

Student Name: Worlanyo Akpatsa
Student ID: 101590287

Term: Winter 2025

Lab Activity 3: Managing Microsoft 365 Services and User Productivity

Objective: To configure and manage various Microsoft 365 services to enhance user productivity.

Tasks:

1. Manage SharePoint Online Sites

- Access the SharePoint admin center.
- Create a new SharePoint site for a specific team or project.
- Configure site settings such as permissions and external sharing options.
- Verify that users can access and collaborate on the site.

2. Application Administration

- Identify five of the app types associated with Windows devices
- Identify five of the app types associated with Android devices
- Identify what devices are compatible with app protection policies
- Identify to what objects can app configurations policies be applied to
- Identify all built-in application categories

3. Implement and Manage OneDrive for Business

- Access the admin center.
- Configure OneDrive settings such as storage limits and sharing options for a user.
- Sync a user's OneDrive library to their computer.
- Verify that files are syncing correctly and can be accessed both online and offline.

4. Endpoint Security Administration

- Identify all security baselines offered by Intune
- Identify the three Anti-Virus policies for Windows 11 devices
- Identify the name of disk encryption policy for macOS devices

Microsoft 365 Identity and Services II – Enterprise Administration

Student Name: Worlanyo Akpatsa
Student ID: 101590287

Term: Winter 2025

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Paste your screenshots here

**STARTS ON NEXT PAGE**

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

## TASK 1: MANAGE SHAREPOINT ONLINE SITES

### 1.1: Access the Sharepoint Admin Center

A: Navigate to 365 Admin Center Homepage and scroll down on left pane to Admin Centers

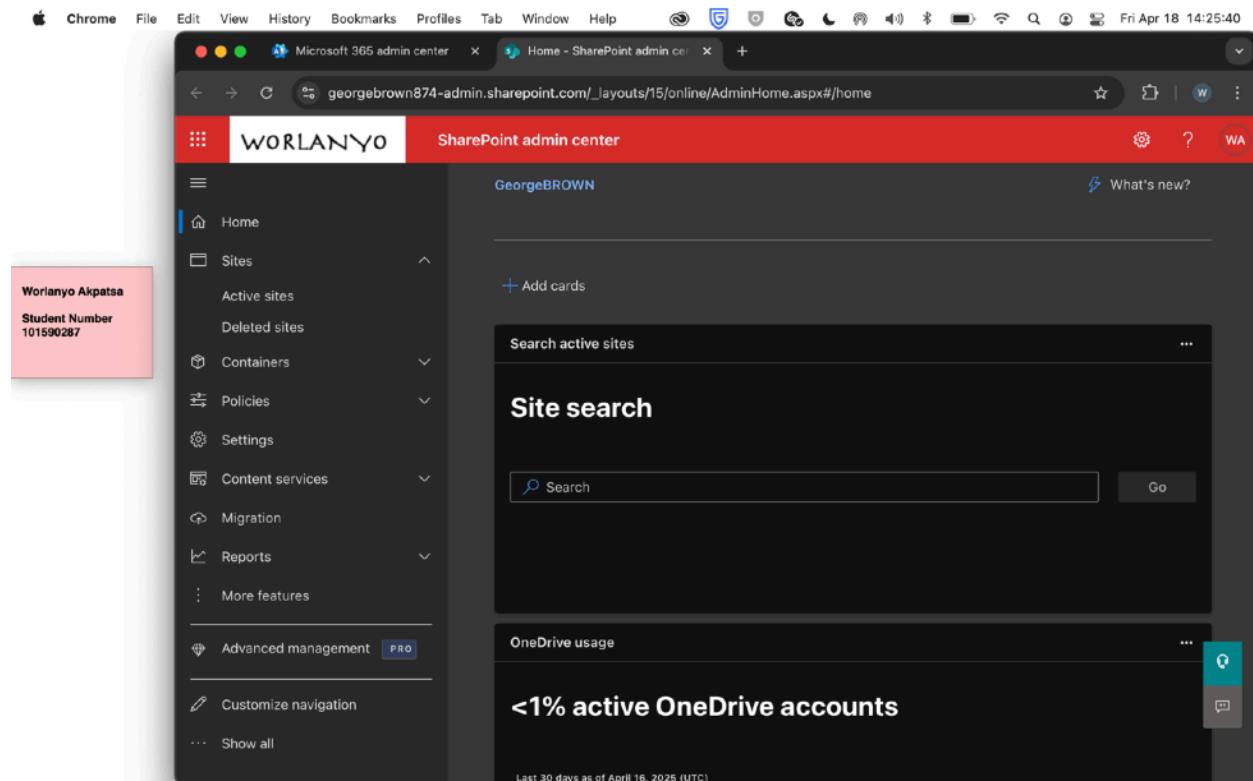
The screenshot shows a web browser window for the Microsoft 365 Admin Center at [admin.microsoft.com/#/homepage](https://admin.microsoft.com/#/homepage). The browser interface includes a top bar with tabs, a search bar, and various icons. The main content area features a greeting "Good afternoon, Worlanyo Akpatsa" and a message about the simplified view. Below this, there's a section titled "For organizations like yours" with a "Set up email with a custom domain" card. The left sidebar has a dark theme with red highlights for certain sections. The "Admin centers" section is expanded, showing "SharePoint" as the selected item, indicated by a blue outline. Other options include Security, Compliance, Microsoft Intune, Identity, Exchange, Power Platform, and All admin centers. At the bottom of the sidebar, there's a "Customize navigation" link. The footer contains links for Help & support, Give Feedback, and a search bar.

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

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### B: Click on Sharepoint under Admin Centers to access Sharepoint Admin Center Homepage



The screenshot shows a web browser window for the Microsoft 365 Admin Center. The URL in the address bar is `georgebrown874-admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/home`. The page title is "SharePoint admin center". The left sidebar has a red header "WORLANYO" and includes sections for Home, Sites, Containers, Policies, Settings, Content services, Migration, Reports, and More features. A pink box highlights the "Student Number 101590287" in the Home section. The main content area shows a "Site search" section with a search bar and a "OneDrive usage" section stating "<1% active OneDrive accounts". The status bar at the bottom indicates "Last 30 days as of April 16, 2025 (UTC)".

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### 1.2: Create a new Sharepoint site for a specific team or projects

#### A: Add a new site by clicking on site->active sites in the left pane

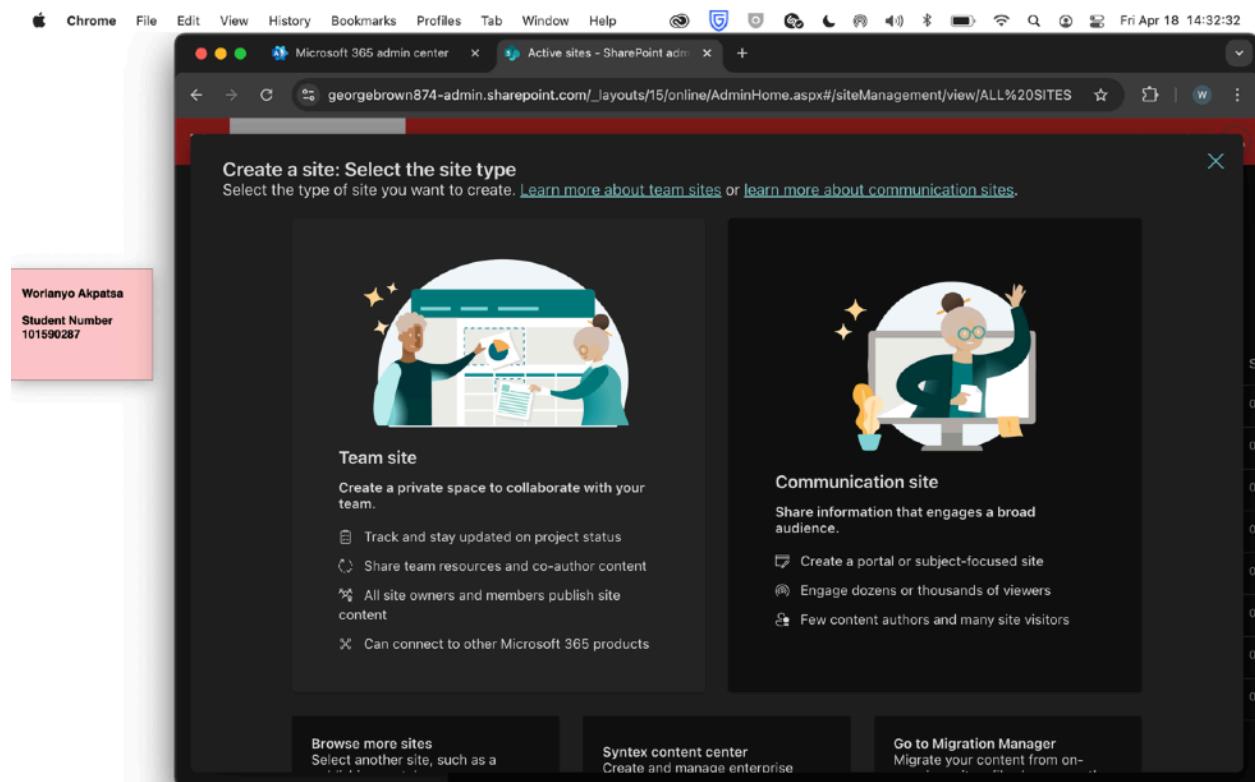
The screenshot shows a web browser window for the Microsoft 365 Admin Center SharePoint admin center. The URL is [https://georgebrown874-admin.sharepoint.com/\\_layouts/15/online/AdminHome.aspx#/siteManagement/view/ALL%20SITES](https://georgebrown874-admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/siteManagement/view/ALL%20SITES). The page title is "Active sites". On the left, there is a navigation sidebar with sections like Home, Sites (Active sites is selected), Containers, Policies, Settings, Content services, Migration, Reports, More features, Advanced management (PRO), Customize navigation, and Show all. A pink box highlights the "Worlanyo Akpatsa Student Number 101590287" information in the top-left corner of the sidebar. The main content area displays a table of active sites:

| Site name          | URL                                | Teams | Channel sites | S |
|--------------------|------------------------------------|-------|---------------|---|
| All Company        | .../sites/allcompany               | -     | -             | 0 |
| Communication site | https://georgebrown874.sharepol... | -     | -             | 0 |
| Group 1            | .../sites/group1                   | -     | -             | 0 |
| Group 2            | .../sites/group2                   | -     | -             | 0 |
| PhoneNumberMFA     | .../sites/PhoneNumberMFA           | -     | -             | 0 |
| Worla-g1           | .../sites/worla-g1                 | -     | -             | 0 |
| Worla-g2           | .../sites/worla-g2                 | -     | -             | 0 |
| WorlaPlan          | .../sites/WorlaPlan                | -     | -             | 0 |

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### B: Click create and select “Team Site”

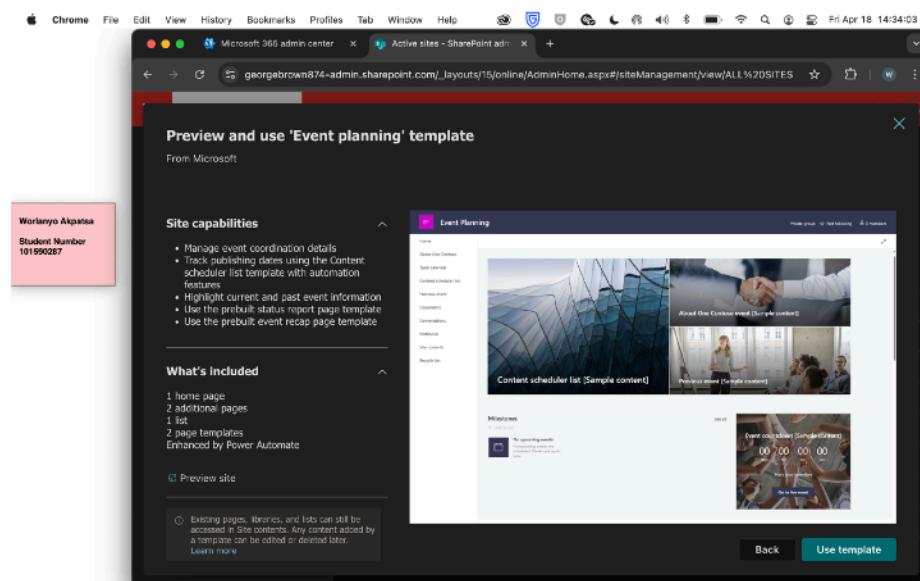
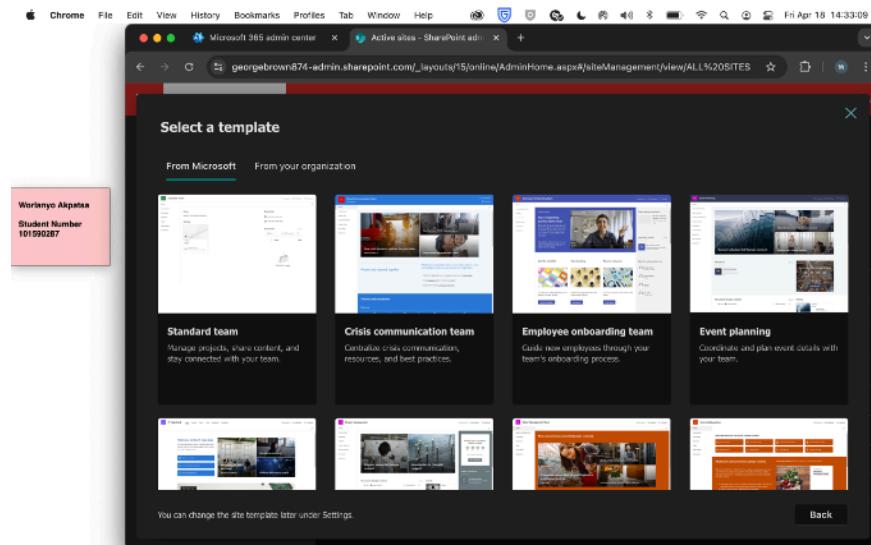


## Microsoft 365 Identity and Services II – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### C: Select a template (event planning)



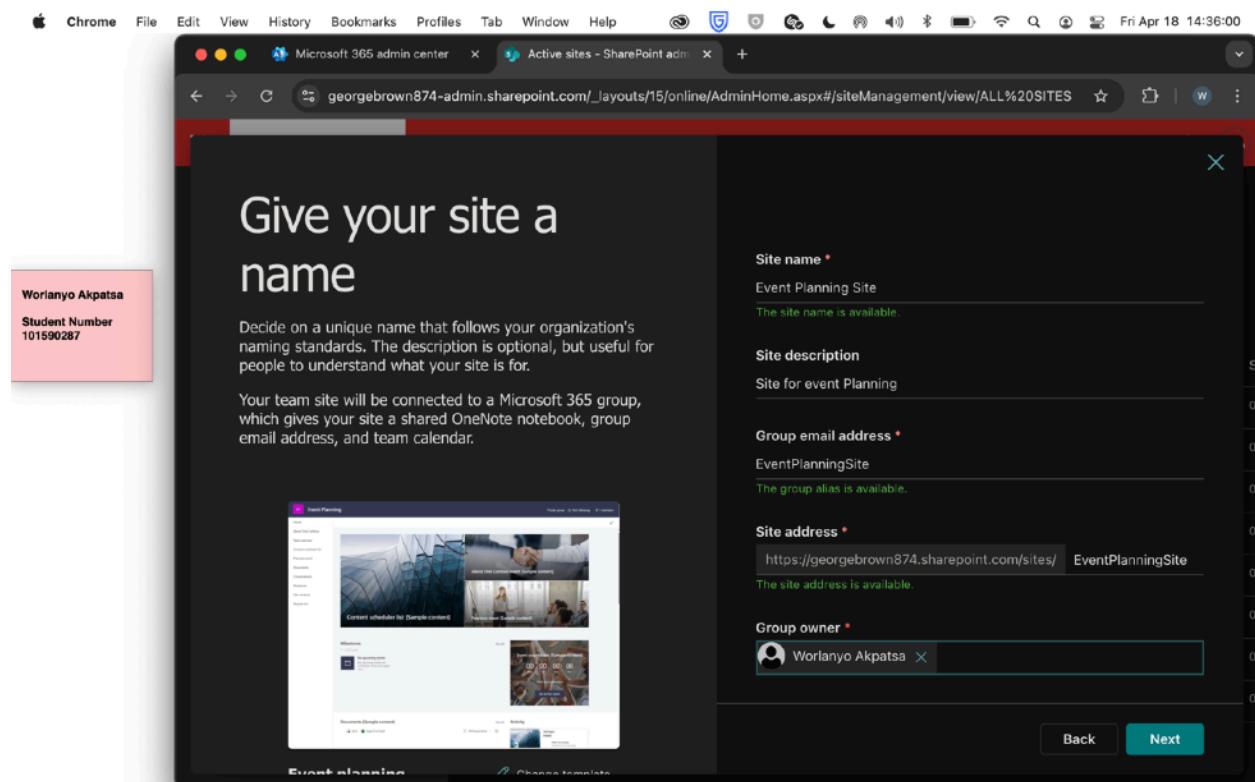
Student Name: Worlanyo Akpatsa  
Student ID: 101590287

