

Getting Started With Powershell For Office 365

By

Robert Crane

Computer Information Agency

<http://www.ciaops.com>



Terms

This Guide from the Computer Information Agency is provided as is. Every effort has been made by the author to ensure that information provided is correct however this cannot be guaranteed.

By using the Guide you also acknowledge that any work performed on production systems is a potentially dangerous act and may involve significant business risk and downtime. You hereby agree to release, waive and discharge the Computer Information Agency and/or the author from any liability incurred to yourself, your business or customers for any and all loss or damage, and any claims or demands therefore on account of problems arising from the use of this Guide.

By using this guide you hereby assume full responsibility for any risk to computer systems, now and forever arising out of, or related to the use of this Guide on any computer system.

Distribution and Duplication Guidelines

This document is copyright and only available directly from the Computer Information Agency. If you have received it via any other means please contact www.ciaops.com immediately to arrange for a registered copy.

You are permitted to make backup copies of the Guide for your own personal use and for backup purposes; however you are not permitted to share them with anyone else, without obtaining specific written authorization from the Computer Information Agency. Providing the documentation to a third party, posting of documents to the Internet or public/private networks are all examples in violation of the license and copyright agreements.

By using this Guide you agree to these terms.

Preface to the Second Edition

A lot has changed since the first edition of this book was released. Back then all that you could access with PowerShell was just the Office 365 administration and Exchange Online components. Since then, Microsoft have provided the ability to connect to both SharePoint Online and Lync Online using PowerShell, which is also now included in this book. You'll also find a number of key additions and enhancements from the previous edition to reflect the changes that have happened to Office 365 recently. This typically means updated software for the desktop machine connecting to Office 365 with PowerShell. The bottom line is you always need to have the latest versions of software to ensure all the items described here are available to you. If they aren't, chances are you are using old software.

This book also includes a number of new PowerShell commands and scripts. These are not designed to be a complete reference. They are designed to give you an idea of what the handiest commands are and how they can be used to provide information via scripts. You need to take these commands and construct your own scripts, based on your own needs.

As always, Office 365 will continue to enhance and improve over time and it is expected that more features will be added allowing even greater access via PowerShell. This certainly means that you should look out for further updates to this publication. However, in the meantime I appreciate your support of my efforts by purchasing this book.

I note that I have received feedback that some of the formats of these eBooks can be inferior on certain reading devices. This is more a limitation of those devices and the format unfortunately. However, if you purchase a copy of this eBook in a format that you believe is inferior to a high quality PDF all you need to do is provide me proof of your purchase via email and I will make available to you a high quality PDF copy of this book for free.

Remember that you can also always send me feedback, comments and suggestions on the book and what you would like to see included upcoming editions. I welcome any input on how this book can be improved. I thank the following MVPs for their input on this book: Robert Pearman, Elvis Gustin, Susan Bradley. It is a better publication because of this.

Again, I thank you for your purchase and wish you every success with Office 365.

Robert Crane – director@ciaops.com

31st March 2014

Index

<i>What is Office 365?</i>	<i>Page 6</i>
<i>What is PowerShell?</i>	<i>Page 7</i>
<i>What does this book contain?</i>	<i>Page 8</i>
<i>How to connect to Office 365 via PowerShell</i>	<i>Page 9</i>
<i>How to connect to Exchange Online via PowerShell</i>	<i>Page 19</i>
<i>How to connect to SharePoint Online via PowerShell</i>	<i>Page 21</i>
<i>How to connect to Lync Online via PowerShell</i>	<i>Page 25</i>
<i>Connect to all Office 365 services script</i>	<i>Page 28</i>
<i>Create a new user</i>	<i>Page 29</i>
<i>Disable a user</i>	<i>Page 34</i>
<i>Change password expiry</i>	<i>Page 40</i>
<i>Set a predefined password</i>	<i>Page 42</i>
<i>Extend Deleted Item Recovery to 30 days</i>	<i>Page 43</i>
<i>Assign full mailbox permissions to another user</i>	<i>Page 44</i>
<i>Assign Send As permissions for a mailbox</i>	<i>Page 46</i>
<i>Mailbox statistics</i>	<i>Page 48</i>
<i>SharePoint Information</i>	<i>Page 49</i>
<i>Lync Information</i>	<i>Page 53</i>
<i>Customizing the PowerShell window</i>	<i>Page 57</i>

<i>Saving scripts</i>	<i>Page 59</i>
<i>Conclusion</i>	<i>Page 61</i>
<i>Where to go from here</i>	<i>Page 62</i>
<i>Glossary</i>	<i>Page 63</i>
<i>Appendix</i>	<i>Page 64</i>
<i>Links</i>	<i>Page 66</i>
<i>Videos</i>	<i>Page 66</i>
<i>About</i>	<i>Page 67</i>