W-1, D-4

1. How to create users in Microsoft 365?

Steps
1. Please go – admin.microsoft.com 2. Then go to – **Users > Active users > Add a user**
3. Set up the Basic - **Display Name** and **Username** are must to create a user. After filling up all info click **Next** [**N.B.** Here Auto-generate password is chosen and user need to change the password during first time sign-in process]
4. Assign Product License- Here you need to assign product License for the User. It is possible to create an unlicensed user by choosing the 2nd option. 5. If required you need to fill up the Profile Info given below of that page, which is not mandatory.
6. Roles – You can provide roles here as **User** or **Admin**. If you choose admin, you have to select the admin access type from below. Click **Next**.
7. You will get user credential in the next page. - **Display name** - **Username** - **Password**

W-1, D-4

2. How to create bulk users?

Steps
1. Please go – admin.microsoft.com 2. Then go to – **Users > Active users > Add multiple users**
3. Please download a CSV file with header and sample user information. 4. Fill up and change accordingly. 5. **Browse** and **Upload** the file. 6. **Verify** the file and click **Next**
7. Select **Sign-in allowed** 8. Select the **License** 9. Click **Next**
10. **Download results** to see the user credential. 11. If you want to get results to your email, you may select the checkbox and type the desired email. 12. Click **Close without sending**

3. How to assign the license to the user?

Steps
1. Please go – admin.microsoft.com 2. Then go to – **Users > Active users > Select** the User whom you want to assign the License
3. Please go to - **Licenses and Apps > Select** the Licenses that are available to the tenant > **Save changes**
4. The changes have been saved.
5. Please Go Back and a License is assigned already under the user

W-1, D-4

4. How to create single-user & bulk user with PowerShell?

Creating Single User using PowerShell

1. Please open Windows PowerShell as Administrator and connect PowerShell to MS 365

2. Please type – **Get-MsolAccountSku** and press **Enter** to get the License Assignment for the next command.

3. Please type – **New-MsolUser -DisplayName "type name" -FirstName "type first name" - LastName "type last name" -UserPrincipalName <UPN> -UsageLocation US - LicenseAssignment <type license type>**

   [N.B. you need to type display name, first name, last name, UPN as user email address using your domain and at last type the license.]

4. To check the user, please type "**Get-Msoluser**" and **Enter.** You will see the user is added to your tenant.

Creating Bulk User Using Powershell

1. At first, we have to create a CSV file using the heading of –

   - DisplayName
   - FirstName
   - LastName
   - Display Name
   - User Principal Name
   - UsageLocation
   - AccountSkuId

2. Please open Windows PowerShell as Administrator and connect PowerShell to MS 365

3. Please type – **Import-Csv -Path "input_path_name" | foreach {New-MsolUser -DisplayName $_.DisplayName -FirstName $_.FirstName -LastName $_.LastName -UserPrincipalName $_.UserPrincipalName -UsageLocation $_.UsageLocation -LicenseAssignment $_.AccountSkuId} | Export-Csv -Path "output_path_name"**

4. To check the user, please type "**Get-Msoluser**" and **Enter.** You will see the users are added to your tenant.

5. Please check the output CSV file to check the **username** and **password** of the new users.

5. Besides using excel to create a CSV file, are there any other ways to do it?

Creating Single User using PowerShell
1. Please open **Notepad** from Windows Start Menu.
2. Please type – **User Name, First Name, Last Name, Display Name, Job Title, Department, Office Number, Office Phone, Mobile Phone, Fax, Address, City, State or Province, ZIP or Postal Code, Country or Region.** This is the heading line.
3. Press **Enter** and type the information for the first user in chronological sequence as same as the heading sequence such as first type User Name, then First Name and so on. Please remember that every value should be separated by comma (,).
4. You may add the unlimited number of lines for unlimited users.
5. **Save** the notebook and change the file name extension from "**txt**" to "**csv**".

