

MS-102

Microsoft 365 Administrator Essentials

Description:

This course provides comprehensive training in Microsoft 365 administration, covering key elements such as tenant management, identity synchronization, and security and compliance. Participants will learn to configure their Microsoft 365 tenant, manage user accounts and licenses, and implement Office client connectivity. They will also gain expertise in Azure Active Directory Connect and Connect Cloud Sync for identity synchronization, as well as Microsoft 365 security solutions including threat detection and reporting. The course concludes with an exploration of data governance, archiving, retention, and compliance features using data classification and sensitivity labels.

Students will be able to:

Configure and manage Microsoft 365 tenant, synchronize identities, manage security in Microsoft 365 Defender, implement Microsoft Purview, data leakage protection.

Course requirements:

- Completed a role-based administrator course such as Messaging, Teamwork, Security, Compliance, or Collaboration
- A proficient understanding of DNS and basic functional experience with Microsoft 365 services
- A proficient understanding of general IT practices
- A working knowledge of PowerShell

This course is intended for:

This course is designed for students who are aspiring to the Microsoft 365 Enterprise Admin role and have completed one of the Microsoft 365 work load administrator certification paths.

Literature:

Students will receive the original certified Microsoft study materials.

Hardware:

All classrooms are equipped with high-standard computers connected to the Internet, the classrooms are spacious, air-conditioned, barrier-free and with Wi-Fi connection. If interested, you can join the course online-live.

Syllabus:

Course Introduction

Learning Path 1: Configure your Microsoft 365 tenant

- Module 1: Configure your Microsoft 365 experience
- Module 2: Manage users, licenses, and mail contacts in Microsoft 365
- Module 3: Manage groups in Microsoft 365
- Module 4: Add a custom domain in Microsoft 365
- Module 5: Configure client connectivity to Microsoft 365

Learning Path 2: Manage your Microsoft 365 tenant

- Module 1: Configure administrative roles in Microsoft 365
- Module 2: Manage tenant health and services in Microsoft 365
- Module 3: Deploy Microsoft 365 Apps for enterprise
- Module 4: Analyze your Microsoft 365 workplace data using Microsoft Viva Insights

Learning Path 3: Implement identity synchronization

- Module 1: Explore identity synchronization
- Module 2: Prepare for identity synchronization to Microsoft 365
- Module 3: Implement directory synchronization tools
- Module 4: Manage synchronized identities
- Module 5: Manage secure user access in Microsoft 365

Learning Path 4: Explore security metrics in Microsoft 365 Defender

- Module 1: Examine threat vectors and data breaches
- Module 2: Explore the Zero Trust security model
- Module 3: Explore security solutions in Microsoft 365 Defender
- Module 4: Examine Microsoft Secure Score
- Module 5: Examine Privileged Identity Management
- Module 6: Examine Azure Identity Protection

Learning Path 5: Manage your security services in Microsoft 365 Defender

- Module 1: Examine Exchange Online Protection
- Module 2: Examine Microsoft Defender for Office 365
- Module 3: Manage Safe Attachments
- Module 4: Manage Safe Links

Learning Path 6: Implement threat protection by using Microsoft 365 Defender

- Module 1: Explore threat intelligence in Microsoft 365 Defender
- Module 2: Implement app protection by using Microsoft Defender for Cloud Apps
- Module 3: Implement endpoint protection by using Microsoft Defender for Endpoint
- Module 4: Implement threat protection by using Microsoft Defender for Office 365

Learning Path 7: Explore data governance in Microsoft 365

- Module 1: Examine data governance solutions in Microsoft Purview
- Module 2: Explore archiving and records management in Microsoft 365
- Module 3: Explore retention in Microsoft 365
- Module 4: Explore Microsoft Purview Message Encryption

Learning Path 8: Implement compliance in Microsoft 365

- Module 1: Explore compliance in Microsoft 365
- Module 2: Implement Microsoft Purview Insider Risk Management
- Module 3: Implement Microsoft Purview Implementation Barriers
- Module 4: Explore Microsoft Purview Data Loss Prevention
- Module 5: Implement Microsoft Purview Data Loss Prevention

Learning Path 9: Manage compliance in Microsoft 365

- Module 1: Implement data classification of sensitive information
- Module 2: Explore sensitivity labels
- Module 3: Implement sensitivity labels

Contact us

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