

## Managing Microsoft Teams – Flexible Training («MS700V»)

This MS-700 training consists of a maximum of 2 half-day sessions per week for a maximum of 4 weeks. Click «Timetable» for the session plan at the bottom of the page where you select your desired date.

**Duration:** 4 days

**Price:** 3'400.–

**Course documents:** Official Microsoft Courseware

**Vendor code:** MS-700

### Content

In this course, you will learn about various Teams management tools, security and compliance feature for Teams, network requirement for Teams deployment as well as different Teams settings and policies for managing collaboration and communication experience in Teams. You will learn about Teams architecture. Specifically, you will learn about the integration between Microsoft Teams and various workloads and services in Microsoft 365. You will learn about security and compliance features for Teams, including conditional access, MFA, Threat, alerts, DLP policies, eDiscovery, and information barrier policies. You will also learn about preparing the environment for a Microsoft Teams deployment, including upgrading from Skype for Business to Microsoft Teams, network settings, and managing Microsoft Teams endpoints. Lastly, you will learn about how to create and manage teams, manage membership, including internal and external users. You will further learn about different settings and policies to manage collaboration and communication experiences in Microsoft Teams.

The content of this flexible training is derived from the exam «[MS-700: Managing Microsoft Teams](#)». Start preparing for the course on Microsoft Learn now and use the Learning Support if you have any questions. During the 3h instructor sessions you will work with the official Microsoft course material (more information under «Methodology & didactics»).

#### Course outline:

##### Module 1: Get started with managing Microsoft Teams

In this module, you will get an overview of Microsoft Teams including Teams architecture and related Microsoft 365 workloads. You will also learn the management tools for Teams and how to governance and manage Teams lifecycle.

##### Lessons

- Explore Microsoft Teams
- Deploy and manage Microsoft Teams
- Implement governance and lifecycle management for Microsoft Teams

##### Lab : Manage Microsoft Teams

- Prepare team roles and licenses
- Explore Teams management tools
- Create groups and teams
- Implement governance and lifecycle management for Microsoft Teams

##### Module 2: Implement security and compliance for Microsoft Teams

In this module, you will learn how to manage access from external users from different admin center across Microsoft 365, and what security and compliance features to protect Teams environment, including conditional access, MFA, Threat Management for Microsoft Teams, DLP policies, eDiscovery

cases, and communication compliance.

#### Lessons

- Manage access for external users
- Implement security for Microsoft Teams
- Implement compliance for Microsoft Teams

#### Lab : Configure security and compliance for Microsoft Teams

- Manage guest access for Microsoft Teams
- Implement security for Microsoft Teams
- Implement compliance for Microsoft Teams

#### Module 3: Prepare the environment for a Microsoft Teams deployment

In this module, you will learn the different upgrade paths for coexistence and upgrade modes for Transition from Skype for Business to Microsoft Teams. You will also learn to plan and configure network settings for Microsoft Teams.

#### Lessons

- Transition from Skype for Business to Microsoft Teams
- Plan and configure network settings for Microsoft Teams

#### Lab : Plan and configure network settings for Microsoft Teams

- Calculate networking capabilities

#### Module 4: Manage chat, teams, channels, and apps in Microsoft Teams

In this module, you will learn how to create and manage teams and membership from different approaches, manage the collaboration experiences for both chat and channels, and manage apps for Microsoft Teams.

#### Lessons

- Create and manage teams
- Manage collaboration experiences for chat and channels
- Manage apps for Microsoft Teams

#### Lab : Manage teams and collaboration settings for Teams

- Manage team resources
- Configure channel and messaging policies
- Manage app settings
- Test configured policy settings

#### Module 5: Manage meetings and virtual events in Microsoft Teams

In this module, you will learn how to manage meetings and virtual events experiences with different policies and settings. You will also learn to deploy Teams devices, including Teams Room.

#### Lessons

- Manage meetings and virtual events experiences
- Configure and manage Microsoft Teams devices

#### Lab : Manage Teams meetings experiences

- Manage meetings and virtual events experiences
- Deploy Teams device profiles

#### Module 6: Manage calling in Microsoft Teams

In this module, you will learn how to manage phone numbers and Phone System for calling experiences in Microsoft Teams and how to troubleshoot audio, video, and client issues.

#### Lessons

- Manage phone numbers
- Manage Phone System for Microsoft Teams
- Troubleshoot audio, video, and client issues

### Lab : Manage calling in Microsoft Teams

- Set up a Calling Plan (Optional)
- Manage phone system for Microsoft Teams

## Key Learnings

- Understanding Microsoft Teams and how the components work together
- Implementing Governance, Security and Compliance for Microsoft Teams
- Preparing an organizations environment for a Microsoft Teams deployment
- Deploying and managing teams
- Ways of managing collaboration in Microsoft Teams
- Techniques to manage and troubleshoot communication in Microsoft Teams

## Methodology & didactics

### Digicomp Flexible Learning Approach:

- **Training modality:** During a period of 4 weeks, 6-8 half-day (3h each) virtual live sessions with our Azure MCT experts will take place. The sessions are already planned and can be easily combined with the daily work routine. Between the sessions there is enough time to process the learned knowledge.
- **Detailed Session Plan:** Click «[Timetable](#)» at the bottom of the page where you select your desired date.

## Target audience

This course is designed for people who are aspiring to the Microsoft 365 Teams Admin role and are interested in passing the [Microsoft Teams Administrator Associate](#) certification exam.

The Microsoft Teams Administrator configures, deploys, and manages Office 365 workloads for Microsoft Teams that focus on efficient and effective collaboration and communication in an enterprise environment. The Teams Administrator collaborates with Telephony engineers to integrate advanced voice features into Microsoft Teams. This role is not responsible for configuring direct routing, configuring call routing, or integrating telephony.

## Requirements

- A proficient understanding of basic functional experience with Microsoft 365 services
- A proficient understanding of general IT practices, including using PowerShell
- [Microsoft 365 Fundamentals – Intensive Training \(«MS900»\)](#)

## Certification

This flexible training prepares you for:

- **Exam:** «[MS-700: Managing Microsoft Teams](#)» for the
- **Certification:** «[Microsoft 365 Certified: Teams Administrator Associate](#)»

- [Collaboration Communications Systems Engineer – Intensive Training \(«MS721»\)](#)

## Any questions?

We are happy to advise you on +41 44 447 21 21 or [info@digicomp.ch](mailto:info@digicomp.ch). You can find detailed information about dates on [www.digicomp.ch/courses-microsoft-technology/microsoft-modern-workplace-m365/microsoft-365-certified-teams-administrator-associate/course-managing-microsoft-teams-flexible-training-ms-700](http://www.digicomp.ch/courses-microsoft-technology/microsoft-modern-workplace-m365/microsoft-365-certified-teams-administrator-associate/course-managing-microsoft-teams-flexible-training-ms-700)