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**MICROSOFT**

# Microsoft 365 Certified: Teams Administrator Associate

**BONUS! Cyber Phoenix Subscription Included:** All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

## Course Overview

Phoenix TS' Microsoft Managing Microsoft Teams certification course is designed to teach how to configure, deploy, and manage Office 365 workloads for Microsoft Teams. This course prepares participants for Exam MS-700T00: Managing Microsoft Teams.

Phoenix TS' 4-day instructor-led Microsoft Managing Microsoft Teams training and certification boot camp in Washington, DC Metro, Tysons Corner, VA, Columbia, MD or Live Online is designed for persons who are aspiring to the Microsoft 365 Teams Admin role. This course covers six central elements – Microsoft Teams overview, implementing governance, security and compliance for Microsoft Teams, preparing the environment for a Microsoft Teams deployment, deploying and managing teams, managing collaboration and managing communication in Microsoft Teams. In Microsoft Teams overview, you will get an overview of Microsoft Teams including Teams architecture and related Office 365 workloads. You will be provided an overview of security and compliance in Microsoft Teams and finally get an overview of how to manage Microsoft Teams. In implementing governance, security and compliance for Microsoft Teams, you will plan and configure governance for Office 365 groups including expiration and naming policies. Then you will implement security by configuring conditional access, MFA or Threat Management for Microsoft Teams. Finally, you will implement compliance for Teams by using DLP policies, eDiscovery cases or supervision policies. In preparing the environment for a Microsoft Teams deployment, you plan an upgrade from Skype for Business to Microsoft Teams by evaluating upgrade paths with coexistence and upgrade modes, manage meeting migrations and configuring coexistence and upgrade settings. Then you plan and configure network settings for Microsoft Teams, and finally you will deploy and manage Microsoft Teams endpoints. In deploying and managing teams, you will learn how to create and manage teams, manage membership and access for both, internal and external users. In managing collaboration in Microsoft Teams, you will manage chat and collaboration experiences such as team settings or private channel creation policies. Finally, you will manage settings for Teams apps such as app setup policies, Apps, bots &

connectors in Microsoft Teams or publish a custom app in Microsoft Teams. This course concludes with managing communication in Microsoft Teams. You will learn how to manage Live event and meetings experiences, manage phone numbers or Phone System for Microsoft Teams and finally how to troubleshoot audio, video, and client issues.

## What You'll Learn

- What is Microsoft Teams and how the components work together
- How to implement Governance, Security and Compliance for Microsoft Teams
- How to prepare an organizations environment for a Microsoft Teams deployment
- How to deploy and manage teams
- Ways of managing collaboration in Microsoft Teams
- Techniques to manage and troubleshoot communication in Microsoft Teams

## Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.

## Program Level

Intermediate

## Training Delivery Methods

Group Live

## Duration

4 Days / 32 hours Training

## CPE credits

20 NASBA CPE Credits

## Field of Study

Information Technology



# PhoenixTS

## Advanced Prep

301-258-8200 | [Sales@PhoenixTS.com](mailto:Sales@PhoenixTS.com) | [www.PhoenixTS.com](http://www.PhoenixTS.com)

N/A

## Course Registration

Candidates can choose to register for the course by via any of the below methods:

- Email: [Sales@phoenixts.com](mailto:Sales@phoenixts.com)
- Phone: 301-582-8200
- Website: [www.phoenixts.com](http://www.phoenixts.com)

Upon registration completion candidates are sent an automated course registration email that includes attachments with specific information on the class and location as well as pre-course study and test preparation material approved by the course vendor. The text of the email contains a registration confirmation as well as the location, date, time and contact person of the class.

Online enrolment closes three days before course start date.

On the first day of class, candidates are provided with instructions to register with the exam provider before the exam date.

## Complaint Resolution Policy

To view our complete Complaint Resolution Policy policy please click here: [Complaint Resolution Policy](#)

## Refunds and Cancellations

To view our complete Refund and Cancellation policy please click here: [Refund and Cancellation Policy](#)

## Who Should Attend

Students in this course are interested in Microsoft Teams or in passing the Microsoft Teams Administrator Associate certification exam.

## Prerequisites

- A proficient understanding of basic functional experience with Microsoft 365 services.

- A proficient understanding of general IT practices, including using PowerShell.

