

Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari
Student ID: 101635231

Term:

Case Project: Implementing and Managing Microsoft 365 Environment for a Mid-Sized Organization

Objective: To provide hands-on experience in implementing, configuring, and managing a Microsoft 365 environment for a fictional mid-sized organization named "TechSolutions Inc."

Scenario: TechSolutions Inc. is a mid-sized IT services company with 300 employees. The company is transitioning to Microsoft 365 to improve collaboration, security, and productivity. As part of the IT team, you are responsible for setting up and managing the Microsoft 365 environment. This case project will cover various aspects of Microsoft 365, including user and group management, security and compliance, and service configuration.

Tasks:

Task 1: Setting Up and Configuring User Accounts

- 1. Bulk Import Users:**
 - Use the Microsoft 365 admin center to bulk import 10 users from a CSV file.
 - Assign appropriate licenses (Microsoft 365 E3 or E5) to the imported users.
- 2. Configure User Profiles:**
 - Ensure each user has a profile picture, contact information, and job title set.
 - Configure user settings to include organization-specific information.
- 3. Create Office 365 Groups:**
 - Create three Office 365 groups for different departments: IT, HR, and Marketing.
 - Add users to their respective groups.
- 4. Configure User Permissions:**
 - Assign specific permissions to the HR group to access sensitive HR documents in SharePoint.
 - Ensure the Marketing group has permission to create and manage Microsoft Teams.

Task 2: Implementing Security Measures

- 1. Set Up and Configure Microsoft Defender for Office 365:**
 - Access the MS Defender and navigate to Secure Score.
 - Ensure that Safe Links and Safe Attachments have been enabled for all users.

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- Navigate to Policies and rules, then configure at least one policy to protect against phishing, malware, or spam.

2. Set Up Data Encryption:

- Configure Microsoft 365 Message Encryption.
- Ensure that emails from inside the organization are automatically encrypted. (Hints: Navigate to Exchange admin center, and then Rules)

Task 3: Configuring and Managing Collaboration Tools

1. Set Up SharePoint Online:

- Create an online SharePoint site for each department (IT, HR, Marketing).
- Configure document libraries and permissions for each site.
- Enable versioning and content approval for the HR document library.

2. Implement OneDrive for Business:

- Configure OneDrive settings to restrict external sharing.
- Enable file retention policies to ensure data is retained for at least five years.
- Set up a policy to automatically move old files to the Recycle Bin after a year.

3. Set Up Viva Engage for Enterprise Social Networking:

- Configure Viva to allow only internal communications.
- Set up groups for company-wide announcements and department-specific discussions.
- Ensure compliance with the company's social media policy.

Task 4: Monitoring and Reporting

1. Configure Audit Logs:

- Enable and configure audit logging in the Microsoft 365 compliance center.
- Create a custom audit log search to track user activities related to at least one activity in SharePoint such as updating the site content.

2. Set Up Alerts:

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- Configure alert policies to notify administrators of suspicious activities, such as multiple failed login attempts or mass deletion of files.
 - Set up notifications for data loss prevention (DLP) policy breaches. (You can navigate to Insider risk management)

3. Generate Usage Reports:

- Use the Microsoft 365 admin center to generate reports on user activity, email usage, and SharePoint site usage.
- Schedule monthly reports to be sent to IT administrators and department heads.(Optional, you can use Power Automate)

4. Implement and Monitor Service Health:

- Set up service health alerts to notify administrators of any issues with Microsoft 365 services.
- Monitor the Service Health dashboard regularly to ensure all services are running smoothly.

Deliverables:

- A detailed report documenting each step taken during the project, including screenshots and explanations.
- A summary of configurations and policies implemented, along with their rationale.
- A presentation to the class demonstrating the setup and explaining the choices made during the project.

Assessment Criteria:

- Completeness and accuracy of the tasks performed.
- Understanding and application of Microsoft 365 features and best practices.
- Quality of documentation and presentation.
- Ability to troubleshoot and resolve issues encountered during the project.

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Paste your screenshots here

## **Microsoft 365 Identity and Services – Enterprise Administration**

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### **Bulk Import Users:**

- Use the Microsoft 365 admin center to bulk import 10 users from a CSV file.
- Assign appropriate licenses (Microsoft 365 E3 or E5) to the imported users

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The screenshot shows two windows side-by-side. The left window is the 'Microsoft 365 admin center' with the URL 'admin.cloud.microsoft.com/#/addmultipleusers'. It displays the 'Active users > Add multiple users' page under the 'Basics' tab. The right window is an 'Excel' spreadsheet titled 'Users\_file - Excel (Product Activation Failed)'. The spreadsheet contains a table with 20 rows of user data, starting from row 1. The columns include: Username, First name, Last name, Display name, Job title, Department, Office number, Office phone, Mobile phone, Fax, Alternate e-mail address, City, State or pr ZIP or post, Country or region, and Zip code.

|    | A                                    | B          | C         | D                            | E         | F          | G             | H            | I            | J   | K                        | L    | M                       | N                 | O | P | Q | R | S | T |
|----|--------------------------------------|------------|-----------|------------------------------|-----------|------------|---------------|--------------|--------------|-----|--------------------------|------|-------------------------|-------------------|---|---|---|---|---|---|
| 1  | Username                             | First name | Last name | Display name                 | Job title | Department | Office number | Office phone | Mobile phone | Fax | Alternate e-mail address | City | State or pr ZIP or post | Country or region |   |   |   |   |   |   |
| 2  | user10@shinwariLT127.onmicrosoft.com | STD_User10 |           | STD_User1Junior_cloudAnalyst |           |            |               |              |              |     | Redmond                  | Wa   | 98052                   | United States     |   |   |   |   |   |   |
| 3  | user11@shinwariLT127.onmicrosoft.com | STD_User11 |           | STD_User1Junior_cloudAnalyst |           |            |               |              |              |     | Redmond                  | Wa   | 98052                   | United States     |   |   |   |   |   |   |
| 4  | user12@shinwariLT127.onmicrosoft.com | STD_User12 |           | STD_User1Junior_cloudAnalyst |           |            |               |              |              |     | Redmond                  | Wa   | 98052                   | United States     |   |   |   |   |   |   |
| 5  | user13@shinwariLT127.onmicrosoft.com | STD_User13 |           | STD_User1Junior_cloudAnalyst |           |            |               |              |              |     | Redmond                  | Wa   | 98052                   | United States     |   |   |   |   |   |   |
| 6  | user14@shinwariLT127.onmicrosoft.com | STD_User14 |           | STD_User1Junior_cloudAnalyst |           |            |               |              |              |     | Redmond                  | Wa   | 98052                   | United States     |   |   |   |   |   |   |
| 7  | user15@shinwariLT127.onmicrosoft.com | STD_User15 |           | STD_User1Junior_cloudAnalyst |           |            |               |              |              |     | Redmond                  | Wa   | 98052                   | United States     |   |   |   |   |   |   |
| 8  | user16@shinwariLT127.onmicrosoft.com | STD_User16 |           | STD_User1Junior_cloudAnalyst |           |            |               |              |              |     | Redmond                  | Wa   | 98052                   | United States     |   |   |   |   |   |   |
| 9  | user17@shinwariLT127.onmicrosoft.com | STD_User17 |           | STD_User1Junior_cloudAnalyst |           |            |               |              |              |     | Redmond                  | Wa   | 98052                   | United States     |   |   |   |   |   |   |
| 10 | user18@shinwariLT127.onmicrosoft.com | STD_User18 |           | STD_User1Junior_cloudAnalyst |           |            |               |              |              |     | Redmond                  | Wa   | 98052                   | United States     |   |   |   |   |   |   |
| 11 | user19@shinwariLT127.onmicrosoft.com | STD_User19 |           | STD_User1Junior_cloudAnalyst |           |            |               |              |              |     | Redmond                  | Wa   | 98052                   | United States     |   |   |   |   |   |   |
| 12 | user20@shinwariLT127.onmicrosoft.com | STD_User20 |           | STD_User1Junior_cloudAnalyst |           |            |               |              |              |     | Redmond                  | Wa   | 98052                   | United States     |   |   |   |   |   |   |
| 13 |                                      |            |           |                              |           |            |               |              |              |     |                          |      |                         |                   |   |   |   |   |   |   |
| 14 |                                      |            |           |                              |           |            |               |              |              |     |                          |      |                         |                   |   |   |   |   |   |   |
| 15 |                                      |            |           |                              |           |            |               |              |              |     |                          |      |                         |                   |   |   |   |   |   |   |
| 16 |                                      |            |           |                              |           |            |               |              |              |     |                          |      |                         |                   |   |   |   |   |   |   |
| 17 |                                      |            |           |                              |           |            |               |              |              |     |                          |      |                         |                   |   |   |   |   |   |   |
| 18 |                                      |            |           |                              |           |            |               |              |              |     |                          |      |                         |                   |   |   |   |   |   |   |
| 19 |                                      |            |           |                              |           |            |               |              |              |     |                          |      |                         |                   |   |   |   |   |   |   |
| 20 |                                      |            |           |                              |           |            |               |              |              |     |                          |      |                         |                   |   |   |   |   |   |   |
| 21 |                                      |            |           |                              |           |            |               |              |              |     |                          |      |                         |                   |   |   |   |   |   |   |
| 22 |                                      |            |           |                              |           |            |               |              |              |     |                          |      |                         |                   |   |   |   |   |   |   |
| 23 |                                      |            |           |                              |           |            |               |              |              |     |                          |      |                         |                   |   |   |   |   |   |   |
| 24 |                                      |            |           |                              |           |            |               |              |              |     |                          |      |                         |                   |   |   |   |   |   |   |
| 25 |                                      |            |           |                              |           |            |               |              |              |     |                          |      |                         |                   |   |   |   |   |   |   |
| 26 |                                      |            |           |                              |           |            |               |              |              |     |                          |      |                         |                   |   |   |   |   |   |   |

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The screenshot shows two consecutive steps in the Microsoft 365 Admin Center for adding multiple users:

**Step 1: Selecting Licenses**

The user is on the "Add multiple users" page under "Active users". The "Licenses" step is selected in the wizard. The user has chosen to "Assign licenses" and selected "Microsoft 365 E5" and "Microsoft Power Automate Free". Other options like "Microsoft 365 E3" and "Don't assign any licenses" are also shown.

**Step 2: Review and finish adding multiple users**

The user has reached the final review step. It shows 11 users to add, no licenses bought, and assigned licenses including Microsoft Power Automate Free, Microsoft 365 E5, and Microsoft 365 E3. The user can click "Add users" to complete the process.

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| A  | B            | C                                      | D                 | E                                               | F | G | H | I | J | K | L | M | N | O |
|----|--------------|----------------------------------------|-------------------|-------------------------------------------------|---|---|---|---|---|---|---|---|---|---|
| 1  | Display name | Username                               | Password          | Licenses                                        |   |   |   |   |   |   |   |   |   |   |
| 2  | STD_User10   | user10@shinwari.LT0127.onmicrosoft.com | Z5413902022315uI  | Microsoft Power Automate Free, Microsoft 365 E5 |   |   |   |   |   |   |   |   |   |   |
| 3  | STD_User11   | user11@shinwari.LT0127.onmicrosoft.com | Z022586425184op   | Microsoft Power Automate Free, Microsoft 365 E5 |   |   |   |   |   |   |   |   |   |   |
| 4  | STD_User12   | user12@shinwari.LT0127.onmicrosoft.com | KN6839081194840as | Microsoft Power Automate Free, Microsoft 365 E5 |   |   |   |   |   |   |   |   |   |   |
| 5  | STD_User13   | user13@shinwari.LT0127.onmicrosoft.com | D1889360887684ag  | Microsoft Power Automate Free, Microsoft 365 E5 |   |   |   |   |   |   |   |   |   |   |
| 6  | STD_User14   | user14@shinwari.LT0127.onmicrosoft.com | Q@027826313390cg  | Microsoft Power Automate Free, Microsoft 365 E5 |   |   |   |   |   |   |   |   |   |   |
| 7  | STD_User15   | user15@shinwari.LT0127.onmicrosoft.com | LH77598948230ob   | Microsoft Power Automate Free, Microsoft 365 E5 |   |   |   |   |   |   |   |   |   |   |
| 8  | STD_User16   | user16@shinwari.LT0127.onmicrosoft.com | T9744586633750o   | Microsoft Power Automate Free, Microsoft 365 E5 |   |   |   |   |   |   |   |   |   |   |
| 9  | STD_User17   | user17@shinwari.LT0127.onmicrosoft.com | ZG588415863533ut  | Microsoft Power Automate Free, Microsoft 365 E5 |   |   |   |   |   |   |   |   |   |   |
| 10 | STD_User18   | user18@shinwari.LT0127.onmicrosoft.com | V@368736812863ut  | Microsoft Power Automate Free, Microsoft 365 E5 |   |   |   |   |   |   |   |   |   |   |
| 11 | STD_User19   | user19@shinwari.LT0127.onmicrosoft.com | I/778672541938ux  | Microsoft Power Automate Free, Microsoft 365 E5 |   |   |   |   |   |   |   |   |   |   |
| 12 | STD_User20   | user20@shinwari.LT0127.onmicrosoft.com | S(520351408752ak  | Unlicensed                                      |   |   |   |   |   |   |   |   |   |   |
| 13 |              |                                        |                   |                                                 |   |   |   |   |   |   |   |   |   |   |
| 14 |              |                                        |                   |                                                 |   |   |   |   |   |   |   |   |   |   |
| 15 |              |                                        |                   |                                                 |   |   |   |   |   |   |   |   |   |   |
| 16 |              |                                        |                   |                                                 |   |   |   |   |   |   |   |   |   |   |
| 17 |              |                                        |                   |                                                 |   |   |   |   |   |   |   |   |   |   |
| 18 |              |                                        |                   |                                                 |   |   |   |   |   |   |   |   |   |   |
| 19 |              |                                        |                   |                                                 |   |   |   |   |   |   |   |   |   |   |
| 20 |              |                                        |                   |                                                 |   |   |   |   |   |   |   |   |   |   |
| 21 |              |                                        |                   |                                                 |   |   |   |   |   |   |   |   |   |   |
| 22 |              |                                        |                   |                                                 |   |   |   |   |   |   |   |   |   |   |
| 23 |              |                                        |                   |                                                 |   |   |   |   |   |   |   |   |   |   |
| 24 |              |                                        |                   |                                                 |   |   |   |   |   |   |   |   |   |   |
| 25 |              |                                        |                   |                                                 |   |   |   |   |   |   |   |   |   |   |
| 26 |              |                                        |                   |                                                 |   |   |   |   |   |   |   |   |   |   |

| Display name | Username                               | Licenses                                         |
|--------------|----------------------------------------|--------------------------------------------------|
| sheno2 jan   | sh27@shinwari.LT0127.onmicrosoft.com   | Microsoft 365 E5                                 |
| STD_User10   | user10@shinwari.LT0127.onmicrosoft.com | Microsoft Power Automate Free , Microsoft 365 E5 |
| STD_User11   | user11@shinwari.LT0127.onmicrosoft.com | Microsoft Power Automate Free , Microsoft 365 E5 |
| STD_User12   | user12@shinwari.LT0127.onmicrosoft.com | Microsoft Power Automate Free , Microsoft 365 E5 |
| STD_User13   | user13@shinwari.LT0127.onmicrosoft.com | Microsoft Power Automate Free , Microsoft 365 E5 |
| STD_User14   | user14@shinwari.LT0127.onmicrosoft.com | Microsoft Power Automate Free , Microsoft 365 E5 |
| STD_User15   | user15@shinwari.LT0127.onmicrosoft.com | Microsoft Power Automate Free , Microsoft 365 E5 |
| STD_User16   | user16@shinwari.LT0127.onmicrosoft.com | Microsoft Power Automate Free , Microsoft 365 E5 |
| STD_User17   | user17@shinwari.LT0127.onmicrosoft.com | Microsoft Power Automate Free , Microsoft 365 E5 |
| STD_User18   | user18@shinwari.LT0127.onmicrosoft.com | Microsoft Power Automate Free , Microsoft 365 E5 |
| STD_User19   | user19@shinwari.LT0127.onmicrosoft.com | Microsoft Power Automate Free , Microsoft 365 E5 |
| STD_User20   | user20@shinwari.LT0127.onmicrosoft.com | Microsoft Power Automate Free , Microsoft 365 E5 |
| user1        | user1@shinwari.LT0127.onmicrosoft.com  | Microsoft 365 E5                                 |

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### 1. Configure User Profiles:

- Ensure each user has a profile picture, contact information, and job title set.
- Configure user settings to include organization-specific information.

The screenshot shows the Microsoft 365 Admin Center interface. On the left, the navigation menu includes Marketplace, Billing, Support, Settings, Setup, Reports, Health, Admin centers (Security, Microsoft Purview, Microsoft Intune, Identity, Azure, Exchange, SharePoint, Teams), and a weather widget for -3°C and sunny conditions. The main content area is titled "User Details Panel" and shows the details for "STD\_User10". The user's display name is listed as "STD\_User10" with a checked checkbox. Below the display name are other user names: sheno2 jan, STD\_User11, STD\_User12, STD\_User13, STD\_User14, STD\_User15, STD\_User16, STD\_User17, STD\_User18, STD\_User19, STD\_User20, and user1. To the right of the user list is a summary card for "STD\_User10" with a blue cloud icon. The card displays the user's name, "STD\_User10", and provides links to "Reset password", "Block sign-in", and "Delete user". Below the card, tabs for "Account", "Devices", "Licenses and apps", "Mail", and "OneDrive" are visible, with "Account" being the active tab. Under the "Account" tab, sections include "Username and email" (user10@shinwariLTD127.onmicrosoft.com) and "Aliases" (Manage username and email). Other sections show "Last sign-in" (View last 30 days), "Alternate email address" (None provided), "Groups" (shinwari LTD), "Sign-out" (Sign this user out of all Microsoft 365 sessions), "Sign-out of all sessions", "Roles" (No administrator access), and "Manager" (None provided). The bottom right corner of the screen shows system status icons and the date/time: 12:50 PM, 12/8/2025.

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The image contains two screenshots of the Microsoft 365 Admin Center interface, illustrating the process of managing user contact information and viewing user details.

**Screenshot 1: Manage contact information**

This screenshot shows the "Manage contact information" page for a user named "STD\_User11". The user's display name is set to "STD\_User11" and their job title is "Junior\_cloudAnalyst". Other fields like last name, department, office, and phone number are also visible. A "Save changes" button is at the bottom.

**Screenshot 2: User Details Panel**

This screenshot shows the "User Details Panel" for the same user, "STD\_User11". The user's name is displayed as "STD\_User12". Key details shown include:

- Account:** Username: user12@shinwari LTD127.onmicrosoft.com, Last sign-in: View last 30 days.
- Licenses and apps:** None provided.
- Devices:** None listed.
- OneDrive:** None listed.
- Aliases:** Manage username and email.
- Sign-out:** Sign this user out of all Microsoft 365 sessions. Sign out of all sessions.
- Groups:** shinwari LTD, Manage groups.
- Manager:** None provided, Add manager.
- Roles:** No administrator access, Manage roles.

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The screenshot displays two windows from the Microsoft 365 Admin Center. The top window shows the 'Manage contact information' page for a user named 'STD\_User13'. The bottom window shows the user profile for 'STD\_User13'.

**Manage contact information (Top Window):**

- Job title: Junior\_cloudAnalyst
- Department: [empty]
- Office: TechSolutions
- Office phone: 4169854592
- Fax number: [empty]
- Mobile phone: [empty]
- Street address: 1475

**User Profile (Bottom Window):**

- Account:** STD\_User13 (highlighted)
- Devices:** [link]
- Licenses and apps:** [link]
- Mail:** [link]
- OneDrive:** [link]
- Change photo:** [link]
- Reset password:** [link]
- Block sign-in:** [link]
- Delete user:** [link]
- Aliases:** Manage username and email
- Last sign-in:** View last 30 days
- Sign-out:** Sign this user out of all Microsoft 365 sessions. Sign out of all sessions
- Alternate email address:** None provided. Add address
- Groups:** shinwari LTD. Manage groups
- Roles:** Manager. No administrator access. Manage roles
- Manager:** None provided. Add manager

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The screenshot displays two windows from the Microsoft 365 Admin Center. The top window is titled 'Manage contact information' and shows a form for updating user details. The bottom window shows the user profile for 'STD\_User14'. Both windows have a sidebar on the left listing various admin centers like Security, Microsoft Purview, and Identity.

**Manage contact information (Top Window):**

- Display name: STD\_User13
- Job title: Junior\_cloudAnalyst
- Department: (empty)
- Office: TechSolutions
- Office phone: 4169854592
- Fax number: (empty)
- Mobile phone: (empty)

**User Profile for STD\_User14 (Bottom Window):**

- Account:** STD\_User14 (highlighted with a blue border)
- Devices:** (link)
- Licenses and apps:** (link)
- Mail:** (link)
- OneDrive:** (link)
- Change photo:** (link)
- Reset password:** (link)
- Block sign-in:** (link)
- Delete user:** (link)

| Section                 | Value                                                                         |
|-------------------------|-------------------------------------------------------------------------------|
| Username and email      | user14@shinwari LTD127.onmicrosoft.com                                        |
| Aliases                 | Manage username and email                                                     |
| Last sign-in            | View last 30 days                                                             |
| Sign-out                | Sign this user out of all Microsoft 365 sessions.<br>Sign out of all sessions |
| Alternate email address | None provided<br>Add address                                                  |
| Groups                  | Manage groups                                                                 |
| Roles                   | No administrator access<br>Manage roles                                       |
| Manager                 | None provided<br>Add manager                                                  |

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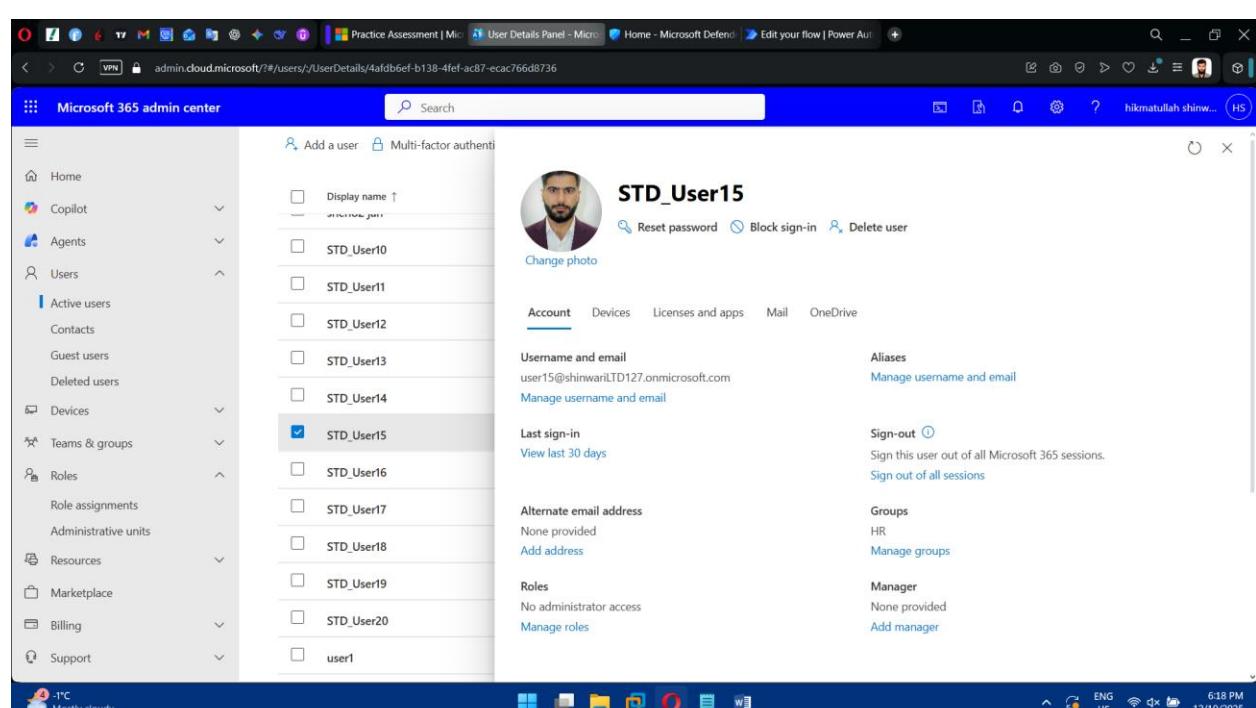
Term: .....

The screenshot shows the Microsoft 365 Admin Center interface. On the left, there's a navigation sidebar with various admin centers like Marketplace, Billing, Support, Settings, Setup, Reports, and Health. The main content area is titled "Manage contact information". It displays a list of users with checkboxes next to their names. The user "STD\_User14" has a checked checkbox. The form fields include "Last name" (shinwari), "Display name" (STD\_User14), "Job title" (Junior\_cloudAnalyst), "Department" (TechSolutions), "Office" (TechSolutions), "Office phone" (4169854592), and "Mobile phone" (empty). A "Save changes" button is at the bottom. The top of the screen shows the URL "admin.cloud.microsoft/#/users//UserDetails/5d1ffd5e-3e63-4819-8f6c-720273584711". The status bar at the bottom shows weather (Sunny), language (ENG US), and date (12/8/2025).

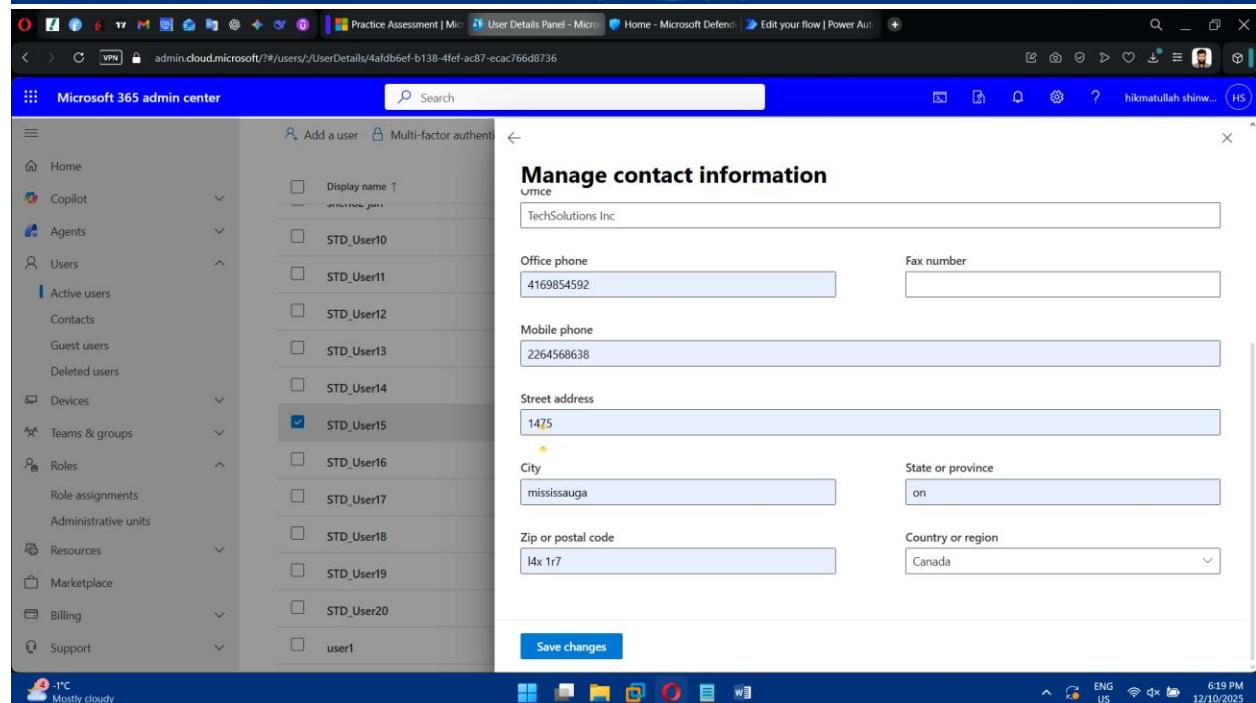
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The screenshot shows the Microsoft 365 Admin Center interface. On the left, the navigation menu includes Home, Copilot, Agents, Users (Active users selected), Contacts, Guest users, Deleted users, Devices, Teams & groups, Roles, Resources, Marketplace, Billing, and Support. The main content area displays user details for 'STD\_User15'. It shows a profile picture of a man, the username 'STD\_User15', and options to Reset password, Block sign-in, or Delete user. Below this, tabs for Account, Devices, Licenses and apps, Mail, and OneDrive are visible. Under the Account tab, it shows the username 'user15@shinwariLT0127.onmicrosoft.com' and the option to Manage username and email. It also shows the last sign-in information ('View last 30 days'), alternate email address ('None provided'), roles ('Manager'), and groups ('HR'). A 'Sign-out' link is present. The status bar at the bottom indicates '6:18 PM 12/10/2025'.

The screenshot shows the 'Manage contact information' page for 'STD\_User15'. The left sidebar is identical to the previous screenshot. The main content area has a title 'Manage contact information' and a subtitle 'UMICE'. It contains fields for 'Office phone' (4169854592) and 'Fax number' (empty). For 'Mobile phone', the value '2264568638' is shown. The 'Street address' field contains '1475'. In the 'City' field, 'mississauga' is typed. The 'State or province' field contains 'on'. The 'Zip or postal code' field contains 'L4X 1R7' and the 'Country or region' dropdown is set to 'Canada'. A 'Save changes' button is at the bottom. The status bar at the bottom indicates '6:19 PM 12/10/2025'.

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The screenshot shows the Microsoft 365 Admin Center interface. On the left, there is a navigation sidebar with various administrative categories like Home, Copilot, Agents, Users, Devices, Teams & groups, Roles, Resources, Marketplace, Billing, and Support. The 'Users' section is expanded, showing sub-options for Active users, Contacts, Guest users, Deleted users, and a list of users including 'STD\_User10' through 'STD\_User20' and 'user1'. The main content area is titled 'Manage contact information' for 'STD\_User15'. It contains fields for First name ('STD\_User15'), Last name ('shinwari'), Display name ('STD\_User15'), Job title ('User\_Administrator'), Department ('HR'), and Office ('TechSolutions Inc'). A 'Save changes' button is at the bottom. Below this, another screenshot shows the user details for 'STD\_User16'. It displays a profile photo of a man with a beard, the username 'STD\_User16', and a list of account settings under 'Account'. These include 'Username and email' (username 'user16@shinwariLT127.onmicrosoft.com'), 'Aliases' (link to manage), 'Last sign-in' (link to view last 30 days), 'Sign-out' (link to sign out of all sessions), 'Alternate email address' (None provided, Add address link), 'Groups' (All Company Announcements, HR, HR\_Department1, Manage groups link), 'Roles' (Manager, None provided, link), and other account-related links like 'Reset password', 'Block sign-in', and 'Delete user'.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
Student ID: 101635231

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The screenshot displays two separate sessions of the Microsoft 365 Admin Center, both showing the "Manage contact information" page for different users.

**Screenshot 1 (Top):** This session shows the contact information for user `STD_User16`. The "Office" field is set to "Tec Solutions Inc.", "Office phone" is "4169854592", and "Street address" is "1475". The "City" is "Redmond" and "State or province" is "Wa". The "Zip or postal code" is "98052" and "Country or region" is "United States". A "Save changes" button is visible at the bottom.

| Field              | Value              |
|--------------------|--------------------|
| Office             | Tec Solutions Inc. |
| Office phone       | 4169854592         |
| Fax number         | (empty)            |
| Mobile phone       | (empty)            |
| Street address     | 1475               |
| City               | Redmond            |
| State or province  | Wa                 |
| Zip or postal code | 98052              |
| Country or region  | United States      |

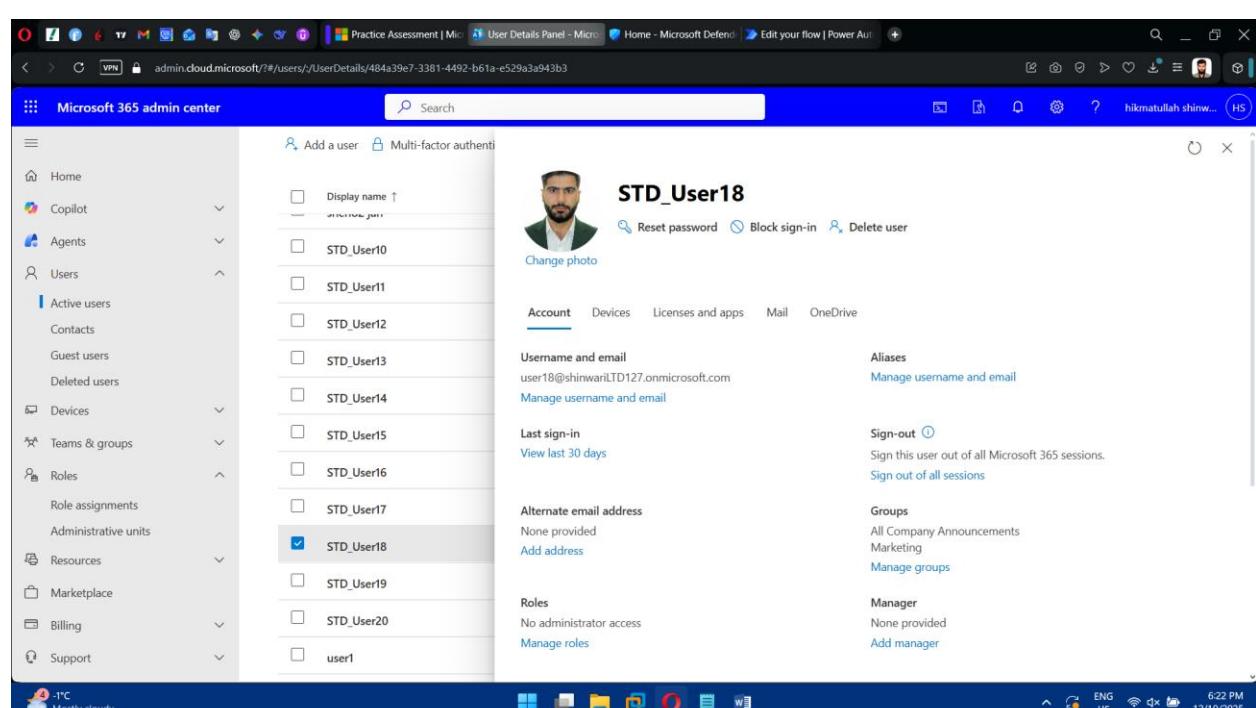
**Screenshot 2 (Bottom):** This session shows the contact information for user `STD_User17`. The "Last name" is "shinwari", "Display name" is "STD\_User17", "Job title" is "Exchange\_Administrator", and "Department" is "Marketing". The "Office" field is "Tech Solution Inc.", "Office phone" is "4169854592", and "Mobile phone" is "(empty)". A "Save changes" button is visible at the bottom.

| Field          | Value                  |
|----------------|------------------------|
| Last name      | shinwari               |
| Display name * | STD_User17             |
| Job title      | Exchange_Administrator |
| Department     | Marketing              |
| Office         | Tech Solution Inc.     |
| Office phone   | 4169854592             |
| Fax number     | (empty)                |
| Mobile phone   | (empty)                |

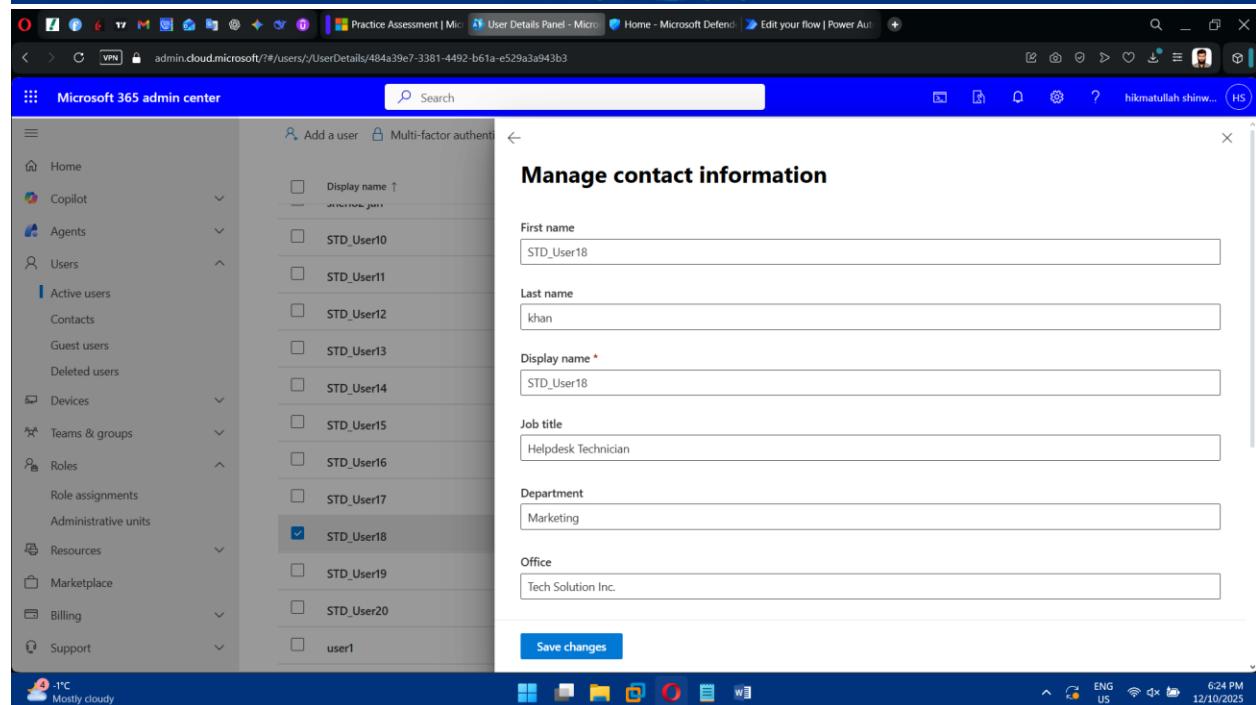
## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
Student ID: 101635231

Term: .....



