# Lab Answer Key: Module 8: Planning and deploying Skype for Business Online

# Lab: Configuring Skype for Business Online

## Exercise 1: Configuring Skype for Business Online organization settings

#### Task 1: Download and install the Skype for Business Online module for Windows PowerShell

1. On LON-CL1, open Microsoft Edge, and then connect to **http://go.microsoft.com/fwlink/?LinkId=294688**.
2. On the **Skype for Business Online, Windows PowerShell Module** page, click **Download**, click **Save**, and then click **Run**.
3. Select **I agree to the license terms and conditions**, and then click **Install**.
4. If a **User Account Control** dialog box appears, click **Yes**.
5. Click **Restart** and wait for LON-CL1 to restart.
6. Sign in as **Adatum\Holly** by using the password **Pa55w.rd**
7. After the installation completes, in the **Skype for Business Online, Windows PowerShell Module** dialog, click **Close**.
8. Close the Microsoft Edge window if it open.

#### Task 2: Enable Skype Meeting Broadcast for the organization

1. On LON-CL1, in the search box on the taskbar, type **PowerShell**.
2. In the search results, right-click **Windows PowerShell**, and then click **Run as administrator**.
3. In the **User Account Control** dialog box, click **Yes**.
4. At the command prompt, type the following command, and then press Enter:

$cred = Get-Credential

1. In the **credentials** dialog box, enter the user name **Holly@gsp.Adatumvsxxxx.virsoftlabs.com** and the password ‘Pa55w.rd’, and then click **OK**.
2. Type the following command, and then press Enter:

$SfBSession = New-CSOnlineSession -Credential $cred

1. Type **Y** and press Enter.
2. Type the following command, and then press Enter:

Import-PSSession $SfBSession

1. Type the following command, and then press Enter:

Set-CsBroadcastMeetingConfiguration -EnableBroadcastMeeting $True

1. Type the following command, and then press Enter:

Get-CsBroadcastMeetingConfiguration

1. Verify that the \_ EnableBroadcastMeeting\_ parameter is set to True.

#### Task 3: Configure the organization settings for Skype for Business Online

1. On LON-CL1, in the Windows PowerShell command-line interface window, type the following command to enable privacy mode, and then press Enter:

Set-CSPrivacyConfiguration -EnablePrivacyMode $True

Note the warning that you receive about enabling client version checking.

1. To disable push notifications for Apple devices, type the following command, and then press Enter:

Set-CSPushNotificationConfiguration -EnableApplePushNotification $False

1. To verify the privacy notification settings, type the following command, and then press Enter:

Get-CSPrivacyConfiguration

You should see the following output:

- Identity: \*\*Global\*\*  
- EnablePrivacyMode: \*\*True\*\*  
- AutoInitiateContacts: \*\*True\*\*  
- PublishLocationDataDefault: \*\*True\*\*  
- DisplayPublishedPhotoDefault: \*\*True\*\*

1. To verify the push notification settings, type the following command, and then press Enter:

Get-CSPushNotificationConfiguration

1. To allow users to communicate with public Skype users, type the following command, and then press Enter:

Set-CsTenantFederationConfiguration -AllowPublicUsers $True

1. To allow users to communicate with federated partners, type the following command, and then press Enter:

Set-CsTenantFederationConfiguration -AllowFederatedUsers $True

1. To enable communication with all federated partners except for litware.com, type the following commands, and then press Enter after each command:

$AllDomains = New-CsEdgeAllowAllKnownDomains

$BlockedDomain = New-CsEdgeDomainPattern -Domain "litware.com"

Set-CsTenantFederationConfiguration -AllowedDomains $AllDomains -BlockedDomains $BlockedDomain

Get-CsTenantFederationConfiguration

1. Open Microsoft Edge, and then connect to **https://portal.office.com**.
2. If needed, sign in as **Holly@gsp.Adatumvsxxxx.virsoftlabs.com** with the password ‘Pa55w.rd’.
3. On the **Office 365** home page, click the **Admin** tile.
4. In the Microsoft Office 365 admin center, in the menu to the left, click **Admin centers**, and then click **Skype for Business**.
5. On the left-hand side, click **organization**.
6. On the **general** page, under presence privacy mode, verify that the setting is configured as **Display presence information only to a user's contacts**.
7. Under mobile phone notifications, verify that **Apple** **Push Notification Service** is not enabled, and then click **external communications**.
8. Under external access, verify that **On** **except for** **blocked domains** is selected.
9. Verify that under blocked or allowed domains, **litware.com** is listed.