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Term: Winter 2025

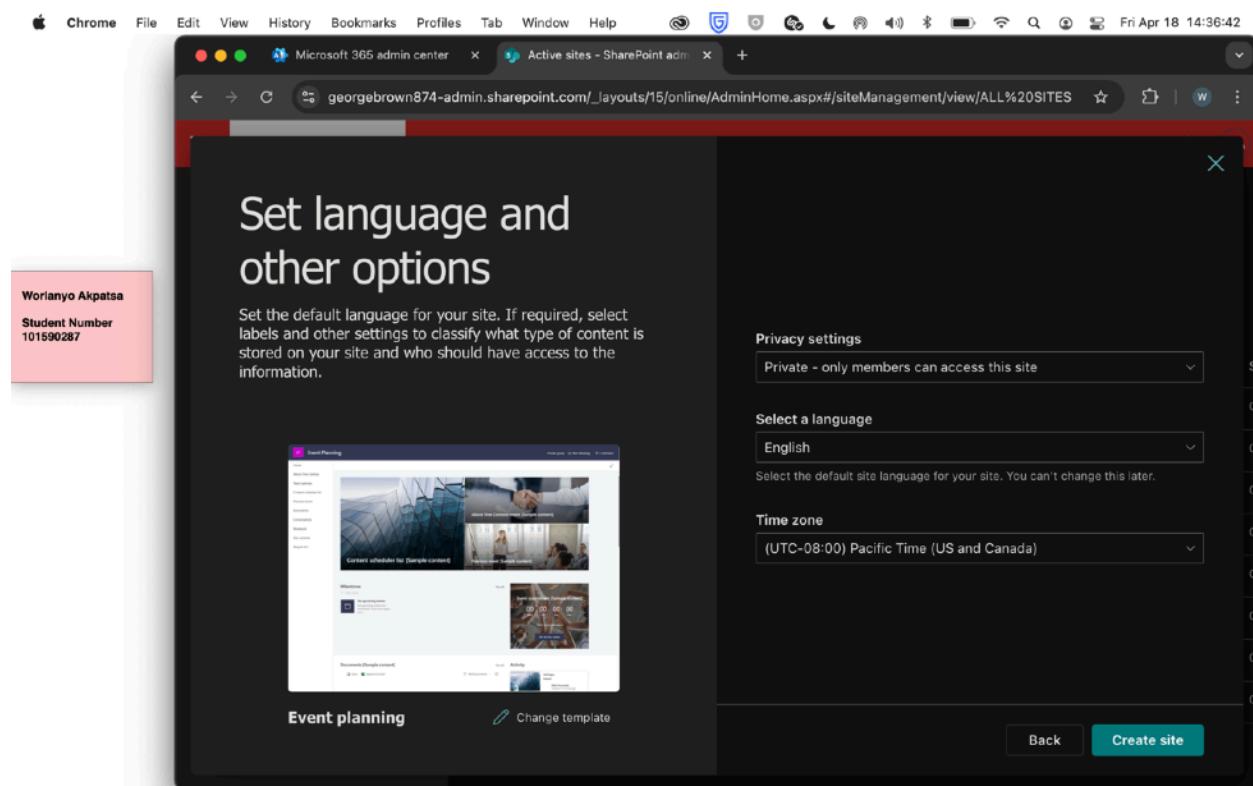
**D: Choosing Site Name (Event Planning Site) and selecting owner (my admin account)**



Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### E: Choosing privacy settings (private), language and time



Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### F: Selecting members

The screenshot shows a Microsoft 365 admin center window with a dark theme. On the left, there's a sidebar with the user's name and student number. The main area displays a modal dialog titled "Add site owners and members". Inside the dialog, there's a brief description about assigning site owners or groups, a note about site owners having full control, and another note about site members having edit and view permissions. Below this is a preview image of a SharePoint site named "Event planning". To the right of the preview is a section titled "Add members" with a search bar and a list of four users: Hamish Bar, Haylee Yana, Bruno Mercer-Bermac, and Worlanyo Akpatsa, all listed as "Member". At the bottom right of the dialog, there's a progress indicator "Applying template" and a "Finish" button.

## Microsoft 365 Identity and Services II – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### G: Site created

The screenshot shows the Microsoft 365 admin center interface. On the left, there is a navigation sidebar with the following 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" section in the sidebar.

The main content area is titled "Active sites" and displays a list of sites. The list includes:

| Site name           | URL                                | Teams | Channel sites | Actions |
|---------------------|------------------------------------|-------|---------------|---------|
| All Company         | .../sites/allcompany               | -     | -             | 0       |
| Communication site  | https://georgebrown874.sharepoi... | -     | -             | 0       |
| Event Planning Site | .../sites/EventPlanningSite        | -     | -             | 0       |
| Group 1             | .../sites/group1                   | -     | -             | 0       |
| Group 2             | .../sites/group2                   | -     | -             | 0       |
| PhoneNumberMFA      | .../sites/PhoneNumberMFA           | -     | -             | 0       |
| Worla-g1            | .../sites/worla-g1                 | -     | -             | 0       |
| Worla-g2            | .../sites/worla-g2                 | -     | -             | 0       |
| WorlaPlan           | .../sites/WorlaPlan                | -     | -             | 0       |

A blue checkmark is next to the "Event Planning Site". The URL for the Event Planning Site is https://georgebrown874.sharepoint.com/\_layouts/15/online/AdminHome.aspx#/siteManagement.

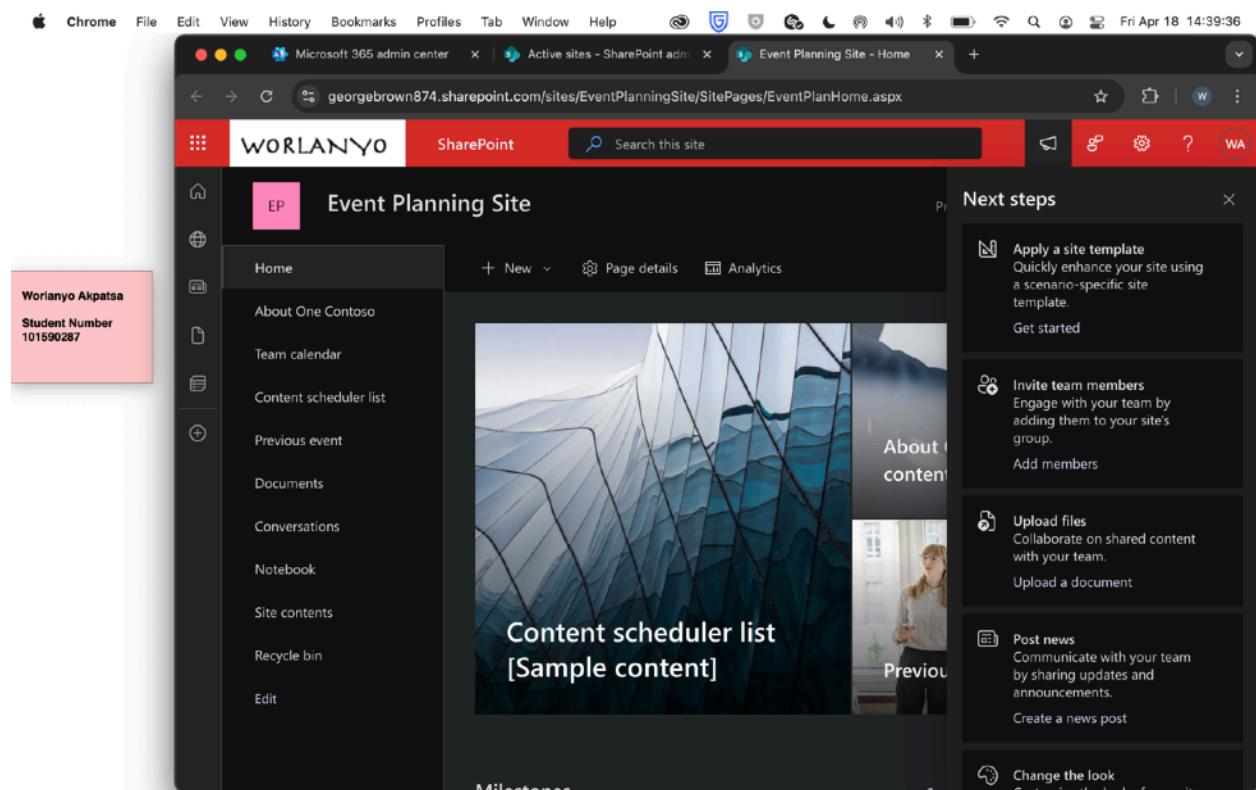
## Microsoft 365 Identity and Services II – Enterprise Administration

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Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### H: Site Homepage

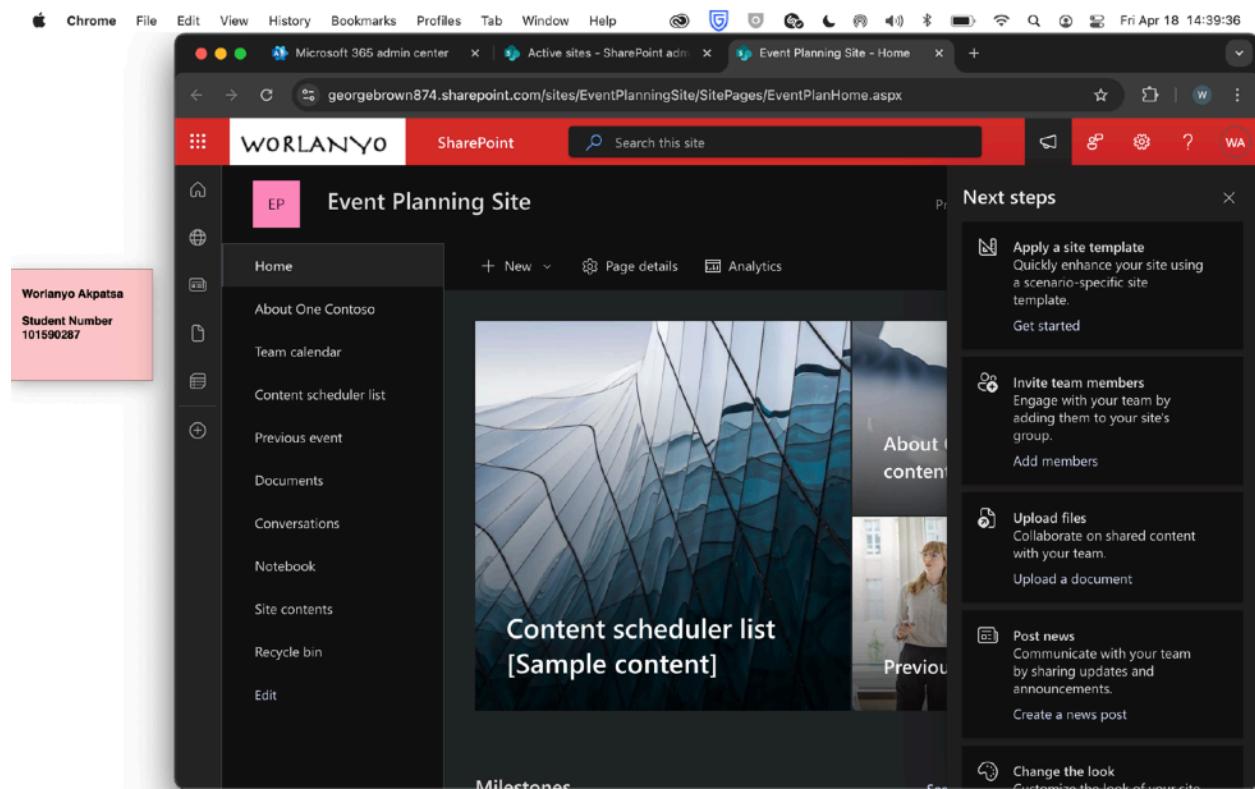


Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### 1.3: Configure site settings such as permissions and external sharing options

#### A; Go to Site Homepage



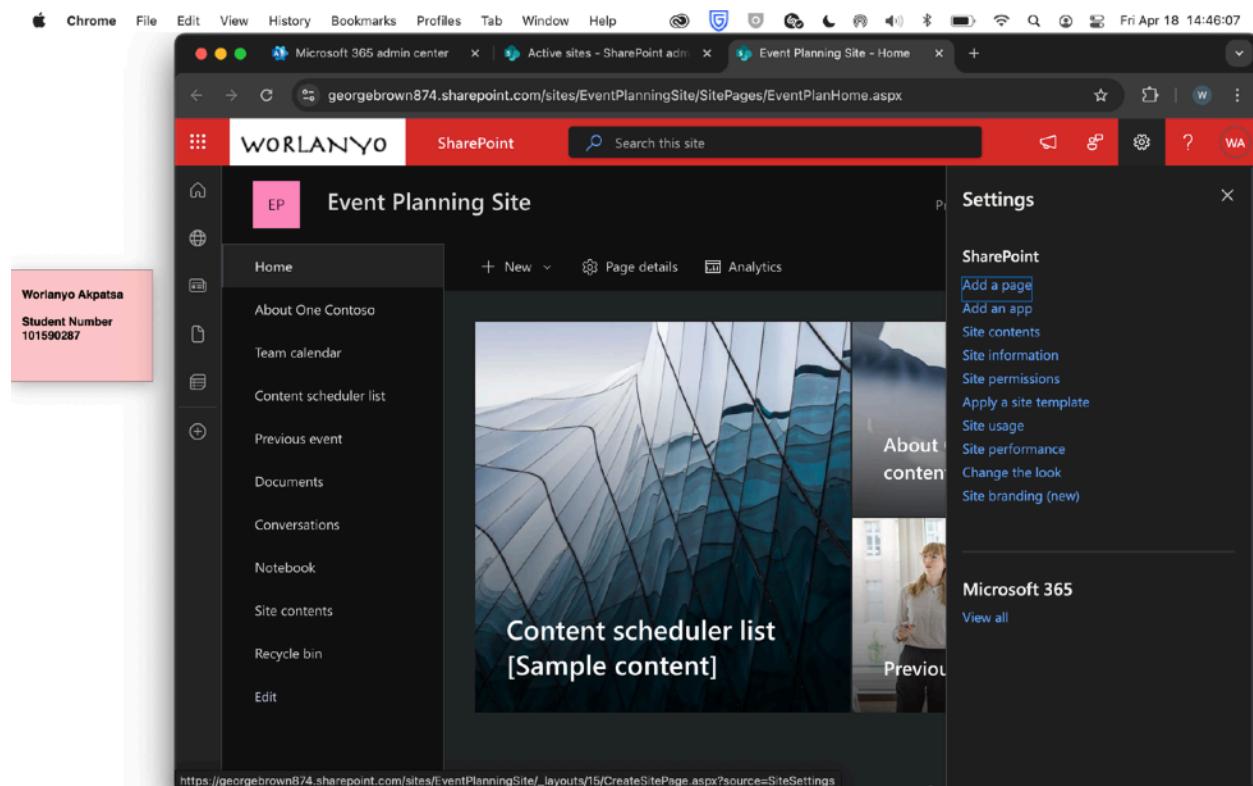
## Microsoft 365 Identity and Services II – Enterprise Administration

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Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### B: Select settings icon in top right corner



