

## Microsoft 365 Identity and Services – Enterprise Administration

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Student Name: Ayush shah  
Student ID: 10154670

Term: Fall 2024...

### Case Project: Task 1: Customize your Organization Profile

#### 1.1 Add a logo to your M365 and take a screenshot of the result

The screenshot shows the Microsoft 365 Admin Center interface. The left sidebar includes Home, Copilot, Users, Groups, Marketplace, Billing, and Setup. The main area is titled 'Org settings' and has tabs for Services, Security & privacy, and Organization profile (which is selected). A search bar and a 'Search all settings' button are at the top right. Below are 10 items listed with icons and descriptions:

Name	Description
Custom themes	Customize Microsoft 365 for your organization.
Custom tiles for Apps	Add tiles that open websites or SharePoint sites to Apps in the Microsoft 365 app.
Data location	See where Microsoft stores your data for each service you use.
Help desk information	Streamline user support by adding customized contact info to the Microsoft 365 help pane.
Keyboard shortcuts	Perform many common tasks using the keyboard. You can also see the full list of supported shortcuts by pressing Shift+? (question mark).
Multitenant collaboration	Enable users in your multitenant organization to collaborate seamlessly.
Organization information	Update your organization's contact info, such as your address, phone number, and technical contact.

#### 1.2 Change color theme

This screenshot is identical to the one above, but it shows a dark blue header and sidebar, indicating that the 'Dark mode' option has been enabled. The rest of the interface and the list of organization settings remain the same.

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1.3 Clicking on the Logo should take you to <https://www.youtube.com/@AliZiyaei>

The screenshot shows the Microsoft 365 Admin Center interface. On the left, there's a navigation sidebar with various settings like Support, Domains, Org settings, and Help. The main area is titled 'Organization profile' under 'Services'. A modal window titled 'Default theme' is open, showing the current logo (RBC logo) and options to upload or browse for a new one. Below that is the 'Alternate logo' section with a placeholder image and a 'Remove' button. At the bottom of the modal is an 'On-click link' section with a URL input field containing 'https://www.youtube.com/@AliZiyaei' and a 'Save' button.

1.4 Add your helpdesk contact information

The screenshot shows the Microsoft 365 Admin Center interface. The left sidebar has sections like Guest users, Deleted users, Groups, Roles, Resources, Marketplace, Billing, Support, Settings, Domains, Search & intelligence, Org settings, and more. The main area is titled 'Org settings' under 'Services'. A modal window titled 'Help desk information' is open, showing a checked checkbox for 'Add your help desk contact information'. It contains fields for 'Title' (helpdesk), 'Contact information' (Provide at least one way for your users to get support from your organization), 'Phone' (empty input field), 'Email' (helpdesk@hunt3r.onmicrosoft.com), and 'URL' (https://www.example.com). There's also a 'Help desk website' input field and a 'Save' button.

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### 1.5 Select 2 Users to receive updates before they're released to everyone else.

The screenshot shows the Microsoft 365 Admin Center interface. The left sidebar includes options like 'Active users', 'Deleted users', 'Groups', 'Roles', 'Resources', 'Marketplace', 'Billing', 'Support', 'Settings' (with sub-options for Domains, Search & intelligence, Org settings, Microsoft 365 Backup, Integrated apps, Viva, Partner relationships, and Microsoft Edge), and 'Setup'. The main content area is titled 'Organization profile' and contains a 'Release preferences' section. This section lists several features: 'Help desk information', 'Keyboard shortcuts', 'Multitenant collaboration', 'Organization information', 'Release preferences' (which is currently selected), 'Send email notifications from your domain', and 'Support integration'. A note states: 'Choose how your organization gets new features and service updates from Microsoft 365. Learn more about release validation at Microsoft 365.' Below this, three radio button options are shown: 'Standard release for everyone' (selected), 'Targeted release for everyone', and 'Targeted release for select users'. A 'Save' button is at the bottom right. The taskbar at the bottom shows various pinned icons and the date/time as 11/14/2024 at 6:50 PM.

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The screenshot shows the Microsoft 365 admin center interface. On the left, there is a navigation sidebar with various options like Guest users, Deleted users, Groups, Roles, Resources, Marketplace, Billing, Support, Settings, Domains, Search & intelligence, Org settings, Microsoft 365 Backup, Integrated apps, Viva, Partner relationships, Microsoft Edge, and Setup. The main area is titled 'Organization profile' and lists several items: Help desk information, Keyboard shortcuts, Multitenant collaboration, Organization information, Release preferences, Send email notifications from your domain, and Support integration. A modal window titled 'Choose users for targeted release' is open on the right, asking 'Who should receive targeted releases?' with two user names selected: Khushi Patel and Ayush Shah. A 'Save' button is at the bottom of the modal.

This screenshot shows the 'Release preferences' dialog within the Microsoft 365 admin center. The left sidebar is identical to the previous screenshot. The main area shows the same list of organization profile items. A modal window titled 'Release preferences' is open on the right, stating '2 users were added to the targeted release'. It includes a note: 'Choose how your organization gets new features and service updates from Microsoft 365.' A link 'Learn more about release validation at Microsoft' is provided. Below, it says: 'This setting doesn't affect how Microsoft 365 apps, such as Word and Excel, get new features and updates. To choose when Microsoft 365 apps get new features and updates, go to Microsoft 365 installation options.' There are three radio button options: 'Standard release for everyone' (unchecked), 'Targeted release for everyone' (unchecked), and 'Targeted release for select users' (checked). Below these are 'Select users' and 'Upload users' buttons, and a 'Save' button at the bottom.

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## Task 2: Working with PowerShell

## 2.1 Install the PowerShell module and connect to M365

ayush shah WPS PDF

WPS Office

Microsoft Edge

New Task Document

Cisco Packet Tracer

New Text Document

cover letter

Adobe Acrobat

Recycle Bin

jobs

This PC

New Text Document (2)

Run

Type the name of a folder, Internet resource, or a command

Open:

Administrator: Windows PowerShell

Windows PowerShell

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Install the latest PowerShell for new features and improvements! <https://aka.ms/PSWindows>

PS C:\Windows\system32> install-module msoline

NUGet provider is required to continue

PowerShellGet requires NuGet provider version '2.8.3.201' or newer to interact with NuGet-based repositories. The NuGet provider is installed in 'C:\Users\ayush\AppData\Local\PackageManagement\ProviderAssemblies'. You can also install the NuGet provider by running 'Install-PackageProvider -Name NuGet -MinimumVersion 2.8.3.201 -Force'. Do you want PowerShellGet to install and import the NuGet provider now?

