

Case Project:

Task 1: Customize your Organization Profile

- 1.1 Add a logo to your M365 and take a screenshot of the result
- 1.2 Change color theme
- 1.3 Clicking on the Logo should take you to <https://www.youtube.com/@AliZiyaei>
- 1.4 Add your helpdesk contact information
- 1.5 Select 2 Users to receive updates before they're released to everyone else.

Task 2: Working with PowerShell

- 2.1 Install the PowerShell module and connect to M365
- 2.2 Create two new users
- 2.3 Assign License to users with PowerShell or Admin Center

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.
- 3.2 Open Outlook and send an email to the other account you created on Task 2
- 3.3 From the Web, log in to the second user's mailbox and show email was delivered.

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
- 4.2 From Exchange Admin Center create a distribution list called yourname-Dist and add both users from task two to this list.
- 4.3 Send an email to both Distribution list and Shared mailbox and show it was delivered to users' mailbox
- 4.4 Provide a screenshot of your malware settings different sections

Task 5: Working SharePoint

- 5.1 Display your active site
- 5.2 Create a new document library site called your name and add both users from Task2 to the site
- 5.3 Change the sharing policy so that only People in your organization are allowed to share files over One Drive

~~~~~

Paste your screenshots here

## Task 1: Customize your Organization Profile

- 1.1 Add a logo to your M365 and take a screenshot of the result
- 1.2 Change color theme
- 1.3 Clicking on the Logo should take you to <https://www.youtube.com/@AliZiyaei>
- 1.4 Add your helpdesk contact information
- 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 is titled 'Org settings' and includes links for Home, Users, Groups, Roles, Resources, Marketplace, Billing, Support, Settings (which is expanded to show Domains, Search & intelligence, Microsoft 365 Backup, Integrated apps, Viva, Partner relationships, Microsoft Edge, Setup, Reports, and Health), Admin centers (Security and Compliance), and a search bar at the bottom. The main content area is titled 'Org settings' and has tabs for Services, Security & privacy, and Organization profile. The 'Services' tab is selected, displaying a list of various services with their descriptions:

| Name ↑                      | Description                                                                                            |
|-----------------------------|--------------------------------------------------------------------------------------------------------|
| Account Linking             | Choose to allow users to connect their Microsoft Entra ID and Account Linking accounts.                |
| Adoption Score              | Manage privacy levels for Adoption Score.                                                              |
| Azure Speech Services       | Allow use of your organization's emails and documents to improve speech recognition accuracy.          |
| Brand center (preview)      | Manage brand assets and customizations for Microsoft 365 apps.                                         |
| Calendar                    | Allow users to share their calendars with people outside of your organization.                         |
| Copilot for Sales           | Manage and update Copilot for Sales settings.                                                          |
| Cortana                     | Manage Cortana data access for Windows versions 1909 and earlier and Cortana app on iOS and Android.   |
| Directory synchronization   | Sync users to the cloud using Microsoft Entra.                                                         |
| Dynamics 365 Applications   | Allow Dynamics 365 Applications to generate insights based on user data.                               |
| Dynamics 365 Customer Voice | Choose to record the names of people who fill out surveys.                                             |
| Mail                        | Set up auditing, track messages, and protect email from spam and malware in the Exchange admin center. |
| Microsoft 365 Groups        | Manage external sharing and ownerless groups.                                                          |

Settings - Microsoft 365 admin

admin.microsoft.com/AdminPortal/home#/Settings/OrganizationProfile/:/Settings/L1/AddCustomTile

Microsoft 365 admin center

Org settings

Services Security & privacy Organization profile

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 + F1.
- 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.
- Release preferences Choose how your organization gets new features and service updates from Microsoft 365.
- Send email notifications from your domain Let Microsoft send notification messages from an email address within your organization instead of Microsoft's default email address.
- Support integration Integrate your internal support tools with Microsoft 365.

Add a custom tile

Title name \* Design Profile

URL of website \* https://www.youtube.com/@AliZyaei

URL of tile image \* https://imgur.com/nfLDehZ

Description \* This is our new company profile

Save

Type here to search

26°C Sunny

Settings - Microsoft 365 admin

admin.microsoft.com/AdminPortal/home#/Settings/OrganizationProfile/:/Settings/L1/CustomThemes

Microsoft 365 admin center

Org settings

Services Security & privacy Organization profile

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.
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- Release preferences Choose how your organization gets new features and service updates from Microsoft 365.
- Send email notifications from your domain Let Microsoft send notification messages from an email address within your organization instead of Microsoft's default email address.
- Support integration Integrate your internal support tools with Microsoft 365.

Default theme

General Logos Colors

Default Logo Add a logo image for your organization. For information on setting up your logo, see Logos.

Url https://i.imgur.com/aadTDivQ.png Remove

Alternate Logo Should be optimized for use in Office dark themes and darker brand color palettes. Same requirements as the default logo.

Url https:// Remove

On-click link When users click the logo, they'll go to the URL you provide here, for example, a company home page. If no URL is specified, URL will be defaulted to Microsoft 365 homepage.

Url https://www.youtube.com/@AliZyaei Remove

Save

Type here to search

Accident on ON-401... 11:39 AM ENG 2024-07-27

Screenshot of the Microsoft 365 admin center showing the Org settings page. The 'Organization profile' tab is selected. A modal window titled 'Default theme' is open, displaying color swatches for the navigation bar, text and icon colors, and accent colors. The accent color is set to #1988C.

**Org settings**

Services Security & privacy Organization profile

| 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.                                            |
| Release preferences                       | Choose how your organization gets new features and service updates from Microsoft 365.                                                         |
| Send email notifications from your domain | Let Microsoft send notification messages from an email address within your organization instead of Microsoft's default external email address. |
| Support integration                       | Integrate your internal support tools with Microsoft 365.                                                                                      |

Navigation bar color  
Background color of the top navigation bar.  
Text and icon color  
Affects text and icons on the navigation bar.  
Accent color  
Affects buttons, links and other elements  
Reset Colors

Hex: #1988C Red: 25 Green: 131 Blue: 140

Save

Screenshot of the Microsoft 365 admin center showing the Org settings page. The 'Organization profile' tab is selected. A modal window titled 'Default theme' is open, displaying color swatches for the navigation bar, text and icon colors, and accent colors. The accent color is set to #1988C. A 'Enable Dark mode' button is visible in the top right corner of the main interface.

**Org settings**

Services Security & privacy Organization profile

| 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.                                                      |
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| 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.                                            |
| Release preferences                       | Choose how your organization gets new features and service updates from Microsoft 365.                                                         |
| Send email notifications from your domain | Let Microsoft send notification messages from an email address within your organization instead of Microsoft's default external email address. |
| Support integration                       | Integrate your internal support tools with Microsoft 365.                                                                                      |

Search all settings

10 items

Enable Dark mode

26°C Sunny 11:40 AM 2024-07-27

Screenshot of the Microsoft 365 admin center showing the Org settings page. The 'Organization profile' tab is selected. On the right, the 'Help desk information' section is displayed, prompting the user to streamline user support by adding organization contact info to the Microsoft 365 help pane. A checkbox for 'Add your help desk contact information' is checked, and the 'Title' field contains 'Contact Help Desk'. Other fields include 'Phone' (905-204-1234), 'Email' (helpdesk@Gbc766.com), and 'URL' (https://www.example.com). A 'Save' button is at the bottom.

Screenshot of the Microsoft 365 admin center showing the Org settings page. The 'Organization profile' tab is selected. On the right, the 'Help desk information' section is displayed, showing a success message ('Saved') in a green bar. The rest of the page is identical to the first screenshot, including the list of organization settings and the help desk configuration.

Settings - Microsoft 365 admin | + | admin.microsoft.com/AdminPortal/home#/Settings/OrganizationProfile/:/Settings/L1/ReleasePreferences

Microsoft 365 admin center

Org settings

Home > Org settings

Search

Services Security & privacy Organization profile

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.
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- Send email notifications from your domain Let Microsoft send notification messages from an email address within your organization instead of Microsoft's default email address.
- Support integration Integrate your internal support tools with Microsoft 365.

Release preferences

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

Learn more about release validation at Microsoft

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](#).

Standard release for everyone Your entire organization gets updates when we release them broadly.

Targeted release for everyone Your entire organization gets updates early.

Targeted release for select users Pick people to receive updates early to preview them before they're released to everyone else.

Select users Upload users

Save

28°C Sunny 12:03 PM 2024-07-27

Settings - Microsoft 365 admin | + | admin.microsoft.com/AdminPortal/home#/Settings/OrganizationProfile/:/Settings/L2>SelectUsers

Microsoft 365 admin center

Org settings

Home > Org settings

Search

Services Security & privacy Organization profile

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.
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- Organization information Update your organization's contact info, such as your address, phone number, and technical contact.
- Release preferences Choose how your organization gets new features and service updates from Microsoft 365.
- Send email notifications from your domain Let Microsoft send notification messages from an email address within your organization instead of Microsoft's default email address.
- Support integration Integrate your internal support tools with Microsoft 365.

Choose users for targeted release

Who should receive targeted releases?

Results

- admin admin@Gbc766.onmicrosoft.com
- Holly Holm Holly@Gbc766.onmicrosoft.com
- Lary Holmes lary@Gbc766.onmicrosoft.com
- Laura Atkins laura@Gbc766.onmicrosoft.com
- Lucy lemon Lucy@Gbc766.onmicrosoft.com
- Mary Tap MaryTaps365@Gbc766.onmicrosoft.com
- Mustafa Babadagi MustafaBabadagi@Gbc7...

Save

28°C Sunny 12:04 PM 2024-07-27

**Choose users for targeted release**

Who should receive targeted releases?

- Tom Hank
- Mary Tap

**Org settings**

**Organization profile**

| 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+Esc.            |
| 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.                                   |
| Release preferences                       | Choose how your organization gets new features and service updates from Microsoft 365.                                                |
| Send email notifications from your domain | Let Microsoft send notification messages from an email address within your organization instead of Microsoft's default email address. |
| Support integration                       | Integrate your internal support tools with Microsoft 365.                                                                             |

**Save**

**Release preferences**

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

Learn more about release validation at Microsoft

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](#).

Standard release for everyone  
Your entire organization gets updates when we release them broadly.

Targeted release for everyone  
Your entire organization gets updates early.

Targeted release for select users  
Pick people to receive updates early to preview them before they're released to everyone else.

**Select users**

**Users currently on targeted release**

| User     | Email Address                      | Remove                                |
|----------|------------------------------------|---------------------------------------|
| Mary Tap | MaryTaps365@Gbc766.onmicrosoft.com | <input type="button" value="Remove"/> |
| Tom Hank | TomHanks365@Gbc766.onmicrosoft.com | <input type="button" value="Remove"/> |

**Org settings**

**Organization profile**

| 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+Esc.            |
| 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.                                   |
| Release preferences                       | Choose how your organization gets new features and service updates from Microsoft 365.                                                |
| Send email notifications from your domain | Let Microsoft send notification messages from an email address within your organization instead of Microsoft's default email address. |
| Support integration                       | Integrate your internal support tools with Microsoft 365.                                                                             |

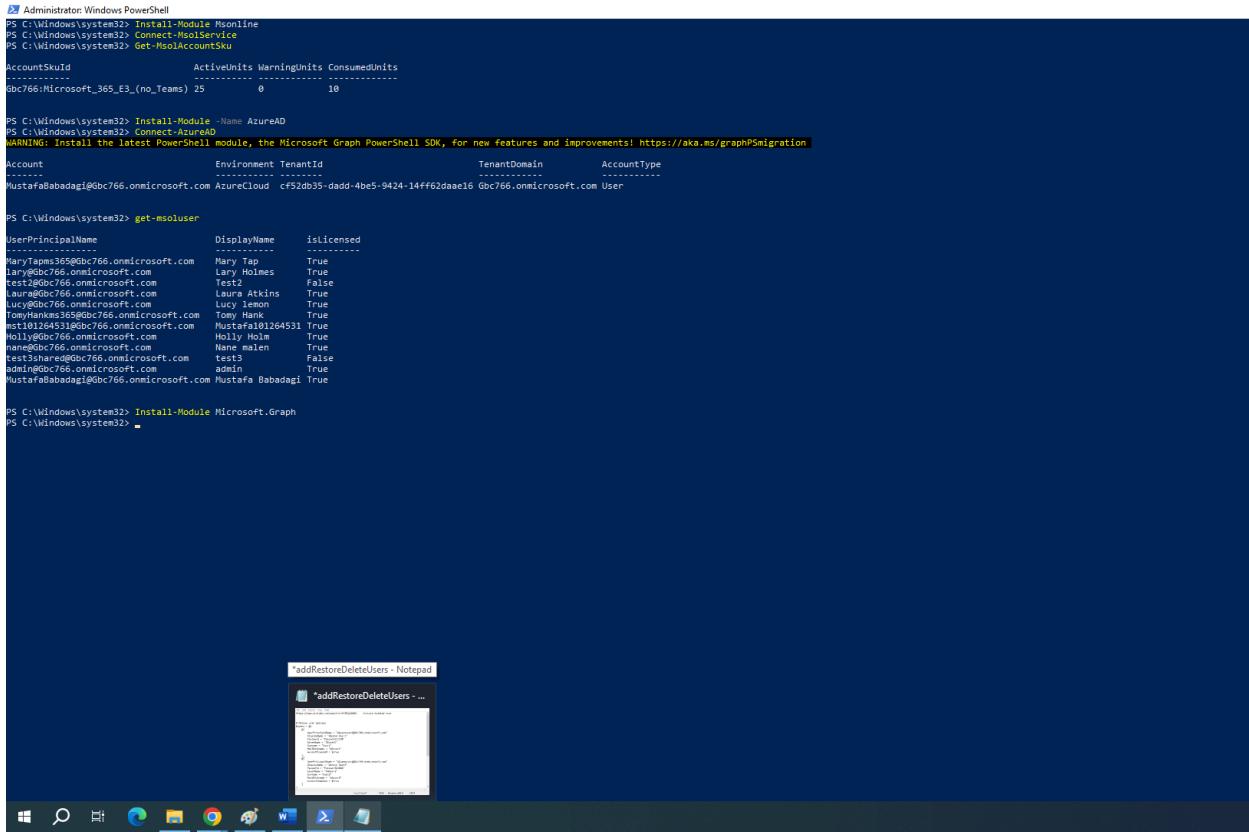
**Save**

## Task 2: Working with PowerShell

2.1 Install the PowerShell module and connect to M365

2.2 Create two new users

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



The screenshot shows a Windows desktop environment. In the foreground, a PowerShell window is open with a dark blue background. It displays several lines of PowerShell commands and their output. The commands include:

```
PS C:\Windows\system32> Install-Module MsolOnline
PS C:\Windows\system32> Connect-MsolService
PS C:\Windows\system32> Get-MsolAccountSku
AccountSkuId          ActiveUnits WarningUnits ConsumedUnits
-----          -----           -----           -----
abc766:Microsoft_365_E3_(no_Teams) 25          0           10

PS C:\Windows\system32> Install-Module -Name AzureAD
PS C:\Windows\system32> Connect-AzureAD
WARNING: Install the latest PowerShell module, the Microsoft Graph PowerShell SDK, for new features and improvements! https://aka.ms/graphPSmigration
Account          Environment TenantId          TenantDomain          AccountType
-----          -----           -----           -----
MustafaBababoglu@abc766.onmicrosoft.com AzureCloud  cf52d035-dadd-4be5-9424-14ff62daae18 Gbc766.onmicrosoft.com User

PS C:\Windows\system32> Get-MsolUser
UserPrincipalName          DisplayName          isLicensed
-----          -----           -----
MaryTamps365@abc766.onmicrosoft.com  Mary Tap          True
LarryHolmes@abc766.onmicrosoft.com  Larry Holmes      True
test1@abc766.onmicrosoft.com        litz2          False
Laura@abc766.onmicrosoft.com       Laura Atkins      True
Lucy@abc766.onmicrosoft.com        Lucy lemon      True
Tom@Hanks365@abc766.onmicrosoft.com Tom Hanks        True
matt@msft365@abc766.onmicrosoft.com matt@msft365       True
Holy@abc766.onmicrosoft.com        Holy Holm        True
name@abc766.onmicrosoft.com        Name malen      True
test3@shared@abc766.onmicrosoft.com test3          False
admin@abc766.onmicrosoft.com       admin          True
MustafaBababoglu@abc766.onmicrosoft.com Mustafa Bababoglu True

PS C:\Windows\system32> Install-Module Microsoft.Graph
PS C:\Windows\system32>
```

In the background, a Notepad window titled "addRestoreDeleteUsers - Notepad" is open. It contains a single line of text: "addRestoreDeleteUsers". The desktop taskbar at the bottom shows icons for File Explorer, Task View, Start, Search, Taskbar settings, and other system icons.

