

Microsoft Office 365 Admin

Module 1 – Getting Your Domain Ready

WORKBOOK



Microsoft Office 365 Admin

Getting Your Domain Ready

Key Terms

- Domain Name
 - Base URL for all email correspondence and web sites
 - Ex: sandraclassroom.com
- Registrar
 - Where you purchased your domain name
 - Names are owned for a period of time
 - Renew at time of expiration
- DNS
 - Server that tracks where to find your domain services
 - www
 - mail@

Basic Steps to Host a Domain Name

1. If not done already, purchase a domain name with a Registrar
 - Network Solutions
 - GoDaddy
2. Login to Office 365 (as Administrator)
 - Click Domains
 - Click Add a Domain
 - Follow the steps
 - Make Note of TXT DNS Entries Required
3. Login to the Registrar
 - Edit DNS Settings per 365

Which domain do you want to use?
Enter a domain you already own (for example, yourcompany.com)

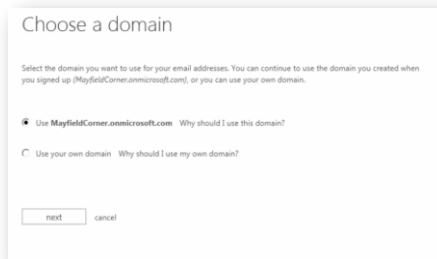
Basic Steps to Host a Domain Name (cont.)

4. Add Users and Assign Licenses
5. Set Domain Purpose
6. Configure DNS to point to Office 365
 - Some subscriptions have you host your own DNS
 - Some subscriptions host DNS on Microsoft 365

WWW.MAYFIELDCORNERLLC.COM

Using the *onmicrosoft.com* Domain

- Initial domain uses the suffix *.onmicrosoft.com*
 - Ex: *mayfieldcorner.onmicrosoft.com*
- You can switch to your own domain once it is set up



The screenshot shows a 'Choose a domain' dialog box. At the top, it says 'Choose a domain'. Below that, a smaller text reads: 'Select the domain you want to use for your email addresses. You can continue to use the domain you created when you signed up (MayfieldCorner.onmicrosoft.com), or you can use your own domain.' There are two radio button options. The first is selected and reads 'Use MayfieldCorner.onmicrosoft.com Why should I use this domain?'. The second is unselected and reads 'Use your own domain Why should I use my own domain?'. At the bottom, there are two buttons: 'next' and 'cancel'.

Licenses

- Licenses can mix and match
 - Must be all on the same platform
 - Enterprise
 - Small Business
 - Can also manage licenses for Project and CRM

