**Lab 2: Configure Tenant**

**Task 1 - Obtain Your Office 365 Credentials**

* Create an Office 365 developer subscription for Lab 1 document

### Task 2- Create User Accounts

1. In your browser go to the **Microsoft Office Home** page by entering the following URL in the address bar: [**https://portal.office.com/**](https://portal.office.com/)
2. In the **Sign in** dialog box,  user your Office tenant user credentials and login
3. On the **Stay signed in?** dialog box, select the **Don’t show this again** check box and then select **Yes.**
4. If a **Get your work done with Office 365** window appears, then close it now.
5. In the **Microsoft Office Home** page
6. Select the **Admin** app. This opens the **Microsoft 365 admin center**.
7. In the **Microsoft 365 admin center**, in the left-hand navigation pane, select **Users** and then select **Active users**.

Existing User - MOD Administrator (your account)

1. Add Users
   1. Holly Spencer (assign Microsoft 365 role of Global Administrator)
2. In the **Active Users** window, select **Add a user** that appears on the menu bar above the list of active users.
3. In the **Set up the basics** window, enter the following information:
   1. First name: **Holly**
   2. Last name: **Spencer**
   3. Display name: When you tab into this field, **Holly Spencer** will appear.
   4. Username: **Holly**

After configuring this field, Holly’s username should appear as:

* 1. Password settings: select the **Let me create the password** option
  2. Password: **Pa55w.rd**
  3. Clear (uncheck) the **Require this user to change their password when they first sign in** check box
     1. [**Holly.Spencer@M365xZZZZZZ.onmicrosoft.com**](mailto:Holly.Spencer@M365xZZZZZZ.onmicrosoft.com)

1. Select **Next**.
2. In the **Assign product licenses** window, enter the following information:
   1. Select location: **United States**
   2. Licenses: Under **Assign user a product license**, select **Office 365 E5**
3. Select **Next.**
4. In the **Optional settings** window, select the drop-down arrow to the right of **Roles.**
5. In the **Roles** section, select **Admin center access**. By doing so, the most commonly used Microsoft 365 administrator roles are enabled below this option.
6. **Note:** All the admin roles will be displayed if you select **Show all by category**. For Holly, you do not need to view all the admin roles by category, since Holly will be assigned the Global admin role that appears in the list of most commonly used roles.
7. Select **Global admin** and then select **Next**.
8. On the **Review and finish** window, review your selections. If anything needs to be changed, select the appropriate **Edit** link and make the necessary changes. Otherwise, if everything is correct, select **Finish adding**.
9. On the **Holly Spencer added to active users** page, under the **User details** section, verify Holly's password is **Pa55w.rd** and then select **Close.**
10. **Note:** If you accidentally entered a different password, then once you return to the **Active Users** page, you will need to select the **Reset a password** icon (the key icon that appears when you hover over Holly's account) to change her password to the correct value.
11. If a window appears asking whether you want to respond to a survey on your experience, select **Cancel**.

**Create below users also**

* Allan Deyoung
* Patti Fernandez
* Diego Siciliani
* Lynne Robbins
* Isaiah Langer
* Megan Bowen
* Nestor Wilke - Global Admin
* Alex Wilber

### Task 3- Set up the Organization Profile

1. In your browser go to the **Microsoft Office Home** page by entering the following URL in the address bar: [**https://portal.office.com/**](https://portal.office.com/)
2. In the **Sign in** dialog box,  user your Office tenant user credentials and login
3. On the **Stay signed in?** dialog box, select the **Don’t show this again** check box and then select **Yes.**
4. If a **Get your work done with Office 365** window appears, then close it now.
5. In the **Microsoft Office Home** page
6. Select the **Admin** app. This opens the **Microsoft 365 admin center**.
7. In the **Microsoft 365 admin center**, in the left-hand navigation pane, select **...Show all** to display all the navigation menu options.
8. In the left-hand navigation pane, select **Settings**, and then in the **Settings** group, select **Org Settings**.
9. In the **Settings** window, the **Services** tab is displayed by default in the menu bar at the top of the screen. Since you want to update the organization profile, select the **Organization profile** tab, and then in the list of organization settings, select **Organization information**.
10. In the **Organization information** window, enter the following information:

**Example: Use your own details**

Name: **Adatum Corporation**

Street address: **555 Main Street**

City: **Redmond**

State or province: **Washington**

ZIP or postal code: **98052**

Country or region: **United States**

Phone: **425-555-1234**

Technical contact: [**admin@M365xZZZZZZ.onmicrosoft.com**](mailto:admin@M365xZZZZZZ.onmicrosoft.com) (enter your email id)

Preferred language: **English**

1. Select **Save changes**.
2. On the **Organization information** window, select the **X** in the upper right-hand corner to close the window.
3. On the **Organization profile** tab of the **Settings** window, select **Release preferences**.
4. In the **Release preferences** window, select **Targeted release for select users** and then select **Save**.
5. Under the **Targeted release for select users’** option, select **Select users**.
6. In the **Choose users for targeted release** window, select the **Who should receive targeted releases?**
7. In the list of users, select the **MOD Administrator** account and then select **Save changes**.
8. On the **Release preferences** window, select the **X** in the upper right-hand corner to close the window.
9. On the **Organization profile** tab of the **Settings** window, select **Custom themes**.
10. In the **Custom themes** window, scroll though the page and review the various theme and branding options that are available for you to update. For the purpose of this lab, you can change any of the options or leave the default values as is. For example, you can add the logo of your company and set the background image as the default for all your users. Along with these options you can change the colors for your navigation pane, text color, icon color, and accent color. Go ahead and explore the different options for your tenant and make any changes that you wish.

**Note:** Some color patterns aesthetically distract users. If you do change any of the colors, it is recommended that you avoid using high contrasting colors together, such as neon colors and high-resolution colors like bright pink and white.

1. If you made any changes in the **Custom themes** window, select **Save changes** when you are done. When you are finished with the **Custom themes**, select the **X** in the upper right-hand corner to close the window.

### Task 4 – Prepare for Microsoft Azure Active Directory

1. open a new tab in Internet Explorer and then enter the following URL in the address bar: [**https://aka.ms/AA6zxrs**](https://aka.ms/AA6zxrs)
2. On this **Download Center** page, scroll down to the **Microsoft Online Services Sign-In Assistant for IT Professionals RTW** section, leave **English** as the selected language and then select the **Download** button.
3. In the **Choose the download you want** window, select the **msoidcli\_64bit.msi** check box and then select **Next**.
4. If a notification bar appears at the bottom of the page indicating that Internet Explorer blocked a pop-up from [www.microsoft.com](http://www.microsoft.com/), select **Allow once**.
5. In the notification bar that appears at the bottom of the page asking whether you want to run or save msoidcli\_64bit.msi from the Download Center, select **Run**.
6. In the **Microsoft Online Services Sign-in Assistant Setup** wizard, select **I accept the terms in the License Agreement and Privacy Statement** and then select **Install**.
7. Once the installation is complete, on the **Completed the Microsoft Online Services Sign-in Assistant Setup Wizard** page, select **Finish**.
8. Close this **Download Center** tab in Internet Explorer.
9. You must now open **Windows PowerShell**. Select the magnifying glass (Search) icon on the taskbar at the bottom of the screen and type **powershell** in the Search box that appears. In the list of search results, right-click on **Windows PowerShell** (do not select Windows PowerShell ISE) and select **Run as administrator** in the drop-down menu.
10. Maximize your PowerShell window. In **Windows PowerShell**, at the command prompt type the following command and then press Enter:

‎**Install-Module MSOnline**

1. If you are prompted to install the **NuGet provider**, enter **Y** to select **[Y] Yes**.
2. If you are prompted to confirm whether you want to install the module from an untrusted repository (PSGallery),\*\* enter **A** to select **[A] Yes to All.**
3. Once the installation is complete, the screen will return to the Windows PowerShell command prompt. You must then run the following command to install the Azure AD PowerShell module that you just retrieved in the earlier step:

**Install-Module AzureADPreview**

1. If you are prompted to confirm whether you want to install the module from an untrusted repository (PSGallery),\*\* enter **A** to select **[A] Yes to All.**
2. Once the installation is complete, the screen will return to the Windows PowerShell command prompt. You have now installed the Windows Azure Active Directory PowerShell Module.

