

Office 365 Daily Admin Tasks using PowerShell

Version 1.0

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Office 365 Daily Admin Tasks using PowerShell

These papers help system admins to do most office 365 daily tasks through PowerShell in a fast and easy way.

Note: through these papers we use **abdelwahed.me** as office 365 tenant.

Connect O365 Using PowerShell

First download and install Microsoft online services sign-in assistant, then access PowerShell and run the following using office 365 admin credentials:

```
- connect-msolservice
- install-Module MSOnline
- Install-module azuread
- Connect-Azuread
- Connect-MsolService
```

Now Connect to Exchange Online by run the following through same PowerShell console:

```
- $creds= Get-Credential
- $uri = 'https://outlook.office365.com/powershell-liveid/'
- $Session = New-PSSession -ConfigurationName Microsoft.Exchange -ConnectionUri $uri -Credential $creds -
  Authentication Basic -AllowRedirection
- Import-PSSession $Session
```

Create New Account

Through the following command will add new Office 365 user and assign two office 365 license ATP and business essential also set password

```
New-MsolUser -DisplayName "Ahmed Abdelwahed" -FirstName Ahmed -LastName Abdelwahed -UserPrincipalName
ahmed@abdelwahed.me -UsageLocation SA -LicenseAssignment
abdelwahed:ATP_ENTERPRISE,abdelwahed:O365_BUSINESS_ESSENTIALS -Password P@ssw0rd
```

Set User Photo

Set User1 Photo From Locale Saved Copy

```
Set-UserPhoto -Identity "user1" -PictureData ([System.IO.File]::ReadAllBytes("D:\user1.jpg"))
```

Remove user photo

Remove User1 Photo

```
Remove-UserPhoto user1
```

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Create Dynamic Distribution Group

Here we will add dynamic distribution group named public and set department named Public as a condition used to select its members based on.

```
New-DynamicDistributionGroup -Name "public" -IncludedRecipients "MailboxUsers, MailContacts" -  
ConditionalDepartment "Public" -PrimarySmtpAddress public@abdelwahed.me
```

Add an Alias to an Office 365 Account

In the following will add user2@abdelwahed.me to user1@abdelwahed.me

```
Set-Mailbox user1@abdelwahed.me -EmailAddresses @{Add='user2@abdelwahed.me'}
```

Get User Alias

Get Aliases Sets To User1

```
Get-Mailbox user1 | select -expand emailaddresses alias
```

Add Department for single user also for all Accounts

Add Single User Named User1 To hr Department

```
Set-MsolUser -UserPrincipalName user1@abdelwahed.me -Department hr
```

Also add all accounts to Public group

```
Set-MsolUser -Department public
```

Get and Assign licenses

Check Licenses Status

```
Get-MsolAccountSku
```

Get All Unlicensed Users

```
Get-MsolUser -All -UnlicensedUsersOnly
```

Assign License To Single Account

```
Set-MsolUserLicense -UserPrincipalName user1@abdelwahed.me -AddLicenses "abdelwahed1:ATP_ENTERPRISE"
```

Remove License From Single Account

```
Set-MsolUserLicense -UserPrincipalName user2@abdelwahed.me -removeLicenses "abdelwahed1:ATP_ENTERPRISE"
```

Assign License For All Unlicensed Users

```
Get-MsolUser -All -UnlicensedUsersOnly | Set-MsolUserLicense -AddLicenses "abdelwahed: BUSINESS_ENTERPRIS"
```

Add License Based On Department

abdelwahed.me

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Add abdelwahed: BUSINESS_ENTERPRIS license to IT department

```
Get-MsolUser -All -Department "IT" | Set-MsolUserLicense -AddLicenses "abdelwahed: BUSINESS_ENTERPRIS "
```

Add And Remove Multiple License

```
Set-MsolUserLicense -UserPrincipalName user1@abdelwahed.me -addLicenses  
abdelwahed1:ATP_ENTERPRISE,abdelwahed1:O365_BUSINESS_ESSENTIALS
```

```
Set-MsolUserLicense -UserPrincipalName user1@abdelwahed.me -removeLicenses abdelwahed1:ATP_ENTERPRISE,  
abdelwahed1:BUSINESS_ESSENTIALS
```

