

# MS 102T00: Microsoft 365 Administrator

Days: 5



**Description:** This course covers the following key elements of Microsoft 365 administration: tenant management, identity synchronization, and security and compliance. In Microsoft 365 tenant management, you learn how to configure your tenant, including your organizational profile, tenant subscription options, component services, user accounts and licenses, security groups, and administrative roles. Transition to configuring Microsoft 365, focusing on configuring Office client connectivity. Explore how to manage user-driven client installations of Microsoft 365 Apps for enterprise deployments. Transition to an in-depth examination of Microsoft 365 identity synchronization, focusing on Azure Active Directory Connect and Connect Cloud Sync. Learn how to plan for and implement directory synchronization options, manage synchronized identities, and implement password management in Microsoft 365 using multifactor authentication and self-service password management. In Microsoft 365 security management, begin examining the common types of threat vectors and data breaches facing organizations today. You then learn how Microsoft 365's security solutions address each of these threats. You are introduced to the Microsoft Secure Score, as well as to Azure Active Directory Identity Protection. You then learn how to manage the Microsoft 365 security services, including Exchange Online Protection, Safe Attachments, and Safe Links, and the various reports that monitor an organization's security health. You then transition from security services to threat intelligence; specifically, using Microsoft 365 Defender, Microsoft Defender for Cloud Apps, and Microsoft Defender for Endpoint. Once you understand Microsoft 365's security suite, you examine the key components of Microsoft 365 compliance management. This begins with an overview of all key aspects of data governance, including data archiving and retention, Microsoft Purview message encryption, and data loss prevention (DLP). You then delve deeper into archiving and retention, paying particular attention to Microsoft Purview insider risk management, information barriers, and DLP policies. You then learn how to implement compliance features by using data classification and sensitivity labels.

**Prerequisites:** Before attending this course, students must have:

- Completed a role-based administrator course such as Messaging, Teamwork, Security, Compliance, or Collaboration.
- A proficient understanding of DNS and basic functional experience with Microsoft 365 services. A proficient understanding of general IT practices.
- A working knowledge of PowerShell.

**Audience:** This course is designed for persons aspiring to the Microsoft 365 Administrator role and have completed at least one of the Microsoft 365 role-based administrator certification paths.

## OUTLINE:

**LEARNING PATH 1: CONFIGURE YOUR  
MICROSOFT 365 TENANT**

**LEARNING PATH 2: MANAGE YOUR  
MICROSOFT 365 TENANT**

**LEARNING PATH 3: IMPLEMENT IDENTITY  
SYNCHRONIZATION**

**LEARNING PATH 4: MANAGE IDENTITY AND  
ACCESS IN MICROSOFT 365**

**LEARNING PATH 5: MANAGE YOUR SECURITY  
SERVICES IN MICROSOFT DEFENDER XDR**

**LEARNING PATH 6: IMPLEMENT THREAT  
PROTECTION BY USING MICROSOFT  
DEFENDER XDR**

**LEARNING PATH 7: EXPLORE DATA  
GOVERNANCE IN MICROSOFT 365**

**LEARNING PATH 8: IMPLEMENT COMPLIANCE  
IN MICROSOFT 365**

**LEARNING PATH 9: MANAGE COMPLIANCE  
IN MICROSOFT 365**

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