# Lab Answer Key: Module 6: Planning and managing Exchange Online recipients and permissions

# Lab: Managing Exchange Online recipients and permissions

## Exercise 1: Configuring Exchange Online recipients

#### Task 1: Create user mailboxes

1. On LON-CL1, open Microsoft Edge.
2. In the address bar, type **https://portal.office.com/**, and then press Enter.
3. Sign in as **holly@gsp.Adatumvsxxxx.virsoftlabs.com**, with the password ‘Pa55w.rd’.
4. On the Office 365 home page, click **Admin**.
5. In the Office 365 admin center, click **Users** and then click **Active Users**.
6. Above the list of users, click **Add a user**.
7. On the **New user** page, enter the following information:

* First name: **Martina**
* Last name: **Blair**
* Display name: **Martina Blair**
* User name: **Martina**
* Domain: **gsp.Adatumvsxxxx.virsoftlabs.com**
* Location: **United Kingdom**

1. Expand the **Password** area, select the following options, and then click **Add**:

* Select **Let me create the password** , and then type the password ‘Pa55w.rd’
* Make this user change their password when they first sign in: **Not selected**
* Roles: **User (no administrator access)**
* Product licenses: **Office 365 Enterprise E5**

1. On the **User was added** page, click **Send email and close**.
2. Repeat steps 6 to 9 to add the following additional users:

* **Matt Villagomez** (since Matt@gsp.Adatumvsxxxx.virsoftlabs.com is in use, use the username **MattV**)
* **Olivia Emerson**
* **Kendra Sexton**

1. In the Office 365 admin center, on the **Admin centers** menu, click **Exchange**.
2. In the Exchange admin center, click **recipients**.

**Note:** It might take a few minutes for the mailboxes to appear. Click the refresh icon periodically until they do.

#### Task 2: Connect to Exchange Online with Windows PowerShell

1. On the desktop, right-click **Windows Azure Active Directory Module for Windows PowerShell**, and then click **Run as administrator**.
2. At the **User Account Control** prompt, click **Yes**.

**Note:** You can copy and paste these commands into the virtual machine.

1. In the Windows PowerShell window, type the following command, and then press Enter:

$credential = Get-Credential

1. In the **Enter Credentials** dialog box, in the **User name** box, type **holly@gsp.Adatumvsxxxx.virsoftlabs.com** .
2. In the **Password** box, type the password ‘Pa55w.rd’, and then click **OK**.
3. In the Windows PowerShell window, type the following command, and then press Enter:

Connect-MsolService -Credential $credential

1. In the Windows PowerShell window, type the following command, and then press Enter:

$ExchangeSession = New-PSSession -ConfigurationName Microsoft.Exchange -ConnectionUri "https://outlook.office365.com/powershell-liveid/" -Credential $credential -Authentication "Basic" -AllowRedirection

1. In the Windows PowerShell window, type the following command, and then press Enter:

Import-PSSession $ExchangeSession -DisableNameChecking

1. In the Windows PowerShell window, type the following command, and then press Enter:

Get-AcceptedDomain

**Note:** This command returns the list of accepted domains and verifies that you can connect to your Office 365 subscription.

#### Task 3: Create groups and assign members

1. In the Windows PowerShell window, type the following command, and then press Enter to create the **IT** distribution group with **Olivia** as a member:

New-DistributionGroup -Name IT -Members Olivia

1. Repeat step 1 to add the following additional groups and members:

* **Managers**
  + Members: **Martina**
* **Development**
  + Members: **MattV**
* **Sales**
  + Members: **Kendra**

#### Task 4: Create resource mailboxes

1. In Microsoft Edge, in the Exchange Admin center, in **recipients**, click **resources**.
2. In the Windows PowerShell window, type the following command, and then press Enter:

New-Mailbox -Name "Conference Room" -Room

1. In the Windows PowerShell window, type the following command, and then press Enter:

Set-CalendarProcessing "Conference Room" -AutomateProcessing AutoAccept

1. In the Windows PowerShell window, type the following command, and then press Enter:

New-Mailbox -Name "Demonstration Laptop" -Equipment

1. In the Windows PowerShell window, type the following command, and then press Enter:

Set-CalendarProcessing "Demonstration Laptop" -AutomateProcessing AutoAccept

**Note:** If you receive an error running the **Set-CalendarProcessing** cmdlet for either of these objects, wait a few moments and repeat.

