



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.

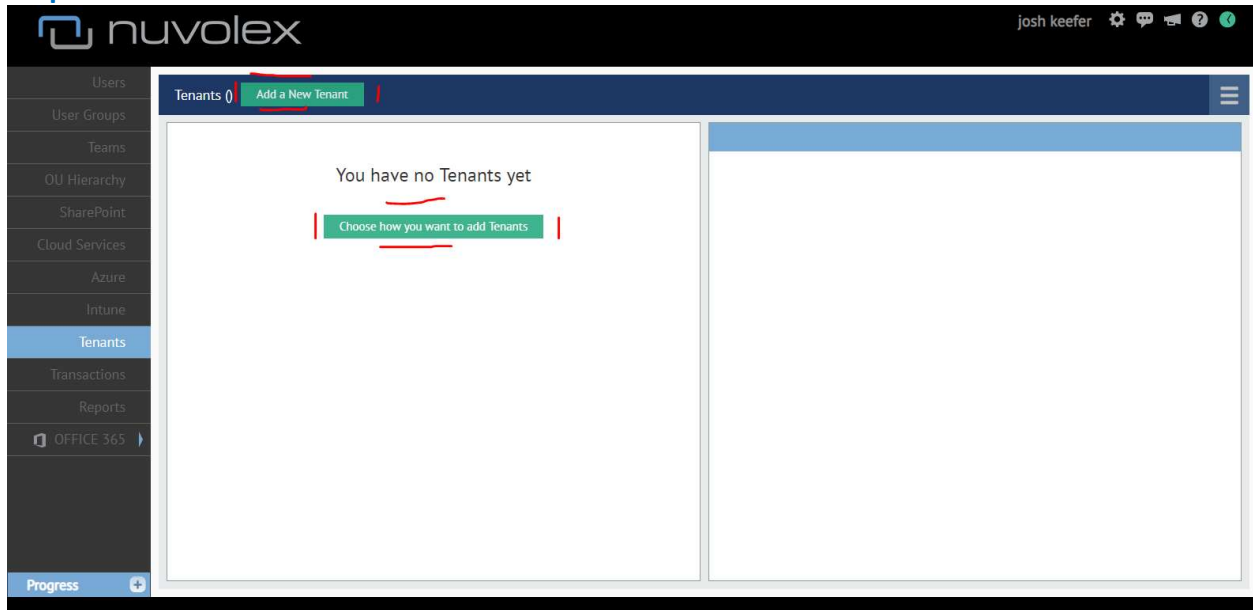
Initial setup – Office 365 Tenant Onboarding

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”

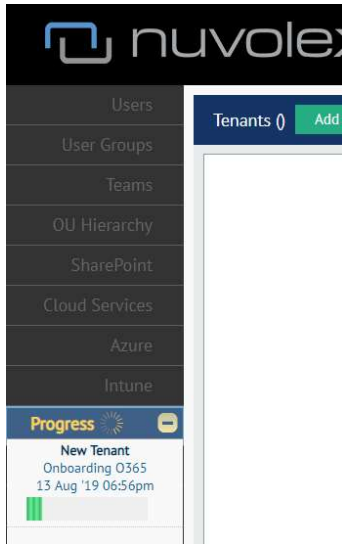


Step 2: Give your Office 365 tenant a name, and then enter the **Global Administrator** username and password. The Global Administrator username and password is to authenticate to the tenant and start the tenant onboarding process.

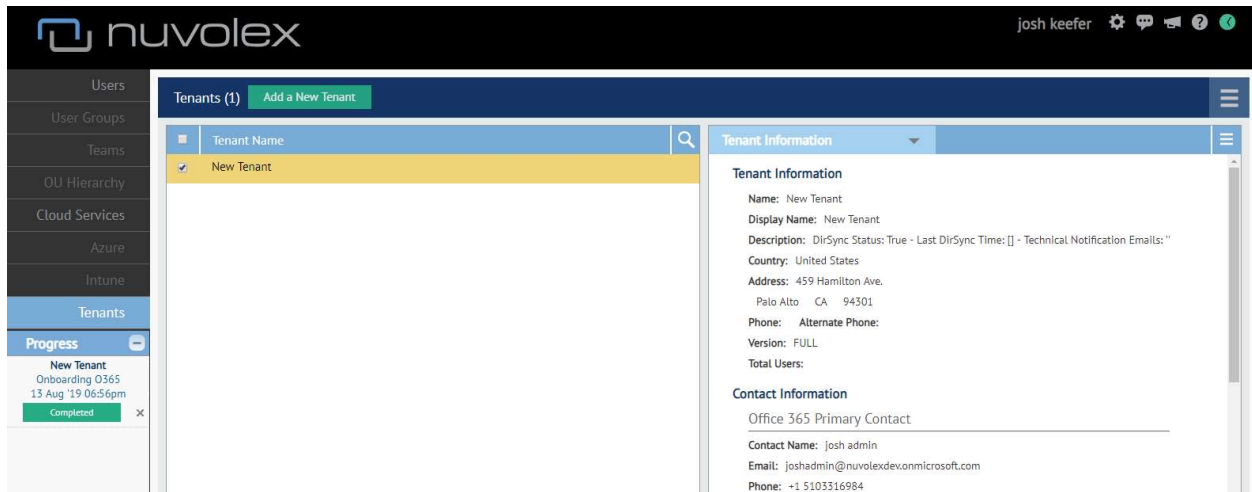
A screenshot of a dialog box titled 'Add and Onboard Tenant'. The dialog contains the following fields: 'Name' with the value 'New Tenant', 'Display Name' with the value 'New Tenant', and a section titled 'Office365 Global Admin Login Information' containing 'User Name' with the value 'adminuser@nuvolexcloud.net' and a 'Password' field with masked characters. At the bottom of the dialog are two buttons: 'Cancel' and '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:
 - a. **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 co-manage 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.

