MOC 20347A Lab Exercises

# Module 00: Prerequisites

1. Azure subscription
2. VM creation.

|  |  |
| --- | --- |
| 20347A-LON-DC1 | Windows Server 2012 R2 domain controller in the Adatum.com domain |
| 20347A-LON-DS1 | Windows Server2012 R2 member server in the Adatum.com domain. Used to host directory synchronization and federation services |
| 20347A-LON-WAP1 | Windows Server 2012 R2 standalone server configured as a Web Application Proxy |
| 20347A-LON-CL1 | Windows 10 Enterprise computer |
| 20347A-LON-CL2 | Windows 10 Enterprise standalone computer |
| 20347A-LON-CL3 | Windows 10 Enterprise computer |
| 20347A-LON-CL4 | Windows 10 Enterprise computer |

1. Microsoft live account. Create it here: https://signup.live.com

Lab setup

1. Create VM using same password for all of them. Make them in same resource group and on same vlan.
2. Note the external IP of 20347A-LON-DC1
3. Note the internal IP of 20347A-LON-DC1
4. In Ethernet Config of 20347A-LON-CL1 set the IP of DC1 as primary DNS and 8.8.8.8 as secondary. Leave the DHCP setting intact.
5. Run PowerShell scripts in this order. Some steps require reboot. Run the scripts and relog until you see they are finished. Then you can move to the next machine.
   1. 20347A-LON-DC1
   2. 20347A-LON-CL1

# Module 01 Lab: Provisioning Office 365

**Scenario**

A. Datum Corporation is considering moving some of the core on-premises services such as Exchange Server, Skype for Business Server, and SharePoint Server to Office 365. The project steering committee needs to ensure that Office 365 can provide the required functionality, and accommodate the corporate security and compliance requirements. To get started, A. Datum has decided to begin a pilot deployment of Office 365 for a group of users in the London office.

As one of the most experienced IT admins at A. Datum, you are responsible for implementing the pilot project. To start, you need to configure the Office 365 tenant, and then configure the custom domain that your organization uses. You also need to ensure that you are comfortable with the Office 365 administrator interfaces.

**Objectives**

By the end of this lab, you will be able to:

* Configure an Office 365 tenant.
* Configure a custom domain.
* Explore the Office 365 administrator interfaces.

**Lab Setup**

Estimated Time: 75 minutes  
Virtual machines: **20347A-LON-DC1** and **20347A-LON-CL1**User name: **Holly**Password: **Pa$$w0rd**This course uses the new Office 365 admin center for all labs. If you are connected to the previous Office 365 admin center when you connect to Office 365, click the banner at the top of the page to connect to the new admin center.

In all tasks:  
• In references to Adatum*yyxxxxx*.onmicrosoft.com, replace Adatum*yyxxxxx* with your unique Office 365 name displayed in the online lab portal.  
• In references to Adatum*yyxxxxx*.hostdomain.com, replace the Adatum*yyxxxxx* with your unique  
hostdomain.com name displayed in the online lab portal.  
This lab requires the following virtual machines: (use only the VMs required for your lab)  
• LON-DC1  
o Sign in as **Adatum\Administrator** using the password **Pa$$w0rd**• LON-CL1  
o Sign in as **Adatum\Holly** using the password **Pa$$w0rd**

## Exercise 1: Configuring an Office 365 tenant

**Scenario**The first step in starting the pilot deployment is to configure the Office 365 tenant. You need to create a new tenant using the **Adatum*yyxxxxx*.onmicrosoft.com** domain name.  
**Note:** For simplicity, this lab uses an ordinary Office 365 trial account, not a FastTrack pilot  
extended tenant account. Also note that you need to create an account with a unique name in the  
form: Adatum*yyxxxxx*.onmicrosoft.com. You can use the alphanumeric value for *yyxxxxx* provided  
for you in the lab interface.

The main tasks for this exercise are as follows:  
1. Create the tenant account.  
2. Verify Office 365 service health.

