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- ✓ Certificate provided
- ✓ Recordings Provided
- ✓ Training In Hindi/Urdu
- ✓ Expert Trainers

Office 365 Administration

Curriculum-

What is Microsoft 365?

Microsoft 365 is the productivity cloud designed to help each of us achieve what matters, in our work and life, with best-in-class Office apps, intelligent cloud services, and advanced security.

Module 1: Office 365 services overview

This module describes the features of Office 365 and identifies recent improvements to the service. It also identifies licensing options, describes the process of Office 365 tenant configuration, and lists appropriate Office 365 client options.

Lessons Covered in this Module

- Overview of Office 365 services
- Office 365 licensing overview
- Office 365 tenant configuration
- Office 365 clients

Practice Lab : Office 365 services overview

- Setting up Office 365 lab environment
- Configuring Office 365 Services

After completing this module, you will be able to:

- Describe Office 365 services.
- Explain Office 365 licensing options.
- Describe Office 365 tenant configuration.
- Describe the available Office 365 clients.

Module 2: Office 365 administration, tools, and techniques

This module describes how to manage Office 365 by using the administrative portals and Windows PowerShell. It also explains how to manage administrative access and troubleshoot administration in Office 365.

Lessons Covered in this Module

- Managing Office 365 with the administrative portals
- Managing Office 365 with Windows PowerShell
- Managing administrative access in Office 365
- Troubleshooting administration in Office 365

Practice Lab : Administering Office 365

- Using administrative portal
- Administering Office 365 with Windows PowerShell
- Configuring role-based administration
- Troubleshooting administrative access

in Office 365 After completing this module, you will be able to:

- Manage Office 365 by using the administrative portals.
- Manage Office 365 by using Windows PowerShell.
- Manage administrative access in Office 365.
- Troubleshoot administration in Office 365.

Module 3: Administering and troubleshooting directory synchronization and directory objects

This module describes directory synchronization and federation. The module explains how to manage Microsoft Azure Active Directory Connect (Azure AD Connect) and user and group objects in Office 365. Additionally, it describes how to troubleshoot objects and directory synchronization in Office 365.

Lessons Covered in this Module

- Overview of directory synchronization and federation overview
- Azure AD Connect management
- Managing users and groups objects in Office 365
- Troubleshooting objects and directory synchronization in Office 365

Practice Lab: Administering directory synchronization, users, and groups in Office 365

- Configuring Azure AD Connect
- Managing Office 365 users and groups by using the Office 365 admin center
- Managing Office 365 password policies
- Troubleshooting synchronization issues with user

objects in Office 365 After completing this module, you will be able to:

- Describe directory synchronization and federation.
- Manage Azure AD Connect.
- Manage user and group objects in Office 365.

- Troubleshoot objects and directory synchronization in Office 365

Module 4: Administering and troubleshooting Exchange Online

This module describes the subscription options and roles in Exchange Online. It explains how to administer Exchange Online recipients and client access policies in Exchange Online and how to troubleshoot Exchange Online.

Lessons Covered in this Module

- Exchange Online management overview
- Administering Exchange Online recipients
- Administering client access policies in Exchange Online
- Troubleshooting Exchange Online

Practice Lab : Administering and troubleshooting Exchange Online

- Configuring and administering Exchange Online recipients
- Configuring delegated administration
- Configuring client access policies
- Troubleshoot Exchange Online

After completing this module, you will be able to:

- Describe the subscription options and roles in Exchange Online.
- Administer Exchange Online recipients.
- Administer client access policies in Exchange Online.
- Troubleshoot Exchange Online

Module 5: Administering and troubleshooting Skype for Business Online and Teams.

This module describes Skype for Business Online and Teams. It explains how to administer, manage, and troubleshoot Skype for Business Online and Teams.

Lessons Covered in this Module

- Skype for Business Online and Teams overview
- Administering and managing Skype for Business Online and Teams
- Troubleshooting Skype for Business Online and Teams

Practice Lab : Administering Skype for Business Online and Teams

- Configuring Skype for Business Online and Teams organization settings
- Configuring Skype for Business Online and Teams user settings
- Troubleshooting Skype for Business

Online After completing this module, you will be able to:

- Describe Skype for Business Online and Teams.
- Administer and manager Skype for Business Online and Teams.
- Troubleshoot Skype for Business Online and Teams.

Module 6: Administering and troubleshooting SharePoint Online

This module describes how to configure SharePoint Online settings and site collections and external user access to SharePoint Online. It also explains how to manage Microsoft OneDrive for Business synchronization and how to troubleshoot SharePoint Online

Lessons Covered in this Module

- SharePoint Online management overview
- Administering SharePoint Online site collections
- Administering external users in SharePoint Online
- Configuring OneDrive for Business
- Troubleshooting SharePoint Online

Practice Lab : Configuring and administering SharePoint Online

- Configuring SharePoint Online settings
- Creating and configuring a SharePoint site collection
- Configuring and verifying external user sharing
- Configuring OneDrive for Business
- Troubleshooting SharePoint Online

After completing this module, you will be able to:

- Configure SharePoint Online settings.
- Configure SharePoint Online site collections.
- Configure external user access to SharePoint Online.
- Manage Microsoft OneDrive for Business synchronization.
- Troubleshoot SharePoint Online.

Module 7: Administering and troubleshooting compliance and security in Office 365

This module describes the compliance features in Office 365. It explains how to administer Azure Information Protection and the compliance features in Office 365, how to configure and administer email security in Office 365, and how to troubleshoot Office 365 compliance and protection.

Lessons Covered in this Module

- Overview of compliance features in Office 365
- Administering information protection in Office 365
- Administering compliance features in Office 365
- Configuring and administering email security in Office 365
- Troubleshooting Office 365 compliance and protection
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Practice Lab : Configuring and troubleshooting compliance and security

- Configuring rights management in Office 365
- Configuring compliance features

- Configuring email protection
- Troubleshooting security and compliance

After completing this module, you will be able to:

- Describe the compliance features in Office 365.
- Administer Azure Information Protection in Office 365.
- Administer the compliance features in Office 365.
- Configure and administer email security in Office 365.
- Troubleshoot Office 365 compliance and protection.