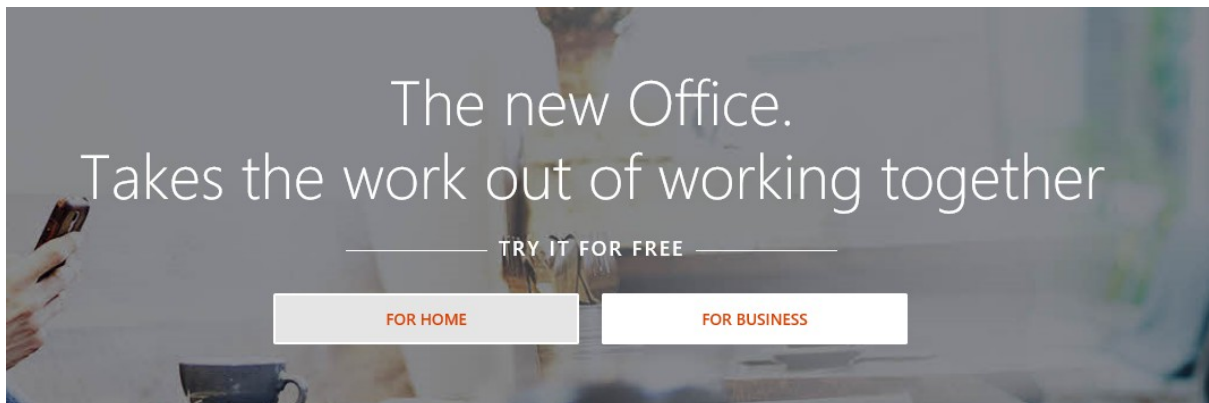


Microsoft Office 365 – Exchange Online Implementation and Migration

Chapter 1: Getting Started with Office 365



Office 365
Enterprise E3 Trial

Hello Cloud

Want to add this to an existing subscription? [Sign in](#)

Welcome,
Let's get to know you

Step 1 About you

Step 2 Create an ID

Step 3 You're in

United Kingdom
This can't be changed after sign-up. [Why not?](#)

Cloud Admin

ian.waters@office365lab.co.uk

Office 365 Lab

301-1000 people

Next

A sign-up form for Office 365 Enterprise E3 Trial. The form is overlaid on a background image of a woman smiling. On the left, there's a vertical list of steps: Step 1 (About you) with a checked checkbox, Step 2 (Create an ID) with an unchecked checkbox, and Step 3 (You're in) with an unchecked checkbox. The form fields include: a country dropdown set to "United Kingdom" with a note that it can't be changed after sign-up; a "Cloud" dropdown and an "Admin" dropdown; an email address field containing "ian.waters@office365lab.co.uk"; a password field with masked characters and a clear button; a display name field containing "Office 365 Lab"; and a user count dropdown set to "301-1000 people". At the bottom, there is a "Next" button with a right-pointing arrow.

Office 365
Enterprise E3 Trial

Hello Cloud

Want to add this to an existing subscription? [Sign in](#)

Create your user ID

- Step 1
About you ✓
- Step 2
Create an ID ●
- Step 3
You're in ○

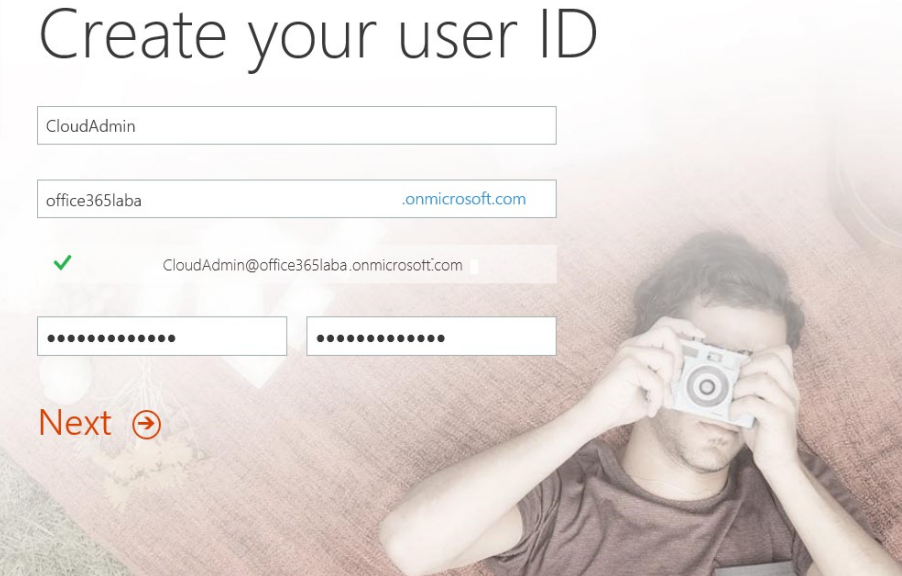
CloudAdmin

office365laba .onmicrosoft.com

✓ CloudAdmin@office365laba.onmicrosoft.com

.....

Next →



Office 365
Enterprise E3 Trial

Hello Cloud

Want to add this to an existing subscription? [Sign in](#)

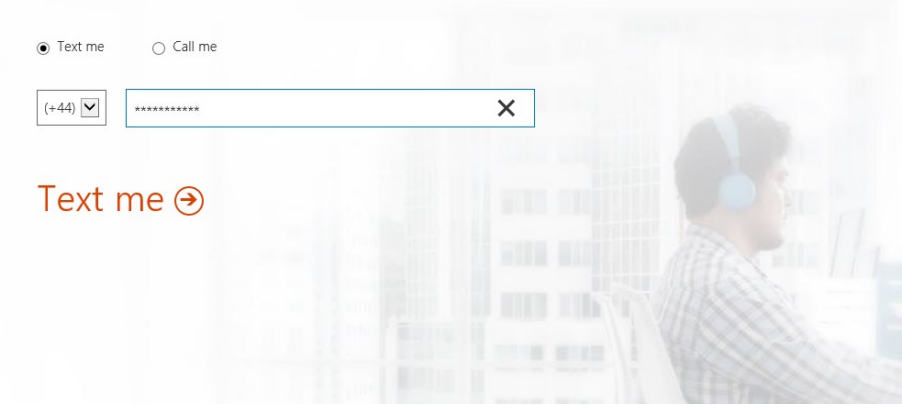
Prove. You're. Not. A. Robot.

- Step 1
About you ✓
- Step 2
Create an ID ✓
- Step 3
You're in ●

Text me Call me

(+44) [dropdown] [password field] X

Text me →



Office 365
Enterprise E3 Trial

Hello Cloud

Want to add this to an existing subscription?

Sign in

Prove. You're. Not. A. Robot.

Didn't get it or need a new code? [Try again](#)

Step 1

About you



Step 2

Create an ID



Step 3

You're in



By clicking **Create my account** you agree to our [terms and conditions](#) and [default communication preferences](#).

Microsoft Online Services will be contacting you with tips and advice for using our products and services. You can unsubscribe at any time. For more information on communication options, please see our [Privacy Statement](#).

Microsoft Online Services may contact me with information about their products, services and events.

Email

Phone

Microsoft Partners may contact me with information about their products, services and events

By clicking **Create my account**, I confirm that I have read and understand the [Trial Agreement](#). If I am signing up on behalf of an organization, when I click Create my account, I represent that I have the authority to bind my organization to the terms in this agreement and that, as the representative of my organization, I agree that my organization is bound by this agreement and its linked websites.

Create my account

Office 365
Enterprise E3 Trial

Hello Cloud

Want to add this to an existing subscription?

Sign in

Save this info. You'll need it later.

Step 1

About you



Step 2

Create an ID



Step 3

You're in



Sign-in page

<https://portal.office.com>

Your user ID

CloudAdmin@office365laba.onmicrosoft.com

⋮ Creating your account...

Office 365
Enterprise E3 Trial

Hello Cloud

Save this info. You'll need it later.

Step 1
About you



Step 2
Create an ID



Step 3
You're in



Sign-in page
<https://portal.office.com>

Your user ID
CloudAdmin@office365laba.onmicrosoft.com

★ Bookmark the sign-in page

You're ready to go... ➔

Today is a day
for fresh
perspectives.

Install Office 2016 on your PC



Word



Excel



PowerPoint



Outlook



OneNote



Skype for
Business

Trial version

Purchase

- Make Bing your search engine
 - Make MSN your browser homepage
- Applies to Internet Explorer, Firefox, Chrome, and Safari

Install now

Other installs
[Troubleshoot installation](#)

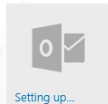
Got a Mac? Sign in to Office 365 on your Mac to install.

[How do I get Office 2013?](#)

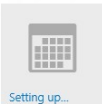
Smartphone or tablet? [Get Office on your devices](#)

[Learn how to set up email and Office 365 apps on your device](#)

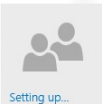
Collaborate with Office Online



Setting up...



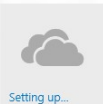
Setting up...



Setting up...



Setting up...



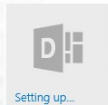
Setting up...



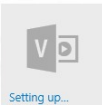
Setting up...



Setting up...



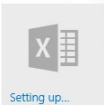
Setting up...



Setting up...



Setting up...



Setting up...



Setting up...



Setting up...



Sway



Security &
Compliance



Admin

Chapter 2: Getting Familiar with the Office 365 Admin Portal



Work or school account

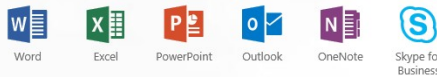
Keep me signed in

[Sign in](#)

[Can't access your account?](#)

Today is a day for fresh perspectives.

Install Office 2016 on your PC



Trial version Purchase

- Make Bing your search engine
 - Make MSN your browser homepage
- Applies to Internet Explorer, Firefox, Chrome, and Safari

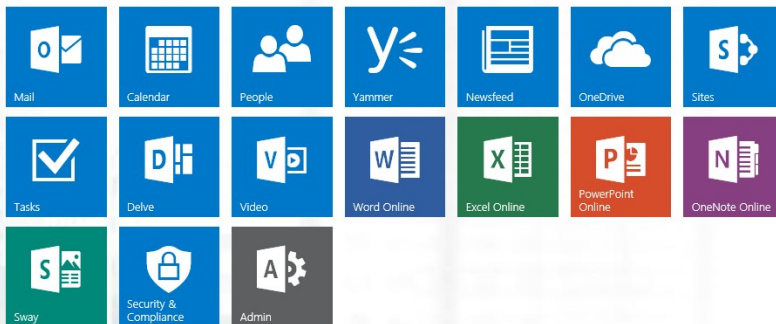
Install now

Other installs
Troubleshoot installation

Got a Mac? Sign in to Office 365 on your Mac to install.

How do I get Office 2013?
Smartphone or tablet? Get Office on your devices
Learn how to set up email and Office 365 apps on your device

Collaborate with Office Online



- Home
- Users
- Groups
- Resources
- Billing
- Support
- Settings
 - Services & add-ins
 - Security & Privacy
 - Domains
 - Organization profile
 - Partner relationships

Home > Domains

+ Add domain

Domain name	Status
Office365LabA.onmicrosoft.com (Default)	Setup complete

Office 365 Admin center preview

Home > Domains

New Domain

+ Add domain

Domains

Add a domain Verify domain Set up your online services Update DNS settings

Add a domain

Enter a domain you own.

Next Save and close

office365lab.co.uk

Add a domain Verify domain Set up your online services Update DNS settings

Verify domain


To keep your domain secure, we need you to prove that you own it. Adding the record below will prove that you own the domain, but it won't affect your existing email or other services.

Follow these [step-by-step instructions](#) to add the TXT records with the values below at your registrar, your DNS host. [\(Not your registrar?\)](#)

Verify by: [TXT record](#) [MX Record](#)

TXT name:	@
TXT value:	MS=ms84494767
TTL:	3600

Verify Back Save and close

 We didn't find the record you added for office365lab.co.uk. If you just added this record please allow 5 to 10 minutes for the change to be replicated through the system, sometime it can take significantly longer depending on your registrar.



office365lab.co.uk



Add a domain



Verify domain



Set up your online services



Update DNS settings

Set up your online services

To set up your online services, you'll need to add one or more DNS records to your host.

Set up my online services for me. (Recommended)

Next, you'll update your name server DNS records to give Office 365 permission to set up the rest of your online services. This option is recommended if your domain doesn't have an existing website.

I'll manage my own DNS records.

We will provide a list of DNS records that you will need to add to your domain at your registrar.

Next

Back

Save and close



Add a domain

Verify domain

Set up your online services

Update DNS settings

Update DNS settings

Add DNS records for office365lab.co.uk at your registrar your DNS host. [\(Not your registrar?\)](#)

^ MX Records [step-by-step instructions](#)

	Priority	Host name	Points to address or value	TTL
Expected	0	@	office365lab-co-uk.mail.protection.outlook.com	3600

^ CNAME Records [step-by-step instructions](#)

	Host name	Points to address or value	TTL
Expected	autodiscover	autodiscover.outlook.com	3600
Expected	sip	sipdir.online.lync.com	3600
Expected	lyncdiscover	webdir.online.lync.com	3600
Expected	msoid	clientconfig.microsoftonline-p.net	3600
Expected	enterpriseregistration	enterpriseregistration.windows.net	3600
Expected	enterpriseenrollment	enterpriseenrollment.manage.microsoft.com	3600

^ SRV Records [step-by-step instructions](#)

	Service	Protocol	Port	Weight	Priority	TTL	Name	Target
Expected	_sip	_tls	443	1	100	3600	@	sipdir.online.lync.com
Expected	_sipfederationtls	_tcp	5061	1	100	3600	@	sipfed.online.lync.com

^ TXT Records [step-by-step instructions](#)

	TXT name	TXT value	TTL
Expected	@	v=spf1 include:spf.protection.outlook.com -all	3600

Skip this step - I have custom DNS records, so I'll add the records I need later. I understand that some Office 365 services may be unavailable until I manually add the records with my registrar.

Important: After you successfully complete this step, all email will be redirected to the new Office 365 email addresses.



office365lab.co.uk

Add a domain Verify domain **Set up your online services** Update DNS settings

Update DNS settings

Congratulations! Your domain and email addresses are all set up.
 This domain has been added! Any skipped DNS records will be shown as errors for this domain. Remember that some Office 365 services may be unavailable for users of this domain when DNS records are incorrect or missing.

[Finish](#)

Domain name	Status
 Office365LabA.onmicrosoft.com (Default)	Setup complete
 office365lab.co.uk	Setup complete

Office 365 Admin center

Home

Search users, groups, settings or tasks

[Switch back to the old admin center](#)

Users

- Add a user
- Delete a user
- Edit a user
- Reset a password

Billing

- Office 365 Enterprise... 1 users
- [More...](#)
- Edit the payment method
- View my bill

Office software

- Install my software
- Share the download link
- Software download settings

Message center

- New feature: Safety Tips in Outlook and Outlook o... Apr 16
- New Feature: Yammer user profile update from AZ... Apr 16
- Deprecation of Yammer Leaderboard App Apr 16
- [23 unread messages](#)

Service health

- SharePoint Online
- [View the service health](#)

What's new

- Search - tasks
- Resource mailboxes
- More settings
- [More...](#)

Discover and learn

- Admin center overview
- Billing & subscriptions
- User management

Office 365 Admin center preview

Home > Active users

Office 365 Lab

+ Add a user More Filters All users Search Export

<input type="checkbox"/>	Display name ^	User name	Status
<input type="checkbox"/>	CloudAdmin	cloudadmin@Office365LabA.onmicrosoft.com	Office 365 Enterprise E3
<input type="checkbox"/>	Ian Waters	ian.waters@office365lab.co.uk	Office 365 Enterprise E3
<input type="checkbox"/>	Michael Freeman	michael.freeman@Office365LabA.onmicrosoft.co...	Office 365 Enterprise E3

Office 365 Admin center

Home > Groups

+ Add a group More View All supported groups Search

<input type="checkbox"/>	Group name	Email	Type
<input type="checkbox"/>	Finance Team	financeteam@office365lab.co.uk	Office 365 group
<input type="checkbox"/>	Human Resources Team	humanresourceteam@office365lab.co.uk	Office 365 group
<input type="checkbox"/>	Management Team	managementteam@office365lab.co.uk	Office 365 group

Office 365 Admin center

Home > Rooms & equipment

+ Add a mailbox More View All Search

<input type="checkbox"/>	Name	Email	Type
<input type="checkbox"/>	Projector	projector@office365lab.co.uk	Equipment
<input type="checkbox"/>	Meeting Room 2	meetingroom2@office365lab.co.uk	Room
<input type="checkbox"/>	Meeting Room 1	meetingroom1@office365lab.co.uk	Room

- Home
- Users
- Groups
- Resources
- Billing
- Subscriptions
- Bills
- Licenses
- Purchase Services
- Support
- Settings

Home > Subscriptions

Add subscriptions +

Office 365 Enterprise E3 Trial

Active

Expires 16 May 2016

£14.70 user/month

Buy now

Users	Description
Available 25	Free trial for businesses that need full productivity; communication and collaboration tools with the familiar Office suite; including Office Online.
Assigned 1	

[Learn more](#)

More actions ▾

[Optional privacy and security contractual supplements](#)

Active

Expires 16 May 2016

Extend

More actions

- Add partner of record
- Edit service usage address
- Edit VAT number



Partner information (optional)

Are you currently working with a partner who helps you to deploy, optimize, or manage your online services? Enter their Microsoft Partner Network ID* to associate them with this subscription. This association will allow your partner to service your organization better and optimize the use of your Microsoft Online Service. Association of a partner is optional, and there can only be one partner listed per subscription. Contact your partner for more information on the benefits of associating them with this subscription.

Check ID

Partner found: Southern IT
Networks Ltd

**Add this partner to all of your
subscriptions without an associated
partner.**



Submit

Cancel

Office 365 | Admin center preview

Home > Bills

Here are your charges for the billing period you selected. Recent payments or charges not shown will be included in your next bill.

April 2016 View

You have no charges for the billing period you selected.

Note: Bills / Invoices for new orders will appear about 24 hours after purchase.

Recent payments or changes to current orders will appear on your next bill.

Office 365 | Admin center

Home > Licenses

Name	Valid	Expired	Assigned
Office 365 Enterprise E3	25	0	1

Create a service request

Billing and product info Subscriptions, accounts, billing, partners, trials
Mail Outlook, e-mail, calendar, tasks, shared resources
Sites and document sharing SharePoint, OneDrive for Business, search
User and domain management Users, groups, domains, sign-on
Identity management Active Directory, multi-factor, single sign-on
Office client subscription Word, Excel, PowerPoint, OneNote
Online collaboration Skype for Business, video conferencing, screen sharing, IM
Yammer Enterprise Social network, enterprise collaboration

[More...](#)

[See all support tickets](#)

Office 365 health

Exchange	No issues
Identity Service	No issues
Office 365 Portal	No issues
Office Subscription	No issues
OneDrive for Business	No issues
Rights Management Service	No issues
SharePoint	Service degraded ▼
Skype for Business	No issues
Sway	No issues
Yammer Enterprise	No issues

[View details and history](#)

Issues detected

None

Top issues

- [Find and fix issues after adding your domain or DNS records in Office 365](#)
- [Choose the Office software that users can install from the Office 365 portal](#)
- [Add your users and domain to Office 365](#)

Help center

- [Fix OneDrive for Business sync problems](#)
- [Export or backup email, contacts, and calendar to an Outlook .pst file](#)
- [Find and fix issues after adding your domain or DNS records in Office 365](#)

[Phone and Community](#)

Get phone support or ask the community for help

New service request

1. **Identify the issue**
2. Review suggestions
3. Add details
4. Confirm and submit

identify the issue

* Feature:

Domain Management ▼

* Symptom:

Add and verify domains ▼

* Issue summary

Summarize your issue in one sentence.

* Issue details

In a few sentences, tell us what's going on. It's helpful if you include the steps to re-create the issue.

Next

Cancel



REFERENCE NUMBER	TITLE	STATUS	ASSIGNED TO	OPENED	LAST MODIFIED
616041794697356	Cant verify domain	Open	Microsoft	17/04/2016	17/04/2016

Office 365 | Admin center

Home > Services & add-ins

+ Add an Office Add-in View: All Search

Name	Host Apps	Status
Azure multi-factor authentication Manage your settings for Azure multi-factor authentication		
Calendar Let people share their calendars with external users		
Community Let your users participate in the Office 365 community website		
Cortana Turn Cortana access on or off for your entire organization		
Directory Synchronization Sync users to the cloud using Active Directory		
Integrated Apps Manage your Integrated Apps settings		
Mail Set up auditing, track messages, and protect email from spam and malware		
Microsoft Azure Rights Management Update your settings for Microsoft Azure Rights Management		

Office 365 | Admin center

Home > Security & Privacy

Password policy [Edit](#)

Set the password policy for all users in your organization.

Days before passwords expire: 730

Days before a user is notified about expiration: 14

Let your people reset their own passwords

You can turn it on in the [Azure AD admin center](#). [Learn more about self-service password reset](#)

After you turn on self-service password reset, you need to send users to the following website so they can set up their alternate phone number or email address. [Don't lose access to your account](#).

Office 365 | Admin center

Home > Organization profile

Office 365 Lab [Edit](#)

Name	Office 365 Lab
Address	2 Hillside Road Bexhill, TN402AN
Phone	07779345979
Technical contact	ian.waters@office365lab.co.uk
Preferred language	English

Release preferences [Edit](#)

Choose how your organization gets new features and service updates from Office 365.

Release track	Standard release
Release track users	All

Bing Places for Business


You can list your organization with Bing.

[Bing Places for Business](#)

- Home
- Users
- Groups
- Resources
- Billing
- Support
- Settings
 - Services & add-ins
 - Security & Privacy
 - Domains
 - Organization profile
 - Partner relationships
- Health
- Admin centers

Office 365 | Admin center

Home > Service health Office 365 Lab



We're having issues,
but we're working on it.
Last refreshed: 12:49, 17 April 2016

<ul style="list-style-type: none"> SharePoint Online ⚠ Exchange Online ✔ Identity Service ✔ Mobile Device Management ✔ Office 365 Portal ✔ Office Subscription ✔ OneDrive for Business ✔ Rights Management Service ✔ Skype for Business ✔ Sway ✔ Yammer Enterprise ✔ 	<p>SharePoint Online service is degraded View history</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>SP45075 - SharePoint Features - Service degradation</p> </div> <p>Service degradation - 16 Apr 2016 00:44</p> <p>Current Status: Engineers are continuing to test the build and expect to deploy it on Monday, April 18, 2016. Once the build is deployed, the new version of the OneDrive for Business sync client app will be made available on the Mac App Store.</p> <p>User Impact: Affected users are unable to access the OneDrive for Business app sync client from Mac OS X version 10.11.4 and newer. Users currently using the OneDrive for Business app from build 17.3.6298.0108 or older should not be affected. Also, users accessing OneDrive for Business from other Mac OS X builds and other operating systems are not affected.</p> <p>Scope of Impact: A very limited number of customers and users appear to be impacted. Engineers have received a few isolated customer reports of this issue.</p> <p>Incident Start Time: Sunday, April 10, 2016, at 6:57 PM UTC</p> <p>Preliminary Root Cause: As part of our efforts to improve service performance and user experiences, an update was deployed to the OneDrive for Business app sync client for Mac OS X; however, the update caused an incompatibility with Mac OS X version 10.11.4 and newer.</p> <p>Next Update by: Monday, April 18, 2016, at 5:00 PM UTC</p>
---	--

- Home
- Users
- Groups
- Resources
- Billing
- Support
- Settings
- Health
- Service health
- Message center
- What's new
- Admin centers

Office 365 Admin center

- Home
- Users
- Groups
- Resources
- Billing
- Support
- Settings
- Health
- Service health
- Message center

- SharePoint Online
- Exchange Online
- Identity Service
- Mobile Device Management
- Office 365 Portal
- Office Subscription
- OneDrive for Business
- Rights Management Service
- Skype for Business
- Sway
- Yammer Enterprise

Exchange Online
17 April 2016

March 2016

			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

April 2016

						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

The service was healthy on this day.

Office 365 Admin center

Home > Message center

Stay on top of upcoming Office 365 changes, take required action, and prevent problems.

Views: Translate to:

[Not seeing a message you expected to see?](#)

Act by	Category	Message title	Published	Message ID	
	Plan For Change	New feature: Safety Tips in Outlook and Outlook on the web	Apr 16	MC45100	×
	Stay Informed	New Feature: Yammer user profile update from Azure Acti...	Apr 16	MC45098	×
	Plan For Change	Deprecation of Yammer Leaderboard App	Apr 16	MC45096	×
	Plan For Change	OneDrive for Business Next Generation Sync Client	Apr 14	MC45072	×
	Stay Informed	Introducing a new home page experience for Office 365 us...	Apr 13	MC44975	×
	Stay Informed	Updated Feature: What's new in Office 365 admin center	Apr 12	MC44961	×
	Stay Informed	New Feature: Enhanced Automatic Replies (Out of office) c...	Apr 12	MC44960	×
	Stay Informed	New usage reports for SharePoint, OneDrive, Yammer, and...	Apr 12	MC44949	×
	Stay Informed	What's New: March 2016	Apr 11	MC44946	×
	Stay Informed	What's New: Office 2016 for Office 365 - March updates	Apr 11	MC44942	×
	Stay Informed	Message Center Posts read/unread working again in Portal...	Apr 5	MC44791	×

- Home
- Users
- Groups
- Resources
- Billing
- Support
- Settings
- Health
- Service health
- Message center
- What's new
- Admin centers



Exchange admin center

dashboard

- recipients
- permissions
- compliance management
- organization
- protection
- mail flow
- mobile
- public folders
- unified messaging
- hybrid

Welcome

recipients

- mailboxes
- groups
- resources
- contacts
- shared
- migration

organization

- sharing
- add-ins

mobile

- mobile device access
- mobile device mailbox policies

hybrid

- setup

permissions

- admin roles
- user roles
- Outlook Web App policies

protection

- malware filter
- connection filter
- spam filter
- outbound spam
- quarantine
- action center
- dkim

public folders

- public folders
- public folder mailboxes

compliance management

- in-place eDiscovery & hold
- auditing
- data loss prevention
- retention policies
- retention tags
- journal rules

mail flow

- rules
- message trace
- accepted domains
- remote domains
- email address policies
- connectors

unified messaging

- UM dial plans
- UM IP gateways

Chapter 3: Integration Options for Businesses

The screenshot shows the Windows Server Essentials Dashboard for Windows Server 2012 R2. The navigation bar includes HOME, USERS, DEVICES, STORAGE, and APPLICATIONS. Below the navigation bar, there are sections for SETUP, SERVICES, ADD-INS, QUICK STATUS, and HELP. The SERVICES section is expanded, showing a list of integration options under 'Microsoft Online Services' and 'Other Integrations'. The 'Integrate with Microsoft Office 365' option is highlighted in orange. A red arrow points to this option. To the right of the list, there is a section titled 'INTEGRATE WITH MICROSOFT OFFICE 365' with a description and a link to 'Integrate with Microsoft Office 365', which is also highlighted with a red arrow.

Windows Server Essentials Dashboard

Windows Server 2012 R2

HOME USERS DEVICES STORAGE APPLICATIONS

Get Started Health Monitoring Health Report

SETUP
Complete these tasks to configure your server for the first time.

SERVICES
Integrate your server with business productivity and collaboration solutions.

ADD-INS
Install valuable add-ins for your business.

QUICK STATUS
View a summary of the server configuration status.

HELP
Get online help and other information for your server.

Microsoft Online Services

→ Integrate with Microsoft Azure Active Directory	Disabled
→ Integrate with Microsoft Office 365	Disabled
→ Integrate with Microsoft Intune	Disabled
→ Integrate with Microsoft Azure Backup	Disabled

Other Integrations

→ Integrate your Exchange Server	Disabled
----------------------------------	----------

INTEGRATE WITH MICROSOFT OFFICE 365

Microsoft Office 365 delivers Microsoft productivity and collaboration tools as a subscription service. With Office 365, your organization can provide network users with a full set of cost-efficient productivity tools that are compliant and secure.

[Integrate with Microsoft Office 365](#)

[Learn more about Microsoft Office 365](#)

The screenshot shows the 'Integrate with Microsoft Office 365' wizard window. The title bar reads 'Integrate with Microsoft Office 365'. The main content area is titled 'Get started' and contains the following text: 'This wizard helps you integrate a new or existing subscription for Microsoft Office 365 into your server network.' Below this, it says 'When you complete this wizard, you can:' followed by a bulleted list: 'Add and manage Microsoft Office 365 accounts from the server dashboard.' and 'Keep your users' passwords synchronized between the local network and Microsoft Office 365.' At the bottom of the main content area, there is a checkbox labeled 'I already have a subscription' which is checked. A red arrow points to this checkbox. At the bottom right of the window, there are two buttons: 'Next' and 'Cancel'.

Integrate with Microsoft Office 365

Get started

This wizard helps you integrate a new or existing subscription for Microsoft Office 365 into your server network.

When you complete this wizard, you can:

- Add and manage Microsoft Office 365 accounts from the server dashboard.
- Keep your users' passwords synchronized between the local network and Microsoft Office 365.

I already have a subscription

Next Cancel

← ☰ Integrate with Microsoft Office 365

Provide your account information

Type the user name and password that you use to manage your subscription.

User name:

Password:

[Clear user name history](#)

[Forgot your password?](#)

[Read the privacy statement.](#)

← ☰ Integrate with Microsoft Office 365

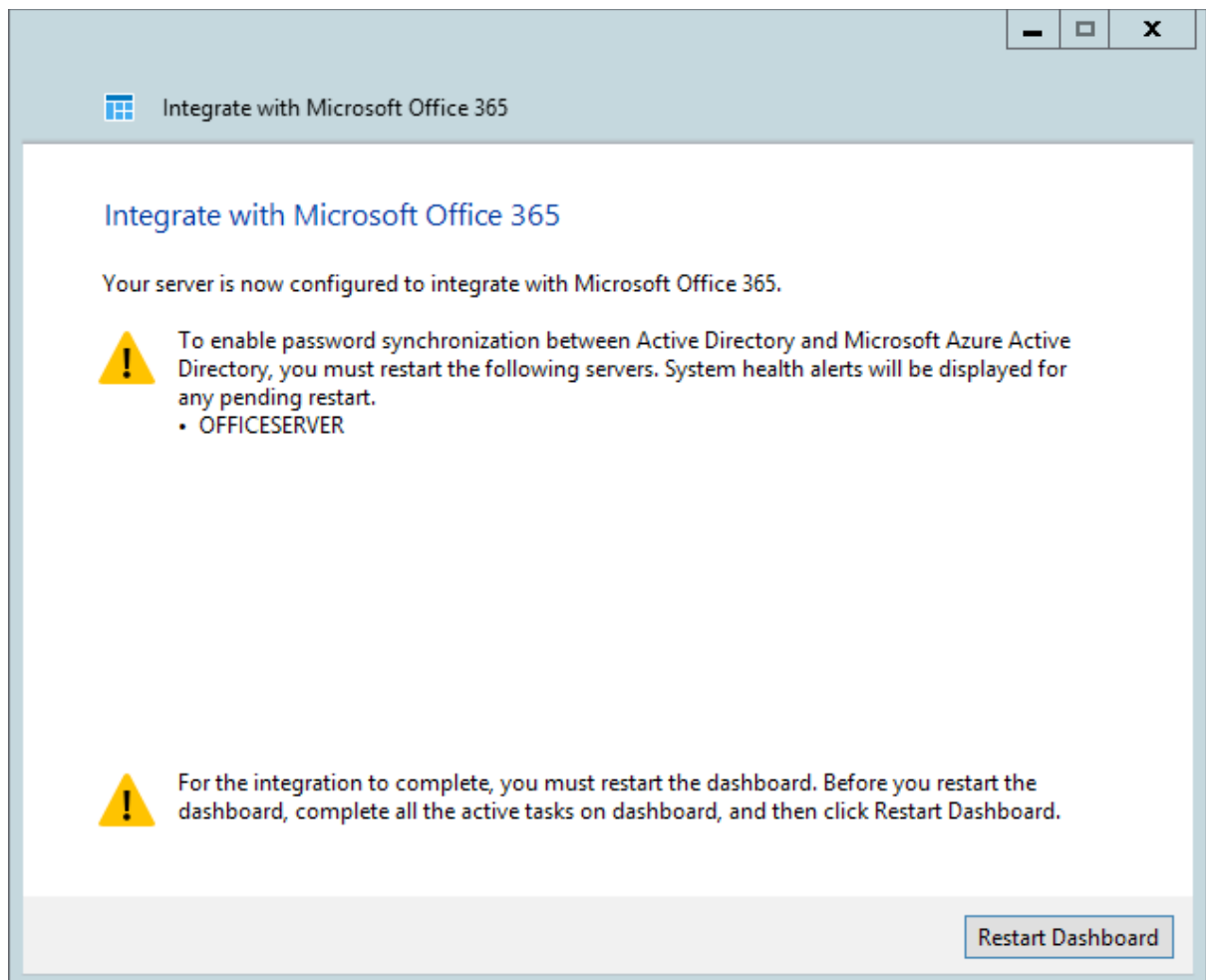
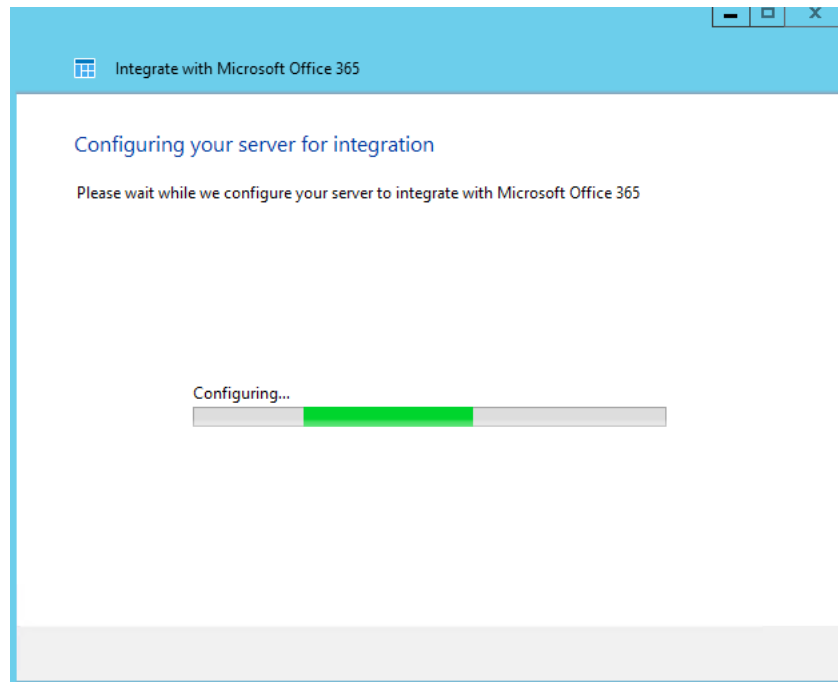
Apply strong password policy

To ensure secure access to Microsoft online services, the wizard will change the level of the server's password policy to Strong. In addition, the Strong password policy is enhanced to enforce the following requirements:

- Passwords must contain 8-16 characters.
- Passwords cannot contain a space or Microsoft online services account name.

I understand that this wizard sets the password policy to Strong.

[What should I know about password policies?](#)



Windows Server Essentials Dashboard

Windows Server 2012 R2 Settings Help

HOME USERS DEVICES STORAGE APPLICATIONS OFFICE 365

- To view or create Office 365 accounts for network users, go to the Users tab under the Users tab.
- To view or create distribution groups on Office 365, go to the Groups tab under the Users tab.
- To view or create SharePoint libraries on Office 365, go to the SharePoint Libraries tab under the Storage tab.
- To manage the mobile devices accessing emails on Office 365, go to the Mobile Devices tab under the Devices tab.

[Hide tips](#)

Organization

Office 365 Lab
 Technical contact:
 cloudadmin@office365lab.co.uk
 Address:

Subscription

Microsoft Office 365 Plan E3
 Your subscription includes 25 licenses.
 5 licenses are assigned to user accounts.
 Expires on 30 January 2017

[Privacy Statement](#)

Domain

office365laba.onmicrosoft.com
 office365lab.co.uk (primary)
 office365laba.mail.onmicrosoft.com

Exchange Online

Mailbox usage:
 cloudadmin@Office365LabA.onmicrosoft.com < 0.1 GB

Configuration Tasks

Change the Office 365 administrator account
 Link a domain to Office 365
 Disable Office 365 integration

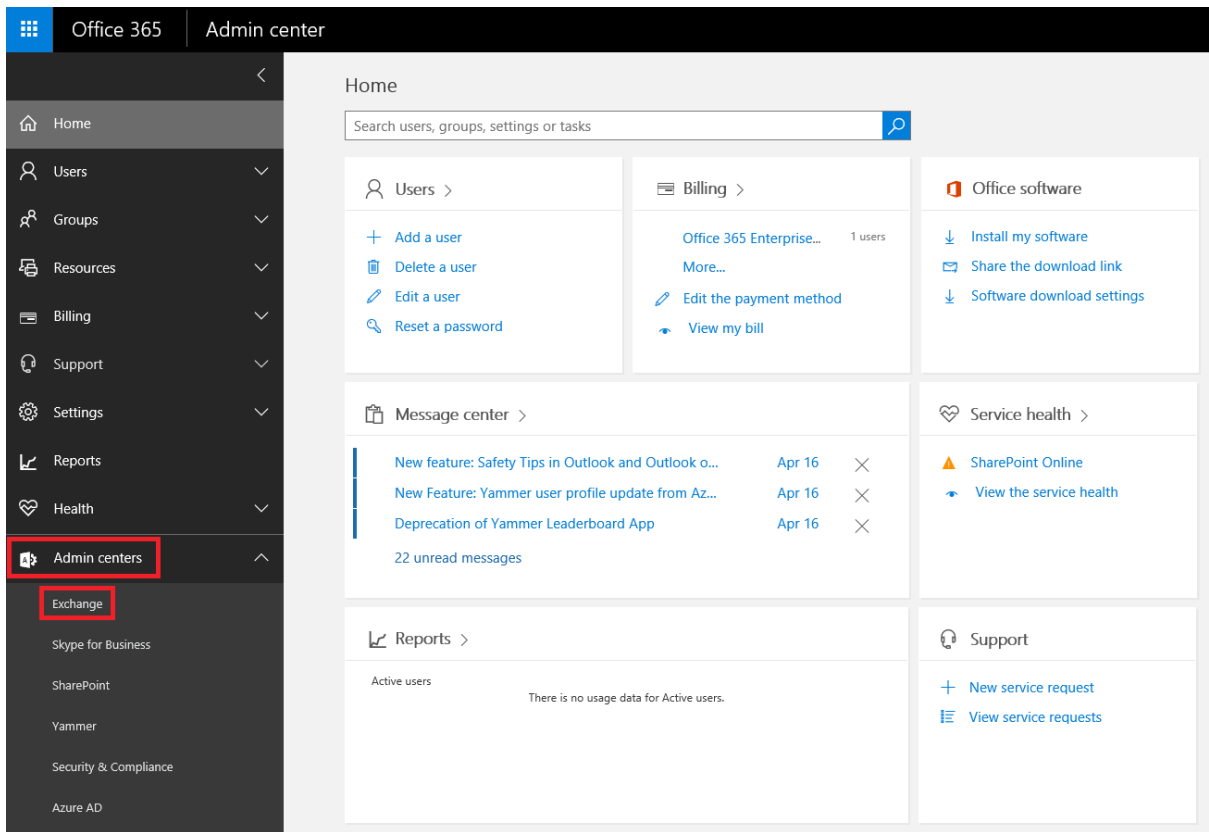
Administrative Tasks

Manage Office 365
 Community support

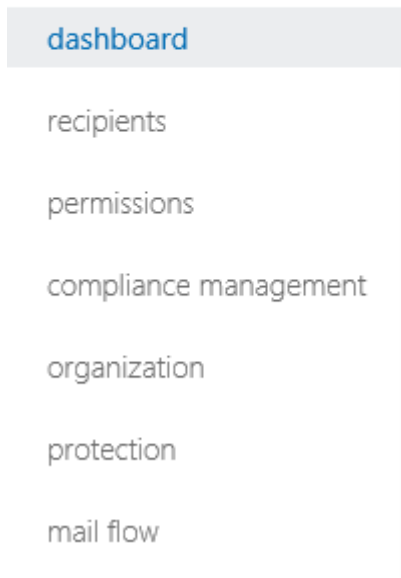
Office 365 Admin center

Home > Active users

<input type="checkbox"/>	Display name ^	User name	Status
<input type="checkbox"/>	CloudAdmin	cloudadmin@Office365LabA.onmicrosoft.com	Office 365 Enterprise E3



Exchange admin center



Welcome

recipients

mailboxes

groups

resources

contacts

shared

migration

Windows Server Essentials Dashboard

Windows Server 2012 R2

HOME USERS DEVICES STORAGE APPLICATIONS OFFICE 365

Users User Groups Distribution Groups

Name	Logon name	File History	Anywhere Access	Access level	Status	Microsoft online account
Administrator (1)						
localadmin	localadmin	Managed		Administrator	Active	
Standard user (6)						
Andy Waters	AndyWaters	Managed		Standard user	Active	
Fay Williams	FayWilliams	Managed		Standard user	Active	
Ian Waters	IanWaters	Managed		Standard user	Active	
Michael Freeman	MichaelFreeman	Managed		Standard user	Active	
Nic Horrocks	NicHorrocks	Managed		Standard user	Active	
Tom Owers	TomOwers	Managed		Standard user	Active	

No item is selected.

7 Items

Users Tasks

- Refresh
- Add a user account
- Set the password policy
- Change the File History setting
- Export all remote connections
- Add Microsoft online accounts**
- Import accounts from Microsoft online service

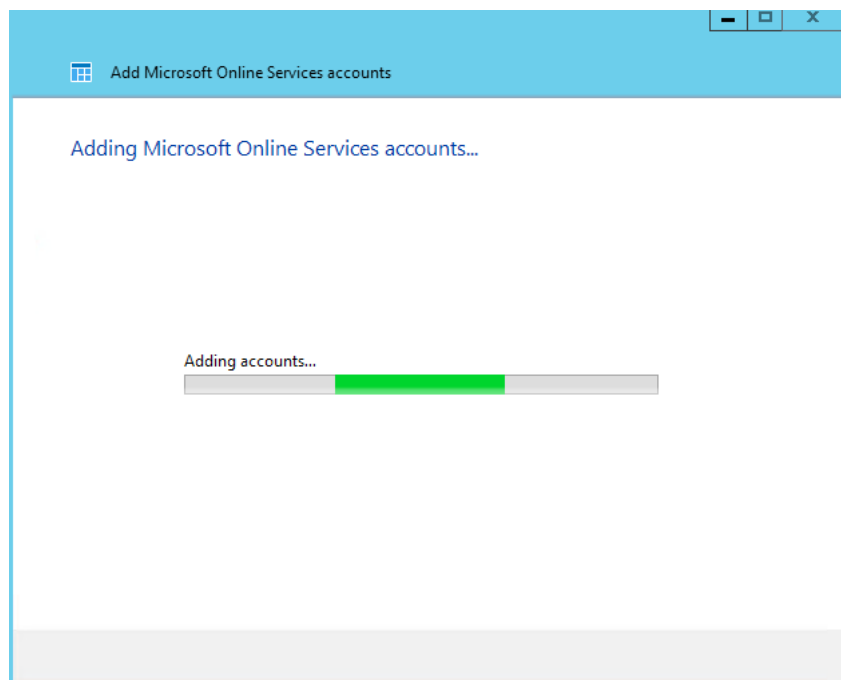
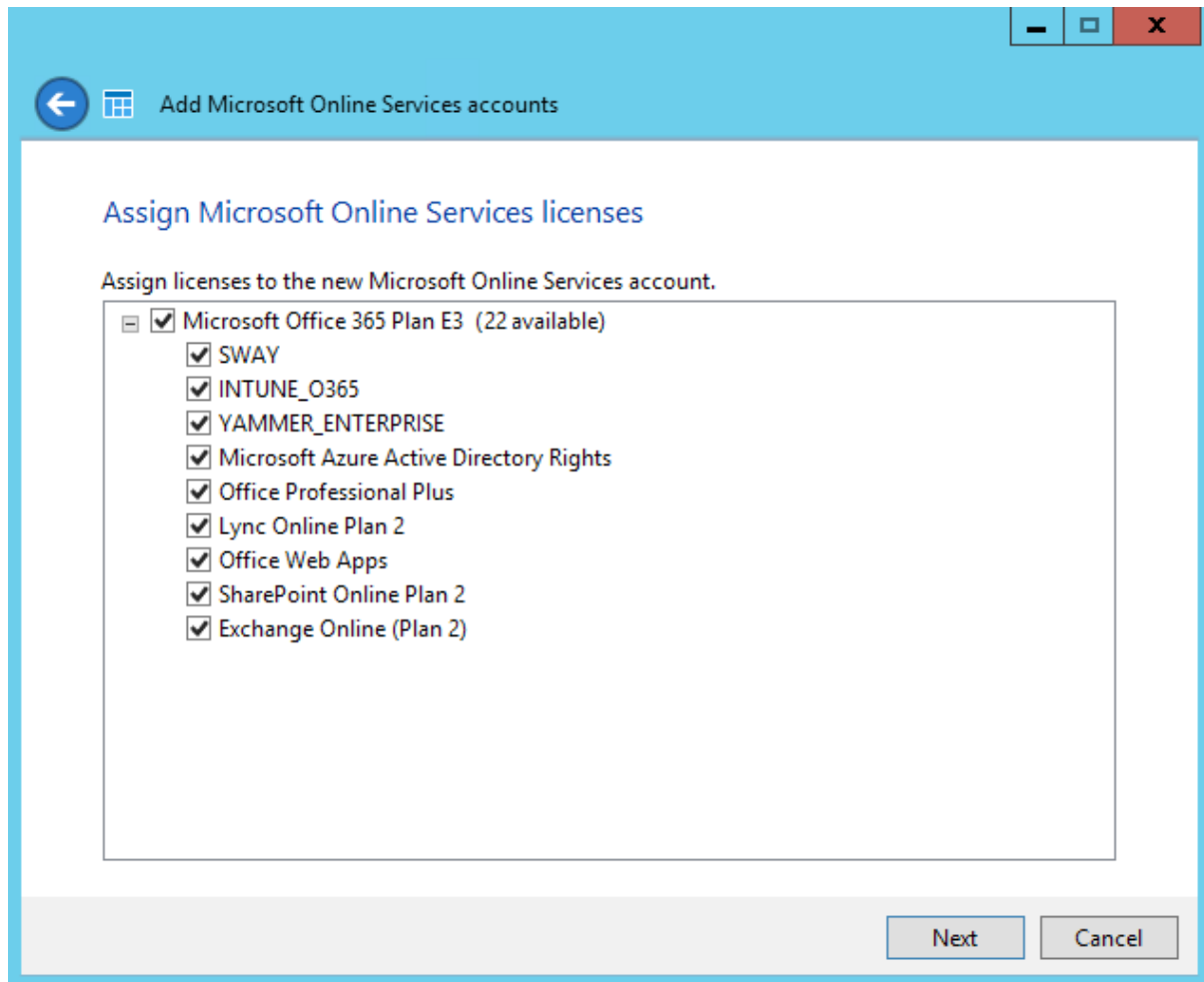
← Add Microsoft Online Services accounts

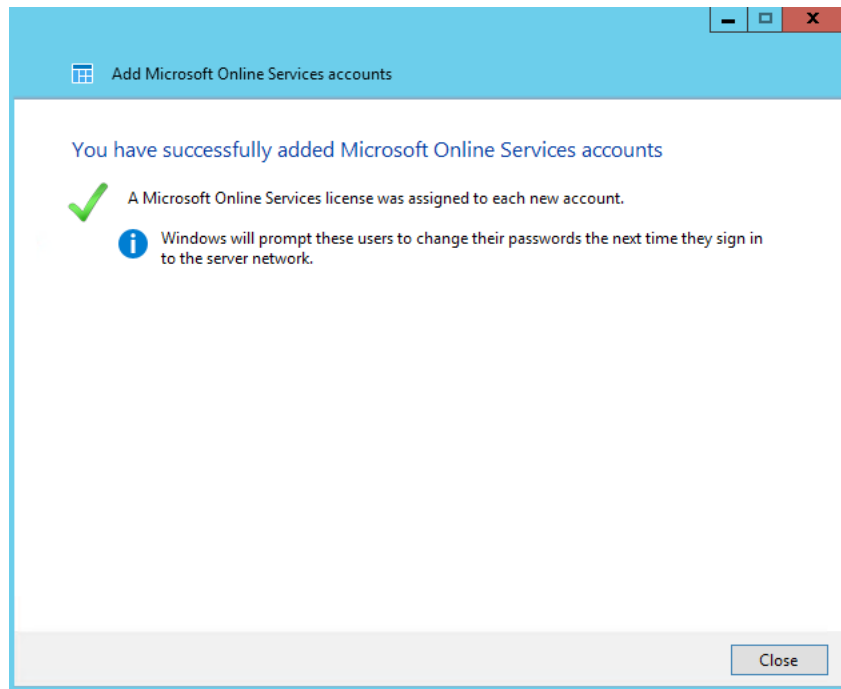
Add Microsoft Online Services accounts

To add a Microsoft Online Services account for an existing user account, you can either accept the recommended account name, or type a different name. User accounts that already have a Microsoft Online Services account do not appear in this list.

