

Enabling and Managing Office 365



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MCSE-Cloud Platform and Infrastructure

MCSD- Microsoft Azure

MCSA-Office 365

MS-Server Virtualization with Hyper-V and System Center

MS-Planning for and Managing mobile devices in the enterprise



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Overview and customization of Office Deployment Tool

- Example of the Office Deployment Tool configuration.xml file:

```
<Configuration>
<Add SourcePath="\\Server\Share" OfficeClientEdition="32" Branch="Business">
<Product ID="O365ProPlusRetail">
<Language ID="en-us"/>
</Product>
<Product ID="VisioProRetail">
<Language ID="en-us"/>
</Product>
</Add>
<Updated Enabled="TRUE" Update Path="\\Server\Share"/>
<Display Level="None" AcceptEULA="TRUE"/>
<Logging Level="Standard" Path="%temp%"/>
</Configuration>
```

Managing and deploying Office with Group Policy

- You use Group Policy to manage:
 - General settings
 - Application-specific settings
- You use the Group Policy path:
 - User Configuration\Administrative Templates\Microsoft Office 2016

Managing Office 365 ProPlus updates

- Optimized software update model consists of:
 - Smaller updates
 - Background updates
- Update options:
 - Automatic from cloud
 - Automatic from network
 - Rerun setup.exe using ESD
- Use Configuration.xml file to manage updates

Planning for Office 365 ProPlus deployments

Typical obstacles in an Office 365 ProPlus deployment:

- Users do not have admin rights
- Bandwidth limitations during deployment
- Incorrect licenses
- Windows XP issues
- Lack of enterprise software deployment expertise

Lesson 4: Office Telemetry and reporting

- Overview of Office Telemetry
- Deploying and configuring Office Telemetry
- Office Telemetry considerations

Overview of Office Telemetry

We can take advantage of telemetry by:

- Using reporting to plan deployments
- Deploying telemetry agents to earlier Office versions
- Viewing the Office Telemetry Dashboard
- Viewing the Office Telemetry log
- Using REGEDIT and Group Policy for Telemetry management

Deploying and configuring Office Telemetry

The telemetry configuration steps are:

1. Prepare the database
2. Set up the Office Telemetry Processor
3. Deploy Office Telemetry Agents
4. Configure Office Telemetry Agents
5. Connect the dashboard to the database
6. Configure privacy

Office Telemetry considerations

Common obstacles to a successful deployment of Office Telemetry include:

- Permissions
- Infrastructure issues
- Unreported data
- Missing data
- Performance and capacity planning

Module 6

Planning and managing
Exchange Online recipients and
permissions

Module Overview

- Overview of Exchange Online
- Managing Exchange Online recipients
- Planning and configuring Exchange Online permissions

Lesson 1: Overview of Exchange Online

- Exchange Online features
- Exchange Online subscription options
- Planning an Exchange Online implementation
- Administering Exchange Online

Exchange Online features

- Features of Exchange Online:
 - Mailboxes and archives
 - Calendaring
 - View and edit attachments online
 - Shared mailboxes and resources
 - Public folders
 - Message policy and compliance
 - Anti-spam and antimalware
 - Configurable mailflow
 - Mobile and multiplatform access
 - Hybrid deployment
 - Migration tools

Exchange Online subscription options

Exchange Online is available as part of the following Office 365 subscriptions:

Exchange Online feature	Office 365 Business Essentials Office 365 Business Premium	Office 365 Education	Office 365 Enterprise E1 Office 365 Government E1	Office 365 Enterprise E3 Office 365 Government E3	Office 365 Enterprise E5	Office 365 Enterprise K1 Office 365 Government K1
Mailbox	50 GB + 50 GB archive	50 GB + 50 GB archive	50 GB + 50 GB archive	100 GB + unlimited archive	100 GB + unlimited archive	2 GB
Advanced email		Yes		Yes	Yes	
Voicemail integration				Yes	Yes	



Exchange Online subscription options

Microsoft offers the following Exchange Online stand-alone plans:

- Exchange Online Plan 1
- Exchange Online Plan 2
- Exchange Online Protection
- Exchange Online Advanced Threat Protection
- Exchange Online Archiving
- Exchange Online Kiosk



Planning an Exchange Online implementation



Microsoft®

Exchange Online

- Architecture
- Current email system
- Features
- User requirements
- Usability
- Reliability
- Security
- Manageability
- Regulatory



Planning an Exchange Online implementation

- Mailbox sizes
- Bandwidth
- Directory health
- Mail delivery
- DNS settings
- Communications
- Training
- File types



Administering Exchange Online

- To manage Exchange online you can use:
 - Exchange admin center
 - Directory synchronization
 - Windows PowerShell
- To connect Windows PowerShell to Exchange Online use the following commands:
 - **\$credential = Get-Credential**
 - **Connect-MsolService -Credential \$credential**
 - **\$exchangeSession = New-PSSession -ConfigurationName Microsoft.Exchange -ConnectionUri "https://outlook.office365.com/powershell-liveid/" -Credential \$credential -Authentication "Basic" -AllowRedirection**
 - **Import-PSSession \$exchangeSession -Credential \$credential**

