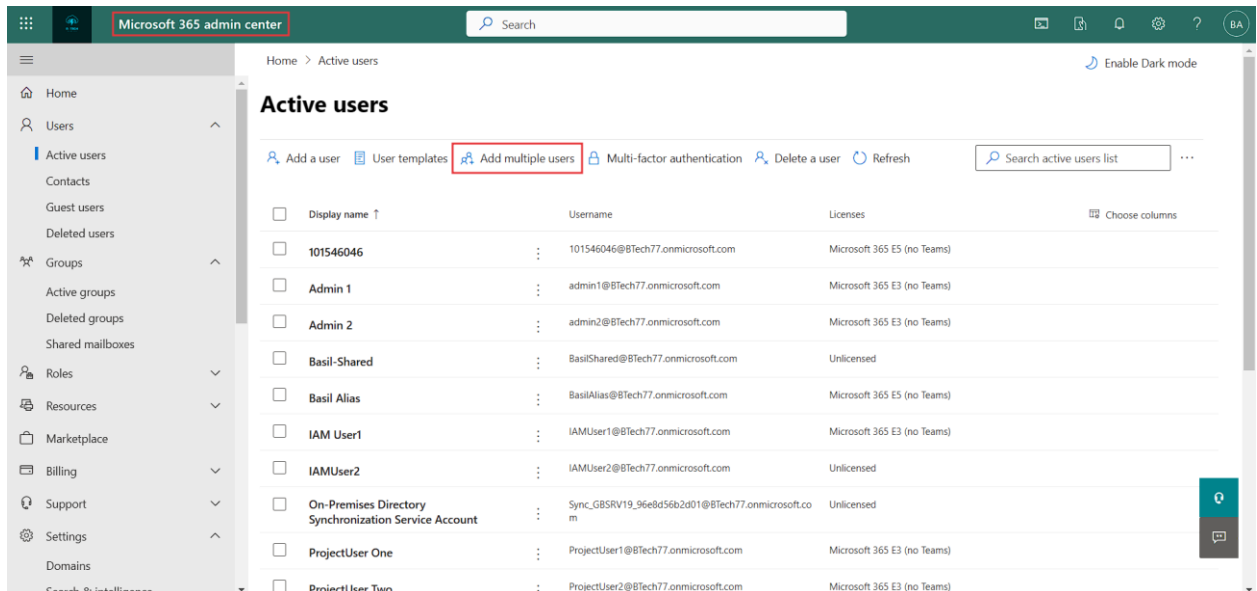
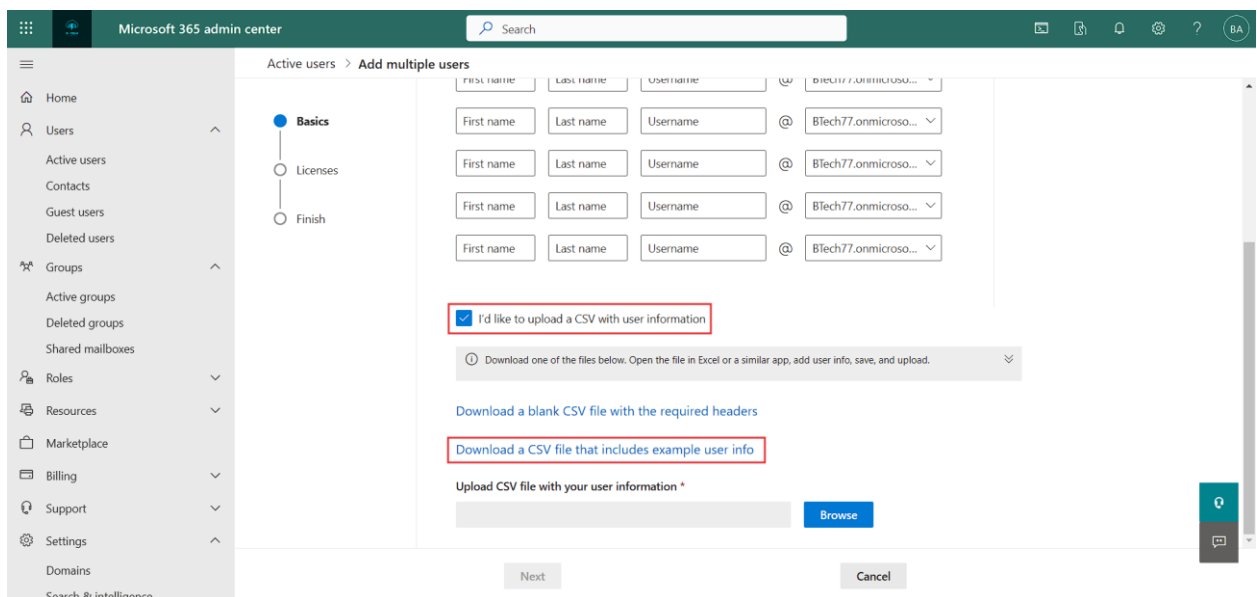


## Bulk Import Users:

- Use the Microsoft 365 admin center to bulk import 10 users from a CSV file.
- Assign appropriate licenses (Microsoft 365 E3) to the imported users.



