# Lab 5 - Manage a Microsoft 365 Apps for enterprise installation

### Task 1 – Verify how licensing affects installing Microsoft 365 Apps for enterprise

In this task, Holly will test whether a user who has not been assigned an appropriate Office 365 license can download Microsoft 365 Apps for enterprise. For this test, you cannot use any of the existing users that appear in the **Active Users** list in the Microsoft 365 admin center.

For this test, you will use **Laura Atkins**. You will create an Office 365 account for Laura, but you will not assign her an Office 365 license.

1. The **Microsoft 365 admin center** should still be open in Internet Explorer from the prior lab. If the **Active users** window is not displayed, select **Users** in the left-hand navigation pane and then select **Active users**.
2. You will begin by testing whether a user **without** an appropriate Office 365 license can install Microsoft 365 Apps for enterprise. For this test, you will use **Laura Atkins**. Your lab hosting provider has already created an on-premises user account for Laura, but she does not have an Office 365 user account. You will create an Office 365 account for Laura, but you will not assign her an Office 365 license.

At the top of the **Active users** window, select **Add a user** on the menu bar.

1. In the **Set up the basics** window, enter the following information:
   * First name: **Laura**
   * Last name: **Atkins**
   * Display name: When you tab into this field, Laura Atkins will appear.
   * Username: **Laura**
2. After configuring this field, Laura’s **Username** should appear as: [**Laura@M365xZZZZZZ.onmicrosoft.com**](mailto:Laura@M365xZZZZZZ.onmicrosoft.com)
   * Password settings: select the **Let me create the password** option
   * Password: **Pa55w.rd**
   * Clear (uncheck) the **Require this user to change their password when they first sign in** check box
3. Select **Next**.
4. In the **Assign product licenses** window, select the **Create user without product license (not recommended)** option, and then select **Next**.
5. In the **Optional settings** window, select **Next**.
6. On the **Review and finish** window, review your selections. If anything needs to be changed, select the appropriate **Edit** link and make the necessary changes. Otherwise, if everything looks good, select **Finish adding**.
7. On the **Laura Atkins added to active users** page, select **Close**. If a survey form appears, select **Cancel**.
8. Sign out
9. In **Microsoft Edge**, maximize your browser, then go to the **Microsoft Office Home** page by entering the following URL in the address bar: [**https://portal.office.com/**](https://portal.office.com/)
10. In the **Sign in** window, enter [**Laura@M365xZZZZZZ.onmicrosoft.com**](mailto:Laura@M365xZZZZZZ.onmicrosoft.com) (where ZZZZZZ is your tenant ID provided by your lab hosting provider) and then select **Next**.
11. In the **Enter password** window, enter **Pa55w.rd** and then select **Sign in.**
12. In the **Stay signed in?** window, select the **Don't show this again** check box and then select **Yes.**
13. In the **Microsoft Office Home** page for Laura, notice that no Microsoft 365 apps appear (since Laura does not have an Office 365 license assigned). Select the **Install Office** drop-down arrow, and then select **Install software**.
14. This displays the **My account** window for Laura. Under the **Office apps & devices** section, select **View apps & devices**. Note the message that appears at the top of page. Laura has not been assigned an Office license that includes the Office desktop apps, so she’s unable to install Microsoft 365 Apps for enterprise.

‎**Important:** You have just verified that a user cannot download Microsoft 365 Apps for enterprise if he or she has not been assigned an appropriate Office 365 license.

### Task 2 – Verify how the global Office download setting affects installing Microsoft 365 Apps for enterprise

Holly is now going to test whether users can be prohibited from downloading Microsoft 365 Apps for enterprise if an admin such as herself turns off the global Office download setting that controls the downloading of mobile and desktop apps for all users.

1. Login as Holly Spencer,
2. To turn off the global Office download setting, select the **Microsoft 365 admin center** tab in your browser, and then if necessary, select **...Show all** in the left-hand navigation pane. Select **Settings**, and then within the group, select **Org Settings**.
3. In the **Settings** window, the **Services** tab is displayed by default. Scroll down through the list of services and select **Office software download settings.**
4. In the **Office software download settings** window, under the **Apps for Windows and mobile devices** section, the **Office (includes Skype for Business)** check box is currently selected. Select this check box so that it’s blank, which turns this feature **Off**.
5. Select **Save changes**.
6. Once you receive a message indicating the changes are saved, select the **X** in the upper-right corner of this window to close it.
7. You should now test whether turning off this global download setting affects a **licensed** user from installing Microsoft 365 Apps for enterprise. In this case, you’re once again going to use **Laura Atkins**, so you must first assign Laura an Office 365 license.

In the **Microsoft 365 admin center**, under **Users** in the left-hand navigation pane select **Active users**, and then in the in the **Active users** list, scroll down to **Laura Atkins**. The value in the **Licenses** column for Laura currently indicates that she is **Unlicensed**. Select **Laura Atkins** account.

