Using remote PowerShell + Running PowerShell Script

1.1. Using remote PowerShell + Running PowerShell SCRIPT

Description

The following section includes a description of the process required for creating a remote PowerShell session to Office 356 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. Microsoft Online Services Sign-In Assistant for IT Professionals RTW
  http://www.microsoft.com/en-us/download/details.aspx?id=41950

  2. Office 365Powershell Windows Azure Active Directory Module for Windows PowerShell
  http://technet.microsoft.com/library/jj151815.aspx
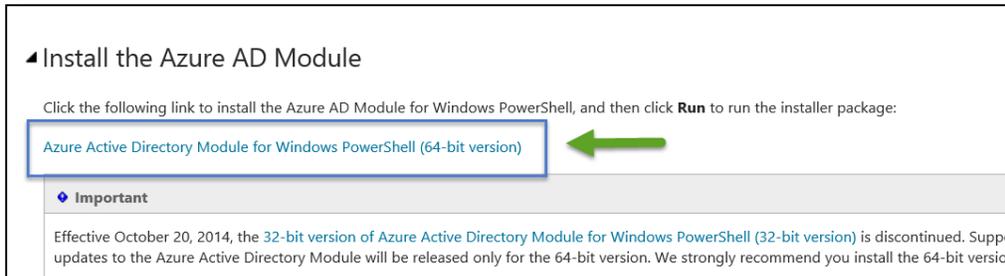
Step 2: Running Office 365 remote PowerShell

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*.
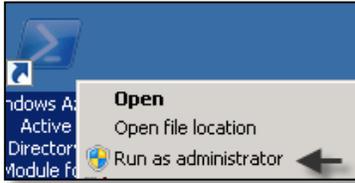
2. Setting the PowerShell Execution Policy

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. Change the suffix of the Script file
Change the suffix of the Script file from TXT to PS1:
- In the File name section change the file name suffix to: PS1
- In the save as type, chose the option: (All File *.*)
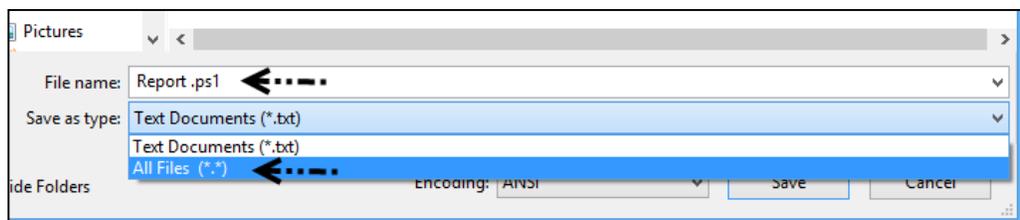
3. Locate the PowerShell script
Open the PowerShell console and "call" the script.
For example, in case that you save the PowerShell script to the TEMP folder, use the following procedure:
Open the PowerShell Console and type: **CD C:\TEMP**
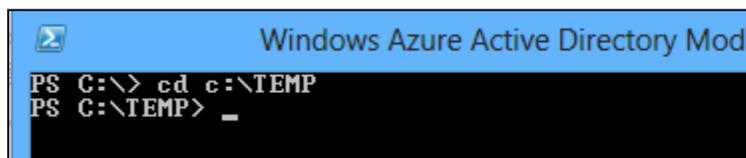
4. Execute\activate the PowerShell script

Call the PowerShell script by typing the following procedure:
- Type the following charters: .\
- Type the name of the script file (including the suffix). For example: **Report.ps1**
- Press the **ENTER** key to activate the PowerShell Script
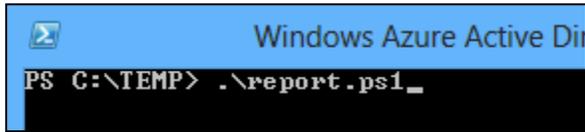
Note - and additional option is to use the Autocomplete future of PowerShell
- Type the following charters: .\
- Type the first 2 letters of the script file (for example: **re** instead of report.ps1)
- Hit the *TAB* key (the script name will be automatically completed)