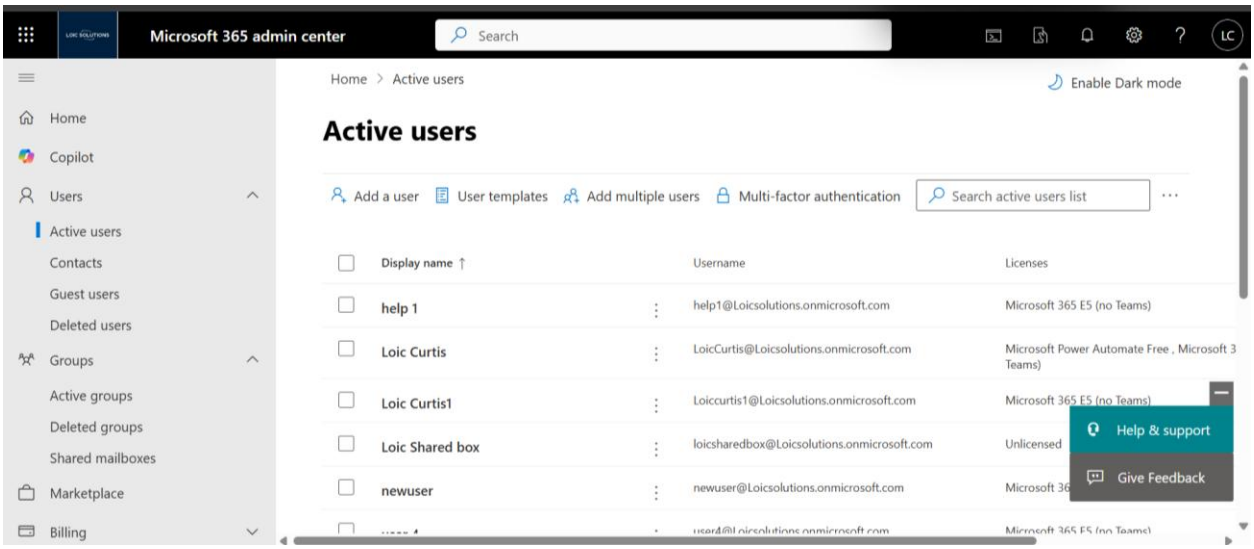
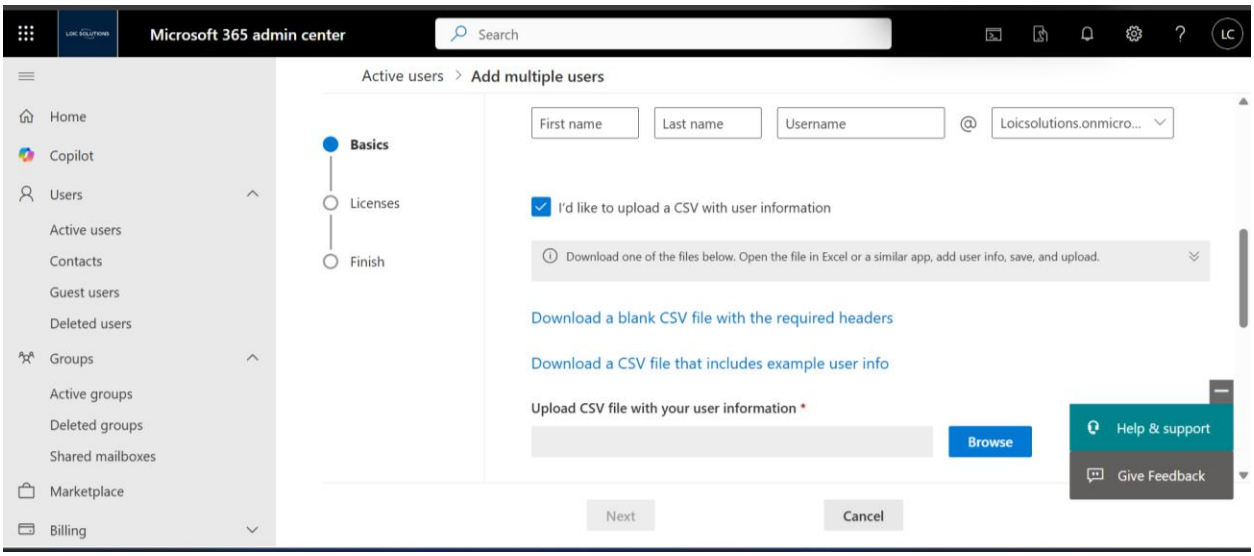
Task 1: Setting Up and Configuring User Accounts

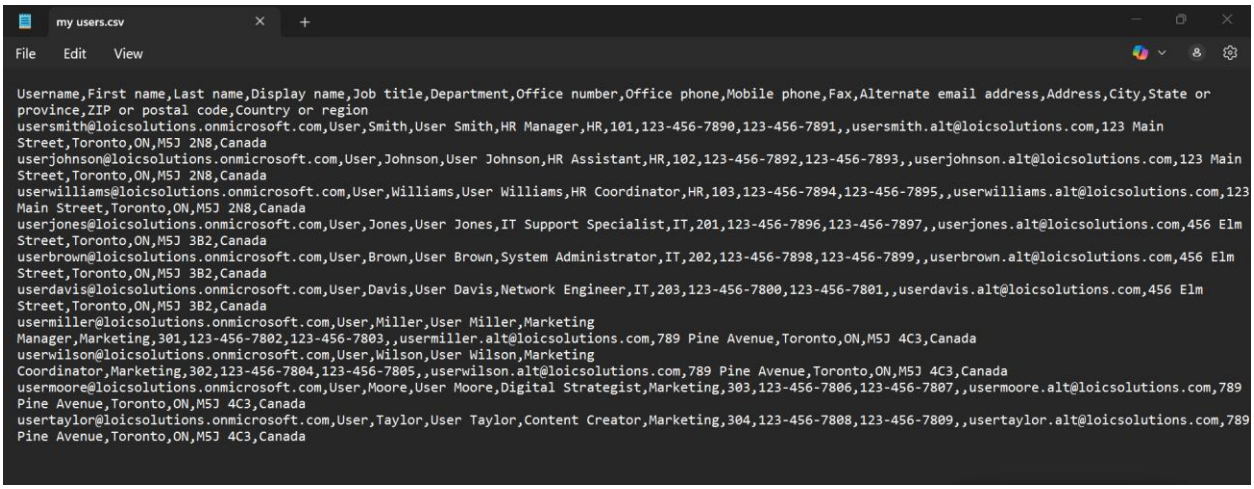
Open 365 admin center and select add multiple users from the active users



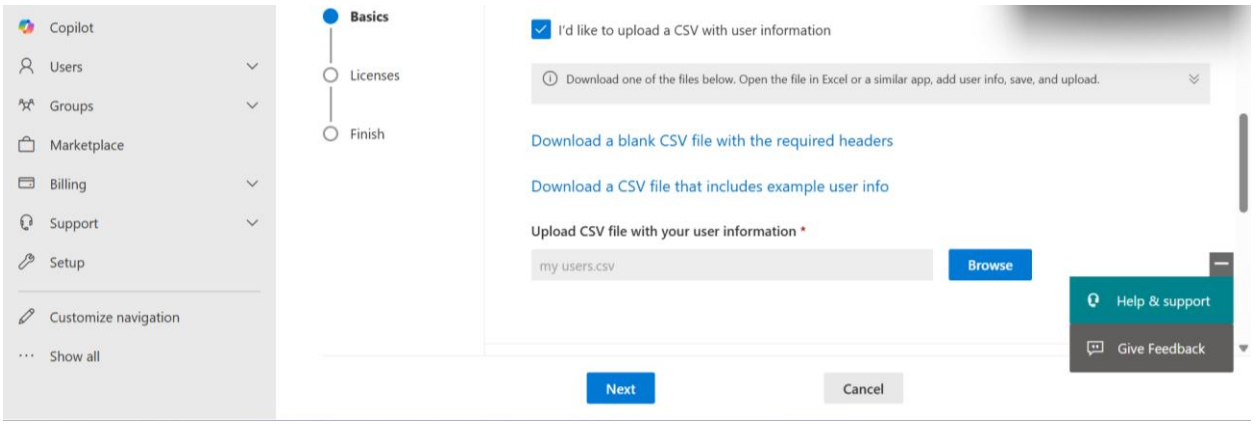
Click upload csv



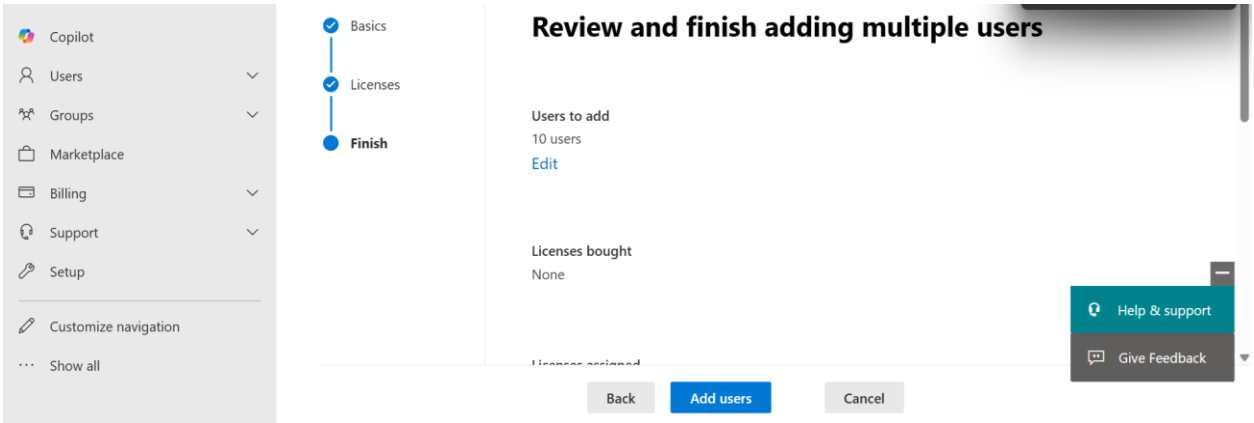
Here is my csv file for my users created with notepad



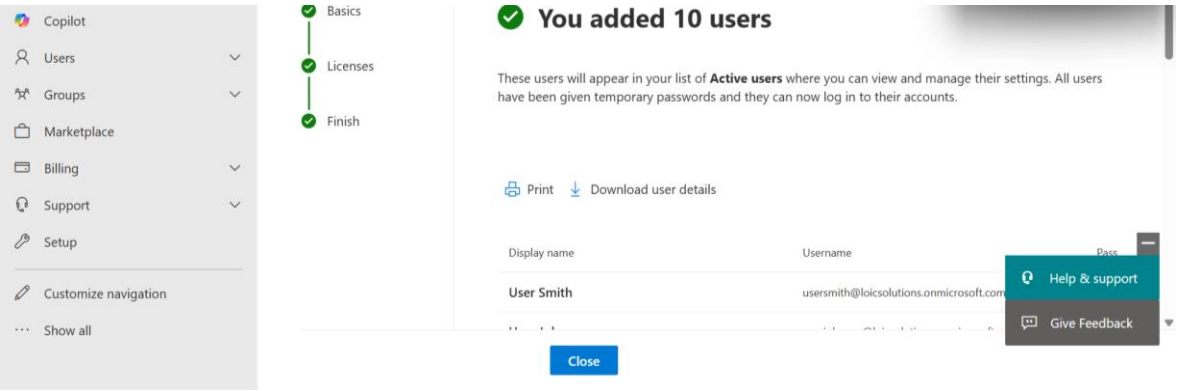
After uploading csv file, click next



Click add users



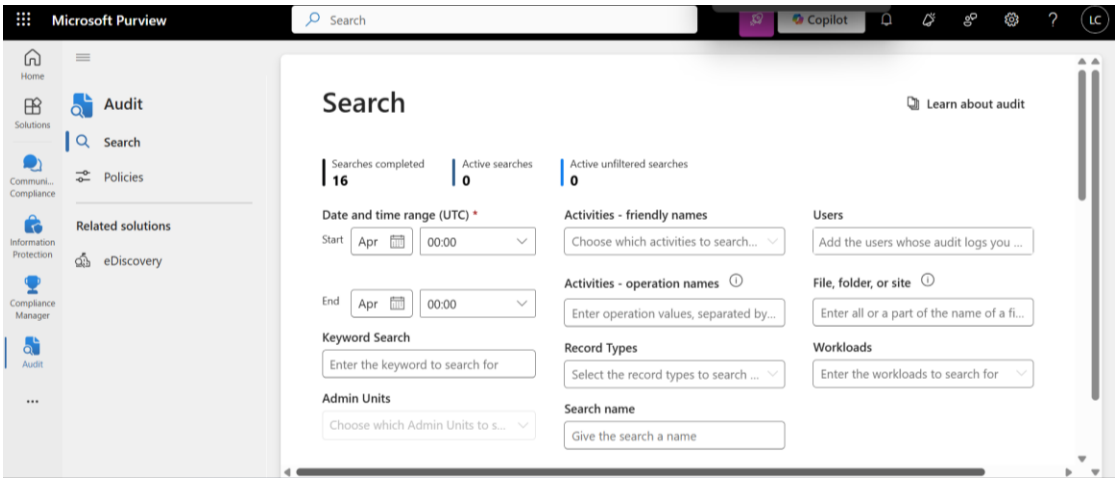
10 new users successfully added



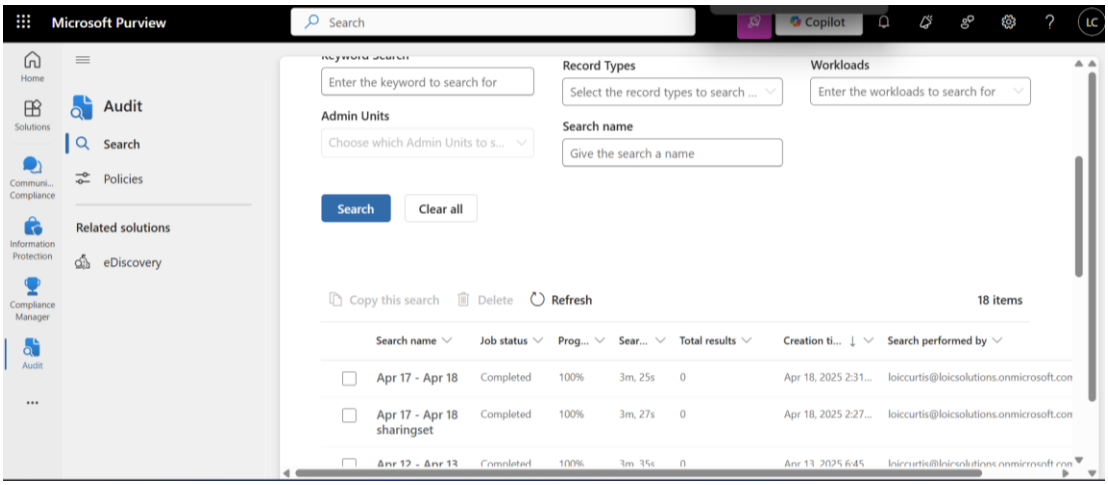
Task 2: Monitoring and Reporting

1. **Configure Audit Logs**:

