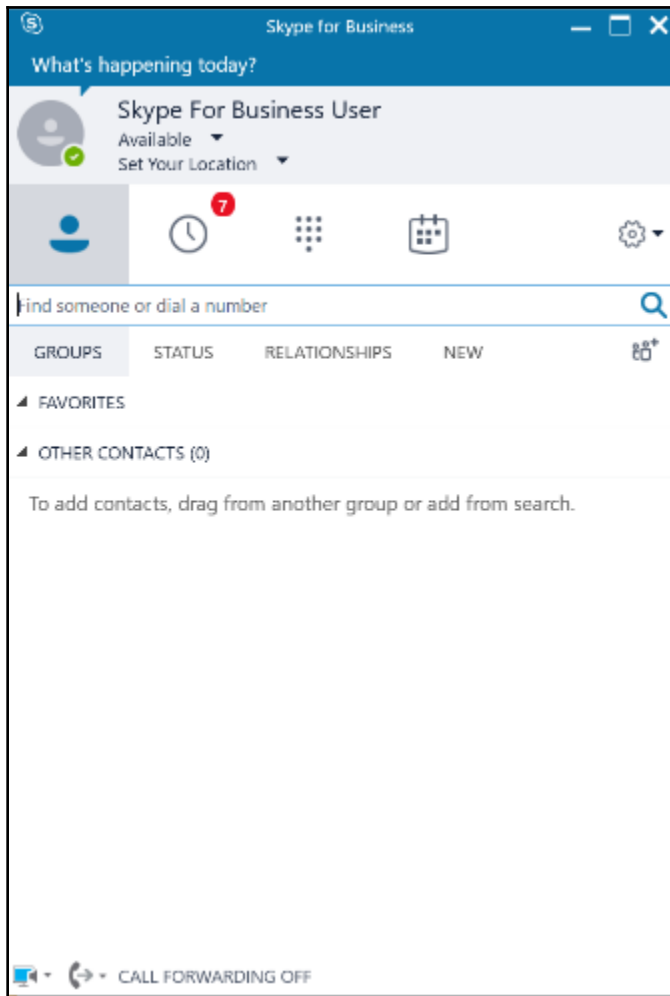
English (United States) ▼

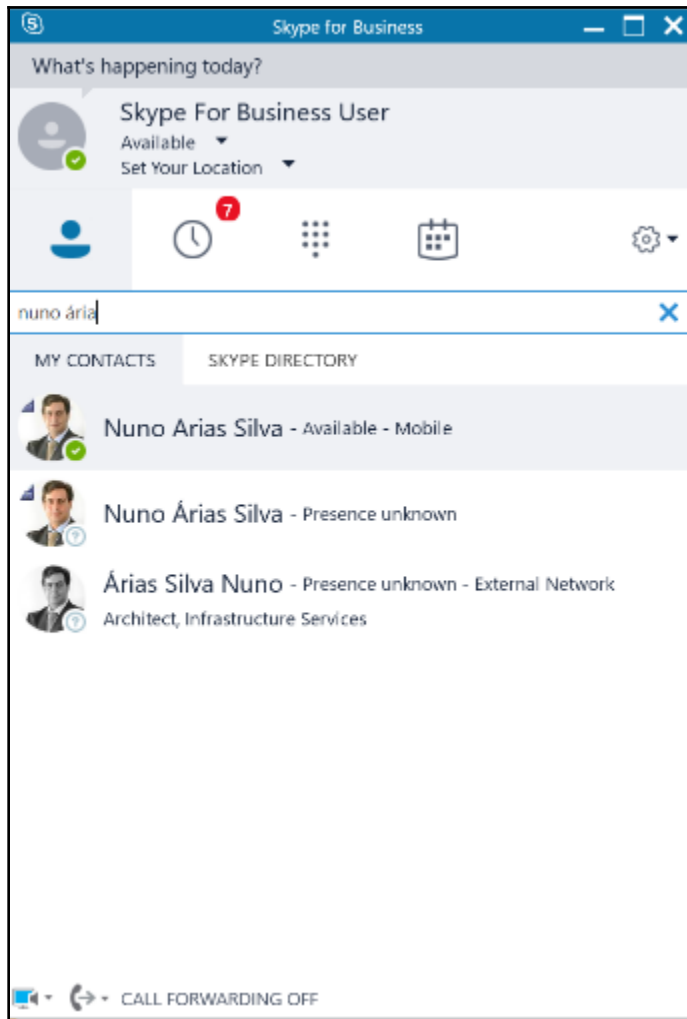
Version:

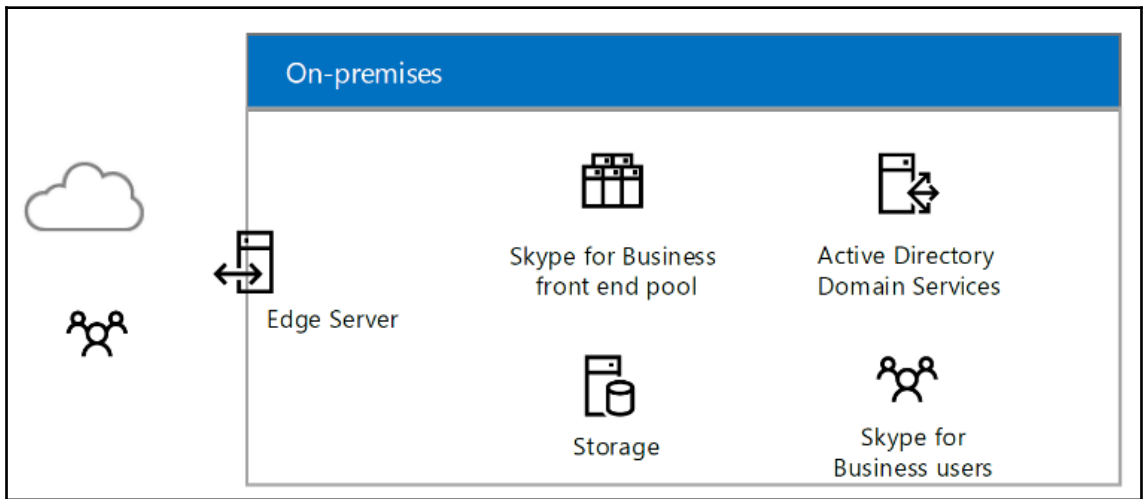
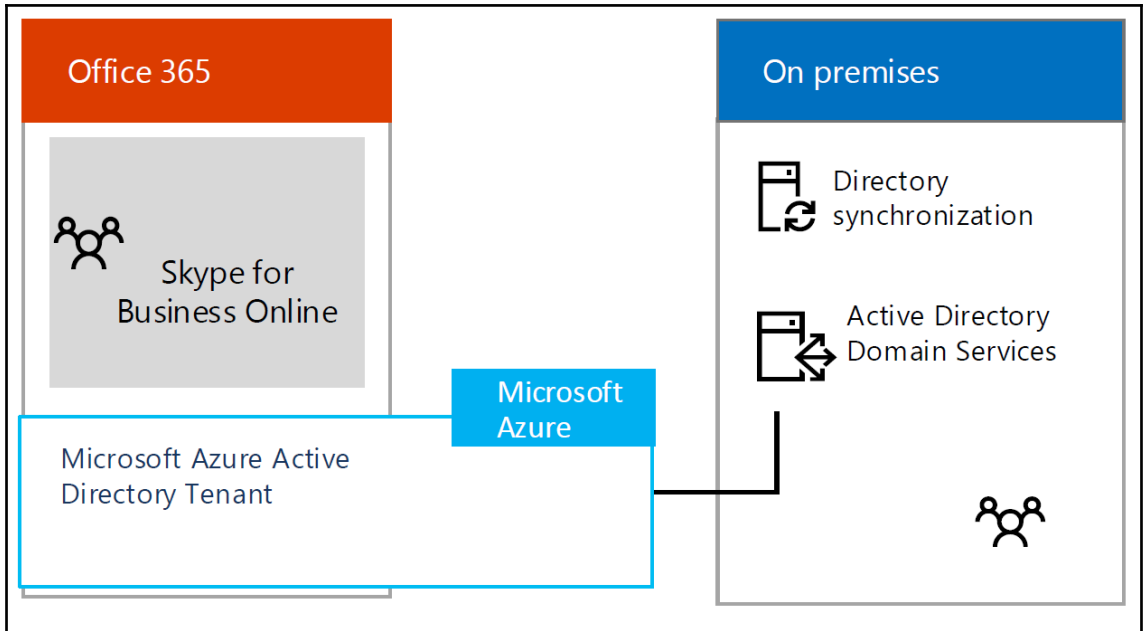
32-bit (Recommended) [Advanced](#)

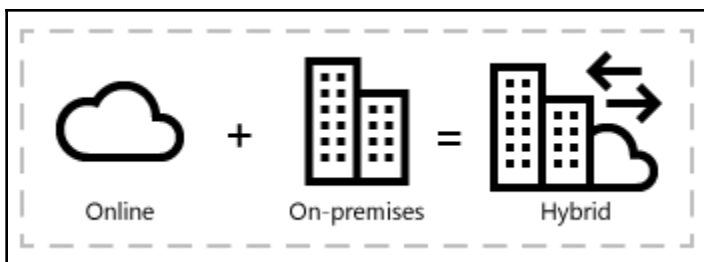
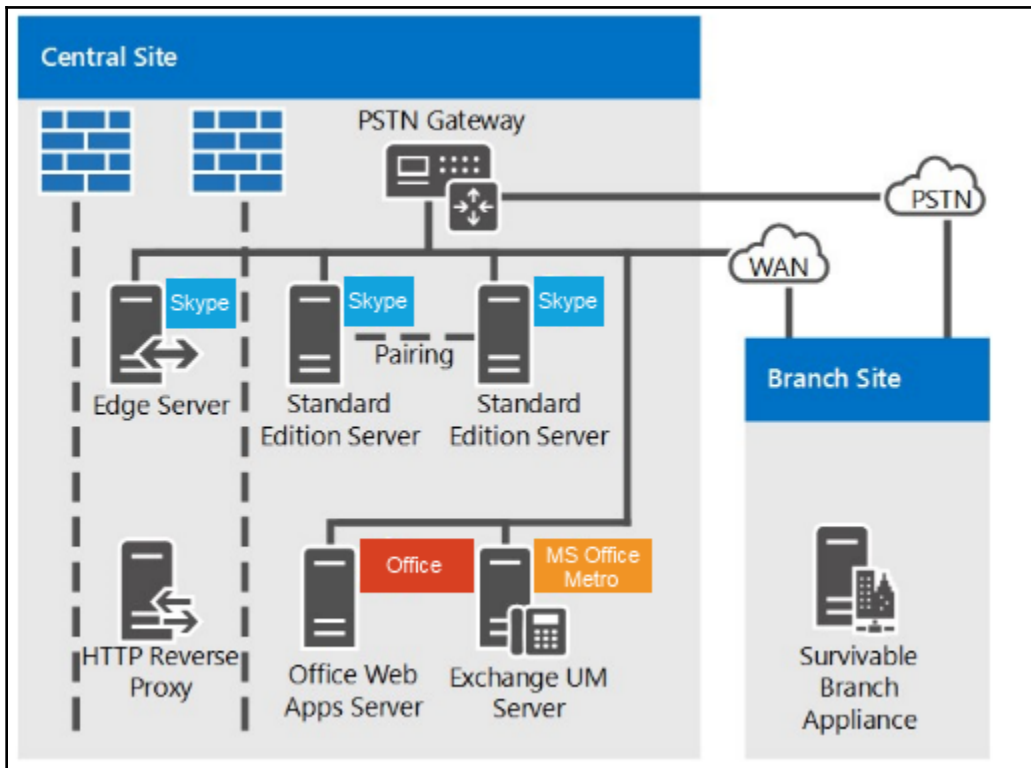
[Review system requirements](#)

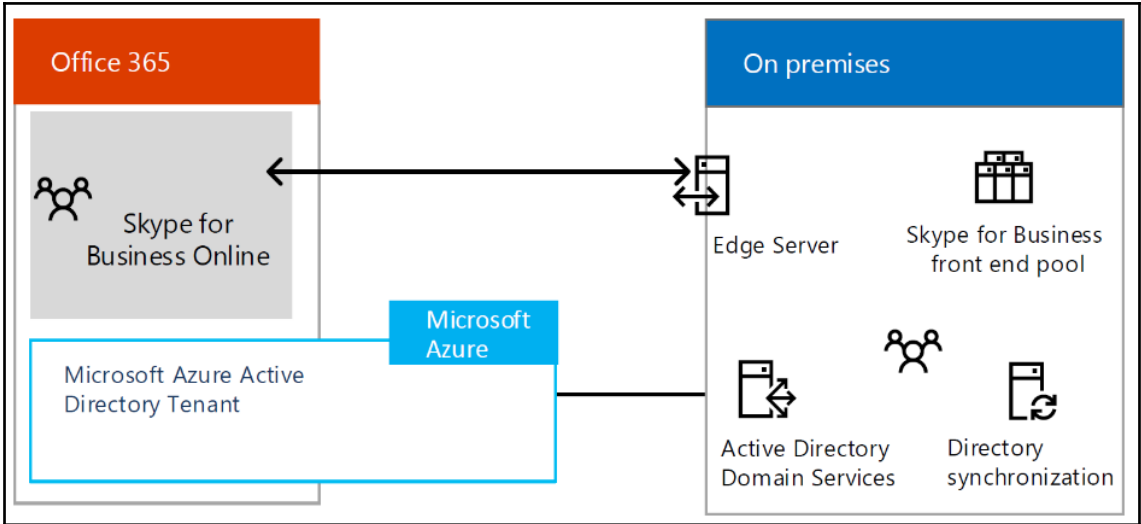
Install

















Admin centers





Exchange 


Skype for Business 


SharePoint 


OneDrive 

Yammer 

PowerApps 

Flow 

Security & Compliance 

Azure AD 

Office 365 | Admin 3 ? Nuno Arias Silva

Skype for Business admin center

dashboard

users

organization

voice

call routing

audio conferencing

online meetings

tools

Welcome

User statistics

Below are user statistics of your organization. [Learn more](#)

Skype for Business Online users:	9
Users enabled for audio conferencing:	0
Users in cloud:	6
Users synced and homed online:	0

Organization information

Below are configuration information of your organization. [Learn more](#)

Organization name: Nuno Silva

Resources

[Skype for Business Online reporting](#)
[Skype for Business Online PowerShell](#)
[Set up hybrid with Skype for Business Server on-premises](#)
[Skype for Business Online services use terms](#)

Community

[Skype for Business Online forums](#)
[Skype for Business blog websites](#)

Office 365 | Admin

←

Skype For Business User

general

external communications

voice

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

Office 365 | Admin

←

Skype For Business User

general
external communications
voice
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

Office 365 | Admin

←

Skype For Business User

general
external communications
voice
audio conferencing

Options

Assigned number:
No number assigned

save cancel

Office 365 Admin

Skype For Business User

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:

* Default toll number:

Default toll-free number:

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:

Admin

Skype for Business admin center

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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

Admin 6

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
There are no results to display.	

