

**Managing Microsoft Teams (MS-700)**

**Course Number:** MOC-MS-700  
**Duration:** 4 days

**Overview**

This Managing Microsoft Teams training (MS-700) teaches attendees how to configure, deploy, and manage Office 365 workloads for Microsoft Teams. The class highlights best practices for efficient and effective collaboration and communication in an enterprise environment. This course prepares students for the [MS-700 exam](https://docs.microsoft.com/en-us/learn/certifications/exams/MS-700) for which every attendee receives a voucher.

**Prerequisites**

All students must have basic experience with Microsoft 365 services and general IT practices, including PowerShell.

**Materials**

All Microsoft teams training students receive Microsoft official courseware.

For all Microsoft Official Courses taught in their entirety that have a corresponding certification exam, an exam voucher is included for each participant.

**Software Needed on Each Student PC**

Attendees will not need to install any software on their computers for this class. The class will be conducted in a remote environment that Accelebrate will provide; students will only need a local computer with a web browser and a stable Internet connection. Any recent version of Microsoft Edge, Mozilla Firefox, or Google Chrome will work well.

**Objectives**

* Understand what Microsoft Teams is and how its components work together
* Prepare the environment for a Microsoft Teams deployment
* Implement Governance, Security, and Compliance for Microsoft Teams
* Deploy and manage teams
* Manage collaboration and communication experiences in Microsoft Teams
* Manage and troubleshoot communication in Microsoft Teams

**Outline**

* Introduction
* Get Started with Managing Microsoft Teams
  + Explore Microsoft Teams
  + Plan and deploy Microsoft Teams
  + Implement lifecycle management and governance for Microsoft Teams
  + Monitor your Microsoft Teams environment
* Prepare the Environment for a Microsoft Teams Deployment
  + Manage access for external users
  + Implement security for Microsoft Teams
  + Implement compliance for Microsoft Teams
  + Plan and configure network settings for Microsoft Teams
* 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
* Manage Meetings and Calling in Microsoft Teams
  + Manage meetings and events experiences
  + Configure and manage Microsoft Teams Room and Teams devices
  + Manage phone numbers and settings
  + Manage Teams Phone settings and policies
  + Troubleshoot audio, video, and client issues
* Conclusion