

Microsoft 365 Identity and Services



Purpose of the training

The training is intended for people on the following job positions in the organisation:

- **Administrator**
- **IT Administrator**
- **IT Specialist**

The aim of the course:

- Acquaintance with the rules of Microsoft 365 platform management.

The course is intended for:

People who prepare for the role of Microsoft 365 Enterprise administrator and have completed one of administrator certification paths based on Microsoft 365 platform roles. The course includes three main elements of Microsoft 365 Enterprise administration — tenancy and Microsoft 365 service management, Microsoft 365 and Microsoft 365 identity management.



Benefits of completing the training

Gaining knowledge and practical skills in the area of Microsoft 365 platform management. This includes acquaintance with:

- design, configuration Microsoft 365 platform tenancy management
- functionality of Microsoft 365 product
- Microsoft 365 configuration
- Microsoft 365 applications for implementations in companies
- planning and implementing identity synchronisation
- implementing applications and access from the outside.



Examination method

On-line exam. Record at: <https://home.pearsonvue.com/Clients/Microsoft.aspx>



Exam description

After the MS-100 course, you can take Microsoft certification exams:an Authorized Test Center,online being monitored by an offsite proctor. Details on the website:

<https://docs.microsoft.com/en-us/learn/certifications/exams/MS-100>



Expected Listener Preparation

Before attending the course, participants must:

- participate in at least one role-based training for administrators such as Messaging, Teamwork, Security and Compliance or Collaboration.
- have proficient knowledge of DNS and basic functional experience with Microsoft 365 services.
- Fluent understanding of general IT practices
- An ability to use materials in English language.



Training Language

- Training: English
- Materials: English

Training Includes

- manual in electronic form available on the platform:
- <https://learn.microsoft.com/pl-pl/training/>
- access to Altkom Akademia's student portal

Training method:

- Lecture
- Demonstration

- Laboratories

Theory vs. practice quantity

- 50% theory
- 50% practice

Duration

5 days / 35 hours

Training agenda

1. Designing Microsoft 365 tenancy.

- Planning tenant in Microsoft 365
- Planning local infrastructure for Microsoft 365 platform
- Planning solutions for handling identity and authentication for Microsoft 365 platform
- Planning support infrastructure for Microsoft 365
- Planning hybrid requirements to implement Microsoft 365 platform
- Planowanie migracji na platformę Microsoft 365.

2. Configuring Microsoft 365 tenant.

- Configuring Microsoft 365 environment
- Managing user accounts and licenses on Microsoft 365 platform
- Managing groups in Microsoft 365
- Adding non-standard domain in Microsoft 365
- Configuring Client's connection with Microsoft 365
- The use of FastTrack and Partner Services to navigate Microsoft 365 platform.

3. Microsoft 365 platform tenant management.

- Configuring administration roles in Microsoft 365
- Managing conditio and tenancy services on Microsoft 365 platform
- Managing user-based Microsoft 365 applications' implementation for companies
- Implementing office telemetry
- Implementing analytics of workplace

4. Acquaintance with Microsoft 365 platform services.

- Acquaintance with Exchange Online as Microsoft 365 Enterprise administrator
- Acquaintance with SharePoint Online as Microsoft 365 Enterprise administrator
- Acquaintance with Microsoft Teams as Microsoft 365 Enterprise administrator

- Acquaintance with Microsoft Power Platform as Microsoft 365 Enterprise administrator
- Developing applications as Microsoft 365 Enterprise administrator with Power Apps
- Creating flows as Microsoft 365 Enterprise administrator with Power Automate
- Creating reports and navigation desktops as Microsoft 365 Enterprise administrator with Power BI
- Creating chatbots as Microsoft 365 Enterprise administrator with Power Virtual Agents.

5. Planning and implementing identity synchronisation.

- Acquaintance with identity synchronisation
- Planning Azure AD Connect implementation
- Implementing Azure AD Connect
- Managing synchronised identities
- Managing passwords at Microsoft 365 platform.

6. Implementing applications and external access in Azure AD.

- Implementing applications in Azure AD
- Configuring proxy server Azure AD service application
- Acquaintance with solutions for external access.