

Microsoft Office 365 Admin

**Module 3 – Maintaining Office 365 Data
and Recipients**

WORKBOOK

Microsoft Office 365 Admin

Maintaining Office 365 Data and Recipients

Maintaining Office 365 Users: Introduction

- Non-Licensed Users
- Licensed Users
- Shared Mailboxes
- Contacts
- Resource Users

Migrating Mail to Office 365

- Know where your domain is registered
- Domain wide migration: Admin Password
- Individual User Migration: User Credentials
- Terms to Know:
 - Registrar
 - Mx Records
 - Mail Settings
 - PST File

Importing Data Over

- Outlook: Individual Mailbox
- 3rd Party Utilities



Exchange Admin Center	
<ul style="list-style-type: none">• Recipients• Permissions• Compliance Management• Organization• Protection• Mail Flow• Mobile• Public Folders• Unified Messaging• Hybrid	

Managing Mail Flow

- Inbound | Outbound Rules
- Message Trace
- Accepted Domains
- Remote Domains
- Connectors

Admin Center: Teams

- Teams
- Devices
- Locations
- Users
- Meetings
- Messaging Policies
- Integrating Voice



Questions

and

Answers

Review Questions:

1. What is an example of a resource mailbox? (Choose all that apply)
 - A. Room
 - B. Equipment
 - C. Supplies Ordering
 - D. All of the above
2. What is the minimum number of users that can access a shared mailbox?
 - A. Zero
 - B. One
 - C. Two
 - D. Three
3. What type of record in DNS needs to be modified in order to direct mail to your Office 365 mailboxes?
 - A. A
 - B. CNAME
 - C. MX
 - D. IP
4. Which of the following tabs are available in the Exchange Admin Center?
 - A. Recipients
 - B. Permissions
 - C. Protection
 - D. All of the above
5. In which tab will you be able to do a message trace?
 - A. Mail Flow
 - B. Organization
 - C. Mobile
 - D. Public Folders

Answer Key:

1. A, B
You can create a resource mailbox for both rooms and equipment.
2. B
The minimum number of users that can access a shared mailbox is one.
3. C
The MX record is the mail exchanger, and this needs to point to Office 365.
4. D
Recipients, Permissions, and Protection are all part of the Exchange Admin Center.
5. A
Mail Flow is where you will find Message Trace.