

# MS-101T00

## Microsoft 365 Mobility and Security

### Trainer Preparation Guide

October 2022

## Purpose

This document is for Microsoft Certified Trainers preparing to teach MS-101T00 – Microsoft 365 Mobility and Security. This course is designed for students who are planning to take the corresponding certification exam, or students who are performing Enterprise Administrator tasks in their daily job.

## **ATTENTION – THIS IS NOT AN ASSOCIATE-LEVEL COURSE!**

There appears to be a misunderstanding among some in the MCT community that MS-100 and MS-101 are “introductory” courses intended for students who are new to Microsoft 365. This is not the case. These are NOT beginner-level courses; in fact, students taking these courses should already possess a basic understanding of Microsoft 365 core competencies.

Part of this misunderstanding may be due to an incorrect assumption made by MCTs who see these 100 and 101 series of course numbers and assume that means these are basic, 100-level courses for students who are new to Microsoft 365. This may also be compounded by the fact that the role-based admin courses, which are actually lower in technical competency than these Enterprise Admin courses, have higher course numbers (i.e. 200 series, 300 series, etc.). As a result, some MCTs have assumed these are beginner-level courses, when in fact, Microsoft has placed no significance in the course numbering schemes.

Please keep in mind that these courses are designed for an intermediate audience with proficient administrative experience in one or more of our workload tracks (i.e. Messaging (Exchange), Collaboration (SharePoint), etc.), and who are looking to move into the Enterprise Admin realm.

# Enterprise Administrator Role Definition

Both the certification exam and the courseware are based on the Enterprise Administrator role.

The Microsoft 365 Enterprise Administrator has expert-level skills in evaluating, planning, migrating, deploying, and managing Microsoft 365. They perform Microsoft 365 tenant-level planning, implementation, and administration of cloud and hybrid enterprise environments.

The Enterprise Administrator functions as the integrating hub for all Microsoft 365 workloads. This role coordinates across multiple Microsoft 365 workloads, and advises the architects and workload administrators responsible for endpoints, applications, infrastructure, identity, security, and compliance.

Microsoft 365 Enterprise Administrators have functional experience with all Microsoft 365 workloads and Azure Active Directory, and have administered at least one of these. They also have a working knowledge of networking, server administration, DNS, and PowerShell.

## Audience Profile

This course is designed for persons who are aspiring to the Microsoft 365 Enterprise Administrator role and have completed one of the Microsoft 365 role-based administrator certification paths.

## Audience Prerequisites

Before attending this course, students must have:

- Completed a role-based administrator course such as Messaging, Teamwork, Security and Compliance, or Collaboration.
- A proficient understanding of DNS and basic functional experience with Microsoft 365 services.
- A proficient understanding of general IT practices.

## Certification Exam

The study areas for the certification exam related to this course are based on the Job Task Analysis (JTA) that was conducted in March 2022.

Each study area has a percentage indicating the relative weight of the area on the exam. The higher the percentage, the more questions a candidate is likely to see in that area.

Study Area	Percentage
Plan and implement device services	35-40%
Manage security threats by using Microsoft 365 Defender	25-30%
Manage Microsoft 365 compliance	30-35%

For exams related to non-Fundamental courses, candidates should have a minimum of six months of hands-on experience working with Microsoft 365.

Candidates for this exam are Microsoft 365 enterprise administrators who have expert-level skills in evaluating, planning, migrating, deploying, and managing Microsoft 365. They perform Microsoft 365 tenant-level planning, implementation, and administration of cloud and hybrid enterprise environments. Candidates for this exam have subject matter expertise in Microsoft 365 endpoints, security, and compliance.

The enterprise administrator functions as the integrating hub for all Microsoft 365 workloads. This role coordinates across multiple Microsoft 365 workloads, and advises the architects and workload administrators.

Candidates for this exam have functional experience with all Microsoft 365 workloads and Azure Active Directory and have administered at least one of these. They also have a working knowledge of networking, server administration, DNS, and PowerShell.

