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| Course Name | MS-102 Microsoft 365 Administrator | |
| About the Course | The MS-102 certification from Microsoft assesses a candidate's expertise in managing Microsoft 365. This course imparts skills in deploying and managing a Microsoft 365 tenant, Azure AD identity and access, Microsoft 365 Defender security, and Microsoft Purview compliance | |
| Key Skills You Will Learn | Deploy and manage a Microsoft 365 tenant, Implement and manage Microsoft Entra identity and access, Manage security and threats by using Microsoft Defender XDR, Manage compliance by using Microsoft Purview | |
| Course Pre-Requisite | Functional experience with all Microsoft 365 workloads and Azure Active Directory (Azure AD), including Exchange Online, SharePoint Online, Microsoft Teams, Power BI, and Azure AD. Administered at least one of the Microsoft 365 workloads, showing proficiency in configuration, management, and troubleshooting. Working knowledge of networking, server administration, DNS, and PowerShell | |
| Target Audience | IT professionals responsible for the administration of Microsoft 365 environments. | |
| Job prospects with this role | System Administrator, Senior System Administrator, Office 365 Administrator, IT Manager, IT Admin, O365 L2/L3, System Engineer, Help Desk Analyst | |
| Course Duration | 40 Hours | |
| Course Customisation | Not applicable | |
| Certification | READYBELL MS-102 Microsoft 365 Administrator Certificate | |
| Mode of Training | Instructor-led 100% Online or 100% Classroom (Salt Lake, Kolkata - India) or hybrid mode (Online + Classroom) as suitable for the learner | |
| Course Fees | Please contact us | |
| Refund Policy | Get a 3-hours free trial during which you can cancel at no penalty. After that, we don't give refunds | |
| Job Assistance | Will assist candidate in securing a suitable job | |
| Contact | READYBELL SOFTWARE SERVICES PVT. LIMITED AH 12, SALT LAKE SECTOR 2, KOLKATA (INDIA) - 700 091 E-MAIL: contact@readybellsoftware.com PH: +91 - 9147708045/9674552097, +91 - 33-79642872 |  Software Services Pvt. Ltd. |

| CURRICULUM | | |
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| Topic | Sub-Topic | Duration (Hrs) |
| MS-102 Microsoft 365 Administrator | Module 1: Configure your Microsoft 365 Tenant | 40 Hrs |
| | Configure Administrative Roles in Microsoft 365 | |
| | Configure your Microsoft 365 Experience | |
| | Manage users, Licenses, and Mail Contacts in Microsoft 365 | |
| | Manage Groups in Microsoft 365 | |
| | Add a Custom Domain in Microsoft 365 | |
| | Configure Client Connectivity to Microsoft 365 | |
| | Module 2: Manage your Microsoft 365 Tenant | |
| | Configure Administrative Roles in Microsoft 365 | |
| | Manage Tenant Health and Services in Microsoft 365 | |
| | Deploy Microsoft 365 Apps for Enterprise | |
| | Analyze your Microsoft 365 Workplace Data Using Microsoft Viva Insights | |
| | Module 3: Implement Identity Synchronization | |
| | Explore Identity Synchronization | |
| | Prepare for Identity Synchronization to Microsoft 365 | |
| | Implement Directory Synchronization Tools | |
| | Manage Synchronized Identities | |
| | Manage Secure User Access in Microsoft 365 | |
| | Module 4: Explore Security Metrics in Microsoft 365 Defender | |
| | Examine Threat Vectors and Data Breaches | |
| | Explore the Zero Trust security Model | |
| | Explore Security Solutions in Microsoft 365 Defender | |
| | Examine Microsoft Secure Score | |
| | Examine Privileged Identity Management | |
| | Examine Azure Identity Protection | |
| | Module 5: Manage your Security Services in Microsoft 365 Defender | |
| | Examine Exchange Online Protection | |
| | Examine Microsoft Defender for Office 365 | |
| | Manage Safe Attachments | |
| | Manage Safe Links | |
| | Module 6: Implement Threat Protection by Using Microsoft 365 Defender | |
| | Explore Threat Intelligence in Microsoft 365 Defender | |
| | Implement App Protection by Using Microsoft Defender for Cloud Apps | |
| | Implement Endpoint Protection by Using Microsoft Defender for Endpoint | |
| | Implement Threat Protection by Using Microsoft Defender for Office 365 | |

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| | Module 7: Explore Data Governance in Microsoft 365 | |
| | Examine Data Governance Solutions in Microsoft Purview | |
| | Explore Archiving and Records Management in Microsoft 365 | |
| | Explore Retention in Microsoft 365 | |
| | Explore Microsoft Purview Message Encryption | |
| | Module 8: Implement Compliance in Microsoft 365 | |
| | Explore Compliance in Microsoft 365 | |
| | Implement Microsoft Purview Insider Risk Management | |
| | Implement Microsoft Purview Information Barriers | |
| | Explore Microsoft Purview Data Loss Prevention | |
| | Implement Microsoft Purview Data Loss Prevention | |
| | Module 9: Manage Compliance in Microsoft 365 | |
| | Implement Data Classification of Sensitive Information | |
| | Explore Sensitivity Labels | |
| | Implement Sensitivity Labels | |
| To register for this course please e-mail/call us | | |