1. User Management:

- Create five new user accounts in Office 365.

- Modify the properties of three existing user accounts (e.g., change display name, job title, etc.).

* Provide then a temporary password and ensuer they are prompted to change to their own password.
* Ensure they are MFA enabled

- Block two user accounts with the assumption that they will be used later

* Ensure they have E5 licences. Remove from other built-in users

2. Group Management:

- Create a distribution group with the five new users.

- Create a security group and assign two of the new users.

- Create an Office 365 group and add the other x3 new users to it.

* On the settings of all of the groups ensure external users can email these groups
* Ensure the Office 365 group is private
* Holly should be an owner of all of these groups.

3. Exchange Online Management:

- Select a new user mailbox and delegate full access to Holly.

- Set up email forwarding from one mailbox to another.

* Setup archival mailbox for all of your new users.
* Setup a new retention policy for your new users wheerby email retention is set to only 10 days.

4. SharePoint Online Management:

- Create a new SharePoint site for a department within the organization. - Make Holly a owner

- Manage site permissions (cog settings, site permissions, adv permissions) by granting read-only access to all users

-Grant one of the new groups edit access

5. OneDrive for Business Management:

- Set a storage limit of 1GB for all users' OneDrive accounts.

- Create a sharing policy that allows external sharing only with specific domains.