

Administering Office 365



Training recipients

This course is designed for IT professionals involved in assessing, planning, implementing, and maintaining Microsoft 365/Office 365 services, including identities, dependencies, requirements, and supporting technologies. This course focuses on the skills required to configure a Microsoft 365/Office 365 tenant, including synchronizing with existing user identities, and the skills required to maintain the tenant and its users.

This course covers topics such as:

- Planning and implementing a Microsoft 365/Office 365 tenant
- Managing users, groups, and licenses, configuring administrative access using the administration console and the Windows PowerShell command-line interface
- Planning, preparing, and implementing directory synchronization as a methodology for managing users and groups in a Microsoft 365/Office 365 tenant deployment
- Exchange Online, creating and managing recipient objects, and how to manage and delegate Exchange security
- Planning and configuring email flow, setting up anti-malware and anti-spam protection in the Microsoft cloud, planning and configuring policies for Exchange clients
- Planning and configuring Teams, configuring user and client settings for Teams, and how Teams integrates with other Microsoft 365/Office 365 services
- Configuring SharePoint Online, planning and configuring SharePoint site collections and sharing with external users
- Enabling and configuring other services such as Yammer (Viva Engage), Planner, Visio, Forms, and more
- Microsoft cloud compliance features and how to manage them, planning and configuring security mechanisms in Microsoft 365 / Office 365
- Troubleshooting connectivity and cloud services, and how to monitor the health of Microsoft 365 / Office 365

This training does not cover identity security and information protection in Microsoft 365 / Office 365.



Benefits

Gain knowledge and practical skills in managing the Microsoft 365 / Office 365 platform.

This course covers:

- Planning tenant deployment, tenant configuration, and pilot implementation planning.
- Managing users, groups, and licenses, and configuring delegated administration.
- Planning and configuring client connectivity to M365/O365.
- Planning and configuring directory synchronization between Microsoft Entra and on-premises AD DS.
- Planning and managing recipients and permissions for Microsoft Exchange Online.
- Planning and configuring Exchange Online.
- Planning and configuring Microsoft Teams.
- Planning and configuring Microsoft SharePoint Online.
- Planning and configuring collaboration solutions.
- Monitoring, reviewing, and troubleshooting Microsoft 365/Office 365.
- This training is based on the not currently offered authorized MS-30 course. This training focuses on an overview of the various services and functionalities available in Microsoft 365 / Office 365



Training program

1. Planning and implementing Office 365:
 - Discussing Office 365 service
 - Basic Office 365 services
 - Planning pilot deployment.
 - Developing your own tenant.
2. Managing Office 365 users and groups:
 - Managing user accounts and licenses
 - Password and authentication management
 - Creating and managing groups in Office 365
 - Managing Office 365 users and groups using Windows PowerShell
 - Managing Office 365 users and groups using Azure AD Admin Center console
 - Managing administration roles.
 - Planning and preparation for catalog synchronization
3. Deploying and configuring tools and applications for Office 365 services:
 - Planning network configuration for Office 365 tools and applications
 - Using Office bundle configuration tool
 - Discussing Click to Run mechanism
 - Managing centralised deployment of tools, applications and add-ons
 - Reporting.

4. Planning and managing Exchange Online service:
 - Discussing Exchange Online service
 - Managing Exchange Online mailboxes
 - Managing groups in Exchange Online
 - Configuring Exchange Online authorisations
 - Exchange Online Management using PowerShell
 - Planning and configuring message flow
 - Planning and configuring e-mail security in Office 365.
5. Planning and managing SharePoint Online:
 - Discussing SharePoint Online
 - SharePoint relations with OneDrive, Teams, and Office 365 groups
 - Configuring SharePoint Online services
 - Configuring external sharing
 - Configuring sets of SharePoint Online websites
 - SharePoint Online Management using PowerShell.
6. Planning and implementing Microsoft Teams:
 - Discussing Microsoft Teams
 - Integrating Microsoft Teams with other Office 365 services
 - Managing central settings
 - Creating, managing and assigning policies in Teams service
 - Planning and configuring external access and guests
 - Managing Microsoft Teams Management with PowerShell.
7. Planning and managing other Office 365 services:
 - Planning and managing Yammer, Planner, Visio, Bookings, Delve, Forms, Power Platform, Stream, Sway, Viva, Scheduler and others.
8. Security and compatibility in Office 365 service:
 - Discussing security functions and compatibility in Office 365 service
 - Expanding security functions and compatibility with additional licenses
 - Using Microsoft Defender and Secure Score functionality
 - Using Office 365 compatibility portal and compatibility assessment
 - Planning and configuring labels and storage rules
 - Planning and configuring rules of data loss prevention
 - Developing and assigning Sensitivity Labels)
 - Formulating the rules of secure appendices and other links
 - Planning and configuring multi-factor authentication.
9. Reports, monitoring and Troubleshooting with Microsoft Office 365:
 - Monitoring Office 365 condition
 - Troubleshooting with administrative access in Office 365
 - Troubleshooting with catalog synchronisation
 - Troubleshooting with Exchange Online
 - Troubleshooting with SharePoint Online

- Troubleshooting with Microsoft Teams
- Troubleshooting with Office 365 securities and compatibility



Expected preparation of the participant

Before receiving an email from Altkom Akademia with instructions on how to create a tenant, please do not complete the form on the Integrity website. Requests submitted in advance will not be processed.

After registering for the training, please read the instructions on how to create a tenant:

<https://www.altkomakademia.pl/app/uploads/2026/08/zakladanie-tenanta.pdf>

The tenant must be created at least 4 days before the first day of the training.

- Basic knowledge of Microsoft technologies.
- Understanding of cloud computing concepts.
- General knowledge of AD DS and DNS.
- General knowledge of Microsoft 365 products and services.
- General knowledge of Windows PowerShell.
- Ability to use materials in English.
- Prerequisite trainings: MS-900

To increase the comfort of work and training's effectiveness we suggest using an additional monitor. The lack of additional monitor does not exclude participation in the training, however, it significantly influences the comfort of work during classes.

You can find information and requirements of participation in Distance Learning trainings at:

<https://www.altkomakademia.pl/en/how-it-works/about-courses/>



Training Includes

The training includes:

- access to the Altkom Akademia student portal
- training conducted in the form of a presentation
- trainer demos
- practical exercises (laboratories)



Duration

5 days / 35 hours

Language

- **Training:** English
- **Materials:** English