



Office 365 for SMB Jump Start

Administering Office 365 for Small Businesses

Chris Oakman | Managing Partner Infrastructure Team | Eastridge Technology
Stephen Hall | CEO & SMB Technologist | District Computers

Microsoft

Meet Stephen Hall

- **District Computers**
 - Cloud Champions Club Partner
 - 3 Silver MPN Competencies
- **Over 15 years in SMB IT**
 - Infrastructure Management
 - Public & Private Cloud Solutions
- **Cool accomplishments**
 - Microsoft Worldwide SMB Partner Area Lead
 - Microsoft Victory Lap Partner of Month (March 2012)



@DCComputerCo
@DCSteveHall



Meet Chris Oakman



@ceoakmanii
@EastridgeTech

- **Eastridge Technology**
 - Chief Infrastructure Officer
 - Enterprise SharePoint Practice
 - Hundreds of successful SMB clients
 - Partner Advisory Council member: Office365 & Intune
- **Over 18 years in IT focused on SMB**
 - Primary focus public cloud and Office 365
- **Cloud Champions Club member**
 - Two Gold Competencies
 - Six Silver Competencies
 - Over 100 active customers leveraging Microsoft public cloud solutions



About 70-323 & 70-321 Exams

- **Focus on Office 365 in the Enterprise**
 - Requires mastery of Exchange, Exchange Online management, and SharePoint management
 - Advanced hybrid deployment & administration
 - Assumes advanced PowerShell skills and significant experience with advanced deployment scenarios
- **Scenarios not as appropriate for typical SMB**
 - Heavy SSO & ADFS 2.0 Admin
 - Exchange co-existence

About Exam 74-324

- **Designed by SMB-focused Office 365 SMEs**
 - Created in response to feedback about the 70-323
 - Scenarios/tasks based on real-life SMB scenarios
 - Focus on Office 365 Management using GUI w/ limited PowerShell
 - Introduction only to advanced hybrid scenarios
- **Two Goals**
 - Enable SMB-focused technical specialists to prove appropriate expertise with Office 365 in scenarios common to small business
 - Prepare Microsoft Partner Network (MPN) Partners for the Small Business Competency

Jump Start Expectations

- **Cover skills necessary for Small Businesses IT professionals to succeed with Office 365 administration**
 - Learn about Office 365 platform, service and offerings
 - Execute common small business management tasks within Office 365
 - Administer advanced Exchange Online security, routing, SPAM, archiving, compliance and more
 - Learn service and site management for SharePoint Online; Lync Online
 - Use PowerShell to connect to & manage Office 365 for common tasks not possible from admin portal
- **Provide IT professionals who have met the prerequisites with the information required for the 74-324 exam**

Assumed Knowledge

- **Server Technologies**
 - Active Directory
 - Exchange Server
 - SharePoint Server
- **Client Technologies**
 - Microsoft Office Applications
 - Internet Explorer®
 - Windows Phone® & Mobility
- **Windows PowerShell™ 2.0**
- **Network Technologies**
 - AD infrastructure
 - DNS & related technologies
 - Wide area connectivity: networks, equipment, bandwidth & latency
 - Firewall technologies

Recommended Reading from Brett Hill

"Working with Microsoft® Office 365: Running Your Small Business in the Cloud"

<http://aka.ms/oreilly-O365-SmallBiz>

Jump Start Schedule – Target Agenda

Day 1 Administering Office 365	Day 2 Administering Exchange Online
Office 365 Overview & Infrastructure	Exchange Online Deployment & Migration
Office 365 User Management	Exchange Online FOPE
Office 365 DirSync, Single Sign-On & ADFS	Exchange Online Archiving & Compliance
MEAL BREAK	
Administering Lync Online	
Administering SharePoint Online	
Exchange Online Overview & User Management	

Module 1: Office 365 Overview & Infrastructure



Service Overview & Offering

Features & Requirements

Office 365 Administration | Portals & PowerShell

Partner Opportunity

Microsoft

Office 365 Overview

BRINGING TOGETHER CLOUD VERSIONS OF OUR MOST TRUSTED COMMUNICATIONS AND COLLABORATION PRODUCTS WITH THE LATEST VERSION OF OUR DESKTOP SUITE FOR BUSINESSES OF ALL SIZES.

Microsoft Office Professional Plus

Microsoft Exchange Online

Microsoft SharePoint Online

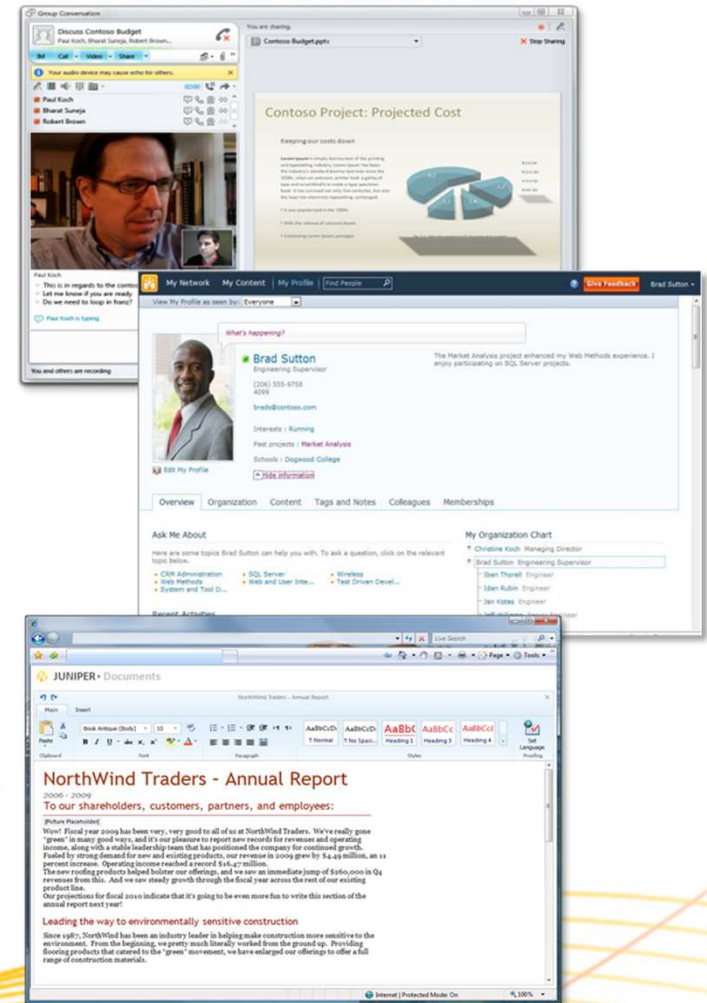
Microsoft Lync Online

Microsoft Office 365



Anywhere Access

- **Collaborate with people in real time**
 - Edit spreadsheets, build docs, create presentations & annotate notebooks
- **Communicate seamlessly**
 - Email, Voice, Video
 - Online meetings & presence
- **Store documents and share insights**
 - With colleagues, partners, customers
- **Connect with others across organizations**
 - Calendar sharing/publishing, contact photos, activity feed, and interactive contact cards



