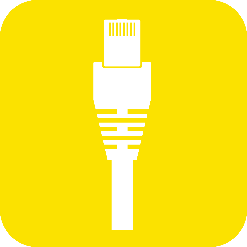
Script Guide

Collection of Internal Guides for Desktop Support Scripts



An Internal Guide for

The Information Services Team

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# New Starter Script

The goal of the script is that after running it, 95% of administration tasks are completed automatically.  
  
In its current state (As of 22/3/17) it **does** the following:

* Moves the AD User to the correct *region* \*Not Team\*
* Enables the User Mailbox online
  + If the user is a Developer- it will also give Ivka Full-Access Rights to the User Mailbox
* Assigns the User a Office365 Enterprise Pack with the correct Location
* Enables the user Skype for Business Account
  + Functionally needs to be **added** for: “If the user requires a phone number, find the next available phone number and assign it to the user”

The script features a variety of *catches* and *loops* to make the process more seamless. These features (As of 22/3/17) include the following:

* Captures User logins *once* to be re-used in multiple locations (IE: Online Mailbox and o365)
* Can be used to create multiple Users within the same Login Sessions
* If any section fails- the script will wait for 10 seconds and try again. It will try 3 times (In case of waiting for some sort of sync or connection issue (*Needs to be refined))* If it fails 3 times, the script is cancelled.

There is a commented section at the beginning of the script with instructions on pre-requisites before utilizing the script. Be sure to read through the instructions and test their functionality before running the script.

## After the script

The script is intuitive for a user to simply run and follow prompts for User information. The main things to be aware of are the additional steps that are required for Users outside of the script. They are as follows:

* Moving the User to the correct AD Team
* Assigning the correct security groups to the User in AD
* Assigning the Phone number to the Skype account if required

## Technical Notes

* For new Desktop Support members- you will need to amend the script to include your own details for the operating user
* Several cmdlets employ the use of the parameter *-Verbose* to return valuable details about the step occurring to aid in troubleshooting. The information these commands produce may not be relevant to the created User.

# Content Template References

Body

Copy and paste this table as needed within the document. More columns or rows may be added as required.

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| Row # | Text aligned left | Number aligned right |  |

Action – use when action is required.

Notes or important details.

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