<input type="checkbox"/>	Server user account	Microsoft Online Services account
<input checked="" type="checkbox"/>	AndyWaters	AndyWaters @ office365lab.co.uk
<input checked="" type="checkbox"/>	FayWilliams	FayWilliams @ office365lab.co.uk
<input checked="" type="checkbox"/>	IanWaters	IanWaters @ office365lab.co.uk
<input type="checkbox"/>	localadmin	localadmin @ office365lab.co.uk
<input checked="" type="checkbox"/>	MichaelFreeman	MichaelFreeman @ office365lab.co.uk
<input checked="" type="checkbox"/>	NicHorrocks	NicHorrocks @ office365lab.co.uk
<input checked="" type="checkbox"/>	TomOwers	TomOwers @ office365lab.co.uk

Next Cancel





Windows Server Essentials Dashboard

Windows Server 2012 R2

HOME USERS DEVICES STORAGE APPLICATIONS OFFICE 365

Users | User Groups | Distribution Groups

Name	Logon name	File History	Anywhere Access	Access level	Status	Microsoft online account
Administrator (1)						
localadmin	localadmin	Managed		Administrator	Active	
Standard user (6)						
Andy Waters	AndyWaters	Managed		Standard user	Active	AndyWaters@office365lab.co.uk
Fay Williams	FayWilliams	Managed		Standard user	Active	FayWilliams@office365lab.co.uk
Ian Waters	IanWaters	Managed		Standard user	Active	IanWaters@office365lab.co.uk
Michael Freeman	MichaelFreeman	Managed		Standard user	Active	MichaelFreeman@office365lab.co.uk
Nic Horrocks	NicHorrocks	Managed		Standard user	Active	NicHorrocks@office365lab.co.uk
Tom Owers	TomOwers	Managed		Standard user	Active	TomOwers@office365lab.co.uk

Name	Logon name	File History	Anywhere Access	Access level	Status	Microsoft online account
Administrator (1)						
Administrator	Administrator	Managed		Administrator	Active	
Standard user (6)						
Andy Waters	AndyWaters	Managed		Standard user	Active	AndyWaters@office365lab.co.uk
Fay Williams	FayWilliams	Managed				FayWilliams@office365lab.co.uk
Ian Waters	IanWaters	Managed				IanWaters@office365lab.co.uk
Michael Freeman	MichaelFreeman	Managed				MichaelFreeman@office365lab.co.uk
Nic Horrocks	NicHorrocks	Managed				NicHorrocks@office365lab.co.uk
Tom Owers	TomOwers	Managed				TomOwers@office365lab.co.uk

View the account properties

- Deactivate the user account
- Remove the user account
- Change the user account password
- Unassign a Microsoft online account

Add a User Account

Type a name and a password for the new user account

First name: Last name:

User account name:

Password: Confirm password:

- ✓ The passwords match
- ✓ The password must be at least 8 characters and no more than 16 characters in length
- ✓ The password must meet complexity requirements [\(learn more\)](#)

Level of access:



Add a User Account



Assign a Microsoft Online Services account

- Create a new Microsoft Online Services account and assign it to this user account
Type an email name for the new Microsoft Online Services account.

@

- Assign an existing Microsoft Online Services account to this user account

- Do not assign a Microsoft Online Services account to this user account

[Tell me more about these options.](#)

Next

Cancel



Assign Microsoft Online Services licenses

Assign licenses to the new Microsoft Online Services account.

- Microsoft Office 365 Plan E3 (18 available)
 - SWAY
 - INTUNE_O365
 - YAMMER_ENTERPRISE
 - Microsoft Azure Active Directory Rights
 - Office Professional Plus
 - Lync Online Plan 2
 - Office Web Apps
 - SharePoint Online Plan 2
 - Exchange Online (Plan 2)

Next

Cancel

_ □ ×
← Add a User Account

You successfully added the new user account

You will need to provide the following information to Peter Smith for connecting their computer to the server:

- Website for connecting a computer to server
 - In office: <http://OFFICESERVER/connect>

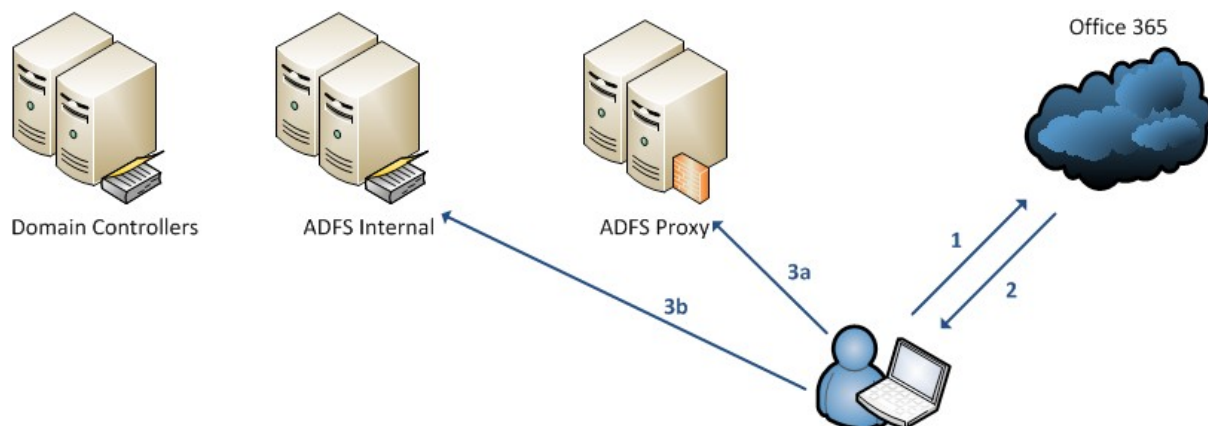
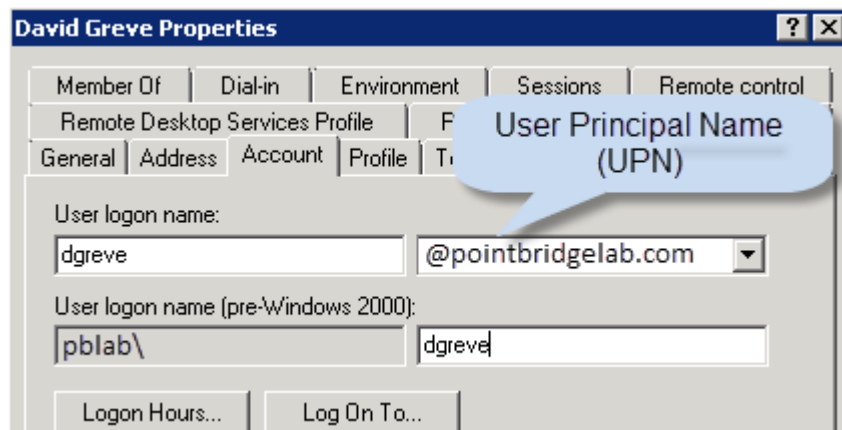
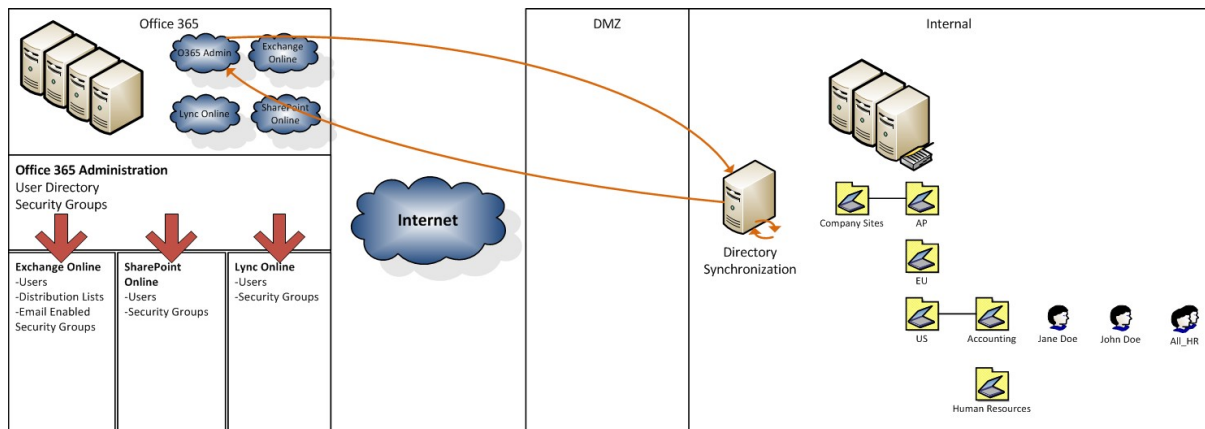
- User account information
 - Logon name: PeterSmith
 - Password (For security reasons the password is not displayed here)

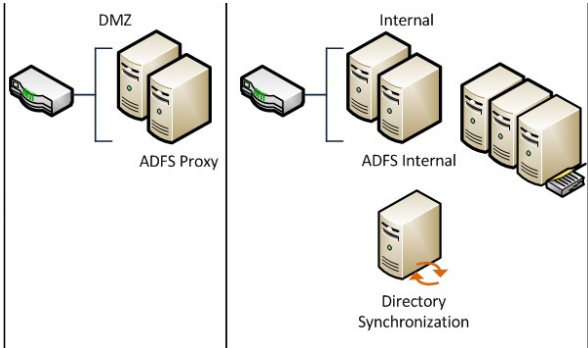
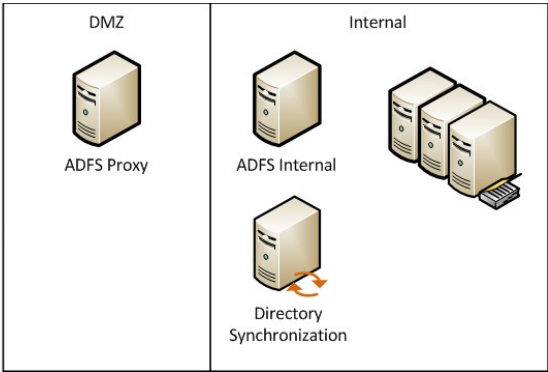
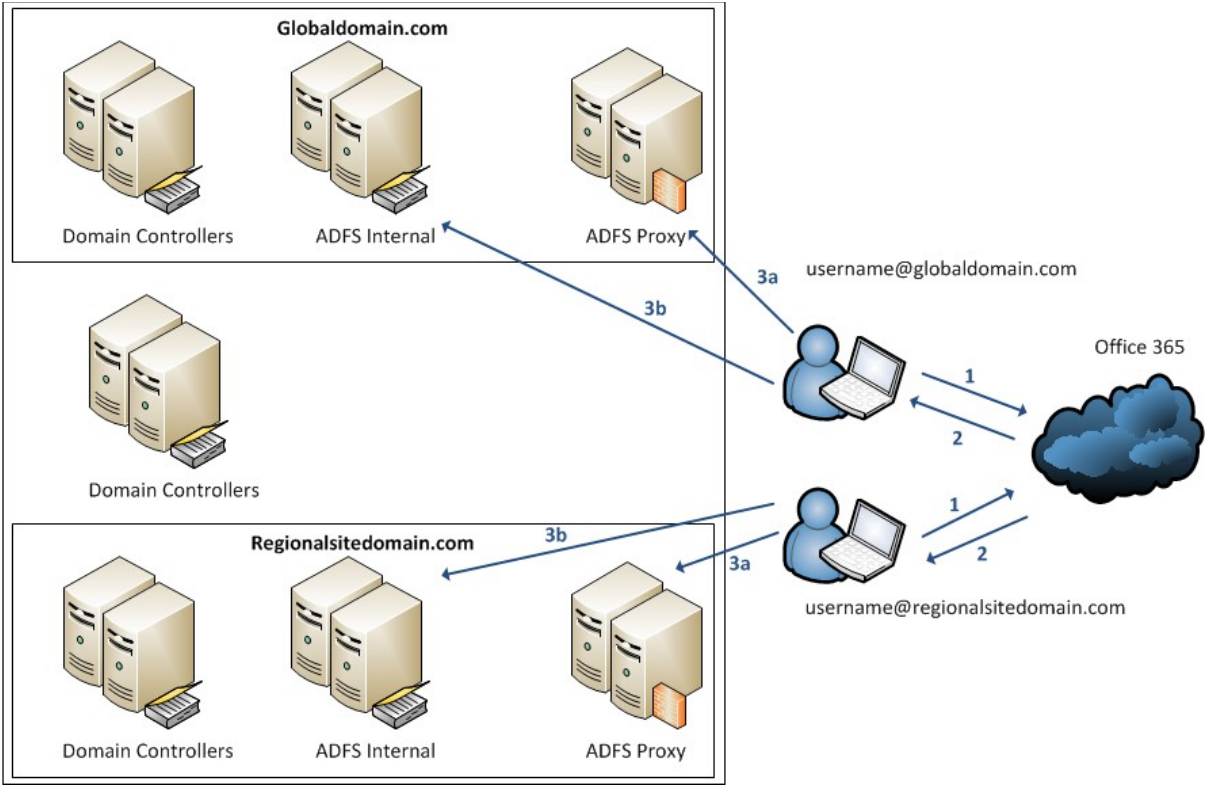
[What should I do if I don't remember the password?](#)

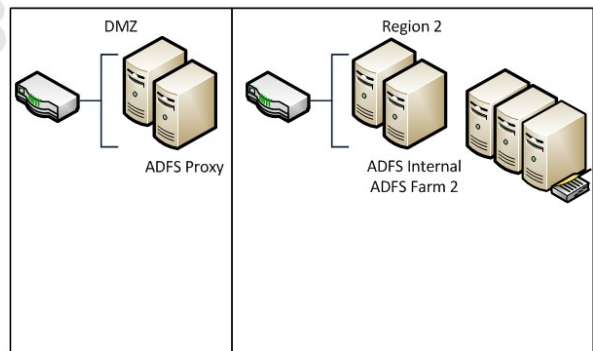
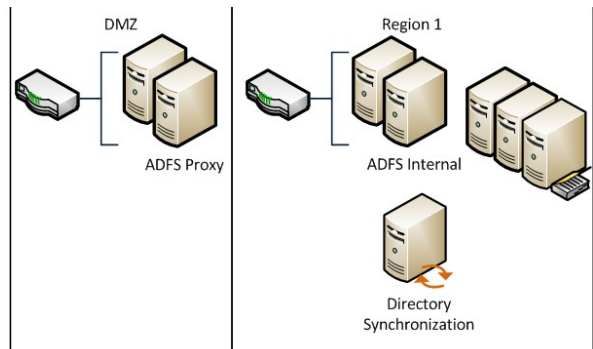
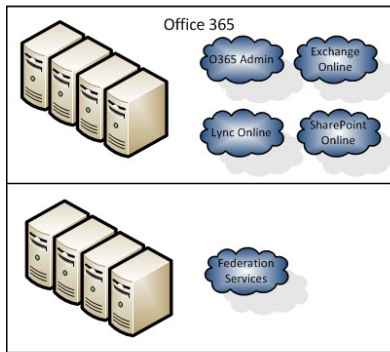
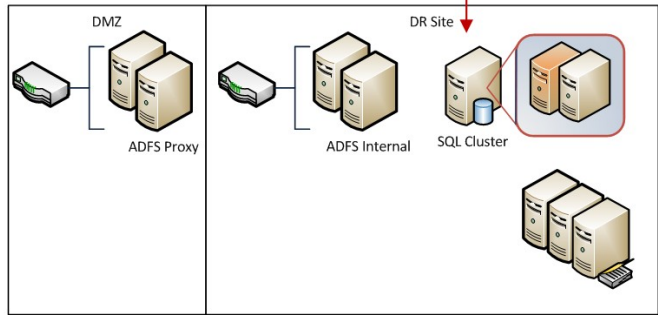
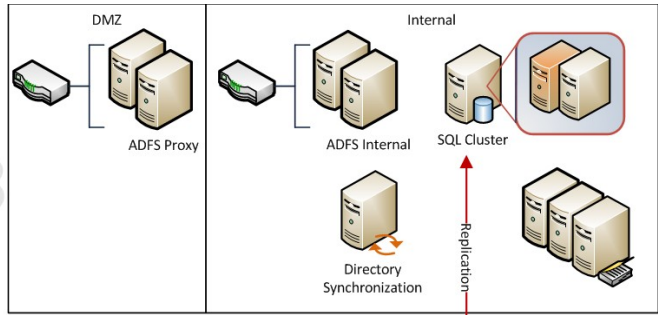
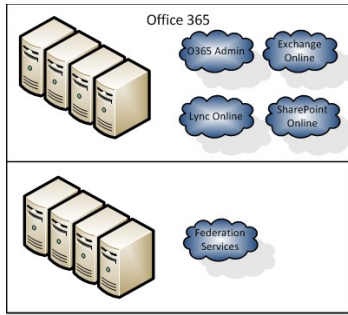
Close

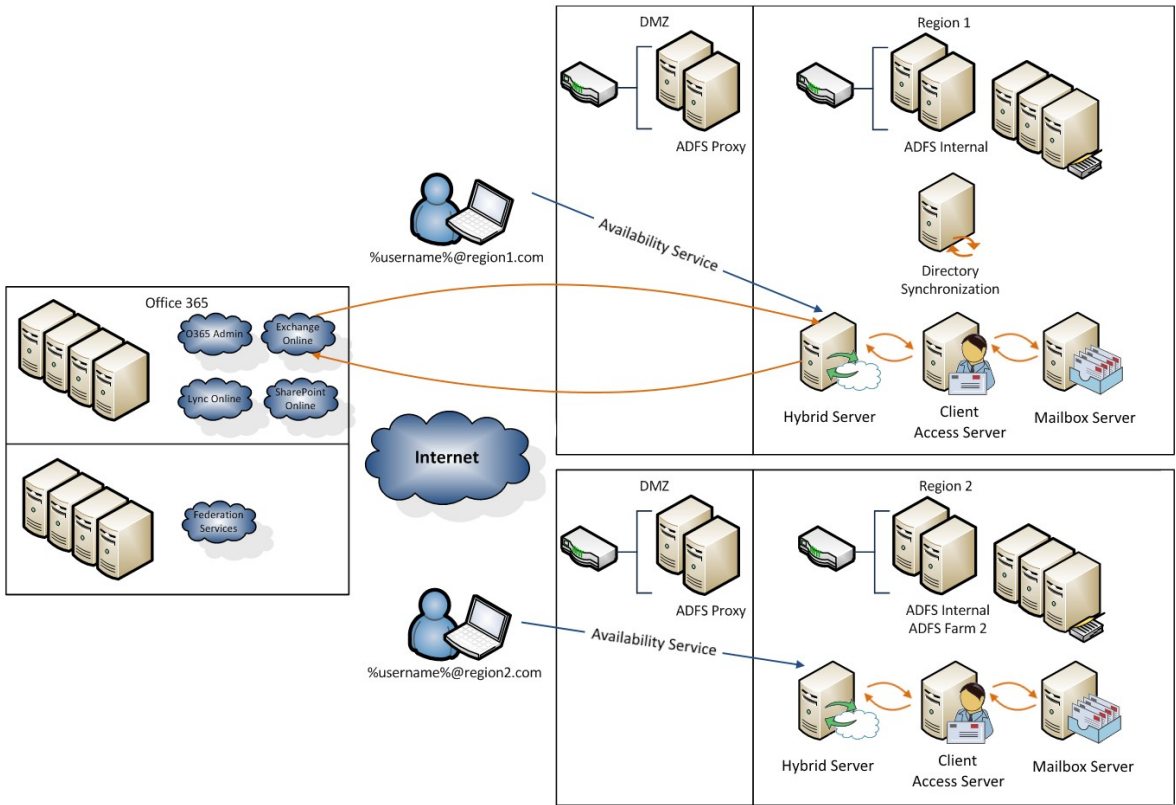
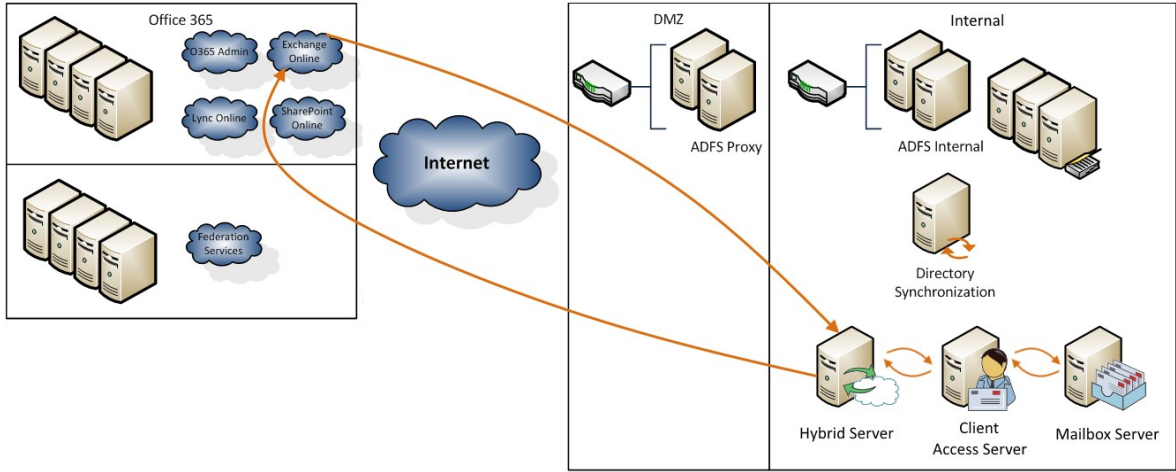
Users						
Name	Logon name	File History	Anywhere Access	Access level	Status	Microsoft online account
Administrator (1)						
localadmin	localadmin	Managed		Administrator	Active	
Standard user (7)						
Andy Waters	AndyWaters	Managed		Standard user	Active	AndyWaters@office365lab.co.uk
Fay Williams	FayWilliams	Managed		Standard user	Active	FayWilliams@office365lab.co.uk
Ian Waters	IanWaters	Managed		Standard user	Active	IanWaters@office365lab.co.uk
Michael Freeman	MichaelFreeman	Managed		Standard user	Active	MichaelFreeman@office365lab.co.uk
Nic Horrocks	NicHorrocks	Managed		Standard user	Active	NicHorrocks@office365lab.co.uk
Peter Smith	PeterSmith	Managed		Standard user	Active	PeterSmith@office365lab.co.uk
Tom Owers	TomOwers	Managed		Standard user	Active	TomOwers@office365lab.co.uk

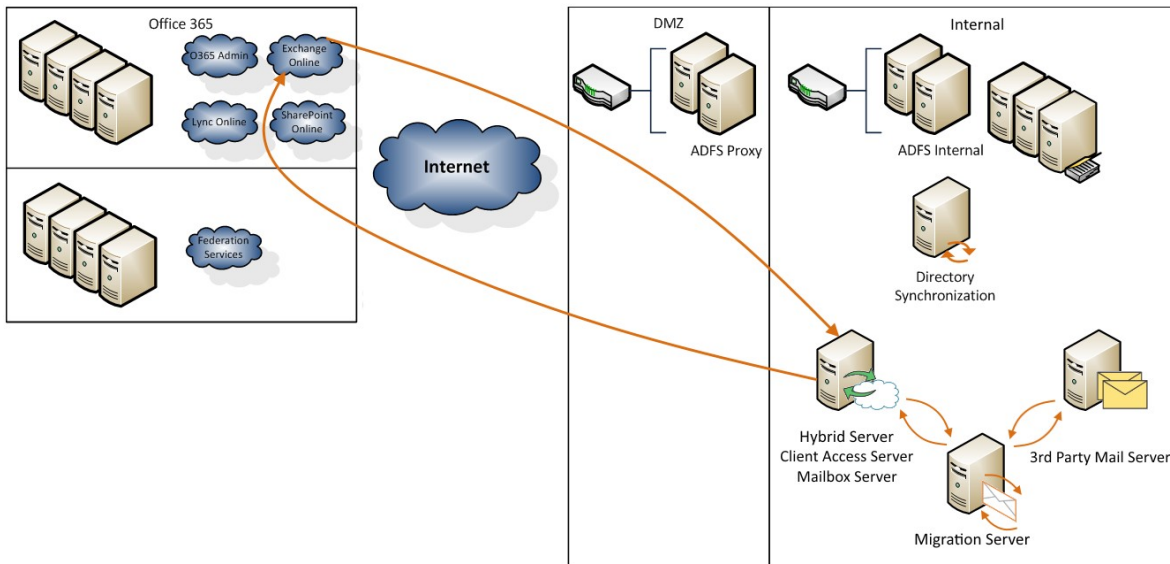
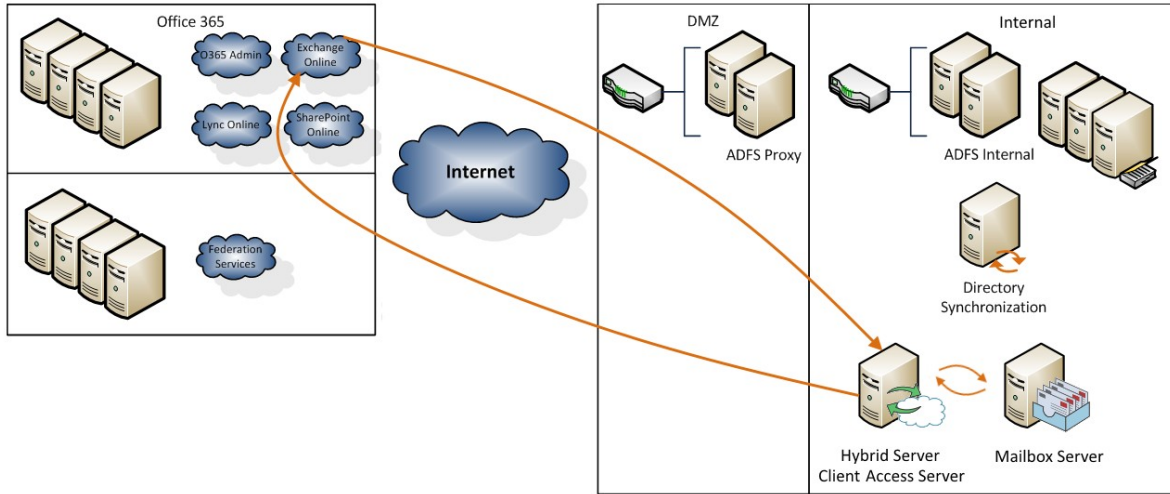
Chapter 4: Integration Options for Midsize and Enterprise Organizations












Chapter 5: Preparing for a Simple Migration


Microsoft®
Remote Connectivity Analyzer

Select the test you want to run. ➔ Next


Exchange Server | SFB / Lync | Office 365 | Client | Message Analyzer

 **Microsoft Exchange ActiveSync Connectivity Tests**


- Exchange ActiveSync
- Exchange ActiveSync Autodiscover

 **Microsoft Exchange Web Services Connectivity Tests**

- Synchronization, Notification, Availability, and Automatic Replies
- Service Account Access (Developers)

 **Microsoft Office Outlook Connectivity Tests**

- Outlook Connectivity
- Outlook Autodiscover

 **Internet Email Tests**

- Inbound SMTP Email
- Outbound SMTP Email
- POP Email
- IMAP Email

➔ Next

Microsoft®
Remote Connectivity Analyzer

Outlook Connectivity ← Previous | ➔ Perform Test

Email address:

Domain\User Name (or UPN):

Password:

Confirm password:

Use Autodiscover to detect server settings
 Manually specify server settings

RPC proxy server:




Exchange server:

Mutual authentication principal name:

RPC proxy authentication method:
 ▼

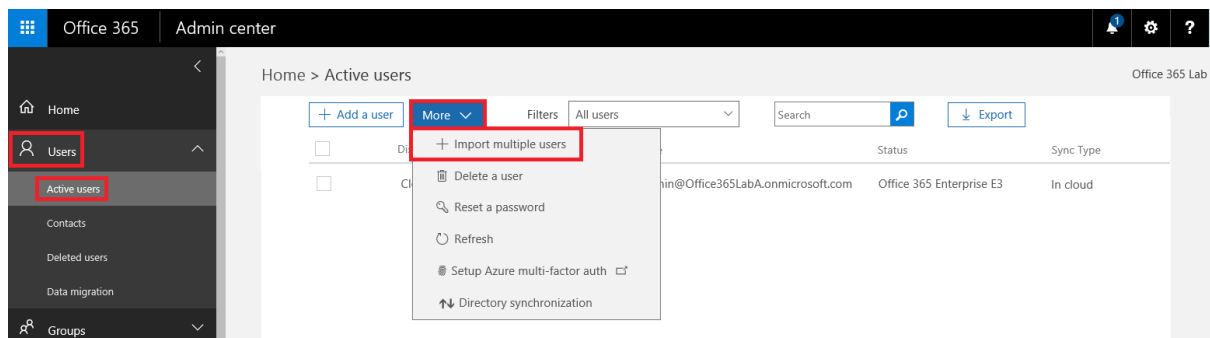
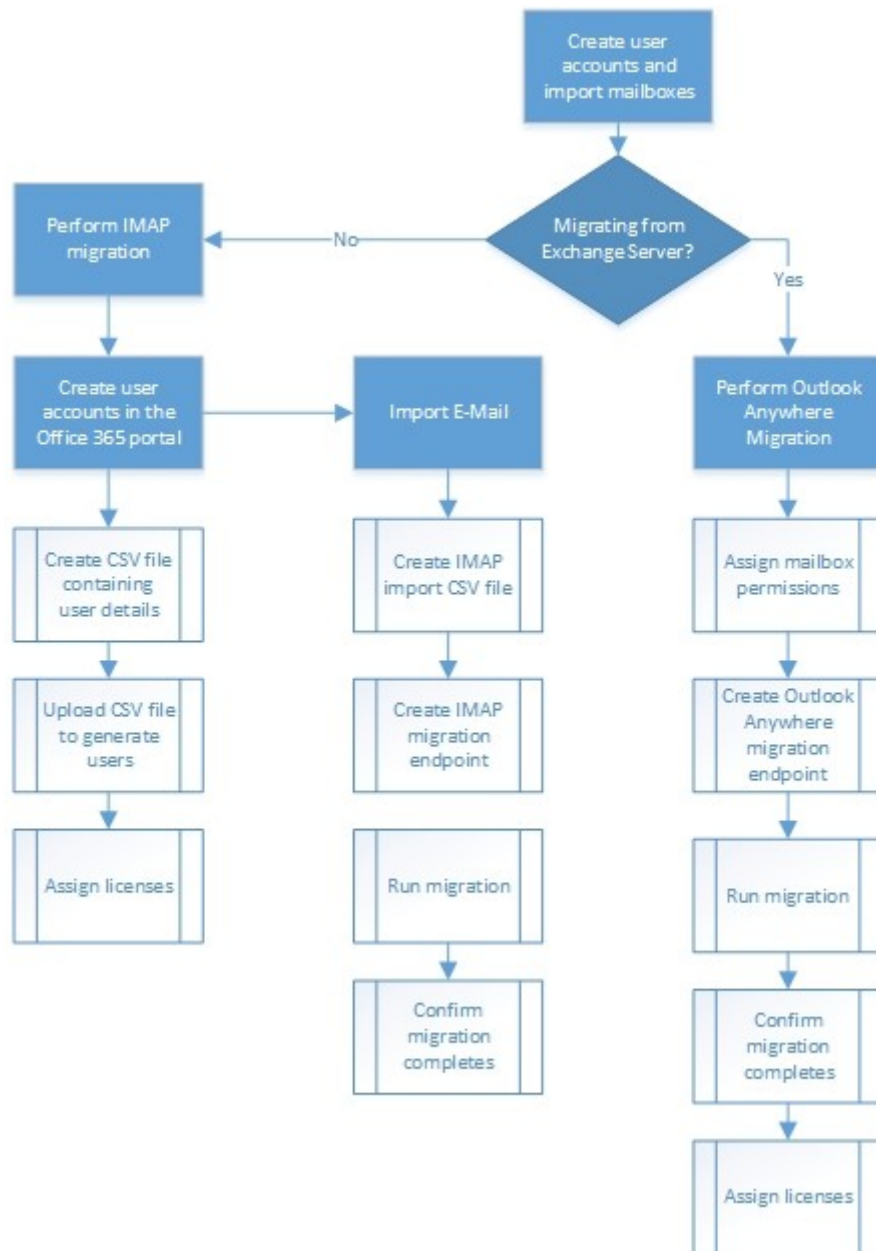
I understand that I must use the credentials of a working account from my Exchange domain to be able to test connectivity to it remotely. I also acknowledge that I am responsible for the management and security of this account.

 Connectivity Test Successful with Warnings

Test Details	Start Over Run Test Again
<p> Testing Outlook connectivity. The Outlook connectivity test completed successfully.</p> <ul style="list-style-type: none">▸ Additional Details▸ Test Steps	Expand All  

[Start Over](#) [Run Test Again](#)

Chapter 6: Performing a Simple Migration



Import multiple users



- Create and upload the file
- Set user options
- View your results

Create and upload the file

In this step, download one of the CSV files below, save the file, and use Excel or another app to add your users' information. Then you can come back here, upload the file and verify that you've got it filled out correctly.

[Learn more about importing multiple users](#)

- ↓ [Download a CSV file with headers only](#)
- ↓ [Download a CSV file with headers and sample user information](#)

Browse to upload

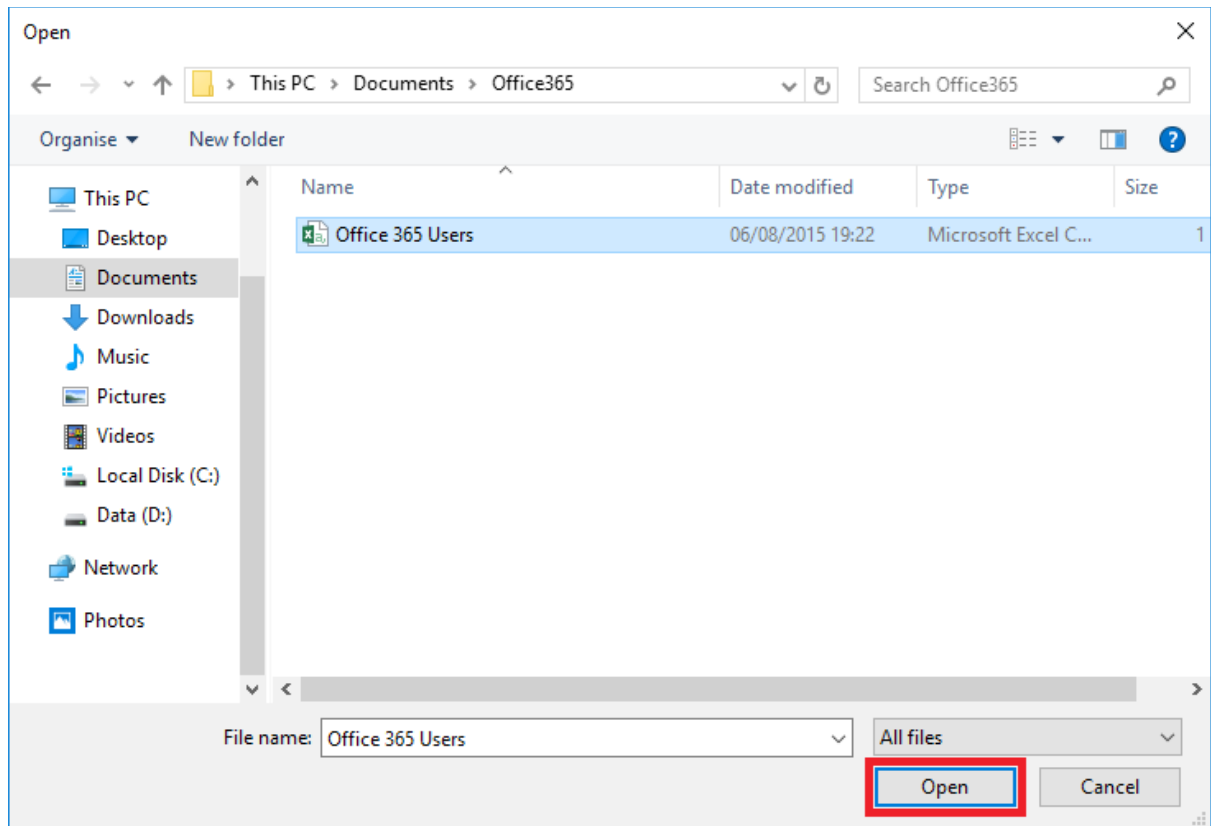
Browse

Verify

Next

Cancel

```
File Edit Format View Help
User Name,First Name,Last Name,Display Name,Job Title,Department,Office Numb
ian@office365lab.co.uk,Ian,Waters,Ian Waters,,,,,,,,,
michael@office365lab.co.uk,Michael,Freeman,Michael Freeman,,,,,,,,,
andy@office365lab.co.uk,Andy,Waters,Andy Waters,,,,,,,,,
nic@office365lab.co.uk,Nic,Horrocks,Nic Horrocks,,,,,,,,,
tom@office365lab.co.uk,Tom,Owers,Tom Owers,,,,,,,,,
fay@office365lab.co.uk,Fay,Williams,Fay Williams,,,,,,,,,
rebecca@office365lab.co.uk,Rebecca,Creasey,Rebecca Creasey,,,,,,,,,
```

Import multiple users

- Create and upload the file
- Set user options
- View your results

Create and upload the file

In this step, download one of the CSV files below, save the file, and use Excel or another app to add your users' information. Then you can come back here, upload the file and verify that you've got it filled out correctly.

[Learn more about importing multiple users](#) 

↓ [Download a CSV file with headers only](#)

↓ [Download a CSV file with headers and sample user information](#)

Office 365 Users.csv	Browse	Verify
----------------------	------------------------	------------------------

✔ Your file looks good. Click or tap Next.

Next	Cancel
----------------------	------------------------

Import multiple users



Create and upload the file



Set user options



View your results

Set user options

Choose how you want users to be imported by setting the sign-in status and the product license that will be assigned to the users.

Sign-in status

Sign-in allowed

Sign-in blocked

Product licenses

[Assign a product license](#)



Location

United Kingdom



Office 365 Enterprise E3

7 of 7 licenses available

On

Back

Next

Cancel

Import multiple users



Create and upload the file



Set user options



View your results

View your results

Here are your results reports. You can either download and save them, or email them to yourself and others.


 7 users created

[↓ Download results](#)

Email the results files to these people

Recipients *

cloudadmin@Office365LabA.onmicrosoft.com

 If you choose to send these files by email, the passwords will be sent in plain text.

[Send and close](#)

Office 365 Admin center

Home > Active users

AW **Andy Waters**
andy@office365lab.co.uk

Reset password Delete user

User name	andy@office365lab.co.uk	Edit
Product licenses	Office 365 Enterprise E3	Edit
Group memberships (0)	No groups for the user. Click edit to change group membership.	Edit
Sign-in status	Sign-in allowed	Edit
Office installs	View and manage which devices this person has Office apps installed on.	Edit
Roles	User (no admin access)	Edit
Mailbox permissions	We are preparing a mailbox for this user.	Edit
Email forwarding	We are preparing a mailbox for this user.	Edit
Email apps	We are preparing a mailbox for this user.	Edit
Display name	Andy Waters	Edit
Office phone		

IMAP User Accounts.csv - Notepad

File Edit Format View Help

```

EmailAddress,UserName,Password
michael@office365lab.co.uk,michael,j@k1K33ws
ian@office365lab.co.uk,ian,Kdks23d@#
andy@office365lab.co.uk,andy,YUu#2yu3
tom@office365lab.co.uk,tom,Akdk13#3j
nic@office365lab.co.uk,nic,AJ@LWe32
fay@office365lab.co.uk,fay,LLkdsk.#39
rebecca@office365lab.co.uk,rebecca,Lkd.o3jdd

```

Office 365 Admin center

Home > Active users

+ Add a user More Filters All users Search Export

<input type="checkbox"/>	Display name ^	User name	Status
<input type="checkbox"/>	Andy Waters	andy@office365lab.co.uk	Office 365 Enterprise E3
<input type="checkbox"/>	CloudAdmin	cloudadmin@Office365LabA.onmicrosoft.com	Office 365 Enterprise E3
<input type="checkbox"/>	Fay Williams	fay@office365lab.co.uk	Office 365 Enterprise E3
<input type="checkbox"/>	Ian Waters	ian@office365lab.co.uk	Office 365 Enterprise E3
<input type="checkbox"/>	Michael Freeman	michael@office365lab.co.uk	Office 365 Enterprise E3
<input type="checkbox"/>	Nic Horrocks	nic@office365lab.co.uk	Office 365 Enterprise E3
<input type="checkbox"/>	Rebecca Creasey	rebecca@office365lab.co.uk	Office 365 Enterprise E3
<input type="checkbox"/>	Tom Owers	tom@office365lab.co.uk	Office 365 Enterprise E3

Admin centers Exchange Skype for Business

Exchange admin center

- dashboard
- recipients
- permissions
- compliance management
- organization
- protection
- mail flow

Welcome

- recipients
- mailboxes
- groups
- resources
- contacts
- shared
- migration



Exchange admin center

dashboard

recipients

permissions

compliance management

organization

protection

mailboxes groups resources contacts shared **migration**

Click to view the status for all current migration batches. [Status for all batches](#)



NAME	Migration endpoints	SYNCED	FINALI...	FAILED
------	---------------------	--------	-----------	--------

There are no items to show in this view.

migration endpoints

Migration endpoints are management objects that describe the remote server and the connections that can be associated with one or more batches. [Learn more](#)



NAME	Type	Associated administrator
0 selected of 0 total		

Close

new migration endpoint

Select the migration endpoint type

The type of migration endpoint to create depends on the migration type you use to migrate mailboxes. Select Exchange Remote for migrating mailboxes to and from Exchange Online in a hybrid deployment. Select Outlook Anywhere for migrating mailboxes to Exchange Online using a cutover or staged Exchange migration. Select IMAP for IMAP migrations. [Learn more](#)

- Exchange Remote
- Outlook Anywhere
- IMAP

Next

Cancel

new migration endpoint

IMAP migration configuration

Enter the connection settings for the server you want to migrate email from. These settings will be used for other IMAP migration batches. [Learn more](#)

*IMAP server:

mail.office365lab.co.uk

This is the FQDN of the server that hosts the mailboxes that you're migrating.

Authentication:

Basic

Encryption:

SSL

*Port:

993

Back

Next

Cancel

new migration endpoint

Enter general information

Enter the value for the general information for the migration endpoint that'll be applied to the associated migrations. [Learn more](#)

*Migration endpoint name:

Maximum concurrent migrations:

Maximum concurrent incremental syncs:

migration endpoints

Migration endpoints are management objects that describe the remote server and the connections that can be associated with one or more batches. [Learn more](#)



NAME	Type	Associated administrator
IMAP Server Migration	IMAP	

1 selected of 1 total

IMAP Server Migration

IMAP server: mail.office365lab.co.uk
Port: 993
Maximum concurrent migrations: 10

Close



Office 365

Admin

Exchange admin center

dashboard

recipients

permissions

compliance management

organization

protection

mail flow

mobile

mailboxes groups resources contacts shared [migration](#)

Click to view the status for all current migration batches. [Status for all batches](#)



Migrate to Exchange Online

Migrate from Exchange Online

TOTAL

SYNCED

FINALI...

FAILED

Items to show in this view.

new migration batch

Select a migration type

The migration type to use depends on your existing email system, how many mailboxes you want to migrate, and whether you plan to maintain some mailboxes in your on-premises organization or migrate them all to the cloud. You'll also want to consider how long the migration will take and whether user identity will be managed in your on-premises organization or in Office 365.

[Learn more](#)

- Remote move migration (supported by Exchange Server 2010 and later versions)
- Staged migration (supported by Exchange Server 2003 and Exchange Server 2007 only)
- Cutover migration (supported by Exchange Server 2003 and later versions)
- IMAP migration (supported by Exchange and other email systems)

Select this to copy the contents of user mailboxes from an IMAP messaging system to Exchange Online. The Exchange Online mailboxes must be provisioned before you can migrate email data using an IMAP migration.

[Learn more](#)

Next

Cancel

new migration batch

Select the users

Use a CSV file to specify the mailboxes you'd like to migrate.

[Learn more](#)

Specify the users with a CSV file

- Allow unknown columns in the CSV file

IMAP User Accounts.csv

change

7 mailboxes to migrate

Back

Next

Cancel

new migration batch

IMAP migration configuration

Enter the connection settings for the server you want to migrate email from. These settings will be used for other IMAP migration batches. [Learn more](#)

*IMAP server:

Authentication:

Encryption:

*Port:

new migration batch

Move configuration

These configuration settings will be applied to the new batch. [Learn more](#)

*New migration batch name:

Exclude folders:



<input type="text" value="Exclude Folder"/>	+
Deleted Items	

new migration batch

Start the batch

A new migration batch will be created after you click new. [Learn more](#)

*After the batch is complete, a report will be sent to the following recipients. You must select at least one recipient to receive this report.

