

# Administering Microsoft 365 | Quick Guide

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## Planning and Provisioning Office 365

### Core Services of Office 365

Microsoft 365, formerly known as Office 365, offers a suite of core services designed to enhance productivity, collaboration, and communication within organizations. The primary components include:

1. **Microsoft Word:** A word processing application for creating and editing documents.
2. **Microsoft Excel:** A spreadsheet program used for data analysis and visualization.
3. **Microsoft PowerPoint:** A presentation software for creating slide shows.
4. **Microsoft Outlook:** An email and calendar application for managing communications and schedules.
5. **Microsoft OneNote:** A note-taking program that gathers handwritten or typed notes, drawings, screen clippings, and audio commentaries.
6. **Microsoft Teams:** A collaboration platform that combines workplace chat, meetings, notes, and attachments.
7. **Microsoft OneDrive:** A file hosting service that allows users to sync files and later access them from a web browser or mobile device.
8. **Microsoft SharePoint:** A web-based collaborative platform that integrates with Microsoft Office, primarily used for document management and storage.

### Creating an Office 365 Tenant

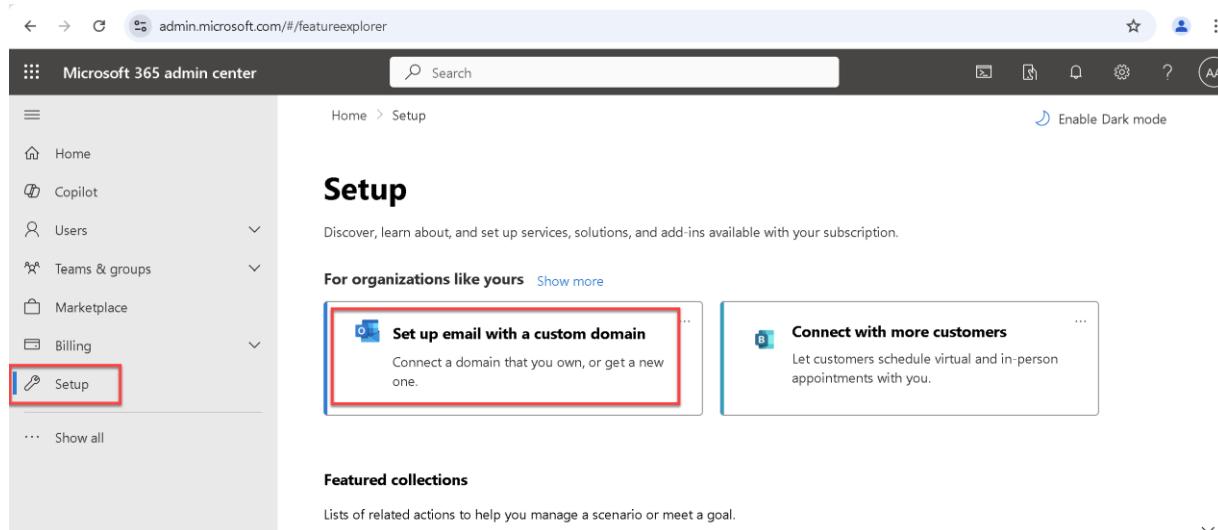
Creating an Office 365 (now Microsoft 365) tenant involves setting up an account that serves as the organizational container for all your services, users, and resources. Here's a step-by-step guide to create an Office 365 tenant:

#### 1. Sign Up for Microsoft 365

- [Compare Office 365 Enterprise Pricing and Plans | Microsoft 365](#)

#### 2. Domain Registration

- Go to the [Microsoft 365 admin center](#). Or using [... - Microsoft Entra admin center](#)
- **Default Domain:** Microsoft assigns a default domain (e.g., `yourcompany.onmicrosoft.com`).
- If you want to use your organization's domain (e.g., `yourcompany.com`):
  1. Go to the **Admin Center → Setup**.
  2. Add your domain.
  3. Update the DNS records with your domain registrar to verify ownership (e.g., MX, CNAME, TXT, and SRV records).



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The screenshots illustrate the steps to set up email with a custom domain in the Microsoft 365 Admin Center.

**Screenshot 1: Set up email with a custom domain**

This screen shows the main Microsoft 365 Admin Center interface with a central modal window titled "Set up email with a custom domain". The modal provides two options: "Use a domain you already own" (selected) or "Or you can buy a new domain." It also includes a "Buy now" button.

**Screenshot 2: Set up domain**

This screen shows the "Set up domain" wizard. The "Overview" step is selected. The right pane contains the title "Set up email with a custom domain" and a brief overview of the process. A video thumbnail is shown, and a "Continue" button is at the bottom.

**Screenshot 3: Add your domain**

This screen shows the "Add domain" step of the wizard. The "Domain name" field is highlighted with a red box and contains the value "servertraining.xyz". The right pane contains instructions about adding a domain and a "Learn how to add a domain" section with a video thumbnail.

## Administering Microsoft 365

The screenshots illustrate the steps to verify a domain in the Microsoft 365 admin center:

- Verify you own your domain (Step 1):** Shows the "Add domain" step selected in the workflow. It prompts the user to sign in to their domain host and adds a verification record.
- Add a record to verify ownership (Step 2):** Shows the "Verify your domain" step selected. It provides instructions to add a TXT record to the domain's DNS management. A purple box highlights the "MX record" tab.
- MX record configuration (Step 3):** Shows the "MX record" tab selected. It displays fields for Host Name (@), Points to address or value (ms9), Priority (32), and TTL (3600).

## Administering Microsoft 365

to keep the current configuration skip net step

The screenshot shows the 'Set up domain' wizard in the Microsoft 365 admin center. The left sidebar lists various admin centers like Security, Compliance, and Microsoft Intune. The main pane shows the 'Set email addresses' step, which includes 'Your email address' (User email addresses, New email info) and 'Connect email'. A purple box highlights the 'New email address' input field, showing 'aabdelwahed' followed by '@servertraining.xyz'. At the bottom, the 'Update and sign out' button is also highlighted.

and continue from here

The top screenshot shows the 'Domains' page in the Microsoft 365 admin center. It lists two domains: 'servertraining.xyz (Default)' with a status of 'Incomplete setup' and '5dz3t4.onmicrosoft.com' with a status of 'Healthy'. The bottom screenshot shows the 'servertraining.xyz' domain details page. The left sidebar has 'Domains' selected. The main pane shows the domain name 'servertraining.xyz' and a status message 'Setup incomplete - Default domain'. Below it are buttons for 'Continue setup', 'Remove domain', and 'Refresh'. The 'Overview' tab is selected. A purple box highlights the 'Continue setup' button.

**How do you want to connect your domain?**

Connect your domain to your Microsoft services so you can use email and instant messaging. There are a couple of options to consider, depending on how you'd like to manage domain name service (DNS) records for your domain **servertraining.xyz**.

[Learn more about DNS records](#)

Let Microsoft add your DNS records (recommended)  
Since GoDaddy is your DNS hosting provider, all you have to do is sign in and we'll update your DNS records. We'll also set up Exchange for Outlook for email, contacts, and scheduling.

Add your own DNS records  
If you have a complex DNS record structure, choose this option. Next, we'll provide a list of DNS records that you'll need to add for your domain at your DNS host.

Skip and do this later (not recommended)  
Your Microsoft services won't be connected to this domain. When you are ready, go to the [Domains](#) page to finish setting it up.

[Back](#) [Continue](#) [Close](#)

**Add DNS records**

To start routing email through Microsoft 365 for servertraining.xyz, select **Exchange and Exchange Online Protection**, then **Add DNS records**. We'll prompt you to sign in to GoDaddy to approve the connection and automatically add the DNS records required for that service.

If you don't want to set up a service, clear the selection and continue without adding DNS records for it.

Exchange and Exchange Online Protection

Email, contacts, and scheduling are all provided by Exchange. Set up this service to enable all the functionality of Outlook and other email clients. Exchange services need 3 records to work right: an MX record tells where to deliver email messages, a TXT to prevent someone from spoofing your domain to send spam, and a CNAME record for client-side Autodiscover, helping mail clients connect users to their respective mailboxes.

Don't add these DNS records if:

- You need custom DNS routing for your email, for example, to route traffic through an external spam filtering service
- You're already using Exchange on-premises as well as Exchange Online (also called a hybrid deployment)

If this applies, you will need to clear the **Exchange and Exchange Online Protection** selection and set up your own custom DNS records to route email through Microsoft 365 later.

Important: Before adding these DNS records, make sure you've already set up servertraining.xyz email addresses in Microsoft 365 for all existing users who still need one, or they won't be able to send and receive email.

Type	Host name	Point to address or value	TTL
MX	@	0 servertraining	1 HOUR
TXT	v=spf1	servertraining	1 HOUR

[Back](#) [Add DNS records](#) [Close](#)

**Domain setup is complete**

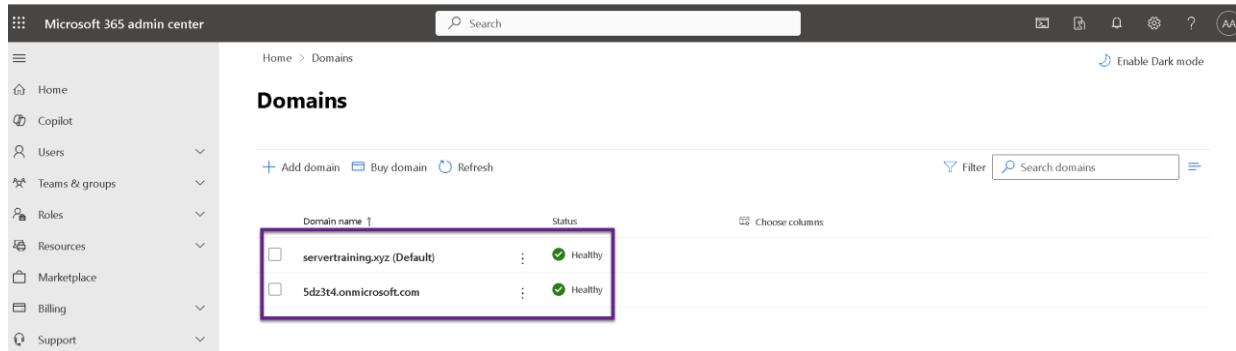
servertraining.xyz is all set up and you can now view and manage it from your domains list.  
You can now go to [Active users](#) to add new users and set up email addresses or aliases for everyone who needs to use servertraining.xyz for email.

**Next steps**

[Go to Active users](#) [View all domains](#)

Was it easy to add your domain? [Yes](#) [No](#)

## Administering Microsoft 365



Domain name ↑	Status
servertraining.xyz (Default)	Healthy
5dz3t4.onmicrosoft.com	Healthy

Now you can create users and groups from scratch or migrate your current Active Directory users and computers by configuring a hybrid environment using **Entra ID Connect**.

### 3. Set Up Users and Assign Licenses

- Navigate to **Users** → **Active Users**.
- Add users manually or use a bulk import tool if you're adding multiple accounts.
- Assign appropriate Microsoft 365 licenses to each user (e.g., Office 365 Business, E3, E5).

### 4. Configure Security Settings

- Set up multi-factor authentication (MFA) for admin and user accounts.
- Use **Microsoft Security Defaults** or custom conditional access policies for added security.
- Enable Secure Score recommendations for best practices.

### 5. Configure Microsoft 365 Services

- **Email (Exchange Online)**: Configure email domains, mailbox policies, and shared mailboxes.
- **Teams**: Set up teams, channels, and communication policies.
- **SharePoint and OneDrive**: Configure storage settings and collaboration spaces.
- **Compliance**: Enable data loss prevention (DLP) and retention policies.

### 6. Customize Tenant Settings

- Go to **Settings** → **Org Settings**:
  - Add your company logo, name, and theme.
  - Configure regional settings like time zone and language.

### 7. Verify Configuration

- Test email, file sharing, and collaboration tools to ensure proper setup.
- Check for alerts or pending actions in the **Admin Center** dashboard.

