

M365 Exchange Online Portfolio Tasks

This repository documents a series of tasks performed within Microsoft 365 Exchange Online, demonstrating key administrative skills related to mailbox management, mail flow, and data retention. Each task includes detailed steps and corroborating screenshots as evidence of successful completion.

Task 1: Mailbox Delegation

Objective: To create a new user and delegate specific mailbox permissions to different group members, then validate mail flow from each delegated permission.

Instructions:

1. Create a user profile for 'Andre Onana'.
2. Navigate to the Exchange admin centre to delegate the following distinct mailbox permissions to different members of your group for 'Andre Onana':
 - Send as
 - Send on Behalf
 - Full Mail Access
3. Orchestrate a mail flow examination from each group member under the delegated permissions for 'Andre Onana'.
4. Provide screenshots of this entire process.

Task 2: Mail Forwarding Configuration

Objective: To configure automatic mail forwarding for a user's mailbox to another group member.

Instructions:

1. Create a user named 'Declan Rice'.
2. Configure Declan Rice's mailbox settings so that all incoming communications are automatically rerouted to another group member's mailbox.
3. Validate this setup by initiating an email to 'Declan Rice'.
4. Capture evidence of successful forwarding via screenshots.

Task 3: Shared Mailbox

Objective: To create and manage a shared mailbox, integrating group members and performing mail flow tests.

Instructions:

1. Create a shared mailbox designated 'Enquiries' for your organization.
2. Integrate your group members into this shared mailbox.
3. Execute a series of mail flow tests, with each test conducted by different users within your group.
4. Provide screenshots of this process.

Task 4: Litigation Hold and Recovery Operation

Objective: To apply a litigation hold on a user's mailbox, simulate item deletion, and then recover the deleted items.

Instructions:

1. Apply a litigation hold on 'Andre Onana's' mailbox to safeguard against data loss.
2. Simulate an item deletion scenario within his mailbox.
3. Navigate the recovery process and restore the deleted items.