Course CLD221x: Enabling Office 365 Clients

Student Lab Manual

Lab Design

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 an Office 365 trial tenant
    - Task 1 - 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 Office 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 2013 Group Policy administrative templates
    - Task 3 - Force Group Policy update and verify policy settings
    - Task 4 - Review telemetry data

Lab Scenario

You are the system administrator for Adatum Corporation, and you have Microsoft Office 365 deployed in a virtualized lab environment. In this lab, you will set up an Office 365 trial tenant, 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.

Setting up your lab environment

The lab exercises in this course require you to log on to the Microsoft Labs Online environment to complete the lab steps in a virtualized Windows desktop environment. Please follow the instructions in the Lab Setup Guide on how to sign up for a free trial account to access the Microsoft virtual hands-on labs from within edX.

IMPORTANT: During this lab, you will see many references to **AdatumXXYYZZ,** where XXYYZZ is your unique Adatum Office 365 trial tenant name. You will need to replace this value with a unique value you can choose yourself. The steps in the lab exercises will fail if you just copy and paste the commands referencing AdatumXXYYZZ from this Student Lab Manual into the lab interface; **instead, you must replace XXYYZZ with the value you choose to make your tenant name unique.**

For example, let's assume you choose to make your Adatum trial tenant name a combination of your initials plus today's date. If your name is John Doe and the date is Oct 31, 2016, you could enter **AdatumJD10312016.** This comes into play when you sign into the Office portal as a specific user account, in which case you would sign in as: **<username>@AdatumJD10312016.onmicrosoft.com**. The Office 365 sign-up wizard will warn you if the tenant name is not unique, in which case you must choose another number or prefix until it is unique.

Exercise 1: Set up an Office 365 trial tenant

This lab deploys several desktops; therefore, you must sign up for a new trial tenant in Office 365 to set up your Office 365 clients.

Task 1 - 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**, log on as **ADATUM\Administrator** and use **Pa$$w0rd** as the password.
3. Open **Internet Explorer**, click on the gear icon (⚙) in the top right corner.
4. Choose **Internet Options.**
5. Click on the **Security** tab.
6. Click **Internet.** Click **Custom Level**. Scroll down and under the **Downloads** section, under **File download**, select **Enable**. Click **OK.**
7. Click **Yes** to confirm you want to change the settings for this zone.
8. Click on **Trusted sites** and click on **Sites**.
9. Type in **https://outlook.office365.com/** and then click on **Add**.
10. Type in **https://outlook.office.com/** and then click on **Add**.
11. Type in **https://portal.office.com/**, click on **Add,** and then **Close**.
12. Click **OK**.
13. Go to the following URL: **https://aka.ms/cld221x-lab**
14. Click **Free trial**.
15. For Step 1, in the **Welcome, let's get to know you** page, complete the following fields. Regardless of your location, use the following information:
    - Country: **United Kingdom**
    - First name: **Holly**
    - Last name: **Dickson**
    - Business email address: Use your new Windows Live account that you created for this course
    - Business phone number: Your mobile phone number, including international code for your current country
    - Company name: **Adatum Corporation**
    - Organization size: **50-249 people**
16. Click on **Just one more step** to continue.
17. For Step 2, you must create a unique domain for the Company name to use in the course. Use a unique Office 365 name as outline in the introduction of this lab manuel. For the rest of the fields, use the following information:
    - User name: **Holly**
    - Company name: **AdatumXXYYZZ** (where XXYYZZ is your unique Adatum Office 365 trial tenant name)
    - Password: **Pa$$w0rd**
    - Confirm password: **Pa$$w0rd**
18. Click **Create my account**.
19. For Step 3, you must confirm your identity by using your mobile phone. Select **Text me**, from the drop-down box, select the code for the country that you are now in.
20. In the **Phone number** box, enter your correct mobile phone number and click **Text me**.
21. When you receive the confirmation text on your mobile phone, enter the code provided in the **Enter your verification code** box and click **Next**.