### 8. Optimize with Additional Features

- Set up Azure Active Directory for identity and access management.
- Integrate Power BI, Microsoft Viva, or other Microsoft 365 services.
- Enable auditing and reporting for compliance and activity tracking.

## Managing Users and Groups in Office 365

## Create and Update User Accounts

The screenshot shows the Microsoft 365 Admin Center interface. On the left, there's a navigation sidebar with various links like Home, Copilot, Users (which is highlighted with a purple box), Active users, Contacts, Guest users, Deleted users, Teams & groups, Roles, Resources, Marketplace, Billing, Support, and Settings. The main area is titled 'Add a user' and shows the 'Active users' section. It has three steps: Basics (selected), Product licenses, and Optional settings. Under 'Basics', there are fields for First name (Ahmed), Last name (Abdelwahed), Display name (Ahmed Abdelwahed), Username (ahmed), and Domains (servertraining.xyz). There are also two checked checkboxes: 'Automatically create a password' and 'Require this user to change their password when they first sign in'.

You can assign license during user creation and later.

This screenshot continues the 'Add a user' process. The 'Product licenses' step is selected. In the 'Licenses' section, the 'Assign user a product license' radio button is selected (highlighted with a purple box), and 'Microsoft 365 E5 Developer (without Windows and Audio Conferencing)' is chosen. Below it, there's a note: 'They may have limited or no access to Microsoft 365 until you assign a product license.' The 'Apps' section shows 73 apps available, with 'Select all' checked.

## Administering Microsoft 365

Also, you assign user role during user creation and later

The screenshot shows the 'Add a user' wizard in the Microsoft 365 Admin Center. The left sidebar shows navigation options like Home, Copilot, Users (Active users selected), Contacts, Guest users, Deleted users, Teams & groups, Roles, Resources, Marketplace, Billing, Support, and Settings. The main area has tabs for 'Active users' (selected) and 'Recommended'. A search bar at the top says 'Search'. The 'Add a user' wizard has four steps: Basics, Product licenses, Optional settings (highlighted with a purple box), and Finish. The 'Optional settings' step contains a section titled 'Optional settings' with the sub-section 'Roles (User: no administration access)' expanded. It lists two roles: 'User (no admin center access)' (selected) and 'Admin center access'. Under 'Admin center access', there are five checkboxes: Exchange Administrator, Global Administrator, Global Reader, Helpdesk Administrator, and Service Support Administrator. At the bottom are 'Back', 'Next', and 'Cancel' buttons.

The screenshot shows the 'Review and finish' step in the 'Add a user' wizard. The left sidebar is identical to the previous screenshot. The main area shows the assigned settings for the user Ahmed Abdelwahed. It includes sections for Display and username (Ahmed Abdelwahed, ahmed@servertraining.xyz), Password (Type: Auto-generated), Product licenses (Location: Oman, Licenses: Microsoft 365 E5 Developer (without Windows and Audio Conferencing), Apps: Places Core, Defender Platform for Office 365, Immersive spaces for Teams, 70 more), Roles (default) (User (no admin center access)), and Profile info. At the bottom are 'Back', 'Finish adding', and 'Cancel' buttons.

The screenshot shows a confirmation message: 'Ahmed Abdelwahed added to active users'. It states that Ahmed Abdelwahed will now appear in the list of active users. The 'User details' section shows the display name, username (ahmed@servertraining.xyz), and password (\*\*\*\*\*). The 'Licenses bought' section shows 'None'. The 'Licenses assigned' section shows 'Microsoft 365 E5 Developer (without Windows and Audio Conferencing)'. At the bottom are 'Back' and 'Cancel' buttons.

# Administering Microsoft 365

## Role assignments

The screenshot shows the Microsoft 365 admin center interface. On the left, the navigation menu is open, with 'Role assignments' highlighted. The main content area is titled 'Role assignments' and includes tabs for Microsoft Entra ID, Exchange, Intune, and Billing. A sub-section titled 'Exchange Administrator' is shown, with a 'Run As' button. Below this, a table lists roles: Exchange Administrator (selected), Global Administrator, Global Reader, and Helpdesk Administrator. The 'Assigned' column shows 0, and the 'Category' column shows Collaboration.

## Administrative units

Administrative Units (AUs) in **Microsoft Entra ID** are like "folders" that help you organize and manage users, groups, and devices in a large organization. They allow you to:

1. **Group Resources:** Organize resources by department, location, or team.
  - Example: Create an AU for "Sales" or "HR."
2. **Delegate Administration:** Let specific people manage only their assigned AU without accessing the rest of the organization.
  - Example: The "Sales Admin" can reset passwords or manage users in the Sales AU only.
3. **Improve Security:** Ensure admins have access only to the resources they need, reducing mistakes and risks.

The screenshot shows the 'Add administrative unit' wizard in the Microsoft 365 admin center. The left sidebar has 'Administrative units' selected. The main area is titled 'Administrative units > Add administrative unit' and shows a 'Basics' step. It includes fields for 'Name' (set to 'HR') and 'Description'. A sidebar on the left lists 'Basics', 'Optional settings', and 'Review and finish'.

## Administering Microsoft 365

The screenshot shows the Microsoft 365 admin center interface. On the left, the navigation menu is visible with 'Administrative units' selected. The main area displays the 'Add administrative unit' wizard, currently at the 'Members' step. A purple box highlights the 'Members' section of the wizard. To the right, a modal window titled 'Add members' is open, showing a list of four users: User02, User03, User04, and User05. Below the list are buttons for 'Add users' and 'Add groups'. At the bottom of the modal are 'Back', 'Next', and 'Cancel' buttons.

The screenshot shows the Microsoft 365 admin center interface. On the left, the navigation menu is visible with 'Administrative units' selected. The main area displays the 'Add administrative unit' wizard, currently at the 'Roles' step. A purple box highlights the 'Roles' section of the wizard. To the right, a modal window titled 'User Administrator' is open, showing a list of roles under the 'Assigned' tab. The 'User Administrator' role is selected and highlighted with a purple box. A green notification message at the bottom of the modal states 'User001 was added to this role.' Below the list are buttons for 'Add users', 'Add groups', and 'Search this list'. At the bottom of the modal are 'Close' and 'Next' buttons.

## Administering Microsoft 365

If you access the admin center using **user01**, you can only manage users who are assigned to the Administrative Unit

The screenshot shows the Microsoft 365 Admin Center interface. The left sidebar has 'Active users' selected under 'Users'. The main area is titled 'Active users' and lists 11 users: User002, User003, User004, User005, User006, User007, User008, User009, User010, and User011. All users are listed as 'Unlicensed'. The top right corner shows the user 'User01' (user01@m365.today) is signed in.

## Block access to all admin Portals for end users

The screenshot shows the Microsoft Entra admin center. The left sidebar has 'Conditional Access' selected under 'Protection'. The main area is titled 'New Conditional Access policy' and shows a policy named 'Block All End users to Access Admin Portals'. The policy includes 'All users included and specific users excluded' and targets 'Microsoft Admin Portals'. The 'On' button is selected for the 'Enable policy' section. A warning message at the bottom says: '⚠️ It looks like you're about to manage your organization's security configurations. That's great! You must first [disable security defaults](#) before enabling a Conditional Access policy.'

# Administering Microsoft 365

## Block Access to all M365 Services based on Countries

First you have to identify the allowed countries

This screenshot shows the Microsoft Entra admin center interface. The left sidebar is expanded to show the 'Conditional Access' section under 'Identity Protection'. The main content area is titled 'Conditional Access | Named locations'. It includes a search bar and filters for 'Location type: All types' and 'Trusted type: All types'. A table lists one named location: 'OMAN' (Country/Region), which is not configured for Conditional Access. Buttons for 'Countries location' and 'IP ranges location' are visible at the top.

This screenshot shows the creation of a new Conditional Access policy. The 'Name' field is set to 'Block M365 from outside OMAN'. The 'Configure' dropdown is set to 'Yes'. The 'Include' button is selected. In the 'Assignments' section, 'All users' are assigned. Under 'Target resources', '1 resource included' is selected. In the 'Network' section, 'Selected networks and locations' is chosen, and 'OMAN' is listed as a selected location. The 'Enable policy' section has 'Report-only' selected. A warning message at the bottom states: 'It looks like you're about to manage your organization's security configurations. That's great! You must first [disable security defaults](#) before enabling a Conditional Access policy.' A 'Create' button is at the bottom.

## Password protection

The screenshot shows the Microsoft Entra admin center interface. The left sidebar is collapsed, and the main content area displays the 'Authentication methods | Password protection' page under 'Identity Protection'. The 'Manage' section on the left includes options like 'Policies', 'Password protection' (which is selected and highlighted with a purple box), 'Registration campaign', 'Authentication strengths', and 'Settings'. The right side shows configuration for 'Custom smart lockout' with fields for 'Lockout threshold' (10) and 'Lockout duration in seconds' (60). A 'Custom banned passwords' section is expanded, showing a 'Custom banned password list' input field containing 'password2024'. Below this is a section for 'Password protection for Windows Server Active Directory' with a toggle switch set to 'Yes'. At the bottom, there are 'Mode' settings with 'Enforced' and 'Audit' options.

## Administering Microsoft 365

### Manage User settings

The screenshot shows the Microsoft 365 admin center interface. On the left, there's a navigation sidebar with various options like Home, Copilot, Users, Active users, and so on. The 'Active users' section is currently selected. In the main area, it shows a list of users with their names and email addresses. A specific user, 'Ahmed Abdelwahed', is highlighted with a blue profile picture and a red box around the 'Reset password', 'Block sign-in', and 'Delete user' buttons. Below the user list, there are sections for 'Username and email', 'Last sign-in', 'Alternate email address', 'Roles', and 'Contact information'. At the bottom of the user list, another red box highlights the 'All users' link in the sidebar.

### Working with Guest

The screenshot shows the Microsoft Entra admin center interface. On the left, there's a navigation sidebar with 'Home', 'What's new', 'Diagnose & solve problems', 'Favorites', 'Identity', 'Overview', 'Users', and 'All users'. The 'Users' section is currently selected. In the main area, it shows a list of users with their names and email addresses. A red box highlights the 'Invite external user' button in a modal window titled 'Create new user'. Below the user list, another red box highlights the 'All users' link in the sidebar.

## Administering Microsoft 365

The screenshot shows the Microsoft Entra admin center interface. On the left, there's a navigation sidebar with sections like Home, What's new, Diagnose & solve problems, Favorites, Identity, Overview, Users, Groups, Devices, Learn & support, and Help & feedback. The main area is titled "Invite external user" with a sub-section "Identity". A red box highlights the "Email" field, which contains "ahmed" followed by a blurred email address ending in ".gmail.com". Below it is a "Display name" field. The "Invitation message" section includes a "Send invite message" checkbox (which is checked) and a "Message" text area. There's also a "Cc recipient" field. At the bottom, there are buttons for "Review + invite", "Previous", "Next Properties", and "Give feedback".

