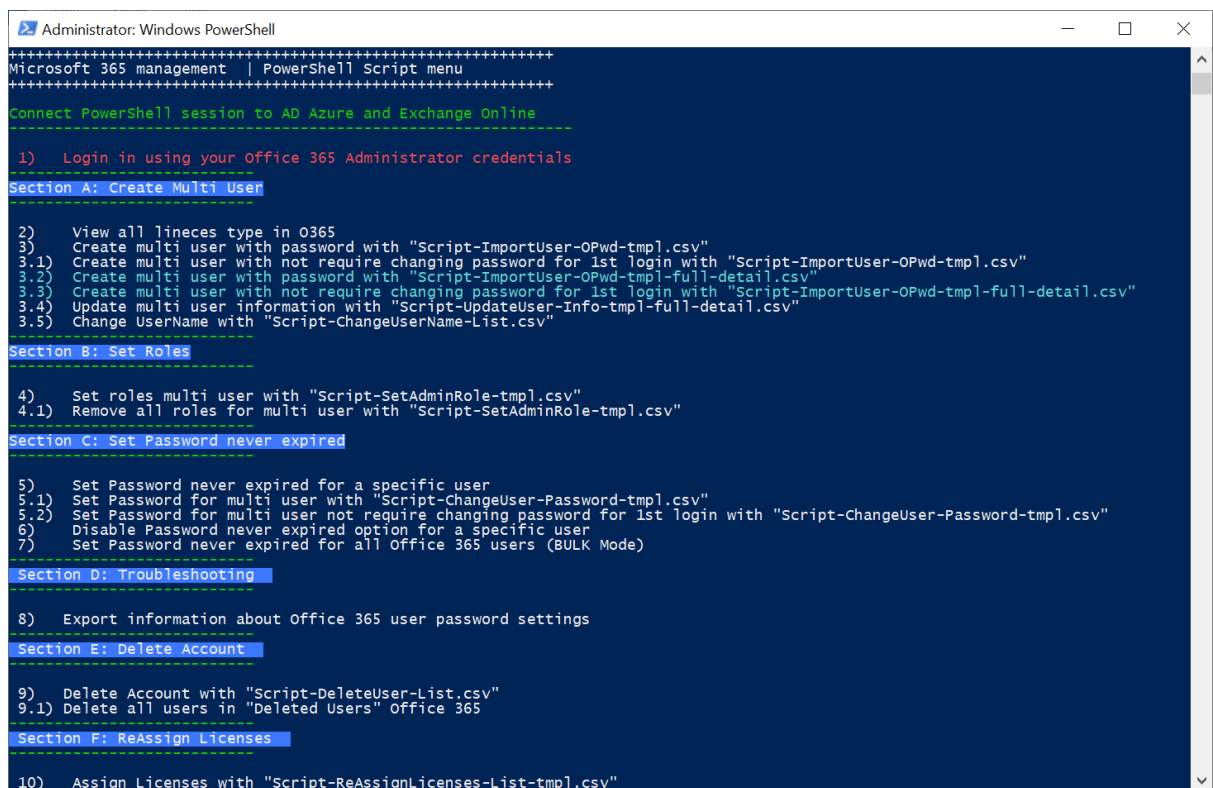


Hướng dẫn sử dụng: M365 Management Release v2.0.PS1

Cài đặt 1 số công cụ này trước:

- First install the [Microsoft Online Services Sign-In Assistant for IT Professionals RTW](#) from the Microsoft Download Center.(hoặc thư mục Library)
 - Then install the [Azure Active Directory Module for Windows PowerShell \(64-bit version\)](#), and click **Run** to run the installer package.(hoặc thư mục Library)
- More info: <https://technet.microsoft.com/library/jj151815.aspx>