   Under purview admin center, select audit

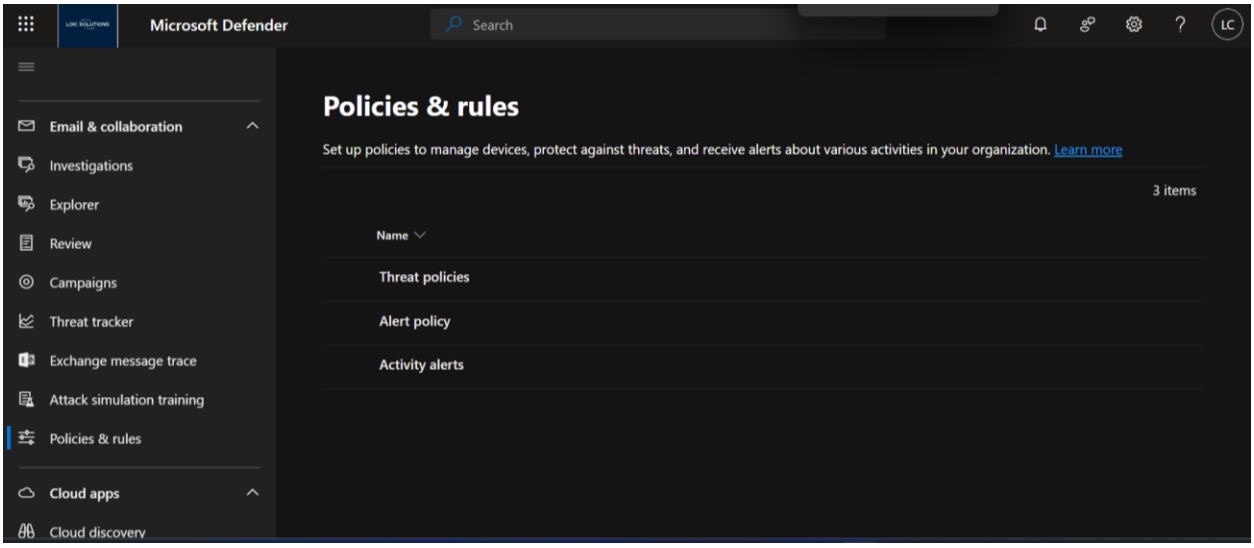


   If you get any results you can view them to check

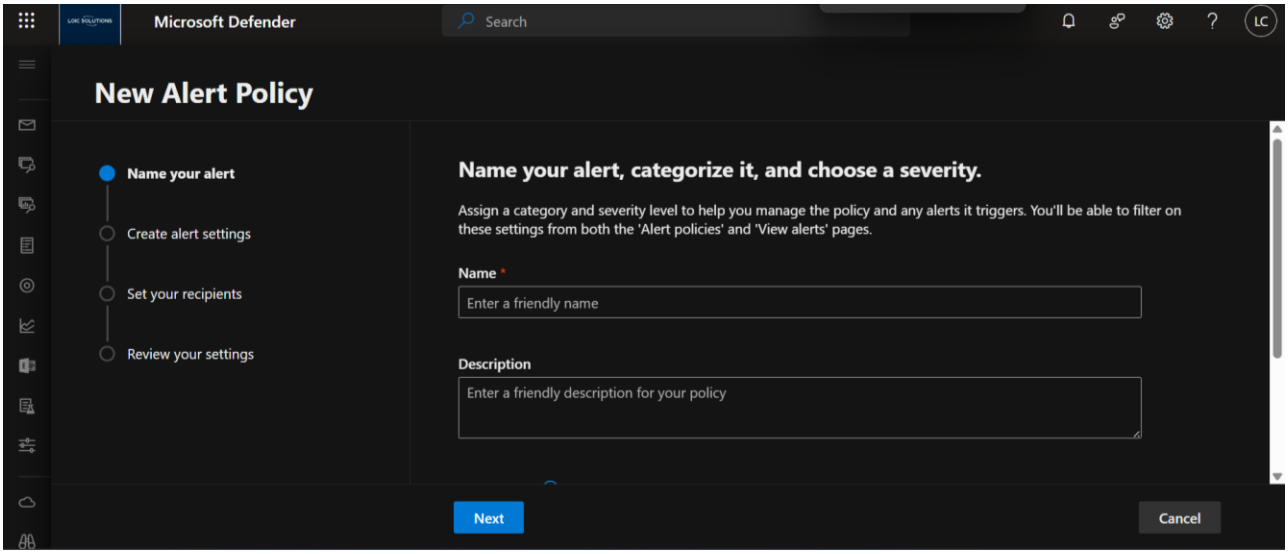


2. **Set Up Alerts**:

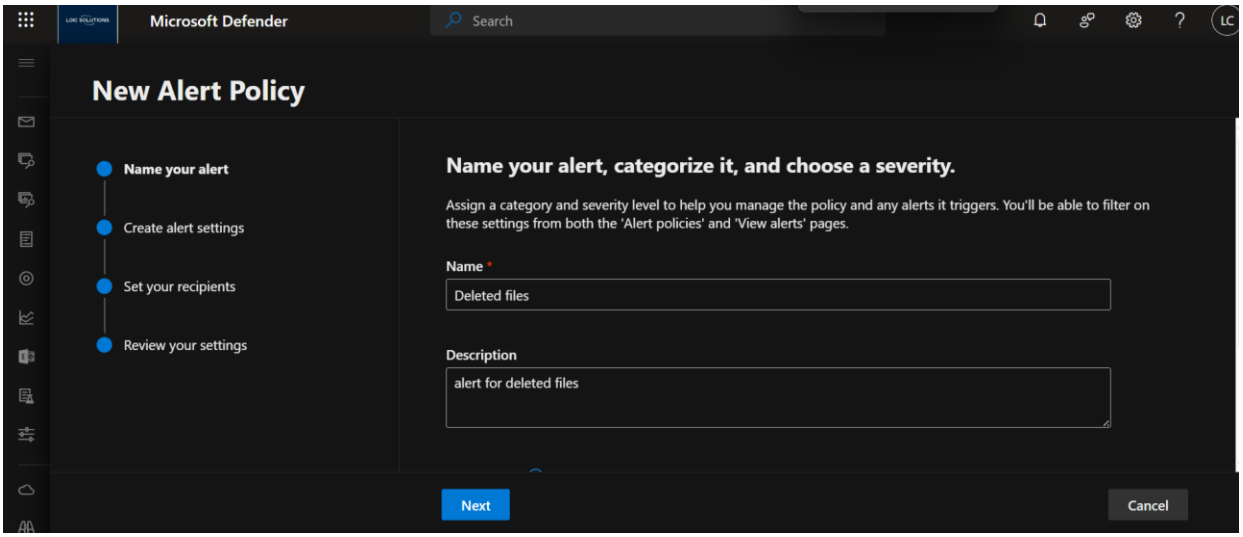
   Open defender and select policy and rules under email and collaboration



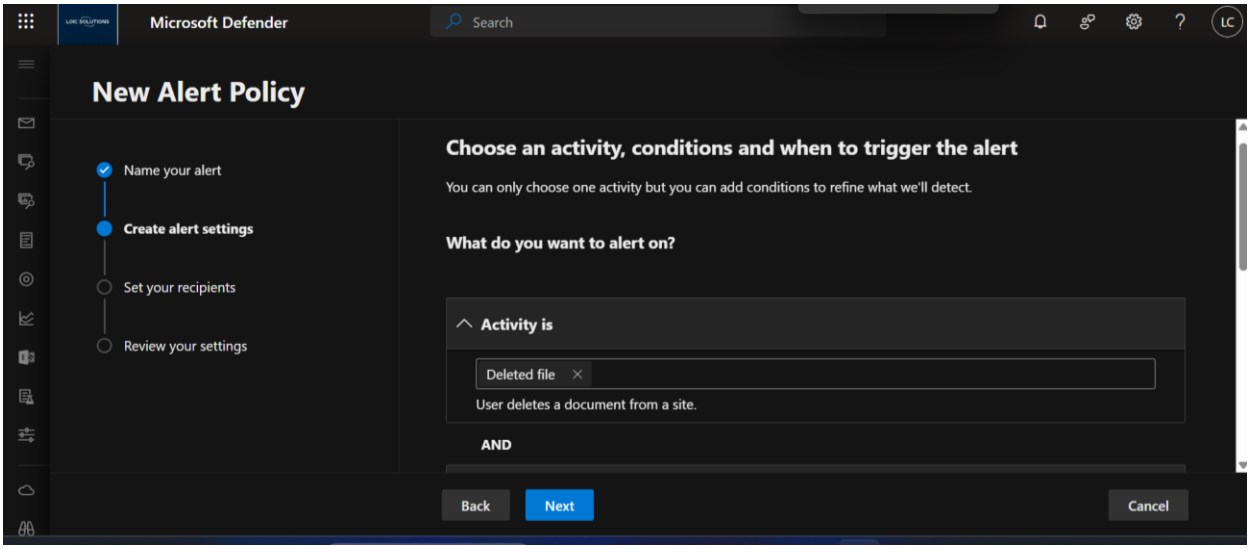
   Select alerts and create new alert policy



