

# MS-030T00 Office 365 Administrator

## Course Overview

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This is a 5-day class

If you take part in evaluating, planning, deploying, and operating Microsoft Office 365 services, including its identities, dependencies, requirements, and supporting technologies, this course is ideal for you. You will master the skills required to set up an Office 365 tenant, including federation with existing user identities, and the skills you need to sustain an Office 365 tenant and its users.



## Who Should Attend

This course is intended for IT professionals who are responsible for planning, configuring, and managing an Office 365 environment. You are expected to have a fairly broad understanding of several on-premises technologies such as Domain Name System (DNS) and Active Directory Domain Services (AD DS). In addition, you should have a general understanding of Microsoft Exchange Server, Microsoft Lync Server or Skype for Business Server, and Microsoft SharePoint Server.

## Course Objectives

After completing this course, students will be able to:

- 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.

## Course Outline

### 1 PLANNING AND PROVISIONING OFFICE 365

- Overview of Office 365
- Provisioning an Office 365 tenant
- Planning a pilot deployment
- Lab : Provisioning Office 365

### 2 MANAGING OFFICE 365 USERS AND GROUPS

- Managing user accounts and licenses
- Managing passwords and authentication
- Managing security groups in Office 365
- Managing Office 365 users and groups with Windows PowerShell
- Configuring administrative access
- Lab : Managing Office 365 users and passwords
- Lab : Managing Office 365 groups and administration

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## 3 CONFIGURING CLIENT CONNECTIVITY TO MICROSOFT OFFICE 365

Planning for Office 365 clients  
Planning connectivity for Office 365 clients  
Configuring connectivity for Office 365 clients  
Lab : Configuring client connectivity to Office 365

## 4 PLANNING AND CONFIGURING DIRECTORY SYNCHRONIZATION

Planning and preparing for directory synchronization  
Implementing directory synchronization by using Azure AD Connect  
Managing Office 365 identities with directory synchronization  
Lab : Configuring directory synchronization

## 5 PLANNING AND DEPLOYING OFFICE 365 PROPLUS

Overview of Office 365 ProPlus  
Planning and managing user-driven Office 365 ProPlus deployments  
Planning and managing centralized deployments of Office 365 ProPlus  
Office Telemetry and reporting  
Lab : Managing Office 365 ProPlus installations

## 6 PLANNING AND MANAGING EXCHANGE ONLINE RECIPIENTS AND PERMISSIONS

Overview of Exchange Online  
Managing Exchange Online recipients  
Planning and configuring Exchange Online permissions  
Lab : Managing Exchange Online recipients and permissions

## 7 PLANNING AND CONFIGURING EXCHANGE ONLINE SERVICES

Planning and configuring email flow in Office 365  
Planning and configuring email protection in Office 365  
Planning and configuring client access policies  
Migrating to Exchange Online  
Lab : Configuring message transport in Exchange Online  
Planning and configuring email flow in Office 365  
Planning and configuring email protection in Office 365  
Planning and configuring client access policies  
Migrating to Exchange Online  
Lab : Configuring message transport in Exchange Online  
Lab : Configuring email protection and client policies

## 8 PLANNING AND DEPLOYING MICROSOFT TEAMS

Teams Explained  
Deploying Teams  
Authentication and Access  
Transitioning Skype For Business to Microsoft Teams  
Management and Reporting  
Lab : Teams Overview

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## 9 PLANNING AND CONFIGURING SHAREPOINT ONLINE

Configuring SharePoint Online services  
Planning and configuring SharePoint Online site collections  
Planning and configuring external user sharing  
Lab : Configuring SharePoint Online

## 10 PLANNING AND CONFIGURING AN OFFICE 365 COLLABORATION SOLUTION

Planning and managing Yammer Enterprise  
Planning and configuring OneDrive for Business  
Configuring Office 365 groups  
Lab : Planning and configuring an Office 365 collaboration solution

## 11 PLANNING AND CONFIGURING SECURITY AND COMPLIANCE IN OFFICE 365

Overview of the compliance features in Office 365  
Planning and configuring Azure Information Protection in Office 365  
Managing the compliance features in Office 365  
Lab : Configuring Rights Management and compliance

## 12 MONITORING AND TROUBLESHOOTING MICROSOFT OFFICE 365

Troubleshooting Office 365  
Monitoring Office 365 service health  
Lab : Monitoring and troubleshooting Office 365