

MS-700 Managing Microsoft Teams

Purpose

This document is for Microsoft Certified Trainers preparing to teach MS-700 Managing Microsoft Teams. This course is designed for students who are planning to take the corresponding certification exam, or students who are performing Teams Administrator tasks in their daily job.

Audience Prerequisites

- A proficient understanding of basic functional experience with Microsoft 365 services.
- A proficient understanding of general IT practices, including using PowerShell.

Certification Exam

Certification exams measure a candidate's ability to accomplish certain technical tasks for a job role. The study areas are based on the Job Task Analysis (JTA) that was conducted for the role in April 2022.

Each study area has a percentage indicating the relative weight of the area on the exam. The higher the percentage, the more questions a candidate is likely to see in that area.

Study Area	Percentage
Configure and manage a Teams environment	45-50%
Manage teams, channels, chats, and apps	20-25%
Manage meetings and calling	15-20%
Monitor, report on, and troubleshoot Teams	10-15%

Candidates should have a minimum of six months of hands-on experience administering Microsoft Teams.

Course content

The student training content for this course is located in Microsoft Learn. The following table provides a breakdown of each Learning Path, the modules covered in each, and the link to each LP in Microsoft Learn.

The student training content includes links to additional reading material to help you prepare for

Learning Path	Module
Course Introduction	N/A
Learning Path 1: Get started with managing Microsoft Teams	Module 1: Explore Microsoft Teams Module 2: Plan and deploy Microsoft Teams Module 3: Implement lifecycle management and governance for Microsoft Teams Module 4: Monitor your Microsoft Teams environment
Learning Path 2:	Module 1: Manage access for external users
Prepare the environment for a Microsoft Teams deployment	Module 2: Implement security for Microsoft Teams Module 3: Implement compliance for Microsoft Teams Module 4: Plan and configure network settings for Microsoft Teams

<p>Learning Path 3: Manage chat, teams, channels, and apps in Microsoft Teams</p>	<p>Module 1: Create and manage teams</p> <p>Module 2: Manage collaboration experiences for chat and channels</p> <p>Module 3: Manage collaboration experiences for chat and channels</p>
<p>Learning Path 4: Manage meetings and calling in Microsoft Teams</p>	<p>Module 1: Introduction to Teams meetings and calling</p> <p>Module 2: Manage meetings and events experiences</p> <p>Module 3: Plan for Microsoft Teams Rooms and Surface Hub</p> <p>Module 4: Configure, deploy, and manage Teams devices</p> <p>Module 5: Plan for Teams Phone</p> <p>Module 6: Configure Teams Phone</p> <p>Module 7: Configure and manage voice users</p> <p>Module 8: Configure Auto Attendants and Call Queue</p> <p>Module 9: Troubleshoot audio, video, and client issues</p>

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.