

Enabling and Managing Microsoft Office 365 (MS-20347)

Modality: Virtual Classroom

Duration: 5 Days

SATV Value: 5 Days

SUBSCRIPTION: Master, Master Plus

About this course:

While enabling Office 365, there is a lot you'll be able to learn, for instance planning Microsoft Office 365 deployment, management of these deployments, and customizing components that are to be deployed within the Office 365 tenant. You will also be taken through the various steps that need to be taken in order to monitor the Office 365 clients using telemetry tools which are built-in for IT administrators. Users taking this course will also acquire knowledge about the ways they can manage and set up Office 365 identities. Course takers will also be able to learn about the types of identities required for configuration and creation in Office 365. Furthermore, users will also be able to learn about the benefits of using them.

This course is an ILT (instructor-led-training) spread over a period of 5 days. It targets everything that IT professionals need to know in order to plan, evaluate, deploy and then operate the services of Office 365 including its dependencies, identities, supporting technologies, and all the requirements. The core focus of this course is on the skills that a user needs in order to set up an Office 365 tenant which comprises of the federation with user identities that already exist, as well as the expertise that would allow them to sustain a Microsoft 365 tenant including its users. In short, this 5-day IT Ops training course will make the users fully prepared for managing Microsoft Office 365.

Students using this Microsoft Office 365 training course will also be prepared for certification exams like Microsoft 70-346: Managing Office 365 Identities and Requirements, Microsoft 70-347: Enabling Office 365 Services

The average salary for a Microsoft O365 administrator is **\$75,000** per year.

Course Objectives:

Students who complete this course will be able to do the following:

- Manage licensed users, groups, and users of Office 365, and then get the delegated administration configured.
- Between on-premises AD DS and Azure AD, plan directory synchronization and configure it.
- Plan the connectivity of clients to Office 365, and configure it.
- Plan and deploy Office 365 and pilot respectively, and configure Office 365 tenant.

- Plan Exchange online services and deploy them.
- Plan SharePoint Online and configure it.
- Plan and deploy Office 365 ProPlus.
- Configuring Azure RMS and Office 365 integration as well as the Office 365 compliance features.
- Plan identity federation and implement it between Azure AD and on-premises AD DS.
- Plan and manager the permissions and Exchange Online recipients.
- For the deployment of Business Online, have Skype implemented after proper planning.
- Plan a solution for Office 365 collaboration and configure it. This would include collaboration solutions like OneDrive for business, Yammer Enterprise, and Office 365 groups.
- Review and monitor the services of Office 365, in addition to troubleshooting its issues.

Audience:

This IT Ops training course is perfect for IT professionals who are already experienced in the field but want to take their skill-set higher. They will receive trainings to configure, plan, and even manage Office 365 environment. Students applying for this course should have a broad understanding of a variety of on-premises tech including AD DS and DNS (Domain Name System). They are also expected to have some generic idea about, Skype for Business Server, Microsoft Lync Server, Microsoft SharePoint Server, and Exchange Server.

Prerequisites:

- You will need an experience of at least two years in working with Windows Server Operating System especially including Windows Server 2012 (or higher).
- You should have experience with Windows PowerShell.
- You will need an experience of at least a year with name resolution, especially DNS.
- You will need an experience of at least a year with AD DS.
- You should have experience with certificates like PKI certificates (Public Key Infrastructure)
- You should have experience with Lync Server 2013, Exchange Server 2013 (or higher), SharePoint Server 2013 (or higher), and Skype for business Server 2015.

Suggested prerequisites courses:

- Administering Windows Server 2012 (MS-20411)
- Automating Administration with Windows PowerShell (MS-10961)
- Core Solutions of Microsoft Exchange Server 2013 (MS-20341)

Course Outline:

Module 1: Planning and provisioning Office 365

This module reviews the features of Office 365 and identifies recent improvements to the service. Additionally 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 Office 365.
- Provision an Office 365 tenant.
- Plan a pilot deployment.

Module 2: Managing 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.
- Manage passwords and authentication.
- Manage security groups in Office 365.
- Manage Office 365 users and groups with Windows PowerShell.
- Configure administrative access.

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. In addition, this module 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 Office 365 clients.
- Plan 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 : 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 365 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 : Managing Office 365 ProPlus installations

- 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 user-driven 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 role-based access control

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 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 email protection in Office 365.
- Plan and configure client access policies.
- Migrate 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. This module also 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 : Configuring 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 and client connectivity.
- 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. This module also 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 collections
- Configuring and verifying external user sharing Configure

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 and Microsoft Teams

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:

- Plan and manage Yammer Enterprise.
- Plan and 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. In addition, 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 Rights 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.
- Plan and 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.
- 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 Microsoft Office 365
- Verifying single sign-on (SSO)

After completing this module, students will be able to:

- Describe identity federation.
- Plan an AD FS deployment.
- Deploy AD FS for identity federation with Office 365.
- Plan and implement hybrid solutions.