To help prepare for the exam:

- See the [Microsoft Official Practice Test](#) for Microsoft 365 Mobility and Security.
- Download the [MS-101 study guide](#).

## Prerequisite Knowledge to teach this course

To successfully teach this course, instructors must have a working knowledge of Microsoft 365 workloads, and they should have prior experience in at least one Microsoft 365 administrator role (Messaging, Teamwork, Desktop, or Security).

Instructors should also have a working knowledge of networking, server administration, and IT fundamentals, such as DNS, Active Directory, and PowerShell.

**Note:** These guidelines are not inclusive of the requirements to become a Microsoft Certified Trainer (MCT).

## Required Materials to prepare for and teach this course

You need the following materials to prepare for and teach this course:

Resource	Description
Microsoft PowerPoint files	Download the MS-101T00A-ENU-PowerPoint.zip from the <a href="#">MCT Download Center</a> .
Change Log	Download the MS-101T00A-ENU-Change-Log.pdf from the <a href="#">MCT Download Center</a> .
Lab environment provided by your lab hosting provider	Contact your lab hosting provider for instructions on using their lab environment.

Lab instructions	The lab instructions are provided in the lab environment and in the <a href="#">MS-101T00 Microsoft Learning GitHub repository</a> .
Student training content	See the following section for a detailed breakdown of each Learning Path covered in the course.

## Student training content

The student training content for this course is located in Microsoft Learn. The following table provides a breakdown of each Learning Path, the modules covered in each, and the link to each LP in Microsoft Learn.

The student training content includes links to additional reading material to help you prepare for specific topic areas.

Learning Path	Module	Online training in Microsoft Learn
Course Introduction	N/A	Slides only
<b>Learning Path 1:</b> <b>Explore security metrics in Microsoft 365 Defender</b>	<b>Module 1:</b> Examine threat vectors and data breaches <b>Module 2:</b> Explore the Zero Trust security model <b>Module 3:</b> Explore security solutions in Microsoft 365 Defender <b>Module 4:</b> Examine Microsoft Secure Score <b>Module 5:</b> Examine Privileged Identity Management <b>Module 6:</b> Examine Azure Identity Protection	<a href="#">MS-101 Explore security metrics in Microsoft 365 Defender - Training   Microsoft Learn</a>
<b>Learning Path 2:</b> <b>Manage your security devices in Microsoft 365 Defender</b>	<b>Module 1:</b> Examine Exchange Online Protection <b>Module 2:</b> Examine Microsoft Defender for Office 365 <b>Module 3:</b> Manage Safe Attachments <b>Module 4:</b> Manage Safe Links	<a href="#">MS-101 Manage your security services in Microsoft 365 Defender - Training   Microsoft Learn</a>

<b>Learning Path 3:</b> <b>Implement threat protection by using Microsoft 365 Defender</b>	<b>Module 1:</b> Explore threat intelligence in Microsoft 365 Defender <b>Module 2:</b> Implement app protection by using Microsoft Defender for Cloud Apps <b>Module 3:</b> Implement endpoint protection by using Microsoft Defender for Endpoint <b>Module 4:</b> Implement threat protection by using Microsoft Defender for Office 365	<a href="#">MS-101 Implement threat protection by using Microsoft 365 Defender - Training   Microsoft Learn</a>
<b>Learning Path 4:</b> <b>Explore data governance and compliance in Microsoft 365</b>	<b>Module 1:</b> Examine governance and compliance solutions in Microsoft Purview <b>Module 2:</b> Explore archiving and records management in Microsoft 365 <b>Module 3:</b> Explore retention in Microsoft 365 <b>Module 4:</b> Explore Microsoft Purview Message Encryption	<a href="#">MS-101 Explore data governance and compliance in Microsoft 365 - Training   Microsoft Learn</a>
<b>Learning Path 5:</b> <b>Implement compliance in Microsoft 365</b>	<b>Module 1:</b> Explore compliance in Microsoft 365 <b>Module 2:</b> Implement Microsoft Purview Insider Risk Management <b>Module 3:</b> Create information barriers in Microsoft 365 <b>Module 4:</b> Explore Data Loss Prevention in Microsoft 365 <b>Module 5:</b> Implement Data Loss Prevention policies	<a href="#">MS-101 Implement compliance in Microsoft 365 - Training   Microsoft Learn</a>
<b>Learning Path 6:</b> <b>Manage compliance in Microsoft 365</b>	<b>Module 1:</b> Implement data classification of sensitive information <b>Module 2:</b> Explore sensitivity labels	<a href="#">MS-101 Manage compliance in Microsoft 365 - Training   Microsoft Learn</a>

