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1. Why do we need to setup OrgSharing?
2. What is Individual Sharing Policy?

Organization Sharing	<ul style="list-style-type: none">✓ To share calendar information with an external business partner.✓ Microsoft 365 or Office 365 admins can set up an organization relationship with another Microsoft 365 and Office 365 organization or with an Exchange on-premises organization.✓ One-to-one relationship between businesses to allow users in each organization to view calendar availability information.✓ Allow you to enable federated sharing with another federated Exchange organization for the purpose of sharing calendar free/busy information between users in both organizations.✓ Requiring a federation trust with the Microsoft Federation Gateway, organization relationships are one-to-one relationships between two Exchange organizations, not a relationship between individual users in the Exchange organizations. <p>Three options –</p> <ul style="list-style-type: none">✓ Domain <p>There are two levels of access that you can specify:</p> <ul style="list-style-type: none">✓ Calendar Free/busy information with time only✓ Calendar Free/busy information with time, subject, and location <ul style="list-style-type: none">✓ Everyone / specified security group (mail-enabled security group)
Individual Sharing Policy	<ul style="list-style-type: none">✓ Sharing policies provide user-established, people-to-people sharing of both calendar and contact information with different types of external users.✓ Sharing policies allow your users to share both their free/busy and contact information (including the Calendar and Contacts folders) with recipients in other external federated Exchange organizations.✓ For recipients that aren't in an external federated organization or are in non-Exchange organizations, sharing policies allow people-to-people sharing of their calendar information with anonymous users through the use of Internet Calendar Publishing. <p>Three Options –</p> <ul style="list-style-type: none">✓ Sharing with specific domain or all domain <p>There are three levels of access that you can specify:</p> <ul style="list-style-type: none">✓ Free/busy information with time only✓ Free/busy information with time, subject, and location✓ Free/busy information, including time, subject, location, and title <ul style="list-style-type: none">✓ Share your contacts folder

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3. What are the ways to Add or Remove Add-ins for organization?

Add Add-ins	There are three ways to add add-ins – <ul style="list-style-type: none">I. Add from AppSourceII. Add from URLIII. Add from file
Remove Add-ins	<ul style="list-style-type: none">✓ Please go to – https://outlook.office365.com/ecp✓ Please navigate to – Organization > add-ins > select the add-in > click recycle bin sign

4. What is mobile devices access in EAC > Mobile for?

5. What is mobile device mailbox policies?

Mobile Device Access	Default Exchange ActiveSync Access Settings - <ul style="list-style-type: none">I. Connection Settings – (Allow, Block, Quarantine-Decide later)<ul style="list-style-type: none">✓ Allow synchronization with mobile devices that aren't managed by rules or personal exemptions.II. Quarantine Notification Email Message -<ul style="list-style-type: none">✓ You haven't selected any administrators to receive quarantine email messages.III. Text to include in messages sent to users whose mobile device is in quarantine, blocked, or in the process of being identified:<ul style="list-style-type: none">✓ No custom text is added to messages sent to users by Exchange ActiveSync
Mobile Device Mailbox Policies	<ul style="list-style-type: none">✓ Can create mobile device mailbox policies to apply a common set of policies or security settings to a collection of users. <p>Different policy settings that can be applied –</p> <ul style="list-style-type: none">I. Allow simple passwordsII. Require an alphanumeric passwordIII. Require encryption on deviceIV. Minimum password lengthV. Number of sign-in failure before device is wipedVI. Require sign-in after the device has been inactive for (minutes)VII. Enforce password lifetime (days):VIII. Password recycle count

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6. How to add or remove devices in Quarantine?

- ✓ Please go to – <https://outlook.office365.com/ecp>
- ✓ Please navigate to – **Mobile > mobile device access** > click mobile + sign

7. What is a public folder and public folder mailbox?

- ✓ Designed for shared access and provide an easy and effective way to collect, organize, and share information with other people in your workgroup or organization.
- ✓ Help organize content in a deep hierarchy that's easy to browse.
- ✓ Users will see the full hierarchy in Outlook, which makes it easy for them to browse for the content they're interested in.

There are two types of public folder mailboxes –

Primary hierarchy mailbox:

- ✓ Writable copy of the public folder hierarchy.
- ✓ Copied to all other public folder mailboxes, but these will be read-only copies.

Secondary hierarchy mailboxes:

- ✓ Contain public folder content as well and a read-only copy of the public folder hierarchy.

8. What is retention in Exchange Online?

Retention	<ul style="list-style-type: none">✓ Applied to content or data to make sure we do not delete it before a specified date.✓ For example, a contract might need to be kept for seven years to comply with a regulation. We would first need to identify the document as a contract, and then apply the contract retention policy, which would ensure we keep the contract for seven years.
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9. What are retention tags? How many types of retention tags are there? Explain briefly.

