# Lab Answer Key: Module 5: Planning and deploying Office 365 ProPlus

# Lab: Managing Office 365 ProPlus installations

## Exercise 1: Preparing an Office 365 ProPlus managed installation

#### Task 1: Download the Office 365 deployment tool

1. On **LON-CL1**, on the taskbar, click **File Explorer**.
2. In **File Explorer**, click **Local Disk (C:)** in the left navigation pane
3. In **File Explorer**, click the **Home** tab, and then click **New Folder**.
4. Type **Office16**, and then press Enter.
5. In **File Explorer**, right-click **Office16**, click **Share with**, and then click **Specific people**.
6. In the **File Sharing** dialog box, click the drop-down list box, select **Everyone** from the list, click **Add**, and then click **Share**.
7. In the **File Sharing** dialog box, click **Done**.
8. From the taskbar, open the **Microsoft Edge** browser.
9. In the address bar, type **https://portal.office.com**, and then press Enter.
10. Sign in as **holly@gsp.Adatumvsxxxx.virsoftlabs.com**, with the password ‘Pa55w.rd’.
11. In the **Office 365 admin center**, in the left panel, click **Settings**, click **Services & Add-ins**, then click **Office software download settings**.
12. On the **Office software download settings** page click **Manually deploy user software**.
13. Under the **Manually deploy user software** area, click **Learn how to download and deploy software**.
14. On the **Manage user software in Office 365** page, scroll down to the **Manually download and install the Office apps by using the Office 2016 Deployment Tool** section and click the **Microsoft Download Center** link to open the Office 2016 Deployment Tool download page.
15. On the download page, expand **Details**, **System Requirements**, and **Install Instructions**.
16. Read and familiarize yourself with each section. You can mark this page as a favorite to refer to later.
17. Click **Download** and in the information bar at the bottom of the browser, click **Save**.
18. Once the download is completed, click **Run**.
19. In the User Account Control dialog box, click **Yes**.
20. Accept the license agreement and click **Continue**.
21. In the **Browse For Folder** dialog box, expand **This PC**, expand **Local Disk (C:)**, and select the **Office16** folder.
22. Click **OK**. You should see that the files were extracted successfully. Click **OK**, and then close the **Download Center** tab.
23. Navigate to the **Office16** folder with File Explorer. You should see two files in the newly created Office Deployment Tool folder named **configuration** and **setup.**

#### Task 2: Modify an Office 365 ProPlus installation

1. In this step, you will back up the Office 16 **configuration.xml** file and then open it so that you can edit it in the next step. To do this, perform the following steps:
2. (If required), in **File Explorer**, open the **C:\Office16** folder.
3. Right-click **configuration.xml**, and click **Copy**. Right-click again in the white space below the file list and click **Paste**.
4. Right-click the **configuration.xml** file, click **Open with**, and then click **Notepad**.
5. In **Notepad**, edit the first **Add** line after **<Configuration>** to read:

<Add SourcePath="\\LON-CL1\\Office16\" OfficeClientEdition="32" Channel="Monthly">

1. In **Notepad**, remove the following lines of code:

<!-- <Updates Enabled="TRUE" Channel="Monthly" /> -->

and

<!-- <Property Name="AUTOACTIVATE" Value="1" /> -->

1. In **Notepad**, edit the **<!-- <Display Level="None" AcceptEULA="TRUE" /> -->** line (by removing the **<!--** and **-->** comment tags) to read:

<Display Level="None" AcceptEULA="TRUE" />

1. Comment out Microsoft Visio with the **<!--** and **-->** codes to make the download quicker, by replacing this code:

</Product>

<Product ID="VisioProRetail">

<Language ID="en-us" />

</Product>

with this code:

</Product>

<!-- <Product ID="VisioProRetail">

<Language ID="en-us" />

</Product> -->

1. In **Notepad**, click **File**, **Save As** and change the **File name:** to: **AdatumConfiguration.xml**, change the **Save as type:** to **All Files**, and then click **Save**.

