

Microsoft 365 Administrator



Purpose of the training

The course is addressed to people who fulfil the following job positions in organization:

- Administrator
- IT administrator
- IT specialist

The aim of the course:

Knowledge of Microsoft 365 platform management rules.

The course is addressed to:

People who prepare themselves for the role of Microsoft 365 Enterprise administrator and have completed one of administrator's certification paths based on Microsoft 365 platform. The course includes three main elements of Microsoft 365 Enterprise administration — tenant and Microsoft 365 services management, Microsoft 365 and Microsoft 365 identity management.

The course is addressed to people responsible for management Office 365 tenant, as well as Microsoft 365 identity management Microsoft 365.



Benefits of completing the training

Gaining knowledge and practical skills from Microsoft 365 platform management.

This includes:

Designing, configuring and managing Microsoft 365 tenancy

Acquaintance with Microsoft 365 product functionality

Microsoft 365 configuration

Microsoft 365 application management for deployment in enterprises

Planning and deploying identity synchronization

Archivization management and data retention

Data labelling

Managing risk and mechanisms to prevent the outflow of information

Managin security mechanisms in Microsoft 365 Defender.



Examination method

On-line exam. Record at: <https://home.pearsonvue.com/Clients/Microsoft.aspx>



Exam description

After the MS-102 course, you can take Microsoft certification exams:an Authorized Test Center,online being monitored by an offsite proctor. Details on the website:

<http://https://learn.microsoft.com/en-us/certifications/exams/ms-102/>



Expected Listener Preparation

Perfect knowledge of DNS and fundamental experience in working with Microsoft 365 services. Practical knowledge of PowerShell.



Training Language

- **Training:** English
- **Materials:** English

Training Includes

- manual in electronic form available on the platform:
- <https://learn.microsoft.com/pl-pl/training/>
- access to Altkom Akademia's student portal

Czas trwania

5 dni / 35 godzin

Training agenda

1. Microsoft 365 tenant configuration.
 - Microsoft 365 environment configuration
 - User account and licenses management on Microsoft 365 platform
 - Managing groups in Microsoft 365
 - Adding non-standard domain in Microsoft 365
 - Configuring Client connection with Microsoft 365
2. Microsoft 365 tenant management.
 - Configuring administration roles in Microsoft 365
 - Managing tenant condition and services on Microsoft 365
 - Implementing Microsoft 365 Apps in enterprise
 - Implementing workplace analytics.
3. Planning and implementing identity synchronization.
 - Acquaintance with identity synchronization
 - Preparing identity with Microsoft 365 synchronization
 - Implementing tools to synchronize catalogs
 - Managing synchronized identities
 - Managing secure user access in Microsoft 365.
4. Security metrics in Microsoft 365 Defender
 - Analysis, threat and data security breach vectors
 - Zero Trust security model
 - Security solutions in Microsoft 365 Defender
 - Microsoft Secure Score
 - Acquaintance with Privileged Identity Management (PIM) function
 - Azure Identity Protection service.
5. Security services management in Microsoft 365 Defender
 - Discussing Exchange Online Protection
 - Discussing Microsoft Defender for Office 365
 - Managing secure appendices
 - Managing secure links.
6. Implementing anti-threat protection with Microsoft 365 Defender

- Analyzing threats in Microsoft 365 Defender
- Implementing application protection with Microsoft Defender for Cloud Apps
- Implementing protection with Microsoft Defender for Endpoint
- Implementing anti-threat protection with Microsoft Defender for Office 365.

7. Monitoring data on Microsoft 365 platform

- Discussing solution for data management in Microsoft Purview
- Archivisation and record management on Microsoft 365 platform
- Data retention on Microsoft 365 platform
- Microsoft Purview message coding.

8. Implementing compatibility on Microsoft 365 platform

- Acquaintance with compatibility mechanisms on Microsoft 365 platform
- Purview Insider Risk Management
- Microsoft Purview information barriers deployment
- Data Loss Prevention in Microsoft Purview (DLP)
- Implementing Data Loss Prevention in Microsoft Purview

9. Compatibility management on Microsoft 365 platform

- Implementing sensitive information data classification
- Discussing sensitivity labels
- Implementing sensitivity labels