

## M365 Application Workloads



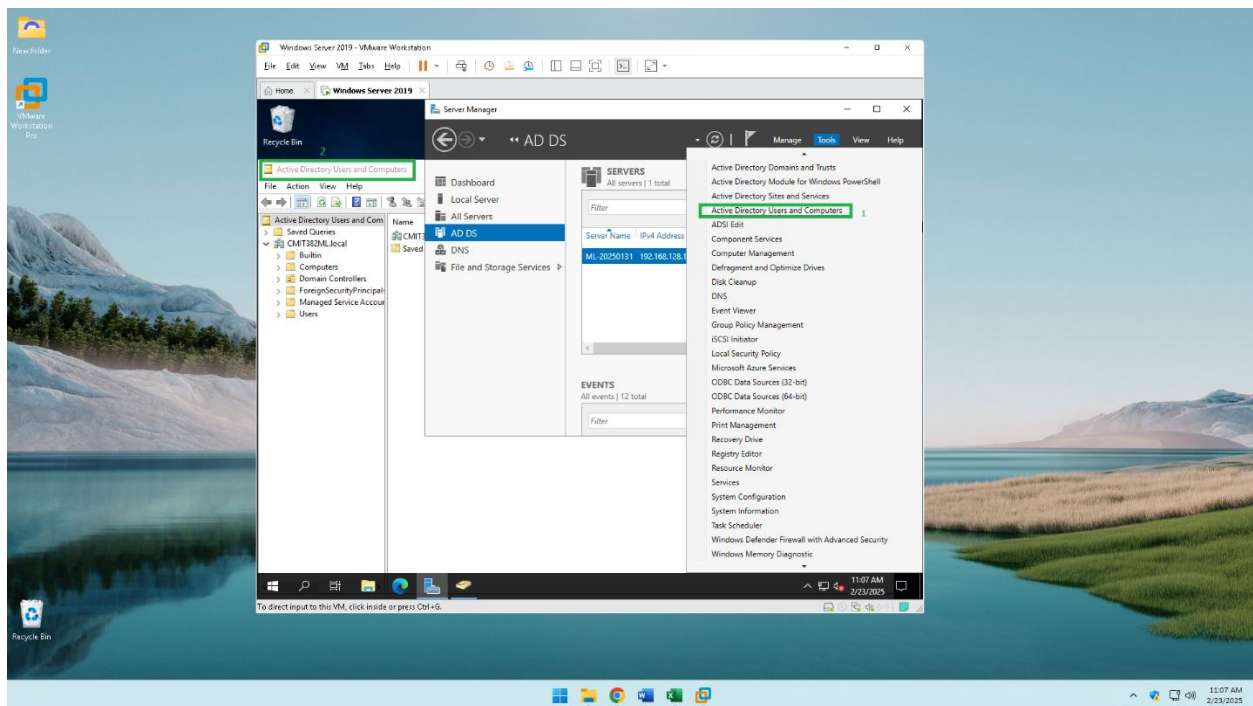
**Prepared by:**  
*Michael Lambinico*

### **Objective**

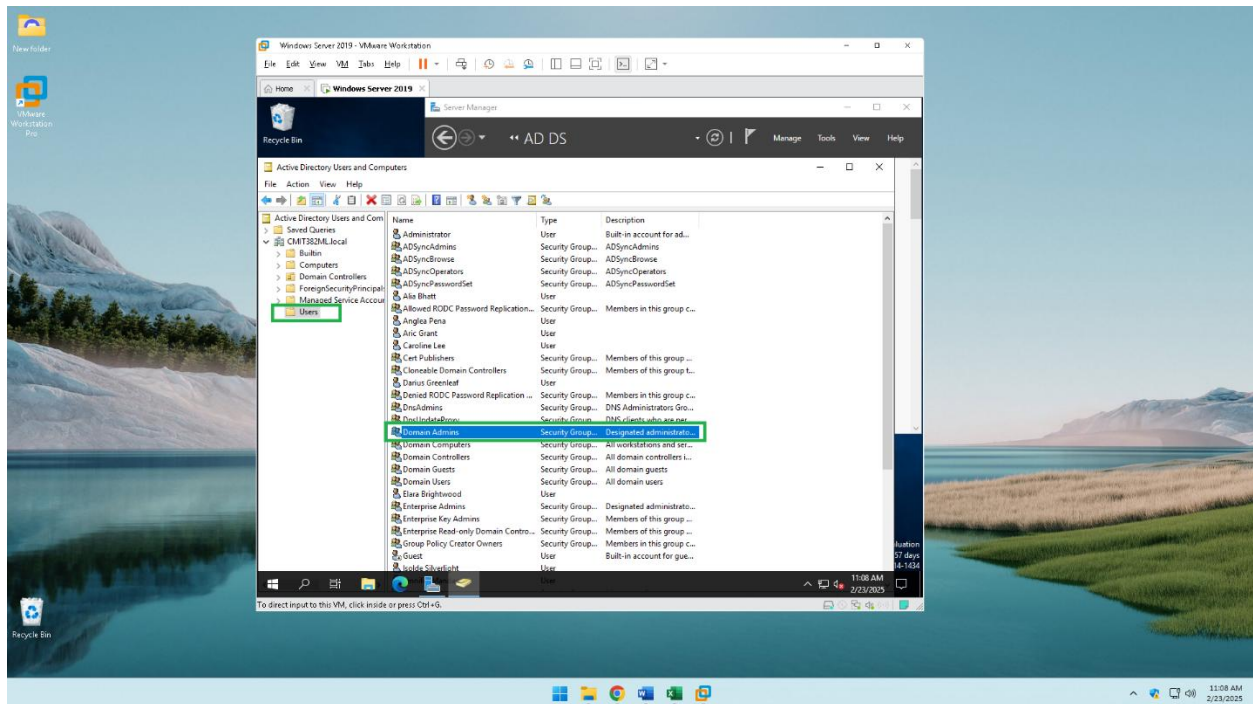
So far, you have created an M365 tenant, implemented identity, and configured the authentication process for KCoder. Part of the job of being an M365 admin is to control which software such as Microsoft Office 365 can be downloaded and installed by users in your organizations. As part of the collaboration requirements for KCoder, you will