```
Administrator:Windows PowerShell
PS C:\Windows\system32> $users = @(
>>   @{
>>     UserPrincipalName = "AAcaseuser1@Gbc766.onmicrosoft.com"
>>     DisplayName = "AAcase User1"
>>     Password = "Password1357@"
>>     GivenName = "AAuser1"
>>     Surname = "User1"
>>     MailNickname = "AAuser1"
>>     AccountEnabled = $true
>>   },
>>   @{
>>     UserPrincipalName = "AAcaseuser2@Gbc766.onmicrosoft.com"
>>     DisplayName = "AAcase User2"
>>     Password = "Password2468@"
>>     GivenName = "AAuser2"
>>     Surname = "User2"
>>     MailNickname = "AAuser2"
>>     AccountEnabled = $true
>>   }
>> )
PS C:\Windows\system32> foreach ($user in $users) {
>>   $passwordProfile = New-Object -TypeName Microsoft.Open.AzureAD.Model.PasswordProfile
>>   $passwordProfile.Password = $user.Password
>>   $passwordProfile.ForceChangePasswordNextSignIn = $false
>>
>>   New-AzureADUser -UserPrincipalName $user.UserPrincipalName `-
>>     DisplayName $user.DisplayName `-
>>     PasswordProfile $passwordProfile `-
>>     MailNickname $user.MailNickname `-
>>     AccountEnabled $user.AccountEnabled `-
>>     GivenName $user.GivenName `-
>>     Surname $user.Surname
>> }
The property 'ForceChangePasswordNextSignIn' cannot be found on this object. Verify that the property exists and can be set.
At line:4 char:5
+   $passwordProfile.ForceChangePasswordNextSignIn = $False
+   ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
+     + CategoryInfo          : InvalidOperation: (:) [], RuntimeException
+     + FullyQualifiedErrorId : PropertyAssignmentException

ObjectID           DisplayName UserPrincipalName          UserType
-----           -----
299479d1-2388-48fa-9c67-41c0a054c437 AAcase User1 AAcaseuser1@Gbc766.onmicrosoft.com Member
The property 'ForceChangePasswordNextSignIn' cannot be found on this object. Verify that the property exists and can be set.
At line:4 char:5
+   $passwordProfile.ForceChangePasswordNextSignIn = $False
+   ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
+     + CategoryInfo          : InvalidOperation: (:) [], RuntimeException
+     + FullyQualifiedErrorId : PropertyAssignmentException

970222e4-98e2-4020-9b38-31b5738c2f53 AAcase User2 AAcaseuser2@Gbc766.onmicrosoft.com Member

