

Student Lab Manual

MS100.1x: Office 365 Management

Lab Scenario

You are the system administrator for Adatum Corporation, and you have Office 365 deployed in a virtualized lab environment. In this lab, you will set up a Microsoft 365 tenant account, prepare an Office 365 ProPlus managed installation, manage user-driven Office 365 ProPlus installations, manage centralized Office 365 ProPlus installations, and deploy and configure Office Telemetry components.

There are five exercises in this lab, each of which contains one or more tasks. For a successful outcome to the lab, the exercises and their corresponding tasks must be completed in order. The five exercises include:

- Exercise 1: Set up a Microsoft 365 tenant account
 - Task 1 – Obtain your Office 365 credentials
 - Task 2 - Create the tenant account

- Exercise 2: Prepare an Office 365 ProPlus managed installation
 - Task 1 - Download the Office 365 deployment tool
 - Task 2 - Modify an Office 365 ProPlus installation

- Exercise 3: Manage user-driven Office 365 ProPlus installations
 - Task 1 - Manage user rights to install Office 365 ProPlus
 - Task 2 - Install Office 365 ProPlus from the Microsoft 365 portal
 - Task 3 - Manage Office licenses
 - Task 4 - Reactivate Office 365 ProPlus

- Exercise 4: Manage centralized Office 365 ProPlus installations
 - Task 1 - Configure a Group Policy Object (GPO) to distribute the custom installation
 - Task 2 - Verify the installation

- Exercise 5: Deploy and Configure Office Telemetry Components
 - Task 1 - Install the Telemetry Processor
 - Task 2 - Download, install, and configure the Office 2016 Group Policy administrative templates

- Task 3 - Force Group Policy update and verify policy settings
- Task 4 - Review telemetry data

Lab Design

This lab manual provides two sets of instruction for each lab:

- High-level, summarized instructions
- Detailed, step-by-step instructions, also known as the Lab Solution

IMPORTANT: Start with the high-level, summarized instructions

You are encouraged to perform the labs using the high-level instructions. These summarized instructions offer you guidance on what tasks need to be performed and what, if any, data needs to be entered, but they do not provide detailed click-by-click instruction on how to complete each task.

The point of the labs is to apply what you've learned in the course by working your way through the tasks without being guided through each mouse click. Using these high-level, summarized lab instructions forces you to work your way through the problems, which provides a far better learning experience for students as opposed to being told how to solve each task.

When to use the Lab Solution

Should you find yourself stuck or unsure on how to proceed with a certain task, or if you are unable to complete a lab exercise successfully, then refer to the detailed, step-by-step lab solution at the back of this manual. Please challenge yourself by following the high-level instructions first, and only refer to the lab solution if you find yourself needing help.

WARNING – Be prepared for UI changes

Given the dynamic nature of Microsoft cloud tools, you may experience user interface (UI) changes that were made following the development of this training content that do not match up with lab instructions presented in this lab manual.

The Microsoft Learning team will update this training course as soon as any such changes are brought to our attention. However, given the dynamic nature of cloud updates, you may run into UI changes before this training content is updated. **If this occurs, you will have to adapt to the changes and work through them in the labs as needed.**

SUMMARIZED LAB INSTRUCTION

This section of the Student Lab Manual contains the summarized lab instructions for each lab exercise. **It is recommended that you perform the labs using these high-level instructions**, which offer you guidance on what tasks need to be performed and what, if any, data needs to be entered. However, these summarized instructions typically do not provide detailed click-by-click instruction on how to complete each task (that can be found in the Lab Solution).

Try to complete the labs using these summarized instructions, which will emulate more of a real-world scenario than simply following the click-click-instruction in the Lab Solution. You should only refer to the Lab Solution should you find yourself stuck or unable to successfully complete the labs using these summarized, high-level instructions.

Exercise 1: Set up a Microsoft 365 tenant account

This lab deploys several desktops; therefore, you must create a new tenant account in Microsoft 365 to set up your Microsoft 365 clients.

Task 1 - Obtain Your Office 365 Credentials

Once you launch the lab, a free trial tenant will be automatically created for you to access Azure in the Microsoft Virtual Lab environment. This tenant will be automatically assigned a unique user name and password. You must retrieve this user name and password so that you can sign in to Azure within the Microsoft Virtual Lab environment.

1. On the **XtremeLabs Online** menu bar at the top of the screen, click on the **Files** drop-down arrow.
2. Click on **O365 Credentials**. A window will open with your credentials.
3. This is the user name and password you will need to sign in to Azure. Keep this page open as you will need the information later.
4. When the lab directs you to sign in to the Azure portal at <https://portal.azure.com>, you will sign in using the credentials you obtained in this task.

Task 2 - Create the tenant account

1. At the top of the screen, click the **Virtual machine** drop-down field and select **LON-DC1**.
2. On the VM titled **LON-DC1**, you are already logged on as the **adatum\administrator** account.
3. Open **Internet Explorer**. Navigate to **Tools > Internet Options > Security** tab.
4. In the **Internet** zone, click **Custom Level**. Scroll down and under the **Downloads** section, you must enable the **File download** setting.
5. Then in the **Trusted Sites** zone, you need to add the following sites:
 - <https://outlook.office365.com/>
 - <https://outlook.office.com/>

- <https://portal.office.com/>
6. In Internet Explorer, sign in to Office 365 by navigating to <https://portal.office.com> and logging in with the O365 Credentials (username and password) that you retrieved in the prior task.
 7. On the **Stay signed in?** page, click **Yes** to stay signed in.
 8. Select **Admin**.
 9. Under **Active users**, you should add a user account for **Jenna Glover** with the following attributes:
 - **Username:** jenna
 - **Domain:** leave as is
 - **Location:** United States
 - **Password:** Pa\$\$w0rd (uncheck the **Make user change their password when they first sign in** option)
 - **Role:** Global Administrator
 - **Product licenses:** Office 365 Enterprise E5
 10. After adding the user, in the **User was added** window, review the information for correctness. Unselect the **Send password in email** check box.
 11. Close the window and sign out.

Exercise 2: Prepare an Office 365 ProPlus managed installation

You now have a tenant account set up and are ready to start the download process and install the Office Deployment Tool, and then start the download for Office 365 ProPlus.

Task 1 - Download the Microsoft 365 deployment tool

1. At the top of the screen, click the **Virtual machine** drop-down field and select **LON-CL1**.
2. On **LON-CL1**, you are already logged on with the adatum/administrator account.
3. In **File Explorer**, create a new folder titled **Office 16**.
4. Share this folder with **Everyone**. The Everyone group should appear with a Permission Level of Read.
5. In Internet Explorer, navigate to <https://portal.microsoftonline.com>,
6. Sign in as **jenna@AdatumXXYYZZ.onmicrosoft.com** (replace XXYYZZ with your O365 credentials), with the password **Pa\$\$w0rd**.
7. **IMPORTANT:** Remember to replace **XXYYZZ** with your assigned value whenever you have to sign in.
8. On the Office 365 portal, if a **Get your work done with Office 365** window appears or an Office 2016 dialog box appears, close both windows
9. Click **Admin**.
10. In **Settings**, select **Services & add-ins**.
11. Select **Office software download settings**.
12. Under **Manually deploy user software**, click **Learn how to download and deploy software**. This takes you to the **Manage software download settings in Office 365** page.
13. Click the **Manually download and install the Office apps by using the Office Deployment Tool** link, then click the **Microsoft Download Center** link to open the **Office Deployment Tool** download page.

14. Download and save the **Office Deployment Tool**.
15. Once the download is completed, run the tool.
16. Navigate through the wizard. In the **Browse For Folder** dialog box, browse to and select the **Office16** folder that you created earlier.
17. In **File Explorer**, navigate to the **Office16** folder. You should see three files: the **setup** application file and two XML files, **configuration-Office365-x64** and **configuration-Office365-x86**.

Task 2 - Modify an Office 365 ProPlus installation

In this step, you will back up the Office 16 **configuration-Office365-x86.xml** file and then open it so that you can edit it in the next step.