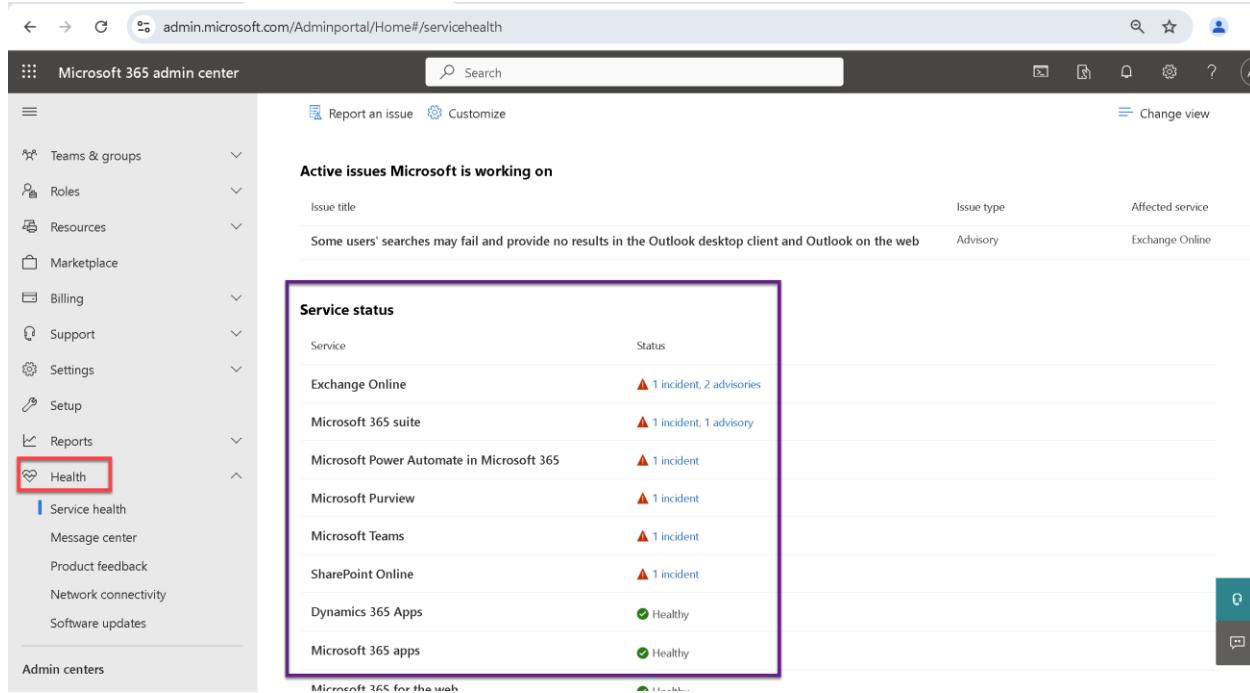
## Create and Manage Security Groups

The screenshot shows the Microsoft Entra admin center interface. The left sidebar has sections for Identity, Overview, Users, Groups, Applications, and Devices. The main area is titled "New Group" with a "Got feedback?" link. A red box highlights the "Group name" field, which contains "Security". Below it is a "Group description" field. Under "Microsoft Entra roles can be assigned to the group", there are "Yes" and "No" buttons, with "No" selected. A red box highlights the "Membership type" dropdown menu, which lists "Assigned", "Assigned", "Dynamic User", and "Dynamic Device". At the bottom, it says "No members selected".

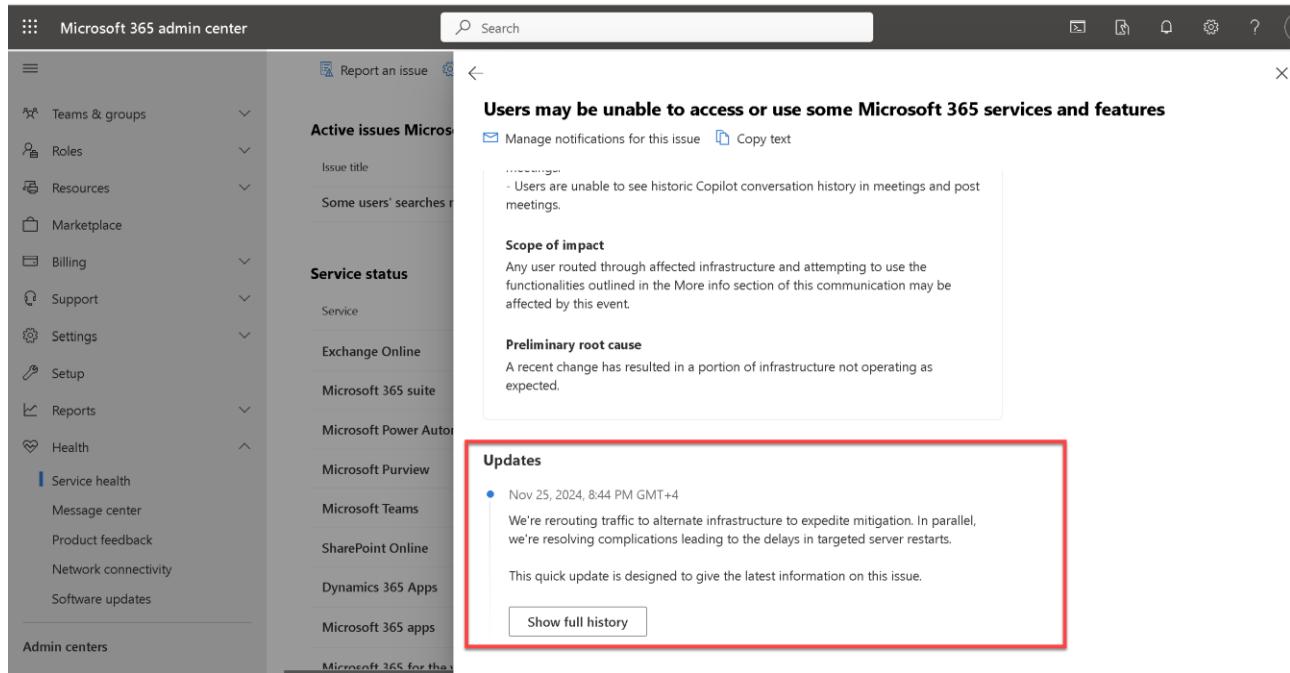
## Deploying and Configuring Tools and Applications for Office 365

### Monitor Office 365 service health

#### Microsoft 365 network connectivity test



The screenshot shows the Microsoft 365 admin center interface. On the left, there's a navigation sidebar with various links like 'Teams & groups', 'Roles', 'Resources', 'Marketplace', 'Billing', 'Support', 'Settings', 'Setup', 'Reports', and 'Health'. The 'Health' link is highlighted with a red box. Below the sidebar, the main content area displays 'Active issues Microsoft is working on'. It lists several services with their status: Exchange Online (1 incident, 2 advisories), Microsoft 365 suite (1 incident, 1 advisory), Microsoft Power Automate in Microsoft 365 (1 incident), Microsoft Purview (1 incident), Microsoft Teams (1 incident), SharePoint Online (1 incident), Dynamics 365 Apps (Healthy), and Microsoft 365 apps (Healthy). A purple box highlights the 'Service status' table.



This screenshot shows a detailed view of a service issue. The left sidebar is identical to the previous one. The main content area has a large red box around the top section, which includes the title 'Users may be unable to access or use some Microsoft 365 services and features', a 'Manage notifications for this issue' button, a 'Copy text' button, and a 'More info' section with a note about Copilot history. Another red box highlights the 'Updates' section at the bottom right, which contains a single item: 'Nov 25, 2024, 8:44 PM GMT+4' followed by a message about rerouting traffic and resolving complications. A 'Show full history' button is also visible in this section.

## Administering Microsoft 365

The screenshot shows the Microsoft 365 admin center interface. On the left, there's a navigation sidebar with various categories like Teams & groups, Roles, Resources, Marketplace, Billing, Support, Settings, Setup, Reports, and Health. Under Health, there are sub-options: Service health (which is selected and highlighted with a red box), Message center, Product feedback, Network connectivity, and Software updates. Below the sidebar is the main content area. At the top of the content area, there's a breadcrumb trail: Home > Service health. To the right of the breadcrumb is a search bar and several icons for navigation and settings. A blue link 'Enable Dark mode' is visible in the top right corner. The date 'Nov 25, 2024, 9:32 PM GMT+4' is also shown. The main title is 'Service health'. Below it, there are three tabs: 'Overview' (disabled), 'Issue history' (selected and highlighted with a red box), and 'Reported issues'. A sub-instruction 'View info about the history of incidents and advisories that have been resolved.' is present. Below this, there are buttons for 'Report an issue' and 'Customize', and a search bar with filters for 'Past 7 days', 'Filter', and 'Change view'. The main table lists seven items, each with a title, service, issue origin, ID, status, and start time. The first item is 'Some users may be unable to search in SharePoint Online' (SharePoint Online, Microsoft, SP941302, False positive, Nov 25, 2024). The second item is 'Users may be unable to see the finish date of incomplete tasks in the grid view of Project for the web' (Project for the web, Microsoft, PW939324, Service restored, Nov 13, 2024). The third item is 'Users can't access Intune blogs news and the customer success blog from https://intune.microsoft.com' (Microsoft Intune, Microsoft, IT925560, Service restored, Nov 5, 2024). The fourth item is 'Some users' inbound email messages containing some URLs may be unexpectedly marked as phishing' (Exchange Online, Microsoft, EX921449, Post-incident report published, Oct 29, 2024). The fifth item is 'Users may experience failures for multiple scenarios in Omnichannel for Customer Service' (Dynamics 365 Apps, Microsoft, CR917769, Post-incident report published, Oct 29, 2024).

## Microsoft 365 billing

The screenshot shows the Microsoft 365 admin center interface. On the left, there's a navigation sidebar with categories: Home, Copilot, Users, Teams & groups, Roles, Resources, Marketplace, Billing (which is selected and highlighted with a purple box), Your products, Licenses, Bills & payments, Billing accounts, Payment methods, and Billing notifications. Below the sidebar is the main content area. At the top, there's a breadcrumb trail: Home > Licenses. To the right of the breadcrumb is a search bar and several icons. A blue link 'Enable Dark mode' is visible in the top right corner. The main title is 'Licenses'. Below it, there are three tabs: 'Subscriptions' (selected and highlighted with a purple box), 'Requests', and 'Auto-claim policy'. A sub-instruction 'Select a product to view and assign licenses. Each product below may contain licenses from multiple subscriptions. [Learn more about assigning licenses](#)' is present. Below this, there's a link 'Go to Your products to manage billing or buy more licenses.' At the bottom, there are buttons for 'Export' and 'Refresh', and a search bar with filters for '1 item', 'Filter', and 'Change view'. The main table lists one item: 'Microsoft 365 E5 Developer (without Windows and Aud...)' with 8 available licenses and 17 assigned licenses (Organization account type).

## Administering Microsoft 365

### Microsoft 365 Reports

#### Adoption Score

The Adoption Score provides insights into an organization's progress in adopting Microsoft 365 tools and services. It tracks **people experiences** and **technology experiences** to evaluate digital transformation.

The screenshot shows the Microsoft 365 admin center interface. On the left, the navigation menu is open, and the 'Reports' section is highlighted with a purple box. Under 'Reports', the 'Adoption Score' option is selected and highlighted with a blue box. The main content area is titled 'Adoption Score'. It includes a brief description of what the score represents, an 'Overview' tab (which is selected), and an 'Actions' tab. Below the overview, there are sections for 'People experiences' (with a note that insights will be available soon) and 'Technology experiences' (with a note that endpoint analytics is not set up). To the right, a large box displays 'Your organization's score: 0%' and 'Total score: 0/0 points'. It also shows a legend for 'Your Org' (blue square) and 'Peer Benchmark' (grey triangle). A note states that the organization's Adoption Score is the total of its people experiences and technology experiences scores. At the bottom, there is a 'Score components' section with a '0/0 points' status and a link to learn about the score calculation.

The **Actions** section provides recommendations to enhance the adoption of Microsoft 365 services. It suggests specific actions to improve **content collaboration**, **communication**, and **mobility** within the organization.

This screenshot shows the same Microsoft 365 admin center interface as above, but the 'Actions' tab is now selected and highlighted with a purple box. The main content area is titled 'Adoption Score' and contains the same descriptive text and sections as before. Below the 'Actions' tab, there is a message: '(i) The recommended actions feature is in preview.' Under the 'Actions' tab, there is a section titled 'All available actions' with a button to 'Manage your org's messages'. Below this, a table lists five recommended actions, each with a red border:

Name	Related category	Related metric	Description
Encourage people to create files in SharePoint or On...	Content collaboration	People creating files, by location	Files saved to SharePoint or OneDrive are accessible. Create a message to the people in your org to support.
Encourage users to email files with cloud attachments	Content collaboration	People sharing files in email, by type	Emailing cloud attachments instead of links allows users to encourage your users to send cloud attachments.
Encourage people to communicate using Teams	Communication	People communicating, by modes	Create a message to encourage the people in your org effectively with each other.
Encourage people to use @mentions in Outlook	Communication	New email threads receiving a response, by...	Using @mentions in email improves responses. Create a message to encourage the people in your org.
Encourage people to use Outlook mobile	Mobility	People using Outlook across platforms	Using Outlook on mobile devices helps people message to encourage the people in your org.

