Administering Microsoft 365 | Quick Guide

Version 24.12

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Planning and Provisioning Office 365

Core Services of Office 365

Microsoft 365, formerly known as Office 365, offers a suite of core services designed to enhance productivity, collaboration, and communication within organizations. The primary components include:

1. **Microsoft Word**: A word processing application for creating and editing documents.
2. **Microsoft Excel:** A spreadsheet program used for data analysis and visualization.
3. **Microsoft PowerPoint:** A presentation software for creating slide shows.
4. **Microsoft Outlook:** An email and calendar application for managing communications and schedules.
5. **Microsoft OneNote:** A note-taking program that gathers handwritten or typed notes, drawings, screen clippings, and audio commentaries.
6. **Microsoft Teams:** A collaboration platform that combines workplace chat, meetings, notes, and attachments.
7. **Microsoft OneDrive:** A file hosting service that allows users to sync files and later access them from a web browser or mobile device.
8. **Microsoft SharePoint:** A web-based collaborative platform that integrates with Microsoft Office, primarily used for document management and storage.

Creating an Office 365 Tenant

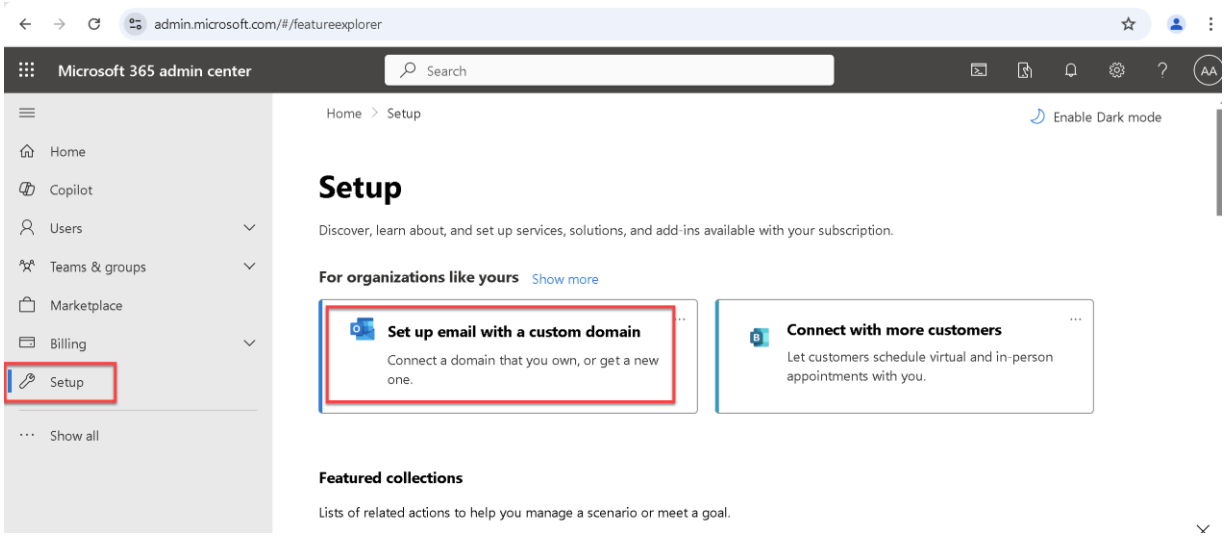
Creating an Office 365 (now Microsoft 365) tenant involves setting up an account that serves as the organizational container for all your services, users, and resources. Here's a step-by-step guide to create an Office 365 tenant:

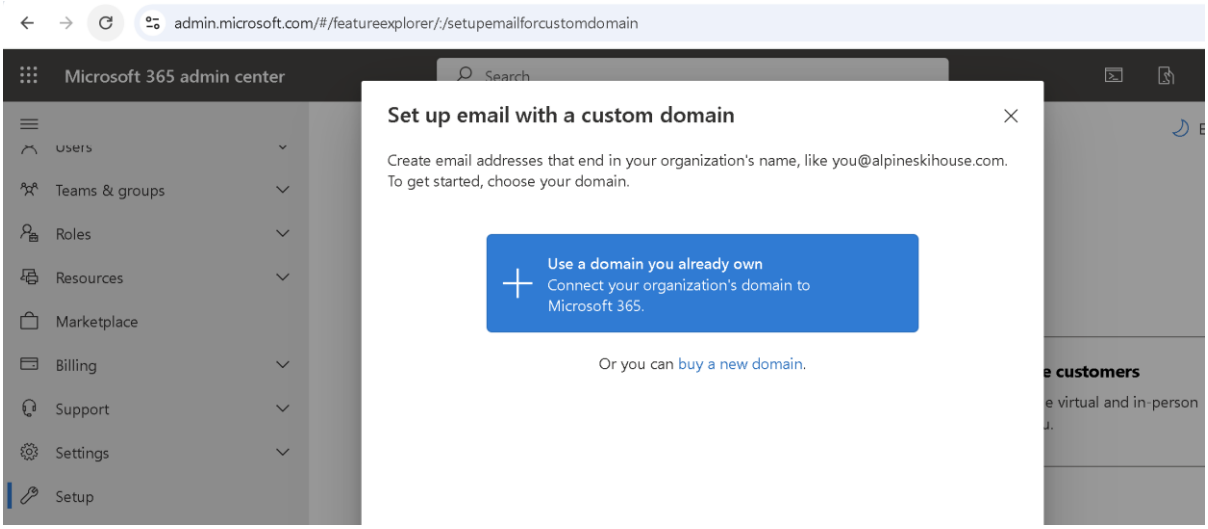
1. Sign Up for Microsoft 365

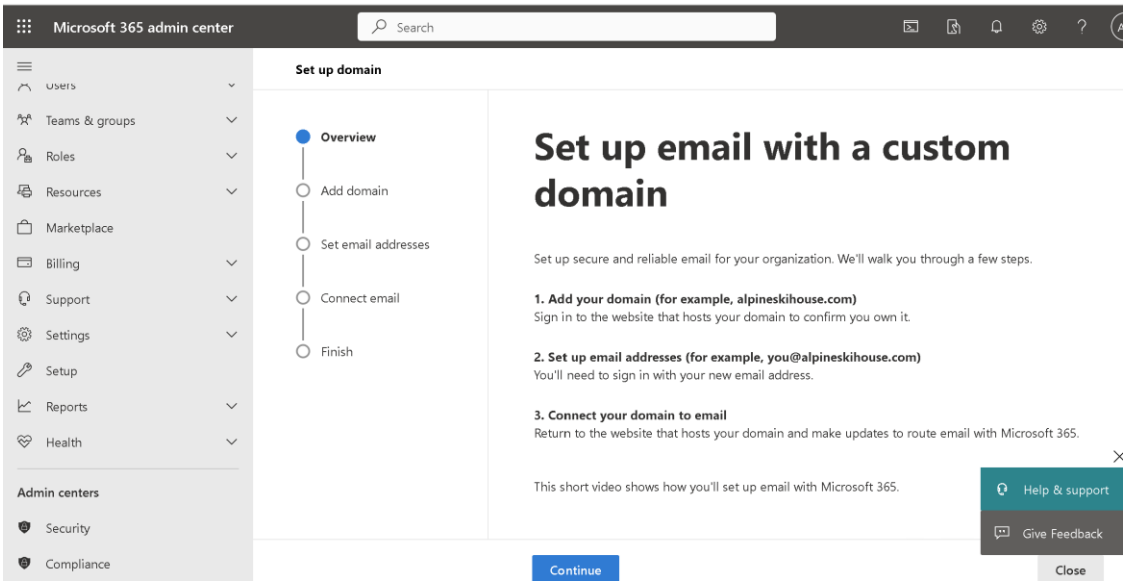
- Compare Office 365 Enterprise Pricing and Plans | Microsoft 365

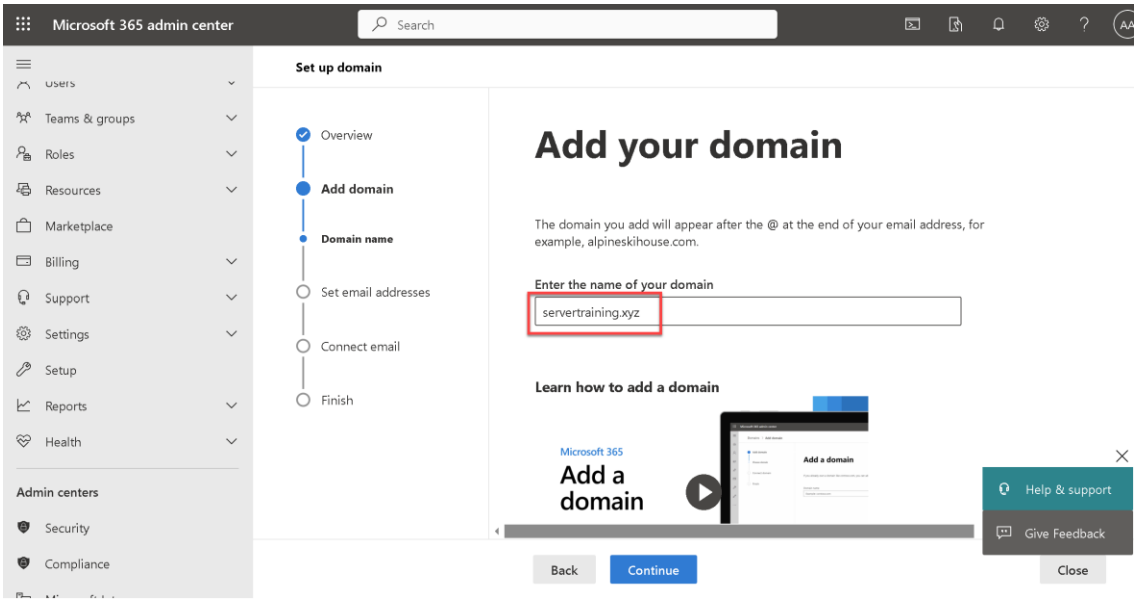
2. Domain Registration

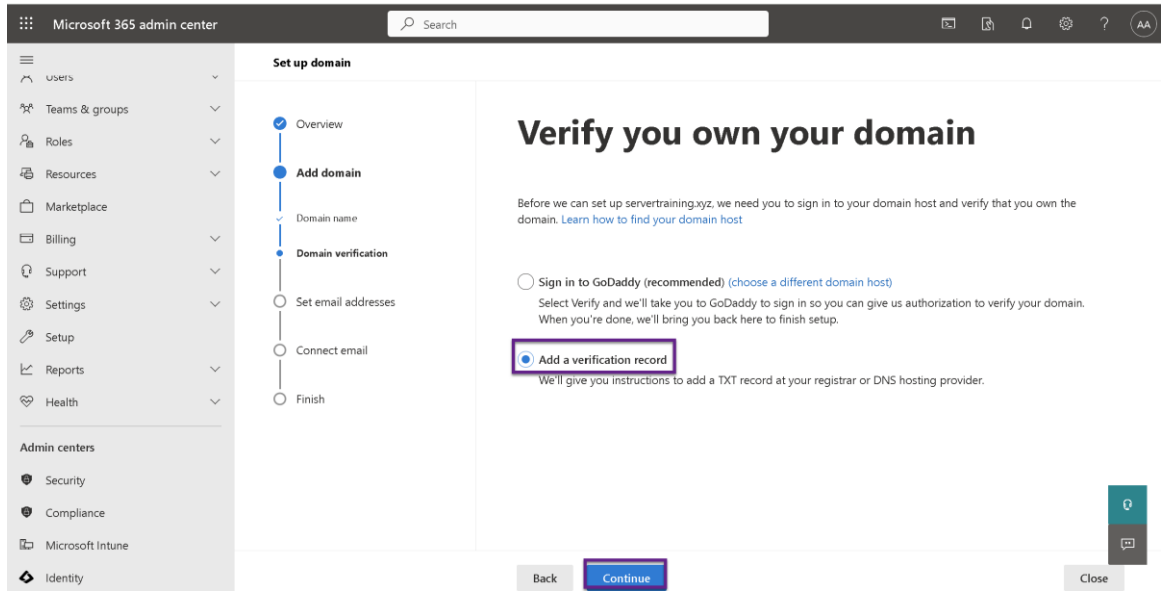
- Go to the Microsoft 365 admin center . Or using ... - Microsoft Entra admin center
- **Default Domain**: Microsoft assigns a default domain (e.g., yourcompany.onmicrosoft.com).
- If you want to use your organization's domain (e.g., yourcompany.com):
    1. Go to the **Admin Center → Setup**.
    2. Add your domain.
    3. Update the DNS records with your domain registrar to verify ownership (e.g., MX, CNAME, TXT, and SRV records).

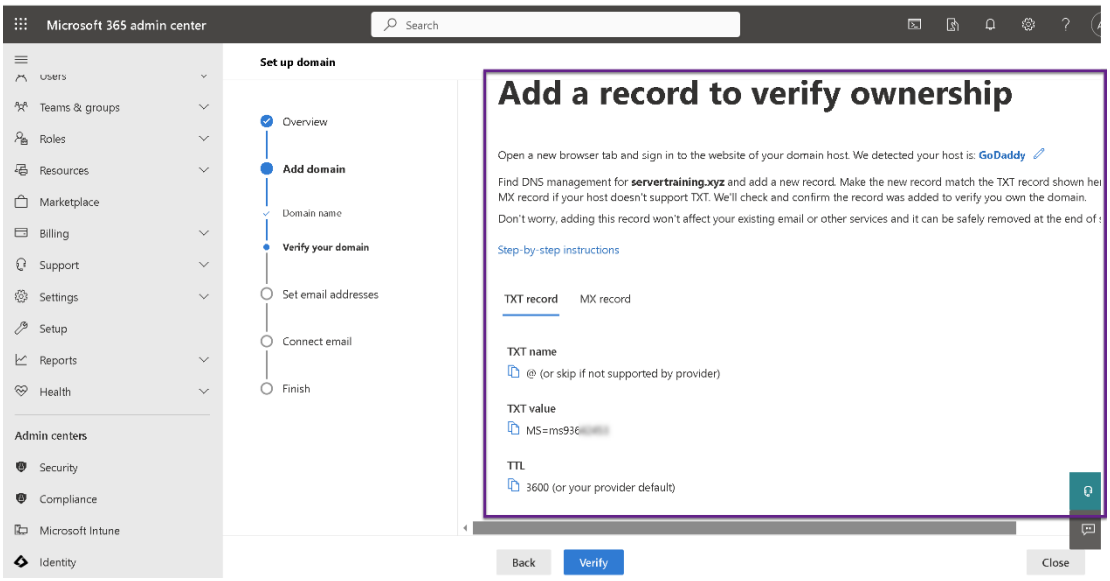


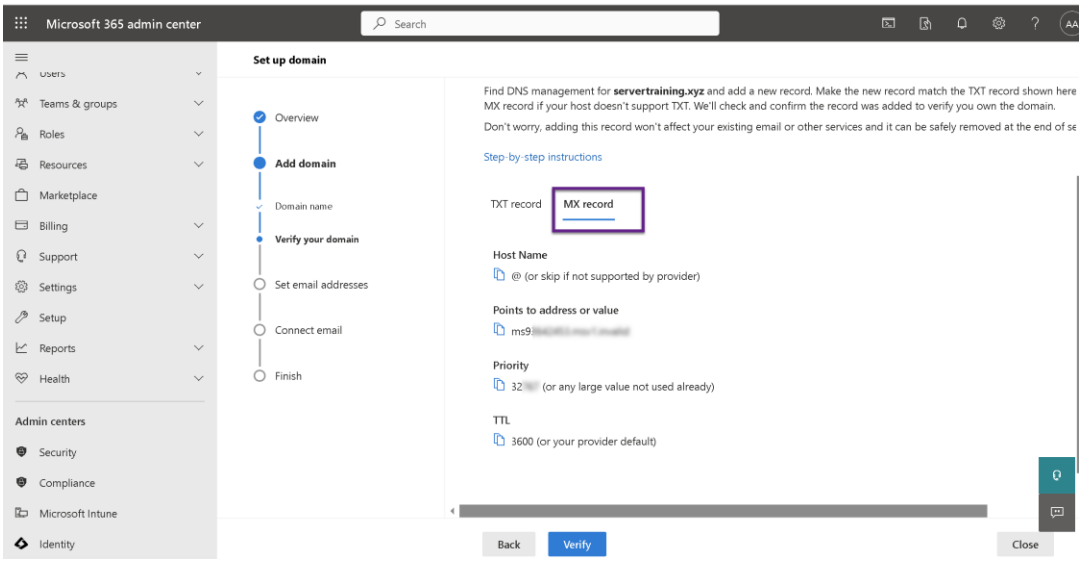

admin.microsoft.com/#/featureexplorer/:/setupemailforcustomdomain
Microsoft 365 admin center
Search
Set up email with a custom domain
Create email addresses that end in your organization's name, like you@alpineskihouse.com.
To get started, choose your domain.
Use a domain you already own
Connect your organization's domain to Microsoft 365.
Or you can buy a new domain.
Teams & groups
Roles
Resources
Marketplace
Billing
Support
Settings
Setup


Microsoft 365 admin center
Search
Set up domain
Overview
Add domain
Set email addresses
Connect email
Finish
Set up email with a custom domain
Set up secure and reliable email for your organization. We'll walk you through a few steps.
1. Add your domain (for example, alpineskihouse.com)
Sign in to the website that hosts your domain to confirm you own it.
2. Set up email addresses (for example, you@alpineskihouse.com)
You'll need to sign in with your new email address.
3. Connect your domain to email
Return to the website that hosts your domain and make updates to route email with Microsoft 365.
This short video shows how you'll set up email with Microsoft 365.
Help & support
Give Feedback
Continue
Close
Admin centers
Security
Compliance

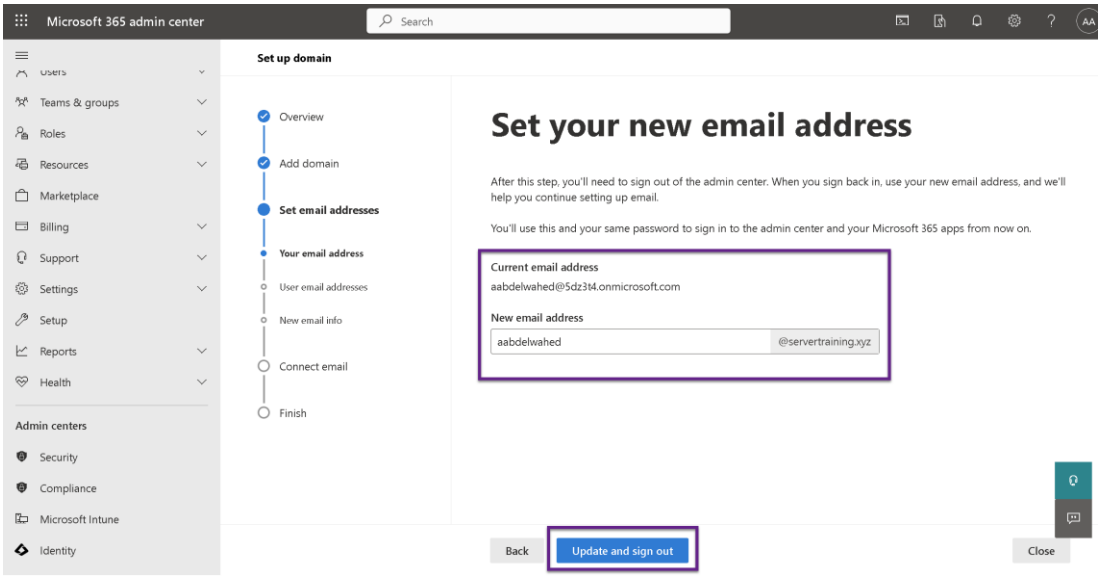

Microsoft 365 admin center
Search
Set up domain
Overview
Add domain
Domain name
Set email addresses
Connect email
Finish
Add your domain
The domain you add will appear after the @ at the end of your email address, for example, alpineskihouse.com.
Enter the name of your domain
servertraining.xyz
Learn how to add a domain
Microsoft 365
Add a domain
Help & support
Give Feedback
Back
Continue
Close
Admin centers
Security
Compliance


Microsoft 365 admin center
Search
Set up domain
Overview
Add domain
Domain name
Domain verification
Set email addresses
Connect email
Finish
Verify you own your domain
Before we can set up servertraining.xyz, we need you to sign in to your domain host and verify that you own the domain. Learn how to find your domain host
Sign in to GoDaddy (recommended) (choose a different domain host)
Select Verify and we'll take you to GoDaddy to sign in so you can give us authorization to verify your domain. When you're done, we'll bring you back here to finish setup.
Add a verification record
We'll give you instructions to add a TXT record at your registrar or DNS hosting provider.
Back
Continue
Close
Teams & groups
Roles
Resources
Marketplace
Billing
Support
Settings
Setup
Reports
Health
Admin centers
Security
Compliance
Microsoft Intune
Identity

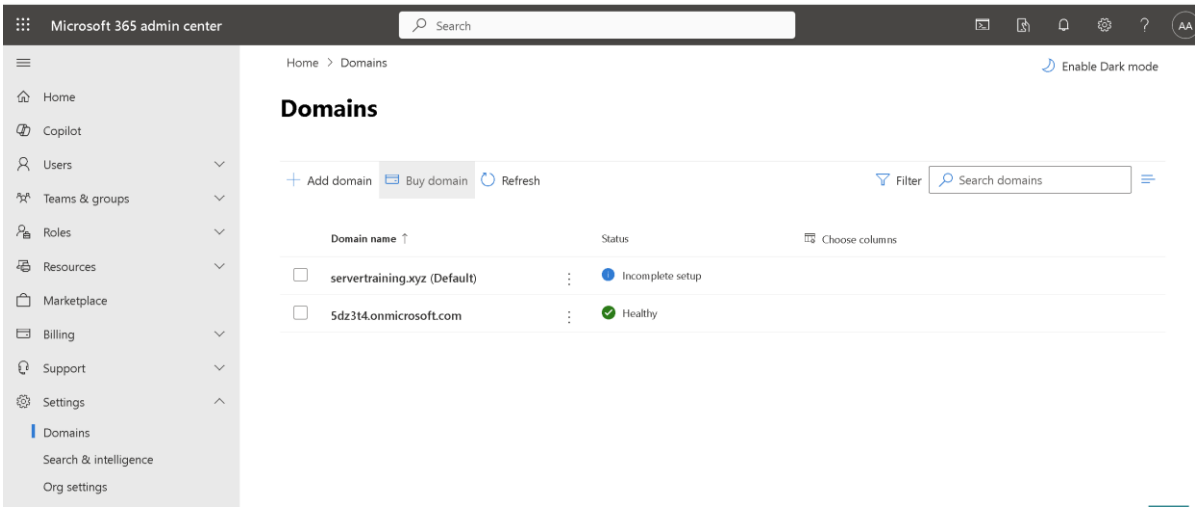

Microsoft 365 admin center
Search
Set up domain
Overview
Add domain
Domain name
Verify your domain
Set email addresses
Connect email
Finish
Add a record to verify ownership
Open a new browser tab and sign in to the website of your domain host. We detected your host is: GoDaddy
Find DNS management for servertraining.xyz and add a new record. Make the new record match the TXT record shown her
MX record if your host doesn't support TXT. We'll check and confirm the record was added to verify you own the domain.
Don't worry, adding this record won't affect your existing email or other services and it can be safely removed at the end of
Step-by-step instructions
TXT record
MX record
TXT name
@ (or skip if not supported by provider)
TXT value
MS=ms936
TTL
3600 (or your provider default)
Back
Verify
Close
Teams & groups
Roles
Resources
Marketplace
Billing
Support
Settings
Setup
Reports
Health
Admin centers
Security
Compliance
Microsoft Intune
Identity

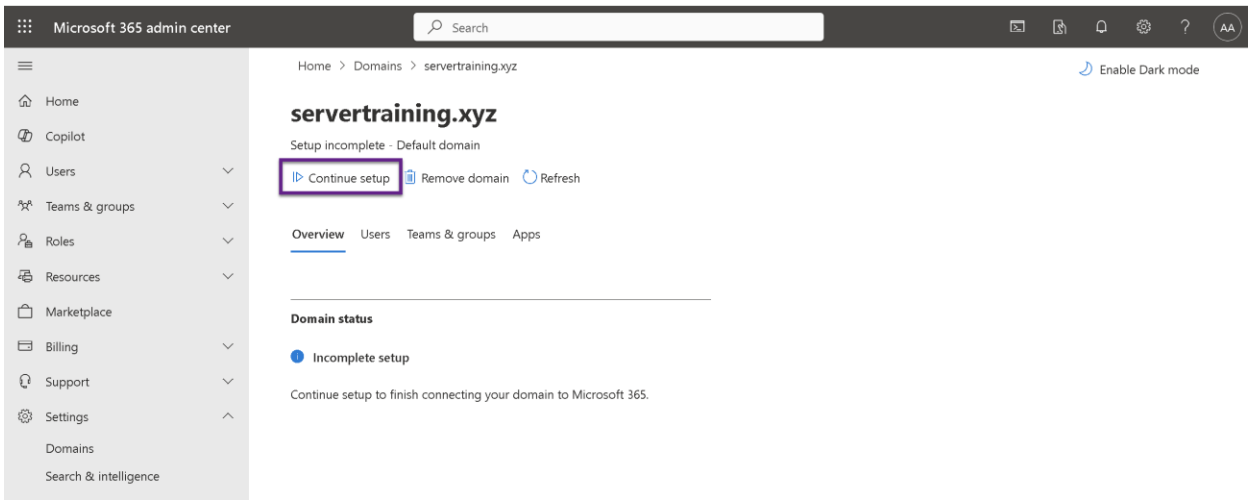

Microsoft 365 admin center
Search
Set up domain
Overview
Add domain
Domain name
Verify your domain
Set email addresses
Connect email
Finish
Find DNS management for servertraining.xyz and add a new record. Make the new record match the TXT record shown here
MX record if your host doesn't support TXT. We'll check and confirm the record was added to verify you own the domain.
Don't worry, adding this record won't affect your existing email or other services and it can be safely removed at the end of se
Step-by-step instructions
TXT record
MX record
Host Name
@ (or skip if not supported by provider)
Points to address or value
ms9
Priority
32
(or any large value not used already)
TTL
3600 (or your provider default)
Back
Verify
Close
Teams & groups
Roles
Resources
Marketplace
Billing
Support
Settings
Setup
Reports
Health
Admin centers
Security
Compliance
Microsoft Intune
Identity

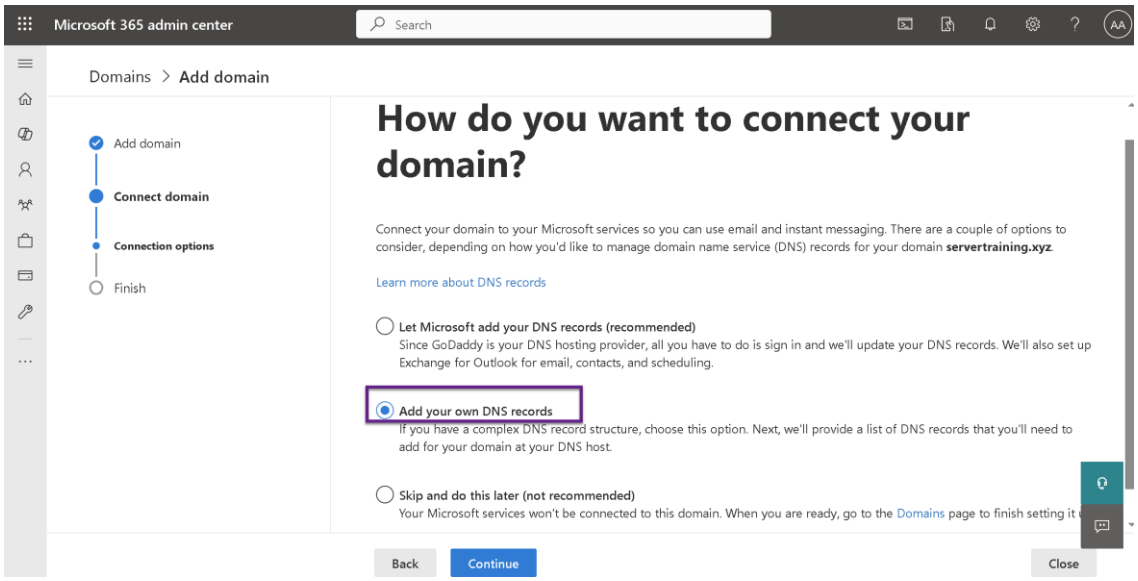
to keep the current configuration skip net step

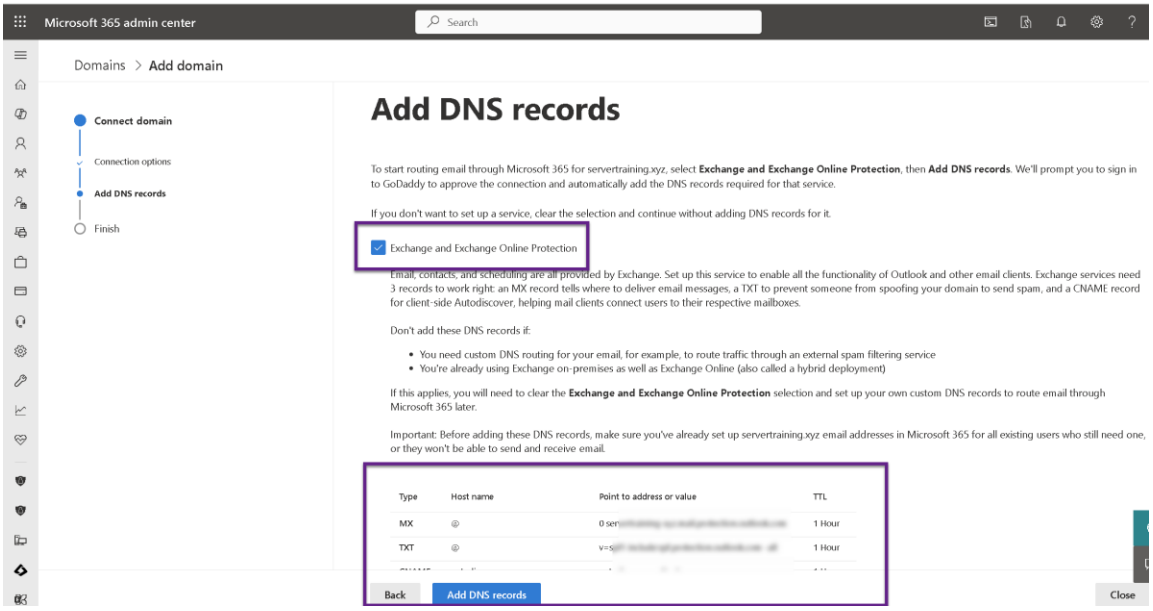


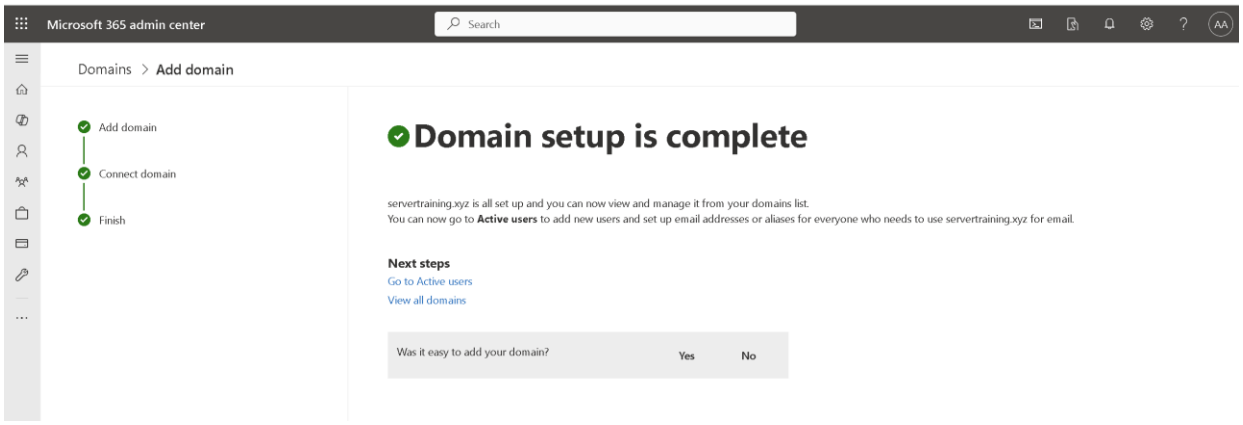
and continue from here

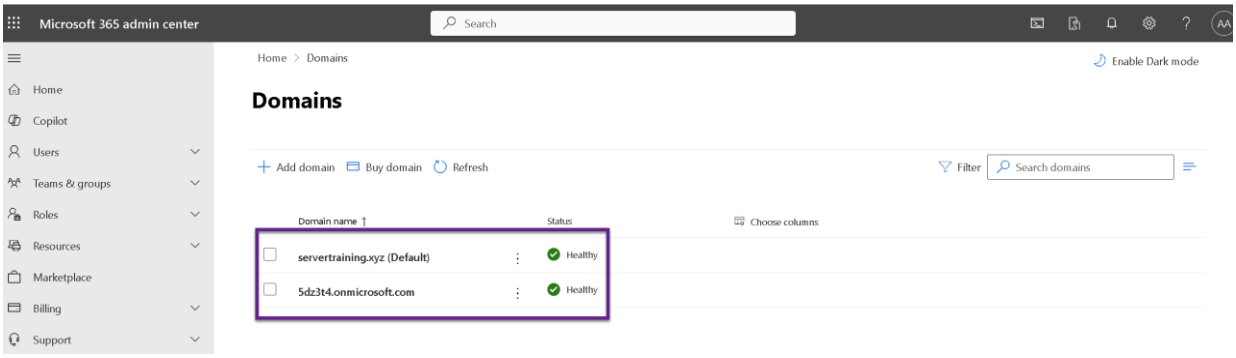





Microsoft 365 admin center
Search
Domains > Add domain
Add domain
Connect domain
Connection options
Finish
How do you want to connect your domain?
Connect your domain to your Microsoft services so you can use email and instant messaging. There are a couple of options to consider, depending on how you'd like to manage domain name service (DNS) records for your domain servertraining.xyz.
Learn more about DNS records
Let Microsoft add your DNS records (recommended)
Since GoDaddy is your DNS hosting provider, all you have to do is sign in and we'll update your DNS records. We'll also set up Exchange for Outlook for email, contacts, and scheduling.
Add your own DNS records
If you have a complex DNS record structure, choose this option. Next, we'll provide a list of DNS records that you'll need to add for your domain at your DNS host.
Skip and do this later (not recommended)
Your Microsoft services won't be connected to this domain. When you are ready, go to the Domains page to finish setting it
Back
Continue
Close


Microsoft 365 admin center
Search
Domains > Add domain
Connect domain
Connection options
Add DNS records
Finish
Add DNS records
To start routing email through Microsoft 365 for servertraining.xyz, select Exchange and Exchange Online Protection, then Add DNS records. We'll prompt you to sign in to GoDaddy to approve the connection and automatically add the DNS records required for that service.
If you don't want to set up a service, clear the selection and continue without adding DNS records for it.
Exchange and Exchange Online Protection
Email, contacts, and scheduling are all provided by Exchange. Set up this service to enable all the functionality of Outlook and other email clients. Exchange services need 3 records to work right: an MX record tells where to deliver email messages, a TXT to prevent someone from spoofing your domain to send spam, and a CNAME record for client-side Autodiscover, helping mail clients connect users to their respective mailboxes.
Don't add these DNS records if:
You need custom DNS routing for your email, for example, to route traffic through an external spam filtering service
You're already using Exchange on-premises as well as Exchange Online (also called a hybrid deployment)
If this applies, you will need to clear the Exchange and Exchange Online Protection selection and set up your own custom DNS records to route email through Microsoft 365 later.
Important: Before adding these DNS records, make sure you've already set up servertraining.xyz email addresses in Microsoft 365 for all existing users who still need one, or they won't be able to send and receive email.
Type
Host name
Point to address or value
TTL
MX
1 Hour
TXT
1 Hour
Back
Add DNS records
Close


Microsoft 365 admin center
Search
Domains > Add domain
Add domain
Connect domain
Finish
Domain setup is complete
servertraining.xyz is all set up and you can now view and manage it from your domains list.
You can now go to Active users to add new users and set up email addresses or aliases for everyone who needs to use servertraining.xyz for email.
Next steps
Go to Active users
View all domains
Was it easy to add your domain?
Yes
No



Now you can create users and groups from scratch or migrate your current Active Directory users and computers by configuring a hybrid environment using **Entra ID Connect**.

