MS -102 Microsoft 365 Administration

Duration: 5 Days

Microsoft 365 Administration Training:

Course Overview:

The 5-day Instructor-Led training on Microsoft 365 Administration gives the In-depth knowledge to Plan, Implement and Manage Microsoft 365 Services Such as Exchange Online, share Point Online and Teams

The course will be Delivered using the use-cased and Real-world Examples

The Training also prepares to write MS-102 Microsoft 365 Administrator Essentials

High Lights of the course:

- Deep dive on Microsoft 365 subscription and features
- Deep dive on Microsoft Entra ID architecture
- Deep dive on PHS and PTA
- Deep dive on Microsoft 365 Federated Authentication
- Different types Of Recipients
- Archive Mailboxes
- MRM policies
- Deep dive on Client Access and Mail Routing in Microsoft 365
- Deep Dive on SharePoint Logical and Service Application
- Deep dive on Teams and Channels

- Deep Dive on Teams Policies
- Deep Dive on Team Apps
- Deep dive on Team Voice Routing
- Deep Dive on Microsoft 365 security
- Deep dive on Microsoft 365 Compliance

Course outline

Module-1 Introduction to Microsoft 365

Lessons:

- Architecture of Microsoft 365
- Exchange Online Architecture
- SharePoint Online Architecture
- Teams Online Architecture

Labs: Creating, Configuring Microsoft 365 Subscription

Module-2 Microsoft 365- Entra ID

Lessons:

- Architecture of Entra ID
- Different Types of Identities
- Cloud and hybrid Identities
- PHS – Password hash Synchronization
- PTA – Password Through Authentication
- Federated Authentication

Labs:
- Adding a custom Domain
- Configuring the licenses
- Default and custom Security Policy
- Creating a Cloud identities
- Creating and Configuring Hybrid Entra ID infrastructure
- Creating and Configuring Entra ID PHS Authentication
- Creating and Configuring Entra ID PTA Authentication
- Creating and Configuring Entra ID Federated Authentication
- Configuring MFA and Conditional Access

Module-3 Microsoft 365-Exchange Online
- Planning DNS Infrastructure for Exchange online
- Recipient Types
- Client Access Connectivity
- Archive mailbox
- Message Record management
- Retention Policies
- Mail Routing and Message Tracking
- Understanding Exchange Online Hybrid Infrastructure

Labs:

- Creating, Configuring and Managing Microsoft 365 Mail boxes (User mailbox, Shared Mailbox, Resource Mailbox)
- Enabling and Configuring Client Access Connectivity (Auto Discover and MAPI Connections)
- Creating and Managing Mail User, Mail Contact
- Creating and managing Different types of Mail Group
- Creating and Configuring Archive Mailboxes
- Creating and Configuring Message Record Management
- Configuring Mail Routing
- Enabling Message Tracking and Monitoring Message Tracking

Module-4 Microsoft 365-SharePoint Online
- Share Point Online- Web Applications
- Share Point Online - Sites and Site Collections
- Share Point Online- Lists, Library
- Share Point Online – Work Flow
- Share Point Online – Permissions (Site Collection Level, Site Level, Folder and Document Level Permissions)
- Sharepoint Online – Service Applications

Labs:

- Creating Sites Collections and Sites
- Creating, Configuring and managing libraries, Lists and Folders
- Creating, Configuring and Managing Site, Library and folders permissions
- Creating, Configuring and Managing Workflow
- Creating Search and Managed Metadata Service Application To Enable Search engine

Module-5 Microsoft 365-Teams Online

- Team and Channels
- Teams Policies (Messaging Policies, Meeting Policies, App Policies)
- Teams Phone System Services
- PSTN Connectivity and Connectivity Options
- Call Quality dashboards
- Teams Reporting

Labs:

- Creating Microsoft 365 Group to Enable a Team
- Creating a Standard and Private Channel
- Creating and Configuring Messaging Policies
- Creating and Configuring Meeting Policies
- Creating and Configuring App Policies
- Configuring Network Planning for teams
- Creating, Configuring, Managing Call Quality Dash Board and Reporting

Module-6 Microsoft 365- Defender for security

- Safe Attachment Policies
- Safe Link Policies
- Anti-Phishing Policies
- Anti-Malware Policies
- Anti-Spam Policies
- Alerts and hunting

Lab:

- Creating, configuring and managing Safe attachment Policies
- Creating, configuring and managing Safe Link Policies
- Creating, configuring and managing anti-phishing Policies
- Creating, configuring and managing anti-malware policies
- Creating, configuring and managing anti-spam policies
- Creating, configuring and managing alerts and Hunting

Module-7 Microsoft 365-Purview for Compliance

- Data loss Prevention Policy
- Information Protection Policy
- Information barrier Policy
- Communication Compliance policy
- Insider Risks Policies
- Data Life Cycle and E-Discovery Management

Lab:

- Creating, configuring and managing Data Loss Prevention Policy
- Creating, configuring and managing Information Protection Policy
- Creating, configuring and managing Information barrier Policy
- Creating, configuring and managing communication policy
- Creating, configuring and managing insider risks policies
- Creating , configuring and managing data lifecycle and e-discovery management