1. In **File Explorer**, navigate to the **Office16** folder that you created.
2. Copy the **configuration-Office365-x86** file and then paste it in the folder to create a copy of the file.
3. Open the original **configuration-Office365-x86** file with **Notepad**.
4. In **Notepad**, change the first **Add** line after **<Configuration>** to:
 - a. **<Add SourcePath="\\LON-CL1\Office16\" OfficeClientEdition="32" Channel="Current">**
5. In **Notepad**, remove all the remaining comment codes (lines that start with **<!--** and end with **-->**).
6. Comment out Microsoft Visio by adding **<!-- -->** tags to make the download quicker.

To do this, replace this code:

```
</Product>  
  
<Product ID="VisioProRetail">  
  
<Language ID="en-us" />  
  
</Product>
```

with this code:

```
</Product>  
  
<!--  
<Product ID="VisioProRetail">  
  
<Language ID="en-us" />  
  
</Product>
```



7. Save the file as **AdatumConfiguration.xml** (Be sure to set the **Save as type** to **All Files**).

8. In **File Explorer** (you should still be in the Office16 folder), press **Shift**, right-click any white space below the file list, and then click **Open command window here**.
9. At the command prompt, type the following command, and then press Enter:
Setup /?
10. Note the Office Deployment Tool command-line options. At the command prompt, type the following command, and then press Enter:
setup.exe /download \\LON-CL1\Office16\AdatumConfiguration.xml \\LON-CL1\Office16\AdatumConfiguration.xml
11. The download will take several minutes to complete.
12. Switch to **File Explorer** and check to see a new **Office** folder in the **Office16** folder, verifying that the download has started. You can continue with the next task and leave the download processing in the background.

Exercise 3: Manage user-driven Microsoft 365 ProPlus installations

Some organizations allow their users to install software themselves, while others will install the software using a managed deployment mechanism. In this exercise, you will create new user accounts and configure them so that they can install software themselves.

Task 1 - Manage user rights to install Microsoft 365 ProPlus

1. Switch to **LON-DC1**.
2. In Internet Explorer, navigate to **https:\\portal.office.com**.
3. Sign in as **jenna@AdatumXXYYZZ.onmicrosoft.com** with the password of **Pa\$\$w0rd**. Click **Yes** to stay signed in.
4. On the **Office 365** home page, click **Admin**.
5. In the **Microsoft 365 admin center**, create a new active user called **Brad Sutton**, with the following attributes:
 - **Username:** brad
 - **Domain:** leave as is
 - **Location:** United Kingdom
 - **Password:** Pa\$\$w0rd (uncheck **the Make user change their password when they first sign in** option)
 - **Role:** Global Administrator
 - **Product licenses:** verify Office 365 Enterprise E5 is turned **Off** (disabled)
6. After adding the user, in the **User was added** window, review the information for correctness.
7. Leave the **Send password in email checked** and click **Send email and close**.
8. Create a new active user called **Maira Wenzel**, with the following attributes:
 - **Username:** maira

- **Domain:** leave as is
 - **Location:** United Kingdom
 - **Password:** Pa\$\$w0rd (uncheck the **Make user change their password when they first sign in** option)
 - **Role:** Global Administrator
 - **Product licenses:** verify Office 365 Enterprise E5 is turned **On** (enabled).
9. After adding the user, in the **User was added** window, review the information for correctness.
 10. Leave the **Send password in email** checked and click **Send email and close**.
 11. Repeat steps 8 through 10 for **Roman Miler**, with **roman** as the **username**.
 12. In the **Microsoft 365 admin center**, navigate to **Settings** and then **Services & add-ins**.
 13. In the **Office software download settings**, in the **Software for PC and mobile devices** section, turn off the **2016 desktop and mobile apps** switch and save the setting.
 14. On the **admin center** page, select **Jenna Glover**'s profile photo (which will be a grey circle with JG in it), and then sign out.
 15. In Internet Explorer, navigate to **https://portal.microsoftonline.com**.
 16. Sign-In using another account. In this case, sign in as **brad@AdatumXXYYZZ.onmicrosoft.com**, using the password **Pa\$\$w0rd** (which is used for all user sign-in's).
 17. Clear the **Getting your work done** dialog box, and on the **default landing** page, click the small Gear icon in the top-right corner, and then click the **Office 365** option under the **Your app settings** section.
 18. On the **Microsoft 365 settings** page, click **Software**.
Note: Because Brad is not licensed for Microsoft 365 Enterprise E5, Office 2016 is not available for download.
 19. Sign out, navigate to **https://portal.microsoftonline.com**, and sign in with another account, this time using **roman@AdatumXXYYZZ.onmicrosoft.com**.
 20. Repeat steps 16 through 18.
Note: Roman has a license, but Skype for Business and Office are not available for download.
 21. Sign out, navigate to **https://portal.microsoftonline.com**, and sign in with another account, this time using **jenna@AdatumXXYYZZ.onmicrosoft.com**.
 22. In the **Microsoft 365 admin center**, navigate back to **Settings** and **Services & add-ins**.
 23. In the **Office software download settings**, set the **2016 desktop and mobile devices** to **On**. Verify that Office, SharePoint Designer and Skype for Business are all set to On before saving.
 24. Click **Close**.
 25. in **Internet Explorer**, click **Jenna Glover**'s profile, and then click **Sign out**.
Note: Instead of signing out your admin user every time, you can open an In Private session with **Internet Explorer**. This will allow you to have two sessions open at a time open.
 26. Switch to **LON-CL2**. Switch accounts by logging in as **Roman**.
 27. In **Microsoft Edge**, navigate to **https://portal.office.com**, then sign in as **roman@AdatumXXYYZZ.onmicrosoft.com**.
 28. On the **Microsoft 365 home** page, click the small Gear icon in the top-right corner. In the settings panel, click **Office 365** under the **Your app settings** section.
 29. On the **Settings** page, click **Software**.
 30. Verify that **Office** and **Skype for Business** desktop software are available to install.

31. Leave this page open and continue to the next task to perform the user-driven installation.

Task 2 - Install Microsoft 365 ProPlus from the Microsoft 365 portal

1. On **LON-CL1**, open **Microsoft Edge** and sign into the Microsoft 365 portal at **portal.office.com** with the username **roman@AdatumXXYYZZ.onmicrosoft.com**.
2. Click **Office365 Settings** in upper right corner and then click **Software**.
3. In the **Language** section, select the language to install from the drop-down menu.
4. Leave **32-bit (recommended)** selected.
5. Click **Install**.
6. In the Microsoft Edge download notification bar, save and then run the installation wizard.
7. If the **User Account Control** dialog box, type **Adatum\holly** (Holly Dickson is the default admin account for Adatum) in the user name box, type **Pa\$\$w0rd** in the **Password** box, and then click **Yes**.
Note: It will take several minutes to complete, but applications are now available.
8. Close the wizard when it finishes.
9. Go to the **Start** screen and select **Word** to open it.
10. Under **Roman Miler**, click **Switch account**.
11. Click **Sign out**.
12. Click **Yes** in the **Remove Account** dialog box.
13. Click **Sign in to get the most out of Office**.
14. On the **Sign in** page, in the **E-mail address** box, sign in with **jenna@AdatumXXYYZZ.onmicrosoft.com**.
15. Open a blank document, type some text, then save the file.
16. Click **Sites – Adatum Corporation**, and then click **Adatum Corporation** in the right pane.
17. Double-click the **Documents** folder and then save the name **Meeting Agenda**.
18. Close Word.
19. Switch back to **Roman Miler's** Microsoft 365 session in Microsoft Edge.
20. In the top-right corner, click the **Settings** icon, and then click **Office 365** under the **Your app settings** section.
21. On the **Microsoft 365 settings** page, click **Software**.
Note: You now have a new section at the top of the page where you can manage Microsoft 365 installs.

Task 3 - Manage Office licenses

1. On **LON-CL2**, sign out of Roman's account on the **Microsoft 365** page.
2. Navigate to **https://portal.microsoftonline.com** and sign in as **jenna@AdatumXXYYZZ.onmicrosoft.com**.
3. On the Admin center, under **Active Users**, click **Roman Miler**.
4. Edit Roman's **Microsoft 365 Enterprise E5** product license by turning the **Microsoft 365 ProPlus** option to **Off** to remove the license from Roman's account. Save this change.

5. Close the **Roman Miller** panel.
6. Click the **Profile photo** icon for **Jenna Glover**, and then click **Sign out**.
7. Sign back in as **roman@AdatumXXYYZZ.onmicrosoft.com**.
8. Click the **Settings** icon, and then the **Your app settings** section.
9. On the **Microsoft 365 settings** page, click **Software**.

