

**Case Project:**

**Task 1: Customize your Organization Profile**

- 1.1 Add a logo to your M365 and take a screenshot of the result
- 1.2 Change color theme
- 1.3 Clicking on the Logo should take you to <https://www.youtube.com/@AliZiyaei>
- 1.4 Add your helpdesk contact information
- 1.5 Select 2 Users to receive updates before they're released to everyone else.

**Task 2: Working with PowerShell**

- 2.1 Install the PowerShell module and connect to M365
- 2.2 Create two new users
- 2.3 Assign License to users with PowerShell or Admin Center

**Task 3: Install Microsoft 365 Apps for enterprise**

- 3.1 Install Office on a Virtual Machine and log in with your Trial user account that you created on the previous task to Office to activate it.
- 3.2 Open Outlook and send an email to the other account you created on Task 2
- 3.3 From the Web, log in to the second user's mailbox and show email was delivered.

**Task 4: Working with Exchange**

- 4.1 From Exchange Admin Center create a shared mailbox called yourname-Shared and give access to both users created in Task2
- 4.2 From Exchange Admin Center create a distribution list called yourname-Dist and add both users from task two to this list.
- 4.3 Send an email to both Distribution list and Shared mailbox and show it was delivered to users' mailbox
- 4.4 Provide a screenshot of your malware settings different sections

**Task 5: Working SharePoint**

- 5.1 Display your active site
- 5.2 Create a new document library site called your name and add both users from Task2 to the site
- 5.3 Change the sharing policy so that only People in your organization are allowed to share files over One Drive

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Paste your screenshots here

## Microsoft 365 Identity and Services – Enterprise Administration

### Task 1: Customize your Organization Profile

[ Task 1.1 Add a logo to your M365 and take a screenshot of the result ]

The screenshot shows the Microsoft 365 Admin Center interface. The left sidebar contains various administrative links like Guest users, Groups, Roles, Resources, Marketplace, Billing, Support, Settings, Domains, Search & intelligence, Org settings, Microsoft 365 Backup, Integrated apps, Viva, Partner relationships, Microsoft Edge, Setup, Reports, and Health. The main content area is titled 'Organization profile' and includes sections for Custom themes, Custom tiles for Apps, Data location, Help desk information, Keyboard shortcuts, Multitenant collaboration, Organization information, Release preferences, Send email notifications from your domain, and Support integration. On the right, there's a 'Default theme' panel with tabs for General, Logos, and Colors. Under Logos, there's a 'Default Logo' section with a URL input field containing 'https://imgur.com/l7Cz7vc.png' and a preview image. Below it is an 'Alternate Logo' section with a URL input field containing 'https://'. At the bottom of the panel is an 'On-click link' section with a URL input field containing 'https://www.youtube.com/@Aliziyaei'. A red box highlights the 'Default Logo' URL input field and the 'On-click link' URL input field.

# Microsoft 365 Identity and Services – Enterprise Administration

## [Task 1.2 Change color theme]

The screenshot shows the Microsoft 365 Admin Center interface. The left sidebar is collapsed, and the main area is titled "Organization profile". A red box highlights the "Microsoft 365 admin center" header. Another red box highlights the "Custom themes" section in the list of organization settings.

## [Task: 1.4 Add your helpdesk contact information]

The screenshot shows the "Add a user" wizard in the Microsoft 365 Admin Center. The left sidebar shows the "Users" section with "Active users" selected. The main area is titled "Add a user" and shows the "Active users" step. A red box highlights the "Display and username" section, which includes "Help Desk" and the email address "helpdesk@MSGSTUDENT.onmicrosoft.com". Another red box highlights the "Product licenses" section, which lists "Location: Canada", "Licenses: Microsoft 365 E3 (no Teams)", and "Apps: Places Core, Graph Connectors Search with Index, Immersive spaces for Teams, 46 more". A third red box highlights the "Roles" section, which includes "Helpdesk Administrator".

## Microsoft 365 Identity and Services – Enterprise Administration

[Screenshot: Configuring Help Desk Information in Microsoft 365 Admin Center ]

The screenshot shows the Microsoft 365 Admin Center interface. On the left, there's a navigation sidebar with various options like Home, Copilot, Users, Groups, Roles, Resources, Marketplace, Billing, Support, Settings, Domains, Search & intelligence, Org settings, Microsoft 365 Backup, Integrated apps, and Viva. The main area is titled 'Org settings' and has tabs for Services, Security & privacy, and Organization profile (which is selected). On the right, there's a section titled 'Help desk information' with the sub-instruction: 'Streamline user support by adding your organization's contact information to the Microsoft 365 help pane. It will appear beneath default help topics.' Below this, there's a link 'Learn more about adding your org's help desk info'. A red box highlights the 'Add your help desk contact information' button. The form fields include 'Title' (set to 'Help Desk'), 'Contact information' (with a phone number field), 'Email' (set to 'helpdesk@MSGSTUDENT.onmicrosoft.com'), and 'URL' (set to 'https://www.example.com'). There's also a 'Help desk website' field and a 'Save' button at the bottom.

[ Task: 1.5 Select 2 Users to receive updates before they're released to everyone else ]

The screenshot shows the Microsoft 365 Admin Center interface. The left sidebar is identical to the previous screenshot. The main area is titled 'Org settings' and has tabs for Services, Security & privacy, and Organization profile (selected). On the right, there's a section titled 'Release preferences' with the sub-instruction: 'Choose how your organization gets new features and service updates from Microsoft 365.' Below this, there's a link 'Learn more about release validation at Microsoft'. A red box highlights the message '2 users were added to the targeted release'. The 'Release preferences' section includes three radio button options: 'Standard release for everyone' (unchecked), 'Targeted release for everyone' (unchecked), and 'Targeted release for select users' (checked). Below these options are 'Select users' and 'Upload users' buttons. A list titled 'Users currently on targeted release' shows one user: 'User Two user2@MSGSTUDENT.onmicrosoft.com'. There's also a 'Remove' button next to the user entry. At the bottom, there's a 'Save' button.

## Microsoft 365 Identity and Services – Enterprise Administration

[Screenshot: Two users added to the Targeted Release group in Microsoft 365 Admin Center.]

The screenshot shows the Microsoft 365 Admin Center interface. On the left, there's a navigation sidebar with various options like Home, Copilot, Users, Groups, Roles, Resources, Marketplace, Billing, Support, Settings, Domains, Search & intelligence, Org settings, Microsoft 365 Backup, Integrated apps, and Viva. The main area is titled 'Org settings' and has tabs for Services, Security & privacy, and Organization profile (which is selected). On the right, under 'Release preferences', there are three options: 'Standard release for everyone', 'Targeted release for everyone', and 'Targeted release for select users'. The third option is selected. Below this, there's a list of 'Users currently on targeted release' with four entries: 'IT Help Desk 2' (email: ithelpdesk2@MSGSTUDENT.onmicrosoft.com), 'IT Help Desk 1' (email: ithelpdesk1@MSGSTUDENT.onmicrosoft.com), 'User Two' (email: user2@MSGSTUDENT.onmicrosoft.com), and 'User One' (email: user1@MSGSTUDENT.onmicrosoft.com). A 'Save' button is at the bottom right of this section.

## Task 2: Working with PowerShell

[Screenshot: Connected to Azure AD and installed Microsoft Graph PowerShell module in PowerShell]

The screenshot shows a Windows PowerShell window. The first command entered is 'PS C:\WINDOWS\system32> Connect-AzureAD', which is highlighted with a red box. The output shows a warning about installing the latest PowerShell module and provides a link for migration. The second command is 'PS C:\WINDOWS\system32> Install-Module Microsoft.Graph', which is also highlighted with a red box. The output shows a warning about an untrusted repository and asks for confirmation to proceed. The final command shown is 'PS C:\WINDOWS\system32>'. The PowerShell window has a dark theme and is running as an administrator. The taskbar at the bottom shows various pinned icons.

## Microsoft 365 Identity and Services – Enterprise Administration

[Screenshot: Defining User]

```
Administrator: Windows PowerShell
PS C:\WINDOWS\system32> Install-Module -Name AzureAD
PS C:\WINDOWS\system32> Connect-AzureAD

Account Environment TenantId TenantDomain
-----
ShivaniVaru@MSGSTUDENT.onmicrosoft.com AzureCloud 3aba2468-efde-4c32-a6c1-5f4f425c5c8f MSGSTUDENT.on...

PS C:\WINDOWS\system32> $users = @(
>>   @{
>>     UserPrincipalName = "user1@MSGSTUDENT.onmicrosoft.com"
>>     DisplayName       = "User One"
>>     Password          = "Password@1234"
>>     GivenName         = "User"
>>     Surname           = "One"
>>     MailNickname      = "user1"
>>     AccountEnabled    = $true
>>   },
>>   @{
>>     UserPrincipalName = "user2@MSGSTUDENT.onmicrosoft.com"
>>     DisplayName       = "User Two"
>>     Password          = "Password@1234"
>>     GivenName         = "User"
>>     Surname           = "Two"
>>     MailNickname      = "user2"
>>     AccountEnabled    = $true
>>   }
>> )
```

```
>>   }
>> )
PS C:\WINDOWS\system32> $users

Name          Value
----          -----
Password      Password@1234
UserPrincipalName user1@MSGSTUDENT.onmicrosoft.com
AccountEnabled True
Surname       One
MailNickname  user1
DisplayName   User One
GivenName     User
Password      Password@1234
UserPrincipalName user2@MSGSTUDENT.onmicrosoft.com
AccountEnabled True
Surname       Two
MailNickname  user2
DisplayName   User Two
GivenName     User

PS C:\WINDOWS\system32>
```

## Microsoft 365 Identity and Services – Enterprise Administration

A screenshot of a Windows PowerShell window titled "Administrator: Windows PowerShell". The command run is:

```
PS C:\WINDOWS\system32> foreach ($user in $users) {  
>>     $passwordProfile = New-Object -TypeName Microsoft.Open.AzureAD.Model.PasswordProfile  
>>     $passwordProfile.Password = $user.Password  
>>  
>>     New-AzureADUser -UserPrincipalName $user.UserPrincipalName `  
>>                     -DisplayName $user.DisplayName `  
>>                     -PasswordProfile $passwordProfile `  
>>                     -MailNickname $user.MailNickname `  
>>                     -AccountEnabled $user.AccountEnabled `  
>>                     -GivenName $user.GivenName `  
>>                     -Surname $user.Surname  
>> }
```

The output shows two users created:

| ObjectId                             | DisplayName | UserPrincipalName                | UserType |
|--------------------------------------|-------------|----------------------------------|----------|
| 6abeff53-edc3-4865-bdef-61a6f092bee8 | User One    | user1@MSGSTUDENT.onmicrosoft.com | Member   |
| 9f270386-23d5-47d1-b4f6-c9c01aeb51f1 | User Two    | user2@MSGSTUDENT.onmicrosoft.com | Member   |

PS C:\WINDOWS\system32>

[ Task 2.3 Assign License to users with PowerShell or Admin Center ]