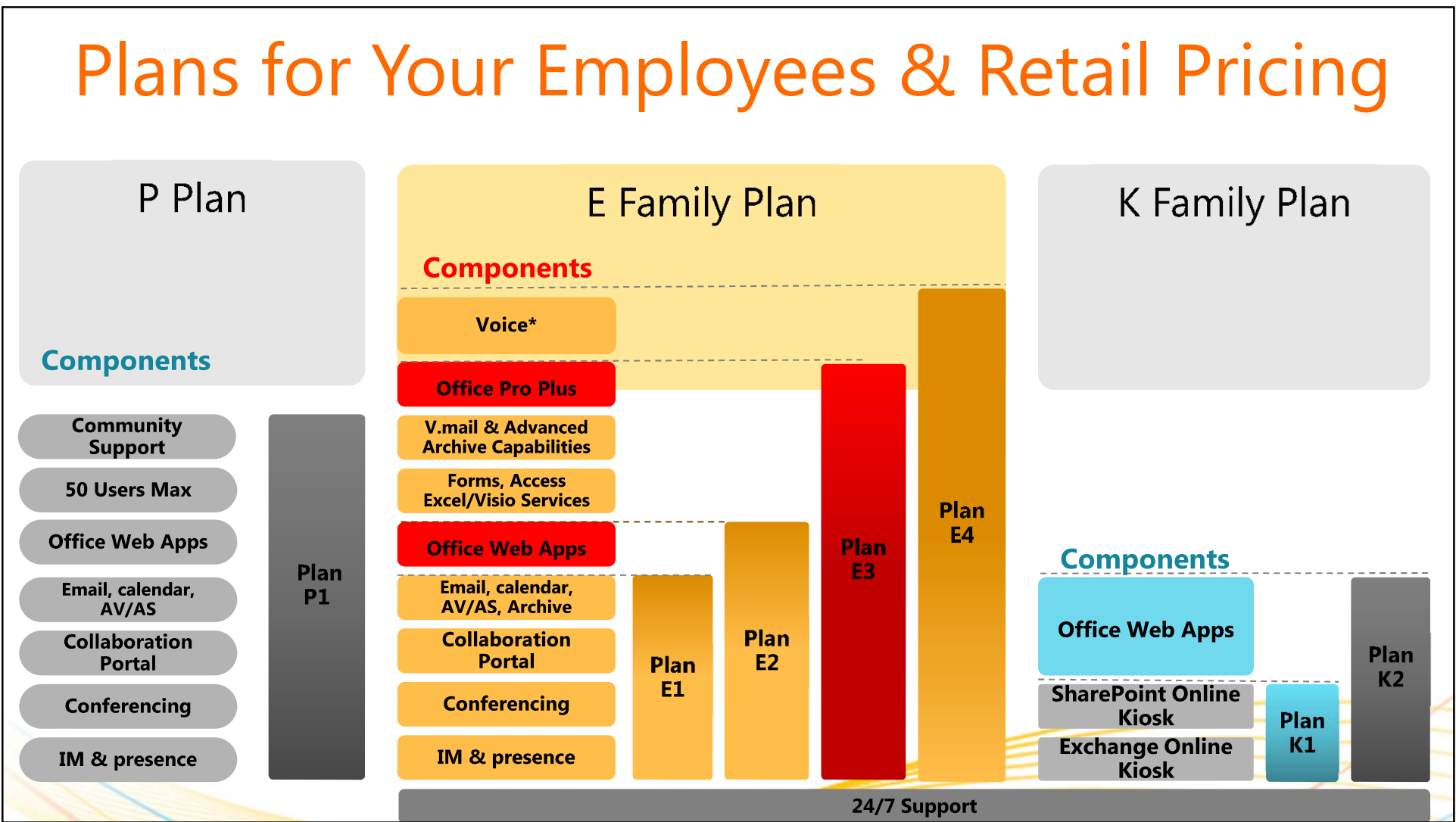
Worldwide, Secure, Compliant Datacenters

The image features a stylized world map with six regions highlighted in grey and labeled in red: North America, Europe, Asia, Africa, Central/South America, and Australia. Each region has a yellow dot indicating a datacenter location. Below the map are three orange rounded rectangular boxes containing compliance information:

- ISO 27001**
OFFICE 365 FOPE
- SAS 70 Type II**
ISO 27001
- SAFE HARBOR**
Microsoft

At the bottom of the map area is a yellow box with the text: **Trust Center:** <http://www.microsoft.com/en-us/office365/trust-center.aspx#fbid=tOHInnegyWg>

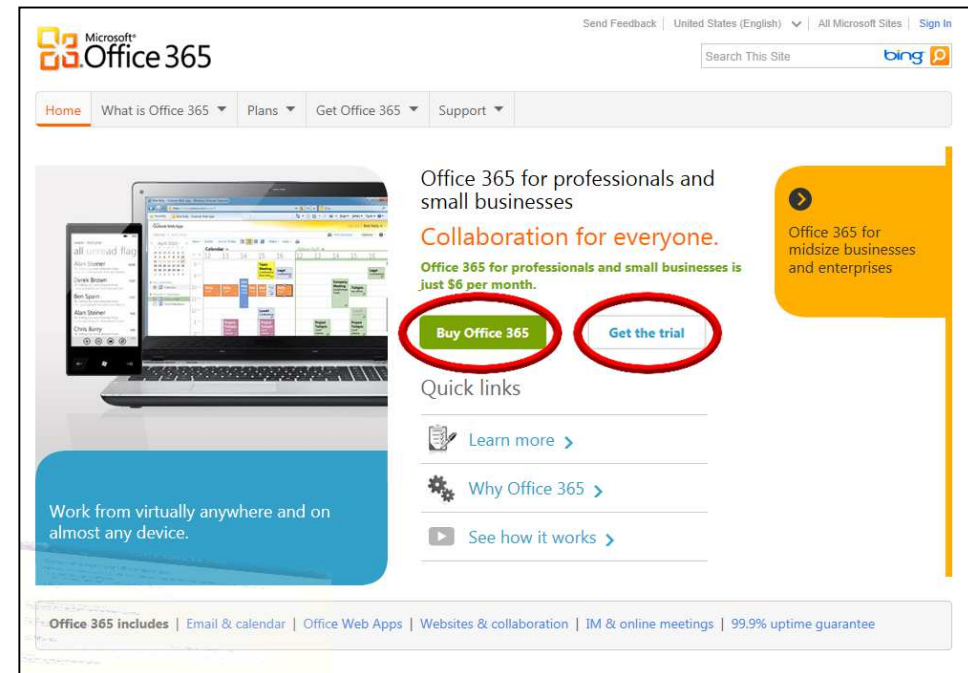
Plans for Your Employees & Retail Pricing



©2012 Microsoft Corporation. All rights reserved. Microsoft, Windows, Windows Azure, System Center, Hyper-V and other product names are or may be registered trademarks and/or trademarks in the U.S. and/or other countries. The information herein is for informational purposes only and represents the current view of Microsoft Corporation as of the date of this presentation. Because Microsoft must respond to changing market conditions, it should not be interpreted to be a commitment on the part of Microsoft, and Microsoft cannot guarantee the accuracy of any information provided after the date of this presentation. MICROSOFT MAKES NO WARRANTIES, EXPRESS, IMPLIED OR STATUTORY, AS TO THE INFORMATION IN THIS PRESENTATION.

Dive Into Office 365

- **Stay up-to-date on the latest information and buzz**
- **Explore the new features**
 - Experience seamless integration across services and devices
- **Please sign up here:**
<http://www.office365.com>



Module 1: Office 365 Overview & Infrastructure



Service Overview & Offering

Features & Requirements

Office 365 Administration | Portals & PowerShell
Partner Opportunity



What's in Office 365



- Flexible service offering with pay-as-you-go, per-user licensing
- The complete Office experience with services integration in Office 365
- Always the latest version of the Office apps, including Office Web Apps
- Familiar Office user experience



- Integrated personal archiving
- Retention policies and legal hold
- Exchange Control Panel
- Free/busy coexistence
- Cross-premises management
- Voice mail with unified messaging



- My Sites to manage and share documents
- Access documents offline
- Team & Project Sites
- Document-level permissions to protect sensitive content
- Share documents securely with Extranet Sites
- Cross site collection search



- IM & Presence across firewalls
- GAL/Skill search in SharePoint
- Online meeting with desktop sharing
- Activity feeds
- Contact photos
- Click to communicate from Office contact cards
- Windows Live federation

Office 365 Platform Capabilities

- **Simple user interface**
- **Role-based access control**
- **Identity federation (eliminate sign-in client)**
- **Multi-factor authentication support**
- **Remove scale limitation**

Simplified Interfaces and Portals

The screenshot displays the Microsoft Office 365 Admin Center interface. At the top, it shows the Microsoft Online Services logo, navigation links for Home, Outlook, Team Site, and Admin, and a user profile for Fulvio Salanitro with options for My profile and Sign out. A search bar is located in the top right corner.

The left sidebar contains a navigation menu with the following sections:

- Microsoft**
- Admin Overview**
- Setup**
 - Overview
 - Custom Plan
- Management**
 - Users
 - Security Groups
 - Domains
- Subscriptions**
 - Manage
 - Licenses
 - Purchase
- Support**
 - Overview
 - Service Requests
 - Service Health
 - Planned
 - Maintenance

The main content area is titled "Admin shortcuts" and lists the following items:

- Reset user passwords
- Add new users
- Assign user licenses
- Create a service request

Below the shortcuts is the "Microsoft Office 365" section, which includes links for Exchange Online, Outlook settings and protection, Lync Online, SharePoint Online, and Microsoft Office Desktop Apps.

The right sidebar features a search bar and two sections:

- Resources**
 - Managing Exchange Online
 - Email migration and coexistence
 - Managing domains
 - Setting up email on mobile phones
 - Release notes
 - Downloads
- Community**
 - Ask a question in the forums
 - Check out our blog
 - Participate in the community

The footer contains the Microsoft logo, copyright information for 2012, and links for Legal and Privacy. The bottom right corner includes links for Community and Feedback.