3. Set Up Users and Assign Licenses

- Navigate to **Users** → **Active Users**.
- Add users manually or use a bulk import tool if you're adding multiple accounts.
- Assign appropriate Microsoft 365 licenses to each user (e.g., Office 365 Business, E3, E5).

4. Configure Security Settings

- Set up multi-factor authentication (MFA) for admin and user accounts.
- Use **Microsoft Security Defaults** or custom conditional access policies for added security.
- Enable Secure Score recommendations for best practices.

5. Configure Microsoft 365 Services

- **Email (Exchange Online)**: Configure email domains, mailbox policies, and shared mailboxes.
- **Teams**: Set up teams, channels, and communication policies.
- **SharePoint and OneDrive**: Configure storage settings and collaboration spaces.
- **Compliance**: Enable data loss prevention (DLP) and retention policies.

6. Customize Tenant Settings

- Go to **Settings** → **Org Settings**:
  - Add your company logo, name, and theme.
  - Configure regional settings like time zone and language.

7. Verify Configuration

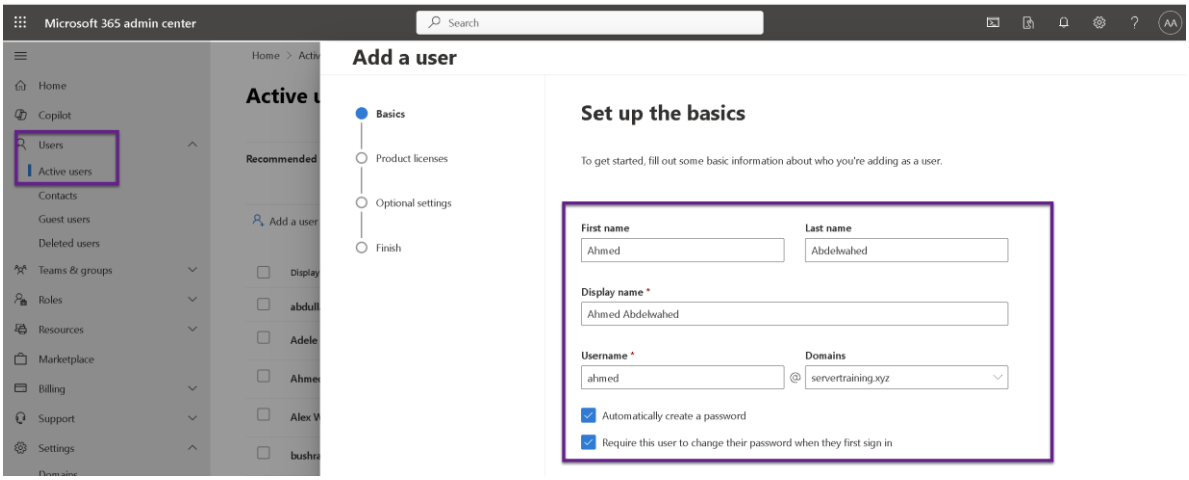
- Test email, file sharing, and collaboration tools to ensure proper setup.
- Check for alerts or pending actions in the **Admin Center** dashboard.

8. Optimize with Additional Features

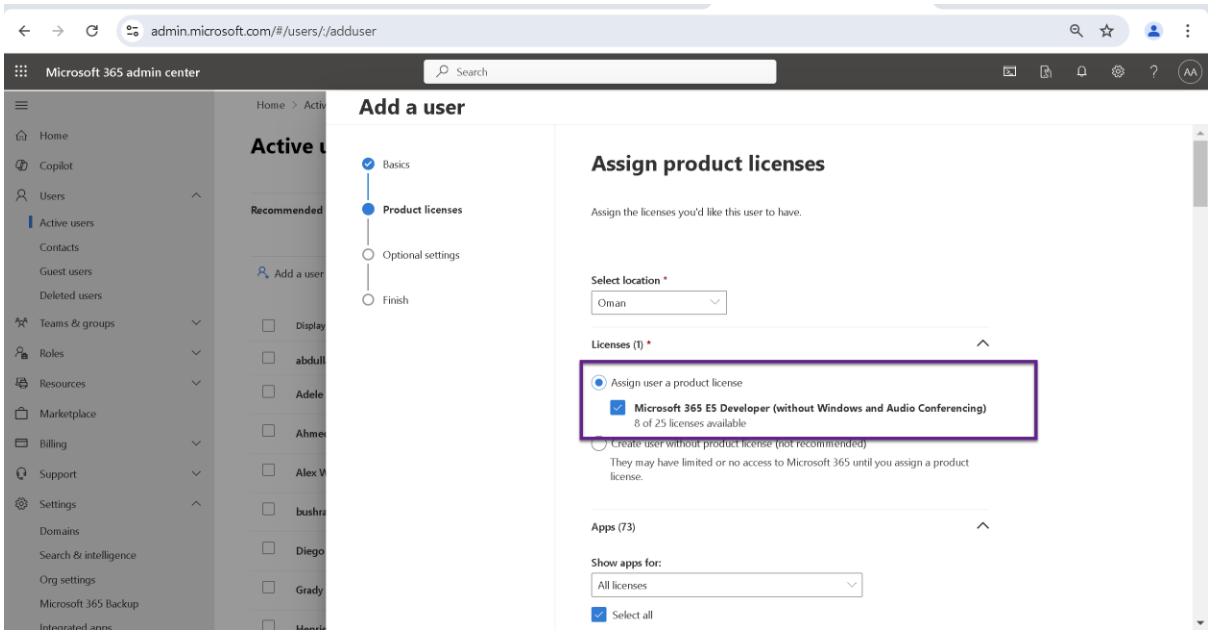
- Set up Azure Active Directory for identity and access management.
- Integrate Power BI, Microsoft Viva, or other Microsoft 365 services.
- Enable auditing and reporting for compliance and activity tracking.

Managing Users and Groups in Office 365

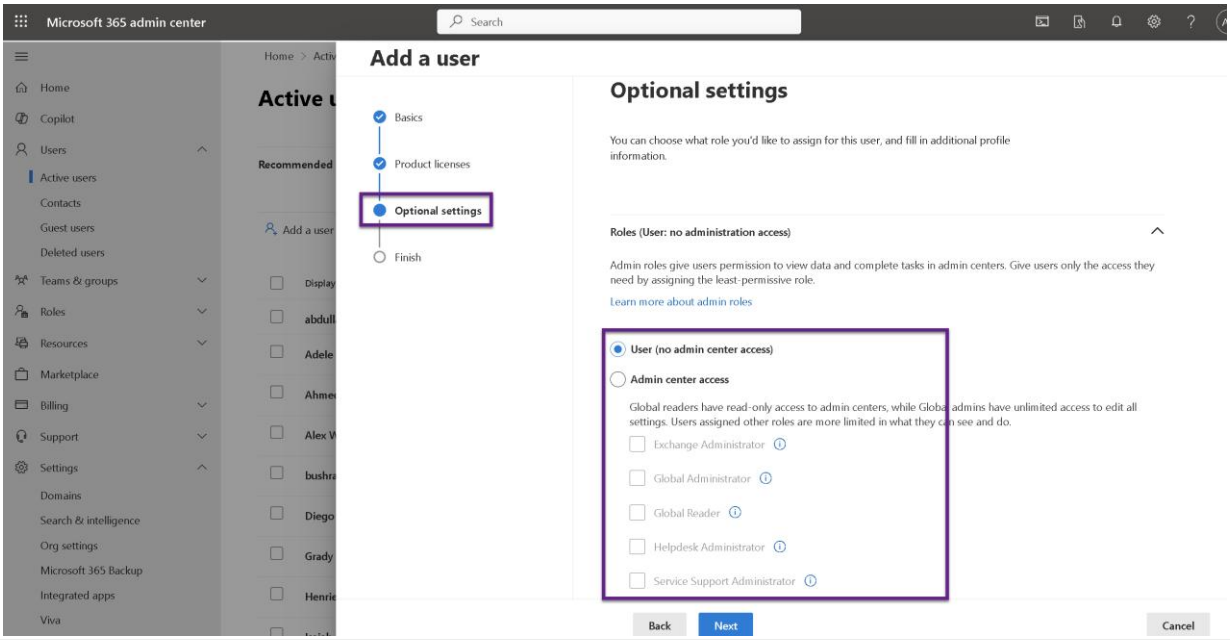
Create and Update User Accounts

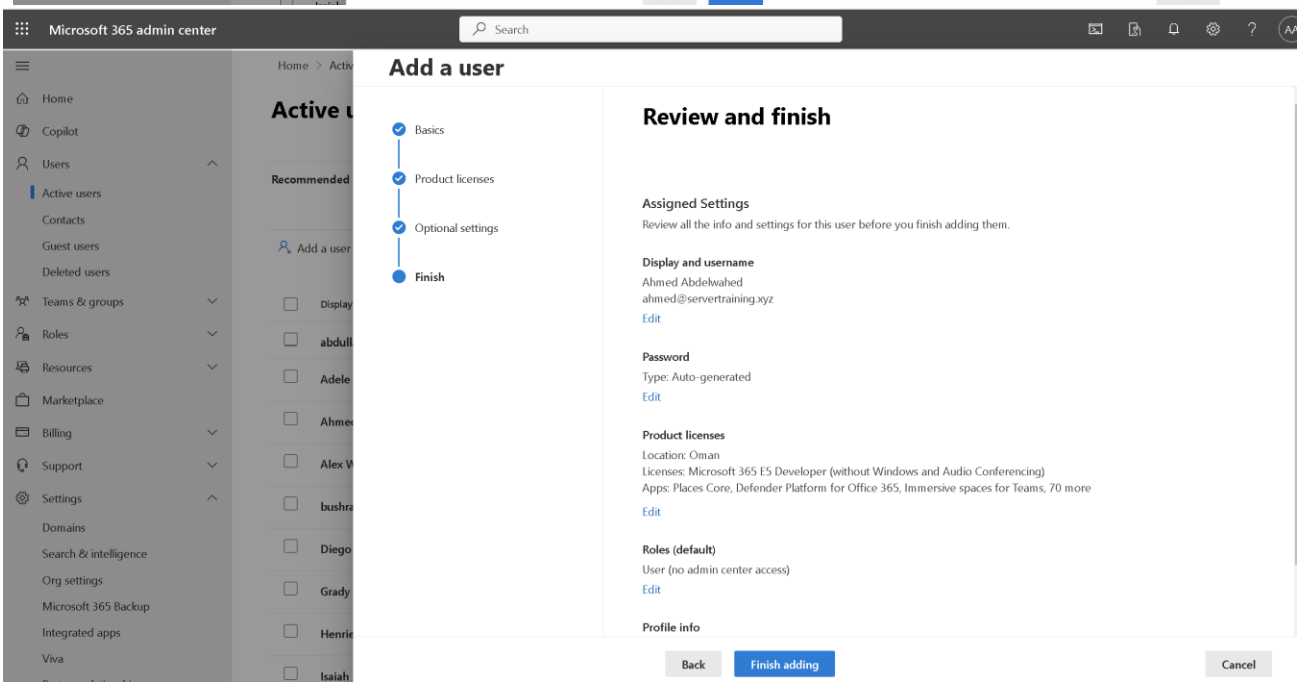


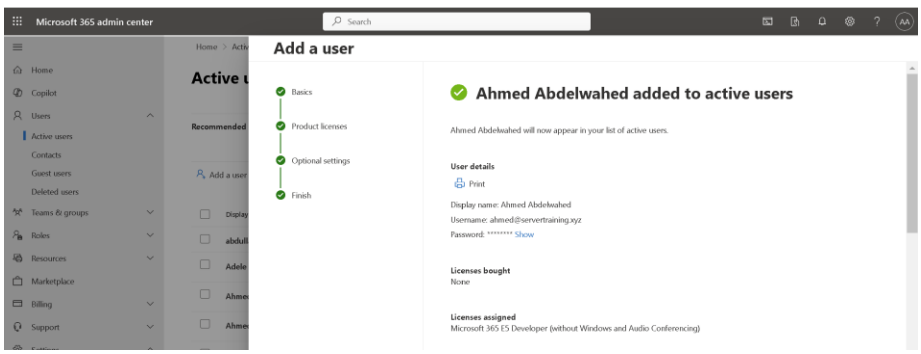
You can assign license during user creation and later.



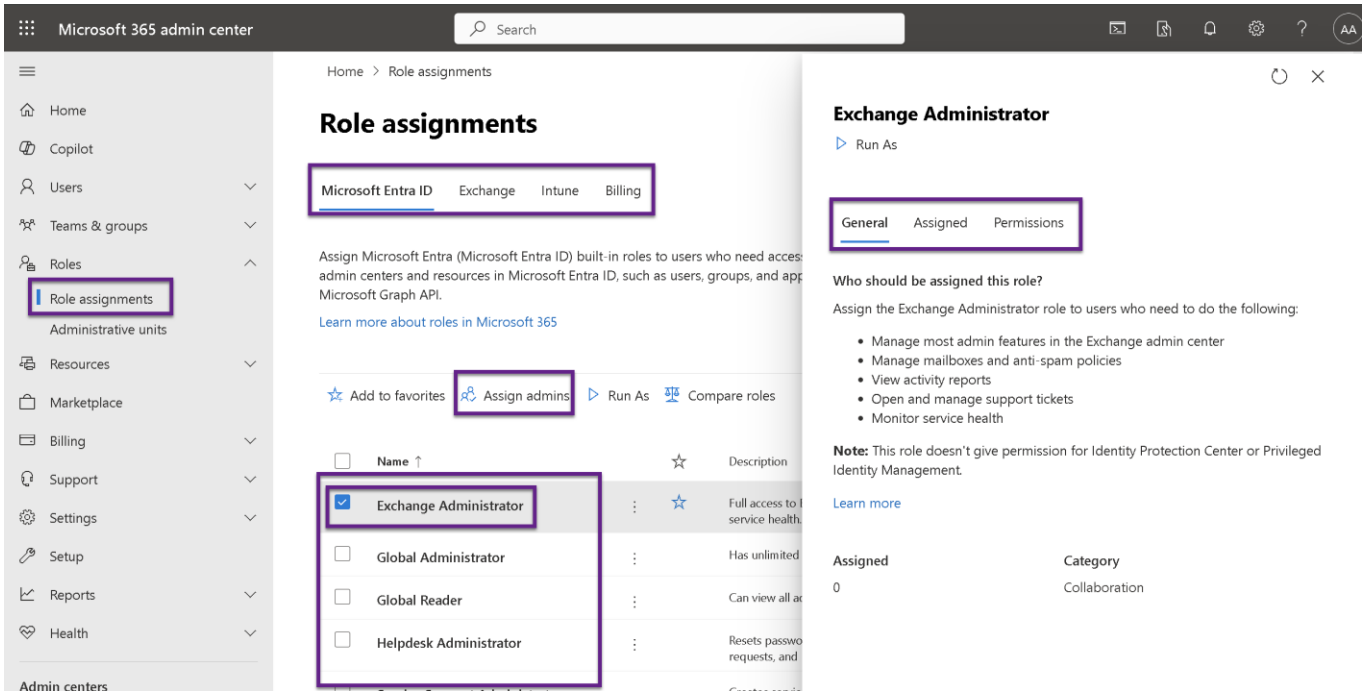
Also, you assign user role during user creation and later







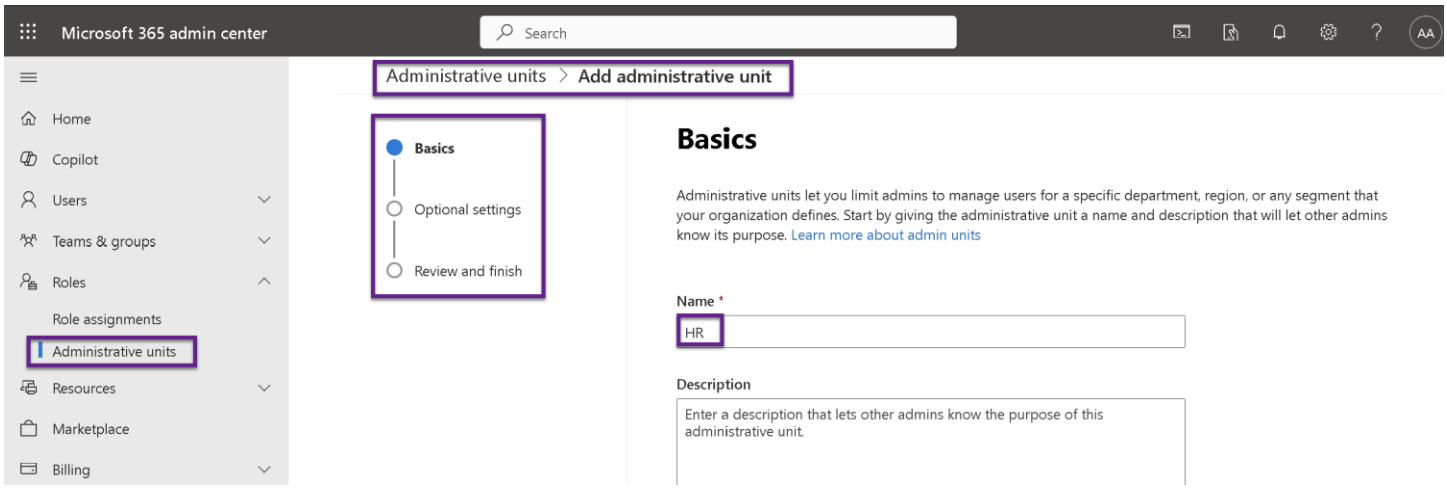
Role assignments

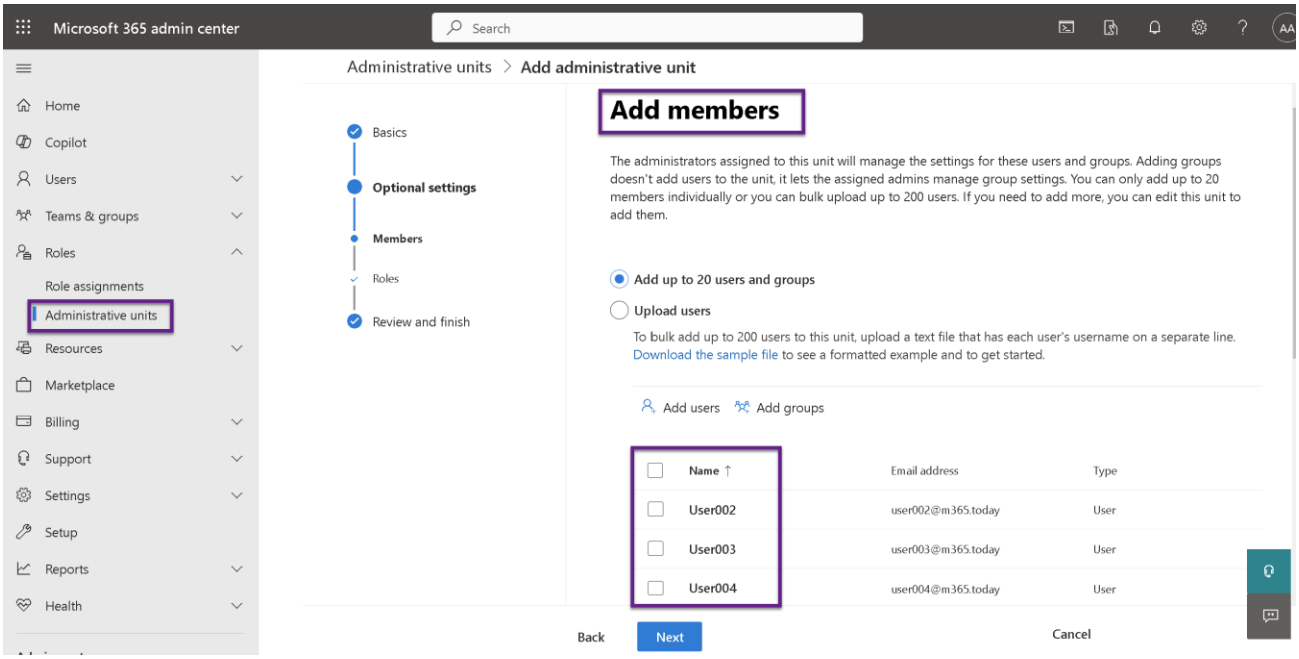


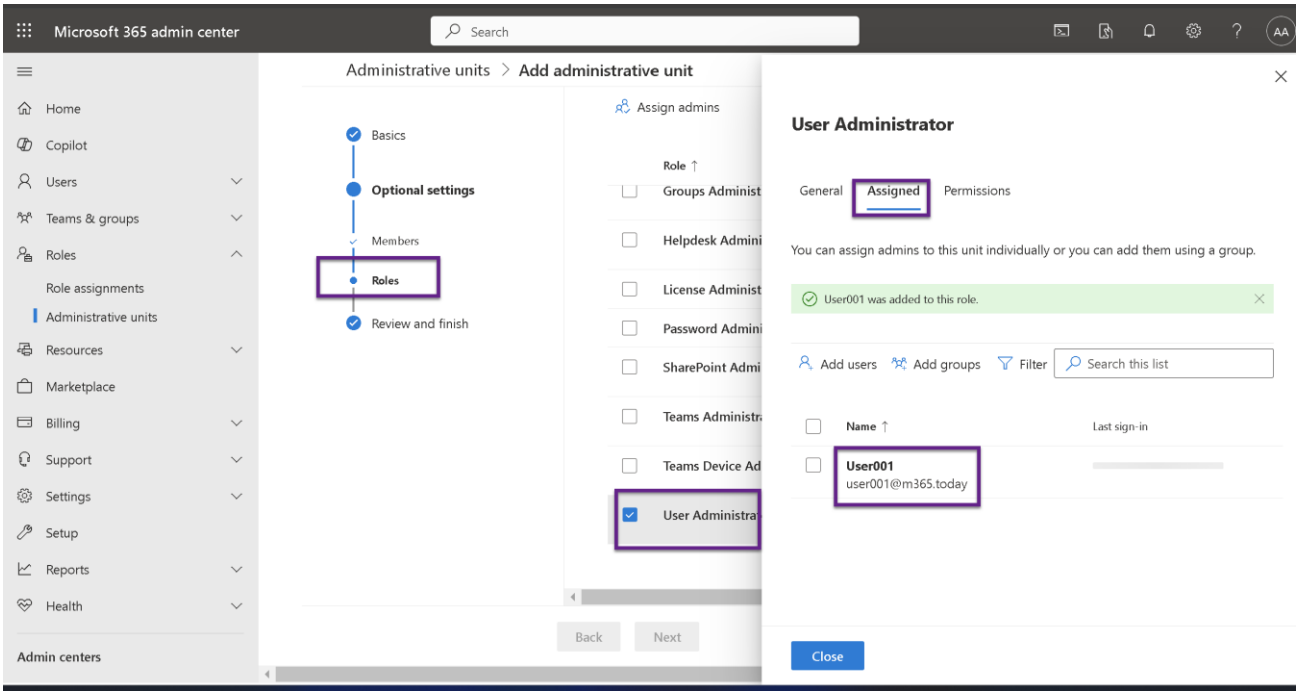
Administrative units

Administrative Units (AUs) in **Microsoft Entra ID** are like "folders" that help you organize and manage users, groups, and devices in a large organization. They allow you to:

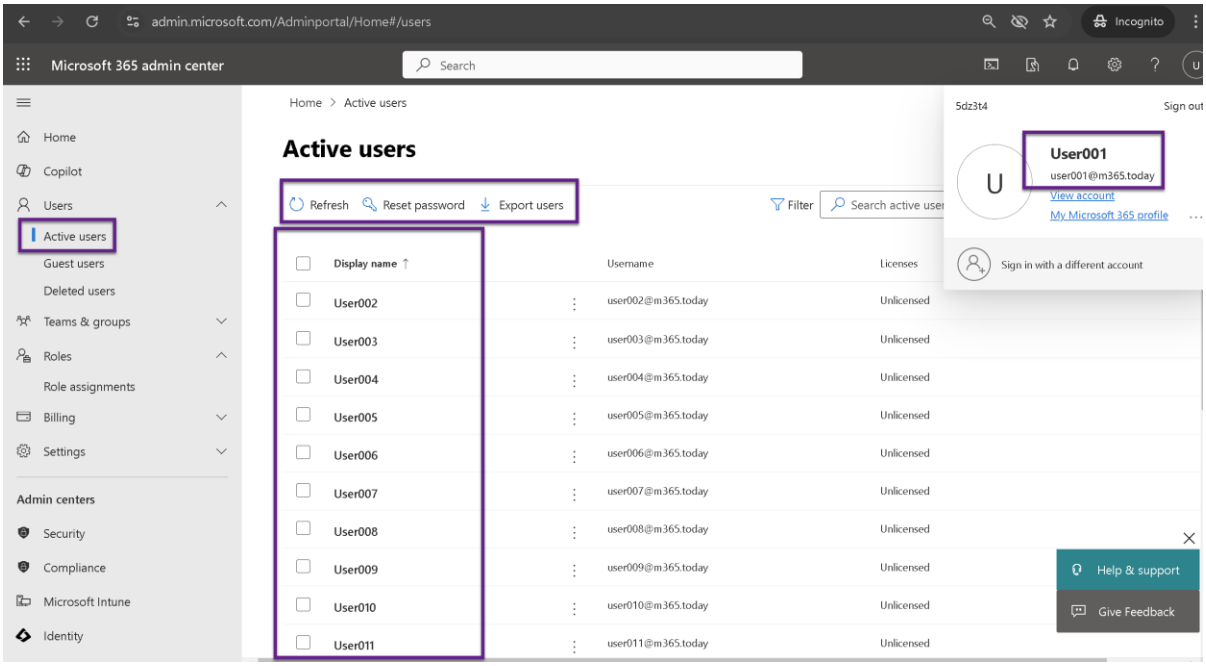
1. **Group Resources**: Organize resources by department, location, or team.
    - Example: Create an AU for "Sales" or "HR."
2. **Delegate Administration:** Let specific people manage only their assigned AU without accessing the rest of the organization.
    - Example: The "Sales Admin" can reset passwords or manage users in the Sales AU only.
3. **Improve Security:** Ensure admins have access only to the resources they need, reducing mistakes and risks.



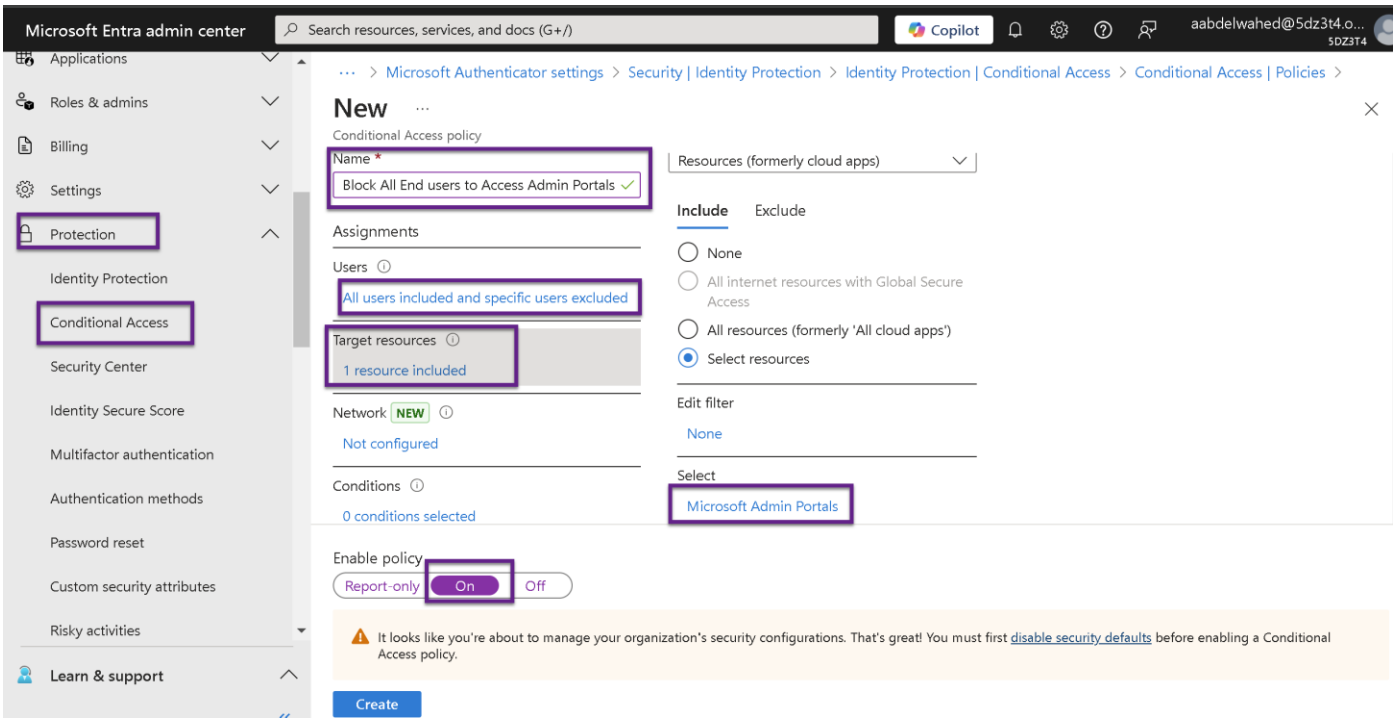

Microsoft 365 admin center
Search
Home
Copilot
Users
Teams & groups
Roles
Role assignments
Administrative units
Resources
Marketplace
Billing
Support
Settings
Setup
Reports
Health
Administrative units > Add administrative unit
Basics
Optional settings
Members
Roles
Review and finish
Add members
The administrators assigned to this unit will manage the settings for these users and groups. Adding groups doesn't add users to the unit, it lets the assigned admins manage group settings. You can only add up to 20 members individually or you can bulk upload up to 200 users. If you need to add more, you can edit this unit to add them.
Add up to 20 users and groups
Upload users
To bulk add up to 200 users to this unit, upload a text file that has each user's username on a separate line.
Download the sample file to see a formatted example and to get started.
Add users
Add groups
Name
Email address
Type
User002
user002@m365.today
User
User003
user003@m365.today
User
User004
user004@m365.today
User
Back
Next
Cancel


Microsoft 365 admin center
Search
Home
Copilot
Users
Teams & groups
Roles
Role assignments
Administrative units
Resources
Marketplace
Billing
Support
Settings
Setup
Reports
Health
Admin centers
Administrative units > Add administrative unit
Basics
Optional settings
Members
Roles
Review and finish
Assign admins
Role
Groups Administ
Helpdesk Admini
License Administ
Password Admini
SharePoint Admi
Teams Administra
Teams Device Ad
User Administra
Back
Next
User Administrator
General
Assigned
Permissions
You can assign admins to this unit individually or you can add them using a group.
User001 was added to this role.
Add users
Add groups
Filter
Search this list
Name
Last sign-in
User001
user001@m365.today
Close

If you access the admin center using **user01**, you can only manage users who are assigned to the Administrative Unit

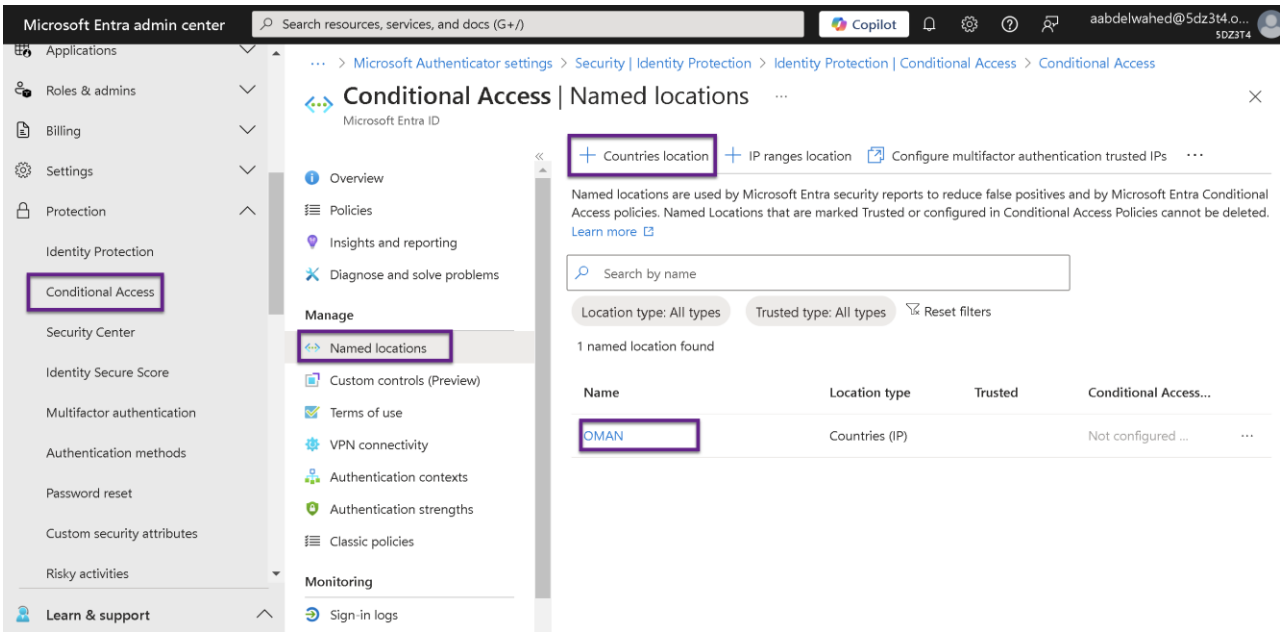


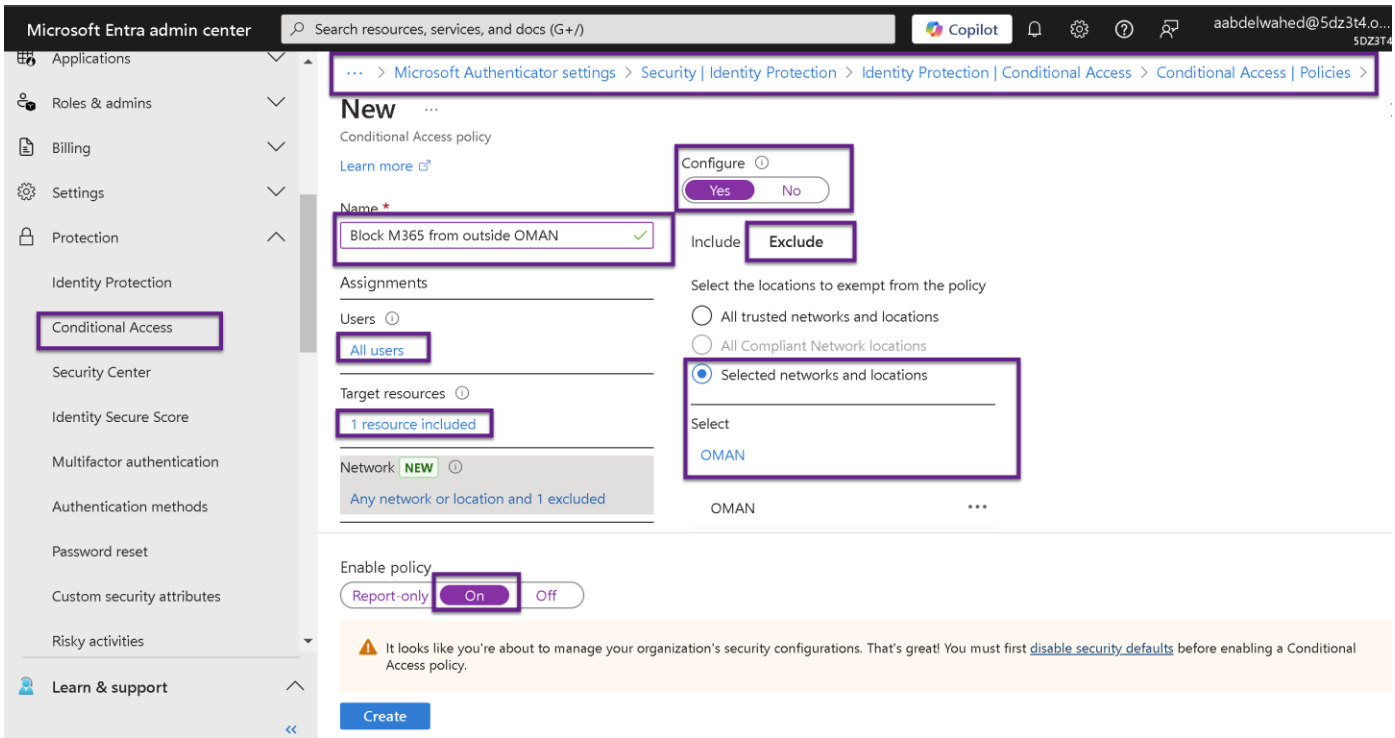
Block access to all admin Portals for end users