A screenshot of a Windows PowerShell window titled "Administrator: Windows PowerShell". The commands run are:

```
PS C:\WINDOWS\system32> # Assign license to User 1  
PS C:\WINDOWS\system32> Set-MgUserLicense -UserId "user1@MSGSTUDENT.onmicrosoft.com" -AddLicenses @($licenseToAdd) -RemoveLicenses $licensesToRemove
```

| DisplayName | Id                                   | Mail                             | UserPrincipalName                |
|-------------|--------------------------------------|----------------------------------|----------------------------------|
| User One    | 6abeff53-edc3-4865-bdef-61a6f092bee8 | user1@MSGSTUDENT.onmicrosoft.com | user1@MSGSTUDENT.onmicrosoft.com |

```
PS C:\WINDOWS\system32> # Assign license to User 2  
PS C:\WINDOWS\system32> Set-MgUserLicense -UserId "user2@MSGSTUDENT.onmicrosoft.com" -AddLicenses @($licenseToAdd) -RemoveLicenses $licensesToRemove
```

| DisplayName | Id                                   | Mail                             | UserPrincipalName                |
|-------------|--------------------------------------|----------------------------------|----------------------------------|
| User Two    | 9f270386-23d5-47d1-b4f6-c9c01aeb51f1 | user2@MSGSTUDENT.onmicrosoft.com | user2@MSGSTUDENT.onmicrosoft.com |

PS C:\WINDOWS\system32>

[ Screenshot : Both Users have been created with their assigned Licenses]

## Microsoft 365 Identity and Services – Enterprise Administration

The screenshot shows the Microsoft 365 Admin center interface. On the left, there's a navigation sidebar with options like Home, Copilot, Users (Active users, Contacts, Guest users, Deleted users), Groups, Marketplace, Billing, and Setup. The main area is titled "Active users" and contains a table of users. The table has columns for Display name, Username, and Licenses. The users listed are:

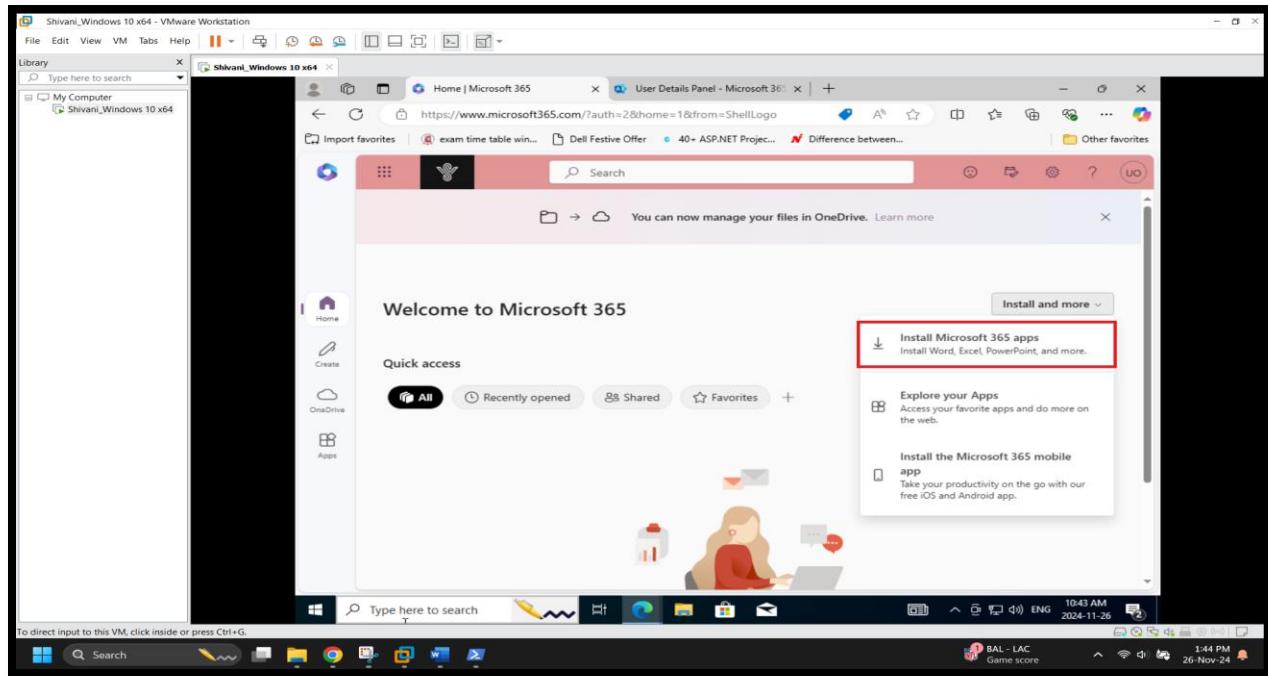
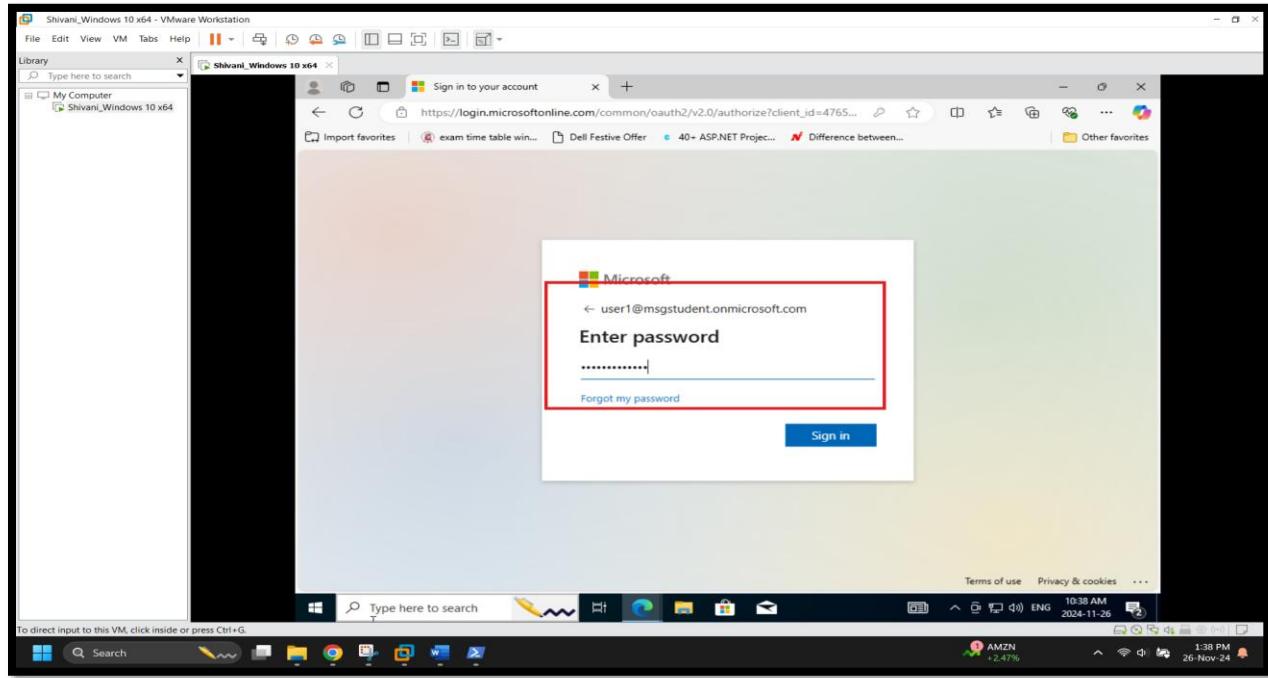
| Display name   | Username                               | Licenses                    |
|----------------|----------------------------------------|-----------------------------|
| Help Desk      | helpdesk@MSGSTUDENT.onmicrosoft.com    | Microsoft 365 E3 (no Teams) |
| IT Help Desk 2 | ihelpdesk2@MSGSTUDENT.onmicrosoft.com  | Unlicensed                  |
| IT Help Desk 1 | ihelpdesk1@MSGSTUDENT.onmicrosoft.com  | Unlicensed                  |
| Shivani Varu   | ShivaniVaru@MSGSTUDENT.onmicrosoft.com | Microsoft 365 E5 (no Teams) |
| Test1 user     | 101481565@MSGSTUDENT.onmicrosoft.com   | Microsoft 365 E5 (no Teams) |
| User One       | user1@MSGSTUDENT.onmicrosoft.com       | Microsoft 365 E3 (no Teams) |
| User Two       | user2@MSGSTUDENT.onmicrosoft.com       | Microsoft 365 E3 (no Teams) |
| User3          | user3@MSGSTUDENT.onmicrosoft.com       | Microsoft 365 E5 (no Teams) |
| User4          | user4@MSGSTUDENT.onmicrosoft.com       | Microsoft 365 E5 (no Teams) |

A red box highlights the entries for "User One" and "User Two".

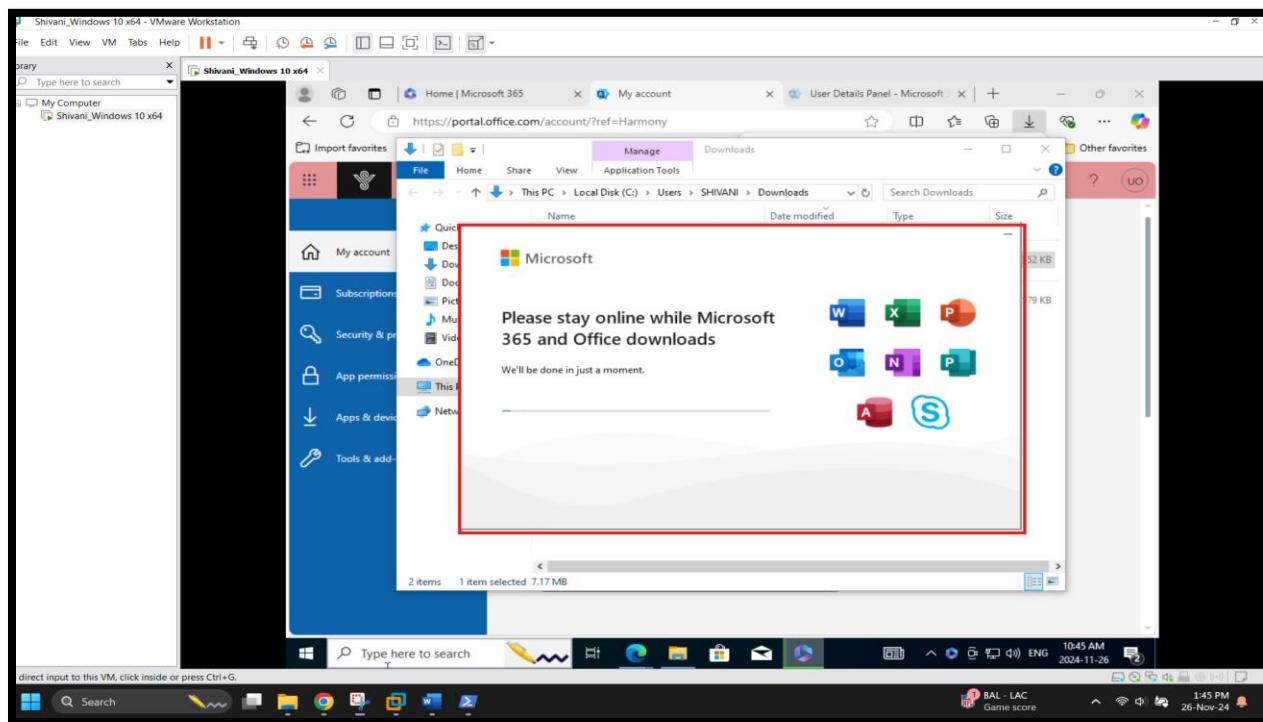
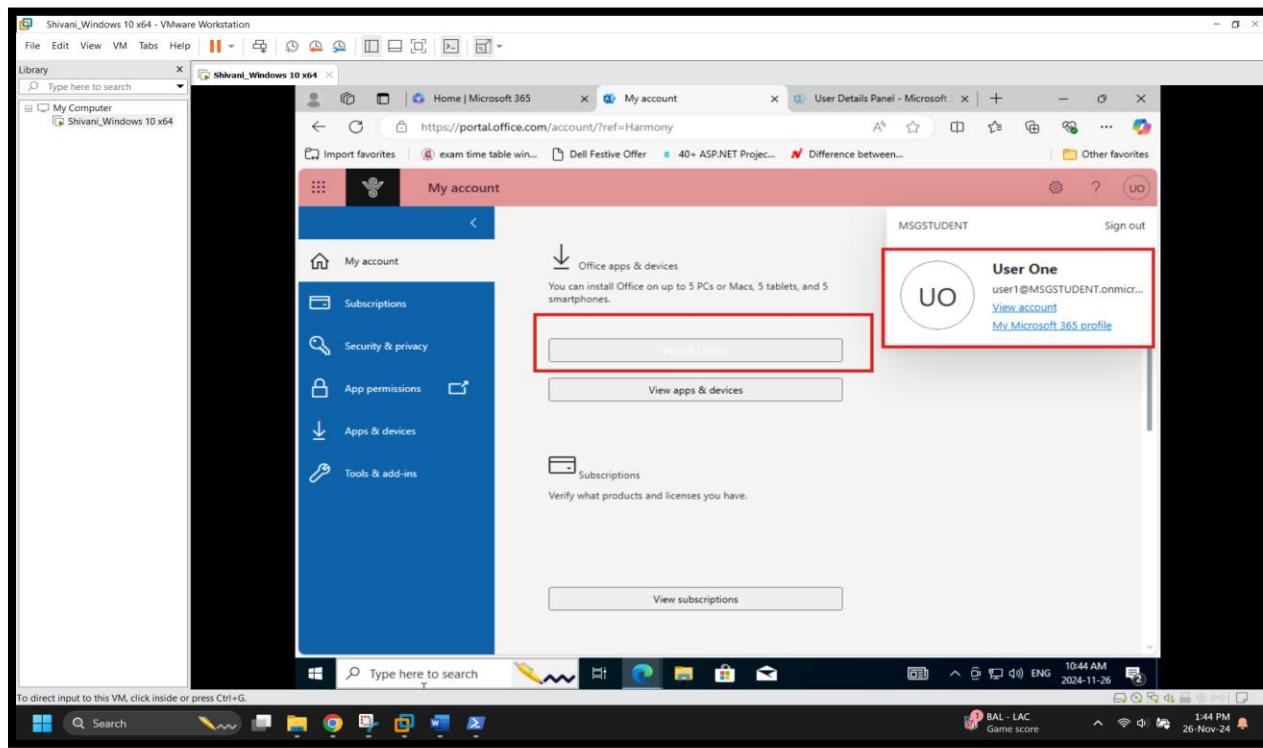
## Microsoft 365 Identity and Services – Enterprise Administration