1. Chuột phải vào file **M365 Management Release v2.0.PS1** -> chọn Run with PowerShell:



```
Administrator: Windows PowerShell
Microsoft 365 management | PowerShell Script menu
Connect PowerShell session to AD Azure and Exchange Online

1) Login in using your Office 365 Administrator credentials

Section A: Create Multi User
2) View all lineces type in O365
3) Create multi user with password with "Script-ImportUser-OPwd-tmpl.csv"
3.1) Create multi user with not require changing password for 1st login with "Script-ImportUser-OPwd-tmpl.csv"
3.2) Create multi user with password with "Script-ImportUser-OPwd-tmpl-full-detail.csv"
3.3) Create multi user with not require changing password for 1st login with "Script-ImportUser-OPwd-tmpl-full-detail.csv"
3.4) Update multi user information with "Script-UpdateUser-Info-tmpl-full-detail.csv"
3.5) Change UserName with "Script-ChangeUserName-List.csv"

Section B: Set Roles
4) Set roles multi user with "Script-SetAdminRole-tmpl.csv"
4.1) Remove all roles for multi user with "Script-SetAdminRole-tmpl.csv"

Section C: Set Password never expired
5) Set Password never expired for a specific user
5.1) Set Password for multi user with "Script-ChangeUser-Password-tmpl.csv"
5.2) Set Password for multi user not require changing password for 1st login with "Script-ChangeUser-Password-tmpl.csv"
6) Disable Password never expired option for a specific user
7) Set Password never expired for all Office 365 users (BULK Mode)

Section D: Troubleshooting
8) Export information about Office 365 user password settings

Section E: Delete Account
9) Delete Account with "Script-DeleteUser-List.csv"
9.1) Delete all users in "Deleted Users" Office 365

Section F: ReAssign Licenses
10) Assign Licenses with "Script-ReAssignLicenses-List-tmpl.csv"
```

2. Trước khi sử dụng lệnh 2 -> 13 phải đăng nhập O365 với tài khoản admin bằng lệnh 1 trước.
3. Để tạo nhiều tài khoản cùng 1 lúc ta làm như sau:
 - **Phải chạy lệnh 1 trước để đăng nhập vào O365 với tài khoản admin**
 - Để tạo tài nhiều tài khoản cần phải xem thông tin SKU licenses của O365 trước -> chạy lệnh 2:

Tài liệu lưu hành nội bộ.

```
Windows Azure Active Directory [Connected to Office 365 using: admin@...]  
WarningUnits : 25  
ExtensionData : System.Runtime.Serialization.ExtensionDataObject  
AccountName : gddtlechan  
AccountSkuid : [REDACTED]:STANDARDWOFFPACK_FACULTY  
ActiveUnits : 0  
ConsumedUnits : 13  
LockedOutUnits : 0  
ServiceStatus : (Microsoft.Online.Administration.ServiceStatus, Microsoft.Online.Administration.ServiceStatus...)  
Skuid : 94763226-9b3c-4e75-a931-5c89701abe66  
SkuPartNumber : STANDARDWOFFPACK_FACULTY  
SubscriptionIds : {000e32a6-f1ad-4572-9b37-8606c0c45a7a}  
SuspendedUnits : 0  
TargetClass : User  
WarningUnits : 25  
ExtensionData : System.Runtime.Serialization.ExtensionDataObject  
AccountName : gddtlechan  
AccountSkuid : [REDACTED]:RIGHTSMANAGEMENT_STANDARD_STUDENT  
ActiveUnits : 0  
ConsumedUnits : 3  
LockedOutUnits : 0  
ServiceStatus : (Microsoft.Online.Administration.ServiceStatus)  
Skuid : ff14db38-7882-4a15-aard-ab8671e5c23c  
SkuPartNumber : RIGHTSMANAGEMENT_STANDARD_STUDENT  
SubscriptionIds : {60908a46-b353-42e1-ac30-99fe675c1f99}  
SuspendedUnits : 0  
TargetClass : User  
WarningUnits : 25  
ExtensionData : System.Runtime.Serialization.ExtensionDataObject  
AccountName : gddtlechan  
AccountSkuid : [REDACTED]:RIGHTSMANAGEMENT_STANDARD_FACULTY  
ActiveUnits : 0  
ConsumedUnits : 11  
LockedOutUnits : 0  
ServiceStatus : (Microsoft.Online.Administration.ServiceStatus)  
Skuid : 60023c66-283d-4785-9334-1d4ca7fd3a18  
SkuPartNumber : RIGHTSMANAGEMENT_STANDARD_FACULTY  
SubscriptionIds : {688edbb0-10dd-40ad-ba50-21c294ceb1a}  
SuspendedUnits : 0  
TargetClass : User  
WarningUnits : 25  
ExtensionData : System.Runtime.Serialization.ExtensionDataObject  
AccountName : gddtlechan  
AccountSkuid : [REDACTED]:STANDARDWOFFPACK_STUDENT  
ActiveUnits : 0  
ConsumedUnits : 1  
LockedOutUnits : 0
```