Task 4 - Reactivate Microsoft 365 ProPlus

1. Sign out of the **Microsoft 365** page and sign back in as **jenna@AdatumXXYYZZ.onmicrosoft.com**.
2. In the **Admin center**, select the **Roman Miler** user account.
3. Edit Roman's **Product licenses** by setting the **Microsoft 365 ProPlus** option to **On**.
4. Save the change and then close **Microsoft Edge**.

Exercise 4: Manage centralized Microsoft 365 ProPlus installations

In this exercise, you will configure the environment so that you can perform a centralized deployment of Microsoft 365 ProPlus.

Task 1 - Configure a Group Policy Object (GPO) to distribute the custom installation

1. Switch to **LON-DC1** and connect as **Adatum\administrator**, with the password **Pa\$\$w0rd**.
2. On **LON-DC1**, in **Server Manager**, navigate to **Active Directory Users and Computers**.
3. In the console tree, under **Adatum.com**, create a new organizational unit named **Adatum_Computers**.
4. In the console tree, under **Adatum.com**, click **Computers**.
5. Right-click **LON-CL2**, click **Move**, click **Adatum_Computers**, and then click **OK**.
6. In **Server Manager**, navigate to **Group Policy Management** under **Tools**.
7. In the **Group Policy Management** window, expand **Forest: Adatum.com**, expand **Domains**, expand **Adatum.com**, and then click **Adatum_Computers**.
8. Right-click **Adatum_Computers**, and then click **Create a GPO in this domain, and Link it here**.
9. Create a group policy named **DeployO365**.
10. In **Group Policy Management**, click **Adatum_Computers** in the left pane, and in the right pane, right-click **DeployO365**, and then click **Edit**.
11. In **Group Policy Management Editor**, in the left pane, expand **Computer Configuration, Policies, Windows Settings**, and then click **Scripts (Startup/Shutdown)**.

12. In the **File Explorer** click **New item**, click **Text Document**, and then press Enter to accept the default name.
13. Double-click **New Text Document.txt** to open the file in Notepad.
14. In **Notepad**, add the following line:
`\\LON-CL1\Office16\setup.exe /configure \\LON-CL1\Office16\AdatumConfiguration.xml`
15. Save the file as **DeployO365.cmd**. Ensure that in **Save as type**, you select **All Files** and that the file extension is **.CMD**.
16. After saving the file, close Notepad.
17. Delete **New Text Document**.
18. Close the **Startup** file explorer window and switch back to the **Group Policy Management Editor, Startup Properties** dialog box.
19. Click **Add**.
20. Browse to the location of the **DeployO365.cmd** file and open it.
21. Click **OK** twice and close the Group Policy Management Editor.

Task 2 - Verify the installation

1. Switch to **LON-CL2**, and if necessary, sign in as **Adatum\Maira**.
2. Right-click the **Start** button and click **Command Prompt (Admin)**.
3. In the **User Account Control** dialog box, sign in as **Adatum\jenna**.
4. In the **Command Prompt** window, type **gpupdate /force** and press Enter.
5. Wait for the Group Policy to update for both the computer and user and then close the command prompt.
6. Restart the computer.
7. Wait five minutes after LON-CL2 has restarted before continuing. This is to allow the Group Policy settings to take effect on LON-CL2.
8. Sign in as **ADATUM\Maria**. You may have to wait for Office to finish installing.
9. Navigate to the **Start** screen and note that Office 2016 is installed. You might have to wait up to 15 minutes before you see any available Office applications.
10. Click **Word 2016**. If you do not see it on the Start screen, type **Word** to bring up the icon.
11. In the **First things first** dialog box, select **Ask Me Later** and click **Accept**.
12. Close the **Welcome to your new Office** dialog box.
13. In the templates list, open a blank document.
14. Type some text and then save the file in the **Documents** folder using a file name of **Meeting Report**.
15. Open **Task Manager**. click **More details**.
16. On the **Processes** tab, under **Background processes**, notice that **Microsoft Office Click-to-Run** appears.
17. Click the **Details** tab and notice **officeclicktorun.exe** in the task list.
18. Click the **Services** tab and notice that the **ClickToRunSvc** service is running.
19. Close Task Manager and Word.

Exercise 5: Deploy and Configure Office Telemetry

Components

In this exercise, you will configure the Microsoft 365 Telemetry engine to gather information about the Microsoft 365 client in the lab environment.

Task 1 - Install the Telemetry Processor

1. Switch to **LON-CL1**.
2. Sign in as **ADATUM\Jenna**.
3. In the **Search Box** on the taskbar, type **Telemetry**.
4. Click **Telemetry Dashboard for Office 2016**.
5. In **Microsoft Excel**, close the **Activate Office** dialog box.
6. Select the **Getting started** worksheet.
7. Click **step 1 Set up prerequisites**.
8. Review the prerequisite information. You will use Microsoft SQL Server® Express that is already installed on LON-CL1 for this lab. Click **Set up prerequisites** to collapse step 1.
9. Click **step 2 Install Telemetry Processor**.
10. Click **Save the x64 Telemetry Processor MSI**.
11. In the **Save Office Telemetry Processor installer package** window, browse to **Downloads**, and then click **Save**.
12. Create a new folder in **File Explorer** titled **Telemetry**.
13. In **File Explorer**, in **Downloads**, double-click **osmdp64.msi**.
14. Proceed through the **Microsoft Office Telemetry Processor (x64) Setup** wizard.
15. On the **Completed the Microsoft Office Telemetry Processor (x64) Setup Wizard** page, verify that the **Run the Office Telemetry Processor settings wizard now** check box is selected.
16. Complete the wizard.
17. In the **Office Telemetry Processor settings** wizard, on the **Getting Started** page, review the configurations that will be performed using the wizard. Proceed through the wizard.
18. On the **Database Settings** page, click the **SQL Server** menu, click **(local)** in the SQL Server menu, and then click **Connect**.
19. In the **SQL database** box, type **Dashboard**, and then click **Create**.
20. Click **Next**.
21. In the **Office Telemetry Processor settings wizard** dialog box, click **Yes**.
22. On the **Shared Folder** page, in the **Path** box, type **C:\Telemetry**, and then click **Next**.
23. The **\\LON-CL1\Telemetry** share will be created.
24. Finish proceeding through the wizard. In the **Office Telemetry Processor settings wizard** dialog box, read the information provided for sharing permissions.

25. Close File Explorer.

Task 2 - Download, install and configure the Office 2016 Group Policy administrative templates

1. On **LON-CL1**, open the **Telemetry Dashboard (Excel)**.
2. On the **Getting started** worksheet, Click **step 4 Configure Telemetry Agent**.
3. Click the **Download Office 2016 Administrative templates files** link. A new browser window will open. Scroll down and click the orange **Download** button. On the **Choose the download you want** page, select the check box for the **admintemplates_x64_4711-1000_en-us.exe** file, and then click **Next**. Click **Save** to download the file to the Downloads folder.
4. Switch to **LON-DC1** signed in as **ADATUM\Administrator**.
5. On **LON-DC1**, open a Run window and run **\\LON-CL1\C\$\Users\Jenna\Downloads**.
6. In **File Explorer**, double-click **admintemplates_64_4444-1000_en-us.exe** and click **Run**.
7. In **The Microsoft Office 2016 Administrative Templates** window, accept the license terms and proceed through the wizard.
8. In the **Browse For Folder** window, select the **Documents** folder.
9. In the **Files extracted successfully** dialog box, click **OK**.
10. In **File Explorer**, browse to **C:\Users\Administrator\Documents\adm**.
11. Press **Ctrl+A** to select all files in the folder and then press **Ctrl+C** to copy all files.
12. Browse to **C:\Windows\PolicyDefinitions**, and then press **Ctrl+V** to paste the copied files into the **PolicyDefinitions** folder.
13. Close File Explorer.
14. On **LON-DC1**, open a Run window and run **gpmc.msc**
15. expand **Forest: adatum.com.**, expand **Domains**, expand **adatum.com**, click **IT**.
16. Right-click **IT** click **Create a GPO in this domain, and Link it here**.
17. In the **New GPO** dialog box, in the **Name** box, type **Office 2016 Telemetry Agent Settings** and then click **OK**.
18. Expand **IT**, click **Office 2016 Telemetry Agent Settings**.
19. Right-click **Office 2016 Telemetry Agent Settings** and then click **Edit**.
20. In the **Group Policy Management Editor** window, in **User Configuration**, expand **Policies**, expand **Administrative Templates**, expand **Microsoft Office 2016**, click **Telemetry Dashboard**.
21. Right-click **Turn on telemetry data collection**, click **Edit**.
22. In the **Turn on telemetry data collection** window, click **Enabled**, and then click **OK**.
23. Right-click **Turn on data uploading for Office Telemetry Agent** and then click **Edit**.
24. In the **Turn on data uploading for Office Telemetry Agent** window, click **Enabled**, click **OK**.
25. Right-click **Specify the UNC path to store Office telemetry data**, and click **Edit**.
26. In the **Specify the UNC path to store Office telemetry data** window, click **Enabled**.
27. In the **UNC path to store Office telemetry data** box, type **\\LON-CL1\Telemetry** and then click **OK**.
28. right-click **Specify custom tags for Office telemetry data**, click **Edit**.

