



Office 365

Regd. Off. Plot A-40, Unit No.
207-301, 2nd & 3rd Floor,
I-Thum Tower A, Sector-62, Noida 201309
Nearest Metro Station Noida Electronic City

Website: www.trainingbasket.in
E-mail: support@trainingbasket.in
Helpline: +91-9015887887



MS-100T00-A: Microsoft 365 Identity and Services

Skills gained

- Designing, configuring, and managing your Microsoft 365 tenant
- Office 365 product functionality
- Configuring Office 365
- Managing Office 365 ProPlus deployments
- Planning and implementing identity synchronization
- Implementing application and external access

Show less

Prerequisites

- Completed a role-based administrator course such as Messaging, Teamwork, Security and Compliance, or Collaboration.
- A proficient understanding of DNS and basic functional experience with Microsoft 365 services.
- A proficient understanding of general IT practices.

Course outline

Module 1: Designing Your Microsoft 365 Tenant

This module focuses on planning your Microsoft 365 experience. This includes planning for the proper Microsoft 365 subscription, planning for Microsoft 365 in your on-premises infrastructure, planning which identity and authentication solution best fits your organizational requirements, planning your service setup, planning for hybrid environments, and planning your migration to Microsoft 365.

Lessons

- Planning your Microsoft 365 Experience
- Planning Microsoft 365 in your On-premises Infrastructure
- Planning Your Identity and Authentication Solution
- Planning Your Service Setup
- Planning Your Hybrid Environment
- Planning Your Migration to Office 365

Lab : Transition to Microsoft 365

- Transition to Microsoft 365



After completing this module, students will be able to:

- Determine which Microsoft 365 subscription offering best suits your organization's requirements
- Understand how to best use Microsoft 365 component services to meet your organizational needs
- Plan your Microsoft 365 subscription
- Identify the steps necessary to successfully migrate existing data to Microsoft 365
- Prepare your organization for Microsoft 365
- Estimate your network's bandwidth
- Test your existing network using the tools provided by Microsoft
- Describe the best practices for integrating to Microsoft 365
- Identify the different deployment strategies for implementing Microsoft 365 services
- Describe authentication behavior when connecting with or without modern authentication
- Explain multi-factor authentication in Microsoft 365 deployments
- Create a plan for directory synchronization and Azure AD Connect Pass-through authentication
- Describe the issues, benefits, and best practices when implementing ADFS
- Plan for Azure AD Seamless Single Sign-On
- Plan your Email migration to Office 365
- Plan your file storage and collaboration requirements
- Plan your Microsoft Teams environment
- Plan for user and group synchronization using Azure AD Connect
- Plan for hybrid Exchange, SharePoint, and Skype for Business environments
- Plan your deployment using the Deployment Planning Checklist
- Analyze your Active Directory and plan any necessary clean-up using the ID Fix tool
- Determine which migration strategy to use to move your mail, calendar, and contact information
- Describe the performance and network issues to consider when planning your migration strategy

Module 2: Configuring Your Microsoft 365 Tenant

While Module 1 focuses on planning your Microsoft 365 tenant, this module transitions to configuring your tenant. This includes configuring your Microsoft 365 experience, including your organization profile, your tenant subscription, your services and add-ins,



and your tenant configuration. You will then learn how to manage Microsoft 365 user accounts and licenses, security groups, and domain services. You will conclude by examining how to leverage FastTrack and partner services.,

Lessons

- Configuring Your Microsoft 365 Experience
- Managing User Accounts and Licenses in Microsoft 365
- Managing Security Groups in Microsoft 365
- Implementing Your Domain Services
- Leveraging FastTrack and Partner Services

Lab : Configure your Microsoft 365 Tenant

- Initialize your Microsoft 365 Tenant
- Manage Users and Groups
- Add a Custom Domain

After completing this module, students will be able to:

- Complete your company's organization profile
- Maintain minimum subscription requirements for your company
- Manage your services and add-ins
- Describe the user identities in Microsoft 365
- Create user accounts from both the Microsoft 365 admin center and in Windows PowerShell
- Manage user accounts and licenses
- Recover deleted user accounts
- Describe the various types of groups available in Microsoft 365
- Create and manage groups from Microsoft 365 admin center and using Windows PowerShell
- Implement your domain services
- Plan DNS for custom domains
- Identify DNS record requirements for custom domains
- Add a custom domain to Microsoft 365
- Describe how FastTrack for Microsoft 365 helps customers deploy Microsoft 365
- Request a partner to assist you with the FastTrack process

Module 3: Managing Your Microsoft 365 Tenant

In the prior modules, you learned how to plan for and configure your Microsoft 365 tenant.



In this module, you will take the next step in the deployment process by learning how to manage your tenant once it has been implemented. This includes configuring your Microsoft 365 administrator roles, managing tenant health and services, and managing user-driven and centralized deployments of Microsoft 365 Apps for enterprise (formerly Office 365 ProPlus).

