D nuvolex

Nuvolex ManageX Implementation and Onboarding Guide for Office 365 and Microsoft Azure

Quick Start Guide

This quick start guide will walk you through the setup of the Nuvolex platform. By the end of this guide, you will have one or many Office 365 tenants onboarded, several cloud service integrations, and will have given your team access to the Nuvolex platform.

There is also a video that will walk you through the setup process of your new Nuvolex account. Go to the **Help Panel** at the top right corner of the screen and select the first video titled "**Platform Overview**".

Since the Nuvolex platform is a SaaS offering, getting setup on the Nuvolex platform is easy and there are very few steps.

For new customers, there are generally two tasks to get up and running on the Nuvolex platform:

- 1. Onboard one or many Office365 tenants onboard as many tenants as you need
- 2. Create Admin accounts for your team give your team access to Nuvolex to manage your tenants

Once all your Office 365 tenants have been onboarded, and you have given members Nuvolex Admin accounts, you can then manage your Office 365 tenants easily and with efficiency on the Nuvolex platform.

Initial setup – Office 365 Tenant Onboarding

As soon as you log into the Nuvolex platform, you will see a message telling you that you have no tenants. The Nuvolex platform's focus is completely around Office 365 tenant administration, so you will not be able to do anything until you onboard at least one Office 365 tenant to get started.

As a starting point, you must onboard an Office 365 tenant to begin using the Nuvolex platform. The onboarding process will import Azure AD Users, Groups, Licenses, Exchange Online Mailboxes, as well as other resources like Skype for Business configurations, Domains, plus more. When the onboard process completes, you can immediately start managing your Office 365 tenant on the Nuvolex platform. You can onboard any number of Office 365 tenants to manage on the Nuvolex platform – there are no limits on how many Office 365 tenants your Nuvolex account can manage. To onboard an Office 365 tenant, login to Nuvolex, and you will see the following screen.



Step 1: Click on the button for "Add a New Tenant"

Step 2: Give your Office 365 tenant a name, and then enter the **Global Administrator** username and password. The Global Administrator username and password is to authenticate to the tenant and start the tenant onboarding process.

A	Add and Onboard Tenant	×
	Name	
	New Tenant	
	Display Name	
	New Tenant	
	Office365 Global Admin Login Informa	tion
	User Name	
	adminuser@nuvolexcloud.net	
	Password	
	Car	icel Add and Onboard

Click **Submit** and start the onboard process. The onboard process normally takes a few minutes for most Office 365 tenants. Click on the (+) button to pop up the Active Transaction panel to view the progress of your Office 365 tenant onboard.

Onboarding an Office365 tenant varies in time depending on the number of users, groups and mailboxes that are present in your tenant. The average onboard for a sizable tenant is 5-15 minutes, and this process will only need to be done once.



After a few minutes the onboard process should complete, and you will a "**Completed**" message for the Office 365 tenant onboard in the Active Transaction panel. You will also be able to see your Office 365 tenant has been added and lots of Office 365 tenant details are seen.



Now that the tenant onboard is marked as **Completed**, the tenant onboarding process is finished. You can start managing the onboarding tenant on Nuvolex! You should see your users, groups, licenses and more from your Office 365 tenant. At this point, you can onboard more Office 365 tenants as needed. Please note, that you can run multiple Office 365 tenant onboards concurrently.

Initial setup - Create Nuvolex Admin Accounts for your Team

After you have onboarded your Office365 tenant, you will need to add Admins to give other members of your team them access to Nuvolex.

