



# INTEGRATION PACK FOR MICROSOFT OFFICE 365

*For Microsoft System Center Orchestrator*

For System Center 2016 and 2019, you must use the 32-bit version of the integration pack, which has the name **Keverion\_Integration\_Pack\_for\_Microsoft\_Office365\_3.0**

For System Center 2022 and later, you must use the 64-bit version of the integration pack, which has the name **Keverion\_IP\_Microsoft\_Office365\_x64\_3.0**

## User Guide

Version 3.0

# Kelverion Integration Pack for Microsoft Office 365

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# Kelverion Integration Pack for Microsoft Office 365

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The Integration Pack for Microsoft Office 365 is an add-on for System Center Orchestrator that enables you to integrate and automate functionality from your Office 365 environment.

## System Requirements

The Integration Pack for Microsoft Office 365 requires the following software to be installed and configured prior to implementing the integration. For more information about installing and configuring Orchestrator and Microsoft Office 365, refer to the respective product documentation.

### *[Kelverion\\_Integration\\_Pack\\_for\\_Microsoft\\_Office365 \(32-bit\)](#)*

- Microsoft System Center Orchestrator 2016, 2019
- Microsoft .NET Framework 4.7.2
- Microsoft Windows PowerShell 5.1
- Microsoft Windows Remote Management (WinRM)
- Microsoft Office 365 Subscription

### *[Kelverion\\_IP\\_Microsoft\\_Office365\\_x64 \(64-bit\)](#)*

- Microsoft System Center Orchestrator 2022
- Microsoft .NET Framework 4.7.2
- Microsoft Windows PowerShell 5.1
- Microsoft Windows Remote Management (WinRM)
- Microsoft Office 365 Subscription

## Exchange Online System Requirements

The integration pack requires the following software to be installed in order to integrate with Exchange Online in your Office 365 environment:

[Exchange Online Management PowerShell Module Version 3.3.0](#)

## SharePoint Online System Requirements

No additional requirements.

# Registering and Deploying the Integration Pack

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After you download the integration pack, you register the integration pack file with the Orchestrator management server, and then deploy it to runbook servers and computers that have the Runbook Designer installed.

**IMPORTANT:** Ensure that you are deploying the correct version of the Integration Pack.

- For System Center 2016 and 2019, you must use the 32-bit version of the integration pack, which has the name **Kelverion\_Integration\_Pack\_for\_Microsoft\_Office365**
- For System Center 2022 and later, you must use the 64-bit version of the integration pack, which has the name **Kelverion\_IP\_Microsoft\_Office365\_x64**

## *To register the integration pack:*

1. On the management server, copy the **.OIP** file for the integration pack to a local hard drive or network share.
2. Confirm that the file is not set to **Read Only** to prevent unregistering the integration pack later.
3. Start the **Deployment Manager**.
4. In the navigation pane of the Deployment Manager, expand **Orchestrator Management Server**, right-click **Integration Packs** to select **Register IP with the Orchestrator Management Server**. The **Integration Pack Registration Wizard** opens.
5. Click **Next**.
6. In the **Select Integration Packs or Hotfixes** dialog box, click **Add**.
7. Locate the **.OIP** file that you copied locally from step 1, click **Open** and then click **Next**.
8. In the **Completing the Integration Pack Wizard** dialog box, click **Finish**.
9. On the **End User Agreement** dialog box, read the Kelverion License Terms, and then click **Accept**.
10. The **Log Entries** pane displays a confirmation message when the integration pack is successfully registered.

## *To deploy the integration pack:*

1. In the navigation pane of the **Deployment Manager**, right-click **Integration Packs**, click **Deploy IP to Runbook Server or Runbook Designer**.
2. Select the integration pack that you want to deploy, and then click **Next**.
3. Enter the name of the runbook server or computers with the Runbook Designer installed, on which you want to deploy the integration pack, click **Add**, and then click **Next**.
4. Continue to add additional runbook servers and computers running the Runbook Designer, on which you want to deploy the integration pack. Click **Next**.
5. In the **Installation Options** dialog box, configure the following settings.

6. To choose a time to deploy the integration pack, select the **Schedule installation** check box, and then select the time and date from the **Perform installation** list.
7. Click one of the following:
  - a. **Stop all running runbooks before installing the integration pack** to stop all running runbooks before deploying the integration pack.
  - b. **Install the Integration Packs without stopping the running Runbooks** to install the integration pack without stopping any running runbooks.
8. Click **Next**.
9. In the **Completing Integration Pack Deployment Wizard** dialog box, Click **Finish**.
10. When the integration pack is deployed, the **Log Entries** pane displays a confirmation message.

For more information about how to install integration packs, see the [How to Install an Integration Pack](https://technet.microsoft.com/en-us/library/hh420346.aspx) (<https://technet.microsoft.com/en-us/library/hh420346.aspx>).

## Configuring the Integration Pack

A connection establishes a reusable link between Orchestrator and the target Microsoft Office 365 component. You can create as many connections as you require by specifying links to multiple Office 365 components. You can also create multiple connections to the same Office 365 component to allow for differences in security permissions for different user accounts.

### Exchange Configuration

1. In the Orchestrator Runbook Designer, click the **Options** menu, and select *KA Microsoft Office 365*. The **KA Microsoft Office 365** dialog box appears.
2. On the **Configurations** tab, click **Add** to begin the configuration setup. The **Add Configuration** dialog box appears.
3. In the **Name** box, enter a name for the configuration. This could be the name of the Microsoft Office 365 domain or a descriptive name to distinguish the type of configuration.
4. Click the ellipsis button (...) next to the **Type** box and select **Exchange Configuration**.
5. In the **Exchange Admin User** box enter a user with permissions to administer the Office 365 cloud environment.
6. In the **Exchange Admin Password** box enter the password for the **Exchange Admin User**.
7. In the **WinRM Server** box, enter the FQDN or the IP address of a machine which can access the Office 365 environment. This can be the local Orchestrator machine or a remote machine within the domain. The integration pack will use WinRM to communicate with the WinRM server. For details, see the [Windows Remote Management Configuration](#) section.
8. In the **WinRM Port** box enter the port used to communicate with the **WinRM Server**. Typical values are 5985 for HTTP and 5986 for HTTPS.
9. In the **WinRM User** box enter a domain user with permissions to access the **WinRM Server**, in the form *DOMAIN\user*.

10. In the **WinRM User Password** box enter the password for the **WinRM User**.
11. The **Use SSL** box specifies whether the IP uses HTTPS or HTTP to communicate with the WinRM server. Select **True** to use SSL over HTTPS. Select **False** to use HTTP. Note that configuring this also requires the **WinRM Port** to be configured appropriately.
12. The **Skip CA Check** box specifies whether the client does not validate that the server certificate is signed by a trusted certificate authority (CA) when connecting over HTTPS (**Use SSL** box is **True**). Select **True** to disable this check.
13. The **Skip CN Check** box specifies whether the certificate common name (CN) of the server does not need to match the hostname of the server, when connecting over HTTPS (**Use SSL** box is **True**). Select **True** to disable this check.
14. In the **Open Timeout (seconds)** enter the number of seconds the IP should wait before timing out when opening a remote WinRM session to the target WinRM Server.
15. The **Skip Revocation Check** box specifies whether the revocation status of the server certificate is validated or not. Select **True** to disable this check.
16. In the **Connect Retry Count** box enter the number of times the IP should retry connecting, when restriction violation failures are detected. For details, see [Office 365 Remoting Restrictions](#).
17. In the **Connect Retry Interval (seconds)** box enter the number of seconds the IP should wait before retrying to connect, when restriction violation failures are detected. Minimum value is 15 seconds. For details, see [Office 365 Remoting Restrictions](#).
18. Click **OK** to close the configuration dialog box, and then click **Finish**.

## SharePoint Configuration

1. In the Orchestrator Runbook Designer, click the **Options** menu, and select *KA Microsoft Office 365*. The **KA Microsoft Office 365** dialog box appears.
2. On the **Configurations** tab, click **Add** to begin the configuration setup. The **Add Configuration** dialog box appears.
3. In the **Name** box, enter a name for the configuration. This could be the name of the Microsoft Office 365 domain or a descriptive name to distinguish the type of configuration.
4. Click the ellipsis button (...) next to the **Type** box and select **SharePoint Configuration**.
5. In the **Configuration File Path** box, specify the location of the IP configuration file. For details see [Additional Configuration](#).
6. In The **SharePoint Environment** box, specify the type of environment the IP will be used to interact with: **Online** (for O365 cloud environment) or **Onprem** (for SharePoint Server 2013 environment).
7. In the **SharePoint Admin User** box, enter a user with permissions to administer the Office 365 cloud (or SharePoint Server 2013) environment.
8. In the **SharePoint Admin Password** box, enter the password for the **SharePoint Admin User**.

9. In the **SharePoint Resource URL** box, enter the full URL to the root SharePoint site that the IP will be used to interact with, for example: *https://MyO365SharePoint.sharepoint.com* or *http://MySharePointServer2013*
10. In the **SharePoint Admin URL** box, enter the full URL to the SharePoint admin site, for example: *https://MyO365SharePoint-admin.sharepoint.com*. Note that for an on-prem SharePoint Server environment this field is not required.

## Windows Remote Management Configuration

The Keverion Integration Pack for Office 365 requires WinRM to be installed and configured to access Exchange Online Management PowerShell Module. There are two parts to WinRM configuration, a WinRM client part and a WinRM server part:

- The WinRM client must be configured on the machine where the Orchestrator Runbook Service is running.
- The WinRM server part must be installed on the machine where the Exchange Online Management PowerShell Module has been installed.

These can be one and the same machine, when the Exchange Online Management PowerShell Module is installed on the same machine where the Orchestrator Runbook Service is running. Alternately, they can be separate machines, if the WinRM client can access the WinRM server.

## WinRM Server Configuration

Follow these steps to configure a WinRM server machine – the machine where the Exchange Online Management PowerShell Module has been installed.

Configure a WinRM HTTP listener on the WinRM server by opening a PowerShell console (Run as Administrator) and running the **winrm quickconfig** command.

```
PS C:\Users\orchadmin> winrm quickconfig
winRM service is already running on this machine.
winRM is not set up to allow remote access to this machine for management.
The following changes must be made:

Create a WinRM listener on HTTP://* to accept WS-Man requests to any IP on this machine.
Enable the WinRM firewall exception.

Make these changes [y/n]? y

winRM has been updated for remote management.

Created a WinRM listener on HTTP://* to accept WS-Man requests to any IP on this machine.
winRM firewall exception enabled.
```

If you want to configure a HTTPS listener, run **winrm quickconfig -transport:https** instead. Note that HTTPS requires a valid SSL certificate to be configured on the server machine.

- 1) On the WinRM server machine, make sure that CredSSP authentication is enabled. This can be accomplished in two different ways:
  - a) Either via PowerShell command  
**Enable-WSMANCredSSP -Role Server**

```

PS C:\Windows\system32> Get-WSManCredSSP
The machine is not configured to allow delegating fresh credentials.
This computer is not configured to receive credentials from a remote client computer.
PS C:\Windows\system32> Enable-WSManCredSSP -Role Server

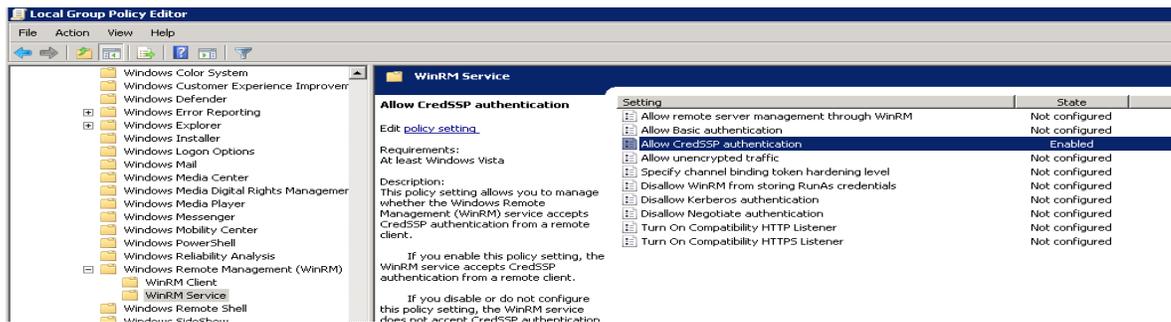
CredSSP Authentication Configuration for WS-Management
CredSSP authentication allows the server to accept user credentials from a remote computer. If you enable CredSSP
authentication on the server, the server will have access to the user name and password of the client computer if the
client computer sends them. For more information, see the Enable-WSManCredSSP Help topic.
Do you want to enable CredSSP authentication?
[Y] Yes [N] No [S] Suspend [?] Help (default is "Y"): y

cfg           : http://schemas.microsoft.com/wbem/wsmman/1/config/service/auth
lang          : en-US
Basic        : false
Kerberos     : true
Negotiate    : true
Certificate  : false
CredSSP      : true
CbtHardeningLevel : Relaxed

PS C:\Windows\system32>

```

- b) Or, by running the group policy configuration utility (gpedit.msc). Navigate to *Computer Configuration -> Administrative Templates -> Windows Components -> Windows Remote Management (WinRM) -> WinRM Service -> Allow CredSSP authentication* and make sure it this is enabled.