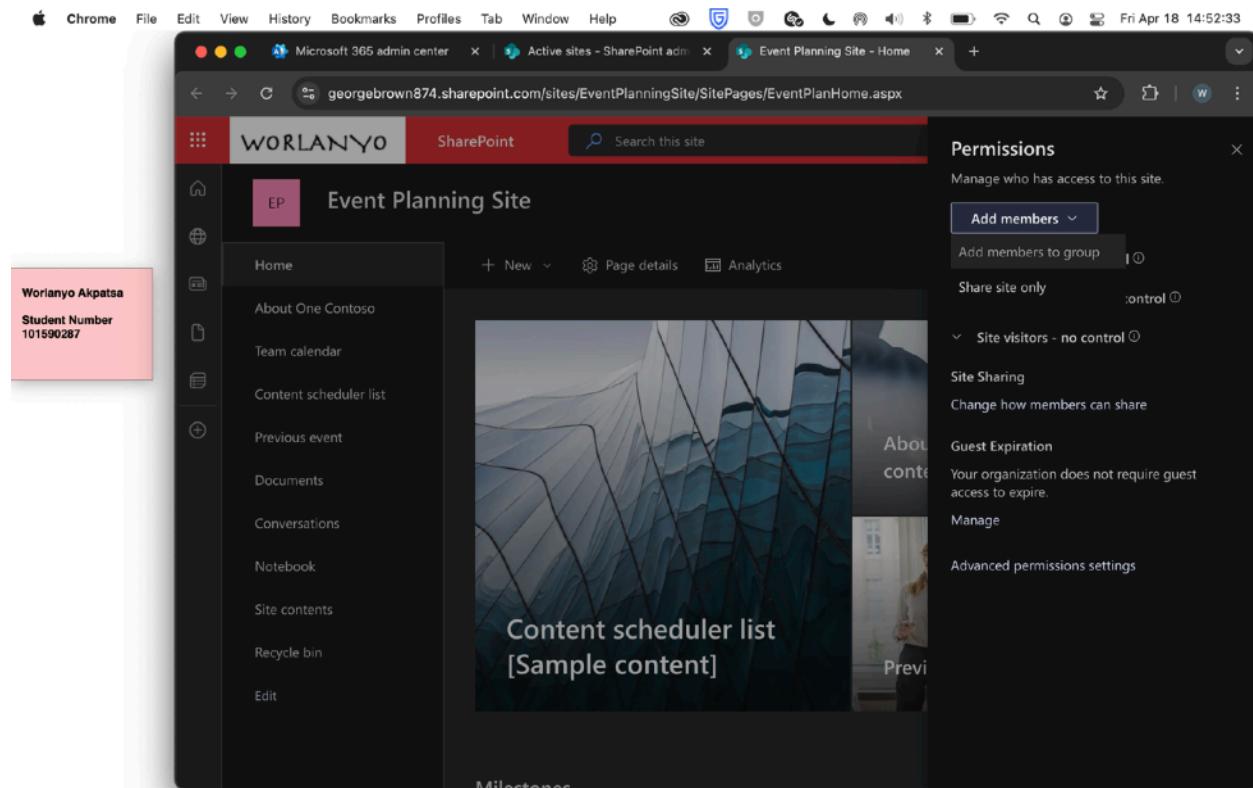
## Microsoft 365 Identity and Services II – Enterprise Administration

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Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### C: Click Site Permissions under Settings

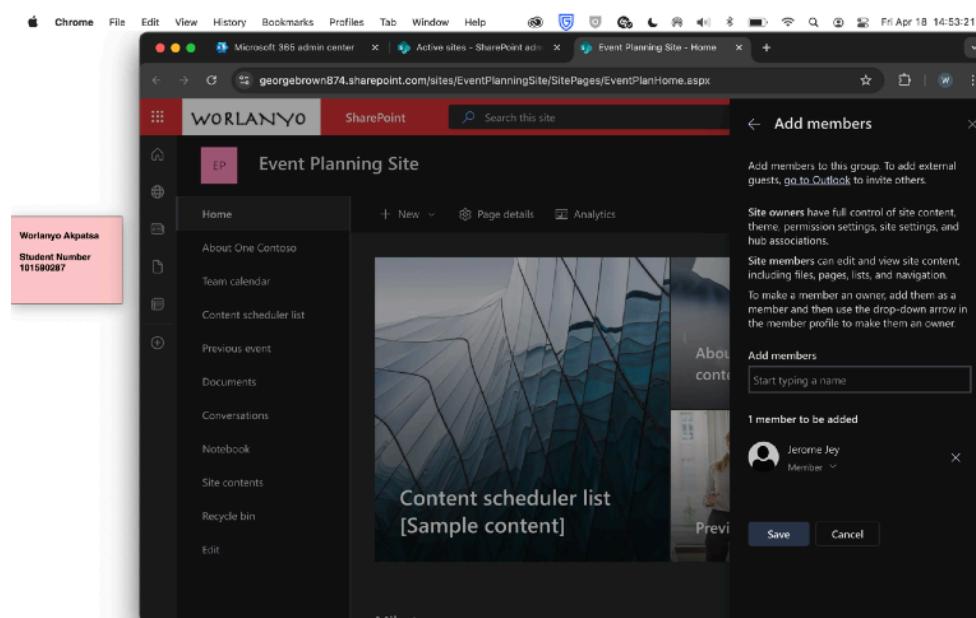
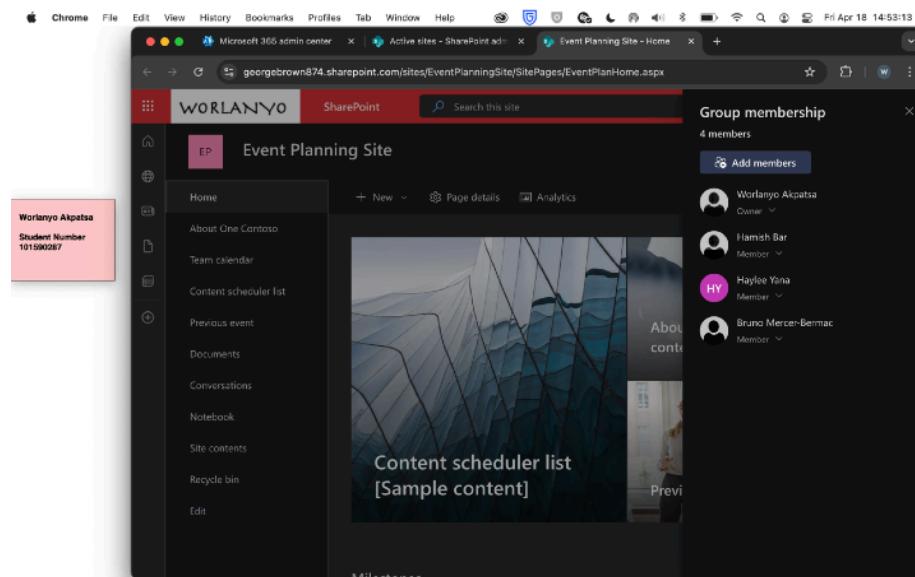


## Microsoft 365 Identity and Services II – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### D: Adding an extra member



## Microsoft 365 Identity and Services II – Enterprise Administration

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Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

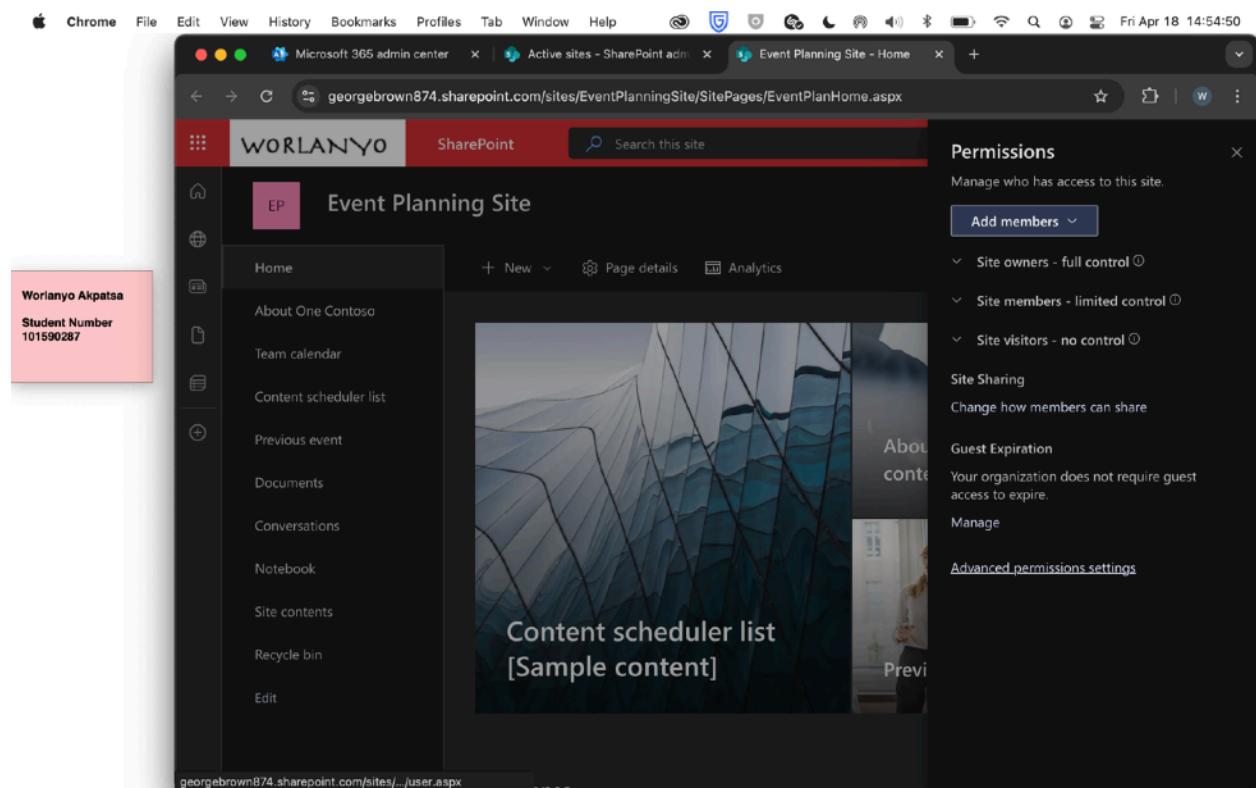
### E: Member Added

The screenshot shows a Microsoft SharePoint site titled "Event Planning Site". On the left, there's a navigation bar with links like Home, About One Contoso, Team calendar, Content scheduler list, Previous event, Documents, Conversations, Notebook, Site contents, Recycle bin, and Edit. A red box highlights the user information: "Worlanyo Akpatsa" and "Student Number 101590287". In the center, there's a large image with text "Content scheduler list [Sample content]". On the right, a modal window titled "Group membership" is open, showing "5 members": Worlanyo Akpatsa (Owner), Hamish Bar (Member), Haylee Yana (Member), Bruno Mercer-Bermac (Member), and Jerome Jey (Member). There's also a "Add members" button.

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

**F: Accessing Advanced Permission settings by clicking on “Advanced Permission settings”**



## Microsoft 365 Identity and Services II – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### E: Configuring group permissions

The screenshot shows the Microsoft 365 admin center interface. The top navigation bar includes 'File', 'Edit', 'View', 'History', 'Bookmarks', 'Profiles', 'Tab', 'Window', and 'Help'. The address bar shows the URL: [georgebrown874.sharepoint.com/sites/EventPlanningSite/\\_layouts/15/user.aspx](https://georgebrown874.sharepoint.com/sites/EventPlanningSite/_layouts/15/user.aspx). The page title is 'Permissions - Event Planning Site'. The left sidebar has a red header 'WORLANYO' and a 'SharePoint' section. Under 'Permissions', there are tabs for 'Browse' (selected) and 'PERMISSIONS'. Sub-tabs include 'Grant Permissions', 'Group', 'Full User Permissions', 'Remove User Permissions', 'Check Permissions', 'Check', 'Access Request Settings', and 'Manage Site Collection Administrators'. A sidebar on the left lists site navigation items like Home, About One Contoso, Team calendar, Content scheduler list, Previous event, Documents, Conversations, Notebook, Site contents, and Recycle Bin. The main content area displays a table of permissions:

| Name                         | Type             | Permission Levels |
|------------------------------|------------------|-------------------|
| Event Planning Site Members  | SharePoint Group | Edit              |
| Event Planning Site Owners   | SharePoint Group | Full Control      |
| Event Planning Site Visitors | SharePoint Group | Read              |

The screenshot shows the SharePoint admin center interface. The top navigation bar includes 'File', 'Edit', 'View', 'History', 'Bookmarks', 'Profiles', 'Tab', 'Window', and 'Help'. The address bar shows the URL: [georgebrown874.sharepoint.com/sites/EventPlanningSite/\\_layouts/15/people.aspx?MembershipGroupId=5](https://georgebrown874.sharepoint.com/sites/EventPlanningSite/_layouts/15/people.aspx?MembershipGroupId=5). The page title is 'People and Groups - Event Planning Site Members'. The left sidebar has a red header 'WORLANYO' and a 'SharePoint' section. Under 'People and Groups', there are tabs for 'EP' (selected), 'Edit Links', and 'People and Groups'. The main content area shows a list of groups under 'Event Planning Site Members': Event Planning Site Members, Event Planning Site Visitors, Event Planning Site Owners, and More... A context menu is open over the 'Event Planning Site Members' group, showing options: 'Group Settings' (Manage settings such as group name and members), 'View Group Permissions' (View permissions this group has on sites, lists, and items), 'Make Default Group' (Make this group the default group for this site), and 'List Settings' (Manage settings such as columns and views). The right side of the screen shows columns for 'Job Title' and 'Department'.

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### E: Configuring group permissions

The screenshot shows a web browser window with the Microsoft 365 admin center URL: [georgebrown874.sharepoint.com/sites/EventPlanningSite/\\_layouts/15/editgrp.aspx?Group=Event%20Planning%20Site%20Members](https://georgebrown874.sharepoint.com/sites/EventPlanningSite/_layouts/15/editgrp.aspx?Group=Event%20Planning%20Site%20Members). The page title is "People and Groups > Change Group Settings".

**Left sidebar:**

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

**EDIT LINKS**

**Name and About Me Description:**

Type a name and description for the group.

**Name:** Event Planning Site Members

**About Me:**

Use this group to grant people contribute permissions to the SharePoint site: [Event Planning Site](#)

Click for help about adding HTML formatting.

**Group owner:** Event Planning Site Owners

**Group Settings:**

Specify who has permission to see the list of group members and who has permission to add and remove members from the group.

**Membership Requests:**

Specify whether to allow users to request membership in this group and allow users to request to leave the group. All requests will be sent to the e-mail address specified. If auto-

**Who can view the membership of the group?**

Group Members  Everyone

**Who can edit the membership of the group?**

Group Owner  Group Members

**Allow requests to join/leave this group?**

Yes  No

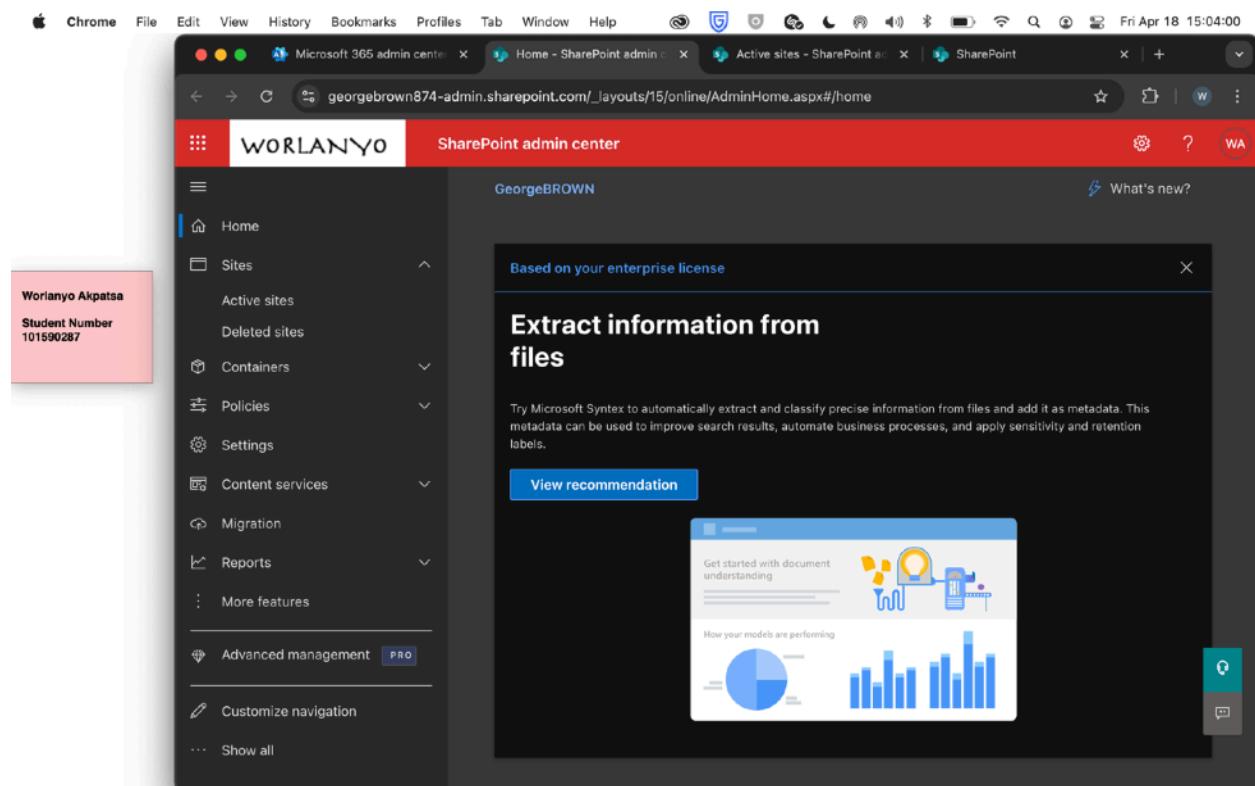
**Auto-accept requests?**

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

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### F: To configure external sharing, navigate back to Sharepoint Admin Centre Homepage



