

# Microsoft 365 for Administrators

**Duration: 5 Days**

## **Module 1: Planning and Provisioning Microsoft 365**

### **Lessons**

- Overview of Office 365
- Core Services of Office 365
- Requirements for an Office 365 Tenant
- Planning a Pilot and Deployment
- Creating an Office 365 Tenant
- Adding Custom Domains and Managing DNS Settings

### **Lab :**

- Initialize your lab environment

## **Module 2: Managing Users and Groups in Office 365**

### **Lessons**

- Managing User Accounts and Licences
- Managing Passwords and Authentication
- Create and Managing the Different Types of Groups in Office 365
- Managing Users and Groups with PowerShell
- Managing Users and Groups in the Azure AD Admin Center
- Role Based Access and Administrative Roles
- Planning and Configuring Directory Synchronization

### **Lab 1:**

- Manage users and groups
- Add a custom domain
- Manage administration delegation
- Prepare for identity synchronization
- Implement identity synchronization
- Manage secure user access

## **Module 3: Deploying and Configuring Tools and Applications for Office 365**

### **Lessons**

- Planning Network Configuration for Office 365 Tools and Applications
- Using the Office Configuration Tool

- Click to Run Installation Use and Control
- Managing Centralized Deployment of Tools, Applications and Add-ins
- Reporting

**Lab :**

- Install Microsoft 365 Apps for enterprise

## **Module 4: Planning and Managing Exchange Online**

### **Lessons**

- What is Exchange Online
- Managing Exchange Online Mailboxes
- Managing Office 365 Groups in Exchange Online
- Configuring Exchange Online Permissions
- Managing Exchange Online using PowerShell
- Plan and Configure Mail Flow
- Plan and Configure Email Protection

**Lab :**

- Review Exchange Online

## **Module 5: Planning and Managing SharePoint Online**

### **Lessons**

- What is SharePoint Online
- Understanding the relationship between SharePoint, OneDrive, Teams, and Office 365 Groups
- SharePoint Online Architecture
- Configure SharePoint Online
- Configure and Control External Sharing
- Managing SharePoint Online Site Collections
- Managing SharePoint Online using PowerShell

**Lab :**

- Review SharePoint Online
- Implement a Ticketing System in SharePoint Online

## **Module 6: Planning and Managing Microsoft Teams**

### **Lessons**

- What is Microsoft Teams
- How Microsoft Teams integrates with other Office 365 Services
- Create and Manage Organization Wide Settings

- Create, Manage and Assign Microsoft Teams Policies
- Plan and Configure External and Guest Access
- Managing Microsoft Teams using PowerShell

**Lab :**

- Review Microsoft Teams

## **Module 7: Planning and Managing Other Office 365 Services**

### **Lessons**

- Yammer
- Planner
- Visio
- Bookings
- Delve
- Forms
- Power Platform
- Stream
- Sway
- Viva
- Scheduler

**Lab :**

- Explore the Power Platform admin center
- Create a Power App from a SharePoint data source
- Create a Power App from scratch
- Create and share a flow using Power Automate
- Implement a DLP Policy using Power Automate
- Build a Power BI report and dashboard

## **Module 8: Security and Compliance in Office 365**

### **Lessons**

- Overview of Security and Compliance Features in Office 365
- Extending Security and compliance Features with Additional Licences
- Using the Microsoft Defender Portal and Secure Score
- Using the Office 365 Compliance Portal and Compliance Score
- Plan and Configure Retention Labels and Policies
- Plan and Configure Data Loss Prevention Policies
- Create and Assign Sensitivity Labels
- Configure Safe Attachments and Safe Links Policies
- Plan and Configure Multi Factor Authentication

**Lab : Demonstration**

- Review Secure Score
- Configure Threat Protection

- Configure Sensitivity Labels
- Configure Retention for Microsoft Teams
- Configure Multi Factor Authentication

## **Module 9: Reporting, Monitoring and Troubleshooting Office 365**

### **Lessons**

- Monitoring Office 365 Service Health
- Troubleshooting Administrative Access in Office 365
- Troubleshoot Directory Synchronization
- Troubleshooting Exchange Online
- Troubleshooting SharePoint Online
- Troubleshooting Microsoft Teams
- Troubleshooting Office 365 Security and Compliance

### **Lab :**

- Monitor and troubleshoot Microsoft 365