

Course duration

- 5 days

Course Benefits

- Learn to design, configure, and manage your Microsoft 365 tenant.
- Learn about Office 365 product functionality.
- Learn to configure Office 365.
- Learn to manage Office 365 ProPlus deployments.
- Learn to plan and implement identity synchronization.
- Learn to implement application and external access.

Available Delivery Methods

Public Class

Public expert-led online training from the convenience of your home, office or anywhere with an internet connection. Guaranteed to run .

Private Class

Private classes are delivered for groups at your offices or a location of your choice.

Microsoft Certified Partner

Webucator is a Microsoft Certified Partner for Learning Solutions (CPLS). This class uses official Microsoft courseware and will be delivered by a Microsoft Certified Trainer (MCT).

Course Outline

1. Designing Your Microsoft 365 Tenant
 1. Planning Microsoft 365 in your On-premises Infrastructure
 2. Planning Your Identity and Authentication Solution
 3. Planning Your Service Setup
 4. Planning Your Hybrid Environment
 5. Planning Your Migration to Office 365
2. Configuring Your Microsoft 365 Tenant
 1. Planning Your Microsoft 365 Experience
 2. Configuring Your Microsoft 365 Experience

3. Managing User Accounts and Licenses in Microsoft 365
 4. Managing Security Groups in Microsoft 365
 5. Implementing Your Domain Services
 6. Leveraging FastTrack and Partner Services
3. Lab: Configuring your Microsoft 365 Tenant Lab: Configuring your Microsoft 365 Tenant
 1. Set up a Microsoft 365 Trial Tenant
4. Managing Your Microsoft 365 Tenant
 1. Configuring Tenant Roles
 2. Managing Tenant Health and Services
5. Lab: Managing your Microsoft 365 Tenant
 1. Manage Administration Delegation
 2. Configure Office 365 Message Encryption (OME)
 3. Monitor and Troubleshoot Office 365
6. Office 365 Overview
 1. Exchange Online Overview
 2. SharePoint Online Overview
 3. Teams Overview
 4. Additional Resources Overview
 5. Device Management Overview
7. Lab: Office 365 Overview
 1. Exchange Online Overview
 2. SharePoint Online Overview
 3. Teams Overview
 4. Additional Resources Overview
 5. Device Management Overview
8. Configuring Office 365
 1. Office 365 Client Overview
 2. Configuring Office Client Connectivity to Office 365
9. Managing Office 365 ProPlus Deployments
 1. Managing User-Driven Client Installations
 2. Managing Centralized Office 365 ProPlus Deployments
 3. Configuring Office Telemetry
 4. Configuring Microsoft Analytics
10. Lab: Managing Office 365 ProPlus installations
 1. Prepare an Office 365 ProPlus Managed Installation
 2. Manage a Centralized Office 365 ProPlus Installation
 3. Deploy and Configure Office Telemetry Components
11. Planning and Implementing Identity Synchronization
 1. Introduction to Identity Synchronization
 2. Planning for Azure AD Connect
 3. Implementing Azure AD Connect
 4. Managing Synchronized Identities
 5. Password Management in Microsoft 365
12. Lab: Implementing Identity Synchronization
 1. Set up your organization for identity synchronization
 2. Implement Identity Synchronization
13. Implementing Application and External Access

1. Implementing Applications in Azure AD
2. Configuring Azure AD App Proxy
3. Designing Solutions for External Access

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.

Class Prerequisites

Experience in the following *is required* for this Microsoft 365 Administration class:

- Completion of a role-based administrator course such as Messaging, Teamwork, Security and Compliance, or Collaboration.
- A proficient understanding of DNS and basic functional experience with Microsoft 365 services.
- A proficient understanding of general IT practices.