



# MS-700T00: Managing Microsoft® Teams

Duration: 5 Days

Method: Instructor-Led Training (ILT) | Live Online Training

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**Certification:** Microsoft 365 Certified: Teams Administrator Associate —  
**Exam:** MS-700 Managing Microsoft Teams

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## Course Description

In this course, participants will get an overview of Microsoft Teams including Teams architecture and related Office 365® workloads. They will learn how to use Teams to facilitate teamwork and communication within their organization, both on and off-premises, on a wide range of devices — from desktops to tablets to phones — while taking advantage of all the rich functionality of Office 365 applications. They will plan and configure governance for Office 365 groups, implement security by configuring conditional access and implement compliance for Teams by using the necessary policies. They will also plan an upgrade from Skype® for Business to Microsoft Teams and learn how to create and manage teams as well as manage chat and collaboration experiences. This course concludes with managing communication in Microsoft Teams.

## Target Audience

This course is intended for persons:

- Interested in Microsoft Teams
- Interested in passing the certification exam
- Who are aspiring to the Microsoft 365 Teams Admin role.

## Prerequisites

To attend this course, candidates must have a proficient understanding of:

- Basic functional experience with Microsoft 365 services.
- General IT practices, including using PowerShell®.

## Course Objectives

Upon successful completion of this course, attendees will be able to:

- Understand what is Microsoft Teams and how the components work together.
- Implement governance, security and compliance for Microsoft Teams.
- Prepare an organizations environment for a Microsoft Teams deployment.
- Deploy and manage teams.
- Manage collaboration in Microsoft Teams in different ways.
- Manage and troubleshoot communication in Microsoft Teams using different techniques.



## Course Topics

### Module 1: Microsoft Teams Overview

- Overview of Microsoft Teams
- Overview of Security and Compliance in Microsoft Teams
- Overview of Managing Microsoft Teams

### Module 2: Implement Microsoft Teams Governance, Security and Compliance

- Implement Governance and Lifecycle Management for Microsoft Teams
- Implementing Security for Microsoft Teams
- Implementing Compliance for Microsoft Teams

### Module 3: Prepare the Environment for a Microsoft Teams Deployment

- Upgrade from Skype for Business to Microsoft Teams
- Plan and Configure Network Settings for Microsoft Teams
- Deploy and Manage Microsoft Teams Endpoints

### Module 4: Deploy and Manage Teams

- Create and Manage Teams
- Manage Membership
- Manage Access for External Users

### Module 5: Manage Collaboration in Microsoft Teams

- Manage Chat and Collaboration Experiences
- Manage Settings for Teams Apps

### Module 6: Manage Communication in Microsoft Teams

- Manage Live Events and Meetings Experiences
- Manage Phone Numbers
- Manage the Phone System for Microsoft Teams
- Troubleshoot Audio, Video, and Client Issues

## LABS INCLUDED