Services Connector

- **Helps prepare workstations to run with Office 365**
 - Only need to run once
- **One-off patching & configuration of clients leveraging Microsoft Update**
- **Manual configuration possible**



[Home](#) [Outlook](#) [Team Site](#) | [Admin](#)

- ### 3 Set up and configure your Office desktop apps
- Checks your PC for required updates and configures your Office desktop apps to work with Microsoft Office 365. After setup, you will be able to:
- Send email from Outlook 2007 or 2010
 - Save files directly to SharePoint Online from your Office desktop apps

Set up

Platform Requirements

Operating System Requirements

- Service Connector with .NET 2.0 or later (highly recommended)
- Windows XP SP3
 - No identity federation for XP Home & Media Center editions
- Windows Vista SP2
- Windows 7
- Mac OS X 10.5 (Leopard), 10.6 (Snow Leopard)

Office Client Requirements

- Office 2007 SP2 and above
- Office 2008 for Mac & Entourage 2008 Web Services Edition
- Office 2011 for Mac and Outlook 2011 for Mac
- Lync 2010
- Lync: Mac 2011

Browser Requirements

- Internet Explorer 7*
- Firefox 3.x
- Safari 4.x

Identity Options (incl. SSO with the cloud)

- **Federated IDs**
 - Sign in to the cloud w/ corporate ID
 - SSO for end users and administrators
 - Identity administered only on premise
 - Two-factor authentication options available
- **Microsoft Online IDs (Cloud Identity)**
 - Sign in with cloud identity
 - Same across Commerce/Billing and Use
 - Users and administrators have two identities—one for cloud, one on prem
 - Identity administered both on prem and in the cloud
- **User Directory Synchronization from On-Prem AD to the Cloud**



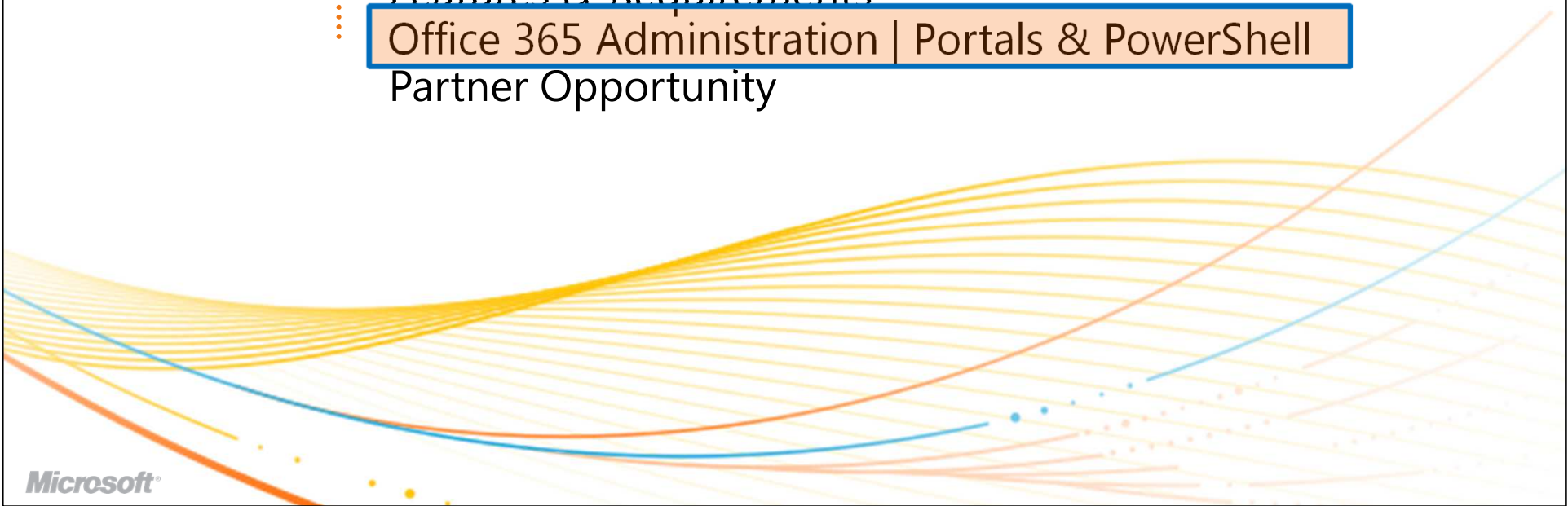
Module 1: Office 365 Overview & Infrastructure



Service Overview & Offering
Features & Requirements

Office 365 Administration | Portals & PowerShell

Partner Opportunity



Microsoft Online Services Portal (MOSP)

- **Admin Section – Where the Office 365 Administrator carries out key Office 365 management tasks:**
 - Manage Domains
 - Manage Users, Licenses, and Security Groups
 - Administer Services; Manage Subscription and Licenses
 - Access Support Area
 - Verify Service Health
 - Access service-specific management portals for Exchange Online, Lync Online and SharePoint Online

DEMO | Exploring Microsoft Online Services Portal



User and Admin area
Domains
Users and Licenses
Support Area
Service Health
Services Admin Panels

Microsoft

MOSP

Microsoft Online Services

Home Outlook Team Site | **Admin**

Fulvio Salanitro
My profile | Sign out
Admin

Microsoft

Admin Overview

Setup
Overview
Custom Plan

Management
Users
Security Groups
Domains

Subscriptions
Manage
Licenses
Purchase

Support
Overview
Service Requests
Service Health
Planned Maintenance

Admin shortcuts

- Reset user passwords
- Add new users
- Assign user licenses
- Create a service request

Microsoft Office 365

Exchange Online
Outlook settings and protection.
[Manage](#)

Lync Online
Instant messaging with audio and video and online meetings.
[Manage](#)

SharePoint Online
Team sites, public facing website, collaboration sites and search.
[Manage](#)

Microsoft Office Desktop Apps
Get the most out of your Office desktop applications when you connect them to Office 365.
[Read: Deploy Microsoft Office Professional Plus](#) | [Read: Deploy Office 365 applications and updates](#)

Search help and community

Resources

- Managing Exchange Online
- Email migration and coexistence
- Managing domains
- Setting up email on mobile phones
- Release notes
- Downloads

Community

- Ask a question in the forums
- Check out our blog
- Participate in the community

Microsoft ©2012 Microsoft Corporation Legal | Privacy

Community | Feedback

Billing and Subscription Management

Billing and subscription management

Subscription	Quantity
Microsoft Office 365 Trial (Plan E3)	25 user licenses

Resources

[Optional Office 365 privacy and security controls](#)

Subscription details

Microsoft Office 365 Trial (Plan E3)

Term length: 30 days

Status: Expires December 07, 2012

25 user licenses

Support Management

- Support
- Overview
- Service Requests
- Service Health
- Planned Maintenance

Support overview

Help and community

Search help and community 

[Get support from the Microsoft Online Community](#)

Quick solutions for common issues

- [Resetting a user's password](#)
- [Preparing for email migration](#)
- [Connecting Office 365 to Outlook](#)

- [Ask a virtual support agent](#)
- [Find technical support phone numbers](#)

Delegated administrators

[Manage your delegated administrators](#)

Requests summary

Assigned to you (0)

- Open (0)
- Action required (0)
- Closed (0)
- All Requests (0)

Diagnostic tool

Use this tool to collect data to help diagnose your issue

[Download the diagnostics tool](#)

Service Health

Service health
 Last refreshed: 12:31 PM, March 07, 2012

Current status

Service	Today
Exchange Online ▾	✓
Identity Service ▾	✓
Lync Online ▾	✓
Microsoft Online Portal ▾	✓
Office Subscription ▾	✓
SharePoint Online	✓

✓ Normal service availability
 ! Service degradation
 ✗ Service interruption



PowerShell Connection & Management

The Microsoft logo, consisting of the word "Microsoft" in its signature font, located in the bottom left corner of the slide's content area.

Hello PowerShell

- **PowerShell scripting via a PowerShell Authentication performed through Online ID**
 - Single credential can be used for Portals and PowerShell
- **PowerShell capabilities for Office 365 Administration**
 - User & license Management
 - Security Groups, Role-Based Access
 - More methods over time based on customer feedback
- **PowerShell scripting is available Exchange Online**
 - Combine PowerShell scripts to automate workflows and task sequences

Using Service Module for PowerShell

- **Microsoft Online Services Module for Windows PowerShell**
 - Install it, then run it...
 - <http://onlinehelp.microsoft.com/en-us/office365-enterprises/ff652560.aspx>
(64-bit or 32-bit)
 - *Requires Windows 7 or Windows Server 2008 R2
- **Connect to MSOL Service**
 - Connect-MsolService (cmdlet)
- **Common PowerShell Cmdlets**
 - <http://onlinehelp.microsoft.com/en-us/office365-enterprises/hh125002.aspx>

Common PowerShell Management Tasks

- **Create a new user "bobsmith@contoso.com"**
 - New-MsolUser –UserPrincipalName bobsmith@contoso.com -
Display Name "Bob Smith" –FirstName "Bob" –LastName "Smith"
- **Set User Password**
 - Set-MsolUserPassword
- **Assign mailbox permissions**
 - Set-MailboxPermission
- **Change account password timeout settings**
 - Set-MsolPasswordPolicy