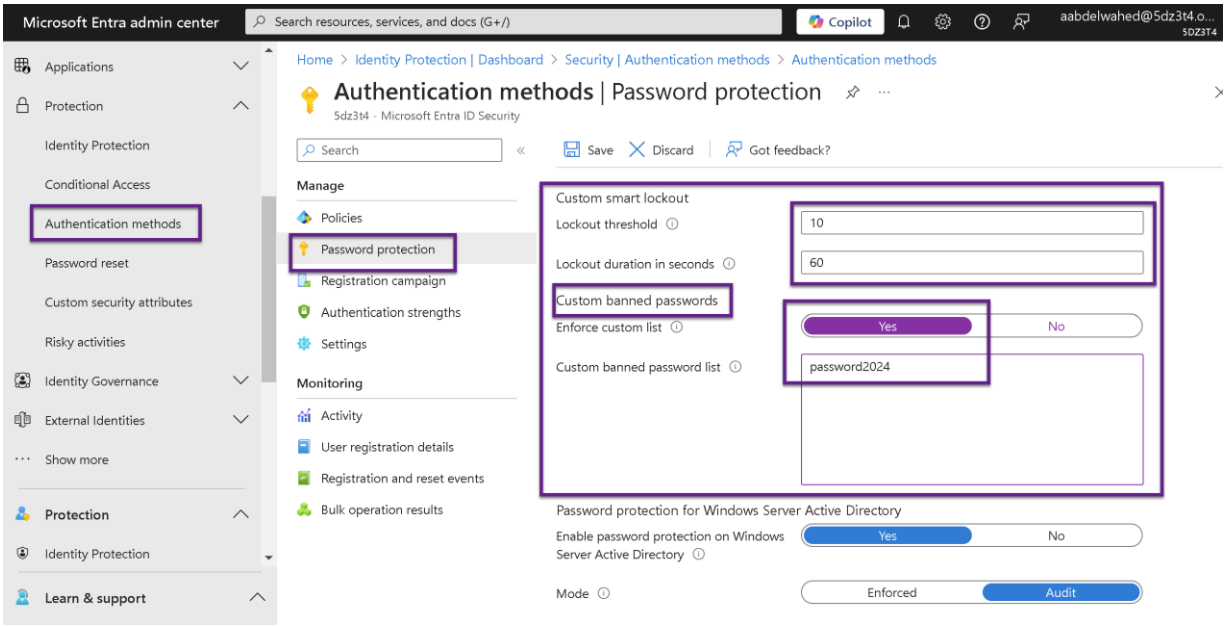
Block Access to all M365 Services based on Countries

First you have to identify the allowed countries

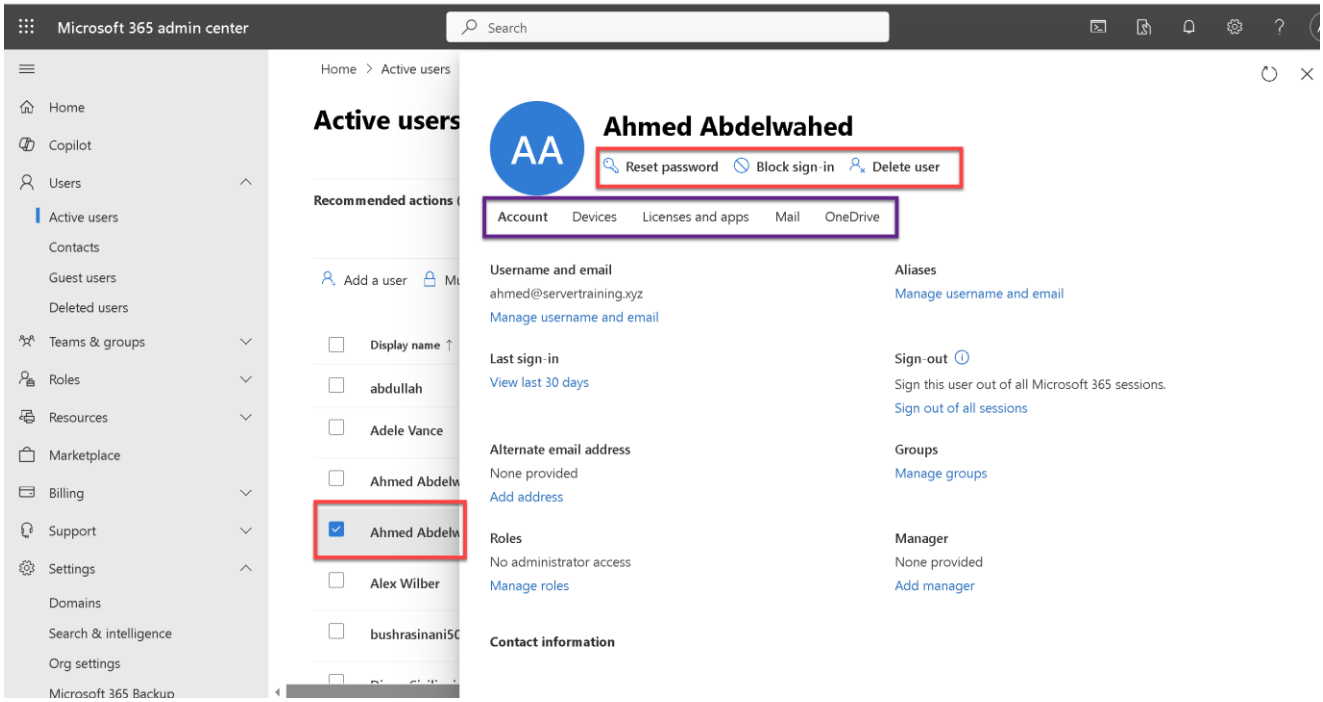




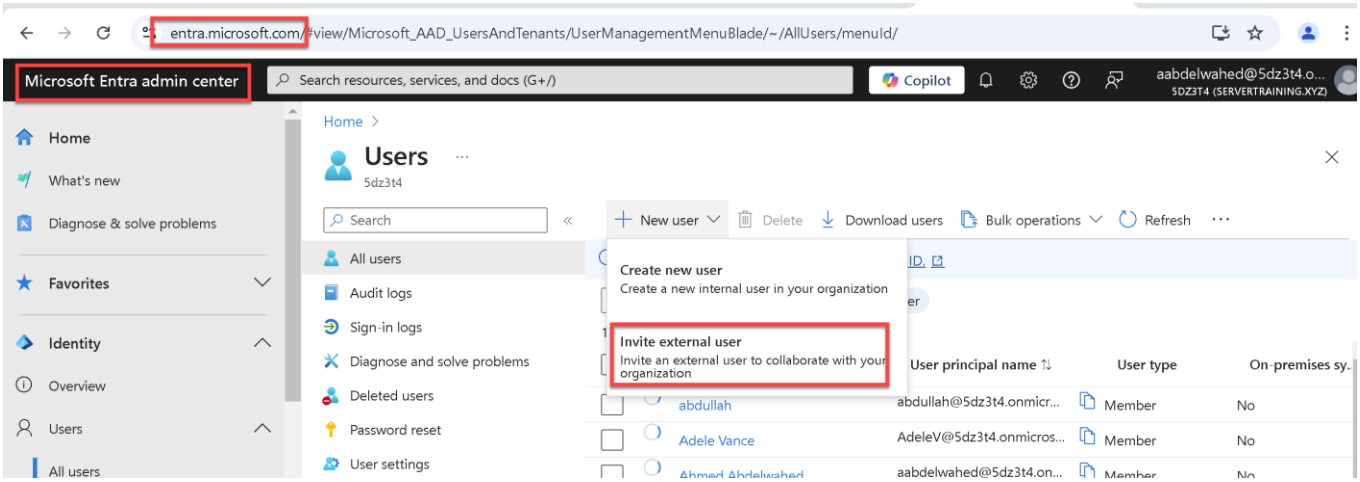
Password protection

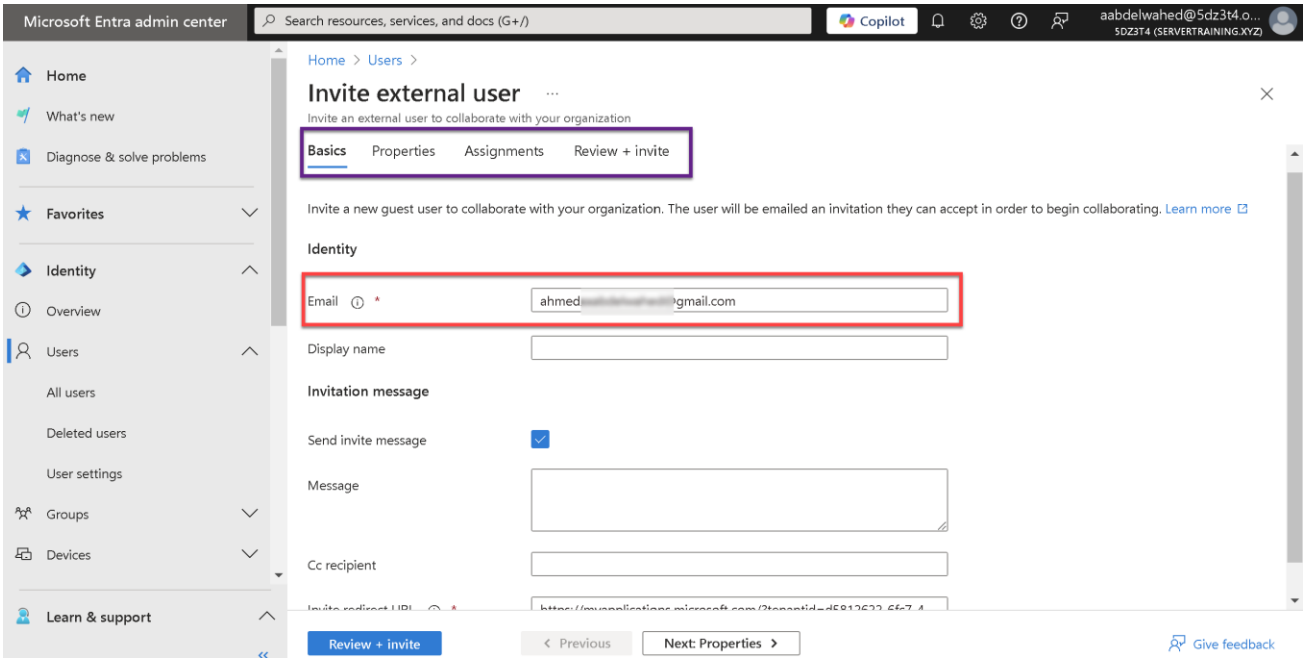


Manage User settings

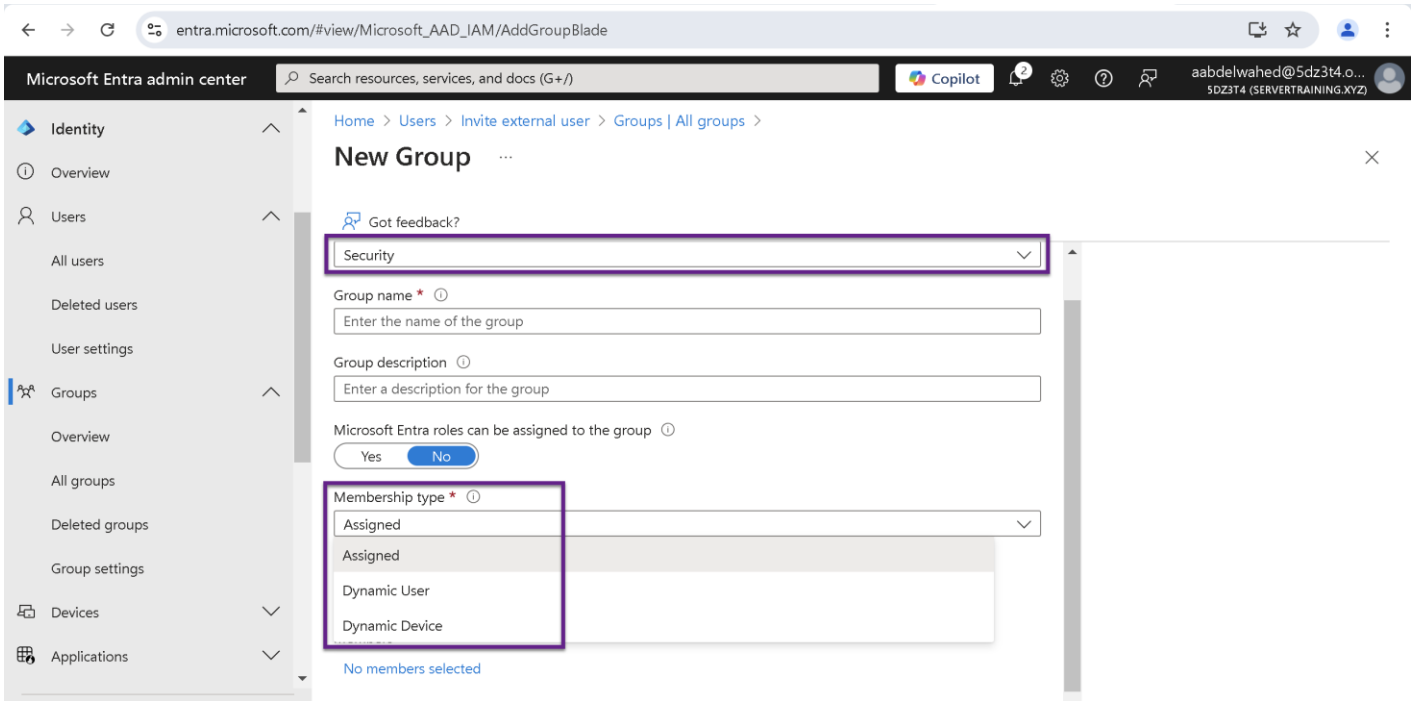


Working with Guest





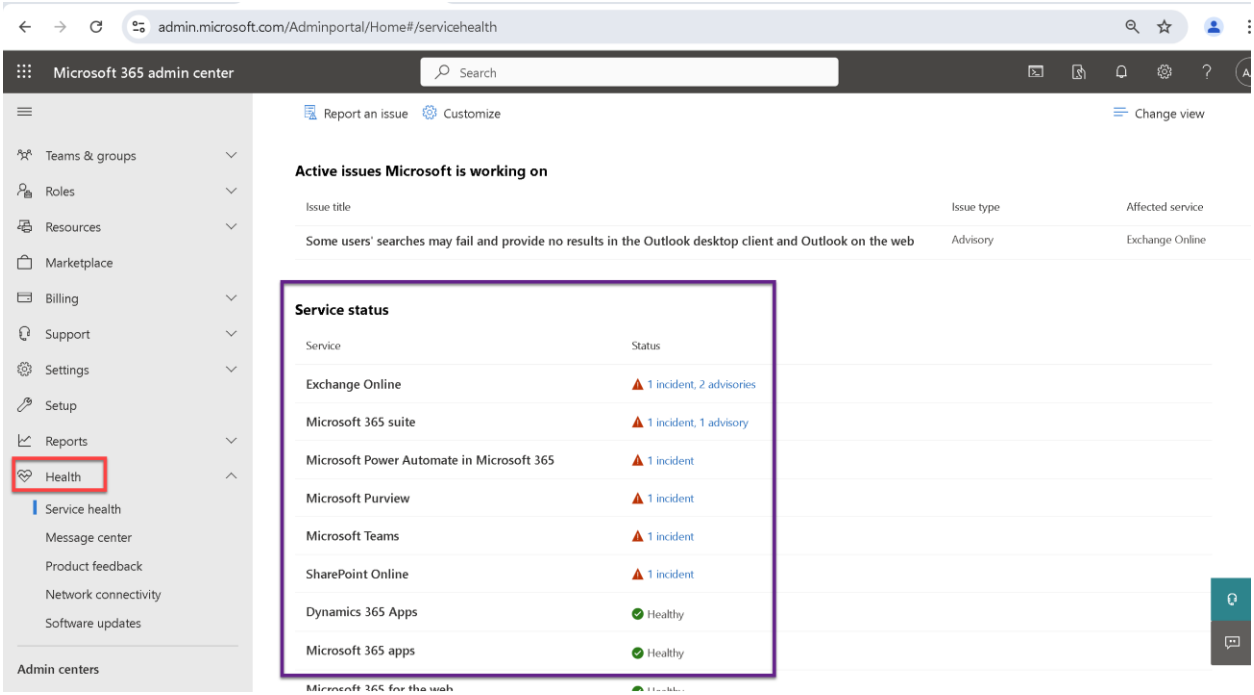
Create and Manage Security Groups

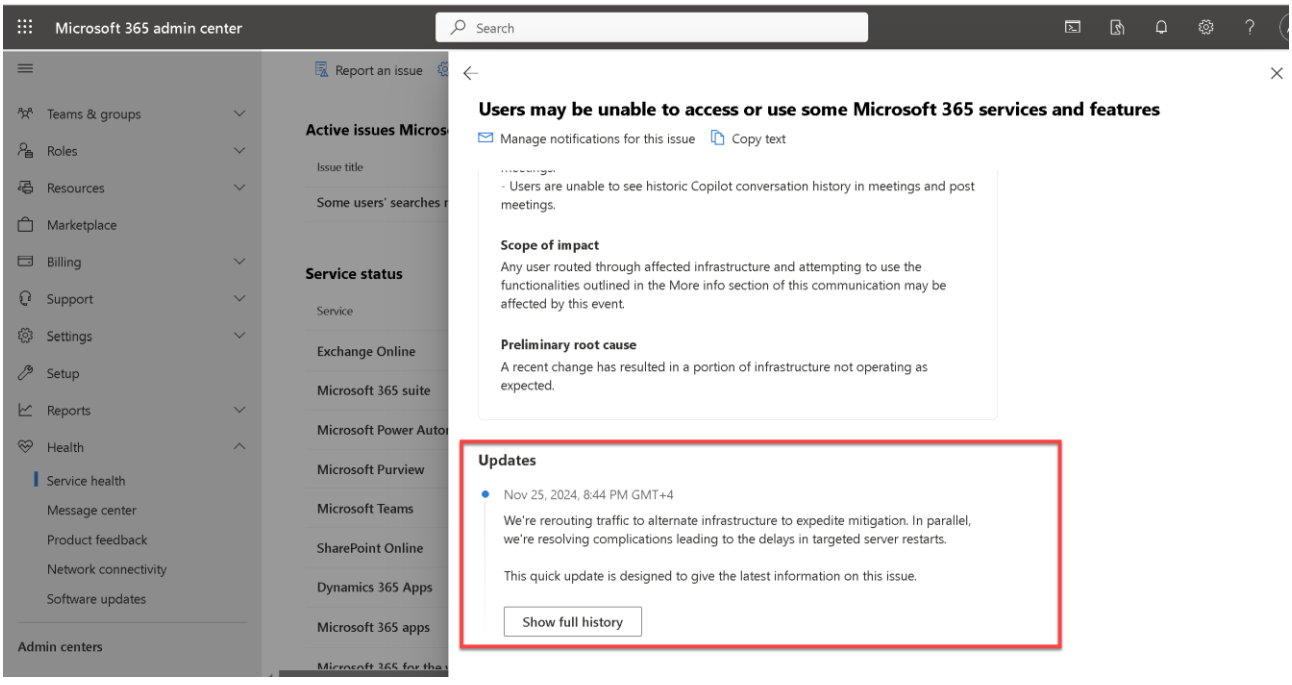


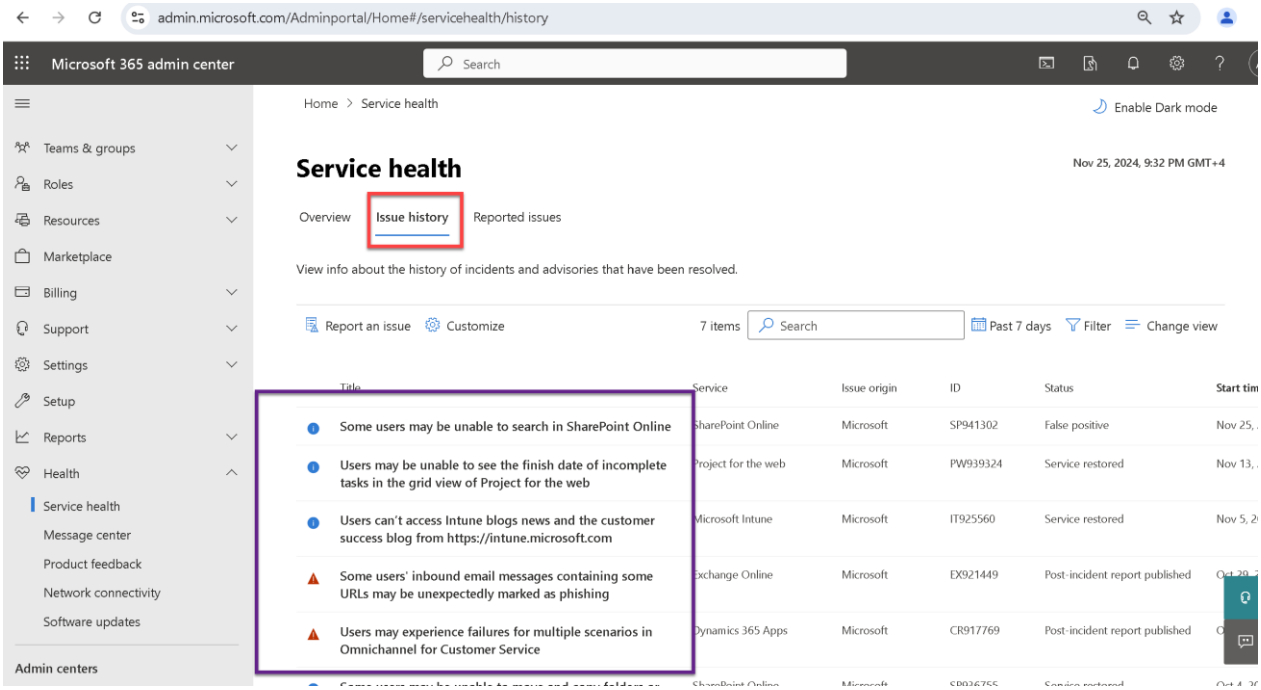
Deploying and Configuring Tools and Applications for Office 365

Monitor Office 365 service health

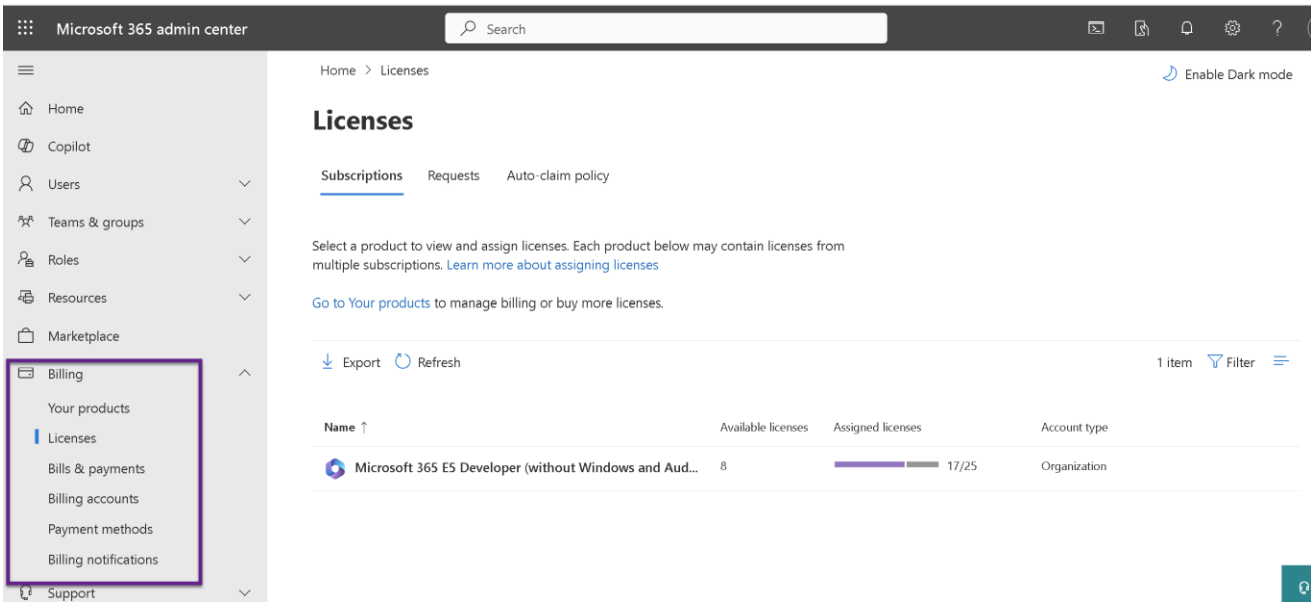
[Microsoft 365 network connectivity test]







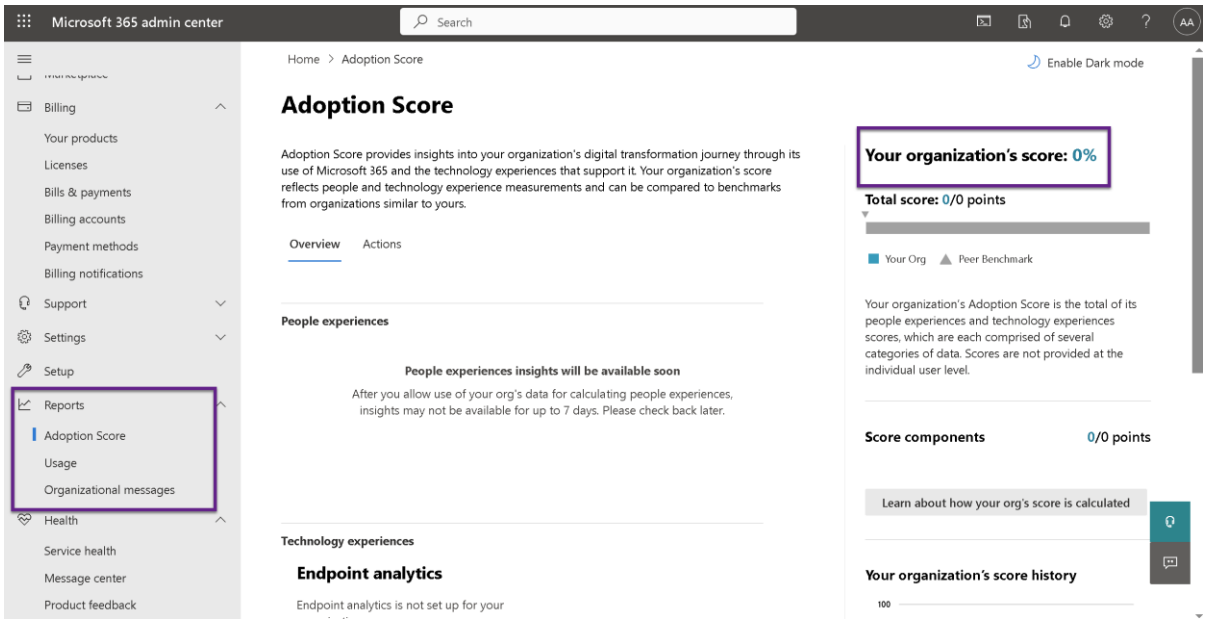
Microsoft 365 billing



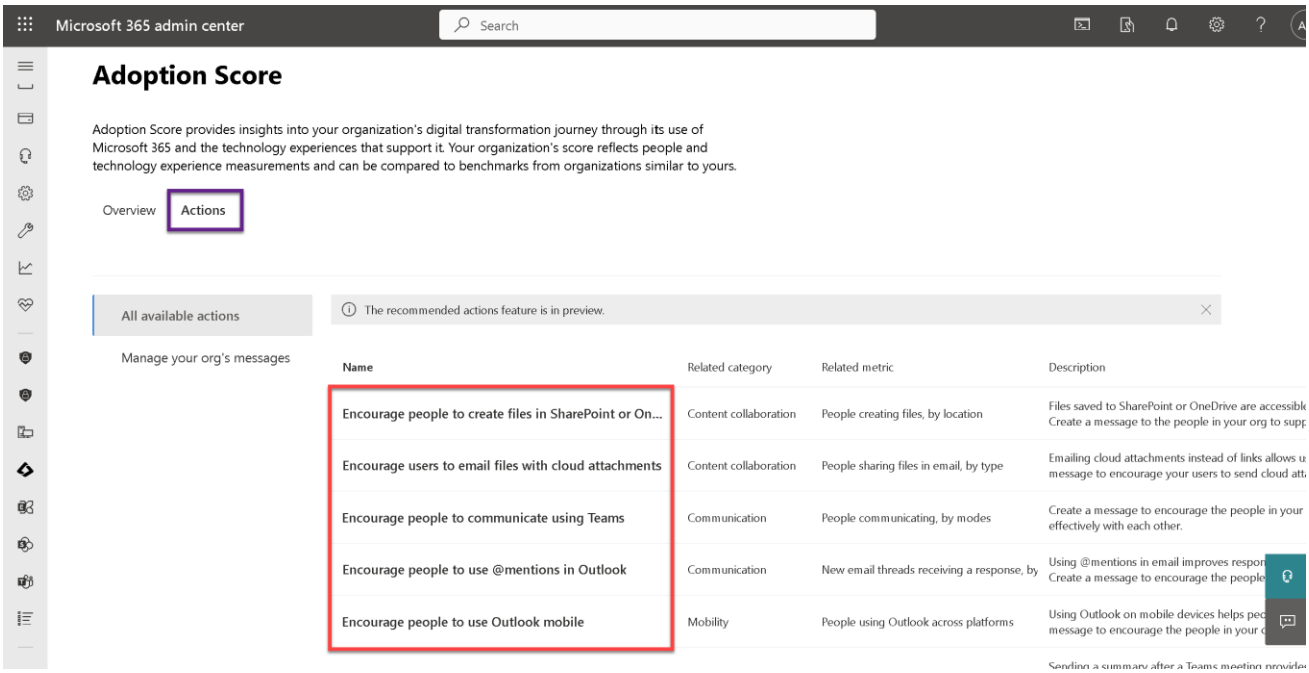
Microsoft 365 Reports

Adoption Score

The Adoption Score provides insights into an organization's progress in adopting Microsoft 365 tools and services. It tracks **people experiences** and **technology experiences** to evaluate digital transformation.



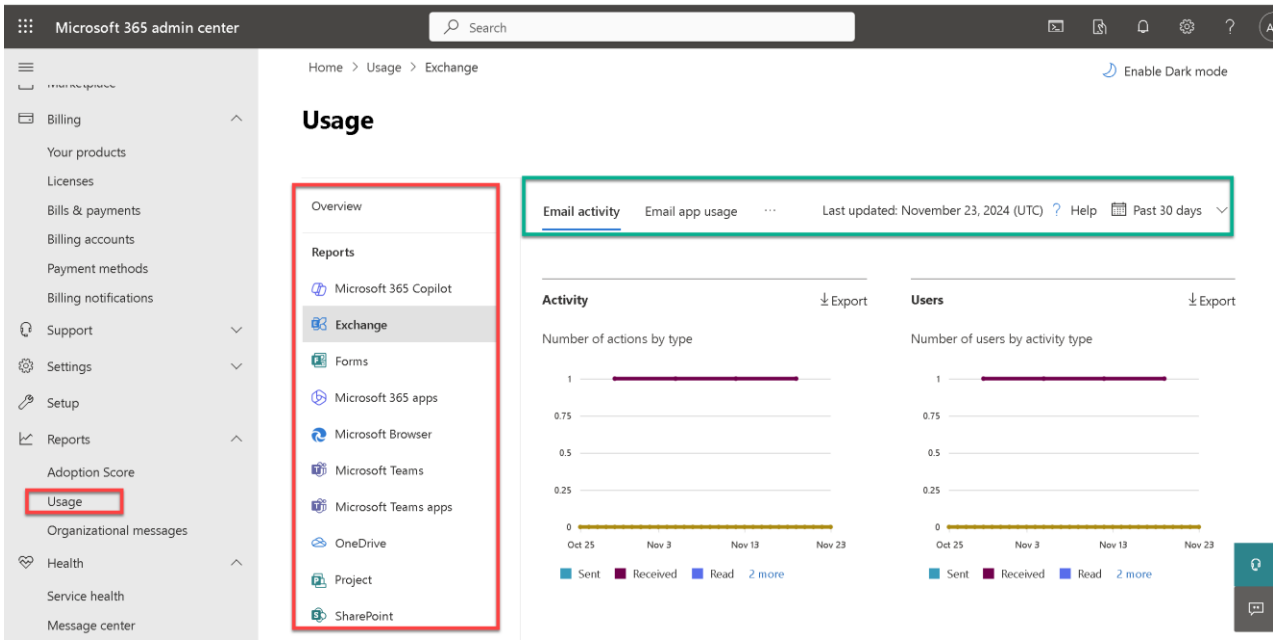
The **Actions** section provides recommendations to enhance the adoption of Microsoft 365 services. It suggests specific actions to improve **content collaboration**, **communication**, and **mobility** within the organization.