Admin 7

Skype for Business admin center

- dashboard
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- call routing
- audio conferencing
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- reports

phone numbers port orders voice users emergency locations on premises PSTN

You have 58 licenses

+ 🔍

	Number	Number Location	Assigned	Number Type	Number Status
<input type="checkbox"/>	+1 425-728-815	Seattle, United S	Unassigned	User	Activated
<input type="checkbox"/>	+34 910 47 04 5	Madrid, Spain	Unassigned	User	Activated
<input type="checkbox"/>	+351 21 121 97	Lisbon, Portugal	Unassigned	Service	Activated
<input type="checkbox"/>	+351 21 121 97	Lisbon, Portugal	Auto Attendant	Service	Activated
<input type="checkbox"/>	+1 425-528-045	Seattle, United S	User	User	Activated
<input type="checkbox"/>	+34 910 47 03 5	Madrid, Spain	User	User	Pending
<input type="checkbox"/>	+34 910 47 04 1	Madrid, Spain	User	User	Pending
<input type="checkbox"/>	+34 910 47 07 3	Madrid, Spain	User	User	Failed
<input type="checkbox"/>	+34 910 47 13 5	Madrid, Spain	User	User	Failed

⏪ 25 ⏩ 0 selected of 9 total



voice users emergency locations on premises PSTN



Number Status PSTN Connectivity

Failed	Online	Skype For Business User
	Online	
Pending	Online	Assign number
Activated	Online	
	Online	
Pending	Online	Assigned license
	Online	Licensed
Failed	Online	



save

discard

Assign Number

+1 425-728-8199

[Change number](#)

Select validated emergency location

Emergency workers will respond here when called

Microsoft HQ, 15010 NE 36TH ST REDMOND WA 98052 US



Skype for Business

What's happening today?

Skype For Business User
 Available ▾
 Set Your Location ▾

7

+351910000000

1 ☎	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
*	0 +	#
Redial	Call	

My number:
(425) 728-8199

MY CONTACTS SKYPE DIRECTORY

+351910000000

CALL FORWARDING OFF

Skype for Business admin center

- dashboard
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- call routing**
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- online meetings
- tools
- reports

auto attendants call queues

+ ADD NEW

Name	Phone number	Language	Status
Auto Attendant PT	+351 21 121 9799	Portuguese (Portugal)	

⏪ ⏩ 1 ▼ ⏪ ⏩

Create an auto attendant SAVE CANCEL

general info

Edit general info

Name *
General number - Auto attendant

Phone number
+351 21 121 9776

Time zone *
(UTC) Coordinated Universal Time

Domain *
nuno-silva.net

Language *
Portuguese (Portugal)

Speech recognition
Enables callers to give their input by voice

Operator
Person in your company
Nuno Árias Silva
Type at least 2 characters to start searching

Create an auto attendant SAVE CANCEL

general info

Select hours of operation

hours of operation 24/7 Custom

business hours call handling

holidays

dial scope

Create an auto attendant

SAVE **CANCEL**

- general info
- hours of operation
- business hours call handling
- holidays
- dial scope

Business hours call handling

Company greeting
None

What happens to the calls after the greeting?

- Disconnect
- Redirect call
- Play menu options prompt

Menu prompt
Create a custom prompt

Callers will hear

Dial by name
Enables callers to reach people by name (directory search).

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 * to repeat menu

Create an auto attendant

SAVE **CANCEL**

- general info
- hours of operation
- business hours call handling
- holidays
- dial scope

Holidays

You can add, delete and change settings for scheduled holidays. You can make changes to greetings and what to do with a call when it is answered during a specific time.

+ Add Holiday

! You have to save the auto attendant before you can add a holiday

Create an auto attendant SAVE CANCEL

general info

hours of operation

business hours call handling

holidays

dial scope

Select Dial Scope

Include




All online users Custom

All Online users in Azure Active Directory will be included for Dial by Name (Directory Search)


Exclude

None Custom

No online users in Azure Active Directory will be excluded from Dial by Name (Directory Search)

9   

Create an auto attendant SAVE CANCEL

 Auto Attendant provisioning may take a few minutes. Please don't close this screen.

Skype for Business admin center

- dashboard
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- call routing**
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auto attendant

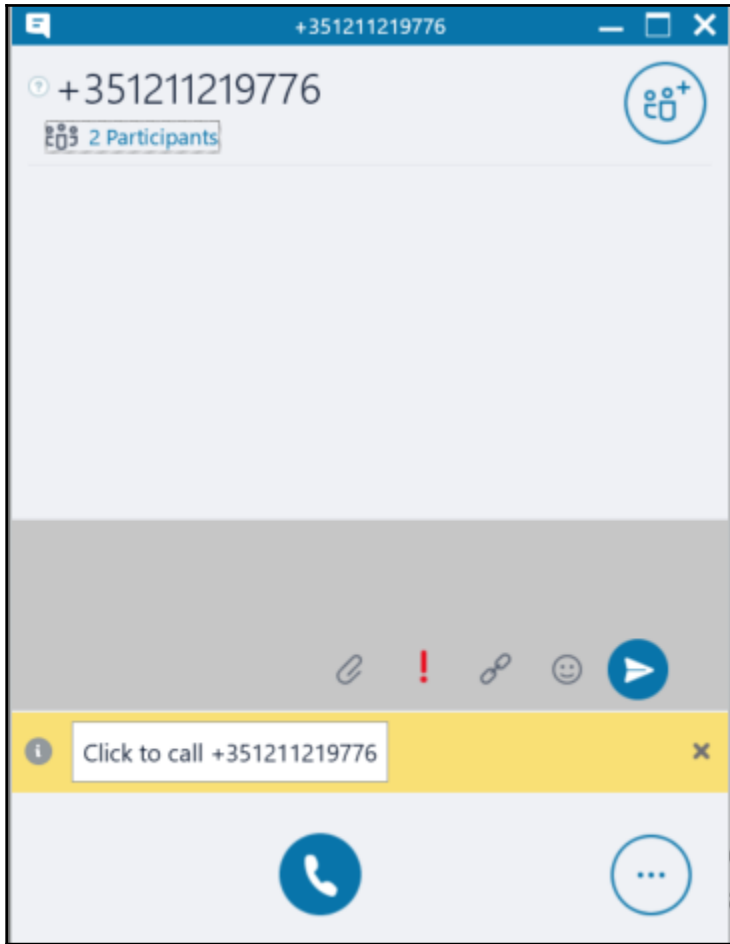
+ ADD NEW

Name
Auto Attendant PT
General number - attendant
1

TEST **EDIT** **DELETE** **X**

auto attendant details

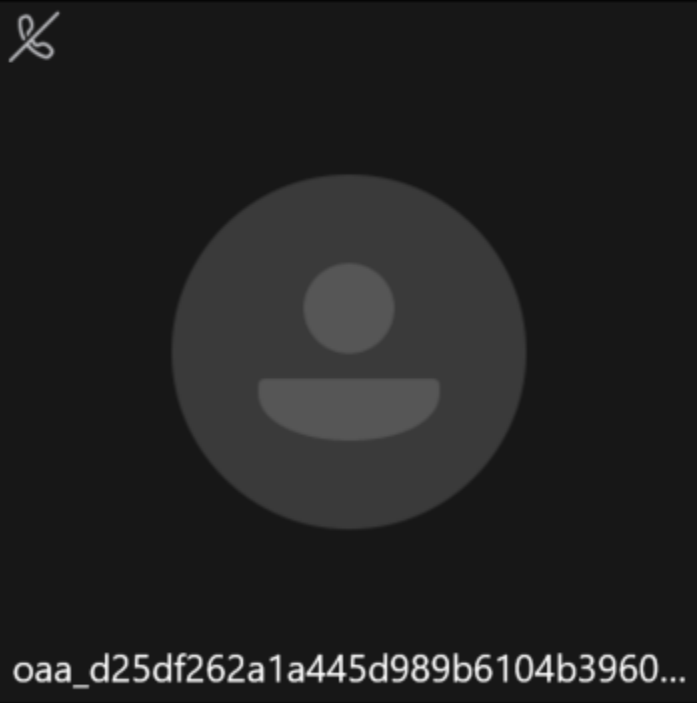
Name	General number - Auto attendant
Primary URI	sip:oa_d25df262a1a445d989b6104b39607916@nuno-silva.net
Phone number	+351 21 121 9776
Language	Portuguese (Portugal)
Speech recognition	Disabled
Operator	Nuno Árias Silva
Business hours	Custom
Business hours call handling	Dial by name - Enabled Welcome to auto attendant
After hours call handling	Disconnect
Dial scope	Global





2 Participants

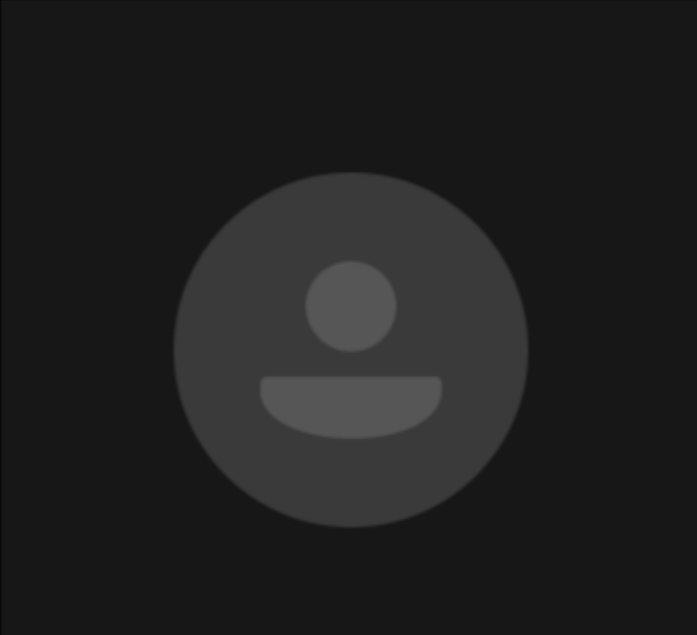
Connecting call...



oaa_d25df262a1a445d989b6104b39607916@nuno-silva.net

2 Participants


0:05



oaa_d25df262a1a445d989b6104b3960...

Icons: Chat, Video, Microphone, Screen Share, End Call, Settings, More

Skype for Business



Nuno Arias Silva

Calling email@nuno-s...

Icons: Microphone, End Call

Nuno Arias Silva

2 Participants

0:31



Nuno Arias Silva

Video call interface showing a participant named Nuno Arias Silva. The interface includes a title bar with the name, a participant list showing 2 participants, a video feed of the participant, and a control bar with icons for chat, video, microphone, screen sharing, end call, settings, and a menu.

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 type="checkbox"/>	+61 2 8318	Toll	Shared	Sydney, Australia	English (Australia)	
<input type="checkbox"/>	+91 22 6001	Toll	Shared	Mumbai, India	Hindi (India)	
<input type="checkbox"/>	+81 3-4571	Toll	Shared	Tokyo, Japan	Japanese (Japan)	
<input type="checkbox"/>	+92 21 3878	Toll	Shared	Karachi, Pakistan	English (United States)	
<input type="checkbox"/>	+82 70-7488	Toll	Shared	Seoul, Korea	Korean (Korea)	
<input type="checkbox"/>	+94 72 091	Toll	Shared	All locations, Sri Lanka	English (United States)	
<input type="checkbox"/>	+60 3-9212	Toll	Shared	Kuala Lumpur, Malay	Malay (Malaysia)	
<input type="checkbox"/>	+64 4-280 6	Toll	Shared	Wellington, New Zealand	English (Australia)	
<input type="checkbox"/>	+63 2 231 3	Toll	Shared	Manila, Philippines	Filipino (Philippines)	
<input type="checkbox"/>	+7 499 350	Toll	Shared	Moscow, Russia	Russian (Russia)	
<input type="checkbox"/>	+65 3157 01	Toll	Shared	Singapore, Singapore	English (United States)	
<input type="checkbox"/>	+66 2 026 9	Toll	Shared	Bangkok, Thailand	Thai (Thailand)	
<input type="checkbox"/>	+886 2 5592	Toll	Shared	Taipei, Taiwan	Chinese (Traditional)	
<input type="checkbox"/>	+43 1 20563	Toll	Shared	Vienna, Austria	German (Germany)	
<input type="checkbox"/>	+32 2 792 9	Toll	Shared	Bruxelles/Brussels, Belgium	Dutch (Netherlands)	
<input type="checkbox"/>	+973 1619 7	Toll	Shared	Manama, Bahrain	Arabic (Saudi Arabia)	
<input type="checkbox"/>	+359 2 491	Toll	Shared	Sofia, Bulgaria	Bulgarian (Bulgaria)	
<input type="checkbox"/>	+41 43 430	Toll	Shared	Zurich/Zürich/Zurigo	German (Germany)	



Skype for Business admin center

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- audio conferencing**
- online meetings
- tools
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Microsoft bridge **Microsoft bridge settings** users

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

Names or phone numbers ▼

- 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

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Microsoft bridge **Microsoft bridge settings** users

All

nuno árias silva

<input type="checkbox"/>	Display name	Provider	Default toll number	Default toll-free number	Conference
<input type="checkbox"/>	Nuno Árias Silva	Microsoft	+351 21 121 2853		Dynamic

25

0 selected



Skype for Business admin center

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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

Skype for Business admin center

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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

dashboard

You can use the tools to manage or troubleshoot the Skype for Business Online service for your organization.

users

[Troubleshooting Skype for Business Online sign-in for administrators](#)

Diagnoses and resolves Skype for Business Online sign-in issues.

organization

[Skype for Business Connectivity Analyzer tool](#)

Determines whether your Office 365 setup meets the requirements to make connections from mobile devices that have Skype for Business apps installed.

voice

[Microsoft Remote Connectivity Analyzer](#)

Tests connectivity to the Office 365 DNS servers.

call routing

[Setting up Skype for Business Online external communications](#)

Sets up Skype for Business Online external communications to let your Skype for Business users IM and talk with Skype users and Skype for Business contacts in other organizations.

audio conferencing

[Learn more](#)

online meetings

tools

[Skype for Business Online Call Quality Dashboard](#)

Displays call quality information for troubleshooting network issues that can impact call quality. [Learn more](#)

reports

[Skype for Business Call Analytics \(Preview\)](#)

Allows you to search for users, view the quality details of their calls and meetings, and troubleshoot issues.

