

T108 : Level up with PowerShell for Office 365

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Housekeeping

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Agenda

- PowerShell basics
- Advantages of PowerShell
- Configuring for Office 365 access
- Connecting to Office 365
- Helpful commands
- Use case
- Summary

PowerShell Basics

- Scripting language
- Included in most Windows OS
- On premise and Cloud
- Is how even the GUI console executes

Syntax is normally:

Command -<parameters>

Advantages of PowerShell

- Fast
- Time saving
- Easy to apply again and again
- Ability to combine commands into scripts
- Works with all Microsoft products
- No real equivalent for other hosted platforms

Two options

```
Administrator: Windows Azure Active Directory Module for Windows PowerShell

WARNING: The names of some imported commands from the module
'microsoft.online.sharepoint.powershell' include unapproved verbs that might

Creating implicit remoting module ...
Getting command information from remote session ... 1 commands received
[
01:27:00 remaining.

Credential
PS C:\Windows\system32> $Session = New-PSSession -ConfigurationName Microsoft.Exchange -ConnectionUri https://ps.outlook.com/powershell/ -Credential $Cred -Authentication Basic -AllowRedirection
WARNING: Your connection has been redirected to the following URI:
'https://pod51041psh.outlook.com/powershell-liveid?PSVersion=3.0'
PS C:\Windows\system32> import-psession $session
```

Command Line

```
Administrator: Windows PowerShell ISE

o365-connect-fullps1 X
1 #set-executionpolicy remotesigned
2 #May be required once to allow ability to runs scripts in PowerShell
3
4 #Load the Office 365 Admin Cmdlets
5 $Host.ui.rawui.windowtitle="Load the Office 365 Admin Cmdlets"
6 import-module msonline -verbose
7
8 #Load the SharePoint Online Admin Cmdlets
9 $Host.ui.rawui.windowtitle="Load the SharePoint Online Admin Cmdlets"
10 import-module microsoft.online.sharepoint.powershell -verbose
11
12 #Load the Lync Online Admin Cmdlets
13 $Host.ui.rawui.windowtitle="Load the Lync Online Admin Cmdlets"
14 import-module lynconlineconnector -verbose
15
16 #Get Office 365 login details
17 $Host.ui.rawui.windowtitle="Get Office 365 login details"
18 $Cred=get-credential
19
20 #Connect to Office 365 admin service

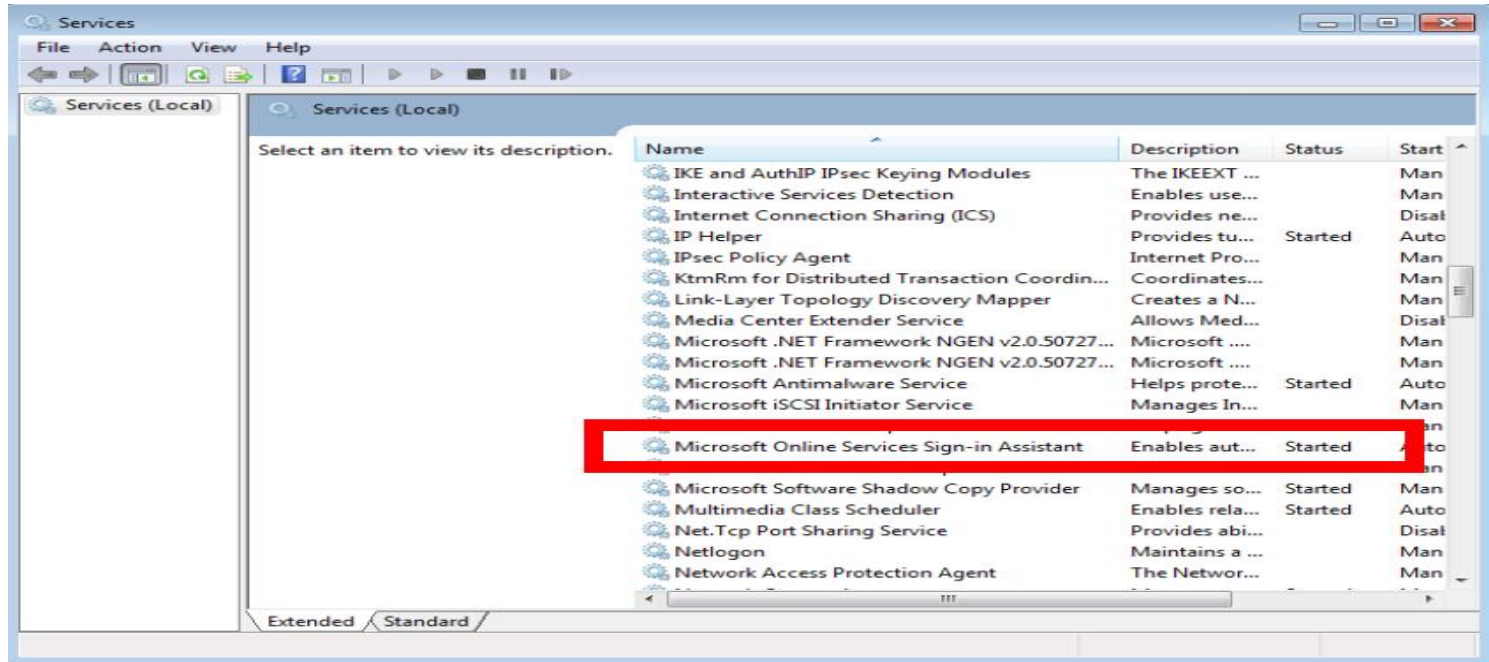
PS C:\Users\psadmin>
```