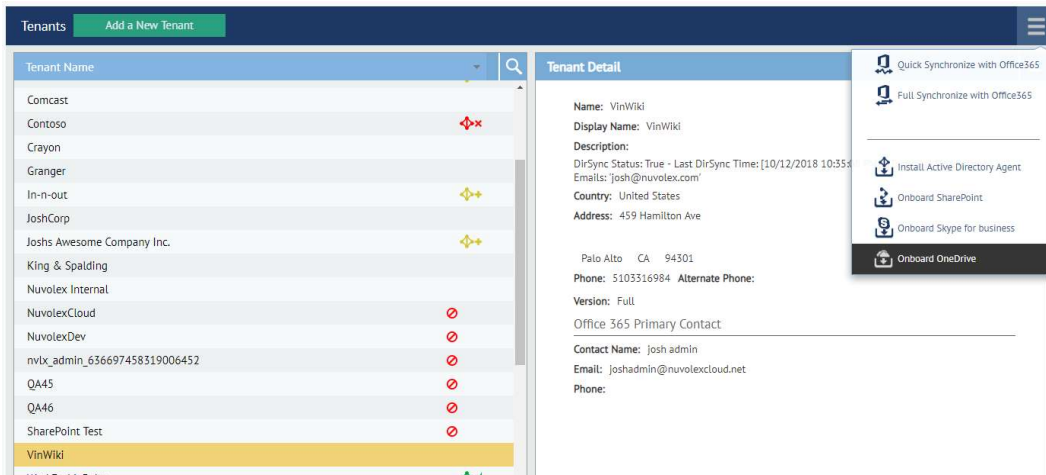
- [Integrate a tenant with OneDrive](#)
- [Integrate a tenant with SharePoint Online](#)
- [Integrate a tenant with Microsoft Intune](#)
- [Integrate a tenant with Microsoft Teams](#)
- [Integrate your tenant with Azure for VM management](#)
- [Integrate your tenant on Nuvolex with on premise Active 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.

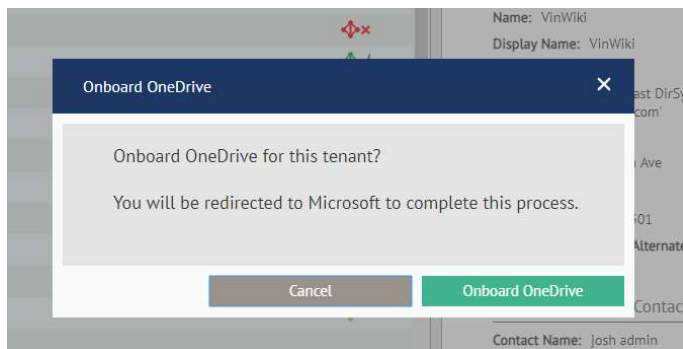
OneDrive Onboarding

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.

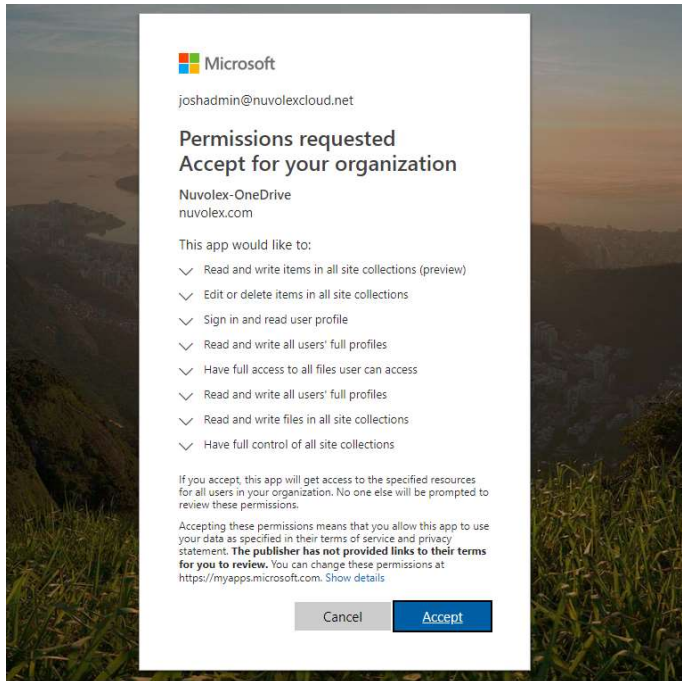
Step 1: Go to the **Tenants** tab, select your onboarded tenant, then click on the onboard OneDrive button