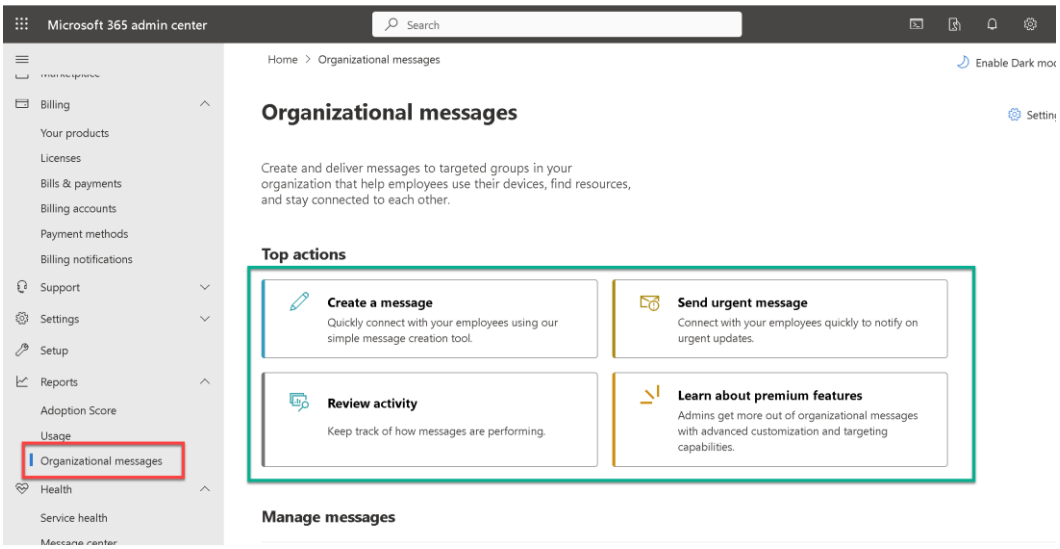
Recommended Actions:

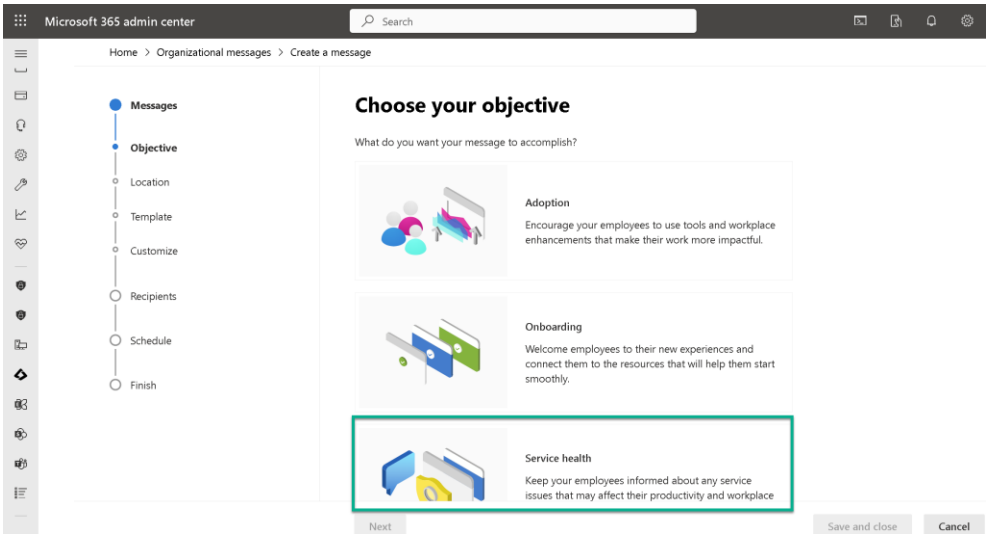
1. **Encourage people to create files in SharePoint or OneDrive**:
    - **Category**: Content collaboration.
    - **Metric**: People creating files by location.
    - **Description**: Promotes saving files to SharePoint or OneDrive to improve accessibility and collaboration.
2. **Encourage users to email files with cloud attachments:**
    - **Category**: Content collaboration.
    - **Metric**: People sharing files in email by type.
    - **Description**: Recommends using cloud attachments instead of traditional attachments for easier access and sharing.
3. **Encourage people to communicate using Teams:**
    - **Category**: Communication.
    - **Metric**: People communicating by modes.
    - **Description**: Encourages effective collaboration through Microsoft Teams.
4. **Encourage people to use @mentions in Outlook:**
    - **Category**: Communication.
    - **Metric**: New email threads receiving a response by using @mentions.
    - **Description**: Highlights the benefit of using @mentions for better email responsiveness.
5. **Encourage people to use Outlook mobile:**
    - **Category**: Mobility.
    - **Metric**: People using Outlook across platforms.
    - **Description**: Suggests using the Outlook mobile app to stay connected on the go.

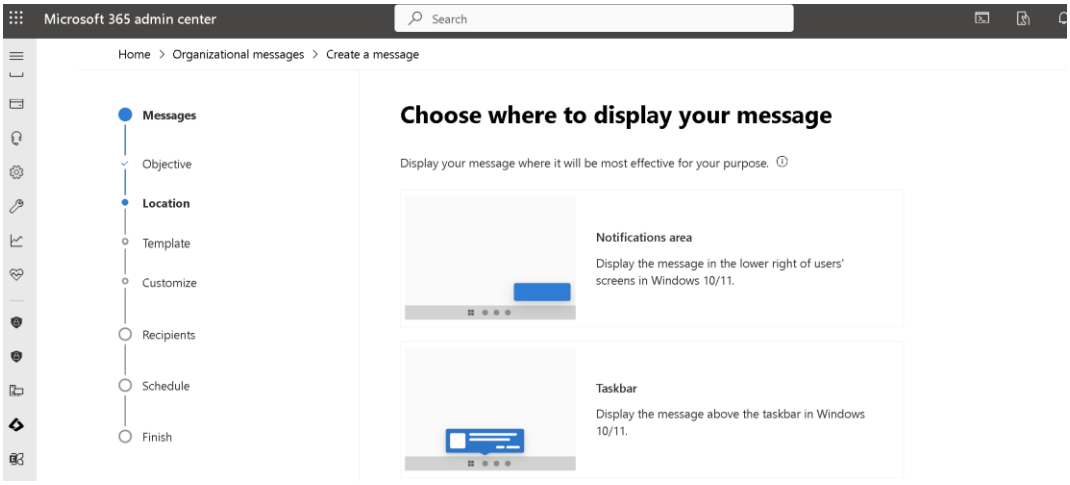
Usage



Organizational Messages

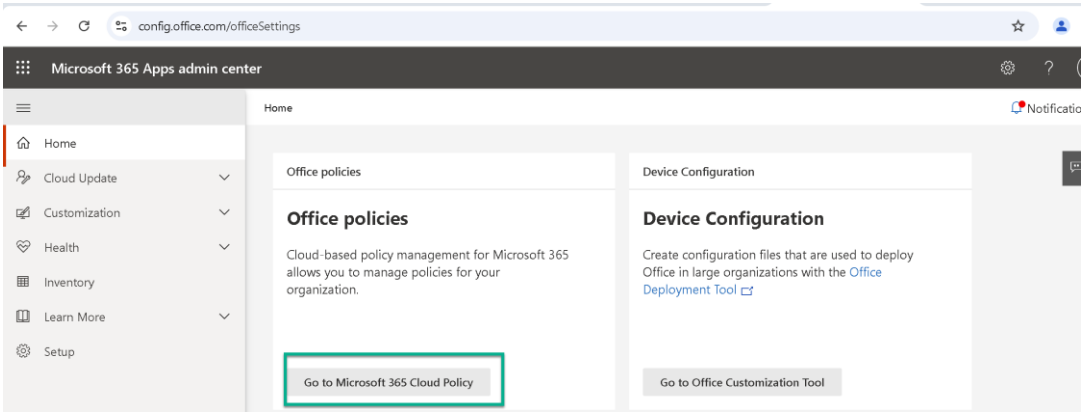


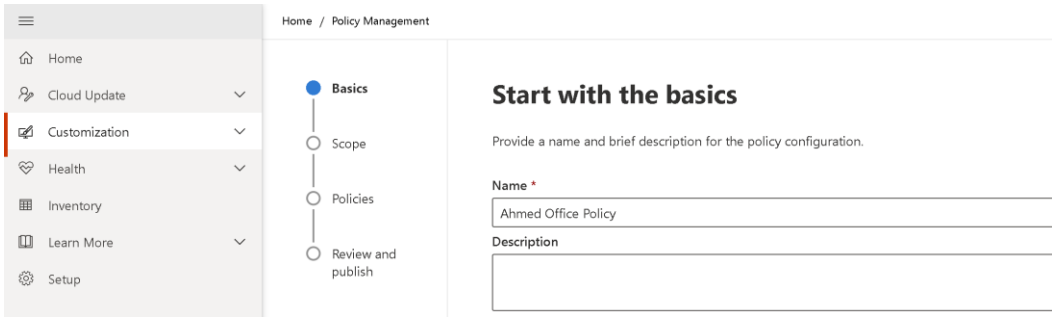


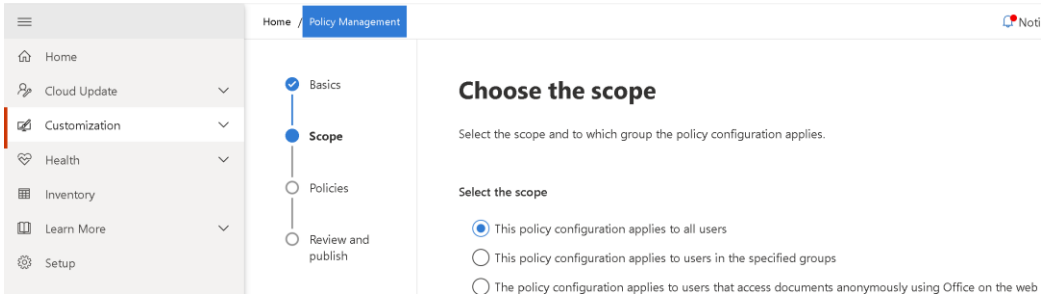


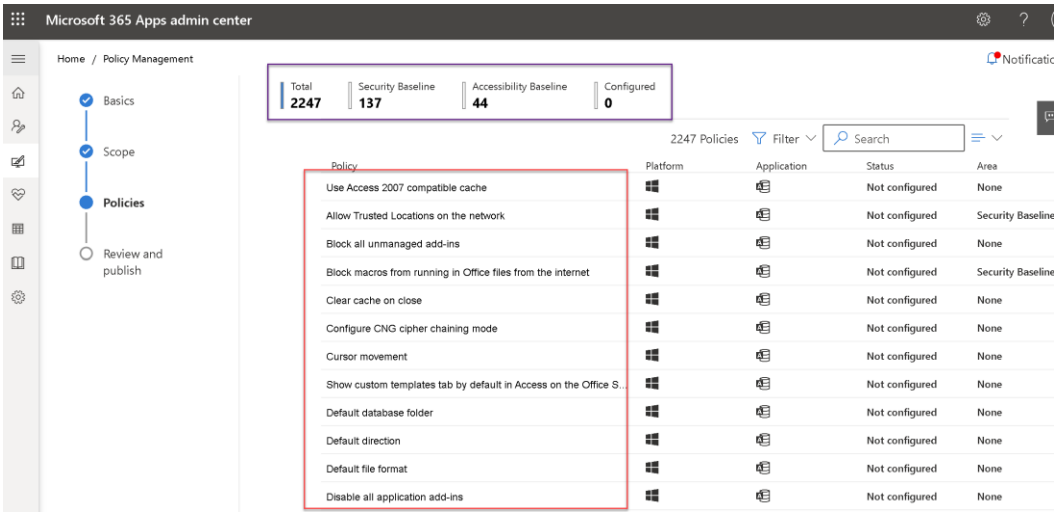
Customize Office 365 installation

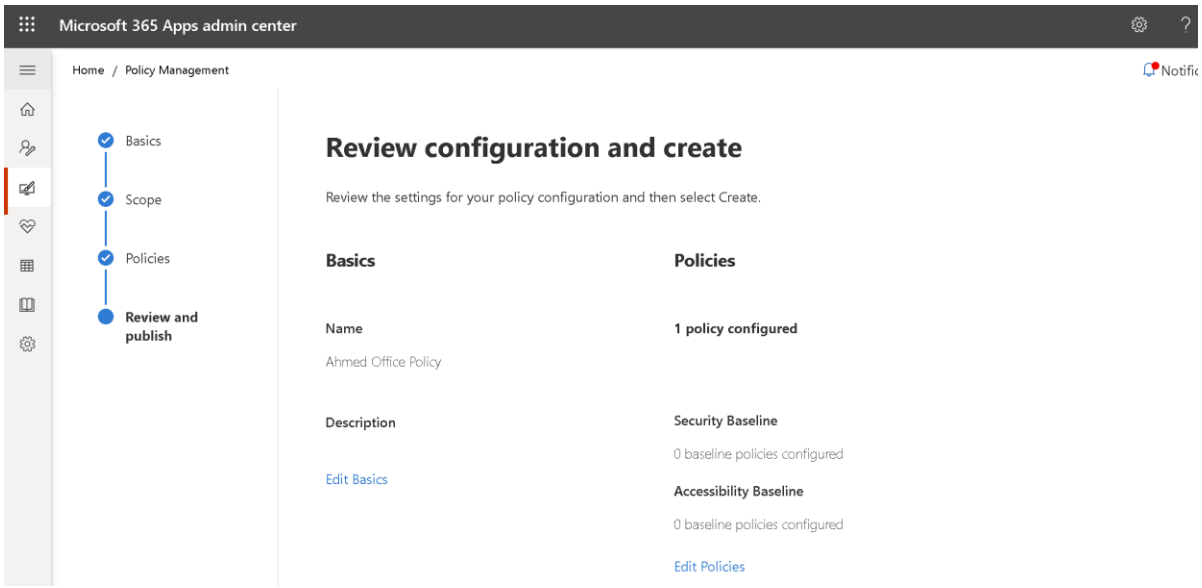
https://config.office.com/officeSettings

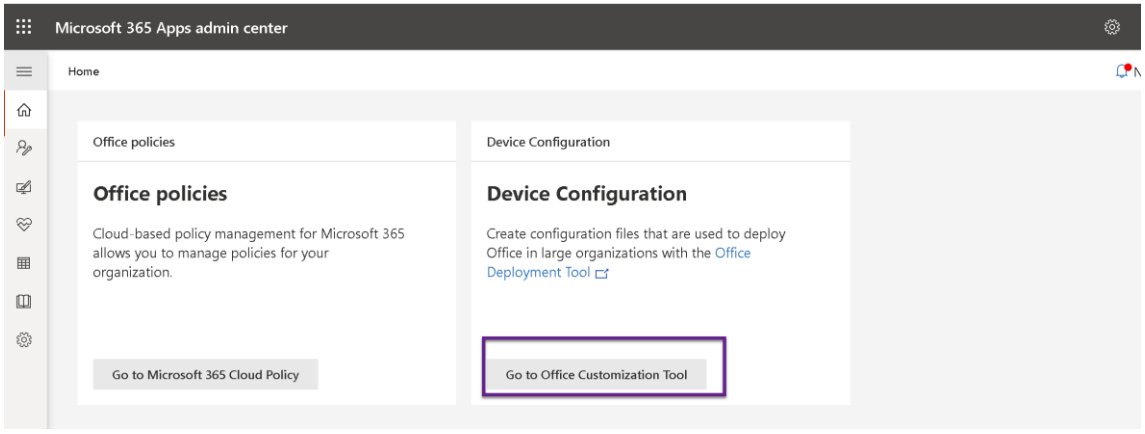


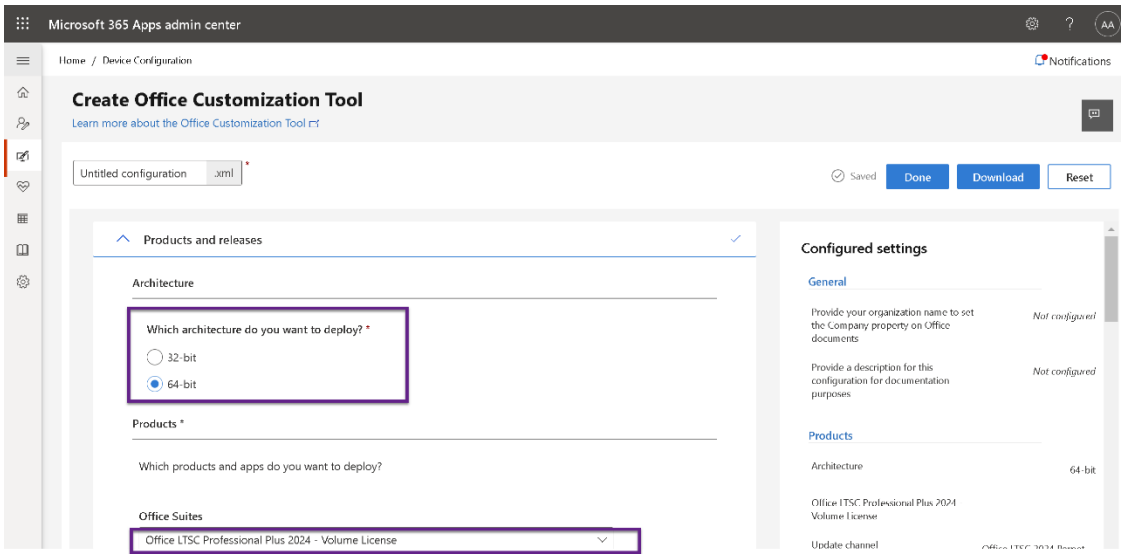


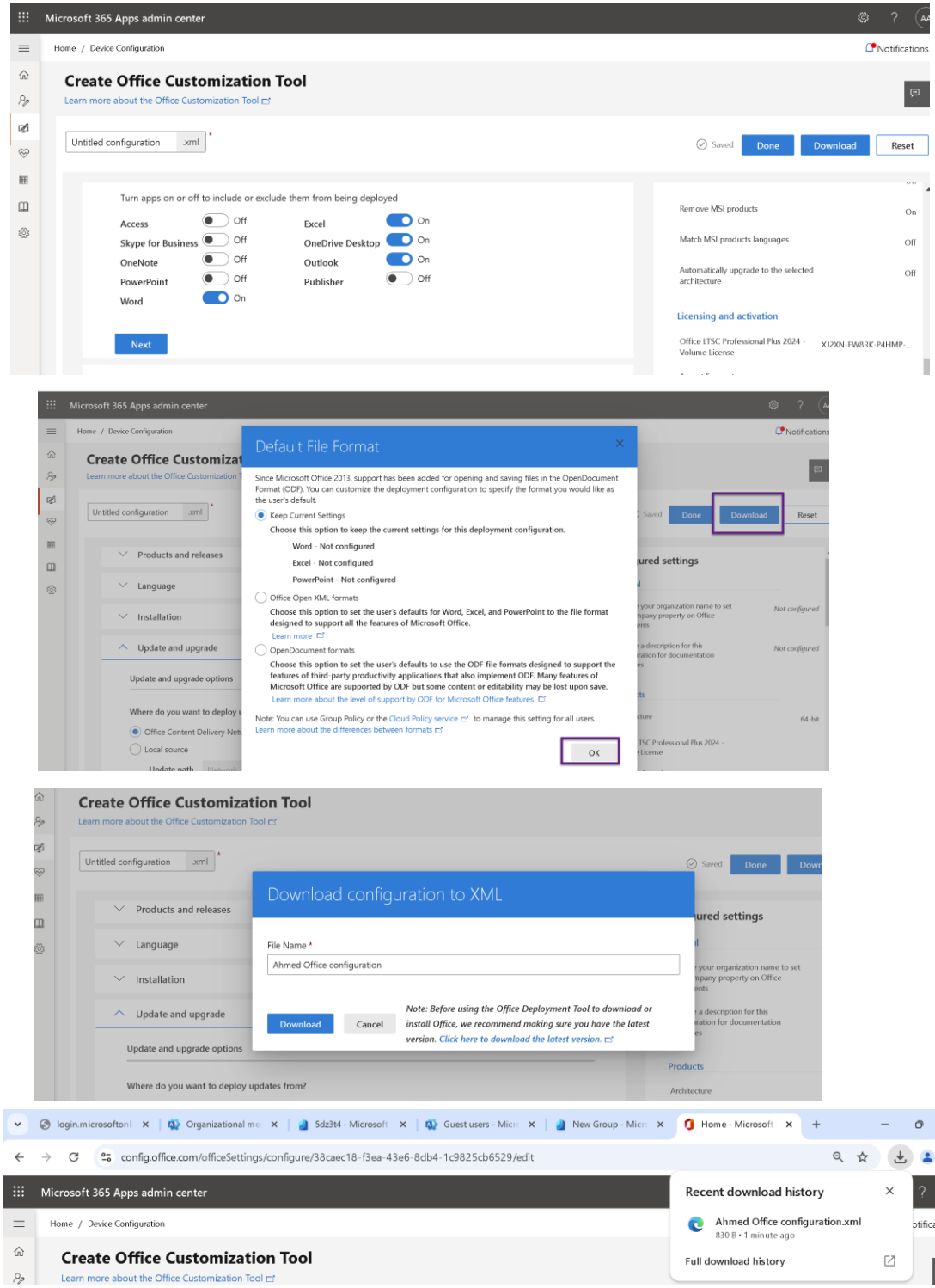





Microsoft 365 Apps admin center
Home / Policy Management
Basics
Scope
Policies
Review and publish
Review configuration and create
Review the settings for your policy configuration and then select Create.
Basics
Name
Ahmed Office Policy
Description
Edit Basics
Policies
1 policy configured
Security Baseline
0 baseline policies configured
Accessibility Baseline
0 baseline policies configured
Edit Policies


Microsoft 365 Apps admin center
Home
Office policies
Office policies
Cloud-based policy management for Microsoft 365 allows you to manage policies for your organization.
Go to Microsoft 365 Cloud Policy
Device Configuration
Device Configuration
Create configuration files that are used to deploy Office in large organizations with the Office Deployment Tool
Go to Office Customization Tool

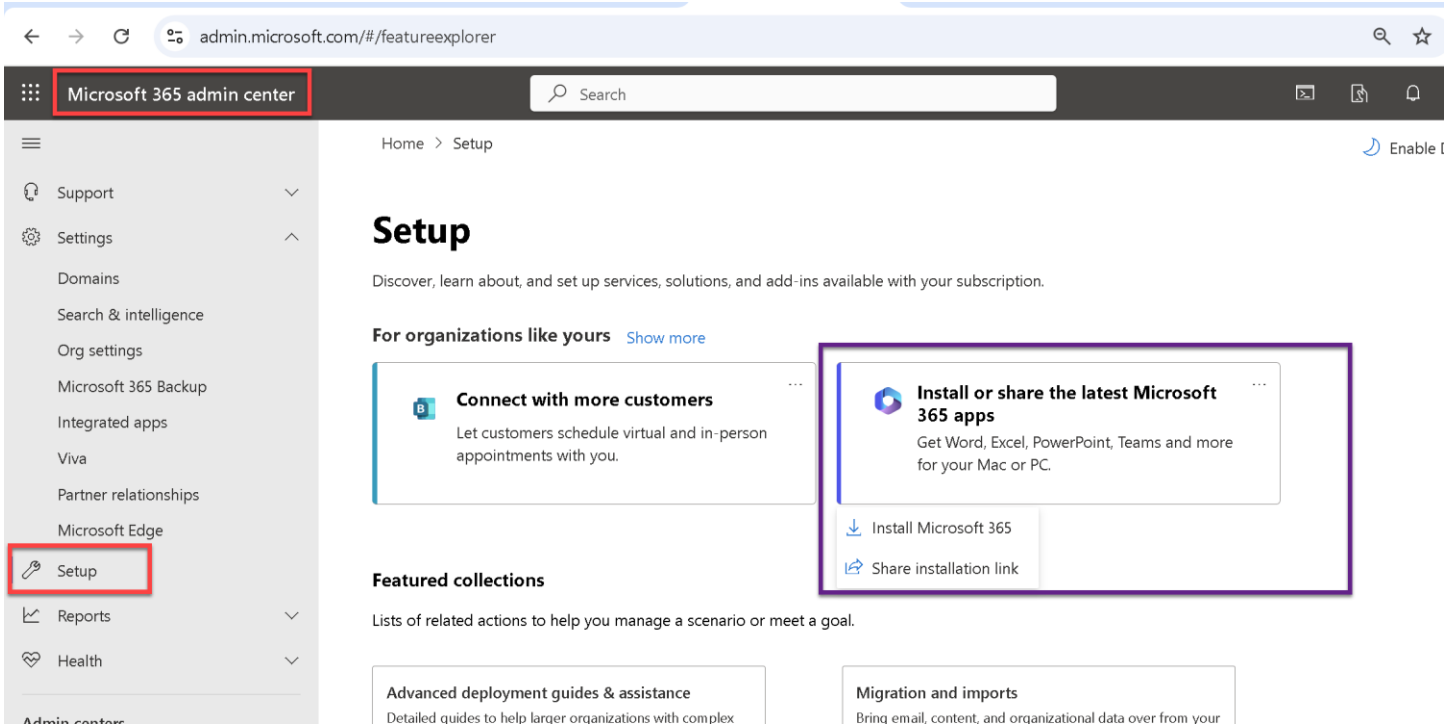

Microsoft 365 Apps admin center
Home / Device Configuration
Notifications
Create Office Customization Tool
Learn more about the Office Customization Tool
Untitled configuration .xml
Saved
Done
Download
Reset
Products and releases
Architecture
Which architecture do you want to deploy? *
32-bit
64-bit
Products *
Which products and apps do you want to deploy?
Office Suites
Office LTSC Professional Plus 2024 - Volume License
Configured settings
General
Provide your organization name to set the Company property on Office documents
Not configured
Provide a description for this configuration for documentation purposes
Not configured
Products
Architecture
64-bit
Office LTSC Professional Plus 2024 Volume License
Update channel



Place the XML File

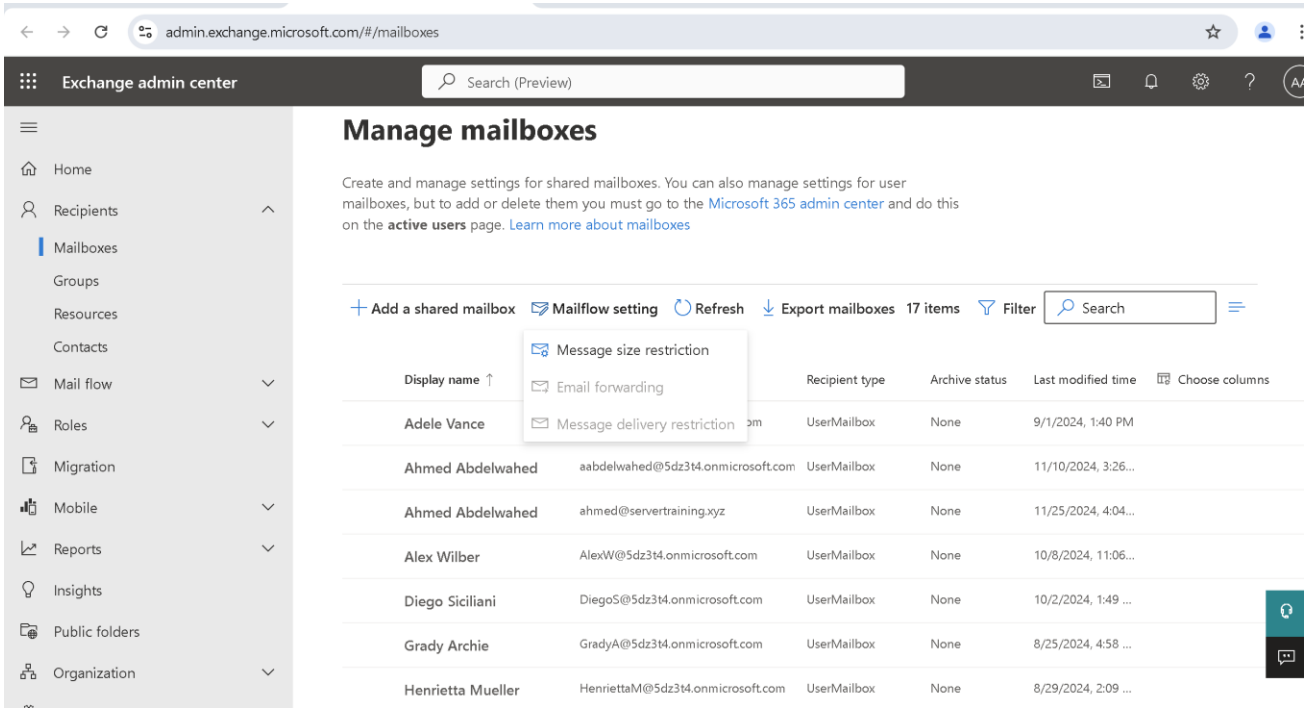
- Move the downloaded XML configuration file (e.g., Ahmed Office configuration.xml) into the same folder as the Office Deployment Tool executable (setup.exe).

