Managing Microsoft Teams (MS-700T00)

Duration: 4 days
Audience: Professionnel TI

Who is this training for?

People who are interested in Microsoft Teams or passing the Microsoft Teams Associate certification exam

Training objectives

Plan, deploy, and manage teams, chats, apps, channels, meetings, audio/video conferencing, live events, calls, and devices certified for Teams. Integrate Microsoft Teams with SharePoint, OneDrive, Exchange, Microsoft 365 Groups, and other Microsoft, third-party, and custom apps

Summary

The Manage Microsoft Teams training is designed for people who aspire to be a Microsoft 365 Teams administrator. A Microsoft Teams administrator plans, deploys, configures, and manages Microsoft Teams to focus on effective collaboration and communication in a Microsoft 365 environment. In this course, you'll learn about the various Teams management tools, the security and compliance feature for Teams, the network requirements for deploying Teams, and various Teams settings and policies for managing the collaboration and communication experience in Teams.

Course outline

Learning Path 1: Getting Started with Microsoft Teams Management

- Module 1: Exploring Microsoft Teams
- Module 2: Planning and Deploying Microsoft Teams
- Module 3: Implementing Lifecycle Management and Governance for Microsoft Teams
- Module 4: Monitoring Your Microsoft Teams Environment

Learning Path 2: Preparing the Environment for a Microsoft Teams Deployment

- Module 1: Manage access for external users
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Module 2: Implement security for Microsoft Teams

- Module 3: Implement compliance for Microsoft Teams
- Module 4: Plan and configure network settings for Microsoft Teams

Learning path 3: Manage chats, teams, channels, and apps in Microsoft Teams

- Module 1: Create and manage teams
- Module 2: Manage collaboration experiences for chats and channels
- Module 3: Manage collaboration experiences for chats and channels

Learning path 4: Manage meetings and calls in Microsoft Teams

- Module 1: Introduction to Teams meetings and calls
- Module 2: Manage meetings and events experiences
- Module 3: Plan for Microsoft Teams Rooms and Surface Hub
- Module 4: Set up, deploy, and manage Teams devices
- Module 5: Plan for Teams Phone
- Module 6: Set up Teams Phone
- Module 7: Set up and manage voice users
- Module 8: Set up auto attendants and call queues
- Module 9: Troubleshoot audio, video, and client issues

Approach and methodology

Practical and structured approach combining focused theory and guided workshops. Participants gradually manage and deploy Microsoft Teams through concrete exercises inspired by professional scenarios, promoting an immediate application of the learnings. They learn how to set up Teams services, administer collaboration, manage voice, and ensure the security and compliance of the environment. Led by a Microsoft certified trainer, the training focuses on interactivity and the development of directly transferable technical skills to effectively administer Microsoft Teams in a professional context.

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Prerequisites

Have a good understanding of Microsoft 365 services and in-depth knowledge of general IT practices, including the use of PowerShell

Recommendations

- Basic knowledge of Microsoft 365 (Exchange, SharePoint, OneDrive)
- Understanding of collaboration concepts and digital communication
- Notions of identity management (Microsoft Entra ID)
- Basics of networking (voice, video, connectivity)
- Understanding of security and compliance principles

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