

Office 365: Administrator

Modality: On Demand

Duration: 30 Min

About this course:

The Office 365 Administrator course is based on 30 Minutes online training, in which you will study how to perform fundamental Office 365 administrator responsibilities. These responsibilities incorporate creating mailboxes and users, managing sites, working with external contacts, and working with shared mailboxes. This preliminary series is designed to provide you the knowledge and understanding to accomplish the administrative task on a daily basis. This course also explains the updated interface.

The MS Office 365 Administrator can earn an average salary of \$61,711 per year.

Course Objective:

After successfully passing of this course, candidates have an ability to:

- Managing SharePoint Online
- How to work with Microsoft Office 365 Administration
- Manage Groups and Users
- Prepare for Office 365
- How to work with a Hybrid Active Directory

Audience:

This course is presented for:

- Anyone who wants to understand the administrative capabilities in Microsoft Office 365

Prerequisites:

- Understanding with the office 365 functionality and environment

Suggested prerequisites courses:

- [Office-365](#)

Course Outline:

Getting Started

What you'll learn in this training

Administrator Tools Overview

- Dashboard
- View users and groups
- View domains
- Company profile
- Licenses
- Tools

Managing Users

- Add user
- Bulk add tool
- Edit user
- Assign user as admin
- Change password
- Delete user
- Restore user

Contacts, Groups, and Mailboxes

- Create new external contact
- Editing external contact details
- Deleting an external contact
- Creating a new distribution group
- Viewing a distribution group
- Editing a distribution group
- Deleting a distribution group
- Creating a shared mailbox
- Using a shared mailbox
- Editing a shared mailbox
- Deleting a shared mailbox

Sites

- Overview of sites
- Team sites
- Editing the team sites
- Public website
- Editing public website