

MS-700T00: Managing Microsoft Teams

Course Duration: 32 Hours

Course code: MS-700T00

1. Course Overview

The **MS-700T00: Managing Microsoft Teams** course is designed for IT professionals who are responsible for configuring, deploying, and managing Microsoft Teams in an enterprise environment. This training provides in-depth knowledge on Teams architecture, governance, security, and compliance requirements, as well as strategies for effective collaboration. Participants will gain practical skills to manage Teams, channels, meetings, calling features, and integrate other Microsoft 365 services.

2. What You'll Learn?

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

- Understand Microsoft Teams architecture and components.
- Plan and configure Teams settings, policies, and governance.
- Manage chat, channels, meetings, and calling in Teams.
- Configure and manage Teams security and compliance.
- Integrate Teams with Microsoft 365 services and apps.
- Monitor and troubleshoot Teams performance and issues.

3. Target Audience

This course is ideal for:

- Microsoft 365 Teams administrators.
- IT professionals responsible for collaboration platforms.

- Messaging administrators looking to expand skills in Teams.
- Professionals preparing for the Microsoft Teams Administrator Associate certification.

4. Pre-Requisites

Before attending this course, learners should have:

- A fundamental understanding of Microsoft 365 services and concepts.
- Basic knowledge of general IT practices, networking, and security.
- Experience with Microsoft Teams and Microsoft 365 workloads (preferred but not mandatory).

5. Course Content

Module 1: Microsoft Teams Overview

- Introduction to Teams architecture and workloads
- Understanding Teams integration with Microsoft 365

Module 2: Planning and Configuring Teams Settings

- Governance and compliance requirements
- Managing Teams policies and roles

Module 3: Managing Chat, Teams, Channels, and Apps

- Creating and managing Teams and channels
- Configuring private channels and shared channels
- Managing apps and tabs in Teams

Module 4: Meetings, Live Events, and Calling in Teams

- Configuring meeting policies and settings
- Managing audio conferencing and live events

- Understanding phone system and calling plans

Module 5: Security, Compliance, and Monitoring

- Implementing security best practices in Teams
- Configuring compliance features
- Monitoring Teams usage and health

Module 6: Troubleshooting and Maintaining Teams

- Common Teams issues and resolutions
- Proactive monitoring and reporting
- Best practices for long-term maintenance