### Task 1: Create the tenant account

1. On LON-CL1, logged on as **Adatum\Holly**, open **Microsoft Edge**, and go to the following URL:  
**https://products.office.com/en-us/business/office-365-enterprise-e3-business-software**.  
2. Click **Free trial**.  
3. 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:  
o Country: **United Kingdom**o First name: **Holly**o Last name: **Dickson**o Business email address: (use your new Microsoft account that you created for this course)  
o Business phone number: Your mobile phone number, including international code for your current  
country  
o Company name: **A. Datum**o Organization size: **51-150 people**4. For Step 2, you have to create a unique domain for the Company name to use in the course. Use the  
Adatum*yyxxxxx* name provided in the lab interface. For the rest of the fields, use the following  
information:  
o User name: **Holly**o Company name: **Adatum*yyxxxxx*** (where *yyxxxxx* is your unique Adatum number)  
o Password: **Pa$$w0rd**o Confirm password: **Pa$$w0rd**5. For Step 3, you have to confirm your identity by using your mobile phone. Under **Send text message**, from the drop-down box, select the code for the country that you are now in.  
6. In the **Phone number** box, enter your correct mobile phone number.  
7. Ensure that the **Send text message** option is selected, and then click **Text me**.  
8. When you receive the confirmation text on your mobile phone, enter the code provided in the **Enter your verification code** box.

9. Click **Create my account**.  
10. Wait until the Office 365 tenant is provisioned, and then click **You’re ready to go…**11. Click the **Admin** tile to go to the Office 365 admin center.  
12. On the **don’t lose access to your account!** page, provide your phone number and Microsoft account email address to verify your account.

### Task 2: Verify Office 365 service health

1. Use **Service health** on the left-hand menu to display the Service health dashboard.  
2. Review any service interruption records or additional information in the status page.

## Exercise 2: Configuring a custom domain **Scenario** Now that you have configured the Office 365 tenant, the next step is to configure the custom domain that you will use for the pilot deployment. You need to create a custom domain using the **Adatum*yyxxxxx*.hostdomain.com** address, and verify the ownership for the group. The main tasks for this exercise are as follows: 1. Add the custom domain. 2. Complete the custom domain setup

### Task 1: Add the custom domain

In LON-CL1, start Microsoft Edge and then browse to **login.microsoftonline.com**.  
2. Sign in as **Holly@Adatum*yyxxxxx*.onmicrosoft.com** with the password **Pa$$w0rd**.  
3. Click **Admin**.  
4. In the left-hand navigation, select **Domains,** select **Add domain** to start the domain setup wizard.  
5. In the text box on the **Which domain do you want to use?** page, enter your domain name in the form  
of **Adatum*yyxxxxx*.hostdomain.com**.  
6. Click **Next**.

Use a TXT record to verify you own this domain.  
8. Write down the **TXT** record shown in the **TXT value** column. This entry will be similar to  
MS=msXXXXXXXX. Record this value below:  
MS=\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
9. Switch to **LON-DC1**.  
10. In DNS Manager, create a new forward lookup zone called **Adatum*yyxxxxx*.hostdomain.com**11. Right-click **Adatum*yyxxxxx*.hostdomain.com**, and click **Other New Records**.  
12. Under **Select a resource record type**, scroll down to **Text (TXT)**, and click **Create Record**.  
13. In the **New Resource Record** box, leave the **Record name** field blank.  
14. In the **Text** field, enter **MS=msXXXXXXXX** that you recorded in step 8.  
15. Click **OK** to create the record.  
16. In the **Resource Record type** dialog box, click **Done**.  
17. Switch back to LON-CL1 and in the Office 365 admin center, click **Verify**.

### Task 2: Complete the custom domain setup 1. Complete the domain setup wizard, reviewing the DNS records that you need to create for the custom domain. 2. Select the option to skip the configuration of DNS records now. You will configure these in later labs.

## Exercise 3: Exploring the Office 365 administrator interfaces **Scenario** To familiarize yourself with the Office 365 administrator portals, and to get familiar with the default Office 365 configuration, you need to explore the Office 365 administrator interfaces. The main tasks for this exercise are as follows: 1. Explore the Office 365 admin center. 2. Explore the Exchange admin center. 3. Explore the Skype for Business admin center. 4. Explore the SharePoint admin center.

