€TRAINING

Office 365 admin

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Introduction:

Office 365 is a cloud-based suite of services that includes a range of productivity and collaboration tools such as email, file storage, and video conferencing. As an Office 365 admin, it is important to have a comprehensive understanding of the features and functionalities of the platform. This 5-day training course will provide an in-depth understanding of Office 365 Administration, including best practices for managing and securing the platform.

Course Objectives:

By the end of this course, participants will be able to:

- Understand the basics of Office 365 Administration
- Configure and manage users and groups in Office 365
- Manage email, file storage, and collaboration tools in Office 365
- Understand and configure Office 365 security features
- Troubleshoot common issues in Office 365

Targeted Audience:

This course is designed for IT professionals who want to learn about Office 365 Administration, including system administrators, network engineers, and IT managers.

Course Outlines:

Unit 1: Introduction to Office 365 Administration

- Overview of Office 365
- Office 365 administration center
- Office 365 subscription and licensing
- Adding and managing custom domains
- Office 365 Compliance Center

Unit 2: Managing Users and Groups in Office 365

- Adding and managing users in Office 365
- Creating and managing Office 365 groups
- Managing user licenses and roles
- Configuring and managing Azure Active Directory
- Office 365 PowerShell

Unit 3: Email Management in Office 365

- Exchange Online Administration
- Configuring and managing Office 365 mailboxes
- Creating and managing distribution lists and contacts
- Managing Office 365 email flow

- Office 365 spam and malware protection

Unit 4: File Storage and Collaboration in Office 365

- OneDrive for Business Administration
- SharePoint Online Administration
- Configuring and managing Office 365 groups
- Microsoft Teams Administration
- Collaboration and communication in Office 365

Unit 5: Office 365 Security and Troubleshooting

- Configuring Office 365 security features
- Managing and monitoring Office 365 security
- Office 365 auditing and reporting
- Troubleshooting common Office 365 issues
- Best practices for Office 365 administration