COURSE OUTLINE

Microsoft Solutions Partner

Microsoft Cloud

Training Services

Course Name: Managing Microsoft Teams

Course Code: MS-MS700T00

DURATION	SKILL LEVEL	DELIVERY METHOD	TRAINING CREDITS	TECHNOLOGY
4 Day	Intermediate	VIL/TILT	N/A	Agile

Course Overview

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. You will learn about Teams architecture. Specifically, you will learn about the integration between Microsoft Teams and various workloads and services in Microsoft 365.

You will learn about security and compliance features for Teams, including conditional access, MFA, Threat, alerts, DLP policies, eDiscovery, and information barrier policies. You will also learn about preparing the environment for a Microsoft Teams deployment, including upgrading from Skype for Business to Microsoft Teams, network settings, and managing Microsoft Teams endpoints. Lastly, you will learn about how to create and manage teams, manage membership, including internal and external users. You will further learn about different settings and policies to manage collaboration and communication experiences in Microsoft Teams.

Target Audience

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.

Pre-requisites

- A proficient understanding of basic functional experience with Microsoft 365 services.
- A proficient understanding of general IT practices, including using PowerShell.

Course content

Module 1: Get started with managing Microsoft Teams

In this module, you will get an overview of Microsoft Teams including Teams architecture and related Microsoft 365 workloads. You will also learn the management tools for Teams and how to governance and manage Teams lifecycle.

Lesson

- Explore Microsoft Teams
- Deploy and manage Microsoft Teams
- Implement governance and lifecycle management for Microsoft Teams

Lab: Manage Microsoft Teams

Module 2: Implement security and compliance for Microsoft Teams

In this module, you will learn how to manage access from external users from different admin center across Microsoft 365, and what security and compliance features to protect Teams environment, including conditional access, MFA, Threat Management for Microsoft Teams, DLP policies, eDiscovery cases, and communication compliance.

Lesson

- Manage access for external users
- Implement security for Microsoft Teams
- Implement compliance for Microsoft Teams

Lab: Configure security and compliance for Microsoft Teams

- Manage guest access for Microsoft Teams
- Implement security for Microsoft Teams
- Implement compliance for Microsoft Teams

Module 3: Prepare the environment for a Microsoft Teams deployment

In this module, you will learn the different upgrade paths for coexistence and upgrade modes for Transition from Skype for Business to Microsoft Teams. You will also learn to plan and configure network settings for Microsoft Teams.

Lesson

- Transition from Skype for Business to Microsoft Teams
- Plan and configure network settings for Microsoft Teams

Lab: Plan and configure network settings for Microsoft Teams

- Calculate networking capabilities

Module 4: Manage chat, teams, channels, and apps in Microsoft Teams

In this module, you will learn how to create and manage teams and membership from different approaches, manage the collaboration experiences for both chat and channels, and manage apps for Microsoft Teams.

Lesson

- Create and manage teams
- Manage collaboration experiences for chat and channels
- Manage apps for Microsoft Teams

Lab: Manage teams and collaboration settings for Teams

- Manage team resources
- Configure channel and messaging policies
- Manage app settings
- Test configured policy settings

Module 5: Manage meetings and virtual events in Microsoft Teams

In this module, you will learn how to manage meetings and virtual events experiences with different policies and settings. You will also learn to deploy Teams devices, including Teams Room.

Lesson

- Manage meetings and virtual events experiences
- Configure and manage Microsoft Teams devices

Lab: Manage Teams meetings experiences

- Manage meetings and virtual events experiences
- Deploy Teams device profiles

Module 6: Manage calling in Microsoft Teams

In this module, you will learn how to manage phone numbers and Phone System for calling experiences in Microsoft Teams and how to troubleshoot audio, video, and client issues.

Lesson

- Manage phone numbers
- Manage Phone System for Microsoft Teams
- Troubleshot audio, video, and client issues

Lab: Manage calling in Microsoft Teams

- Set up a Calling Plan (Optional)
- Manage phone system for Microsoft Teams

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