**Note:** Be sure the **Adatumconfiguration** file has the **.xml** file extension, not **.xml.txt**!

1. Switch to File Explorer (you should still be in the **C:\Office16** folder), press **Shift** and **right-click** any white space below the file list, and then click **Open command window here**.
2. At the command prompt, type the following command, and then press Enter:

Setup /?

1. Note the Office Deployment Tool command-line options.
2. At the command prompt, type the following command, and then press Enter:

setup.exe /download \\LON-CL1\Office16\AdatumConfiguration.xml

1. In the **User Account Control** window, click **Yes**.
2. The download will take several minutes to complete.
3. Switch to File Explorer, and verify that the download has started. (A new folder named "**Office**" should be present in the **C:\Office16** folder.) You can continue with the next task and leave the download in the background.

**Result**: You will have downloaded a copy of the Microsoft Office 365 ProPlus install for managed deployment to a shared folder. You will also download and install the Office Deployment Tool on the same machine.

## Exercise 2: Managing user-driven Office 365 ProPlus installations

#### Task 1: Managing user rights to install Office 365 ProPlus

1. On **LON-CL1**, if required, sign in to **Office365 admin center** as **holly@gsp.Adatumvsxxxx.virsoftlabs.com** with the password ‘Pa55w.rd’.
2. Connect to the Office 365 admin center.
3. On the **Office 365** home page, click **Admin**.
4. In the Office 365 admin center, click **Users**.
5. Select **Abbi Skinner**, and then next to **Product licenses**, click **Edit**.
6. Under **Set user location**, select **United Kingdom**, and then enable **Office 365 Enterprise E5**.
7. Set the **Office 365 ProPlus** option to **Off**, click **Save**, and then click **Close** twice.
8. In the **Office 365 admin center**, under **Active users**, click **Beth Burke**.
9. Beside **Product licenses**, click **Edit**.
10. Under **Location**, select **United Kingdom**, and then enable **Office 365 Enterprise E5**.
11. Verify that Beth has permission to use all features.
12. Click **Save**, and then click **Close** twice.
13. Repeat steps 8 through 12 for **Cai Chu**.
14. In the **Office 365 admin center**, click **Home** icon.
15. Under **Office software**, click **Software download settings**.
16. In the **Software for PC** section, under **2016 version**, turn off all options.
17. Click **Save**, and then **Close**.
18. On the **Admin** page, click **Holly Spencer**'s profile photo icon in the top right of the screen, and then click **Sign Out**.
19. On the **Sign in** page, at **https://portal.office.com**, sign in as **abbi@gsp.Adatumvsxxxx.virsoftlabs.com**, using the password **Pa55w.rd**.
20. On the **Default Landing** page, click the small Gear icon in the top- right corner, and then click the **Office 365** option.
21. On the **Office 365 settings** page, click **Software.**

**Note:** Because this user is not licensed for Office 365 ProPlus, Office 2016 is not available for download.

1. Close and reopen **Microsoft Edge** and connect to **https://portal.office.com**.
2. On the **Sign in** page, in the **Name** box, type **beth@Gsp.Adatumvsxxxx.virsoftlabs.com**.
3. In the **Password** box, type **Pa55w.rd**, and then click **Sign in**.
4. On the default landing page, click the small Gear icon in the top-right corner, and then click **Office 365**.
5. On the \*\* Settings\*\* page, click **Software.**

**Note:** This user has a license, but Skype for Business 2016 and Office 2016 are not available for download because Holly disabled Office download.