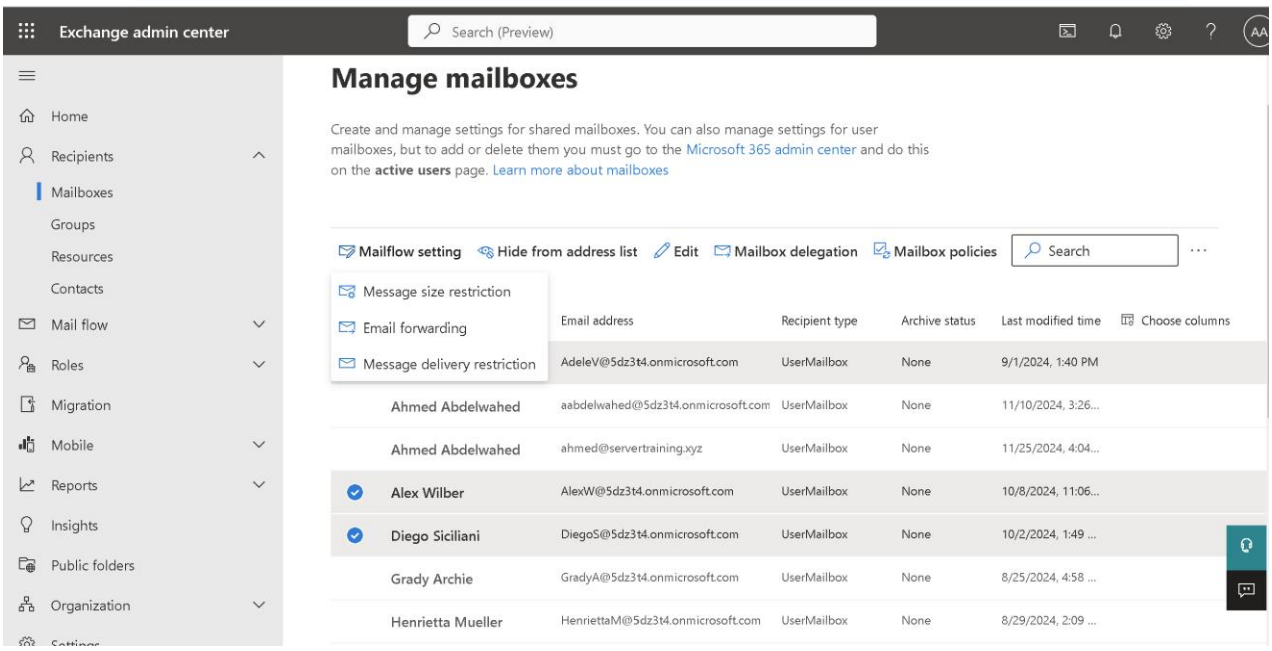
Install Microsoft 365 apps

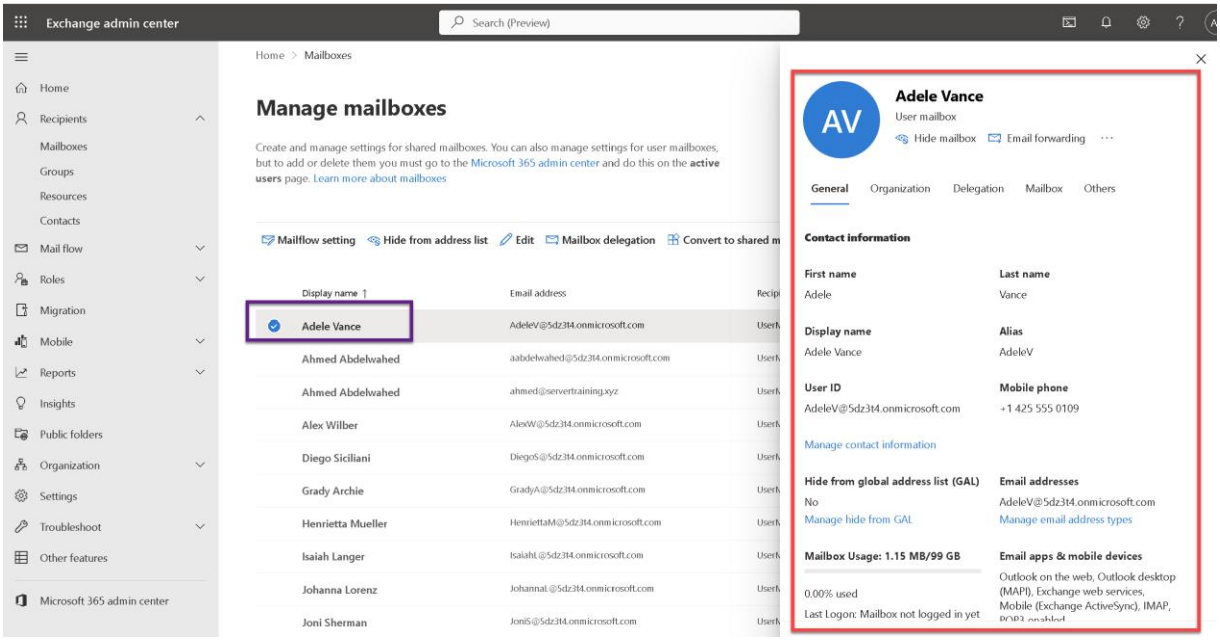


Planning and Managing Exchange Online

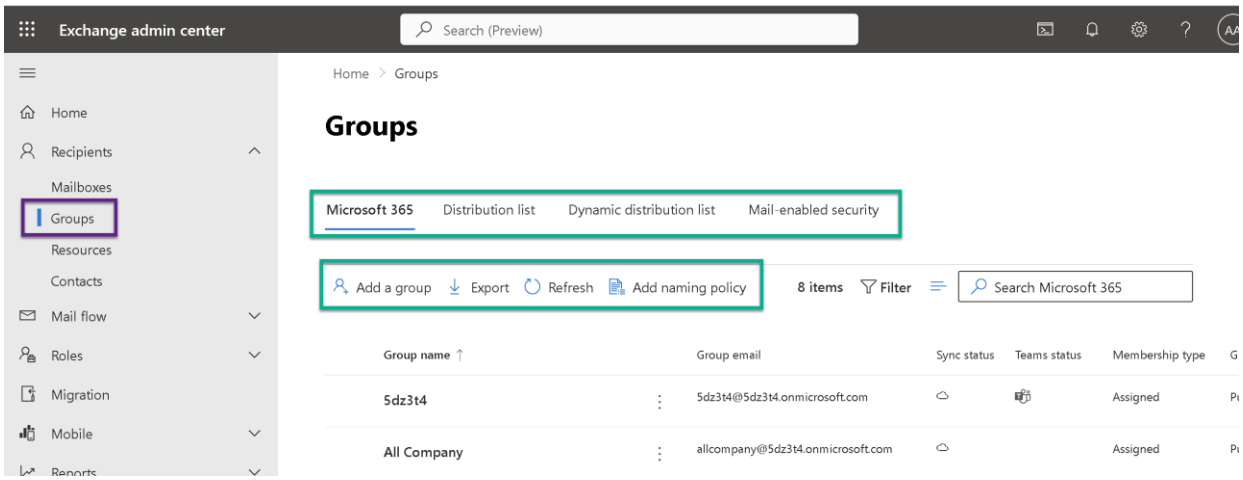
Managing Exchange Online Mailboxes

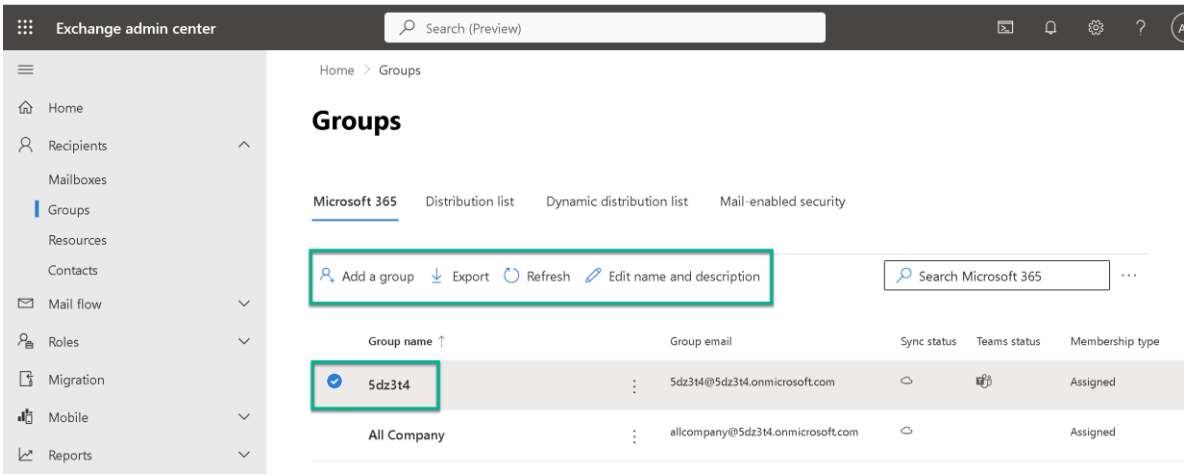




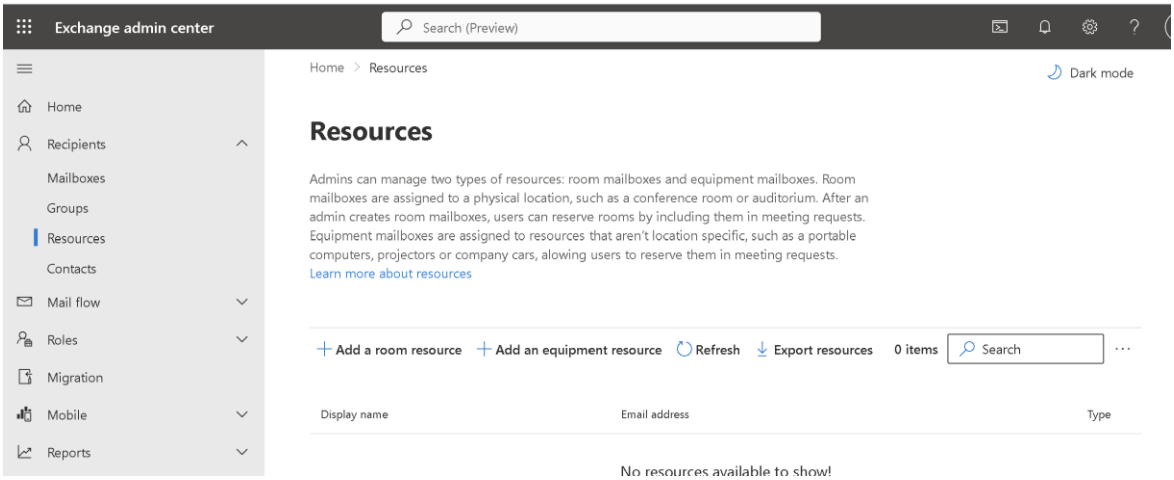


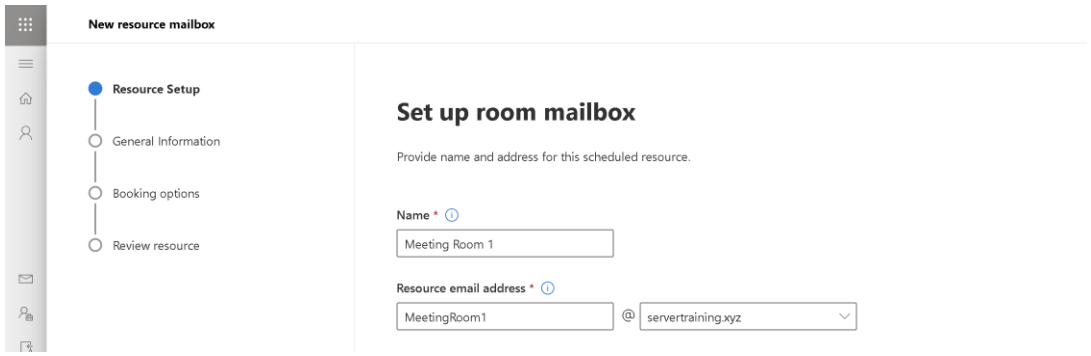
Managing Groups in Exchange Online

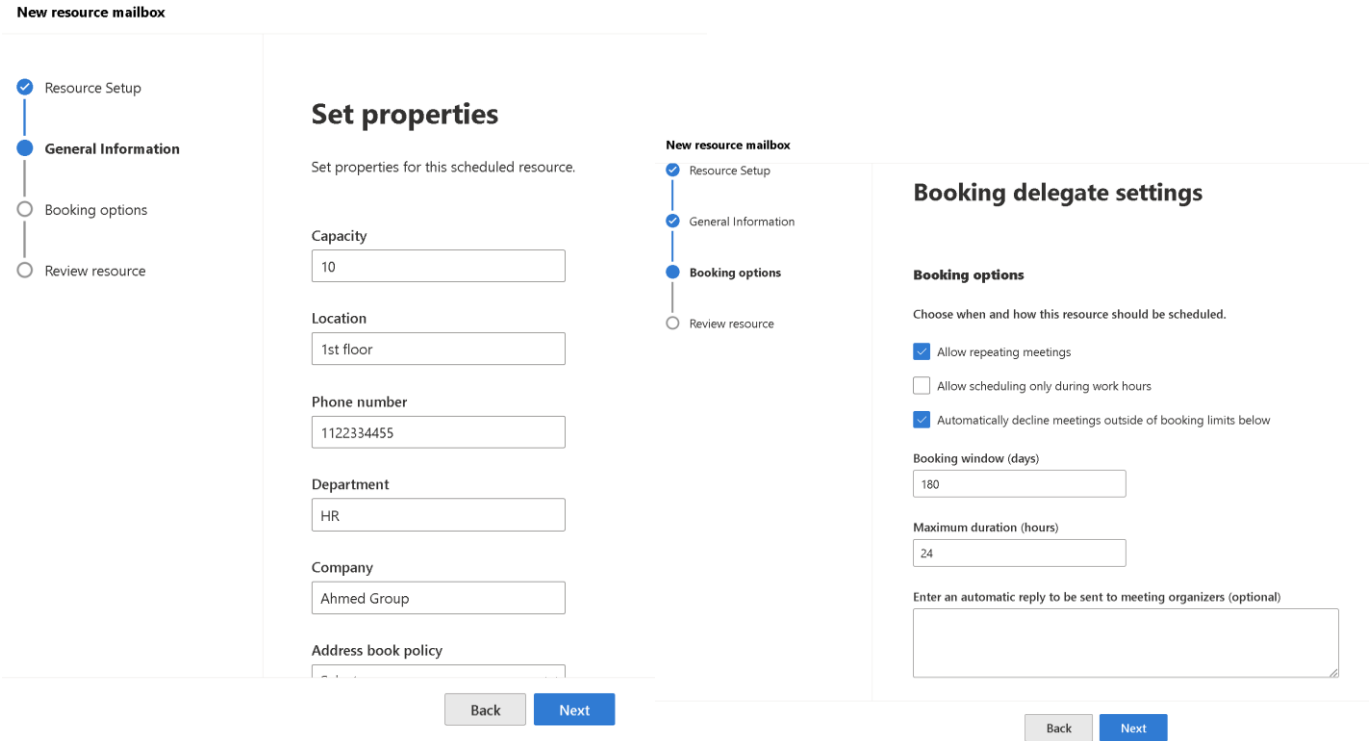




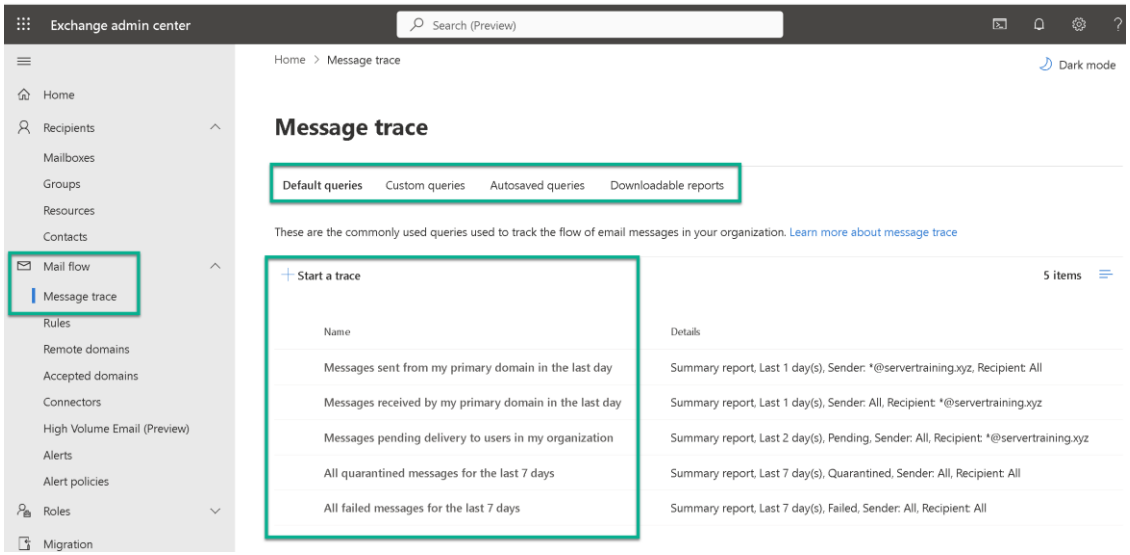
Resource Mailboxes

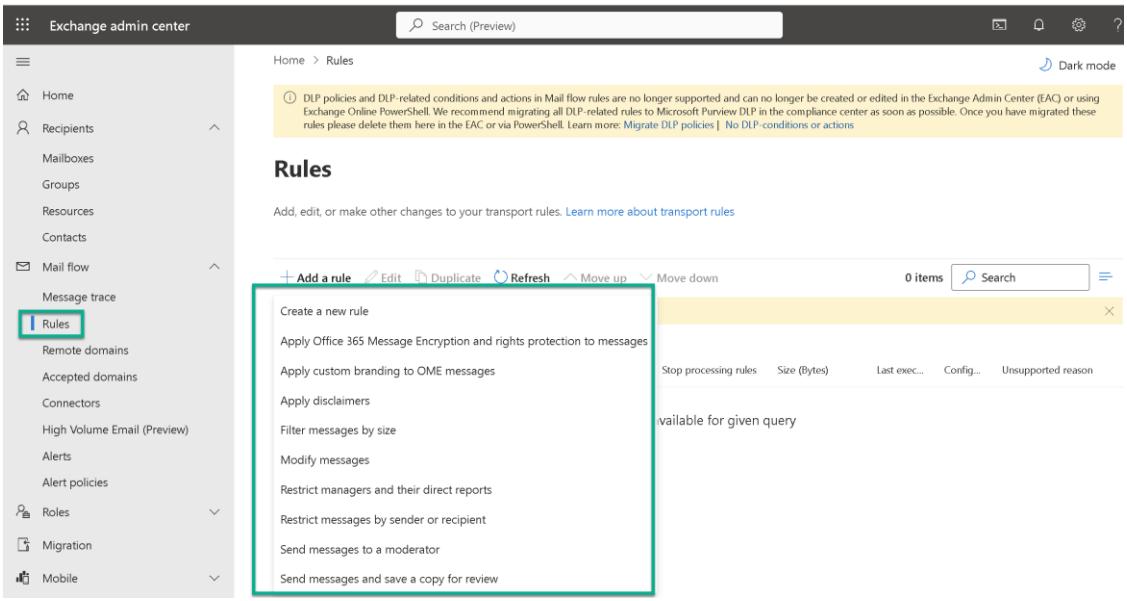


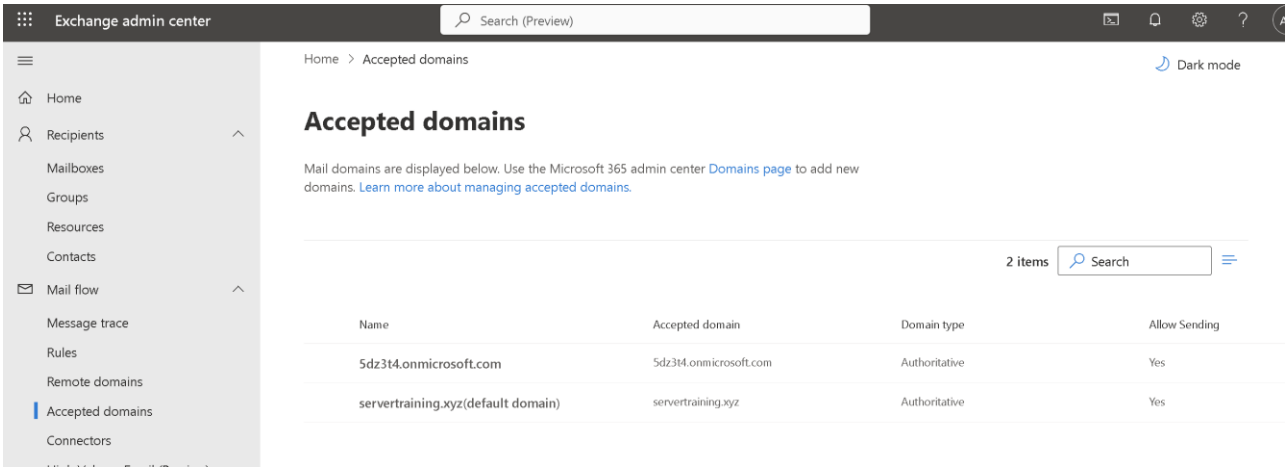


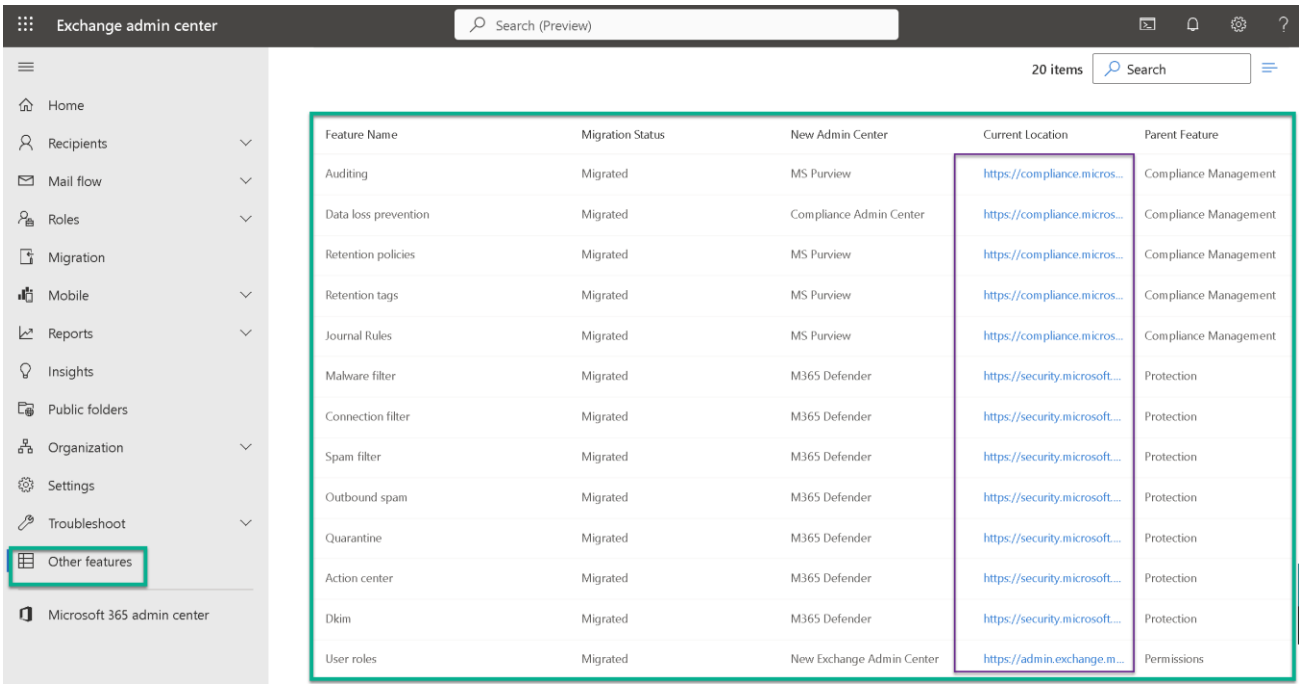


Plan and Configure Mail Flow

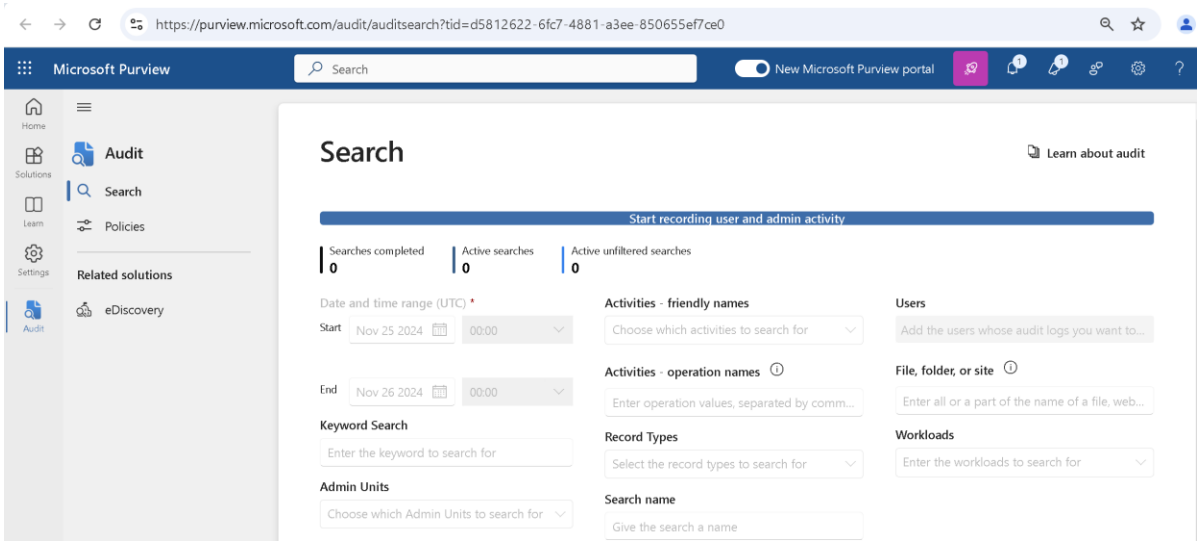


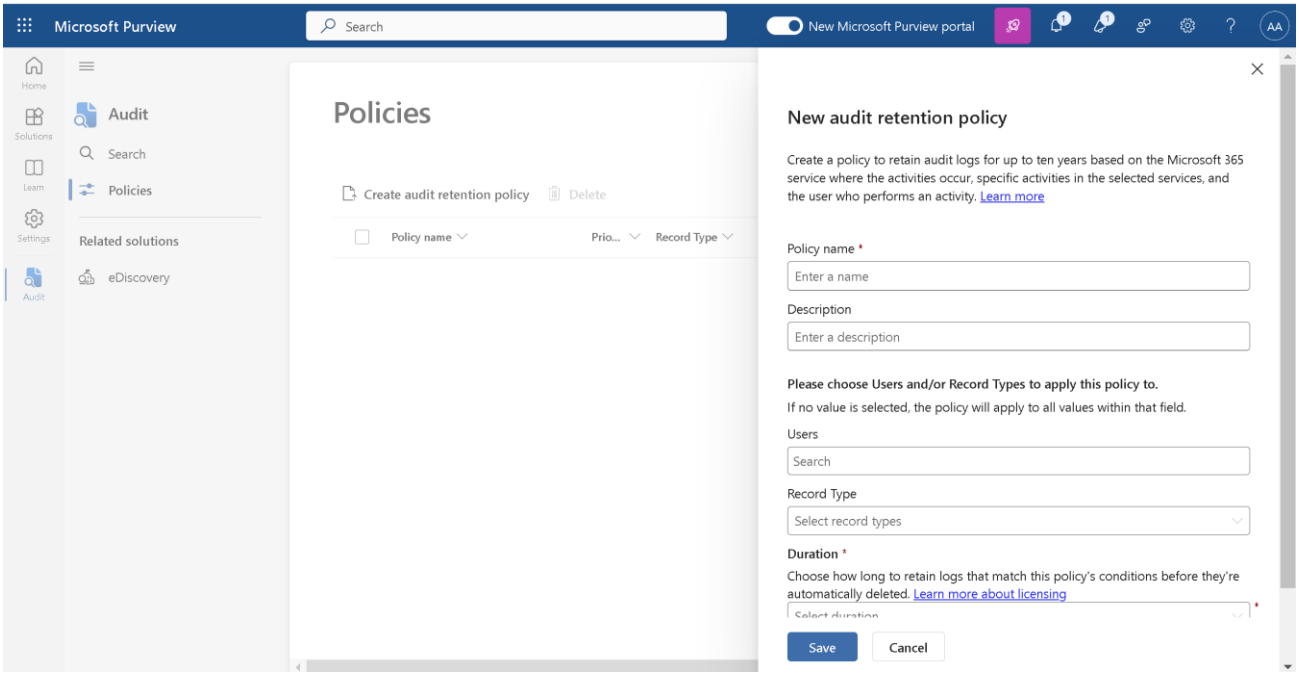


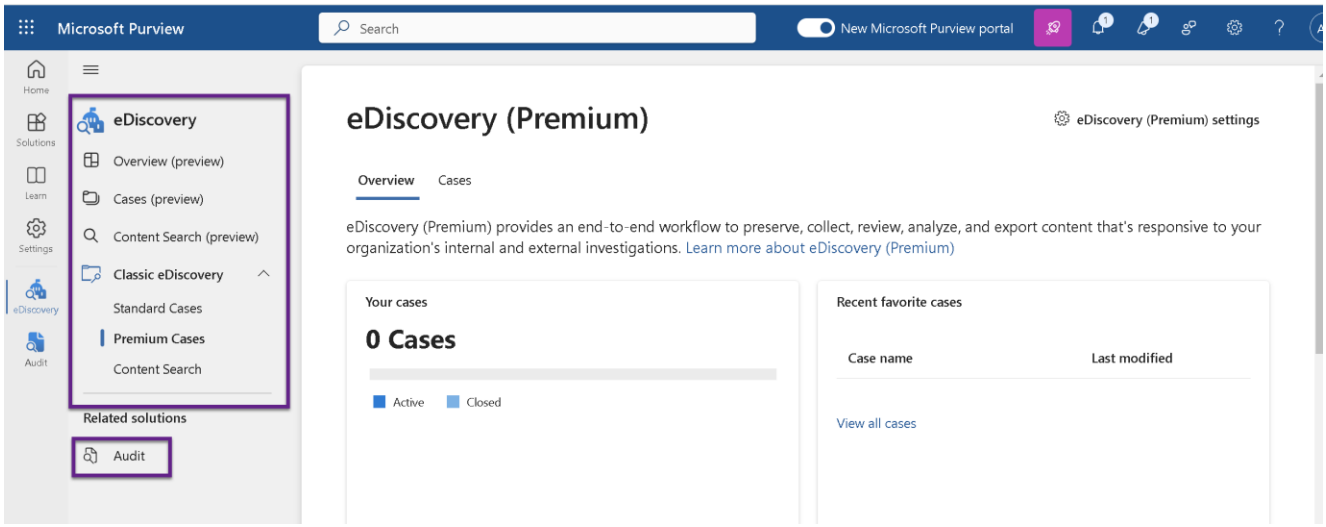




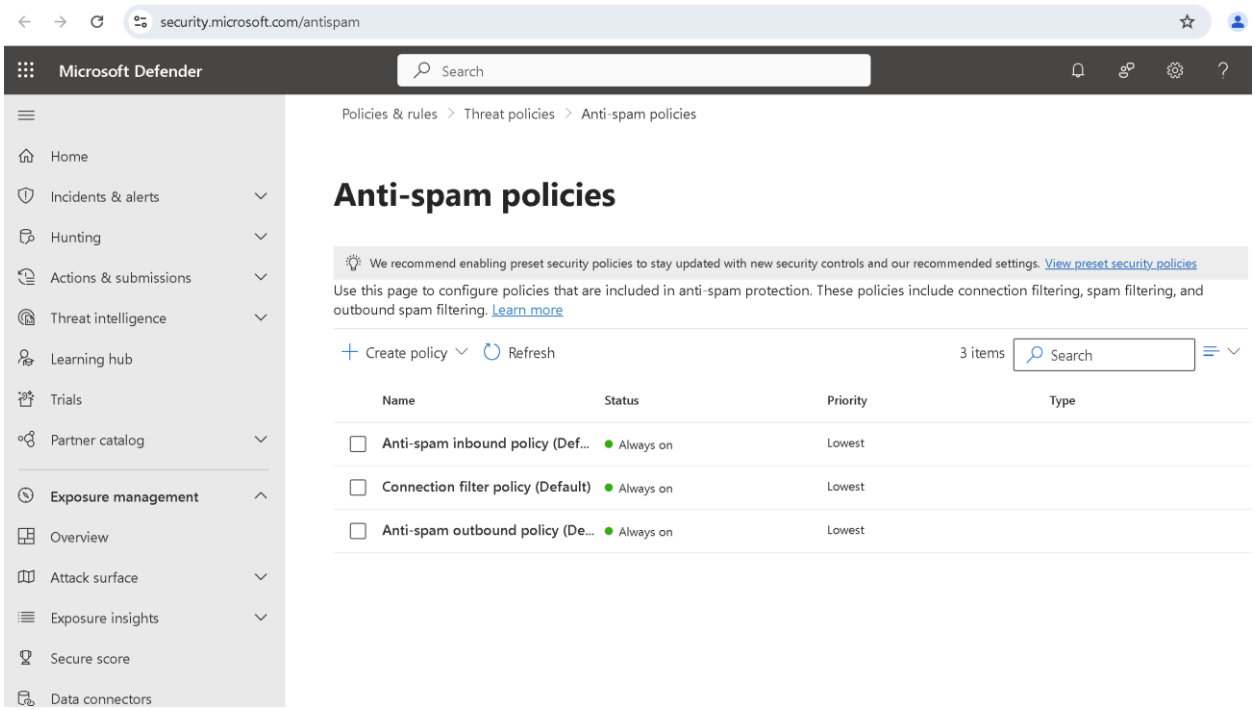
Purview https://purview.microsoft.com

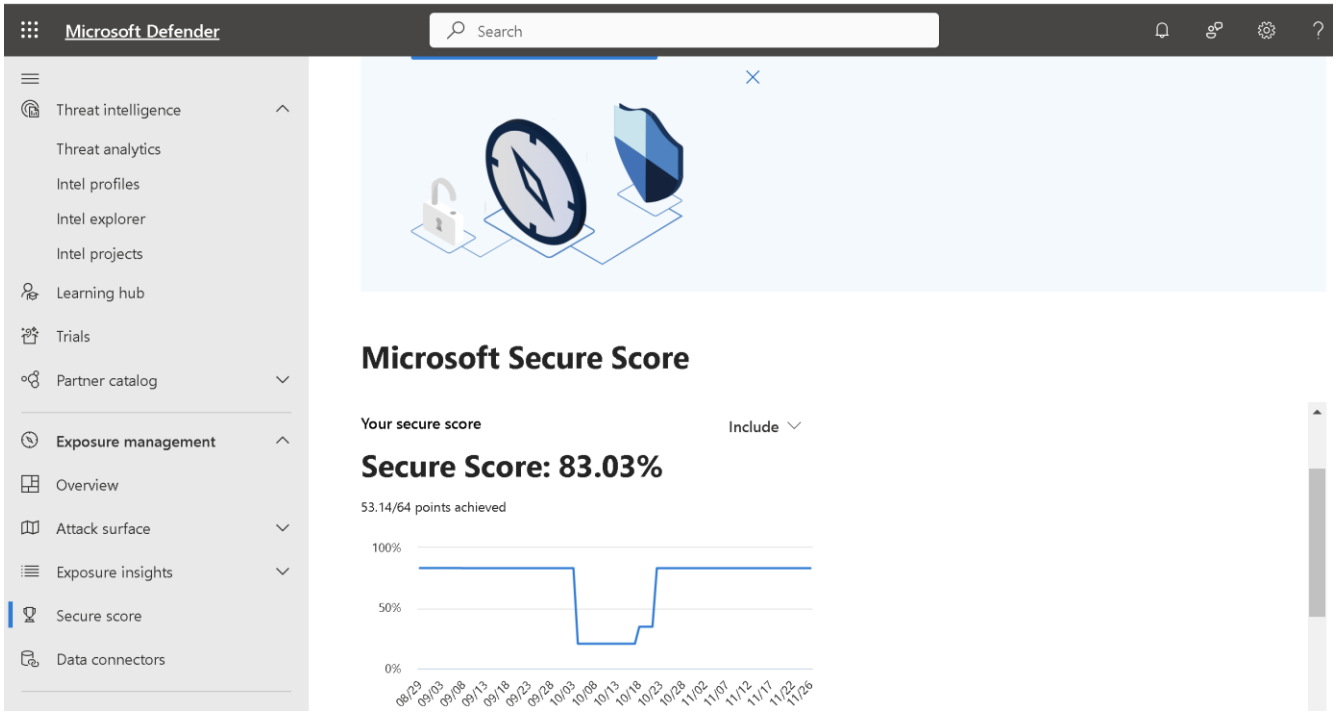



Microsoft Purview
Search
New Microsoft Purview portal
Audit
Search
Policies
Related solutions
eDiscovery
Policies
Create audit retention policy
Delete
Policy name
Prio...
Record Type
New audit retention policy
Create a policy to retain audit logs for up to ten years based on the Microsoft 365 service where the activities occur, specific activities in the selected services, and the user who performs an activity. Learn more
Policy name *
Enter a name
Description
Enter a description
Please choose Users and/or Record Types to apply this policy to.
If no value is selected, the policy will apply to all values within that field.
Users
Search
Record Type
Select record types
Duration *
Choose how long to retain logs that match this policy's conditions before they're automatically deleted. Learn more about licensing
Save
Cancel

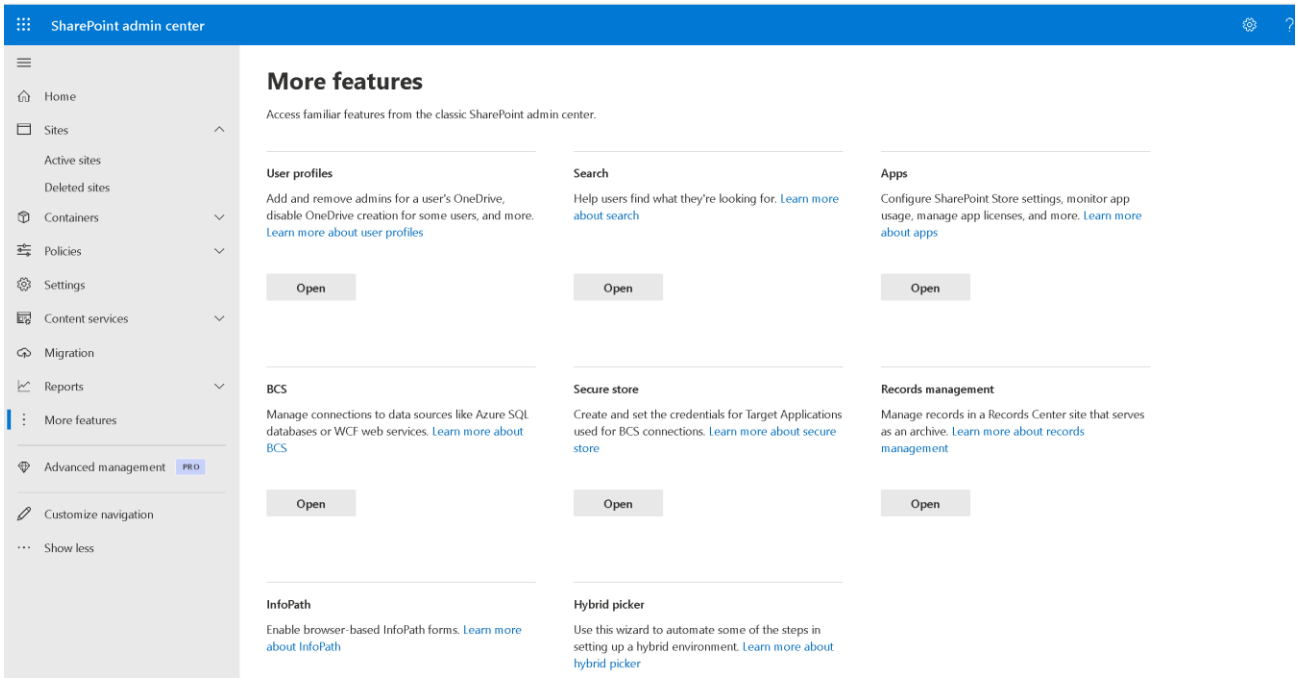

Microsoft Purview
Search
New Microsoft Purview portal
eDiscovery
Overview (preview)
Cases (preview)
Content Search (preview)
Classic eDiscovery
Standard Cases
Premium Cases
Content Search
Related solutions
Audit
eDiscovery (Premium)
eDiscovery (Premium) settings
Overview
Cases
eDiscovery (Premium) provides an end-to-end workflow to preserve, collect, review, analyze, and export content that's responsive to your organization's internal and external investigations. Learn more about eDiscovery (Premium)
Your cases
0 Cases
Active
Closed
Recent favorite cases
Case name
Last modified
View all cases