- 1. Hover over the **Gear Icon** in the top right corner of the screen
- 2. Select Account User Administration
- 3. Click the Add Button at the top right corner of the panel
- 4. A new Admin form will appear that will have you enter in the new Admins details.
 - a. All fields are required to create an Admin
- 5. Choose a **Role** for the new Admin, there are 5 Administrator roles (4 assignable) on the Nuvolex platform:
 - Owner The Owner role is given to the person who initially registered for a Nuvolex account. The Owner role can access all tenants, perform all administrative actions, and can create, remove or modify SuperAdmins and Administrator roles.
 - b. SuperAdmin This role allows for access to all tenants and all administrative actions on the Nuvolex platform. The SuperAdmin role also can add, remove or modify any administrators.
 - c. **Administrators** You must explicitly assign tenants and authorized actions to each Administrator role you create. An Administrator can be granted access to one or many tenants, as well as any number of administrative actions you would like to have them perform on the tenants they have access to.
 - d. **Customer Manager** The Customer Manger role can only be assigned to a single tenant and is intended to be used in scenarios where a Nuvolex Partner is granting access to an end customer. Customer Managers act as a SuperAdmin for a single tenant, which means Customer Managers can create Customer Administrators for their tenant. Customer Managers have full control over their single tenant and cannot see or access any other tenant data outside of the assigned tenant.
 - e. **Customer Admin** The Customer Admin role can only be assigned to a single tenant. Customer Administrators can be created and managed by Owners, SuperAdmins, and Customer Mangers that have ownership over the specific Customer Administrators tenant. Customer Administrators are to be used in scenarios where a Nuvolex partner has given platform access to an end customer that needs to add members of their team to Nuvolex so they can comanage a single tenant along with the Partner.
- 6. Click Save

You can add as many Admins as you need. At any time, you can go back to the Admin panel to change the permissions for each of your Admins or create additional Admin accounts.

And that's it! Your initial setup of Nuvolex has been completed. You can start administering user, groups, mailboxes, licenses and many other management tasks!

Post Initial Setup

Now that you have onboarded one or a few Office 365 tenants, there are additional Office 365 workloads you can add to any Office 365 tenants you onboard. Onboarding these additional Office 365 workloads are optional and can be added to an Office 365 tenant at any time. Choosing the workloads to onboard to a Office 365 tenant should be based on the management needs of an Office 365 tenant. In multitenant management scenarios, each Office 365 tenant can vary in the Office 365 workloads that need to be managed based on how the Office 365 tenant is configured, and the needs of the tenant's users. Using this flexible approach, you can onboard one, many, or all these Office 365 workloads to any Office 365 tenant that was previously onboarded to the Nuvolex platform.

- Integrate a tenant with OneDrive
- Integrate a tenant with SharePoint Online
- Integrate a tenant with Microsoft Intune
- Integrate a tenant with Microsoft Teams
- Integrate your tenant with Azure for VM management
- Integrate your tenant on Nuvolex with on premise Active Directory

If you would like to manage SharePoint Online, OneDrive, Teams, or Azure for your Office 365 tenant on the Nuvolex platform, follow the simple walk throughs described in the sections below. You will only need to onboard an Office 365 workload once per tenant. After the initial Office 365 workload onboard, Nuvolex will sync with the Office 365 workload to keep data up to date.

OneDrive Onboarding

To manage user OneDrives on the Nuvolex platform, you will need to onboard the OneDrive workload to your Office 365 tenant on Nuvolex. Once you have onboarded the OneDrive workload to an Office 365 tenant on the Nuvolex platform, you can view user OneDrive usage, sharing and configurations. You can also easily manage sharing permissions for user OneDrive folders.

Step 1: Go to the Tenants tab, select your onboarded tenant, then click on the onboard OneDrive button

	<u>,</u>	Tenant Detail	Quick Synchronize with Office365
Comcast	1	Name: VinWiki	Full Synchronize with Office365
Contoso	◆ ×	Display Name: VinWiki	
Crayon		Description:	
Granger		DirSync Status: True - Last DirSync Time: [10/12/2018 10:35: Emails: 'josh@nuvolex.com'	Install Active Directory Agent
In-n-out	\$+	Country: United States	Onboard SharePoint
JoshCorp		Address: 459 Hamilton Ave	Onboard Slaves for burlance
Joshs Awesome Company Inc.	* +		Chibbard Skype for basiness
King & Spalding		Palo Alto CA 94301	😰 Onboard OneDrive
Nuvolex Internal		Phone: 5103316984 Alternate Phone:	
NuvolexCloud	0	Version: Full	
NuvolexDev	0	Office 365 Primary Contact	
nvlx_admin_636697458319006452	0	Contact Name: josh admin	
QA45	0	Phone:	
QA46	0		
SharePoint Test	0		
VinWiki			

Step 2: Click Onboard OneDrive on the confirmation message



Step 3: After the automatic redirect, sign in to your Office 365 tenant (using a **Global Administrator** account) and accept the application consent form.