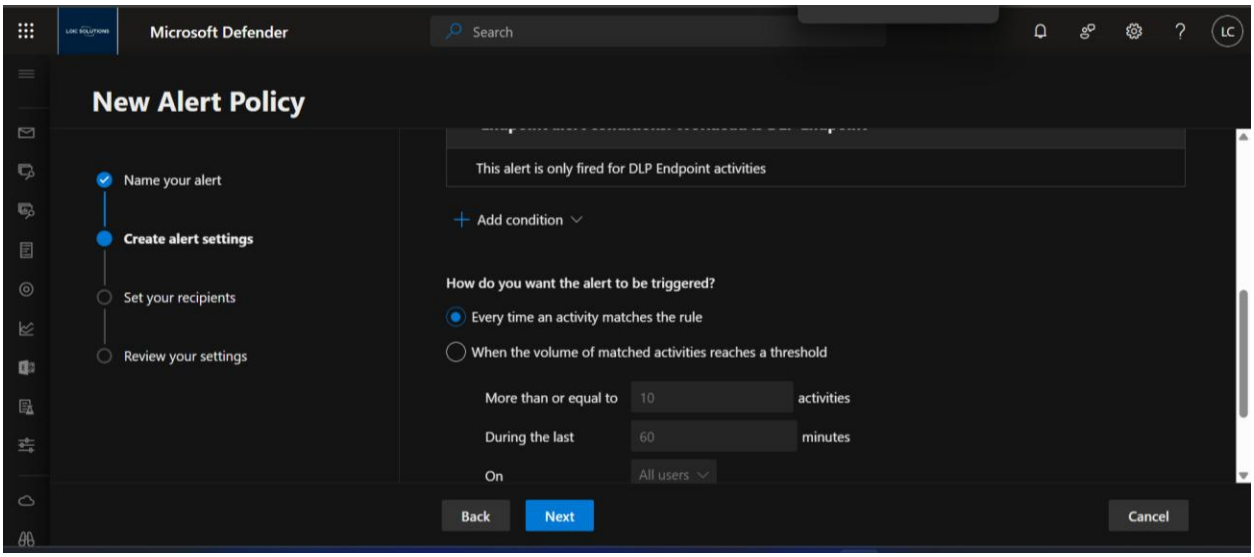
Alert name



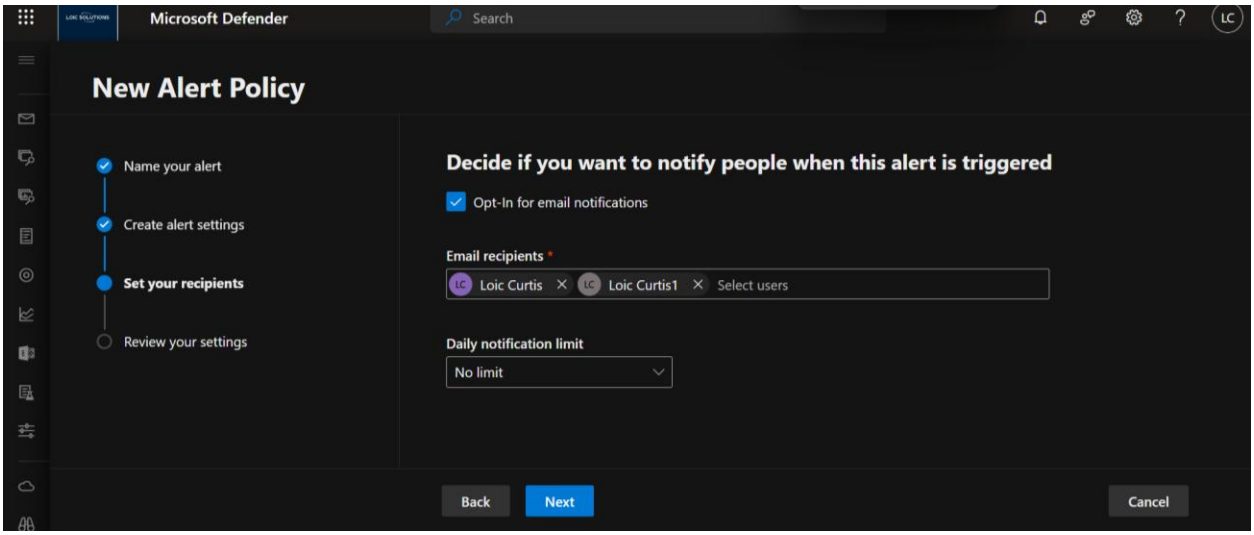
Select the alert activity



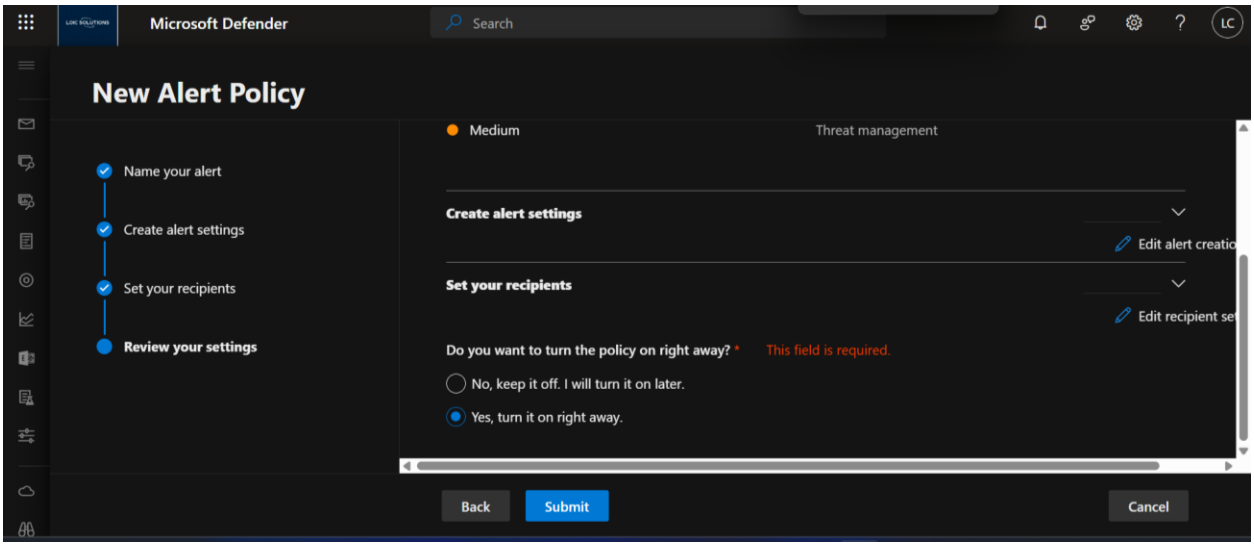
Select how you want the alert to be triggered



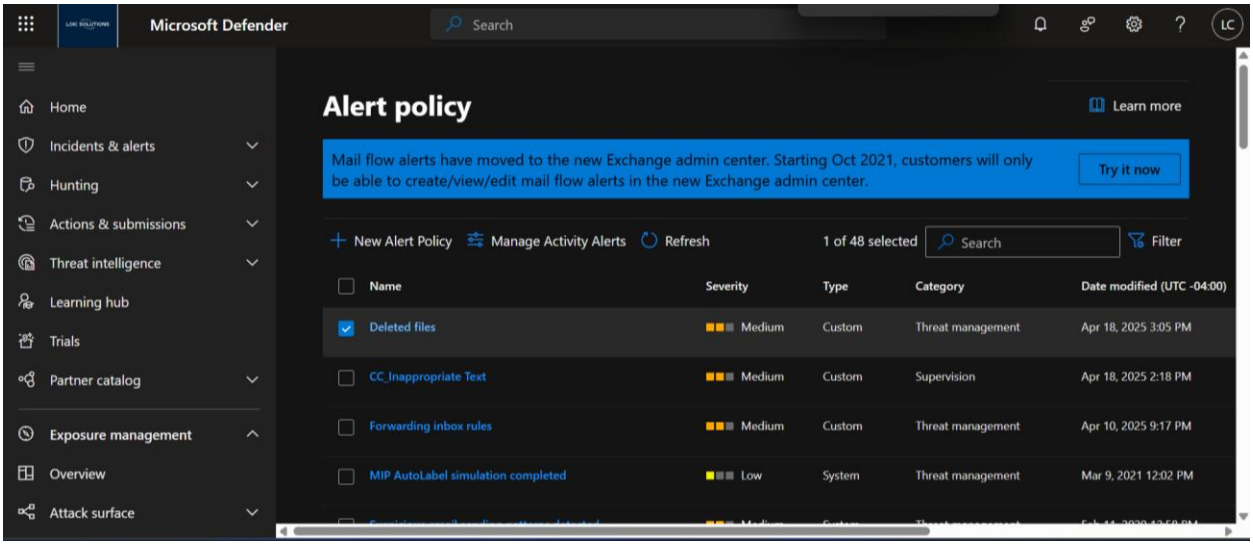
Select at least 2 global administrators to receive the alerts



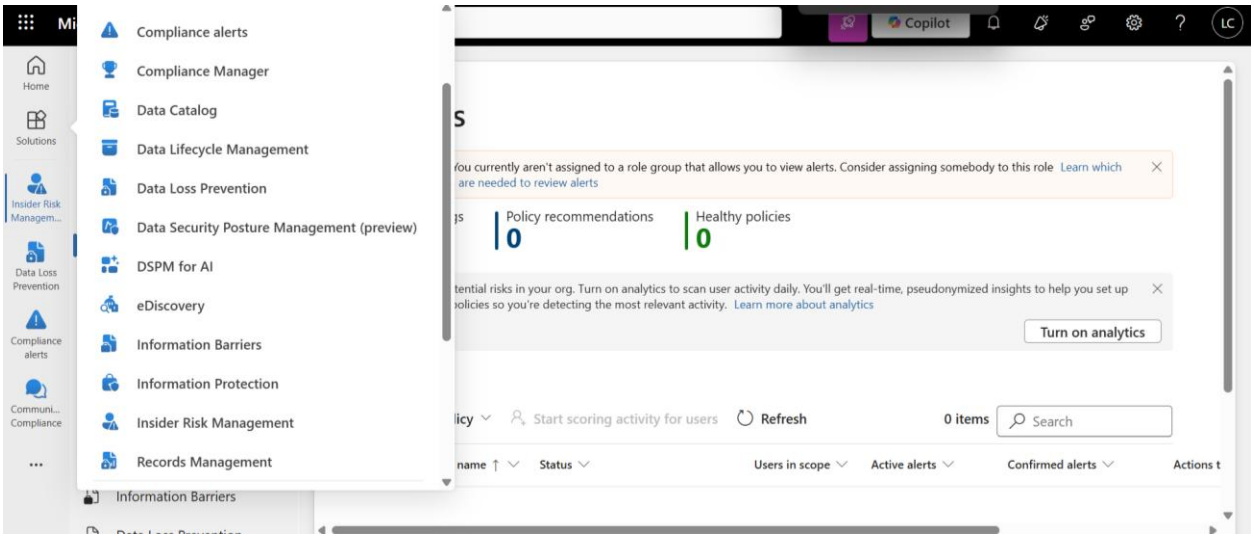
Select turn policy right away and select submit



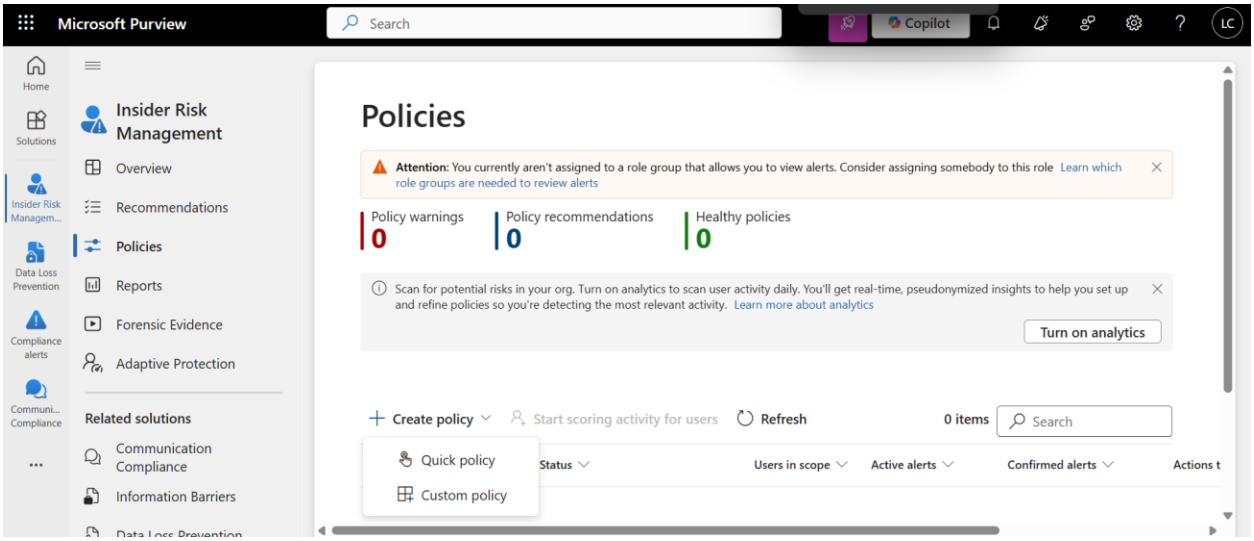
Alert has been created



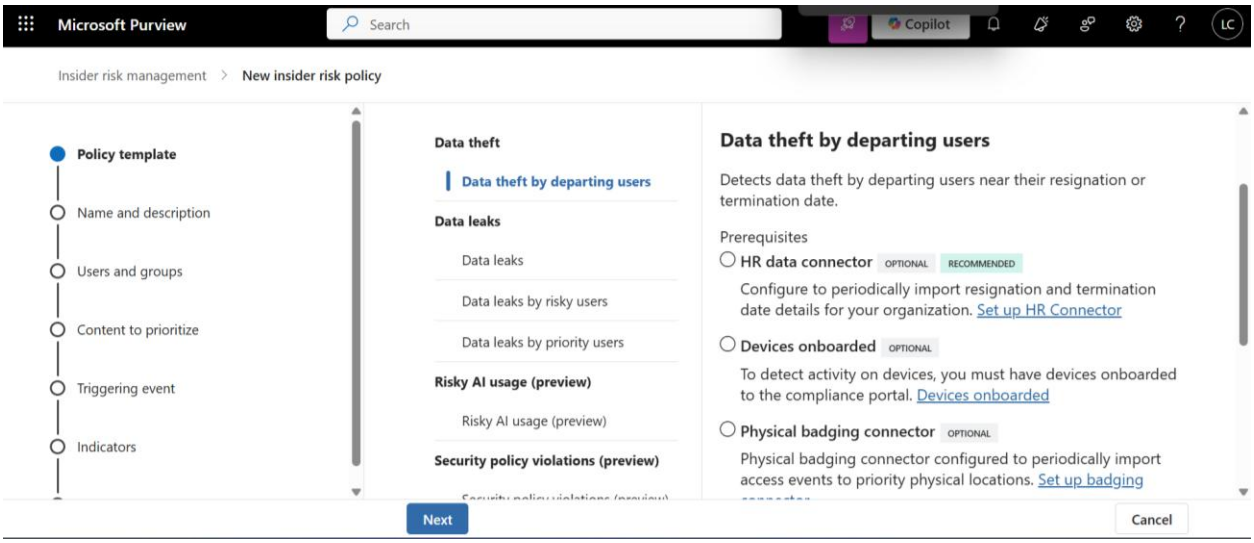
Under purview, select insider risk management



