



# Office 365 Administrator (MS-030T00-AC)

This course targets the needs of IT professionals and SME managers with strong IT background who take part in evaluating, planning, deploying, and operating Microsoft 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.



**CODE:** ED22B01



**DURATION:** 28 hours



**START DATE:** 04/07/2022



**AUDIENCE PROFILE:**

- Office 365 Administrators.
- IT Personnel
- Staff from the IT Department
- Managers from SMEs with strong IT background



**PREREQUISITES FOR PARTICIPATION:**

Good Knowledge of computers and Internet



**TRAINING LANGUAGE:**

Greek or English



**TRAINING MATERIALS:**

Step by Step training materials in the English Language



**METHODOLOGY:**

Lecture, discussion, demonstration and practice.



**COURSE OBJECTIVES:**

Upon completion of this course the participants will :

- 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 Microsoft Azure AD and on-premises AD DS.
- Plan and implement the Office 365 ProPlus deployment.
- Plan and manage Microsoft Exchange Online recipients and permissions.
- Plan and configure Exchange Online services.

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- Plan and configure Microsoft Teams
- Plan and configure Microsoft SharePoint Online.
- Plan and configure an Office 365 collaboration solutions.
- Plan and configure the integration between Office 365 and Microsoft Azure Information Protection.
- Monitor and review Office 365 services, and troubleshoot Office 365 issues.
- Plan and implement identity federation between on-premises AD DS and Azure AD.

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 **VENUE: WEBINAR / DITC & MMC Conference Center,  
Imvrou 16, 1055 Nicosia**

 **DATES & TIMES:**

**Monday 04/07/2022, 8.15-16.00**

**Wednesday, 06/07/2022, 8.15-16.00**

**Thursday, 07/07/2022, 8.15-16.00**

**Monday 11/07/2022, 8.15-16.00**

**Wednesday, 13/07/2022, 8.15-16.00**

 **PARICIPATION COST:**

The cost includes the course notes and certificate. In the event of classroom led training, coffee, snacks and lunch (only for full day courses) are offered complimentary.

#### Participation Cost

- Total Cost: €850
- HRDA Subsidy: €476
- Net Cost: €374

#### For Unemployed

- Please contact us

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## COURSE TOPICS

### Module 1

#### Planning and provisioning Office 365

- Overview of Office 365
- Provisioning an Office 365 tenant
- Planning a pilot deployment
- Configuring an Office 365 tenant
- Configuring a custom domain
- Exploring the Office 365 administrator interfaces

### Module 2

#### Managing Office 365 users and groups

- 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
- Managing Office 365 users and licenses by using the Microsoft 365 admin center
- Managing Office 365 password policies
- Managing Office 365 groups
- Managing Office 365 users and groups by using Windows PowerShell
- Configuring service administrators

### Module 3

#### Configuring client connectivity to Microsoft Office 365

- Planning for Office 365 clients
- Planning connectivity for Office 365 clients
- Configuring connectivity for Office 365 clients
- Configuring DNS records for Office 365 clients
- Running the Office 365 connectivity analyzer tools
- Connecting Office apps

### Module 4

#### Planning and configuring directory synchronization

- Planning and preparing for directory synchronization
- Implementing directory synchronization by using Azure AD Connect
- Managing Office 365 identities with directory synchronization
- Preparing for directory synchronization
- Configuring directory synchronization
- Managing Active Directory users and groups

### Module 5

#### Planning and deploying Office 365 ProPlus:

- 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
- 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

- 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
- Configuring role-based access control

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## COURSE TOPICS

### Module 7

#### Planning and configuring Exchange Online services

- 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
- Configuring message transport settings
- Configuring email protection
- Configuring client access policies

### Module 8

#### Planning and deploying Microsoft Teams

- Teams Explained
- Deploying Teams
- Authentication and Access
- Transitioning Skype For Business to Microsoft Teams
- Management and Reporting
- Manage Meeting Settings
- Manage Messaging Policies
- Manage Voice Settings
- Manage Org-Wide Settings

### Module 9

#### Planning and configuring SharePoint Online

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

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

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

### Module 11

#### Planning and configuring security and compliance in Office 365

- Overview of the compliance features in Office 365
- Planning and configuring Azure Information Protection in Office 365
- Managing the compliance features in Office 365
- Configuring Rights Management in Office 365
- Configuring compliance features

### Module 12

#### Monitoring and troubleshooting Microsoft Office 365

- Troubleshooting Office 365
- Monitoring Office 365 service health
- Monitoring Office 365
- Monitoring service health and analyzing reports