Step 4: Once you click "accept" you will be automatically redirected back to the Nuvolex app, and you will see the onboard process has already started. Wait for the initial onboard to complete, this should be quick.

nu 🗂	Ivolex	
Users	Aetna 🤜	Users (1962) 🔻 🔍 💾
User Groups	Display Name	✓ Email Address
OU Hierarchy	📄 🛛 🖨 Aaron Edwards D,	AaronEdwards@nuvolexcloud.net
,	🔲 🛛 🥔 Aaron Lynch	AaronLynch@nuvolexcloud.net
(Preview) SharePoint	📄 🛛 🥏 Aaron Morgan	AaronMorgan@nuvolexcloud.net
Cloud Services	Aaron Olson	AaronOlson@nuvolexcloud.net
	Aaron Weaver	AaronWeaver@nuvolexcloud.net
Tenants	🔲 🛛 🥏 Adam Duncan	AdamDuncan@nuvolexcloud.net
Transactions	Adam Reyes	AdamReyes@nuvolexcloud.net
Progress 🔆 😑	🔲 🗧 Adam Romero	AdamRomero@nuvolexcloud.net
VinWiki ##ONE DRIVE	Adam Ross	AdamRoss@nuvolexcloud.net
ONBOARDING## 12 Oct '18 04:04pm	🔲 🗧 Adam Sanchez	AdamSanchez@nuvolexcloud.net
	🔲 🧲 Alan Adams	AlanAdams@nuvolexcloud.net
VinWiki Onboarding 0365	Albert Burton	AlbertBurton@nuvolexcloud.net
12 Oct '18 03:59pm Completed	Albert Fernandez	AlbertFernandez@nuvolexcloud.net
	Albert Harris	AlbertHarris@nuvolexcloud.net
	Albert Jenkins	AlbertJenkins@nuvolexcloud.net
	🔲 🥔 🖨 Albert Jordan	AlbertJordan@nuvolexcloud.net

Once the OneDrive onboarding process has completed, you will see a "**Completed**" message in the Active Transaction panel. Onboarding OneDrive typically takes less than a few minutes to complete. **And that's it! OneDrive is now onboarded.** Now you can view and manage user OneDrives on the Nuvolex platform.

If you need to Sync the onboarded OneDrive data

- 1. Go to the Tenants tab
- 2. Select the tenant that needs to have it's OneDrive data synced
- 3. Go to the upper right Actions Menu
- 4. Click on "Synchronize OneDrive"

nr L	JV	olex		Josh	Keefer 🌣 🗭 4 🕑 🔇
Users User Groups	Tena	nts (62) Add a New Tenant			Ξ
OU Hierarchy		Tenant Name	Q	Tenant Information	Quick Synchronize with Office365
Cloud Societos		Activision		Tenant Information	其 Full Synchronize with Office365
Ctodu Services		Aetna	- 1	Name: AMG	Sync Tenant Settings
lenants		Alliance Energy		Display Name: AMG	Sync SharePoint
Transactions		American Airlines 🔷	ĸ	DirSync Status: True - Last DirSync Time: [12/6/2018 10:53:0]	Svochronize OneDrive
Reports		AMG 🔶	ĸ	Emails: 'josh@nuvolex.com' Country: United States	A
OFFICE 365		Amgen 🔶		Address: 459 Hamilton Ave	Synchronize Azure

SharePoint Online Onboarding

To manage SharePoint Online sites, subsites, and SharePoint groups on the Nuvolex platform, you will need to onboard the SharePoint Online workload to your Office 365 tenant on Nuvolex. Once you have onboarded the SharePoint Online workload to an Office 365 tenant on the Nuvolex platform, you can view and manage SharePoint sites and subsites, permissions, site configurations, and user level SharePoint access.

