

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

## **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

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Term: Winter 2025

### Task 1: Customize your Organization Profile

#### 1.1 Add a logo to your M365 and take a screenshot of the result

Adding a logo by visiting organization settings and navigating through custom themes which is under organizational profile

The screenshot shows the Microsoft 365 admin center interface. The left sidebar has a red box around the user information: "Worlanyo Akpatsa" and "Student Number 101590287". The main area shows the "Org settings" page with the "Organization profile" tab selected. A red box highlights the "Custom themes" section, which contains options like "Custom tiles for Apps", "Data location", "Help desk information", "Keyboard shortcuts", and "Multitenant collaboration".

The screenshot shows the "Org settings" page with the "Default theme" tab selected. The "Logos" tab is highlighted with a red box. Under the "Default theme" section, there is a "Default Logo" field with a placeholder "Add a logo image for your organization. For information on setting up your logo, see Logos." Below it is a "Browse" button. A red box highlights the "Alternate Logo" section, which contains a URL field with "https://". At the bottom right is a "Save" button.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Worlanyo Akpatsa  
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Term: Winter 2025

### Result

The screenshot shows the Microsoft 365 Admin Center interface. On the left, there is a navigation sidebar with a red header bar containing the user's name, 'WORLANYO', and a 'Copilot' icon. Below this, the sidebar lists various administrative categories: Home, Users, Groups, Roles, Resources, Marketplace, Billing, Support, Settings, Setup, Reports, and Health. A pink rectangular box highlights the 'User' section. At the bottom of the sidebar, there is a link to 'Admin centers'. The main content area has a dark background. At the top right, it says 'GeorgeBROWN'. In the center, a large message reads 'Good afternoon, Worlanyo Akpatsa'. Below it, a sub-message states 'The simplified view helps you focus on the most common tasks for organizations like yours.' Underneath, a section titled 'For organizations like yours' features a card with the title 'Set up email with a custom domain' and a sub-instruction 'Connect a domain that you own, or get a new one.' At the bottom of the main content area, there is a navigation bar with links for 'Users', 'Products', 'Upcoming changes (5)', 'Learn', 'Sets', 'Help & support', and 'Give Feedback'. A search bar at the bottom right contains the placeholder 'Search your account'.

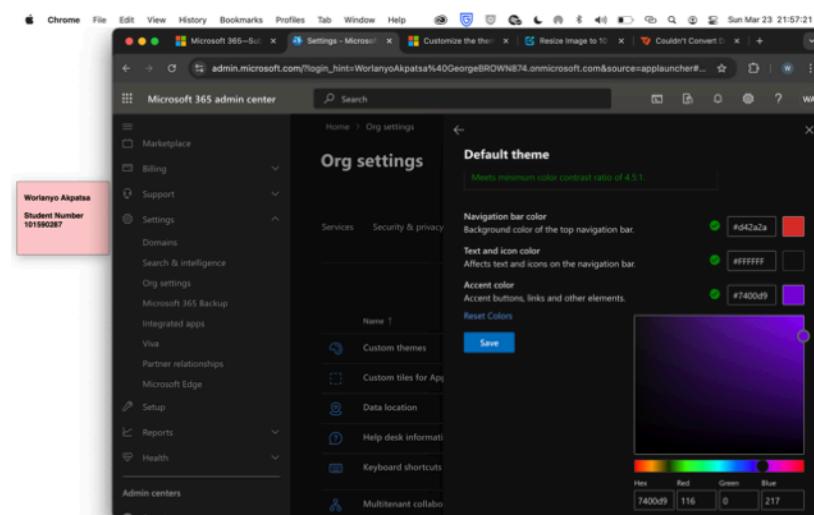
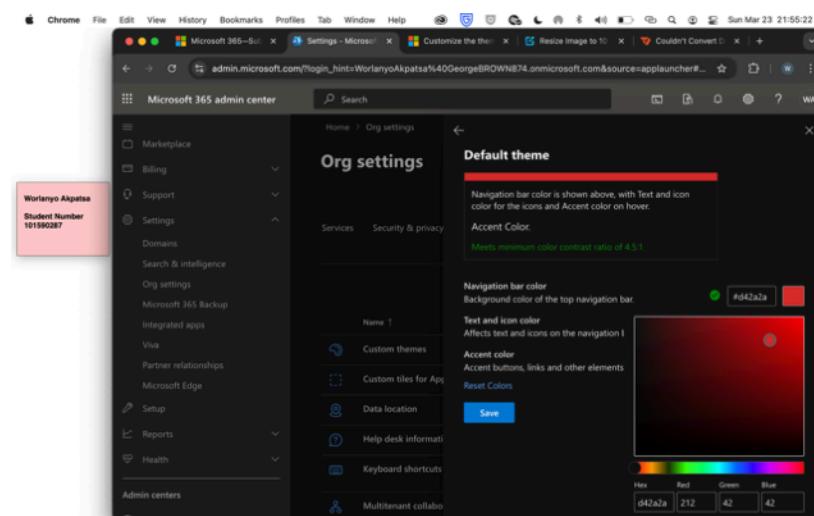
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Term: Winter 2025

### 1.2 Change color theme

Changing the theme's colour in organization settings (Navigate to custom themes under Organization profile in org settings)



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Term: Winter 2025

### Result

The screenshot shows the Microsoft 365 Admin Center interface. At the top, there's a red header bar with the title "Microsoft 365 admin center". Below it, a sidebar on the left displays the user's name ("Worlanyo Akpatsa") and student number ("101590287"). The main content area features a greeting message: "Good afternoon, Worlanyo Akpatsa" followed by the text "The simplified view helps you focus on the most common tasks for organizations like yours." A section titled "For organizations like yours" includes a "Set up email with a custom domain" task card. Below this, under "Your organization", there are links for "Users", "Products", "Upcoming changes (5)", "Learn", and "Setup". A "Help & support" button is visible in the bottom right corner.

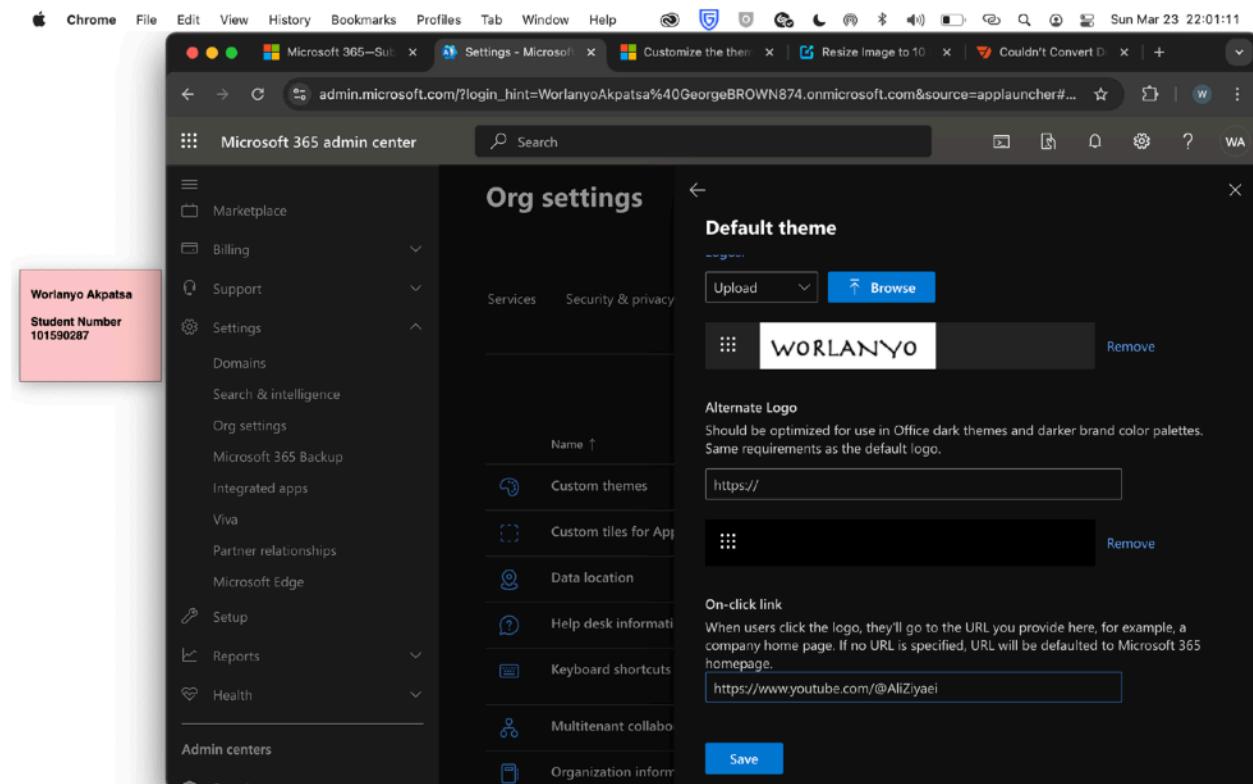
## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Worlanyo Akpatsa  
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Term: Winter 2025

1.3 Clicking on the Logo should take you to <https://www.youtube.com/@AliZiyaei>

Setting my Logo to Redirect to the link: <https://www.youtube.com/@AliZiyaei> (Navigate to custom themes under Organization profile in org settings)



The screenshot shows the Microsoft 365 Admin Center interface. On the left, there's a sidebar with a user profile for 'Worlanyo Akpatsa' (Student Number 101590287) highlighted in pink. The main area is titled 'Org settings'. Under 'Default theme', there's a placeholder for a logo with the text 'WORLANYO'. Below it, there's a section for 'Alternate Logo' with a URL input field containing 'https://'. At the bottom, there's an 'On-click link' field with the URL 'https://www.youtube.com/@AliZiyaei'. A blue 'Save' button is at the bottom right.

# Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Worlanyo Akpatsa  
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Term: Winter 2025

## 1.4 Add your helpdesk contact information

Adding HelpDesk Contact Information (Navigate to help desk information under Organization profile in org settings)

This screenshot shows the Microsoft 365 admin center interface. On the left, there is a navigation sidebar with a red box highlighting the user's name and student number: "Worlanyo Akpatsa" and "Student Number 101590287". The main content area is titled "Org settings" and displays a list of organization profile settings. One item, "Help desk information", has a blue box around it, indicating it is the target for configuration.

This screenshot shows the "Help desk information" configuration dialog box overlaid on the Microsoft 365 admin center. The dialog has a red box around the "Title" field, which contains the value "HelpDesk". Below the title, there is a section for "Contact information" with fields for "Phone" (6479042691), "Email" (wakingtan@gmail.com), and "URL" (<https://worlahelpdesk.com>). A blue "Save" button is at the bottom right of the dialog.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Worlanyo Akpatsa  
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Term: Winter 2025

### 1.5 Select 2 Users to receive updates before they're released to everyone else.

Selecting 2 users to receive updates before they are released to everyone else. (Must Navigate to Release Preferences under Organization profile in org settings)

This screenshot shows the Microsoft 365 admin center interface. On the left, there's a sidebar with various administrative links like Marketplace, Billing, Support, Settings, Domains, etc. A red box highlights the 'Worlanyo Akpatsa Student Number 101590287' section. The main content area is titled 'Organization profile' and lists several items: Help desk information, Keyboard shortcuts, Multitenant collaboration, Organization information, Release preferences, Send email notifications from your domain, and Support integration. A red box highlights the 'Release preferences' link. At the bottom right of the main content area, there are 'Help & support' and 'Give Feedback' buttons.

This screenshot shows the 'Release preferences' dialog box overlaid on the Microsoft 365 admin center. The dialog title is 'Release preferences'. It contains a brief description: 'Choose how your organization gets new features and service updates from Microsoft 365.' Below this is a note: 'This setting doesn't affect how Microsoft 365 apps, such as Word and Excel, get new features and updates. To choose when Microsoft 365 apps get new features and updates, go to Microsoft 365 installation options.' There are three radio button options: 'Standard release for everyone' (disabled), 'Targeted release for everyone' (disabled), and 'Targeted release for select users' (selected). A red box highlights the 'Targeted release for select users' option. At the bottom of the dialog is a 'Save' button.

## Microsoft 365 Identity and Services – Enterprise Administration

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Student Name: Worlanyo Akpatsa  
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Term: Winter 2025

The screenshot shows a Microsoft 365 Admin Center interface in a web browser. The left sidebar includes links for Marketplace, Billing, Support, Settings (with Domains, Search & intelligence, Org settings, Microsoft 365 Backup, Integrated apps, Viva, Partner relationships, Microsoft Edge), Setup, Reports, and Health. A red box highlights the 'Worlanyo Akpatsa Student Number 101590287' section. The main content area displays a 'Choose users for targeted release' dialog. It asks 'Who should receive targeted releases?' and lists two users: Mackenzie Joyce and John Smith. There are several other options listed on the right: Help desk information, Keyboard shortcuts, Multitenant collaboration, Organization information, Release preferences, Send email notifications, and Support integration. A 'Save' button is at the bottom.

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Term: Winter 2025

## **Task 1 Summary**

Before I begin, I want to say that doing all the activities and being actively engaged with 365 helped me ease through this task.

To begin, I had to create and add a logo to my Microsoft 365.

I simply navigated to custom themes which is under organizational profile in organizational settings and chose to add a logo.

Thankfully, I knew that I needed a file under 10kb so I had no error uploading my logo.

Next I had to change the color theme which is in the exact same place as the logo upload so I did not have to do much navigating. I changed the color of my navigation bar to a bright red.

Next I had to add a clickable link to my logo. Just like the above two tasks, it was in organization profile. On the logo upload page, I just had to scroll down and insert the link at the “on-click link”. Now, when I click on my logo it takes me to the youtube page of Ali Ziyaei. This is a cool feature for users of my organization to have quick access to a homepage or important link that I want them to visit.

The next task was to add helpdesk contact information which is always needed in a company. As this is not part of theme customization, it was not in custom themes.

To do this, you must visit help desk information still in organization profile and then fill out the information as needed; quite a straightforward thing to do really.

Lastly, I had to select two users to receive updates before they're released to everyone else. In my organization, I had users who were global admins so I believed they deserved this honour. To do this, I had to navigate to release preferences still under organization profile in org. settings. Then I chose the “Targeted release for select users” option and chose two of my global admins to receive the updates before everyone else.

Overall, this task was a breeze as I have already familiarized myself with it.