Lesson 2: Managing Exchange Online recipients

- Managing Exchange Online mailboxes
- Configuring email addresses
- Configuring distribution groups
- Configuring resources
- Configuring shared mailboxes
- Configuring contacts
- Bulk importing contacts
- Configuring mail users

Managing Exchange Online mailboxes

User Mailbox - Microsoft Edge

outlook.office365.com/ecp/UsersGroups/EditMailbox.aspx?reqId=1452699691449&pwmcid=5&ReturnObjectTyp

Adam Barr

general

- mailbox usage
- contact information
- organization
- email address
- mailbox features
- member of
- MailTip
- mailbox delegation

First name:
Adam

Initials:

Last name:
Barr

*Display name:
Adam Barr

*Alias:
adam

User ID:
adam@adatum.onmicrosoft.com

☐ Hide from address lists

[More options...](#)

Save Cancel

Configuring email addresses

- Office 365 does not use email policies like Exchange on-premises
- Default email addresses for new Office 365 accounts are *@externaldomain*
- Additional domains can be registered, allowing you to create email addresses for those domains
- Email addresses can be created or marked as primary (reply-to) in Exchange admin center or with Windows PowerShell



Configuring email addresses

- Configure additional email addresses individually through Exchange admin center or in bulk by using Windows PowerShell
- For example:

```
$users = Get-Mailbox  
ForEach($a in $users)  
{ $a.emailaddresses.Add("smtp:$($a.alias)@newexternaldomain") }  
$users | ForEach-Object { Set-Mailbox $_.Identity -EmailAddresses  
$_ .EmailAddresses }
```
- Directory synchronization configures email addresses from on-premises AD DS



Configuring distribution groups

	Office 365 security group	Exchange Online security group	Exchange Online distribution group	Exchange Online dynamic distribution group
Visible in Office 365 Users and Groups	Yes	Yes	No	No
Visible in Exchange Online Groups	No	Yes	Yes	Yes
Can set permissions	Yes	Yes	No	No
Has email address	No	Yes	Yes	Yes
Has dynamic membership	No	No	No	Yes
Supports self-enrollment	No	No	Yes	No

Configuring resources

- Resource mailboxes can be for rooms or equipment
- Their main purpose is to accept or reject booking requests
- Booking requests can be automatically or manually accepted
- Users can sign in to the resource mailbox through delegated access rights
- Ensure that you labelling resources logically and consistently

Configuring shared mailboxes

- Shared mailboxes provide generic email addresses that multiple user accounts can access
- Shared mailboxes can have three permission levels:
 - Full Access: can act as mailbox owner
 - Send As: can send mail as if from the mailbox
 - Send on Behalf Of: can send mail on behalf of the mailbox
- Mailbox users and mail users can access shared mailboxes, not contacts

Configuring contacts

- Mail contacts in Office 365 are the equivalent of contacts in AD DS
- Mail contacts enable you to add external contact details to the GAL
- Mail contacts can be created through Exchange admin center or by using Windows PowerShell
- Mail contacts require an alias and an external email address
- Further fields are available after you have created the contact

Bulk importing contacts

- Bulk import process
 - Create a CSV file containing the necessary information
 - Use Windows PowerShell to create the contacts
 - Customize the newly created contacts by using Windows PowerShell
- Import file must provide:
 - FirstName
 - LastName
 - Name
 - ExternalEmailAddress
- Use the **New-MailContact** cmdlet to create contacts with mandatory fields
- Use the **Set-MailContact** cmdlet to populate additional attributes

Configuring mail users

- Mail users can sign in to Office 365
- Mail users have an external address rather than a mailbox
- Create in Exchange admin center or with Windows PowerShell
- Unlike contacts, mail users can be added to shared mailboxes

Lesson 3: Planning and configuring Exchange Online permissions

- Plan for Exchange Online admin roles
- Manage administrative permissions with admin roles
- Overview of user roles

Plan for Exchange Online admin roles

To ensure that your Exchange Online administration is working:

- Decide what you want Exchange Online to achieve
- Create a change management framework
- Set up a change log system to record changes
- Identify administrative roles and tasks
- Map roles and tasks to existing role groups
- Define additional administrative role groups as required
- Identify training requirements
- Assign users to administrative role groups
- Monitor the environment

Manage administrative permissions with admin roles

Office 365 provides the following admin role groups:

- Compliance Management
- Discovery Management
- Help Desk
- Help Desk Administrators
- Hygiene Management
- Organization Management
- Recipient Management
- Records Management
- Tenant Admins
- UM Management
- View-Only Organization Management

Overview of user roles

Role Assignment Policy - Microsoft Edge

outlook.office365.com/ecp/UsersGroups/EditRoleAssignmentPolicy.aspx?req

Default Role Assignment Policy

*Name:

Default Role Assignment Policy

Description:

This policy grants end users the permission to set their options in Outlook on the web and perform other self-administration tasks.

Contact information:

☒ MyContactInformation
This role enables individual users to modify their contact information, including address and phone numbers.

☒ MyAddressInformation

☒ MyMobileInformation

Save Cancel