### Task 5 – Prepare for External Access using Microsoft Teams

1. **Microsoft 365 admin center**, in the left-hand navigation pane, select **...Show All** to display all the navigation menu options.
2. In the left-hand navigation pane, in the **Admin Centers** group, select **Teams**.
3. In the **Teams admin center**, in the left-hand navigation pane, scroll down and select **Org-wide settings**.
4. In the **Org-wide settings** group, select **External access**.
5. On the **External access** page, confirm that both toggle switches are in the **On** position. If either are not set to **On** then set them to **On** now.
6. Select **+ Add a domain**.
7. In the **Add a domain** window, enter **M365xZZZZZZ.onmicrosoft.com**  in the **Domain** field.
8. In the **Action to take on this domain** field, select **Allowed**.
9. Select **Done** and then select **Save**.

* In your Internet Explorer browser, close the **External access** tab. This should return you to the **Microsoft 365 admin center** tab, which you should leave open as you proceed to the next exercise.

### Task 6 – Create and Manage Groups

### On the **Microsoft 365 admin center** tab,  the upper right corner of your browser, and in the **My account** pane, select **Sign out.**

1. In Internet Explorer browser, navigate to [**https://portal.office.com**](https://portal.office.com/).
2. In the **Pick an account** window, only the admin account that you just logged out from appears. Select **Use another account**.
3. In the **Sign in** window, enter [**Holly@M365xZZZZZZ.onmicrosoft.com**](mailto:Holly@M365xZZZZZZ.onmicrosoft.com) (where ZZZZZZ is your unique tenant ID provided by your lab hosting provider). Select **Next**.
4. In the **Enter password** window, enter **Pa55w.rd** and then select **Sign in**.
5. If a **Get your work done with Office 365** window appears, select the **X** to close it.
6. In the **Office 365 home page**, select **Admin** to open the Microsoft 365 admin center (if **Admin** is covered by an **Office 365 apps** box, select **Got it!** to close the box).
7. If a survey window appears, select **Cancel**.
8. In the **Microsoft 365 admin center**, select **Groups** in the left-hand navigation pane, and then under it, select **Groups**.
9. In the **Groups** page, select **Add a group** that appears on the menu bar above the list of groups.
10. In the **Choose a group type** window, select **Office 365 (recommended)** and then select **Next**.
11. In the **Set up the basics** window, enter **Inside Sales** in the **Name** field, and then enter **Collaboration group for the Inside Sales team** in the **Description** field. Select **Next**.
12. In the **Assign Owners** window, you will assign Allan Deyoung and Patti Fernandez as owners of this group.
13. Enter **Allan** in the **Owners** field. In the drop-down menu that appears, select **Allan Deyoung**.
14. Enter **Patti** in the **Owners** field. In the drop-down menu that appears, select **Patti Fernandez**.
15. Select **Next**.
16. In the **Edit settings** window, enter **insidesales** in the **Group email address** field. Under the **Privacy** section, verify the **Public** option is selected (select it if need be), and under the **Add Microsoft Teams to your group** section, verify the **Create a team for this group** checkbox is selected (select it if need be). Select **Next**.
17. In the **Review and finish adding group** window, review the content that you entered. If everything is correct, select **Create group**; otherwise, select **Back** and fix anything that needs correction (or select **Edit** under the specific area that needs adjustment).
18. On the **New group created** window, note the comment at the top of the page that it may take 5 minutes for the new group to appear in the list of groups.

Select **Close**. This returns you to the **Groups** page.

1. Repeat steps 10-16 to add a new group with the following information:
   1. Group type: **Security**
   2. Name: **IT Admins**
   3. Description: **IT administrative personnel**

**Note:** there is no owner, email address, or privacy setting for Security groups

1. If either of the two new groups do not appear in the **Groups** list, wait a minute or so and then select the **Refresh** option on the menu bar (to the right of **Add a group**). You may need to wait an additional few minute for both groups to appear.

**Note:** The IT admins group does not have a group email address because it's a Security group. Two additional group types are Mail-enabled Security groups and Distribution groups. We did not use either of these group types in this lab because it can take up to an hour for these two types of groups to appear in the Groups list; whereas, Office 365 groups and Security groups usually take just a matter of minutes to appear.

