

Microsoft Office 365 Admin

Course Overview

This course will introduce students to Microsoft Office 365. Topics covered include getting your domain ready, working with users and contacts, and maintaining Office 365 data and recipients.

<u>Course Introduction</u>	3m
Course Introduction	
<u>Module 1 - Getting Your Domain Ready</u>	34m
Getting Your Domain Ready	
Key Terms	
Basic Steps to Host a Domain Name	
Basic Steps to Host a Domain Name (cont.)	
Using the onmicrosoft.com Domain	
Demo - Create an Account	
Demo - Using the onmicrosoft.com Domain	
Demo - Getting the Domain Ready	
Licenses	
Admin Centers	
External Sharing	
Add In Apps	
Checking In and Logging Service Requests	
Module 1 Review	
<u>Module 2 - Working with Users and Contacts</u>	44m
Working with Users and Contacts	
Users vs Contacts	
Demo - Navigating Users in Office 365	
Demo - Creating Users in Office 365	
Creating Office 365 Groups	
Group Types	
Demo - Creating Distribution Groups	
Demo - Creating an Office 365 Group	
Tasks to Manage Users	
Importing Office 365 Users	
Demo - Importing Office 365 Users	
Resetting User Passwords	
Demo - Resetting User Passwords	
Two-Factor Authentication	
Demo - Two-Factor Authentication	
Demo - User Properties	
Password Policies	
Demo - Password Policies	

Adding a User License
How to Install Client Software
Demo - Installing MS Office
Module 2 Review

Module 3 - Maintaining Office 365 Data and Recipients

31m

Maintaining Office 365 Data and Recipients
Maintaining Office 365 Users: Introduction
Demo - Creating Special Mailboxes for Calendars
Demo - Creating Shared User Mailboxes
Migrating Mail to Office 365
Importing Data Over
Demo - Exchange Recipients
Demo - Managing Spam and Malware
Exchange Admin Center
Managing Mail Flow
Demo - Message Trace
Admin Center: Teams
Demo - Admin Center: Teams
Module 3 Review
Course Closure

Total Duration: 1h 52m