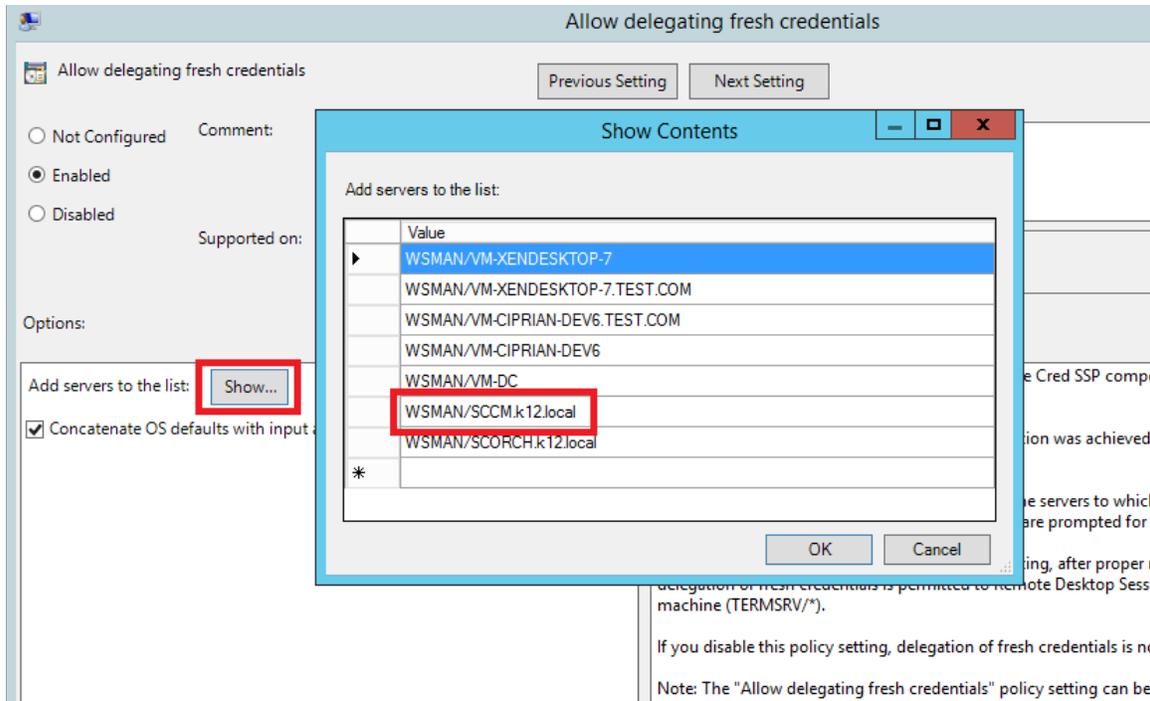
## WinRM Client Configuration

Follow these steps to configure a WinRM client machine – the machine where the Orchestrator Runbook Service is running:

On the WinRM client machine, make sure that CredSSP authentication is enabled and allow delegation of credentials to WinRM Server machine. This can be accomplished in two different ways:

- a) Either via PowerShell command  
***Enable-WSManCredSSP -Role Client -delegatecomputer <WinRM Server FQDN> -force***
- b) Or, by running the group policy configuration utility (gpedit.msc).
  - i) Navigate to *Computer Configuration -> Administrative Templates -> Windows Components -> Windows Remote Management (WinRM) -> WinRM Client -> Allow CredSSP authentication* and make sure this is enabled.
  - ii) Navigate to *Computer Configuration -> Administrative Templates -> System -> Credentials Delegation -> Allow Delegating Fresh Credentials*. Make sure this is enabled. Add the WinRM server machine to the list of servers. This must be in the form *wsman/<WinRM server FQDN>*.

**Note:** If your WinRM server and WinRM client machines are not part of the same domain, you may have to configure *Allow Delegating Fresh Credentials with NTLM-only server authentication* in a similar fashion.



## Additional Configuration

In addition to the configuration settings under the Options menu, you can further configure the integration pack through the Configuration XML file:

*Kelverion.IntegrationPack.Microsoft.Office365.Configuration.xml*

By default, this file is installed at the same location as the IP assemblies:

```
[Program Files (x86)]\Common Files\Microsoft System Center  
2012\Orchestrator\Extensions\Support\Integration Toolkit\47ECD8EB-58B9-40D2-8B48-  
F19C542CB259\Kelverion.IntegrationPack.Microsoft.Office365.Configuration.xml
```

The configuration file allows make changes to the language list available for the SharePoint integration. Note that if you specify a new language, the language must be supported in your Office 365 or SharePoint Server environment.

To add a new language, add a new <Language> element under < LanguageOptions> and specify it's LCID:

```
<Language Name="MyLanguage" LCID="9999" />
```

**Please make sure to always back up the configuration file before making changes.**

## Office 365 Remoting Restrictions

When managing your Office 365 environment via PowerShell API, all connection requests are subject to several restrictions and limitations which Microsoft has implemented to prevent overloading the Office 365 environment. These restrictions are enforced server-side by a throttling policy which controls resource allocation for each account. While these restrictions may not affect typical operations in the Office 365 portal, they impose certain limitations on how automation tasks can be implemented.

### Concurrency Restrictions

Concurrency restrictions prevent a client from accessing server resources simultaneously, beyond certain limits. Since the integration pack opens a new connection each time an activity is executed, these restrictions can affect parallel workflows, where multiple Office 365 connections are opened simultaneously. This implementation provides more reliability since it can control when connections are opened and when they are closed, thus avoiding situations where connections are kept open indefinitely, become “stale” and resources are not released.

*Therefore, when building runbooks using the Office 365 IP, it is recommended to organize your activities in a sequential manner, thus avoiding excessive concurrent access to your Office 365 environment. Note that the default Office 365 concurrency limit set by Microsoft is 3.*

### Request Frequency Restrictions

The purpose of request frequency restrictions is to prevent a client from spamming a server with requests. While not as prohibiting as Concurrency Restrictions, frequency request restrictions should also be observed when designing Office 365 workflows.

*Once again, when building runbooks using the Office 365 IP, it is recommended to organize your activities in a sequential manner, to avoid high frequency request rate, and you must ensure that the request rate remains under the threshold established by Microsoft for your Office 365 account.*

### Handling Restriction Violations

The integration pack does implement a fail-safe mechanism which handles certain failures due to concurrency and frequency violations, however, relying solely on this mechanism introduces risk and degrades performance. The *Connect Retry Count* and *Connect Retry Interval* configuration values control retry behavior when concurrency failures and request frequency failures are detected.

- **Connect Retry Count** – this configuration value specifies how many retries the IP should execute when it detects a restriction violation failure.
- **Connect Retry Interval** – this configuration value specifies how often retries will be executed.

Note that the retry interval is automatically incremented with each iteration, when a Request Frequency failure is repeatedly detected.

# Working with Activities in Orchestrator

---

This integration pack adds the KA Microsoft Office 365 category to the **Activities** pane in the Client. This category contains the following activities:

- Run Exchange Task
- Run SharePoint Task

## Common Configuration Instructions for All Activities

The following configuration instructions apply to all activities in this integration pack. Links to this section are included in the configuration instructions for each activity.

### Activity Properties

Each activity has a set of required or optional properties that define the configuration of that activity. This includes how it connects to other activities or how the activity performs its actions. You can view or modify activity properties in the Orchestrator Client.:

*To configure the properties for an activity:*

1. Double-click the activity. Alternatively, you can right-click the activity, and then click **Properties**.
2. To save your configuration entries, click **Finish**.

In the activity properties dialog box, several tabs along the left side provide access to general and specific settings for the activity. Although the number of available tabs for activity properties differs from activity to activity, all activities will have a **General** tab, a **Properties** tab and/or **Filters** tab, and a **Run Behavior** tab. Some activities may have additional tabs.

### General Tab

This tab contains the **Name** and **Description** properties for the activity. By default, the **Name** of the activity is the same as its activity type, and the **Description** is blank. You can modify these properties to create more descriptive names or provide detailed descriptions of the actions of the activity.

### *Properties/Filters Tab*

These tabs contain properties that are specific to the activity.

All activities in this integration pack have the **Configuration Name** property at the top of the **Properties** tab. This property is used to specify the connection to an Exchange or SharePoint Online environment.

*To configure the Configuration Name proper:*

Click the ellipsis (...) button next to the **Name** field, and then select the applicable connection name. Connections displayed in the list have been previously configured as described in [Configuring the Integration Pack](#).

## Working with NULL Values

For columns that allow NULL values, you can specify that you want to assign a NULL value to a column for filter by using the **NULL** keyword.

## Filter Behavior

The Monitor and Get activities use filters to determine the values that will invoke a runbook or retrieve activities. Property values of potential candidates are compared to the values of the filters to determine if they meet the criteria. When matching against values, you select one of the available methods of comparison. An option is provided to either match or not match the filter using each method. For example, the "Does not" version of a method causes alerts that do not match the filter to trigger the runbook.

- **Equals:** the property of the object exactly matches the text or number specified in the filter.
- **Does not equal:** the property of the object does not exactly match the text or number specified in the filter.
- **Is less than:** the property of the object is less than the number specified in the filter.
- **Is less than or equal to:** the property of the object is less than or equal to the number specified in the filter.
- **Is greater than:** the property of the object is greater than the number specified in the filter.
- **Is greater than or equal to:** the property of the object is greater than or equal to the number specified in the filter.
- **Contains:** the property of the object contains the exact text specified in the filter. Unlike the Equals behavior, there can be other text surrounding the matching text.
- **Does not contain:** the property of the object does not contain the exact text specified in the filter. Unlike the Equals behavior, there can be other text surrounding the matching text.
- **Starts with:** the property of the object starts with the exact text specified in the filter. Unlike the Equals behavior, there can be other text following the matching text.
- **Ends with:** the property of the object ends with the exact text specified in the filter. Unlike the Equals behavior, there can be other text preceding the matching text.
- **Matches:** the property of the object matches the pattern specified in the filter.

**\$null** is accepted as a filter value and can be used to build filter conditions which test for properties being equal or not equal to PowerShell \$null. *Note: this does not apply to SharePoint activities.*

When building date and time filter conditions it is recommended to use inequality comparison operators. If you use equals or does not equal to compare with date and time values, ensure the filter value is specified with millisecond precision, otherwise the comparison evaluation may fail.

## Run Behavior Tab

This tab contains the properties that determine how the activity manages multi-value published data and what notifications will be sent if the activity fails or runs for an excessive period.

## *Multi-Value Published Data Behavior*

The Get activities retrieve information from another activity or outside source and can return one or more values in the published data. For example, when you use the Get Collection Member activity, the data output from that activity might be a list of computers that belong to the specified collection.

By default, the data from the Get activity will be passed on as multiple individual outputs. This invokes the next activity as many times as there are items in the output. Alternatively, you can provide a single output for the activity by enabling the **Flatten** option. When you enable this option, you also choose a formatting option:

- **Separate with line breaks.** Each item is on a new line. This format is useful for creating human-readable text files for the output.
- **Separate with \_** . Each item is separated by one or more characters of your choice.
- **Use CSV format.** All items are in CSV (comma-separated value) format. This format is useful for importing data into spreadsheets or other applications.

The activity will produce a new set of data every time it runs. The **Flatten** feature does not flatten data across multiple instances of the same activity.

## *Event Notifications*

Some activities are expected to take a limited amount of time to complete. If they do not complete within that time they may be stalled or there may be another issue preventing them from completing. You can define the number of seconds to wait for completion of the action. After this period, a platform event will be sent, and the issue will be reported. You can also choose whether to generate a platform event if the activity returns a failure.

### *To be notified when the activity takes longer than a specified time to run or fails to run:*

1. In the **Event Notifications** box, enter the **number of seconds** of run time before a notification is generated.
2. Select **Report if activity fails to run** to generate run failure notifications.

For more information about Orchestrator events, see the "Event Notifications " topics in the [Runbook Properties](https://technet.microsoft.com/en-us/library/hh489610.aspx#EventNotifications) (https://technet.microsoft.com/en-us/library/hh489610.aspx#EventNotifications).

## *Published Data*

Published data is the foundation of a working runbook. It is the data produced because of the actions of an activity. This data is published to an internal data bus that is unique for each runbook. Subsequent activities in the runbook can subscribe to this data and use it in their configuration. Link conditions also use this information to add decision-making capabilities to runbooks.

An activity can subscribe only to data from the activities that are linked before it in the runbook. You can use published data to automatically populate the property values needed by activities.

### *To use published data:*

1. Right-click the property value box, click **Subscribe**, and then click **Published Data**.
2. Click the **Activity** drop-down box and select the activity from which you want to obtain the data.
3. To view additional data elements common to all activities, select **Show Common Published Data**.
4. Click the published data element that you want to use, and then click **OK**.

For a list of the data elements published by each activity, see the Published Data tables in the activity topic. For information about the common published data items, see the [Published Data](http://technet.microsoft.com/en-us/library/hh403821.aspx) (<http://technet.microsoft.com/en-us/library/hh403821.aspx>).

# Run Exchange Task Activity

---

The **Run Exchange Task** activity can be used in Orchestrator runbooks to integrate and automate Exchange specific functionality from your Office 365 environment. Use the *Task* property to select one of the following Exchange tasks:

- Add Distribution Group
- Add Distribution Group Member
- Add Transport Rule
- Disable Mailbox Litigation Hold
- Enable Mailbox Litigation Hold
- Get Distribution Group
- Get Distribution Group Members
- Get Mailbox Litigation Hold
- Get Transport Rule
- Remove Distribution Group
- Remove Distribution Group Member
- Remove Transport Rule
- Remove Transport Rule Action
- Set Transport Rule Action
- Update Distribution Group
- Update Distribution Group Members
- Update Mailbox Litigation Hold
- Update Transport Rule

## *Required Properties*

You must configure the following properties Additional required and optional properties, filters and published data will be included based on your **Task** selection.

Task	Specifies the Exchange task to be executed.
------	---

## Add Distribution Group

The **Add Distribution Group** task can be used in a runbook to create new distribution groups in your Office 365 environment.

### Required Properties

You must configure the following properties:

<b>Name</b>	<p>Specifies the name for the new distribution group. The value specified in the Name property is also used for the distribution group Display Name if the Display Name property is not specified.</p> <p>The <i>Name</i> property value can't exceed 64 characters.</p> <p>If a group naming policy is enforced, you need to follow the naming constraints.</p>
-------------	--

### Optional Properties

You can configure the following optional properties as needed to control the behavior of the task.