### Recommended Actions:

#### 1. Encourage people to create files in SharePoint or OneDrive:

- **Category:** Content collaboration.
- **Metric:** People creating files by location.
- **Description:** Promotes saving files to SharePoint or OneDrive to improve accessibility and collaboration.

#### 2. Encourage users to email files with cloud attachments:

- **Category:** Content collaboration.
- **Metric:** People sharing files in email by type.
- **Description:** Recommends using cloud attachments instead of traditional attachments for easier access and sharing.

#### 3. Encourage people to communicate using Teams:

- **Category:** Communication.
- **Metric:** People communicating by modes.
- **Description:** Encourages effective collaboration through Microsoft Teams.

#### 4. Encourage people to use @mentions in Outlook:

- **Category:** Communication.
- **Metric:** New email threads receiving a response by using @mentions.
- **Description:** Highlights the benefit of using @mentions for better email responsiveness.

#### 5. Encourage people to use Outlook mobile:

- **Category:** Mobility.
- **Metric:** People using Outlook across platforms.
- **Description:** Suggests using the Outlook mobile app to stay connected on the go.

### Usage

The screenshot shows the Microsoft 365 admin center interface. The left sidebar has a tree view with nodes like Billing, Support, Settings, Reports (with 'Usage' highlighted), and Health. The 'Usage' node is further expanded to show 'Organizational messages' and 'Service health'. The main content area is titled 'Usage' and contains two charts. The top chart is for 'Email activity' and shows 'Email app usage' over the last 30 days, with a legend for Sent (blue), Received (orange), Read (green), and 2 more (yellow). The bottom chart is for 'Email app usage' and shows the number of users by activity type over the same period. Both charts have export options and a 'Last updated' timestamp of November 23, 2024 (UTC).

# Administering Microsoft 365

## Organizational Messages

The screenshot shows the Microsoft 365 admin center interface. On the left, there's a navigation sidebar with various categories like Billing, Support, Settings, Reports, and Organizational messages (which is highlighted with a red box). The main content area is titled "Organizational messages" and contains a brief description: "Create and deliver messages to targeted groups in your organization that help employees use their devices, find resources, and stay connected to each other." Below this, there are four "Top actions" cards:

- Create a message**: Quickly connect with your employees using our simple message creation tool.
- Send urgent message**: Connect with your employees quickly to notify on urgent updates.
- Review activity**: Keep track of how messages are performing.
- Learn about premium features**: Admins get more out of organizational messages with advanced customization and targeting capabilities.

This screenshot shows the "Create a message" wizard. On the left, a navigation pane shows a flow from "Messages" to "Objective". The main area is titled "Choose your objective" and asks, "What do you want your message to accomplish?". It lists three options: "Adoption" (encouraging employees to use tools and workplace enhancements), "Onboarding" (welcoming new employees), and "Service health" (keeping employees informed about service issues). The "Service health" option is highlighted with a green box. At the bottom, there are "Next", "Save and close", and "Cancel" buttons.

This screenshot shows the next step in the "Create a message" wizard, titled "Choose where to display your message". The navigation pane now shows "Objective" and "Location" as completed steps. The main area asks, "Display your message where it will be most effective for your purpose." It shows two options: "Notifications area" (displaying the message in the lower right of users' screens in Windows 10/11) and "Taskbar" (displaying the message above the taskbar in Windows 10/11). The "Notifications area" option is highlighted with a green box.

## Administering Microsoft 365

### Custom Office 365 installation

<https://config.office.com/officeSettings>

The screenshot shows the Microsoft 365 Apps admin center with the 'Office policies' section selected. The left sidebar includes options like Home, Cloud Update, Customization, Health, Inventory, Learn More, and Setup. The main content area displays the 'Office policies' page, which describes cloud-based policy management for Microsoft 365. It includes links to 'Go to Microsoft 365 Cloud Policy' and 'Go to Office Customization Tool'. A green box highlights the 'Go to Microsoft 365 Cloud Policy' link.

The screenshot shows the 'Start with the basics' configuration step. The left sidebar shows 'Customization' selected. The main content area displays a form to provide a name and brief description for the policy configuration. The 'Name' field contains 'Ahmed Office Policy' and the 'Description' field is empty.

The screenshot shows the 'Choose the scope' configuration step. The left sidebar shows 'Customization' selected. The main content area displays a section titled 'Select the scope' with three options: 'This policy configuration applies to all users' (selected), 'This policy configuration applies to users in the specified groups', and 'This policy configuration applies to users that access documents anonymously using Office on the web'.

The screenshot shows the final policy configuration screen. The left sidebar shows 'Customization' selected. The main content area displays a summary of policy configurations: Total 2247, Security Baseline 137, Accessibility Baseline 44, and Configured 0. Below this, a table lists various policy items such as 'Use Access 2007 compatible cache', 'Allow Trusted Locations on the network', etc., each with columns for Platform, Application, Status, and Area.

**Microsoft 365 Apps admin center**

Home / Policy Management

- Basics
- Scope
- Policies
- Review and publish**

## Review configuration and create

Review the settings for your policy configuration and then select Create.

Basics	Policies
Name	1 policy configured
Ahmed Office Policy	
Description	Security Baseline
	0 baseline policies configured
<a href="#">Edit Basics</a>	<a href="#">Accessibility Baseline</a>
	0 baseline policies configured
	<a href="#">Edit Policies</a>

**Microsoft 365 Apps admin center**

Home

**Office policies**

Cloud-based policy management for Microsoft 365 allows you to manage policies for your organization.

[Go to Microsoft 365 Cloud Policy](#)

**Device Configuration**

Create configuration files that are used to deploy Office in large organizations with the [Office Deployment Tool](#)

[Go to Office Customization Tool](#)

**Microsoft 365 Apps admin center**

Home / Device Configuration

### Create Office Customization Tool

Learn more about the Office Customization Tool

Untitled configuration .xml \*

32-bit  
 64-bit

Products \*

Which products and apps do you want to deploy?

Office Suites

Office LTSC Professional Plus 2024 - Volume License

General

Provide your organization name to set the Company property on Office documents

Not configured

Provide a description for this configuration for documentation purposes

Not configured

**Configured settings**

Products

Architecture: 64-bit

Office LTSC Professional Plus 2024 Volume License

Update channel: Office LTSC 2024 Retail

## Administering Microsoft 365

The first screenshot shows the 'Create Office Customization Tool' page. It displays a configuration interface with various settings for deploying Office products. Buttons for 'Saved', 'Done', 'Download', and 'Reset' are visible at the top right. The second screenshot shows a 'Default File Format' dialog box, which includes options for 'Keep Current Settings' and 'Office Open XML formats'. The third screenshot shows a 'Download configuration to XML' dialog box, where the file name is set to 'Ahmed Office configuration'. The final screenshot shows a browser window with the URL 'config.office.com/officeSettings/configure/38cae18-f3ea-43e6-8db4-1c9825cb6529/edit', indicating the configuration has been saved.

### Place the XML File

- Move the downloaded XML configuration file (e.g., Ahmed Office configuration.xml) into the same folder as the Office Deployment Tool executable (setup.exe).

### Install Microsoft 365 apps

The screenshot shows the Microsoft 365 Admin Center interface. The left sidebar is titled "Microsoft 365 admin center" and contains several navigation items: Support, Settings, Domains, Search & intelligence, Org settings, Microsoft 365 Backup, Integrated apps, Viva, Partner relationships, Microsoft Edge, **Setup**, Reports, and Health. The "Setup" item is highlighted with a red box. The main content area is titled "Setup" and includes a search bar. Below the title, it says "Discover, learn about, and set up services, solutions, and add-ins available with your subscription." A section titled "For organizations like yours" has a "Show more" link. There are two main call-to-action boxes: "Connect with more customers" (blue box) and "Install or share the latest Microsoft 365 apps" (purple box). The purple box is also highlighted with a purple border. It contains the text "Get Word, Excel, PowerPoint, Teams and more for your Mac or PC." Below this are two buttons: "Install Microsoft 365" and "Share installation link".

Planning and Managing Exchange Online

## Managing Exchange Online Mailboxes

← → ⌂ admin.exchange.microsoft.com/#/mailboxes

Exchange admin center

Search (Preview)

Manage mailboxes

Create and manage settings for shared mailboxes. You can also manage settings for user mailboxes, but to add or delete them you must go to the Microsoft 365 admin center and do this on the [active users](#) page. [Learn more about mailboxes](#)

+ Add a shared mailbox Mailflow setting Refresh Export mailboxes 17 items Filter Search

Display name ↑	Recipient type	Archive status	Last modified time	Choose columns
Adele Vance	UserMailbox	None	9/1/2024, 1:40 PM	
Ahmed Abdelwahed	aabdelwahed@5dz3t4.onmicrosoft.com	UserMailbox	None	11/10/2024, 3:26...
Ahmed Abdelwahed	ahmed@servertraining.xyz	UserMailbox	None	11/25/2024, 4:04...
Alex Wilber	AlexW@5dz3t4.onmicrosoft.com	UserMailbox	None	10/8/2024, 11:06...
Diego Siciliani	DiegoS@5dz3t4.onmicrosoft.com	UserMailbox	None	10/2/2024, 1:49 ...
Grady Archie	GradyA@5dz3t4.onmicrosoft.com	UserMailbox	None	8/25/2024, 4:58 ...
Henrietta Mueller	HenriettaM@5dz3t4.onmicrosoft.com	UserMailbox	None	8/29/2024, 2:09 ...

Exchange admin center

Search (Preview)

Manage mailboxes

Create and manage settings for shared mailboxes. You can also manage settings for user mailboxes, but to add or delete them you must go to the Microsoft 365 admin center and do this on the [active users](#) page. [Learn more about mailboxes](#)

Mailflow setting Hide from address list Edit Mailbox delegation Mailbox policies Search ...

Message size restriction

Email forwarding	Email address	Recipient type	Archive status	Last modified time	Choose columns
Ahmed Abdelwahed	aabdewahed@5dz3t4.onmicrosoft.com	UserMailbox	None	11/10/2024, 3:26...	
Ahmed Abdelwahed	ahmed@servertraining.xyz	UserMailbox	None	11/25/2024, 4:04...	
<input checked="" type="checkbox"/> Alex Wilber	AlexW@5dz3t4.onmicrosoft.com	UserMailbox	None	10/8/2024, 11:06...	
<input checked="" type="checkbox"/> Diego Siciliani	DiegoS@5dz3t4.onmicrosoft.com	UserMailbox	None	10/2/2024, 1:49 ...	
Grady Archie	GradyA@5dz3t4.onmicrosoft.com	UserMailbox	None	8/25/2024, 4:58 ...	
Henrietta Mueller	HenriettaM@5dz3t4.onmicrosoft.com	UserMailbox	None	8/29/2024, 2:09 ...	

## Administering Microsoft 365

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, Troubleshoot, Other features, and Microsoft 365 admin center. The 'Groups' option under 'Recipients' is highlighted.

In the main content area, the 'Manage mailboxes' page is displayed. A search bar at the top right says 'Search (Preview)'. Below it, a message says 'Create and manage settings for shared mailboxes. You can also manage settings for user mailboxes, but to add or delete them you must go to the Microsoft 365 admin center and do this on the **active users** page. Learn more about mailboxes.' A table lists various users with their display names, email addresses, and roles.

A specific mailbox for 'Adele Vance' is selected and shown in a detailed view on the right. The view includes:

- Contact information:** First name (Adele), Last name (Vance), Display name (Adele Vance), Alias (AdeleV), User ID (AdeleV@5dz3t4.onmicrosoft.com), Mobile phone (+1 425 555 0109).
- Hide from global address list (GAL):** Options to 'No' or 'Manage hide from GAL'.
- Mailbox Usage:** 1.15 MB/99 GB (0.00% used), Last Logon: Mailbox not logged in yet.
- Email apps & mobile devices:** Outlook on the web, Outlook desktop (MAPI), Exchange web services, Mobile (Exchange ActiveSync), IMAP, POP3, and CardDAV.

