# Lab Answer Key: Module 1: Planning and provisioning Office 365

# Lab: Provisioning Office 365

## Exercise 1: Configuring an Office 365 tenant

#### Task 1: Create the tenant account

1. From the host computer, open a web browser.
2. In the address bar, type [**https://products.office.com/en-us/business/office-365-enterprise-e5-business-software**](https://products.office.com/en-us/business/office-365-enterprise-e5-business-software), and then press Enter.
3. Click **Free trial**.
4. For Step 1, in the **Welcome, let's get to know you** page, complete the following fields. Regardless of your location, use the following information:

* Country: **United Kingdom**
* First name: **Holly**
* Last name: **Spencer**
* Business email address: (use your new Microsoft account that you created for this course)
* Business phone number: Your mobile phone number, including international code for your current country
* Company name: **A. Datum**
* Organization size: **50-249 people**

1. Click **Next**.
2. For Step 2, in the **Create your user ID** page, you have to create a unique domain for the Company name to use in the course. Use the **gspAdatumvsxxxx** name provided.

* User name: **Holly**
* Password : **Pa55w.rd**
* Company name: **gspAdatumvsxxxx** (where *xxxx* is your unique Adatum number)

1. Click **Create my account.**
2. For Step 3, on the **Prove. You're. Not. A. Robot.** page, you have to confirm your identity using your mobile phone. Under **Text me** from the drop-down box, select the code for the country that you are now in.
3. In the **Phone number** box, enter your correct mobile phone number.
4. Ensure that the **Text me** option is selected, and then click **Text me**.
5. When you receive the confirmation text on your mobile phone, enter the code provided in the **Enter your verification code** box.
6. Click **Next**.
7. Wait until the Office 365 tenant is provisioned, note your sign in data, and then click **You're ready to go...**
8. Click the **Admin** tile to go to the Office 365 admin center. If a confirm your current password page appears, click **re-enter my password**, and type the password you created earlier.
9. If the **Welcome to the new Office365 admin center** window appears, close it.

#### Task 2: Verify Office 365 service health

1. Click **Health** on the left-hand menu, then click **Service health** to display the Service health dashboard.
2. In the left pane, view the status of the Office 365 services. If any services are showing a status other than **healthy**, click the service.
3. Review any service interruption records or additional information in the status page.

**Note:** During Microsoft testing, on rare occasions Office 365 did not create the trial tenant properly; as a result, the tenant did not have all the services available to it. If this happens to you, you should create a new trial tenant using a different business email (Microsoft account).

1. Close Microsoft Edge.
2. If prompted, click **Close all tabs**.

**Result**: After completing this exercise, you should have successfully provisioned the Office 365 tenant account for A. Datum Corporation.

## Exercise 2: Configuring a custom domain

#### Task 1: Add the custom domain

1. On **LON-CL1**, start Microsoft Edge, and then browse to **portal.office.com**.
2. Sign in as **Holly@gspAdatumvsxxxx.onmicrosoft.com** with the password you created earlier.
3. Click **Admin**.
4. In the left-hand menu, point to **Setup** and then click **Domains**.
5. Click **Add domain**.
6. In the New Domain window, in the text box enter your domain name in the form of **gsp.Adatumvsxxxx.virsoftlabs.com**.
7. Click **Next**.
8. On the **Verify domain** page, click **TXT record**.
9. Write down the **TXT** record shown in the **TXT value** column. This entry will be similar to MS=msXXXXXXX. Record this value below:

MS=\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Switch to **LON-DC1**.
2. On the toolbar, click **Server Manager**.
3. Click **Tools**, and then click **DNS**.
4. Expand **LON-DC1**, and click **Forward Lookup Zones**.
5. If **Adatumvsxxxx.virsoftlabs.com** forward lookup zone is already present, then go to step 21.
6. Right-click **Forward Lookup Zones** and click **New Zone**.
7. On the **New Zone Wizard** page, click **Next**.
8. On the **Zone Type** page, verify that **Primary zone** is selected. Clear the **Store the zone in Active Directory** check box, and click **Next**.
9. On the **Zone Name** page, type **Adatumvsxxxx.virsoftlabs.com** and click **Next**.
10. On the **Zone File** page, click **Next**.
11. On the **Dynamic Update** page, click **Next**, and then click **Finish**.
12. Expand **Forward Lookup Zones**, click and then right-click **Adatumvsxxxx.virsoftlabs.com**, and then click **New Delegation.**
13. On **Welcome to the New Delegation Wizard** click **Next**.
14. In **delegated domain** field, enter **gsp**. Fully Qualified Domain Name should look like

