**Lab 2 - Set up the Organization Profile**

1. Go to office.com
2. In the **Sign in** dialog box, copy and paste in the **Tenant Email** account provided by your lab hosting provider and then select **Next**.
3. In the **Enter password** dialog box, copy and paste in the **Tenant Password** provided by your lab hosting provider and then select **Sign in**.
4. On the **Stay signed in?** dialog box, select the **Don’t show this again** checkbox and then select **Yes.**
5. If a **Get your work done with Office 365** type window appears, then close it now.
6. If a **Set your time zone** window appears, select **set the time zone for your calendar**. In the **Outlook** window that opens, under **Time zone,** select your time zone and select **Save**, then close your browser window and re-open the **Microsoft Office Home** page by entering the following URL in the address bar: https://portal.office.com/.
7. If a **Good morning/afternoon/evening MOD Administrator** window appears, select **Get started**.
8. In the **Microsoft Office Home** page, select the **Admin** app. This opens the **Microsoft 365 admin center.**
9. In the left navigation pane, select the **Show All** ellipsis … icon to display all the navigation menu options.
10. In the left navigation pane, select **Settings** and then select **Org Settings** then select **Organization profile** tab.
11. In the **Organization Profile** tab select **Organizational information**, it displays Contoso as the organization name, change this information.

‎**Note:** The Contoso organization name was explained in the Introduction section at the start of this lab. In the following steps, you will change it to Adatum Corporation.

1. In the **Organization information** window, enter the following information:
   1. Name: Adatum Corporation
   2. Address: 555 Main Street
   3. City: Redmond
   4. State: **Washington**
   5. Postal Code: 98052
   6. Phone: 425-555-1234
   7. Technical contact: [**admin@M365xZZZZZZ.onmicrosoft.com**](mailto:admin@M365xZZZZZZ.onmicrosoft.com)
   8. Preferred language: **select your preferred language**
2. Select **Save**.
3. Close the **Organization information** window.
4. In the Settings window select **Release preferences**. If **Release Preferences** doesn't display under settings by default, use 'Search all settings' at top right corner to search for 'Release preferences'
5. In the **Release preferences** window, select **Targeted release for selected users** and then select **Save**.

‎**Note:** One of the benefits of Office 365 is the ability to have the latest features and updates applied to your environment automatically, which can reduce maintenance costs and overhead for an organization. By setting up your Release preferences, you can control how and when your Office 365 tenant receives these updates.

1. If the **Are you sure you want to change to Targeted release for select people** window appears, select **Yes.**.

**Note:** This option enables you to create a control group of users who will preview updates so that you can prepare the updates for your entire organization. The **Targeted release for everyone** option is more commonly used in development environments, where you can get updates early for your entire organization. In non-development environments, such as Adatum, targeted release to select people is the more typical preference as it enables an organization to control when it wants to make updates available to everyone once they’ve been reviewed by the control group.

1. In the **Release preferences** window, select **Select users**.
2. In the **Choose users for targeted release** window, in the list of users, select the **MOD Administrator** and then select **Save**.
3. Close the **Release preferences** window, this returns you to the **Settings** window.
4. Select **Custom themes**.
5. In the **Customize themes** window, you can add the logo of your company and set the background image as the default for all your users. Along with these options you can change the colors for your navigation pane, text color, icon color, and accent color. Go ahead and explore some different options for your tenant. Make any changes that you wish.

**Note:** Some colors patterns aesthetically distract users. Avoid using high contrasting colors together, such as neon colors and high-resolution colors like white and bright pink.

1. Once you’re done exploring and making any further changes, select **Save** and then **Close**.
2. Remain logged into the domain controller VM and in Internet Explorer, leave your Microsoft 365 admin center tab and all tabs open for the remaining tasks.

**Create Microsoft 365 User Accounts**

1. In the **Microsoft 365 admin center**, in the left navigation pane, select **Users** and then select **Active users**.
2. In the **Active Users** window, select **Add a user**.
3. In the **Set up the basics** window, enter the following information:
   1. First name: Holly
   2. Last name: Dickson
   3. Display name: When you tab into this field, **Holly Dickson** will appear.
   4. Username: When you tab into this field, **Holly** may appear; if not enter this as the username

‎**IMPORTANT:** To the right of the **Username** field is the domain field. It may be prefilled with the custom **XXYYZZa.CustomDomain.us** on-premises domain; however, you must select the drop-down arrow and select the **M365xZZZZZZ.onmicrosoft.com** cloud domain instead (where ZZZZZZ is your tenant ID provided by your lab hosting provider).

After configuring this field, Holly’s username should appear as:

[**Holly@M365xZZZZZZ.onmicrosoft.com**](mailto:Holly@M365xZZZZZZ.onmicrosoft.com)

* 1. Password settings: Uncheck the **Automatically create a password** option
  2. Password: Pa55w.rd
  3. Uncheck the **Require this user to change their password when they first sign in** checkbox.

1. Select **Next**.
2. In the **Assign product licenses** window, enter the following information:
   1. Select location: **United States**
   2. Licenses: Under **Assign user a product license**, select **Office 365 E5** and **Enterprise Mobility + Security E5**.
3. Select **Next**.
4. In the **Optional settings** window, in the Roles section select **Admin center access** By doing so, all the Microsoft 365 administrator roles are now enabled and available to be assigned.
5. Select **Global Administrator** and then 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 is correct, select **Finish adding**.
7. On the **Holly Dickson has been added to active users** page, select **Close.** ‎
8. Remain logged into the domain controller VM with the Microsoft 365 admin center open in your browser for the next task.