PS C:\Windows\system32>
```



User Details Panel - Microsoft

admin.microsoft.com/AdminPortal/home#/users/299479d1-2388-48fa-9c67-41ca054c437/LicensesAndApps

Microsoft 365 admin center

Home > Active users

Active users

Add a user Multi-factor authentication Refresh Delete user Reset password

Display name Username

| Display name     | Username                               |
|------------------|----------------------------------------|
| AAcase User1     | AAcaseuser1@Gbc766.onmicrosoft.com     |
| AAcase User2     | AAcaseuser2@Gbc766.onmicrosoft.com     |
| admin            | admin@Gbc766.onmicrosoft.com           |
| Holly Holm       | Holly@Gbc766.onmicrosoft.com           |
| Lary Holmes      | lary@Gbc766.onmicrosoft.com            |
| Laura Atkins     | Laura@Gbc766.onmicrosoft.com           |
| Lucy lemon       | Lucy@Gbc766.onmicrosoft.com            |
| Mary Tap         | MaryTaps365@Gbc766.onmicrosoft.com     |
| Mustafa Babadagi | MustafaBabadagi@Gbc766.onmicrosoft.com |
| Mustafa101264531 | mst101264531@Gbc766.onmicrosoft.com    |
| Nane malen       | nane@Gbc766.onmicrosoft.com            |
| Test2            | test2@Gbc766.onmicrosoft.com           |
| test3            | test3shared@Gbc766.onmicrosoft.com     |
| Tomy Hank        | TomyHankms365@Gbc766.onmicrosoft.com   |

Select location Canada

Licenses (1)

Microsoft 365 E3 (no Teams) 14 of 25 licenses available

Apps (47)

Save changes

26°C Sunny 12:43 PM 2024-07-27

Active users - Microsoft 365 admin center

admin.microsoft.com/AdminPortal/home#/users

Microsoft 365 admin center

Home > Active users

Active users

Add a user Multi-factor authentication Refresh Delete user Reset password Manage product licenses Export users 2 selected Filter

Display name Username Licenses

| Display name     | Username                               | Licenses                    |
|------------------|----------------------------------------|-----------------------------|
| AAcase User1     | AAcaseuser1@Gbc766.onmicrosoft.com     | Unlicensed                  |
| AAcase User2     | AAcaseuser2@Gbc766.onmicrosoft.com     | Unlicensed                  |
| admin            | admin@Gbc766.onmicrosoft.com           | Microsoft 365 E3 (no Teams) |
| Holly Holm       | Holly@Gbc766.onmicrosoft.com           | Microsoft 365 E3 (no Teams) |
| Lary Holmes      | lary@Gbc766.onmicrosoft.com            | Microsoft 365 E3 (no Teams) |
| Laura Atkins     | Laura@Gbc766.onmicrosoft.com           | Microsoft 365 E3 (no Teams) |
| Lucy lemon       | Lucy@Gbc766.onmicrosoft.com            | Microsoft 365 E3 (no Teams) |
| Mary Tap         | MaryTaps365@Gbc766.onmicrosoft.com     | Microsoft 365 E3 (no Teams) |
| Mustafa Babadagi | MustafaBabadagi@Gbc766.onmicrosoft.com | Microsoft 365 E3 (no Teams) |
| Mustafa101264531 | mst101264531@Gbc766.onmicrosoft.com    | Microsoft 365 E3 (no Teams) |
| Nane malen       | nane@Gbc766.onmicrosoft.com            | Microsoft 365 E3 (no Teams) |
| Test2            | test2@Gbc766.onmicrosoft.com           | Unlicensed                  |
| test3            | test3shared@Gbc766.onmicrosoft.com     | Unlicensed                  |
| Tomy Hank        | TomyHankms365@Gbc766.onmicrosoft.com   | Microsoft 365 E3 (no Teams) |

Type here to search

User Details Panel - Microsoft 365

admin.microsoft.com/AdminPortal/home#/users/#/UserDetails/970222e4-98e2-4020-9b38-31b5738c2f53/LicensesAndApps

Microsoft 365 admin center

Home > Active users

Active users

Add a user Multi-factor authentication Refresh Delete user Reset password

| Display name                                     | Username                               |
|--------------------------------------------------|----------------------------------------|
| AAcase User1                                     | AAcaseuser1@Gbc766.onmicrosoft.com     |
| <input checked="" type="checkbox"/> AAcase User2 | AAcaseuser2@Gbc766.onmicrosoft.com     |
| admin                                            | admin@Gbc766.onmicrosoft.com           |
| Holly Holm                                       | Holly@Gbc766.onmicrosoft.com           |
| Lary Holmes                                      | Lary@Gbc766.onmicrosoft.com            |
| Laura Atkins                                     | Laura@Gbc766.onmicrosoft.com           |
| Lucy lemon                                       | Lucy@Gbc766.onmicrosoft.com            |
| Mary Tap                                         | MaryTapms365@Gbc766.onmicrosoft.com    |
| Mustafa Babadagi                                 | MustafaBabadagi@Gbc766.onmicrosoft.com |
| MustafaI01264531                                 | mstf01264531@Gbc766.onmicrosoft.com    |
| Nane malen                                       | nane@Gbc766.onmicrosoft.com            |
| Test2                                            | test2@Gbc766.onmicrosoft.com           |
| test3                                            | test3shared@Gbc766.onmicrosoft.com     |
| Tomy Hank                                        | TomyHankms365@Gbc766.onmicrosoft.com   |

Account Devices Licenses and apps Mail OneDrive

Select location \* Canada

Licenses (1)

Microsoft 365 E3 (no Teams) 13 of 25 licenses available

Apps (47)

Save changes

26°C Sunny 12 ENG 2024

The screenshot shows the Microsoft 365 Admin Center interface. The left sidebar is titled "Microsoft 365 admin center" and includes sections for Home, Users (Active users selected), Groups, Roles, Resources, Marketplace, Billing, Support, Settings, Reports, and Health. The main content area is titled "Active users" and shows a list of users with columns for Display name, Username, and Licenses. A user named "AAcase User2" is highlighted with a blue selection bar. The list includes users like "AAcase User1", "admin", "Holly Holm", "Lary Holmes", "Laura Atkins", "Lucy lemon", "Mary Tap", "Mustafa Babadagi", "Mustafa101264531", "Nane malen", "Test2", "test3", and "Tomy Hank".

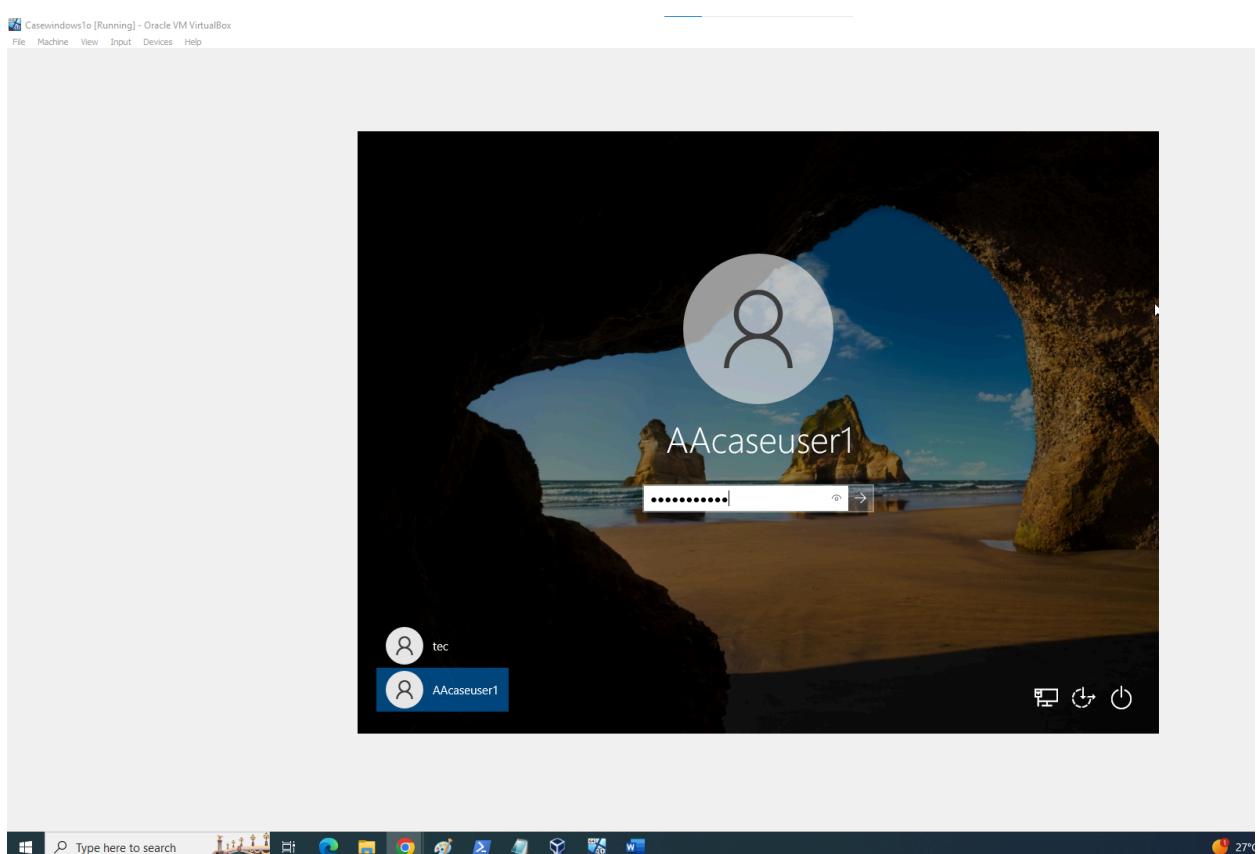
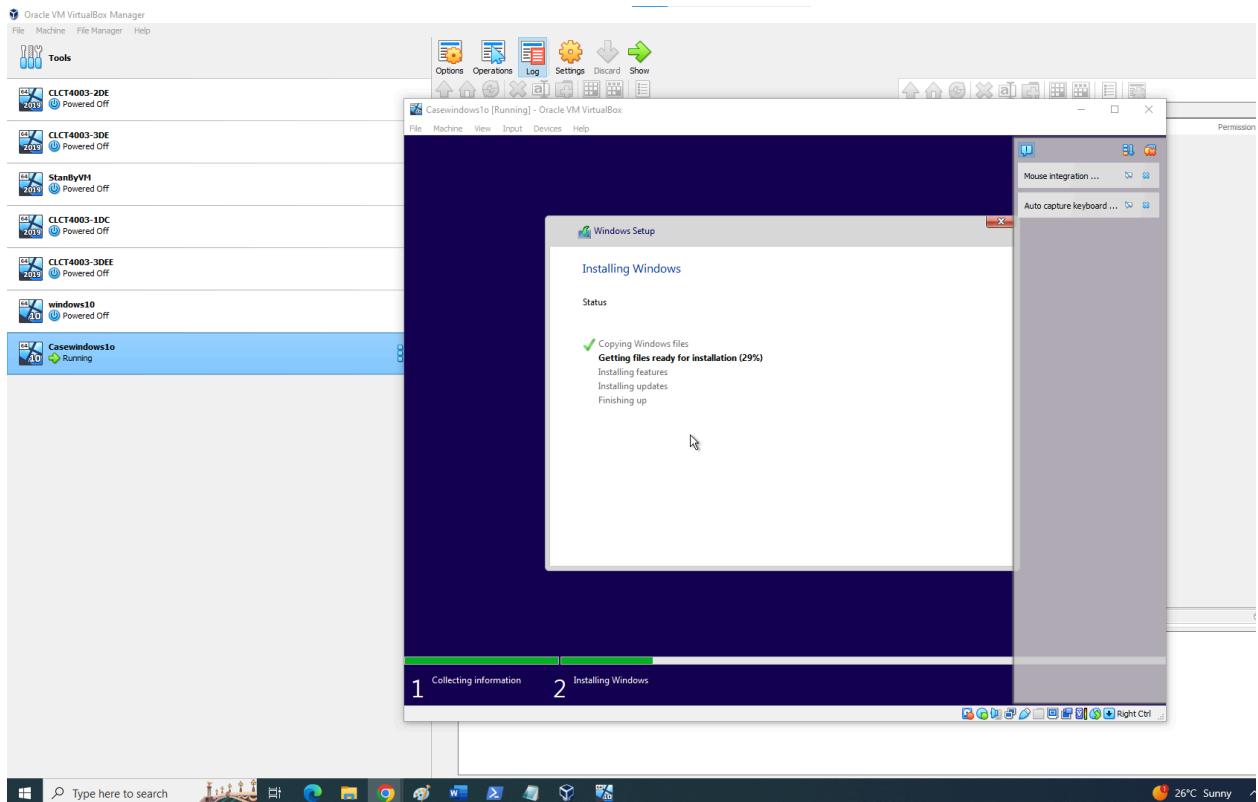
| Display name ↑   | Username                               | Licenses                    |
|------------------|----------------------------------------|-----------------------------|
| AAcase User1     | AAcaseuser1@Gbc766.onmicrosoft.com     | Microsoft 365 E3 (no Teams) |
| AAcase User2     | AAcaseuser2@Gbc766.onmicrosoft.com     | Microsoft 365 E3 (no Teams) |
| admin            | admin@Gbc766.onmicrosoft.com           | Microsoft 365 E3 (no Teams) |
| Holly Holm       | Holly@Gbc766.onmicrosoft.com           | Microsoft 365 E3 (no Teams) |
| Lary Holmes      | Lary@Gbc766.onmicrosoft.com            | Microsoft 365 E3 (no Teams) |
| Laura Atkins     | Laura@Gbc766.onmicrosoft.com           | Microsoft 365 E3 (no Teams) |
| Lucy lemon       | Lucy@Gbc766.onmicrosoft.com            | Microsoft 365 E3 (no Teams) |
| Mary Tap         | MaryTapms365@Gbc766.onmicrosoft.com    | Microsoft 365 E3 (no Teams) |
| Mustafa Babadagi | MustafaBabadagi@Gbc766.onmicrosoft.com | Microsoft 365 E3 (no Teams) |
| Mustafa101264531 | mst101264531@Gbc766.onmicrosoft.com    | Microsoft 365 E3 (no Teams) |
| Nane malen       | nane@Gbc766.onmicrosoft.com            | Microsoft 365 E3 (no Teams) |
| Test2            | test2@Gbc766.onmicrosoft.com           | Unlicensed                  |
| test3            | test3shared@Gbc766.onmicrosoft.com     | Unlicensed                  |
| Tomy Hank        | TomyHankms365@Gbc766.onmicrosoft.com   | Microsoft 365 E3 (no Teams) |

## 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.

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

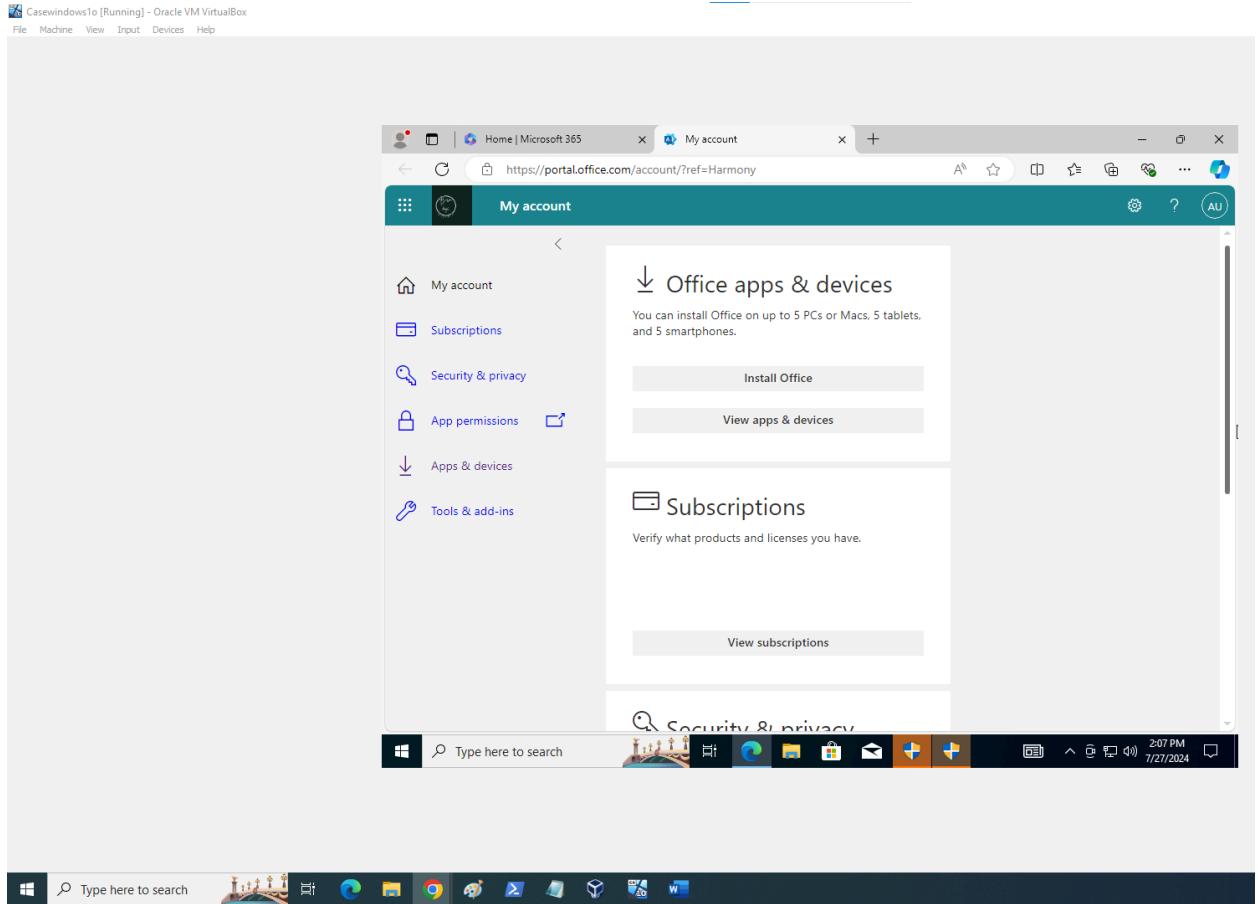
3.3 From the Web, log in to the second user's mailbox and show email was delivered.

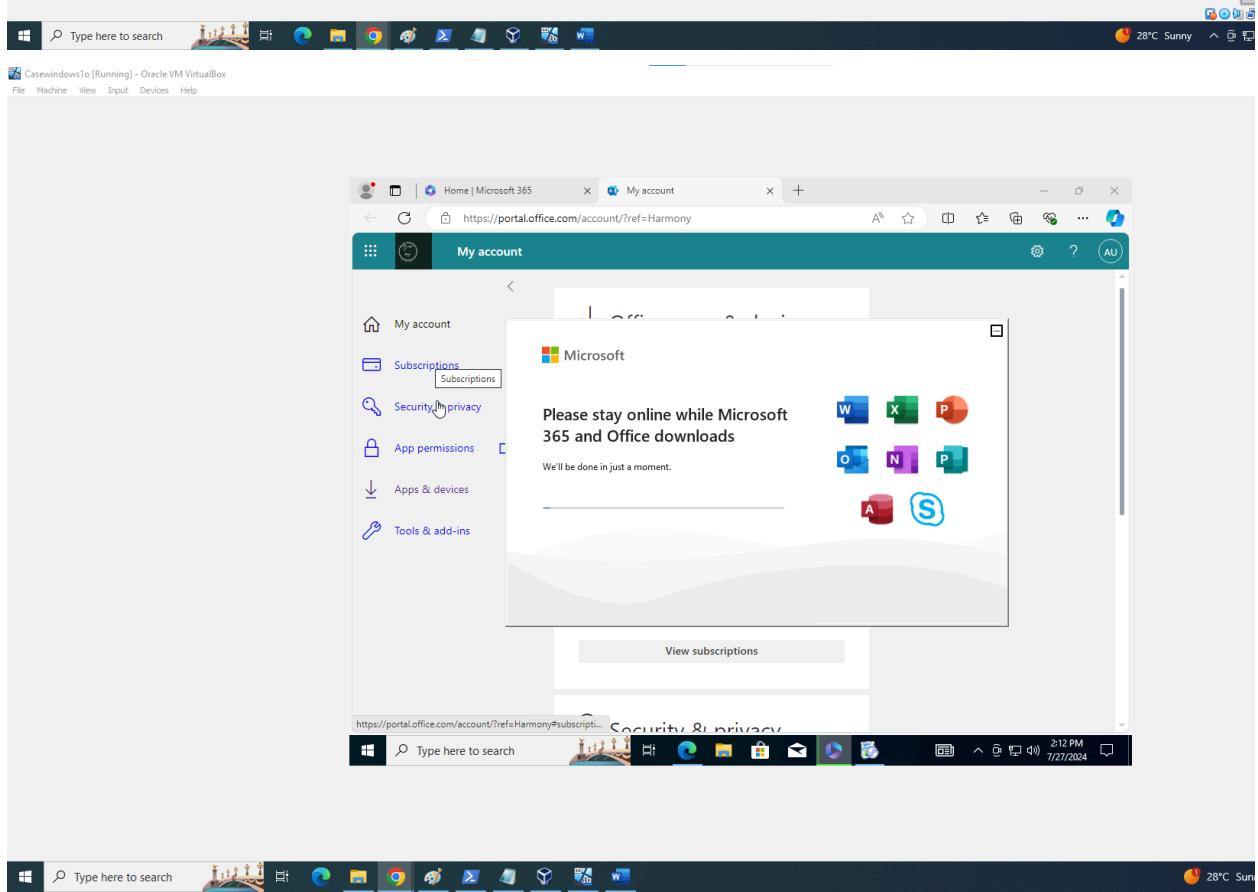
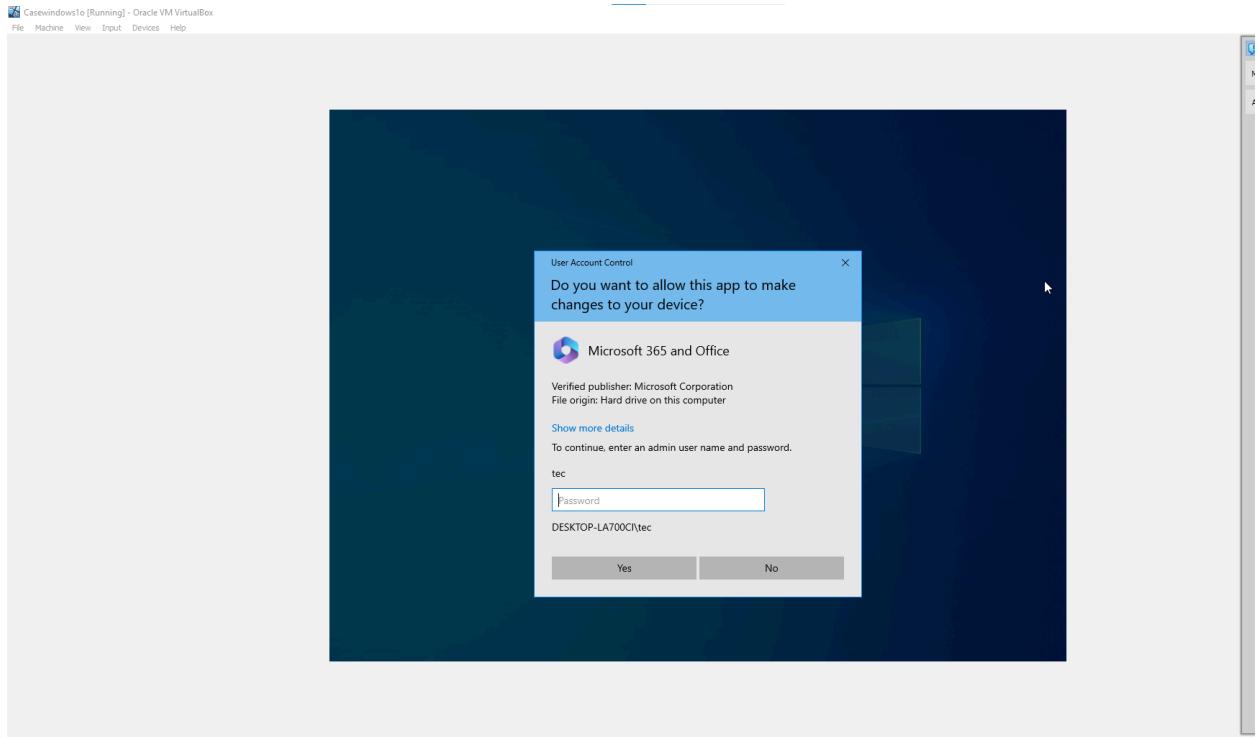


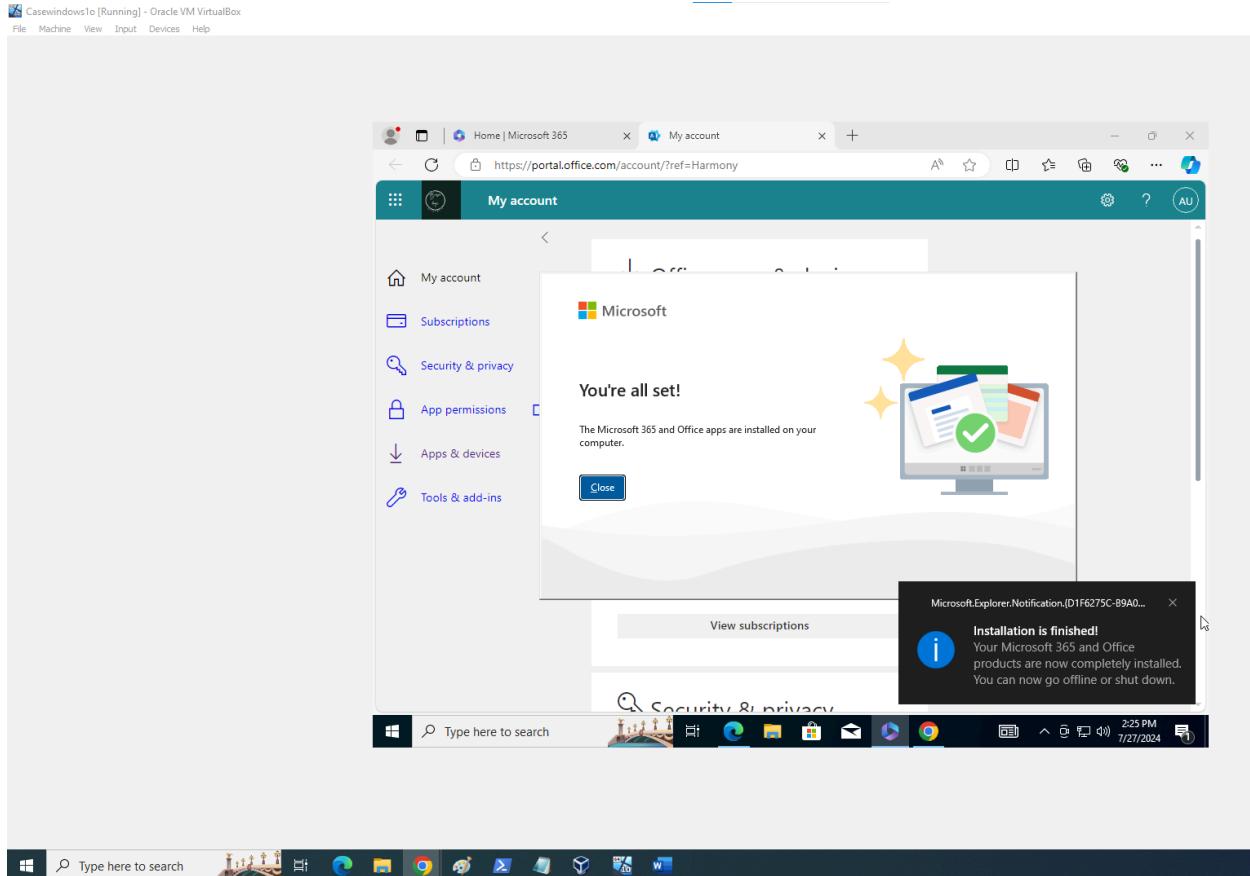
Caswindows10 [Running] - Oracle VM VirtualBox

File Machine View Input Devices Help

The image shows two screenshots side-by-side. The left screenshot displays the Microsoft 365 Home page in a web browser. It features a sidebar with options like Home, Create, My Content, Feed, Apps, and Outlook. The main area shows a 'Welcome to Microsoft 365' banner, a 'Get started' button, and a 'Quick access' section with icons for Word and Excel. The right screenshot shows the Microsoft 365 Admin center in a web browser. The left sidebar includes sections for Groups, Roles, Resources, Marketplace, Billing, Support, Domains, Search & intelligence, Org settings, Microsoft 365 Backup, Integrated apps, Viva, Partner relationships, Microsoft Edge, Setup, Reports, Health, Admin centers, and Security. The main content area is titled 'Microsoft 365 app installation options' and contains tabs for Feature updates and Installation. It lists various Microsoft 365 services and their descriptions. Under the 'Installation' tab, it specifies 'Choose Microsoft apps that users can install on their own devices'. It includes sections for 'Microsoft 365 apps that users can install' (with checkboxes for Office and Skype for Business), 'Apps for Windows and mobile devices' (with checkboxes for Office and Skype for Business), and 'Apps for Mac' (with checkboxes for Office and Skype for Business). A 'Save' button is at the bottom right.







## 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
- 4.2 From Exchange Admin Center create a distribution list called yourname-Dist and add both users from task two to this list.
- 4.3 Send an email to both Distribution list and Shared mailbox and show it was delivered to users' mailbox
- 4.4 Provide a screenshot of your malware settings different sections

Exchange - Microsoft 365 admin

Exchange admin center

admin.exchange.microsoft.com/#/mailboxes

Exchange admin center

Home > Mailboxes

## 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 14 items Filter Search

| Display name ↑   | Email address                          | Recipient type | Archive status | Last modified time  |
|------------------|----------------------------------------|----------------|----------------|---------------------|
| AAcase User1     | AAcaseuser1@Gbc766.onmicrosoft.com     | UserMailbox    | None           | 7/27/2024, 2:06 PM  |
| AAcase User2     | AAcaseuser2@Gbc766.onmicrosoft.com     | UserMailbox    | None           | 7/27/2024, 2:30 PM  |
| admin            | admin@Gbc766.onmicrosoft.com           | UserMailbox    | None           | 7/26/2024, 10:09 PM |
| Holly Holm       | Holly@Gbc766.onmicrosoft.com           | UserMailbox    | None           | 7/26/2024, 10:31 PM |
| Lary Holmes      | lary@Gbc766.onmicrosoft.com            | UserMailbox    | None           | 7/26/2024, 12:25 PM |
| Laura Atkins     | Laura@Gbc766.onmicrosoft.com           | UserMailbox    | None           | 7/27/2024, 1:45 PM  |
| Lucy lemon       | Lucy@Gbc766.onmicrosoft.com            | SharedMailbox  | None           | 7/26/2024, 8:24 PM  |
