

Using PowerShell script | Create remote PowerShell session to Office 365 and Exchange Online

General information

The PowerShell will help you to connect to Office 365 and Exchange Online

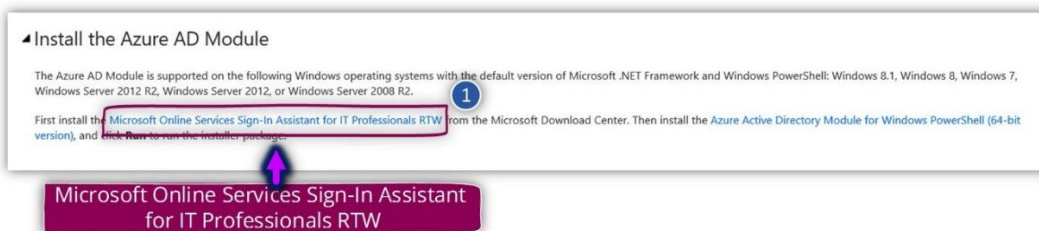
Part 1 – Basic requirements for using the Report PowerShell script

Step 1: Download + install the required PowerShell software components

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

Step 1 - Microsoft Online Services Sign-In Assistant for IT Professionals RTW

<http://www.microsoft.com/en-us/download/details.aspx?id=41950>



Step 2 - Office 365 Powershell Windows Azure Active Directory Module for Windows PowerShell

<http://technet.microsoft.com/library/jj151815.aspx>



Install the Azure AD Module

The Azure AD Module is supported on the following Windows operating systems with the default version of Microsoft .NET Framework and Windows PowerShell: Windows 8, Windows 8.1, Windows 7, Windows Server 2012 R2, Windows Server 2012, or Windows Server 2008 R2.

First install the [Microsoft Online Services Sign-In Assistant for IT Professionals RTW](#) from the Microsoft Download Center. Then install the Azure Active Directory Module for Windows PowerShell (64-bit version), and click **Run** to run the installer package.

Azure Active Directory Module for Windows PowerShell 64-bit version)

Note - You can download the Office 365 cmdlets by using the following link: [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**.



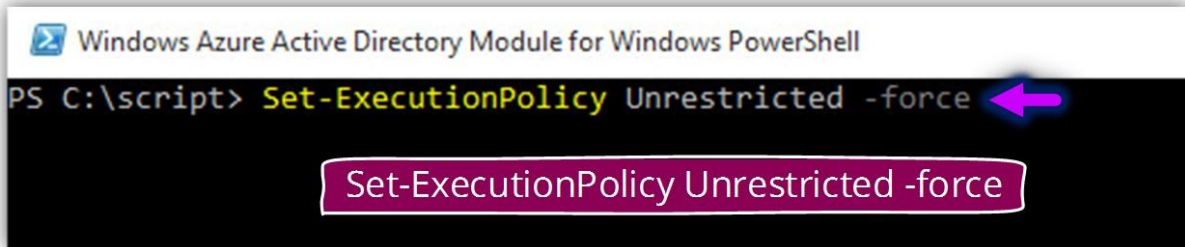
2. Setting the PowerShell Execution Policy

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



Part 2 – Running PowerShell script

Step 2: Running the report PowerShell script

1. Locate the PowerShell script

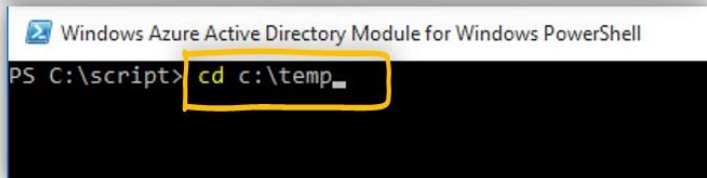
Open the PowerShell console and “call” the PowerShell script.

In our scenario, we save the PowerShell script named: report.ps1 to the TEMP folder in drive C:

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

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

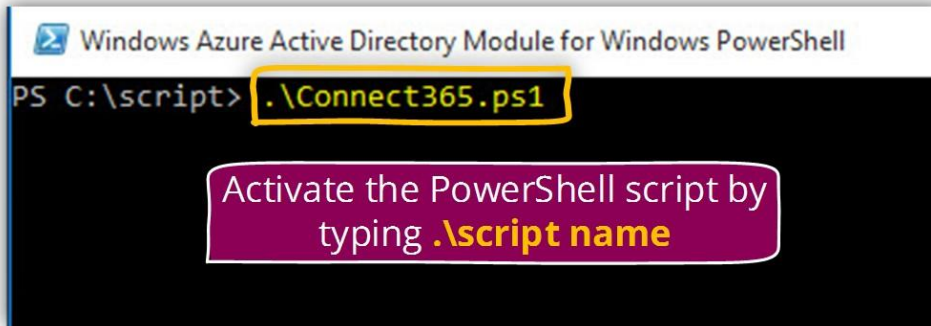
Access the report PowerShell script
for example – **cd c:\temp**



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: **Connect365.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)