Skype for Business admin center

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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 Id						
<No ...	<No ...	+35	+35	ucap_ir	Inte	Port	Sen	20...	00:0	0.00	EUF	MC
<No ...	<No ...	+35	+35	ucap_ir	Inte	Port	Sen	20...	00:0	0.00	EUF	MC
<No ...	<No ...	+35	+35	ucap_ir	Inte	Port	Sen	20...	00:0	0.00	EUF	MC
<No ...	<No ...	+35	+35	ucap_ir	Inte	Port	Sen	20...	00:0	0.00	EUF	MC
<No ...	<No ...	+35	+35	ucap_ir	Inte	Port	Sen	20...	00:0	0.00	EUF	MC
<No ...	<No ...	+35	+35	ucap_ir	Inte	Port	Sen	20...	00:0	0.00	EUF	MC
Unit	email...	+35	+14	pstn	Inte	Port	Use	20...	00:0	0.00	EUF	MC
<No ...	<No ...	+35	+35	ucap_ir	Inte	Port	Sen	20...	00:0	0.00	EUF	MC



Skype for Business admin center

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- online meetings
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- reports**

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.

... ↓	Capability Description	Country Minute Pool	T...
MC...	Office 365 Calling Pl...	United States - Puer...	0	6000	0.0 ...
MC...	Office 365 Calling Pl...	United States - Puer...	1	1200	0.1 ...
MC...	Office 365 Calling Pl...	Spain	0	4800	0.0 ...
MC...	Office 365 Calling Pl...	Spain	0	2400	0.0 ...
MC...	Office 365 Audio Co...	Outbound Calls to Z...	0	8100	0.0 ...



Skype for Business admin center

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- online meetings
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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 Id	Phone Number	Block Action Time (UTC)	Block Action	Block Action Reason

Skype for Business admin center

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- call routing
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PSTN usage details PSTN minute pools users blocked **session details (preview)**

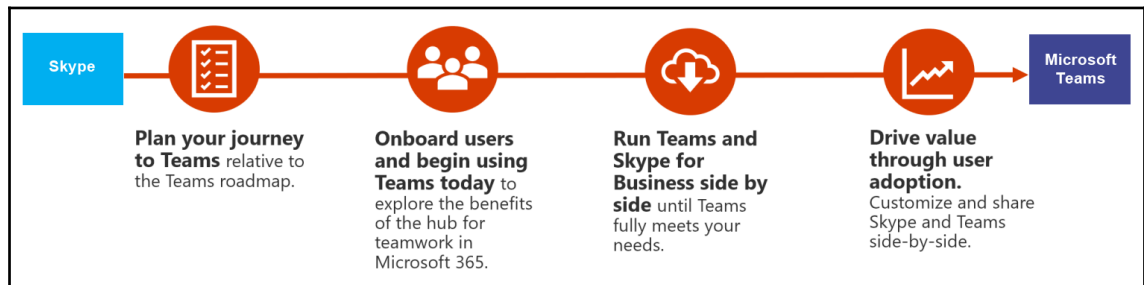
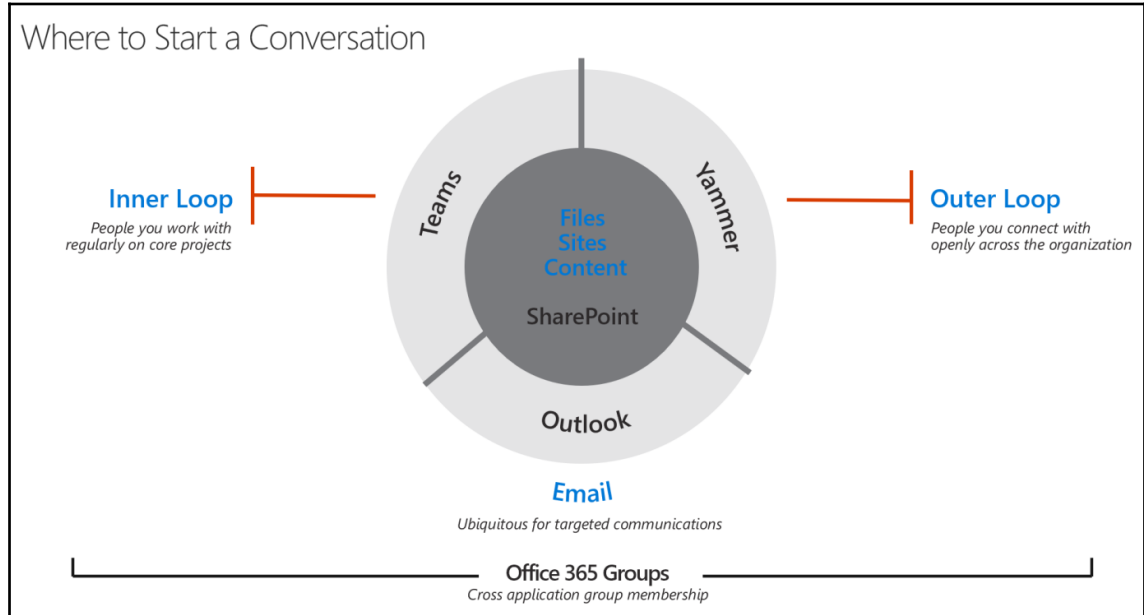
email@nuno-silva [dropdown] 2/1/2018 12:00 [calendar] [refresh] 4/9/2018 12:00 [calendar] [refresh]

Export to Excel

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

	M T D	St Ti	Er Ti	From Uri	To Uri	Fr Cl V	Tc Cl V	Con... Uri
^	[A...	2/... 9:... AM	2/... 9:... AM	+3512... silva.n...	email... silva.net	R... Ly...	R... M...	
^	[A...	2/... 1... AM	2/... 1... AM	+3519... silva.n...	email... silva.net	R... Ly...	R... M...	

Chapter 10: Working with Microsoft Teams



Let's create your dream team. First, give it a name!


Privacy

Private - Only team owners can add members

Create a team Skip this step



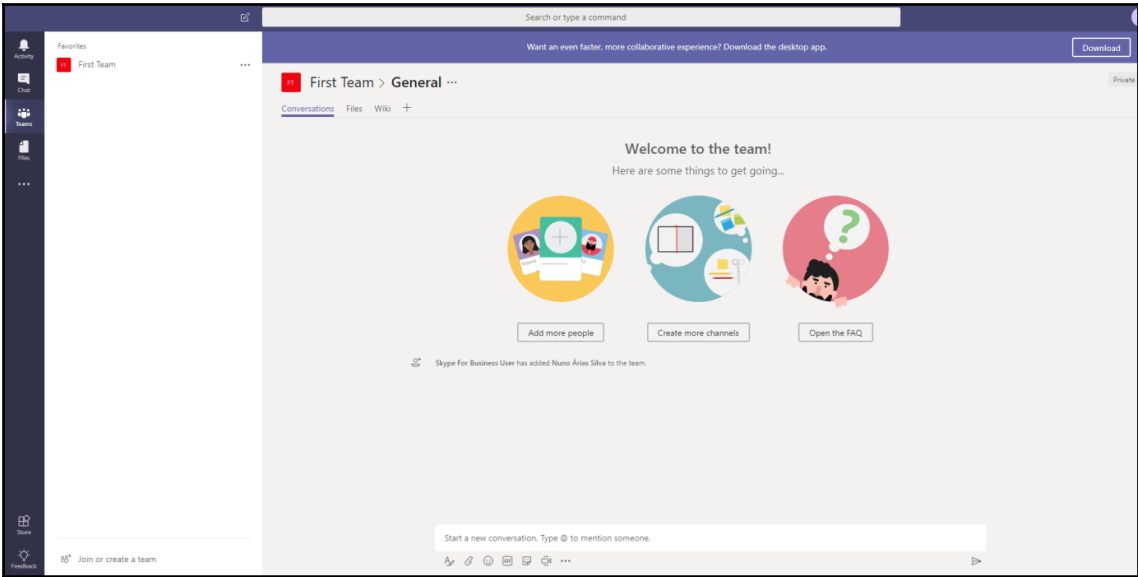
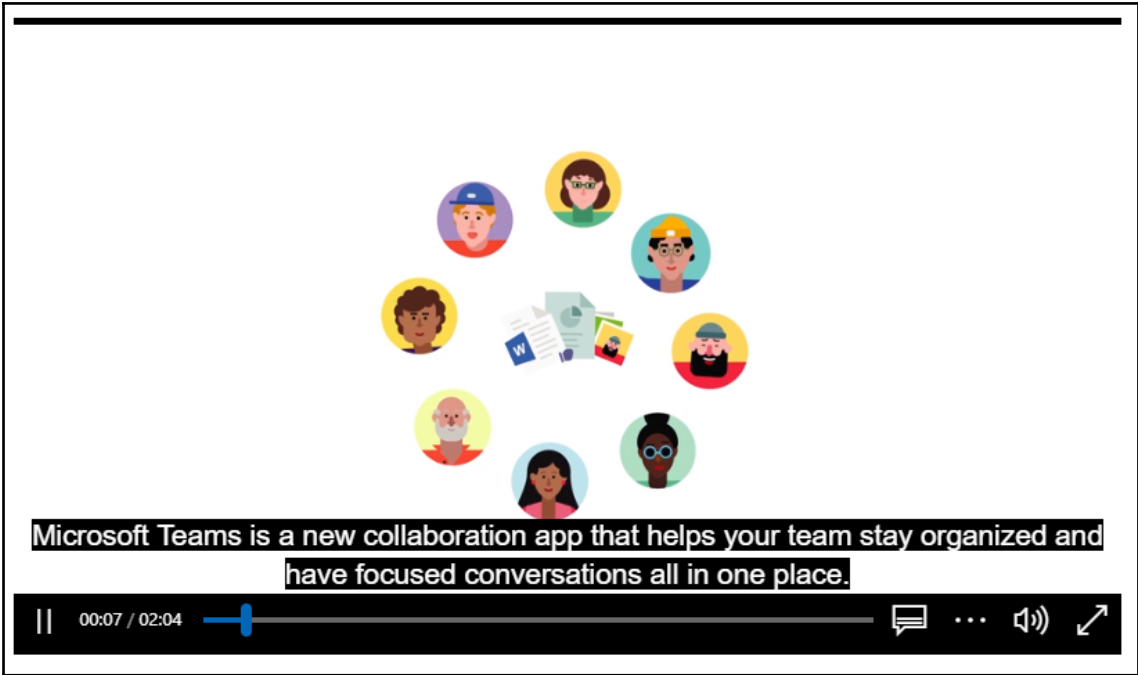
Now it's time to pick your team. Who will it be?

 Nuno Árias Silva x | Add

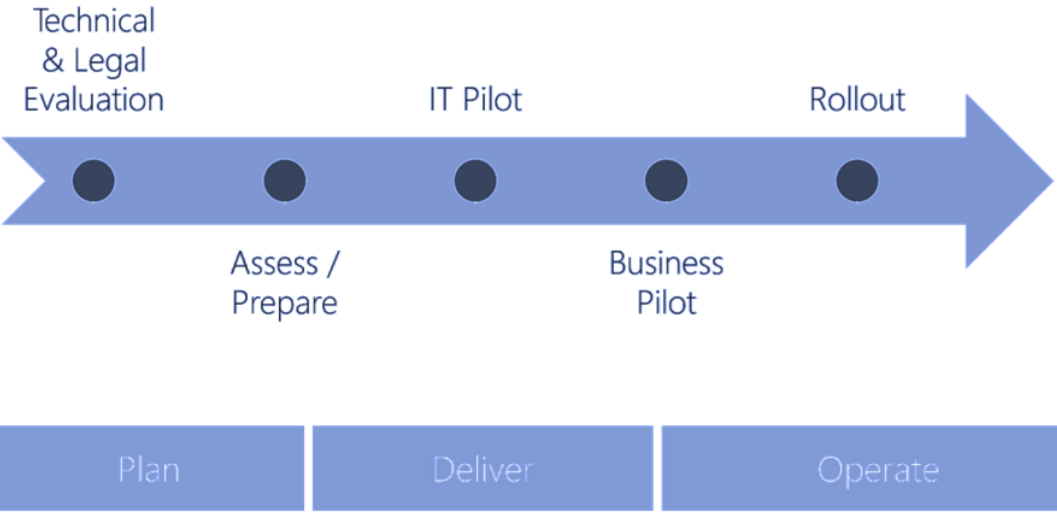
Pssst! You can add people, groups, and distribution lists from your organization.


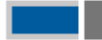












Skip





The Microsoft Teams Journey



^ Office 365 Enterprise E5		On
19 of 25 licenses available		
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
Microsoft MyAnalytics		On
Sway		On
Exchange Online Advanced Threat Protection (These licenses do not need to be individually assigned)		On
Skype for Business Cloud PBX		On
Skype for Business PSTN Conferencing		On
Power BI Pro		On



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

Default Apps

Available first party apps

Name

Bing News

Dynamics 365

Flow

Forms

Images

News

External Apps

Allow external apps in Microsoft Teams

On

Allow sideloading of external apps

On

Enable new external apps by default

On

^ Custom cloud storage

Box

On

Dropbox

On

Google Drive

On

ShareFile

On

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

On

^ 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

The screenshot displays the Microsoft Teams interface. On the left is a dark navigation sidebar with icons for Activity, Chat, Teams, Meetings, Calls, and Files. The main area is divided into a left-hand 'Favorites' list and a right-hand main content area. The 'Favorites' list includes:

- Microsoft Ignite (MI) with sub-channels: General, Demo Teams
- Dream Team (DT) with sub-channels: General, Ideas
- Team Dev Office Day (TD) with sub-channels: General, Test Tab Channel
- Dev Office (DO)
- Stream Group (SG)
- First Team (FT) with sub-channel: General


The 'First Team > General' channel is selected. The main content area shows a 'Welcome to the team!' message with the text 'Here are some things to get going...'. Below this are two circular icons: one representing 'Create more channels' (with a book, a lightbulb, and a key) and another representing 'Open the FAQ' (with a person and a question mark). Two buttons are visible: 'Create more channels' and 'Open the FAQ'. A notification at the bottom of the main area reads: 'For Business User has added Nuno Árias Silva to the team.' A context menu is open over the 'General' channel in the Favorites list, containing the following options:

- Connectors
- Get email address
- Get link to channel
- Follow this channel

Connectors for "General" channel in "First Team" team



Keep your group current with content and updates from other services.