manage and configure how Microsoft Office 365 is licensed, deployed, and configured in your tenant as part of this deliverable.

## Part 1: Add Michael Pattison to the Domain Admins Group

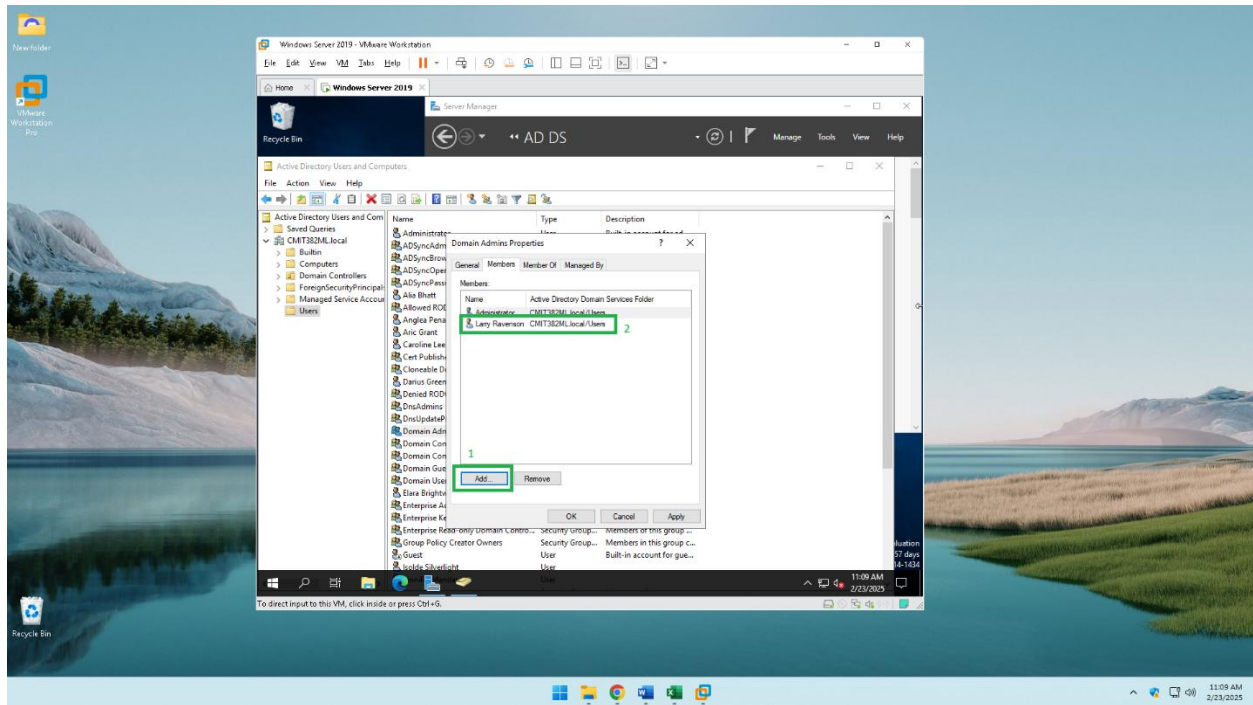
1. We will first show you how to add a user to domain admin group. To do this, you will first log into your Virtual Server and open the Server Manager Dashboard. On the top right of the window, you will click on “tools” and select “Active Directory Users and computers”, as shown below.



