How-to guide: Set up O365 Manager Plus in Azure





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Summary

This document will guide you through the steps involved in deploying O365 Manager Plus in Azure. The document is written with the assumption that you are a system administrator with basic knowledge of remote desktop connection, Windows, and Azure. However, care has been taken to keep the integration steps as simple as possible.

About O365 Manager Plus

O365 Manager Plus is an extensive Office 365 reporting, management, and auditing solution that helps you manage your Office 365 setup effortlessly. The user-friendly interface allows you to manage Exchange Online, Azure Active Directory, Skype for Business, and OneDrive for Business all from one place. O365 Manager Plus provides exhaustive preconfigured reports on Office 365 to help you perform complex tasks like bulk user management, bulk mailbox management, secure delegation, and more. It eases compliance management with its built-in compliance reports, and offers advanced auditing to keep your Office 365 setup secure against malicious activity.

About Azure

Microsoft Azure is a collection of integrated cloud services which developers and IT professionals use to build, deploy, and manage applications through the global network of data centers. With Azure, you can build and deploy wherever you want, using the tools, applications, and frameworks of your choice.

How to deploy O365 Manager Plus in Azure

Please follow the steps given below to deploy O365 Manager Plus in Azure.

Step 1: Creating virtual machines

- 1. Log in to your <u>Azure portal</u>.
- 2. Select New from the left panel.
- 3. Select **Compute** and choose the type of Windows Server that you wish to create.



4. Provide the mandatory values in Step 1 and click **OK**.

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More services >			Save up to 40% with a license you already own.			
			* Already have a Windows Server license?			
			Yes No			
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5. Choose a size for the virtual machine (VM) created in Step 2 and click **Select**.



- 6. Configure the mandatory fields as needed, or go with the default values in Step 3. Click **OK.**
- 7. Verify the Summary of the configuration and complete VM creation by clicking OK.

Step 2: Installing O365 Manager Plus

- 1. Establish a remote desktop connection with the VM created in **Step 1**. Please refer to this <u>document</u> to learn how. Once you've connected to the VM, follow the steps below.
- 2. <u>Download O365 Manager Plus</u> on the VM.
- 3. Install the application.
- 4. Create an inbound firewall rule to allow traffic to this server on the O365 Manager Plus port. To create an inbound rule:
 - Select Start and go to Control Panel > System and Security > Windows Firewall.
 - In the navigation panel, choose **Advanced Settings**.



- In the navigation panel of the **Windows Firewall with Advanced Settings** window that opens, choose **Inbound Rules**.
- Under the Actions panel, choose New Rule.

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• On the Rule Type page, choose Port, and click Next.



- On the **Protocol and Ports** page, choose **Specific local ports**, and then enter the port number of O365 Manager Plus. (Default port number is 8365.)
- Click Next.
- On the Action page, choose Allow the connection, and click Next.
- On the **Profile** page, choose when this rule must be applied (you can select all three options if required), and click **Next**.

@	New Inbound Rule Wizard	×							
Profile Specify the profiles for which this rule applies.									
Steps: Rule Type Protocol and Ports Action	When does this rule apply?								
 Profile Name 	Applies when a computer is connected to its corporate domain.								

• On the **Name** page, type a name for the rule, and then click **Finish**.

Step 3: Configuring ports to receive traffic from anywhere in the world

You've successfully installed O365 Manager Plus on your new VM. Now, you have to allow external sources to access O365 Manager Plus' port. Perform the steps below in the Azure portal to enable access:

- 1. Select the Virtual Machines menu from the left panel.
- 2. Click the VM on which O365 Manager Plus was installed.
- 3. Select Networking > Add inbound port rule.

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4. Enter the mandatory values and click OK.

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Step 4: Accessing O365 Manager Plus hosted in an Azure VM

1. When running O365 Manager Plus on an Azure VM, your access URL for O365 Manager Plus will be <Public IP address of the VM>:<OMP Port>

Note: You can find the public IP of the VM by selecting the VM in Azure and clicking on **Overview**. (Refer to the image below.)

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2. Example: If the public IP address of the VM is 123.123.123.123 and the OMP port is 8365, then the access URL would be **http://123.123.123.123.123.8365**.

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And that's it! You're all set to go. For more information on O365 Manager Plus, please visit <u>here</u>.

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