

**Microsoft 365 Administrator (MS-102)**

**Course Number:** MOC-MS-102  
**Duration:** 5 days

**Overview**

This Microsoft 365 Administrator training, official course MS-102, teaches attendees Microsoft 365 tenant management, Microsoft 365 identity synchronization, and Microsoft 365 security and compliance. This course prepares students for the [MS-102 exam](https://learn.microsoft.com/en-us/certifications/exams/ms-102) for which every attendee receives a voucher.

**Prerequisites**

All students must have:

* Completed a role-based administrator course such as Messaging, Teamwork, Security, Compliance, or Collaboration
* A proficient understanding of DNS and basic functional experience with Microsoft 365 services
* A proficient understanding of general IT practices
* A working knowledge of PowerShell

**Materials**

All Microsoft 365 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**

* Examine  Microsoft 365 identity synchronization, with a focus on Azure Active Directory Connect and Connect Cloud Sync
* Plan for and implement each directory synchronization option
* Manage synchronized identities
* Implement password management in Microsoft 365 using multifactor authentication and self-service password management
* Understand the common types of threat vectors and data breaches facing organizations today
* Work with the Microsoft Secure Score and Azure Active Directory Identity Protection
* Manage the Microsoft 365 security services, including Exchange Online Protection, Safe Attachments, and Safe Links
* Understand the various reports that monitor an organization’s security health
* Use Microsoft 365 Defender, Microsoft Defender for Cloud Apps, and Microsoft Defender for Endpoint
* Examine the key components of Microsoft 365 compliance management
* Work with Microsoft Purview insider risk management, information barriers, and DLP policies
* Implement compliance features by using data classification and sensitivity labels

**Outline**

* Introduction
* Configure your Microsoft 365 experience
* Manage users, licenses, and mail contacts in Microsoft 365
* Manage groups in Microsoft 365
* Add a custom domain in Microsoft 365
* Configure client connectivity to Microsoft 365
* Configure administrative roles in Microsoft 365
* Manage tenant health and services in Microsoft 365
* Deploy Microsoft 365 Apps for enterprise
* Analyze your Microsoft 365 workplace data using Microsoft Viva Insights
* Explore identity synchronization
* Prepare for identity synchronization to Microsoft 365
* Implement directory synchronization tools
* Manage synchronized identities
* Manage secure user access in Microsoft 365
* Examine threat vectors and data breaches
* Explore the Zero Trust security model
* Explore security solutions in Microsoft 365 Defender
* Examine Microsoft Secure Score
* Examine Privileged Identity Management
* Examine Azure Identity Protection
* Examine Exchange Online Protection
* Examine Microsoft Defender for Office 365
* Manage Safe Attachments
* Manage Safe Links
* Explore threat intelligence in Microsoft 365 Defender
* Implement app protection by using Microsoft Defender for Cloud Apps
* Implement endpoint protection by using Microsoft Defender for Endpoint
* Implement threat protection by using Microsoft Defender for Office 365
* Conclusion