BILLING

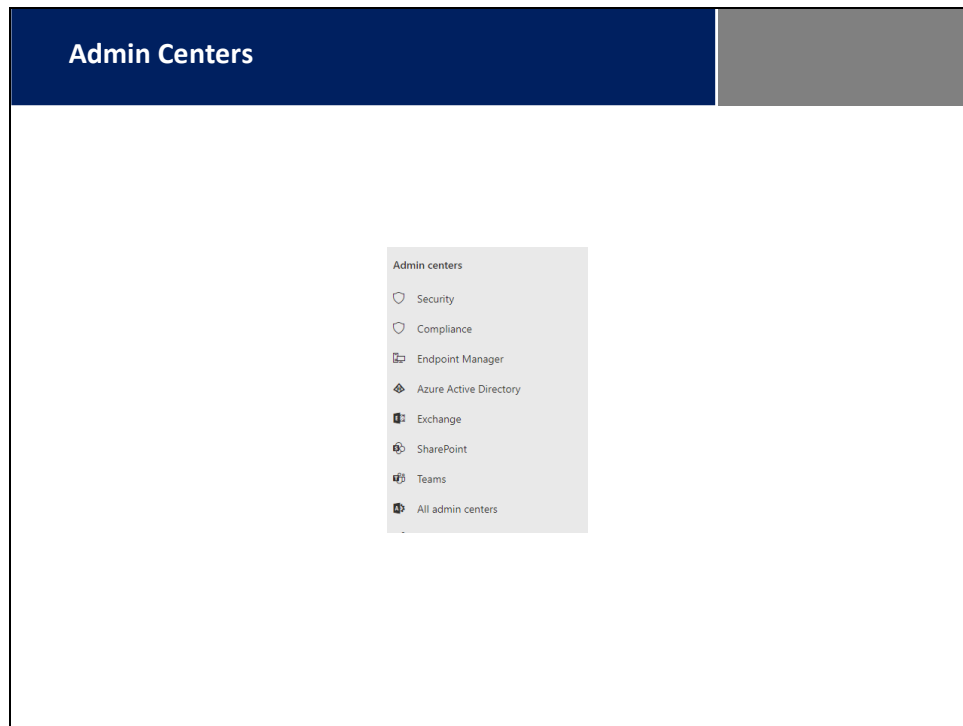
- Subscriptions
- Licenses

DASHBOARD | LICENSES

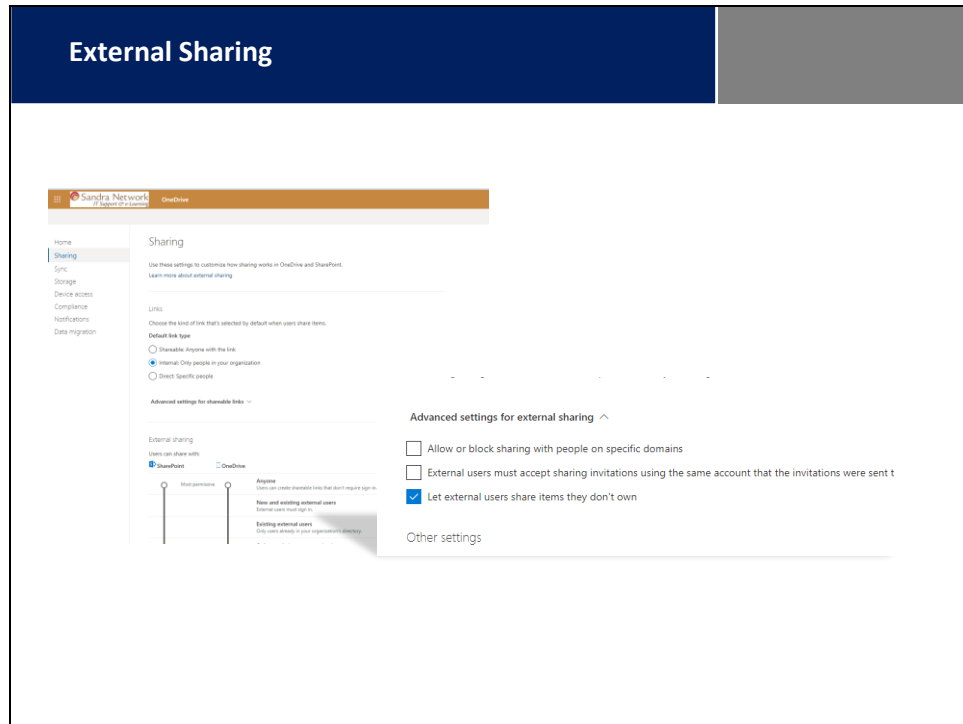
Contoso (Edit)

