

Administering Microsoft 365 | Quick Guide

Version 24.12

Ahmed Abdelwahed

ahmed@abdelwahed.me

www.abdelwahed.me

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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

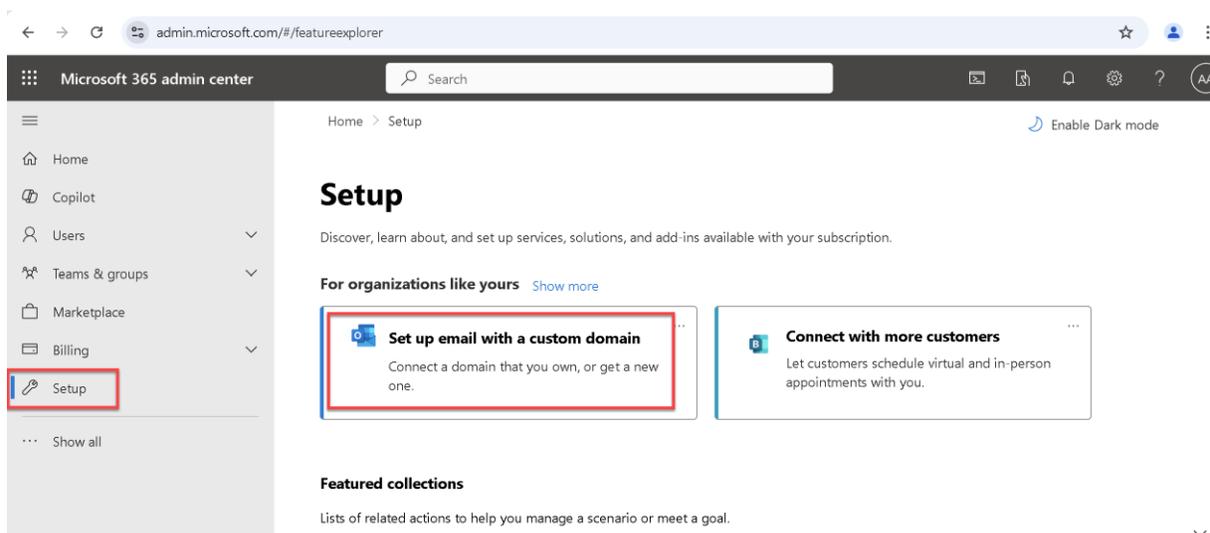
Creating an Office 365 (now Microsoft 365) tenant involves setting up an account that serves as the organizational container for all your services, users, and resources. Here's a step-by-step guide to create an Office 365 tenant:

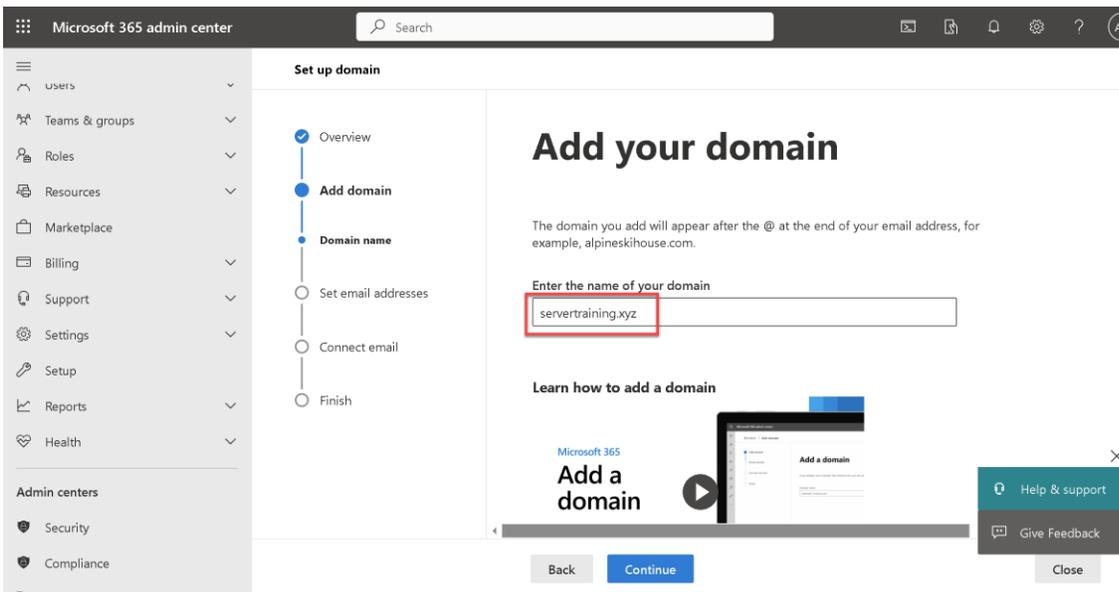
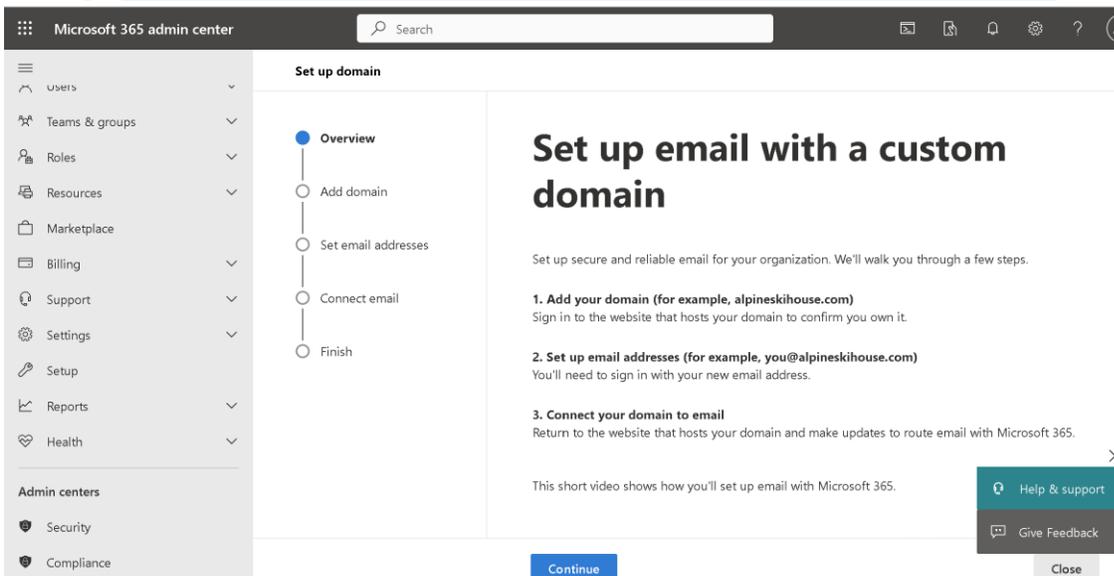
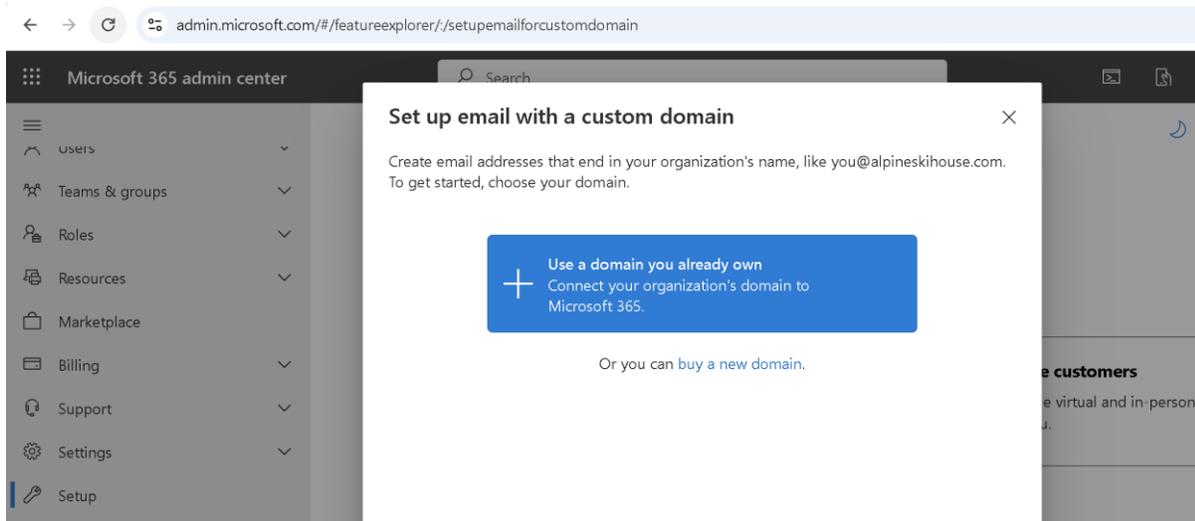
1. Sign Up for Microsoft 365

- [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).



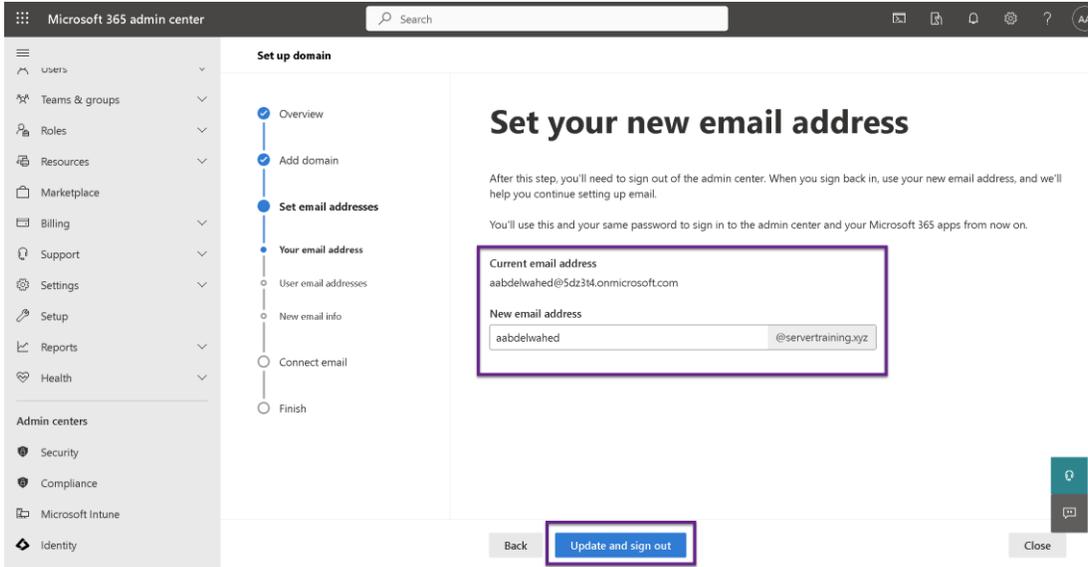


This screenshot shows the 'Set up domain' process in the Microsoft 365 admin center. The left sidebar contains navigation options like Users, Teams & groups, Roles, Resources, Marketplace, Billing, Support, Settings, Setup, Reports, Health, and Admin centers. The main content area is titled 'Set up domain' and has a progress indicator with steps: Overview, Add domain, Domain verification, Set email addresses, Connect email, and Finish. The 'Add domain' step is active. The main panel is titled 'Verify you own your domain' and contains the following text: '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'. There are two radio button options: 'Sign in to GoDaddy (recommended) (choose a different domain host)' and 'Add a verification record'. The 'Add a verification record' option is selected and highlighted with a purple box. Below this, it says 'We'll give you instructions to add a TXT record at your registrar or DNS hosting provider.' At the bottom, there are 'Back', 'Continue', and 'Close' buttons.

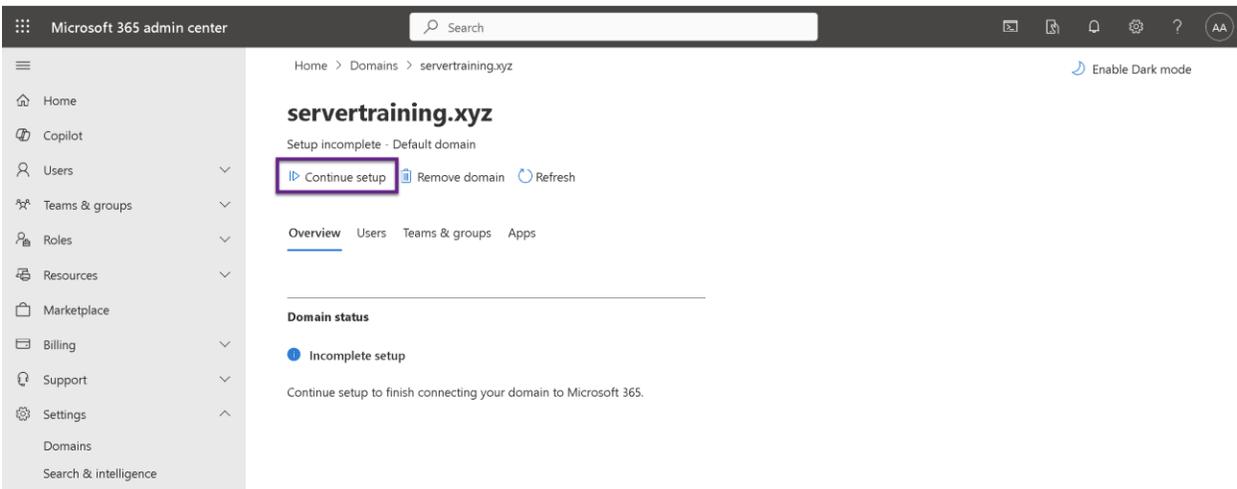
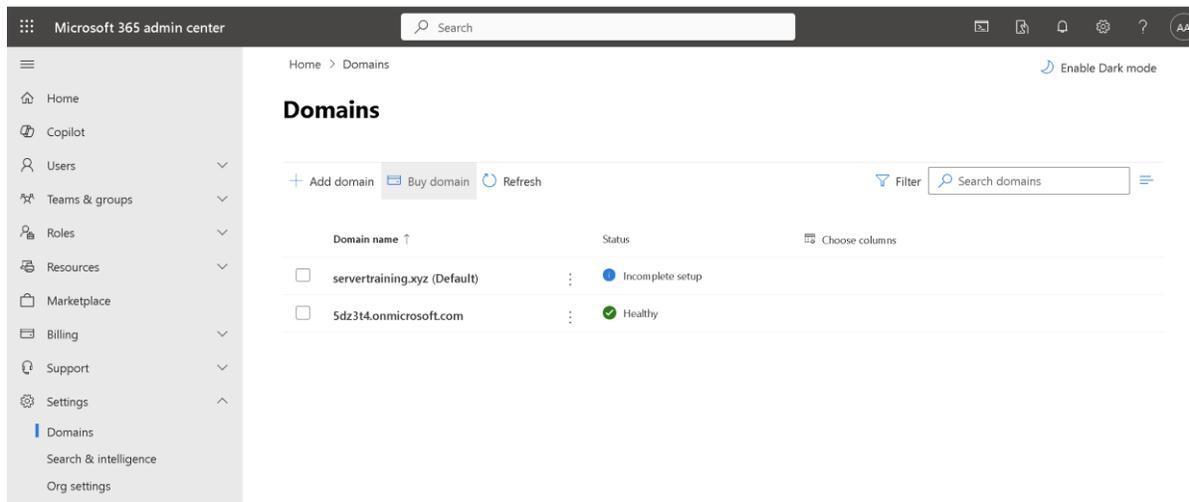
This screenshot shows the 'Set up domain' process in the Microsoft 365 admin center, specifically the 'Add a record to verify ownership' step. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Set up domain' and has a progress indicator with steps: Overview, Add domain, Verify your domain, Set email addresses, Connect email, and Finish. The 'Verify your domain' step is active. The main panel is titled 'Add a record to verify ownership' and contains the following text: 'Open a new browser tab and sign in to the website of your domain host. We detected your host is: GoDaddy'. It then says: '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 setup.' There are 'Step-by-step instructions' and two tabs: 'TXT record' and 'MX record'. The 'MX record' tab is selected and highlighted with a purple box. Below the tabs, there are fields for 'TXT name' (with a dropdown for '@ (or skip if not supported by provider)'), 'TXT value' (with a dropdown for 'MS=ms936'), and 'TTL' (with a dropdown for '3600 (or your provider default)'). At the bottom, there are 'Back', 'Verify', and 'Close' buttons.

This screenshot shows the 'Set up domain' process in the Microsoft 365 admin center, specifically the 'Verify your domain' step. The left sidebar is the same as in the previous screenshots. The main content area is titled 'Set up domain' and has a progress indicator with steps: Overview, Add domain, Verify your domain, Set email addresses, Connect email, and Finish. The 'Verify your domain' step is active. The main panel contains the following text: '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 setup.' There are 'Step-by-step instructions' and two tabs: 'TXT record' and 'MX record'. The 'MX record' tab is selected and highlighted with a purple box. Below the tabs, there are fields for 'Host Name' (with a dropdown for '@ (or skip if not supported by provider)'), 'Points to address or value' (with a dropdown for 'ms936'), 'Priority' (with a dropdown for '32 (or any large value not used already)'), and 'TTL' (with a dropdown for '3600 (or your provider default)'). At the bottom, there are 'Back', 'Verify', and 'Close' buttons.

to keep the current configuration skip net step



and continue from here



Microsoft 365 admin center

Domains > Add domain

How do you want to connect your domain?

Connect your domain to your Microsoft 365 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 up.

[Back](#) [Continue](#) [Close](#)

Microsoft 365 admin center

Domains > Add domain

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	@	0 servertraining.xyz	1 Hour
TXT	@	v=vs-outlook-spoof-protection	1 Hour

[Back](#) [Add DNS records](#) [Close](#)

Microsoft 365 admin center

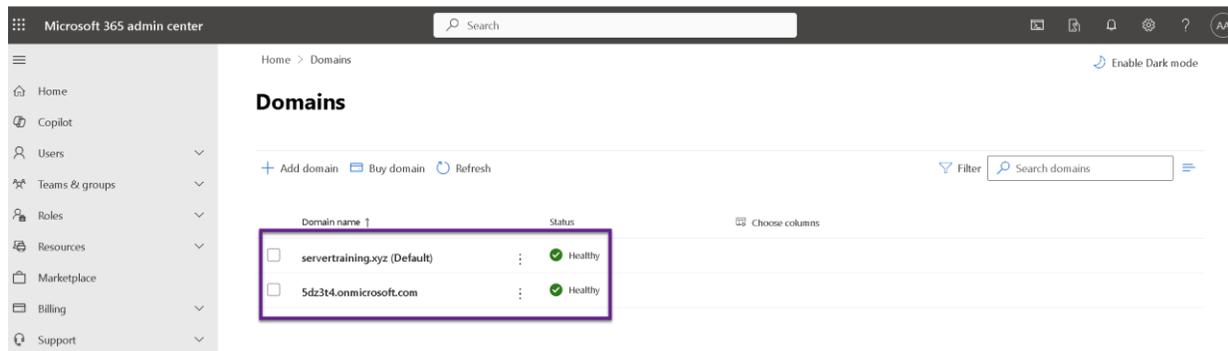
Domains > Add domain

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

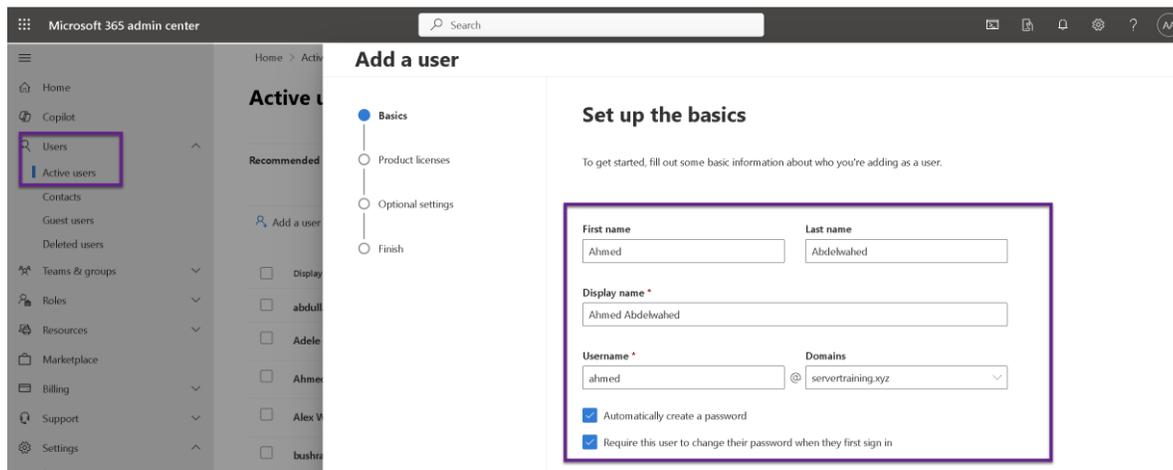
- Test email, file sharing, and collaboration tools to ensure proper setup.
- Check for alerts or pending actions in the **Admin Center** dashboard.

