

## Microsoft 365 for Administration (1 Day)

Code: M365-200

### About this course

This course student will discover how to efficiently manage your organization's implementation of Microsoft 365, including global subscription settings, Exchange mailboxes, and SharePoint and MS Team services. Also know how to set up email domains, and configure policies and multifactor authentication, advanced Microsoft 365 configurations, including how to implement multifactor authentication and troubleshoot with admin center tools.




Technology:	Microsoft 365
Audience(s):	IT administrators
Language:	Speaker Thai / Presentation English & Thai
Time:	9:00-12:00 -13:00-16:30
Prerequisites:	Experience working in their respective fields

### At course completion:

After completing this course, students will be able to:

- Describe Microsoft 365 services.
- Managing Microsoft 365 General Settings
- Managing Microsoft 365 Email Service
- Managing SharePoint Online and MS Team
- Advanced Microsoft 365 Configurations

## Course Outline

Module	
	<p>Time: 9.00 – 10.30</p> <p><b>Module 1: Introduction to Microsoft 365</b></p> <p><b>Lessons</b></p> <ul style="list-style-type: none"> <li>▪ What is the Microsoft 365?</li> <li>▪ What is the difference between Office 2016 and Microsoft 365?</li> <li>▪ What is the Microsoft 365 subscription Home/Business?</li> <li>▪ Limits by plan</li> <li>▪ What are the system requirements for Microsoft 365?</li> <li>▪ Businesses see value in Microsoft 365</li> </ul>
	<p>Time: 10.45-12.00</p> <p><b>Module 2: Managing Microsoft 365 General Settings</b></p> <p><b>Lessons</b></p> <ul style="list-style-type: none"> <li>▪ Getting familiar with the Microsoft 365 admin center</li> <li>▪ Managing subscription settings</li> <li>▪ Managing general user settings</li> <li>▪ Creating a new Microsoft 365 user</li> <li>▪ Managing role administrator and groups</li> <li>▪ Managing domain names in Microsoft 365</li> </ul>
<p><b>Lunch Break</b></p>	
	<p>Time: 13.00-14.30</p> <p><b>Module 3: Managing Microsoft 365 Email Service</b></p> <p><b>Lessons</b></p> <ul style="list-style-type: none"> <li>▪ Getting familiar with the Exchange admin center</li> <li>▪ Managing Exchange user mailboxes</li> <li>▪ Managing Microsoft 365 groups</li> <li>▪ Managing Distribution list</li> <li>▪ Managing Mail-enabled security group</li> <li>▪ Managing Dynamic Distribution list</li> <li>▪ Managing Contact mailboxes</li> <li>▪ Managing Rule</li> <li>▪ Managing Message trace</li> <li>▪ Managing Journal rule</li> <li>▪ Managing Connection filter</li> <li>▪ Managing Spam filter</li> </ul>



Time: 14.45 – 15.30

### **Module 4: Managing SharePoint Online and MS Team**

#### **Lessons**

- Getting familiar with the SharePoint admin center
- SharePoint Site Structure
- Create Site Collection
- Using a SharePoint Site
- Managing Sharing Policy
- Managing Access Control
- Term Store Management
- Managing Teams
- Overview Teams Policy



Time: 15.30 – 16.30

### **Module 5: Advanced Microsoft 365 Configurations**

#### **Lessons**

- Implementing multifactor authentication
- Troubleshooting with the Microsoft 365 admin center tools
- Connecting to Microsoft 365 with remote PowerShell
- Managing Microsoft 365 using remote PowerShell