# Microsoft 365 Daily Admin Tasks using PowerShell

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Ahmed Abdelwahed
ahmed@abdelwahed.me

LinkedIn

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These documents enable system administrators to quickly and efficiently perform daily Office 365 tasks using PowerShell.

Note: In these documents, we reference abdelwahed.me as the Office 365 tenant.

## Connect O365 Using PowerShell

Begin by downloading and installing the Microsoft Online Services Sign-In Assistant (this step is not necessary for Windows 10 users). Next, open PowerShell and execute the following commands with your Office 365 admin credentials:

- connect-msolservice (skip for windows 10)
- install-Module MSOnline
- Install-module azuread
- Connect-Azuread
- Connect-MsolService

**Now Connect to Exchange Online by run the following through same PowerShell console:**

```
$creds= Get-Credential
$uri = 'https://outlook.office365.com/powershell-liveid/'
Install-Module -Name ExchangeOnlineManagement
Import-Module ExchangeOnlineManagement
Connect-ExchangeOnline -UserPrincipalName admin@WWLx366911.onmicrosoft.com
```

## Get Company Information

Get-MsolCompanyInformation
Get-OrganizationalUnit
Get-Mailbox
Get-MsolDomain
Get-MsolSubscription
Get-MsolUser -all
Get-MsolGroup
Get-MsolContact

## Create New Account

**Through the following command will add new Office 365 user and assign two office 365 license ATP and business essential also set password**

```
New-MsolUser -DisplayName "Ahmed Abdelwahed" -FirstName Ahmed  -LastName Abdelwahed -UserPrincipalName ahmed@abdelwahed.me -UsageLocation SA -LicenseAssignment abdelwahed:ATP_ENTERPRISE,abdelwahed:O365_BUSINESS_ESSENTIALS -Password P@ssw0rd
```

## Get Mailbox info:

Get-MailboxStatistics -Identity admin | fl

Get-Mailbox -Identity admin | Format-List ServerName,Database

Get-MailboxLocation -Identity admin

## Set User Photo

**Set User1 Photo From Locale Saved Copy**

```
Set-UserPhoto -Identity "user1" -PictureData ([System.IO.File]::ReadAllBytes("D:\user1.jpg"))
```

## Remove user photo

**Remove User1 Photo**

```
Remove-UserPhoto user1
```

## Create Dynamic Distribution Group

**Here we will add dynamic distribution group named public and set department named Public as a condition used to select its members based on.**

```
New-DynamicDistributionGroup -Name "public" -IncludedRecipients "MailboxUsers, MailContacts" -ConditionalDepartment "Public" -PrimarySmtpAddress public@abdelwahed.me
```

## Add an Alias to an Office 365 Account

**In the following will add user2@abdelwahed.me to user1@abdelwahed.me**

```
Set-Mailbox user1@abdelwahed.me -EmailAddresses @{Add='user2@abdelwahed.me'}
```

## Get User Alias

**Get Aliases Sets To User1**

```
Get-Mailbox user1 | select -expand emailaddresses alias
```

## Add Department for single user also for all Accounts

**Add Single User Named User1 To hr Department**

```
Set-MsolUser -UserPrincipalName user1@abdelwahed.me -Department hr
```

**Also add all accounts to Public group**

```
Set-MsolUser -Department public
```

## Get and Assign licenses

**Check Licenses Status**

```
Get-MsolAccountSku
```

**Get All users**

```
Get-MsolUser -All
```

**Get All Licensed users**

```
Get-MsolUser -All | where {$_.isLicensed -eq $true}
```

**Get All Unlicensed Users**

```
Get-MsolUser -All -UnlicensedUsersOnly
```

**Get number of all Users**

```
Get-MsolUser -All | Measure-Object
```

**Assign License To Single Account**

```
Set-MsolUserLicense -UserPrincipalName user1@abdelwahed.me -AddLicenses "abdelwahed1:ATP_ENTERPRISE"
```

**Remove License From Single Account**

```
Set-MsolUserLicense -UserPrincipalName user2@abdelwahed.me -removeLicenses "abdelwahed1:ATP_ENTERPRISE
```

**Assign License For All Unlicensed Users**

```
Get-MsolUser -All -UnlicensedUsersOnly | Set-MsolUserLicense -AddLicenses "abdelwahed: BUSINESS _ENTERPRIS"
```