### Task 1: Explore the Office 365 admin center 1. In LON-CL1, in the Admin center, click **Home**. 2. On the left navigation menu, scroll down to explore all available items. 3. On the left navigation menu, review the users list. 4. On the left navigation menu, in **Message center**, review the messages. 5. 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

### 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

### Task 4: Explore the SharePoint admin center

# Module 02 Lab A: Managing Office 365 users and passwords

**Scenario**After configuring an Office 365 tenant and preparing it for pilot deployment, you are now ready to start creating user and group accounts in Office 365. You and your team need to be familiar with how to configure these accounts by using the Office 365 admin center because this will be your primary tool for managing the environment after the deployment is fully functional. Additionally, you need to make sure that the password policy for Office 365 users matches the password policy for on-premises users.  
**Objectives**After completing this lab, you will be able to:  
• Manage Office 365 users and licenses by using the Office 365 admin center.  
• Manage Office 365 password policies.  
**Lab Setup**Estimated Time: 35 minutes  
Virtual machine: **20347A-LON-DC1**, **20347A-LON-CL1**User names: **Adatum\Administrator** for LON-DC1 and **Adatum\Holly** for LON-CL1  
Password: **Pa$$w0rd**In all tasks:  
• In references to Adatum*yyxxxxx*.onmicrosoft.com, replace *yyxxxxx* with your unique Office 365 name  
that displays on the online lab portal.  
• In references to Adatum*yyxxxxx*.hostdomain.com, replace the Adatum*yyxxxxx* with your unique  
hostdomain.com name that displays on the online lab portal.  
This lab requires the following virtual machines:  
• LON-DC1:  
o Sign in as **Adatum\Administrator** with the password **Pa$$w0rd**• LON-CL1:  
o Sign in as **Adatum\Holly** with the password **Pa$$w0rd**

## Exercise 1: Managing Office 365 users and licenses by using the Office 365 admin center

**Scenario**The Office 365 tenant for A. Datum is now configured, and you need to start creating Office 365 users and then managing the user licenses.  
The main tasks for this exercise are as follows:  
1. Create Office 365 users.  
2. Edit Office 365 users.  
3. Verify user settings.

### Task 1: Create Office 365 users

1. On LON-CL1, verify that you signed in as Adatum\Holly.  
2. On LON-CL1, open Microsoft Edge, and then browse to **https://portal.office.com/**.  
3. Sign in as **Holly@Adatum*yyxxxxx*.onmicrosoft.com**, where *yyxxxxx* is your unique Adatum number,  
with the password **Pa$$w0rd**.  
4. In the Office 365 admin center, create a new **Lindsey Gates** user account with user name **Lindsey**.  
5. On the **Create new user account results** page, view the temporary password, and then note the  
temporary password here: \_\_\_\_\_\_\_\_\_\_\_\_  
6. Repeat steps 4 and 5 to create the following users:  
o Christie Thomas  
o Amy Santiago  
o Sallie McIntosh  
o Francisco Chaves  
7. Note their temporary passwords here:  
o Christie Thomas \_\_\_\_\_\_\_\_\_\_\_\_\_  
o Amy Santiago \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
o Sallie McIntosh \_\_\_\_\_\_\_\_\_\_\_\_\_  
o Francisco Chaves \_\_\_\_\_\_\_\_\_\_\_

### Task 2: Edit Office 365 users 1. In the Office 365 admin center, in the **Active Users** list, select user **Francisco Chaves**, and then change his **Department** attribute to **Accounts**. 2. In the **Set sign-in status** section, select **Blocked**. 3. In the **Active Users** list, under **Display name**, click **Francisco Chaves**. 4. Verify that the **Department** box displays **Accounts**. 5. Verify that **Sign-in status** is set to **Blocked**. 6. In the **Active Users** list, select **Lindsey Gates**, and then delete the user. 7. Under **Users**, click **Deleted Users**. 8. Verify that Lindsey Gates is in this list. 9. In the **Deleted Users** list, select the **Lindsey Gates** check box. 10. On the toolbar, click **Restore**. Note the new temporary password for the user. 11. Click **Close**. 12. Click **Active Users**. 13. Verify that Lindsey Gates is in this list.