| Mary Tap         | MaryTapms365@Gbc766.onmicrosoft.com    | UserMailbox    | None           | 7/27/2024, 12:07 PM |
| Mustafa Babadagi | MustafaBabadagi@Gbc766.onmicrosoft.com | UserMailbox    | None           | 7/23/2024, 6:20 PM  |
| Mustafa101264531 | mst101264531@Gbc766.onmicrosoft.com    | UserMailbox    | None           | 7/19/2024, 12:49 PM |
| Name malen       | name@Gbc766.onmicrosoft.com            | UserMailbox    | None           | 7/26/2024, 8:25 PM  |
| Test2            | test2@Gbc766.onmicrosoft.com           | SharedMailbox  | None           | 7/26/2024, 8:33 PM  |
| test3            | test3shared@Gbc766.onmicrosoft.com     | SharedMailbox  | None           | 7/26/2024, 8:58 PM  |

Type here to search 23°C Clear ENG

Exchange - Microsoft 365 admin

Exchange admin center

admin.exchange.microsoft.com/#/mailboxes/MailboxDetails/addsharedmailbox

Exchange admin center

Home > Mailboxes

## 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                          | Recipient type | Archive status |
|------------------|----------------------------------------|----------------|----------------|
| AAcase User1     | AAcaseuser1@Gbc766.onmicrosoft.com     | UserMailbox    | None           |
| AAcase User2     | AAcaseuser2@Gbc766.onmicrosoft.com     | UserMailbox    | None           |
| admin            | admin@Gbc766.onmicrosoft.com           | UserMailbox    | None           |
| Holly Holm       | Holly@Gbc766.onmicrosoft.com           | UserMailbox    | None           |
| Lary Holmes      | lary@Gbc766.onmicrosoft.com            | UserMailbox    | None           |
| Laura Atkins     | Laura@Gbc766.onmicrosoft.com           | UserMailbox    | None           |
| Lucy lemon       | Lucy@Gbc766.onmicrosoft.com            | SharedMailbox  | None           |
| Mary Tap         | MaryTapms365@Gbc766.onmicrosoft.com    | UserMailbox    | None           |
| Mustafa Babadagi | MustafaBabadagi@Gbc766.onmicrosoft.com | UserMailbox    | None           |
| Mustafa101264531 | mst101264531@Gbc766.onmicrosoft.com    | UserMailbox    | None           |
| Name malen       | name@Gbc766.onmicrosoft.com            | UserMailbox    | None           |
| Test2            | test2@Gbc766.onmicrosoft.com           | SharedMailbox  | None           |
| test3            | test3shared@Gbc766.onmicrosoft.com     | SharedMailbox  | None           |

### Add a shared mailbox

Email can be sent to and from the name and email address of the shared mailbox, rather than an individual. After you create the shared mailbox, you can add members who can read and reply to email.

Display name \* Mustafa-Shared

Email address \* Mustafa-Shared Gbc766.onmicrosoft.com

Alias Alias

Create

Type here to search 22°C Clear 8:24 PM 2024-07-27 ENG

Exchange - Microsoft 365 admin | Exchange admin center

admin.exchange.microsoft.com/#/mailboxes/-/MailboxDetails/addsharedmailbox

Exchange admin center 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                          | Recipient type | Archive status | Last modified |
|-------------------------------------|------------------|----------------------------------------|----------------|----------------|---------------|
| <input type="checkbox"/>            | AAcase User1     | AAcaseuser1@Gbc766.onmicrosoft.com     | UserMailbox    | None           | 7/24/2024     |
| <input type="checkbox"/>            | AAcase User2     | AAcaseuser2@Gbc766.onmicrosoft.com     | UserMailbox    | None           | 7/24/2024     |
| <input type="checkbox"/>            | admin            | admin@Gbc766.onmicrosoft.com           | UserMailbox    | None           | 7/24/2024     |
| <input type="checkbox"/>            | Holly Holm       | Holly@Gbc766.onmicrosoft.com           | UserMailbox    | None           | 7/24/2024     |
| <input type="checkbox"/>            | Lary Holmes      | Lary@Gbc766.onmicrosoft.com            | UserMailbox    | None           | 7/24/2024     |
| <input type="checkbox"/>            | Laura Atkins     | Laura@Gbc766.onmicrosoft.com           | UserMailbox    | None           | 7/24/2024     |
| <input type="checkbox"/>            | Lucy lemon       | Lucy@Gbc766.onmicrosoft.com            | SharedMailbox  | None           | 7/24/2024     |
| <input type="checkbox"/>            | Mary Tap         | MaryTaps365@Gbc766.onmicrosoft.com     | UserMailbox    | None           | 7/24/2024     |
| <input type="checkbox"/>            | Mustafa Babadagi | MustafaBabadagi@Gbc766.onmicrosoft.com | UserMailbox    | None           | 7/24/2024     |
| <input checked="" type="checkbox"/> | Mustafa-Shared   | Mustafa-Shared@Gbc766.onmicrosoft.com  | SharedMailbox  | None           | 7/24/2024     |
| <input type="checkbox"/>            | Mustafa101264531 | mst101264531@Gbc766.onmicrosoft.com    | UserMailbox    | None           | 7/24/2024     |
| <input type="checkbox"/>            | Nane malen       | nane@Gbc766.onmicrosoft.com            | UserMailbox    | None           | 7/24/2024     |
| <input type="checkbox"/>            | Test2            | test2@Gbc766.onmicrosoft.com           | SharedMailbox  | None           | 7/24/2024     |
| <input type="checkbox"/>            | test3            | test3shared@Gbc766.onmicrosoft.com     | SharedMailbox  | None           | 7/24/2024     |
| <input type="checkbox"/>            | Tomy Hank        | TomyHanks365@Gbc766.onmicrosoft.com    | UserMailbox    | None           | 7/24/2024     |

Shared mailbox created successfully  
The shared mailbox was created. It may take a few minutes before you can add members.

Next steps  
Edit details for this mailbox  
Add users to this mailbox  
Learn how to use shared mailboxes in outlook  
(You can share this link with users.)  
Would you like to know more?  
Other ways to collaborate in Office 365

Type here to search 22°C Clear 8:25 PM 2024-07-27

Exchange - Microsoft 365 admin | Exchange admin center

admin.exchange.microsoft.com/#/mailboxes/-/MailboxDetails/0bf301dc-969c-4f0f-b57c-453c55bdff29

Exchange admin center 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

Delete Mailflow setting Hide from address list Edit Mailbox delegation Convert to regular mailbox Refresh

|                                     | Display name ↑   | Email address                          | Recipient type | Archive status | Last modified |
|-------------------------------------|------------------|----------------------------------------|----------------|----------------|---------------|
| <input type="checkbox"/>            | AAcase User1     | AAcaseuser1@Gbc766.onmicrosoft.com     | UserMailbox    | None           | 7/24/2024     |
| <input type="checkbox"/>            | AAcase User2     | AAcaseuser2@Gbc766.onmicrosoft.com     | UserMailbox    | None           | 7/24/2024     |
| <input type="checkbox"/>            | admin            | admin@Gbc766.onmicrosoft.com           | UserMailbox    | None           | 7/24/2024     |
| <input type="checkbox"/>            | Holly Holm       | Holly@Gbc766.onmicrosoft.com           | UserMailbox    | None           | 7/24/2024     |
| <input type="checkbox"/>            | Lary Holmes      | Lary@Gbc766.onmicrosoft.com            | UserMailbox    | None           | 7/24/2024     |
| <input type="checkbox"/>            | Laura Atkins     | Laura@Gbc766.onmicrosoft.com           | UserMailbox    | None           | 7/24/2024     |
| <input type="checkbox"/>            | Lucy lemon       | Lucy@Gbc766.onmicrosoft.com            | SharedMailbox  | None           | 7/24/2024     |
| <input type="checkbox"/>            | Mary Tap         | MaryTaps365@Gbc766.onmicrosoft.com     | UserMailbox    | None           | 7/24/2024     |
| <input type="checkbox"/>            | Mustafa Babadagi | MustafaBabadagi@Gbc766.onmicrosoft.com | UserMailbox    | None           | 7/24/2024     |
| <input checked="" type="checkbox"/> | Mustafa-Shared   | Mustafa-Shared@Gbc766.onmicrosoft.com  | SharedMailbox  | None           | 7/24/2024     |
| <input type="checkbox"/>            | Mustafa101264531 | mst101264531@Gbc766.onmicrosoft.com    | UserMailbox    | None           | 7/24/2024     |
| <input type="checkbox"/>            | Nane malen       | nane@Gbc766.onmicrosoft.com            | UserMailbox    | None           | 7/24/2024     |
| <input type="checkbox"/>            | Test2            | test2@Gbc766.onmicrosoft.com           | SharedMailbox  | None           | 7/24/2024     |

Mustafa-Shared Shared mailbox Hide mailbox Email forwarding Send on behalf

General Organization Delegation Mailbox Others

Send as (0)  
The Send as permission allows the delegate to send an email from this mailbox. Message will appear to have been sent from this mailbox owner.  
Edit

Read and manage (Full Access) (0)  
The Full Access permission allows a delegate to open this mailbox and behave as the mailbox owner.  
Edit

Type here to search 22°C Clear 9:28 PM 2024-07-27

Exchange - Microsoft 365 admin | Exchange admin center

admin.exchange.microsoft.com/#/mailboxes/:/MailboxDetails/0bf301dc-969c-4f0f-b57c-453c55bd729

## 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](#)

| <input type="checkbox"/>            | Display name     | Email address                          | Recipient type | Archive status |
|-------------------------------------|------------------|----------------------------------------|----------------|----------------|
| <input type="checkbox"/>            | AAcase User1     | AAcaseuser1@Gbc766.onmicrosoft.com     | UserMailbox    | None           |
| <input type="checkbox"/>            | AAcase User2     | AAcaseuser2@Gbc766.onmicrosoft.com     | UserMailbox    | None           |
| <input type="checkbox"/>            | admin            | admin@Gbc766.onmicrosoft.com           | UserMailbox    | None           |
| <input type="checkbox"/>            | Holly Holm       | Holly@Gbc766.onmicrosoft.com           | UserMailbox    | None           |
| <input type="checkbox"/>            | Lary Holmes      | lary@Gbc766.onmicrosoft.com            | UserMailbox    | None           |
| <input type="checkbox"/>            | Laura Atkins     | Laura@Gbc766.onmicrosoft.com           | UserMailbox    | None           |
| <input type="checkbox"/>            | Lucy lemon       | Lucy@Gbc766.onmicrosoft.com            | SharedMailbox  | None           |
| <input type="checkbox"/>            | Mary Tap         | MaryTapms365@Gbc766.onmicrosoft.com    | UserMailbox    | None           |
| <input type="checkbox"/>            | Mustafa Babadagi | MustafaBabadagi@Gbc766.onmicrosoft.com | UserMailbox    | None           |
| <input checked="" type="checkbox"/> | Mustafa-Shared   | Mustafa-Shared@Gbc766.onmicrosoft.com  | SharedMailbox  | None           |
| <input type="checkbox"/>            | Mustafa101264531 | mst101264531@Gbc766.onmicrosoft.com    | UserMailbox    | None           |
| <input type="checkbox"/>            | Nane malen       | nane@Gbc766.onmicrosoft.com            | UserMailbox    | None           |
