

Microsoft 365 Identity and Services – Enterprise Administration

Case Project:

Task 1: Customize your Organization Profile

- 1.1 Add a logo to your M365 and take a screenshot of the result
- 1.2 Change color theme
- 1.3 Clicking on the Logo should take you to <https://www.youtube.com/@AliZiyaei>
- 1.4 Add your helpdesk contact information
- 1.5 Select 5 Users to receive updates before they're released to everyone else.

Task 2: Working with PowerShell

- 2.1 Install PowerShell module and connect to M365
- 2.2 Create two new users
- 2.3 Assign License to users with PowerShell or Admin Center

Task 3: Install Microsoft 365 Apps for enterprise

- 3.1 Install Office on a Virtual Machine and log in with your Sandbox user account that you created on previous task to office to activate it.
- 3.2 Open outlook and send an email to other account you created on Task 2
- 3.3 From Web, log in to the second user's mailbox and show email was delivered.

Task 4: Working with Exchange

- 4.1 From Exchange Admin Center create a shared mailbox called yourname-Shared and give access to both users created in Task2
- 4.2 From Exchange Admin Center create a distribution list called yourname-Dist and add both users from task two to this list.
- 4.3 Send an email to both Distribution list and Shared mailbox and show it was delivered to users' mailbox
- 4.4 Provide a screenshot of your malware settings different sections

Task 5: Working SharePoint

- 5.1 Display your active site
- 5.2 Create a new document library site called your name and add both users from Task2 to the site
- 5.3 Change the sharing policy so that only People in your organization are allowed to share files over One Drive

Task 6: Working with Teams

- 6.1 Create a new Team for 2 users from Task 2 and call it yourname-Team
- 6.2 Add two more users to the team
- 6.3 Create two channels
- 6.4 Create a policy that do not allow Private and shared channel creation. Call it yournameTeamsPolicy
- 6.5 Assign the policy from task 6.4 to the two users from task 2

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Paste your screenshots here

## Microsoft 365 Identity and Services – Enterprise Administration

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### Task 1: Customize your Organization Profile

- 1.1 Add a logo to your M365 and take a screenshot of the result
- 1.2 Change color theme
- 1.3 Clicking on the Logo should take you to <https://www.youtube.com/@AliZiyaei>
- 1.4 Add your helpdesk contact information
- 1.5 Select 5 Users to receive updates before they're released to everyone else.

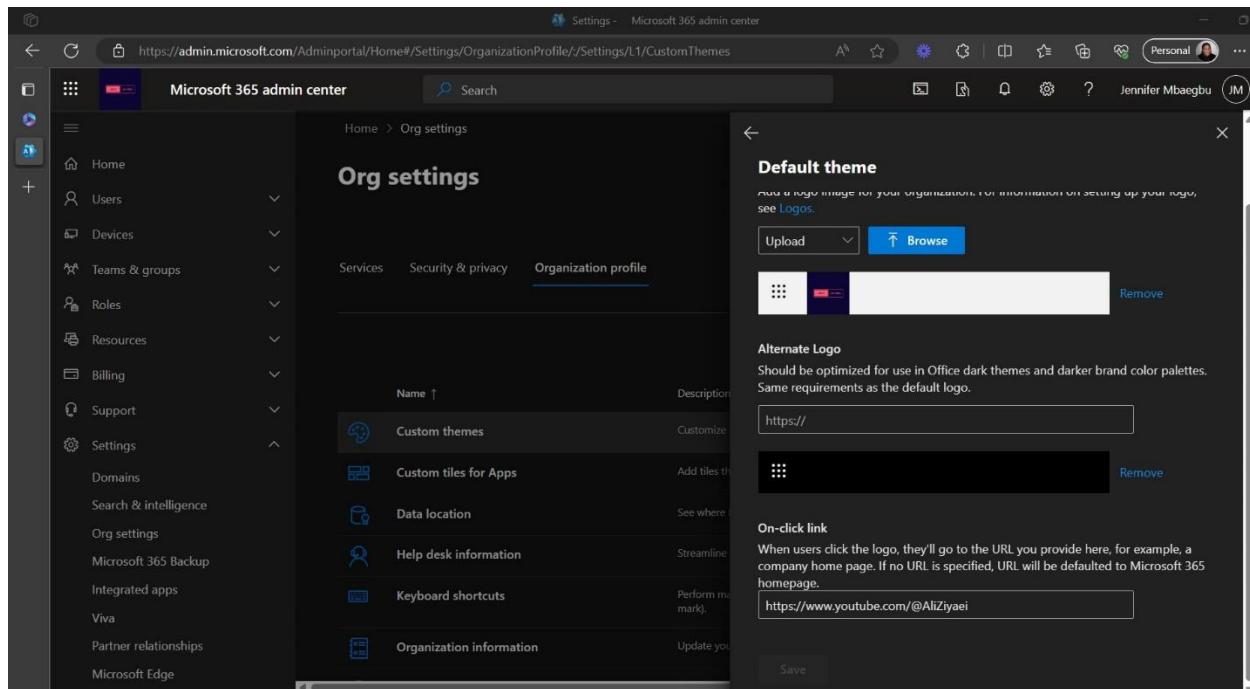


Figure 1: Configure Organization Profile - Logo and On-Click Link set to <https://www.youtube.com/@AliZiyaei>

## Microsoft 365 Identity and Services – Enterprise Administration

The screenshot shows the Microsoft 365 admin center interface. On the left, there's a navigation sidebar with links like Home, Users, Devices, Teams & groups, Billing, Setup, and Health. The main area is titled 'Org settings' and has tabs for Services, Security & privacy, and Organization profile (which is selected). Below these tabs is a list of items: Custom themes, Custom tiles for Apps, Data location, Help desk information, Keyboard shortcuts, and Organization information. To the right, a modal window titled 'Default theme' is displayed. It has tabs for General, Logos, and Colors (which is selected). It says, 'Set the default colors and logo for all Microsoft apps and services in standard mode. Dark mode will override them. See our guidance for creating accessible color schemes.' It shows a preview of the navigation bar with a dark blue background, white text, and orange accents. It also shows color swatches for Navigation bar color (#0a4959), Text and icon color (#FFFFFF), and Accent color (#ab3a0a). A note says 'Meets minimum color contrast ratio of 4.5:1.'

Figure 2: Change Color Theme

This screenshot shows the Microsoft 365 admin center interface, similar to Figure 2. The left sidebar includes Home, Users, Devices, Teams & groups, Roles, Resources, Billing, Support, Settings, Domains, Search & intelligence, Org settings, Microsoft 365 Backup, Integrated apps, Viva, Partner relationships, and Microsoft Edge. The main area is titled 'Org settings' with the 'Organization profile' tab selected. A modal window titled 'Help desk information' is open. It contains a checked checkbox for 'Add your help desk contact information'. Below it is a 'Title' field with the value 'Help'. Under 'Contact information', there are fields for 'Phone' (redacted), 'Email' (microsoft.com), and a 'URL' field containing 'Help Desk'. At the bottom of the modal is a 'Save' button.

Figure 3: Help Desk Information

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The screenshot shows the Microsoft 365 admin center interface. The left sidebar contains navigation links like Home, Users, Devices, etc. The main content area has tabs for Services, Security & privacy, and Organization profile, with Organization profile selected. Under Organization profile, there's a section titled "Release preferences". It shows a list of items with checkboxes:

| Name ↑                                    | Description       |
|-------------------------------------------|-------------------|
| Custom tiles for Apps                     | Add tiles that... |
| Data location                             | See where M...    |
| Help desk information                     | Streamline u...   |
| Keyboard shortcuts                        | Perform man...    |
| Organization information                  | Update your...    |
| Release preferences                       | Choose how...     |
| Send email notifications from your domain | Let Microsoft...  |
| Support integration                       | Integrate yo...   |

Below this is a section titled "Users currently on targeted release" with five entries:

| User Profile | User Name                                 | Email Address | Action |
|--------------|-------------------------------------------|---------------|--------|
| Chinedu Chi  | Chi:jennifermbaegbu.onmicrosoft.com       | Remove        |        |
| George Frank | gfrank020:jennifermbaegbu.onmicrosoft.com | Remove        |        |
| Grace Kelly  | gkelly010:jennifermbaegbu.onmicrosoft.com | Remove        |        |
| Jen Cloud    | jc:jennifermbaegbu.onmicrosoft.com        | Remove        |        |

A "Save" button is located at the bottom right of the "Release preferences" section.

Figure 4: Release Preference to 5 Targeted Users

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### Task 2: Working with PowerShell