[Y] Yes [N] No [S] Suspend [?] Help (default is "Y"): y

Untrusted repository

You are installing the modules from an untrusted repository. If you trust this repository, change its InstallationPolicy value by running the Set-PSRepository cmdlet. Are you sure you want to install the modules from 'PSGallery'?

[Y] Yes [A] Yes To All [N] No [L] No To All [S] Suspend [?] Help (default is "N"): a

PS C:\Windows\system32> get-command -module msoline

| CommandType | Name                             | Version    | Source  |
|-------------|----------------------------------|------------|---------|
| Cmdlet      | Add-MsolAdministrativeUnitMember | 1.1.183.81 | msoline |
| Cmdlet      | Add-MsolRecipientGroupToRole     | 1.1.183.81 | msoline |
| Cmdlet      | Get-MsolAdministrativeUnit       | 1.1.183.81 | msoline |
| Cmdlet      | Add-MsolRoleMember               | 1.1.183.81 | msoline |
| Cmdlet      | Add-MsolScopedRoleMember         | 1.1.183.81 | msoline |
| Cmdlet      | Confirm-MsolDomain               | 1.1.183.81 | msoline |

Open:

OK Cancel Browse...

9°C Cloudy

ENG IN IN

10:17 PM

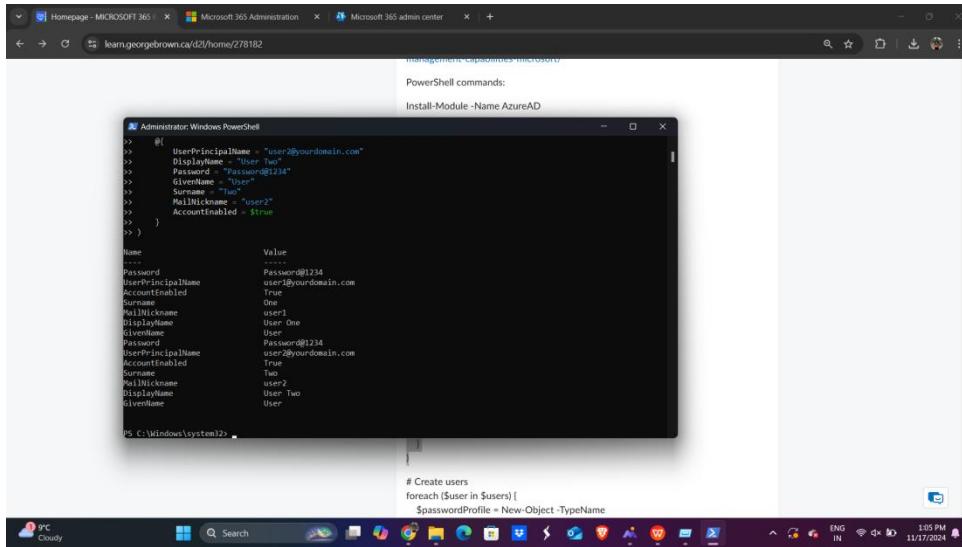
11/17/2024

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## 2.2 Create two new users



```
# Create users
foreach ($user in $users) {
    $passwordProfile = New-Object -TypeName
```

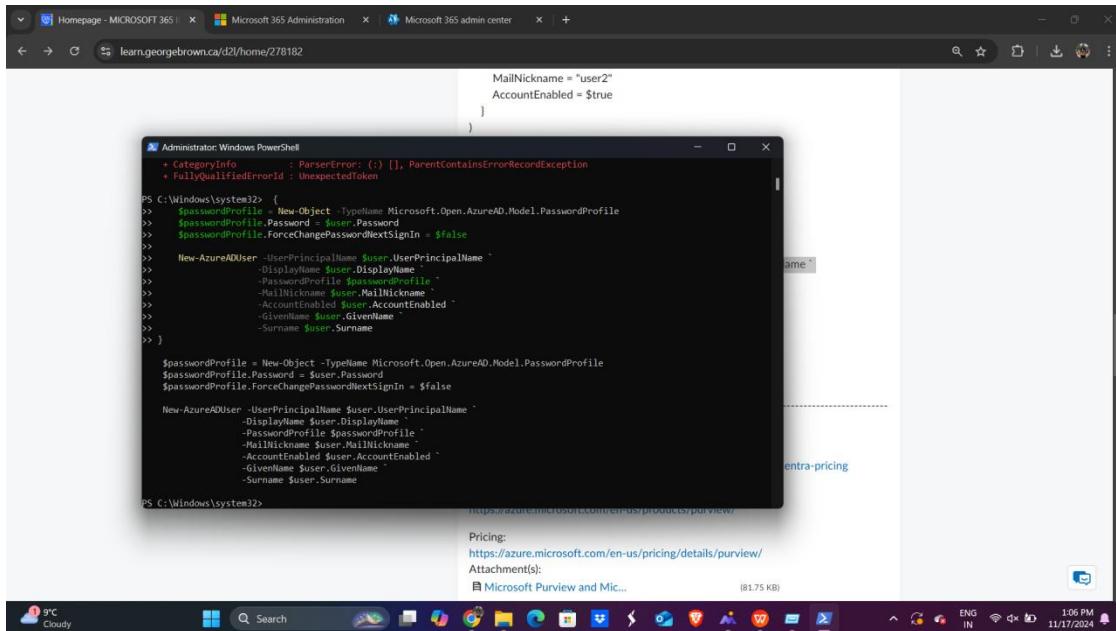
The screenshot shows a Windows PowerShell window titled "Administrator: Windows PowerShell". Inside the window, a script is being run to create two users. The script uses the `New-Object` cmdlet to create a `PasswordProfile` object and then passes it to the `New-AzureADUser` cmdlet along with other user properties like UserPrincipalName, DisplayName, Surname, GivenName, and MailNickname. The output of the command shows the created users with their respective properties.

```
>>> # Create users
>>> foreach ($user in $users) {
>>>     $passwordProfile = New-Object -TypeName
```

```
Name          Value
----          -----
UserPrincipalName "user2@yourdomain.com"
DisplayName   "User Two"
Password      "P@ssw0rd!234"
GivenName     "User2"
Surname       "Two"
MailNickname  "user2"
AccountEnabled $true
```

```
PS C:\Windows\system32>
```

