

MS-700: Teams Administrator Associate

Microsoft Teams Administrators configure, deploy, and manage Office 365 workloads for Microsoft Teams that focus on efficient and effective collaboration and communication in an enterprise environment.

Microsoft Teams Administrators must be able to plan, deploy, and manage Teams: chat, apps, channels, meetings, audio conferences, live events, and calls

Course Duration:

- 36 Hr.

Certification Preparation Duration:

- 4 Hr.

Course Material:

- Lectures (PDF)
- Lab Manual (PDF)
- Recorded Video

Abilities Validated by the Course

- Office 365 Teams Features and Functionality
- Office 365 Teams planning and deployment considerations
- Office 365 Teams Administration tools and role models
- Office 365 Teams Meetings functionality and administration
- Office 365 Teams Security and Compliance features
- Office 365 Teams Reporting
- Add custom tabs to Channels and Chats
- Office 365 Teams calling features and administration

Detail Syllabus:

Module 1 – Overview of Microsoft Teams Functionality

- An Overview of Microsoft Teams from a user perspective
- Team Concepts
- Assign Team Members and Owners
- Best Practices for Organizing Teams
- Best Practices for Channels
- Create an 'Org-wide' Team in Microsoft Teams
- Best Practices for Org-wide Teams
- Presence in Teams
- Presence States

Module 2 – Planning and Verifying an Environment is Ready for Microsoft Teams

- Plan for successful network deployment by using Network Planner
- calculate network bandwidth capacity for Microsoft Teams voice, video, meetings and Live Events
- configure network ports and protocols used by Microsoft Teams client application
- Teams Architecture

- How Teams Interact with other services
- Deleting a Team
- Teams Membership Management
- Converting Office 365 Groups to Teams
- Restoring Deleted Channels, Teams and Office 365 Groups
- Prepare Your Organization's Network for Teams
- Traffic Types Used by Teams
- Preparing Your Network for Microsoft Teams
- Media Quality and Network Connectivity Performance in Teams
- Factors that impact Microsoft Teams Media Quality
- Teams Network Assessment Tool
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Module 3 – Deployment of Microsoft Teams

- Manage Teams at the Office 365 Tenant Level
- Manage User Access to Microsoft Teams
- Control Teams Creation via AzureAD PowerShell
- Teams & Skype Admin Center Overview
- Teams PowerShell Overview
- Skype for Business PowerShell
- Azure AD Preview PowerShell
- Teams Admin Roles and Capabilities
- Clients for Microsoft Teams
- Hardware Requirements for the Teams App
- Installing Teams App Using the MSI
- Communicate with Teams in Other Organizations Using External Access
- Managing Guest Access in Microsoft Teams

Module 4- Implement Governance and Lifecycle Management for Microsoft Teams

- Create team templates
- Set up policies for office 365 groups creation
- Configure office 365 groups for Microsoft team's classifications, expiration policy, and naming policy
- Archive, restore, and delete a team

Module 5- Configure And Manage Guest Access

- Configure guest users for Microsoft Teams
- Configure guest permissions for a team
- Configure meeting, messaging, and calling options for guests
- Remove guests
- Manage Azure AD access review for guests
- Configure guest access from Azure AD portal

Module 6 – Meetings in Microsoft Teams

- Meeting Settings in the Admin Center
- Meeting Settings in PowerShell
- Meeting Policies
- Meeting Policies in PowerShell
- Microsoft Teams Live Events
- Plan for Teams Live Events
- Set Up for Teams Live Events
- Configure Teams Live Events
- Teams Live Events vs Skype for Broadcast
- Audio Conferencing in Teams

Module 7 – Messaging and Channels in Microsoft Teams

- Managing Global Teams Settings
- Managing Conversations and Chat with Messaging Policies
- Controlling Apps in Teams

- Module 6 – Security & Compliance in Microsoft Teams
- Assign Microsoft Teams Admin roles
- Create and manage compliance features, including retention and sensitivity policies
- Overview of Security and Compliance in Teams
- Content Search & eDiscovery
- Legal Hold
- Retention Policies in Teams
- Auditing & Reporting
- Managing Alerts using the Legacy Activity Alerts Page

Module 8 – Migration & Interoperability for Organizations Using Microsoft Teams with Skype for Business

- Fundamental Concepts
- Coexistence Modes
- Interoperability of Microsoft Teams and Skype for Business
- Teams Upgrade

Module 9– Reporting in Microsoft Teams

- Usage and Activity Reports for Teams
- Interpret Microsoft Teams usage reports
- Call Analytics and the Call Quality Dashboard

Module 10 – Calling in Microsoft Teams

- Calling in Teams
- Teams Calling Features
- Emergency Services Calling
- Phone System in Office 365
- Calling Plans
- Phone System Services
- Setting Up a Phone System in Your Organization
- Changing the Default Language for Voicemail Greetings and Emails
- Setting the Phone System Caller ID
- Setting Up Phone System Voicemail
- Emergency Locations, Addresses, and Call Routing
- Dial Plans