2.1 Install PowerShell module and connect to M365

2.2 Create two new users

2.3 Assign License to users with PowerShell or Admin Center

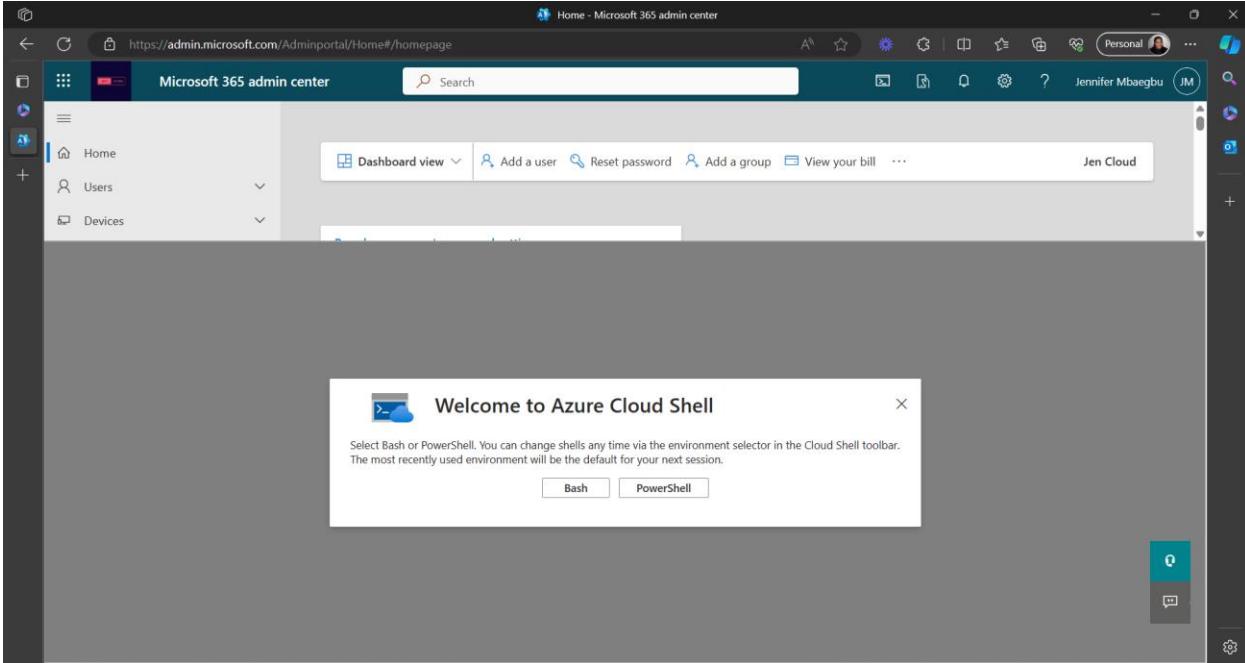


Figure 5: Launch Azure Cloud Shell

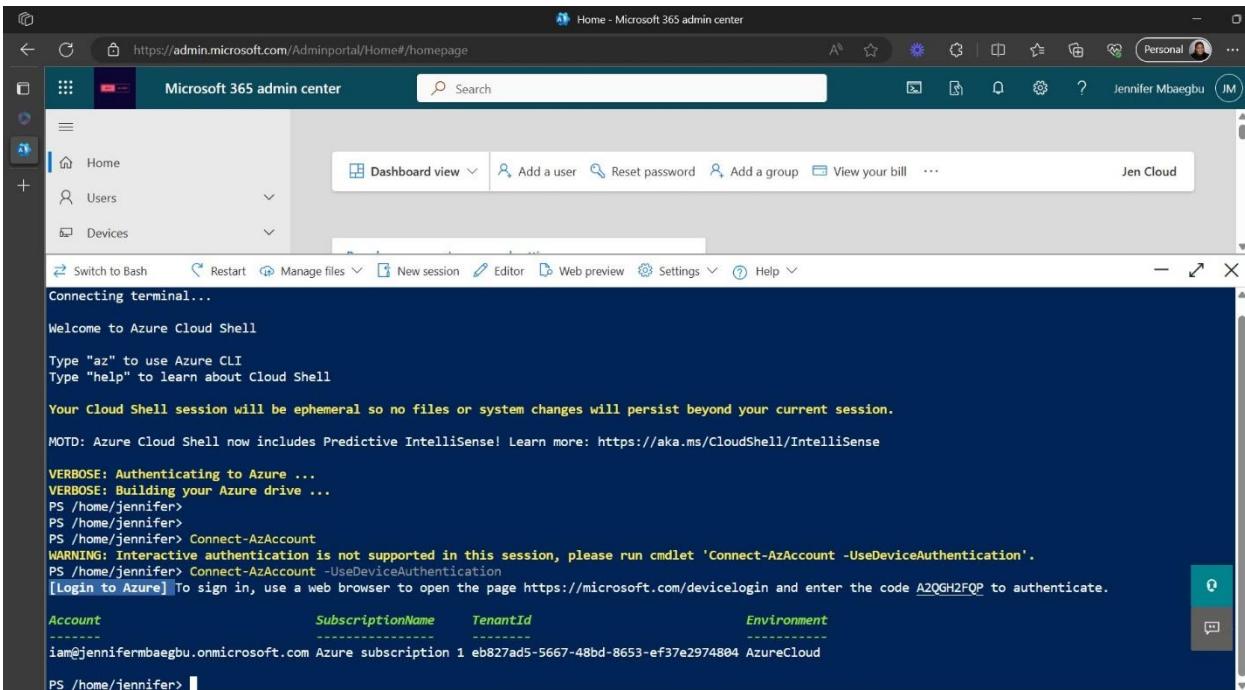
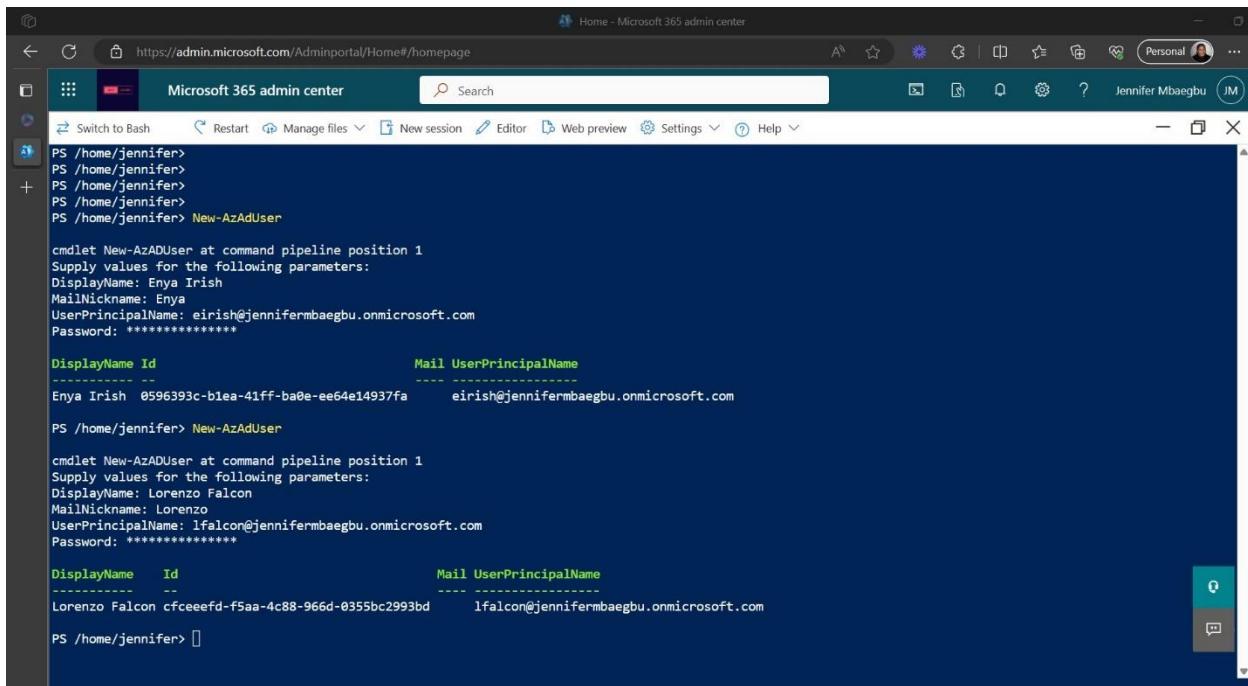


Figure 6: Connect to AzAccount

## Microsoft 365 Identity and Services – Enterprise Administration



```
PS /home/jennifer>
PS /home/jennifer>
PS /home/jennifer>
PS /home/jennifer>
PS /home/jennifer> New-AzAdUser

cmdlet New-AzADUser at command pipeline position 1
Supply values for the following parameters:
DisplayName: Enya Irish
MailNickname: Enya
UserPrincipalName: eirish@jennifermbaegbu.onmicrosoft.com
Password: ****

DisplayName Id Mail UserPrincipalName
----- -- -----
Enya Irish 0596393c-b1ea-41ff-ba0e-ee64e14937fa eirish@jennifermbaegbu.onmicrosoft.com

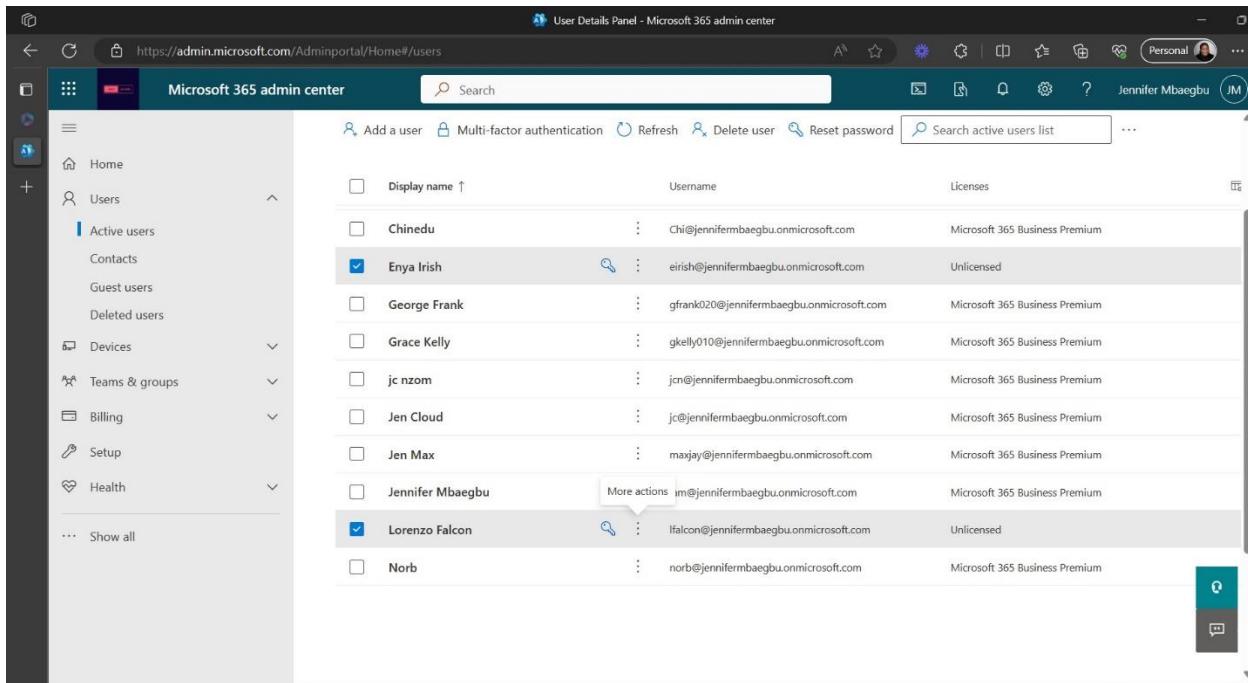
PS /home/jennifer> New-AzAdUser

cmdlet New-AzADUser at command pipeline position 1
Supply values for the following parameters:
DisplayName: Lorenzo Falcon
MailNickname: Lorenzo
UserPrincipalName: lfalcon@jennifermbaegbu.onmicrosoft.com
Password: ****

DisplayName Id Mail UserPrincipalName
----- -- -----
Lorenzo Falcon cfceeffd-f5aa-4c88-966d-0355bc2993bd lfalcon@jennifermbaegbu.onmicrosoft.com

PS /home/jennifer> []
```

Figure 7: Create 2 New Users



| Display name     | Username                                  | Licenses                       |
|------------------|-------------------------------------------|--------------------------------|
| Chinedu          | Chi@jennifermbaegbu.onmicrosoft.com       | Microsoft 365 Business Premium |
| Enya Irish       | eirish@jennifermbaegbu.onmicrosoft.com    | Unlicensed                     |
| George Frank     | gfrank020@jennifermbaegbu.onmicrosoft.com | Microsoft 365 Business Premium |
| Grace Kelly      | gkelly010@jennifermbaegbu.onmicrosoft.com | Microsoft 365 Business Premium |
| jc nzom          | jcn@jennifermbaegbu.onmicrosoft.com       | Microsoft 365 Business Premium |
| Jen Cloud        | jc@jennifermbaegbu.onmicrosoft.com        | Microsoft 365 Business Premium |
| Jen Max          | maxjay@jennifermbaegbu.onmicrosoft.com    | Microsoft 365 Business Premium |
| Jennifer Mbaegbu | jm@jennifermbaegbu.onmicrosoft.com        | Microsoft 365 Business Premium |
| Lorenzo Falcon   | lfalcon@jennifermbaegbu.onmicrosoft.com   | Unlicensed                     |
| Norb             | norb@jennifermbaegbu.onmicrosoft.com      | Microsoft 365 Business Premium |

Figure 8: Unassigned Licenses

## Microsoft 365 Identity and Services – Enterprise Administration

The screenshot shows the Microsoft 365 admin center interface. On the left, the navigation menu is visible with options like Home, Users (Active users selected), Devices, Teams & groups, Billing, Setup, and Health. The main panel displays a user profile for Enya Irish, featuring a blue circular icon with 'EN'. Below the profile are buttons for Reset password, Block sign-in, and Delete user. The 'Licenses and apps' tab is selected, showing a green notification bar stating 'Your changes have been saved.' A dropdown menu under 'Select location' shows 'Canada' selected. Under 'Licenses (1)', 'Microsoft 365 Business Premium' is checked with the note '15 of 25 licenses available'. An 'Apps (54)' section is partially visible at the bottom. A 'Save changes' button is located at the bottom right.

Figure 9: User 1 Assigned License

This screenshot is identical to Figure 9, showing the Microsoft 365 admin center for user Lorenzo Falcon. The interface includes the same navigation menu, user profile (blue 'LO' icon), license selection (Microsoft 365 Business Premium, 14 of 25 licenses available), and a 'Save changes' button. The green notification bar at the top indicates that changes have been saved.

Figure 10: User 2 assigned license

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### Task 3: Install Microsoft 365 Apps for enterprise

3.1 Install Office on a Virtual Machine and log in with your Sandbox user account that you created on previous task to office to activate it.

3.2 Open outlook and send an email to other account you created on Task 2

3.3 From Web, log in to the second user's mailbox and show email was delivered.

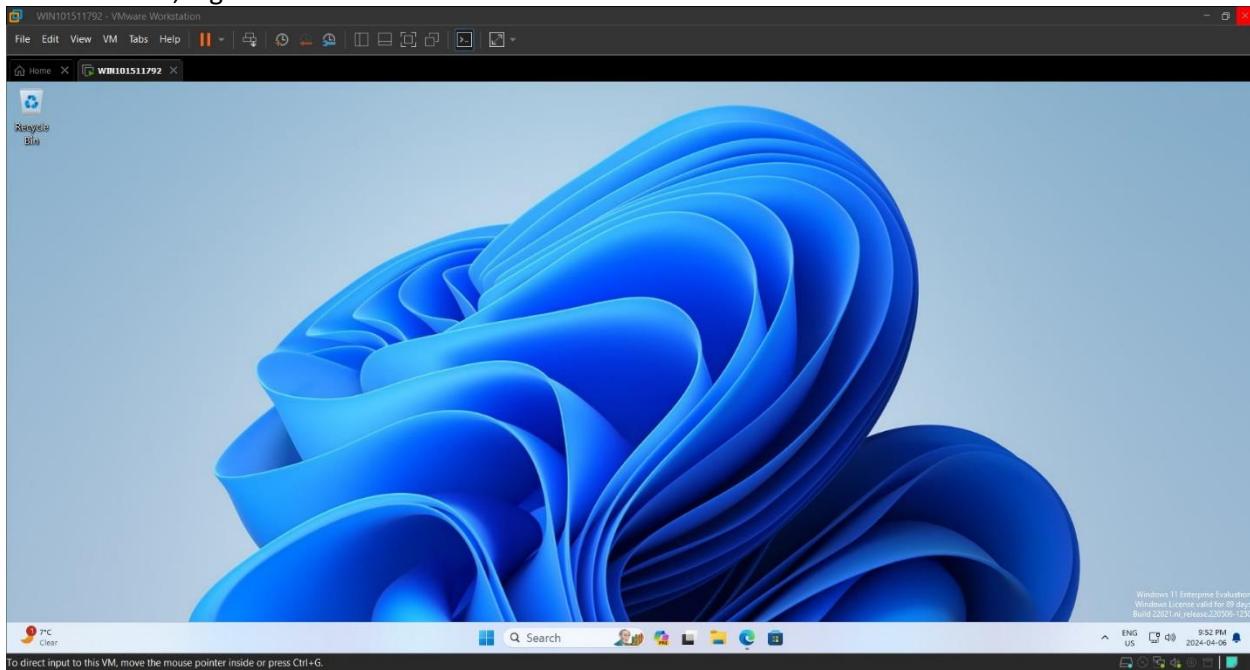
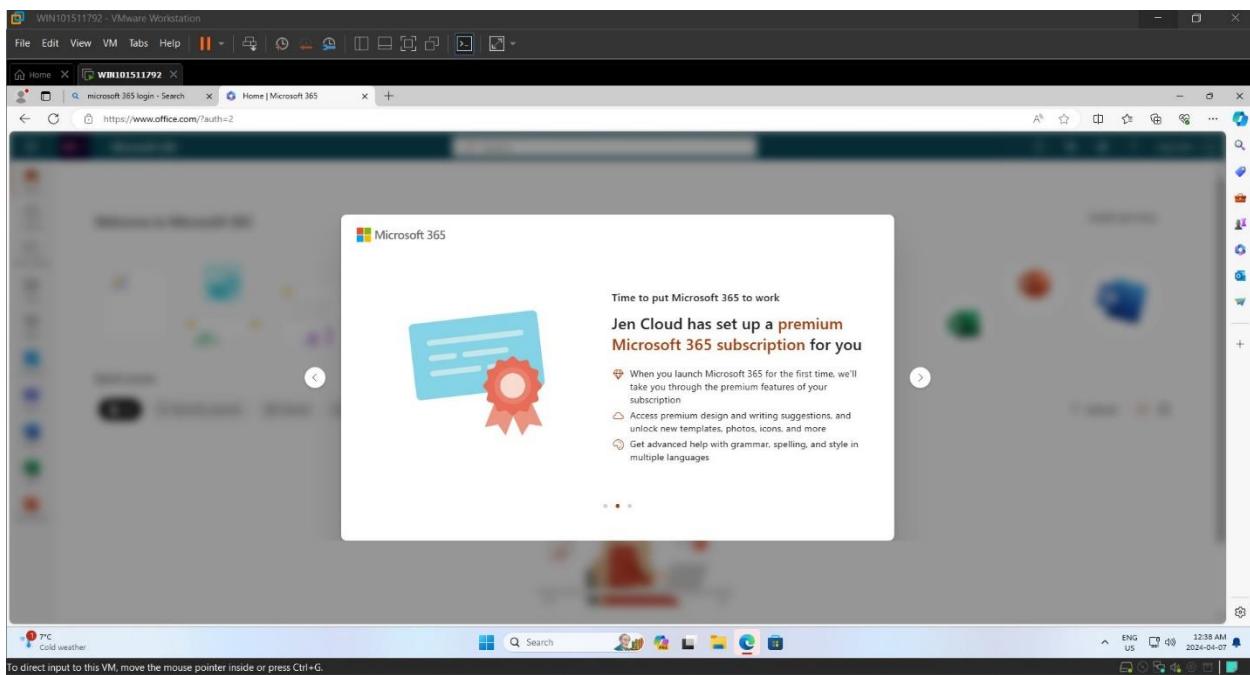


