MS-102T00: Microsoft 365 Administrator

Category: Networking & Security | **Vendor:** Microsoft

Duration: 40.00 hours (5 days) **32.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format:	Instructor Led - Online
Certification:	Microsoft 365 Certified: Administrator Expert
Related Exam:	MS-102

Course Overview

This course covers the following key elements of Microsoft 365 administration: Microsoft 365 tenant management, Microsoft 365 identity synchronization, and Microsoft 365 security and compliance. In Microsoft 365 tenant management, you learn how to configure your Microsoft 365 tenant, including your organizational profile, tenant subscription options, component services, user accounts and licenses, security groups, and administrative roles. You then transition to configuring Microsoft 365, with a primary focus on configuring Office client connectivity. Finally, you explore how to manage user-driven client installations of Microsoft 365 Apps for enterprise deployments. The course then transitions to an in-depth examination of Microsoft 365 identity synchronization, with a focus on Microsoft Entra Connect and Connect Cloud Sync. You learn how to plan for and implement each of these directory synchronization options, how to manage synchronized identities, and how to implement password management in Microsoft 365 using multifactor authentication and self-service password management. In Microsoft 365 security management, you 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 Microsoft Entra ID Protection. You then learn how to manage the Microsoft 365 security services, including Exchange Online Protection, Safe Attachments, and Safe Links. Finally, you are introduced to 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 have this understanding of Microsoft 365's security suite, you then 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 examine how to implement these compliance features by using data classification and sensitivity labels.

About This Course

This course covers the following key elements of Microsoft 365 administration: Microsoft 365 tenant management, Microsoft 365 identity synchronization, and Microsoft 365 security and compliance.

In Microsoft 365 tenant management, you learn how to configure your Microsoft 365 tenant, including your organizational profile, tenant subscription options, component services, user accounts and licenses, security groups, and administrative roles. You then transition to configuring Microsoft 365, with a primary focus on configuring Office client connectivity. Finally, you explore how to manage user-driven client installations of Microsoft 365 Apps for enterprise deployments.

The course then transitions to an in-depth examination of Microsoft 365 identity synchronization, with a focus on Microsoft Entra Connect and Connect Cloud Sync. You learn how to plan for and implement each of these directory synchronization options, how to manage synchronized identities, and how to implement password management in Microsoft 365 using multifactor authentication and self-service password management.

In Microsoft 365 security management, you 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 Microsoft Entra ID Protection. You then learn how to manage the Microsoft 365 security services, including Exchange Online Protection, Safe Attachments, and Safe Links. Finally, you are introduced to 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 have this understanding of Microsoft 365's security suite, you then 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 examine how to implement these compliance features by using data classification and sensitivity labels.

Who Should Attend

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.

Prerequisites & Entry Requirements

General Prerequisites:

- 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.

Learning Outcomes

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

Microsoft 365 Admin Course Objectives Configure your Microsoft 365 experienceManage users, contacts, and licenses in Microsoft 365Manage groups in Microsoft 365Add a custom domain in Microsoft 365Configure client connectivity to Microsoft 365Configure administrative roles in Microsoft 365Manage tenant health and services in Microsoft 365Deploy Microsoft 365 Apps for enterpriseAnalyze your Microsoft 365 workplace data using Microsoft Viva InsightsExplore identity synchronizationPrepare for identity synchronization to Microsoft 365Implement directory synchronization toolsManage synchronized identitiesManage secure user access in Microsoft 365Examine threat vectors and data breachesExplore the Zero Trust security modelExplore security solutions in Microsoft 365 DefenderExamine Microsoft Secure ScoreExamine Privileged Identity ManagementExamine Azure Identity ProtectionExamine Exchange Online ProtectionExamine Microsoft Defender for Office 365Manage Safe AttachmentsManage Safe LinksExplore threat intelligence in Microsoft 365 DefenderImplement app protection by using Microsoft Defender for Cloud AppsImplement endpoint protection by using Microsoft Defender for EndpointImplement threat protection by using Microsoft Defender for Office 365, Microsoft 365 Admin Course Objectives Configure your Microsoft 365 experienceManage users, contacts, and licenses in Microsoft 365Manage groups in Microsoft 365Add a custom domain in Microsoft 365Configure client connectivity to Microsoft 365Configure administrative roles in Microsoft 365Manage tenant health and services in Microsoft 365Deploy Microsoft 365 Apps for enterpriseAnalyze your Microsoft 365 workplace data using Microsoft Viva InsightsExplore identity synchronizationPrepare for identity synchronization to Microsoft 365Implement directory synchronization toolsManage synchronized identitiesManage secure user access in Microsoft 365Examine threat vectors and data breachesExplore the Zero Trust security modelExplore security solutions in Microsoft 365 DefenderExamine Microsoft Secure ScoreExamine Privileged Identity ManagementExamine Azure Identity ProtectionExamine Exchange Online ProtectionExamine Microsoft Defender for Office 365Manage Safe AttachmentsManage Safe LinksExplore threat intelligence in Microsoft 365 DefenderImplement app protection by using Microsoft Defender for Cloud AppsImplement endpoint protection by using Microsoft Defender for EndpointImplement threat protection by using Microsoft Defender for Office 365, Microsoft 365 Admin Course Objectives Configure your Microsoft 365 experienceManage users, contacts, and licenses in Microsoft 365Manage groups in Microsoft 365Add a custom domain in Microsoft 365Configure client connectivity to Microsoft 365Configure administrative roles in Microsoft 365Manage tenant health and services in Microsoft 365Deploy Microsoft 365 Apps for enterpriseAnalyze your Microsoft 365 workplace data using Microsoft Viva

InsightsExplore identity synchronizationPrepare for identity synchronization to Microsoft 365Implement directory synchronization toolsManage synchronized identitiesManage secure user access in Microsoft 365Examine threat vectors and data breachesExplore the Zero Trust security modelExplore security solutions in Microsoft 365 DefenderExamine Microsoft Secure ScoreExamine Privileged Identity ManagementExamine Azure Identity ProtectionExamine Exchange Online ProtectionExamine Microsoft Defender for Office 365Manage Safe AttachmentsManage Safe LinksExplore threat intelligence in Microsoft 365 DefenderImplement app protection by using Microsoft Defender for Cloud AppsImplement endpoint protection by using Microsoft Defender for EndpointImplement threat protection by using Microsoft Defender for Office 365, Microsoft 365 Admin Course Objectives Configure your Microsoft 365 experienceManage users, contacts, and licenses in Microsoft 365Manage groups in Microsoft 365Add a custom domain in Microsoft 365Configure client connectivity to Microsoft 365Configure administrative roles in Microsoft 365Manage tenant health and services in Microsoft 365Deploy Microsoft 365 Apps for enterpriseAnalyze your Microsoft 365 workplace data using Microsoft Viva InsightsExplore identity synchronizationPrepare for identity synchronization to Microsoft 365Implement directory synchronization toolsManage synchronized identitiesManage secure user access in Microsoft 365Examine threat vectors and data breachesExplore the Zero Trust security modelExplore security solutions in Microsoft 365 DefenderExamine Microsoft Secure ScoreExamine Privileged Identity ManagementExamine Azure Identity ProtectionExamine Exchange Online ProtectionExamine Microsoft Defender for Office 365Manage Safe AttachmentsManage Safe LinksExplore threat intelligence in Microsoft 365 DefenderImplement app protection by using Microsoft Defender for Cloud AppsImplement endpoint protection by using Microsoft Defender for EndpointImplement threat protection by using Microsoft Defender for Office 365, Microsoft 365 Admin Course Objectives Configure your Microsoft 365 experienceManage users, contacts, and licenses in Microsoft 365Manage groups in Microsoft 365Add a custom domain in Microsoft 365Configure client connectivity to Microsoft 365Configure administrative roles in Microsoft 365Manage tenant health and services in Microsoft 365Deploy Microsoft 365 Apps for enterpriseAnalyze your Microsoft 365 workplace data using Microsoft Viva InsightsExplore identity synchronizationPrepare for identity synchronization to Microsoft 365Implement directory synchronization toolsManage synchronized identitiesManage secure user access in Microsoft 365Examine threat vectors and data breachesExplore the Zero Trust security modelExplore security solutions in Microsoft 365 DefenderExamine Microsoft Secure ScoreExamine Privileged Identity ManagementExamine Azure Identity ProtectionExamine Exchange Online ProtectionExamine Microsoft Defender for Office 365Manage Safe AttachmentsManage Safe LinksExplore threat intelligence in Microsoft 365 DefenderImplement app protection by using Microsoft Defender for Cloud AppsImplement endpoint protection by using Microsoft Defender for EndpointImplement threat protection by using Microsoft Defender for Office 365, Microsoft 365 Admin

