ManageEngine M365 Manager Plus – Microsoft 365 Administration, Reporting & Compliance

Course Description

This course offers Microsoft 365 admins, security personnel, and auditors an end-to-end understanding of ManageEngine M365 Manager Plus. Participants will learn how to leverage the tool for comprehensive Microsoft 365 license management, detailed reporting, auditing, compliance tracking, and service monitoring across Exchange Online, Entra ID, Teams, OneDrive, and SharePoint. The course spans configuration, automation, alerting, delegation, and advanced content search to empower efficient and secure Microsoft 365 environment management.

Audience Profile

- Microsoft 365 Administrators and Security Teams

- IT Auditors and Compliance Officers

- Helpdesk and Support Professionals

- Microsoft 365 Service Managers

Prerequisites

- Basic knowledge of Microsoft 365 environment and services

- Familiarity with IT administration and reporting fundamentals

- Understanding of Microsoft 365 security and compliance requirements

Course Objectives

By the end of this course, learners will be able to:

- Perform comprehensive license, tenant, and user management for Microsoft 365

- Generate and customize detailed activity, audit, and usage reports across Microsoft 365 services

- Monitor service health and set up automation and alerting for critical events

- Manage Exchange Online mailboxes, shared mailboxes, and mailbox auditing

- Administer Entra ID including user provisioning, auditing, and delegation

- Manage Microsoft Teams, OneDrive for Business, and SharePoint Online with targeted reporting and auditing

- Implement compliance reporting for HIPAA, PCI-DSS, GLBA, FISMA, SOX, and other standards

- Configure content search, delegation, and alerting for advanced monitoring

- Administer Helpdesk roles and bulk management functionalities

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