## Exam Information

### MS-700: Managing Microsoft Teams

**Note:** The content of this exam was updated on May 28, 2020.

Plan and Configure a Microsoft Teams Environment	45-50%
Manage Chat, Calling, and Meetings	30-35%
Manage Teams and App Policies	20-25%

You can purchase the exam voucher separately through Phoenix TS. Phoenix TS is an authorized testing center for Pearson VUE and Prometric websites. Register for exams by calling us or visiting the Pearson VUE and Prometric websites.

## Duration

**4 Days**

## Price

**\$2,585**

## Course Outline

### Module 1: Microsoft Teams Overview

In Microsoft Teams overview, you will get an overview of Microsoft Teams including Teams architecture and related Office 365 workloads. You will be provided an overview of security and compliance in Microsoft Teams and finally get an overview of how to manage Microsoft Teams.

#### Lessons

- Overview of Microsoft Teams
- Overview of security and compliance in Microsoft Teams

- Overview of managing Microsoft Teams

## **Lab : Manage roles and create teams**

- Prepare team roles and licenses
- Create new team

## **Module 2: Implement Microsoft Teams Governance, Security and Compliance**

In implementing governance, security and compliance for Microsoft Teams, you will plan and configure governance for Office 365 groups including expiration and naming policies. Then you will implement security by configuring conditional access, MFA or Threat Management for Microsoft Teams. Finally, you will implement compliance for Teams by using DLP policies, eDiscovery cases or supervision policies.

### **Lessons**

- Implement Governance and Lifecycle Management for Microsoft Teams
- Implementing Security for Microsoft Teams
- Implementing Compliance for Microsoft Teams

## **Lab : Configure Security and Compliance for teams and content**

- Implement Governance and Lifecycle Management for Microsoft Teams
- Implementing security for Microsoft Teams
- Implementing compliance for Microsoft Teams

## **Module 3: Prepare the environment for a Microsoft Teams deployment**

In preparing the environment for a Microsoft Teams deployment, you plan an upgrade from Skype for Business to Microsoft Teams by evaluating upgrade paths with coexistence and upgrade modes, manage meeting migrations and configuring coexistence and upgrade settings. Then you plan and configure network settings for Microsoft Teams, and finally you will deploy and manage Microsoft Teams endpoints.

### **Lessons**

- Upgrade from Skype for Business to Microsoft Teams
- Plan and configure network settings for Microsoft Teams
- Deploy and Manage Microsoft Teams endpoints

## **Lab : Environment preparation for Teams**

- Calculate networking capabilities
- Evaluate configuration profiles
- Provide team resources



## Module 4: Deploy and manage teams

In deploying and managing teams, you will learn how to create and manage teams, manage membership and access for both, internal and external users.

### Lessons

- Create and manage teams
- Manage membership
- Manage access for external users

### Lab : Manage teams

- Manage team resources
- Manage sharing and access

## Module 5: Manage collaboration in Microsoft Teams

In managing collaboration in Microsoft Teams, you will manage chat and collaboration experiences such as team settings or private channel creation policies. Finally, you will manage settings for Teams apps such as app setup policies, Apps, bots & connectors in Microsoft Teams or publish a custom app in Microsoft Teams.

### Lessons

- Manage chat and collaboration experiences
- Manage settings for Teams apps

### Lab : Modify collaboration settings for Teams

- Configure channel and message policies
- Manage app settings for team

## Module 6: Manage communication in Microsoft Teams

This course concludes with managing communication in Microsoft Teams. You will learn how to manage Live event and meetings experiences, manage phone numbers or Phone System for Microsoft Teams and finally how to troubleshoot audio, video, and client issues.

### Lessons

- Manage Live event and meetings experiences
- Manage phone numbers
- Manage Phone System for Microsoft Teams

- Troubleshoot audio, video, and client issues

## Lab : Modify communication settings for Teams

- Configure meeting policies
- Manage Phone System for Microsoft Teams
- Troubleshooting audio, video and client issues

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Phoenix TS is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints re-garding registered sponsors may be submitted to the National Registry of CPE Sponsors through its web site: [www.nasbaregistry.org](http://www.nasbaregistry.org)

Starting at **\$2,585**

### ATTENTION

For GSA pricing or Contractor quotes call  
301-258-8200 – Option 2.

# GSA



## Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.