### Task 3: Install Microsoft 365 Apps for enterprise

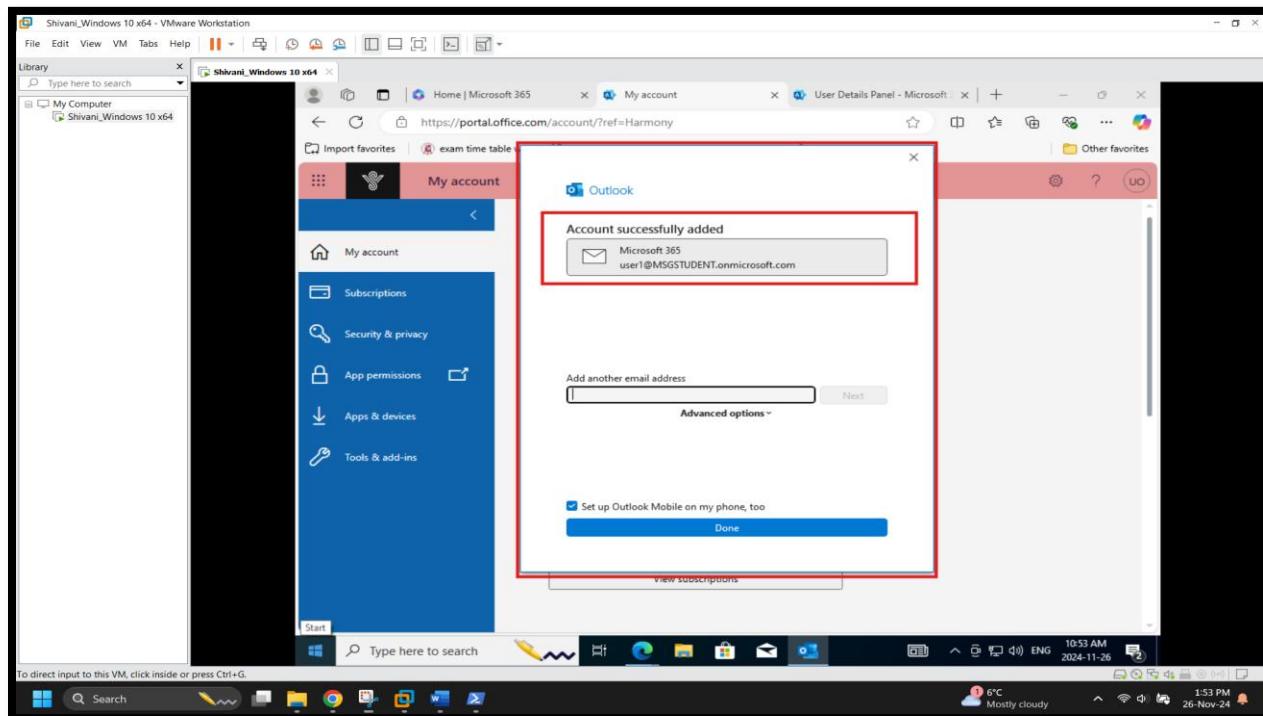
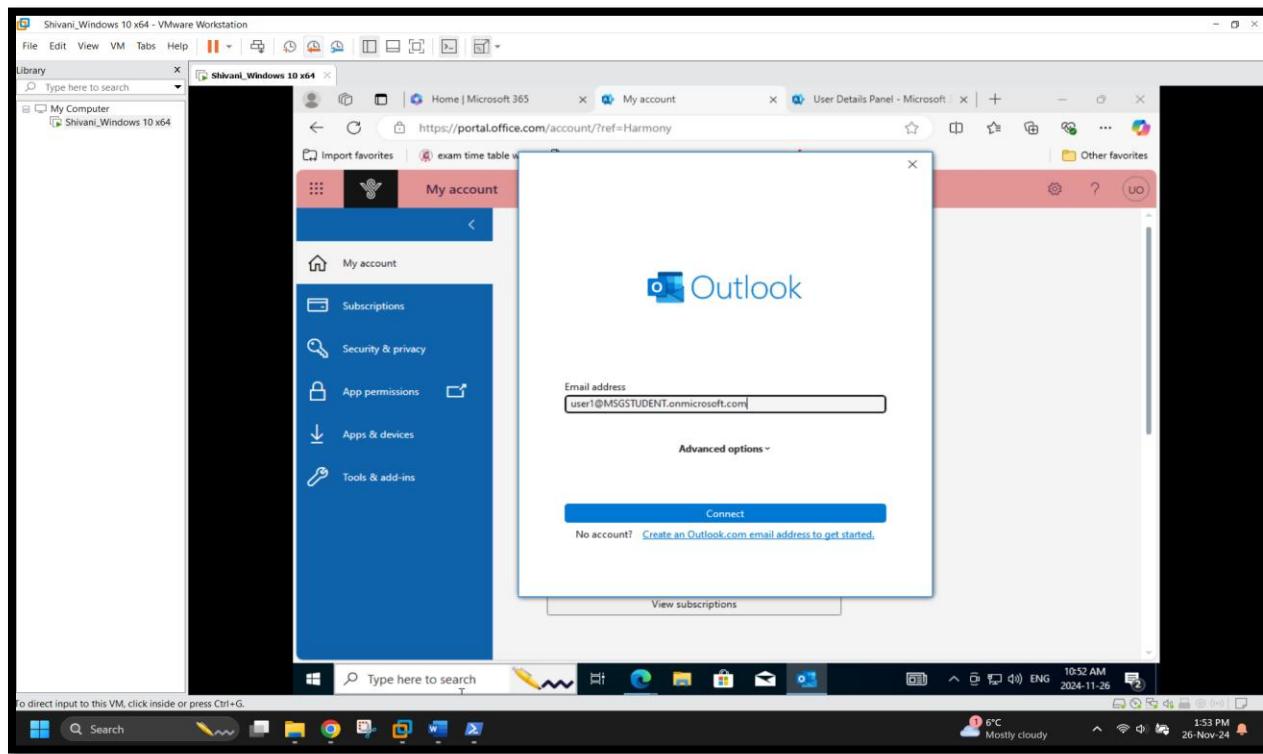
[ Task : 3.1 Install Office on a Virtual Machine and log in with your Trial user account that you created on the previous task to Office to activate it.]



