



Education and Support for SharePoint, Office 365 and Azure
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COURSE OUTLINE

MANAGING MICROSOFT TEAMS

Course Duration: 4 Days
Course Code: MS-700T00

Overview

In this course, you will learn how to manage Microsoft Teams in your organizations. The course covers Microsoft Teams overview, implementing governance, security and compliance for Microsoft Teams, preparing the environment for a Microsoft Teams deployment, deploying teams, and managing collaboration and communication in Microsoft Teams. You will learn about Teams architecture. Specifically, you will learn about the integration between Microsoft Teams and various workloads and services in Microsoft 365. You will learn about security and compliance features for Teams, including conditional access, MFA, Threat, alerts, DLP policies, eDiscovery, and information barrier policies. You will also learn about preparing the environment for a Microsoft Teams deployment, including upgrading from Skype for Business to Microsoft Teams, network settings, and managing Microsoft Teams endpoints. Lastly, you will learn about how to create and manage teams, manage membership, including internal and external users. You will further learn about different settings and policies to manage collaboration and communication experiences in Microsoft Teams.

Audience Profile

This course is designed for persons who are aspiring to the Microsoft 365 Teams Admin role and are interested in passing the Microsoft Teams Administrator Associate certification exam. The Microsoft Teams Administrator configures, deploys, and manages Office 365

workloads for Microsoft Teams that focus on efficient and effective collaboration and communication in an enterprise environment. The Teams Administrator collaborates with Telephony engineers to integrate advanced voice features into Microsoft Teams. This role is not responsible for configuring direct routing, configuring call routing, or integrating telephony.

At Course Completion

By actively participating in this course, you will learn about the following:

- What is Microsoft Teams and how the components work together
- How to implement Governance, Security and Compliance for Microsoft Teams
- How to prepare an organizations environment for a Microsoft Teams deployment
- How to deploy and manage teams
- Ways of managing collaboration in Microsoft Teams
- Techniques to manage and troubleshoot communication in Microsoft Teams

Outline

Module 1: Microsoft Teams Overview

In Microsoft Teams overview, you will get an overview of Microsoft Teams including Teams architecture and related Office 365 workloads. You will be provided an overview of security and compliance in Microsoft Teams and finally get an overview of how to manage Microsoft Teams.

Lessons

- Overview of Microsoft Teams
- Overview of security and compliance in Microsoft Teams
- Overview of managing Microsoft Teams

Lab : Manage roles and create teams

- Prepare team roles and licenses
- Create new team

Module 2: Implement Microsoft Teams

Governance, Security and Compliance

In implementing governance, security and compliance for Microsoft Teams, you will plan and configure governance for Microsoft 365 groups including expiration and naming policies. Then you will implement security by configuring conditional access, MFA or Threat Management for Microsoft Teams. Finally, you will implement compliance for Teams by using DLP policies, eDiscovery cases or supervision policies.

Lessons

- Implement Governance and Lifecycle Management for Microsoft Teams
- Implementing Security for Microsoft Teams
- Implementing Compliance for Microsoft Teams

Lab : Configure Security and Compliance for teams and content

- Implement Governance and Lifecycle Management for Microsoft Teams
- Implementing security for Microsoft Teams
- Implementing compliance for Microsoft Teams

Module 3: Prepare the environment for a

Microsoft Teams deployment

In preparing the environment for a Microsoft Teams deployment, you plan an upgrade from Skype for Business to Microsoft Teams by evaluating upgrade paths with coexistence and upgrade modes, manage meeting migrations and configuring coexistence and upgrade settings. Then you plan and configure network settings for Microsoft Teams, and finally you will deploy and manage Microsoft Teams endpoints.

Lessons

- Upgrade from Skype for Business to Microsoft Teams
- Plan and configure network settings for Microsoft Teams
- Deploy and Manage Microsoft Teams endpoints

Lab : Environment preparation for Teams

- Calculate networking capabilities
- Evaluate configuration profiles

- Provide team resources

Module 4: Deploy and Manage Teams

In deploying and managing teams, you will learn how to create and manage teams, manage membership and access for both, internal and external users.

Lessons

- Create and manage teams
- Manage membership
- Manage access for external users

Lab : Manage teams

- Manage team resources
- Manage sharing and access

Module 5: Manage collaboration in Microsoft Teams

In managing collaboration in Microsoft Teams, you will manage chat and collaboration experiences such as team settings or private channel creation policies. Finally, you will manage settings for Teams apps such as app setup policies, Apps, bots & connectors in Microsoft Teams or publish a custom app in Microsoft Teams.

Lessons

- Manage chat and collaboration experiences
- Manage settings for Teams apps

Lab : Modify collaboration settings for Teams

- Configure channel and message policies
- Manage app settings for team

Module 6: Manage communication in Microsoft Teams

This course concludes with managing communication in Microsoft Teams. You will learn how to manage Live event and meetings experiences, manage phone numbers or Phone System for Microsoft Teams and finally how to troubleshoot audio, video, and client issues.

Lessons

- Manage Live event and meetings experiences
- Manage phone numbers
- Manage Phone System for Microsoft Teams
- Troubleshoot audio, video, and client issues

Lab : Modify communication settings for Teams

- Configure meeting policies
- Manage Phone System for Microsoft Teams
- Troubleshooting audio, video and client issues

Prerequisites

- A proficient understanding of basic functional experience with Microsoft 365 services.
- A proficient understanding of general IT practices, including using PowerShell.