Lessons

- Configuring Microsoft 365 Admin Roles
- Managing Tenant Health and Services
- Managing User-Driven Client Installations
- Managing Centralized Microsoft 365 Apps for enterprise Deployments

Lab : Manage Your Microsoft 365 Tenant

- Manage Administration Delegation
- Monitor and Troubleshoot Microsoft 365
- Install Microsoft 365 Apps for enterprise

After completing this module, students will be able to:

- Describe the key admin roles in Microsoft 365
- Identify the key responsibilities of the primary admin roles
- Configure tenant roles
- Monitor your organization's Microsoft 365 service health in the Microsoft 365 admin center
- Develop an incident response plan to deal with incidents in your Microsoft 365 services
- Request assistance from Microsoft to address technical, pre-sales, billing, and subscription support
- Describe how Microsoft 365 Apps for enterprise click-to-run technology works
- Describe the Microsoft 365 Apps for enterprise licensing and activation processes
- Plan which update branch might be applicable for your organization
- Plan which method to use for applying update branches to your users
- Identify typical obstacles that prevent successful Microsoft 365 Apps for enterprise installations
- Identify how to prevent users from installing Microsoft 365 Apps for enterprise
- Install and configure Microsoft 365 Apps for enterprise with the Office Deployment Tool



- Deploy Microsoft 365 Apps for enterprise using Group Policy
- Describe how to manage Microsoft 365 Apps for enterprise updates

Module 4: Office 365 Overview

This module examines the primary features and functionality of the key Microsoft 365 services, including Exchange Online, SharePoint Online, Teams, Power Apps, Power Automate, Power BI, and Power Virtual Agents. This module also introduces you additional Microsoft 365 resources and provides an introduction to device management using Microsoft Intune, security baselines, and conditional access.

Lessons

- Exchange Online Overview
- SharePoint Online Overview
- Teams Overview
- Power Platform Overview
- Power Apps Overview
- Power Automate Overview
- Power BI Overview
- Power Virtual Agents Overview
- Additional Resources Overview
- Device Management Overview

Lab : Reviewing Office 365 Functionality

- Review Key Features of Exchange Online
- Review Key Features of SharePoint Online
- Create a Ticketing System in SharePoint
- Review Key Features of Microsoft Teams
- Explore the Power Platform Admin Center
- Create a Power App from a SharePoint data source
- Create a Power App from scratch
- Create a flow using Power Automate
- Create a DLP Policy using Power Automate
- Build a Power BI report and dashboard

After completing this module, students will be able to:

- Describe the most common recipient types available in Exchange Online
- Manage anti-malware and anti-spam policies in Exchange Online



- Plan your organization's disaster recovery needs related to company and user emails
- Determine retention tags and policies that will help you manage your organization's email lifecycle
- Describe migration and coexistence strategies and understand the differences between them
- Select the right mail migration strategy for your organization
- Determine when you want to change the DNS MX record for a domain in an Office 365 migration
- Describe the different ways to migrate mailboxes to Office 365 in a hybrid Exchange environment
- Determine the permission levels that your organization should use in SharePoint Online
- Describe the levels of encryption for data at rest and data in transit within SharePoint Online
- Describe the SharePoint Online options for maintaining and recovering content in an intranet
- Describe the different options that provide anti-malware protection in SharePoint Online
- Describe basic Teams functionality and the infrastructure that supports its goals
- Describe how Teams compares to the other collaboration apps in Office 365
- Manage user licenses in the Office 365 Admin Center and PowerShell to provide Teams access
- Describe the functionality provided by Guest access in Microsoft Teams
- Describe audio conferencing functionality that is available in Microsoft Teams
- Manage user settings for audio conferencing
- Implement phone systems in Microsoft Teams
- Identify the components that make up the Power Platform product family
- Describe the basic features of the Power Platform Admin center
- Describe what Power Apps are, including their business impact and primary components
- Describe how Power Apps connect to data sources
- Create a basic Power App
- Test and monitor a Power App
- Run a Power App



- Describe the Power Apps security structure
- Build and run a basic workflow using Power Automate
- Administer Power Automate
- Build and share a basic Power BI report and dashboard
- Administer Power BI
- Explain what Power Virtual Agents are and how they empower teams to easily create powerful bots
- Describe key features of Power Virtual Agents
- Describe how device management enables organizations to protect and secure their resources and data
- Describe how organizations use Microsoft Intune to secure proprietary data
- Manage security baselines to secure devices
- Use conditional access to manage devices and apps

Module 5: Configuring Microsoft 365 Clients

This module introduces you to the Microsoft 365 clients, including mobile clients and clients working offline. This module also examines how to configure Office client connectivity to Microsoft 365, including automatic client configuration, DNS records required for automatic client configuration, configuring Outlook clients, configuring MFA, and troubleshooting client connectivity.