<b>Alias</b>	<p>Specifies the alias of the distribution group, which is then used to generate the primary SMTP email address of the object.</p> <p>The value of Alias can contain letters, numbers, and the following characters:</p> <p>! # \$ % &amp; ' * + - / = ? ^ _ ` {   } ~</p> <p>Periods (.) are allowed, but each period must be surrounded by other valid characters (for example, help.desk). Unicode characters from U+00A1 to U+00FF are also allowed, but they will be mapped to a best-fit US-ASCII text character if the Alias value is used to generate the email address.</p>
<b>Bypass Nested Moderation</b>	<p>Specifies whether to allow the parent group moderators to provide approval for any nested groups that are also moderated.</p> <p>If you set this property to <i>True</i>, after a moderator approves a message sent to this distribution group, the message is automatically approved for any other moderated recipients that are members of this distribution group. The default value is <i>False</i>.</p> <p>This property can be set only by top-level organization and tenant administrators.</p>
<b>Copy Owner To Member</b>	<p>Specifies that the recipient specified in the <b>Managed By</b> property should also be a member of the distribution group.</p>
<b>Display Name</b>	<p>Specifies the display name of the distribution group. If the <i>Display Name</i> property is not specified, the value of the <i>Name</i> property is used for the Display Name.</p>
<b>Ignore Naming Policy</b>	<p>Specifies that the configured naming policy can be ignored.</p>

<p><b>Managed By</b></p>	<p>Specifies the name of the mailbox recipient to be set as the owner of this distribution group. If this property is not specified, the creator of the group is the owner.</p> <p>This property accepts the following values:</p> <ul style="list-style-type: none"> <li>• Example: JPhillips</li> <li>• Example: Atlanta.Corp.Contoso.Com/Users/JPhillips</li> <li>• Example: Jeff Phillips</li> <li>• Example: CN=JPhillips,CN=Users,DC=Atlanta,DC=Corp,DC=contoso,DC=com</li> <li>• Example: Atlanta\JPhillips</li> <li>• Example: fb456636-fe7d-4d58-9d15-5af57d0354c2</li> <li>• Example: fb456636-fe7d-4d58-9d15-5af57d0354c2@contoso.com</li> <li>• Example: /o=Contoso/ou=AdministrativeGroup/cn=Recipients/cn=JPhillips</li> <li>• Example: Jeff.Phillips@contoso.com</li> <li>• Example: JPhillips@contoso.com</li> </ul> <p>To specify an Active Directory user, use one of the following values:</p> <ul style="list-style-type: none"> <li>• GUID</li> <li>• DN</li> <li>• UPN</li> <li>• Domain\Account Name</li> </ul> <p>The recipients specified with the <b>Managed By</b> property are not members of the distribution group, by default. If you want recipients specified in this property to be added as members of the distribution group, use the <i>Copy Owner To Member</i> property.</p>
<p><b>Member Depart Restriction</b></p>	<p>Specifies the type of restrictions placed on requests for members to leave the distribution group.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Open</b> - Members can leave the group without approval from one of the group owners. This is the default value for universal distribution groups. You can't use this value on universal security groups.</li> <li>• <b>Closed</b> - Members can't remove themselves from the group, and requests to leave the group are rejected automatically. Group membership is controlled by the group owners. This is the default value for universal security groups.</li> </ul>
<p><b>Member Join Restriction</b></p>	<p>Specifies the type of restrictions placed on requests for members to join the distribution group.</p> <p>Valid values are:</p>

	<ul style="list-style-type: none"> <li>• <b>Open</b> - Users can add themselves to the group without approval from one of the group owners. You can't use this value on universal security groups.</li> <li>• <b>Closed</b> - Users can't add themselves to the group, and requests to join the group are rejected automatically. Group membership is controlled by the group owners. This is the default value on universal security groups and universal distribution groups.</li> <li>• <b>ApprovalRequired</b> - Users can request to join the group. The user is added to the group after the request is approved by one of the group owners.</li> </ul>
<b>Members</b>	<p>Specifies the initial list of recipients or Active Directory users who are a part of this distribution group. To specify multiple members, separate the recipients by commas (,).</p> <p>This property accepts the following values:</p> <ul style="list-style-type: none"> <li>• Example: JPhillips</li> <li>• Example: Atlanta.Corp.Contoso.Com/Users/JPhillips</li> <li>• Example: Jeff Phillips</li> <li>• Example: CN=JPhillips,CN=Users,DC=Atlanta,DC=Corp,DC=contoso,DC=com</li> <li>• Example: Atlanta\JPhillips</li> <li>• Example: fb456636-fe7d-4d58-9d15-5af57d0354c2</li> <li>• Example: fb456636-fe7d-4d58-9d15-5af57d0354c2@contoso.com</li> <li>• Example: /o=Contoso/ou=AdministrativeGroup/cn=Recipients/cn=JPhillips</li> <li>• Example: Jeff.Phillips@contoso.com</li> <li>• Example: JPhillips@contoso.com</li> </ul> <p>To specify an Active Directory user, use one of the following values:</p> <ul style="list-style-type: none"> <li>• GUID</li> <li>• DN</li> <li>• UPN</li> <li>• Domain\Account Name</li> </ul>
<b>Moderated By</b>	<p>Specifies the users who are responsible for moderating the messages sent to this distribution group. To designate more than one user, separate the users by commas (,).</p> <p>The <b>Moderated By</b> property is required if you set the <b>Moderation Enabled</b> to <b>True</b>.</p> <p>If this property is not specified and the <b>Managed By</b> property is specified, the <b>Moderated By</b> value is set to the <b>Managed By</b> value.</p> <p>Otherwise, an error is returned.</p>

<b>Moderation Enabled</b>	Specifies whether to enable moderation for the distribution group.
<b>Organizational Unit</b>	Specifies the container where the distribution group is created.
<b>Primary SMTP Address</b>	Specifies the primary return SMTP email address for the distribution group. This property has meaning only if the distribution group has multiple SMTP email addresses.
<b>Room List</b>	Specifies that all members of the distribution group are room resource mailboxes. You can create a distribution group for an office building in your organization and add all the rooms in that building to the distribution group.
<b>Send Moderation Notifications</b>	<p>Specifies whether status notifications are sent to users when they send a message to the moderated distribution group. You can specify one of the following values:</p> <ul style="list-style-type: none"> <li>• <b>Always</b> – used when you want notifications to be sent to all senders.</li> <li>• <b>Internal</b> – used when you want notifications to be sent only to the senders who are internal to your organization.</li> <li>• <b>Never</b> – used to disable all status notifications.</li> </ul> <p>The senders are always notified if their message is rejected by the moderators, regardless of the value of the property.</p> <p>The default value is <i>Never</i>.</p>
<b>Type</b>	Specifies the group type created in Active Directory. The group's scope is always Universal.

### *Published Data*

This activity does not publish any activity specific data.

## Add Distribution Group Member

The **Add Distribution Group Member** task can be used in a runbook to add a new member to a distribution group in your Office 365 environment.

### Required Properties

You must configure the following properties:

<b>Distribution Group Identity</b>	<p>Identifies the distribution group to which the new member will be added.</p> <p>This property accepts the following values:</p> <ul style="list-style-type: none"><li>• Example: JPhillips</li><li>• Example: Atlanta.Corp.Contoso.Com/Users/JPhillips</li><li>• Example: Jeff Phillips</li><li>• Example: CN=JPhillips,CN=Users,DC=Atlanta,DC=Corp,DC=contoso,DC=com</li><li>• Example: Atlanta\JPhillips</li><li>• Example: fb456636-fe7d-4d58-9d15-5af57d0354c2</li><li>• Example: fb456636-fe7d-4d58-9d15-5af57d0354c2@contoso.com</li><li>• Example: /o=Contoso/ou=AdministrativeGroup/cn=Recipients/cn=JPhillips</li><li>• Example: Jeff.Phillips@contoso.com</li><li>• Example: JPhillips@contoso.com</li></ul>
<b>Member Identity</b>	<p>Identifies the new member to be added to the distribution group.</p> <p>This property accepts the following values:</p> <ul style="list-style-type: none"><li>• Example: JPhillips</li><li>• Example: Atlanta.Corp.Contoso.Com/Users/JPhillips</li><li>• Example: Jeff Phillips</li><li>• Example: CN=JPhillips,CN=Users,DC=Atlanta,DC=Corp,DC=contoso,DC=com</li><li>• Example: Atlanta\JPhillips</li><li>• Example: fb456636-fe7d-4d58-9d15-5af57d0354c2</li><li>• Example: fb456636-fe7d-4d58-9d15-5af57d0354c2@contoso.com</li><li>• Example: /o=Contoso/ou=AdministrativeGroup/cn=Recipients/cn=JPhillips</li><li>• Example: Jeff.Phillips@contoso.com</li><li>• Example: JPhillips@contoso.com</li></ul> <p>To specify an Active Directory user, use one of the following values:</p> <ul style="list-style-type: none"><li>• GUID</li><li>• DN</li><li>• UPN</li></ul>

- 
- Domain\Account Name
- 

### *Optional Properties*

You can configure the following optional properties as needed to control the behavior of the task.

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<b>Bypass Security Group Manager Check</b>	Specifies whether to bypass security checks and moderation for the member being added, if the specified distribution group is a moderated distribution group.
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### *Published Data*

This task publishes the following activity specific data.

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<b>Distribution Group Identity</b>	Distribution group identifier.
<b>Member Identity</b>	Identifies the member that was added to the distribution group.

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## Add Transport Rule

The **Add Transport Rule** task can be used in a runbook to add a new transport rule in your Office 365 environment.

Note that the only Transport Rule Action supported at this time is **Apply Disclaimer to Message** and that transport rules created with this task are applied to all messages.

### Required Properties

You must configure the following properties.

<b>Name</b>	Specifies the display name of the transport rule to be created. The length of the name cannot exceed 64 characters.
<b>Action</b>	Specify the transport rule action.
<b>Disclaimer Text (HTML)</b>	Specifies disclaimer text to be inserted in the message. Disclaimer text can include HTML tags and inline cascading style sheet (CSS) tags. You can add images using the IMG tag.
<b>Disclaimer Location</b>	Specifies the location within the message where the HTML disclaimer text is inserted. You can use either of the following two values: <ul style="list-style-type: none"><li>• <b>Append</b> - The disclaimer is added to the end of the message body.</li><li>• <b>Prepend</b> - The disclaimer is inserted to the beginning of the message body.</li></ul>
<b>Disclaimer Fallback Action</b>	Specifies an action to fall back to if the HTML disclaimer can't be applied to a message. Valid fallback actions include the following: <ul style="list-style-type: none"><li>• <b>Wrap</b> - The original message is wrapped as an attachment in a new message and the disclaimer is used as the message body for the new message.</li><li>• <b>Ignore</b> - The rule is ignored, and the message is delivered without the disclaimer.</li><li>• <b>Reject</b> - The message is rejected.</li></ul>

### Optional Properties

You can configure the following optional properties as needed to control the behavior of the task.

<b>Activation Date (UTC)</b>	Specifies the date when this rule will become effective. The rule won't take any action on messages until the day you specify for this property.
<b>Audit Severity</b>	Specifies the severity level assigned to an incident report that's generated and the corresponding entry logged in the message tracking logs. You can specify one of the following values: <ul style="list-style-type: none"><li>• <b>DoNotAudit</b> - No audit entry is logged.</li><li>• <b>Low</b> - The audit entry is assigned low severity.</li><li>• <b>Medium</b> - The audit entry is assigned medium severity.</li><li>• <b>High</b> - The audit entry is assigned high severity.</li></ul>

<b>Comments</b>	Specifies informative comments for the transport rule, such as what the rule is used for or how it has changed over time. The length of the comment cannot exceed 1024 characters.
<b>Deactivation Date (UTC)</b>	Specifies the date when this rule will stop processing. The rule won't take any action on messages past the date you specify for this property.
<b>Match Sender Address in Message</b>	Specifies the fields to look in when evaluating sender addresses. Valid values are: <ul style="list-style-type: none"> <li>• <b>Header</b> - Only message headers are examined when evaluating senders.</li> <li>• <b>Envelope</b> - Only the message envelope is examined when evaluating senders.</li> <li>• <b>HeaderOrEnvelope</b> - Both message headers and the message envelope are examined when evaluating senders.</li> </ul> The default value is <i>Header</i> .
<b>Priority</b>	Specifies the priority for this transport rule. Rules with a lower priority value are processed first. If you modify the priority of the rule, the position of the rule in the rule list changes to match the priority that you specified, and the Transport Rules agent increments all rules with a higher priority value. The value of this property must be greater than or equal to 0 and must be one less than the total number of transport rules in your organization. For example, if you configured 8 transport rules, you could set this property to any value from 0 through 7.
<b>Rule Error Action</b>	Specifies how the message should be handled if the rule processing can't be completed. Valid values are: <ul style="list-style-type: none"> <li>• <b>Ignore</b> - The message is sent without completing the rule processing.</li> <li>• <b>Defer</b> - The message is deferred so the rules engine can attempt to process the message again.</li> </ul> The default value is <i>Ignore</i> .
<b>Rule Mode</b>	Specifies in which mode this rule will operate. Valid values include: <ul style="list-style-type: none"> <li>• <b>Audit</b> - The rule is turned on, and what would have happened if the rule was enforced is logged in message tracking logs. Exchange doesn't take any action that impacts the delivery of the message.</li> <li>• <b>AuditAndNotify</b> - The rule is turned on, and it operates the same way it would in Audit mode, but notifications are also enabled.</li> <li>• <b>Enforce</b> - The rule is turned on, and all actions specified in the rule are taken.</li> </ul> The default value is <i>Enforce</i> .
<b>Stop Processing More Rules</b>	Specifies whether the processing of subsequent rules should be stopped for this message.

### *Published Data*

This task publishes the following activity specific data.

<b>Transport rule identifier.</b>	<i>String</i>
<b>Transport rule name.</b>	<i>String</i>

## Disable Mailbox Litigation Hold

The **Disable Mailbox Litigation Hold** task can be used in a runbook to remove an Exchange mailbox from litigation hold. **Note:** litigation hold changes can take up to 60 minutes to take effect.

### Required Properties

You must configure the following properties.

<b>Mailbox Identity</b>	Identifies the Exchange mailbox which is to be removed from litigation hold.  This property accepts the following formats: <ul style="list-style-type: none"><li>• JPhillips</li><li>• Atlanta.Corp.Contoso.Com/Users/JPhillips</li><li>• Jeff Phillips</li><li>• CN=JPhillips,CN=Users,DC=Atlanta,DC=Corp, DC=contoso,DC=com</li><li>• Atlanta\JPhillips</li><li>• fb456636-fe7d-4d58-9d15-5af57d0354c2</li><li>• fb456636-fe7d-4d58-9d15-5af57d0354c2@contoso.com</li><li>• /o=Contoso/ou=AdministrativeGroup/cn=Recipients/ cn=JPhillips</li><li>• Jeff.Phillips@contoso.com</li><li>• JPhillips@contoso.com</li></ul>
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### Published Data

This task publishes the following activity specific data.

Name	Description	Valid Values
Mailbox Identity	Exchange mailbox identifier.	<i>String</i>

## Enable Mailbox Litigation Hold

The **Enable Mailbox Litigation Hold** task can be used in a runbook to place an Exchange mailbox on litigation hold. **Note:** litigation hold changes can take up to 60 minutes to take effect.

### Required Properties

You must configure the following properties.

<b>Mailbox Identity</b>	Identifies the Exchange mailbox which is to be placed on litigation hold. This property accepts the following formats: <ul style="list-style-type: none"><li>• JPhillips</li><li>• Atlanta.Corp.Contoso.Com/Users/JPhillips</li><li>• Jeff Phillips</li><li>• CN=JPhillips,CN=Users,DC=Atlanta,DC=Corp, DC=contoso,DC=com</li><li>• Atlanta\JPhillips</li><li>• fb456636-fe7d-4d58-9d15-5af57d0354c2</li><li>• fb456636-fe7d-4d58-9d15-5af57d0354c2@contoso.com</li><li>• /o=Contoso/ou=AdministrativeGroup/cn=Recipients/ cn=JPhillips</li><li>• Jeff.Phillips@contoso.com</li><li>• JPhillips@contoso.com</li></ul>
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### Optional Properties

You can configure the following optional properties as needed to control the behavior of the task.

<b>Litigation Hold Date (UTC)</b>	Specifies the UTC date and time when the mailbox is to be placed on litigation hold. If this property is not specified, it defaults to the current date and time.
<b>Litigation Hold Duration (days)</b>	Specifies for how long mailbox items are held when the mailbox is on litigation hold. The duration is calculated from the date a mailbox item is received or created. If this property not specified, items are held indefinitely or until the hold is removed.

### Published Data

This task publishes the following activity specific data.

<b>Mailbox Identity</b>	Exchange mailbox identifier.
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## Get Distribution Group

The **Get Distribution Group** task can be used in a runbook to retrieve distribution groups in your Office 365 environment.