8. Optimize with Additional Features

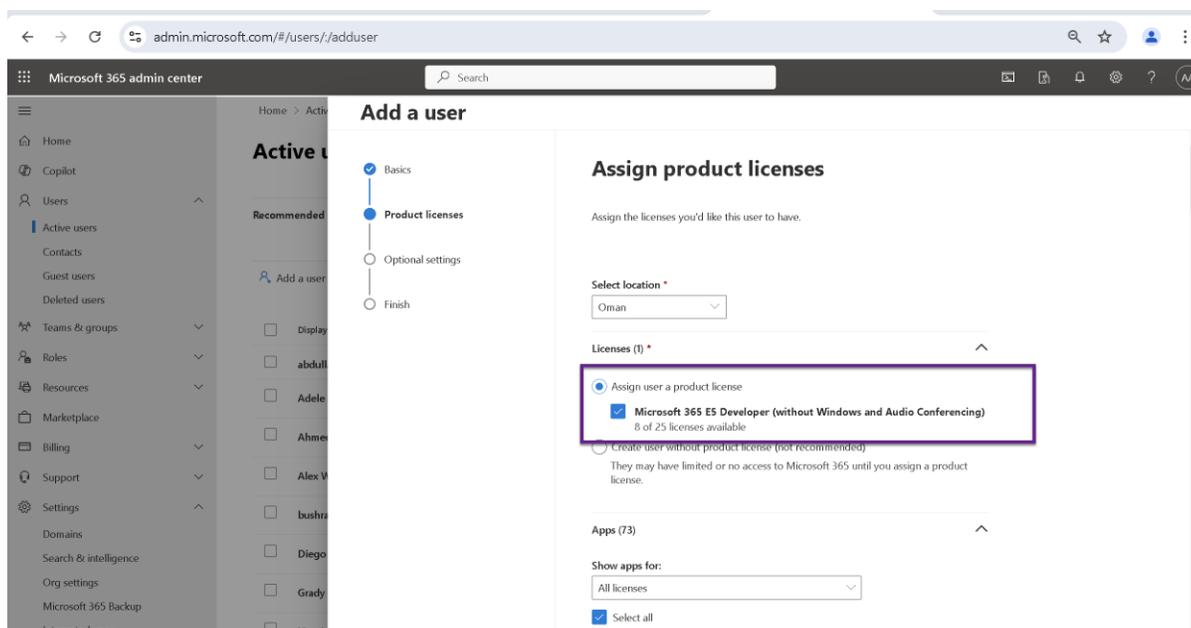
- Set up Azure Active Directory for identity and access management.
- Integrate Power BI, Microsoft Viva, or other Microsoft 365 services.
- Enable auditing and reporting for compliance and activity tracking.

Managing Users and Groups in Office 365

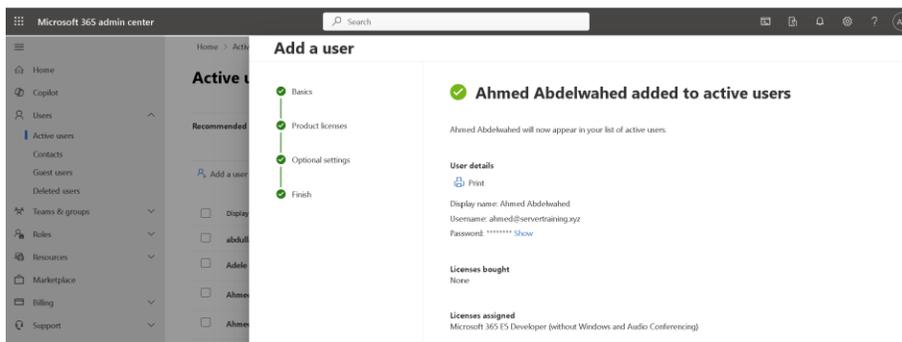
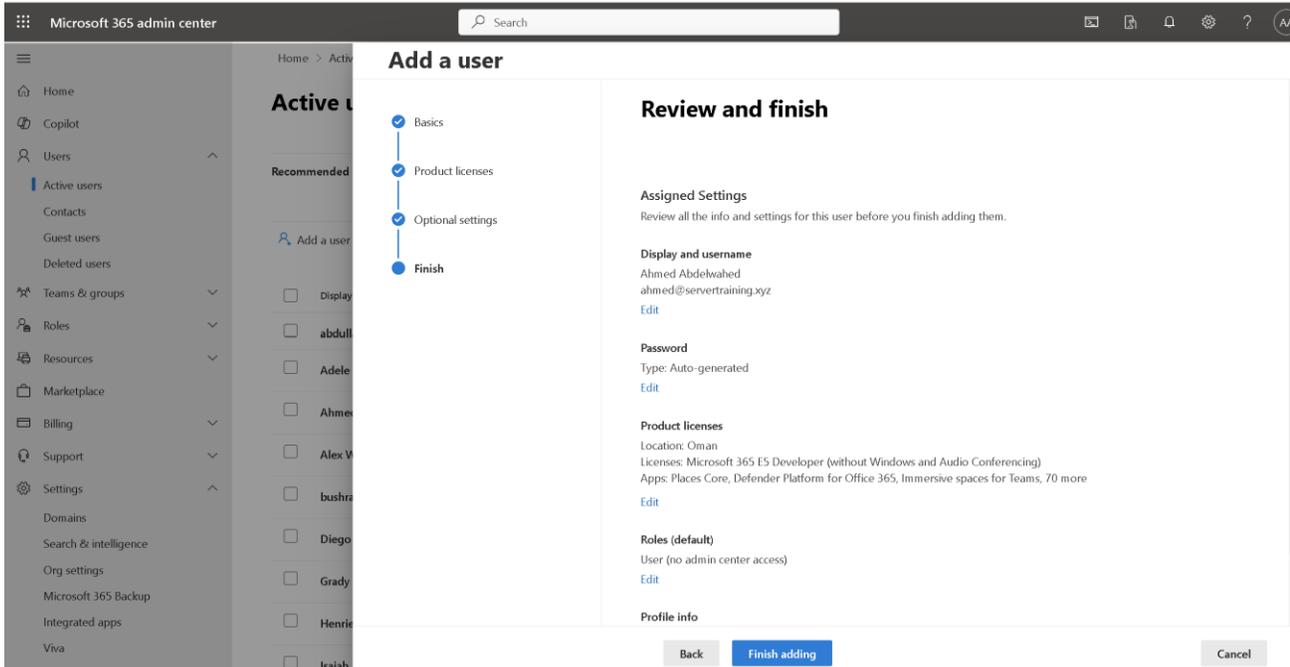
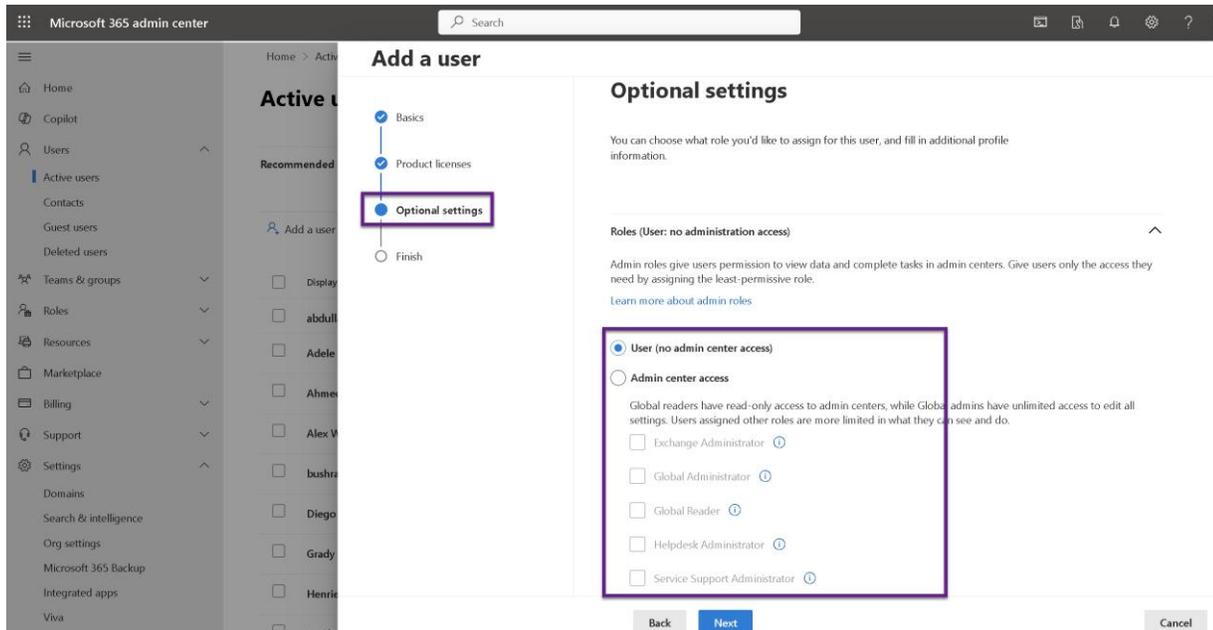
Create and Update User Accounts



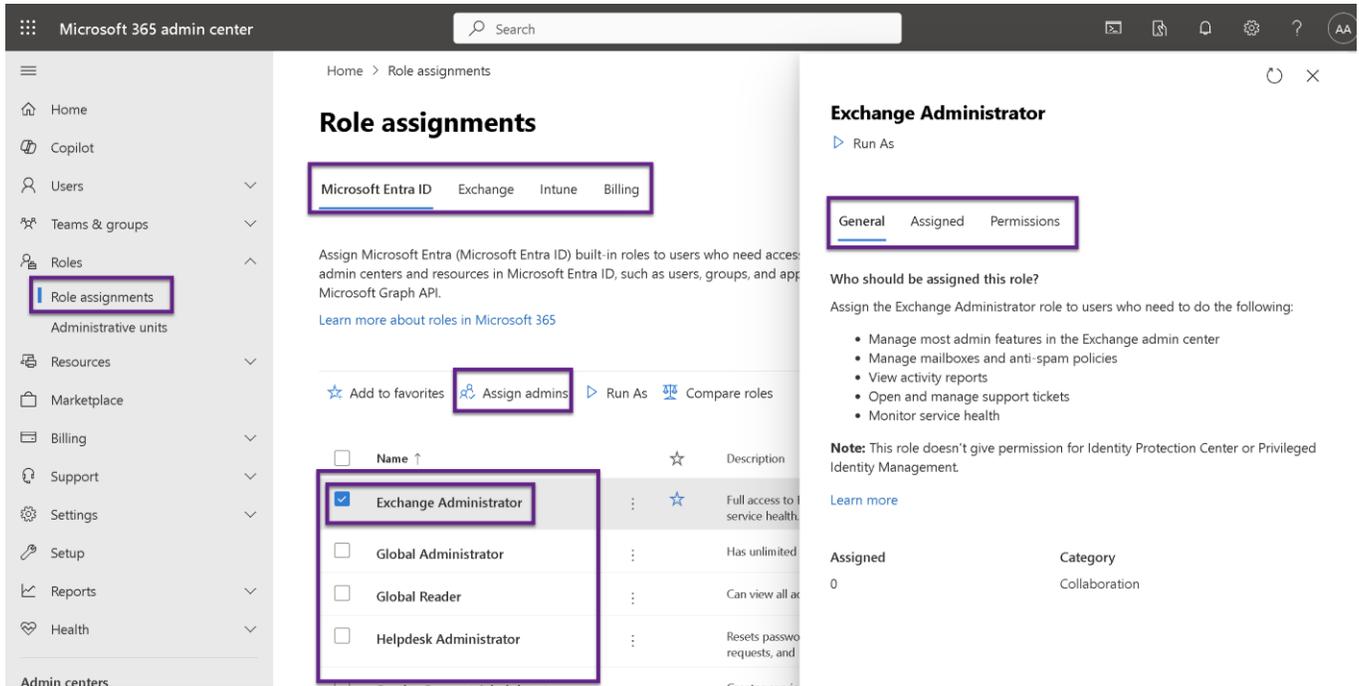
You can assign license during user creation and later.



Also, you assign user role during user creation and later



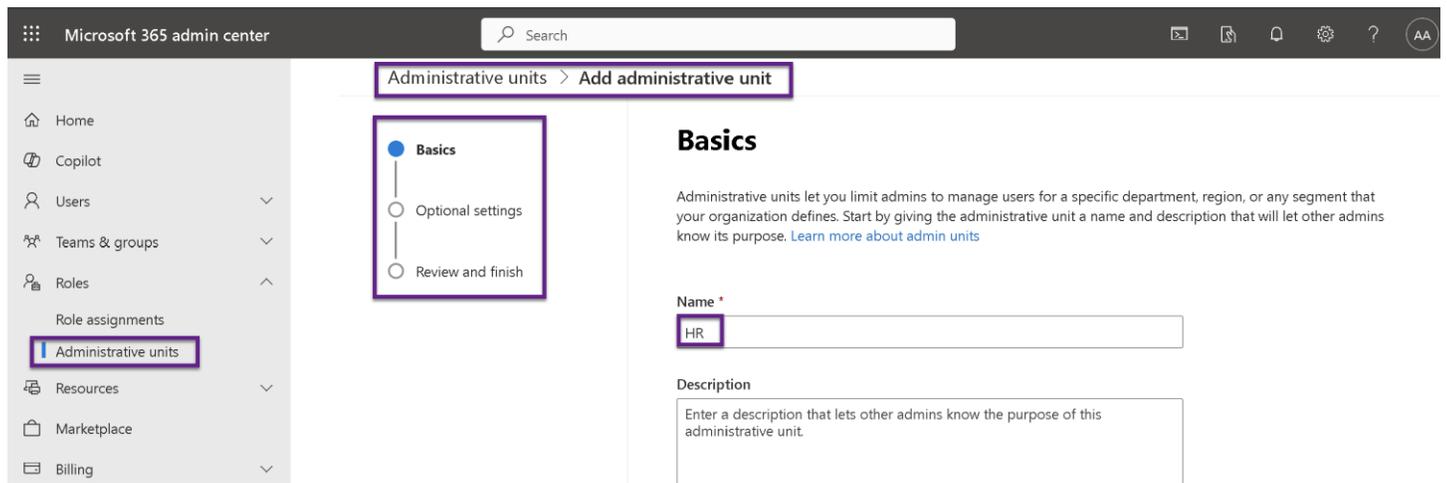
Role assignments



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:

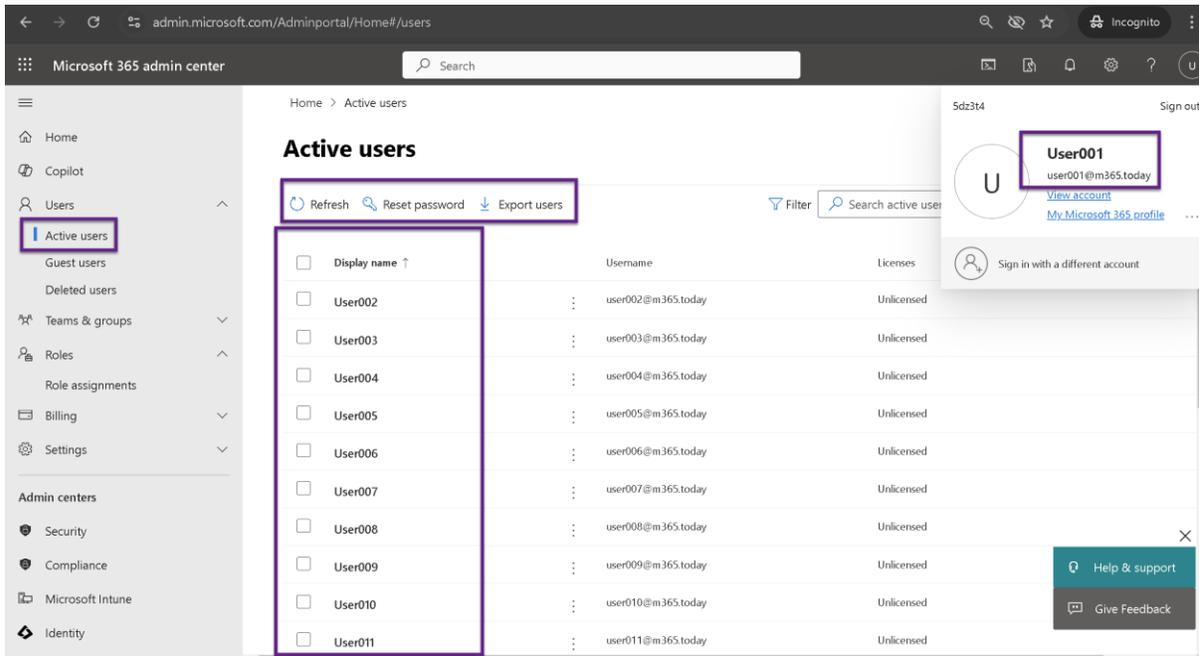
1. **Group Resources:** Organize resources by department, location, or team.
 - o Example: Create an AU for "Sales" or "HR."
2. **Delegate Administration:** Let specific people manage only their assigned AU without accessing the rest of the organization.
 - o Example: The "Sales Admin" can reset passwords 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.



