FUTURE PATH
INFOCAMPUS

MICROSOFT 365

About Infocampus

Infocampus is a community of learners, educators, and industry professionals dedicated to creating a supportive and dynamic learning environment. Since 2009, we have specialized in IT and networking courses for both beginners and professionals, bridging the gap between theory and practice. Our mission is to prepare students for the evolving tech industry, making us a trusted choice for career advancement in technology.

15+ Years of Expertise
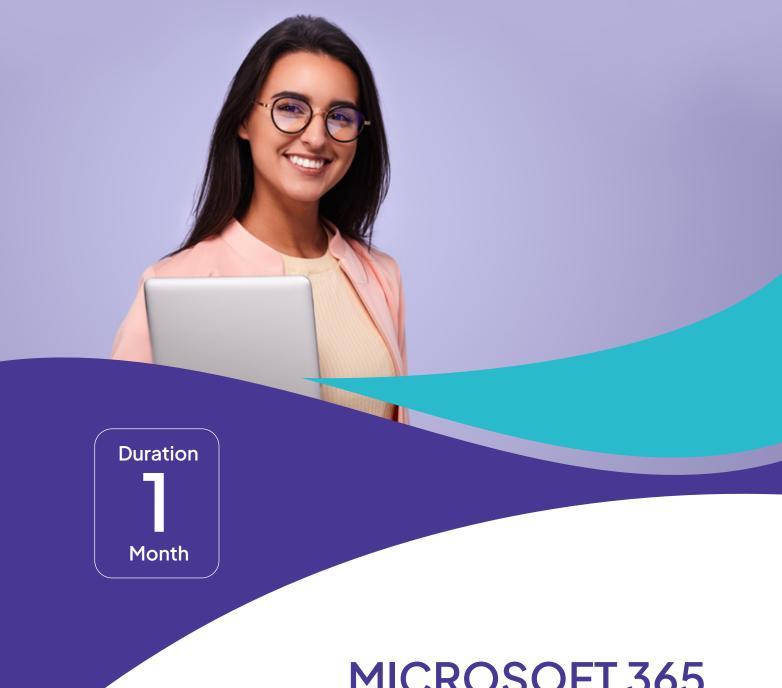
5K+ Successful Graduates

Key Features

Hands on training for real world application

Highly experienced and skilled faculties

State-of-the-Art Infrastructure

Course completion certificate

Job Assistance

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Duration

1

Month

MICROSOFT 365

This course provides a comprehensive introduction to Microsoft's cloud-based suite of productivity tools and services. Participants will gain a deep understanding of the core applications and capabilities within Microsoft 365, including Outlook, Word, Excel, PowerPoint, Teams, SharePoint, and OneDrive. The course covers essential features such as collaborative document editing, email management, online meetings and communication, file storage and sharing, and team collaboration. Participants will also learn how to leverage Microsoft 365 for productivity enhancement, mobility, and security, making it suitable for individuals and organizations looking to maximize their use of Microsoft's cloud platform for business efficiency and collaboration.

Course Curriculum

Microsoft 365 Fundamentals

- Cloud fundamental concept
- Microsoft 365 certifications
- The evolution of Office 365 to Microsoft 365
- Microsoft 365 Plans

CONFIGURE AND MANAGE MICROSOFT 365 TENANT

- Create Microsoft 365 tenant
- Explore Microsoft 365 admin center
- Create and manage users and licenses in Microsoft 365
- Explore the Microsoft 365 admin roles
- Deploy Microsoft 365 Apps and explore user portal
- Explore Microsoft 365 Apps on Mobile
- Microsoft 365 Admin app and Microsoft Graph PowerShell
- Manage tenant Health and Services in Microsoft 365 (Health, Support & Report)
- Microsoft 365 Org Settings
- Microsoft 365 Org Settings

MICROSOFT ENTRA [Azure Active Directory]

- Explore Microsoft Entra Admin Center and Identity
- Azure AD bulk user maintenance
- Explore Azure AD and Editions and Terms
- Azure AD Password Protection and Password Policies
- Azure Active Directory Security Default
- Multi Factor Authentication [MFA] & Azure AD Conditional Access
- Manage groups in Microsoft 365
- Create and manage guest users

Course Curriculum

MICROSOFT 365 MESSAGING [Exchange Online]

Create and Manage Recipients Exchange Online

- Introduction to Microsoft Exchange Messaging
- Explore the different types of Exchange recipients
- Create and manage user Mailbox and Mail Box delegation.
- Email Archiving options in Exchange Online
- Create and manage Resource Mailbox
- Create and manage Shared Mailboxes
- Create and manage mail contacts and mail users
- Create and manage Groups in Exchange
- Create and manage Public Folders

Exchange Online Admin roles and Policies

- Admin role groups in Exchange Online
- Outlook Web App Policies
- Mobile device mailbox policy

Manage and Troubleshoot Mail flow in Microsoft 365

- Configure Mail Flow Rules
- Troubleshoot mail flow
- Mail flow reports
- Monitor Exchange Online with Microsoft Service Health

MANAGING MICROSOFT TEAMS

Get started with managing Microsoft Teams

- Explore Microsoft Teams
- Explore Microsoft Teams integration with Microsoft 365
- Describe Microsoft Teams with Microsoft 365 Groups
- Describe Microsoft Teams with SharePoint and OneDrive
- Describe Microsoft Teams with Exchange

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Course Curriculum

Plan and deploy Microsoft Teams

- Designate Teams admin roles
- Understand Teams management tools
- Plan for Teams licensing
- Deploy Microsoft Teams clients

Manage chat, teams, channels, and apps in Microsoft Teams

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

MICROSOFT SHAREPOINT ONLINE

- Introduction to SharePoint Online
- SharePoint Online Plans and Default organization storage
- SharePoint Online Root Site and Home Site
- Common SharePoint Terminology: Sites, DL, List, Setting Gear, Site Elements etc
- Explore the external sharing features within SharePoint Online

EXPLORE MICROSOFT ONEDRIVE ONLINE

- Introduction to OneDrive Online
- OneDrive Online Plans and storage limit
- Explore the external sharing features within SharePoint Online

MICROSOFT 365 DEFENDER

- Explore 365 Defender Portal
- Microsoft 365 Defender Plans
- Defender for Office 365 security
- Microsoft Secure Score

Course Curriculum

EXPLORE MICROSOFT COMPLIANCE AND TRUST

- Microsoft Purview
- Privacy at Microsoft

MICROSOFT ENDPOINT ADMINISTRATION [INTUNE]

- Explore identity models for Microsoft 365
- Azure AD Joined, Registered and Hybrid AD Joined Devices
- Configure custom domain with Microsoft 365
- Explore directory synchronization With Azure AD Connect
- Explore Microsoft Intune
- Deployment and release models for Windows-as-a-Service (WaaS)

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