#### Task 4: Configure the meeting invitation settings

1. On LON-CL1, in the Skype for Business admin center, click **online meetings** and then click **meeting invitation**.
2. In the **Help URL** text box, type **http://help.adatum.com**.
3. In the **Footer text** text box, type **Sample legal disclaimer**. Click **save**.
4. At the Windows PowerShell command prompt, type the following command, and then press Enter:

Get-CsMeetingConfiguration

1. Verify that the **Help URL** and **CustomFooterText** display the correct information.
2. In Windows PowerShell, type the following command, press Enter, and then close Windows PowerShell.

Remove-PSSession $Session

#### Task 5: Validate the meeting invitation settings

1. On LON-CL1, click **Start**, type \*\* Skype\*\*, and then open Skype for Business 2016.
2. In the Skype for Business window, click **Change**. In the **Sign-in address** box, type **Holly@gsp.Adatumvsxxxx.virsoftlabs.com** and then click **OK**.
3. Type the password ‘Pa55w.rd’ for password and then click **Signin**. Click **Yes**.
4. Open Microsoft Outlook 2016.
5. On the ribbon, click **New Items**, click **Meeting**, and then click **Skype Meeting**.
6. In the **To** text box, type **Ada**.
7. Create a meeting request for some time tomorrow using a subject of **Test Meeting**.
8. Send the meeting request.
9. Open the calendar, and then double-click the meeting that you just created. Verify that the meeting contains the custom footer text and that the help link references http://help.adatum.com.

**Result**: After completing this exercise, you should have configured Skype for Business Online service settings.

## Exercise 2: Configuring Skype for Business Online user settings

#### Task 1: Configure Skype for Business user settings

1. On LON-CL1, navigate to the Office 365 admin center.
2. On the menu to the left, click **Users**, and then click **Active users**. Select **Christie Thomas**, and then click **Edit** in the Product licenses section.
3. Turn off **Skype for Business Online (Plan 2)**, **Skype for Business Cloud PBX** and **Skype for Business PSTN Conferencing**. Click **Save**, and then click **Close** twice.
4. On the menu to the left, select **Admin centers**, and then click **Skype for Business**.
5. On the menu to the left, click **Users**.
6. Verify that Christie Thomas is not listed as a Skype for Business user. You may need to refresh the window.
7. Select **Ada** **Russell**, and then click **Edit**.
8. On the **general** tab, under Audio and video, clear **Record conversations and meetings**.
9. On the menu to the left, click **external communications**, clear **External Skype users**, and then click **save**.
10. Click the **back** icon, select **Francisco Chaves**, and then click **Edit**.
11. On the **general** tab, under Audio and video, select **Audio only** from the drop-down list box. Click **save**.
12. Close Microsoft Edge.

#### Task 2: Verify Skype for Business communications

1. On LON-CL4, ensure that you are signed in as Ada. Open Outlook 2016.
2. On the Welcome to Outlook 2016 page, click **Next**.
3. On the Add an Email Account page, click **Next**. If the Office installation wizard launches, wait for the installation to finish, and then continue.
4. On the Auto Account Setup page, fill in the following information, and then click **Next**:

* Your Name: **Ada** **Russell**
* E-mail address: **Ada@gsp.Adatumvsxxxx.virsoftlabs.com**
* Password: **Pa55w.rd**
* Retype Password: **Pa55w.rd**

1. In the Microsoft Outlook dialog box, type **Pa55w.rd** as the password, select **Remember my credentials**, and click **OK**.
2. Click **Finish**.
3. Open Skype for Business 2016.
4. Click **Skip for now**.
5. Sign in as **Ada@gsp.Adatumvsxxxx.virsoftlabs.com** with the password **Pa55w.rd**.
6. Save the sign-in information. In the Help Make Skype for Business Better! dialog box, click **No**.
7. On LON-CL1, ensure that you are signed in as Holly, and verify that Outlook 2016 and Skype for Business 2016 are open.
8. In Outook 2016, create a Skype meeting request for a meeting that will start within the next 15 minutes, and then send the request to Ada Russell.
9. In Skype for Business, in the **Find someone** text box, type **Ada**.
10. Double-click **Ada** **Russell** to open an IM window.
11. Type a message, and then press Enter.
12. On LON-CL4, verify that the IM from Holly is received and respond to it.
13. In Outlook 2016, accept Holly's meeting request.
14. Open the meeting, and then click **Join Skype Meeting**.
15. Click **Don't join audio**, and then click **OK**.
16. Verify that Ada is connected to the meeting.
17. On LON-CL1, open the meeting request, click **Join Skype Meeting**, and then click **Don't join audio**, and click **OK**.
18. Verify that Holly is connected to the meeting.
19. On LON-CL1, in the meeting window, click the **Present** icon, and then click **Present Desktop**.
20. In the Present Desktop window, click **Present**.
21. In the Skype for Business window, click **OK**.
22. On LON-CL4, verify that Holly's desktop is visible in the meeting window.
23. On LON-CL4, disconnect from the meeting.
24. On LON-CL1, disconnect from the meeting.

