

# Microsoft 365 for Exchange Online Administrators

**Duration: 40 Hours (5 Days)**

## Overview

The Microsoft 365 for Exchange Online Administrators course is designed to provide a comprehensive understanding of Microsoft 365, focusing on Exchange Online management. Learners will gain insights into the planning, provisioning, and maintenance of Microsoft 365 services, with a deep dive into Microsoft Exchange Office 365. The course covers essential topics such as User and group management, Deployment of tools and applications, and Managing email flow and security. From creating and managing user accounts, configuring mail flow, and setting up hygiene policies to ensure message security, learners will develop the skills necessary to effectively manage a 365 Exchange Admin environment. Additionally, the course explores Compliance features, Role-based permissions, Recipient management, and the intricacies of Hybrid deployments and Mailbox migrations, ensuring that administrators are well-equipped to handle the complexities of Microsoft 365 exchange administration. This training is critical for IT professionals looking to enhance their expertise and manage Microsoft Exchange Office 365 environments efficiently.

## Audience Profile

The Microsoft 365 for Exchange Online Administrators course equips IT professionals to manage and deploy Microsoft 365 services effectively.

- Target Audience:
- IT professionals responsible for managing Microsoft 365 environments
- Systems administrators with a focus on Exchange Online
- Technical support engineers specializing in Microsoft 365 services
- Network administrators looking to expand their expertise in cloud-based email systems
- Exchange administrators transitioning to Microsoft 365
- IT consultants offering services for Microsoft 365 migrations and management
- IT managers overseeing Microsoft 365 deployments and operations
- Security professionals ensuring compliance and security within Microsoft 365
- Helpdesk technicians requiring advanced knowledge of Microsoft 365 administration
- Professionals seeking to validate their skills with Microsoft certifications in Microsoft 365
- IT personnel involved in planning and executing mailbox migrations to Microsoft 365
- Technical decision-makers planning hybrid Exchange and Microsoft 365 integrations

## Course Syllabus

### Module 1: Planning and Provisioning Microsoft 365

#### Lessons

- Overview of Microsoft 365
- Core Services of Microsoft 365
- Requirements for an Microsoft 365 Tenant
- Planning a Pilot and Deployment
- Creating an Microsoft 365 Tenant

- Adding Custom Domains and Managing DNS Settings

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

### **Lessons**

- Managing User Accounts and Licences
- Managing Passwords and Authentication
- Create and Managing the Different Types of Groups in Microsoft 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

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

### **Lessons**

- Planning Network Configuration for Microsoft 365 Tools and Applications
- Using the Microsoft Configuration Tool
- Click to Run Installation Use and Control
- Managing Centralized Deployment of Tools, Applications and Add-ins
- Reporting

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

### **Lessons**

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

## **Module 5: Manage the transport pipeline in Microsoft 365**

### **Lessons**

- Explore transport services
- Configure message transport
- Manage transport rules

## **Module 6: Manage message hygiene in Microsoft 365**

### **Lessons**

- Plan for message hygiene
- Manage anti-malware and anti-spam policies
- Explore threat protection in Microsoft 365 Defender

## **Module 7: Manage compliance in Microsoft 365**

### **Lessons**

- Explore messaging compliance in Microsoft 365
- Explore messaging compliance in Exchange
- Manage Exchange Online archiving and auditing
- Manage Content Search

## **Module 8: Manage role-based permissions in Microsoft 365**

### **Lessons**

- Manage administrator roles
- Manage user roles
- Analyse role-based permissions

## **Module 9: Manage recipient objects and resources in Microsoft 365**

### **Lessons**

- Explore the different types of Exchange recipients
- Create and manage Exchange recipients
- Manage email addresses, lists, and resources

## **Module 10: Manage the hybrid deployment life cycle**

### **Lessons**

- Explore Exchange hybrid deployment requirements
- Plan and configure a hybrid deployment using the Hybrid Configuration Wizard
- Provide a gateway for Internet email using Edge Transport servers
- Implement advanced hybrid functionality

## **Module 11: Manage mailbox migrations**

### **Lessons**

- Plan mailbox migrations
- Run IMAP migrations
- Run cutover and staged migrations
- Run advanced mailbox migrations
- Exercise-Planning a Mail Migration to Microsoft 365