MS-700

Managing Microsoft Teams

Description:

This four-day course is for the Microsoft 365 teamwork administrator role. Microsoft Teams admins configure, deploy, and manage Office 365 workloads for Microsoft Teams that focus on efficient and effective collaboration and communication in an enterprise environment.

Students will be able to:

- What is Microsoft Teams and how the components work together
- How to implement Governance, Security and Compliance for Microsoft Teams
- How to prepare an organizations environment for a Microsoft Teams deployment
- How to deploy and manage teams
- Ways of managing collaboration in Microsoft Teams
- Techniques to manage and troubleshoot communication in Microsoft Teams

Course requirements:

- A proficient understanding of basic functional experience with Microsoft 365 services.
- A proficient understanding of general IT practices, including using PowerShell.

This course is intended for:

Students in this course are interested in Microsoft Teams or in passing the Microsoft Teams Administrator Associate certification exam.

Literature:

All participants will get original Microsoft student materials.

Hardware:

Classrooms are equipped with high-performance computers with Internet access and the possibility of wireless connection.

Syllabus:

Module 1 – Get started with managing Microsoft Teams

- Explore Microsoft Teams
- Plan and deploy Microsoft Teams
- Implement lifecycle management and governance for Microsoft Teams
- Monitor your Microsoft Teams environment

Module 2 – Prepare the environment for a Microsoft Teams deployment

- Manage access for external users
- Implement security for Microsoft Teams
- Implement compliance for Microsoft Teams
- Plan and configure network settings for Microsoft Teams

Module 3 – Manage chat, teams, channels, and apps in Microsoft Teams

- Create and manage teams
- Manage collaboration experiences for chat and channels
- Manage apps for Microsoft Teams

Module 4 – Manage meetings and calling in Microsoft Teams

- Manage meetings and events experiences
- Configure and manage Microsoft Teams Room and Teams devices
- Manage phone numbers and settings
- Manage Teams Phone settings and policies
- Troubleshot audio, video, and client issues

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