CloudAdmin	×	<input type="button" value="Browse..."/>
------------	---	--

Please select the preferred option to start the batch:

- Manually start the batch later (by selecting it in the migration dashboard and then clicking Start)
- Automatically start the batch



Exchange admin center

- dashboard
- recipients**
- permissions
- compliance management
- organization
- protection
- mail flow
- mobile
- public folders

mailboxes groups resources contacts shared **migration**

Click to view the status for all current migration batches. [Status for all batches](#)



NAME	STATUS	TOTAL	SYNCED	FINALI...	FAILED
IMAP User Accounts	Syncing	7	0	0	0

IMAP User Accounts

Type: IMAP
Direction: Onboarding
Status: Syncing

Mailbox status

Synced mailboxes: 0 of 7
Finalized mailboxes: 0 of 7
Failed mailboxes: 0

IMAP User Accounts



IDENTITY	STATUS	ITEMS SYNCED	ITEMS SKIPPED
andy@office365lab.co.uk	Synced	2	0
fay@office365lab.co.uk	Synced	2	0
ian@office365lab.co.uk	Synced	7	0
michael@office365lab.co.uk	Synced	2	0
nic@office365lab.co.uk	Synced	3	0
rebecca@office365lab.co.uk	Synced	7	0
tom@office365lab.co.uk	Synced	3	0

1 selected of 7 total

new migration endpoint

Select the migration endpoint type

The type of migration endpoint to create depends on the migration type you use to migrate mailboxes. Select Exchange Remote for migrating mailboxes to and from Exchange Online in a hybrid deployment. Select Outlook Anywhere for migrating mailboxes to Exchange Online using a cutover or staged Exchange migration. Select IMAP for IMAP migrations.

[Learn more](#)

- Exchange Remote
- Outlook Anywhere
- IMAP

Next

Cancel

new migration endpoint

Enter on-premises account credentials

Enter the email address of one of the users whose on-premises mailbox will be migrated using this endpoint. Also enter the name and password for an on-premises user account that has administrative privileges to perform the migration. This information will be used to detect the migration endpoint and test the connectivity to the user mailbox. [Learn more](#)

Email address:


Account with privileges
(domain\user name):

Password of account with privileges:

new migration endpoint

Confirm the migration endpoint

The connection settings for this migration batch have been automatically selected based on the migration endpoints created in your organization. [Learn more](#)

 We couldn't detect your server settings. Please enter them. The migration service failed to detect the migration endpoint using the Autodiscover service. Consider using the Exchange Remote Connectivity Analyzer (<https://testexchangeconnectivity.com>) to diagnose the connectivity issues.

*Exchange server:

*RPC proxy server:

Authentication:

Mailbox Permission:

Skip verification

new migration endpoint

Enter general information

Enter the value for the general information for the migration endpoint that'll be applied to the associated migrations. [Learn more](#)

*Migration endpoint name:

Maximum concurrent migrations:

Maximum concurrent incremental syncs:

new migration batch

Select a migration type

The migration type to use depends on your existing email system, how many mailboxes you want to migrate, and whether you plan to maintain some mailboxes in your on-premises organization or migrate them all to the cloud. You'll also want to consider how long the migration will take and whether user identity will be managed in your on-premises organization or in Office 365.

[Learn more](#)

- Remote move migration (supported by Exchange Server 2010 and later versions)
- Staged migration (supported by Exchange Server 2003 and Exchange Server 2007 only)
- Cutover migration (supported by Exchange Server 2003 and later versions)
- IMAP migration (supported by Exchange and other email systems)

Select this option to migrate all your on-premises mailboxes to Exchange Online over a few days. All the mailboxes will be migrated in a single batch and user identity will be managed in Office 365 after the cutover migration. A maximum of 2,000 mailboxes can be migrated using this option. If you want to migrate more than 2,000 mailboxes, use the staged or remote migration options.

[Learn more](#)

Next

Cancel

On-Prem to Office 365 Migration



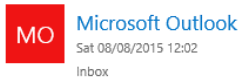
IDENTITY ▲	STATUS	ITEMS SYNCED	ITEMS SKIPPED	
Administrator@office365lab.c...	Provisioning	0	0	Administrator@office365lab.co.uk
Andy@office365lab.co.uk	Provisioning	0	0	Status: Provisioning
Fay@office365lab.co.uk	Provisioning	0	0	Skipped item details
Ian@office365lab.co.uk	Provisioning	0	0	Data migrated:
info@office365lab.co.uk	Provisioning	0	0	Migration rate:
jack@porteraccountants.com	Provisioning	0	0	Error:
Michael@office365lab.co.uk	Provisioning	0	0	Report: Download the report for this user
Nic@office365lab.co.uk	Provisioning	0	0	Last successful sync date:
orders@office365lab.co.uk	Provisioning	0	0	More Details...
peter@smithdesigns.com	Provisioning	0	0	
Rebecca@office365lab.co.uk	Provisioning	0	0	
Tom@office365lab.co.uk	Provisioning	0	0	

1 selected of 12 total

Close

Migration batch On-Prem to Office 365 Migration has finished initial sync

← Reply ← Reply all → Forward ...



Mark as read

To: CloudAdmin;

Migration batch On-Prem to Office 365 Migration has finished initial sync

Started by: cloudadmin@Office365LabA.onmicrosoft.com
Date: 08 August 2015
Run time: 10 minutes
Synced: Mailboxes - 8, Groups - 2, Contacts - 2
Total: Mailboxes - 8, Groups - 2, Contacts - 2

[Click here to download the success report. You may be required to sign in.](#)

You have to assign a license to each new mailbox in Office 365 before it's available to the user. [Learn more about licensing requirements](#)

The screenshot shows the Office 365 Admin center interface. The left-hand navigation pane includes 'Home', 'Users', 'Active users', 'Contacts', 'Deleted users', 'Data migration', 'Groups', 'Resources', 'Billing', and 'Support'. The 'Users' and 'Active users' items are highlighted with red boxes. The main content area displays a table of active users with columns for 'Display name', 'User name', and 'Status'. A red box highlights the selection checkbox for the first user, 'Andy Waters'. On the right side, a 'Bulk actions' menu is open, showing '8 users selected'. The 'Edit product licenses' option in this menu is also highlighted with a red box. Other options include 'Add to group', 'Delete users', 'Edit contact information', 'Edit domains', 'Edit sign-in status', 'Edit user roles', and 'Reset passwords'. A 'Close' button is located at the bottom of the bulk actions menu.

	Display name	User name	Status
<input checked="" type="checkbox"/>	Andy Waters	andy@office365lab.co.uk	Office 365 Enterprise E3
<input checked="" type="checkbox"/>	CloudAdmin	cloudadmin@Office365LabA.onmicrosoft.com	Office 365 Enterprise E3
<input checked="" type="checkbox"/>	Fay Williams	fay@office365lab.co.uk	Office 365 Enterprise E3
<input checked="" type="checkbox"/>	Ian Waters	ian@office365lab.co.uk	Office 365 Enterprise E3
<input checked="" type="checkbox"/>	Michael Freeman	michael@office365lab.co.uk	Office 365 Enterprise E3
<input checked="" type="checkbox"/>	Nic Horrocks	nic@office365lab.co.uk	Unlicensed
<input checked="" type="checkbox"/>	Rebecca Creasey	rebecca@office365lab.co.uk	Unlicensed
<input checked="" type="checkbox"/>	Tom Owers	tom@office365lab.co.uk	Unlicensed

Replace existing products

8 users selected

Select product licenses you want to replace for selected users

Location

[No change]

^ Office 365 Enterprise E3		On
Microsoft Planner		On
Sway		On
Mobile Device Management for Office 365 (These licenses do not need to be individually assigned)		On
Yammer Enterprise		On
Azure Rights Management		On
Office 365 ProPlus		On
Skype for Business Online (Plan 2)		On
Office Online		On
SharePoint Online (Plan 2)		On
Exchange Online (Plan 2)		On



This product configuration will replace 8 people's existing products.

Remove all product licenses from the selected users. They may have limited or no access to Office 365 until you assign product licenses again.

Back

Replace

Cancel

Office 365 Admin center

Home > Active users

+ Add a user More Filters

<input type="checkbox"/>	Display name ^
<input checked="" type="checkbox"/>	Andy Waters
<input type="checkbox"/>	CloudAdmin
<input checked="" type="checkbox"/>	Fay Williams
<input checked="" type="checkbox"/>	Ian Waters
<input checked="" type="checkbox"/>	Michael Freeman
<input checked="" type="checkbox"/>	Nic Horrocks
<input checked="" type="checkbox"/>	Rebecca Creasey
<input checked="" type="checkbox"/>	Tom Owers

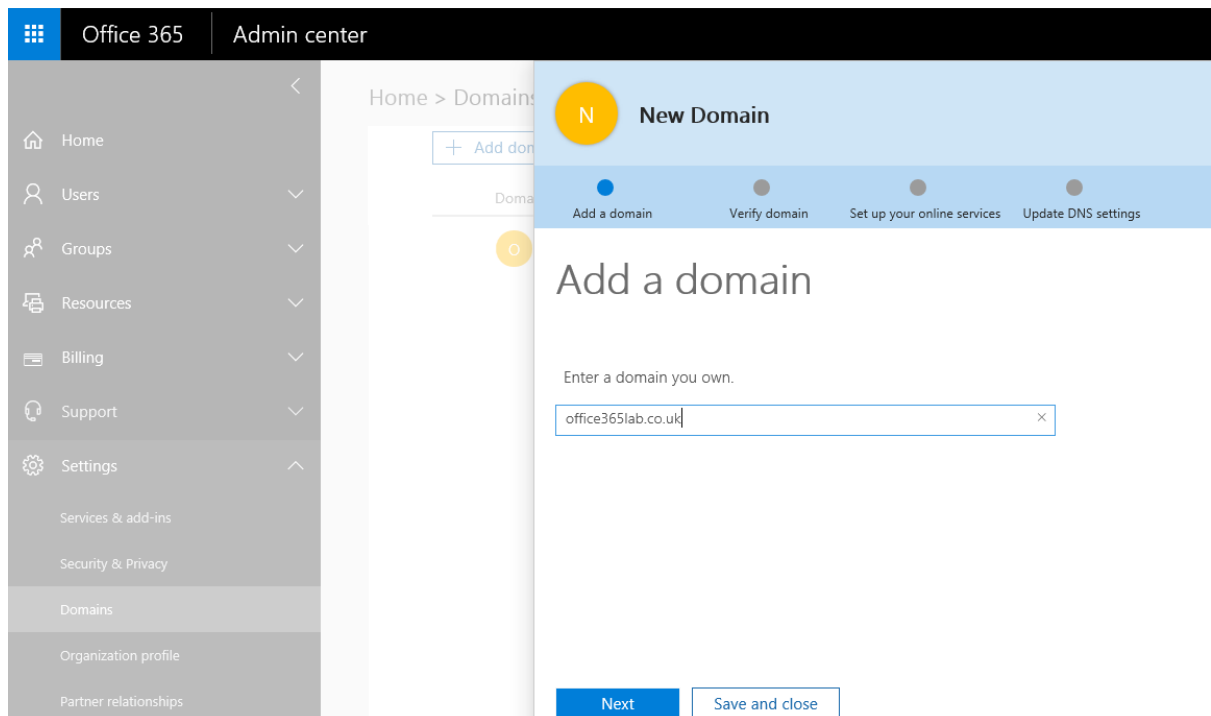
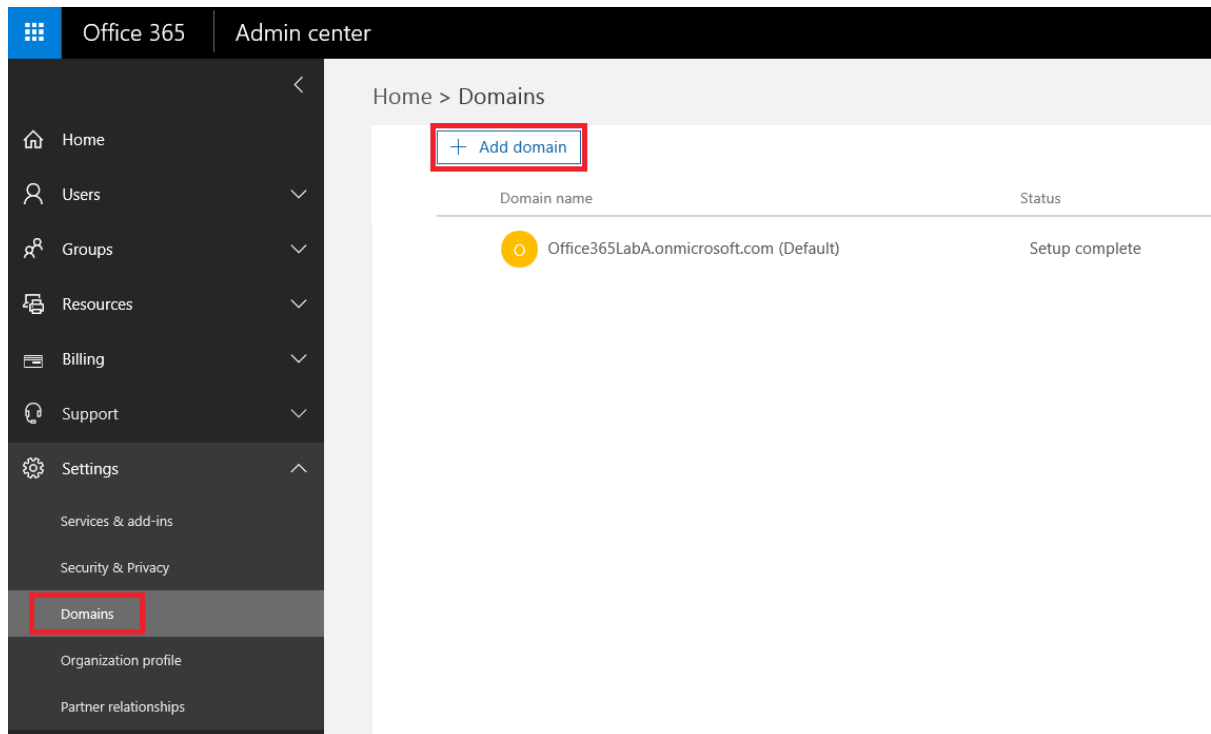
Reset passwords
7 users selected

Password Auto-generated

Make this user change their password when they first sign in

Reset Cancel

Chapter 7: Preparing for a Hybrid Deployment and Migration





office365lab.co.uk



Add a domain



Verify domain



Set up your online services



Update DNS settings

Verify domain

To keep your domain secure, we need you to prove that you own it. Adding the record below will prove that you own the domain, but it won't affect your existing email or other services.

Follow these [step-by-step instructions](#) to add the TXT records with the values below at your registrar, your DNS host. [\(Not your registrar?\)](#)

Verify by: [TXT record](#) [MX Record](#)

TXT name: @

TXT value: MS=ms84494767

TTL: 3600

Verify

Back

Save and close

TXT Records (1) [?](#)

Add TXT Record

Host Name

Value

MS=ms20342594

Edit

Remove

⚠ We didn't find the record you added for office365lab.co.uk. If you just added this record please allow 5 to 10 minutes for the change to be replicated through the system, sometime it can take significantly longer depending on your registrar.



Add a domain



Verify domain



Set up your online services



Update DNS settings

Set up your online services

To set up your online services, you'll need to add one or more DNS records to your host.

Set up my online services for me. (Recommended)

Next, you'll update your name server DNS records to give Office 365 permission to set up the rest of your online services. This option is recommended if your domain doesn't have an existing website.

I'll manage my own DNS records.

We will provide a list of DNS records that you will need to add to your domain at your registrar.

Next

Back

Save and close



- Add a domain
- Verify domain
- Set up your online services
- Update DNS settings

Update DNS settings

Add DNS records for office365lab.co.uk at your registrar your DNS host. [\(Not your registrar?\)](#)

^ MX Records [step-by-step instructions](#)

	Priority	Host name	Points to address or value	TTL
Expected	0	@	office365lab-co-uk.mail.protection.outlook.com	3600

^ CNAME Records [step-by-step instructions](#)

	Host name	Points to address or value	TTL
Expected	autodiscover	autodiscover.outlook.com	3600
Expected	sip	sipdir.online.lync.com	3600
Expected	lyncdiscover	webdir.online.lync.com	3600
Expected	msoid	clientconfig.microsoftonline-p.net	3600
Expected	enterpriseregistration	enterpriseregistration.windows.net	3600
Expected	enterpriseenrollment	enterpriseenrollment.manage.microsoft.com	3600

^ SRV Records [step-by-step instructions](#)

	Service	Protocol	Port	Weight	Priority	TTL	Name	Target
Expected	_sip	_tls	443	1	100	3600	@	sipdir.online.lync.com
Expected	_sipfederationtls	_tcp	5061	1	100	3600	@	sipfed.online.lync.com

^ TXT Records [step-by-step instructions](#)

	TXT name	TXT value	TTL
Expected	@	v=spf1 include:spf.protection.outlook.com -all	3600

Skip this step - I have custom DNS records, so I'll add the records I need later. I understand that some Office 365 services may be unavailable until I manually add the records with my registrar.

Important: After you successfully complete this step, all email will be redirected to the new Office 365 email addresses.

Verify

Back

Exit





- Add a domain
- Verify domain
- Set up your online services
- Update DNS settings

Update DNS settings

Congratulations! Your domain and email addresses are all set up.

This domain has been added! Any skipped DNS records will be shown as errors for this domain. Remember that some Office 365 services may be unavailable for users of this domain when DNS records are incorrect or missing.

Finish

Domain name	Status
 Office365LabA.onmicrosoft.com (Default)	Setup complete
 office365lab.co.uk	Setup complete

 Office 365

Office 365 health, readiness, and connectivity checks

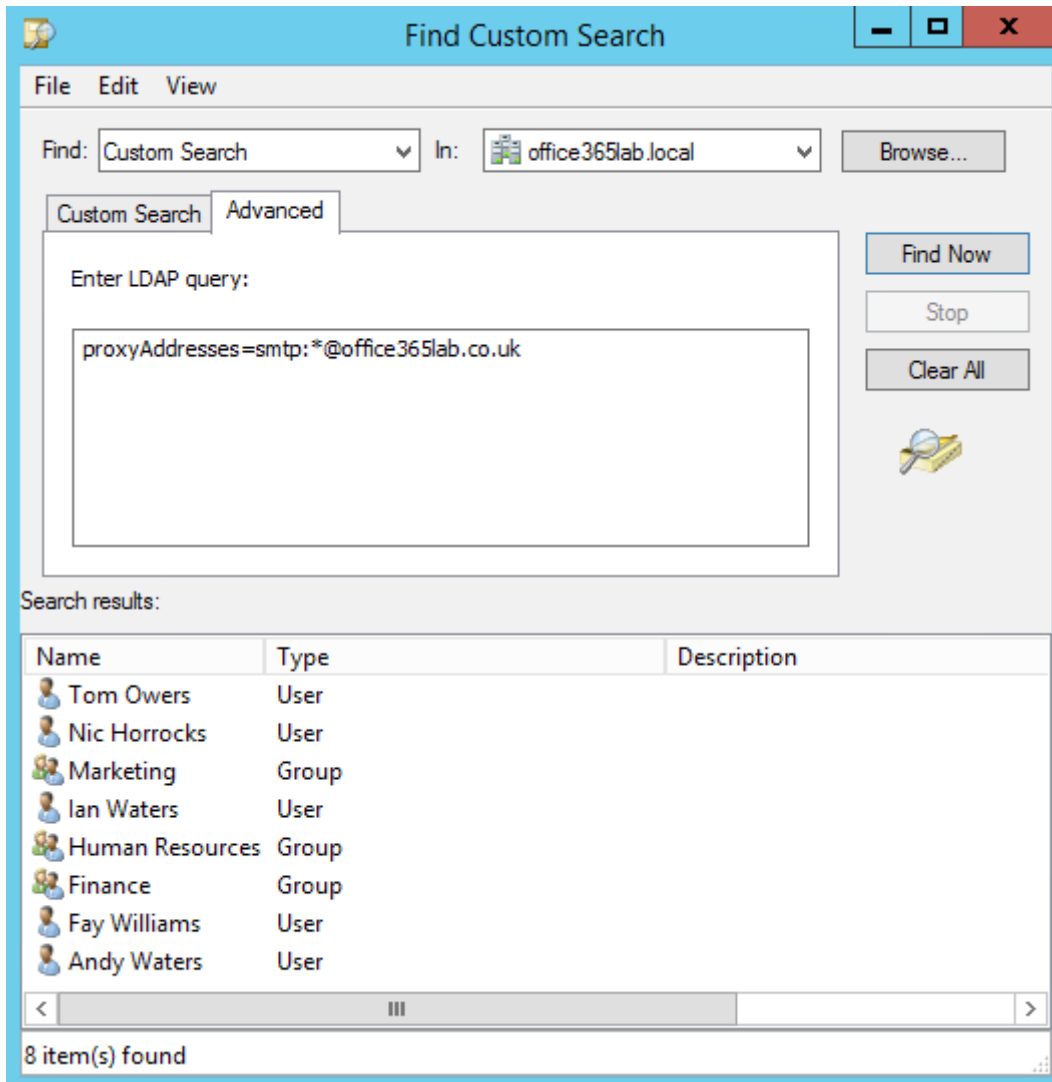
We'll look at how you're set up now and check for settings that might cause problems. Our results will identify possible issues and suggest changes you can make to have the best experience with Office 365.

Select how we should run our checks and then click Next to get started.

- Quick (basic checks that complete in just a few minutes)
- Advanced (detailed checks that can take up to an hour to run, including checks for enterprise scenarios such as directory synchronization)

Next

Cancel



IdFix version 1.09

Office 365

Query Cancel Accept Apply Export Import Undo

DISTINGUISHEDNAME OBJECTCLASS ATTRIBUTE ERROR VALUE UPDATE ACTION

Settings

Rules

Multi-Tenant

Dedicated

Filter: (&(mail=*))((objectCategory=Person)(objectCate)

Port: 3268

Search Base

Directory

Active Directory

office365lab.local

Add

LDAP

DESKTOP01 Server

dc=office365lab,dc=local Domain

Credentials

Current

Other

User

Password

OK Cancel

IdFix version 1.09

Office 365

Query Cancel Accept Apply Export Import Undo

DISTINGUISHEDNAME	OBJECTCLASS	ATTRIBUTE	ERROR	VALUE	UPDATE	ACTION
-------------------	-------------	-----------	-------	-------	--------	--------

DISTINGUISHEDNAME	OBJECTCLASS	ATTRIBUTE	ERROR	VALUE	UPDATE	ACTION
CN=Finance.OU=Groups,O...	group	displayName	blank		Finance	EDIT
CN=Human Resources.OU...	group	displayName	blank		Human Resources	EDIT
CN=Ian Waters.OU=Users,...	user	mailnickname	blank		IanWaters	EDIT
CN=Ian Waters.OU=Users,...	user	targetAddress	blank		SMTP:ian.waters@office365lab.co.uk	EDIT
CN=Marketing.OU=Groups,...	group	displayName	blank		Marketing	EDIT
CN=Marketing.OU=Groups,...	group	mail	domainpart	marketing@office365lab#.co.uk	marketing@office365lab.co.uk	EDIT

Query Count: 4 Error Count: 6

Office 365 Admin center

Home > Services & add-ins

+ Add an Office Add-in View All

- Azure multi-factor authentication**
Manage your settings for Azure multi-factor authentication
- Calendar**
Let people share their calendars with external users
- Community**
Let your users participate in the Office 365 community website
- Cortana**
Turn Cortana access on or off for your entire organization
- Directory Synchronization**
Sync users to the cloud using Active Directory
- Integrated Apps**
Manage your Integrated Apps settings

↑↓ Directory Synchronization

Active Directory preparation

Active Directory synchronization allows your company's administrators to continuously sync your existing on-premises user and group accounts with Azure Active Directory.

This option is pretty technical and isn't for everyone. Before setting up Active Directory synchronization, we'll run a few checks to better understand your environment and business needs.

[Go to the DirSync readiness wizard](#) 

Close

Office 365 Setup

Let's check your directory

We'll scan your directory to discover how many objects you have to sync and which domains you're using now.

Step 1 
Evaluate solution

Step 2 
Verify domains

Step 3 
Set up Azure AD Connect

[Start scan](#)

[← Back](#)

Evaluating directory synchronization setup

Running diagnostics requires installing an app on your machine. This app assists in identifying any issues in your environment.

(Cancel will take you back to the previous page without diagnosis)

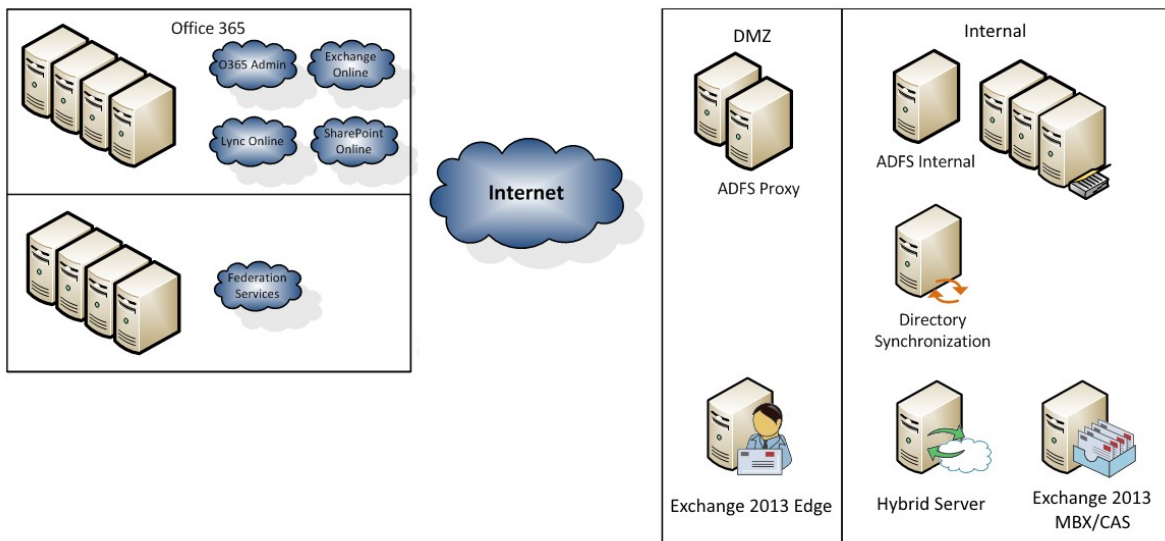
[Click here to learn what this feature does](#)



Evaluation scan completed successfully, return to directory synchronization setup wizard

[All results](#) Issues

There are no items to show in this view.



Bandwidth Calculator

Enter two values, push Calc on the missing third value!

Data Size		Time		Speed	
500 GB		95444 s		45 Mbps	
<input type="button" value="Calc"/>		<input type="button" value="Calc"/>		<input type="button" value="Calc"/>	
536,870,912,000 B	bytes (default)	100,079,991,719.3 ns	nanoseconds	45,000,000 bps	bits per second (default)
524,288,000 KB	kilobytes	97,734,366.9 ms	milliseconds	45,000 Kbps	kilo bits per second
512,000 MB	megabytes	95,443.7 s	seconds (default)	45 Mbps	mega bits per second
500 GB	gigabytes	1,590.7 m	minutes	5,625,000 Bps	bytes per second
0.5 TB	terabyess	26.5 h	hours	5,493.2 KBps	kilobytes per second
4,294,967,296,000 b	bits	1.1 d	days	5.4 MBps	megabytes per second
4,194,304,000 Kb	kilobits	0.2 w	weeks	27.8 T1	T1s
4,096,000 Mb	megabits			4.3 e10	10Mbps ethernet
4,000 Gb	gigabits			0.4 e100	100Mbps ethernet
3.9 Tb	terabits				

Bandwidth Calculator

Enter two values, push Calc on the missing third value!

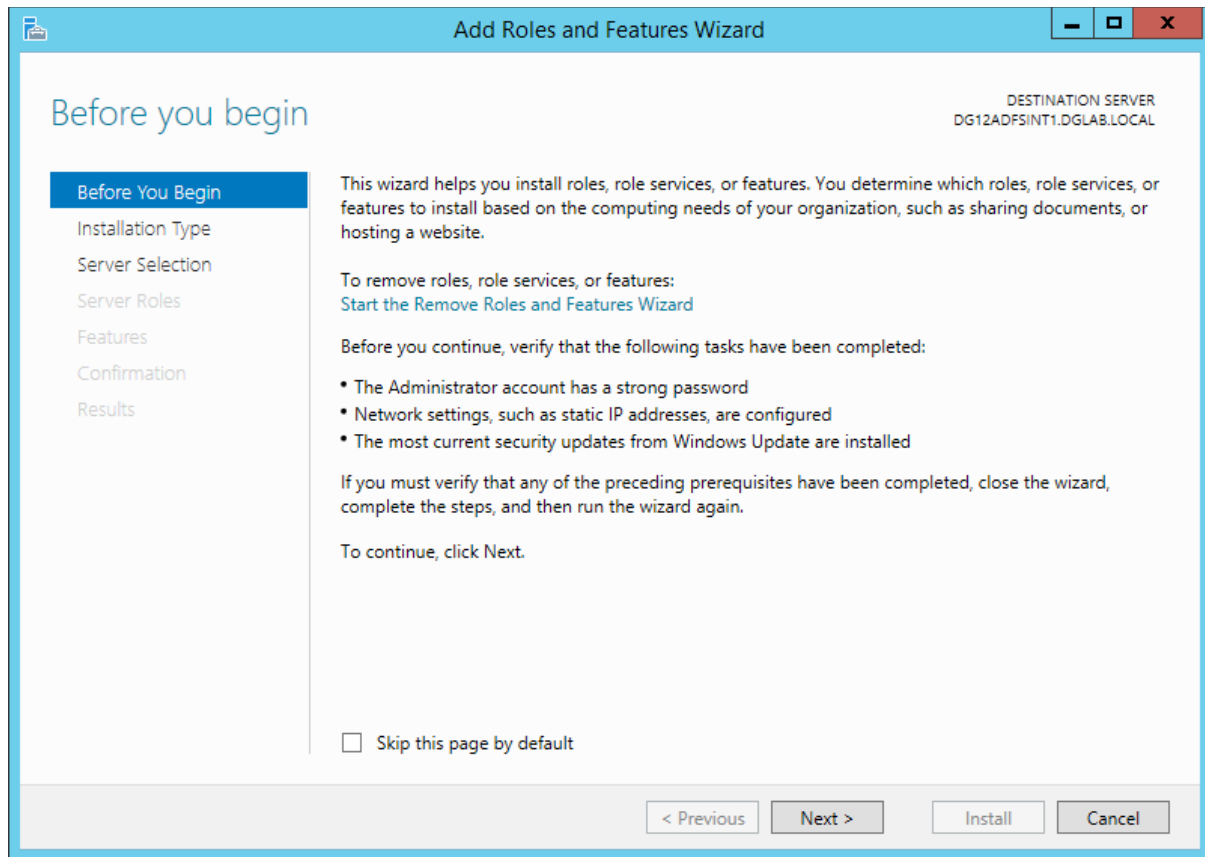
Data Size		Time		Speed	
500 GB		143166 s		30 Mbps	
<input type="button" value="Calc"/>		<input type="button" value="Calc"/>		<input type="button" value="Calc"/>	
536,870,912,000 B	bytes (default)	150,119,987,579 ns	nanoseconds	30,000,000 bps	bits per second (default)
524,288,000 KB	kilobytes	146,601,550.4 ms	milliseconds	30,000 Kbps	kilo bits per second
512,000 MB	megabytes	143,165.6 s	seconds (default)	30 Mbps	mega bits per second
500 GB	gigabytes	2,386.1 m	minutes	3,750,000 Bps	bytes per second
0.5 TB	terabyess	39.8 h	hours	3,662.1 KBps	kilobytes per second
4,294,967,296,000 b	bits	1.7 d	days	3.6 MBps	megabytes per second
4,194,304,000 Kb	kilobits	0.2 w	weeks	18.5 T1	T1s
4,096,000 Mb	megabits			2.9 e10	10Mbps ethernet
4,000 Gb	gigabits			0.3 e100	100Mbps ethernet
3.9 Tb	terabits				

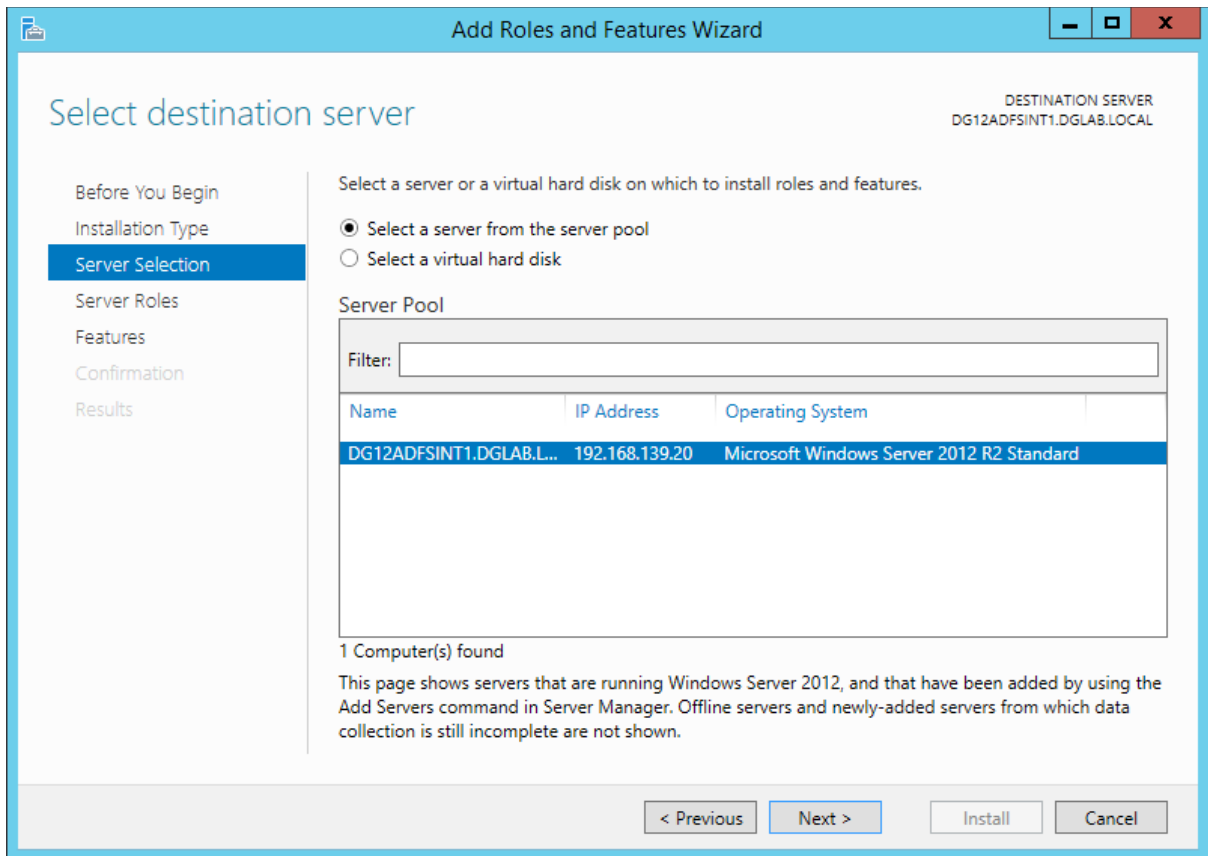
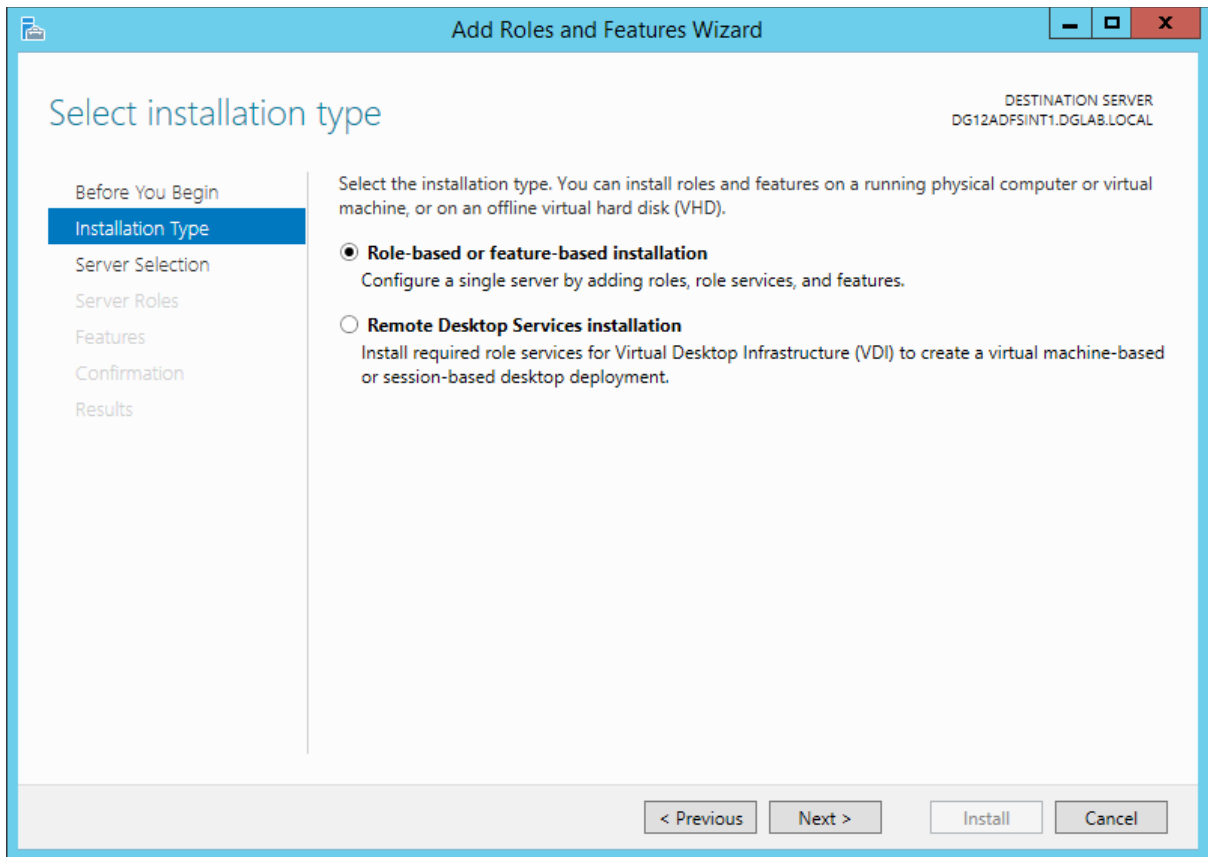
Bandwidth Calculator

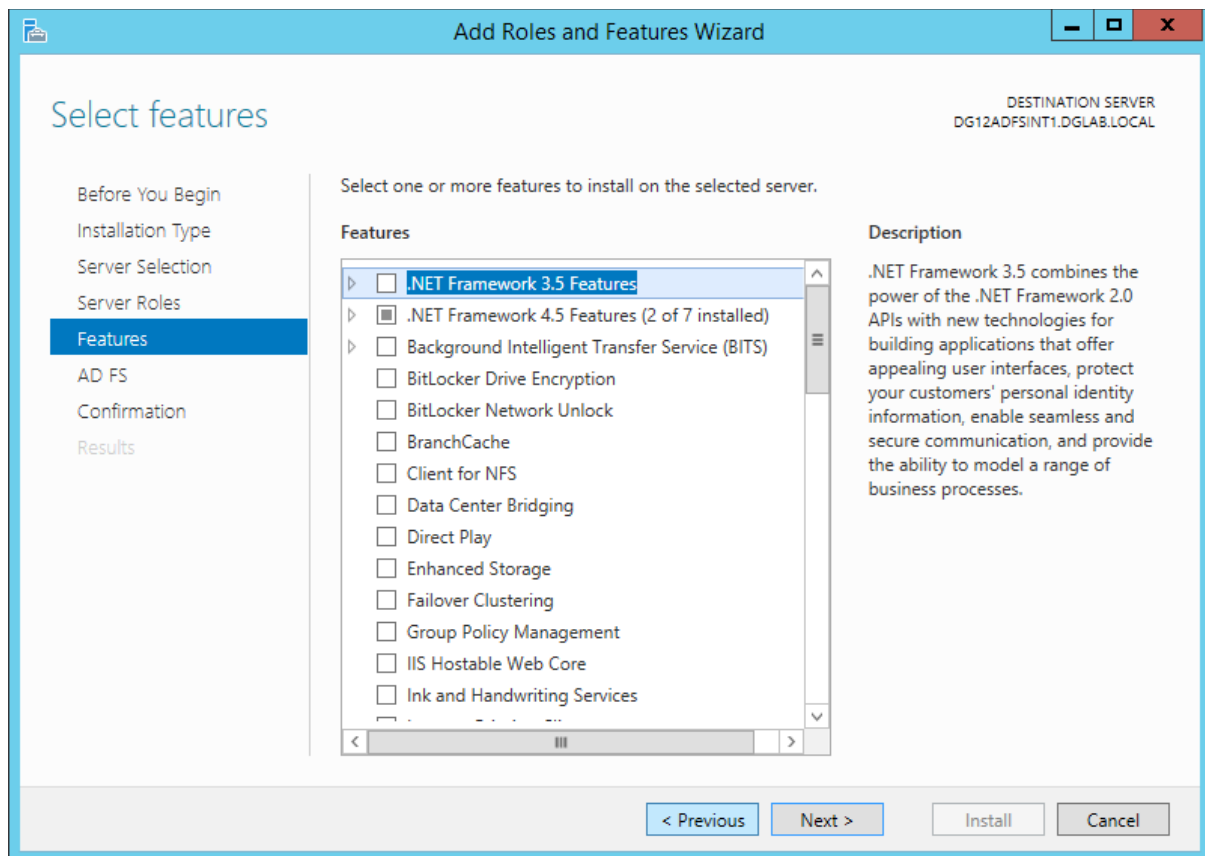
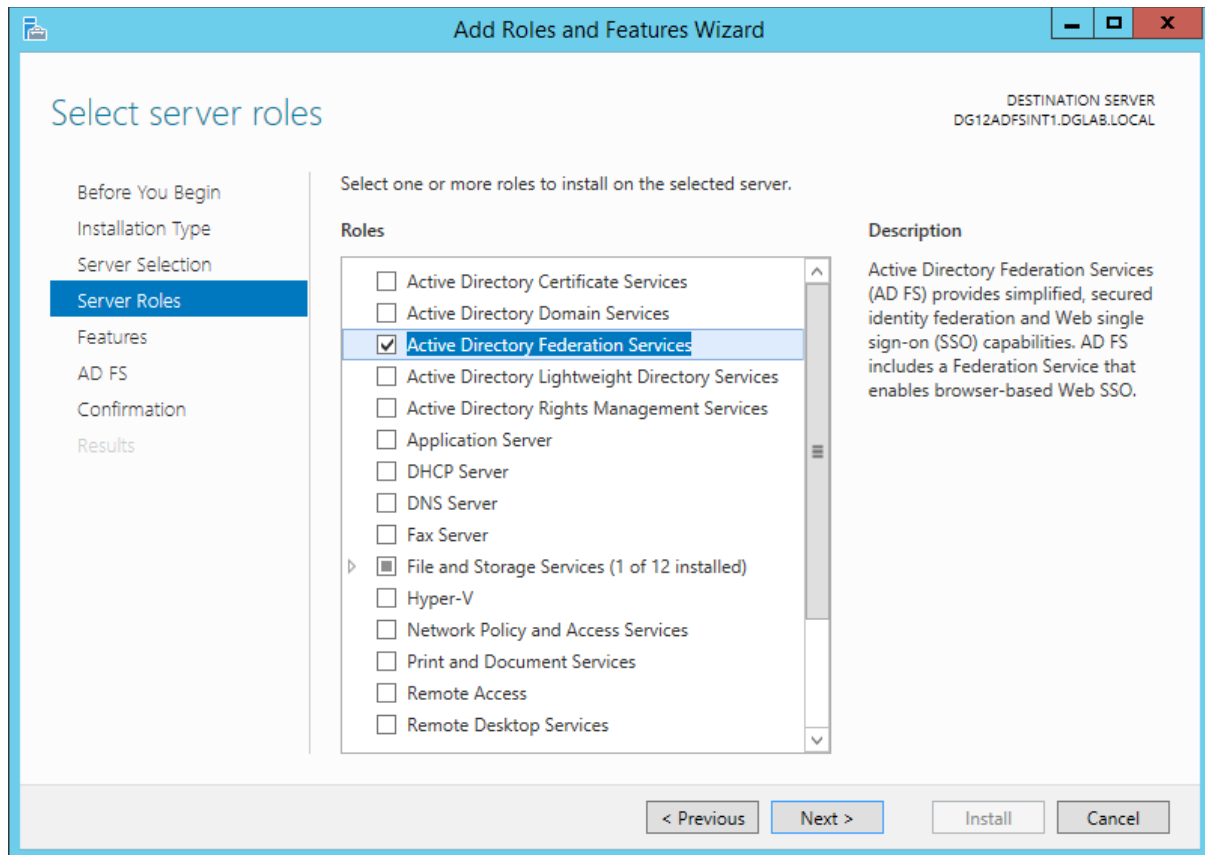
Enter two values, push Calc on the missing third value!