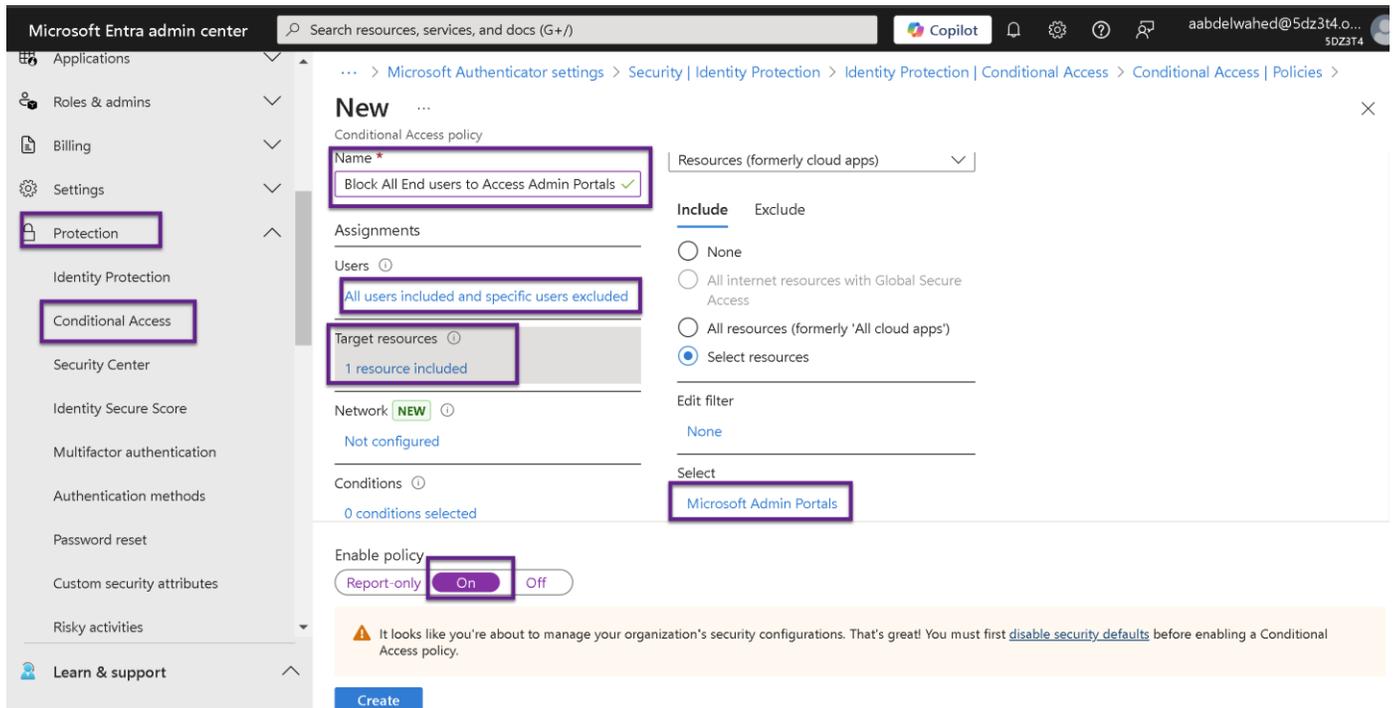
The screenshot shows the 'Add administrative unit' page in the Microsoft 365 Admin Center. The left-hand navigation pane has 'Administrative units' highlighted. The main content area is titled 'Add administrative unit' and shows a progress bar with steps: Basics, Optional settings, Members, Roles, and Review and finish. The 'Add members' step is active, with a sub-header 'Add members'. Below this, there is explanatory text: '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.' There are two radio button options: 'Add up to 20 users and groups' (selected) and 'Upload users'. Below the options are links for 'Add users' and 'Add groups'. A table lists three users: User002, User003, and User004, with their email addresses and 'User' type. At the bottom, there are 'Back', 'Next', and 'Cancel' buttons.

The screenshot shows the 'Assign admins' step of the 'Add administrative unit' process. The left-hand navigation pane has 'Roles' highlighted. The main content area is titled 'Assign admins' and shows a list of roles. The 'User Administrator' role is selected with a checkmark. To the right, the 'User Administrator' role configuration is shown, with the 'Assigned' tab active. A message states 'User001 was added to this role.' Below this, there is a search bar and a table listing the assigned user: User001 (user001@m365.today). At the bottom, there are 'Back', 'Next', and 'Close' buttons.

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

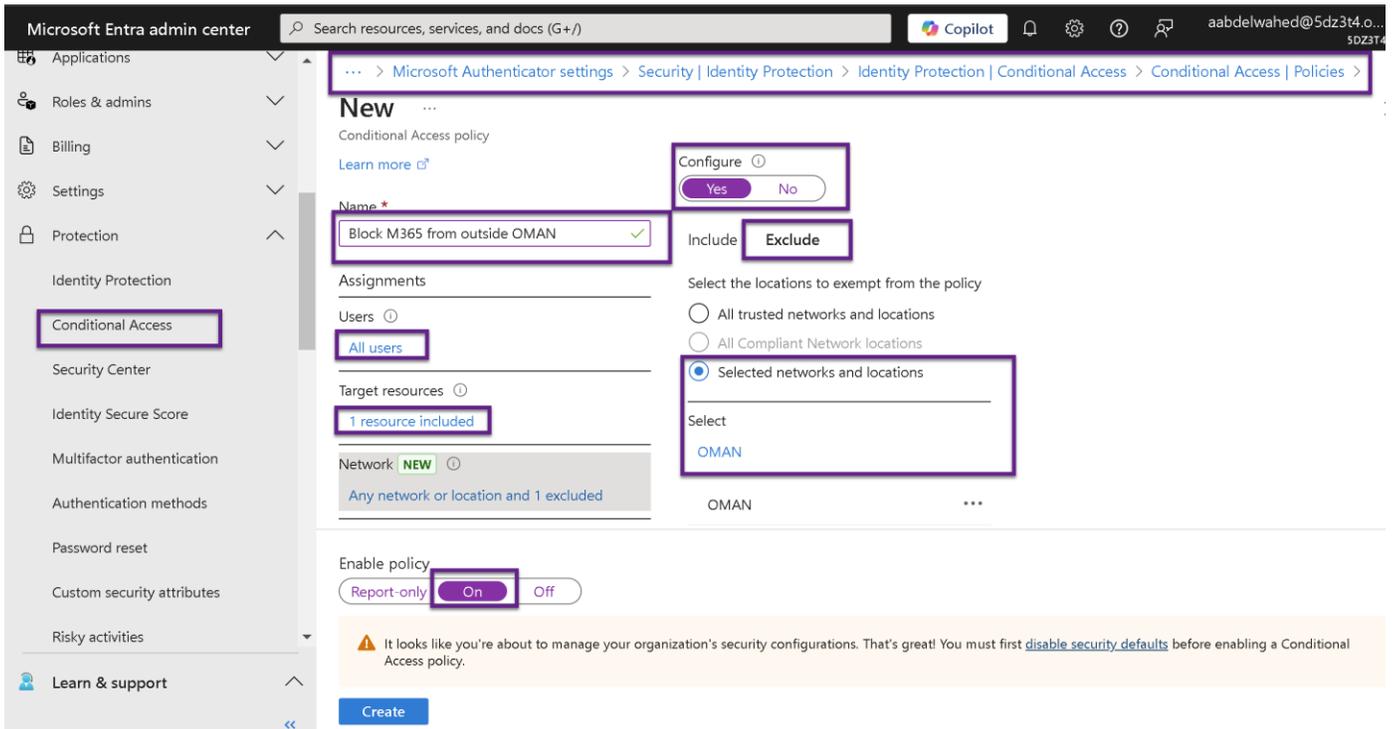
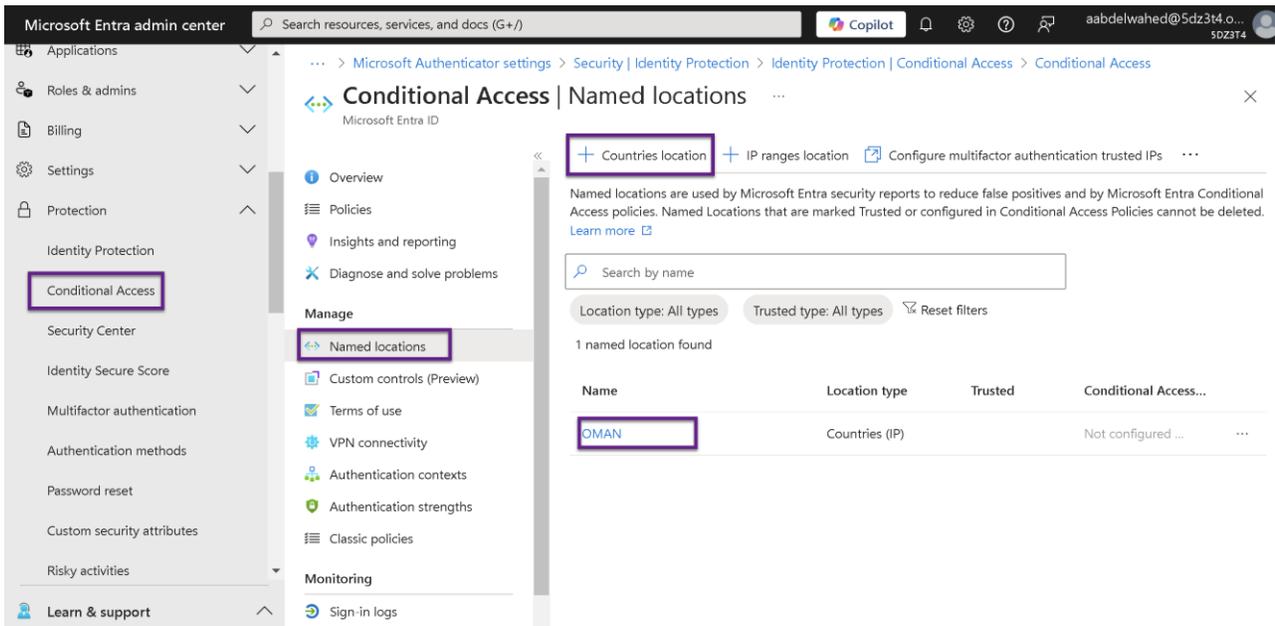


Block access to all admin Portals for end users



Block Access to all M365 Services based on Countries

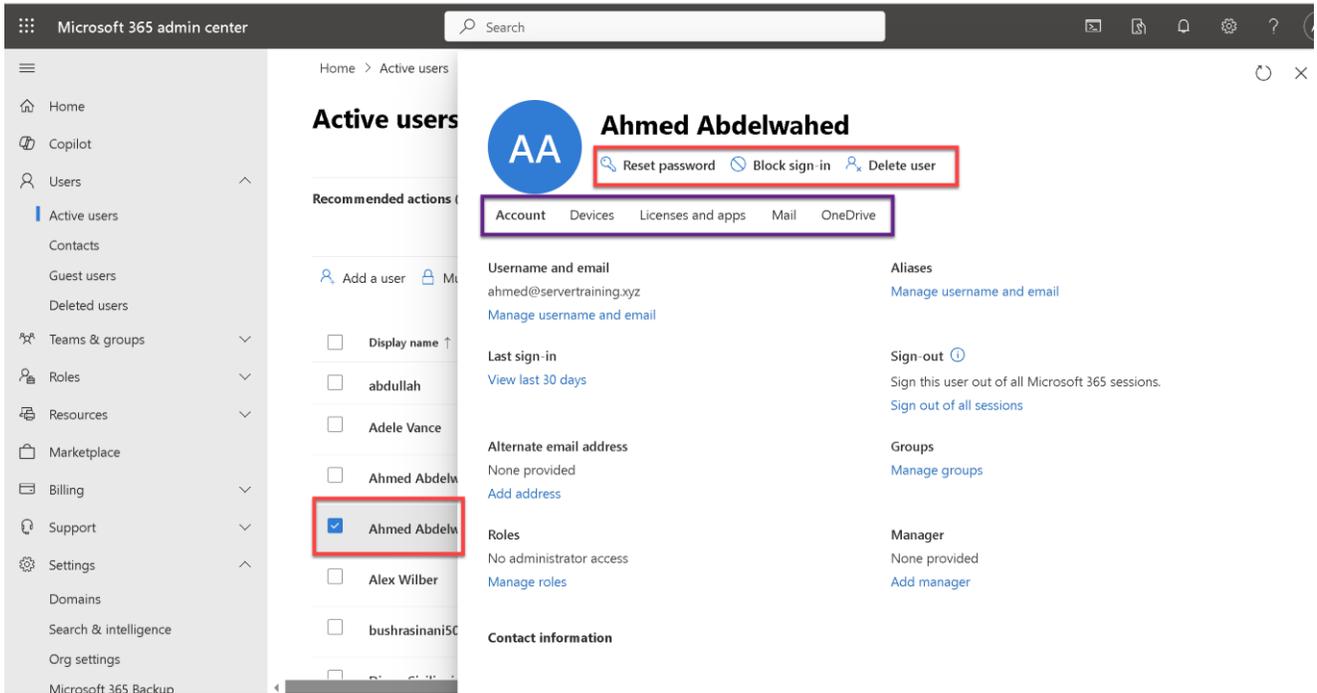
First you have to identify the allowed countries



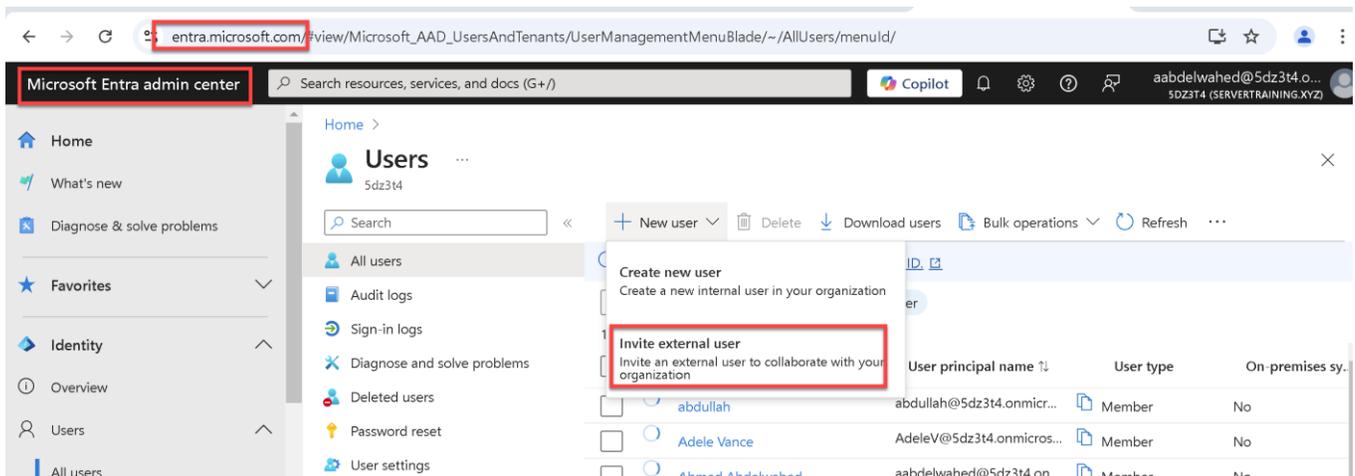
Password protection

The screenshot displays the Microsoft Entra admin center interface for configuring password protection. The left-hand navigation pane includes sections for Applications, Protection, Identity Protection, Conditional Access, Authentication methods (highlighted), Password reset, Custom security attributes, Risky activities, Identity Governance, External Identities, and Learn & support. Under the Authentication methods section, Password protection is selected. The main content area is titled 'Authentication methods | Password protection' and includes a search bar, save/discard buttons, and a feedback link. The settings are organized into 'Manage' and 'Monitoring' sections. Under 'Manage', there are options for Policies, Password protection (highlighted), Registration campaign, Authentication strengths, and Settings. Under 'Monitoring', there are options for Activity, User registration details, Registration and reset events, and Bulk operation results. The 'Custom smart logout' section contains: 'Lockout threshold' set to 10, 'Lockout duration in seconds' set to 60, 'Custom banned passwords' with 'Enforce custom list' set to 'Yes' and a list containing 'password2024', and 'Custom banned password list' which is currently empty. The 'Password protection for Windows Server Active Directory' section includes: 'Enable password protection on Windows Server Active Directory' set to 'Yes', and 'Mode' set to 'Audit'.

Manage User settings



Working with Guest



Administering Microsoft 365

The screenshot shows the 'Invite external user' page in the Microsoft Entra admin center. The page is divided into four tabs: Basics, Properties, Assignments, and Review + invite. The Basics tab is active. The 'Email' field is highlighted with a red box and contains the text 'ahmed@gmail.com'. The 'Display name' field is empty. The 'Invitation message' section has a checked 'Send invite message' checkbox and an empty 'Message' text area. The 'Cc recipient' field is also empty. At the bottom, there are buttons for 'Review + invite', '< Previous', and 'Next: Properties >'. A 'Give feedback' link is located in the bottom right corner.

Create and Manage Security Groups

The screenshot shows the 'New Group' page in the Microsoft Entra admin center. The page is divided into two main sections: 'Group name' and 'Group description'. The 'Group name' field is highlighted with a purple box and contains the text 'Security'. The 'Group description' field is empty. Below these fields, there is a section for 'Microsoft Entra roles can be assigned to the group' with 'Yes' and 'No' radio buttons. The 'Membership type' dropdown menu is also highlighted with a purple box and shows a list of options: 'Assigned', 'Assigned', 'Dynamic User', and 'Dynamic Device'. At the bottom, there is a 'No members selected' message.

Deploying and Configuring Tools and Applications for Office 365

Monitor Office 365 service health

Microsoft 365 network connectivity test

Service	Status
Exchange Online	▲ 1 incident, 2 advisories
Microsoft 365 suite	▲ 1 incident, 1 advisory
Microsoft Power Automate in Microsoft 365	▲ 1 incident
Microsoft Purview	▲ 1 incident
Microsoft Teams	▲ 1 incident
SharePoint Online	▲ 1 incident
Dynamics 365 Apps	● Healthy
Microsoft 365 apps	● Healthy

Users may be unable to access or use some Microsoft 365 services and features

Manage notifications for this issue Copy text

Scope of impact
Any user routed through affected infrastructure and attempting to use the functionalities outlined in the More info section of this communication may be affected by this event.

Preliminary root cause
A recent change has resulted in a portion of infrastructure not operating as expected.

Updates

- Nov 25, 2024, 8:44 PM GMT+4
We're rerouting traffic to alternate infrastructure to expedite mitigation. In parallel, we're resolving complications leading to the delays in targeted server restarts.

This quick update is designed to give the latest information on this issue.

Show full history

Administering Microsoft 365

The screenshot shows the Microsoft 365 admin center interface. The left-hand navigation pane is visible, with the 'Service health' option highlighted. The main content area is titled 'Service health' and shows a list of incidents. A red box highlights the 'Issue history' tab, and a purple box highlights a list of incident titles. The table below shows details for several incidents.