	<b>Module 3:</b> Implement sensitivity labels	
<b>Learning Path 7:</b> <b>Manage content search and investigations in Microsoft 365</b>	<b>Module 1:</b> Search for content in the Microsoft Purview compliance portal <b>Module 2:</b> Manage Microsoft Purview Audit (Standard) <b>Module 3:</b> Manage Microsoft Purview Audit (Premium) <b>Module 4:</b> Manage Microsoft Purview eDiscovery (Standard) <b>Module 5:</b> Manage Microsoft Purview eDiscovery (Premium)	<a href="#">MS-101 Manage content search and investigations in Microsoft 365 - Training   Microsoft Learn</a>
<b>Learning Path 8:</b> <b>Prepare for device management in Microsoft 365</b>	<b>Module 1:</b> Explore device management using Microsoft Endpoint Manager <b>Module 2:</b> Prepare your Windows devices for Co-management <b>Module 3:</b> Plan for mobile application management in Microsoft Intune	<a href="#">MS-101 Prepare for device management in Microsoft 365 - Training   Microsoft Learn</a>
<b>Learning Path 9:</b> <b>Plan your deployment strategy for Windows devices</b>	<b>Module 1:</b> Examine Windows client deployment scenarios <b>Module 2:</b> Explore Windows Autopilot deployment models <b>Module 3:</b> Plan your Windows client Subscription Activation strategy	<a href="#">MS-101 Plan your deployment strategy for Windows devices - Training   Microsoft Learn</a>
<b>Learning Path 10:</b> <b>Implement Mobile Device Management in Microsoft 365</b>	<b>Module 1:</b> Explore Mobile Device Management <b>Module 2:</b> Deploy Mobile Device Management <b>Module 3:</b> Enroll devices in Mobile Device Management	<a href="#">MS-101 Implement Mobile Device Management in Microsoft 365 - Training   Microsoft Learn</a>

	<b>Module 4:</b> Manage device compliance  <b>Module 5:</b> Implement endpoint security in Microsoft Intune	
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## Preparation Tasks

Instructors should complete the following tasks to prepare for teaching this course:

- If you have previously taught this class, refer to the course's Change Log. It provides detailed information on how the course has changed over time. The Change Log is updated for each course release.
- Review all topics in the student training material in Microsoft Learn (see the link in the Required Materials section above). You should be well-versed in every topic. If you have previously taught the course and are comfortable with your knowledge of each topic, focus primarily on the new or updated topics as outlined in the Change Log.
- Review the PowerPoint slides.
  - Be able to speak to each of the talking points on the slides. Some slides include a graphic from the associated Learn content for the topic. These graphics are provided on the slide so that you can speak to them to help explain the key talking points in the topic.
  - **The bulleted items on each slide should NOT be read verbatim to the students.** The students can read the slides themselves. Rather, the bullet points reflect the key information that you should focus on when discussing each topic. You should use your experience as a subject matter expert to explain the What, the Why, and the How of each topic. **This is your opportunity to provide a real value-add above and beyond the bulleted talking points.**
- Review the Additional Reading links and other linked resources provided in the student training material. **It's recommended that you present key points from this material to supplement the value-add you provide as an instructor.**
- As you prepare for the class, you should review each unit and determine which ones you want to perform demonstrations of the corresponding product functionality. It's up to you to decide which product features you want to demonstrate to the class. You should use your experience to identify key points during the demonstration process. **This is an area where you should rely on your experience as a subject matter expert to provide additional value-add to the students.**
- You should review each Knowledge Check (KC) question so that you know why the correct answer is correct for each question. Students may challenge some of the questions, so you must be able to address any of those concerns.
- You should perform the labs yourself prior to class so that you become familiar with them and with any of the difficult points in the lab exercises. This will prepare you for helping students in case they get stuck.
- There are several class Discussion exercises within the PowerPoint slides. For the discussions that are built around a fictitious scenario, suggested solutions are provided in the Notes page for those