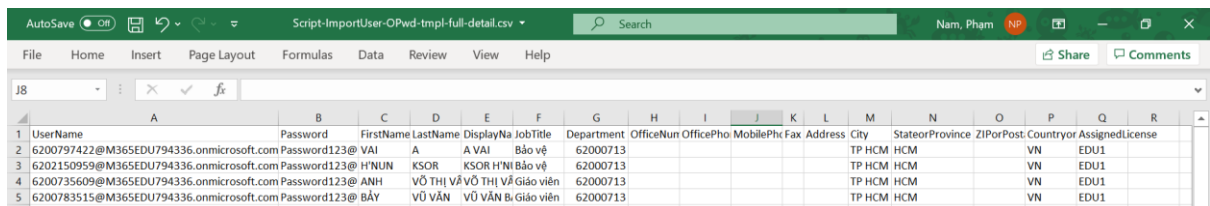
- Lưu tạm lại tất cả thông tin **AccountSkuid** ra đâu đó.
- Mở file **M365 Management Release v2.0.PS1** lên sửa lại thông tin sau:
 - Thay thế những "abcduvn:...." Bằng thông tin lưu tạm của **AccountSkuid**(nếu là O365 Edu thì thay thế ở mục Edu, nếu O365 là Business thì thay ở mục Business Trial)

Tài liệu lưu hành nội bộ.

```
M365 Management Release v2.0.PS1
19 }
20
21
22 Set-ExecutionPolicy Unrestricted
23
24 #Make folder for log files
25 md c:\O365Temp
26 cd c:\O365Temp\
27
28 #Define licenses type
29 # view SKU Lineces: Get-MsolAccountSku
30
31 $Person.UsageLocation = "VN"
32
33 #Replace License
34 #For Edu
35 $EDU1 = "abceduvn:STANDARDWOFFPACK_FACULTY"
36 $EDU2 = "abceduvn:STANDARDWOFFPACK_STUDENT"
37 $EDU3 = "abceduvn:ENTERPRISEPACK_FACULTY"
38 $EDU4 = "abceduvn:ENTERPRISEPACK_FACULTY"
39 $EDU5 = "abceduvn:RIGHTSMANAGEMENT_STANDARD_FACULTY"
40 $EDU6 = "abceduvn:RIGHTSMANAGEMENT_STANDARD_FACULTY"
41
42 $Loop = $true
43 While ($Loop)
44 {
45     write-host
46     write-host ++++++
```

length : 80,697 lines : 2,141 Ln : 2,085 Col : 7 Sel : 0 | 0 Windows (CR LF) UTF-8-BOM IN

- Mở file **Script-ImportUser-OPwd-tmpl-full-detail.csv** sửa lại thông tin ở cột **AssignedLicense** bằng EDU1, EDU2,....



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	User Name	Password	First Name	Last Name	Display Name	Job Title	Department	Office	Office Phone	Mobile Phone	Fax	Address	City	State or Province	ZIP or Post	Country	Assigned License	
1	6200797422@M365EDU794336.onmicrosoft.com	Password123@VAI	A	A VAI	Bảo vệ		62000713					TP HCM	HCM			VN	EDU1	
2	6202150959@M365EDU794336.onmicrosoft.com	Password123@H'NUN	KSOR	KSOR H'NI	Bảo vệ		62000713					TP HCM	HCM			VN	EDU1	
3	6200735609@M365EDU794336.onmicrosoft.com	Password123@ANH	VŨ THỊ VÃ	VŨ THỊ VÃ	Giáo viên		62000713					TP HCM	HCM			VN	EDU1	
4	6200783515@M365EDU794336.onmicrosoft.com	Password123@BÃY	VŨ VĂN	VŨ VĂN B.	Giáo viên		62000713					TP HCM	HCM			VN	EDU1	

