**Foster Fox**

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**Professional Summary**

* Office 365 Experience
  + Knowledge of Small Business, Personal, and Enterprise subscriptions, desktop applications (Word, PowerPoint, Excel) and services (Teams, Exchange, OneDrive) associated with each subscription type.
  + Using Admin center to
    - Add and Removing users, assigning licenses to Users, assigning Users to Administrative roles, changing Users display name and adding Email alias, resetting PWs, assigning self-service PW resets to Users, adding and removing cards for task performed frequently.
    - View and print bills, updating payment methods, filtering based on invoice
    - Reviewing Usage reports, filtering based on anonymous identifier information
    - Creating and using company wide signatures, embedding images within HTML.
    - Adding new domains, adding new emails alias for Users who require email from new domain. Assigning appropriate subscriptions and licenses to domain.
    - Using Exchange Admin center
      * Navigating the Exchange admin center in the features pane and using the tabs and toolbar to administer different features (permissions, mail flow, compliance management).
      * Familiar with predefined permissions based on RBAC, assigning roles (such as: Discovery Management, Help Desk, Organizational Management) for administrators and specialized Users.
      * Assigning end User roles using role assignment policy to allow Users to customize their mailbox or distribution groups they own with given permissions. Implementing default role assignment policies for mailboxes.
      * SharePoint admin Center