

PROFESSIONAL COURSE OUTLINE

Microsoft

MS-102

Microsoft 365 Administrator Expert

This course covers the following key elements of Microsoft 365 administration: Microsoft 365 tenant management, Microsoft 365 identity synchronization, and Microsoft 365 security and compliance.

In Microsoft 365 tenant management, you learn how to configure your Microsoft 365 tenant, including your organizational profile, tenant subscription options, component services, user accounts and licenses, security groups, and administrative roles. You then transition to configuring Microsoft 365, with a primary focus on configuring Office client connectivity.

Finally, you explore how to manage user-driven client installations of Microsoft 365 Apps for enterprise deployments.

The course then transitions to an in-depth examination of Microsoft 365 identity synchronization, with a focus on Azure Active Directory Connect and Connect Cloud Sync. You learn how to plan for and implement each of these directory synchronization options, how to manage synchronized identities, and how to implement password management in Microsoft 365 using multifactor authentication and self-service password management.

In Microsoft 365 security management, you begin examining the common types of threat vectors and data breaches facing organizations today. You then learn how Microsoft 365's security solutions address each of these threats. You are introduced to the Microsoft Secure Score, as well as to Azure Active Directory Identity Protection. You then learn how to manage the Microsoft 365 security services, including Exchange Online Protection, Safe Attachments, and Safe Links. Finally, you are introduced to the various reports that monitor an organization's security health. You then transition from security services to threat intelligence; specifically, using Microsoft 365 Defender, Microsoft Defender for Cloud Apps, and Microsoft Defender for Endpoint.

Once you have this understanding of Microsoft 365's security suite, you then examine the key components of Microsoft 365 compliance management. This begins with an overview of all key aspects of data governance, including data archiving and retention, Microsoft Purview message encryption, and data loss prevention (DLP). You then delve deeper into archiving and retention, paying particular attention to Microsoft Purview insider risk management, information barriers, and DLP policies. You then examine how to implement these compliance features by using data classification and sensitivity labels.

Security

Advanced

M365, Entra Id, Office 365

PROGRAM CODE

MS-102

DELIVERY

Virtual, On-site, or Hybrid

DURATION

5 days

CERTIFICATION

Microsoft 365 Certified:
Administrator Expert

AUDIENCE PROFILE

Who This Program Is For

This course is designed for persons aspiring to the Microsoft 365 Administrator role and have completed at least one of the Microsoft 365 role-based administrator certification paths.

PROGRAM SUMMARY

What This Course Covers

If you're an administrator who deploys and manages Microsoft 365 and performs Microsoft 365 tenant-level implementation and administration of cloud and hybrid environments, this certification is designed for you.



Plan the next session

We can tune this outline around your delivery goals and team mix.

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TAILORED DELIVERY

Adapt the program around your team.

This outline can be adapted for virtual, on-site, or hybrid delivery, with emphasis adjusted for your team's platform priorities, role mix, and implementation goals.

Enterprise-ready delivery format

VNode ITeS can align labs, examples, delivery pace, and assessment checkpoints to the required audience profile while preserving the official program sequence where applicable.

COMPLETE MODULE SEQUENCE

Module Flow and Topic Coverage

The structure below presents the current delivery flow for this program, including the associated topics covered under each module.

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MODULE 1

MS-102 Configure your Microsoft 365 tenant

This learning path provides instruction on how to configure your Microsoft 365 tenant, including your organizational profile, tenant subscriptions, user accounts and licenses, groups, custom domains, and client connectivity.

- Configure your Microsoft 365 experience
- Manage users, licenses, guests, and contacts in Microsoft 365
- Manage groups in Microsoft 365
- Add a custom domain in Microsoft 365
- Configure client connectivity to Microsoft 365

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MODULE 2

MS-102 Manage your Microsoft 365 tenant

This learning path provides instruction on how to manage your Microsoft 365 tenant, including administrative roles, tenant health and services, Microsoft 365 Apps for enterprise, and workplace analytics using Microsoft Viva Insights.

- Manage permissions, roles, and role groups 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

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MODULE 3

MS-102 Implement identity synchronization

This learning path examines how organizations should plan for and implement identity synchronization in a hybrid Microsoft 365 deployment. You learn how to implement Microsoft Entra Connect Sync and Microsoft Entra Cloud Sync, and how to manage synchronized identities.

- Explore identity synchronization
- Prepare for identity synchronization to Microsoft 365
- Implement directory synchronization tools
- Manage synchronized identities

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MODULE 4

Manage identity and access in Microsoft 365

This learning path examines the threat vectors and data breaches organizations face today in their cybersecurity landscape, and the wide range of security solutions that Microsoft 365 provides to combat those threats.

- Examine threat vectors and data breaches
- Explore the Zero Trust security model
- Manage secure user access in Microsoft 365
- Explore security solutions in Microsoft Defender XDR
- Examine Microsoft Secure Score
- Examine Privileged Identity Management in Microsoft Entra ID
- Examine Microsoft Entra ID Protection

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MODULE 5

MS-102 Manage your security services in Microsoft Defender XDR

This learning path examines how to manage the Microsoft 365 security services, with a special focus on security reporting and managing the Safe Attachments and Safe Links features in Microsoft Defender for Office 365. MS-102

- Examine email protection in Microsoft 365
- Enhance your email protection using Microsoft Defender for Office 365
- Manage Safe Attachments
- Manage Safe Links

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MODULE 6

MS-102 Implement threat protection by using Microsoft Defender XDR

This learning path examines how to manage the Microsoft 365 threat intelligence features that provide organizations with insight and protection against the internal and external cyber-attacks that threaten their tenants. MS-102

- Explore threat intelligence in Microsoft Defender XDR
- 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

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MODULE 7

MS-102 Explore data governance in Microsoft 365

This learning path introduces you to the data governance features of Microsoft 365, which serve regulatory compliance, can facilitate eDiscovery, and are part of a business strategy to protect the integrity of the data estate.

- Examine data governance solutions in Microsoft Purview
- Explore data management practices in Microsoft 365
- Explore retention in Microsoft 365

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MODULE 8

MS-102 Implement compliance in Microsoft 365

This learning path provides instruction on implementing the Microsoft 365 data governance features, including how to calculate your compliance readiness, implement compliance solutions, and create information barriers, DLP policies, and policy tips.

- Explore compliance in Microsoft 365
- Implement Microsoft Purview Insider Risk Management
- Implement Microsoft Purview Information Barriers
- Explore Microsoft Purview Data Loss Prevention
- Implement Microsoft Purview Data Loss Prevention

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MODULE 9

MS-102 Manage compliance in Microsoft 365

This learning path provides instruction on managing the Microsoft 365 data governance features, including how to implement retention in email, sensitivity labels, and Windows Information Protection, and how to troubleshoot data loss prevention issues.

- Implement data classification of sensitive information
- Explore sensitivity labels
- Implement sensitivity labels