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| **Topic:** | Script to export teams settings from user |

Document Control

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| **Rev** | **Date** | **Changes Made** | **By (User)** |
| 1.0 | 25/09/2024 | Initial document creation | Mathew Gallehawk |

# Requirements

* Requires powershell reams module, will install if missing
* Powershell in Admin mode.
* execution policy set to unrestricted

# Process

**Steps to Use the Script**

1. **Open PowerShell**: Launch PowerShell with administrative privileges.
2. **Navigate to Script Location**: Change the directory to where the script is located.   
   For example: cd "C:\Path\To\Script"
3. **Run the Script**: Execute the script by typing its name.   
   For example: .\Calander Management.ps1
4. **If the required modules are not detected follow the prompts to install them**.
5. **Once the modules are installed you will be required to add the email of the user in question**.

The results will output in the folder the script is in

# Script Review

This PowerShell script is designed to manage mailbox permissions in Exchange Online. Below is a detailed explanation of the script's functionality:

**Script Overview**

* **Author**: Mathew Gallehawk
* **Purpose**: Manage mailbox permissions
* **Context**: Built for INC0040265

**Functions**

**1.**[**Check-Module**](vscode-file://vscode-app/c:/Users/e103719/AppData/Local/Programs/Microsoft%20VS%20Code/resources/app/out/vs/code/electron-sandbox/workbench/workbench.html)

* **Purpose**: Ensures the [ExchangeOnlineManagement](vscode-file://vscode-app/c:/Users/e103719/AppData/Local/Programs/Microsoft%20VS%20Code/resources/app/out/vs/code/electron-sandbox/workbench/workbench.html" \o ") module is installed.
* **Logic**:
  + Checks if the module is available.
  + If not, installs the module.

**2. [ViewCalander](vscode-file://vscode-app/c:/Users/e103719/AppData/Local/Programs/Microsoft%20VS%20Code/resources/app/out/vs/code/electron-sandbox/workbench/workbench.html" \o ")**

* **Purpose**: Outputs a file listing the user permissions for an Outlook calendar.
* **Logic**:
  + Prompts the user for the calendar email address and name.
  + Constructs the calendar identity.
  + Retrieves and outputs the mailbox folder permissions to a CSV file.

**3. [removeUser](vscode-file://vscode-app/c:/Users/e103719/AppData/Local/Programs/Microsoft%20VS%20Code/resources/app/out/vs/code/electron-sandbox/workbench/workbench.html" \o ")**

* **Purpose**: Removes a user from the calendar permissions.
* **Logic**:
  + Prompts the user for the email address of the user to remove, the calendar email address, and the calendar name.
  + Constructs the calendar identity.
  + Logs the current permissions to a CSV file.
  + Removes the user from the mailbox folder and mailbox permissions.
  + Logs the updated permissions to the CSV file.

**4. [addUser](vscode-file://vscode-app/c:/Users/e103719/AppData/Local/Programs/Microsoft%20VS%20Code/resources/app/out/vs/code/electron-sandbox/workbench/workbench.html" \o ")**

* **Purpose**: Adds a user to the calendar permissions.
* **Logic**:
  + Prompts the user for the type of access (Reviewer or Editor), the email address of the user to add, the calendar email address, and the calendar name.
  + Constructs the calendar identity.
  + Logs the current permissions to a CSV file.
  + Adds the user to the mailbox folder and mailbox permissions based on the selected access type.
  + Logs the updated permissions to the CSV file.

**Main Function**

[**main**](vscode-file://vscode-app/c:/Users/e103719/AppData/Local/Programs/Microsoft%20VS%20Code/resources/app/out/vs/code/electron-sandbox/workbench/workbench.html)

* **Purpose**: The entry point of the script.
* **Logic**:
  + Calls [Check-Module](vscode-file://vscode-app/c:/Users/e103719/AppData/Local/Programs/Microsoft%20VS%20Code/resources/app/out/vs/code/electron-sandbox/workbench/workbench.html) to ensure the necessary module is installed.
  + Connects to Exchange Online.
  + Enters a loop to continuously prompt the user for actions:
    - [1](vscode-file://vscode-app/c:/Users/e103719/AppData/Local/Programs/Microsoft%20VS%20Code/resources/app/out/vs/code/electron-sandbox/workbench/workbench.html): Calls [ViewCalander](vscode-file://vscode-app/c:/Users/e103719/AppData/Local/Programs/Microsoft%20VS%20Code/resources/app/out/vs/code/electron-sandbox/workbench/workbench.html" \o ") to view mailbox permissions.
    - [2](vscode-file://vscode-app/c:/Users/e103719/AppData/Local/Programs/Microsoft%20VS%20Code/resources/app/out/vs/code/electron-sandbox/workbench/workbench.html): Calls [removeUser](vscode-file://vscode-app/c:/Users/e103719/AppData/Local/Programs/Microsoft%20VS%20Code/resources/app/out/vs/code/electron-sandbox/workbench/workbench.html" \o ") to remove a user from the calendar.
    - [3](vscode-file://vscode-app/c:/Users/e103719/AppData/Local/Programs/Microsoft%20VS%20Code/resources/app/out/vs/code/electron-sandbox/workbench/workbench.html): Calls [addUser](vscode-file://vscode-app/c:/Users/e103719/AppData/Local/Programs/Microsoft%20VS%20Code/resources/app/out/vs/code/electron-sandbox/workbench/workbench.html" \o ") to add a user to the calendar.
    - [EXIT](vscode-file://vscode-app/c:/Users/e103719/AppData/Local/Programs/Microsoft%20VS%20Code/resources/app/out/vs/code/electron-sandbox/workbench/workbench.html): Disconnects from Exchange Online and exits the script.
  + Disconnects from Exchange Online when the loop ends.

**Usage**

1. **Run the Script**: Execute the script in a PowerShell environment.
2. **Follow Prompts**: The script will prompt you for various inputs based on the selected action.
3. **Manage Permissions**: Use the options to view, add, or remove mailbox permissions.

**Example**

* To view mailbox permissions, input [1](vscode-file://vscode-app/c:/Users/e103719/AppData/Local/Programs/Microsoft%20VS%20Code/resources/app/out/vs/code/electron-sandbox/workbench/workbench.html) when prompted.
* To remove a user, input [2](vscode-file://vscode-app/c:/Users/e103719/AppData/Local/Programs/Microsoft%20VS%20Code/resources/app/out/vs/code/electron-sandbox/workbench/workbench.html) and follow the prompts.
* To add a user, input [3](vscode-file://vscode-app/c:/Users/e103719/AppData/Local/Programs/Microsoft%20VS%20Code/resources/app/out/vs/code/electron-sandbox/workbench/workbench.html) and follow the prompts.
* To exit, type [EXIT](vscode-file://vscode-app/c:/Users/e103719/AppData/Local/Programs/Microsoft%20VS%20Code/resources/app/out/vs/code/electron-sandbox/workbench/workbench.html).

This script automates the management of mailbox permissions, making it easier to handle user access in Exchange Online