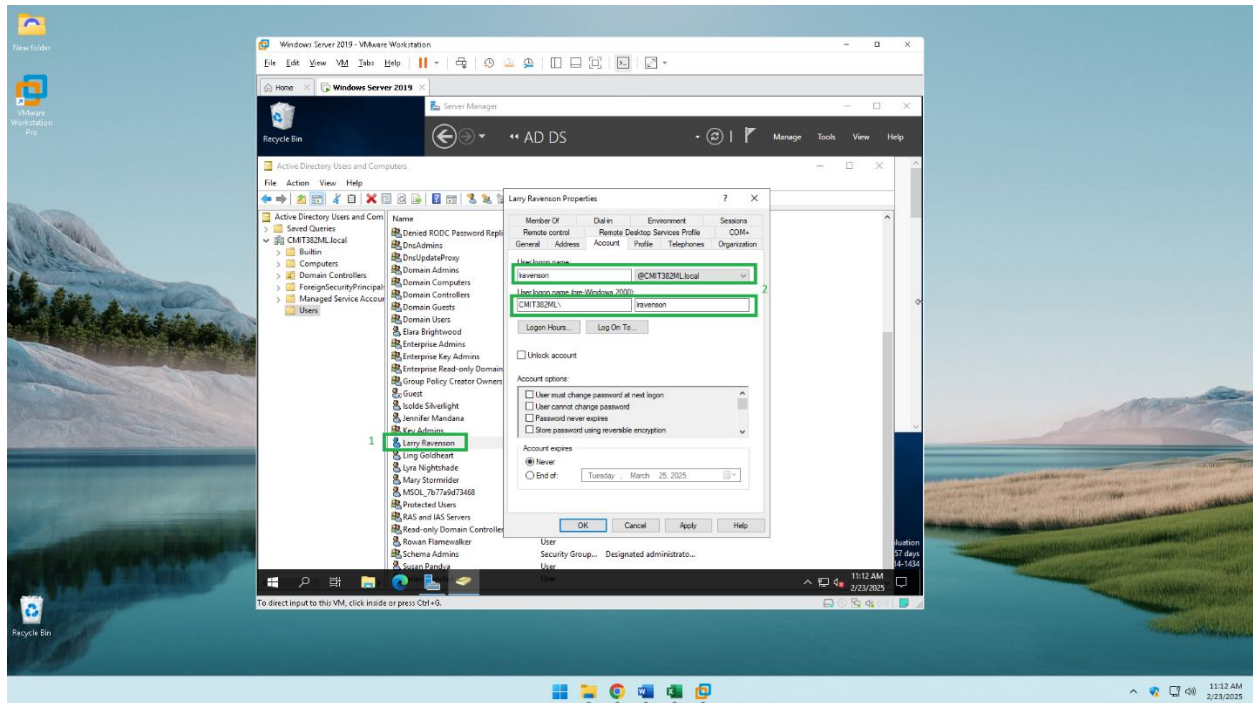
With the window open, you will then choose “users” in the left pane of the window, which will display all users in the active directory in the right pane. You will then double click on “domain admins” group to open up its properties.



With the properties window open, you will click on “add” and type in “Larry Ravenson” to add his name to the group, as shown below. Then click “apply” and “ok” to close the screen.