## Microsoft 365 Identity and Services – Enterprise Administration

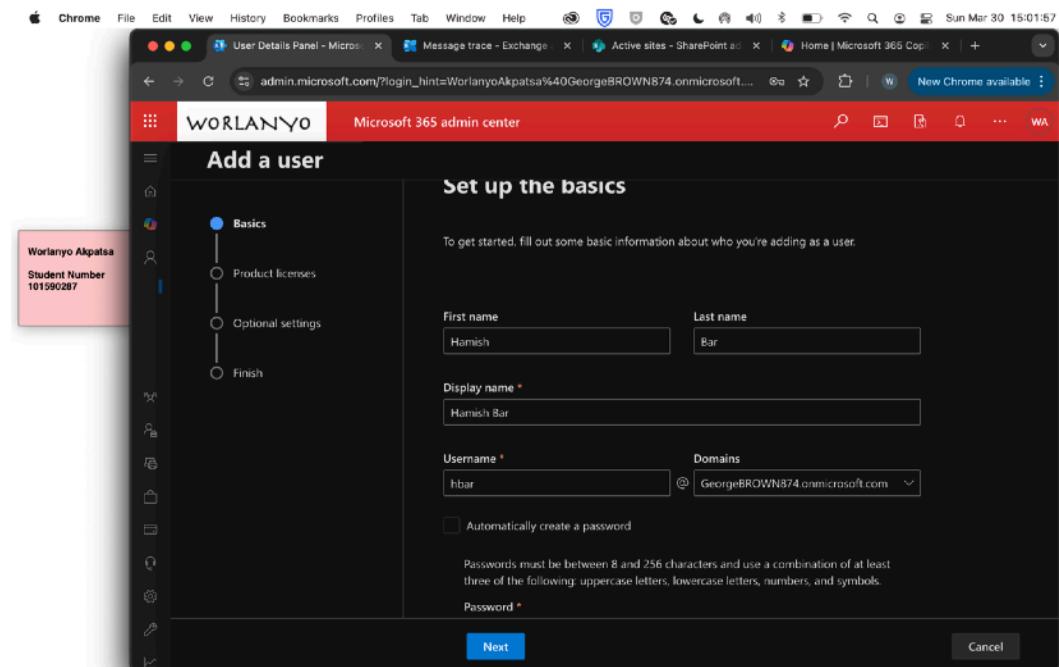
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Student Name: Worlanyo Akpatsa  
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Term: Winter 2025

### Task 2: Creating Users and Assigning Licenses

A: Creating first User by navigating to Users->Active Users->Add a User



## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### B: Assigning Licenses for first User

The screenshot shows the Microsoft 365 Admin Center interface for adding a new user. On the left, a sidebar displays the user's name, Worlanyo Akpatsa, and student number, 101590287. The main window is titled 'Add a user' and is currently on the 'Product licenses' step. The title bar says 'WORLANYO Microsoft 365 admin center'. The right pane is titled 'Assign product licenses' and contains instructions: 'Assign the licenses you'd like this user to have.' It includes a dropdown for 'Select location' set to 'Canada' and a section for 'Licenses (1)'. Under 'Licenses (1)', there are two options: 'Assign user a product license' (selected, checked) and 'Create user without product license (not recommended)' (unchecked). The 'Assign user a product license' option is associated with 'Microsoft 365 E3 (no Teams)' and notes '18 of 25 licenses available'. At the bottom, there are 'Back', 'Next', and 'Cancel' buttons.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

C: Administrator Role for first user (Global Admin)

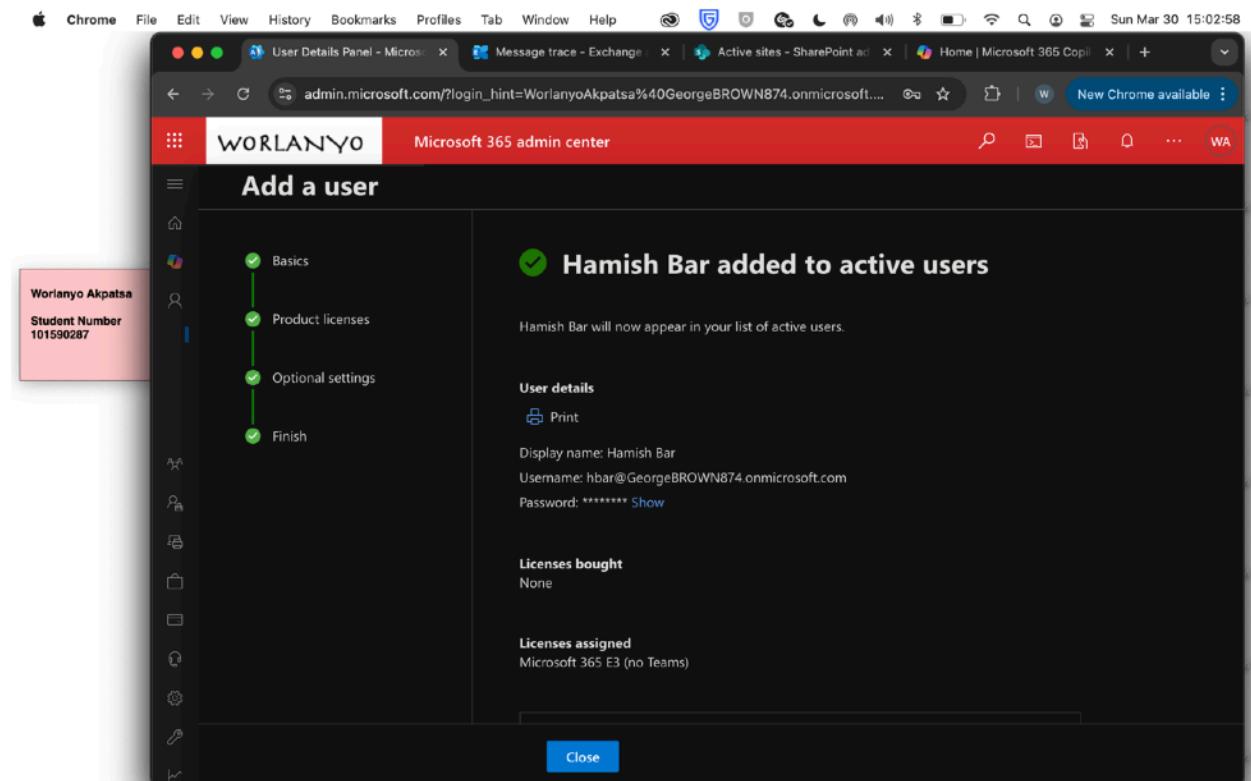
The screenshot shows the Microsoft 365 Admin Center interface for adding a new user. On the left, a sidebar displays the user's name, Worlanyo Akpatsa, and student number, 101590287. The main panel is titled 'Add a user' and is currently on the 'Optional settings' step. A vertical navigation bar on the left lists steps: Basics (checked), Product licenses (checked), Optional settings (checked), and Finish (unchecked). The 'Optional settings' section contains a sub-section titled 'Roles'. It explains that admin roles give users permission to view data and complete tasks in admin centers. It advises giving users only the access they need by assigning the least-permissive role. Two radio button options are shown: 'User (no admin center access)' and 'Admin center access'. The 'Admin center access' option is selected. A note at the bottom states: 'Your org has 6 global admins. Global admins are attacked twice as often as other accounts, so you should have'. At the bottom of the screen are 'Back', 'Next', and 'Cancel' buttons.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

D: First User Added

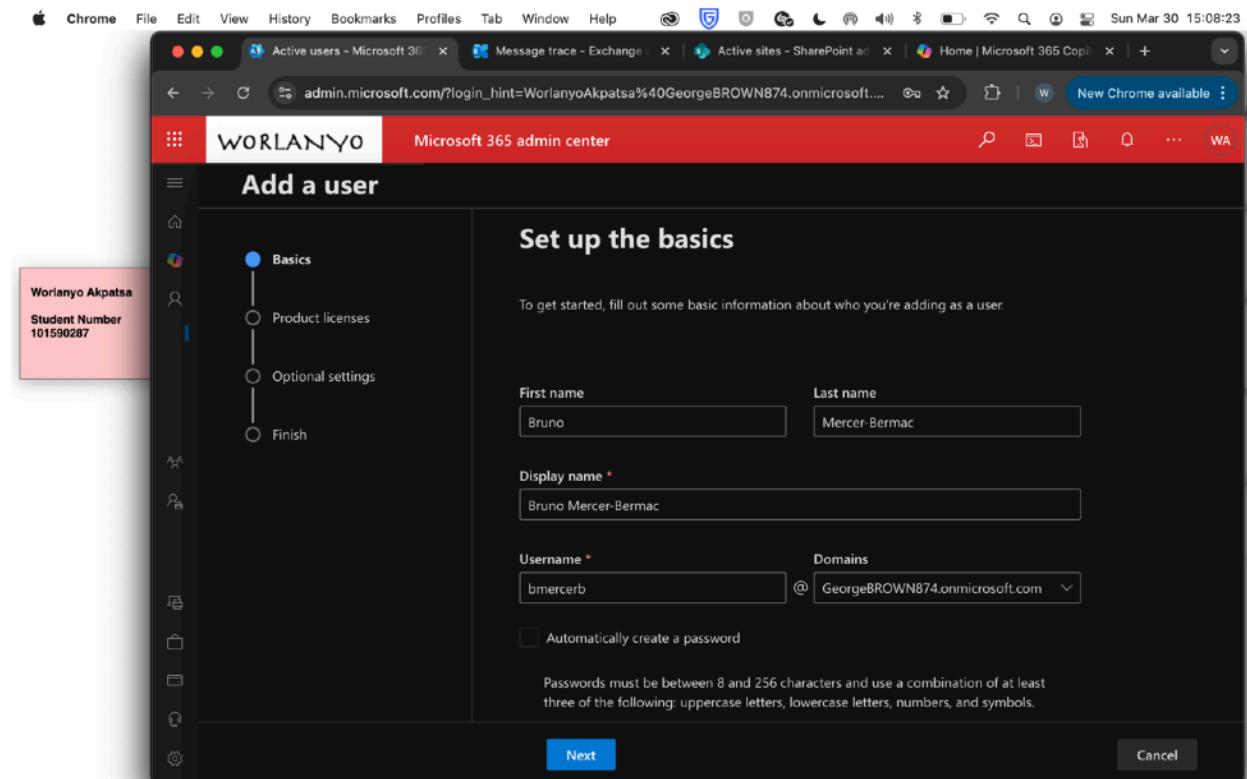


## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

E: Creating Second User by navigating to Users->Active Users->Add a User



## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### F: Assigning Licenses for second User

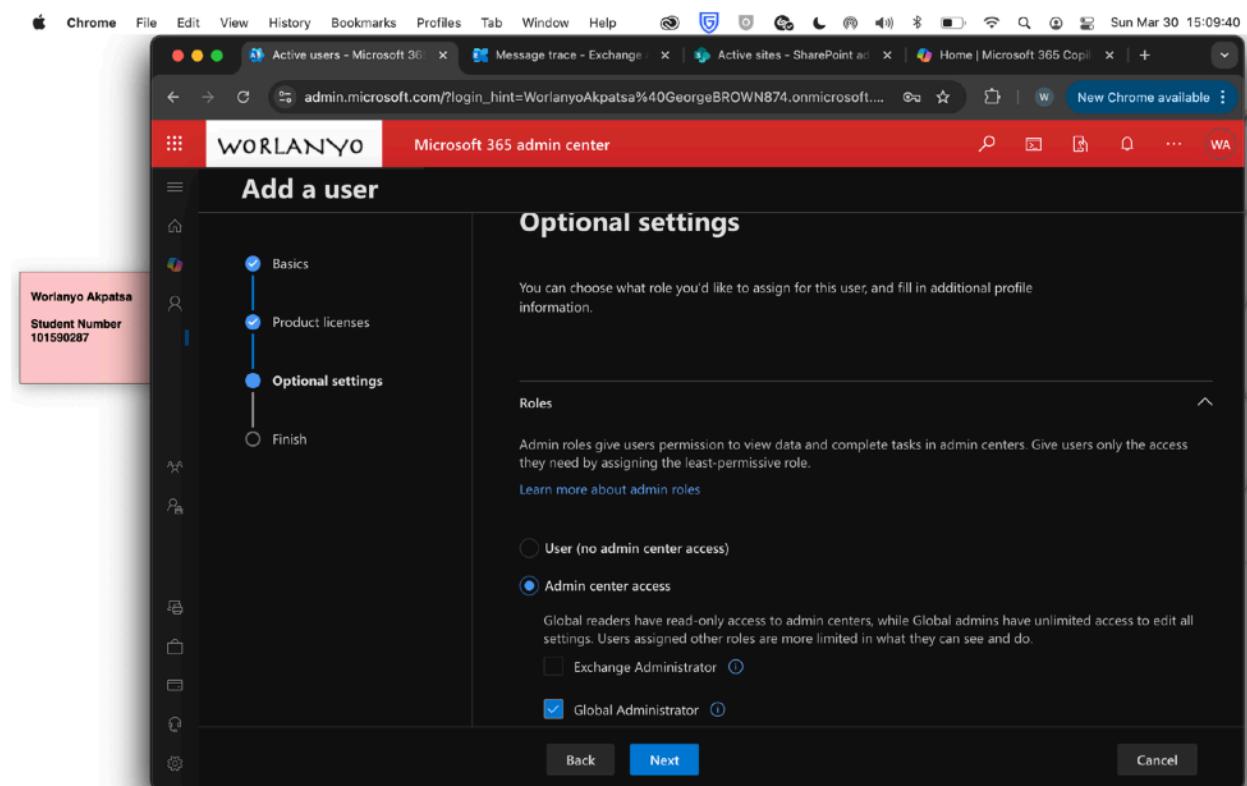
The screenshot shows the Microsoft 365 Admin Center interface for adding a new user. The left sidebar displays the user profile of 'Worlanyo Akpatsa' with the student number '101590287'. The main window is titled 'Add a user' and is currently on the 'Product licenses' step. The right panel is titled 'Assign product licenses' and contains instructions: 'Assign the licenses you'd like this user to have.' A dropdown menu 'Select location \*' is set to 'Canada'. Below it, under 'Licenses (1)', there is a radio button for 'Assign user a product license' which is selected, and a checked checkbox for 'Microsoft 365 E3 (no Teams)'. There are also 17 of 25 licenses available. An alternative option 'Create user without product license (not recommended)' is shown with a note: 'They may have limited or no access to Microsoft 365 until you assign a product license.' At the bottom are 'Back', 'Next', and 'Cancel' buttons.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

G: Administrator Role for second user (Global Admin)



## Microsoft 365 Identity and Services – Enterprise Administration

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Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

H: Second User Added

The screenshot shows the Microsoft 365 Admin Center interface. On the left, there is a sidebar with icons for users, groups, devices, and more. A red box highlights the 'User' icon. The main area has a red header bar with the text 'WORLANYO' and 'Microsoft 365 admin center'. Below the header, a navigation bar shows 'Add a user' and other options like 'Active users', 'Message trace', 'Active sites', and 'Home'. The main content area is titled 'Add a user' and shows a progress bar with four steps: 'Basics' (checkmark), 'Product licenses' (checkmark), 'Optional settings' (checkmark), and 'Finish' (checkmark). To the right of the progress bar, a green checkmark icon and the text 'Bruno Mercer-Bermac added to active users' are displayed. Below this, it says 'Bruno Mercer-Bermac will now appear in your list of active users.' Under 'User details', it shows 'Display name: Bruno Mercer-Bermac', 'Username: bmercerb@GeorgeBROWN874.onmicrosoft.com', and a password field with '\*\*\*\*\*' followed by a 'Show' link. Under 'Licenses bought', it says 'None'. Under 'Licenses assigned', it says 'Microsoft 365 E3 (no Teams)'. At the bottom right of the main content area is a blue 'Close' button.

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

## **Task 2 Summary**

Task 2 to me was the easiest and most straightforward thing I've had to do. I simply had to create 2 new users and assign them Licensing. I did this using Microsoft 365 Admin Center.

I had the option to Add multiple users at once but chose to add them one by one. I navigated to Users->Active Users->Add a user. I followed the prompts easily, inputted the information, added the product licenses and made both users global admins.

One thing I learnt was that having 6 global admins and above puts the company at risk as most attacks are to the global admins. Hence, before making these new users global admins, I had to unassign the global admin role from other users.

This is a good security fact that I am glad I found out.

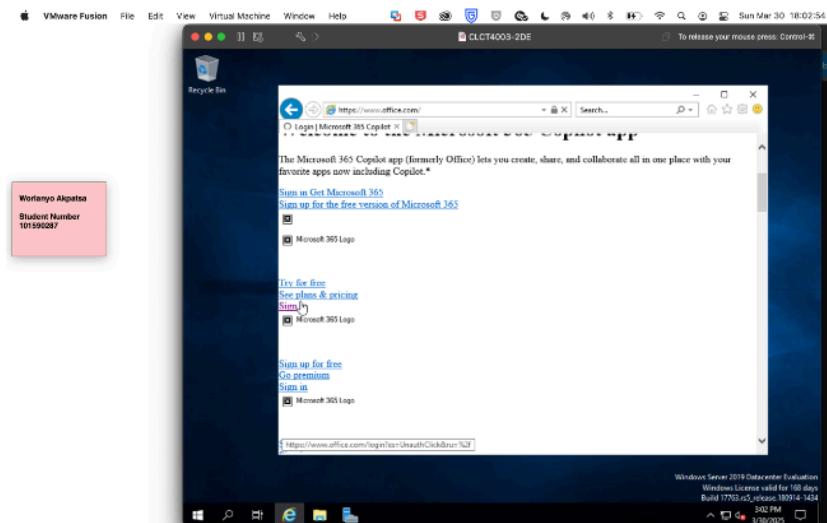
Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### Task 3: Install Microsoft 365 apps for Enterprise

**NB:** Before I begin this task, I would like to inform you that I tried doing it on a virtual machine that I created on VMWare Fusion but the browser was going so slow it was delaying my progress (find attached picture below). So I decided to proceed on my host. Hope it is no problem. I still understand the whole process and I will demonstrate below:

- Login to [office.com](https://www.office.com) using first created user's credentials
- Choose “Install Office” and select “Microsoft 365 Apps” from selection menu
- Download Office installation file
- Run the set up for Office
- Open one of the apps (in this case, Outlook) to activate it
- Sign in to Outlook using credentials of first user and send email to second user
- Open a new browser and sign in to Outlook using credentials of second user.
- See the email sent by first user in Inbox