The screenshot shows the Microsoft 365 Admin Center interface. On the left, the navigation menu is expanded, showing categories like Home, Copilot, Agents, Users (Active users selected), Contacts, Guest users, Deleted users, Devices, Teams & groups, Roles, Resources, Marketplace, Billing, and Support. In the center, the user details for 'STD\_User18' are displayed. The user's photo is shown, along with their name 'STD\_User18'. Below the photo are links for 'Reset password', 'Block sign-in', and 'Delete user'. A 'Change photo' button is also present. The main content area is divided into sections: 'Account', 'Devices', 'Licenses and apps', 'Mail', and 'OneDrive'. Under 'Account', the 'Username and email' section shows 'user18@shinwariLT127.onmicrosoft.com' and a link to 'Manage username and email'. The 'Aliases' section shows 'Manage username and email'. The 'Last sign-in' section shows 'View last 30 days'. The 'Sign-out' section has links to 'Sign out of all Microsoft 365 sessions' and 'Sign out of all sessions'. The 'Alternate email address' section shows 'None provided' and a link to 'Add address'. The 'Groups' section lists 'All Company Announcements' and 'Marketing' under 'Manage groups'. The 'Roles' section shows 'Manager' and 'None provided', with a link to 'Manage roles'. The bottom right corner of the screen shows the date and time as '12/10/2025 6:22 PM'.

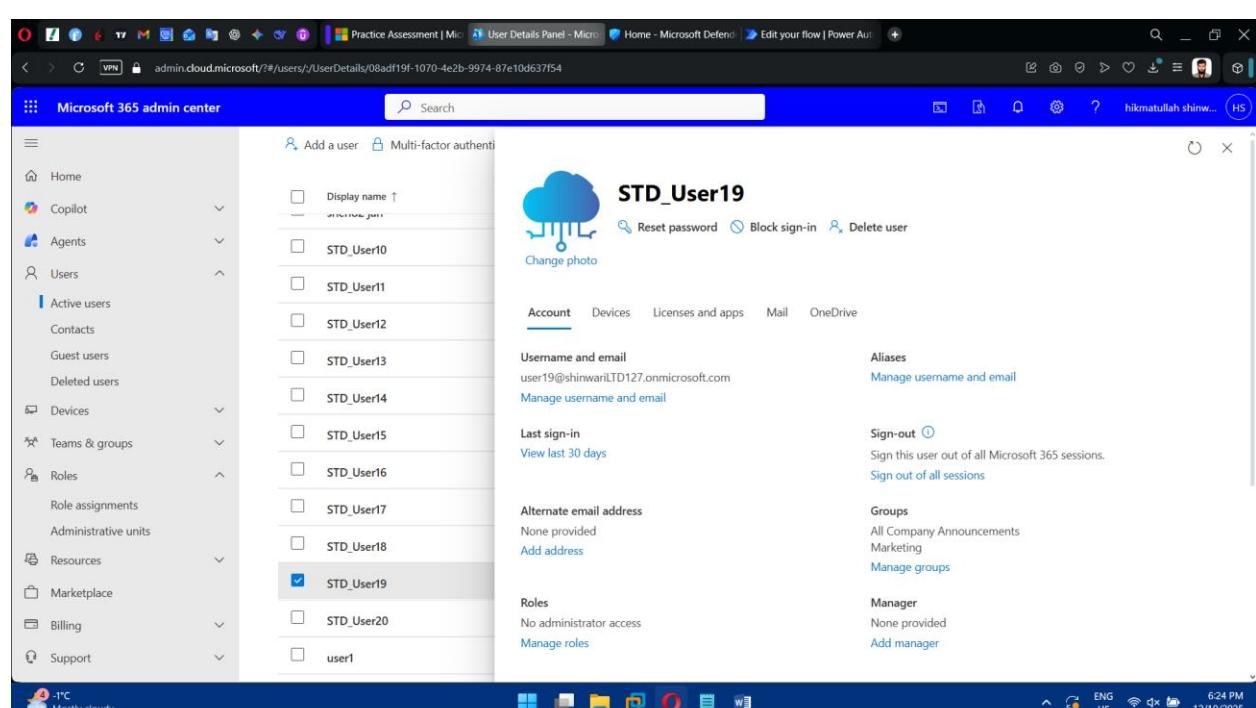
  


The screenshot shows the 'Manage contact information' form for 'STD\_User18'. The form fields are: First name (STD\_User18), Last name (khan), Display name \* (STD\_User18), Job title (Helpdesk Technician), Department (Marketing), and Office (Tech Solution Inc.). At the bottom of the form is a 'Save changes' button. The rest of the page is identical to the first screenshot, showing the Microsoft 365 Admin Center interface with the 'Users' category selected in the sidebar.

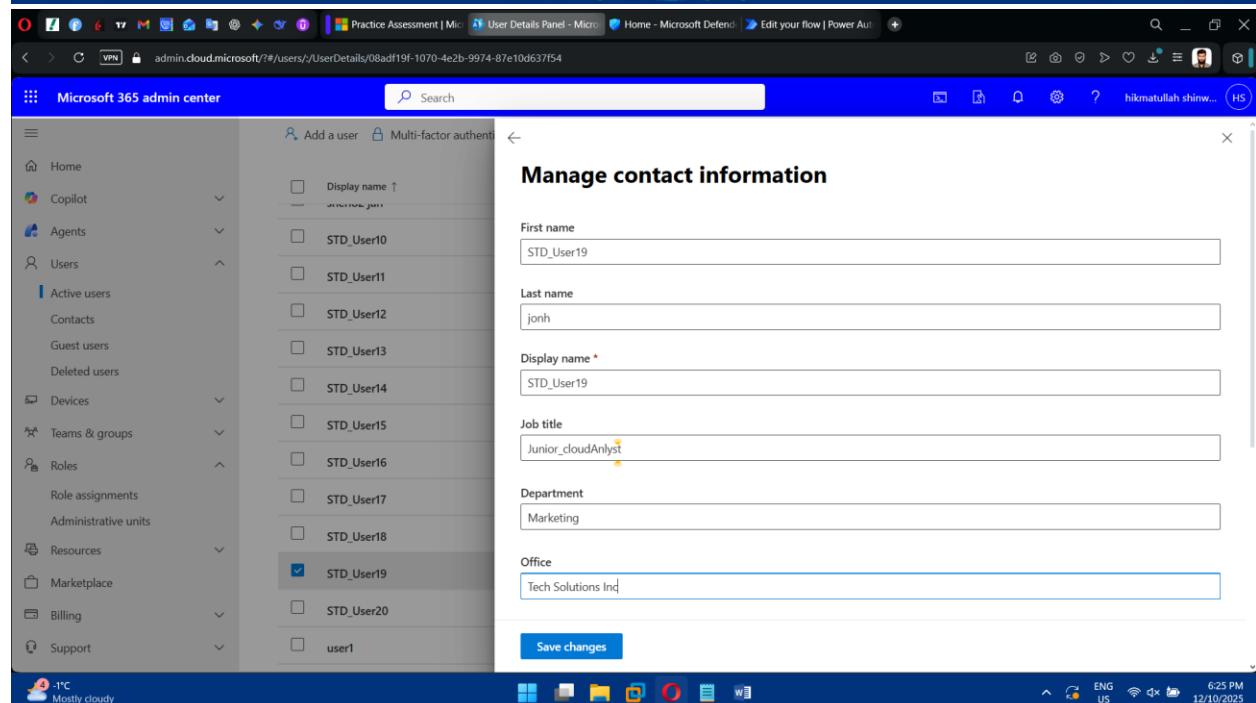
## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
Student ID: 101635231

Term: .....



The screenshot shows the Microsoft 365 Admin Center interface. On the left, the navigation menu includes Home, Copilot, Agents, Users (Active users selected), Contacts, Guest users, Deleted users, Devices, Teams & groups, Roles, Resources, Marketplace, Billing, and Support. The main content area displays user details for 'STD\_User19'. The user's display name is listed as 'STD\_User19'. Below the display name are options to 'Reset password', 'Block sign-in', and 'Delete user'. A 'Change photo' button is present. The user's account information includes: Username and email (user19@shinwariLT127.onmicrosoft.com), Aliases (Manage username and email), Last sign-in (View last 30 days), Sign-out (Sign this user out of all Microsoft 365 sessions, Sign out of all sessions), Alternate email address (None provided, Add address), Groups (All Company Announcements, Marketing, Manage groups), Roles (Manager, None provided, Add manager), and Licenses and apps, Mail, OneDrive tabs.

The screenshot shows the 'Manage contact information' dialog for 'STD\_User19'. The dialog fields are: First name (STD\_User19), Last name (jhon), Display name \* (STD\_User19), Job title (Junior\_cloudAnalyst), Department (Marketing), and Office (Tech Solutions Ind). A 'Save changes' button is at the bottom.

## Microsoft 365 Identity and Services – Enterprise Administration

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Student Name: Hikmatullah shinwari  
Student ID: 101635231

Term: .....

The screenshot shows the Microsoft 365 Admin Center interface. On the left, there's a navigation sidebar with various options like Home, Copilot, Agents, Users (Active users, Contacts, Guest users, Deleted users), Devices, Teams & groups, Roles, Resources, Marketplace, Billing, and Support. The main content area is titled 'STD\_User20' and displays user details. At the top, there are links for 'Add a user', 'Multi-factor authenti...', 'Display name ↑', and a list of users: STD\_User10, STD\_User11, STD\_User12, STD\_User13, STD\_User14, STD\_User15, STD\_User16, STD\_User17, STD\_User18, STD\_User19, STD\_User20 (which is selected and highlighted with a blue border), and user1. Below this, there are sections for 'Account', 'Devices', 'Licenses and apps', 'Mail', and 'OneDrive'. Under 'Account', there are fields for 'Username and email' (user20@shinwariLT0127.onmicrosoft.com) and 'Aliases' (Manage username and email). There are also sections for 'Last sign-in' (View last 30 days), 'Alternate email address' (None provided, Add address), 'Groups' (All Company Announcements, Marketing, Manage groups), and 'Roles' (Manager, None provided, Add manager). At the bottom of the page, there's a weather widget showing 'Mostly cloudy' with a temperature of '-1°C'.

### Create Office 365 Groups:

1. Create three Office 365 groups for different departments: IT, HR, and Marketing.
2. Add users to their respective groups.

## Microsoft 365 Identity and Services – Enterprise Administration

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Student ID: 101635231

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The screenshot shows the Microsoft 365 Admin Center interface. On the left, there's a sidebar with various icons. In the center, the main content area has a title 'Set up the basics'. To the left of the main content, there's a navigation tree with steps: Basics, Owners, Members, Settings, and Finish. Under 'Basics', 'Name' is set to 'IT' and 'Description' is 'This Group is for IT Department Employees Only'. At the bottom of the main area are 'Next' and 'Cancel' buttons. The top of the screen shows the URL 'admin.cloud.microsoft.com/#/addgroupwizard/M365Group' and the Microsoft 365 logo.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
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The screenshot shows the Microsoft 365 Admin Center interface. A navigation bar at the top includes links for Home, Active teams and groups, Add a Microsoft 365 group, and other administrative tools. The main content area displays a wizard titled 'Add a Microsoft 365 group'. The current step is 'Basics'. On the left, a vertical navigation pane lists steps: Basics (checked), Owners, Members, Settings, and Finish. The right pane shows group details:

- Group type:** Microsoft 365
- Basics:**
  - Name: IT
  - Description: This Group is for IT Department Employees Only
- Owners:** hikmatullah shinwari, khan G
- Members:** STD\_User10, STD\_User11, STD\_User12
- Settings:**
  - Email: IT\_Department@shinwariLTD127.onmicrosoft.com
  - Sensitivity: None
  - Privacy: Public
  - Role assignment: Disabled
  - Add Microsoft Teams: Yes

At the bottom of the wizard are 'Back' and 'Create group' buttons.

The screenshot shows the 'Set up the basics' step of the wizard. The left sidebar shows the same navigation steps: Basics, Owners, Members, Settings, and Finish. The right pane contains the following information:

**Set up the basics**

A Microsoft 365 group helps people collaborate. It includes an email address for contacting everyone in the group, and a SharePoint site for publishing information. To get started, fill out some basic info about the group you'd like to create.

**Name \***  
HR

**Description**  
This Group is Only for HR Department Employees

At the bottom are 'Next' and 'Cancel' buttons.

## Microsoft 365 Identity and Services – Enterprise Administration

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The screenshot shows the Microsoft 365 Admin Center interface. A navigation pane on the left lists various administrative tasks. The main content area is titled "Add a Microsoft 365 group". On the left, a vertical flowchart shows the steps: Basics (checked), Owners (checked), Members (checked), Settings (checked), and Finish (unchecked). The "Basics" section is expanded, showing the group name "HR" and a description "This Group is Only for HR Department Employees". The "Owners" section shows "hikmatullah shinwari, khan G". The "Members" section lists "STD\_User13, STD\_User14, STD\_User15, STD\_User16". The "Settings" section includes an email address "HR\_Department@shinwariTD127.onmicrosoft.com", sensitivity "None", privacy "Public", role assignment "Disabled", and "Add Microsoft Teams: Yes". At the bottom are "Back" and "Create group" buttons.

**Set up the basics**

A Microsoft 365 group helps people collaborate. It includes an email address for contacting everyone in the group, and a SharePoint site for publishing information. To get started, fill out some basic info about the group you'd like to create.

**Name \***  
Marketing

**Description**  
This Group is only for Marketing Department Employees

Next Cancel

## Microsoft 365 Identity and Services – Enterprise Administration

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Student Name: Hikmatullah shinwari  
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Group type: Microsoft 365

**Basics**  
Name: Marketing  
Description: This Group is only for Marketing Department Employees

**Owners**  
hikmatullah shinwari, khan G

**Members**  
STD\_User17, STD\_User18, STD\_User19, STD\_User20

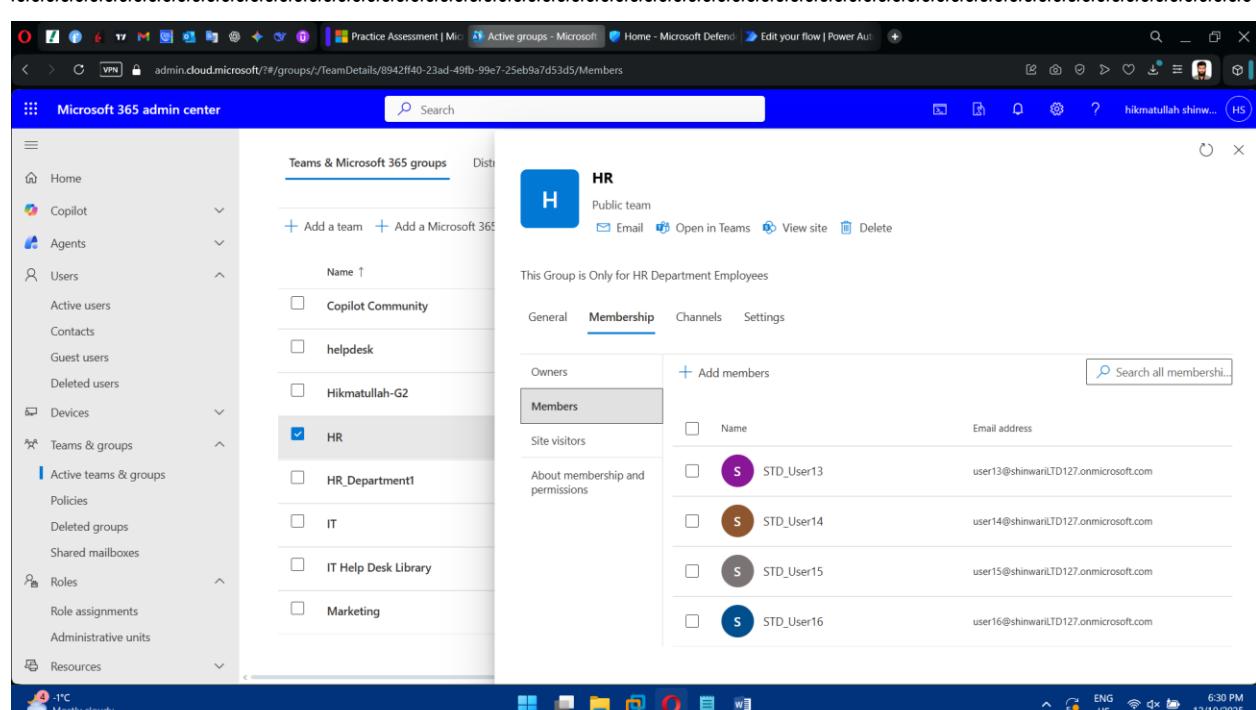
**Settings**  
Email: Marketing\_Department@shinwariLTD127.onmicrosoft.com  
Sensitivity: None  
Privacy: Public  
Role assignment: Disabled  
Add Microsoft Teams: Yes

Back Create group Cancel

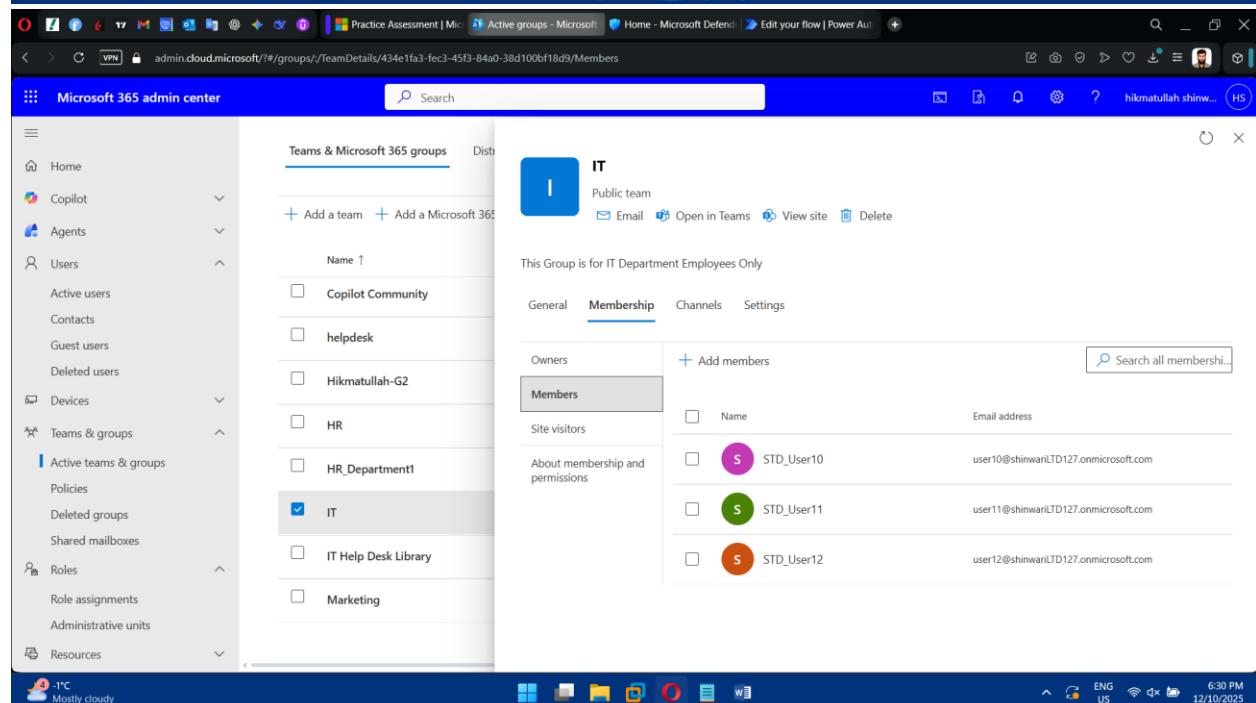
## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
Student ID: 101635231

Term: .....



The screenshot shows the Microsoft 365 Admin Center interface. On the left, the navigation menu is visible with sections like Home, Copilot, Agents, Users, Devices, Teams & groups, Roles, and Resources. Under 'Teams & Microsoft 365 groups', the 'HR' team is selected. The main content area displays the 'HR' team details, which is a public team for HR Department Employees. The 'Membership' tab is selected, showing a list of members. There are 16 members listed, all of whom are site visitors. The members are: STD\_User13, STD\_User14, STD\_User15, STD\_User16, STD\_User10, STD\_User11, and STD\_User12. Each member has a unique profile picture and an email address listed.

The second screenshot shows the Microsoft 365 Admin Center interface, similar to the first one. The navigation menu is identical. In the 'Teams & Microsoft 365 groups' section, the 'IT' team is selected. The 'Membership' tab is selected, showing a list of members. There are 7 members listed, all of whom are site visitors. The members are: STD\_User10, STD\_User11, and STD\_User12. Each member has a unique profile picture and an email address listed.

## Microsoft 365 Identity and Services – Enterprise Administration

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The screenshot shows the Microsoft 365 Admin Center interface. On the left, the navigation menu is expanded, showing sections like Home, Copilot, Agents, Users, Teams & groups, Devices, Roles, and Resources. Under 'Teams & groups', 'Active teams & groups' is selected, showing a list of teams: Copilot Community, helpdesk, Hikmatullah-G2, HR, HR\_Department1, IT, IT Help Desk Library, and Marketing. The 'Marketing' team is currently selected, indicated by a blue background. The main content area displays the 'Marketing' team details, which is a public team. It shows the team name, a brief description ('This Group is only for Marketing Department Employees'), and tabs for General, Membership, Channels, and Settings. The 'Membership' tab is active, showing the 'Members' section. It lists five members: STD\_User17, STD\_User18, STD\_User19, and STD\_User20, each with their email address. There is also a placeholder for adding new members.

## Microsoft 365 Identity and Services – Enterprise Administration

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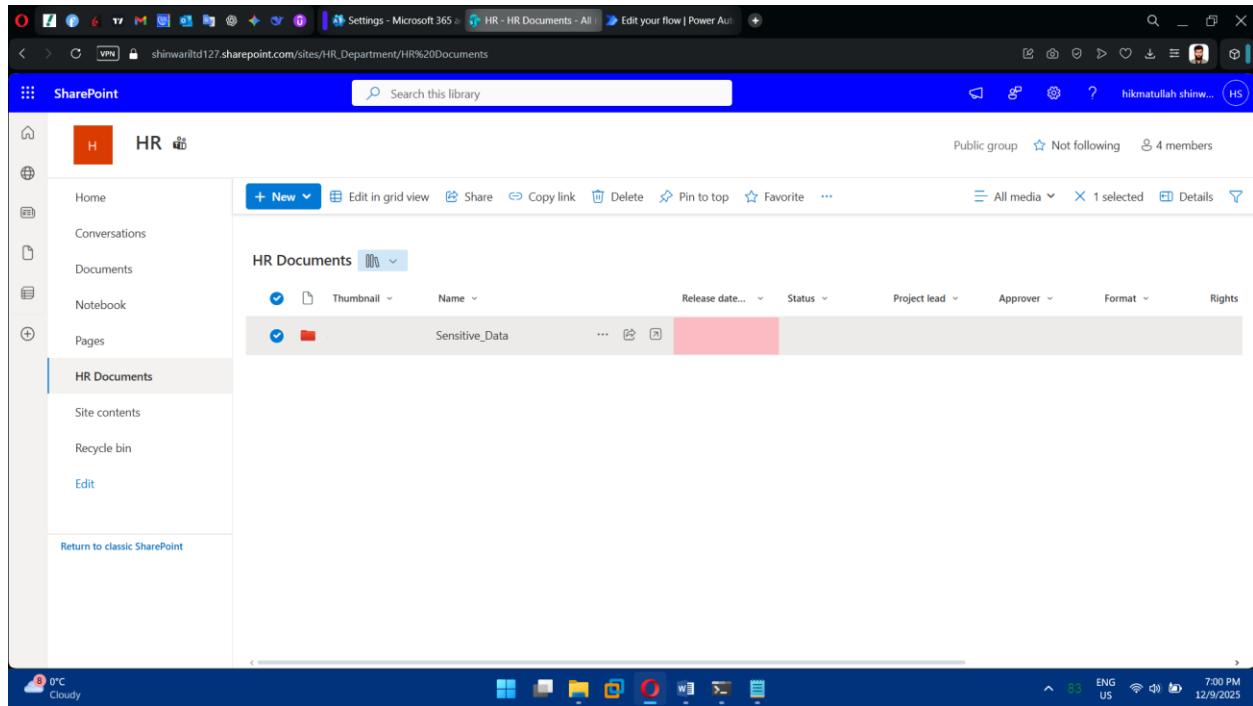
Student Name: Hikmatullah shinwari  
Student ID: 101635231

Term: .....

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### Configure User Permissions:

- Assign specific permissions to the HR group to access sensitive HR documents in SharePoint.



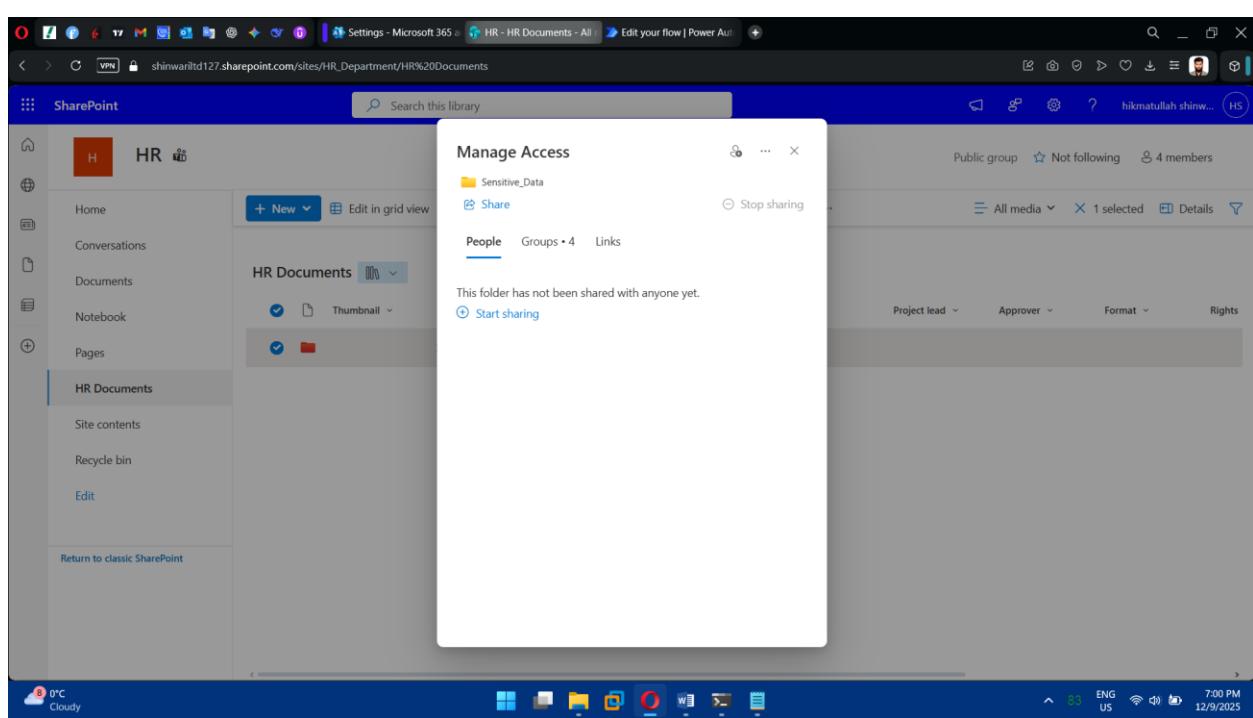
The screenshot shows a Microsoft SharePoint library titled "HR - HR Documents - All". The library contains one item named "Sensitive\_Data". The left navigation bar shows "HR Documents" is selected. The top ribbon has "New", "Edit in grid view", "Share", "Copy link", "Delete", "Pin to top", "Favorite", and "...". The right side shows "Public group", "Not following", "4 members", and filter options for "All media", "1 selected", "Details", "Thumbnail", "Name", "Release date...", "Status", "Project lead", "Approver", "Format", and "Rights". The bottom status bar shows "0°C Cloudy", "ENG US", "7:00 PM", and the date "12/9/2025".

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Term: .....



## Microsoft 365 Identity and Services – Enterprise Administration

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Term: .....

The screenshot shows two views of the SharePoint Permissions page for a folder.

**Top View (Inheritance Enabled):**

- Permissions Tab:** Shows "Manage Parent", "Stop Inheriting Permissions", and "Check Permissions".
- Message Bar:** "shinwariitd127.sharepoint.com says You are about to create unique permissions for this folder."
- Warning Bar:** "⚠ This folder inherits permissions from its parent. (HR)"
- Permissions Table:**

| Name        | Type             | Permission Levels |
|-------------|------------------|-------------------|
| HR Members  | SharePoint Group | Edit              |
| HR Owners   | SharePoint Group | Full Control      |
| HR Visitors | SharePoint Group | Read              |

**Bottom View (Unique Permissions Enabled):**

- Permissions Tab:** Shows "Delete unique permissions", "Grant Permissions", "Edit User Permissions", "Remove User Permissions", and "Check Permissions".
- Message Bar:** "shinwariitd127.sharepoint.com says You are about to create unique permissions for this folder."
- Warning Bar:** "⚠ This folder has unique permissions."
- Permissions Table:**

| Name        | Type             | Permission Levels |
|-------------|------------------|-------------------|
| HR Members  | SharePoint Group | Edit              |
| HR Owners   | SharePoint Group | Full Control      |
| HR Visitors | SharePoint Group | Read              |

## Microsoft 365 Identity and Services – Enterprise Administration

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Term: .....

The screenshot shows two views of a SharePoint site's permissions page. The top view displays a list of items with a note about unique permissions. The bottom view shows a 'Share' dialog box for a folder named 'General'.

**Top View (Permissions Page):**

- BROWSE tab is selected.
- PERMISSIONS tab is selected.
- Action buttons: Delete unique permissions, Grant Permissions, Edit User Permissions, Remove User Permissions, Check Permissions.
- Inheritance: Grant, Modify.
- Items listed:
  - Home: This folder has unique permissions.
  - Conversations: There are no items to show in this view.
  - Documents: This item has one or more sharing links that grant access to the item. (manage links)
  - Notebook
  - Pages
  - HR Documents
  - Site contents
  - Recycle Bin
- EDIT LINKS button.

**Bottom View (Share Dialog):**

- Share 'General' and its contents.
- Shared with: HR Owners.
- Invite people: HR\_Owners x
- Get a link
- Shared with
- 1 group will be invited. (That's about 2 people.) Show
- Include a personal message with this invitation (Optional).
- Share everything in this folder, even items with unique permissions. (checked)
- HIDE OPTIONS
- Send an email invitation (checked)
- Select a permission level: Full Control
- Share and Cancel buttons.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
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Term: .....

The screenshot shows the SharePoint Permissions interface for a folder named 'General'. The 'PERMISSIONS' tab is selected. A sharing dialog box is open, prompting to share the folder with 'HR Members'. The dialog includes fields for an optional message, checkboxes for sharing everything and sending an email invitation, and a permission level dropdown set to 'Read'. Below the dialog, the SharePoint permissions list is displayed, showing two entries: 'HR Members' (SharePoint Group, Read permission) and 'HR Owners' (SharePoint Group, Full Control). The SharePoint ribbon at the top has 'PERMISSIONS' selected. The taskbar at the bottom shows system icons and the date/time.

## Microsoft 365 Identity and Services – Enterprise Administration

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Term: .....

The screenshot shows a SharePoint permissions page for a folder. At the top, there are tabs for 'BROWSE' and 'PERMISSIONS'. Under 'PERMISSIONS', there are several buttons: 'Delete unique permission', 'Grant Permissions', 'Edit User Permissions', 'Remove User Permissions', 'Check Permissions', and 'Inheritance'. A yellow warning bar at the top states: '⚠ This folder has unique permissions.' Below this, a table lists permissions:

| Type             | Permission Levels |
|------------------|-------------------|
| SharePoint Group | Read              |
| SharePoint Group | Full Control      |

On the left sidebar, there are links for Home, Conversations, Documents, Notebook, Pages, HR Documents, Site contents, and Recycle Bin. At the bottom, there is a link for 'EDIT LINKS'. The status bar at the bottom shows system information: 'Freezing drizzle... In effect', battery level (75%), ENG US, and the date/time 12/9/2025.

- Ensure the Marketing group has permission to create and manage Microsoft Teams.

## Microsoft 365 Identity and Services – Enterprise Administration

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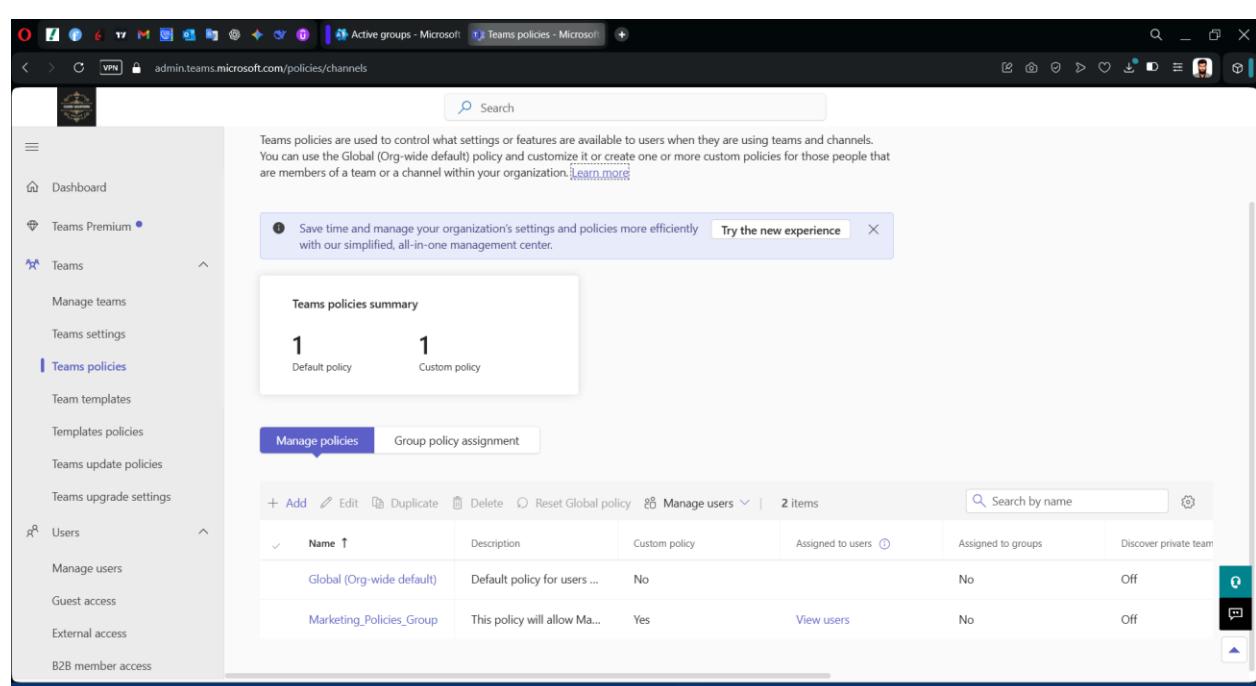
Term: .....

The screenshot shows the Microsoft Teams Policies - Channels page. On the left, there's a sidebar with various navigation options like Dashboard, Teams Premium, Teams, Users, Teams devices, Teams apps, Meetings, Messaging, Voice, Teams client health, Locations, Frontline management, and Enhanced encryption. The main area displays a summary: 1 Default policy and 1 Custom policy. A modal window titled 'Teams policy' is open, showing a 'Marketing\_Policies\_Group' entry. The policy details include a description: 'This policy will allow Marketing group to create and manage Microsoft Teams'. It lists several settings with toggle switches: 'Discover private teams' (Off), 'Create private channels' (On), 'Create shared channels' (On), 'Invite external users to shared channels' (On), and 'Join external shared channels' (On). At the bottom of the modal are 'Apply' and 'Cancel' buttons. The status bar at the bottom shows weather information (-5°C, Mostly sunny), system icons, and the date/time (12/8/2025, 2:35 PM).

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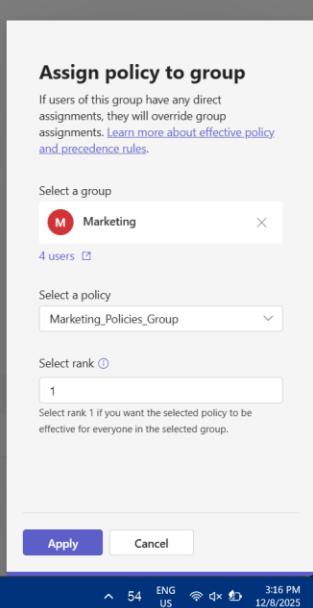


Teams policies are used to control what settings or features are available to users when they are using teams and channels. You can use the Global (Org-wide default) policy and customize it or create one or more custom policies for those people that are members of a team or a channel within your organization. [Learn more](#)

1 Default policy    1 Custom policy

**Manage policies**    Group policy assignment

| Name ↑                    | Description                  | Custom policy | Assigned to users | Assigned to groups | Discover private team |
|---------------------------|------------------------------|---------------|-------------------|--------------------|-----------------------|
| Global (Org-wide default) | Default policy for users ... | No            | No                | Off                |                       |
| Marketing_Policies_Group  | This policy will allow Ma... | Yes           | View users        | No                 | Off                   |

**Assign policy to group**

If users of this group have any direct assignments, they will override group assignments. [Learn more about effective policy and precedence rules](#).

