

MOC 28300-2 - Deploying Microsoft 365 Teamwork - Part 2

Course Summary

Description

In this course you will learn how to plan, deploy and manage Microsoft Teams. Specifically, this course discusses the relationship of Teams with SharePoint, OneDrive and Office 365 Groups. It provides best practices for the adoption and deployment of Teams within your organization. It also covers how to establish guest policies and data governance for your Teams data

During this course, transforming teamwork and collaboration inside and outside the organization becomes more critical in a modern workspace. In this course you will learn how to leverage Office 365 Collaboration Workloads to improve your organizations productivity, such as Yammer, Stream, PowerApps, and Flow. We will evaluate available collaborative toolsets and analyze business requirements. You will also learn how to plan and develop governance for digital transformation including user adoption and change management.

Objectives

After taking this course, students will be able to:

- Plan for a Microsoft 365 Teams deployment.
- Configure Office 365 for Teams.
- Configure teams and channels in Microsoft Teams.
- Manage user access to Teams.
- Configure Teams for meetings.
- Establish a data governance strategy for Teams data.
- Evaluate available technological tools.
- Analyze business requirements.
- Develop governance for digital transformation.
- Implement application management governance.
- Manage user adoption and change.
- Monitor collaboration solutions.
- Evaluate Office 365 collaboration workloads.

Topics

- Plan a Microsoft Teams Deployment
- Configure Microsoft Teams
- Manage the Teams Environment
- Evaluating Office 365 Collaboration Workloads
- Planning and Developing Governance
- Managing Office 365 collaboration workloads

Audience

This course is for the Microsoft 365 teamwork administrator role. The role is responsible for configuring, deploying, and managing Office 365 and Azure workloads that focus on efficient and effective collaboration and adoption. They manage apps, services, and supporting infrastructure to meet business requirements. The administrator is aware of and can differentiate between products and services but may not directly manage each product or service. The Teamwork administrator must be able to deploy, manage, migrate, and secure SharePoint (online, on-premises, and hybrid), OneDrive, and Teams. The Teamwork administrator has a fundamental understanding of integration points with the following apps and services: Office, PowerApps, Flow, Yammer, Microsoft Graph, Stream, Planner, and Project. The administrator understands how to integrate third-party apps and services including line-of-business applications.

MOC 28300-2 - Deploying Microsoft 365 Teamwork - Part 2

Course Summary (cont'd)

Prerequisites

Learners should start this course already having the following skills:

- Basic understanding of Active Directory and Azure AD.
- Basic understanding of mobile device management, and alternative operating systems (Android and macOS).
- Experience with Windows PowerShell.

Duration

Three days

MOC 28300-2 - Deploying Microsoft 365 Teamwork - Part 2

Course Outline

I. Plan a Microsoft Teams Deployment

This module is all about planning for Microsoft Teams. It discusses how users will authenticate to use Teams to best practices for deploying teams in your organization.

- A. Getting Started with Teams
- B. Deploying Teams
- C. Teams and Channels
- D. Authentication and Access

II. Configure Microsoft Teams

This module explains how to set up and configure Microsoft Teams. It discusses the use of tabs, bots and connectors in Teams. It introduces concepts related to managing meetings in Teams.

- A. Set up Microsoft Teams in Office 365
- B. Apps in Microsoft Teams
- C. Meetings in Teams
- D. Lab : Configuring Microsoft Teams

III. Manage the Teams Environment

This module is focused on managing Microsoft Teams. Specifically, we discuss security and compliance as well as privacy and data governance. While this course does not cover voice calling explicitly this module discusses quality of service-related topics.

- A. Privacy and Governance
- B. Security and Compliance
- C. Management and Reporting

IV. Evaluating Office 365 Collaboration Workloads

Office 365 includes many features that can be used to build collaboration solutions. The core component for building collaboration solutions is SharePoint Online, but other features such as Yammer and Stream can also be used. You need to understand how SharePoint Online and other Office 365 features compare with third-party solutions when designing your solution. You also need to be able to analyze business requirements to ensure that your solution meets business needs.

- A. Evaluating available technological tools
- B. Analyzing business requirements

V. Planning and Developing Governance

Successful deployment and management of information technology (IT) requires a consistent and well-defined methodology. Governance is the processes that you follow to define the policies and procedures for deploying and managing IT, including collaboration solutions. You need to consider governance for application management, user adoption, change management, and monitoring.

- A. Developing Governance for digital transformation
- B. Implementing application management governance
- C. User adoption and change management
- D. Monitoring collaboration solutions

VI. Managing Office 365 collaboration workloads

In Office 365, there are many apps and features that you can use for collaboration. You need to understand how to configure these apps and features to meet the needs of your organization. In this module, you will learn about management of Office 365 groups, Power BI, Microsoft Stream, Yammer, Flow, and PowerApps.

- A. Managing Office 365 collaboration workloads
- B. Managing Stream capabilities
- C. Managing Yammer capabilities
- D. Managing Flow and PowerApps capabilities