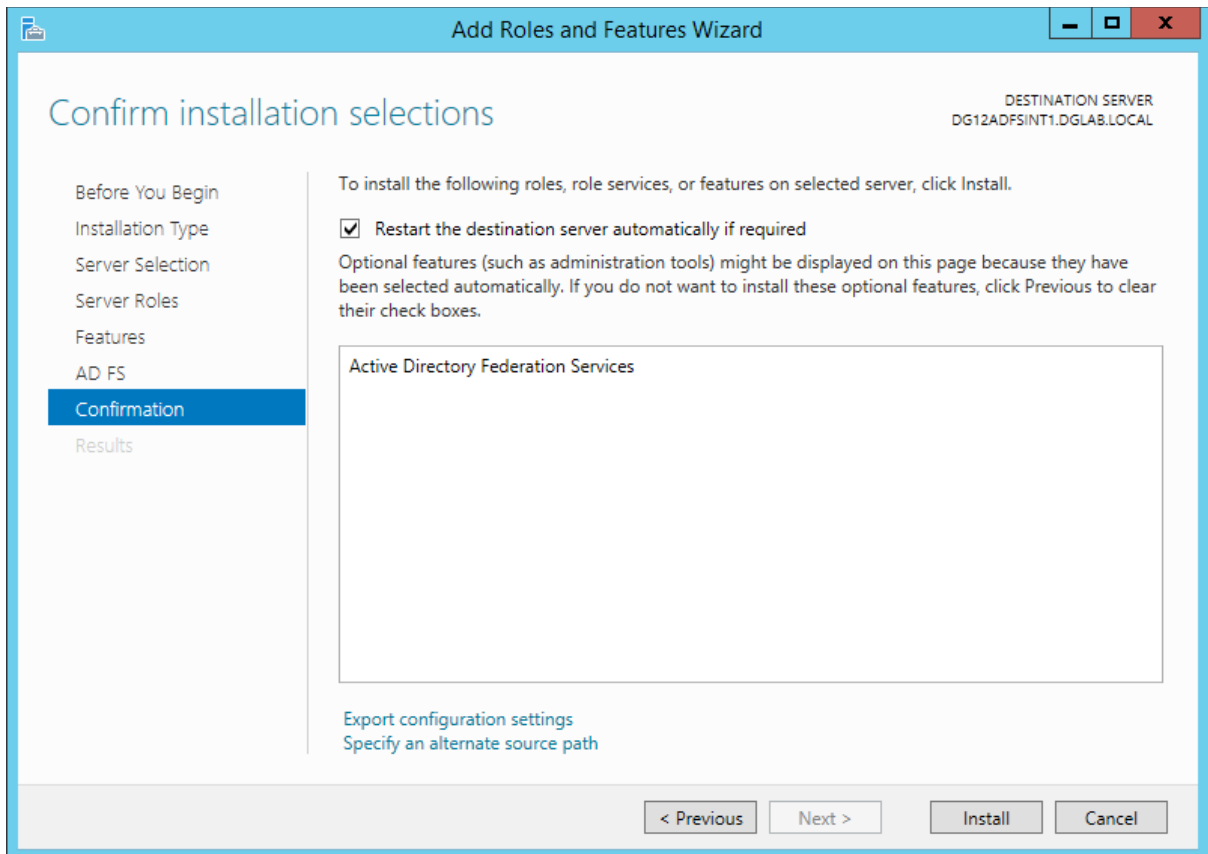
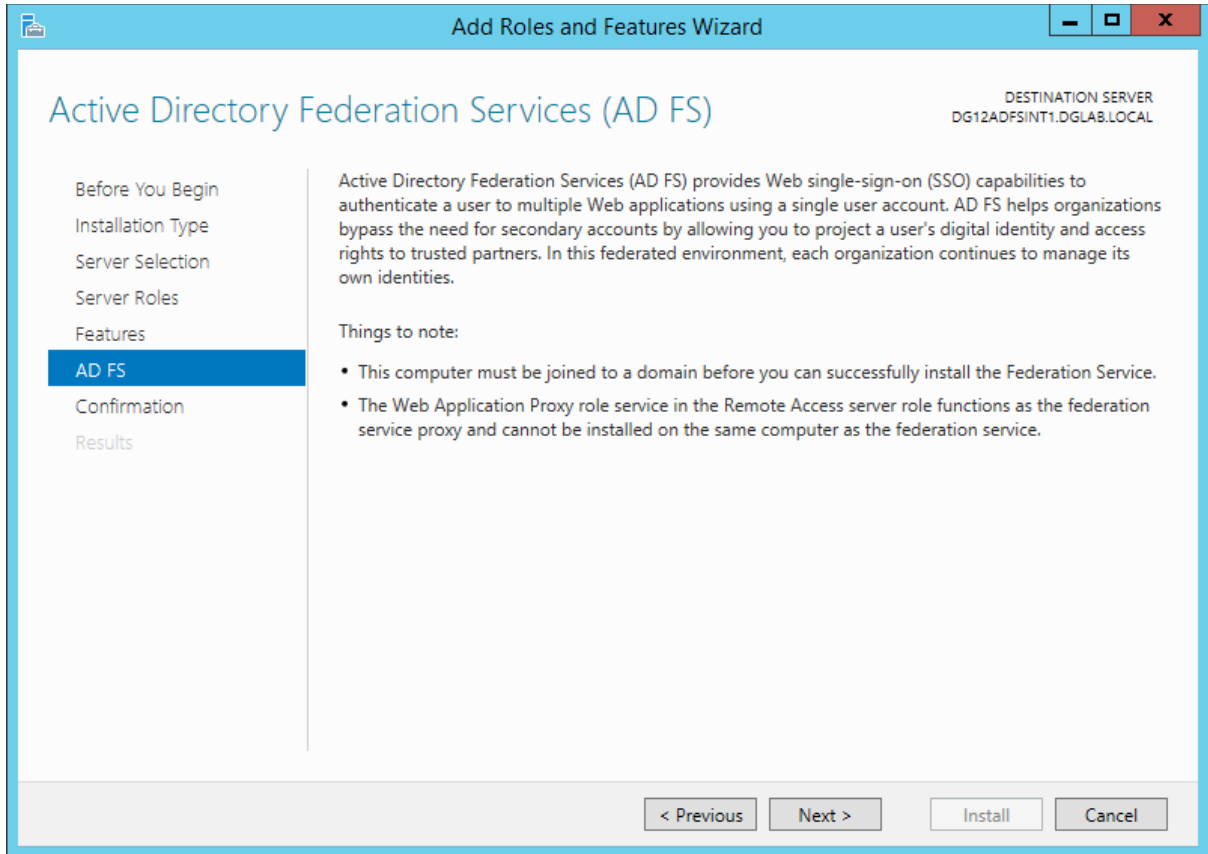
Data Size		Time		Speed	
324000000000		24 h		30 Mbps	
<input type="button" value="Calc"/>		<input type="button" value="Calc"/>		<input type="button" value="Calc"/>	
324,000,000,000 B	bytes (default)	90,596,966,400 ns	nanoseconds	30,000,000 bps	bits per second (default)
316,406,250 KB	kilobytes	88,473,600 ms	milliseconds	30,000 Kbps	kilo bits per second
308,990.5 MB	megabytes	86,400 s	seconds (default)	30 Mbps	mega bits per second
301.7 GB	gigabytes	1,440 m	minutes	3,750,000 Bps	bytes per second
0.3 TB	terabyess	24 h	hours	3,662.1 KBps	kilobytes per second
2,592,000,000,000 b	bits	1 d	days	3.6 MBps	megabytes per second
2,531,250,000 Kb	kilobits	0.1 w	weeks	18.5 T1	T1s
2,471,923.8 Mb	megabits			2.9 e10	10Mbps ethernet
2,414 Gb	gigabits			0.3 e100	100Mbps ethernet
2.4 Tb	terabits				

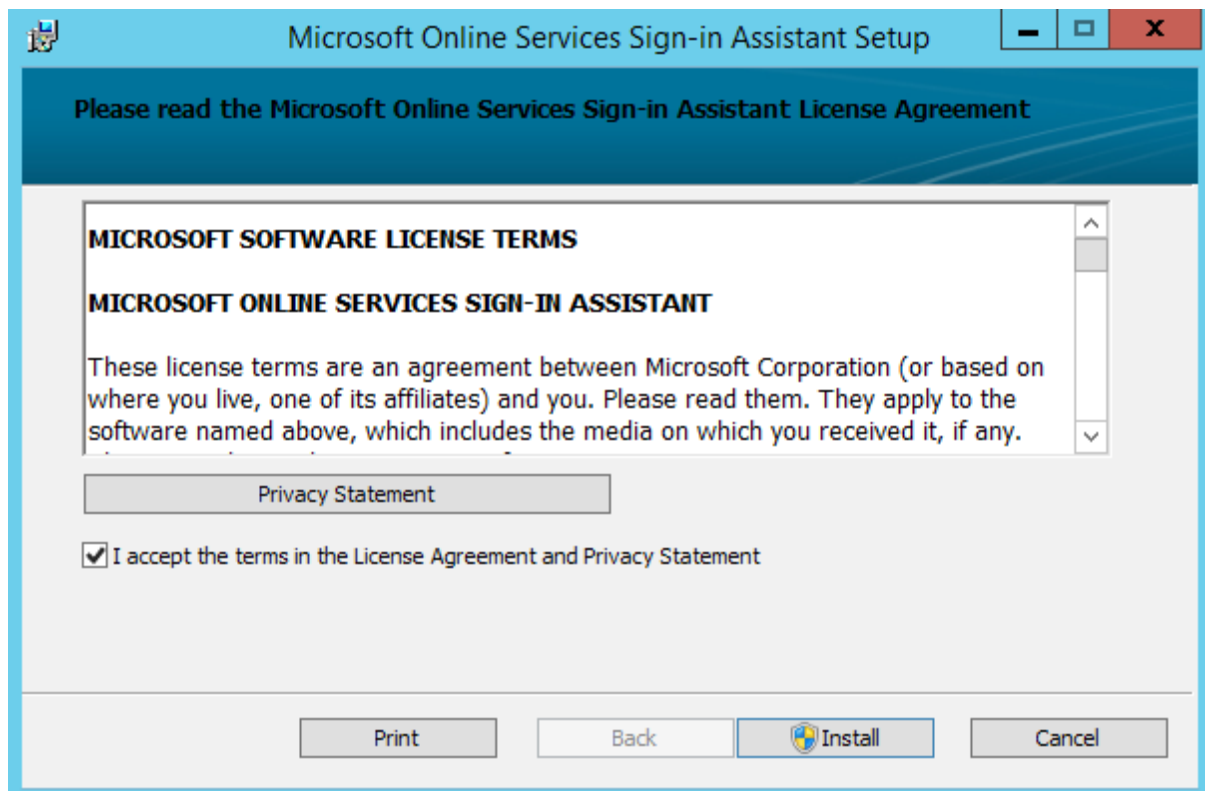
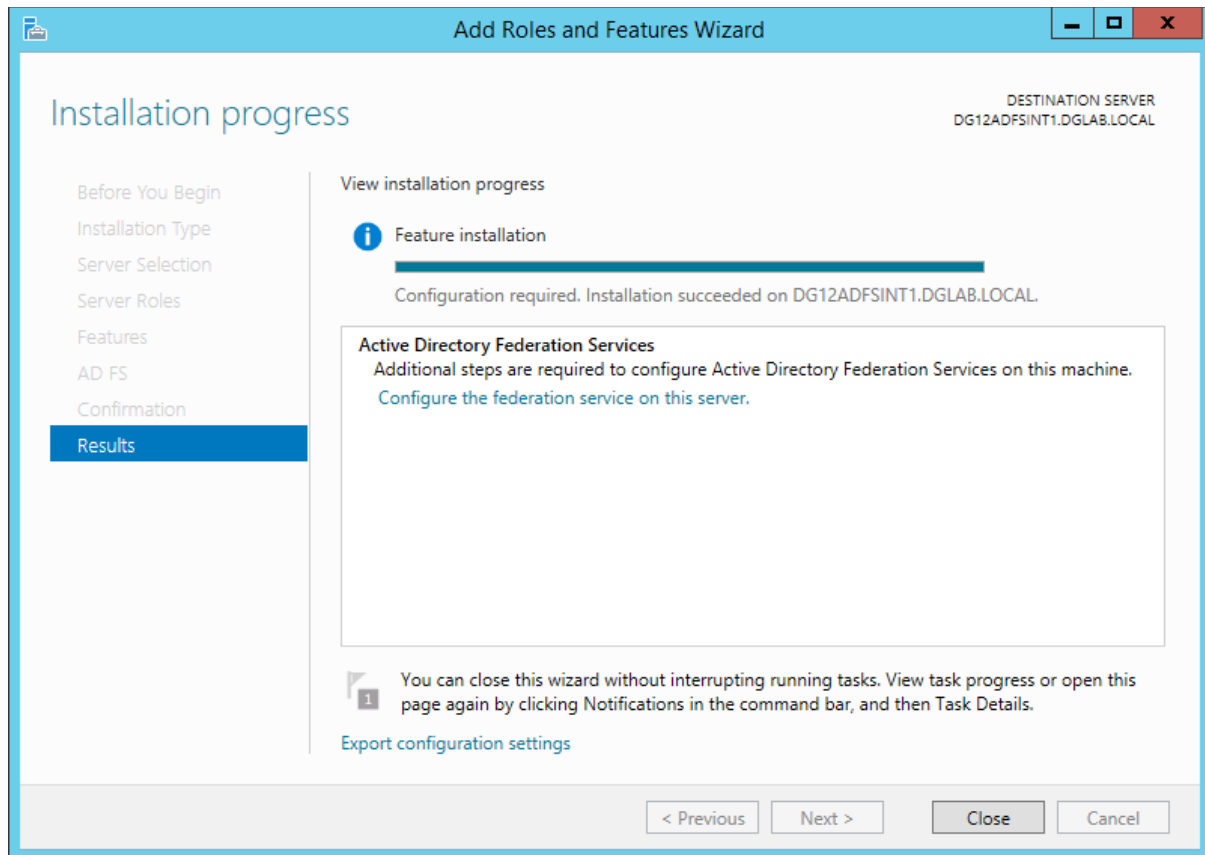
Chapter 8: Deploying a Hybrid Infrastructure – AD FS

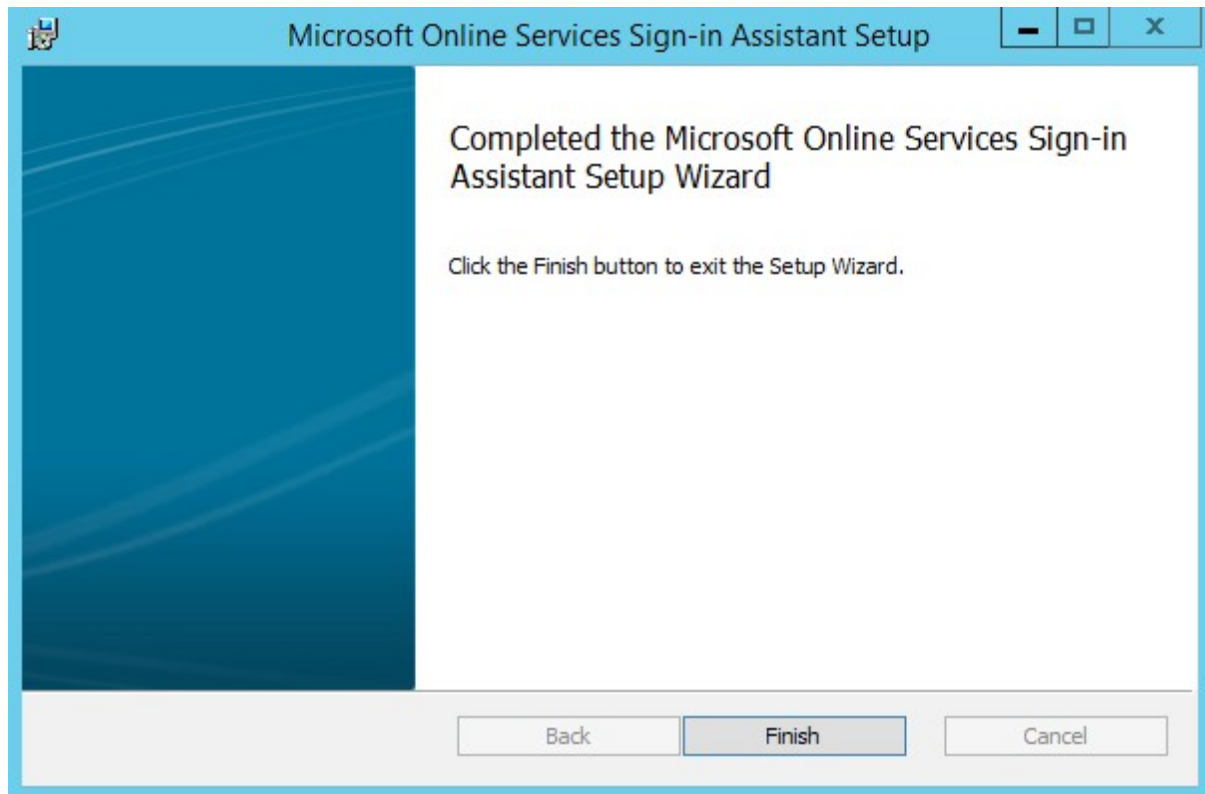


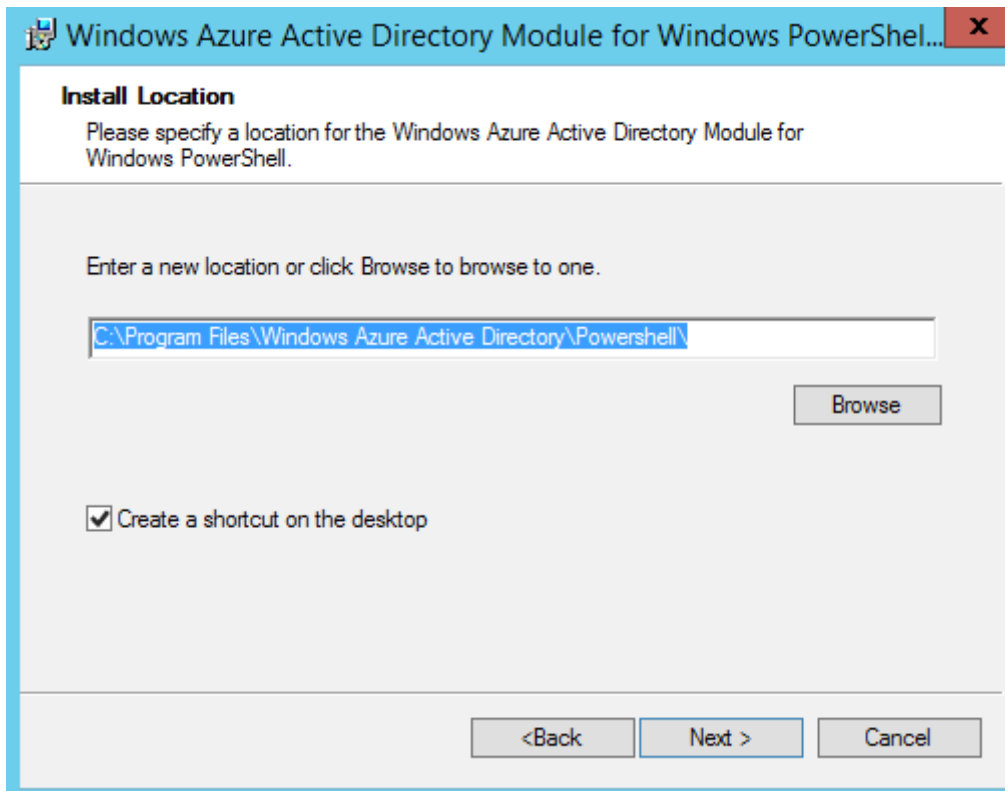
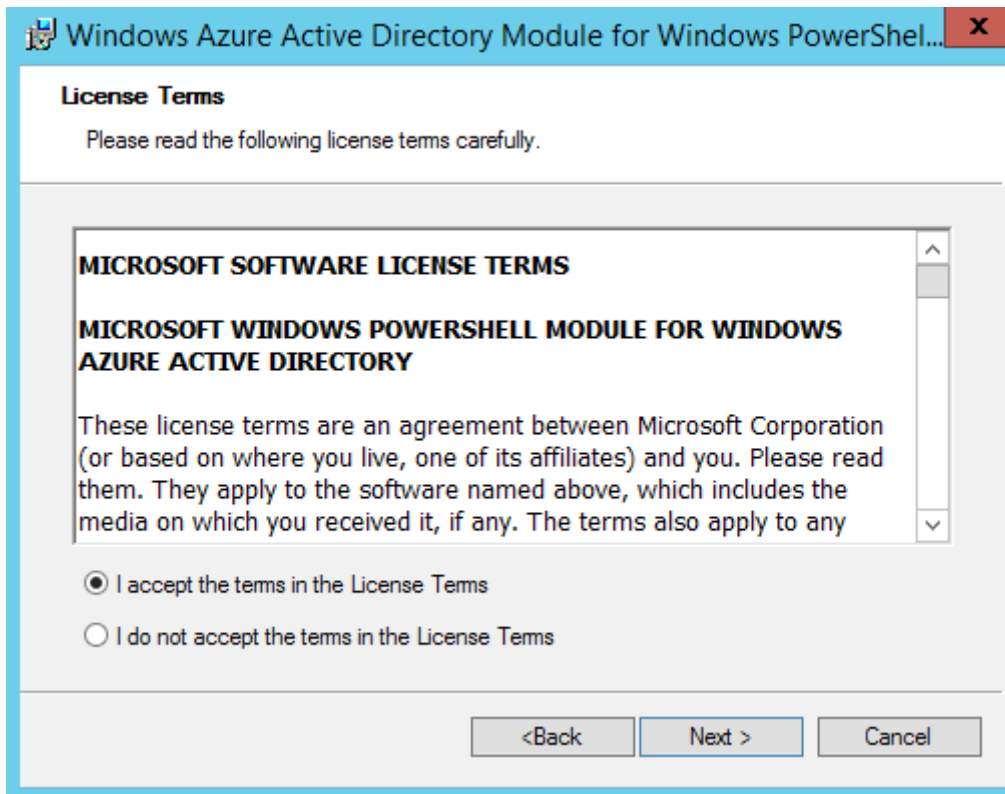


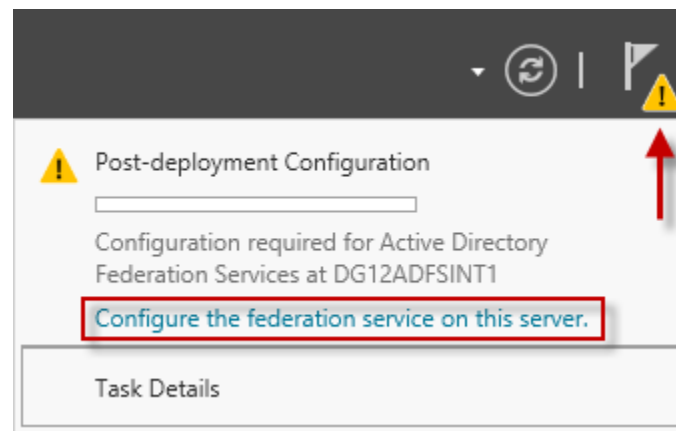
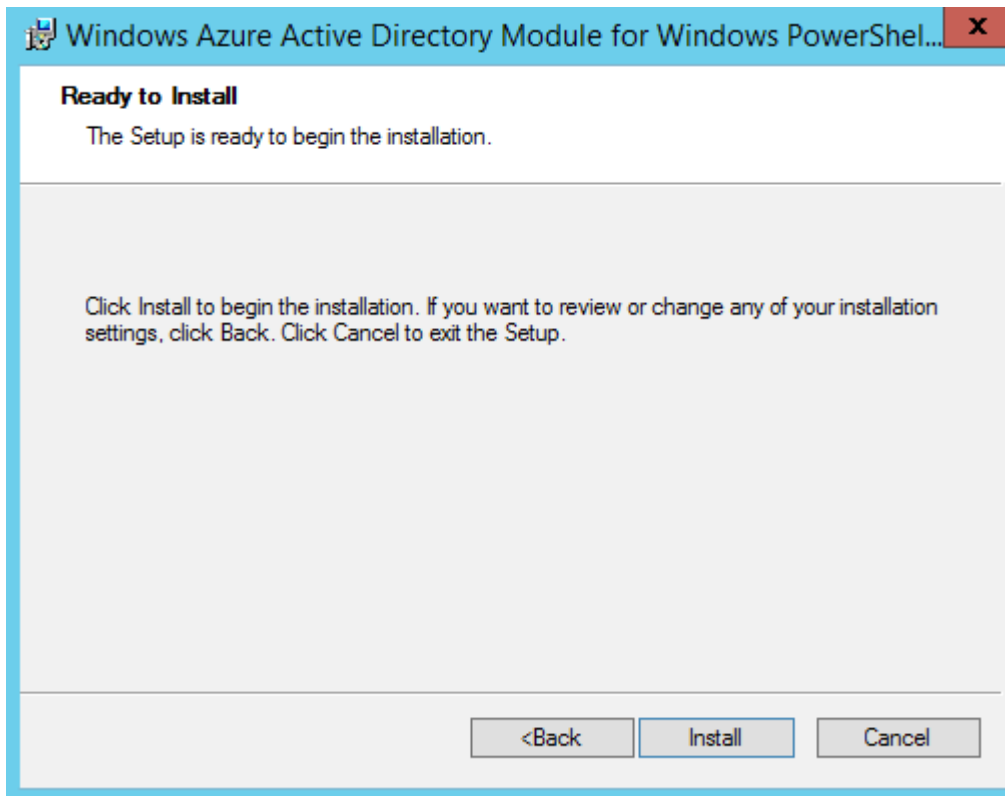


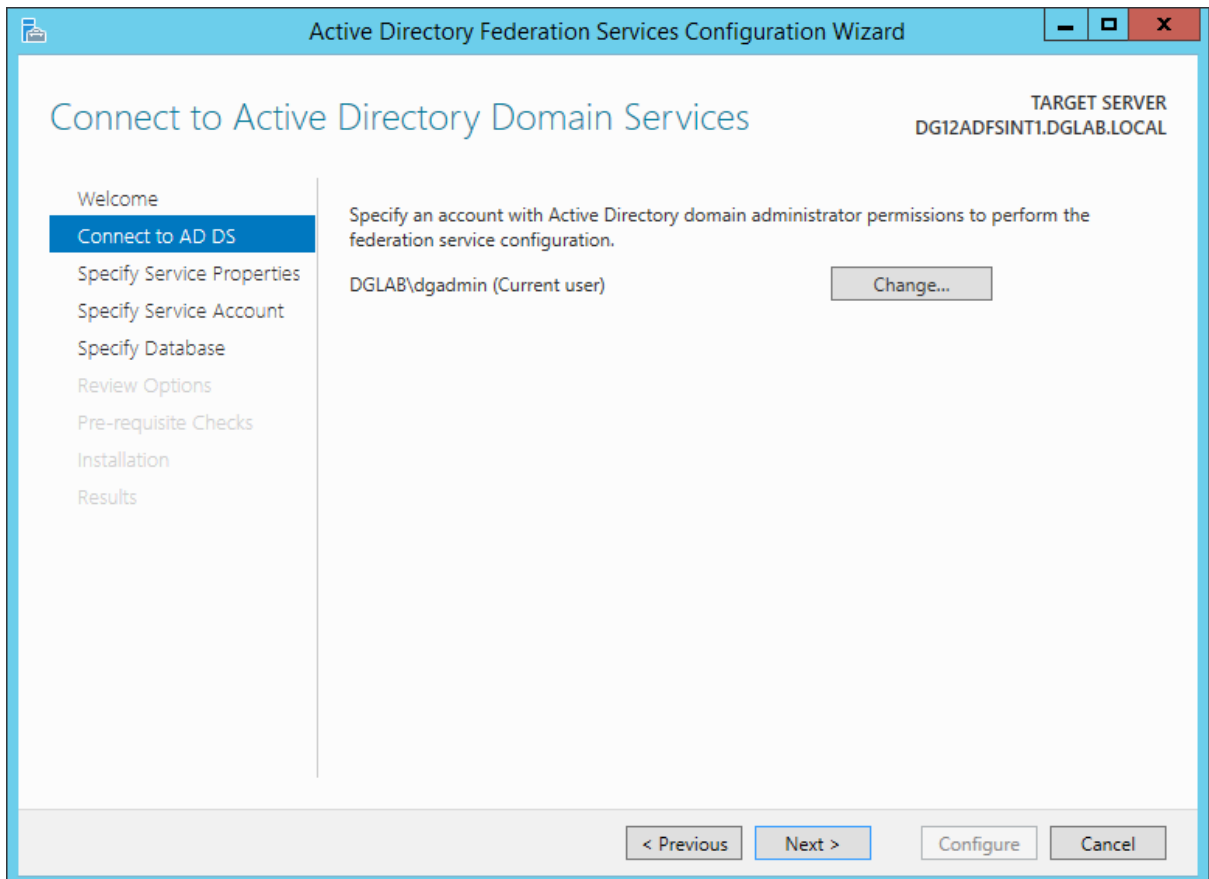
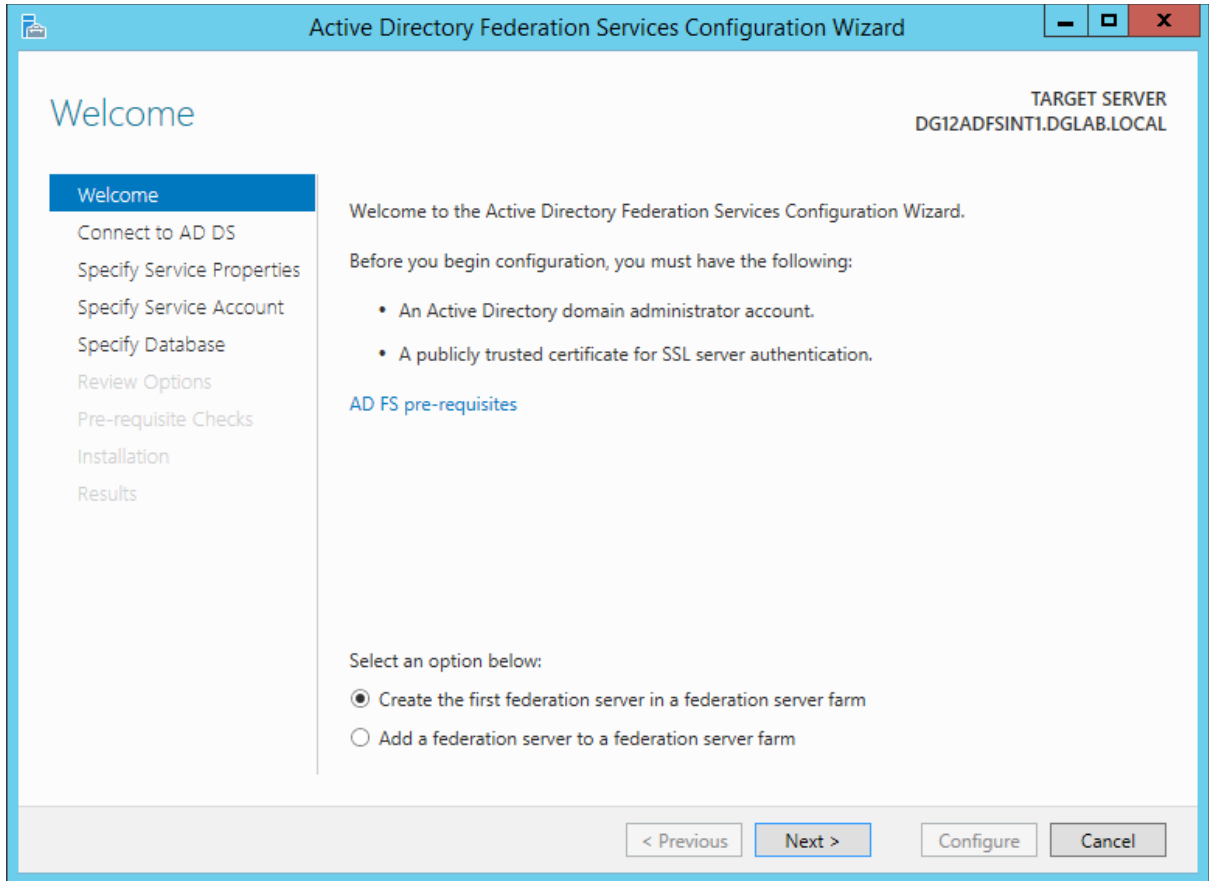














Specify Service Properties

TARGET SERVER
DG12ADFSINT1.DGLAB.LOCAL

- Welcome
- Connect to AD DS
- Specify Service Properties**
- Specify Service Account
- Specify Database
- Review Options
- Pre-requisite Checks
- Installation
- Results

SSL Certificate:

[View](#)

Federation Service Name:

Example: fs.contoso.com

Federation Service Display Name:

Users will see the display name at sign in.

Example: Contoso Corporation

< Previous

Next >

Configure

Cancel

Active Directory Federation Services Configuration Wizard

TARGET SERVER
DG12ADFSINT1.DGLAB.LOCAL

Specify Service Account

⚠ Group Managed Service Accounts are not available because the KDS Root Key has not been set. Use the foll... Show more ✕

Welcome
Connect to AD DS
Specify Service Properties
Specify Service Account
Specify Database
Review Options
Pre-requisite Checks
Installation
Results

Specify a domain user account or group Managed Service Account.

Create a Group Managed Service Account

Account Name: DGLAB\

Use an existing domain user account or group Managed Service Account

Account Name: DGLAB\ADFS-Admin Clear Select...

Account Password: ●●●●●●●●

< Previous Next > Configure Cancel

Active Directory Federation Services Configuration Wizard

TARGET SERVER
DG12ADFSINT1.DGLAB.LOCAL

Specify Configuration Database

Welcome
Connect to AD DS
Specify Service Properties
Specify Service Account
Specify Database
Review Options
Pre-requisite Checks
Installation
Results

Specify a database to store the Active Directory Federation Service configuration data.

Create a database on this server using Windows Internal Database.

Specify the location of a SQL Server database.

Database Host Name:

Database Instance:

To use the default instance, leave this field blank.

< Previous Next > Configure Cancel



Review Options

TARGET SERVER
DG12ADFSINT1.DGLAB.LOCAL

- Welcome
- Connect to AD DS
- Specify Service Properties
- Specify Service Account
- Specify Database
- Review Options**
- Pre-requisite Checks
- Installation
- Results

Review your selections:

This server will be configured as the primary server in a new AD FS farm 'adfs.grevelab.com'.
AD FS configuration will be stored in Windows Internal Database.
Windows Internal Database feature will be installed on this server if it is not already installed.
Federation service will be configured to run as DGLAB\ADFS-Admin.

These settings can be exported to a Windows PowerShell script to automate additional installations

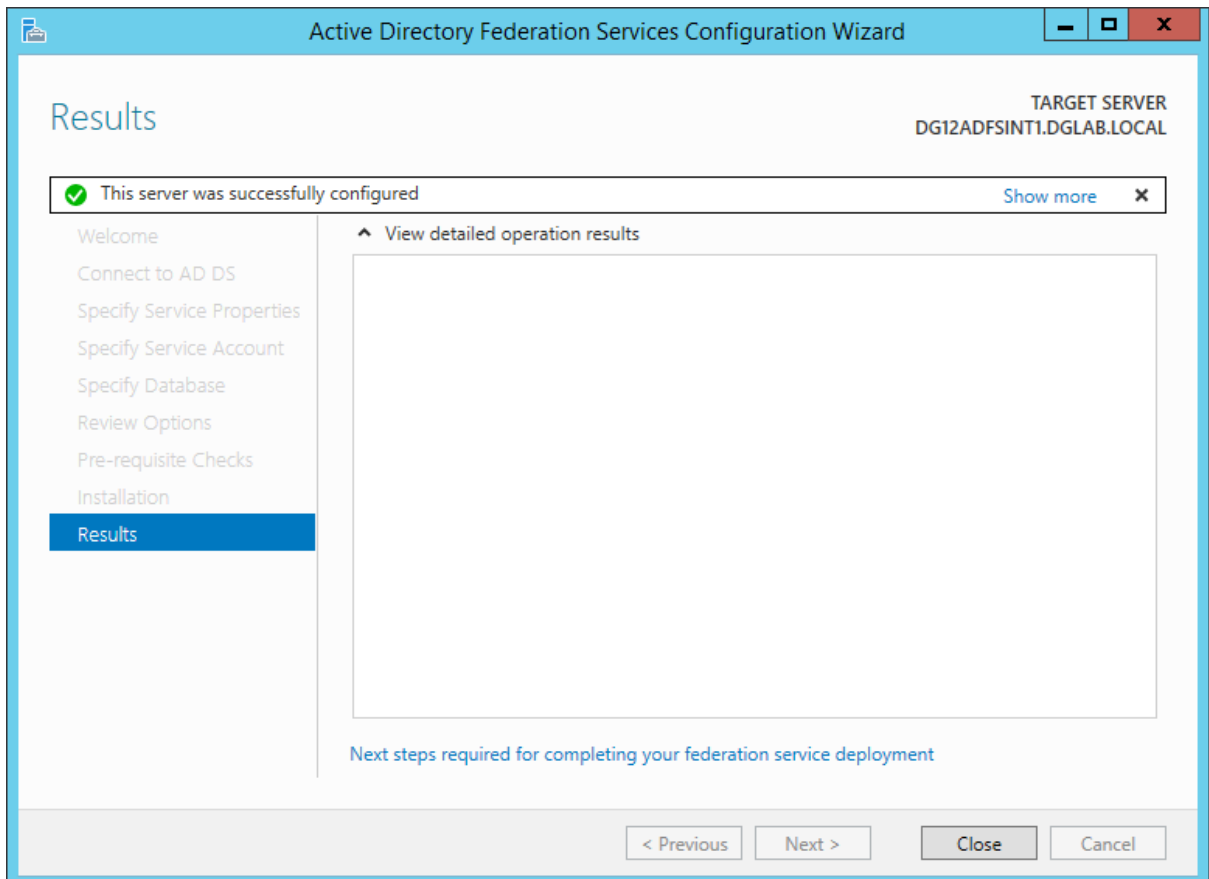
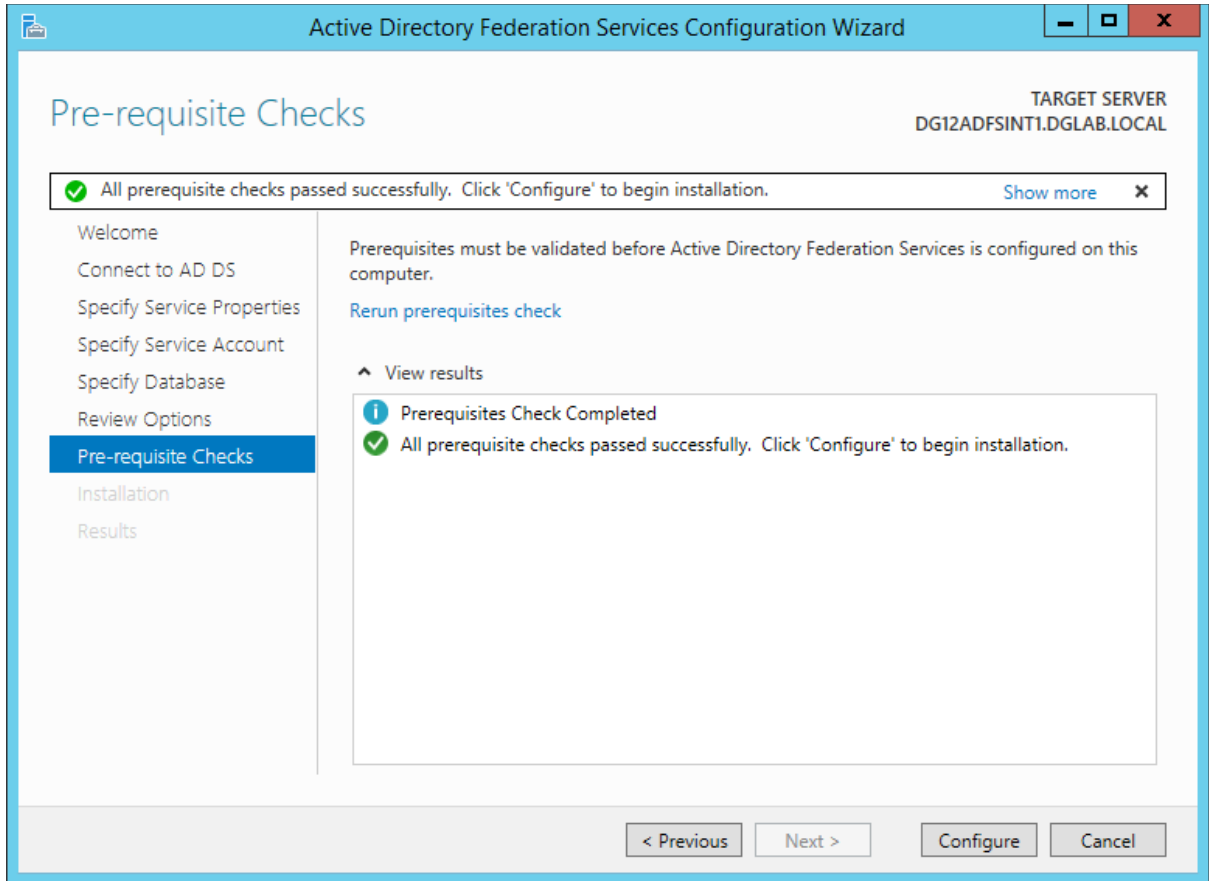
[View script](#)

< Previous

Next >

Configure

Cancel



```
Administrator: Windows Azure Active Directory Module for Windows PowerShell
PS C:\Windows\system32> set-ExecutionPolicy unrestricted

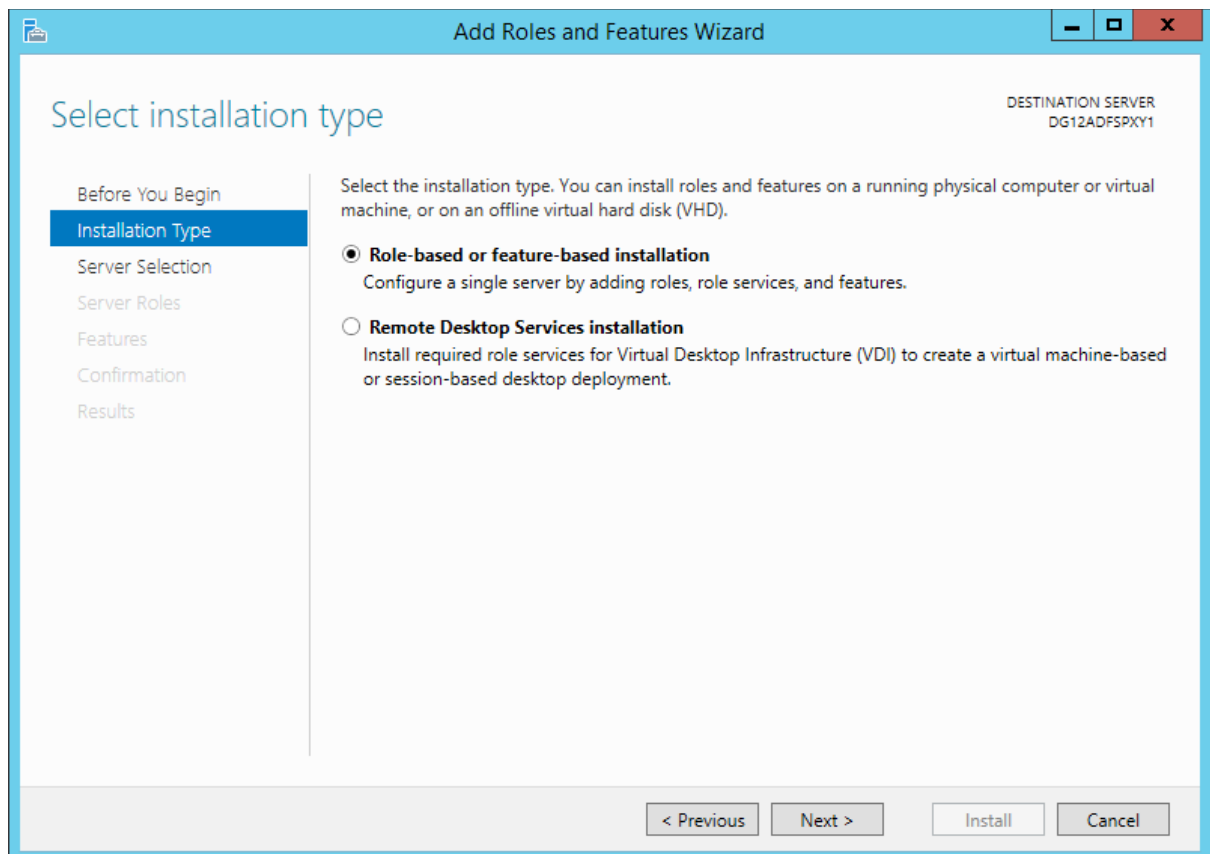
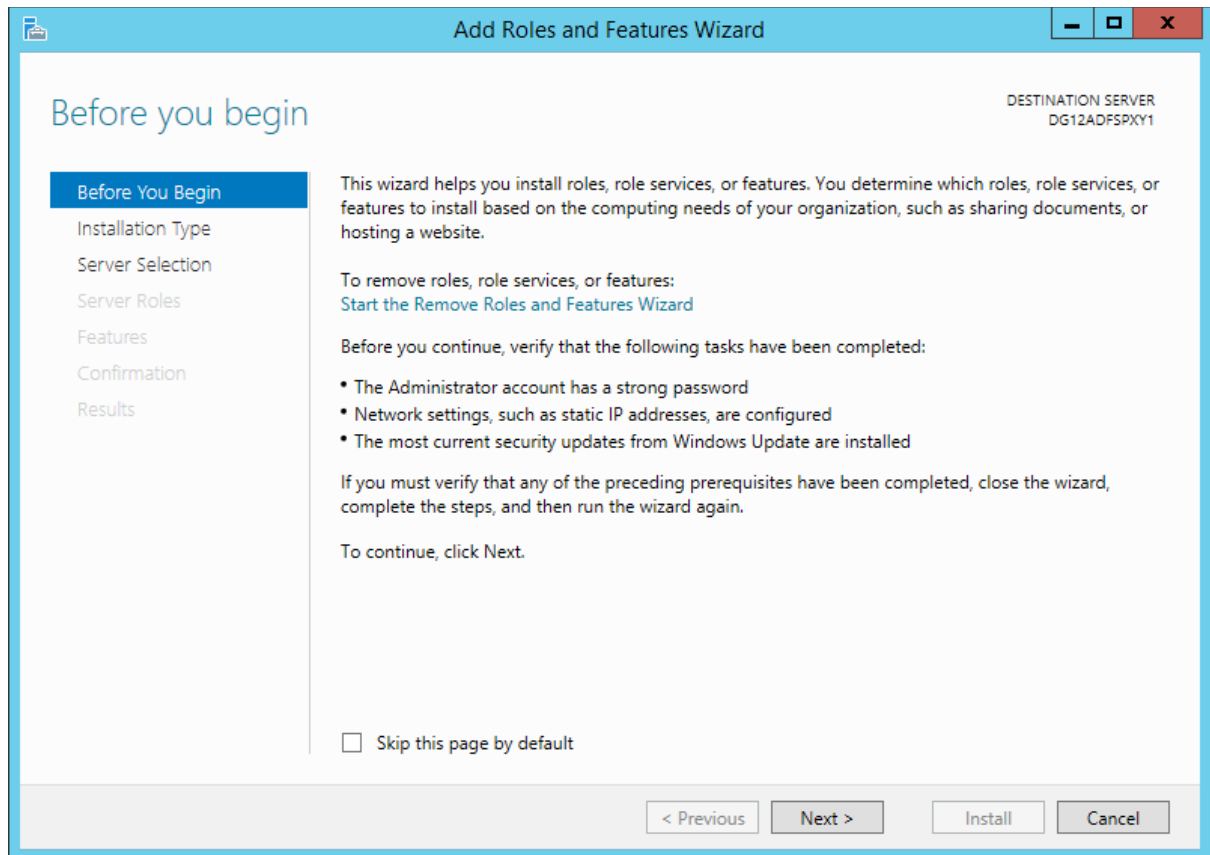
Execution Policy Change
The execution policy helps protect you from scripts that you do not trust.
Changing the execution policy might expose you to the security risks described
in the about_Execution_Policies help topic at
http://go.microsoft.com/fwlink/?LinkID=135170. Do you want to change the
execution policy?
[Y] Yes [N] No [S] Suspend [?] Help (default is "Y"): y
PS C:\Windows\system32> $cred=get-credential

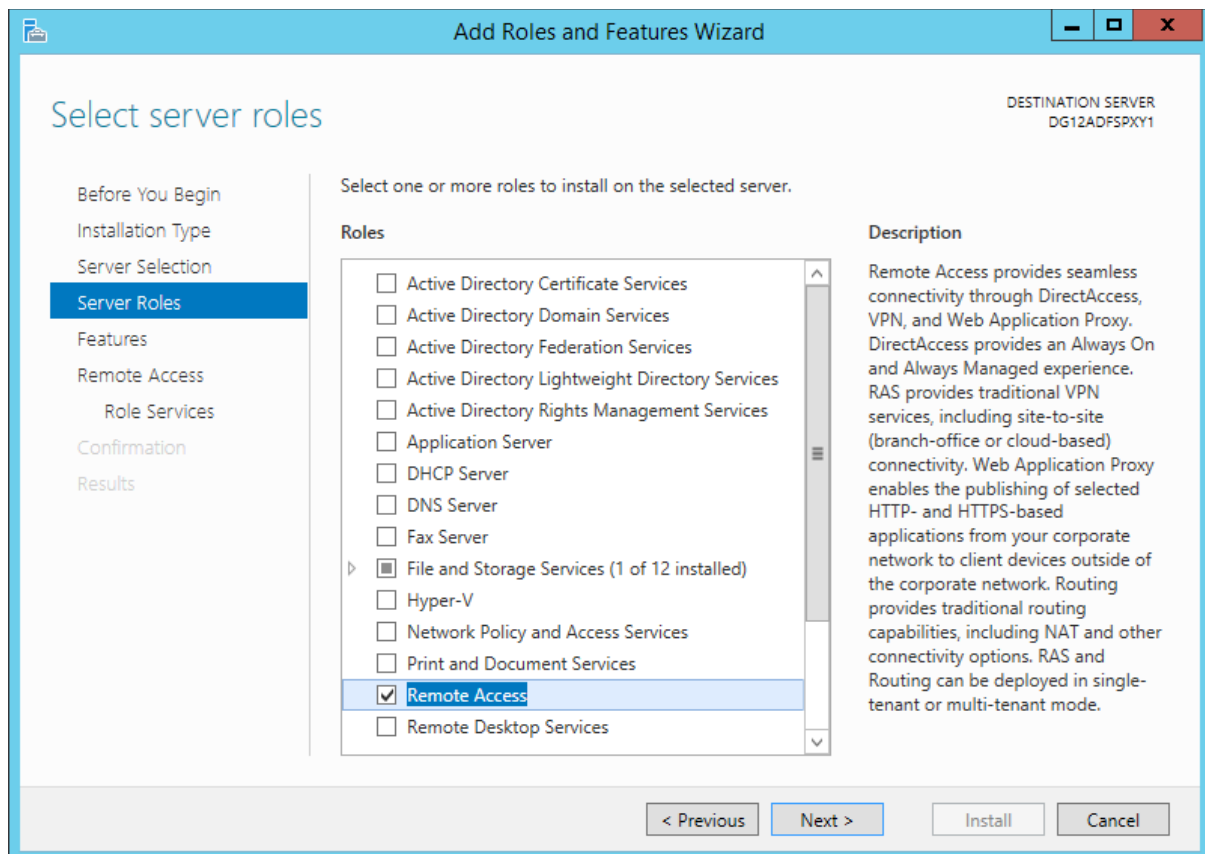
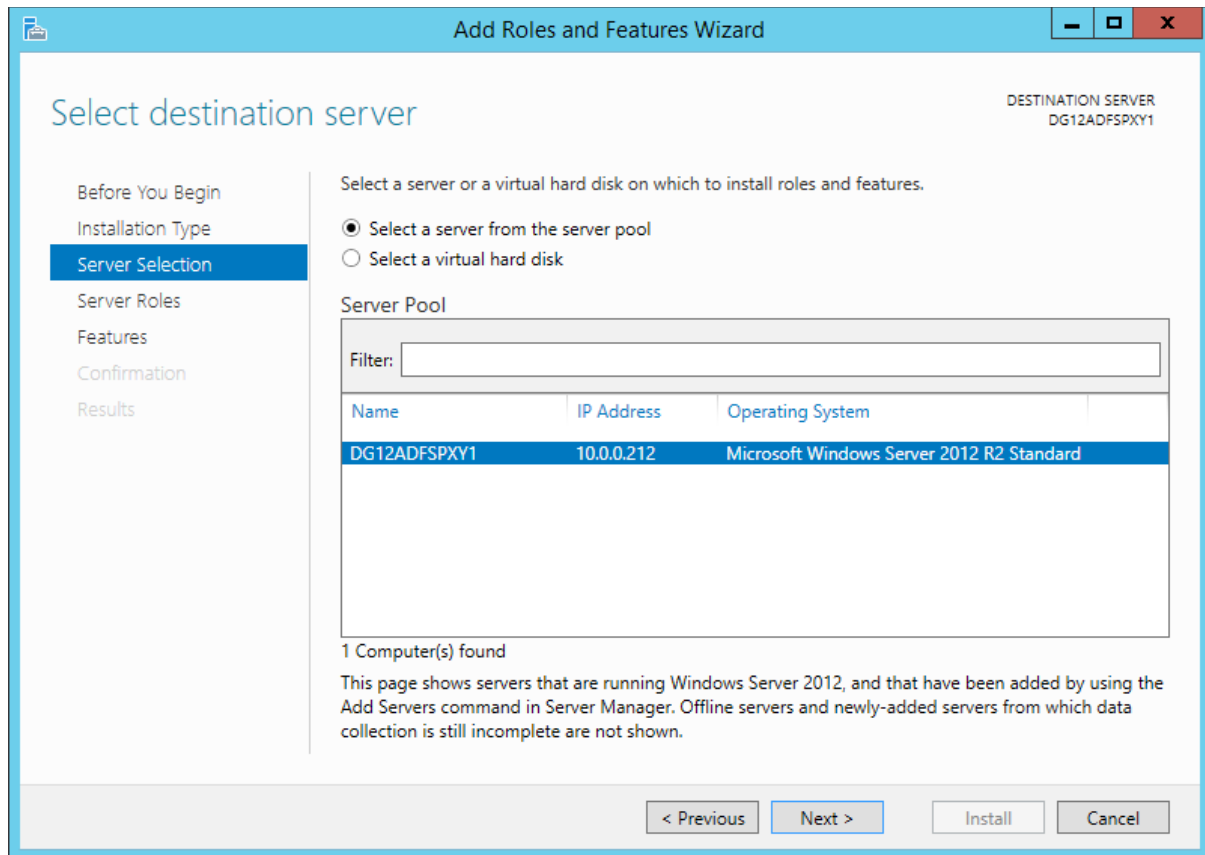
cmdlet Get-Credential at command pipeline position 1
Supply values for the following parameters:
Credential
PS C:\Windows\system32> Connect-MsolService -Credential $cred
PS C:\Windows\system32> Set-MsolADFSContext -computer DG12ADFSINT1
PS C:\Windows\system32> Convert-MsolDomainToFederated -DomainName grevelab.com -
SupportMultipleDomains
PS C:\Windows\system32> Convert-MsolDomainToFederated -DomainName grevelab.com -
SupportMultipleDomain
Successfully updated 'grevelab.com' domain.
PS C:\Windows\system32> Update-MSOLFederatedDomain -domainname grevelab.com -Sup
portMultipleDomain
Successfully updated 'grevelab.com' domain.
PS C:\Windows\system32>
```

