

# Office 365 Administration and Troubleshooting

Duration 3 Days

## COURSE DESCRIPTION

This is a three-day Instructor Led Training (ILT) course that targets the needs of IT professionals who take part in administering, configuring, troubleshooting, and operating Microsoft Office 365 services, including its identities, dependencies, requirements, and supporting technologies. This course focuses on skills required to administer and troubleshoot Office 365 tenant and key services of Office 365

## COURSE OUTLINE

### Module 1: Office 365 services overview

This module describes the features of Office 365 and identifies recent improvements to the service. It also identifies licensing options, describes the process of Office 365 tenant configuration, and lists appropriate Office 365 client options.

#### Lessons

- Overview of the Office 365 services
- Overview of Microsoft 365 and Office 365 licensing
- Microsoft 365 tenant configuration
- Office 365 clients

#### Lab: Setting up and configuring Office 365 services

- Setting up a Microsoft 365 lab environment
- Configuring Office 365 Services

### Module 2: Office 365 administration, tools, and techniques

This module describes how to manage Office 365 by using the administrative portals and Windows PowerShell. It also explains how to manage administrative access and troubleshoot administration in Microsoft 365.

#### Lesson

- Managing Office 365 with the administrative portals
- Managing Office 365 with Windows PowerShell
- Managing administrative access in Microsoft 365
- Troubleshooting administration in Office 365

#### Lab: Administering Office 365

- Using the Microsoft 365 admin center
- Administering Office 365 with Windows PowerShell
- Configuring role-based administration
- Troubleshooting administrative issues in Office 365

**Module 3: Administering and troubleshooting directory synchronization and directory objects**

This module describes directory synchronization and federation. The module explains how to manage Microsoft Azure Active Directory Connect (Azure AD Connect) and user and group objects in Office 365. Additionally, it describes how to troubleshoot objects and directory synchronization in Office 365.

**Lesson**

- Overview of directory synchronization and federation
- Azure AD Connect management
- Managing user and group objects in Microsoft 365
- Troubleshooting objects and directory synchronization in Office 365

**Lab: Administering directory synchronization, users, and groups in Microsoft 365**

- Configuring Azure AD Connect
- Administer Office 365 by using the Microsoft 365 admin center and Office 365 services admin centers
- Administer Office 365 by using Windows PowerShell
- Managing password policies in Microsoft 365
- Troubleshooting synchronization issues with user objects in Microsoft 365

**Module 4: Administering and troubleshooting Exchange Online**

This module describes the subscription options and roles in Exchange Online. It explains how to administer Exchange Online recipients and client access policies in Exchange Online and how to troubleshoot Exchange Online.

**Lesson**

- Overview of Exchange Online management
- Administering Exchange Online recipients
- Administering client access policies in Exchange Online
- Troubleshooting Exchange Online

**Lab: Administering and troubleshooting Exchange Online**

- Configuring and administering Exchange Online recipients
- Configuring delegated administration
- Configuring client access policies
- Troubleshooting Exchange Online

**Module 5: Administering and troubleshooting Teams**

This module describes Teams and explains how to administer, manage, and troubleshoot Teams.

**Lesson**

- Overview of Teams
- Administering and managing Teams
- Creating and managing teams in Teams
- Troubleshooting Teams

**Lab: Administering Teams**

- Configuring Teams organization settings
- Configuring Teams user settings
- Creating and managing teams
- Troubleshooting Teams client issues

## Module 6: Administering and troubleshooting SharePoint Online

This module describes how to configure SharePoint Online settings and site collections and external user access to SharePoint Online. It also explains how to manage Microsoft OneDrive for Business synchronization and how to troubleshoot SharePoint Online.

### Lesson

- Overview of SharePoint Online management
- Administering SharePoint Online site collections
- Administering external users in SharePoint Online
- Configuring OneDrive for Business
- Troubleshooting SharePoint Online and OneDrive for Business

### Lab: Configuring and administering SharePoint Online

- Configuring SharePoint Online settings
- Creating and configuring a SharePoint site collection
- Configuring and verifying external user sharing
- Configuring OneDrive for Business
- Troubleshooting SharePoint Online and OneDrive for Business

## Module 7: Planning and deploying Microsoft 365 Apps for enterprise

This module describes Microsoft 365 Apps for enterprise. It also explains how to plan and manage user-driven Microsoft 365 Apps for enterprise deployments and how to troubleshoot the deployments.

### Lesson

- Overview of Microsoft 365 Apps for enterprise
- Managing Microsoft 365 Apps for enterprise deployments
- Troubleshooting Microsoft 365 apps deployments

### Lab: Managing Microsoft 365 Apps for enterprise installations

- Preparing Microsoft 365 Apps for enterprise installations
- Managing user-driven Microsoft 365 Apps for enterprise installations
- Managing centralized Microsoft 365 Apps for enterprise installations
- Troubleshooting Microsoft 365 Apps for enterprise deployments

## Module 8: Administering and troubleshooting Office 365 compliance and security

This module describes the compliance features in Office 365. It explains how to administer Azure Information Protection and the compliance features in Office 365, how to configure and administer email security in Office 365, and how to troubleshoot Office 365 compliance and protection.

### Lesson

- Overview of compliance features in Office 365
- Administering information protection in Office 365
- Administering compliance features in Office 365
- Configuring and administering email security in Office 365
- Troubleshooting Office 365 compliance and protection

### Lab: Configuring and troubleshooting compliance and security

- Configuring and verifying Azure Information Protection in Office 365
- Configuring compliance features
- Configuring email protection
- Troubleshooting security and compliance