

KOENIG SOLUTIONS · COURSE OUTLINE

MS-030T00: Office 365 Administrator

Learn to plan, deploy and manage Office 365 tenants, covering identity, Exchange, Teams, SharePoint and compliance.

12

MODULES

41

TOPICS

36

HANDS-ON ACTIVITIES

COURSE OVERVIEW

This course covers planning and provisioning an Office 365 tenant, and managing users, groups and client connectivity. It then addresses directory synchronization, Office 365 ProPlus deployment, and Exchange Online recipients, permissions and services. It continues with Microsoft Teams, SharePoint Online and collaboration tools such as Yammer and OneDrive for Business. Finally, it covers security and compliance features, along with monitoring and troubleshooting Office 365.

WHO THIS COURSE IS FOR

Office 365 Administrators

IT Administrators

Messaging Administrators

Collaboration Administrators

Systems Administrators

LEARNING OBJECTIVES

- Provision an Office 365 tenant and plan a pilot deployment
- Manage users, groups and licenses with the admin center and PowerShell
- Configure client connectivity for Office 365 applications
- Implement directory synchronization using Azure AD Connect
- Plan and deploy Office 365 ProPlus to end users
- Manage Exchange Online recipients, permissions and email flow
- Configure Microsoft Teams, SharePoint Online and collaboration services
- Assess compliance features and troubleshoot Office 365 service issues

12 Modules, 41 Topics

01

3 Activities

Planning and Provisioning Office 365

This module reviews the features of Office 365 and identifies recent improvements to the service, and describes the process of provisioning an Office 365 tenant. This module also identifies the challenges in deploying Office 365 and the benefits of the Microsoft FastTrack for Office 365 approach, as compared to the traditional plan, prepare, and migrate deployment process.

TOPICS

Overview of Office 365 · Provisioning an Office 365 tenant · Planning a pilot deployment

02

2 Activities

3 Activities

Managing Office 365 Users and Groups

This module explains how to manage users, groups, and licenses, and configure administrative access by using the Office 365 console and the Windows PowerShell command-line interface. This module also explains how to manage user passwords and configure multi-factor authentication.

TOPICS

- Managing user accounts and licenses
- Managing passwords and authentication
- Managing security groups in Office 365
- Managing Office 365 users and groups with Windows PowerShell
- Configuring administrative access

03

3 Activities

Configuring Client Connectivity to Microsoft Office 365

This module covers the different types of client software that you can use to connect to Office 365. It also explains the infrastructure requirements that the clients need to connect to Office 365, in addition to how to configure different types of Office 365 clients.

TOPICS

- Planning for Office 365 clients
- Planning connectivity for Office 365 clients
- Configuring connectivity for Office 365 clients

Planning and Configuring Directory Synchronization

This module explains how to plan, prepare, and implement directory synchronization as a methodology for user and group management in an Office 365 deployment. It explains how to prepare an on-premises environment, and install and configure directory synchronization. It also explains how to manage Office 365 identities after you enable directory synchronization.

TOPICS

- Planning and preparing for directory synchronization
- Implementing directory synchronization by using Azure AD Connect
- Managing Office 365 identities with directory synchronization

Planning and Deploying Office 365 ProPlus

This module explains how to plan for a client deployment and ensure that users receive the tools that they need to interact with Office 365 effectively. It also explains the planning process, how to make Office 365 ProPlus directly available to end users, and how to deploy it as a managed package. Finally, it describes how to set up Office telemetry so that administrators can track how users are interacting with Microsoft Office.

TOPICS

- Overview of Office 365 ProPlus
- Planning and managing user-driven Office 365 ProPlus deployments
- Planning and managing centralized deployments of Office 365 ProPlus
- Office Telemetry and reporting

Planning and Managing Exchange Online Recipients and Permissions

This module describes Exchange Online, and explains how to create and manage recipient objects, and how to manage and delegate Exchange security.

TOPICS

- Overview of Exchange Online
- Managing Exchange Online recipients
- Planning and configuring Exchange Online permissions

Planning and Configuring Exchange Online Services

This module explains how to plan for and configure email flow, in addition to anti-malware and anti-spam settings in Office 365. It also explains how to plan and configure policies for Exchange clients. Additionally, it describes how to plan and configure a migration to Exchange Online.

TOPICS

- Planning and configuring email flow in Office 365
- Planning and configuring email protection in Office 365
- Planning and configuring client access policies
- Migrating to Exchange Online

Planning and Deploying Microsoft Teams

This module explains how to plan and configure Teams. It explains how to configure Teams user settings and clients, and plan for voice integration. It also explains how to transition from Skype for Business to Teams and how Teams integrates with other Office 365 services.