Course Objectives Configure your Microsoft 365 experienceManage users, contacts, and licenses in Microsoft 365Manage groups in Microsoft 365Add a custom domain in Microsoft 365Configure client connectivity to Microsoft 365Configure administrative roles in Microsoft 365Manage tenant health and services in Microsoft 365Deploy Microsoft 365 Apps for enterpriseAnalyze your Microsoft 365 workplace data using Microsoft Viva InsightsExplore identity synchronizationPrepare for identity synchronization to Microsoft 365Implement directory synchronization toolsManage synchronized identitiesManage secure user access in Microsoft 365Examine threat vectors and data breachesExplore the Zero Trust security modelExplore security solutions in Microsoft 365 DefenderExamine Microsoft Secure ScoreExamine Privileged Identity ManagementExamine Azure Identity ProtectionExamine Exchange Online ProtectionExamine Microsoft Defender for Office 365Manage Safe AttachmentsManage Safe LinksExplore threat intelligence in Microsoft 365 DefenderImplement app protection by using Microsoft Defender for Cloud AppsImplement endpoint protection by using Microsoft Defender for EndpointImplement threat protection by using Microsoft Defender for Office 365, Microsoft 365 Admin Course Objectives Configure your Microsoft 365 experienceManage users, contacts, and licenses in Microsoft 365Manage groups in Microsoft 365Add a custom domain in Microsoft 365Configure client connectivity to Microsoft 365Configure administrative roles in Microsoft 365Manage tenant health and services in Microsoft 365Deploy Microsoft 365 Apps for enterpriseAnalyze your Microsoft 365 workplace data using Microsoft Viva InsightsExplore identity synchronizationPrepare for identity synchronization to Microsoft 365Implement directory synchronization toolsManage synchronized identitiesManage secure user access in Microsoft 365Examine threat vectors and data breachesExplore the Zero Trust security modelExplore security solutions in Microsoft 365 DefenderExamine Microsoft Secure ScoreExamine Privileged Identity ManagementExamine Azure Identity ProtectionExamine Exchange Online ProtectionExamine Microsoft Defender for Office 365Manage Safe AttachmentsManage Safe LinksExplore threat intelligence in Microsoft 365 DefenderImplement app protection by using Microsoft Defender for Cloud AppsImplement endpoint protection by using Microsoft Defender for EndpointImplement threat protection by using Microsoft Defender for Office 365, Microsoft 365 Admin Course Objectives Configure your Microsoft 365 experienceManage users, contacts, and licenses in Microsoft 365Manage groups in Microsoft 365Add a custom domain in Microsoft 365Configure client connectivity to Microsoft 365Configure administrative roles in Microsoft 365Manage tenant health and services in Microsoft 365Deploy Microsoft 365 Apps for enterpriseAnalyze your Microsoft 365 workplace data using Microsoft Viva InsightsExplore identity synchronizationPrepare for identity synchronization to Microsoft 365Implement directory synchronization toolsManage synchronized identitiesManage secure user access in Microsoft 365Examine threat vectors and data breachesExplore the Zero Trust security modelExplore security solutions in Microsoft 365 DefenderExamine Microsoft Secure ScoreExamine Privileged Identity ManagementExamine Azure

Identity ProtectionExamine Exchange Online ProtectionExamine Microsoft Defender for Office 365Manage Safe AttachmentsManage Safe LinksExplore threat intelligence in Microsoft 365 DefenderImplement app protection by using Microsoft Defender for Cloud AppsImplement endpoint protection by using Microsoft Defender for EndpointImplement threat protection by using Microsoft Defender for Office 365, Microsoft 365 Admin Course Objectives Configure your Microsoft 365 experienceManage users, contacts, and licenses in Microsoft 365Manage groups in Microsoft 365Add a custom domain in Microsoft 365Configure client connectivity to Microsoft 365Configure administrative roles in Microsoft 365Manage tenant health and services in Microsoft 365Deploy Microsoft 365 Apps for enterpriseAnalyze your Microsoft 365 workplace data using Microsoft Viva InsightsExplore identity synchronizationPrepare for identity synchronization to Microsoft 365Implement directory synchronization toolsManage synchronized identitiesManage secure user access in Microsoft 365Examine threat vectors and data breachesExplore the Zero Trust security modelExplore security solutions in Microsoft 365 DefenderExamine Microsoft Secure ScoreExamine Privileged Identity ManagementExamine Azure Identity ProtectionExamine Exchange Online ProtectionExamine Microsoft Defender for Office 365Manage Safe AttachmentsManage Safe LinksExplore threat intelligence in Microsoft 365 DefenderImplement app protection by using Microsoft Defender for Cloud AppsImplement endpoint protection by using Microsoft Defender for EndpointImplement threat protection by using Microsoft Defender for Office 365, Microsoft 365 Admin Course Objectives Configure your Microsoft 365 experienceManage users, contacts, and licenses in Microsoft 365Manage groups in Microsoft 365Add a custom domain in Microsoft 365Configure client connectivity to Microsoft 365Configure administrative roles in Microsoft 365Manage tenant health and services in Microsoft 365Deploy Microsoft 365 Apps for enterpriseAnalyze your Microsoft 365 workplace data using Microsoft Viva InsightsExplore identity synchronizationPrepare for identity synchronization to Microsoft 365Implement directory synchronization toolsManage synchronized identitiesManage secure user access in Microsoft 365Examine threat vectors and data breachesExplore the Zero Trust security modelExplore security solutions in Microsoft 365 DefenderExamine Microsoft Secure ScoreExamine Privileged Identity ManagementExamine Azure Identity ProtectionExamine Exchange Online ProtectionExamine Microsoft Defender for Office 365Manage Safe AttachmentsManage Safe LinksExplore threat intelligence in Microsoft 365 DefenderImplement app protection by using Microsoft Defender for Cloud AppsImplement endpoint protection by using Microsoft Defender for EndpointImplement threat protection by using Microsoft Defender for Office 365, Microsoft 365 Admin Course Objectives Configure your Microsoft 365 experienceManage users, contacts, and licenses in Microsoft 365Manage groups in Microsoft 365Add a custom domain in Microsoft 365Configure client connectivity to Microsoft 365Configure administrative roles in Microsoft 365Manage tenant health and services in Microsoft 365Deploy Microsoft 365 Apps for enterpriseAnalyze your Microsoft 365 workplace data using Microsoft Viva