## Microsoft 365 Identity and Services – Enterprise Administration

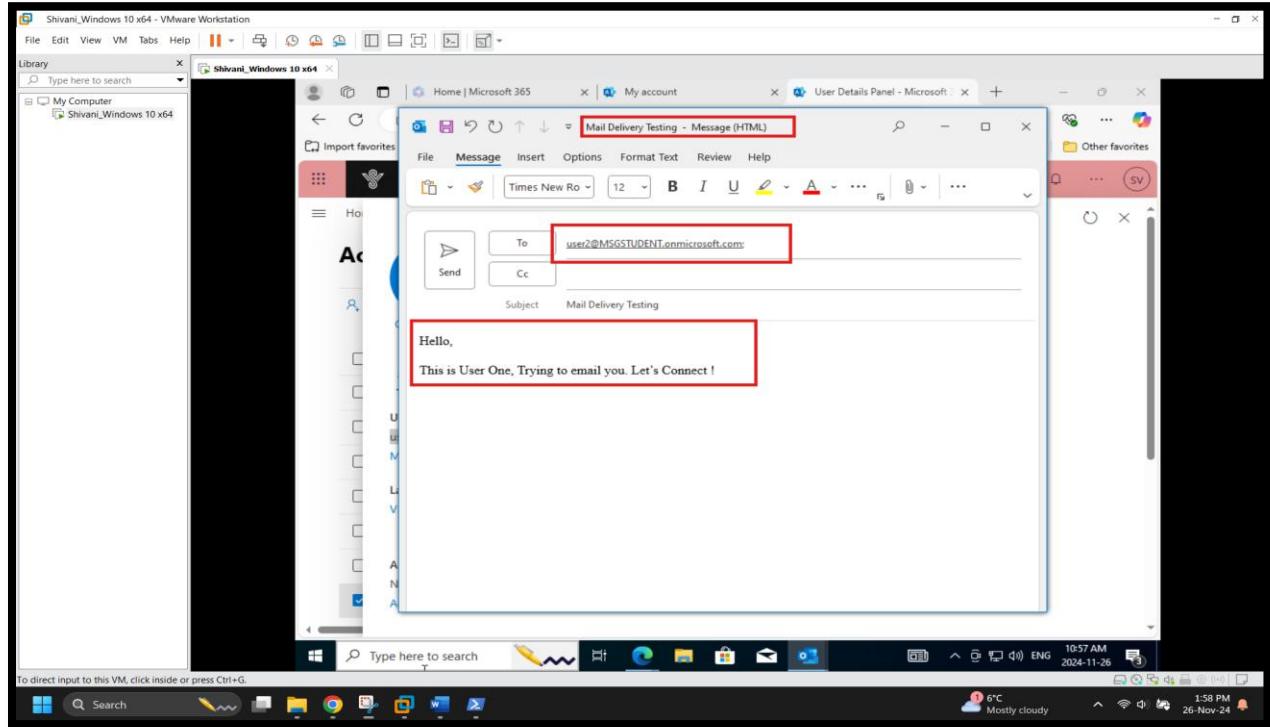


## Microsoft 365 Identity and Services – Enterprise Administration

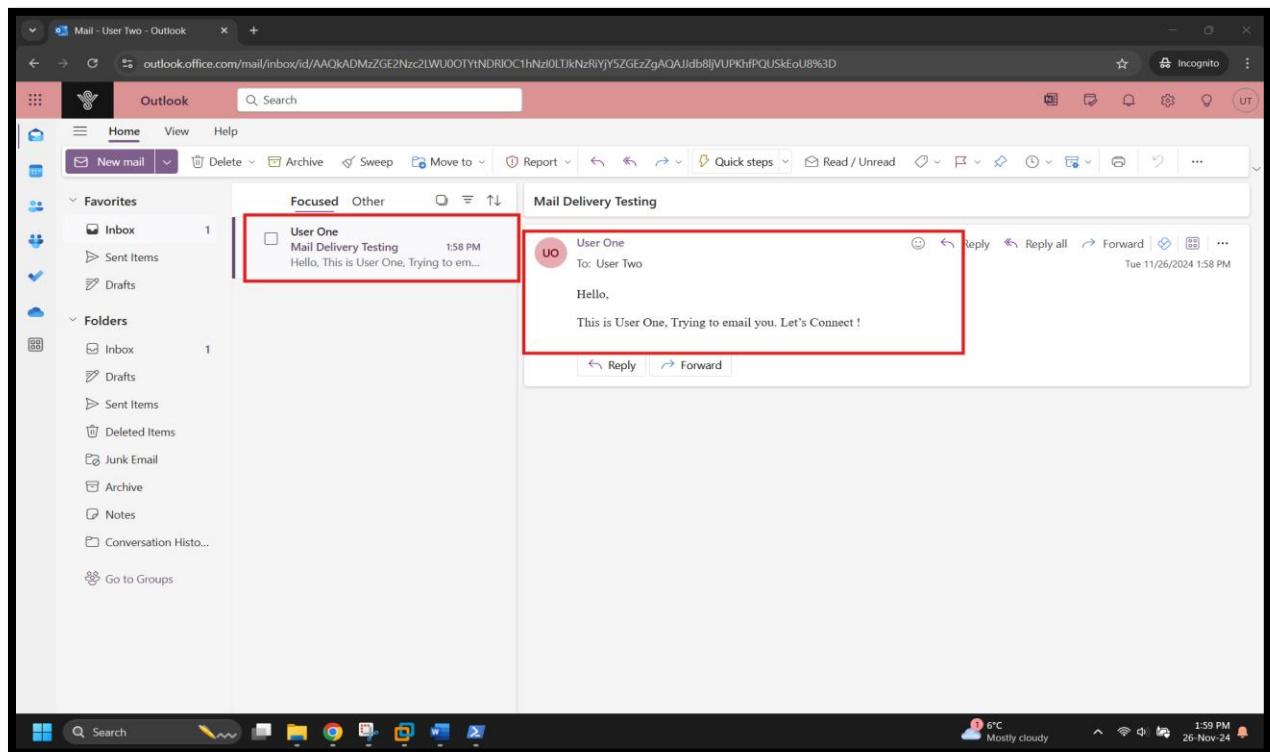


## Microsoft 365 Identity and Services – Enterprise Administration

[Task: 3.2 Open Outlook and send an email to the other account you created on Task 2]



[ Task 3.3 From the Web, log in to the second user's mailbox and show email was delivered. ]



## Microsoft 365 Identity and Services – Enterprise Administration

### Task 4: Working with Exchange

[Task: 4.1 From Exchange Admin Center create a shared mailbox called yourname-Shared and give access to both users created in Task2]

The screenshot shows the Microsoft 365 Exchange Admin Center interface. On the left, the navigation menu is visible with 'Mailboxes' selected. In the center, the 'Manage mailboxes' page displays a list of existing mailboxes. A red box highlights the '+ Add a shared mailbox' button. On the right, a modal window titled 'Add a shared mailbox' is open. It contains fields for 'Display name' (set to 'Shivani-Shared') and 'Email address' (set to 'shivani-sharedemail'@MSGSTUDENT.onmicrosoft.com). Both of these fields are also highlighted with a red box. Below the fields is an 'Alias' input field and a 'Create' button at the bottom.

[ Screenshot : Added two users to manage shared mailbox members]

The screenshot shows the Microsoft 365 Exchange Admin Center interface. The left sidebar shows the 'Mailboxes' section selected. The main area displays a list of mailboxes, including 'Shivani-Shared'. On the right, a modal window titled 'Manage shared mailbox members' is open. It lists the members of the 'Shivani-Shared' mailbox. Two specific users, 'User Two' and 'User One', are highlighted with a red box. Both have checkboxes next to their names, indicating they have been granted full access to the shared mailbox.

## Microsoft 365 Identity and Services – Enterprise Administration

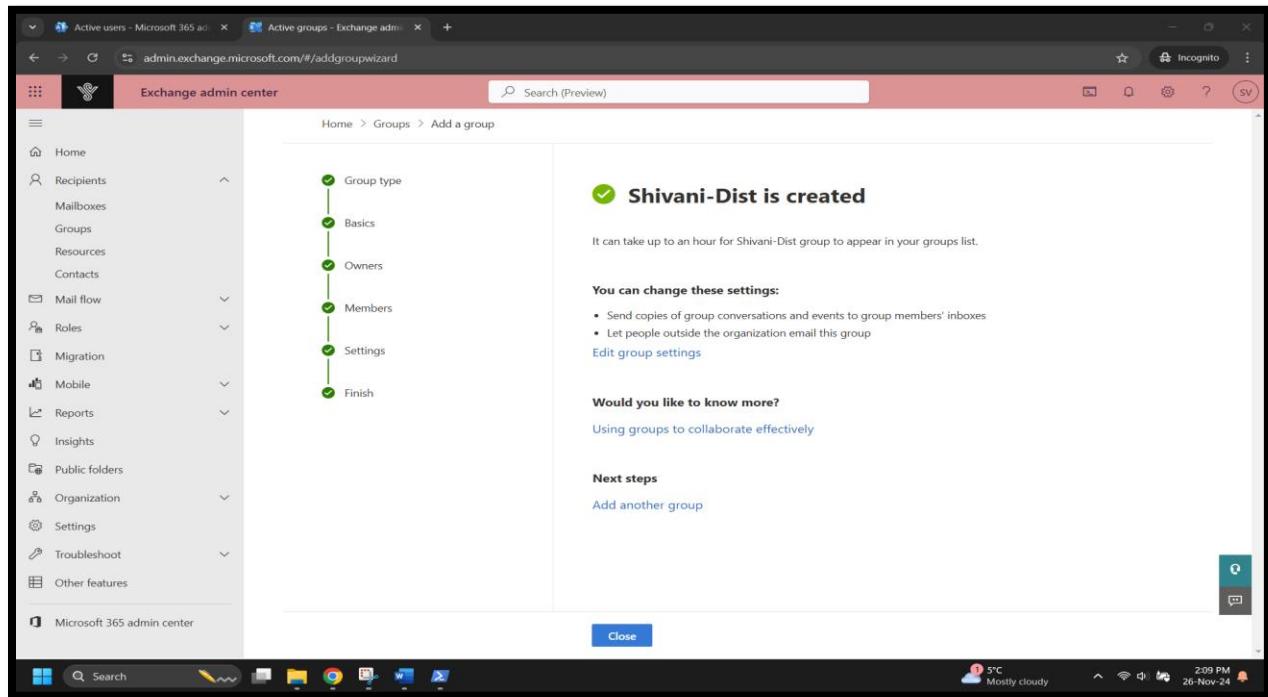
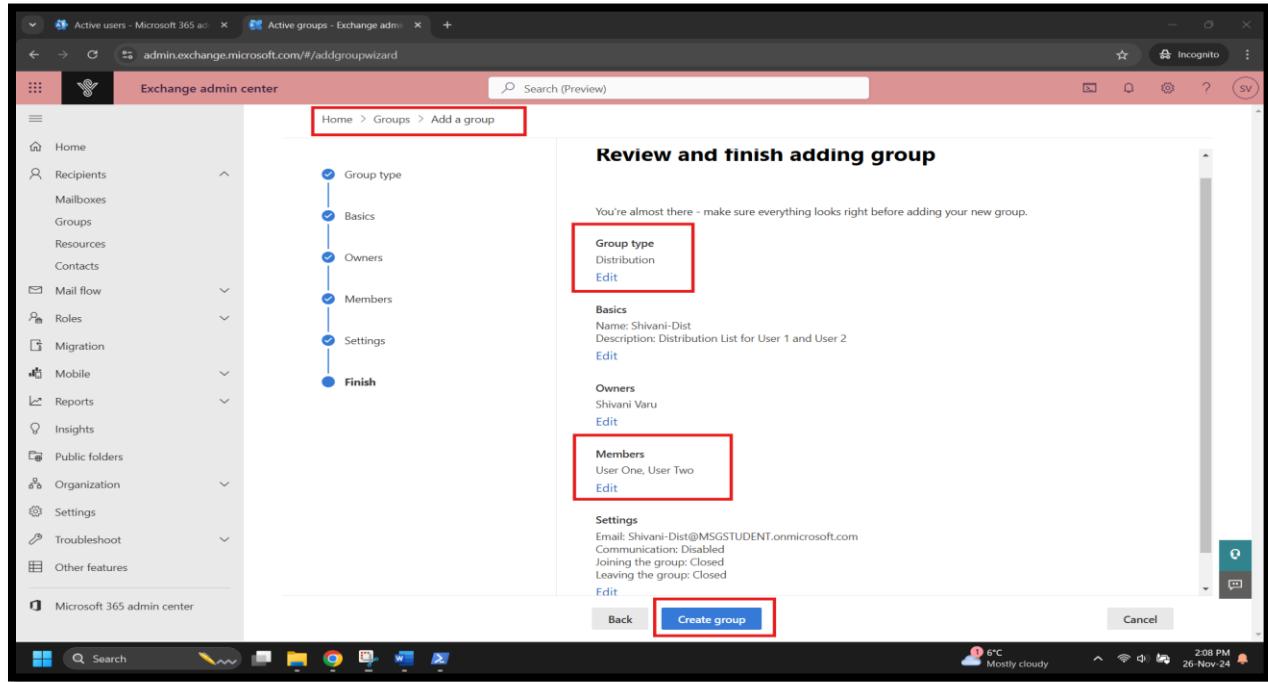
The screenshot shows the Microsoft 365 Exchange admin center interface. On the left, the navigation menu includes Home, Recipients (Mailboxes selected), Groups, Resources, Contacts, Mail flow, Roles, Migration, Mobile, Reports, Insights, Public folders, Organization, Settings, Troubleshoot, Other features, and Microsoft 365 admin center. The main content area is titled "Manage mailboxes" and displays a list of existing mailboxes: Help Desk, Shivani Varu, Shivani-Shared, Test1 user, User One, User Two, User3, and User4. A success message at the top right states: "Shared mailbox members updated" and "Selected users have been added successfully to the shared mailbox. It might take up to 60 minutes for the change to be effective in Outlook and OWA." The status bar at the bottom shows the date as 26-Nov-24.