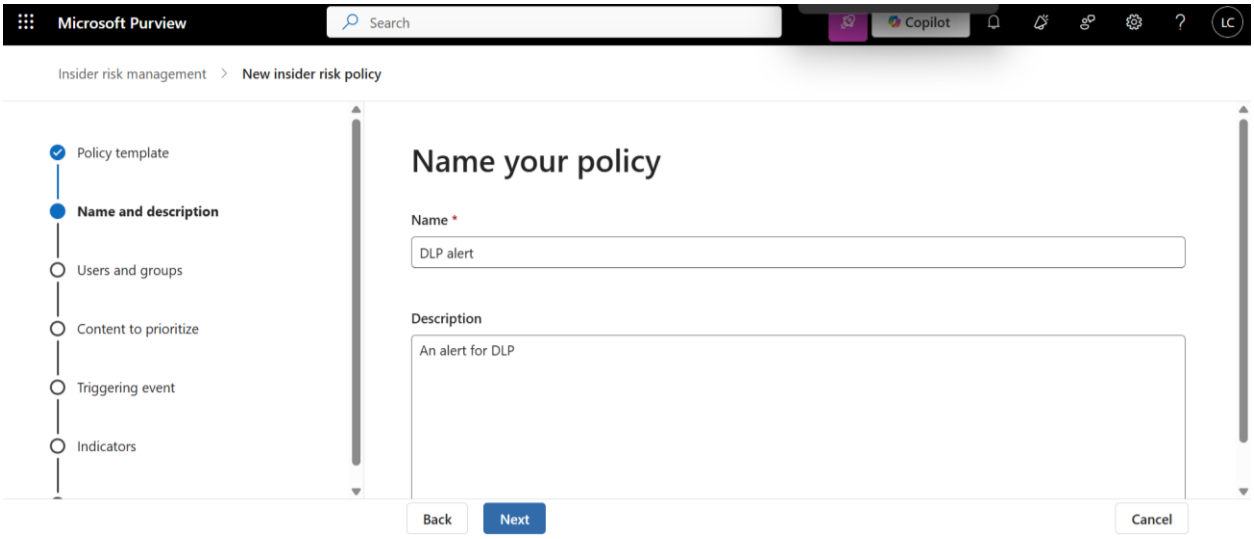
Select custom new policy



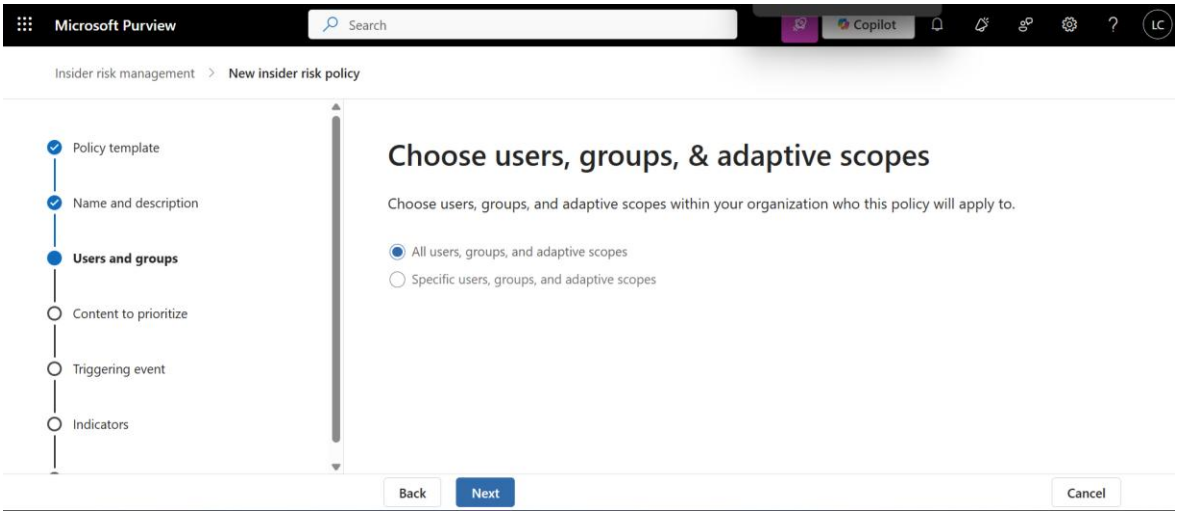
Review the template and select next



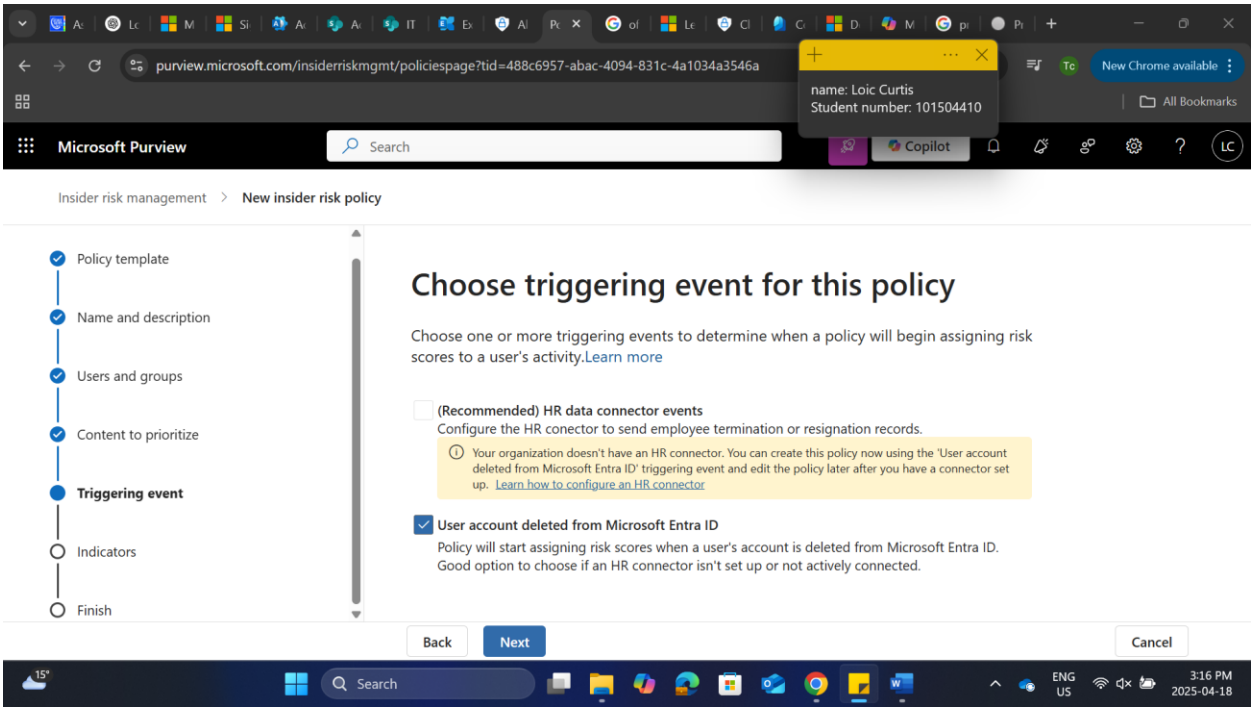
Name the policy



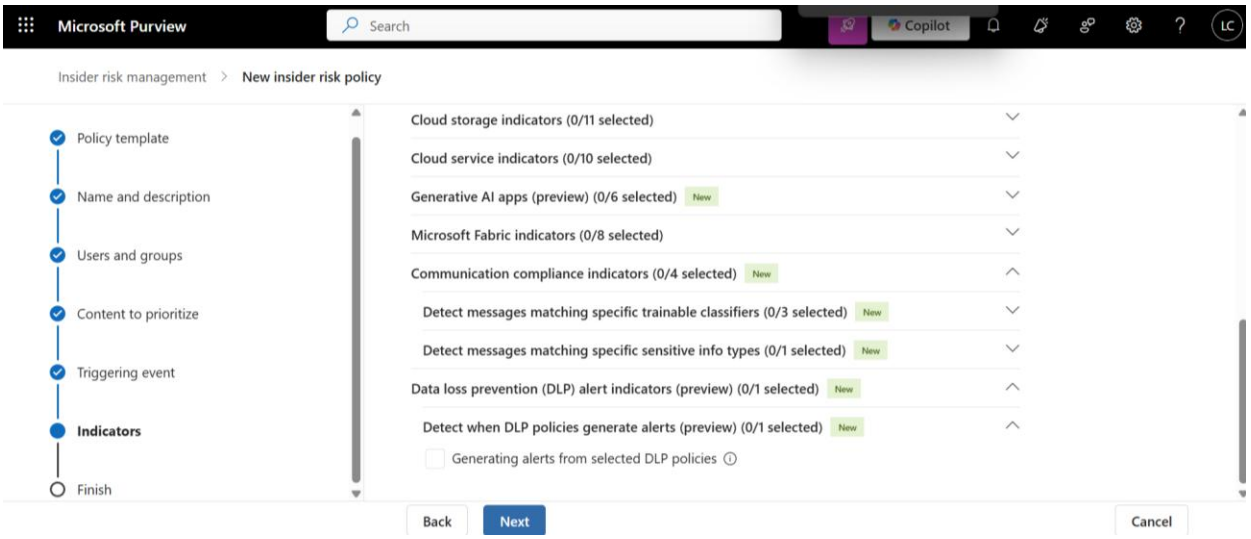
Select all users and groups



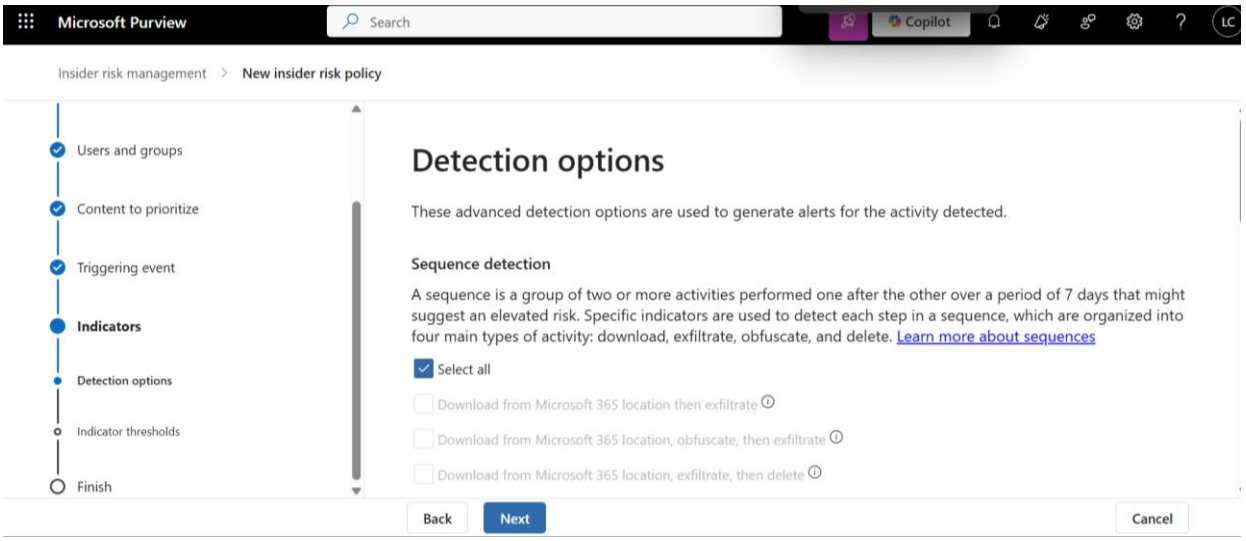
Select the triggering event



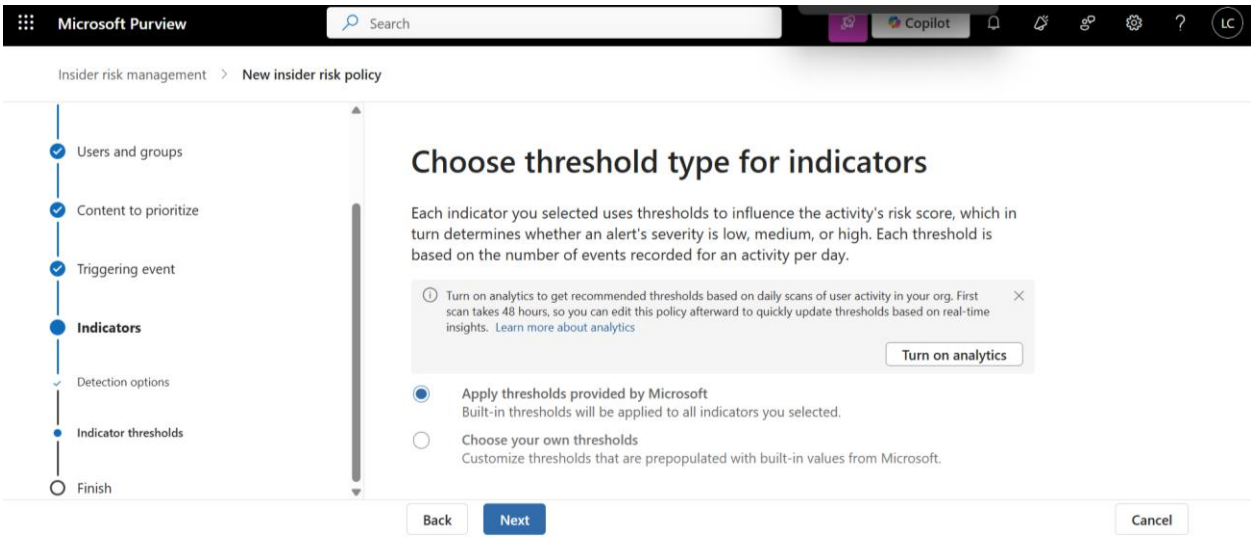
Select alerts from selected dlp policies



