

# Microsoft Office 365 Administration

## Course Overview

This course provides students with the knowledge and skills to getting their domain ready, manage users, and maintain Office 365 users.

<b><u>Course Introduction</u></b>	3m
Course Introduction	
<b><u>Module 01 - Getting Your Domain Ready</u></b>	1h 2m
Getting Your Domain Ready	
Key Terms	
Using the <i>onmicrosoft.com</i> Domain	
Basic Steps to Host a Domain Name	
Demo - Getting Domain Ready	
Licenses	
Demo - Licenses and Subscriptions	
External Sharing	
Integrated Apps	
Sway	
Controlling User Software	
Power BI Admin Center	
Bing Places for Business	
Demo - Bing Places for Business	
Service Settings	
Demo - Service Settings	
Reports	
Demo - Reports	
Checking Service Health	
Demo - Checking Service Health	
Checking and Logging Service Requests	
Demo - Checking and Logging Service Requests	
Module 01 Review	
<b><u>Module 02 - Managing Users</u></b>	51m
Managing Users	
Creating Users in Office 365	
Demo - Creating Users in Office 365	
Creating Security Groups	
Creating Distribution Groups	
Demo - Creating Distribution Groups	
Importing 365 Users	
Demo - Importing 365 Users	
Resetting User Passwords	
Demo - Resetting User Passwords	

User Properties  
Demo - User Properties  
Password Policies  
Adding a User License  
Client Software  
Demo - Installing MS Office  
Module 02 Review

**Module 03 - Maintaining Office 365 Users**

36m

Maintaining Office 365 Users  
Creating Special Mailboxes for Calendars  
Demo - Creating User Resource Mailboxes  
Demo - Creating Shared User Mailboxes  
Migrating Mail to Office 365  
Importing Data Over  
Demo - Exchange Recipients  
Managing Spam and Malware  
Checking Service Settings  
Demo - Checking Service Settings  
Exchange AdminCenter  
Managing Mail Flow  
Managing Skype for Business Users  
Demo - Managing Skype for Business Users  
Module 03 Review  
Course Closure

**Total Duration: 2h 32m**