## Managing Groups in Exchange Online

The screenshot shows the Exchange admin center interface. The navigation menu is identical to the previous screenshot, with 'Groups' selected under 'Recipients'.

In the main content area, the 'Groups' page is displayed. A search bar at the top right says 'Search (Preview)'. Below it, a navigation bar has 'Microsoft 365' selected, along with Distribution list, Dynamic distribution list, and Mail-enabled security.

Below the navigation bar, there are buttons for 'Add a group', 'Export', 'Refresh', 'Add naming policy', and a search bar. The table lists groups with columns for Group name, Group email, Sync status, Teams status, Membership type, and a 'More' button.

A specific group named '5dz3t4' is selected and shown in a detailed view on the right. The view includes:

- Group name:** 5dz3t4
- Group email:** 5dz3t4@5dz3t4.onmicrosoft.com
- Sync status:** Synced
- Teams status:** Not assigned
- Membership type:** Assigned

This screenshot is nearly identical to the one above, showing the 'Groups' page in the Exchange admin center. The navigation menu and overall layout are the same.

The 'Groups' page shows a list of groups. A specific group named '5dz3t4' is selected and shown in a detailed view on the right. The view includes:

- Group name:** 5dz3t4
- Group email:** 5dz3t4@5dz3t4.onmicrosoft.com
- Sync status:** Synced
- Teams status:** Not assigned
- Membership type:** Assigned

## Resource Mailboxes

The screenshot shows the Exchange admin center interface. On the left, the navigation menu is expanded to show the 'Resources' section. The main content area displays information about room and equipment mailboxes, followed by a list of resources with a search bar and a message indicating 'No resources available to show!'.

**New resource mailbox wizard:**

- Step 1: Set up room mailbox**
  - Provides a summary of the steps: Resource Setup, General Information, Booking options, and Review resource.
  - Fields: Name (Meeting Room 1), Resource email address (MeetingRoom1 @ servertraining.xyz).
- Step 2: Set properties**
  - Provides a summary of the selected steps: Resource Setup, General Information, and Booking options.
  - Properties set: Capacity (10), Location (1st floor), Phone number (1122334455), Department (HR), Company (Ahmed Group), and Address book policy.
- Step 3: Booking delegate settings**
  - Provides a summary of the selected steps: Resource Setup, General Information, and Booking options.
  - Booking options: Allow repeating meetings (checked), Allow scheduling only during work hours (unchecked), Automatically decline meetings outside of booking limits below (checked).
  - Booking window (days): 180.
  - Maximum duration (hours): 24.
  - Automatic reply message placeholder: Enter an automatic reply to be sent to meeting organizers (optional).

At the bottom of each step, there are 'Back' and 'Next' buttons.

# Administering Microsoft 365

## Plan and Configure Mail Flow

The screenshot shows the Exchange admin center interface with the title "Message trace". The left sidebar is expanded, showing categories like Home, Recipients, Mailboxes, Groups, Resources, Contacts, Mail flow (with "Message trace" selected), Rules, Remote domains, Accepted domains, Connectors, High Volume Email (Preview), Alerts, Alert policies, Roles, Migration, and a "Start a trace" section. The main content area displays a list of default queries: "Messages sent from my primary domain in the last day", "Messages received by my primary domain in the last day", "Messages pending delivery to users in my organization", "All quarantined messages for the last 7 days", and "All failed messages for the last 7 days". A note at the top states: "These are the commonly used queries used to track the flow of email messages in your organization. Learn more about message trace". On the right, there is a summary of 5 items.

The screenshot shows the Exchange admin center interface with the title "Rules". The left sidebar is expanded, showing Home, Recipients, Mailboxes, Groups, Resources, Contacts, Mail flow (with "Rules" selected), Remote domains, Accepted domains, Connectors, High Volume Email (Preview), Alerts, Alert policies, Roles, Migration, and Mobile. A yellow warning box at the top states: "DLP policies and DLP-related conditions and actions in Mail flow rules are no longer supported and can no longer be created or edited in the Exchange Admin Center (EAC) or using Exchange Online PowerShell. We recommend migrating all DLP-related rules to Microsoft Purview DLP in the compliance center as soon as possible. Once you have migrated these rules please delete them here in the EAC or via PowerShell. Learn more: Migrate DLP policies | No DLP-conditions or actions". The main content area shows a list of transport rules: "Create a new rule", "Apply Office 365 Message Encryption and rights protection to messages", "Apply custom branding to OME messages", "Apply disclaimers", "Filter messages by size", "Modify messages", "Restrict managers and their direct reports", "Restrict messages by sender or recipient", "Send messages to a moderator", and "Send messages and save a copy for review". A note at the bottom states: "available for given query". On the right, there is a summary of 0 items.

The screenshot shows the Exchange admin center interface with the title "Accepted domains". The left sidebar is expanded, showing Home, Recipients, Mailboxes, Groups, Resources, Contacts, Mail flow (with "Accepted domains" selected), Message trace, Rules, Remote domains, and Connectors. The main content area displays a table of accepted domains:

Name	Accepted domain	Domain type	Allow Sending
5dz3t4.onmicrosoft.com	5dz3t4.onmicrosoft.com	Authoritative	Yes
servertraining.xyz(default domain)	servertraining.xyz	Authoritative	Yes

## Administering Microsoft 365

The screenshot shows the Exchange admin center interface. On the left, there's a navigation menu with items like Home, Recipients, Mail flow, Roles, Migration, Mobile, Reports, Insights, Public folders, Organization, Settings, Troubleshoot, and Other features (which is highlighted with a green box). Below that is the Microsoft 365 admin center. The main area displays a table of features and their migration status:

Feature Name	Migration Status	New Admin Center	Current Location	Parent Feature
Auditing	Migrated	MS Purview	<a href="https://compliance.microsoft.com">https://compliance.microsoft...</a>	Compliance Management
Data loss prevention	Migrated	Compliance Admin Center	<a href="https://compliance.microsoft.com">https://compliance.microsoft...</a>	Compliance Management
Retention policies	Migrated	MS Purview	<a href="https://compliance.microsoft.com">https://compliance.microsoft...</a>	Compliance Management
Retention tags	Migrated	MS Purview	<a href="https://compliance.microsoft.com">https://compliance.microsoft...</a>	Compliance Management
Journal Rules	Migrated	MS Purview	<a href="https://compliance.microsoft.com">https://compliance.microsoft...</a>	Compliance Management
Malware filter	Migrated	M365 Defender	<a href="https://security.microsoft.com">https://security.microsoft...</a>	Protection
Connection filter	Migrated	M365 Defender	<a href="https://security.microsoft.com">https://security.microsoft...</a>	Protection
Spam filter	Migrated	M365 Defender	<a href="https://security.microsoft.com">https://security.microsoft...</a>	Protection
Outbound spam	Migrated	M365 Defender	<a href="https://security.microsoft.com">https://security.microsoft...</a>	Protection
Quarantine	Migrated	M365 Defender	<a href="https://security.microsoft.com">https://security.microsoft...</a>	Protection
Action center	Migrated	M365 Defender	<a href="https://security.microsoft.com">https://security.microsoft...</a>	Protection
Dkim	Migrated	M365 Defender	<a href="https://security.microsoft.com">https://security.microsoft...</a>	Protection
User roles	Migrated	New Exchange Admin Center	<a href="https://admin.exchange.microsoft.com">https://admin.exchange.m...</a>	Permissions

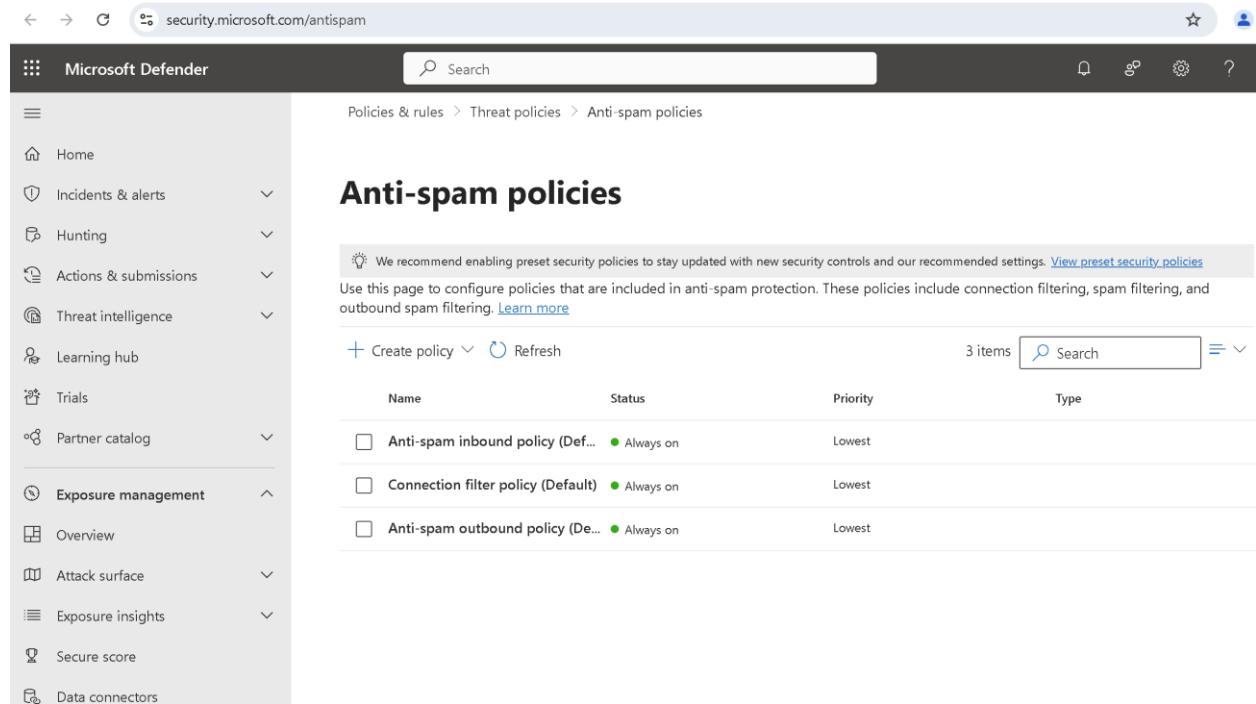
## Purview <https://purview.microsoft.com>

The screenshot shows the Microsoft Purview Audit search interface. The left sidebar includes Home, Solutions (Audit), Search, Policies, and Settings. Under Related solutions, there's eDiscovery. The main search interface has a 'Search' bar at the top. Below it is a summary section with 'Start recording user and admin activity' and counts for completed, active, and unfiltered searches. The search form includes fields for Date and time range (UTC), Activities - friendly names, Users, Activities - operation names, File, folder, or site, Keyword Search, Record Types, Workloads, Admin Units, and Search name.

The screenshot shows the Microsoft Purview Policies interface. On the left sidebar, under the Audit section, the 'Audit' icon is highlighted. The main area displays a 'Policies' list with a 'Create audit retention policy' button. A modal window titled 'New audit retention policy' is open, prompting for 'Policy name' (with a required field indicator) and 'Description'. It also includes sections for 'Users' (with a search bar), 'Record Type' (with a dropdown menu), and 'Duration' (with a dropdown menu). Buttons for 'Save' and 'Cancel' are at the bottom.