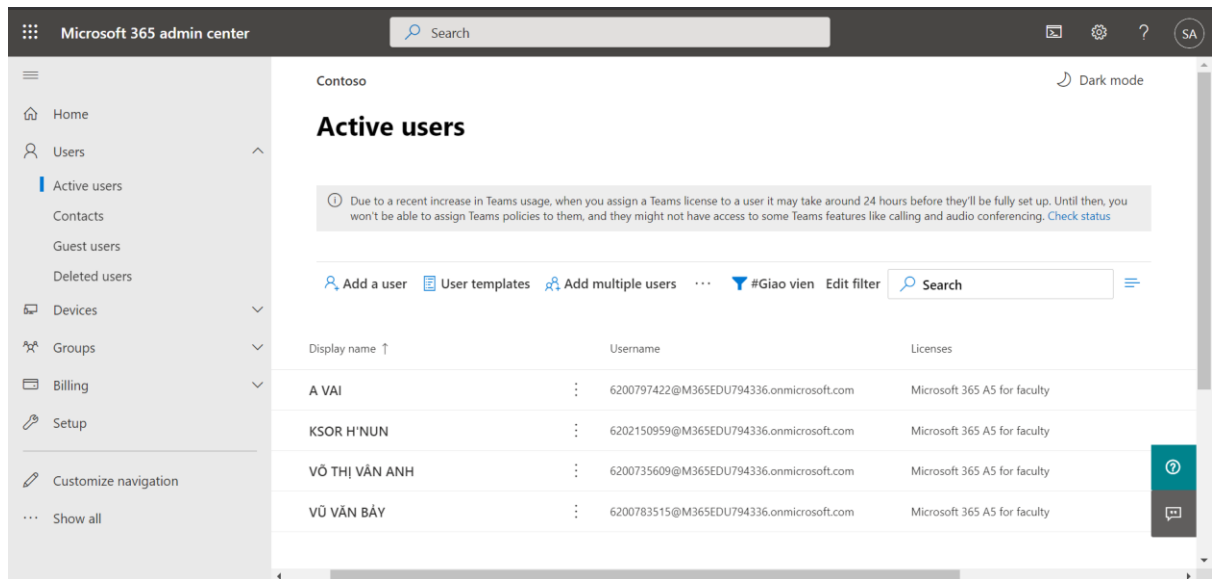
- Lưu tất cả lại, tắt Script đang chạy và chạy lại file script vừa lưu:
- Đăng nhập lại O365
- Chọn mục **3.2**: nhập địa chỉ file **Script-ImportUser-OPwd-tmpl-full-detail.csv** đã sửa ở trên -> Enter

```
Windows Azure Active Directory | Connected to Office 365 using: admin@M365EDU794336.onmicrosoft.com
Section B: Set Roles
4) Set roles multi user with "Script-SetAdminRole-tmpl.csv"
4.1) Remove all roles for multi user with "Script-SetAdminRole-tmpl.csv"
Section C: Set Password never expired
5) Set Password never expired for a specific user
5.1) Set Password for multi user with "Script-ChangeUser-Password-tmpl.csv"
5.2) Set Password for multi user not require changing password for 1st login with "Script-ChangeUser-Password-tmpl.csv"
6) Disable Password never expired option for a specific user
7) Set Password never expired for all Office 365 users (BULK Mode)
Section D: Troubleshooting
8) Export information about Office 365 user password settings
Section E: Delete Account
9) Delete Account with "Script-DeleteUser-List.csv"
9.1) Delete all users in "Deleted Users" Office 365
Section F: ReAssign Licenses
10) Assign Licenses with "Script-ReAssignLicenses-List-tmpl.csv"
10.1) Remove All Licenses with "Script-ReAssignLicenses-List-tmpl.csv"
Section G: Microsoft Teams
11) Prevent normal users create team/group/planner/SharePoint
11.1) Allow normal users create team/group/planner/SharePoint
11.2) Add users into ALLOW TEAM CREATION group with "Script-AddUser-intoGroup-tmpl.csv"
11.3) Auto Add users with All Faculty licenses into ALLOW TEAM CREATION group
Exit\Disconnect
03) Disconnect PowerShell session
0) Exit
Select an option [0-15]: 3.2
Nhấn dia chi file Script-ImportUser-OPwd-tmpl-full-detail.csv vd: c:\Script-ImportUser-OPwd-tmpl-full-detail.csv:
```