29. In the **Specify custom tags for Office telemetry data** window, click **Enabled**.
30. In the **Tag 1** box, type **Pilot** and then click **OK**.
31. Close the Group Policy Management Editor console.

Task 3 - Force Group Policy update and verify policy settings

1. Switch to **LON-CL2** signed in as **ADATUM\Jenna**.
2. On the desktop, point to the lower left corner, right-click **Start**, and then click **Run**.
3. In the **Open** box, type **gpupdate /force**, and then click **OK**.
4. Wait for the group policy update to complete.
5. On the desktop, point to the lower left corner, and then click **Start**.
6. On the Start screen, click **Jenna** photo icon and sign out.
7. Sign in again as **Jenna** with password **Pa\$\$w0rd**.
8. Open a Run window and run **regedit**.
9. In the console tree, expand **HKEY_CURRENT_USER**, expand **SOFTWARE**, expand **Policies**, expand **Microsoft**, expand **office**, expand **16.0**, and then click **osm**.
10. Right click **osm**, point to **New**, and then click **DWORD (32-bit) Value**.
11. In the **New Value #1** box, type **AgentInitWait**, press Enter.
12. In the navigation pane, right click **osm**, point to **New**, click **DWORD (32-bit) Value**.
13. In the **New Value #1** box, type **AgentRandomDelay**, press Enter.
14. Double-click **AgentInitWait**.
15. In the **Edit DWORD (32-bit) Value** window, in the **Value data** box, type **1**, and then click **OK**.
16. Close the Registry Editor window.

Note: The registry settings will expedite Telemetry Processing in the lab environment by eliminating any delay in data collection. The following settings should NOT be implemented in a production environment:

- **AgentInitWait:** To avoid affecting network or client performance, decrease this value in test environments only. This setting adjusts the time that the agent waits before it scans a client and uploads data to the telemetry shared folder. If this key does not exist, the default wait time is 10 minutes (600 seconds). In test environments, you can specify 1 second to remove the delay for testing Windows 7 and earlier clients. We recommend setting this to at least 60 seconds for computers running Windows 8.
Value: x = Wait time in seconds
- **AgentRandomDelay:** To avoid affecting network or client performance, decrease this value in test environments only. This setting adjusts the maximum random delay, in minutes. The agent randomly waits between 0 and AgentRandomDelay minutes, in addition to the AgentInitWait value, before it starts to scan or upload telemetry data. If the AgentRandomDelay key does not

exist, the agent waits between 0 minutes to 240 minutes. In test environments, you can specify 0 to remove the random delay for testing.

Value: x = Random delay in minutes.

17. Point to the lower left and then click **Start**.
18. On the **Start** screen, click **Jenna**, and then click **Sign out**.
19. Click the **lock screen**.
20. Sign in as **Jenna**.
21. On the **Start** screen, open **Word 2016**.
22. Skip if the activation dialog appears, click **Accept and start Word**.
23. Type in the following text:

```
=rand(10,20)
```

24. Wait for the text to generate and save the document as **Acquisition Strategy.doc** in the Documents folder.
25. Close the open document and close File Explorer.
26. Click **Start**.
27. On the **Start** screen, type **Schedule tasks**.
28. In the **Results** pane, click **Schedule tasks**.
29. In the console tree, expand **Task Scheduler Library**, expand **Microsoft**, click **Office**.
30. In the **Results** pane, right click **OfficeTelemetryAgentLogOn2016** and then click **Run**. You may need to expand the **Name** column to see the task names.
31. Run the scheduled task again to ensure the data has been collected.
32. Close the Task Scheduler.
33. Point to the lower left corner, click **Start**.
34. On the Start screen, click **Jenna's** profile icon, click **Sign out**.

Task 4 - Review telemetry data

1. Switch to **LON-CL1**.
2. In the **Telemetry Dashboard**, click **step 5 Connect to the database to view telemetry data**.
3. Click **Connect to Database**.
4. In the **Data connection settings** dialog box, in the **SQL database** box, verify that Dashboard is listed as the Database name, click **Connect**.
5. After the query is complete, click **Documents**.
6. Notice the documents reported.
7. Click the **Solutions** menu.
8. Review the add-ins that have been reported as installed. Scroll right to see which add-ins are built-in to the application.

9. Close Microsoft Excel. click **Don't Save**.

LAB SOLUTION

This section of the Student Lab Manual contains the detailed, step-by-step lab instructions for each lab exercise. It is recommended that you only refer to these instructions should you find yourself stuck or unable to successfully complete the labs using the summarized, high-level instructions.

Exercise 1: Set up a Microsoft 365 tenant account

This lab deploys several desktops; therefore, you must create a new tenant account in Microsoft 365 to set up your Microsoft 365 clients.

Task 1 - Obtain Your Office 365 Credentials

Once you launch the lab, a free trial tenant will be automatically created for you to access Azure in the Microsoft Virtual Lab environment. This tenant will be automatically assigned a unique user name and password. You must retrieve this user name and password so that you can sign in to Azure within the Microsoft Virtual Lab environment.

1. On the **XtremeLabs Online** menu bar at the top of the screen, click on the **Files** drop-down arrow.
2. Click on **O365 Credentials**. A window will open with your credentials.
3. This is the user name and password you will need to sign in to Azure. Keep this page open as you will need the information later.
4. When the lab directs you to sign in to the Azure portal at <https://portal.azure.com>, you will sign in using the credentials you obtained in this task.

Task 2 - Create the tenant account

1. At the top of the screen, click the **Virtual machine** drop-down field and select **LON-DC1**.
2. On the VM titled **LON-DC1**, you are already logged on as the **adatum\administrator** account.
3. Click the Windows icon in the lower left corner of the task bar and then click on the **Internet Explorer** tile.
4. In Internet Explorer, click on the gear icon in the top right corner to display the **Tools** drop-down menu.
5. In the drop-down menu, click **Internet Options**.
6. Click on the **Security** tab.
7. Click **Internet**. Click **Custom Level**. Scroll down and under the **Downloads** section, under **File download**, select **Enable**. Click **OK**.
8. Click **Yes** to confirm you want to change the settings for this zone.
9. Click **Trusted sites** and then click **Sites**.