Select a group

M Marketing

4 users

Select a policy

Marketing\_Policies\_Group

Select rank

1

Select rank 1 if you want the selected policy to be effective for everyone in the selected group.

Apply    Cancel

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
Student ID: 101635231

Term: .....

### Task 2: Implementing Security Measures

#### 1. Set Up and Configure Microsoft Defender for Office 365:

- o Access the MS Defender and navigate to Secure Score.

The screenshot shows the Microsoft Defender for Office 365 interface. On the left, there's a navigation sidebar with options like Home, Exposure management, Initiatives, Recommendations, Vulnerability management, Attack surface, Secure score (which is selected), Data connectors, Investigation & response, Threat intelligence, Assets, Microsoft Sentinel, and Identities. The main area has a dark background. It features a large circular progress bar at the top center with the text "40.69%". Below it is a section titled "Breakdown by workload" with three horizontal bars: "Identity" (31.35%), "Data" (77.78%), and "Apps" (42.08%). A legend indicates that blue represents "Points achieved" and grey represents "Opportunity". At the bottom of this section is a button labeled "View Microsoft Secure Score". To the right, there's a "Cloud Secure score (Risk based)" section with a sub-section for "Cloud posture management experiences in the Defender portal". It includes a "Learn more" button and a small cloud icon. The status bar at the bottom shows the date as 12/8/2025, the time as 4:14 PM, and the system language as ENG US.

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Term: .....



## Microsoft 365 Identity and Services – Enterprise Administration

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Term: .....

- Ensure that Safe Links and Safe Attachments have been enabled for all users.

The screenshot shows the 'Name your policy' step of the Microsoft Defender Threat policies wizard. On the left, a sidebar lists steps: 'Name your policy' (selected), 'Users and domains', 'URL & click protection settings', 'Notification', and 'Review'. The main area has a title 'Name your policy' and instructions 'Add a name and description for your safe links policy.' A 'Name' field contains 'Safe\_links' and a 'Description' field contains 'this policy will safe links and attachments'. At the bottom are 'Next' and 'Cancel' buttons.

The screenshot shows the 'Users and domains' step of the wizard. The sidebar shows 'Name your policy' (selected) and 'Users and domains' (selected). The main area has a title 'Users and domains' and instructions 'Add users, groups and domains to include or exclude in this policy.' It includes sections for 'Include these users, groups and domains' (listing users: STD\_User10, STD\_User12, STD\_User11, STD\_User13, STD\_User14, STD\_User15, STD\_User16, STD\_User17, STD\_User18, STD\_User19, STD\_User20), 'And' (empty), 'Groups' (empty), 'And' (empty), and 'Domains' (empty). A checkbox 'Exclude these users, groups and domains' is at the bottom. At the bottom are 'Back', 'Next', and 'Cancel' buttons.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
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Term: .....

The screenshot shows the Microsoft Defender Threat Policies interface for creating a new safe links policy. The process is a wizard with the following steps completed:

- Name your policy
- Users and domains
- URL & click protection settings** (selected)
- Notification
- Review

**URL & click protection settings**

Configure your Safe Links URL and click protection settings for this policy. For more information, see [Safe Links in Microsoft Defender for Office 365](#).

**Email**

On: Safe Links checks a list of known, malicious links when users click links in email. URLs are rewritten by default.

Apply Safe Links to email messages sent within the organization

Apply real-time URL scanning for suspicious links and links that point to files

Wait for URL scanning to complete before delivering the message

Do not rewrite URLs, do checks via Safe Links API only.

**Do not rewrite the following URLs in email (0)**  
[Manage 0 URLs](#)

**Teams**

On: Safe Links checks a list of known, malicious links when users click links in Microsoft Teams. URLs are not rewritten.

**Back** **Next** **Cancel**

**Review**

**Policy name**  
Safe\_Jinks  
[Edit policy name](#)

**Description**  
this policy will safe links and attachments  
[Edit description](#)

**Users and domains**

**Included users**

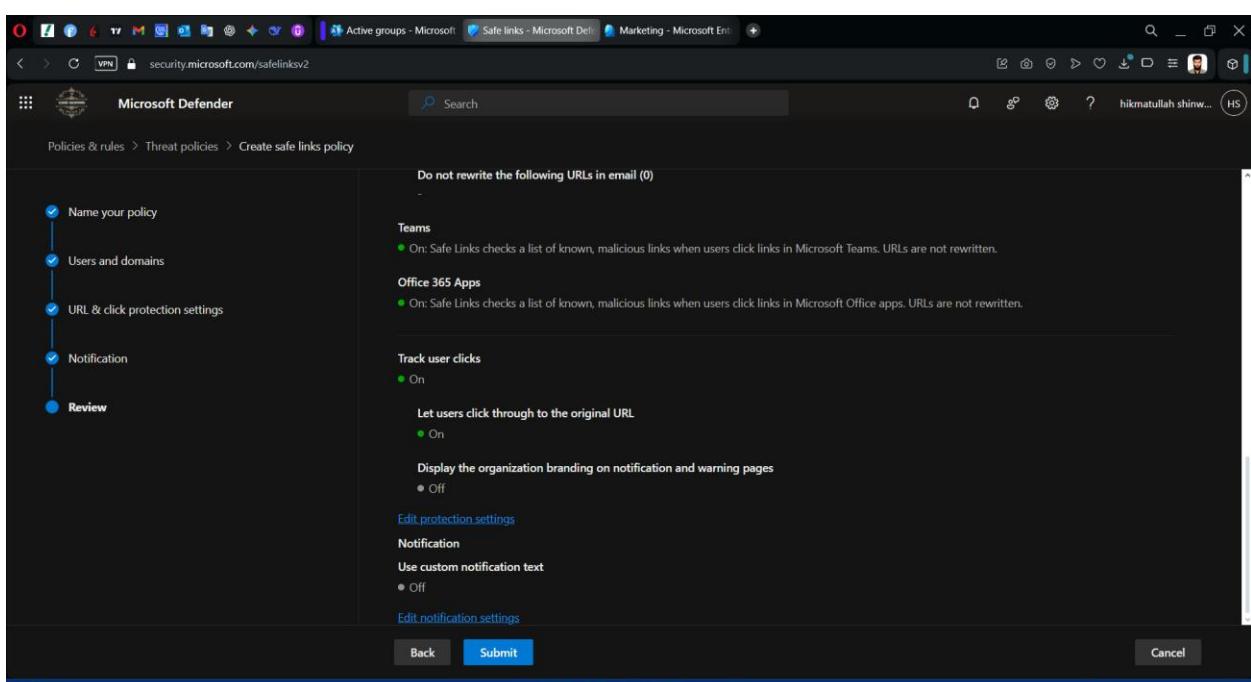
user10@shinwariID127.onmicrosoft.com  
user12@shinwariID127.onmicrosoft.com  
user11@shinwariID127.onmicrosoft.com  
user13@shinwariID127.onmicrosoft.com  
user14@shinwariID127.onmicrosoft.com  
user15@shinwariID127.onmicrosoft.com  
user16@shinwariID127.onmicrosoft.com  
user17@shinwariID127.onmicrosoft.com  
user18@shinwariID127.onmicrosoft.com  
user19@shinwariID127.onmicrosoft.com  
user20@shinwariID127.onmicrosoft.com

**Back** **Submit** **Cancel**

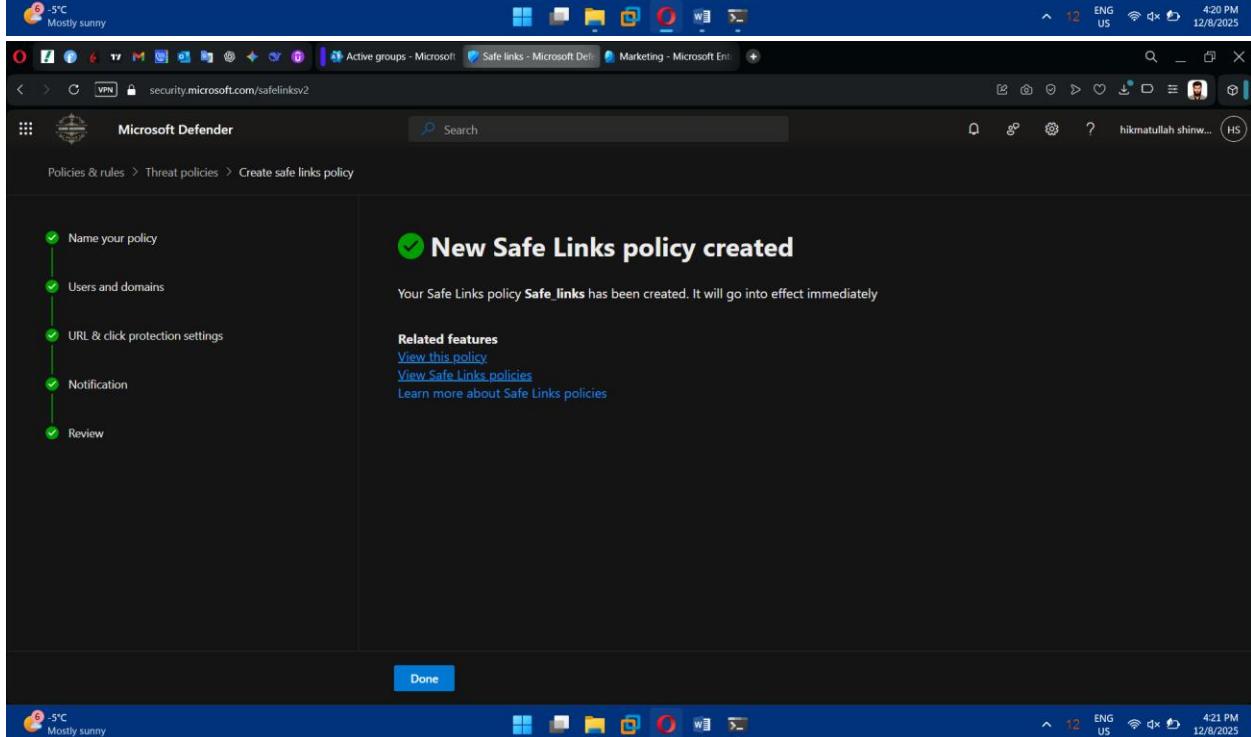
## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
Student ID: 101635231

Term: .....



The screenshot shows the Microsoft Defender Safe Links policy creation interface. On the left, a vertical navigation pane lists steps: Name your policy, Users and domains, URL & click protection settings, Notification, and Review. The 'Review' step is currently selected. The main panel contains configuration sections for Teams and Office 365 Apps, both set to 'On'. It also includes options for tracking user clicks ('On'), letting users click through to the original URL ('On'), and displaying organization branding on notification and warning pages ('Off'). Buttons for 'Edit protection settings' and 'Edit notification settings' are present. At the bottom are 'Back', 'Submit', and 'Cancel' buttons.

The screenshot shows the Microsoft Defender Safe Links policy creation interface after a policy has been created. The left sidebar shows the completed steps. The main panel displays a success message: 'New Safe Links policy created'. It states that the policy 'Safe\_links' has been created and will go into effect immediately. It also lists related features: 'View this policy', 'View Safe Links policies', and 'Learn more about Safe Links policies'. A 'Done' button is at the bottom.

## Microsoft 365 Identity and Services – Enterprise Administration

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Student Name: Hikmatullah shinwari  
Student ID: 101635231

Term: .....

The screenshot shows the Microsoft Defender interface for managing threat policies. The left sidebar lists categories like Microsoft Defender, Endpoints, Email & collaboration, Cloud apps, and Cloud security. The main content area is titled 'Safe links' and displays a table of existing policies:

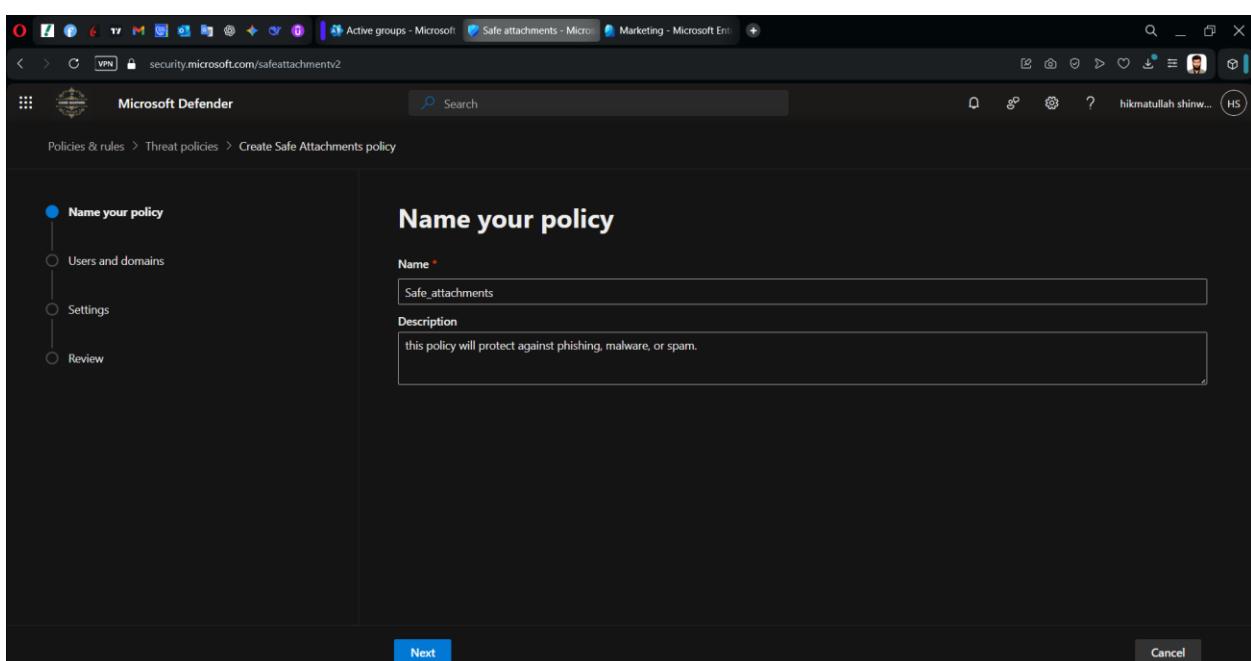
| Name                            | Status | Priority |
|---------------------------------|--------|----------|
| Safe.links                      | On     | 0        |
| Built-in protection (Microsoft) | On     | Lowest   |

Below the table are buttons for 'Create', 'Export', 'Refresh', and 'Reports'. A note at the top encourages enabling preset security policies. The bottom of the screen shows the Windows taskbar with various pinned icons and system status.

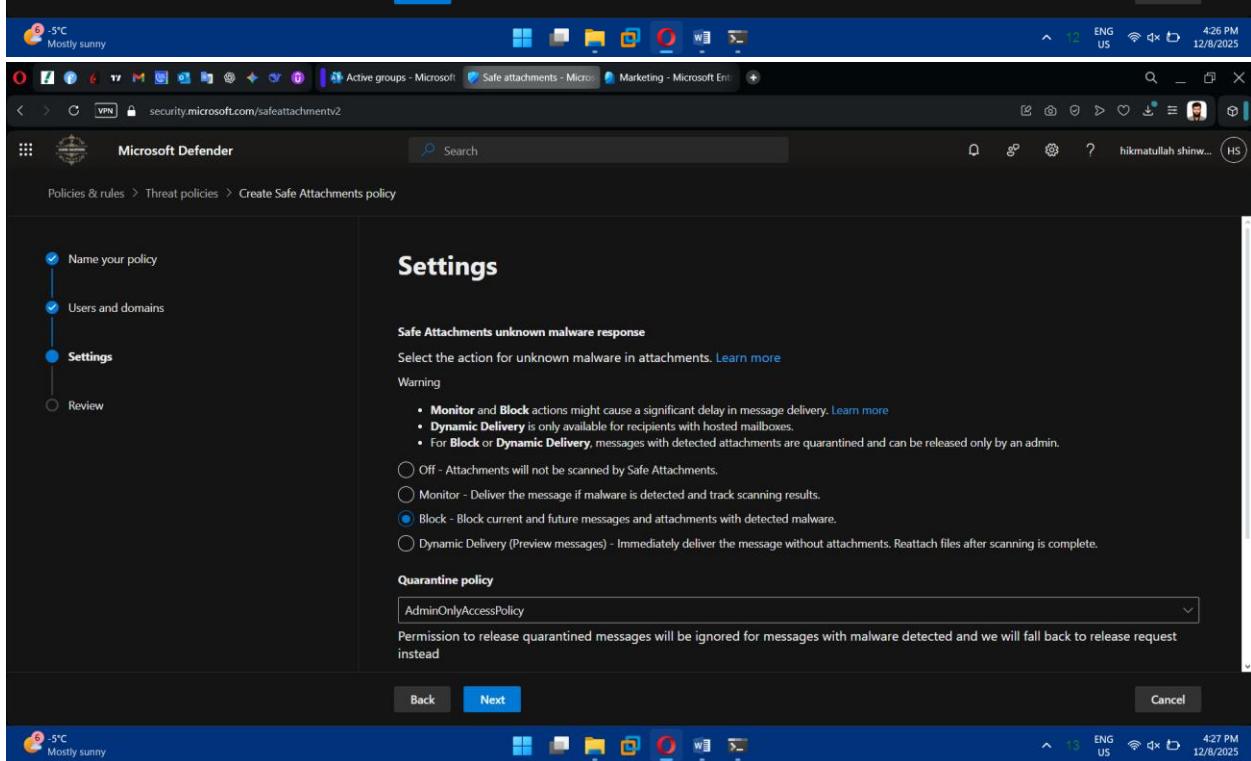
## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
Student ID: 101635231

Term: .....



The screenshot shows the 'Name your policy' step of creating a threat policy. On the left, a navigation pane lists steps: 'Name your policy' (selected), 'Users and domains', 'Settings', and 'Review'. The main area is titled 'Name your policy' with fields for 'Name' (Safe\_attachments) and 'Description' (this policy will protect against phishing, malware, or spam). A 'Next' button is at the bottom.

The screenshot shows the 'Settings' step of creating a threat policy. The left navigation pane shows 'Name your policy' (selected), 'Users and domains', 'Settings' (selected), and 'Review'. The main area is titled 'Settings' and includes sections for 'Safe Attachments unknown malware response' (warning about monitor and block actions), 'Quarantine policy' (set to AdminOnlyAccessPolicy), and a note about releasing quarantined messages. A 'Next' button is at the bottom.

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The screenshot shows two Microsoft Defender interface windows. The top window is titled 'Create Safe Attachments policy' under 'Threat policies'. It has a progress bar with steps: 'Name your policy' (completed), 'Users and domains' (in progress), 'Settings' (in progress), and 'Review' (not yet started). The 'Included users' section lists 20 users from 'user10@shinwariID127.onmicrosoft.com' to 'user20@shinwariID127.onmicrosoft.com'. The 'Settings' section shows 'Safe Attachments detection response' set to 'Block'. The bottom window shows the 'Safe attachments' list under 'Threat policies'. It displays two items: 'Safe\_attachments' (Status: On, Priority: 0) and 'Built-in protection (Microsoft)' (Status: On, Priority: Lowest). Both items have green status indicators.

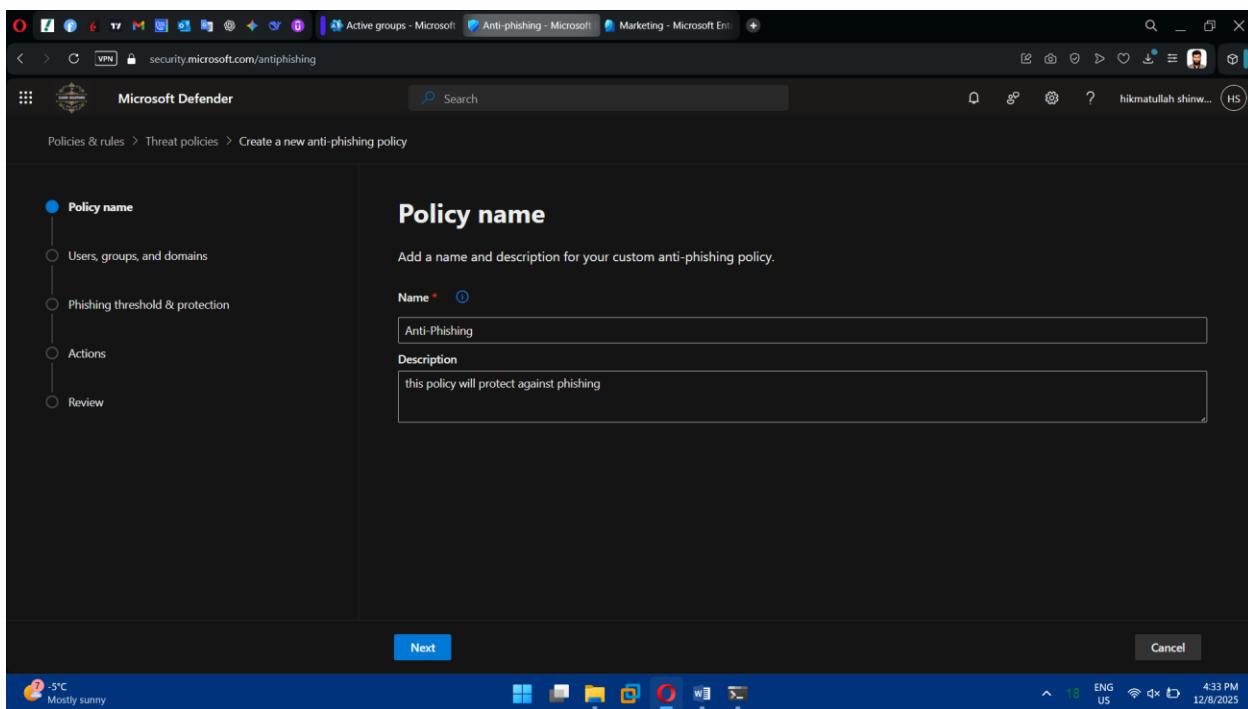
## Microsoft 365 Identity and Services – Enterprise Administration

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Student ID: 101635231

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- 
- Navigate to Policies and rules, then configure at least one policy to protect against phishing, malware, or spam.



The screenshot shows the Microsoft Defender Threat policies interface. The user is in the process of creating a new anti-phishing policy. The left sidebar lists steps: Policy name (selected), Users, groups, and domains, Phishing threshold & protection, Actions, and Review. The main area is titled "Policy name" and contains fields for "Name" (Anti-Phishing) and "Description" (this policy will protect against phishing). At the bottom are "Next" and "Cancel" buttons.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
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The screenshot shows two stacked windows of the Microsoft Defender Threat policies interface.

**Top Window (Step 2: Users, groups, and domains):**

- Policy name:** STD\_AntiPhishing
- Users, groups, and domains:** Selected
- Phishing threshold & protection:** Not selected
- Actions:** Not selected
- Review:** Not selected

**Configuration:**

- Include these users, groups and domains \***
- Users:** STD\_User10, STD\_User11, STD\_User12, STD\_User13, STD\_User14, STD\_User15, STD\_User16, STD\_User17, STD\_User18, STD\_User19, STD\_User20
- Groups:** Marketing, HR, IT
- Domains:** (empty)
- Exclude these users, groups and domains:** (unchecked)

**Buttons:** Back, Next, Cancel

**Bottom Window (Step 3: Actions):**

- Policy name:** STD\_AntiPhishing
- Users, groups, and domains:** Selected
- Phishing threshold & protection:** Not selected
- Actions:** Selected
- Review:** Not selected

**Action Configuration:**

- Don't apply any action:** (selected)
- Honor DMARC record policy when the message is detected as spoof:** Checked
- If the message is detected as spoof and DMARC Policy is set as p=quarantine:** Quarantine the message
- If the message is detected as spoof and DMARC Policy is set as p=reject:** Reject the message
- Reject the message so it won't be delivered:** (disabled)
- If the message is detected as spoof by spoof intelligence:** Move the message to the recipients' Junk Email folders
- Move the message to the recipients' Junk Email folders:** (disabled)
- Safety tips & indicators:**

  - Show first contact safety tip (Recommended) (unchecked)
  - Show (?) for unauthenticated senders for spoof (checked)
  - Show "via" tag (checked)

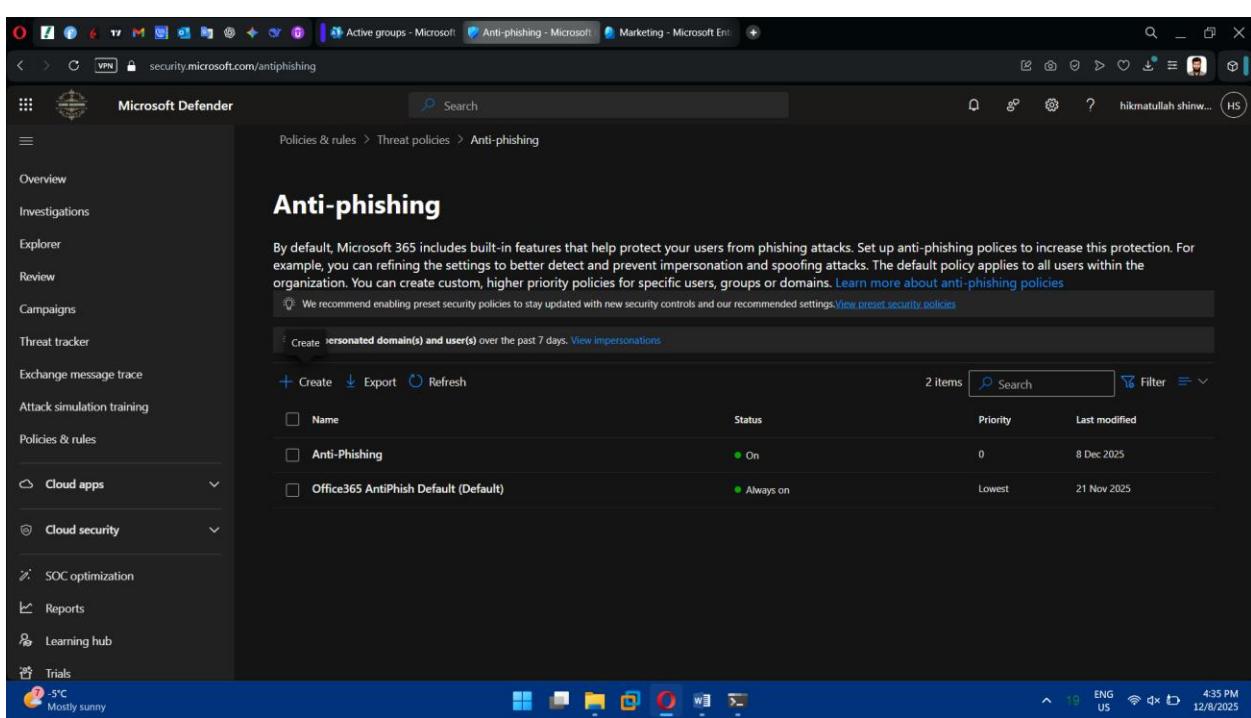
**Buttons:** Back, Next, Cancel

## Microsoft 365 Identity and Services – Enterprise Administration

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Student Name: Hikmatullah shinwari  
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The screenshot shows the Microsoft Defender interface for managing threat policies. The left sidebar has sections like Overview, Investigations, Explorer, Review, Campaigns, Threat tracker, Exchange message trace, Attack simulation training, Policies & rules, Cloud apps, Cloud security, SOC optimization, Reports, Learning hub, and Trials. The main content area is titled "Anti-phishing" and displays a list of policies. At the top of the list is "Anti-Phishing" (Status: On, Priority: 0, Last modified: 8 Dec 2025). Below it is "Office365 AntiPhish Default (Default)" (Status: Always on, Priority: Lowest, Last modified: 21 Nov 2025). There are buttons for Create, Export, and Refresh, and a search bar at the top right of the list.

| Name                                  | Status    | Priority | Last modified |
|---------------------------------------|-----------|----------|---------------|
| Anti-Phishing                         | On        | 0        | 8 Dec 2025    |
| Office365 AntiPhish Default (Default) | Always on | Lowest   | 21 Nov 2025   |

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
Student ID: 101635231

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The screenshot shows the Microsoft Defender Threat policies creation process. It consists of two main windows side-by-side.

**Left Window (Step 1: Name your policy):**

- Header: Microsoft Defender
- Breadcrumb: Policies & rules > Threat policies > Create a new anti-malware policy
- Left sidebar: Step 1 (Name your policy) is selected, followed by Users and domains, Protection settings, and Review.
- Main area: **Name:** anti-malware-policy  
**Description:** this policy will protect against malware attacks
- Buttons: Next, Cancel

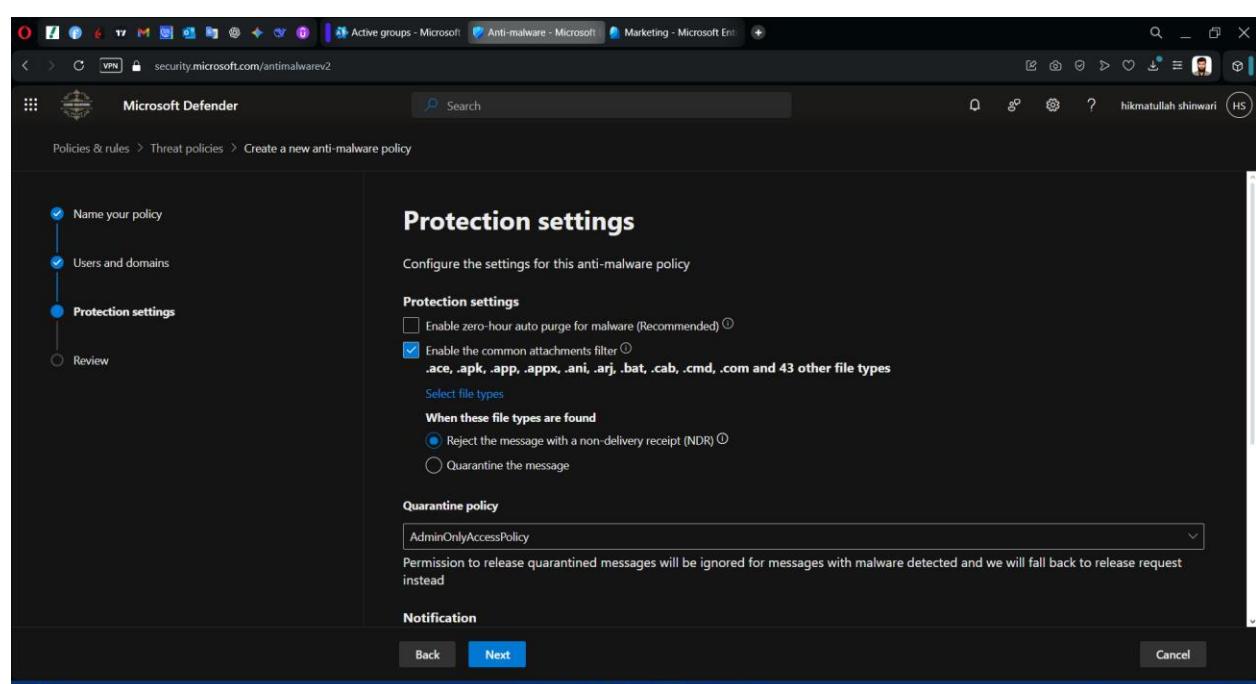
**Right Window (Step 2: Users and domains):**

- Header: Microsoft Defender
- Breadcrumb: Policies & rules > Threat policies > Create a new anti-malware policy
- Left sidebar: Step 1 (Name your policy) is checked, Step 2 (Users and domains) is selected, followed by Protection settings and Review.
- Main area:
  - Include these users, groups and domains \***  
Users: STD\_User10, STD\_User11, STD\_User12, STD\_User13, STD\_User14, STD\_User15, STD\_User16, STD\_User17, STD\_User18, STD\_User19, STD\_User20
  - And**  
Groups: IT, HR, Marketing
  - And**  
Domains: (empty)
  - Exclude these users, groups and domains
- Buttons: Back, Next, Cancel

# Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
Student ID: 101635231

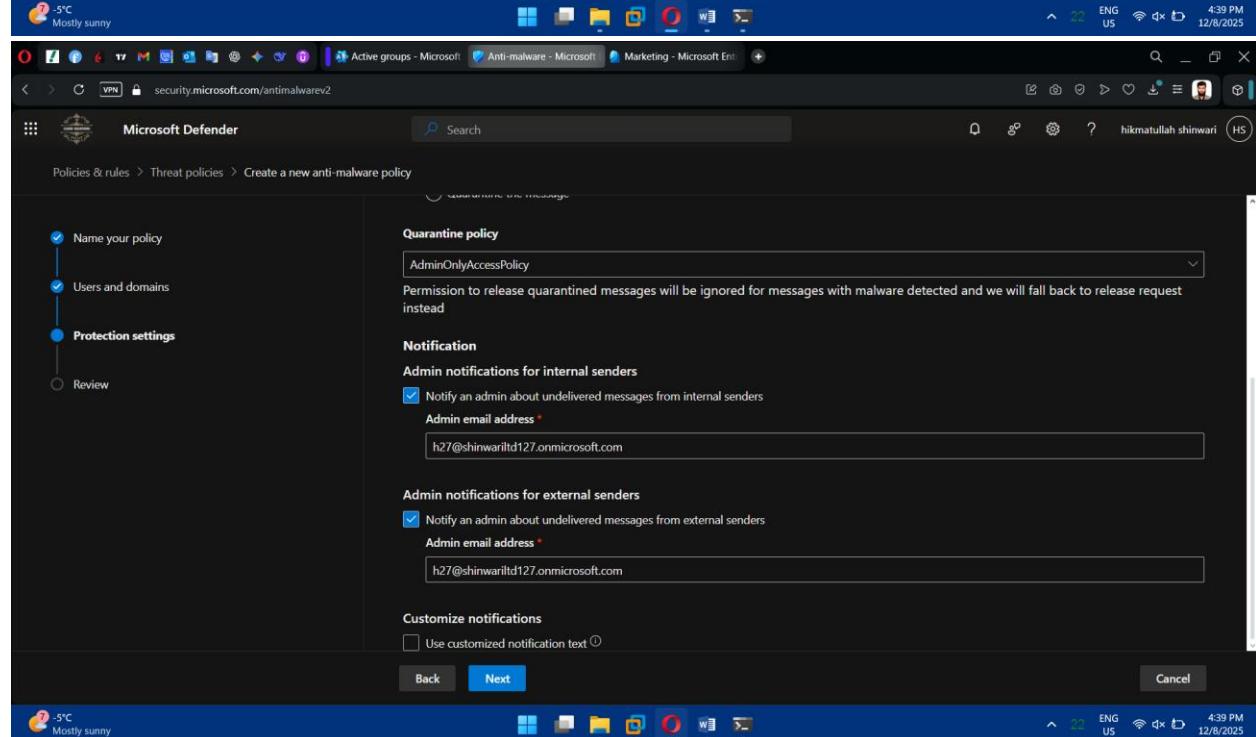
Term: .....



The screenshot shows the 'Protection settings' step of creating a new anti-malware policy. On the left, a vertical navigation pane lists steps: 'Name your policy' (selected), 'Users and domains', 'Protection settings' (selected), and 'Review'. The main area is titled 'Protection settings' and contains the following configuration:

- Protection settings**:
  - Enable zero-hour auto purge for malware (Recommended) (disabled)
  - Enable the common attachments filter ⓘ  
.ace, .apk, .app, .appx, .ani, .arj, .bat, .cab, .cmd, .com and 43 other file types
    - Select file types
- When these file types are found**:
  - Reject the message with a non-delivery receipt (NDR) ⓘ
  - Quarantine the message
- Quarantine policy**: AdminOnlyAccessPolicy
- Notification**:
  - Admin notifications for internal senders**:
    - Notify an admin about undelivered messages from internal senders
    - Admin email address \*  
h27@shinwariltd127.onmicrosoft.com
  - Admin notifications for external senders**:
    - Notify an admin about undelivered messages from external senders
    - Admin email address \*  
h27@shinwariltd127.onmicrosoft.com
  - Customize notifications**:
    - Use customized notification text ⓘ

At the bottom are 'Back', 'Next', and 'Cancel' buttons.