**Create Users**

* 1. Create below users in Office 365
     1. **Allan Deyoung**
     2. **Patti Fernandez**
     3. Diego Siciliani
     4. Lynne Robbins
     5. **Isaiah Langer**
     6. **Megan Bowen**
     7. Joni Sherman
     8. N**estor Wilke**

**Create and Manage Groups**

1. Logout from current admin user
2. navigate to https://portal.office.com/.
3. In the **Pick an account** window, only the admin account that you just logged out from appears. Select **Use another account**.
4. In the **Sign in** window, enter [**Holly@M365xZZZZZZ.onmicrosoft.com**](mailto:Holly@M365xZZZZZZ.onmicrosoft.com) (where ZZZZZZ is your unique tenant ID provided by your lab hosting provider). Select **Next**.
5. In the **Enter password** window, enter Pa55w.rd and then select **Sign in**.
6. If a **Get your work done with Office 365** window appears, select the **X** to close it.
7. In the **Office 365 home page**, select **Admin** to open the Microsoft 365 admin center (if **Admin** is covered by an **Office 365 apps** box, select **Got it!** to close the box).
8. If a survey window appears, select **Cancel**.
9. In the **Microsoft 365 admin center**, select **Teams & groups** in the left navigation pane, and then under it, select **Active teams & groups**.
10. In the **Active Teams & Groups** page, select **Add a group** that appears on the menu bar above the list of groups.
11. In the **Choose a group type** window, select **Microsoft 365 (recommended)** and then select **Next**.
12. In the **Set up the basics** window, enter Inside Sales in the **Name** field, and then enter Collaboration group for the Inside Sales team. in the **Description** field. Select **Next**.
13. In the **Assign Owners** window, select **Assign Owners** and you will assign Allan Deyoung and Patti Fernandez as owners of this group.
    1. Enter Allan in the **Owners** field. In the drop-down menu that appears, select **Allan Deyoung**.
    2. Enter Patti in the **Owners** field. In the drop-down menu that appears, select **Patti Fernandez**.
    3. Click **Add (2)** and then Select **Next**.
14. Leave default settings and click 'Next' under Members.
15. In the **Edit settings** window, enter insidesales in the **Group email address** field. Under the **Privacy** section, verify the **Public** option is selected (select it if need be), and under the **Add Microsoft Teams to your group** section, verify the **Create a team for this group** checkbox is selected (select it if need be). Select **Next**.
16. In the **Review and finish adding group** window, review the content that you entered. If everything is correct, select **Create group**; otherwise, select **Back** and fix anything that needs correction (or select **Edit** under the specific area that needs adjustment).
17. On the **New group created** window, note the comment at the top of the page that it may take 5 minutes for the new group to appear in the list of groups.

Select **Close**. This returns you to the **Active Teams & groups** page.

1. Repeat steps 10-16 to add a new group with the following information:
   1. Group type: Security
   2. Name: IT Admins
   3. Description: IT administrative personnel

**Note:** there is no owner, email address, or privacy setting for Security groups

1. If either of the two new groups do not appear in the **Groups** list, wait a minute or so and then select the **Refresh** option on the menu bar (to the right of **Add a group**). You may need to wait an additional few minutes for both groups to appear.

**Note:** The IT admins group does not have a group email address because it's a Security group. Two additional group types are Mail-enabled Security groups and Distribution list groups. We did not use either of these group types in this lab because it can take up to an hour for these two types of groups to appear in the Groups list; whereas, Office 365 groups and Security groups usually take just a matter of minutes to appear.

1. You’re now ready to add members to the groups. In the list of **Groups**, select the **Inside Sales** group, which opens a window for the group.
2. In the **Inside Sales** group window, select the **Members** tab.
3. Under the **Members** section, you can see the two owners (Allan and Patti), but you can also see that there are zero (0) members. Select **View all and manage members** to add members to the group.
4. In the **Inside Sales** group window, select **+ Add members**. This displays the list of current users.
5. In the list of users, select **Diego Siciliani** and **Lynne Robbins**, and then scroll to the bottom and select **Add (2)**.
6. Select **Back arrow**.
7. On the **Inside Sales** window, Diego and Lynne should now appear as members of the group. Select the **X** in the upper right corner to close the window.
8. Repeat steps 19-25 to add **Isaiah Langer**, **Megan Bowen**, and **Nestor Wilke** as members of the **IT admins** group.
9. You now want to test the effect of deleting a group. In the list of **Groups,** select the vertical ellipsis icon (**More actions**) that appears to the right of the **Inside Sales** group. In the menu box that appears, select **Delete team**.
10. In the **Delete Inside Sales** window, select the **Delete group** button.
11. Once the group is deleted, select **Close**.
12. This will return you to the list of **Groups** in the **Microsoft 365 admin center**. The **Inside Sales** group should no longer appear. If the Inside Sales group still displays, wait a couple of minutes and then select the **Refresh** option on the menu bar. The updated **Groups** list should no longer include the Inside Sales group.
13. To verify whether deleting this group affected any of its owners or members, select **Users** and then **Active Users** in the left navigation pane.
14. In the **Active users** list verify that the two owners (**Allan Deyoung** and **Patti Fernandez**) and the two members (**Diego Siciliani** and **Lynne Robbins**) of the Inside Sales group still appear in the list of users. This verifies that deleting a group does not delete the user accounts that were owners or members of the group.
15. Remain logged into the domain controller VM with the Microsoft 365 admin center open in your browser for the next task.