

# 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

- 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



### 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)



### Czas trwania

5 dni / 35 godzin

### Language

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