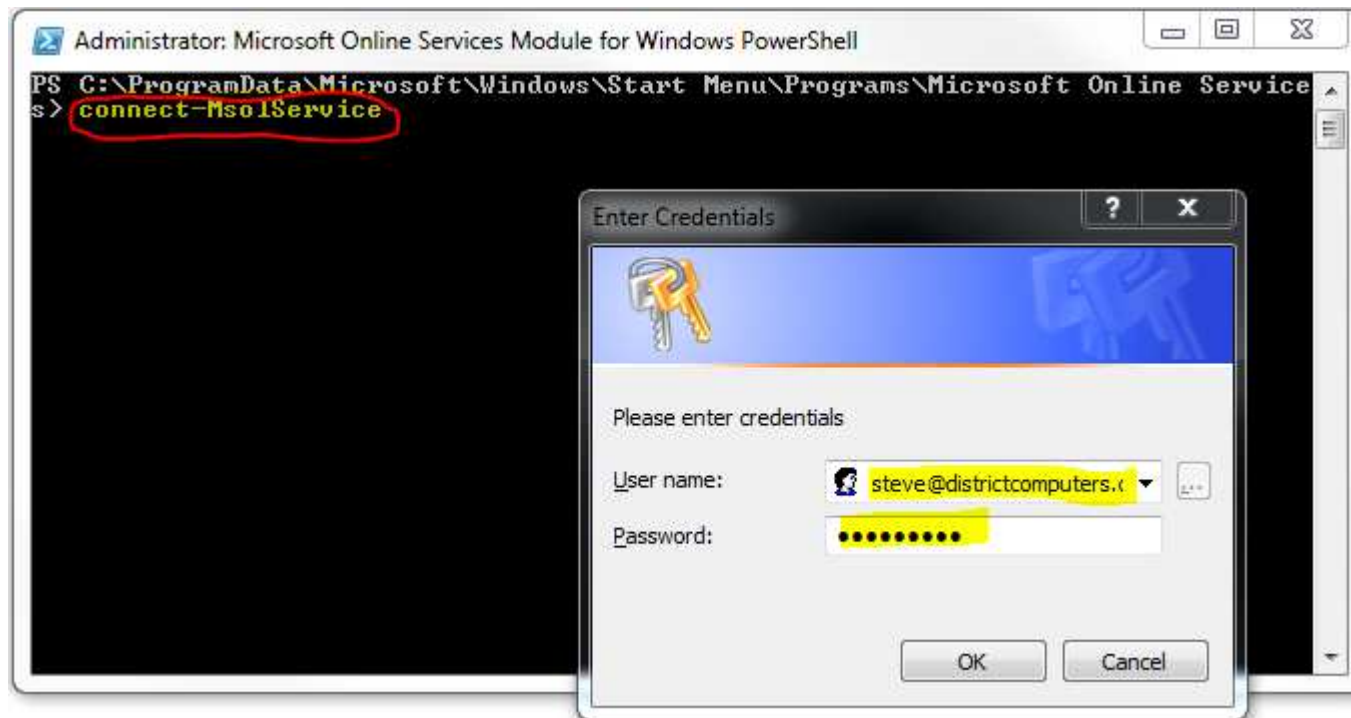
DEMO | Office365 PowerShell Admin



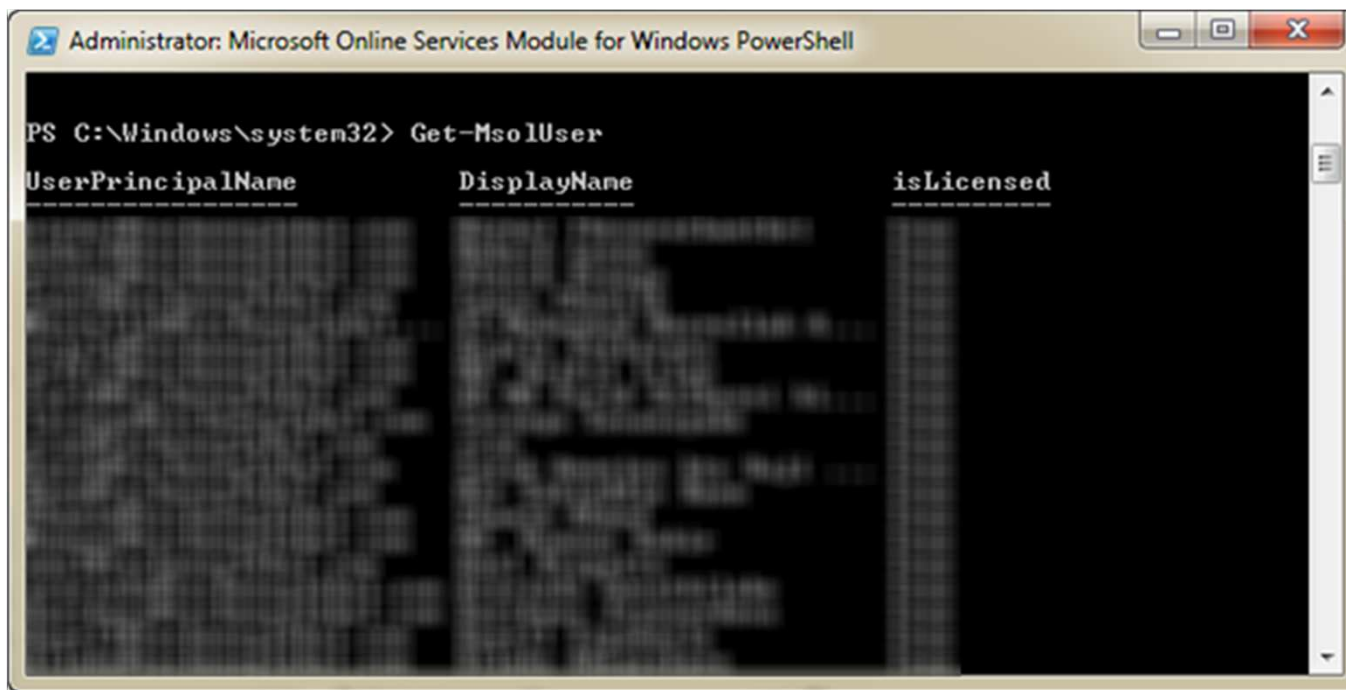
Launching MOS Module for Windows PowerShell
Connecting to Office365 Service
Getting a list of users
Creating a user

Microsoft

Open PowerShell & Connect to Service



Open PowerShell & Connect to Service



Module 1: Office 365 Overview & Infrastructure



- Service Overview & Offering
- Features & Requirements
- Office 365 Administration | Portals & PowerShell
- Partner Opportunity



for Microsoft Partners

Partner-Delegated Administrators

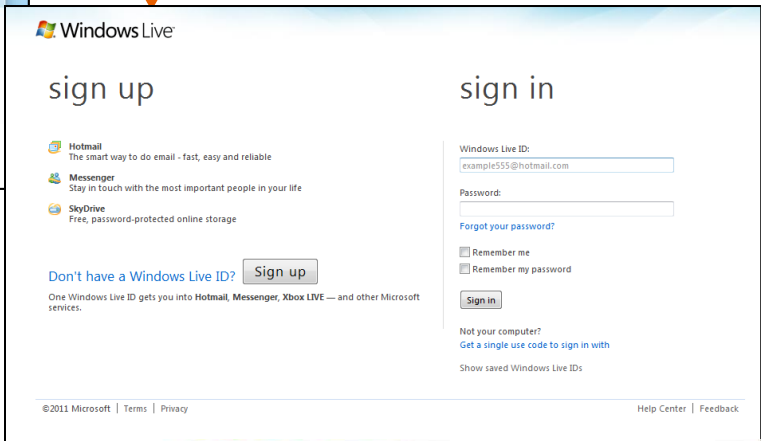
Permission	Global administrator
View company and user information	Yes
Manage support tickets	Yes
Reset user passwords	Yes
Perform billing and purchasing operations	Yes
Create and manage user views	Yes
Create, edit, and delete users and groups, and manage user licenses	Yes
Manage domains	Yes
Manage company information	Yes
Delegate administrative roles to others	Yes
Use directory synchronization	Yes

for Microsoft Partners

Become a Microsoft Cloud Partner



- Sign in using the Windows Live ID associated with MPN membership.
- Same ID normally used to sign in to partner.microsoft.com



<http://www.microsoftcloudpartner.com>

for Microsoft Partners

Request Benefits

Home Get Started Join Cloud Essentials Support Admin

Get Benefits

You now have access to many benefits to help you build and grow your cloud business with Microsoft Online Services. Getting started is easy:

- Activate your Internal Use Rights software benefits so you can get first-hand experience with Microsoft Online Services.
- Take advantage of specialized cloud training, cloud support resources, and access to the Microsoft Pinpoint online marketplace.

CMS Editor: Cloud Essentials benefits area below

Internal Use Rights Software Benefits

Microsoft Office 365

Access 250 seats of Microsoft Office 365 and start using rich online messaging and collaboration tools in your business today.

If your organization **does not have an Office 365 account** (separate from BPOS), or you would like to obtain your Microsoft Online Services sign-in credentials.

