

## MS-102T00: Microsoft 365 Administrator

**Course Duration: 40 Hours**

**Course code: MS-102T00**

### 1. Course Overview

The **MS-102T00: Microsoft 365 Administrator** course is designed to equip IT professionals with the skills and knowledge required to effectively manage and secure Microsoft 365 services. This comprehensive training covers key areas such as tenant management, identity and access, security and compliance, and supporting Microsoft 365 workloads. Through hands-on labs and real-world scenarios, participants will gain the expertise to configure, monitor, and troubleshoot Microsoft 365 environments for optimal performance and compliance.

### 2. What You'll Learn?

By the end of this course, you will be able to:

- Configure and manage Microsoft 365 tenant.
- Implement identity synchronization and manage user identities.
- Manage access permissions and authentication methods.
- Configure Microsoft 365 security and compliance features.
- Monitor and troubleshoot Microsoft 365 services.
- Manage Microsoft 365 workloads, including Exchange Online, SharePoint Online, and Teams.

### 3. Target Audience

This course is ideal for:

- A fundamental understanding of Microsoft 365 services.
- Basic knowledge of DNS, authentication, and networking.

- Familiarity with PowerShell commands and scripting.
- Experience with Windows client and server operating systems.

## 4. Pre-Requisites

Learners should have:

- Basic understanding of Microsoft 365 services and Teams
- Experience with SharePoint Online and Microsoft Teams administration
- Familiarity with organizational change management concepts

## 5. Course content

### **Module 1: Microsoft 365 Tenant Management**

- Overview of Microsoft 365 services and features
- Setting up a Microsoft 365 tenant
- Configuring subscription and licensing
- Tenant health and service monitoring

### **Module 2: Identity and Access Management**

- Azure Active Directory overview
- Managing user identities and roles
- Implementing identity synchronization with Azure AD Connect
- Multi-factor authentication and conditional access

### **Module 3: Security and Compliance in Microsoft 365**

- Security principles and tools in Microsoft 365
- Microsoft Defender for Office 365 configuration
- Compliance center and data loss prevention (DLP) policies

- Information governance and auditing

#### **Module 4: Microsoft 365 Workload Management**

- Managing Exchange Online mail flow and recipients
- Configuring SharePoint Online sites and permissions
- Managing Teams settings, policies, and collaboration tools
- Configuring OneDrive for Business

#### **Module 5: Monitoring and Troubleshooting Microsoft 365**

- Service health monitoring and reporting
- Troubleshooting sign-in issues and service problems
- Using PowerShell for automation and diagnostics
- Best practices for Microsoft 365 administration