*accessing MS365 Admin center and Selecting Add multiple user's option*



*Selecting upload CSV file with user information option and downloading sample file.*

BTECH_Import_User														
Username														
1	A	B	C	D	E	F	G	H	I	J	K	L	M	N
2	tcruise@BTECH77.onmicrosoft.com	Tom	Cruise	Tom Cruise	IT Specialist	IT	123001	555-0101	555-1010101	123-555-9821	tcruise@BTECH77.onmicrosoft.com	123 King St	Toronto	ON
3	jbieber@BTECH77.onmicrosoft.com	Justin	Bieber	Justin Bieber	HR Manager	HR	123002	555-0102	555-1010102	123-555-9822	jbieber@BTECH77.onmicrosoft.com	456 Queen St	Toronto	ON
4	mjackson@BTECH77.onmicrosoft.com	Michael	Jackson	Michael Jackson	Network Engineer	IT	123003	555-0103	555-1010103	123-555-9823	mjackson@BTECH77.onmicrosoft.com	789 Bloor St	Toronto	ON
5	ajolie@BTECH77.onmicrosoft.com	Angelina	Jolie	Angelina Jolie	HR Specialist	HR	123004	555-0104	555-1010104	123-555-9824	ajolie@BTECH77.onmicrosoft.com	101 Dundas St	Toronto	ON
6	rreynolds@BTECH77.onmicrosoft.com	Ryan	Reynolds	Ryan Reynolds	HR Coordinator	HR	123005	555-0105	555-1010105	123-555-9825	rreynolds@BTECH77.onmicrosoft.com	202 Yonge St	Toronto	ON
7	bpitt@BTECH77.onmicrosoft.com	Brad	Pitt	Brad Pitt	Marketing Director	Marketing	123006	555-0106	555-1010106	123-555-9826	bpitt@BTECH77.onmicrosoft.com	303 Bay St	Toronto	ON
8	rgosling@BTECH77.onmicrosoft.com	Ryan	Gosling	Ryan Gosling	Sales Executive	Marketing	123007	555-0107	555-1010107	123-555-9827	rgosling@BTECH77.onmicrosoft.com	404 Front St	Toronto	ON
9	scarlett@BTECH77.onmicrosoft.com	Scarlett	Johansson	Scarlett Johansson	Project Manager	IT	123008	555-0108	555-1010108	123-555-9828	scarlett@BTECH77.onmicrosoft.com	505 College St	Toronto	ON
10	rmartin@BTECH77.onmicrosoft.com	Ricky	Martin	Ricky Martin	Support Specialist	IT	123009	555-0109	555-1010109	123-555-9829	rmartin@BTECH77.onmicrosoft.com	606 Spadina Ave	Toronto	ON
11	jlo@BTECH77.onmicrosoft.com	Jennifer	Lopez	Jennifer Lopez	Marketing Specialist	Marketing	123010	555-0110	555-1010110	123-555-9830	jlo@BTECH77.onmicrosoft.com	707 University Ave	Toronto	ON

entering 10 user’s details and saving the csv file

User details

Department	Name	Role
IT	Tom Cruise	IT Specialist
	Michael Jackson	Network Engineer
	Scarlett Johansson	Project Manager
	Ricky Martin	Support Specialist
HR	Justin Bieber	HR Manager
	Angelina Jolie	HR Specialist
	Ryan Reynolds	HR Coordinator
Marketing	Brad Pitt	Marketing Director
	Ryan Gosling	Sales Executive
	Jennifer Lopez	Marketing Specialist

Microsoft 365 admin center

Search

Active users > Add multiple users

Basics

Licenses

Finish

First name Last name Username @ BTech77.onmicroso...

First name Last name Username @ BTech77.onmicroso...

First name Last name Username @ BTech77.onmicroso...

First name Last name Username @ BTech77.onmicroso...

☒ I'd like to upload a CSV with user information

Download one of the files below. Open the file in Excel or a similar app, add user info, save, and upload.

[Download a blank CSV file with the required headers](#)

[Download a CSV file that includes example user info](#)

**Upload CSV file with your user information \***

BTech\_Import\_User.csv [Browse](#)

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

*uploaded user details csv file*

Microsoft 365 admin center

Search

Active users > Add multiple users

Basics

**Licenses**

Finish

Select the location and product licenses for the 10 users you're adding.