**gsp.Adatumvsxxxx.virsoftlabs.com**.

1. Click **Next**.
2. In the **Name Server** click **Add**.
3. Enter **ns1.virsoftlabs.com** in **Server Fully Qualified Domain Name**, and then click **OK**.
4. On **Name Server** window, click **Next**.
5. Click **Finish**.
6. Right-click **Forward Lookup Zones** and click **New Zone**.
7. On the **New Zone Wizard** page, click **Next**.
8. On the **Zone Type** page, verify that **Primary zone** is selected. Clear the **Store the zone in Active Directory** check box, and click **Next**.
9. On the **Zone Name** page, type **gsp.Adatumvsxxxx.virsoftlabs.com** and click **Next**.
10. On the **Zone File** page, click **Next**.
11. On the **Dynamic Update** page, click **Next**, and then click **Finish**.
12. Expand **Forward Lookup Zones**, click and then right-click **gsp.Adatumvsxxxx.virsoftlabs.com**, and then click **Other New Records**.
13. Under **Select a resource record type**, scroll down to **Text (TXT)**, and then click **Create Record**.
14. In the **New Resource Record** box, leave the **Record name** field blank.
15. In the **Text** field, enter **MS=msXXXXXXX** that you recorded in Step 9.
16. Click **OK** to create the record.
17. In the **Resource Record type** dialog box, click **Done**.
18. Double-click the **Start of Authority (SOA)** record and replace the **Primary Server** reference with the FQDN of the name server as **adatumvsxxxx.ns.virsoftlabs.com**. Click **OK**.
19. Switch back to **LON-CL1** and in the Office 365 Admin center, click **Verify**.

#### Task 2: Completing the custom domain setup

1. On the **Set up your online services** page, if it appears, accept the default setting of **I'll manage my own DNS records**, and then click **Next**.
2. On the **Update DNS settings** page, review the DNS records that you should add to the domain, select the **Skip this step** check box, and click **Skip**.
3. Click **Finish**. The domain shows a warning icon because you did not verify the DNS records. You can ignore this warning for now.

**Result**: After completing this exercise, you should have:

Added a custom domain.

Verified domain ownership.

## Exercise 3: Exploring the Office 365 administrator interfaces

#### Task 1: Explore the Office 365 admin center

1. On **LON-CL1**, in the Admin center, click **Home**.
2. On the left navigation menu, scroll down to explore all available items. Expand items such as Users, Groups, Settings, etc.
3. On the left navigation menu, expand **Users**, and then click **Active users**.
4. Review the users list.
5. On the left navigation menu, expand **Health**, and then click **Message center**, and then in the right pane, review the messages.
6. Do not close the browser window.

#### Task 2: Explore the Exchange admin center

1. On the left navigation menu, expand **Admin centers**, and then click **Exchange**.
2. A new tab will open displaying **Exchange admin center**.
3. On the left navigation menu, click each of the items, and review the results displayed on the right pane.

#### Task 3: Explore the Skype for Business admin center

1. Click the **portal.office.com** tab.
2. On the left navigation menu, under **Admin centers**, click **Skype for Business**.
3. A new tab will open displaying **Skype for Business admin center**.
4. On the left navigation menu, click each of the items, and review the results displayed on the right pane.

#### Task 4: Explore the SharePoint admin center

1. Click the **portal.office.com** tab.
2. On the left navigation menu, click **Admin centers**, and then click **SharePoint**.
3. A new tab will open displaying **SharePoint admin center**.
4. On the left navigation menu, click each of the items, and review the results displayed on the right pane.
5. Close Microsoft Edge.

#### Task 5: Explore the Office 365 Security & Compliance Center

1. Click the **portal.office.com** tab.
2. On the left navigation menu, click **Admin centers**, and then click **Security & Compliance**.
3. A new tab will open displaying **Security & Compliance admin center**.
4. On the left navigation menu, click each of the items, and then review the results displayed in the right pane.
5. Close Microsoft Edge.

#### Task 6: To prepare for the next module

Keep the virtual machines running for the lab in the next module.

**Result**: After completing this exercise, you should have provided a high-level overview of administrative portals of Office 365.

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