|  |
| --- |
| Oneasia Network Limited |
| IT Service Handover Document |
| Sun Hung Kei & Co. Limited |

|  |
| --- |
| KK Wong  2016/6/7 |

Table of content

[1. Server infrastructure overview 3](#_Toc453087633)

[a. Overall infrastructure 3](#_Toc453087634)

[b. Services connection 3](#_Toc453087635)

[2. Private Cloud & Active Directory 3](#_Toc453087636)

[a. Oneasia Private Cloud Access:- 3](#_Toc453087637)

[b. Primary Domain Controller 4](#_Toc453087638)

[c. Secondary Domain Controller 4](#_Toc453087639)

[d. Domain Admin Password 4](#_Toc453087640)

[e. Directory Services Restore Mode (DSRM) password 4](#_Toc453087641)

[f. Procedure 4](#_Toc453087642)

[3. Microsoft Office 365 4](#_Toc453087643)

[a. Admin portal 4](#_Toc453087644)

[b. Integration to Symantec Email Security.cloud 4](#_Toc453087645)

[i. Send-Connector : ToSymantecMailSecurity-cloud 5](#_Toc453087646)

[ii. To be updated 5](#_Toc453087647)

[4. Symantec Email Security.cloud 5](#_Toc453087648)

[a. Access Information 5](#_Toc453087649)

[b. Policy 5](#_Toc453087650)

[c. Outbound IP Addresses 5](#_Toc453087651)

[5. Symantec Web Security.cloud 6](#_Toc453087652)

[a. Default Policy 6](#_Toc453087653)

[6. Veritas Enterprise Vault.cloud 7](#_Toc453087654)

[a. Services information 7](#_Toc453087655)

[b. Service access portals 7](#_Toc453087656)

[c. Settings 7](#_Toc453087657)

[7. Network Information 7](#_Toc453087658)

[a. Network subnet assignment 7](#_Toc453087659)

[b. Network Devices 7](#_Toc453087660)

Review List

| **Role** | **Name / Function** | **Signature** | **Date** |
| --- | --- | --- | --- |
| Reviewer 1 |  |  |  |
| Reviewer 2 |  |  |  |
| Document Owner | KK Wong |  |  |
| Senior Manager |  |  |  |

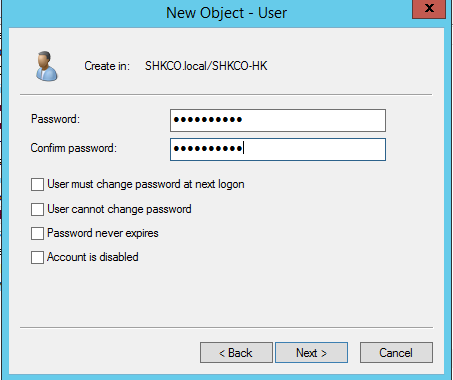
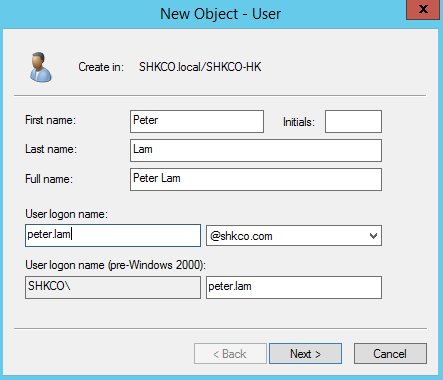
List of changes

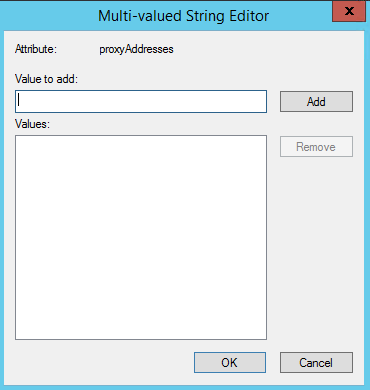
|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Description** | **Author(s)** |
| 0 | 7th June, 2016 | Draft | KK |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Server infrastructure overview

