

# Office 365 User Provisioning

## Challenge

Provisioning Office 365 users can be a difficult part of onboarding new hires process. IT Admins usually create an Active Directory account for a new hire using Active Directory Users and Computers console; A time consuming process which requires you to switch between various tabs and manually enter in data. IT Admin then has to wait for DirSync/Azure AD Connect replication so they can login to Office 365 Admin Portal to assign the proper license. Navigating through the Office 365 Admin Portal can take a few more mins. A few IT Admins are brave and brew their own PowerShell scripts, but it comes with a hidden cost. PowerShell scripts become complicated over time and hard to maintain.

## Z-Hire can help

Zohno Z-Hire allows automation of Office 365 user provisioning process as described above with a single click. Z-Hire can also create accounts for additional IT systems such as Active Directory, Exchange, Lync, Skype Server, WebEx, SalesForce, etc. You may also extend Z-Hire by using custom scripts. Our collection of custom scripts are public on our Github repository -- <https://github.com/zohno/Z-Hire-User-Provisioning-Scripts/tree/master/Scripts> . Various Office 365 deployments -- full deployment (no onprem AD), Hybrid (onprem Exchange Hybrid server) and License Only (onprem AD only). Z-Hire templates allow you to predefine user provisioning settings for Active Directory, Office 365 and other IT systems, including Active Directory attributes such as memberof groups, title, physicalDeliveryOffice, etc. Z-Hire can automatically generate SamAccountName and UPN based on predefined attributes such as %firstname%.%lastname% while detecting username conflicts.

If you have an HRIS system that allows CSV, TSV export, Z-Hire can automatically provision all users and assign various templates based on HRIS data. See Z-Hire > Automation > User Provisioning and Z-Hire Administrative guide for more information.

## How Z-Hire works

Z-Hire is a very simple software that doesn't even need an installer. Z-Hire uses native Microsoft Office 365 tools under the hood to make magic happen. This ensures that all accounts created by Z-Hire is supported by Microsoft. Below are various Office 365 modes/environments that are supported by Z-Hire.

### **Provisioning mode: License Only**

In license-only provisioning mode, Z-Hire will force sync the directory object from on-premises Active Directory (via on-premises DirSync/Azure AD Connect server) and assign Office 365

license specified in the template. This is comparable to manually creating an Active Directory user, forcing DirSync, and then assigning Office 365 license in Office 365 admin center portal. Office 365 DirSync Server – on-premise server where Office 365 DirSync (Windows Azure Active Directory Sync tool is installed)

### Provisioning mode: Hybrid

In Hybrid provisioning mode, Z-Hire will run the new-remotemailbox command on Exchange Hybrid server, and force sync the directory object from on-premises Active Directory (via on-premises DirSync server), and assign Office 365 license specified in the template. This is comparable to manually creating an Active Directory user, creating a remote mailbox, forcing DirSync, and then assigning Office 365 license in Office 365 admin center portal.

### Provisioning mode: Full Provisioning

Full provisioning assumes that Office 365 DirSync or Windows Azure Active Directory Sync tool is NOT used. As the name implies, full provisioning mode will create a new Office 365 user in the cloud only (comparable to creating a new user from Office 365 Admin center).

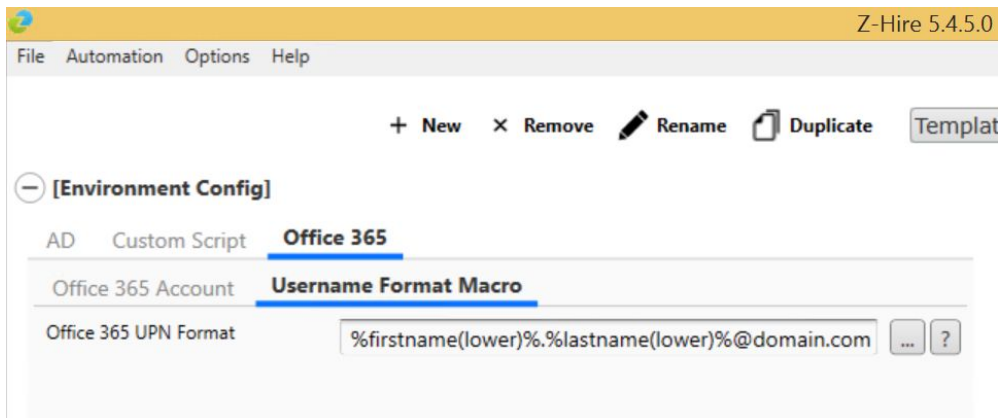
## Provision Office 365 Users with Z-Hire