ISE

Some advice

- Set up 'clean' PowerShell machine
- Use something like Virtual Box or better still Azure
- Don't over look the pre-requisites
- Establish the environment before you need it

Microsoft Online Sign in assistant



Windows Azure AD Module



SharePoint Online

- SharePoint Online Management Shell
 - Requires:
 - Windows Management Framework 3.0
 - .NET v4.0

Lync Online

- Lync Online Management Shell
 - Requires:
 - Windows Management Framework 3.0
 - .NET v4.0

Execution policy

set-executionpolicy remotesigned

Load Online commands

```
import-module msonline
```

Get login

```
$cred=get-credential
```

Connect to Office 365

connect-msolservice –credential \$cred

DEMO

Connect to Exchange Online

```
$Session = New-PSSession -ConfigurationName  
Microsoft.Exchange -ConnectionUri  
https://ps.outlook.com/powershell/ -Credential  
$Cred -Authentication Basic -AllowRedirection  
  
Import-PSSession $Session
```

Connect to SharePoint Online

```
import-module microsoft.online.sharepoint.powershell
```

```
connect-sposervice -url https://<yourtenant>-  
admin.sharepoint.com -credential $cred
```

Connect to Lync Online

```
import-module lynconlineconnector
```

```
$session = New-CsOnlineSession -Credential $cred
```

```
Import-PSSession $session
```

DEMO

Create a new user

```
new-msoluser –userprincipalname  
sjohnson@ciaops365e1.onmicrosoft.com –displayname  
‘Steve Johnson’ –firstname Steve – Lastname Johnson –  
licenseassignment ciaops365e1:ENTERPRISEPACK –  
licenseoptions $options –usagelocation AU
```

Set password

```
set-msoluserpassword -userprincipalname <Microsoft  
Online Services ID> -newpassword <Password> -  
forcechangepassword $false
```

Mailbox rights

add-mailboxpermission –identity <Microsoft Online Services ID target> -user <Microsoft Online Services ID source> -
accessrights fullaccess –inheritancetype all

DEMO

Resigned user process

1. Change user password

```
Set-MsolUserPassword -UserPrincipalName  
firstname.lastname@clientdomain.com -  
NewPassword Blue@123&4 -ForceChangePassword  
$false
```

Resigned user process

2. Check size of mailbox if under 10GB

```
Get-Mailbox -identity firstname.lastname -ResultSize  
Unlimited | Get-MailboxStatistics | Select  
DisplayName,StorageLimitStatus, TotalItemSize
```

Resigned user process

3. Set limits to avoid growth (if required)

Set-Mailbox firstname.lastname -
ProhibitSendReceiveQuota 10GB -ProhibitSendQuota
9.75GB -IssueWarningQuota 9.5GB

Resigned user process

4. Convert to a shared mailbox

Set-Mailbox firstname.lastname -Type shared

Resigned user process

5. Hide mailbox from the GAL

Set-Mailbox firstname.lastname -
HiddenFromAddressListsEnabled \$true

Resigned user process

6. Set up a forward

```
Set-Mailbox -Identity firstname.lastname -  
DeliverToMailboxAndForward $true -  
ForwardingSMTPAddress  
destination@clientdomain.com
```

Resigned user process

7. Setup full Send As permissions

```
Add-MailboxPermission firstname.lastname -user  
destination -AccessRights FullAccess -InheritanceType All
```

```
Add-RecipientPermission firstname.lastname -AccessRights  
SendAs -Trustee destination
```

Resigned user process

8. Check mailbox is now a Shared One

Get-Recipient -Resultsize unlimited | where
{\$_ .RecipientTypeDetails -eq "SharedMailbox"}

Resigned user process

9. *Remove license*

```
set-msoluserlicense -userprincipalname  
firstname.lastname@clientdomain.com -  
removelicenses "<tenant>:<SKU>"
```

Summary

- PowerShell is for IT Pros
- Fast way to manage many Microsoft products
- Do once, run many
- Functionality will increase

Book



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Resources

- Microsoft Online Services Sign In Assistant - <http://www.microsoft.com/en-us/download/details.aspx?id=39267>
- Windows Azure Active Directory Module for Windows PowerShell –
 - 32 bit - <http://go.microsoft.com/fwlink/p/?linkid=236298>
 - 64 bit - <http://go.microsoft.com/fwlink/p/?linkid=236297>
- Windows Management Framework 3.0 - <http://www.microsoft.com/en-us/download/details.aspx?id=34595>
- SharePoint Online Management Shell - <http://www.microsoft.com/en-us/download/details.aspx?id=35588>
- Lync Online Management Shell - <http://www.microsoft.com/en-us/download/details.aspx?id=39366>

Feedback

Questions / Queries / Comments?

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