| <input type="checkbox"/>            | Test2            | test2@Gbc766.onmicrosoft.com           | SharedMailbox  | None           |

Add read and manage permissions

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

| <input type="checkbox"/>            | Display Name        | Added(2)                               |
|-------------------------------------|---------------------|----------------------------------------|
| <input checked="" type="checkbox"/> | AU AAcase User1     | AAcaseuser1@Gbc766.onmicrosoft.com     |
| <input checked="" type="checkbox"/> | AU AAcase User2     | AAcaseuser2@Gbc766.onmicrosoft.com     |
| <input type="checkbox"/>            | A admin             | admin@Gbc766.onmicrosoft.com           |
| <input type="checkbox"/>            | HH Holly Holm       | Holly@Gbc766.onmicrosoft.com           |
| <input type="checkbox"/>            | LH Lary Holmes      | lary@Gbc766.onmicrosoft.com            |
| <input type="checkbox"/>            | LA Laura Atkins     | Laura@Gbc766.onmicrosoft.com           |
| <input type="checkbox"/>            | MT Mary Tap         | MaryTapms365@Gbc766.onmicrosoft.com    |
| <input type="checkbox"/>            | MB Mustafa Babadagi | MustafaBabadagi@Gbc766.onmicrosoft.com |
| <input type="checkbox"/>            | M Mustafa101264531  | mst101264531@Gbc766.onmicrosoft.com    |

**Save**

Exchange - Microsoft 365 admin | Exchange admin center

admin.exchange.microsoft.com/#/mailboxes/:/MailboxDetails/0bf301dc-969c-4f0f-b57c-453c55bd729

## 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](#)

| <input type="checkbox"/>            | Display name     | Email address                          | Recipient type | Archive status |
|-------------------------------------|------------------|----------------------------------------|----------------|----------------|
| <input type="checkbox"/>            | AAcase User1     | AAcaseuser1@Gbc766.onmicrosoft.com     | UserMailbox    | None           |
| <input type="checkbox"/>            | AAcase User2     | AAcaseuser2@Gbc766.onmicrosoft.com     | UserMailbox    | None           |
| <input type="checkbox"/>            | admin            | admin@Gbc766.onmicrosoft.com           | UserMailbox    | None           |
| <input type="checkbox"/>            | Holly Holm       | Holly@Gbc766.onmicrosoft.com           | UserMailbox    | None           |
| <input type="checkbox"/>            | Lary Holmes      | lary@Gbc766.onmicrosoft.com            | UserMailbox    | None           |
| <input type="checkbox"/>            | Laura Atkins     | Laura@Gbc766.onmicrosoft.com           | UserMailbox    | None           |
| <input type="checkbox"/>            | Lucy lemon       | Lucy@Gbc766.onmicrosoft.com            | SharedMailbox  | None           |
| <input type="checkbox"/>            | Mary Tap         | MaryTapms365@Gbc766.onmicrosoft.com    | UserMailbox    | None           |
| <input type="checkbox"/>            | Mustafa Babadagi | MustafaBabadagi@Gbc766.onmicrosoft.com | UserMailbox    | None           |
| <input checked="" type="checkbox"/> | Mustafa-Shared   | Mustafa-Shared@Gbc766.onmicrosoft.com  | SharedMailbox  | None           |
| <input type="checkbox"/>            | Mustafa101264531 | mst101264531@Gbc766.onmicrosoft.com    | UserMailbox    | None           |
| <input type="checkbox"/>            | Nane malen       | nane@Gbc766.onmicrosoft.com            | UserMailbox    | None           |
| <input type="checkbox"/>            | Test2            | test2@Gbc766.onmicrosoft.com           | SharedMailbox  | None           |

Mailbox permissions were added to these mailboxes

Selected users have been added successfully. The changes are saved and will appear within 5 minutes.

22°C Clear 9:28 PM ENG 2024-07-27

Exchange - Microsoft 365 admin

Exchange admin center

admin.exchange.microsoft.com/#/mailboxes/MailboxDetails/0bf301dc-969c-4f0f-b57c-453c55bd729

Exchange admin center

Home > Mailboxes

## 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](#)

| <input type="checkbox"/>            | Display name ↑   | Email address                          | Recipient type | Archive status |
|-------------------------------------|------------------|----------------------------------------|----------------|----------------|
| <input type="checkbox"/>            | AAcase User1     | AAcaseuser1@Gbc766.onmicrosoft.com     | UserMailbox    | None           |
| <input type="checkbox"/>            | AAcase User2     | AAcaseuser2@Gbc766.onmicrosoft.com     | UserMailbox    | None           |
| <input type="checkbox"/>            | admin            | admin@Gbc766.onmicrosoft.com           | UserMailbox    | None           |
| <input type="checkbox"/>            | Holly Holm       | Holly@Gbc766.onmicrosoft.com           | UserMailbox    | None           |
| <input type="checkbox"/>            | Lary Holmes      | lary@Gbc766.onmicrosoft.com            | UserMailbox    | None           |
| <input type="checkbox"/>            | Laura Atkins     | Laura@Gbc766.onmicrosoft.com           | UserMailbox    | None           |
| <input type="checkbox"/>            | Lucy lemon       | Lucy@Gbc766.onmicrosoft.com            | SharedMailbox  | None           |
| <input type="checkbox"/>            | Mary Tap         | MaryTapms365@Gbc766.onmicrosoft.com    | UserMailbox    | None           |
| <input type="checkbox"/>            | Mustafa Babadagi | MustafaBabadagi@Gbc766.onmicrosoft.com | UserMailbox    | None           |
| <input checked="" type="checkbox"/> | Mustafa-Shared   | Mustafa-Shared@Gbc766.onmicrosoft.com  | SharedMailbox  | None           |
| <input type="checkbox"/>            | Mustafa101264531 | mst101264531@Gbc766.onmicrosoft.com    | UserMailbox    | None           |
| <input type="checkbox"/>            | Nane malen       | nane@Gbc766.onmicrosoft.com            | UserMailbox    | None           |
| <input type="checkbox"/>            | Test2            | test2@Gbc766.onmicrosoft.com           | SharedMailbox  | None           |

Add send as permission

The Send as permission allows the delegate to send an email from this mailbox. Message will appear to have been sent from this mailbox owner.

Added(2)

Search

Display Name

AAcase User1  
AAcaseuser1@Gbc766.onmicrosoft.com

AAcase User2  
AAcaseuser2@Gbc766.onmicrosoft.com

admin  
admin@Gbc766.onmicrosoft.com

Holly Holm  
Holly@Gbc766.onmicrosoft.com

Lary Holmes  
lary@Gbc766.onmicrosoft.com

Laura Atkins  
Laura@Gbc766.onmicrosoft.com

Lucy lemon  
Lucy@Gbc766.onmicrosoft.com

Mary Tap  
MaryTapms365@Gbc766.onmicrosoft.com

Mustafa Babadagi  
MustafaBabadagi@Gbc766.onmicrosoft.com

Mustafa101264531  
mst101264531@Gbc766.onmicrosoft.com

Nane malen  
nane@Gbc766.onmicrosoft.com

Test2  
test2@Gbc766.onmicrosoft.com

Save

22°C Clear 9:31 PM 2024-07-27

Exchange - Microsoft 365 admin

Exchange admin center

admin.exchange.microsoft.com/#/mailboxes/MailboxDetails/0bf301dc-969c-4f0f-b57c-453c55bd729

Exchange admin center

Home > Mailboxes

## 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](#)

| <input type="checkbox"/>            | Display name ↑   | Email address                          | Recipient type | Archive status |
|-------------------------------------|------------------|----------------------------------------|----------------|----------------|
| <input type="checkbox"/>            | AAcase User1     | AAcaseuser1@Gbc766.onmicrosoft.com     | UserMailbox    | None           |
| <input type="checkbox"/>            | AAcase User2     | AAcaseuser2@Gbc766.onmicrosoft.com     | UserMailbox    | None           |
| <input type="checkbox"/>            | admin            | admin@Gbc766.onmicrosoft.com           | UserMailbox    | None           |
| <input type="checkbox"/>            | Holly Holm       | Holly@Gbc766.onmicrosoft.com           | UserMailbox    | None           |
| <input type="checkbox"/>            | Lary Holmes      | lary@Gbc766.onmicrosoft.com            | UserMailbox    | None           |
| <input type="checkbox"/>            | Laura Atkins     | Laura@Gbc766.onmicrosoft.com           | UserMailbox    | None           |
| <input type="checkbox"/>            | Lucy lemon       | Lucy@Gbc766.onmicrosoft.com            | SharedMailbox  | None           |
| <input type="checkbox"/>            | Mary Tap         | MaryTapms365@Gbc766.onmicrosoft.com    | UserMailbox    | None           |
| <input type="checkbox"/>            | Mustafa Babadagi | MustafaBabadagi@Gbc766.onmicrosoft.com | UserMailbox    | None           |
| <input checked="" type="checkbox"/> | Mustafa-Shared   | Mustafa-Shared@Gbc766.onmicrosoft.com  | SharedMailbox  | None           |
| <input type="checkbox"/>            | Mustafa101264531 | mst101264531@Gbc766.onmicrosoft.com    | UserMailbox    | None           |
| <input type="checkbox"/>            | Nane malen       | nane@Gbc766.onmicrosoft.com            | UserMailbox    | None           |
| <input type="checkbox"/>            | Test2            | test2@Gbc766.onmicrosoft.com           | SharedMailbox  | None           |

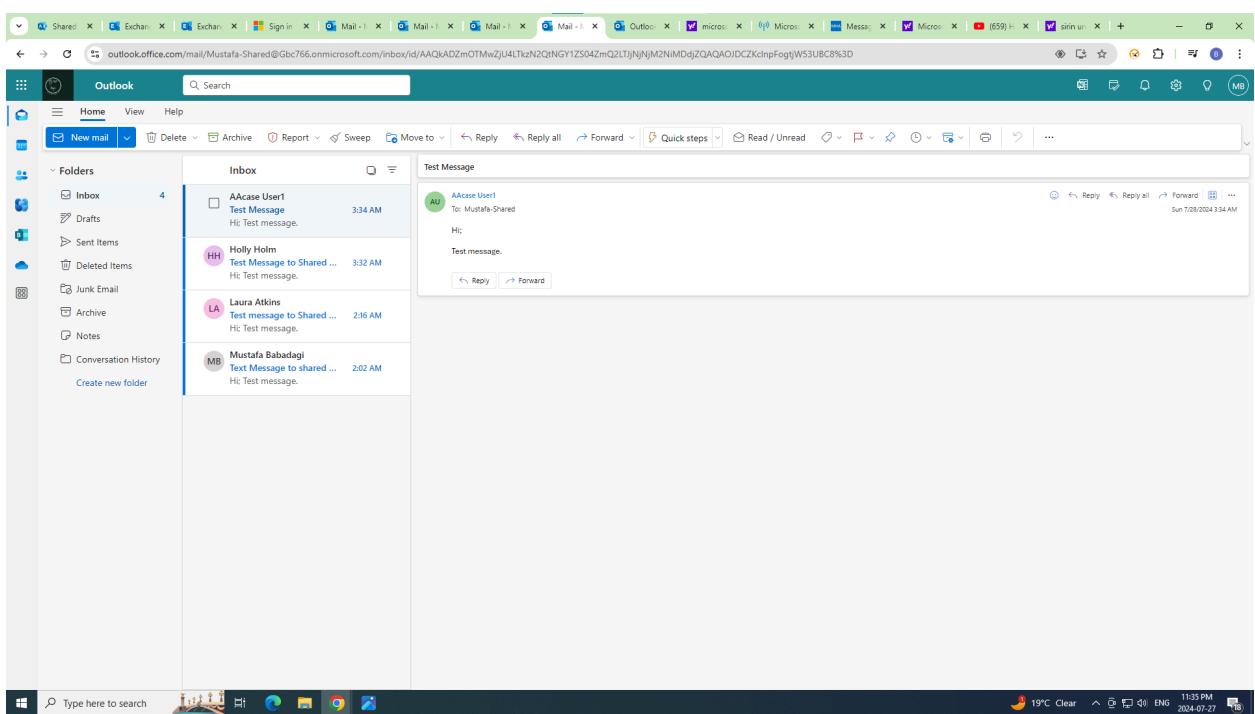
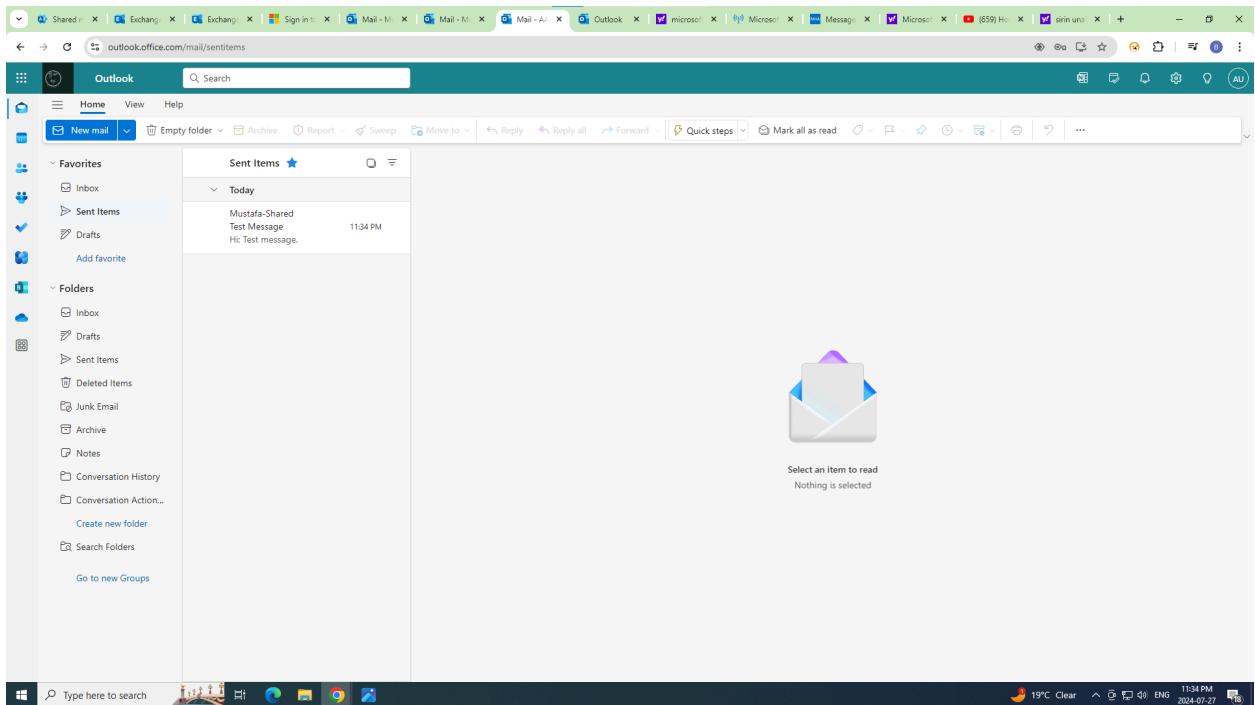
Mailbox permissions were added to these mailboxes

Selected users have been added successfully. The changes are saved and will appear within 5 minutes.

22°C Clear 9:31 PM 2024-07-27

This screenshot shows the Microsoft Outlook web interface. The left sidebar displays navigation options like Home, View, Help, Favorites (Inbox, Sent Items, Drafts), Folders (Inbox, Drafts, Sent Items, Deleted Items, Junk Email, Archive, Notes, Conversation History, Create new folder), and Go to new Groups. The main pane shows the 'Sent Items' folder under 'Today'. A single item is listed: 'Mustafa-Shared Test Message to Shared ...' sent at 11:22 PM. The message content is 'Hi; Test message.' Below the message are 'Reply' and 'Forward' buttons. The top navigation bar includes links for Shared mail, Exchange, Sign in to, Mail + More, and various Microsoft services. The status bar at the bottom shows the date as Sunday, July 27, 2024, and the time as 11:26 PM.

This screenshot shows the Microsoft Outlook web interface with the 'Inbox' selected in the sidebar. The inbox contains three messages: 1) 'Holly Holm Test Message to Shared ...' sent at 3:22 AM. 2) 'Laura Atkins Test message to Shared ...' sent at 2:16 AM. 3) 'Mustafa Babadagi Text Message to shared ...' sent at 2:02 AM. All messages have the subject 'Test message.' and the body 'Hi; Test message.' The 'Reply' and 'Forward' buttons are visible for each message. The top navigation bar and status bar are identical to the first screenshot, indicating the same date and time.