[> Get started](#)

If your organization **already has an Office365 account** (separate from BPOS) and you would like to add partner features.

[> Get started](#)

Partners in Australia, learn more about additional options that apply only to you.

Microsoft Office 365 Partner Sales Features

Cloud Essentials and Cloud Accelerate partners with an active Microsoft Online Services Partner Agreement (MOSPA) are also entitled to partner sales features that can be used to create trial invitations and send

Additional Cloud Essentials Benefits

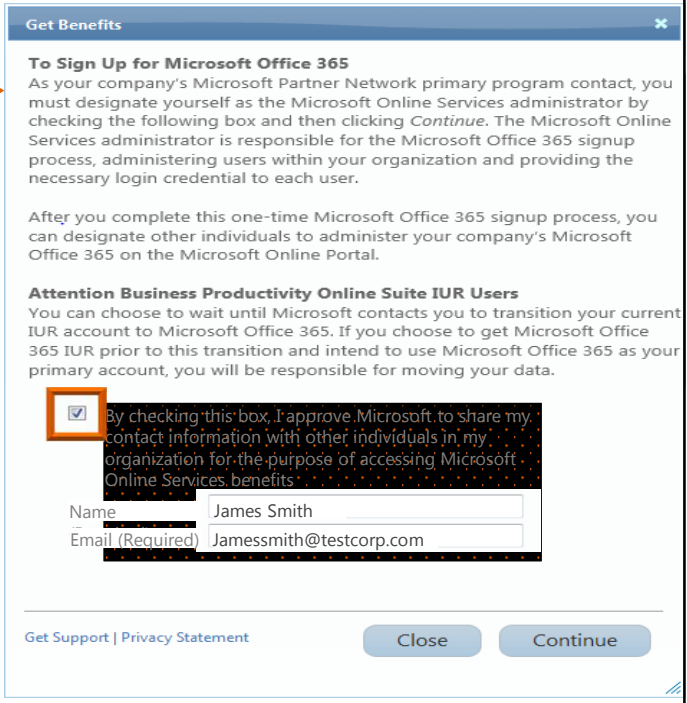
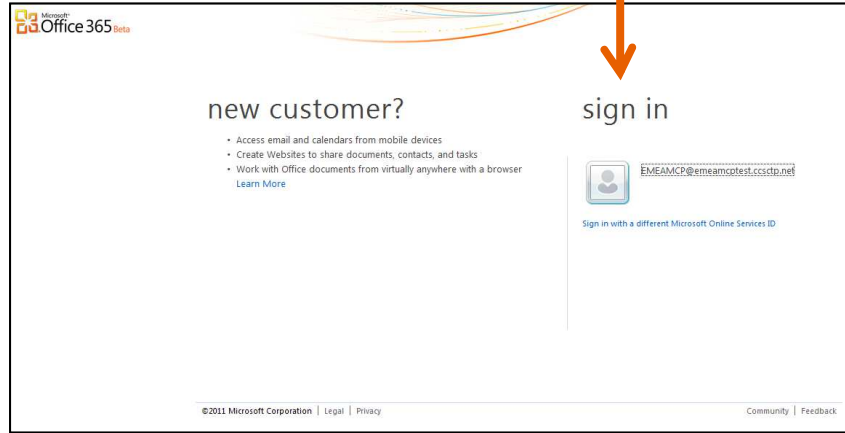
- Microsoft Pinpoint online marketplace and Microsoft Office 365 Marketplace
- Online Services Commerce Dashboard
- Online Technical Communities
- Microsoft Office 365 Practice Accelerator – Coming Soon

for Microsoft Partners

Log in or Sign Up for Office 365

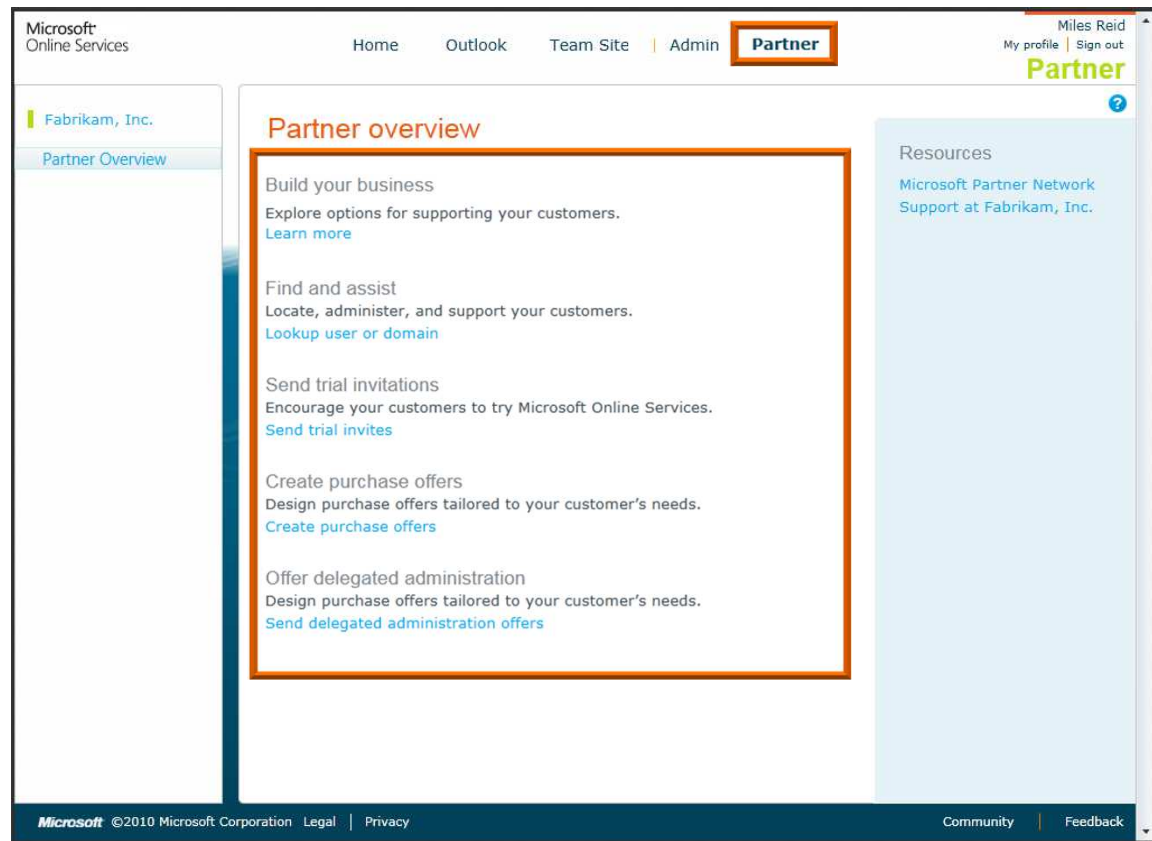
Sign in with Office 365 ID
(if you have an Office 365 account)

Sign up for
Office 365 Service
(if you do not use Office 365)



for Microsoft Partners

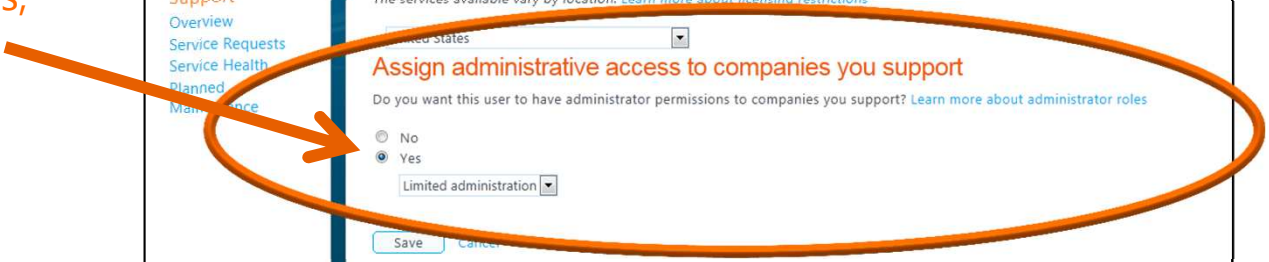
Office 365 Partner Admin Portal



for Microsoft Partners

Add Partner Admin Users

To ensure others in your company can see and use the partner features, select 'yes'



Microsoft Online Services

Home Outlook Team Site | Admin Partner

Ryan McGee
My profile | Sign out
Admin

Microsoft
Admin Overview

Setup
Overview
Custom Plan

Management
Users
Security Groups
Domains

Subscriptions
Manage
Licenses
Purchase

Support
Overview
Service Requests
Service Health
Planned Maintenance

Sample User
Properties | Settings | Licenses | More

Assign administrative access to your company
Do you want this user to have administrator permissions to your company? [Learn more about administrator roles](#)

No
 Yes

(Select a role)

Set sign-in status
 Allowed
User can sign in and access services.
 Blocked
User cannot sign in or access services.