1. In Laura Atkins’ account window, the **Account** tab is displayed by default. Select the **Licenses and Apps** tab. Scroll down through this tab and in the **Licenses** section, select the **Office 365 E5** check box and then select **Save changes**. You can then close Laura’s account window. In the **Active users** list, note how the value in the **Licenses** column for Laura now displays **Office 365 E5**.
2. You should now check whether Laura can download Microsoft 365 Apps for enterprise on to her client PC when the global Office download setting has been turned Off
3. Login as **Laura Atkins**
4. In **Microsoft Edge**, go to the **Microsoft Office Home** page by entering the following URL in the address bar: [**https://portal.office.com/**](https://portal.office.com/)
5. In the **Pick an account** window, select [**Laura@M365xZZZZZZ.onmicrosoft.com**](mailto:Laura@M365xZZZZZZ.onmicrosoft.com) (where ZZZZZZ is your tenant ID provided by your lab hosting provider).
6. In the **Enter password** window, enter **Pa55w.rd** and then select **Sign in.**
7. In the **Stay signed in?** window, select **Yes.**
8. In the **Microsoft Office Home** page for Laura, notice that the Microsoft 365 apps now appear because Laura has been assigned an Office 365 license.

Select the **Install Office** drop-down arrow, and then in the drop-down menu, select **Install software**.

1. In the **My account** window, under the **Office apps & devices** section, select **View apps & devices**.
2. In the **Apps & devices** window, under the **Office** section at the top of the page, a message is displayed indicating the admin has turned off Office installs.

‎**Important:** You have just verified that a licensed user is unable to download Microsoft 365 Apps for enterprise if the global Office download setting has been turned Off.

1. At this point Holly wants to turn the global Office download setting back On so that Laura can download Microsoft 365 Apps for enterprise.
2. Login as Holly
3. The **Microsoft 365 admin center**, under the **Settings** section in the left-hand navigation pane, select **Org Settings**.
4. In the **Settings** window, scroll down and select **Office software download settings**.
5. In the **Office software download settings** window, under the **Apps for Windows and mobile devices** section, the **Office (includes Skype for Business)** check box is currently blank. Select this check box so that it displays a checkmark, which now turns this feature back On.
6. Select **Save changes**.
7. Once you receive a message indicating the changes are saved, select the **X** in the upper-right corner of this window to close it.
8. Login as **Laura Atkins**
9. In the **My account** window that appears, under the **Office apps & devices** section, the **Install Office** button now appears along with a message indicating you can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.

‎**Important:** You have just verified that a user with an Office license is able to download Microsoft 365 Apps for enterprise if the global Office download setting is turned On.

1. Leave this page open and continue to the next task to perform the user-driven installation for Laura Atkins.

### Task 3 – Perform a User-Driven Installation of Microsoft 365 Apps for enterprise

In the prior task, you logged into Laura Atkins’ client PC, and you verified that she could download Microsoft 365 Apps for enterprise once she was assigned an Office 365 license and the global Office download setting was turned On. In this task, you will continue the process by having Laura perform a user-driven installation of the Microsoft 365 Apps for enterprise suite from the Microsoft 365 portal.

1. You should still be in Laura’s **My account** window since this is where you left off at the end of the prior task. Under the **Office apps & devices** section, the **Install Office** button now appears since Laura is assigned an Office 365 E5 license and the global Office download setting is turned On.

‎**Important:** Selecting this **Install Office** button will install the 64 bit, English version of Microsoft 365 Apps for enterprise. However, if you want to install a different language or version, then select **View apps & devices**, which opens the **Apps & devices** page; this enables you to select a different language and version of Microsoft 365 Apps for enterprise to install.

Since Laura wants to install the 64-bit English version of Microsoft 365 Apps for enterprise, select the **Install Office** button.

1. In the **Just a few more steps** window that appears, select **Close**.
2. In the notification bar that appears at the bottom of the page, select **Save** to download the 64-bit Microsoft 365 Apps for enterprise installation wizard to the client PC.
3. Once the Microsoft 365 Apps for enterprise installation file has finished downloading, select **Run** in the notification bar that appears at the bottom of the page.
4. If a **Do you want to allow this app to make changes to your device?** dialog box appears, type **adatum\administrator** in the **username** box, type **Pa55w.rd** in the **Password** box, and then select **Yes**.
5. You may receive a dialog box that displays a warning message indicating that it may be expensive to continue downloading. Select **OK.**

‎**Important:** This window may appear behind the Office window that displays the message: **We’re getting things ready.** If so, move the Office window to the side so that you can respond to the warning message. The Office install will NOT proceed until you select **OK** on the warning message (the Office window will just keep displaying the **We’re getting things ready** message, but it won’t actually do anything).

1. The installation may take several minutes to complete. Once the installation finishes, select **Close**.
2. To verify Laura's Microsoft 365 Apps for enterprise installation, select the **Start** icon in the lower-left corner of the taskbar. Below the **Recently added** section (at the top of the **Start** menu) select **Expand** to display all the Microsoft 365 Apps for enterprise that were just installed. This should include Word, PowerPoint, OneNote 2016, Outlook, Publisher, Access, Skype for Business, and Excel.
3. In the **Start** menu, select **Word**.
4. On the **Sign in to set up Office** page, select the **X** in the upper-right hand corner to close the window.
5. On the **Accept the license agreement** window, select **Accept**.
6. On the **Your privacy option** window, select **Close**.
7. Verify that Word is functioning properly by opening a blank Word document, entering some text, and saving the document to the **Documents** folder.
8. Close Word.