TOPICS

- Teams Explained
- Deploying Teams
- Authentication and Access
- Transitioning Skype For Business to Microsoft Teams
- Management and Reporting

Planning and Configuring SharePoint Online

This module describes how to configure SharePoint Online services. It explains how to plan and configure SharePoint site collections and external user sharing. It also provides a brief overview of additional portals, such as the video portal.

TOPICS

- Configuring SharePoint Online services
- Planning and configuring SharePoint Online site collections
- Planning and configuring external user sharing

Planning and Configuring an Office 365 Collaboration Solution

This module describes how to enable and configure Yammer Enterprise. It also explains how to configure OneDrive for Business and Office 365 groups.

TOPICS

- Planning and managing Yammer Enterprise
- Planning and configuring OneDrive for Business
- Configuring Office 365 groups

Planning and Configuring Security and Compliance in Office 365

This module describes the compliance features in Office 365 and how to manage them. It explains how to plan and configure Azure Information Protection. Additionally, it explains the security features in Office 365.

TOPICS

- Overview of the compliance features in Office 365
- Planning and configuring Azure Information Protection in Office 365
- Managing the compliance features in Office 365

Monitoring and Troubleshooting Microsoft Office 365

This module explains how to troubleshoot issues with Office 365 connectivity and services, and how to monitor Office 365 service health.

TOPICS

Troubleshooting Office 365 · Monitoring Office 365 service health

Practise What You Learn

#	MODULE	ACTIVITY
01	Planning and Provisioning Office 365	LAB: PROVISIONING OFFICE 365 ■ Configuring an Office 365 tenant ■ Configuring a custom domain ■ Exploring the Office 365 administrator interfaces
02	Managing Office 365 Users and Groups	LAB: MANAGING OFFICE 365 USERS AND PASSWORDS ■ Managing Office 365 users and licenses by using the Microsoft 365 admin center ■ Managing Office 365 password policies LAB: MANAGING OFFICE 365 GROUPS AND ADMINISTRATION ■ Managing Office 365 groups ■ Managing Office 365 users and groups by using Windows PowerShell ■ Configuring service administrators
03	Configuring Client Connectivity to Microsoft Office 365	LAB: CONFIGURING CLIENT CONNECTIVITY TO OFFICE 365 ■ Configuring DNS records for Office 365 clients ■ Running the Office 365 connectivity analyser tools ■ Connecting Office apps
04	Planning and Configuring Directory Synchronization	LAB: CONFIGURING DIRECTORY SYNCHRONIZATION ■ Preparing for directory synchronization ■ Configuring directory synchronization ■ Managing Active Directory users and groups
05	Planning and Deploying Office 365 ProPlus	LAB: MANAGING OFFICE 365 PROPLUS INSTALLATIONS ■ Preparing an Office 365 ProPlus managed installation ■ Managing user-driven Office 365 ProPlus installations ■ Managing centralized Office 365 ProPlus installations
06	Planning and Managing Exchange Online Recipients and Permissions	LAB: MANAGING EXCHANGE ONLINE RECIPIENTS AND PERMISSIONS ■ Configuring Exchange Online recipients ■ Configuring role-based access control
07	Planning and Configuring Exchange Online Services	Lab: Configuring message transport in Exchange Online: Configuring message transport settings LAB: CONFIGURING EMAIL PROTECTION AND CLIENT POLICIES ■ Configuring email protection ■ Configuring client access policies
08	Planning and Deploying Microsoft Teams	LAB: TEAMS OVERVIEW ■ Manage Meeting Settings ■ Manage Messaging Policies ■ Manage Voice Settings ■ Manage Org-Wide Settings

#	MODULE	ACTIVITY
09	Planning and Configuring SharePoint Online	LAB: CONFIGURING SHAREPOINT ONLINE ■ Configuring SharePoint Online settings ■ Creating and configuring SharePoint Online site collections ■ Configuring and verifying external user sharing
10	Planning and Configuring an Office 365 Collaboration Solution	LAB: PLANNING AND CONFIGURING AN OFFICE 365 COLLABORATION SOLUTION ■ Configuring Yammer Enterprise ■ Configuring OneDrive for Business ■ Configuring Office 365 groups
11	Planning and Configuring Security and Compliance in Office 365	LAB: CONFIGURING RIGHTS MANAGEMENT AND COMPLIANCE ■ Configuring Rights Management in Office 365 ■ Configuring compliance features
12	Monitoring and Troubleshooting Microsoft Office 365	LAB: MONITORING AND TROUBLESHOOTING OFFICE 365 ■ Monitoring Office 365 ■ Monitoring service health and analysing reports

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

✉ info@koenig-solutions.com