- Kết quả:

```
Windows Azure Active Directory | Connected to Office 365 using: admin@M365EDU794336.onmicrosoft.com
9) Delete Account with "Script-DeleteUser-List.csv"
9.1) Delete all users in "Deleted Users" Office 365
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11.3) Auto Add users with All Faculty licenses into ALLOW TEAM CREATION group
Exit\Disconnect
03) Disconnect PowerShell session
0) Exit
Select an option [0-15]: 3.2
3.2
Nhấn dia chi file Script-ImportUser-OPwd-tmpl-full-detail.csv vd: c:\Script-ImportUser-OPwd-tmpl-full-detail
.csv: d:\Script-ImportUser-OPwd-tmpl-full-detail.csv
Processing d:\Script-ImportUser-OPwd-tmpl-full-detail.csv
4 Số lượng bạn ghi...
Đã hoàn thành
4 bạn ghi đã được khôi tạo...
0 bạn ghi đã bị bỏ qua...
Press Enter to continue....
```

Tài liệu lưu hành nội bộ.



4. Để xóa nhiều tài khoản:

- Mở file script lên và đăng nhập
- Nhập lệnh **9**
- Nhập địa chỉ file **Script-DeleteUser-List.csv** vào
- Nhấn enter:

```
Windows Azure Active Directory | Connected to Office 365 using: admin@M365EDU794336.onmicrosoft.com
5.1) Set Password for multi user with "Script-ChangeUser-Password-tmpl.csv"
5.2) Set Password for multi user not require changing password for 1st login with "Script-ChangeUser-Password-tmpl.csv"
6) Disable Password never expired option for a specific user
7) Set Password never expired for all Office 365 users (BULK Mode)