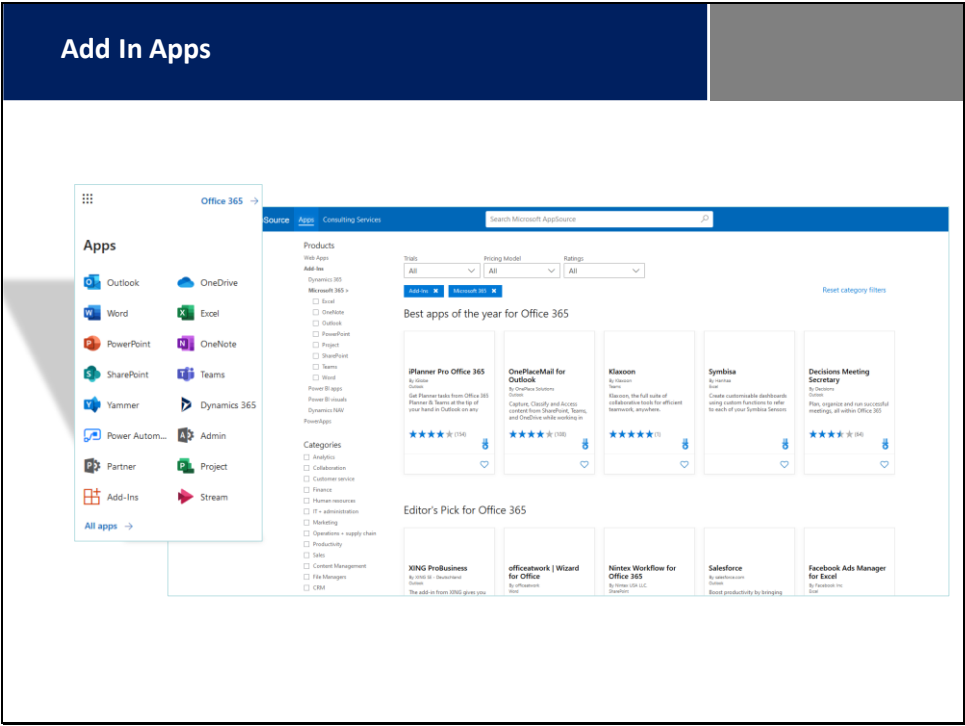
Name	Valid	Expired	Assigned
Microsoft Dynamics CRM Online Professional	25	0	25
Microsoft Power BI for Office 365	25	0	25
Office 365 Enterprise E3	25	0	25
Project Online with Project Pro for Office 365	25	0	25

Slide 7

[illegible]

Slide 8
















Checking In and Logging Service Requests

Service health

All services | Incidents | Advisories | History | Reported issues

View the health status of all services that are available with your current subscriptions.

→ Report an issue | ☰ Performance

Name	Status
 Exchange Online	2 incidents 2 advisories
 Microsoft Teams	1 incident
 OneDrive for Business	1 advisory
 SharePoint Online	3 advisories
 Azure Information Protection	Healthy
 Velocity Service	Healthy
 Microsoft Teams	Healthy
 Microsoft Katana	Healthy
 Microsoft Power Automate	Healthy
 Microsoft Power Automate in Microsoft 365	Healthy
 Microsoft StartHub	Healthy



Questions

and

Answers

Review Questions:

1. True or False: When you are getting the domain ready, if you have not already purchased a domain, you can view and purchase a domain name through the Office 365 console.
 - A. True
 - B. False
2. Which of the following is the default domain when creating a new tenant in Office 365?
 - A. .microsoft.com
 - B. 365.microsoft.com
 - C. .onmicrosoft.com
 - D. Microsoft365.com
3. True or False: Sharing is limited to the users in your domain only.
 - A. True
 - B. False
4. True or False: If you are experiencing issues, you need to submit a ticket to ask for service health status.
 - A. True
 - B. False
5. True or False: There is more than one Admin center, so that each App can have its own admin center.
 - A. True
 - B. False

Answer Key:

1. B

False. You need to purchase a domain through a registrar before bringing it into Office 365.

2. C

All user accounts will be assigned the .onmicrosoft.com domain until you bring your own custom domain in.

3. B

False. It is a policy and a choice you have to set for the organization. You can allow or block external sharing.

4. B

False. There is a service health status available in real time.

5. A

True. There is the main Admin console, but there are also focused admin centers for many of the Apps in Office 365.