Search 

All

Sort by: Popularity 

MANAGE

Configured

My Accounts

CATEGORY

All

Analytics

CRM

Customer Support

Developer Tools

HR

Marketing

News & Social

Project Management

Others

Connectors for your team



Forms

Easily create surveys, quizzes, and polls.

Configure

All connectors



Visual Studio Team Services

Collaborate on and manage software projects online.

Add



RSS

Get RSS feeds for your group.

Add



Incoming Webhook

Send data from a service to your Office 365 group in real time.

Add



JIRA

Gather, organize, and assign issues detected in your software.

Add



Twitter

Send and receive messages called Tweets.

Add



Yammer Updated

Receive updates from your Yammer network

Add



RSS

The RSS connector sends periodic updates from an RSS feed.



Add to a team

Yes



▼ View features



Get notifications right in a channel

About

▼ View more

By [Microsoft Corp.](#)

Version 1.0

Privacy and permissions

▶ By using RSS, you accept its [privacy policy](#) and [terms of use](#):

Install

Connectors for "General" channel in "First Team" team



RSS

[Send feedback](#)

The RSS connector sends periodic updates from an RSS feed. To set up a connector, enter a link that contains the address for a feed that you want to receive updates from.

Enter a name for your RSS connection.

Address for RSS feed

Digest frequency

Choose how often you would like to receive your digest.



Connectors for "General" channel in "First Team" team



Keep your group current with content and updates from other services.



Configured

Sort by: Popularity

MANAGE

Configured

My Accounts

CATEGORY

All

Analytics

CRM

Customer Support

Developer Tools

HR

Marketing

News & Social

Project Management

Others



RSS

Get RSS feeds for your group.

[Configure](#)

1 Configured

Nuno Árias Silva Blog - Get feeds for Nuno Árias Silva Website

Added by: Nuno Árias Silva

[Manage](#)



Nuno Árias Silva has added RSS to the team.



RSS 2:50 PM

Nuno Árias Silva has set up a connection to RSS so group members will be notified with periodic updates from <http://www.nuno-silva.net/feed>. The digest name is Nuno Árias Silva Blog.

Reply



RSS 2:50 PM



Weekly digest: Office 365 changes – 23 to 27 April

This is the 64th email that Microsoft has sent to Tenant Admin's his Newsletter with Office 365 changes. This Weekly digest is intended to reach the Administrators of Office 365 within the latest changes that are happening to Office 365. Below are an example that can be applied to your tenant, because this email's are based on the services that you have in your Tenant and subscription. Here is an example;

The post Weekly digest: Office 365 changes – 23 to 27 April appeared first on Nuno Árias Silva Website.

Increase Storage Allocation on SharePoint Online

Microsoft has announced an increase of Storage Allocation you will have an 20x increase in the SharePoint Online per user license storage allocation. This will increase to 1 TB plus 10 GB per user license purchased, up from 1 TB plus 5 GB per user license purchased. This change will start at July. All Office 365 services that use SharePoint for content services, including Microsoft Teams and Office 365 Groups, are affected;

The post Increase Storage Allocation on SharePoint Online appeared first on Nuno Árias Silva Website.

Weekly digest: Office 365 changes – 17 to 20 April

This is the 63th email that Microsoft has sent to Tenant Admin's his Newsletter with Office 365 changes. This Weekly digest is intended to reach the Administrators of Office 365 within the latest changes that are happening to Office 365. Below are an example that can be applied to your tenant, because this email's are based on the services that you have in your Tenant and subscription. Here is an example;

The post Weekly digest: Office 365 changes – 17 to 20 April appeared first on Nuno Árias Silva Website.

Weekly digest: Office 365 changes – 9 to 13 April

This is the 62th email that Microsoft has sent to Tenant Admin's his Newsletter with Office 365 changes. This Weekly digest is intended to reach the

See more

Reply

Start a new conversation. Type @ to mention someone.



Incoming Webhook

Send data from a service to your Office 365 group in real time.

Add

Connectors for "General" channel in "First Team" team



Incoming Webhook

[Send feedback](#)

The Incoming Webhook connector enables external services to notify you about activities that you want to track. To use this connector, you'll need to create certain settings on the other service, which needs to support a webhook that's compatible with the [Office 365 connector format](#).

To set up an Incoming Webhook, provide a name and select Create.



Customize the image to associate with the data from this Incoming Webhook.

Upload Image



Default Image

Create

Cancel

Marketing (Northwind Traders) | Microsoft Teams

Search

Northwind Traders > Marketing ☆ ...

Conversation Files +

Northwind Traders ...

- General
- Customer Accounts
- Development
- Marketing
- Social Media** 2
- Website
- 32 more channels

Designers ...

- General

Cecily De Crum
This is the latest budget and campaign proposal. We need to get this approved by EOD, so please send your feedback ASAP. 11:00 am

160724-WinterCampaignBudget 160724-WinterCampaignProposal

Reply

Daphne Knoles
Can someone please point me to the latest FY2017 strategy presentation? I need to start polishing the template. 11:05 am

Kadji and Jakob replied

Miguel Silva
There's still quite a bit of content missing from this deck. You can definitely start working on the template but we'll still be adding new slides. We also need help improving the charts if you have time! 11:16 am

Reply

Add a tab



Turn the team's favorite apps and files into tabs at the top of the channel.



Excel



PowerPoint



Planner



Word



OneNote



SharePoint



YouTube



Wrike



Hootsuite



Smartsheet



Power BI



PDF



Stream



Website



Visual Studio



Add Excel spreadsheet tabs you can easily get to.

TS Practical Guidance for Teams > General ...

Conversations Files Wiki +

General

New Upload Get link Open in SharePoint

Type	Name	Modified	Modified by	Size
	Teams Practical Guidance.pptx	Just now	Mirunan Gunarajah	191.95 kB

- Open in PowerPoint Online
- Open in PowerPoint
- Open in SharePoint
- Move
- Copy
- Download
- Delete
- Rename
- Get link
- Make this a tab**

TS Practical Guidance for Teams > General ...

Conversations Files Wiki Teams Practical Guidance +

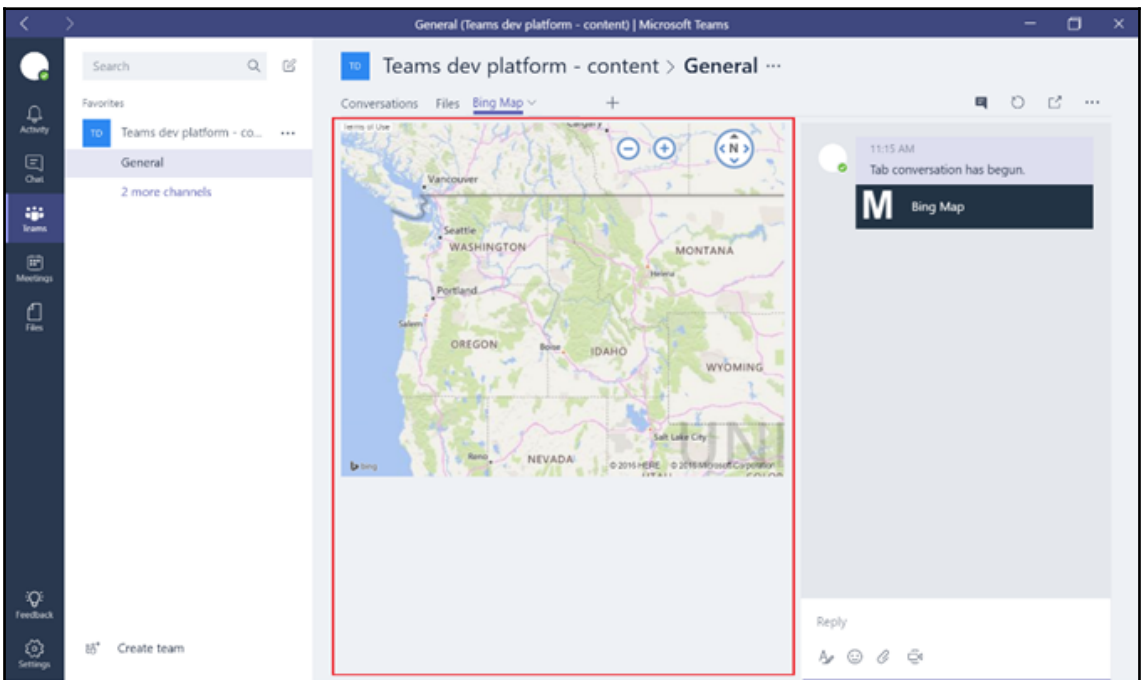
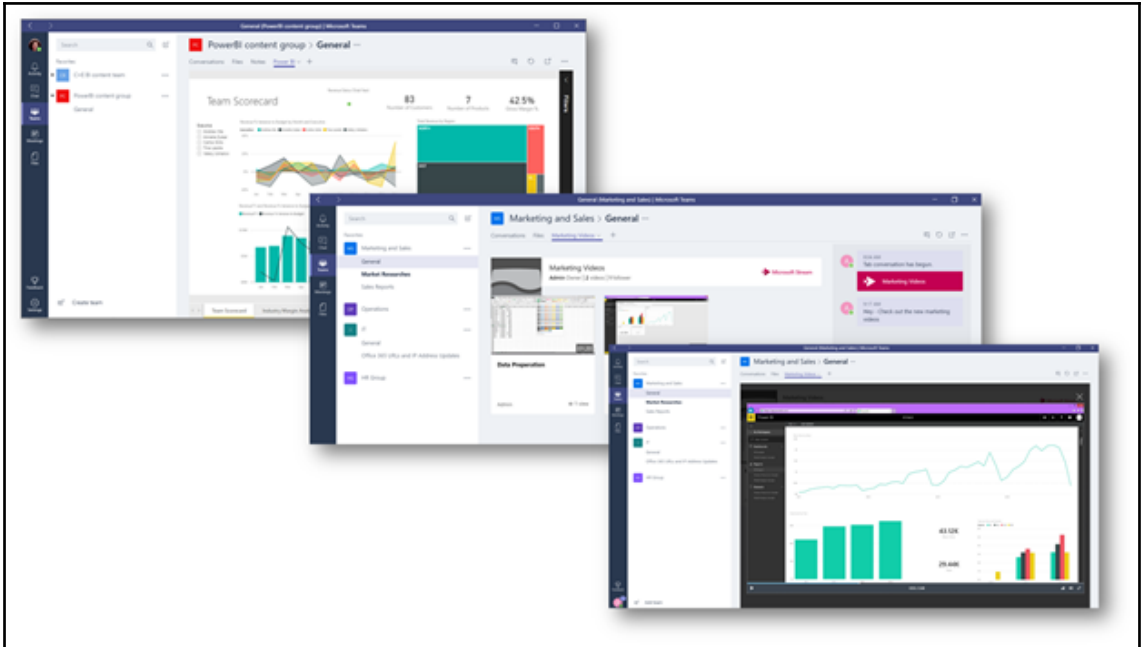
Teams Practical Guidance.pptx Edit ...

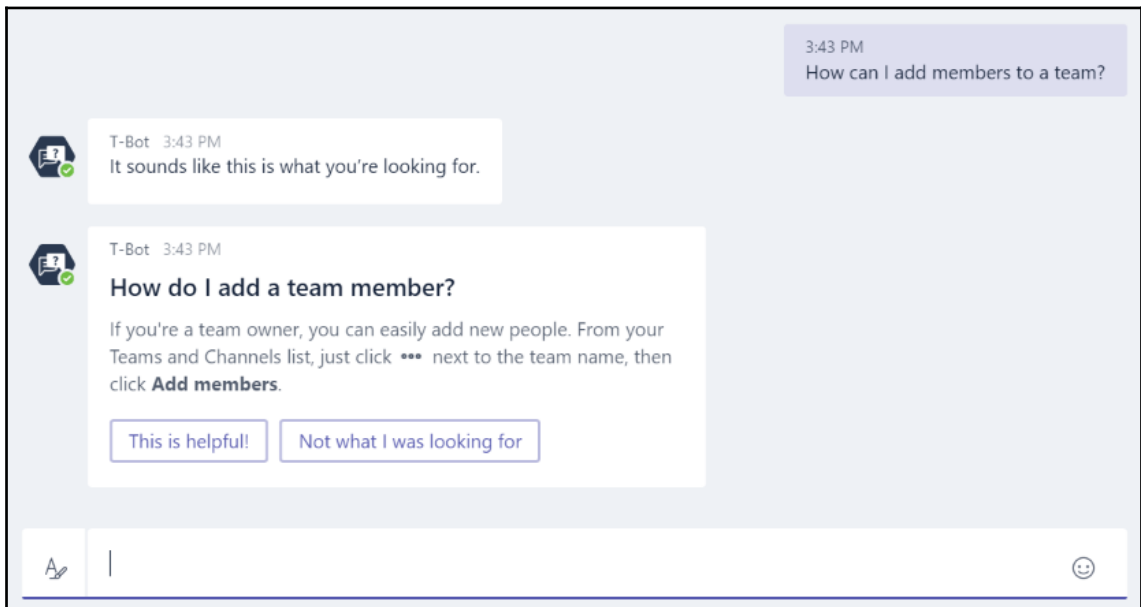
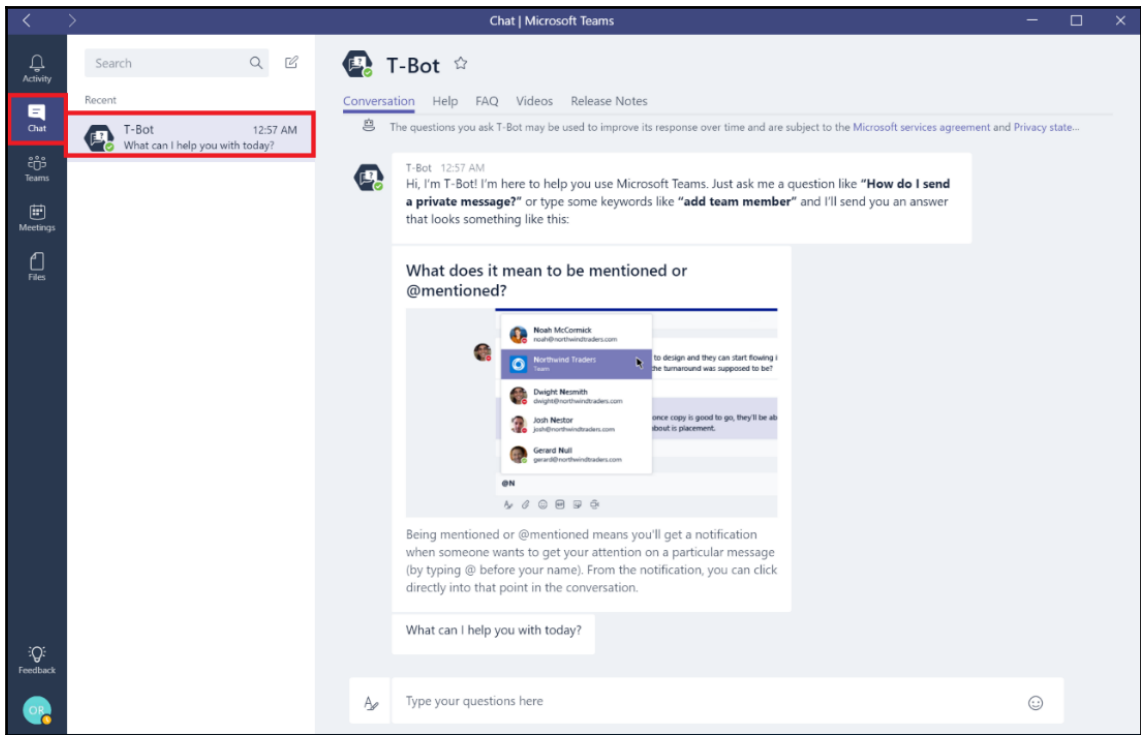
Plan, Deliver & Operate Microsoft Teams


10:27 AM
Tab conversation has begun.