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## Registration Form

**Seminar Code: ED22B01 — Title: Office 365 Administrator (MS-030T00-AC) Start Date: 04/07/2022**

A. Organization's details (if applicable)					
Company/Organization:		Size:	<input type="checkbox"/> Small	<input type="checkbox"/> Medium	<input type="checkbox"/> Large
Economic Activity:		Telephone:		Fax:	
Address:		Postal Code:			
Person responsible for the registration:		Email:			
		Direct Telephone:			

B. Participant's details (1)					
<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	Name		Surname	
Title/ Job Position:			Email:		
Job description:			Telephone/Mobile:	Fax:	
Reasons for participating in the seminar:					
Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)					
<input type="checkbox"/> Fasting <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan					

C. Participation Cost	
<b>PARTICIPATION IN THE SEMINAR IS PREPAID (at least three days before the start of the seminar)</b>	
Please invoice <input type="checkbox"/> The participant <input type="checkbox"/> The company Credit Customer Number (if applicable):	
<input type="checkbox"/> For participants entitled the Human Resource Development Authority (HRDA)	€ 374
<input type="checkbox"/> For participants <b>not entitled</b> the Human Resource Development Authority (HRDA)	€ 850
Cheques must be issued to <b>EDITC Ltd</b> and payment can be made directly through deposit to the account of the company	
<b>Account Name:</b> EDITC LTD	<b>Account Number:</b> 115-01-068696-01
<b>IBAN:</b> CY19 0050 0115 0001 1501 0686 9601	<b>SWIFT/BIC:</b> HEBACY2N

D. Terms and conditions for participation on EDITC seminars	
<ol style="list-style-type: none"> <li>1. The company accepts registrations for participation in the seminars at least 5 working days prior to the start of the seminar. EDITC does not commit to accept any registrations received in less than 5 working days before the start of the training program.</li> <li>2. Written cancellations received 5 working days before the start of the training program are accepted and in the case where a payment has been made by the client, the full amount is reimbursed to the client. Cancellations that do not meet the above term are invoiced. The client may replace the participants) provided that they meet the criteria for participation on this program.</li> <li>3. The company has the right to cancel or postpone a training program up to one day before the start date of the program. All prepayments are returned to clients.</li> <li>4. All registrations are strictly prepaid except credit customers. EDITC will not allow the entry of participants in the class unless their financial obligations have been settled.</li> <li>5. EDITC will inform the client upon receipt of the application form. Written confirmation for the implementation of the training program will be sent within 3-5 days before the start date of the seminar. In exceptional cases written confirmation may be sent one day before the start of the program. <b>Participants are encouraged to contact the company in case they did not receive the confirmation.</b></li> <li>6. Participants with less than 75% attendance cannot be subsidized by the HRDA and in this case the participants (or their company) will have to pay the amount of the subsidy (in addition to their own payment amount).</li> <li>7. In case of subsidized programs by the HRDA all the required forms of HRDA must be sent to EDITC before the start of the training program. EDITC will not allow the entry of participants in the class unless the HRDA forms have been submitted to EDITC.</li> <li>8. Certificates of participation will be given to participants after the completion of the course provided that their financial obligations and obligations regarding HRDA forms are settled. Otherwise certificates will be mailed as soon as the above obligations are settled.</li> </ol>	

**We agree with the above terms and conditions**

Signature:

Date:

Stamp (in case of company):

## Registration Form

B. Participant's Details (2)					
<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	Name		Surname	
Title/ Job Position:				Email:	
Job description:			Telephone/Mobile:	Fax:	
Reasons for participating on the seminar:					
Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)					
<input type="checkbox"/> Fasting <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan					

B. Participant's Details (3)					
<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	Name		Surname	
Title/ Job Position:				Email:	
Job description:			Telephone/Mobile:	Fax:	
Reasons for participating on the seminar:					
Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)					
<input type="checkbox"/> Fasting <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan					

B. Participant's Details (4)					
<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	Name		Surname	
Title/ Job Position:				Email:	
Job description:			Telephone/Mobile:	Fax:	
Reasons for participating on the seminar:					
Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)					
<input type="checkbox"/> Fasting <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan					

B. Participant's Details (5)					
<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	Name		Surname	
Title/ Job Position:				Email:	
Job description:			Telephone/Mobile:	Fax:	
Reasons for participating on the seminar:					
Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)					
<input type="checkbox"/> Fasting <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan					

**We agree with the above terms and conditions**

Signature:

Date:

Stamp (in case of company):