## 2.3 Assign License to users with PowerShell or Admin Center



```
+ CategoryInfo          : ParserError: (:) [], ParentContainsErrorRecordException
+ FullyQualifiedErrorId : UnexpectedToken
```

```
PS C:\Windows\system32> {
>>>     $passwordProfile = New-Object -TypeName Microsoft.Open.AzureAD.Model.PasswordProfile
>>>     $passwordProfile.Password = $user.Password
>>>     $passwordProfile.ForceChangePasswordNextSignIn = $false
>>>
>>>     New-AzureADUser -UserPrincipalName $user.UserPrincipalName
>>>     -DisplayName $user.DisplayName
>>>     -UserFileProfile $user.UserFileProfile
>>>     -MailNickname $user.MailNickname
>>>     -AccountEnabled $user.AccountEnabled
>>>     -GivenName $user.GivenName
>>>     -Surname $user.Surname
>>> }
```

```
$passwordProfile = New-Object -TypeName Microsoft.Open.AzureAD.Model.PasswordProfile
$passwordProfile.Password = $user.Password
$passwordProfile.ForceChangePasswordNextSignIn = $false
```

```
New-AzureADUser -UserPrincipalName $user.UserPrincipalName
-DisplayName $user.DisplayName
-UserFileProfile $user.UserFileProfile
-MailNickname $user.MailNickname
-AccountEnabled $user.AccountEnabled
-GivenName $user.GivenName
-Surname $user.Surname
```

```
PS C:\Windows\system32>
```

The screenshot shows a Windows PowerShell window titled "Administrator: Windows PowerShell". Inside the window, a script is being run to assign a license to a user. The script first creates a `PasswordProfile` object with the user's password and sets the `ForceChangePasswordNextSignIn` property to false. Then, it uses the `New-AzureADUser` cmdlet to create a new Azure AD user with the provided properties. A warning message from the cmdlet is visible at the top of the window.

```
Pricing:
https://azure.microsoft.com/en-us/pricing/details/purview/
Attachment(s):
Microsoft Purview and Mic...
```

```
(81.75 KB)
```

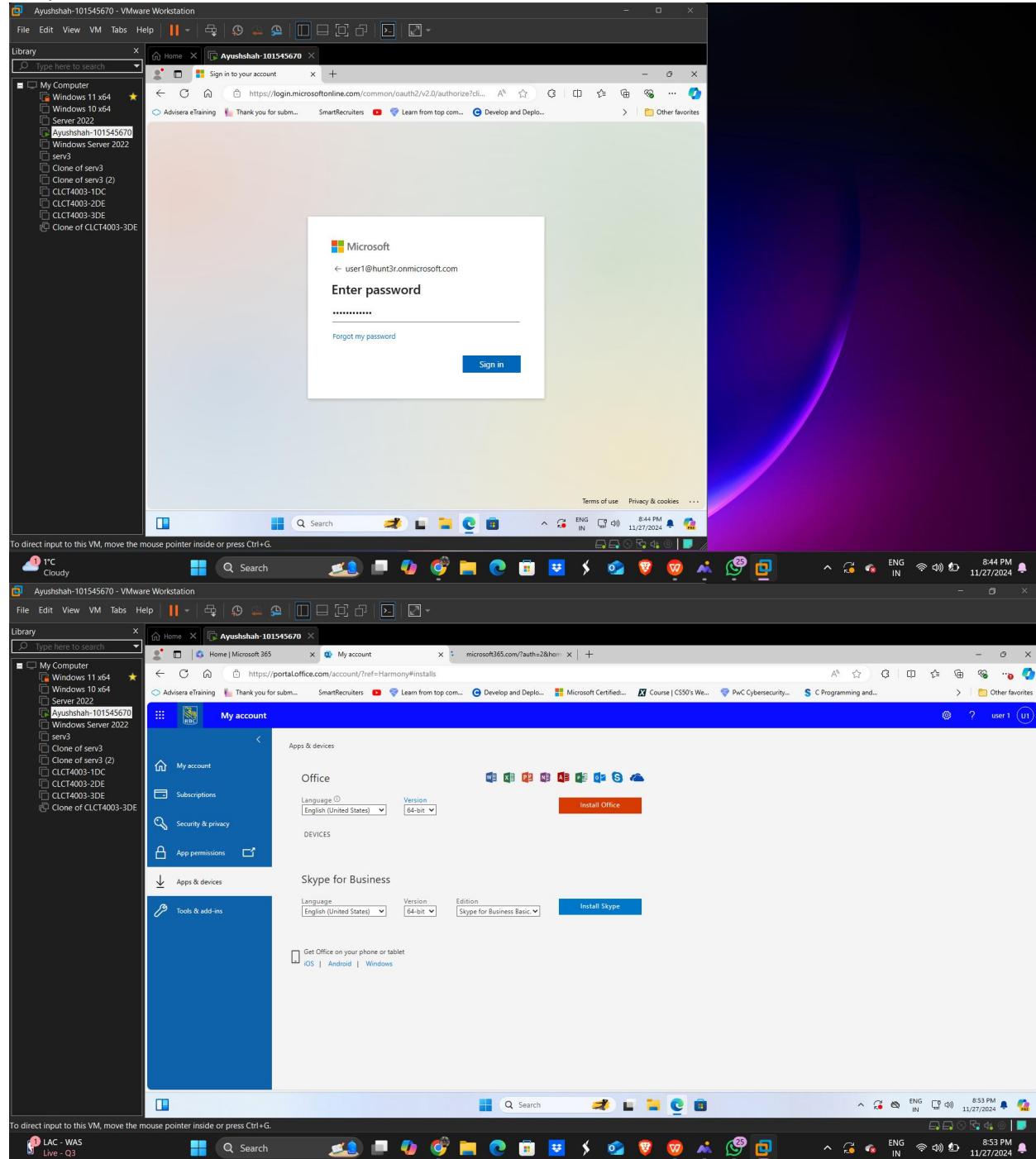
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### Task 3: Install Microsoft 365 Apps for enterprise