Location \*  
Canada

Licenses

☒ Assign licenses

☒ **Microsoft 365 E3 (no Teams)**  
10 of 25 licenses available

☐ **Microsoft 365 E5 (no Teams)**  
23 of 25 licenses available

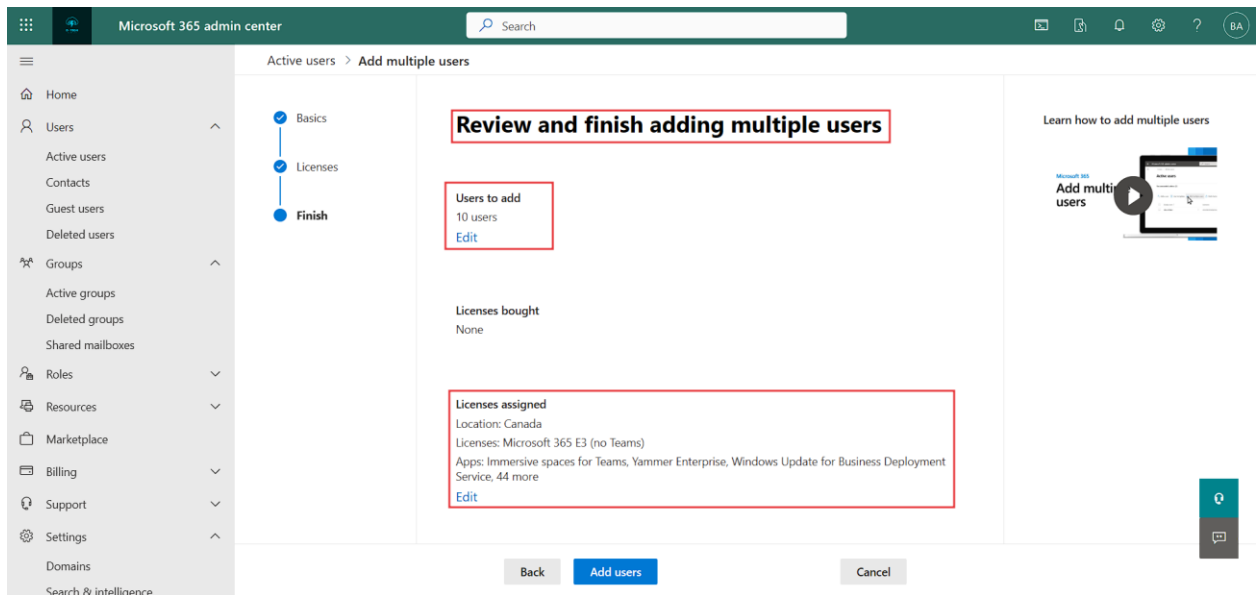
☐ Don't assign any licenses (not recommended)

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

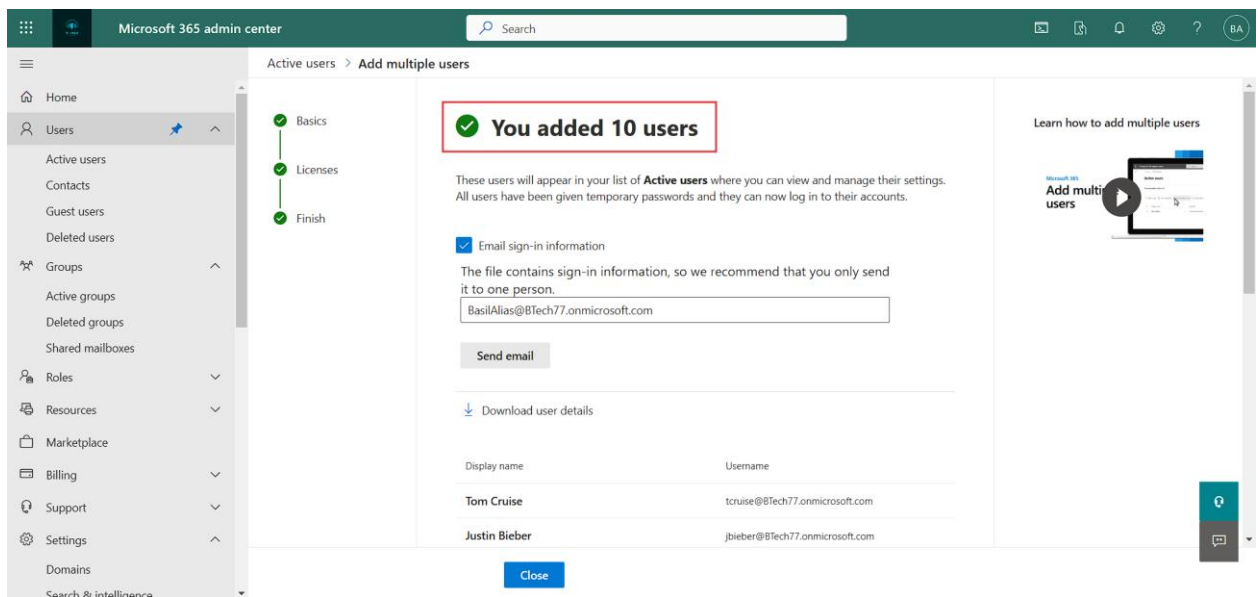
Learn how to add multiple users

Microsoft 365  
Add multi  
users

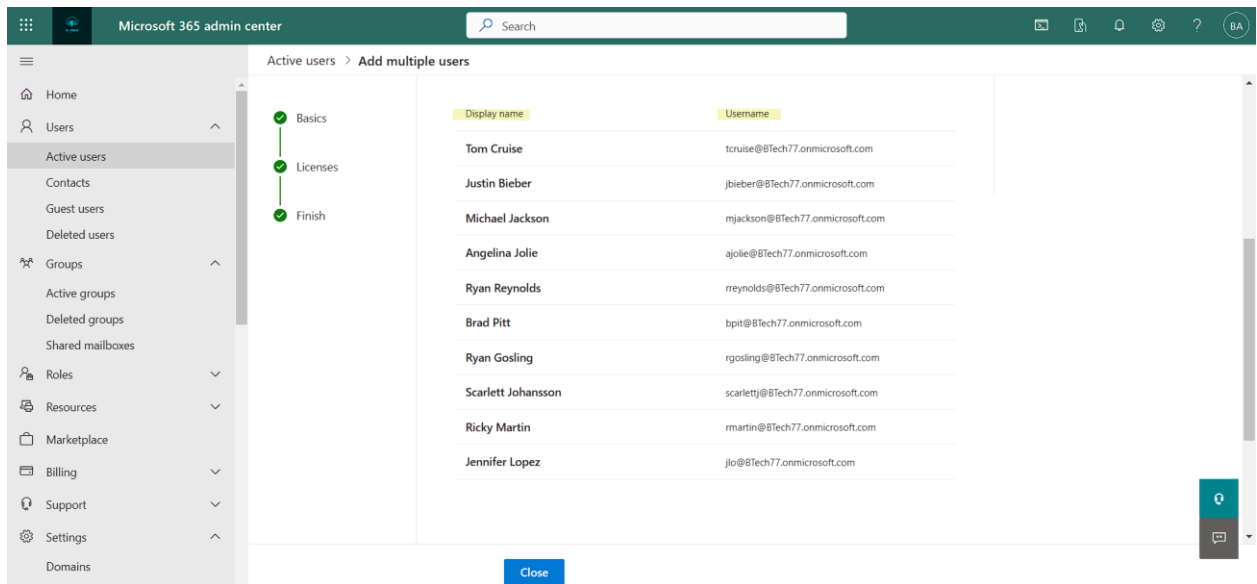
*Assigning MS365 E3 License to all 10 users'*



