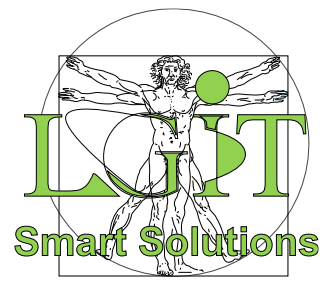


Managing Microsoft Teams: MS-700T00



Course Overview

The Managing Microsoft Teams course is designed for persons who are aspiring to the Microsoft 365 Teams Admin role. A Microsoft Teams administrator plans, deploys, configures, and manages Microsoft Teams to focus on efficient and effective collaboration and communication in a Microsoft 365 environment. In this course, you will learn about various Teams management tools, security and compliance feature for Teams, network requirement for Teams deployment as well as different Teams settings and policies for managing collaboration and communication experience in Teams.

Audience Profile

Students in this course are interested in Microsoft Teams or in passing the Microsoft Teams Administrator Associate certification exam. A Microsoft Teams administrator plans, deploys, configures, and manages Microsoft Teams to focus on efficient and effective collaboration and communication in a Microsoft 365 environment. A Microsoft Teams administrator must be able to plan, deploy, and manage teams, chat, apps, channels, meetings, audio/video conferencing, live events, calling, and Teams certified devices. A Microsoft Teams administrator has experience integrating Microsoft Teams with SharePoint, OneDrive, Exchange, Microsoft 365 Groups, and other Microsoft, third-party, and custom apps. A Microsoft Teams administrator understands and collaborates with other workloads and roles, such as Network, Voice, Identity, Access, Devices, Licensing, Security, Compliance, Information management, and User Adoption.

Prerequisites

A proficient understanding of basic functional experience with Microsoft 365 services.

A proficient understanding of general IT practices, including using PowerShell.

Duration: 18 hrs (6 x 3hrs)

Course Outline

Module 1: Microsoft Teams Overview

Lab : Manage roles and create teams

- Prepare team roles and licenses
- Create new team

Module 2: Implement Microsoft Teams Governance, Security and Compliance

- 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

- 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

- 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

- 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

- Manage Live event and meetings experiences
- Manage phone numbers
- Manage Phone System for Microsoft Teams