Training: Microsoft
MS-102T00: Microsoft 365 Administrator

Microsoft Partner

TRAINING GOALS:

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 tenant management, you learn how to configure your tenant, organizational profile, subscription options, user accounts and licenses, security groups, and administrative roles. The course then covers identity synchronization with Azure AD Connect and Connect Cloud Sync, password management, multi-factor authentication, and self-service password management. Finally, the course addresses security management including Microsoft Secure Score, Exchange Online Protection, Safe Attachments, Safe Links, Microsoft 365 Defender, Microsoft Defender for Cloud Apps, and compliance management including data governance, archiving, retention, Microsoft Purview message encryption, data loss prevention, 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.

CONSPECT:

- Configure your Microsoft 365 tenant
  - Module 1: Configure organizational profile and tenant subscriptions
  - Module 2: Configure Microsoft 365 users, groups, and licenses
  - Module 3: Configure administrative roles and security groups
  - Module 4: Configure Microsoft 365 tenant security and delegation
  - Module 5: Manage Microsoft 365 Apps for enterprise deployments
- Manage identity synchronization in Microsoft 365
  - Module 1: Plan and implement Microsoft Entra Connect
  - Module 2: Plan and implement Microsoft Entra Connect Cloud Sync
  - Module 3: Manage synchronized identities in Microsoft 365
  - Module 4: Implement password management and multi-factor authentication
- Manage security in Microsoft 365

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- Module 1: Explore threat vectors and data breaches
- Module 2: Implement Microsoft 365 security services
- Module 3: Implement Microsoft 365 Defender
- Module 4: Implement Microsoft Defender for Cloud Apps
- Module 5: Implement Microsoft Defender for Endpoint

- Manage compliance in Microsoft 365
  - Module 1: Manage data governance and archiving
  - Module 2: Manage retention policies and labels
  - Module 3: Implement Microsoft Purview message encryption
  - Module 4: Implement data loss prevention (DLP) policies

REQUIREMENTS:

Completed at least one of the Microsoft 365 role-based administrator certification paths.

Difficulty level



CERTIFICATE:

The participants will obtain certificates signed by Microsoft (course completion).

This course will help prepare you for the **Microsoft 365 Certified: Administrator Expert** certification exam (Exam MS-102), which is available through the Pearson VUE test centers.

TRAINER:

Microsoft Certified Trainer (MCT)

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