22. Wait until the Office 365 tenant is provisioned, and then click **You're ready to go…**
23. Click the **Admin** tile to go to the Office 365 admin center.
24. Close the **Welcome to the new Office 365 admin center** dialog box.
25. On the **update your admin contact info** page, provide your phone number and Microsoft account email address to verify your account.

Exercise 2: Prepare an Office 365 ProPlus managed installation

You now have a trial tenant 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 Office 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**, sign in as **ADATUM\Holly** and use **Pa$$w0rd** as the password.
3. On the taskbar, click **File Explorer**.
4. In **File Explorer**, click **Local Disk (C:)** in the left navigation pane
5. In **File Explorer**, click the **Home** tab, and then click **New Folder**.
6. Type **Office16**, and then press Enter.
7. In **File Explorer**, right-click **Office16**, click **Share with**, and then click **Specific people**.
8. In the **File Sharing** dialog box, click the drop-down list box, select **Everyone** from the list, click **Add**, and then click **Share**.
9. In the **File Sharing** dialog box, click **Done**.
10. From the taskbar, open the Microsoft Edge browser.
11. In the address bar, type **https://portal.microsoftonline.com**, and then press Enter.
12. Sign in as **holly@AdatumXXYYZZ.onmicrosoft.com**, with the password **Pa$$w0rd.**
    IMPORTANT: Remember to replace **XXYYZZ** with your assigned value whenever you have to sign in.
13. On the **Office 365** home page, click **Admin**. Click on **Settings** on the left side and then click on **Services & add-ins**.
14. Select **Office software download settings**.
15. Click on **Manually deploy user software.**
16. Under the **Manually deploy user software** area, click **Learn how to download and deploy software**. This takes you to the **Manage user software in Office 365** page.
17. In the **Manually download and install the Office apps by using the Office Deployment Tool** section, click the **Office Deployment Tool (Office 2016 version)** link to open the Office Deployment Tool download page.
18. On the download page, expand **Details, System Requirements**, and **Install Instructions**.
19. 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.
20. Click **Download** and notice the information bar at the bottom of the browser. In the information bar, click **Save** to download the file.
21. Once the download is completed, click **Run**.
22. In the **User Account Control** dialog box, click **Yes**.
23. Accept the license agreement and click **Continue**.
24. Browse to the **Office16** folder on **This PC's C: drive**.
25. Click **OK**. You should see that the files were extracted successfully. Click **OK**.
26. In **File Explorer**, navigate to the **Office16** folder. You should see two files in the newly created **Office Deployment Tool** folder named **configuration** and **setup**.

Task 2 - Modify an Office 365 ProPlus installation

1. In this step, you will back up the Office 16 **configuration.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**, double-click **C:\Office16**.
    b. Right-click **configuration.xml**, and click **Copy**. Right click again and click **Paste**.
    c. Right-click the **configuration.xml** 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 with the **<!-- -->** code 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>
    -->
    ```
5. Save the file as **AdatumConfiguration.xml**.
6. 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**.
7. At the command prompt, type the following command, and then press Enter:
    *   **Setup /?**
8. Note the Office Deployment Tool command-line options.
9. At the command prompt, type the following command, and then press Enter:
    *   **setup.exe /download \\LON-CL1\Office16\AdatumConfiguration.xml**
10. In the **User Account Control** window, click **Yes**.
11. The download will take several minutes to complete.
12. Switch to **File Explorer** and verify that the download has started in the Office16 folder. You can continue with the next task and leave the download processing in the background.

