

Office 365 Admin



Word



Excel



PowerPoint



OneNote



Access



Publisher



Outlook



Lync



InfoPath

OFFICE 365



SevenMentor
PVT.LTD

Planning & Provisioning Microsoft Office 365

1. Overview of Office 365
2. Provisioning an Office 365 tenant
3. Planning a pilot deployment

Managing Microsoft Office 365 Users & Groups

1. Managing user accounts and licenses
2. Managing passwords and authentication
3. Managing security groups in Office 365
4. Managing Office 365 users and groups with Windows PowerShell
5. Configuring administrative access

Configuring Client Connectivity To Microsoft Office 365

1. Planning for Office 365 clients
2. Planning connectivity for Office 365 clients
3. Configuring connectivity for Office 365 clients

Planning & Configuring Directory Synchronization

1. Planning and preparing for directory synchronization
2. Implementing directory synchronization by using Azure AD Connect
3. Managing Office 365 identities with directory synchronization

Planning & Deploying Office 2016 ProPlus

1. Overview of Office 365 ProPlus
2. Planning and managing user-driven Office 365 ProPlus deployments
3. Planning and managing centralized deployments of Office 365 ProPlus
4. Office telemetry and reporting



Planning & Managing Exchange Online Recipients And Permissions

1. Overview of Exchange Online
2. Managing Exchange Online recipients
3. Planning and configuring Exchange Online permissions

Planning & Configuring Microsoft Exchange Online Services

1. Planning and configuring email flow in Office 365
2. Planning and configuring email protection in Office 365
3. Planning and configuring client access policies
4. Migrating to Exchange Online

Planning & Deploying Skype For Business Online

1. Planning and configuring Skype for Business Online service settings
2. Configuring Skype for Business Online users and client connectivity
3. Planning voice integration with Skype for Business Online

Planning & Configuring Sharepoint Online

1. Configuring SharePoint Online services
2. Planning and configuring SharePoint site collections
3. Planning and configuring external user sharing

Planning & Configuring A Office 365 Collaboration Solution

1. Planning and managing Yammer Enterprise
2. Planning and configuring OneDrive for Business
3. Configuring Office 365 groups



Planning & Configuring Rights Management & Compliance

1. Overview of the compliance features in Office 365
2. Planning and configuring Azure Rights Management in Office 365
3. Managing the compliance features in Office 365

Monitoring & Troubleshooting Microsoft Office 365

1. Troubleshooting Office 365
2. Monitoring Office 365 service health

Planning & Configuring Identity Federation

1. Understanding identity federation
2. Planning an AD FS deployment
3. Deploy AD FS for identity federation with Office 365
4. Planning and implementing hybrid solutions (Optional)

