55354 Administering Office 365

Category: Modern Workplace & M365 | **Vendor:** Microsoft

Duration: 40.00 hours (5 days) **32.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

This five-day course describes how to set up, configure and manage an Office 365 tenant including identities, and the core services of Microsoft 365. In this five-day course, you will learn how to plan the configuration of an Office 365 tenant including integration with existing user identities; plan, configure and manage core services; and report on key metrics. Although this course and the associated labs are written for Office 365 with Windows 11, the skills taught will also be backwards compatible with Windows 10. This course is based on the features available in the Office 365 E3 license as these are the core features in Office 365 and Microsoft 365 plans.

About This Course

This five-day course describes how to set up, configure and manage an Office 365 tenant including identities, and the core services of Microsoft 365. In this five-day course, you will learn how to plan the configuration of an Office 365 tenant including integration with existing user identities; plan, configure and manage core services; and report on key metrics.

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Who Should Attend

This course is intended for IT professionals who are responsible for planning, configuring, and managing an Office 365 environment. Students who attend this course are expected to have a fairly broad understanding of several on-premises technologies such as Domain Name System (DNS) and Active Directory Domain Services (AD DS). In addition, they should have a general understanding of Microsoft Exchange Server, Microsoft Teams, and Microsoft SharePoint.

Prerequisites & Entry Requirements

General Prerequisites:

Microsoft 365 Administration - Advanced (self-paced)

Learning Outcomes

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

Plan and provision Office 365 Manage Users and Groups in Office 365 Deploy and Configure Tools and Applications for Office 365 Plan and Manage Exchange Online Plan and Manage SharePoint Online Plan and Manage Microsoft Teams Plan and Manage other Office 365 Services Implement Security and Compliance in Office 365 Report, Monitor and Troubleshoot Office 365

Detailed Course Outline

1 - Planning and Provisioning Office 365

- Overview of Office 365
- Core Services of Office 365
- Requirements for an Office 365 Tenant
- Planning a Pilot and Deployment
- Creating an Office 365 Tenant
- Adding Custom Domains and Managing DNS Settings
- Lab: Provisioning Office 365

2 - Managing Users and Groups in Office 365

- Managing User Accounts and Licences
- Managing Passwords and Authentication
- Create and Managing the Different Types of Groups in Office 365
- Managing Users and Groups with PowerShell
- Managing Users and Groups in the Azure AD Admin Center
- Role Based Access and Administrative Roles
- Planning and Configuring Directory Synchronization
- Lab: Managing Users and Groups in Office 365
- Lab: Planning and Configuring Directory Synchronisation

3 - Deploying and Configuring Tools and Applications for Office 365

- Planning Network Configuration for Office 365 Tools and Applications
- Using the Office Configuration Tool
- Click to Run Installation Use and Control
- Managing Centralized Deployment of Tools, Applications and Add-ins
- Reporting
- Lab: Deploying and Configuring Tools and Applications for Office 365

4 - Planning and Managing Exchange Online

- What is Exchange Online
- Managing Exchange Online Mailboxes
- Managing Office 365 Groups in Exchange Online
- Configuring Exchange Online Permissions
- Managing Exchange Online using PowerShell
- Plan and Configure Mail Flow
- Plan and Configure Email Protection
- Lab: Planning and Managing Exchange Online

5 - Planning and Managing SharePoint Online

- What is SharePoint Online
- Understanding the relationship between SharePoint, OneDrive, Teams, and Office 365 Groups
- SharePoint Online Architecture
- Configure SharePoint Online
- Configure and Control External Sharing
- Managing SharePoint Online Site Collections
- Managing SharePoint Online using PowerShell
- Lab: Planning and Managing SharePoint Online

6 - Planning and Managing Microsoft Teams

- What is Microsoft Teams
- How Microsoft Teams integrates with other Office 365 Services
- Create and Manage Organization Wide Settings
- Create, Manage and Assign Microsoft Teams Policies
- Plan and Configure External and Guest Access
- Managing Microsoft Teams using PowerShell
- Lab: Planning and Managing Microsoft Teams

7 - Planning and Managing Other Office 365 Services

- Yammer
- Planner
- Visio
- Bookings
- Delve
- Forms
- Power Platform
- Stream
- Sway
- Viva
- Scheduler
- Add-ins, including Find Time and Junk Reporter
- Lab: Planning and Managing Office 365 Services

8 - Security and Compliance in Office 365

- Overview of Security and Compliance Features in Office 365
- Extending Security and compliance Features with Additional Licences
- Using the Microsoft Defender Portal and Secure Score
- Using the Office 365 Compliance Portal and Compliance Score
- Plan and Configure Retention Labels and Policies
- Plan and Configure Data Loss Prevention Policies
- Create and Assign Sensitivity Labels
- Configure Safe Attachments and Safe Links Policies
- Plan and Configure Multi Factor Authentication
- Lab: Configure Security and Compliance in Office 365

9 - Reporting, Monitoring and Troubleshooting Office 365

- Monitoring Office 365 Service Health
- Troubleshooting Administrative Access in Office 365
- Troubleshoot Directory Synchronization
- Troubleshooting Exchange Online
- Troubleshooting SharePoint Online
- Troubleshooting Microsoft Teams
- Troubleshooting Office 365 Security and Compliance
- Lab: Reporting, Monitoring and Troubleshooting in Office 365

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Module 1: Planning and Provisioning Office 365

- Core Office 365 services and requirements
- Creating a tenant and adding domains
- Managing DNS and planning deployments
- Lab: Provisioning Office 365

Module 2: Managing Users and Groups

- User accounts, licenses, and authentication
- Directory synchronization with Azure AD
- PowerShell and admin roles
- Lab: User and group management

Module 3: Deploying Tools and Applications

- Network planning and the Office Configuration Tool
- Centralized deployment of apps and add-ins
- Lab: App and tool configuration

Module 4: Planning and Managing Exchange Online

- Mailbox and mail flow configuration
- Permissions and PowerShell management
- Email protection setup
- Lab: Exchange Online setup

Module 5: Planning and Managing SharePoint Online

- Site collections and architecture
- External sharing and admin controls
- Lab: SharePoint Online management

Module 6: Planning and Managing Microsoft Teams

- Teams integration with Office 365 services
- Policies, guest access, and PowerShell management
- Lab: Microsoft Teams configuration

Module 7: Managing Other Office 365 Services

- Planner, Forms, Yammer, Viva, Sway, and more
- Add-ins and user productivity tools
- Lab: Managing auxiliary services

Module 8: Security and Compliance in Office 365

- Defender Portal, Compliance Portal, Secure Score
- MFA, Safe Attachments/Links, DLP, retention, sensitivity labels
- Lab: Configure security and compliance

Module 9: Reporting, Monitoring and Troubleshooting

- Monitor service health and troubleshoot issues
- Directory sync, Exchange, SharePoint
- Lab: End-to-end troubleshooting

Additional Course Details

Nexus Humans 55354 Administering Office 365 training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the 55354 Administering Office 365 course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for 55354 Administering Office 365?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 5-day 55354 Administering Office 365 course provides up to 32.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the 55354 Administering Office 365 training?

The training takes place over 5 day(s), with each day lasting approximately 40.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for 55354 Administering Office 365?

Yes, we provide corporate training, dedicated training, and closed classes for 55354 Administering Office 365. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for 55354 Administering Office 365?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your 55354 Administering Office 365 training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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