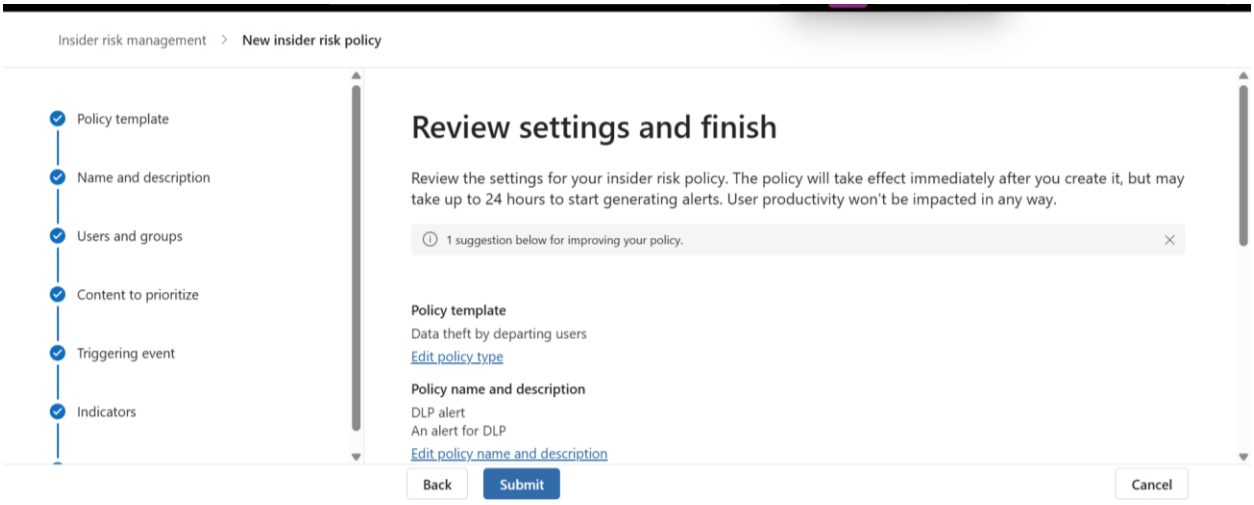
Detection options select all



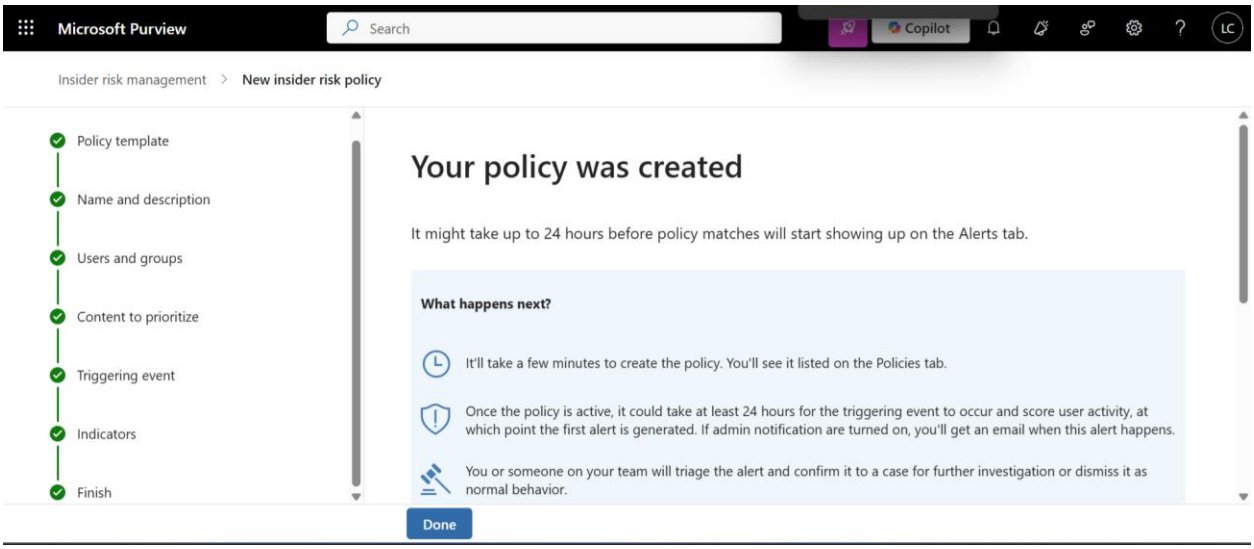
Choose threshold type for indicators



Review and submit

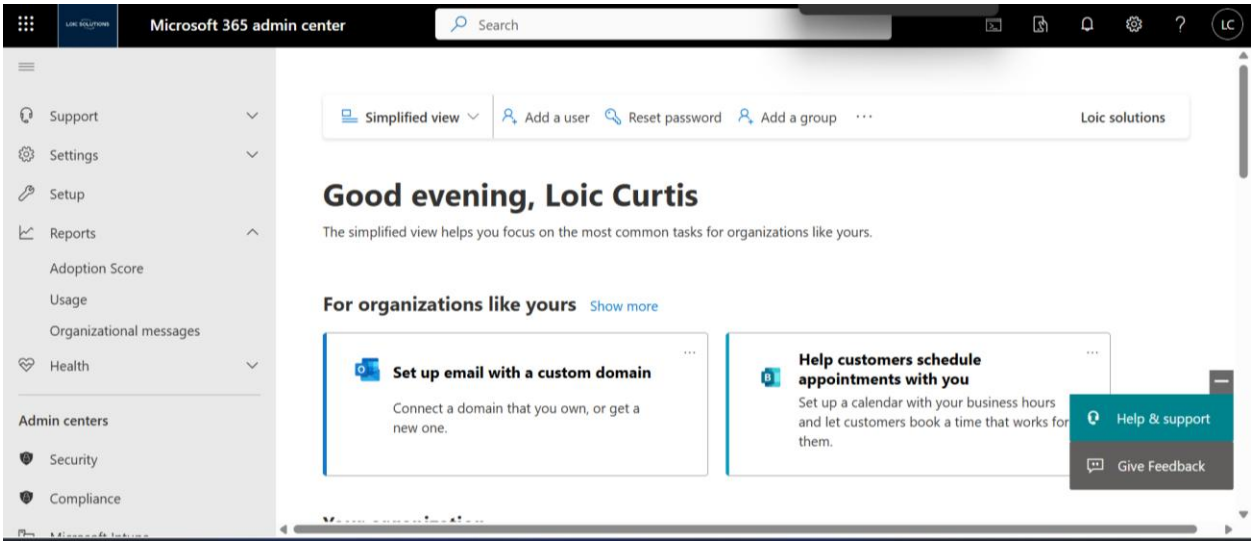


Policy has been created

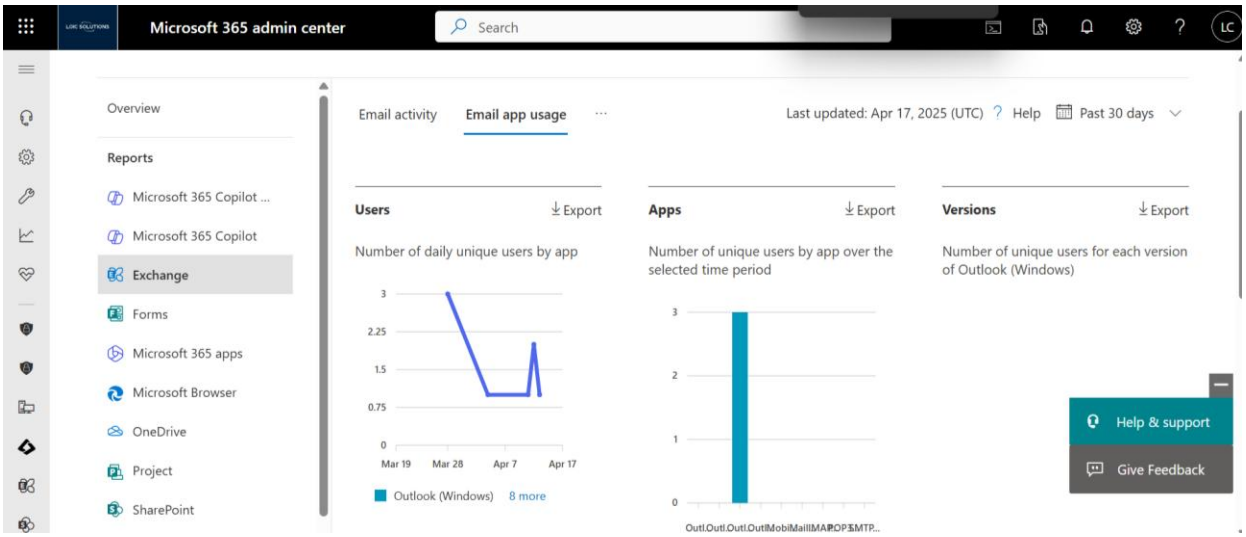


3. **Generate Usage Reports**:

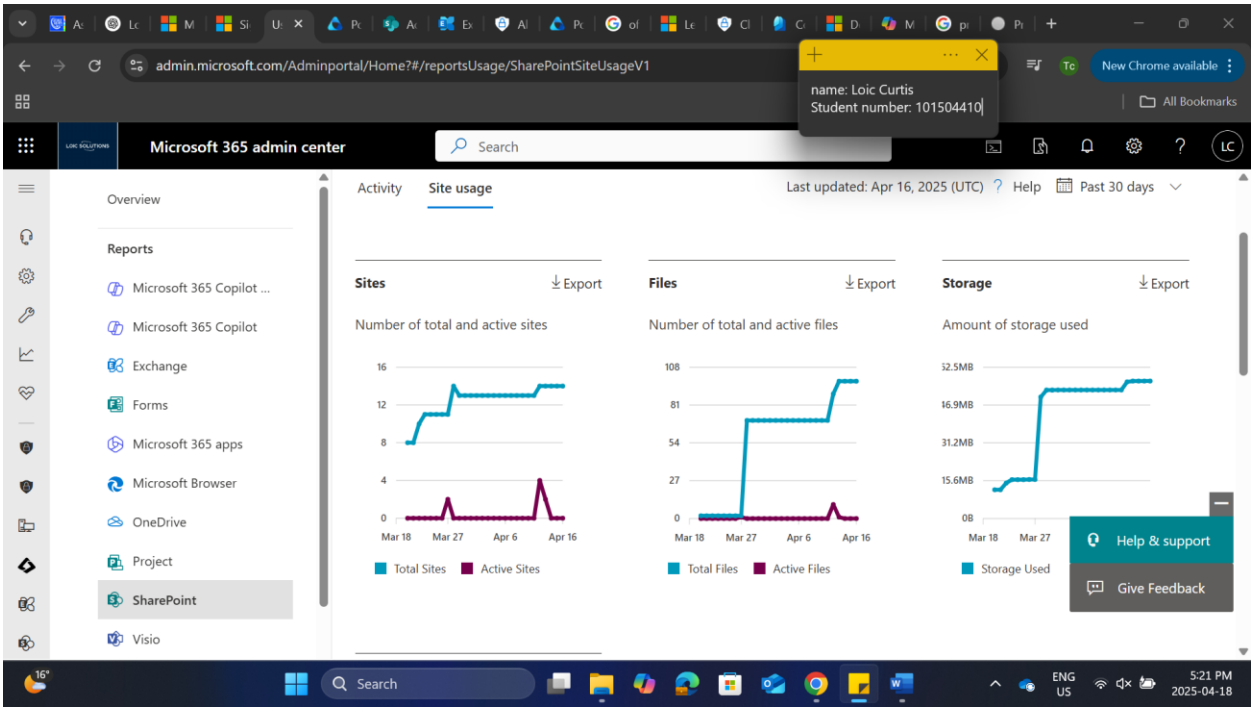
Go to Microsoft 365 admin center, under reports select usage



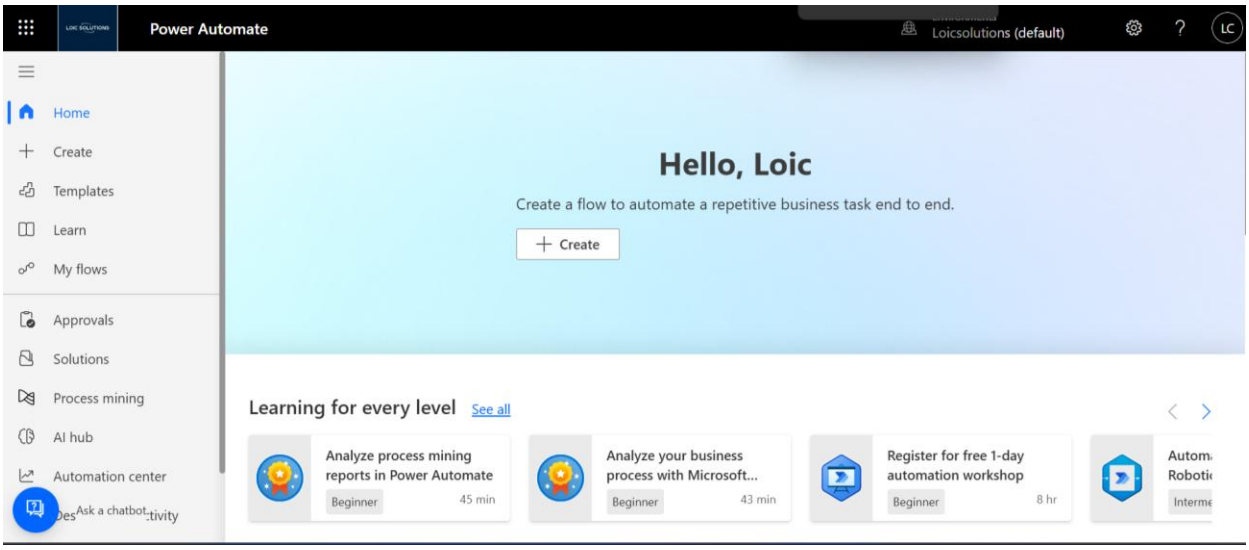
Email usage report



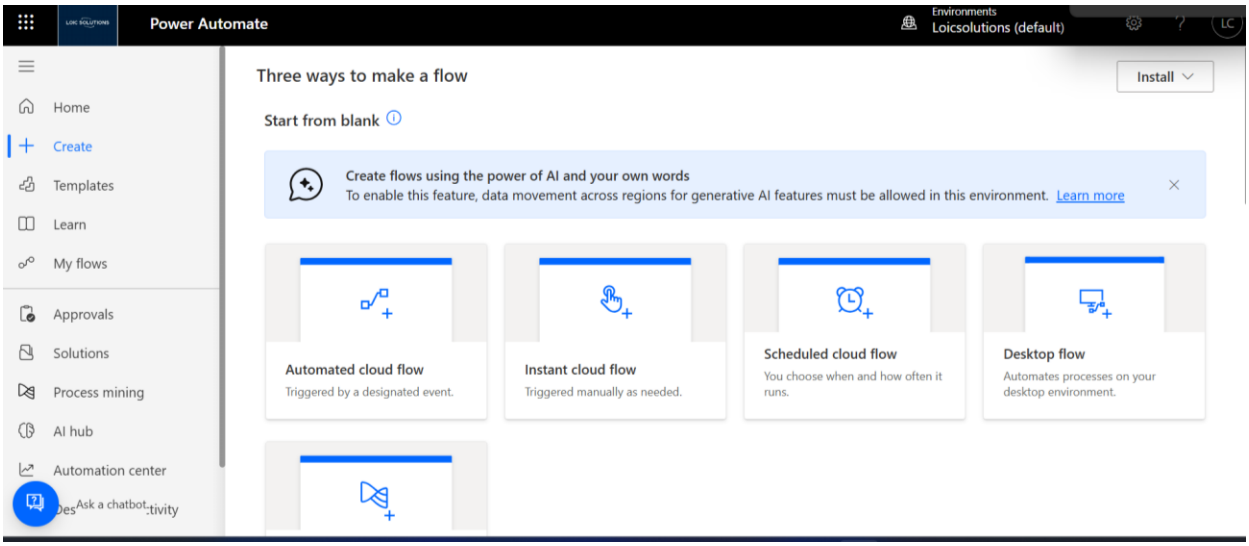
Sharepoint site usage report



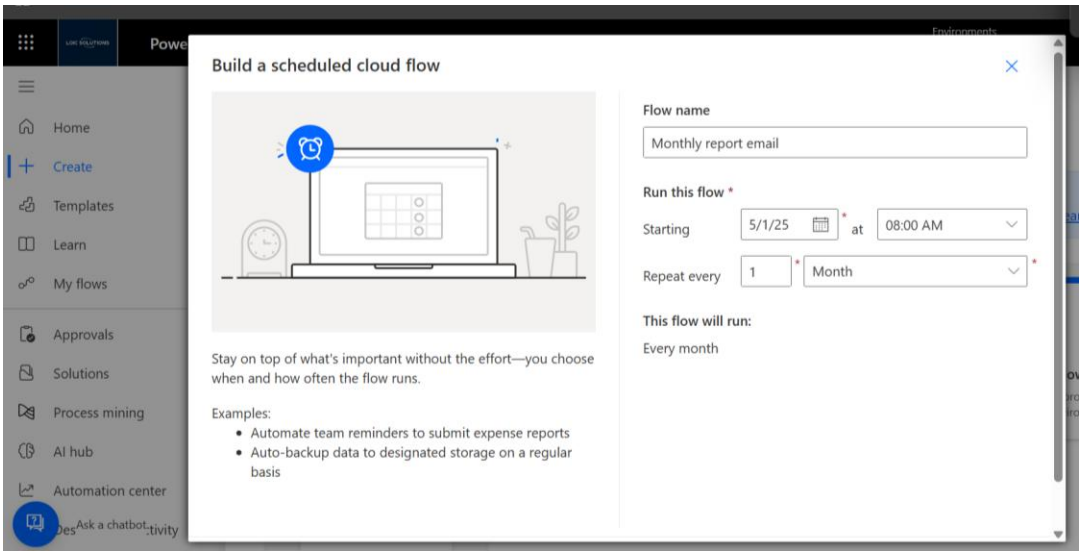
Signing into the power automate platform