### Required Properties

This task does not have any required properties.

### Optional Properties

You can configure the following optional properties as needed to control the behavior of the task.

<b>Distribution Group Identity</b>	<p>Specifies the identity of the distribution group object.</p> <p>This property accepts the following values:</p> <ul style="list-style-type: none"><li>• Example: JPhillips</li><li>• Example: Atlanta.Corp.Contoso.Com/Users/JPhillips</li><li>• Example: Jeff Phillips</li><li>• Example: CN=JPhillips,CN=Users,DC=Atlanta,DC=Corp,DC=contoso,DC=com</li><li>• Example: Atlanta\JPhillips</li><li>• Example: fb456636-fe7d-4d58-9d15-5af57d0354c2</li><li>• Example: fb456636-fe7d-4d58-9d15-5af57d0354c2@contoso.com</li><li>• Example: /o=Contoso/ou=AdministrativeGroup/cn=Recipients/cn=JPhillips</li><li>• Example: Jeff.Phillips@contoso.com</li><li>• Example: JPhillips@contoso.com</li></ul>
<b>Managed By</b>	<p>Specifies the user or contact that manages the group.</p> <p>This property accepts the following values:</p> <ul style="list-style-type: none"><li>• Example: JPhillips</li><li>• Example: Atlanta.Corp.Contoso.Com/Users/JPhillips</li><li>• Example: Jeff Phillips</li><li>• Example: CN=JPhillips,CN=Users,DC=Atlanta,DC=Corp,DC=contoso,DC=com</li><li>• Example: Atlanta\JPhillips</li><li>• Example: fb456636-fe7d-4d58-9d15-5af57d0354c2</li><li>• Example: fb456636-fe7d-4d58-9d15-5af57d0354c2@contoso.com</li><li>• Example: /o=Contoso/ou=AdministrativeGroup/cn=Recipients/cn=JPhillips</li><li>• Example: Jeff.Phillips@contoso.com</li><li>• Example: JPhillips@contoso.com</li></ul>

<b>Max Result Count</b>	Specifies the maximum number of distribution groups returned by the task. You can specify an integer or 'Unlimited'. By default, the task returns all records.
<b>Name Starts With</b>	<p>Specifies a string on which to perform an ambiguous name resolution (ANR) search. You can specify a partial string and search for objects with an attribute that start with that string. The default attributes searched are:</p> <ul style="list-style-type: none"> <li>• Common Name (CN)</li> <li>• Display Name</li> <li>• First Name</li> <li>• Last Name</li> <li>• Alias</li> </ul> <p>The specified string must contain a minimum of three characters.</p> <p><b>This property should not be used in conjunction with filters specified in the Filter tab.</b></p>
<b>Organizational Unit</b>	Limits returned results to a specific organizational unit (OU) container.
<b>Sort By</b>	Specifies the output property used to sort the results.

## Filters

You can use the following filters to select which data objects to publish.

<b>Alias</b>	Filter by Alias.
<b>Custom Attribute 1 .. 15</b>	Filter by Custom Attribute.
<b>Display Name</b>	Filter by Display Name.
<b>Distinguished Name</b>	<p>Filter by Distinguished Name.</p> <p>Value must be specified in Distinguished Name (DN) format: CN=JPhillips,CN=Users,DC=Atlanta,DC=Corp, DC=contoso, DC=com</p>
<b>Email Addresses Member</b>	Filter by member of Email Addresses list.
<b>Email Address Policy Enabled</b>	Filter by Email Address Policy Enabled value.
<b>Exchange Version</b>	Filter by Exchange Version.
<b>Grant Send On Behalf To</b>	<p>Filter by Grant Send On Behalf To value.</p> <p><b>Value must be specified in Distinguished Name (DN) format:</b> CN=96d81f45-3b34-4a73-805c-c9868115eabc,OU=AdministrativeGroup,DC=Atlanta,DC=Corp, DC=contoso, DC=com</p>

	<p><b>Note:</b> The value must match the output value returned by the Get Distribution Group Member activity.</p>
<b>Group Type</b>	Filter by Group Type.
<b>GUID</b>	Filter by GUID.
<b>Hidden From Address Lists</b>	Filter by Hidden From Address Lists value.
<b>ID</b>	<p>Filter by ID.</p> <p><b>Value must be specified in Distinguished Name (DN) format:</b>  CN=GroupName,OU=AdministrativeGroup,DC=Atlanta,DC=Corp,DC=contoso, DC=com</p> <p><b>Note:</b> The value must match the output value returned by the Get Distribution Group Member activity.</p>
<b>Managed By</b>	<p>Filter by <b>Managed By</b> value.</p> <p><b>Value must be specified in Distinguished Name (DN) format:</b>  CN=Recipients,OU=AdministrativeGroup,DC=Atlanta,DC=Corp,DC=contoso, DC=com</p> <p><b>Note:</b> The value must match the output value returned by the Get Distribution Group Member activity.</p>
<b>Max Receive Size (Bytes)</b>	Filter by Max Receive Size. You can specify an integer or 'Unlimited'.
<b>Max Send Size (Bytes)</b>	Filter by Max Send By. You can specify an integer or 'Unlimited'.
<b>Name</b>	Filter by Name.
<b>Primary SMTP Address</b>	Filter by Primary SMTP Address.
<b>Report To Manager</b>	Filter by Report To Manager value.
<b>Report To Originator</b>	Filter by Report To Originator value.
<b>Recipient Type</b>	Filter by Recipient Type.
<b>Recipient Type Details</b>	Filter by Recipient Type Details.
<b>Send Out-of-Office Message To Originator</b>	Filter by Send Out-of-Office Message To Originator value.
<b>Simple Display Name</b>	Filter by Simple Display Name.
<b>When Changed</b>	Filter by When Changed value.
<b>When Created</b>	Filter by When Created value.
<b>When Changed UTC</b>	Filter by When Changed UTC value.
<b>When Created UTC</b>	Filter by When Created UTC value.
<b>Windows Email Address</b>	Filter by Windows Email Address value.

### *Published Data*

This task publishes the following activity specific data.

<b>Accept Messages Only From</b>	Specifies the mailbox users, mail users, and mail contacts that can send email messages to this distribution group.
<b>Accept Messages Only From DG Members</b>	Specifies the distribution groups whose members are allowed to send email messages to this distribution group.
<b>Accept Messages Only From Senders Or Members</b>	Specifies users, contacts, or distribution groups who can send email messages to the distribution group.
<b>Address List Membership</b>	Specifies address lists of which this distribution group is a member.
<b>Alias</b>	Distribution group Alias.
<b>Arbitration Mailbox</b>	Specifies the mailbox that is used to manage the moderation process.
<b>Bypass Moderation From Senders Or Members</b>	Specifies senders for whom moderation is bypassed.
<b>Bypass Nested Moderation</b>	Specifies whether parent group moderators are allowed to provide approval for any nested groups that are also moderated.
<b>Count</b>	Specifies the number of distribution group objects returned by the task.
<b>Custom Attribute 1..15</b>	Distribution group custom attributes.
<b>Display Name</b>	Distribution group display name.
<b>Distinguished Name</b>	Distribution group distinguished name (DN).
<b>Email Addresses</b>	Email aliases of the distribution group.
<b>Email Address Policy Enabled</b>	Specifies whether applying email address policy is enabled.
<b>Exchange Version</b>	Specifies version of Microsoft Exchange that this object is associated with.
<b>Extension Custom Attribute 1..5</b>	Distribution group extension custom attributes.
<b>Grant Send On Behalf To</b>	Specifies recipients who can send on behalf of this distribution group.
<b>Group Type</b>	Type and scope of the distribution group.
<b>GUID</b>	Distribution group identifier.
<b>Hidden From Address Lists</b>	Specifies whether the distribution group is hidden from any Exchange address list.
<b>ID</b>	Distribution group identifier.

<b>Distribution Group Identity</b>	Distribution group identifier.
<b>Is Valid</b>	Specifies whether the distribution group is valid.
<b>Last Exchange Changed Time</b>	Date and time when a property of the recipient was changed.
<b>Legacy Exchange DN</b>	Legacy Exchange distinguished name (DN) of the distribution group.
<b>Mail Tip</b>	Message that is displayed to senders when they start drafting an email message to this distribution group.
<b>Mail Tip Translations</b>	Mail tip translation list.
<b>Managed By</b>	Name of the mailbox recipient or Active Directory user who manages the distribution group.
<b>Max Receive Size (Bytes)</b>	Maximum size, in bytes, of email messages that can be sent from the distribution group.
<b>Max Send Size (Bytes)</b>	Maximum size, in bytes, of email messages that can be received by the distribution group.
<b>Member Depart Restriction</b>	Restriction to be placed on members who want to depart the distribution group.
<b>Member Join Restriction</b>	Restriction to be placed on members who want to join the distribution group.
<b>Moderated By</b>	List of users who are responsible for moderating the messages sent to the distribution group.
<b>Moderation Enabled</b>	Specifies whether to enable moderation of email sent to the distribution group.
<b>Name</b>	Distribution group name.
<b>Object State</b>	Distribution group object state.
<b>Organization ID</b>	Distribution group organization ID.
<b>Organizational Unit</b>	Distribution group organizational unit.
<b>Policies Excluded</b>	Policies excluded for the distribution group.
<b>Policies Included</b>	Policies included for the distribution group.
<b>Primary SMTP Address</b>	Specifies the primary return SMTP address for the distribution group.
<b>Recipient Type</b>	Recipient type.
<b>Recipient Type Details</b>	Recipient type details.

<b>Reject Messages From</b>	Specifies recipients who are not allowed to send email messages to this distribution group.
<b>Reject Messages From DG Members</b>	Specifies distribution group whose members are not allowed to send email messages to this distribution group.
<b>Reject Messages From Senders Or Members</b>	Specifies users, contacts, or distribution groups who are not allowed to send email messages to this distribution group.
<b>Report To Manager</b>	Specifies whether to allow delivery reports to be sent to the distribution group manager.
<b>Report To Originator</b>	Specifies whether to allow delivery reports to be sent to the senders of email messages that are sent to the distribution group.
<b>Require Sender Authentication</b>	Specifies whether the distribution group accepts messages only from authenticated senders.
<b>Send Moderation Notifications</b>	Specifies whether status notifications are sent to users when they send a message to the moderated recipient.
<b>Send Out-of-Office Message To Originator</b>	Specifies whether to allow out-of-office (OOF) messages to be sent to the senders of email messages that are sent to the distribution group.
<b>Simple Display Name</b>	Alternative description of the distribution group when only a limited set of characters is permitted.
<b>When Changed</b>	Date and time when the distribution group was changed.
<b>When Created</b>	Date and time when the distribution group was created.
<b>When Changed UTC</b>	UTC date and time when the distribution group was changed.
<b>When Created UTC</b>	UTC date and time when the distribution group was created.
<b>Windows Email Address</b>	Windows email address for the distribution group.

## Get Distribution Group Members

The **Get Distribution Group Members** task can be used in a runbook to retrieve members belonging to a distribution group in your Office 365 environment.

### Required Properties

You must configure the following properties.

<b>Distribution Group Identity</b>	<p>Specifies the identity of the distribution group object.</p> <p>This property accepts the following values:</p> <ul style="list-style-type: none"><li>• Example: JPhillips</li><li>• Example: Atlanta.Corp.Contoso.Com/Users/JPhillips</li><li>• Example: Jeff Phillips</li><li>• Example: CN=JPhillips,CN=Users,DC=Atlanta,DC=Corp,DC=contoso,DC=com</li><li>• Example: Atlanta\JPhillips</li><li>• Example: fb456636-fe7d-4d58-9d15-5af57d0354c2</li><li>• Example: fb456636-fe7d-4d58-9d15-5af57d0354c2@contoso.com</li><li>• Example: /o=Contoso/ou=AdministrativeGroup/cn=Recipients/cn=JPhillips</li><li>• Example: Jeff.Phillips@contoso.com</li></ul> <p>Example: JPhillips@contoso.com</p>
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### Filters

You can use the following filters to select which data objects to publish.

<b>Alias</b>	Filter by Alias.
<b>City</b>	Filter by City.
<b>Company</b>	Filter by Company.
<b>Country Or Region</b>	Filter by Country Or Region value.
<b>Department</b>	Filter by Department.
<b>Display Name</b>	Filter by Display Name.
<b>Distinguished Name</b>	Filter by Distinguished Name.
<b>Exchange GUID</b>	Filter by Exchange GUID.
<b>External Email Address</b>	Filter by External Email Address.
<b>First Name</b>	Filter by First Name.
<b>GUID</b>	Filter by GUID.
<b>ID</b>	Filter by ID.
<b>Member Identity</b>	Filter by Member Identity. ID of the user.

	<b>Note:</b> The Member Identity filter value must match the output value returned by the activity. If the member is a group, the value of Member Identity is the Distribution Group Identity.
<b>Is Valid</b>	Filter by Is Valid.
<b>Is Valid Security Principal</b>	Filter by Is Valid Security Principal.
<b>Last Name</b>	Filter by Last Name.
<b>Litigation Hold Enabled</b>	Filter by Litigation Hold Enabled value.
<b>Manager</b>	Filter by Manager.
<b>Name</b>	Filter by Name.
<b>Notes</b>	Filter by Notes.
<b>Office</b>	Filter by Office.
<b>Organizational Unit</b>	Filter by Organizational Unit.
<b>OWA Mailbox Policy</b>	Filter by OWA Mailbox Policy.
<b>Phone</b>	Filter by Phone.
<b>Primary SMTP Address</b>	Filter by Primary SMTP Address.
<b>Recipient Type</b>	Filter by Recipient Type.
<b>Server Name</b>	Filter by Server Name.
<b>State Or Province</b>	Filter by State Or Province value.
<b>Title</b>	Filter by Title.
<b>Usage Location</b>	Filter by Usage Location.
<b>When Changed</b>	Filter by When Changed value.
<b>When Changed UTC</b>	Filter by When Changed UTC value.
<b>When Created</b>	Filter by When Created value.
<b>When Created UTC</b>	Filter by When Created UTC value.
<b>When Mailbox Created</b>	Filter by When Mailbox Created value.
<b>Windows Live ID</b>	Filter by Windows Live ID.

### *Optional Properties*

You can configure the following optional properties as needed to control the behavior of the task.

<b>Max Result Count</b>	<p>Specifies the maximum number of objects returned by the task. You can specify an integer or 'Unlimited'.</p> <p>Note that when using Filters in conjunction with this property, the filters will be applied after the result set has been truncated as specified by <i>Max Result Count</i>.</p> <p>By default, the task returns all records.</p>
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## Published Data

This task publishes the following activity specific data.

