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# MS-102T00: Microsoft 365 Administrator

**Duration: 5 Days**

**Method: Instructor-Led Training (ILT) | Live Online Training**

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**Certification:** Microsoft 365 Certified: Administrator Expert —  
**Exam:** MS-102 Microsoft 365 Administrator

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## Course Description

This course provides comprehensive training in Microsoft 365 tenant management, identity synchronization, and security and compliance.

## Target Audience

This course is intended for:

- Persons aspiring to the Microsoft 365 Administrator role and have completed at least one of the Microsoft 365 role-based administrator certification paths,
- IT Administrators and System Administrators,
- Microsoft 365 Certified: Enterprise Administrators,
- Network Administrators and Security Analysts,
- Compliance Officers and Information Security Managers,
- Cloud Solutions Architects,
- IT Support Specialists and Helpdesk Technicians,
- Professionals aiming to gain expertise in Microsoft 365 deployments,
- IT Professionals seeking to understand Microsoft 365 security and compliance capabilities,
- Technical Decision Makers considering Microsoft 365 solutions for their organization.

## Prerequisites

To attend this course, candidates must have:

- Completed a role-based administrator course such as *Messaging, Teamwork, Security, Compliance, or Collaboration*.
- Proficient understanding of DNS and basic functional experience with Microsoft 365 services.
- Proficient understanding of general IT practices.
- Working knowledge of PowerShell.



**Microsoft** Partner

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## Course Objectives

Upon successful completion of this course, attendees will be able to:

- Configure user experiences and manage licenses, user accounts, and mail contacts in Microsoft 365.
- Implement and manage groups, add custom domains, and set up client connectivity within Microsoft 365.
- Assign and manage administrative roles, monitor tenant health, and deploy Microsoft 365 Apps for enterprise.
- Analyse workplace data with Microsoft Viva Insights to optimize productivity and collaboration.
- Understand and prepare for identity synchronization and manage directory synchronization tools and synchronized identities.
- Implement secure user access and explore Zero Trust security principles, Microsoft 365 Defender, and Secure Score metrics.
- Manage security services, including Exchange Online Protection and Microsoft Defender for Office 365, and configure Safe Attachments and Safe Links.
- Utilize Microsoft 365 Defender for threat protection across apps, endpoints, and email.
- Understand data governance in Microsoft 365, including archiving, retention policies, and message encryption with Microsoft Purview.
- Implement and manage compliance features such as insider risk management, information barriers, data loss prevention, and sensitivity labels in Microsoft 365.

## Course Topics

### Module 1: Configure Microsoft 365 Tenant

- Configure Your Microsoft 365 Experience
- Manage Users, Licenses, Guests, and Contacts in Microsoft 365
- Manage Groups in Microsoft 365
- Add a Custom Domain in Microsoft 365
- Configure Client Connectivity to Microsoft 365

### Module 2: Manage Microsoft 365 Tenant

- Configure Administrative Roles in Microsoft 365
- Manage Tenant Health and Services in Microsoft 365
- Deploy Microsoft 365 Apps for Enterprise
- Analyse Your Microsoft 365 Workplace Data Using Microsoft Viva Insights



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## Course Topics *Continued*

### Module 3: Implement Identity Synchronization

- Explore Identity Synchronization
- Prepare for Identity Synchronization to Microsoft 365
- Implement Directory Synchronization Tools
- Manage Synchronized Identities
- Manage Secure User Access in Microsoft 365

### Module 4: Manage Identity and Access in Microsoft 365

- Examine Threat Vectors and Data Breaches
- Explore the Zero Trust Security Model
- Manage Secure User Access in Microsoft 365
- Explore Security Solutions in Microsoft Defender XDR
- Examine Microsoft Secure Score
- Examine Privileged Identity Management in Microsoft Entra ID
- Examine Microsoft Entra ID Protection

### Module 5: Manage Security Services in Microsoft Defender XDR

- Examine E-Mail Protection in Microsoft 365
- Enhance Your E-Mail Protection Using Microsoft Defender for Office 365
- Manage Safe Attachments
- Manage Safe Links

### Module 6: Implement Threat Protection by Using Microsoft Defender XDR

- Explore Threat Intelligence in Microsoft Defender XDR
- Implement App Protection by Using Microsoft Defender for Cloud Apps
- Implement Endpoint Protection by Using Microsoft Defender for Endpoint
- Implement Threat Protection by Using Microsoft Defender for Office 365

### Module 7: Explore Data Governance in Microsoft 365

- Examine Data Governance Solutions in Microsoft Purview
- Explore Archiving and Records Management in Microsoft 365
- Explore Retention in Microsoft 365
- Explore Microsoft Purview Message Encryption



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## Course Topics *Continued*

### Module 8: Implement Compliance in Microsoft 365

- Explore Compliance in Microsoft 365
- Implement Microsoft Purview Insider Risk Management
- Implement Microsoft Purview Information Barriers
- Explore Microsoft Purview Data Loss Prevention
- Implement Microsoft Purview Data Loss Prevention

### Module 9: Manage Compliance in Microsoft 365

- Implement Data Classification of Sensitive Information
- Explore Sensitivity Labels
- Implement Sensitivity Labels

## LABS INCLUDED



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