



# MS-700T00: Managing Microsoft Teams

Course ID #: 7000-399-ZZ-Z

Hours: 28

## Course Content

### Course Description:

The Managing Microsoft Teams 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. In Microsoft Teams overview, you will get an overview of Microsoft Teams including Teams architecture and related Office 365 workloads. You will be provided an overview of security and compliance in Microsoft Teams and finally get an overview of how to manage Microsoft Teams. In implementing governance, security and compliance for Microsoft Teams, you will plan and configure governance for Office 365 groups including expiration and naming policies. Then you will implement security by configuring conditional access, MFA or Threat Management for Microsoft Teams. Finally, you will implement compliance for Teams by using DLP policies, eDiscovery cases or supervision policies.

### At Course Completion:

After completing this course, student will be able to:

- What is Microsoft Teams and how the components work together
- How to implement Governance, Security and Compliance for Microsoft Teams
- How to prepare an organizations environment for a Microsoft Teams deployment
- How to deploy and manage teams
- Ways of managing collaboration in Microsoft Teams
- Techniques to manage and troubleshoot communication in Microsoft Teams

### Prerequisites:

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

### Target Student:

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



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## Topics:

### Module 1: Microsoft Teams Overview

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

#### Lab : Manage roles and create teams

- Prepare team roles and licenses
- Create new team

### Module 2: Implement Microsoft Teams

#### Governance, Security and Compliance

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

#### Lab : Configure Security and Compliance for teams and content

- Implement Governance and Lifecycle Management for Microsoft Teams
- Implementing security for Microsoft Teams
- Implementing compliance for Microsoft Teams

### Module 3: Prepare the environment for a Microsoft Teams deployment

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

#### Lab : Environment preparation for Teams

- Calculate networking capabilities
- Evaluate configuration profiles
- Provide team resources

### Module 4: Deploy and manage teams

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

#### Lab : Manage teams

- Manage team resources
- Manage sharing and access

### Module 5: Manage collaboration in Microsoft Teams

- Manage chat and collaboration experiences
- Manage settings for Teams apps

#### Lab : Modify collaboration settings for Teams

- Configure channel and message policies
- Manage app settings for team

### Module 6: Manage communication in Microsoft Teams

- Manage Live event and meetings experiences
- Manage phone numbers
- Manage Phone System for Microsoft Teams
- Troubleshoot audio, video, and client issues

#### Lab : Modify communication settings for Teams

- Configure meeting policies
- Manage Phone System for Microsoft Teams
- Troubleshooting audio, video and client issues