

# Enabling and Managing Office 365

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*Duration: 5 Day(s)*

## Course Overview

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This is a 5-day instructor-led training (ILT) course that targets the needs of IT professionals who take part in evaluating, planning, deploying, and operating Office 365 services, including its identities, dependencies, requirements, and supporting technologies. This course focuses on skills required to set up an Office 365 tenant, including federation with existing user identities, and skills required to sustain an Office 365 tenant and its users.

Review this course online at <https://www.alta3.com/courses/20347>

## Objectives

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- Plan and configure an Office 365 tenant and associated services.
- Manage users, groups, licenses, and directory synchronization.
- Implement and troubleshoot Office 365 client connectivity.
- Plan and configure identity federation with Azure AD.

## Who Should Attend

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- IT Professionals
- Systems Administrators
- Network Engineers
- Exchange Administrators

## Prerequisites

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A minimum of two years of experience administering the Windows Server operating system, including Windows Server 2012 or Windows Server 2012 R2.

- A minimum of one year of experience working with AD DS. A minimum of one year of experience working with name resolution, including DNS.

- Experience working with certificates, including public key infrastructure (PKI) certificates.

- Experience working with Windows PowerShell. Experience working with Exchange Server 2013 or later, Lync Server 2013 or Skype for Business Server 2015, and SharePoint Server 2013 or later is beneficial but not required.

## Course Outline

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### Module 1: Planning and provisioning Microsoft Office 365

1. Overview of Office 365
2. Provisioning an Office 365 tenant
3. Planning a pilot deployment
4. Configuring Office 365 tenant and domains

## **Module 2: Managing Microsoft Office 365 users and groups**

- 5. Managing user accounts and licenses
- 6. Managing passwords and authentication
- 7. Managing security groups
- 8. Configuring administrative access

## **Module 3: Configuring client connectivity to Microsoft Office 365**

- 9. Planning for Office 365 clients
- 10. Planning and configuring connectivity

## **Module 4: Planning and configuring directory synchronization**

- 11. Planning directory synchronization
- 12. Implementing Azure AD Connect
- 13. Managing Office 365 identities

## **Module 5: Planning and deploying Office 365 ProPlus**

- 14. Overview of Office 365 ProPlus
- 15. Planning user-driven deployments
- 16. Planning centralized deployments
- 17. Office telemetry and reporting

## **Module 6: Planning and managing Exchange Online recipients and permissions**

- 18. Overview of Exchange Online
- 19. Managing recipients and permissions

## **Module 7: Planning and configuring Microsoft Exchange Online services**

- 20. Configuring email flow and protection
- 21. Configuring client access policies

## **Module 8: Planning and deploying Skype for Business Online**

- 22. Configuring Skype for Business settings
- 23. Planning voice integration

## **Module 9: Planning and configuring SharePoint Online**

- 24. Configuring SharePoint services and site collections
- 25. Configuring external user sharing

## **Module 10: Planning and configuring an Office 365 collaboration solution**

- 26. Implementing Yammer Enterprise
- 27. Configuring OneDrive for Business
- 28. Configuring Office 365 groups

## **Module 11: Planning and configuring rights management and compliance**

- 29. Compliance features in Office 365
- 30. Configuring Azure RMS

## **Module 12: Monitoring and troubleshooting Microsoft Office 365**

- 31. Troubleshooting Office 365 issues
- 32. Monitoring service health

## **Module 13: Planning and configuring identity federation**

- 33. Understanding identity federation
- 34. Planning an AD FS deployment
- 35. Deploying AD FS for SSO