
MS-102: MICROSOFT 365 ADMINISTRATOR

LEVEL	INTERMEDIATE	ROLE	ADMINISTRATOR
DURATION	5 DAY	PRODUCT	MICROSOFT 365

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 Azure Active Directory 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 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. 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.

AUDIENCE PROFILE

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.

In this course, you will learn how to:

- Gain comprehensive skills to manage Microsoft 365 identities, services, and workloads
- Learn to implement and manage identity synchronization using Entra Connect
- Strengthen your security and compliance posture with Microsoft Defender and Purview
- Master administration of Exchange Online, Teams, and SharePoint Online
- Prepare for the Microsoft 365 Certified: Administrator Expert certification exam

Course Prerequisites:

- Before attending this course, students must have:
- Completed a role-based administrator course such as Messaging, Teamwork, Security and Compliance, or Collaboration.

- A proficient understanding of DNS and basic functional experience with Microsoft 365 services.
- A proficient understanding of general IT practices.
- Working knowledge of PowerShell.

Attend MD-102: Microsoft 365 Endpoint Administrator – or equivalent experience and knowledge.

- **Administrator Essentials Training Outline**

- Learning Objectives
- Configure your Microsoft 365 tenant
- 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

Further Information:

For More information, or to book your course

Course MS-102: Microsoft 365 Administrator

<https://smartteklearning.com/Course/ms-102-microsoft-365-administrator/>

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