Foster Fox

(970) 402 9537| [Foster.Fox1@outlook.com](mailto:Foster.Fox1@outlook.com) Lacey, WA

https://www.linkedin.com/in/foster-fox

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 remove users, assign licenses to users, assign users to administrative roles, change users display name and add email aliases, reset PWs, assign self-service PW resets to users, add and remove cards for task performed frequently.
    - View and print bills, update payment methods, filter based on invoice
    - Review usage reports, filter based on anonymous identifier information
    - Create and use companywide signatures, embed images within HTML used in signatures.
    - Add new domains, add new emails aliases for users who require email from new domain. Assign appropriate subscriptions and licenses to domain.
    - Using Exchange Admin center to
      * Navigate the Exchange admin center in the features pane and use the tabs and toolbar to administer different features (permissions, mail flow, compliance management).
      * Set predefined permissions based on RBAC, assign roles (such as: discovery management, help desk, organizational management) for administrators and specialized users.
      * Assign end user roles, use role assignment policy to allow users to customize their mailbox or distribution groups they own with given permissions. Implement default role assignment policies for mailboxes.
      * SharePoint
      * Learning how Enterprises use SharePoint to share and manage content, knowledge, and applications to; empower teamwork, quickly find information, and seamlessly collaboration across the organization.
      * Knowledge of the difference between hierarchical sites and flexible hub sites and how they form the connective tissue of an intranet.
      * Understanding the difference between Teams sites (collaboration), Communication sites (broadcast) and Hub sites (connection).
      * Familiarity with how association and navigation are used to organize a hub site.
      * Teams
      * Learning how to plan a rollout of teams and contingencies to consider beforehand when rolling out in a public setting, or without any other Office 365 services present.
      * Configuring channels within teams to keep conversations organized by topic, project, or discipline.
      * Knowledge of user role in Teams (Team owner and member and grasp of permissions assigned to each) and moderator capabilities for a channel.
      * Viewing Teams usage report, Teams user activity report, and Teams device usage report to manage Teams service in Admin center or Microsoft Teams Admin center
      * Groups in Microsoft 365 for IT Architects
      * Learning about five types of groups that are used to manage access to resources and for communication. (Office 365 groups, Security, Mail-enabled, Distribution, Share mailbox) and how group membership is based on Azure Active Directory Accounts.
      * Using Azure AD to manage access to 365 SaaS applications, creating security groups in Azure AD to assign licenses and manage devices, and resources.
      * These provide a single identity across Microsoft 365 resources and proper access.

Work Experience

**Microsoft Software and Systems Academy,** Student,Aug 27, 2019 – Dec 12, 2019

Server and Cloud Administration cohort, St. Martin’s University

The MSSA cohort is a 16-week course designed to give transitioning veterans and civilians the skills needed to succeed in the IT industry. The server and cloud administration cohort, is designed to teach students; server administration, network fundamentals and how to use the cloud.

***Key Responsibilities:***

* Learning about domains, domain controllers, and how users authenticate in a forest or multi-forest network topology.
* Studying the five FSMO roles and understanding their responsibilities in a forest.
* Subnetting IPv4 networks based on number of subnets and users.
* Learning how to use PowerShell cmdlets, scripting, and using functions incorporating For, and Foreach, loops. Installing modules to enable addition cmdlets.
* **US Army,** Power Generator Mechanic,March 2016-Sept 2019
* 51st Signal Expeditionary Unit, JBLM, Washington
* I Served as a soldier and member of a team. Lived the Army values and always put the mission first. Most recently, fixed 5Kw and 10Kw generators.

***Key Responsibilities:***

* Ensured power generators were fully mission capable to support satellite-transportable-terminals (STTs).
* Maintained service logs of equipment, ensuring equipment was kept up to date and Fully Mission Capable.
* Analyzed system faults with technical manuals, placing parts on order, installed parts and ensured equipment was functioning to proper specification after installation.

Certifications

* CompTIA Network+ N10-007 June 2019.

Education

**Colorado State University**, Bachelor of Science, Business Administration, Dec 2010–Dec 2013

***Subscriptions***

*What is Office 365 and how is it used?*

Office 365 is an integrated experience of apps and services, such as Word, Excel, PowerPoint, Teams, OneDrive updated monthly with new features and security.

It is used in Business, Education, and Non-profit to facilitate enterprise activities,

email (Exchange)

document sharing (SharePoint)

Storage (OneDrive)

collaboration (Teams, Yammer).

It is a subscription services, although it can be bought as one-time purchase.

*What are some of the plan comparisons?*

***Business***

Office 365 Business

$8.25 user/month

Apps: Outlook, Word, Excel, PowerPoint, Publisher (PC only), Access (PC only)

Services: OneDrive

Web & Mobile Version of Office Apps

File storage & sharing

Support & Deployment

Office 365 Business Premium

$12.50 user/month

Apps: Outlook, Word, Excel, PowerPoint, Publisher (PC only), Access (PC only) (same as 365 Business

Services: Exchange, OneDrive, SharePoint, Teams

TeamWork Communication

Email & Calendaring

Security compliance

Office 365 Business Essentials

$5.00 User/Month

Apps: No Office Apps

Services: Exchange, OneDrive, SharePoint, Teams

Support and Deployment

Security and Compliance

Email & Calendar

File Storage and Sharing

**For Home**

Office 365 Personal

$70.00/ year (Only One Person)