Teams Practical Guidance


10:28 AM
This is the PPT we will be presenting!






 **T-Bot** ★


[Conversation](#) [Help](#) [FAQ](#) [Videos](#) [Release Notes](#)

 The questions you ask T-Bot may be used to improve its response over time and are subject to the [Microsoft services agreement](#) and [Privacy state...](#)

 T-Bot 12:57 AM
Hi, I'm T-Bot! I'm here to help you use Microsoft Teams. Just ask me a question like **"How do I send a private message?"** or type some keywords like **"add team member"** and I'll send you an answer that looks something like this:

Search or type a command

Want an even faster, more collaborative experience? Download the desktop app. [Download](#)

T-Bot 

Conversation [Help](#) [FAQ](#) [Videos](#) [What's new](#) [About](#)

Desktop help

- Getting started
- Teams and channels
- Messaging
- Keeping track of conversations
- Meetings and calls
- Files
- Apps and services
- Signing in
- Settings and options
- Troubleshooting

Mobile help



- Getting started
- Teams and channels
- Messaging
- Keeping track of conversations
- Settings and options on mobile devices
- Files
- Meetings and calls
- Apps and services
- Troubleshooting


FAQ

- All

Getting started

- What is Microsoft Teams and why would I use it?
Microsoft Teams is a messaging app for teams where all conversations, meetings, files, and notes can be accessed by everyone, all in one place. It's a place for collaboration and work to happen in the open.
Here's why you should use it.
 - It makes communicating one-on-one and with groups a snap.
 - Collaboration happens in real time.
 - Everything your team cares about (all your files, docs, contact info, and more) is in one place.
- How do I download the mobile app?
- How do I access the web app?
- Which browsers are supported?
- Where are my settings?
- How do I change my language and time settings?
- How do I enable high contrast mode?
- How do I get Teams to start automatically?
- How do I see who's online?
- How do I invite other people within my organization to use Teams?
- Can I import my contacts?
- How do I search for and then join a public team?
- What's a channel?
- How do I @mention someone?
- How do I send a private chat or message?

Search  

 **Discover bots**

Bots



Bots allow you to get more done by helping you complete tasks in your conversations. Chat with them 1:1 or add them to a team. [Learn more](#)



Polly

Poll your team with Polly!



Meekan

Scheduling meetings made easy



Growbot

Growbot is a fun way to help encourage recognition and positive feedback in y...



Q

Q turns Teams into the priority inbox for your important client communications.



Assistant @ Zoom.ai

Your personalized automated virtual assistant that can schedule meetings, get yo



Workbot

Eliminate app hopping and integrate all your cloud apps right from Teams. - Get



Hipmunk

Hi, hi! I'm a super-powered travel assistant Hipmunk who can dig through tons of



Zenefits

Zenefits for Teams



Statsbot



Add a bot

✕

AzureBot

By Microsoft

Be more productive with your own Microsoft Azure subscriptions using natural language. You can start, stop, and list Azure VMs and start Azure Automation runbooks. Note: Only supports Azure AD accounts, not Microsoft / MSA accounts.

This bot has the following permissions:

- Receive messages and data that I provide to it.
- Send me messages and notifications.
- Receive messages and data that team members provide to it in a channel.
- Send messages and notifications in a channel.
- Access my profile information such as my name, email address, company name, and preferred language.
- Access this team's information such as team name, channel list and roster (including team member's names and email addresses) - and use this to contact them.
- Send messages and notifications directly to team members.

Where do you want to use it?

My private chats



By using this bot, you accept its [privacy policy](#) and [terms of use](#)

Back

Done

Members Channels Settings Bots

Bots are like little assistants that help you get things done. Chat with them one-on-one or add them to a team. [Learn more](#)

 Discover bots

Name ▼

Description



AzureBot

Be more productive with your own Microsoft Azure subscriptions using natural language. You can start, stop, and...



Chapter 11: Delve

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.](#)

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.

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.

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

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.

Postpone deletion of SharePoint Online public websites
SharePoint Online public websites are being deleted. Starting May 1st 2017, existing sites will no longer be publicly available, and later in 2017, your public website will be deleted. See [here](#) for more details about dates, and for information about third-party solutions.

If you need more time to find an alternative website solution, you can choose to keep your public website until March 31st, 2018.

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.

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.

OneDrive for Business Sites
 Show Hide
 Show Hide

Automatic
 Manual

Classic experience
 New experience

Show the Sync button
 Hide the Sync button

Classic experience
 New experience (auto detect)

It's OK to delete my public website
 I'd like to keep my public website until March 31, 2018

Use Simple
 Use Advanced

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

Office 365 | Delve

Search

- Home
- Me
- MyAnalytics
- Favorites

People

- Joni Sherman
- Allan Deyoung
- Lynne Robbins
- Debra Berger
- Johanna Lorenz
- Grady Archie
- Pradeep Gupta

Popular documents

Discover documents others are working on. You only see documents that you have access to.
[Learn more about why you can trust Delve](#)

Popular documents grid:

- From board room to game room (Word)
- Pending Mergers and Acquisitions (PowerPoint)
- Bug List (Excel)
- Request List (Word)
- Local Resource Guide (Word)
- Employee Handbook (Word)

Get Delve apps
Are my documents safe in Delve?

Open Delve



Office 365

Delve

Type to search

Get back to your documents

- Home
- Me
- MyAnalytics

Add favorites and get back to them later

- Favorites

Click a name or picture to go to someone's profile page

People

- Allie Bellew
- Tony Krijnen
- Zrinka Makovac
- Katie Jordan
- Aziz Hassouneh
- Janet Schorr
- Bonnie Kearney

Click a card to open the document

Boards

- Marketing Campaigns
- Sales Performance

Group documents

Popular documents

Katie Jordan
Modified • Yesterday

Q2 Web Market Planning

Product Ideas 522 views

Aziz Hassouneh
Modified • July 6

Documents • Contoso

Aziz Hoasouneh's OneDrive 163 views

Tony Krijnen
Modified • 4 days ago

CONTOSO REPORTS Q2 EARNINGS
PRESS ANNOUNCEMENT

FOR IMMEDIATE RELEASE

Word

Contoso Reports Q2 Earnings

Bonnie Kearney
Modified • 4 days ago

Transactional Matrix for Contoso



My accounts



Nuno Árias Silva
email@nuno-silva.net

[My profile](#)

[My account](#)

[Sign out](#)



Nuno Árias Silva > Update

Contact information

About me

Projects

Skills and expertise

Schools and education

Interests and hobbies

Change your profile photo ✕

Upload a new photo

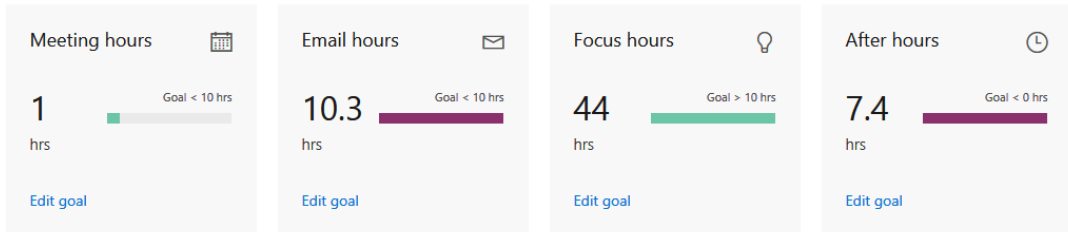


Close

Your time

Your stats are based on your email and calendar [Learn more](#)

[Time settings](#)



You read 214 after-hours emails within 30 minutes of receiving them last week. That's 31.4% of emails read after hours.

Need to catch up on emails after work? Minimize the interruptions by muting notifications and scheduling a single block of time to address after-hour emails.

[Why we showed you this.](#)

Was it helpful? [👍](#) [👎](#)



You
Modified • Today

Where to Start a Conversation



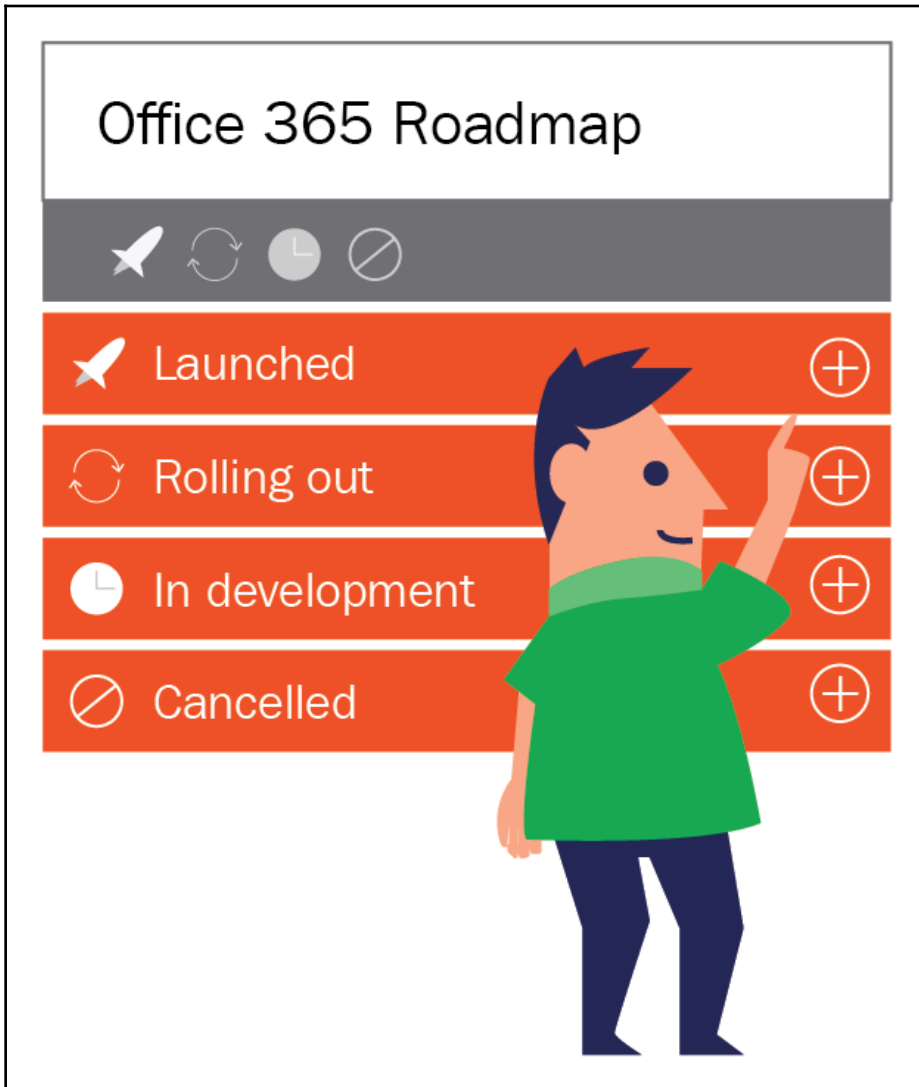
Word

9153_10_ForRevision_
DB

Nuno Árias Silva's OneDrive

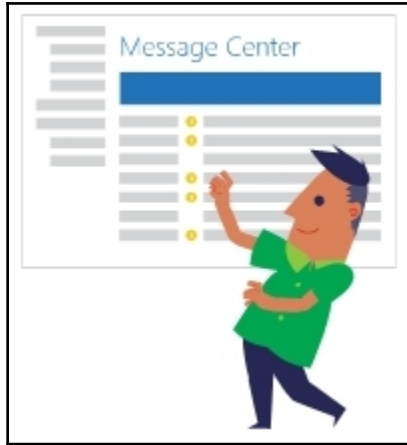


Chapter 12: Managing Workloads



Office 3 og





Office 365 Admin center

Home [Customize your home](#) Nuno Silva

Search users, groups, settings or tasks

DirSync Status > Last directory sync <small>last synced 29 minutes ago</small> Password sync <small>recent synchronization</small>	Active users > + Add a user Delete a user Edit a user Reset a password	Billing > Your credit card has expired. Total balance: €0.00 Update payment details	Office software Install my software Share the download link Software download settings Troubleshoot installation	Domains > + Add a domain Delete a domain Edit a domain Check health
Support + New service request View service requests	Train yourself <small>For admins</small> Train your people <small>For end users</small> Advanced admin traini... <small>Delivered by LinkedIn Learning ...</small>	Message center > Update to Office 365 custom organization the... Apr 13 × Contact information features in Outlook for IOS Apr 12 × Updated feature: Group members now receive ... Apr 10 × 77 unread messages	Service health > Some services are disrupted 1 incident 6 advisories	
Suggested features >	Help users get started > Help your users get started with Office 365 by using ready to send emails. • Install Office Apps • Productivity Solutions • And more!	Setup guidance Move your organization onto Office 365 with setup guides See all guides >	Usage report Active users Exchange OneDrive SharePoint Skype for Business Yammer Microsoft Teams 3/15/2018 3/29/2018 Need help? Feedback	

