Microsoft 365 Administrator (MS-102T00)

Duration: 5 days
Audience: Professionnel TI

Who is this training for?

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.

Training objectives

By

the end of this course, students will be able to:

- Configure and manage a Microsoft 365 tenant, including subscriptions, users, licenses, groups, and administrative roles.
- Administer Microsoft 365 services and organizational settings to support business requirements.
- Plan and implement identity synchronization between on-premises environments and Microsoft Entra ID.
- Manage identity and access by configuring authentication methods, multifactor authentication (MFA), and self-service password management.
- Strengthen the organization's security posture using Microsoft 365 security solutions and Secure Score recommendations.

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Deploy and manage threat protection capabilities with Microsoft Defender and related security services.

- Implement data governance practices, including retention, archiving, encryption, and data loss prevention (DLP).

- Configure and manage Microsoft 365 compliance solutions using classification, sensitivity labels, and Microsoft Purview features.

Summary

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 Microsoft 365 tenant management, you learn how to configure your Microsoft 365 tenant, including your organizational profile, tenant subscription options, component services, user accounts and licenses, security groups, and administrative roles. You then transition to configuring Microsoft 365, with a primary focus on configuring Office client connectivity. Finally, you explore how to manage user-driven client installations of Microsoft 365 Apps for enterprise deployments. The course then transitions to an in-depth examination of Microsoft 365 identity synchronization, with a focus on Azure Active Directory Connect and Connect Cloud Sync. You learn how to plan for and implement each of these directory synchronization options, how to manage synchronized identities, and how to implement password management in Microsoft 365 using multifactor authentication and self-service password management. In Microsoft 365 security management, you begin examining the common types of threat vectors and data breaches facing organizations today. You then learn how Microsoft 365's security solutions address each of these threats. You are introduced to the Microsoft Secure Score, as well as to Azure Active Directory Identity Protection. You then learn how to manage

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the Microsoft 365 security services, including Exchange Online Protection, Safe Attachments, and Safe Links. Finally, you are introduced to the various reports that monitor an organization's security health. You then transition from security services to threat intelligence; specifically, using Microsoft 365 Defender, Microsoft Defender for Cloud Apps, and Microsoft Defender for Endpoint. Once you have this understanding of Microsoft 365's security suite, you then examine the key components of Microsoft 365 compliance management. This begins with an overview of all key aspects of data governance, including data archiving and retention, Microsoft Purview message encryption, and data loss prevention (DLP). You then delve deeper into archiving and retention, paying particular attention to Microsoft Purview insider risk management, information barriers, and DLP policies. You then examine how to implement these compliance features by using data classification and sensitivity labels.

Course outline

Learning Path 1: Set up your Microsoft 365 tenant

- Module 1: Set up your Microsoft 365 experience
- Module 2: Manage users, licenses, guests, and contacts in Microsoft 365
- Module 3: Manage groups in Microsoft 365
- Module 4: Add a custom domain in Microsoft 365
- Module 5: Set up customer connectivity to Microsoft 365

Learning path 2: Manage your Microsoft 365 tenant

- Module 1: Manage permissions, roles, and role groups in Microsoft 365
- Module 2: Manage tenant health and services in Microsoft 365
- Module 3: Deploy Microsoft 365 Apps for business
- Module 4: Analyze your Microsoft 365 workspace data using Microsoft Viva Insights

Learning path 3: Implement Identity Synchronization

- Module 1: Explore Identity Synchronization
- Module 2: Prepare for Identity Synchronization to Microsoft 365

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- Module 3: Implement Directory Synchronization Tools
- Module 4: Manage Synced Identities

Learning Path 4: Manage Identity and Access in Microsoft 365

- Module 1: Examine threat Vectors and Data Breaches
- Module 2: Explore the Zero Trust Security Model
- Module 3: Manage secure User Access in Microsoft 365
- Module 4: Explore security Solutions in Microsoft Defender XDR
- Module 5: Examine Microsoft Security Score
- Module 6: Examine Privileged Identity Management in Microsoft Entra ID
- Module 7: Examine Microsoft Entra ID Protection

Learning Path 5: Manage your security services in Microsoft Defender XDR

- Module 1: Examine Exchange Online Protection
- Module 2: Examine Microsoft Defender for Office 365
- Module 3: Manage secure attachments
- Module 4: Manage Safe Links

Learning path 6: Implement threat protection using Microsoft Defender XDR

- Module 1: Explore threat intelligence in Microsoft Defender XDR
- Module 2: Implement app protection using Microsoft Defender for Cloud Apps
- Module 3: Implement endpoint protection using Microsoft Defender for Endpoint
- Module 4: Implement threat protection using Microsoft Defender for Office 365

Learning path 7: Explore data governance in Microsoft 365

- Module 1: Review data governance solutions in Microsoft Purview
- Module 2: Explore data management practices in Microsoft 365
- Module 3: Explore retention in Microsoft 365

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Learning path 8: Implement compliance in Microsoft 365

- Module 1: Explore compliance in Microsoft 365
- Module 2: Implement insider risk management with Microsoft Purview
- Module 3: Implement Microsoft Purview Implementation Barriers
- Module 4: Explore Data Loss Prevention with Microsoft Purview
- Module 5: Implement Data Loss Prevention with Microsoft Purview

Learning Path 9: Manage Compliance in Microsoft 365

- Module 1: Implement Sensitive Information Classification
- Module 2: Explore Sensitivity Labels
- Module 3: Implement sensitivity labels

Approach and methodology

Practical and structured approach combining focused theory and guided workshops. Participants gradually administer Microsoft 365 environments through real-world exercises inspired by professional scenarios, promoting immediate application of learning.

They learn how to manage Microsoft 365 identities, security, compliance, and key services, while ensuring effective governance of environments.

Led by a Microsoft certified trainer, the training focuses on interactivity and the development of directly transferable technical skills to administer and secure Microsoft 365 services in a professional context.

Prerequisites

Students

should have the following knowledge and experience before attending this

course:

- Completed role-based administrator training such as Messaging, Teamwork, Security, Compliance, or Collaboration
- Aperfect understanding of DNS and a basic functional experience with Microsoft 365 services

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- Aperfect understanding of general IT practices
- A working knowledge of PowerShell.

Recommendations

- Basic knowledge of Microsoft 365 (Exchange, Teams, SharePoint)
- Notions of identity administration (Microsoft Entra ID
- Understanding of security, compliance and access management concepts
- Experience in cloud service administration (asset)

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