Step 1: Go to the **Tenants** tab, select your onboarded tenant, then click on the onboard SharePoint button

Tenants Add a New Tenant			
Tenant Name	- Q	Tenant Detail	Quick Synchronize with Office365
Activision	Ø		J Full Synchronize with Office365
Aetna	0	Name: Citrix	Undate Active Directory Agent
Alliance Energy	0	Description: DirSync Status: False - Technical Notification En	
American Airlines		Country: United States	
AMG	∧p×	Address: 459 Hamilton Ave	Debeard CharoDoint
Amgen	√ ≻×		Conboard SharePoint
Amtech	4××	Palo Alto CA 94301	Conboard OneDrive
BMW	0	Phone: 5103316984 Alternate Phone:	Onboard Azure Account
Boeing	¢×	Version: Full	
Bose	0	Office 365 Primary Contact	
CenturyLink		Contact Name: Josh	
Citrix	\$ +	Phone: +1 5103316984	

Step 2: Click Onboard SharePoint on the confirmation message



Step 3: After the automatic redirect, sign in to your Office 365 tenant (using a **Global Administrator** account) and accept the application consent form.

jos	hadmin@nuvolexd	lev.onmicrosoft	com	
Pe	ermissions r	equested	E.	
Nu	volexQA-SharePoi	int		
nu	olexcloud.net			
Thi	s a <mark>pp woul</mark> d like to):		
\sim	Read and write user	profiles		
✓ Have full control of all site collections				
✓ Run search queries				
✓ Sign you in and read your profile				
	Consent on beha	lf of your orgar	nization	
Acc you stat for http	epting these permission r data as specified in the ement. The publisher l you to review. You car s://myapps.microsoft.c	ns means that you eir terms of service has not provided I o change these per om. Show details	allow this app to use and privacy links to their terms missions at	
		Cancel	Accept	

Step 4: Once you click "accept" you will be automatically redirected back to the Nuvolex app, and you will see the onboard process has already started. Wait for the initial onboard to complete.

nu 🖵	y nuvolex		
Users	1		
User Groups		Display Name	
OU Hierarchy	•	AAD Prod Test	
		Aaron James	
Cloud Services		Admin User	
Tenants		AlanThompson	
1200 B		AlanWard	
Iransactions		AlbertLopez	
Reports	•	Alice Cooper	
Progress 🐰 😑		Alvin Chimp	
A1 Onboard SharePoint	•	Ana Maria Lopez	
15 Feb '19 01:50pm		AndrewHarris	
		AnneDiaz	

Once the SharePoint onboarding process has completed, you will see a "**Completed**" message in the Active Transaction panel. Onboarding the SharePoint Online workload will take a few minutes, with times depending on the number of SharePoint sites and subsites in your Office 365 tenant. **And that's it! SharePoint Online is now onboarded.** Now you can view and manage SharePoint site permissions on the Nuvolex platform.

If you need to Sync the onboarded SharePoint data

- 1. Go to the Tenants tab
- 2. Select the tenant that needs to have it's SharePoint data synced
- 3. Go to the upper right Actions Menu
- 4. Click on "Sync SharePoint"



Microsoft Intune Onboarding

To manage Microsoft Intune enrolled devices like Windows 10 laptops, iOS and android mobile devices on the Nuvolex platform, you will need to onboard the Intune workload to your Office 365 tenant on Nuvolex. Once you have onboarded the Intune workload to an Office 365 tenant on the Nuvolex platform, you can view and manage any device that is enrolled into your tenant's Intune service. All enrolled Intune devices regardless of type will be onboarded, and you can view various details on each device. You can also take management actions on each onboarded device such as performing a on demand virus scan, remote wipes, locking of devices, plus many more Intune device management actions. Step 1: Go to the Tenants tab, select your onboarded tenant, then click on the onboard Intune button

Tenants (59) Add a New Tenant			Ξ
Tenant Name	÷ Q	Tenant Detail	Quick Synchronize with Office365
Citrix	\$ +	Name: Citrix	ቧ Full Synchronize with Office365
Comcast		Display Name: Citrix	Lipdate Active Directory Agent
Contoso	◆ ×	Description: DirSync Status: False - Technical Notification En	and Tanal Structure control
devvvvv	0	Country: United States	
Exchange Only	0	Address: 459 Hamilton Ave	2 Onboard SharePoint
General Motors	×		
Granger		Phone: 5103316984 Alternate Phone:	Unboard UneDrive
In-n-out	4+	Version: Full	Onboard Azure Account
JoshCorp		Office 365 Primary Contact	🙃 Onboard Intune
Joshs Awesome Company Inc.	4+	Contact Name: Josh	
King & Spalding		Email: josh@nuvolextest2.onmicrosoft.com	
lights	0	Phone: +1 5103316984	
lights	0		
newTeant123			

Step 2: Click Onboard Intune on the confirmation message



Step 3: After the automatic redirect, sign in to your Office 365 tenant (using a **Global Administrator** account) and accept the application consent form.



