MS-700T00 Manage Microsoft Teams

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

Duration: 32.00 hours (4 days) **26.0 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format:	Instructor Led - Online
Certification:	Microsoft 365 Certified: Teams Administrator Associate
Related Exam:	MS-700

Course Overview

MS-700T00: Manage collaboration and communication with Microsoft Teams is designed for persons who are aspiring to the Microsoft 365 Teams Admin role. A Microsoft Teams administrator plans, deploys, configures, and manages Microsoft Teams to focus on efficient and effective collaboration and communication in a Microsoft 365 environment. In this course, you will learn about various Teams management tools, security and compliance feature for Teams, network requirement for Teams deployment as well as different Teams settings and policies for managing collaboration and communication experience in Teams.

About This Course

MS-700T00: Manage collaboration and communication with Microsoft Teams is designed for persons who are aspiring to the Microsoft 365 Teams Admin role. A Microsoft Teams administrator plans, deploys, configures, and manages Microsoft Teams to focus on efficient and effective collaboration and communication in a Microsoft 365 environment. In this course, you will learn about various Teams management tools, security and compliance feature for Teams, network requirement for Teams deployment as well as different Teams settings and policies for managing collaboration and communication experience in Teams.

Who Should Attend

Learners in MS-700T00: Manage collaboration and communication with Microsoft Teams are interested in Microsoft Teams or in passing the Microsoft Teams Administrator Associate certification exam. A Microsoft Teams administrator plans, deploys, configures, and manages Microsoft Teams to focus on efficient and effective collaboration and communication in a Microsoft 365 environment. A Microsoft Teams administrator must be able to plan, deploy, and manage teams, chat, apps, channels, meetings, audio/video conferencing, live events, calling, and Teams certified devices. A Microsoft Teams administrator has experience integrating Microsoft Teams with SharePoint, OneDrive, Exchange, Microsoft 365 Groups, and other Microsoft, third-party, and custom apps. A Microsoft Teams administrator understands and collaborates with other workloads and roles, such as Network, Voice, Identity, Access, Devices, Licensing, Security, Compliance, Information management, and User Adoption.

Prerequisites & Entry Requirements

General Prerequisites:

- A proficient understanding of basic functional experience with Microsoft 365 services.
- A proficient understanding of general IT practices, including using PowerShell.

Learning Outcomes

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

What is Microsoft Teams and how the components work together How to implement Governance, Security and Compliance for Microsoft Teams How to prepare an organizations environment for a Microsoft Teams deployment How to deploy and manage teams How to manage collaboration and communication experiences in Microsoft Teams Techniques to manage and troubleshoot communication in Microsoft Teams

Detailed Course Outline

1 - Explore Microsoft Teams

- Explore capabilities in Microsoft Teams
- Explore Microsoft 365 Copilot capabilities in Microsoft Teams
- Explore Microsoft Teams integration with Microsoft 365
- Explore Microsoft Teams integration with Microsoft Power Platform
- Illustrate Microsoft Teams architecture
- Describe Microsoft Teams with Microsoft 365 Groups
- Describe Microsoft Teams with SharePoint and OneDrive
- Describe Microsoft Teams with Exchange
- Understand Microsoft Teams certified solutions
- Module assessment

2 - Plan and deploy Microsoft Teams

- Designate Teams admin roles
- Understand Teams management tools
- Plan for Teams rollout
- Plan for Teams adoption
- Plan for Teams licensing
- Clients for Microsoft Teams
- Module assessment

3 - Implement lifecycle management and governance for Microsoft Teams

- Plan for lifecycle management
- Plan for Teams governance
- Manage Microsoft 365 Groups creation
- Configure Microsoft 365 Groups expiration policy
- Configure Microsoft 365 Groups naming policy
- Plan policy assignment for users and groups
- Create and manage policy packages
- Manage Teams preview features using Teams update policies
- Create and manage teams templates and template policies
- Module assessment

4 - Monitor your Microsoft Teams environment

- Monitor Microsoft Teams usage reports
- Monitor Microsoft 365 usage reports
- Interpret Microsoft Adoption Score
- Manage user access with Microsoft Entra access reviews
- Monitor the Microsoft 365 network connectivity dashboard
- Manage Teams notifications and alerts
- Manage feedback policies
- Module assessment