particular slides. Please note that these are not definitive solutions; obviously, students (and the instructor) can have differences of opinion on what should be included in an optimum solution. But the suggested solutions provide a good starting point for discussion if students struggle to come up with a solution. Or, if students fail to mention any of the items in the suggested solution, you can bring them up as additional discussion points.

## Course Timing

### Daily Agenda

The following agenda provides estimated times to complete each classroom activity. However, the estimated times may vary depending on the background of your students, which may affect whether you can move faster or slower through the course material.

Estimated times for each Module include the time to complete:

- The module's PowerPoint slide deck presentation.
- Time to complete a classroom discussion activity if a Discussion slide is included in the module slide deck.
- The Test your knowledge questions (both unit questions and Test Your Knowledge unit questions).

You should adjust the agenda accordingly based on any classroom activities that you personally created or plan to deliver that are not included in the slides for this course. For example, if you plan to present:

- ad-hoc demonstrations
- review activities
- classroom games
- and so on

Note: Each Learning Path/Module activity in the following agenda is the slide deck presentation for that module.

Day	Estimated Time	Classroom activity
1	1 hour	Course Introduction slide deck (times may vary due to the number of student introductions in a given course)
	50 minutes	Learning Path 1, Module 1
	30 minutes	Learning Path 1, Module 2
	40 minutes	Learning Path 1, Module 3
	30 minutes	Learning Path 1, Module 4



	45 minutes	Lab 1, Exercise 1
	30 minutes	Learning Path 1, Module 5
	10 minutes	Learning Path 1, Module 6
	30 minutes	Lab 1, Exercise 2
	25 minutes	Lab 1, Exercise 3
	30 minutes	Lab 1, Exercise 4
	15 minutes	Learning Path 1, Module 7 (LP Review discussion slide)
	30 minutes	Learning Path 2, Module 1
	40 minutes	Learning Path 2, Module 2
	30 minutes	Learning Path 2, Module 3
	5 minutes	Lab 2, Exercise 1
<b>2</b>	30 minutes	Learning Path 2, Module 4
	5 minutes	Lab 2, Exercise 2, Task 1 (After Task 1, you must wait 30 minutes before performing Task 2. Complete LP2, Module 5 and LP 3, Module 1 and then return to this lab exercise and complete Task 2 in the next activity)
	10 minutes	Lab 2, Exercise 2, Task 2
	15 minutes	Learning Path 2, Module 5 (LP Review discussion slide)
	35 minutes	Learning Path 3, Module 1 (After completing this module, return to Lab 2, Exercise 2 and complete Task 2)
	5 minutes	Lab 3, Exercise 1
	10 minutes	Lab 3, Exercise 2 (Task 2 could take an additional 15 minutes or longer for Lynne Robbins to receive email notification, at which point you must go back into the lab to finish Task 2.)