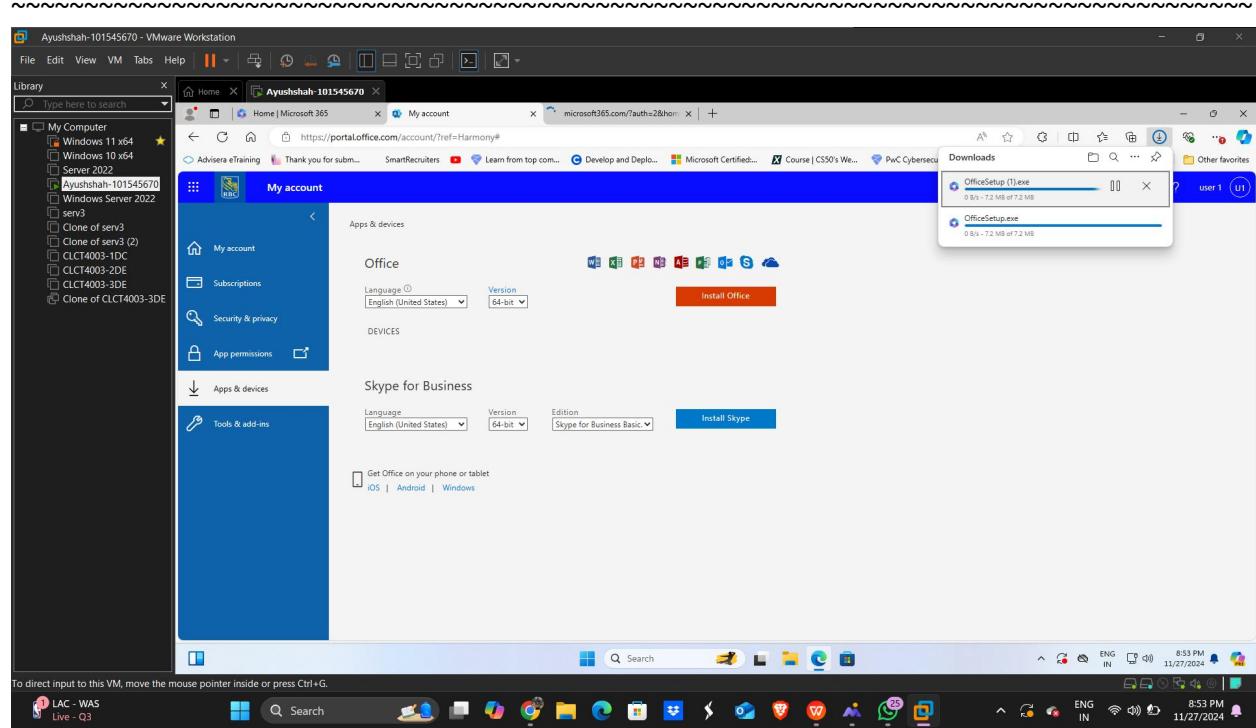
3.1 Install Office on a Virtual Machine and log in with your Trial user account that you created on the previous task to Office to activate it.



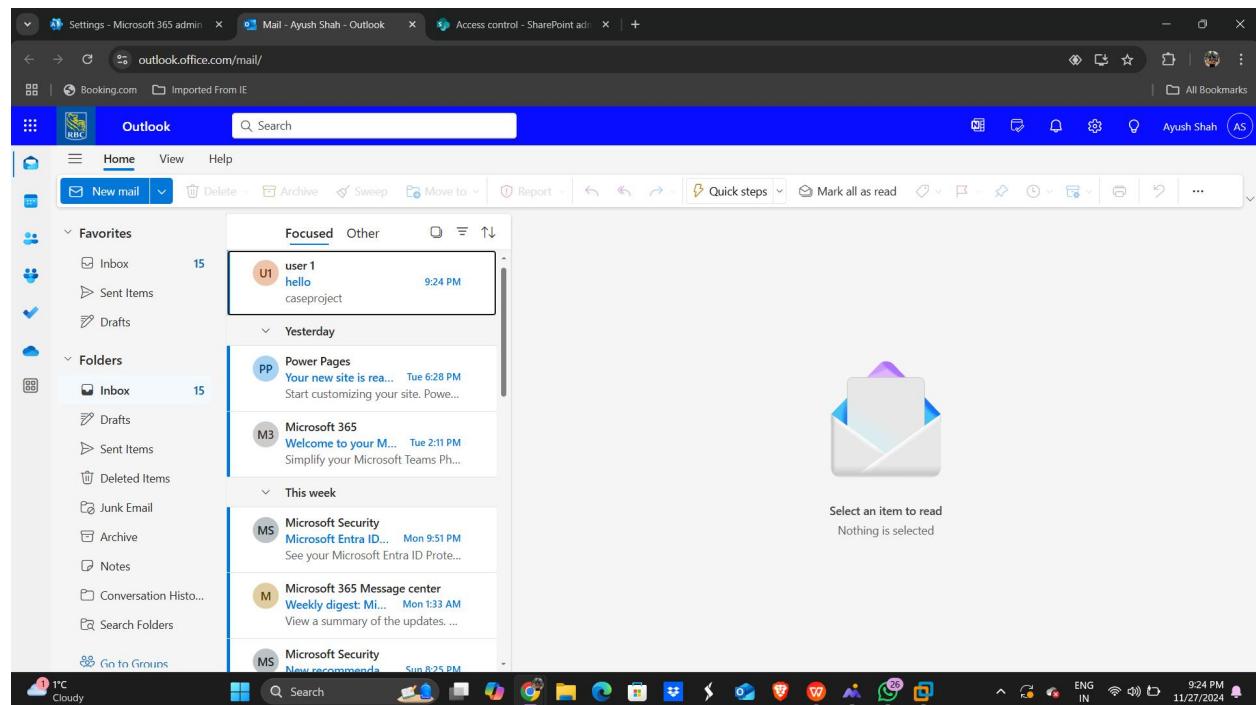
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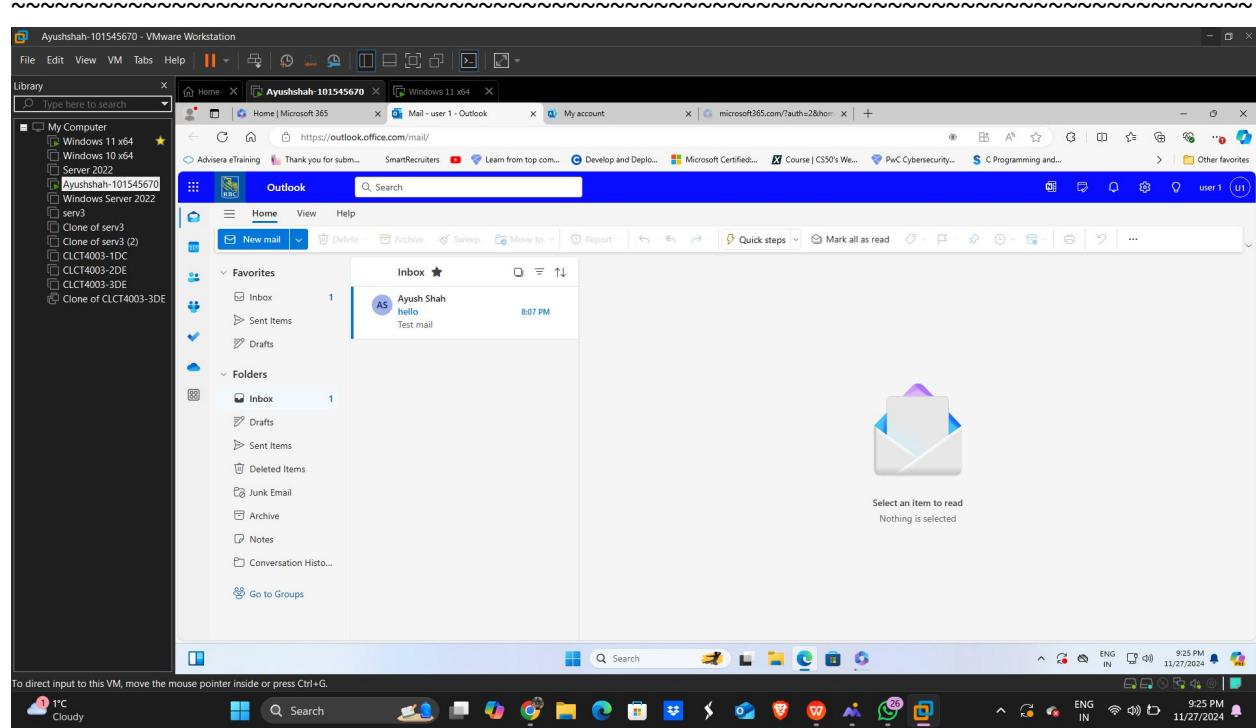
## 3.2 Open Outlook and send an email to the other account you created on Task 2



