

MS100.1x

Office 365 Management

Course Prerequisites

This course is designed for persons who are aspiring to the Microsoft 365 Enterprise Administrator role. Students should have completed one of the Microsoft 365 work load administrator certification paths prior to taking this course.

Course Objectives

By actively participating in this course, you will learn about the following:

- Office 365 overview
- Moving your organization to Office 365
- Configuring Office 365
- Managing Office 365 ProPlus deployments

Course Outline

Module 1: Moving Your Organization to Office 365

- Exchange Online
- SharePoint Online
- Teams
- Additional Resources

Module 2: Configuring your Microsoft 365 Tenant

- Planning Your Network with Office 365
- Planning Your Service Setup
- Planning Your Hybrid Environment
- Planning Your Migration to Office 365

Module 3: Configuring Office 365

- Office 365 Client Overview
- Configuring Office Client Connectivity to Office 365

Module 4: Managing Office 365 ProPlus Deployments

- Managing User-Driven Client Installations
- Managing Centralized Office 365 ProPlus Deployments
- Configuring Office Telemetry
- Configuring Microsoft Analytics

Module 5: Course Conclusion

- Hands-On Lab

Hands-On Lab

There are five exercises in this lab, each of which contains one or more tasks. For a successful outcome to the lab, the exercises and their corresponding tasks must be completed in order. The five exercises include:

- Exercise 1: Set up a Microsoft 365 trial tenant
 - Task 1 - Create the tenant account

- Exercise 2: Prepare an Office 365 ProPlus managed installation
 - Task 1 - Download the Office 365 deployment tool
 - Task 2 - Modify an Office 365 ProPlus installation

- Exercise 3: Manage user-driven Office 365 ProPlus installations
 - Task 1 - Manage user rights to install Office 365 ProPlus
 - Task 2 - Install Office 365 ProPlus from the Microsoft 365 portal
 - Task 3 - Manage Office licenses
 - Task 4 - Reactivate Office 365 ProPlus

- Exercise 4: Manage centralized Office 365 ProPlus installations
 - Task 1 - Configure a Group Policy Object (GPO) to distribute the custom installation
 - Task 2 - Verify the installation

- Exercise 5: Deploy and configure Office Telemetry components
 - Task 1 - Install the Telemetry Processor
 - Task 2 - Download, install, and configure the Office 2016 Group Policy administrative templates
 - Task 3 - Force Group Policy update and verify policy settings
 - Task 4 - Review telemetry data

Coursework and Grading

There is a graded assessment exam at the end of each module as well as at the end of the course. The course also includes a gradable lab exercise that allows you to apply the concepts that you learned.

You are graded on the following:

- **30% of total available points - Module assessment exams.** There will be a short quiz at the end of each module that covers just the material from that module. There will be 10 questions in each module exam. You will have one attempt to answer each module assessment question correctly.
- **30% of total available points - Course assessment exam.** This is the final exam at the end of the course that has 20 questions covering all modules. You will have one attempt to answer each course assessment question correctly.
- **40% of total available points – Gradable Hands-on Lab.** There is a gradable hands-on lab exercise at the end of the course that tests your ability to apply the skills you have acquired.

You need to score 70% or better to pass this course.