### Demo 1-01 Explore the Microsoft 365 Admin Center

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| 1. Log in to the Microsoft 365 admin center using the following link.  https://www.microsoft.com/en-us/microsoft-365/business/office-365-administration     1. Expand Users in the navigation pane of the Microsoft 365 admin center, and then click Active users. See which user accounts are accessible.      1. A list of users will appear.      1. Click the user's name at the top of the list to select it. More information about the user account is shown in a blade that opens. By clicking the X in the blade's upper right corner, you can close it.      1. Select Active teams & groups after expanding Teams & groups. View the groups and teams that are currently active.     **Note:** If you do not have any groups yet, create one by choosing to Add a group and following the instructions.   1. By clicking on its name, choose the first group on the list.      1. Click on the active team or group to view the details.      1. Select Licenses after expanding Billing. There should be at least one set of licenses visible. To get more information, including a list of users to whom this license has been assigned, choose the license. |

### Demo 1-02: Explore the Microsoft Teams Admin Center

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| 1. In the Microsoft 365 admin center, select the Teams admin center under All admin centers. Notice that a new tab opens.     2. Choose any option to view the details.    3. Click on the Teams admin center option.    4. In the Teams admin center, you can view the available options in terms of Teams, Manage Teams, Team settings, policies, etc.    **Note:** The dashboard shows cards for organization information, deployment status, recent activity, user searches, helpful links, and more.  5. Use the navigation pane on the left to manage settings for Teams, Users, Meetings, Locations, and more.  6. Admins can configure policies for Teams, including Meeting policies, Messaging policies, Updating policies, creating Policy packages, and more.    **Note:** Policies are used across the Microsoft Teams service to ensure the experience end-users receive conforms to the organization's needs.   * A **policy package** is a collection of predefined policies and settings. * **Meeting policies** control the features that are available to participants in meetings. * **Messaging policies** control which chat and channel messaging features are available to users.   7. Under **Users,** administrators can configure Manage users, Guest access, and External access settings.    8**. Guest access** lets individuals outside your organization access teams and channels.    9. **External access,** formerly known as a **federation,** lets Teams users communicate with users outside your organization.    11. The policy package option will give you multiple options to define the packages, manage, and group the package assignment. |