Title	Service	Issue origin	ID	Status	Start time
Some users may be unable to search in SharePoint Online	SharePoint Online	Microsoft	SP941302	False positive	Nov 25, 2024
Users may be unable to see the finish date of incomplete tasks in the grid view of Project for the web	Project for the web	Microsoft	PW939324	Service restored	Nov 13, 2024
Users can't access Intune blogs news and the customer success blog from https://intune.microsoft.com	Microsoft Intune	Microsoft	IT925560	Service restored	Nov 5, 2024
Some users' inbound email messages containing some URLs may be unexpectedly marked as phishing	Exchange Online	Microsoft	EX921449	Post-incident report published	Oct 20, 2024
Users may experience failures for multiple scenarios in Omnichannel for Customer Service	Dynamics 365 Apps	Microsoft	CR917769	Post-incident report published	Oct 14, 2024

Microsoft 365 billing

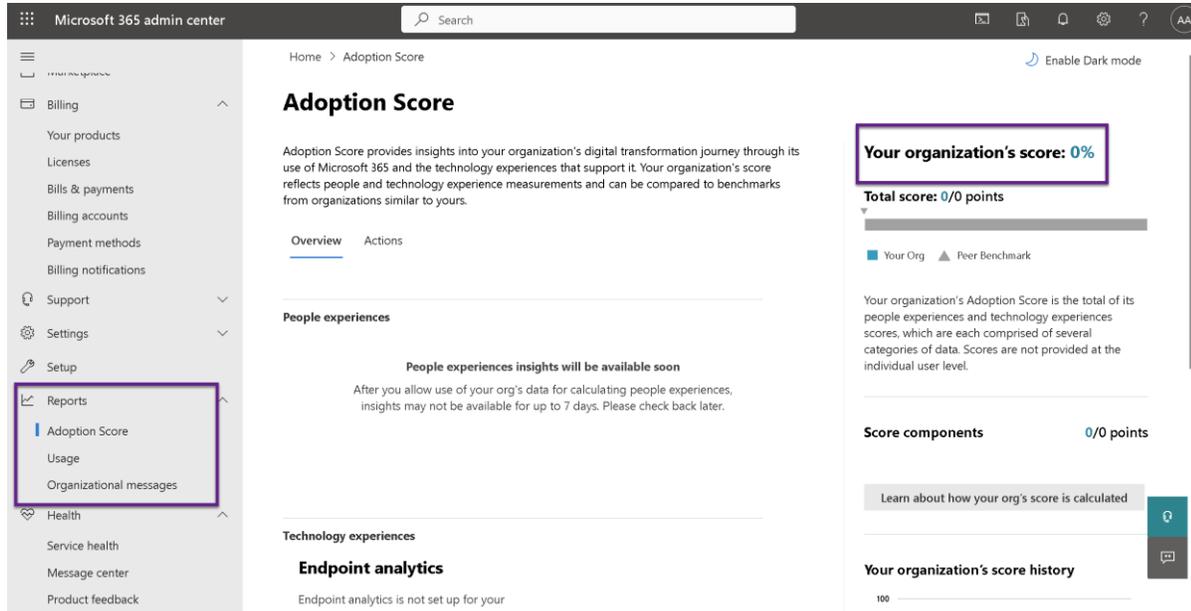
The screenshot shows the Microsoft 365 admin center 'Licenses' page. The left-hand navigation pane is visible, with the 'Billing' option highlighted. The main content area is titled 'Licenses' and shows a table of subscriptions. A purple box highlights the 'Billing' option in the navigation pane.

Name ↑	Available licenses	Assigned licenses	Account type
Microsoft 365 E5 Developer (without Windows and Aud...	8	17/25	Organization

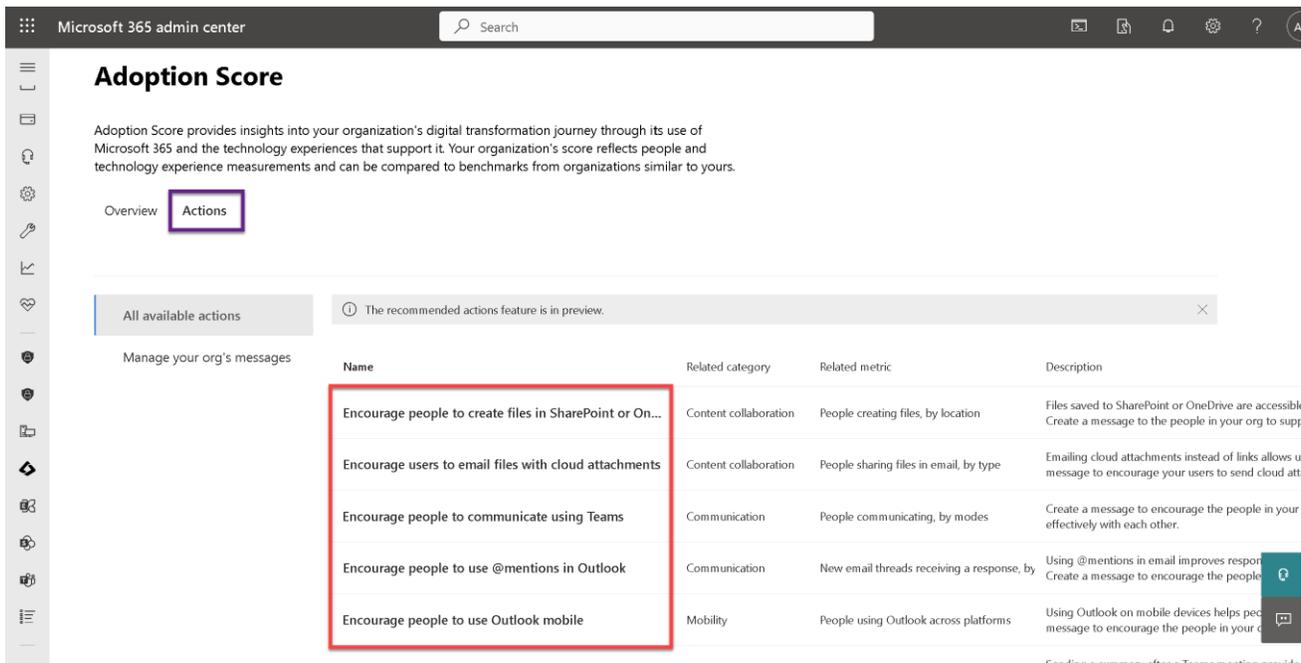
Microsoft 365 Reports

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.

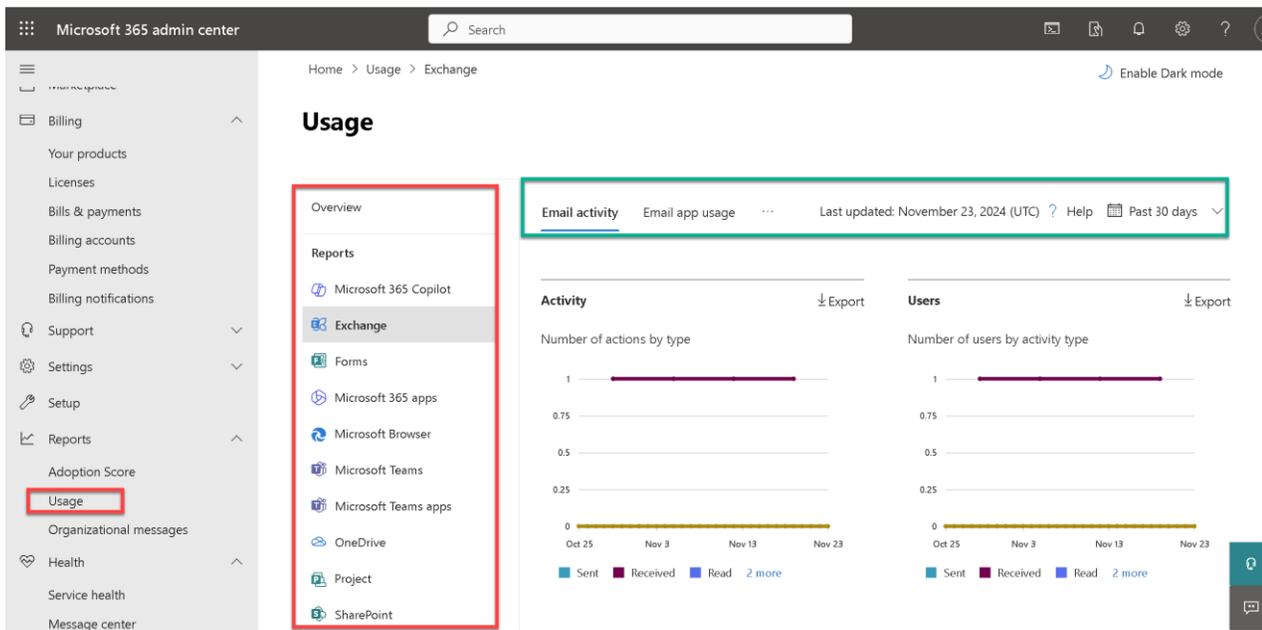
4. Encourage people to use @mentions in Outlook:

- **Category:** Communication.
- **Metric:** New email threads receiving a response by using @mentions.
- **Description:** Highlights the benefit of using @mentions for better email responsiveness.

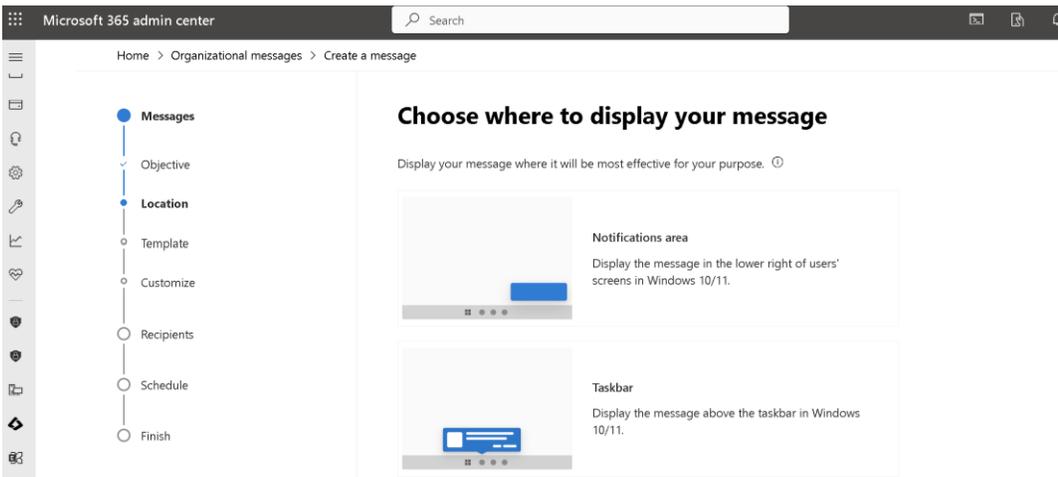
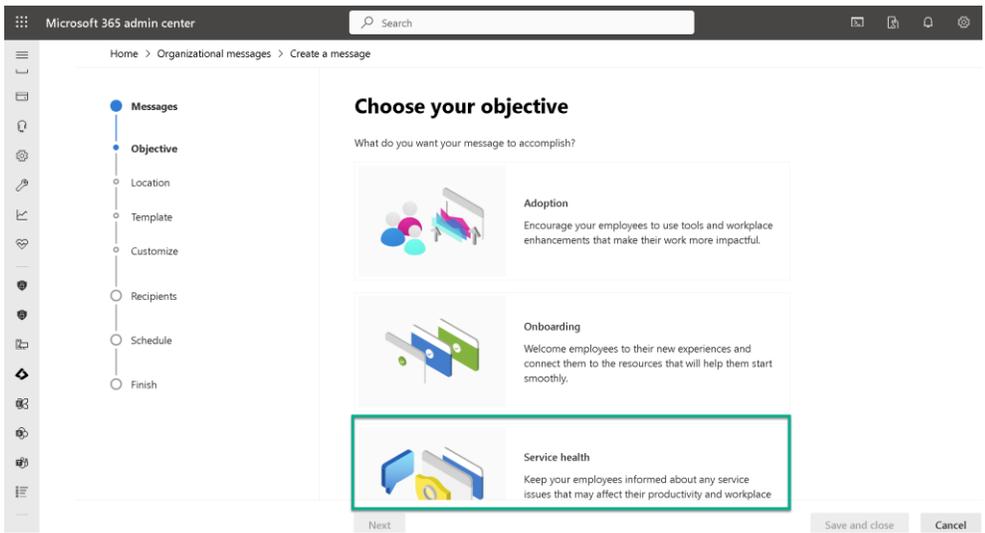
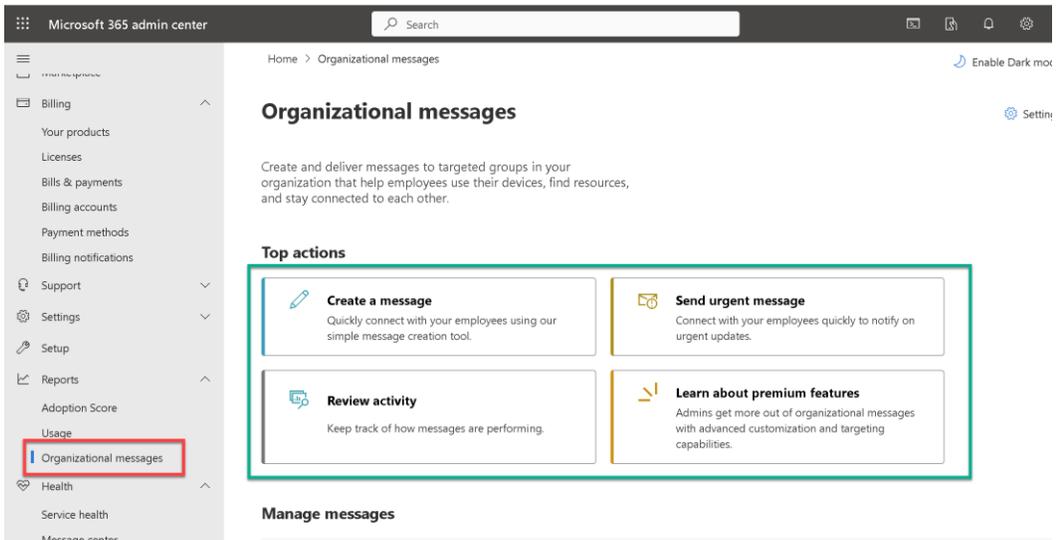
5. Encourage people to use Outlook mobile:

- **Category:** Mobility.
- **Metric:** People using Outlook across platforms.
- **Description:** Suggests using the Outlook mobile app to stay connected on the go.

Usage

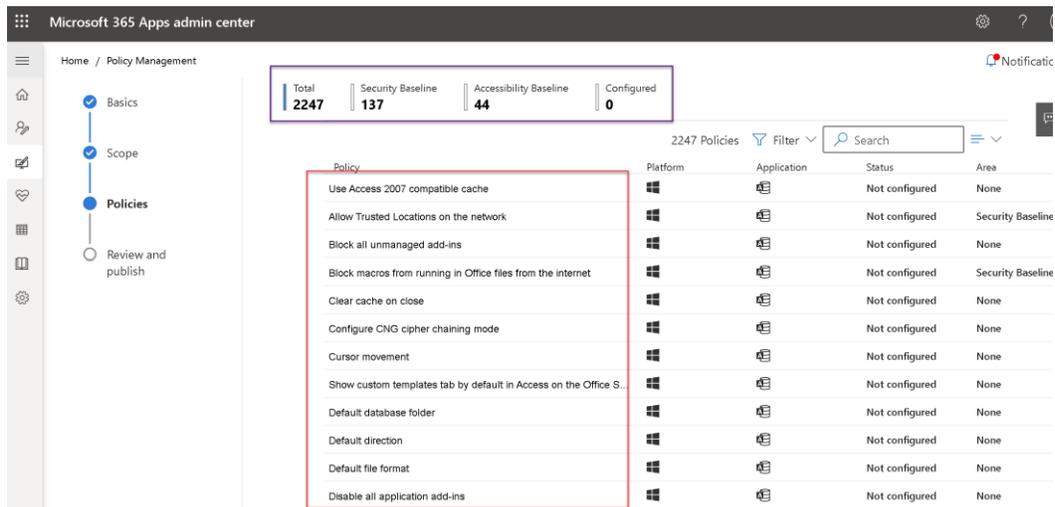
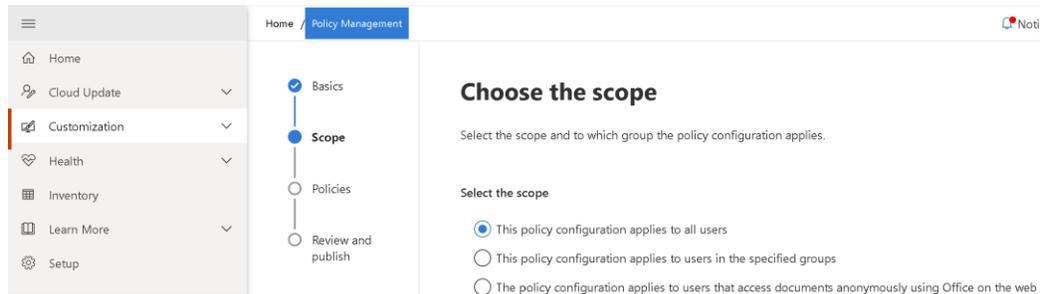
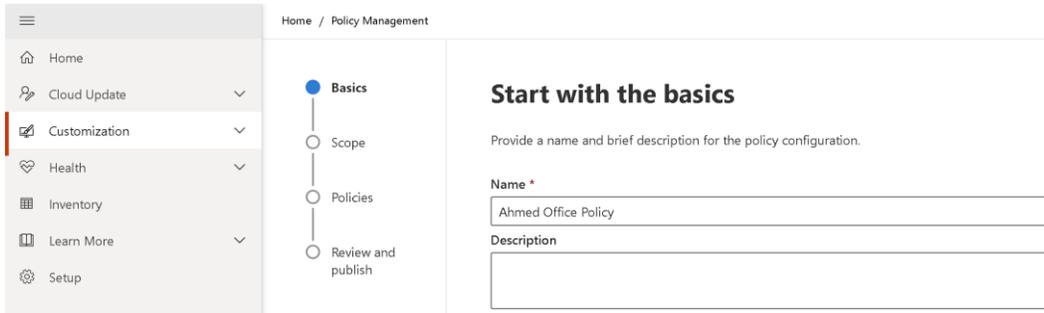
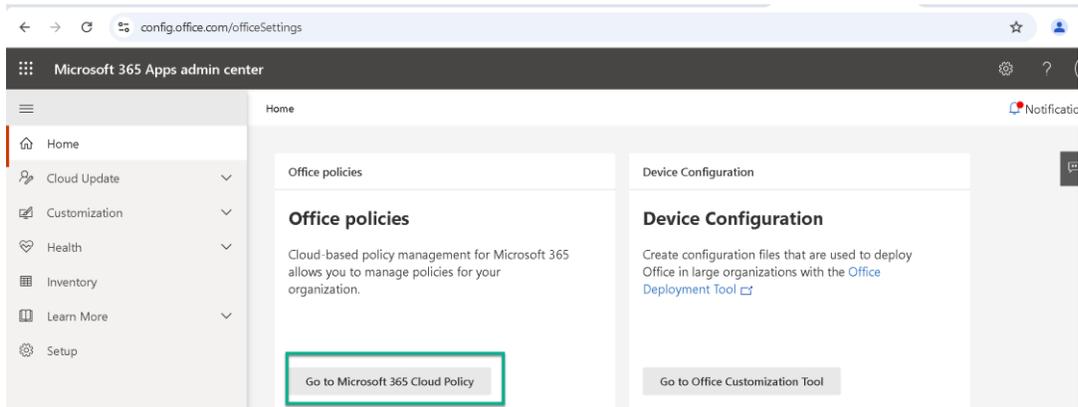