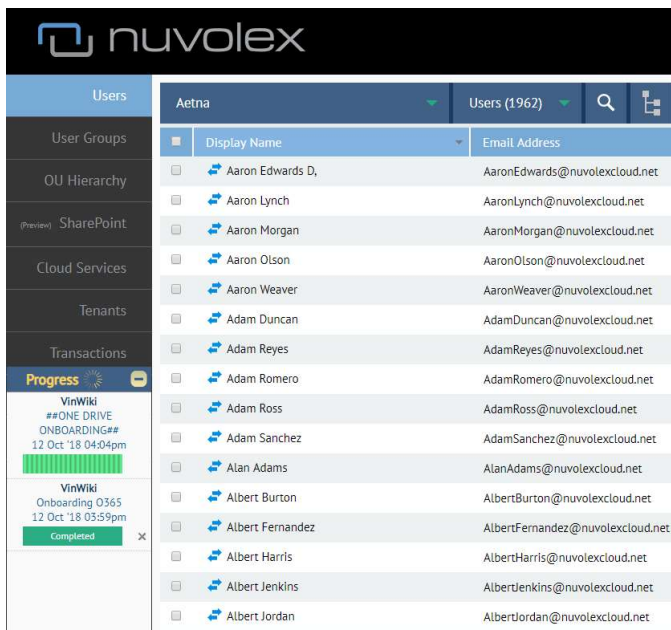
Step 2: Click Onboard OneDrive on the confirmation message



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



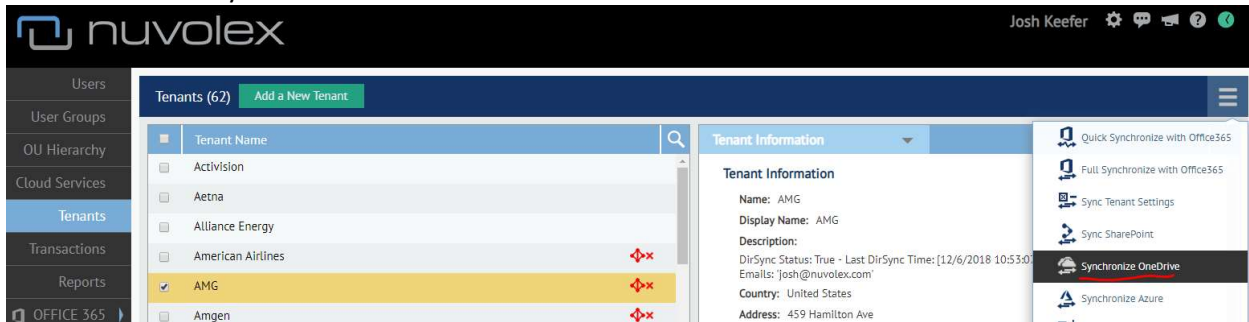
Step 4: Once you click “accept” you will be automatically redirected back to the Nuvolex app, and you will see the onboard process has already started. Wait for the initial onboard to complete, this should be quick.



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

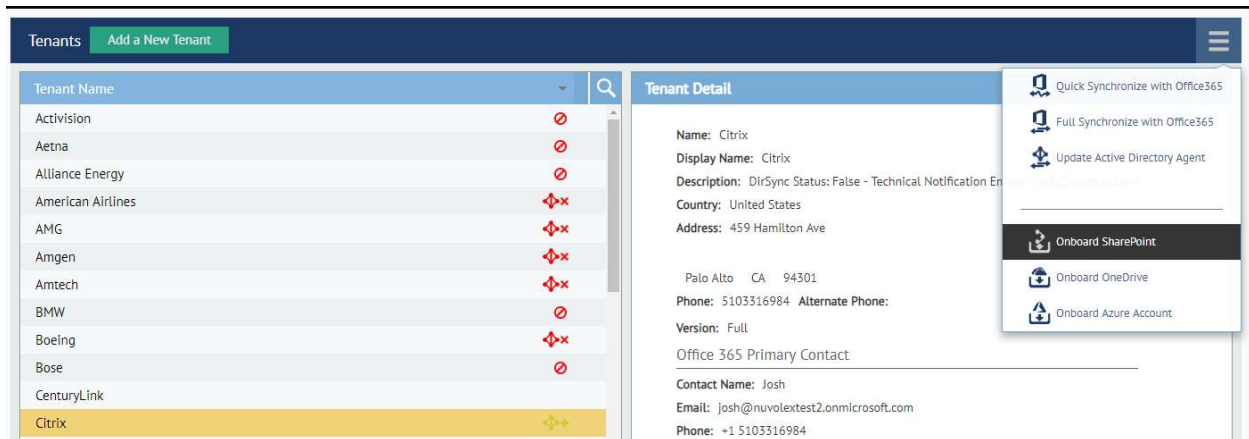
1. Go to the Tenants tab
2. Select the tenant that needs to have its OneDrive data synced
3. Go to the upper right Actions Menu
4. Click on "Synchronize OneDrive"