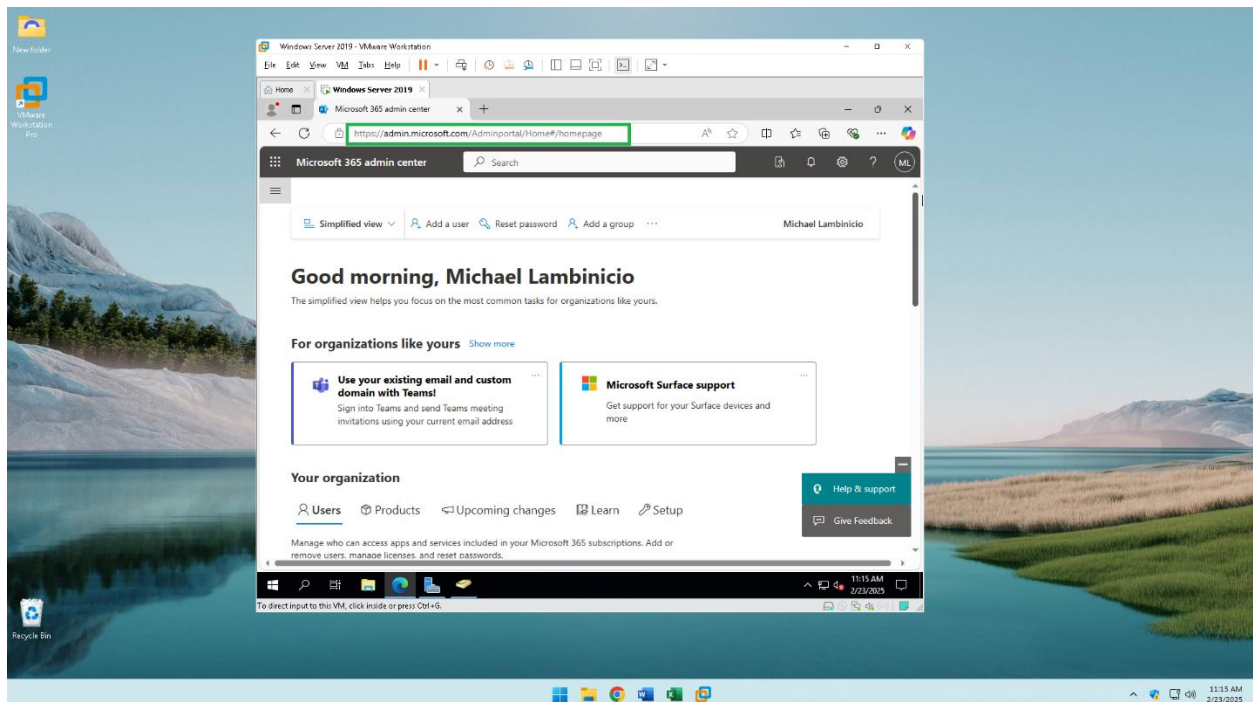


We are then going to edit Larry Ravenson’s logon name. To do this, you will scroll down to “Larry Ravenson” in the right pane of the users and computers window and right click his name and select properties. In the properties window, you will change his user logon name in both boxes to “lravenson”, as shown below.



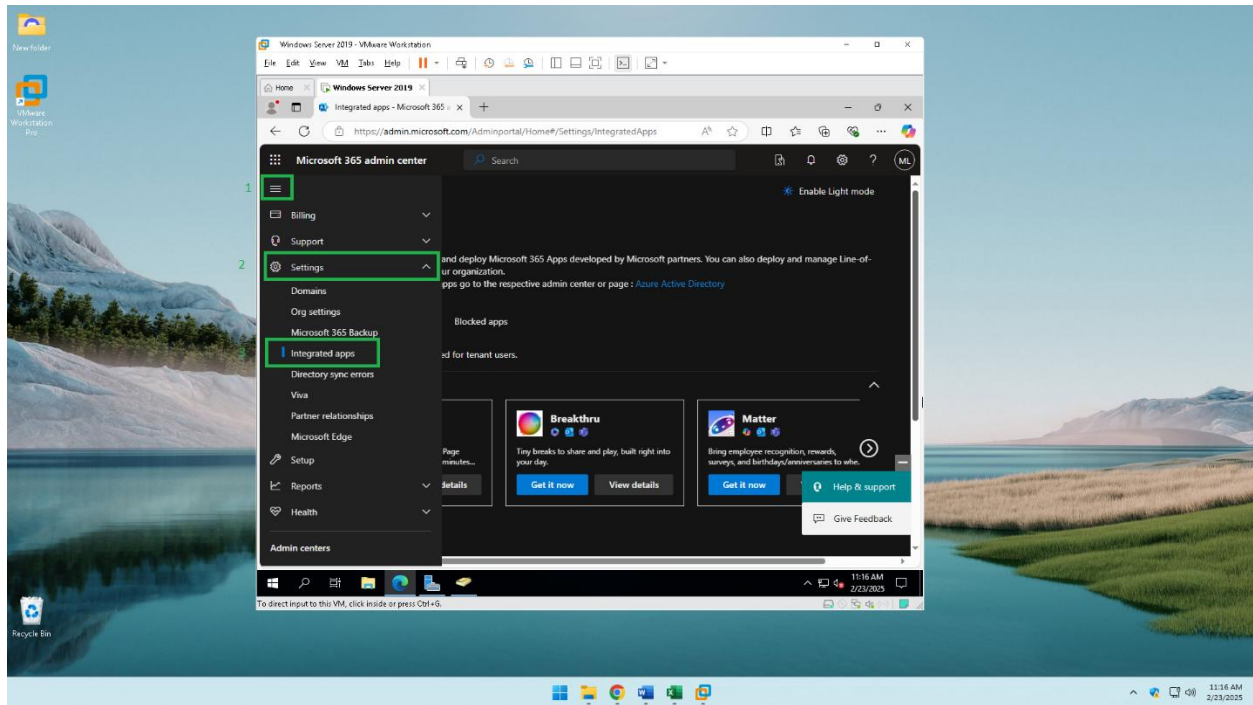
## Part 2: Configure Integrated Apps

1. The first thing we will do is login to the Entra Admin center at <https://admin.microsoft.com> using your onmicrosoft.com login ID and password. You will then be brought to the main dashboard as shown below.