InsightsExplore identity synchronizationPrepare for identity synchronization to Microsoft 365Implement directory synchronization toolsManage synchronized identitiesManage secure user access in Microsoft 365Examine threat vectors and data breachesExplore the Zero Trust security modelExplore security solutions in Microsoft 365 DefenderExamine Microsoft Secure ScoreExamine Privileged Identity ManagementExamine Azure Identity ProtectionExamine Exchange Online ProtectionExamine Microsoft Defender for Office 365Manage Safe AttachmentsManage Safe LinksExplore threat intelligence in Microsoft 365 DefenderImplement app protection by using Microsoft Defender for Cloud AppsImplement endpoint protection by using Microsoft Defender for EndpointImplement threat protection by using Microsoft Defender for Office 365, Microsoft 365 Admin Course Objectives Configure your Microsoft 365 experienceManage users, contacts, and licenses in Microsoft 365Manage groups in Microsoft 365Add a custom domain in Microsoft 365Configure client connectivity to Microsoft 365Configure administrative roles in Microsoft 365Manage tenant health and services in Microsoft 365Deploy Microsoft 365 Apps for enterpriseAnalyze your Microsoft 365 workplace data using Microsoft Viva InsightsExplore identity synchronizationPrepare for identity synchronization to Microsoft 365Implement directory synchronization toolsManage synchronized identitiesManage secure user access in Microsoft 365Examine threat vectors and data breachesExplore the Zero Trust security modelExplore security solutions in Microsoft 365 DefenderExamine Microsoft Secure ScoreExamine Privileged Identity ManagementExamine Azure Identity ProtectionExamine Exchange Online ProtectionExamine Microsoft Defender for Office 365Manage Safe AttachmentsManage Safe LinksExplore threat intelligence in Microsoft 365 DefenderImplement app protection by using Microsoft Defender for Cloud AppsImplement endpoint protection by using Microsoft Defender for EndpointImplement threat protection by using Microsoft Defender for Office 365, Microsoft 365 Admin Course Objectives Configure your Microsoft 365 experienceManage users, contacts, and licenses in Microsoft 365Manage groups in Microsoft 365Add a custom domain in Microsoft 365Configure client connectivity to Microsoft 365Configure administrative roles in Microsoft 365Manage tenant health and services in Microsoft 365Deploy Microsoft 365 Apps for enterpriseAnalyze your Microsoft 365 workplace data using Microsoft Viva InsightsExplore identity synchronizationPrepare for identity synchronization to Microsoft 365Implement directory synchronization toolsManage synchronized identitiesManage secure user access in Microsoft 365Examine threat vectors and data breachesExplore the Zero Trust security modelExplore security solutions in Microsoft 365 DefenderExamine Microsoft Secure ScoreExamine Privileged Identity ManagementExamine Azure Identity ProtectionExamine Exchange Online ProtectionExamine Microsoft Defender for Office 365Manage Safe AttachmentsManage Safe LinksExplore threat intelligence in Microsoft 365 DefenderImplement app protection by using Microsoft Defender for Cloud AppsImplement endpoint protection by using Microsoft Defender for EndpointImplement threat protection by using Microsoft Defender for Office 365, Microsoft 365 Admin

Course Objectives Configure your Microsoft 365 experienceManage users, contacts, and licenses in Microsoft 365Manage groups in Microsoft 365Add a custom domain in Microsoft 365Configure client connectivity to Microsoft 365Configure administrative roles in Microsoft 365Manage tenant health and services in Microsoft 365Deploy Microsoft 365 Apps for enterpriseAnalyze your Microsoft 365 workplace data using Microsoft Viva InsightsExplore identity synchronizationPrepare for identity synchronization to Microsoft 365Implement directory synchronization toolsManage synchronized identitiesManage secure user access in Microsoft 365Examine threat vectors and data breachesExplore the Zero Trust security modelExplore security solutions in Microsoft 365 DefenderExamine Microsoft Secure ScoreExamine Privileged Identity ManagementExamine Azure Identity ProtectionExamine Exchange Online ProtectionExamine Microsoft Defender for Office 365Manage Safe AttachmentsManage Safe LinksExplore threat intelligence in Microsoft 365 DefenderImplement app protection by using Microsoft Defender for Cloud AppsImplement endpoint protection by using Microsoft Defender for EndpointImplement threat protection by using Microsoft Defender for Office 365, Microsoft 365 Admin Course Objectives Configure your Microsoft 365 experienceManage users, contacts, and licenses in Microsoft 365Manage groups in Microsoft 365Add a custom domain in Microsoft 365Configure client connectivity to Microsoft 365Configure administrative roles in Microsoft 365Manage tenant health and services in Microsoft 365Deploy Microsoft 365 Apps for enterpriseAnalyze your Microsoft 365 workplace data using Microsoft Viva InsightsExplore identity synchronizationPrepare for identity synchronization to Microsoft 365Implement directory synchronization toolsManage synchronized identitiesManage secure user access in Microsoft 365Examine threat vectors and data breachesExplore the Zero Trust security modelExplore security solutions in Microsoft 365 DefenderExamine Microsoft Secure ScoreExamine Privileged Identity ManagementExamine Azure Identity ProtectionExamine Exchange Online ProtectionExamine Microsoft Defender for Office 365Manage Safe AttachmentsManage Safe LinksExplore threat intelligence in Microsoft 365 DefenderImplement app protection by using Microsoft Defender for Cloud AppsImplement endpoint protection by using Microsoft Defender for EndpointImplement threat protection by using Microsoft Defender for Office 365, Microsoft 365 Admin Course Objectives Configure your Microsoft 365 experienceManage users, contacts, and licenses in Microsoft 365Manage groups in Microsoft 365Add a custom domain in Microsoft 365Configure client connectivity to Microsoft 365Configure administrative roles in Microsoft 365Manage tenant health and services in Microsoft 365Deploy Microsoft 365 Apps for enterpriseAnalyze your Microsoft 365 workplace data using Microsoft Viva InsightsExplore identity synchronizationPrepare for identity synchronization to Microsoft 365Implement directory synchronization toolsManage synchronized identitiesManage secure user access in Microsoft 365Examine threat vectors and data breachesExplore the Zero Trust security modelExplore security solutions in Microsoft 365 DefenderExamine Microsoft Secure ScoreExamine Privileged Identity ManagementExamine Azure

Identity ProtectionExamine Exchange Online ProtectionExamine Microsoft Defender for Office 365Manage Safe AttachmentsManage Safe LinksExplore threat intelligence in Microsoft 365 DefenderImplement app protection by using Microsoft Defender for Cloud AppsImplement endpoint protection by using Microsoft Defender for EndpointImplement threat protection by using Microsoft Defender for Office 365, Microsoft 365 Admin Course Objectives Configure your Microsoft 365 experienceManage users, contacts, and licenses in Microsoft 365Manage groups in Microsoft 365Add a custom domain in Microsoft 365Configure client connectivity to Microsoft 365Configure administrative roles in Microsoft 365Manage tenant health and services in Microsoft 365Deploy Microsoft 365 Apps for enterpriseAnalyze your Microsoft 365 workplace data using Microsoft Viva InsightsExplore identity synchronizationPrepare for identity synchronization to Microsoft 365Implement directory synchronization toolsManage synchronized identitiesManage secure user access in Microsoft 365Examine threat vectors and data breachesExplore the Zero Trust security modelExplore security solutions in Microsoft 365 DefenderExamine Microsoft Secure ScoreExamine Privileged Identity ManagementExamine Azure Identity ProtectionExamine Exchange Online ProtectionExamine Microsoft Defender for Office 365Manage Safe AttachmentsManage Safe LinksExplore threat intelligence in Microsoft 365 DefenderImplement app protection by using Microsoft Defender for Cloud AppsImplement endpoint protection by using Microsoft Defender for EndpointImplement threat protection by using Microsoft Defender for Office 365, Microsoft 365 Admin Course Objectives Configure your Microsoft 365 experienceManage users, contacts, and licenses in Microsoft 365Manage groups in Microsoft 365Add a custom domain in Microsoft 365Configure client connectivity to Microsoft 365Configure administrative roles in Microsoft 365Manage tenant health and services in Microsoft 365Deploy Microsoft 365 Apps for enterpriseAnalyze your Microsoft 365 workplace data using Microsoft Viva InsightsExplore identity synchronizationPrepare for identity synchronization to Microsoft 365Implement directory synchronization toolsManage synchronized identitiesManage secure user access in Microsoft 365Examine threat vectors and data breachesExplore the Zero Trust security modelExplore security solutions in Microsoft 365 DefenderExamine Microsoft Secure ScoreExamine Privileged Identity ManagementExamine Azure Identity ProtectionExamine Exchange Online ProtectionExamine Microsoft Defender for Office 365Manage Safe AttachmentsManage Safe LinksExplore threat intelligence in Microsoft 365 DefenderImplement app protection by using Microsoft Defender for Cloud AppsImplement endpoint protection by using Microsoft Defender for EndpointImplement threat protection by using Microsoft Defender for Office 365, Microsoft 365 Admin Course Objectives Configure your Microsoft 365 experienceManage users, contacts, and licenses in Microsoft 365Manage groups in Microsoft 365Add a custom domain in Microsoft 365Configure client connectivity to Microsoft 365Configure administrative roles in Microsoft 365Manage tenant health and services in Microsoft 365Deploy Microsoft 365 Apps for enterpriseAnalyze your Microsoft 365 workplace data using Microsoft Viva