[ Screenshot : Shared email has been created ]

The screenshot shows the Microsoft 365 Exchange admin center interface. The navigation menu is identical to the previous screenshot. The main content area is titled "Manage mailboxes" and displays a list of mailboxes. A new entry, "Shivani-Shared", is highlighted with a red box. The table columns are: Display name, Email address, Recipient type, Archive status, Last modified time, and Choose columns. The "Shivani-Shared" row shows the email address shivani-sharedemail@MSGSTUDENT.onmicrosoft.com, Recipient type SharedMailbox, and Last modified time 11/26/2024, 2:04... The status bar at the bottom shows the date as 26-Nov-24.

## Microsoft 365 Identity and Services – Enterprise Administration

[ Task : 4.2 From Exchange Admin Center create a distribution list called yourname-Dist and add both users from task two to this list. ]



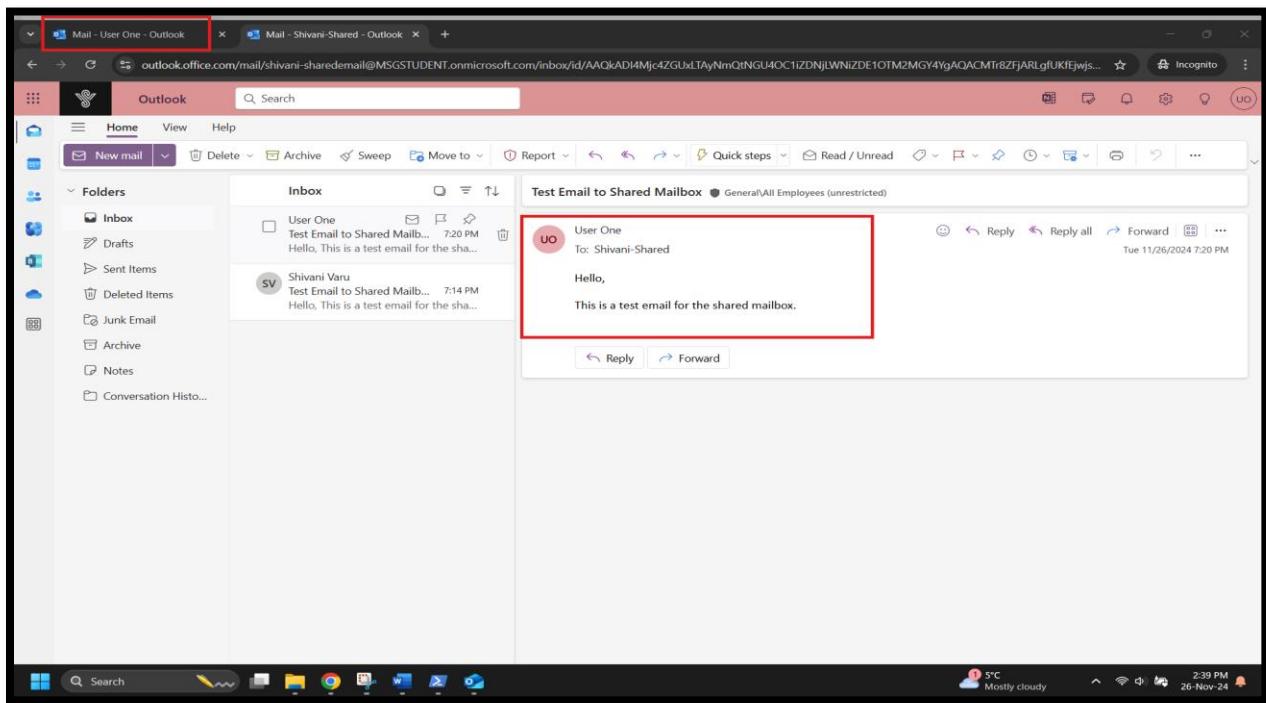
## Microsoft 365 Identity and Services – Enterprise Administration

The screenshot shows the Microsoft 365 Exchange admin center interface. On the left, there's a navigation sidebar with various links like Home, Recipients, Mailboxes, Groups, Resources, Contacts, Mail flow, Roles, Migration, Mobile, Reports, Insights, Public folders, Organization, Settings, Troubleshoot, and Other features. The 'Groups' link is selected. In the main content area, the title is 'Groups'. Below it, there are three tabs: 'Microsoft 365' (selected), 'Distribution list' (highlighted with a red box), and 'Dynamic distribution list'. There are buttons for 'Add a group', 'Export', 'Refresh', and 'Add naming policy'. A search bar at the top right says 'Search Distribution list'. A table below shows one item: 'Shivani-Dist' with Group name, Group email (Shivani-Dist@MSGSTUDENT.onmicrosoft.com), Sync status, Created on (November 26, 2024 at 7:08 PM), and a 'Choose columns' button. The entire row for 'Shivani-Dist' is also highlighted with a red box.

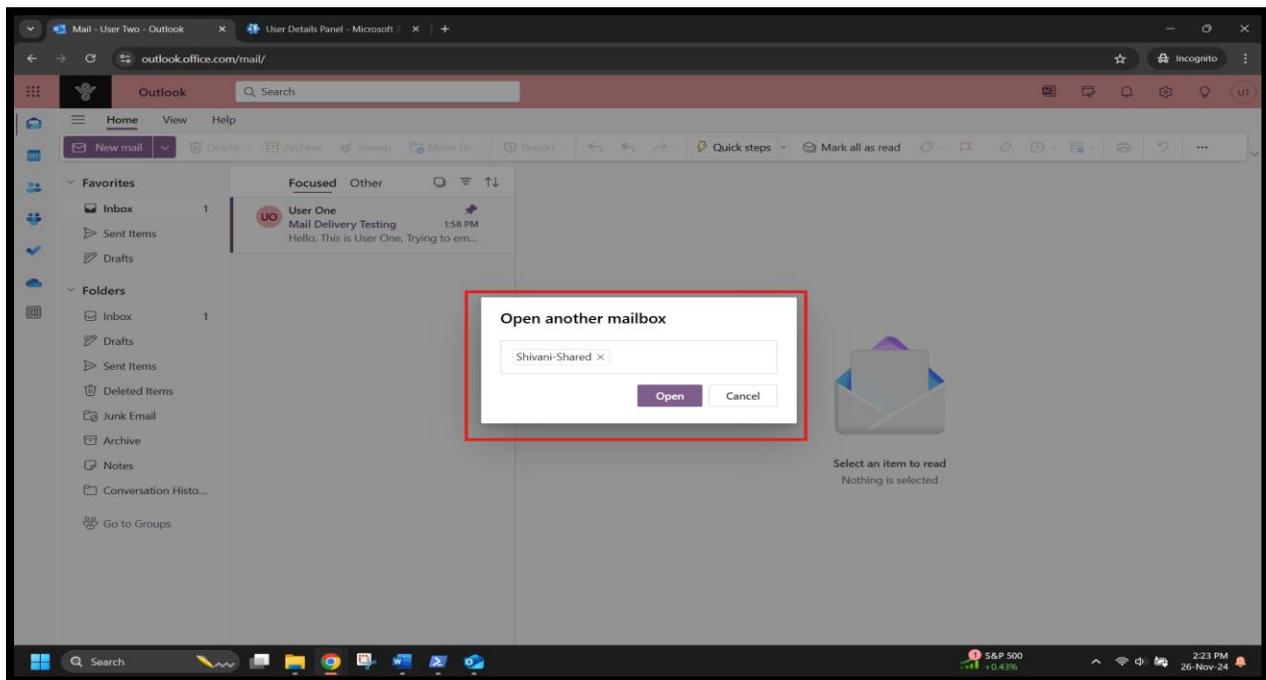
[ 4.3 Send an email to both Distribution list and Shared mailbox and show it was delivered to users' mailbox ]

The screenshot shows the Microsoft Outlook web interface. The left sidebar has sections for Favorites (Inbox, Sent Items, Drafts, Deleted Items) and Folders (Inbox, Drafts, Sent Items, Deleted Items, Junk Email, Archive, Notes, Conversation History, RSS Feeds, Go to Groups). The main area is titled 'Inbox' with a message preview: 'All done for the day. Enjoy your empty inbox.' Below it, a draft email is open with the subject '(No subject)'. The 'To' field contains 'Shivani-Shared' (highlighted with a red box). The body of the email reads: 'Hello,  
This is a test email for the shared mailbox.' The bottom of the screen shows the Windows taskbar with icons for Search, File Explorer, Task View, and other applications.

## Microsoft 365 Identity and Services – Enterprise Administration

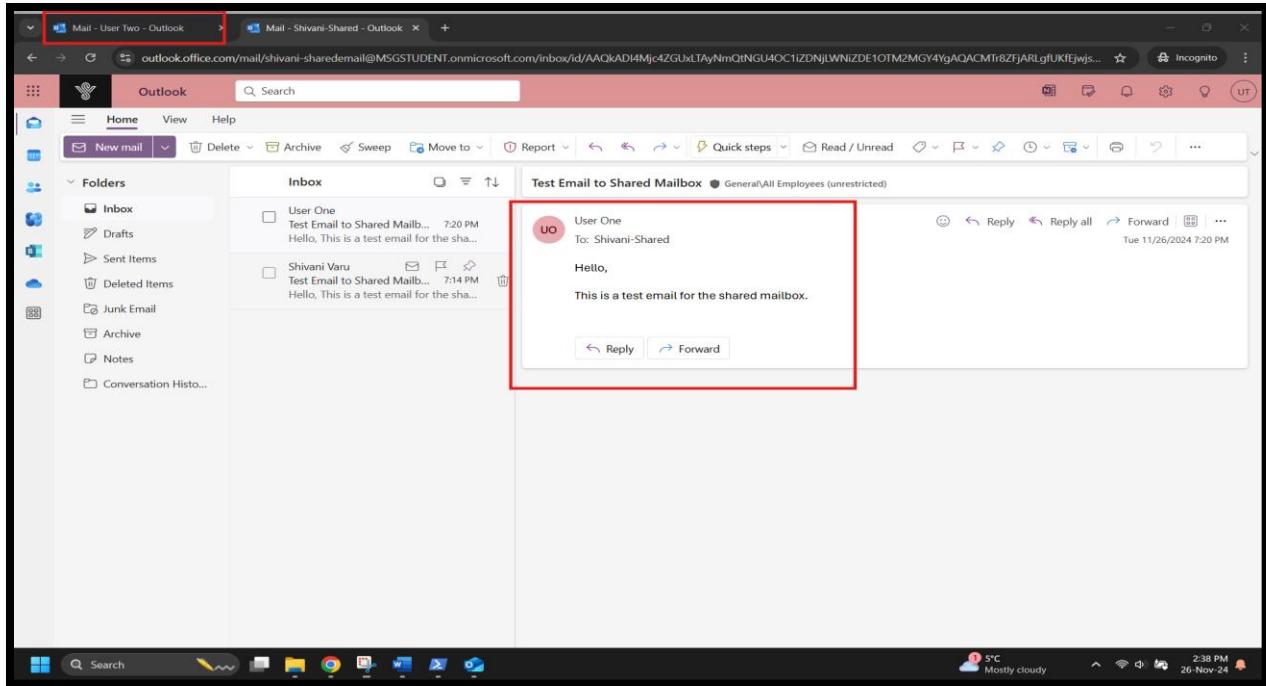


[ Screenshot: Added shared email to User 2 ]