## Microsoft 365 Identity and Services – Enterprise Administration

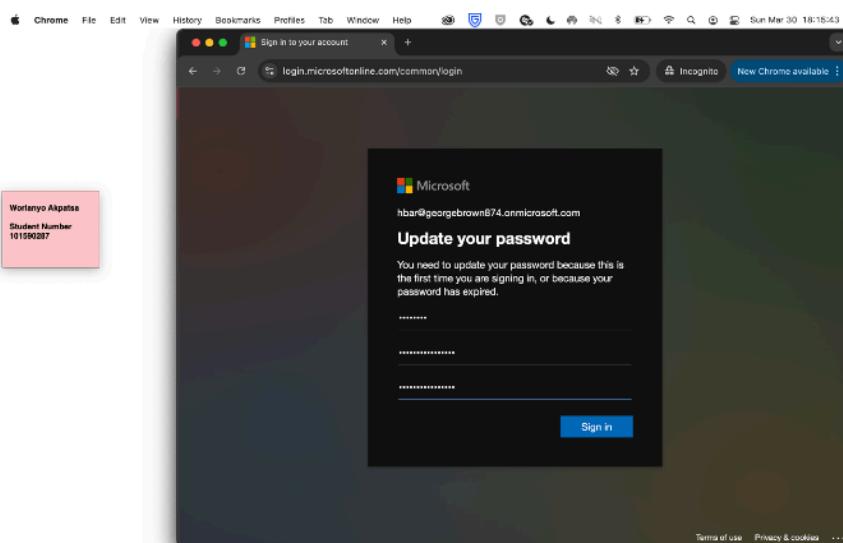
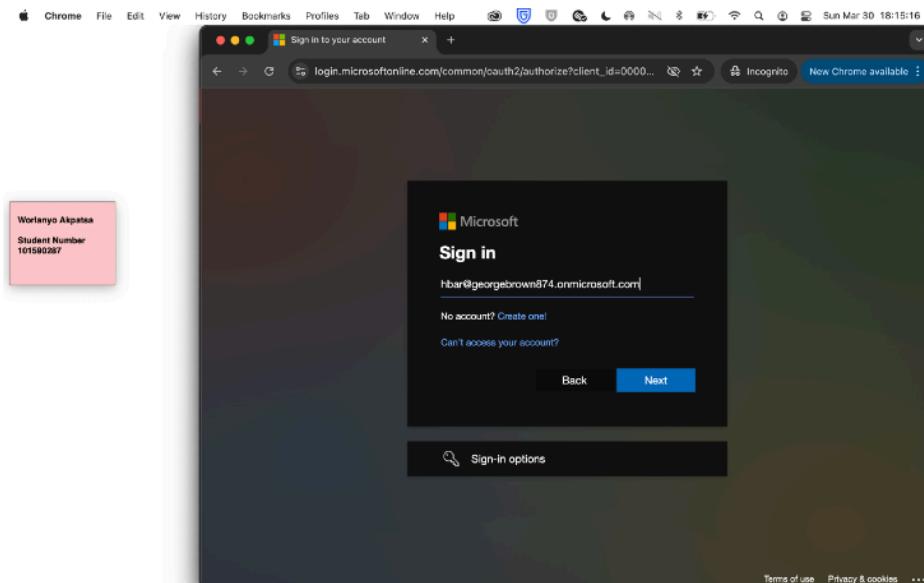
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Student Name: Worlanyo Akpatsa  
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Term: Winter 2025

3.1 Install Office on Machine and log in with your Trial user account that you created on the previous task to Office to activate it.

A: Logging in to Office using first users credentials

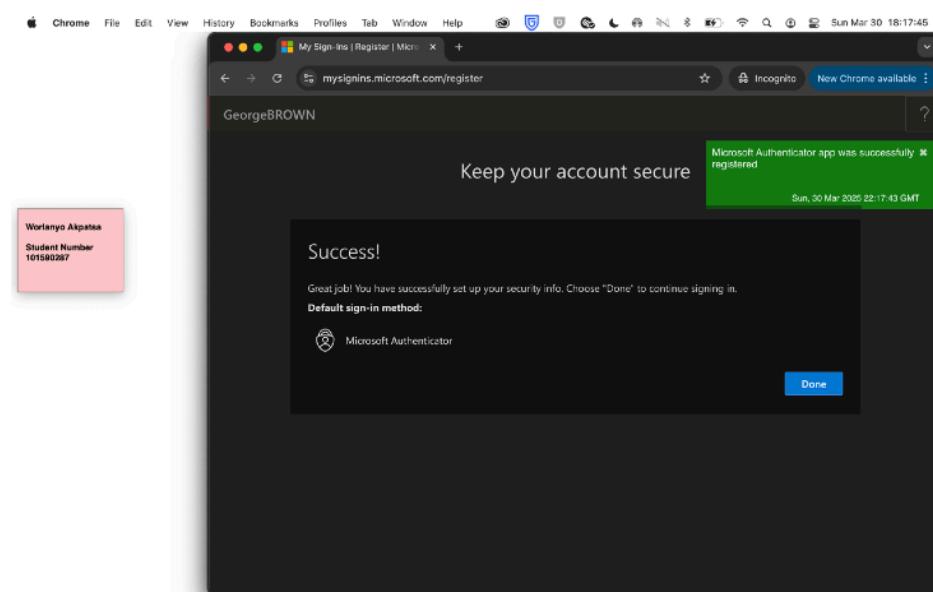
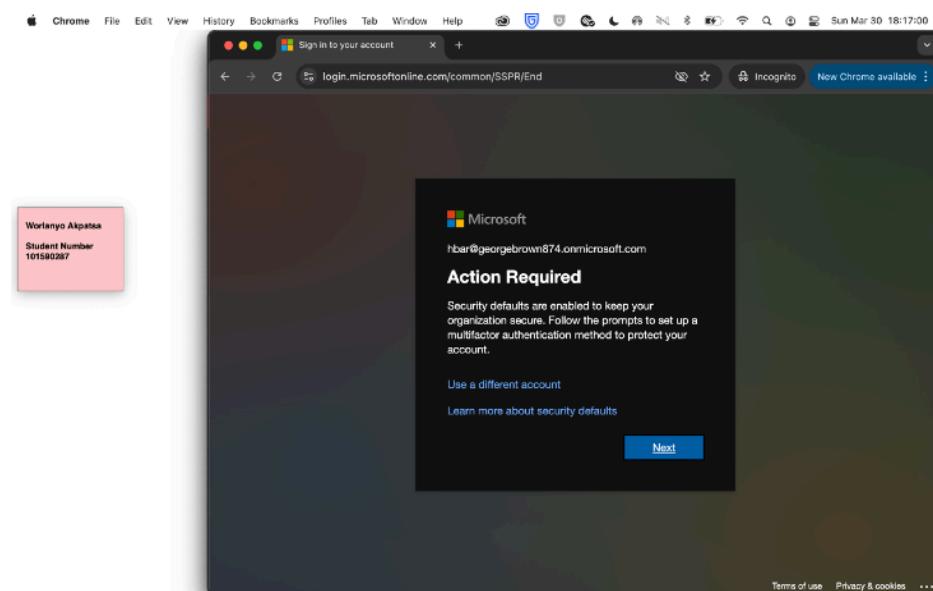


## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Worlanyo Akpatsa  
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Term: Winter 2025

### B: Multi Factor Authentication for first User



## Microsoft 365 Identity and Services – Enterprise Administration

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Student Name: Worlanyo Akpatsa  
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Term: Winter 2025

### C: First User Admin Center Homepage

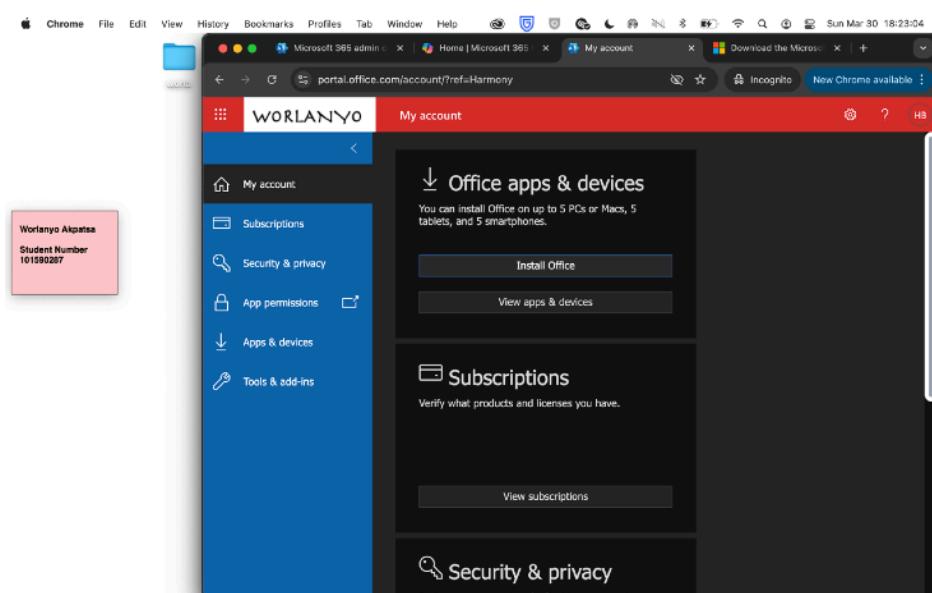
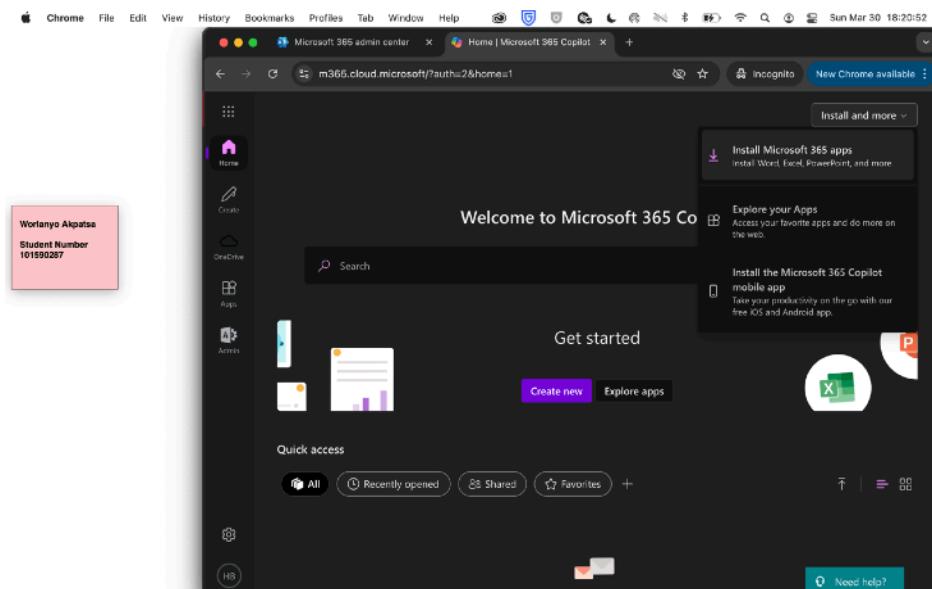
The screenshot shows the Microsoft 365 Admin Center homepage. At the top, there's a navigation bar with links for File, Edit, View, History, Bookmarks, Profiles, Tab, Window, Help, and a search bar. The URL in the address bar is admin.microsoft.com/adminportal/home#/homepage. On the left, a sidebar menu includes icons for Home, Users, Groups, Devices, and more. A red box highlights the 'WORLANYO' section which displays the user's name and student number. The main content area features a greeting 'Good evening, Hamish Bar' and a message about the simplified view. It also shows two cards: 'Set up email with a custom domain' and 'Make it easy for customers to book online'. Below this, there's a section titled 'Your organization' with links for Users, Products, Upcoming changes (5), Learn, and Setup. A blue box highlights the 'Setup' link. At the bottom right, there are buttons for 'Help & support' and 'Give Feedback'.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Worlanyo Akpatsa  
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Term: Winter 2025

### D: Downloading & Installing Microsoft 365 Apps (Office)



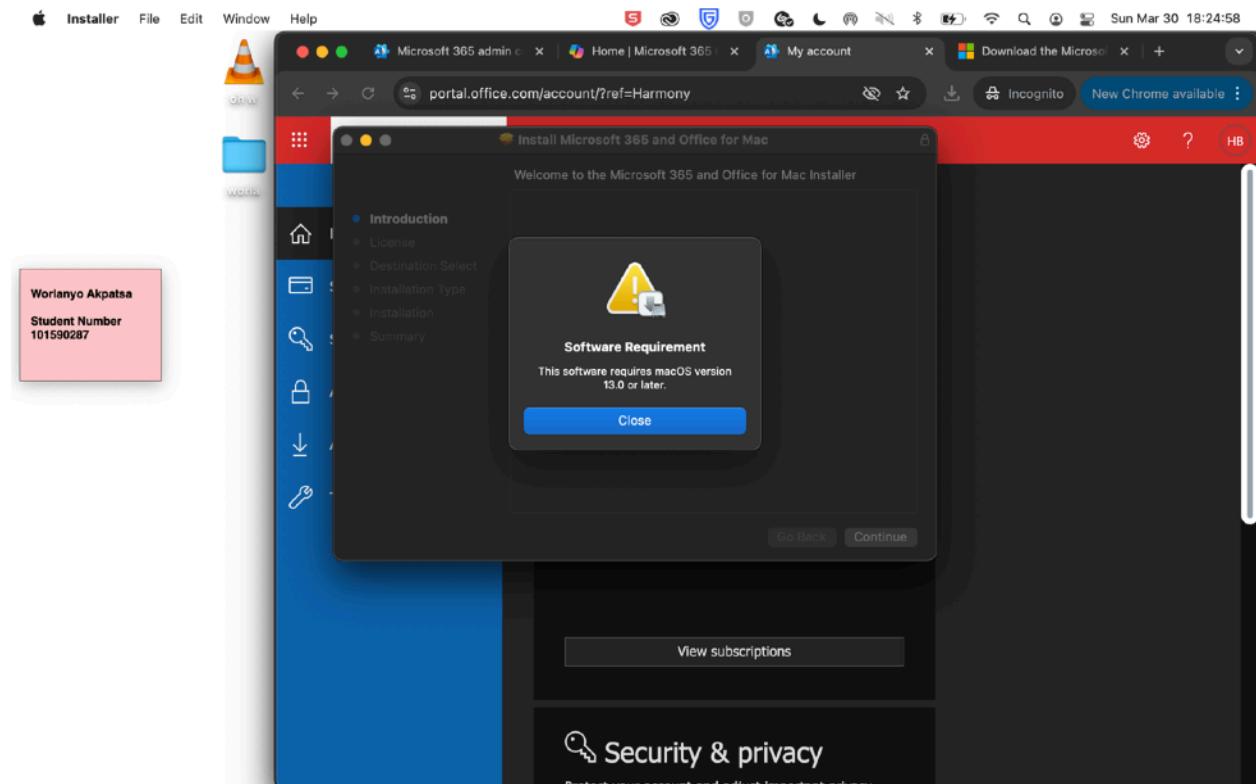
## Microsoft 365 Identity and Services – Enterprise Administration

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Student Name: Worlanyo Akpatsa  
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Term: Winter 2025

E: Microsoft Office Installation Attempt (Failed due to host OS being outdated)



NB: My attempt to install Office on my host laptop failed because my laptop is quite old and the current OS running is not the latest as the laptop cannot run that. Please don't subtract marks as I believe I have shown perfect understanding of how to install Microsoft 365 Apps. Only reason I cannot complete it as specified is because of my laptop's deficiencies; I will replace it in the coming week so I do not have limitations.