1. Click **Phone & tablet**. Verify that **Phone and tablet** apps are available.
2. Close **Microsoft Edge**.
3. Open **Microsoft Edge**.
4. In the address bar, type **https://portal.office.com**, and then press Enter.
5. Sign in as **holly@gsp.Adatumvsxxxx.virsoftlabs.com**.
6. Click **Admin** on the **Office 365** home page.
7. In the **Office 365 admin center**, click **Home**.
8. Click **Software download settings**.
9. Next to the 2016 version, set the value to **On**. Verify that Office and Skype for Business are both set to on, and click **Save**.
10. Click **Close**.
11. In **Microsoft Edge**, on the **User Software** page, click **Holly Spencer**'s profile photo icon, and then click **Sign out**.

**Note:** Instead of signing out your admin user every time, you can click the Microsoft Edge browser ellipse menu (...) at the top right of the browser and open a New InPrivate window. This will allow you to have two sessions at a time open

1. Switch to **LON-CL3**. Verify that you are signed in as Beth.
2. Open **Microsoft Edge**.
3. In the **address bar**, type **https://portal.office.com**, and then press Enter.
4. On the **Sign in** page, in the **Name** box, type **beth@gsp.Adatumvsxxxx.virsoftlabs.com**.
5. In the **Password** box, type **Pa55w.rd**, and then click **Sign in**.
6. On the **Office 365** home page, click the small Gear icon in the top-right corner, and then click **Office 365**.
7. On the **Settings** page, click **Software**.

**Note:** This user has a license, and Office 2016 is now available for download.

1. Verify that **Office** and **Skype for Business** desktop software are available to install.
2. Do not install, but notice that this user can now install the 32-bit version of Office 365 ProPlus and select which language they want to install. They must click **Advanced** to turn on the 64-bit version option.
3. Note also that **Phone and tablet** apps are available from the left menu.
4. Leave this page open and continue to the next lab to perform the user-driven installation.

#### Task 2: Installing Office 365 ProPlus from the Office 365 portal

1. On **LON-CL3**, if needed, open **Microsoft Edge** and sign into **Office 365** portal at **portal.office.com**, with the username **beth@gsp.Adatumvsxxxx.virsoftlabs.com**, click **Office365 Settings** in upper right corner and then click **Software**.
2. In the Language section, select the language to install from the drop-down menu.
3. Leave **32-bit (recommended)** selected.
4. Click **Install**.
5. In the **Microsoft Edge** notification bar, click **Save**, and then click **Run**.
6. If the **User Account Control** dialog box appears, type **Adatum\Holly** in the user name box, in the **Password** box, type **Pa55w.rd**, and then click **Yes**.
7. On the taskbar, click the **Office** icon, and note the status of the download.

**Note:** It will take several minutes to complete, but applications are now available.

1. Click **Close** when the wizard finishes.
2. Go to the **Start** screen.
3. On the **Start** screen, click **Word 2016**. On the first things first window click **Accept**.
4. In the top-right corner, if no one is signed in, sign in as **Beth@gsp.Adatumvsxxxx.virsoftlabs.com**, with the password **Pa55w.rd**, by clicking the link **Sign in to get most out of office**.
5. Once signed in, your subscription license is activated. At the top right, under **Beth Burke**, click **Switch account**.
6. Click **SIGN OUT**, and then click **Signout** next to **Beth**'s name.
7. Click **Yes** in the **Remove Account** dialog box.
8. At the top right, click **Sign in to get the most out of Office**.
9. On the **Sign in** page, in the **E-mail address** box, type **holly@gsp.Adatumvsxxxx.virsoftlabs.com**, and then click **Next**.
10. On the **Sign in** page, in the **Password** box, type **Pa55w.rd**, and then click **Sign in**.
11. Click **Blank document**.
12. Type some text.
13. Click **File**, then click **Save**.
14. Click **Sites - A. Datum** and click **A. Datum** in the right pane.
15. Double-click the **Documents** folder and then save the file with the name **Meeting Agenda**.
16. Click **Save**. You might see a **streaming features** message.
17. Close **Word**.
18. Switch back to **Beth Burke**'s Office 365 session in Microsoft Edge.
19. In the top-right corner, click the **Settings** icon, and then click **Office 365 settings**.
20. On the **Office 365 settings** page, click **Software**.
21. Note that you now have a new section at the top of the page where you can manage Office 365 installs.
22. Click **Tools & Add-ins.**