Set user location
The services available vary by location. [Learn more about licensing restrictions](#)

United States

Assign administrative access to companies you support
Do you want this user to have administrator permissions to companies you support? [Learn more about administrator roles](#)

No
 Yes

Limited administration

Save Cancel

Microsoft ©2011 Microsoft Corporation Legal Privacy Community Feedback

for Microsoft Partners

Creating Purchase Offers, Trials & Offering Delegate Administration

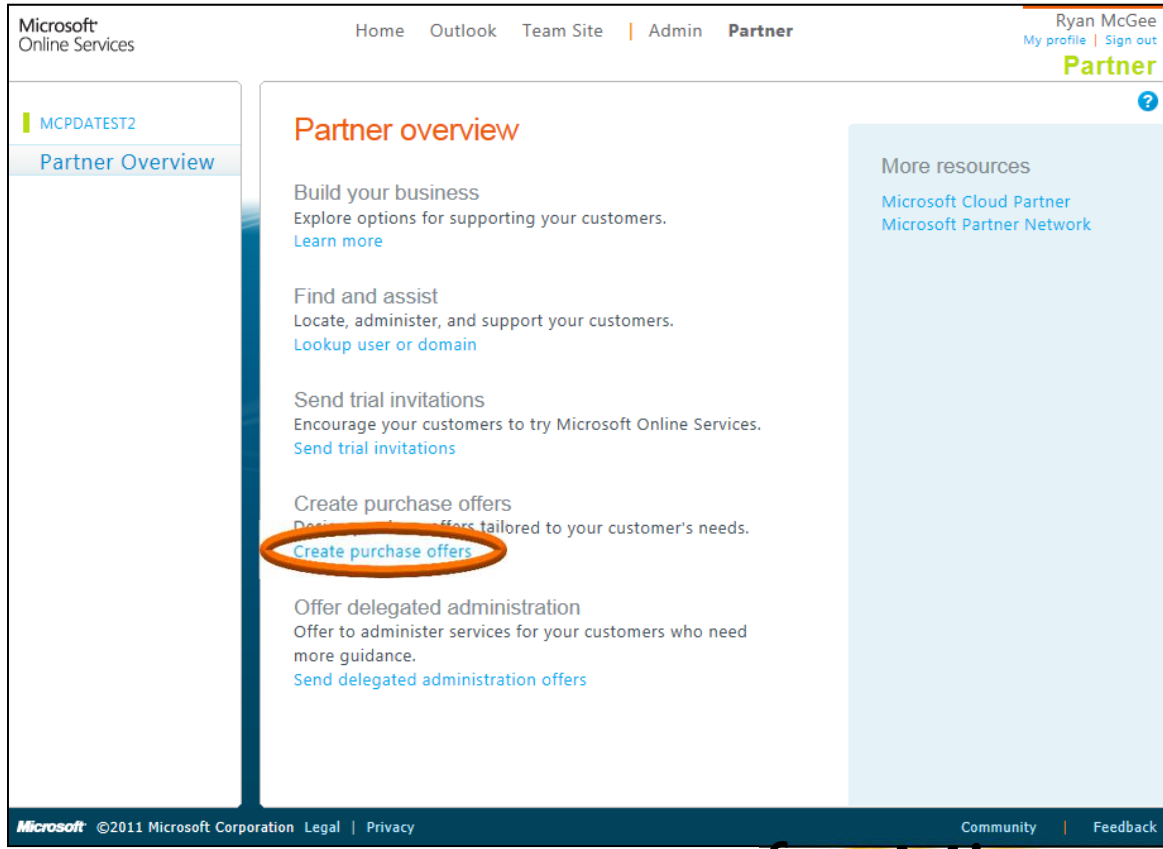


As a Microsoft Cloud Partner

for Microsoft Partners



Create Purchase Offers



for Microsoft Partners

Select Plans and License Counts

Microsoft Online Services Ryan McGee
My profile | Sign out
Partner

Create purchase offer

1. Options Select options

2. Send Select one or more services to include with your offer. Note: Subscription availability varies by usage location.

Partner office: MCPDATEST2 (3392667)

Usage location: United States

Subscriptions:

- Microsoft Office 365 (Plan E3) | [Learn more](#)
- Microsoft Office 365 (Plan E1) | [Learn more](#)
- Microsoft Office 365 (Plan E2) | [Learn more](#)
- Microsoft Office 365 (Plan E4) | [Learn more](#)
- Microsoft Office 365 (Plan K1) | [Learn more](#)
- Microsoft Office 365 (Plan K2) | [Learn more](#)
- Microsoft Office 365 (Plan P1) | [Learn more](#)
- Exchange Online (Plan 1) | [Learn more](#)
- Exchange Online (Plan 2) | [Learn more](#)
- Exchange Online Kiosk | [Learn more](#)
- SharePoint Online (Plan 1) | [Learn more](#)
- SharePoint Online (Plan 2) | [Learn more](#)
- Lync Online (Plan 1) | [Learn more](#)
- Lync Online (Plan 2) | [Learn more](#)
- Office Professional Plus (1 Year) | [Learn more](#)
- Office Professional Plus (Month to Month) | [Learn more](#)
- Office Web Apps with SharePoint Plan 1 | [Learn more](#)
- Office Web Apps with SharePoint Plan 2 | [Learn more](#)
- Exchange Online Archiving | [Learn more](#)

Delegated administration: Include authorization for delegated administration

Next Cancel

for Microsoft Partners

Copy Link or Open in Email

Microsoft Online Services

Ryan McGee
My profile | Sign out
Partner

Create purchase offer

- Options
- Send**

Send

Edit the sample message text provided below and open in email to send.

Message text **Open in email**

MCPDATEST2 has configured a custom collection of Microsoft Online Services especially for you.

Review your customized collection here:

<https://portal.microsoftonline.com/partner/partnersignup.aspx?type=Purchase&id=c08e45a7-7db0-41bb-bd62-3d0b09f9eb8c&msppid=3392667>

This purchase offer includes:

- 50 user licenses Microsoft Office 365 (Plan E3)
- 25 user licenses Exchange Online Archiving
- Delegated administration

Additional partner information:
mcpdatest2@live.com
425 5555555

Back Finish Cancel

Purchase offer summary (# c08e45a7-7db0-41bb-bd62-3d0b09f9eb8c)

Microsoft Office 365 (Plan E3)
50 user licenses

Exchange Online Archiving
25 user licenses

Delegated administration
included

Show offer pricing

Microsoft ©2011 Microsoft Corporation Legal | Privacy

for Microsoft Partners

Send Trial Invitations

The screenshot shows the Microsoft Partner Overview page. The page title is "Partner overview". The main content area lists several actions:

- Build your business**: Explore options for supporting your customers. [Learn more](#)
- Find and assist**: Locate, administer, and support your customers. [Lookup user or domain](#)
- Send trial invitations**: Encourage customers to try Microsoft Online Services. [Send trial invitations](#) (This link is circled in orange in the image)
- Create purchase offers**: Design purchase offers tailored to your customer's needs. [Create purchase offers](#)
- Offer delegated administration**: Offer to administer services for your customers who need more guidance. [Send delegated administration offers](#)

On the right side, there is a "More resources" section with links to "Microsoft Cloud Partner" and "Microsoft Partner Network". The top navigation bar includes "Home", "Outlook", "Team Site", "Admin", and "Partner". The user profile "Ryan McGee" is visible in the top right corner.

for Microsoft Partners

Select Which Trial to Offer

Microsoft Online Services

Ryan McGee
My profile | Sign out
Partner

Create trial invitation

- Options
- Send

Select options

Select options to include with your invitation. Note: Trial availability varies by usage location.