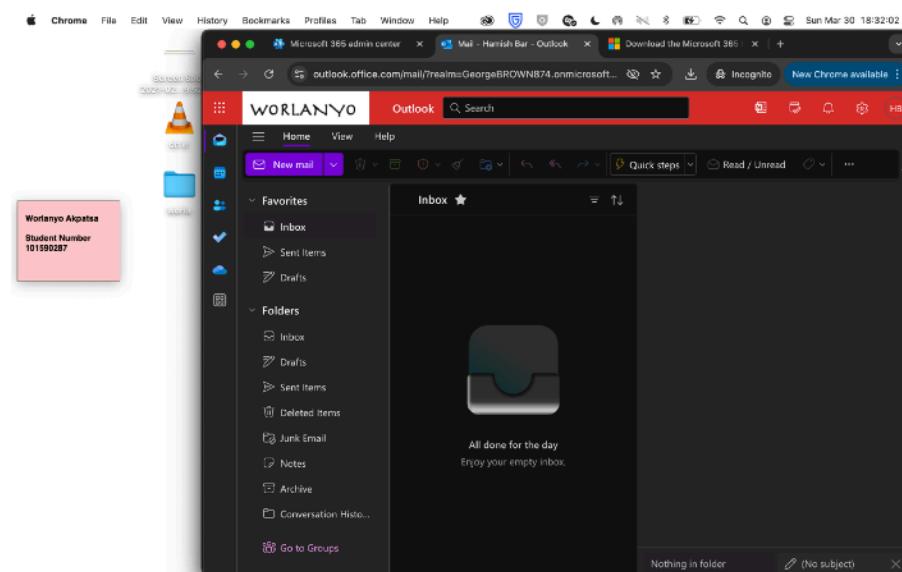
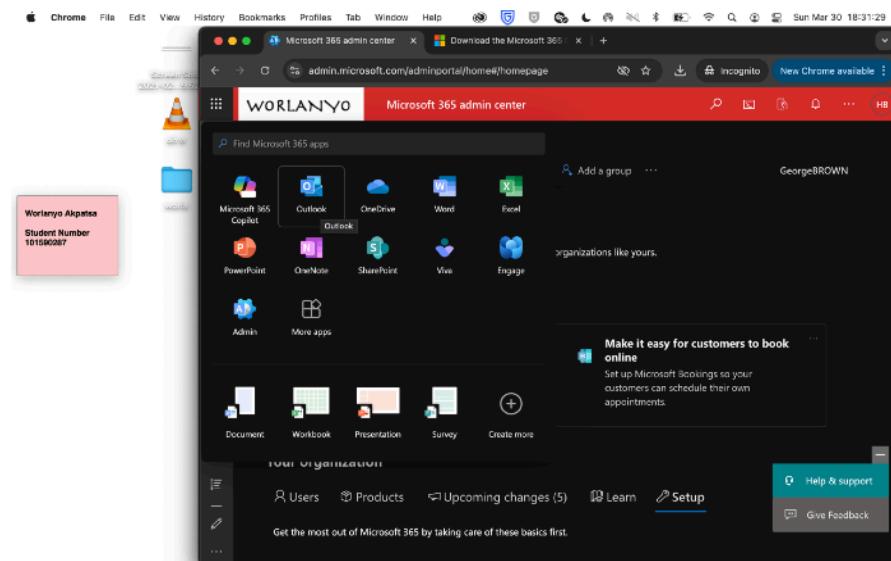
I will complete the task using Outlook for both users on separate browsers.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Worlanyo Akpatsa  
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Term: Winter 2025

F: Open Outlook on browser for first created User

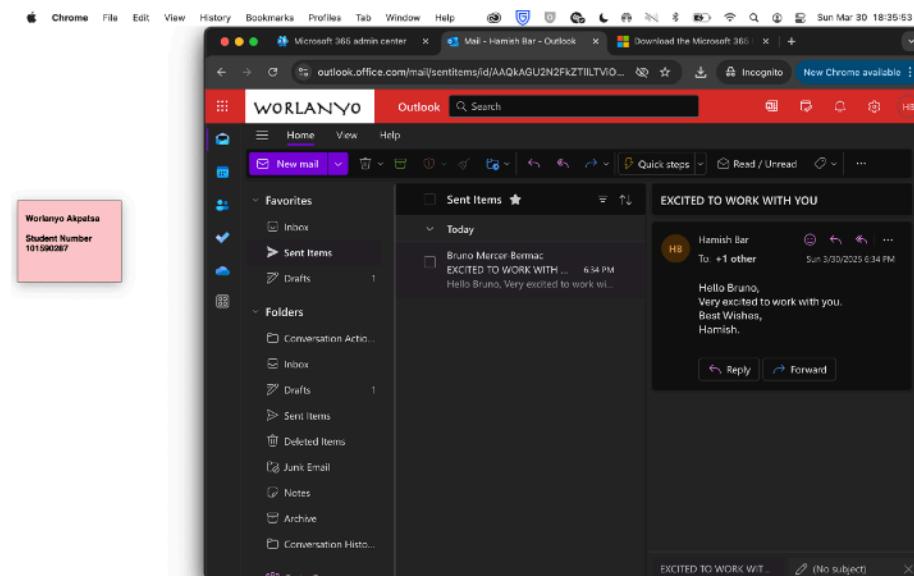
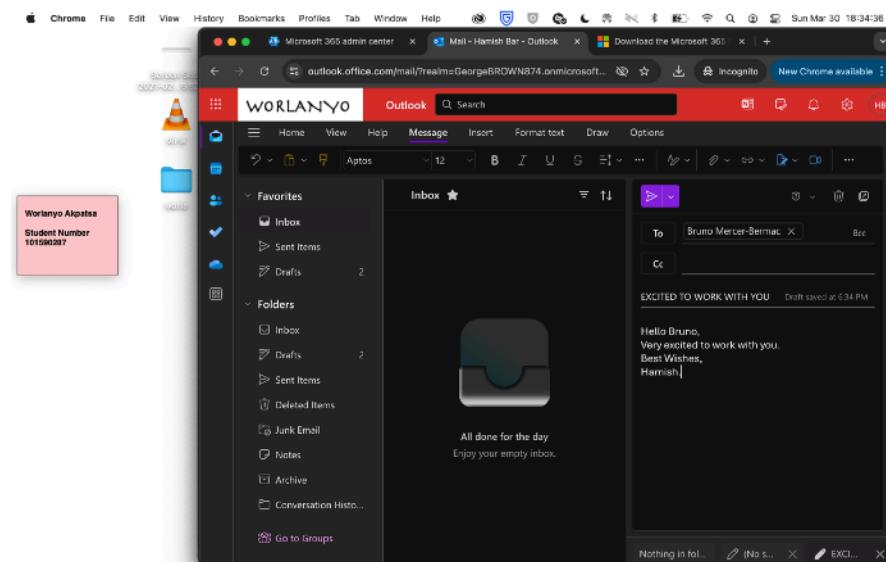


## Microsoft 365 Identity and Services – Enterprise Administration

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Term: Winter 2025

G: Send email from first user to second created user



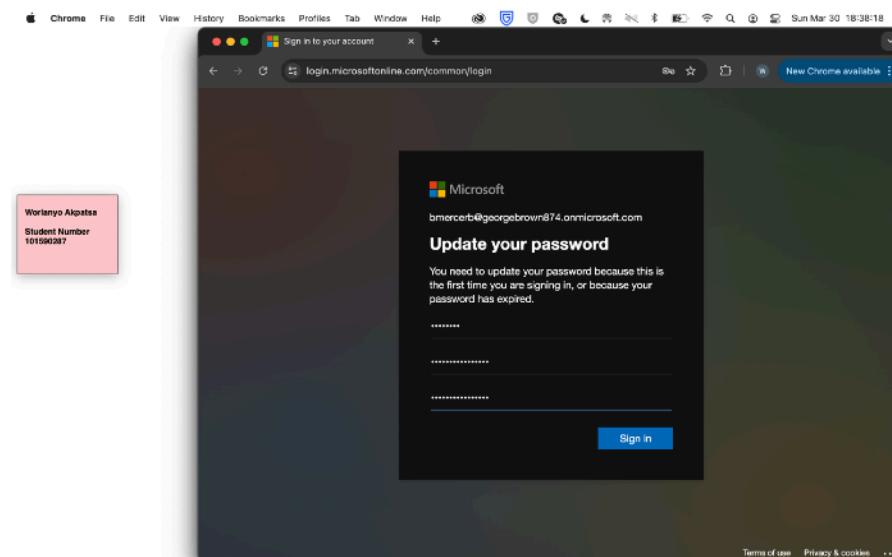
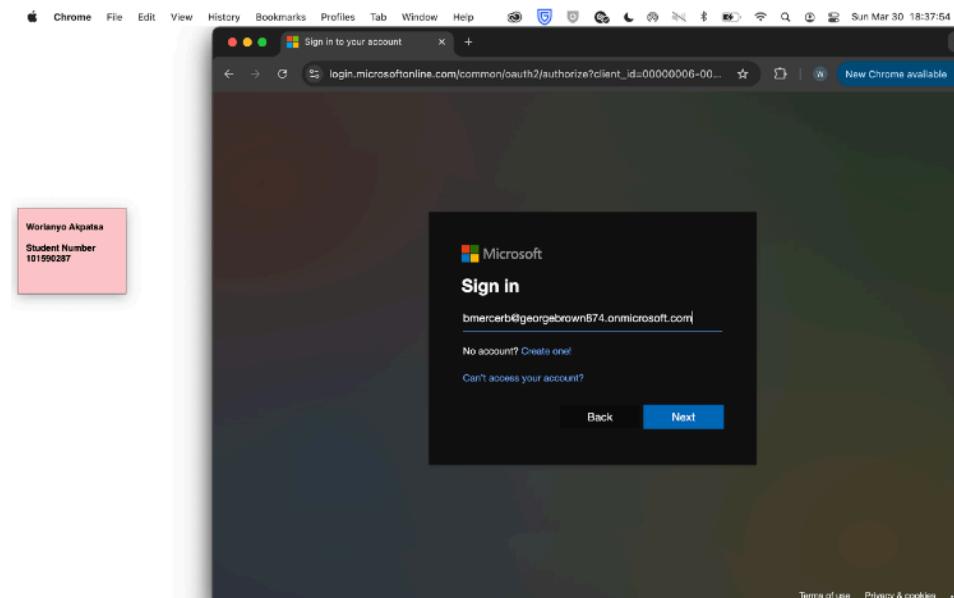
## Microsoft 365 Identity and Services – Enterprise Administration

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Student Name: Worlanyo Akpatsa  
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Term: Winter 2025

H: Log in to 365 Admin Center using second user credentials (Password Change)



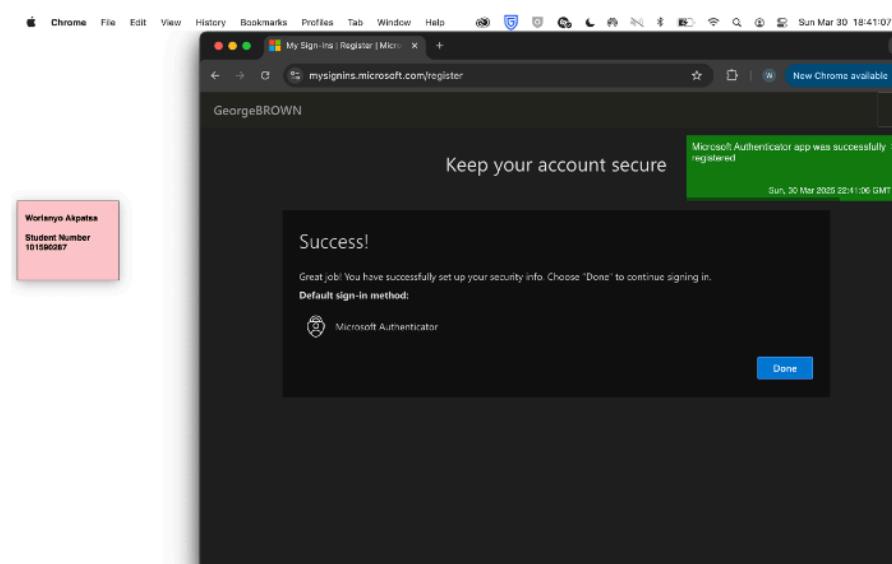
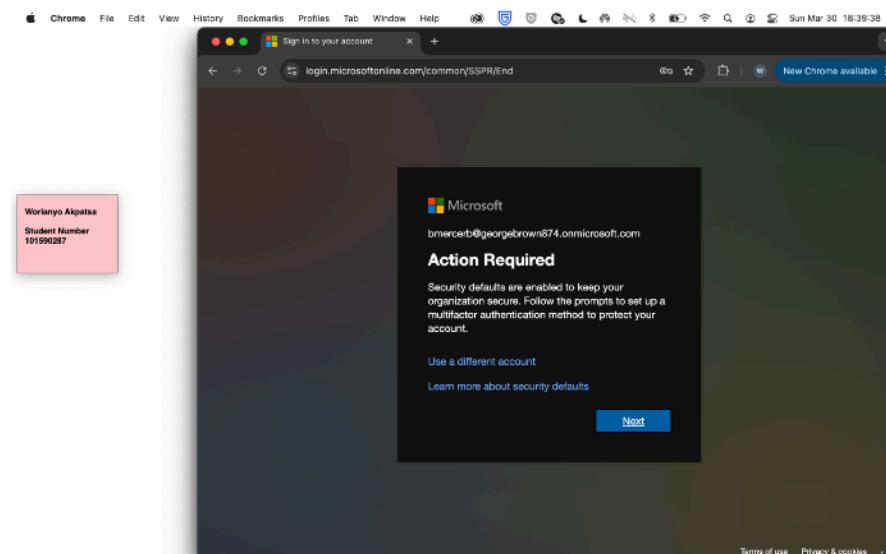
## Microsoft 365 Identity and Services – Enterprise Administration

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Term: Winter 2025

### H: Log in to 365 Admin Center using second user credentials (Multi-factor Authentication)



## Microsoft 365 Identity and Services – Enterprise Administration

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Term: Winter 2025

### I: Second user Admin Center Homepage

The screenshot shows the Microsoft 365 Admin Center homepage. At the top left, there's a sidebar with icons for Home, People, Groups, and more. A red box highlights the 'WORLANYO' section, which displays the user's name and student number. The main header reads 'Microsoft 365 admin center'. Below the header, there are quick links for 'Simplified view', 'Add a user', 'Reset password', 'Add a group', and a 'More' button. To the right, the name 'GeorgeBROWN' is shown. The central area features a large greeting 'Good evening, Bruno Mercer-Bermac' and a sub-section titled 'For organizations like yours' with a 'Show more' link. This section includes a card for 'Set up email with a custom domain'. Below this, there's a 'Your organization' section with links for 'Users', 'Products', 'Upcoming changes (5)', 'Learn', and 'Setup'. A progress bar at the bottom indicates 'Basic setup actions completed' with '2 / 4'. On the right side, there are 'Help & support' and 'Give Feedback' buttons.

## Microsoft 365 Identity and Services – Enterprise Administration

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Term: Winter 2025

J: Open Outlook for second created user and view email sent by first created user

The screenshot shows the Microsoft Outlook web interface. On the left, there is a sidebar with navigation links: Home, View, Help, New mail, Favorites (Inbox, Sent Items, Drafts), Folders (Inbox, Drafts, Sent Items, Deleted Items, Junk Email, Notes, Archive), and Go to Groups. A red box highlights the "WORLANYO" account name and "Student Number 101590287". The main area is titled "Inbox" and shows an email from "Hamish Bar" with the subject "EXCITED TO WORK WITH YOU". The email body reads: "Hello Bruno, Very excited to work with you. Best Wishes, Hamish." Below the email are several response buttons: "Likewise!", "Looking forward to it as well.", "Likewise, thanks!", "Reply", and "Forward". The top of the screen shows the browser toolbar and tabs for Microsoft 365 Copilot, Microsoft 365 admin center, and Mail - Bruno Mercer-Bermac.

## Microsoft 365 Identity and Services – Enterprise Administration

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Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

K: Sending an email back to first User

The screenshot shows the Microsoft Outlook web interface. On the left, there's a sidebar with navigation links like Home, View, Help, Message, Insert, Format text, Draw, Options, Favorites (Inbox, Sent Items, Drafts), Folders (Files, Inbox, Drafts, Sent Items, Deleted Items, Junk Email, Notes, Archive), and Go to Groups. A red box highlights the 'Worlanyo' name and 'Student Number 101590287' in the sidebar. The main area is titled 'Inbox' and shows an incoming email from 'Hamish Bar' with the subject 'EXCITED TO WORK WITH YOU'. Below it, a draft email is open, addressed to '+1 other', with the body text: 'Thanks Hamish. Love, Bruno.' A purple box highlights the 'Send' button. At the bottom, another message from 'Hamish Bar' is shown, dated 'Sun 3/30/2025 6:34 PM'.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### L: Email Thread Evidence

The screenshot shows the Microsoft 365 admin center interface with the Outlook tab selected. The inbox contains two messages:

- Bruno Mercer-Bermac** (EXCITED TO WORK WITH YOU) - Sent at 6:46 PM. Body: "Thanks Hamish. Love, Bruno."
- Hamish Bar** - Reply (Sun 3/30/2025 6:34 PM). Body: "Hello Bruno, Very excited to work with you. Best Wishes, Hamish."

The left sidebar shows the user profile: Worlanyo Akpatsa, Student Number 101590287.

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### **Task 3 Summary**

I think this task was maybe my favourite part of the assignment because it involved taking things I've learned not only from this class but also other classes and combining the knowledge to be able to complete it. I also faced many challenges and the way I maneuvered around them to get the task complete made me really proud of myself.

To explain, the basis of the task was to Install Microsoft Office on a virtual machine using credentials from one of the users created in the earlier task and then send an email on Outlook to the second user that was created. After, verify by logging in to the outlook of the second user on a browser to see if you'd see the email.

Sounds really simple however, hardware and OS update problems made this quite daunting for me.

