orsys TRAINING

Microsoft 365 for Administrators
Remote AVIT® certification optional

Hands-on course of 3 days - 21h
Ref.: GOQ - Price 2025: 1 380 (excl. taxes)

EDUCATIONAL OBJECTIVES
At the end of the training, the trainee will be able to:

Know the options for administering a Microsoft 365 platform

Manage accounts, sync an Active Directory

Manage mailboxes via Exchange Online

Administer SharePoint Online sites

Configure essential functions of Skype Entreprise Online

Administer collaborative work in Teams and OneDrive

TEACHING METHODS

30% course and 70% hands-on with exercises. Customized monitoring and correction.

HANDS-ON WORK
The course alternates between presentations and hands-on work. This hands-on work is done using the GUI, i.e. in PowerShell.

CERTIFICATION
If registering for the AVIT® Microsoft 365 certification option, you must do so at the same time as course registration. The exam is a 60-minute adaptive test that is 70% operations. The result indicates your skill level. Merely taking the course is not sufficient to achieve a maximum score. The exam must be both scheduled and then taken online within 4 weeks following the start of your session.

THE PROGRAMME

last updated: 03/2024

1) Introduction to Microsoft 365
- Overview of Microsoft 365. Possible hybrid scenarios.
- Cloud-side/client-site architecture.
- Free trial of Microsoft 365.
- Introduction to PowerShell. Remote administration: Azure AD PowerShell.
Hands-on work : Learn about and register for the AVIT® certification option. Logging in to the Microsoft 365 portal. Using the admin center. Remote administration with PowerShell.

2) Managing users, groups, and licenses.
- Working with users and groups.
- Notion of roles. Assignment of roles.
- Authentication. Passwords. Licenses.
Hands-on work : Adding a user. Creating a group. Assigning a role.

3) AD syncing
- Tools: IDFix, AD Connect.
- Syncing AD with Azure AD.
- Azure Rights Management. Syncing with ADFS.
Hands-on work : Syncing an AD.

4) Basic administration of Exchange

- Overview of Exchange Online.
- Mail user. Mail contacts.
- Shared mailbox.
- Resource mailbox.
- Spam filter.

Hands-on work : Creating a user mailbox, mail contact, shared mailbox, and resource mailbox.

5) Basic administration of SharePoint

- Overview of SharePoint Online.
- Site collections. Managing users. Managing rights.
- Accessing company data. External access.
- Managing the term store. Managing search.

Hands-on work : Creating a site collection Assigning rights. Creating a content type and managed metadata.

6) Basic administration of Skype for Business

- Overview of Skype for Business Online.
- Configuring users, Domain federation.
- Teleconferences.

7) Basic administration of Teams and OneDrive

- Overview of Teams and OneDrive.
- Teams. Adding users.
- Notion of a channel, a meeting.
- Sharing files. Collaborative work. Searching.
- Admin settings.

Hands-on work : Creating a team. Associating a team with a Microsoft 365 group. Sending and receiving messages.

8) Security and monitoring

- The monitoring environment.
- Retention policies.
- Data loss prevention. Content search.
- Threats. Auditing. Reports.

Hands-on work : Hands-on work

DATES

REMOTE CLASS
2025 : 21 juil., 20 oct.