



MS-700T00: Managing Microsoft Teams

Course Duration: 4 Days

Class times: 9am-4pm

Course Level: Intermediate

Language: English

Mode of Training: Virtually Instructor-Led

Prerequisites

Job Role: Administrator

Related Exam: MS-700

Audience Profile:

Students in this course are interested in Microsoft Teams or in passing the Microsoft Teams Administrator Associate certification exam. A Microsoft Teams administrator plans, deploys, configures, and manages Microsoft Teams to focus on efficient and effective collaboration and communication in a Microsoft 365 environment. A Microsoft Teams administrator must be able to plan, deploy, and manage teams, chat, apps, channels, meetings, audio/video conferencing, live events, calling, and Teams certified devices. A Microsoft Teams administrator has experience integrating Microsoft Teams with SharePoint, OneDrive, Exchange, Microsoft 365 Groups, and other Microsoft, third-party, and custom apps. A Microsoft Teams administrator understands and collaborates with other workloads and roles, such as Network, Voice, Identity, Access, Devices, Licensing, Security, Compliance, Information management, and User Adoption.

Course Outline

Module 1: Explore Microsoft Teams

Learn about Microsoft Teams capabilities, including Teams core workloads and integration with other Microsoft services and platforms. Understand the Teams architecture and Teams certified solutions.

Learning objectives

By the end of this module, you will be able to:

- Describe Microsoft Teams core workloads.



- Describe how Microsoft 365 integrates with Teams.
- Describe how Microsoft Power Platform integrates with Teams.
- Explain the architecture of Microsoft Teams and dependent services.
- Describe how Microsoft Teams interacts with SharePoint, One Drive and Exchange
- Describe Teams certified solutions.

Module 2: Plan and deploy Microsoft Teams

Learn how to plan and deploy Microsoft Teams to your organization, including different Teams admin roles, available management tools, and processes to roll out Teams. Understand required licensing and how to deploy Teams clients.

Learning objectives

By the end of this module, you'll be able to:

- Describe different Teams admin roles.
- Explain which management tools are available for Teams.
- Plan for Teams rollout
- Understand the importance of a user adoption plan when deploying Teams.
- Identify required licensing for Teams.
- Deploy Teams clients.

Module 3: Implement lifecycle management and governance for Microsoft Teams

Learn about Teams lifecycle management and governance, including different features to govern Microsoft 365 Groups, ways to assign Teams policies, Teams preview features controls.

Learning objectives

By the end of this module, you will be able to:

- Describe the lifecycle management for Teams.
- Plan governance features for Teams



- Configure Microsoft 365 Groups governance features.
- Plan the Teams policy assignment for different scenarios.
- Create and manage policy packages.
- Control Teams preview features for users.
- Create and manage team templates and templates policies.

Module 4: Monitor your Microsoft Teams environment.

Learn about different reports and dashboards to monitor your Teams environment, including Microsoft 365 and Teams usage reports, Microsoft Adoption Score, Azure AD access reviews, and Microsoft 365 network connectivity dashboard.

Learning objectives

By the end of this module, you will be able to:

- Analyze usage patterns by monitoring Microsoft 365 and Teams usage reports.
- Interpret Microsoft Adoption Score
- Manage user access by using Azure AD access reviews.
- Assess network readiness by using Microsoft 365 network connectivity dashboard.
- Manage Teams notifications and alerts to monitor Teams capabilities and receive alerts.
- Manage feedback policies.

Module 5: Manage access for external users.

Learn about the options to work with external users in Teams and the access controls from different places, including Azure AD, Microsoft 365, Teams, and SharePoint admin centres.

Learning objectives

By the end of this module, you will be able to:

- Explain external access and guest access.
- Describe how to manage external access and guest access.



- Manage external collaboration in Azure Active Directory.
- Manage external collaboration in Microsoft 365.
- Manage external access in Microsoft Teams.
- Manage guest access in Microsoft Teams.
- Manage file sharing in SharePoint.

Module 6: Implement security for Microsoft Teams

Learn about different security capabilities for Microsoft Teams, including Conditional Access, multifactor authentication, Safe Attachments, Safe Links, and Defender for Cloud Apps.

Learning objectives

By the end of this module, you will be able to:

- Configure Conditional Access and multifactor authentication for Microsoft Teams.
- Configure Safe Attachments for Microsoft Teams.
- Configure Safe Links for Microsoft Teams.
- Examine the Defender for Cloud Apps.
- Describe security reports for Microsoft Teams.
- Plan and configure enhanced encryption policies.

Module 7: Implement compliance for Microsoft Teams

Learn about different compliance capabilities for Microsoft Teams, including sensitivity labels, retention policies, DLP policies, communication compliance, and information barrier policy.

