

PROFESSIONAL COURSE OUTLINE

Microsoft

MS-700

Microsoft 365 Teams Administrator Associate

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.

Cloud

Intermediate

M365

PROGRAM CODE

MS-700

DELIVERY

Virtual, On-site, or Hybrid

DURATION

4 days

CERTIFICATION

**Microsoft 365 Certified:
Teams Administrator
Associate**

AUDIENCE PROFILE

Who This Program Is For

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.

PROGRAM SUMMARY

What This Course Covers

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



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.

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

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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

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