



Microsoft Partner



**CL\_55379**

# Microsoft Office 365 Administrator

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## About this course.

In this course, Skillable has reimagined this popular Microsoft Office 365 course using our modern challenge-centric instructional design model. Live hands-on labs are at the forefront of this course allowing learners to learn while doing and include additional reference materials and post class access to Skillable's Challenge Labs to further promote and enable continuous learning.

In this course, learners will validate their skills as they relate to Microsoft 365 services, including its identities, dependencies, requirements, and supporting technologies.

## Length.

4 Days.

## Audience Profile.

This course is intended for an IT professional who support the plan, configuration, and management of a Microsoft 365 environment.

## Prerequisites.

Before attending this course, students must have:

- Administering Windows Server operating systems.
- Working with Active Directory Domain Services (AD DS).
- Working with name resolution, including DNS.
- Working with Windows PowerShell command-line interface.

## At Course Completion.

- Manage Microsoft Office 365 Users and Groups.
- Implement Client Access and Authentication for Microsoft Office 365.
- Deploy the Microsoft Office 365 Client.
- Manage Exchange Online Recipients and Permissions.
- Configure a Microsoft Office 365 Collaboration Solution.
- Manage Security and Compliance in Microsoft Office 365.

## Exam.

None.

## Course outline.

### Module 1: Plan and Provision Microsoft Office 365.

In this hands-on adaptive module, the learner will setup of Office 365. First, explore the user interface, and then verify default users and groups. Next, learn how to obtain status and health information about Office 365 and create an organizational profile. Finally, configure users to receive early release features and configure Office 365 domain name settings.

- See module description.

### Labs: Plan and Provision Microsoft Office 365.

- View default user and group accounts.
- View health status messages.
- View service health.
- Create an organization profile.
- Configure users to receive early release features.
- Configure DNS settings.

### After completing this module, students will be able to:

- Describe components of Microsoft 365.
- Explain how you use Microsoft 365 in your organization.
- Describe the Microsoft 365 tenant options.
- Compare a Microsoft 365 pilot to the traditional deployment process.
- Evaluate the pilot deployment.

### Module 2: Manage Microsoft Office 365 Users and Groups.

In this hands-on adaptive module, the learner will manage users, groups, and authentication. First, create new users, and then create new groups. Next, configure administrative units and password policies. Finally, enable multi-factor authentication and conditional access.

- See module description.

**Labs: Manage Microsoft Office 365 Users and Groups.**

- Create new users.
- Created new groups.
- Create administrative units
- Enable password expiration policies.
- Configure multi-factor authentication.
- Create a conditional access policy.

**After completing this module, students will be able to:**

- Describe the user account types.
- Create and manage Microsoft 365 user accounts.
- Manage Microsoft 365 user licenses and security groups.
- Manage users and groups with Windows PowerShell.
- Configure administrative access.

**Module 3: Client Access and Authentication for Microsoft Office 365.**

In this hands-on adaptive module, the learner will check connectivity and synchronize on on-premises Active Directory with Azure Active Directory. First, run connectivity tests, and then install Azure AD Connect. Next, configure synchronization and create new objects, and then, limit attributes from synchronizing.

- See module description.

**Labs: Client Access and Authentication for Microsoft Office 365.**

- Run connectivity tests.
- Create the required accounts for AD Connect.
- Install AD Connect.
- Configure initial synchronization.
- Filter attributes that are being synchronized.
- Verify the sync.

**After completing this module, students will be able to:**

- Plan or Office 365 clients.
- Configure connectivity for Office 365 clients.
- Plan and prepare for directory synchronization.
- Implement directory synchronization using Azure AD Connect.
- Manage Office 365 identities.

**Module 4: Plan and Deploy Microsoft Office 365 Client Applications.**

In this hands-on adaptive module, the learner will deploy Office 365. First, assign a user an Office 365 license, and then join a computer to Azure Active Directory. Next, manually install Office 365 and use apps like Word and OneDrive. Finally, configure Microsoft Endpoint Manager with an Office 365 deployment and install office automatically through Endpoint Manager.

- See module description.

**Labs: Plan and Deploy Microsoft Office 365 Client Applications.**

- Assign an Office 365 license to a user.
- Join a computer to Azure Active Directory.
- Manually install Office 365 to a computer.
- Create new files in Word.
- Create new files in OneDrive.
- Install Office 365 automatically using Microsoft Endpoint Manager.

**After completing this module, students will be able to:**

- Describe Microsoft 365 Apps for enterprise.
- Explain Microsoft 365 Apps for enterprise licensing and activation.
- Plan and manage user-driven Office 365 Apps for centralized deployments.
- List considerations prior to Office Telemetry deployment.

**Module 5: Plan and Manage Exchange Online Recipients and Permissions.**

In this hands-on adaptive module, the learner will test features relating to recipients in Exchange Online, user mailboxes, groups, and contacts. First, verify that your user accounts have mailboxes. Next, create a distribution list, and then create a Microsoft 365 group. Next, create a Mail Contact account for a customer, and then create a Mail User account for a contractor. Finally, create two new administrative role groups, and then create a new role assignment policy.

- See module description.



**Labs: Plan and Manage Exchange Online Recipients and Permissions.**

- Prepare PowerShell for remote management of Exchange Online.
- Create a distribution group and a Microsoft 365 group.
- Create a resource mailbox.
- Create a Mail Contact and a Mail User.
- Create new admin role groups and assigned users to them.
- Create a new role assignment policy.