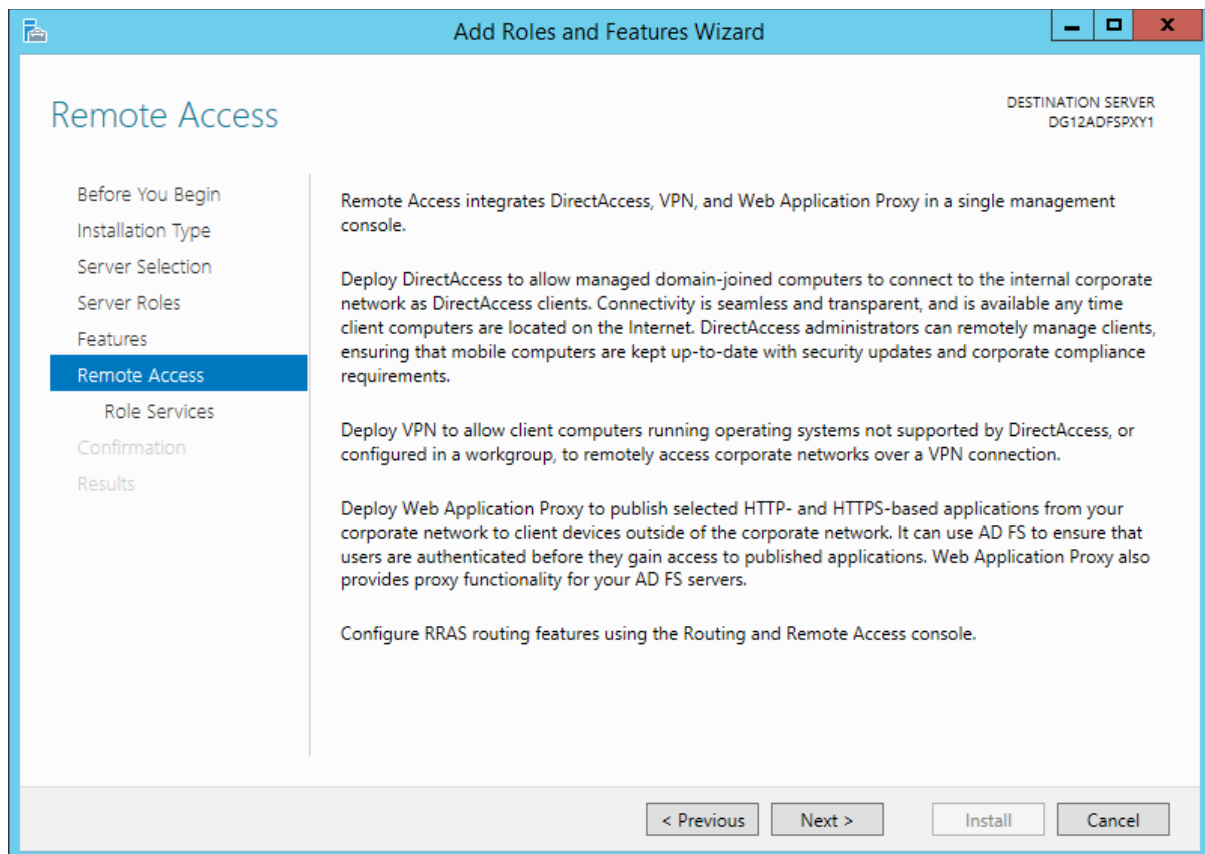
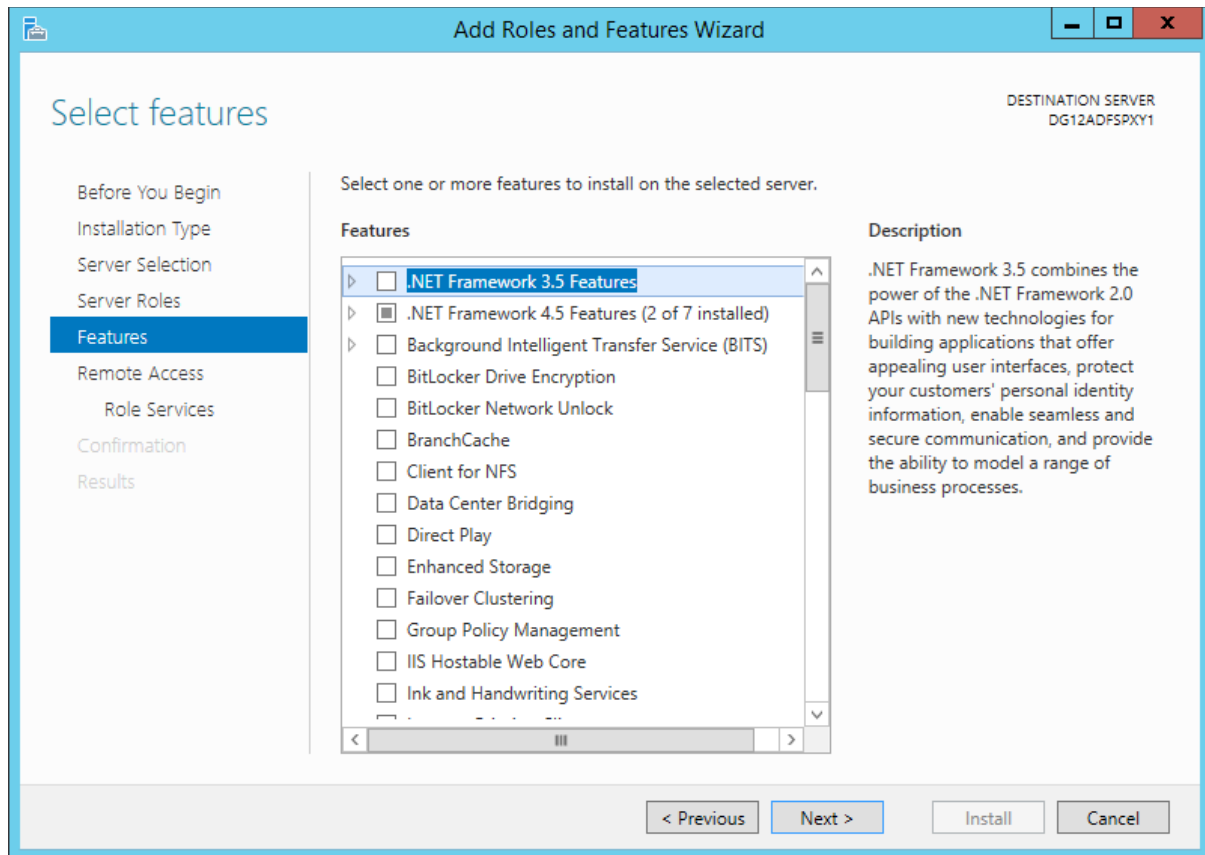
```
Administrator: Windows Azure Active Directory Module for Windows PowerShell
PS C:\Users\administrator.GREVELAB\Desktop> get-msoldomain

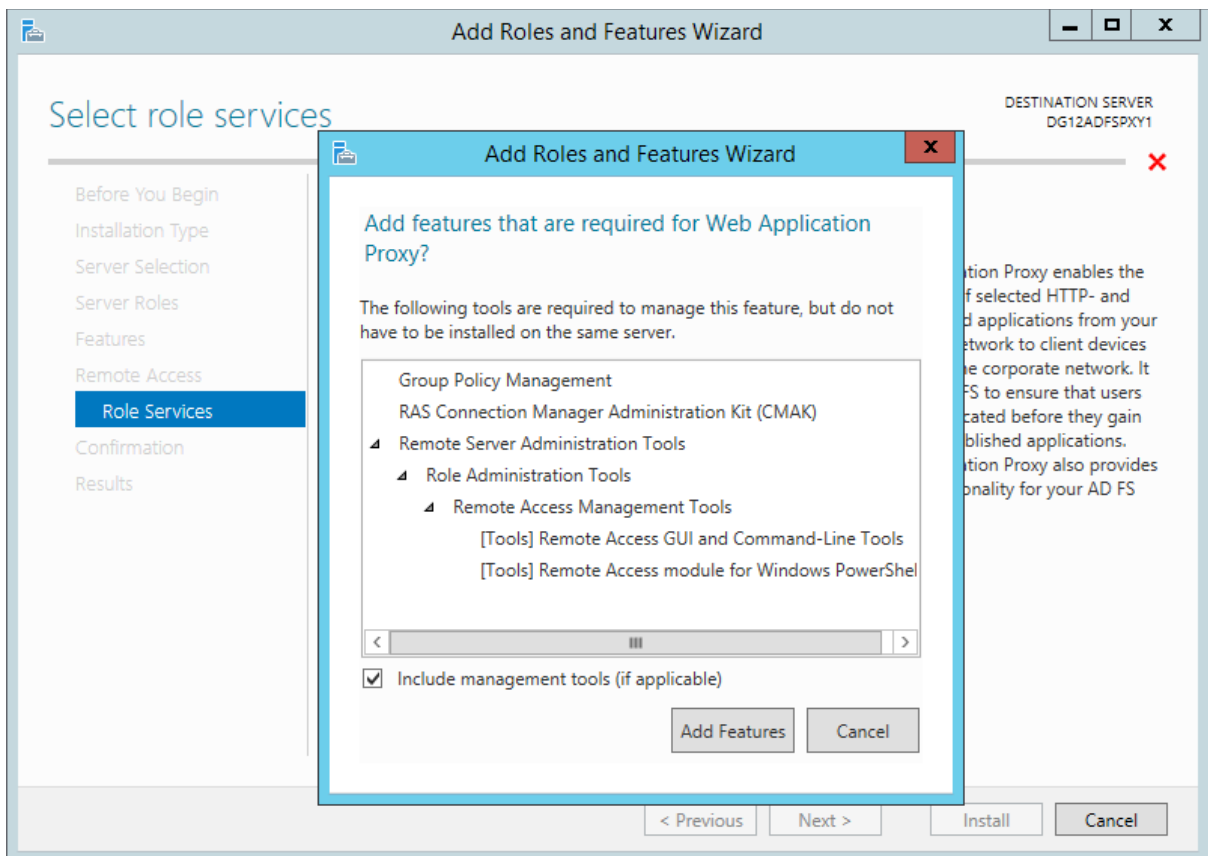
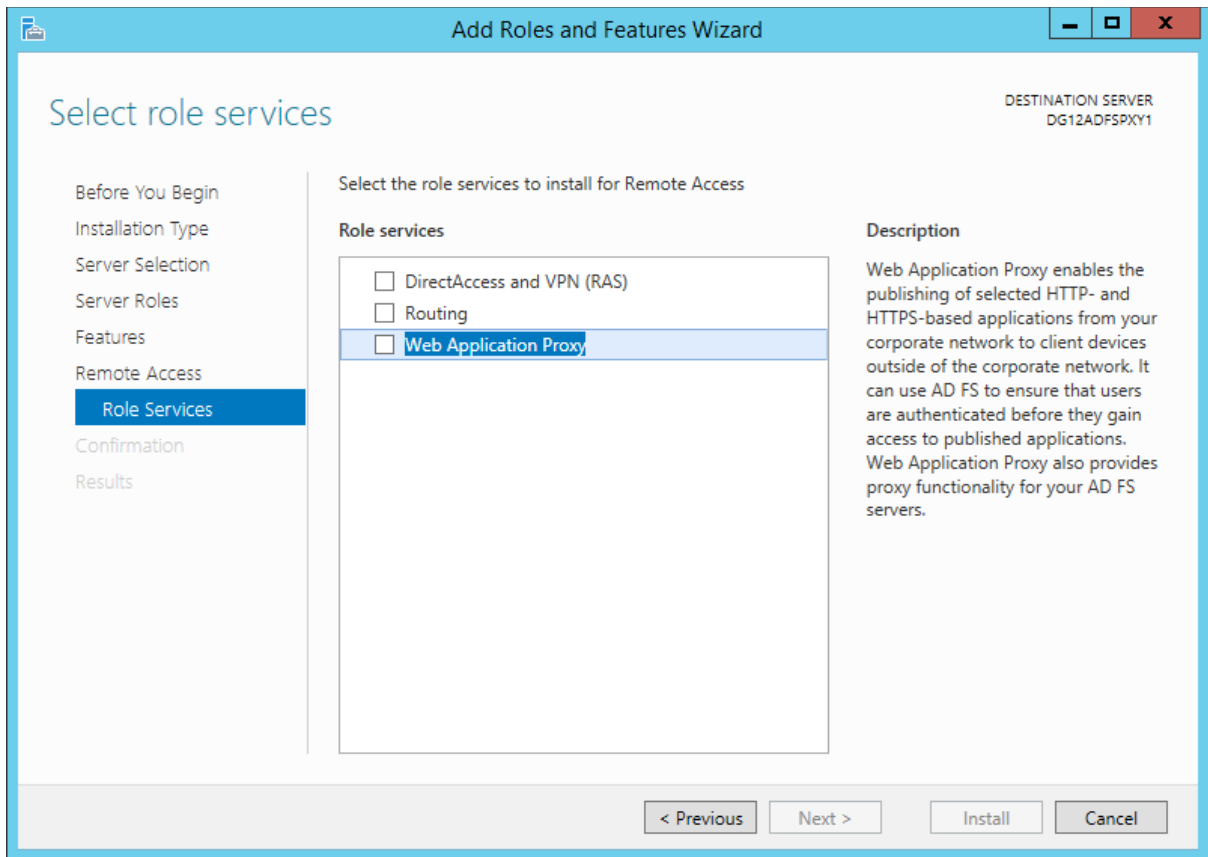
Name                               Status       Authentication
-----
grevelab.com                        Verified     Federated
grevelab.onmicrosoft.com           Verified     Managed
grevelab.mail.onmicrosoft.com       Verified     Managed

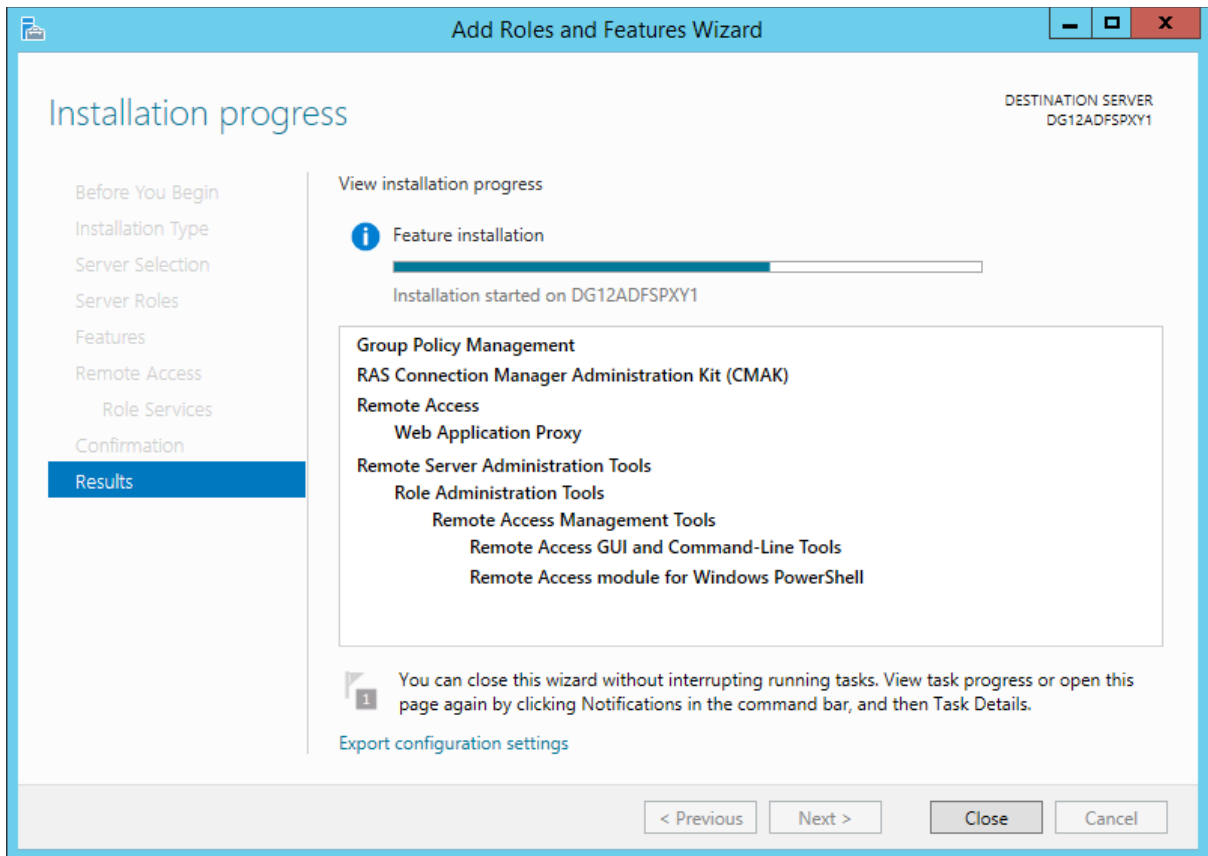
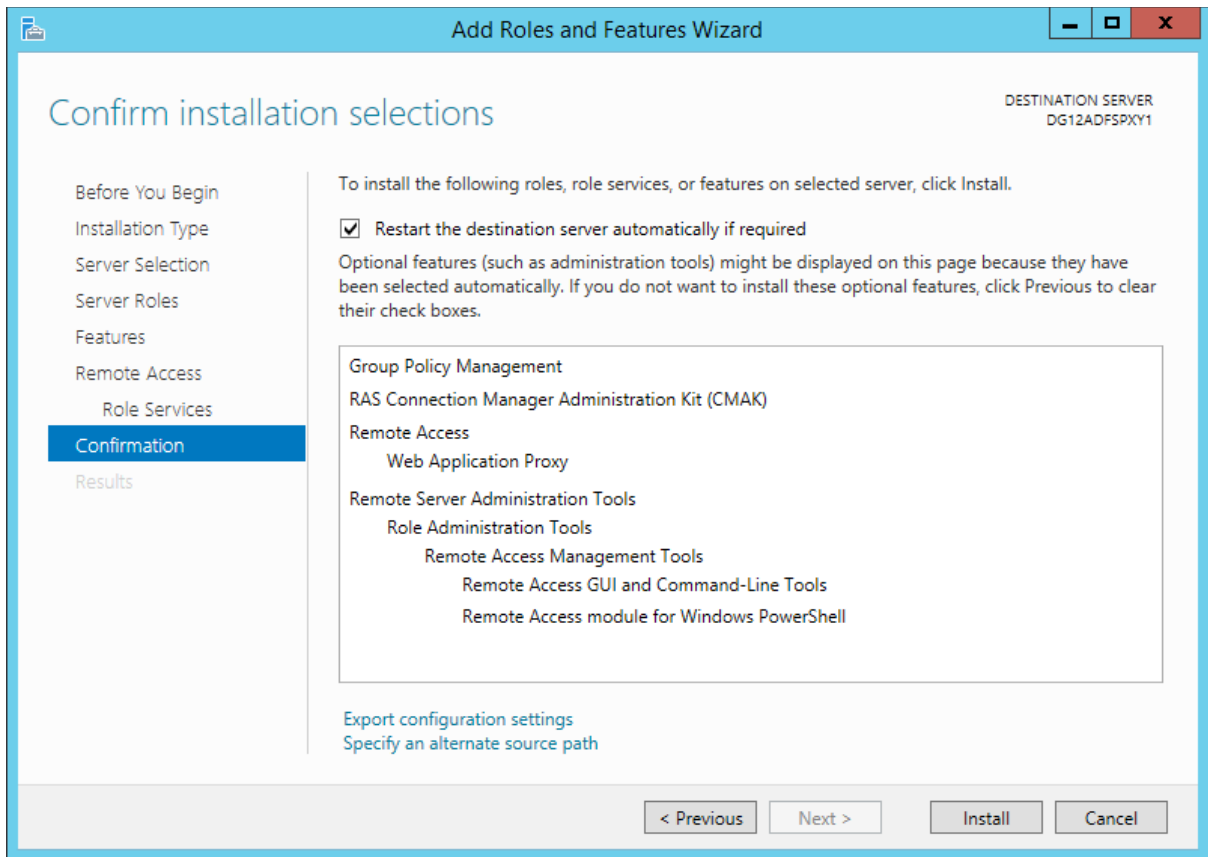
PS C:\Users\administrator.GREVELAB\Desktop>
```

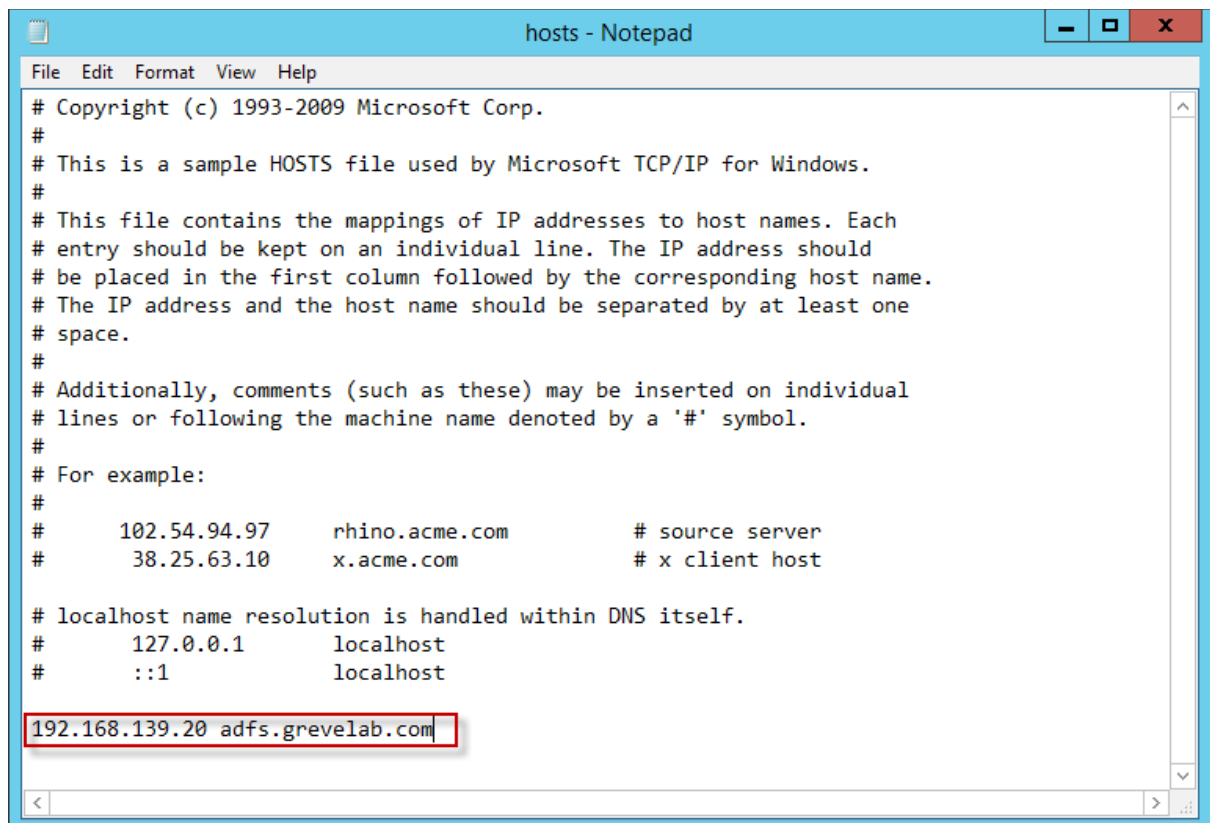
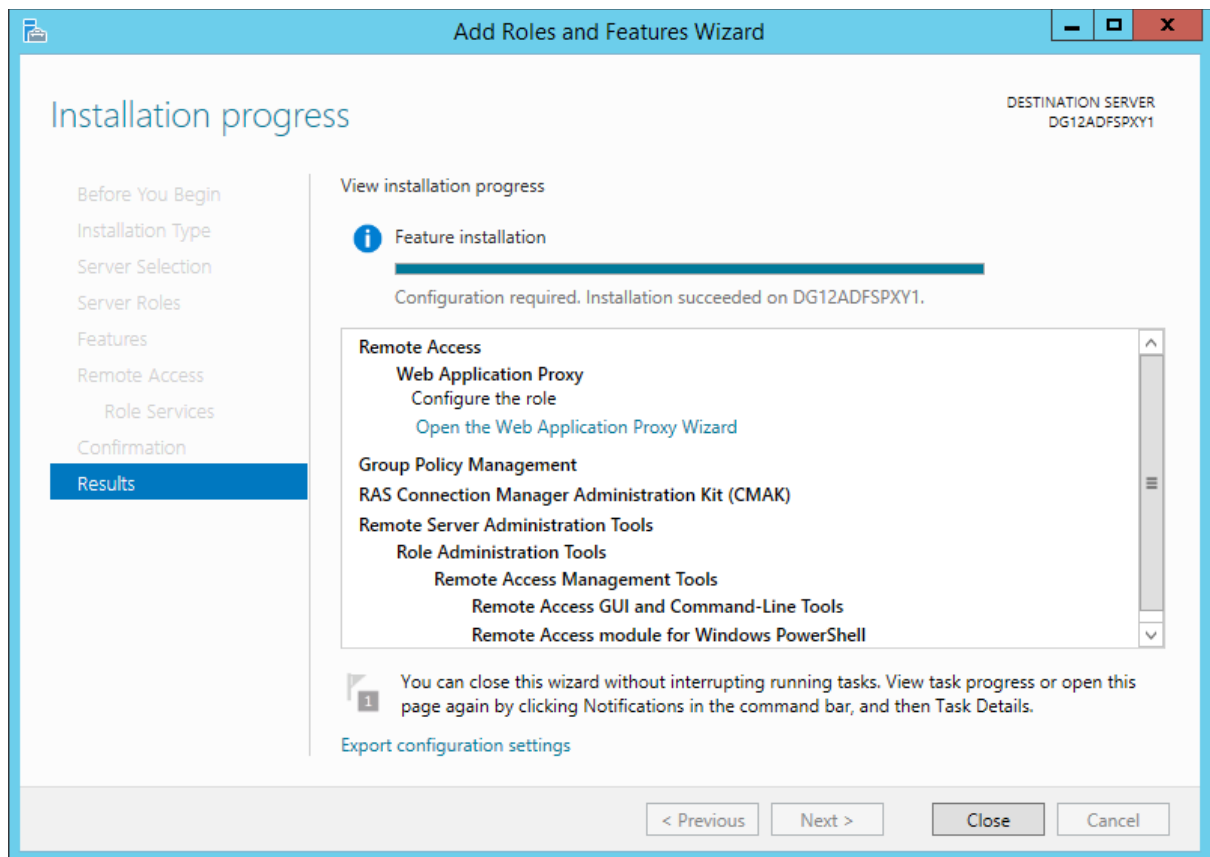



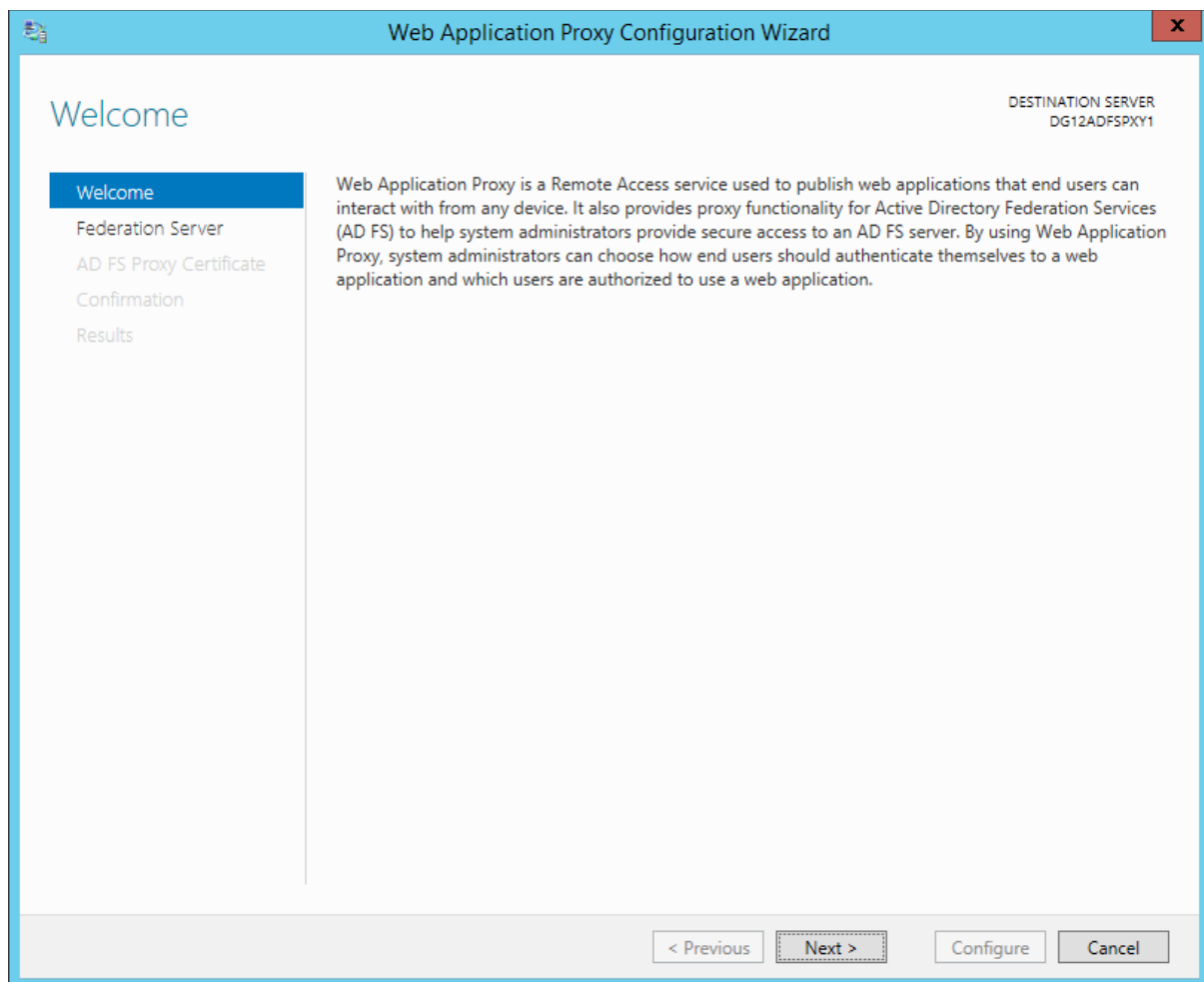
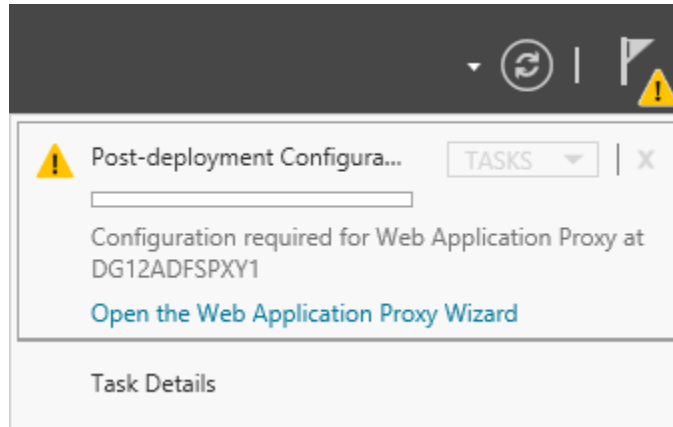














Federation Server

DESTINATION SERVER
DG12ADFSPTY1

Welcome

Federation Server

AD FS Proxy Certificate

Confirmation

Results

Select the Active Directory Federation Services (AD FS) server to use for Web Application Proxy authentication and authorization.

Federation service name:

Enter the credentials of a local administrator account on the federation servers.

User name:

Password:

< Previous

Next >

Configure

Cancel



AD FS Proxy Certificate

DESTINATION SERVER
DG12ADFSPTY1

Welcome

Federation Server

AD FS Proxy Certificate

Confirmation

Results

Select a certificate to be used by the AD FS proxy:

*.grevelab.com ▼

View...

< Previous

Next >

Configure

Cancel



Confirmation

DESTINATION SERVER
DG12ADFSPTY1

- Welcome
- Federation Server
- AD FS Proxy Certificate
- Confirmation**
- Results

The following PowerShell command will be run when you click Configure. It can also be used to automate additional installations. If you want to use automation, copy the command before you click Configure.

```
Install-WebApplicationProxy  
-FederationServiceTrustCredential System.Management.Automation.PSCredential  
-CertificateThumbprint 'AEE0BF2F77300551AFA4B500D4EE465EC2AB0CCF'  
-FederationServiceName 'adfs.grevelab.com'
```

To configure Web Application Proxy, click Configure.

< Previous

Next >

Configure

Cancel



Web Application Proxy Configuration Wizard



Results

DESTINATION SERVER
DG12ADFSPTY1

- Welcome
- Federation Server
- AD FS Proxy Certificate
- Confirmation
- Results**

Web Application Proxy was configured successfully.

< Previous

Next >

Close

Cancel

Remote Access Management Console

Configuration

Web Application Proxy

Operations Status

DG12ADFSPXY1

PUBLISHED WEB APPLICATIONS
All published web applications | 0 total

No web applications are currently published. To publish a web application, click Publish.

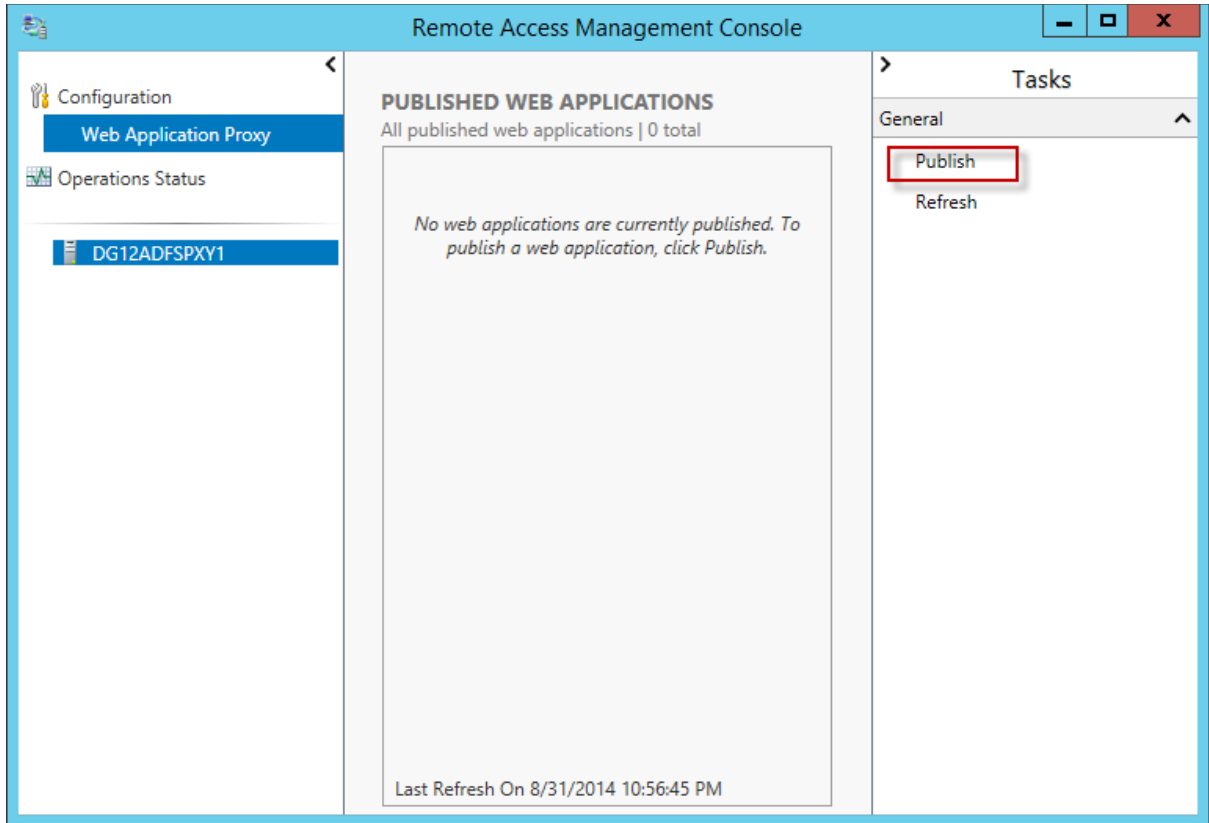
Last Refresh On 8/31/2014 10:56:45 PM

Tasks

General

Publish

Refresh





Welcome

CONNECTED TO AD FS
adfs.grevelab.com

Welcome

Preauthentication

Relying Party

Publishing Settings

Confirmation

Results

Welcome to the Publish New Application Wizard.
This wizard helps you publish a new web application through Web Application Proxy.

< Previous

Next >

Publish

Cancel



Preauthentication

CONNECTED TO AD FS
adfs.grevelab.com

Welcome

Preauthentication

Publishing Settings

Confirmation

Results

Specify the preauthentication method:

Active Directory Federation Services (AD FS)

All unauthenticated client requests are redirected to the federation server. After successful authentication by AD FS, client requests are forwarded to the backend server. Web Application Proxy can also provide credentials to backend servers that are configured to use Integrated Windows authentication.

Pass-through

No preauthentication is performed by Web Application Proxy. All requests are forwarded to the backend server.

< Previous

Next >

Publish

Cancel



Publishing Settings

CONNECTED TO AD FS
adfs.grevelab.com

- Welcome
- Preauthentication
- Publishing Settings**
- Confirmation
- Results

Specify the publishing settings for this web application.

Name:

ADFS Proxy Auth

This name will appear in the list of published web applications.

External URL:

https://adfs.grevelab.com

External certificate:

*.grevelab.com

View...