Learning objectives

By the end of this module, you will be able to:

- Describe how sensitivity labels work and how to configure them.
- Describe how to create retention policies.
- Generate Data Loss Prevention policies to protect against data leakage.



- Deploy communication compliance for reviewing communication.
- Activate the scoped directory search in Teams.
- Describe how information barrier policies work and how to create them.
- Configure alert policies for events in Microsoft Teams.

Module 8: Plan and configure network settings for Microsoft Teams

Learn about the network requirements for Microsoft Teams and associated settings, including Network Planner, Quality of Service (QoS), configuration for location-enhanced reports, and Microsoft 365 network connectivity test tool.

Learning objectives

By the end of this module, you will be able to:

- Explain the network requirements of Microsoft Teams.
- Work with the Network Planner tool.
- Utilize the Network Test Companion.
- Describe the required network ports and protocols.
- Configure reporting labels for Microsoft Teams.
- Implement Quality of Service in your environment.

Module 9: Create and manage teams.

Learn about creating teams from various approaches and managing teams' settings and membership. You'll also learn how to archive, restore, and delete a team.

Learning objectives

By the end of this module, you will be able to:

- Create new teams.
- Create teams from existing resources.
- Create an org-wide team.



- Manage team settings.
- Manage users in a team.
- Configure dynamic membership for teams.
- Archive, restore from archive, delete, and restore deleted teams.

Module 10: Manage collaboration experiences for chat and channels.

Learn about different controls for collaboration experiences in Microsoft Teams, including managing channel types, private channel creation, messaging policies, and channel moderation.

Learning objectives

By the end of this module, you will be able to:

- Manage the creation of private channels.
- Control the email integration of teams.
- Organize the file sharing functions from the Teams client.
- Create and modify messaging policies.
- Understand how to set up channel moderation in teams.

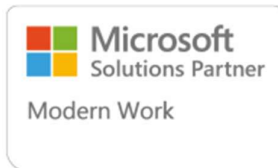
Module 11: Manage apps for Microsoft Teams

Learn about different settings and policies to manage Teams apps, including which apps are allowed to install, which apps are pinned to users' app bar, and whether users can upload custom apps.

Learning objectives

By the end of this module, you will be able to:

- Describe apps, bots, and connectors in Microsoft Teams
- Explore admin settings for Teams apps.
- Manage app permission policies.
- Configure app setup policies.
- Manage custom app policies and settings.



- Publish a custom app in Microsoft Teams

Module 12: Manage meetings and events experiences.

Learn about different meeting solutions in Microsoft Teams, various settings and policies for Teams meetings and live events, and configuration for Audio Conferencing.

Learning objectives

By the end of this module, you will be able to:

- Understand meetings and events in Microsoft Teams
- Set up conference bridges.
- Manage meeting policies.
- Configure meeting settings.
- Manage Live events policies.
- Configure Live events settings.
- Explain Live events in Microsoft 365

Module 13: Configure and manage Microsoft Teams Room and Teams devices.

Learn about the process to deploy and manage Teams devices, including devices selection, required resource accounts, devices provision, and devices management with configuration profiles and device tags, and troubleshooting common issues for Teams Rooms.

Learning objectives

By the end of this module, you will be able to:

- Standardize a Teams Rooms deployment.
- Consider the right criteria when analyzing various meeting spaces.
- Create the resource account used by Teams Rooms
- Manage device settings and firmware.
- Manage configuration profiles.
- Manage Teams device tags.



Module 14: Manage phone numbers and settings.

Learn about the calling solutions in Microsoft Teams and how to get and manage phone numbers with Calling Plans. You will also learn to manage voice settings for users.

Learning objectives

By the end of this module, you will be able to:

- Evaluate Teams calling solutions.
- Explain how to get phone numbers.
- Manage emergency addresses.
- Manage phone numbers for users.
- Manage voice settings for users.

Module 15: Manage Teams Phone settings and policies.

Learn about various features in the Teams Phone and how to configure those features, including call queues, auto attendants, caller ID, and call park.

Learning objectives

By the end of this module, you will be able to:

- Create and manage resource accounts.
- Create and manage call queues.
- Create and manage auto attendants.
- Configure call park policies.
- Configure policies to manage calling capabilities.

Module 16: Troubleshoot audio, video, and client issues.

Learn about the troubleshooting approaches for audio, video, and client issues in Teams, including collecting appropriate logs and identifying problems with different reports and dashboards.



Learning objectives

By the end of this module, you will be able to:

- Describe key aspects of Teams troubleshooting.
- Identify call quality issues with call analytics.
- Identify call quality issues with Call Quality Dashboard
- Identify call quality issues with the Direct Routing Health Dashboard