The first problem came when I tried to sign in to Microsoft on my VM which I created. The browser was moving very very slow on the VM thus I decided it was best to continue the task on my host laptop using 2 separate browsers. At least here, I could have more of a normal speed.

In the first browser, I signed in to Microsoft 365 using the credentials of my first user. Before signing in, I had to change the password as well as set up MultiFactor Authentication; a security feature I will never stop to commend Microsoft for.

I was taken to the Admin Center Homepage where I chose to click on the top left corner which houses all the apps and then chose “more apps” which takes you to the Application Portal.

Here, I chose to download Office for Mac OS as I use an apple computer. After downloading Office, I knew that all I had to do was install it, open and sign in to one of the apps to activate Office. However, I faced my second issue here. The version of Office I downloaded was too advanced for the outdated Operating System on my laptop. Hence, to complete the task, I had to simply use Outlook on two separate browsers to send the emails between the two users.

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

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Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

I opened Outlook for the first user and sent an email to the second user created. Because they are all users in my domain, it was really easy to find their email.

To verify that this email was sent, I opened a completely different browser and signed in to Outlook using the second users details. Just like the first user, before accessing the account, I had to change password and set up Multi Factor Authentication.

After accessing Outlook, I observed that the email from the first user was in the inbox meaning everything worked well. I chose to send an email back to the first user and then provided evidence of the email history between the two users.

This was a good activity to do especially because it required critical thinking (given the hurdles I was facing) to think outside the box in order to still complete the task.

I love that I now know how to Install Microsoft 365 Apps even though I did not get to fully complete the process due to my laptop's OS.

Nonetheless, it is beautiful to see that Microsoft 365 offers people the opportunity to create their own domains and send emails back and forth between each other on that private domain.

## Microsoft 365 Identity and Services – Enterprise Administration

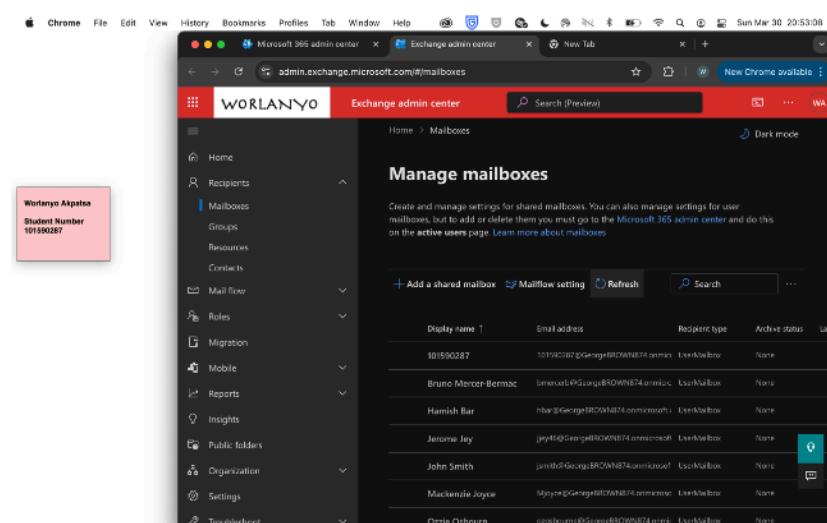
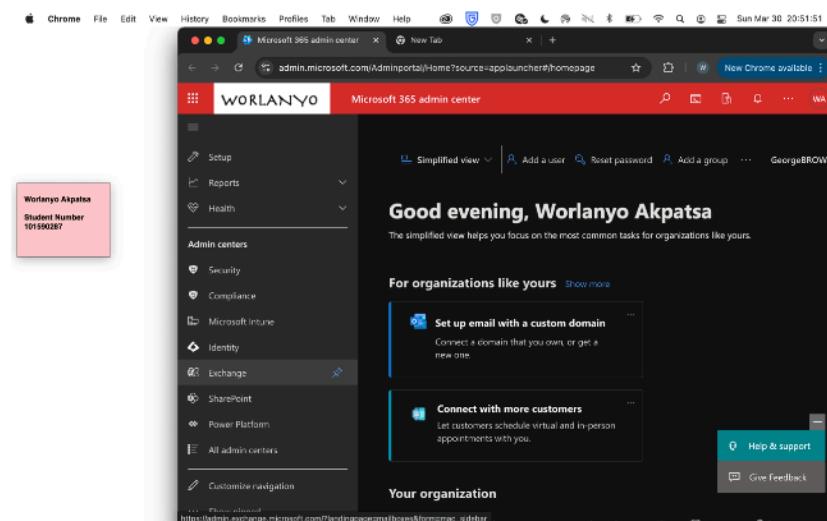
Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### 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

#### A: Navigating to Exchange Admin Centre



| Display name         | Email address                                | Recipient type | Archive status | Last |
|----------------------|----------------------------------------------|----------------|----------------|------|
| 101590287            | 101590287@georgebrown.ca.onmicrosoft.com     | UserMailbox    | None           |      |
| Bruno Mercer-Bermejo | bmercer@georgebrown.ca.onmicrosoft.com       | UserMailbox    | None           |      |
| Hamish Bar           | hbar@georgebrown.ca.onmicrosoft.com          | UserMailbox    | None           |      |
| Jerome Jay           | jjay@georgebrown.ca.onmicrosoft.com          | UserMailbox    | None           |      |
| John Smith           | jsmith@georgebrown.ca.onmicrosoft.com        | UserMailbox    | None           |      |
| Mackenzie Joyce      | mjoyce@georgebrown.ca.onmicrosoft.com        | UserMailbox    | None           |      |
| Ozzie Osbourne       | ozzieosbourne@georgebrown.ca.onmicrosoft.com | UserMailbox    | None           |      |

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

B: Clicking on “Add a Shared Mailbox” and creating a shared Mailbox

The screenshot shows the Microsoft 365 Exchange admin center interface. On the left, there is a navigation sidebar with various options like Home, Recipients, Mailboxes, Groups, Resources, Contacts, Mail flow, Roles, Migration, Mobile, Reports, Insights, Public folders, Organization, Settings, and Troubleshoot. A red box highlights the 'Recipients' section. The main content area has a title 'Add a shared mailbox'. It says: 'Email can be sent to and from the name and email address of the shared mailbox, rather than an individual. After you create the shared mailbox, you can add members who can read and reply to email.' Below this, there are input fields: 'Display name \*' with 'Worlanyo Shared' typed in, 'Email address \*' with 'worlanyoshared' and 'GeorgeBROWN674.onmicrosoft.com' selected in a dropdown, and 'Alias' with 'Alias' typed in. A list of names (101590, Bruno, Hamis, Jerome, John S, Macke, Ozzie) is shown below the alias field. At the bottom right is a blue 'Create' button.

This screenshot shows the same interface after the shared mailbox has been created. A green success message at the top states: 'Shared mailbox created successfully. The shared mailbox was created. It may take a few minutes before you can add members.' Below this, under 'Next steps', are links: 'Edit details for this mailbox', 'Add users to this mailbox', 'Learn how to use shared mailboxes in outlook', and '(You can share this link with users.)'. At the bottom, there is a section titled 'Would you like to know more?' with a link 'Other ways to collaborate in Office 365'. A red box highlights the 'Recipients' section in the sidebar.

## Microsoft 365 Identity and Services – Enterprise Administration

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Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### C: Adding users created in task 2 to this shared Mailbox

The screenshot shows the Microsoft 365 admin center interface. On the left, there's a sidebar with various administrative links like Home, Recipients, Mailboxes, Groups, Resources, Contacts, Mail flow, Roles, Migration, Mobile, Reports, Insights, Public folders, Organization, Settings, and Troubleshoot. A red box highlights the 'Mailboxes' link. The main content area is titled 'Manage shared mailbox members'. It says 'The Full Access permission allows a delegate to open this mailbox and behave as the mailbox owner.' Below this, it shows a list of users under 'Added(2)'. The list includes:

| Display Name | Display Name                                                   |
|--------------|----------------------------------------------------------------|
| 101590287    | 101590287@GeorgeBROWN874.onmicrosoft.com                       |
| Bruno        | Bruno Mercer-Bermac<br>bmercerb@GeorgeBROWN874.onmicrosoft.com |
| Hamid        | Hamid Bar<br>hbar@GeorgeBROWN874.onmicrosoft.com               |
| Jerome       | Jerome Jey<br>jey46@GeorgeBROWN874.onmicrosoft.com             |
| John S       | John Smith<br>jsmith@GeorgeBROWN874.onmicrosoft.com            |
| Macke        |                                                                |
| Ozzie        |                                                                |

A blue 'Save' button is at the bottom right of the list.

## Microsoft 365 Identity and Services – Enterprise Administration

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Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

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

### A: Navigating to Exchange Admin Center

The screenshot shows the Microsoft 365 admin center homepage. The URL in the address bar is <https://admin.exchange.microsoft.com/#/homepage>. The page title is "Exchange admin center". On the left, there is a navigation sidebar with the user's name "Worlanyo Akpatsa" and student number "101590287" displayed. The sidebar includes links for Home, Recipients, Mailboxes, Groups, Resources, Contacts, Mail flow, Roles, Migration, Mobile, Reports, Insights, Public folders, Organization, and Settings. The main content area features a section titled "Exchange Online New REST Module" with a message about REST backed PowerShell cmdlets. It also includes sections for "Training & guides" with links to "Training for admins" and "Documentation".

## Microsoft 365 Identity and Services – Enterprise Administration

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Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

B: Click on groups in the left panel and then click Distribution List

The screenshot shows the Microsoft 365 Exchange admin center interface. On the left, there is a navigation sidebar with various categories: Home, Recipients, Mailboxes, Groups (which is currently selected and highlighted in blue), Resources, Contacts, Mail flow, Roles, Migration, Mobile, Reports, Insights, Public folders, Organization, Settings, and Troubleshoot. A red box highlights the 'Groups' section in the sidebar. The main content area is titled 'Groups' and shows four tabs: Microsoft 365, Distribution list (which is active and underlined in blue), Dynamic distribution list, and Mail-enabled security. Below the tabs, there are buttons for 'Add a group', 'Export', and 'Refresh', along with a search bar labeled 'Search Distribution list'. A message at the bottom states 'This page is empty' and 'Add your first item to see it in this list'. The top of the screen shows the browser toolbar with tabs for 'Microsoft 365 admin center' and 'Active groups - Exchange admin center', and the address bar shows 'admin.exchange.microsoft.com/#/groups'. The date and time 'Sun Mar 30 21:01:02' are also visible at the top right.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

C: Choosing group type (Dynamic Distribution) after clicking “Add a group”

The screenshot shows the Microsoft 365 Exchange admin center interface. On the left, there's a navigation sidebar with various categories like Home, Recipients, Mailboxes, Groups, Resources, Contacts, Mail flow, Roles, Migration, Mobile, Reports, Insights, Public folders, Organization, Settings, and Troubleshoot. A red box highlights the 'Groups' category. The main content area is titled 'Add a group' under 'Exchange admin center'. It shows a tree structure for 'Group type': 'Group type' is selected (indicated by a blue dot), followed by 'Basics', 'Users', 'Settings', and 'Finish'. To the right of this tree, there's a list of group types with descriptions:

- Microsoft 365 (recommended)**  
Allows teams to collaborate by giving them a group email and a shared workspace for conversations, files, and calendars. In Outlook, these are called Groups.
- Distribution**  
Creates an email address for a group of people.
- Mail-enabled security**  
Sends messages to all members of the group and gives access to resources like OneDrive, SharePoint and admin roles.
- Dynamic distribution**  
Sends email to all members of the list. The group's membership list is updated every 24 hours, based on the filters and conditions you set.

At the bottom right are 'Next' and 'Cancel' buttons, and a feedback icon.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### D: Distribution List Details

The screenshot shows the Microsoft 365 Admin Center interface. On the left, there is a navigation sidebar with the user's name and student ID (Worlanyo Akpatsa, Student Number 101590287) highlighted. The main content area is titled "Add a group" under "Groups". A vertical flowchart on the right indicates the steps: "Group type" (checked), "Basics" (checked), "Owners" (checked), "Members" (unchecked), "Settings" (unchecked), and "Finish" (unchecked). The "Basics" step is currently selected. The "Set up the basics" section contains fields for "Name" (Worla-Dist) and "Description" (Distribution Group). At the bottom are "Back", "Next", and "Cancel" buttons.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### E: Selecting Owner and Adding Members (Created Users from Task 2)

This screenshot shows the 'Assign owners' step of the 'Add a group' wizard. On the left, a sidebar lists various administrative categories like Recipients, Mailboxes, Groups, Resources, and Contacts. The main pane is titled 'Assign owners' and contains the following text: 'Group owners have unique permissions to manage the group. They can add and remove members, change group settings, rename the group, update its description, and more.' A note below states: 'You have to have at least one owner. We recommend adding two, so one can help out in the other's absence.' There is a 'Display name' field containing 'Worlanyo Akpatsa' and an email address 'Worlanyo.Akpatsa@GeorgewBROWNITZ.onmicrosoft.com'. At the bottom are 'Back', 'Next', and 'Cancel' buttons.

This screenshot shows the 'Add members' step of the 'Add a group' wizard. The sidebar and overall layout are identical to the previous screenshot. The main pane is titled 'Add members' and contains the following text: 'Group members will receive email messages sent to the group email address. By default, they can invite guests to join your group, but they can't edit group settings.' Below this, there are 'Add members' and 'Remove members' buttons. A 'Display name' field is shown with two entries: 'BM Bruno Mercer-Bermac' and 'HB Hamish Bar'. At the bottom are 'Back', 'Next', and 'Cancel' buttons.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### F: Final Distribution List Settings

The screenshot shows the Microsoft 365 Exchange admin center interface. On the left, there is a navigation sidebar with various links like Home, Recipients, Mailboxes, Groups, Resources, Contacts, Mail flow, Roles, Migration, Mobile, Reports, Insights, Public folders, Organization, Settings, and Troubleshoot. A red box highlights the 'WORLANYO' user profile at the top of the sidebar. The main content area has a breadcrumb trail: Home > Groups > Add a group. The title 'Edit settings' is displayed above a form. The 'Group type' section is set to 'Distribution group'. The 'Group email address' field contains 'wora-dist' with a domain dropdown showing 'GeorgeBROWN87...'. Under 'Communication', there is a checkbox for 'Allow people outside of my organization to send email to this Distribution group' which is unchecked. The 'Joining the group' section shows 'Closed' is selected, with a note: 'Only group owners can add members. All requests to join will be automatically declined.' At the bottom, there are 'Back', 'Next', and 'Cancel' buttons.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### G: Distribution List Created

The screenshot shows the Microsoft 365 admin center interface. On the left, there's a sidebar with navigation links like Home, Recipients, Mailboxes, Groups, Resources, Contacts, Mail flow, Roles, Migration, Mobile, Reports, Insights, Public folders, Organization, Settings, and Troubleshoot. A red box highlights the 'Groups' link under the Recipients section. The main content area shows the 'Add a group' wizard. The 'Group type' step is selected, and the 'Basics' option is chosen. Below it, the 'Owners', 'Members', and 'Settings' steps are shown with green checkmarks. At the bottom of the wizard, a 'Finish' button is visible. To the right of the wizard, a success message says 'Worla-Dist is created'. It includes a note that it might take up to an hour for the group to appear in the groups list. It also lists 'You can change these settings:' (Send copies of group conversations and events to group members' inboxes; Let people outside the organization email this group) and a 'Edit group settings' link. At the bottom right, there's a 'Next steps' section with a 'Close' button.