1. Switch to Microsoft Edge, and in the Exchange Admin center, click **Refresh**. You should be able to see both resources.
2. In the Windows PowerShell window, type the following command, and then press Enter:

Set-Mailbox "Conference Room" -ResourceCapacity "25"

1. Switch to Microsoft Edge, and in the Exchange Admin center, click **Conference Room**. You should be able to see the Capacity you configured in the details pane on the right. If not, click **Refresh**.

#### Task 5: Configure additional Exchange Online recipients

1. On LON-CL1, browse to **C:\Labfiles2**, and the open **ExternalContacts.csv**.
2. Review the file contents, and then close Excel.
3. In Microsoft Edge, in the Exchange admin center, click **contacts**.
4. Switch to Windows PowerShell.
5. In the Windows PowerShell window, type the following command, and then press Enter:

CD C:\Labfiles2

**Note:** You can copy and paste these commands into the virtual machine.

1. In the Windows PowerShell window, type the following command, and then press Enter:

Import-Csv .\ExternalContacts.csv | ForEach-Object {New-MailContact -Name $\_.Name -DisplayName $\_.Name -ExternalEmailAddress $\_.ExternalEmailAddress -FirstName $\_.FirstName -LastName $\_.LastName}

1. In the Windows PowerShell window, type the following command, and then press Enter:

$contacts = Import-CSV .\ExternalContacts.csv

1. In the Windows PowerShell window, type the following command, and then press Enter:

$contacts | ForEach {Set-Contact $\_.Name -StreetAddress $\_.StreetAddress -City $\_.City -StateorProvince $\_.StateorProvince -PostalCode $\_.PostalCode -Phone $\_.Phone -MobilePhone $\_.MobilePhone -Pager $\_.Pager -HomePhone $\_.HomePhone -Company $\_.Company -Title $\_.Title -OtherTelephone $\_.OtherTelephone -Department $\_.Department -Fax $\_.Fax -Initials $\_.Initials -Notes $\_.Notes -Office $\_.Office -Manager $\_.Manager}

1. In Microsoft Edge, in the Exchange Admin center, in **contacts**, click **Refresh**. You can see the newly created objects.

**Result**: After completing this exercise, you will have created and configured Microsoft Exchange Online recipients.

## Exercise 2: Configuring role-based access control

#### Task 1: Assign users to built-in role groups

1. In the Exchange admin center, click **permissions**.
2. On the **admin roles** tab, click **Organization** **Management**, and then click **Edit**.
3. In the Role Group window, under **Members**, click the **+** icon.
4. In the Select Members window, click **Olivia**, click **add**, and then click **OK**.
5. In the Role Group window, click **Save**.

#### Task 2: Create a new admin role and assign a user to it

1. Switch to Windows PowerShell.

**Note:** If possible, use the paste functionality provided by the hosting server to copy and paste these commands into the virtual machine.

1. In the Windows PowerShell window, type the following commands, and then press Enter after each command:

Enable-OrganizationCustomization

New-RoleGroup -Name BranchOfficeAdmins -roles "Mail Recipients", "Distribution Groups", "Move Mailboxes", "Mail Recipient Creation"

1. In the Windows PowerShell window, type the following command, and then press Enter:

Add-RoleGroupMember "BranchOfficeAdmins" -Member Martina

1. In the Windows PowerShell window, type the following command, and then press Enter:

Get-RoleGroupMember "BranchOfficeAdmins"

1. Switch to Internet Explorer, and then in the Exchange admin center, click **Refresh**. Ensure that you can see the new BranchOffice Admins role group.

#### Task 3: Create a new role assignment policy

1. In Microsoft Edge, in the Exchange Admin center, click **user roles**.
2. Switch to Windows PowerShell.

**Note:** If possible, use the paste functionality provided by the hosting server to copy and paste these commands into the virtual machine..

1. In the Windows PowerShell window, type the following command, and then press Enter:

New-RoleAssignmentPolicy "Limited Mailbox Configuration" -Roles MyBaseOptions,MyAddressInformation,MyDisplayName

1. To change the default role assignment policy for new mailboxes, in the Windows PowerShell window, type the following command, and then press Enter:

Set-RoleAssignmentPolicy "Limited Mailbox Configuration" -IsDefault

1. When prompted, type **Y**, and then press Enter.
2. In the Exchange admin center, click **Refresh**. You can see the new role assignment policy.
3. Type the following command, press Enter, and then close Windows PowerShell.

Remove-PSSession $ExchangeSession

#### Task 4: Prepare for the next module

* When you have finished the lab, leave all of the virtual machines running.

**Result**: After completing this exercise, you will have configured delegated administration of your Exchange Online organization.

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