Exercise 3: Manage user-driven Office 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 Office 365 ProPlus

1. Switch to **LON-DC1.**
2. Run **Internet Explorer**; if required, sign in to the Office365 admin center as **holly@AdatumXXYYZZ.onmicrosoft.com** with the password of **Pa$$w0rd**.
3. Connect to the new **Office 365 admin center**.
4. On the **Office 365** home page, click **Admin**.
5. In the **Office 365 admin center**, click **Users**, then click **Active Users**.
6. Create a user called **Brad Sutton**. Enter **brad** as the username.
7. Enter **Pa$$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**.
8. Under **Location**, select **United Kingdom**, and then enable **Office 365 Enterprise E3**.
9. Set the **Office 365 ProPlus** option to **Off**, click **Add**, and then click **Send email and Close**.
10. In the **Office 365 admin center**, under **Active users**, create a new user called **Maira Wenzel** with **maira** as the **username.**
11. Enter **Pa$$w0rd** as the user's password and make sure you un-check the box that says: **Make this user change their password when they first sign in**.
12. Under **Location**, select **United Kingdom**, and then enable **Office 365 Enterprise E3**.
13. Verify that Maira has permission to use all features.
14. Click **Add**, and then click **Send email and Close**.
15. Repeat steps 10 through 14 for **Roman Miler**, with **roman** as the **username**.
16. In the **Office 365 admin center**, on the **Settings** menu, click **Services & add-ins**.
17. Click **Office software download settings**.
18. In the **Software for PC** section, under **2016 version**, turn off all options.
19. In the **2013 version** section, turn off all options. Click **Save**, and then **Close**.
20. On the **Admin** page, click **Holly Dickson**'s profile photo icon in the top right of the screen, and then click **Sign Out**.
21. On the **Sign in** page, at **https://portal.microsoftonline.com**, sign in as **brad@AdatumXXYYZZ.onmicrosoft.com**, using the password **Pa$$w0rd**.
22. On the **Default Landing** page, click the small Gear icon in the top- right corner, and then click the **Office 365 settings** option.
23. On the **Office 365 settings** page, click **Software**.
    Note: Because this user is not licensed for Office 365 ProPlus, Office 2016 is not available for download.
24. Close and reopen **Internet Explorer** and connect to **https://portal.office.com**.
25. On the **Sign in** page, in the **Name** box, type **roman@AdatumXXYYZZ.onmicrosoft.com**.
26. In the **Password** box, type **Pa$$w0rd**, and then click **Sign in**.
27. On the default landing page, click the small Gear icon in the top-right corner, and then click **Office 365 settings**.
28. On the **Office 365 settings** page, click **Install software**.
    Note: This user has a license, but Skype for Business and Office are not available for download.
29. Click **Phone & tablet**. Verify that **Phone and tablet** apps are available.
30. Close **Internet Explorer**.

31. Open **Internet Explorer**.
32. In the address bar, type **https://portal.office.com**, and then press Enter.
33. Sign in as **holly@AdatumXXYYZZ.onmicrosoft.com**.
34. Click **Admin** on the **Office 365 home** page.
35. In the **Office 365 admin center**, on the **Settings** menu, click **Services & add-ins**.
36. Click **Office software download settings**.
37. Next to the **2016 version**, set the value to **On**. Verify that Office and Skype for Business are both set to On, and click **Save**.
38. Click **Close**.
39. In **Internet Explorer**, on the **User Software** page, click **Holly Dickson**'s profile photo icon, 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 at a time open.
40. Switch to **LON-CL2** and log on as **Roman** and password **Pa$$w0rd**.
41. Open **Microsoft Edge**.
42. In the address bar, type **https://portal.office.com**, and then press Enter.
43. On the **Sign in** page, in the **Name** box, type **roman@AdatumXXYYZZ.onmicrosoft.com**.
44. In the **Password** box, type **Pa$$w0rd**, and then click **Sign in**.
45. On the **Office 365 home** page, click the small Gear icon in the top-right corner, and then click **Office 365 settings**.
46. On the **Settings** page, click **Software**.
    Note: This user has a license, and Office 2016 is available for download.
47. Verify that **Office** and **Skype for Business** desktop software are available to install.
    Note: Do not install, but notice that this user can now install the 32-bit version of Office 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.
48. Leave this page open and continue to the next task to perform the user-driven installation.

