



O3F: Office 365 Fundamental

- Objective:** This course provides knowledge in Office 365, which is a Microsoft cloud platform for SaaS (Software as a Service). The course introduced to Office 365 administration for IT Professional e.g. subscription, assigning license, including integrating on-premised infrastructure to the Office 365.
- Who Should Attend:** This course is intended for IT professionals and consultants who take part in evaluating, planning, deploying, and operating the Office 365 services, including its dependencies, requirements, and supporting technologies. This course is also intended for network administrators and IT managers responsible for managing and maintaining Office 365, including identities, document protection, integration with on-premise directory services, and compliance with service level agreements.
- Course Benefit:** After completing this course, participants will be able to:
- Provision Office 365
 - Plan and Implement Networking and Security in Office 365
 - Manage Cloud Identities
 - Monitor and Troubleshoot Office 365 Availability and Usage
 - Manage Clients and End-User Devices
 - Provision SharePoint Online Site Collections
 - Configure Exchange Online and Lync Online for End Users
 - Plan for Exchange Online and Lync Online
- Duration:** 2 days (12 hours), 09:00 – 16:00
- Training Date:** See Training Schedule on www.knowledgetraining.com
- Fee:** 7,900 Baht (VAT 7% = 553 Baht, Total = 8,453 Baht)
Early Bird 7,000 Baht - to be paid 2 weeks prior to training (VAT 7% = 490 Baht, Total = 7,490 Baht)
- Venue:** Jasmine City Hotel, Soi Sukhumvit 23, Asoke, Bangkok
- Method:** Workshops
- Language:** Thai
- Instructors:** Thanyapon Sananakin MVP, MCITP, MCT, CCNA
(See trainer profile on www.knowledgetraining.com)
- Registration:** Fill in IT Registration Form and send to info@knowledgetraining.com

Office 365 Fundamental v1



Preparation for Training by Audience:

- A laptop with internet access , including Microsoft Office 2013 Professional Plus installation

Course Outline: Module 1: Preparing for Office 365

This module reviews the features of Office 365 including challenges in deploying Office 365. After this, you examine how to plan the pilot, provision tenant accounts and finally, verify that clients can connect to the Office 365 service.

Lessons

- Introduction to Office 365
- Provisioning Tenant Accounts
- Planning a Pilot
- Enabling Client Connectivity

Lab :

- Subscription for Office 365 (Trial)

Module 2: Managing Users, Groups, and Licenses

In this module, students learn about managing users, groups, and licenses by using the Office 365 console and Microsoft PowerShell.

Lessons

- Manage Users and Licenses by Using the Administration Center
- Manage Security and Distribution Groups
- Manage Cloud Identities with Windows PowerShell

Lab : Managing Users, Groups, and Licenses

- Manage Users and Licenses by Using the Administration Center
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Module 3: Administering Office 365

In this module, students learn about more complex administration functions, such as the management of administrators themselves, how to configure and set password policies in Office 365, and how to enable and administer rights management to protect confidential documents.

Lessons

- Manage Administrator Roles in Office 365
- Configure Password Management

Lab : Administering Office 365

- Manage Administrator Roles in Office 365
- Configure Password Management
- Administer Rights Management

Module 4: Planning DNS and Exchange Migration

In this module, you move on learn about the factors that cover DNS domain configuration for Office 365. This module also covers the individual settings

that you need to configure so that each Office 365 service works correctly and fully supports client access.

Lessons

- Exchange Server Migration to Office 365
- Planning for Cut-Over Migration
- Planning for Staged Migration
- Planning for Hybrid Migration

Module 5: Administering Exchange Online

In this module, you learn about archiving and message hygiene for Exchange Online. These features include Anti-malware, Anti-spam which are parts of the Exchange Online Protection (EOP).

Lessons

- Configure Personal Archive Policies
- Manage Anti-malware and Anti-spam Policies
- Configure Additional Email Addresses for Users
- Create and Manage External Contacts, Resources, and Groups

Lab : Administering Exchange Online

- Configure Personal Archive Policies
- Manage Anti-malware and Anti-spam Policies
- Configure Additional Email Addresses for Users
- Create and Manage External Contacts, Resources, and Groups

Module 6: Configuring SharePoint Online

In this module, students learn how to plan a SharePoint Online implementation that reflects the customer's needs and then create site collections that reflect those requirements. This module then covers the process of external user sharing with SharePoint Online and describes how this arrangement helps organizations share information more effectively.

Lessons

- Manage SharePoint Site Collections
- Configure External User Sharing
- Plan a Collaboration Solution

Lab : Configuring SharePoint Online

- Create SharePoint Site Collections
- Configure External User Sharing
- Configure Social and Collaboration Features

Module 7: Configuring Lync Online

In this module, students learn how to identify factors in the customer's environment that need to be reflected in the Lync Online deployment plan, then configure Lync Online to reflect the customer's business requirements, both at the end-user level and at the organization level.

Lessons

- Plan for Lync Online

- Configure Lync Online Settings

Lab : Configuring Lync Online

- Configure Lync End-User Communication Settings
- Configure Lync Organizational Settings

Module 8: Monitoring Office 365

In this module, students learn about monitoring user connections to Office 365 and how to cope with service outages. They look at a range of tools that diagnose service health and review the reports that Office 365 provides.

Lessons

- Isolate Service Interruption
- Monitor Service Health
- Analyze Reports

Lab : Monitoring Office 365 (Optional)

- Track Message Delivery
- Monitor Service Health and Analyze Reports