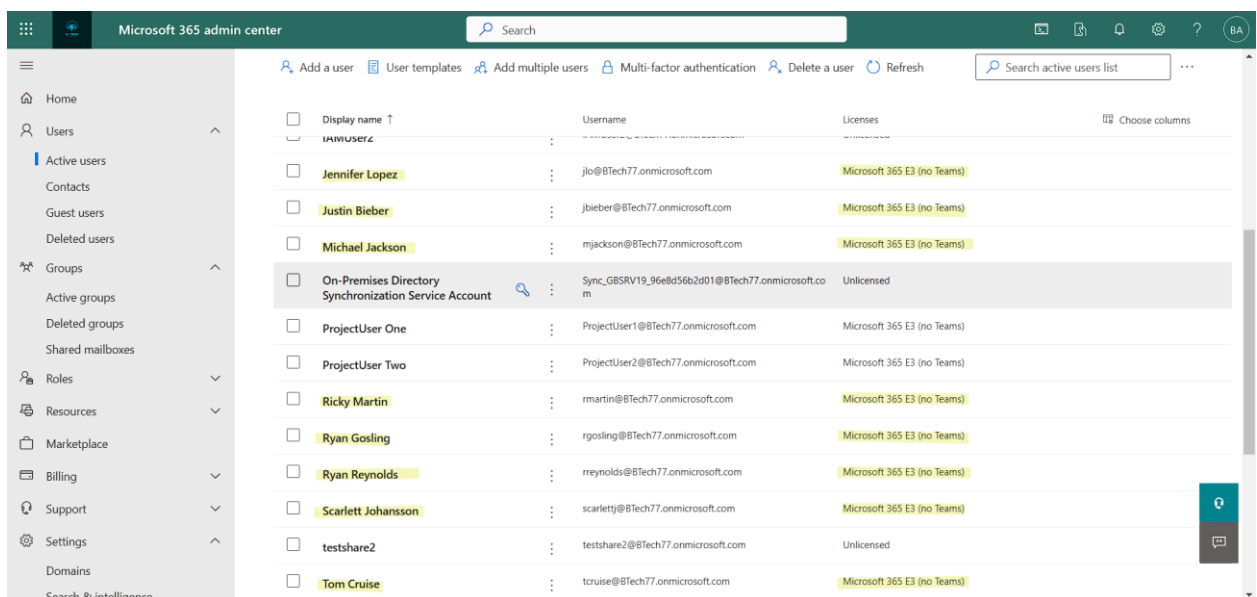
*review of adding users*



*successfully added 10 users'*



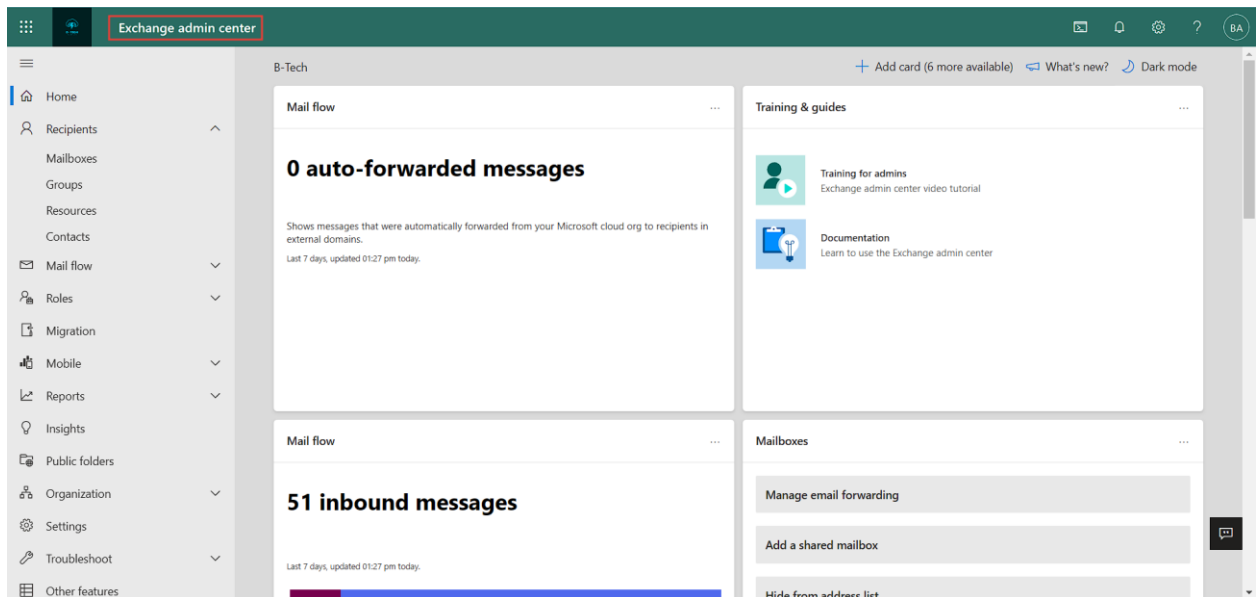
*User's Display name and Username details*



