

# Microsoft 365 Administrator Fundamentals

## Module 1: Provisioning Microsoft 365

### Lessons

- Overview of Office 365
- Creating an Office 365 Tenant
- Adding Custom Domains and Managing DNS Settings

**Lab :** Demonstration

## Module 2: Managing Users and Groups

### Lessons

- Managing User Accounts and Licences
- Create and Managing the Different Types of Groups
- Role Based Access and Administrative Roles

**Lab :** Demonstration

## Module 3: Managing Exchange Online

### Lessons

- What is Exchange Online
- Managing Exchange Online Mailboxes
- Managing Office 365 Groups in Exchange Online

**Lab :** Demonstration

## Module 4: Managing SharePoint Online

### Lessons

- What is SharePoint Online

- SharePoint Online Architecture
- Configure SharePoint Online

**Lab : Demonstration**

## **Module 5: Managing Microsoft Teams**

### **Lessons**

- What is Microsoft Teams
- Create and Manage Organization Wide Settings

**Lab : Demonstration**

## **Module 6: Security and Compliance**

### **Lessons**

- Overview of Security and Compliance Features in Office 365
- Using the Microsoft Defender Portal and Secure Score
- Using the Office 365 Compliance Portal and Compliance Score

**Lab : Demonstration**

## **Module 7: Reporting and Monitoring**

### **Lessons**

- Monitoring Office 365 Service Health

**Lab : Demonstration**