### Task 3: Verify user settings

1. On LON-CL1, open Microsoft Edge, and then browse to **https://login.microsoftonline.com/**.  
2. Sign in as **Lindsey@Adatum*yyxxxxx*.hostdomain.com**, where *yyxxxxx* is your unique Adatum  
number, with the temporary password that you noted in the previous task.

3. If prompted, update Lindsey’s password to **Pa$$w0rd**.  
4. If prompted, enter your new password again, and then click **Sign in**.  
5. If you were not prompted to change your password at sign in, access the Office 365 settings page and  
reset Lindsey’s password to **Pa$$w0rd**.  
6. Verify that you can access the Office 365 portal home page.  
7. Close and reopen Microsoft Edge, and then browse to **https://login.microsoftonline.com/**.  
8. Sign in as **Francisco@Adatum*yyxxxxx*. hostdomain.com**, where *yyxxxxx* is your unique Adatum  
number, with the temporary password that you noted in the previous task. Update the password for  
Francisco to **Pa$$w0rd**.  
9. Verify that you cannot sign in and that the message states that your account has been blocked.  
10. Close Microsoft Edge.  
11. Open Microsoft Edge, and then browse to **https://login.microsoftonline.com/**.  
12. Sign in as **holly@Adatum*yyxxxxx*.onmicrosoft.com**, where *yyxxxxx* is your unique Adatum number,  
with the password **Pa$$w0rd**.  
13. In the Office 365 admin center, edit the user account for **Francisco Chaves** by configuring the **Sign-in  
status** section to **Allowed**.  
14. Sign out of Office 365.  
15. Open Microsoft Edge, and then browse to **https://login.microsoftonline.com/**.  
16. Sign in as **Francisco@Adatum*yyxxxxx*. hostdomain.com**, where *yyxxxxx* is your unique Adatum  
number and using the temporary password.  
17. Update the password for Francisco to **Pa$$w0rd**.  
18. Verify that you can access the Office 365 portal.  
19. Close Microsoft Edge.

## Exercise 2: Managing Office 365 password policies **Scenario** Your organization has configured a password policy for on-premises users that requires a complex password, and it requires users to change their passwords every 60 days. You need to ensure that the password policy for the pilot users on Office 365 matches the policy for on-premises users, and you need to report any settings that you cannot configure to match. The main tasks for this exercise are as follows: 1. Configure the Office 365 password policy. 2. Validate the password policy.

### Task 1: Configure the Office 365 password policy

1. Open Microsoft Edge, and then browse to **https://login.microsoftonline.com/**.  
2. Sign in as **Holly@Adatum*yyxxxxx*.onmicrosoft.com** with the password **Pa$$w0rd**.  
3. In the Office 365 admin center, set the password expiration policy to **14** days before the passwords  
expire.  
**Note:** This setting does not correspond with a real-world scenario. Use it as a sample  
scenario to verify the policy applied in the next exercise task.  
4. In the **Days before a user is notified about expiration** box, leave the default value of **14**.  
5. Verify that the “Password policy has been updated” message appears at the top of the page.

### Task 2: Validate the password policy

1. In the Office 365 admin center, sign out as **Holly**, and then sign in as **Lindsey@Adatum*yyxxxxx*.  
hostdomain.com**, where *yyxxxxx* is your unique Adatum number, with the password **Pa$$w0rd**.  
2. On the upper-right side of the window, verify that the notification appears with the following  
information: “Time to change your password. Your password will expire in 13 days.”