* 1. Overall infrastructure  
     
  2. Services connection  
     

## Private Cloud & Active Directory

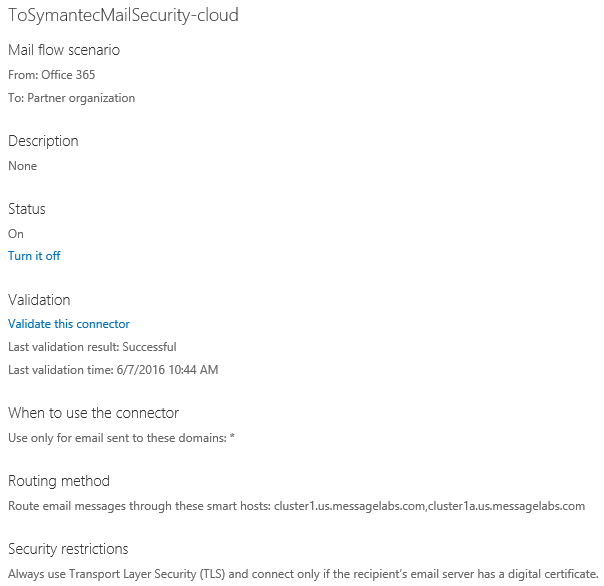
* 1. Oneasia Private Cloud Access:-
     1. Portal: <https://cloud.oneas1a.com/cloud/org/shkco/>
     2. Username : Administrator
     3. Password : Admin@shkco
  2. Primary Domain Controller : SHKCOAD01.SHKCO.local
  3. Secondary Domain Controller : SHKCOAD02.SHKCO.local
  4. Domain Admin Password : Adm1n@$hkc0
  5. Directory Services Restore Mode (DSRM) password: Admin@shkco
  6. Procedure:-
     1. Create user account\mailbox:
        1. Create user account in ADUC console. Under Organization Unit, **SHKCO-HK**  
           
        2. Edit mail properties

Right click the user and select **Properties**, select tab **Attribute Editor**, find the attribute **proxyAddresses**, add other email addresses.   
  
Default Email Address => **SMTP**:peter.lam@shkco.com

Others email addresses => smtp:peter.lam@shkcofoundation.com  
smtp:peter.lam@shkcofoundation.com.hk  
smtp:peter.lam@shkcofoundation.hk  
smtp:peter.lam@shkcofoundation.org

* + 1. Delete user:- Select **Delete** in User and then confirm
  1. Azure AD Connect : to be updated

## Microsoft Office 365

* 1. Admin portal: <https://portal.office.com>
     1. Admin username : [admin@shkco.onmicrosoft.com](mailto:admin@shkco.onmicrosoft.com)
     2. Admin password : Adm1n@$hkc0
  2. Integration to Symantec Email Security.cloud
     1. Send-Connector : ToSymantecMailSecurity-cloud  
        
     2. To be updated

## Symantec Email Security.cloud

* 1. Access Information  
     Use ClientNet to manage your services.  Your access credentials are:

URL: <https://identity.symanteccloud.com>

Username : SUN0277

Password : Adm1n@$HKc0  
Online help document: <http://help.symanteccloud.com/>

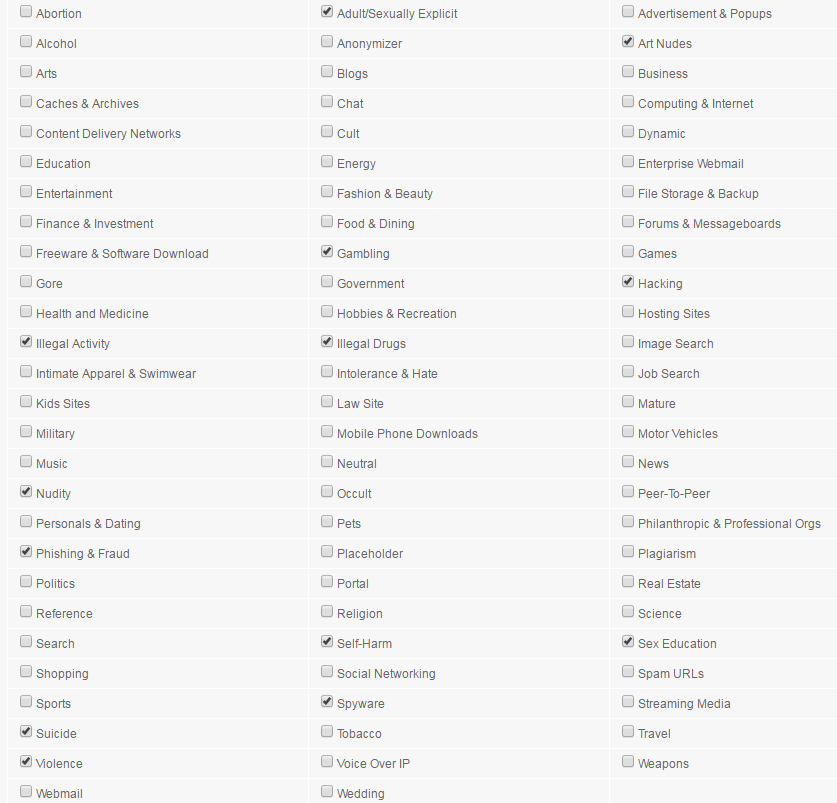
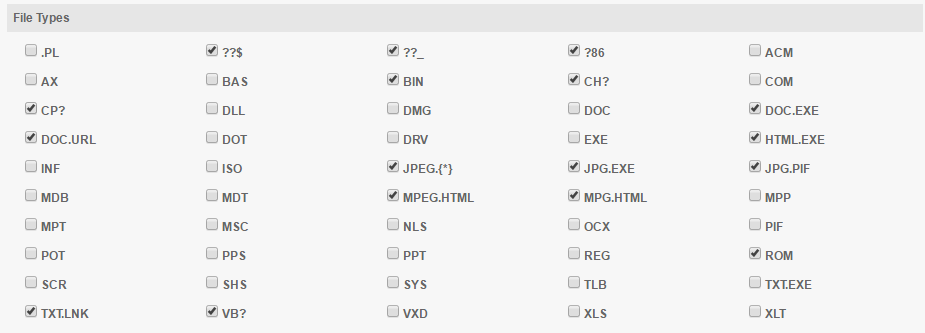
SPAM Manager: <https://spammanager-4.messagelabs.com>