Task 2 - Install Office 365 ProPlus from the Office 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 Office 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 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$$w0rd** in the **Password** box, and then click **Yes**.
9. On the taskbar, click the **Office** icon, and note the status of the download.
   Note: It will take several minutes to complete, but applications are now available.
10. Click **Close** when the wizard finishes.
11. Go to the **Start** screen.
12. On the **Start** screen, click **Word 2016**. On the **First things first** window click **Accept**.
13. In the top-right corner, if no one is signed in, click the link **Sign in to get most out of Office** and then sign in as **roman@AdatumXXYYZZ.onmicrosoft.com**, with the password **Pa$$w0rd**.

14. Once signed in, your subscription license is activated. At the top right, under **Roman Miler**, click **Switch account**.
15. Click **SIGN OUT**, and then click **Sign out** next to **Roman's** name.
16. Click **Yes** in the **Remove Account** dialog box.
17. At the top right, click **Sign in to get the most out of Office**.
18. On the **Sign in** page, in the **E-mail address** box, type **holly@AdatumXXYYZZ.onmicrosoft.com**, and then click **Next**.
19. On the **Sign in** page, in the **Password** box, type **Pa$$w0rd**, and then click **Sign in**.
20. Click **Blank document**.
21. Type some text.
22. Click **File**, then click **Save**.
23. Click **Sites – Adatum Corporation,** and then click **Adatum Corporation** in the right pane.
24. Double-click the **Documents** folder and then save the file with the name **Meeting Agenda**.
25. Click **Save**. You might see a **streaming features** message.
26. Close Word.
27. Switch back to **Roman Miler's** Office 365 session in Microsoft Edge.
28. In the top-right corner, click the **Settings** icon, and then click **Office 365 settings**.
29. On the **Office 365 settings** page, click **Software**.
    Note: You now have a new section at the top of the page where you can manage Office 365 installs.
30. Click **Tools & Add-ins**.

Task 3 - Manage Office licenses

1. On **LON-CL2**, sign out of Roman's account on the **Office 365** page.
2. Sign back in as **Holly Dickson** with the username **holly@AdatumXXYYZZ.onmicrosoft.com**.
3. In the **Password** box, type **Pa$$w0rd**, and then click **Sign in**.
4. On the **Office 365** home page, click **Admin**.
5. In the **Office 365 admin center**, click **Users**, and then click **Roman Miler**.
6. In the right pane, under **Product licenses**, click **Edit**.
7. Under **Office 365 Enterprise E3**, set the **Office 365 ProPlus** option to **Off** to remove the license from Roman's account, click **Save**, and then click **Close**.
8. In **Microsoft Edge**, at the top right, click the **Profile photo** icon for **Holly Dickson**, and then click **Sign out**.
9. On the **Sign in** page, type **roman@AdatumXXYYZZ.onmicrosoft.com**.
10. In the **Password** box, type **Pa$$w0rd**, and then click **Sign in**.
11. In the top-right corner, click the **Settings** icon, and then click **Office 365 settings**.
12. On the **Settings** page, click **Software**.
    Note: The Office installation is no longer listed, as this user no longer has an active license (although software is available). The Office 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 Office 365 ProPlus