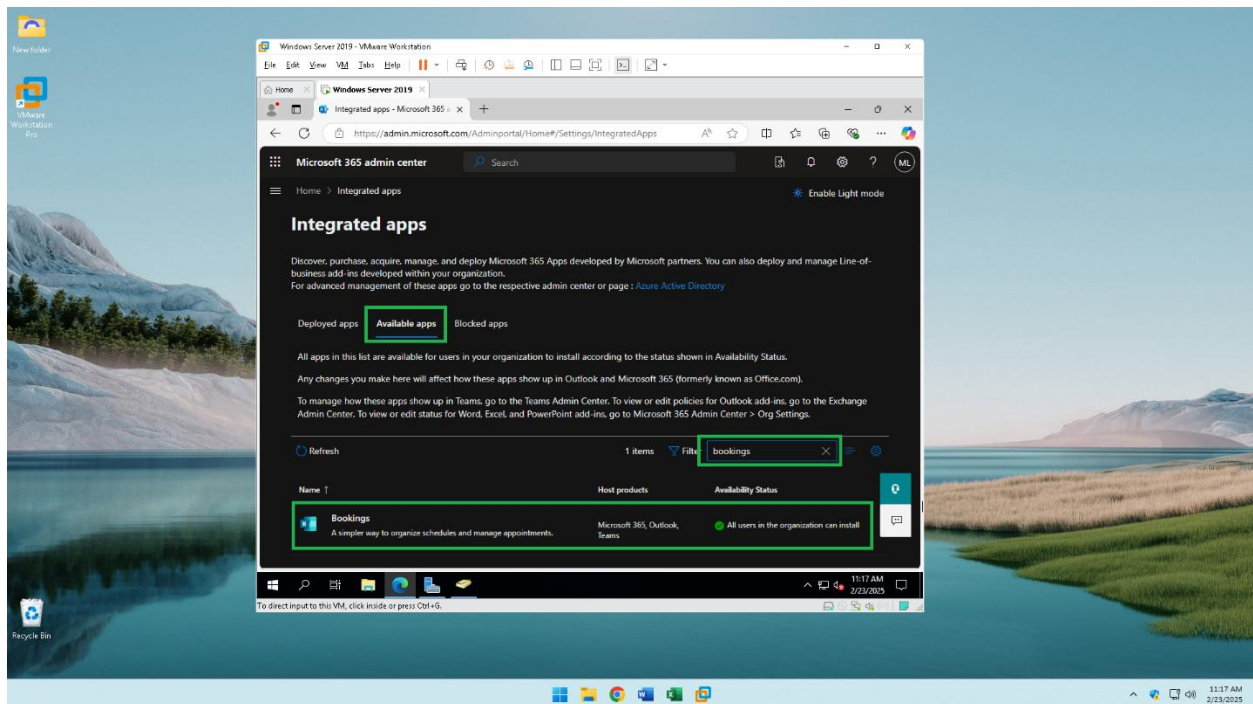




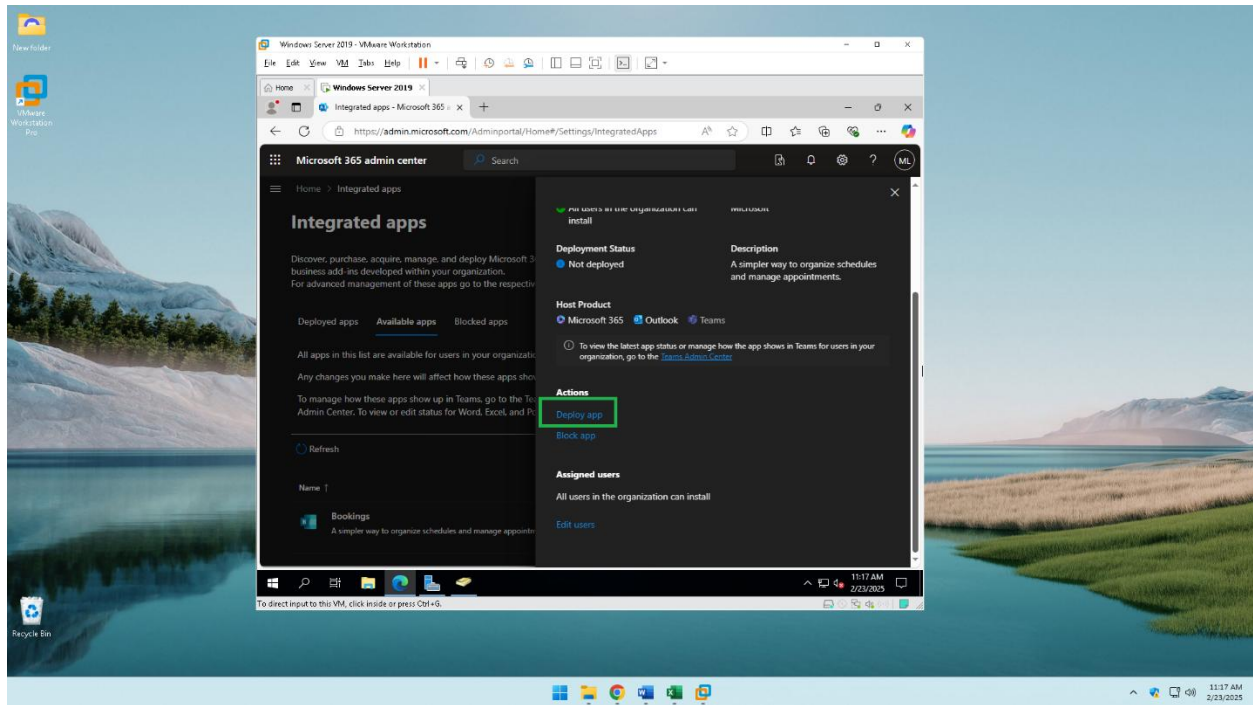
Then, you will select the three dash bars in the top left of the screen and choose “settings”. From the drop down, you will then choose “integrated apps”.



