

# Administering Office 365



## Purpose of the training

The training is addressed to:

IT specialists, who participated in evaluation, planning, implementing and handling Microsoft Office 365 services, including its identity, requirements and support technologies. The course focuses on skills required to configure Office 365 tenant, including federation with already existing user identities and skills required to maintain Office 365 tenant and its users. The course also covers such topics as:

- planning and implementing Microsoft Office 365 subscription
- managing users, groups and licenses, Configuring administration access using Office 365 console and Windows PowerShell command line interface
- planning, preparing and implementing catalog synchronisation as a methodology of user and group management in Office 365 implementation
- Exchange Online, creating addressee objects and managing them, as well as how to manage and delegate Exchange securities
- planning and configuring e-mail message, settings of protection against malware and antispam in Office 365, planning and configuring rules for Exchange Clients
- planning and configuring Teams, configuring Teams user and Client settings, as well as how Teams integrates with other Office 365 services
- configuring SharePoint Online service, planning and configuring sets of SharePoint websites and sharing them with external users,
- launching and configuring Yammer, Planner, Visio, Forms, Power Platform
- compatibility functions in Office 365 and ways of managing them, planning and configuring security mechanisms in Office 365
- solving problems with connectivity and Office 365 services and how to monitor the condition of Office 365 service



## Benefits of completing the training

Gaining knowledge and practical skills in Office 365. Including:

- Planning Office 365 deployment, configuring Office 365 tenant and planning pilot deployment.

- Managing Office 365 users, groups and licenses, as well a configuration of delegated administration.
- Planning and configuring Client's connection with Office 365.
- Planning and configuring catalog synchronisation between Microsoft Azure AD and local AD DS.
- Planning recipients and Microsoft Exchange Online addressees and authorisations, as well as managing them.
- Planning and configuring Exchange Online.
- Planning and configuring Microsoft Teams.
- Planning and configuring Microsoft SharePoint Online.
- Planning and configuring Office 365 cooperation solution.
- Monitoring and reviewing Office 365, as well as solving problems with Office 365.



## Expected Listener Preparation

At least 2 years of experience in Administering Windows Server operational system, including Windows Server 2012 or better. A minimum of one year of experienced in working with AD DS. At least one year of experience in working with name detection, including DNS. Experience in working with certificates including the ones from Public Key Infrastructure (PKI). Experience in working with PowerShell. Experience with working with Exchange Server 2013 or better, SharePoint Server 2013 or better is recommended, but not required.

An ability to use English materials

To make work more convenient and training more effective we suggest using additional screen. Lack of extra screen does not make it impossible to participate in the training, but significantly influences the convenience of work during classes

Information and requirements concerning participation in distance learning trainings is available at: <https://www.altkomakademia.pl/distance-learning/#FAQ>



## Training Language

- **Training:** English
- **Materials:** English



## Training Includes

- manual in electronic form available on the platform:  
<https://www.skillpipe.com/#/account/login>
- access to Altkom Akademia's student portal

Training method:

- Lecture + workshops.



## Czas trwania

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## Training agenda

1. Planning and implementing Office 365:
  - Discussing Office 365 service
  - Basic Office 365 services
  - Planning pilot deployment.
  - Developing your own tenant.
2. Managing Office 365 users and groups:
  - Managing user accounts and licenses
  - Password and authentication management
  - Creating and managing groups in Office 365
  - Managing Office 365 users and groups using Windows PowerShell
  - Managing Office 365 users and groups using Azure AD Admin Center console
  - Managing administration roles.
  - Planning and preparation for catalog synchronization
3. Deploying and configuring tools and applications for Office 365 services:
  - Planning network configuration for Office 365 tools and applications
  - Using Office bundle configuration tool
  - Discussing Click to Run mechanism
  - Managing centralised deployment of tools, applications and add-ons
  - Reporting.
4. Planning and managing Exchange Online service:
  - Discussing Exchange Online service
  - Managing Exchange Online mailboxes
  - Managing groups in Exchange Online
  - Configuring Exchange Online authorisations
  - Exchange Online Management using PowerShell
  - Planning and configuring message flow

- Planning and configuring e-mail security in Office 365.
5. Planning and managing SharePoint Online:
- Discussing SharePoint Online
  - SharePoint relations with OneDrive, Teams, and Office 365 groups
  - Configuring SharePoint Online services
  - Configuring external sharing
  - Configuring sets of SharePoint Online websites
  - SharePoint Online Management using PowerShell.
6. Planning and implementing Microsoft Teams:
- Discussing Microsoft Teams
  - Integrating Microsoft Teams with other Office 365 services
  - Managing central settings
  - Creating, managing and assigning policies in Teams service
  - Planning and configuring external access and guests
  - Managing Microsoft Teams Management with PowerShell.
7. Planning and managing other Office 365 services:
- Planning and managing Yammer, Planner, Visio, Bookings, Delve, Forms, Power Platform, Stream, Sway, Viva, Scheduler and others.
8. Security and compatibility in Office 365 service:
- Discussing security functions and compatibility in Office 365 service
  - Expanding security functions and compatibility with additional licenses
  - Using Microsoft Defender and Secure Score functionality
  - Using Office 365 compatibility portal and compatibility assessment
  - Planning and configuring labels and storage rules
  - Planning and configuring rules of data loss prevention
  - Developing and assigning Sensitivity Labels)
  - Formulating the rules of secure appendices and other links
  - Planning and configuring multi-factor authentication.
9. Reports, monitoring and Troubleshooting with Microsoft Office 365:
- Monitoring Office 365 condition
  - Troubleshooting with administrative access in Office 365
  - Troubleshooting with catalog synchronisation
  - Troubleshooting with Exchange Online
  - Troubleshooting with SharePoint Online
  - Troubleshooting with Microsoft Teams
  - Troubleshooting with Office 365 securities and compatibility