

# MS 700 - Manage Collaboration and Communication with Microsoft Teams



**Duration:** 4 days

**Audience/Prerequisites:** 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.

**Description:** This course 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.

## **OUTLINE:**

**MODULE 1: GET STARTED WITH MANAGING MICROSOFT TEAMS**

**MODULE 2: PREPARE THE ENVIRONMENT FOR A MICROSOFT TEAMS DEPLOYMENT**

**MODULE 3: MANAGE CHAT, TEAMS, CHANNELS, AND APPS IN MICROSOFT TEAMS**

**MODULE 4: MANAGE MEETINGS AND CALLING IN MICROSOFT TEAMS**