Organizational Messages



Customize Office 365 installation

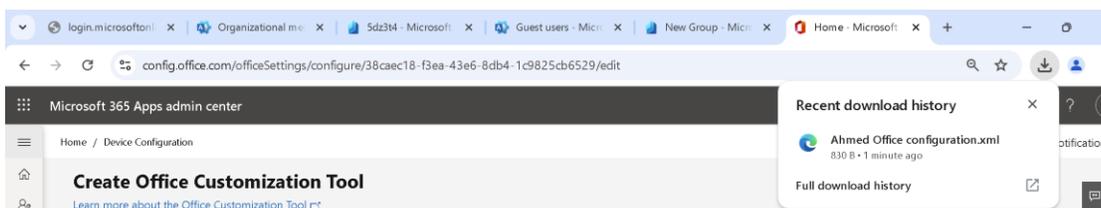
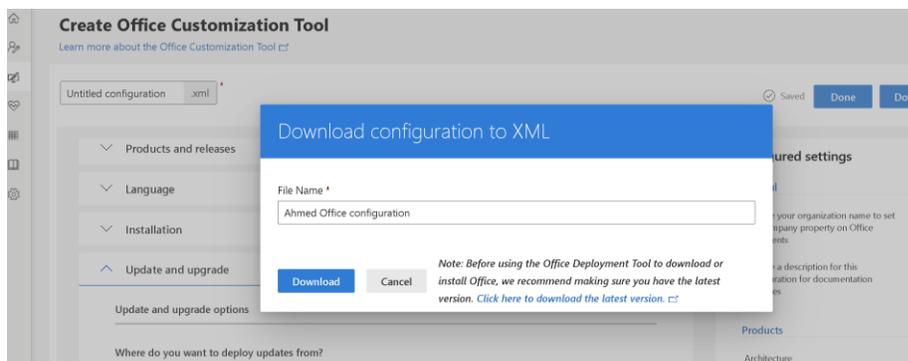
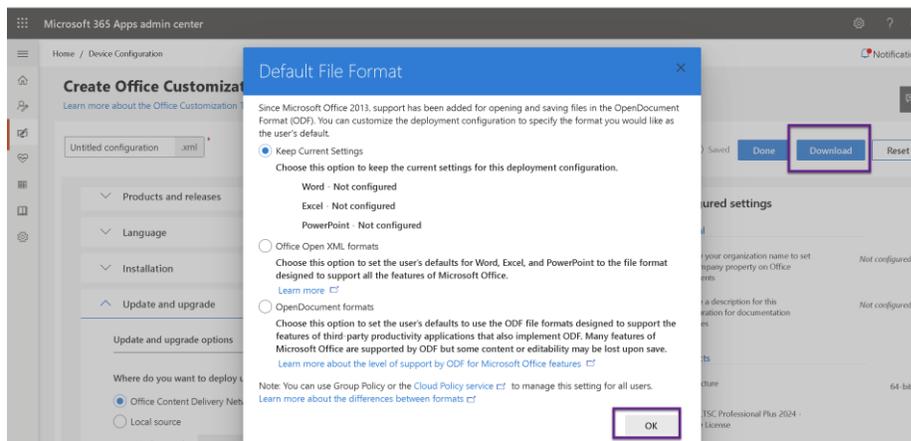
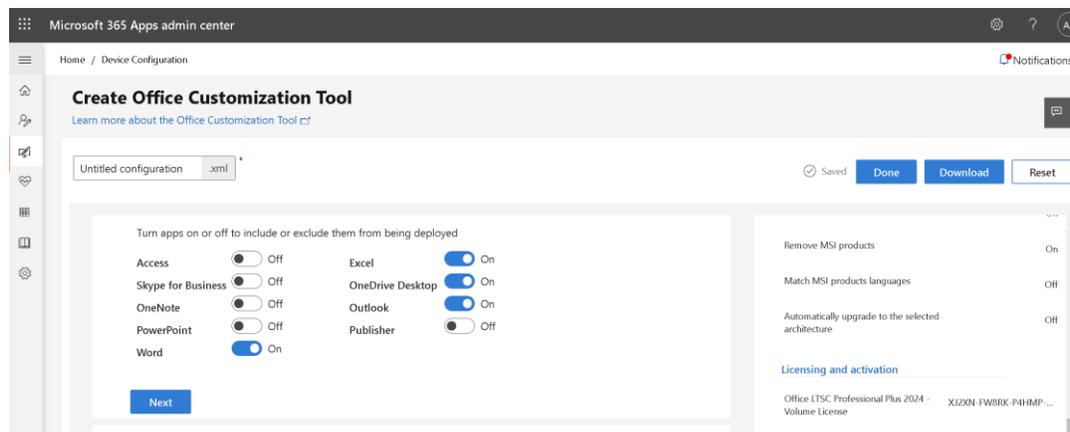
<https://config.office.com/officeSettings>



The screenshot shows the Microsoft 365 Apps admin center interface. The breadcrumb navigation is 'Home / Policy Management'. The left-hand navigation pane has four items: 'Basics', 'Scope', 'Policies', and 'Review and publish', with 'Review and publish' selected. The main content area is titled 'Review configuration and create' and includes the instruction: 'Review the settings for your policy configuration and then select Create.' Below this, there are two columns: 'Basics' and 'Policies'. The 'Basics' column shows the policy name 'Ahmed Office Policy' and a description field with an 'Edit Basics' link. The 'Policies' column shows '1 policy configured' and two sub-sections: 'Security Baseline' (0 baseline policies configured) and 'Accessibility Baseline' (0 baseline policies configured), both with 'Edit Policies' links.

The screenshot shows the 'Home' page of the Microsoft 365 Apps admin center. It features two main content cards. The 'Office policies' card describes cloud-based policy management and includes a button labeled 'Go to Microsoft 365 Cloud Policy'. The 'Device Configuration' card explains how to create configuration files for Office deployment and includes a button labeled 'Go to Office Customization Tool', which is highlighted with a purple box.

The screenshot shows the 'Create Office Customization Tool' configuration page. At the top, there's a file name 'Untitled configuration.xml' and buttons for 'Saved', 'Done', 'Download', and 'Reset'. The main configuration area is divided into two sections. The 'Products and releases' section has a sub-section for 'Architecture' with radio buttons for '32-bit' and '64-bit', where '64-bit' is selected and highlighted with a purple box. Below that is a 'Products' section with a dropdown menu showing 'Office Suites' and 'Office LTSC Professional Plus 2024 - Volume License', which is also highlighted with a purple box. The 'Configured settings' section on the right includes 'General' settings like organization name and description (both 'Not configured') and 'Products' settings like 'Architecture' (64-bit) and '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

The screenshot shows the Microsoft 365 Admin Center interface. The browser address bar displays `admin.microsoft.com/#/featureexplorer`. The left-hand navigation menu includes items such as Support, Settings, Domains, Search & intelligence, Org settings, Microsoft 365 Backup, Integrated apps, Viva, Partner relationships, Microsoft Edge, Setup (highlighted with a red box), Reports, and Health. The main content area is titled "Setup" and contains a card for "Install or share the latest Microsoft 365 apps" (highlighted with a purple box). This card includes the text "Get Word, Excel, PowerPoint, Teams and more for your Mac or PC." and two buttons: "Install Microsoft 365" and "Share installation link". Below this, there are sections for "Featured collections" including "Advanced deployment guides & assistance" and "Migration and imports".

Planning and Managing Exchange Online

Managing Exchange Online Mailboxes

Manage mailboxes

Create and manage settings for shared mailboxes. You can also manage settings for user mailboxes, but to add or delete them you must go to the [Microsoft 365 admin center](#) and do this on the [active users](#) page. [Learn more about mailboxes](#)

[+ Add a shared mailbox](#)
[Mailflow setting](#)
[Refresh](#)
[Export mailboxes](#)
17 items
[Filter](#)

Display name ↑	Recipient type	Archive status	Last modified time	Choose columns
Adele Vance	UserMailbox	None	9/1/2024, 1:40 PM	
Ahmed Abdelwahed	UserMailbox	None	11/10/2024, 3:26...	
Ahmed Abdelwahed	UserMailbox	None	11/25/2024, 4:04...	
Alex Wilber	UserMailbox	None	10/8/2024, 11:06...	
Diego Siciliani	UserMailbox	None	10/2/2024, 1:49 ...	
Grady Archie	UserMailbox	None	8/25/2024, 4:58 ...	
Henrietta Mueller	UserMailbox	None	8/29/2024, 2:09 ...	

Manage mailboxes

Create and manage settings for shared mailboxes. You can also manage settings for user mailboxes, but to add or delete them you must go to the [Microsoft 365 admin center](#) and do this on the [active users](#) page. [Learn more about mailboxes](#)

[Mailflow setting](#)
[Hide from address list](#)
[Edit](#)
[Mailbox delegation](#)
[Mailbox policies](#)

Email address	Recipient type	Archive status	Last modified time	Choose columns
AdeleV@5dz3t4.onmicrosoft.com	UserMailbox	None	9/1/2024, 1:40 PM	
Ahmed Abdelwahed	UserMailbox	None	11/10/2024, 3:26...	
Ahmed Abdelwahed	UserMailbox	None	11/25/2024, 4:04...	
<input checked="" type="checkbox"/> Alex Wilber	UserMailbox	None	10/8/2024, 11:06...	
<input checked="" type="checkbox"/> Diego Siciliani	UserMailbox	None	10/2/2024, 1:49 ...	
Grady Archie	UserMailbox	None	8/25/2024, 4:58 ...	
Henrietta Mueller	UserMailbox	None	8/29/2024, 2:09 ...	

Administering Microsoft 365

The screenshot shows the Exchange Admin Center interface. On the left is a navigation pane with 'Mailboxes' selected. The main area is titled 'Manage mailboxes' and contains a table of mailboxes. The 'Adele Vance' mailbox is highlighted with a purple box. To the right, a detailed view of the 'Adele Vance' mailbox is shown, with a red box around it. This view includes tabs for 'General', 'Organization', 'Delegation', 'Mailbox', and 'Others'. The 'Contact information' section is expanded, showing details like First name (Adele), Last name (Vance), Display name (Adele Vance), Alias (AdeleV), User ID (AdeleV@5dz3t4.onmicrosoft.com), and Mobile phone (+1 425 555 0109). Other sections include 'Hide from global address list (GAL)', 'Email addresses', and 'Mailbox Usage: 1.15 MB/99 GB'.

Display name	Email address	Recipient type
Adele Vance	AdeleV@5dz3t4.onmicrosoft.com	User mailbox
Ahmed Abdelwahed	aabdelwahed@5dz3t4.onmicrosoft.com	User mailbox
Ahmed Abdelwahed	ahmed@servertraining.xyz	User mailbox
Alex Wilber	AlexW@5dz3t4.onmicrosoft.com	User mailbox
Diego Siciliani	DiegoS@5dz3t4.onmicrosoft.com	User mailbox
Grady Archie	GradyA@5dz3t4.onmicrosoft.com	User mailbox
Henrietta Mueller	HenriettaM@5dz3t4.onmicrosoft.com	User mailbox
Isaiah Langer	IsaiahL@5dz3t4.onmicrosoft.com	User mailbox
Johanna Lorenz	JohannaL@5dz3t4.onmicrosoft.com	User mailbox
Joni Sherman	JoniS@5dz3t4.onmicrosoft.com	User mailbox

Managing Groups in Exchange Online

The screenshot shows the Exchange Admin Center 'Groups' page. The left navigation pane has 'Groups' selected. The main area is titled 'Groups' and has tabs for 'Microsoft 365', 'Distribution list', 'Dynamic distribution list', and 'Mail-enabled security'. The 'Microsoft 365' tab is active. Below the tabs are action buttons: 'Add a group', 'Export', 'Refresh', and 'Add naming policy'. A table lists the groups:

Group name	Group email	Sync status	Teams status	Membership type	Group type
5dz3t4	5dz3t4@5dz3t4.onmicrosoft.com	Syncing	Enabled	Assigned	Group
All Company	allcompany@5dz3t4.onmicrosoft.com	Syncing	Disabled	Assigned	Group

This screenshot is similar to the previous one but shows the '5dz3t4' group selected in the table. The 'Add a group' button is highlighted with a green box. The table below shows the selected group:

Group name	Group email	Sync status	Teams status	Membership type	Group type
5dz3t4	5dz3t4@5dz3t4.onmicrosoft.com	Syncing	Enabled	Assigned	Group
All Company	allcompany@5dz3t4.onmicrosoft.com	Syncing	Disabled	Assigned	Group

Resource Mailboxes

The screenshot shows the Exchange Admin Center interface. The left-hand navigation pane includes Home, Recipients, Mailboxes, Groups, Resources (selected), Contacts, Mail flow, Roles, Migration, Mobile, and Reports. The main content area is titled 'Resources' and contains an introductory paragraph explaining that admins can manage room and equipment mailboxes. Below the text is a toolbar with '+ Add a room resource', '+ Add an equipment resource', 'Refresh', 'Export resources', and '0 items'. A search bar is also present. At the bottom, a table header is visible with columns for 'Display name', 'Email address', and 'Type', followed by the message 'No resources available to show!'.

This screenshot shows the 'Set up room mailbox' configuration page. The left sidebar indicates the current step is 'Resource Setup', with other steps being 'General Information', 'Booking options', and 'Review resource'. The main area is titled 'Set up room mailbox' and prompts the user to 'Provide name and address for this scheduled resource.' It features two input fields: 'Name' with the value 'Meeting Room 1' and 'Resource email address' with the value 'MeetingRoom1' and a domain dropdown set to 'servertraining.xyz'.

This block contains two screenshots of configuration pages. The top screenshot is the 'Set properties' page, where the left sidebar shows 'General Information' as the active step. The main area is titled 'Set properties' and asks to 'Set properties for this scheduled resource.' It includes several input fields: 'Capacity' (10), 'Location' (1st floor), 'Phone number' (1122334455), 'Department' (HR), 'Company' (Ahmed Group), and 'Address book policy'. At the bottom are 'Back' and 'Next' buttons. The bottom screenshot is the 'Booking delegate settings' page, with the left sidebar showing 'Booking options' as the active step. The main area is titled 'Booking delegate settings' and asks to 'Choose when and how this resource should be scheduled.' It contains three checkboxes: 'Allow repeating meetings' (checked), 'Allow scheduling only during work hours' (unchecked), and 'Automatically decline meetings outside of booking limits below' (checked). Below these are input fields for 'Booking window (days)' (180) and 'Maximum duration (hours)' (24). A text area for an automatic reply is also present. 'Back' and 'Next' buttons are at the bottom.

Plan and Configure Mail Flow

Message trace

Default queries Custom queries Autosaved queries Downloadable reports

These are the commonly used queries used to track the flow of email messages in your organization. [Learn more about message trace](#)

Start a trace 5 items

Name	Details
Messages sent from my primary domain in the last day	Summary report, Last 1 day(s), Sender: *@servertraining.xyz, Recipient: All
Messages received by my primary domain in the last day	Summary report, Last 1 day(s), Sender: All, Recipient: *@servertraining.xyz
Messages pending delivery to users in my organization	Summary report, Last 2 day(s), Pending, Sender: All, Recipient: *@servertraining.xyz
All quarantined messages for the last 7 days	Summary report, Last 7 day(s), Quarantined, Sender: All, Recipient: All
All failed messages for the last 7 days	Summary report, Last 7 day(s), Failed, Sender: All, Recipient: All

Rules

Add, edit, or make other changes to your transport rules. [Learn more about transport rules](#)

ⓘ DLP policies and DLP-related conditions and actions in Mail flow rules are no longer supported and can no longer be created or edited in the Exchange Admin Center (EAC) or using Exchange Online PowerShell. We recommend migrating all DLP-related rules to Microsoft Purview DLP in the compliance center as soon as possible. Once you have migrated these rules please delete them here in the EAC or via PowerShell. [Learn more: Migrate DLP policies](#) | No DLP-conditions or actions

Create a new rule

- Apply Office 365 Message Encryption and rights protection to messages
- Apply custom branding to OME messages
- Apply disclaimers
- Filter messages by size
- Modify messages
- Restrict managers and their direct reports
- Restrict messages by sender or recipient
- Send messages to a moderator
- Send messages and save a copy for review

Accepted domains

Mail domains are displayed below. Use the Microsoft 365 admin center [Domains page](#) to add new domains. [Learn more about managing accepted domains.](#)

2 items Search

Name	Accepted domain	Domain type	Allow Sending
5dz3t4.onmicrosoft.com	5dz3t4.onmicrosoft.com	Authoritative	Yes
servertraining.xyz(default domain)	servertraining.xyz	Authoritative	Yes

Administering Microsoft 365

The screenshot shows the Exchange admin center interface. On the left is a navigation pane with 'Other features' highlighted. The main area displays a table with 20 items, showing the migration status of various features from the old admin center to the new one.

Feature Name	Migration Status	New Admin Center	Current Location	Parent Feature
Auditing	Migrated	MS Purview	https://compliance.microsoft.com	Compliance Management
Data loss prevention	Migrated	Compliance Admin Center	https://compliance.microsoft.com	Compliance Management
Retention policies	Migrated	MS Purview	https://compliance.microsoft.com	Compliance Management
Retention tags	Migrated	MS Purview	https://compliance.microsoft.com	Compliance Management
Journal Rules	Migrated	MS Purview	https://compliance.microsoft.com	Compliance Management
Malware filter	Migrated	M365 Defender	https://security.microsoft.com	Protection
Connection filter	Migrated	M365 Defender	https://security.microsoft.com	Protection
Spam filter	Migrated	M365 Defender	https://security.microsoft.com	Protection
Outbound spam	Migrated	M365 Defender	https://security.microsoft.com	Protection
Quarantine	Migrated	M365 Defender	https://security.microsoft.com	Protection
Action center	Migrated	M365 Defender	https://security.microsoft.com	Protection
Dkim	Migrated	M365 Defender	https://security.microsoft.com	Protection
User roles	Migrated	New Exchange Admin Center	https://admin.exchange.microsoft.com	Permissions

Purview <https://purview.microsoft.com>

The screenshot shows the Microsoft Purview search interface. It includes a search bar, a navigation pane on the left, and a main search area with various filters and options.

Search Learn about audit

Start recording user and admin activity

Searches completed: 0 | Active searches: 0 | Active unfiltered searches: 0

Date and time range (UTC) *

Start: Nov 25 2024 00:00

End: Nov 26 2024 00:00

Keyword Search
Enter the keyword to search for

Admin Units
Choose which Admin Units to search for

Activities - friendly names
Choose which activities to search for

Activities - operation names
Enter operation values, separated by comm...