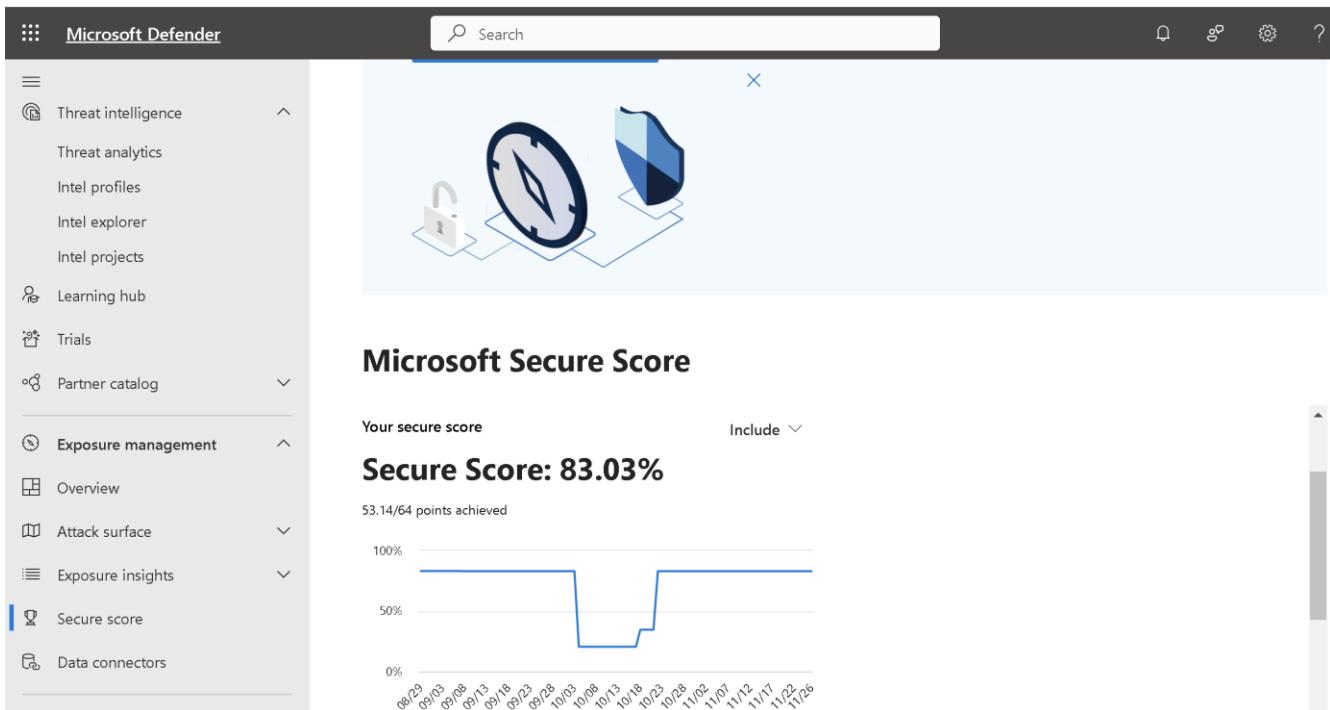
The screenshot shows the Microsoft Purview eDiscovery (Premium) interface. On the left sidebar, under the eDiscovery section, the 'eDiscovery' icon is highlighted. The main area displays the 'eDiscovery (Premium)' title and an 'Overview' tab selected. It shows '0 Cases' and provides links for 'View all cases', 'Case name', and 'Last modified'. A 'Recent favorite cases' section is also present.

### Microsoft Defender <https://security.microsoft.com/>



The screenshot shows the Microsoft Defender interface for managing anti-spam policies. The left sidebar includes sections like Home, Incidents & alerts, Hunting, Actions & submissions, Threat intelligence, Learning hub, Trials, Partner catalog, Exposure management (with Overview selected), Attack surface, Exposure insights, Secure score, and Data connectors. The main content area shows the 'Anti-spam policies' section under Policies & rules > Threat policies > Anti-spam policies. It features a note about enabling preset security policies and a table listing three items:

Name	Status	Priority	Type
Anti-spam inbound policy (Def...)	Always on	Lowest	
Connection filter policy (Default)	Always on	Lowest	
Anti-spam outbound policy (De...)	Always on	Lowest	



The screenshot shows the Microsoft Defender interface for the Secure Score. The left sidebar is identical to the previous screenshot. The main content area displays the 'Microsoft Secure Score' section. It shows a secure score of **Secure Score: 83.03%** achieved from 53.14/64 points. A graph tracks the score over time, showing a significant dip around October 18th followed by a recovery. The timeline spans from August 29 to November 26.

## Planning and Managing SharePoint Online

The screenshot shows the SharePoint admin center interface. On the left, there's a navigation sidebar with various options like Home, Sites, Policies, Settings, Content services, Migration, Reports, More features (which is selected and highlighted in blue), Advanced management (PRO), Customize navigation, and Show less. The main content area is titled "More features" and contains several sections: "User profiles", "Search", "Apps", "BCS", "Secure store", "Records management", "InfoPath", and "Hybrid picker". Each section has a brief description and an "Open" button. The "User profiles" section is currently highlighted with a purple border.

### Manage SharePoint users

This screenshot is similar to the one above but focuses specifically on managing SharePoint users. The "User profiles" section in the "More features" list is highlighted with a purple border. The rest of the interface and sections are visible but not highlighted.

## User profiles

**People**

- Manage User Properties | **Manage User Profiles** | Manage User Sub-types | Manage Audiences |
- Manage User Permissions | Manage Policies

**My Site Settings**

- Setup My Sites

<b>Profiles</b>	
Number of User Profiles	24
Number of User Properties	114
Number of Organization Profiles	1
Number of Organization Properties	15

<b>Audiences</b>	
Number of Audiences	1
Uncompiled Audiences	0
Audience Compilation Status	Idle
Last Compilation Time	12/14/2024 1:32 AM

## User profiles

Use this page to manage the user profiles in this User Profile Service Application. From this page you can also manage a user's personal site.

Total number of profiles: 24

Find profiles

**New Profile** | **Delete** | **View:** Active Profiles | **Manage Sub-types** | Select a sub-type to filter the list of profiles: Default User Profile Subtype

Account name <input checked="" type="checkbox"/> i:0#<membership>adeleV@5dz3t4.onmicrosoft.com	Preferred name Adele Vance	E-mail address AdeleV@5dz3t4.onmicrosoft.com
---	-------------------------------	---

**Edit My Profile**

- [Delete](#)
- [Manage Personal Site](#)
- [Manage site collection owner s](#)

You can edit some user profile settings

Ask Me About:	Everyone
Update your "Ask Me About" with topics you can help people with, such as your responsibilities or areas of expertise.	
SIP Address:	Everyone
My Site Upgrade:	Everyone
Don't Suggest List:	Only Me
Proxy addresses:	Everyone
Hire date:	Everyone
Display Order:	Everyone
Last Colleague Added:	Only Me
Outlook Web Access URL:	Only Me
Distinguished Name:	Everyone
Source Object Distinguished Name: *	Everyone
Last Keyword Added:	Only Me
Personal Site Capabilities:	Everyone
Feed Identifier:	Everyone
Work email: *	Everyone

## Administering Microsoft 365

- Email Notifications:
- Someone has started following me
  - Suggestions for people and keywords I might be interested in
  - Someone has mentioned me
  - Someone replied to a conversation that I started
  - Someone replied to a conversation that I replied to
  - Someone replied to my community discussion post
- Pick what email notifications you want to get.
- People I follow:
- Allow others to see the people you're following and the people following you when they view your profile. Everyone
- Activities I want to share in my newsfeed:
- Share all of them (i)
    - Following a person
    - Following a document or site
    - Following a tag
    - Tagging an item
    - Birthday celebration
    - Job title change
    - Workplace anniversary
    - Updating your "Ask Me About"
    - Posting on a note board
    - Liking or rating something
    - New blog post
    - Participation in communities
  - Everyone

You can add new user properties

### User profiles

The screenshot shows the 'User profiles' page. At the top, there are navigation links: 'Manage User Properties' (highlighted with a purple box), 'Manage User Sub-types', 'Manage Audiences', 'Manage User Permissions', and 'Manage Policies'. Below these are two sections: 'My Site Settings' (with 'Setup My Sites') and 'Profiles' and 'Audiences' statistics.

Profiles	
Number of User Profiles	24
Number of User Properties	114
Number of Organization Profiles	1
Number of Organization Properties	15

Audiences	
Number of Audiences	1
Uncompiled Audiences	0
Audience Compilation Status	Idle
Last Compilation Time	12/14/2024 1:32 AM

Use this page to edit this property for user profiles.

\* Indicates a required field

#### Property Settings

Specify property settings for this property. The name will be used programmatically for the property by the user profile service, while the display name is the label used when the property is shown. After the property is created the only property setting you can change is the display name.

The dialog box contains the following fields:

- Name: \*
- Display Name: \*
- Type:
- Type:
- Length:
- Configure a Term Set to be used for this property
- Default User Profile Subtype
- Number of profiles using this property:

#### Sub-type of Profile

Please select the sub-type of user profiles with which you want to associate this profile property.

#### Usage

This is the number of user profiles currently containing values for this property. Changes to this property

### Now it came to users profile

Enable An Alternate Calendar:  Only Me

Specify a secondary calendar that provides extra information on the calendar features.

Define Your Work Week:  Sun  Mon  Tue  Wed  Thu  Fri  Sat  Only Me

First day of week:  Start time:   
First week of year:  End time:

Select which days comprise your work week and select the first day of each work week.

Time Format:  Only Me

Specify whether you want to use 12-hour time format or 24-hour format.

Only Me

Use language and regional settings:  Everyone

Specify whether language and regional settings can be synchronized with site collections.

OfficeGraphEnabled:  Everyone

DelveFlags:  Everyone

PulseMRUPeople:  Only Me

SPS-TenantInstanceId:  Everyone

SPS-SharePointHomeExperienceState:  Everyone

SPS-MultiGeoFlags:  Everyone

User Age: \*  Only Me

Save and Close | Cancel and Go Back

### User Permissions

#### 1. Create Personal Site:

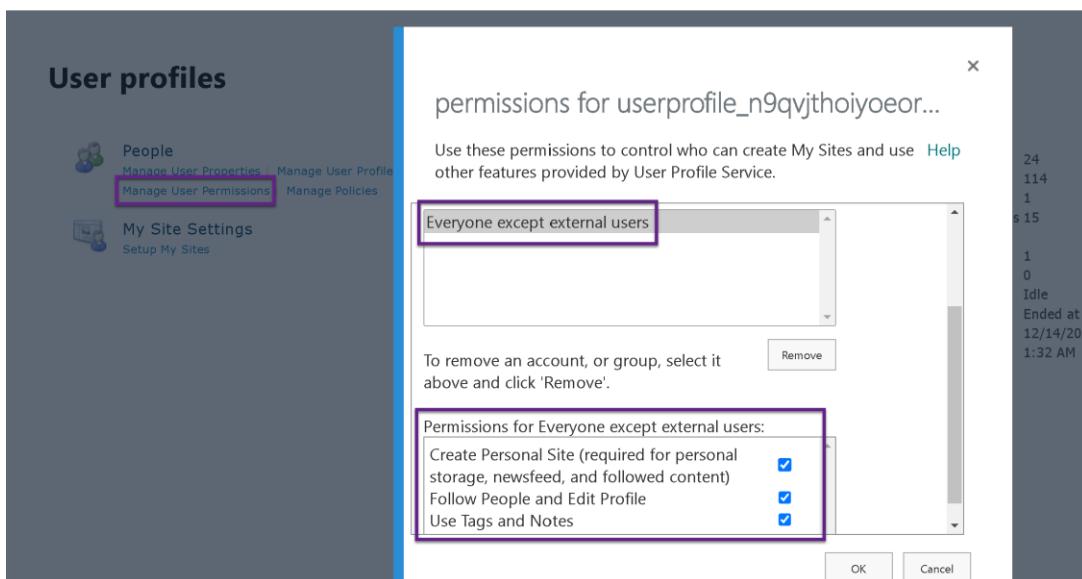
- Required for users to set up their **OneDrive for Business** (personal storage) and **My Site**.
- Enables users to store files, access their personal newsfeed, and manage followed content.