The screenshot shows the Exchange admin center Groups page. The left sidebar is visible with various navigation options like Home, Recipients, Mailboxes, Groups, Resources, Contacts, Mail flow, Roles, Migration, Mobile, Reports, Insights, Public folders, Organization, Settings, and Other features. The main content area is titled "Groups" and shows a "Distribution list" tab selected. A search bar at the top right says "Search (Preview)". Below the tabs, there are buttons for "Add a group", "Export", and "Refresh". A search bar for "Search Distribution list" is also present. The table header includes columns for "Group name ↑", "Group email", "Sync status", and "Created on". A message at the bottom states "This page is empty" and "Add your first item to see it in this list". The taskbar at the bottom shows several open browser tabs and the system clock.

The screenshot shows the Exchange admin center Add group wizard "Assign owners" step. The left sidebar shows the navigation path: Home > Groups > Add a group. The main content area has a title "Assign owners" and a note: "Group owners have unique permissions to manage the group. They can add and remove members, rename the group, update its description, and more." It says "You have to have at least one owner. We recommend adding two, so one can help out in the meantime." Below this is a "Assign owners" button and a note: "New owners will receive an email when you add them." To the right is a list of users under "Select up to 20 people to join this group as owners. You can add more later from Active groups." The list includes:

- AU AACase User1 AACaseuser1@Gbc766.onmicrosoft.com
- AU AACase User2 AACaseuser2@Gbc766.onmicrosoft.com
- A admin admin@Gbc766.onmicrosoft.com
- HH Holly Holm Holly@Gbc766.onmicrosoft.com
- LH Larry Holmes larry@Gbc766.onmicrosoft.com
- LA Laura Atkins Laura@Gbc766.onmicrosoft.com
- MT Mary Tap MaryTapsm365@Gbc766.onmicrosoft.com
- MB Mustafa Babadagi Mustafababadioglu@Gbc766.onmicrosoft.com
- M Mustafa101264531 Mustafa101264531@Gbc766.onmicrosoft.com
- NM Name malen

At the bottom are "Add (1)" and "Cancel" buttons. The taskbar at the bottom shows several open browser tabs and the system clock.

Screenshot of the Exchange admin center showing the 'Review and finish adding group' step. The left sidebar shows the navigation path: Home > Groups > Add a group. A vertical flowchart on the left indicates the steps: Group type (Basics, Owners, Members), Settings, and Finish. The main area displays the group details:

- Group type**: Basics, Owners, Members, Settings, Finish.
- Basics**: Name: Mustafa-Dist, Description: This is a Distribution Group, Edit.
- Owners**: Mary Tap, Edit.
- Members**: AACase User1, AACase User2, Edit.
- Settings**: Email: Mustafa-Dist@Gbc766.onmicrosoft.com, Communication: Enabled, Joining the group: Open, Leaving the group: Open, Edit.

Buttons at the bottom: Back, Create group, Cancel.

Screenshot of the Exchange admin center showing the 'Add members' step. The left sidebar shows the navigation path: Home > Groups > Add a group. A vertical flowchart on the left indicates the steps: Group type (Basics, Owners, Members), Settings, and Finish. The main area displays the 'Add members' section:

**Add members**

Group members will receive email messages sent to the group email address. By default, they can invite guests to join your group, but they can't edit group settings.

+ Add members

| Display name                          | Email                              |
|---------------------------------------|------------------------------------|
| <input type="checkbox"/> AACase User1 | AACaseuser1@Gbc766.onmicrosoft.com |
| <input type="checkbox"/> AACase User2 | AACaseuser2@Gbc766.onmicrosoft.com |

Buttons at the bottom: Back, Next, Cancel.

Exchange admin center

Groups > Add a group

Mustafa-Dist is created

It can take up to an hour for Mustafa-Dist group to appear in your groups list.

You can change these settings:

- Send copies of group conversations and events to group members' inboxes
- Let people outside the organization email this group

Edit group settings

Would you like to know more?

Using groups to collaborate effectively

Next steps

Add another group

Close

This screenshot shows the 'Add a group' wizard in the Exchange admin center. The process has completed successfully, indicated by a green checkmark and the message 'Mustafa-Dist is created'. A note states that it may take up to an hour for the group to appear in the list. There are options to change settings like sending copies or letting external users email the group. Below, there's information on using groups for collaboration and a 'Next steps' section with a link to add another group. The left sidebar shows the 'Groups' category is selected under 'Recipients'.

Exchange admin center

Groups

Microsoft 365 Distribution list Dynamic distribution list Mail-enabled security

Add a group Export Refresh Change group type Edit name and description Edit email addresses Delete group

1 selected Search Distribution list

| Group name ↑ | Group email                         | Sync status | Created on                | Choose columns |
|--------------|-------------------------------------|-------------|---------------------------|----------------|
| Mustafa-Dist | Mustafa-Dist@Gbc766.onmicrosoft.com |             | July 27, 2024 at 11:55 PM |                |

This screenshot shows the 'Groups' page in the Exchange admin center. The 'Distribution list' tab is selected. A single item is listed: 'Mustafa-Dist' with the email address 'Mustafa-Dist@Gbc766.onmicrosoft.com'. The page includes standard navigation and search tools. The left sidebar shows the 'Groups' category is selected under 'Recipients'.



## Groups

Instead of a distribution group, consider using a new Microsoft 365 Group to collaborate by sharing conversations, documents, and a calendar. [Learn more](#)

Groups I belong to Groups I own

[Join](#) [Refresh](#)

1 item [Search groups I bel...](#)

|                       | Name ↑       | Email address                       |
|-----------------------|--------------|-------------------------------------|
| <input type="radio"/> | Mustafa-Dist | Mustafa-Dist@Gbc766.onmicrosoft.com |

A screenshot of the Microsoft Outlook inbox screen. The window title is "outlook.office.com/mail/". The left sidebar shows "Favorites" with "Inbox", "Drafts" (1 item), and "Folders" with "Inbox", "Drafts" (1 item), "Deleted Items", "Junk Email", "Archive", "Notes", and "Conversation History". Below this is a button to "Create new folder" and "Go to new Groups". The main pane shows an empty inbox with a message preview: "Message Test to Check" from "Mustafa-Shared" with the body "Hi, This is test message.". At the bottom, it says "All done for the day Enjoy your empty inbox." The status bar at the bottom right shows "19°C Clear 12:01 AM 2024-07-28".

This screenshot shows the Microsoft Outlook web interface. The left sidebar displays navigation options like Home, View, Help, New mail, Delete, Archive, Report, Sweep, Move to, Reply, Reply all, Forward, Quick steps, Read / Unread, and a search bar. The main pane shows the 'Sent Items' folder under 'Favorites'. A single message titled 'Message Test to Check' is listed, sent by 'Holly Holm' to 'Mustafa-Shared: Mustafa-Dist' at 12:05 AM. The message body contains the text 'Hi; This is test message.' Below the message are standard reply, reply all, and forward buttons. The status bar at the bottom indicates it's Sunday, July 28, 2024, at 12:05 AM.

This screenshot shows the Microsoft Outlook web interface with the inbox selected. The left sidebar includes a 'Focused' section with a count of 7 messages. The inbox list shows several messages from 'Microsoft Outlook' testing invalid mailboxes, with delivery failing to the recipient. Other messages include an IT Help Desk welcome message and a Microsoft 365 weekly digest. The status bar at the bottom indicates it's Sunday, July 28, 2024, at 12:05 AM.

The screenshot shows the Microsoft Outlook inbox interface. On the left, the navigation pane includes 'Favorites' (Inbox, Sent Items, Drafts) and 'Folders' (Inbox, Drafts, Sent Items, Deleted Items, Junk Email, Archive, Notes, Conversation History, Create new folder, Search Folders, Go to new Groups). The main pane displays two messages under the 'Focused' tab:

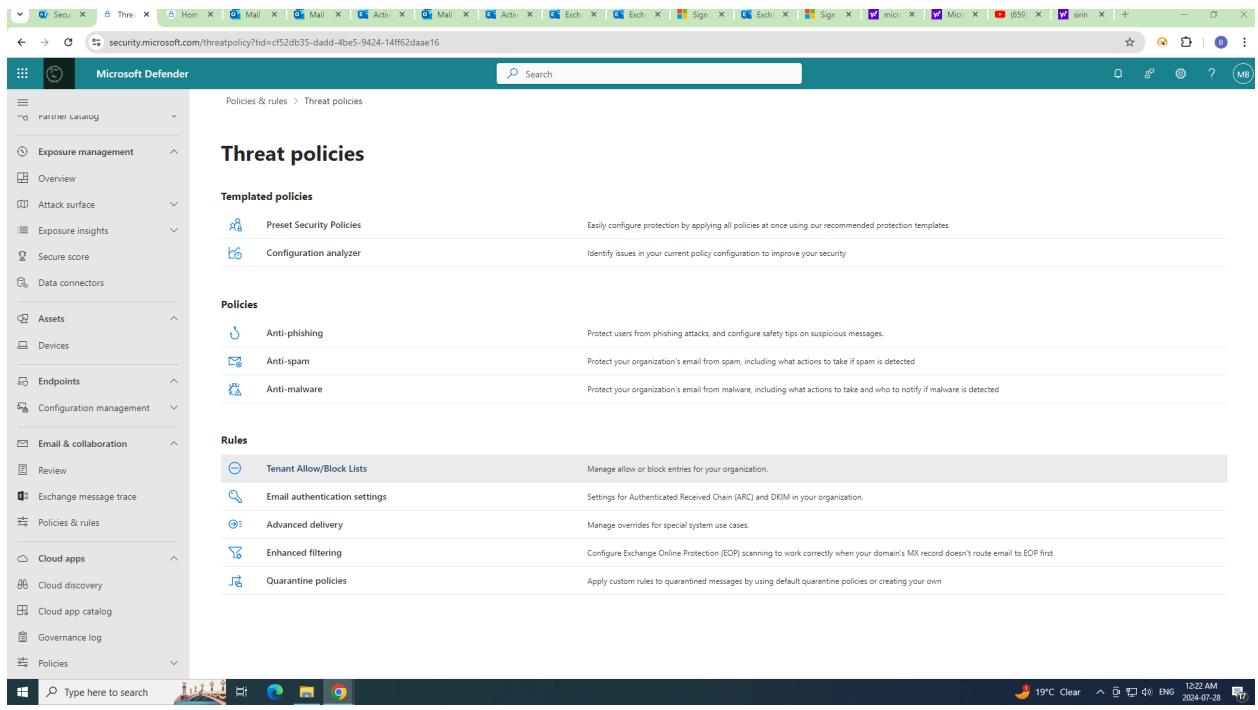
- Holly Holm** - Test Message (12:10 AM): A message from Holly Holm to Mustafa-Shared: Mustafa-Dist. The subject is 'Test message'. The body says 'Hi This is test message.'
- Holly Holm** - Message Test to Check (12:05 AM): A message from Holly Holm to Mustafa-Shared: Mustafa-Dist. The subject is 'Message Test to Check'. The body says 'Hi This is test message.'

At the bottom right of the screen, the taskbar shows the date and time as Sun 7/28/2024 12:10 AM.

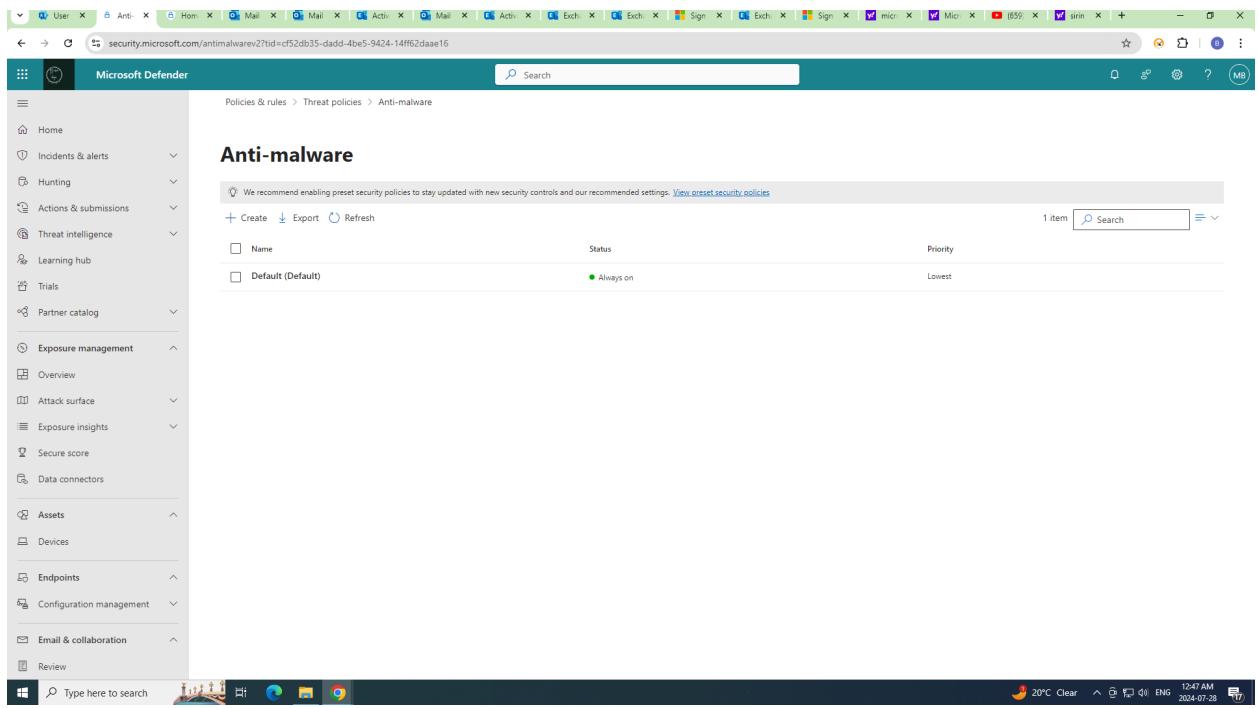
The screenshot shows the Microsoft Defender Policies & rules page. The left sidebar lists various categories: Partner catalog, Exposure management (Overview, Attack surface, Exposure insights, Secure score, Data connectors), Assets (Endpoints, Configuration management), Email & collaboration (Review, Exchange message trace), Policies & rules (selected), Cloud apps (Cloud discovery, Cloud app catalog, Governance log). The main pane is titled 'Policies & rules' and contains a table with three items:

| Name            | Action |
|-----------------|--------|
| Threat policies | ...    |
| Alert policy    | ...    |
| Activity alerts | ...    |

At the bottom right of the screen, the taskbar shows the date and time as 12:12 AM.



The screenshot shows the Microsoft Defender Threat policies page. The left sidebar includes sections like Partner catalog, Exposure management (Overview, Attack surface, Exposure insights, Secure score, Data connectors), Assets (Devices, Endpoints, Configuration management), Email & collaboration (Review, Exchange message trace, Policies & rules), Cloud apps (Cloud discovery, Cloud app catalog), Governance log, and Policies. The main content area is titled "Threat policies" and contains sections for "Templated policies" (Preset Security Policies, Configuration analyzer) and "Policies" (Anti-phishing, Anti-spam, Anti-malware). The "Anti-malware" policy is highlighted. The bottom status bar shows the date as 12:32 AM 2024-07-28.



The screenshot shows the Microsoft Defender Anti-malware page. The left sidebar is identical to the Threat policies page. The main content area is titled "Anti-malware" and displays a table of malware protection settings. The table has columns for Name, Status, and Priority. One item is listed: "Default (Default)" with Status "Always on" and Priority "Lowest". The bottom status bar shows the date as 12:47 AM 2024-07-28.

| Name              | Status    | Priority |
|-------------------|-----------|----------|
| Default (Default) | Always on | Lowest   |