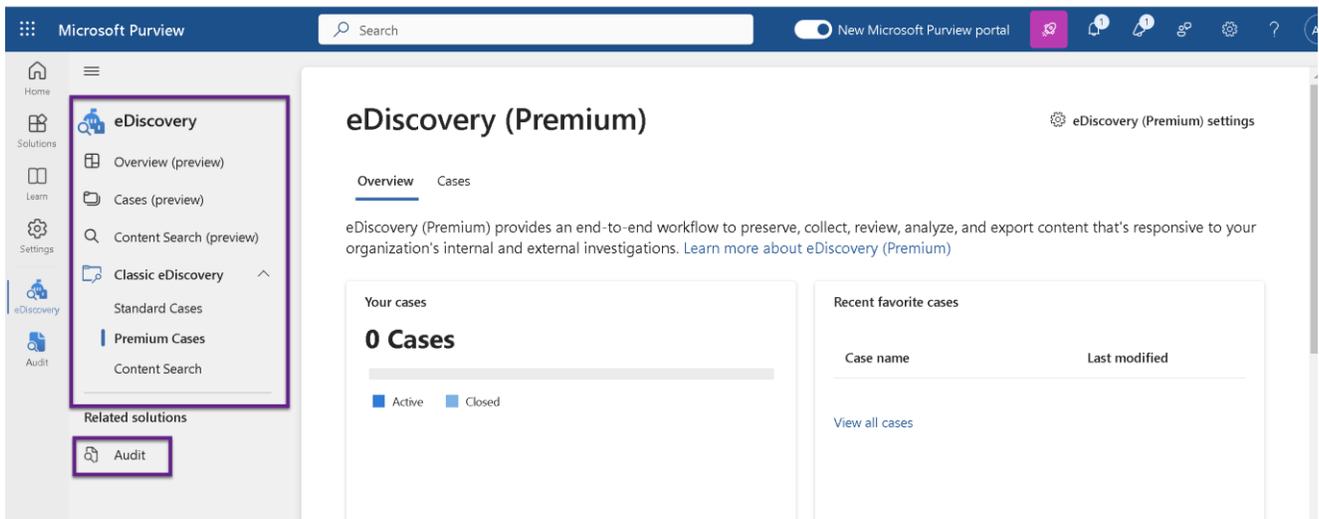
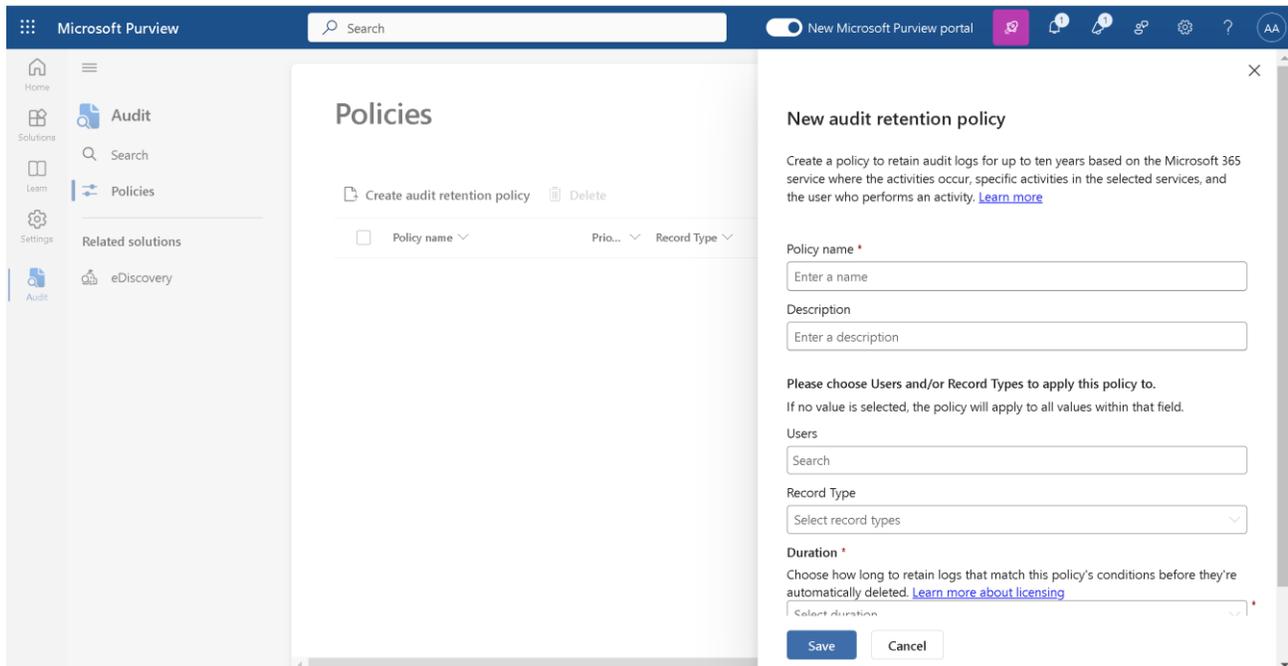
Record Types
Select the record types to search for

Search name
Give the search a name

Users
Add the users whose audit logs you want to...

File, folder, or site
Enter all or a part of the name of a file, web...

Workloads
Enter the workloads to search for



Microsoft Defender

Search

Policies & rules > Threat policies > Anti-spam policies

Anti-spam policies

We recommend enabling preset security policies to stay updated with new security controls and our recommended settings. [View preset security policies](#)

Use this page to configure policies that are included in anti-spam protection. These policies include connection filtering, spam filtering, and outbound spam filtering. [Learn more](#)

+ Create policy Refresh 3 items Search

Name	Status	Priority	Type
<input type="checkbox"/> Anti-spam inbound policy (Def...	Always on	Lowest	
<input type="checkbox"/> Connection filter policy (Default)	Always on	Lowest	
<input type="checkbox"/> Anti-spam outbound policy (De...	Always on	Lowest	

Microsoft Defender

Search

Microsoft Secure Score

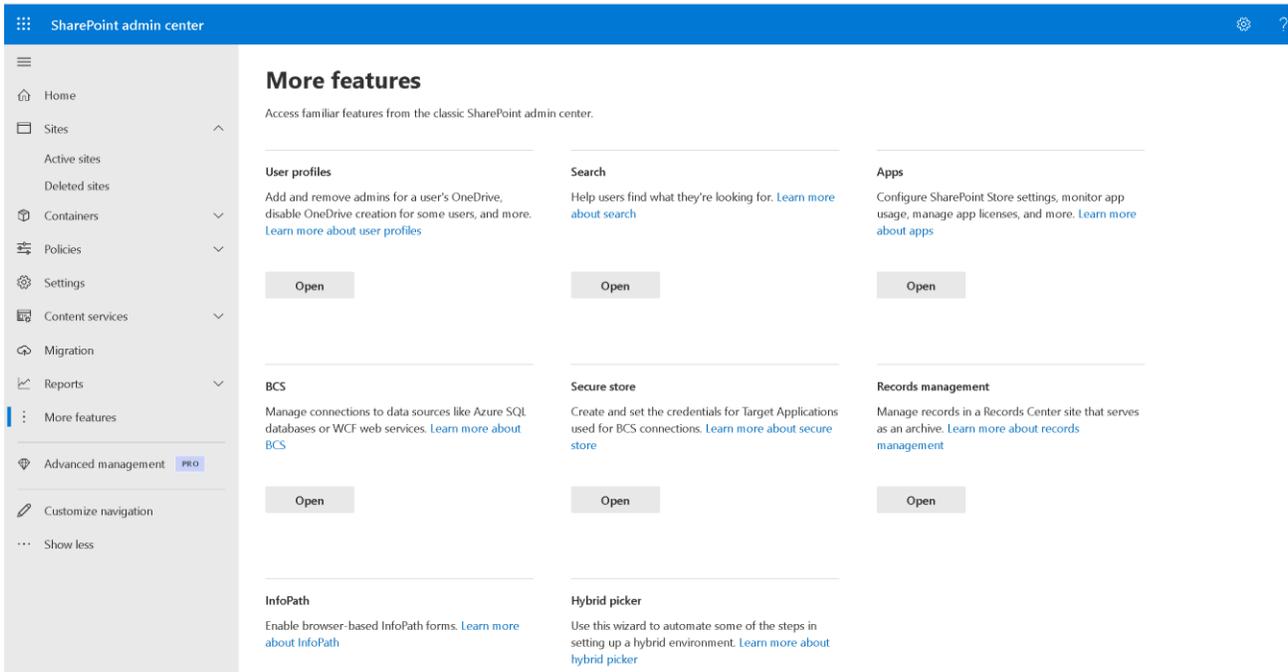
Your secure score Include

Secure Score: 83.03%

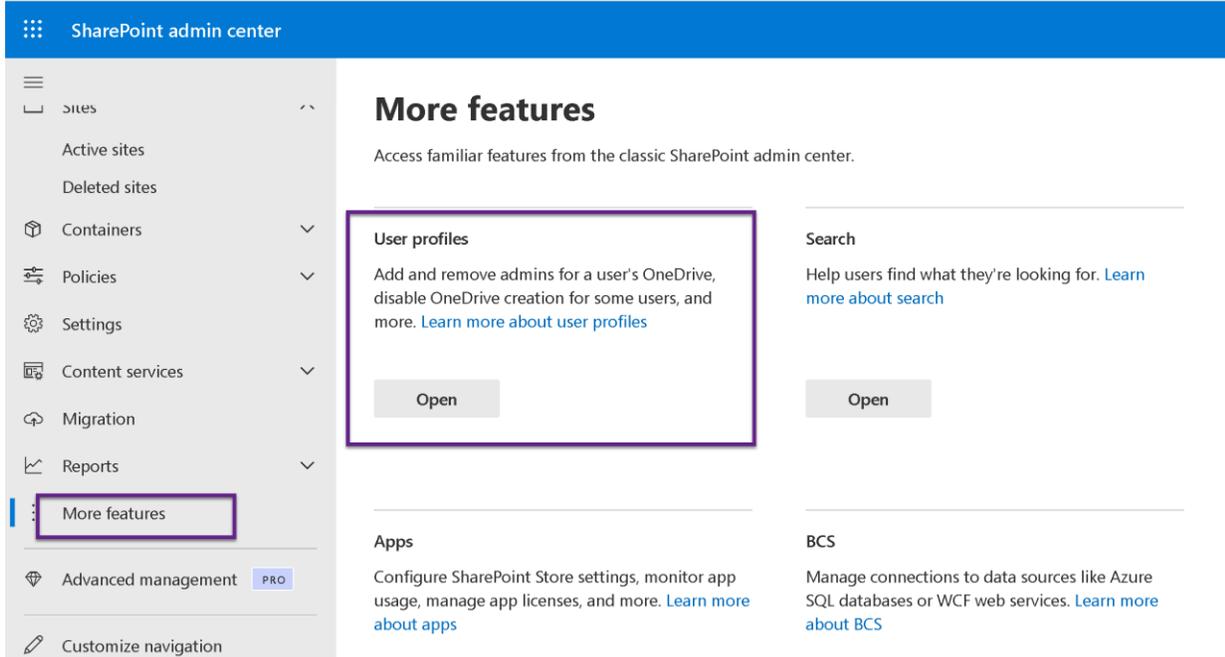
53.14/64 points achieved

Date	Secure Score (%)
08/23	100
09/05	100
09/08	100
09/13	100
09/18	100
09/23	100
09/28	100
10/03	100
10/08	100
10/13	20
10/18	20
10/23	20
10/28	100
11/02	100
11/07	100
11/12	100
11/17	100
11/22	100
11/26	100

Planning and Managing SharePoint Online



Manage SharePoint users



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
Ended at	12/14/2024
Last Compilation Time	1:32 AM

User profiles

Use this page to manage the user profiles in this User Profile Service Application. From this page you can also manage a user's personal site.

Total number of profiles: 24

Find profiles

| View: Active Profiles | | Select a sub-type to filter the list of profiles: Default User Profile Subtype

Account name	Preferred name	E-mail address
<input checked="" type="checkbox"/> i:0#.fj.membership adelev@5dz3t4.onmicrosoft.com	Adele Vance	AdeleV@5dz3t4.onmicrosoft.com

You can edit some user profile settings

Ask Me About:	Update your "Ask Me About" with topics you can help people with, such as your responsibilities or areas of expertise.	Everyone
SIP Address:	<input type="text" value="adelev@5dz3t4.onmicrosoft.com"/>	Everyone
My Site Upgrade:	<input type="checkbox"/>	Everyone
Don't Suggest List:	<input type="text"/>	Only Me
Proxy addresses:		Everyone
Hire date:	<input type="text"/> <input type="button" value="Calendar"/>	Everyone
Display Order:	<input type="text"/>	Everyone
Last Colleague Added:	<input type="text"/> <input type="button" value="Calendar"/>	Only Me
Outlook Web Access URL:	<input type="text" value="http://"/>	Only Me
Distinguished Name:	<input type="text" value="CN=15968b8b-f83a-47cb-b03c-87454337eb3e,OU=d5812622-6fc"/>	Everyone
Source Object Distinguished Name: *	<input type="text"/>	Everyone
Last Keyword Added:	<input type="text"/> <input type="button" value="Calendar"/>	Only Me
Personal Site Capabilities:	<input type="text" value="4"/>	Everyone
Feed Identifier:	<input type="text"/>	Everyone

- Email Notifications:
- Someone has started following me
 - Suggestions for people and keywords I might be interested in
 - Someone has mentioned me
 - Someone replied to a conversation that I started
 - Someone replied to a conversation that I replied to
 - Someone replied to my community discussion post
- Pick what email notifications you want to get.
- People I follow: Allow others to see the people you're following and the people following you when they view your profile. Everyone
- Activities I want to share in my newsfeed: Share all of them ⓘ Everyone
- Following a person
 - Following a document or site
 - Following a tag
 - Tagging an item
 - Birthday celebration
 - Job title change
 - Workplace anniversary
 - Updating your "Ask Me About"
 - Posting on a note board
 - Liking or rating something
 - New blog post
 - Participation in communities

You can add new user properties

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
Ended at	12/14/2024
Last Compilation Time	1:32 AM

Use this page to edit this property for user profiles.

* Indicates a required field

Property Settings

Specify property settings for this property. The name will be used programmatically for the property by the user profile service, while the display name is the label used when the property is shown. After the property is created the only property setting you can change is the display name.

Sub-type of Profile

Please select the sub-type of user profiles with which you want to associate this profile property.

Usage

This is the number of user profiles currently containing values for this property. Changes to this property ...

Name: *

Display Name: *

User Age

[Edit Languages](#)

Type:

string (Single Value) ▾

Length:

 Configure a Term Set to be used for this property

Default User Profile Subtype

Number of profiles using this property:

Now it came to users profile

Enable An Alternate Calendar: [Dropdown] Only Me

Specify a secondary calendar that provides extra information on the calendar features.

Define Your Work Week: Sun Mon Tue Wed Thu Fri Sat Only Me

First day of week: [Dropdown] Start time: [Dropdown]

First week of year: [Dropdown] End time: [Dropdown]

Select which days comprise your work week and select the first day of each work week.

Time Format: [Dropdown] Only Me

Specify whether you want to use 12-hour time format or 24-hour format.

Use language and regional settings: Only Me

Specify whether language and regional settings can be synchronized with site collections.

OfficeGraphEnabled: Everyone

DelveFlags: [Text Box] Everyone

PulseMRUPeople: [Text Box] Only Me

SPS-TenantInstancelid: [Text Box] Everyone

SPS-SharePointHomeExperienceState: [Text Box] Everyone

SPS-MultiGeoFlags: [Text Box] Everyone

User Age: * [Text Box: 31] Only Me

Save and Close | Cancel and Go Back

User Permissions

1. Create Personal Site:

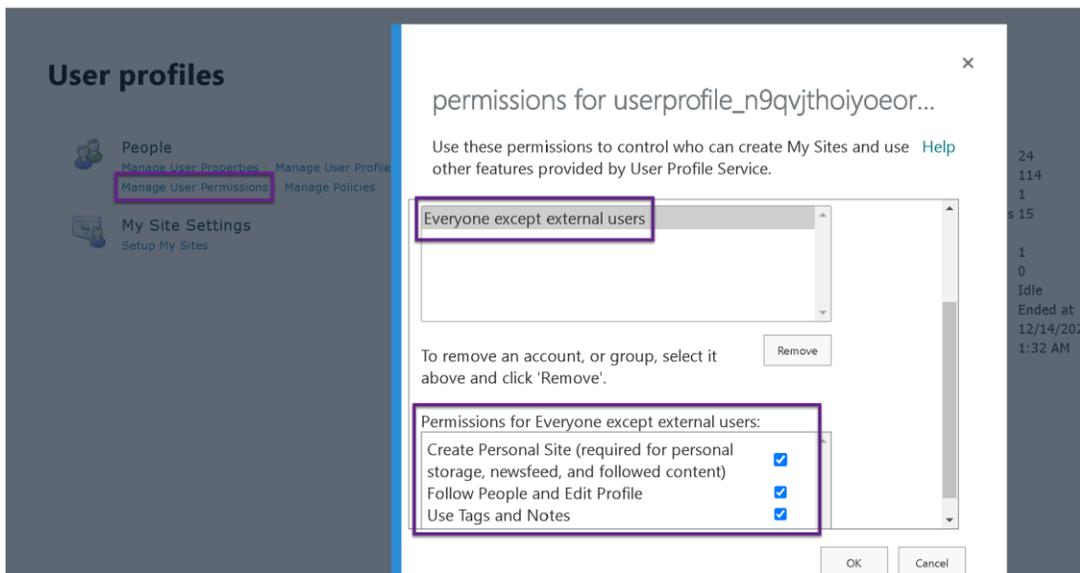
- Required for users to set up their **OneDrive for Business (personal storage)** and **My Site**.
- Enables users to store files, access their personal newsfeed, and manage followed content.

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
Ended at	12/14/2024
Last Compilation Time	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:

Example: http://sitename/SearchCenter/Pages/

Search scope for finding people:

Search scope for finding documents:

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.

My Site Host location:

Example: http://portal_site/

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.

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: *

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.

Newsfeed

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

Enable activities in 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

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.

Active sites

Use this page to sort and filter sites and change site settings.
[Learn more about managing sites](#)

1.24 TB available of 1.24 TB ⓘ

+ Create
↓ Export
↶ Track view
🕒 Your recent actions

☰ All sites ▾

Site name ↑ ▾	URL ▾	Teams ▾	Channel sites ▾	Storage used (GB) ▾
Communication site	https://5dz3t4.sharepoint.com	-	-	0.00
Digital Initiative Public Relations	.../sites/DigitalInitiativePublicRelations	👤	-	0.00
Mark 8 Project Team	.../sites/Mark8ProjectTeam	👤	-	0.00
Retail	.../sites/Retail	👤	-	0.00
Sales and Marketing	.../sites/SalesandMarketing	👤	-	0.00
Sample Team Site	.../sites/SampleTeamSite	-	-	0.00
U.S. Sales	.../sites/U.S.Sales	👤	-	0.00

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.

Create a site: Select the site type

Select the type of site you want to create. [Learn more about team sites](#) or [learn more about communication sites](#).

Team site

Create a private space to collaborate with your team.

- 📅 Track and stay updated on project status
- 👤 Share team resources and co-author content
- 👥 All site owners and members publish site content
- 🔗 Can connect to other Microsoft 365 products

Communication site

Share information that engages a broad audience.

- 📄 Create a portal or subject-focused site
- 👥 Engage dozens or thousands of viewers
- 👤 Few content authors and many site visitors

Browse more sites

Select another site, such as a publishing portal or a non-connected team site.

Syntex content center

Create and manage enterprise models in a content center.

Go to Migration Manager

Migrate your content from on-premises sites, file shares, or other services.

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.

Project site

Project Management

Project Management Team

Team Collaboration

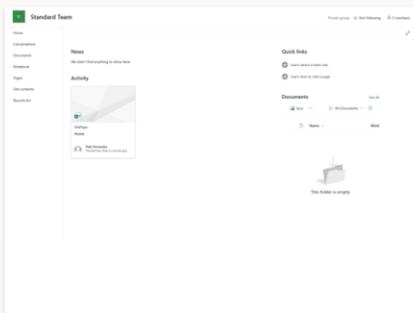
You can change the site template later under Settings.

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 *

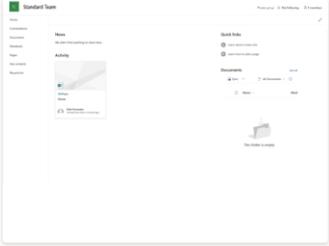
Ahmed Abdelwahed

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)

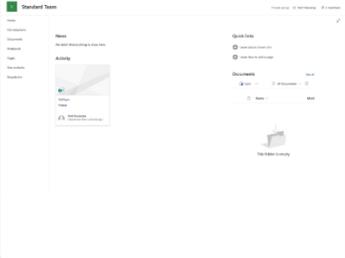
[Back](#) [Create site](#)

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.

