

MS-102: Microsoft 365 Administrator

Audience Profile

This course is designed for people who are aspiring to the Microsoft 365 Administrator role and have completed one of the Microsoft 365 role-based administrator certification paths.

Audience Prerequisites

Before attending this course, students must have:

- Completed a role-based administrator course such as Messaging, Teamwork, Security and Compliance, or Collaboration.
- A proficient understanding of DNS and basic functional experience with Microsoft 365 services.
- A proficient understanding of general IT practices.
- A working knowledge of PowerShell.

Learning Path	Module	Online training in Microsoft Learn
Course Introduction	N/A	Slides only
Learning Path 1: Configure your Microsoft 365 tenant	Module 1: Configure your Microsoft 365 experience Module 2: Manage users, licenses, and mail contacts in Microsoft 365 Module 3: Manage groups in Microsoft 365	

	<p>Module 4: Add a custom domain in Microsoft 365</p> <p>Module 5: Configure client connectivity to Microsoft 365</p>	
<p>Learning Path 2:</p> <p>Manage your Microsoft 365 tenant</p>	<p>Module 1: Configure administrative roles in Microsoft 365</p> <p>Module 2: Manage tenant health and services in Microsoft 365</p> <p>Module 3: Deploy Microsoft 365 Apps for enterprise</p> <p>Module 4: Analyze your Microsoft 365 workplace data using Microsoft Viva Insights</p>	
<p>Learning Path 3:</p> <p>Implement identity synchronization</p>	<p>Module 1: Explore identity synchronization</p> <p>Module 2: Prepare for identity synchronization to Microsoft 365</p> <p>Module 3: Implement directory synchronization tools</p> <p>Module 4: Manage synchronized identities</p> <p>Module 5: Manage secure user access in Microsoft 365</p>	
<p>Learning Path 4:</p> <p>Explore security metrics in Microsoft Defender XDR</p> <p>(Microsoft Defender XDR was formerly Microsoft 365 Defender)</p>	<p>Module 1: Examine threat vectors and data breaches</p> <p>Module 2: Explore the Zero Trust security model</p> <p>Module 3: Explore security solutions in Microsoft Defender XDR</p> <p>Module 4: Examine Microsoft Secure Score</p> <p>Module 5: Examine Privileged Identity Management</p>	

	Module 6: Examine Microsoft Entra ID Protection	
Learning Path 5: Manage your security services in Microsoft Defender XDR	Module 1: Examine Exchange Online Protection Module 2: Examine Microsoft Defender for Office 365 Module 3: Manage Safe Attachments Module 4: Manage Safe Links	
Learning Path 6: Implement threat protection by using Microsoft Defender XDR	Module 1: Explore threat intelligence in Microsoft Defender XDR Module 2: Implement app protection by using Microsoft Defender for Cloud Apps Module 3: Implement endpoint protection by using Microsoft Defender for Endpoint Module 4: Implement threat protection by using Microsoft Defender for Office 365	
Learning Path 7: Explore data governance in Microsoft 365	Module 1: Examine data governance solutions in Microsoft Purview Module 2: Explore archiving and records management in Microsoft 365 Module 3: Explore retention in Microsoft 365 Module 4: Explore Microsoft Purview Message Encryption	
Learning Path 8: Implement compliance in Microsoft 365	Module 1: Explore compliance in Microsoft 365 Module 2: Implement Microsoft Purview Insider Risk Management	

	Module 3: Implement Microsoft Purview Implementation Barriers Module 4: Explore Microsoft Purview Data Loss Prevention Module 5: Implement Microsoft Purview Data Loss Prevention	
Learning Path 9: Manage compliance in Microsoft 365	Module 1: Implement data classification of sensitive information Module 2: Explore sensitivity labels Module 3: Implement sensitivity labels	

Labs

The labs must be completed within the lab environment provided by your lab hosting provider. Detailed, step-by-step instructions are provided for each lab and presented as part of the UI experience within your lab environment.

At the time the courses were released, the lab instruction had been thoroughly tested and the lab steps were 100% accurate. However, given the nature of Microsoft's cloud products and the fact that Microsoft releases UI updates on a regular basis, it's possible that at some point in time, the UI for a given feature may change so that it no longer matches the lab instruction.

If students encounter lab steps that don't accurately reflect the UI, they'll have to work through the UI to determine what needs to be done. Typically, UI changes are quite subtle, so hopefully you don't find yourself in a situation where a feature was completely overhauled.

However, if you do run into major UI changes, challenge your students to work through it, and only offer help if they definitely need it. Product UI changes will be part of their daily life in today's cloud-centric world. As IT/Pros, they must learn how to work through such situations.

One thing Microsoft does ask of you is that if you run into situations such as this where lab instructions no longer match the corresponding UI, please document the issue in the course's GitHub repository. This will help Microsoft's World-Wide Learning team update the lab instructions to keep them as up to date as possible.