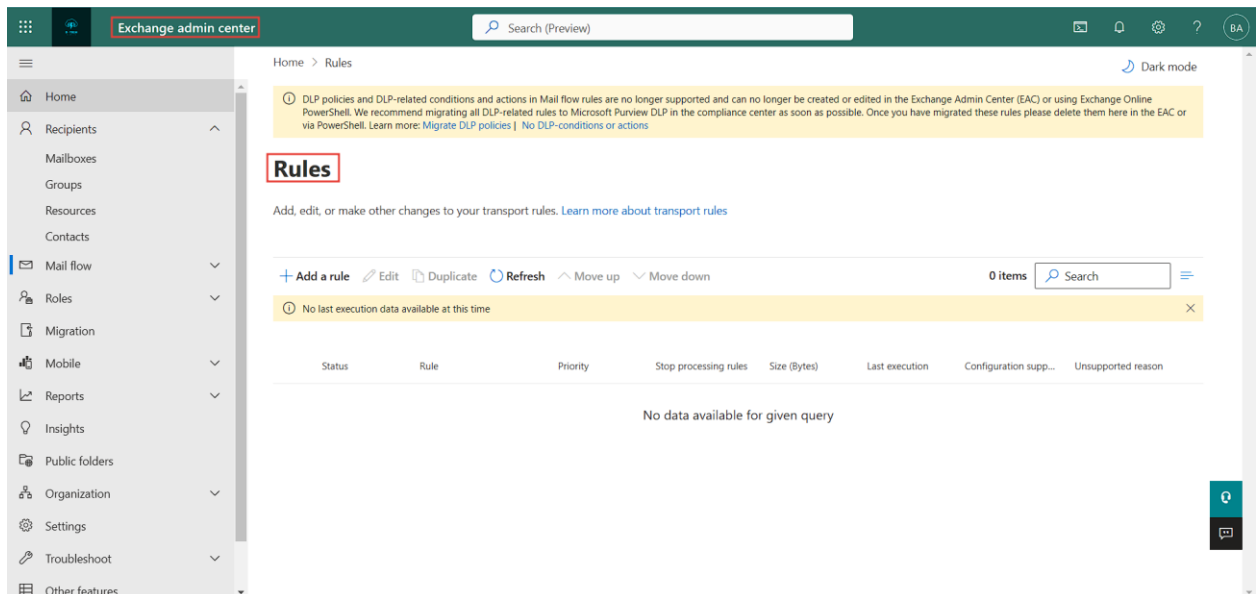
*User's License details*

## Set Up Data Encryption:

- Configure Microsoft 365 Message Encryption.
- Ensure that emails from inside the organization are automatically encrypted. (Hints: Navigate to Exchange admin center, and then Rules)



*accessing Exchange admin center*



*creating a Rule*

**Exchange admin center**

Home > Rules

**Rules**

Add, edit, or make other changes to your transport rules. [Learn more about transport rules](#)

+ Add a rule Edit Duplicate Delete Refresh Move up Move down

No last execution data available at this time

Status	Rule	Priority	Stop processing rules
Enabled	Encrypt Internal Email Rule	0	X

**Encrypt Internal Email Rule**

Conditions Settings

Name \*  
Encrypt Internal Email Rule

Apply this rule if \*

The sender is external/internal

The sender is located 'InOrganization'

Do the following \*

Modify the message secur... Apply Office 365 Message...

Rights protect message with 'Encrypt'

Except if

Select one Select one

Save Cancel

*configuring Conditions for the Rule*

**Exchange admin center**

Home > Rules

**Rules**

Add, edit, or make other changes to your transport rules. [Learn more about transport rules](#)

+ Add a rule Edit Duplicate Delete Refresh Move up Move down

No last execution data available at this time

Status	Rule	Priority	Stop processing rules
Enabled	Encrypt Internal Email Rule	0	X

**Encrypt Internal Email Rule**

Edit rule conditions Edit rule settings

Rule name  
Encrypt Internal Email Rule

Mode  
Enforce

Severity  
Not specified

Set date range  
Specific date range is not set

Senders address  
Matching Header

Priority  
0

For rule processing errors  
Ignore

**Rule description**

Apply this rule if

Is received from 'Inside the organization'