	10 minutes	Lab 3, Exercise 3 (Task 2 could take an additional 15 minutes or longer for Lynne Robbins to receive email notification, at which point you must go back into the lab to finish Task 2.)
	10 minutes	Lab 3, Exercise 4
	35 minutes	Learning Path 3, Module 2
	35 minutes	Learning Path 3, Module 3
	30 minutes	Learning Path 3, Module 4
	30 minutes	Lab 3, Exercise 5
	25 minutes	Lab 3, Exercise 6
	15 minutes	Learning Path 3, Module 5 (LP Review discussion slide)
	30 minutes	Learning Path 4, Module 1
	35 minutes	Learning Path 4, Module 2
<b>3</b>	40 minutes	Learning Path 4, Module 3
	10 minutes	Lab 4, Exercise 1
	15 minutes	Lab 4, Exercise 2
	35 minutes	Learning Path 4, Module 4
	10 minutes	Lab 4, Exercise 3
	15 minutes	Learning Path 4, Module 5 (LP Review discussion slide)
	35 minutes	Learning Path 5, Module 1
	35 minutes	Learning Path 5, Module 2
	40 minutes	Learning Path 5, Module 3

	30 minutes	Learning Path 5, Module 4
	35 minutes	Learning Path 5, Module 5
	15 minutes	Lab 5, Exercise 1
	15 minutes	Lab 5, Exercise 2
	15 minutes	Learning Path 5, Module 6 (LP Review discussion slide)
	35 minutes	Learning Path 6, Module 1
4	30 minutes	Learning Path 6, Module 2
	30 minutes	Learning Path 6, Module 3
	20 minutes	Lab 6, Exercise 1, Tasks 1 and 2 (After Task 2, you must wait 24 hours before performing Tasks 3 and 4. Continue with the course, and then return to this lab exercise and complete Tasks 3 and 4 after 24 hours)
	20 minutes	Lab 6, Exercise 1, Tasks 3 and 4 (After Task 2, you must wait 24 hours before performing Tasks 3 and 4. Continue with the course, and then return to this lab exercise and complete Tasks 3 and 4 after 24 hours)
	15 minutes	Learning Path 6, Module 4 (LP Review discussion slide)
	40 minutes	Learning Path 7, Module 1
	15 minutes	Lab 7, Exercise 1
	30 minutes	Learning Path 7, Module 2
	30 minutes	Learning Path 7, Module 3
	35 minutes	Learning Path 7, Module 4
	30 minutes	Learning Path 7, Module 5

	15 minutes	Lab 7, Exercise 2
	15 minutes	Learning Path 7, Module 6 (LP Review discussion slide)
	50 minutes	Learning Path 8, Module 1
	55 minutes	Learning Path 8, Module 2
<b>5</b>	30 minutes	Learning Path 8, Module 3
	15 minutes	Learning Path 8, Module 4 (LP Review discussion slide)
	50 minutes	Learning Path 9, Module 1
	55 minutes	Learning Path 9, Module 2
	30 minutes	Learning Path 9, Module 3
	15 minutes	Learning Path 9, Module 4 (LP Review discussion slide)
	30 minutes	Learning Path 10, Module 1
	30 minutes	Learning Path 10, Module 2
	20 minutes	Lab 8, Exercise 1
	10 minutes	Lab 8, Exercise 2
	45 minutes	Lab 8, Exercise 3
	35 minutes	Learning Path 10, Module 3
	10 minutes	Lab 8, Exercise 4
	40 minutes	Learning Path 10, Module 4
	35 minutes	Learning Path 10, Module 5

	15 minutes	Lab 8, Exercise 5
	15 minutes	Learning Path 10, Module 6 (LP Review discussion slide)

## Additional Timing Notes - Knowledge Check questions

Knowledge check (KC) questions are provided throughout the course to check the student's knowledge of the material that was covered. Instructors can use these KC questions in several ways:

- Conduct a formal classroom exercise in which you go through the questions in a module before moving on to the next module.
- Sprinkle the questions into the content as you cover the related material for a module
- Let the students review the questions after class as a daily homework assignment. You can set aside time at the start of each day to answer any questions they have regarding the prior day's questions. This may be the most feasible option given the tight time constraints that most classes work under.