Assign license for all specific domain Users

```
Get-MsolUser -All -DomainName 'joshheffner.com' | Set-MsolUserLicense -AddLicenses  
"abdelwahed1:BUSINESS_ESSENTIALS"
```

Using Mail Forward

Forward User1 To User2 And Save Local Copy Of Forwarded Mails To User1

```
Set-Mailbox -Identity "user1@abdelwahed.me" -DeliverToMailboxAndForward $true -ForwardingSMTPAddress  
"user2@abdelwahed.me"
```

Forward User1 To User2 Without Save Local Copy Of Forwarded Mails To User1

```
Set-Mailbox -Identity "user1@abdelwahed.me" -ForwardingSMTPAddress "user2@abdelwahed.me"
```

Use The Following To Verify This Worked

```
Get-Mailbox -Identity "user1@abdelwahed.me" | Format-List  
DisplayName,PrimarySMTPAddress,ForwardingSMTPAddress
```

Hide address from Golbal Address List (GAL)

To Hide User1 From Gal

```
Set-Mailbox -Identity "a.abdelwahed@abdelwahed.me" -HiddenFromAddressListsEnabled $true
```

Set Password

Change Password Without Force User1 To Change It At Next Login

```
Set-MsolUserPassword -UserPrincipalName user1@abdelwahed.me -NewPassword P@ssw0rd -ForceChangePassword  
$False
```

Set Password Never Expire

```
Set-Msoluser -UserPrincipalName user1@abdelwahed.me -PasswordNeverExpires $true
```

Grant Full Access to an Office 365 Mailbox

Give User1 Full Access To User2 Mails

[Office 365 Daily Admin Tasks using PowerShell](#)

```
Add-MailboxPermission -identity user1@abdelwahed.me -user user1@abdelwahed.me -AccessRights FullAccess
```

Give User1 Full Access To All Mailboxes

```
Get-Mailbox | Add-mailboxpermission -user user1@abdelwahed.me -AccessRights FullAccess
```

[Assign Import Export Role](#)

Assign User1 Permission To Import And Export Mailboxes

```
New-ManagementRoleAssignment -Role "Mailbox Import Export" -User "user1"
```

[Import pst file to existit account](#)

Import Exported .Pst File To Existing Mailbox

```
New-MailboxImportRequest -Mailbox user2 -FilePath \\Share\d$\PST\user2@abdelwahed.me.pst -TargetRootFolder "RecoveredFiles" -IncludeFolders "#Inbox#"
```

[Export All O365 Licensed Users from PowerShell to csv File](#)

```
Get-MsolUser | Where-Object { $_.isLicensed -eq "TRUE" } | Select-Object UserPrincipalName | Export-Csv d:\LicensedUsers.csv
```

Export With More Info

```
Get-MsolUser | Where-Object { $_.isLicensed -eq "TRUE" } | Select-Object UserPrincipalName, DisplayName, Country, Department | Export-Csv c:\LicensedUsers.csv
```

[Number of Mailboxes in each DB](#)

```
get-mailbox -ResultSize unlimited | Group-Object -Property:database | Select-Object name,count
```

[Get Distribution Group Members](#)

Get Number Of Members

```
Get-Recipient -RecipientPreviewFilter (get-dynamicdistributiongroup abdelwahedgroup).RecipientFilter | Measure-Object
```

Export Public Distribution Group Members To Csv File

```
Get-Recipient -RecipientPreviewFilter (get-dynamicdistributiongroup public).RecipientFilter | Select Displayname | Export-Csv "<path of target CSV file>"
```

[Display a List of your Tenant's Properties](#)

```
Get-OrganizationalUnit
```

[Close PowerShell session when done](#)

Finally remove the session from PowerShell

```
Remove-PSSession $Session
```