



10997D: Office 365 Administration and Troubleshooting

Course Details

Course Code: 10997D

Duration: 3 days

Notes:

- This course syllabus should be used to determine whether the course is appropriate for the students, based on their current skills and technical training needs.
- Course content, prices, and availability are subject to change without notice.
- Terms and Conditions apply

Elements of this syllabus are subject to change.

About this course

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, such as Microsoft Exchange Online, Microsoft SharePoint Online, and Microsoft Teams. It also covers security and compliance features of Office 365.

Audience Profile

This course is intended for IT professionals and system administrators who want to learn about administration and troubleshooting techniques in Office 365. These professionals should have at least three years of experience working in their respective fields: ideally in the areas of system administration, network administration, and messaging.

At Course Completion

After completing this course, you will be able to:

- Describe Office 365 services.
- Administer Office 365 by using the Microsoft 365 admin center, Office 365 services admin centers, and
- Administer and troubleshoot directory synchronization and directory objects.
- Administer and troubleshoot Exchange Online.
- Administer and troubleshoot Teams.
- Administer and troubleshoot SharePoint Online.
- Plan and deploy Microsoft 365 Apps for enterprise.
- Administer and troubleshoot compliance and security in Office 365

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Module 1: Office 365 services

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

After completing this module, students will be able to:

- Describe Microsoft 365 and Office 365 services.
- Explain Microsoft 365 and Office 365 licensing options.
- Describe Microsoft 365 tenant configuration.
- Describe the available Office 365 clients.

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.

Lessons

- 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

After completing this module, students will be able to:

- Manage Office 365 by using the administrative portals.
- Manage Office 365 by using Windows PowerShell.
- Manage administrative access in Microsoft 365.
- Troubleshoot administration 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.

Lessons

- 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

After completing this module, students will be able to:

- Describe directory synchronization and federation.
- Manage Azure AD Connect.
- Manage user and group objects in Office 365.
- Troubleshoot objects and directory synchronization in Office 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.

Lessons

- 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

After completing this module, students will be able to:

- Describe the subscription options and roles in Exchange Online.
- Administer Exchange Online recipients.
- Administer client access policies in Exchange Online.
- Troubleshoot Exchange Online.

Module 5: Administering and troubleshooting Teams

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

Lessons

- 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
- After completing this module, students will be able to:
- Describe Teams.
- Administer and manage Teams.
- Create and manage teams.
- Troubleshoot problems with Teams.

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.

Lessons

- 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

After completing this module, students will be able to:

- Manage SharePoint Online.
- Configure SharePoint Online site collections.
- Configure external user access to SharePoint Online.
- Manage OneDrive for Business synchronization.

- Troubleshoot 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.

Lessons

- 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

After completing this module, students will be able to:

- Describe Microsoft 365 Apps for enterprise.
- Plan and manage user-driven Microsoft 365 Apps for enterprise deployments.
- Troubleshoot 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.

Lessons

- 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

After completing this module, students will be able to:

- Describe the compliance features in Office 365.
- Administer Azure Information Protection in Office 365.
- Administer the compliance features in Office 365.
- Configure and administer email security in Office 365.
- Troubleshoot Office 365 compliance and protection.