Microsoft Defender https://security.microsoft.com/

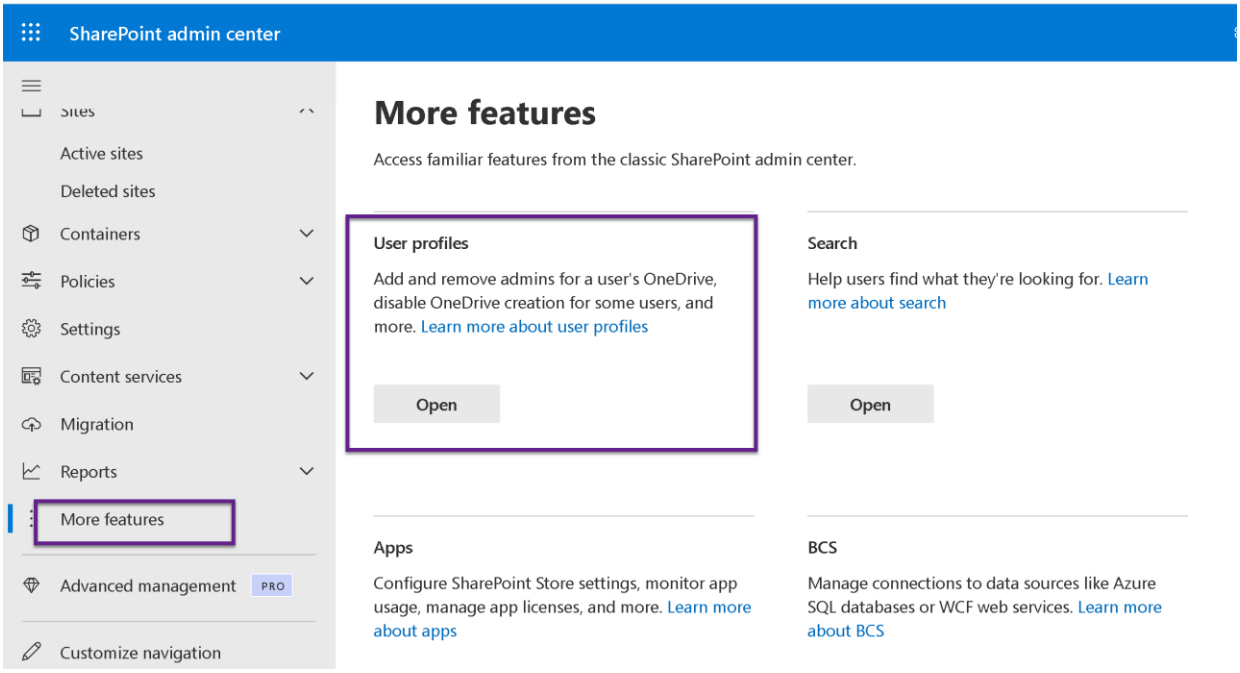


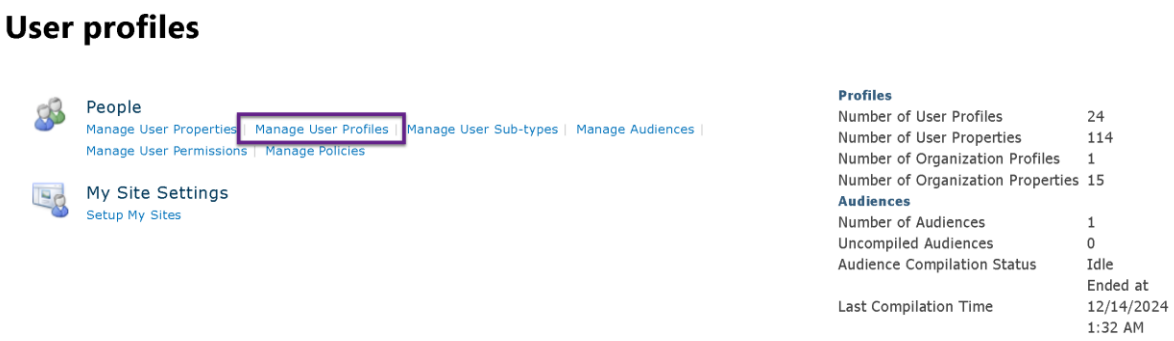


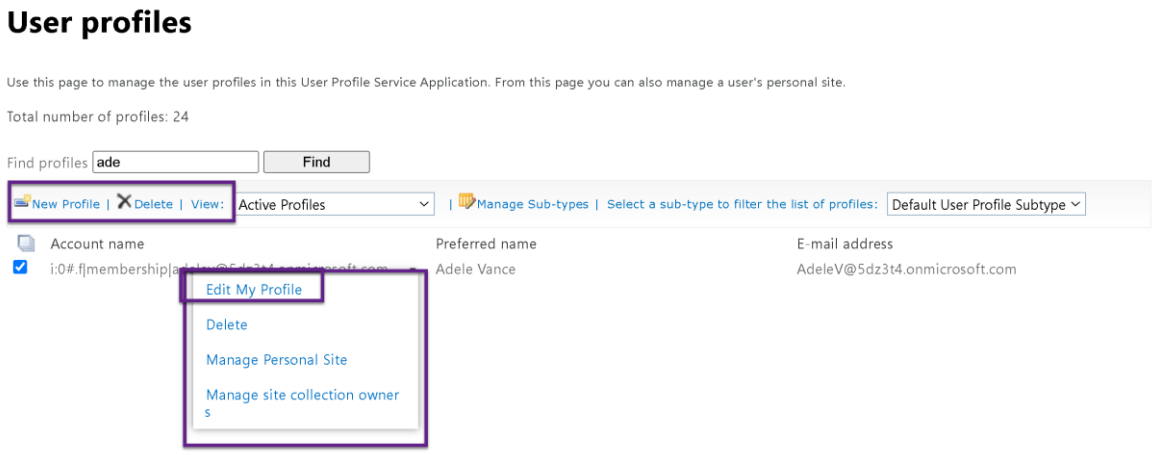
Planning and Managing SharePoint Online



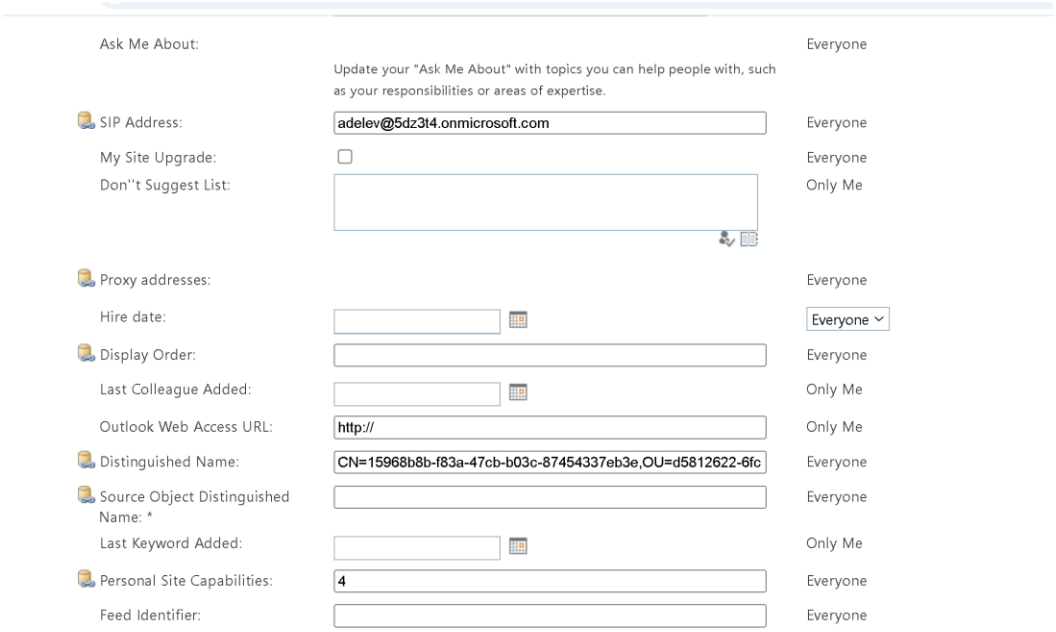
Manage SharePoint users

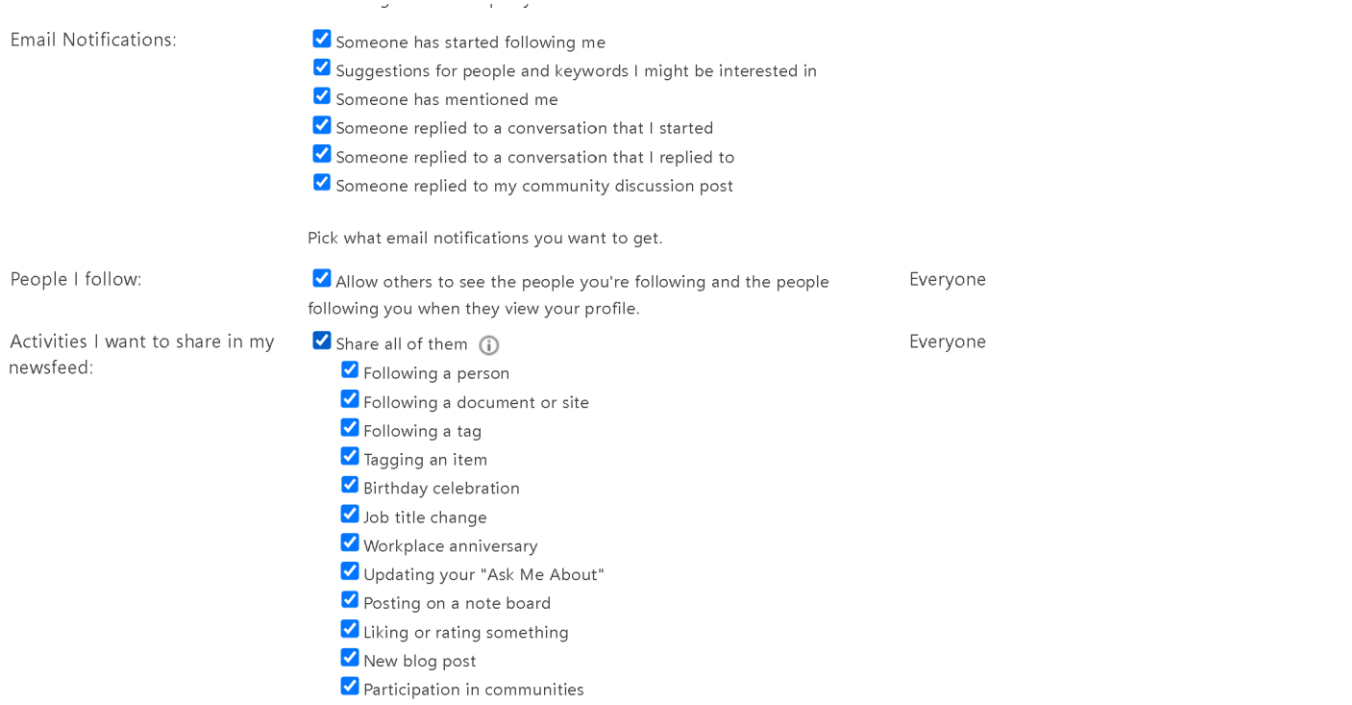




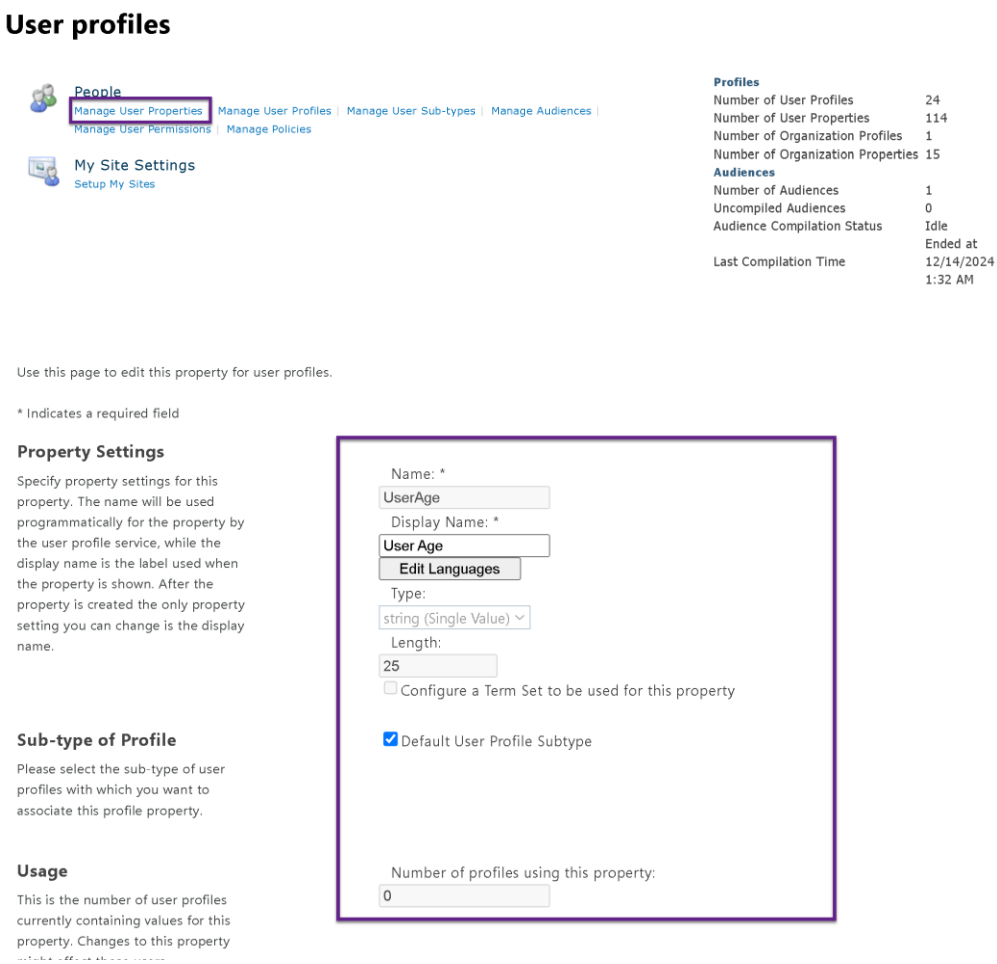


You can edit some user profile settings

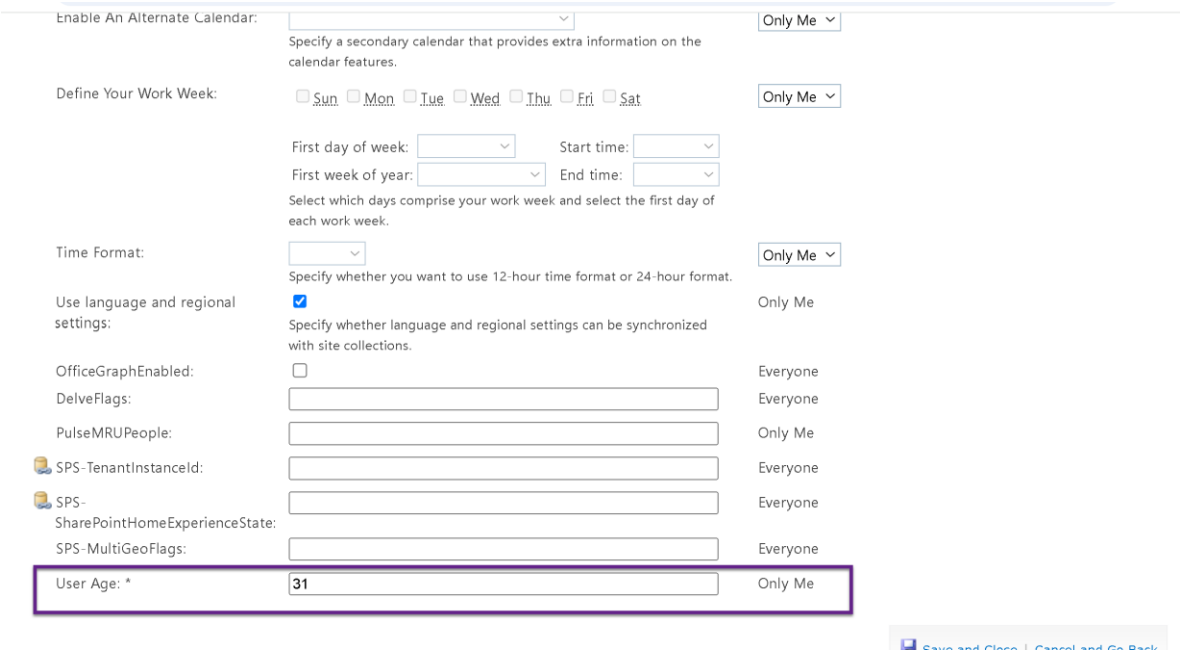




You can add new user properties

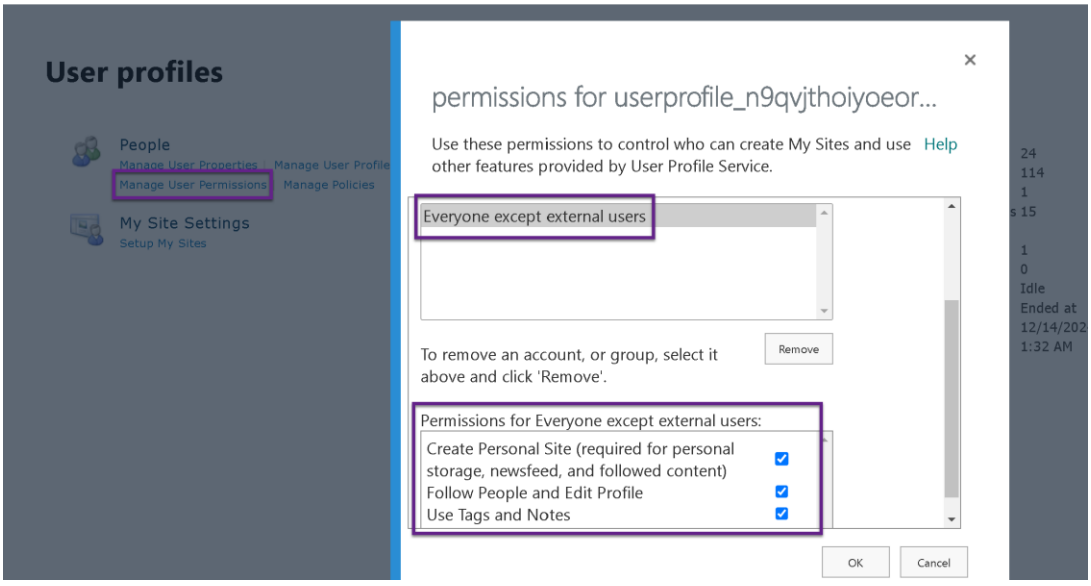


Now it came to users profile

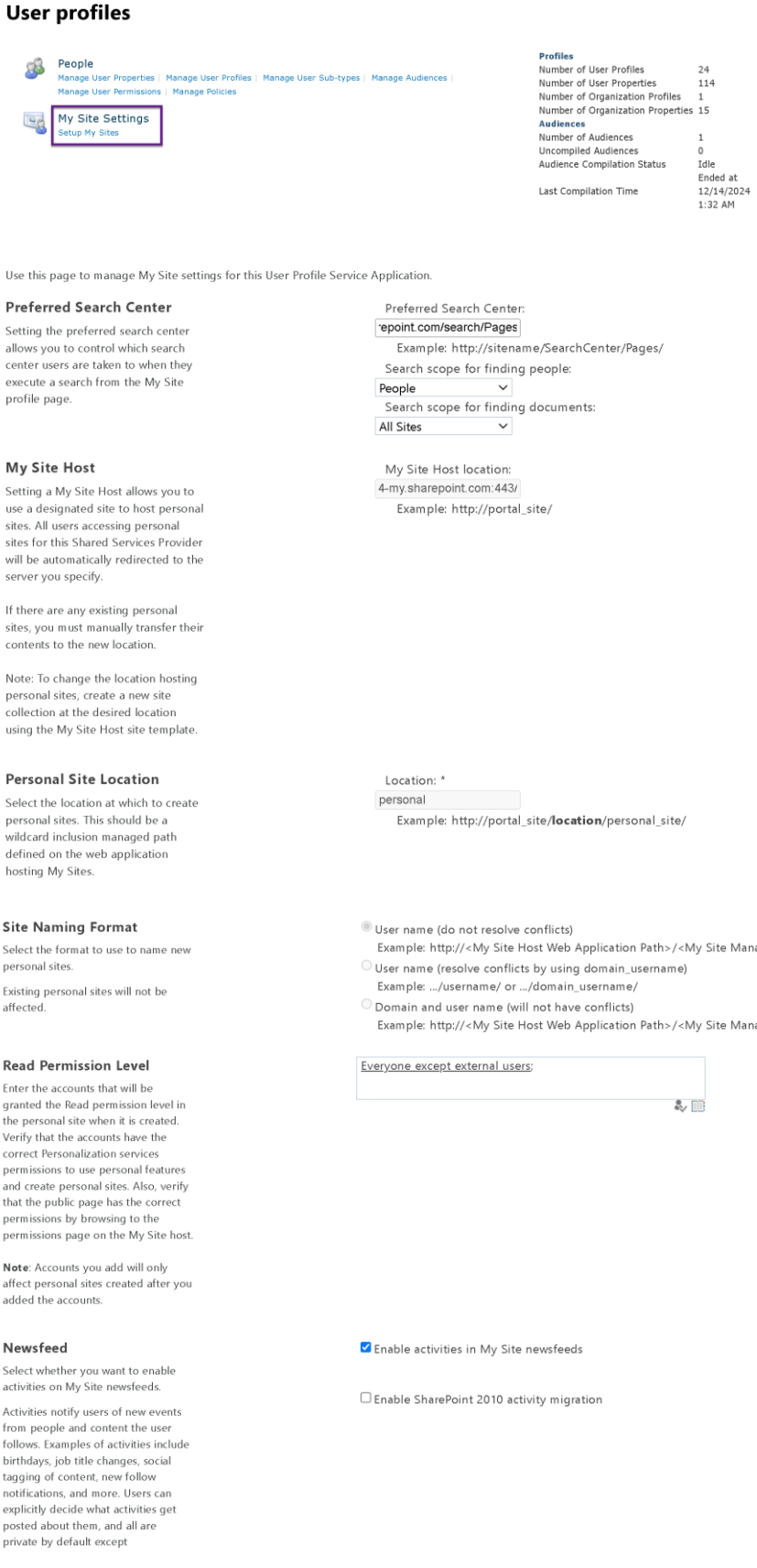


User Permissions

1. **Create Personal Site**:
   - Required for users to set up their **OneDrive for Business** (personal storage) and **My Site**.
   - Enables users to store files, access their personal newsfeed, and manage followed content.
2. **Follow People and Edit Profile:**
   - Allows users to follow other users' activities and updates.
   - Users can **edit their profile** details, such as contact info, skills, and interests.
3. **Use Tags and Notes:**
   - Allows users to **tag content** and use notes to add annotations, enhancing collaboration and organization.



My Site Settings



User profiles

People
Manage User Properties | Manage User Profiles | Manage User Sub-types | Manage Audiences | Manage User Permissions | Manage Policies

My Site Settings
Setup My Sites

Profiles

Number of User Profiles	24
Number of User Properties	114
Number of Organization Profiles	1
Number of Organization Properties	15

Audiences

Number of Audiences	1
Uncompiled Audiences	0
Audience Compilation Status	Idle
Last Compilation Time	Ended at 12/14/2024 1:32 AM

Use this page to manage My Site settings for this User Profile Service Application.

Preferred Search Center

Setting the preferred search center allows you to control which search center users are taken to when they execute a search from the My Site profile page.

Preferred Search Center:
epoint.com/search/Pages
Example: http://sitename/SearchCenter/Pages/
Search scope for finding people:
People
Search scope for finding documents:
All Sites

My Site Host

Setting a My Site Host allows you to use a designated site to host personal sites. All users accessing personal sites for this Shared Services Provider will be automatically redirected to the server you specify.

If there are any existing personal sites, you must manually transfer their contents to the new location.

Note: To change the location hosting personal sites, create a new site collection at the desired location using the My Site Host site template.

My Site Host location:
4-my.sharepoint.com:443/
Example: http://portal_site/

Personal Site Location

Select the location at which to create personal sites. This should be a wildcard inclusion managed path defined on the web application hosting My Sites.

Location: *
personal
Example: http://portal_site/**location**/personal_site/

Site Naming Format

Select the format to use to name new personal sites.

Existing personal sites will not be affected.

- User name (do not resolve conflicts)
  Example: http://<My Site Host Web Application Path>/<My Site Managed Path>/username/
- User name (resolve conflicts by using domain_username)
  Example: .../username/ or .../domain_username/
- Domain and user name (will not have conflicts)
  Example: http://<My Site Host Web Application Path>/<My Site Managed Path>/domain_username/

Read Permission Level

Enter the accounts that will be granted the Read permission level in the personal site when it is created. Verify that the accounts have the correct Personalization services permissions to use personal features and create personal sites. Also, verify that the public page has the correct permissions by browsing to the permissions page on the My Site host.

Note: Accounts you add will only affect personal sites created after you added the accounts.

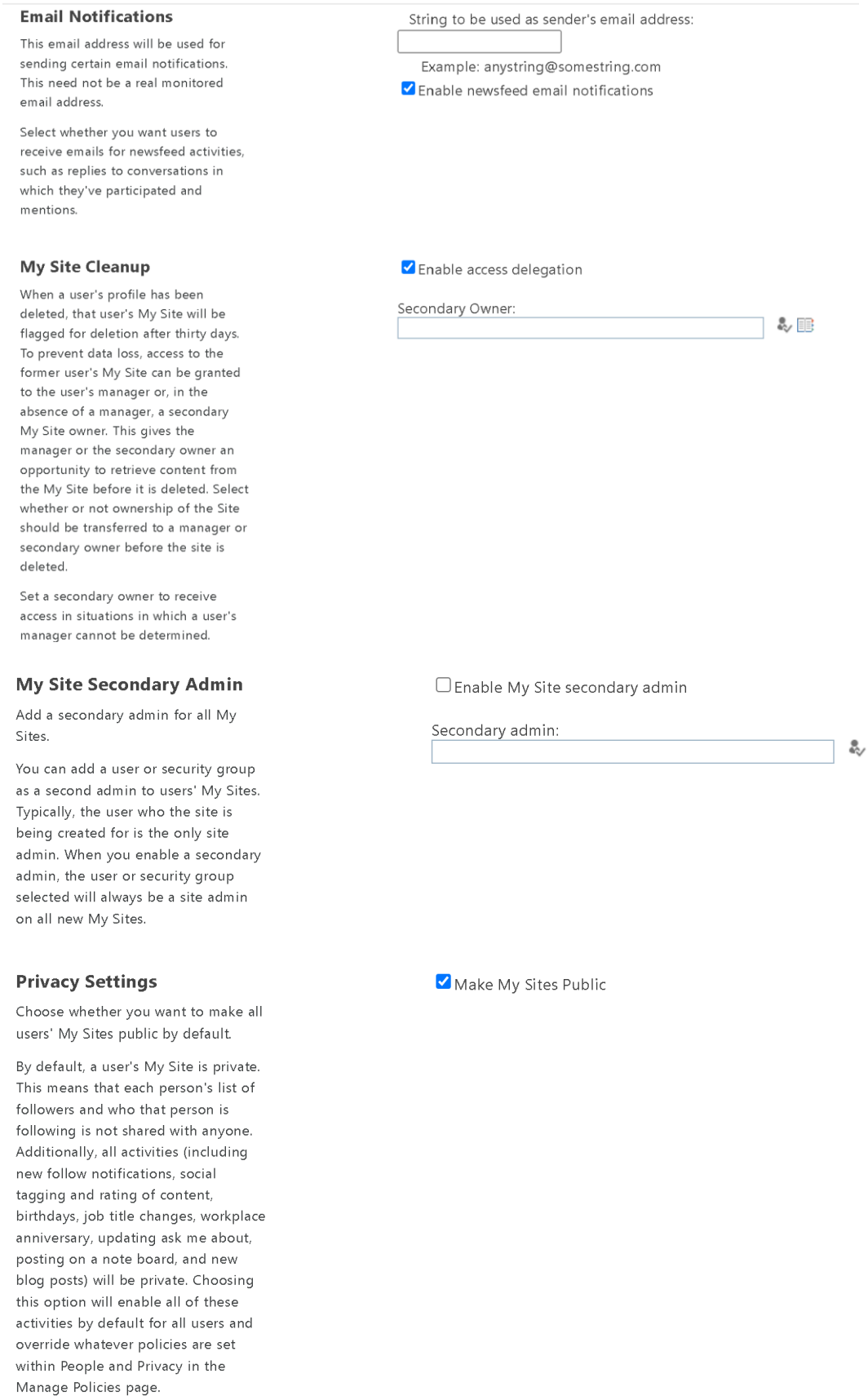
Everyone except external users;

Newsfeed

Select whether you want to enable activities on My Site newsfeeds.

Activities notify users of new events from people and content the user follows. Examples of activities include birthdays, job title changes, social tagging of content, new follow notifications, and more. Users can explicitly decide what activities get posted about them, and all are private by default except

- [x] Enable activities in My Site newsfeeds
- [ ] Enable SharePoint 2010 activity migration



Email Notifications

This email address will be used for sending certain email notifications. This need not be a real monitored email address.

Select whether you want users to receive emails for newsfeed activities, such as replies to conversations in which they've participated and mentions.

String to be used as sender's email address:

Example: anystring@somestring.com

Enable newsfeed email notifications

My Site Cleanup

When a user's profile has been deleted, that user's My Site will be flagged for deletion after thirty days. To prevent data loss, access to the former user's My Site can be granted to the user's manager or, in the absence of a manager, a secondary My Site owner. This gives the manager or the secondary owner an opportunity to retrieve content from the My Site before it is deleted. Select whether or not ownership of the Site should be transferred to a manager or secondary owner before the site is deleted.

Set a secondary owner to receive access in situations in which a user's manager cannot be determined.

Enable access delegation

Secondary Owner:

My Site Secondary Admin

Add a secondary admin for all My Sites.

You can add a user or security group as a second admin to users' My Sites. Typically, the user who the site is being created for is the only site admin. When you enable a secondary admin, the user or security group selected will always be a site admin on all new My Sites.

Enable My Site secondary admin

Secondary admin:

Privacy Settings

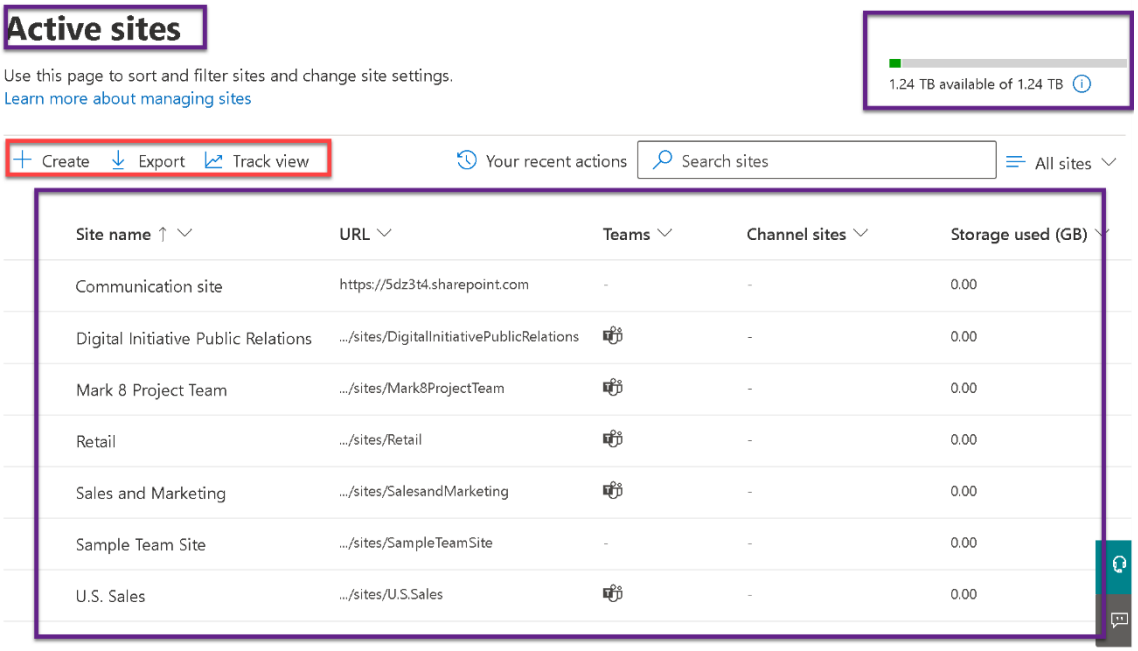
Choose whether you want to make all users' My Sites public by default.

By default, a user's My Site is private. This means that each person's list of followers and who that person is following is not shared with anyone. Additionally, all activities (including new follow notifications, social tagging and rating of content, birthdays, job title changes, workplace anniversary, updating ask me about, posting on a note board, and new blog posts) will be private. Choosing this option will enable all of these activities by default for all users and override whatever policies are set within People and Privacy in the Manage Policies page.

Make My Sites Public

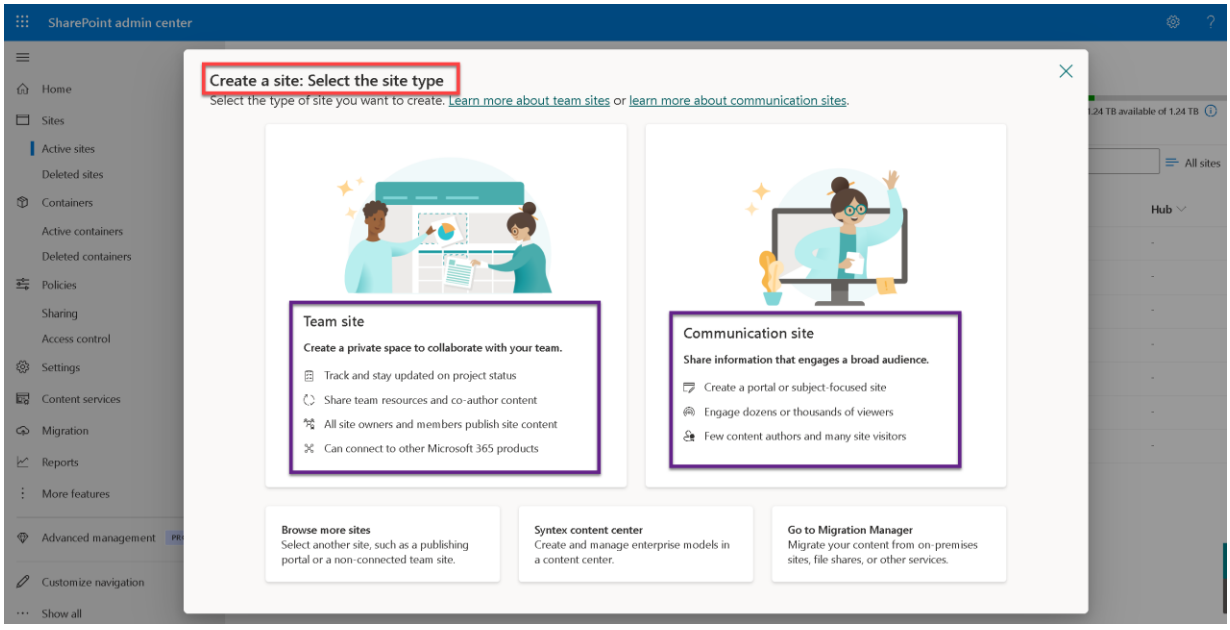
Active sites

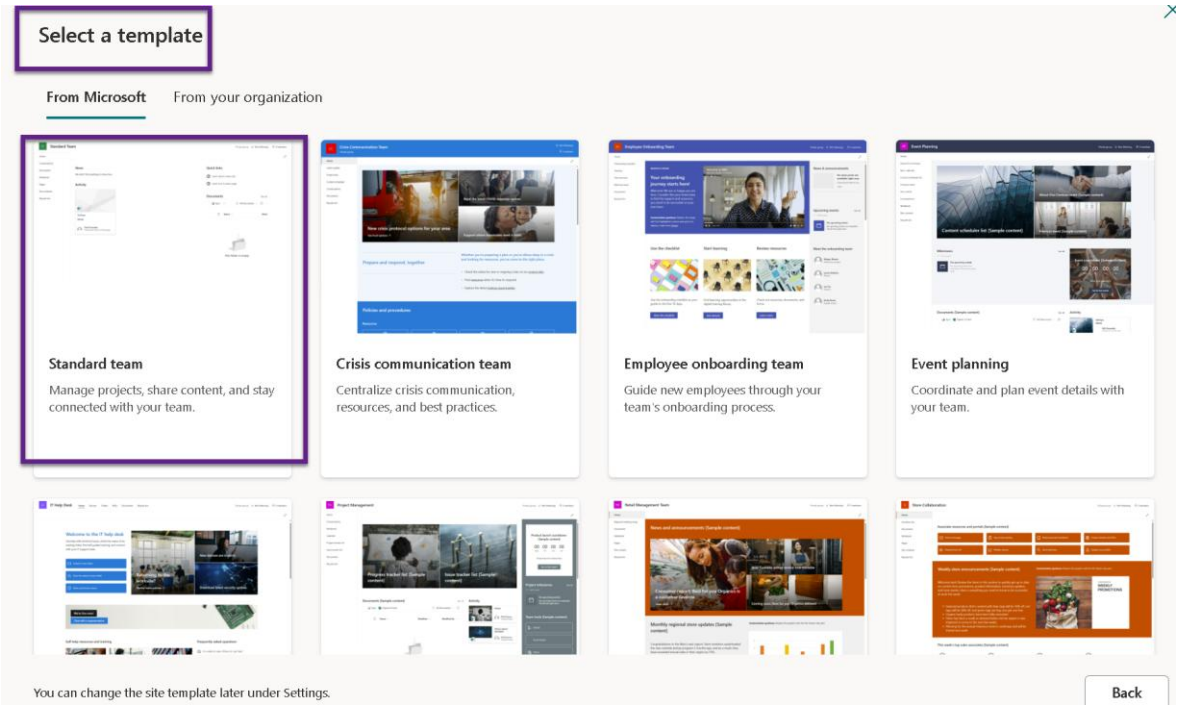
1.24 TB available of 1.24 TB: The environment currently uses no storage across all active sites.