10. In the **Trusted Sites** window, you will add the following three sites as Trusted Sites:
 - In the **Add this website to the zone** field, type in **https://outlook.office365.com/** and then click **Add**.
 - Type in **https://outlook.office.com/** and then click **Add**.
 - Type in **https://portal.office.com/** and then click **Add**.
 - All three URL's should appear in the **Websites** box. Click **Close**.
11. Click **OK** to close the Internet Options window.
12. To sign in to Microsoft 365, go to Internet Explorer and type in **https://portal.office.com** as the URL, and then hit Enter. This will open the **Sign in** window.
13. In the **Email, phone, or Skype** field, enter the **Tenant email** from your **O365 Credentials** (or you can copy and paste in the **Tenant email** from the **O365 Credentials** window if you still have it open; if you closed the **O365 Credentials** window, click the **Files** drop down arrow again and click **O365 Credentials**). After entering your tenant email, click **Next**.
14. On the **Enter Password** window, in the **Password** field, enter the **Tenant password** from your O365 Credentials (or you can copy and paste in the **Tenant password** from the O365 Credentials window if you still have it open) and then click **Sign In**.
15. On the **Stay signed in?** page, click **Yes** to stay signed in.
16. On the Office 365 portal, if the **Get your work done with Office 365** window appears in the middle of the page, click the right arrow 5 times to show the 5 slides. The window will scroll off the page. From the main page, click **Admin**.
17. This opens the **Microsoft 365 admin center**. If a **Welcome to the Office 365 Admin Center** window appears, click **Skip**.
18. Under **Active users**, click **Add a user**.
19. In the **New User** window, create a user named **Jenna Glover**.
20. Type **Jenna** in the **First name** field.
21. Type **Glover** in the **Last name** field.
22. Click in the **Display name** field and Jenna Glover will automatically appear.
23. Type **jenna** in the **Username** field. For the purposes of this labs, the **Domain** field is prefilled with the domain from your O365 Credentials. Leave this as is.
24. Leave **United States** as the **Location**.
25. Click on **Password**.
26. Select the **Let me create the password** option. Type **Pa\$\$w0rd** in the **Password** field.
27. Uncheck the box that says **Make user change their password when they first sign in**.
28. Click **on Roles**.
29. Select the **Global Administrator** option.
30. **Product licenses** is already set to **Office 365 Enterprise E5**, so no change is required.
31. Click **Add**.
32. In the **User was added** windows, review the information for correctness. Unselect the **Send password in email** check box.
33. Click **Close**.
34. If the **We would love to hear from you** window appears, click **Cancel**.
35. While still on the **Microsoft 365 admin center** screen, click on the **User Profile Icon** in the top right corner of the browser. It will be a grey circle with the letters "CA".
36. Click Sign-Out.
37. Once the screen indicates you are signed out, Close **Internet Explorer**. Select **Close all tabs**.

Exercise 2: Prepare an Office 365 ProPlus managed installation

You now have a tenant account set up and are ready to start the download process and install the Office Deployment Tool, and then start the download for Office 365 ProPlus.

Task 1 - Download the Microsoft 365 deployment tool

1. At the top of the screen, click the **Virtual machine** drop-down field and select **LON-CL1**.
2. On **LON-CL1**, you are already logged on with the adatum/administrator account.
3. On the taskbar, click **File Explorer**.
4. In **File Explorer**, click **Local Disk (C:)** in the left navigation pane 5. In **File Explorer**, click the **Home** tab, and then click **New Folder**.
5. Type **Office16**, and then press **Enter**.
6. In **File Explorer**, right-click **Office16**, click **Share with**, and then click **Specific people**.
7. In the **File Sharing** dialog box, click the drop-down list box, select **Everyone** from the list, click **Add**. The Everyone group should appear with a Permission Level of Read. Click **Share**.
8. In the **File Sharing** dialog box, click **Done**.
9. Click the Windows icon in the lower left corner of the task bar and then click on the **Internet Explorer** tile.
10. In the address bar, type **https://portal.microsoftonline.com**, and then press Enter. This will open the **Sign In** window.
11. At the Sign-In dialog, click Use another account. Sign in as **jenna@AdatumXXYYZZ.onmicrosoft.com**, with the password **Pa\$\$w0rd**.
12. **IMPORTANT:** Remember to replace **XXYYZZ** with your assigned value whenever you must sign in.
13. On the Office 365 portal, if the **Get your work done with Office 365** window appears in the middle of the page, click the X at the top right of the dialog. If there is a blue dialog titled **Office 2016**, click the X at the top right of the dialog.
14. On the **Office 365** home page, click **Admin**. This opens the **Microsoft 365 admin center**. If a **Welcome to the Office 365 Admin Center** window appears, click **Skip**.
15. Click on **Settings** on the left side and then click on **Services & add-ins**.
16. On the **Home > Services & add-ins** page, scroll down and select **Office software download settings**.
17. In the **Office software download settings** area, click on **Manually deploy user software**.
18. Under the **Manually deploy user software** area, click **Learn how to download and deploy software**. This takes you to the **Manage software download settings in Office 365** page.

19. In the right navigation pane, click the **Manually download and install the Office apps by using the Office Deployment Tool** link, then click the **Microsoft Download Center** link to open the Office Deployment Tool download page.
20. On the download page, click on the + next to the **Details, System Requirements, and Install Instructions** to expand each section.
21. Read and familiarize yourself with each section. You can mark this page as a favorite so that you can quickly refer to it later on in this lab.
22. Under **Office Deployment Tool**, click **Download** and notice the information bar at the bottom of the browser. In the information bar, click **Save** to download the file.
23. Once the download is completed, click **Run**.
24. In the **Microsoft Office 2016 Click-to-Run Administrator Tool** dialog window, **check the box** at the bottom to accept the license agreement and then click **Continue**.
25. In the **Browse For Folder** dialog box, browse to the **Office16** folder on **This PC's C: drive**.
26. Click **OK**. You should see that the files were extracted successfully. Click **OK**.
27. In **File Explorer**, navigate to the **Office16** folder. You should see three files: the **setup** application file and two XML files, **configuration-Office365-x64**, **configuration-Office365-x86**.

Task 2 - Modify an Microsoft 365 ProPlus installation

1. In this step, you will back up the Office 16 **configuration-Office365-x86.xml** file and then open it so that you can edit it in the next step. To do this, perform the following steps:
 - a. In **File Explorer**, navigate to **C:\Office16**.
 - b. Right-click **configuration-Office365-x86**, and click **Copy**. Right click again and click **Paste** to make a copy.
 - c. Right-click the original **configuration-Office365-x86** file, click **Open with**, and then click **Notepad**.
2. In **Notepad**, edit the first Add line after <Configuration> to read **<Add SourcePath="\\LON-CL1\Office16\" OfficeClientEdition="32" Channel="Current">**.
3. In **Notepad**, remove all the remaining comment codes (lines that start with <!-- and end with -->).
4. Comment out Microsoft Visio by adding <!-- --> tags to make the download quicker, by replacing this code:

```

</Product>

<Product ID="VisioProRetail">
  <Language ID="en-us" />
</Product>

```

with this code:

```

</Product>

<!--

```

```
<Product ID="VisioProRetail">
```

```
<Language ID="en-us" />
```

```
</Product>
```

```
-->
```

1. Save the file as **AdatumConfiguration.xml** (Be sure to set the **Save as type** to **All Files**).
2. Switch to **File Explorer** (you should still be in the Office16 folder), press **Shift**, right-click any white space below the file list, and then click **Open command window here**.
3. At the command prompt, type the following command, and then press Enter:
Setup /?
4. Note the Office Deployment Tool command-line options.
5. At the command prompt, type the following command, and then press Enter:
setup.exe /download \\LON-CL1\Office16\AdatumConfiguration.xml
6. In the **User Account Control** window, click **Yes**.
7. The download will take several minutes to complete.
8. Switch to **File Explorer** and check to see a new **Office** folder in the **Office16** folder, verifying that the download has started. You can continue with the next task and leave the download processing in the background.

Exercise 3: Manage user-driven Microsoft 365 ProPlus installations

Some organizations allow their users to install software themselves, while others will install the software using a managed deployment mechanism. In this exercise, you will create new user accounts and configure them so that they can install software themselves.

Task 1 - Manage user rights to install Microsoft 365 ProPlus

1. Switch to **LON-DC1**.
2. Run **Internet Explorer**. To sign in to Microsoft 365, go to Internet Explorer and type in **https://portal.office.com** as the URL, and then hit Enter. This will open the **Sign in** window.
3. If required, sign in to the Office365 admin center as **jenna@AdatumXXYYZZ.onmicrosoft.com** with the password of **Pa\$\$w0rd**. Click **Yes** to the **Stay Signed In?** dialog box.
4. On the **Office 365** home page, click **Admin** to connect to the **Microsoft 365 admin center**.
5. In the **Microsoft 365 admin center**, click **Active Users** in the main page area.
6. Click the Add a user button. Create a user called **Brad Sutton**, using the same steps provided earlier.
7. Set Brad as the username, and **Pa\$\$w0rd** as the password and make sure you un-check the box that says: **Make this user change their password when they first sign in**.