6. What information can be set to create new users with PowerShell?

Creating Single User using PowerShell
Command – **New-MsolUser -DisplayName "display name" -FirstName "first name" -LastName "last name" -UserPrincipalName <sign-in name> -UsageLocation <ISO 3166-1 alpha-2 country code> -LicenseAssignment <licensing plan name> [-Password <Password>]**
Creating Bulk User Using Powershell
**Import-Csv -Path <Input CSV File Path and Name>	foreach {New-MsolUser -DisplayName $_.DisplayName -FirstName $_.FirstName -LastName $_.LastName -UserPrincipalName $_.UserPrincipalName -UsageLocation $_.UsageLocation -LicenseAssignment $_.AccountSkuId [-Password $_.Password]}	Export-Csv -Path <Output CSV File Path and Name>**
✓ DisplayName ✓ FirstName ✓ LastName ✓ Password ✓ User Principal Name ✓ UsageLocation ✓ AccountSkuId

Property name	Required?	Description
DisplayName	Yes	✓ This is the display name that's used in Office 365 services. ✓ For example, MD Samiul Islam. ✓ Inside the inverted comma (" ")
UserPrincipalName	Yes	✓ Used to sign in to Microsoft 365 services. ✓ For example, samiulengineer@novoair.onmicrosoft.com.
FirstName	No	✓ First Name inside the inverted comma (" ")
LastName	No	✓ Last Name inside the inverted comma (" ")
LicenseAssignment	No	✓ Licensing plan for Microsoft 365, which is assigned to the user account. ✓ No need to assign a license to a user when you create the account, but the account requires a license to access Microsoft 365 services. You have 30 days to license the user account after you create it.
Password	No	✓ If you don't specify a password, a random password is assigned to the user account, and the password is visible in the results of the command. ✓ If you specify a password, it needs to be 8 to 16 ASCII text characters from any three of the following types: lowercase letters, uppercase letters, numbers, and symbols.
UsageLocation	No	✓ This is a valid ISO 3166-1 alpha-2 country code. ✓ For example, US for the United States, and FR for France.

7. What is shared mailbox

✓ Shared mailboxes are used when multiple people need access to the same mailbox, such as company information or support email address, reception desk, or other function that might be shared by multiple people.

✓ Shared mailboxes can receive external emails if the administrator has enabled this.

✓ Users with permissions to the group mailbox can send as or send on behalf of the mailbox email address if the administrator has given that user permissions to do that.

✓ Can use 50 GB and upgradable depending on administrative permission.

W-1, D-4

8. Describe types of 'groups' in Microsoft 365 and its function.

Group Name	Description
1. Office 365	✓ Used for collaboration between users, both inside and outside the company. ✓ It can be configured for dynamic membership in Azure Active Directory, allowing group members to be added or removed automatically based on user attributes such as department, location, title, etc. ✓ It can be accessed through mobile apps such as Outlook for iOS and Outlook for Android. ✓ Group members can send as or send on behalf of the group email address if this has been enabled by the administrator.
2. Distribution	✓ Used for sending notifications to a group of people. ✓ Members can receive the external email if enabled by the administrator. ✓ Used to broadcast information to a set group of people.
3. Security	✓ Used for granting access to resources such as SharePoint sites. ✓ Members can make administration easier because you need only administer the group rather than adding users to each resource individually. ✓ Security groups can contain users or devices. Creating a security group for devices can be used with mobile device management services, such as Intune. ✓ Security groups can be configured for dynamic membership in Azure Active Directory, allowing group members or devices to be added or removed automatically based on user attributes such as department, location, or title; or device attributes such as operating system version.
4. Mail-enabled security	✓ Can send email to each other. ✓ Used for granting access to resources such as SharePoint. ✓ Emailing notifications to those users. ✓ Mail-enabled security groups function the same as regular security groups, except that they cannot be dynamically managed through Azure Active Directory and cannot contain devices.
• Navigation to the Groups	Admin Center > Groups > Add a Group