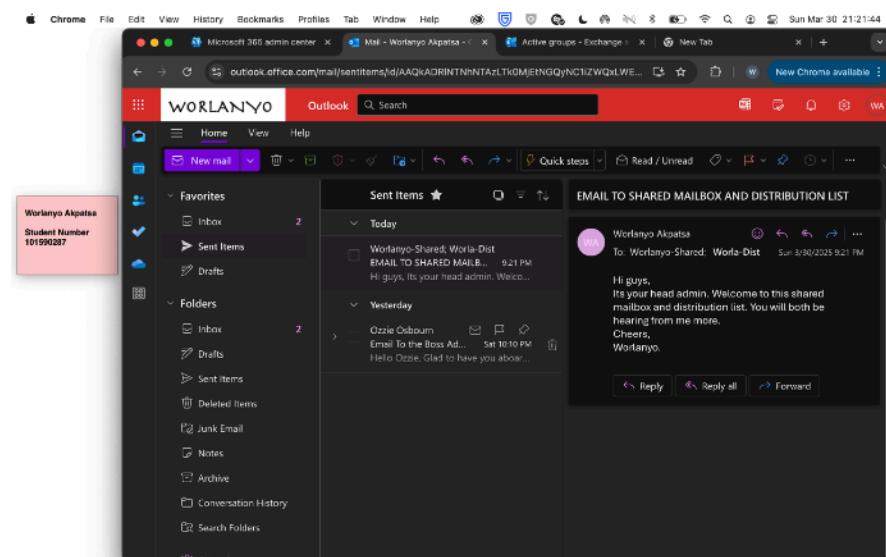
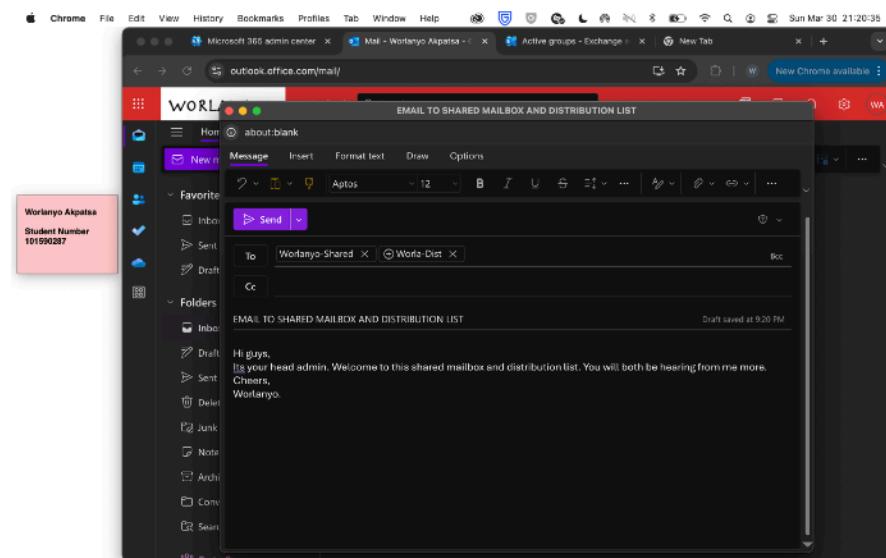
## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

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

A: Sending email on Outlook to both shared Mailbox and Distribution List



## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

B: Opening both created users' Outlook and viewing the delivered email

USER 1 HAMISH BAR

The screenshot shows the Microsoft 365 Admin Center interface. On the left, there's a sidebar with a red header bar containing the user's name 'WORLANYO' and a student number '101590287'. The main area displays a welcome message 'Good evening, Hamish Bar' and a section titled 'For organizations like yours' with a 'Set up email with a custom domain' card. Below this, there's a 'Your organization' summary with tabs for 'Users', 'Products', 'Upcoming changes (5)', 'Learn', 'Settings', 'Help & support', and 'Give Feedback'. At the bottom, there are links for 'Add user', 'Reset password', and 'Action phone numbers'.

The screenshot shows the Microsoft Outlook inbox. On the left, the sidebar shows the user's profile 'Worlanyo Akpatsa' and 'Student Number 101590287'. The inbox list shows an email from 'Worlanyo Akpatsa' with the subject 'EMAIL TO SHARED MAILBOX AND DISTRIBUTION LIST' and a timestamp of '9:21 PM'. The body of the email reads: 'Hi guys, Its your head admin. Welcome to this shared mailbox and distribution list. You will both be hearing from me more. Cheers, Worlanyo.' Below the email are buttons for 'Reply', 'Reply all', and 'Forward'. There are also other emails listed in the inbox, such as one from 'Bruno Mercer-Bernac' with the subject 'EXCITED TO WORK WITH ...'.

# Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

B: Opening both created users' Outlook and viewing the delivered email

USER 2 BRUNO MERCER-BERMAC

The screenshot shows the Microsoft 365 Admin Center interface. The left sidebar is titled 'WORLANYO' and includes options like Home, Copilot, Users, Groups, Marketplace, Billing, Setup, and Customize navigation. A red box highlights the 'Users' section, which displays 'Worlanyo Akpatsa' and 'Student Number 101590287'. The main content area is titled 'Good evening, Bruno Mercer-Bermac' and features a 'Set up email with a custom domain' card. Below it is a 'Your organization' section with tabs for Users, Products, Upcoming changes (5), Learn, Set, Help & support (which is highlighted in green), and Give Feedback.

The screenshot shows the Microsoft Outlook inbox for Bruno Mercer-Bermac. The left sidebar shows a navigation tree with 'Favorites' (Inbox, Sent Items, Drafts), 'Folders' (Inbox, Drafts, Sent Items, Deleted Items, Junk Email, Notes, Archive, Conversation History), and 'Go to Groups'. The inbox list shows an email from 'Worlanyo Akpatsa' with the subject 'EMAIL TO SHARED MAILBOX AND DISTRIBUTION LIST'. The email body reads: 'Hi guys, Its your head admin. Welcome to this shared mailbox and distribution list. You will both be hearing from me more. Cheers, Worlanyo.' Below the email are 'Reply', 'Reply all', and 'Forward' buttons.

## Microsoft 365 Identity and Services – Enterprise Administration

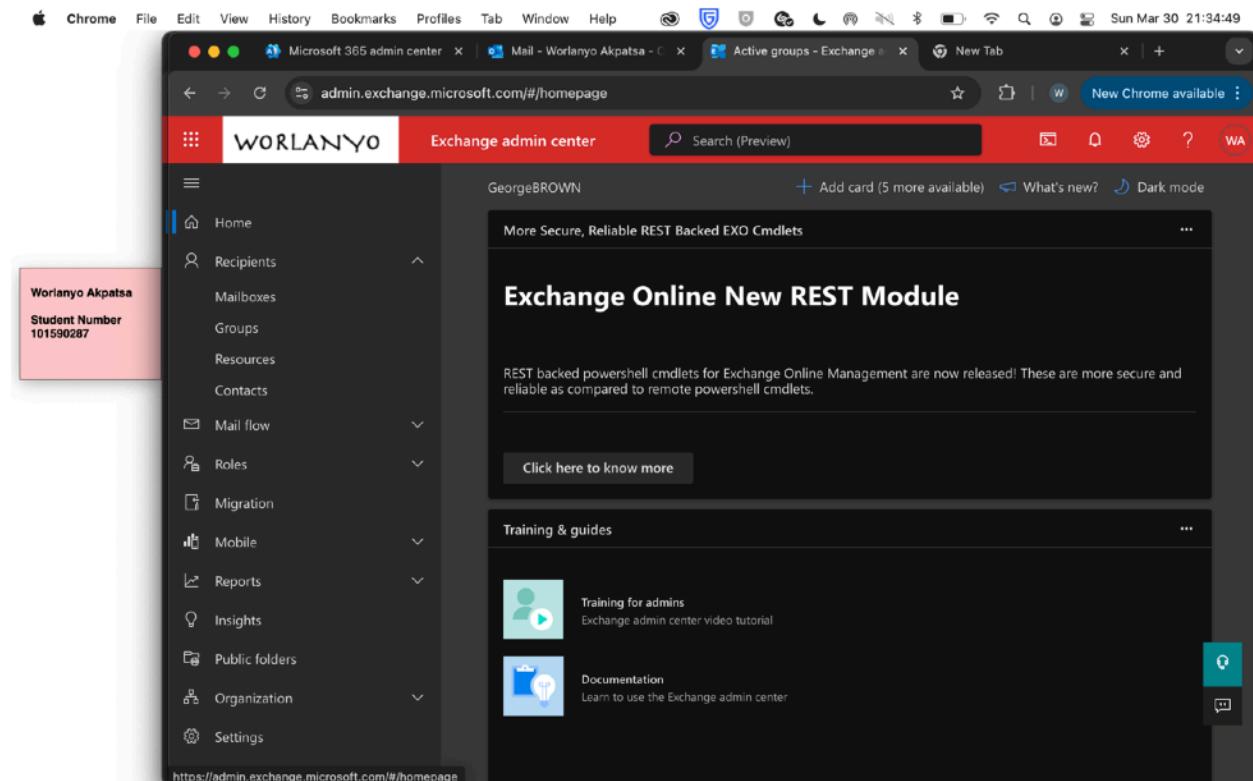
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Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

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

A: Navigate to Exchange Admin Center and then open “Malware filter” in “other features” at the bottom of left panel



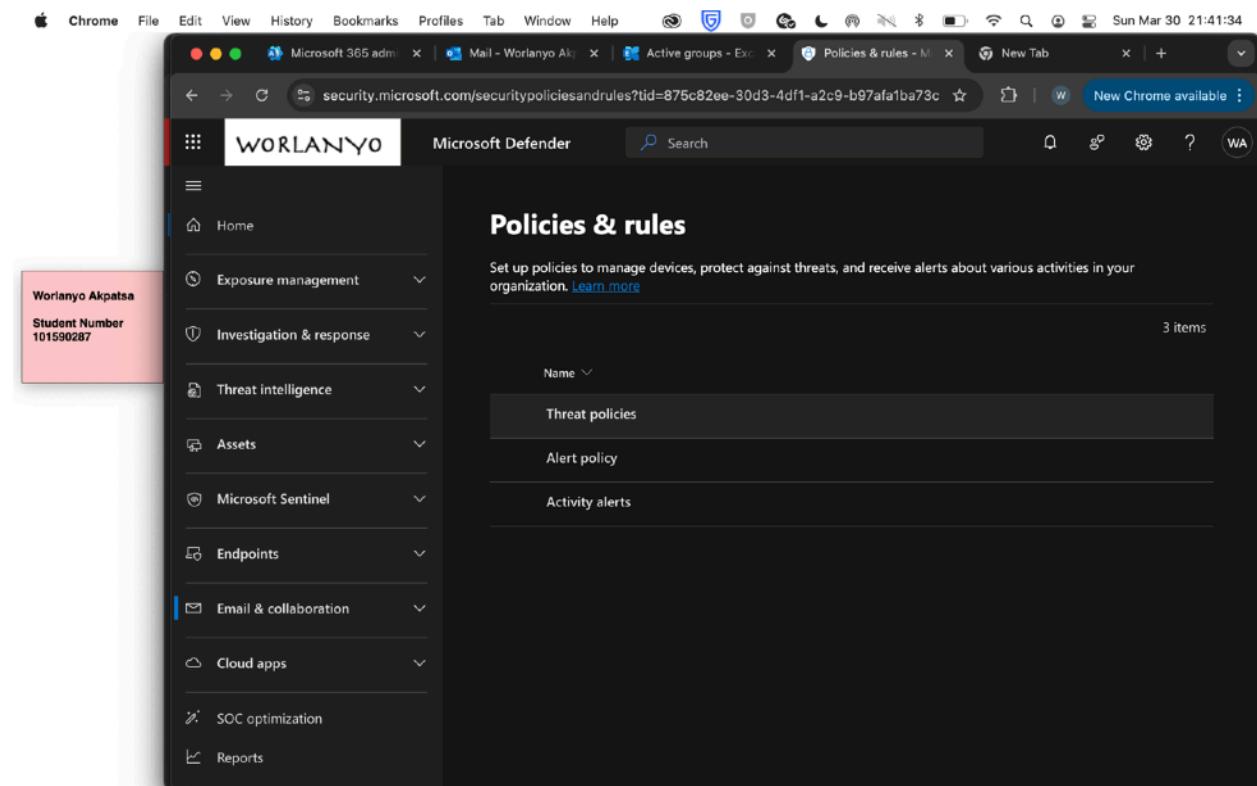
## Microsoft 365 Identity and Services – Enterprise Administration

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Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

B: Navigate to security and then policies & rules



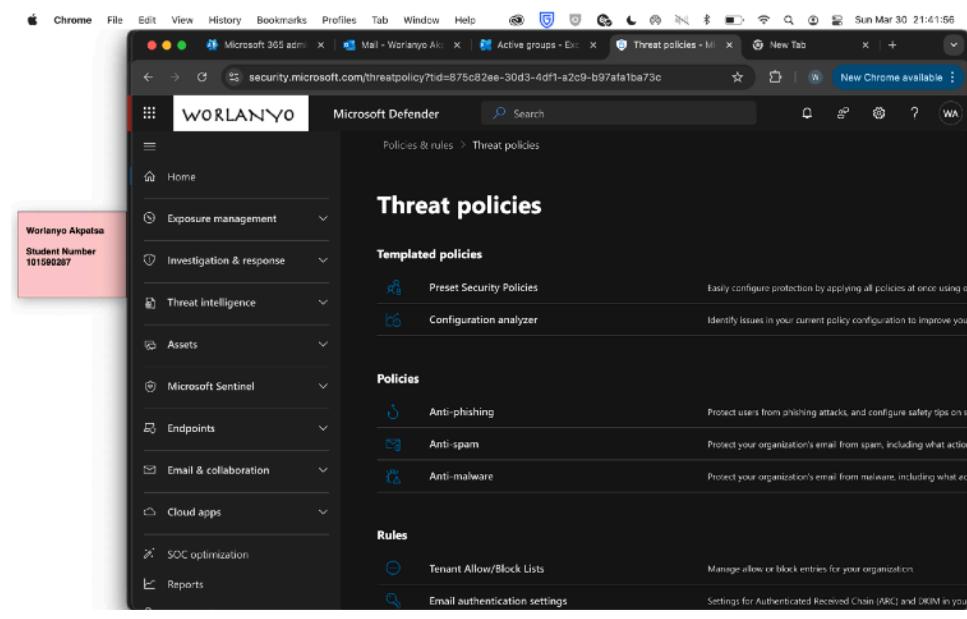
The screenshot shows a web browser window with multiple tabs open. The active tab is titled "Policies & rules - Microsoft Defender". The left sidebar has a dark theme with white text and includes a user profile section for "WORLANYO" showing "Worlanyo Akpatsa" and "Student Number 101590287". Below this are navigation links for "Home", "Exposure management", "Investigation & response", "Threat intelligence", "Assets", "Microsoft Sentinel", "Endpoints", "Email & collaboration" (which is highlighted in blue), "Cloud apps", "SOC optimization", and "Reports". The main content area is titled "Policies & rules" and contains a sub-section titled "Threat policies". It displays three items: "Threat policies", "Alert policy", and "Activity alerts". A "Name" dropdown menu is visible above the list.

# Microsoft 365 Identity and Services – Enterprise Administration

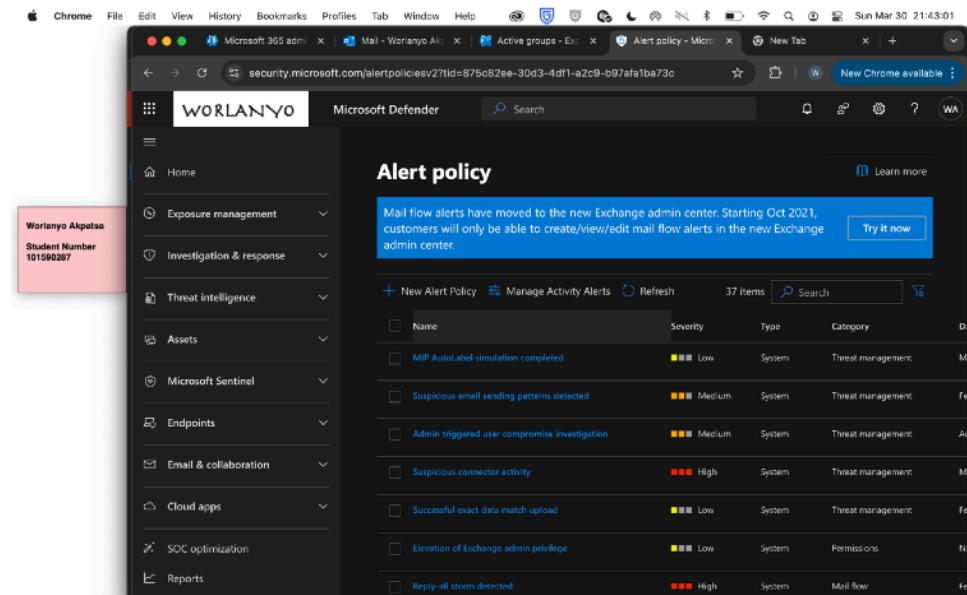
Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

## C: Exploring policies



This screenshot shows the Microsoft Defender Threat policies page. The left sidebar includes sections like Home, Exposure management, Investigation & response, Threat intelligence, Assets, Microsoft Sentinel, Endpoints, Email & collaboration, Cloud apps, SOC optimization, and Reports. The main content area is titled 'Threat policies' and contains two sections: 'Templated policies' (Preset Security Policies, Configuration analyzer) and 'Policies' (Anti-phishing, Anti-spam, Anti-malware). Each policy has a brief description and a link to its details.