InsightsExplore identity synchronizationPrepare for identity synchronization to Microsoft 365Implement directory synchronization toolsManage synchronized identitiesManage secure user access in Microsoft 365Examine threat vectors and data breachesExplore the Zero Trust security modelExplore security solutions in Microsoft 365 DefenderExamine Microsoft Secure ScoreExamine Privileged Identity ManagementExamine Azure Identity ProtectionExamine Exchange Online ProtectionExamine Microsoft Defender for Office 365Manage Safe AttachmentsManage Safe LinksExplore threat intelligence in Microsoft 365 DefenderImplement app protection by using Microsoft Defender for Cloud AppsImplement endpoint protection by using Microsoft Defender for EndpointImplement threat protection by using Microsoft Defender for Office 365, Microsoft 365 Admin Course Objectives Configure your Microsoft 365 experienceManage users, contacts, and licenses in Microsoft 365Manage groups in Microsoft 365Add a custom domain in Microsoft 365Configure client connectivity to Microsoft 365Configure administrative roles in Microsoft 365Manage tenant health and services in Microsoft 365Deploy Microsoft 365 Apps for enterpriseAnalyze your Microsoft 365 workplace data using Microsoft Viva InsightsExplore identity synchronizationPrepare for identity synchronization to Microsoft 365Implement directory synchronization toolsManage synchronized identitiesManage secure user access in Microsoft 365Examine threat vectors and data breachesExplore the Zero Trust security modelExplore security solutions in Microsoft 365 DefenderExamine Microsoft Secure ScoreExamine Privileged Identity ManagementExamine Azure Identity ProtectionExamine Exchange Online ProtectionExamine Microsoft Defender for Office 365Manage Safe AttachmentsManage Safe LinksExplore threat intelligence in Microsoft 365 DefenderImplement app protection by using Microsoft Defender for Cloud AppsImplement endpoint protection by using Microsoft Defender for EndpointImplement threat protection by using Microsoft Defender for Office 365, Microsoft 365 Admin Course Objectives Configure your Microsoft 365 experienceManage users, contacts, and licenses in Microsoft 365Manage groups in Microsoft 365Add a custom domain in Microsoft 365Configure client connectivity to Microsoft 365Configure administrative roles in Microsoft 365Manage tenant health and services in Microsoft 365Deploy Microsoft 365 Apps for enterpriseAnalyze your Microsoft 365 workplace data using Microsoft Viva InsightsExplore identity synchronizationPrepare for identity synchronization to Microsoft 365Implement directory synchronization toolsManage synchronized identitiesManage secure user access in Microsoft 365Examine threat vectors and data breachesExplore the Zero Trust security modelExplore security solutions in Microsoft 365 DefenderExamine Microsoft Secure ScoreExamine Privileged Identity ManagementExamine Azure Identity ProtectionExamine Exchange Online ProtectionExamine Microsoft Defender for Office 365Manage Safe AttachmentsManage Safe LinksExplore threat intelligence in Microsoft 365 DefenderImplement app protection by using Microsoft Defender for Cloud AppsImplement endpoint protection by using Microsoft Defender for EndpointImplement threat protection by using Microsoft Defender for Office 365, Microsoft 365 Admin

Course Objectives Configure your Microsoft 365 experienceManage users, contacts, and licenses in Microsoft 365Manage groups in Microsoft 365Add a custom domain in Microsoft 365Configure client connectivity to Microsoft 365Configure administrative roles in Microsoft 365Manage tenant health and services in Microsoft 365Deploy Microsoft 365 Apps for enterpriseAnalyze your Microsoft 365 workplace data using Microsoft Viva InsightsExplore identity synchronizationPrepare for identity synchronization to Microsoft 365Implement directory synchronization toolsManage synchronized identitiesManage secure user access in Microsoft 365Examine threat vectors and data breachesExplore the Zero Trust security modelExplore security solutions in Microsoft 365 DefenderExamine Microsoft Secure ScoreExamine Privileged Identity ManagementExamine Azure Identity ProtectionExamine Exchange Online ProtectionExamine Microsoft Defender for Office 365Manage Safe AttachmentsManage Safe LinksExplore threat intelligence in Microsoft 365 DefenderImplement app protection by using Microsoft Defender for Cloud AppsImplement endpoint protection by using Microsoft Defender for EndpointImplement threat protection by using Microsoft Defender for Office 365, Microsoft 365 Admin Course Objectives Configure your Microsoft 365 experienceManage users, contacts, and licenses in Microsoft 365Manage groups in Microsoft 365Add a custom domain in Microsoft 365Configure client connectivity to Microsoft 365Configure administrative roles in Microsoft 365Manage tenant health and services in Microsoft 365Deploy Microsoft 365 Apps for enterpriseAnalyze your Microsoft 365 workplace data using Microsoft Viva InsightsExplore identity synchronizationPrepare for identity synchronization to Microsoft 365Implement directory synchronization toolsManage synchronized identitiesManage secure user access in Microsoft 365Examine threat vectors and data breachesExplore the Zero Trust security modelExplore security solutions in Microsoft 365 DefenderExamine Microsoft Secure ScoreExamine Privileged Identity ManagementExamine Azure Identity ProtectionExamine Exchange Online ProtectionExamine Microsoft Defender for Office 365Manage Safe AttachmentsManage Safe LinksExplore threat intelligence in Microsoft 365 DefenderImplement app protection by using Microsoft Defender for Cloud AppsImplement endpoint protection by using Microsoft Defender for EndpointImplement threat protection by using Microsoft Defender for Office 365, Microsoft 365 Admin Course Objectives Configure your Microsoft 365 experienceManage users, contacts, and licenses in Microsoft 365Manage groups in Microsoft 365Add a custom domain in Microsoft 365Configure client connectivity to Microsoft 365Configure administrative roles in Microsoft 365Manage tenant health and services in Microsoft 365Deploy Microsoft 365 Apps for enterpriseAnalyze your Microsoft 365 workplace data using Microsoft Viva InsightsExplore identity synchronizationPrepare for identity synchronization to Microsoft 365Implement directory synchronization toolsManage synchronized identitiesManage secure user access in Microsoft 365Examine threat vectors and data breachesExplore the Zero Trust security modelExplore security solutions in Microsoft 365 DefenderExamine Microsoft Secure ScoreExamine Privileged Identity ManagementExamine Azure