#### 2. Follow People and Edit Profile:

- Allows users to follow other users' activities and updates.
- Users can **edit their profile** details, such as contact info, skills, and interests.

#### 3. Use Tags and Notes:

- Allows users to **tag content** and use notes to add annotations, enhancing collaboration and organization.



## My Site Settings

### User profiles

**Profiles**

Number of User Profiles	24
Number of User Properties	314
Number of Organization Profiles	1
Number of Organization Properties	15

**Audiences**

Number of Audiences	1
Uncompiled Audiences	0
Audience Compilation Status	Idle
Last Compilation Time	12/14/2024 1:32 AM

Use this page to manage My Site settings for this User Profile Service Application.

#### Preferred Search Center

Setting the preferred search center allows you to control which search center users are taken to when they execute a search from the My Site profile page.

#### Preferred Search Center:

`epoint.com/search/Pages`

Example: <http://sitename/SearchCenter/Pages/>

Search scope for finding people:

`People`

Search scope for finding documents:

`All Sites`

#### My Site Host

Setting a My Site Host allows you to use a designated site to host personal sites. All users accessing personal sites for this Shared Services Provider will be automatically redirected to the server you specify.

If there are any existing personal sites, you must manually transfer their contents to the new location.

Note: To change the location hosting personal sites, create a new site collection at the desired location using the My Site Host site template.

#### My Site Host location:

`4-my.sharepoint.com:443/`

Example: [http://portal\\_site/](http://portal_site/)

#### Personal Site Location

Select the location at which to create personal sites. This should be a wildcard inclusion managed path defined on the web application hosting My Sites.

#### Location: \*

`personal`

Example: [http://portal\\_site/location/personal\\_site/](http://portal_site/location/personal_site/)

#### Site Naming Format

Select the format to use to name new personal sites.

Existing personal sites will not be affected.

#### User name (do not resolve conflicts)

Example: <http://<My Site Host Web Application Path>/<My Site Managed Path>/username/>

#### User name (resolve conflicts by using domain\_username)

Example: [...username/ or ...domain\\_username/](...username/ or ...domain_username/)

#### Domain and user name (will not have conflicts)

Example: [http://<My Site Host Web Application Path>/<My Site Managed Path>/domain\\_username/](http://<My Site Host Web Application Path>/<My Site Managed Path>/domain_username/)

#### Read Permission Level

Enter the accounts that will be granted the Read permission level in the personal site when it is created. Verify that the accounts have the correct Personalization services permissions to use personal features and create personal sites. Also, verify that the public page has the correct permissions by browsing to the permissions page on the My Site host.

**Note:** Accounts you add will only affect personal sites created after you added the accounts.

`Everyone except external users:`



#### Newsfeed

Select whether you want to enable activities on My Site newsfeeds.

Activities notify users of new events from people and content the user follows. Examples of activities include birthdays, job title changes, social tagging of content, new follow notifications, and more. Users can explicitly decide what activities get posted about them, and all are private by default except

Enable activities in My Site newsfeeds

Enable SharePoint 2010 activity migration

## Administering Microsoft 365

### Email Notifications

This email address will be used for sending certain email notifications. This need not be a real monitored email address.

Select whether you want users to receive emails for newsfeed activities, such as replies to conversations in which they've participated and mentions.

String to be used as sender's email address:

Example: anystring@somestring.com  
 Enable newsfeed email notifications

### My Site Cleanup

When a user's profile has been deleted, that user's My Site will be flagged for deletion after thirty days. To prevent data loss, access to the former user's My Site can be granted to the user's manager or, in the absence of a manager, a secondary My Site owner. This gives the manager or the secondary owner an opportunity to retrieve content from the My Site before it is deleted. Select whether or not ownership of the Site should be transferred to a manager or secondary owner before the site is deleted.

Set a secondary owner to receive access in situations in which a user's manager cannot be determined.

Enable access delegation

Secondary Owner:



### My Site Secondary Admin

Add a secondary admin for all My Sites.

You can add a user or security group as a second admin to users' My Sites. Typically, the user who the site is being created for is the only site admin. When you enable a secondary admin, the user or security group selected will always be a site admin on all new My Sites.

Enable My Site secondary admin

Secondary admin:



### Privacy Settings

Choose whether you want to make all users' My Sites public by default.

Make My Sites Public

By default, a user's My Site is private. This means that each person's list of followers and who that person is following is not shared with anyone. Additionally, all activities (including new follow notifications, social tagging and rating of content, birthdays, job title changes, workplace anniversary, updating ask me about, posting on a note board, and new blog posts) will be private. Choosing this option will enable all of these activities by default for all users and override whatever policies are set within People and Privacy in the Manage Policies page.

### Active sites

**1.24 TB available of 1.24 TB:** The environment currently uses no storage across all active sites.

The screenshot shows the 'Active sites' page in the SharePoint admin center. At the top, there's a header with 'Active sites' and a note: 'Use this page to sort and filter site and change site settings. Learn more about managing sites'. A status bar indicates '1.24 TB available of 1.24 TB'. Below the header is a toolbar with 'Create', 'Export', 'Track view', 'Your recent actions', 'Search sites', and a dropdown for 'All sites'. The main area is a table listing seven sites:

Site name	URL	Teams	Channel sites	Storage used (GB)
Communication site	https://5dz3t4.sharepoint.com	-	-	0.00
Digital Initiative Public Relations	.../sites/DigitalInitiativePublicRelations	...	-	0.00
Mark 8 Project Team	.../sites/Mark8ProjectTeam	...	-	0.00
Retail	.../sites/Retail	...	-	0.00
Sales and Marketing	.../sites/SalesandMarketing	...	-	0.00
Sample Team Site	.../sites/SampleTeamSite	-	-	0.00
U.S. Sales	.../sites/U.S.Sales	...	-	0.00

### Create Site

#### 1. Team Sites:

- Integrated with Microsoft Teams.
- Focused on collaboration for groups or projects.

#### 2. Communication Sites:

- Designed for broadcasting news, updates, and information across an organization.

The screenshot shows the 'Create a site: Select the site type' page in the SharePoint admin center. The left sidebar includes 'Home', 'Sites' (selected), 'Containers', 'Policies', 'Sharing', 'Access control', 'Settings', 'Content services', 'Migration', 'Reports', 'More features', 'Advanced management', 'Customize navigation', and 'Show all'. The main area has a heading 'Create a site: Select the site type' with a note: 'Select the type of site you want to create. Learn more about team sites or learn more about communication sites.' It shows two main options: 'Team site' and 'Communication site', each with an illustration and a list of features. At the bottom are links for 'Browse more sites', 'Syntex content center', and 'Go to Migration Manager'.

Select a template

From Microsoft   From your organization

**Standard team**  
Manage projects, share content, and stay connected with your team.

**Crisis communication team**  
Centralize crisis communication, resources, and best practices.

**Employee onboarding team**  
Guide new employees through your team's onboarding process.

**Event planning**  
Coordinate and plan event details with your team.

You can change the site template later under Settings.

Back

## Give your site a name

Decide on a unique name that follows your organization's naming standards. The description is optional, but useful for people to understand what your site is for.

Your team site will be connected to a Microsoft 365 group, which gives your site a shared OneNote notebook, group email address, and team calendar.

**Site name \***  
AhmedSite  
The site name is available.

**Site description**  
For testing

**Group email address \***  
AhmedSite  
The group alias is available.

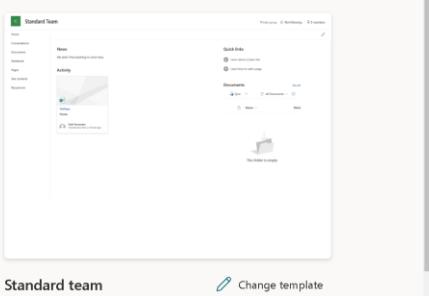
**Site address \***  
https://5dz3t4.sharepoint.com/sites/ AhmedSite  
The site address is available.

**Group owner \***  
Ahmed Abdelwahed X

Back   Next

## Set language and other options

Set the default language for your site. If required, select labels and other settings to classify what type of content is stored on your site and who should have access to the information.



**Privacy settings**

Private – only members can access this site  
Public – anyone in the organization can access this site

Select the default site language for your site. You can't change this later.

**Time zone**

(UTC -08:00) Pacific Time (US and Canada)

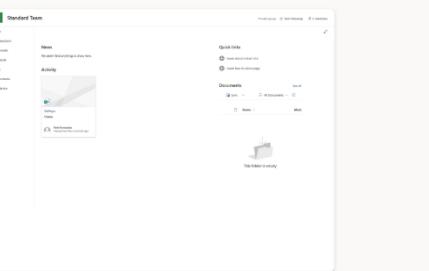
**Back** **Create site**

## Add site owners and members

Consider assigning one additional site owner or a group to help manage site content. [Learn more about permissions](#)

Site owners have full control of site content, theme, permissions, hub associations, and other site settings.

Site members can edit and view site content, including files, pages, lists, and navigation.



**Add members**

Start typing a name

**Applying template** **Finish**

**SharePoint admin center**

**AhmedSite** Public group

Email View site Delete

For testing

General Activity Membership Settings

Would you like to add Microsoft Teams to this group? Add Teams

Basic info	Email addresses	Other info
Name AhmedSite	Primary AhmedSite@servertraining.xyz	Created 12/17/24 at 8:42 AM by Ahmed Abdelwahed from SharePoint admin center
Description For testing	Aliases AhmedSite@5dz3t4.onmicrosoft.com	
	Edit	

Site info

## Administering Microsoft 365

SharePoint

A AhmedSite

Public group ★ Following 1 member

+ New Upload Edit in grid view Sync ...

All Documents

Documents

Name	Modified	Modified By
DATA1	45 minutes ago	Ahmed Abdelwahed

SharePoint

A AhmedSite

Public group ★ Following 1 member

+ New Page details Analytics

Published Share Edit

Quick links

- Learn about a team site
- Learn how to add a page

Documents See all

Name
DATA1

Create new document library

Blank library From existing library

Templates

From Microsoft From your organization

Media library Keep your team running in sync and your rich media files...

Invoices Upload, track and organize your invoices with this template, so yo...

Learning Create, organize and manage lesson plans.

## Administering Microsoft 365

The screenshot shows two views of a SharePoint site named "AhmedSite".

**Top View:** A modal window titled "New" is open, showing the creation of a new library. The name is "Doc-Lib1". The "Show in site navigation" checkbox is checked. Buttons for "Create" and "Cancel" are at the bottom.

**Bottom View:** The main SharePoint interface. The left navigation bar shows "Doc-Lib1" selected. A context menu is open over the "Doc-Lib1" item, listing options like "Folder", "Word document", "Excel workbook", etc. The right side shows the library content area with a message "This folder is empty".

## Sharing Policies

**Sharing**

Use these settings to control sharing at the organization level in SharePoint and OneDrive. [Learn more about managing sharing settings](#)

**External sharing**

Content can be shared with:

SharePoint	OneDrive
<input type="radio"/> Most permissive	<input type="radio"/> Anyone Users can share files and folders using links that don't require sign-in.
<input type="radio"/> Least permissive	<input type="radio"/> New and existing guests Guests must sign in or provide a verification code. <input type="radio"/> Existing guests Only guests already in your organization's directory. <input type="radio"/> Only people in your organization No external sharing allowed.

You can further restrict sharing for each individual site and OneDrive. [Learn how](#)

[More external sharing settings](#)

**Sharing**

Use these settings to control sharing at the organization level in SharePoint and OneDrive. [Learn more about managing sharing settings](#)

Choose the type of link that's selected by default when users share files and folders in SharePoint and OneDrive.

Specific people (only the people the user specifies)  
 Only people in your organization  
 Anyone with the link

Choose the permission that's selected by default for sharing links.

View  
 Edit

Choose expiration and permissions options for Anyone links.

These links must expire within this many days

[Learn more about managing sharing settings](#)

Choose expiration and permissions options for Anyone links.