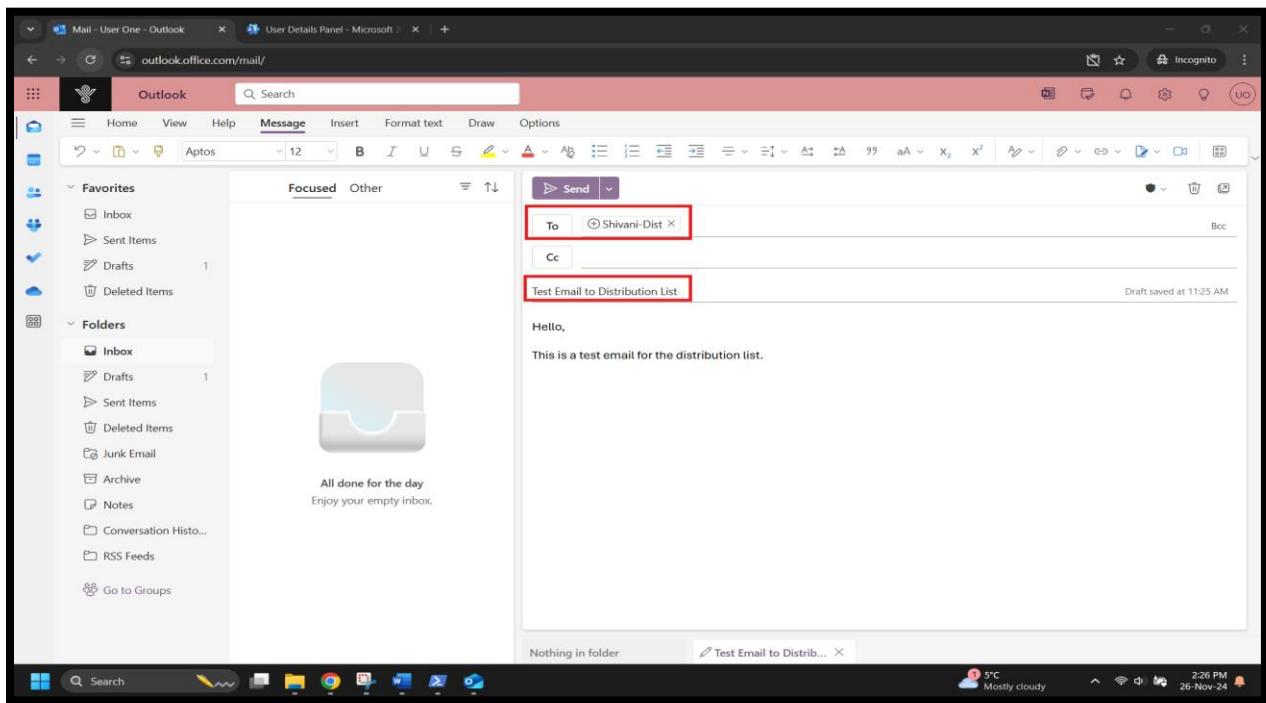


## Microsoft 365 Identity and Services – Enterprise Administration

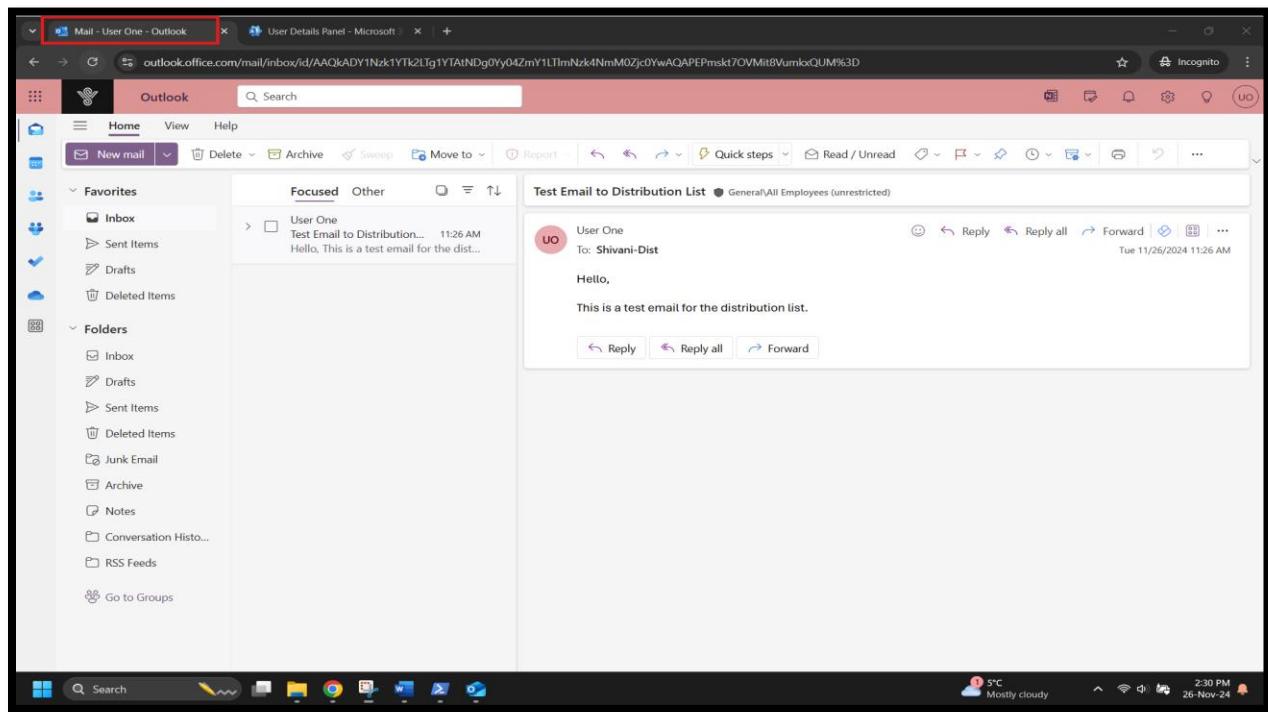
[Screenshot: User 2 receive email via shared email from user 1]



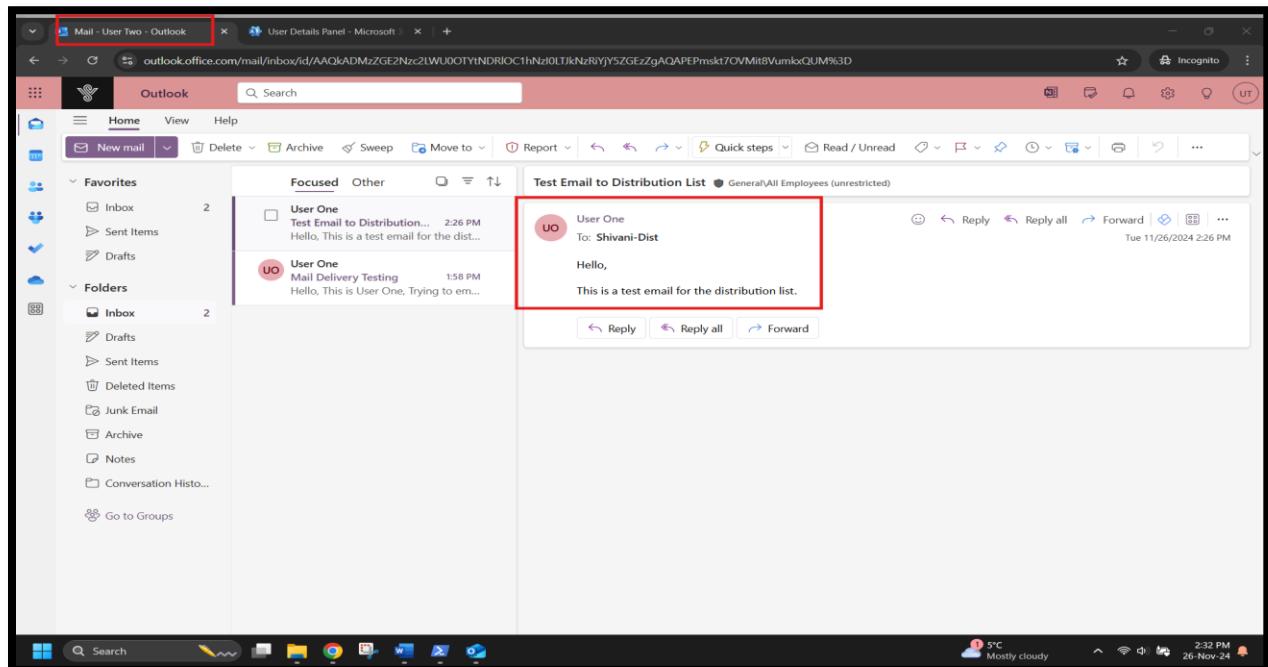
[Screenshot: Email is sent to distribution list from User one ]



## Microsoft 365 Identity and Services – Enterprise Administration

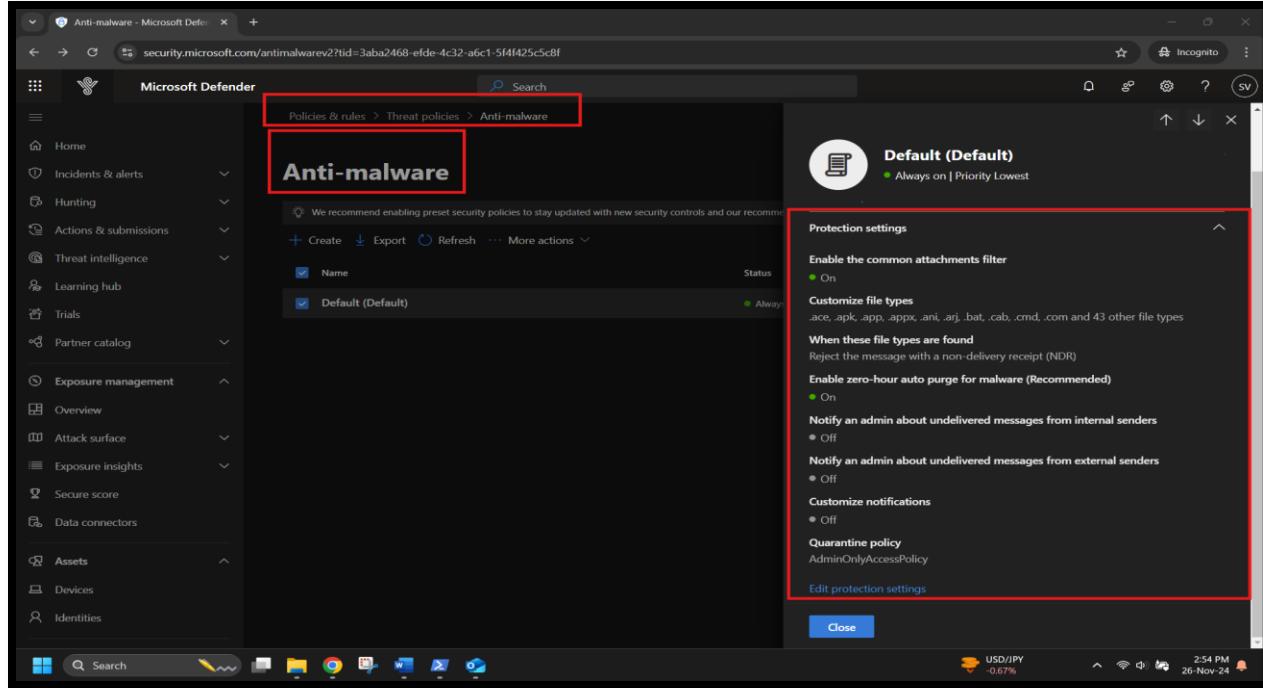


[ Screenshot: User two receives email from User One via distribution list ]



## Microsoft 365 Identity and Services – Enterprise Administration

### [4.4 Provide a screenshot of your malware settings different sections]



The anti-malware settings in Microsoft Defender are a key component of the Microsoft 365 security framework, that provides robust protection against threats coming from emails.