The screenshot shows the 'Quarantine policy' step of creating a new anti-malware policy. The left navigation pane shows 'Name your policy', 'Users and domains', 'Protection settings' (selected), and 'Review'. The main area contains the following configuration:

- Quarantine policy**: AdminOnlyAccessPolicy
- Notification**:
  - Admin notifications for internal senders**:
    - Notify an admin about undelivered messages from internal senders
    - Admin email address \*  
h27@shinwariltd127.onmicrosoft.com
  - Admin notifications for external senders**:
    - Notify an admin about undelivered messages from external senders
    - Admin email address \*  
h27@shinwariltd127.onmicrosoft.com
  - Customize notifications**:
    - Use customized notification text ⓘ

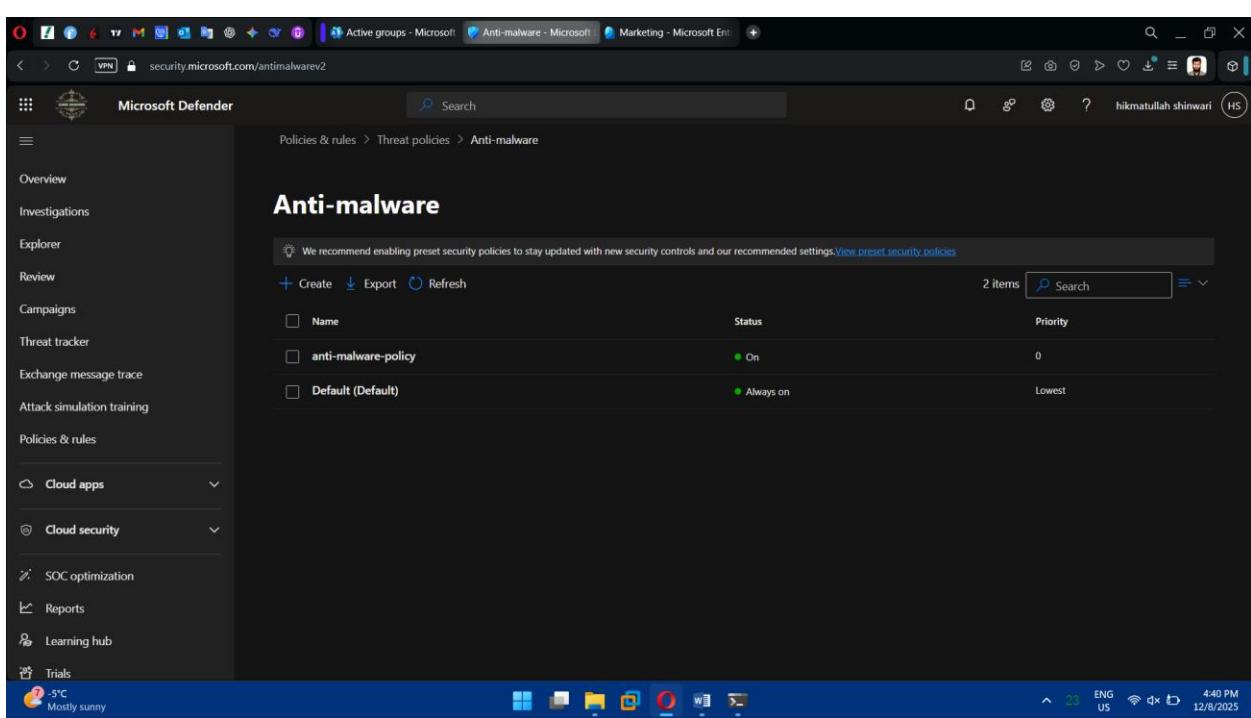
At the bottom are 'Back', 'Next', and 'Cancel' buttons.

## Microsoft 365 Identity and Services – Enterprise Administration

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Student Name: Hikmatullah shinwari  
Student ID: 101635231

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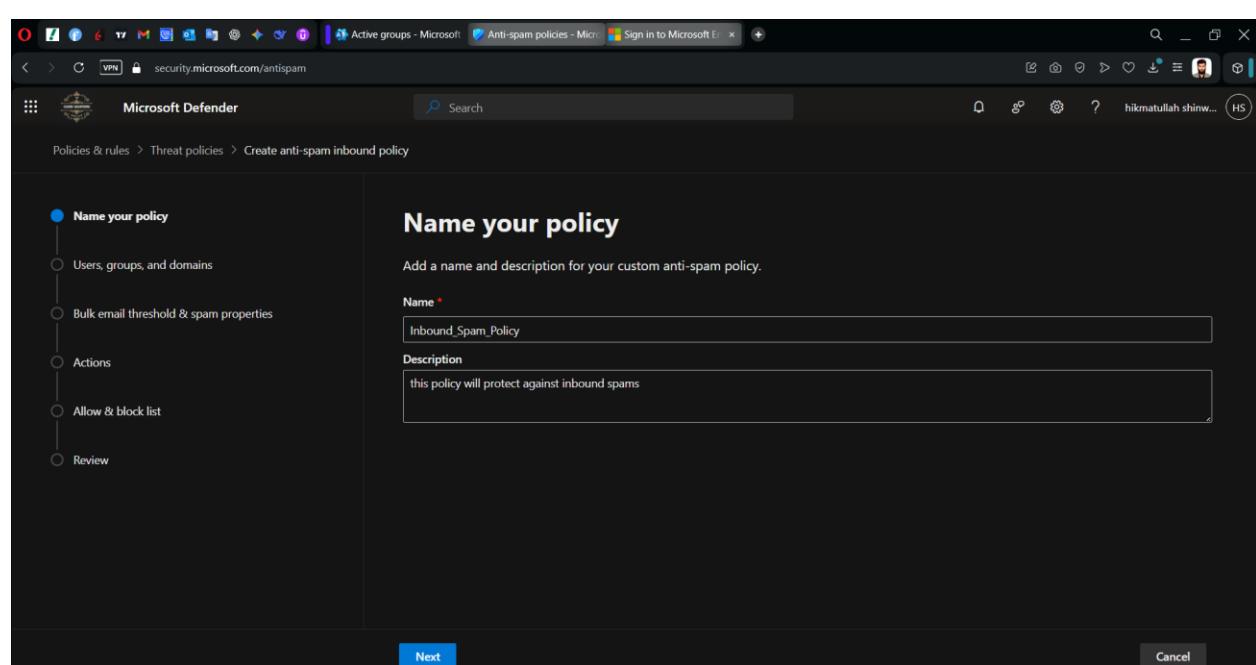
The screenshot shows the Microsoft Defender interface for managing threat policies. The left sidebar has sections like Overview, Investigations, Explorer, Review, Campaigns, Threat tracker, Exchange message trace, Attack simulation training, and Policies & rules. Under Policies & rules, there are dropdowns for Cloud apps and Cloud security, with options for SOC optimization, Reports, Learning hub, and Trials. The main content area is titled "Anti-malware" and shows a list of threat policies. A message at the top says, "We recommend enabling preset security policies to stay updated with new security controls and our recommended settings." Below this are buttons for Create, Export, and Refresh. The table lists two items:

| Name                | Status    | Priority |
|---------------------|-----------|----------|
| anti-malware-policy | On        | 0        |
| Default (Default)   | Always on | Lowest   |

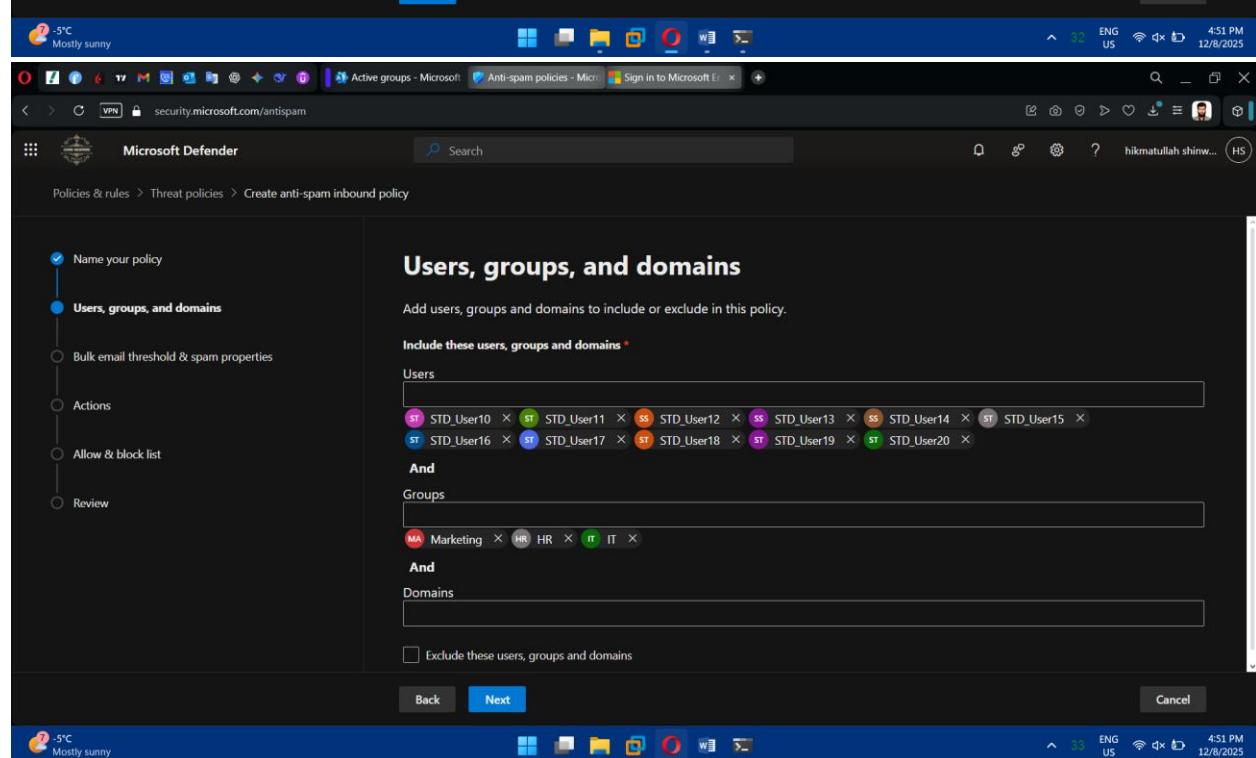
## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
Student ID: 101635231

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The screenshot shows the 'Name your policy' step of creating an anti-spam inbound policy. On the left, a sidebar lists steps: 'Name your policy' (selected), 'Users, groups, and domains', 'Bulk email threshold & spam properties', 'Actions', 'Allow & block list', and 'Review'. The main area has a title 'Name your policy' and instructions 'Add a name and description for your custom anti-spam policy.' It includes fields for 'Name' (Inbound\_Spam\_Policy) and 'Description' (this policy will protect against inbound spams). A 'Next' button is at the bottom.

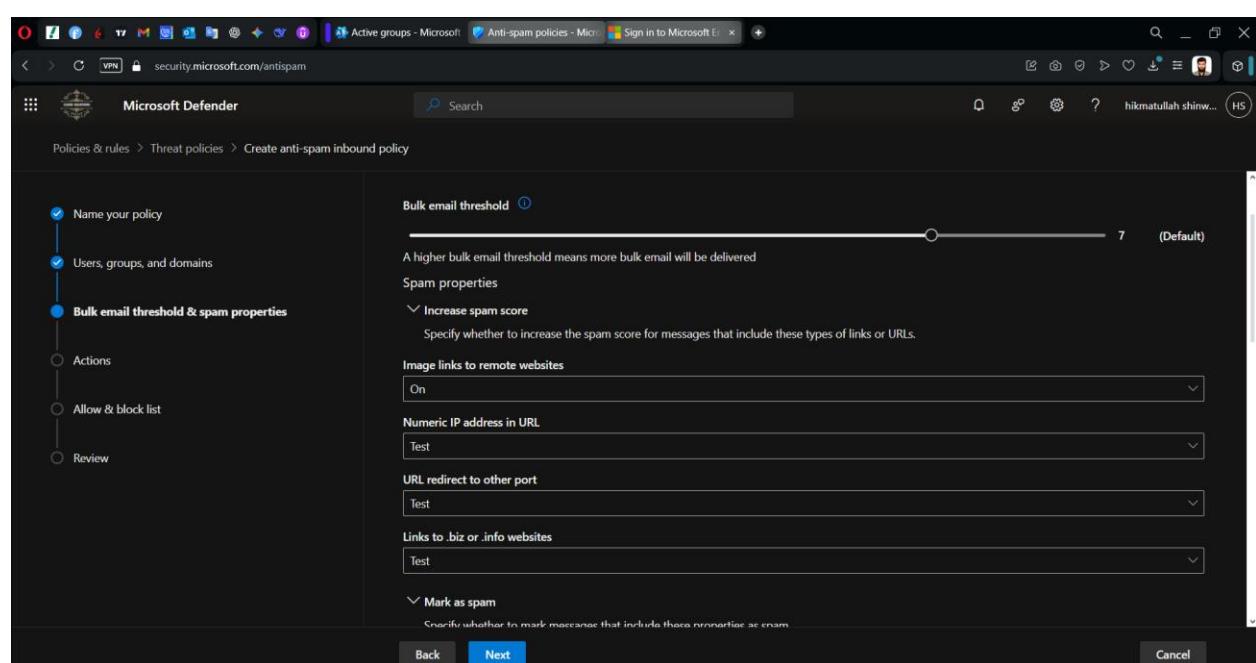
  


The screenshot shows the 'Users, groups, and domains' step. The sidebar now includes 'Users, groups, and domains' (selected). The main area has a title 'Users, groups, and domains' and instructions 'Add users, groups and domains to include or exclude in this policy.' It has sections for 'Include these users, groups and domains \*' (with a list of users: STD\_User10, STD\_User11, STD\_User12, STD\_User13, STD\_User14, STD\_User15, STD\_User16, STD\_User17, STD\_User18, STD\_User19, STD\_User20), 'And', 'Groups' (Marketing, HR, IT), 'And', and 'Domains'. A checkbox for 'Exclude these users, groups and domains' is also present. A 'Next' button is at the bottom.

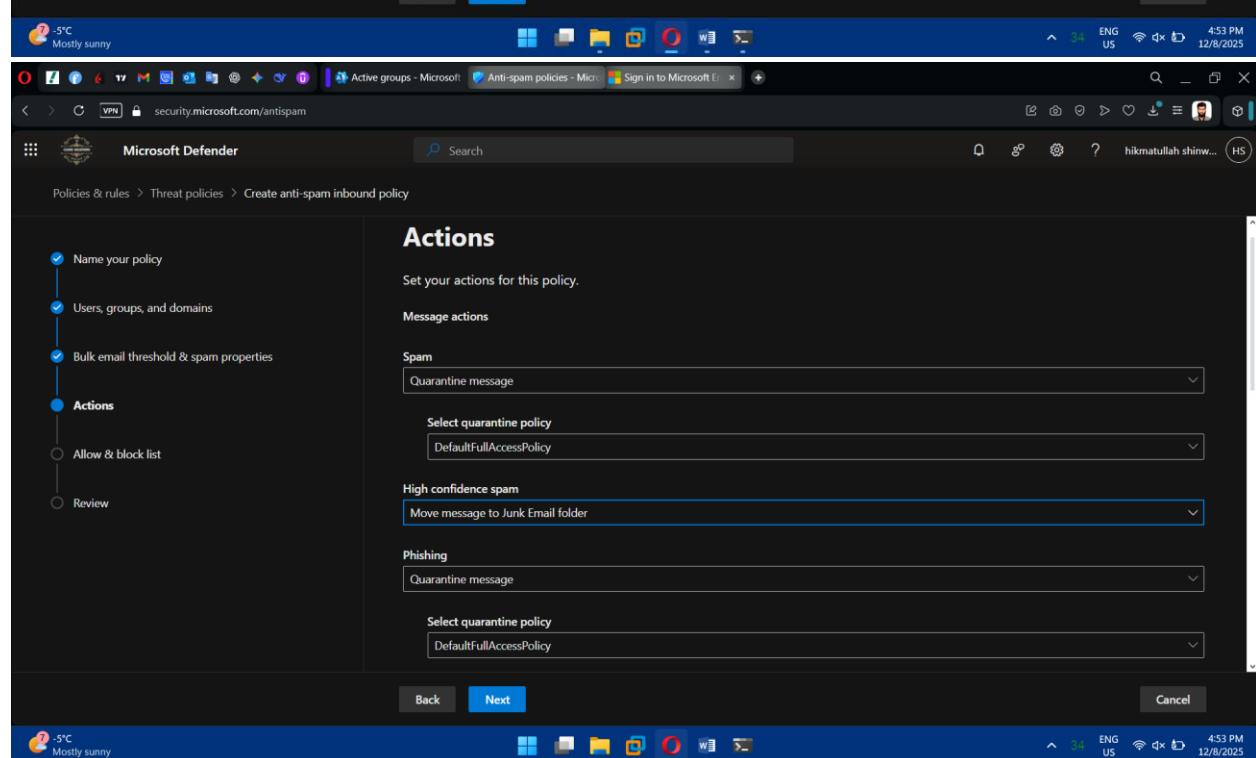
## Microsoft 365 Identity and Services – Enterprise Administration

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Student ID: 101635231

Term: .....



This screenshot shows the third step of creating an anti-spam inbound policy. The left sidebar has steps: Name your policy, Users, groups, and domains, Bulk email threshold & spam properties (selected), Actions, Allow & block list, and Review. The main area is titled 'Bulk email threshold' with a slider set at 7 (Default). It says 'A higher bulk email threshold means more bulk email will be delivered'. Under 'Spam properties', there's a section 'Increase spam score' with dropdowns for 'Image links to remote websites' (On), 'Numeric IP address in URL' (Test), 'URL redirect to other port' (Test), and 'Links to .biz or .info websites' (Test). Below is a 'Mark as spam' section with a note about marking messages that include specific criteria. Buttons 'Back', 'Next', and 'Cancel' are at the bottom.

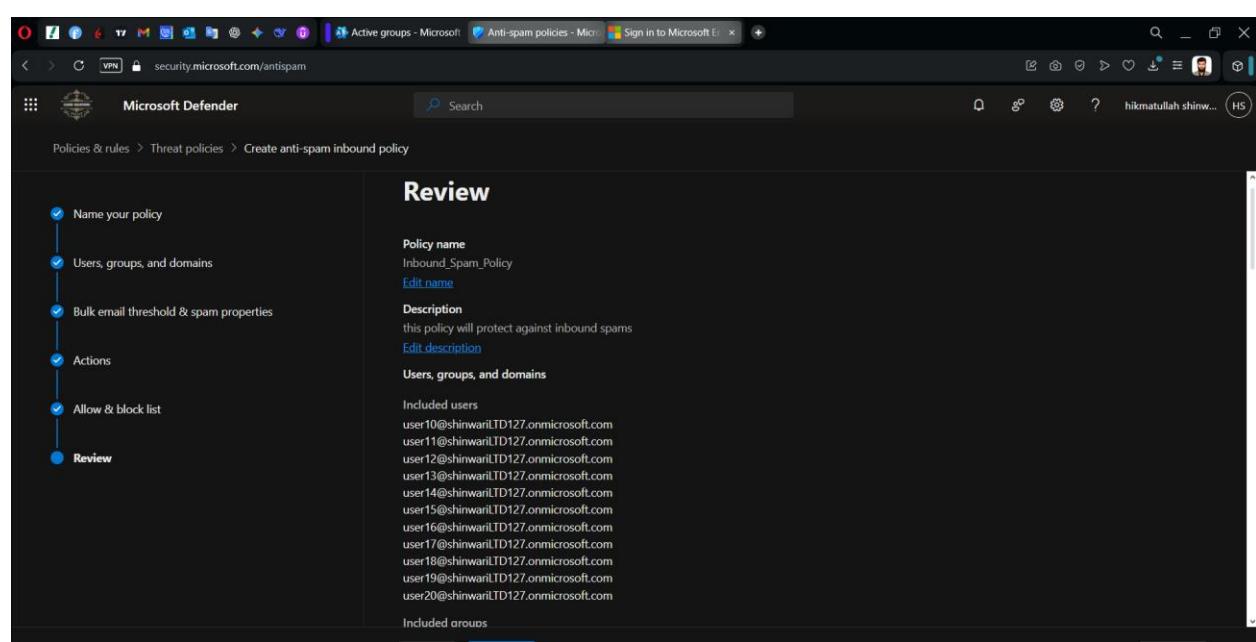


This screenshot shows the fourth step of creating an anti-spam inbound policy. The left sidebar has steps: Name your policy, Users, groups, and domains, Bulk email threshold & spam properties, Actions (selected), Allow & block list, and Review. The main area is titled 'Actions' with the sub-section 'Set your actions for this policy'. It includes sections for 'Message actions', 'Spam' (Quarantine message, Select quarantine policy: DefaultFullAccessPolicy), 'High confidence spam' (Move message to Junk Email folder), 'Phishing' (Quarantine message, Select quarantine policy: DefaultFullAccessPolicy). Buttons 'Back', 'Next', and 'Cancel' are at the bottom.

## Microsoft 365 Identity and Services – Enterprise Administration

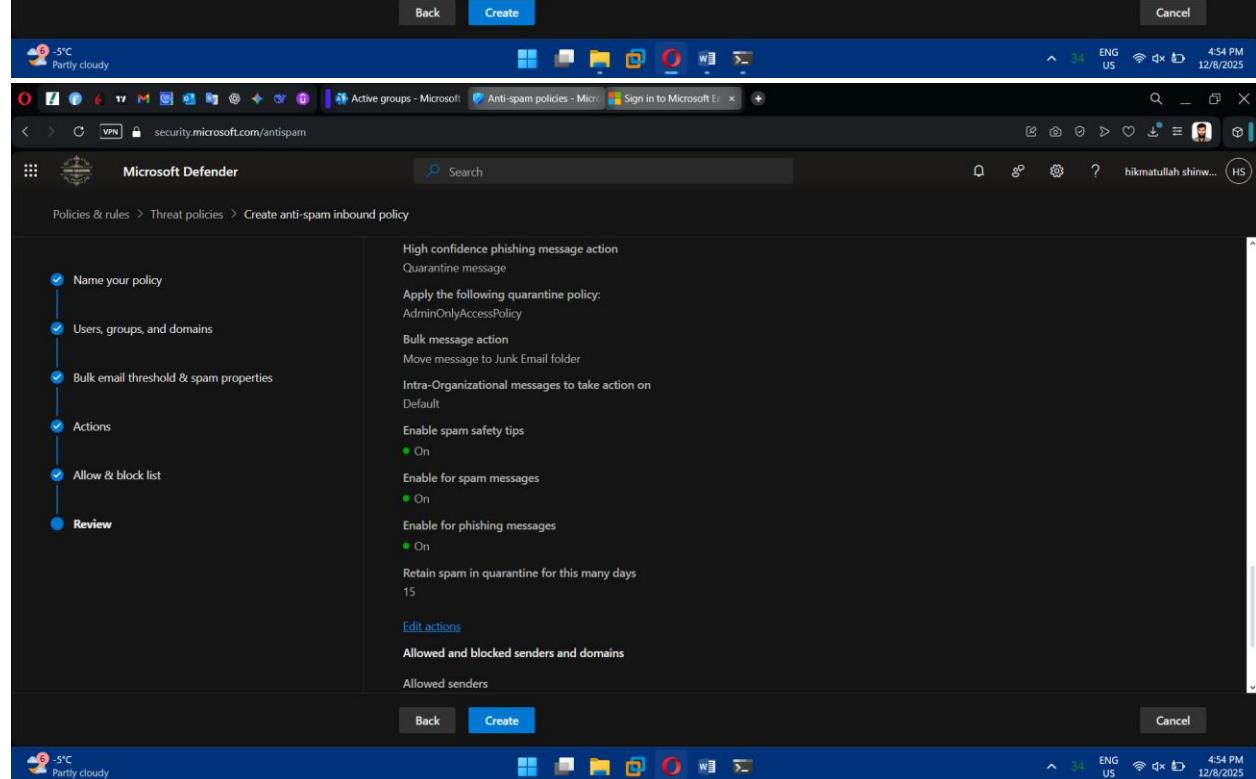
Student Name: Hikmatullah shinwari  
Student ID: 101635231

Term: .....



The screenshot shows the 'Review' step of creating an anti-spam inbound policy. The left sidebar lists steps: Name your policy, Users, groups, and domains, Bulk email threshold & spam properties, Actions, Allow & block list, and Review. The right pane shows the policy details:

- Policy name:** Inbound\_Spam\_Policy
- Description:** this policy will protect against inbound spams
- Users, groups, and domains**
  - Included users:** user10@shinwari1D127.onmicrosoft.com, user11@shinwari1D127.onmicrosoft.com, user12@shinwari1D127.onmicrosoft.com, user13@shinwari1D127.onmicrosoft.com, user14@shinwari1D127.onmicrosoft.com, user15@shinwari1D127.onmicrosoft.com, user16@shinwari1D127.onmicrosoft.com, user17@shinwari1D127.onmicrosoft.com, user18@shinwari1D127.onmicrosoft.com, user19@shinwari1D127.onmicrosoft.com, user20@shinwari1D127.onmicrosoft.com
  - Included groups:** None listed
- Back** | **Create** | **Cancel**

The screenshot shows the 'Actions' step of creating an anti-spam inbound policy. The left sidebar lists steps: Name your policy, Users, groups, and domains, Bulk email threshold & spam properties, Actions, Allow & block list, and Review. The right pane shows the actions configuration:

- High confidence phishing message action:** Quarantine message
- Apply the following quarantine policy:** AdminOnlyAccessPolicy
- Bulk message action:** Move message to Junk Email folder
- Intra-Organizational messages to take action on:** Default
- Enable spam safety tips:** On
- Enable for spam messages:** On
- Enable for phishing messages:** On
- Retain spam in quarantine for this many days:** 15
- Edit actions**
- Allowed and blocked senders and domains**
  - Allowed senders:** None listed
- Back** | **Create** | **Cancel**

## Microsoft 365 Identity and Services – Enterprise Administration

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Student Name: Hikmatullah shinwari  
Student ID: 101635231

Term: .....

The screenshot shows a Microsoft Defender Threat policies interface. On the left, a sidebar lists steps: Name your policy, Users, groups, and domains, Bulk email threshold & spam properties, Actions, Allow & block list, and Review. All steps are marked with green checkmarks. The main area displays a success message: "New anti-spam policy created". It states that the policy "Inbound\_Spam\_Policy" has been created and will go into effect immediately. Below this, there are related features: "View this policy", "View anti-spam policies", and a link to "Learn more about anti-spam policies". At the bottom right of the main area is a "Done" button. The status bar at the bottom of the screen shows weather (-5°C, Partly cloudy), system icons (Windows, Task View, File Explorer, etc.), battery level (35%), and system information (ENG US, 4:54 PM, 12/8/2025).

## Microsoft 365 Identity and Services – Enterprise Administration

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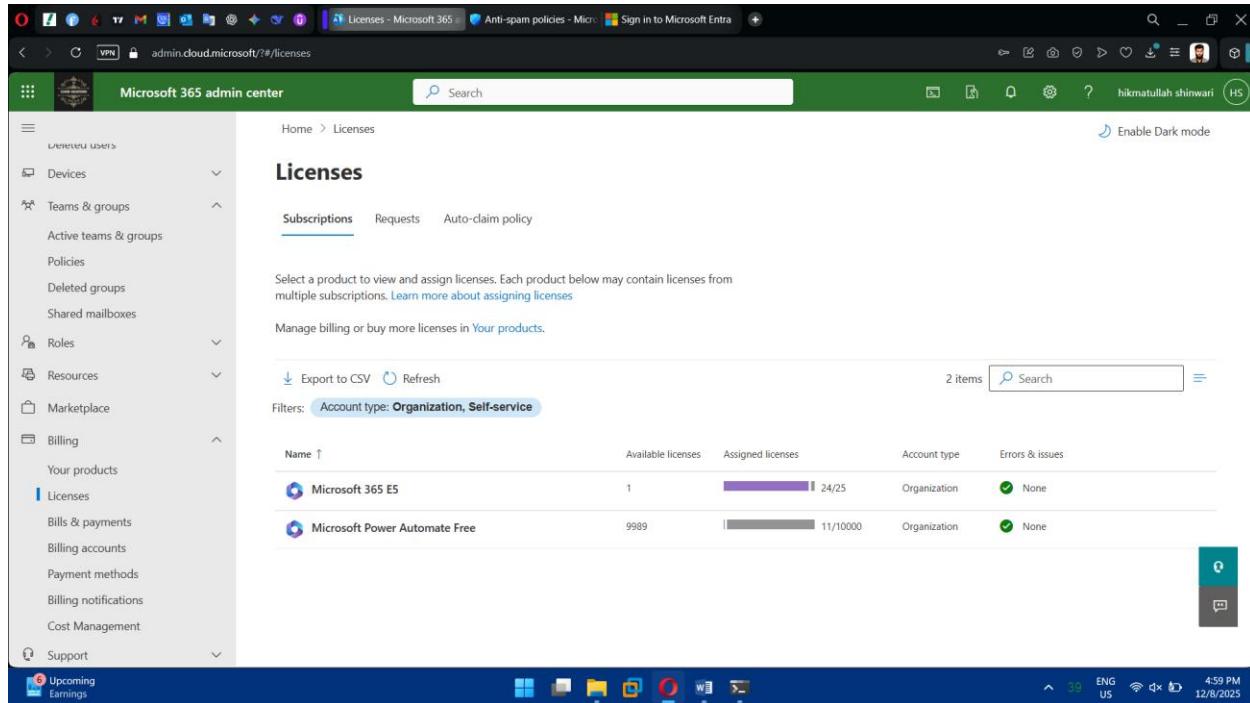
Student Name: Hikmatullah shinwari  
Student ID: 101635231

Term: .....

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### Set Up Data Encryption:

- Configure Microsoft 365 Message Encryption.



The screenshot shows the Microsoft 365 admin center interface. The left sidebar is collapsed, showing navigation links like 'Deleted users', 'Devices', 'Teams & groups' (with 'Active teams & groups' expanded), 'Policies', 'Deleted groups', 'Shared mailboxes', 'Roles', 'Resources', 'Marketplace', 'Billing' (with 'Your products' and 'Licenses' expanded), and 'Support'. The main content area is titled 'Licenses' and displays two items: 'Microsoft 365 E5' and 'Microsoft Power Automate Free'. Both items show their license status: Microsoft 365 E5 has 1 available license and 24/25 assigned, while Microsoft Power Automate Free has 9989 available licenses and 11/10000 assigned. The top navigation bar includes links for 'Licenses - Microsoft 365', 'Anti-spam policies - Micro...', 'Sign in to Microsoft Entra', and 'admin.cloud.microsoft/#/licenses'. The top right corner shows user information 'hikmatullah shinwari HS' and a dark mode toggle. The bottom right corner shows system status: 3G ENG US, battery level, signal strength, and the date/time '4:59 PM 12/8/2025'.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
Student ID: 101635231

Term: .....

The screenshot shows the Microsoft Exchange Admin Center interface. On the left, there's a navigation pane with various options like Home, Recipients, Mailboxes, Groups, Resources, Contacts, Mail flow, Rules, Roles, Migration, and Mobile. Under Mail flow, Rules is selected. In the center, a modal window titled "New transport rule" is open. The first step, "Set rule conditions", is selected. Inside this step, there's a form to define the rule. The "Name" field is set to "Encrypt Mail Containing Confidential Info". The "Apply this rule if" section includes a dropdown for "The recipient" and "is external/internal". Below that, it says "The recipient is located 'NotInOrganization'". The "Do the following" section contains a dropdown for "Modify the message security" and "Apply Office 365 Message Encryption...". There's also a link to "Rights protect message with Select one". At the bottom of this step, there's a "Next" button. To the right of the main window, a smaller modal window titled "select RMS template" is open, showing a dropdown menu with "Confidential - All Employees" selected. At the bottom of the RMS template window, there are "Save" and "Cancel" buttons.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
Student ID: 101635231

Term: .....

The screenshot shows two consecutive steps in the 'New transport rule' wizard:

**Step 1: Set rule settings**

- Rule mode:** Enforce (selected)
- Severity:** High
- Activate this rule on:** 12/10/2025 at 6:30 PM
- Deactivate this rule on:** 12/10/2025 at 6:30 PM (unchecked)

**Step 2: Rule conditions and settings**

| Rule conditions                                                                 | Rule settings                                     |
|---------------------------------------------------------------------------------|---------------------------------------------------|
| Apply this rule if:<br>The recipient is located 'NotInOrganization'             | Mode: Enforce                                     |
| Do the following:<br>Rights protect message with 'Confidential - All Employees' | Set date range:<br>Specific date range is not set |
| Except if:<br><a href="#">Edit rule conditions</a>                              | Priority: 1                                       |
|                                                                                 | Severity: High                                    |
|                                                                                 | For rule processing errors:<br>Ignore             |
|                                                                                 | Stop processing more rules:<br>false              |
|                                                                                 | <a href="#">Edit rule settings</a>                |

## **Microsoft 365 Identity and Services – Enterprise Administration**

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Student Name: Hikmatullah shinwari  
Student ID: 101635231

Term: .....

- 
- Ensure that emails from inside the organization are automatically encrypted. (Hints: Navigate to Exchange admin center, and then Rules)

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
Student ID: 101635231

Term: .....

The screenshot shows two consecutive steps in the 'New transport rule' wizard:

**Step 1: Set rule conditions**

This step allows you to define the conditions under which the rule applies. The configuration includes:

- Name:** Auto-Encrypt - Internal
- Apply this rule if:** The sender is external/internal.
- Do the following:** Modify message security (Apply Office 365 Message Encryption) and Rights protect message with 'Confidential - All Employees'.
- Except if:** Select one (disabled)

**Step 2: Set rule settings**

This step allows you to set the mode and timing for the rule:

- Rule mode:** Enforce (selected).
- Severity:** Medium.
- Activate this rule on:** 12/8/2025 at 4:30 PM.
- Deactivate this rule on:** 12/8/2025 at 5:00 PM.

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Student Name: Hikmatullah shinwari  
Student ID: 101635231

Term: .....

The screenshot shows the Microsoft Exchange Admin Center interface. On the left, there's a navigation sidebar with various options like Home, Recipients, Mailboxes, Groups, Resources, Contacts, Mail flow, Rules, Remote domains, Accepted domains, Connectors, High Volume Email (Preview), Alerts, Alert policies, Roles, Migration, and Mobile. The 'Rules' option is selected. In the center, a modal window titled 'New transport rule' is open, showing two steps: 'Set rule settings' (which is checked) and 'Review and finish'. The 'Review and finish' step is currently active. It displays the rule configuration with the following details:

| Rule conditions                                                                 | Rule settings                         |
|---------------------------------------------------------------------------------|---------------------------------------|
| Apply this rule if:<br>The sender is located 'InOrganization'                   | Mode: Enforce                         |
| Do the following:<br>Rights protect message with 'Confidential - All Employees' | Set date range: 12/8/2025 16:30 -     |
| Except if:<br><a href="#">Edit rule conditions</a>                              | Priority: 0                           |
|                                                                                 | Severity: Medium                      |
|                                                                                 | For rule processing errors:<br>Ignore |

At the bottom of the modal, there are 'Back' and 'Finish' buttons. The 'Finish' button is highlighted in blue. The status bar at the bottom of the screen shows the weather as '-6°C Mostly clear' and the system time as '5:10 PM 12/8/2025'.

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Student ID: 101635231

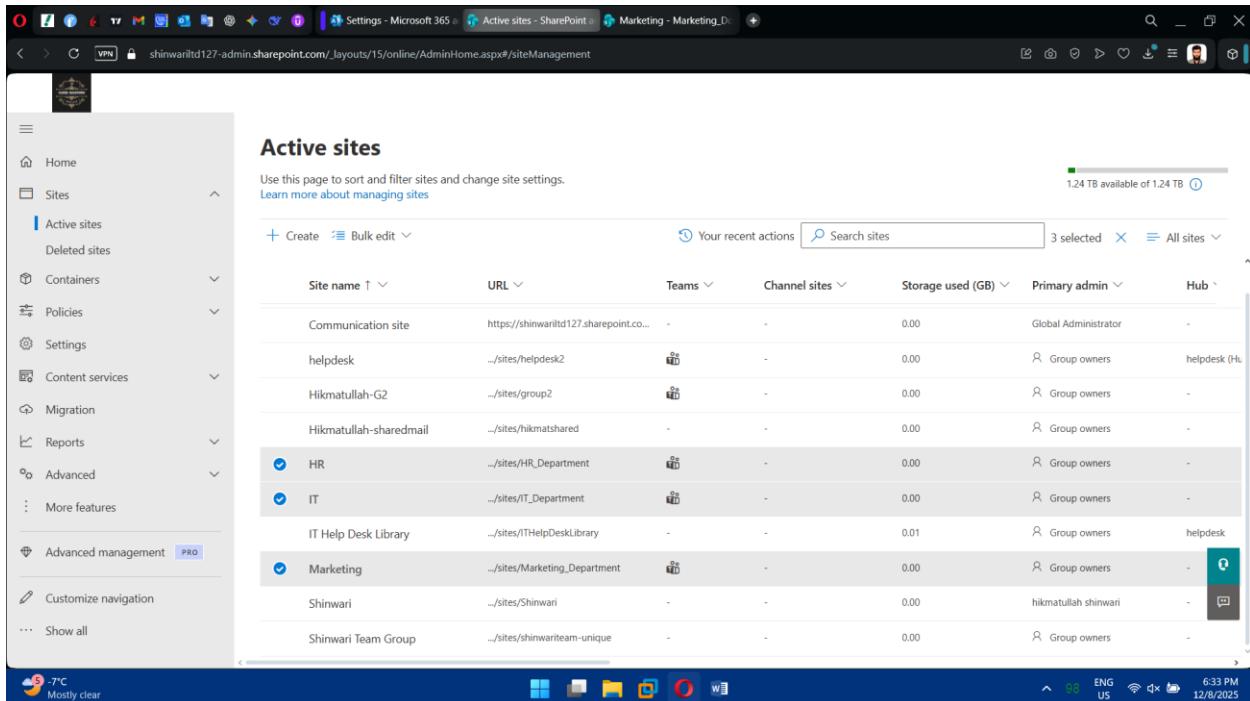
Term: .....

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### Task 3: Configuring and Managing Collaboration Tools

#### 1. Set Up SharePoint Online:

- o Create an online SharePoint site for each department (IT, HR, Marketing).



