The essential toolkit for effective Office 365 management

User provisioning

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Getting Office 365 management done right

Office 365 is a powerful resource for enterprises who want to work from the cloud, but it does come with its downsides. We've compiled some guides to arm you with the tools you need to improve your Office 365 management. This guide is about provisioning Office 365 user accounts.

Provisioning Office 365 users effectively

When organizations adopt Office 365, one of the first things they need to do is provision users. Depending on whether they're taking a cloud or hybrid approach, IT administrators need to work with a combination of native Active Directory (AD) tools, the Office 365 admin center, the Exchange admin center, PowerShell, and other tools just to provision and manage user identities. Toggling between all these tools is not only inconvenient, but also time-consuming. These hang-ups prevent users from utilizing the Office 365 resources they need.

A better alternative is ADManager Plus, a web-based tool that helps you perform systematic, streamlined user provisioning. With ADManager Plus, you can:
- Create Office 365 accounts for users already present in your AD.
- Create users simultaneously in AD, Office 365, Exchange, and more.

Performing user provisioning with ADManager Plus
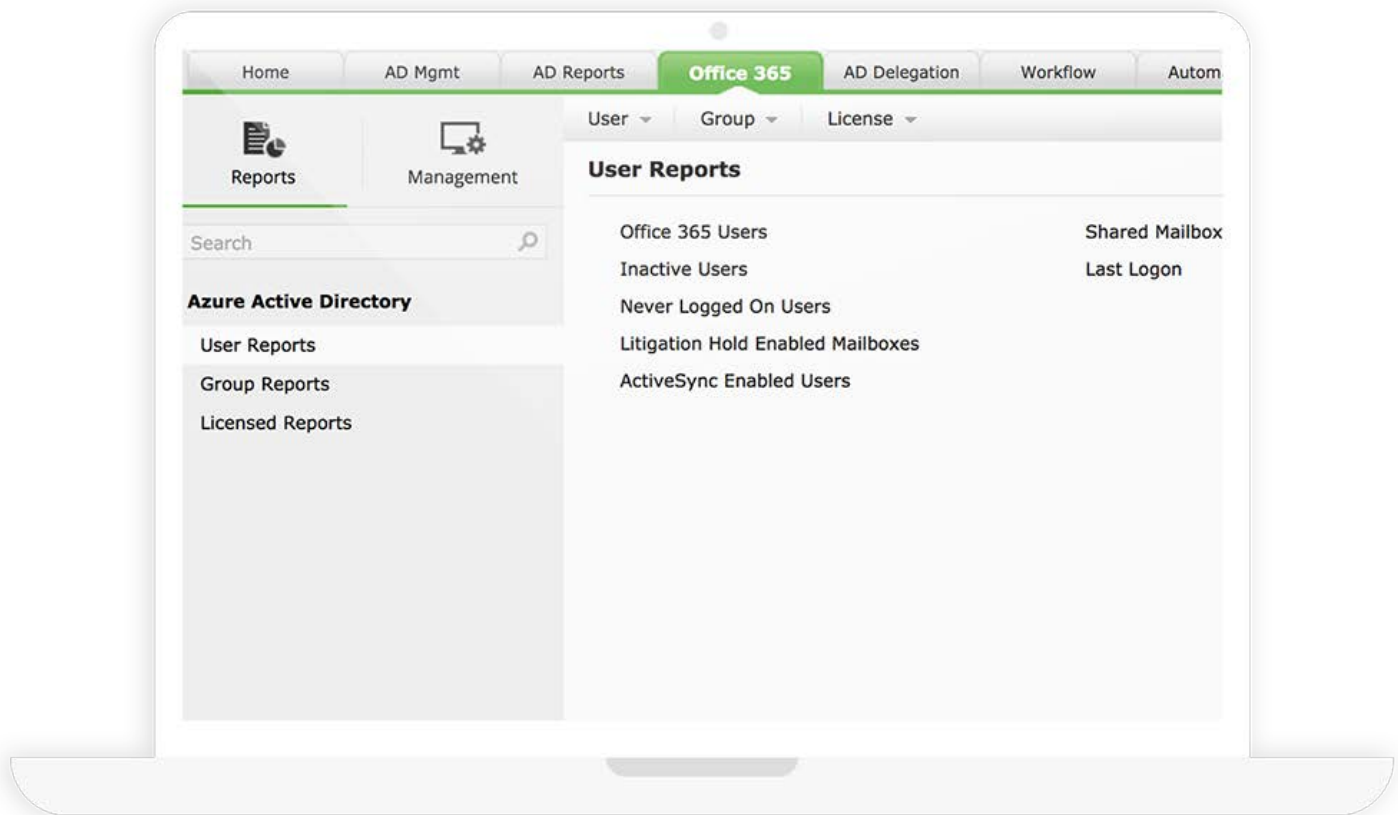
Provisioning users already in AD
Follow these steps to provision Office 365 user accounts in ADManager Plus for the users already present in your AD:

1. Click the **Office 365** tab, then select **Management** from the menu on the left.
2. Click **Create Office 365 accounts for AD users**.
3. Select the domains that contain users you'll be creating Office 365 accounts for. If you know which OUs contain your desired users, then click **Add OUs** above the users list and select those OUs.
4. Select the AD users that need an Office 365 account.
   - Click **Import CSV** at the top of the users list to import a CSV file containing the specific AD users you'd like to create accounts for.
5. Click **Select Office 365 Properties**.
6. In the **Select Office 365 properties** window, fill out the following information: domain, password, group membership, license information, and Exchange Online details.
7. Click **Create**.

Simultaneously provisioning users in multiple services

To simultaneously provision accounts in ADManager Plus for users in Office 365, Exchange, and Active Directory, follow these steps:

1. Click the **AD Mgmt** tab, then select **User Management** from the menu on the left.
2. Click **Create Single User** under **Create Users**.
3. To create an account in AD and Office 365 for this user, select the AD and Office 365 options located just above the tabs.
4. Fill in the User Profile attributes.
   - If you wish to populate the attributes with the values from an existing user account, click **Copy User Attributes**.
5. Click the **edit icon** beside the Select Container field to select a valid container.
   - You can also create a new container by selecting the **Create New OU** tab in the Select Container window.
6. Click the **Account** tab and fill in the account properties.
7. Click the **Contact** tab and enter the user's contact information.
8. Select the **Exchange** tab and specify whether this user needs mail enabled, mailbox enabled, or no mail.
9. Under **Remote Mailbox** you can create a remote mailbox for the user.
10. Select the **Terminal** tab and specify the terminal services attributes.
11. Click **OCS/Lync/Skype** and specify the values for the required OCS/Lync/Skype for Business attributes.
12. Click the **Custom Attributes tab** and enter values for the custom attributes.
    - To execute a *custom script* upon successful creation of this user account, enable the custom script option and enter the script in the **script command** window.
      > Note: *Configuring custom attributes in the admin tab.*
13. Click the **Office 365** tab and select a method for creating the user account.
14. Click the **plus sign** next to Assign Licenses to reveal various license types. Select the desired license and the services that you'd like to assign to this user.
15. In the **group membership** field, select which groups you'd like to add this user to.
16. If the user has been assigned an Exchange Online mailbox, you can enter the desired email alias as well as enable a litigation hold or in-place archive for their mailbox.
    > Note: *The Office 365 tab will only be available once you've configured the Office 365 settings in ADManager Plus. Also, ensure that the Windows Azure module is installed on the same machine where ADManager Plus is installed.*
17. If applying an Office 365 license, you'll need to list a country attribute.
    > Note: *If the UPN suffix matches any of the Office 365 domains, then that domain will be used for account creation. Otherwise, the Office 365 default domain will be used.*
18. After specifying all the required details, click **Create** to add this new user account to Active Directory and Office 365.
    > Note: *Mailbox generation takes some time, so certain tasks may be delayed. You can find all pending operations listed under **Delayed Management Tasks**. Learn how to view and manage delayed tasks.*

About ADManager Plus

ADManager Plus is a web-based Windows Active Directory management and reporting solution that helps Active Directory administrators and help desk technicians accomplish their day-to-day activities. With an intuitive, easy-to-use interface, ADManager Plus handles a variety of complex tasks and generates an exhaustive list of Active Directory reports, some of which are essential requirements to satisfy compliance audits. It also helps administrators manage and report on their Exchange Server, Office 365, and Google Apps environments, in addition to Active Directory, all from a single console.

For more information on ManageEngine ADManager Plus, visit   https://www.manageengine.com/ad-manager/

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www.admanagerplus.com