Backend server URL:

https://adfs.grevelab.com

< Previous

Next >

Publish

Cancel



Confirmation

CONNECTED TO AD FS
adfs.grevelab.com

- Welcome
- Preauthentication
- Publishing Settings
- Confirmation**
- Results

The following PowerShell command will be run when you click Publish. It can also be used to set up additional published applications. If you want to re-use the command, copy it before you click Publish.

```
Add-WebApplicationProxyApplication  
-BackendServerUrl 'https://adfs.grevelab.com/'  
-ExternalCertificateThumbprint 'AEE0BF2F77300551AFA4B500D4EE465EC2AB0CCF'  
-ExternalUrl 'https://adfs.grevelab.com/'  
-Name 'ADFS Proxy Auth'  
-ExternalPreAuthentication PassThrough
```

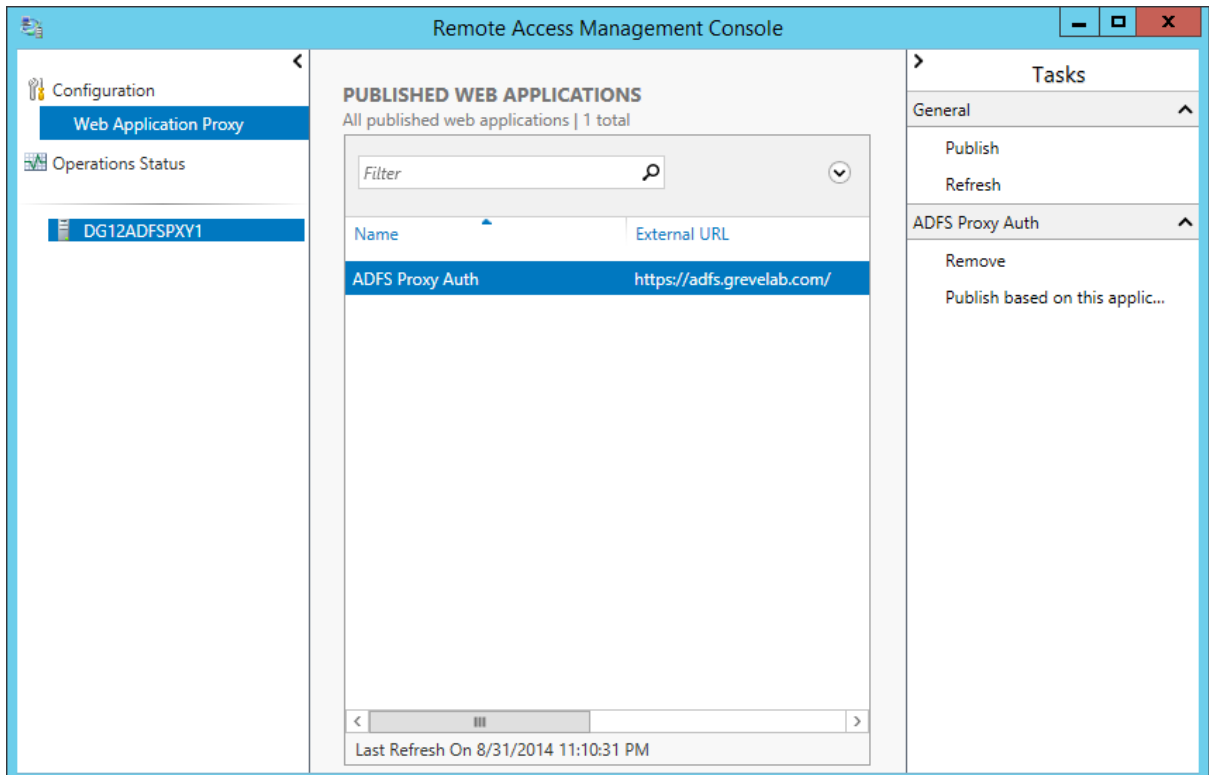
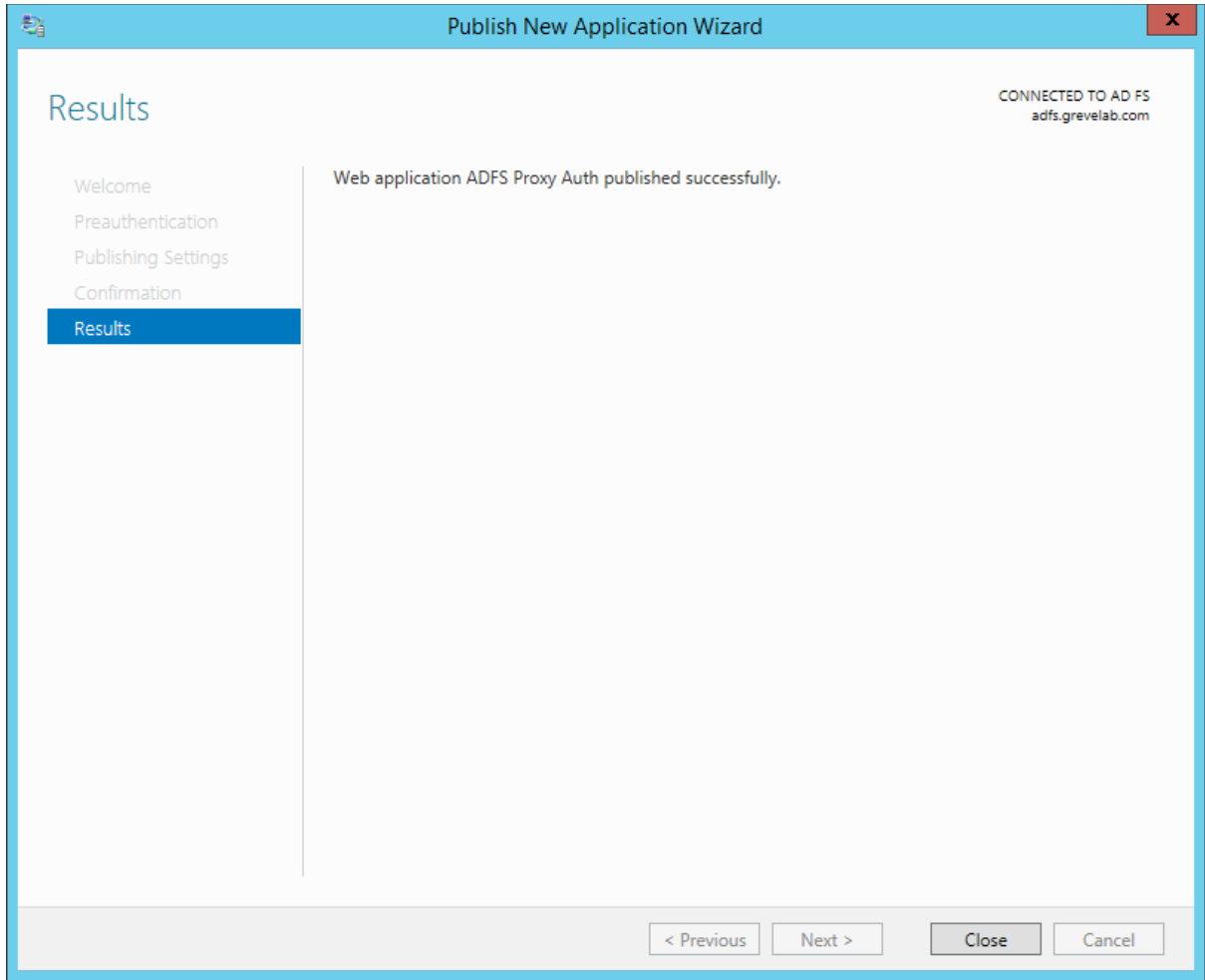
To publish the web application, click Publish.

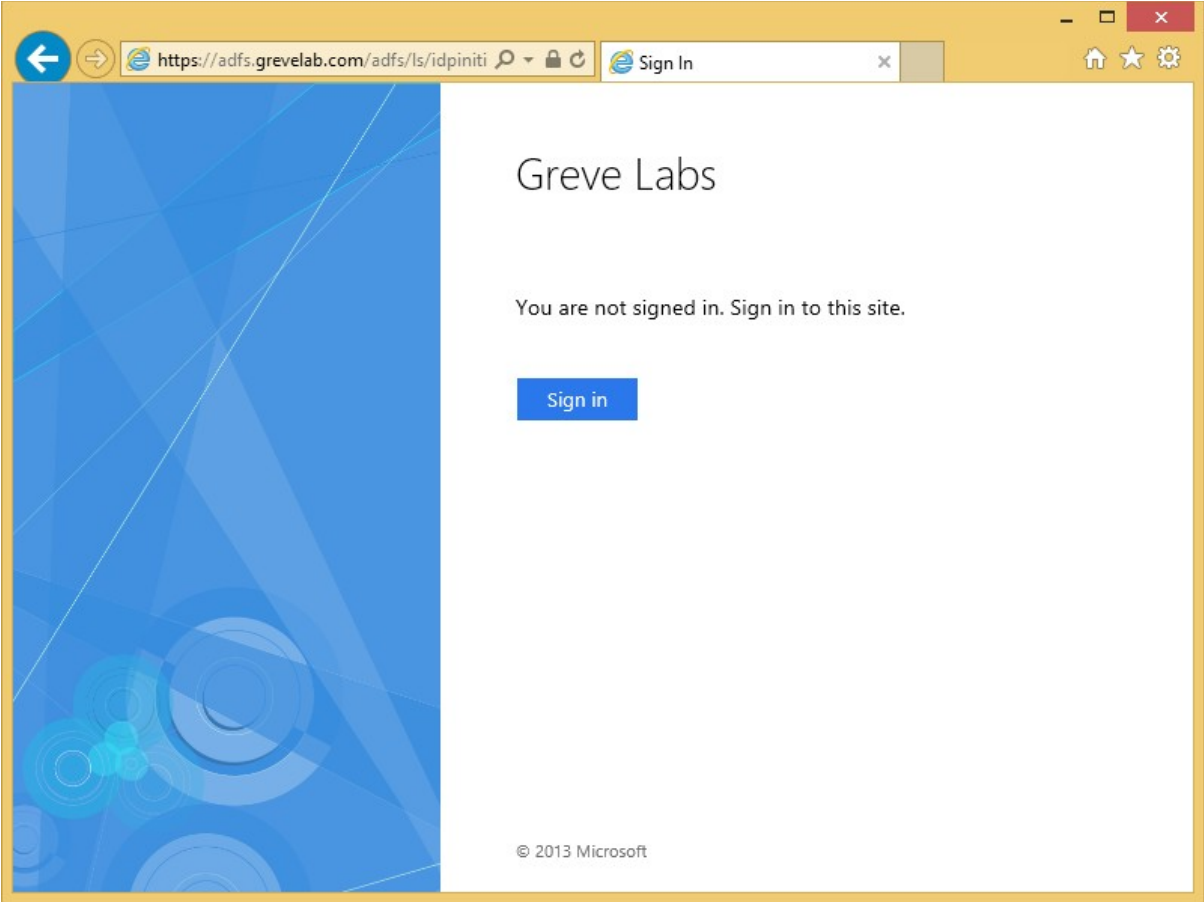
< Previous

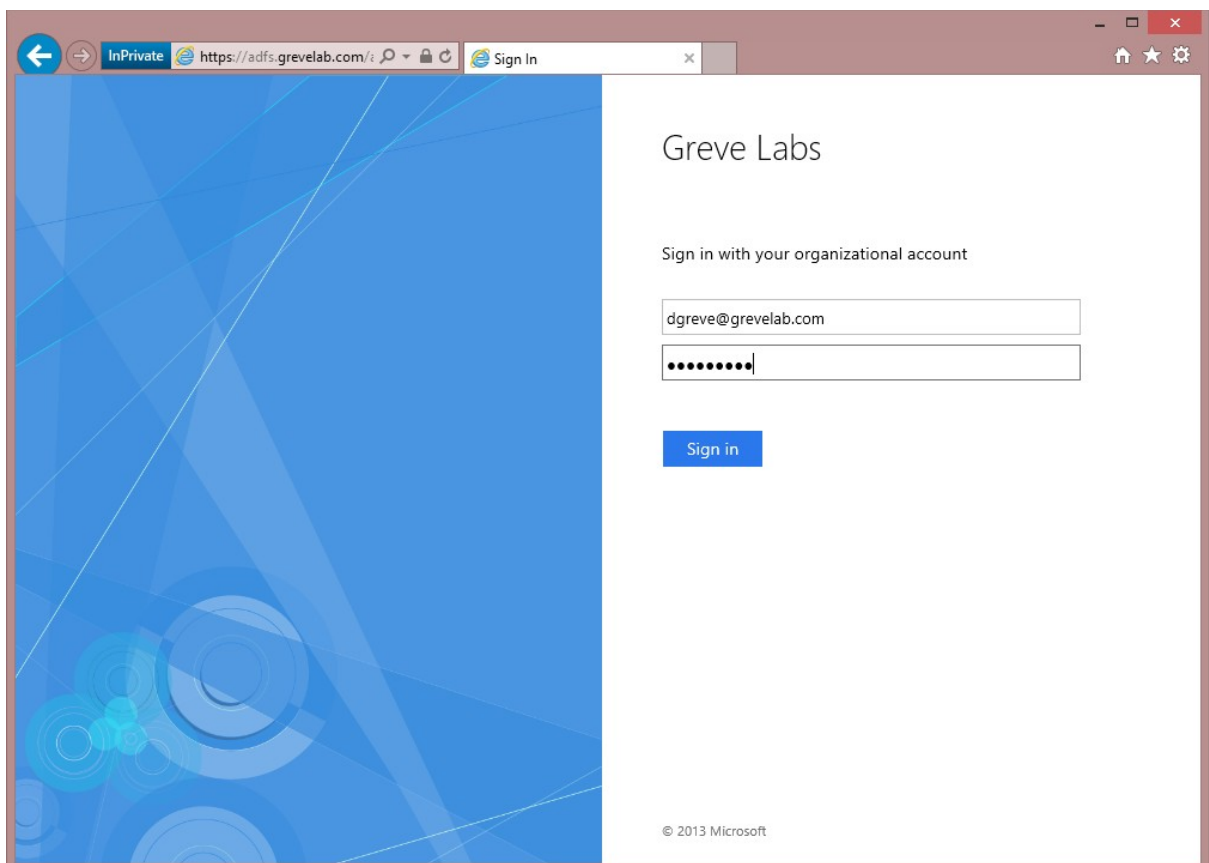
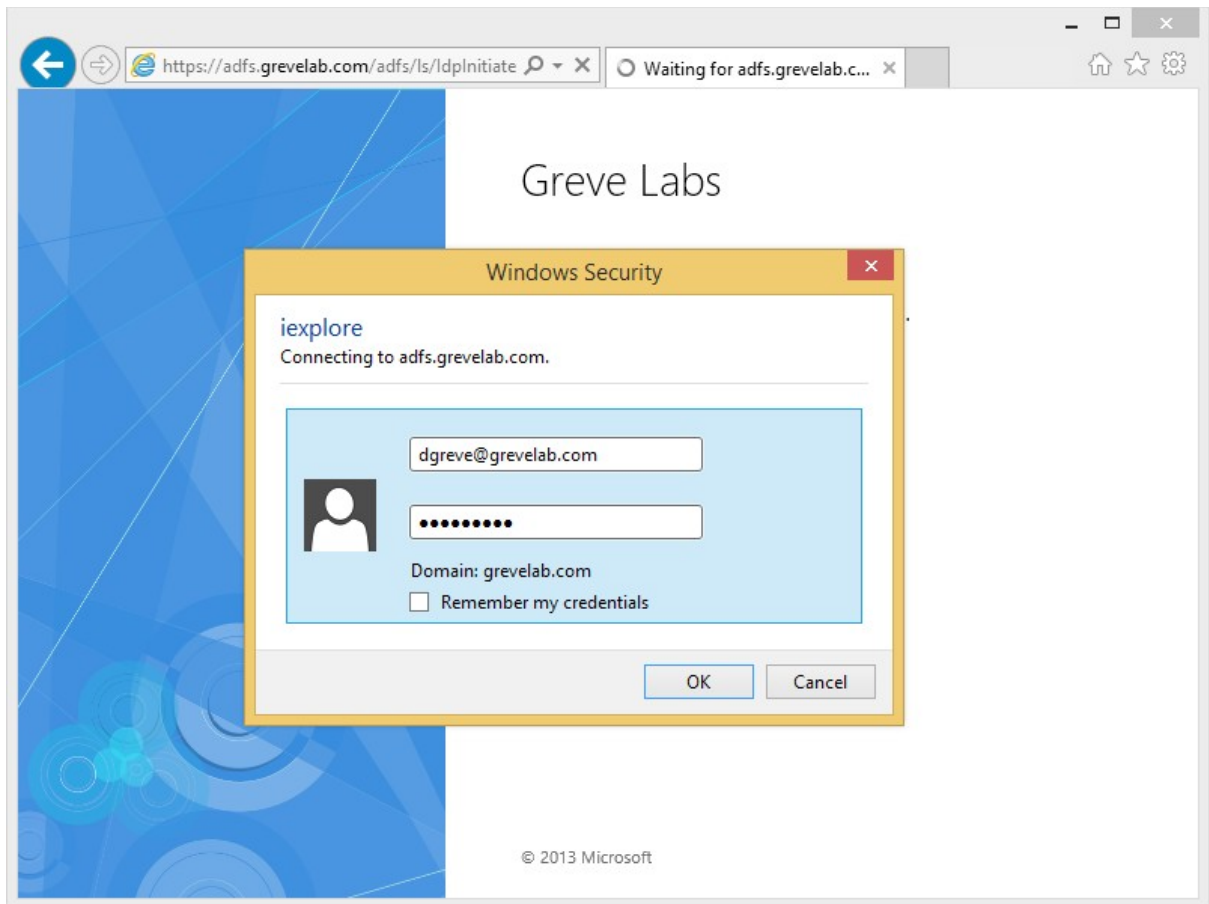
Next >

Publish

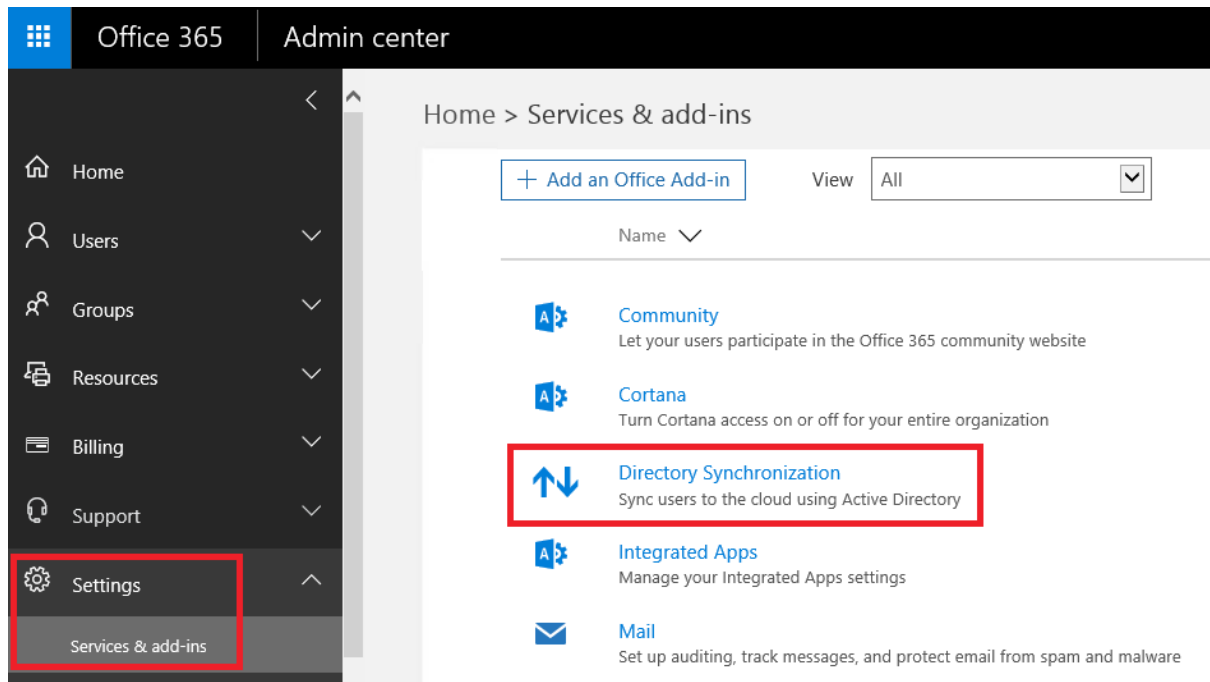
Cancel







Chapter 9: Deploying a Hybrid Infrastructure – Directory Synchronization



Directory Synchronization

Active Directory preparation

Active Directory synchronization allows your company's administrators to continuously sync your existing on-premises user and group accounts with Azure Active Directory.

This option is pretty technical and isn't for everyone. Before setting up Active Directory synchronization, we'll run a few checks to better understand your environment and business needs.

[Go to the DirSync readiness wizard](#) 

Close

Let's check your directory

We'll scan your directory to discover how many objects you have to sync and which domains you're using now.

Step 1

Evaluate solution

Step 2

Verify domains

Step 3

Set up Azure AD Connect

[Start scan](#)

[< Back](#)

Evaluating directory synchronization setup

Running diagnostics requires installing an app on your machine. This app assists in identifying any issues in your environment.

(Cancel will take you back to the previous page without diagnosis)

[Click here to learn what this feature does](#)

Run checks

Cancel

Evaluation scan completed successfully, return to directory synchronization setup wizard

All results [Issues](#)

There are no items to show in this view.

Office 365 Setup

Let's check your directory

We'll scan your directory to discover how many objects you have to sync and which domains you're using now.

Step 1
Evaluate solution

Step 2
Verify domains

Step 3
Set up Azure AD Connect

Scan complete. Click Next to see your results.

Next 

Office 365 Setup

Here's what we found

The last scan saved time is: Tue Jul 05 2016 12:10:47

Active Directory object type	Count
Total Active Directory objects	282
Mailbox	0
Groups	3
Contacts	0
Users	8

Step 1
Evaluate solution

Step 2
Verify domains

Step 3
Set up Azure AD Connect

Next 

Scan results are saved. If you want to scan again, please [restart](#)

[< Back](#)

[Feedback](#)

Office 365 Setup

Get your domains ready

Step 1 
Evaluate solution

Step 2 
Verify domains

Step 3 
Set up Azure AD Connect

[Next](#) 

[Back](#)

Directory synchronization sets up an ongoing relationship between your local environment and Office 365. You manage both cloud and on-premises users and groups in your local directory and changes continuously synchronize to Azure Active Directory. To help make sure that directory synchronization is successful, in the next step we'll add all of the domains we found on-premises to Office 365. You'll have to add a TXT record to DNS for each parent domain to show us that you're the domain owner before you start to synchronize.

Office 365 Setup

Verify ownership of your domains



Step 1 
Evaluate solution

Step 2 
Verify domains

Step 3 
Set up Azure AD Connect

We found the following domains in your on-premises environment and added them to Office 365, and some of these domains still need to be verified.

Go to [Domains](#) and select Start setup for each domain. Complete only Step 1 – Verify domain in the Add domain wizard. When you're done, return here to continue.

Domain	Added	Verified	Notes
office365lab.local			This domain is non-routable. We don't support this type of domain. Learn more
office365lab.co.uk			

[Next](#) 

[Feedback](#)

Office 365 Setup

Clean up your environment

Step 1 
Evaluate solution

Step 2 
Verify domains

Step 3 
Set up Azure AD Connect

We want to make sure there's smooth sailing ahead, so let's check for any errors in your local environment and clean them up before we try to sync. Here's how:

- [Download](#) and run IDFix to look for problems in your directory
- Fix any errors that are found before you move on to the next step
- Run IDFix again to make sure your changes fixed the problem. An empty table means you're good to go

[Learn more about IDFix](#)

[Next](#) 

[Back](#)

Run Azure Active Directory Connect

You're all set to download and run the Azure Active Directory (AD) Connect guided experience to connect your local directory to the cloud. Here's some things you need to know before you start:

Step 1
Evaluate solution

- Azure AD Connect has to be installed on the Windows Server that will run the synchronization service
- You have to be an enterprise admin on-premises and a global admin in Office 365
- It's a good idea to have a test account that you can use to verify sign-in when sync is done

Step 2
Verify domains

[Download](#) [Learn more about Azure AD Connect](#)



Welcome

Express Settings

Welcome to Azure AD Connect

Run this installation tool on the server where the synchronization service component will be installed.

Azure Active Directory Connect integrates your on-premises and online directories.

This installation tool will:

- Guide you in selecting a solution (for example, password synchronization or federation with ADFS)
- Install identity synchronization and other Microsoft software components required to deploy the selected solution
- Verify the integration of your on-premises and online directories

[Learn more](#)

I agree to the [license terms](#) and [privacy notice](#).

Continue

Microsoft Azure Active Directory Connect

Welcome

Express Settings

Required Components

User Sign-In

Express Settings

If you have a **single** Windows Server Active Directory forest, we will do the following:

- Configure synchronization of identities in the current AD forest of OFFICE365LAB
- Configure password synchronization from on-premises AD to Azure AD
- Start an initial synchronization
- Synchronize all attributes
- Enable Auto Upgrade

[Learn more about express settings](#)

If you would like different settings, click Customize.

Customize Use express settings

Microsoft Azure Active Directory Connect

Welcome

Express Settings

Connect to Azure AD

Connect to AD DS

Configure

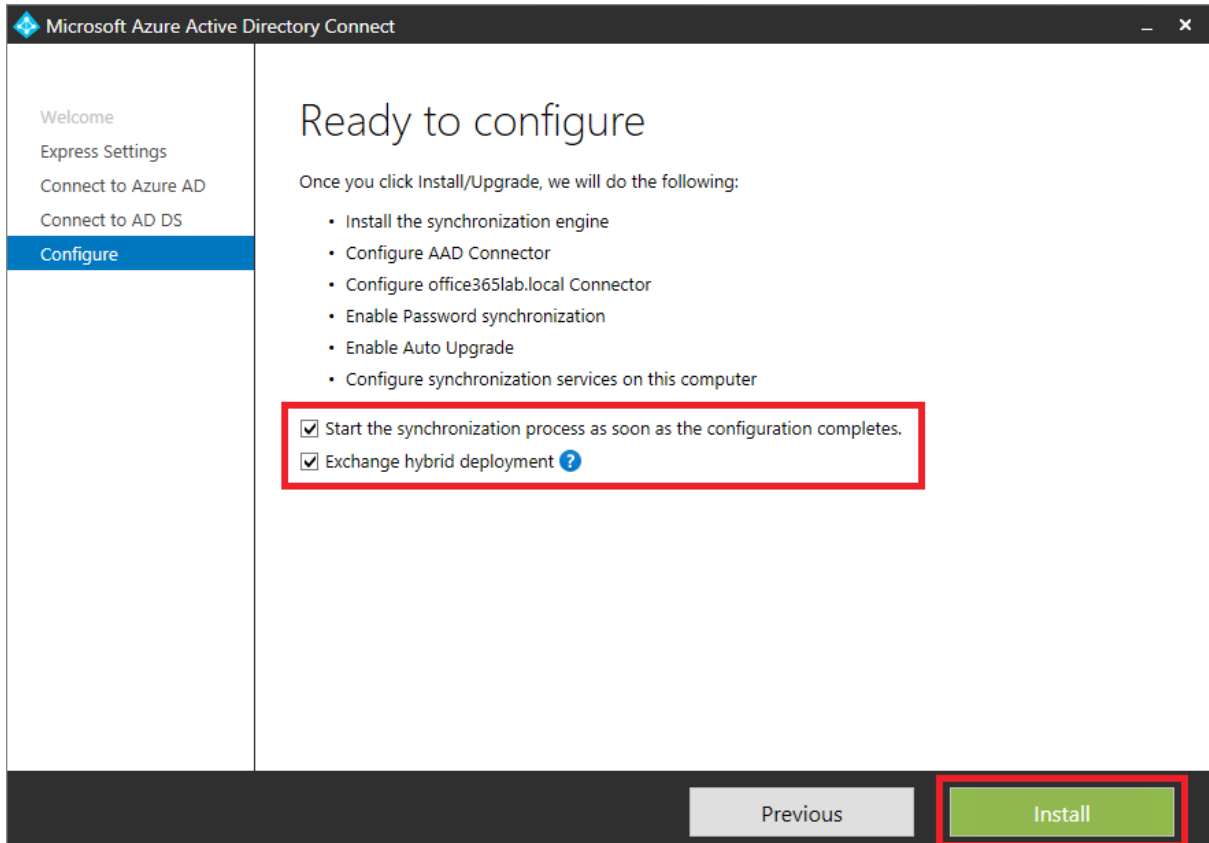
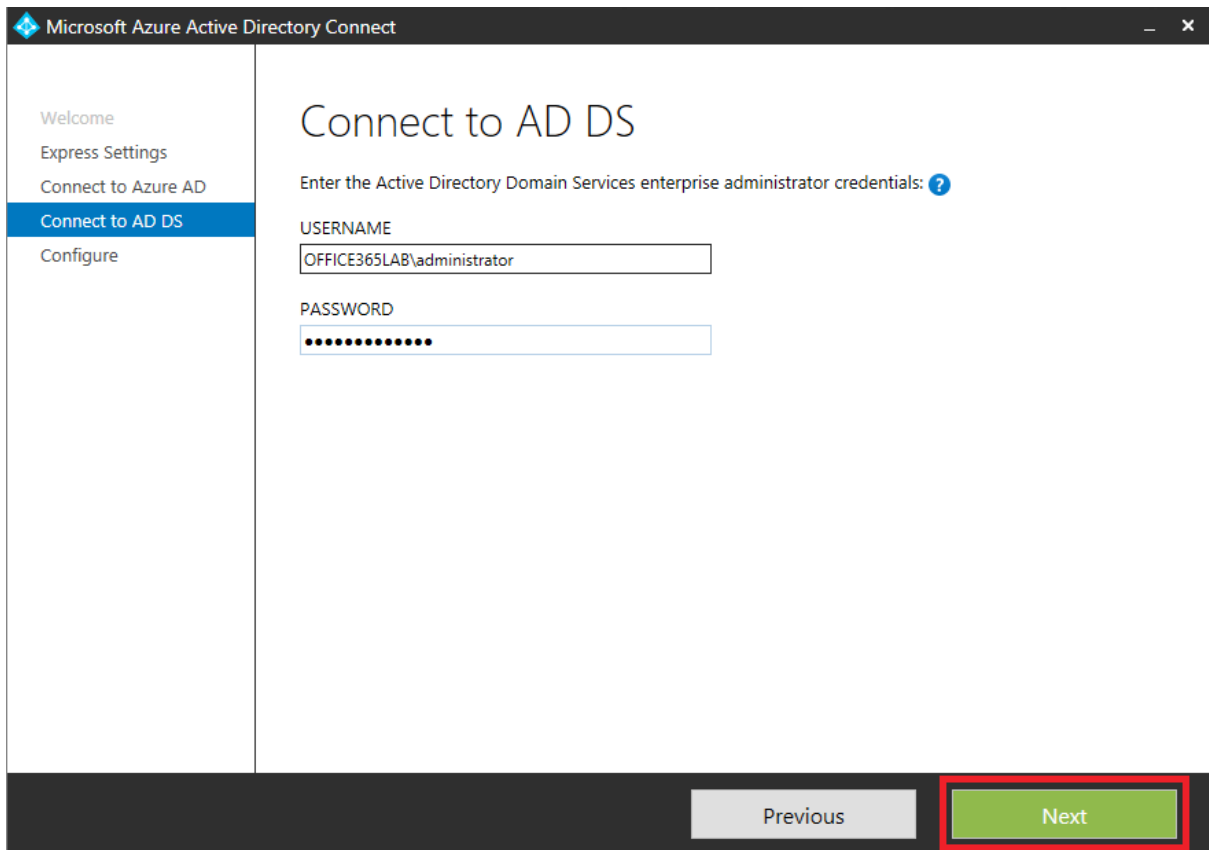
Connect to Azure AD

Enter your Azure AD credentials: ?

USERNAME

PASSWORD

Previous Next



Microsoft Azure Active Directory Connect

Welcome
Express Settings
Connect to Azure AD
Connect to AD DS
Configure

Configuration complete

Azure AD Connect configuration succeeded. The synchronization process has been initiated.

The configuration is complete. You can now log in to the Azure or Office 365 portal to verify that user accounts from your local directory have been created. Then, do a test sign-on to the Azure portal. [Learn more](#)

Previous **Exit**

Office 365 Setup

Run Azure Active Directory Connect

You're all set to download and run the Azure Active Directory (AD) Connect guided experience to connect your local directory to the cloud. Here's some things you need to know before you start:

- Azure AD Connect has to be installed on the Windows Server that will run the synchronization service
- You have to be an enterprise admin on-premises and a global admin in Office 365
- It's a good idea to have a test account that you can use to verify sign-in when sync is done

[Download](#) [Learn more about Azure AD Connect](#)

Return here to pick up where you left off when you finish the Azure AD Connect wizard.

Next [Feedback](#)

Office 365 Setup

Make sure sync worked as expected

Step 1

Evaluate solution



Step 2

Verify domains



Step 3

Set up Azure AD Connect



Directory synchronization is enabled

The last directory synchronization sync time is: Tue Jul 05 2016 12:27:39

We recommend that you do some manual checks to make sure that directory synchronization is working as expected.

- Open [Active users](#) and verify that all the users from your local directory now also have user IDs in Office 365
- Create a new user in your local directory, wait a few minutes, then verify that the new user shows up in Office 365
- Sign-in to Office 365 with a test account to make sure passwords are synced

When you're ready, click Next to learn how to activate the accounts in Office 365.

[Next](#)

Office 365 Setup

Activate users

Step 1

Evaluate solution



Step 2

Verify domains



Step 3

Set up Azure AD Connect



You're almost there. You just need to activate the synced users by assigning them a license. Here's how:

- Go to [Active users](#)
- Select the unlicensed users view
- Select all the users
- Activate the users to activate their accounts

[Next](#)

[< Back](#)

Office 365 Setup

You're all set up

Rate your experience with Office 365 setup.



Step 1

Evaluate solution



Step 2

Verify domains



Step 3

Set up Azure AD Connect



Finish →

< Back

Office 365 Admin center

Home > Active users

+ Add a user More Filters All users Search Export

Display name	User name	Status	Sync Type
Andy Waters	andy.waters@office365lab.co.uk	Unlicensed	Synced with...
CloudAdmin	cloudadmin@Office365LabA.onmicrosoft.com	Office 365 Enterprise E3	In cloud
Exchange Online-ApplicationAccount	Exchange_Online-ApplicationAccount@Office36...	Blocked	Synced with...
Fay Williams	fay.williams@office365lab.co.uk	Unlicensed	Synced with...
HealthMailbox8e327b4ab94e46a49c3...	HealthMailboxcf907080df314f5a971b2810804ed...	Unlicensed	Synced with...
HealthMailboxa30c7cf94ec4b57ac003...	HealthMailbox8bcbb03f0894f0b903f69d0812e7...	Unlicensed	Synced with...
HealthMailboxa3ee115058ff4870a273...	HealthMailbox5c64797ddf8a4598bd7149f13a13...	Unlicensed	Synced with...
Ian Waters	ian.waters@Office365LabA.onmicrosoft.com	Unlicensed	Synced with...
LabAdmin	LabAdmin@office365lab.co.uk	Unlicensed	Synced with...
Michael Freeman	michael.freeman@Office365LabA.onmicrosoft.co...	Unlicensed	Synced with...
Nic Horrocks	nic.horrocks@office365lab.co.uk	Unlicensed	Synced with...
On-Premises Directory Synchronizatio...	Sync_ADFS_SERVER_1f0c42fa9585@Office365Lab...	Unlicensed	Synced with...
Tom Owers	tom.owers@office365lab.co.uk	Unlicensed	Synced with...

Office 365 Admin center

Home > DirSync errors

This report shows errors for objects you have synced from your on-premises directory to the cloud. These are caused by attributes that are required to be unique, like UserPrincipalName and Proxy Address, being added to multiple users, groups, or contacts. To resolve the issue, ensure that the conflicting value only exists on a single object in your company. Click each error to learn more.

Provisioning error	Value	Display name	Object type
No results found			

Office 365 Admin center

Integration with local Active Directory

Company Name	Office 365 Lab
Domains verified	3
Domains not verified	0
Directory sync enabled	true
Last directory sync	last synced 3 minutes ago
Password sync enabled	true
Last password sync	last synced 5 minutes ago
Directory sync client version	1.1.130.0
IdFix Tool	Download IdFix Tool
Directory sync service account	Sync_ADFS_SERVER_1f0c42fa9585@Office365LabA.onmicrosoft.com
DirSync errors	No DirSync object errors

Identity federation with local directory

Domains configured for federation	1
-----------------------------------	---

Tasks

Additional tasks

The required tasks for the scenario have been completed. Choose from the list below to perform additional tasks.

- View current configuration
- Customize synchronization options**
- Refresh directory schema
- Configure staging mode (current state: disabled)
- Change user sign-in

Previous

Next

- Tasks
- Connect to Azure AD
- Sync
 - Connect Directories
 - Domain/OU Filtering**
 - Optional Features
- Configure

Domain and OU filtering

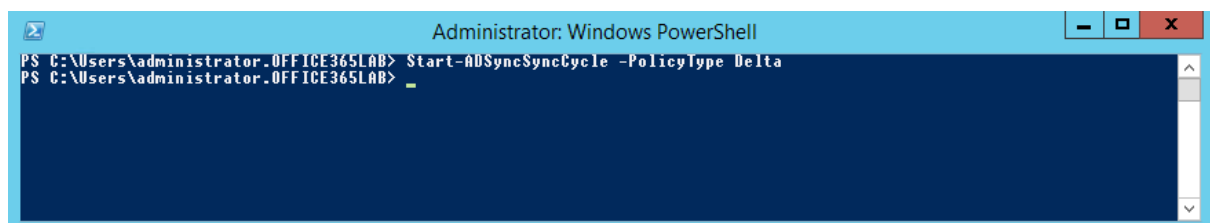
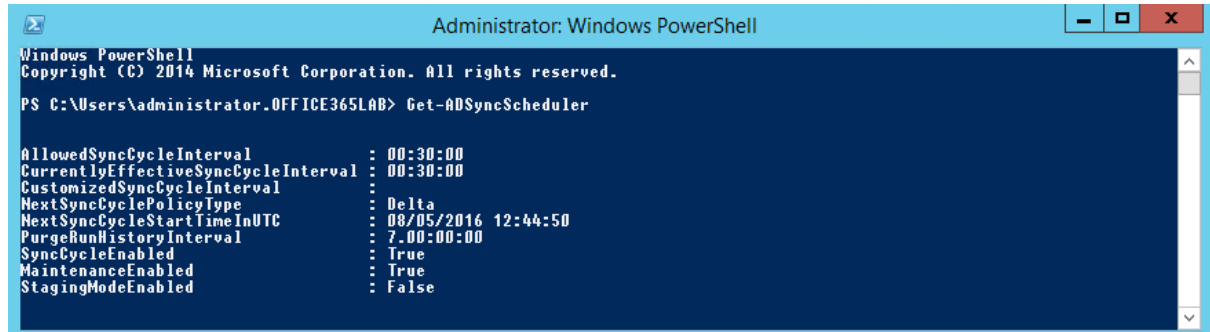
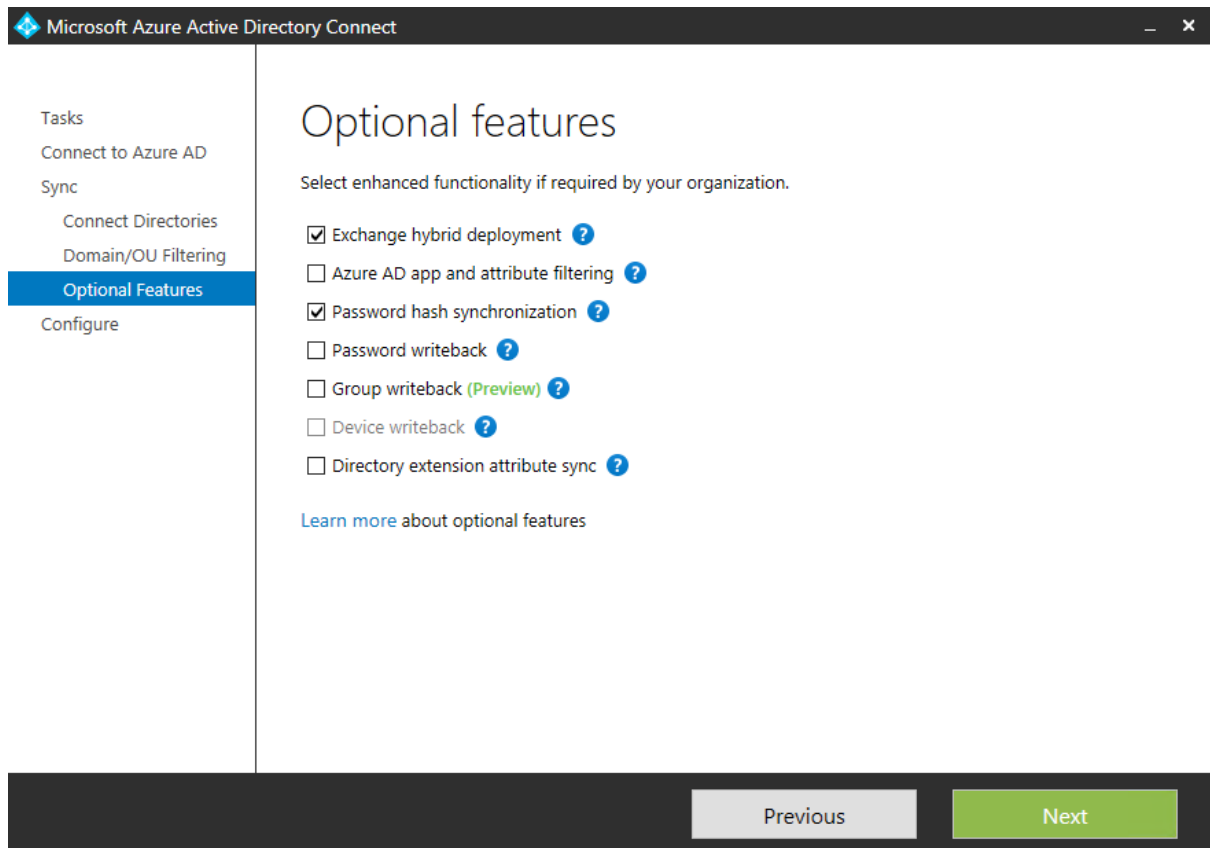
Directory: office365lab.local Refresh Ou/Domain ?

- Sync all domains and OUs
- Sync selected domains and OUs

- office365lab.local
 - Builtin
 - Computers
 - Domain Controllers
 - ForeignSecurityPrincipals
 - Head Office
 - Infrastructure
 - LostAndFound
 - Managed Service Accounts
 - Microsoft Exchange Security Groups
 - Microsoft Exchange System Objects
 - Program Data
 - System
 - Users

Previous

Next



Chapter 10: Deploying a Hybrid Infrastructure – Exchange Hybrid

Enterprise Office 365

Exchange admin center

- recipients
- permissions
- compliance management
- organization
- protection
- mail flow
- mobile
- public folders
- unified messaging
- servers
- hybrid**
- tools

setup

Exchange hybrid mode allows you to connect and manage your organization across both on-premises and Office 365. [Learn more](#)

information

You must log in to Office 365 before you can run the Hybrid Configuration wizard. Please try again after you log in to Office 365.

[➔ sign in to Office 365](#)



Work or school account



cloudadmin@Office365Lab...

Keep me signed in

Sign in

Back

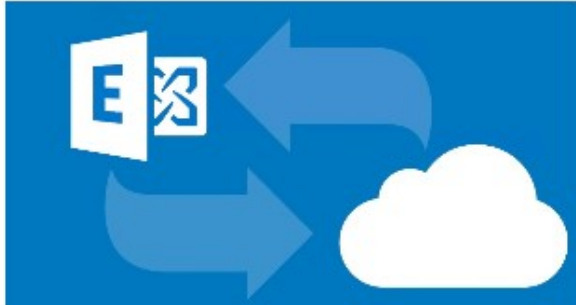
[Can't access your account?](#)

Microsoft Office 365 Hybrid Configuration Wizard Download

To Enable or Modify your Hybrid Configuration you need to first initiate the Hybrid Configuration Wizard, to get started [click here](#)

[Click here to learn what this feature does](#)

Hybrid Configuration Wizard



Running this wizard will configure coexistence between your on-premises environment and Exchange online.

[Learn more](#)

What does this application do?

back

next

cancel

On-premises Exchange Server Organization

- Detect the optimal Exchange server

EXCHANGESERVER

Domain office365lab.local
Version Version 15.0 (Build 1178.4) CU12 *StandardEvaluation Edition*
Roles Mailbox, ClientAccess

- Specify a server running Exchange 2010, 2013 or 2016

Exchange Hybrid setup requires a connection to an Exchange 2010, 2013 or 2016 server in your environment to perform management tasks. On Exchange 2010 or 2013 this must be a server running the Client Access Server role.

Client Access server:

ExchangeServer.office365lab.local

Office 365 Exchange Online

My Office 365 organization is hosted by:

Microsoft Office 365

★ [Give Feedback](#)

back

next

cancel

Credentials

Exchange hybrid setup needs both on-premises and Office 365 account credentials before it can continue. Both accounts must be members of the Organization Management role group.

[Learn more](#)

Enter your on-premises account credentials.

Use current Windows credentials

Domain\user name:



Enter your Office 365 credentials.

Office 365 user ID:

Password:

★ [Give Feedback](#)

Validating Connections and Credentials

●	●	●	●	●	●	
		Succeeded				Exchange
●	●	●	●	●	●	
		Succeeded				Office 365

★ [Give Feedback](#)

Domain Ownership

Before proceeding to the next step, copy the following tokens and create a TXT record for each token on your public DNS to confirm domain ownership.

[Learn more](#)

Domain	Token
office365lab.co.uk	HT08K9JkB1oztr2qWrjq7H85SvyDfjFt1Ci/JHgHype+aNTkLLTnDImjnMt34rw

[Copy to clipboard](#)

I have created a TXT record for each token in DNS.

verify domain ownership

★ [Give Feedback](#)

back

next

cancel

Hybrid Configuration

How do you want to configure your on-premises organization for secure bi-directional mail transport with your Exchange Online organization?

[Learn more](#)

- Configure my Client Access and Mailbox servers for secure mail transport (typical)
- Configure my Edge Transport servers for secure mail transport

Centralized mail transport is an advanced feature that most organizations will not require. Enabling this feature configures your Exchange Online organization to route email to or from external recipients through your on-premises Exchange organization. Please see the Exchange setup guide for more details.

[Learn more](#)

- Enable centralized mail transport

★ [Give Feedback](#)

back

next

cancel

Receive Connector Configuration

Choose one or more on-premises Exchange Servers to host receive connectors for secure mail transport with Exchange Online. If you are using Exchange 2013 these servers must have the Client Access Server role.

[Learn more](#)

EXCHANGESERVER

★ [Give Feedback](#)

back

next

cancel

Send Connector Configuration

Choose one or more on-premises Exchange Servers to host send connectors for secure mail transport with Exchange Online. If you are using Exchange 2013 these servers must have the Mailbox Server role.

[Learn more](#)

EXCHANGESERVER

★ [Give Feedback](#)

back

next

cancel

Transport Certificate

Choose a certificate to use with securing hybrid mail transport.

[Learn more](#)

*.office365lab.co.uk	
Subject	CN=*.office365lab.co.uk, OU=Domain Control Validated
Issuer	CN=AlphaSSL CA - SHA256 - G2, O=GlobalSign nv-sa, C=BE
Valid	8/3/2015 - 8/3/2016
Thumbprint	E10B76EAA439FEDE15B2B0CE1EA17EF301B2A866

★ [Give Feedback](#)

back

next

cancel

Organization FQDN

Enter a fully qualified domain name (DomainFqdn) for your on-premises organization. This will configure the outbound mail connector to route mail from the Exchange Online Protection (EOP) service to your on-premises organization.

[Learn more](#)

For example: mail.contoso.com

★ [Give Feedback](#)

back

next

cancel

Ready for Update

Your Exchange hybrid configuration settings are now complete. Click Update to configure and enable the hybrid features in your Enterprise and Office 365 organizations.

This process may take several minutes to complete. Please don't close the window unless you want to cancel the process.

★ [Give Feedback](#)

back

update

cancel

Configuring...

Task: Configure Organization Relationship

Phase: Configuring

Command: Enable-OrganizationCustomization



Click 'stop' to cancel the operation. Stopping the operation won't undo the changes already applied.

★ [Give Feedback](#)

stop

Congratulations!



Hybrid services are now configured between Exchange Online in your Office 365 tenant and your on-premises Exchange environment.

How would you rate your experience?



Let us know what you liked or what we can do better.

Include email:

Thank you for taking the time to send us feedback! We may not respond to each piece of feedback, but we will work hard to make sure it is reviewed.

[Privacy policy](#)

close

Exchange admin center

- recipients
- permissions
- compliance management
- organization**
- protection
- mail flow
- mobile
- public folders
- unified messaging
- servers

[sharing](#) [apps](#) [address lists](#)

Federation Trust

A federation trust has been created and requires the verification of shared domains. Select the domains that will share calendar free/busy information. [Learn more](#)

Organization Sharing

Enable free/busy and other calendar information sharing between federated Exchange organizations. [Learn more](#)



ON	NAME	DOMAINS
<input checked="" type="checkbox"/>	On-premises to O365 - e3a44881-eb36-4c80-add8...	Office365LabA.mail.onmicrosoft.com

Exchange admin center

- dashboard
- recipients
- permissions
- compliance management
- organization
- protection
- mail flow
- mobile
- public folders

sharing add-ins

Organization Sharing

Enable free/busy and other calendar information sharing between federated Exchange organizations. [Learn more](#)



ON	NAME	DOMAINS
<input checked="" type="checkbox"/>	O365 to On-premises - e3a44881-eb36-4c80-add8...	office365lab.co.uk

1 selected of 1 total

```

Machine: ExchangeServer.office365lab.local
[PS] C:\Windows\system32>Get-WebServicesVirtualDirectory | fl Server, Name, MRSProxyEnabled

Server           : EXCHANGESERVER
Name             : EWS (Default Web Site)
MRSProxyEnabled : True

[PS] C:\Windows\system32>_
    
```

Exchange admin center

- dashboard
- recipients
- permissions
- compliance management
- organization
- mail flow
- protection
- mobile
- public folders
- unified messaging
- hybrid

rules message trace accepted domains remote domains connectors

Connectors help control the flow of email messages to and from your Office 365 organization. However, because most organizations don't need to use connectors, we recommend that you first [check to see if you should create a connector](#).

