Assignment 3 – Checklist

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Cloud Migration and Management

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**Employee office 365 checklist**

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| **Configuration** | **Validation Form** | **Instructions** | **Success/**  **Failure** | **Comments** |
| User | Are you able to login successfully in the Microsoft Office 365 account with e-mail Id and password created to you? | Login into Microsoft office 365 account |  |  |
| Are you assigned to the correct group created? | Click on your profile to check |  |  |
| Have you been assigned the correct role? | Click on your profile to check |  |  |
| Outlook | Are you able to login with the email id and password? | Click on SharePoint icon and login |  |  |
| Are you able to send an email? | Click on the send mail |  |  |
| Are you able to receive an email? | Check your mailboxes |  |  |
| OneDrive | Are you able to access one drive? | Click on the OneDrive icon to open |  |  |
| Are you able to upload the files you want successfully in one drive? | Click on the upload button after selecting the file |  |  |
| Are you able to share your files with other while your connected to internet? | Choose the file and click on share |  |  |
| SharePoint | Are you able to configure SharePoint properly? | Click on SharePoint icon and click on configure |  |  |
| Forms | Are you able to create forms, quizzes and polls? | Click on the Forms icon and click on create forms |  |  |
| Are you able to share them with others and see the result in real time? | Choose the form and click on share |  |  |
| Teams | Are you able to connect and chat with your team members and other employees? | Click on the teams icon and select the user you want to communicate with |  |  |
| Word | Are you able to open word document? | Click on the word icon |  |  |
| Are you able to open the previously saved documents? | Search for the old files with appropriate file name |  |  |
| Are you able to create a new word document? | Open file and click on create new document |  |  |
| Are you able to share word with other users? | Select the file and click on share |  |  |
| Calendar | Are you able to create and share the meeting and events within the organization? | Click on the calendar icon and select the date and time in order to create meetings and choose the email address to share |  |  |