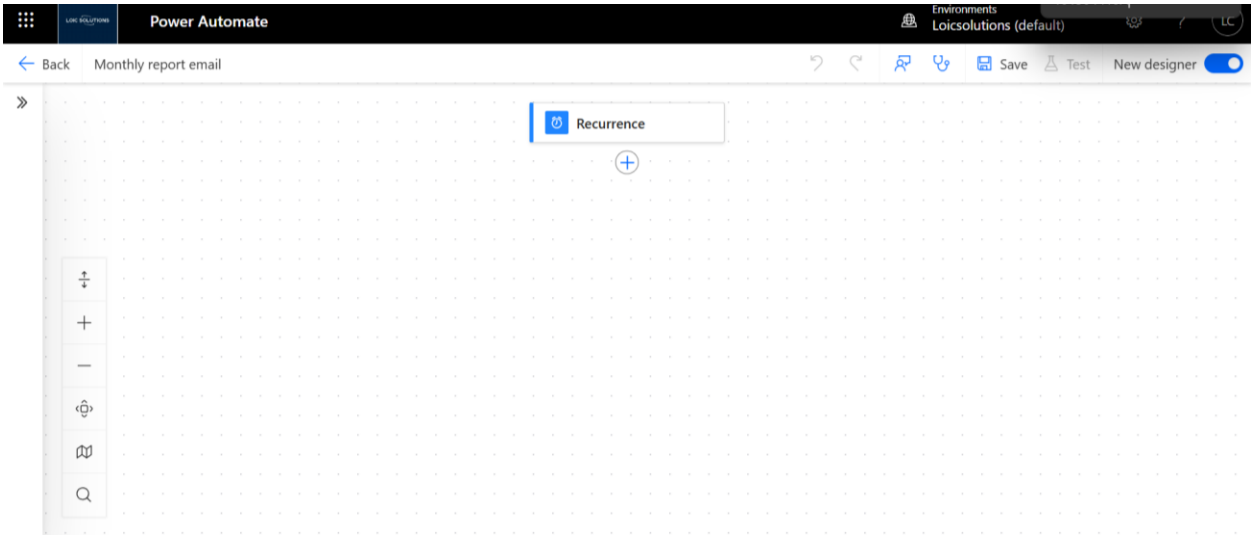
Select create and select schedule cloud flow



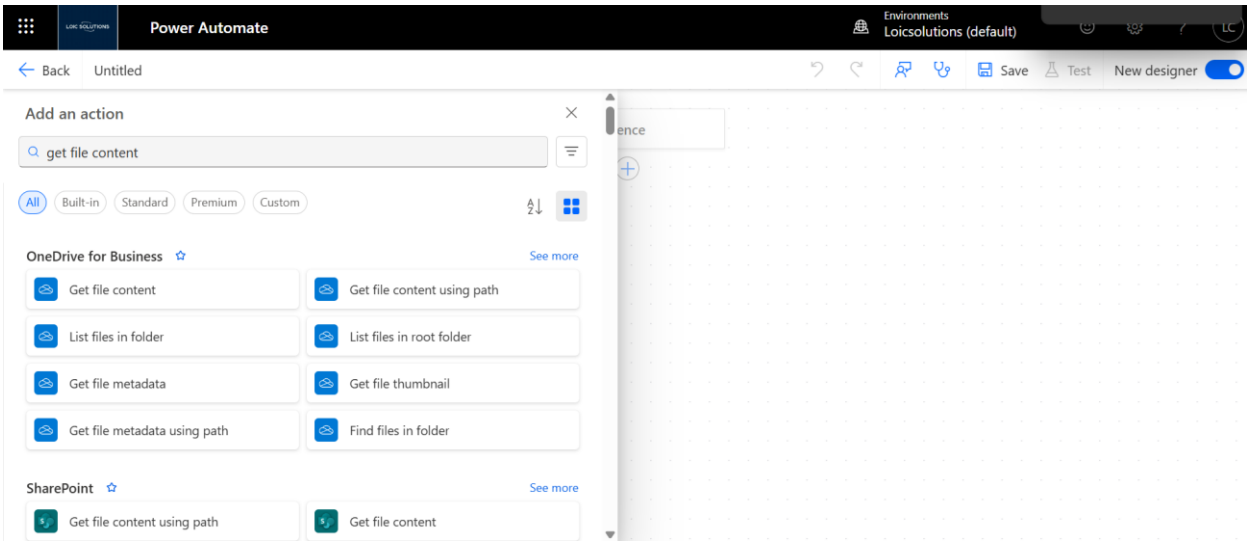
Configure the flow and select create



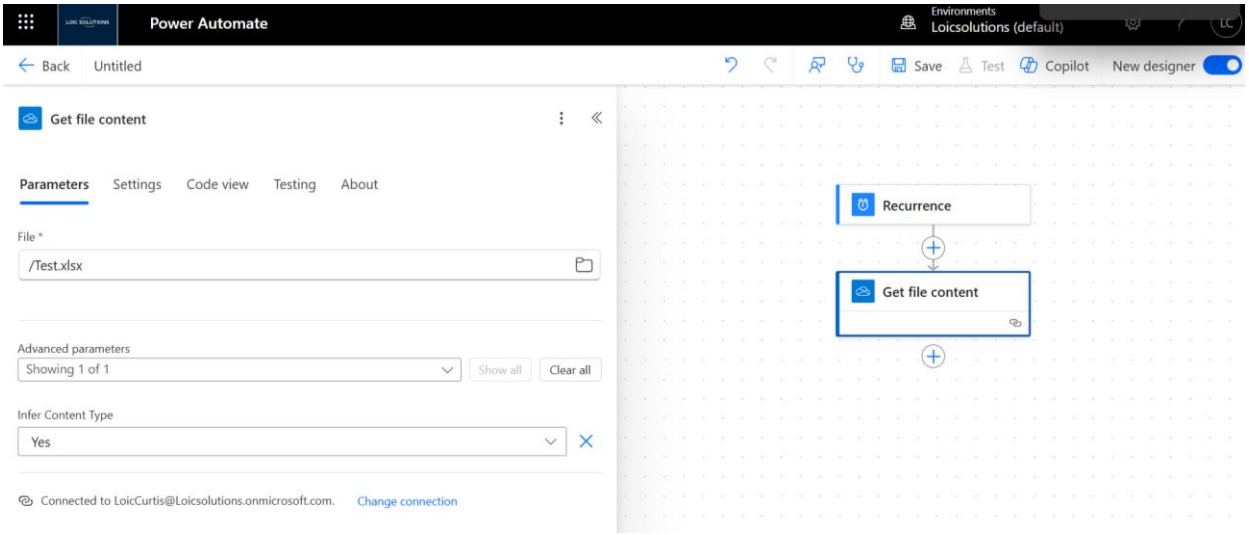
Select the plus sign below recurrence to add an action



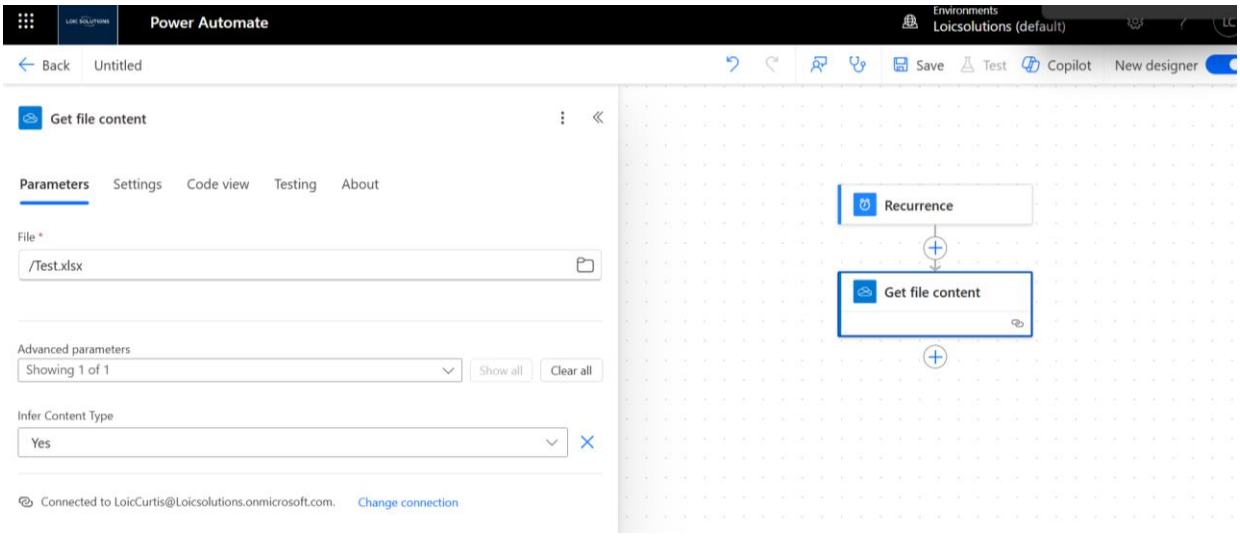
Under action, select get file content and sign into outlook



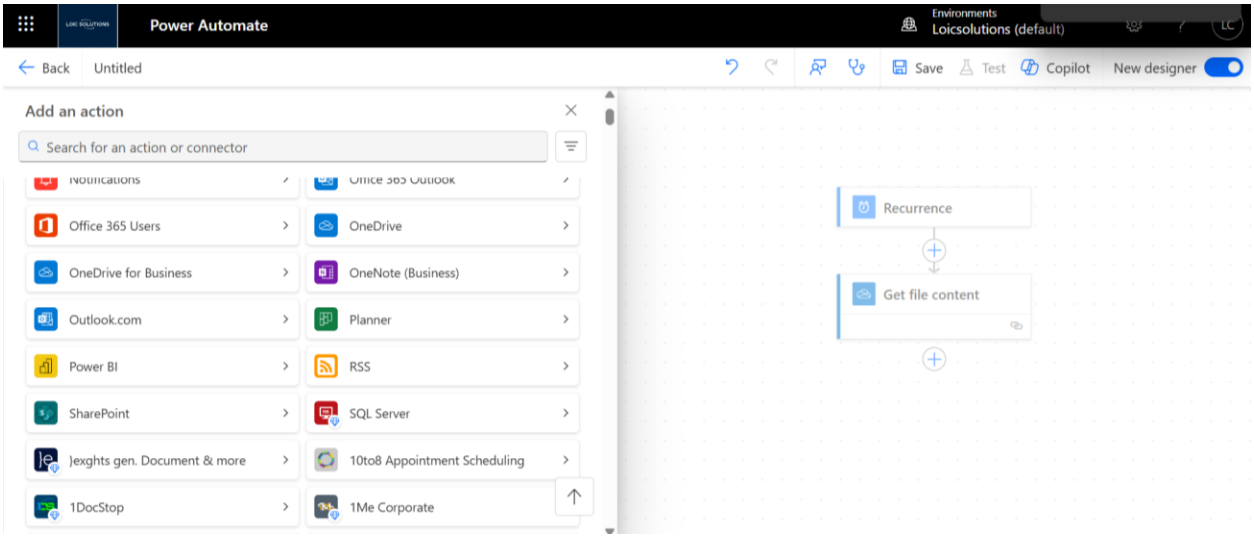
Select the file identifier document for the report



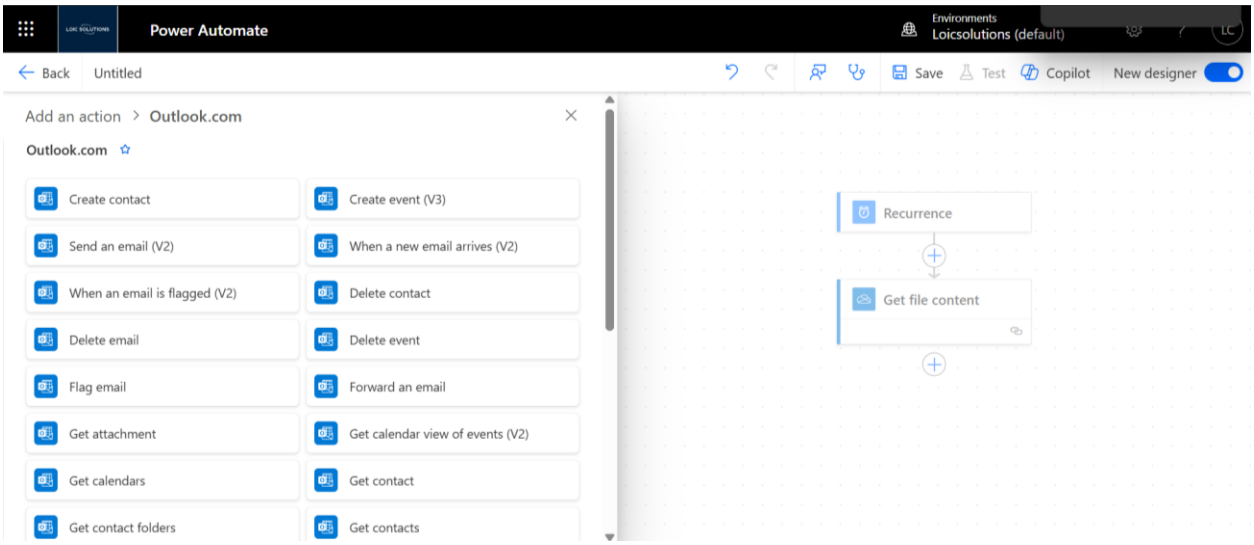
Select the plus sign under get file content