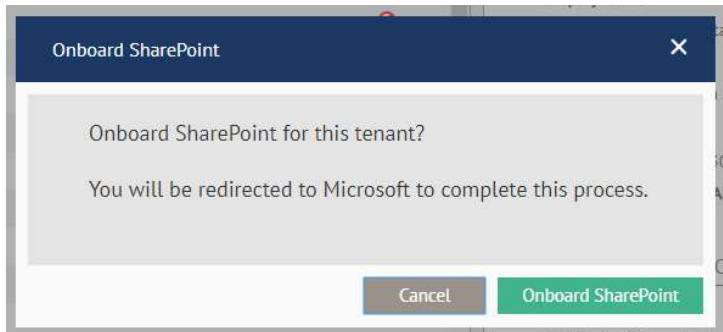
SharePoint Online Onboarding

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.

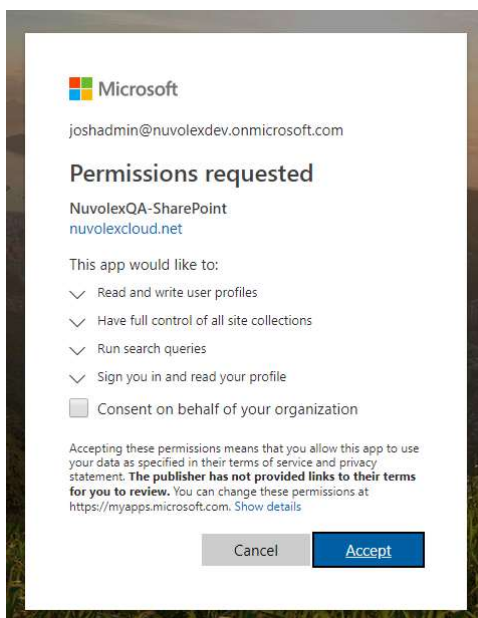
Step 1: Go to the **Tenants** tab, select your onboarded tenant, then click on the onboard SharePoint button



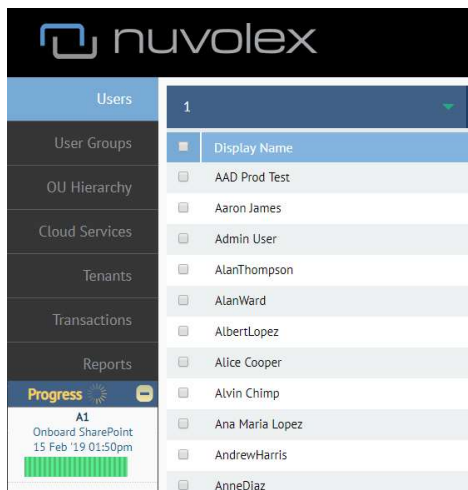
Step 2: Click Onboard SharePoint on the confirmation message



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



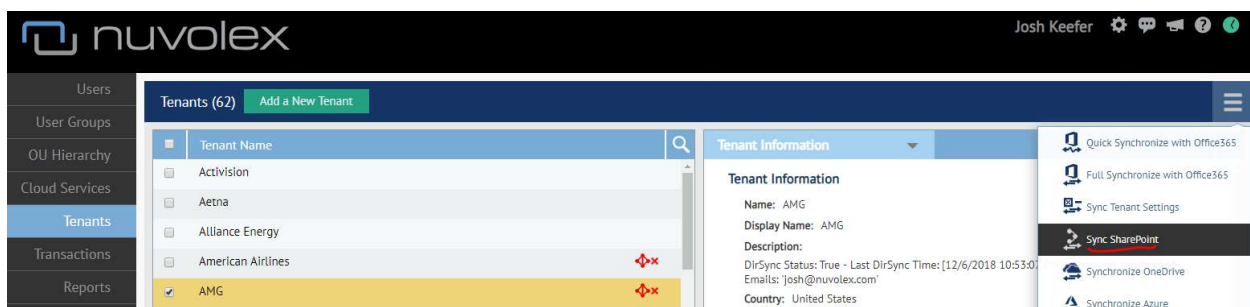
Step 4: Once you click "accept" you will be automatically redirected back to the Nuvolex app, and you will see the onboard process has already started. Wait for the initial onboard to complete.