Left sidebar navigation: Home, Users, Groups, Resources, Billing, Support, Settings, Setup, Reports, Health, Admin centers

Office 365 Admin center

Home > Message center

Read about staying on top of Office 365 changes

Major updates

Updated feature: Group members now receive all group email in their inboxes

General Availability started

Updated feature: New theming for additional SharePoint Online site templates

General Availability started

REMINDER: SharePoint Online Public Websites are going away

announcement

Views: All active messages [Edit Message center preferences](#)

<input type="checkbox"/>	Act by	Category	Message title	Published	Message ID
<input type="checkbox"/>	Stay Informed	Updated feature	Update to Office 365 custom organization t...	Apr 13	MCI33972
<input type="checkbox"/>	Stay Informed	Updated feature	Contact information features in Outlook for...	Apr 12	MCI33798
<input type="checkbox"/>	Plan For Change	Updated feature	Updated feature: Group members now rece...	Apr 10	MCI33709
<input type="checkbox"/>	Stay Informed	Updated feature	Updated feature: eDiscovery Compliance B...	Apr 10	MCI33705
<input type="checkbox"/>	Stay Informed	Updated feature	Updated feature: eDiscovery export all cont...	Apr 10	MCI33704
<input type="checkbox"/>	Stay Informed	Review Your Device Compliance and Toggle...	Apr 7	MCI33554	
<input type="checkbox"/>	Stay Informed	Updated feature	Updated feature: Outlook meetings with m...	Apr 7	MCI33553
<input type="checkbox"/>	Plan For Change	We're replacing the Public Newsfeed in Sha...	Apr 6	MCI33551	
<input type="checkbox"/>	Stay Informed	What's new in Microsoft Teams: April update	Apr 5	MCI33477	
<input type="checkbox"/>	Stay Informed	Hybrid architecture for Exchange customers...	Apr 5	MCI33451	
<input type="checkbox"/>	Plan For Change	Your Microsoft Stream Trial is expiring	Apr 4	MCI33409	
<input type="checkbox"/>	Stay Informed	Updated feature	Updated feature: Office 365 sign-in user int...	Apr 4	MCI33397
<input type="checkbox"/>	Plan For Change	We are retiring the Office Mix Preview	Apr 3	MCI33345	

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

Home > Message center

Read about staying on top of Office 365 changes

Major updates

Updated feature: Group members now receive all group email in their inboxes

General Availability started

Updated feature: New theming for additional SharePoint Online site templates

General Availability started

Views: All active messages

<input type="checkbox"/>	Act by	Category	Message title
<input type="checkbox"/>	Stay Informed	Updated feature	Update to Office 365 custom organization t...
<input type="checkbox"/>	Stay Informed	Updated feature	Contact information features in Outlook for...
<input checked="" type="checkbox"/>	Plan For Change	Updated feature	Updated feature: Group members now receiv...
<input type="checkbox"/>	Stay Informed	Updated feature	Updated feature: eDiscovery Compliance B...
<input type="checkbox"/>	Stay Informed	Updated feature	Updated feature: eDiscovery export all cont...
<input type="checkbox"/>	Stay Informed	Review Your Device Compliance and Toggle...	
<input type="checkbox"/>	Stay Informed	Updated feature	Updated feature: Outlook meetings with m...
<input type="checkbox"/>	Plan For Change	We're replacing the Public Newsfeed in Sha...	
<input type="checkbox"/>	Stay Informed	What's new in Microsoft Teams: April update	
<input type="checkbox"/>	Stay Informed	Hybrid architecture for Exchange customers...	
<input type="checkbox"/>	Plan For Change	Your Microsoft Stream Trial is expiring	
<input type="checkbox"/>	Stay Informed	Updated feature	Updated feature: Office 365 sign-in user int...
<input type="checkbox"/>	Plan For Change	We are retiring the Office Mix Preview	

Updated feature: Group members now receive all group email in their inboxes

Major Update: General Availability started
Applies To: All Customers

Updated feature: Group members now receive all group email in their inboxes

MCI33709
Plan For Change
Published On: April 10, 2018

We're updating groups in Outlook to make it easier for your users to manage group emails. As a result of this change, members of newly created groups will receive all group email in their inbox by-default. This feature update is currently available for Outlook on the Web, and is rolling out to other Outlook platforms over the course of the next few weeks.

This message is associated with Office 365 Roadmap ID: 27326.

How does this affect me?

With this update, when new Office 365 Groups are created in Outlook, the default subscription option will be set to receive all group emails in the inbox. Previously, this setting was defaulted to "not subscribed". This feature is currently available in Outlook on the web, and is rolling out across Outlook. Group owners and members can change this setting at any time.

What do I need to do to prepare for this change?

This feature is on-by-default. Group owners and members of newly created groups can choose to disable this feature at any time. If you wish to disable this feature, please click Additional information to access instructions associated with your version of Outlook.

[Additional information](#)

Like Dislike [Need help?](#)

Home > Message center

Read about staying on top of Office 365 changes

Major updates

Updated feature: Group members now receive all group email in their inboxes
General Availability started

Updated feature: New theming for additional SharePoint Online site templates
General Availability started

REMINDER: SharePoint Online Public Websites are going away
Announcement

Views All active messages [Edit Message center preferences](#)

Home > Message center

Read about staying on top of Office 365 changes

Major updates

Updated feature: Group members now receive all group email in their inboxes
General Availability started

Updated feature: New theming for additional SharePoint Online site templates
General Availability started

REMINDER: SharePoint Online Public Websites are going away
Announcement

Views All active messages [Edit Message center](#)

<input type="checkbox"/>	Act by	Category	Message title	Published	Message ID
<input type="checkbox"/>		Stay Informed	Update to Office 365 custom organization t...	Apr 13	MC133972
<input type="checkbox"/>		Stay Informed	Contact Information features in Outlook for...	Apr 12	MC133798
<input type="checkbox"/>		Plan For Change	Updated feature: Group members now receiv...	Apr 10	MC133709
<input type="checkbox"/>		Stay Informed	Updated feature: eDiscovery Compliance B...	Apr 10	MC133705
<input type="checkbox"/>		Stay Informed	Updated feature: eDiscovery export all cont...	Apr 10	MC133704
<input type="checkbox"/>		Stay Informed	Review Your Device Compliance and Toggle...	Apr 7	MC133554
<input type="checkbox"/>		Stay Informed	Updated feature: Outlook meetings with m...	Apr 7	MC133553
<input type="checkbox"/>		Plan For Change	We're replacing the Public Newsfeed in Sha...	Apr 6	MC133551
<input type="checkbox"/>		Stay Informed	What's new in Microsoft Teams: April update	Apr 5	MC133477
<input type="checkbox"/>		Stay Informed	Hybrid architecture for Exchange customers...	Apr 5	MC133451
<input type="checkbox"/>	Apr 15	Plan For Change	Your Microsoft Stream Trial is expiring	Apr 4	MC133409
<input type="checkbox"/>		Stay Informed	Updated feature: Office 365 sign-in user Int...	Apr 4	MC133397

Edit Message center preferences

Which messages do you want to see in Message center?

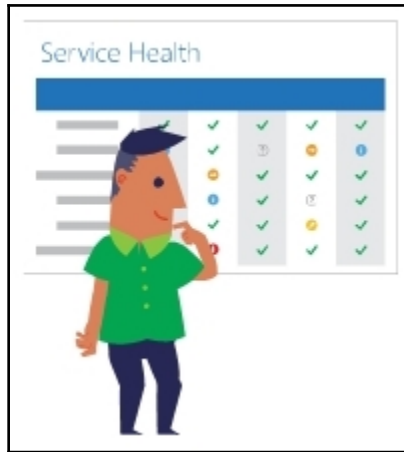
- Azure Information Protection On
- Identity Management Service On
- Microsoft Exchange On
- Microsoft Intune On
- Mobile Device Management for Office 365 On
- Office 365 Portal On
- Office Subscription On
- OneDrive On
- Planner On
- Power BI On
- SharePoint On
- Skype for Business On
- Yammer On

[Less](#)

Send a weekly email digest of my messages On

Send me emails for major updates On

Primary email address
email@nuno-silva.net



Office 365 | Admin center

Home > Service health

Some services are disrupted 2018-04-14 20:06 (UTC) [View history](#)

Category	Service Name	Status	
All services	Exchange Online	1 incident	
	Microsoft Teams	2 advisories	
	Office 365 Portal	1 advisory	
	Power BI	1 advisory	
	SharePoint Online	1 advisory	
	Skype for Business	1 advisory	
	Office Subscription	Service is healthy	
	Identity Service	Service is healthy	
	Microsoft Intune	Service is healthy	
	OneDrive for Business	Service is healthy	
Incidents	Planner	Service is healthy	
	Microsoft StaffHub	Service is healthy	
	Azure Information Protection	Service is healthy	
	Mobile Device Management for Office 365	Service is healthy	
	Advisories		

Navigation menu (left): Home, Users, Groups, Resources, Billing, Support, Settings, Setup, Reports, Health, Service health, Message center, Directory Sync Status, Admin centers.

Office 365 | Admin center

Home > Service health

Some services are disrupted 2018-04-14 20:06 (UTC) [View history](#)

All services Exchange Online 1 incident

Incidents

Advisories

EX133852 - Legitimate mail marked as potential phishing messages

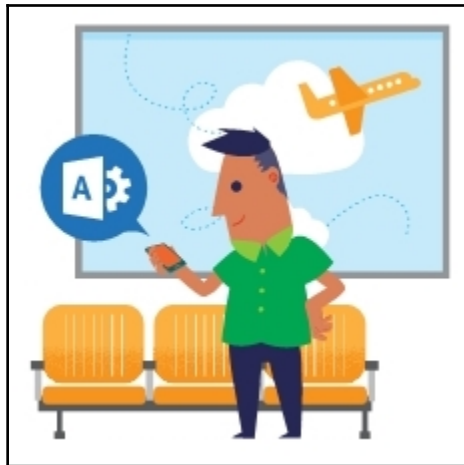
Status: Restoring service Updated: 2018-04-12 20:52 (UTC)

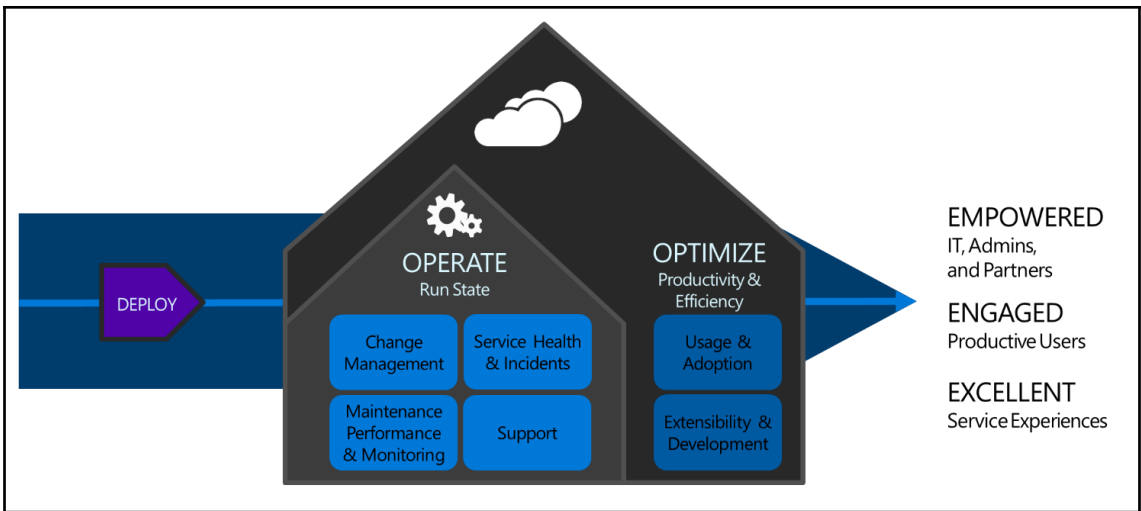
User impact: Users may have been unable to send or receive messages that contained the word "hotmail". Start time: 2018-04-12 08:30 (UTC)

[Show details](#)