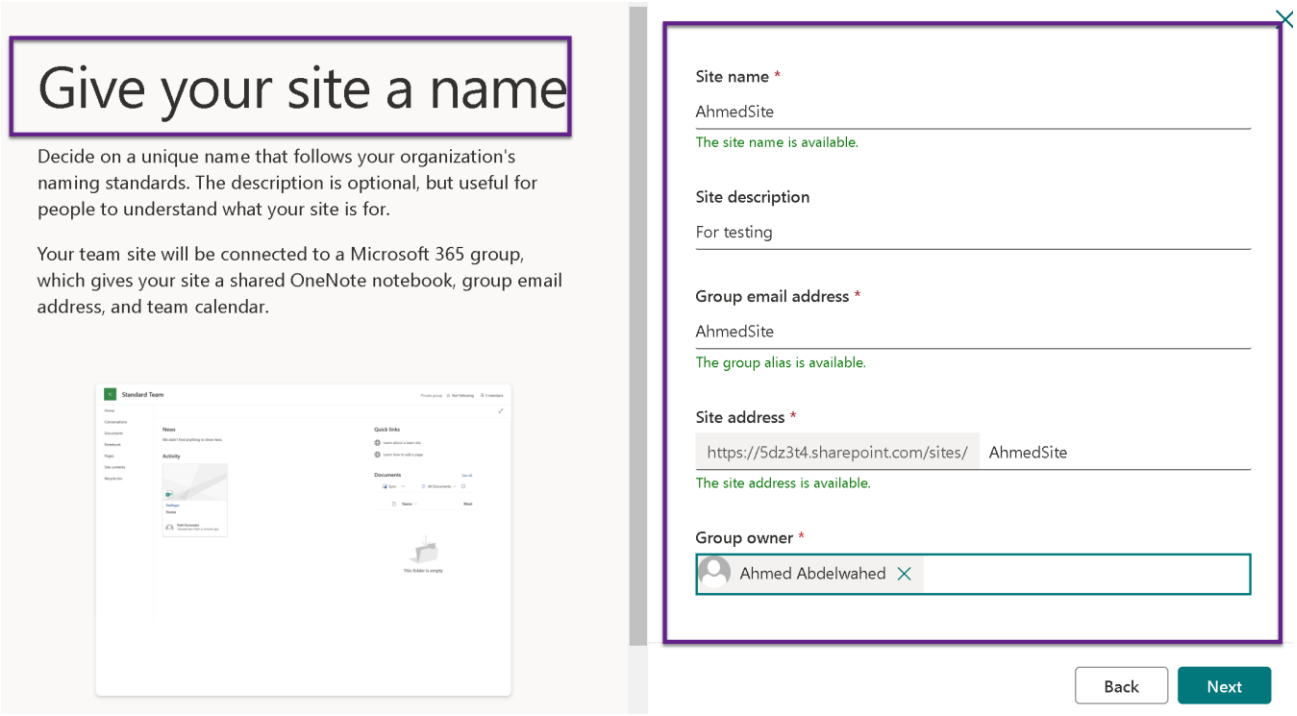


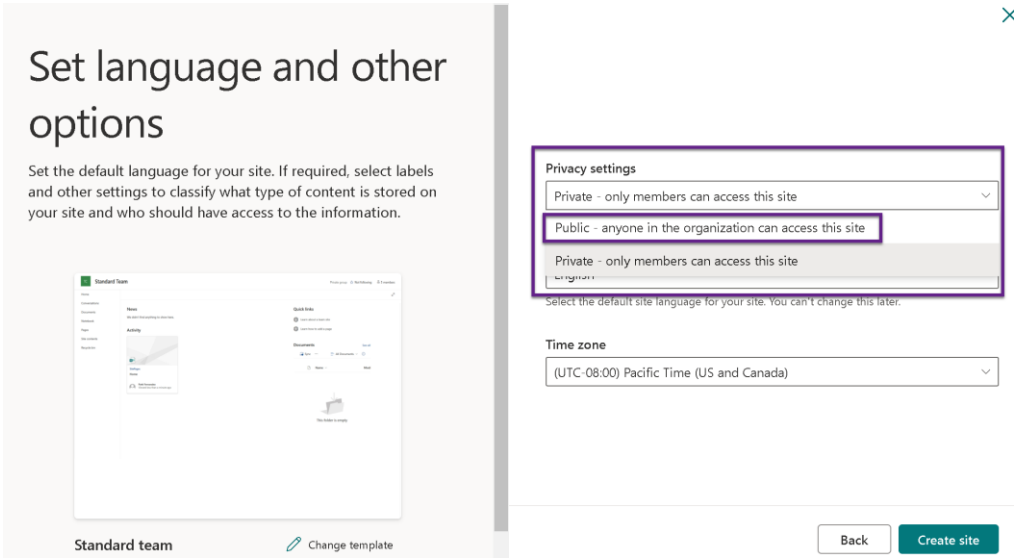
Create Site

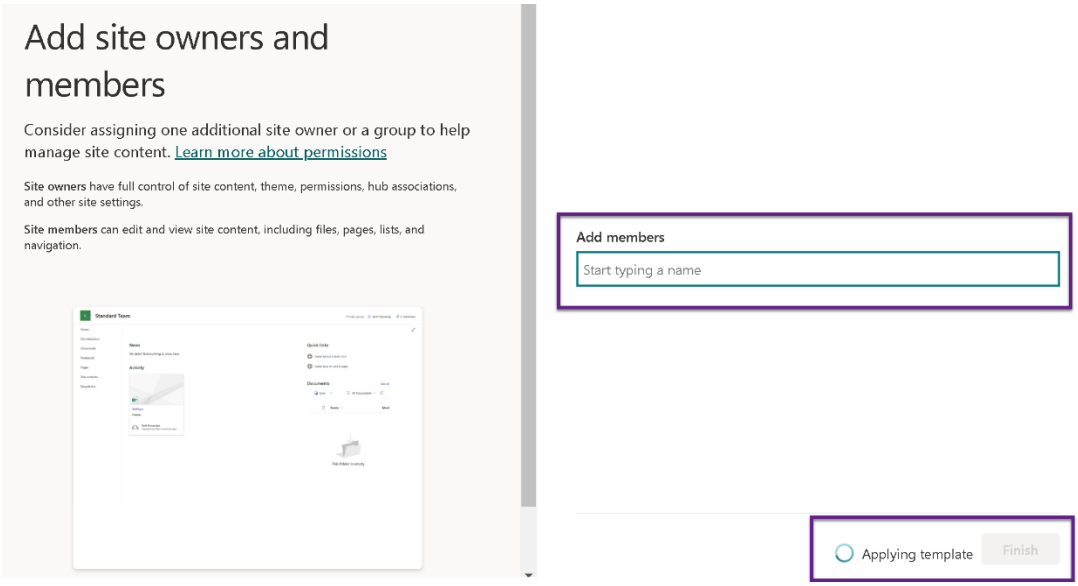
1. Team Sites:
    - Integrated with Microsoft Teams.
    - Focused on collaboration for groups or projects.
2. Communication Sites:
    - Designed for broadcasting news, updates, and information across an organization.

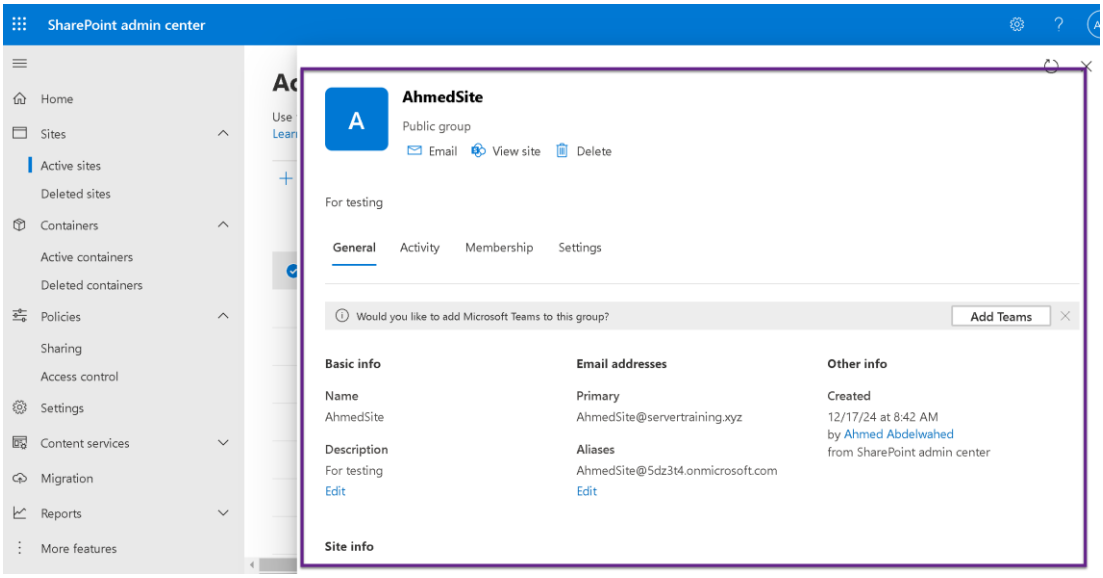


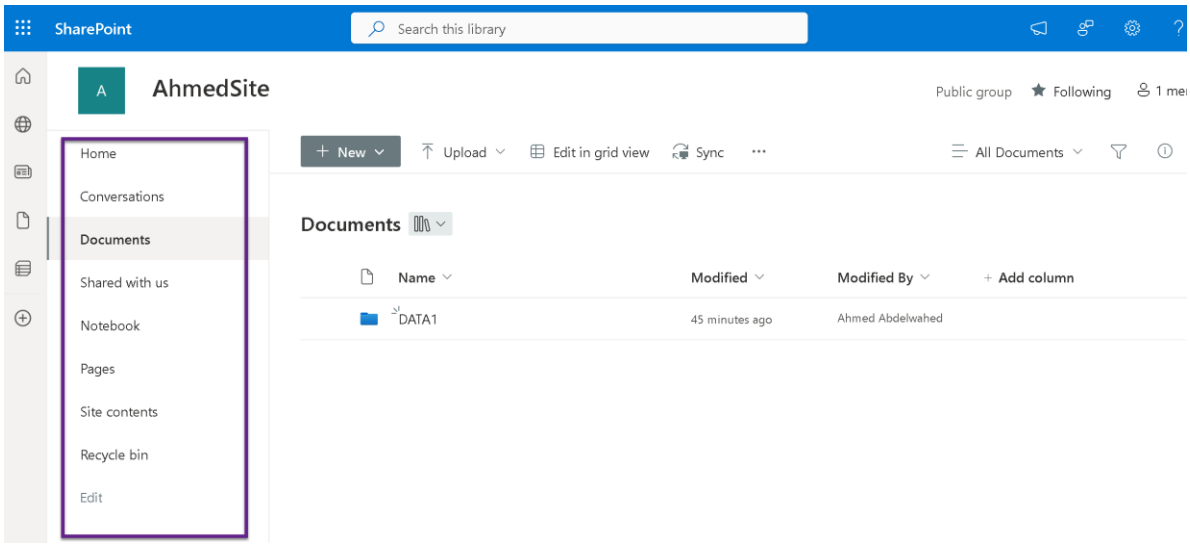

Select a template
From Microsoft
From your organization
Standard team
Manage projects, share content, and stay connected with your team.
Crisis communication team
Centralize crisis communication, resources, and best practices.
Employee onboarding team
Guide new employees through your team's onboarding process.
Event planning
Coordinate and plan event details with your team.
You can change the site template later under Settings.
Back

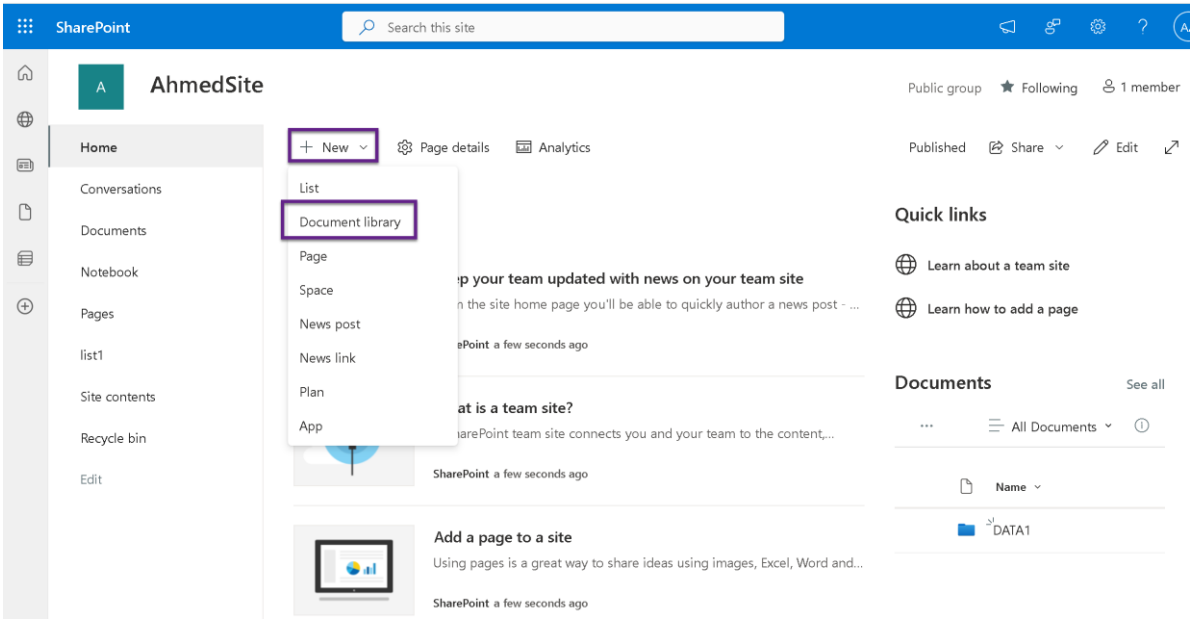

Give your site a name
Decide on a unique name that follows your organization's naming standards. The description is optional, but useful for people to understand what your site is for.
Your team site will be connected to a Microsoft 365 group, which gives your site a shared OneNote notebook, group email address, and team calendar.
Site name *
AhmedSite
The site name is available.
Site description
For testing
Group email address *
AhmedSite
The group alias is available.
Site address *
https://5dz3t4.sharepoint.com/sites/
AhmedSite
The site address is available.
Group owner *
Ahmed Abdelwahed
Back
Next

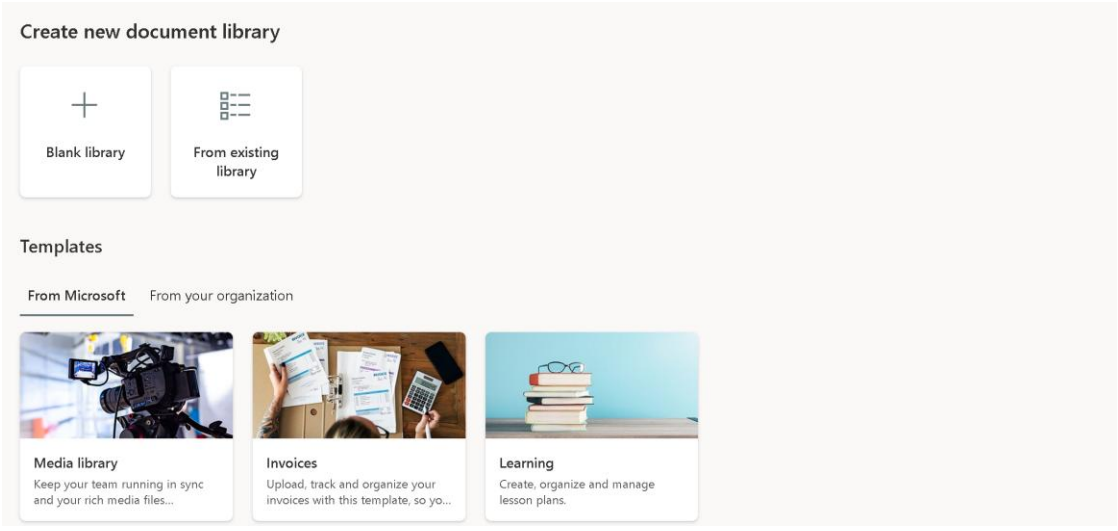

Set language and other options
Set the default language for your site. If required, select labels and other settings to classify what type of content is stored on your site and who should have access to the information.
Standard team
Change template
Privacy settings
Private - only members can access this site
Public - anyone in the organization can access this site
Private - only members can access this site
Select the default site language for your site. You can't change this later.
Time zone
(UTC-08:00) Pacific Time (US and Canada)
Back
Create site

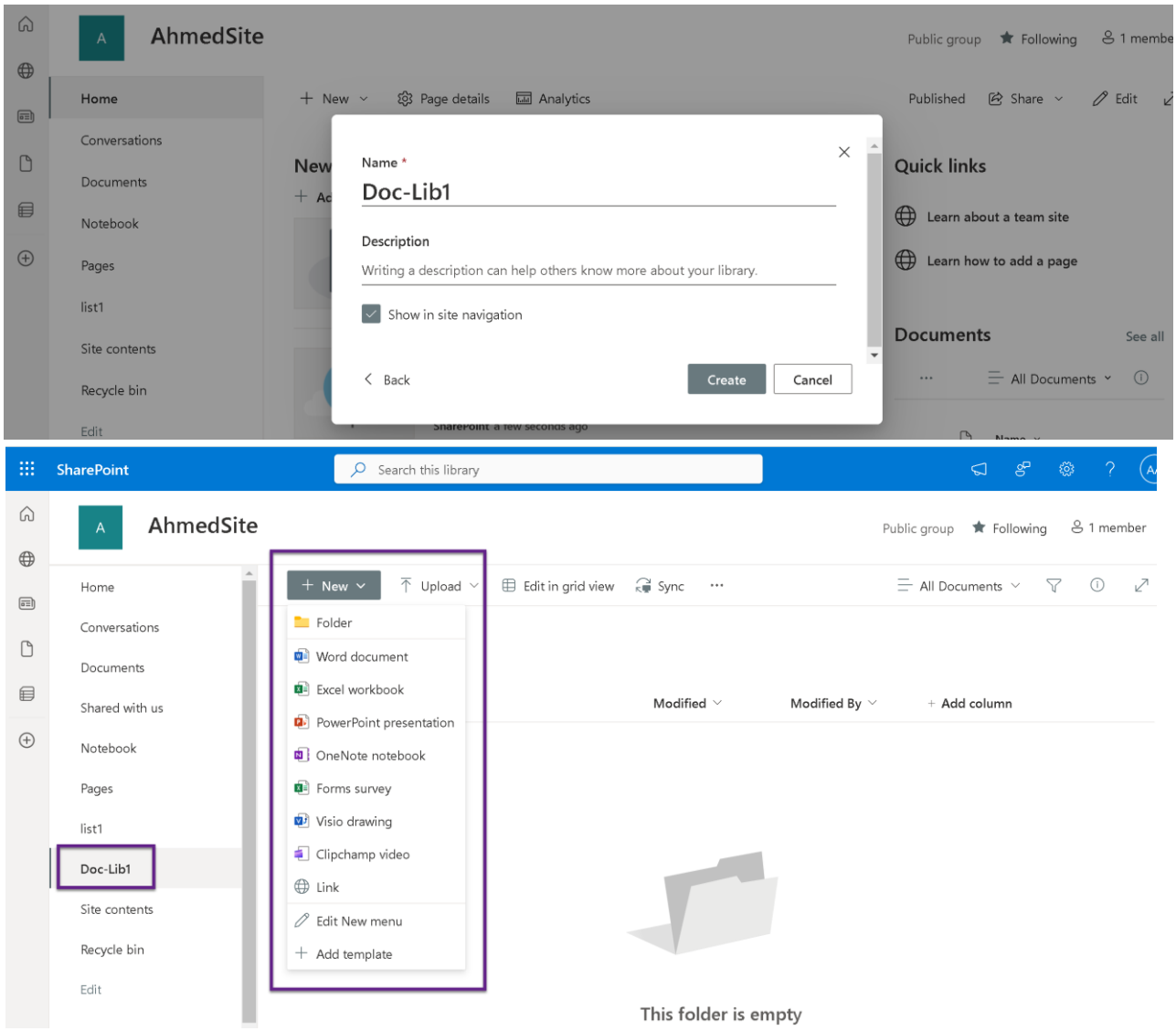

Add site owners and members
Consider assigning one additional site owner or a group to help manage site content. Learn more about permissions
Site owners have full control of site content, theme, permissions, hub associations, and other site settings.
Site members can edit and view site content, including files, pages, lists, and navigation.
Add members
Start typing a name
Applying template
Finish


SharePoint admin center
Home
Sites
Active sites
Deleted sites
Containers
Active containers
Deleted containers
Policies
Sharing
Access control
Settings
Content services
Migration
Reports
More features
AhmedSite
Public group
Email
View site
Delete
For testing
General
Activity
Membership
Settings
Would you like to add Microsoft Teams to this group?
Add Teams
Basic info
Name
AhmedSite
Description
For testing
Edit
Email addresses
Primary
AhmedSite@servertraining.xyz
Aliases
AhmedSite@5dz3t4.onmicrosoft.com
Edit
Other info
Created
12/17/24 at 8:42 AM
by Ahmed Abdelwahed
from SharePoint admin center
Site info

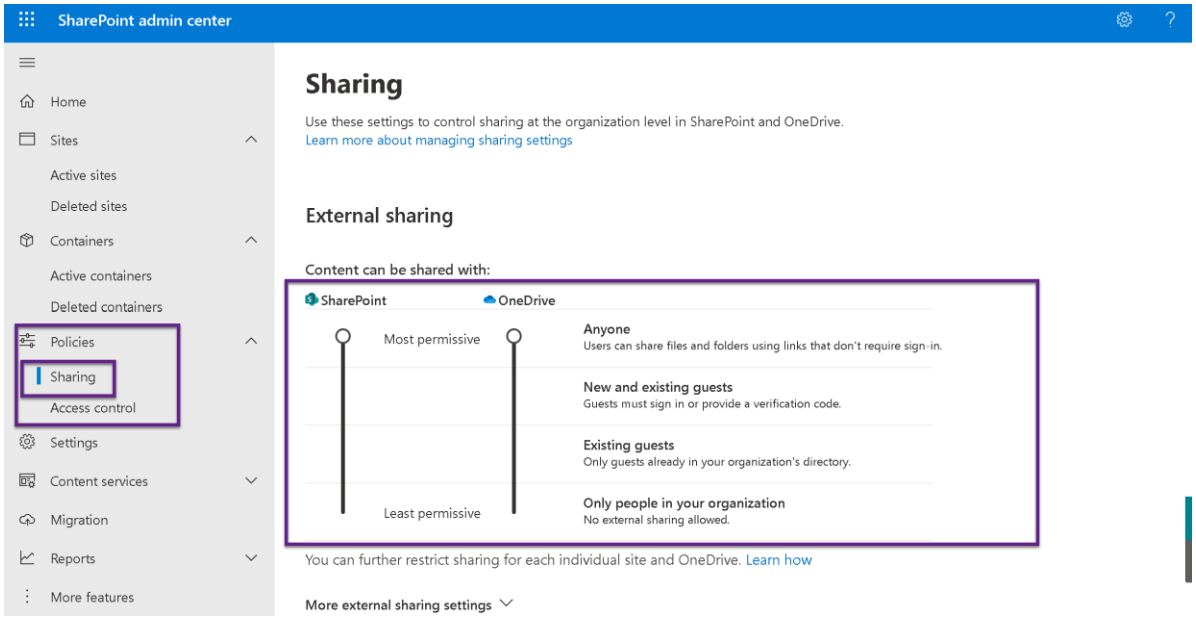

SharePoint
Search this library
AhmedSite
Public group
Following
Home
Conversations
Documents
Shared with us
Notebook
Pages
Site contents
Recycle bin
Edit
New
Upload
Edit in grid view
Sync
All Documents
Documents
Name
Modified
Modified By
Add column
DATA1
45 minutes ago
Ahmed Abdelwahed

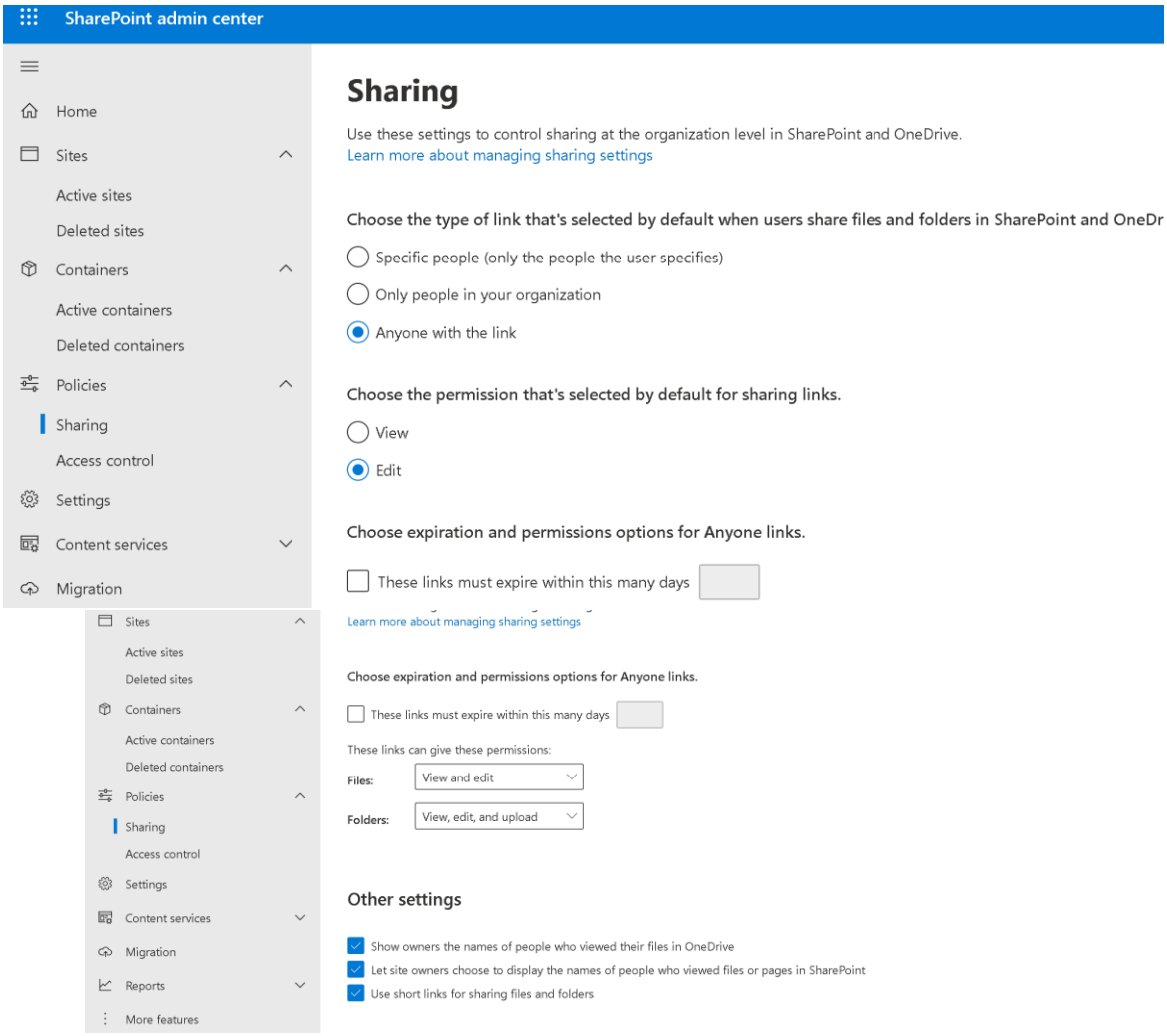

SharePoint
Search this site
AhmedSite
Public group
Following
1 member
Home
Conversations
Documents
Notebook
Pages
list1
Site contents
Recycle bin
Edit
New
Page details
Analytics
Published
Share
Edit
List
Document library
Page
Space
News post
News link
Plan
App
Quick links
Learn about a team site
Learn how to add a page
Documents
See all
All Documents
Name
DATA1
Add a page to a site
Using pages is a great way to share ideas using images, Excel, Word and...
SharePoint a few seconds ago


Create new document library
Blank library
From existing library
Templates
From Microsoft
From your organization
Media library
Keep your team running in sync and your rich media files...
Invoices
Upload, track and organize your invoices with this template, so yo...
Learning
Create, organize and manage lesson plans.

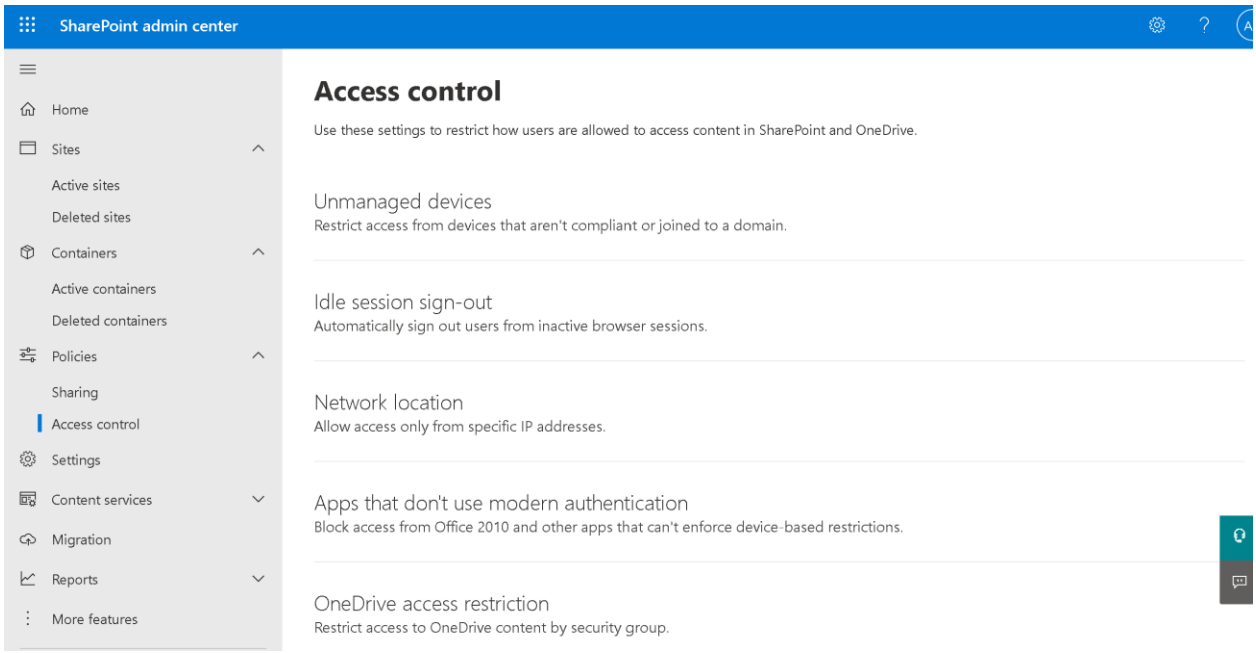

AhmedSite
Public group
Following
1 member
Home
Conversations
Documents
Notebook
Pages
list1
Site contents
Recycle bin
Edit
New
Page details
Analytics
Published
Share
Edit
Name *
Doc-Lib1
Description
Writing a description can help others know more about your library.
Show in site navigation
Back
Create
Cancel
Quick links
Learn about a team site
Learn how to add a page
Documents
See all
All Documents
SharePoint
Search this library
AhmedSite
Public group
Following
1 member
Home
Conversations
Documents
Shared with us
Notebook
Pages
list1
Doc-Lib1
Site contents
Recycle bin
Edit
New
Upload
Edit in grid view
Sync
All Documents
Folder
Word document
Excel workbook
PowerPoint presentation
OneNote notebook
Forms survey
Visio drawing
Clipchamp video
Link
Edit New menu
Add template
Modified
Modified By
Add column
This folder is empty

Sharing Policies

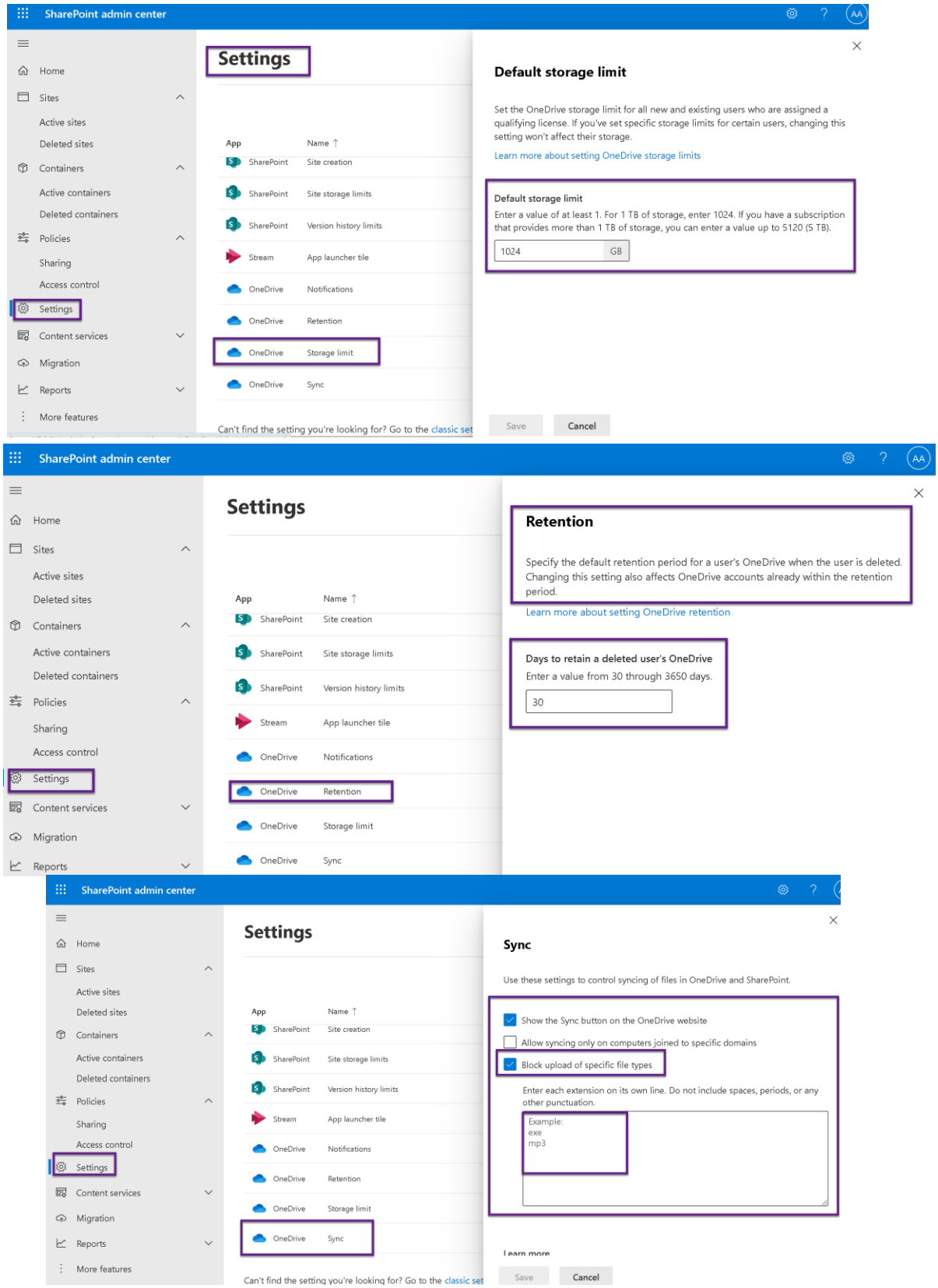


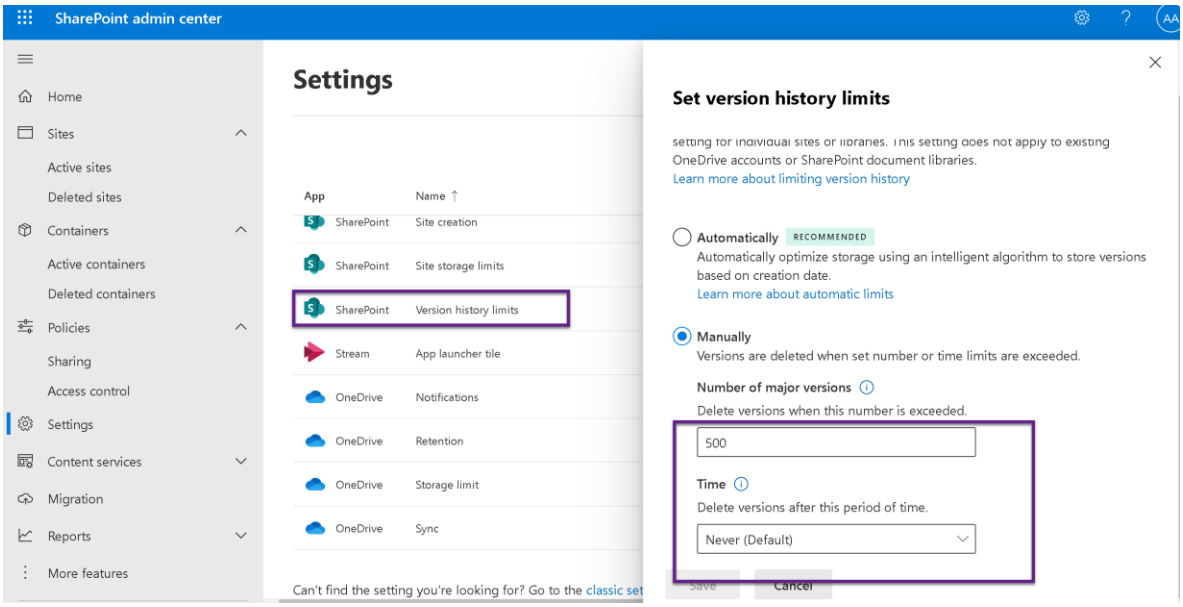


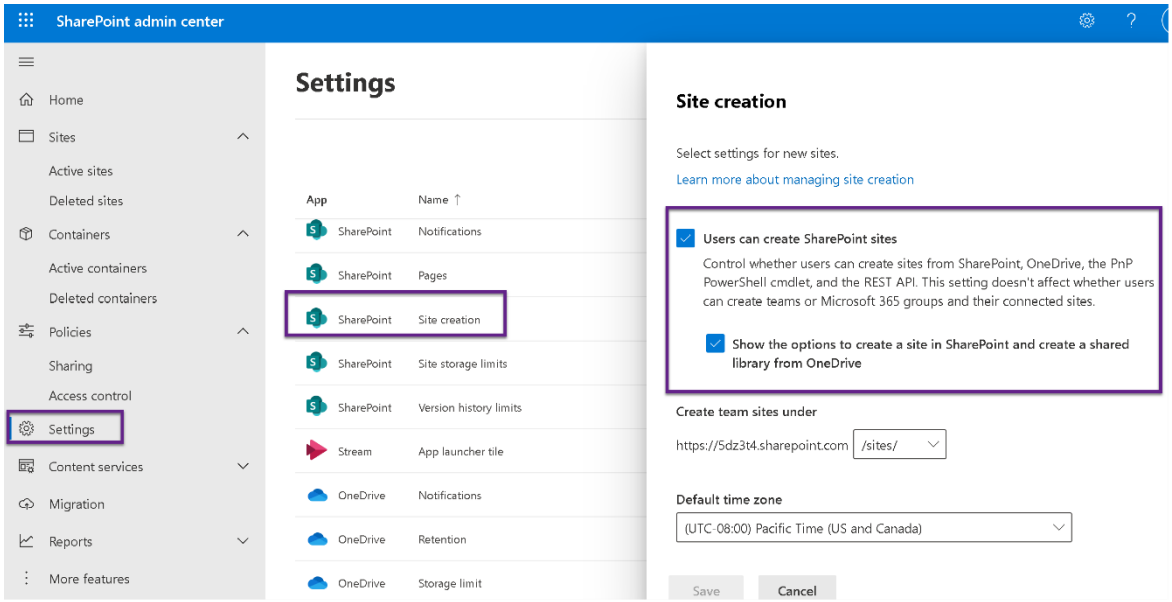
Access control Policies



SharePoint Settings




SharePoint admin center
Home
Sites
Active sites
Deleted sites
Containers
Active containers
Deleted containers
Policies
Sharing
Access control
Settings
Content services
Migration
Reports
More features
Settings
App
Name
SharePoint
Site creation
SharePoint
Site storage limits
SharePoint
Version history limits
Stream
App launcher tile
OneDrive
Notifications
OneDrive
Retention
OneDrive
Storage limit
OneDrive
Sync
Can't find the setting you're looking for? Go to the classic set
Set version history limits
setting for individual sites or libraries. This setting does not apply to existing OneDrive accounts or SharePoint document libraries.
Learn more about limiting version history
Automatically
RECOMMENDED
Automatically optimize storage using an intelligent algorithm to store versions based on creation date.
Learn more about automatic limits
Manually
Versions are deleted when set number or time limits are exceeded.
Number of major versions
Delete versions when this number is exceeded.
500
Time
Delete versions after this period of time.
Never (Default)
Save
Cancel