The screenshot shows the Microsoft SharePoint Online Admin Center. On the left, there's a navigation menu with options like Home, Sites, Active sites (which is selected), Deleted sites, Containers, Policies, Settings, Content services, Migration, Reports, Advanced, More features, Advanced management (PRO), Customize navigation, and Show all. The main area is titled "Active sites" and contains a table with columns: Site name ↑, URL, Teams, Channel sites, Storage used (GB), Primary admin, and Hub. There are filters for Create, Bulk edit, Your recent actions, Search sites, and All sites. The table lists several sites: Communication site, helpdesk, Hikmatullah-G2, Hikmatullah-sharedmail, HR, IT, IT Help Desk Library, Marketing, Shinwari, and Shinwari Team Group. The HR, IT, and Marketing sites have checkboxes next to them, indicating they are selected. The status bar at the bottom shows it's 6:33 PM, ENG US, and the date is 12/8/2025.

| Site name ↑            | URL                                     | Teams | Channel sites | Storage used (GB) | Primary admin        | Hub             |
|------------------------|-----------------------------------------|-------|---------------|-------------------|----------------------|-----------------|
| Communication site     | https://shinwariltd127.sharepoint.co... | -     | -             | 0.00              | Global Administrator | -               |
| helpdesk               | .../sites/helpdesk2                     | ...   | -             | 0.00              | Group owners         | helpdesk (Hu... |
| Hikmatullah-G2         | .../sites/group2                        | ...   | -             | 0.00              | Group owners         | -               |
| Hikmatullah-sharedmail | .../sites/hikmatshared                  | -     | -             | 0.00              | Group owners         | -               |
| HR                     | .../sites/HR_Department                 | ...   | -             | 0.00              | Group owners         | -               |
| IT                     | .../sites/IT_Department                 | ...   | -             | 0.00              | Group owners         | -               |
| IT Help Desk Library   | .../sites/IHelpDeskLibrary              | -     | -             | 0.01              | Group owners         | helpdesk        |
| Marketing              | .../sites/Marketing_Department          | ...   | -             | 0.00              | Group owners         | -               |
| Shinwari               | .../sites/Shinwari                      | -     | -             | 0.00              | hikmatullah shinwari | -               |
| Shinwari Team Group    | .../sites/shinwariteam-unique           | -     | -             | 0.00              | Group owners         | -               |

- o Configure document libraries and permissions for each site.

## Microsoft 365 Identity and Services – Enterprise Administration

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Term: .....

The screenshot shows a Microsoft SharePoint interface. A modal window titled "Create new document library" is open. It provides two options: "Blank library" and "From existing library". Below these are "Templates" from Microsoft, including "Media library", "Invoices", "Learning", and "Resume repository". The "Media library" template is selected. The background shows the "HR - Home" site with a navigation bar on the left and a "News" section on the right.

The system tray at the bottom indicates the date is 12/8/2025, the time is 6:23 PM, and the location is ENG US.

## Microsoft 365 Identity and Services – Enterprise Administration

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The image shows two screenshots of a Microsoft SharePoint site. The top screenshot displays the 'HR Documents' library. The left navigation bar includes links for Home, Conversations, Documents, Notebook, Pages, HR Documents (which is selected), Site contents, Recycle bin, and Edit. The main area shows a grid view with columns for Thumbnail, Name, Release date..., Status, and Project lead. A placeholder message 'Your files will show up here' is visible, along with a 'Drag and drop files here to access them from any device.' instruction. The right sidebar contains sections for Permissions, Site Sharing, and Guest Expiration. The Permissions section lists Site owners (HO - Full control), Site members (Ee - Edit), and Site visit (HM - Read). The bottom screenshot shows the 'Permissions' tab selected in the 'HR Documents' library settings. It displays inheritance information ('This library inherits permissions from its parent. (HR)') and a table of permissions:

| Name        | Type             | Permission Levels |
|-------------|------------------|-------------------|
| HR Members  | SharePoint Group | Edit              |
| HR Owners   | SharePoint Group | Full Control      |
| HR Visitors | SharePoint Group | Read              |

## Microsoft 365 Identity and Services – Enterprise Administration

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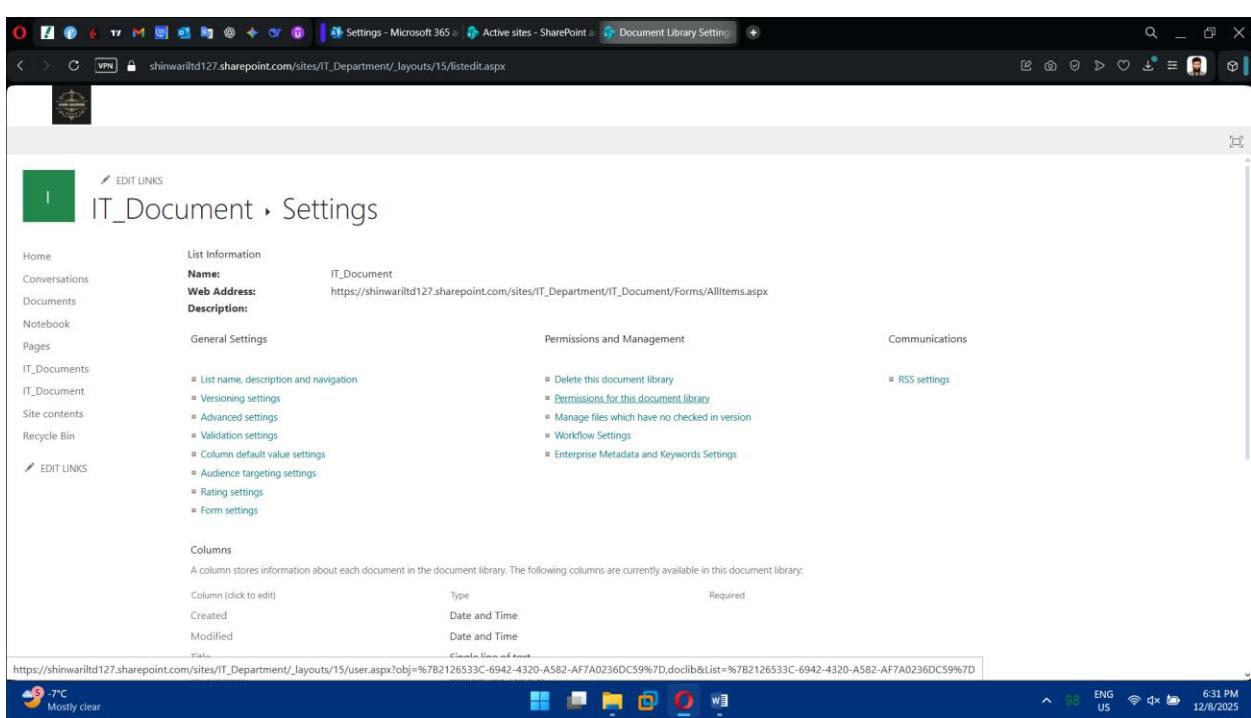
The screenshot shows a Microsoft SharePoint site titled 'IT - Home'. The left navigation bar includes links for Home, Conversations, Documents, Notebook, Pages, Site contents, Recycle bin, and Edit. A 'New' button dropdown is open, showing options like List, Lists form, Document library (which is selected), Page, News post, News link, Plan, and App. The main content area features a 'Keep your team updated with news on your team site' card and a 'Quick links' section with links to learn about a team site and how to add a page. A 'News' section is visible on the left. A modal dialog box is open in the center, prompting to create a 'Document library'. The dialog fields include 'Name' (set to 'IT\_Document'), 'Description' (set to 'Writing a description can help others know more about your library.'), 'Default sensitivity labels' (set to 'None'), and a checkbox for 'Show in site navigation' (which is checked). Buttons at the bottom of the dialog are 'Back', 'Create', and 'Cancel'. The status bar at the bottom shows system information: -7°C, Mostly clear, ENG US, 6:30 PM, 12/8/2025.

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The screenshot shows the 'Document Library Settings' page for the 'IT\_Document' library. The URL in the address bar is [https://shinwariltd127.sharepoint.com/sites/IT\\_Department/\\_layouts/15/listedit.aspx](https://shinwariltd127.sharepoint.com/sites/IT_Department/_layouts/15/listedit.aspx). The page title is 'IT\_Document > Settings'. On the left, there's a navigation menu with links like Home, Conversations, Documents, Notebook, Pages, IT\_Documents, IT\_Document, Site contents, and Recycle Bin. Below the menu, there's a 'List Information' section showing the name 'IT\_Document', web address, and description. The main content area is divided into three columns: 'General Settings' (with links for list name, description and navigation, versioning settings, advanced settings, validation settings, column default value settings, audience targeting settings, rating settings, and form settings), 'Permissions and Management' (with links for delete this document library, permissions for this document library, manage files which have no checked in version, workflow settings, and enterprise metadata and keywords settings), and 'Communications' (with a link for RSS settings). At the bottom, there's a 'Columns' section describing a column that stores information about each document in the library, listing 'Created' and 'Modified' columns with their types (Date and Time) and required status. The status bar at the bottom shows the URL again, the date and time (12/8/2025 at 6:31 PM), and system information (ENG US, mostly clear weather at -7°C).

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The image contains two side-by-side screenshots of a Microsoft SharePoint interface.

**Screenshot 1: Document Library View**

This screenshot shows the "IT\_Document" library. The left navigation bar includes links like Home, Conversations, Documents, Notebook, Pages, IT\_Documents, and IT\_Document (which is selected). The main area displays a message: "Your files will show up here" with a "Drag and drop files here to access them from any device." button. On the right, a "Permissions" panel is open, showing Site owners - full control (Everyone except external users), Site members - limited control (IT Members), and Site visit (Read). It also includes sections for Site Sharing, Guest Expiration, and Advanced permissions settings.

**Screenshot 2: Permissions Management**

This screenshot shows the "Permissions" page for the IT\_Document library. The left sidebar lists various site pages. The main content area shows a warning: "This library inherits permissions from its parent. (IT)". A table lists permissions for SharePoint Groups:

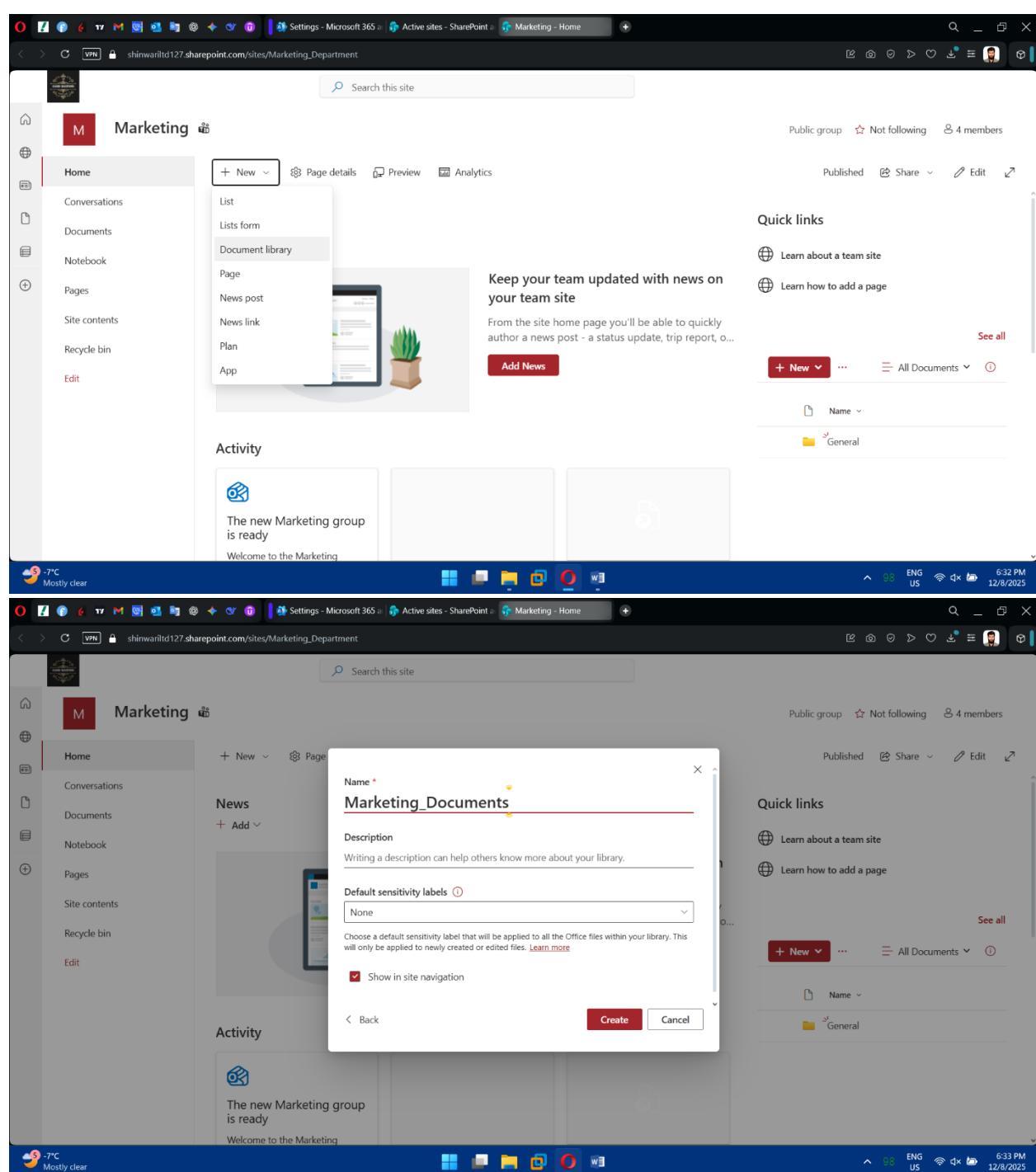
| Name        | Type             | Permission Levels |
|-------------|------------------|-------------------|
| IT Members  | SharePoint Group | Edit              |
| IT Owners   | SharePoint Group | Full Control      |
| IT Visitors | SharePoint Group | Read              |

The bottom status bar indicates the date and time as 12/8/2025, 6:42 PM.

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The screenshot shows a Microsoft SharePoint site named "Marketing". On the left, there's a navigation bar with links like Home, Conversations, Documents, Notebook, Pages, Site contents, Recycle bin, and Edit. A context menu is open under the "New" button, with "Document library" highlighted. The main content area has a heading "Keep your team updated with news on your team site" and an "Add News" button. To the right, there's a "Quick links" section with links to learn about a team site and how to add a page. Below that is a document library list with a single item named "General". A modal dialog box is centered over the page, prompting to create a new "Document library". The dialog fields include "Name" (Marketing\_Documents), "Description" (Writing a description can help others know more about your library.), "Default sensitivity labels" (None), and a checked "Show in site navigation" checkbox. At the bottom of the dialog are "Back", "Create", and "Cancel" buttons.

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Marketing

Marketing\_Documents

Your files will show up here

Drag and drop files here to access them from any device.

Permissions

Manage who has access to this site.

Add members

Site owners - full control

Site members - limited control

Ee Everyone except external users (Edit)

MM Marketing Members (Edit)

Site visit (Read)

None (Full control)

Site Sharing

Change how members can share

Guest Expiration

Your organization does not require guest access to expire.

Manage

Advanced permissions settings

BROWSE PERMISSIONS

Grant Permissions Create Group Edit User Permissions Remove User Permissions Check Permissions Access Request Settings Permission Levels Site Collection Administrators

| Type             | Permission Levels |
|------------------|-------------------|
| SharePoint Group | Edit              |
| SharePoint Group | Full Control      |
| SharePoint Group | Read              |

Grant Modify Check Manage

Home Conversations Documents Notebook Pages Marketing\_Documents Site contents Recycle Bin

EDIT LINKS

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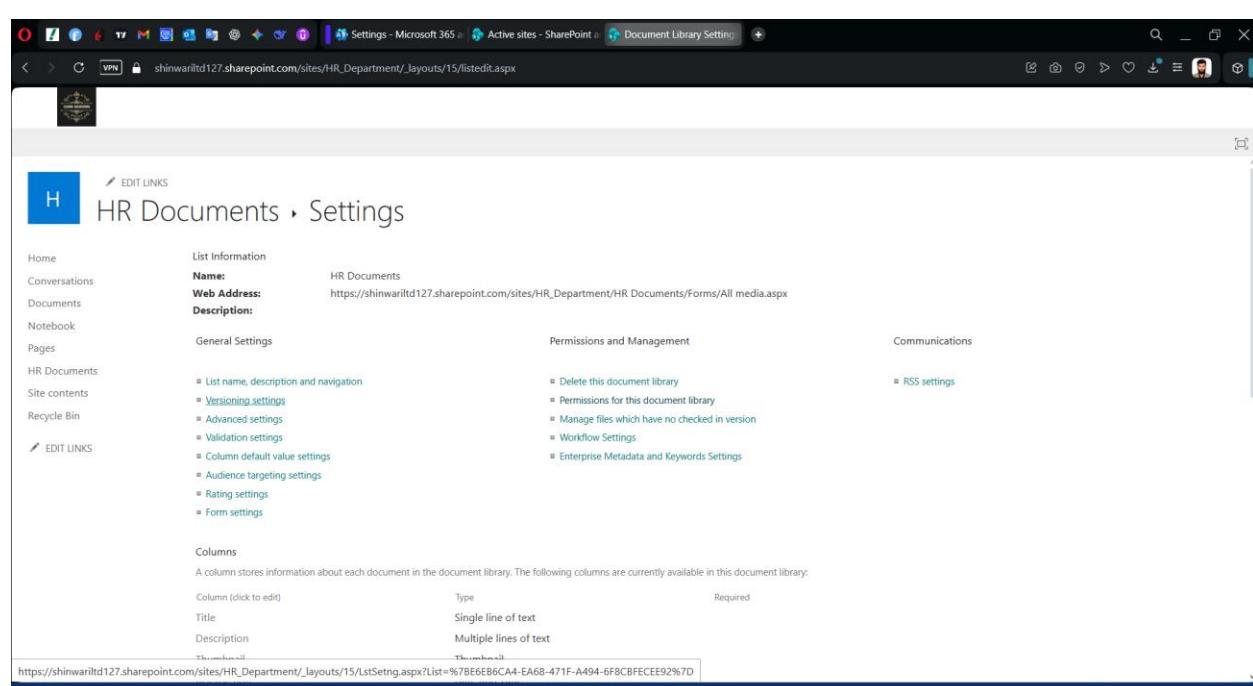
The image contains two side-by-side screenshots of a Microsoft SharePoint library interface. Both screenshots show the 'HR Documents' library within a site named 'HR\_Document'. The left screenshot shows the 'Settings' ribbon tab selected, displaying various SharePoint management options like 'Add a page', 'Site contents', and 'Library settings'. The right screenshot shows the 'Library settings' ribbon tab selected, with fields for 'Name' (set to 'HR Documents'), 'Description', and 'Default sensitivity labels' (set to 'None'). Both screenshots include a central content area showing a cloud icon and a message: 'Your files will show up here' and 'Drag and drop files here to access them from any device.'

- Enable versioning and content approval for the HR document library.

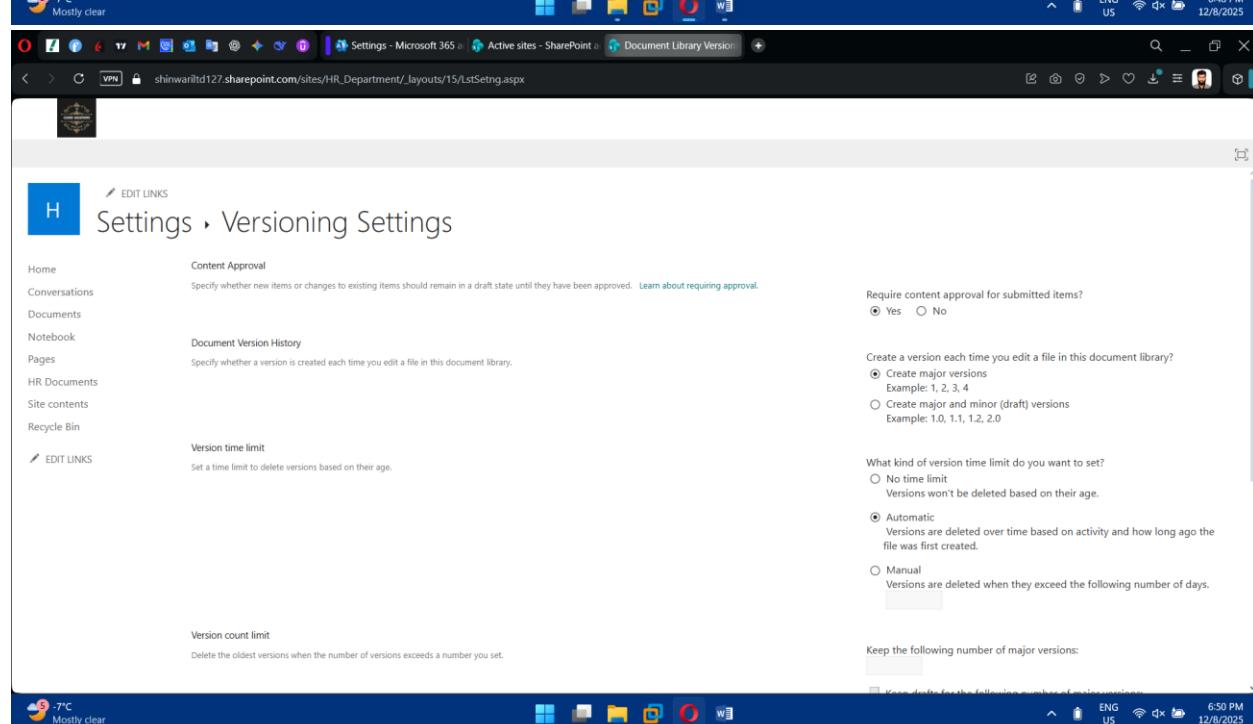
## Microsoft 365 Identity and Services – Enterprise Administration

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Term: .....



The screenshot shows the 'HR Documents' settings page in a Microsoft SharePoint environment. The left navigation bar includes links for Home, Conversations, Documents, Notebook, Pages, HR Documents, Site contents, and Recycle Bin. The main content area displays 'List Information' for 'HR Documents' with fields for Name (HR Documents), Web Address (https://shinwariltd127.sharepoint.com/sites/HR\_Department/HR Documents/Forms/All media.aspx), and Description. It also lists 'General Settings' such as list name, description, and navigation, as well as 'Permissions and Management' options like Delete this document library, Permissions for this document library, Manage files which have no checked in version, Workflow Settings, and Enterprise Metadata and Keywords Settings. A 'Communications' section includes RSS settings. Below this, there's a 'Columns' section describing a column that stores information about each document in the library, listing Title (Single line of text, Required) and Description (Multiple lines of text). The URL in the browser is https://shinwariltd127.sharepoint.com/sites/HR\_Department/\_layouts/15/lstSetting.aspx?List=%7BE6EB6CA4-EA68-471F-A494-6FBCFCEEE9267D.

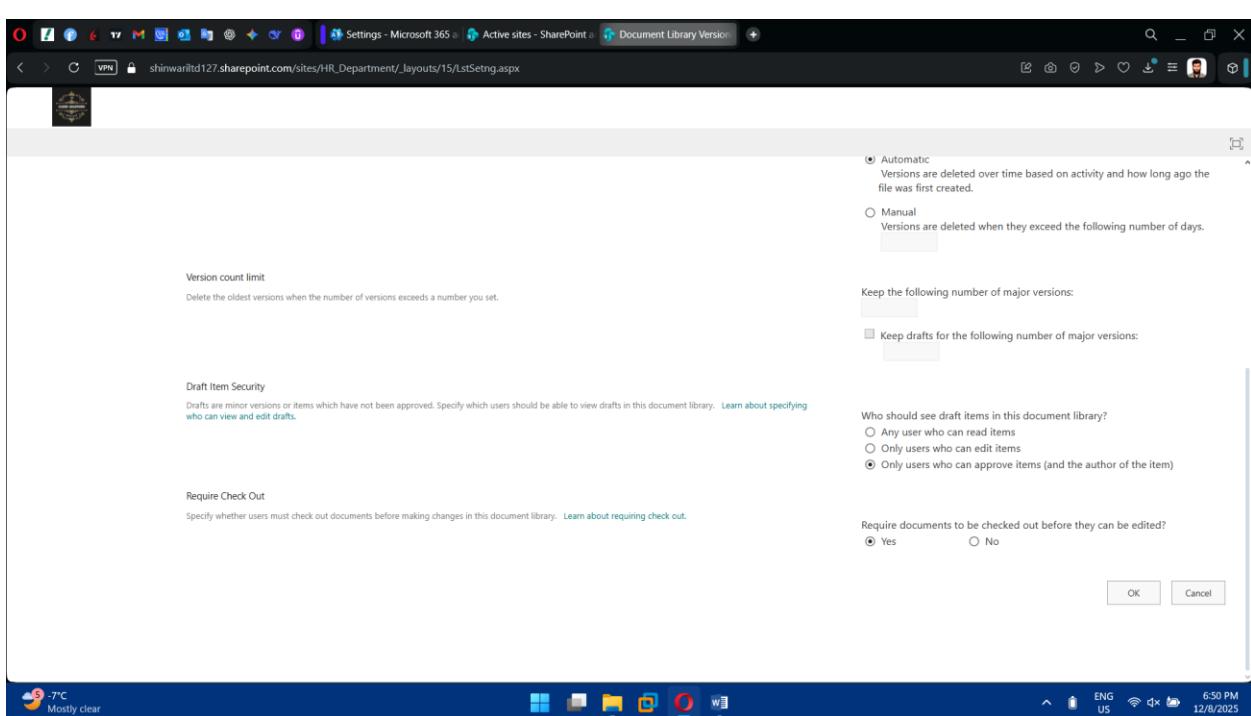
The screenshot shows the 'Versioning Settings' page under 'Settings'. The left navigation bar includes Home, Conversations, Documents, Notebook, Pages, HR Documents, Site contents, and Recycle Bin. The main content area has sections for 'Content Approval' (specifying whether new items or changes remain in a draft state until approved), 'Document Version History' (specifying whether a version is created each time a file is edited), 'Version time limit' (setting a time limit for deleting versions based on age), and 'Version count limit' (deleting the oldest versions when the number exceeds a set limit). On the right, there are options for 'Require content approval for submitted items?' (radio buttons for Yes or No), 'Create a version each time you edit a file in this document library?' (radio buttons for Create major versions or Create major and minor (draft) versions), 'What kind of version time limit do you want to set?' (radio buttons for No time limit or Automatic), and 'Keep the following number of major versions' (a dropdown menu). The URL in the browser is https://shinwariltd127.sharepoint.com/sites/HR\_Department/\_layouts/15/lstString.aspx.

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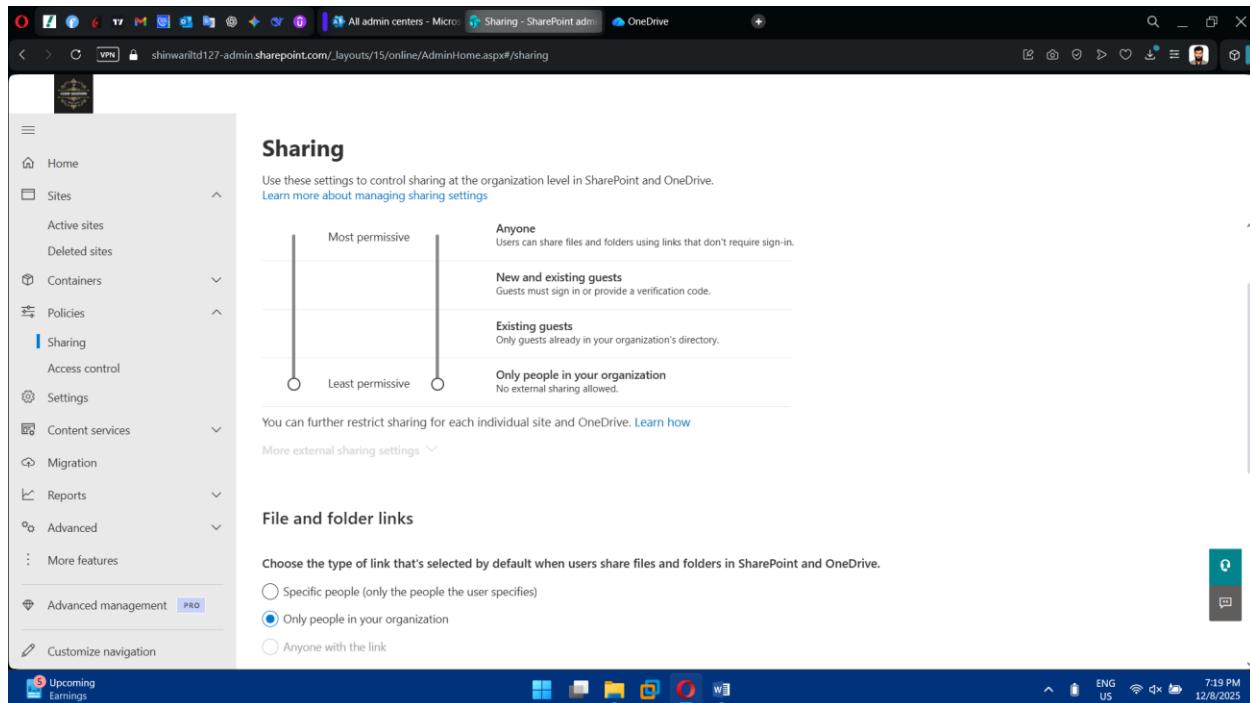
Student Name: Hikmatullah shinwari  
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Term: .....

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### Implement OneDrive for Business:

1. Configure OneDrive settings to restrict external sharing.



The screenshot shows the 'Sharing' configuration page in the Microsoft SharePoint Admin Center. On the left, there's a navigation menu with options like Home, Sites, Containers, Policies, Sharing (which is selected), Access control, Settings, Content services, Migration, Reports, Advanced, and More features. The main content area is titled 'Sharing' and contains instructions to control sharing at the organization level. It features a slider for sharing permissions, ranging from 'Least permissive' to 'Most permissive'. The 'Least permissive' end is labeled 'Only people in your organization' and 'No external sharing allowed'. The 'Most permissive' end is labeled 'Anyone' and 'Users can share files and folders using links that don't require sign-in'. Below the slider, there's a note about further restricting sharing for individual sites and OneDrive, followed by a link to 'Learn how' and a 'More external sharing settings' dropdown. At the bottom, there's a section for 'File and folder links' with options for 'Specific people', 'Only people in your organization' (which is selected with a blue circle), and 'Anyone with the link'. The status bar at the bottom right shows system information: ENG US, 7:19 PM, 12/8/2025.

- Enable file retention policies to ensure data is retained for at least five years.

## Microsoft 365 Identity and Services – Enterprise Administration

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The screenshot shows the 'Create retention policy' wizard on the Microsoft Purview Data Lifecycle Management interface. The current step is 'Name your retention policy'. On the left, a vertical navigation pane lists steps: Name (selected), Administrative Units, Type, Retention settings, and Finish. The main area contains fields for 'Name' (set to 'OneDrive Retention Policy') and 'Description' (a placeholder text area). A 'Next' button is at the bottom right.

**Name your retention policy**

Name \*  
OneDrive Retention Policy

Description  
Clearly describe this policy to users

Next Cancel

The screenshot shows the 'Create retention policy' wizard on the Microsoft Purview Data Lifecycle Management interface. The current step is 'Choose the type of retention policy to create'. On the left, a vertical navigation pane lists steps: Name, Administrative Units, Type (selected), Retention settings, and Finish. The main area contains a description of adaptive vs static scopes and two radio button options: 'Adaptive' (unselected) and 'Static' (selected). A 'Back' button is at the bottom left, and a 'Next' button is at the bottom right.

**Choose the type of retention policy to create**

Locations can be specified dynamically with an adaptive scope using attributes or properties, or if you know the specific target locations, you can select them individually from a list. An advantage of using an adaptive scope to determine target locations is that it will automatically update where it's applied based on the attributes or properties you define.

Adaptive  
After selecting adaptive policy scopes, which consist of attributes or properties (e.g. 'Department' or 'Site URL') that define the users, groups, or sites in your org, you'll choose supported locations containing the content you want to retain. The policy will automatically update to match the criteria defined in the scopes.

Static  
You'll choose locations containing the content you want to retain. If locations change after this policy is created (for example if a SharePoint site is added or removed), you'll need to manually update the policy.

Back Next Cancel

## Microsoft 365 Identity and Services – Enterprise Administration

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The screenshot shows the 'Create retention policy' wizard in Microsoft Purview Data Lifecycle Management. The current step is 'Type'. On the left, a navigation tree shows 'Name', 'Administrative Units', 'Type' (selected), 'Locations', 'Retention settings', and 'Finish'. The main area displays a table of applicable content types:

| Status | Location                                   | Applicable Content                                                                                                                                                                                                                                                   | Included                         | Excluded     |
|--------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------|
| On     | Exchange mailboxes                         | Items in shared or resource mailboxes of matching user or agent instance - including emails, calendar items with an end date, notes, and tasks with an end date. Doesn't apply to items in Microsoft 365 and Agent 365 Group mailboxes. <a href="#">More details</a> | All mailboxes<br>Edit            | None<br>Edit |
| On     | SharePoint classic and communication sites | Files in classic sites or communication sites or team sites that aren't connected to a Microsoft 365 group, and files in all document libraries (including default ones like Site Assets). <a href="#">More details</a>                                              | All sites<br>Edit                | None<br>Edit |
| On     | OneDrive accounts                          | All files in the OneDrive accounts of matching users or agent instances. <a href="#">More details</a>                                                                                                                                                                | All user accounts<br>Edit        | None<br>Edit |
| On     | Microsoft 365 Group mailboxes & sites      | Items in the Microsoft 365 Group mailbox, and files in the corresponding group-connected SharePoint team site. Doesn't apply to files in SharePoint classic or communication sites or SharePoint team sites that aren't                                              | All microsoft 365 groups<br>Edit | None<br>Edit |

Below the table are 'Back' and 'Next' buttons. A note at the top right says 'Set up now' and 'Set up billing'.

The screenshot shows the 'Create retention policy' wizard in Microsoft Purview Data Lifecycle Management. The current step is 'Retention settings'. On the left, a navigation tree shows 'Name', 'Administrative Units', 'Type' (selected), 'Retention settings' (selected), and 'Finish'. The main area displays a section titled 'Decide if you want to retain content, delete it, or both':

**Retain items for a specific period**  
Items will be retained for the period you choose.  
Retain items for a specific period  
5 years

Start the retention period based on  
When items were created

At the end of the retention period

Delete items automatically

Do nothing

Retain items forever  
Items will be retained forever, even if users delete them.

Only delete items when they reach a certain age  
Items won't be retained, but when they reach the age you choose, we'll delete them from where they're stored.

Below the section are 'Back' and 'Next' buttons. A note at the bottom right says 'Cancel'.

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The screenshot shows a Microsoft Purview Data Lifecycle Management interface for creating a retention policy. On the left, a vertical progress bar indicates steps completed: Name, Administrative Units, Type, Retention settings, and Finish. The main panel is titled 'Review and finish' and contains the following information:

- Policy name:** OneDrive Retention Policy ([Edit](#))
- Description:** [Edit](#)
- Locations to apply the policy:** Exchange mailboxes (All Recipients), SharePoint classic and communication sites (All Sites), OneDrive accounts (All Sites), Microsoft 365 Group mailboxes & sites (All Groups) ([Edit](#))
- Retention settings:** Retain items for 5 years based on when they were created, Don't delete items at end of retention period ([Edit](#))

At the bottom are 'Back', 'Submit' (highlighted in blue), and 'Cancel' buttons. The taskbar at the bottom shows weather (-8°C, Mostly clear), system icons (Windows, Task View, etc.), and system status (ENG US, 7:26 PM, 12/8/2025).

- Set up a policy to automatically move old files to the Recycle Bin after a year.

## Microsoft 365 Identity and Services – Enterprise Administration

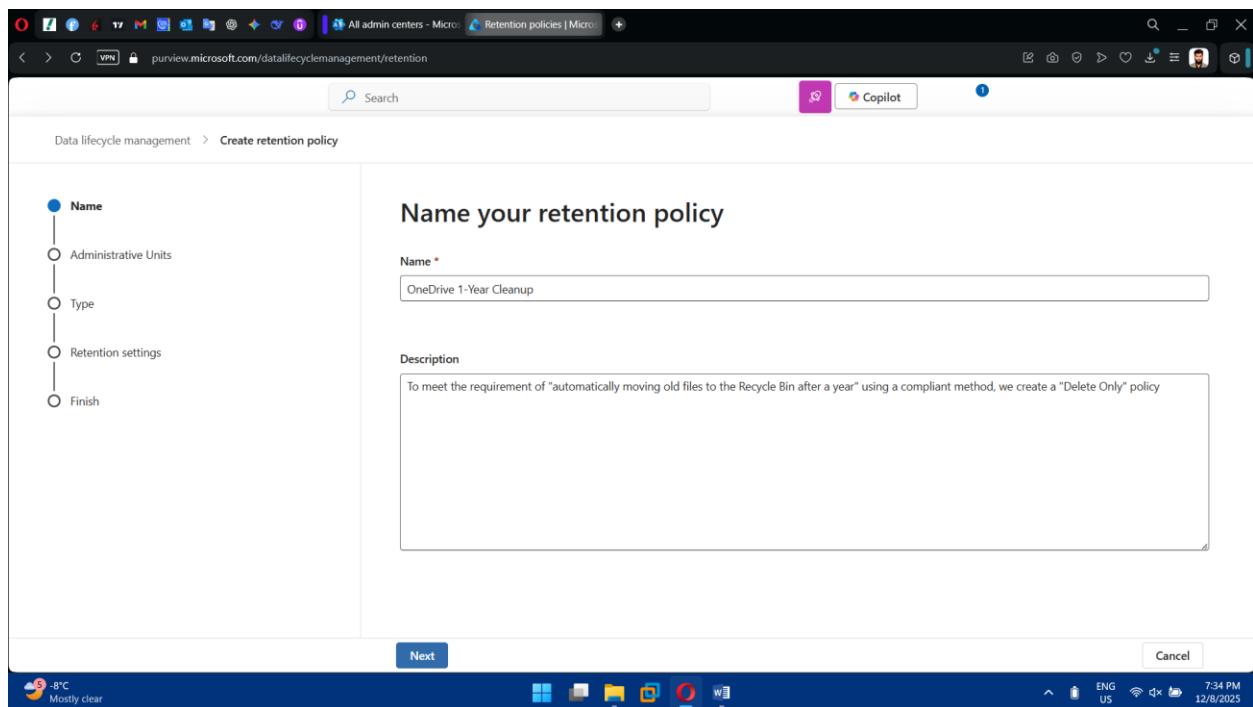
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Note: The OneDrive 1-Year Clean-up uses a Retention Label to manage inactive files compliantly.