Rate the accuracy and usefulness of information in this post: ★★★★★

Service is healthy Advisory Incident

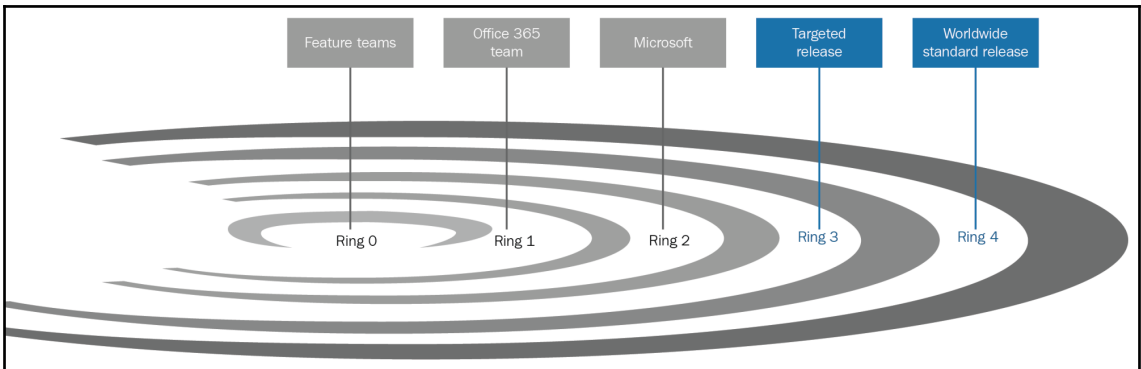
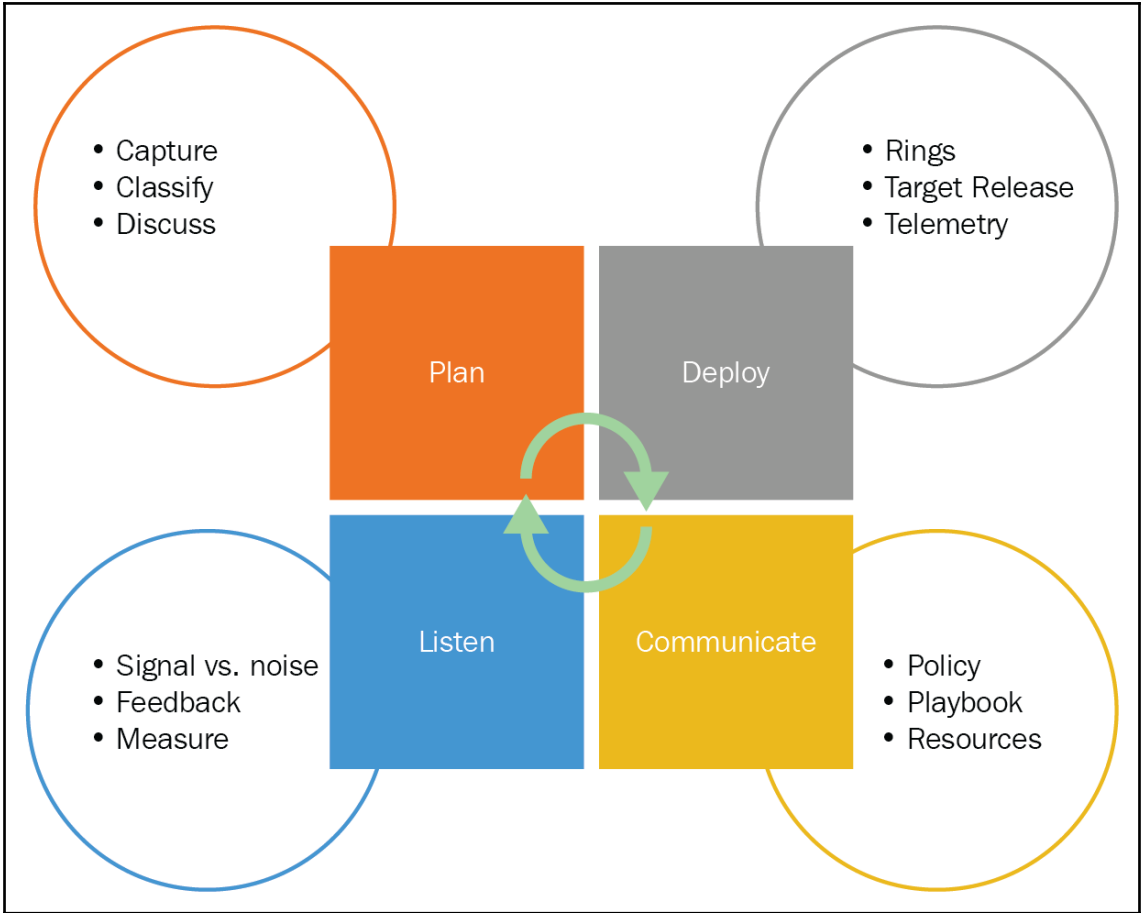




EMPOWERED
IT, Admins,
and Partners

ENGAGED
Productive Users

EXCELLENT
Service Experiences



- Home
- Users
- Groups
- Resources
- Billing
- Support
- Settings
- Services & add-ins
- Security & privacy
- DirSync errors
- Organization profile**
- Partner relationships
- Setup
- Reports
- Health
- Admin centers

Home > Organization profile

Nuno Silva

Edit

Name	Nuno Silva
Address	Lisbon Lisbon, Lisbon 1000
Phone	
Technical contact	email@nuno-silva.net
Preferred language	English

Release preferences

Edit

Choose how your organization gets new features and service updates from Office 365.

Release track	Targeted release for everyone
Release track users	All

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](#)

Office 365 | Admin center

Home > Organization profile

Nuno Silva [Edit](#)

Name	Nuno Silva
Address	Lisbon Lisbon, Lisbon 1000
Phone	
Technical contact	email@nuno-silva.net
Preferred language	English

Release preferences [Edit](#)

Choose how your organization gets new features and service updates from Office 365.

Release track	Targeted release for everyone
Release track users	All

Manage custom themes for your organization [Edit](#)

Customize Office 365 to reflect your organization's brand.

Release preferences

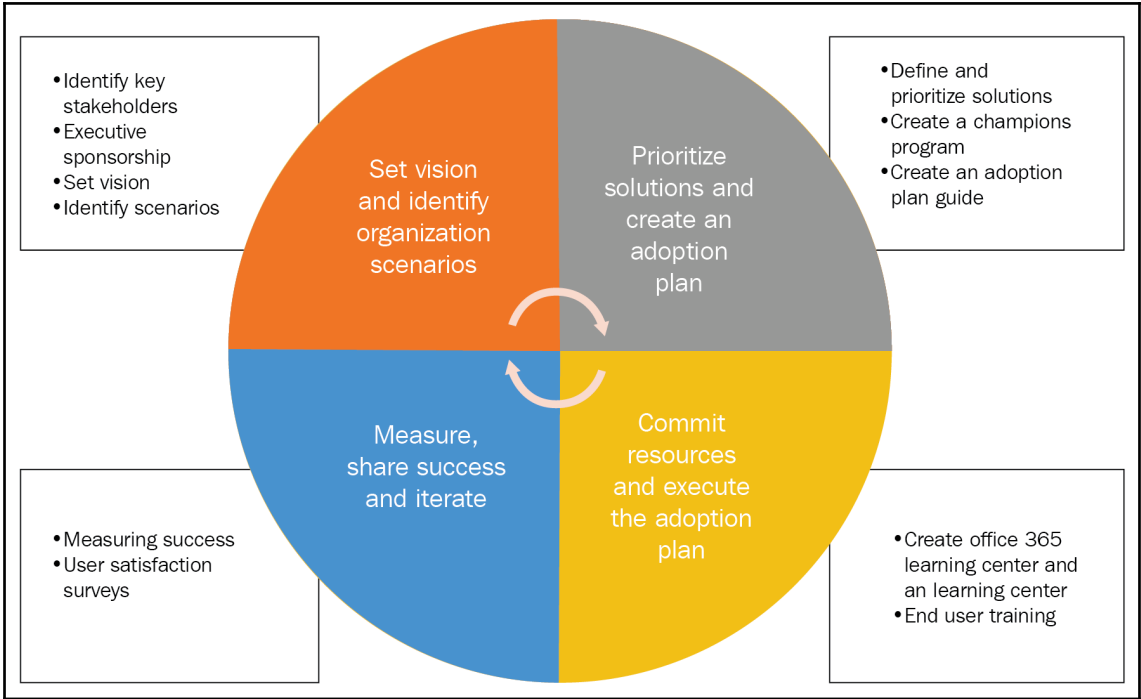
Release track

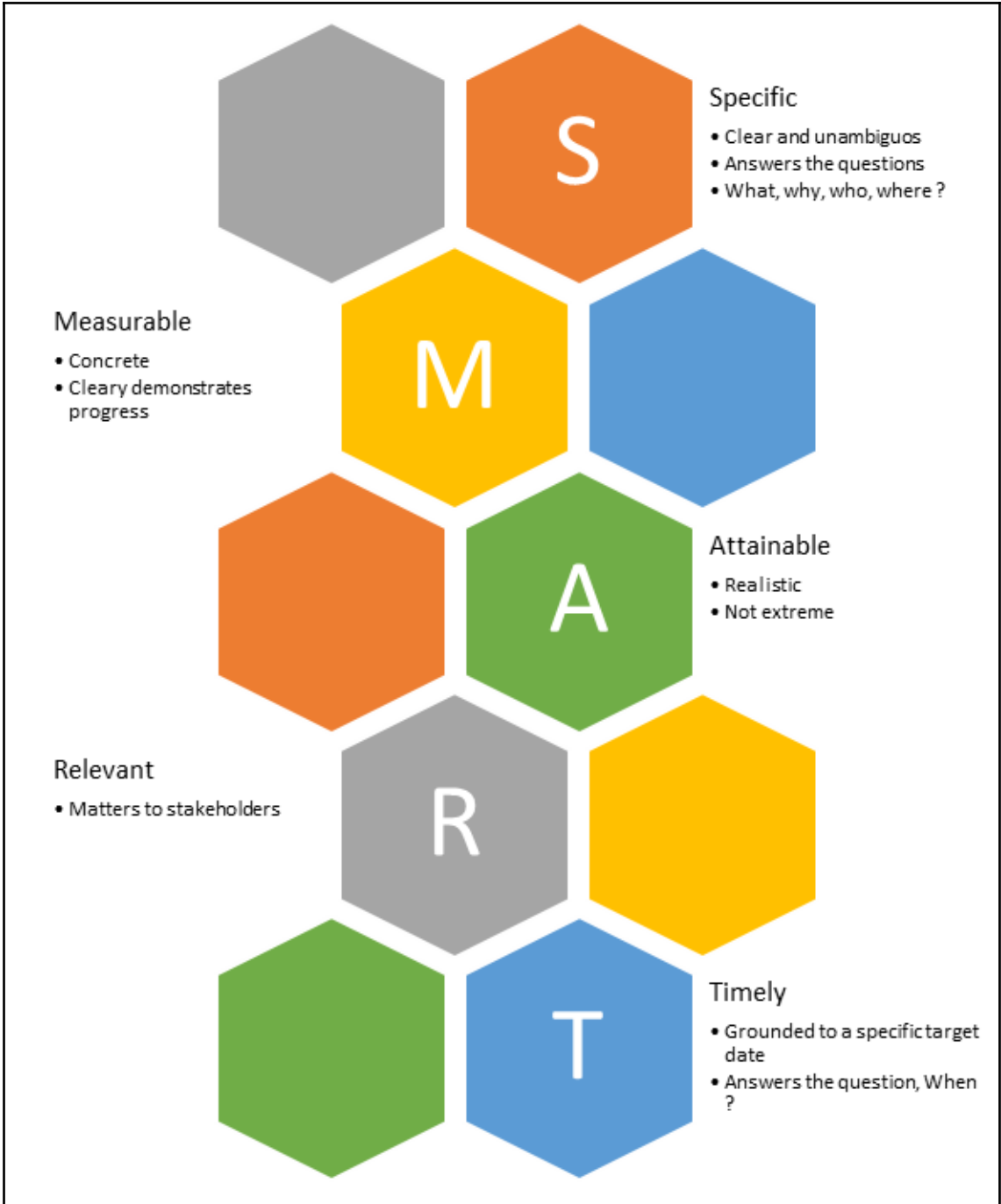
- Standard release
Get updates when we release them broadly.
- Targeted release for everyone
Get updates early for your entire organization
- Targeted release for selected users
Pick people to preview updates so that you can prepare your organization


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

Chapter 13: Adopting Office 365









Training

- Which can vary from classroom-style sessions to self-help getting started guides, is essential to ensure that employees understand how to actually use the new technologies to get their work done

Communications

- With internal announcements or newsletters, is critical to driving adoption, as it informs and inspires users about the new technology and helps create a natural “buzz” or excitement

Engagement Events

- Such as parties, town hall meetings, contests, and giveaways, can help further momentum and encourage employees to start interacting with the new tools. Events should require users to interact with Office 365, so that they can experience the value first hand

End-user survey templates

Introduction

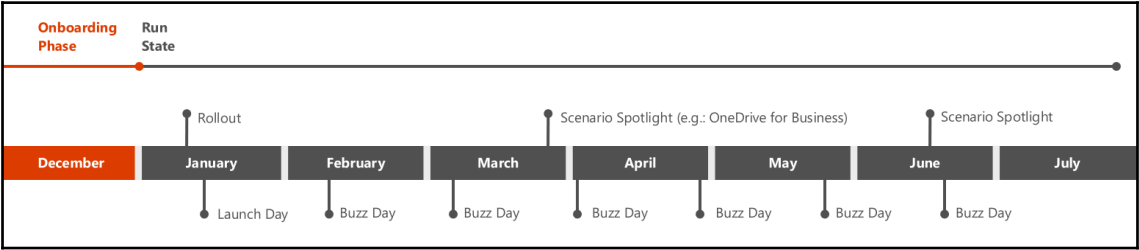
Use this end-user survey template to gather feedback and insights from your users. The survey is designed to be easy to use and to provide valuable information about your users' experiences. It includes a mix of open-ended and closed-ended questions to help you understand your users' needs and preferences.

How to use this survey

- Timing:** Send this survey to your users at a time when they are most likely to be using your product. Consider sending it out during a "Buzz Day" or other high-visibility event.
- Target Audience:** Identify the specific user segments you want to survey. Consider factors like user role, tenure, and usage frequency.
- Customization:** Tailor the survey questions to your specific product and user base. Add or remove questions as needed to address your key areas of interest.
- Analysis:** Review the survey results and look for trends and insights. Use the data to inform your product development and marketing strategies.