1. Download Zohno Tools from <http://www.zohno.com/support.html>
2. Launch Z-Hire and configure Z-Hire > Environment Config > Office 365 settings

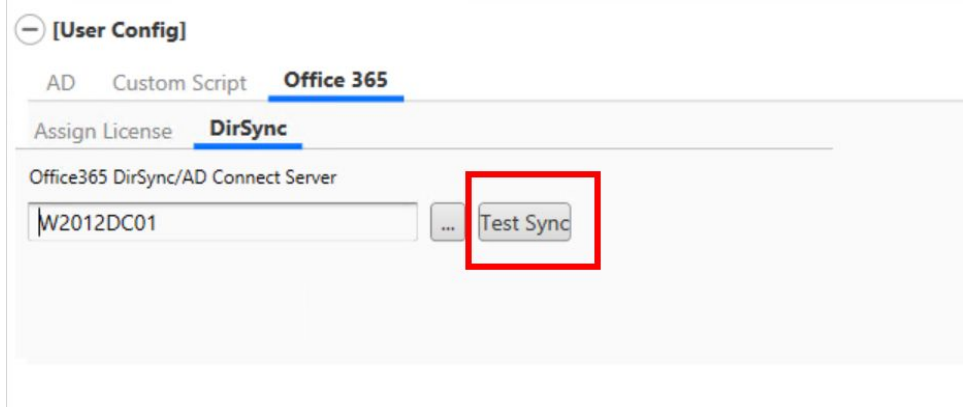
The screenshot shows the Z-Hire 5.4.5.0 application window. The title bar includes the Windows logo and the text 'Z-Hire 5.4.5.0'. The menu bar contains 'File', 'Automation', 'Options', and 'Help'. Below the menu bar is a toolbar with icons for '+ New', 'x Remove', a pencil for 'Rename', a document for 'Duplicate', and a 'Templat' button. The main area is titled '[Environment Config]' and has three tabs: 'AD', 'Custom Script', and 'Office 365'. The 'Office 365' tab is selected and shows a sub-section 'Office 365 Account' with a 'Username Format Macro' field. Under 'Office 365 Admin Credentials', there are input fields for 'User ID', 'Password', and 'UPN Suffix' (with a dropdown arrow). A 'Provisioning' dropdown is set to 'License Only'. To the right, under 'Install following packages on your host', there are two blue links: 'Microsoft Online Services Sign-In Assistant' and 'Microsoft Azure AD Module for PowerShell'.

3. Install follow packages on host running Z-Hire (Terminal Server or Laptop)
  - Microsoft Online Services Sign-In Assistant
  - Microsoft Azure AD Module for PowerShell
4. Once Z-Hire > Environment Config > Office 365 Account > User ID and Password field is filled, Z-Hire will automatically retrieve UPN Suffix, Licenses, etc..

- Configure Z-Hire > Environment Config > Office 365 > Username Format Macro. This ensures that Z-Hire can find the user on Office 365 cloud if you are using DirSync or Azure AD Connect.



- In Z-Hire > User Config > Office 365 > DirSync, Make sure "Test Sync" function works. Ensure that Azure AD Connect server has PowerShell remoting enabled and firewall allows PowerShell remoting.



- From Z-Hire > User Config > Office 365 > Assign License, you can specify, which AccountSkuld to assign to the user and which service plans to disable.