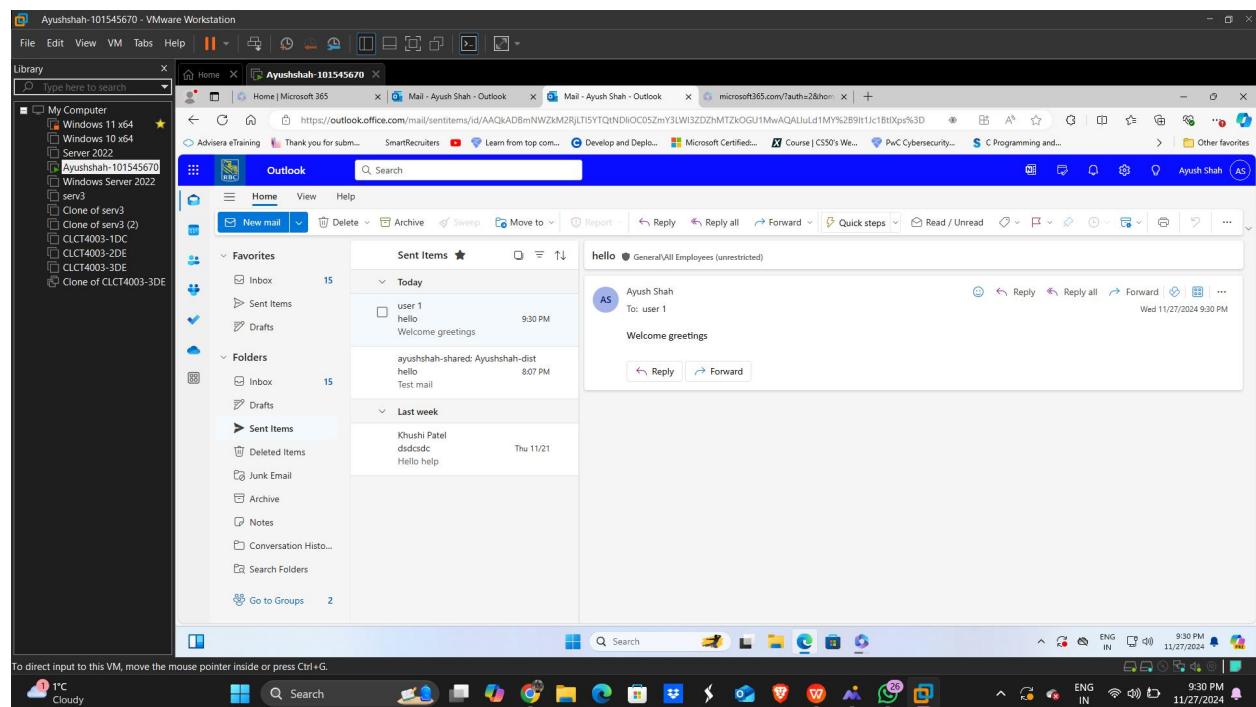
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3.3 From the Web, log in to the second user's mailbox and show email was delivered.