Identity ProtectionExamine Exchange Online ProtectionExamine Microsoft Defender for Office 365Manage Safe AttachmentsManage Safe LinksExplore threat intelligence in Microsoft 365 DefenderImplement app protection by using Microsoft Defender for Cloud AppsImplement endpoint protection by using Microsoft Defender for EndpointImplement threat protection by using Microsoft Defender for Office 365, Microsoft 365 Admin Course Objectives Configure your Microsoft 365 experienceManage users, contacts, and licenses in Microsoft 365Manage groups in Microsoft 365Add a custom domain in Microsoft 365Configure client connectivity to Microsoft 365Configure administrative roles in Microsoft 365Manage tenant health and services in Microsoft 365Deploy Microsoft 365 Apps for enterpriseAnalyze your Microsoft 365 workplace data using Microsoft Viva InsightsExplore identity synchronizationPrepare for identity synchronization to Microsoft 365Implement directory synchronization toolsManage synchronized identitiesManage secure user access in Microsoft 365Examine threat vectors and data breachesExplore the Zero Trust security modelExplore security solutions in Microsoft 365 DefenderExamine Microsoft Secure ScoreExamine Privileged Identity ManagementExamine Azure Identity ProtectionExamine Exchange Online ProtectionExamine Microsoft Defender for Office 365Manage Safe AttachmentsManage Safe LinksExplore threat intelligence in Microsoft 365 DefenderImplement app protection by using Microsoft Defender for Cloud AppsImplement endpoint protection by using Microsoft Defender for EndpointImplement threat protection by using Microsoft Defender for Office 365, Microsoft 365 Admin Course Objectives Configure your Microsoft 365 experienceManage users, contacts, and licenses in Microsoft 365Manage groups in Microsoft 365Add a custom domain in Microsoft 365Configure client connectivity to Microsoft 365Configure administrative roles in Microsoft 365Manage tenant health and services in Microsoft 365Deploy Microsoft 365 Apps for enterpriseAnalyze your Microsoft 365 workplace data using Microsoft Viva InsightsExplore identity synchronizationPrepare for identity synchronization to Microsoft 365Implement directory synchronization toolsManage synchronized identitiesManage secure user access in Microsoft 365Examine threat vectors and data breachesExplore the Zero Trust security modelExplore security solutions in Microsoft 365 DefenderExamine Microsoft Secure ScoreExamine Privileged Identity ManagementExamine Azure Identity ProtectionExamine Exchange Online ProtectionExamine Microsoft Defender for Office 365Manage Safe AttachmentsManage Safe LinksExplore threat intelligence in Microsoft 365 DefenderImplement app protection by using Microsoft Defender for Cloud AppsImplement endpoint protection by using Microsoft Defender for EndpointImplement threat protection by using Microsoft Defender for Office 365, Microsoft 365 Admin Course Objectives Configure your Microsoft 365 experienceManage users, contacts, and licenses in Microsoft 365Manag

Detailed Course Outline

1 - Configure your Microsoft 365 experience

- Explore your Microsoft 365 cloud environment
- Configure your Microsoft 365 organizational profile
- Manage your tenant subscriptions in Microsoft 365
- Integrate Microsoft 365 with customer engagement apps
- Complete your tenant configuration in Microsoft 365

2 - Manage users, licenses, and mail contacts in Microsoft 365

- Determine the user identity model for your organization
- Create user accounts in Microsoft 365
- Manage user account settings in Microsoft 365
- Manage user licenses in Microsoft 365
- Recover deleted user accounts in Microsoft 365
- Perform bulk user maintenance in Microsoft Entra ID
- Create and manage guest users
- Create and manage mail contacts

3 - Manage groups in Microsoft 365

- Examine groups in Microsoft 365
- Create and manage groups in Microsoft 365
- Create dynamic groups using Azure rule builder
- Create a Microsoft 365 group naming policy
- Create groups in Exchange Online and SharePoint Online

4 - Add a custom domain in Microsoft 365

- Plan a custom domain for your Microsoft 365 deployment
- Plan the DNS zones for a custom domain
- Plan the DNS record requirements for a custom domain
- Create a custom domain in Microsoft 365

5 - Configure client connectivity to Microsoft 365

- Examine how automatic client configuration works
- Explore the DNS records required for client configuration
- Configure Outlook clients
- Troubleshoot client connectivity

6 - Configure administrative roles in Microsoft 365

- Explore the Microsoft 365 permission model
- Explore the Microsoft 365 admin roles
- Assign admin roles to users in Microsoft 365
- Delegate admin roles to partners
- Manage permissions using administrative units in Microsoft Entra ID
- Elevate privileges using Microsoft Entra Privileged Identity Management
- Examine best practices when configuring administrative roles

7 - Manage tenant health and services in Microsoft 365

- Monitor the health of your Microsoft 365 services
- Monitor tenant health using Microsoft 365 Adoption Score
- Monitor tenant health using Microsoft 365 usage analytics
- Develop an incident response plan
- Request assistance from Microsoft

8 - Deploy Microsoft 365 Apps for enterprise

- Explore Microsoft 365 Apps for enterprise functionality
- Explore your app compatibility by using the Readiness Toolkit
- Complete a self-service installation of Microsoft 365 Apps for enterprise
- Deploy Microsoft 365 Apps for enterprise with Microsoft Configuration Manager
- Deploy Microsoft 365 Apps for enterprise from the cloud
- Deploy Microsoft 365 Apps for enterprise from a local source
- Manage updates to Microsoft 365 Apps for enterprise
- Explore the update channels for Microsoft 365 Apps for enterprise
- Manage your cloud apps using the Microsoft 365 Apps admin center

9 - Analyze your Microsoft 365 workplace data using Microsoft Viva Insights

- Examine the analytical features of Microsoft Viva Insights
- Explore Personal insights
- Explore Team insights
- Explore Organization insights
- Explore Advanced insights

10 - Explore identity synchronization

- Examine identity models for Microsoft 365
- Examine authentication options for the hybrid identity model
- Explore directory synchronization

11 - Prepare for identity synchronization to Microsoft 365

- Plan your Microsoft Entra deployment
- Prepare for directory synchronization
- Choose your directory synchronization tool
- Plan for directory synchronization using Microsoft Entra Connect
- Plan for directory synchronization using Microsoft Entra Connect cloud sync

12 - Implement directory synchronization tools

- Configure Microsoft Entra Connect prerequisites
- Configure Microsoft Entra Connect
- Monitor synchronization services using Microsoft Entra Connect Health
- Configure Microsoft Entra Connect cloud sync prerequisites
- Configure Microsoft Entra Connect cloud sync

13 - Manage synchronized identities

- Manage users with directory synchronization
- Manage groups with directory synchronization
- Use Microsoft Entra Connect Sync Security Groups to help maintain directory synchronization
- Configure object filters for directory synchronization
- Explore Microsoft Identity Manager
- Troubleshoot directory synchronization

14 - Manage secure user access in Microsoft 365

- Manage user passwords
- Enable pass-through authentication
- Enable multifactor authentication
- Enable passwordless sign-in with Microsoft Authenticator
- Explore self-service password management
- Explore Windows Hello for Business
- Implement Microsoft Entra Smart Lockout
- Implement conditional access policies
- Explore Security Defaults in Microsoft Entra ID
- Investigate authentication issues using sign-in logs

15 - Examine threat vectors and data breaches

- Explore today's work and threat landscape
- Examine how phishing retrieves sensitive information
- Examine how spoofing deceives users and compromises data security
- Compare spam and malware
- Examine account breaches
- Examine elevation of privilege attacks
- Examine how data exfiltration moves data out of your tenant
- Examine how attackers delete data from your tenant
- Examine how data spillage exposes data outside your tenant
- Examine other types of attacks

