

MICROSOFT OFFICIAL CURRICULUM

Microsoft

# Microsoft 365 Teams Administrator Associate

MS-700

As a Microsoft Teams administrator, you plan, implement, manage, and maintain internal and external collaboration and communication solutions using Teams.

Cloud

Intermediate

M365

DURATION

4 days

LEVEL

Intermediate

FORMAT

Virtual, On-site, or Hybrid

CERTIFICATION

**Microsoft 365 Certified:  
Teams Administrator  
Associate**

AUDIENCE PROFILE

## Built for these roles

Learners in MS-700T00: Manage collaboration and communication with Microsoft Teams are interested in Microsoft Teams or in passing the Microsoft Teams Administrator Associate certification exam. A Microsoft Teams administrator plans, deploys, configures, and manages Microsoft Teams to focus on efficient and effective collaboration and communication in a Microsoft 365 environment. A Microsoft Teams administrator must be able to plan, deploy, and manage teams, chat, apps, channels, meetings, audio/video conferencing, live events, calling, and Teams certified devices. A Microsoft Teams administrator has experience integrating Microsoft Teams with SharePoint, OneDrive, Exchange, Microsoft 365 Groups, and other Microsoft, third-party, and custom apps. A Microsoft Teams administrator understands and collaborates with other workloads and roles, such as Network, Voice, Identity, Access, Devices, Licensing, Security, Compliance, Information management, and User Adoption.

OVERVIEW

## Executive overview

MS-700T00: Manage collaboration and communication with Microsoft Teams is designed for persons who are aspiring to the Microsoft 365 Teams Admin role. A Microsoft Teams administrator plans, deploys, configures, and manages Microsoft Teams to focus on efficient and effective collaboration and communication in a Microsoft 365 environment. In this course, you will learn about various Teams management tools, security and compliance feature for Teams, network requirement for Teams deployment as well as different Teams settings and policies for managing collaboration and communication experience in Teams.

PROGRAM OUTCOMES

## Capabilities your teams will gain

- Configure and manage a Teams environment
- Manage teams, channels, chats, and apps
- Manage meetings and calling
- Monitor, report on, and troubleshoot Teams

TRAINING PROVIDER

**VNode ITeS**

MICROSOFT CERTIFIED TRAINER

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## ENTERPRISE CUSTOMIZATION

### Enterprise customization

Tailor this program to your organization's priorities: Builds current Microsoft credential readiness for Microsoft 365 Teams Administrator Associate using the official Microsoft Learn skill outline.

#### Customization options

- Align labs to your Microsoft tenant and workload scenarios
- Add readiness checks and exam preparation reviews
- Extend delivery with role-specific implementation workshops

## CURRICULUM

### Curriculum roadmap

1

#### MODULE 1

### Get started with managing Microsoft Teams

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

2

#### MODULE 2

### Prepare the environment for a Microsoft Teams deployment

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

3

#### MODULE 3

### Manage chat, teams, channels, and apps in 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

#### TALK TO US

#### OFFICE

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MODULE 4

## Manage meetings and calling in Microsoft Teams

Learn the meetings and calling features in Microsoft Teams, including managing meetings experiences, managing Microsoft Teams devices, managing calling features with Calling Plans and Microsoft Teams, and the basic troubleshooting tool for Teams issue.

- Introduction to Teams meetings and calling
- Manage meetings and events experiences
- Plan for Microsoft Teams Rooms and shared meeting spaces
- Configure, deploy, and manage Teams devices
- Plan for Microsoft Teams Phone
- Configure and deploy Teams Phone
- Configure and manage voice users
- Configure auto attendants and call queues
- Troubleshoot audio, video, and client issues

PRIVATE DELIVERY

## Plan a private cohort for your team





Scope delivery format, role mix, and rollout timeline with our solutions team.

[Plan Private Delivery](#)

[Book advisory call](#)

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