**Office 365 and Microsoft Teams Administration**

Duration : 10 days (4 hours per day)

**Day 1**

**Module 1: Configure your Microsoft 365 Tenant**

This module covers configuring your Microsoft 365 experience, including your organization profile, your tenant subscription, your services and add-ins, and your tenant configuration. You will then learn how to manage Microsoft 365 user accounts and licenses, security groups, and domain services. You will conclude by examining how to leverage FastTrack and partner services.,

* Setup Environment
  + Setup Office 365 Developer Subscription
* Initialize your Microsoft 365 Tenant
* Manage Users and Groups
* Add a Custom Domain
* Azure AD User Management
* Office 365 groups
* Implement Multi-factor authentication in Office 365.

Demo & Hands-on

**Module 2: Managing Your Microsoft 365 Tenant**

In the prior modules, you learned how to plan for and configure your Microsoft 365 tenant. In this module, you will take the next step in the deployment process by learning how to manage your tenant once it has been implemented. This includes configuring your Microsoft 365 administrator roles, managing tenant health and services, and managing user-driven and centralized deployments of Microsoft 365 Apps for enterprise

* Configuring Microsoft 365 Admin Roles
* Managing Tenant Health and Services
* Managing User-Driven Client Installations
* Managing Centralized Microsoft 365 Apps for enterprise Deployments

Demo & Hands-on

**Day 2**

**Module 3: Getting Started with Teams**

* Walk you through everything you need to know about using Teams, starting with how to set up teams and join existing teams.
* Create and Manage Channels – both Private and Public
* Cover how to organize teams and engage in conversations.
* Show you how to share files with colleagues and initiate video and audio meetings on Teams
* Explain how to add extra functionality using apps, bots, and connectors.
* Work with the Microsoft Teams mobile app.
* Collaboration using Teams

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**Day 3**

**Module 3: Prepare for a Teams deployment with Microsoft 365**

Review the Microsoft Teams user experience and learn about requirements and important considerations for deploying Teams as part of a Microsoft 365 installation. You’ll also learn about governance policies, such as expiration, retention, and archiving.

* Introduction to Microsoft Teams
* Explore the Teams user experience
* Survey the Teams architecture
* Understand Teams management tools
* Manage Teams licensing
* Plan for Teams governance
* Plan for lifecycle management
* Review Teams networking requirements

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**Module 4: Deploy Microsoft Teams clients**

Learn about the various Microsoft Teams clients, including desktop, web, and mobile clients. Discover how to deploy each type of client and how the update process works.

* Introduction to Teams clients
* Plan to deploy Teams desktop clients
* Plan to deploy Teams web clients
* Plan to deploy Teams mobile clients

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**Day 4**

**Module 5: Manage Microsoft Teams**

Microsoft Teams gives administrators and IT professionals the tools they need to effectively manage team communication, collaboration, and compliance while taking advantage of the rich apps and features offered by Microsoft 365. Learn how to create teams and manage their members by determining roles, access, and messaging policies for both internal and external users.

* Introduction to managing Teams
* Create an organization-wide team
* Designate Teams roles
* Recognize the role of Microsoft 365 Groups
* Manage guest access
* Manage external access
* Manage dynamic membership
* Manage messaging policies

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**Day 5**

**Module 6:**  **Manage apps, bots, and connectors in Microsoft Teams**

Discover how apps, bots, and connectors increase the power of Microsoft Teams. Learn how to manage them as you plan your organization’s Teams rollout.

* Introduction to apps, bots, and connectors
* Customize apps settings
* Configure and manage apps
* Configure and manage bots for private chats and channels
* Add Teams connectors

Demo & Hands-on

**Day 6**

**Module 7: Manage meetings, conferences, and events with Microsoft Teams**

Learn how to plan and manage Microsoft Teams meetings and conferences. Discover how audio conferencing and live events work in Teams.