Figure 11: Window 11 Virtual Machine



## Microsoft 365 Identity and Services – Enterprise Administration

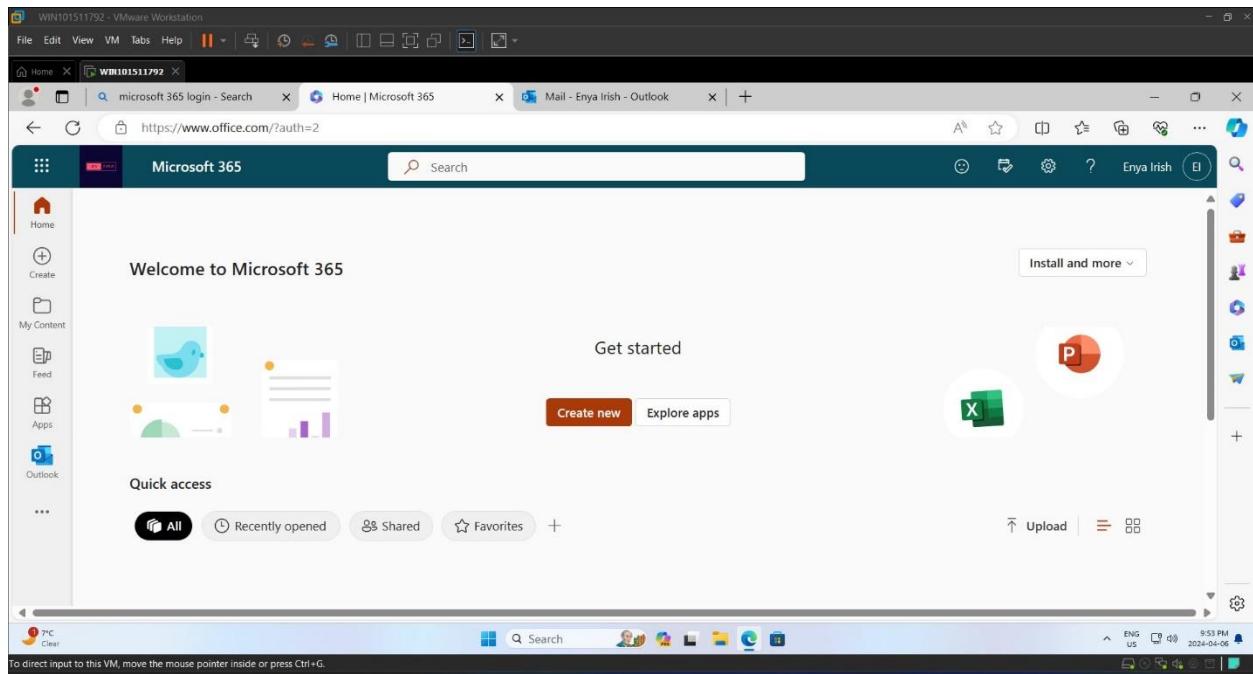


Figure 12: Launch Msft365 with User 1

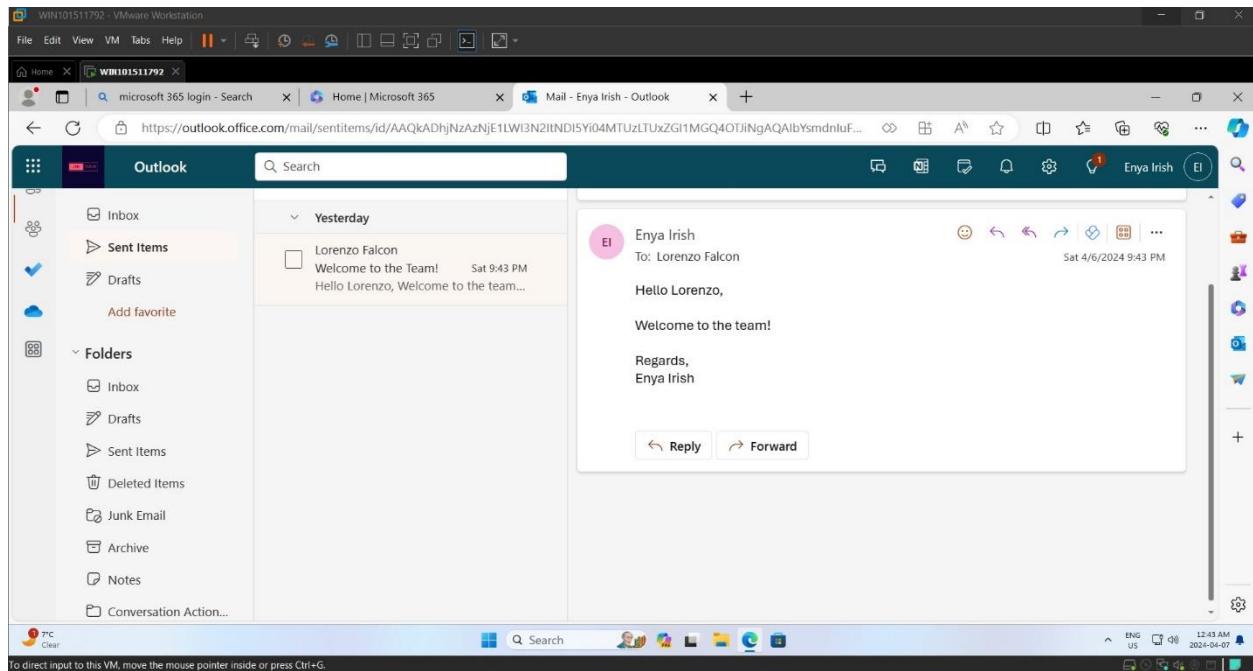


Figure 13: Email from Enya User 1

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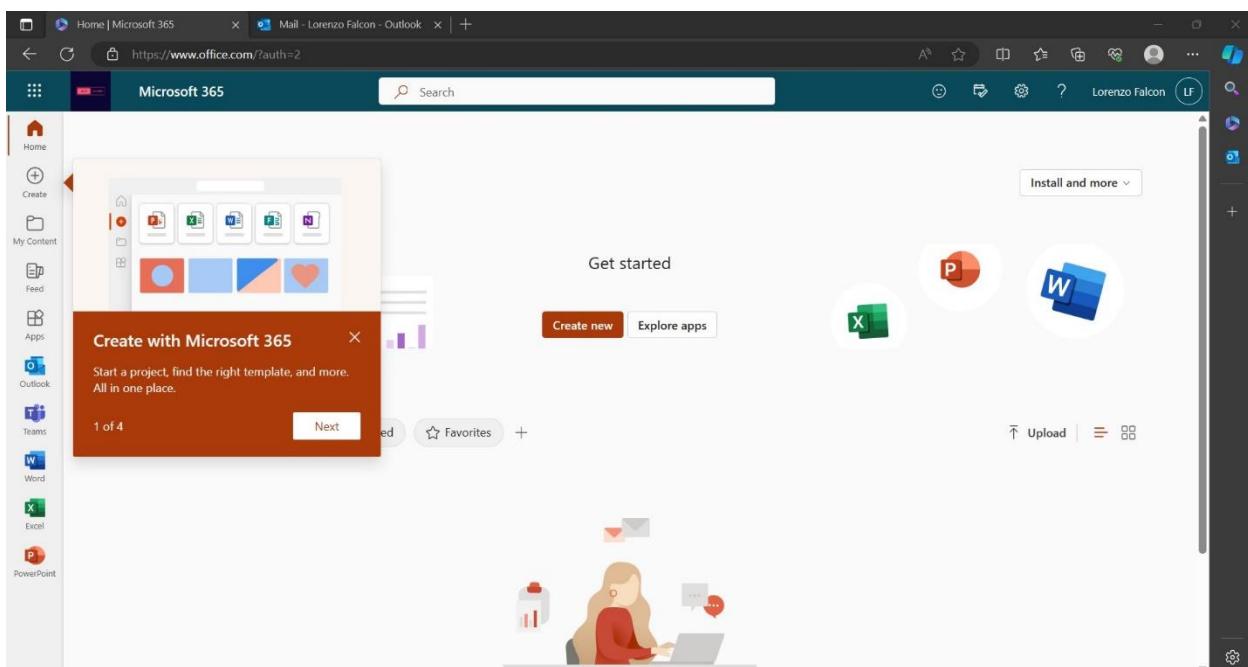


Figure 14: Launch m365 Web App for User 2 – Lorenzo

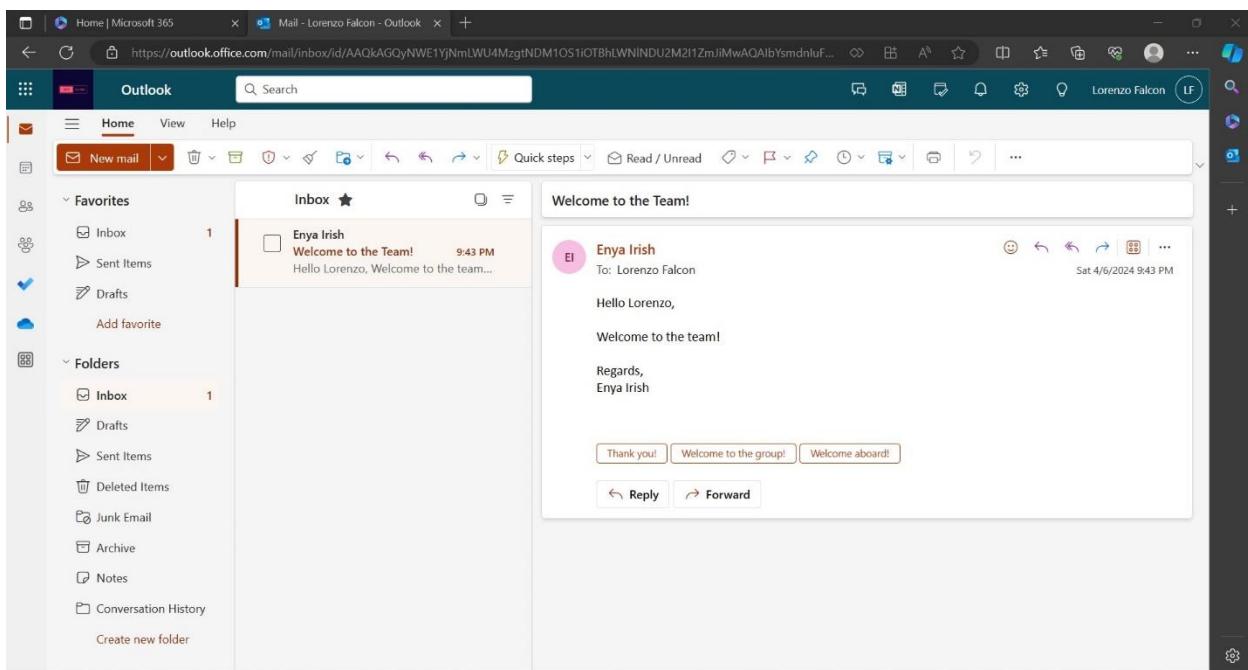


Figure 15: User 2 - Lorenzo - Inbox\_Email Received from User 1 -Enya

## Microsoft 365 Identity and Services – Enterprise Administration

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### Task 4: Working with Exchange

4.1 From Exchange Admin Center create a shared mailbox called yourname-Shared and give access to both users created in Task2.

The screenshot shows the Exchange Admin Center interface. On the left, the navigation menu includes Home, Recipients, Mailboxes, Groups, Resources, Contacts, Mail flow, Roles, Migration, Mobile, Reports, Insights, Public folders, Organization, Settings, and Other features. The main pane displays the 'Manage mailboxes' page with a list of existing mailboxes. A modal window titled 'Add a shared mailbox' is open on the right. In the 'Display name' field, 'Jennifer-Shared' is entered. In the 'Email address' field, 'Jennifer-Shared' is listed with the '@' symbol followed by 'jennifermbaegbu.onmicrosoft.com'. An 'Alias' field contains 'j Jennifer-Shared'. A 'Create' button is visible at the bottom of the modal.

Figure 16: Shared mailbox created

The screenshot shows the Exchange Admin Center interface. The left navigation menu is identical to Figure 16. The main pane displays the 'Manage mailbox delegation' page. A list of users is shown, with 'Jennifer-Shared' selected. The right side of the screen shows a table with columns for 'User Principal Name' and 'e-mail address'. Two items are listed: 'eirish@jennifermbaegbu.onmicrosoft.com' and 'lfalcon@jennifermbaegbu.onmicrosoft.com'. A 'Search' bar is present at the top of the delegation list.