Want to help us improve connectors? Just [send us feedback](#) and let us know what you liked, didn't like, or what we can do to make your experience better.



STATUS	NAME	FROM	TO	
On	Inbound from e3a44881-eb36-4c...	Your organization's email server	Office 365	Inbound from e3a44881-eb36-4c80-add8-2551ede32b58
On	Outbound to e3a44881-eb36-4c8...	Office 365	Your organization's email ser...	Mail flow scenario From: Your organization's email server To: Office 365 Description ZY3hCoIQDEbPC6IXs+sVLr1LiVF/DAP6/PlcQpCMjbN937bvJ/Nm5MmLiQczF2oiKCo5YbzRmGLTHXwZ3k0f5PereRe5MpdrtD2doPUypFOSqrJtDd7p8abvpP6kHX-u3/9gl=

Chapter 11: Performing a Hybrid Migration

Office 365

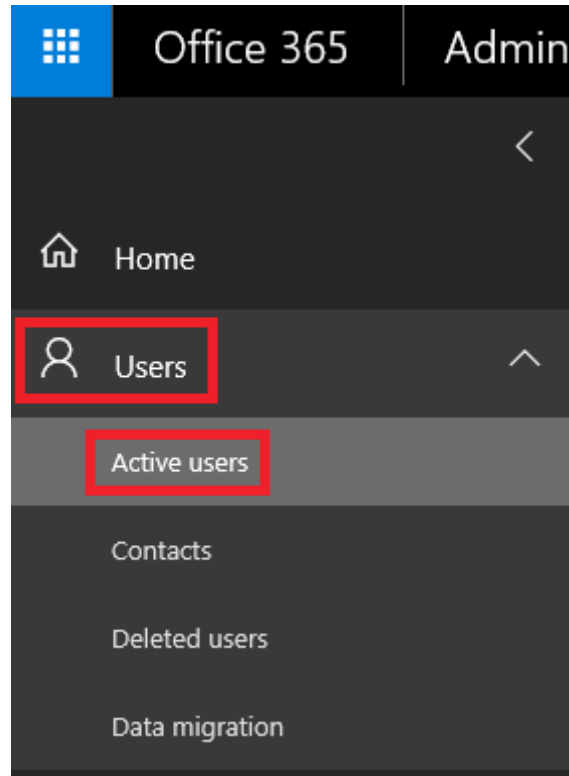


Software

Office

Phone & tablet

Please contact your admin. It looks like they haven't assigned you a license for the Office desktop apps.
















Ian Waters

ian.waters@office365lab.co.uk

Product licenses

Location *

United Kingdom 

- Office 365 Enterprise E3  On
4 of 5 licenses available
- Office 365 Planner Preview  On
- Sway  On
- Mobile Device Management for Office 365
(These licenses do not need to be individually assigned)  On
- Yammer Enterprise  On
- Azure Rights Management  On
- Office 365 ProPlus  On
- Skype for Business Online (Plan 2)  On
- Office Online  On
- SharePoint Online (Plan 2)  On
- Exchange Online (Plan 2)  On

Assign

Cancel



Software

Office

Office

- Tools & add-ins
- Skype for Business
- Phone & tablet

Install Office 365 ProPlus with the new 2016 apps (Recommended)

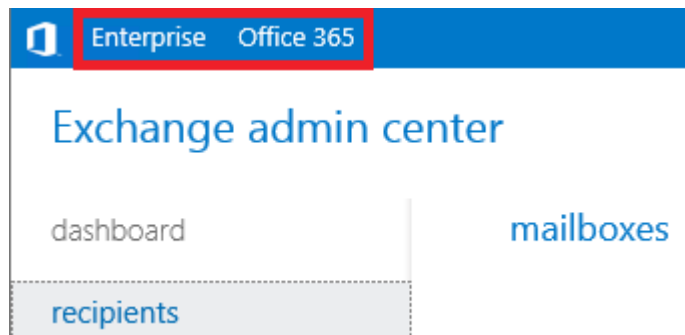
This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, OneDrive for Business



Language: Version: 32-bit (Recommended) [Advanced](#)

Don't see the language you want? Install one of the languages in the list above and then install a [language accessory pack](#). Additional languages and language accessory packs don't count against your install limit.

[Review system requirements](#)
[Troubleshoot installation](#)



Exchange admin center

dashboard

recipients

permissions

compliance management

organization

mailboxes groups resources contacts shared **migration**

Click to view the status for all current migration batches. [Status for all batches](#)



	TOTAL	SYNCED	FINALI...	FAILED
Migrate to Exchange Online	1	0	1	0
Migrate from Exchange Online				

new migration batch

Select a migration type

The migration type to use depends on your existing email system, how many mailboxes you want to migrate, and whether you plan to maintain some mailboxes in your on-premises organization or migrate them all to the cloud. You'll also want to consider how long the migration will take and whether user identity will be managed in your on-premises organization or in Office 365.

[Learn more](#)

- Remote move migration (supported by Exchange Server 2010 and later versions)
- Staged migration (supported by Exchange Server 2003 and Exchange Server 2007 only)
- Cutover migration (supported by Exchange Server 2003 and later versions)
- IMAP migration (supported by Exchange and other email systems)

Select this if you're planning an Exchange hybrid deployment with mailboxes both on-premises and in Exchange Online. If you plan to migrate all mailboxes to Exchange Online over a long period of time, this migration type lets you use hybrid deployment features during migration. After the migration, user identity will still be managed in your on-premises organization. You have to use this type of migration to migrate more than 1,000 Exchange 2010 or Exchange 2013 mailboxes.

[Learn more](#)

next

cancel

new migration batch

Select the users

You can either use a CSV file to specify the users you'd like to move, or you can select mailboxes individually. [Learn more](#)

Select the users that you want to move

+ -

DISPLAY NAME	EMAIL ADDRESS
Matt McGillen	mmcgillen@grevelab.com

Specify the users with a CSV file

Allow unknown columns in the CSV file

Browse...

1 mailboxes to migrate

back

next

cancel

new migration batch

Confirm the migration endpoint

The connection settings for this migration batch have been automatically selected based on the migration endpoints created in your organization. [Learn more](#)

Remote MRS proxy server:

The FQDN of the Exchange server that the Mailbox Replication Service (MRS) Proxy is on.

onprem.office365lab.co.uk

back

next

cancel

new migration batch

Move configuration

These configuration settings will be applied to the new batch. [Learn more](#)

*New migration batch name:

*Target delivery domain:

Archive:

Move the primary mailbox and the archive mailbox if one exists

Move archive mailbox only, without moving primary mailbox

This option is only valid for mailboxes on Exchange 2010 and Exchange 2013.

Bad item limit:

Large item limit:

new migration batch

Start the batch

A new migration batch will be created after you click new. [Learn more](#)

*After the batch is complete, a report will be sent to the following recipients. You must select at least one recipient to receive this report.

David Greve	X	browse...
-------------	---	-----------

Please select the preferred option to start the batch:

- Manually start the batch later (by selecting it in the migration dashboard and then clicking Start)
- Automatically start the batch

Please select the preferred option to complete the batch:

- Manual Complete the batch (by clicking the "Complete this migration batch" link on the right pane, after the link becomes active)
- Automatically complete the migration batch

back	new	cancel
------	-----	--------

Enterprise Office 365 David Greve

Exchange admin center

dashboard recipients permissions compliance management organization protection mail flow mobile public folders unified messaging

mailboxes groups resources contacts shared **migration**

Click to view the status for all current migration batches. [Status for all batches](#)

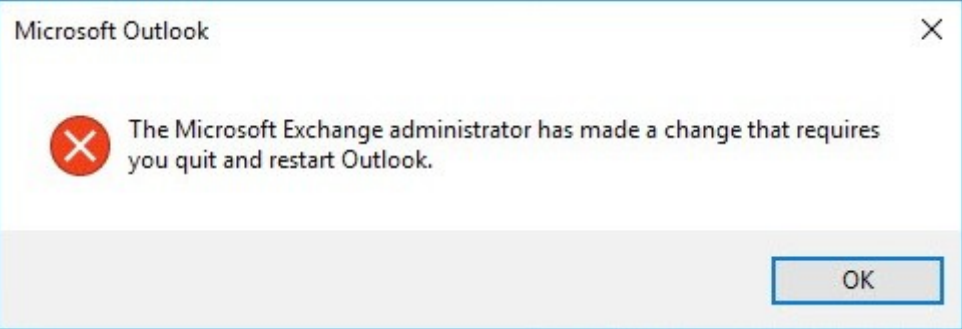
+ - ✎ 🗑️ ↻ ...

NAME	STATUS	TOTAL	SYNCED	FINALI...	FAILED
Migration Batch 1 - ...	Completed	1	0	1	0

Migration Batch 1 - Test User 1

Type: Exchange remote move
Direction: Onboarding
Status: Completed

Mailbox status
Synced mailboxes: 0 of 1
Finalized mailboxes: 1 of 1
Failed mailboxes: 0
[View details](#)



Chapter 12: Post Migration Considerations

Office 365

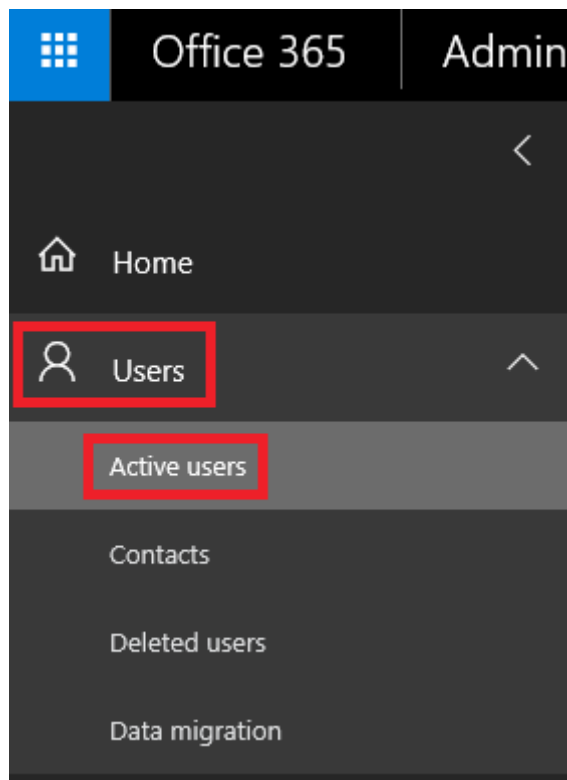


Software

Office

Phone & tablet

Please contact your admin. It looks like they haven't assigned you a license for the Office desktop apps.
















Ian Waters

ian.waters@office365lab.co.uk

Product licenses

Location *

United Kingdom 

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4 of 5 licenses available
- Office 365 Planner Preview  On
- Sway  On
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(These licenses do not need to be individually assigned)  On
- Yammer Enterprise  On
- Azure Rights Management  On
- Office 365 ProPlus  On
- Skype for Business Online (Plan 2)  On
- Office Online  On
- SharePoint Online (Plan 2)  On
- Exchange Online (Plan 2)  On

Assign

Cancel



Software

Office

Office

- Tools & add-ins
- Skype for Business
- Phone & tablet

Install Office 365 ProPlus with the new 2016 apps (Recommended)

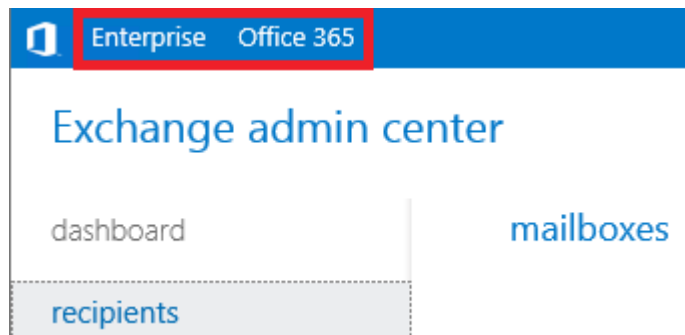
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[Review system requirements](#)
[Troubleshoot installation](#)



Exchange admin center

dashboard

recipients

permissions

compliance management

organization

mailboxes groups resources contacts shared **migration**

Click to view the status for all current migration batches. [Status for all batches](#)



	TOTAL	SYNCED	FINALI...	FAILED
Migrate to Exchange Online				
Migrate from Exchange Online	1	0	1	0

new migration batch

Select a migration type

The migration type to use depends on your existing email system, how many mailboxes you want to migrate, and whether you plan to maintain some mailboxes in your on-premises organization or migrate them all to the cloud. You'll also want to consider how long the migration will take and whether user identity will be managed in your on-premises organization or in Office 365.

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[Learn more](#)

next

cancel

new migration batch

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Select the users that you want to move

+ -

DISPLAY NAME	EMAIL ADDRESS
Matt McGillen	mmcgillen@grevelab.com

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Allow unknown columns in the CSV file

Browse...

1 mailboxes to migrate

back

next

cancel

new migration batch

Confirm the migration endpoint

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Remote MRS proxy server:

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onprem.office365lab.co.uk

back

next

cancel

new migration batch

Move configuration

These configuration settings will be applied to the new batch. [Learn more](#)

*New migration batch name:

*Target delivery domain:

Archive:

Move the primary mailbox and the archive mailbox if one exists

Move archive mailbox only, without moving primary mailbox

This option is only valid for mailboxes on Exchange 2010 and Exchange 2013.

Bad item limit:

Large item limit:

new migration batch

Start the batch

A new migration batch will be created after you click new. [Learn more](#)

*After the batch is complete, a report will be sent to the following recipients. You must select at least one recipient to receive this report.

David Greve	X	browse...
-------------	---	-----------

Please select the preferred option to start the batch:

- Manually start the batch later (by selecting it in the migration dashboard and then clicking Start)
- Automatically start the batch

Please select the preferred option to complete the batch:

- Manual Complete the batch (by clicking the "Complete this migration batch" link on the right pane, after the link becomes active)
- Automatically complete the migration batch

back new cancel

Enterprise Office 365 David Greve

Exchange admin center

dashboard recipients permissions compliance management organization protection mail flow mobile public folders unified messaging

mailboxes groups resources contacts shared **migration**

Click to view the status for all current migration batches. [Status for all batches](#)

+ - ✎ 🗑️ ↻ ...

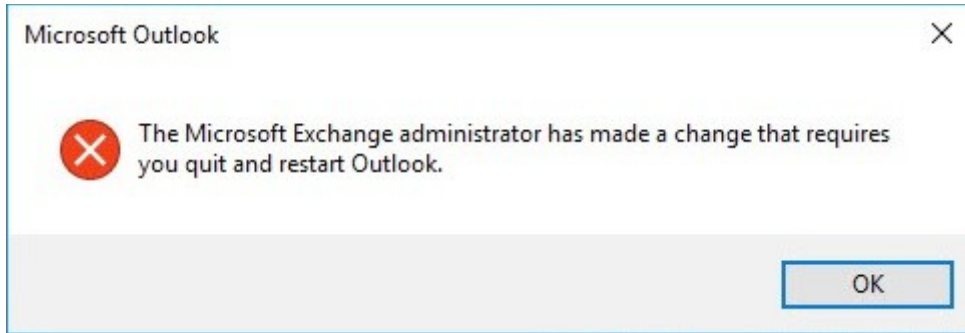
NAME	STATUS	TOTAL	SYNCED	FINALI...	FAILED
Migration Batch 1 - ...	Completed	1	0	1	0

Migration Batch 1 - Test User 1

Type: Exchange remote move
Direction: Onboarding
Status: Completed

Mailbox status
Synced mailboxes: 0 of 1
Finalized mailboxes: 1 of 1
Failed mailboxes: 0

[View details](#)



Exchange admin center

- dashboard
- recipients**
- permissions
- compliance management
- organization
- protection
- mail flow
- mobile
- public folders
- unified messaging
- hybrid

mailboxes groups resources **shared** migration



DISPLAY NAME

New Shared Mailbox - Microsoft Edge

outlook.office365.com/ecp/UsersGroups/NewSharedMailbox.aspx?reqId=146:

new shared mailbox

Shared mailboxes allow a group of users to view and send email from a common mailbox and share a common calendar. [Learn more](#)

*Display name:

*Email address:
 @ office365lab.co.uk

Users
The following users have permission to view and send mail from this shared mailbox.

+ -

DISPLAY NAME ▲

[More options...](#)

Save Cancel



Exchange admin center

dashboard

recipients

permissions

compliance management

organization

protection

mailboxes groups **resources** contacts shared migration

+

Room mailbox
Equipment mailbox

MAILBOX TYPE	EMAIL ADDRESS
--------------	---------------

There are no items to show in this view.

new room mailbox

A room mailbox is a resource mailbox that's assigned to a physical location. Users can easily reserve rooms by including room mailboxes in meeting requests. Just select the room mailbox from the list and edit properties, such as booking requests or mailbox delegation. [Learn more](#)

*Room name:

*Email address:

 @

Location:

Phone:

Capacity:

Save

Cancel

```
Machine: ExchangeServer.office365lab.local
[PS] C:\publichybridsync>./Sync-MailPublicFolders.ps1 -Credential (Get-Credential) -CsvSummaryFile:sync_summary.csv
cmdlet Get-Credential at command pipeline position 1
Supply values for the following parameters:
Credential
[16/05/2016 20:01:58] Creating an Exchange Online remote session...
[16/05/2016 20:02:19] Exchange Online remote session created successfully.
[16/05/2016 20:02:19] Enumerating local mail enabled public folders...
[16/05/2016 20:02:30] Mail public folders enumeration completed: 7 local folder(s) found.
[16/05/2016 20:02:30] Enumerating Exchange Online mail enabled public folders...
[16/05/2016 20:02:31] Mail public folders enumeration completed: 0 Exchange Online folder(s) found.

Sync local changes to Exchange Online
The following local mail public folder changes were detected and will be applied to Exchange Online: 7 object(s)
created, 0 updated and 0 deleted. Do you really want to proceed?
[N] No [Y] Yes [?] Help (default is "N"): Y
[16/05/2016 20:03:08] Syncing of mail public folder objects into Active Directory completed: 7 objects created, 0 object
s updated and 0 objects deleted.
[PS] C:\publichybridsync>
```

```
Administrator: Windows PowerShell
Windows PowerShell
Copyright (C) 2015 Microsoft Corporation. All rights reserved.

PS C:\WINDOWS\system32> $UserCredential = Get-Credential

cmdlet Get-Credential at command pipeline position 1
Supply values for the following parameters:
Credential
PS C:\WINDOWS\system32> $Session = New-PSSession -ConfigurationName Microsoft.Exchange -ConnectionUri https://outlook.office365.com/powershell-liveid/ -Credential $UserCredential -Authentication Basic -AllowRedirection
PS C:\WINDOWS\system32> Import-PSSession $Session
WARNING: The names of some imported commands from the module 'tmp_eiwtquid.pot' include unapproved verbs that might make them less discoverable. To find the commands with unapproved verbs, run the Import-Module command again with the Verbose parameter. For a list of approved verbs, type Get-Verb.

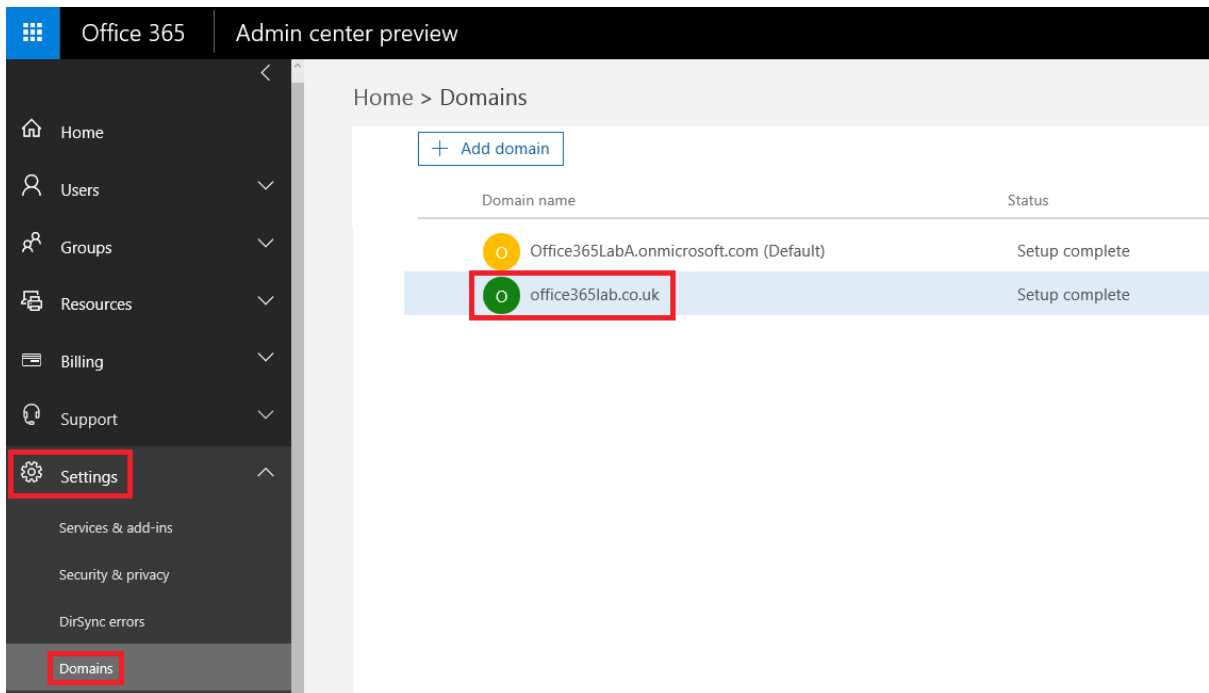
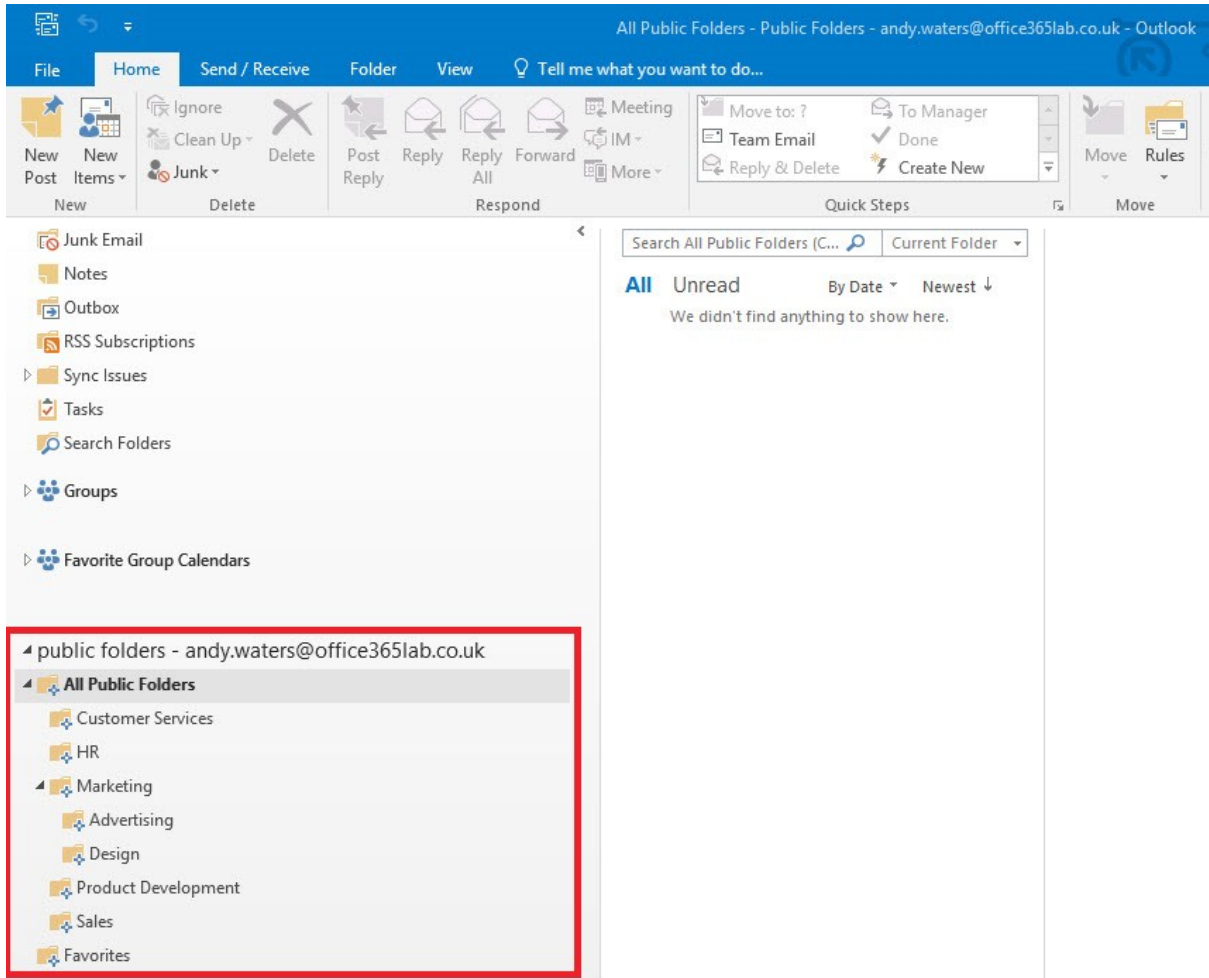
ModuleType Version Name ExportedCommands
-----
Script 1.0 tmp_eiwtquid.pot {Add-AvailabilityAddressSpace, Add-DistributionGroupM...

PS C:\WINDOWS\system32>
```

```
Windows PowerShell
PS C:\Users\ian> Set-OrganizationConfig -PublicFoldersEnabled Remote -RemotePublicFolderMailboxes PFMailbox1
PS C:\Users\ian> get-organizationconfig | fl *public*

DefaultPublicFolderAgeLimit :
DefaultPublicFolderIssueWarningQuota : 1.7 GB (1,825,361,920 bytes)
DefaultPublicFolderProhibitPostQuota : 2 GB (2,147,483,648 bytes)
DefaultPublicFolderMaxItemSize : Unlimited
DefaultPublicFolderDeletedItemRetention : 30.00:00:00
DefaultPublicFolderMovedItemRetention : 7.00:00:00
PublicFoldersLockedForMigration : False
PublicFolderMigrationComplete : False
PublicFoldersEnabled : Remote
PublicComputersDetectionEnabled : False
RootPublicFolderMailbox : 00000000-0000-0000-0000-000000000000
RemotePublicFolderMailboxes : {PFMAILBOX1}

PS C:\Users\ian>
```





office365lab.co.uk

Domain managed outside Office 365



Set as default

DNS management

Check DNS

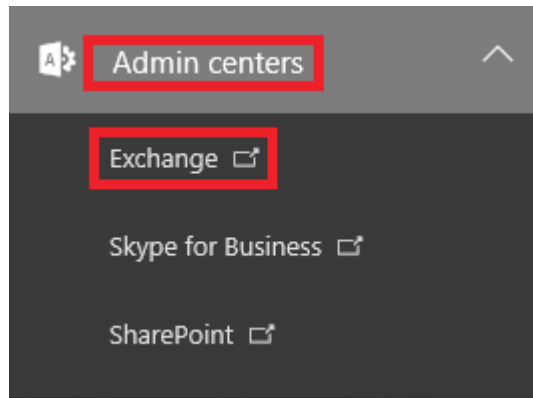
Remove

Required DNS settings

Your DNS records must be set to the following values for your Office 365 services to run smoothly.

Exchange Online

Type	Priority	Host name	Points to address or value	TTL
MX	0	@	office365lab-co-uk.mail.protection.outlook.com	1 Hour
TXT	-	@	v=spf1 include:spf.protection.outlook.com -all	1 Hour
CNAME	-	autodiscover	autodiscover.outlook.com	1 Hour



Exchange admin center

- dashboard
- recipients
- permissions
- compliance management
- organization
- protection
- mail flow

rules message trace accepted domains remote domains [connectors](#)

Inbound Connectors



ENABLED	NAME	CONNECTOR TYPE
<input checked="" type="checkbox"/>	Inbound from 62e56be3-abf7-47bb-8c...	On-premises

Outbound Connectors



ENABLED	NAME	CONNECTOR TYPE
<input checked="" type="checkbox"/>	Outbound to 62e56be3-abf7-47bb-8c1...	On-premises

Outbound Delivery

Smart host based
onprem.office365lab.co.uk

Scope

Outbound domains:
*

Connector Security

[Help](#)

Outbound to 62e56be3-abf7-47bb-8c18-eebf1be65a0b

general

security

delivery

▶ **scope**

scope

Use for Criteria Based Routing (CBR)

Route all accepted domains through this connector

*Recipient domain

Specify the outb



edit domain -- Webpage Dialog

https://outlook.office365.com/ecp/Connectors/DomainEntry.aspx?new=false

edit domain

Specify the domain name, with or without wildcards.
Example: * or *.contoso.com or *.com

Outbound to 62e56be3-abf7-47bb-8c18-eebf1be65a0b

general

security

delivery

▶ **scope**

scope

Use for Criteria Based Routing (CBR)

Route all accepted domains through this connector

*Recipient domains:

Specify the outbound domains that should be applied to this connector.



*.office365lab.co.uk

Chapter 13: Additional Hybrid Solution – Lync Online/Skype for Business

Microsoft Visual C++ 2013 Redistributable (x64) - 12.0.21005	Microsoft Corporation	09/08/2015	20.5 MB	12.0.21005.1
Microsoft VSS Writer for SQL Server 2012	Microsoft Corporation	15/08/2015	3.12 MB	11.2.5058.0
Skype for Business Online, Windows PowerShell Module	Microsoft Corporation	09/08/2015	114 MB	6.0.9276.0
SQL Server Browser for SQL Server 2012	Microsoft Corporation	15/08/2015	12.6 MB	11.2.5058.0
Windows Fabric	Microsoft Corporation	01/08/2015	67.6 MB	1.0.1008.0

Skype for Business admin center

- dashboard
- users
- organization
- dial-in conferencing
- meeting invitation
- tools

Welcome

User statistics

Below are user statistics of your organization. [Learn more](#)

Skype for Business Online users:	1
Users enabled for dial-in conferencing:	0
Users in cloud:	1
Users synced and homed online:	0

```
Administrator: Windows PowerShell
PS C:\Users\Administrator.OFFICE365LAB> Set-CSAccessEdgeConfiguration -AllowOutsideUsers 1 -AllowFederatedUsers 1 -UseOn
sSrvRouting -EnablePartnerDiscovery $false
PS C:\Users\Administrator.OFFICE365LAB> _
```

Lync Server 2013 Administrator | Sign out 5.0.8308.556 | Privacy statement

External Access Policy **Access Edge Configuration** SIP Federated Domains SIP Federated Providers XMPP Federated Partners

Home Users Topology IM and Presence Persistent Chat Voice Routing Voice Features Response Groups Conferencing Clients Federation and External Access

Search

Edit Refresh

Scope	Federated user access	Remote user access	Anonymous user access
Global			

Lync Server 2013 Administrator | Sign out 5.0.8308.556 | Privacy statement

External Access Policy **Access Edge Configuration** SIP Federated Domains SIP Federated Providers XMPP Federated Partners

Home Users Topology IM and Presence Persistent Chat Voice Routing Voice Features Response Groups Conferencing Clients Federation and External Access

Edit Access Edge Configuration - Global

Commit Cancel

Scope: Global

- Enable federation and public IM connectivity
 - Enable partner domain discovery
 - Send archiving disclaimer to federated partners
- Enable remote user access
- Enable anonymous user access to conferences

```
Administrator: Windows PowerShell
Windows PowerShell
Copyright (C) 2014 Microsoft Corporation. All rights reserved.

PS C:\Users\Administrator.OFFICE365LAB> Remove-CSHostingProvider -Identity LyncOnline -force
PS C:\Users\Administrator.OFFICE365LAB> _
```

```

Administrator: Windows PowerShell
PS C:\Users\Administrator.OFFICE365LAB> New-CsHostingProvider -Identity LyncOnline -ProxyFqdn "sipfed.online.lync.com" -
Enabled $true -EnabledSharedAddressSpace $true -HostsOCSUsers $true -VerificationLevel UseSourceVerification -IsLocal $f
alse -AutodiscoverUrl https://webdir.online.lync.com/Autodiscover/AutodiscoverService.svc/root

Identity           : LyncOnline
Name               : LyncOnline
ProxyFqdn          : sipfed.online.lync.com
VerificationLevel  : UseSourceVerification
Enabled            : True
EnabledSharedAddressSpace : True
HostsOCSUsers      : True
IsLocal            : False
AutodiscoverUrl    : https://webdir.online.lync.com/Autodiscover/AutodiscoverService.svc/root

PS C:\Users\Administrator.OFFICE365LAB>

```

Lync Server 2013

The screenshot shows the Lync Server 2013 management console. The left-hand navigation pane includes Home, Users, Topology, IM and Presence, Persistent Chat, Voice Routing, Voice Features, and Response Groups. The main area is titled 'SIP Federated Providers' and contains a search bar, 'New', 'Edit', and 'Refresh' buttons, and a table of providers.

Provider	Edge Server	Enabled
Public provider	federation.messenger.msn.com	
Hosted provider LyncOnline	sipfed.online.lync.com	

This is a close-up view of the table from the previous screenshot. It shows the 'Public provider' and 'Hosted provider' entries. The 'Hosted provider' entry is highlighted, and a context menu is open over it, showing options: 'Show details...', 'Select all', and 'Delete'.

Provider	Edge Server	Enabled
Public provider	federation.messenger.msn.com	
Hosted provider	federation.messenger.msn.com	✓

Lync Server 2013

The screenshot shows the Lync Server 2013 management console. The left-hand navigation pane is visible, with 'Federation and External Access' selected. The main content area displays the configuration for a SIP Federated Provider named 'LyncOnline'. The configuration includes the following sections:

- Hosted provider:** A checked checkbox for 'Enable communications with this provider'.
- Provider name:** A text box containing 'LyncOnline'.
- Access Edge service (FQDN):** A text box containing 'sipfed.online.lync.com'.
- Default verification level:** Two radio button options:
 - Allow users to communicate only with people on their Contacts list who use this provider
 - Allow users to communicate with everyone using this provider

Buttons for 'Commit' and 'Cancel' are located at the top of the configuration area.

```
Administrator: Windows PowerShell
PS C:\Users\Administrator.OFFICE365LAB> Import-Module LyncOnlineConnector
PS C:\Users\Administrator.OFFICE365LAB> $cred = Get-Credential

cmdlet Get-Credential at command pipeline position 1
Supply values for the following parameters:
Credential
PS C:\Users\Administrator.OFFICE365LAB> $CSSession = New-CsOnlineSession -Credential $cred
PS C:\Users\Administrator.OFFICE365LAB> Import-PSSession $CSSession -AllowClobber

ModuleType Version Name ExportedCommands
-----
Script 1.0 tmp_5mmric2i.c02 {Clear-CsOnlineTelephoneReservation, Copy-CsVoicePol...

PS C:\Users\Administrator.OFFICE365LAB> Set-CsTenantFederationConfiguration -SharedSipAddressSpace $true
PS C:\Users\Administrator.OFFICE365LAB> _
```

```
Administrator: Windows PowerShell
PS C:\Users\administrator.OFFICE365LAB> Get-CsUser ian@office365lab.co.uk

Identity           : CN=Ian Waters,OU=Office365Lab Users,DC=Office365Lab,DC=local
VoicePolicy        :
VoiceRoutingPolicy :
ConferencingPolicy :
PresencePolicy     :
DialPlan           :
LocationPolicy     :
ClientPolicy       :
ClientVersionPolicy :
ArchivingPolicy    :
ExchangeArchivingPolicy : Uninitialized
PinPolicy          :
ExternalAccessPolicy :
MobilityPolicy     :
PersistentChatPolicy :
UserServicesPolicy :
HostedVoiceMail    :
HostedVoicemailPolicy :
HostingProvider    : SRU:
RegistrarPool     : lync.office365lab.local
Enabled            : True
SipAddress         : sip:ian@office365lab.co.uk
LineURI            :
EnterpriseVoiceEnabled : False
ExUmEnabled        : False
HomeServer         : CN=Lc Services,CN=Microsoft,CN=1:1,CN=Pools,CN=RTC
                   : Service,CN=Services,CN=Configuration,DC=Office365Lab,DC=local
DisplayName        : Ian Waters
SamAccountName     : ian

PS C:\Users\administrator.OFFICE365LAB> _
```

```
Administrator: Windows PowerShell
PS C:\Users\administrator.OFFICE365LAB> Move-CsUser -Identity ian@office365lab.co.uk -Target sipfed.online.lync.com -Cre
dential $cred -HostedMigrationOverrideUrl https://adminfe.online.lync.com/HostedMigration/hostedmigrationservice.svc
Confirm
Move-CsUser
[Y] Yes [A] Yes to All [N] No [L] No to All [S] Suspend [?] Help (default is "Y"): y
PS C:\Users\administrator.OFFICE365LAB> _
```

```

Administrator: Windows PowerShell
PS C:\Users\administrator.OFFICE365LAB> Get-CSUser ian@office365lab.co.uk

Identity           : CN=Ian Waters,OU=Office365Lab Users,DC=Office365Lab,DC=local
VoicePolicy
VoiceRoutingPolicy
ConferecingPolicy
PresencePolicy
DialPlan
LocationPolicy
ClientPolicy
ClientVersionPolicy
ArchivingPolicy
ExchangeArchivingPolicy : Uninitialized
PinPolicy
ExternalAccessPolicy
MobilityPolicy
PersistentChatPolicy
UserServicesPolicy
HostedVoiceMail
HostedVoicemailPolicy
HostingProvider     : sipfed.online.lync.com
RegistrarPool
Enabled             : True
SipAddress          : sip:ian@office365lab.co.uk
LineURI
EnterpriseVoiceEnabled : False
ExUmEnabled
HomeServer         : CN=Lc Services,CN=Microsoft,CN=1:1,CN=Pools,CN=RTC
                   : Service,CN=Services,CN=Configuration,DC=Office365Lab,DC=local
DisplayName        : Ian Waters
SamAccountName      : ian

PS C:\Users\administrator.OFFICE365LAB>

```

Lync Server 2013 Administrator | [Sign out](#)
5.0.8308.556 | [Privacy statement](#)

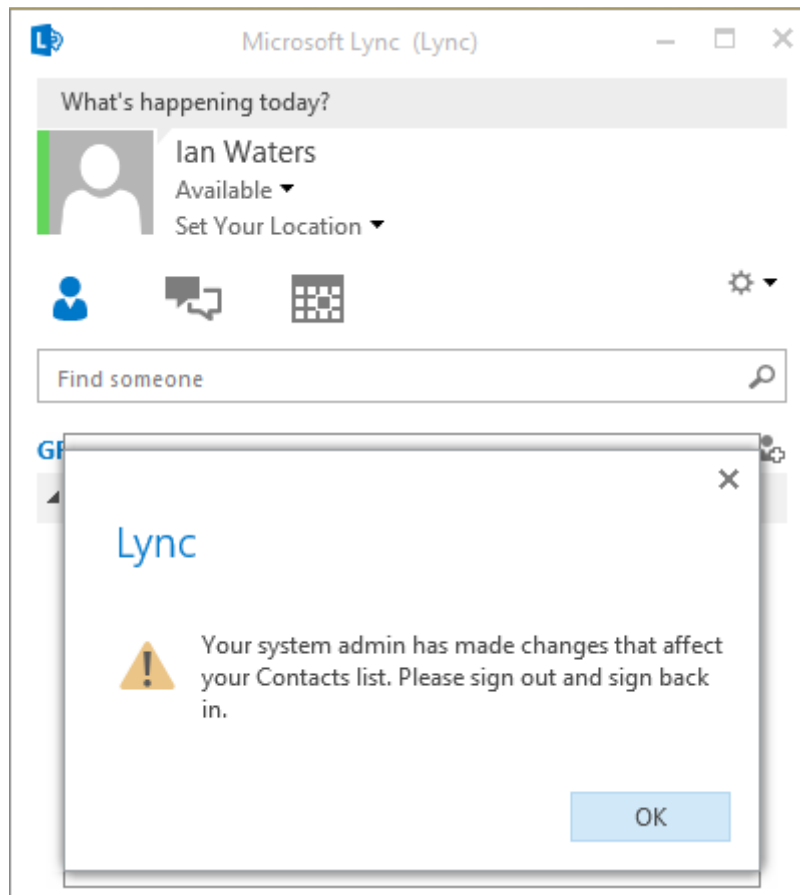
User Search

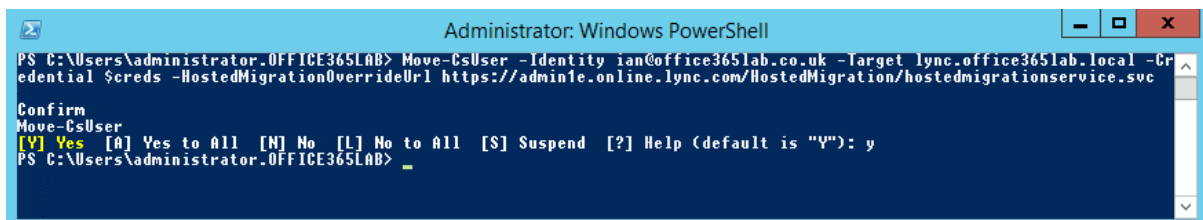
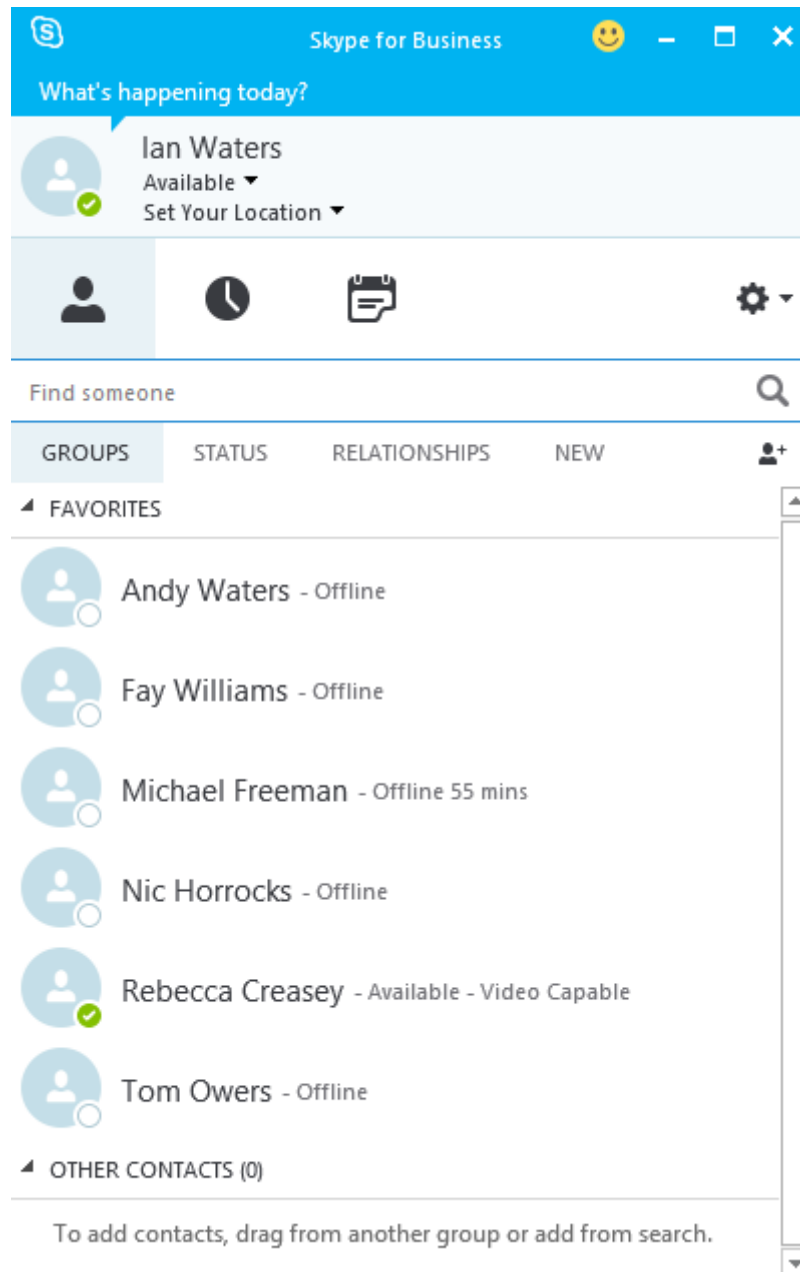
Search LDAP search

Search for users by typing a user's name or clicking *Add filter*

Search results: 7 Maximum users to display: 200

Display name	Enabled	SIP address	Homed	Telephony
Andy Waters	✓	sip:andy@office365lab.co.uk	lync.office365lab.local	PC-to-PC only
Fay Williams	✓	sip:fay@office365lab.co.uk	lync.office365lab.local	PC-to-PC only
Ian Waters	✓	sip:ian@office365lab.co.uk	LyncOnline	PC-to-PC only
Michael Freeman	✓	sip:michael@office365lab.co.uk	lync.office365lab.local	PC-to-PC only
Nic Horrocks	✓	sip:mic@office365lab.co.uk	lync.office365lab.local	PC-to-PC only
Rebecca Creasey	✓	sip:Rebecca@office365lab.co.uk	lync.office365lab.local	PC-to-PC only
Tom Owers	✓	sip:tom@office365lab.co.uk	lync.office365lab.local	PC-to-PC only