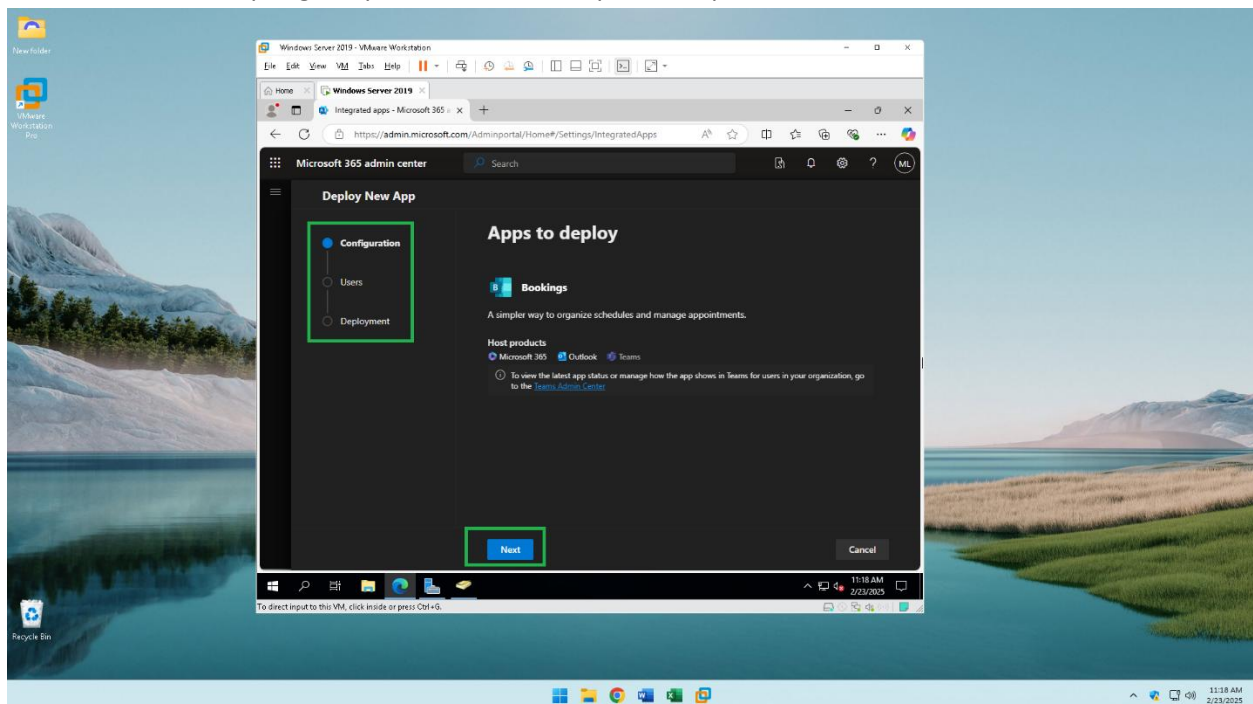
When the integrated apps screen opens up, you will then choose “available apps” in the middle of the screen. Then in the search box, type “bookings” to search for the bookings app, as shown below.



