

# Using remote PowerShell + Running PowerShell SCRIPT

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The following section includes a description of the process required for creating a remote PowerShell session to Office 365 and Exchange Online.

### Step 1: Download + install the required software components

To be able to create a remote PowerShell session to Office 365, we will need to download + install the following software components:

- You can find the required software component using the following links:
  1. Office 365 Sign-In Assistant Microsoft Online Services Sign-In Assistant for IT Professionals BETA  
<http://www.microsoft.com/en-us/download/details.aspx?id=39267>
  2. Office 365 Powershell Windows Azure Active Directory Module for Windows PowerShell  
<http://technet.microsoft.com/library/jj151815.aspx>

#### Install Required Software

The following are required in order to run the Windows Azure Active Directory Module or the Active Directory Federation Services server n

- **Operating system:** Use Windows 7, Windows 8, Windows Server 2008 R2, or Windows Server 2012.
- **Microsoft .NET Framework:** You must install the Microsoft .NET Framework 3.51 feature.
- **Install Updates:** Ensure you have installed all of the required updates required by the Microsoft cloud services to which you have s  
browsers, and software.
- **Install Microsoft Online Services Sign-in Assistant:** You must install the appropriate version of the Microsoft Online Services Sign  
Professionals RTW.
- **Install the Windows Azure AD Module for Windows PowerShell:** You must install the appropriate version of the Windows Azure
  - Windows Azure Active Directory Module for Windows PowerShell (32-bit version)
  - Windows Azure Active Directory Module for Windows PowerShell (64-bit version)

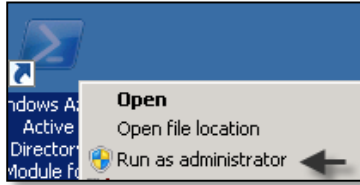


### Step 2: Running Office 365 remote PowerShell

#### 1. Run as Administrator (Elevated PowerShell)

To be able to change the PowerShell Execution Policy, we need to run PowerShell console by using the option: **Run as administrator**.

Right click on the **Microsoft Online Services Module for Windows PowerShell** icon and choose the option: **Run as administrator**.



## 2. Setting the PowerShell Execution Policy

the cmdlets for Exchange Online are imported through the internet, so first, you need to change the PowerShell execution policy to allow remotely signed modules to be loaded.

To change the default PowerShell Execution policy, open the **Microsoft Online Services Module for Windows PowerShell** and type the command:

**Set-ExecutionPolicy Unrestricted -force**

### Step 3: Running a PowerShell script file

In case that you need to run a PowerShell script file, use the following procedure:

#### 1. Save the Script file to local disk

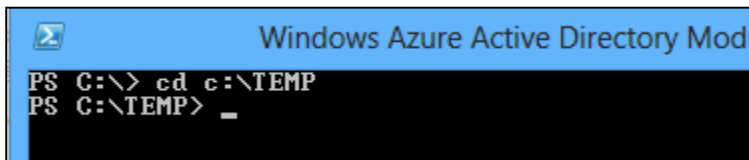
Save the script file on your local drive. For example: save a script file named: Report.txt to the TEMP folder on drive C:

#### 2. Locate the PowerShell script

Open the PowerShell console and "call" the script.

For example, in case that you save the PowerShell script to the TEMP folder, use the following procedure:

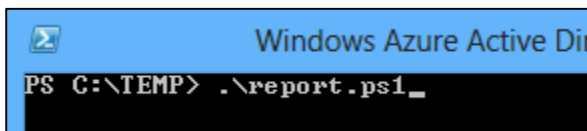
Open the PowerShell Console and type: **CD C:\TEMP**



#### 4. Execute\activate the PowerShell script

Call the PowerShell script by typing the following procedure:

- Type the following characters: **.\**
- Type the name of the script file (including the suffix). For example: **Report.ps1**
- Press the **ENTER** key to activate the PowerShell Script



Note - and additional option is to use the Autocomplete feature of PowerShell

- Type the following characters: **.\**
- Type the first 2 letters of the script file ( for example: **re** instead of report.ps1)
- Hit the **TAB** key (the script name will be automatically completed)

```

Windows Azure Active Directory Module for Windows PowerShell

*****
Export information: Exchange Online + Office 365 < AD Azure> objects PowerShell Script menu
*****

Connect PowerShell session to AD Azure and Exchange Online

[0] Login in using your Office 365 Administrator credentials ← Step 1

-----
1) Export information: ALL Exchange Online + Office 365 < AD Azure> objects
-----
2) Export information about: spesfic Office 365 User\Mailbox
-----
3) Export information about email address with specific Domain name suffix
-----
4) Export information about email address with specific Alias

```

## 5. Use the PowerShell script menu

To execute the authentication process (remote PowerShell session) choose the [0] menu: **Login in to Office 365 using your Global Administrator credentials**

A pop out authentication windows will appear  
provide your global administrator credentials



The “green screen” display” the PowerShell cmdlets that are downloaded to the local desktop

```

Administrator: Windows Azure Active Directory Module for Windows PowerShell

21> Export information about email address with specific ALIAS name

Creating implicit remoting module ...
Getting formatting & output information from remote session ... 1 objects received
00:03:35 remaining.

61> Exit

Select an option [0-61]: 0

WARNING: Your connection has been redirected to the following URI: "https://pod51049psh.outlook.com/powershell"

```