Skype for Business admin center

dashboard

users

organization

dial-in conferencing

meeting invitation

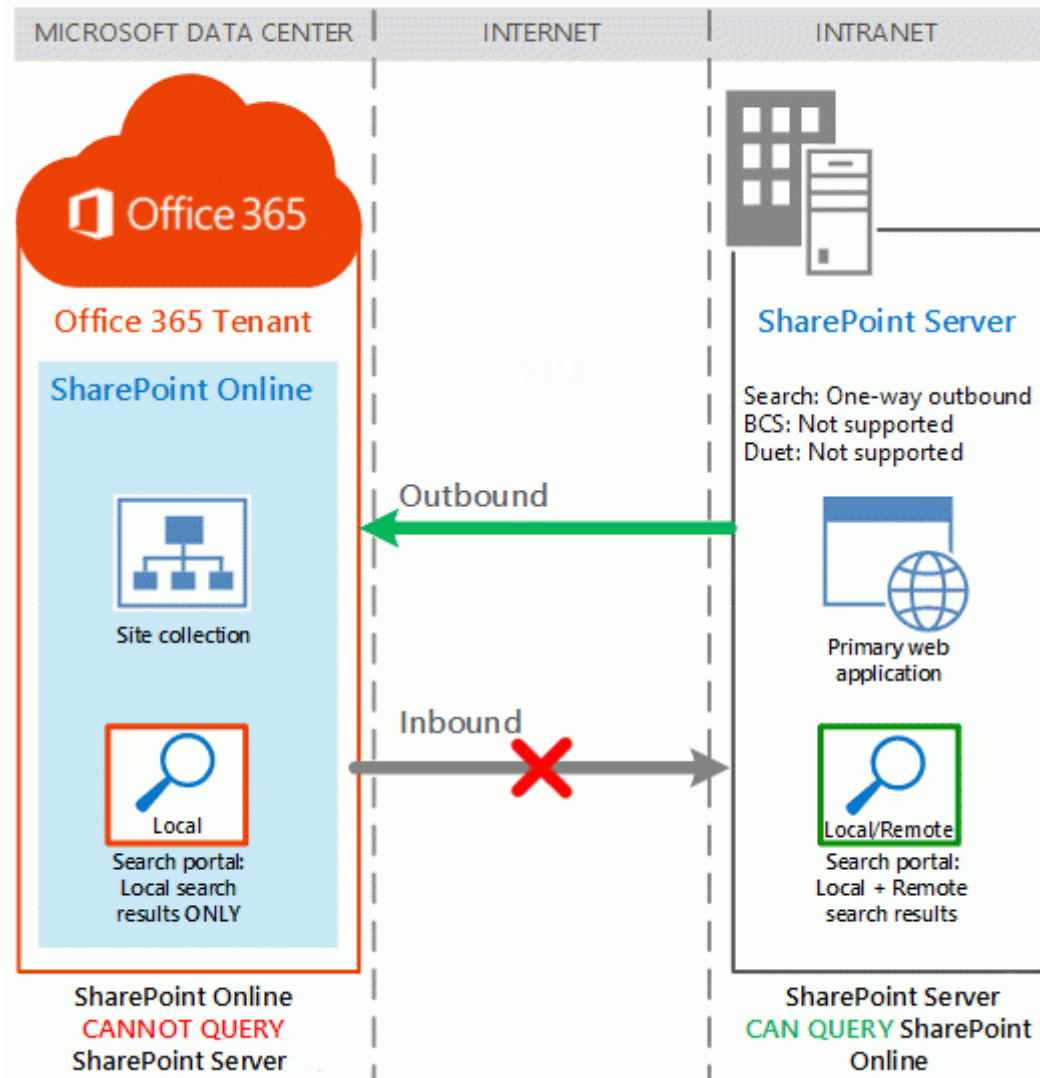
tools



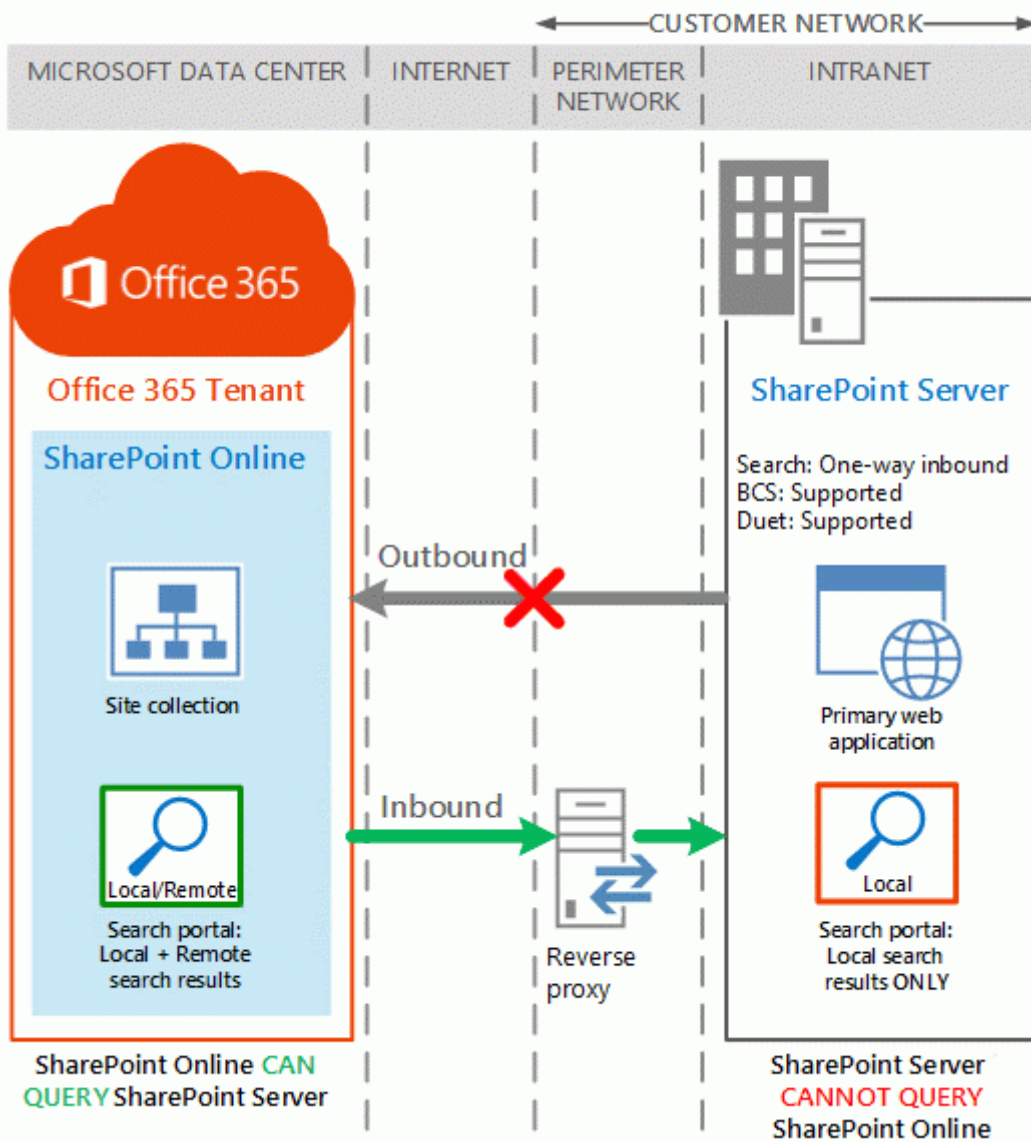
<input type="checkbox"/>	DISPLAY NAME ▲	USER NAME	LOCATION
<input type="checkbox"/>	CloudAdmin	cloudadmin@Office365LabA.onmicrosoft	GB
<input checked="" type="checkbox"/>	Ian Waters	ian@office365lab.co.uk	GB

Chapter 14: Additional Hybrid Solution – SharePoint Online

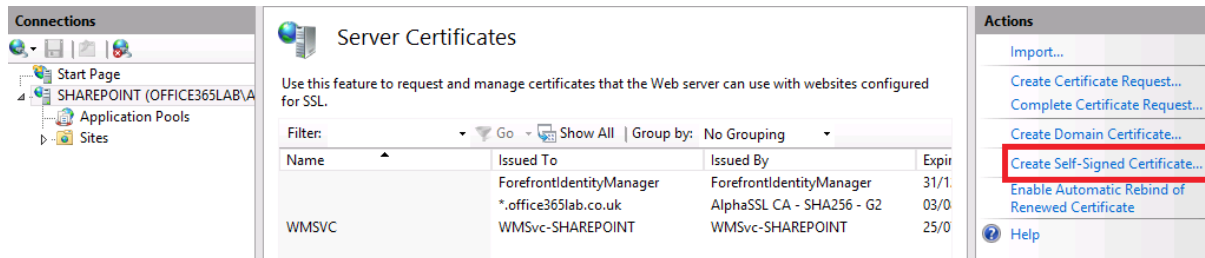
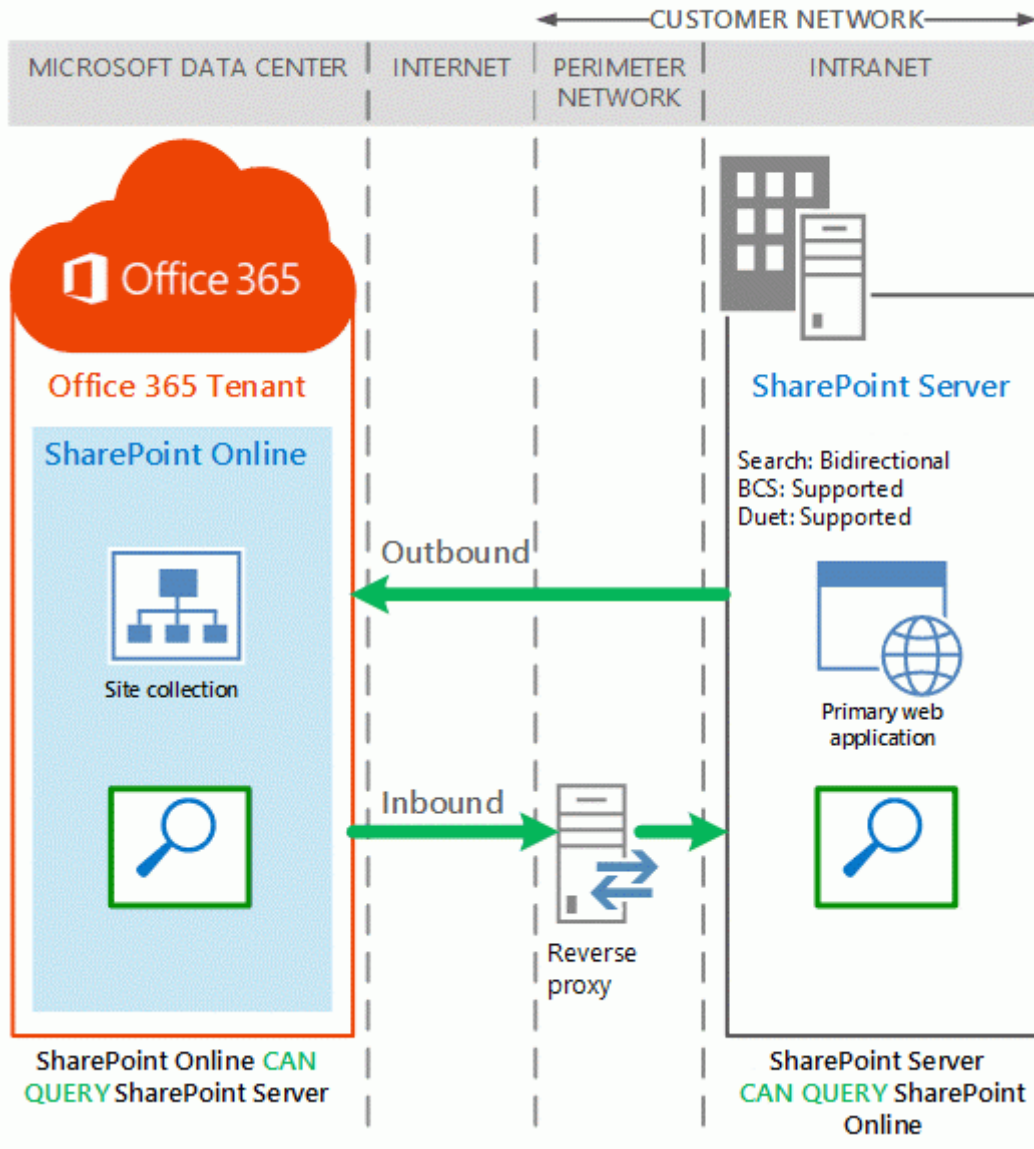
SharePoint hybrid one-way outbound topology

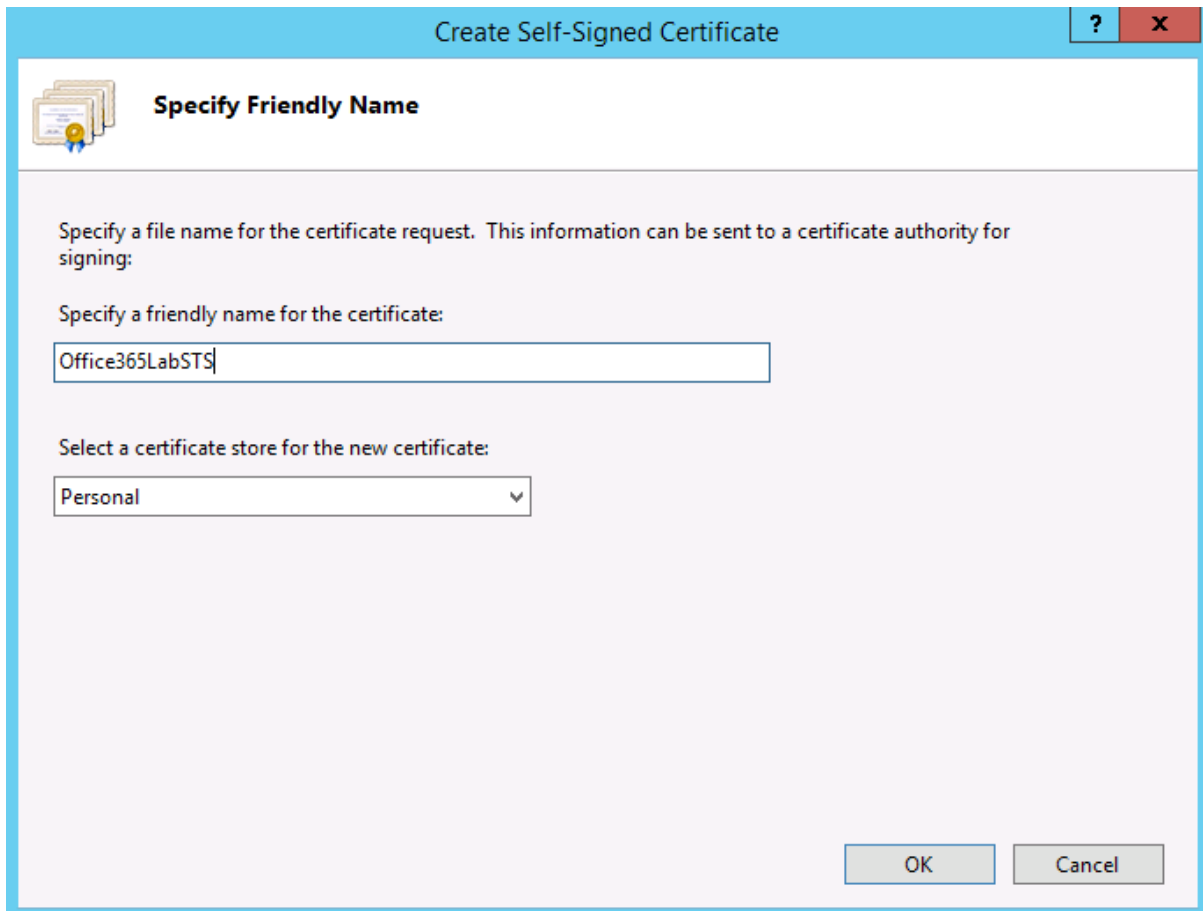


SharePoint hybrid one-way inbound topology



SharePoint hybrid two-way (bidirectional) topology



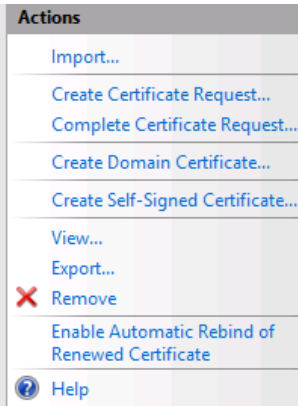


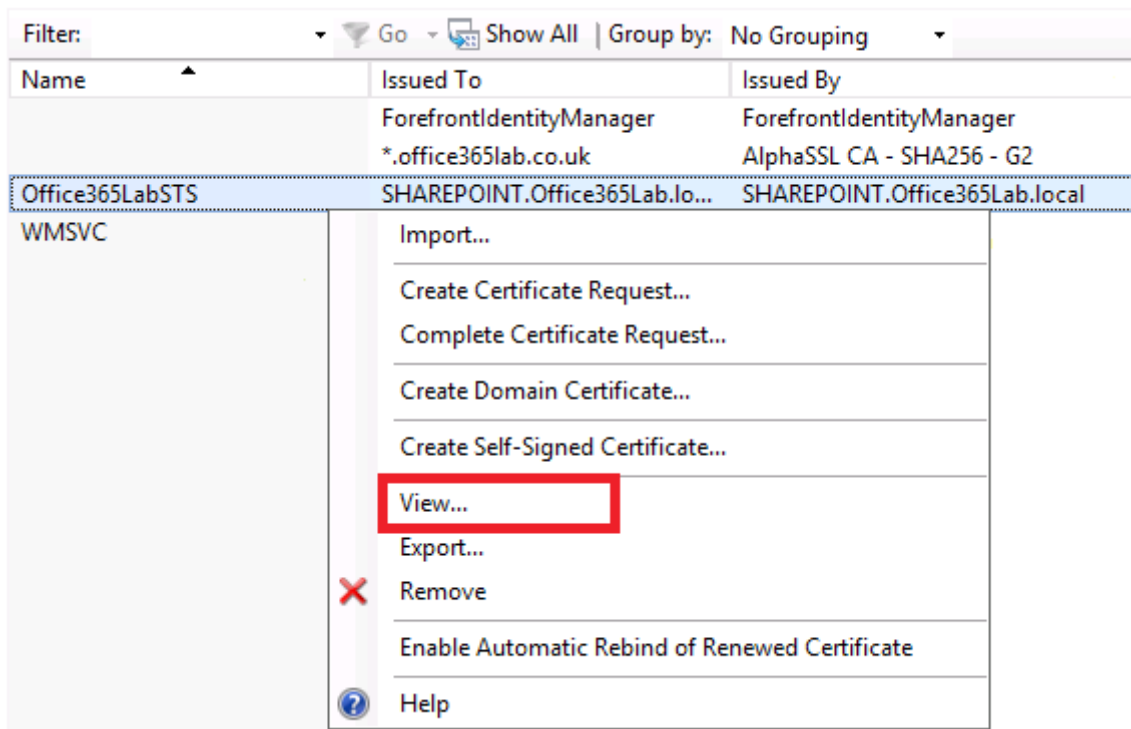
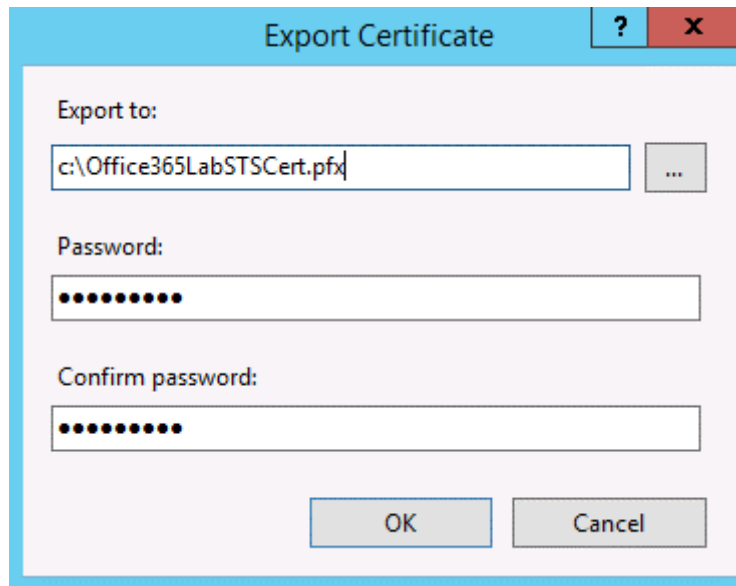
Server Certificates

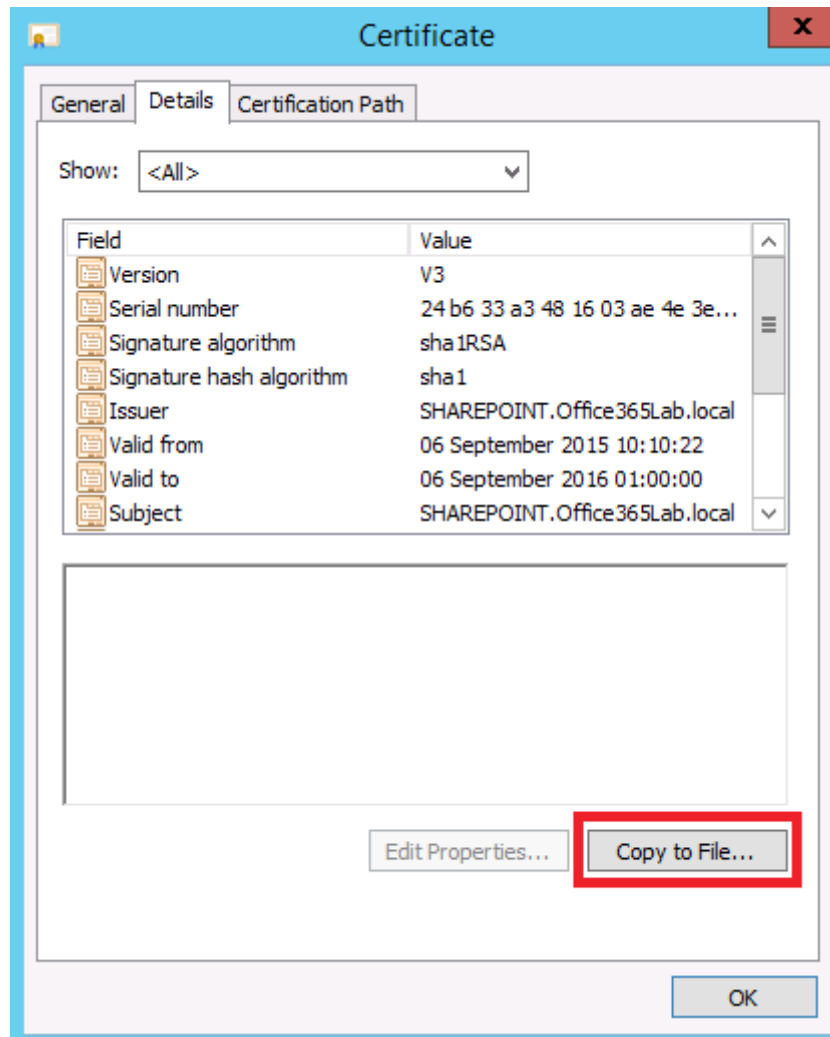
Use this feature to request and manage certificates that the Web server can use with websites configured for SSL.

Filter: [v] Go [v] Show All | Group by: No Grouping [v]

Name	Issued To	Issued By	Expir
	ForefrontIdentityManager	ForefrontIdentityManager	31/1.
	*.office365lab.co.uk	AlphaSSL CA - SHA256 - G2	03/0
Office365LabSTS	SHAREPOINT.Office365Lab.lo...	SHAREPOINT.Office365Lab.lo...	06/0
WMSVC	WMSvc-SHAREPOINT	WMSvc-SHAREPOINT	25/0









Certificate Export Wizard

Export File Format

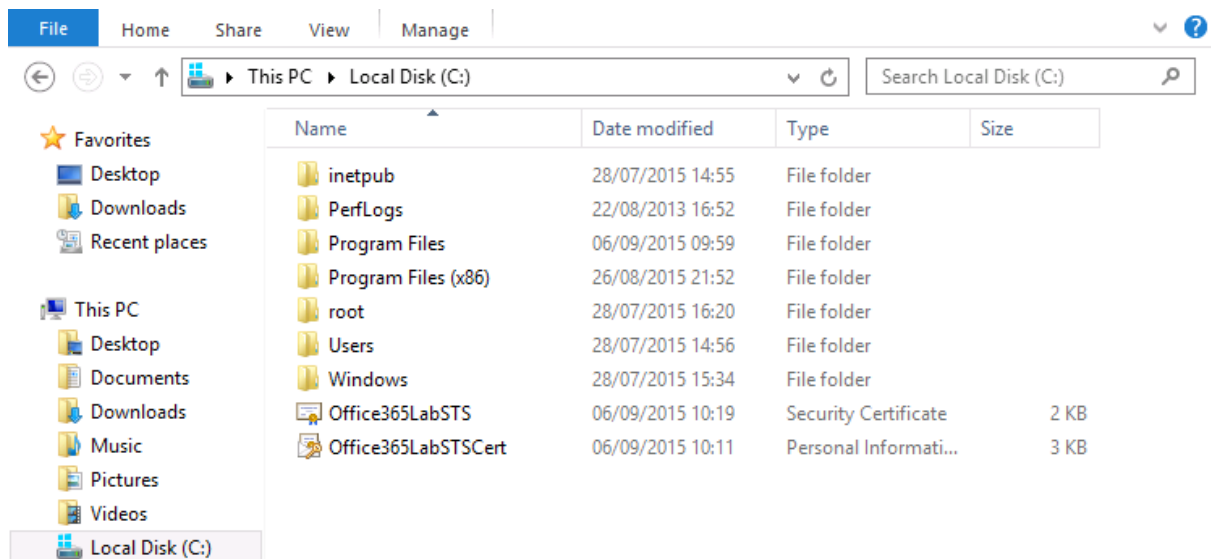
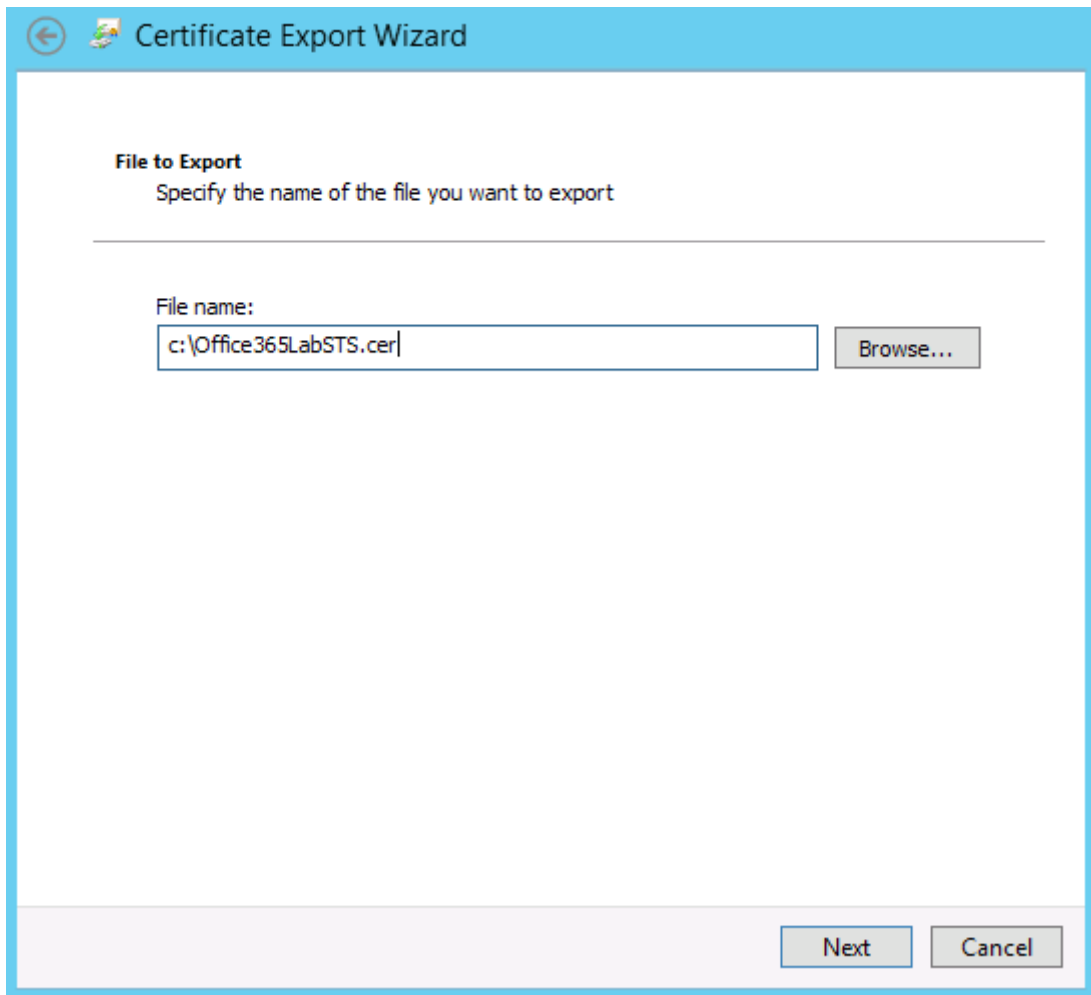
Certificates can be exported in a variety of file formats.

Select the format you want to use:

- DER encoded binary X.509 (.CER)
- Base-64 encoded X.509 (.CER)
- Cryptographic Message Syntax Standard - PKCS #7 Certificates (.P7B)
 - Include all certificates in the certification path if possible
- Personal Information Exchange - PKCS #12 (.PFX)
 - Include all certificates in the certification path if possible
 - Delete the private key if the export is successful
 - Export all extended properties
- Microsoft Serialized Certificate Store (.SST)

Next

Cancel



SharePoint admin center

site collections

- infopath
- user profiles
- bcs
- term store
- records management
- search
- secure store
- apps
- settings

Site Collections		
URL	STORAGE USED (GB)	SERVER RESOURCE QUOTA
https://office365laba.sharepoint.com	0.00	300
https://office365laba.sharepoint.com/portals/community	0.00	0
https://office365laba.sharepoint.com/portals/hub	0.00	0
https://office365laba.sharepoint.com/search	0.03	0
https://office365laba-my.sharepoint.com	0.00	0



Office 365

Central Administration

Application Management



Office 365
Configure Yammer

[Configure OneDrive and Sites links](#)

Set the audience for the connection

You can [create an audience](#) to target only a specific set of users to redirect to OneDrive for Business on Office 365.

- Everyone
- Use a specific audience:





Create Audience

Central Administration

- Application Management
- System Settings
- Monitoring
- Backup and Restore
- Security
- Upgrade and Migration
- General Application Settings
- Apps
- Office 365
- Configuration Wizards

Site Contents

Use this page to create an audience. Then add rules to identify matching users.

* Indicates a required field

Properties

Type a unique and identifiable name and description for this audience.

Specify whether you want users to be included in the audience that satisfy all the rules of this audience or any of the rules of this audience.

Name: *

OneDrive Online Users

Example: Sales Managers

Description:

Owner:

Administrator



Include users who:

- Satisfy all of the rules
- Satisfy any of the rules

OK Cancel

Add Audience Rule: OneDrive Online Users

Use this page to add a rule for this audience. [Learn more about audience rules.](#)

Operand

Select **User** to create a rule based on a Windows security group, distribution list, or organizational hierarchy.

Select **Property** and select a property name to create a rule based on a user profile property.

Select one of the following: *

- User
- Property

Account name

Operator

Select an operator for this rule. The list of available operators will change depending on the operand you selected in the previous section.

Operator: *

Member Of

Value

Enter the name of a Windows security group or distribution list.

Value: *

OneDrive Online Users



OK Cancel

Redirect OneDrive for Business to Office 365

In order to integrate the Office 365 OneDrive for Business experience with your on-premises navigation, we need the URL for the site collection that hosts My Sites for you in Office 365.

To find site collection URLs, sign in to [Office 365](#) with your Office 365 global admin credentials.

Set the audience for the connection

You can [create an audience](#) to target only a specific set of users to redirect to OneDrive for Business on Office 365.

My Site URL:

[\(Click here to test\)](#)

- Everyone
- Use a specific audience:



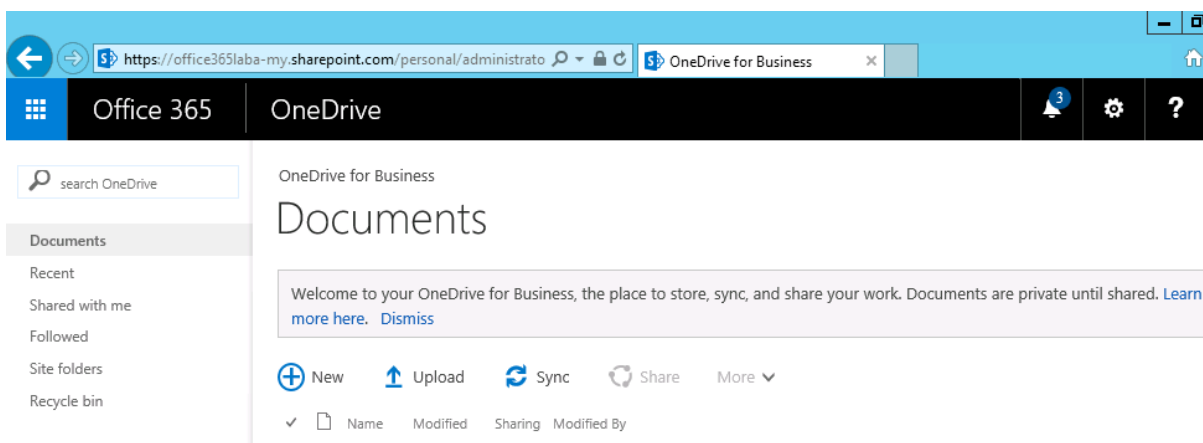
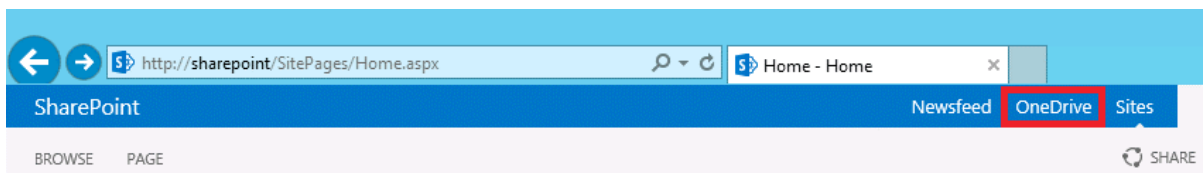
(Optional) Redirect the Sites page to Office 365

When you redirect the Sites page to Office 365, users can create and follow sites online and see them show up there. Note: any sites users follow on-premises will not appear on the page.

- Redirect the Sites page

OK

Cancel



Services on Server ⓘ

Server: **SHAREPOINT** | View: **Configurable**

Service	Status	Action
Access Database Service 2010	Started	Stop
Access Services	Started	Stop
App Management Service	Started	Stop
Business Data Connectivity Service	Started	Stop
Central Administration	Started	Stop
Claims to Windows Token Service	Started	Stop
Distributed Cache	Started	Stop
Document Conversions Launcher Service	Started	Stop
Document Conversions Load Balancer Service	Stopped	Start
Excel Calculation Services	Started	Stop
Lotus Notes Connector	Stopped	Start



Manage Profile Service: User Profile Service Application

Central Administration

- Application Management
- System Settings
- Monitoring
- Backup and Restore
- Security
- Upgrade and Migration
- General Application Settings
- Apps
- Office 365
- Configuration Wizards
- Site Contents



People

- [Manage User Properties](#) | [Manage User Profiles](#) | [Manage User Sub-types](#) | [Manage Audiences](#) | [Schedule Audience Compilation](#) | [Manage User Permissions](#) | [Compile Audiences](#) | [Manage Policies](#)



Synchronization

- [Configure Synchronization Connections](#) | [Configure Synchronization Timer Job](#) | [Configure Synchronization Settings](#) | [Start Profile Synchronization](#)



Organizations

- [Manage Organization Properties](#) | [Manage Organization Profiles](#) | [Manage Organization Sub-types](#)



My Site Settings

- [Setup My Sites](#) | [Configure Trusted Host Locations](#) | [Manage Promoted Sites](#) | [Publish Links to Office Client Applications](#) | [Manage Social Tags and Notes](#) | [Manage Following](#)

Profiles

Number of User Profiles 3
 Number of User Properties 96
 Number of Organization Profiles 1
 Number of Organization Properties 15

Audiences

Number of Audiences 1
 Uncompiled Audiences 0
 Audience Compilation Status Idle
 Audience Compilation Schedule Every Saturday at 01:00 AM
 Ended at 9/5/2015 1:00 AM
 Last Compilation Time 1:00 AM

Profile Synchronization Settings

Synchronization Schedule (Incremental) Every day at 01:00 AM
 Profile Synchronization Status **Synchronizing Stop**



Configure Synchronization Settings

Central Administration

- Application Management
- System Settings
- Monitoring
- Backup and Restore
- Security
- Upgrade and Migration
- General Application Settings
- Apps
- Office 365
- Configuration Wizards
- Site Contents

Use this page to manage the settings for profile synchronization of users and groups.

Synchronization Entities

Based on your selection, both users and groups, or only users will be synchronized across all synchronization connections.

Note: If you are upgrading from a previous version of SharePoint, it is recommended that you first do a Users only synchronization run, followed by a Users and Groups synchronization.

- Users and Groups
- Users Only

Synchronize BCS Connections

Select this option if you would like BCS (Business Connectivity Service) data to be imported. If you clear this selection, your AD and/or LDAP connections will be included in the profile synchronization run (full or incremental) but your BDC connections, if any, will be ignored. You can change this setting later to include the BDC data import.

- Include existing BCS connections for synchronization?

Synchronization Options

To use the full-featured SharePoint Profile Synchronization option, select 'Use SharePoint Profile Synchronization'.

To use the light-weight Active Directory Import option (with some limitations - see documentation), select 'Use SharePoint Active Directory Import'.

To use an external identity manager for Profile Synchronization, select 'Enable External Identity Manager'.

Note: Enabling external identity manager will disable all Profile Synchronization options and status display in SharePoint.

- Use SharePoint Profile Synchronization
- Use SharePoint Active Directory Import
- Enable External Identity Manager



Synchronization Connections

Central Administration

- Application Management
- System Settings
- Monitoring
- Backup and Restore

Use this page to manage the list of connections to import sources such as Active Directory, LDAP Directory and Business Data Connectivity. User information will be imported from these sources.

[Create New Connection](#)

Name	Type	Source
The query returns nothing.		

Add new synchronization connection

Use this page to configure a connection to a directory service server to synchronize users.

* Indicates a required field

Connection Name

Type

Connection Settings

For the Active Directory directory service server, type in **Forest name** and **Domain controller name**.

For Active Directory connections to work, this account must have directory sync rights.

Forest name:

Auto discover domain controller

Specify a domain controller:

Domain controller name:

Authentication Provider Type:

Authentication Provider Instance:

Account name: *

Example: DOMAIN\user_name

Password: *

Containers

Choose which containers you want to be synchronized.

OFFICE365LAB

Synchronization Connections

Use this page to manage the list of connections to import sources such as Active Directory, LDAP Directory and Business Data Connectivity. User information will be imported from these sources.

 [Create New Connection](#)

Name	Type	Source
Office365Lab AD Connector	Active Directory Import	office365lab.local



Manage User Properties

Central Administration

Application Management

System Settings

Monitoring

Backup and Restore

Security

Upgrade and Migration

General Application Settings




Apps

Office 365

Configuration Wizards

Site Contents

Use this page to add, edit, organize, delete or map user profile properties. Profile properties can be mapped to Active Directory or LDAP compliant directory services. Profile properties can also be mapped to Application Entity Fields exposed by Business Data Connectivity.

 New Property |  New Section |  Manage Sub-types | Select a sub-type to filter the list of properties:

Property Name	Change Order	Property Type	Mapped Attribute	Multivalue	Alias
> Basic Information	▼	Section			
Id	▲▼	unique identifier			
SID	▲▼	binary	objectSid		
Active Directory Id	▲▼	binary			
Account name	▲▼	Person	<Specific to connection>		✓
First name	▲▼	string (Single Value)	givenName		
Phonetic First Name	▲▼	string (Single Value)	msDS-PhoneticFirstName		
Last name	▲▼	string (Single Value)	sn		

Start Profile Synchronization

Use this page to start a full or incremental Synchronization.

Start Profile Synchronization

Select Incremental Synchronization to start an incremental synchronization now. Only data that has changed in connected sources and User Profile will be synchronized.

Not recommended: In most case, Incremental sync should be sufficient. Selecting Full Synchronization is time and compute intensive and is not recommended unless absolutely required to reset data store in User Profile.

- Start Incremental Synchronization
 Start Full Synchronization

OK

Cancel

SharePoint

BROWSE WEB APPLICATIONS

Contribute Manage Security Policy

Central Administration	Name	URL
Application Management	SharePoint - 80	http://sharepoint/
System Settings	SharePoint Central Administration v4	http://sharepoint:31571/

Authentication Providers

Zone	Membership Provider Name
Default	Claims Based Authentication

Edit Authentication

Claims Authentication Types

Choose the type of authentication you want to use for this zone.

Negotiate (Kerberos) is the recommended security configuration to use with Windows authentication. If this option is selected and Kerberos is not configured, NTLM will be used. For Kerberos, the application pool account needs to be Network Service or an account that has been configured by the domain administrator. NTLM authentication will work with any application pool account and with the default domain configuration.

- Enable Windows Authentication
 - Integrated Windows authentication

NTLM
 - Basic authentication (credentials are sent in clear text)
- Enable Forms Based Authentication (FBA)

ASP.NET Membership provider name

 ASP.NET Role manager name
- Trusted Identity provider

There are no trusted identity providers defined.

```

Administrator: SharePoint 2013 Management Shell
PS C:\Users\administrator.OFFICE365LAB> $pfxPath = "c:\Office365LabSTSCert.pfx"
PS C:\Users\administrator.OFFICE365LAB> $pfxPass = "DJ989we..wefds908*"
PS C:\Users\administrator.OFFICE365LAB> $stsCertificate = New-Object System.Security.Cryptography.X509Certificates.X509Certificate2 $pfxPath, $pfxPass, 20
PS C:\Users\administrator.OFFICE365LAB> Set-SPSecurityTokenServiceConfig -ImportSigningCertificate $stsCertificate

Confirm
You are about to change the signing certificate for the Security Token Service. Changing the certificate to an invalid, inaccessible or non-existent certificate will cause your SharePoint installation to stop functioning. Refer to the following article for instructions on how to change this certificate: http://go.microsoft.com/fwlink/?LinkID=178475. Are you sure you want to continue?
[Y] Yes [A] Yes to All [N] No [L] No to All [S] Suspend [?] Help
(default is "Y"):y
PS C:\Users\administrator.OFFICE365LAB> iisreset

Attempting stop...
Internet services successfully stopped
Attempting start...
Internet services successfully restarted
PS C:\Users\administrator.OFFICE365LAB> net stop SPTimerV4
The SharePoint Timer Service service is stopping.
The SharePoint Timer Service service was stopped successfully.

PS C:\Users\administrator.OFFICE365LAB> net start SPTimerV4

The SharePoint Timer Service service was started successfully.

PS C:\Users\administrator.OFFICE365LAB> $stsCertificate |fl





Subject       : CN=SHAREPOINT.Office365Lab.local
Issuer        : CN=SHAREPOINT.Office365Lab.local
Thumbprint    : B63AB6BA22BF4999B385A737364B72E872224A95
FriendlyName  : Office365LabSTS
NotBefore     : 06/09/2015 10:10:22
NotAfter      : 06/09/2016 01:00:00
Extensions    : <System.Security.Cryptography.Oid,
                System.Security.Cryptography.Oid>

PS C:\Users\administrator.OFFICE365LAB> (Get-SPSecurityTokenServiceConfig).LocalLoginProvider.SigningCertificate

Thumbprint                               Subject
-----
B63AB6BA22BF4999B385A737364B72E872224A95  CN=SHAREPOINT.Office365Lab.local

PS C:\Users\administrator.OFFICE365LAB>

```

SharePoint		System Account	
BROWSE		TRUST RELATIONSHIPS	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div>  New  Edit  Delete </div> <div>  SHARE </div> </div>			
Manage			
Central Administration	Name	Description	Type
Application Management	ACS_55e8e1e6-2500-4403-8354-e5e463f3d5c0		Trusted Service Consumer
System Settings	ACS_6d042606-b706-4bbd-a68a-5c871fb68ef4		Trusted Service Consumer
Monitoring	local		Trusted Service Consumer
Backup and Restore	WilcardCert		Trusted Service Consumer

SharePoint System Account

BROWSE SERVICE APPLICATIONS SHARE

Create Operations Sharing

Search Service Application	Search Service Application	Started
Search Service Application	Search Service Application Proxy	Started

Search Service Application: Manage Result Sources

Use result sources to scope search results and federate queries to external sources, such as internet search engines. After defining a result source, configure search web parts and query rule actions to use it. [Learn more about result sources.](#)

Result Sources replace Search Scopes, which are now deprecated. You can still [view your old scopes](#) and use them in queries, but not edit them.

New Result Source

Name	Creation Date	Default	Status
Provided by SharePoint (16)			
Conversations	7/28/2015 4:14:45 PM		Active
Documents	7/28/2015 4:14:45 PM		Active
Items matching a content type	7/28/2015 4:14:45 PM		Active

General Information

Names must be unique at each administrative level. For example, two result sources in a site cannot share a name, but one in a site and one provided by the site collection can.

Descriptions are shown as tooltips when selecting result sources in other configuration pages.

Name

Description

Protocol

Select Local SharePoint for results from the index of this Search Service.

Select OpenSearch 1.0/1.1 for results from a search engine that uses that protocol.

Select Exchange for results from an exchange source.

Select Remote SharePoint for results from the index of a search service hosted in another farm.

- Local SharePoint
- Remote SharePoint
- OpenSearch 1.0/1.1
- Exchange

Remote Service URL

Type the address of the root site collection of the remote SharePoint farm.

Search Service Application: Manage Result Sources

Use result sources to scope search results and federate queries to external sources, such as internet search engines. After defining a result source, configure search web parts and query rule actions to use it. [Learn more about result sources.](#)

Result Sources replace Search Scopes, which are now deprecated. You can still [view your old scopes](#) and use them in queries, but not edit them.

New Result Source

Name	Creation Date	Default	Status
Defined for this search service (1)			
SharePoint Online	9/6/2015 12:49:59 PM		Active
Provided by SharePoint (16)			
Conversations	7/28/2015 4:14:45 PM		Active

Test Result Source



General Information

Name

Test details

Test details for the current result source

Test details:

Search Service Application: Manage Query Rules

Use query rules to conditionally promote important results, show blocks of additional results, and even tune ranking. Changes may take several seconds to take effect, but you can test immediately with Test a Query below. Note that dictionaries may take several minutes to update. [Learn more about query rules.](#)

For what context do you want to configure rules?

Local SharePoint Results (System) | All User Segments | All Topic Categories

New Query Rule | Order Selected Rules

Test a Query... | find rules that fire for a query

General Information

Rule name

SharePoint Online

Fires only on source Local SharePoint Results.

Context

Query Conditions

Define when a user's search box query makes this rule fire. You can specify multiple conditions of different types, or remove all conditions to fire for any query text. Every query condition becomes false if the query is not a simple keyword query, such as if it has quotes, property filters, parentheses, or special operators.

Query Matches Keyword Exactly

Query exactly matches one of these phrases (semi-colon separated)

[Remove Condition](#)

[Add Alternate Condition](#)

Actions

When your rule fires, it can enhance search results in three ways. It can add promoted results above the ranked results. It can also add blocks of additional results. Like normal results, these blocks can be promoted to always appear

Promoted Results

[Add Promoted Result](#)

Result Blocks

[Add Result Block](#)

[Change ranked results by changing the query](#)

Edit Result Block

Block Title

Title [other languages](#)

Results for "{subjectTerms}" from SharePoint

Query

Configure Query

{subjectTerms}

Launch Query Builder

Search this Source

SharePoint Online (Service)

Items

10

Settings

- Do not show a "more" link
- "More" link goes to the following URL
- This block is always shown above core results
- This block is ranked within core results (may not show)

SharePoint



file



Everything People Conversations Videos

Preference for results in English

Result type

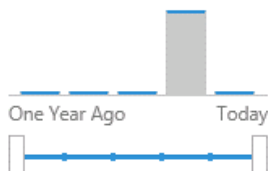
Web page

Author

Rebecca Creasey

SHOW MORE

Modified date



All

Results for "file" from SharePoint Online

[Office 365 Lab Team Site](#)

File Stored Online
office365laba.sharepoint.com

[File Stored Online](#)
[office365laba.sharepoint.com/.../File Stored Online.docx](http://office365laba.sharepoint.com/.../File%20Stored%20Online.docx)

[Sales - Documents](#)

File Stored Locally 9/6/2015 1:41 PM System Account
[sharepoint/sales/Shared Documents/Forms/AllItems.aspx](http://sharepoint/sales/Shared%20Documents/Forms/AllItems.aspx)

1 result

Alert Me

Preferences

Advanced Search