Lessons

- Microsoft 365 Client Overview
- Configuring Office Client Connectivity to Microsoft 365

After completing this module, students will be able to:

- Identify the client packages supported by Microsoft 365
- Identify the mobile clients supported by Microsoft 365
- Identify the Microsoft 365 features that are available for each mobile client platform
- Compare Office Online, Microsoft 365 Apps for enterprise, and Office 2016 Professional Plus
- Work with Office Online apps
- Describe how Outlook utilizes Autodiscover to initially connect an Outlook client to Exchange Online
- Identify the DNS records needed for Outlook to locate the services in Office 365 using Autodiscover



- Describe the connectivity protocols that enable Outlook to connect to Office 365
- Describe how MFA increases security by adding an extra layer of user verification

Module 6: Capturing User-Driven Data

This module examines how to capture user-driven data using Office Telemetry and Workplace Analytics.

Lessons

- Configuring Office Telemetry
- Configuring Workplace Analytics

After completing this module, students will be able to:

- Identify the five components of the Office Telemetry Dashboard
- Describe the typical deployment requirements and issues that you might encounter when deployment Off
- Describe the types of data collected by the Office Telemetry Agent
- Install and configure Office Telemetry
- Describe how Workplace Analytics can help organizations
- Describe how organizations can use Workplace Analytics
- Configure Workplace Analytics
- Enroll devices in Workplace Analytics
- Assess readiness using Workplace Analytics

Module 7: Planning and Implementing Identity Synchronization

This module provides an in-depth examination of Microsoft 365 Identity synchronization, with a focus on Azure Active Directory Connect. You will learn how to plan for and implement Azure AD Connect and, how to manage synchronized identities, and how to implement password management in Microsoft 365 using multi-factor authentication and self-service password management.

Lessons

- Introduction to Identity Synchronization
- Planning for Azure AD Connect
- Implementing Azure AD Connect
- Managing Synchronized Identities
- Password Management in Microsoft 365



Lab : Manage Identities

- Prepare for Identity Synchronization
- Implement Identity Synchronization
- Implement Password Management

After completing this module, students will be able to:

- Describe the Microsoft 365 authentication options
- Explain directory synchronization
- Provide an overview of Azure AD Connect
- Plan directory synchronization to synchronize your on-premises Active Directory objects to Azure AD
- Plan an Azure AD Connect implementation
- Plan for Azure AD Connect in a multi-forest scenario
- Configure Azure AD Connect Prerequisites
- Set up Azure AD Connect
- Describe Azure AD Connect Health
- Perform tasks to ensure users synchronize efficiently and successfully deploy Azure AD Connect
- Manage groups with directory synchronization
- Use Azure AD Connect Sync Security Groups to delegate control in Azure AD Connect to other users
- Troubleshoot directory synchronization using a variety of troubleshooting tasks and tools
- Describe the available password management features in Microsoft 365

Module 8: Implementing Application and External Access

This module provides a comprehensive look at implementing application and external access. You will learn how to add and manage applications in Azure Active Directory, including how to configure multi-tenant applications. You will then examine how to configure Azure AD Application Proxy, including how to install and register a connector and how to publish an on-premises app for remote access. Finally, you will examine how to design and manage solutions for external access. This includes licensing guidance for Azure AD B2B collaboration, creating a collaborative user, and troubleshooting a B2B collaboration.

Lessons



- Implementing Applications in Azure AD
- Configuring Azure AD App Proxy
- Solutions for External Access

After completing this module, students will be able to:

- Register an application or service within your Azure AD tenant
- Update an application within the Azure AD consent framework
- Modify the configuration of a single-tenant application to make it a multi-tenant application
- Remove an application's registration from your Azure AD tenant
- Describe the benefits of Azure AD Application Proxy and how it works
- Identify Azure AD application proxy prerequisites
- Install and register a connector and verify that it installed correctly
- Publish an on-premises app for remote access and test the published app to verify that it functions
- Manage External Access with Azure AD B2B collaboration.
- Explain the difference between Microsoft 365 external access and Azure AD B2B collaboration
- Explain the attributes of a collaborative User.
- Demonstrate Azure B2B Collaboration
- Manage external access and guest access using Microsoft Teams
- Manage customer lockbox requests



MS-900T01-A: Microsoft 365 Fundamentals

Skills gained

- Differentiate between the various cloud service models.
- Identify the key differences between Microsoft 365 subscriptions.
- Plan for migration to Microsoft 365 services.
- Identify key differences between Microsoft on-premises services and Microsoft 365 cloud services.
- Identify how Microsoft 365 services support teamwork.
- Describe identities, including cloud, on-premises, and hybrid identity.
- Describe cloud device management and protection, including the use of Intune.
- Describe data protection, including the use of Azure Information Protection.
- Describe compliance in general and the compliance features in Microsoft 365.
- Describe Microsoft 365 subscriptions, licenses, billing, and support

Show less

Prerequisites

This course is designed for Business Decision Makers and IT Professionals who aspire to deploy cloud services in their organization. Students should have the following background:

- General knowledge of networking, computing, and cloud concepts

Course outline

Module 1: Cloud concepts

Explore the core concepts of cloud computing and how it can help your business.