Success criteria examples

	Not Started (0%)	Started (50%)	Ready (100%)
Overall progress	0%	50%	50%
Engage with stakeholders	0%	50%	50%
Validate project requirements	0%	50%	50%
Build a cross-functional team	0%	50%	50%



Chapter 14: Monitoring and Support

Office 365 Monitoring Dashboard

Subscription Health (1)

Health	Display Name
✓	Consto Office 365

Service Status

Service	Active Incidents
Exchange Online	0
E-Mail and calendar access	0
Voice mail	0
Management and Provisioning	0
Sign-in	0
E-Mail timely delivery	0
Office 365 Portal	0
Portal	0
Administration	0
SharePoint Online	7
SP Designer	1
SharePoint Features	4
Custom Solutions and Workflows	0
Project Online	0
Provisioning	0
Tenant Admin	0

Active Incidents (7)

Severity	Source	Name	Desc
✗	Consto...	Office 365 Incident	Acti
✗	Consto...	Office 365 Incident	Acti
✗	Consto...	Office 365 Incident	Acti
✗	Consto...	Office 365 Incident	Acti
✗	Consto...	Office 365 Incident	Acti
✗	Consto...	Office 365 Incident	Acti
✗	Consto...	Office 365 Incident	Acti

Resolved Incidents (3)

Severity	Source	Name	Desc
✗	Consto...	Office 365 Incident	Reso
✗	Consto...	Office 365 Incident	Reso
✗	Consto...	Office 365 Incident	Reso

Message Center (5)

Severity	Source	Name	Descrip
ⓘ	Consto...	Message Center	MC597
ⓘ	Consto...	Message Center	MC563
ⓘ	Consto...	Message Center	MC589
ⓘ	Consto...	Message Center	MC697
ⓘ	Consto...	Message Center	MC698

Microsoft Operations Management Suite

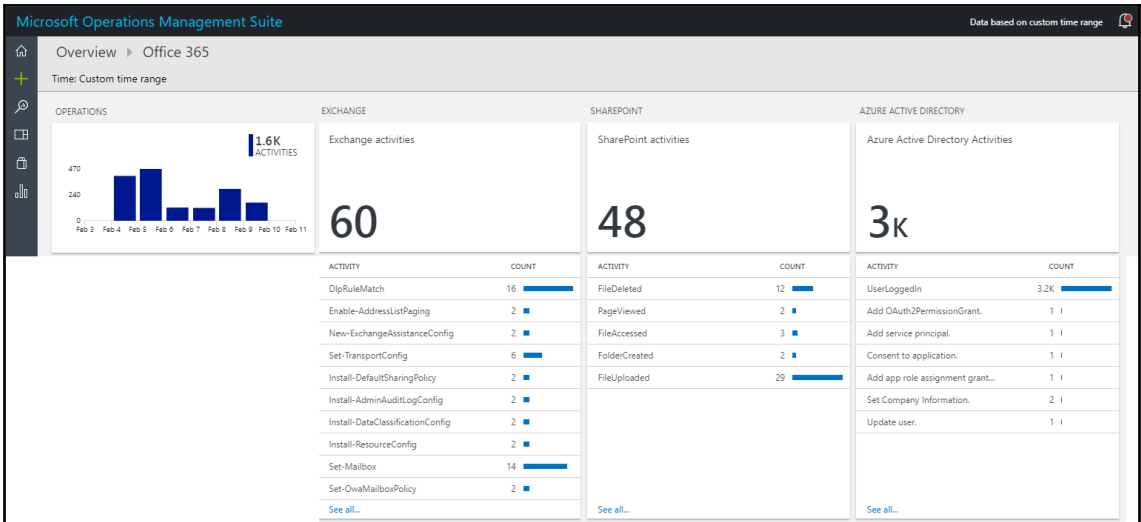
Solutions Gallery

Solution offers

- Insight & Analytics**
 - Monitor and troubleshoot application and infrastructure issues using Log Analytics.
 - Includes 2 solutions
- Automation & Control**
 - Increase control with automation and configuration management.
 - Includes 2 solutions
- Security & Compliance**
 - Secure and audit your datacenter with full visibility to all security data and with advanced threat detection.
 - Includes 2 solutions
- Protection & Recovery**
 - Ensure data protection with cloud backup and disaster recovery.
 - Includes 2 solutions

All solutions

- Azure Application Gateway Analytics
- HDInsight Hadoop Monitoring
- HDInsight HBase Monitoring (Preview)
- HDInsight InteractiveQuery Monitoring
- HDInsight Kafka Monitoring
- HDInsight Spark Monitoring
- IT Service Management Connector
- Logic Apps B2B
- System Center Operations Manager Health Check (Preview)
- Security and Audit
- Service Fabric Analytics
- Surface Hub



Office 365 Admin center





Home > Service health

Some services are disrupted 2018-02-10 18:15 (UTC) [View history](#)

Category	Service	Status	
All services	Skype for Business	1 incident 1 advisory	
	Exchange Online	3 advisories	
	Office 365 Portal	1 advisory	
Incidents	Office Subscription	Service is healthy	
	Microsoft StaffHub	Service is healthy	
	Microsoft Teams	Service is healthy	
	Mobile Device Management for Office 365	Service is healthy	
	Azure Information Protection	Service is healthy	
	Identity Service	Service is healthy	
	OneDrive for Business	Service is healthy	
	Planner	Service is healthy	
	Power BI	Service is healthy	
	SharePoint Online	Service is healthy	
	Microsoft Intune	Service is healthy	
	Sway	Service is healthy	
	Advisories		

Some services are disrupted

2018-02-10 18:15 (UTC) [View history](#)

All services	 Skype for Business 1 incident ^
Incidents	LY128781 - Presence information is unavailable or inaccurate
Advisories	Status: Service degradation Updated: 2018-02-09 23:18 (UTC)
	User impact: Users may be unable to view presence for Skype for Business contacts. Start time: 2018-02-07 20:22 (UTC)
	Show details
Rate the accuracy and usefulness of information in this post: ★★★★★	
 Service is healthy  Advisory  Incident	

LY128781 - Presence information is unavailable or inaccurate



Status:	Service degradation	Updated:	2018-02-09 23:18 (UTC)
User impact:	Users may be unable to view presence for Skype for Business contacts.	Start time:	2018-02-07 20:22 (UTC)

Latest message: Title: Presence information is unavailable or inaccurate

User Impact: Users may be unable to view presence for Skype for Business contacts.

Current status: We've completed our initial analysis of the client logs and suspect a portion of infrastructure is not processing traffic as efficiently as expected, causing presence issues within the Skype for Business service. We're monitoring traffic over the weekend to confirm our findings and determine next steps.

Scope of impact: Impact is specific to a subset of users who are served through the affected infrastructure.

Preliminary root cause: A portion of infrastructure may not be processing traffic as efficiently as expected, causing presence issues within the Skype for Business service.

Next update by: Monday, February 12, 2018, at 6:00 PM UTC

Rate the accuracy and usefulness of information in this post: ★★★★★

Message history

Title: Presence information is unavailable or inaccurate

Updated: 2018-02-09 23:18 (UTC)

User Impact: Users may be unable to view presence for Skype for Business contacts.

Current status: We've completed our initial analysis of the client logs and suspect a portion of infrastructure is not processing traffic as efficiently as expected, causing presence issues within the Skype for Business service. We're monitoring traffic over the weekend to confirm our findings and determine next steps.

Scope of impact: Impact is specific to a subset of users who are served through the affected infrastructure.

Preliminary root cause: A portion of infrastructure may not processing traffic as efficiently as expected, causing presence issues within the Skype for Business service.

Next update by: Monday, February 12, 2018, at 6:00 PM UTC

Title: Presence information is unavailable or inaccurate

Updated: 2018-02-09 00:25 (UTC)

User Impact: Users may be unable to view presence for Skype for Business contacts.


Current status: We're continuing our efforts to review the client logs and determine our next steps for remediating the issue.

Scope of impact: Impact is specific to a subset of users who are served through the affected infrastructure.


Next update by: Friday, February 9, 2018, at 11:30 PM UTC

Read about staying on top of Office 365 changes


Major updates



New feature: OneDrive for Business File Hover Card
General Availability started
















Updated feature: Microsoft Forms
General Availability started



Reminder: SharePoint Online Public Websites are going away
General Availability started

Views All active messages

[Edit Message center preferences](#)

<input type="checkbox"/>	Act by	Category	Message title	Published	Message ID	
<input type="checkbox"/>	Oct 31	Plan For Change	 We are moving to TLS 1.2 for encryption	Feb 10	MC128929	×
<input type="checkbox"/>		Stay Informed	 New feature: See Microsoft Planner tasks in...	Feb 10	MC128924	×
<input type="checkbox"/>		Stay Informed	 Updated feature: Improved Following Feed ...	Feb 9	MC128870	×
<input type="checkbox"/>	Mar 15	Plan For Change	 New Groups features coming in the Outloo...	Feb 9	MC128869	×
<input type="checkbox"/>		Stay Informed	 Planned Maintenance: Yammer Enterprise	Feb 8	MC128801	×
<input type="checkbox"/>		Stay Informed	 Updated feature: Azure Active Directory Ad...	Feb 7	MC128792	×
<input type="checkbox"/>		Stay Informed	 Updated feature: Outlook for iOS search im...	Feb 6	MC128740	×
<input type="checkbox"/>	Mar 30	Plan For Change	 The iOS Researcher App is being retired on ...	Feb 6	MC128738	×
<input type="checkbox"/>		Stay Informed	 Updated feature: Search improvements and...	Feb 5	MC128702	×
<input type="checkbox"/>	Mar 31	Plan For Change	 Reminder: SharePoint Online Public Websit...	Jan 31	MC128387	×
<input type="checkbox"/>		Stay Informed	 New feature: OneDrive for Business Guided ...	Jan 30	MC128306	×
<input type="checkbox"/>		Stay Informed	 New feature: Additional web parts for Shar...	Jan 30	MC128305	×
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We are moving to TLS 1.2 for encryption

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We are moving to TLS 1.2 for encryption

MC128929

Plan For Change

Published On : February 10, 2018

Action required by October 31, 2018

As previously communicated in MC124102 in October of 2017, and MC126199 in December of 2017, to provide best-in-class encryption, and to ensure our service is more secure by default, we are moving all of our online services to Transport Layer Security (TLS) 1.2+.

In the two communications referenced above, we had indicated that we would be removing support for TLS versions less than 1.2 from our online services, beginning March 1, 2018. After receiving valuable feedback from administrators like you, we have decided to extend the deadline for upgrading to TLS 1.2 or later to October 31, 2018.

How does this affect me?

As of October 31, 2018, Microsoft Office 365 will no longer support TLS 1.0 and 1.1.

By October 31, 2018, all client-server and browser-server combinations should use TLS version 1.2 (or a later version) to ensure connection without issues to Office 365 services. This may require updates to certain client-server and browser-server combinations.

If you do not update to TLS version 1.2 (or later) by October 31, 2018, you may experience issues when connecting to Office 365. If you experience an issue related to the use of an old TLS version after October 31, 2018, you will be required to update to TLS 1.2 as part of the resolution.

What do I need to do to prepare for this change?

We recommend you proactively address weak TLS usage by removing TLS 1.0/1.1 dependencies in your environments and disabling TLS 1.0/1.1 at the operating system level where possible. Begin planning your migration to TLS 1.2+, today.

Please click [Additional Information](#) to learn more.

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Office 365 Admin center

Home > Directory Sync Status

Integration with local Active Directory

Company Name	Nuno Silva
Domains verified	6
Domains not verified	1
Directory sync enabled	true
Last directory sync	last synced 22 minutes ago
Password sync enabled	true
Password sync	recent synchronization
Directory sync client version	11.647.0
IdFix Tool	Download IdFix Tool
Directory sync service account	Sync_ADCONNECT_640a8e81cd@NunoSilva.onmicrosoft.com

Office 365 Admin center

Home

Search users, groups, settings or tasks

DirSync Status >

- Last directory sync last synced 17 minutes ago
- Password sync recent synchronization

Active users >

- Add a user
- Delete a user
- Edit a user
- Reset a password

Billing >

Your credit card has expired.

Total balance: €0.00

- Update payment details

Office software

- Install my software
- Share the download link
- Software download settings
- Troubleshoot installation

Support

- New service request
- View service requests

Train yourself

- For admins
- Train your people** For end users
- Advanced admin traini... Delivered by LinkedIn Learning

Message center >

- We are moving to TLS 1.2 for encryption Feb 10
- New feature: See Microsoft Planner tasks in iCal... Feb 10
- Updated feature: Improved Following Feed in Y... Feb 9
- 48 unread messages

Suggested features >

Help users get started >

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- Setup guidance
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- Microsoft Exchange Advis...

Usage report

Active users

- Exchange
- One
- Microsoft Teams

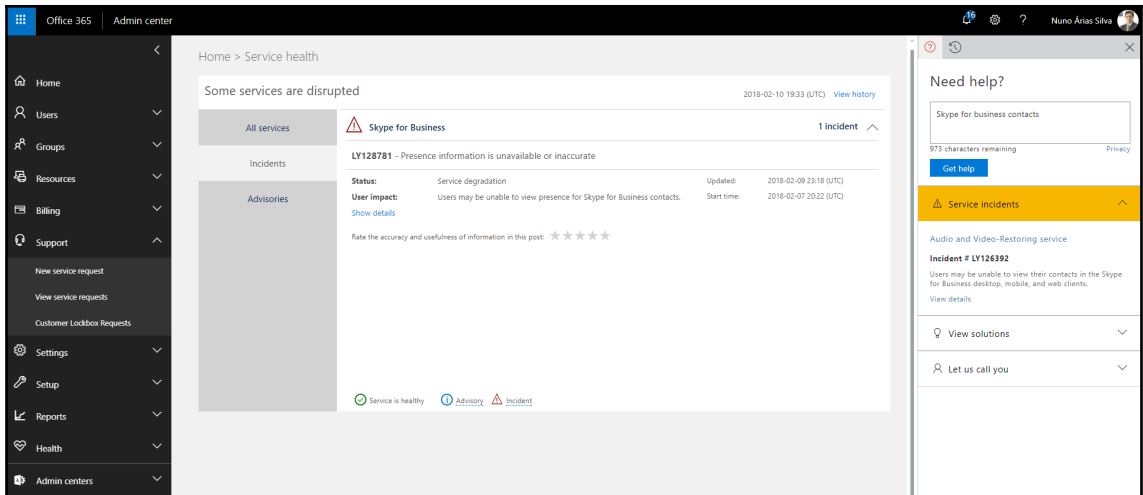
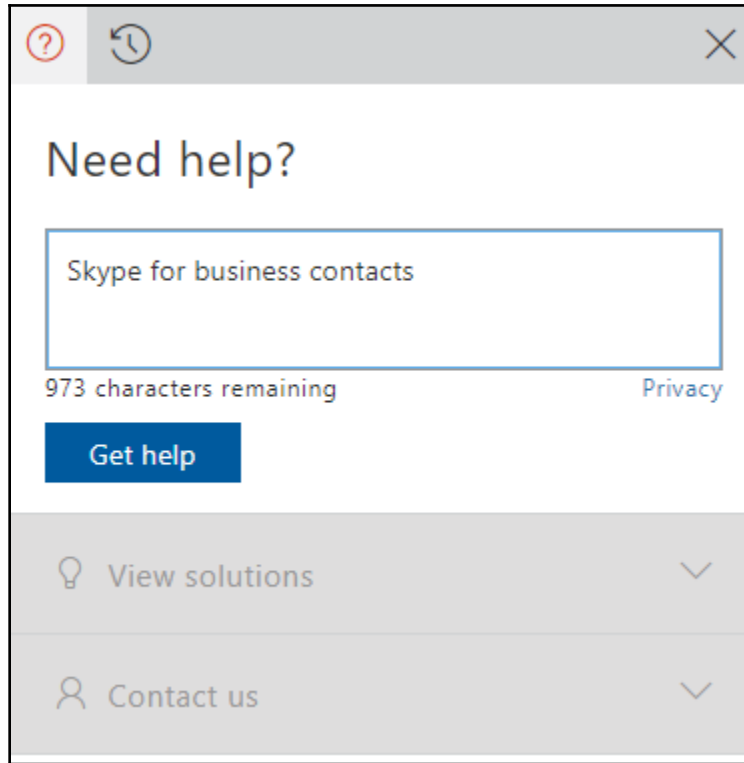
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📞 Let us call you ∧

Confirm your contact number
Expected wait time is 30 minutes

Attachments (optional)
Add up to 5 files to your ticket. Each file must be less than 5 MB in size.

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