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

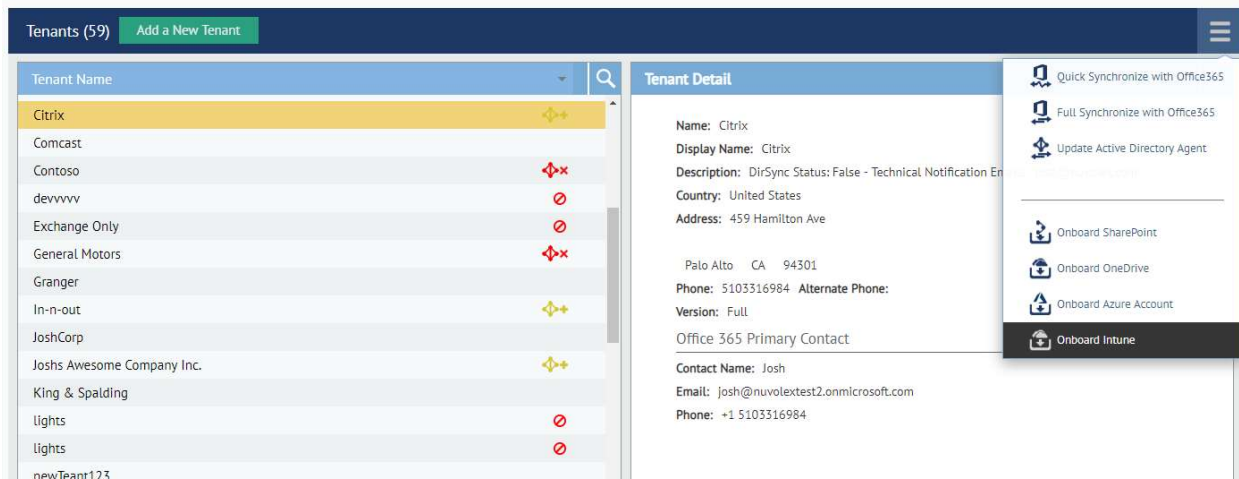
1. Go to the Tenants tab
2. Select the tenant that needs to have it’s SharePoint data synced
3. Go to the upper right Actions Menu
4. Click on “Sync SharePoint”



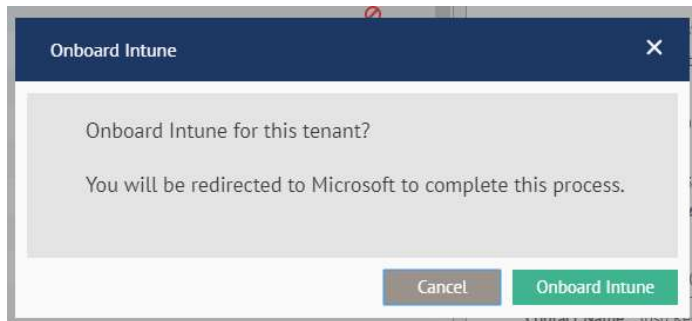
Microsoft Intune Onboarding

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.

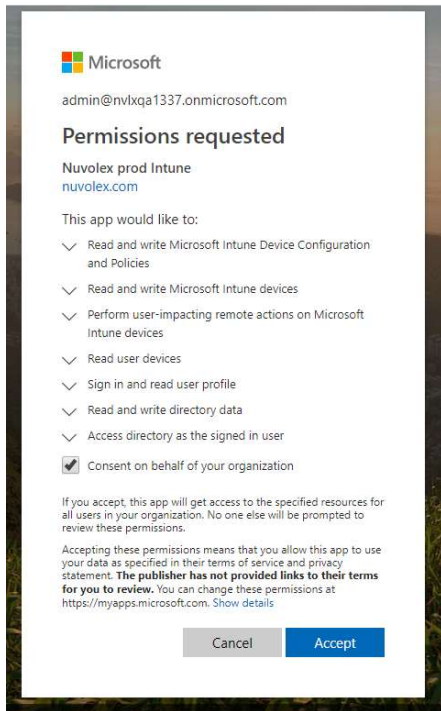
Step 1: Go to the **Tenants** tab, select your onboarded tenant, then click on the onboard Intune button



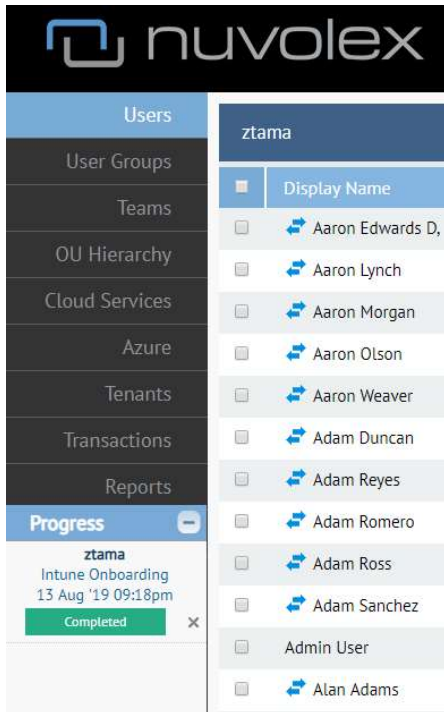
Step 2: Click Onboard Intune on the confirmation message



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.