This label is set to retain content for 1 year and then trigger an automatic delete action, moving the file to the Recycle Bin. The label is published only to OneDrive accounts. A label is used because the mandatory 5-Year Retention Policy always takes precedence, ensuring the file is preserved for compliance even while the label removes the file from the user's active view. These balances clean up with legal retention requirements.



## Microsoft 365 Identity and Services – Enterprise Administration

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The screenshot shows the 'Create retention policy' wizard on the 'Data lifecycle management' page. The navigation path is 'Data lifecycle management > Create retention policy'. The current step is 'Type'. A progress bar on the left indicates steps: Name (done), Administrative Units (done), Type (done), Retention settings (not done), and Finish (not done). The main content area is titled 'Choose the type of retention policy to create'. It explains that locations can be specified dynamically or individually. Two options are shown: 'Adaptive' (radio button not selected) and 'Static' (radio button selected). The 'Static' option is described as choosing locations containing content to retain, noting that changes will require manual updates. Navigation buttons at the bottom are 'Back', 'Next', and 'Cancel'.

The screenshot shows the 'Create retention policy' wizard on the 'Data lifecycle management' page. The navigation path is 'Data lifecycle management > Create retention policy'. The current step is 'Locations'. A progress bar on the left indicates steps: Name (done), Administrative Units (done), Type (done), Locations (done), Retention settings (not done), and Finish (not done). The main content area displays a table of location types and their applicable content. The table has columns: Status, Location, Applicable Content, Included, and Excluded. The rows are:

| Status | Location                                   | Applicable Content                                                                                                                                                                                                                                                                      | Included          | Excluded |
|--------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|
| Off    | Exchange mailboxes                         | Items in shared or resource mailboxes of matching user or agent instance - including emails, calendar items with an end date, notes, and tasks with an end date. Doesn't apply to items in Microsoft 365 and Agent 365 Group mailboxes. <a href="#">More details</a>                    | All user accounts | None     |
| Off    | SharePoint classic and communication sites | Files in classic sites or communication sites or team sites that aren't connected to a Microsoft 365 group, and files in all document libraries (including default ones like Site Assets). <a href="#">More details</a>                                                                 |                   |          |
| On     | OneDrive accounts                          | All files in the OneDrive accounts of matching users or agent instances. <a href="#">More details</a>                                                                                                                                                                                   | Edit              | None     |
| Off    | Microsoft 365 Group mailboxes & sites      | Items in the Microsoft 365 Group mailbox, and files in the corresponding group-connected SharePoint team site. Doesn't apply to files in SharePoint classic or communication sites or SharePoint team sites that aren't connected to Microsoft 365 Groups. <a href="#">More details</a> |                   |          |
| Off    | Skype for Business                         | Skype conversations for the users you choose.                                                                                                                                                                                                                                           |                   |          |
| Off    | Exchange public folders                    | Items from all Exchange public folders in your organization.                                                                                                                                                                                                                            |                   |          |

Navigation buttons at the bottom are 'Back', 'Next', and 'Cancel'.

## Microsoft 365 Identity and Services – Enterprise Administration

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The screenshot shows the 'Create retention policy' wizard in the Microsoft Purview Data Lifecycle Management interface. The process is divided into several steps:

- Step 1: Name** (Completed)
- Step 2: Administrative Units** (Completed)
- Step 3: Type** (Completed)
- Step 4: Retention settings** (Active):
  - Decide if you want to retain content, delete it, or both**
  - Retain items for a specific period**: Items will be retained for the period you choose.
    - 1 years 0 months 0 days
    - Custom
  - Start the retention period based on**: When items were created
  - Delete items automatically**
  - Do nothing**
  - Retain items forever**: Items will be retained forever, even if users delete them.
  - Only delete items when they reach a certain age**: Items won't be retained, but when they reach the age you choose, we'll delete them from where they're stored.
- Step 5: Finish** (Not yet reached)

At the bottom, there are 'Back', 'Next', and 'Cancel' buttons. The status bar at the bottom right shows the date and time as 12/8/2025, 7:36 PM.

## Microsoft 365 Identity and Services – Enterprise Administration

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The screenshot shows two consecutive steps in the 'Create retention label' wizard:

**Step 1: Name**

**Name your retention label**

This is the name of the label your users will see in the apps where it's published (like Outlook, SharePoint, and OneDrive). So be sure to come up with a name that helps them understand what it's used for.

Make labels with Records Management to access even more label settings. Create a label with Records Management.

**Name \***  
OneDrive 1-Year Cleanup

**Description for users**  
Deletes this file after 1 year of its last modification date.

**Description for admins**  
Enter a description that's helpful for admins who will manage this label

**Next** **Cancel**

**Step 2: Label Settings**

**Define label settings**

We'll apply the settings you choose to labeled items

**Retain items forever or for a specific period**  
Labeled items can't be permanently deleted during this period. You'll define how long the retention period is and what happens to items during and after the retention period in the next steps.

**Enforce actions after a specific period**  
Labeled items won't be retained. You can decide whether they should be deleted, or relabeled when the period you specify in the next step ends.

**Just label items**  
Choose this setting if you only want to classify labeled items. The items won't be retained and your users won't be restricted from editing, moving, or deleting them.

**Back** **Next** **Cancel**

## Microsoft 365 Identity and Services – Enterprise Administration

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The screenshot shows two consecutive steps in the 'Create retention label' wizard:

**Step 1: Define the retention period**

This step allows you to specify how long the retention period should be. It includes fields for 'Retain items for' (set to 'Custom' with 1 year, 0 months, 0 days) and 'Start the retention period based on' (set to 'When items were last modified'). A link to 'Create new event type' is also present.

**Step 2: Choose what happens after the retention period**

This step determines what happens to items when the retention period ends. The selected option is 'Delete items automatically', which permanently removes labeled items from storage. Other options include 'Start a disposition review' (reviewer decides deletion or other actions), 'Change the label' (extend period by choosing a new label), 'Run a Power Automate flow' (move items via a flow), and 'Deactivate retention settings' (items are neither retained nor deleted).

## Microsoft 365 Identity and Services – Enterprise Administration

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The screenshot shows two windows from the Microsoft Purview Data Lifecycle Management Labels interface.

**Top Window: Create retention label**

**Left Panel (Flowchart):**

- Name (Completed)
- Label Settings (Completed)
- Period (Completed)
- Finish (Completed)

**Right Panel (Review and finish):**

**Name:**  
Name: OneDrive 1-Year Cleanup  
[Edit](#)

**Description for users:**  
Deletes this file after 1 year of its last modification date.  
[Edit](#)

**Retention settings:**

| Retention period | Retention action                          |
|------------------|-------------------------------------------|
| 1 year           | Retain and Delete<br><a href="#">Edit</a> |

**Buttons:** Back, Create label, Cancel

**Bottom Window: Publish labels so users can apply them to their content.**

**Left Panel (Flowchart):**

- Choose labels to publish (Completed)
- Administrative Units
- Scope
- Name your policy
- Finish

**Right Panel (Choose labels to publish):**

Choose the labels you want to publish to your organization's apps so users can apply them to their content. If you don't see the labels you want, you'll be able to create one from scratch.

Publish these labels (1 label(s))

| Name                  | Retention            |
|-----------------------|----------------------|
| OneDrive 1YR Deletion | 1 year keep + delete |

[Edit](#)

**Buttons:** Next, Cancel

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
Student ID: 101635231

Term: .....

The screenshot shows two steps of a wizard for creating a retention policy:

**Step 1: Choose the type of retention policy to create**

- Choose labels to publish
- Administrative Units
- Scope** (selected)
- Name your policy
- Finish

**Step 2: Choose where to publish labels**

- Choose labels to publish
- Administrative Units
- Scope** (selected)
- Published to users and groups**
- Name your policy
- Finish

**Choose where to publish labels**

When published, users in your organization will be able to apply this label to items in the locations you choose.

You can set up data connectors to import content from non-Microsoft apps like Slack, WhatsApp and many more, for use with this solution. [Set up now](#)

All locations. Includes content in Exchange email, Office 365 groups, OneDrive and SharePoint documents.

Let me choose specific locations.

| Status | Location                                   | Included                  | Excluded     |
|--------|--------------------------------------------|---------------------------|--------------|
| Off    | Exchange mailboxes                         |                           |              |
| Off    | SharePoint classic and communication sites |                           |              |
| On     | OneDrive accounts                          | All user accounts<br>Edit | None<br>Edit |
| Off    | Microsoft 365 Group mailboxes & sites      |                           |              |

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
Student ID: 101635231

Term: .....

The screenshot shows two consecutive steps of a wizard for publishing labels:

**Step 2: Name your policy**

- Left sidebar: Choose labels to publish, Administrative Units, Scope, Name your policy (selected), Finish.
- Right panel:
  - Name your policy**
  - Name: Publish 1-Year Cleanup Label
  - Description: Clearly describe this policy to users
- Buttons: Back, Next, Cancel.

**Step 3: Finish**

- Left sidebar: Choose labels to publish, Administrative Units, Scope, Name your policy (selected), Finish.
- Right panel:
  - Finish**
  - Most labels will become available to your users within a week. Labels will appear in Outlook and Outlook on the web only for mailboxes that have at least 10 MB of data.
  - Choose labels to publish: 1 label(s) will be published (made available) so your users can classify their content  
OneDrive 1YR Deletion 1 year keep + delete [Edit](#)
  - Applies to content in these locations: OneDrive accounts (All Sites) [Edit](#)
  - Name: Publish 1-Year Cleanup Label [Edit](#)
  - Description: [Edit](#)
- Buttons: Back, Submit, Cancel.

## Microsoft 365 Identity and Services – Enterprise Administration

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Student Name: Hikmatullah shinwari  
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Term: .....

The screenshot shows the Microsoft Purview Data Lifecycle Management Labels page. The left sidebar navigation includes Home, Solutions, Agents, Learn, Usage center (preview), Settings, Information Protection, Data Lifecycle Management..., Data Loss Prevention, and Audit. The main navigation bar at the top has tabs for All admin centers - Micro, Labels | Microsoft Purview, and other options like Data Governance, Data Privacy, and Data Security. The current page is 'Labels'. A search bar and Copilot button are at the top right. Below the header, there's a note about creating labels with Records Management. The main content area displays a table of labels:

| Name                  | Retention duration | Created by          | Last modified    |
|-----------------------|--------------------|---------------------|------------------|
| OneDrive 1YR Deletion | 1 year             | hikmatullah shin... | 8 Dec 2025 19:56 |

Below the table are buttons for Create a label, Publish labels, Import, Export, Refresh, and a search bar. The bottom of the screen shows a taskbar with various icons and system status information.

## Microsoft 365 Identity and Services – Enterprise Administration

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Student Name: Hikmatullah shinwari  
Student ID: 101635231

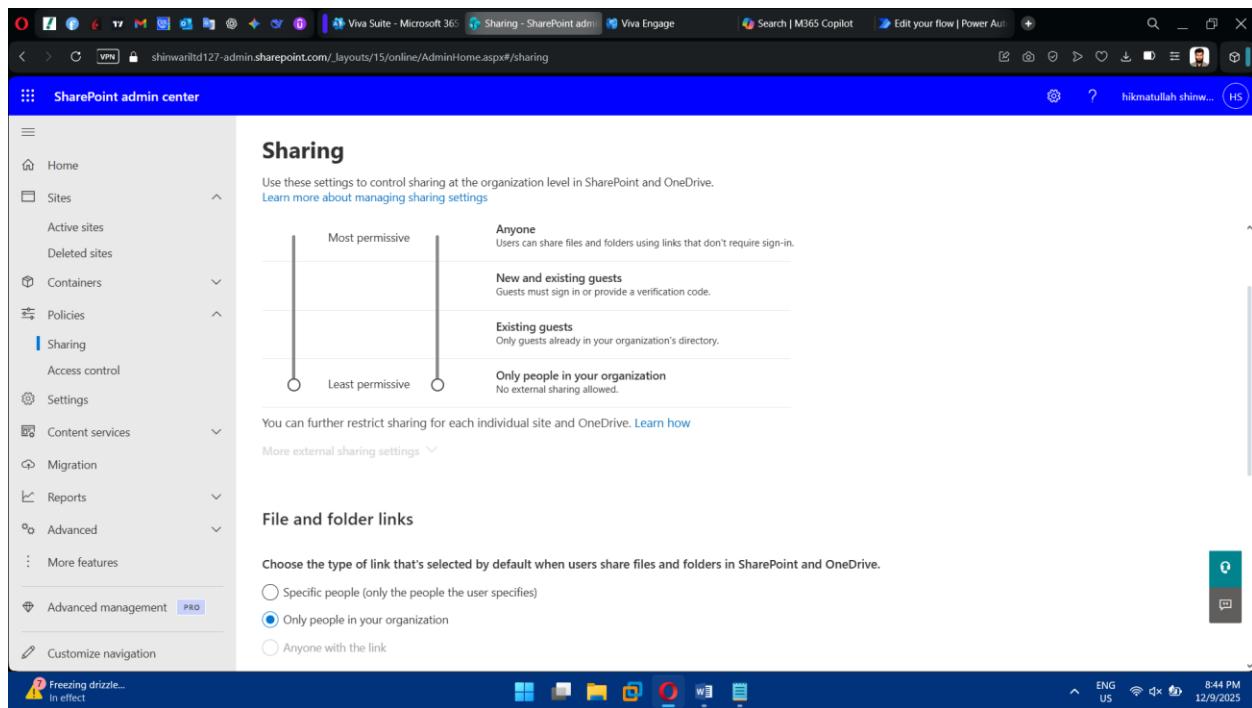
Term: .....

---

### Set Up Viva Engage for Enterprise Social Networking:

1. Configure Viva to allow only internal communications.

**Note:** Hello Prof, I was not able to find the exact settings in Viva Engage to complete the task. However, I was able to achieve the required outcome through the SharePoint Admin Center and Azure Admin Center. The necessary configuration options do not appear to be available in Viva Engage, or I may not have been able to locate them.

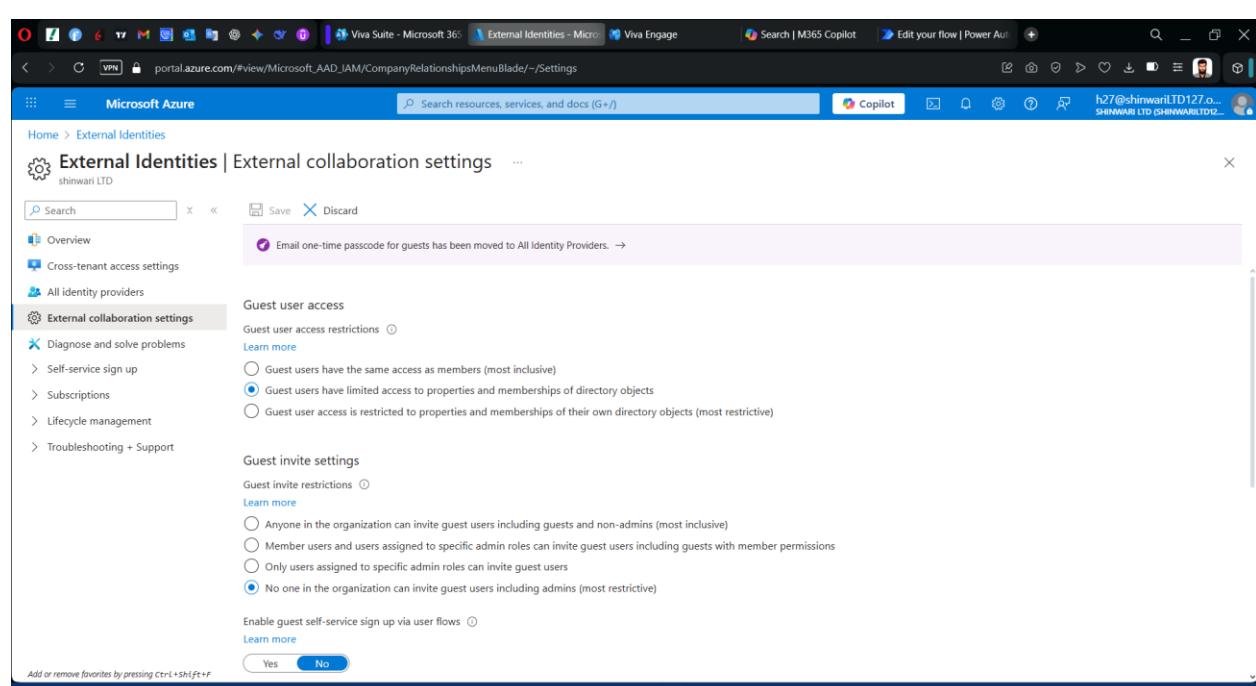


The screenshot shows the SharePoint Admin Center interface. On the left, there's a navigation menu with items like Home, Sites, Containers, Policies, Sharing (which is selected), Access control, Settings, Content services, Migration, Reports, Advanced, More features, Advanced management (PRO), and Customize navigation. The main content area is titled "Sharing" and contains instructions: "Use these settings to control sharing at the organization level in SharePoint and OneDrive." It includes a link to "Learn more about managing sharing settings". Below this is a slider for "Sharing level" with four options: "Anyone" (Most permissive), "New and existing guests", "Existing guests", and "Only people in your organization" (Least permissive). A note says "You can further restrict sharing for each individual site and OneDrive. Learn how" and a link to "More external sharing settings". At the bottom, there's a section for "File and folder links" with a note: "Choose the type of link that's selected by default when users share files and folders in SharePoint and OneDrive." Three radio button options are shown: "Specific people (only the people the user specifies)" (unchecked), "Only people in your organization" (checked), and "Anyone with the link" (unchecked). The bottom right corner shows system status: "Freezing drizzle... In effect", "ENG US", "8:44 PM 12/9/2025", and a battery icon.

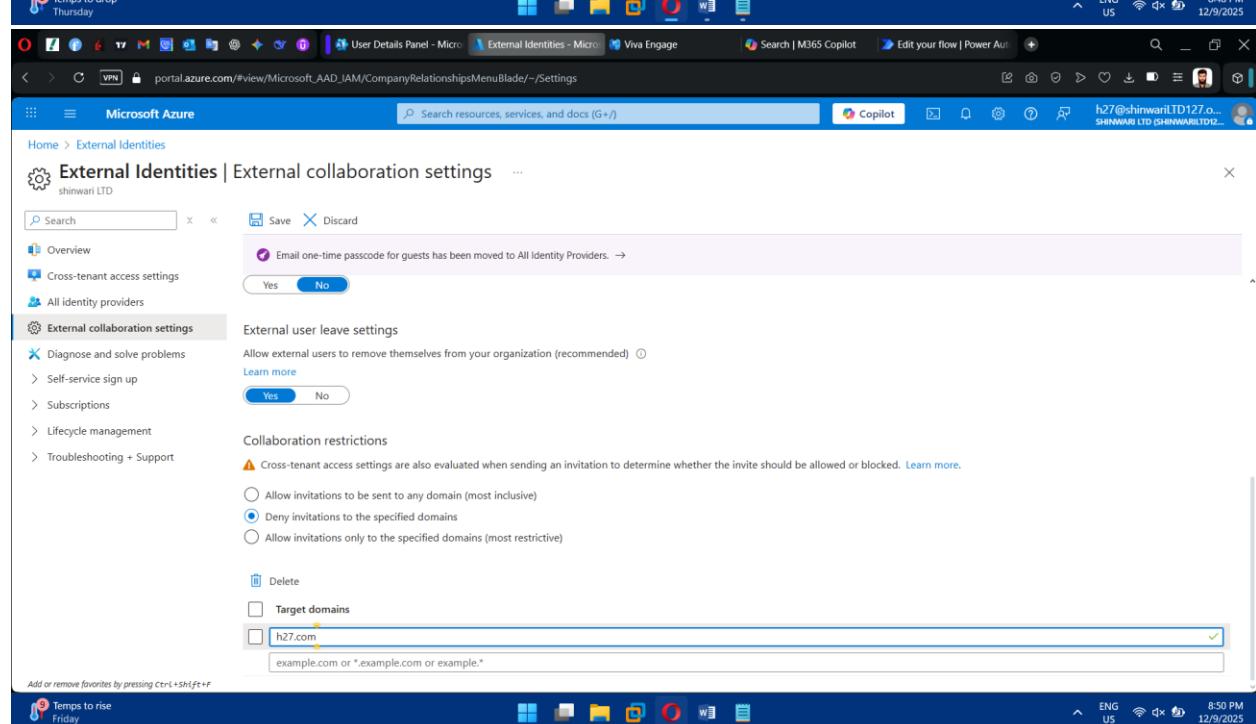
## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
Student ID: 101635231

Term: .....



The screenshot shows the 'External Identities | External collaboration settings' page in the Microsoft Azure portal. The left sidebar lists navigation options: Overview, Cross-tenant access settings, All identity providers, External collaboration settings (selected), Diagnose and solve problems, Self-service sign up, Subscriptions, Lifecycle management, and Troubleshooting + Support. The main content area displays 'Guest user access' settings, where 'Guest users have limited access to properties and memberships of directory objects' is selected. It also shows 'Guest invite settings' with 'No one in the organization can invite guest users including admins (most restrictive)' selected. A note at the top states: 'Email one-time passcode for guests has been moved to All Identity Providers.' Below the settings are 'Enable guest self-service sign up via user flows' and 'Learn more' buttons, followed by 'Yes' and 'No' buttons.

The screenshot shows the same 'External Identities | External collaboration settings' page. The 'External user leave settings' section is visible, with 'Allow external users to remove themselves from your organization (recommended)' selected. A note below it says: 'Cross-tenant access settings are also evaluated when sending an invitation to determine whether the invite should be allowed or blocked.' Under 'Collaboration restrictions', 'Deny invitations to the specified domains' is selected. A 'Target domains' input field contains 'h27.com'. The bottom of the screen shows the Windows taskbar with various pinned icons and system status indicators.

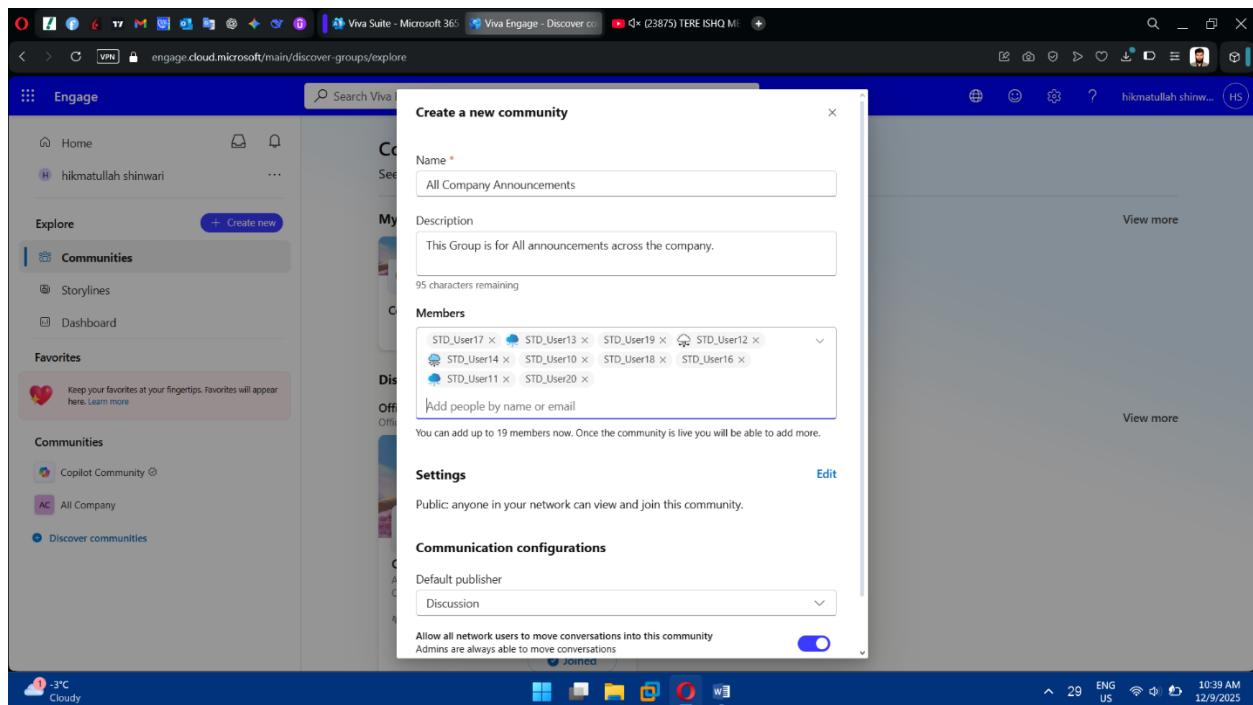
## Microsoft 365 Identity and Services – Enterprise Administration

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Student Name: Hikmatullah shinwari  
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- 
2. Set up groups for company-wide announcements and department-specific discussions.



## Microsoft 365 Identity and Services – Enterprise Administration

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The image displays two screenshots of the Microsoft Viva Engage interface, showing different views of the platform's features.

**Screenshot 1: Main Home Page**

- Left Sidebar:** Home, hikmatullah shinwari, Explore (Communities, Storylines, Dashboard), Favorites (Keep your favorites at your fingertips. Favorites will appear here. Learn more).
- Center Content:** All Company Announcements (This Group is for All announcements across the company. Conversations, About, Files, Events). A modal window titled "Introducing community experts & verified answers" explains the feature: "Admins can now assign experts to enrich the community experience by verifying helpful responses. Verified answers help build credibility and trust across your community."
- Right Sidebar:** Members (3), Community experts (Assign), Community summary (Nov 12, 2025 - Dec 9, 2025. We do not have enough data for this community yet. Only admins can see this summary. See full community analytics), Info.

**Screenshot 2: Configuration Settings**

- Left Sidebar:** Home, hikmatullah shinwari, Explore (Communities, Storylines, Dashboard), Favorites (Keep your favorites at your fingertips. Favorites will appear here. Learn more).
- Right Content:**
  - Configuration:** Privacy (Public: anyone in y...), Posting permissions (Only admins can start a conversation in this community. All members can comment and reply to a comment).
  - Community resources:** Enable community members to view resource links (switch is on).
  - Enable Files tab:** Enable the Files tab, which allows community members to view and access content via Sharepoint that has been shared with the community (switch is on).
  - Publisher and feed:** Default publisher (Choose a default post type. Discussion).

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
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The screenshot displays two windows from the Microsoft Viva Engage platform.

**Top Window: All community experts**

This window shows a list of community experts. It includes columns for the user's name, title, email, and options to "Remove as expert". The users listed are:

- hikmatullah shinwari (Community expert, h27@shinwari127.onmicrosoft.com)
- STD\_User10 (Community expert, Junior\_cloudAnalyst)
- STD\_User20 (Community expert, user20@shinwari127.onmicrosoft.com)

**Bottom Window: Create a new community**

This window allows creating a new community. The form fields are:

- Name:** HR\_Department1
- Description:** This group is only for HR department.
- Members:** STD\_User13, STD\_User14, STD\_User16 (with an option to "Add people by name or email").
- Edit settings:** Select public or private community (set to Private).
- Communication configurations:** Default publisher is set to Discussion.
- Allow all network users to move conversations into this community:** This toggle switch is turned on.

Both windows show a standard Windows taskbar at the bottom with icons for Start, File Explorer, Task View, and others.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
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The screenshot shows the Microsoft Viva Engage platform. On the left, there's a sidebar with navigation links like Home, hikmatullah shinwari, Explore, Communities, Storylines, Dashboard, Favorites, and Communities. The main area displays a community titled 'HR\_Department1'. The community page includes a description stating it's only for the HR department, a 'Conversations' tab, and a section for 'Community experts' with four assigned members (H.S., S., T., and H.S.). A tooltip on the right side of the screen highlights the 'Unmark official community' option. The bottom of the screen shows a taskbar with various icons and system status information.

- Ensure compliance with the company's social media policy.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
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Term: .....

The image contains two screenshots of Microsoft 365 administration interfaces.

**Top Screenshot:** A screenshot of a web browser showing the "Tenant settings" page in Viva Engage. A modal dialog titled "Custom usage policy" is open. It shows a "Policy name" field containing "Company Social Media Policy.", a note about character count (227 characters remaining), and a toggle switch set to "On". Below the policy name is a descriptive text box: "This policy governs the use of Viva Engage (and other company-sponsored social platforms) by all employees, contractors, and affiliates. Its purpose is to foster a respectful, professional, and compliant internal communication environment." At the bottom right of the modal is a "Save" button.

**Bottom Screenshot:** A screenshot of a web browser showing the "Create retention policy" wizard in Microsoft Purview Data Governance. The current step is "Name your retention policy". The left sidebar shows a navigation tree with "Name" selected. The main form has a "Name" field containing "Viva\_Engage\_5Year\_Retention" and a "Description" field with the placeholder "Clearly describe this policy to users". At the bottom of the form are "Next" and "Cancel" buttons.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
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The screenshot shows the Microsoft Purview Data lifecycle management interface for creating a retention policy. The left sidebar shows steps: Name, Administrative Units, Type (selected), Locations, Retention settings, and Finish. The main area title is "Choose the type of retention policy to create". It explains that locations can be specified dynamically or individually. Two options are shown: "Adaptive" (radio button not selected) and "Static" (radio button selected). The "Static" option describes how it allows choosing locations containing content to retain, noting manual updates if locations change. Navigation buttons Back, Next, and Cancel are at the bottom.

The screenshot shows the Microsoft Purview Data lifecycle management interface for creating a retention policy. The left sidebar shows steps: Name, Administrative Units, Type (selected), Locations (selected), Retention settings, and Finish. The main area lists locations for retention:

- Teams channel messages: Off (radio button), Teams channel messages: Messages from channel conversations and channel meetings. Doesn't apply to Teams private channel messages. (NOTE: Now includes Private channels.) [More details](#)
- Teams chats: Off (radio button), Teams chats: Messages from individual chats, group chats, meeting chats, bot chats. [More details](#)
- Teams private channel messages: Off (radio button), Teams private channel messages: Messages from Teams private channels. (NOTE: Will be deprecated by Oct 2025. Please use Teams channel messages policy for Private channels.) [More details](#)
- Yammer community messages: On (radio button), Yammer community messages: Messages from Yammer community discussions. [More details](#) All communities [Edit](#) None [Edit](#)
- Yammer user messages: Off (radio button), Yammer user messages: Private messages and community message notifications. [More details](#)
- Microsoft Copilot experiences: Off (radio button), Microsoft Copilot experiences: Built-in and custom Copilot experiences. [More details](#)
- Enterprise AI apps: Off (radio button), Enterprise AI apps: Non-Copilot AI apps that are onboarded or connected to your org using methods like Entra registration and data connectors. [More details](#)
- Other AI apps: Off (radio button), Other AI apps: AI Apps users interact with through a browser. These apps are categorized as "Generative AI" in the Defender for Cloud Apps catalog. [More details](#)

Navigation buttons Back, Next, and Cancel are at the bottom.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
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Term: .....

The screenshot shows the Microsoft Purview Data Lifecycle Management interface for creating a retention policy. The left sidebar lists steps: Name, Administrative Units, Type, Retention settings (which is selected), and Finish. The main area is titled "Decide if you want to retain content, delete it, or both". It shows the "Retain items for a specific period" option selected, with a dropdown set to "5 years". Below this, under "Start the retention period based on", "When items were created" is selected. Under "At the end of the retention period", "Do nothing" is selected. Other options shown are "Retain items forever" and "Only delete items when they reach a certain age". At the bottom are Back, Next, and Cancel buttons.

The screenshot shows the Microsoft Purview Data Lifecycle Management interface for creating a retention policy. The left sidebar lists steps: Name, Administrative Units, Type, Retention settings (which is selected), and Finish. The main area is titled "Review and finish". It shows the policy name "Viva\_Engage\_5Year\_Retention" and the locations to apply the policy as "Yammer community messages (All Teams)". Under "Retention settings", it states "Retain items for 5 years based on when they were created" and "Don't delete items at end of retention period". At the bottom are Back, Submit, and Cancel buttons.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
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Term: .....

### Task 4: Monitoring and Reporting

#### 1. Configure Audit Logs:

- Enable and configure audit logging in the Microsoft 365 compliance center.

**Audit log is already enabled.**

- Create a custom audit log search to track user activities related to at least one activity in SharePoint such as updating the site content.

The screenshot shows the Microsoft Purview Audit search interface. The left sidebar includes Home, Audit (selected), Search, Policies, Pay-as-you-go usage, eDiscovery, Data Security Investigations (preview), and Audit. The main area is titled 'Search' and contains fields for 'Date and time range (UTC) Start' (Dec 08 2025, 00:00) and 'End' (Dec 09 2025, 00:00). It also features sections for 'Activities - friendly names', 'Activities - operation names', 'Users', 'Objectid (File, folder, or site)', 'Record Types', 'Workloads', and 'Search name'. At the bottom, there are 'Search' and 'Clear all' buttons, along with 'Copy this search', 'Delete', and 'Refresh' options. The status bar at the bottom right shows '5 items', battery level, ENG US, and the date/time 12/9/2025 11:13 AM.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
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Term: .....

The screenshot shows two instances of the Microsoft Purview Audit search interface. Both instances have the following search parameters:

- Date and time range (UTC) Start: Dec 07 2025, 12:00
- Date and time range (UTC) End: Dec 09 2025, 12:00
- Activities - friendly names: Uploaded file, Created group, Updated group
- Activities - operation names: Enter operation values, separated by commas
- Record Types: Select the record types to search for
- Users: Add the users whose audit logs you want to search
- Objectid (File, folder, or site): https://shinwaritd127.sharepoint.com/sites/HR\_D...
- Workloads: Enter the workloads to search for
- Admin Units: Choose which Admin Units to search for
- Search name: Audit log Testing search

The top instance shows 5 items found, while the bottom instance shows 12 items found. The results table includes columns for Search name, Job status, Progress, Start time, Total results, Creation time, and Search performed by. The results listed are:

| Search name                                                                                                                    | Job status | Prog... | Start... | Total results    | Creation ti...                    | Search performed by               |
|--------------------------------------------------------------------------------------------------------------------------------|------------|---------|----------|------------------|-----------------------------------|-----------------------------------|
| Audit log Testing search                                                                                                       | Queued     | 2s      | 0        | 9 Dec 2025 11:19 | h27@shinwaritd127.onmicrosoft.com |                                   |
| Dec 3 - Dec 4 fileaccessed,filecheckedin,filecopied,filedeleted,filedownloaded,filemodified,filemoved,filerenamed,filerestored | Completed  | 100%    | 1m, 9s   | 0                | 4 Dec 2025 21:02                  | h27@shinwaritd127.onmicrosoft.com |
| Dec 3 - Dec 4 filedeleted                                                                                                      | Completed  | 100%    | 1m, 46s  | 0                | 4 Dec 2025 21:01                  | h27@shinwaritd127.onmicrosoft.com |
| Dec 3 - Dec 4 user3                                                                                                            | Completed  | 100%    | 1m, 58s  | 0                | 4 Dec 2025 21:00                  | h27@shinwaritd127.onmicrosoft.com |
| Dec 3 - Dec 4 h27                                                                                                              | Completed  | 100%    | 2m, 53s  | 0                | 4 Dec 2025 21:00                  | h27@shinwaritd127.onmicrosoft.com |
| Dec 1 - Dec 4 user1                                                                                                            | Completed  | 100%    | 2m, 19s  | 0                | 4 Dec 2025 20:58                  | h27@shinwaritd127.onmicrosoft.com |

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
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Term: .....

### Set Up Alerts:

1. Configure alert policies to notify administrators of suspicious activities, such as multiple failed login attempts or mass deletion of files.

The screenshot shows the 'New Alert Policy' configuration interface. On the left, a sidebar lists various Microsoft Defender features like Overview, Investigations, Explorer, Review, Campaigns, Threat tracker, Exchange message trace, Attack simulation training, Policies & rules, Cloud apps, Cloud security, SOC optimization, Reports, Learning hub, and Trials. The main panel is titled 'New Alert Policy' and contains a vertical flowchart: 'Name your alert' (selected), 'Create alert settings', 'Set your recipients', and 'Review your settings'. To the right, there's a section titled 'Name your alert, categorize it, and choose a severity.' It includes fields for 'Name' (set to 'Mass File Deletion Alert'), 'Description' (set to 'this policy will alert for the deletion of mass files'), 'Severity' (set to 'High'), and 'Category' (set to 'Information governance'). At the bottom are 'Next' and 'Cancel' buttons.

# Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
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The screenshot shows two consecutive steps of creating a new alert policy in Microsoft Defender.