These links must expire within this many days

These links can give these permissions:

Files:

Folders:

**Other settings**

Show owners the names of people who viewed their files in OneDrive  
 Let site owners choose to display the names of people who viewed files or pages in SharePoint  
 Use short links for sharing files and folders

### Access control Policies

The screenshot shows the SharePoint admin center interface. The left sidebar has a navigation menu with the following items:

- Home
- Sites
  - Active sites
  - Deleted sites
- Containers
  - Active containers
  - Deleted containers
- Policies
  - Sharing
  - Access control
- Settings
- Content services
- Migration
- Reports
- More features

The "Access control" item under "Policies" is selected, indicated by a blue vertical bar to its left.

The main content area is titled "Access control" and contains the following sections:

- Unmanaged devices**  
Restrict access from devices that aren't compliant or joined to a domain.
- Idle session sign-out**  
Automatically sign out users from inactive browser sessions.
- Network location**  
Allow access only from specific IP addresses.
- Apps that don't use modern authentication**  
Block access from Office 2010 and other apps that can't enforce device-based restrictions.
- OneDrive access restriction**  
Restrict access to OneDrive content by security group.

In the bottom right corner of the main content area, there are two small icons: a magnifying glass for search and a speech bubble for comments.

# Administering Microsoft 365

## SharePoint Settings

The screenshot shows the SharePoint admin center interface. The left sidebar is a navigation menu with various options like Home, Sites, Containers, Policies, Sharing, Access control, and Settings. The 'Settings' option is currently selected and highlighted with a purple box. The main content area is titled 'Settings' and contains a table of apps and their settings. One row, 'OneDrive Storage limit', is highlighted with a purple box. A modal window titled 'Default storage limit' is open, explaining the setting and providing a text input field where '1024' is entered followed by 'GB'. Buttons for 'Save' and 'Cancel' are at the bottom of the modal.

This screenshot shows the same SharePoint admin center interface as the previous one. The 'Settings' option in the sidebar is highlighted with a purple box. The main content area shows the 'Settings' table with the 'OneDrive Retention' row highlighted with a purple box. A modal window titled 'Retention' is open, explaining the default retention period for deleted OneDrive accounts. It includes a text input field containing '30' days. A link to 'Learn more about setting OneDrive retention' is also present.

This screenshot shows the SharePoint admin center interface again. The 'Settings' option in the sidebar is highlighted with a purple box. The main content area shows the 'Settings' table with the 'OneDrive Sync' row highlighted with a purple box. A modal window titled 'Sync' is open, explaining how to control file sync. It contains several checkboxes: 'Show the Sync button on the OneDrive website' (checked), 'Allow syncing only on computers joined to specific domains' (unchecked), and 'Block upload of specific file types' (checked). Below these is a text input field for file extensions, with examples like 'exe' and 'mp3' listed. A link to 'Learn more' is at the bottom of the modal.

**SharePoint admin center**

**Settings**

setting for individual sites or libraries. This setting does not apply to existing OneDrive accounts or SharePoint document libraries.  
Learn more about limiting version history

Automatically RECOMMENDED  
Automatically optimize storage using an intelligent algorithm to store versions based on creation date.  
[Learn more about automatic limits](#)

Manually  
Versions are deleted when set number or time limits are exceeded.

**Number of major versions** (1)  
Delete versions when this number is exceeded.  
500

**Time** (1)  
Delete versions after this period of time.  
Never (Default)

Save Cancel

Can't find the setting you're looking for? Go to the [classic settings](#)

**SharePoint admin center**

**Settings**

Select settings for new sites.  
[Learn more about managing site creation](#)

**Users can create SharePoint sites**  
Control whether users can create sites from SharePoint, OneDrive, the PnP PowerShell cmdlet, and the REST API. This setting doesn't affect whether users can create teams or Microsoft 365 groups and their connected sites.

**Show the options to create a site in SharePoint and create a shared library from OneDrive**

**Create team sites under**  
https://5dz3t4.sharepoint.com /sites/

**Default time zone**  
(UTC-08:00) Pacific Time (US and Canada)

Save Cancel

## Planning and Managing Microsoft Teams

The screenshot shows the Microsoft Teams admin center interface. On the left, there's a navigation sidebar with categories like Teams, Users, Teams devices, Teams apps, Meetings, Messaging, Voice, Locations, Frontline deploy..., Enhanced encrypt..., and Policy packages. The main area has tabs for Overview and Collaboration activity. Under Overview, there's a 'Deployment task status' section with a 'Start' button and a 'Self-help diagnostics' section listing various voice and meeting-related issues. Below these are sections for User search and Training resources.

### Manage teams

This screenshot shows the 'Manage teams' section of the Microsoft Teams admin center. It displays a summary of users (19 total, 19 internal, 0 guests) and a list of 6 teams. The 'Digital Initiative...' team is selected and shown in detail. A modal window titled 'Edit team' is open for this specific team, allowing the user to change the name to 'Digital Initiative Public Relations', add a description, and set privacy settings. A 'Message permissions' section is also visible within this modal, containing options for edit, delete, and message send permissions.

## Administering Microsoft 365

The screenshot shows the Microsoft Teams admin center interface. On the left, there's a sidebar with various icons. In the center, the 'Users summary' section displays statistics: 19 Total users, 19 Internal users, and 0 Guests. Below this is a table of teams, each with a name, standard channels, private channels, shared channels, and privacy level (all set to Public). A specific team, 'Digital Initiati...', is selected and highlighted with a blue border. To the right of the table, a large 'Edit team' dialog box is open. This dialog contains several sections: 'Add and edit channels' (with all five options turned on), 'Delete channels' (turned on), 'Add, edit, and remove apps' (turned on), 'Add, edit, and remove tabs' (turned on), 'Add, edit, and remove connectors' (turned on), 'Mentions' (with both 'Mention teams in messages' and 'Mention channels in messages' turned on), and 'Guest permissions' (which are currently off). At the bottom of the dialog are 'Apply' and 'Cancel' buttons.

This screenshot is similar to the one above, showing the Microsoft Teams admin center. The 'Edit team' dialog is open over the same list of teams. However, in the 'Guest permissions' section, the two options ('Guests can add and edit channels' and 'Guests can delete channels') are now turned off. The other sections of the dialog remain the same as in the first screenshot. The 'Apply' and 'Cancel' buttons are at the bottom.

# Administering Microsoft 365

## Settings & policies

The screenshot shows the Microsoft Teams admin center interface. On the left, there's a navigation sidebar with options like Dashboard, Settings & policies, and Teams. Under Settings & policies, the 'Teams' section is expanded. At the top, there are two tabs: 'Org-wide default settings' (selected) and 'Custom policies for users & groups'. Below these tabs, a red box highlights the 'Teams & channels (4)' link. The main content area displays four settings under the 'Teams' category: 'Teams' (Control what users can do in teams), 'Team templates' (Manage pre-built or custom templates), 'Preview features' (Manage who can see pre-release features), and 'Migrating to Teams' (Set up upgrade experience from Skype for Business). To the right, a sidebar titled 'On this page' lists various categories like 'Teams & channels (4)', 'External collaboration (1)', etc.

This screenshot shows the 'Teams settings' page under 'Org-wide default settings \ Teams settings'. The left sidebar has the same structure as the previous screenshot. The main content area is titled 'Teams settings' and contains several configuration options: 'Discover private teams' (Off), 'Create private channels' (On), 'Create shared channels' (On), 'Invite external users to shared channels' (On), and 'Join external shared channels' (On). Below these, there's a 'Notifications and feeds' section with a note that it's 'Not customizable for users or groups'. A 'Suggested feeds' toggle switch is set to 'On'. To the right, a sidebar titled 'On this page' lists sections like 'General', 'Notifications and feeds', 'Tagging', etc.

This screenshot shows the 'Guest access' and 'App setup' pages. The left sidebar is identical. The main content area shows 'Guest access' settings (Control how guests collaborate) and 'App setup' settings (Control how apps are made available). Below these, there are sections for 'Meetings & events' (with 'Audio conferencing' and 'Meetings' options) and 'Themes & customization'. To the right, a sidebar titled 'On this page' lists categories like 'Teams & channels (4)', 'External collaboration (1)', etc.

## Administering Microsoft 365

The screenshot shows the Microsoft Teams admin center interface. On the left, there's a navigation sidebar with options like Dashboard, Settings & policies, Teams, Users, Teams devices, Teams apps, Meetings, Voice, Locations, Frontline deploy..., and Policy packages. Under Settings & policies, the 'Messaging' section is expanded, showing sub-options like Live events, Meeting templates, Events, and Messaging. The 'Messaging' section is further expanded to show sub-options like Calling and Call hold. On the right, there's a main content area titled 'Org-wide default settings' with a sub-section 'Custom policies for users & groups'. This section lists several items: Live events, Meeting templates, Events, Messaging (1), Calling, and Call hold. To the right of the main content is a 'On this page' sidebar with a search bar and links to various sections like Skip to a section, Teams & channels (4), External collaboration (1), Apps (1), Meetings & events (6), Messaging (1), Voice (10), Emergency (2), and Enhanced encryption (1). At the bottom right of the main content area, there's a link to 'Switch to old experience'.

### Manage users

The screenshot shows the Microsoft Teams admin center interface. The left sidebar includes options like Dashboard, Settings & policies, Teams, Users, Manage users (selected), External access, Teams devices, Teams apps, Meetings, Voice, and Locations. The 'Manage users' section is expanded, showing a table of users with columns for Display name, Username, and Phone number. The table lists users such as abdullah, Adele Vance, Ahmed Abdelwahed, Ahmed Abdelwahed, Alex Wilber, and Diego Siciliani. An 'Edit settings' overlay is open over the user table, containing dropdown menus for various policies: Call hold policy (Keep existing policy), Voicemail policy (Keep existing policy), Meeting policy (Keep existing policy), Audio Conferencing policy (Keep existing policy), Messaging policy (Keep existing policy), Events policy (Keep existing policy), and Live events policy (Keep existing policy). At the bottom of the overlay are 'Apply' and 'Cancel' buttons.

## Administering Microsoft 365

The screenshot shows the Microsoft Teams admin center interface. On the left, there's a navigation sidebar with options like Dashboard, Settings & policies, Teams, Users, Manage users, External access (which is highlighted with a purple box), Teams devices, Teams apps, Meetings, Voice, Locations, and Frontline deploy. The main content area has a search bar at the top. A modal window titled "Choose which external domains your users have access to:" is open. It contains five options: "Allow all external domains" (selected), "Allow all external domains", "Allow only specific external domains", "Block only specific external domains", and "Block all external domains". Below the modal, there's a section titled "Trial Teams tenant" with a toggle switch labeled "Off". At the bottom of the modal are "Save" and "Discard" buttons.

## Manage apps

The screenshot shows the Microsoft Teams admin center interface under the "Manage apps" section. The left sidebar includes Teams, Users, Manage users, External access, Teams devices, Teams apps (which is highlighted with a purple box), Manage apps, Permission policies, Setup policies, Customize store, Meetings, Meeting templates, and Voice. The main area has a search bar and a message about setting up app management. It shows a list of apps with columns for Name, Supported on, Available to, App status, and Certification. The "Available to" column for all listed apps shows "Everyone". The "App status" column shows "Unblocked" for most, with one entry showing "Publisher attested". The "Certification" column shows "Publisher attested" for one entry. The list includes "CSP Customer App", "1-on-1 Hub", "1-to-1 Worldvds Con", "1&1 Business Phone", and "123 Notetaker AI".

Name	Supported on	Available to	App status	Certification
CSP Customer App Simplify Microsoft licenses	Microsoft Teams, Microsoft 365, Microsoft Office 365	Everyone	Unblocked	Publisher attested
1-on-1 Hub Everything you need to	Microsoft Teams	Everyone	Unblocked	Publisher attested
1-to-1 Worldvds Con Comunicate segmented	Microsoft Teams	Everyone	Unblocked	--
1&1 Business Phone Smart telephony feature	Microsoft Teams	Everyone	Unblocked	--
123 Notetaker AI AI Notes & Transcription	Microsoft Teams, Microsoft Word	Everyone	Unblocked	--