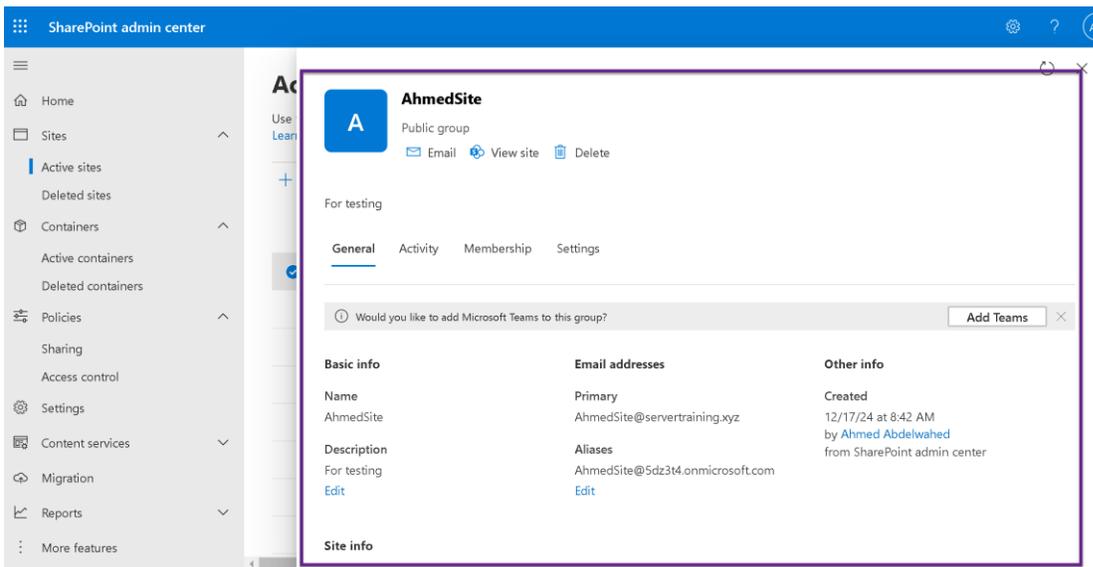
Site members can edit and view site content, including files, pages, lists, and navigation.



Add members

Start typing a name

[Applying template](#) [Finish](#)



SharePoint admin center

AhmedSite

Public group

Email View site Delete

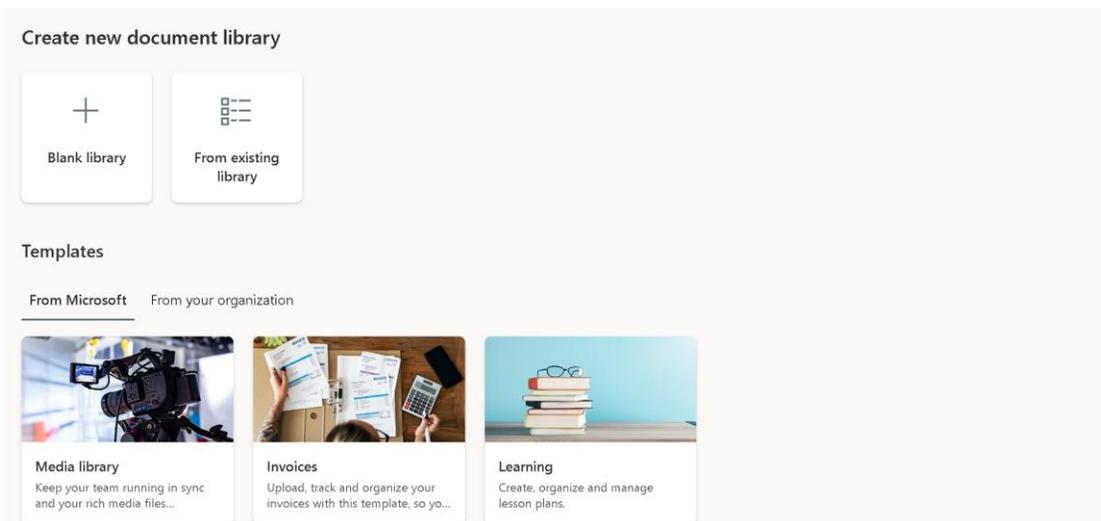
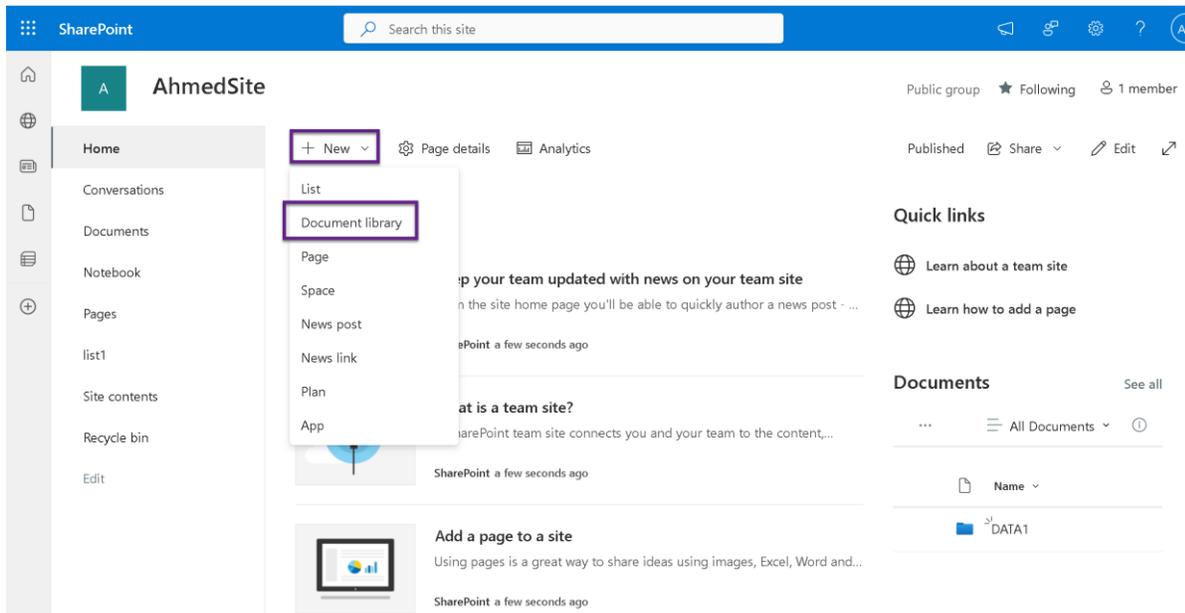
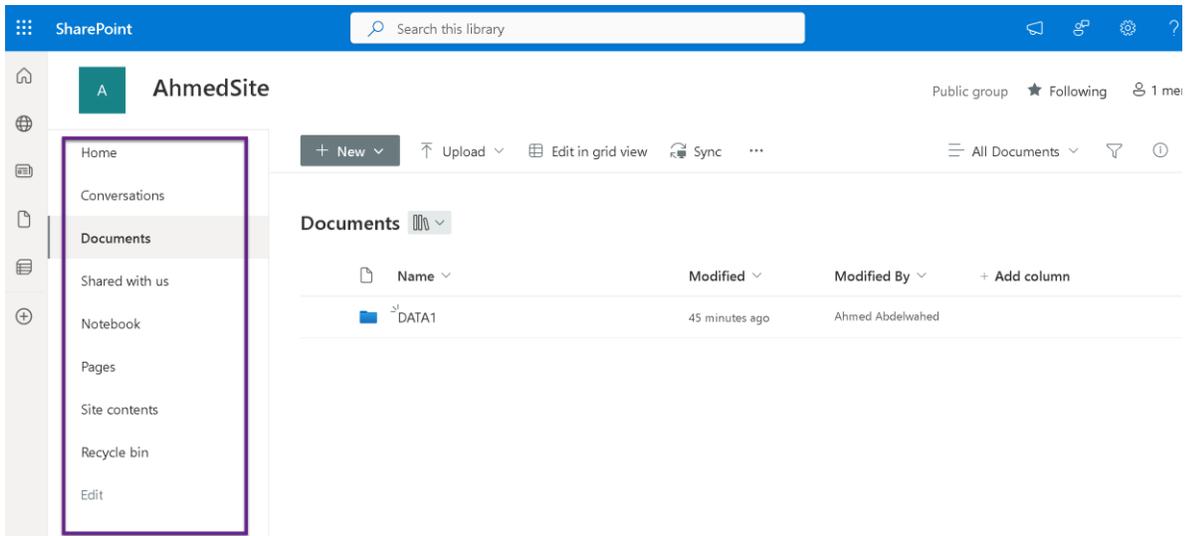
For testing

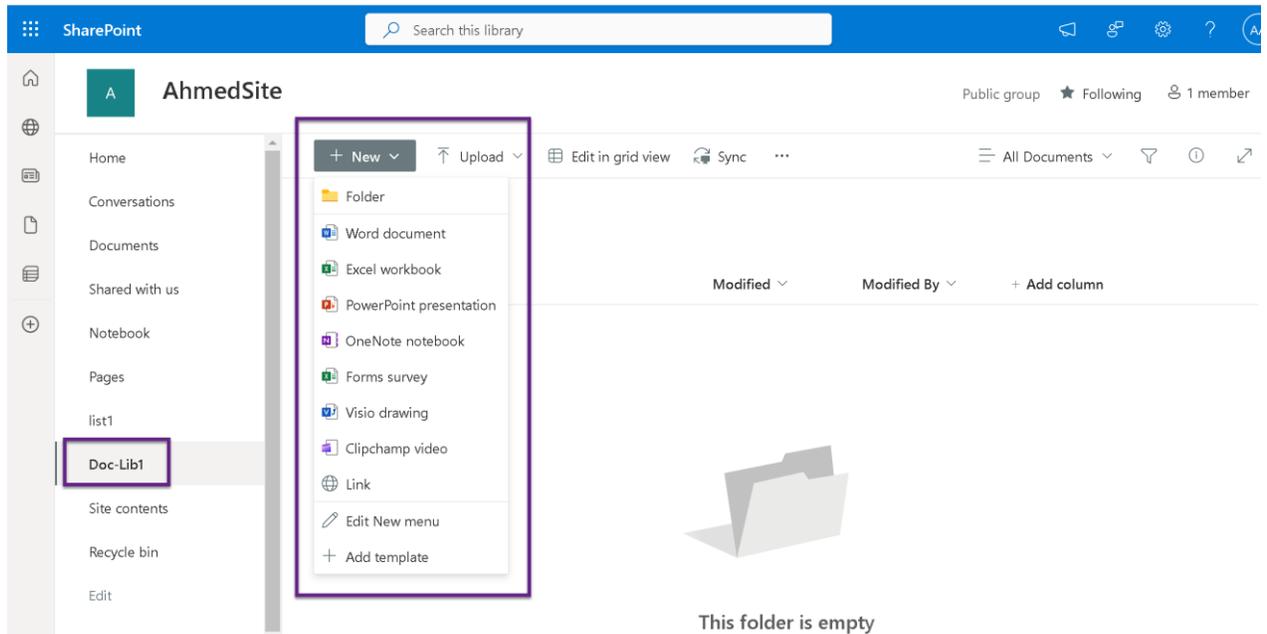
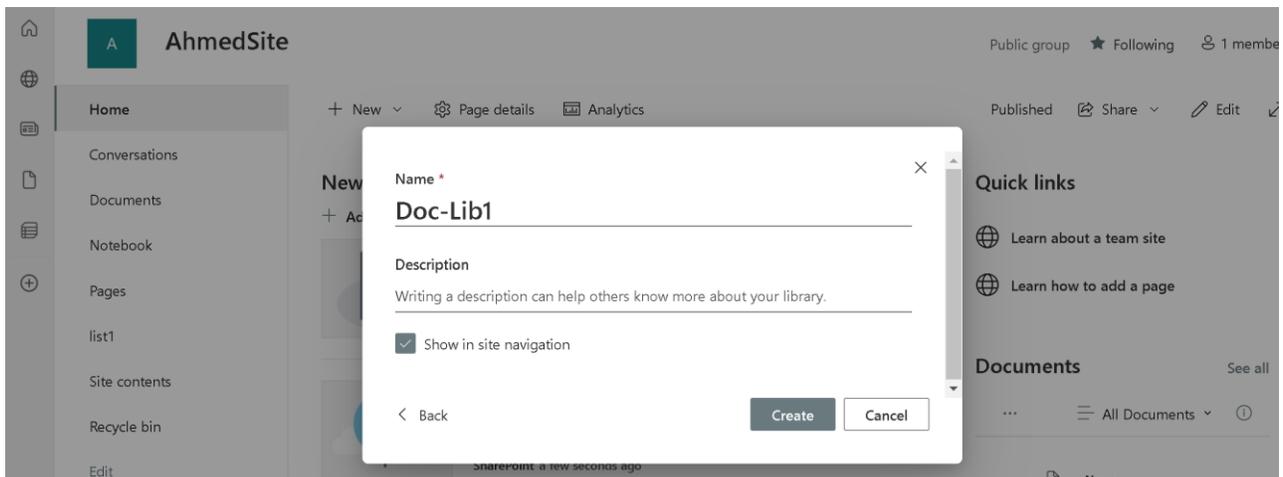
General Activity Membership Settings

Would you like to add Microsoft Teams to this group? [Add Teams](#)

Basic info	Email addresses	Other info
Name AhmedSite	Primary AhmedSite@servertraining.xyz	Created 12/17/24 at 8:42 AM by Ahmed Abdelwahed from SharePoint admin center
Description For testing Edit	Aliases AhmedSite@5dz3t4.onmicrosoft.com Edit	

Site info





Sharing Policies

Sharing

Use these settings to control sharing at the organization level in SharePoint and OneDrive. [Learn more about managing sharing settings](#)

External sharing

Content can be shared with:

SharePoint OneDrive

Most permissive

Least permissive

- 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.
- Only people in your organization**
No external sharing allowed.

You can further restrict sharing for each individual site and OneDrive. [Learn how](#)

[More external sharing settings](#)

Sharing

Use these settings to control sharing at the organization level in SharePoint and OneDrive. [Learn more about managing sharing settings](#)

Choose the type of link that's selected by default when users share files and folders in SharePoint and OneDrive

Specific people (only the people the user specifies)

Only people in your organization

Anyone with the link

Choose the permission that's selected by default for sharing links.

View

Edit

Choose expiration and permissions options for Anyone links.

These links must expire within this many days

[Learn more about managing sharing settings](#)

Choose expiration and permissions options for Anyone links.

These links must expire within this many days

These links can give these permissions:

Files:

Folders:

Other settings

- Show owners the names of people who viewed their files in OneDrive
- Let site owners choose to display the names of people who viewed files or pages in SharePoint
- Use short links for sharing files and folders

Access control Policies

The screenshot shows the SharePoint Admin Center interface. The top navigation bar is blue with the text 'SharePoint admin center' and icons for settings, help, and user profile. A left-hand navigation pane lists various categories: Home, Sites (Active sites, Deleted sites), Containers (Active containers, Deleted containers), Policies, Sharing, Access control (highlighted with a blue bar), Settings, Content services, Migration, Reports, and More features. The main content area is titled 'Access control' and includes a sub-header 'Use these settings to restrict how users are allowed to access content in SharePoint and OneDrive.' Below this, there are five distinct policy sections, each with a title and a brief description: 'Unmanaged devices' (Restrict access from devices that aren't compliant or joined to a domain.), 'Idle session sign-out' (Automatically sign out users from inactive browser sessions.), 'Network location' (Allow access only from specific IP addresses.), 'Apps that don't use modern authentication' (Block access from Office 2010 and other apps that can't enforce device-based restrictions.), and 'OneDrive access restriction' (Restrict access to OneDrive content by security group.). A small floating chat window is visible on the right side of the page.

SharePoint admin center

Access control

Use these settings to restrict how users are allowed to access content in SharePoint and OneDrive.

Unmanaged devices
Restrict access from devices that aren't compliant or joined to a domain.

Idle session sign-out
Automatically sign out users from inactive browser sessions.

Network location
Allow access only from specific IP addresses.

Apps that don't use modern authentication
Block access from Office 2010 and other apps that can't enforce device-based restrictions.

OneDrive access restriction
Restrict access to OneDrive content by security group.

SharePoint Settings

The screenshot shows the SharePoint admin center interface. The left-hand navigation pane has the 'Settings' option highlighted with a purple box. The main content area displays a list of settings under the heading 'Settings'. The 'Storage limit' setting under the 'OneDrive' app is highlighted with a purple box. To the right, a modal window titled 'Default storage limit' is open. It contains the following text: '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 text input field contains the value '1024' and a 'GB' unit selector. At the bottom of the modal are 'Save' and 'Cancel' buttons.

The screenshot shows the SharePoint admin center interface. The left-hand navigation pane has the 'Settings' option highlighted with a purple box. The main content area displays a list of settings under the heading 'Settings'. The 'Retention' setting under the 'OneDrive' app is highlighted with a purple box. To the right, a modal window titled 'Retention' is open. It contains the following text: 'Specify the default retention period for a user's OneDrive when the user is deleted. Changing this setting also affects OneDrive accounts already within the retention period.' Below this is a link: 'Learn more about setting OneDrive retention'. A text input field contains the value '30'. At the bottom of the modal are 'Save' and 'Cancel' buttons.

The screenshot shows the SharePoint admin center interface. The left-hand navigation pane has the 'Settings' option highlighted with a purple box. The main content area displays a list of settings under the heading 'Settings'. The 'Sync' setting under the 'OneDrive' app is highlighted with a purple box. To the right, a modal window titled 'Sync' is open. It contains the following text: 'Use these settings to control syncing of files in OneDrive and SharePoint.' Below this are three checkboxes: 'Show the Sync button on the OneDrive website' (checked), 'Allow syncing only on computers joined to specific domains' (unchecked), and 'Block upload of specific file types' (checked). Below the checkboxes is a text area with the following text: 'Enter each extension on its own line. Do not include spaces, periods, or any other punctuation.' Below the text area is a text input field containing the example: 'exe', 'mp3'. At the bottom of the modal are 'Learn more', 'Save', and 'Cancel' buttons.