**Add License Based On Department**

**Add abdelwahed: BUSINESS _ENTERPRIS license to IT department**

```
Get-MsolUser -All -Department "IT" | Set-MsolUserLicense -AddLicenses "abdelwahed: BUSINESS _ENTERPRIS "
```

**Add And Remove Multiple License**

```
Set-MsolUserLicense -UserPrincipalName user1@abdelwahed.me -addLicenses
abdelwahed1:ATP_ENTERPRISE,abdelwahed1:O365_BUSINESS_ESSENTIALS
```

```
Set-MsolUserLicense -UserPrincipalName user1@abdelwahed.me -removeLicenses abdelwahed1:ATP_ENTERPRISE,
abdelwahed1:BUSINESS_ESSENTIALS
```

**Assign license for all specific domain Users**

```
Get-MsolUser -All -DomainName ‘joshheffner.com’ | Set-MsolUserLicense -AddLicenses
“abdelwahed1:BUSINESS_ESSENTIALS”
```

## Using Mail Forward

**Forward User1 To User2 And Save Local Copy Of Forwarded Mails To User1**

```
Set-Mailbox -Identity “user1@abdelwahed.me” -DeliverToMailboxAndForward $true -ForwardingSMTPAddress “user2@abdelwahed.me”
```

**Forward User1 To User2 Without Save Local Copy Of Forwarded Mails To User1**

```
Set-Mailbox -Identity “user1@abdelwahed.me” -ForwardingSMTPAddress “user2@abdelwahed.me”
```

**Use The Following To Verify This Worked**

```
Get-Mailbox -Identity “user1@abdelwahed.me” | Format-List DisplayName,PrimarySMTPAddress,ForwardingSMTPAddress
```

## Hide address from Golbal Address List (GAL)

**To Hide User1 From Gal**

```
Set-Mailbox -Identity “a.abdelwahed@abdelwahed.me” -HiddenFromAddressListsEnabled $true
```

## Set Password

**Change Password Without Force User1 To Change It At Next Login**

```
Set-MsolUserPassword –UserPrincipalName user1@abdelwahed.me –NewPassword P@ssw0rd -ForceChangePassword $False
```

**Set Password Never Expire**

```
Set-Msoluser -UserPrincipalName user1@abdelwahed.me -PasswordNeverExpires $true
```

## Grant Full Access to an Office 365 Mailbox

**Give User1 Full Access To User2 Mails**

```
Add-MailboxPermission -identity user1@abdelwahed.me -user user1@abdelwahed.me -AccessRights FullAccess
```

**Give User1 Full Access To All Mailboxes**

```
Get-Mailbox | Add-mailboxpermission -user user1@abdelwahed.me -AccessRights FullAccess
```

## Assign Import Export Role

**Assign User1 Permission To Import And Export Mailboxes**

```
New-ManagementRoleAssignment –Role "Mailbox Import Export" –User "user1"
```

## Import pst file to exisit account

**Import Exported .Pst File To Existing Mailbox**

```
New-MailboxImportRequest -Mailbox user2 -FilePath \\Share\d$\PST\user2@abdelwahed.me.pst -TargetRootFolder "RecoveredFiles" -IncludeFolders "#Inbox#"
```

## Export All O365 Licensed Users from PowerShell to csv File

```
Get-MsolUser | Where-Object { $_.isLicensed -eq “TRUE” } | Select-Object UserPrincipalName | Export-Csv d:\LicensedUsers.csv
```

**Export With More Info**

```
Get-MsolUser | Where-Object { $_.isLicensed -eq "TRUE" } | Select-Object UserPrincipalName, DisplayName, Country, Department | Export-Csv c:\LicensedUsers.csv
```

## Number of Mailboxes in each DB

```
get-mailbox -ResultSize unlimited | Group-Object -Property:database | Select-Object name,count
```

## Get Distribution Group Members

**Get Number Of Members**

```
Get-Recipient -RecipientPreviewFilter (get-dynamicdistributiongroup abdelwahedgroup).RecipientFilter | Measure-Object
```

**Export Public Distribution Group Members To Csv File**

```
Get-Recipient -RecipientPreviewFilter (get-dynamicdistributiongroup public).RecipientFilter | Select Displayname | Export-Csv "<path of target CSV file>"
```

## Display a List of your Tenant’s Properties

```
Get-OrganizationalUnit
```

## Close PowerShell session when done

**Finally remove the session from PowerShell**

```
Remove-PSSession $Session
```