

Microsoft 365 Administrator Expert



Online Course



ZETLAN TECHNOLOGIES
www.zetlantech.com

MICROSOFT 365 ADMINISTRATOR EXPERT

COURSE MODULES

1: Setup Microsoft 365 Tenancy Subscriptions

- Introduction about Microsoft 365 Certification
- What is Microsoft 365?
- Planning a Microsoft 365 Subscription Tenant
- Create Subscription and Workload Settings
- Managing Microsoft 365 Account Settings
- Config Custom Domains with Microsoft 365

2: Microsoft 365 User Management

- Configuring User for Custom Domains
- Managing User License Allocation
- Creating Multi User for Custom Domain
- Creating User using Template
- Delete and Recover the Users

3: Microsoft 365 Groups Management

- Understanding Microsoft 365 Groups
- Creating and Managing Microsoft 365 Groups
- Managing Distribution and Security Groups
- Creating and Managing Shared Mail Box



MICROSOFT 365 ADMINISTRATOR EXPERT

4: Manage Authentication and MFA

- Understanding Microsoft 365 Authentication
- Authentication Methods in Microsoft 365
- Monitoring Authentication
- Understanding Multi-Factor Authentication (MFA)
- Configuring Multi-Factor Authentication (MFA)
- Administering Multi-Factor Authentication (MFA)

5: Administer Microsoft 365 with PowerShell

- Administering Microsoft 365 with PowerShell
- Managing Licenses and User Accounts with PowerShell
- Groups and Membership with PowerShell
- Application Registration with PowerShell

6: Manage MS 365 Subscription and Tenant Health

- Monitor Service Health
- Managing Service Health Alerts
- Creating Service Requests
- Reviewing Usage Metrics
- Scheduling Security and Compliance Reports

Free Advice: +91 9600579474

For Enquiry: +91 8680961847

www.zetlantech.com

MICROSOFT 365 ADMINISTRATOR EXPERT

7: Plan Migration of Users and Data

- Identifying Data and Methods for Migration
- Migration Email to Microsoft 365
- Planning for Directory Synchronization
- Importing PST Files

8: Plan and Manage Identity Synchronization

- Understanding Identity Synchronization
- Planning Identity Synchronization
- Installing Azure AD Connect
- Configuring Password Sync and Filtering
- Understanding the Sync Service Manager
- Managing the Synchronization Scheduler
- Managing Azure AD Connect Health
- Implementing Multi-Forest Scenarios



9: Managing Azure AD Identities and Roles

- Managing and Importing Users
- Managing Password and SSPR
- Creating and Managing Groups
- Creating Access Reviews
- Managing Administrator Roles
- Delegating Administrator Rights
- Configuring RABC with Azure AD
- Planning Security and Compliance Roles



MICROSOFT 365 ADMINISTRATOR EXPERT

10: Enroll Devices

- Planning Intune Device Enrollment
- Auto-Device Enrollment
- Joining Devices to Azure AD
- Windows 10 Deployment
- Securing Windows 10
- Windows Information Protection
- Verifying Policy Functionality

11: Application Deployment

- Registering Application with Azure AD
- Adding an Application with Single Sign-On
- Understanding Azure AD Application Proxy
- Creating B2B Accounts
- Managing Collaboration Settings
- Deploying Office Software
- Using the Office Deployment tool



Free Advice: +91 9600579474

For Enquiry: +91 8680961847

www.zetlantech.com

MICROSOFT 365 ADMINISTRATOR EXPERT

12: Microsoft Teams Infrastructure

- Introduction to Teams Deployment
- The Teams Admin Center
- Creating Teams Messaging Policies
- Network Planning
- Deploying Microsoft Teams Workloads
- Planning for Telephony
- Microsoft Teams Deployment



13: Plan Microsoft 365 Apps Deployment

- Introduction to Microsoft 365 Apps
- Managing Application
- Office Deployment
- Managing Application with Endpoint Manager
- Planning Updates and Connectivity
- Office for the Web
- Plan for Enterprise App Connectivity
- Google Workspace to Microsoft 365 Migration

14: Plan for Messaging and Deployment

- Managing Domains
- Using Connectors for Mail Routing
- Messaging Alert Policies
- Creating Remote Domains
- Using Connectivity Tools
- Using Azure AD Connect to Synchronize System



MICROSOFT 365 ADMINISTRATOR EXPERT

15: Deploy Microsoft 365 Tenant

- Planning and Creating a Tenant
- Configuring Organizational Settings
- Adding Domains
- Complete Organizational Profile
- Plan and Create Subscriptions
- Microsoft Partner vs Microsoft FastTrack

16: Implementing Secure Access

- Configuring Cloud Application Security Policies
- Configuring Activity Policies
- Application Based Conditional Access Policies
- Azure AD Identity Protection
- Deploying Azure AD Entitlement Packages
- Manage Azure AD Entitlement Packages

17: SharePoint Online and OneDrive for Business

- Migrating Files to Microsoft 365
- Application Sharing
- Configuring Access Management