A pop-up will show on the right side of the screen. On that screen, you will select “deploy app” to have the app integrated into the Active Directory.

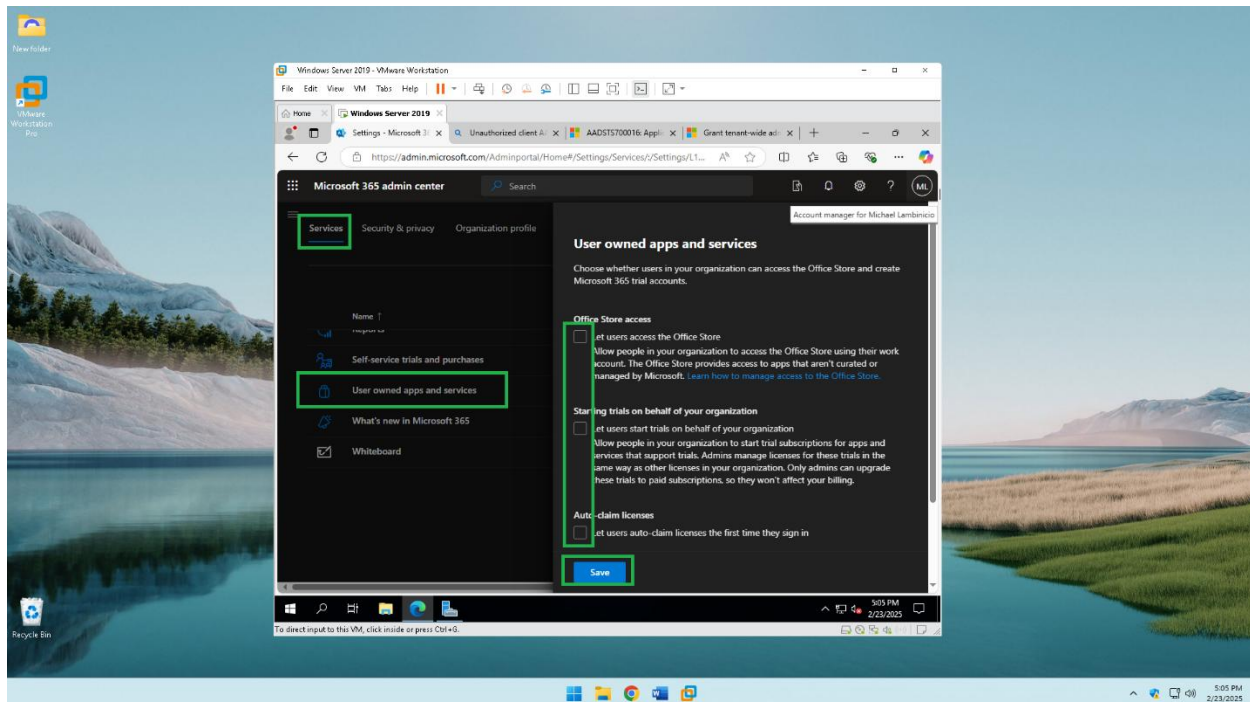


It will bring up a setup wizard to deploy the app. You will setup the configuration, which users will have access to it and accepting the permissions to complete the process, as shown below.