**Step 1: Choose an activity, conditions and when to trigger the alert**

This step is titled "New Alert Policy" and shows the following configuration:

- Activity is:** Deleted file (User deletes a document from a site)
- AND**
- Endpoint alert conditions: Workload is DLP Endpoint** (This alert is only fired for DLP Endpoint activities)
- Add condition:** This alert is only fired for DLP Endpoint activities

**Step 2: How do you want the alert to be triggered?**

This step shows the following configuration:

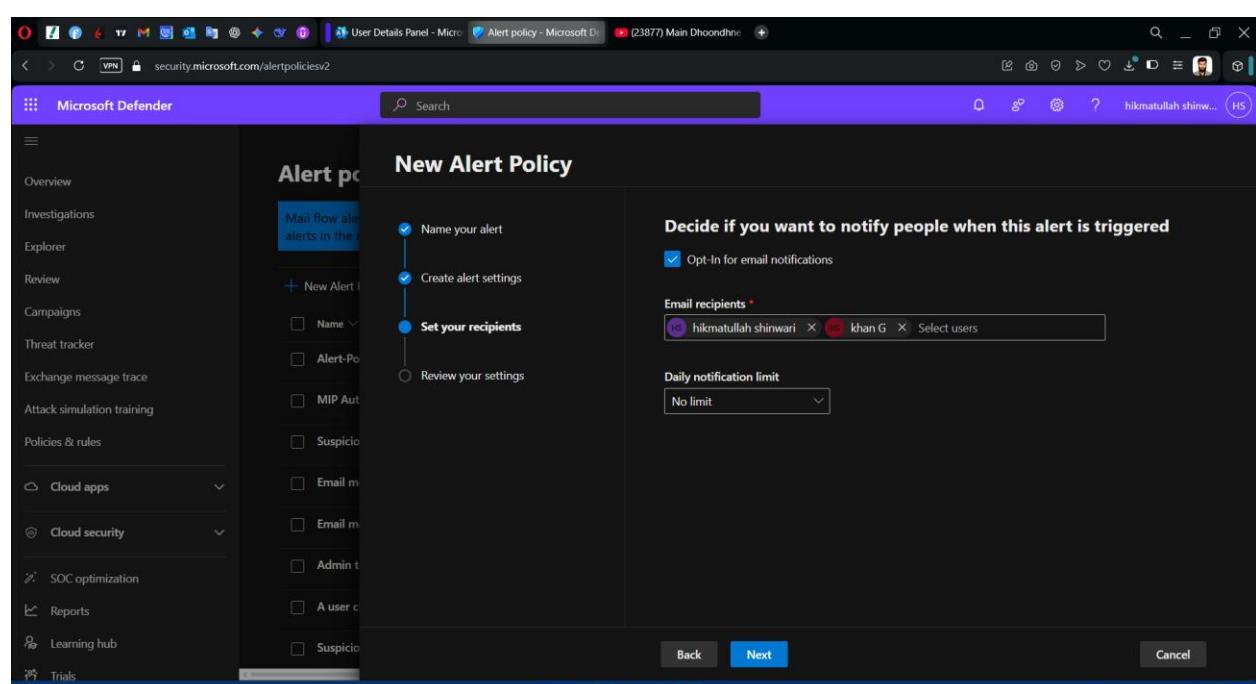
- When the volume of matched activities reaches a threshold:**
  - More than or equal to: 15 activities
  - During the last: 60 minutes
  - On: All users
- When the volume of matched activities becomes unusual:**
  - On: All users

Note: it may take up to a week for the baseline to be established for anomaly alerts. Until then this alert will not be triggered.

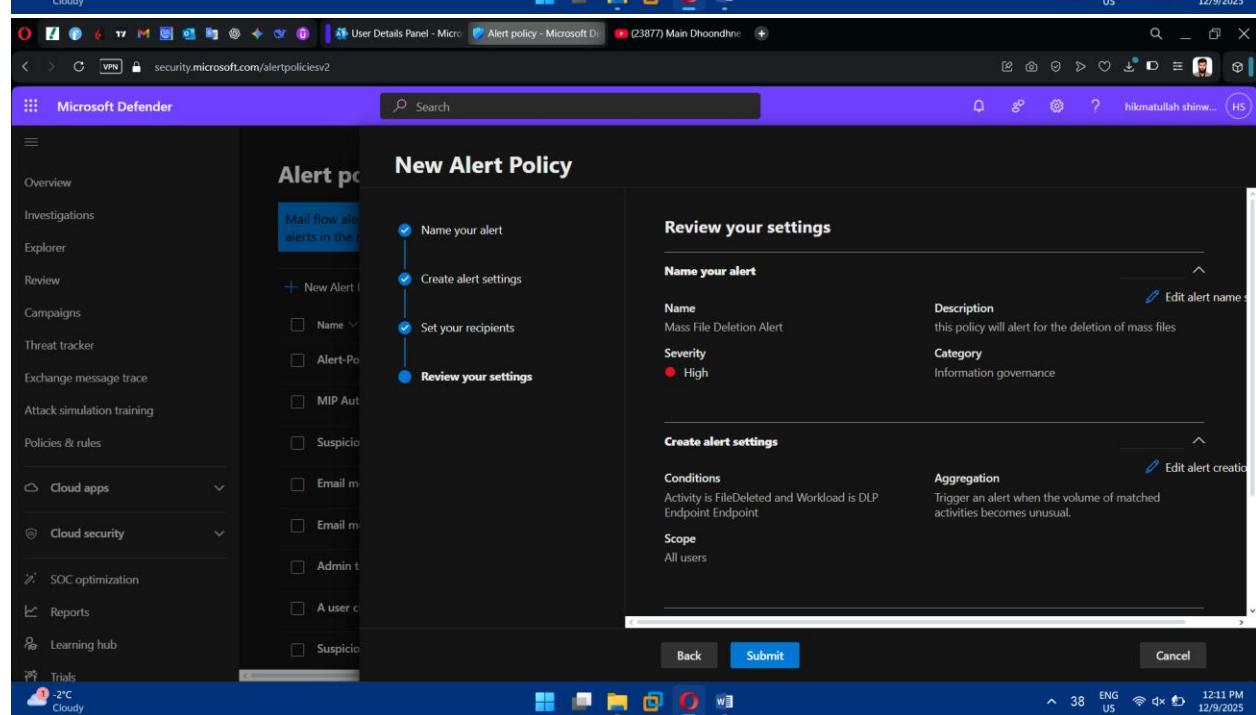
## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
Student ID: 101635231

Term: .....



The screenshot shows the 'New Alert Policy' wizard in Microsoft Defender. The left sidebar lists various security features like Overview, Investigations, Explorer, Review, Campaigns, Threat tracker, Exchange message trace, Attack simulation training, Policies & rules, Cloud apps, Cloud security, SOC optimization, Reports, Learning hub, and Trials. The main pane is titled 'Alert policy' and shows a flowchart: 'Name your alert' (checked), 'Create alert settings' (checked), 'Set your recipients' (highlighted in blue), and 'Review your settings' (unchecked). To the right, under 'Decide if you want to notify people when this alert is triggered', there is a checked checkbox for 'Opt-in for email notifications'. Below it, 'Email recipients' are listed as 'hikmatullah shinwari' and 'khan G', with a 'Select users' button. A dropdown for 'Daily notification limit' is set to 'No limit'. At the bottom are 'Back', 'Next', and 'Cancel' buttons.



The screenshot shows the 'New Alert Policy' wizard in Microsoft Defender, with the 'Review your settings' step highlighted. The left sidebar is identical to the previous screenshot. The main pane shows the alert settings configuration. Under 'Name your alert', the 'Name' field is 'Mass File Deletion Alert', 'Description' is 'this policy will alert for the deletion of mass files', and 'Category' is 'Information governance'. Under 'Create alert settings', 'Conditions' are 'Activity is FileDeleted and Workload is DLP Endpoint Endpoint', and 'Scope' is 'All users'. An 'Aggregation' section indicates 'Trigger an alert when the volume of matched activities becomes unusual.' At the bottom are 'Back', 'Submit', and 'Cancel' buttons.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
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Term: .....

The image shows two screenshots of the Microsoft Defender interface for creating policies.

**Screenshot 1: New Alert Policy**

This screenshot shows the 'New Alert Policy' creation process. The left sidebar lists various security features like Investigations, Explorer, Review, and Threat tracker. The main pane displays a flowchart with four steps: 'Name your alert' (checked), 'Create alert settings' (checked), 'Set your recipients' (checked), and 'Review your settings' (highlighted). To the right, the 'Create alert settings' section is expanded, showing:

- Conditions:** Activity is FileDeleted and Workload is DLP Endpoint Endpoint.
- Aggregation:** Trigger an alert when the volume of matched activities becomes unusual.
- Scope:** All users.
- Set your recipients:** Recipients: h2@shinwari1TD127.onmicrosoft.com, hs28@shinwari1TD127.onmicrosoft.com. Daily notification limit: No limit.

A confirmation dialog at the bottom asks "Do you want to turn the policy on right away?". The "Yes, turn it on right away." option is selected.

**Screenshot 2: Create activity policy**

This screenshot shows the 'Create activity policy' creation process. The left sidebar lists various policy categories. The main pane shows:

- Policy template:** No template.
- Policy name:** Multiple Failed Login Attempts.
- Policy severity:** Threat detection (severity level 3).
- Description:** This policy will alert Multiple Failed Login Attempts.
- Create filters for the policy:** Act on:
  - Single activity: Every activity that matches the filters.
  - Repeated activity: Repeated activity by a single user.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
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Term: .....

The screenshot displays two side-by-side views of the Microsoft Defender interface on a Windows 10 desktop.

**Left View (Top): Create filters for the policy**

- Act on:**
  - Single activity
  - Repeated activity:  
Repeated activity by a single user
- Minimum repeated activities:** 5
- Within timeframe:** 30 minutes
- Checkboxes:**
  - In a single app
  - Count only unique target files or folders per user ⓘ
- Activities matching all of the following:**
  - Activity type: equals Failed log on
  - App: equals Microsoft Online Services, Microsoft Defender for Clo...
- Buttons:**
  - + Add a filter
  - Edit and preview results

**Right View (Bottom): Alerts**

- Checkboxes:**
  - Create an alert for each matching event with the policy's severity
  - Send alert as email ⓘ  
Email address: h27@shinwari1TD127.onmicrosoft.com
  - Send alerts to Power Automate  
Create a playbook in Power Automate
- Daily alert limit per policy:** 10
- Governance actions:**
  - All apps
  - Suspend Microsoft Entra user
- Buttons:**
  - Create
  - Cancel

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
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Term: .....

The screenshot shows the Microsoft Defender Policy management interface. The left sidebar has sections for Campaigns, Threat tracker, Exchange message trace, Attack simulation training, Policies & rules, Cloud apps (Cloud discovery, Cloud app catalog), OAuth apps, Activity log, Governance log, Policies (Policy management selected), and Cloud security. The main area is titled 'Policies' and shows a table with one row. The table columns are Policy (with a dropdown menu), Count (0 active incidents), Severity (High), Action (dropdown menu), and Modified (9 Dec 2025). The policy name is 'Multiple Failed Login Attempts' and its description is 'This policy will alert Multiple Failed Login Attempts'. There are buttons for Create policy, Export, Hide filters, and Table settings.

Set up notifications for data loss prevention (DLP) policy breaches. (You can navigate to Insider risk management

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
Student ID: 101635231

Term: .....

The screenshot shows the Microsoft Purview Data Loss Prevention Policies page. On the left, there's a sidebar with various navigation options like Home, Solutions, Agents, Learn, Usage center (preview), Settings, Information Protection, Data Lifecycle Management, Data Loss Prevention, and Audit. The main content area has a heading 'Data Loss Prevention' with 'Policies' selected. It displays a message about pay-as-you-go billing and a 'Get started' button. Below that is a section titled 'Safeguard sensitive data in Copilot interactions' with a 'Recommendation' button. A table lists four items: 'Default Office 365 DLP policy' (Priority 0, Mode On, Sync completed, 14 Nov 2025 02:42), 'Default policy for Teams' (Priority 1, Mode On, Sync completed, 26 Nov 2025 04:47), 'Default policy for devices' (Priority 2, Mode On, Sync completed, 26 Nov 2025 04:47), and 'Canada Financial Data' (Priority 3, Mode On, Sync completed, 4 Dec 2025 19:27). At the bottom, there's a 'Get started' button and a table of contents.

Default Office 365 DLP policy

| Name                          | Priority | Mode | Last modified     |
|-------------------------------|----------|------|-------------------|
| Default Office 365 DLP policy | 0        | On   | 14 Nov 2025 02:42 |
| Default policy for Teams      | 1        | On   | 26 Nov 2025 04:47 |
| Default policy for devices    | 2        | On   | 26 Nov 2025 04:47 |
| Canada Financial Data         | 3        | On   | 4 Dec 2025 19:27  |

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
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Term: .....

The screenshot shows the Microsoft Purview Data Loss Prevention (DLP) policy creation process. The left sidebar lists steps: Name (selected), Admin units, Locations, Advanced DLP rules, Policy mode, and Finish. The main area is titled "Name your DLP policy" with the sub-instruction "Create a DLP policy to detect sensitive data across locations and apply protection actions when the conditions match." A "Name" field contains "Default Office 365 DLP policy". A "Description" box contains the note: "This policy detects the presence of credit card numbers in externally shared documents and emails. End users are notified of the detection with the suggestion to consider either removing the sensitive data or restricting the sharing." At the bottom are "Next" and "Cancel" buttons.

The screenshot shows the continuation of the DLP policy creation process. The left sidebar now includes "Locations" (selected). The main area displays a table of locations with checkboxes and scopes:

| Location                        | Scope                     | Actions |
|---------------------------------|---------------------------|---------|
| Exchange email                  | All groups                | Edit    |
| SharePoint sites                | All sites                 | Edit    |
| OneDrive accounts               | All users & groups        | Edit    |
| Teams chat and channel messages | Turn on location to scope |         |
| Devices                         | Turn on location to scope |         |

At the bottom are "Back", "Instances", and "Next" buttons.

## Microsoft 365 Identity and Services – Enterprise Administration

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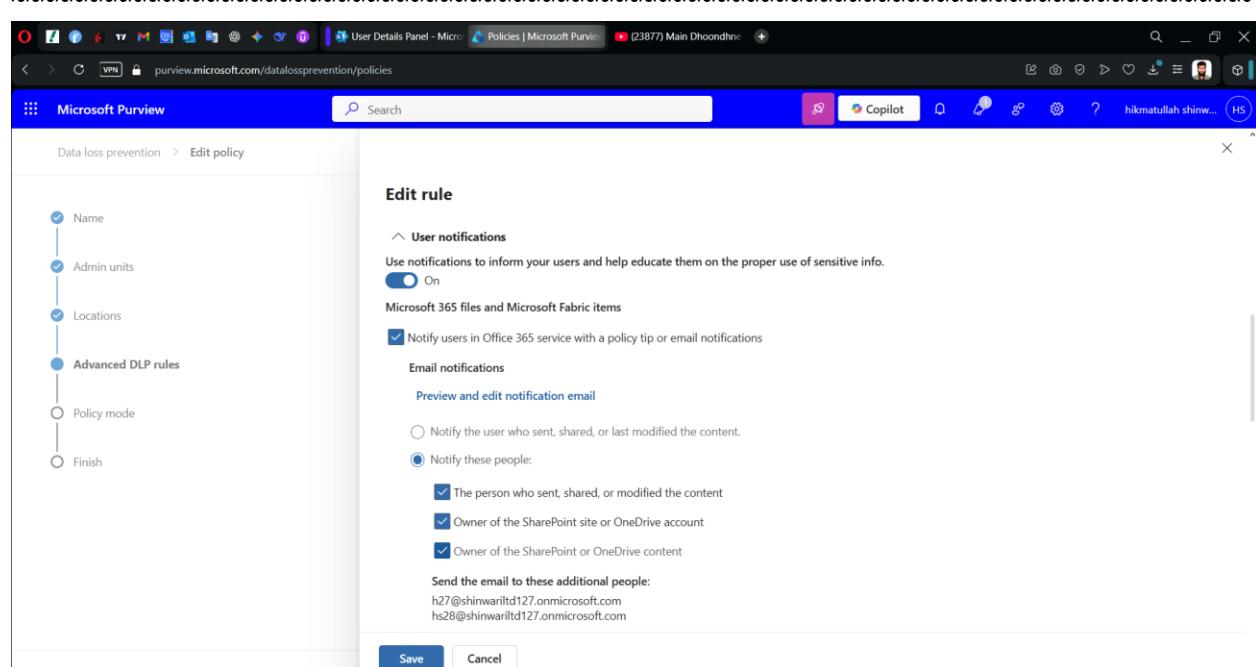
Term: .....

The screenshot displays two side-by-side instances of the Microsoft Purview Data Loss Prevention (DLP) policy editor. Both instances show the 'Edit rule' configuration for a policy named 'SiteAdmin'. The left instance shows a configuration where the 'Content contains' condition is set to detect content shared outside the organization, specifically targeting 'Credit Card Number' with a confidence level of 'High confidence' and an instance count of 1 to 9. The right instance shows a similar configuration but with a different condition: it includes the 'Last modified by' field and has the 'Evaluate rule per component' option turned on. Both screenshots include a sidebar with navigation steps: 'Name', 'Admin units', 'Locations', 'Advanced DLP rules' (selected), 'Policy mode', and 'Finish'.

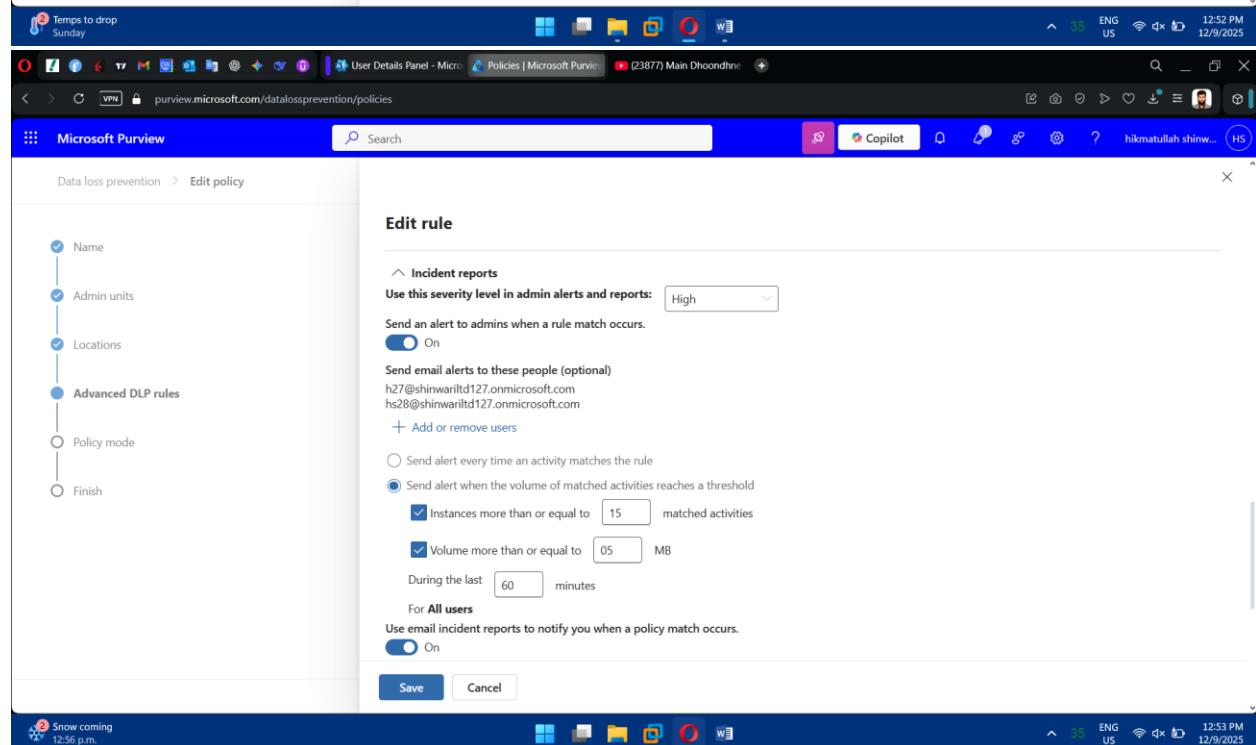
## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
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Term: .....



The screenshot shows the 'Edit rule' configuration for 'User notifications'. The left sidebar lists policy components: Name, Admin units, Locations, Advanced DLP rules (selected), Policy mode, and Finish. Under 'User notifications', the 'On' toggle is selected. The 'Notify users in Office 365 service with a policy tip or email notifications' checkbox is checked. Below it, the 'Email notifications' section shows the 'Notify these people:' radio button selected, with three checkboxes checked: 'The person who sent, shared, or modified the content', 'Owner of the SharePoint site or OneDrive account', and 'Owner of the SharePoint or OneDrive content'. A preview email shows recipients h27@shinwari127.onmicrosoft.com and hs28@shinwari127.onmicrosoft.com. Buttons for 'Save' and 'Cancel' are at the bottom.

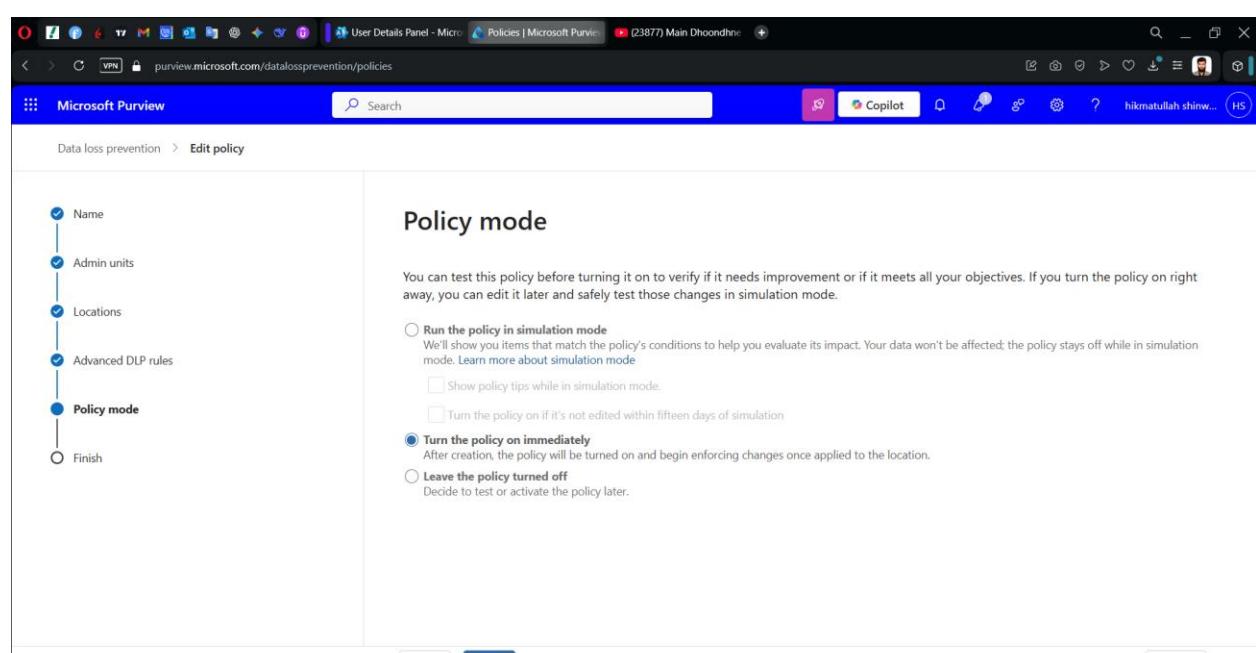
  


The screenshot shows the 'Edit rule' configuration for 'Incident reports'. The left sidebar lists policy components: Name, Admin units, Locations, Advanced DLP rules (selected), Policy mode, and Finish. Under 'Incident reports', the 'High' severity level is selected. The 'On' toggle is selected. The 'Send email alerts to these people (optional)' section lists recipients h27@shinwari127.onmicrosoft.com and hs28@shinwari127.onmicrosoft.com, with an 'Add or remove users' link. The 'Send alert every time an activity matches the rule' radio button is selected. The 'Send alert when the volume of matched activities reaches a threshold' radio button is selected, with two checkboxes checked: 'Instances more than or equal to 15 matched activities' and 'Volume more than or equal to 05 MB'. A 'During the last 60 minutes' input field is shown. The 'For All users' toggle is selected. A note says 'Use email incident reports to notify you when a policy match occurs.' Buttons for 'Save' and 'Cancel' are at the bottom.

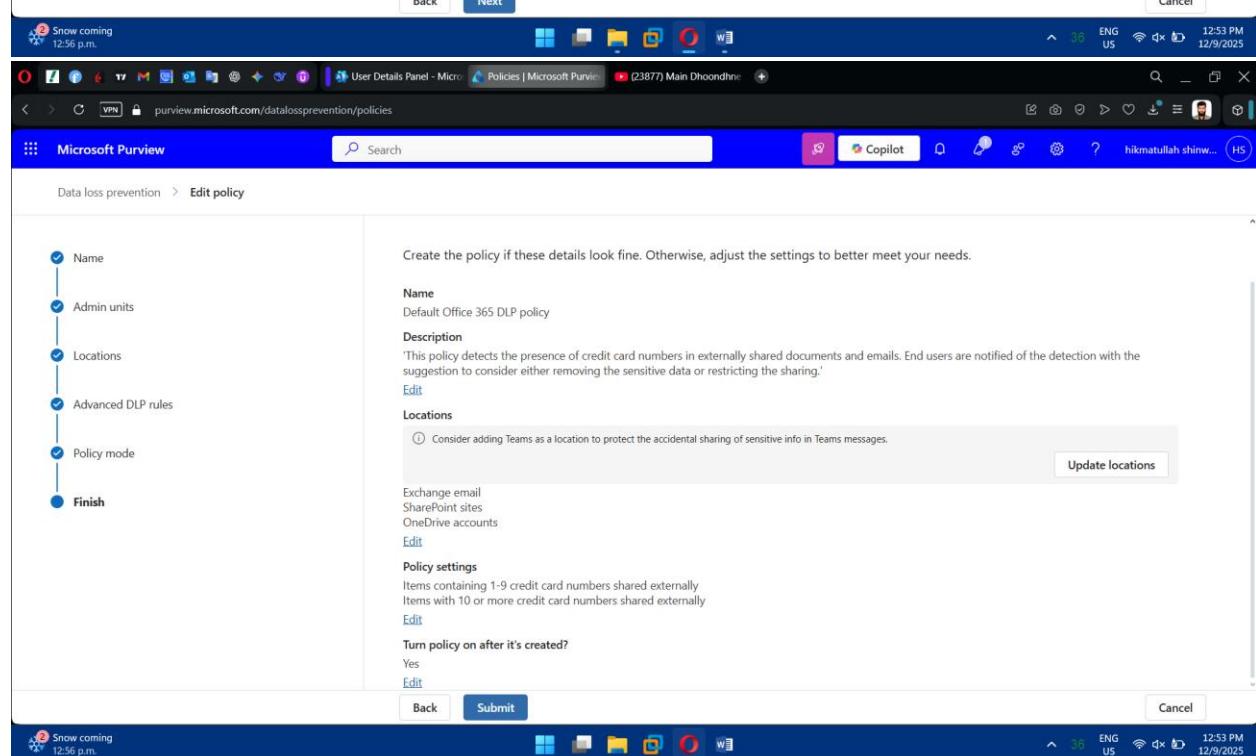
## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
Student ID: 101635231

Term: .....



The screenshot shows the 'Edit policy' step in the Microsoft Purview Data Loss Prevention wizard. On the left, a vertical navigation pane lists steps: Name, Admin units, Locations, Advanced DLP rules, Policy mode (which is selected and highlighted in blue), and Finish. The main content area is titled 'Policy mode'. It contains a note about testing the policy in simulation mode before turning it on. Three radio button options are shown: 'Run the policy in simulation mode' (disabled), 'Turn the policy on immediately' (selected), and 'Leave the policy turned off'. The status bar at the bottom indicates '12/9/2025 12:53 PM'.

The screenshot shows the 'Edit policy' step in the Microsoft Purview Data Loss Prevention wizard. The left navigation pane shows steps: Name, Admin units, Locations, Advanced DLP rules, Policy mode (selected), and Finish. The main content area displays policy details: Name (Default Office 365 DLP policy), Description (This policy detects the presence of credit card numbers in externally shared documents and emails. End users are notified of the detection with the suggestion to consider either removing the sensitive data or restricting the sharing.), and Locations (Teams, Exchange email, SharePoint sites, OneDrive accounts). A note suggests adding Teams as a location. The 'Policy settings' section shows detection rules: Items containing 1-9 credit card numbers shared externally and Items with 10 or more credit card numbers shared externally. A 'Turn policy on after it's created?' option is set to 'Yes'. The status bar at the bottom indicates '12/9/2025 12:53 PM'.

## Microsoft 365 Identity and Services – Enterprise Administration

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Term: .....

The screenshot shows the Microsoft Purview Data Loss Prevention Policies page. On the left, there's a sidebar with various options like Home, Solutions, Agents, Learn, Usage center (preview), Settings, Information Protection, Data Lifecycle Management, Data Loss Prevention, and Audit. The main area displays a message about setting up pay-as-you-go billing. Below it, there's a section titled 'Safeguard sensitive data in Copilot interactions' with a 'Get started' button. A table lists policies: 'Default Office 365 DLP policy' (selected, priority 0, mode On), 'Default policy for Teams' (priority 1, mode On), 'Default policy for devices' (priority 2, mode On), and 'Canada Financial Data' (priority 3, mode Off). To the right, there's a detailed view of the 'Default Office 365 DLP policy' with tabs for Overview (selected) and Policy sync status, Status (On), Description (a note about detecting credit card numbers), Admin units (None), Locations (Exchange email - All accounts, SharePoint sites, OneDrive accounts - All accounts), and Policy settings (two items containing credit card numbers).

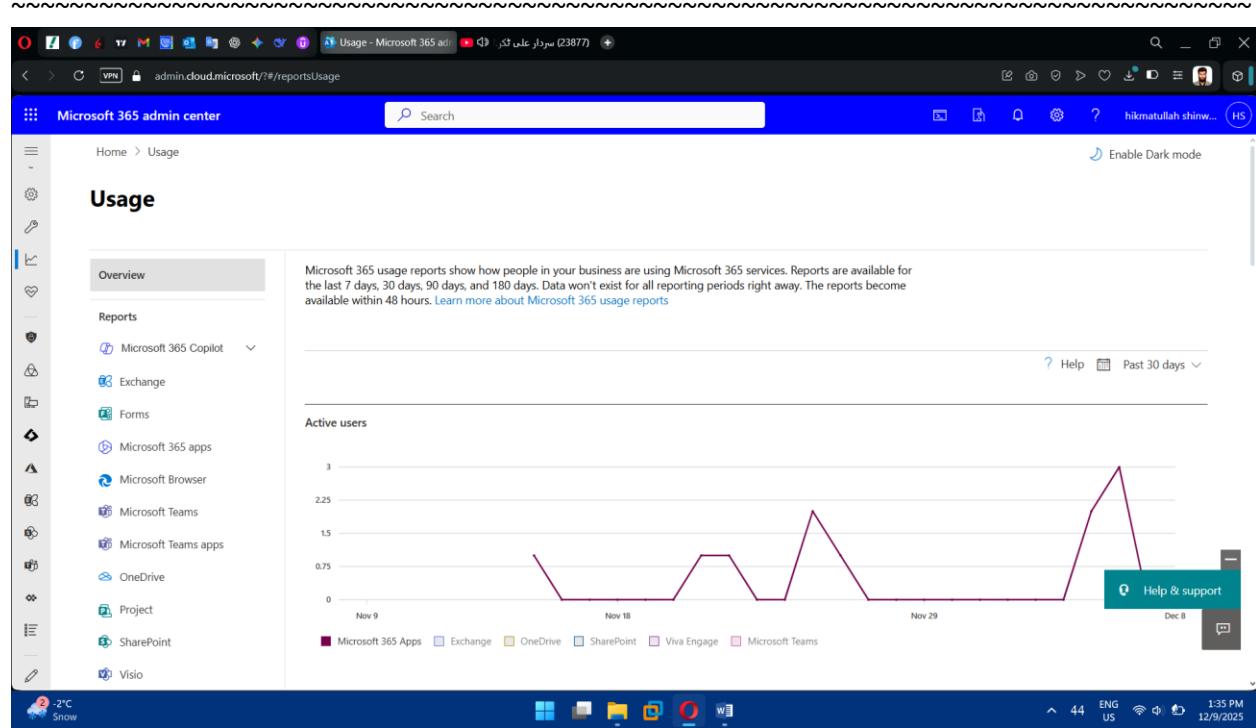
### Generate Usage Reports:

- Use the Microsoft 365 admin center to generate reports on user activity, email usage, and SharePoint site usage.

## Microsoft 365 Identity and Services – Enterprise Administration

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Term: .....



## Microsoft 365 Identity and Services – Enterprise Administration

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The screenshot displays two separate instances of the Microsoft 365 Admin Center interface, both titled "Usage".

**Top Instance (Microsoft 365 apps usage):**

- Left Sidebar:** Shows a navigation menu with "Microsoft 365 Copilot" selected under "Reports". Other options include Exchange, Forms, Microsoft 365 apps (selected), Microsoft Browser, Microsoft Teams, Microsoft Teams apps, OneDrive, Project, SharePoint, and Visio.
- Top Bar:** Shows the URL "admin.cloud.microsoft.com/#/reportsUsage/LicenseActivity" and the title "Usage - Microsoft 365 admin center".
- Content Area:** The "Active users" tab is selected. It contains three main charts:
  - Users:** A line chart showing the number of daily active users from Nov 9 to Dec 8. The Y-axis ranges from 0 to 3. The chart shows several peaks, notably around Nov 18, Nov 29, and Dec 8.
  - Activity:** A line chart showing the number of daily activities from Nov 9 to Dec 8. The Y-axis ranges from 0 to 32. It shows a general upward trend with a significant peak around Dec 8.
  - Services:** A bar chart showing the number of active and inactive users by service. The services listed are Microsoft 365 Apps, Exchange, SharePoint, OneDrive, Viva, and Teams. Exchange has the highest count, followed by Microsoft 365 Apps and SharePoint.

**Bottom Instance (Exchange usage):**

- Left Sidebar:** Shows a navigation menu with "Exchange" selected under "Reports". Other options include Microsoft 365 Copilot, Forms, Microsoft 365 apps, Microsoft Browser, Microsoft Teams, Microsoft Teams apps, OneDrive, Project, SharePoint, and Visio.
- Top Bar:** Shows the URL "admin.cloud.microsoft.com/#/reportsUsage/EmailActivity" and the title "Usage - Microsoft 365 admin center".
- Content Area:** The "Email activity" tab is selected. It contains two main charts:
  - Activity:** A line chart showing the number of actions by type from Nov 8 to Dec 7. The Y-axis ranges from 0 to 24. The chart includes series for Sent (blue), Received (red), Read (green), Meeting Created (yellow), and Meeting Interacted (dark blue).
  - Users:** A line chart showing the number of users by activity type from Nov 8 to Dec 7. The Y-axis ranges from 0 to 16. It shows a sharp increase in user activity starting around Nov 28.

**Microsoft 365 Identity and Services – Enterprise Administration**

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Term: .....

The image displays two side-by-side screenshots of Microsoft Excel windows, both titled "Office365ServicesUserCounts12\_9\_2025 6:38:08 PM - Excel (Product Activation Failed)".

**Top Window (Left):**

- Sheet Name:** Report Refresh Date
- Rows:** 1 through 26.
- Column Headers:** A1, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V.
- Data:** Row 1 contains headers: Report Refresh Date, Exchange Active, Exchange Inactive, OneDrive / OneDrive, SharePoint, Skype For, Yammer, A, Yammer, Ir, Teams Act, Teams Ina, Office 365, Office 365, Report Period. Row 2 contains values: #####, 4, 11, 1, 14, 1, 14, 0, 15, 0, 15, 4, 11, 30.

**Bottom Window (Right):**

- Sheet Name:** EmailActivityUserCounts12\_9\_2025 6:38:54 PM - Excel (Product Activation Failed)
- Rows:** 1 through 26.
- Column Headers:** A1, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T.
- Data:** Row 1 contains headers: Report Refresh Date, Send, Receive, Read, Meeting Created, Meeting Interacted, Report Da, Report Period. Rows 2 through 26 show various activity counts, such as 12/7/2025, 1, 3, 2, 0, #####, 30, followed by multiple rows of 0s and ##### symbols.

## Microsoft 365 Identity and Services – Enterprise Administration

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Term: .....