Figure 17: 2 Users Added

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**4.2 From Exchange Admin Center create a distribution list called yourname-Dist and add both users from task two to this list.**

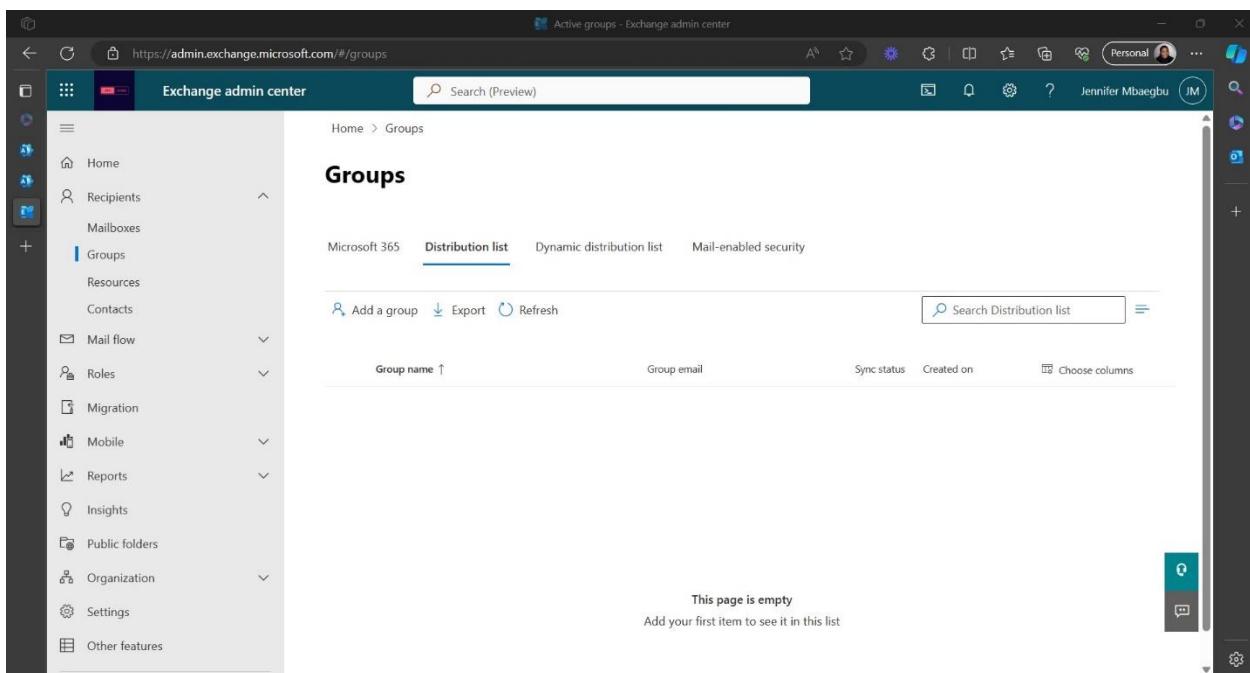


Figure 18: Create Distribution List

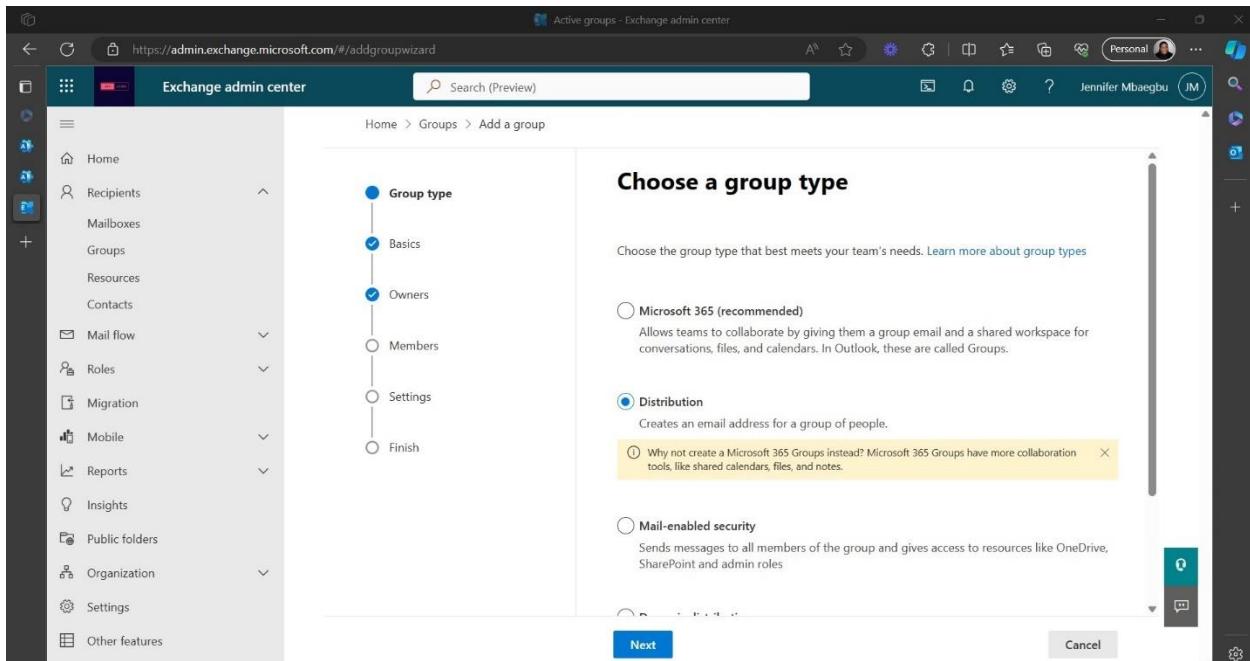


Figure 19: Choose Distribution Group Type

## Microsoft 365 Identity and Services – Enterprise Administration

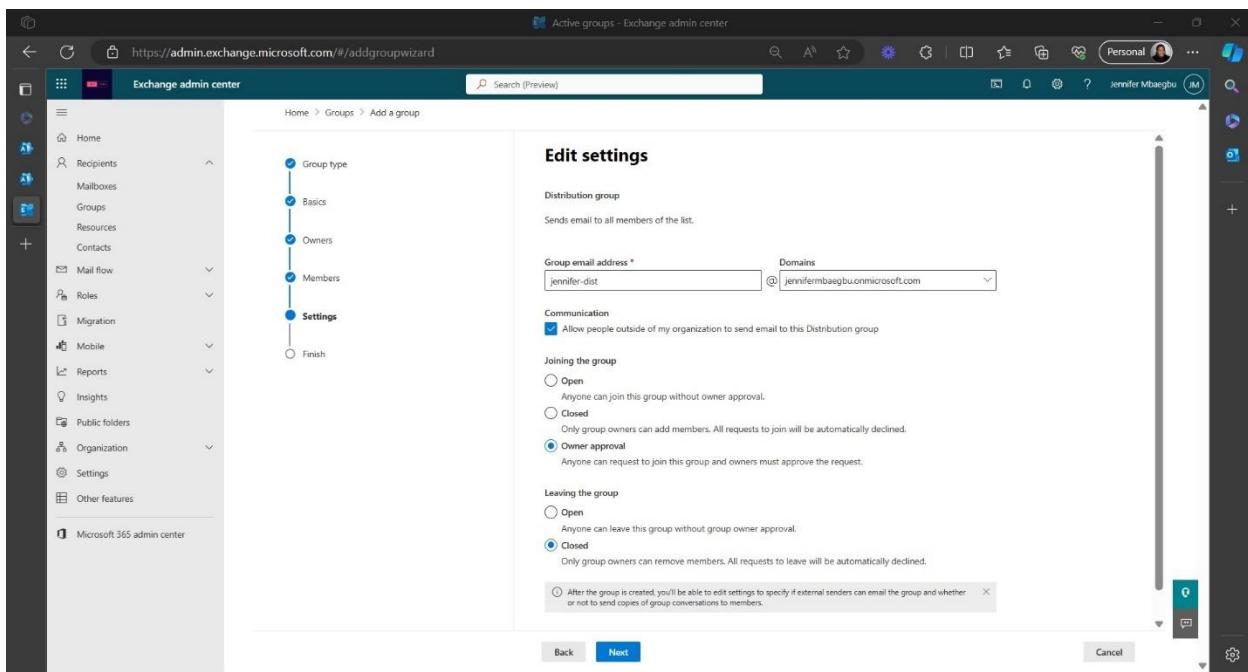


Figure 20: Distribution List Settings

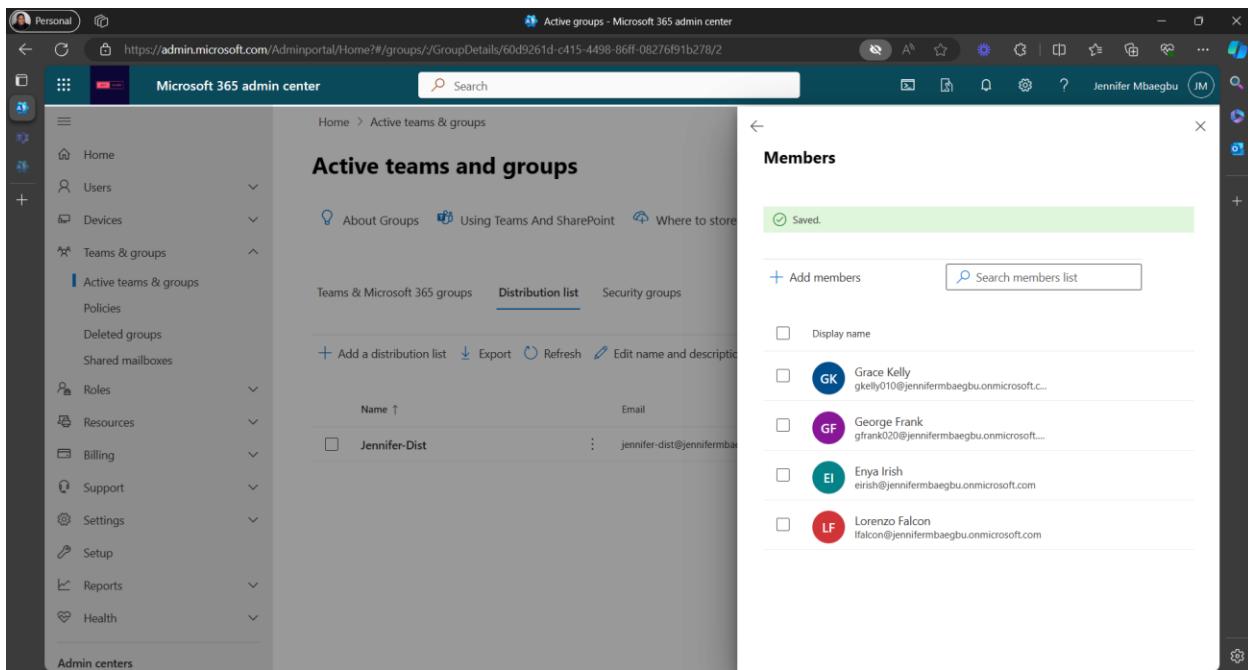


Figure 21: Jennifer-Dist Created

## Microsoft 365 Identity and Services – Enterprise Administration

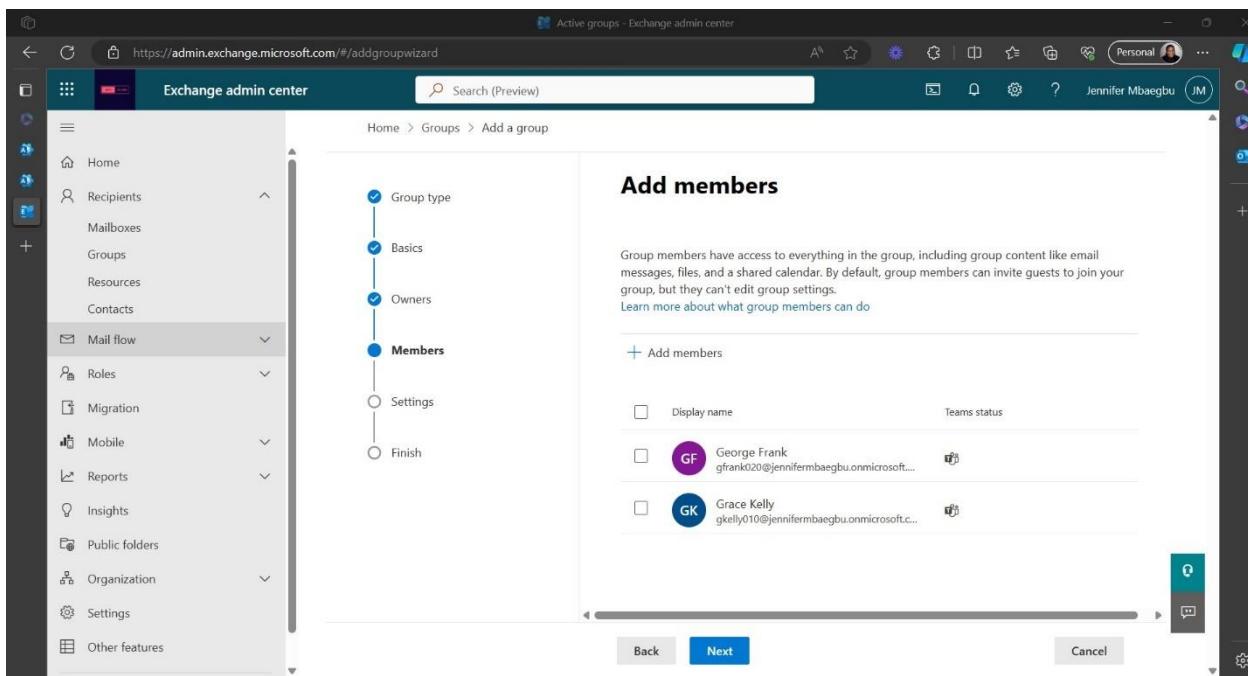


Figure 22: Members added

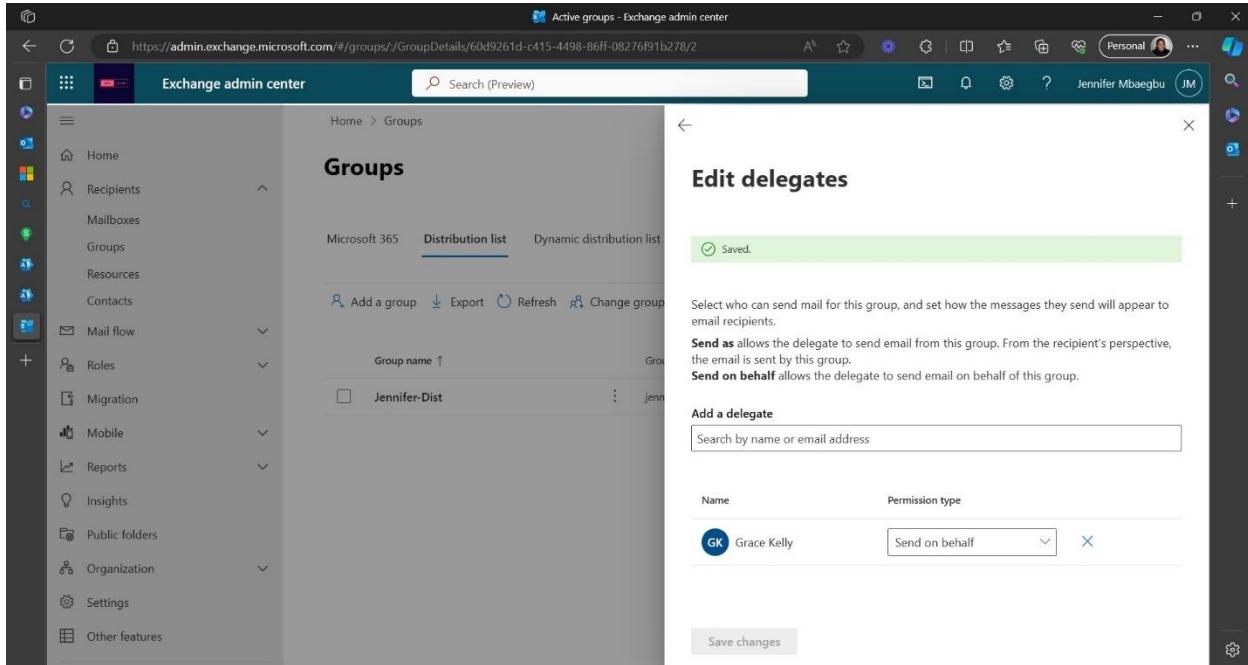
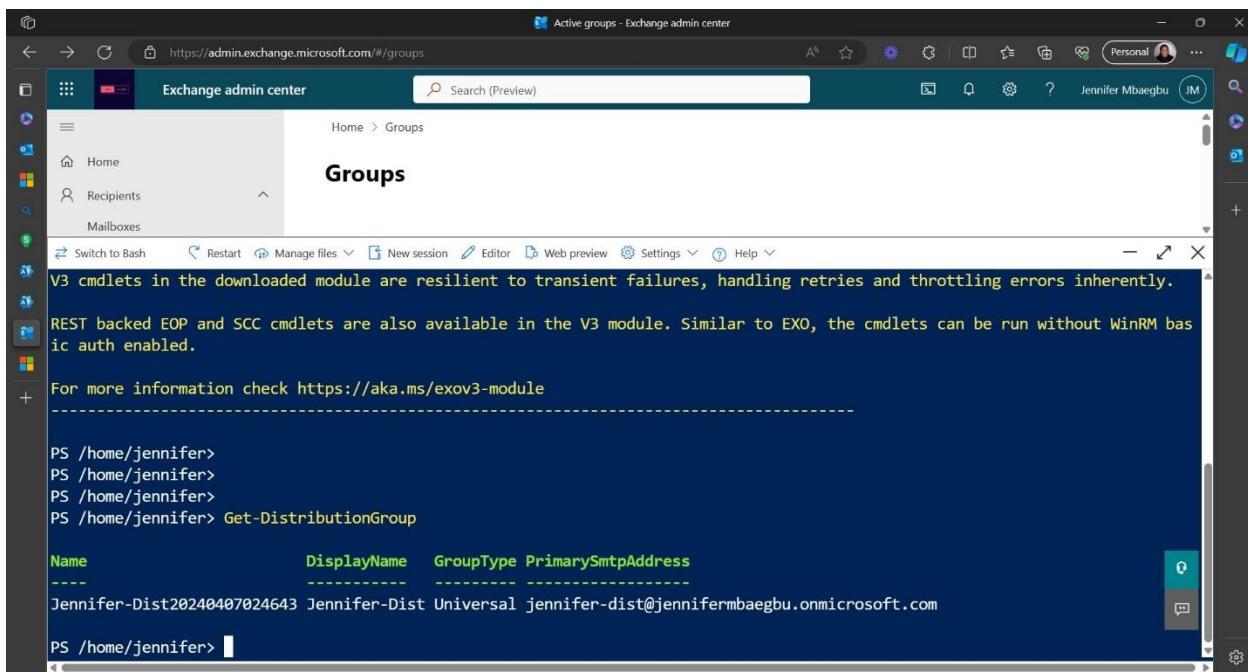


Figure 23: Distribution list delegated to one user

## Microsoft 365 Identity and Services – Enterprise Administration

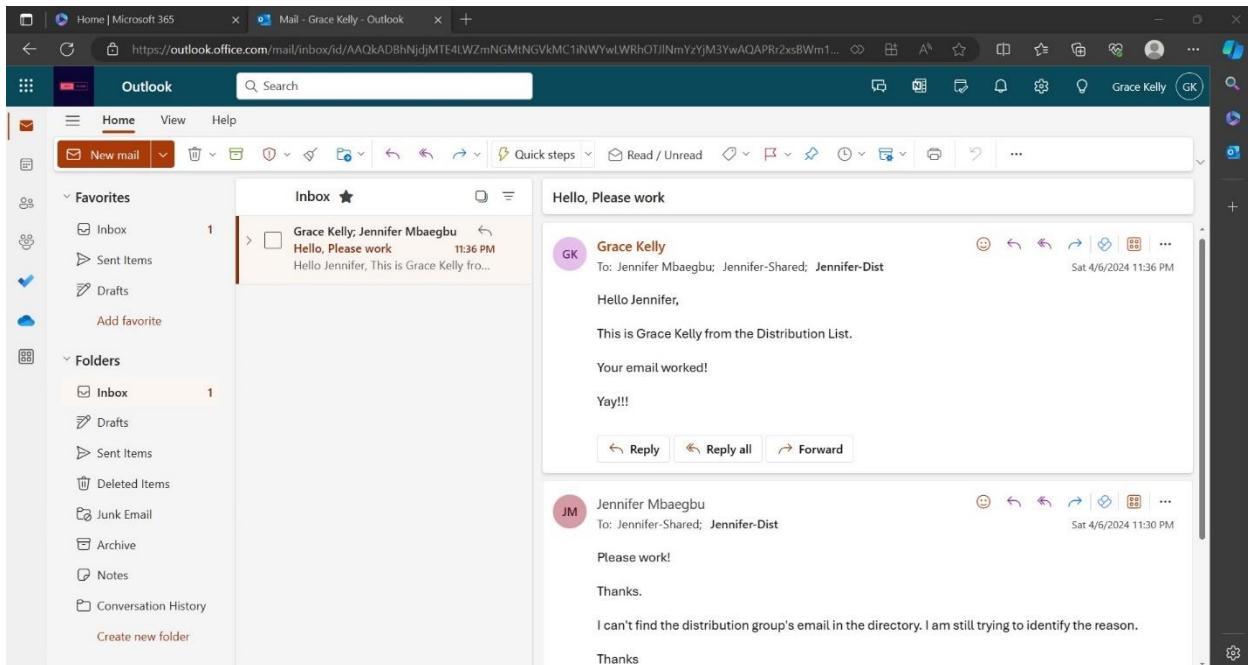


The screenshot shows the Exchange admin center interface with the 'Groups' page selected. A PowerShell session is running in the center pane, displaying the following output:

```
V3 cmdlets in the downloaded module are resilient to transient failures, handling retries and throttling errors inherently.  
REST backed EOP and SCC cmdlets are also available in the V3 module. Similar to EXO, the cmdlets can be run without WinRM basic auth enabled.  
For more information check https://aka.ms/exov3-module  
  
PS /home/jennifer>  
PS /home/jennifer>  
PS /home/jennifer>  
PS /home/jennifer> Get-DistributionGroup  
  
Name DisplayName GroupType PrimarySmtpAddress  
--- --- --- ---  
Jennifer-Dist20240407024643 Jennifer-Dist Universal jennifer-dist@jennifermbaegbu.onmicrosoft.com  
  
PS /home/jennifer>
```

Figure 24: Distribution email verified via PowerShell

### 4.3 Send an email to both Distribution list and Shared mailbox and show it was delivered to users' mailbox.



The screenshot shows an Outlook inbox with two messages. The top message is from Grace Kelly to Jennifer Mbaegbu, with the subject 'Hello, Please work'. The body of the message is:

Hello Jennifer, This is Grace Kelly from the Distribution List.  
Your email worked!  
Yay!!!

The bottom message is from Jennifer Mbaegbu to Jennifer Mbaegbu, with the subject 'Please work!'. The body of the message is:

Please work!  
Thanks.  
I can't find the distribution group's email in the directory. I am still trying to identify the reason.  
Thanks

## Microsoft 365 Identity and Services – Enterprise Administration

The screenshot shows the Microsoft Exchange Admin Center interface. On the left, there's a navigation sidebar with various options like Home, Recipients, Mail flow, and Message trace. Under Message trace, 'Alert policies' is selected. The main area is titled 'Message trace search results' and displays a table of two items. The columns are Date (UTC-05:00), Sender, Recipient, Subject, and Status. The first item is from '4/6/2024, 11:43 PM' to 'iam@jennifermbaegbu.on...' with subject 'Hello' and status 'Delivered'. The second item is from '4/6/2024, 11:30 PM' to 'iam@jennifermbaegbu.on...' with subject 'Hello, Please work' and status 'Delivered'.