The screenshot shows the Microsoft Defender interface for managing threat policies. On the left, a navigation sidebar lists various security modules like Home, Incidents & alerts, Hunting, Actions & submissions, Threat intelligence, Learning hub, Trials, Partner catalog, Exposure management, Assets, Devices, Endpoints, Configuration management, Email & collaboration, and Review. The main content area is titled "Anti-malware" and displays a table of policies. One row is selected, showing "Default (Default)" with the status "Always on". A modal window titled "Edit protection settings" is open on the right, detailing configuration options for this specific policy.

**Protection settings**

Enable the common attachments filter (.ace, .apk, .app, .appx, .ani, .arj, .bat, .cab, .cmd, .com and 43 other file types)

**Select file types**

**When these file types are found**

Reject the message with a non-delivery receipt (NDR)  Quarantine the message

Enable zero-hour auto purge for malware (Recommended)

**Quarantine policy**

AdminOnlyAccessPolicy

Permission to release quarantined messages will be ignored for messages with malware detected and we will fall back to release request instead

**Notification**

Admin notifications

Notify an admin about undelivered messages from internal senders

Admin email address \*

MustafaBabadagi@Gbc766.onmicrosoft.com

Notify an admin about undelivered messages from external senders

Customize notifications

Use customized notification text

**Save** **Cancel**

This screenshot shows the Microsoft Defender interface with the "Edit protection settings" modal closed. The main content area displays the "Anti-malware" policy settings. The "Default (Default)" policy is selected, showing its status as "Always on". The right side of the screen shows the detailed configuration for this policy, including the protection settings and notification preferences.

**Default (Default)**

Always on | Priority Lowest

**Description**

**Edit description**

**Protection settings**

Enable the common attachments filter

On

Customize file types

.ace, .apk, .app, .appx, .ani, .arj, .bat, .cab, .cmd, .com and 43 other file types

When these file types are found

Quarantine the message

Enable zero-hour auto purge for malware (Recommended)

On

Notify an admin about undelivered messages from internal senders

Send notification to admin MustafaBabadagi@Gbc766.onmicrosoft.com

Notify an admin about undelivered messages from external senders

Off

Customize notifications

Off

Quarantine policy

AdminOnlyAccessPolicy

**Edit protection settings**

**Close**

## Task 5: Working SharePoint

### 5.1 Display your active site

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

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 SharePoint Admin Center interface. On the left, there's a navigation sidebar with options like Home, Sites (Active sites selected), Containers, Policies, Settings, Content services, Migration, More features, Advanced management, and a Show all link. The main content area is titled "Active sites" and displays a table of existing sites. The columns in the table are Site name, URL, Teams, Channel sites, Storage used (GB), Primary admin, Hub, Template, and Last activity. The table lists six sites: All Company, Communication site, Gbc, IT Help Desk, Mustafa-G1, and Mustafa-G2. Each site has its respective URL, storage usage (0.00 GB), primary admin (Group owners or System Account), and template (Team site or Communication site). The last column shows the last activity date (7/23/24) for each site.

| Site name          | URL                           | Teams | Channel sites | Storage used (GB) | Primary admin  | Hub | Template           | Last activity |
|--------------------|-------------------------------|-------|---------------|-------------------|----------------|-----|--------------------|---------------|
| All Company        | ./sites/allcompany            | -     | -             | 0.00              | Group owners   | -   | Team site          | -             |
| Communication site | https://gbc766.sharepoint.com | -     | -             | 0.00              | System Account | -   | Communication site | -             |
| Gbc                | ./sites/Gbc                   | TF    | -             | 0.00              | Group owners   | -   | Team site          | -             |
| IT Help Desk       | ./sites/ITHelpDesk            | -     | -             | 0.01              | Group owners   | -   | Team site          | -             |
| Mustafa-G1         | ./sites/teag1                 | -     | -             | 0.00              | Group owners   | -   | Team site          | -             |
| Mustafa-G2         | ./sites/teamG2                | -     | -             | 0.00              | Group owners   | -   | Team site          | 7/23/24       |

SharePoint admin center

## Active sites

Select a template

From Microsoft From your organization

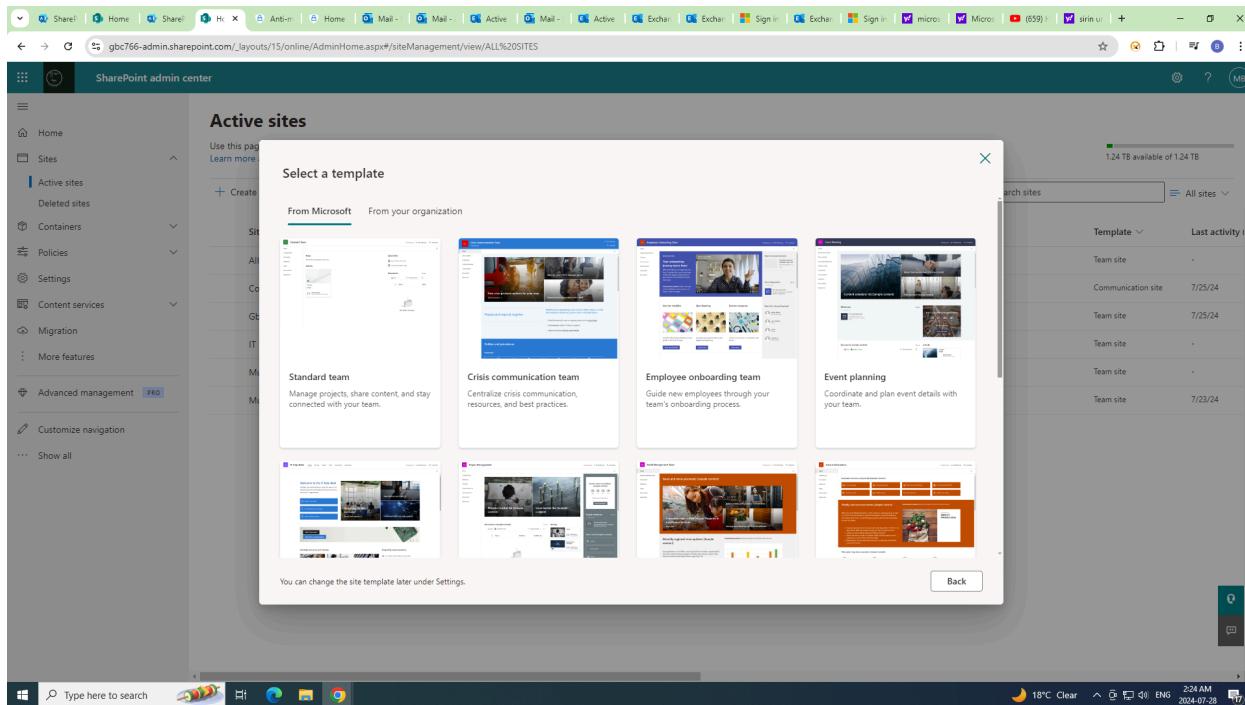
- Standard team
- Crisis communication team
- Employee onboarding team
- Event planning

You can change the site template later under Settings.

1.24 TB available of 1.24 TB

| Template           | Last activity |
|--------------------|---------------|
| Team site          | 7/25/24       |
| Communication site | 7/25/24       |
| Team site          | 7/25/24       |
| Team site          | 7/23/24       |
| Team site          | 7/23/24       |

Type here to search 18°C Clear 2:24 AM 2024-07-28



SharePoint admin center

## Active sites

Preview and use 'Training course' template

From Microsoft

Site capabilities

- Display course description
- Share course resources
- Highlight course news
- Promote upcoming events
- Showcase instructor details

What's included

- 1 home page

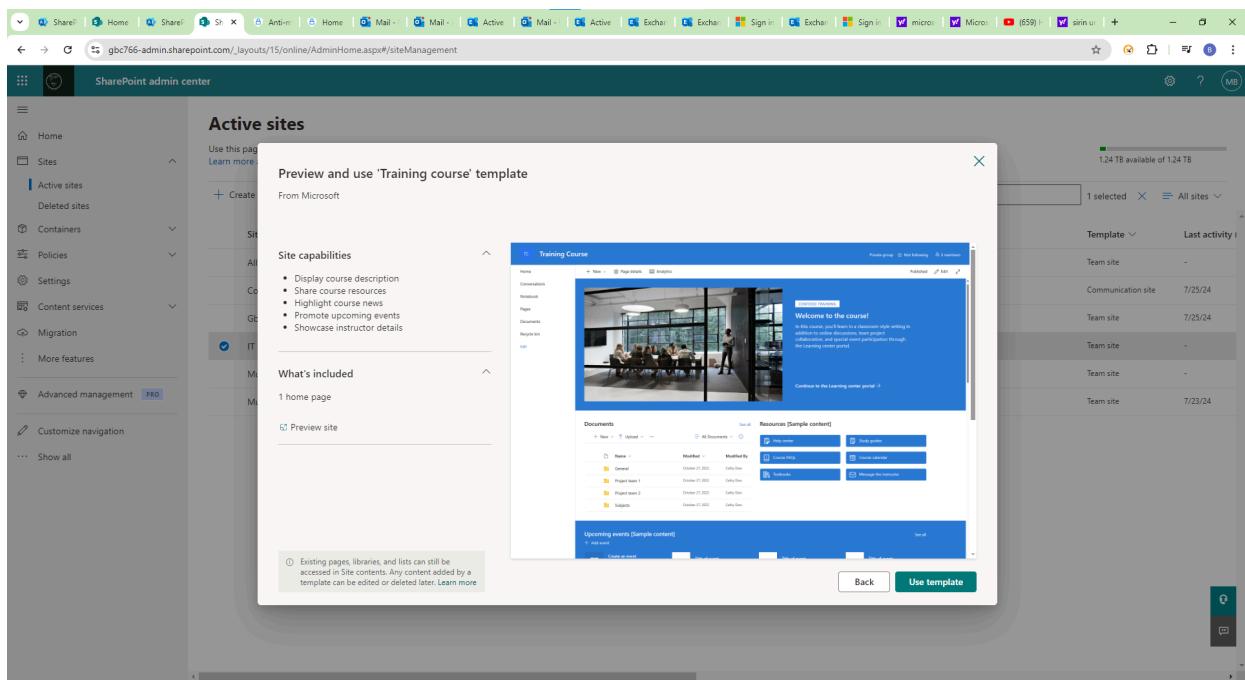
Preview site

Existing pages, libraries, and lists can still be accessed in Site contents. Any content added by a template can be edited or deleted later. Learn more

1 selected All sites

| Template           | Last activity |
|--------------------|---------------|
| Team site          | -             |
| Communication site | 7/25/24       |
| Team site          | 7/25/24       |
| Team site          | -             |
| Team site          | -             |
| Team site          | 7/23/24       |

Type here to search 18°C Clear 2:24 AM 2024-07-28



SharePoint admin center

## Active sites

Give your site a name

Decide on a unique name that follows your organization's naming standards. The description is optional, but useful for people to understand what your site is for.

Your team site will be connected to a Microsoft 365 group, which gives your site a shared OneNote notebook, group email address, and team calendar.

Site name \* Mustafa  
The site name is available.

Site description This site will support personnel by documents and some requirements

Group email address \* Mustafa  
The group alias is available.

Site address \* [https://gbc766.sharepoint.com/sites/\\_PersonnelSupport](https://gbc766.sharepoint.com/sites/_PersonnelSupport)  
The site address is available.

Group owner \* Mustafa Babadagi

Back Next

1.24 TB available of 1.24 TB

1 selected All sites

| Template           | Last activity |
|--------------------|---------------|
| Team site          | 7/25/24       |
| Communication site | 7/25/24       |
| Team site          | 7/25/24       |
| Team site          | -             |
| Team site          | 7/23/24       |

SharePoint admin center

## Active sites

Add site owners and members

Consider assigning one additional site owner or a group to help manage site content. [Learn more about permissions](#)

Site owners have full control of site content, theme, permissions, hub associations, and other site settings.

Site members can edit and view site content, including files, pages, lists, and navigation.

Add members Start typing a name

2 members to be added

AACase User1 Member AACase User2 Member

Finish

1.24 TB available of 1.24 TB

1 selected All sites

| Template           | Last activity |
|--------------------|---------------|
| Team site          | 7/25/24       |
| Communication site | 7/25/24       |
| Team site          | 7/25/24       |
| Team site          | -             |
| Team site          | 7/23/24       |

Share | Home | Share | Share | N | Anti-virus | Home | Mail - | Mail - | Active | Mail - | Active | Exchange | Exchange | Sign in | Exchange | Sign in | micro | Micro | (659) | sirin | + | -

gbc766.sharepoint.com/sites/PersonnelSupport/SitePages/TrainingHome.aspx

SharePoint

Mustafa

Search this site

Home | + New | Page details | Analytics

CONTOSO TRAINING

Welcome to the course!

In this course, you'll learn in a classroom-style setting in addition to online discussions, team project collaboration, and special event participation through the Learning center portal.

Continue to the Learning center portal →

Documents [Sample content]

See all

+ New | Upload | ...

All Documents

| Name           | Modified      | Modified By     |
|----------------|---------------|-----------------|
| General        | 3 minutes ago | Mustafa Babadat |
| Project team 1 | 3 minutes ago | Mustafa Babadat |
| Project team 2 | 3 minutes ago | Mustafa Babadat |

Resources [Sample content]

Help center | Study guides

Course FAQs | Course calendar

Textbooks | Message the instructor

Customize your site

Personalize your new site by replacing pre-populated images and text.

Learn more

Invite team members

Engage with your team by adding them to your site's group.

Add members

Post news

Communicate with your team by sharing updates and announcements.

Create a news post

Change the look

Customize the look of your site by updating the theme and logo.

Edit site look

Type here to search

19°C Clear

Windows Start button

Taskbar icons: File Explorer, Edge, File, Google Chrome

A screenshot of a SharePoint library titled "Mustafa". The left navigation bar shows "Documents" is selected. The main area displays a list of documents under the "Documents" category. A modal window is open, stating "'MS-90...2.pdf' is now available." with a "Notify your team" button.

| Name                             | Modified          | Modified By      |
|----------------------------------|-------------------|------------------|
| General                          | 6 minutes ago     | Mustafa Babadagi |
| Microsoft 365 Training Documents | A few seconds ago | Mustafa Babadagi |
| Project team 1                   | 6 minutes ago     | Mustafa Babadagi |
| Project team 2                   | 6 minutes ago     | Mustafa Babadagi |
| Subjects                         | 6 minutes ago     | Mustafa Babadagi |
| Units                            | 6 minutes ago     | Mustafa Babadagi |

A screenshot of a SharePoint library titled "Mustafa". The left navigation bar shows "Documents" is selected. The main area displays a list of documents under the "Microsoft 365 Training Documents" category. Two files are listed: "MS-900T01A-ENU-PowerPoint\_01.pdf" and "MS-900T01A-ENU-PowerPoint\_02.pdf", both modified "A few seconds ago" by "Mustafa Babadagi".

