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1. What is Role-based permissions or Role Based Access Control (RBAC)?
2. Define Administrative roles.
3. Define End-user roles.

Role-Based Permission	<ul style="list-style-type: none">✓ In Exchange Online, the permissions that you grant to administrators and users are based on management roles.✓ A role defines the set of tasks that an administrator or user can perform.✓ A large set of pre-defined roles known as RBAC (Role-Based Access Control), which are in the role group section✓ 2-types of rules – administrative and end-user rules.✓ For example, a help desk admin has to perform a set of roles to deal with the users' daily activities e.g. reset password, available user options. A help desk admin doesn't need to perform another administrative task.✓ We can compare this as same as physical office e.g. a Regulatory Officer used to perform only regulatory-related jobs and IT officer needs to perform his duty related to IT.
Administrative Roles	<ul style="list-style-type: none">✓ Can be assigned to administrators or specialist users.✓ Manage a part of the Exchange Online organization, such as recipients. <p>Somehow Microsoft 365 online and Exchange online overlap each other in terms of roles -</p> <ul style="list-style-type: none">✓ First, users who are Global Administrators or Service Administrators in Microsoft Online are automatically assigned to the Organization Management role group in Exchange Online.✓ Second, users who are Help Desk Administrators in Microsoft Online are automatically assigned to the Help Desk role group in Exchange Online.
End-user Roles	<ul style="list-style-type: none">✓ Assigned by using role assignment policies✓ Manage aspects of their mailboxes and distribution groups that they own.✓ End-user roles begin with the prefix “My”.
Some role groups are pre-defined. We can add members to the role groups.	
Default Roles applied for all, if we change this role settings it will be applied to all user. If we want to create specific roles for specific users, then we need to create custom roles and applied to the users/groups from the recipient	

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4. Function of Outlook Web App mailbox policies. (Try all the available OWA policies)

Inbox Rules Check
Initially, the rules can be set.
Please login to – https://outlook.office365.com/ecp
Navigate to – ① permission > ② Outlook We App policies > ③ OwaMailboxPolicy-Default > ④ untick inbox rules > ⑤ press Save
Please login to – www.outlook.office365.com
Navigate to – Top right corner Gear Settings Icon > View all outlook Settings > Mail

Direct File Access Check
From the file access , if we uncheck this option, users will unable to open the attachment from OWA.

5. Perform below practical steps:

Assign one user with eDiscovery management
Please login to – https://outlook.office365.com/ecp
Navigate to – ① permission > ② admin roles > ③ double-click on the Discovery Management > ④ under the Members section click plus “+” sign > ⑤ select the user > ⑥ press OK

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Create one User role and assign to one user.

Please login to –

<https://outlook.office365.com/ecp>

Navigate to –

① **permission** > ② **user roles** > ③ section click **plus “+”** sign > ④ write down Policy Name > ⑤ select end-user rules > ⑥ press **Save**

✓ It will take some time to create new user roles.

✓ When new role is created please navigate to –

① **recipients** > ② **mailboxes** > ③ double-click on the user > ④ select the **Role assignment policy** > ⑤ press **Save**

Create OWA policy for - Disable user access on features for Themes and inbox rules.

Please login to –

<https://outlook.office365.com/ecp>

Navigate to –

① **permission** > ② **Outlook Web App policies** > ③ double-click on the OwaMailboxPolicy-Default > ④ uncheck **Inbox Rules** and **Themes** > ⑤ press **Save**

✓ Initially, there is a **Theme** option in Settings in OWA

✓ After unchecking the OWA policies for Themes there is no option for **Theme** in Settings

6. How to disable or enable OWA features for users?

- ✓ Please login to – <https://outlook.office365.com/ecp>
- ✓ Navigate to – **permission** > **Outlook We App policies** > *double-click on the OwaMailboxPolicy-Default* > **features**
- ✓ Here you will find different options for check or uncheck the options in different categories e.g. Communication Management, Information Management, User Experience, Time Management.
- ✓ For example, if we uncheck **Inbox rules** under the Information Management category, users will not able to see the Rule option in the OWA.
- ✓ We can create custom OWA policy and assign this policy for the specific user.

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Restricting User to Enter the Account in OWA
Disable & Enable OWA feature for users
Please login to – https://outlook.office365.com/ecp
Navigate to – ① recipients > ② mailboxes > ③ select & double-click on the user > ④ click Enable/Disable > ⑤ press Save
✓ Press Yes
✓ After disabling the OWA features for the user/users. User can't log in anymore from the web. He/she will get this error message.

7. What are Inbox rules?

Inbox Rule	<ul style="list-style-type: none">✓ An action that Outlook Web App runs automatically on incoming or outgoing messages.✓ From the outlook client, we can also create rules. (Navigate to - Rules > Create Rule)✓ For example, a rule can be created to move all emails to trash if the email comes from any advertisement agency.
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8. What is eDiscovery?

- ✓ The eDiscovery feature provides a single place for administrators, compliance officers, and other authorized users to conduct a comprehensive investigation into Microsoft 365 user activity. Security officers with the appropriate permissions perform searches and place holds on content.
- ✓ Electronic discovery, or eDiscovery, is the process of identifying and delivering electronic information that can be used as evidence in legal cases.

9. What is the command for Outlook Web App policies?

- ✓ New-OwaMailboxPolicy -Name <policy name>
- ✓ Get-OwaMailboxPolicy

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10.Explain Details about EXO Permission.

Permission	admin roles	Compliance Management	Name	
		Discovery Management	
		Organization Management	Roles	
		Help Desk		
		Security Administrator	Members	
			
	user roles	Default Role Assignment Policy	Contact information	
			Profile information	
			Distribution groups	
			Distribution group memberships	
			Other roles	
	Outlook Web App Policies	OWAMailboxPolicy-Default	general	
			features	Communication management (Linkedin...)
				Information management (Inbox Rules...)
				User experience (Themes...)
				Time management (Calendar...)
			file access	○ Direct file access
			offline access	○ Always ○ Private computer ○ Never

11. How to verify that disabling OWA access is working?

When user try to log in to the account, he will get an error message – “protocol disabled”

12.How to create inbox rules?

- ✓ <https://outlook.office365.com> > **Settings** (Gear sign) > **View all Outlook settings** > **Mail** > **Rules** > **Add new rule** (condition, action, exception)
- ✓ Outlook client > **Home** > **Rules** > **Create Rule**

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13.How to disable OWA access for user mailbox?

- ✓ <https://outlook.office365.com> > recipients > mailboxes > select & double-click on the mailbox > mailbox features > under email connectivity – Outlook on the web – Disable
- ✓ <https://outlook.office365.com> > recipients > mailboxes > properties at right side > under Email Connectivity – Outlook on the web – Disable