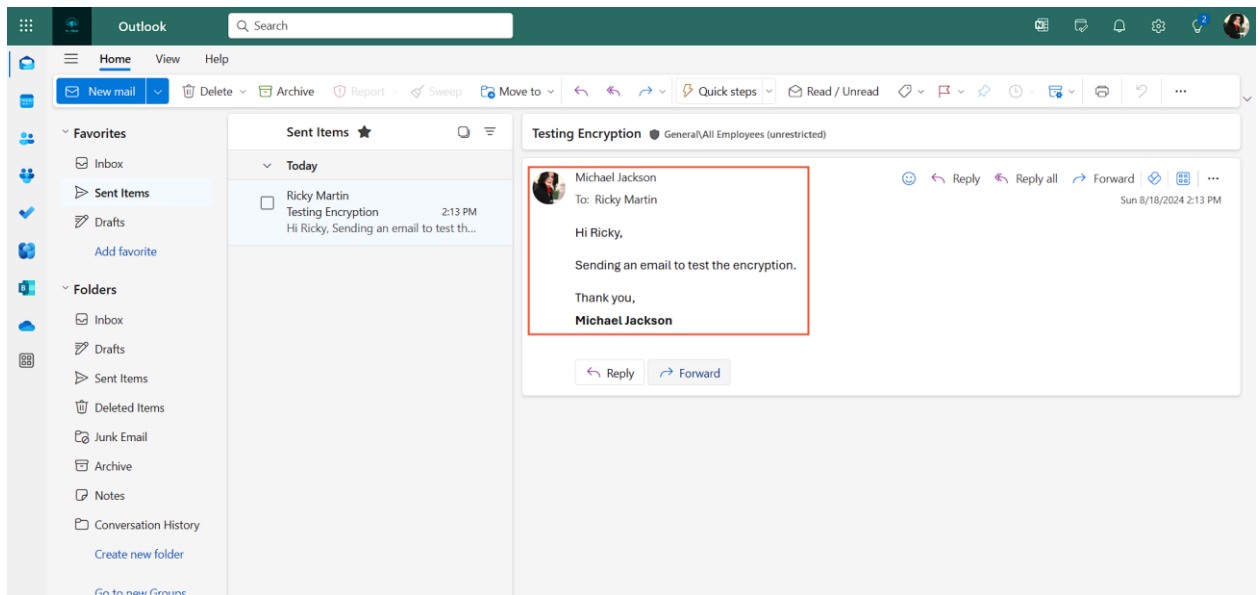
Do the following

rights protect message with RMS template: 'Encrypt'