Step 4: Once you click "accept" you will be automatically redirected back to the Nuvolex app, and you will see the onboard process has already started. Wait for the initial onboard to complete, this should be quick.



Once the Intune onboarding process has completed, you will see a "**Completed**" message in the Active Transaction panel. Onboarding Intune typically takes less than a few minutes to complete. **And that's it! Microsoft Intune is now onboarded.** Now you can view and manage Intune enrolled devices on the Nuvolex platform.

If you need to Sync the onboarded Intune data

- 1. Go to the Tenants tab
- 2. Select the tenant that needs to have it's Intune data synced
- 3. Go to the upper right Actions Menu
- 4. Click on "Synchronize Intune"



Microsoft Teams Onboarding

To manage Microsoft Teams on the Nuvolex platform, you will need to onboard the Teams workload to your Office 365 tenant on Nuvolex. Once you have onboarded the Intune workload to an Office 365 tenant on the Nuvolex platform, you can view and manage any Teams and Channel as well as manage Teams access rights and membership lists. You can also create new Teams and Channels as needed.

Step 1: Go to the Tenants tab, select your onboarded tenant, then click on the onboard Teams button

Tena	Ints (15) Add a New Tenant			Ξ
	Tenant Name	٩	Tenant Information	Quick Synchronize with Office365
	All Services	*	Tenant Information	Full Synchronize with Office365
	Guide		Name: Guide	Sync Tenant Settings
	Hulu		Display Name: Guide	Synchronize Teams
	nvlx-int		Country: United States	
6	NvLx66		Address: 3067 San Fernando Way	
	nvlxcloud-ALL		Union City CA 94587 Phone: Alternate Phone:	Install Active Directory Agent
	NVLXCLOUD-AZURE		Version: LITE	Onboard SharePoint
	NvlxCloud-ExchOnly		Total Users: 1	Conboard OneDrive
	nvlxcloud-intuneonly		Contact Information	Onboard Azure Account
6	NVLXCLOUD-SHAREPOINT		Office 365 Primary Contact	C Onboard Intune
	NVLXCLOUD-TEAMS	0	Contact Name: Email:	Onboard Teams
	nvlxdev-1		Phone:	

Step 2: Click Onboard Teams on the confirmation message



Step 3: After the automatic redirect, sign in to your Office 365 tenant (using a **Global Administrator** account) and accept the application consent form.

	WIErosoft
josl	hadmin@nuvolexcloud.net
Pe	ermissions requested
Nu	volex Teams Management volex.com
Thi	s app would like to:
\sim	Sign in and read user profile
\vee	Read and write access to user profile
\sim	Read all users' full profiles
\sim	Read and write all users' full profiles
\sim	Read all groups
\vee	Read and write all groups
1	Consent on behalf of your organization
lf yc all u revia	u accept, this app will get access to the specified resources for sers in your organization. No one else will be prompted to ew these permissions.
Acco you state for http	epting these permissions means that you allow this app to use data as specified in their terms of service and privacy ment. The publisher has not provided links to their terms you to review. You can change these permissions at s://myapps.microsoft.com. Show details
	Cancol Accont

Step 4: Once you click "accept" you will be automatically redirected back to the Nuvolex app, and you will see the onboard process has already started. Wait for the initial onboard to complete, this should be quick.



Once the Teams onboarding process has completed, you will see a "**Completed**" message in the Active Transaction panel. Onboarding Teams typically takes less than a few minutes to complete. **And that's it! Microsoft Teams is now onboarded.** Now you can view and manage all Teams, channels, and Teams users right from the Nuvolex platform.