#### Task 3: Managing office licenses

1. On **LON-CL3**, sign out of Beth's account on the **Office 365** page.
2. Sign back in as Holly Spencer with the username **holly@gsp.Adatumvsxxxx.virsoftlabs.com**.
3. In the **Password** box, type the password ‘Pa55w.rd’, and then click **Sign in**.
4. On the **Office 365** home page, click **Admin**.
5. In the **Office 365 admin center**, click **Users**, and then click **Beth Burke**.
6. In the right pane, under **Product licenses**, click **Edit**.
7. Under **Office 365 Enterprise E5**, set the **Office 365 ProPlus** option to **Off** to remove the license from Beth's account, click **Save**, and then click **Close** twice.
8. In **Microsoft Edge**, at the top right, click the Profile photo icon for **Holly Spencer**, and then click **Sign out**.
9. On the **Sign in** page, type **Beth@gsp.Adatumvsxxxx.virsoftlabs.com**.
10. In the **Password** box, type **Pa55w.rd**, and then click **Sign in**.
11. In the top-right corner, click the **Settings** icon, and then click **Office 365**.
12. On the **Settings** page, click **Software**.
13. Note that the Office installation is no longer listed, as this user no longer has an active license (although software is available).

**Note:** The Office 365 ProPlus applications will still be available to Beth on any machine on which she already installed them, but within 30 days, they will drop into low-functionality mode. This means she will only be able to read and print documents.

#### Task 4: Reactivating Office 365 ProPlus

1. Sign out of the **Office 365** page, and sign back in as **holly@gsp.Adatumvsxxxx.virsoftlabs.com**.
2. In the **Password** box, type the password ‘Pa55w.rd’, and then click **Sign in**.
3. On the **Office 365** home page, click the **Admin** tile.
4. In the **Office 365 admin center**, click **Users**, and then click **Beth Burke**.
5. In the right pane, under **Product licenses**, click **Edit**.
6. Under **Office 365 Enterprise E5**, set the **Office 365 ProPlus** option to **On**, click **Save**, and then click **Close** twice.
7. Close **Microsoft Edge**.

**Result**: When completed, you should be able to activate Office 365 ProPlus for self-service installations. You should also be able to set licensing options correctly for end users so that deployment and installation is possible.

## Exercise 3: Managing centralized Office 365 ProPlus installations

#### Task 1: Configure a Group Policy Object (GPO) to distribute the custom installation

1. Switch to **LON-DC1** and connect as **Adatum\administrator**, with the password **Pa55w.rd**.
2. On **LON-DC1**, in **Server Manager**, click **Tools**, and then click **Active Directory Users and Computers**.
3. In the console tree, right-click **Adatum.com**, point to **New**, and then click **Organizational Unit**.
4. Type **Adatum\_Computers**, and then click **OK**.
5. In the console tree, under **Adatum.com**, click **Computers**.
6. Right-click **LON-CL4**, click **Move**, click **Adatum\_Computers**, and then click **OK**.
7. In **Server Manager**, click **Tools**, and then click **Group Policy Management**.
8. In the **Group Policy Management** window, expand **Forest: Adatum.com**, expand **Domains**, expand **Adatum.com**, and then click **Adatum\_Computers**.
9. Right-click **Adatum\_Computers**, and then click **Create a GPO in this domain, and Link it here**.
10. In the **New GPO** dialog box, in the **Name** box, type **DeployO365**, and then click **OK**.
11. In **Group Policy Management**, click **Adatum\_Computers**, and in the right pane, right-click **DeployO365**, and then click **Edit**. If you see a Group Policy Management Console window, click **OK**.
12. In **Group Policy Management Editor**, expand **Computer Configuration**, **Policies**, **Windows Settings**, and then double-click **Scripts (Startup/Shutdown).**
13. Double-click **Startup**, and then click **Show Files**.
14. In **File Explorer**, click **Home**, click **New item**, click **Text Document**, and then press Enter to accept the default name.
15. Double-click **New Text Document.txt**.
16. In **Notepad**, add the following line:

\\LON-CL1\Office16\setup.exe /configure \\LON-CL1\Office16\AdatumConfiguration.xml

1. In **Notepad**, click **File**, **Save As** and change the **File name:** to: **DeployO365.cmd**, change the **Save as type:** to **All Files**, and then click **Save**.

**Note:** Be sure the **DeployO365.cmd** file has the **.cmd** file extension, not **.cmd.txt**!

1. Close **Notepad**.
2. Delete **New Text Document.txt**.
3. Switch back to the **Group Policy Management Editor**, **Startup Properties** dialog box.
4. Click **Add**.
5. In the **Add a Script** dialog box, click **Browse**.
6. In the **Browse** dialog box, select **DeployO365.cmd**, and then click **Open**.
7. In the **Add a Script** dialog box, click **OK**.
8. In the **Startup Properties** dialog box, click **OK**.
9. Close **Group Policy Management Editor**.

Note that you could also deploy this script by using **Microsoft Intune**, **Microsoft System Center Configuration Manager**, or other electronic software distribution.

#### Task 2: Verifying the installation

1. Switch to **LON-CL4**, and if necessary, and sign in as **Adatum\Beth**, with the password, **Pa55w.rd**.
2. Right-click the \*\* Start\*\* button, and click **Command Prompt (Admin)**.
3. In the **User Account Control** dialog box, type **Adatum\Holly** as the user name and **Pa55w.rd** as the password, and click **Yes**.
4. Type **gpupdate /force** and press Enter.
5. Wait for the Group Policy to update for both the computer and user and then close the command prompt.
6. Restart the computer.

**Note:** If any updates have downloaded, click **Update**, and then restart.

1. Wait five minutes after **LON-CL4** has restarted before continuing. This is to allow the **Group Policy** settings to take effect on **LON-CL4**.
2. Sign in as **ADATUM\Beth** with the password **Pa55w.rd**. You may have to wait for Office to finish installing.
3. Navigate to the **Start** screen, and note that Office 2016 is installed.

NOTE: You might have to wait up to 15 minutes before you see any available Office applications.

1. Click **Word 2016**. If you do not see it on the **Start** screen, type **Word** to bring up the icon.
2. On the **Activate Office** page, in the **E-mail address** box, type **Beth@gsp.Adatumvsxxxx.virsoftlabs.com**, and then click **Next**.
3. On the **Sign in** page, in the **Password** box, type **Pa55w.rd**, and then click **Sign in**. Click **OK** on the notification window.
4. In the **First things first** dialog box, click **Accept**.
5. Close the **Welcome to your new Office** dialog box.
6. In the templates list, click **Blank document**.
7. Type some text.
8. Click **File**, and then click **Save**.
9. Click **Browse** in **This PC - Documents**.
10. In **File name**, enter **Meeting Report**, and then click **Save**.
11. Right-click the taskbar and then click **Task Manager**.
12. In **Task Manager**, click **More details**.
13. On the **Processes** tab, under **Background processes**, notice that **Microsoft Office Click-to-Run** appears.
14. Click the **Details** tab, and notice **OfficeClickToRun.exe** in the task list.
15. Click the **Services** tab, and notice that the **ClickToRunSvc** service is running.

**Note:** Check **Task Manager** for your deployment. These items will all be present in a successful install.

1. Close **Task Manager**.
2. Close **Word 2016**.

**Result**: You will have enabled centralized managed deployment of Office 365 ProPlus and implemented a standardized Microsoft Office configuration by using one version of Office.

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