**Result**: After completing this exercise, you should have configured Skype for Business Online user settings and validated Skype for Business Online functionality.

## Exercise 3: Configuring a Skype Meeting Broadcast

#### Task 1: Configure a Skype Meeting Broadcast

1. On LON-CL1, open a new tab in the Microsoft Edge browser.
2. Connect to **https://broadcast.skype.com**, and then, if needed, sign in as **holly@gsp.Adatumvsxxxx.virsoftlabs.com** with the password ‘Pa55w.rd’.
3. In the Skype Meeting Broadcast window, click **New Meeting**.
4. In the Meeting details window, fill in the following information:

* Meeting title: **Test broadcast meeting**
* Meeting time: **Today's** **date**
* Start time: **Within** **the next 15** **minutes**
* Duration: **1 hour**
* Members: **Beth** **Burke**
* Access: **Invitation only**
* Attendees: **Ada** **Russell**

1. Scroll back to the top of the window, and then click **Create**.
2. In the Skype Meeting Broadcast window, click **Create Outlook invitation**, **Save**, and then click **Open**.
3. If the **How do you want to open this file**? window appears, ensure that **Outlook 2016** is selected, and click **OK**.
4. In the Test broadcast meeting -Meeting window, click **Send Update**.

#### Task 2: Validate the Skype Meeting Broadcast configuration

1. On LON-CL3, ensure that you are signed in as Beth. Open Outlook 2016.
2. On the Welcome to Outlook 2016 page, click **Next**.
3. On the Add an Email Account page, click **Next**.
4. On the Auto Account Setup page, fill in the following information, and then click **Next**:

* Your Name: **Beth** **Burke**
* E-mail address: **Beth@gsp.Adatumvsxxxx.virsoftlabs.com**
* Password: **Pa55w.rd**
* Retype Password: **Pa55w.rd**

1. In the Microsoft Outlook dialog box, type **Pa55w.rd** as the password, select **Remember my credentials**, and click **OK**.
2. Click **Finish**.
3. Open Skype for Business 2016.
4. Click **Skip for now**.
5. Sign in as **Beth@gsp.Adatumvsxxxx.virsoftlabs.com** with the password **Pa55w.rd**.
6. Save the sign-in information. In the Help Make Skype for Business Better! dialog box, click **No**.
7. Open PowerPoint 2016. Select the option to create a blank presentation.
8. Type a title for the presentation, and then save the presentation to the Documents folder using the name **Presentation.pptx**.
9. Close PowerPoint 2016.
10. In Outlook, click the broadcast meeting request from Holly Spencer, click **Accept**.
11. In the Reminders pop-up window, double-click the meeting request from Holly.
12. Click **Join the Meeting**.
13. In the Skype for Business window, sign in as **Beth@gsp.Adatumvsxxxx.virsoftlabs.com** with the password **Pa55w.rd**, and then click **Join the event**.
14. In the **Did you mean to switch apps?** window, click **Yes**.
15. In the Join Meeting Audio dialog box, click **Don't join audio** and click **OK**.
16. Ignore the warning about setting up an audio device.
17. In the Meeting window, click **Share Content**, and then click **Share PowerPoint Files**.
18. Browse to the **Documents** folder, click **Presentation.pptx**, and then click **Open**.
19. In the right side of the meeting window, click **Content only**, and then click **Start Broadcast**.

* **Note:** The steps for validating the configuration are provided for informational purposes only. They will not function the lab environment due to a requirement for a video and audio device. You can use your physical device to run the broadcast, if you wish.

1. Click **Start Broadcast** again. Wait for the broadcast to start.
2. On LON-CL4, signed in as Ada, in Outlook 2016, accept the meeting request from Holly.
3. Open the meeting request, and then click **Join the Meeting**.
4. In the Skype for Business window, sign in as **Ada@gsp.Adatumvsxxxx.virsoftlabs.com** with the password **Pa55w.rd**, and then click **Join the event**.
5. On LON-CL3, in the broadcast window, click **Stop Broadcast**, and then click **Stop Broadcast** again.
6. On both LON-CL1 and LON-CL4, disconnect from the meeting.
7. Keep the virtual machines running for the next lab.

**Result**: After completing this exercise, you should have configured a broadcast meeting and verified that users can join the meeting.

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