The screenshot shows the Microsoft Outlook inbox. The left sidebar shows 'Favorites' with 'Inbox' and 'Sent Items' selected. The main pane displays an email from 'Jennifer Mbaegbu' to 'Jennifer-Shared; Jennifer-Dist' with the subject 'Hello, Please work'. The email body contains the message 'Please work!', 'Thanks.', 'I can't find the distribution group's email in the directory. I am still trying to identify the reason.', 'Thanks', and 'Jennifer'. Below the email are buttons for 'Reply', 'Reply all', and 'Forward'.

Figure 25: Email from Recipient of Distribution List

### 4.4 Provide a screenshot of your malware settings in different sections.

## Microsoft 365 Identity and Services – Enterprise Administration

The screenshot shows the Microsoft Defender Threat policies page. The left sidebar lists various management categories like Exposure management, Assets, Devices, Endpoints, Vulnerability management, Configuration management, Email & collaboration, Real-time detections, Review, Exchange message trace, Policies & rules, Cloud apps, Cloud discovery, and Cloud app catalog. The main content area is titled "Threat policies" and contains sections for "Templated policies" (Preset Security Policies, Configuration analyzer) and "Policies". Under "Policies", there are five listed: Anti-phishing, Anti-spam, Anti-malware, Safe Attachments, and Safe Links. Each policy has a brief description. The URL in the browser is https://security.microsoft.com/threatpolicy?tid=eb827ad5-5667-48bd-8653-ef37e2974804.

Figure 26: Locate Anti-malware - Email and Collaboration

The screenshot shows the Microsoft Defender Anti-malware settings page. The left sidebar is identical to Figure 26. The main content area is titled "Anti-malware" and displays a "Default (Default)" policy. It includes sections for "Description" (with an "Edit description" link), "Protection settings" (with "Enable the common attachments filter" set to "On"), "Customize file types" (listing file extensions like .ace, .apk, .app, .appx, .ani, .arj, .bat, .cab, .cmd, .com and 43 other file types), "When these file types are found" (rejecting messages with NDR), "Enable zero-hour auto purge for malware (Recommended)" (set to "On"), and "Notify an admin about undelivered messages from internal senders" (set to "Off"). A "Close" button is at the bottom right. The URL in the browser is https://security.microsoft.com/antimalware2?tid=eb827ad5-5667-48bd-8653-ef37e2974804.

Figure 27: Anti-Malware Settings

## Microsoft 365 Identity and Services – Enterprise Administration

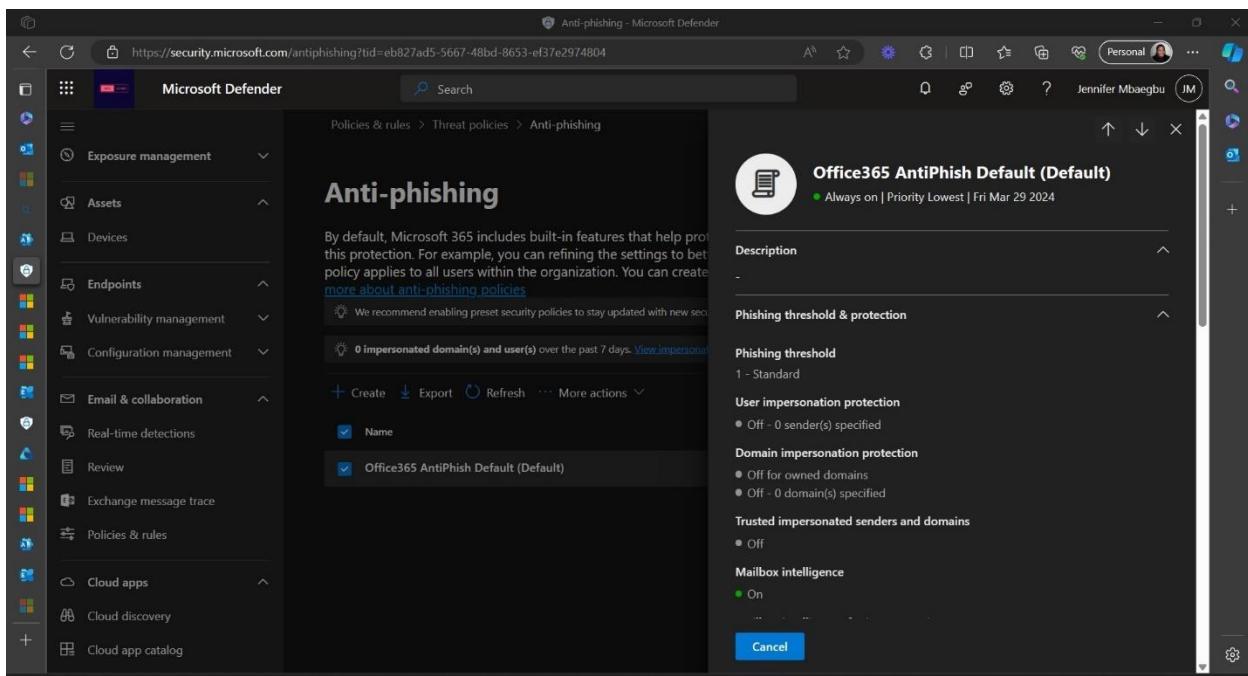


Figure 28: Anti-Phishing

## Microsoft 365 Identity and Services – Enterprise Administration

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### Task 5: Working SharePoint: 5.1 Display your active site

The screenshot shows the SharePoint admin center interface. On the left, there's a navigation sidebar with options like Home, Sites (Active sites selected), Policies, Settings, Content services, Migration, Advanced, More features, Customize navigation, and Show all. The main content area is titled "Active sites" and displays a table of existing sites. The columns in the table are Site name (sorted by ascending name), URL, Teams, Channel sites, Storage used (GB), and Primary admin. The table lists four sites: All Company, Apps, Communication site, and Jennifer-G2. A status bar at the bottom indicates 1.24 TB available of 1.24 TB.