16 - Explore the Zero Trust security model

- Examine the principles and components of the Zero Trust model
- Plan for a Zero Trust security model in your organization
- Examine Microsoft's strategy for Zero Trust networking
- Adopt a Zero Trust approach

17 - Explore security solutions in Microsoft 365 Defender

- Enhance your email security using Exchange Online Protection and Microsoft Defender for Office 365
- Protect your organization's identities using Microsoft Defender for Identity
- Protect your enterprise network against advanced threats using Microsoft Defender for Endpoint
- Protect against cyber attacks using Microsoft 365 Threat Intelligence
- Provide insight into suspicious activity using Microsoft Cloud App Security
- Review the security reports in Microsoft 365 Defender

18 - Examine Microsoft Secure Score

- Explore Microsoft Secure Score
- Assess your security posture with Microsoft Secure Score
- Improve your secure score
- Track your Microsoft Secure Score history and meet your goals

19 - Examine Privileged Identity Management

- Explore Privileged Identity Management in Microsoft Entra ID
- Configure Privileged Identity Management
- Audit Privileged Identity Management
- Control privileged admin tasks using Privileged Access Management

20 - Examine Azure Identity Protection

- Explore Azure Identity Protection
- Enable the default protection policies in Azure Identity Protection
- Explore the vulnerabilities and risk events detected by Azure Identity Protection
- Plan your identity investigation

21 - Examine Exchange Online Protection

- Examine the anti-malware pipeline
- Detect messages with spam or malware using Zero-hour auto purge
- Explore anti-spoofing protection provided by Exchange Online Protection
- Explore other anti-spoofing protection
- Examine outbound spam filtering

22 - Examine Microsoft Defender for Office 365

- Climb the security ladder from EOP to Microsoft Defender for Office 365
- Expand EOP protections by using Safe Attachments and Safe Links
- Manage spoofed intelligence
- Configure outbound spam filtering policies
- Unblock users from sending email

23 - Manage Safe Attachments

- Protect users from malicious attachments by using Safe Attachments
- Create Safe Attachment policies using Microsoft Defender for Office 365
- Create Safe Attachments policies using PowerShell
- Modify an existing Safe Attachments policy
- Create a transport rule to bypass a Safe Attachments policy
- Examine the end-user experience with Safe Attachments

24 - Manage Safe Links

- Protect users from malicious URLs by using Safe Links
- Create Safe Links policies using Microsoft 365 Defender
- Create Safe Links policies using PowerShell
- Modify an existing Safe Links policy
- Create a transport rule to bypass a Safe Links policy
- Examine the end-user experience with Safe Links

25 - Explore threat intelligence in Microsoft 365 Defender

- Explore Microsoft Intelligent Security Graph
- Explore alert policies in Microsoft 365
- Run automated investigations and responses
- Explore threat hunting with Microsoft Threat Protection
- Explore advanced threat hunting in Microsoft 365 Defender
- Explore threat analytics in Microsoft 365
- Identify threat issues using Microsoft Defender reports

26 - Implement app protection by using Microsoft Defender for Cloud Apps

- Explore Microsoft Defender Cloud Apps
- Deploy Microsoft Defender for Cloud Apps
- Configure file policies in Microsoft Defender for Cloud Apps
- Manage and respond to alerts in Microsoft Defender for Cloud Apps
- Configure Cloud Discovery in Microsoft Defender for Cloud Apps
- Troubleshoot Cloud Discovery in Microsoft Defender for Cloud Apps

27 - Implement endpoint protection by using Microsoft Defender for Endpoint

- Explore Microsoft Defender for Endpoint
- Configure Microsoft Defender for Endpoint in Microsoft Intune
- Onboard devices in Microsoft Defender for Endpoint
- Manage endpoint vulnerabilities with Microsoft Defender Vulnerability Management
- Manage device discovery and vulnerability assessment
- Reduce your threat and vulnerability exposure

28 - Implement threat protection by using Microsoft Defender for Office 365

- Explore the Microsoft Defender for Office 365 protection stack
- Investigate security attacks by using Threat Explorer
- Identify cybersecurity issues by using Threat Trackers
- Prepare for attacks with Attack simulation training

29 - Examine data governance solutions in Microsoft Purview

- Explore data governance and compliance in Microsoft Purview
- Protect sensitive data with Microsoft Purview Information Protection
- Govern organizational data using Microsoft Purview Data Lifecycle Management
- Minimize internal risks with Microsoft Purview Insider Risk Management
- Explore Microsoft Purview eDiscovery solutions

30 - Explore archiving and records management in Microsoft 365

- Explore archive mailboxes in Microsoft 365
- Enable archive mailboxes in Microsoft 365
- Explore Microsoft Purview Records Management
- Implement Microsoft Purview Records Management
- Restore deleted data in Exchange Online
- Restore deleted data in SharePoint Online

31 - Explore retention in Microsoft 365

- Explore retention by using retention policies and retention labels
- Compare capabilities in retention policies and retention labels
- Define the scope of a retention policy
- Examine the principles of retention
- Implement retention using retention policies, retention labels, and eDiscovery holds
- Restrict retention changes by using Preservation Lock

32 - Explore Microsoft Purview Message Encryption

- Examine Microsoft Purview Message Encryption
- Configure Microsoft Purview Message Encryption
- Define mail flow rules to encrypt email messages
- Add organizational branding to encrypted email messages
- Explore Microsoft Purview Advanced Message Encryption

33 - Explore compliance in Microsoft 365

- Plan for security and compliance in Microsoft 365
- Plan your beginning compliance tasks in Microsoft Purview
- Manage your compliance requirements with Compliance Manager
- Examine the Compliance Manager dashboard
- Analyze the Microsoft Compliance score

34 - Implement Microsoft Purview Insider Risk Management

- Explore insider risk management
- Plan for insider risk management
- Explore insider risk management policies
- Create insider risk management policies
- Investigate insider risk management activities and alerts
- Explore insider risk management cases

35 - Implement Microsoft Purview Information Barriers

- Explore Microsoft Purview Information Barriers
- Configure information barriers in Microsoft Purview
- Examine information barriers in Microsoft Teams
- Examine information barriers in OneDrive
- Examine information barriers in SharePoint

36 - Explore Microsoft Purview Data Loss Prevention

- Examine Data Loss Prevention
- Explore Endpoint data loss prevention
- Examine DLP policies
- View DLP policy results
- Explore DLP reports

37 - Implement Microsoft Purview Data Loss Prevention

- Plan to implement Microsoft Purview Data Loss Protection
- Implement Microsoft Purview's default DLP policies
- Design a custom DLP policy
- Create a custom DLP policy from a template
- Configure email notifications for DLP policies
- Configure policy tips for DLP policies

38 - Implement data classification of sensitive information

- Explore data classification
- Implement data classification in Microsoft 365
- Explore trainable classifiers
- Create and retrain a trainable classifier
- View sensitive data using Content explorer and Activity explorer
- Detect sensitive information documents using Document Fingerprinting

39 - Explore sensitivity labels

- Manage data protection using sensitivity labels
- Explore what sensitivity labels can do
- Determine a sensitivity label's scope
- Apply sensitivity labels automatically
- Explore sensitivity label policies

40 - Implement sensitivity labels

- Plan your deployment strategy for sensitivity labels
- Examine the requirements to create a sensitivity label
- Create sensitivity labels
- Publish sensitivity labels
- Remove and delete sensitivity labels

