€TRAINING

Office 365 Admin

8 - 12 September 2024
Dubai (UAE)

Office 365 Admin

REF: K2212 DATE: 8 - 12 September 2024 Venue: Dubai (UAE) - Fee: 4400 Euro

Introduction:

This training program offers comprehensive instruction on managing and optimizing the Office 365 environment. By completing this program, administrators will be equipped with the skills to efficiently oversee Office 365 deployments and ensure smooth operations for their organizations.

Program Objectives:

At the end of this program, 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:

- IT professionals.

- System administrators.

- network engineers.

- IT managers.

Program 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.