8. Under **Location**, select **United Kingdom**, and under **Product Licenses**, verify **Microsoft 365 Enterprise E5** is turned **Off**.
9. Click **Add**. Leave the **Send password in email checked** and click **Send email and close**.
10. In the **Microsoft 365 admin center**, under **Active users**, create another new user called **Maira Wenzel** with **maira** as the **username**.
11. Enter **Pa\$\$w0rd** as the user's password and make sure you un-check the box that says: **Make this user change their password when they first sign in**.
12. Under **Location**, select **United Kingdom**. Verify **Microsoft 365 Enterprise E5** is **enabled**.
13. Click **Add**, and then click **Send email and Close**.
14. Repeat steps 10 through 14 for **Roman Miler**, with **roman** as the **username**.
15. In the **Microsoft 365 admin center**, on the left rail, find the **Settings** menu, click **Services & add-ins**.
16. Click **Office software download settings**.
17. In the **Software for PC and mobile devices** section, turn off the **2016 desktop and mobile apps** switch. Click **Save**.
18. On the **Microsoft 365 admin center** page, click **Jenna Glover's** profile photo icon (which will be a grey circle with JG in it) in the top right of the screen, and then click **Sign Out**.
19. Navigate to <https://portal.microsoftonline.com>, and click Sign-In. Click **Use another account** and sign in as **brad@AdatumXXYYZZ.onmicrosoft.com**, using the password **Pa\$\$w0rd**.
20. Clear the **Getting your work done** dialog box, and on the **default landing** page, click the small Gear icon in the top- right corner, and then click the **Office 365** option under the **Your app settings** section.
21. On the **Microsoft 365 settings** page, click **Software**.
22. **Note:** Because this user is not licensed for Microsoft 365 Enterprise E5, Office 2016 is not available for download.
23. Sign out, navigate to <https://portal.office.com> and Click **Sign in**.
24. On the **Sign in** page, click **Use another account** and sign in as **roman@AdatumXXYYZZ.onmicrosoft.com**, using the password **Pa\$\$w0rd**.
25. On the default landing page, click the small Gear icon in the top-right corner, and then click **Office 365** under **Your App Settings**.
26. On the **Microsoft 365 settings** page, click **Software**.
27. **Note:** This user has a license, but Skype for Business and Office are not available for download.
28. Sign out, navigate to <https://portal.microsoftonline.com>, and click Sign-In. Click **jenna@AdatumXXYYZZ.onmicrosoft.com**, using the password **Pa\$\$w0rd**.
29. Click **Admin** on the **Microsoft 365 home** page.
30. In the **Microsoft 365 admin center**, on the **Settings** menu in the left rail, click **Services & add-ins**.
31. Click **Office software download settings**.
32. Next to the **2016 desktop and mobile devices**, set the value to **On**. Verify that Office, SharePoint Designer, and Skype for Business are all set to **On**, and then click **Save**.
33. Click **Close**.
34. While still in **Internet Explorer**, click **Jenna Glover's** profile photo icon, and then click **Sign out**.
35. **Note:** Instead of signing out your admin user every time, you can open an In Private session with **Internet Explorer**. This will allow you to have two sessions at a time open.
36. Switch to **LON-CL2**. Click **Start**, then the **User Icon**, then click on **Switch Account**.

37. At the login screen, select Other User. Log in with the username **Roman** and password **Pa\$\$w0rd**.
38. After the welcome screens cycle, and you get to the desktop, click **Microsoft Edge** in the taskbar.
39. In the address bar, type **https://portal.office.com**, and then press Enter.
40. On the **Sign in** page, sign in as **roman@AdatumXXYYZZ.onmicrosoft.com**, with the password **Pa\$\$w0rd**, and then click **Sign in**. At the **Stay signed in?** page, click **Yes**.
41. On the **Microsoft 365 home** page, click the small Gear icon in the top-right corner. In the settings panel, click **Office 365** under the **Your app settings** section.
42. On the **Settings** page, click **Software**.
43. **Note:** This user has a license, and Office 2016 is available for download.
44. Verify that **Office** and **Skype for Business** desktop software are available to install.
45. **Note:** Do not install, but notice that this user can now install the 32-bit version of Microsoft 365 ProPlus and select which language they want to install. They must click **Advanced** to turn on the 64-bit version option. Also note that **Phone and tablet** apps are available from the left menu.
46. Leave this page open and continue to the next task to perform the user-driven installation.

Task 2 - Install Microsoft 365 ProPlus from the Microsoft 365 portal

1. At the top of the screen, click the **Virtual machine** drop-down field and select **LON-CL2**.
2. On **LON-CL2**, open **Microsoft Edge** and sign into the Microsoft 365 portal at **portal.office.com** with the username **roman@AdatumXXYYZZ.onmicrosoft.com**.
3. Click **Office365 Settings** in upper right corner and then click **Software**.
4. In the **Language** section, select the language to install from the drop-down menu.
5. Leave **32-bit (recommended)** selected.
6. Click **Install**.
7. In the Microsoft Edge download notification bar, click **Save**, and then click **Run**.
8. If the **User Account Control** dialog box appears, type **Adatum\Holly** in the user name box, type **Pa\$\$w0rd** in the **Password** box, and then click **Yes**.
9. A dialog box will appear indicating the Office is now installing.
Note: It will take several minutes to complete, but applications are now available.
10. Click **Close** when the wizard finishes.
11. Go to the **Start** screen.
12. On the **Start** screen, under the **Recently Added** section, click **Word**. On the **Office is almost ready** window click **Accept and start Word**.
13. Once signed in, your subscription license is activated. At the top right, under **Roman Miler**, click **Switch account**.
14. Click **Sign out** under **Accounts** and then click **Sign out** next to **Roman's** name.
15. Click **Yes** in the **Remove Account** dialog box.
16. At the top right, click **Sign in to get the most out of Office**.

17. On the **Sign in** page, in the **E-mail address** box, type **jenna@AdatumXXYYZZ.onmicrosoft.com**, and then click **Next**.
18. On the **Sign in** page, in the **Password** box, type **Pa\$\$w0rd**, and then click **Sign in**.
19. Click **Blank document**.
20. Type some text.
21. Click **File**, then click **Save**.
22. Click **Sites – Adatum Corporation**, and then click **Adatum Corporation** in the right pane.
23. Double-click the **Documents** folder and then save the file with the name **Meeting Agenda**.
24. Click **Save**. You might see a **streaming features** message.
25. Close Word.
26. Switch back to **Roman Miler's** Microsoft 365 session in Microsoft Edge.
27. In the top-right corner, click the **Settings** icon, and then click **Office 365** under the **Your app settings** section.
28. On the **Microsoft 365 settings** page, click **Software**.

Note: You now have a new section at the top of the page where you can manage Microsoft 365 installs.

Task 3 - Manage Office licenses

1. On **LON-CL2**, sign out of Roman's account on the **Microsoft 365** page.
2. Navigate to **https://portal.microsoftonline.com** and sign back in as **Jenna Glover** with the username **jenna@AdatumXXYYZZ.onmicrosoft.com** with the password **Pa\$\$w0rd**, and then click **Sign in**.
3. On the **Office 365** home page, click **Admin**.
4. In the **Microsoft 365 admin center**, click **Active Users**, and then click **Roman Miler**.
5. In the right pane, under **Product licenses**, click **Edit**.
6. Under **Microsoft 365 Enterprise E5**, scroll down to the **Microsoft 365 ProPlus** option and set to **Off** to remove the license from Roman's account, click **Save**, and then click **Close**.
7. Close the **Roman Miller** panel by clicking **X** in the top right. Click the **Profile photo** icon for **Jenna Glover**, and then click **Sign out**.
8. Navigate to **https://portal.microsoftonline.com** and sign back in as **roman@AdatumXXYYZZ.onmicrosoft.com** with the password **Pa\$\$w0rd**, and then click **Sign in**.
9. In the top-right corner, click the **Settings** icon, and then click **Office 365** under the **Your app settings** section.
10. On the **Microsoft 365 settings** page, click **Software**.
11. **Note:** The Office installation is no longer listed, as this user no longer has an active license (although other software is available). The Microsoft 365 ProPlus applications will still be available to Roman on any machine on which he already installed them, but within 30 days, they will drop into low functionality mode. This means he will only be able to read and print documents.