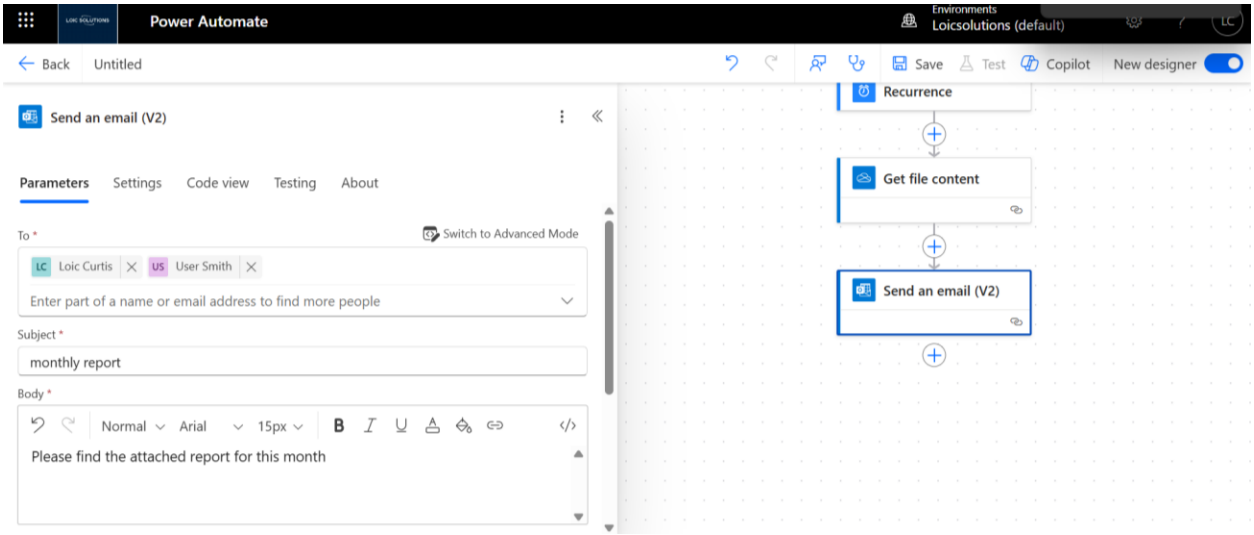
Select outlook



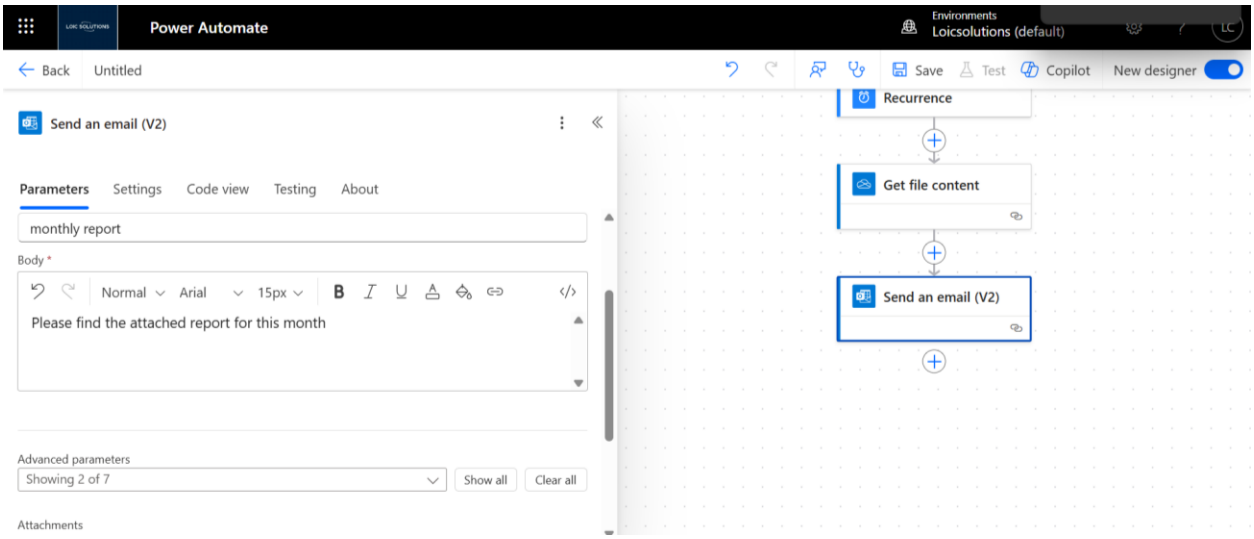
Select send an email v2 and signing into outlook to establish connection



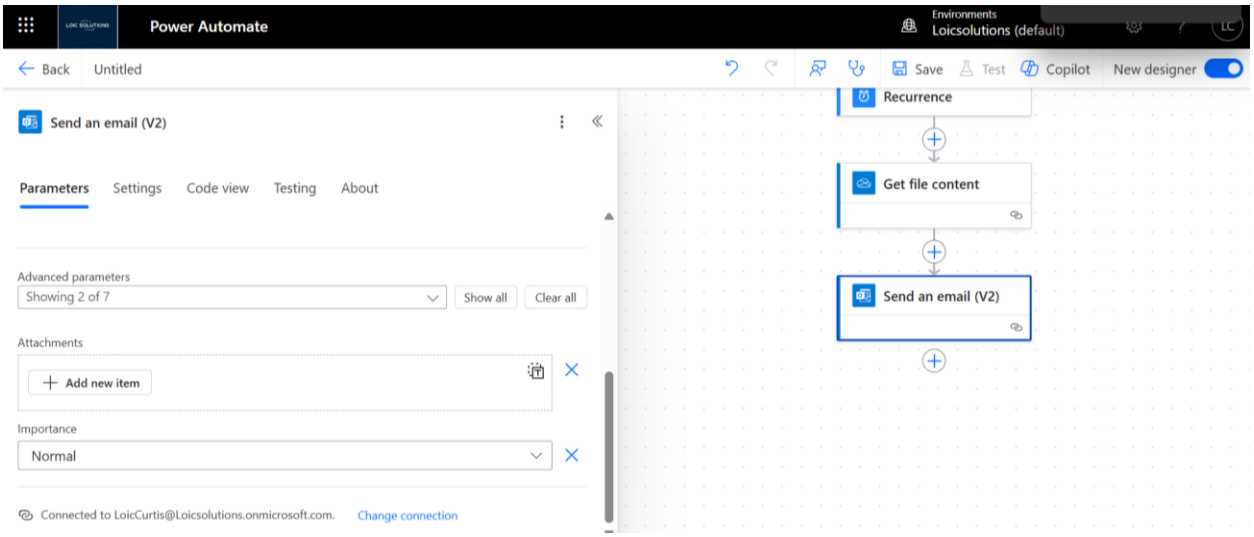
Send to you can put your global admin and an additional manager to view the reports



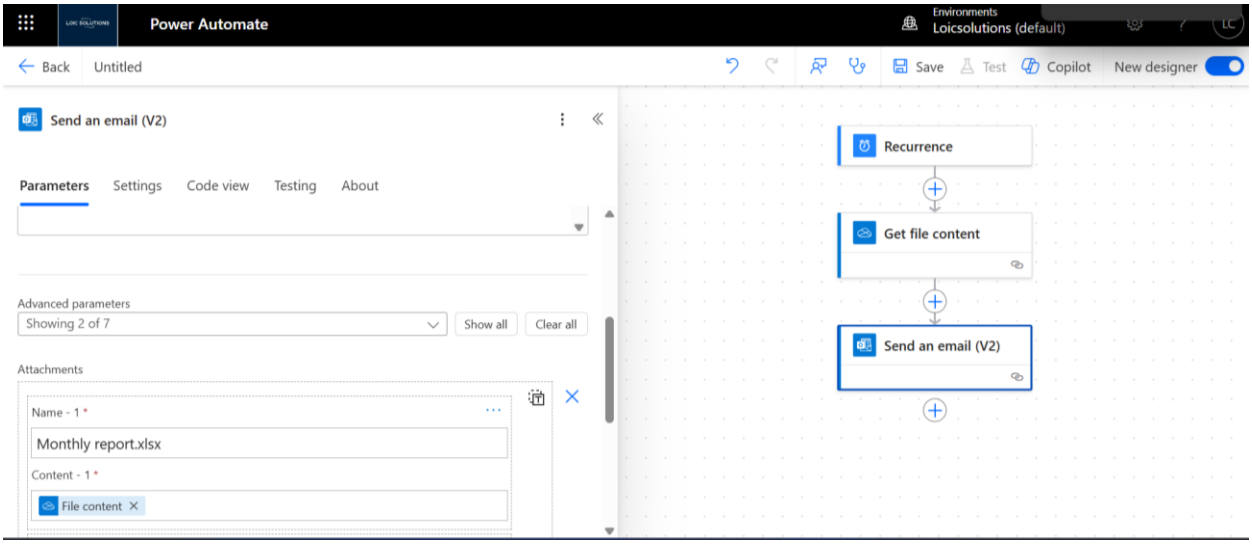
Scroll down under advance parameters and select attachments



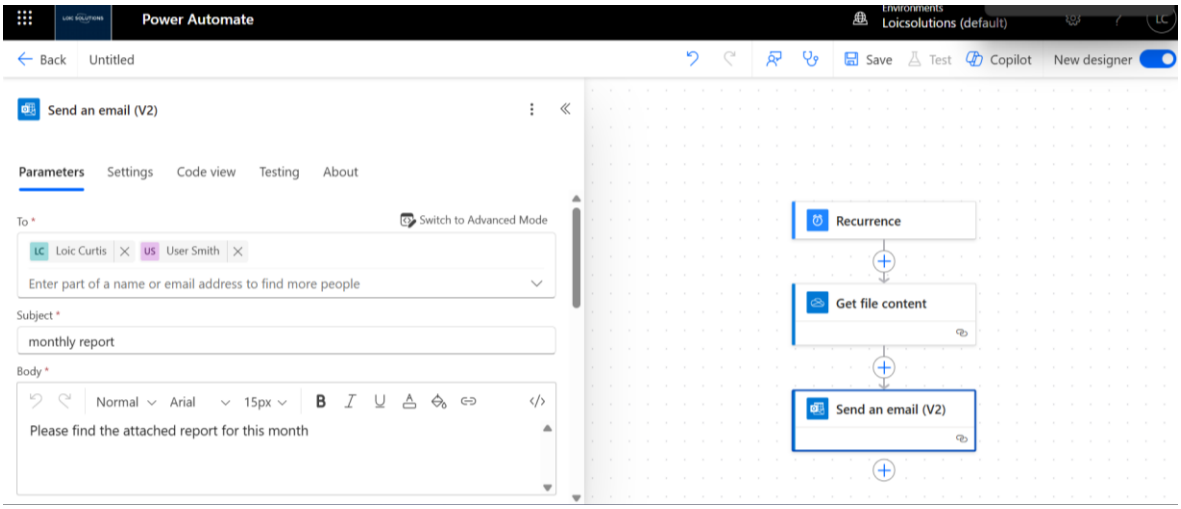
Select add new item



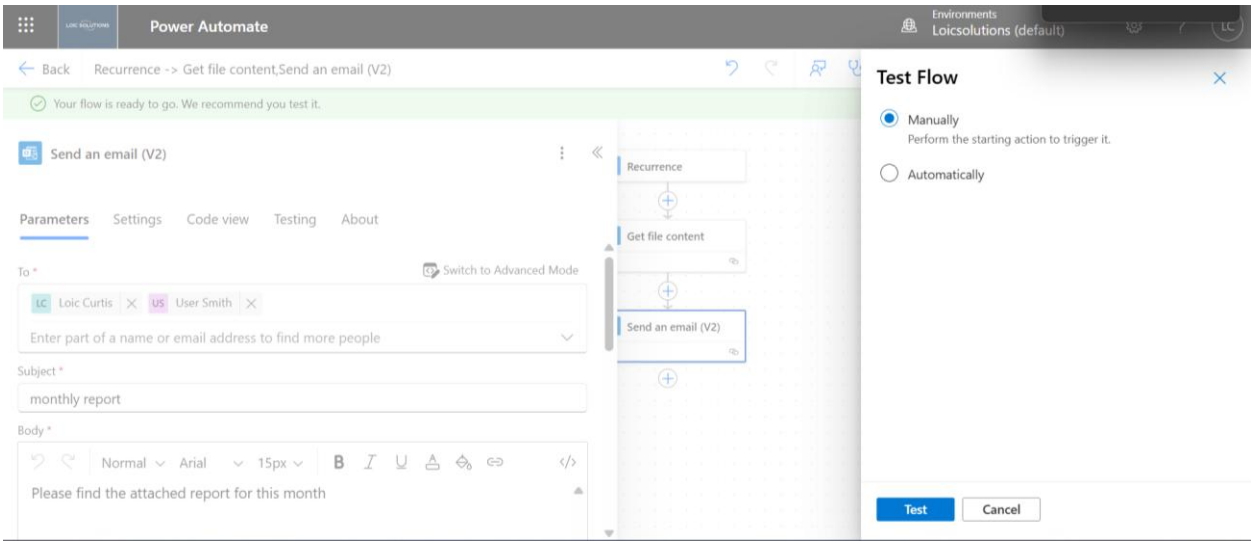
Put your attachment name, for content input / to enable dynamic expression and you'll see the option to add file content