Apps: Word, Excel, PowerPoint, Outlook, Publisher (PC only) Access (PC only)

Services: OneDrive, Skype

1 TB total storage for 1 person, security sensitive files in OneDrive Vault

MacOS, Android, and Windows obviously

Office 365 Home

$99.99 year (Up to 6 people)

Apps: Word, Excel, PowerPoint, Outlook, Publisher (PC only) Access (PC only)

Services: OneDrive, Skype

1 TB total storage for 1 person, security sensitive files in OneDrive Vault

MacOS, Android, and Windows obviously

Office Home & Student 2019

$149.99 (for one person), (one time purchase)

Apps: Word, Excel, PowerPoint

Services: No services

**Enterprise**

Office 365 ProPlus

$12.00 user/month

Apps: Word, Excel, PowerPoint, Outlook, Publisher (PC only) Access (PC only)

Services: OneDrive

One License covers 5 phones, 5 tablets, and 5 PCs or Macs per user

No Business E-mail

24/7 Phone and Email Support

Fast Track Deployment Support with purchase of 150 seats at no extra cost

Office 365 E1

$8.00 user/month

Apps: No Desktop Apps

Services: Exchange, OneDrive, SharePoint, Teams, Yammer, Stream

Web versions of Outlook, Word, Excel, and PowerPoint, screen 10.1” or less

1 TB storage sharing with OneDrive

Host unlimited HD video conferencing meeting w/ 250 people

Host meetings up to 10,000 people with Teams live events

Advanced Personal analytics with MyAnalytics

Office 365 E3

$20.00 user/month

Apps: Word, Excel, PowerPoint, Outlook, Publisher (PC only) Access (PC only)

Services: Exchange, OneDrive, SharePoint, Teams, Yammer, Stream

One License covers 5 phones, 5 tablets, and 5 PCs or Macs per user

Email hosting with 100 GB mailbox and custom email domain address

Web versions of Outlook, Word, Excel, and PowerPoint

Unlimited Personal Cloud Storage

Host online and video conferencing meeting for up to 250 people

Host meetings for up to 10,000 people with Microsoft Teams

eDiscovery with in-place search, hold, and export?

What is this?

Office 365 E5

Apps: Outlook, Word, Excel, PowerPoint (Access PC only) (Publisher PC only)

Services: Exchange, OneDrive, SharePoint, Teams, Yammer, Power BI, Stream

Advanced Personal and organizational analytics with MyAnalytics and Power BI Pro

Adding and Removing Users

Users, in the navigation pane to the left

1) Active Users, 2) Add User, 3) Fill in Text Boxes, and PW settings then select next

4) Select Licenses to assign to user (very important) 5) In optional settings, select whether the user has no admin center access or has Admin Center Access from the radial buttons.

*How do you reset a user PW?*

When a user forgets their PW you’ll get a PW reset request in e-mail.

From admin center

1) Users 2) Active Users 3) Key icon 4) click auto generate a new pw, or set user pw. 4) The Admin user e-mail is already added, if you have a personal email you can add that. 5) select the button send e-mail and close, the user receives a email with the PW reset instructions.

*How do you allow users to reset their own PW? Self service PW request.*

To allow users to reset their own pw each time you can set-up Self-Service PW request. From admin center

1) Select settings 2) Security and Privacy 3) Azure AD Admin center 4) Users 5) Password Reset 5) Select All (other options are selected and none) 6) Save 7) The next time a user logins into an account, they’re asked for additional information. 8) They’re asked to authenticate with the phone email or both. 9) Users can now reset their own password when needed.

*Review Usage Reports*

In The admin center office, click reports, usage reports allow you to see how employees are using the different services of your office 365 subscription.

We can see all of the different reports available by clicking reports, usage.

We can see details of the reports by clicking the cards.

Active User reports shows which reports are used most often by people in your business. You can view information specific to an individual (default settings do not show identifiable information)

Click Settings, Services & add-ins, anonymous identifier on

You now can see identifiable information, specific to an individual

*Create a companywide signature*

Appears on every email sent by people in your organization. Displays company contact information or legal disclaimer.

From Microsoft 365 Admin center

Select exchange, select mailflow, (add a rule, Plus sign) then apply disclaimers.

Enter a name for the rule, apply rule as required, on the do the following dropdown, verify the append the disclaimer is displayed, select enter text, then enter the text for your email signature. You can format text with HTML, if you want an image everyone can see you’ll need an image from a publicly available URL to that image. Copy image address into HTML. Select Okay,

To make sure Signature works with encrypted email, add a fallback option.

Select okay, select wrap, then okay.

Scroll down and leave the mode set to enforced.

Select save, then select yes. To apply the rule to all future messages.

*Add a new Domain*

A company might have multiple domain names that it uses for different purposes. EX: Contoso.com, & Contoso.net.

If you want to use a different spelling of contosoco.com, contosocos.com

In the admin center, select setup, get your custom domain setup select view, select manage, the select add domain, select domain, then select next

In order to receive email with this new domain, you’ll need to add it as a new email alias for each user.

Select Users, Active Users, then the email alias you want to add the email for.

Choose manage email alias, select add email alias, save changes, repeat these steps for everyone who needs an email with new domain.