Free Advice: +91 9600579474

For Enquiry: +91 8680961847

www.zetlantech.com

MICROSOFT 365 ADMINISTRATOR EXPERT

18: Plan Architecture

- Introduction to Plan Architecture
- MS 365 and On-Premises Environment Integration Planning
- Identifying Deployment Workloads
- Identity and Authentication
- Configuring SSPF in Azure AD
- Modernizing Enterprise Application



19: Integration

- Power Platform Overview
- Building Power Apps
- Creating PowerApps Environment
- Data Loss Prevention Policies
- Center of Excellence Starter Kit
- Creating Portals
- Securing Cloud Application



Free Advice: +91 9600579474

For Enquiry: +91 8680961847

www.zetlantech.com

EXCHANGE ONLINE

COURSE MODULES



1: Planning and Provisioning Microsoft 365

- Overview of Microsoft 365 and Exchange Online
- Requirements for a Microsoft 365 Tenant
- Creating a Microsoft 365 Tenant
- Adding Custom Domains and Managing DNS Settings

2: Planning and Managing Exchange Online

- Exchange Online User Mailbox and Assign License
- Reset user Password & Add an Alias Email Address in EO MB
- Managing Passwords and Authentication
- Configuring Administrator roles and Assign custom roles
- Create and Manage Mail Flow Settings in Exchange Online
 - Email Forwarding
 - Message Delivery Restrictions
 - Message Size Limits

3: Managing Users and Groups in Microsoft 365

- Managing Microsoft 365 Groups in Exchange Online
- Managing Distribution Group and Convert to a MS 365 Group
- Create Dynamic Distribution Group in Exchange Online
- Restore a Deleted Microsoft 365 Group Exchange Online
- Managing Mail-Enabled Security Group in Exchange Online



EXCHANGE ONLINE

4: Exchange servers by using Exchange Server cmdlets

- Managing Exchange Online using PowerShell
- Managing Users and Groups with PowerShell



5: Manage recipient objects and resources in MS 365

- Manage Mail Contacts and Mail User in Exchange Online
- Create and Manage Resource Mailbox in Exchange Online
- Shared Mailbox and Convert User Mailbox to Shared Mailbox
- Configure A Moderated Recipient in Exchange Online

6: Manage role-based permissions in Microsoft 365

- Manage Full Access Permission on Other Mailboxes in EX Onln
- Manage Send as and Send on Behalf Permission
- Multi-factor Authentication and Recovery Email/Contact
- Setup a Litigation Hold and Archiving for a Mailbox in Ex onln

7: Manage the transport pipeline in Microsoft 365

- Mail Flow Rules and Create Transport Rules in Ex Online
- Autodiscover in Exchange On-Premise, office 365, Hybrid
- Mail Flow Connectors inbound and Outbound Connectors



EXCHANGE ONLINE

For Enquiry: +91 8680961847

7: Deploy & Config Tools and App for Microsoft 365

- Create and Publish Retention Labels in Microsoft 365
- Disable POP & IMAP & Password Expiration Policy
- Manage a Shared Calendar in Exchange Online
- Config Email Disclaimer and Block User Access in Ex Online
- Restore Deleted MS 365 User and Cvrt the MB of Dltd User
- Give Access to One-Drive to Another User in Microsoft 365

8: Manage compliance in Microsoft 365

- Inactive MB & Cont Srch Compliance CenterPrmsn in MS 365
- Disable Automatic Forwarding in Exchange Online
- Configure eDiscovery in Microsoft 365
- Message Trace in Exchange Online and Security Cmplce Ctr
- Config encrypted emails using (OME)

9: Public Folder Management in Exchange Online

- Create and Manage Public Folder in exchange online
- Manage Public Folder Permissions in Exchange Online
- Recover Public Folder Mailbox in Exchange Online

11: Managing Exchange Online Records

- Implementing SPF record in Exchange Online
- Implementing DKIM record in Exchange Online
- Setup up DMARC for custom domain in Exchange Online
- Setup up MX record in Exchange Online



Free Advice: +91 9600579474

www.zetlantech.com

12: Manage Message hygiene in Microsoft 365

- Config Inbound & Outbound Anti- Spam Policies in MS 365
- Connection Filter Policy in Exchange Online Protection (EOP)
- Anti-Malware Protection in Microsoft Defender in MS 365
- Anti-Phishing Policies in Microsoft Defender in Microsoft 365

13: Manage mailbox migrations

- Plan mailbox migrations
- Migrate emails to Exchange Online using IMAP Migration
- Run cutover and staged migrations
- Run advanced mailbox migrations
- Cross Tenant Mailbox Migration Microsoft 365 tenant

14: Manage the hybrid deployment life cycle

- Explore Exchange hybrid deployment requirements
- Plan & config a hybrid deploy usg the Hybrid Configu Wizard
- Provide a gateway for Internet email s
- Implement advanced hybrid functionality.
- Provide a gateway for Internet email
- Implement advanced hybrid functionality.





**LEARN
REMOTELY!!**

The efficiency of online learning
in terms of time management,
flexibility, and the ability
to access resources anytime,
anywhere can be compelling.



ZETLAN TECHNOLOGIES
www.zetlantech.com

**For contact: +91 8680961847
+91 9600579474**