# Module 02 Lab B: Managing Office 365 groups and administration **Scenario** In addition to creating user accounts, you also need to know how to create group accounts in Office 365. In this pilot project, you will use Windows PowerShell commands to manage users and groups. If the pilot is successful, you can manage several hundred users and groups, and Windows PowerShell will be a means to manage them efficiently. One of the goals in the pilot project is to test delegated administration in Office 365, so you also need to delegate password management and billing management to different users. **Objectives** After completing this lab, you will be able to: • Manage Office 365 groups by using the Office 365 admin center. • Manage Office 365 users and groups by using Windows PowerShell. • Configure delegated administrators

**Lab Setup**Estimated Time: 60 minutes  
Virtual machine: **20347A-LON-DC1**, **20347A-LON-CL1**User name: **Adatum\Administrator** for LON-DC1 and **Adatum\Holly** for LON-CL1  
Password: **Pa$$w0rd**In all tasks:  
• In references to Adatum*yyxxxxx*.onmicrosoft.com, replace Adatum*yyxxxxx* with your unique Office 365 name that displays on the online lab portal.  
• In references to Adatum*yyxxxxx*.hostdomain.com, replace the Adatum*yyxxxxx* with your unique  
hostdomain.com name that displays on the online lab portal.  
This lab requires the following virtual machines:  
• LON-DC1  
o Sign in as **Adatum\Administrator** with the password **Pa$$w0rd**.  
• LON-CL1  
o Sign in as **Adatum\Holly** with the password **Pa$$w0rd**.

## Exercise 1: Managing Office 365 groups **Scenario** Your organization has a policy that groups rather than individual user accounts must be in use to assign permissions. Ensure that you can manage groups in the Office 365 admin center. The main tasks for this exercise are as follows: 1. Create Office 365 security groups. 2. Manage security groups.

### Task 1: Create Office 365 security groups 1. On LON-CL1, open Microsoft Edge, and then browse to **https://login.microsoftonline.com/**. 2. Sign in as **Holly@Adatum*yyxxxxx*.onmicrosoft.com**, where *yyxxxxx* is your unique Adatum number, with the password **Pa$$w0rd**. 3. In the Office 365 admin center, create a new group named **Sales**, with a description of **Sales department users**. 4. Add **Lindsey Gates** and **Christie Thomas** as group members. 5. In the Office 365 admin center, create a new group named **Accounts**, with a description of **Accounts department users**. 6. Add **Francisco Chaves** and **Sallie McIntosh** as group members.

### Task 2: Manage security groups

1. In the Office 365 admin center, verify that you can see the following groups:  
o Sales  
o Accounts  
2. In the **groups** list, click the **Sales** group.  
3. Add **Amy Santiago** as a member of the **Sales** group.  
4. Ensure that Amy Santiago now lists under the **Display name** list.  
5. Delete the **Sales** group, and then click **Active Users**.  
6. Confirm that Amy Santiago’s account still exists in the list of users

## Exercise 2: Managing Office 365 users and groups by using Windows PowerShell

**Scenario**If the pilot project is a success, you expect that you will need to manage hundreds of user and group  
accounts. To manage these efficiently, you will need to use Windows PowerShell. In preparation for this, you need to familiarize yourself with managing users and groups by using Windows PowerShell.  
The main tasks for this exercise are as follows:  
1. Install Microsoft Azure Active Directory module for Windows PowerShell.  
2. Create new users and assign licenses by using Windows PowerShell.  
3. Modify existing users by using Windows PowerShell.  
4. Configure groups and group membership by using Windows PowerShell.  
5. Configure user passwords by using Windows PowerShell.

### Task 1: Install Microsoft Azure Active Directory module for Windows PowerShell

1. On LON-CL1, open Microsoft Edge, and browse to **http://aka.ms/t01i1o**.  
2. Download and install Microsoft Online Services Sign-In Assistant for IT Professionals RTW.  
3. In Microsoft Edge, connect to **http://aka.ms/siqtee**.  
4. Download and install the Microsoft Azure AD module for Windows PowerShell