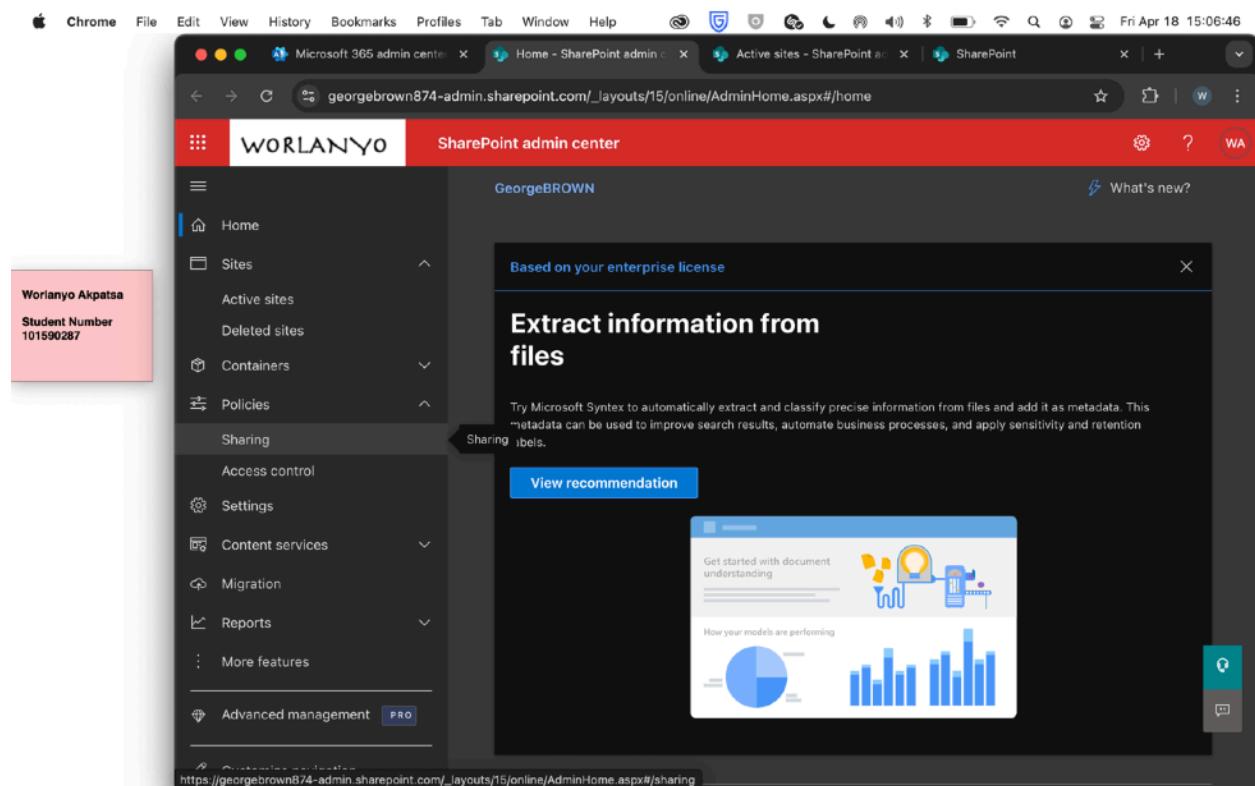
## Microsoft 365 Identity and Services II – Enterprise Administration

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Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### G: Select Policies->Sharing In the left pane



Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### H: Editing external sharing options for both Sharepoint and Onedrive

The screenshot shows the Microsoft 365 admin center interface. The left sidebar has a red header with the name 'WORLANYO'. Under the 'Sharing' section, it lists 'Active sites', 'Deleted sites', 'Containers', 'Policies' (with 'Sharing' selected), '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.' and 'Learn more about managing sharing settings'. Below this is the 'External sharing' section, which includes a heading 'Content can be shared with:' and two radio buttons: 'SharePoint' (selected) and 'OneDrive'. A slider bar indicates the sharing level from 'Most permissive' (left) to 'Least permissive' (right). The levels are: 'Anyone' (Users can share files and folders using links that don't require sign-in.), 'New and existing guests' (Guests must sign in or provide a verification code.), 'Existing guests' (Only guests already in your organization's directory.), and 'Only people in your organization' (No external sharing allowed.). At the bottom, there is a link 'You can further restrict sharing for each individual site and OneDrive. Learn how' and a button 'More external sharing settings ▾'. A pink box highlights the 'Sharing' section in the sidebar.

## Microsoft 365 Identity and Services II – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### G: More external Sharing settings

The screenshot shows the SharePoint admin center's Sharing page. On the left, there is a navigation sidebar with a red box highlighting the user information: "WORLANYO" and "Worlanyo Akpatsa Student Number 101590287". The main content area is titled "Sharing" and contains sections for "More external sharing settings" (with options like "Allow guests to share items they don't own" checked), "File and folder links" (with "Only people in your organization" selected), and "Choose the permission that's selected by default for sharing links" (with "Edit" selected). A "Save" button is at the bottom.

This screenshot shows the same SharePoint admin center Sharing page, but with different settings selected. The "File and folder links" section now has "Anyone with the link" selected. In the "Other settings" section, the "Edit" permission is still selected, but the "View" permission is now selected. Other checkboxes like "Show owners" and "Use short links" are also checked. A "Save" button is at the bottom.

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### 1.4: Verify that users can access and collaborate on the site.

#### A: Open Admin Center using another users credentials

The screenshot shows the Microsoft 365 Admin Center interface. The top navigation bar includes links for Home, Copilot, Users, Groups, Roles, Resources, Marketplace, Billing, Support, Settings, Setup, Reports, and Health. A sidebar on the left displays the user's name (Worlanyo Akpatsa) and student number (101590287). The main content area features a red header with the text "WORLANYO" and "Microsoft 365 admin center". Below this, there is a "Simplified view" section with options to "Add a user", "Reset password", and "Add a group". A greeting message says "Good afternoon, Hamish Bar" and notes that the simplified view focuses on common tasks for organizations like yours. A callout box highlights "Set up email with a custom domain". The "Your organization" section includes links for "Users", "Products", "Upcoming changes (5)", "Learn", "Search", "Help & support", and "Give Feedback". At the bottom, there are buttons for "Add user", "Reset password", "Action phone numbers", and a search bar.

## Microsoft 365 Identity and Services II – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### B: Access Sharepoint Admin Center and access the site

The screenshot shows the Microsoft 365 Admin Center interface. On the left, there's a sidebar with navigation links like Home, Sites, Active sites, Deleted sites, Containers, Policies, Settings, Content services, Migration, Reports, More features, Advanced manager, and Customize navigation. A red box highlights the 'Active sites' link. The main content area is titled 'Event Planning Site' and shows it's a 'Private group'. It has a blue icon with 'ES' and a thumbnail image. Below the title, there are tabs for General, Activity, Membership, and Settings, with 'General' selected. Under 'Basic info', it shows the name 'Event Planning Site', primary email 'EventPlanningSite@GeorgeBROWN.onmicrosoft.com', and a description 'Site for event Planning'. Under 'Site info', it shows the site name 'Event Planning Site', site address '...EventPlanningSite', hub association 'None', and a domain 'Template'. There are also sections for 'Email addresses' and 'Other info'.

The screenshot shows the SharePoint site homepage for the 'Event Planning Site'. The top navigation bar includes 'SharePoint' and a search bar. The left sidebar lists site navigation items: Home, About One Contoso, Team calendar, Content scheduler list, Previous event, Documents, Conversations, Notebook, Site contents, Recycle bin, and Edit. The main content area features a large image of a modern building and a handshake, with text overlays: 'About One Contoso event [Sample content]', 'Content scheduler list [Sample content]', and 'Previous event [Sample content]'. The bottom of the page shows 'Milestones' and 'Analytics' sections.

## Microsoft 365 Identity and Services II – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### C: Open Documents in the left pane and upload a document

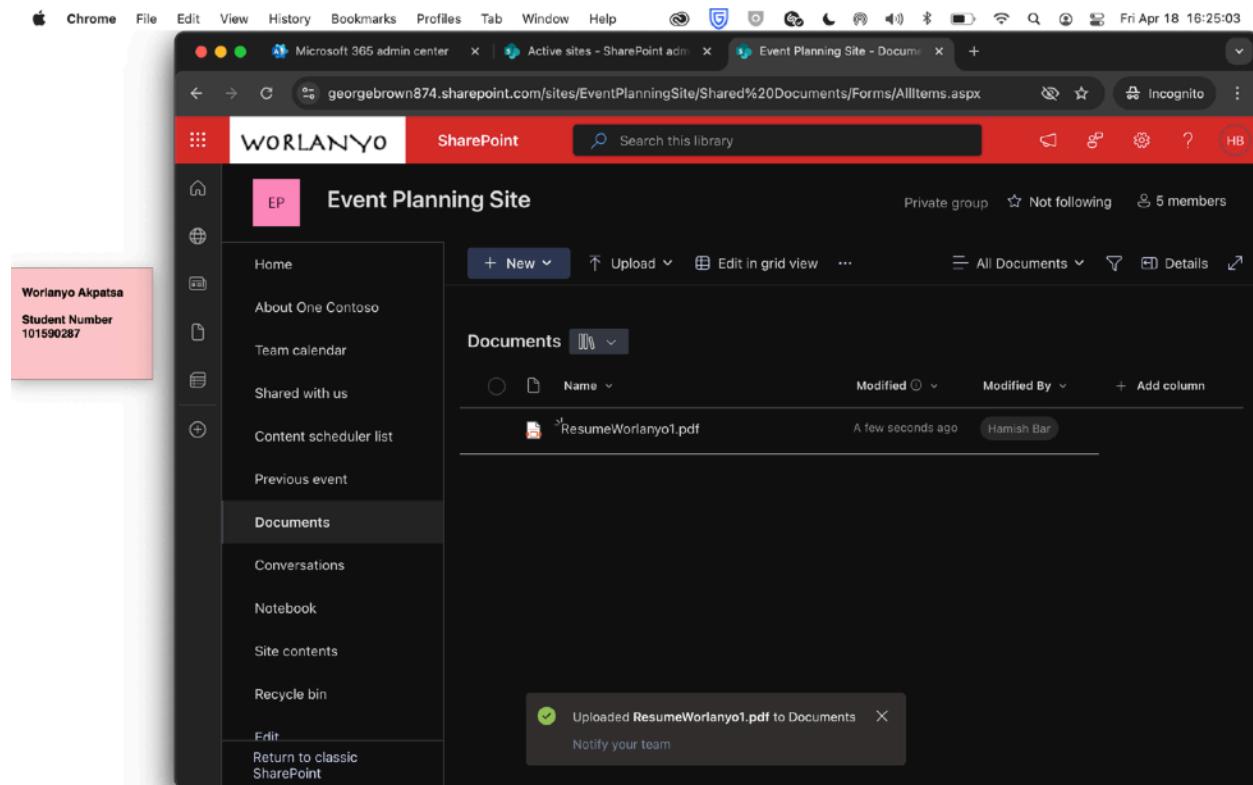
The screenshot shows a Microsoft 365 SharePoint library interface. The left sidebar has a red highlight on the 'Documents' link. The main content area displays a large white cloud icon with a colorful document icon inside. Below the icon, the text 'Your files will show up here' is centered, followed by the instruction 'Drag and drop files here to access them from any device.'

The screenshot shows a Microsoft 365 SharePoint library interface. The left sidebar has a red highlight on the 'Documents' link. A modal window is overlaid on the list, showing a file selection interface for 'ResumeWorlanyo1'. The modal includes a preview of the document and 'Cancel' and 'Open' buttons.

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

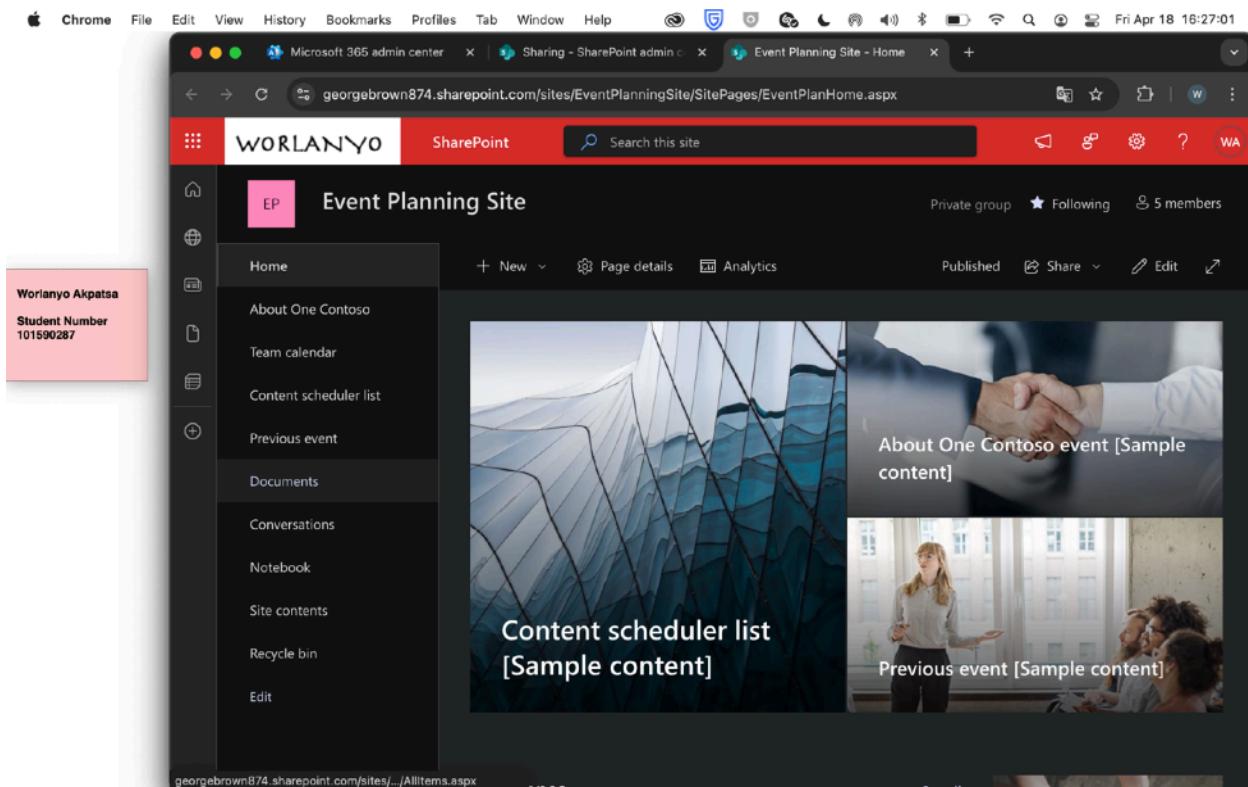
### D: Uploading Document



Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### E: View Document Folder As Previous User



## Microsoft 365 Identity and Services II – Enterprise Administration

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Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### F: Uploaded Document present

The screenshot shows a Microsoft SharePoint document library titled "Event Planning Site". The library interface includes a navigation bar with "WORLANYO" and "SharePoint" branding, a search bar, and various management buttons like "+ New", "Upload", and "Edit in grid view". A sidebar on the left provides links to "Home", "About One Contoso", "Team calendar", "Shared with us", "Content scheduler list", "Previous event", "Documents" (which is selected), "Conversations", "Notebook", "Site contents", "Recycle bin", "Edit", and "Return to classic SharePoint". The main content area displays a table for the "Documents" list, showing one item: "ResumeWorlanyo1.pdf" uploaded 2 minutes ago by Hamish Bar.

| Name                | Modified      | Modified By |
|---------------------|---------------|-------------|
| ResumeWorlanyo1.pdf | 2 minutes ago | Hamish Bar  |

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### ***Task 1 Summary***

I had an easy time doing task 1 because Sharepoint Admin Center is something we have touched on earlier in this course so I had already made myself familiar.