### Part 3: Used Owned apps and services

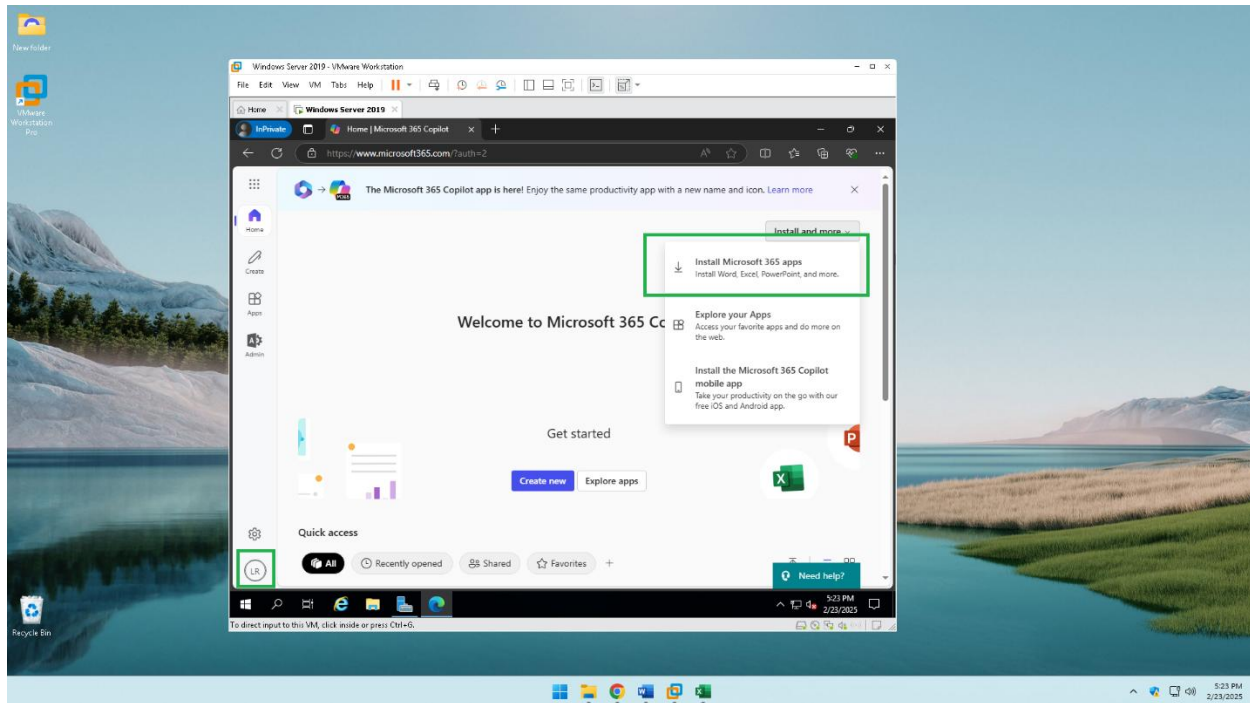
To execute this, you have to log back into <https://admin.microsoft.com>. From the home screen, you would click on the three dash lines in the top left corner and select “Settings”. From the drop down, you would then choose “Org Settings”. On the left pane, choose “User owned apps and Services”. When the pop-up shows on the right, you would uncheck “Let users access the Office store”, “Starting trials on behalf of your organization” and “Let users auto-claims licenses the first time they sign in”. Then click on Save, as shown below.



### Part 4: Install Microsoft Office

To install Microsoft office to a new user, you would first log in as the user, in this case would be Larry Ravenson, but using lravenson as the userid and his password (M4ws9J@Gar). After logging in, you will then go to <https://www.microsoft365.com> and login with his credentials, which is [lravenson@michaellambinicio.onmicrosoft.com](mailto:lravenson@michaellambinicio.onmicrosoft.com) and his password. Then you can select install Microsoft apps in the top right corner of the home screen, as shown below.





## Part 5: Bulk User License Assignment

### The Opportunity: Future Proof

Aligning the license assignments is a crucial part of all organizations as it will allow your real-time syncing through Entra ID and Azure Active Directory. Having the ability to allocate and manage licenses to new users that join the organization will give the team minimal impact on production while gaining resources through more users. Combining with Entra ID is the most optimal way of allowing users to sync their work from on-premises to remote. This including their roles, permissions and any other needs. You can have automated licensing provisioning to have users automatically gain access to a certain license when their role has changed. This would create errors that may occur if they were to be manually adjusted.

To add, you can also take advantage of the analytics and monitoring as well. It will allow all the tools to monitor the license usage along with the activity that has been happening. This can help scale the license infrastructure down the line as it identifies any changes or trends that can help make informed decisions. Before you make these informed decisions, it will be useful to constantly review the license policies and assignments because as the business grows, licenses for certain groups may need to be adjusted based off the expansion. Software may also get updated so staying up to date will also mean more training to future proof the organization in the long run.

## References

These sample citations use the IEEE style. Ensure you use in-text citations in the body of your paper as appropriate.

[1] "Microsoft 365 for enterprise overview." 09, September 2020 [Online]. Available:

<https://docs.microsoft.com/en-us/microsoft-365/enterprise/microsoft-365-overview?view=o365-worldwide> [Accessed January 1, 2020].

## Resources

[Assign licenses to users - Microsoft 365 admin | Microsoft Docs](#)

[Plan your enterprise deployment of Microsoft 365 Apps - Deploy Office | Microsoft Docs](#)

[About the Microsoft 365 admin center - Microsoft 365 admin | Microsoft Docs](#)