Partner office: MCPDATEST2 (3392667)

Usage location:

Trial subscriptions:

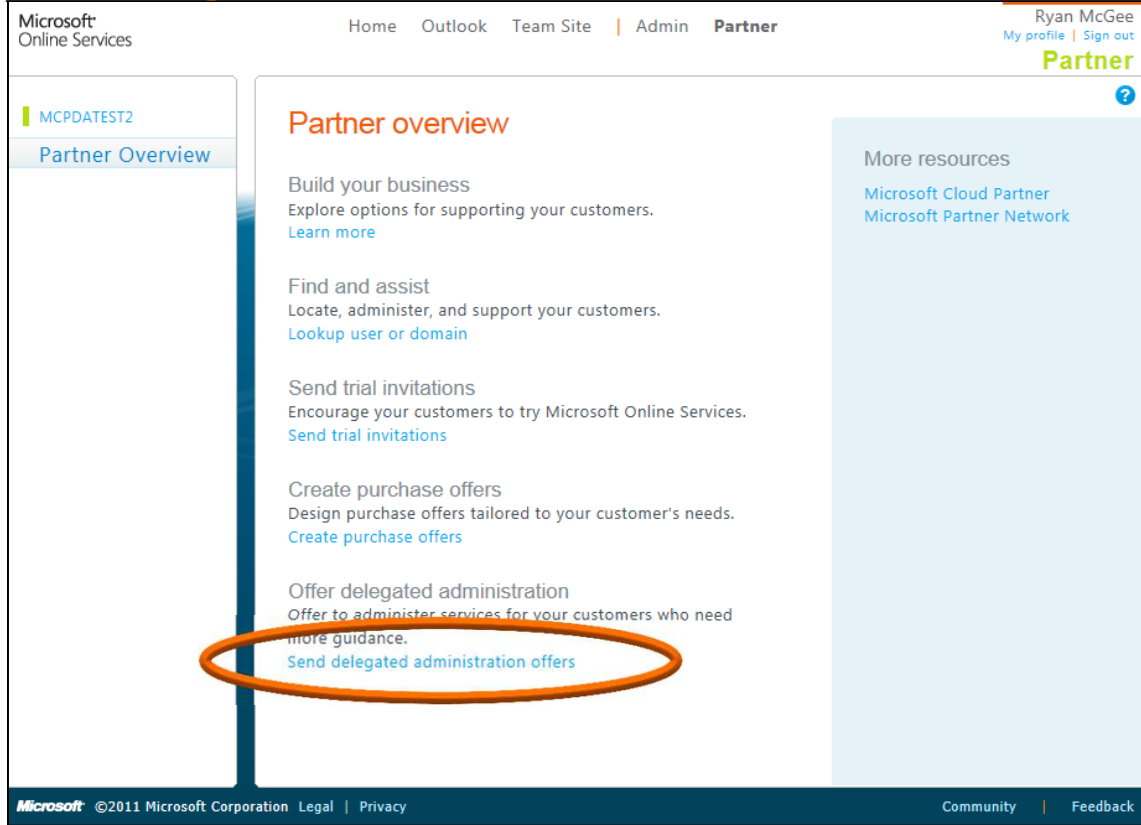
- Microsoft Office 365 Trial (Plan E3) | [Learn more](#)
- Microsoft Office 365 Trial (Plan K2) | [Learn more](#)
- Microsoft Office 365 Trial (Plan P1) | [Learn more](#)
- Office Professional Plus Trial | [Learn more](#)
- Exchange Online Archiving Trial | [Learn more](#)

Delegated administration: Include authorization for delegated administration

Microsoft ©2011 Microsoft Corporation Legal | Privacy Community | Feedback

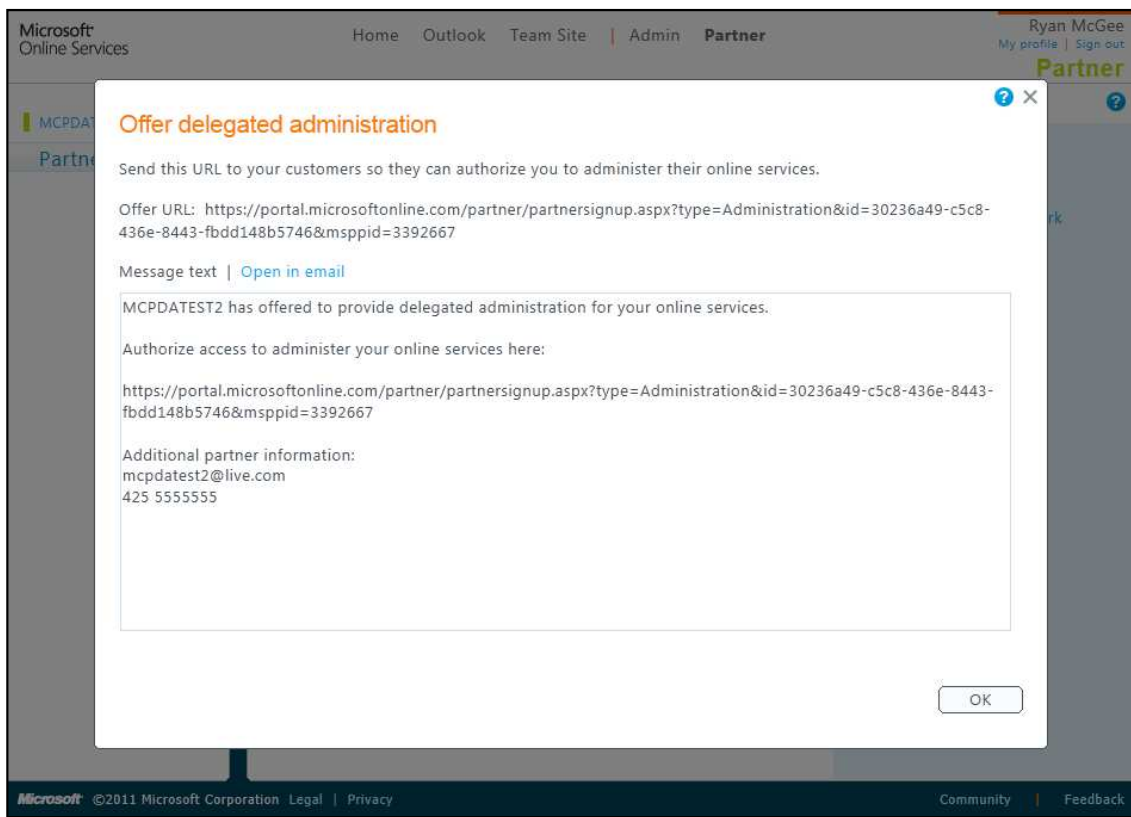
for Microsoft Partners

Send Delegated Administration Offers



for Microsoft Partners

Copy Link or Open in Email



for Microsoft Partners

Performing Delegated Administration



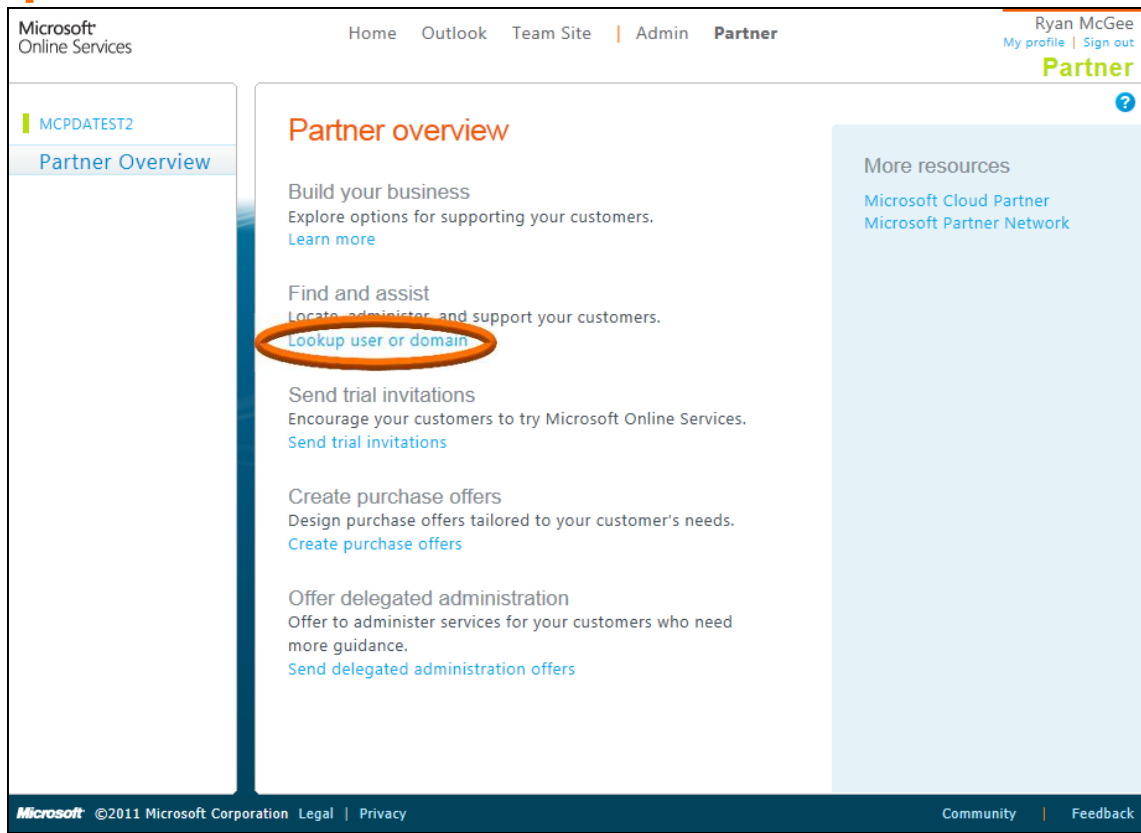
As a Microsoft Cloud Partner



Microsoft

for Microsoft Partners

Lookup User or Domain



for Microsoft Partners

Search for Customer

Microsoft Online Services

Ryan McGee
My profile | Sign out
Partner

User and domain lookup

- 1. Search**
2. Results

Search for user or domain

Locate companies by domain or search by user name.