Retention Tags	Retention tags: <ul style="list-style-type: none">✓ Apply retention settings to folders and individual items such as e mail messages and voice mail.✓ This specify how long a message remains in a mailbox and the action to be taken when the message reaches the specified retention age.✓ When a message reaches its retention age, it's moved to the user's In Place Archive or deleted.
Types of Retention Tags	<ul style="list-style-type: none">✓ Default Policy Tag (DPT)<ul style="list-style-type: none">○ Applied automatically to entire mailbox✓ Retention Policy Tag (RPT)<ul style="list-style-type: none">○ Applied automatically to a default folder✓ Personal Tag (PT)<ul style="list-style-type: none">○ Applied by users to items and folders

10.How MRM works for retention Policy?

MRM	<ul style="list-style-type: none">✓ Messaging Record Management✓ Accomplished by using retention tags and retention policies.
How it works	<ol style="list-style-type: none">Create Retention Tags (DPT, RPT, PT)Create Retention PoliciesLink Retention Policies to Retention TagsApply Retention Policies (to mailbox)The Managed Folder Assistant Processes Mailbox<ol style="list-style-type: none">Runs on mail serversApplies retention settings on mailbox itemsTakes retention action on specified time <p>[N.B. From GUI it will take 7 days to apply the retention settings, by comparing with PowerShell which will affect immediately]</p> <ol style="list-style-type: none">Mailbox Processed<ol style="list-style-type: none">DPT & RPT are applied to mailbox & default foldersPT is available to Outlook client/OWA, from where users can apply

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	Applied	Applied by	Available actions	Details
Default Policy Tag (DPT)	<ul style="list-style-type: none"> ✓ Automatically to entire mailbox ✓ Applies to untagged items, which are mailbox items that don't have a retention tag applied directly or by inheritance from the folder. 	Administrator	<ul style="list-style-type: none"> ✓ Delete and allow recovery ✓ Permanently delete ✓ Move to archive 	<ul style="list-style-type: none"> ✓ Users can't change DPTs applied to a mailbox.
Retention Policy Tag (RPT)	<ul style="list-style-type: none"> ✓ Automatically to a default folder ✓ Default folders are folders created automatically in all mailboxes. ✓ For example: <ul style="list-style-type: none"> ○ Inbox ○ Drafts ○ Sent Items ○ Outbox ○ Junk Email ○ Deleted Items ○ Archive ○ Calendar ○ RSS Feeds 	Administrator	<ul style="list-style-type: none"> ✓ Delete and allow recovery ✓ Permanently delete 	<ul style="list-style-type: none"> ✓ Users can't change the RPT applied to a default folder.
Personal Tag (PT)	<ul style="list-style-type: none"> ✓ Manually to items and folders ✓ Users can automate tagging by using Inbox rules to either move a message to a folder that has a particular tag or to apply a personal tag to the message. 	Users	<ul style="list-style-type: none"> ✓ Delete and allow recovery ✓ Permanently delete ✓ Move to archive 	<ul style="list-style-type: none"> ✓ Allow your users to determine how long an item should be retained. ✓ For example, the mailbox can have a DPT to delete items in seven years, but a user can create an exception for items such as newsletters and automated notifications by applying a personal tag to delete them in three days.

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11. What is MRM and How it works?

Messaging records management (MRM) is the records management technology in Exchange Server that helps organizations **manage email lifecycle** and **reduce the legal risks** associated with email.

Deploying MRM can help your organization in several ways:

- ✓ Meet Business Requirement
- ✓ Meet legal and regulatory requirements
- ✓ Increase user productivity
- ✓ Improve storage management

12. What are the actions you can take in retention policy?

Retention Action	DPT	I. Delete & Allow Recovery II. Permanently Delete III. Move to Archive
	RPT	I. Delete & Allow Recovery II. Permanently Delete
	PT	I. Delete & Allow Recovery II. Permanently Delete III. Move to Archive

13. Why multiple retention tags in one policy are not recommended to apply in retention policies?

They can contradict with each another.

14. How to assign retention policy to a user?

EAC > recipient > double click on the user > mailbox features > Mobile Devices > Disable/Enable Exchange Active Sync

15. How many days it will take to activate after assigning policy?

7-days from GUI and Immediately from PowerShell (Start-ManagedFolderAssistant -Identify <mailbox>)

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16.How to enable/disable Exchange Active Sync?

EAC > **recipient** > double click on the user > **mailbox features** > under Email Connectivity category **Retention policy** > select the policy > **Save** (take 7-days to apply)