<b>Address List Membership</b>	List of address lists to which this recipient is a member.
<b>Alias</b>	Email alias of the recipient.
<b>City</b>	City of the recipient.
<b>Company</b>	Company of the recipient.
<b>Count</b>	Number of objects returned by the task.
<b>Country Or Region</b>	Country or region of the recipient.
<b>Department</b>	Department of the recipient.
<b>Display Name</b>	Display name of the recipient.
<b>Distinguished Name</b>	Distinguished name of the recipient.
<b>Email Addresses</b>	List of email aliases of the recipient.
<b>Exchange GUID</b>	Exchange GUID
<b>External Email Address</b>	Email address outside the organization of the recipient.
<b>First Name</b>	First name of the recipient.
<b>GUID</b>	Unique identifier for the recipient.
<b>ID</b>	Unique identifier for the recipient.
<b>Member Identity</b>	Unique identifier for the recipient.
<b>Is Valid</b>	Specifies whether the distribution group is valid.
<b>Is Valid Security Principal</b>	Indicates whether the security principal for the recipient is valid.
<b>Last Name</b>	Last name of the recipient.
<b>Litigation Hold Enabled</b>	Indicates whether the mailbox of the recipient is under a litigation hold.
<b>Manager</b>	ID of the manager of the recipient.
<b>Name</b>	Name of the recipient.
<b>Notes</b>	Additional information about the recipient.
<b>Office</b>	Physical office name or number of the recipient.
<b>Organizational Unit</b>	Organizational unit (OU) of the recipient.
<b>OWA Mailbox Policy</b>	ID of the active Outlook Web App mailbox policy of the recipient.
<b>Phone</b>	Office phone number of the recipient.

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<b>Primary SMTP Address</b>	Primary SMTP address of the recipient.
<b>Recipient Type</b>	Type of the recipient.
<b>Server Name</b>	Name of the server that contains the recipient.
<b>State Or Province</b>	State or province of the recipient.
<b>Title</b>	Title of the recipient.
<b>Usage Location</b>	Usage Location
<b>When Changed</b>	Date and time when the member was changed.
<b>When Changed UTC</b>	UTC date and time when the member was changed.
<b>When Created</b>	Date and time when the member was created.
<b>When Created UTC</b>	UTC date and time when the member was created.
<b>When Mailbox Created</b>	Date and time when the mailbox of the recipient was created.
<b>Windows Live ID</b>	Windows Live ID of the recipient.

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## Get Mailbox Litigation Hold

The **Get Mailbox Litigation Hold** task can be used in a runbook to retrieve litigation hold information for an Exchange mailbox.

### *Required Properties*

You must configure the following properties.

<b>Mailbox Identity</b>	Identifies the Exchange mailbox where litigation hold information is to be retrieved from.  This property accepts the following formats: <ul style="list-style-type: none"><li>• JPhillips</li><li>• Atlanta.Corp.Contoso.Com/Users/JPhillips</li><li>• Jeff Phillips</li><li>• CN=JPhillips,CN=Users,DC=Atlanta,DC=Corp, DC=contoso,DC=com</li><li>• Atlanta\JPhillips</li><li>• fb456636-fe7d-4d58-9d15-5af57d0354c2</li><li>• fb456636-fe7d-4d58-9d15-5af57d0354c2@contoso.com</li><li>• /o=Contoso/ou=AdministrativeGroup/cn=Recipients/ cn=JPhillips</li><li>• Jeff.Phillips@contoso.com</li><li>• JPhillips@contoso.com</li></ul>
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### *Published Data*

This task publishes the following activity specific data.

<b>Litigation Hold Date</b>	Specifies the date when the mailbox is placed on litigation hold.
<b>Litigation Hold Date (UTC)</b>	Specifies the UTC date when the mailbox is placed on litigation hold.
<b>Litigation Hold Duration</b>	Specifies for how long mailbox items are held if the mailbox is placed on litigation hold. The duration is calculated from the date a mailbox item is received or created.
<b>Litigation Hold Enabled</b>	Specifies whether litigation hold is enabled or not for this mailbox.
<b>Litigation Hold Owner</b>	Specifies the user who placed the mailbox on litigation hold.
<b>Mailbox Identity</b>	Exchange mailbox identifier.

## Get Transport Rule

The **Get Transport Rule** task can be used in a runbook to retrieve transport rules from your Office 365 environment.

### *Required Properties*

You must configure the following properties.

<b>Transport Rule Identity</b>	Identifies the transport rule to be retrieved. Specify either the name or GUID of the rule.
<b>DLP Policy</b>	Specifies the data loss prevention (DLP) policy when you want to view the rules associated with a specific DLP policy. DLP policies in your organization allow you to prevent unintentional disclosure of sensitive information. Each DLP policy is enforced using a set of transport rules. If you want to view the rules that are used to support a specific DLP policy, use this property to specify the name of that policy.
<b>Max Result Count</b>	Specifies the maximum number of results to return. If you want to return all requests that match the query, use “unlimited” for the value of this property. By default, the task returns all records.
<b>State</b>	Specifies whether to return only the rules that are enabled or the ones that are disabled. The following values are valid for this property: <ul style="list-style-type: none"><li>• <b>Enabled</b> - The command returns only the rules that are currently enabled.</li><li>• <b>Disabled</b> - The command returns only the rules that are currently disabled.</li></ul> If you don't use this property, the command returns all rules, both enabled and disabled.

### *Filters*

You can use the following filters to select which data objects to publish.

<b>Activation Date</b>	Filter by Activation Date.
<b>Audit Severity</b>	Filter by Audit Severity.
<b>Comments</b>	Filter by Comments.
<b>Deactivation Date</b>	Filter by Deactivation Date.
<b>Description</b>	Filter by Description.
<b>Disclaimer Fallback Action</b>	Filter by Disclaimer Fallback Action.
<b>Disclaimer Location</b>	Filter by Disclaimer Location.
<b>Disclaimer Text (HTML)</b>	Filter by Disclaimer Text.
<b>Distinguished Name</b>	Filter by Distinguished Name.
<b>DLP Policy</b>	Filter by DLP Policy.

<b>DLP Policy ID</b>	Filter by DLP Policy ID.
<b>Exchange Version</b>	Filter by Exchange Version.
<b>GUID</b>	Filter by GUID.
<b>Immutable ID</b>	Filter by Immutable ID.
<b>Is Valid</b>	Filter by Is Valid value.
<b>Manually Modified</b>	Filter by Manually Modified value.
<b>Match Sender Address In Message</b>	Filter by Match Sender Address In Message value.
<b>Name</b>	Filter by Name.
<b>Object State</b>	Filter by Object State.
<b>Organization ID</b>	Filter by Organization ID.
<b>Priority</b>	Filter by Priority.
<b>Rule Error Action</b>	Filter by Rule Error Action.
<b>Rule Mode</b>	Filter by Rule Mode.
<b>Rule Subtype</b>	Filter by Rule Subtype.
<b>Rule Version</b>	Filter by Rule Version.
<b>State</b>	Filter by State.
<b>Stop Processing More Rules</b>	Filter by Stop Processing More Rules value.
<b>Transport Rule Identity</b>	Filter by Transport Rule Identity.
<b>Use Legacy Regex</b>	Filter by Use Legacy Regex value.
<b>When Changed</b>	Filter by When Changed value.

### *Published Data*

This task publishes the following activity specific data.

<b>Activation Date</b>	Date and time when this rule becomes effective. <b>Returned in Local time.</b>
<b>Actions</b>	Actions configured for the transport rule.
<b>Audit Severity</b>	Severity level assigned to an incident report that's generated and the corresponding entry logged in the message tracking logs.
<b>Comments</b>	Transport rule comments.
<b>Conditions</b>	Conditions configured for the transport rule.
<b>Count</b>	Number of transport rules returned by the task.
<b>Deactivation Date</b>	Date and time when this rule stops processing. <b>Returned in Local time.</b>
<b>Description</b>	Transport rule description.

<b>Disclaimer Fallback Action</b>	Action to fall back to if the HTML disclaimer can't be applied to a message.
<b>Disclaimer Location</b>	Location within the message where the HTML disclaimer text is inserted.
<b>Disclaimer Text (HTML)</b>	Disclaimer text to be inserted in the message. Disclaimer text can include HTML tags and inline cascading style sheet (CSS) tags.
<b>Distinguished Name</b>	Transport rule distinguished name.
<b>DLP Policy</b>	Transport rule DLP policy.
<b>DLP Policy ID</b>	Transport rule DLP policy GUID.
<b>Exceptions</b>	Exceptions configured for the transport rule.
<b>Exchange Version</b>	Specifies version of Microsoft Exchange that this object is associated with.
<b>GUID</b>	Transport rule identifier.
<b>Immutable ID</b>	Transport rule immutable identifier.
<b>Is Valid</b>	Indicates whether the transport rule is valid or not.
<b>Manually Modified</b>	Indicates whether the transport rule has been modified manually.
<b>Match Sender Address In Message</b>	Indicates which fields the rule looks at when evaluating sender addresses.
<b>Name</b>	Transport rule name.
<b>Object State</b>	Transport rule object state.
<b>Organization ID</b>	Organization ID for the organization that the transport rule is part of.
<b>Priority</b>	Transport rule priority.
<b>Rule Error Action</b>	Indicates how the message should be handled if the rule processing can't be completed.
<b>Rule Mode</b>	Indicates in which mode this rule will operate.
<b>Rule Subtype</b>	Transport rule subtype.
<b>Rule Version</b>	Transport rule version
<b>State</b>	Transport rule state.
<b>Stop Processing More Rules</b>	Indicates whether the processing of subsequent rules should be stopped.
<b>Transport Rule Identity</b>	Transport rule identity.
<b>Use Legacy Regex</b>	Indicates whether transport rule is using legacy regular expressions.
<b>When Changed</b>	Date and time when the transport rule was last changed.

## Remove Distribution Group

The **Remove Distribution Group** task can be used in a runbook to remove distribution groups from your Office 365 environment.

### *Required Properties*

You must configure the following properties.

<b>Distribution Group Identity</b>	<p>Specifies the distribution group that you want to remove.</p> <p>This property accepts the following formats:</p> <ul style="list-style-type: none"><li>• JPhillips</li><li>• Atlanta.Corp.Contoso.Com/Users/JPhillips</li><li>• Jeff Phillips</li><li>• CN=JPhillips,CN=Users,DC=Atlanta,DC=Corp, DC=contoso,DC=com</li><li>• Atlanta\JPhillips</li><li>• fb456636-fe7d-4d58-9d15-5af57d0354c2</li><li>• fb456636-fe7d-4d58-9d15-5af57d0354c2@contoso.com</li><li>• /o=Contoso/ou=AdministrativeGroup/cn=Recipients/ cn=JPhillips</li><li>• Jeff.Phillips@contoso.com</li><li>• JPhillips@contoso.com</li></ul>
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### *Optional Properties*

You can configure the following optional properties as needed to control the behavior of the task.

<b>Bypass Security Group Manager Check</b>	<p>Specifies whether to bypass security checks and moderation for the member being removed, if the specified distribution group is a moderated distribution group.</p>
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### *Published Data*

This task publishes the following activity specific data.

<b>Distribution Group Identity</b>	Distribution group mailbox identifier.
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## Remove Distribution Group Member

The **Remove Distribution Group Member** task can be used in a runbook to remove a member from a distribution group in your Office 365 environment.

### *Required Properties*

You must configure the following properties.

<b>Distribution Group Identity</b>	<p>Identifies the distribution group from which the member will be removed.</p> <p>This property accepts the following values:</p> <ul style="list-style-type: none"><li>• Example: JPhillips</li><li>• Example: Atlanta.Corp.Contoso.Com/Users/JPhillips</li><li>• Example: Jeff Phillips</li><li>• Example: CN=JPhillips,CN=Users,DC=Atlanta,DC=Corp,DC=contoso,DC=com</li><li>• Example: Atlanta\JPhillips</li><li>• Example: fb456636-fe7d-4d58-9d15-5af57d0354c2</li><li>• Example: fb456636-fe7d-4d58-9d15-5af57d0354c2@contoso.com</li><li>• Example: /o=Contoso/ou=AdministrativeGroup/cn=Recipients/cn=JPhillips</li><li>• Example: Jeff.Phillips@contoso.com</li><li>• Example: JPhillips@contoso.com</li></ul>
<b>Member Identity</b>	<p>Identifies the member to be removed from the distribution group.</p> <p>This property accepts the following values:</p> <ul style="list-style-type: none"><li>• Example: JPhillips</li><li>• Example: Atlanta.Corp.Contoso.Com/Users/JPhillips</li><li>• Example: Jeff Phillips</li><li>• Example: CN=JPhillips,CN=Users,DC=Atlanta,DC=Corp,DC=contoso,DC=com</li><li>• Example: Atlanta\JPhillips</li><li>• Example: fb456636-fe7d-4d58-9d15-5af57d0354c2</li><li>• Example: fb456636-fe7d-4d58-9d15-5af57d0354c2@contoso.com</li><li>• Example: /o=Contoso/ou=AdministrativeGroup/cn=Recipients/cn=JPhillips</li><li>• Example: Jeff.Phillips@contoso.com</li><li>• Example: JPhillips@contoso.com</li></ul> <p>To specify an Active Directory user, use one of the following values:</p> <ul style="list-style-type: none"><li>• GUID</li><li>• DN</li><li>• UPN</li></ul>

- 
- Domain\Account Name
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### *Optional Properties*

You can configure the following optional properties as needed to control the behavior of the task.

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<b>Bypass Security Group Manager Check</b>	Specifies whether to bypass security checks and moderation for the member being removed, if the specified distribution group is a moderated distribution group.
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### *Published Data*

This task publishes the following activity specific data.

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<b>Identity</b>	Distribution group identifier.
<b>Member</b>	Identifies the member that was removed from the distribution group.

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## Remove Transport Rule

The **Remove Transport Rule** task can be used in a runbook to remove Transport Rules from your Office 365 environment.

### *Required Properties*

You must configure the following properties.

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<b>Transport Rule Identity</b>	Specifies the transport rule to be removed.
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### *Published Data*

This task publishes the following activity specific data.

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<b>Transport Rule Identity</b>	Transport rule identifier.
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## Remove Transport Rule Action

The **Remove Transport Rule Action** task can be used in a runbook to remove existing actions from Transport Rules from your Office 365 environment.

Note that the only Transport Rule Action supported at this time is *Apply Disclaimer to Message*.

### *Required Properties*

must configure the following properties.

<b>Transport Rule Identity</b>	Specifies the transport rule from which the action is to be removed.
<b>Action</b>	Specify the transport rule action that is to be removed.

### *Published Data*

This task publishes the following activity specific data.

<b>Transport Rule Identity</b>	Transport rule identifier.
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## Set Transport Rule Action

The **Set Transport Rule Action** task can be used in a runbook to add or update an action for a transport rule in your Office 365 environment. If the transport rule does not contain the specified action, the action will be added. If the transport rule already contains the specified action, the action will be updated.

Note that the only Transport Rule Action supported at this time is *Apply Disclaimer to Message*.