Figure 29: List of Active Sites

### 5.2 Create a new document library site called your name and add both users from Task2 to the site

The screenshot shows the "Create a site: Select the site type" dialog box. It asks to select the type of site to create, with links to learn more about team sites or communication sites. Two main options are shown: "Team site" and "Communication site". The "Team site" section includes an illustration of two people working together, a brief description, and a bulleted list of features: Track and stay updated on project status, Share team resources and co-author content, All site owners and members publish site content, and Can connect to other Microsoft 365 products. The "Communication site" section includes an illustration of a person presenting to a group, a brief description, and a bulleted list of features: Create a portal or subject-focused site, Engage dozens or thousands of viewers, and Few content authors and many site visitors. At the bottom of the dialog, there are three buttons: "Browse more sites", "Syntex content center", and "Go to Migration Manager". The SharePoint admin center sidebar is visible on the left.

## Microsoft 365 Identity and Services – Enterprise Administration

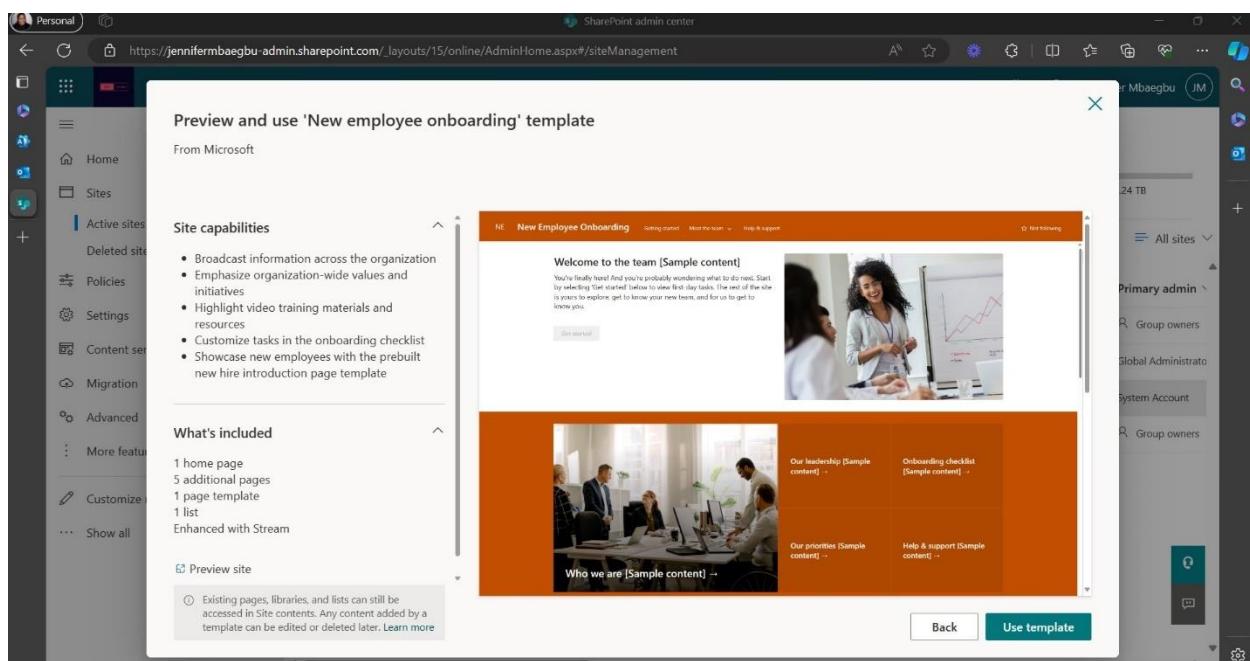
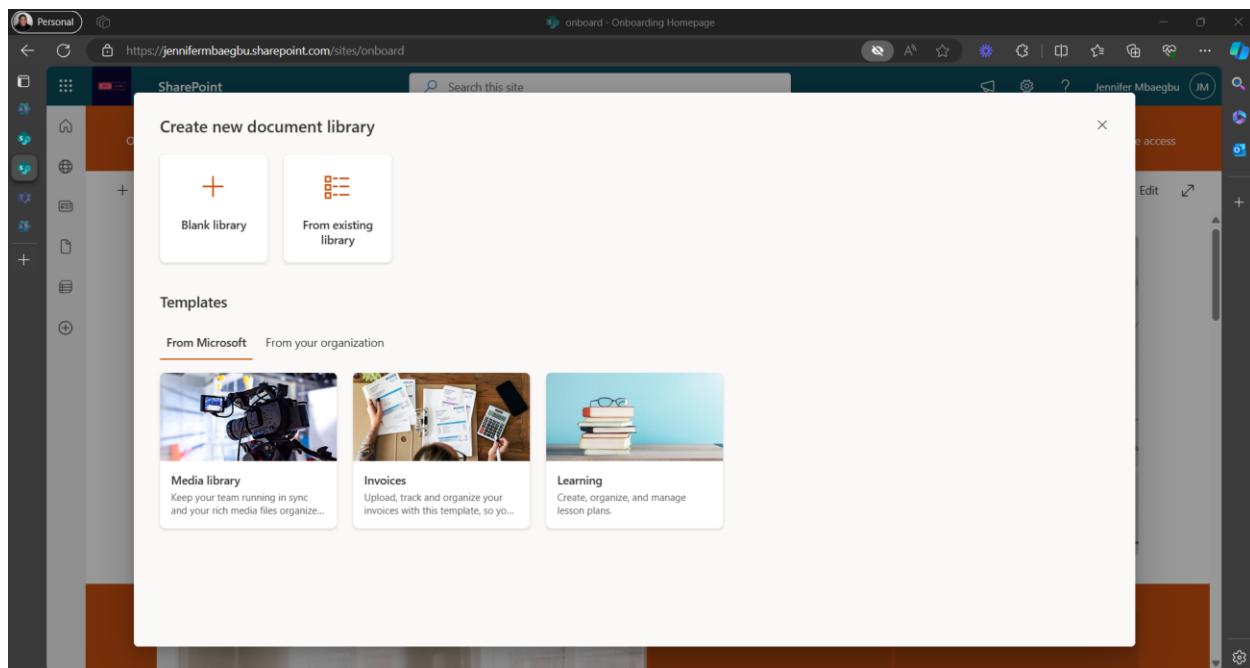