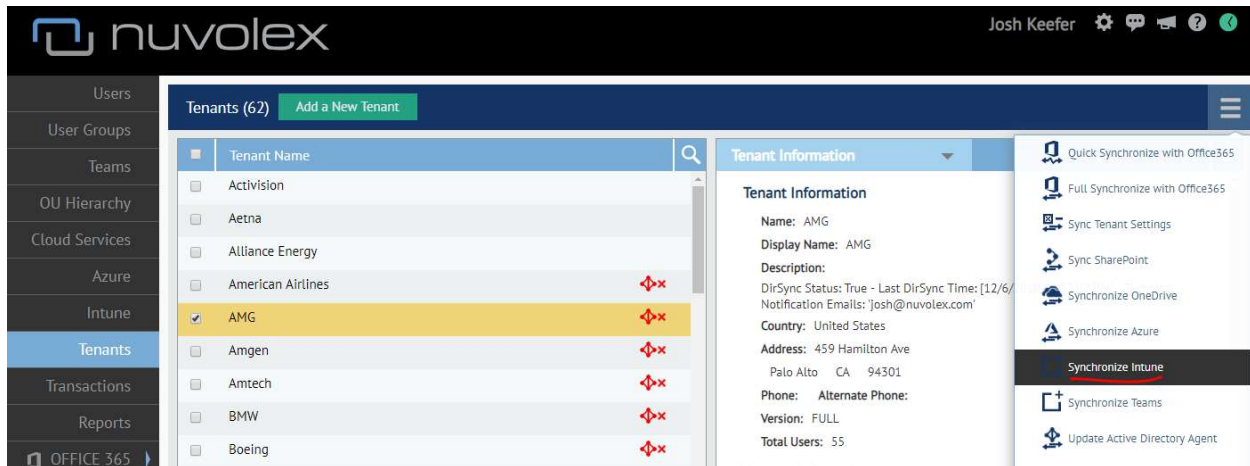
Once the Intune onboarding process has completed, you will see a “**Completed**” message in the Active Transaction panel. Onboarding Intune typically takes less than a few minutes to complete.

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

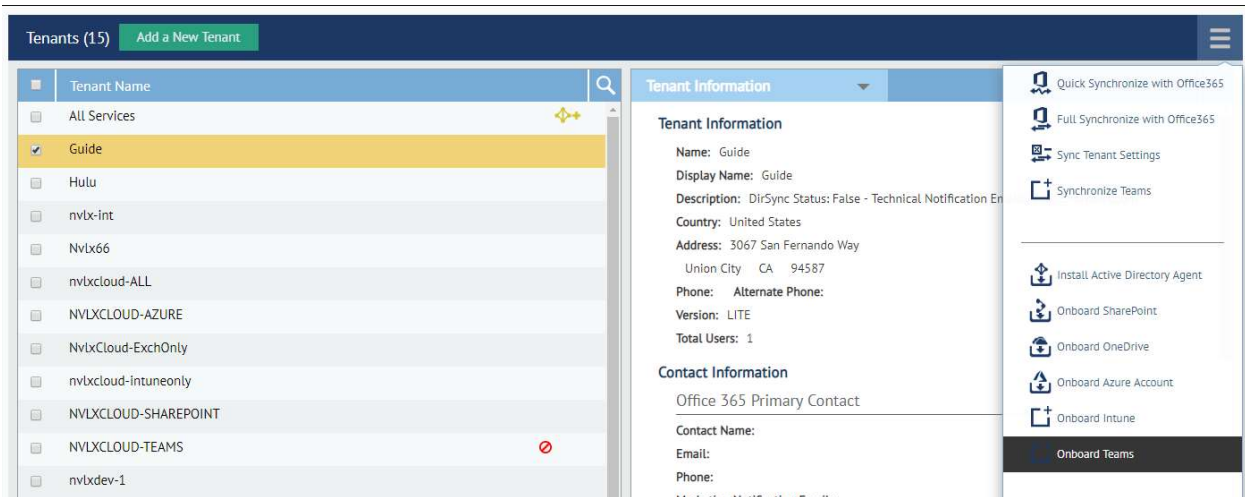
1. Go to the Tenants tab
2. Select the tenant that needs to have it's Intune data synced
3. Go to the upper right Actions Menu
4. Click on "Synchronize Intune"