* 1. Policy
     1. Detection Settings
        1. Use approved senders list (IP addresses, domains and email addresses)
        2. Use SPF and DMARC for Spoofed Sender Detection
        3. Use Skeptic heuristics and newsletter for Predictive Spam detection
        4. Use Responsive Spam Detection with
           1. blocked senders list (IP addresses, domains and email addresses)
           2. dynamic IP block List
           3. signaturing system
        5. Email will be quarantined if detected as spam
           1. Users receive notifications with subject line when email quarantined
           2. Users can release and delete quarantine emails directly from notifications
           3. Users can login to the spam manager to view subject lines and preview message content
  2. Outbound IP Addresses

|  |  |  |  |
| --- | --- | --- | --- |
| **Subnet IP** | **Subnet mask** | **Netmask** | **IP range** |
| 216.82.240.0 | 255.255.240.0 | /20 | 216.82.240.0 – 216.82.255.255 |
| 67.219.240.0 | 255.255.240.0 | /20 | 67.219.240.0 – 67.219.255.255 |
| 85.158.136.0 | 255.255.248.0 | /21 | 85.158.136.0 – 85.158.143.255 |
| 95.131.104.0 | 255.255.248.0 | /21 | 95.131.104.0 – 95.131.111.255 |
| 46.226.48.0 | 255.255.248.0 | /21 | 46.226.48.0 – 46.226.55.255 |
| 117.120.16.0 | 255.255.248.0 | /21 | 117.120.16.0 – 117.120.23.255 |
| 193.109.254.0 | 255.255.254.0 | /23 | 193.109.254.0 – 193.109.255.255 |
| 194.106.220.0 | 255.255.254.0 | /23 | 194.106.220.0 – 194.106.221.255 |
| 195.245.230.0 | 255.255.254.0 | /23 | 195.245.230.0 – 195.245.231.255 |
| 103.9.96.0 | 255.255.252.0 | /22 | 103.9.96.0 – 103.9.99.255 |

* 1. To be Updated

## Symantec Web Security.cloud

* 1. Default Policy
     1. Blocking URL categories  
        
     2. Blocking file types  
        

## Veritas Enterprise Vault.cloud

* 1. Services information:-
     1. Personal Archive : 30
     2. Discovery Archive : 30
     3. Domains: shkco.com, shkco.mail.onmicrosoft.com, shkco.onmicrosoft.com, shkcofoundation.com, shkcofoundation.com.hk, shkcofoundation.hk, shkcofoundation.org
  2. Service access portals:-
     1. Enterprise Vault.cloud Administration Console - <https://manage.ap.archive.veritas.com/>
     2. Enterprise Vault.cloud Personal Archive - <https://personal.ap.archive.veritas.com/>
     3. Enterprise Vault.cloud Discovery Archive - <https://discovery.ap.archive.veritas.com/>
  3. Settings:-
     1. Journal Address : shkco-O365@journal.syd.archivecloud.net
     2. Office 365 Config:-
        1. PowerShell Credentials:-
           1. URL : <https://ps.outlook.com/powershell>
           2. Username : [Admin@shkco.onmicrosoft.com](mailto:Admin@shkco.onmicrosoft.com)
           3. Password : Adm1n@$hkc0
        2. Exchange Web Services Credentials
           1. URL : outlook.office365.com
           2. Username : [Admin@shkco.onmicrosoft.com](mailto:Admin@shkco.onmicrosoft.com)
           3. Password : Adm1n@$hkc0
        3. Sync Scheduler : Every (8) hours

## Network Information

* 1. Network subnet assignment
     1. Client PC : 192.168.86.0/24
     2. VOIP Phone : 192.168.87.0/24
     3. Oneasia Cloud VM : 192.168.88.0/24
  2. Network Devices
     1. POE Switch
        1. SHKCOSW01 : 192.168.86.251
        2. SHKCOSW02 : 192.168.86.250

Enable Secret : $HKC0!@#$  
Enable Password : $HKC0$#@!

* + 1. Firewall\Router – SRX240
       1. SHKCOFW01 : 192.168.86.253
       2. SHKCOFW02 : 192.168.86.252
       3. VRRP IP : 192.168.86.254

Login : root  
Password : $HKC0$#@!

* + 1. To be updated