Updated on 11/10/2024

Sign up

Microsoft 365 Administrator Training

3 days (21 hours)

Presentation

Microsoft 365 Administrator is a complete solution for managing Microsoft Cloud services, enabling you to administer users, groups, licenses and oversee security. This central role helps manage configuration, governance and workflow optimization across the enterprise, facilitating collaboration and productivity.

During this course, you'll learn how to administer users and groups via the Microsoft 365 portal and PowerShell. You'll be able to manipulate administrative roles (RBAC), manage licenses, and ensure data security and integrity through authentication and password management.

You'll also explore the basics of Exchange, SharePoint, OneDrive and Teams administration. You'll learn how to manage mailboxes, configure mail flows, and administer collaborative spaces such as SharePoint and OneDrive, adjusting quotas, access and security rules.

As with all our training courses, we use the latest versions of the tools available.

Objectives

- Learn how to administer a Microsoft 365 platform
- Manage user accounts
- Managing mailboxes via Exchange Online
- Administering SharePoint Online sites
- Managing collaborative working in Teams and OneDrive
- Managing tenant safety and compliance

Target audience

- Microsoft 365 tenant administrators
- System administrators
- Systems engineers
- Operators and integrators

Prerequisites

- Basic knowledge of Windows administration
- User experience of Microsoft 365 components, including Exchange and SharePoint

Microsoft 365 Administrator training program

Introduction to Microsoft 365

- Introduction to Microsoft 365. Possible hybridization scenarios
- Cloud architecture, customer architecture
- Microsoft 365 Developer Tenant
- Introduction to PowerShell.
- Remote administration: Azure AD PowerShell
- TP
  - Log in to the Microsoft 365 portal.
  - Handling the administration center.
  - Remote administration with PowerShell.
  - Installation of the PowerShell SharePoint library, Graph
  - Connecting PowerShell to the platform
  - Customize connection screens

Manage users, groups and licenses

- Handling users and groups
- Notion of roles
- RBAC role assignment
- Authentication
- Passwords
- Licenses
- Monitoring, integrity and access to media
- TP
  - Create specific users and administration roles
  - Add internal and external users
  - Creating Office 365 Groups
  - Assign a role
  - User management with Graph

Basic Exchange administration

- The Exchange administration center

- Manage user, room and resource mailboxes
- Managing roles, profiles and strategies
- Mail flow administration (incoming and outgoing rules)
- EOP and protection and threat settings
- Management of shared mailboxes and archives
- TP
  - Create mail user, mail contact, shared and resource mailboxes
  - Create a messaging strategy
  - Creating an anti-malware filter

Basic SharePoint and OneDrive administration

- SharePoint Online overview
- Hub management
- Site collections
- Manage users
- Manage rights
- Manage site storage limits
- Access to company data
- External access
- Access to OneDrive data
- Managing the term store
- Manage content types in SharePoint administration
- Uses and benefits of OneDrive space and the OneDrive application
- Quota and security administration
- TP
  - Create a collection of sites.
  - Assign rights.
  - Create a content type and managed metadata.
  - Modify site storage limits.
  - Setting up external access and reducing authorizations
  - Taxonomy management at corporate level
  - Securing a site, creating SharePoint groups and breaking inheritances
  - OneDrive storage quota reduction
  - Setting default share links
  - Connecting to a user's OneDrive space

Administration Teams

- Introduction to the Teams administration center
- Teams and user management
- Live events and messaging strategies
- Application configuration strategies
- Focus on the uses and limitations of Teams
- TP
  - Meeting and organization settings
  - External storage settings
  - Configuring available applications
  - Creating a strategy for a population
  - Governance considerations
  - Allow certain users to create Teams

Safety and monitoring

- The Defender Safety Center
- PurView Compliance Center
- Archiving functions, retention/deletion labels
- Data loss prevention. Content search.
- Threat, audit and follow-up management
- TP
  - Setting up Multi-Factor authentication
  - Multi-factor PowerShell administration
  - Create a retention strategy
  - Search content
  - Create a data loss protection strategy

Companies concerned

This training course is aimed at both individuals and companies, large or small, wishing to train their teams in a new advanced computer technology, or to acquire specific business knowledge or modern methods.

Positioning on entry to training

Positioning at the start of training complies with Qualiopi quality criteria. As soon as registration is finalized, the learner receives a self-assessment questionnaire which enables us to assess his or her estimated level of proficiency in different types of technology, as well as his or her expectations and personal objectives for the training to come, within the limits imposed by the selected format. This questionnaire also enables us to anticipate any connection or security difficulties within the company (intra-company or virtual classroom) which could be problematic for the follow-up and smooth running of the training session.

Teaching methods

Practical course: 60% Practical, 40% Theory. Training material distributed in digital format to all participants.

Organization

The course alternates theoretical input from the trainer, supported by examples, with brainstorming sessions and group work.

Validation

At the end of the session, a multiple-choice questionnaire verifies the correct acquisition of skills.

Sanction

A certificate will be issued to each trainee who completes the course.