User name or domain:

Example: someone@contoso.com or contoso.com

for Microsoft Partners

Administer on Behalf of...

Microsoft Online Services

Ryan McGee
My profile | Sign out
Partner

User and domain lookup

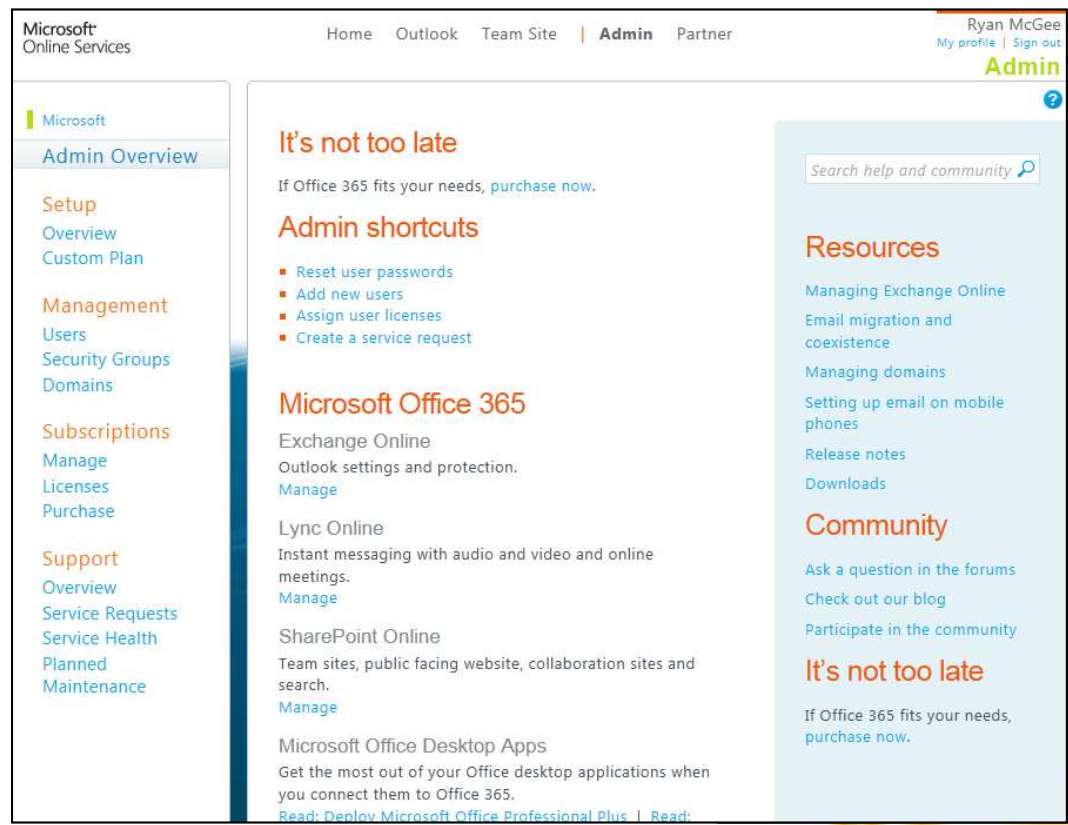
1. Search
2. Results

✔ Domain name is found.
[Administer on behalf of](#) | [Create service request](#) | [Show all administrators](#)

Subscription type: Enterprise
 Company name: Fabrikam
 Location: 123 Main Street
 Redmond WA 98052
 United States
 Phone: 1235551212
 Domain: fabrikamdemo.com
 fabrikam2.onmicrosoft.com
 Company ID: 204D2F1E-82EF-4D77-A4BE-CBEB89E6EFAF
 Language preference: English (English)

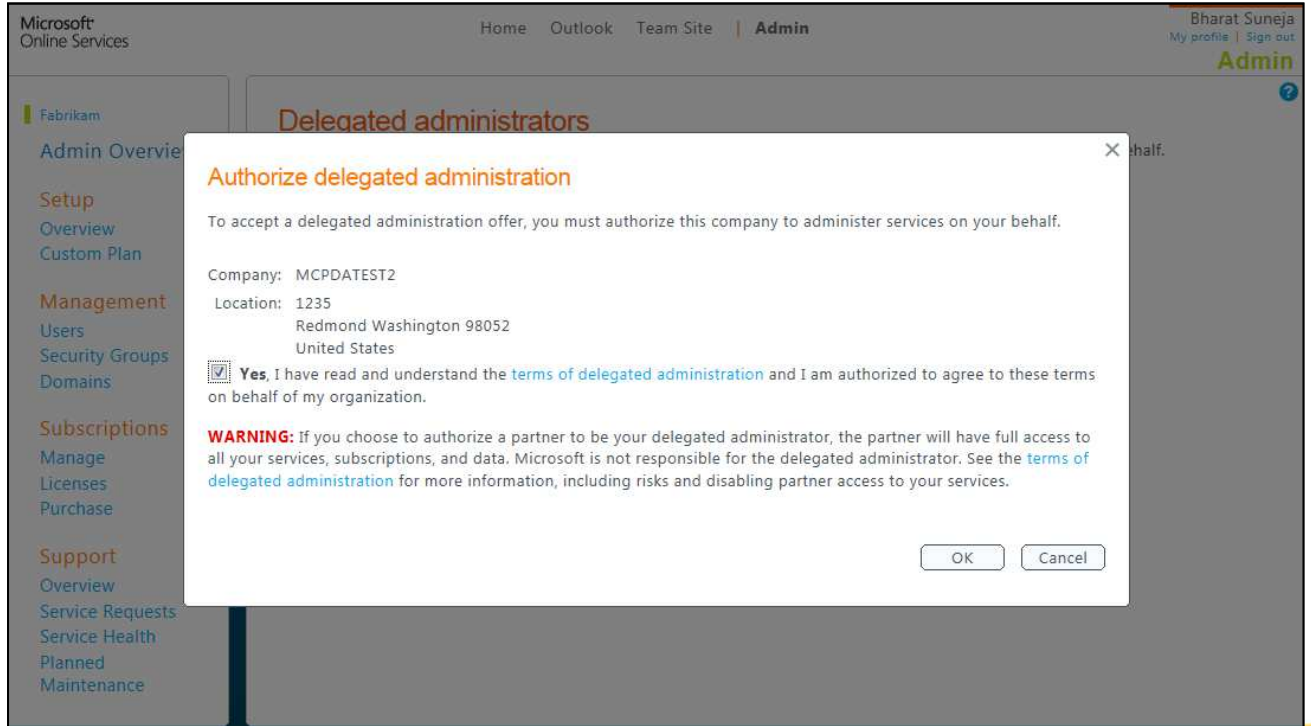
for Microsoft Partners

Perform Admin Tasks



for Microsoft Partners

Accepting Delegate Administration Offer



for Microsoft Partners

View Delegated Administrators List

The screenshot shows the Microsoft Online Services Admin console. The top navigation bar includes 'Home', 'Outlook', 'Team Site', and 'Admin'. The user 'Bharat Suneja' is logged in, with options for 'My profile' and 'Sign out'. The left sidebar contains a navigation menu with categories like 'Fabrikam', 'Admin Overview', 'Setup', 'Management', 'Subscriptions', and 'Support'. The main content area is titled 'Delegated administrators' and contains the following text: 'The following companies have access to your online services and may perform delegated administration on your behalf.' Below this is a table with one entry:

Company	Phone	Website	Email
MCPDATEST2	425 5555555		mcpdatest2@live.com

Buttons for 'Remove delegated administrator' are located above and below the table.

for Microsoft Partners

Resources

- **Office 365**
 - <http://www.office365.com>
- **Office 365 Enterprise Service Descriptions**
 - <http://www.microsoft.com/en-us/download/details.aspx?id=13602>
- **Office 365 Data Sheets**
 - <http://www.microsoft.com/downloads/en/details.aspx?FamilyID=f54b17e1-0cf4-4dab-91d5-fcf386ea7b74>
- **Partner Delegate Administration**
 - <http://onlinehelp.microsoft.com/en-us/office365-partner01/gg243437.aspx>



© 2012 Microsoft Corporation. All rights reserved. Microsoft, Windows, Windows Vista and other product names are or may be registered trademarks and/or trademarks in the U.S. and/or other countries. The information herein is for informational purposes only and represents the current view of Microsoft Corporation as of the date of this presentation. Because Microsoft must respond to changing market conditions, it should not be interpreted to be a commitment on the part of Microsoft, and Microsoft cannot guarantee the accuracy of any information provided after the date of this presentation. Some information relates to pre-released product which may be substantially modified before it's commercially released. MICROSOFT MAKES NO WARRANTIES, EXPRESS, IMPLIED OR STATUTORY, AS TO THE INFORMATION IN THIS PRESENTATION.