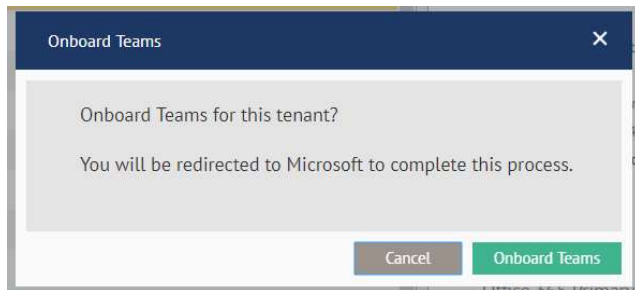
Microsoft Teams Onboarding

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.

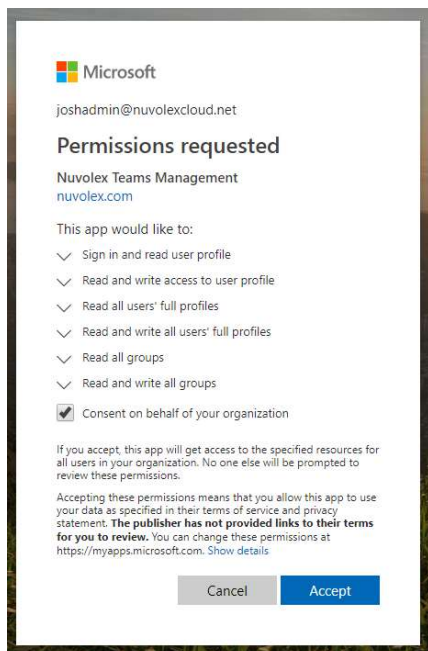
Step 1: Go to the **Tenants** tab, select your onboarded tenant, then click on the onboard Teams button



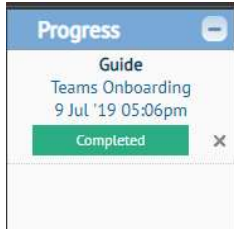
Step 2: Click Onboard Teams on the confirmation message



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



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.

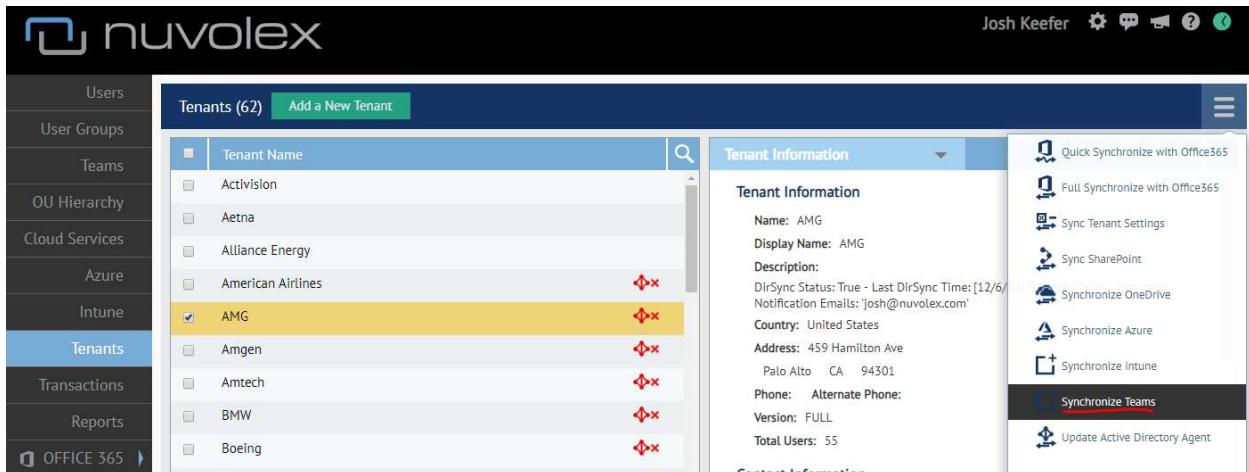


Once the Teams onboarding process has completed, you will see a “**Completed**” message in the Active Transaction panel. Onboarding Teams typically takes less than a few minutes to complete.

