

Managing Microsoft Teams

Course Description

The digital world is advancing at amazing speeds. To succeed, organizations must embrace a digital transformation: new ways of connecting people, data, and processes to create value. **Microsoft Teams** is the hub for teamwork in Microsoft 365 that brings people together in a shared workspace where they can chat, meet, collaborate on files, and automate workflows.

This course is designed for persons who are aspiring to the Microsoft 365 Teams Admin role. Microsoft Teams admins configure, deploy, and manage Office 365 workloads for Microsoft Teams that focus on efficient and effective collaboration and communication in an enterprise environment.

This course covers six central elements - Microsoft Teams overview, implementing governance, security and compliance for Microsoft Teams, preparing the environment for a Microsoft Teams deployment, deploying and managing teams, managing collaboration, and managing communication in Microsoft Teams.

Level: Intermediate

Audience

Students in this course are interested in Microsoft Teams or in passing the Microsoft Teams Administrator Associate certification exam.

Modules

Module 1: Microsoft Teams in Microsoft 365

- Overview of Microsoft Teams
- Overview of security and compliance in Microsoft Teams
- Overview of managing Microsoft Teams

Module 2: Implement Microsoft Teams Governance, Security and Compliance

- Implement Governance and Lifecycle Management for Microsoft Teams
- Implement Security for Microsoft Teams
- Implement Compliance for Microsoft Teams

Module 3: Prepare the environment for a Microsoft Teams Deployment

- Upgrade from Skype for Business to Microsoft Teams
- Plan and configure network settings for Microsoft Teams
- Deploy and Manage Microsoft Teams endpoints

Module 4: Deploy and manage teams.

- Create and manage teams
- Manage membership
- Manage access for external users

