Training: Microsoft
MS-55354 Administering Office 365

Microsoft Partner

TRAINING GOALS:

Office 365 is part of Microsoft 365. You can license Office 365 alone or as part of a Microsoft 365 subscription. Microsoft 365 includes additional Security and compliance features as well as Windows licenses on top of Office 365. Whilst this course focuses on the features in the Office 365 component, it is also applicable to organisations deploying and administering Microsoft 365.

This five-day course describes how to set up, configure and manage an Office 365 tenant including identities, and the core services of Microsoft 365. In this five-day course, you will learn how to plan the configuration of an Office 365 tenant including integration with existing user identities; plan, configure and manage core services; and report on key metrics.

Although this course and the associated labs are written for Office 365 with Windows 11, the skills taught will also be backwards compatible with Windows 10. This course is based on the features available in the Office 365 E3 license as these are the core features in Office 365 and Microsoft 365 plans.

Audience profile:

This course is intended for professional developers who have at least six months of programming experience and who are interested in developing applications using HTML5 with JavaScript and CSS. They should also have some experience of creating web applications and writing simple JavaScript code.

At Course Completion

- Plan and provision Office 365
- Manage Users and Groups in Office 365
- Deploy and Configure Tools and Applications for Office 365
- Plan and Manage Exchange Online
- Plan and Manage SharePoint Online
- Plan and Manage Microsoft Teams
- Plan and Manage other Office 365 Services
- Implement Security and Compliance in Office 365
- Report, Monitor and Troubleshoot Office 365

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CONSPECT:

- Module 1: Planning and Provisioning Office 365
  - Overview of Office 365
  - Core Services of Office 365
  - Requirements for an Office 365 Tenant
  - Planning a Pilot and Deployment
  - Creating an Office 365 Tenant
  - Adding Custom Domains and Managing DNS Settings
  - Lab: Provisioning Office 365
- Module 2: Managing Users and Groups in Office 365
  - Managing User Accounts and Licences
  - Managing Passwords and Authentication
  - Create and Managing the Different Types of Groups in Office 365
  - Managing Users and Groups with PowerShell
  - Managing Users and Groups in the Azure AD Admin Center
  - Role Based Access and Administrative Roles
  - Planning and Configuring Directory Synchronization
  - Lab: Managing Users and Groups in Office 365
  - Lab: Planning and Configuring Directory Synchronisation
- Module 3: Deploying and Configuring Tools and Applications for Office 365
  - Planning Network Configuration for Office 365 Tools and Applications
  - Using the Office Configuration Tool
  - Click to Run Installation Use and Control
  - Managing Centralized Deployment of Tools, Applications and Add-ins
  - Reporting
  - Lab: Deploying and Configuring Tools and Applications for Office 365
- Module 4: Planning and Managing Exchange Online
  - What is Exchange Online
  - Managing Exchange Online Mailboxes
  - Managing Office 365 Groups in Exchange Online
  - Configuring Exchange Online Permissions
  - Managing Exchange Online using PowerShell
  - Plan and Configure Mail Flow
  - Plan and Configure Email Protection
  - Lab: Planning and Managing Exchange Online

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- Module 5: Planning and Managing SharePoint Online
  - What is SharePoint Online
  - Understanding the relationship between SharePoint, OneDrive, Teams, and Office 365 Groups
  - SharePoint Online Architecture
  - Configure SharePoint Online
  - Configure and Control External Sharing
  - Managing SharePoint Online Site Collections
  - Managing SharePoint Online using PowerShell
  - Lab: Planning and Managing SharePoint Online
- Module 6: Planning and Managing Microsoft Teams
  - What is Microsoft Teams
  - How Microsoft Teams integrates with other Office 365 Services
  - Create and Manage Organization Wide Settings
  - Create, Manage and Assign Microsoft Teams Policies
  - Plan and Configure External and Guest Access
  - Managing Microsoft Teams using PowerShell
  - Lab: Planning and Managing Microsoft Teams
- Module 7: Planning and Managing Other Office 365 Services
  - Yammer
  - Planner
  - Visio
  - Bookings
  - Delve
  - Forms
  - Power Platform
  - Stream
  - Sway
  - Viva
  - Scheduler
  - Add-ins, including Find Time and Junk Reporter
  - Lab: Planning and Managing Office 365 Services
- Module 8: Security and Compliance in Office 365
  - Overview of Security and Compliance Features in Office 365
  - Extending Security and compliance Features with Additional Licences
  - Using the Microsoft Defender Portal and Secure Score
  - Using the Office 365 Compliance Portal and Compliance Score

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- Plan and Configure Retention Labels and Policies
- Plan and Configure Data Loss Prevention Policies
- Create and Assign Sensitivity Labels
- Configure Safe Attachments and Safe Links Policies
- Plan and Configure Multi Factor Authentication
- Lab: Configure Security and Compliance in Office 365

- Module 9: Reporting, Monitoring and Troubleshooting Office 365
  - Monitoring Office 365 Service Health
  - Troubleshooting Administrative Access in Office 365
  - Troubleshoot Directory Synchronization
  - Troubleshooting Exchange Online
  - Troubleshooting SharePoint Online
  - Troubleshooting Microsoft Teams
  - Troubleshooting Office 365 Security and Compliance
  - Lab: Reporting, Monitoring and Troubleshooting in Office 365

Difficulty level



CERTIFICATE:

Certificate of completing an authorized Microsoft training

TRAINER:

Microsoft Certified Trainer

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