

Enabling Office 365 Workloads for Collaboration (MS-300T04)

Modality: Virtual Classroom

Duration: 2 Days

SATV Value: 2

Candidates enrolling directly in the MS-300 Training Series without the Master Subscription Plan will receive a free official exam voucher for the MS-300 Certification Exam (Except Purchases included in Training Vouchers/SATV). There is no free official exam voucher for candidates enrolling using the Master Subscription Plan. However, the official exam voucher can be purchased separately on request.

About this Course:

This advanced-level 2 days training program is designed to help professionals learn the art of collaborating Office 365 Workloads to augment workflow efficiency and employees' productivity. The teachings of this course help the candidate realize and understand unique business needs and develop the skills needed to deploy and assess collaborative toolsets. This course also covers the key concepts of User Adoption and Change Management and the fundamentals of Strategy & Governance Policies Development.

This is the fourth and final course in the Microsoft Teamwork Administrator Training Series and is specifically designed to train and prepare professionals for success in the MS-300 Certification Exam.

Course Objectives:

The core objective of this course is to help professionals gain a better knowledge and understanding of the following key concepts:

- Tech-Based Tools and Business Needs Assessment
- Strategy Development and Building Governance Guidelines for Data Transformation
- Deploying Application Management Governance Policies
- Getting to Know User Adoption and Change Management Essentials
- Understanding Collaboration Solutions and Practices
- Office 365 Collaboration Workloads Assessment and Analysis

Audience:

- Microsoft 365 Teamwork Administrators
- Candidates liable for Office 365 Configuration, Deployment, and Management
- Professionals responsible for Azure Workloads Adoption and Collaboration
- Professionals striving for success in the MS-300 Certification Exam

Prerequisites:

Professionals planning to enroll in the Enabling Office 365 Workloads for Collaboration (MS-300T04) Course must comply with the following prerequisites:

- Foundational Knowledge of Azure Active Directory
- Familiarity with Alternative Operating Systems and Mobile Device Management
- Practical Experience of working with Windows PowerShell

Course Outline:

Module 1: Evaluating Office 365 Collaboration Workloads

Office 365 includes many features that can be used to build collaboration solutions. The core component for building collaboration solutions is SharePoint Online, but other features such as Yammer and Stream can also be used. You need to understand how SharePoint Online and other Office 365 features compare with third-party solutions when designing your solution. You also need to be able to analyze business requirements to ensure that your solution meets business needs.

Lessons

- Evaluating available technological tools
- Analyzing business requirements

After completing this module, students will be able to:

- Evaluate available technological tools.
- Analyze business requirements.

Module 2: Planning and Developing Governance

Successful deployment and management of information technology (IT) require a consistent and well-defined methodology. Governance is the processes that you follow to define the policies and procedures for deploying and managing IT, including collaboration solutions. You need to consider governance for application management, user adoption, change management, and monitoring.

Lessons

- Developing Governance for digital transformation
- Implementing application management governance
- User adoption and change management
- Monitoring collaboration solutions

After completing this module, students will be able to:

- Develop governance for digital transformation.

- Implement application management governance.
- Manage user adoption and change.
- Monitor collaboration solutions.

Module 3: Managing Office 365 collaboration workloads

In Office 365, there are many apps and features that you can use for collaboration. You need to understand how to configure these apps and features to meet the needs of your organization. In this module, you will learn about management of Office 365 groups, Power BI, Microsoft Stream, Yammer, Flow, and PowerApps.

Lessons

- Managing Office 365 collaboration workloads
- Managing Stream capabilities
- Managing Yammer capabilities
- Managing Flow and PowerApps capabilities

After completing this module, students will be able to:

- Manage Office 365 collaboration workloads.
- Manage Stream capabilities.
- Manage Yammer capabilities.
- Manage Flow and PowerApps capabilities.