MS-COURSE-2023-B

ENABLING AND MANAGING OFFICE 365

COURSE OUTLINE

Module 1: Planning and provisioning Microsoft Office 365

This module reviews the features of Office 365 and identifies recent improvements to the service. Also it describes how to configure an Office 365 tenant and plan for a pilot deployment.

Lessons

Overview of Office 365 Provisioning an Office 365 tenant Planning a pilot deployment

Lab : Provisioning Office 365 Configuring an Office 365 tenant Configuring a custom domain

Exploring the Office 365 administrator interfaces

After completing this module, students will be able to: Describe the features and benefits of Office 365.

Provision new tenant accounts.

Plan a pilot deployment of Office 365.

Module 2: Managing Microsoft Office 365 users and groups

This module describes how to manage Office 365 users, groups, and licenses, and configure administrative access by using the Office 365 console and the Windows PowerShell command-line interface.

Lessons

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

Managing Office 365 users and licenses by using the Office 365 admin center Managing Office 365 password policies

Lab : Managing Office 365 groups and administration Managing Office 365 groups

Managing Office 365 users and groups by using Windows PowerShell Configuring delegated administrators

After completing this module, students will be able to:

Manage user accounts and licenses by using the Microsoft Office 365 admin center. Manage passwords and authentication.

Manage security and distribution groups by using the Office 365 admin center.

Manage Office 365 users and groups by using Windows PowerShell.

Configure administrative access.

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Module 3: Configuring client connectivity to Microsoft Office 365

This module describes the different types of client software that you can use to connect to Office 365, and the infrastructure requirements that the clients need to meet to connect to Office 365. Also this teaches you how to configure different types of Office 365 clients.

Lessons

Planning for Office 365 clients

Planning connectivity for Office 365 clients Configuring connectivity for Office 365 clients

Lab : Configuring client connectivity to Office 365 Configuring DNS records for Office 365 clients Running the Office 365 connectivity analyzer tools Connecting Office 2016 clients

After completing this module, students will be able to:

Plan for the deployment of Microsoft Office 365 clients.

Plan for, and troubleshoot, connectivity for Office 365 clients. Configure connectivity for Office 365 clients.

Module 4: Planning and configuring directory synchronization

This module describes how to plan and configure directory synchronization between Azure AD and on-premises AD DS.

Lessons

Planning and preparing for directory synchronization

Implementing directory synchronization by using Azure AD Connect

Managing Office 365 identities with directory synchronization

Lab : Planning and configuring directory synchronization Preparing for directory synchronization Configuring directory synchronization

Managing Active Directory users and groups

After completing this module, students will be able to:

Plan and prepare for directory synchronization.

Implement directory synchronization by using Microsoft Azure Active Directory Connect (Azure AD Connect).

Manage Microsoft Office 365 identities with directory synchronization.

Module 5: Planning and deploying Office 2016 ProPlus

This module covers the planning process, how to make Microsoft Office 365 ProPlus directly available to end users, and how to deploy it as a managed package. Finally, this module covers how to set up Office telemetry so that administrators can keep track of how users are interacting with Microsoft Office.

Lessons

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 : Deploying Office 365 ProPlus

Preparing an Office 365 ProPlus managed installation Managing user-driven Office 365 ProPlus installations

Managing Centralized Office 365 ProPlus installations

After completing this module, students will be able to:

Describe Office 365 ProPlus.

Plan and manage userdriven Office 365 ProPlus deployments. Plan and manage centralized deployments for Office 365 ProPlus. Describe Office telemetry and reporting.

Module 6: Planning and managing Exchange Online recipients and permissions

This module describes Exchange Online and explains how to create and manage recipient objects and how to manage and delegate Exchange security.

Lessons

Overview of Exchange Online Managing Exchange Online recipients

Planning and configuring Exchange Online permissions

Lab : Managing Exchange Online recipients and permissions Configuring Exchange Online recipients

Configuring delegated administration

After completing this module, students will be able to: Plan and prepare for directory synchronization.

Implement directory synchronization by using Microsoft Azure Active Directory Connect (Azure AD Connect).

Manage Microsoft Office 365 identities with directory synchronization

Module 7: Planning and configuring Microsoft Exchange Online services

This module describes how to plan and configure Exchange Online services. It also explains how to plan and configure anti-malware and anti-spam settings in Office 365.