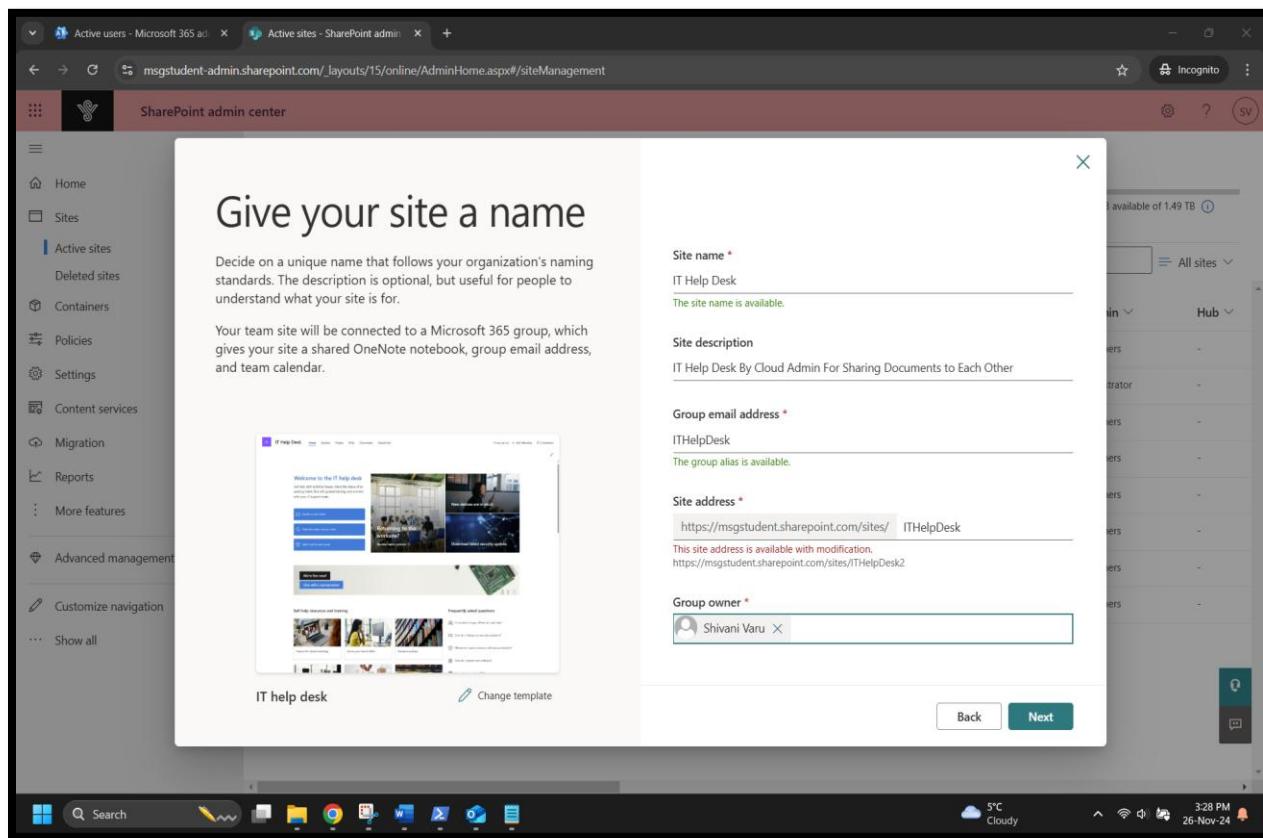
#### Anti-Malware Protection Settings

- It has the ability to automatically block emails that include typical malware file types.
- It can delete harmful emails that have already been sent in the past.
- It can turn off alerts for messages that have not been delivered from both internal and external senders.
- It can enable setting that only administrators are allowed to review and manage suspicious emails.
- It can disable the end user notifications and centralizes the process of fixing issues.
- It can allow full customization of file types to block or allow. Here we can see there are currently around 52 file types format for anti-malware protection.
- It can Set the Anti-Malware default policy to always on for basic security.
- Inside the Quarantine Policy we can see 3 options, which is,

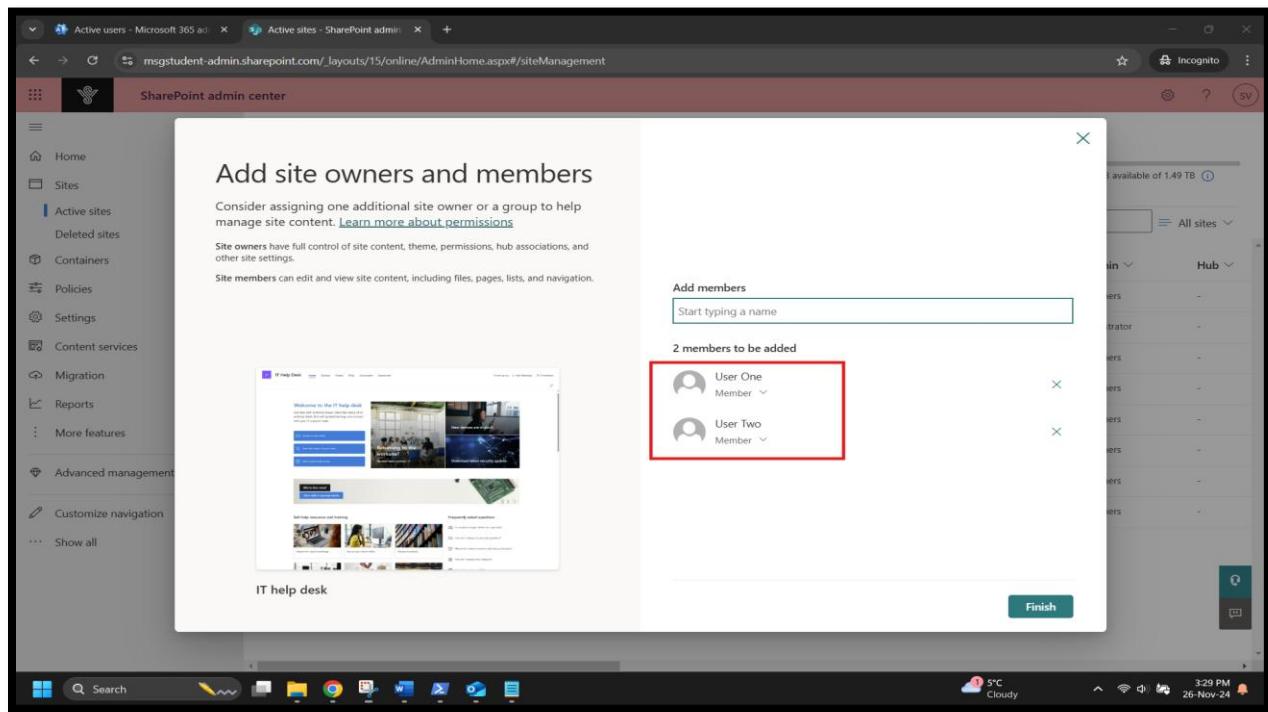
## Microsoft 365 Identity and Services – Enterprise Administration

- **AdminOnlyAccessPolicy:** We can Restricts quarantined messages to administrators.
- **DefaultFullAccessPolicy:** We can allow both administrators and end users access.
- **DefaultFullAccessWithNotificationPolicy:** We can include notifications for end users.

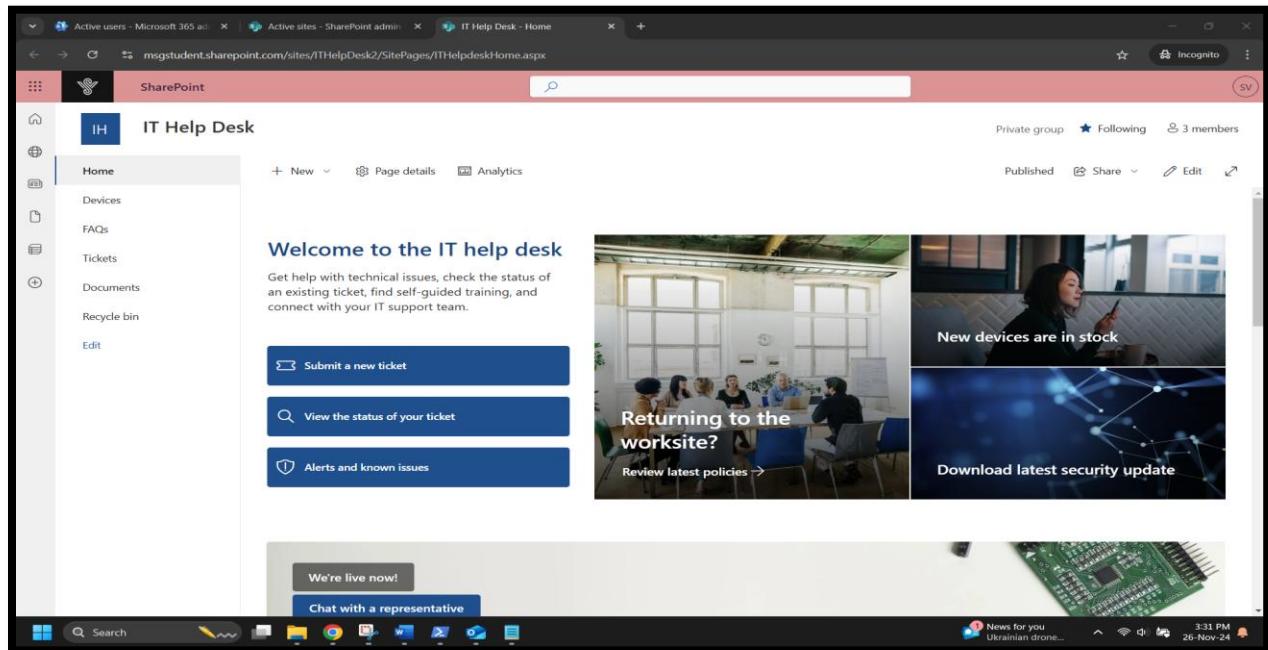
### Task 5: Working SharePoint [ Screenshot: Site is Created ]



