

# MS-102

## Microsoft 365 Administrator Essentials

### Module 1: Configure your Microsoft 365 experience

#### Lessons

- Configure your Microsoft 365 experience
- Manage users, licenses, and mail contacts in Microsoft 365
- Manage groups in Microsoft 365
- Add a custom domain in Microsoft 365
- Configure client connectivity to Microsoft 365

#### Lab :

- Initialize your Microsoft 365 Tenant
- Manage users and groups
- Add a custom domain

### Module 2: Manage your Microsoft 365 tenant

#### Lessons

- Configure administrative roles in Microsoft 365
- Manage tenant health and services in Microsoft 365
- Deploy Microsoft 365 Apps for enterprise
- Analyze your Microsoft 365 workplace data using Microsoft Viva Insights

#### Lab :

- Manage administration delegation
- Monitor and troubleshoot Microsoft 365
- Install Microsoft 365 Apps for enterprise

### Module 3: Implement identity synchronization

#### Lessons

- Explore identity synchronization
- Prepare for identity synchronization to Microsoft 365
- Implement directory synchronization tools
- Manage synchronized identities
- Manage secure user access in Microsoft 365

#### Lab :

- Prepare for identity synchronization
- Implement identity synchronization
- Manage secure user access

#### **Module 4: Explore security metrics in Microsoft 365 Defender**

##### **Lessons**

- Examine threat vectors and data breaches
- Explore the Zero Trust security model
- Explore security solutions in Microsoft 365 Defender
- Examine Microsoft Secure Score
- Examine Privileged Identity Management
- Examine Azure Identity Protection

##### **Lab :**

- PIM Approval

#### **Module 5: Manage your security services in Microsoft Defender**

##### **Lessons**

- Examine Exchange Online Protection
- Examine Microsoft Defender for Office 365
- Manage Safe Attachments
- Manage Safe Links

##### **Lab :**

- Implement a Safe Attachments policy
- Implement a Safe Links policy

#### **Module 6: Implement threat protection by using Microsoft 365 Defender**

##### **Lessons**

- Explore threat intelligence in Microsoft 365 Defender
- Implement app protection by using Microsoft Defender for Cloud Apps
- Implement endpoint protection by using Microsoft Defender for Endpoint
- Implement threat protection by using Microsoft Defender for Office 365

##### **Lab :**

- Implement Threat Intelligence

#### **Module 7: Explore data governance in Microsoft 365**

## **Lessons**

- Examine data governance solutions in Microsoft Purview
- Explore archiving and records management in Microsoft 365
- Explore retention in Microsoft 365
- Explore Microsoft Purview Message Encryption

## **Lab :**

- Implement Data Governance
- Create message encryption rules

## **Module 8: Implement compliance in Microsoft 365**

### **Lessons**

- Explore compliance in Microsoft 365
- Implement Microsoft Purview Insider Risk Management
- Implement Microsoft Purview Information Barriers
- Explore Microsoft Purview Data Loss Prevention
- Implement Microsoft Purview Data Loss Prevention

## **Lab :**

- Implement DLP Policies

## **Module 9: Manage compliance in Microsoft 365**

### **Lessons**

- Implement data classification of sensitive information
- Explore sensitivity labels
- Implement sensitivity labels

## **Lab :**

- Implement sensitivity labels