### Required Properties

You must configure the following properties.

<b>Action</b>	Specifies the transport rule action to be added or updated.
<b>Transport Rule Identity</b>	Identifies the transport rule that is to be updated.

### Optional Properties

You can configure the following optional properties as needed to control the behavior of the task.

<b>Disclaimer Text (HTML)</b>	Specifies disclaimer text to be inserted in the message. Disclaimer text can include HTML tags and inline cascading style sheet (CSS) tags. You can add images using the IMG tag.
<b>Disclaimer Location</b>	Specifies the location within the message where the HTML disclaimer text is inserted. You can use either of the following two values: <ul style="list-style-type: none"><li>• <b>Append</b> - The disclaimer is added to the end of the message body.</li><li>• <b>Prepend</b> - The disclaimer is inserted to the beginning of the message body.</li></ul>
<b>Disclaimer Fallback Action</b>	Specifies an action to fall back to if the HTML disclaimer can't be applied to a message. Valid fallback actions include the following: <ul style="list-style-type: none"><li>• <b>Wrap</b> - The original message is wrapped as an attachment in a new message and the disclaimer is used as the message body for the new message.</li><li>• <b>Ignore</b> - The rule is ignored, and the message is delivered without the disclaimer.</li><li>• <b>Reject</b> - The message is rejected.</li></ul>

### Published Data

This task publishes the following activity specific data.

<b>Transport Rule Identity</b>	Transport rule identifier.
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## Update Distribution Group

The **Update Distribution Group** task can be used in a runbook to update existing distribution groups in your Office 365 environment.

### *Required Properties*

You must configure the following properties.

<b>Distribution Group Identity</b>	<p>Specifies the distribution group that you want to modify. You can use any value that uniquely identifies the distribution group.</p> <p>This property accepts the following formats:</p> <ul style="list-style-type: none"><li>• JPhillips</li><li>• Atlanta.Corp.Contoso.Com/Users/JPhillips</li><li>• Jeff Phillips</li><li>• CN=JPhillips,CN=Users,DC=Atlanta,DC=Corp, DC=contoso,DC=com</li><li>• Atlanta\JPhillips</li><li>• fb456636-fe7d-4d58-9d15-5af57d0354c2</li><li>• fb456636-fe7d-4d58-9d15-5af57d0354c2@contoso.com</li><li>• /o=Contoso/ou=AdministrativeGroup/cn=Recipients/ cn=JPhillips</li><li>• Jeff.Phillips@contoso.com</li><li>• JPhillips@contoso.com</li></ul>
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### *Optional Properties*

You can configure the following optional properties as needed to control the behavior of the task.

<b>Accept Messages Only From</b>	<p>Specifies the mailbox users, mail users, and mail contacts that can send email messages to this distribution group.</p> <p>To specify multiple values, separate the values by commas (,). If values contain spaces or other special characters, enclose each value in double quotes (“&lt;value&gt;”).</p> <p>When not specified, the distribution group accepts messages from all senders.</p> <p>This property accepts the following formats:</p> <ul style="list-style-type: none"><li>• JPhillips</li><li>• Atlanta.Corp.Contoso.Com/Users/JPhillips</li><li>• Jeff Phillips</li><li>• CN=JPhillips,CN=Users,DC=Atlanta,DC=Corp, DC=contoso,DC=com</li><li>• Atlanta\JPhillips</li><li>• fb456636-fe7d-4d58-9d15-5af57d0354c2</li><li>• fb456636-fe7d-4d58-9d15-5af57d0354c2@contoso.com</li><li>• /o=Contoso/ou=AdministrativeGroup/cn=Recipients/ cn=JPhillips</li><li>• Jeff.Phillips@contoso.com</li><li>• JPhillips@contoso.com</li></ul>
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<p><b>Accept Messages Only From DG Members</b></p>	<p>Specifies the distribution groups whose members are allowed to send email messages to this distribution group.</p> <p>To specify multiple values, separate the values by commas (,). If values contain spaces or other special characters, enclose each value in double quotes (“&lt;value&gt;”).</p> <p>When not specified, the distribution group accepts messages from all senders.</p> <p>This property accepts the following formats:</p> <ul style="list-style-type: none"> <li>• JPhillips</li> <li>• Atlanta.Corp.Contoso.Com/Users/JPhillips</li> <li>• Jeff Phillips</li> <li>• CN=JPhillips,CN=Users,DC=Atlanta,DC=Corp, DC=contoso,DC=com</li> <li>• Atlanta\JPhillips</li> <li>• fb456636-fe7d-4d58-9d15-5af57d0354c2</li> <li>• fb456636-fe7d-4d58-9d15-5af57d0354c2@contoso.com</li> <li>• /o=Contoso/ou=AdministrativeGroup/cn=Recipients/ cn=JPhillips</li> <li>• Jeff.Phillips@contoso.com</li> <li>• JPhillips@contoso.com</li> </ul>
<p><b>Accept Messages Only From Senders/ Members</b></p>	<p>Specifies the recipients who can send email messages to this distribution group. You can specify users, contacts, or distribution groups. If you specify a distribution group, messages are accepted from all recipients that are members of that distribution group.</p> <p>To specify multiple values, separate the values by commas (,). If values contain spaces or other special characters, enclose each value in double quotes (“&lt;value&gt;”).</p> <p>When not specified, the distribution group accepts messages from all senders.</p> <p>This property accepts the following formats:</p> <ul style="list-style-type: none"> <li>• JPhillips</li> <li>• Atlanta.Corp.Contoso.Com/Users/JPhillips</li> <li>• Jeff Phillips</li> <li>• CN=JPhillips,CN=Users,DC=Atlanta,DC=Corp, DC=contoso,DC=com</li> <li>• Atlanta\JPhillips</li> <li>• fb456636-fe7d-4d58-9d15-5af57d0354c2</li> <li>• fb456636-fe7d-4d58-9d15-5af57d0354c2@contoso.com</li> <li>• /o=Contoso/ou=AdministrativeGroup/cn=Recipients/ cn=JPhillips</li> <li>• Jeff.Phillips@contoso.com</li> <li>• JPhillips@contoso.com</li> </ul>
<p><b>Alias</b></p>	<p>Specifies the alias of the distribution group, which is then used to generate the primary SMTP email address of the object.</p> <p>The value of Alias can contain letters, numbers, and the following characters:</p>

<p><b>Bypass Moderation From Senders Or Members</b></p>	<p>! # \$ % &amp; ' * + - / = ? ^ _ ` {   } ~</p> <p>Periods (.) are allowed, but each period must be surrounded by other valid characters (for example, help.desk). Unicode characters from U+00A1 to U+00FF are also allowed, but they will be mapped to a best-fit US-ASCII text character if the Alias value is used to generate the email address.</p> <p>Specifies senders for whom moderation is to be bypassed.</p> <p>To specify multiple values, separate the values by commas (,). If values contain spaces or other special characters, enclose each value in double quotes (“&lt;value&gt;”).</p> <p>When not specified, the distribution group accepts messages from all senders.</p> <p>This property accepts the following formats:</p> <ul style="list-style-type: none"> <li>• JPhillips</li> <li>• Atlanta.Corp.Contoso.Com/Users/JPhillips</li> <li>• Jeff Phillips</li> <li>• CN=JPhillips,CN=Users,DC=Atlanta,DC=Corp, DC=contoso,DC=com</li> <li>• Atlanta\JPhillips</li> <li>• fb456636-fe7d-4d58-9d15-5af57d0354c2</li> <li>• fb456636-fe7d-4d58-9d15-5af57d0354c2@contoso.com</li> <li>• /o=Contoso/ou=AdministrativeGroup/cn=Recipients/ cn=JPhillips</li> <li>• Jeff.Phillips@contoso.com</li> <li>• JPhillips@contoso.com</li> </ul>
<p><b>Bypass Nested Moderation</b></p>	<p>Specifies whether to allow the parent group moderators to provide approval for any nested groups that are also moderated. If you set this property to <i>True</i>, all moderation in any nested distribution groups is bypassed on approved email messages.</p>
<p><b>Bypass Security Group Manager Check</b></p>	<p>Specifies whether to bypass security checks and moderation for the member that's being added. Use this switch when the specified distribution group is a moderated distribution group, and you want to bypass security checks and moderation for the member that's being added.</p>
<p><b>Custom Attribute 1..15</b></p>	<p>Specify custom attributes. You can use these attributes to store additional information.</p>
<p><b>Display Name</b></p>	<p>Specifies the display name of the distribution group.</p>
<p><b>Email Addresses</b></p>	<p>Specifies the email alias of the distribution group.</p> <p>To specify multiple values, separate the values by commas (,).</p> <p>Addresses are not validated for correct formatting. You must ensure that the custom address you specify complies with the format requirements for that address type. Because X.400 addresses are considered custom</p>

	addresses, they also aren't validated, and you must provide the correct syntax when specifying an X.400 address.
<b>Extension Custom Attribute 1..5</b>	Specify custom attributes that store additional information. To specify multiple values, separate the values by commas (,). Each attribute can hold up to 1,300 values.
<b>Grant Send On Behalf To</b>	Specifies a mailbox user who can send on behalf of this distribution group. To specify multiple values, separate the values by commas (,). If values contain spaces or other special characters, enclose each value in double quotes (“<value>”). When not specified, no other mailbox user has permission to send on behalf of this distribution group. This property accepts the following formats: <ul style="list-style-type: none"> <li>• JPhillips</li> <li>• Atlanta.Corp.Contoso.Com/Users/JPhillips</li> <li>• Jeff Phillips</li> <li>• CN=JPhillips,CN=Users,DC=Atlanta,DC=Corp, DC=contoso,DC=com</li> <li>• Atlanta\JPhillips</li> <li>• fb456636-fe7d-4d58-9d15-5af57d0354c2</li> <li>• fb456636-fe7d-4d58-9d15-5af57d0354c2@contoso.com</li> <li>• /o=Contoso/ou=AdministrativeGroup/cn=Recipients/ cn=JPhillips</li> <li>• Jeff.Phillips@contoso.com</li> <li>• JPhillips@contoso.com</li> </ul>
<b>Hidden From Address Lists</b>	Specifies whether to hide the distribution group from any other address lists.
<b>Ignore Naming Policy</b>	Specifies that the configured naming policy can be ignored.
<b>Mail Tip</b>	Specifies the message that is displayed to senders when they start drafting an email message to this recipient. The <i>Mail Tip</i> property message must be less than or equal to 175 characters.
<b>Managed By</b>	Specifies the name of the mailbox recipient to be set as the owner of this distribution group. To specify multiple values, separate the values by commas (,). If values contain spaces or other special characters, enclose each value in double quotes (“<value>”). When not specified, the user updating the distribution group is the owner. This property accepts the following formats: <ul style="list-style-type: none"> <li>• JPhillips</li> <li>• Atlanta.Corp.Contoso.Com/Users/JPhillips</li> <li>• Jeff Phillips</li> <li>• CN=JPhillips,CN=Users,DC=Atlanta,DC=Corp, DC=contoso,DC=com</li> <li>• Atlanta\JPhillips</li> </ul>

	<ul style="list-style-type: none"> <li>• fb456636-fe7d-4d58-9d15-5af57d0354c2</li> <li>• fb456636-fe7d-4d58-9d15-5af57d0354c2@contoso.com</li> <li>• /o=Contoso/ou=AdministrativeGroup/cn=Recipients/ cn=JPhillips</li> <li>• Jeff.Phillips@contoso.com</li> <li>• JPhillips@contoso.com</li> </ul> <p>The recipients specified with the <b>Managed By</b> property are not automatically members of the distribution group. If you want recipients specified in this property to be added as members of the distribution group, you need to add them as members.</p>
<p><b>Member Depart Restriction</b></p>	<p>Specifies the type of restrictions placed on requests for members to leave the distribution group.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Open</b> - Members can leave the group without approval from one of the group owners. This is the default value for universal distribution groups. You can't use this value on universal security groups.</li> <li>• <b>Closed</b> - Members can't remove themselves from the group, and requests to leave the group are rejected automatically. Group membership is controlled by the group owners. This is the default value for universal security groups.</li> </ul>
<p><b>Member Join Restriction</b></p>	<p>Specifies the type of restrictions placed on requests for members to join the distribution group.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Open</b> - Users can add themselves to the group without approval from one of the group owners. You can't use this value on universal security groups.</li> <li>• <b>Closed</b> - Users can't add themselves to the group, and requests to join the group are rejected automatically. Group membership is controlled by the group owners. This is the default value on universal security groups and universal distribution groups.</li> <li>• <b>ApprovalRequired</b> - Users can request to join the group. The user is added to the group after the request is approved by one of the group owners.</li> </ul>
<p><b>Moderated By</b></p>	<p>Specifies the list of users who are responsible for moderating the messages sent to this distribution group.</p> <p>To specify multiple values, separate the values by commas (,). If values contain spaces or other special characters, enclose each value in double quotes ("<code>&lt;value&gt;</code>").</p> <p>This property accepts the following formats:</p> <ul style="list-style-type: none"> <li>• JPhillips</li> <li>• Atlanta.Corp.Contoso.Com/Users/JPhillips</li> </ul>

	<ul style="list-style-type: none"> <li>• Jeff Phillips</li> <li>• CN=JPhillips,CN=Users,DC=Atlanta,DC=Corp, DC=contoso,DC=com</li> <li>• Atlanta\JPhillips</li> <li>• fb456636-fe7d-4d58-9d15-5af57d0354c2</li> <li>• fb456636-fe7d-4d58-9d15-5af57d0354c2@contoso.com</li> <li>• /o=Contoso/ou=AdministrativeGroup/cn=Recipients/ cn=JPhillips</li> <li>• Jeff.Phillips@contoso.com</li> <li>• JPhillips@contoso.com</li> </ul> <p>This property is required if you set the Moderation Enabled property to <i>True</i>. If you leave this property blank and there is a user already specified as the manager of this distribution group, the <i>Moderated By</i> field is automatically set to the <b>Managed By</b> property of the distribution group. Otherwise, an error is returned.</p>
<b>Moderation Enabled</b>	Specifies whether to enable moderation of email sent to this distribution group.
<b>Name</b>	<p>Specifies the name of the distribution group. The <i>Name</i> property specifies the distribution group name in Active Directory. If a group naming policy is enforced, you need to follow the naming constraints.</p> <p>Note that when the <i>Name</i> of a distribution group is changed, its <i>Identity</i> is also changed.</p>
<b>Primary SMTP Address</b>	Specifies the primary return SMTP email address for the distribution group. This property only has meaning if the distribution group has multiple SMTP email addresses.
<b>Reject Messages From</b>	<p>Specifies mailbox users and mail-enabled contacts who are not allowed to send email messages to this distribution group.</p> <p>To specify multiple values, separate the values by commas (,). If values contain spaces or other special characters, enclose each value in double quotes (“&lt;value&gt;”).</p> <p>When not specified, the distribution group accepts messages from all mailbox users and all mail-enabled contacts.</p> <p>This property accepts the following formats:</p> <ul style="list-style-type: none"> <li>• JPhillips</li> <li>• Atlanta.Corp.Contoso.Com/Users/JPhillips</li> <li>• Jeff Phillips</li> <li>• CN=JPhillips,CN=Users,DC=Atlanta,DC=Corp, DC=contoso,DC=com</li> <li>• Atlanta\JPhillips</li> <li>• fb456636-fe7d-4d58-9d15-5af57d0354c2</li> <li>• fb456636-fe7d-4d58-9d15-5af57d0354c2@contoso.com</li> <li>• /o=Contoso/ou=AdministrativeGroup/cn=Recipients/ cn=JPhillips</li> <li>• Jeff.Phillips@contoso.com</li> </ul>