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”

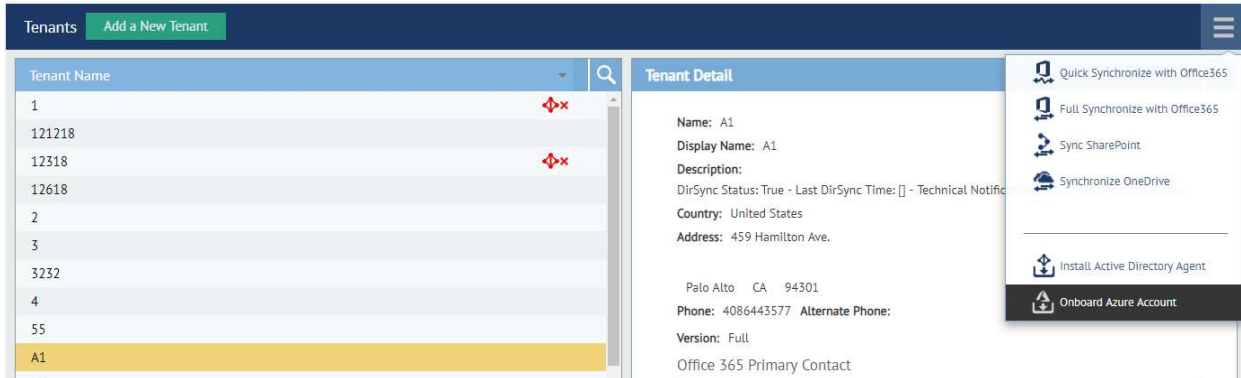


Azure VM Onboarding

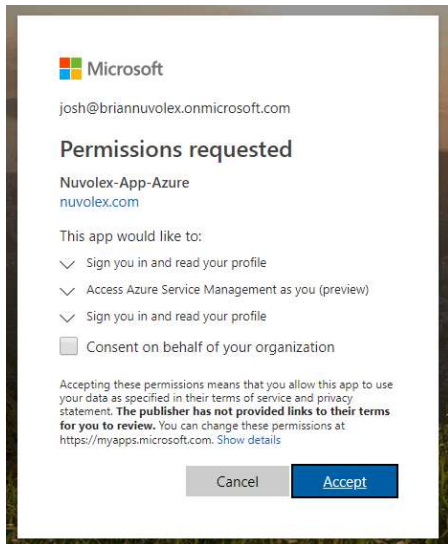
To manage Microsoft Azure ARM (Azure Resource Manager) based Virtual Machines (VMs) on the Nuvolex platform, you will need to onboard the Azure workload to your Office 365 tenant on Nuvolex. Azure VM management tightly coexists with Office 365 management on the Nuvolex platform offering a streamlined 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.

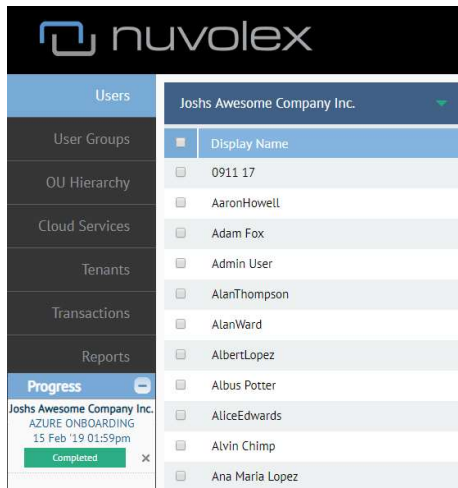
Step 1: Go to the **Tenants** tab, select your onboarded tenant, then click on the onboard Azure Account button – this will redirect you to an Azure sign in page



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



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.

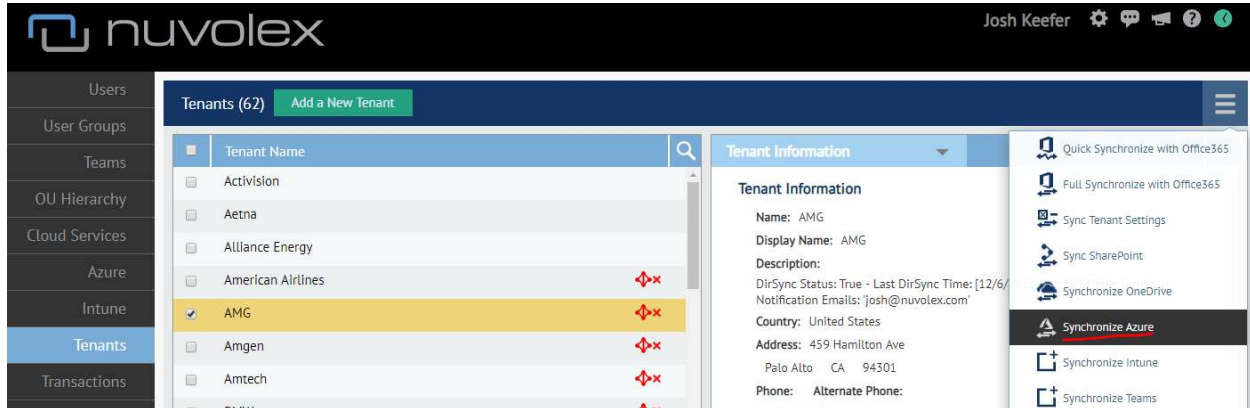


Once the Azure onboarding process has completed, you will see a **“Completed”** message in the Active Transaction panel. Onboarding Azure typically takes less than a few minutes to complete.

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