Course duration

- 5 days

Course Benefits

- Plan an Office 365 deployment, configure the Office 365 tenant, and plan a pilot deployment.
- Manage Office 365 users, groups, and licenses, and configure delegated administration.
- Plan and configure client connectivity to Office 365.
- Plan and configure directory synchronization between Microsoft Azure AD and on-premises AD DS.
- Plan and implement the Office 365 ProPlus deployment.
- Plan and manage Microsoft Exchange Online recipients and permissions.
- Plan and configure Exchange Online services.
- Plan and configure Microsoft Teams
- Plan and configure Microsoft SharePoint Online.
- Plan and configure an Office 365 collaboration solutions.
- Plan and configure the integration between Office 365 and Microsoft Azure Information Protection.
- Monitor and review Office 365 services, and troubleshoot Office 365 issues.
- Plan and implement identity federation between on-premises AD DS and Azure AD.

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. Planning and provisioning Office 365
    1. Overview of Office 365
    2. Provisioning an Office 365 tenant
    3. Planning a pilot deployment
    4. Lab : Provisioning Office 365
    5. Configuring an Office 365 tenant
    6. Configuring a custom domain
    7. Exploring the Office 365 administrator interfaces
2. Managing Office 365 users and groups
    1. Managing user accounts and licenses
    2. Managing passwords and authentication
    3. Managing security groups in Office 365
    4. Managing Office 365 users and groups with Windows PowerShell
    5. Configuring administrative access
    6. Lab : Managing Office 365 users and passwords
    7. Managing Office 365 users and licenses by using the Microsoft 365 admin center
    8. Managing Office 365 password policies
    9. Lab : Managing Office 365 groups and administration
    10. Managing Office 365 groups
    11. Managing Office 365 users and groups by using Windows PowerShell
    12. Configuring service administrators
3. Configuring client connectivity to Microsoft Office 365
    1. Planning for Office 365 clients
    2. Planning connectivity for Office 365 clients
    3. Configuring connectivity for Office 365 clients
    4. Lab : Configuring client connectivity to Office 365
    5. Configuring DNS records for Office 365 clients
    6. Running the Office 365 connectivity analyzer tools
    7. Connecting Office apps
4. Planning and configuring directory synchronization
    1. Planning and preparing for directory synchronization
    2. Implementing directory synchronization by using Azure AD Connect
    3. Managing Office 365 identities with directory synchronization
    4. Lab : Configuring directory synchronization
    5. Preparing for directory synchronization
    6. Configuring directory synchronization
    7. Managing Active Directory users and groups
5. Planning and deploying Office 365 ProPlus
    1. Overview of Office 365 ProPlus
    2. Planning and managing user-driven Office 365 ProPlus deployments
    3. Planning and managing centralized deployments of Office 365 ProPlus
    4. Office Telemetry and reporting
    5. Lab : Managing Office 365 ProPlus installations
    6. Preparing an Office 365 ProPlus managed installation
    7. Managing user-driven Office 365 ProPlus installations
    8. Managing centralized Office 365 ProPlus installations

6. Planning and managing Exchange Online recipients and permissions
    1. Overview of Exchange Online
    2. Managing Exchange Online recipients
    3. Planning and configuring Exchange Online permissions
    4. Lab : Managing Exchange Online recipients and permissions
    5. Configuring Exchange Online recipients
    6. Configuring role-based access control
7. Planning and configuring Exchange Online services
    1. Planning and configuring email flow in Office 365
    2. Planning and configuring email protection in Office 365
    3. Planning and configuring client access policies
    4. Migrating to Exchange Online
    5. Lab : Configuring message transport in Exchange Online
    6. Configuring message transport settings
    7. Lab : Configuring email protection and client policies
    8. Configuring email protection
    9. Configuring client access policies
8. Planning and deploying Microsoft Teams
    1. Teams Explained
    2. Deploying Teams
    3. Authentication and Access
    4. Transitioning Skype For Buisness to Microsoft Teams
    5. Management and Reporting
    6. Lab : Teams Overview
    7. Manage Meeting Settings
    8. Manage Messaging Policies
    9. Manage Voice Settings
    10. Manage Org-Wide Settings
9. Planning and configuring SharePoint Online
    1. Configuring SharePoint Online services
    2. Planning and configuring SharePoint Online site collections
    3. Planning and configuring external user sharing
    4. Lab : Configuring SharePoint Online
    5. Configuring SharePoint Online settings
    6. Creating and configuring SharePoint Online site collections
    7. Configuring and verifying external user sharing
10. Planning and configuring an Office 365 collaboration solution
    1. Planning and managing Yammer Enterprise
    2. Planning and configuring OneDrive for Business
    3. Configuring Office 365 groups
    4. Lab : Planning and configuring an Office 365 collaboration solution
    5. Configuring Yammer Enterprise
    6. Configuring OneDrive for Business
    7. Configuring Office 365 groups
11. Planning and configuring security and compliance in Office 365
    1. Overview of the compliance features in Office 365
    2. Planning and configuring Azure Information Protection in Office 365

      3. Managing the compliance features in Office 365
      4. Lab : Configuring Rights Management and compliance
      5. Configuring Rights Management in Office 365
      6. Configuring compliance features
12. Monitoring and troubleshooting Microsoft Office 365
      1. Troubleshooting Office 365
      2. Monitoring Office 365 service health
      3. Lab : Monitoring and troubleshooting Office 365
      4. Monitoring Office 365
      5. Monitoring service health and analyzing reports

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:

- A minimum of two years of experience administering the Windows Server operating system, including Windows Server 2012 or later.
- A minimum of one year of experience working with AD DS.
- A minimum of one year of experience working with name resolution, including DNS.
- Experience working with certificates, including public key infrastructure (PKI) certificates.
- Experience working with Windows PowerShell.
- Experience working with Exchange Server 2013 or later, Lync Server 2013 or Skype for Business Server 2015, and SharePoint Server 2013 or later is beneficial, but not required.