1. You’re now ready to add members to the groups. In the list of **Groups**, select the **Inside Sales** group, which opens a window for the group.
2. In the **Inside Sales** group window, select the **Members** tab.
3. Under the **Members** section, you can see the two owners (Allan and Patti), but you can also see that there are zero (0) members. Select **View all and manage members** to add members to the group.
4. In the **Inside Sales** group window, select **+ Add members**. This displays the list of current users.
5. Select **Close**. This displays the list of users for this group. Select **Close** again.
6. On the **Inside Sales** window, Diego and Lynne should now appear as members of the group. Select the **X** in the upper right-hand corner to close the window.
7. Repeat steps 19-25 to add **Isaiah Langer**, **Megan Bowen**, and **Nestor Wilke** as members of the **IT admins** group.
8. You now want to test the effect of deleting a group. In the list of **Groups,** select the vertical ellipsis icon (**More actions**) that appears to the right of the **Inside Sales** group. In the menu box that appears, select **Delete group**.
9. In the **Delete Inside Sales** window, select the **Delete group** button.
10. Once the group is deleted, select **Close**.
11. This will return you to the list of **Groups** in the **Microsoft 365 admin center**. The **Inside Sales** group should no longer appear. If the Inside Sales group still displays, wait a couple of minutes and then select the **Refresh** option on the menu bar. The updated **Groups** list should no longer include the Inside Sales group.
12. To verify whether deleting this group affected any of its owners or members, select **Users** and then **Active Users** in the left-hand navigation pane.
13. In the **Active users** list verify that the two owners (**Allan Deyoung** and **Patti Fernandez**) and the two members (**Diego Siciliani** and **Lynne Robbins**) of the Inside Sales group still appear in the list of users. This verifies that deleting a group does not delete the user accounts that were owners or members of the group.

### Task 7 – Recover Groups using PowerShell

In this task, you will use Windows PowerShell to recover the Inside Sales group that you previously deleted. To use Windows PowerShell to perform this Azure AD-related task, the Windows Azure Active Directory PowerShell Module must be installed.

**NOTE:** You should have installed the Windows Azure Active Directory PowerShell Module in the prior lab.

1. f Windows PowerShell is still open from the previous exercise, select the **Windows PowerShell** icon on the taskbar; otherwise, you must open an elevated instance of Windows PowerShell just as you did before. Maximize your PowerShell window.
2. In **Windows PowerShell**, type the following commands (press Enter after each command):
   * You must run the following command to connect with an authenticated account to use Active Directory cmdlet requests:

‎**Connect-AzureAD**

* + A new window will appear requesting your credentials. Sign in using Holy's Microsoft 365 account of [**Holly@M365xZZZZZZ.onmicrosoft.com**](mailto:Holly@M365xZZZZZZ.onmicrosoft.com) (where ZZZZZZ is your unique tenant ID provided by your lab hosting provider) and **Pa55w.rd** as the Password.
  + You should then run the following command to display the repository of deleted groups (this should display the **Inside Sales** group that you earlier deleted):

‎**Get-AzureADMSDeletedGroup**

* + Before you can restore this deleted group, you must first copy the Object ID of the Inside Sales group that appears in the table of deleted groups. When you perform the next command to restore the group, you will use this ID to identify the group that you want restored.

To copy the ID, select the entire ID and then press Ctrl-C.

* + You should then run the following command to retrieve and restore the deleted group whose Object ID matches the value you enter:

‎**Note:** Replace the {objectId} in the following command with the ID number for the Inside Sales group that you copied in the prior step. When you enter the following Restore command and you get to the point of pasting in the {objectId} parameter, press Ctrl-V to paste in the Id. Then press Enter to run the command. **NOTE:** If nothing happens when you hit Enter, then extraneous hidden characters may have been pasted in following the object ID. If this occurs, retype the command and hit the Delete key a couple of times after pressing Ctrl-V, and then press Enter again.

‎**Restore-AzureADMSDeletedDirectoryObject -Id {objectId}**

1. Leave your Windows PowerShell window open for the next exercise; simply minimize the PowerShell window for now.
2. You should now validate that the **Inside Sales** group has been recovered. To do this, go to the **Microsoft 365 Admin Center** in your Internet Explorer browser, select **Groups** from the left-hand navigation pane, and then under it select **Groups** to display the list of groups.
3. Verify that the **Inside Sales** group has been restored and is present in the list of groups. If the Inside Sales group does not appear, wait a minute or two and then select the **Refresh** icon to the right of the URL in Internet Explorer.
4. You now want to verify that the recovery process correctly updated the group's membership. From the **Groups** windows, select the **Inside Sales** group.
5. In the **Inside Sales** window, select the **Members** tab. **Allan Deyoung** and **Patti Fernandez** should appear as owners of the group, and **Diego Siciliani** and **Lynne Robbins** should appear as members of the group.
6. Close the **Inside Sales** window.
7. Leave your browser windows open so that they’re ready for the next task.