* Introduction to Teams meetings and conferencing
* Plan for meeting and conferencing deployment
* Manage meeting policies
* Manage meeting settings
* Manage meeting recordings
* Use Audio Conferencing
* Plan for live events
* Monitor call quality

Demo & Hands-on

**Day 7**

**Module 9: Understand calling in Microsoft Teams**

In this module, cover calling capabilities in Teams, which are powered by the Phone System feature in Office 365. I will explain the technical planning that is required to implement Phone System, how to configure it, and how to monitor usage and call quality in your implementation.

* Calling features in Teams
* Emergency Services calling
* Considerations for Skype for Business Online customers
* Practical guidance
* Connecting to the PSTN
* Direct routing
* Service availability and user locations
* Phone System licensing
* Phone numbers and emergency locations
* Voicemail
* Calling identity
* Dial Plans

**Module 10: Microsoft Teams Rooms**

* Overview of Microsoft Teams Rooms
* Microsoft Teams Rooms app version support
* Prepare your environment
* Microsoft Teams Rooms requirements
* Set up, configure, monitor with Azure
* Licensing

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**Day 8**

**Module 11: Manage the Teams Environment**

* Privacy and Governance
* Security and Compliance
* Management and Reporting
* Describe the security and compliance features available for Teams.
* Describe how Microsoft Intune can be used to secure Teams data on mobile devices.
* Conduct audit log and content searches for Teams.
* Describe Microsoft's approach to data privacy in Office 365.
* View Office 365 reports that measure Teams usage.
* Enable Quality of Service for Microsoft Teams.

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**Module 12: Getting started with your Teams upgrade**

Discover the upgrade process from Skype for Business to Microsoft Teams. Learn how Skype for Business and Microsoft Teams coexist during the upgrade process and what hybrid connectivity is.

* Introduction to your Teams upgrade
* Why move to Teams?
* The Teams upgrade process
* Coexistence of Teams and Skype for Business
* Hybrid connectivity between Skype for Business Server and Microsoft 365

Demo & Hands-on

**Day 9**

**Module 13: Plan your Teams upgrade**

Discover how to prepare your organization to upgrade from Skype for Business to Microsoft Teams. Learn how to assess your environment, prepare your environment and organization, and how to conduct a user pilot.

* Introduction to planning your Teams upgrade
* Assess your current environment
* Prepare your IT staff for Microsoft Teams
* Verify your environment meets all prerequisites and dependencies for Teams
* Prepare your network for upgrading to Teams
* Prepare your service for upgrading to Teams
* Prepare your users for Teams
* Conduct a user pilot

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**Day 10**

**Module 14: Understand coexistence and interoperability**

Discover how coexistence works when upgrading from Skype for Business to Microsoft Teams. Learn what the coexistence modes are, how interoperability works, and how to manage coexistence.

* Introduction to coexistence and interoperability
* Coexistence of Teams and Skype for Business
* How the available functionality in Teams client changes based on mode
* Interoperability of Teams and Skype for Business
* Manage migration and coexistence

Demo & Hands-on

**Module 15: Understand hybrid connectivity**

Learn how to facilitate moving an on-premises Skype environment to the cloud by setting up hybrid connectivity. Discover how to configure connectivity, move users between on-premises and cloud, and disable hybrid connectivity once you’ve completed the migration.

* Introduction to hybrid connectivity
* Plan hybrid connectivity requirements between Skype for Business Server and Microsoft 365
* Configure hybrid connectivity
* Configure Azure AD Connect for hybrid environments
* Configure Skype for Business hybrid
* Move users between on-premises and the cloud
* Disable hybrid to complete migration to the cloud
* Cloud consolidation for Teams and Skype for Business

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**Module 16: Federated Identities (Additional Topic)**

* Introduction to Federated Identities
* Planning an AD FS Deployment
* Implementing AD FS
* Describe claims-based authentication and federation trusts.
* Describe how AD FS works.
* Plan an AD FS environment including best practices, high availability, and capacity planning.
* Plan Active Directory Federation Services in Microsoft Azure.
* Install and configure a Web Application Proxy for AD FS.
* Configure AD FS by using Azure AD Connect.

Demo & Hands-on