The task was to create a site for a project/team, configure its settings such as permissions and external sharing options, and ensure that users can access and collaborate on the site.

To begin I had to create a site. I navigated to the 365 Admin Center and selected Sharepoint under admin centers. This took me to Sharepoint Admin Center. I added a new site by clicking sites->active sites in the left panel and then create.

First thing I had to do was select what site I wanted and this was a team site.

Next was the template and I chose event planning. I then had to give my site a name (event planning site) and then assign my current admin user as the owner.

For my privacy settings, I made it a private site. I then added my members; only a select few.

After this I had to configure the site settings. To do this, I selected the settings icon in the top right corner of the Sharepoint Admin Center. This opens a little pop up window where I selected Site permissions to edit the permissions.

I did not know that you could add members using this pop up window; this was something new that I discovered so I used it to my advantage and added an extra member. After this I clicked Advanced Permission Settings to do some further configuration. I allowed user requests to leave the group and made it auto accept.

To configure the external sharing, I went back to the Sharepoint Admin Center Homepage and selected Policies->Sharing in the left pane. I edited the sliders to allow content to be shared with new and existing guests on Sharepoint as well as Onedrive. I did some further settings on the same page, clicked save and concluded my site configuration.

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

**Now it was time to test if the users could access and collaborate. To do this, I logged into 365 using the credentials of another user who is one of the members included in the site.**

I then went to the Sharepoint Admin Center Homepage. I clicked on sites->active sites and. the site that was created was there. So I clicked on it and then opened its homepage.

I decided the way I would test if the users could collaborate is to upload a document to the documents tab. I successfully uploaded a document from my computers desktop.

To verify, I opened the site using my first admin account and opened the documents tab. Lucky for me, the document was there showing that it was successful.

It was very nice to revisit Sharepoint; I had a good time doing this task.

## Microsoft 365 Identity and Services II – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

## TASK 2: APPLICATION ADMINISTRATION

### 2.1: Identify five of the app types associated with Windows Devices

A: Navigate to 365 Admin Center and select Microsoft Intune under Admin Centers in the left pane

The screenshot shows a web browser window with three tabs open: "Microsoft 365 admin center", "Sharing - SharePoint admin c", and "Event Planning Site - Document". The main content area is titled "Microsoft 365 admin center" and features a red header bar with the name "WORLANYO". On the left, there is a navigation sidebar with a pink header bar containing the student's name and ID. The sidebar includes sections for "Setup", "Reports", "Health", "Admin centers" (which lists "Security", "Compliance", "Microsoft Intune", "Identity", "Exchange", "SharePoint", "Power Platform", and "All admin centers"), and "Customize navigation". The "Microsoft Intune" option is highlighted with a blue selection bar. The main content area displays a greeting "Good afternoon, Worlanyo Akpatsa" and a section titled "For organizations like yours" with a "Set up email with a custom domain" card. At the bottom, there are links for "Users", "Products", "Upcoming changes (5)", "Learn", "Sell", "Help & support", and "Give Feedback".

## Microsoft 365 Identity and Services II – Enterprise Administration

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Student Name: Worlanyo Akpatsa  
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Term: Winter 2025

### B: Intune Homepage

The screenshot shows the Microsoft Intune admin center interface. At the top, there's a navigation bar with links for Home, Dashboard, All services, Devices, Apps, Endpoint security, Reports, Users, Groups, Tenant administration, and Troubleshooting + support. On the far right of the top bar, it shows the user's name, WorlanyoAkpatsa@Geo... GEORGEBROWN, and a profile picture. Below the navigation bar is a header with the text "GeorgeBROWN" and a subtitle "Securely manage devices, access, and apps with Intune". A sub-subtext below it says "Maximize productivity and simplify administration without compromising endpoint management and security." To the left of the main content area is a sidebar with the same navigation links as the top bar. The main content area features a "Status" section with four items: "Devices not in compliance" (0), "Configuration policies with error or conflict" (0), "Client app install failure" (0), "Connector errors" (0), "Service health" (Unhealthy), and "Account status" (Active). The background of the main content area has a dark blue gradient.

## Microsoft 365 Identity and Services II – Enterprise Administration

Student Name: Worlanyo Akpatsa  
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Term: Winter 2025

### IDENTIFY FIVE APP TYPES ASSOCIATED WITH WINDOWS DEVICES

A: In the left hand menu of intune homepage, select apps->all apps

This screenshot shows the Microsoft Intune Admin Center interface. The left sidebar has a red box highlighting the 'Apps' option under 'All services'. The main content area is titled 'Apps | Overview'. It features a search bar, a refresh button, and a 'Manage apps by platform' section with four categories: Windows, iOS/iPadOS, macOS, and Android. Below this is an 'App install status' section showing 'No app installation errors detected'. At the bottom, there's a 'Discovered apps' section with a note about managed and unmanaged apps.

This screenshot shows the 'All Apps' page within the Microsoft Intune Admin Center. The left sidebar again highlights the 'Apps' option. The main content area is titled 'Apps | All Apps'. It includes a search bar, a 'Create' button, and a table with columns for Name, Platform, Type, and Version. The table is currently empty, displaying a message 'No data found' with a hexagonal icon.

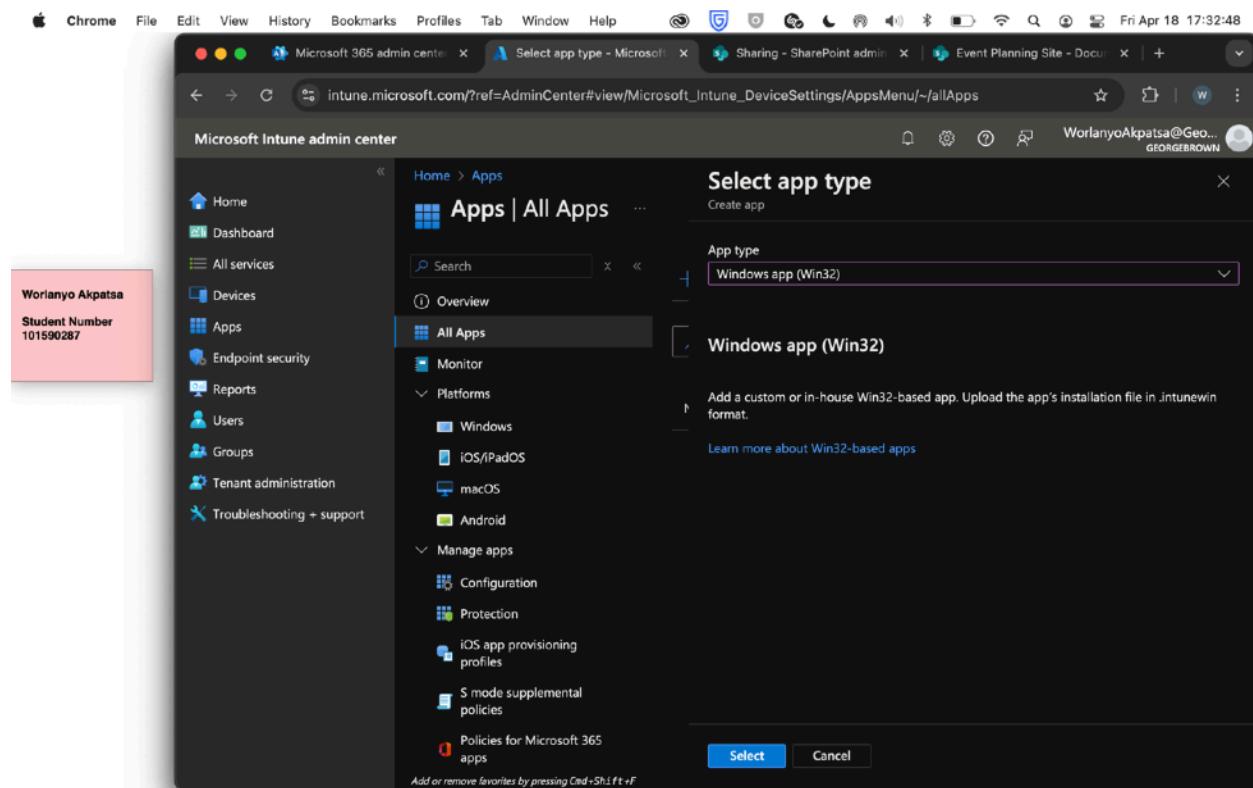
## Microsoft 365 Identity and Services II – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

**B: Click create to attempt to create an app and view the different app types**

### WINDOWS APP (WIN 32)



The screenshot shows a web browser window with multiple tabs open. The active tab is titled "Select app type - Microsoft" and is displaying the Microsoft Intune admin center interface. The URL in the address bar is [intune.microsoft.com/?ref=AdminCenter#view/Microsoft\\_Intune\\_DeviceSettings/AppsMenu/~/allApps](https://intune.microsoft.com/?ref=AdminCenter#view/Microsoft_Intune_DeviceSettings/AppsMenu/~/allApps). The user is logged in as "WorlanyoAkpatsa@Geo... GEORGEBROWN".

The left sidebar menu includes options like Home, Dashboard, All services, Devices, Apps, Endpoint security, Reports, Users, Groups, Tenant administration, and Troubleshooting + support. A red box highlights the "Student Number 101590287" in the user profile area.

The main content area is titled "Select app type" with a "Create app" button. The "App type" dropdown is set to "Windows app (Win32)". The "All Apps" section is selected under the "Platforms" category, which also includes iOS/iPadOS, macOS, and Android. Below this, there's a note about adding a custom or in-house Win32-based app and a link to learn more about Win32-based apps. At the bottom of the dialog are "Select" and "Cancel" buttons.

## Microsoft 365 Identity and Services II – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### WINDOWS WEB LINK

The screenshot shows a Chrome browser window with several tabs open. The active tab is 'intune.microsoft.com/?ref=AdminCenter#/view/Microsoft\_Intune\_DeviceSettings/AppsMenu/~allApps'. The page displays the 'Microsoft Intune admin center' interface. On the left, there's a sidebar with navigation links: Home, Dashboard, All services, Devices, Apps, Endpoint security, Reports, Users, Groups, Tenant administration, and Troubleshooting + support. A red box highlights the 'Student Number 101590287' in the sidebar. The main content area shows a search bar and a list of app categories under 'All Apps': Monitor, Platforms (Windows, iOS/iPadOS, macOS, Android), Manage apps (Configuration, Protection, iOS app provisioning profiles, S mode supplemental policies, Policies for Microsoft 365 apps). A modal dialog titled 'Select app type' is open, with 'Windows web link' selected in the 'App type' dropdown. The dialog includes instructions: 'To add a Windows web link, copy and paste a website URL into App information. For Windows 10 and later devices, a shortcut to the website is added to the Start menu.' It also has a 'Learn more about web links for Windows' link. At the bottom of the dialog are 'Select' and 'Cancel' buttons.

## Microsoft 365 Identity and Services II – Enterprise Administration

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Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### MICROSOFT EDGE FOR WINDOWS 10 & LATER

The screenshot shows a Chrome browser window with several tabs open. The active tab is 'intune.microsoft.com/?ref=AdminCenter#/view/Microsoft\_Intune\_DeviceSettings/AppsMenu/~/allApps'. The page title is 'Microsoft Intune admin center'.

The left sidebar contains navigation links: Home, Dashboard, All services, Devices, Apps, Endpoint security, Reports, Users, Groups, Tenant administration, and Troubleshooting + support. A red box highlights the 'Student Number 101590287' link under the user profile.

The main content area shows a search bar and a 'Select app type' dropdown set to 'Windows 10 and later'. Below this, a list of apps is displayed, with 'Microsoft Edge for Windows 10 and later' selected. A tooltip provides information about adding Microsoft Edge to managed devices running Windows 10 or later.

At the bottom of the page, there is a note: 'Add or remove favorites by pressing Ctrl+Shift+F'.

## Microsoft 365 Identity and Services II – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### LINE OF BUSINESS APP FOR WINDOWS

The screenshot shows a web browser window for the Microsoft Intune admin center. The URL is [intune.microsoft.com/?ref=AdminCenter#/view/Microsoft\\_Intune\\_DeviceSettings/AppsMenu/~allApps](https://intune.microsoft.com/?ref=AdminCenter#/view/Microsoft_Intune_DeviceSettings/AppsMenu/~allApps). The page title is "Select app type - Microsoft". The left sidebar includes links for Home, Dashboard, All services, Devices, Apps (which is selected), Endpoint security, Reports, Users, Groups, Tenant administration, and Troubleshooting + support. A red box highlights the "Worlanyo Akpatsa" and "Student Number 101590287" information in the top-left corner. The main content area shows a search bar and a list of app types under "App type". The "Line-of-business app" option is selected, indicated by a blue border. Below it, there is a note about uploading installation files and supported platforms: Windows, iOS/iPadOS, macOS, and Android. At the bottom right of the modal are "Select" and "Cancel" buttons.

## Microsoft 365 Identity and Services II – Enterprise Administration

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Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### MICROSOFT 365 APPS FOR WINDOWS 10 & LATER

The screenshot shows a web browser window with multiple tabs open. The active tab is 'intune.microsoft.com/?ref=AdminCenter#view/Microsoft\_Intune\_DeviceSettings/AppsMenu/~allApps'. The left sidebar of the Microsoft Intune admin center is visible, showing navigation links like Home, Dashboard, All services, Devices, Apps, Endpoint security, Reports, Users, Groups, Tenant administration, and Troubleshooting + support. A pink rectangular box highlights the 'Student Number' section in the sidebar, which displays 'Worlanyo Akpatsa' and 'Student Number 101590287'. The main content area is titled 'Select app type' with a sub-section 'Apps | All Apps'. A dropdown menu for 'App type' is set to 'Windows 10 and later'. Below this, a section titled 'Microsoft 365 Apps for Windows 10 and later' is shown, with a description: 'Add Microsoft 365 Apps to install your choice of Microsoft 365 Apps on managed devices running Windows 10 or later. Users must have an account and license to use these apps.' At the bottom of this section are 'Select' and 'Cancel' buttons.

