

## 20347 - Enabling and Managing Office 365

Duration: 5 days

### Overview:

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.

### Target Audience:

This course will provide experienced IT professionals with the training that they need to plan, configure, and manage an Office 365 environment. Students who attend this course are expected to have a fairly broad understanding of several on-premises technologies such as Domain Name System (DNS) and AD DS, and a general understanding of Exchange Server, Microsoft Lync Server or Skype for Business Server, and Microsoft SharePoint Server. This course also is intended as preparation material for IT professionals who are looking to take the exams 70-346: Managing Office 365 Identities and Requirements and 70-347: Enabling Office 365 Services to obtain the MCSA: Office 365 certification.

### Pre-requisites:

- 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.

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

#### Lessons

- Overview of Office 365
- Provisioning an Office 365 tenant
- Planning a pilot deployment

#### Lab : Provisioning Office 365

- Configuring an Office 365 tenant
- Configuring a custom domain
- Exploring the Office 365 administrator interfaces

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

#### Lessons

- Managing user accounts and licenses
- Managing passwords and authentication
- Managing security groups in Office 365
- Managing Office 365 users and groups with Windows PowerShell
- Configuring administrative access

#### Lab : Managing Office 365 users and passwords

- Managing Office 365 users and licenses by using the Office 365 admin center
- Managing Office 365 password policies

#### Lab : Managing Office 365 groups and administration

- Managing Office 365 groups
- Managing Office 365 users and groups by using Windows PowerShell
- Configuring delegated administrators

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

#### Lessons

- Planning for Office 365 clients
- Planning connectivity for Office 365 clients
- Configuring connectivity for Office 365 clients

#### Lab : Configuring client connectivity to Office 365

- Configuring DNS records for Office 365 clients
- Running the Office 365 connectivity analyser tools
- Connecting Office 2016 clients

### Module 4: Planning and configuring directory synchronisation

#### Lessons

- Planning and preparing for directory synchronisation
- Implementing directory synchronisation by using Azure AD Connect
- Managing Office 365 identities with directory synchronisation

#### Lab : Planning and configuring directory synchronisation

- Preparing for directory synchronisation
- Configuring directory synchronisation
- Managing Active Directory users and groups

### Module 5: Planning and deploying Office 2016 ProPlus

#### Lessons

- Overview of Office 365 ProPlus
- Planning and managing user-driven Office 365 ProPlus deployments
- Planning and managing centralized deployments of Office 365 ProPlus
- Office telemetry and reporting

#### Lab : Deploying Office 365 ProPlus

- Preparing an Office 365 ProPlus managed installation
- Managing user-driven Office 365 ProPlus installations
- Managing Centralized Office 365 ProPlus installations

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

#### Lessons

- Overview of Exchange Online
- Managing Exchange Online recipients
- Planning and configuring Exchange Online permissions

#### Lab : Managing Exchange Online recipients and permissions

- Configuring Exchange Online recipients

- 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.

### At Course Completion:

After completing this course, students will be able to:

- Plan an Office 365 deployment, configure the Office 365 tenant, and plan a pilot deployment.
- Manage Office 365 users, groups, and licenses, and configure delegated administration.
- Plan and configure client connectivity to Office 365.
- Plan and configure directory synchronization between Azure AD and on-premises AD DS.
- Plan and implement the deployment of Office 365 ProPlus.
- Plan and manage Exchange Online recipients and permissions.
- Plan and configure Exchange Online services.
- Plan and implement the Skype for Business Online deployment.
- Plan and configure SharePoint Online.
- Plan and configure an Office 365 collaboration solution that includes Yammer Enterprise, OneDrive for Business, and Office 365 groups.
- Plan and configure the integration between Office 365 and Azure RMS, and configure compliance features in Office 365.
- Monitor and review Office 365 services, and troubleshoot Office 365 issues.
- Plan and implement identity federation between on-premises AD DS and Azure AD.

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

#### Lessons

- Planning and configuring email flow in Office 365
- Planning and configuring email protection in Office 365
- Planning and configuring client access policies
- Migrating to Exchange Online

#### Lab : Configuring message transport in Exchange Online

- Configuring message transport settings

#### Lab : Configuring email protection and client policies

- Configuring email protection
- Configuring client access policies

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

#### Lessons

- Planning and configuring Skype for Business Online service settings
- Configuring Skype for Business Online users and client connectivity
- Planning voice integration with Skype for Business Online

#### Lab : Deploying Skype for Business Online

- Configuring Skype for Business Online organization settings
- Configuring Skype for Business Online user settings
- Configuring a Skype Meeting Broadcast

### Module 9: Planning and configuring SharePoint Online

#### Lessons

- Configuring SharePoint Online services
- Planning and configuring SharePoint site collections
- Planning and configuring external user sharing

#### Lab : Configuring SharePoint Online

- Configuring SharePoint Online settings
- Creating and configuring a SharePoint Online site collection
- Configuring and verifying external user sharingConfigure

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

#### Lessons

- Planning and managing Yammer Enterprise
- Planning and configuring OneDrive for Business
- Configuring Office 365 groups

#### Lab : Planning and configuring an Office 365 collaboration solution

- Configuring a Yammer Enterprise
- Configuring OneDrive for Business
- Configuring Office 365 groups

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

#### Lessons

- Overview of the compliance features in Office 365
- Planning and configuring Azure Rights Mmanagement in Office 365
- Managing the compliance features in Office 365

#### Lab : Configuring Rights Mmanagement and compliance

- Configuring rights management in Office 365
- Configuring compliance features

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

#### Lessons

- Troubleshooting Office 365
- Monitoring Office 365 service health

#### Lab : Monitoring and troubleshooting Office 365

- Monitoring Office 365
- Monitoring service health and analysing reports

### Module 13: Planning and configuring identity federation

#### Lessons

- Understanding identity federation
- Planning an AD FS deployment
- Deploy AD FS for identity federation with Office 365
- Planning and implementing hybrid solutions (Optional)

#### Lab : Planning and configuring identity federation

- Deploying Active Directory Federation Services (AD FS) and Web Application
- Configuring federation with Office 365
- Verifying single sign-on (SSO)