

EXCHANGE ONLINE



Online Course



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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



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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



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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



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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.





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



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