Task 4 - Reactivate Microsoft 365 ProPlus

1. Sign out of the **Microsoft 365** page, and sign back in as **jenna@AdatumXXYYZZ.onmicrosoft.com**, with the password **Pa\$\$w0rd**, and then click **Sign in**.
2. On the **Office 365** home page, click **Admin**.
3. In the **Microsoft 365 admin center**, click **Active Users**, and then click **Roman Miler**.
4. In the right pane, under **Product licenses**, click **Edit**.
5. Under **Microsoft 365 Enterprise E3**, set the **Microsoft 365 ProPlus** option to **On**, click **Save**, and then click **Close**.
6. Close **Microsoft Edge**.

Exercise 4: Manage centralized Microsoft 365 ProPlus installations

In this exercise, you will configure the environment so that you can perform a centralized deployment of Microsoft 365 ProPlus.

Task 1 - Configure a Group Policy Object (GPO) to distribute the custom installation

1. Switch to **LON-DC1** and connect as **Adatum\administrator**, with the password **Pa\$\$w0rd**.
2. On **LON-DC1**, in **Server Manager**, click **Tools**, and then click **Active Directory Users and Computers**.
3. In the console tree, right-click **Adatum.com**, point to **New**, and then click **Organizational Unit**.
4. Type **Adatum_Computers**, and then click **OK**.
5. In the console tree, under **Adatum.com**, click **Computers**.
6. Right-click **LON-CL2**, click **Move**. In the Move dialog box, click **Adatum_Computers**, and then click **OK**.
7. In **Server Manager**, click **Tools**, and then click **Group Policy Management**.
8. In the **Group Policy Management** window, expand **Forest: Adatum.com**, expand **Domains**, expand **Adatum.com**, and then click **Adatum_Computers**.
9. Right-click **Adatum_Computers**, and then click **Create a GPO in this domain, and Link it here**.
10. In the **New GPO** dialog box, in the **Name** box, type **DeployO365**, and then click **OK**.
11. In **Group Policy Management**, click **Adatum_Computers** in the left pane, and in the right pane, right-click **DeployO365**, and then click **Edit**.
Note: If you see a **Group Policy Management Console** window, click **OK**.
12. In **Group Policy Management Editor**, in the left pane, expand **Computer Configuration, Policies, Windows Settings**, and then click **Scripts (Startup/Shutdown)**.
13. In the right pane, Double-click **Startup**, and then click **Show Files**.

14. In the **File Explorer** window labeled **Startup**, click the **Home** tab, click **New item**, click **Text Document**, and then press Enter to accept the default name.
15. Double-click **New Text Document.txt**.
16. In **Notepad**, add the following line:
 - a. `\\LON-CL1\Office16\setup.exe /configure \\LON-CL1\Office16\AdatumConfiguration.xml`
17. Save the file as **DeployO365.cmd**. Ensure that in **Save as type**, you select **All Files** and that the file extension is **.CMD**.
18. Click **Save**.
19. Close Notepad.
20. Delete **New Text Document**.
21. Close the **Startup** file explorer window and switch back to the **Group Policy Management Editor**, **Startup Properties** dialog box.
22. Click **Add**.
23. In the **Add a Script** dialog box, click **Browse**.
24. In the **Browse** dialog box, select **DeployO365.cmd**, and then click **Open**.
25. In the **Add a Script** dialog box, click **OK**.
26. In the **Startup Properties** dialog box, click **OK**.
27. Close Group Policy Management Editor.

Note: You could also deploy this script by using Microsoft Intune, Microsoft System Center Configuration Manager, or other electronic software distribution.

Task 2 - Verify the installation

1. Switch to **LON-CL2**, and if necessary, sign in as **Adatum\Maira**, with the password **Pa\$\$w0rd**.
2. Right-click the **Start** button and click **Command Prompt (Admin)**.
3. In the **User Account Control** dialog box, type **Adatum\Jenna** as the user name and **Pa\$\$w0rd** as the password, and then click **Yes**.
4. In the **Command Prompt** window, type **gpupdate /force** and press Enter.
5. Wait for the Group Policy to update for both the computer and user and then close the command prompt.
6. Restart the computer.
7. **Note:** If any updates have downloaded, click **Update**, and then restart. If you get the message that someone else is still using the PC, click **Restart Anyway**.
8. Wait five minutes after LON-CL2 has restarted before continuing. This is to allow the Group Policy settings to take effect on LON-CL2.
9. Sign in as **ADATUM\maira** with the password **Pa\$\$w0rd**. You may have to wait for Office to finish installing.
10. Navigate to the **Start** screen and note that Office 2016 is installed. You might have to wait up to 15 minutes before you see any available Office applications.
11. Click **Word 2016**. If you do not see it on the Start screen, type **Word** to bring up the icon.
12. In the **First things first** dialog box, select **Ask Me Later** and click **Accept**.
13. Close the **Welcome to your new Office** dialog box.

14. In the templates list, click **Blank document**.
 15. Type some text.
 16. Click **File**, and then click **Save**.
 17. Click **This PC**, then in the right pane, click **Documents**.
 18. In **File name**, enter **Meeting Report**, and then click **Save**.
 19. Right-click the taskbar and then click **Task Manager**.
 20. In **Task Manager**, click **More details**.
 21. On the **Processes** tab, under **Background processes**, notice that **Microsoft Office Click-to-Run** appears.
 22. Click the **Details** tab and notice **officeclicktorun.exe** in the task list.
 23. Click the **Services** tab and notice that the **ClickToRunSvc** service is running.
 24. **Note:** Check Task Manager for your deployment. These items will all be present in a successful install.
-
25. Close Task Manager
 26. Close Word 2016.

Exercise 5: Deploy and configure Office Telemetry components

In this exercise, you will configure the Microsoft 365 Telemetry engine to gather information about the Microsoft 365 client in the lab environment.

Task 1 - Install the Telemetry Processor

1. Switch to **LON-CL1**.
2. Sign in as **ADATUM\Jenna** with a password of **Pa\$\$w0rd**.
3. In the **Search Box** on the taskbar, type **Telemetry**.
4. In the Apps results, click **Telemetry Dashboard for Office 2016**.
5. In **Microsoft Excel**, close the **Activate Office** dialog box.
6. In the dashboard menu, click the **Getting started** worksheet.
7. Click **step 1 Set up prerequisites**.
8. Review the prerequisite information. You will use the Microsoft SQL Server® Express that is already installed on LON-CL1 for this lab. Click **Set up prerequisites** to collapse step 1.
9. Click **step 2 Install Telemetry Processor**.
10. Click **Save the x64 Telemetry Processor MSI**.
11. In the **Save Office Telemetry Processor installer package** window, browse to **Downloads**, and then click **Save**.
12. In the taskbar, click **File Explorer**, and then browse to **C:**.
13. Create a new folder called **Telemetry**.
Note: This folder will be used later as the sharing location for the telemetry data that will be

collected.

14. In **File Explorer**, in **Downloads**, double-click **osmdp64.msi**.
15. In the **Microsoft Office Telemetry Processor (x64) Setup**, on the **Welcome** page, click **Next**.
16. In the **User Account Control** dialog box, click **Yes**.
17. On the **Completed the Microsoft Office Telemetry Processor (x64) Setup Wizard** page, verify that **Run the Office Telemetry Processor settings wizard now** check box is selected, and then click **Finish**.
18. In the **User Account Control** dialog box, click **Yes**.
19. In the **Office Telemetry Processor settings** wizard, on the **Getting Started** page, review the configurations that will be performed using the wizard, and then click **Next**.
Note: You may need to click the **Office Telemetry Processor settings** wizard in the taskbar if it is not visible.
20. On the **Database Settings** page, click the **SQL Server** menu, click **(local)** in the SQL Server menu, and then click **Connect**.
21. In the **SQL database** box, type **Dashboard**, and then click **Create**.
22. Click **Next**.
23. In the **Office Telemetry Processor settings wizard** dialog box, click **Yes**.
24. On the **Shared Folder** page, in the **Path** box, type **C:\Telemetry**, and then click **Next**.
25. The **\\LON-CL1\Telemetry** share will be created.
26. In the **Office Telemetry Processor settings wizard** dialog box, read the information provided for sharing permissions, and then click **Yes**.
27. On the **Microsoft Customer Experience Improvement Program** page, click **Next**.
28. On the **Configuration Successful** page, click **Finish**.
29. Close File Explorer.