Figure 30: Selected Template



## Microsoft 365 Identity and Services – Enterprise Administration

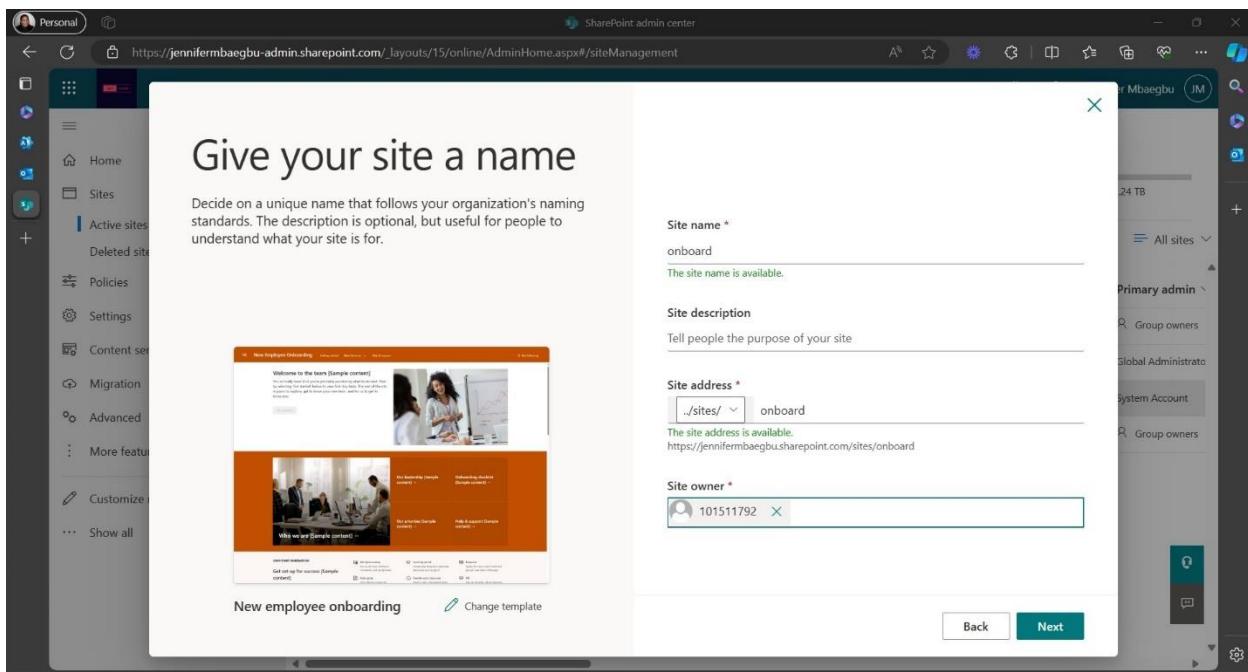


Figure 31: Give Site a name

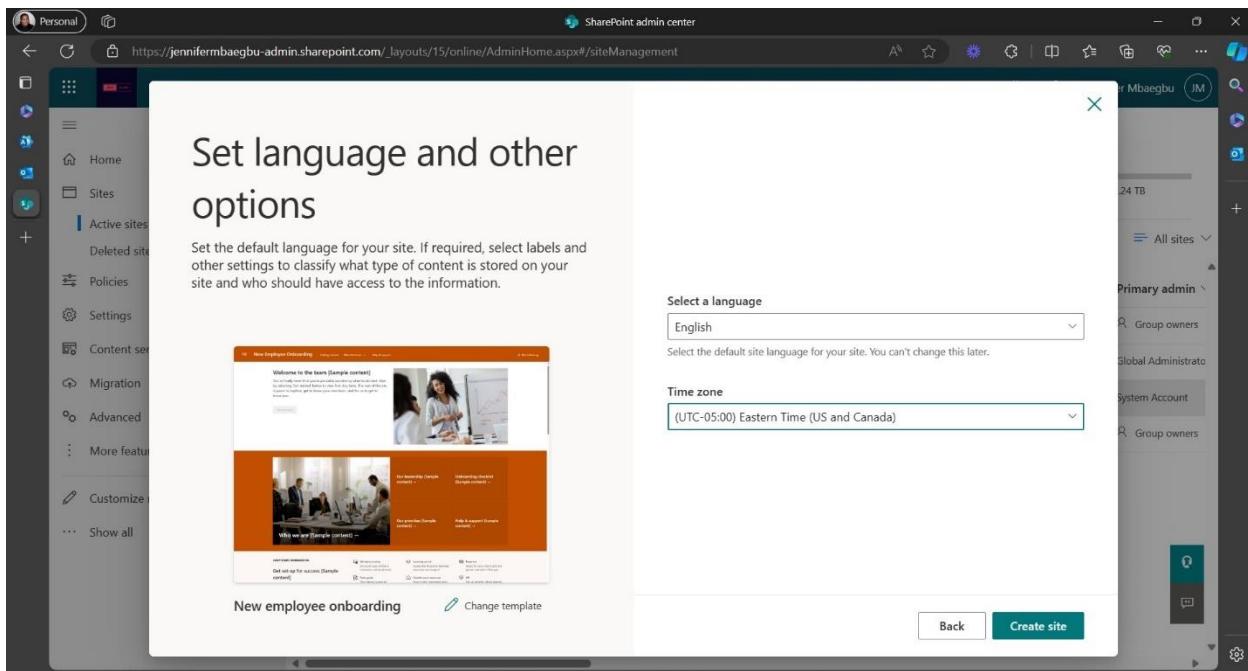


Figure 32: Set up Time and Language

## Microsoft 365 Identity and Services – Enterprise Administration

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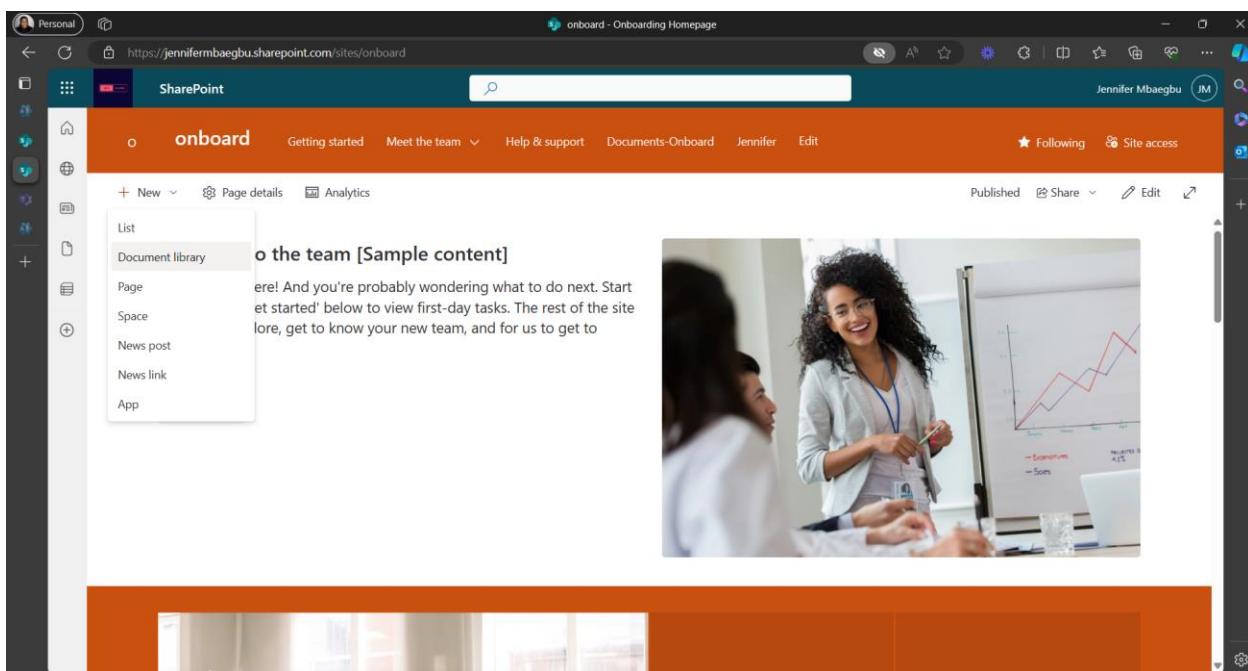
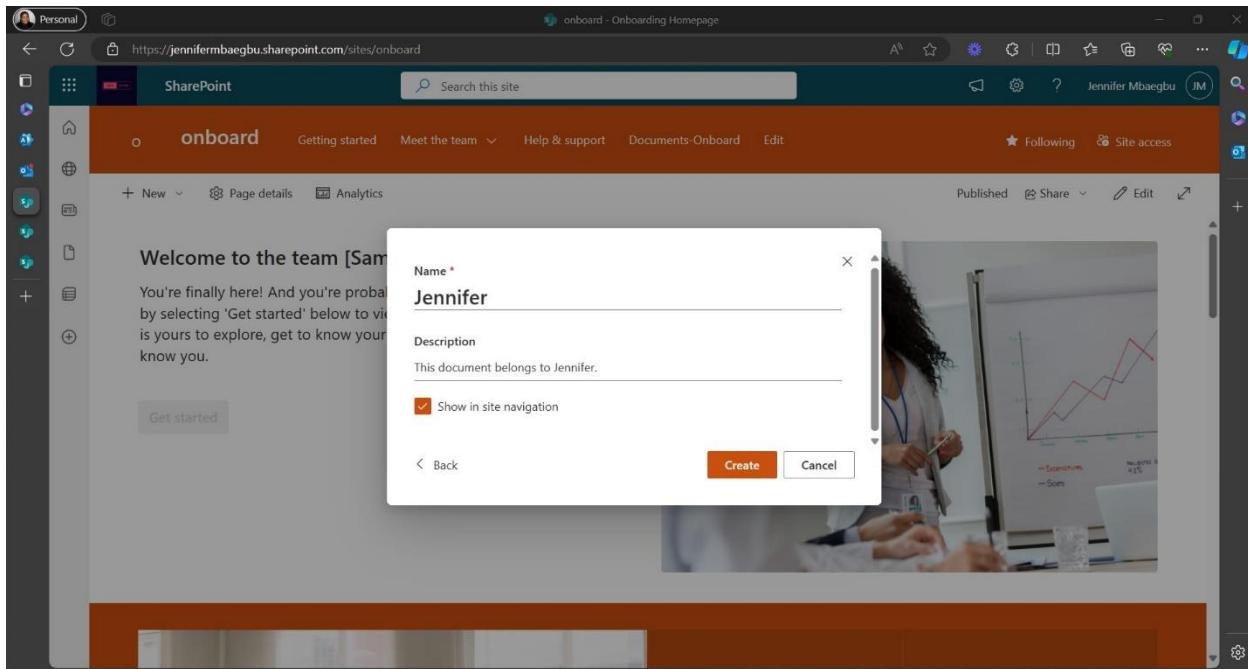


Figure 33: Select Document Library



## Microsoft 365 Identity and Services – Enterprise Administration

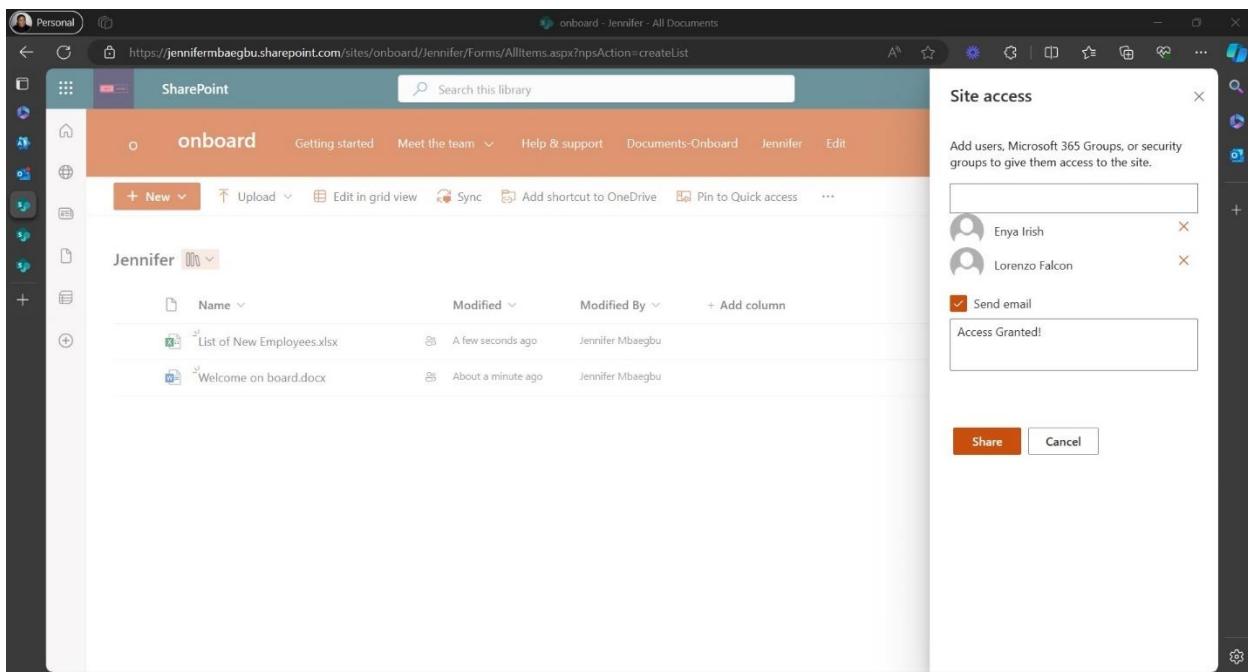


Figure 34: Members added

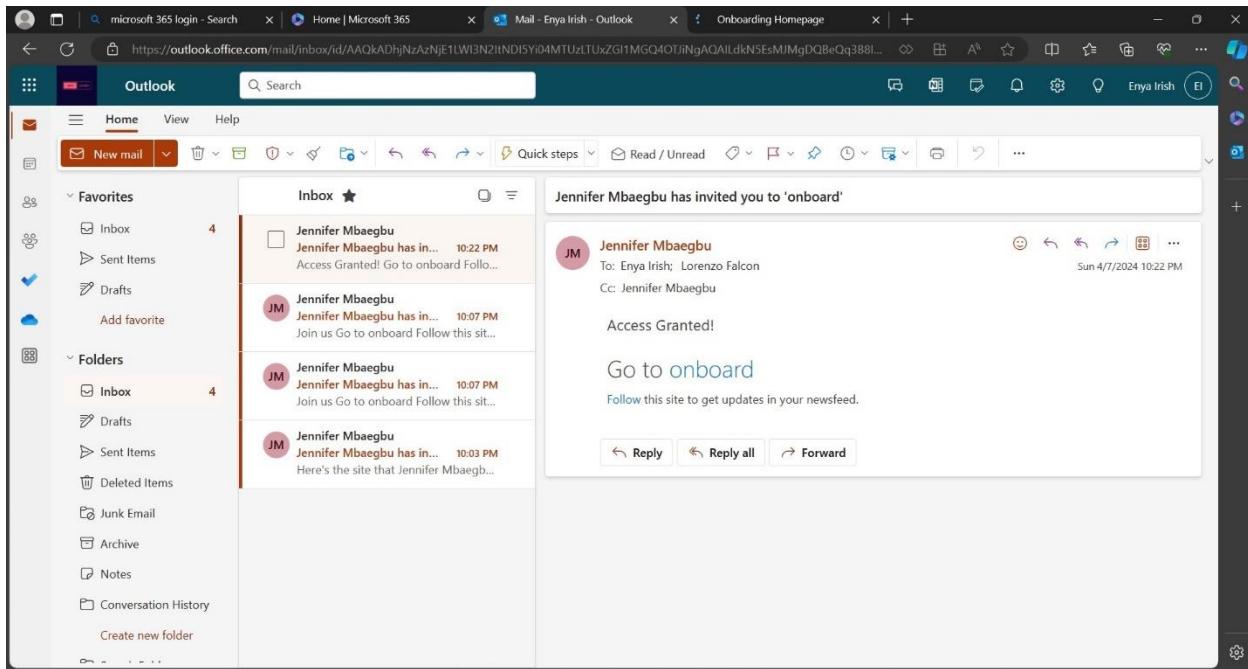


Figure 35: Access Request Email and record

## Microsoft 365 Identity and Services – Enterprise Administration

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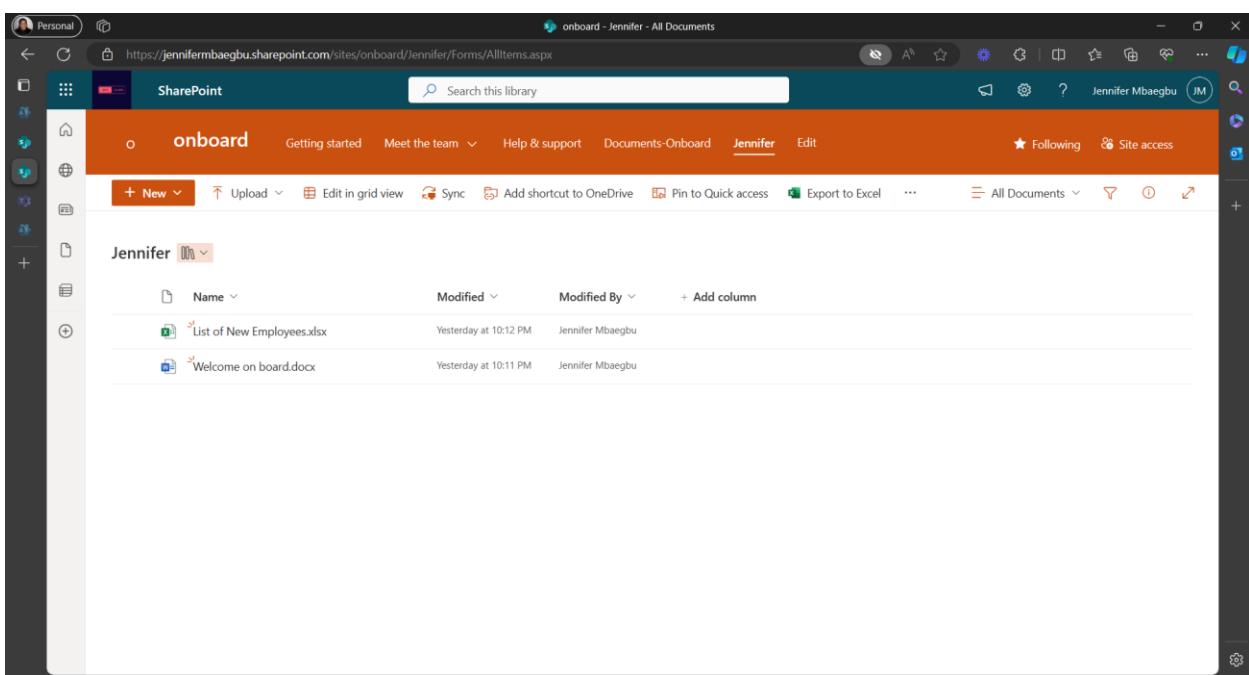