Lessons

- Principles of cloud computing
- What is Microsoft 365?
- Select a cloud deployment

Module 2: Microsoft 365 productivity and teamwork capabilities

Learn about the productivity and teamwork solutions in Microsoft 365 and the capabilities that help people be more productive using Microsoft 365 - The World's Productivity Cloud.

Lessons



- Engage employees with Microsoft Stream, Teams, and Yammer
- Get more done with Office across all devices
- File storage and sharing with OneDrive and SharePoint

Module 3: Microsoft 365 business management capabilities

Learn about the business management solutions in Microsoft 365 and the capabilities that help organizations be more productive using Microsoft 365 - The World's Productivity Cloud.

Lessons

- Manage your business with Microsoft 365
- Simplify device management with Microsoft Endpoint Manager
- Get more done and stay secure with Windows 10
- Harness business intelligence with Microsoft 365 analytics and reporting

Module 4: Microsoft 365 security and compliance

Learn about the Microsoft 365 security and compliance solutions areas and the capabilities available to help enterprises secure their enterprise and meet regulatory requirements.

Lessons

- Security principles and solution areas
- Identity and access management
- Threat protection
- Cloud security
- Information protection and governance
- Compliance management
- Manage risk, discovery, and audit

Module 5: Microsoft 365 Licensing and support

Learn more about Microsoft 365 licensing, service, and support options.

Lessons

- Identify licensing options available in Microsoft 365
- Describe support offerings in Microsoft 365 services
- Describe the service life cycle in Microsoft 365



Q: Why should I choose Training Basket over other training providers?

Ans. Training Basket provides a unique amalgamation of quality, convenience, flexibility and cost. Training Basket has some of the best trainers in the industry. Our trainers excel not just in depth and width of knowledge, but also in their patience and ability to explain difficult concepts in simple terms.

Training Basket has made serious investments with long-term vision for ensuring good environmental factor for studies by first buying their own suites in the prestigious iThum Towers in NOIDA, Sec-62. This lets us configure our labs and classroom suited best to our student's comfort and focused studies.

Q: What is the criterion for availing the Training Basket job assistance program?

Ans: All Training Basket students who have successfully completed their training in any of our courses are directly eligible for placement assistance.

Q: Which are the companies that Training Basket has placed students in the past?

Ans: We have exclusive tie ups with MNC's like Ericsson, Cisco, Cognizant, Tech Mahindra, MEON, Bingo, Genpact etc.

Q: Do I need a prior industry experience in getting an interview opportunity?

Ans: There is no need to have prior opportunity for getting an interview call. The successful completion of any industry level technology training at Training Basket is like an industry experience. This training makes you confident to clear interviews and we also conduct in-house mock interviews on our online assessment platform where we assess our student's skills by testing their code online or industry specific assessment before sending them for interviews.

Q: How does Training Basket assist in placement?

Ans: You will be guided on creating an attractive template based resume. You will get opportunity to attend free personality development program and mock interviews conducted by our SME's to boost your confidence for real interviews. Plus you will be given our level assessment platform where we assess our student's skills by testing their code online or industry specific assessment.

Q: If I don't clear in first attempt, will I get another chance?

Ans: Yes, for sure. Your resume will be active on our job portal and will be visible to all our associates and clients. Training Basket will continue to send your resume to future job requirements matching your profile till you land a job.

Q: Does Training Basket Guarantee job through it's job assistance program ?

Ans: Training Basket does not guarantee job placement but it will continue to assist you on best efforts basis to place you in it's affiliated companies' network.

COMPANIES WHERE OUR STUDENTS ARE PLACED

**Tech
Mahindra**



Source Soft Solutions
We only believe in the best

Chi Networks™

ADS-eVER

MEON
DELIVERING GREAT SURFACES

BioMax™



Bingo
Change • Innovate • Lead

Dimensions
Five Dimensions Infotech

WTS Webtech Solutions

HCL

IBM

Infosys

accenture

HUAWEI

**Reliance
Jio Infocomm**

pinga™ solutions

DATA BRIDGE
MARKET RESEARCH

CoreIP
Technology Pvt Ltd

iSOURCE

**network
solutions**



Shailers
Solutions...for your need



SAMSUNG

indiatech
Solutions