

# Administering Microsoft 365 using PowerShell

## Duration: 3 Days

### Prerequisites:

Before attending this course, students must have:

- Admin level understanding of Microsoft 365 administration
- Understanding of Microsoft security, compliance, and identity products
- Understanding of Windows PowerShell / scripting concepts.
- Completed M365 administrator course such as Messaging, Teams, Security and Compliance, or Collaboration.

### Content:

#### Module 1: Introduction to PowerShell for Microsoft 365

##### Lessons

- What Is Microsoft 365?
- Microsoft 365 Admin Tools
- The Microsoft 365 Admin Center
- The Microsoft 365 Admin App
- The Microsoft 365 Management AP
- PowerShell for Microsoft 365
- The Importance of Learning PowerShell for Microsoft 365
- The Different Types of Microsoft 365 Deployments

#### Module 2: Managing Users and Licenses

##### Lessons

- Connecting to Microsoft 365
- Managing Users with PowerShell
- Viewing Users and Properties
- Modifying User Properties
- Creating Users
- Managing Licenses with PowerShell
- Viewing the Available Licenses
- Assigning a License to a User
- Assigning Multiple Licenses
- Assigning Licenses with Some Features Disabled
- Removing User Licenses
- Managing Security Groups with PowerShell
- Creating a New Security Group

- Changing the Properties of a Security Group
- Removing a Security Group
- Managing Security Group Membership
- Automation Scenarios
- Updating User Licenses
- Creating or Updating Users from a CSV File

### **Module 3: Managing SharePoint Online**

#### **Lessons**

- Connecting to SharePoint Online
- Executing PowerShell cmdlets in SharePoint Online
- The Available cmdlets
- Managing Sites
- Managing Users and Groups
- Managing Tenant-level Settings
- Community Extensions
- Connecting to Share Point
- Sample cmdlet
- Automation Scenarios
- Create Sites from a CSV File
- Copy User Permissions

### **Module 4: Managing Exchange Online**

#### **Lessons**

- Connecting to Exchange Online
- Connecting with Multi-Factor Authentication
- Managing Users and Mailboxes
- Users
- Contacts
- Table of Contents
- Mailboxes
- Calendar and Out of Office
- Send As and Mailbox Permissions
- Managing Organization Settings
- Managing Distribution Groups
- Manage Distribution Group Membership
- Mailbox Reporting
- Disconnecting from Exchange Online

### **Module 5: Managing Microsoft Teams Online**

#### **Lessons**

- Connecting to Microsoft Teams Online
- Available cmdlets

- Executing PowerShell cmdlets for Microsoft Teams Online
- Managing Users and Policies
- Managing Policies
- External Communications
- Microsoft Teams Broadcast
- Running cmdlets in a Hybrid Environment

## **Module 6: Managing the Microsoft 365 Security & Compliance Center**

### **Lessons**

- Connecting to the Microsoft 365 Security & Compliance Center
- Microsoft 365 Security & Compliance Center cmdlets 7
- Executing PowerShell cmdlets in the Microsoft 365 Security & Compliance Center
- Managing Permissions
- Compliance Search
- Searching the Unified Audit Log

## **Module 7: Managing Microsoft 365 Groups**

### **Lessons**

- PowerShell Modules to Manage Microsoft 365 Groups
- Basic Operations
- Creating an Microsoft 365 Group
- Updating Microsoft 365 Groups
- Deleting an Microsoft 365 Group
- Restoring a Deleted Microsoft 365 Group
- Managing the Members of an Microsoft 365 Group
- Microsoft 365 Group Governance
- Enforcing a Naming Policy and Blocked Words
- Group Classifications
- Usage Guidelines
- Only Allowing a Certain Group to Create Microsoft 365 Groups
- Guest Policies
- Microsoft 365 Group Reporting

## **Module 8: Automating Tasks with PowerShell**

### **Lessons**

- Connecting to Multiple Microsoft 365 Services
- Saving Credentials to Securely Use with PowerShell
- Creating Users in Azure AD Using SharePoint as an Input
- Add Users to an Distribution List Using SharePoint as an Input
- Microsoft 365 Groups Provisioning
- Other Tips and Optimizations
- Hiding Columns in SharePoint Online