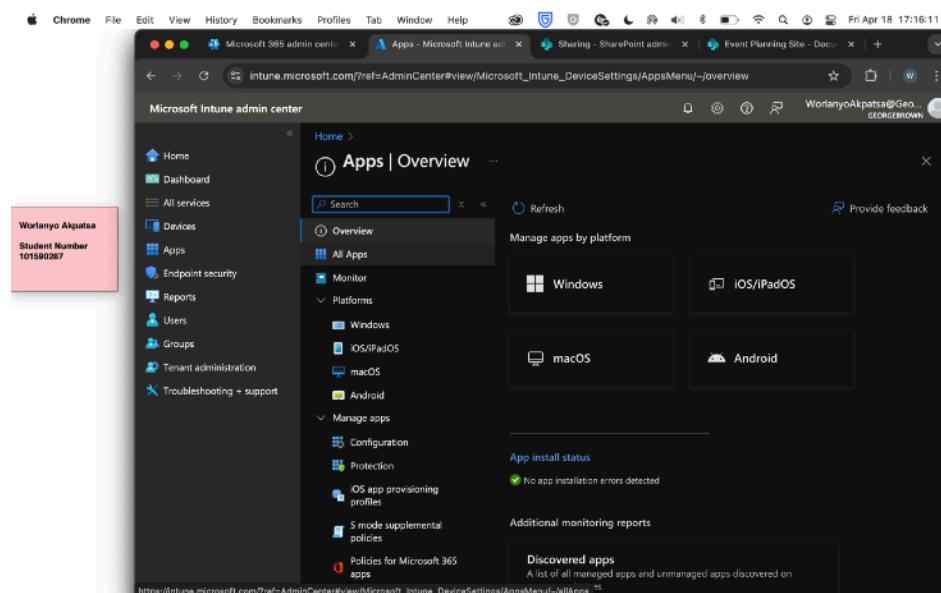
## Microsoft 365 Identity and Services II – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

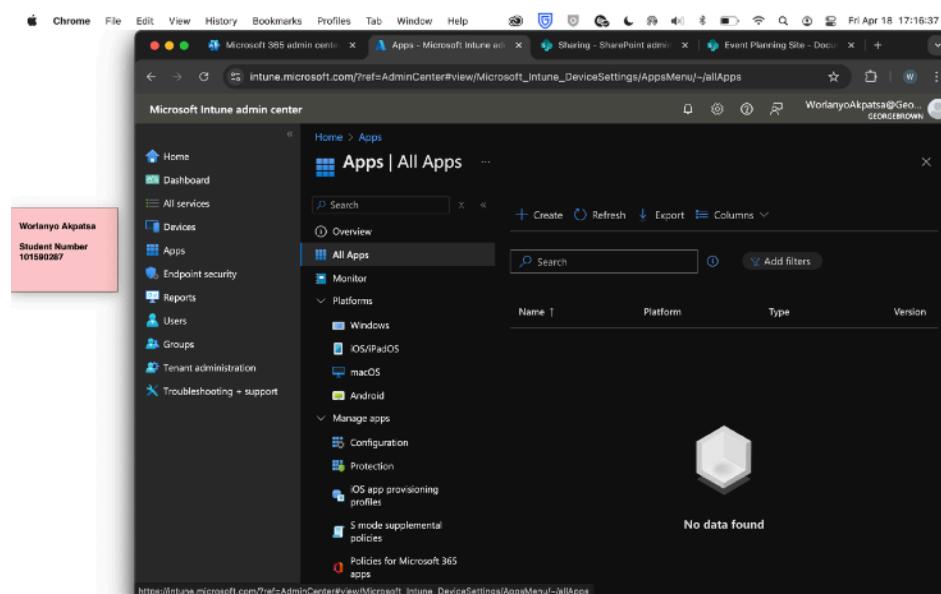
Term: Winter 2025

### IDENTIFY FIVE APP TYPES ASSOCIATED WITH ANDROID DEVICES

A: In the left hand menu of intune homepage, select apps->all apps



This screenshot shows the Microsoft Intune Admin Center interface. The left sidebar has a red box highlighting the 'Student Number' section, which displays 'Worlanyo Akpatsa' and 'Student Number 101590287'. The main content area is titled 'Apps | Overview'. It features a search bar and a refresh button. On the right, there's a 'Manage apps by platform' section with four categories: Windows, iOS/iPadOS, macOS, and Android. The 'Android' category is selected, indicated by a blue border. Below this, there's a 'Discoverd apps' section with a note about managed and unmanaged apps.



This screenshot shows the 'All Apps' page within the Microsoft Intune Admin Center. The left sidebar has a red box highlighting the 'Student Number' section, which displays 'Worlanyo Akpatsa' and 'Student Number 101590287'. The main content area is titled 'Apps | All Apps'. It includes a search bar and filter options. The 'Platforms' section shows icons for Windows, iOS/iPadOS, macOS, and Android. The 'Android' icon is highlighted with a blue border. Below the platforms, there's a table with columns for Name, Platform, Type, and Version. A large hexagonal placeholder image is shown, and the text 'No data found' is displayed at the bottom.

## Microsoft 365 Identity and Services II – Enterprise Administration

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Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

**B: Click create to attempt to create an app and view the different app types**

### ANDROID STORE APP

The screenshot shows a web browser window with the Microsoft Intune admin center open. The URL in the address bar is `intune.microsoft.com/?ref=AdminCenter#/view/Microsoft_!ntune_DeviceSettings/AppsMenu/~/allApps`. The page title is "Microsoft Intune admin center". On the left, there is a sidebar with navigation links: Home, Dashboard, All services, Devices, Apps (which is selected), Endpoint security, Reports, Users, Groups, Tenant administration, and Troubleshooting + support. A pink box highlights the "Student Number 101590287" in the sidebar. The main content area shows the "All Apps" section under "Apps | All Apps". A modal dialog titled "Select app type" is open, with "Android store app" selected in the "App type" dropdown. The "Platforms" section shows "Android" as an option. At the bottom of the dialog are "Select" and "Cancel" buttons.

## Microsoft 365 Identity and Services II – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### ANDROID ENTERPRISE SYSTEM APP

The screenshot shows a web browser window for the Microsoft Intune admin center. The URL is [intune.microsoft.com/?ref=AdminCenter#view/Microsoft\\_Intune\\_DeviceSettings/AppsMenu/-/allApps](https://intune.microsoft.com/?ref=AdminCenter#view/Microsoft_Intune_DeviceSettings/AppsMenu/-/allApps). The page title is "Select app type - Microsoft Intune". The left sidebar shows navigation options like Home, Dashboard, All services, Devices, Apps, Endpoint security, Reports, Users, Groups, Tenant administration, and Troubleshooting + support. A pink box highlights the user information: "Worlanyo Akpatsa" and "Student Number 101590287". The main content area is titled "Select app type" with a sub-section "Apps | All Apps". A search bar shows "Search" and a dropdown menu set to "Android Enterprise system app". Below this, a section titled "Android Enterprise system app" is described with the text: "Add an Android Enterprise system app to your dedicated or fully managed Android Enterprise devices. Contact the device manufacturer to get the app's package name." There are "Select" and "Cancel" buttons at the bottom. A small note at the bottom left says "Add or remove favorites by pressing Ctrl+Shift+F".

## Microsoft 365 Identity and Services II – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### MANAGED GOOGLE PLAY APP

The screenshot shows a web browser window for the Microsoft Intune admin center. The URL in the address bar is `intune.microsoft.com/?ref=AdminCenter#/view/Microsoft_Intune_DeviceSettings/AppsMenu/~/allApps`. The browser's title bar includes "Microsoft 365 admin center", "Select app type - Microsoft", "Sharing - SharePoint admin", and "Event Planning Site - Docu...". The top right corner shows the user's name, "WorlanyoAkpatsa@Geo...", and "GEORGEBROWN".

The left sidebar menu is visible, showing options like Home, Dashboard, All services, Devices, Apps, Endpoint security, Reports, Users, Groups, Tenant administration, and Troubleshooting + support. A pink rectangular box highlights the "Worlanyo Akpatsa" and "Student Number 101590287" information in the sidebar.

The main content area is titled "Select app type" with a sub-section "Create app". A dropdown menu labeled "App type" is set to "Managed Google Play app". Below this, a section titled "Managed Google Play app" is shown, with a note: "Search the built-in managed Google Play store to find and add apps for Android Enterprise devices." A link "Learn more about managed Google Play store apps" is provided. At the bottom of this section are "Select" and "Cancel" buttons.

## Microsoft 365 Identity and Services II – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### LINE OF BUSINESS APP

The screenshot shows a web browser window for the Microsoft Intune admin center. The URL in the address bar is `intune.microsoft.com/?ref=AdminCenter#/view/Microsoft_Intune_DeviceSettings/AppsMenu/-/allApps`. The page title is "Microsoft Intune admin center". On the left, there is a sidebar with navigation links: Home, Dashboard, All services, Devices, Apps, Endpoint security, Reports, Users, Groups, Tenant administration, and Troubleshooting + support. A red box highlights the "Worlanyo Akpatsa" and "Student Number 101590287" information in the top right corner of the sidebar. The main content area shows a "Select app type" dialog. The "App type" dropdown is set to "Line-of-business app". The "Line-of-business app" section is expanded, showing instructions to upload a custom or in-house app with supported file extensions: Android (APK), iOS (IPA), macOS (pkg), and Windows (.msi, .appx, .appxbundle, .msix, and .msixbundle). There are "Select" and "Cancel" buttons at the bottom of the dialog. The status bar at the bottom of the browser window shows the date and time: Fri Apr 18 17:50:29.

## Microsoft 365 Identity and Services II – Enterprise Administration

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Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### BUILT IN APP

The screenshot shows a browser window with the Microsoft Intune admin center URL: [intune.microsoft.com/?ref=AdminCenter#/view/Microsoft\\_Intune\\_DeviceSettings/AppsMenu/~/allApps](https://intune.microsoft.com/?ref=AdminCenter#/view/Microsoft_Intune_DeviceSettings/AppsMenu/~/allApps). The user is logged in as WorlanyoAkpatsa@Geo... GEORGEBROWN. On the left, there's a sidebar with navigation links like Home, Dashboard, All services, Devices, Apps, Endpoint security, Reports, Users, Groups, Tenant administration, and Troubleshooting + support. A pink box highlights the 'Student Number 101590287' in the sidebar. The main area is titled 'Select app type' with a sub-section 'Built-In app'. Under 'Built-In app', it says 'Add managed Microsoft 365 and managed non-Microsoft apps for Android and iOS devices.' There are 'Select' and 'Cancel' buttons at the bottom. A note at the bottom of the page says 'Add or remove favorites by pressing Ctrl+Shift+F'.

## Microsoft 365 Identity and Services II – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### 2.3: IDENTIFY WHAT DEVICES ARE COMPATIBLE WITH APP PROTECTION POLICIES

#### A: Navigate to apps in Microsoft Intune and select manage apps->protection

This screenshot shows the Microsoft Intune Admin Center's Apps | Overview page. The left sidebar includes options like Home, Dashboard, All services, Devices, Apps, Endpoint security, Reports, Users, Groups, Tenant administration, and Troubleshooting + support. The main area displays four platform categories: Windows, iOS/iPadOS, macOS, and Android. Below these are sections for App install status (showing 'No app installation errors detected') and Additional monitoring reports. A 'Discovered apps' section lists managed and unmanaged apps discovered on corporate devices.

This screenshot shows the Microsoft Intune Admin Center's Apps | Protection page. The left sidebar is identical to the previous screen. The main area features a search bar and filter options for Overview, All apps, Monitor, Platforms, and Manage apps. Under Manage apps, the 'Protection' section is selected, showing sub-options for iOS app provisioning profiles, 5 mode supplemental policies, Policies for Microsoft 365 apps, App selective wipe, Quiet time, and Policy sets. A message at the bottom states 'You have no policies.'

## Microsoft 365 Identity and Services II – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

**B: Attempt to create policy by clicking create. The devices are iOS/iPadOS, Android, Windows,**

The screenshot shows the Microsoft Intune admin center interface. On the left, there is a sidebar with various navigation options: Home, Dashboard, All services, Devices, Apps, Endpoint security, Reports, Users, Groups, Tenant administration, and Troubleshooting + support. A red box highlights the 'Devices' option. On the right, the main content area is titled 'Apps | Protection'. It features a search bar and a 'Create' button. Below the search bar, there are filters for 'iOS/iPadOS', 'Android', and 'Windows'. The table below shows one item: 'Windows Information Protection'. At the bottom, it says 'You have no policies.' and includes a note: 'Add or remove favorites by pressing Ctrl+Shift+F'.

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### 2.4: IDENTIFY TO WHAT OBJECTS CAN APP CONFIGURATIONS POLICIES BE APPLIED TO

#### A: Navigate to intune homepage and select apps->configuration

The screenshot shows a web browser window for the Microsoft Intune admin center. The URL in the address bar is [https://intune.microsoft.com/?ref=AdminCenter#view/Microsoft\\_Intune\\_DeviceSettings/AppsMenu/-/configuration](https://intune.microsoft.com/?ref=AdminCenter#view/Microsoft_Intune_DeviceSettings/AppsMenu/-/configuration). The page title is "Home > Apps | Configuration". On the left, there is a navigation sidebar with various links: Home, Dashboard, All services, Devices, Apps, Endpoint security, Reports, Users, Groups, Tenant administration, and Troubleshooting + support. A red box highlights the "Apps" link in the sidebar. The main content area displays a table with columns for Name, Management type, Platform, Scope tags, and Last ed. Below the table, it says "No app config policies" and features a large hexagonal icon.

## Microsoft 365 Identity and Services II – Enterprise Administration

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Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### B: Create Policy by clicking create->managed devices

The screenshot shows the Microsoft Intune admin center interface. The left sidebar has a pink box containing the user's name and student number. The main area is titled 'Apps | Configuration' and shows a list of managed apps. A large hexagonal icon and the text 'No app config policies' are displayed.

## Microsoft 365 Identity and Services II – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### C: Creating policy and observing what objects app configurations can be applied to (Groups, users, devices)

This screenshot shows the 'Create app configuration policy' wizard in the Microsoft Intune admin center. The 'Basics' tab is selected. The 'Name' field contains 'Test Config'. The 'Device enrollment type' is set to 'Managed devices'. The 'Platform' is set to 'iOS/iPadOS'. The 'Targeted app' is 'Apple Music'. The left sidebar shows navigation links for Home, Dashboard, All services, Devices, Apps, Endpoint security, Reports, Users, Groups, Tenant administration, and Troubleshooting + support. A red box highlights the 'Worlanyo Akpatsa Student Number 101590287' section in the top-left corner.

This screenshot shows the 'Create app configuration policy' wizard in the Microsoft Intune admin center. The 'Assignments' tab is selected. Under 'Included groups', there are three options: 'Add groups', 'Add all users', and 'Add all devices'. Below this, there is a 'Groups' section with a note stating 'No groups selected'. Under 'Excluded groups', there is a note: 'When excluding groups, you cannot mix user and device groups across include and exclude. Click here to learn more about excluding groups.' There is also a 'Add groups' button and a 'Groups' section with a note 'No groups selected'. The left sidebar shows navigation links for Home, Dashboard, All services, Devices, Apps, Endpoint security, Reports, Users, Groups, Tenant administration, and Troubleshooting + support. A red box highlights the 'Worlanyo Akpatsa Student Number 101590287' section in the top-left corner.

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### 2.5: IDENTIFY ALL BUILT-IN APPLICATION CATEGORIES

A: Navigate to apps on the left pane in intune and then select app categories under organize apps

The screenshot shows the Microsoft Intune admin center interface. The left sidebar is collapsed, and the main content area is the 'Apps | Overview' page. The 'Organize apps' section is expanded, showing 'App categories' as the selected item. Other items in this section include 'Assignment filters' and 'Help and support'. Below this, there are sections for 'eBooks', 'Help and support', and 'Discovered apps'. The 'Discovered apps' section indicates 'No app installation errors detected'. The top navigation bar shows the URL as [https://intune.microsoft.com/?ref=AdminCenter#view/Microsoft\\_Intune\\_DeviceSettings/AppsMenu/~/overview](https://intune.microsoft.com/?ref=AdminCenter#view/Microsoft_Intune_DeviceSettings/AppsMenu/~/overview).

## Microsoft 365 Identity and Services II – Enterprise Administration

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Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### B: All application categories

The screenshot shows the Microsoft Intune admin center interface. On the left, there is a sidebar with various navigation options: Home, Dashboard, All services, Devices, Apps, Endpoint security, Reports, Users, Groups, Tenant administration, and Troubleshooting + support. A red box highlights the 'Apps' option in the sidebar. The main content area is titled 'Apps | App categories'. It features a search bar and a 'Add' button. A secondary search bar is also present. A list of app categories is displayed, each with a three-dot menu icon. The categories are:

- Books & Reference
- Business
- Collaboration & Social
- Computer management
- Data management
- Development & Design
- Other apps
- Photos & Media
- Productivity

At the bottom of the main content area, there is a note: "Add or remove favorites by pressing *Ctrl+Shift+F*".

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### ***Task 2 Summary***

I had a fun time working on task 2 for this activity because it showed me much more about Application Administration in Microsoft Intune than I knew before.

To begin, I had to identify 5 of the app types associated with Windows devices as well as Android devices. To do this, I had to access Microsoft Intune.

First thing I did to achieve this is to access Microsoft 365 Admin Center Home-page. I then scrolled down of the left pane and selected Microsoft Intune which was under Admin Centers. This opens the Microsoft Intune Homepage.

In the left hand menu, I selected apps and then all apps.

To view the app types associated with specific devices, I had to click “Add” to start adding a new app. Here, the window that opens shows the various app types and I was able to identify 5 different app types associated with Windows and 5 different app types associated with Android.

For Windows, I found these 5 app types: WINDOWS APP (WIN 32), WINDOWS WEB LINK, MICROSOFT EDGE FOR WINDOWS 10 & LATER, LINE OF BUSINESS APP FOR WINDOWS, MICROSOFT 365 APPS FOR WINDOWS 10 & LATER

For Android, I found these 5 app types: ANDROID STORE APP, ANDROID ENTERPRISE SYSTEM APP, MANAGED GOOGLE PLAY APP, LINE OF BUSINESS APP, BUILT IN APP

Next subtask in this section asked to identify what devices are compatible with app protection policies. Still in Microsoft Intune, I navigated to the homepage and selected apps. When the apps page opened, I chose Protection on the left pane. On the protection window, I clicked create to start creating a policy. A drop down menu shows with all the compatible devices (ios/ipadOS, Android, Windows).