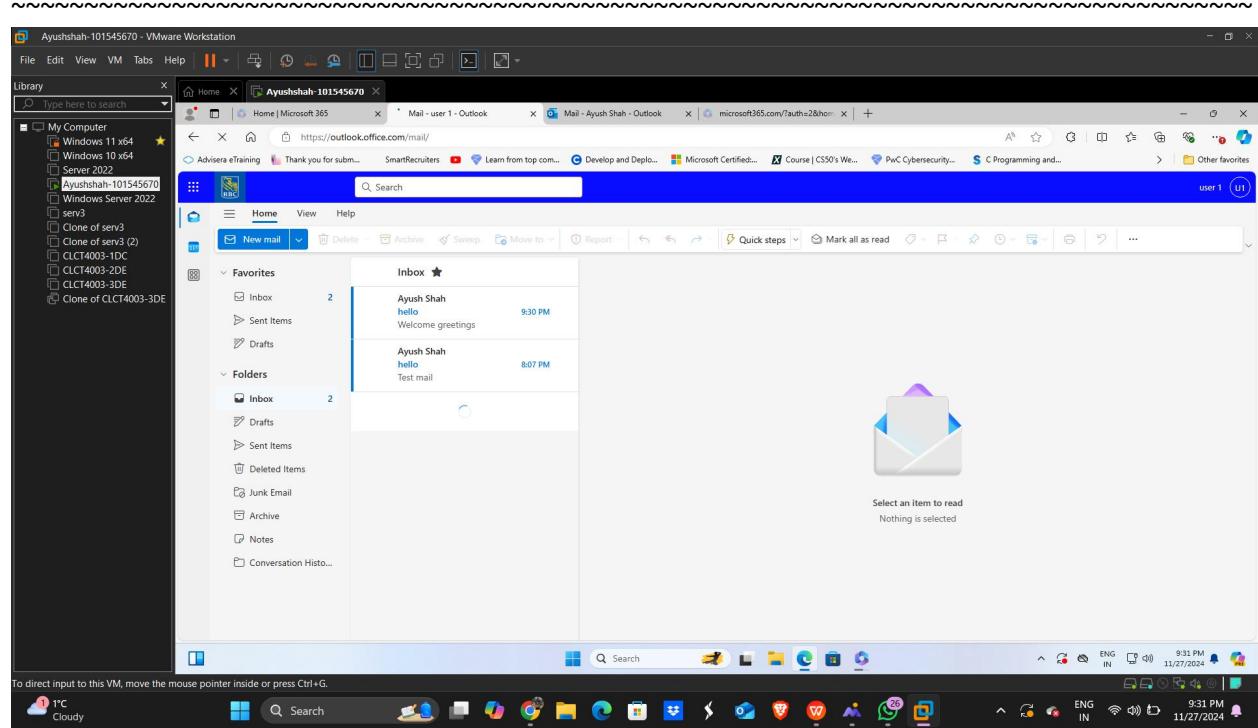


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### Task 4: Working with Exchange

4.1 From Exchange Admin Center create a shared mailbox called yourname-Shared and give access to both users created in Task2

The screenshot shows the Microsoft Exchange Admin Center interface. On the left, there's a navigation sidebar with various categories like Home, Recipients, Mailboxes, Groups, Resources, Contacts, Mail flow, Roles, Migration, Mobile, Reports, Insights, Public folders, Organization, Settings, and Troubleshoot. The 'Mailboxes' section is currently selected. The main area is titled 'Manage mailboxes' and displays a list of existing mailboxes with columns for Display name and Email address. A new mailbox is being created in a modal dialog box on the right. The dialog has fields for 'Display name \*' (set to 'ayushshah-shared'), 'Email address \*' (set to 'ayushshah-shared @ hunt3r.onmicrosoft.com'), and 'Alias' (set to 'Alias'). A 'Create' button is at the bottom of the dialog.

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The screenshot shows two windows of the Microsoft Exchange admin center. The top window displays the 'Manage mailboxes' page, which lists existing mailboxes and provides options to add a shared mailbox, change mailflow settings, or export mailboxes. The bottom window shows the 'Manage shared mailbox members' page, where three members are listed: Ayush Shah (AS), help desk (HD), and Khushi Patel (KP). The 'Save' button is visible at the bottom of this page. Both windows have a blue header bar with the 'Exchange admin center' logo and a search bar. The left sidebar contains navigation links for Home, Recipients, Mailboxes, Groups, Resources, Contacts, Mail flow, Roles, Migration, Mobile, Reports, Insights, Public folders, Organization, Settings, and Troubleshoot.

**Manage mailboxes**

Create and manage settings for shared mailboxes. You can also manage settings for user mailboxes, but to add or delete them you must go to the Microsoft 365 admin center and do this on the [active users](#) page. Learn more about mailboxes

+ Add a shared mailbox [Mailflow setting](#) [Refresh](#) [Export mailboxes](#)

| Display name ↑   | Email address                           |
|------------------|-----------------------------------------|
| Ayush Shah       | AyushShah@hunt3r.onmicrosoft.com        |
| ayushshah-shared | ayushshah-shared@hunt3r.onmicrosoft.com |
| help desk        | helpdesk@hunt3r.onmicrosoft.com         |
| help desk1       | ihelpdesk1@hunt3r.onmicrosoft.com       |
| Khushi Patel     | hunt3r@hunt3r.onmicrosoft.com           |

**Manage shared mailbox members**

The Full Access permission allows a delegate to open this mailbox and behave as the mailbox owner.

Added(2)

| Display Name                                   |
|------------------------------------------------|
| AS Ayush Shah AyushShah@hunt3r.onmicrosoft.com |
| HD help desk helpdesk@hunt3r.onmicrosoft.com   |
| KP Khushi Patel hunt3r@hunt3r.onmicrosoft.com  |

**Save**

**Manage mailboxes**

Create and manage settings for shared mailboxes. You can also manage settings for user mailboxes, but to add or delete them you must go to the [Microsoft 365 admin center](#) and do this on the [active users](#) page. Learn more about mailboxes

+ Add a shared mailbox [Mailflow setting](#) [Refresh](#) [Export mailboxes](#) 5 items [Filter](#) [Search](#)

| Display name ↑   | Email address                           | Recipient type | Archive status | Last modified time  | <a href="#">Choose columns</a> |
|------------------|-----------------------------------------|----------------|----------------|---------------------|--------------------------------|
| Ayush Shah       | AyushShah@hunt3r.onmicrosoft.com        | UserMailbox    | None           | 11/22/2024, 6:17... | <a href="#">Edit</a>           |
| ayushshah-shared | ayushshah-shared@hunt3r.onmicrosoft.com | SharedMailbox  | None           | 11/27/2024, 7:58... | <a href="#">Edit</a>           |
| help desk        | helpdesk@hunt3r.onmicrosoft.com         | UserMailbox    | None           | 11/22/2024, 6:17... | <a href="#">Edit</a>           |
| help desk1       | ihelpdesk1@hunt3r.onmicrosoft.com       | SharedMailbox  | None           | 11/21/2024, 7:19... | <a href="#">Edit</a>           |
| Khushi Patel     | hunt3r@hunt3r.onmicrosoft.com           | UserMailbox    | None           | 11/22/2024, 6:18... | <a href="#">Edit</a>           |

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4.2 From Exchange Admin Center create a distribution list called yourname-Dist and add both users from task two to this list.

The screenshot shows two consecutive steps in the 'Add a group' wizard:

**Step 1: Set up the basics**

- The 'Group type' is selected as 'Basics'.
- The 'Name' field contains 'Ayushshah-dist'.
- The 'Description' field is empty.

**Step 2: Add members**

- The 'Owners' and 'Members' checkboxes are selected.
- The 'Members' checkbox is selected.
- The 'Add members' section lists two users:
  - Khushi Patel (hun3r@hun3r.onmicrosoft.com)
  - user 1 (user1@hun3r.onmicrosoft.com)

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The screenshot shows two windows from the Microsoft Exchange Admin Center.

**Top Window: Add a group (Edit settings)**

- Left sidebar:** Home, Recipients (Groups selected), Mailboxes, Groups, Resources, Contacts, Mail flow, Roles, Migration, Mobile, Reports, Insights, Public folders, Organization, Settings, Troubleshoot.
- Central pane:** A flowchart titled "Edit settings" with steps: Group type → Basics → Owners → Members → Settings → Finish. The "Settings" step is highlighted.
- Right pane:**
  - Distribution group:** Sends email to all members of the list.
  - Group email address \***: ayushshah-dist (selected) and hunt3r.onmicrosoft.com (Domain).
  - Communication:**  Allow people outside of my organization to send email to this Distribution group.
  - Joining the group:**
    - Open**: Anyone can join this group without owner approval.
    - Closed**: Only group owners can add members. All requests to join will be automatically declined.
    - Owner approval**
- Bottom:** Back, Next, Cancel buttons.