Lessons

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

☐ Configuring message transport settings

Lab : Configuring email protection and client policies Configuring email protection

Configuring client access policies

After completing this module, students will be able to:

Plan and configure email flow in Office 365.
Plan and configure antimalware and antispam settings in Office 365. Plan and configure policies for Exchange Online Clients.
Plan and configure a migration to Exchange Online.

Module 8: Planning and deploying Skype for Business Online

This module describes how to plan and implement the Skype for Business Online deployment. Also it describes how to plan voice integration with Skype for Business Online.

Lessons

Planning and configuring Skype for Business Online service settings Configuring Skype for Business Online users and client connectivity Planning voice integration with Skype for Business Online

Lab : Deploying Skype for Business Online

Configuring Skype for Business Online organization settings Configuring Skype for Business Online user settings Configuring a Skype Meeting Broadcast

After completing this module, students will be able to:

Plan and configure Skype for Business Online service settings. Configure Skype for Business Online user settings and clients. Plan voice integration with Skype for Business Online.

Module 9: Planning and configuring SharePoint Online

This module describes the administrative features available within SharePoint Online and the most common configuration tasks for any administrator who starts using SharePoint Online. Also it describes the concept of site collections and the different sharing options within SharePoint Online. A brief overview of additional portals, such as the video portal, are also provided.
Lessons

Configuring SharePoint Online services
Planning and configuring SharePoint site collections Planning and configuring external user sharing
Lab : Configuring SharePoint Online Configuring SharePoint Online settings
Creating and configuring a SharePoint Online site collection Configuring and verifying external user sharingConfigure
After completing this module, students will be able to:

Configure SharePoint Online services.
Plan and configure SharePoint Online site collections Plan and configure external user sharing.

Module 10: Planning and configuring a Office 365 collaboration solution

This module describes how to plan and implement a SharePoint collaboration solution, and how to enable Yammer Enterprise services within Office 365 and OneDrive for Business, and Office 365 groups.
Lessons
Planning and managing Yammer Enterprise Planning and configuring OneDrive for Business Configuring Office 365 groups
Lab : Planning and configuring an Office 365 collaboration solution

Configuring a Yammer Enterprise Configuring OneDrive for Business Configuring Office 365 groups
After completing this module, students will be able to:

Enable and configure Yammer Enterprise. Configure OneDrive for Business. Configure Office 365 groups.

Module 11: Planning and configuring rights management and compliance

This module describes the compliance features in Office 365 and explains how to manage them. Also it describes how to plan and configure Microsoft Azure Rights Management (Azure RMS).

Additionally it discusses the security features in Office 365.

Lessons

Overview of the compliance features in Office 365

Planning and configuring Azure rRights Mmanagement in Office 365 Managing the compliance features in Office 365

Lab : Configuring Rrights Mmanagement and compliance Configuring rights management in Office 365 Configuring compliance features

After completing this module, students will be able to:

Describe the compliance features in Office 365. Configure Azure RMS in Office 365.

Manage the compliance features in Office 365.

Module 12: Monitoring and troubleshooting Microsoft Office 365

This module describes how to monitor and review Office 365 services, and troubleshoot Office 365 issues.

Lessons

Troubleshooting Office 365 Monitoring Office 365 service health

Lab : Monitoring and troubleshooting Office 365 Monitoring Office 365 Monitoring service health and analyzing reports

After completing this module, students will be able to:

Troubleshoot Microsoft Office 365 connectivity and service issues. Monitor Office 365 service health.

Module 13: Planning and configuring identity federation

This module describes how to plan and implement identity federation between on-premises AD DS and Azure AD.

Lessons

Understanding identity federation Planning an AD FS deployment

Deploy AD FS for identity federation with Office 365 Planning and implementing hybrid solutions ⟨Optional⟩

Lab : Planning and configuring identity federation

Deploying Active Directory Federation Services ⟨AD FS⟩ and Web Application

Configuring federation with Office 365

Verifying single sign-on ⟨SSO⟩

After completing this module, students will be able to:

Describe how identity federation works, and how AD FS can be used to implement identity federation.

Plan an AD FS deployment to support identify federation with Office 365. Deploy AD FS to enable SSO for Office 365

Describe hybrid solutions for Exchange Server, Skype for Business Server, and SharePoint

Server.