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

The next task was to identify to what objects can app configuration policies be applied to. To do this I clicked on apps in the left pane on intune and chose configuration and attempted to create a configuration policy.

In the configuration policy creation wizard, it gets to a point where you can observe the objects the app configurations can be applied to. And these objects are groups, users and devices.

Lastly, I had to identify all built-in application categories. This was the most straightforward task to do. All I had to do was navigate to apps on the left pane in intune and then under organize apps, choose app categories. It opens a window which displays all the built-in application categories.

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### TASK 3: IMPLEMENT AND MANAGE ONEDRIVE FOR BUSINESS

#### 3.1: Access Admin Center

##### A: Navigate to 365 Admin Center and Open Sharepoint

The screenshot shows the Microsoft 365 Admin Center interface. On the left, there's a navigation sidebar with a red header bar containing the user's name, Worlanyo Akpatsa, and student number, 101590287. The sidebar includes sections for Setup, Reports, Health, Admin centers (Security, Compliance, Microsoft Intune, Identity, Exchange), SharePoint, Power Platform, All admin centers, and Customize navigation. The main content area has a red header bar with the title "Microsoft 365 admin center". Below it, there's a "Good evening, Worlanyo Akpatsa" greeting and a message about the simplified view. A callout box highlights "Set up email with a custom domain". At the bottom, there are links for Users, Products, Upcoming changes (5), Learn, Search, Help & support, and Give Feedback.

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### 3.2: Configure Onedrive settings such as storage limits and sharing options for a user

A: In the left pane of the Sharepoint Admin Center, select settings

The screenshot shows the SharePoint Admin Center interface. The top navigation bar includes links for Home, SharePoint admin center, and Microsoft 365 admin. The main content area has a red header bar with the name 'WORLANYO'. The left sidebar contains a navigation menu with the following items: Home, Sites (Active sites, Deleted sites), Containers, Policies (Sharing, Access control), Settings (selected), Content services, Migration, Reports, More features, and Advanced management (PRO). The main content area is titled 'Settings' and lists various configuration options:

| App        | Name                   | Description                                                    |
|------------|------------------------|----------------------------------------------------------------|
| SharePoint | Home sites             | Set up home sites that link to Viva Connections experiences    |
| SharePoint | Notifications          | Allow mobile app notifications about site activity             |
| SharePoint | Pages                  | Allow users to create and comment on modern pages              |
| SharePoint | Site creation          | Set default settings for new sites                             |
| SharePoint | Site storage limits    | Use automatic or manual site storage limits                    |
| SharePoint | Version history limits | Set how many file versions are kept in SharePoint and OneDrive |
| OneDrive   | Notifications          | Allow notifications about file activity                        |
| OneDrive   | Retention              | Set the default OneDrive retention for deleted users           |
| OneDrive   | Storage limit          | Set the default storage limit for users                        |

At the bottom of the page, there is a note: 'Manage sync settings for OneDrive and SharePoint'.

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### B: Open OneDrive Storage Limit and edit default storage limit

The screenshot shows a web browser window with three tabs: 'Settings - SharePoint admin' (active), 'Settings - Microsoft 365 admin', and 'New Tab'. The main content area is the 'SharePoint admin center' for user 'WORLANYO'. The left sidebar has a red header bar with the user's name and student number. The 'Settings' section is selected. A modal dialog box titled 'Default storage limit' is open over the page. It contains a description: 'Set the OneDrive storage limit for all new and existing users who are assigned a qualifying license. If you've set specific storage limits for certain users, changing this setting won't affect their storage.' Below this is a link 'Learn more about setting OneDrive storage limits'. A table lists storage limits for various apps: SharePoint (Notifications, Pages, Site creation, Site storage limit, Version history), OneDrive (Notifications, Retention, Storage limit, Sync). The 'Site storage limit' row for SharePoint is selected, showing a value of '2048 GB'. At the bottom of the dialog are 'Save' and 'Cancel' buttons.

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### C: Configuring OneDrive storage retention by opening Retention

The screenshot shows the SharePoint admin center interface. On the left, there's a navigation menu with items like Home, Sites, Containers, Policies, Sharing, Access control, Settings (which is selected), Content services, Migration, Reports, More features, Advanced management (PRO), and Customize navigation. A pink sidebar on the left displays the user's name, Worlanyo Akpatsa, and student number, 101590287. The main content area has two tabs: 'Settings' and 'Retention'. The 'Retention' tab is active, showing a table of retention rules for various SharePoint and OneDrive entities. One rule for OneDrive retention is highlighted, showing a value of 45 days. Below the table, there's a note about retaining deleted users' OneDrive data for 30 to 3650 days. At the bottom right are 'Save' and 'Cancel' buttons.

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### D: Configuring Sharing options by visiting Sharepoint Admin Center Homepage And clicking Policies->Sharing in the left pane

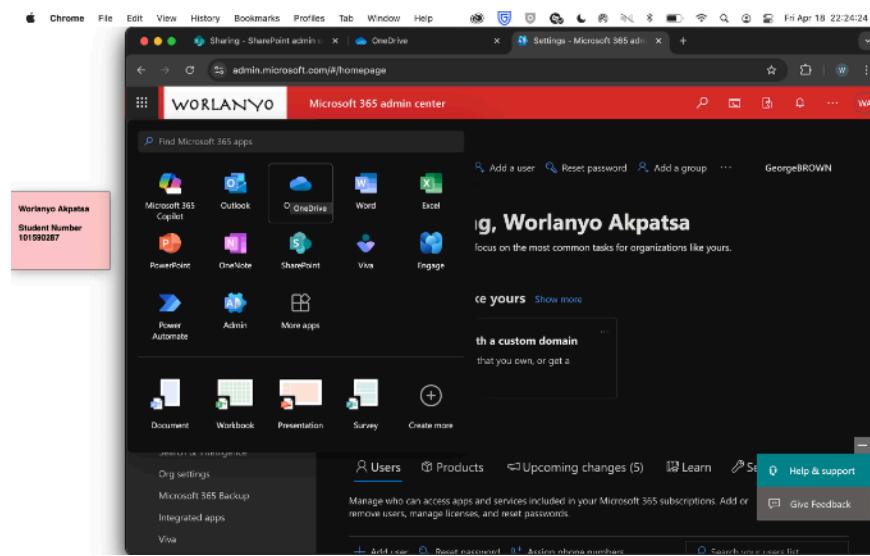
The screenshot shows the SharePoint Admin Center Sharing page. The left sidebar has a red header "WORLANYO" and includes sections for Home, Sites, Containers, Policies (selected), Settings, Content services, Migration, Reports, More features, Advanced management (PRO), and Customize navigation. A pink box highlights the "WORLANYO" header and the "Policies" section in the sidebar. 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 links to "Learn more about managing sharing settings". Below this is the "External sharing" section, which says "Content can be shared with:" and lists "SharePoint" and "OneDrive". It shows a slider from "Most permissive" to "Least permissive" with four options: "Anyone" (Users can share files and folders using links that don't require sign-in), "New and existing guests" (Guests must sign in or provide a verification code), "Existing guests" (Only guests already in your organization's directory), and "Only people in your organization" (No external sharing allowed). A link "You can further restrict sharing for each individual site and OneDrive. Learn how" and a "More external sharing settings" button are at the bottom. The bottom of the page has a "File and folder links" section.

## Microsoft 365 Identity and Services II – Enterprise Administration

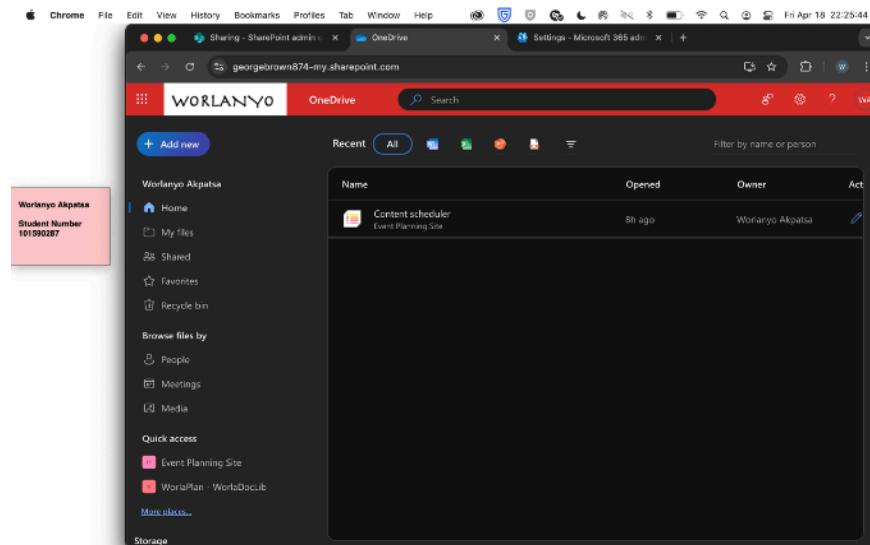
Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### E: Accessing OneDrive Home by clicking on apps in top left corner of admin center and selecting OneDrive



The screenshot shows the Microsoft 365 Admin Center interface. On the left, there is a sidebar with the user's name (Worlanyo Akpatsa) and student number (101590287). The main dashboard features a grid of Microsoft 365 apps including Copilot, Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Viva, and Engage. Below the apps, there are links for Power Automate, Admin, and More apps. A central panel displays the message "Hi, Worlanyo Akpatsa" and "Focus on the most common tasks for organizations like yours." At the bottom of the dashboard, there are sections for Org settings, Microsoft 365 Backup, Integrated apps, and Viva. A "Help & support" button is located in the bottom right corner.



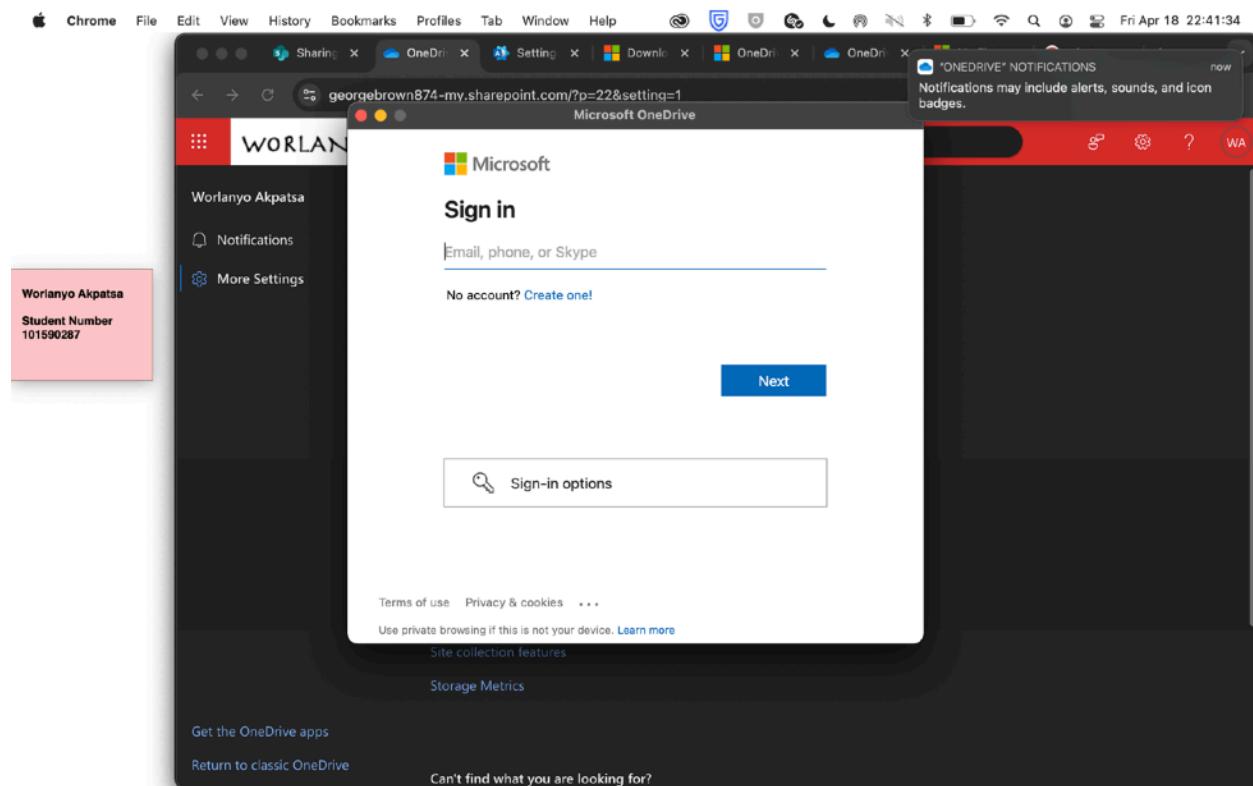
The screenshot shows the OneDrive interface. On the left, there is a sidebar with the user's name (Worlanyo Akpatsa) and student number (101590287). The main area displays a "Recent" section with a list of files, including "Content scheduler" and "Event Planning Site". There are also sections for "My files", "Shared", "Favorites", "Recycle bin", "Browse files by", "People", "Meetings", "Media", "Quick access", and "More places...". A "Storage" link is at the bottom of the sidebar. The top navigation bar includes "File", "Edit", "View", "History", "Bookmarks", "Profiles", "Tab", "Window", and "Help".

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### **3.3: Sync a user's OneDrive to their Computer**

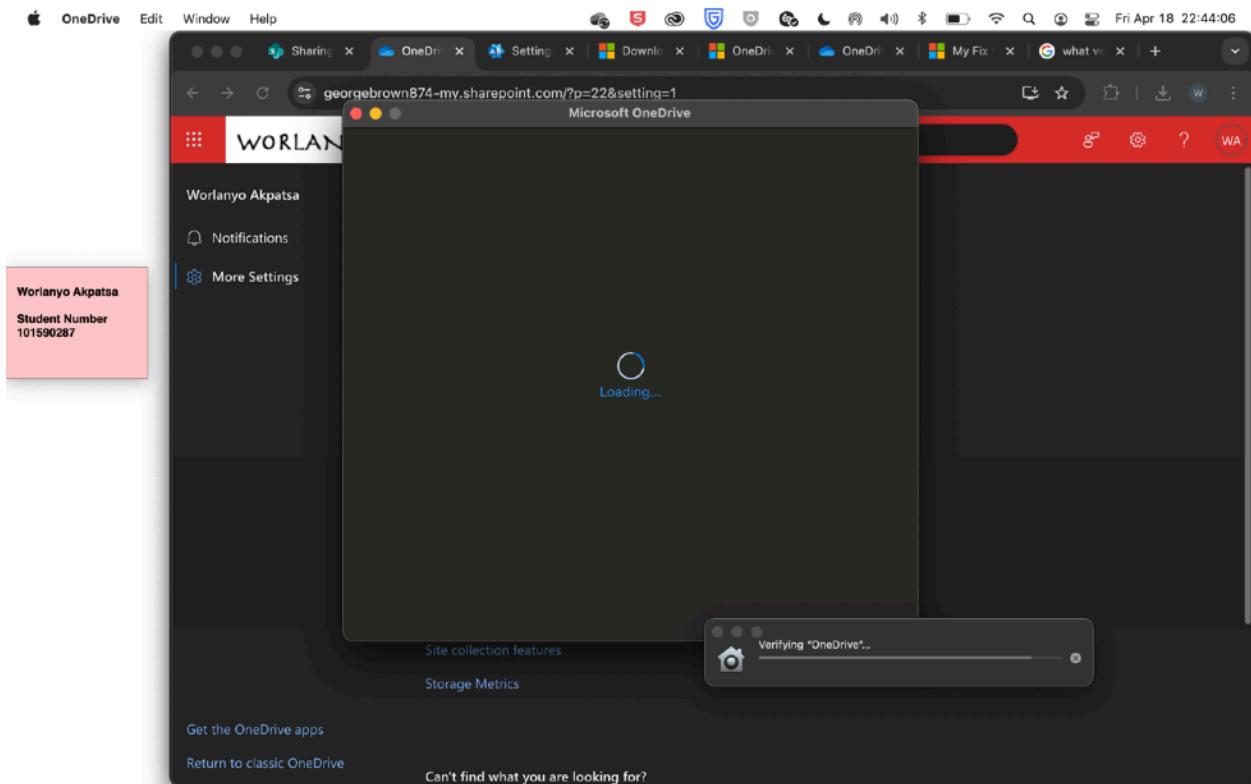
#### **A: Sign in to One Drive on Host Laptop using 365 credentials**



Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

## B: Verifying OneDrive



Student Name: Worlanyo Akpatsa  
Student ID: 101590287

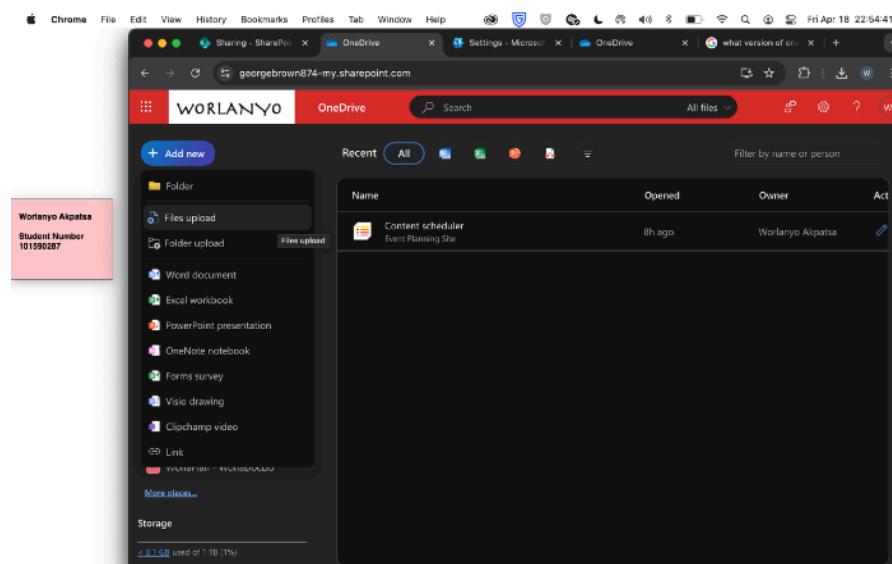
Term: Winter 2025

### **3.4: Verifying Sync**

**My laptop being old, is taking quite some time to verify the OneDrive Synchronization. If I am not able to complete the steps, I just want to show that I have understanding of what to do next.**

**After signing in using 365 account to OneDrive, it will verify and successfully sync to the user's computer and a OneDrive folder will be created on that user's computer.**

**To verify that it is synched correctly, the user can upload something on their OneDrive on a web browser by clicking “Add New” in the top left corner and selecting a file or folder upload (picture below). After they upload their file/folder, they should check the OneDrive folder created on their computer to verify that the uploaded file/folder shows up. To confirm offline access too, the user can turn off their internet access and check if they can access the file/folder on their computer. This shows successful synchronization.**



Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### ***Task 3 Summary***

**Task 3 was about implementing and managing OneDrive for business. I was to configure OneDrive Settings for a user, sync their OneDrive to their computer and then verify that the sync works well.**

**Unfortunately for me, I was unable to do the last part of the task due to my laptop not supporting the OneDrive app as a result of OS restrictions; nonetheless, I still demonstrated great understanding of the process of syncing the OneDrive and verifying this sync so I hope it doesn't affect me too much.**

**To begin, I had to configure OneDrive settings which I had to do earlier in the assignment so I knew exactly where to go. I visited Sharepoint Admin Center and opened settings in the left pane. This opens a window with various OneDrive settings like storage limit, storage retention, etc so I configured them. Next I had to configure external sharing options by visiting policies->sharing in the left pane. I adjusted the sliders to my desire.**

**Next I accessed OneDrive homepage by clicking on the Onedrive app icon in the top left of the 365 Admin Center where all the apps are shown.**

**After this, It was time to sync a user's OneDrive to their computer. I attempted to do this using my computer but unfortunately it did not work out due to my OS having limitations and causing a massive delay in the OneDrive verification.**

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

**The process of synching and verifying synchronization is very easy though. All a user has to do is sign into the OneDrive app on their computer using their 365 credentials. When this is done, the OneDrive synchs to their computer and a OneDrive folder is created locally.**

**To verify synching, all one has to do is upload a file/folder via their web OneDrive and make sure it appears in the OneDrive folder created on their computer. This shows that synching was successful and one can access OneDrive files either on their computer or via web.**

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### TASK 4: ENDPOINT SECURITY ADMINISTRATION

#### 4.1: Identify all security baselines offered by Intune

A: Open Microsoft Intune Homepage and click on Endpoint Security in the left pane

The screenshot shows a web browser window with three tabs open: 'Sharing - SharePoint admin', 'Microsoft 365 admin center', and 'GeorgeBROWN - Microsoft Intune'. The 'GeorgeBROWN - Microsoft Intune' tab is active. The page title is 'Microsoft Intune admin center'. On the left, there is a sidebar with a red box highlighting the user information: 'Worlanyo Akpatsa' and 'Student Number 101590287'. Below this, the sidebar menu includes: Home, Dashboard, All services, Devices, Apps, Endpoint security (which is highlighted in blue), Reports, Users, Groups, Tenant administration, and Troubleshooting + support. The main content area has a dark background with a central box containing the text 'Securely manage devices, access, and apps with Intune' and 'Maximize productivity and simplify administration without compromising endpoint management and security.' Below this is a 'Status' section with four items: 'Devices not in compliance' (0), 'Connector errors' (0), 'Configuration policies with error or conflict' (0), 'Service health' (Unhealthy), 'Client app install failure' (0), and 'Account status' (Active).

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### B: Select Security Baselines to view all security baselines

The screenshot shows a web browser window with three tabs: 'Sharing - SharePoint admin' (active), 'Microsoft 365 admin center', and 'Endpoint security - Microsoft'. The main content area is the 'Microsoft Intune admin center' for 'Endpoint security | Security baselines'. On the left, there's a sidebar with navigation links like Home, Dashboard, All services, Devices, Apps, Endpoint security (which is selected and highlighted in blue), Reports, Users, Groups, Tenant administration, and Troubleshooting + support. A red box highlights the 'Worlanyo Akpatsa' and 'Student Number 101590287' information in the sidebar. The main pane shows a search bar and a list of security baselines:

| Security Baseline                                   | Version      |
|-----------------------------------------------------|--------------|
| Security Baseline for Windows 10 and later          | Version 24H2 |
| Microsoft Defender for Endpoint Security Baseline   | Version 24H1 |
| Security Baseline for Microsoft Edge                | Version 128  |
| Windows 365 Security Baseline                       | Version 24H1 |
| Advanced Security Baseline for HoloLens 2           | Version 1    |
| Standard Security Baseline for HoloLens 2           | Version 1    |
| Microsoft 365 Apps for Enterprise Security Baseline | Version 2306 |

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### 4.2: Identify the three Anti-Virus policies for Windows 11 devices

#### A: Still in Endpoint Security, select antivirus

The screenshot shows the Microsoft Intune admin center interface. On the left, there is a navigation sidebar with the user's name (Worlanyo Akpatsa) and student number (101590287). The main content area is titled "Endpoint security | Antivirus". It features a summary dashboard with various metrics: 0 pending update, 0 pending full scan, 0 pending restart, 0 pending manual steps, 0 pending offline scan, 0 critical failures, 0 inactive agent, and 0 unknown status. Below this, a section titled "Active malware across categories (Top 8)" shows a green checkmark indicating "No devices with active malware". At the bottom, there is a table for "AV policies" with columns for Policy name, Policy type, Assigned, and Platform. The table shows "No results".

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

**B: Create a policy for Windows. As Observed the policies for Windows are displayed in the drop down menu**

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

- Home
- Dashboard
- All services
- Devices
- Apps
- Endpoint security
- Reports
- Users
- Groups
- Tenant administration
- Troubleshooting + support

A red box highlights the "Endpoint security" item in the sidebar. In the top right corner, there is a user profile for "WorlanyoAkpatsa@Geo... GEORGEBROWN".

The main content area is titled "Create a profile" under "Endpoint security | Ant". It has a search bar and a "Platform" dropdown set to "Windows". A "Profile" dropdown is set to "Select a profile". Below these are several options:

- Defender Update controls
- Microsoft Defender Antivirus exclusions
- Microsoft Defender Antivirus
- Windows Security Experience

## Microsoft 365 Identity and Services II – Enterprise Administration

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### C: Policy name and Configuration Settings

The screenshot shows the Microsoft Intune admin center interface. On the left, there's a sidebar with navigation links: Home, Dashboard, All services (Devices, Apps, Endpoint security, Reports, Users, Groups, Tenant administration, Troubleshooting + support), and a red-highlighted section for Worlanyo Akpatsa (Student Number 101590287). The main content area is titled 'Create Policy' under 'Microsoft Defender Antivirus'. It has tabs for Basics, Configuration settings, Scope tags, Assignments, and Review + create. The Basics tab is active, showing fields for 'Name' (Test Policy) and 'Description' (Testpolicy). A 'Next' button is at the bottom.

This screenshot continues from the previous one, showing the 'Configuration settings' tab selected in the 'Create Policy' dialog. A message box says 'Need to configure at least one setting to proceed.' Below it is a search bar 'Search settings by setting name'. Under the 'Defender' section, there are several configuration options with dropdown menus: Allow Archive Scanning (Not configured), Allow Behavior Monitoring (Not configured), Allow Cloud Protection (Not configured), Allow Email Scanning (Not configured), Allow Full Scan On Mapped Network Drives (Not configured), Allow Full Scan (Not configured), Removable Drive Scanning (Not configured), and [Deprecated] Allow (Not configured). At the bottom are 'Back' and 'Next' buttons.

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### 4.3: Identify the name of disk encryption policy for macOS devices

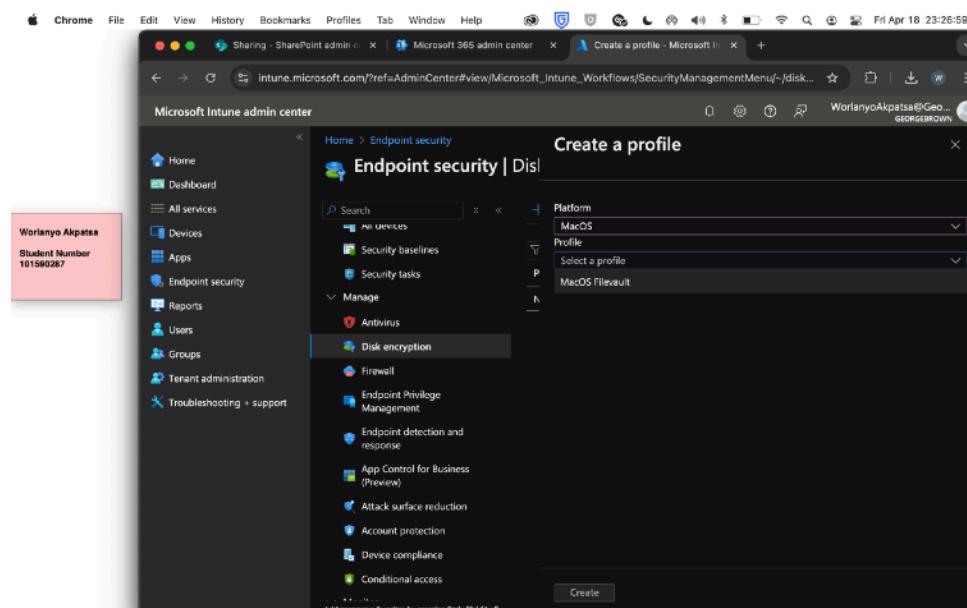
A: Still in endpoint security, select disk encryption

The screenshot shows the Microsoft Intune admin center interface. On the left, there is a sidebar with navigation links: Home, Dashboard, All services, Devices, Apps, Endpoint security (which is selected and highlighted in blue), Reports, Users, Groups, Tenant administration, and Troubleshooting + support. A pink callout box highlights the 'Endpoint security' link. On the right, the main content area has a title 'Endpoint security | Disk encryption'. Below the title is a search bar and a 'Create Policy' button. A table header includes columns for 'Policy name', 'Policy type', 'Assigned', 'Platform', and 'Last modified'. A message at the bottom of the table says 'No results'. At the bottom of the page, there is a note: 'Add or remove favorites by pressing Cmd+Shift+F'.

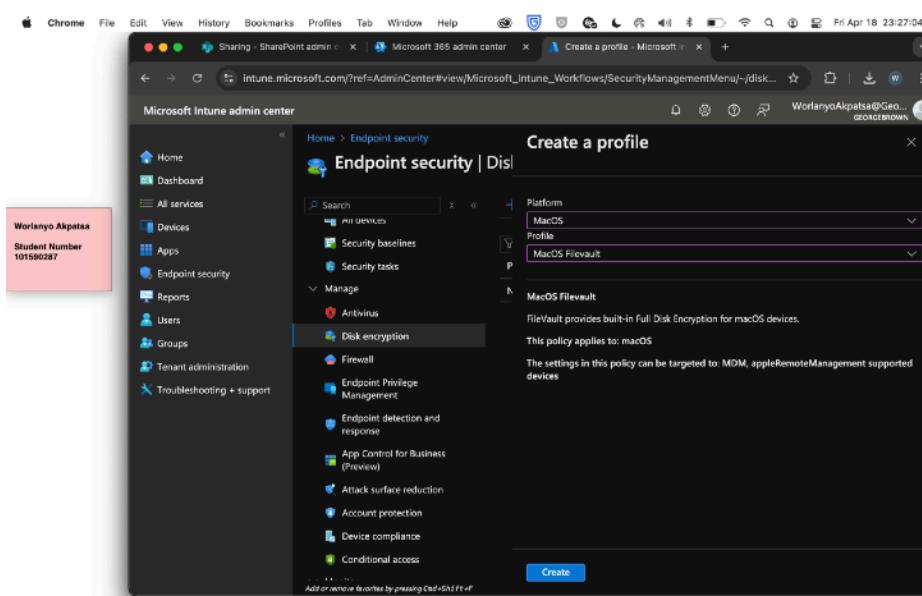
Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### B: Attempt to create a new policy for macOS to view its disk encryption policy. The policy in question is called FileVault



The screenshot shows the Microsoft Intune admin center interface. On the left, there's a sidebar with various administrative options like Home, Dashboard, All services, Devices, Apps, Endpoint security, Reports, Users, Groups, Tenant administration, and Troubleshooting + support. A red box highlights the 'Endpoint security' section. On the right, the main content area has a title 'Create a profile' and a sub-section 'Endpoint security | Dis'. Below this, there's a search bar and a sidebar with 'Platform' (set to 'MacOS') and 'Profile' (set to 'Select a profile'). A dropdown menu is open, showing 'MacOS FileVault' as an option. At the bottom of the right pane, there's a 'Create' button.



This screenshot is from the same session as the previous one, showing the continuation of the 'Create a profile' process. The left sidebar and the main navigation are identical. The right pane now displays the details of the 'MacOS FileVault' policy. It states: 'FileVault provides built-in Full Disk Encryption for macOS devices. This policy applies to: macOS. The settings in this policy can be targeted to: MDM, appleRemoteManagement supported devices.' There is also a note at the bottom: 'Add or remove favorites by pressing Ctrl+Shift+F11'.

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

### ***Task 4 Summary***

**Very lucky for me this assignment ended with a very straightforward and simple task in Microsoft Intune so it made it a joy to finally be finished with the activity.**

**For task 4, I had to explore endpoint security administration in Microsoft Intune to identify security baselines, identify the 3 anti-virus policies for Windows 11 devices and then finally, view what the disk encryption policy is for macOS.**

**To begin, I navigated to my 365 Admin Center and selected Microsoft Intune under Admin Centers.**

**Once I was in Intune, doing the tasks was real simple and I will explain how.**

**The first thing I had to do was to identify all the security baselines offered in Intune. I navigated to Endpoint security in the left pane and selected Security Baselines to view all the different baselines.**

**Next I had to Identify the Anti-virus policies for Windows devices. Still in endpoint security, I selected antivirus and clicked create to start creating an antivirus policy. When you do this, you are asked which platform you want to create your policy for and I selected Windows. After I selected windows, the various policies were shown in a drop down menu when choosing the profile. These include Defender up-**

Student Name: Worlanyo Akpatsa  
Student ID: 101590287

Term: Winter 2025

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**date controls, Microsoft Defender Antivirus Exclusions, Microsoft Defender Antivirus as well as Windows Security Experience.**

**The last thing I had to do was find out the disk encryption policy name for macOS devices. Finding this was similar to the process of finding the Antivirus policies for Windows where I have to start creating a policy before the name is revealed.**

**To do this final task, while still in endpoint security, I selected disk encryption and attempted to create a new policy. For my platform, I chose macOS and the profile that was revealed was Mac OS fire vault which shows that this is the disk encryption name.**

**All in all, I had a fun time taking on this activity. It taught me a lot of things I didn't know and I will be sure to keep practicing these to keep getting better at using Microsoft 365.**