If you need to Sync the onboarded Teams data

- 1. Go to the Tenants tab
- 2. Select the tenant that needs to have it's Teams data synced
- 3. Go to the upper right Actions Menu
- 4. Click on "Synchronize Teams"



Azure VM Onboarding

To manage Microsoft Azure ARM (Azure Resource Manager) based Virtual Machines (VMs) on the Nuvolex platform, you will need to onboard the Azure workload to your Office 365 tenant on Nuvolex. Azure VM management tightly coexists with Office 365 management on the Nuvolex platform offering a streamlined and simple way of managing your tenant's Microsoft workloads end to end. Once you have

onboarded the Azure workload to an Office 365 tenant on the Nuvolex platform, you can view VM details and manage any VMs across multiple subscriptions for the tenant. All Azure subscriptions are onboarded and consolidated into a single list of VMs. You can take management actions your Azure VMs such as rebooting, starting, stopping/deallocating VMs as well as provisioning new VMs or changing VM sizes.

Step 1: Go to the **Tenants** tab, select your onboarded tenant, then click on the onboard Azure Account button – this will redirect you to an Azure sign in page

Tenants Add a New Tenant			
Tenant Name	- Q	Tenant Detail	Quick Synchronize with Office365
1	∲ × ^		Full Synchronize with Office365
121218		Name: A1	Suma Charao Daviat
12318	A>×	Display Name: A1	Sync SharePoint
12618		DirSync Status: True - Last DirSync Time: [] - Technical Notific	Synchronize OneDrive
2		Country: United States	
3		Address: 459 Hamilton Ave.	()
3232			Install Active Directory Agent
4		Palo Alto CA 94301	Conboard Azure Account
55		Version: 50004435/7 Atternate Phone:	
A1		Office 365 Primary Contact	

Step 2: After the automatic redirect, sign in to your tenant (using a **Global Administrator** account) and accept the application consent form.

	merooort			
jos	h@briannuvolex.onmicrosoft.c	com		
Pe	ermissions request	ed		
Nu nu	volex-App-Azure volex.com			
Thi	s app would like to:			
\checkmark	 Sign you in and read your profile 			
 Access Azure Service Management as you (preview) 				
\sim	Sign you in and read your profile			
	Consent on behalf of your or	rganization		
Acc you stat for http	epting these permissions means that r data as specified in their terms of se ement. The publisher has not provic you to review. You can change these ss://myapps.microsoft.com. Show deta	you allow this app to use ervice and privacy ded links to their terms e permissions at ails		
	Cancel	Accept		

Step 3: Once you click "accept" you will be automatically redirected back to the Nuvolex app, and you will see the onboard process has already started. Wait for the initial onboard to complete.

nuvolex 🖸		
Users	Joshs Awesome Company Inc.	
User Groups		Display Name
OU Hierarchy Cloud Services		0911 17
		AaronHowell
		Adam Fox
Tenants		Admin User
Transactions		AlanThompson
		AlanWard
Reports		AlbertLopez
Progress 😑		Albus Potter
Joshs Awesome Company Inc. AZURE ONBOARDING 15 Feb '19 01:59pm Completed X		AliceEdwards
		Alvin Chimp
		Ana Maria Lopez

Once the Azure onboarding process has completed, you will see a "**Completed**" message in the Active Transaction panel. Onboarding Azure typically takes less than a few minutes to complete. **And that's it! Azure is now onboarded.** Now you can view and manage all Azure VMs right from the Nuvolex platform.

If you need to Sync the onboarded Azure data

- 1. Go to the Tenants tab
- 2. Select the tenant that needs to have it's OneDrive data synced
- 3. Go to the upper right Actions Menu
- 4. Click on "Synchronize Azure"



Integrate AD with Nuvolex (separate document)

To integrate an Office365 tenant with your on-premise Active Directory environment for concurrent administration of Office 365 workloads and on-premise AD user objects, the Nuvolex AD Agent must be installed in an on-premise AD environment. We included another setup document that specifically walks you through the Agent installation process, since there

are some considerations to make. Please refer to the "*Nuvolex AD Agent Installation*" document for more details.

Get Support

Please let us know if you encounter any issues when using Nuvolex. Also, we would be very interested in any feedback you have while using the platform. We like to drive our development based on our customers' needs and their ideas, so please do not hesitate to let us know what ideas you have!

Let us know if there is anything you need; we are here for you.

Nuvolex Support Team support@nuvolex.com