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

Exercise 4: Manage centralized Office 365 ProPlus installations

In this exercise, you will configure the environment so that you can perform a centralized deployment of Office 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**, 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**, and in the right pane, right-click **DeployO365**, and then click **Edit**. If you see a **Group Policy Management Console** window, click **OK**.
12. In **Group Policy Management Editor**, expand **Computer Configuration**, **Policies**, **Windows Settings**, and then double-click **Scripts (Startup/Shutdown).**
13. Double-click **Startup**, and then click **Show Files**.
14. In **File Explorer**, click **Home**, 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:
    \\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. 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$$w0rd**.
2. Right-click the **Start** button and click **Command Prompt (Admin)**.
3. In the **User Account Control** dialog box, type **Adatum\Holly** as the user name and **Pa$$w0rd** as the password, and then click **Yes**.
4. 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.
    Note: If any updates have downloaded, click **Update**, and then restart.
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\maira** with the password **Pa$$w0rd**. 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, click **Accept**.
12. Close the **Welcome to your new Office** dialog box.
13. In the templates list, click **Blank document**.
14. Type some text.
15. Click **File**, and then click **Save**.
16. Click **Browse** in **This PC – Documents**.
17. In **File name**, enter **Meeting Report**, and then click **Save**.
18. Right-click the taskbar and then click **Task Manager**.
19. In **Task Manager**, click **More details**.
20. On the **Processes** tab, under **Background processes**, notice that **Microsoft Office Click-to-Run** appears.
21. Click the **Details** tab, and notice **officeclicktorun.exe** in the task list.
22. Click the **Services** tab, and notice that the **ClickToRunSvc** service is running.
    Note: Check Task Manager for your deployment. These items will all be present in a successful install.
23. Close Task Manager
24. Close Word 2016.

Exercise 5: Deploy and configure Office Telemetry components

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

Task 1 - Install the Telemetry Processor

1. Switch to **LON-CL1**.
2. Sign in as **ADATUM\Holly** with a password of **Pa$$w0rd**.
3. On the **Start** screen, 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 **Getting started**.
7. Click **step 1 Set up prerequisites**.

   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.

8. Click **step 2 Install Telemetry Processor**.
9. Click **Save the x64 Telemetry Processor MSI.**
10. In the **Save Office Telemetry Processor installer package** window, browse to **Downloads**, and then click **Save**.
11. In the taskbar, click **File Explorer**, and then browse to **C:**.
12. 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.

13. In **File Explorer**, in **Downloads**, double-click **osmdp64.msi**.
14. In the **Microsoft Office Telemetry Processor (x64) Setup**, on the **Welcome** page, click **Next**.
15. In the **User Account Control** dialog box, click **Yes**.
16. 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**.
17. In the **User Account Control** dialog box, click **Yes**.
18. 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.

19. On the **Database Settings** page, click the **SQL Server** menu, click **(local)** in the SQL Server menu, and then click **Connect**.
20. In the **SQL database** box, type **Dashboard**, and then click **Create**.
21. Click **Next**.
22. In the **Office Telemetry Processor settings wizard** dialog box, click **Yes**.
23. On the **Shared Folder** page, in the **Path** box, type **C:\Telemetry**, and then click **Next**.
24. The **\\LON-CL1\Telemetry** share will be created.
25. In the **Office Telemetry Processor settings wizard** dialog box, read the information provided for sharing permissions, and then click **Yes**.

26. On the **Microsoft Customer Experience Improvement Program** page, click **Next**.
27. On the **Configuration Successful** page, click **Finish**.
28. Close File Explorer.

Task 2 - Download, install and configure the Office 2013 Group Policy administrative templates

1. On **LON-CL1**, open the **Telemetry Dashboard**.
2. Click **step 4 Configure Telemetry Agent**.
3. To download the **Office 2016 Administrative templates** file package, on the **Choose the download you want** page, select the check box for the **admintemplates_x64_4444-1000_en-us.exe** file, and then click **Next**. Save 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 screen preview**, and then click **Run**.
6. In the **Open** box, type **\\LON-CL1\C$\Users\Holly\Downloads** and then click **OK**.
7. In **File Explorer**, double-click **admintemplates_64_4444-1000_en-us.exe**.
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**, expand **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\admx**.
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 screen preview**, 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\Holly**.

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 **Holly** photo icon and sign out.

7. Sign in again as **Holly** 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 **Holly's** profile icon, and then click **Sign out**.
22. Click the **lock screen**.
23. Sign in as **Holly** with password: **Pa$$w0rd**, and then press Enter.
24. On the **Start** screen, open **Word 2016**.
25. Skip the activation, and then read and accept the license agreement.
26. Type in the following text:

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

27. Wait for the text to generate and save the document as **Acquisition Strategy.doc**.

    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 **Holly'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, 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