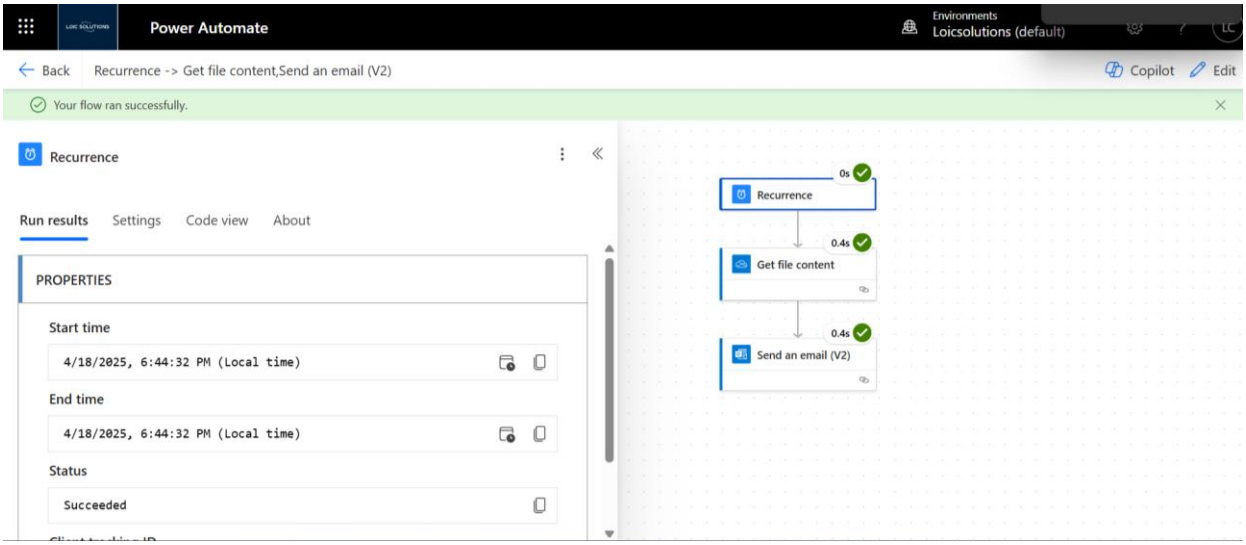
Select save



Select test flow at the top, manual

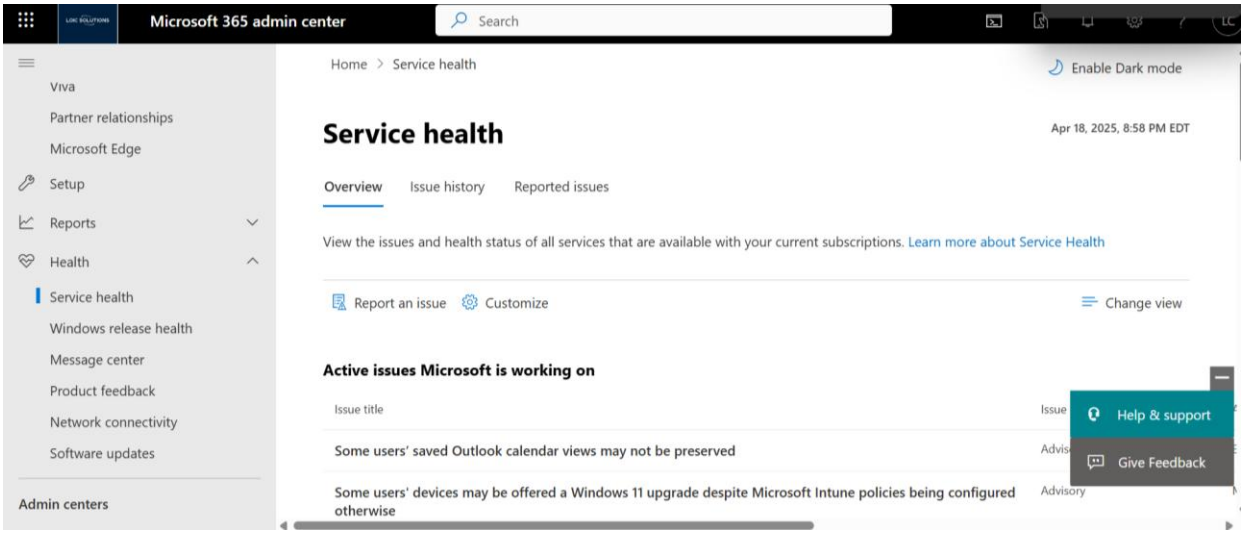


Flow was a success

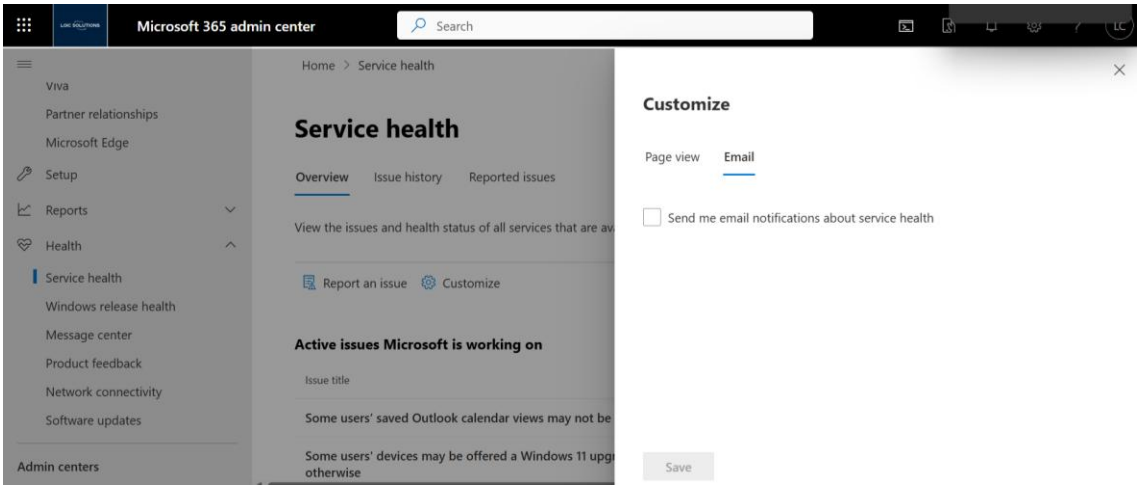


4. **Implement and Monitor Service Health:**

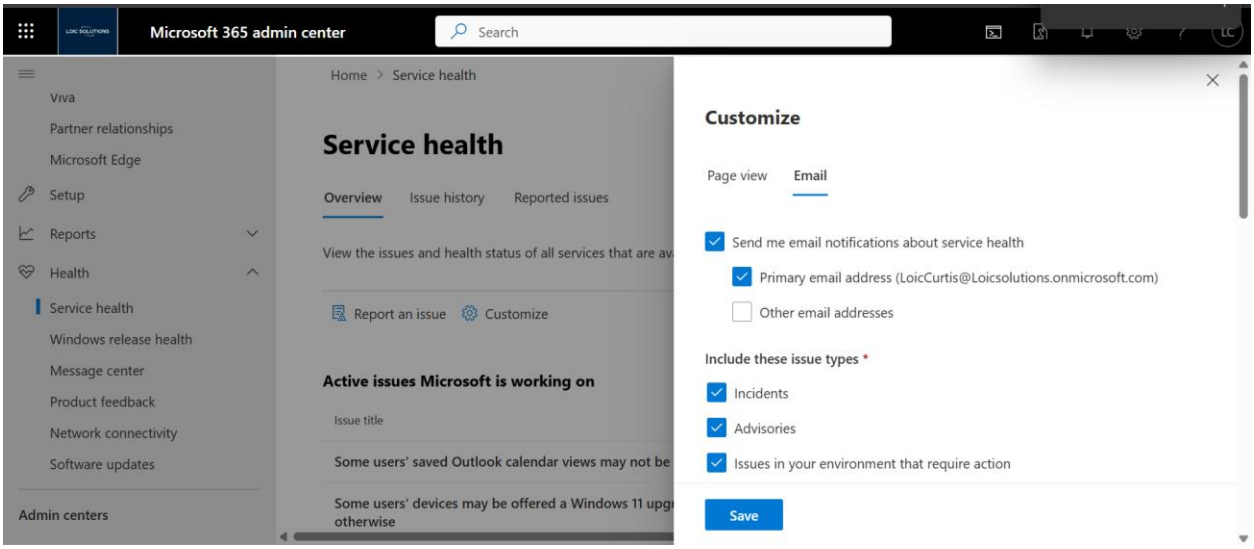
   Open 365 admin center and click service health



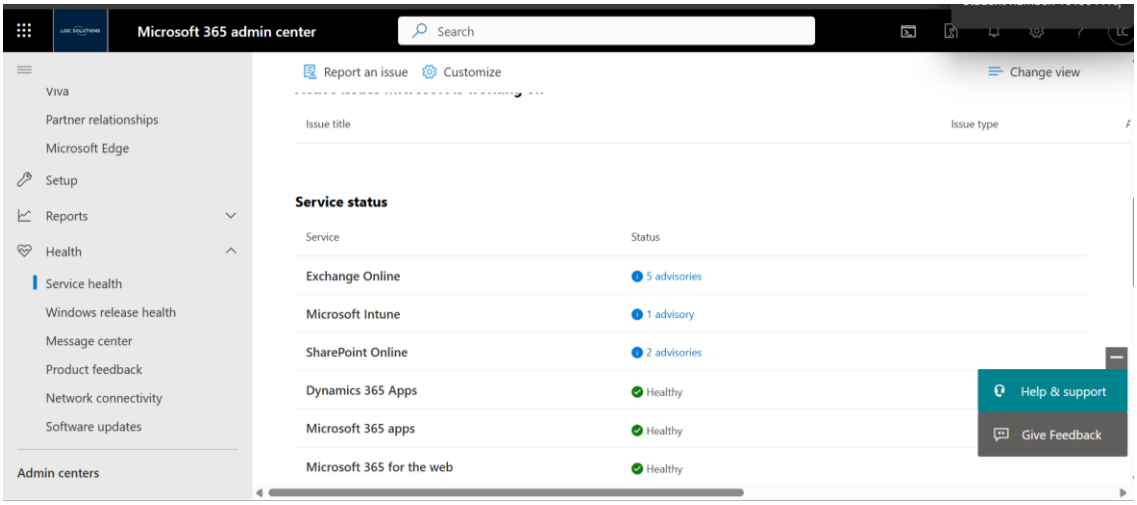
   Select customize and go the email option



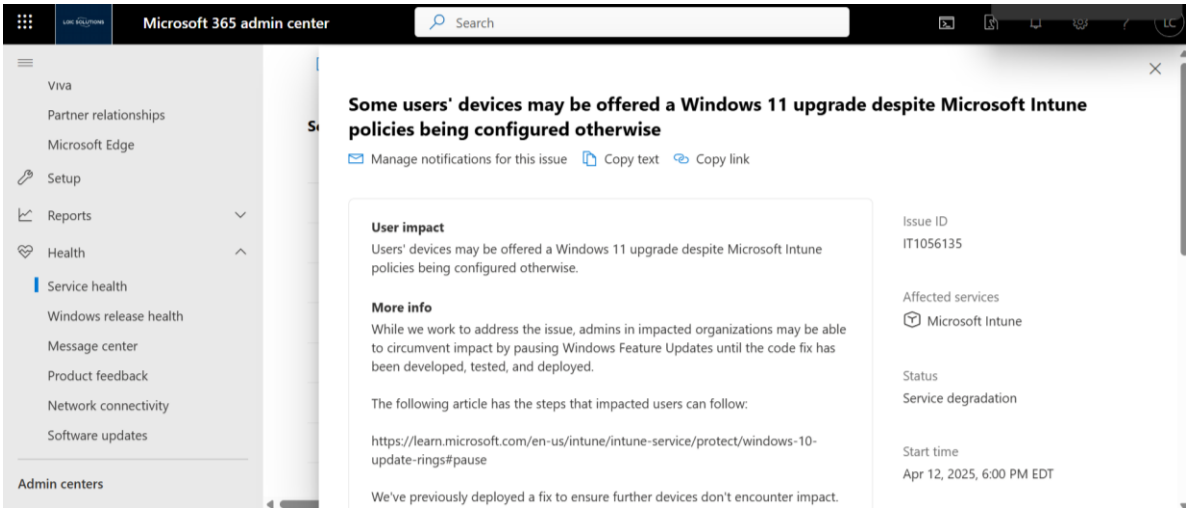
Enable send me email notifications about service health and you can add different email addresses for the notifications



Our service health dashboard shows most of our services are healthy



We have a few advisories on the health dashboard. This has minimal impact and happens sometimes due to updates



Task 1: Setting Up and Configuring User Accounts

For task 1, I worked on setting up and configuring user accounts within Microsoft 365. The bulk import of users from a CSV file was straightforward, I used the csv notepad file. The csv for users could be done with an excel csv file as well. This enabled me to quickly add multiple users and assign Microsoft 365 E5 licenses. Configuring user profiles involved ensuring each user had a profile picture, contact information, and job title, which helped personalize their accounts and facilitate better communication and identification within the organization. I created Office 365 groups for IT, HR, and Marketing to be used by the members of their respective departments and assigned specific permissions to ensured that sensitive HR documents were secure.

Task 2: Monitoring and Reporting

In this task, configuring audit logs in the Microsoft 365 compliance center allowed me to track user activities, providing valuable insights into user behavior. Setting up alert policies to notify administrators of suspicious activities, like mass file deletions, helped in promptly addressing potential security threats. Generating usage reports on user activity, email usage, and SharePoint site usage provided me an understanding of organizational operations, and scheduling monthly reports ensured that IT administrators and department heads were kept informed. Implementing and monitoring service health alerts ensured that any issues with Microsoft 365 services were promptly addressed, maintaining smooth operations. And checking for the advisory notifications on the health dashboard to check the severity and possible outcome of the health status alert.