Section D: Troubleshooting

8) Export information about Office 365 user password settings

Section E: Delete Account

9) Delete Account with "Script-DeleteUser-List.csv"
9.1) Delete all users in "Deleted Users" Office 365

Section F: ReAssign Licenses

10) Assign Licenses with "Script-ReAssignLicenses-List-tmpl.csv"
10.1) Remove All Licenses with "Script-ReAssignLicenses-List-tmpl.csv"

Section G: Microsoft Teams

11) Prevent normal users create team/group/planner/SharePoint
11.1) Allow normal users create team/group/planner/SharePoint
11.2) Add users into ALLOW TEAM CREATION group with "Script-AddUser-intoGroup-tmpl.csv"
11.3) Auto Add users with All Faculty licenses into ALLOW TEAM CREATION group

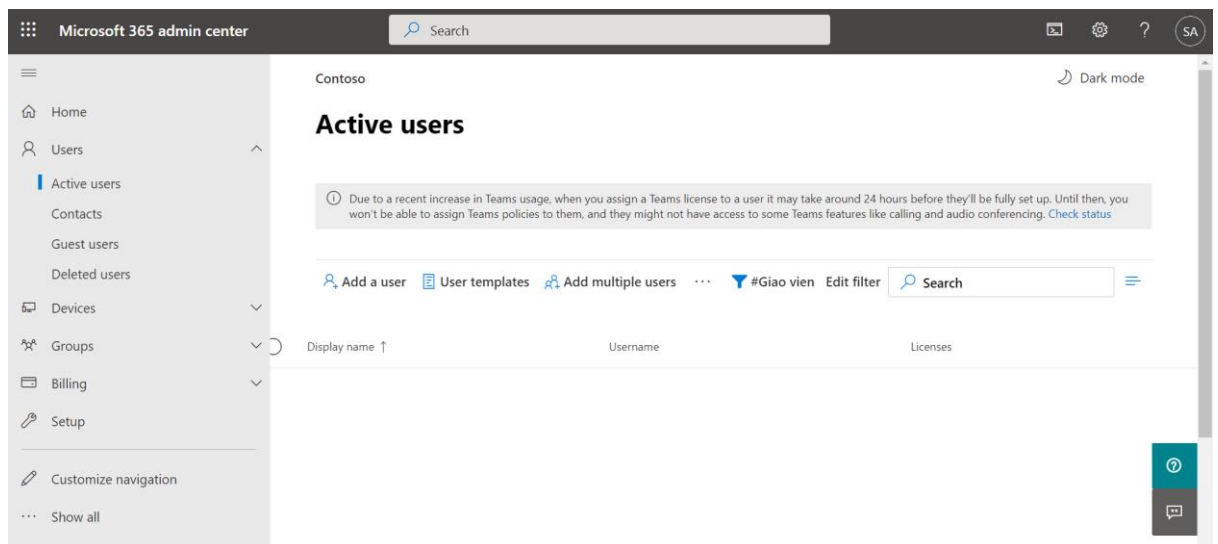
Exit\Disconnect

03) Disconnect PowerShell session
0) Exit

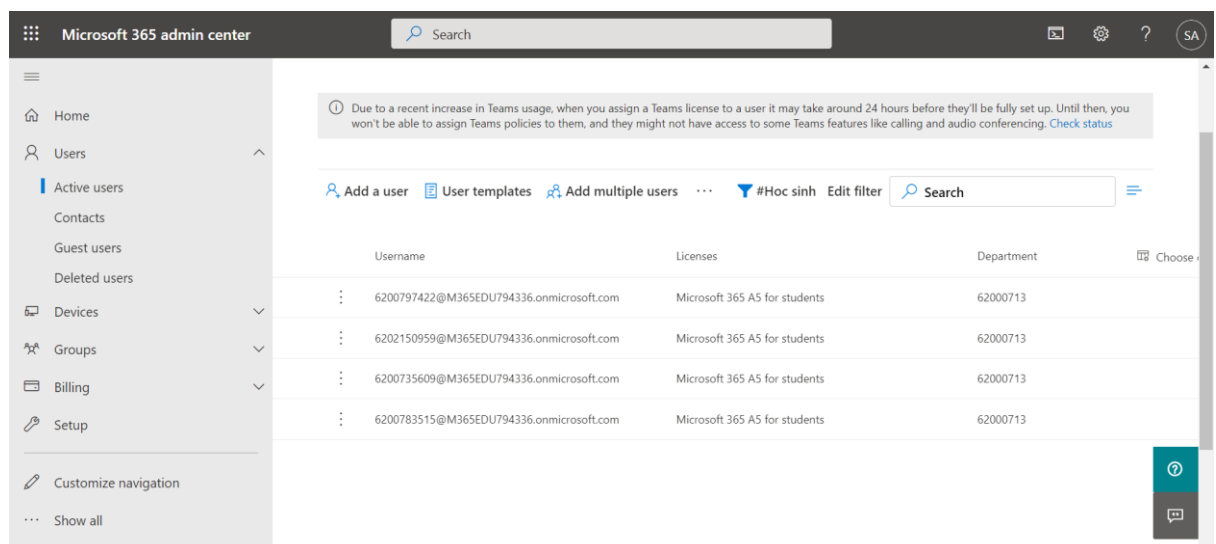
Select an option [0-15]: 9
Nhập địa chỉ file Script-DeleteUser-List.csv vd: c:\Script-DeleteUser-List.csv; D:\Script-DeleteUser-List.csv
Processing D:\Script-DeleteUser-List.csv
4 Số lượng bạn ghi...
Đã hoàn thành
4 bạn ghi đã bị xóa...
0 bạn ghi đã bị bỏ qua...
Press Enter to continue...
```

Ta thấy đã mất 4 users vừa tạo ở trên.

Tài liệu lưu hành nội bộ.



5. Với ReAssign Licenses làm tương tự như 4



6. Những chức năng khác chỉ cần tương tác trực tiếp không cần sử dụng đến file *.csv