This screenshot shows the Microsoft Defender Alert policy page. The left sidebar is identical to the previous screenshot. The main content area is titled 'Alert policy' and features a message about mail flow alerts moving to the new Exchange admin center. Below this, there's a table listing alert policies, showing columns for Name, Severity, Type, Category, and Description. Examples include 'MIP Autolabel simulation completed' (Low, System, Threat management), 'Suspicious email sending patterns detected' (Medium, System, Threat management), and 'Reply-all storms detected' (High, System, Mail flow).

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

## **Task 4 Summary**

Task 4 involved working with exchange which to be honest, I haven't quite mastered as much as the regular admin center so this task gave me a chance to try my hands on some of its features.

I had to create a shared mailbox as well as a distribution list and add the 2 users from task 2 to them. After, the job was to send an email to the shared mailbox and distribution list and make sure that the users received the email which honestly was gratifying after completion.

The creation of the shared mailbox and also the distribution list was pretty straightforward so I had no problems doing that.

For the shared mailbox, I had to click on mailboxes which is under Recipients on the left panel in Exchange Admin Center. After, all I had to do was input the information for my mailbox, add the owner (my admin account) and then the 2 users. It is a next-next-finish type of creation so it was easy to follow.

One thing I didn't know is that a shared mailbox had to have an address so that if you want to reach the people in it, you can simply send an email to the mailboxes' address and not have to individually select an amount of people. Same for the distribution list, I had no idea.

Creation of the distribution list was just like the shared mailbox (a next-next-finish) application so I had an easy time doing it too. One thing I will give Microsoft credit for is they make their User Interface very easy to use.

To create a distribution list, I navigated to groups in the left panel of the exchange admin center, and clicked groups. Under groups, you can see "distribution list". I clicked on this and chose add a group which opens the window for distribution list creation. Just like the mailbox, I inputted the list's information, gave it an address and added my two users from task 2.

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

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Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

Now it was time to see if this truly worked. Using my own global admin account, I opened Outlook on the browser and sent an email to the address of the shared mailbox and the distribution list.

I then signed in using different browser windows to the Outlooks of both users and just as I expected, they had received the email showing that my Shared Mailbox and Distribution List worked. This was very gratifying to see.

I really do feel like I am managing my own company even though it is just a project. It is giving me skills that I know for sure I will be able to use in professional settings.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### Task 5: Working Sharepoint

A: Open Sharepoint Admin Center by clicking “Sharepoint” on left Panel of Admin Center

The image contains two side-by-side screenshots of a web browser displaying the Microsoft 365 Admin Center. Both screenshots show the SharePoint Admin Center section.

**Screenshot 1 (Top): Microsoft 365 Admin Center - SharePoint**

- Left Panel:** Shows the SharePoint Admin Center navigation menu with sections like Setup, Reports, Health, Admin centers, Security, Compliance, Microsoft Intune, Identity, Exchange, SharePoint, Power Platform, All admin centers, and Customize navigation.
- Right Panel:** Displays a "Good evening, Worlanyo Akpatsa" greeting and a simplified view for organizations like yours. It includes a card for "Set up email with a custom domain" and a "Your organization" summary.

**Screenshot 2 (Bottom): SharePoint Admin Center**

- Left Panel:** Shows the SharePoint Admin Center navigation menu with sections like Home, Sites, Active sites, Deleted sites, Containers, Policies, Settings, Content services, Migration, Reports, More features, Advanced management (PRO), and Customize navigation.
- Right Panel:** Displays a "Site search" section with a search bar and a "OneDrive usage" section with the message "Active OneDrive count coming soon".

# Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

## B: Creating a Team Site by clicking Active Sites->Create

The screenshot shows the Microsoft 365 SharePoint Admin Center interface. On the left, there is a navigation sidebar with a red header bar at the top labeled 'WORLANYO'. The sidebar includes links for Home, Sites (Active sites, Deleted sites), Containers, Policies, Settings, Content services, Migration, Reports, More features, Advanced management (PRO), Customize navigation, and Show all. The main content area is titled 'Active sites' and displays a table of existing sites. The columns include Site name, URL, Teams, Channel sites, and Size. The sites listed are All Company, Communication site, Group 1, Group 2, Wörla-g1, and Wörla-g2. At the top of the main content area, there are buttons for Create, Export, Track view, Your recent actions, and Search sites.

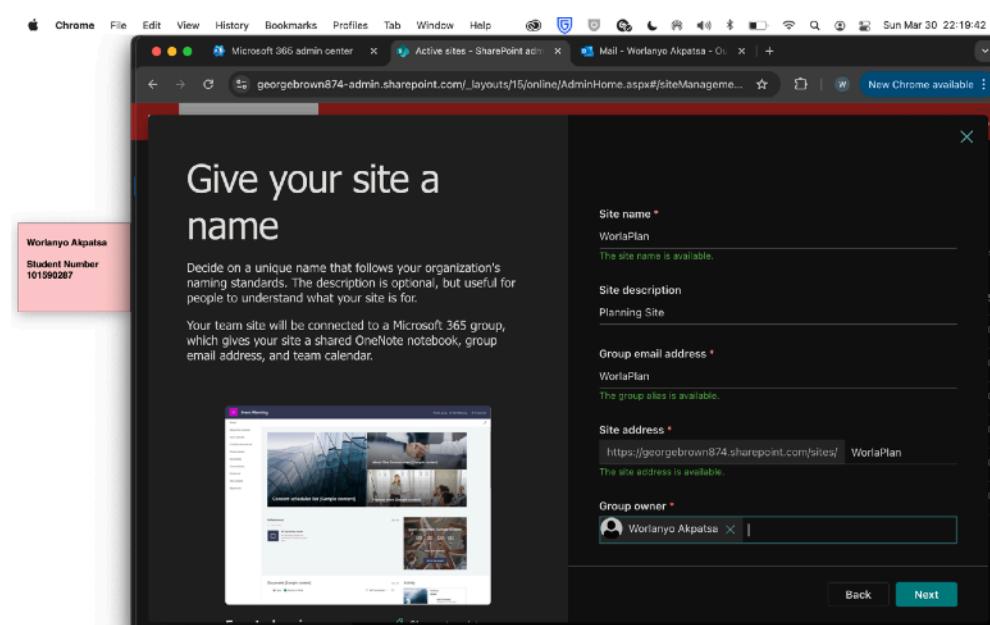
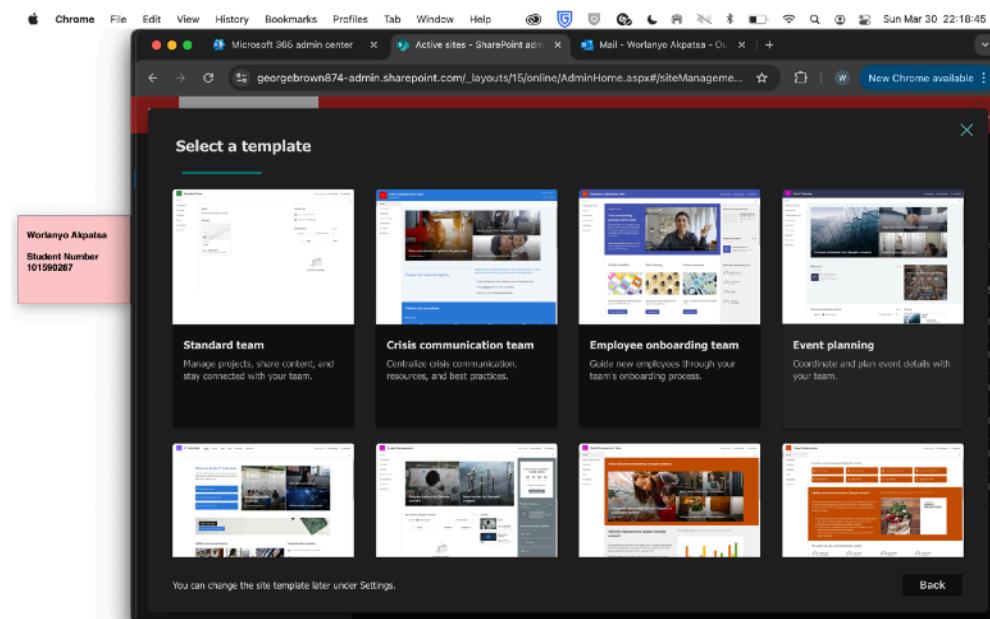
The screenshot shows the 'Create' page in the Microsoft 365 SharePoint Admin Center. It features two main sections: 'Team site' on the left and 'Communication site' on the right. Both sections include an illustration of people working together. The 'Team site' section describes it as a private space for collaboration and lists benefits such as tracking project status, sharing resources, and connecting to other products. The 'Communication site' section describes it as sharing information with a broad audience and lists benefits like creating a portal or subject-focused site, engaging many viewers, and having few content authors. At the bottom, there are three buttons: 'Browse more sites', 'Syntex content center', and 'Go to Migration Manager'.

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Term: Winter 2025

## C: Site creation (template & site details(name, owner, address))

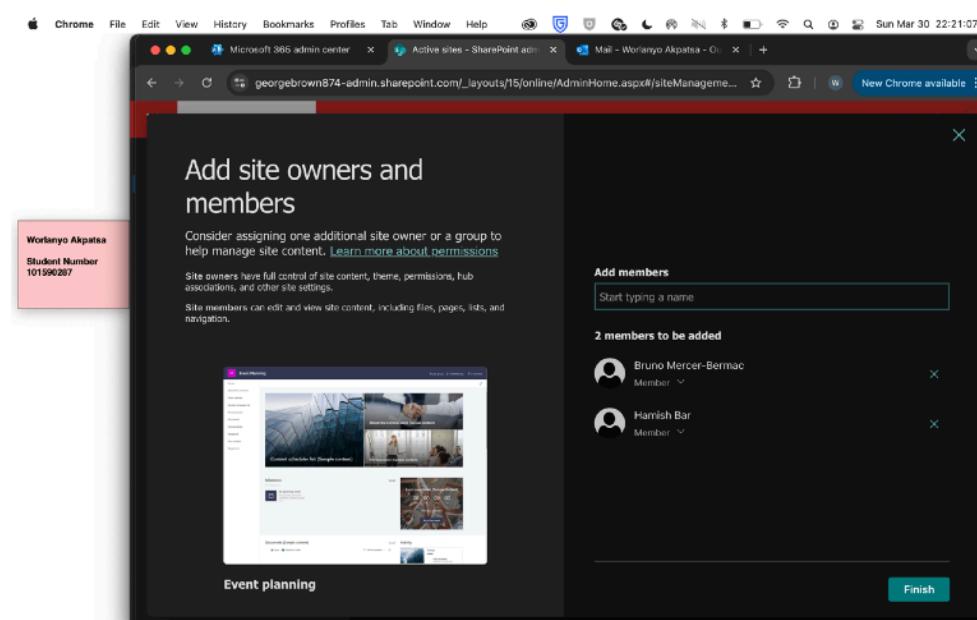
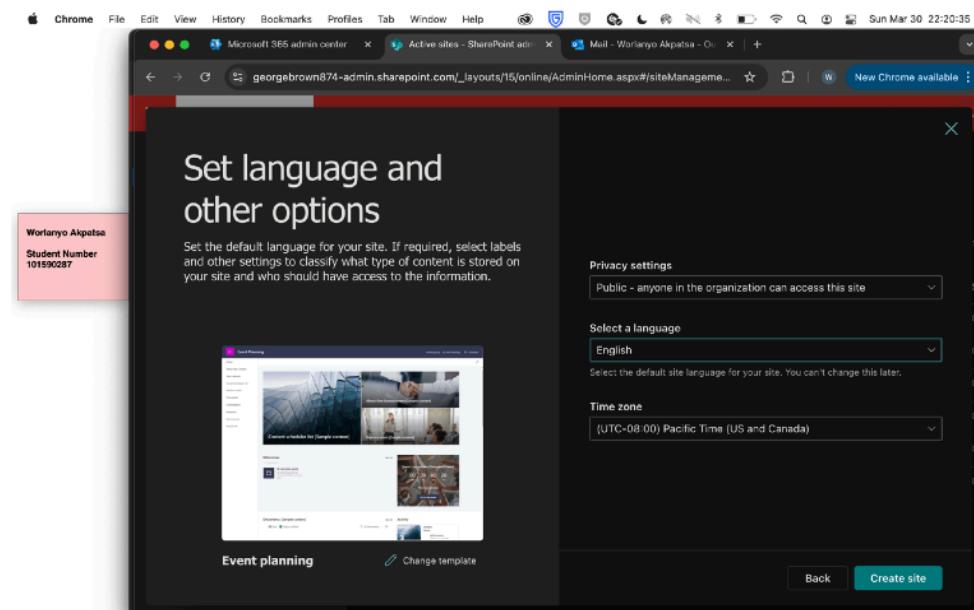


## Microsoft 365 Identity and Services – Enterprise Administration

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### C: Site creation (language, timezone options & adding members)



## Microsoft 365 Identity and Services – Enterprise Administration

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Term: Winter 2025

### 5.1 Display your active site

The screenshot shows the Microsoft 365 SharePoint admin center interface. On the left, there is a navigation sidebar with the following menu items:

- Home
- Sites
  - Active sites (selected)
  - Deleted sites
- Containers
- Policies
- Settings
- Content services
- Migration
- Reports
- More features
- Advanced management (PRO)
- Customize navigation
- Show all

A red box highlights the "Active sites" item in the "Sites" section of the sidebar.

The main content area is titled "Active sites" and contains the following information:

- Use this page to sort and filter sites and change site settings.
- 1.24 TB available of 1.24 TB
- Search sites
- Table of active sites:

| Site name          | URL                               | Teams | Channel sites | Size |
|--------------------|-----------------------------------|-------|---------------|------|
| All Company        | .../sites/all/company             | -     | -             | 0.0  |
| Communication site | https://georgebrown874.sharepo... | -     | -             | 0.0  |
| Group 1            | .../sites/group1                  | -     | -             | 0.0  |
| Group 2            | .../sites/group2                  | -     | -             | 0.0  |
| Worla-g1           | .../sites/worla-g1                | -     | -             | 0.0  |
| Worla-g2           | .../sites/worla-g2                | -     | -             | 0.0  |
| WorldPlan          | .../sites/WorldPlan               | -     | -             | 0.0  |

The screenshot shows the "WorldPlan" SharePoint site home page. The left sidebar contains the following navigation links:

- Home
- About One Contoso
- Team calendar
- Content scheduler list
- Previous event
- Documents
- Conversations
- Notebook
- Site contents
- Recycle bin
- Edit

A red box highlights the "Content scheduler list" link in the sidebar.