<p><b>Reject Messages From DG Members</b></p>	<ul style="list-style-type: none"> <li>• JPhillips@contoso.com</li> </ul> <p>Specifies the distribution groups who are not allowed to send email messages to the distribution group.</p> <p>To specify multiple values, separate the values by commas (,). If values contain spaces or other special characters, enclose each value in double quotes (“&lt;value&gt;”).</p> <p>When not specified, this distribution group accepts messages from all distribution groups.</p> <p>This property accepts the following formats:</p> <ul style="list-style-type: none"> <li>• JPhillips</li> <li>• Atlanta.Corp.Contoso.Com/Users/JPhillips</li> <li>• Jeff Phillips</li> <li>• CN=JPhillips,CN=Users,DC=Atlanta,DC=Corp, DC=contoso,DC=com</li> <li>• Atlanta\JPhillips</li> <li>• fb456636-fe7d-4d58-9d15-5af57d0354c2</li> <li>• fb456636-fe7d-4d58-9d15-5af57d0354c2@contoso.com</li> <li>• /o=Contoso/ou=AdministrativeGroup/cn=Recipients/ cn=JPhillips</li> <li>• Jeff.Phillips@contoso.com</li> <li>• JPhillips@contoso.com</li> </ul>
<p><b>Reject Messages From Senders Or Members</b></p>	<p>Specifies the identity of recipients from whom messages are rejected. To specify multiple values, separate the values by commas (,). If values contain spaces or other special characters, enclose each value in double quotes (“&lt;value&gt;”).</p> <p>When not specified, the distribution group accepts messages from all recipients.</p> <p>This property accepts the following formats:</p> <ul style="list-style-type: none"> <li>• JPhillips</li> <li>• Atlanta.Corp.Contoso.Com/Users/JPhillips</li> <li>• Jeff Phillips</li> <li>• CN=JPhillips,CN=Users,DC=Atlanta,DC=Corp, DC=contoso,DC=com</li> <li>• Atlanta\JPhillips</li> <li>• fb456636-fe7d-4d58-9d15-5af57d0354c2</li> <li>• fb456636-fe7d-4d58-9d15-5af57d0354c2@contoso.com</li> <li>• /o=Contoso/ou=AdministrativeGroup/cn=Recipients/ cn=JPhillips</li> <li>• Jeff.Phillips@contoso.com</li> <li>• JPhillips@contoso.com</li> </ul>
<p><b>Report To Manager</b></p>	<p>Specifies whether to allow delivery reports to be sent to the distribution group manager.</p>
<p><b>Report To Originator</b></p>	<p>Specifies whether to allow delivery reports to be sent to the senders of email messages that are sent to this distribution group.</p>

<b>Require Sender Authentication</b>	Specifies whether messages are accepted only from authenticated senders.
<b>Room List</b>	Specifies that all members of the distribution group are room resource mailboxes. You can create a distribution group for an office building in your organization and add all the rooms in that building to the distribution group.
<b>Send Moderation Notifications</b>	<p>Specifies whether status notifications are sent to users when they send a message to the moderated distribution group. You can specify one of the following values:</p> <ul style="list-style-type: none"> <li>• <b>Always</b> – used when you want notifications to be sent to all senders.</li> <li>• <b>Internal</b> – used when you want notifications to be sent only to the senders who are internal to your organization.</li> <li>• <b>Never</b> – used to disable all status notifications.</li> </ul> <p>The senders are always notified if their message is rejected by the moderators, regardless of the value of the property.</p>
<b>Send OOF Message To Originator Enabled</b>	Specifies whether to allow out-of-office messages to be delivered to the senders of email messages sent to this distribution group.
<b>Simple Display Name</b>	<p>Alternative display name for the distribution group when only a limited set of characters is permitted. This limited set of characters consists letters, numbers, and the following characters:</p> <p>" ' ( ) + , - . / : ?</p>
<b>Windows Email Address</b>	Specifies the value of the E-mail field of the Active Directory object.

### *Published Data*

This task publishes the following activity specific data.

<b>Distribution Group Identity</b>	Distribution group mailbox identifier.
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## Update Distribution Group Members

The **Update Distribution Group Members** task can be used in a runbook to assign a new list of members to a distribution group in your Office 365 environment.

### *Required Properties*

You must configure the following properties.

<b>Distribution Group Identity</b>	<p>Identifies the distribution group to be updated. This property accepts the following values:</p> <ul style="list-style-type: none"><li>• Example: JPhillips</li><li>• Example: Atlanta.Corp.Contoso.Com/Users/JPhillips</li><li>• Example: Jeff Phillips</li><li>• Example: CN=JPhillips,CN=Users,DC=Atlanta,DC=Corp,DC=contoso,DC=com</li><li>• Example: Atlanta\JPhillips</li><li>• Example: fb456636-fe7d-4d58-9d15-5af57d0354c2</li><li>• Example: fb456636-fe7d-4d58-9d15-5af57d0354c2@contoso.com</li><li>• Example: /o=Contoso/ou=AdministrativeGroup/cn=Recipients/cn=JPhillips</li><li>• Example: Jeff.Phillips@contoso.com</li><li>• Example: JPhillips@contoso.com</li></ul>
<b>Member Identities</b>	<p>Identifies the members to be assigned to the distribution group. To specify multiple members, separate the recipients by commas (,).</p> <p>This property accepts the following values:</p> <ul style="list-style-type: none"><li>• Example: JPhillips</li><li>• Example: Atlanta.Corp.Contoso.Com/Users/JPhillips</li><li>• Example: Jeff Phillips</li><li>• Example: CN=JPhillips,CN=Users,DC=Atlanta,DC=Corp,DC=contoso,DC=com</li><li>• Example: Atlanta\JPhillips</li><li>• Example: fb456636-fe7d-4d58-9d15-5af57d0354c2</li><li>• Example: fb456636-fe7d-4d58-9d15-5af57d0354c2@contoso.com</li><li>• Example: /o=Contoso/ou=AdministrativeGroup/cn=Recipients/cn=JPhillips</li><li>• Example: Jeff.Phillips@contoso.com</li><li>• Example: JPhillips@contoso.com</li></ul> <p>To specify an Active Directory user, use one of the following values:</p> <ul style="list-style-type: none"><li>• GUID</li><li>• DN</li></ul>

- 
- UPN
  - Domain\Account Name
- 

### *Optional Properties*

You can configure the following optional properties as needed to control the behavior of the task.

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<b>Bypass Security Group Manager Check</b>	Specifies whether to bypass security checks and moderation for the member being removed, if the specified distribution group is a moderated distribution group.
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### *Published Data*

This task publishes the following activity specific data.

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<b>Distribution Group Identity</b>	Distribution group identifier.
<b>Member Identities</b>	Identifies the members that were assigned to the distribution group.

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## Update Mailbox Litigation Hold

The **Update Mailbox Litigation Hold** task can be used in a runbook to update litigation hold properties for an Exchange mailbox.

**Note:** litigation hold changes can take up to 60 minutes to take effect.

### *Required Properties*

You must configure the following properties.

<b>Mailbox Identity</b>	<p>Identifies the Exchange mailbox for which litigation hold properties are to be modified.</p> <p>This property accepts the following formats:</p> <ul style="list-style-type: none"><li>• JPhillips</li><li>• Atlanta.Corp.Contoso.Com/Users/JPhillips</li><li>• Jeff Phillips</li><li>• CN=JPhillips,CN=Users,DC=Atlanta,DC=Corp, DC=contoso,DC=com</li><li>• Atlanta\JPhillips</li><li>• fb456636-fe7d-4d58-9d15-5af57d0354c2</li><li>• fb456636-fe7d-4d58-9d15-5af57d0354c2@contoso.com</li><li>• /o=Contoso/ou=AdministrativeGroup/cn=Recipients/ cn=JPhillips</li><li>• Jeff.Phillips@contoso.com</li><li>• JPhillips@contoso.com</li></ul>
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### *Optional Properties*

You can configure the following optional properties as needed to control the behavior of the task.

<b>Litigation Hold Date (UTC)</b>	Specifies the UTC date and time when the mailbox is to be placed on litigation hold.
<b>Litigation Hold Duration (days)</b>	Specifies for how long mailbox items are held when the mailbox is on litigation hold. The duration is calculated from the date a mailbox item is received or created.
<b>Litigation Hold Owner</b>	Specifies the user who placed the mailbox on litigation hold.

### *Published Data*

This task publishes the following activity specific data.

<b>Mailbox Identity</b>	Exchange mailbox identifier.
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## Update Transport Rule

The **Update Transport Rule** task can be used in a runbook to update transport rule common properties in your Office 365 environment. To add/remove transport rule actions, use the **Set Transport Rule Action** and **Remove Transport Rule Action** tasks, respectively.

**Note:** the only Transport Rule Action supported at this time is *Apply Disclaimer to Message* and that transport rules updated with this task are applied to all messages.

### Required Properties

You must configure the following properties.

<b>Transport Rule Identity</b>	Identifies the transport rule that is to be updated.
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### Optional Properties

You can configure the following optional properties as needed to control the behavior of the task.

<b>Activation Date (UTC)</b>	Specifies the date when this rule will become effective. The rule won't take any action on messages until the day you specify for this property.
<b>Audit Severity</b>	Specifies the severity level assigned to an incident report that's generated and the corresponding entry logged in the message tracking logs. You can specify one of the following values: <ul style="list-style-type: none"><li>• <b>DoNotAudit</b> - No audit entry is logged.</li><li>• <b>Low</b> - The audit entry is assigned low severity.</li><li>• <b>Medium</b> - The audit entry is assigned medium severity.</li><li>• <b>High</b> - The audit entry is assigned high severity.</li></ul>
<b>Comments</b>	Specifies informative comments for the transport rule, such as what the rule is used for or how it has changed over time. The length of the comment cannot exceed 1024 characters.
<b>Deactivation Date (UTC)</b>	Specifies the date when this rule will stop processing. The rule won't take any action on messages past the date you specify for this property.
<b>Match Sender Address in Message</b>	Specifies the fields to look in when evaluating sender addresses. Valid values are: <ul style="list-style-type: none"><li>• <b>Header</b> - Only message headers are examined when evaluating senders.</li><li>• <b>Envelope</b> - Only the message envelope is examined when evaluating senders.</li><li>• <b>HeaderOrEnvelope</b> - Both message headers and the message envelope are examined when evaluating senders.</li></ul> The default value is <i>Header</i> .
<b>Name</b>	Specifies the display name of the transport rule to be updated. The length of the name cannot exceed 64 characters.
<b>Priority</b>	Specifies the priority for this transport rule. Rules with a lower priority value are processed first. If you modify the priority of the rule, the position of the rule in the rule list changes to match the priority that you specified, and the Transport Rules agent increments all rules with a higher

<b>Rule Error Action</b>	<p>priority value. The value of this property must be greater than or equal to zero and must be one less than the total number of transport rules in your organization. For example, if you configured 8 transport rules, you may set this property to any value from 0 through 7.</p> <p>Specifies how the message should be handled if the rule processing can't be completed. Valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Ignore</b> - The message is sent without completing the rule processing.</li> <li>• <b>Defer</b> - The message is deferred so the rules engine can attempt to process the message again.</li> </ul> <p>The default value is <i>Ignore</i>.</p>
<b>Rule Mode</b>	<p>Specifies in which mode this rule will operate. Valid values include:</p> <ul style="list-style-type: none"> <li>• <b>Audit</b> - The rule is turned on, and what would have happened if the rule was enforced is logged in message tracking logs. Exchange doesn't take any action that impacts the delivery of the message.</li> <li>• <b>AuditAndNotify</b> - The rule is turned on, and it operates the same way it would in <i>Audit</i> mode, but notifications are also enabled.</li> <li>• <b>Enforce</b> - The rule is turned on, and all actions specified in the rule are taken.</li> </ul> <p>The default value <b>Enforce</b>.</p>
<b>Stop Processing More Rules</b>	<p>Specifies whether the processing of subsequent rules should be stopped for this message.</p>

### *Published Data*

This task publishes the following activity specific data.

<b>Transport Rule Identity</b>	Transport rule identifier.
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# Run SharePoint Task Activity

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The *Run SharePoint Task* activity can be used in Orchestrator runbooks to integrate and automate SharePoint specific functionality in your Office 365 environment. Use the *Task* property to select one of the following SharePoint tasks:

- Add Site
- Add Site User
- Assign Site Permissions
- Decode Claim
- Encode Claim
- Get Site
- Get Site User
- Remove Site
- Remove Site Permissions
- Remove Site User
- Update Site
- Update Site User

## *Required Properties*

You must configure the following properties Additional required and optional properties, filters and published data will be included based on your **Task** selection.

<b>Task</b>	Specifies the SharePoint task to be executed.
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## *Published Data*

This activity does not publish any activity specific data.

## Add Site

The **Add Site** task can be used in a runbook to add new SharePoint sub-sites in your Office 365 environment. The following tables list the properties and published date for this task.

**Note:** This activity requires Subsite Creation to be enabled in SharePoint Admin Center. To enable Subsite Creation, in SharePoint Admin Center navigate to:

- Settings > Classic settings page > Subsite Creation > Enable subsite creation for all sites.

### Required Properties

You must configure the following properties.

<b>Parent Site URL</b>	Specifies the full URL of the SharePoint web site under which the new site will be added. Example: <i>https://MyO365SharePoint.sharepoint.com</i>
<b>URL Name</b>	Specifies the URL Name for the new site. Example: <i>InternalProjects</i>
<b>Title</b>	Specifies the new site title. Example: <i>Internal Projects</i>
<b>Language</b>	Specifies the language for the new site. The available languages can be customized in the configuration XML file. For more details, see <a href="#">Additional Configuration</a> .
<b>Web Template</b>	Specifies the template for the new site. The list of available templates is determined by your language selection.

### Optional Properties

You can configure the following optional properties as needed to control the behavior of the task.

<b>Description</b>	Specifies a description for the new site.
<b>Use Same Permissions as Parent Site</b>	Specifies if the new site should use the same permissions as the parent site, or not.

### Published Data

This task publishes the following activity specific data.