Task 2 - Download, install and configure the Office 2016 Group Policy administrative templates

1. On **LON-CL1**, open the **Telemetry Dashboard (Excel)**.
2. On the **Getting started** worksheet, Click **step 4 Configure Telemetry Agent**.
3. Click the **Download Office 2016 Administrative templates files** link. A new browser window will open. Scroll down and click the orange **Download** button. On the **Choose the download you want** page, select the check box for the **admintemplates_x64_4711-1000_en-us.exe** file, and then click **Next**. Click **Save** to download the file to the Downloads folder.
4. Switch to **LON-DC1** signed in as **ADATUM\Administrator** and **Pa\$\$w0rd**.
5. On **LON-DC1**, point to the lower left corner, right-click the **Start button**, and then click **Run**.
6. In the **Open** box, type **\\LON-CL1\C\$\Users\Jenna\Downloads** and then click **OK**.
7. In **File Explorer**, double-click **admintemplates_64_4444-1000_en-us.exe** and click **Run**.

8. In **The Microsoft Office 2016 Administrative Templates** window, read the license terms, and if you accept, select the **Click here to accept the Microsoft Software License Terms** check box, and then click **Continue**.
9. In the **Browse For Folder** window, expand **This PC**, click **Documents**, and then click **OK**.
10. In the **Files extracted successfully** dialog box, and then click **OK**.
11. In **File Explorer**, browse to **C:\Users\Administrator\Documents\adm**.
12. Press Ctrl+A to select all files in the folder and then press Ctrl+C to copy all files.
13. Browse to **C:\Windows\PolicyDefinitions**, and then press Ctrl+V to paste the copied files into the PolicyDefinitions folder.
14. Close File Explorer.
15. On **LON-DC1**, point to the lower left corner, right-click the **Start button**, and then click **Run**.
16. In the **Open** box, type **gpmc.msc** and then click **OK**.
Note: The Group Policy Management console may open behind the Server Manager window. If necessary, switch to the Group Policy Management console.
17. In the console tree, expand **Forest: adatum.com.**, expand **Domains**, expand **adatum.com**, and then click **IT**.
18. Right-click **IT** and then click **Create a GPO in this domain, and Link it here**.
19. In the **New GPO** dialog box, in the **Name** box, type **Office 2016 Telemetry Agent Settings** and then click **OK**.
20. In the console tree, expand **IT**, and then click **Office 2016 Telemetry Agent Settings**.
21. In the **Group Policy Management Console** dialog box, click **OK**.
22. Right-click **Office 2016 Telemetry Agent Settings** and then click **Edit**.
23. In the **Group Policy Management Editor** window, in the **console tree** under **User Configuration**, expand **Policies**, expand **Administrative Templates**, expand **Microsoft Office 2016**, and then click **Telemetry Dashboard**.
24. In the results pane, right-click **Turn on telemetry data collection**, and then click **Edit**.
25. In the **Turn on telemetry data collection** window, click **Enabled**, and then click **OK**.
26. In the results pane, right-click **Turn on data uploading for Office Telemetry Agent**, and then click **Edit**.
27. In the **Turn on data uploading for Office Telemetry Agent** window, click **Enabled**, and then click **OK**.
28. In the results pane, right-click **Specify the UNC path to store Office telemetry data**, and click **Edit**.
29. In the **Specify the UNC path to store Office telemetry data** window, click **Enabled**.
30. In the **UNC path to store Office telemetry data** box, type **\\LON-CL1\Telemetry** and then click **OK**.
31. In the results pane, right-click **Specify custom tags for Office telemetry data**, and then click **Edit**.
32. In the **Specify custom tags for Office telemetry data** window, click **Enabled**.
33. In the **Tag 1** box, type **Pilot** and then click **OK**.
34. Close the Group Policy Management Editor console.
35. Close the Group Policy Management console.

Task 3 - Force Group Policy update and verify policy settings

1. Switch to **LON-CL2** signed in as **ADATUM\Jenna**.
2. On the desktop, point to the lower left corner, right-click **Start**, and then click **Run**.
3. In the **Open** box, type **gpupdate /force**, and then click **OK**.
4. Wait for the group policy update to complete.
5. On the desktop, point to the lower left corner, and then click **Start**.
6. On the Start screen, click **Jenna** photo icon and sign out.
7. Sign in again as **Jenna** with password **Pa\$\$w0rd**.
8. On the **Start** screen, type **Run**.
9. In Apps list, click **Run**.
10. In the **Open** box, type **regedit**, and then click **OK**.
11. If necessary, in the **User Account Control** dialog box, click **Yes**.
12. In the console tree, expand **HKEY_CURRENT_USER**, expand **SOFTWARE**, expand **Policies**, expand **Microsoft**, expand **office**, expand **16.0**, and then click **osm**.
13. In the console tree, right click **osm**, point to **New**, and then click **DWORD (32-bit) Value**.
14. In the **New Value #1** box, type **AgentInitWait**, and then press Enter.
15. In the navigation pane, right click **osm**, point to **New**, and then click **DWORD (32-bit) Value**.
16. In the **New Value #1** box, type **AgentRandomDelay**, and then press Enter.
17. In the results pane, double-click **AgentInitWait**.
18. In the **Edit DWORD (32-bit) Value** window, in the **Value data** box, type **1**, and then click **OK**.
19. Close the Registry Editor window.

Note: The registry settings will expedite Telemetry Processing in the lab environment by eliminating any delay in data collection. The following settings should NOT be implemented in a production environment:

- **AgentInitWait:** To avoid affecting network or client performance, decrease this value in test environments only. This setting adjusts the time that the agent waits before it scans a client and uploads data to the telemetry shared folder. If this key does not exist, the default wait time is 10 minutes (600 seconds). In test environments, you can specify 1 second to remove the delay for testing Windows 7 and earlier clients. We recommend setting this to at least 60 seconds for computers running Windows 8.
Value: x = Wait time in seconds

- **AgentRandomDelay:** To avoid affecting network or client performance, decrease this value in test environments only. This setting adjusts the maximum random delay, in minutes. The agent randomly waits between 0 and AgentRandomDelay minutes, in addition to the AgentInitWait value, before it starts to scan or upload telemetry data. If the AgentRandomDelay key does not exist, the agent waits between 0 minutes to 240 minutes. In test environments, you can specify 0 to remove the random delay for testing.
Value: x = Random delay in minutes.

20. Point to the lower left and then click **Start**.
21. On the **Start** screen, click **Jenna's** profile icon, and then click **Sign out**.
22. Click the **lock screen**.
23. Sign in as **Jenna** with password: **Pa\$\$w0rd**, and then press Enter.
24. On the **Start** screen, open **Word 2016**.
25. Skip if the activation dialog appears, click **Accept and start Word**.
26. Type in the following text (without quotes):

```
"=rand(10, 20)"
```

27. Wait for the text to generate and save the document as **Acquisition Strategy.doc** in the Documents folder.
Note: The open document will populate the telemetry data, which will be uploaded to the telemetry data database.
28. Close the open document and then close File Explorer.
29. Point to the lower left corner, and then click **Start**.
30. On the **Start** screen, type **Schedule tasks**. As you type, Windows will switch to the Search page.
31. In the **Results** pane, click **Schedule tasks**.
32. In the console tree, expand **Task Scheduler Library**, expand **Microsoft**, and then click **Office**.
33. In the **Results** pane, right click **OfficeTelemetryAgentLogOn2016** and then click **Run**. You may need to expand the **Name** column to see the task names.
34. Run the scheduled task again to ensure the data has been collected. This is done for lab purposes only.
35. Close the Task Scheduler.
36. Point to the lower left corner, and then click **Start**.
37. On the Start screen, click **Jenna's** profile icon, and then click **Sign out**.

Task 4 - Review telemetry data

1. Switch to **LON-CL1**.
2. In the **Telemetry Dashboard**, click **step 5 Connect to the database to view telemetry data**.
3. Click **Connect to Database**.

4. In the **Data connection settings** dialog box, in the **SQL database** box, verify that Dashboard is listed as the Database name, and then click **Connect**.
5. After the query is complete, in the dashboard menu on the left, click **Documents**.
6. Notice the documents reported.
7. Review the information collected for the document that was opened.
8. Click the **Solutions** menu.
9. Review the add-ins that have been reported as installed. Scroll right to see which add-ins are built-in to the application.
10. Close Microsoft Excel. click **Don't Save**.

End of lab