**Bottom Window: Groups**

- Left sidebar:** Home, Recipients (Groups selected), Mailboxes, Groups, Resources, Contacts, Mail flow, Roles, Migration, Mobile, Reports, Insights, Public folders, Organization, Settings, Troubleshoot.
- Central pane:** Groups list with tabs: Microsoft 365, Distribution list (selected), Dynamic distribution list, Mail-enabled security.
- Actions:** Add a group, Export, Refresh, Change group type, Edit name and description.
- Group details:** Ayushshah-dist (Group name), ayushshah-dist@hunt3r.onmicrosoft.com (Group email).
- Right pane:**
  - Ayushshah-dist** (Blue circle icon with 'A'): Distribution list group • 1 owner • 2 members.
  - General**, **Members**, **Settings** tabs.
  - Basic information:** Name: Ayushshah-dist, Description: Ayushshah-dist, Edit button.
  - Email addresses:** Primary: ayushshah-dist@hunt3r.onmicrosoft.com.
- Bottom:** Back, Next, Cancel buttons.

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4.3 Send an email to both Distribution list and Shared mailbox and show it was delivered to users' mailbox

The screenshot shows the Microsoft Outlook inbox. A single email from "Ayush Shah" with the subject "hello" and the body "Test mail" is visible. The email was received at 8:07 PM. The inbox also contains other items under "Sent Items" and "Drafts". The left sidebar shows various folders like Inbox, Drafts, and Deleted Items. The top navigation bar includes "Home", "View", "Help", and "New mail". The status bar at the bottom right shows the date as 11/27/2024 and the time as 8:09 PM.

The screenshot shows the Microsoft Outlook compose screen. The "To" field contains "ayushshah-shared" and "Ayushshah-dist". The message body is "hello". The status bar at the bottom right shows the date as 11/27/2024 and the time as 8:07 PM. The left sidebar shows the inbox with 14 messages, including Power Pages, Microsoft 365 Welcome, Microsoft Security, and Microsoft 365 Message center. The top navigation bar includes "Home", "View", "Help", "Message", "Insert", "Format text", "Draw", "Options", and "New mail".

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The screenshot shows the Microsoft Outlook inbox. On the left, there's a sidebar with 'Favorites' (Inbox, Sent Items, Drafts) and 'Folders' (Inbox, Drafts, Sent Items, Deleted Items, Junk Email, Archive, Notes, Conversation History, Search Folders). The main area displays the 'Inbox' with 7 messages. One message from 'Ayush Shah' is highlighted, showing 'hello' sent at 8:07 PM. Other messages include 'Microsoft 365 Message center Weekly digest' (Mon 1:3 AM), 'Microsoft Audio Conferencing You now have Audio C...' (Fri 11/22), 'it help desk You've joined the it h...' (Thu 11/21), 'test site You've joined the test...' (Thu 11/21), and another 'Microsoft 365 Message center' (Mon 11/18). A large envelope icon is on the right with the text 'Select an item to read' and 'Nothing is selected'. The taskbar at the bottom shows various pinned icons.

### 4.4 Provide a screenshot of your malware settings different sections

The screenshot shows the Exchange admin center interface. The left sidebar has sections like Groups, Resources, Contacts, Mail flow, Roles, Migration, Mobile, Reports, Insights, Public folders, Organization, Settings, Troubleshoot, and Other features. The 'Other features' section is expanded, showing a table of migrated features. The table has columns: Feature Name, Migration Status, New Admin Center, Current Location, and Parent Feature. The data is as follows:

| Feature Name         | Migration Status | New Admin Center        | Current Location                                                                                      | Parent Feature        |
|----------------------|------------------|-------------------------|-------------------------------------------------------------------------------------------------------|-----------------------|
| Auditing             | Migrated         | MS Purview              | <a href="https://compliance.microsoft.com/audit...">https://compliance.microsoft.com/audit...</a>     | Compliance Management |
| Data loss prevention | Migrated         | Compliance Admin Center | <a href="https://compliance.microsoft.com/datalo...">https://compliance.microsoft.com/datalo...</a>   | Compliance Management |
| Retention policies   | Migrated         | MS Purview              | <a href="https://compliance.microsoft.com/excha...">https://compliance.microsoft.com/excha...</a>     | Compliance Management |
| Retention tags       | Migrated         | MS Purview              | <a href="https://compliance.microsoft.com/excha...">https://compliance.microsoft.com/excha...</a>     | Compliance Management |
| Journal Rules        | Migrated         | MS Purview              | <a href="https://compliance.microsoft.com/excha...">https://compliance.microsoft.com/excha...</a>     | Compliance Management |
| Malware filter       | Migrated         | M365 Defender           | <a href="https://security.microsoft.com/antimalwa...">https://security.microsoft.com/antimalwa...</a> | Protection            |
| Connection filter    | Migrated         | M365 Defender           | <a href="https://security.microsoft.com/antispam">https://security.microsoft.com/antispam</a>         | Protection            |
| Spam filter          | Migrated         | M365 Defender           | <a href="https://security.microsoft.com/antispam">https://security.microsoft.com/antispam</a>         | Protection            |
| Outbound spam        | Migrated         | M365 Defender           | <a href="https://security.microsoft.com/antispam">https://security.microsoft.com/antispam</a>         | Protection            |
| Quarantine           | Migrated         | M365 Defender           | <a href="https://security.microsoft.com/quarantin...">https://security.microsoft.com/quarantin...</a> | Protection            |
| Action center        | Migrated         | M365 Defender           | <a href="https://security.microsoft.com/action-ce...">https://security.microsoft.com/action-ce...</a> | Protection            |

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## Task 5: Working SharePoint

### 5.1 Display your active site

The screenshot shows the SharePoint Admin Center interface. On the left, there's a navigation menu with options like Home, Sites (Active sites selected), Containers, Policies, Settings, Content services, Migration, Reports, More features, Advanced management (PRO), Customize navigation, and Show all. The main area is titled "Active sites" and contains a table of existing sites. The columns include Site name, URL, Teams, Channel sites, Storage used (GB), Primary admin, and Hub. The sites listed are All Company, Communication site, it help desk, m365g1, self employed, and test site. A search bar at the top right allows filtering by site name.