<b>Site URL</b>	Specifies the full URL for the newly added site. Example: <i>https://MyO365SharePoint.sharepoint.com/InternalProjects</i>
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## Add Site User

The **Add Site User** task can be used in a runbook to add a user to a SharePoint site in your Office 365 environment. The following tables list the properties for this task.

### Required Properties

You must configure the following properties.

<b>Site URL</b>	Specifies the full URL of the SharePoint web site to which the user will be added. Example: <i>https://MyO365SharePoint.sharepoint.com/InternalProjects</i>
<b>Login Name</b>	Specifies the user which is to be added to the web site. Example: <i>Jon.Smith@MyO365SharePoint.onmicrosoft.com</i> <i>DOMAIN\johnsmith</i>

### Optional Properties

You can configure the following optional properties as needed to control the behavior of the task.

<b>Site Group</b>	Specifies a site group to which the user will be added. Example: <i>Team Site Members</i>
<b>User Email</b>	Email for the new SharePoint site user.
<b>User Title</b>	Title for the new SharePoint site user.

### Published Data

This activity does not publish any activity specific data.

## Assign Site Permissions

The **Assign Site Permissions** task can be used in a runbook to assign one or more permissions, for a specific SharePoint site, to a SharePoint site user (or group). The following tables list the properties for this task. **Note:** The user must already be a member of the site to set permissions.

### Required Properties

You must configure the following properties.

<b>Site URL</b>	Specifies the full URL of the SharePoint web site for which the permissions will be added. Example: <i>https://MyO365SharePoint.sharepoint.com/InternalProjects</i>
<b>Permissions</b>	Specifies the site permission(s) that will be assigned. You can select a single permission from the browser list or, you can specify a comma (,) separated list of permissions.
<b>Assign For</b>	Specifies whether site permissions will be assigned for a user or a group.
<b>Login Name</b>	Specifies the user that will be assigned the permission(s). This option is only available when <i>Assigned For = User</i> . Example: <i>Jon.Smith@MyO365SharePoint.onmicrosoft.com</i> <i>DOMAIN\johnsmith</i>
<b>Site Group</b>	Specifies the group that will be assigned the permission(s). This option is only available when <i>Assigned For = Group</i> . Example: <i>Team Site Members</i>

### Published Data

This activity does not publish any activity specific data.

## Decode Claim

The **Decode Claim** task can be used in a runbook to decode an Office 365 SharePoint claim, such as the *Login Name* published by the *Get Site User* activity.

### Required Properties

You must configure the following properties.

<b>Encoded Claim</b>	Specifies an encoded SharePoint claim, such as the <i>Login Name</i> property published by the <i>Get Site User</i> activity. Example: <i>i:0#.f Jon.Smith@MyO365SharePoint.onmicrosoft.com</i> <i>i:0#.w DOMAIN\johnsmith</i>
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### Published Data

This task publishes the following activity specific data.

<b>Encoded Claim</b>	Specifies the encoded claim, before decoding. Example: <i>i:0#.f Jon.Smith@MyO365SharePoint.onmicrosoft.com</i> <i>i:0#.w DOMAIN\johnsmith</i>
<b>Decoded Claim</b>	The decoded claim value. Example: <i>Jon.Smith@MyO365SharePoint.onmicrosoft.com</i> <i>DOMAIN\johnsmith</i>

## Encode Claim

The **Encode Claim** task can be used in a runbook to encode an Office 365 SharePoint identity. You can use this when filtering by **Login Name** in the **Get Site User** activity, which publishes **Login Name** in encoded claim format.

### Required Properties

You must configure the following properties.

<b>Task</b>	Specifies the SharePoint task to be executed.
<b>Identifier to Encode</b>	Specifies an identifier which is to be encoded. Example: <i>Jon.Smith@MyO365SharePoint.onmicrosoft.com</i> <i>DOMAIN\johnsmith</i>

### Published Data

This task publishes the following activity specific data.

<b>Identifier to Encode</b>	Specifies the identifier before encoding. Example: <i>Jon.Smith@MyO365SharePoint.onmicrosoft.com</i> <i>DOMAIN\johnsmith</i>
<b>Encoded Claim</b>	The encoded value. Example: <i>i:0#.f Jon.Smith@MyO365SharePoint.onmicrosoft.com</i> <i>i:0#.w DOMAIN\johnsmith</i>

## Get Site

The **Get Site** task can be used in a runbook to retrieve one or more existing SharePoint sites from your Office 365 environment.

### Required Properties

You must configure the following properties.

<b>Task</b>	Specifies the SharePoint task to be executed.
<b>Site URL</b>	Specifies the full URL of the SharePoint web site to be retrieved. Example: <i>https://MyO365SharePoint.sharepoint.com/InternalProjects</i>
<b>Include Sub-Sites</b>	Specifies whether the activity should return sub-sites for the specified site.
<b>Recursive</b>	When <i>Include Sub-Sites</i> is <i>True</i> , this specifies whether the activity should recursively return sub-sites of sub-sites. <i>Note that for a large site hierarchy, this can have adverse performance implications.</i>

### Filters

You can use the following filters to select which data objects to publish.

<b>Allow RSS Feeds</b>	Filter by Allow RSS Feeds value.
<b>Associated Member Group</b>	Filter by Associated Member Group.
<b>Associated Owner Group</b>	Filter by Associated Owner Group.
<b>Associated Visitor Group</b>	Filter by Associated Visitor Group.
<b>Created</b>	Filter by Created value.
<b>Description</b>	Filter by Description.
<b>Enable Minimal Download</b>	Filter by Enable Minimal Download value.
<b>Has Unique Role Assignments</b>	Filter by Has Unique Role Assignments value.
<b>ID</b>	Filter by ID.
<b>Is Multilingual</b>	Filter by Is Multilingual value.
<b>Language</b>	Filter by Language
<b>Last Item Modified Date</b>	Filter by Last Item Modified Date
<b>Locale</b>	Filter by Locale.
<b>Master URL</b>	Filter by Master URL.
<b>Parent Site ID</b>	Filter by Parent Site ID.
<b>Quick Launch Enabled</b>	Filter by Quick Launch Enabled.
<b>Save Site As Template Enabled</b>	Filter by Save Site As Template Enabled value.

<b>Server Relative URL</b>	Filter by Server Relative URL.
<b>Site URL</b>	Filter by Site URL.
<b>Supported UI Languages</b>	Filter by Supported UI Languages.
<b>Syndication Enabled</b>	Filter by Syndication Enabled value.
<b>Time Zone</b>	Filter by Time Zone.
<b>Title</b>	Filter by Title.
<b>Tree View Enabled</b>	Filter by Tree View Enabled value.
<b>UI Version</b>	Filter by UI Version.
<b>UI Version Configuration Enabled</b>	Filter by UI Version Configuration Enabled value.
<b>Web Template</b>	Filter by Web Template.

### *Published Data*

This task publishes the following activity specific data.

<b>Allow RSS Feeds</b>	Specifies whether RSS feeds are enabled for the site.
<b>Associated Member Group</b>	Member group associated with the site.
<b>Associated Owner Group</b>	Owner group associated with the site.
<b>Associated Visitor Group</b>	Visitor group associated with the site.
<b>Count</b>	Number of sites returned by the activity.
<b>Created</b>	Date and time when the site was created
<b>Description</b>	Site description
<b>Enable Minimal Download</b>	Indicates whether Minimal Download are enabled or not for the site.
<b>Has Unique Role Assignments</b>	Indicates whether site has unique role assignments or not.
<b>ID</b>	Site unique identifier.
<b>Is Multilingual</b>	Indicates whether the site is multilingual or not.
<b>Language</b>	Site language.
<b>Last Item Modified Date</b>	Date and time when the site was last modified.
<b>Locale</b>	Locale of the site.
<b>Master URL</b>	Master URL of the site.
<b>Parent Site ID</b>	Parent site unique identifier.
<b>Quick Launch Enabled</b>	Indicates whether quick launch is enabled or not for the site.
<b>Save Site As Template Enabled</b>	Indicates whether the site can be saved as a template or not.

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<b>Server Relative URL</b>	Site server relative URL.
<b>Site URL</b>	Site full URL.
<b>Supported UI Languages</b>	Comma (,) separated list of languages supported on the site.
<b>Syndication Enabled</b>	Indicates whether Syndication is enabled or not on the site.
<b>Time Zone</b>	Site time zone.
<b>Title</b>	Site title.
<b>Tree View Enabled</b>	Indicates whether site tree view is enabled or not.
<b>UI Version</b>	UI version.
<b>UI Version Configuration Enabled</b>	Indicates whether UI version configuration is enabled or not.
<b>Web Template</b>	Web template for the site.

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## Get Site User

The **Get Site User** task can be used in a runbook to retrieve one or more SharePoint site users from your Office 365 environment.

### Required Properties

You must configure the following properties.

<b>Task</b>	Specifies the SharePoint task to be executed.
<b>Site URL</b>	Specifies the full URL of the SharePoint web site where users are to be retrieved from. Example: <i>https://MyO365SharePoint.sharepoint.com/InternalProjects</i>

### Optional Properties

You can configure the following optional properties as needed to control the behavior of the task.

<b>Site Group</b>	Specifies the site group where users are to be retrieved from, when retrieving users from a site group. Example: <i>Team Site Owners</i>
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### Filters

You can use the following filters to select which data objects to publish.

<b>Email</b>	Filter by email.
<b>ID</b>	Filter by ID.
<b>Is Hidden In UI</b>	Filter by <i>Is Hidden In UI</i> value.
<b>Is Site Admin</b>	Filter by <i>Is Site Admin</i> value.
<b>Login Name</b>	Filter by <i>Login Name</i> .
<b>Principal Type</b>	Filter by <i>Principal Type</i> .
<b>Title</b>	Filter by user title.

### Published Data

This task publishes the following activity specific data.

<b>Count</b>	Number of users returned by the activity.
<b>Email</b>	User email address.
<b>ID</b>	Identifies the user.
<b>Is Hidden In UI</b>	Indicates if user is hidden in site UI.
<b>Is Site Admin</b>	Indicates if user is a site administrator.

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<b>Login Name</b>	User login name as an encoded SharePoint claim. Example: <i>i:0#.f Jon.Smith@MyO365SharePoint.onmicrosoft.com</i> <i>Note:</i> You can use the <i>Decode Claim</i> and <i>Encode Claim</i> activities to decode and encode SharePoint claims, respectively.
<b>Principal type.</b>	User principal type
<b>Title</b>	User title.

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## Remove Site

The **Remove Site** task can be used in a runbook to remove an existing SharePoint site from your Office 365 environment. The following table lists the properties for this task.

### *Required Properties*

You must configure the following properties.

<b>Remove Site URL</b>	Specifies the full URL of the SharePoint web site to be removed. Example: <i><a href="https://MyO365SharePoint.sharepoint.com/InternalProjects">https://MyO365SharePoint.sharepoint.com/InternalProjects</a></i>
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### *Published Data*

This activity does not publish any activity specific data.

## Remove Site Permissions

The **Remove Site Permissions** task can be used in a runbook to remove one or more site permissions from a SharePoint site user (or group). The following table lists the properties for this task.

### Required Properties

You must configure the following properties.

<b>Site URL</b>	Specifies the full URL of the SharePoint web site for which the permissions will be removed. Example: <i>https://MyO365SharePoint.sharepoint.com/InternalProjects</i>
<b>Remove For Login Name</b>	Specifies whether site permissions will be removed for a user or a group. Specifies the user that permission(s) will be removed from. This option is only available when <i>Assigned For = User</i> . Example: <i>Jon.Smith@MyO365SharePoint.onmicrosoft.com</i> <i>DOMAIN\johnsmith</i>
<b>Site Group</b>	Specifies the group permission(s) will be removed from. This option is only available when <i>Assigned For = Group</i> . Example: <i>Team Site Members</i>

### Optional Properties

You can configure the following optional properties as needed to control the behavior of the task.

<b>Permissions</b>	Specifies the site permission(s) that will be removed. You can select a single permission from the browser list or, you can specify a comma (,) separated list of permissions. <b>Note:</b> <i>If this property is not specified, the entire permission set will be removed for the specified user or group.</i>
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## Remove Site User

The **Remove Site User** task can be used in a runbook to remove a SharePoint site user from a web site, your Office 365 environment. The following table lists the properties for this task.

### *Required Properties*

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<b>Site URL</b>	Specifies the full URL of the SharePoint web site from which the user will be removed. Example: <i>https://MyO365SharePoint.sharepoint.com/InternalProjects</i>
<b>Login Name</b>	Specifies the user that will be removed from the website. Note that when a site group is not specified, the activity will remove the user from all site groups. Example: <i>Jon.Smith@MyO365SharePoint.onmicrosoft.com</i> <i>DOMAIN\johnsmith</i>

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### *Optional Properties*

You can configure the following optional properties as needed to control the behavior of the task.

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<b>Remove From Group</b>	Specifies a site group from which the user will be removed.
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## Update Site

The **Update Site** task can be used in a runbook to update an existing SharePoint site in your Office 365 environment. The following tables list the properties for this task.

### *Required Properties*

You must configure the following properties.

<b>Site URL</b>	Specifies the full URL of the SharePoint web site to be updated. Example: <code>https://MyO365SharePoint.sharepoint.com/InternalProjects</code>
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### *Optional Properties*

You can configure the following optional properties as needed to control the behavior of the task.

<b>Description</b>	Site description.
<b>Enable Minimal Download</b>	Specifies whether Minimal Download should be enabled or not for the site.
<b>Is Multilingual</b>	Specifies whether the site is multilingual or not.
<b>Locale</b>	Specifies the locale.
<b>Quick Launch Enabled</b>	Specifies whether Quick Launch should be enabled or not for the site.
<b>Syndication Enabled</b>	Specifies whether Syndication should be enabled or not for the site.
<b>Time Zone</b>	Time zone for the site.
<b>Title</b>	Site title.
<b>Tree View Enabled</b>	Specifies whether Tree View should be enabled or not for the site.

### *Published Data*

This activity does not publish any activity specific data.

## Update Site User

The **Update Site User** task can be used in a runbook to update a site user or a site group user in your Office 365 environment. The following tables list the properties for this task.

### *Required Properties*

You must configure the following properties.

<b>Site URL</b>	Specifies the full URL of the SharePoint web site to be updated. Example: <i>https://MyO365SharePoint.sharepoint.com/InternalProjects</i>
<b>Login Name</b>	Identifies the site user to be updated. Example: <i>Jon.Smith@MyO365SharePoint.onmicrosoft.com</i> <i>DOMAIN\johnsmith</i>

### *Optional Properties*

You can configure the following optional properties as needed to control the behavior of the task.

<b>Is Admin User</b>	Specifies whether the user is an administrator or not.
<b>User Email</b>	Specifies the new user email address.
<b>User In Group</b>	Specifies the site group to which the user belongs, when updating a user in a site group.
<b>User Title</b>	Specifies the new user title.

### *Published Data*

This activity does not publish any activity specific data.