

Microsoft 365 Administration and Security (2 Days)

Code: M365-202

About this course

This course targets the needs of system (IT) administrators who take part in administering, configuring, troubleshooting, and operating Microsoft 365 services. It also covers the security and compliance features of Microsoft 365, including identity management, endpoint management, and information protection.

Product:	Microsoft 365
Prerequisites:	Microsoft 365 License such as Business Premium/E3/E5
Audience(s):	System (IT) administrators or Microsoft 365 Administrator who want to learn about administration and security in Microsoft 365
Language:	Speaker Thai / Presentation English & Thai
Time:	9:00-12:00 and 13:00-16:30 (2 Days)

Module: Day 1 Training



Module 1: Configure your Microsoft 365 experience

Lessons:

- What is the Microsoft 365
- Overview of the Microsoft 365 admin center
- Configure tenant-level settings for SharePoint and OneDrive
- Configure tenant-level settings for Microsoft Teams
- Enable Unified Audit Logging in Microsoft 365
- Manage Microsoft 365 with PowerShell



Module 2: Manage users, groups and passwords

Lessons:

- Identity models for Microsoft 365
- Create and manage users and user licenses
- Create and manage guest users
- Configure external collaboration settings
- Create and manage contacts
- Create and manage groups
- Manage user passwords
- Assign admin roles to users



Module 3: Configure your security protection

Lessons:

- Protect your administrator's accounts
- Implement Conditional Access policies
- Implement multifactor authentication
- Protect against malware and other cyberthreats
- Check your Secure Score



Module 4: Manage protect devices & apps

Lessons:

- What is Microsoft Intune?
- Mobile Application Management (MAM)
- Mobile Device Management (MDM)
- Onboard devices to Microsoft Defender
- Device discovery and vulnerability assessment



Module 5: Information protection

Lessons:

- Information Protection & Governance
- Protect your data using sensitivity labels
- Data Loss Prevention (DLP)
- Data retention in Microsoft 365

Module: Day 2 Consulting Workshop



Module 6: Setup and Security Assessment

Lessons:

- Microsoft 365 Setup and Security configuration (Pilot testing)
- Microsoft 365 Setup and Security Assessment report