### Task 2: Create new users and assign licenses by using Windows PowerShell

1. On LON-CL1, on the desktop, right-click the **Windows Azure Active Directory Module for Windows PowerShell** shortcut, and then click **Run as administrator**.  
2. If a **User Account Control** dialog box appears, click **Yes**.  
3. At the command prompt, type the following command, and then press Enter:  
Connect-msolservice  
4. In the **Enter Credentials** dialog box, sign in as **holly@Adatum*yyxxxxx*.onmicrosoft.com**, where  
*yyxxxxx* is your unique Adatum number, with the password **Pa$$w0rd**.  
5. Use the following command to create a new user account:  
New-MsolUser –UserPrincipalName Catherine@Adatumyyxxxxx.hostdomain.com –DisplayName  
“Catherine Richard” –FirstName “Catherine” –LastName “Richard” –Password ‘Pa$$w0rd’  
–ForceChangePassword $false –UsageLocation “CH”  
6. Use the following command to create another new user:  
New-MsolUser –UserPrincipalName tameka@Adatumyyxxxxx.hostdomain.com –DisplayName “Tameka Reed” –FirstName “Tameka” –LastName “Reed” –Password ‘Pa$$w0rd’  
–ForceChangePassword $false –UsageLocation “CH”  
7. Use the following command to determine which users are unlicensed:  
Get-MsolUser -UnlicensedUsersOnly  
8. Use the following command to assign a license to Catherine Richard; replace Adatum*yyxxxxx* in the  
**–AddLicenses** attribute with the onmicrosoft.com domain name provided by the hosting provider:  
Set-MsolUserLicense -UserPrincipalName Catherine@Adatumyyxxxxx.hostdomain.com  
–AddLicenses “Adatumyyxxxxx:ENTERPRISEPACK”  
9. Use the following command to assign a license to Tameka Reed; replace Adatum*yyxxxxx* in the  
–**AddLicenses** attribute with the onmicrosoft.com domain name provided by the hosting provider:  
Set-MsolUserLicense -UserPrincipalName Tameka@Adatumyyxxxxx.hostdomain.com  
–AddLicenses “Adatumyyxxxxx:ENTERPRISEPACK”  
10. Use the following command to prevent a user from signing in to Office 365:  
Set-MsolUser -UserPrincipalName Catherine@Adatumyyxxxxx.hostdomain.com  
-blockcredential $true  
11. Use the following command to delete a user:  
Remove-MsolUser –UserPrincipalName Catherine@Adatumyyxxxxx.hostdomain.com –Force  
**MCT USE ONLY. STUDENT**   
12. Use the following command to view the **Deleted Users** list:  
Get-MsolUser –ReturnDeletedUsers  
13. Verify that Catherine Richard is in the **Deleted Users** list.  
14. Use the following command to restore a deleted user:  
Restore-MsolUser –UserPrincipalName Catherine@Adatumyyxxxxx.hostdomain.com  
15. Use the following command to view the **Deleted Users** list:  
Get-MsolUser –ReturnDeletedUsers  
16. Verify that Catherine Richard is no longer in the **Deleted Users** list.  
17. Use the following command to view the **Active Users** list:  
Get-MsolUser  
18. Verify that Catherine Richard is in the **Active Users** list.  
19. Use the following command to allow a user to sign in:  
Set-MsolUser -UserPrincipalName Catherine@Adatumyyxxxxx.hostdomain.com  
-blockcredential $false

## Exercise 3: Configuring delegated administrators **Scenario** Members of the pilot project team have different responsibilities during the pilot. To ensure that team members have only the permissions that they require to perform various tasks in Office 365, you are going to assign different administrator roles to different users. The main tasks for this exercise are as follows: 1. Assign delegated administrators in the Office 365 admin center. 2. Manage delegated administration with Windows PowerShell. 3. Verify delegated administration.

### Task 1: Assign delegated administrators in the Office 365 admin center

1. On LON-CL1, open Microsoft Edge, and then browse to **https://login.microsoftonline.com/**.  
2. Sign in as **Holly@Adatum*yyxxxxx*.onmicrosoft.com**, with the password **Pa$$w0rd**.  
3. In the Office 365 admin center, configure **Francisco Chaves** as a **Billing administrator** using an  
alternate email address of **user@alt.none**.  
4. In the Office 365 admin center, configure **Tameka Reed** as a **Password administrator** from the list.  
5. In the **Alternative email address** text box, type **user@alt.none**.  
6. In the Office 365 admin center, configure **Christie Thomas** as **User management administrator**.  
7. In the **Alternative email address** text box, type **user@alt.none**.  
8. Close Microsoft Edge.