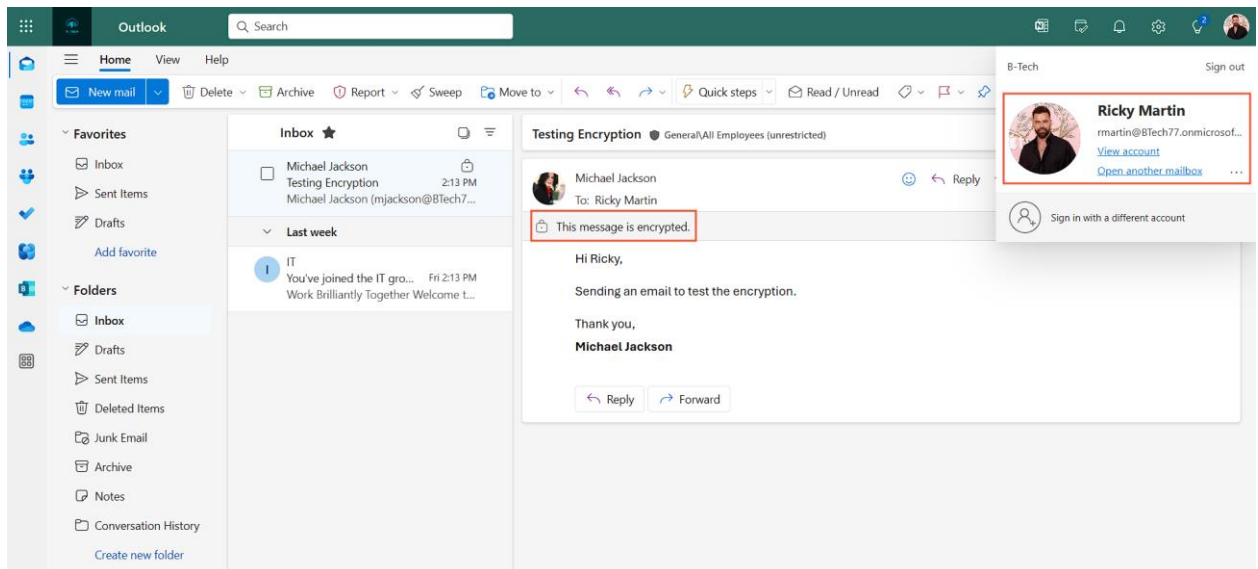
Rule comments

*successfully created and enabled the rule, Rule details*

## Verifying Encryption

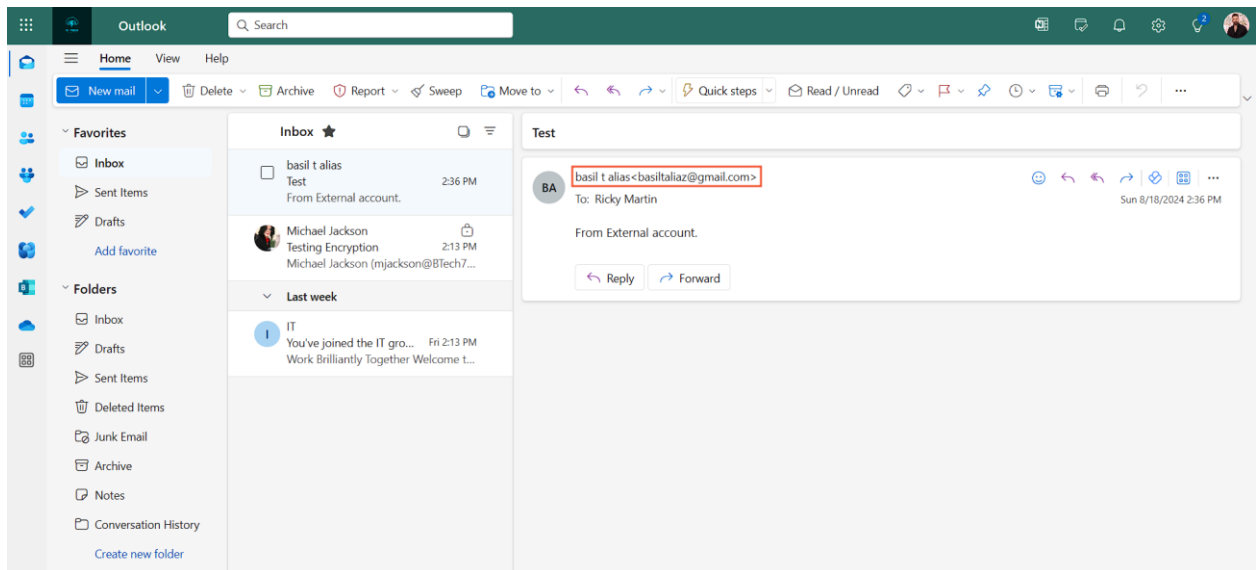


*send an email to user Ricky Martin from user Michael Jackson (Inside organization)*



*received the email from Michael Jackson, and it is encrypted*





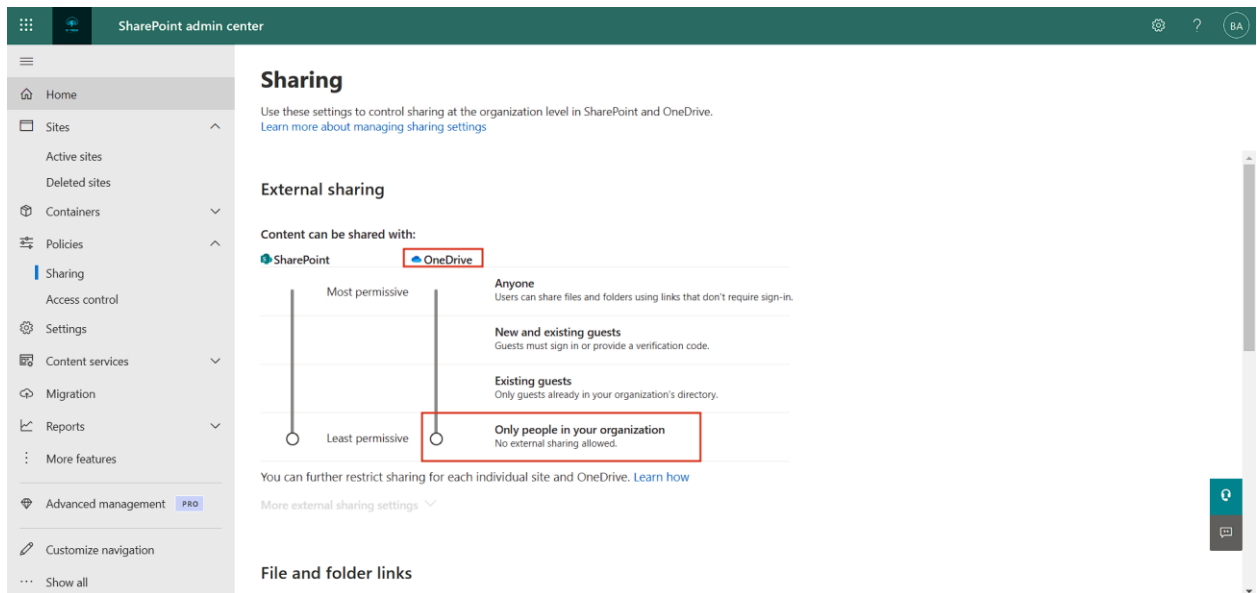
*received an email from outside the organization, and it's not encrypted*

Hence, we can know that the encryption rule is working properly. It's working for only inside communication as we created.

