

Office 365 Training Online Course Topics

Exchange online Administration Course

1. An Overview of Exchange Evolution

- The Evolution of Exchange
- On-premise Exchange vs. Exchange Online
- Unnecessary/Necessary Subject Focus Points
- A Walking Tour of the Microsoft Portal

2. Exchange Online Administrative Tools

- A Walking Tour of the Exchange Admin Center
- An Introduction to PowerShell
- Remote PowerShell Connectivity
- Monitoring exchange online

3. Working with Recipients

- An Overview of Recipient Types
- Creating and Configuring a Mailbox User
- Creating Recipient Types

4. Mailbox Management Options

- Key User Mailbox Options
- User Mailbox Management Options
- Keeping up with Exchange Online Limits

5. Working with Permissions

- Role-Based Access Control
- Admin and User Roles in Action
- Outlook Web App Policies

6. Working with Compliance Management

- An Overview of Regulatory Compliance
- Built-in Compliance Tools: In-place Archive
- Built-in Compliance Tools: eDiscovery and Hold and Auditing
- Built-in Compliance Tools: Data Loss Prevention
- Built-in Compliance Tools: MRM and Journal Rules
- Final Synopsis of Compliance Tools

7. Working with Organization Options

- Organization Sharing Options

- An Overview of Apps

8. Protection Settings

- Malware Detection and Response
- An Overview of Exchange Online Protection
- A Walking Tour of EOP Features
- Working with Quarantine and EOP Musings
- Security Reporting Features

9. Understanding and Enhancing Mail Flow

- An Overview of Mail Flow Options
- The Anatomy of a Transport Rule
- A Walking Tour of Mail Flow Features
- A Summary of Mail Flow

10. Mobile Device Management

- An Overview of Device Access and Policy Settings
- A Walking Tour of Mobile Device Settings
- Demonstration of Device Quarantine

11. Working with Public Folders

- An Overview of Public Folders
- Creating Public Folders
- Accessing Public Folders Through Outlook

12. Unified Messaging

- An Overview of Unified Messaging
- Frequent Questions About UM and Exchange Online
- UM Features: Dial Plan, Policy, and Auto Attendants
- UM Features: IP Gateway

13. Exchange Online Troubleshooting

- Working with Troubleshooting Tools
- A Discussion of Availability and Continuity Options

14. Exchange Online Learning Resources

- Working with Troubleshooting Tools

15. Plan for Exchange Online Migration

- Migration methods
- Hybrid configuration

16. Exchange Online with PowerShell

Power BI Training

1. Introduction to Power BI

- What BI and Power BI
- Benefits from Power BI
- Power BI Over View

2. Create Power BI content

- Power BI Extract, Transform, and Load
- Configuring Privacy levels for Datasources
- Create Reports from Multiple Data Sources (SharePoint, Excel, Database etc.)
- Storing and connecting to Office 365 Data files
- Conclusion

OneDrive Training

1. Introduction
2. Configuring OneDrive Sharing
3. Configuring OneDrive Sync
4. Configuring OneDrive Storage
5. Configuring Device Access and Mobile Application Policies
6. OneDrive and SharePoint Admin Overlap
7. Summary

SharePoint Online Training

1. Introduction to Office 365

- What Office 365
- Services from Office 365
- Explore Office 365 Admin Centre
- On-premise vs SharePoint Online

2. Introduction to SharePoint Online

- SharePoint Online Overview

- SharePoint Hybrid Overview
- Manage update with SharePoint Online & On-premise
- Site Collection hierarchy
- Configuration Options for SharePoint Online
- Benefits and Features of SharePoint Online
- Connecting to SharePoint Online Using PowerShell

3. Examining SharePoint Online Site Collection Settings

- Introduction and Security Settings
- Resource and Storage Quotas

4. Creating and Configuring a SharePoint Online Site Collection

- Introduction and Creating Site Collections
- Site Collection Configuration Options
- Managing Site Collections Using PowerShell

5. Configuring External User Sharing in SharePoint Online

- Introduction and Sharing Overview
- Configuring External Sharing Using PowerShell

6. Planning for the Different Components of a Collaboration Solution

- Introduction and Exploring Delve
- Working with OneDrive for Business and Coauthoring
- Integrating Applications with SharePoint Online
- TechM Internal

7. Security and Compliance

- Introduction and Office 365 Groups
- Planning and Configuring Device Access
- Configuring SharePoint Online eDiscovery
- Configuring Data Loss Prevention

8. Plan for SharePoint online Migration & Scenario's

- Migration Methods
- Tool Based Approach

Skype for Business Training

1. Introduction to Office 365

- What Office 365
- Services from Office 365
- Explore Office 365 Admin Centre

2. Introduction to Skype for Business

- Understanding Skype for Business Configuration Options
- Connecting and Exploring Skype for Business

3. Configuring Skype for Business End-user Communication Settings

- Exploring Skype for Business Services
- Introduce and Configure External Communications

4. Configuring Skype for Business End-user Features

- Introduce and Configure End-user Features

5. Manage Skype for Business Connectivity Configurations

- Configure Organizational Level External Communications
- Hybrid Configuration and Configuring User-specific Compliance

6. Manage Skype for Business Conferencing

- Introduce Skype for Business Conferencing Options
- Configure Skype for Business Conferencing Options

FOR OFFICE 365 TRAINING COMPLETE REAL-TIME AND PRACTICAL COURSE : CONTACT → 91 + 9885022027