

Managing Microsoft Teams

Duration: 4 Days **Course Code: M-MS700**

Overview:

The Managing Microsoft Teams course is designed for persons who are aspiring to the Microsoft 365 Teams Admin role.

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. 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.

Company Events

These events can be delivered exclusively for your company at our locations or yours, specifically for your delegates and your needs. The Company Events can be tailored or standard course deliveries.

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/videoconferencing, 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.

Objectives:

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| ■ Students will learn to: | ■ Manage apps for Microsoft Teams |
| ■ Explore Microsoft Teams | ■ Introduction to Teams meetings and calling |
| ■ Plan and deploy Microsoft Teams | ■ Manage meetings and events experiences |
| ■ Implement lifecycle management and governance for Microsoft Teams | ■ Plan for Microsoft Teams Rooms and Surface Hub |
| ■ Monitor your Microsoft Teams environment | ■ Configure, deploy, and manage Teams devices |
| ■ Manage access for external users | ■ Plan for Teams Phone |
| ■ Implement security for Microsoft Teams | ■ Configure and deploy Teams Phone |
| ■ Implement compliance for Microsoft Teams | ■ Configure and manage voice users |
| ■ Plan and configure network settings for Microsoft Teams | ■ Configure auto attendants and call queues |
| ■ Create and manage teams | ■ Troubleshoot audio, video, and client issues |
| ■ Manage collaboration experiences for chat and channels | |

Prerequisites:

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

Content:

Module 1 : Get started with managing Microsoft Teams

Explore Microsoft Teams Plan and deploy Microsoft Teams Implement lifecycle management and governance for Microsoft Teams Monitor your Microsoft Teams environment

Module 2 : Prepare the environment for a Microsoft Teams deployment

Manage access for external users Implement security for Microsoft Teams Implement compliance for Microsoft Teams Plan and configure network settings for Microsoft Teams

Module 3 : Manage chat, teams, channels, and apps in Microsoft Teams

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

Module 4 : Manage meetings and calling in Microsoft Teams

Introduction to Teams meetings and calling Manage meetings and events experiences Plan for Microsoft Teams Rooms and shared meeting spaces Configure, deploy, and manage Teams devices Plan for Teams Phone Configure and deploy Teams Phone Configure and manage voice users

- Configure auto attendants and call queues
- Troubleshoot audio, video, and client issues

Further Information:

For More information, or to book your course, please call us on Head Office Tel.: +974 40316639

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