SharePoint admin center
Home
Sites
Active sites
Deleted sites
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Active containers
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Access control
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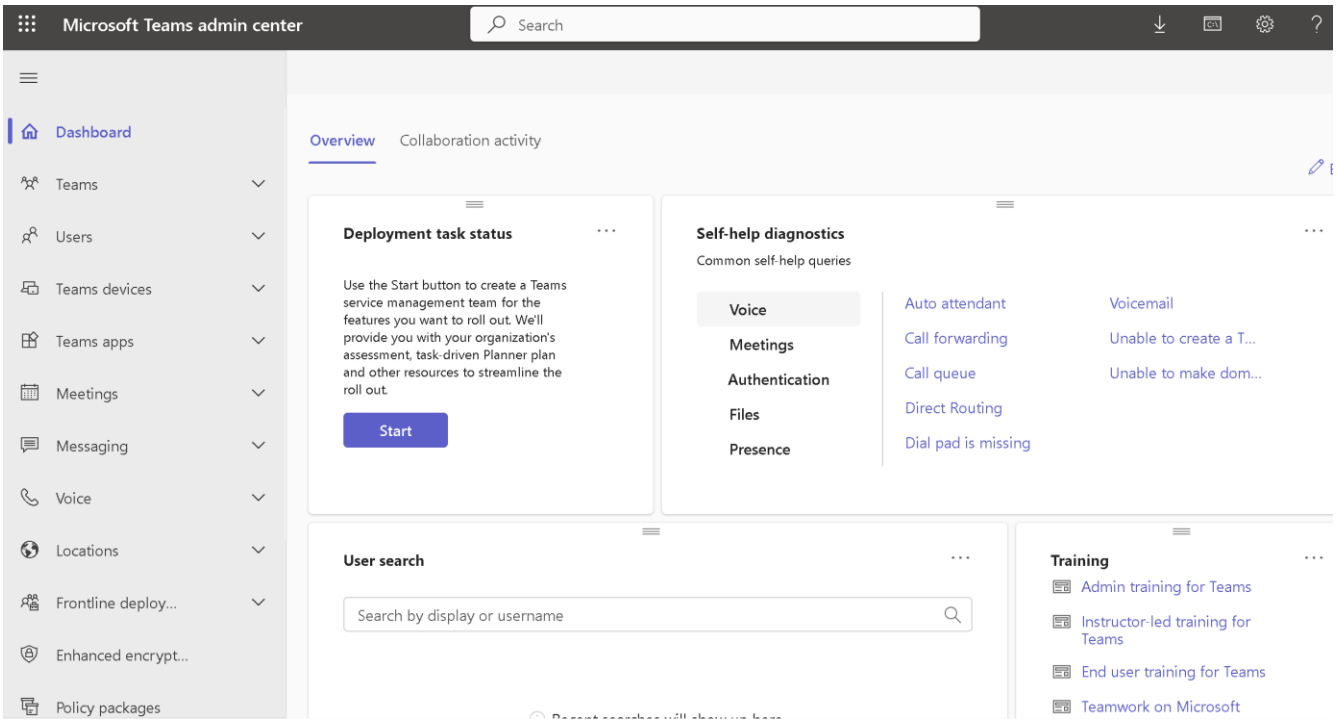
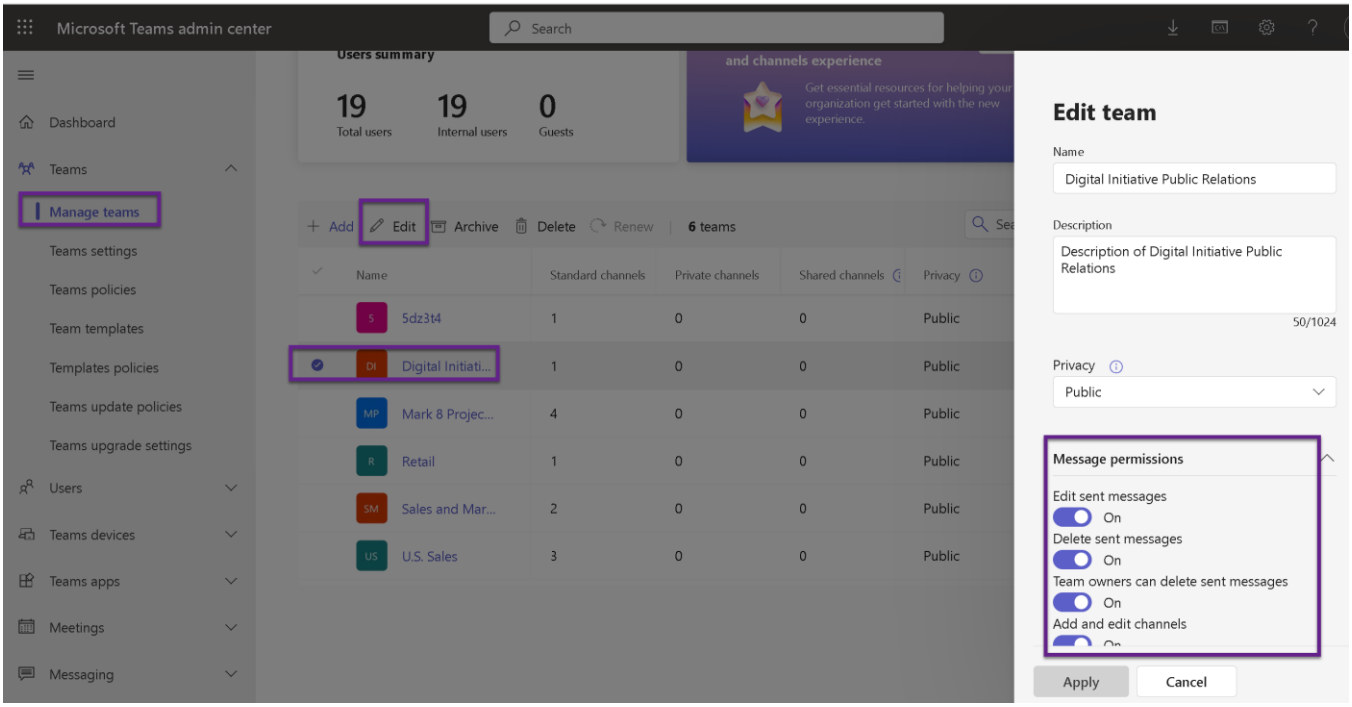
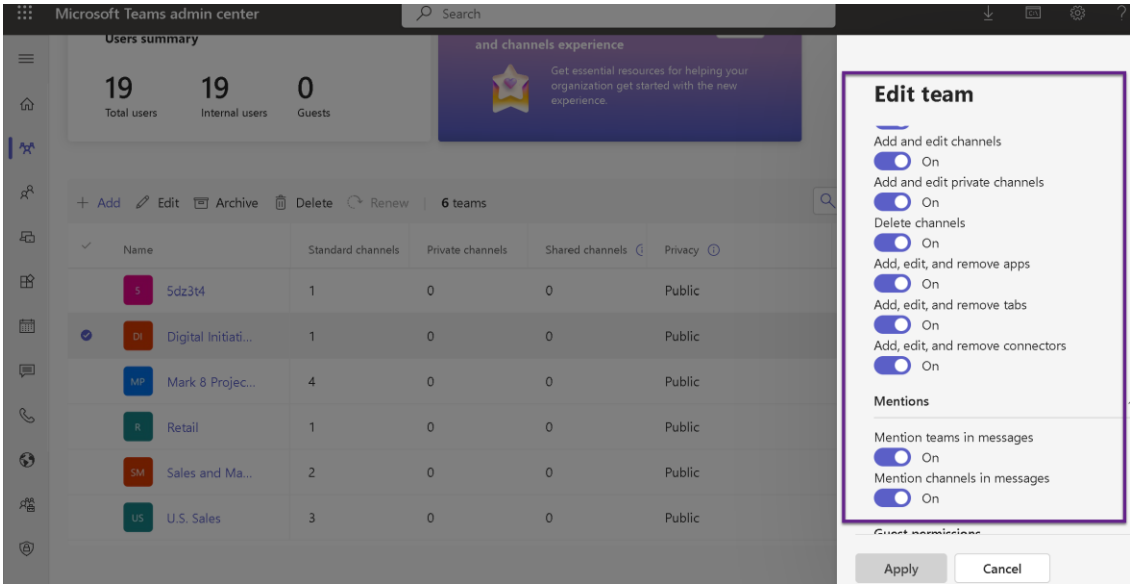
Content services
Migration
Reports
More features
Settings
App
Name
SharePoint
Notifications
SharePoint
Pages
SharePoint
Site creation
SharePoint
Site storage limits
SharePoint
Version history limits
Stream
App launcher tile
OneDrive
Notifications
OneDrive
Retention
OneDrive
Storage limit
Site creation
Select settings for new sites.
Learn more about managing site creation
Users can create SharePoint sites
Control whether users can create sites from SharePoint, OneDrive, the PnP PowerShell cmdlet, and the REST API. This setting doesn't affect whether users can create teams or Microsoft 365 groups and their connected sites.
Show the options to create a site in SharePoint and create a shared library from OneDrive
Create team sites under
https://5dz3t4.sharepoint.com
/sites/
Default time zone
(UTC-08:00) Pacific Time (US and Canada)
Save
Cancel

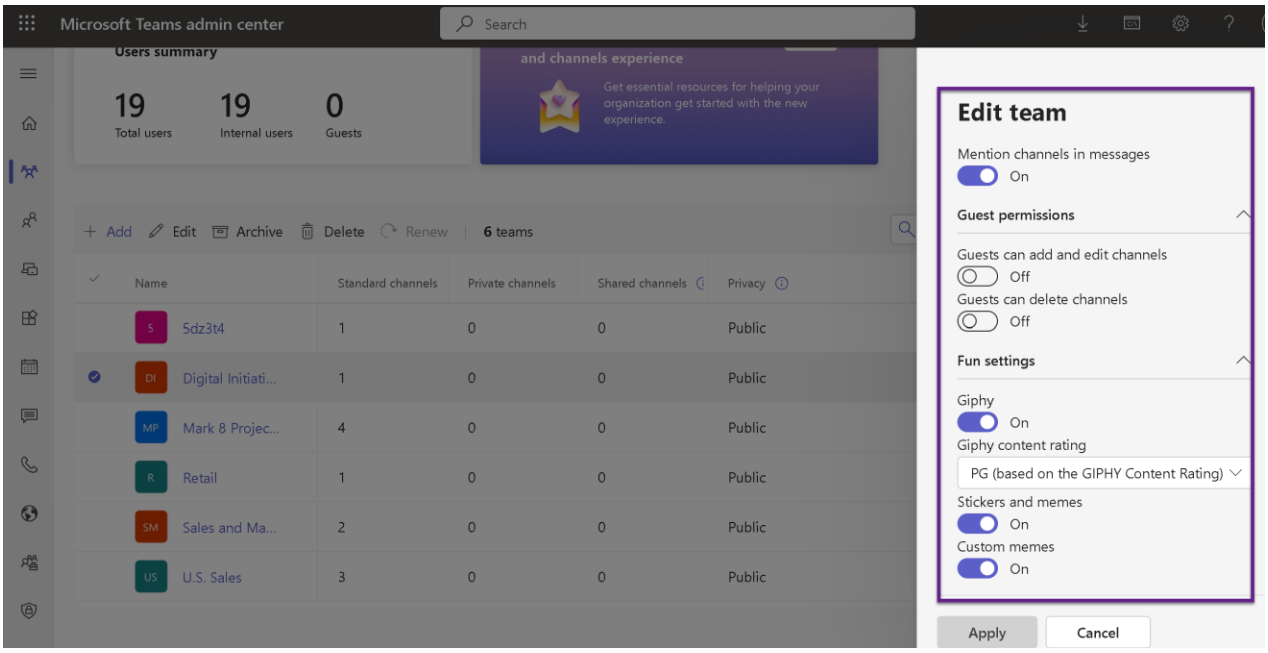
Planning and Managing Microsoft Teams



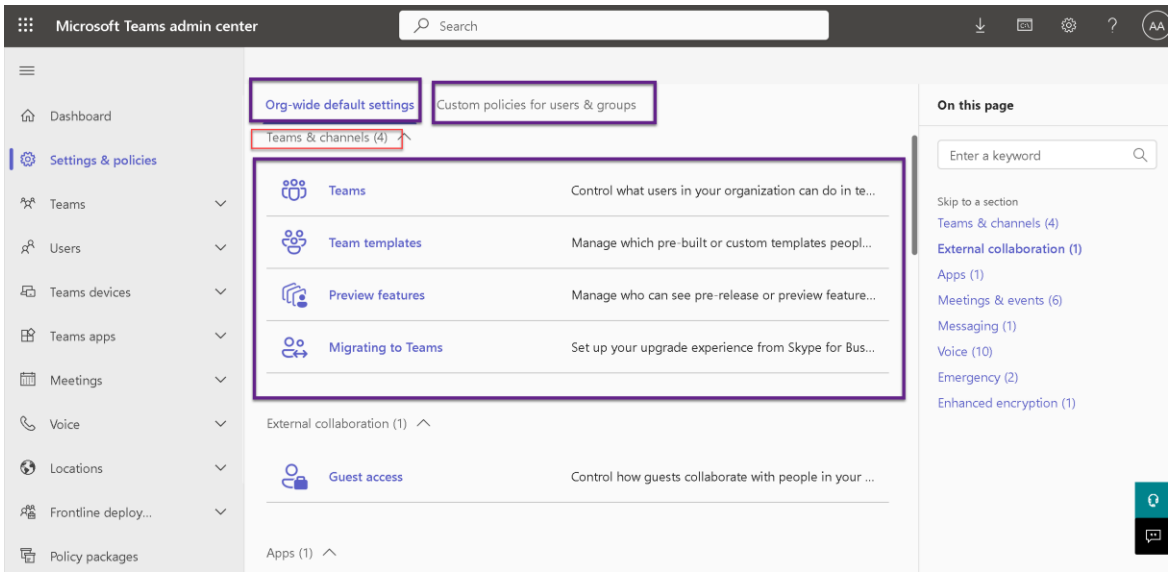
Manage teams

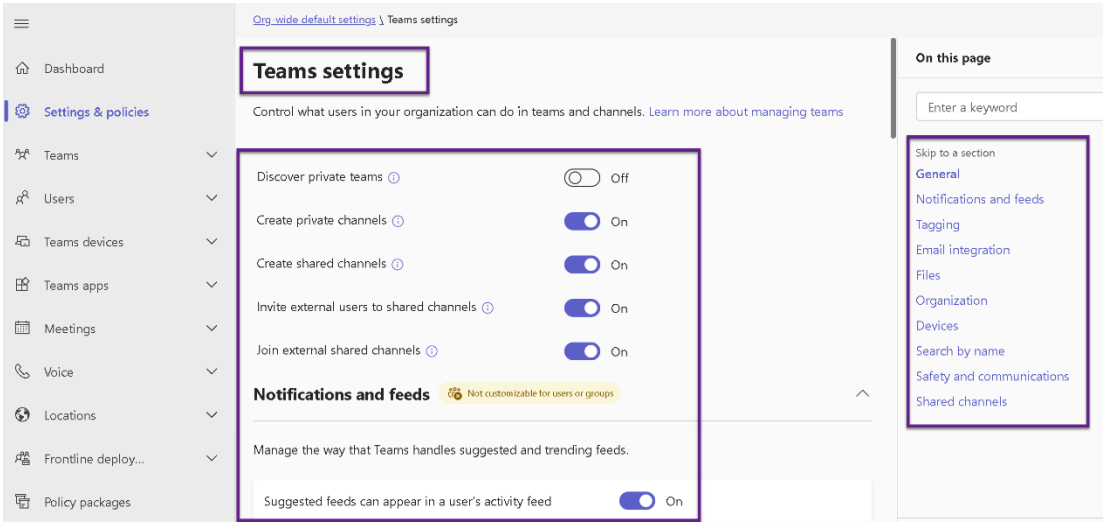


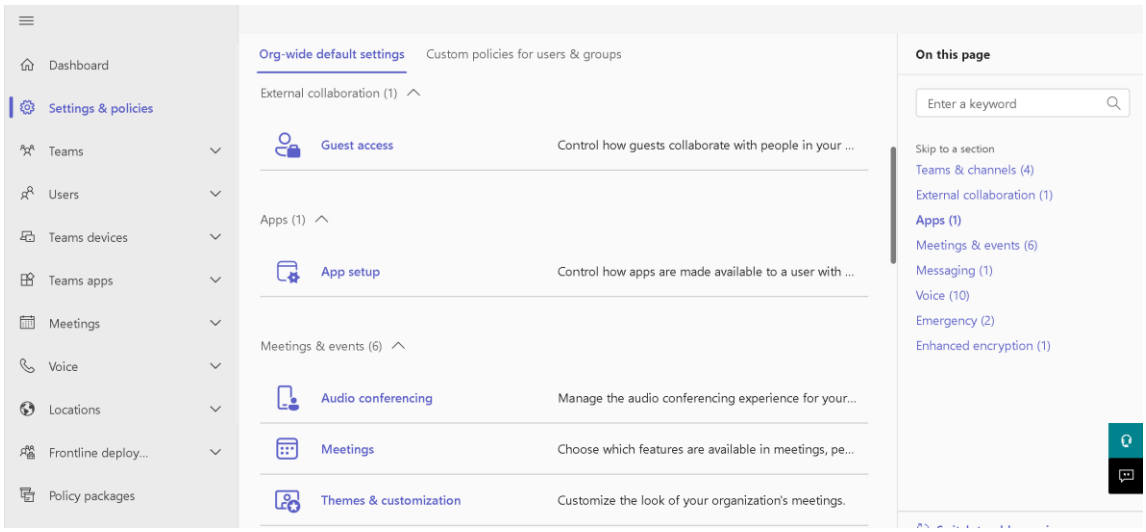

Microsoft Teams admin center
Search
Users summary
19
Total users
19
Internal users
0
Guests
and channels experience
Get essential resources for helping your organization get started with the new experience.
Add
Edit
Archive
Delete
Renew
6 teams
Name
Standard channels
Private channels
Shared channels
Privacy
5dz3t4 1 0 0 Public
Digital Initiati... 1 0 0 Public
Mark 8 Projec... 4 0 0 Public
Retail 1 0 0 Public
Sales and Ma... 2 0 0 Public
U.S. Sales 3 0 0 Public
Edit team
Add and edit channels
On
Add and edit private channels
On
Delete channels
On
Add, edit, and remove apps
On
Add, edit, and remove tabs
On
Add, edit, and remove connectors
On
Mentions
Mention teams in messages
On
Mention channels in messages
On
Apply
Cancel

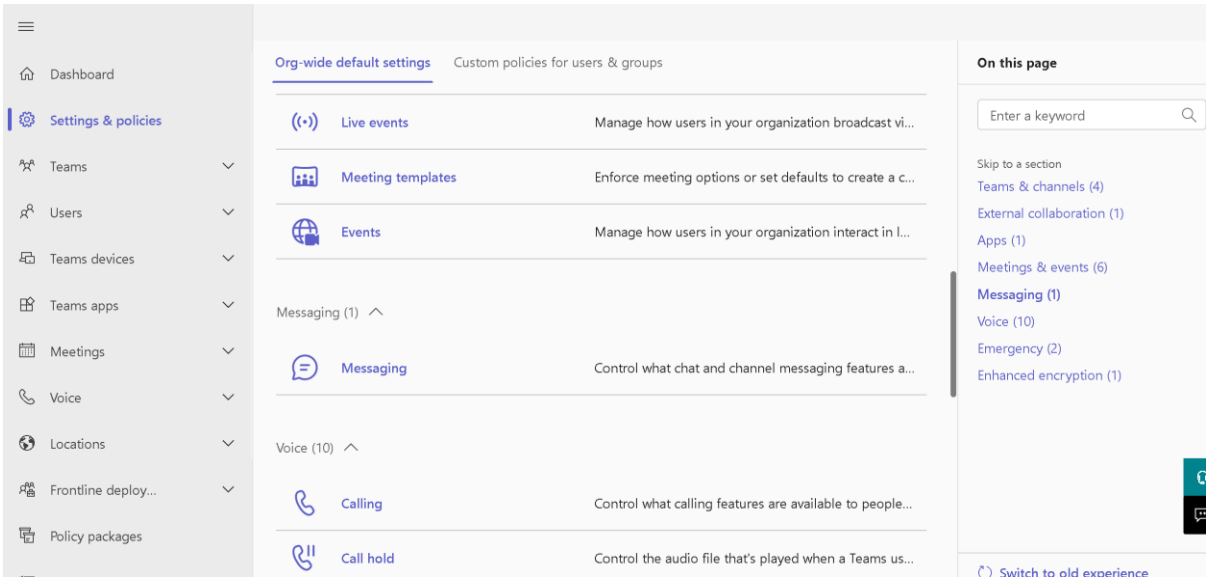

Microsoft Teams admin center
Search
Users summary
19
Total users
19
Internal users
0
Guests
and channels experience
Get essential resources for helping your organization get started with the new experience.
Add
Edit
Archive
Delete
Renew
6 teams
Name
Standard channels
Private channels
Shared channels
Privacy
5dz3t4 1 0 0 Public
Digital Initiati... 1 0 0 Public
Mark 8 Projec... 4 0 0 Public
Retail 1 0 0 Public
Sales and Ma... 2 0 0 Public
U.S. Sales 3 0 0 Public
Edit team
Mention channels in messages
On
Guest permissions
Guests can add and edit channels
Off
Guests can delete channels
Off
Fun settings
Giphy
On
Giphy content rating
PG (based on the GIPHY Content Rating)
Stickers and memes
On
Custom memes
On
Apply
Cancel

Settings & policies

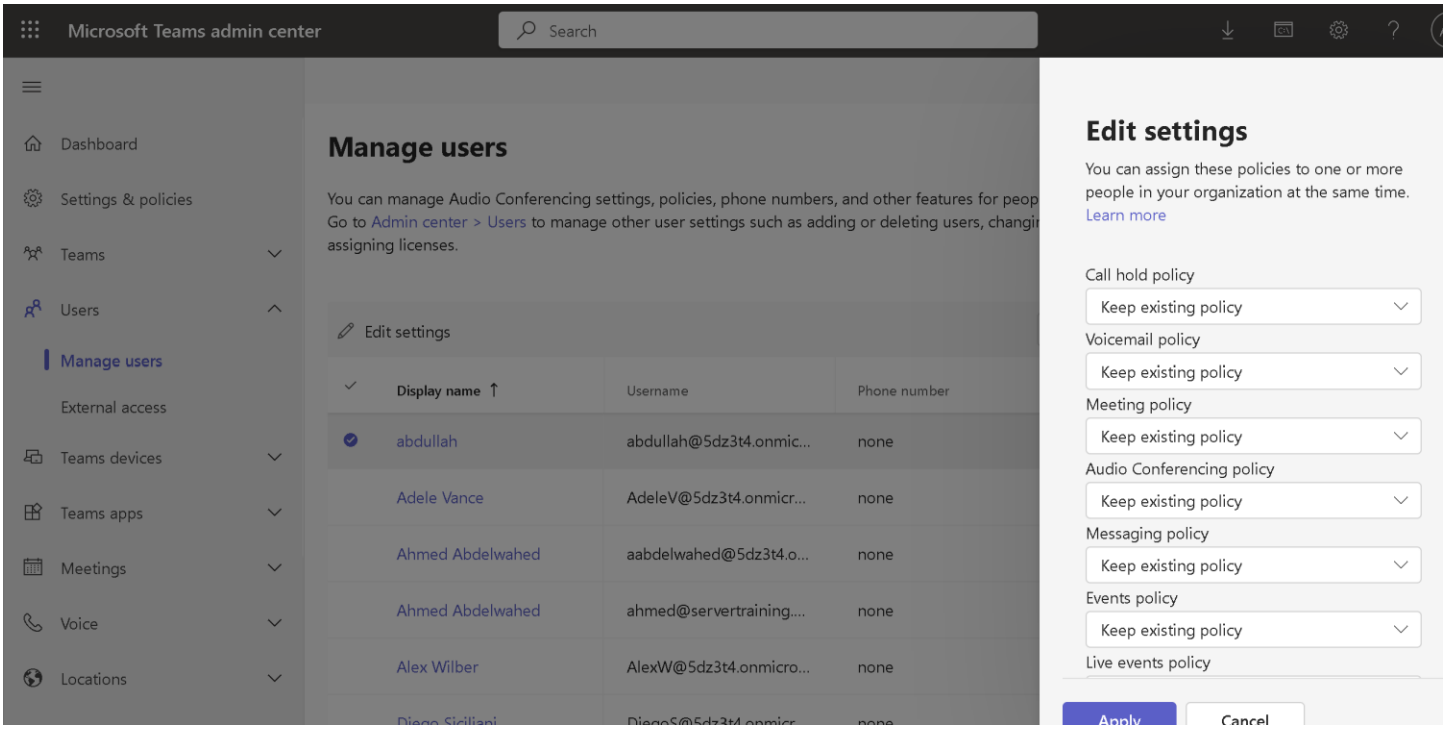


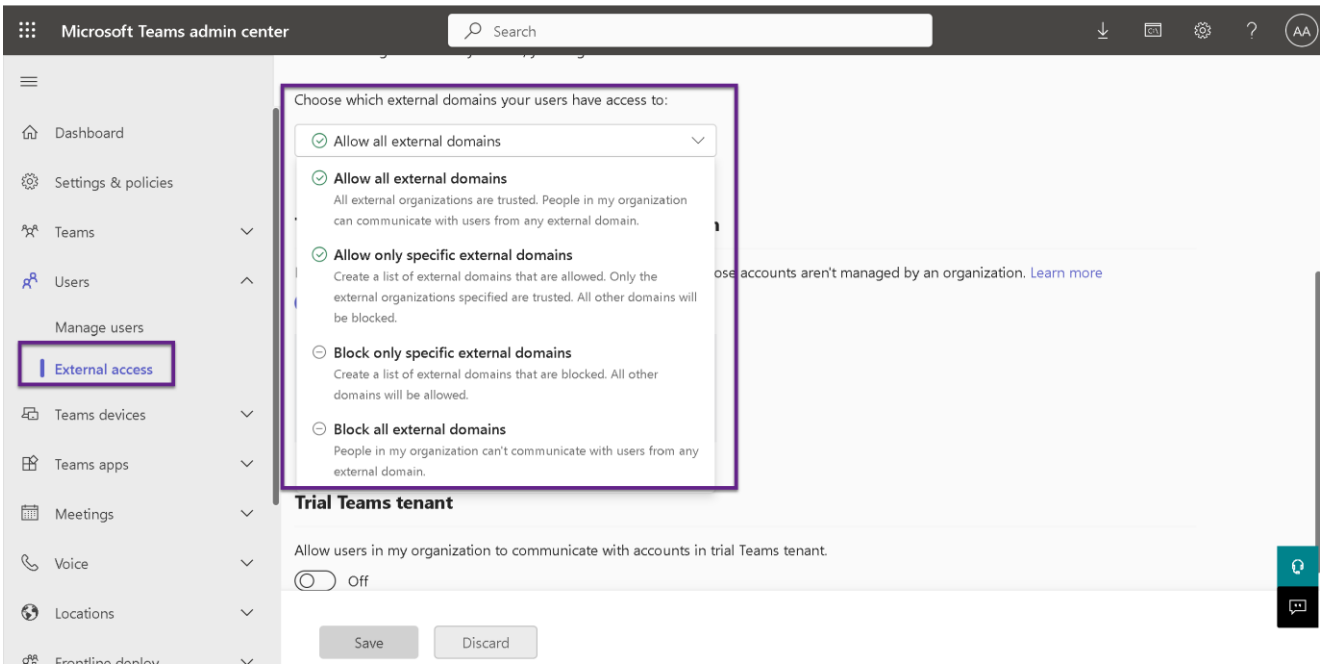




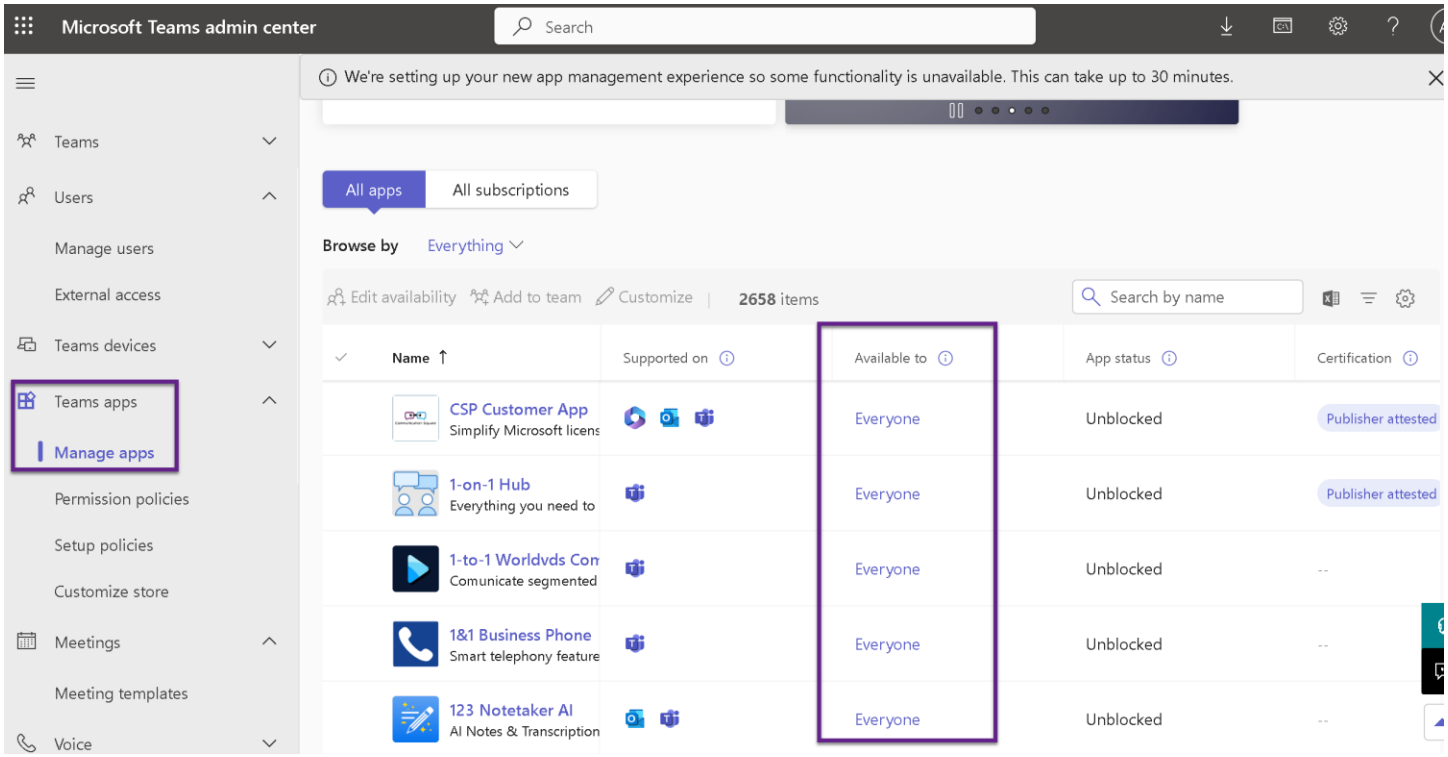


Manage users




Microsoft Teams admin center
Search
Dashboard
Settings & policies
Teams
Users
Manage users
External access
Teams devices
Teams apps
Meetings
Voice
Locations
Choose which external domains your users have access to:
Allow all external domains
Allow all external domains
All external organizations are trusted. People in my organization can communicate with users from any external domain.
Allow only specific external domains
Create a list of external domains that are allowed. Only the external organizations specified are trusted. All other domains will be blocked.
Block only specific external domains
Create a list of external domains that are blocked. All other domains will be allowed.
Block all external domains
People in my organization can't communicate with users from any external domain.
accounts aren't managed by an organization. Learn more
Trial Teams tenant
Allow users in my organization to communicate with accounts in trial Teams tenant.
Off
Save
Discard

Manage apps


Microsoft Teams admin center
Search
We're setting up your new app management experience so some functionality is unavailable. This can take up to 30 minutes.
Teams
Users
Manage users
External access
Teams devices
Teams apps
Manage apps
Permission policies
Setup policies
Customize store
Meetings
Meeting templates
Voice
All apps
All subscriptions
Browse by
Everything
Edit availability
Add to team
Customize
2658 items
Search by name
Name
Supported on
Available to
App status
Certification
CSP Customer App
Simplify Microsoft licens
Everyone
Unblocked
Publisher attested
1-on-1 Hub
Everything you need to
Everyone
Unblocked
Publisher attested
1-to-1 Worldvds Con
Comunicate segmented
Everyone
Unblocked
1&1 Business Phone
Smart telephony feature
Everyone
Unblocked
123 Notetaker AI
AI Notes & Transcription
Everyone
Unblocked