### 5.2 Create a new document library site called your name and add both users from Task2 to the site

The screenshot shows the "Give your site a name" dialog box overlaid on the SharePoint Admin Center. The dialog has fields for Site name (Ayushshah), Site description (case project site), Site address (./sites/Ayushshah), and Site owner (Ayush Shah). Below the dialog, a preview of the site template is shown, featuring a Showcase and Change template button. The background shows the SharePoint Admin Center interface with the Active sites section selected.

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The screenshot shows two side-by-side browser windows of the SharePoint admin center. Both windows have the URL [https://hunt3r-admin.sharepoint.com/\\_layouts/15/online/AdminHome.aspx#/siteManagement//SiteDetails/6edaab6f-2b4e-443a-8802-90ff231d692d/Members](https://hunt3r-admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/siteManagement//SiteDetails/6edaab6f-2b4e-443a-8802-90ff231d692d/Members).

**Left Window (Initial State):**

- The left sidebar shows navigation options like Home, Sites, Active sites, Deleted sites, Containers, Policies, Settings, Content services, Migration, Reports, More features, Advanced management (PRO), Customize navigation, and Show all.
- The main area is titled "Active sites" with a sub-instruction: "Use this page to sort and filter sites and change Learn more about managing sites".
- A list of sites includes: All Company, Ayushshah (selected), Communication site, it help desk, m365g1, self employed, and test site.
- Buttons at the bottom include "+ Create", "Edit", and "Membership".

**Right Window (After Adding Members):**

- The right window shows the "Add site members to Ayushshah" dialog.
- It lists two users: user1 (user1@hunt3r.onmicrosoft.com) and user2 (user2@hunt3r.onmicrosoft.com).
- A blue button labeled "Add (2)" is visible at the bottom.
- A success message at the top right says "2 site members added".
- The main area contains instructions: "Site members have edit permissions to the SharePoint site and can add and remove files, lists, and libraries." and "Learn more about site permissions".
- A search bar at the bottom says "Search by name or email address".
- An illustration of a pencil writing on a document is shown.
- A button at the bottom right says "Search for people to add as site members".

## Microsoft 365 Identity and Services – Enterprise Administration

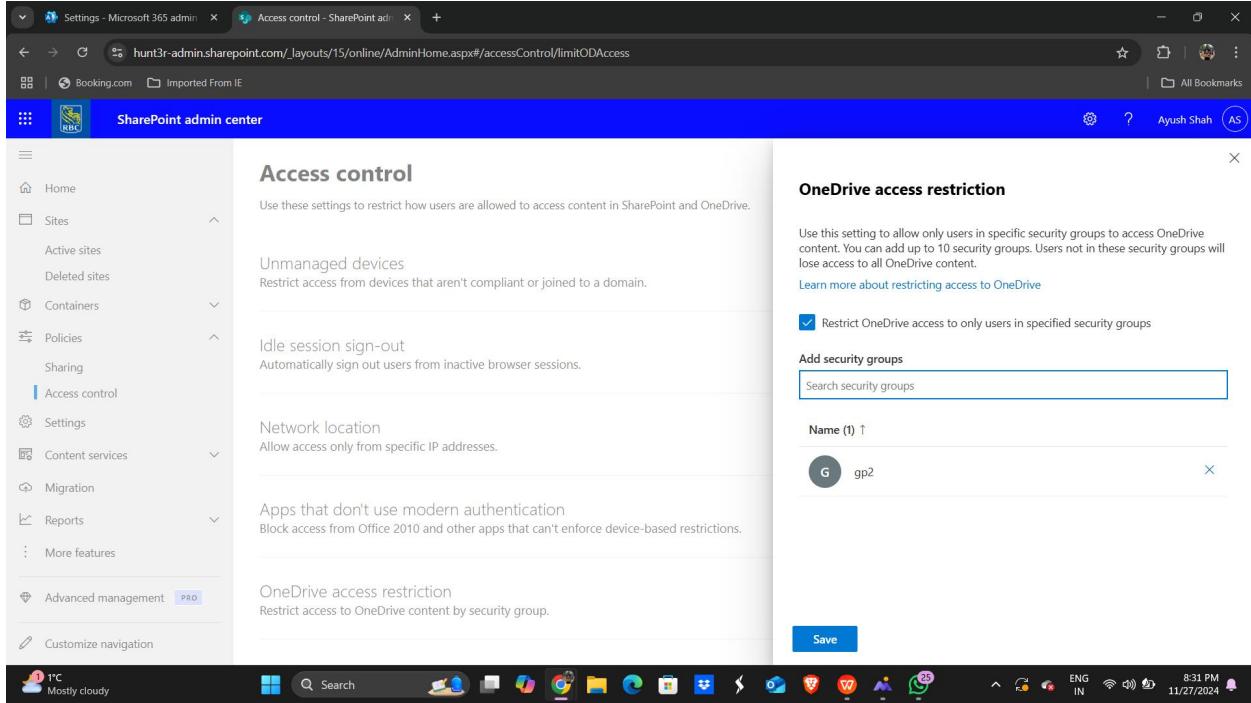
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Student Name: Ayush shah  
Student ID: 10154670

Term: Fall 2024...

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5.3 Change the sharing policy so that only People in your organization are allowed to share files over One Drive



The screenshot shows the Microsoft SharePoint Admin Center interface. The left sidebar navigation includes Home, Sites, Containers, Policies (Sharing, Access control), Settings, Content services, Migration, Reports, More features, Advanced management (PRO), and Customize navigation. The main content area is titled "Access control" and contains several sections: "Unmanaged devices" (Restrict access from devices that aren't compliant or joined to a domain), "Idle session sign-out" (Automatically sign out users from inactive browser sessions), "Network location" (Allow access only from specific IP addresses), "Apps that don't use modern authentication" (Block access from Office 2010 and other apps that can't enforce device-based restrictions), and "OneDrive access restriction" (Restrict access to OneDrive content by security group). Under "OneDrive access restriction", there is a checkbox for "Restrict OneDrive access to only users in specified security groups" which is checked, and a "Add security groups" section where a security group named "gp2" has been added. A "Save" button is visible at the bottom right of this section. The top of the screen shows a browser window with tabs for "Settings - Microsoft 365 admin" and "Access control - SharePoint admin". The address bar shows the URL "hunt3r-admin.sharepoint.com/\_layouts/15/online/AdminHome.aspx#/accessControl/limitODAccess". The system tray at the bottom shows various icons and the date/time "11/27/2024 8:31 PM".