, Configure your Microsoft 365 experience., Manage users, and mail contacts in Microsoft 365, Manage groups in Microsoft 365, Add a custom domain in Microsoft 365, Configure administrative roles in Microsoft 365, Configure client connectivity to Microsoft 365, Analyze your Microsoft 365 workplace data using Microsoft Viva Insights, Explore identity synchronization, Deploy Microsoft 365 Apps for enterprise, Manage tenant health and services in Microsoft 365, Prepare for identity synchronization to Microsoft 365, Implement directory synchronization tools, Manage synchronized identities, Manage secure user access in Microsoft 365, Manage Safe Attachments, Explore threat intelligence in Microsoft Defender XDR, Implement app protection by using Microsoft Defender for Cloud Apps, Implement threat protection by using Microsoft Defender for Office 365, Implement endpoint protection by using Microsoft Defender for Endpoint, Enhance your email protection using Microsoft Defender for Office 365, Manage Safe Links, Examine Microsoft Entra ID Protection, Examine email protection in Microsoft 365, Examine Privileged Identity Management, Examine

Microsoft Secure Score, Explore the Zero Trust security model, Explore security solutions in Microsoft Defender XDR, Examine threat vectors and data breaches, Manage your Microsoft 365 tenant, Implement identity synchronization, Manage identity and access in Microsoft 365, Manage your security services in Microsoft Defender XDR, Implement threat protection by using Microsoft Defender XDR, Explore data governance in Microsoft 365, Implement compliance in Microsoft 365, Manage compliance in Microsoft 365, Configure your Microsoft 365 tenant, Configure your Microsoft 365 experience, guests, and contacts in Microsoft 365, Examine Privileged Identity Management in Microsoft Entra ID, Examine data governance solutions in Microsoft Purview, Explore archiving and records management in Microsoft 365, Explore retention in Microsoft 365, Explore Microsoft Purview Message Encryption, Explore compliance in Microsoft 365, Implement Microsoft Purview Insider Risk Management, Implement Microsoft Purview Information Barriers, Explore Microsoft Purview Data Loss Prevention, Implement Microsoft Purview Data Loss Prevention, Implement data classification of sensitive information, Explore sensitivity labels, Implement sensitivity labels,

1 - Configure your Microsoft 365 experience

- Explore your Microsoft 365 cloud environment
- Configure your Microsoft 365 organizational profile
- Manage your tenant subscriptions in Microsoft 365
- Integrate Microsoft 365 with customer engagement apps
- Configure tenant-level sharing settings for SharePoint and OneDrive
- Configure tenant-level settings for Microsoft Teams
- Enable Unified Audit Logging in Microsoft 365
- Complete your tenant configuration in Microsoft 365

2 - Manage users, and contacts in Microsoft 365

- Determine the user identity model for your organization
- Create user accounts in Microsoft 365
- Manage user account settings in Microsoft 365
- Manage user licenses in Microsoft 365
- Recover deleted user accounts in Microsoft 365
- Perform bulk user maintenance in Microsoft Entra ID
- Create and manage guest users using B2B collaboration
- Collaborate with guests in a SharePoint site
- Create and manage contacts

3 - Manage groups in Microsoft 365

- Examine groups in Microsoft 365
- Create and manage groups in Microsoft 365
- Create dynamic groups using Microsoft Entra rule builder
- Create a Microsoft 365 group naming policy
- Create groups in Exchange Online and SharePoint Online

4 - Add a custom domain in Microsoft 365

- Plan a custom domain for your Microsoft 365 deployment
- Plan the DNS zones for a custom domain
- Plan the DNS record requirements for a custom domain
- Create a custom domain in Microsoft 365

5 - Configure client connectivity to Microsoft 365

- Examine how automatic client configuration works
- Explore the DNS records required for client configuration
- Configure Outlook clients
- Troubleshoot client connectivity

6 - Configure administrative roles in Microsoft 365

- Explore the Microsoft 365 permission model
- Explore the Microsoft 365 admin roles
- Assign admin roles to users in Microsoft 365
- Delegate admin roles to partners
- Manage permissions using administrative units in Microsoft Entra ID
- Elevate privileges using Microsoft Entra Privileged Identity Management
- Examine best practices when configuring administrative roles

7 - Manage tenant health and services in Microsoft 365

- Monitor the health of your Microsoft 365 services
- Monitor tenant health using Microsoft 365 Adoption Score
- Monitor tenant health using Microsoft 365 usage analytics
- Implement Microsoft 365 Network Connectivity Assessments and Insights
- Implement Microsoft 365 Backup (Preview)
- Develop an incident response plan
- Request assistance from Microsoft

8 - Deploy Microsoft 365 Apps for enterprise

- Explore Microsoft 365 Apps for enterprise functionality
- Complete a self-service installation of Microsoft 365 Apps for enterprise
- Deploy Microsoft 365 Apps for enterprise with Microsoft Configuration Manager
- Deploy Microsoft 365 Apps for enterprise from the cloud
- Deploy Microsoft 365 Apps for enterprise from a local source
- Manage updates to Microsoft 365 Apps for enterprise
- Explore the update channels for Microsoft 365 Apps for enterprise
- Manage your cloud apps using the Microsoft 365 Apps admin center

9 - Analyze your Microsoft 365 workplace data using Microsoft Viva Insights

- Examine the analytical features of Microsoft Viva Insights
- Explore Personal insights
- Explore Team insights
- Explore Organization insights
- Explore Advanced insights

10 - Explore identity synchronization

- Examine identity models for Microsoft 365
- Examine authentication options for the hybrid identity model
- Explore directory synchronization

11 - Prepare for identity synchronization to Microsoft 365

- Plan your Microsoft Entra ID deployment
- Prepare for directory synchronization
- Choose your directory synchronization tool
- Plan for directory synchronization using Microsoft Entra Connect Sync
- Plan for directory synchronization using Microsoft Entra Cloud Sync

12 - Implement directory synchronization tools

- Configure Microsoft Entra Connect Sync prerequisites
- Configure Microsoft Entra Connect Sync
- Monitor synchronization services using Microsoft Entra Connect Health
- Configure Microsoft Entra Cloud Sync prerequisites
- Configure Microsoft Entra Cloud Sync

13 - Manage synchronized identities

- Manage users with directory synchronization
- Manage groups with directory synchronization
- Maintain directory synchronization using Microsoft Entra Connect Sync security groups
- Configure object filters for directory synchronization
- Explore Microsoft Identity Manager
- Troubleshoot directory synchronization

14 - Manage secure user access in Microsoft 365

- Examine the identity and access tools used in Microsoft 365
- Manage user passwords
- Implement Conditional Access policies
- Enable pass-through authentication
- Implement multifactor authentication
- Enable passwordless sign-in with Microsoft Authenticator
- Explore self-service password management
- Explore Windows Hello for Business
- Implement Microsoft Entra Smart Lockout
- Explore Security Defaults in Microsoft Entra ID
- Investigate authentication issues using sign-in logs

15 - Examine threat vectors and data breaches

- Explore today's work and threat landscape
- Examine how phishing retrieves sensitive information
- Examine how spoofing deceives users and compromises data security
- Compare spam and malware
- Examine account breaches
- Examine elevation of privilege attacks
- Examine how data exfiltration moves data out of your tenant
- Examine how attackers delete data from your tenant
- Examine how data spillage exposes data outside your tenant
- Examine other types of attacks

16 - Explore the Zero Trust security model

- Examine the principles and components of the Zero Trust model
- Plan for a Zero Trust security model in your organization
- Examine Microsoft's strategy for Zero Trust networking
- Adopt a Zero Trust approach

17 - Explore security solutions in Microsoft Defender XDR

- Enhance Exchange Online Protection with Microsoft Defender for Office 365
- Protect your organization's identities using Microsoft Defender for Identity
- Protect your enterprise network against advanced threats using Microsoft Defender for Endpoint
- Protect against cyber attacks using Microsoft 365 Threat Intelligence
- Provide insight into suspicious activity using Microsoft Defender for Cloud App Security
- Review the security reports in Microsoft Defender XDR

