



MS-100T01: Office 365® Management

Duration: 2 Days

Method: Instructor-Led Training (ILT)

Certification: Microsoft® 365 Certified: Enterprise Administrator Expert —
Exam 1 of 2: MS-100 Managing Office 365 Identities and Requirements

Course Description

In this course, participants will learn about Office 365 Management, which includes topics such as the key components of Office 365, how to move your organization to Office 365, how to configure Office 365, and how to manage Office 365 ProPlus deployments.

NOTE: This course is the first part of a three-course series that covers the skills needed to prepare for one of the certification exams, MS-100:

- *MS-100T01: Office 365 Management (This course)*
- *MS-100T02: Microsoft 365 Tenant & Service Management*
- *MS-100T03: Microsoft 365 Identity Management*

Target Audience

This course is intended for:

- IT Professionals
- Persons who are aspiring to the *Microsoft 365 Enterprise Administrator* role.

Prerequisites

To attend this course, candidates must have:

- Completed one of the certifications listed below:
 - *Microsoft 365 Certified: Modern Desktop Administrator Associate*
 - *Microsoft 365 Certified: Teamwork Administrator Associate*
 - *Microsoft 365 Certified: Security Administrator Associate*
 - *Microsoft 365 Certified: Messaging Administrator Associate*
 - *Microsoft 365 Certified: Teams Administrator Associate*
 - *MCSE Productivity Solutions Expert*
- Proficient understanding of DNS.
- Basic functional experience with Microsoft 365 services.
- Proficient understanding of general IT practices.



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Course Objectives

Upon successful completion of this course, attendees will have learnt about:

- An overview of Office 365.
- Moving their organization to Office 365.
- Configuring Office 365.
- Managing Office 365 ProPlus deployments.

Course Topics

Module 1: Moving Your Organization to Office 365

- Exchange Online
- SharePoint® Online
- Teams
- Additional Resources

Module 2: Configuring your Microsoft 365 Tenant

- Planning Your Network with Office 365
- Planning Your Service Setup
- Planning Your Hybrid Environment
- Planning Your Migration to Office 365

Module 3: Configuring Office 365

- Office 365 Client Overview
- Configuring Office Client Connectivity to Office 365

Module 4: Managing Office 365 ProPlus Deployments

- Managing User-Driven Client Installations
- Managing Centralized Office 365 ProPlus Deployments
- Configuring Office Telemetry
- Configuring Microsoft Analytics

Module 5: Hands-On Labs

- Set Up a Microsoft 365 Trial Tenant
- Prepare an Office 365 ProPlus Managed Installation
- Manage User-Driven Office 365 ProPlus Installations
- Manage Centralized Office 365 ProPlus Installations
- Deploy and Configure Office Telemetry Components

