TAITAJA
MÄSTARE
HELSINKI **2017**

Suomi
Finland
100

Read this before you start

You are provided readymade Outlook account and Office365-account.

First log into Outlook https://outlook.com with account competitorX.taitaja2017@outlook.com
When you have logged in Outlook you will find email with Office365 login credentials.

Office365 portal can be found at https://portal.office.com .

Office in Cloud

Saaren IT Ltd CEO Henri Meriheinä wants to deploy Office 365 cloud. So far he has asked for a quote for the cloud (see technical details in the attachment). CIO ms Elisa Elovaara took initiative and already acquired the cloud service (See technical details in the attachment).

Create accaounts to all user to the cloud with E3-level license.
You find the list of users at the end of this assignment.
the user credentials should be the following format firstname.lastname@[domain].
Fill all available information to each user (title, department). The domain name is given in the attachment.

Create each user a separate password (You may use the passwords cloud has created as long as you write them down). Document all passwords to a separate document.

Elisa Elovaara needs Global Administrator rights. Alternative email to ms Elovaara is elisa@[domain].
CIO Henri Meriheinä don't want to have forced password change so he can have this exception. All other users must have a forced password change every 90 days.
Elisa Elovaara conciders POP3 and IMAP as unsafe protocols and therefore Henri, Juha ja Mari should not be able to use these protocols.

Create email groups for the departments (Management, Support, Coding) and add the employees to the correct groups according to the specification in attachment. Groups should update automatically.
Groups should be able to receive emails from outside the company as well.
Define the Support – group's settings so that senders to this group from withing the company receive the following message before sending the email:, "Sysadmin Because Even Developers need heroes".

The management needs their own Office365-group where they can share information, tasks and calendar. Nobody should be able to join the group without acceptance from CIO Elisa Elovaaran.

Create resource calendars to meeting rooms. Define the room locations and how many people fit into the meeting room. Babbage-meeting room cannot be booked without the acceptance (HR Director) Mari Lindholm.

Customer meeting rooms can be booked for more than four weeks in the future and the max meeting time is two hours.

Name	No of people	location
Babbage	50	Kuularanta 1, 1.st floor
Turing	6	Kuularanta 2, 2.nd floor
Aiken	8	Kuularanta 2, 14 .th floor
Lovelace	4	Kuularanta 2, 24 .th floor

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Create common email-account info@[domain]. HR Director Mari Lindholm needs read rights to this email account.
She need to be able to send email from info@[domain] so that her own address is not shown to the recipient.
All email from arvonnat@[domain] and valitukset@[domain] should be forwarded to this inbox.

A carbon copy of all email sent to the inbox should be sent to saarenit@gmail.com.

All departments need their own SharePoint-site where they can share documents, calendar, tasks and photos. Individuals have quite a lot of co-operation so the pages need navigation tools. The support department need an ICT-related youtube video added to their site.

Users

Title	Title	Department	Password
Henri Meriheinä	Toimitusjohtaja (CEO)	Management	
Juha Sainio	Talousjohtaja (CFO)	Management	
Mari Lindholm	Henkilöstöjohtaja (HR Director)	Management	
Elisa Elovaara	Tietohallintojohtaja (CIO)	Support	
Mikko Gunell	Mikrotukihenkilö (PC support person)	Support	
Tuula Kankaanpää	Mikrotukihenkilö (PC support person)	Support	
Hanna Sainio	Devausjohtaja (CDO)	Coding	
Anni Sandell	Devaaja (developer)	Coding	
Mikko Rauttola	Koodaaja (coder)	Coding	