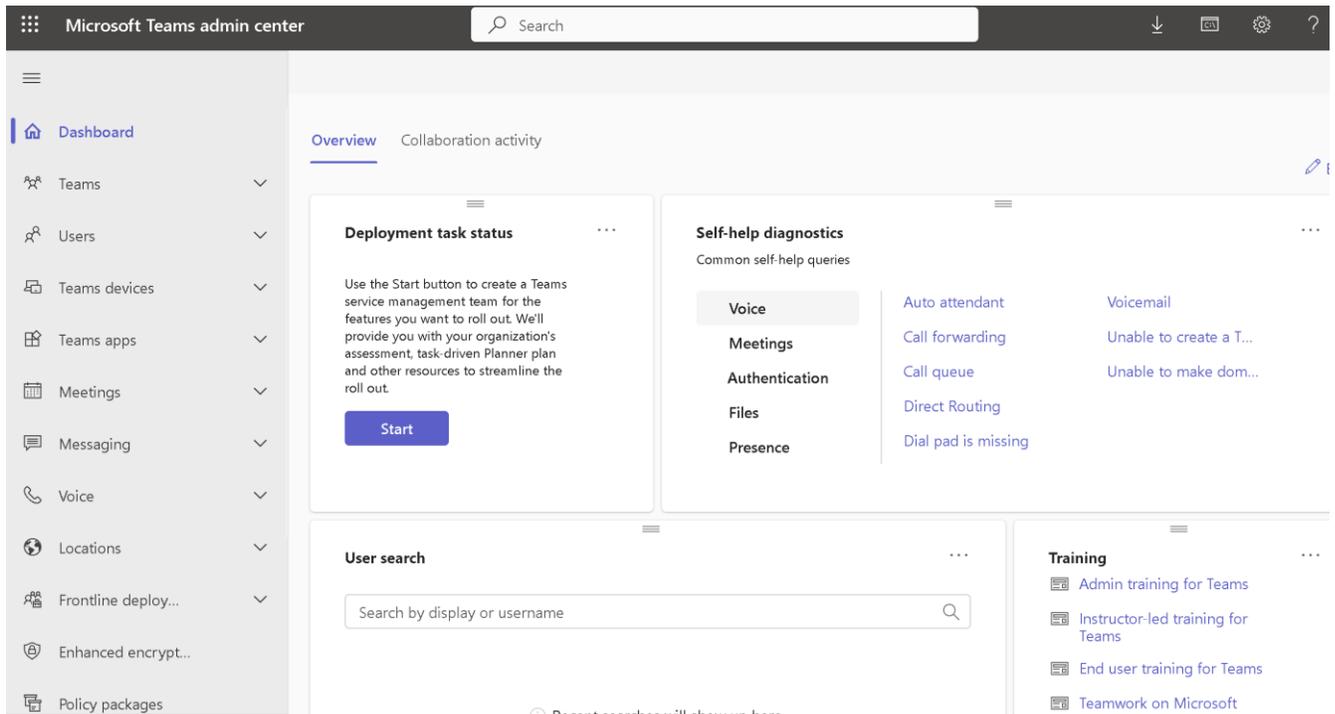
The screenshot shows the SharePoint admin center interface. The left-hand navigation pane has the 'Settings' option highlighted. The main content area is titled 'Settings' and contains a table of configuration items. The 'Version history limits' item is selected and highlighted with a purple box. To the right, a modal window titled 'Set version history limits' is open. It contains the following text: '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](#)'. Below this, there are two radio button options: 'Automatically' (marked as 'RECOMMENDED') and 'Manually'. The 'Automatically' option is selected. Under 'Automatically', there is a text input field containing '500' and a dropdown menu for 'Time' set to 'Never (Default)'. At the bottom of the modal are 'Save' and 'Cancel' buttons.

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

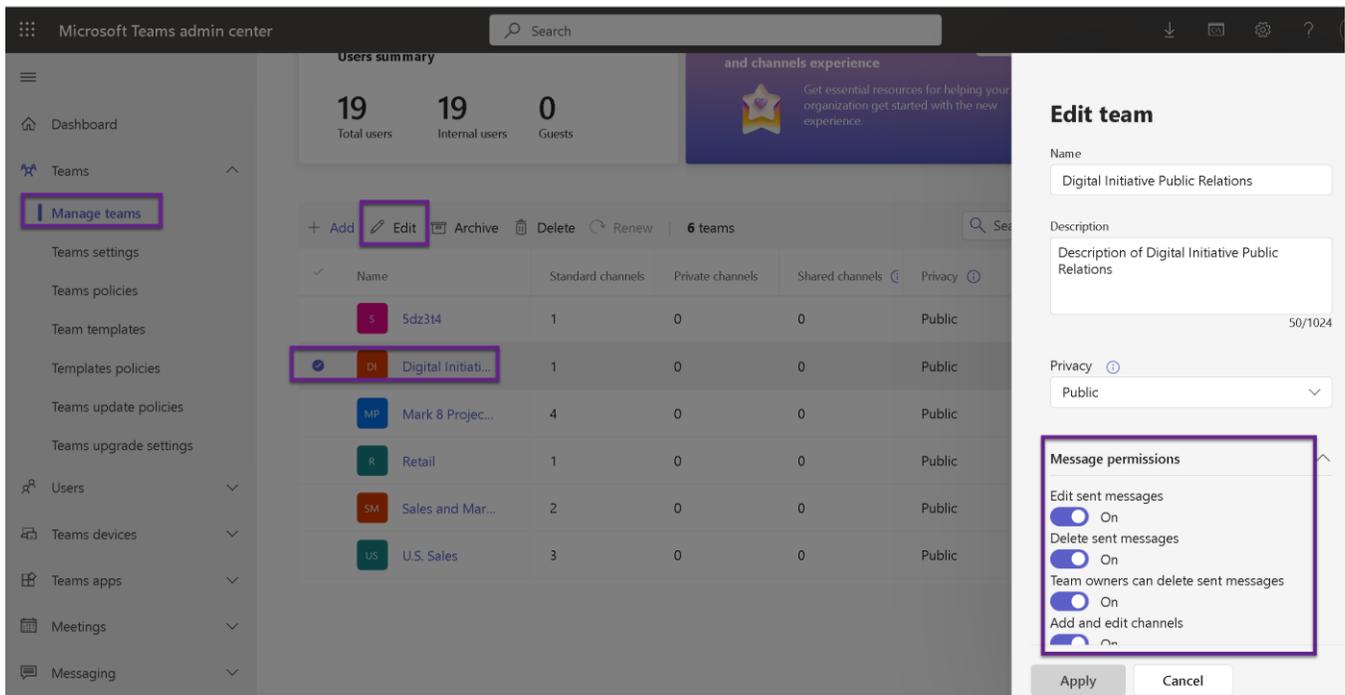
The screenshot shows the SharePoint admin center interface. The left-hand navigation pane has the 'Settings' option highlighted. The main content area is titled 'Settings' and contains a table of configuration items. The 'Site creation' item is selected and highlighted with a purple box. To the right, a modal window titled 'Site creation' is open. It contains the following text: 'Select settings for new sites. [Learn more about managing site creation](#)'. Below this, there are two checked checkboxes: 'Users can create SharePoint sites' and 'Show the options to create a site in SharePoint and create a shared library from OneDrive'. Under 'Users can create SharePoint sites', there is a text input field containing 'https://5dz3t4.sharepoint.com' and a dropdown menu for 'Create team sites under' set to '/sites/'. At the bottom of the modal are 'Save' and 'Cancel' buttons.

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

Planning and Managing Microsoft Teams



Manage teams



Microsoft Teams admin center

Users summary: 19 Total users, 19 Internal users, 0 Guests

and channels experience

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

Users summary: 19 Total users, 19 Internal users, 0 Guests

and channels experience

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

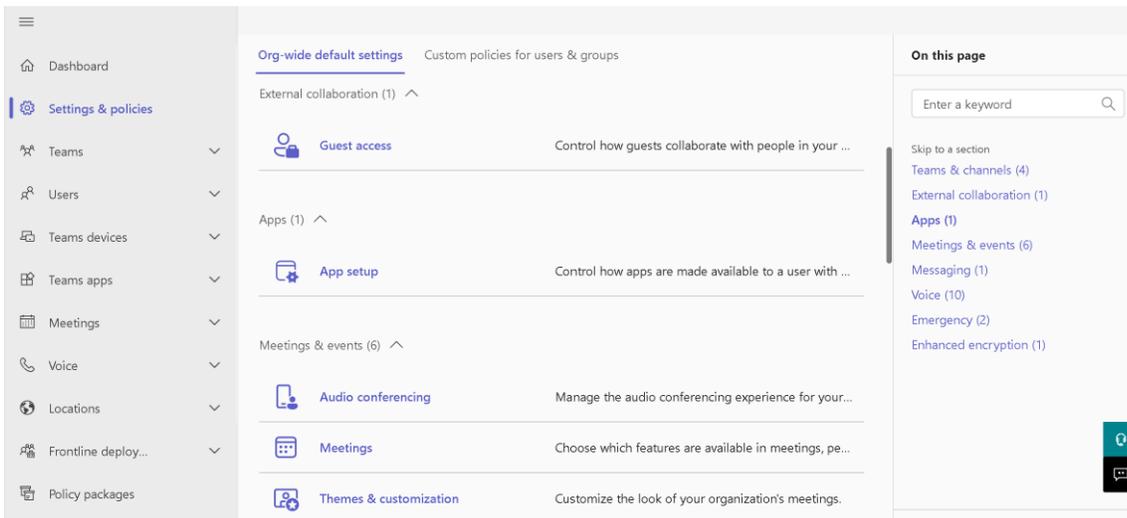
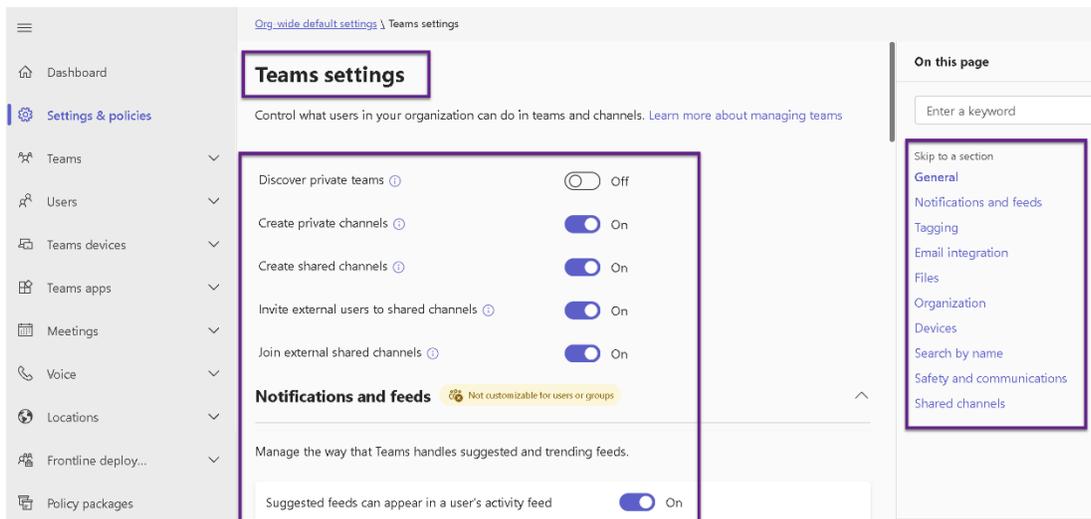
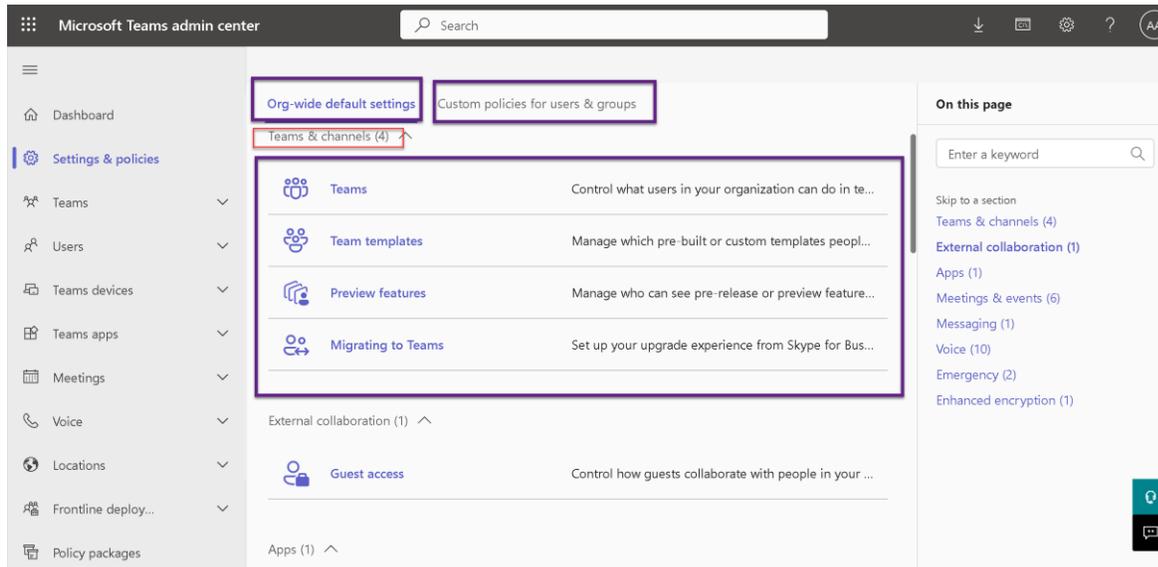
- Guests can add and edit channels: Off
- Guests can delete channels: Off

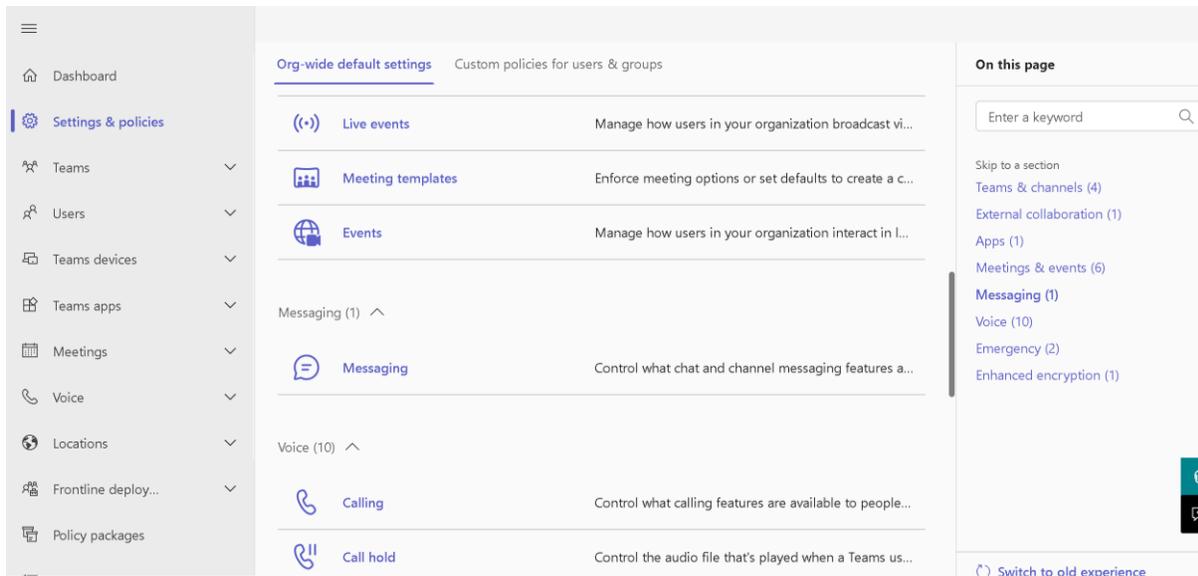
Fun settings

- Giphy: On
- Giphy content rating: PG (based on the GIPHY Content Rating)
- Stickers and memes: On
- Custom memes: On

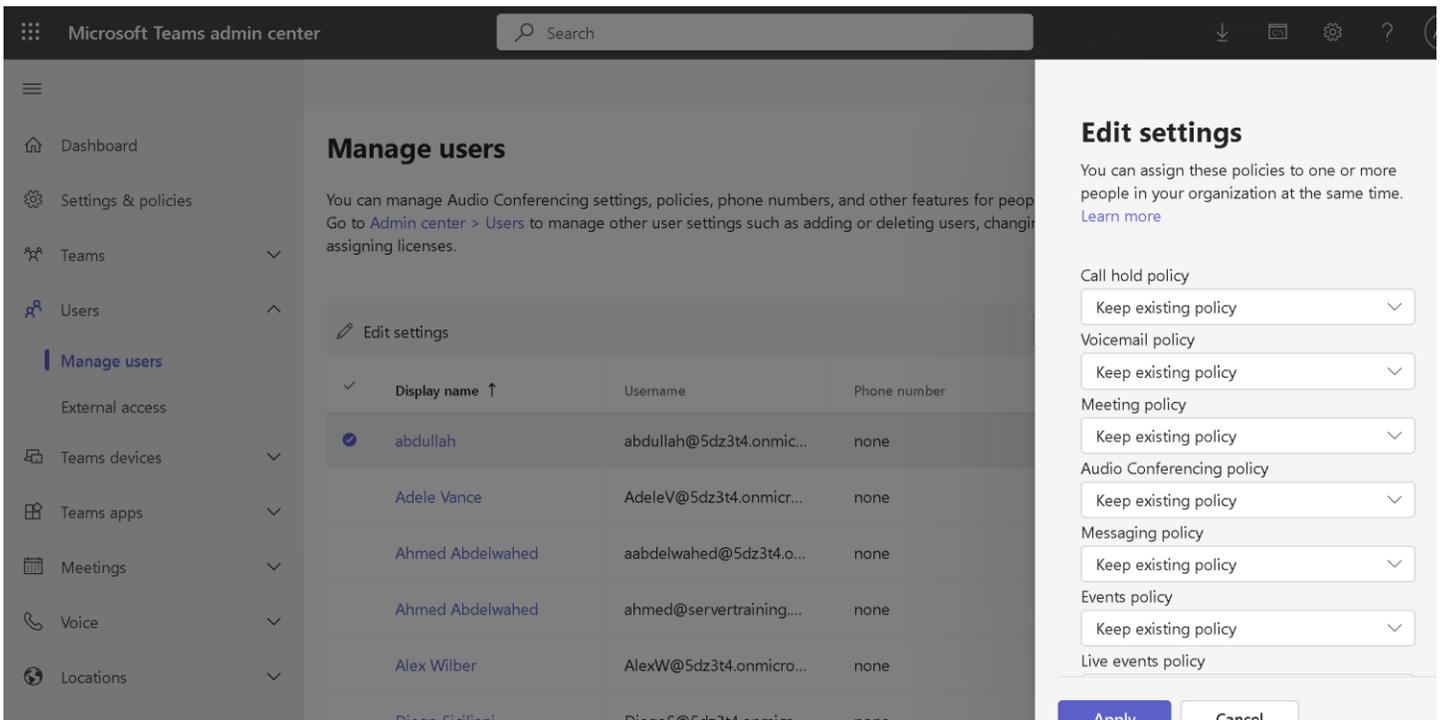
Apply Cancel

Settings & policies





Manage users



The screenshot shows the Microsoft Teams admin center interface. On the left sidebar, the 'External access' option is highlighted with a purple box. The main content area displays a configuration window titled 'Choose which external domains your users have access to:'. This window contains four radio button options: 'Allow all external domains' (selected), 'Allow only specific external domains', 'Block only specific external domains', and 'Block all external domains'. Below this window, there is a section for 'Trial Teams tenant' with a toggle switch set to 'Off' and 'Save' and 'Discard' buttons.

Manage apps

The screenshot shows the Microsoft Teams admin center interface with the 'Manage apps' page selected in the left sidebar. A notification banner at the top states: 'We're setting up your new app management experience so some functionality is unavailable. This can take up to 30 minutes.' Below the notification, there are tabs for 'All apps' and 'All subscriptions', and a 'Browse by' dropdown set to 'Everything'. A table lists 2658 items with columns for Name, Supported on, Available to, App status, and Certification. The 'Available to' column is highlighted with a purple box, showing 'Everyone' for all listed apps.

Name	Supported on	Available to	App status	Certification
CSP Customer App Simplify Microsoft licens	[Icons]	Everyone	Unblocked	Publisher attested
1-on-1 Hub Everything you need to	[Icon]	Everyone	Unblocked	Publisher attested
1-to-1 Worldvds Con Communicate segmented	[Icon]	Everyone	Unblocked	--
1&1 Business Phone Smart telephony feature	[Icon]	Everyone	Unblocked	--
123 Notetaker AI AI Notes & Transcription	[Icons]	Everyone	Unblocked	--