

Site Mailbox Script Deployment Guide

EPA – Site Mailbox Monitoring Script

Prepared for EPA

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Revision and Signoff Sheet

Change Record

Date	Author	Version	Change Reference
01/16/2015	Sofiane Ben	.1	Initial draft for internal review/discussion

Reviewers

Name	Version Approved	Position	Date

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1 Introduction

The function of the EPA's O365 Site Mailbox monitoring script is to audit and monitor the site mailboxes created in EPA's SharePoint Online environment. EPA's SharePoint Online policy prohibits users from creating site mailboxes. The script implement a business logic to identify and report on any site that had the mailbox app added, update a listing on the administration site and removes the mailbox site after archiving the documents.

EPA's O365 Site Mailbox monitoring script is a PowerShell script that leverages .Net 4.5 and the APIs provided by Office 365 and SharePoint Online. The script communicate with EPA's O365 tenant through SharePoint's Client Side Object Model API (CSOM) and via https.

The document is organized as the following:

- Requirements:

Provide a listing of the requirements

- Deployment:

Detailed deployment steps of the script and configuration file

- Usage:

Detailed usage and logging configuration

2 Requirements

The table below list the tool's system requirement.

Requirement	Category	Comment
Windows Server OS	Platform	(any current version)
.Net 4.5	Platform	
PowerShell	Platform	
Microsoft Online Service Sign-in Assistant	PowerShell Add-on	http://go.microsoft.com/fwlink/p/?LinkId=286152
Azure Active Directory Module for Windows PowerShell (64-bit version)	PowerShell Add-on	http://go.microsoft.com/fwlink/p/?linkid=236297
SharePoint Online Management Shell	PowerShell Add-on	http://www.microsoft.com/en-us/download/details.aspx?id=35588
Task scheduling solution	Platform	Preferably Windows Tasks Scheduler
Internet connectivity with port 443 enabled	Network	Communication with EPA's O365 is done via https
Microsoft.SharePoint.Client.dll	API	Included in package
Microsoft.SharePoint.Client.Runtime.dll	API	Included in package
Microsoft.Online.SharePoint.Client.Tenant.dll	API	Included in package

Note: The tool does not require additional technology such as an IIS/ASP.net sever or a SharePoint server.

3 Deployment & Configuration

3.1 Deploying the Script

Extract the content of EPA-SiteMailbox.zip into your directory of choice. The folder created will contain a script folder. The script folder contains the needed executables and the supporting files.

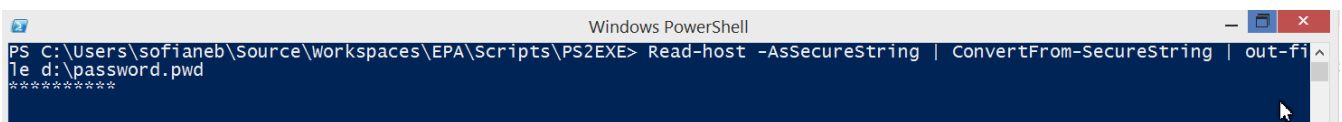
Name	Date modified	Type	Size
app	8/24/2014 1:42 AM	XML Configuration File	1 KB
EPA-SiteMailbox	8/24/2014 4:57 AM	Application	192 KB
EPA-SiteMailbox	8/24/2014 4:57 AM	Windows PowerShell Script	16 KB
Microsoft.Online.SharePoint.Client.Tenant.dll	4/25/2014 2:26 PM	Application extension	54 KB
Microsoft.SharePoint.Client.dll	4/25/2014 12:25 PM	Application extension	460 KB
Microsoft.SharePoint.Client.Runtime.dll	1/23/2014 7:53 AM	Application extension	283 KB
password.pwd	8/24/2014 12:33 A...	PWD File	1 KB

3.2 Set Password

The password credential used by the script are encrypted into a password file (.pwd). Use PowerShell to create the password file

- Create password file by running the PowerShell command bellow

`Read-Host -AsSecureString | ConvertFrom-SecureString | Out-File <Path>\passwordfile.pwd>`



```
Windows PowerShell
PS C:\Users\sofiane\Source\workspaces\EPA\Scripts\PS2EXE> Read-Host -AsSecureString | ConvertFrom-SecureString | Out-File .\password.pwd
*****
```

