Over 35 Years Of Technology Training

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Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Intermediate

Course Duration: 4 Days

Managing Microsoft Teams (MS-700)

If you enroll in this course at the listed price, you receive a ***Free Official Exam Voucher*** ***for the MS-700 Exam. This course does not include Exam Voucher if enrolled within the Master Subscription, however, you can request to purchase the Official Exam Voucher separately.***

About this course:

The Managing Microsoft Teams course is designed for persons who are aspiring to the Microsoft 365 Teams Admin role. Microsoft Teams admins configure, deploy, and manage Office 365 workloads for Microsoft Teams that focus on efficient and effective collaboration and communication in an enterprise environment. This course covers six central elements - Microsoft Teams overview, implementing governance, security and compliance for Microsoft Teams, preparing the environment for a Microsoft Teams deployment, deploying and managing teams, managing collaboration and managing communication in Microsoft Teams. In Microsoft Teams overview, you will get an overview of Microsoft Teams including Teams architecture and related Office 365 workloads. You will be provided an overview of security and compliance in Microsoft Teams and finally get an overview of how to manage Microsoft Teams. In implementing governance, security and compliance for Microsoft Teams, you will plan and configure governance for Office 365 groups including expiration and naming policies. Then you will implement security by configuring conditional access, MFA or Threat Management for Microsoft Teams. Finally, you will implement compliance for Teams by using DLP policies, eDiscovery cases or supervision policies. In preparing the environment for a Microsoft Teams deployment, you plan an upgrade from Skype for Business to Microsoft Teams by evaluating upgrade paths with coexistence and upgrade modes, manage meeting migrations and configuring coexistence and upgrade settings. Then you plan and configure network settings for Microsoft Teams, and finally you will deploy and manage Microsoft Teams endpoints. In deploying and managing teams, you will learn how to create and manage teams, manage membership and access for both, internal and external users. In managing collaboration in Microsoft Teams, you will manage chat and collaboration experiences such as team settings or private channel creation policies. Finally, you will manage settings for Teams apps such as app setup policies, Apps, bots & connectors in Microsoft Teams or publish a custom app in Microsoft Teams. This course concludes with managing communication in Microsoft Teams. You will learn how to manage Live event and meetings experiences, manage phone numbers or Phone System for Microsoft Teams and finally how to troubleshoot audio, video, and client issues.

Course Objectives:

- What is Microsoft Teams and how the components work together
- How to implement Governance, Security and Compliance for Microsoft Teams
- How to prepare an organizations environment for a Microsoft Teams deployment

- How to deploy and manage teams
- Ways of managing collaboration in Microsoft Teams
- Techniques to manage and troubleshoot communication in Microsoft Teams

Audience:

- Students in this course are interested in Microsoft Teams or in passing the Microsoft Teams Administrator Associate certification exam.

Prerequisites:

- A proficient understanding of basic functional experience with Microsoft 365 services.
- A proficient understanding of general IT practices, including using PowerShell.

Course Outline:

Module 1: Get started with managing Microsoft Teams

In this module, you will get an overview of Microsoft Teams including Teams architecture and related Microsoft 365 workloads. You will also learn the management tools for Teams and how to governance and manage Teams lifecycle.

Lessons

- Explore Microsoft Teams
- Deploy and manage Microsoft Teams
- Implement governance and lifecycle management for Microsoft Teams

Lab : Manage Microsoft Teams

- Prepare team roles and licenses
- Explore Teams management tools
- Create groups and teams
- Implement governance and lifecycle management for Microsoft Teams

Module 2: Implement security and compliance for Microsoft Teams

In this module, you will learn how to manage access from external users from different admin center across Microsoft 365, and what security and compliance

features to protect Teams environment, including conditional access, MFA, Threat Management for Microsoft Teams, DLP policies, eDiscovery cases, and communication compliance.

Lessons

- Manage access for external users
- Implement security for Microsoft Teams
- Implement compliance for Microsoft Teams

Lab : Configure security and compliance for Microsoft Teams

- Manage guest access for Microsoft Teams
- Implement security for Microsoft Teams
- Implement compliance for Microsoft Teams

Module 3: Prepare the environment for a Microsoft Teams deployment

In this module, you will learn the different upgrade paths for coexistence and upgrade modes for Transition from Skype for Business to Microsoft Teams. You will also learn to plan and configure network settings for Microsoft Teams.

Lessons

- Transition from Skype for Business to Microsoft Teams
- Plan and configure network settings for Microsoft Teams

Lab : Plan and configure network settings for Microsoft Teams

- Calculate networking capabilities

Module 4: Manage chat, teams, channels, and apps in Microsoft Teams

In this module, you will learn how to create and manage teams and membership from different approaches, manage the collaboration experiences for both chat and channels, and manage apps for Microsoft Teams.

Lessons

- Create and manage teams
- Manage collaboration experiences for chat and channels
- Manage apps for Microsoft Teams

Lab : Manage teams and collaboration settings for Teams

- Manage team resources
- Configure channel and messaging policies
- Manage app settings
- Test configured policy settings

Module 5: Manage meetings and virtual events in Microsoft Teams

In this module, you will learn how to manage meetings and virtual events experiences with different policies and settings. You will also learn to deploy Teams devices, including Teams Room.

Lessons

- Manage meetings and virtual events experiences
- Configure and manage Microsoft Teams devices

Lab : Manage Teams meetings experiences

- Manage meetings and virtual events experiences
- Deploy Teams device profiles

Module 6: Manage calling in Microsoft Teams

In this module, you will learn how to manage phone numbers and Phone System for calling experiences in Microsoft Teams and how to troubleshoot audio, video, and client issues.

Lessons

- Manage phone numbers
- Manage Phone System for Microsoft Teams
- Troubleshot audio, video, and client issues

Lab : Manage calling in Microsoft Teams

- Set up a Calling Plan (Optional)
- Manage phone system for Microsoft Teams