Figure 36: Documents in Document Library

### 5.3 Change the sharing policy so that only People in your organization are allowed to share files over One Drive

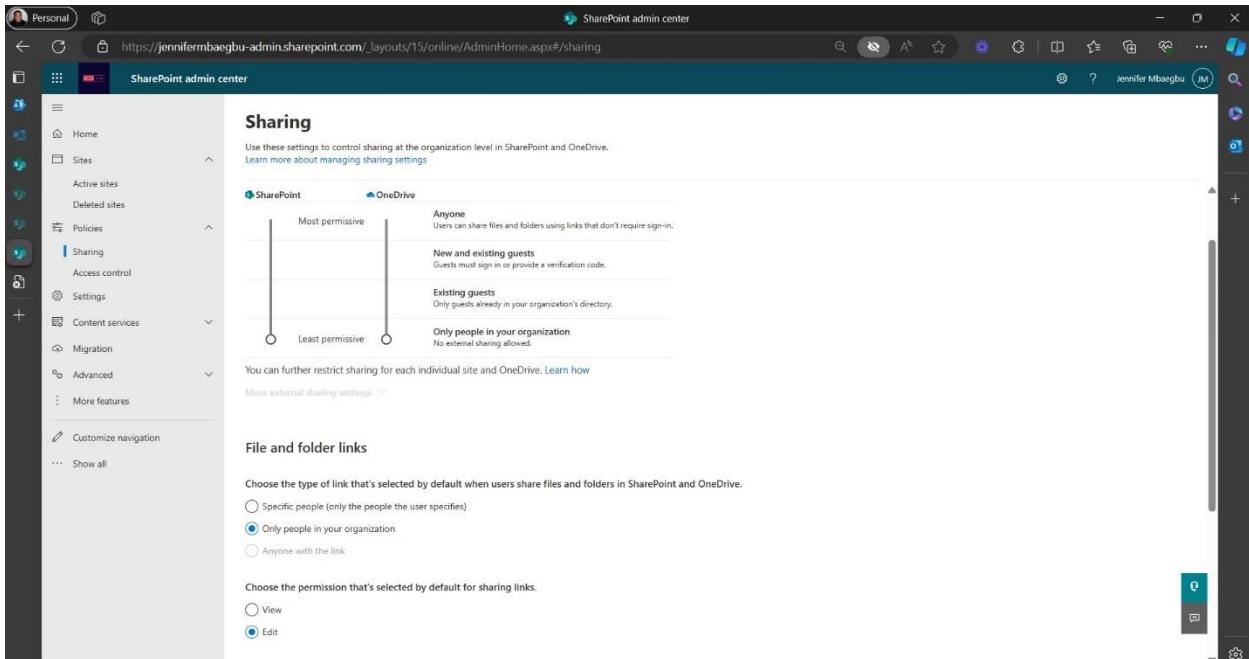


Figure 37: SharePoint Admin Center - Policies – Sharing

## Microsoft 365 Identity and Services – Enterprise Administration

### Task 6: Working with Teams

6.1 Create a new Team for 2 users from Task 2 and call it yourname-Team

The screenshot shows the SharePoint admin center interface. On the left, the navigation menu includes 'Active sites' under 'Sites'. In the center, the 'Active sites' page lists several sites: 'All Company', 'Apps', 'Communication site', 'Jennifer-G2', 'Jennifer-Team', and 'onboard'. On the right, a detailed view of the 'Jennifer-Team' site is shown. The title bar says 'Jennifer-Team' and 'Private team'. Below it, there's a brief description: 'This is Jennifer's Team'. A tab bar at the top of the details section includes 'General', 'Activity', 'Membership', and 'Settings', with 'General' being the active tab. Under 'Basic info', the name is 'Jennifer-Team', primary email is 'Jennifer-Team@jennifermbaegbu.onmicrosoft.com', and it was created on 4/7/24 at 8:35 PM by 'Jennifer-Team Owners' from Microsoft 365 group. The 'Other info' section shows 'Aliases' and 'Edit' links. The 'Site info' section includes fields for 'Site name' (set to 'Jennifer-Team'), 'Site address' (set to '.../jennifer-Team'), 'Hub association' (set to 'None'), 'Description' (set to 'This is Jennifer's Team'), 'Domain' (set to 'jennifermbaegbu.sharepoint.com'), 'Template' (set to 'Team site'), and 'Channel sites' (set to '1 site'). There is also a 'View' link.

The screenshot shows the Microsoft Teams admin center. The left sidebar has 'Teams' selected under 'Manage teams', with sub-options like 'Teams settings', 'Teams policies', 'Team templates', 'Templates policies', 'Teams update policies', and 'Teams upgrade settings'. The main area shows the 'Jennifer-Team' dashboard, which includes a purple square icon with 'JT', 'Team members' (JM), 'Open in Teams', and 'Send email'. Below this, there are tabs for 'Members', 'Channels', and 'Settings', with 'Members' being the active tab. A sub-menu for 'Members' shows options: '+ Add owners', '+ Add members', 'Remove', and '1 item'. A table below lists one item: 'JM' (Jennifer Mbae...), 'Display name' (JM), 'Username' (iam@jennifermbaegbu...), 'Title' (None), and 'Location' (None). To the right, a large modal window titled 'Add members' is open. It has a search bar with 'Lor' typed in. A list titled 'Team members to add: 2' shows two users: 'Enya Irish (ENYA)' and 'Lorenzo Falcon (LORENZO)'. At the bottom of the modal are 'Apply' and 'Cancel' buttons.

6.2 Add two more users to the team

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The screenshot shows the Microsoft Teams admin center interface. On the left, the navigation menu is visible with options like Dashboard, Teams, Manage teams, and various settings. In the center, the 'Jennifer-Team' page is displayed, showing team details such as privacy set to 'Private', email address, and member count. A modal window titled 'Add members' is open on the right, allowing users to search for and add new team members. Two members, Grace Kelly and George Frank, are listed with their profile icons and email addresses. At the bottom of the modal are 'Apply' and 'Cancel' buttons.

Figure 38: 2 more members added

This screenshot shows the same Microsoft Teams admin center interface as Figure 38, but with a different team selected. The 'Jennifer-Team' page is now active, showing its details. The 'Members' tab is selected, displaying a list of five team members: Grace Kelly, George Frank, Enya Irish, Jennifer Mbae..., and Lorenzo Falcon. Each member has a small profile icon, their name, email address, and a dropdown menu for managing their role. The 'Edit' button is visible at the top right of the member list area.

Figure 39: Interface to Jennifer-team

### 6.3 Create two channels

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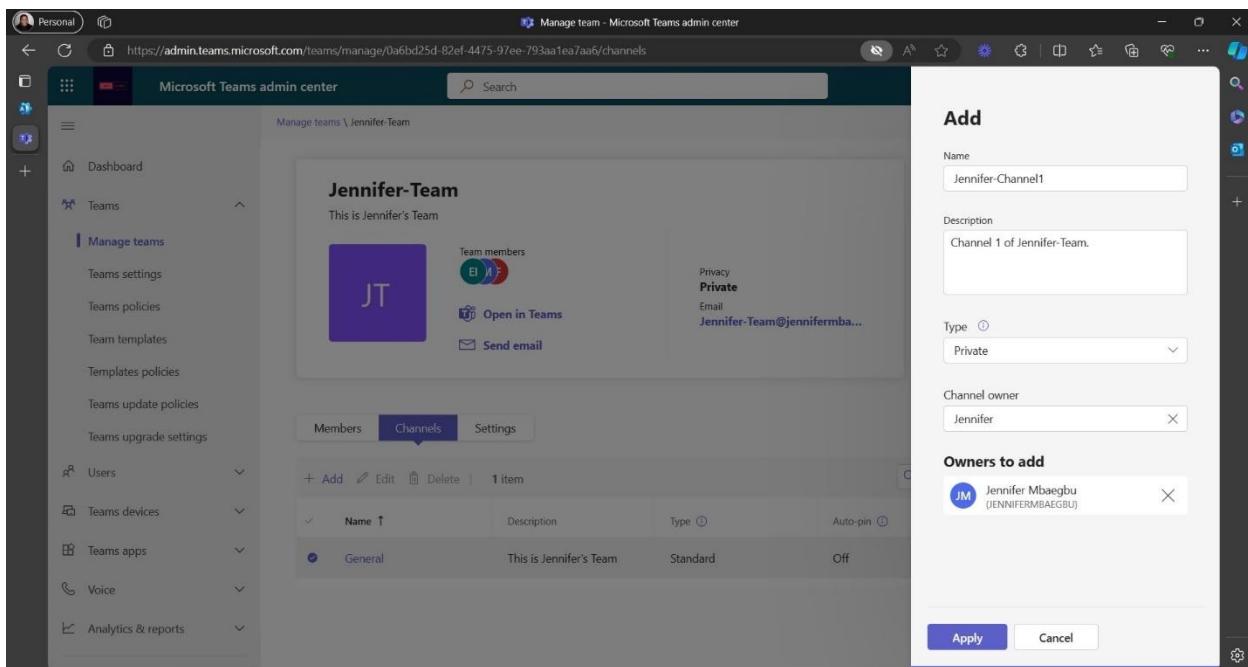


Figure 40: Jennifer-Channel 1

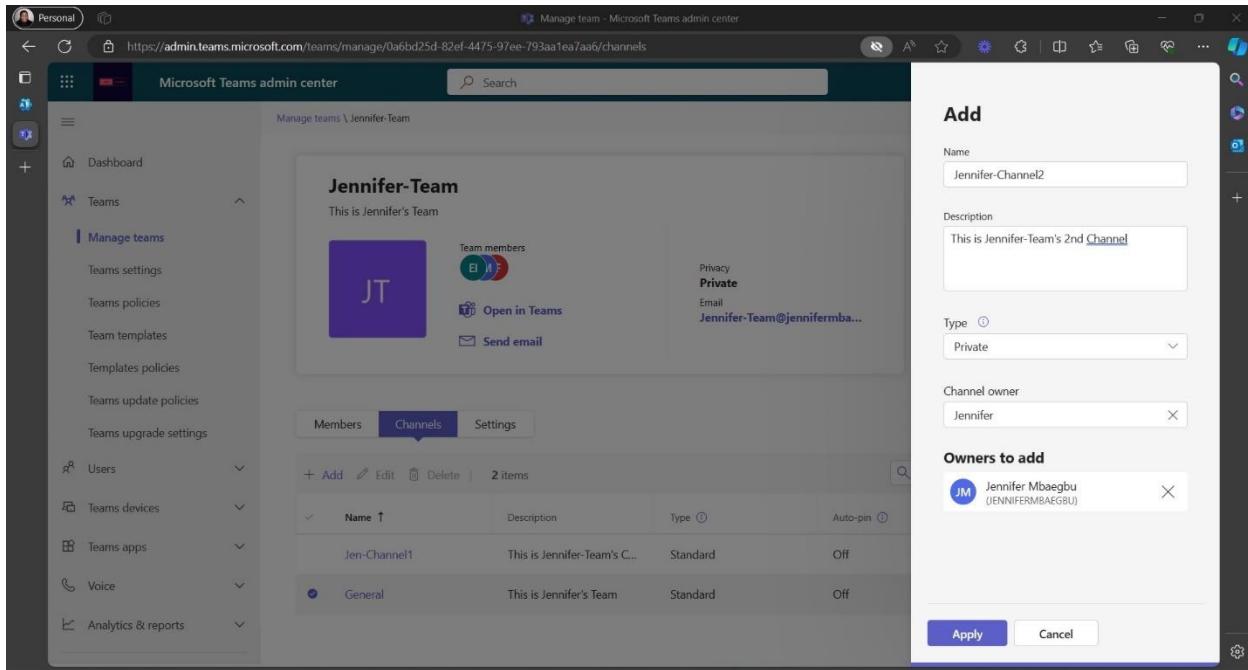


Figure 41: Jennifer-Channel 2

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6.4 Create a policy that do not allow Private and shared channel creation. Call it yournameTeamsPolicy

The screenshot shows the Microsoft Teams Admin Center interface. On the left, the navigation menu is open, showing options like Dashboard, Teams, Manage teams, Teams settings, Teams policies (which is selected), Team templates, Templates policies, Teams update policies, Teams upgrade settings, Users, Teams devices, Teams apps, Voice, and Analytics & reports. The main content area is titled "Teams policies" and contains a "Teams policies summary" box showing 1 Default policy and 0 Custom policies. Below this is a table with columns: Name, Description, Custom policy, and Assigned to users. A single row is visible: Global (Org-wide default), Default policy for users ..., No. To the right, a modal window titled "New teams policy" is open. It has fields for "Name" (set to "JenniferTeamPolicy") and "Description" (set to "Policy for Teams"). Under "Discover private teams", the "Create private channels" toggle is off. Under "Invite external users to shared channels", the "Join external shared channels" toggle is on. At the bottom of the modal are "Apply" and "Cancel" buttons.

6.5 Assign the policy from task 6.4 to the two users from task 2

The screenshot shows the Microsoft Teams Admin Center interface. The navigation menu is identical to the previous screenshot. The main content area is titled "Teams policies" and shows a "Teams policies summary" box with 1 Default policy and 1 Custom policy. Below this is a table with columns: Group name, Rank, Group email, and Assigned policy. A single row is visible: Jennifer-Team, 1, No data is available, and No assigned policy. To the right, a modal window titled "Assign policy to group" is open. It shows a group named "Jennifer-Team" with 5 users. The "Select a policy" dropdown is set to "JenniferTeamPolicy". The "Select rank" input field is set to "1". Below it, a note says "Select rank 1 if you want the selected policy to be effective for everyone in the selected group." At the bottom of the modal are "Apply" and "Cancel" buttons.

Figure 42: Assign Policy

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The screenshot shows the Microsoft Teams Admin Center interface. The left sidebar has a dark theme with various navigation options like Dashboard, Teams, Manage teams, etc. The main content area is titled 'Teams policies' and displays a summary: 1 Default policy and 1 Custom policy. Below this, there are tabs for 'Manage policies' and 'Group policy assignment'. The 'Group policy assignment' tab is selected, showing a table with one item assigned to a team. The table columns include Group name, Rank, Group email, and Assigned policy. The item listed is 'Jennifer-Team' with rank 1, email 'Jennifer-Team@jennifermbae', and policy 'JenniferTeamPolicy'.

Figure 43: Policy Assigned

The screenshot shows the Microsoft Teams Admin Center interface. The left sidebar has a dark theme with various navigation options like Dashboard, Teams, Manage teams, etc. The main content area is titled 'Activity log' and displays network record upload information, group policy operations from the Teams admin center and PowerShell, and batch policy operations (for more than 20 users) from the Teams admin center, for the last 30 days. Below this, there is a table showing activity logs. The table has columns for Activity, Group name, Policy type, Policy name, Submitted by, and Submitted on. One entry is visible: 'Group policy assignment' for 'Jennifer-Team' with 'TeamsChannelsPolicy' as the policy type, submitted by 'Jennifer Mbaegbu' on 'Apr 8, 2024 1:15 AM'.

Figure 44: Activity Status to view log