



GTech Learn

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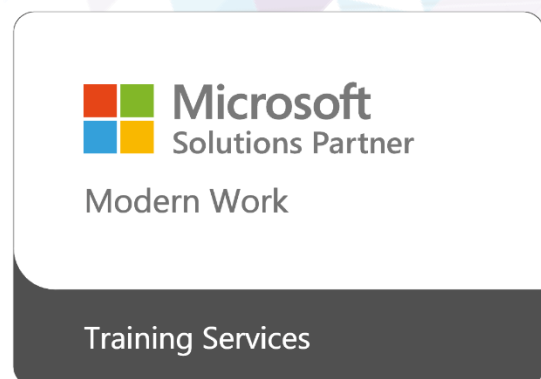
Course Contents

MS-102: Microsoft 365 Administrator

Duration: 5 Days	Level: Intermediate	Role: Administrator
Certification: Available	Public Schedules: View Dates	Private Delivery: Reach Us

What's included?

- ✓ Learn from Microsoft Certified Trainer (MCT's)
- ✓ 24x7 Lab Access
- ✓ Official Courseware
- ✓ Exam Preps / Practice Tests
- ✓ Badges & Completion Certificate
- ✓ Discounted Exam Vouchers



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Overview

This course covers the following key elements of Microsoft 365 administration: Microsoft 365 tenant management, Microsoft 365 identity synchronization, and Microsoft 365 security and compliance.

In Microsoft 365 tenant management, you learn how to configure your Microsoft 365 tenant, including your organizational profile, tenant subscription options, component services, user accounts and licenses, security groups, and administrative roles. You then transition to configuring Microsoft 365, with a primary focus on configuring Office client connectivity. Finally, you explore how to manage user-driven client installations of Microsoft 365 Apps for enterprise deployments.

The course then transitions to an in-depth examination of Microsoft 365 identity synchronization, with a focus on Microsoft Entra Connect and Connect Cloud Sync. You learn how to plan for and implement each of these directory synchronization options, how to manage synchronized identities, and how to implement password management in Microsoft 365 using multifactor authentication and self-service password management.

In Microsoft 365 security management, you begin examining the common types of threat vectors and data breaches facing organizations today. You then learn how Microsoft 365's security solutions address each of these threats. You are introduced to the Microsoft Secure Score, as well as to Microsoft Entra ID Protection. You then learn how to manage the Microsoft 365 security services, including Exchange Online Protection, Safe Attachments, and Safe Links. Finally, you are introduced to the various reports that monitor an organization's security health. You then transition from security services to threat intelligence; specifically, using Microsoft 365 Defender, Microsoft Defender for Cloud Apps, and Microsoft Defender for Endpoint.

Once you have this understanding of Microsoft 365's security suite, you then examine the key components of Microsoft 365 compliance management. This begins with an overview of all key aspects of data governance, including data archiving and retention, Microsoft Purview message encryption, and data loss prevention (DLP). You then delve deeper into archiving and retention, paying particular attention to Microsoft Purview insider risk management, information barriers, and DLP policies. You then examine how to implement these compliance features by using data classification and sensitivity labels.

Audience Profile

This course is designed for persons aspiring to the Microsoft 365 Administrator role and have completed at least one of the Microsoft 365 role-based administrator certification paths.

Contents

Learning path 1: Configure your Microsoft 365 tenant

- Configure your Microsoft 365 experience
- Manage users, licenses, and mail contacts in Microsoft 365
- Manage groups in Microsoft 365
- Add a custom domain in Microsoft 365
- Configure client connectivity to Microsoft 365

Learning Path 2: Manage your Microsoft 365 tenant

- Configure administrative roles in Microsoft 365
- Manage tenant health and services in Microsoft 365
- Deploy Microsoft 365 Apps for enterprise
- Analyze your Microsoft 365 workplace data using Microsoft Viva Insights

Learning Path 3: Implement Identity Synchronization

- Create and manage teams
- Explore identity synchronization
- Prepare for identity synchronization to Microsoft 365
- Implement directory synchronization tools
- Manage synchronized identities
- Manage secure user access in Microsoft 365

Learning Path 4: Explore security metrics in Microsoft Defender XDR

- Examine threat vectors and data breaches
- Explore the Zero Trust security model
- Explore security solutions in Microsoft Defender XDR
- Examine Microsoft Secure Score
- Examine Privileged Identity Management
- Examine Microsoft Entra ID Protection

Learning Path 5: Manage your security services in Microsoft Defender XDR

- Examine email protection in Microsoft 365
- Enhance your email protection using Microsoft Defender for Office 365
- Manage Safe Attachments
- Managing Safe Links

Learning Path 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

Learning Path 7: Explore data governance in Microsoft 365

- Examine threat vectors and data breaches
- 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

Learning Path 8: Implement compliance in Microsoft 365

- Examine threat vectors and data breaches
- 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

Learning Path 9: Manage compliance in Microsoft 365

- Implement data classification of sensitive information
- Explore sensitivity labels
- Implement sensitivity labels

About GTech Learn

Established in 2011 in the USA, GTech Learn is one of the leading IT training organizations in North America & South East Asia. Driven by its unique USPs, GTech Learn is spurring competition, meeting the unmet needs of customers, assisting in skills upgrade, and supplementing talent pools with its presence in the USA, Canada, Singapore and India. This is consistent with our vision to help our Learners with skills upgrade for enhanced career opportunities.

As a Microsoft Learning Partner, we offer a broad range of learning solutions across the full Microsoft technology stack that can be customized.

Since 2011, GTech Learn has been developing custom-fit learning solutions that involve creating and delivering maximum results.

We have successfully helped all types of businesses, government entities, and individuals. For this reason, GTech has chosen by Microsoft to deliver comprehensive learning programs around the globe.

With flexible learning options, state-of-the-art delivery methods, numerous language preferences, experienced instructors, and complete dedication to our students, GTech Learn has the capabilities to help students develop their Microsoft skill sets and achieve increasingly high standards of productivity while organizations of all sizes realize the full potential of their technology investments.

Our Accreditations with Microsoft



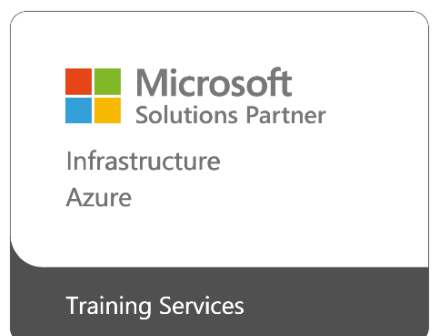
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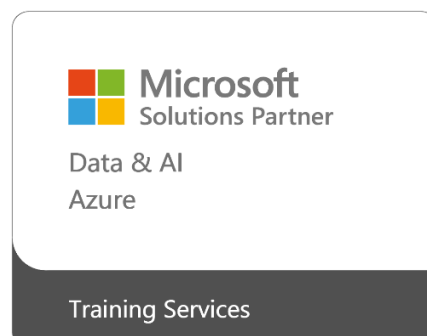
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