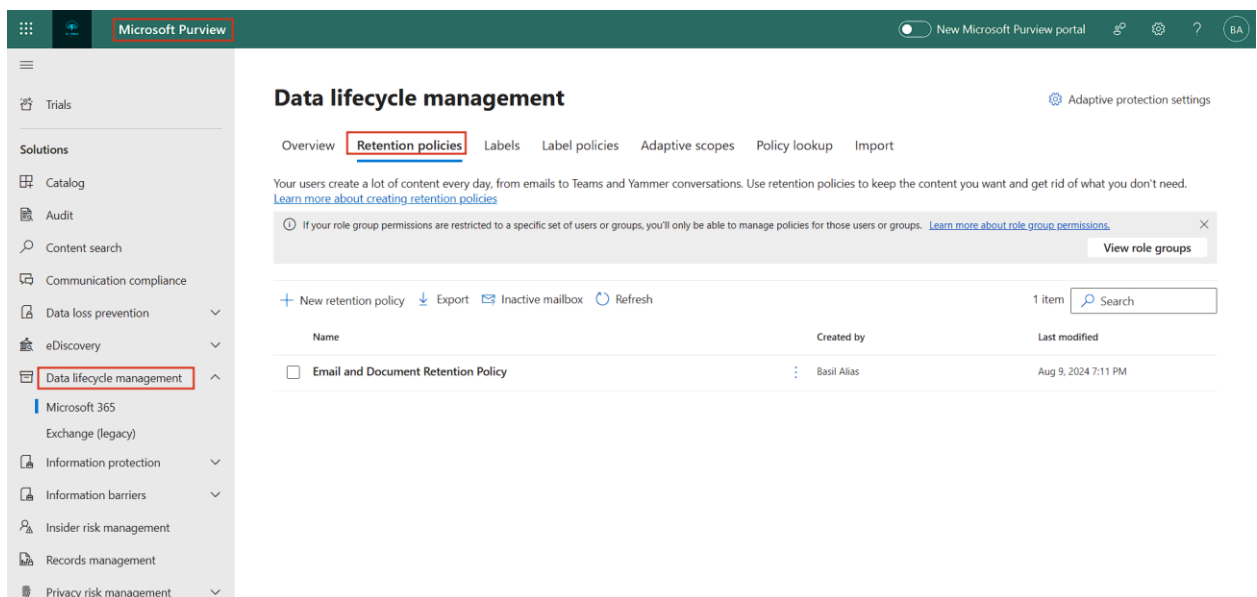
### **Implement OneDrive for Business:**

- Configure OneDrive settings to restrict external sharing.
- Enable file retention policies to ensure data is retained for at least five years.

Going to configure OneDrive for Business by restricting external sharing for enhanced security, enabling a five-year retention policy for compliance, and setting up a policy to automatically move old files to the Recycle Bin after a year for better storage management.



*Configure OneDrive settings to restrict external sharing*



*accessing retention policy under Data lifecycle management in Purview*

Microsoft Purview

New Microsoft Purview portal

Data lifecycle management > Create retention policy

Name

Administrative Units

Type

Retention settings

Finish

## Name your retention policy

Name \*

OneDrive Retention Policy1

Description

Enabling file retention policies to ensure OneDrive data is retained for at least five years

Next

Cancel

creating Retention policy; entering basic details

Microsoft Purview

New Microsoft Purview portal

Data lifecycle management > Create retention policy

Name

Administrative Units

Type

Locations

Retention settings

Finish

## Choose where to apply this policy

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

You can set up data connectors to import content from non-Microsoft apps like Slack, WhatsApp and many more, for use with this solution. [Set up now](#)

Status	Location	Applicable Content	Included	Excluded
<input type="radio"/> Off	Exchange mailboxes	Items in user, shared, and resource mailboxes: emails, calendar items with an end date, notes, and tasks with an end date. Doesn't apply to items in Microsoft 365 Group mailboxes. <a href="#">More details</a>		
<input type="radio"/> Off	SharePoint classic and communication sites	Files in classic sites or communication sites or team sites that aren't connected to a Microsoft 365 group, and files in all document libraries (including default ones like Site Assets). <a href="#">More details</a>		
<input checked="" type="radio"/> On	OneDrive accounts	All files in users' OneDrive accounts. <a href="#">More details</a>	All user accounts <a href="#">Edit</a>	None <a href="#">Edit</a>
<input type="radio"/> Off	Microsoft 365 Group mailboxes & sites	Items in the Microsoft 365 Group mailbox, and files in the corresponding group-connected SharePoint team site. Doesn't apply to files in SharePoint classic sites.		

Back

Next

Cancel

selecting location for the policy as OneDrive

Microsoft Purview

Data lifecycle management > Create retention policy

Name  
Administrative Units  
Type  
**Retention settings**  
Finish

### Decide if you want to retain content, delete it, or both

☒ **Retain items for a specific period**  
Items will be retained for the period you choose.

**Retain items for a specific period**  
5 years

**Start the retention period based on**  
When items were created

**At the end of the retention period**  
☒ **Delete items automatically**  
☐ Do nothing

☐ **Retain items forever**  
Items will be retained forever, even if users delete them.

☐ **Only delete items when they reach a certain age**  
Items won't be retained, but when they reach the age you choose, we'll delete them from where they're stored.

Back Next Cancel

*specifying time for retain items*

Microsoft Purview

Data lifecycle management

Overview **Retention policies** Labels Label policies Adaptive scopes Policies

Your users create a lot of content every day, from emails to Teams and Yammer conversations. Use retention policies to ensure that important content is retained for the period you choose. [Learn more about creating retention policies](#)

① If your role group permissions are restricted to a specific set of users or groups, you'll only be able to manage retention policies for those users or groups.

+ New retention policy Edit Delete Disable policy Export Inactive management

Name

☐ Email and Document Retention Policy

☒ **OneDrive Retention Policy1**

### OneDrive Retention Policy1

**Status**  
Enabled (Success)

**Description**  
Enabling file retention policies to ensure OneDrive data is retained for at least five years

**Admin units (preview)**  
Full directory

**Applies to content in these locations**  
OneDrive accounts

**Settings**

**Retention period**  
Keep content, and delete it if it's older than 5 years

**Preservation lock**  
No

*successfully created and enabled the retention policy*