**After completing this module, students will be able to:**

- Describe Exchange Online features.
- Describe how to administer Exchange Online using Windows PowerShell.
- Discuss options for managing Exchange Online recipient accounts.
- Explain how to plan and configure Exchange Online permissions.

**Module 6: Plan and Configure Exchange Online Service.**

In this hands-on adaptive module, the learner will configure Exchange Online Services. First, you will configure message transport settings, and then you will create custom send and receive connectors. Next, you will create a set of mail flow rules, create a journal rule, and then configure message trace. Finally, you will enable Microsoft 365 Advanced Threat Protection (ATP), and then you will create client access policies.

- See module description.

**Labs: Plan and Configure Exchange Online Services.**

- Create and validate a transport rule.
- Create a Malware Filter and Connection Filter (Anti-spam policy).
- Enable Advanced Threat Protection and a Safe Attachments Policy.
- Configure an Outlook Web App policy.
- Configure a mobile device access and mailbox policy.

**After completing this module, students will be able to:**

- Plan and configure connectors.
- Discuss the role of journal rules.
- Describe the use of malware and connection filters.

- Explain how to configure an Outlook Web App policy.
- Discuss mobile device policies.

**Module 7: Plan and Configure a Microsoft Office 365 Collaboration Solution.**

In this hands-on adaptive module, the learner will plan and configure a collaboration solution. First, configure the Yammer organizational settings, and then configure Yammer to enforce Microsoft 365 identity. Next, configure the Yammer user experience, and then enable OneDrive for Business synchronization, and finally configure a private Microsoft 365 group and a public group.

- See module description.

**Labs: Plan and Configure a Microsoft Office 365 Collaboration Solution.**

- Configure a Yammer organization setting.
- Configure the Yammer user experience.
- Enable OneDrive for Business synchronization.
- Create files to synchronize with OneDrive for Business.
- Configure a private Microsoft 365 group.
- Configure a public Microsoft 365 group with Windows PowerShell.

**After completing this module, students will be able to:**

- Explain the functionality of Teams.
- Discuss considerations made prior to deploying Teams.
- Describe how to transition Skype for Business to Microsoft Teams.
- Explain what is involved in authenticating and granting access users on Teams.
- Discuss the data collection and reporting options available in Teams that assist business decision making.

**Module 8: Plan and Configure Security and Compliance in Microsoft Office 365.**

In this hands-on adaptive module, the learner will deploy Microsoft 365. First, configure a test team using a new Microsoft 365 group, and will configure sensitivity labels that will be used to create label policies. Next, use both the Microsoft Purview compliance portal and PowerShell. Finally, add users to role

groups to manage compliance, and then you will enable mailbox archiving for selected users.

- See module description.

#### **Labs: Plan and Configure Security and Compliance in Microsoft Office 365.**

- Create a Microsoft 365 group for the test team.
- Create a Sensitivity Labels using the Microsoft Purview compliance portal.
- Create a Sensitivity Labels using Windows PowerShell.
- Create a Sensitivity Label Policy using the Compliance Center.
- Enable an In-Place Archive for selected users' mailboxes.

#### **After completing this module, students will be able to:**

- Explain how to configure SharePoint Online user profiles.
- Describe the use of the SharePoint admin center.
- Discuss the types of sites you can create in SharePoint Online and Microsoft 365.
- Describe the methods for sharing site content with external users.
- Discuss ways to use and configure the Yammer user experience.
- Explain how to create and configure Microsoft 365 groups.

### **Module 9: Plan and Configure Security and Compliance in Microsoft Office 365.**

This hands-on adaptive module, the learner will deploy Microsoft 365. First, configure a test team using a new Microsoft 365 group, and will configure sensitivity labels that will be used to create label policies. Next, use both the Microsoft Purview compliance portal and PowerShell. Finally, add users to role groups to manage compliance, and then you will enable mailbox archiving for selected users.

- See module description.

#### **Labs: Plan and Configure Security and Compliance in Microsoft Office 365.**

- Create a Microsoft 365 group for the test team.
- Create a Sensitivity Labels using the Microsoft Purview compliance portal.
- Create a Sensitivity Labels using Windows PowerShell.

- Create a Sensitivity Label Policy using the Compliance Center.
- Enable an In-Place Archive for selected users' mailboxes.

#### **After completing this module, students will be able to:**

- Describe the security considerations when planning a Microsoft 365 implementation.
- Describe Microsoft 365 Security & Compliance Center.
- Explain the capabilities of sensitivity labels.
- Describe DLP policies in Security & Compliance Center.
- Configure Microsoft 365 Advanced eDiscovery and compliance searching.
- Utilize label analytics to review sensitivity label usage.

### **Module 10: Monitor Microsoft Office 365.**

In this hands-on adaptive module, the learner will monitor and troubleshoot issues in Microsoft Office 365. First, customize Microsoft Service Health and Message Center. Next, create Microsoft 365 reports based on usage and risky users, and then set a retention policy. Finally, configure an email attack simulation to train users on risky behavior, and then troubleshoot mail flow issues.

- See module description.

#### **Labs: Monitor Microsoft Office 365.**

- Customize Microsoft 365 Service Health and the Message center.
- Create and export Microsoft 365 Reports.
- Configure an email attack simulation.
- Troubleshoot mail flow issues.

#### **After completing this module, students will be able to:**

- Describe the functionality of Microsoft 365 troubleshooting tools.
- Discuss the role of the Microsoft Remote Connectivity Analyzer.
- Describe the importance of service health information in the Microsoft 365 dashboard.
- Explain how to monitor Microsoft 365 with Microsoft System Center Operations Manager (Operations Manager) and Azure Monitor.

