



Managing Office 365 Identities and Services (20346) H9Q18S

Course Overview

In this course, you will learn to evaluate, plan, deploy, and operate Microsoft Office 365 services, including its identities, dependencies, requirements, and supporting technologies. You will learn the skills required to set up and sustain an Office 365 tenant and users.

This course incorporates materials from Official Microsoft Learning Product 20346: Managing Office 365 Identities and Services and it can assist you in your preparation for the MCSA: Office 365 certification.

Price	USD \$3,000
Links to local schedules, pricing and registration	US/Canada
Course title	Managing Office 365 Identities and Services (20346)
HP course #	H9Q18S
Category	Microsoft Office 365
Duration	5 days

Special Note

Elements of this syllabus are subject to change.

Audience

This course is intended for:

- IT professionals who evaluate, plan, deploy, and operate Microsoft Office 365 services including its dependencies, requirements, and supporting technologies
- Network administrators and IT managers responsible for managing and maintaining Office 365, including identities, document protection, integration with on-premise

Prerequisites

Technical knowledge of the following:

- Cloud-based service concepts
- Overview of Office 365 and its component services
- Active Directory Service
- TCP/IP network routing
- Domain Name Services (DNS)
- X.509 Certificates
- Firewall ports

Professional experience in the following:

- Windows PowerShell
- Administering Office 365 with Office 365 Admin Center
- Virtual Machines and Remote Desktop

Course objectives

After completing this course, students will be able to:

- Provision Office 365
- Plan and implement networking and security in Office 365
- Manage cloud identities
- Implement and manage identities by using DirSync
- Implement and manage federated identities for Single Sign-On (SSO)
- Monitor and troubleshoot Office 365 availability and usage
- Manage clients and end-user devices
- Provision SharePoint Online site collections
- Configure Exchange Online and Lync Online for end users
- Plan for Exchange Online and Lync Online

Course outline

1. Prepare for Office 365

- Introduction to Office 365
- Provision the Tenant Accounts
- Plan a Pilot
- Enable Client Connectivity

2. Manage Users, Groups, and Licenses

- Manage Users and Licenses with the Administration Center
- Manage Security and Distribution Groups
- Manage Cloud Identities with Windows PowerShell

3. Administer Office 365

- Manage Administrator Roles in Office 365
- Configure Password Management and Administer Rights Management

4. Plan and Manage Clients

- Plan for Office Clients
- Manage User-driven Client Deployments
- Manage IT Deployments of Office 365 ProPlus
- Office Telemetry and Reporting

5. Plan DNS and Exchange Migration

- Add and Configure Custom Domains
- Recommend a Mailbox Migration Strategy

6. Plan Exchange Online and Configure DNS Records

7. Administer Exchange Online

- Configure Personal Archive Policies
- Manage Anti-Malware and Anti-Spam Policies
- Configure Additional Email Addresses for Users
- Create and Manage External Contacts, Resources, and Groups

8. Configure SharePoint Online

- Manage SharePoint Site Collections
- Configure External User Sharing
- Plan a Collaboration Solution

9. Configure Lync Online

- Plan for Lync Online and configure Lync Online Settings

10. Implement Directory Synchronization

- Prepare On-premises Active Directory for DirSync
- Setup DirSync
- Manage Active Directory Users and Groups with DirSync

11. Implement Active Directory Federation Services (AD FS)

- Plan for AD FS
- Install and Manage AD FS Servers and AD FS Proxy Servers

12. Monitor Office 365

- Isolate Service Interruption
- Monitor Service Health and Analyze Reports

Labs**Lab 1: Prepare for Office 365**

- Plan a Fast Track Pilot
- Provision the Tenant Account
- Prepare to Manage Office 365

Lab 2: Manage Users, Groups, and Licenses

- Manage Users and Licenses with the Administration Center
- Manage Security and Distribution Groups
- Manage Cloud Identities with Microsoft PowerShell

Lab 3: Administer Office 365

- Manage Administrator Roles in Office 365
- Configure Password Management and Administer Rights Management

Lab 4: Manage Clients

- Manage user-driven client deployments
- Manage IT deployments of Office 365 ProPlus

Lab 5: Prepare for Exchange Migration

Lab 6: Configure DNS Records and Migrate to Exchange Online

- Perform a cutover migration to Exchange Online
- Configure DNS Records for Services

Lab 7: Administer Exchange Online

- Configure Personal Archive Policies
- Manage Anti-Malware and Anti-Spam Policies
- Configure Additional Email Addresses for Users
- Create and Manage External Contacts, Resources, and Groups

Lab 8: Configure SharePoint Online

- Create SharePoint Site Collections
- Configure External User Sharing and Social and Collaboration Features

Lab 9: Configure Lync Online

- Plan for Lync Online and Configure Lync Online Settings

Lab 10: Implement Directory Synchronization

- Prepare on-premise Active Directory for DirSync
- Setup DirSync
- Manage Active Directory Users and Groups with DirSync in Place

Lab 11: Implement Active Directory Federation Services

Learn more at
hp.com/us/training/americas