5 - Manage access for external users

- Understand features in Microsoft Entra ID
- Work with external users in Microsoft Teams
- Manage access for external users
- Manage external collaboration in Microsoft Entra ID
- Manage external collaboration in Microsoft 365
- Manage external access in Microsoft Teams
- Manage guest access in Microsoft Teams
- Manage file sharing in SharePoint and OneDrive
- Module assessment

6 - Implement security for Microsoft Teams

- Configure conditional access and multifactor authentication for Microsoft Teams
- Configure Safe Attachments for Microsoft Teams
- Configure Safe Links for Microsoft Teams
- Examine the Defender for Cloud Apps
- Monitor security reports for Microsoft Teams
- Plan and configure enhanced encryption policies
- Module assessment

7 - Implement compliance for Microsoft Teams

- Create and manage sensitivity labels
- Create and manage retention policies
- Create and manage Data Loss Prevention policies
- Deploy communication compliance
- Enable scoped directory search
- Create information barrier policy
- Create security and compliance alerts for Microsoft Teams
- Module assessment

8 - Plan and configure network settings for Microsoft Teams

- Examine network requirements for Microsoft Teams
- Plan for network deployment using Network Planner
- Configure network ports and protocols for Microsoft Teams
- Implement Quality of Service
- Configure reporting labels for location-enhanced Call Analytics reports
- Configure tenant data for Call Quality Dashboard reports
- Assess network readiness
- Manage network topology
- Module assessment

9 - Create and manage teams

- Create teams
- Create a team from existing resources
- Plan and create org-wide teams
- Manage teams
- Manage users in a team
- Configure dynamic membership
- Archive restore and delete a team
- Module assessment

10 - Manage collaboration experiences for chat and channels

- Create and manage channels in a team
- Create and manage Teams policies for channels
- Configure teams settings
- Create and manage messaging policies
- Manage channel moderation
- Manage access to channels
- Module assessment

11 - Manage apps for Microsoft Teams

- Explore apps in Microsoft Teams
- Describe admin settings for Teams apps
- Manage access to Teams apps at the organization level
- Create and manage app permission policies
- Create and manage app setup policies
- Manage permissions and consent for Teams apps
- Plan and configure connectors
- Manage custom apps uploads
- Publish custom apps to Microsoft Teams
- Manage purchasing of apps in the Microsoft Teams app store
- Customize the organization's app store
- Customize the branded experience of an app
- Customize the branded experience of an app
- Module assessment

12 - Introduction to Teams meetings and calling

- Overview of Teams meetings and events
- Overview of Teams Phone
- Overview of auto attendants and call queues
- Overview of Teams clients
- Overview of Microsoft Teams Rooms and phones
- Overview of Microsoft 365 Copilot in Teams calling, meetings, and devices
- Module assessment

13 - Manage meetings and events experiences

- Explore meetings and events in Microsoft Teams
- Configure meeting settings
- Create and manage meeting policies
- Configure audio conferencing
- Create and manage meeting templates and template policies
- Create and manage meetings customization policies
- Explore webinars and town halls with Teams Premium
- Create and manage events policies
- Explore immersive spaces in Teams
- Module assessment

14 - Plan for Microsoft Teams Rooms and shared meeting spaces

- Determine license requirements for Microsoft Teams Rooms and shared devices
- Overview of Microsoft 365 Copilot and Microsoft Teams Rooms
- Understand differences between Microsoft Teams Rooms on Android and Windows
- Understand Microsoft Teams Rooms on Surface Hub 2S
- Understand and plan Teams Room accessories, components, and peripherals
- Integrate Teams with third-party or existing conferencing solutions
- Understand Teams Rooms management options
- Module assessment

15 - Configure, deploy, and manage Teams devices

- Manage Microsoft Teams Phones
- Manage Microsoft Teams Room Systems
- Microsoft Teams Rooms management options
- Manage Surface Hub 2S devices
- Configure Microsoft Teams SIP gateway
- Manage Microsoft Teams displays
- Remote provisioning and sign in for Teams Phones
- Update Microsoft Teams devices remotely
- Manage Microsoft Teams device tags
- Module assessment

