

Microsoft Office 365, administrator



SII-284 2 Days (14 Hours)

Description

The Microsoft 365 platform administration center allows you to manage users and licenses, create/administer Exchange Online mailboxes, configure/manage SharePoint sites, and manage Teams/OneDrive teams. This training will give you mastery of the administration center.

Who is this training for ?

For whom

Systems administrators, systems engineers, operators and integrators.

Prerequisites

Basic knowledge of Windows administration. Experience with Microsoft 365 components as a user, including Exchange and SharePoint.

Training objectives

- Know the administration possibilities of a Microsoft 365 platform
- Manage accounts, synchronize an Active Directory
- Manage mailboxes via Exchange Online
- Administer SharePoint Online sites
- Configure the essential functions of Skype for Business Online
- Administer collaborative work under Teams and OneDrive

Training program

Introduction à Microsoft 365

- Introduction to Microsoft 365. Possible hybridization scenarios.
- Cloud-side, client-side architecture.
- Microsoft 365 free trial.
- Introduction to PowerShell Administer remotely: Azure AD PowerShell.
- Practical work

Gérer les utilisateurs, les groupes et les licences

- Manipulate users and groups.
- Notion of roles. Role assignment.
- Authentication. Passwords. Licenses.
- Practical work

Synchronisation AD

- Tools: IDFix, AD Connect.
- AD synchronization with Azure AD.
- Azure Rights Management. Synchronize with ADFS.
- Practical work

Administration de base Exchange

- Exchange Online overview.
- Mail user. Email contacts.
- Shared mailbox.
- Messaging mailbox. resources.
- Anti-spam.
- Practical work

Administration de base SharePoint

- SharePoint Online overview.
- Site collections. Manage users. Manage rights.
- Access to company data. External access.
- Manage the term store. Manage the search.
- Practical work

Administration de base Skype Entreprise / Teams et OneDrive

- Introduction to Skype for Enterprise Online.
- Set up users. Domain federation.
- Conference calls.
- Introduction to Teams and OneDrive .
- Teams. Adding users.
- Channel concept, meeting.
- Share files. Search.
- Administrative settings.
- Practical work

Sécurité et suivi

- Understanding the tracking environment.
- Retention strategies.
- Preventing data loss. Content search.
- Threats . Audit.
- Practical work