## Microsoft 365 Identity and Services – Enterprise Administration

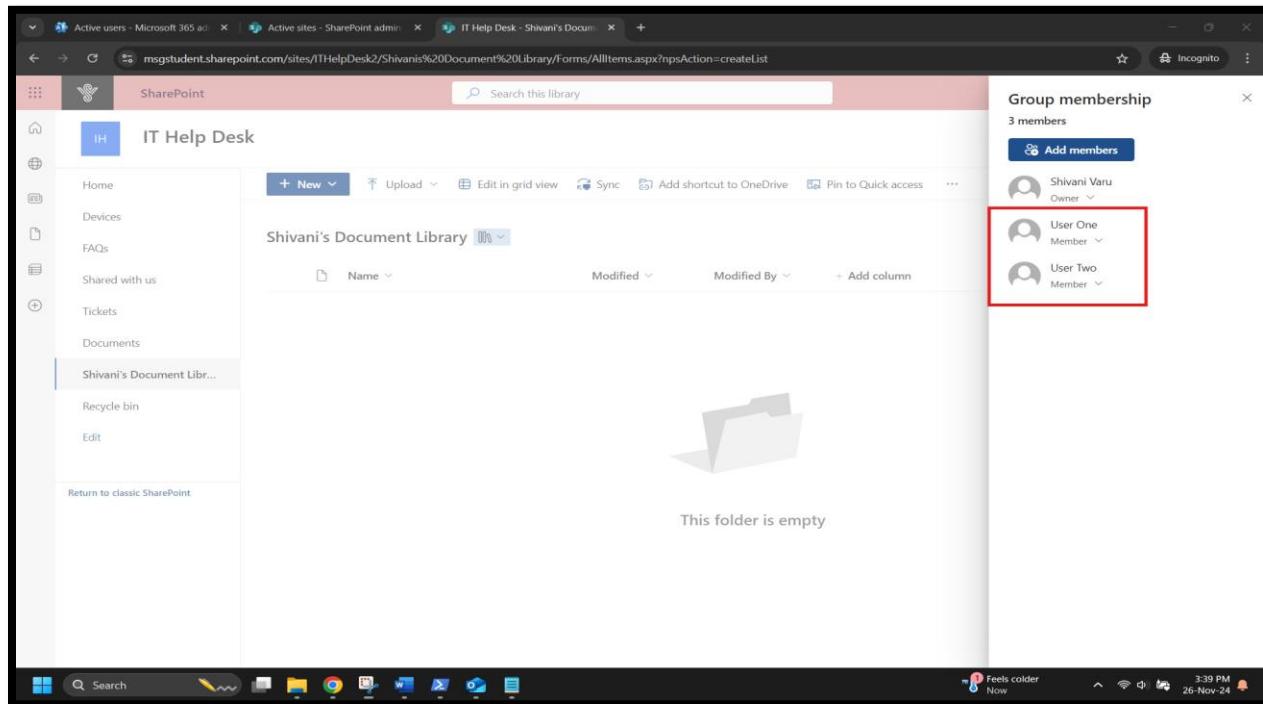
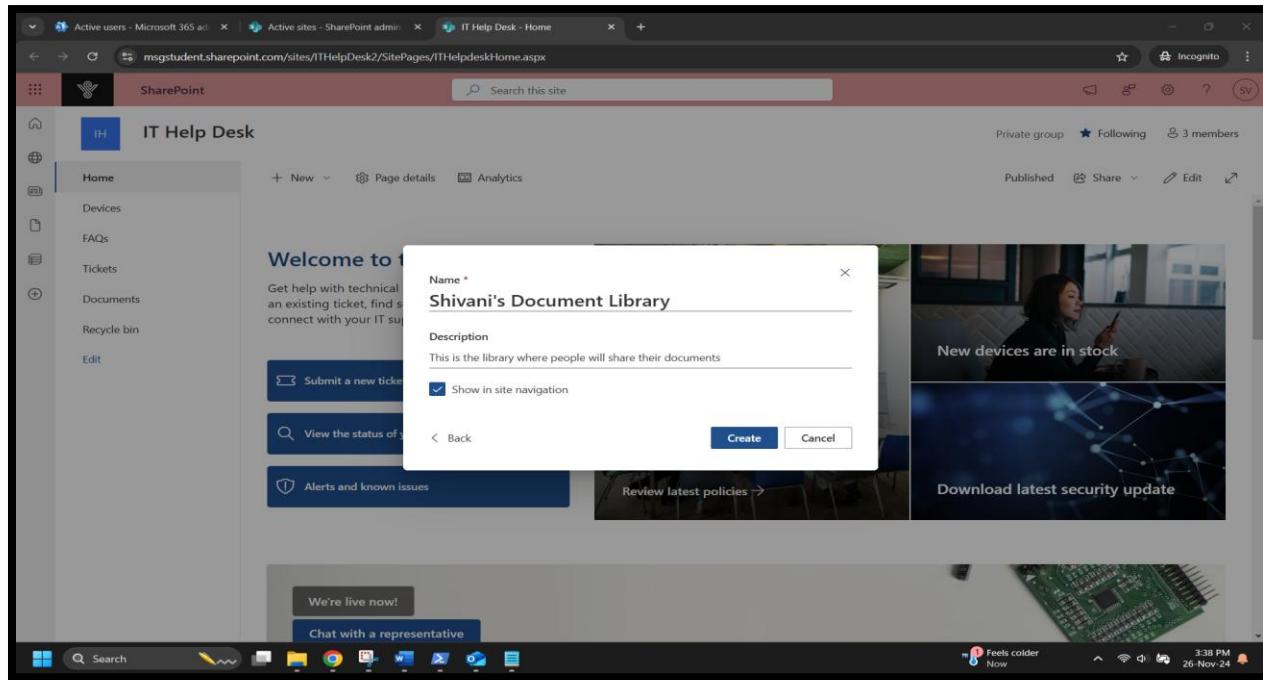


[ Task : 5.1 Display your active site ]



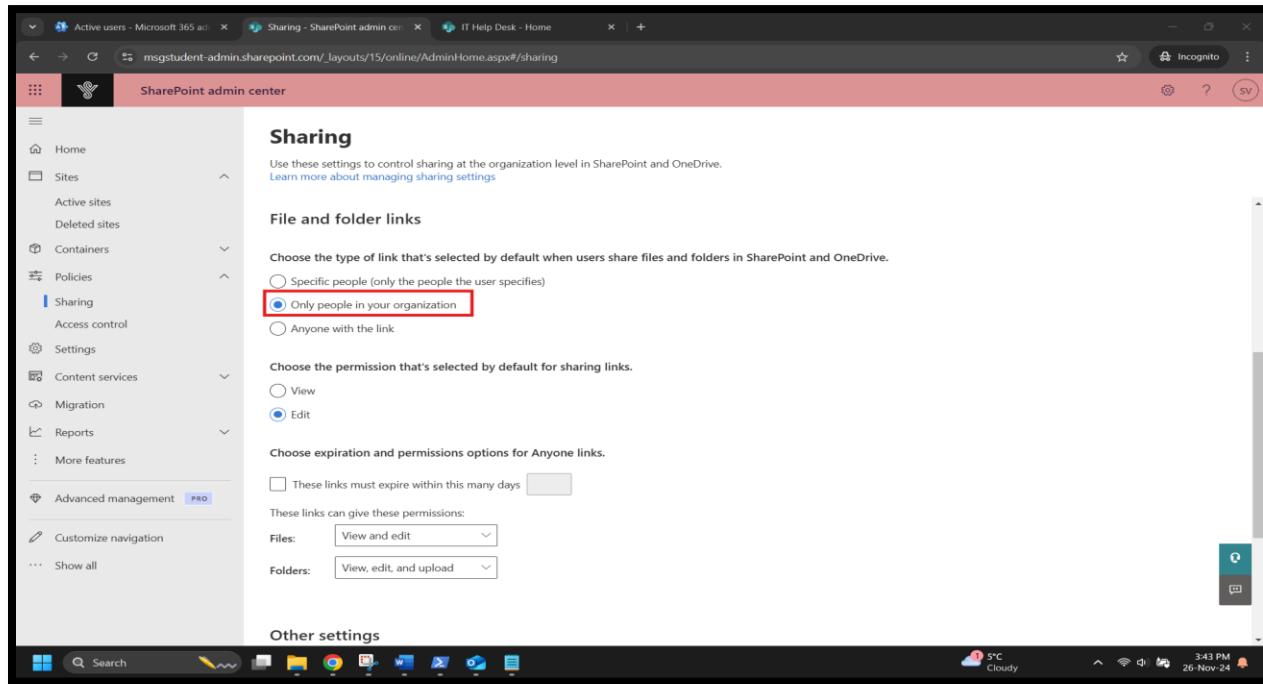
## Microsoft 365 Identity and Services – Enterprise Administration

[ Task : 5.2 Create a new document library site called your name and add both users from Task2 to the site ]

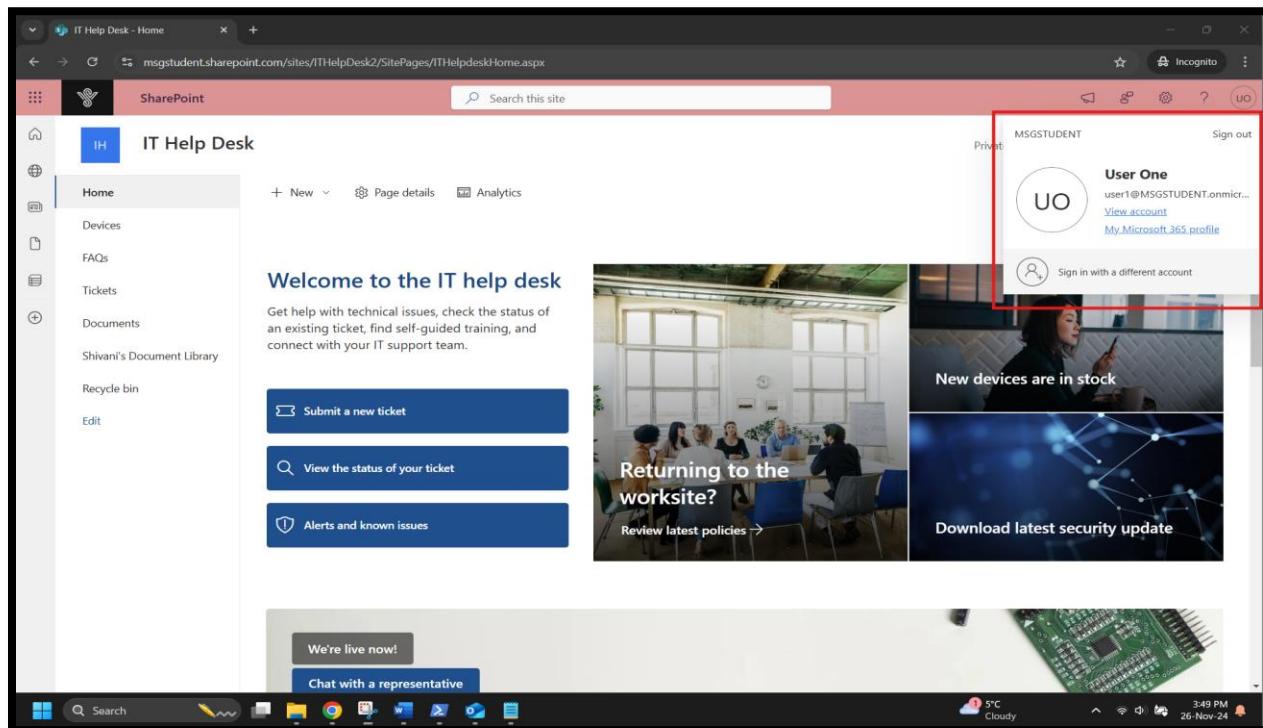


## Microsoft 365 Identity and Services – Enterprise Administration

[ Task : 5.3 Change the sharing policy so that only People in your organization are allowed to share files over One Drive ]



[ Screenshot: User one can access SharePoint Site ]



## Microsoft 365 Identity and Services – Enterprise Administration

[Screenshot: User One has created Document]

The screenshot shows a Microsoft SharePoint document library interface. The URL in the address bar is [msgstudent.sharepoint.com/sites/ITHelpDesk2/Shared%20Documents/Forms/AllItems.aspx](https://msgstudent.sharepoint.com/sites/ITHelpDesk2/Shared%20Documents/Forms/AllItems.aspx). The page title is "IT Help Desk - Documents - All". The left navigation menu includes Home, Devices, FAQs, Shared with us, Tickets, and Documents (which is selected). Below the navigation is a link to "Shivani's Document Library". The main content area is titled "Documents" and shows a single item: "Document.docx" by "User One" (modified "About a minute ago"). A red box highlights this item. The top right corner shows the user profile "MSGSTUDENT" and "User One" with the email "user1@MSGSTUDENT.onmicrosoft.com". The bottom right corner shows the system status "5°C Cloudy" and the date "26-Nov-24".