16 - Plan for Teams Phone

- Plan to deploy Teams Phone
- Plan for Teams Phone PSTN connectivity
- Determine license requirements
- Plan for Teams Phone devices
- Plan and design Teams Phone features
- Plan for voicemail
- Module assessment

17 - Configure and deploy Teams Phone

- Configure emergency calling for Teams Calling Plans
- Manage and configure Microsoft PSTN numbers
- Configure Operator Connect and Teams Phone Mobile
- Configure Teams Phone policies
- Create and manage Teams policies
- Module assessment

18 - Configure and manage voice users

- Enable users for Teams Phone
- Enable users for Direct Routing with Teams Phone
- Enable additional calling features for Teams Phone
- Enable users for Teams Phone Mobile
- Module assessment

19 - Configure auto attendants and call queues

- Design call flows for auto attendants and call queues
- Configure auto attendants and call queues
- Deploy a channel-based call queue
- Configure resource accounts
- Configure Microsoft 365 groups for voicemail
- Interpret call queue conference modes
- Interpret call queue routing methods
- Configure holidays for auto attendants and call queues
- Configure custom music on hold
- Deploy and manage Queues app
- Module assessment

20 - Troubleshoot audio, video, and client issues

- Troubleshoot Teams
- Collect and identify logs
- Clear Microsoft Teams client cache
- Identify issues with call analytics
- Identify issues with Call Quality Dashboard
- Use Power BI to analyze Call Quality Dashboard data
- Identify issues with the Direct Routing Health Dashboard
- Module assessment

, Implement lifecycle management and governance for Microsoft Teams, Monitor your Microsoft Teams environment, Manage access for external users, Explore Microsoft Teams, Plan and deploy Microsoft Teams, Plan and configure network settings for Microsoft Teams, Implement compliance for Microsoft Teams, Implement security for Microsoft Teams, Create and manage teams, Manage collaboration experiences for chat and channels, Manage apps for Microsoft Teams, Introduction to Teams meetings and calling, Configure auto attendants and call queues, Configure and manage voice users, Troubleshoot audio, and client issues, Configure and deploy Teams Phone, Plan for Teams Phone, Configure, deploy and manage Teams devices, Plan for Microsoft Teams Rooms and Surface Hub, Manage meetings and events experiences, Get started with managing Microsoft Teams, Prepare the environment for a Microsoft Teams deployment, Manage chat, teams, channels, and apps in Microsoft Teams, Manage meetings and calling in Microsoft Teams

Certification Path

Microsoft 365 Certified: Teams Administrator Associate

Exam: MS-700

Upcoming Schedule

Available training dates for MS-700T00 Manage Microsoft Teams:

Start Date	End Date	Location	Delivery	Price
07 Dec 2026	10 Dec 2026	Online	Virtual	€2,495.00

Frequently Asked Questions

Q: What delivery options are available for MS-700T00 Manage Microsoft Teams?

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: What certification does this course prepare me for?

The MS-700T00 Manage Microsoft Teams course helps prepare you for the Microsoft 365 Certified: Teams Administrator Associate certification path.

Q: Which exam does this course prepare me for?

This course prepares you for the MS-700 official exam. You can take this exam at any exam center across United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online wherever you are located.

Q: How many CPD hours does this course provide?

The 4-day MS-700T00 Manage Microsoft Teams course provides up to 26.0 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the MS-700T00 Manage Microsoft Teams training?

The training takes place over 4 day(s), with each day lasting approximately 32.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for MS-700T00 Manage Microsoft Teams?

Yes, we provide corporate training, dedicated training, and closed classes for MS-700T00 Manage Microsoft Teams. 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: What related terms do people search for?

Popular related searches include: MS-700T00: Managing Microsoft Teams, Microsoft, vILT, MS-700T00

Q: Why choose Nexus Human for MS-700T00 Manage Microsoft Teams?

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 MS-700T00 Manage Microsoft Teams training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

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