18 - Examine Microsoft Secure Score

- Explore Microsoft Secure Score
- Assess your security posture with Microsoft Secure Score
- Improve your secure score
- Track your Microsoft Secure Score history and meet your goals

19 - Examine Privileged Identity Management in Microsoft Entra ID

- Explore Privileged Identity Management in Microsoft Entra ID
- Configure Privileged Identity Management
- Audit Privileged Identity Management

20 - Examine Microsoft Entra ID Protection

- Explore Microsoft Entra ID Protection
- Enable the default protection policies in Microsoft Entra ID Protection
- Explore the vulnerabilities and risk events detected by Microsoft Entra ID Protection
- Plan your identity investigation

21 - Examine email protection in Microsoft 365

- Examine the anti-malware pipeline
- Detect messages with spam or malware using Zero-hour auto purge
- Explore anti-spoofing protection provided by Exchange Online Protection
- Explore other anti-spoofing protection
- Examine outbound spam filtering

22 - Enhance your email protection using Microsoft Defender for Office 365

- Climb the security ladder from EOP to Microsoft Defender for Office 365
- Expand EOP protections by using Safe Attachments and Safe Links
- Manage spoofed intelligence
- Configure outbound spam filtering policies
- Manage email access in Microsoft 365
- Submit messages, URLs, files, and attachments to Microsoft for analysis

23 - Manage Safe Attachments

- Protect users from malicious attachments by using Safe Attachments
- Create Safe Attachment policies using Microsoft Defender for Office 365
- Create Safe Attachments policies using PowerShell
- Modify an existing Safe Attachments policy
- Create a transport rule to bypass a Safe Attachments policy
- Examine the end-user experience with Safe Attachments

24 - Manage Safe Links

- Protect users from malicious URLs by using Safe Links
- Create Safe Links policies using Microsoft Defender XDR
- Create Safe Links policies using PowerShell
- Modify an existing Safe Links policy
- Create a transport rule to bypass a Safe Links policy
- Examine the end-user experience with Safe Links

25 - Explore threat intelligence in Microsoft Defender XDR

- Explore Microsoft Intelligent Security Graph
- Explore alert policies in Microsoft 365
- Run automated investigations and responses
- Explore threat hunting with Microsoft Threat Protection
- Explore advanced threat hunting in Microsoft Defender XDR
- Explore threat analytics in Microsoft 365
- Identify threat issues using Microsoft Defender reports

26 - Implement app protection by using Microsoft Defender for Cloud Apps

- Explore Microsoft Defender Cloud Apps
- Deploy Microsoft Defender for Cloud Apps
- Configure file policies in Microsoft Defender for Cloud Apps
- Manage and respond to alerts in Microsoft Defender for Cloud Apps
- Configure Cloud Discovery in Microsoft Defender for Cloud Apps
- Troubleshoot Cloud Discovery in Microsoft Defender for Cloud Apps

27 - Implement endpoint protection by using Microsoft Defender for Endpoint

- Explore Microsoft Defender for Endpoint
- Configure Microsoft Defender for Endpoint in Microsoft Intune
- Onboard devices in Microsoft Defender for Endpoint
- Manage endpoint vulnerabilities with Microsoft Defender Vulnerability Management
- Manage device discovery and vulnerability assessment
- Reduce your threat and vulnerability exposure

28 - Implement threat protection by using Microsoft Defender for Office 365

- Explore the Microsoft Defender for Office 365 protection stack
- Examine the security policies and rules used in Microsoft Defender for Office 365
- Investigate security attacks by using Threat Explorer
- Identify cybersecurity issues by using Threat Trackers
- Prepare for attacks with Attack simulation training

29 - Examine data governance solutions in Microsoft Purview

- Explore data governance and compliance in Microsoft Purview
- Protect sensitive data with Microsoft Purview Information Protection
- Govern organizational data using Microsoft Purview Data Lifecycle Management
- Minimize internal risks with Microsoft Purview Insider Risk Management
- Explore Microsoft Purview eDiscovery solutions

30 - Explore archiving and records management in Microsoft 365

- Explore archive mailboxes in Microsoft 365
- Enable archive mailboxes in Microsoft 365
- Explore Microsoft Purview Records Management
- Implement Microsoft Purview Records Management
- Restore deleted data in Exchange Online
- Restore deleted data in SharePoint Online

31 - Explore retention in Microsoft 365

- Explore retention by using retention policies and retention labels
- Compare capabilities in retention policies and retention labels
- Define the scope of a retention policy
- Examine the principles of retention
- Implement retention using retention policies, and eDiscovery holds
- Restrict retention changes by using Preservation Lock

32 - Explore Microsoft Purview Message Encryption

- Examine Microsoft Purview Message Encryption
- Configure Microsoft Purview Message Encryption
- Define mail flow rules to encrypt email messages
- Add organizational branding to encrypted email messages
- Explore Microsoft Purview Advanced Message Encryption

33 - Explore compliance in Microsoft 365

- Plan for security and compliance in Microsoft 365
- Plan your beginning compliance tasks in Microsoft Purview
- Manage your compliance requirements with Compliance Manager
- Examine the Compliance Manager dashboard
- Analyze the Microsoft Compliance score

34 - Implement Microsoft Purview Insider Risk Management

- Explore insider risk management
- Plan for insider risk management
- Explore insider risk management policies
- Create insider risk management policies
- Investigate insider risk management activities and alerts
- Explore insider risk management cases

35 - Implement Microsoft Purview Information Barriers

- Explore Microsoft Purview Information Barriers
- Configure informatio

□□ Certification Path

Microsoft 365 Certified: Administrator Expert

Exam: MS-102

Upcoming Schedule

Available training dates for MS-102T00: Microsoft 365 Administrator:

Start Date	End Date	Location	Delivery	Price
16 Nov 2026	20 Nov 2026	Online	Virtual	€2,995.00
14 Dec 2026	18 Dec 2026	Online	Virtual	€2,995.00
22 Feb 2027	24 Feb 2027	Virtual Classroom - Zoom Link will be sent to you 7 days before the co	Virtual	€1,475.00
24 May 2027	26 May 2027	Virtual Classroom - Zoom Link will be sent to you 7 days before the co	Virtual	€1,475.00
23 Aug 2027	25 Aug 2027	Virtual Classroom - Zoom Link will be sent to you 7 days before the co	Virtual	€1,475.00

Additional Course Details

Nexus Humans MS-102 Microsoft 365 Administrator training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the MS-102 Microsoft 365 Administrator course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or

across EMEA.

Frequently Asked Questions

Q: What delivery options are available for MS-102T00: Microsoft 365 Administrator?

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-102T00: Microsoft 365 Administrator course helps prepare you for the Microsoft 365 Certified: Administrator Expert certification path.

Q: Which exam does this course prepare me for?

This course prepares you for the MS-102 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 5-day MS-102T00: Microsoft 365 Administrator course provides up to 32.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the MS-102T00: Microsoft 365 Administrator training?

The training takes place over 5 day(s), with each day lasting approximately 40.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for MS-102T00: Microsoft 365 Administrator?

Yes, we provide corporate training, dedicated training, and closed classes for MS-102T00: Microsoft 365 Administrator. 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-100 ms-101 ms102 ms100 ms101 office365 mcsa ms 100 ms 101 ms 102 ms 100 ms 101 office365 mcsa, MS-102T00: Microsoft 365 Administrator, Microsoft, vILT, MS-102T00

Q: Why choose Nexus Human for MS-102T00: Microsoft 365 Administrator?

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-102T00: Microsoft 365 Administrator training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

Professional Training & Development

Email: info@nexushuman.com

Website: www.nexushuman.com

Phone: +353 1 889 8700 (Ireland) | +44 20 8142 8961 (UK)

© 2026 Nexus Human. All rights reserved. This brochure was generated on 14/11/2026.