The screenshot shows a Microsoft Excel spreadsheet titled "SharePointActivityUserCounts12\_9\_2025 6\_39\_56 PM - Excel (Product Activation Failed)". The table has columns for Refresh Date, Visited Page, Viewed Or Edited, Synced, Shared Internally, Shared Externally, Report Date, and Report Period. The data spans from row 1 to 26. The "Report Period" column contains the value "30" for all rows. The "Shared Internally" and "Shared Externally" columns are empty for most rows, except for row 14 where they both contain the value "1". The "Report Date" column shows dates from November 13, 2025, to December 7, 2025.

|    | A                   | B            | C                | D      | E                 | F                 | G           | H             | I | J | K | L | M | N | O | P | Q | R | S |
|----|---------------------|--------------|------------------|--------|-------------------|-------------------|-------------|---------------|---|---|---|---|---|---|---|---|---|---|---|
| 1  | Report Refresh Date | Visited Page | Viewed Or Edited | Synced | Shared Internally | Shared Externally | Report Date | Report Period |   |   |   |   |   |   |   |   |   |   |   |
| 2  | 12/7/2025           |              |                  |        |                   |                   | 12/7/2025   | 30            |   |   |   |   |   |   |   |   |   |   |   |
| 3  | 12/7/2025           |              |                  |        |                   |                   | 12/6/2025   | 30            |   |   |   |   |   |   |   |   |   |   |   |
| 4  | 12/7/2025           |              |                  |        |                   |                   | 12/5/2025   | 30            |   |   |   |   |   |   |   |   |   |   |   |
| 5  | 12/7/2025           |              |                  |        |                   |                   | 12/4/2025   | 30            |   |   |   |   |   |   |   |   |   |   |   |
| 6  | 12/7/2025           |              |                  |        |                   |                   | 12/3/2025   | 30            |   |   |   |   |   |   |   |   |   |   |   |
| 7  | 12/7/2025           |              |                  |        |                   |                   | 12/2/2025   | 30            |   |   |   |   |   |   |   |   |   |   |   |
| 8  | 12/7/2025           |              |                  |        |                   |                   | 12/1/2025   | 30            |   |   |   |   |   |   |   |   |   |   |   |
| 9  | 12/7/2025           |              |                  |        |                   |                   | 11/30/2025  | 30            |   |   |   |   |   |   |   |   |   |   |   |
| 10 | 12/7/2025           |              |                  |        |                   |                   | 11/29/2025  | 30            |   |   |   |   |   |   |   |   |   |   |   |
| 11 | 12/7/2025           |              |                  |        |                   |                   | 11/28/2025  | 30            |   |   |   |   |   |   |   |   |   |   |   |
| 12 | 12/7/2025           |              |                  |        |                   |                   | 11/27/2025  | 30            |   |   |   |   |   |   |   |   |   |   |   |
| 13 | 12/7/2025           |              | 1                |        |                   |                   | 11/26/2025  | 30            |   |   |   |   |   |   |   |   |   |   |   |
| 14 | 12/7/2025           | 1            |                  |        | 1                 |                   | 11/25/2025  | 30            |   |   |   |   |   |   |   |   |   |   |   |
| 15 | 12/7/2025           |              |                  |        |                   |                   | 11/24/2025  | 30            |   |   |   |   |   |   |   |   |   |   |   |
| 16 | 12/7/2025           |              |                  |        |                   |                   | 11/23/2025  | 30            |   |   |   |   |   |   |   |   |   |   |   |
| 17 | 12/7/2025           |              | 1                | 1      |                   |                   | 11/22/2025  | 30            |   |   |   |   |   |   |   |   |   |   |   |
| 18 | 12/7/2025           |              |                  |        |                   |                   | 11/21/2025  | 30            |   |   |   |   |   |   |   |   |   |   |   |
| 19 | 12/7/2025           |              |                  |        |                   |                   | 11/20/2025  | 30            |   |   |   |   |   |   |   |   |   |   |   |
| 20 | 12/7/2025           |              |                  |        |                   |                   | 11/19/2025  | 30            |   |   |   |   |   |   |   |   |   |   |   |
| 21 | 12/7/2025           |              |                  |        |                   |                   | 11/18/2025  | 30            |   |   |   |   |   |   |   |   |   |   |   |
| 22 | 12/7/2025           |              |                  |        |                   |                   | 11/17/2025  | 30            |   |   |   |   |   |   |   |   |   |   |   |
| 23 | 12/7/2025           |              |                  |        |                   |                   | 11/16/2025  | 30            |   |   |   |   |   |   |   |   |   |   |   |
| 24 | 12/7/2025           |              |                  |        |                   |                   | 11/15/2025  | 30            |   |   |   |   |   |   |   |   |   |   |   |
| 25 | 12/7/2025           |              |                  |        |                   |                   | 11/14/2025  | 30            |   |   |   |   |   |   |   |   |   |   |   |
| 26 | 12/7/2025           |              |                  |        |                   |                   | 11/13/2025  | 30            |   |   |   |   |   |   |   |   |   |   |   |

## Microsoft 365 Identity and Services – Enterprise Administration

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Term: .....

- Schedule monthly reports to be sent to IT administrators and department heads.( Optional, you can use Power Automate)

The screenshot shows the Microsoft Power Automate web interface. On the left, there's a sidebar with navigation links like Home, Create, Templates, Learn, My flows, Approvals, Solutions, Automation center, Process mining, AI hub, Desktop flow activity, More, Power Platform, and Ask a chatbot. The main area has a title 'Three ways to make a flow'. It shows two sections: 'Start from blank' and 'Start from a template'. Under 'Start from blank', there are six options: 'Automated cloud flow' (triggered by a designated event), 'Instant cloud flow' (triggered manually as needed), 'Scheduled cloud flow' (choose when and how often it runs), 'Describe it to design it' (describe the flow you want and AI builds it for you), 'Desktop flow' (automates processes on your desktop environment), and 'Process mining' (evaluate and optimize your existing processes and tasks). Under 'Start from a template', there are four examples: 'Follow up on a message' (instant, 1055537), 'Schedule a reply to send at the perfect time' (instant, 618171), 'Forward your emails to a channel' (automated, 285067), and 'Create a Planner task when a channel post starts with TODO' (automated, 210544). A search bar 'Search all templates' is also present.

This screenshot shows the 'Build a scheduled cloud flow' configuration dialog box overlaid on the Power Automate interface. The dialog has fields for 'Flow name' (set to 'Schedule Monthly Reports'), 'Run this flow' (set to 'Starting 12/9/25 at 10:00 AM' and 'Repeat every 1 Month'), and 'This flow will run' (set to 'Every month'). Below the dialog, the main interface shows the 'Start from blank' section again, with the 'Scheduled cloud flow' option highlighted. The sidebar on the left remains the same as the previous screenshot.

## Microsoft 365 Identity and Services – Enterprise Administration

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Term: .....

The screenshot shows two instances of the Microsoft Power Automate web interface. The top instance displays a 'Recurrence' flow configuration. It includes fields for 'Interval' (set to 1), 'Frequency' (set to Month), 'Time zone' (Eastern Time (US & Canada)), and 'Start time' (2025-12-09T15:00:00.000Z). The bottom instance shows the 'Add an action' search bar and a list of available actions categorized by connector, such as Azure DevOps, Control, Data Operation, Date Time, HTTP, Mail, Microsoft Teams, Notifications, and others.

**Copilot**

Welcome back! If you want me to change your flow, just say what you want. For example:

- Add an action that sends an email
- Explain what an action does
- Add a condition

Check the flow's actions to see if any parameters need to be set. Don't forget to save when you're done!

AI-generated content may be incorrect

Save this flow

Ask a question or describe how you want to change this flow

0/2000

Make sure AI-generated content is accurate and appropriate before using.

Copilot is new technology that is still being developed. It is optimized for use with English language and has limited support with other languages. As such, parts of it may appear in English rather than your preferred language. [Learn more](#)

25 ENG US 2:14 PM 12/9/2025

-2°C Cloudy

## Microsoft 365 Identity and Services – Enterprise Administration

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Term: .....

The screenshot shows two consecutive screenshots of the Microsoft Entra admin center interface.

**Screenshot 1: Register an application**

- Left sidebar:** Home, Entr agents, Favorites (shinwari LTD), Entr ID (Overview, Users, Groups, Devices, Agent ID (Preview), Enterprise apps, App registrations, Roles & admins, Delegated admin partners, Domain services, Conditional Access).
- Center pane:** Search bar: "Search resources, services, and docs (G+)"
- Form fields:**
  - Name:** M365-Reports-Automation-Flow
  - Supported account types:** Accounts in this organizational directory only (selected)
  - Redirect URI (optional):** (Field is empty)
- Feedback overlay:** "Give feedback to Microsoft" with a satisfaction scale from Very dissatisfied to Very satisfied.
- Buttons:** "Register" button at the bottom.

**Screenshot 2: Application registration details**

- Left sidebar:** Home, Entr agents, Favorites (shinwari LTD), Entr ID (Overview, Users, Groups, Devices, Agent ID (Preview), Enterprise apps, App registrations, Roles & admins, Delegated admin partners, Domain services, Conditional Access).
- Center pane:** Application registration details for "M365-Reports-Automation-Flow".
  - Overview:** Display name: M365-Reports-Automation-Flow, Application (client) ID: 62606521-e4bc-48d9-bf93-0d27db8408c2, Object ID: 45c0bd33-914e-489e-b241-bcd7852c31dd, Directory (tenant) ID: e48fc8d9-516c-4af2-92a1-2a8a355227df.
  - Manage:** Branding & properties, Authentication (Preview), Certificates & secrets, Token configuration, API permissions, Expose an API, App roles, Owners, Roles and administrators, Manifest.
  - Client credentials:** Add a certificate or secret, Add a Redirect URI.
  - Endpoints:** Application ID URI, Add an Application ID URI.
  - Preview features:** Managed application in local directory, M365-Reports-Automation-Flow.
- Feedback overlay:** "Give feedback to Microsoft" with a satisfaction scale from Very dissatisfied to Very satisfied.
- Information overlays:** Welcome message about the new App registrations experience, and a note about the deprecation of ADAL and AAD Graph starting June 30, 2020.
- Buttons:** "Get Started" and "Documentation" buttons.
- Footer:** "Build your application with the Microsoft identity platform"

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
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Term: .....

The screenshot displays two windows from the Microsoft Entra admin center:

**Top Window: Add a client secret**

- Description:** PowerAutomateSecret
- Expires:** Recommended: 180 days (6 months)
- Add** button

**Bottom Window: Request API permissions**

- API / Permissions:** Microsoft Graph, User.Read
- Delegated permissions:** Your application needs to access the API as the signed-in user.
- Application permissions:** Your application runs as a background service or daemon without a signed-in user.
- Add permissions** and **Discard** buttons

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
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Term: .....

The screenshot shows two windows of the Microsoft Entra admin center. The top window displays the 'Request API permissions' dialog for the 'M365-Reports-Automation-Flow' application. It lists several permissions under the 'Select permissions' section, with 'Reports.Read.All' checked. The bottom window shows the 'API permissions' configuration page for the same application, listing the selected permission and its status.

**Request API permissions**

- Overview
- Quickstart
- Integration assistant
- Diagnose and solve problems
- Branding & properties
- Authentication (Preview)
- Certificates & secrets
- Token configuration
- API permissions**
- Expose an API
- App roles
- Owners
- Roles and administrators
- Manifest

**Configured permissions**

- EduReports-Reading
- EduReports-Reflect
- LifecycleWorkflows-Reports
- NetworkAccess-Reports
- ReportSettings
- Reports (1)**

**API / Permissions**

| User.Read        |
|------------------|
| Reports.Read.All |

**Add permissions** **Discard**

**M365-Reports-Automation-Flow | API permissions**

**Configured permissions**

| API / Permissions name | Type        | Description                   | Admin consent req... | Status                       |
|------------------------|-------------|-------------------------------|----------------------|------------------------------|
| Reports.Read.All       | Application | Read all usage reports        | Yes                  | Not granted for shinwari LTD |
| User.Read              | Delegated   | Sign in and read user profile | No                   |                              |

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
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Term: .....

The screenshot displays two separate instances of the Microsoft Power Automate interface, both titled "Schedule Monthly Reports".

**Flow 1 (Top):** This flow consists of a single step: "HTTP". The "URI" field contains the URL `https://login.microsoftonline.com/e48fc8d9-516c-4af2-92a1-2a8a355227df/oauth2/v2.0/token`. The "Method" is set to "POST". The "Body" section contains the JSON payload: `client_id=62606521-e4bc-48d9-8f93-0d27d8b408c2&client_secret=F_U8Qz-HYSHg5B1ywRD57S.FDmrz9DtTsYv2xa_5&grant_type=client_credentials&scope=https://graph.microsoft.com/default`.

**Flow 2 (Bottom):** This flow also consists of a single step: "HTTP". The "URI" field contains the URL `https://login.microsoftonline.com/e48fc8d9-516c-4af2-92a1-2a8a355227df/oauth2/v2.0/token`. The "Method" is set to "POST". The "Content type" header is set to `application/x-www-form-urlencoded`. The "Body" section contains the JSON payload: `client_id=62606521-e4bc-48d9-8f93-0d27d8b408c2&client_secret=F_U8Qz-HYSHg5B1ywRD57S.FDmrz9DtTsYv2xa_5&grant_type=client_credentials&scope=https://graph.microsoft.com/default`.

Both flows are triggered by a "Recurrence" action. The Copilot feature is visible on the right side of both screens, providing AI-generated content and suggestions.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Hikmatullah shinwari  
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Term: .....

The screenshot displays two separate Microsoft Power Automate flows, each consisting of a Recurrence trigger followed by an HTTP action.

**HTTP 1 Flow:**

- Trigger:** Recurrence (Daily)
- Action:** HTTP (Method: GET, URI: https://graph.microsoft.com/v1.0/reports/getSharePointSiteUsageDetail(period='D30'))
- Body Headers:** Authorization: Enter key, Body: Enter value
- Queries:** Enter key, Enter value
- Body:** Enter request content
- Cookies:** Enter HTTP cookie

**HTTP 2 Flow:**

- Trigger:** Recurrence (Daily)
- Action:** HTTP (Method: GET, URI: https://graph.microsoft.com/v1.0/reports/getEmailActivityUserDetail(period='D30'))
- Body Headers:** Authorization: concat('Bearer ', body('HTTP')['access\_token']), Authorization: concat('Bearer ', body('HTTP')['access\_token'])
- Queries:** Enter key, Enter value
- Body:** Enter request content
- Cookies:** Enter cookie

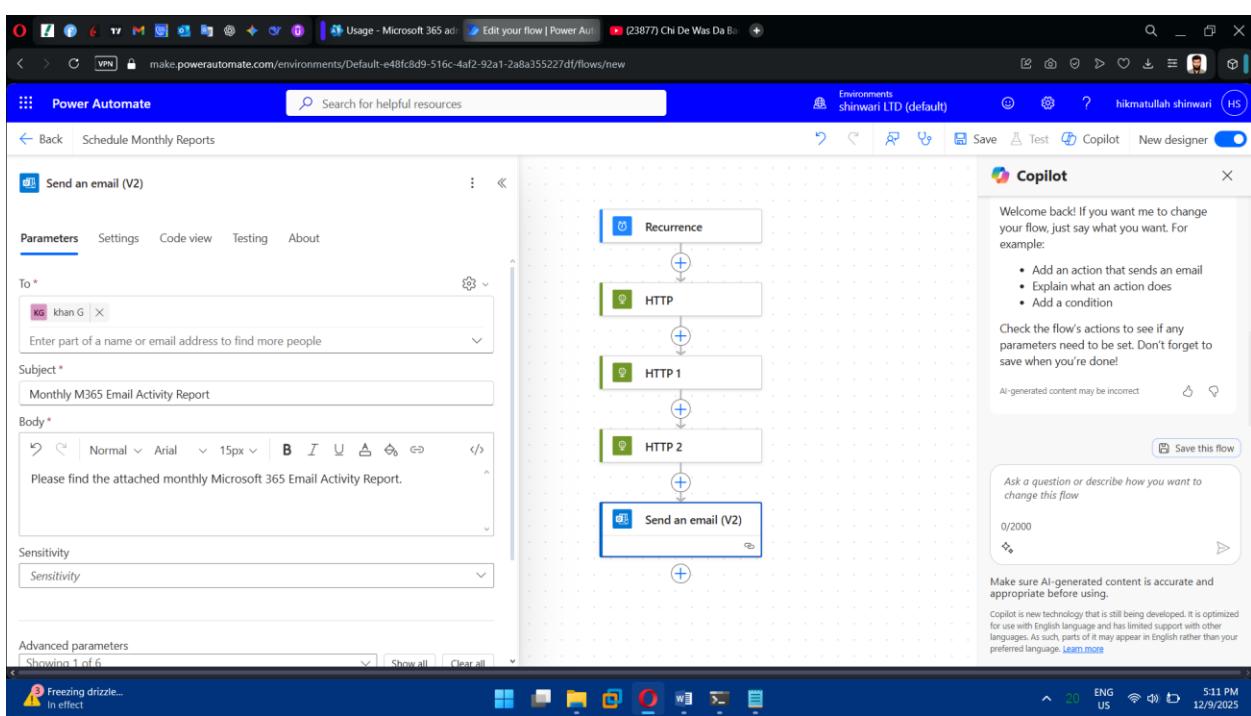
**Copilot Panel:**

- Welcome back! If you want me to change your flow, just say what you want. For example:
  - Add an action that sends an email
  - Explain what an action does
  - Add a condition
- Check the flow's actions to see if any parameters need to be set. Don't forget to save when you're done!
- AI-generated content may be incorrect
- Save this flow
- Ask a question or describe how you want to change this flow
- Make sure AI-generated content is accurate and appropriate before using.
- Copilot is new technology that is still being developed. It is optimized for use with English language and has limited support with other languages. As such, parts of it may appear in English rather than your preferred language. [Learn more](#)

## Microsoft 365 Identity and Services – Enterprise Administration

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Term: .....



### Implement and Monitor Service Health:

1. Set up service health alerts to notify administrators of any issues with Microsoft 365 services.

## Microsoft 365 Identity and Services – Enterprise Administration

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The screenshot shows the Microsoft 365 admin center interface. On the left, there's a navigation sidebar with sections like Adoption Score, Usage, Organizational messages, Health (selected), Service health, Windows release health, Message center, Product feedback, Network connectivity, and Software updates. Below that is another sidebar for Admin centers: Security, Microsoft Purview, Microsoft Intune, Identity, Azure, and Exchange. The main content area is titled "Service health" and has tabs for Overview (selected), Issue history, and Reported issues. It displays various service status cards, such as "Admins may be unable to make changes to their organization information in the Microsoft 365 Admin Center" and "Some users may be unable to access the My Templates and Viva Insights Outlook add-ins in Exchange Online". A "Customize" overlay is open on the right, with the "Email" tab selected. It includes checkboxes for "Send me email notifications about service health" (checked) and "Primary email address (h27@shinwariLTD127.onmicrosoft.com)" (checked). There are also options to "Include these issue types" (Incidents, Advisories, Issues in your environment that require action) and "Include these services" (Basic Mobility and Security, Dynamics 365 Apps, Exchange Online, Microsoft 365 apps). A "Save" button is at the bottom of the overlay. The system tray at the bottom shows battery level (35%), ENG US, and the date/time (12/9/2025, 5:30 PM).

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The image displays two side-by-side screenshots of the Microsoft 365 admin center. Both screenshots show the 'Service health' page under the 'Service health' section of the navigation menu.

**Screenshot 1 (Top):** This screenshot shows the 'Customize' dialog box open on the right side of the screen. The 'Email' tab is selected. Under 'Send me email notifications about service health', the 'Primary email address' checkbox is checked, and the value 'h27@shinwariLTD127.onmicrosoft.com' is listed. There is also an unchecked checkbox for 'Other email addresses'. Below this, there are sections for 'Include these issue types' (Incidents, Advisories, Issues in your environment that require action), 'Include these services' (Basic Mobility and Security, Dynamics 365 Apps, Exchange Online, Microsoft 365 apps), and a 'Save' button.

**Screenshot 2 (Bottom):** This screenshot shows the same 'Customize' dialog box, but with a different set of checked boxes under 'Include these services'. The checked items include: Microsoft Power Automate, Microsoft Power Automate in Microsoft 365, Microsoft Purview, Microsoft Stream, Microsoft Teams, Microsoft Viva, Planner, Power Apps, Power Apps in Microsoft 365, Power BI, Project for the web, SharePoint Online, Sway, Universal Print, and Windows Autopatch. The 'Save' button is also visible at the bottom of the dialog.

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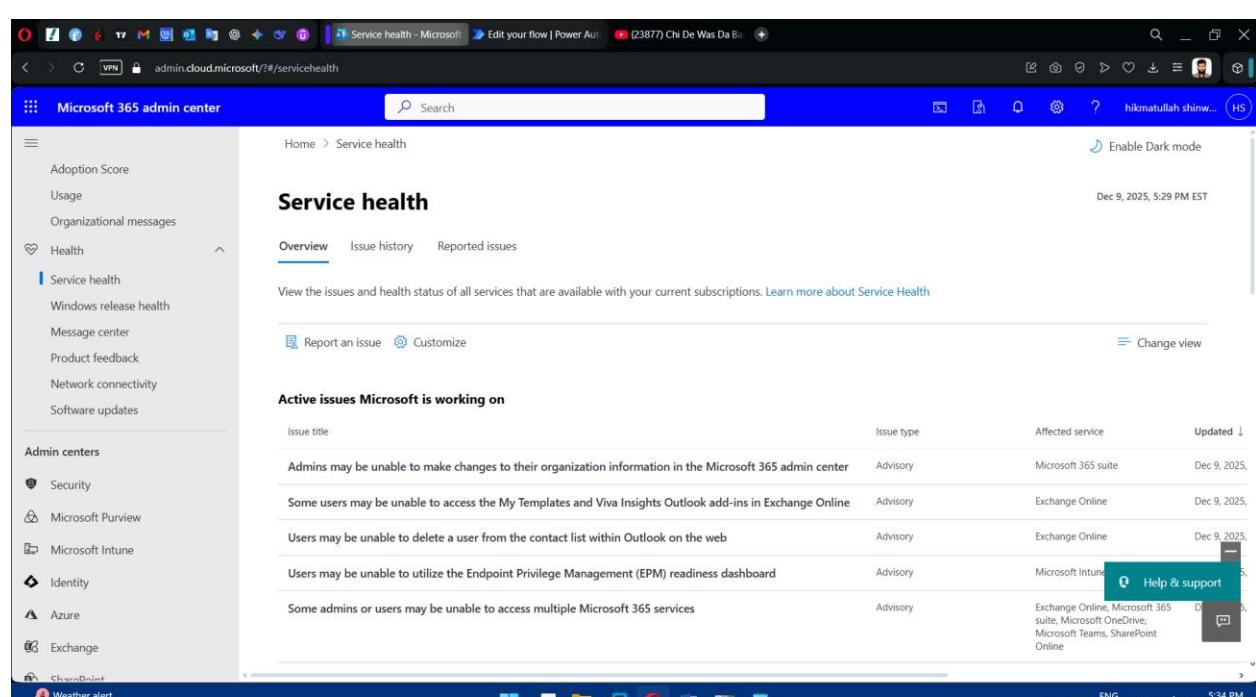
The screenshot shows the Microsoft 365 Admin Center interface. The left sidebar is titled "Microsoft 365 admin center" and includes sections for Adoption Score, Usage, Organizational messages, Health (selected), Service health, Windows release health, Message center, Product feedback, Network connectivity, Software updates, Admin centers (Security, Microsoft Purview, Microsoft Intune, Identity, Azure, Exchange), and Cloud Connectors (Cloudyn). The main content area is titled "Service health" and has tabs for Overview (selected), Issue history, and Reported issues. It displays a list of active issues under "Active issues Microsoft is working on", such as "Admins may be unable to make changes to their organization information in the Microsoft 365 Admin Center" and "Some users may be unable to access the My Templates and Viva Insights Outlook add-ins in Exchange Online". On the right, there is a "Customize" panel with tabs for "Page view" (selected) and "Email". Under "Page view", a green message box says "Changes saved. It may take up to 8 hours for these changes to take effect." and contains checkboxes for "Send me email notifications about service health" (checked), "Primary email address (h27@shinwariLTD127.onmicrosoft.com)" (checked), and "Other email addresses" (unchecked). Under "Email", there are sections for "Include these issue types" (Incidents, Advisories, Issues in your environment that require action, all checked) and "Include these services" (Basic Mobility and Security, Dynamics 365 Apps, Exchange Online, all checked). A "Save" button is at the bottom of the panel. The status bar at the bottom shows "Freezing drizzle... In effect", battery level (36%), ENG US, and the date/time (12/9/2025).

- Monitor the Service Health dashboard regularly to ensure all services are running smoothly.

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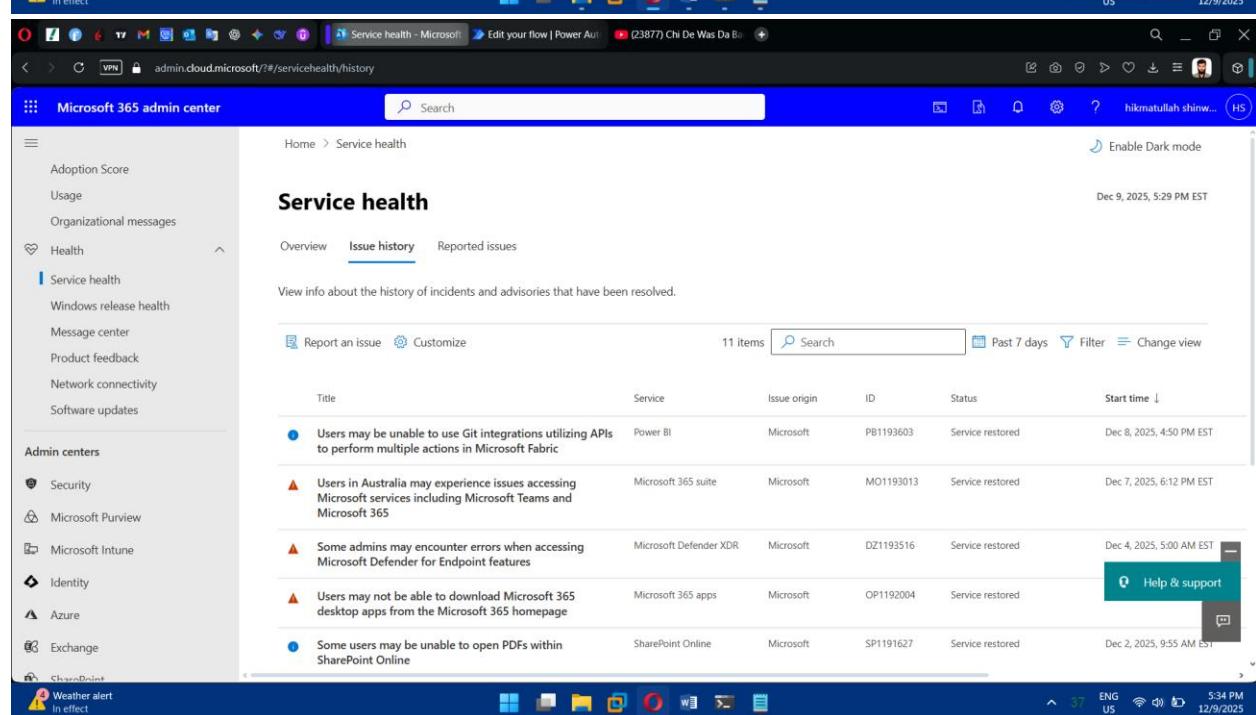
Term: .....



The screenshot shows the Microsoft 365 Service Health Overview page. The left sidebar includes sections for Adoption Score, Usage, Organizational messages, Health (selected), Service health, Windows release health, Message center, Product feedback, Network connectivity, Software updates, Admin centers (Security, Microsoft Purview, Microsoft Intune, Identity, Azure, Exchange), and CloudPrint. The main content area displays the 'Service health' section with tabs for Overview (selected), Issue history, and Reported issues. It shows a summary message: 'View the issues and health status of all services that are available with your current subscriptions. Learn more about Service Health'. Below this are buttons for 'Report an issue' and 'Customize'. A 'Change view' button is also present. The 'Active issues Microsoft is working on' table lists five items:

| Issue title                                                                                              | Issue type | Affected service                                                                             | Updated      |
|----------------------------------------------------------------------------------------------------------|------------|----------------------------------------------------------------------------------------------|--------------|
| Admins may be unable to make changes to their organization information in the Microsoft 365 admin center | Advisory   | Microsoft 365 suite                                                                          | Dec 9, 2025, |
| Some users may be unable to access the My Templates and Viva Insights Outlook add-ins in Exchange Online | Advisory   | Exchange Online                                                                              | Dec 9, 2025, |
| Users may be unable to delete a user from the contact list within Outlook on the web                     | Advisory   | Exchange Online                                                                              | Dec 9, 2025, |
| Users may be unable to utilize the Endpoint Privilege Management (EPM) readiness dashboard               | Advisory   | Microsoft Intune                                                                             | Dec 9, 2025, |
| Some admins or users may be unable to access multiple Microsoft 365 services                             | Advisory   | Exchange Online, Microsoft 365 suite, Microsoft OneDrive, Microsoft Teams, SharePoint Online | Dec 9, 2025, |

**Help & support** button is visible in the bottom right corner.

The screenshot shows the Microsoft 365 Service Health History page. The left sidebar is identical to the previous screen. The main content area displays the 'Service health' section with tabs for Overview, Issue history (selected), and Reported issues. It shows a summary message: 'View info about the history of incidents and advisories that have been resolved.' Below this are buttons for 'Report an issue' and 'Customize'. A 'Change view' button is also present. The 'Resolved incidents' table lists six items:

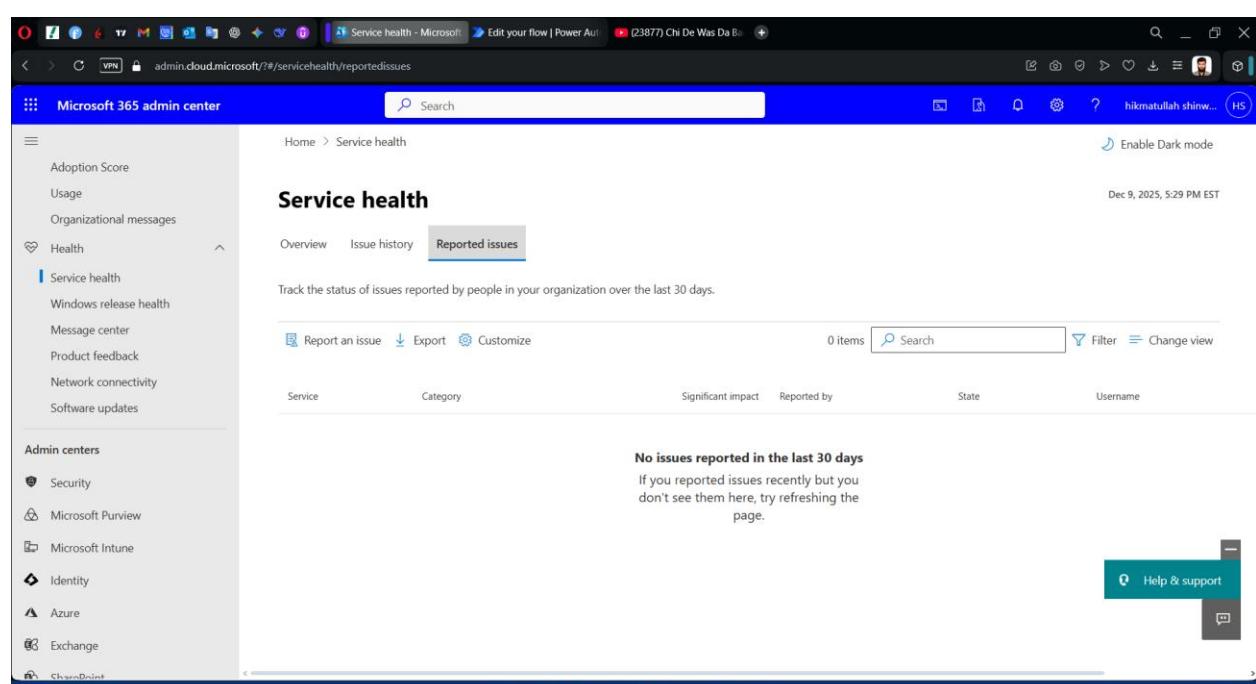
| Title                                                                                                             | Service                | Issue origin | ID        | Status           | Start time               |
|-------------------------------------------------------------------------------------------------------------------|------------------------|--------------|-----------|------------------|--------------------------|
| Users may be unable to use Git integrations utilizing APIs to perform multiple actions in Microsoft Fabric        | Power BI               | Microsoft    | PB1193603 | Service restored | Dec 8, 2025, 4:50 PM EST |
| Users in Australia may experience issues accessing Microsoft services including Microsoft Teams and Microsoft 365 | Microsoft 365 suite    | Microsoft    | MO1193013 | Service restored | Dec 7, 2025, 6:12 PM EST |
| Some admins may encounter errors when accessing Microsoft Defender for Endpoint features                          | Microsoft Defender XDR | Microsoft    | DZ1193516 | Service restored | Dec 4, 2025, 5:00 AM EST |
| Users may not be able to download Microsoft 365 desktop apps from the Microsoft 365 homepage                      | Microsoft 365 apps     | Microsoft    | OP1192004 | Service restored | Dec 2, 2025, 9:55 AM EST |
| Some users may be unable to open PDFs within SharePoint Online                                                    | SharePoint Online      | Microsoft    | SP1191627 | Service restored | Dec 2, 2025, 9:55 AM EST |

**Help & support** button is visible in the bottom right corner.

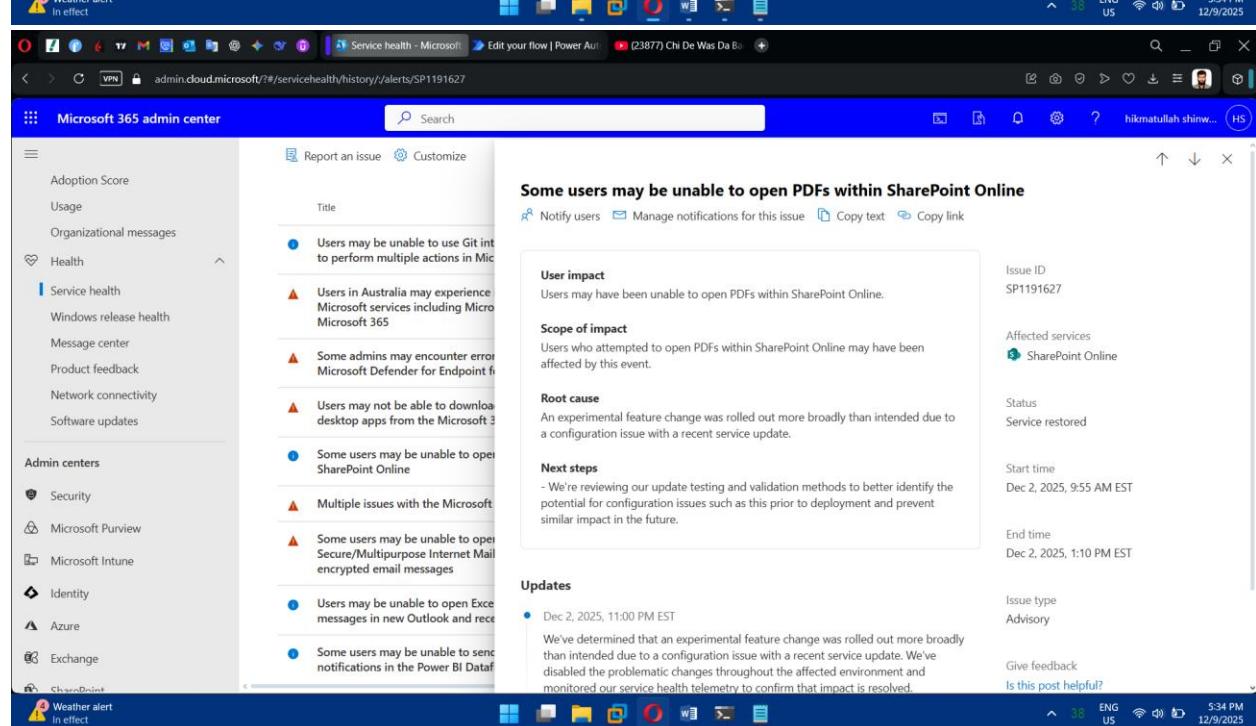
## Microsoft 365 Identity and Services – Enterprise Administration

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The screenshot shows the Microsoft 365 admin center's Service health section. The left sidebar is collapsed, showing options like Adoption Score, Usage, Organizational messages, Health (selected), Service health, Windows release health, Message center, Product feedback, Network connectivity, Software updates, Admin centers (Security, Microsoft Purview, Microsoft Intune, Identity, Azure, Exchange), CleverPrint, and Weather alert (In effect). The main content area is titled "Service health" and shows the "Reported issues" tab selected. It displays a message: "No issues reported in the last 30 days. If you reported issues recently but you don't see them here, try refreshing the page." Below this is a table with columns: Service, Category, Significant impact, Reported by, State, and Username. A search bar and filter button are at the top of the table. A "Help & support" button is in the bottom right corner.

The screenshot shows the Microsoft 365 admin center's Service health history for issue SP1191627. The left sidebar is identical to the first screenshot. The main content area is titled "Some users may be unable to open PDFs within SharePoint Online". It lists several symptoms: "Users may be unable to use Git int to perform multiple actions in Mic", "Users in Australia may experience Microsoft services including Micro Microsoft 365", "Some admins may encounter error Microsoft Defender for Endpoint f", "Users may not be able to download desktop apps from the Microsoft 3", "Some users may be unable to open SharePoint Online", "Multiple issues with the Microsoft", "Some users may be unable to open Secure/Multipurpose Internet Mail encrypted email messages", "Users may be unable to open Excel messages in new Outlook and rece", and "Some users may be unable to send notifications in the Power BI Dataf". To the right of the symptoms, there are sections for "User impact", "Scope of impact", "Root cause", "Next steps", "Updates", and details about the issue like Issue ID (SP1191627), Affected services (SharePoint Online), Status (Service restored), Start time (Dec 2, 2025, 9:55 AM EST), End time (Dec 2, 2025, 1:10 PM EST), Issue type (Advisory), and Give feedback. A "Is this post helpful?" link is also present. The bottom status bar shows ENG US and 12/9/2025.

## Microsoft 365 Identity and Services – Enterprise Administration

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The screenshot shows the Microsoft 365 Admin Center interface. On the left, the navigation menu includes sections like Adoption Score, Usage, Organizational messages, Health (selected), Service health, Windows release health, Message center, Product feedback, Network connectivity, Software updates, Admin centers (Security, Microsoft Purview, Microsoft Intune, Identity, Azure, Exchange), and Weather alert (In effect). The main content area displays the 'Service health' page with tabs for Overview (selected), Issue history, and Reported issues. It lists various service status items such as Admins may be unable to make changes to their organization information in the Microsoft 365 Admin Center, Some users may be unable to access the My Templates and Viva Insights Outlook add-ins in Exchange Online, and Users may be unable to delete a user from the contact list within Outlook on the web. A 'Report an issue' modal is open on the right, prompting the user to report a significant impact (No selected) and categorize the issue as Microsoft Intune. The modal also contains a text area for a brief description of the problem.