| Name                             | Modified          | Modified By      |
|----------------------------------|-------------------|------------------|
| MS-900T01A-ENU-PowerPoint_01.pdf | A few seconds ago | Mustafa Babadagi |
| MS-900T01A-ENU-PowerPoint_02.pdf | A few seconds ago | Mustafa Babadagi |

Screenshot of the Microsoft 365 admin center showing the Org settings page.

The left sidebar shows the navigation menu:

- Active groups
- Deleted groups
- Shared mailboxes
- Roles
- Resources
- Marketplace
- Billing
- Support
- Settings
- Domains
- Search & intelligence
- Org settings
- Microsoft 365 Backup
- Integrated apps
- Viva
- Partner relationships
- Microsoft Edge
- Setup
- Reports
- Health
- Admin centers
- Security
- Compliance

The main content area displays the "Org settings" page with the "Services" tab selected. It lists various services with their names and descriptions:

| Name                        | Description                                                                                            |
|-----------------------------|--------------------------------------------------------------------------------------------------------|
| Account Linking             | Choose to allow users to connect their Microsoft Entra ID and Account Linking accounts.                |
| Adoption Score              | Manage privacy levels for Adoption Score.                                                              |
| Azure Speech Services       | Allow use of your organization's emails and documents to improve speech recognition accuracy.          |
| Brand center (preview)      | Manage brand assets and customizations for Microsoft 365 apps.                                         |
| Calendar                    | Allow users to share their calendars with people outside of your organization.                         |
| Copilot for Sales           | Manage and update Copilot for Sales settings.                                                          |
| Cortana                     | Manage Cortana data access for Windows versions 1909 and earlier and Cortana app on iOS and Android.   |
| Directory synchronization   | Sync users to the cloud using Microsoft Entra.                                                         |
| Dynamics 365 Applications   | Allow Dynamics 365 Applications to generate insights based on user data.                               |
| Dynamics 365 Customer Voice | Choose to record the names of people who fill out surveys.                                             |
| Mail                        | Set up auditing, track messages, and protect email from spam and malware in the Exchange admin center. |
| Microsoft 365 Groups        | Manage external sharing and ownerless groups.                                                          |

At the bottom right, there is a weather widget showing 18°C Clear, 2:57 AM, 2024-07-28, and a small message icon.

Screenshot of the Microsoft 365 admin center showing the Active users page.

The left sidebar shows the navigation menu:

- Home
- Users
  - Active users
  - Contacts
  - Guest users
  - Deleted users
- Groups
  - Active groups
  - Deleted groups
  - Shared mailboxes
- Roles
- Resources
- Marketplace
- Billing
- Support
- Settings
- Domains
- Search & intelligence
- Org settings
- Microsoft 365 Backup
- Integrated apps
- Viva
- Partner relationships
- Microsoft Edge

The main content area displays the "Active users" page. It shows a list of active users with their display names and email addresses:

| Display name     | Username                               |
|------------------|----------------------------------------|
| AAcase User1     | AAcaseuser1@Gbc766.onmicrosoft.com     |
| AAcase User2     | AAcaseuser2@Gbc766.onmicrosoft.com     |
| admin            | admin@Gbc766.onmicrosoft.com           |
| Holly Holm       | Holly@Gbc766.onmicrosoft.com           |
| Lary Holmes      | lary@Gbc766.onmicrosoft.com            |
| Laura Atkins     | Laura@Gbc766.onmicrosoft.com           |
| Lucy lemon       | Lucy@Gbc766.onmicrosoft.com            |
| Mary Tap         | MaryTapms365@Gbc766.onmicrosoft.com    |
| Mustafa-Shared   | Mustafa-Shared@Gbc766.onmicrosoft.com  |
| Mustafa Babadagi | MustafaBabadagi@Gbc766.onmicrosoft.com |
| Mustafa101264531 | mst101264531@Gbc766.onmicrosoft.com    |
| Nane malen       | nane@Gbc766.onmicrosoft.com            |
| Test2            | test2@Gbc766.onmicrosoft.com           |
| test3            | test3share@Gbc766.onmicrosoft.com      |
| Tomy Hank        | TomyHankms365@Gbc766.onmicrosoft.com   |

To the right of the list, a detailed view is shown for the user "AAcase User1". The user's photo is displayed, along with options to Reset password, Block sign-in, or Delete user. The "OneDrive" tab is selected in the ribbon. The user's details are organized into sections:

- Account**: Username and email (AAcaseuser1@Gbc766.onmicrosoft.com), Aliases (Manage username and email).
- Devices**: Last sign-in (View last 30 days), Sign-out (Sign this user out of all Microsoft 365 sessions, Sign out of all sessions).
- Licenses and apps**: None provided, Add address.
- Mail**: Groups (Mustafa, Mustafa-Dist, Manage groups), Manager (None provided, Add manager).
- Aliases**: Manage username and email.
- Contact information**: Display name (AAcase User1), First name (AAuser1), Phone number (Manage contact information), Last name (User1).

At the bottom right, there is a weather widget showing 18°C Clear, 3:05 AM, 2024-07-28, and a small message icon.

Screenshot of the Microsoft 365 Admin Center showing the Active users page. The user 'AAcase User1' is selected. The OneDrive tab is active, showing storage usage at 0% (0 MB of 1024 GB).

**Active users**

| Display name     | Username                               |
|------------------|----------------------------------------|
| AAcase User1     | AAcaseuser1@Gbc766.onmicrosoft.com     |
| AAcase User2     | AAcaseuser2@Gbc766.onmicrosoft.com     |
| admin            | admin@Gbc766.onmicrosoft.com           |
| Holly Holm       | Holly@Gbc766.onmicrosoft.com           |
| Lary Holmes      | lary@Gbc766.onmicrosoft.com            |
| Laura Atkins     | Laura@Gbc766.onmicrosoft.com           |
| Lucy lemon       | Lucy@Gbc766.onmicrosoft.com            |
| Mary Tap         | MaryTapms365@Gbc766.onmicrosoft.com    |
| Mustafa-Shared   | Mustafa-Shared@Gbc766.onmicrosoft.com  |
| Mustafa Babadagi | MustafaBabadagi@Gbc766.onmicrosoft.com |
| MustafaI01264531 | mst101264531@Gbc766.onmicrosoft.com    |
| Nane malen       | nane@Gbc766.onmicrosoft.com            |
| Test2            | test2@Gbc766.onmicrosoft.com           |
| test3            | test3shared@Gbc766.onmicrosoft.com     |
| Tomy Hank        | TomyHankms365@Gbc766.onmicrosoft.com   |

**OneDrive settings for your organization**

| Data retention         | Storage space    |
|------------------------|------------------|
| 30 days                | 1024 GB per user |
| Manage data retention  |                  |
| Manage default storage |                  |

**Sharing**

Control the external sharing of AAcase User1's files and folders.

[Manage external sharing](#)

Screenshot of the Microsoft 365 Admin Center showing the Active users page. A modal dialog titled 'Manage external sharing' is open, asking if people outside the organization can access the site. The 'Only allow sharing with existing guest users in the directory' option is selected.

**Manage external sharing**

Let people outside your organization access your site

Allow sharing to authenticated guest users with invitations

Allow sharing with anonymous guest links and authenticated users

Only allow sharing with existing guest users in the directory

**Active users**

| Display name     | Username                               |
|------------------|----------------------------------------|
| AAcase User1     | AAcaseuser1@Gbc766.onmicrosoft.com     |
| AAcase User2     | AAcaseuser2@Gbc766.onmicrosoft.com     |
| admin            | admin@Gbc766.onmicrosoft.com           |
| Holly Holm       | Holly@Gbc766.onmicrosoft.com           |
| Lary Holmes      | lary@Gbc766.onmicrosoft.com            |
| Laura Atkins     | Laura@Gbc766.onmicrosoft.com           |
| Lucy lemon       | Lucy@Gbc766.onmicrosoft.com            |
| Mary Tap         | MaryTapms365@Gbc766.onmicrosoft.com    |
| Mustafa-Shared   | Mustafa-Shared@Gbc766.onmicrosoft.com  |
| Mustafa Babadagi | MustafaBabadagi@Gbc766.onmicrosoft.com |
| MustafaI01264531 | mst101264531@Gbc766.onmicrosoft.com    |
| Nane malen       | nane@Gbc766.onmicrosoft.com            |
| Test2            | test2@Gbc766.onmicrosoft.com           |
| test3            | test3shared@Gbc766.onmicrosoft.com     |
| Tomy Hank        | TomyHankms365@Gbc766.onmicrosoft.com   |

**Save** **Cancel**

Screenshot of the Microsoft 365 Admin Center showing the Active users page. The user 'AAcase User2' is selected.

**Active users**

| Display name ↑      | Username                               |
|---------------------|----------------------------------------|
| AAcase User1        | AAcaseuser1@Gbc766.onmicrosoft.com     |
| <b>AAcase User2</b> | AAcaseuser2@Gbc766.onmicrosoft.com     |
| admin               | admin@Gbc766.onmicrosoft.com           |
| Holly Holm          | Holly@Gbc766.onmicrosoft.com           |
| Lary Holmes         | lary@Gbc766.onmicrosoft.com            |
| Laura Atkins        | Laura@Gbc766.onmicrosoft.com           |
| Lucy lemon          | Lucy@Gbc766.onmicrosoft.com            |
| Mary Tap            | MaryTapms365@Gbc766.onmicrosoft.com    |
| Mustafa-Shared      | Mustafa-Shared@Gbc766.onmicrosoft.com  |
| Mustafa Babadagi    | MustafaBabadagi@Gbc766.onmicrosoft.com |
| Mustafa101264531    | mst101264531@Gbc766.onmicrosoft.com    |
| Nane malen          | nane@Gbc766.onmicrosoft.com            |
| Test2               | test2@Gbc766.onmicrosoft.com           |

**AAcase User2**

Reset password Block sign-in Delete user Change photo

Account Devices Licenses and apps Mail OneDrive

Get access to files Create a link to view and edit AAcase User2's OneDrive files. Storage used 0% (0 MB of 1024 GB)

Create link to files Edit

Sharing Control the external sharing of AAcase User2's files and folders. Manage external sharing

OneDrive settings for your organization

Data retention 30 days Storage space 1024 GB per user Manage data retention Manage default storage

Screenshot of the Microsoft 365 Admin Center showing the Manage external sharing dialog for 'AAcase User2'.

**Manage external sharing**

Let people outside your organization access your site

Allow sharing to authenticated guest users with invitations

Allow sharing with anonymous guest links and authenticated users

Only allow sharing with existing guest users in the directory

Save Cancel