The agenda assumes the instructor will review the questions in class. Additional time was provided in the module estimates to cover the questions (2 minutes per question). That being said, it will be left up to each instructor to determine how they want to incorporate the KC questions into their class. If you are running behind schedule, feel free to switch tactics and let the students review the questions outside of class and just set aside a short period to answer any of their questions.

## Additional Timing Notes – Classroom Discussions

This course includes two types of classroom discussion questions:

- Discussion questions that are interspersed throughout modules, such as a slide that asks a discussion question on a product feature. For example: "Do you see your organization implementing this feature? Why or why not?"

Estimated discussion times (on average, 15 minutes) have been listed each of these discussion slides and built into the estimated module time in the agenda.

- A slide at the end of each learning path slide deck that asks students to discuss what they learned in the LP (the final module in each LP is titled Learning Path Review and only contains the discussion slide; this module is a classroom activity and is not associated with a Learn module).

Each LP Review slide asks the following questions: "What are your key takeaways from this Learning Path? What are the key features discussed in this Learning Path that you foresee implementing at your organization?"

You should plan on 15 minutes to discuss the review slide in the final module of each Learning Path slide deck. This final module with its discussion slide has been included in the agenda for each Learning Path.

# Labs

The labs must be completed within the lab environment provided by your lab hosting provider. Detailed, step-by-step instructions are provided for each lab and presented as part of the UI experience within your lab environment.

At the time the courses were released, the lab instruction had been thoroughly tested and the lab steps were 100% accurate. However, given the nature of Microsoft's cloud products and the fact that Microsoft releases UI updates on a regular basis, it's possible that at some point in time, the UI for a given feature may change so that it no longer matches the lab instruction.

If students encounter lab steps that don't accurately reflect the UI, they'll have to work through the UI to determine what needs to be done. Typically, UI changes are quite subtle, so hopefully you don't find yourself in a situation where a feature was completely overhauled.

However, if you do run into major UI changes, challenge your students to work through it, and only offer help if they definitely need it. Product UI changes will be part of their daily life in today's cloud-centric world. As IT/Pros, they must learn how to work through such situations.

One thing Microsoft does ask of you is that if you run into situations such as this where lab instructions no longer match the corresponding UI, please document the issue in the course's GitHub repository. This will help Microsoft's World-Wide Learning team update the lab instructions to keep them as up to date as possible. For information on how to submit an issue, please see [GitHub User Guide for MCTs](#).

## Potential lab issues

This section identifies lab exercises in which students have run into problems in the past due to the complexity of the lab and/or the students lack of prerequisite background knowledge.

Lab and Exercise	Task	Description
Lab 2, Exercise 2 Implement a Safe Links policy	Task 2 Create a Safe Links policy	After Task 1, you must wait 30 minutes before performing Task 2. Complete LP2, Module 5 and LP 3, Module 1 and then return to this lab exercise and complete Task 2.
Lab 3, Exercise 2 Implement mailbox permission alert	Task 2 Validate the mailbox permission alert	Task 2 could take an additional 15 minutes or longer for Lynne Robbins to receive the email notification, at which point you must go back into the lab to finish Task 2.
Lab 3, Exercise 3 Implement SharePoint permission alert	Task 2 Validate the SharePoint permission alert	Task 2 could take an additional 15 minutes or longer for Lynne Robbins to receive the email notification, at which point you

		must go back into the lab to finish Task 2.
Lab 3, Exercise 4 Test the default eDiscovery alert	Task 2 Validate the default eDiscovery alert	It can take up to 24 hours for the search results to display at the end of Task 2. Students should check this later in the day or the next day to review the search results.
Lab 6, Exercise 1 Implement Sensitivity Labels	Task 2 Create a sensitivity label	After Task 2, you must wait 24 hours before performing Tasks 3 and 4. Continue with the course, and then return to this lab exercise and complete Tasks 3 and 4 after 24 hours.

## Feedback

In this course, we have provided a framework for you to work with. Take time to prepare and think about the value that only an instructor can bring to training. We hope to partner with you to provide an exceptional student experience, and we welcome your feedback.