- Save the file into the script's root folder

Name	Date modified	Type	Siz
app	8/24/2014 12:42 A...	XML Configuration File	
EPA-SiteMailbox	8/24/2014 3:57 AM	Application	
EPA-SiteMailbox	8/24/2014 3:57 AM	Windows PowerShell Script	
Microsoft.Online.SharePoint.Client.Tenant.dll	4/25/2014 1:26 PM	Application extension	
Microsoft.SharePoint.Client.dll	4/25/2014 11:25 A...	Application extension	
Microsoft.SharePoint.Client.Runtime.dll	1/23/2014 6:53 AM	Application extension	
password.pwd	8/23/2014 11:33 PM	PWD File	

3.3 Create Windows Scheduled Tasks

The script should be set up to execute at prescribed schedules and through Windows scheduled tasks. The scheduled tasks can be created with Windows' GUI or using your command tool of choice.

Create 1 scheduled task:

Name	Schedule	Command
EPA-SiteMailBox	Every 30 mins	EPA-SiteMailbox.ps1 -scriptDirectory <Path> Note: replace the scheduled task created for the previous version with this new one
		Note : The scheduled task runs PowerShell instead of cmd

3.4 Test Check

Administrators can test deployment by executing the script. The script has to be executed with the path to its location provided as a command line parameter.

```
Windows PowerShell
PS D:\EPA-SiteMailbox> .\EPA-SiteMailbox.ps1 -scriptDirectory D:\EPA-SiteMailbox
```

After few seconds the script executes and displays the loaded DLLs as well as additional text.

```
Windows PowerShell
PS D:\EPA-SiteMailbox> .\EPA-SiteMailbox.ps1 -scriptDirectory D:\EPA-SiteMailbox

GAC      Version      Location
----      -
True     v4.0.30319   C:\windows\Microsoft.Net\assembly\GAC_MSIL\Microsoft.SharePoint.Client\v4.0.15.0.0__71e9bce1...
True     v4.0.30319   C:\windows\Microsoft.Net\assembly\GAC_MSIL\Microsoft.SharePoint.Client.Runtime\v4.0.15.0.0__...
False    v4.0.30319   D:\EPA-SiteMailbox\Microsoft.Online.SharePoint.Client.Tenant.dll

WARNING: Your connection has been redirected to the following URI:
"https://pod51045psh.outlook.com/powershell-liveid?PSVersion=4.0 "
```

The script will create a log folder if it doesn't already exist and appends few lines into the contained log file

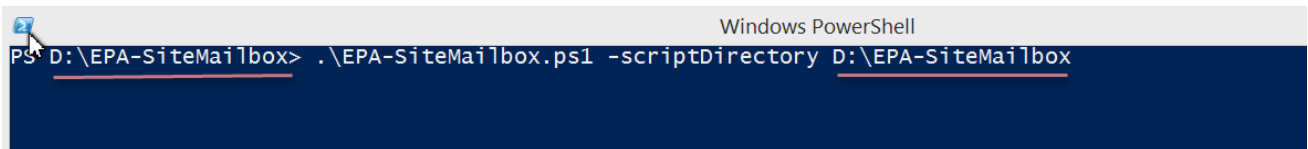
Name	Date modified	Type	Size
log	8/25/2014 7:15 AM	File folder	
app	8/24/2014 1:42 AM	XML Configuration...	1 KB
EPA-SiteMailbox	8/24/2014 4:57 AM	Application	192 KB
EPA-SiteMailbox	8/25/2014 7:15 AM	Windows PowerSh...	16 KB
Microsoft.Online.SharePoint.Client.Tenant.dll	4/25/2014 2:26 PM	Application extens...	54 KB
Microsoft.SharePoint.Client.dll	4/25/2014 12:25 PM	Application extens...	460 KB
Microsoft.SharePoint.Client.Runtime.dll	1/23/2014 7:53 AM	Application extens...	283 KB
password.pwd	8/24/2014 12:33 A...	PWD File	1 KB

4 Usage

4.1 Executing the Script

The script should be executed through the PowerShell command prompt. The script requires a parameter.

Execute the script by calling its executable file as below:

A screenshot of a Windows PowerShell terminal window. The title bar at the top reads "Windows PowerShell". The command prompt shows the current directory as "D:\EPA-SiteMailbox" and the command being executed is ".\EPA-SiteMailbox.ps1 -scriptDirectory D:\EPA-SiteMailbox". The command and the directory path are underlined in red. The terminal background is dark blue.

```
PS D:\EPA-SiteMailbox> .\EPA-SiteMailbox.ps1 -scriptDirectory D:\EPA-SiteMailbox
```