The main content area features a large image of a bridge and includes the following cards:

- About One Contoso event [Sample content]
- Content scheduler list [Sample content]
- Previous event [Sample content]

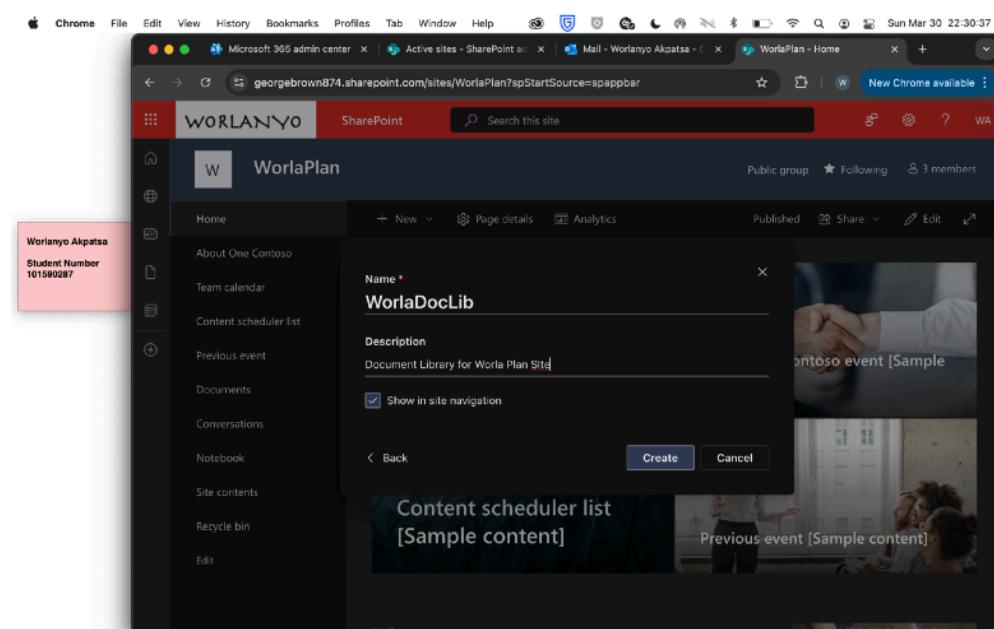
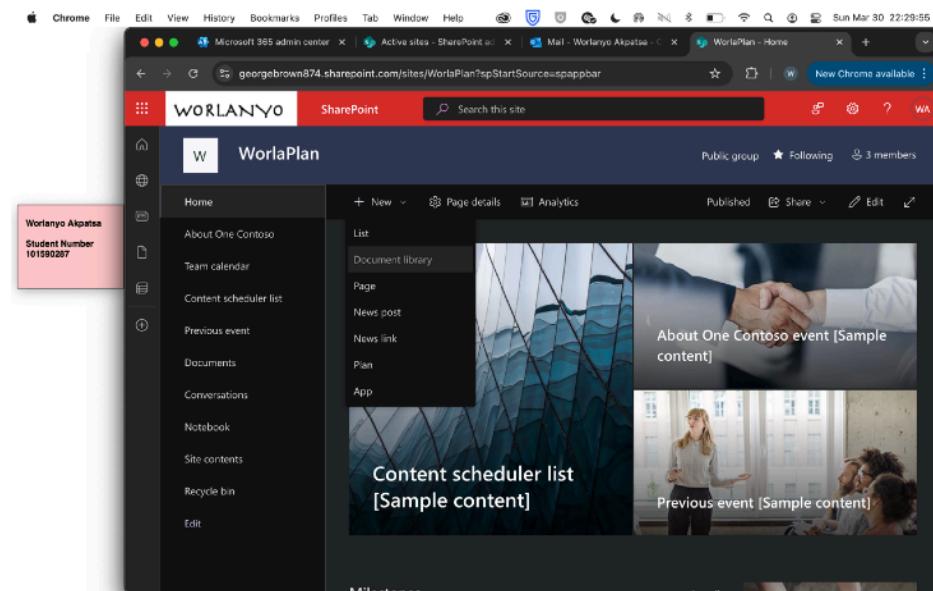
## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Worlanyo Akpatsa  
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Term: Winter 2025

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

A: In current active Site, Click new and choose document library



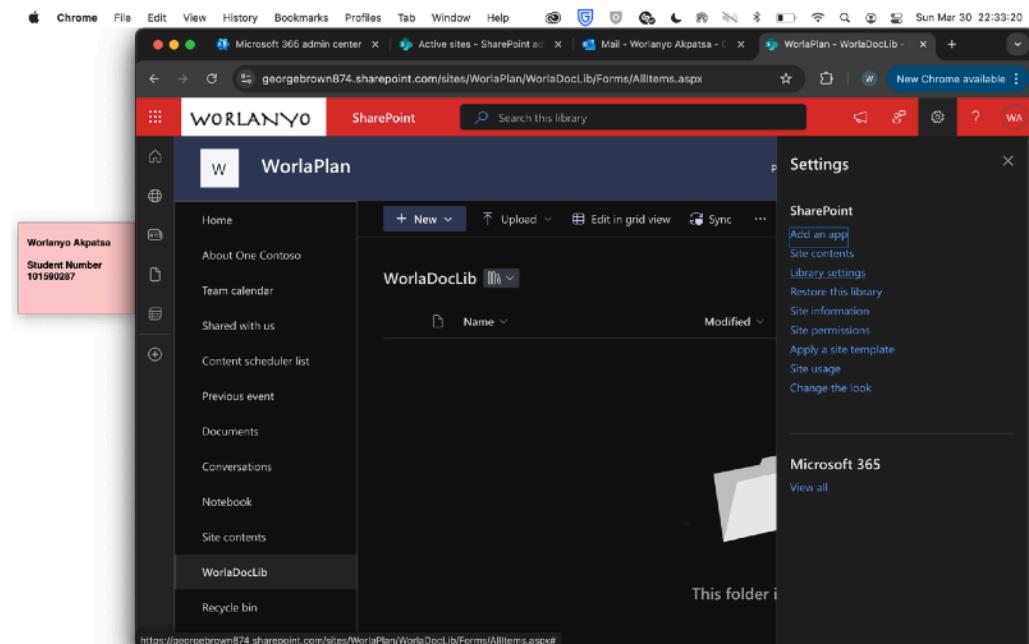
## Microsoft 365 Identity and Services – Enterprise Administration

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B: Adding users from task 2 to this document library (click settings icon in top right and choose Library settings)



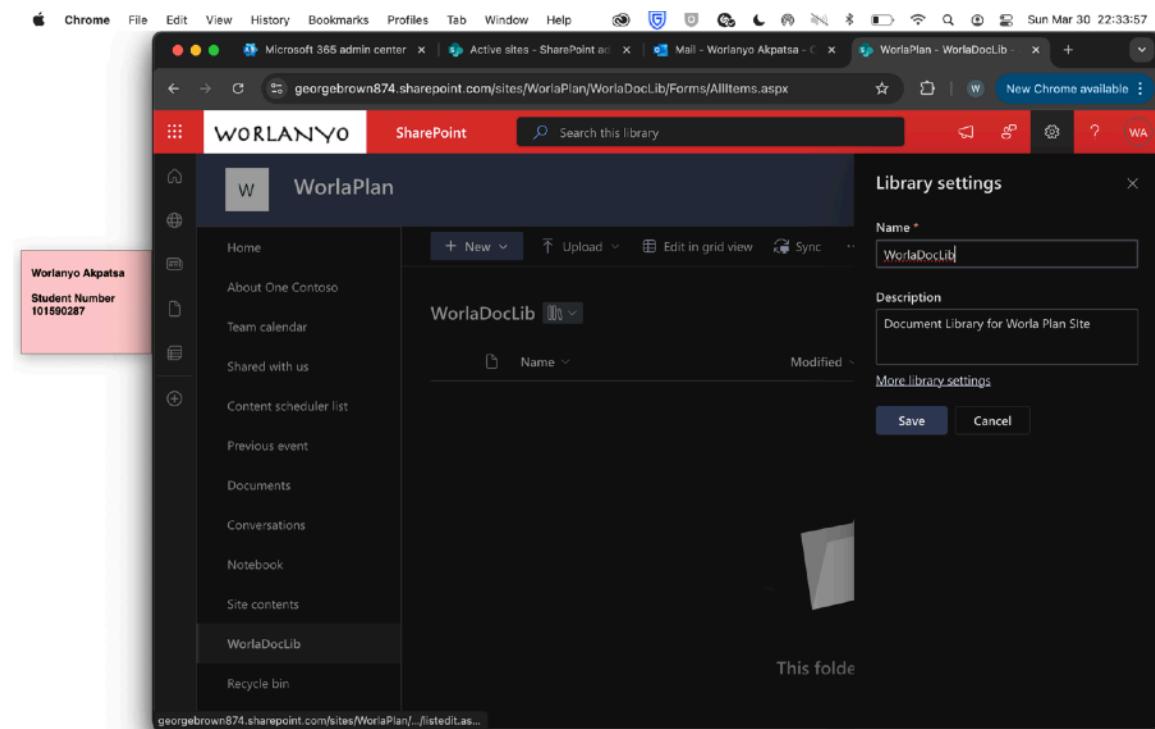
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Student Name: Worlanyo Akpatsa  
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Term: Winter 2025

B: Adding users from task 2 to this document library (choose more Library settings)



## Microsoft 365 Identity and Services – Enterprise Administration

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Term: Winter 2025

B: Adding users from task 2 to this document library (choose permissions for this document library)

WorldDocLib › Settings

Name: WorldDocLib  
Web Address: https://georgebrown874.sharepoint.com/sites/WorldPlan/\_layouts/15/listedit.aspx?List=%7B32EEF7F4-0...

General Settings

- List name, description and navigation
- Versioning settings
- Advanced settings
- Validation settings
- Column default value settings
- Rating settings
- Audience targeting settings
- Form settings

Permissions and Management

- Delete this document library
- Permissions for this document library
- Manage files which have no checked in version
- Workflow Settings
- Enterprise Metadata and Keywords Settings

Communications

- RSS settings

Columns

A column stores information about each document in the document library. The following columns are currently available in this document library:

| Column (click to edit) | Type                |
|------------------------|---------------------|
| Created                | Date and Time       |
| Modified               | Date and Time       |
|                        | Single line of text |

WorldDocLib Permissions

This library inherits permissions from its parent, (WorldPlan)

| Name               | Type             | Permission Level |
|--------------------|------------------|------------------|
| WorldPlan Members  | SharePoint Group | Edit             |
| WorldPlan Owners   | SharePoint Group | Full Control     |
| WorldPlan Visitors | SharePoint Group | Read             |

## Microsoft 365 Identity and Services – Enterprise Administration

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Student Name: Worlanyo Akpatsa  
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Term: Winter 2025

### C: WorlaPlan Site and WorlaDocLib Members

The screenshot shows a Microsoft 365 SharePoint site named "WORLANYO". The left navigation bar lists various site pages and libraries, with "WorlaDocLib" currently selected. The main content area displays the "WorlaDocLib" library, which contains three items. The library header includes options for "New", "Upload", "Edit in grid view", and "Sync". A "Group membership" panel on the right shows three members: Worlanyo Akpatsa (Owner), Bruno Mercer-Bermac (Member), and Hamish Bar (Member). The user "Worlanyo Akpatsa" is highlighted with a pink box, and their student number "101590287" is displayed below it.

## Microsoft 365 Identity and Services – Enterprise Administration

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Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

D: Opening Sharepoint Admin Centre using created users' credentials and viewing the Document Library

USER 1 Hamish Bar

The screenshot shows a Microsoft 365 SharePoint Admin Center page. The URL in the address bar is `georgebrown874.sharepoint.com/sites/WorlaPlan/WorlaDocLib/Forms/AllItems.aspx`. The page title is "WorlaPlan". On the left, there is a navigation menu with items like Home, About One Contoso, Team calendar, Shared with us, Content scheduler list, Previous event, Documents, Conversations, Notebook, Site contents, WorlaDocLib (which is selected and highlighted in grey), Recycle bin, and Edit. The main content area is titled "WorlaDocLib" and contains a message "This folder is empty". There is a large icon of a folder with a document inside it.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

D: Opening Sharepoint Admin Centre using created users' credentials and viewing the Document Library

USER 2 Bruno Mercer-Bermac

WORLANYO SharePoint admin center

**WorldPlan** Public group

**General** Activity Membership Settings

**Basic info**

|               |                                          |                                                                             |
|---------------|------------------------------------------|-----------------------------------------------------------------------------|
| Name          | Primary Email                            | Other info                                                                  |
| WorldPlan     | WorldPlan@georgebrown874.onmicrosoft.com | Created 3/30/25 at 7:20 PM by Worlanyo Akpatsa from SharePoint admin center |
| Description   | Planning Site                            |                                                                             |
| Planning Site | Edit                                     |                                                                             |

**Site info**

|           |               |                 |
|-----------|---------------|-----------------|
| Site name | Site address  | Hub association |
| WorldPlan | .../WorldPlan | None            |
| Edit      | Edit          | Edit            |

**Description**

|                               |                               |           |
|-------------------------------|-------------------------------|-----------|
| Planning Site                 | Domain                        | Template  |
| georgebrown874.sharepoint.com | georgebrown874.sharepoint.com | Team site |

WORLANYO Akpatsa Student Number 101590287

WorldPlan Home About One Contoso Team calendar Shared with us Content scheduler list Previous event Documents Conversations Notebook Site contents WorldDocLib Recycle bin Return to classic SharePoint

WorldDocLib This folder is empty

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

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

A: Navigate to Policies->Sharing in SharePoint Admin Center

The screenshot shows the SharePoint Admin Center interface. On the left, there's a navigation sidebar with a user profile for 'WORLANYO' and 'Student Number 101590287'. The main content area is titled 'Sharing' and contains settings for controlling sharing at the organization level. It features a 'Content can be shared with:' section with two tabs: 'SharePoint' and 'OneDrive'. Below these tabs are four sharing options arranged in a grid: 'Anyone', 'New and existing guests', 'Existing guests', and 'Only people in your organization'. A note at the bottom says 'You can further restrict sharing for each individual site and OneDrive. Learn how'.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

B: Under external sharing, move the OneDrive Slider down so it matches “Only people in your organization”

The screenshot shows the SharePoint admin center's Sharing page. On the left, there's a navigation sidebar with a user profile for 'Worlanyo Akpatsa' (Student Number 101590287). The main content area is titled 'Sharing' and describes how to control sharing at the organization level. It features a 'External sharing' section with a slider for 'OneDrive'. The slider has four positions: 'Most permissive' (top), 'New and existing guests', 'Existing guests', and 'Only people in your organization' (bottom). The 'Only people in your organization' setting is highlighted with a red box. Below the slider, there's a note about further restricting sharing and a link to 'More external sharing settings'.

## Microsoft 365 Identity and Services – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### C: Adjusting other settings in Sharing and saving settings

The screenshot shows the SharePoint admin center interface. The left sidebar has a red header 'WORLANYO' and includes links for Home, Sites, Active sites, Deleted sites, Containers, Policies, Sharing (which is highlighted with a pink box), Access control, Settings, Content services, Migration, Reports, 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 sections for 'File and folder links' (radio buttons for Specific people, Only people in your organization, or Anyone with the link), 'Choose the permission that's selected by default for sharing links' (radio buttons for View or Edit, with Edit selected), and 'Choose expiration and permissions options for Anyone links' (checkbox for 'These links must expire within this many days'). Below these are dropdown menus for 'Files' (View and edit) and 'Folders' (View, edit, and upload). A blue 'Save' button is at the bottom.

This screenshot shows the same SharePoint admin center interface as the previous one, but the main content area has changed. The 'Sharing' link in the sidebar is highlighted with a pink box. The main content area now includes a section titled 'Other settings' with three checked checkboxes: 'Show owners the names of people who viewed their files in OneDrive', 'Let site owners choose to display the names of people who viewed files or pages in SharePoint', and 'Use short links for sharing files and folders'. A blue 'Save' button is located at the bottom of this section.

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

## **Task 5 Summary**

The final task was all about exploring Sharepoint Admin Center. Similar to the exchange Admin Center, I have not had an opportunity to thoroughly explore Sharepoint so I was very glad this was included in our Assignment.

To reach Sharepoint Admin Center, one has to scroll down the left panel in Admin Center and click Sharepoint. This takes you to the Sharepoint Admin Center Homepage.

The first thing I noticed is that I had never undergone the process of creating a site so I decided to do that firstly. I clicked Active Sites on the left panel and clicked Create after the Active Sites Window opened.

There are two major options when creating a site; these are Team Site which is a private space to collaborate with one's team or a Communication Site which deals with a much broader audience. In the context of my assignment, a Team Site is the recommended option so that is what I chose.

The next step is the site creation which comes in different phases. First is the template choosing where I had to choose the view I wanted for my site. I chose the event planning template. Next is the site information where you have to give your site a name, a description and receive your site address.

After this, I had to choose members and owners. I assigned myself ownership and added the two users from task 2 as my site members.

Now that I had a site, it showed in my Active Sites Window which I thought was awesome.

Next step was creating a document library and adding the task 2 users to it. To do this, one must be on the active site. It took me a long while to figure this out as I was searching on the Sharepoint Homepage instead. I finally discovered where to go which was such a relief.

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

You have to be on the active site and select new. After this, you have to choose document library and input the library details such as name and description.

To add the users to this document library, I had to do a bit of fidgeting around the webpage. That is, I opened settings in the top right corner, chose library settings->more library settings and was able to view and choose the permissions for the document library.

The library's permissions are inherited from its parent (in this case, my active site) and on my site, the task 2 users are members.

Even though this meant they were members, I still wanted to prove it for myself.

As a result, I signed in to Sharepoint Admin Center on different browser pages using the credentials of the 2 users and to my amazement, I was able to not only see the Active team site I had created but also the document library. I felt happy once I saw it because it meant all I had been doing really worked.

The final task was to change the sharing policy so only people in my organization were allowed to share files on OneDrive.

This was a rather straightforward operation as compared to what I did just earlier. I simply navigated to Policies->Sharing in Sharepoint Admin Center.

When this window opens, there are two sliders available; one for Sharepoint and One for One-Drive.

I slid down the OneDrive slider to where it says “Only people in your organization” which means no external sharing allowed.

After I read over the other settings and then clicked save. Very easy to do.

All in all, this Case Project was a really good exercise to test our expertise on Microsoft 365. I really enjoyed it; every single part. It made me realize how big organizations manage and regulate their users' online activity within the specified domain.

I will be sure to continue learning on my own about everything Microsoft 365 has to offer. That is, all the admin Centers and their different features.

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

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Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

I also want to commend Microsoft 365 for their UX/UI Design. It was very easy to navigate, understand and use.

I want to be a master at Microsoft 365 and with practice, I am very sure I can be.