MS-102: Microsoft 365 Administrator Essentials

Microsoft - Microsoft 365

Promoção: **Curso com 25% de desconto**Aproveite já!

Live Training (também disponível em presencial)

- **Localidade:**
- **Data:** 01 Oct 2025
- **Preço:** 1510 € (Os valores apresentados não incluem IVA. Oferta de IVA a particulares e estudantes.)
- **Horário:** Pós-Laboral das 2ª, 4ª e 6ª feiras das 18h45 às 22h15
- **Nível:** Intermédio
- **Duração:** 35h

Sobre o curso

This course covers the following key elements of Microsoft 365 administration: Microsoft 365 tenant management, Microsoft 365 identity synchronization, and Microsoft 365 security and compliance.

In Microsoft 365 tenant management, you learn how to configure your Microsoft 365 tenant, including your organizational profile, tenant subscription options, component services, user accounts and licenses, security groups, and administrative roles. You then transition to configuring Microsoft 365, with a primary focus on configuring Office client connectivity. Finally, you explore how to manage user-driven client installations of Microsoft 365 Apps for enterprise deployments.

The course then transitions to an in-depth examination of Microsoft 365 identity synchronization, with a focus on Azure Active Directory Connect and Connect Cloud Sync. You learn how to plan for and implement each of these directory synchronization options, how to manage synchronized identities, and how to implement password management in Microsoft 365 using multifactor authentication and self-service password management.

In Microsoft 365 security management, you begin examining the common types of threat vectors and data breaches facing organizations today. You then learn how Microsoft 365's security solutions address each of these threats. You are introduced to the Microsoft Secure Score, as well as to Azure Active Directory Identity Protection. You then learn how to manage the Microsoft 365 security services, including Exchange Online Protection, Safe Attachments, and Safe Links. Finally, you are introduced to the various reports that monitor an organization's security health. You then transition from security services to threat intelligence specifically, using Microsoft 365 Defender, Microsoft Defender for Cloud Apps, and Microsoft Defender for Endpoint.

Once you have this understanding of Microsoft 365's security suite, you then examine the key components of Microsoft 365 compliance management. This begins with an overview of all key aspects of data governance, including data archiving and retention, Microsoft Purview message encryption, and data loss prevention (DLP). You then delve deeper into archiving and retention, paying particular attention to Microsoft Purview insider risk

management, information barriers, and DLP policies. You then examine how to implement these compliance features by using data classification and sensitivity labels.

Destinatários

This course is designed for persons aspiring to the Microsoft 365 Administrator role

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Pré-requisitos

Before attending this course, students must have:

- Completed a role-based administrator course such as Messaging, Teamwork, Security, Compliance, or Collaboration.
- A proficient understanding of DNS and basic functional experience with Microsoft 365 services.
- A proficient understanding of general IT practices.
- A working knowledge of PowerShell.

Programa

- Configure your Microsoft 365 tenant
- Manage your Microsoft 365 tenant
- Implement identity synchronization
- Manage identity and access in Microsoft 365
- Manage your security services in Microsoft Defender XDR
- Implement threat protection by using Microsoft Defender XDR
- Explore data governance in Microsoft 365
- Implement compliance in Microsoft 365
- Manage compliance in Microsoft 365

Configure your Microsoft 365 tenant

This learning path provides instruction on how to configure your Microsoft 365 tenant, including your organizational profile, tenant subscriptions, user accounts and licenses, groups, custom domains, and client connectivity.

- Configure your Microsoft 365 experience
- Manage users, licenses, guests, and contacts in Microsoft 365
- Manage groups in Microsoft 365
- Add a custom domain in Microsoft 365
- Configure client connectivity to Microsoft 365

Manage your Microsoft 365 tenant

This learning path provides instruction on how to manage your Microsoft 365 tenant, including administrative roles, tenant health and services, Microsoft 365 Apps for enterprise, and workplace analytics using Microsoft Viva Insights.

- Manage permissions, roles, and role groups in Microsoft 365
- Manage tenant health and services in Microsoft 365
- Deploy Microsoft 365 Apps for enterprise
- Analyze your Microsoft 365 workplace data using Microsoft Viva Insights

Implement identity synchronization

This learning path examines how organizations should plan for and implement identity synchronization in a hybrid Microsoft 365 deployment. You learn how to implement Microsoft Entra Connect Sync and Microsoft Entra Cloud Sync, and how to manage synchronized identities.

- Explore identity synchronization
- Prepare for identity synchronization to Microsoft 365
- Implement directory synchronization tools
- Manage synchronized identities

Manage identity and access in Microsoft 365

This learning path examines the threat vectors and data breaches organizations face today in their cybersecurity landscape, and the wide range of security solutions that Microsoft 365 provides to combat those threats.

- Examine threat vectors and data breaches
- Explore the Zero Trust security model
- Manage secure user access in Microsoft 365
- Explore security solutions in Microsoft Defender XDR
- Examine Microsoft Secure Score
- Examine Privileged Identity Management in Microsoft Entra ID
- Examine Microsoft Entra ID Protection

Manage your security services in Microsoft Defender XDR

This learning path examines how to manage the Microsoft 365 security services, with a special focus on security reporting and managing the Safe Attachments and Safe Links features in Microsoft Defender for Office 365.

- Examine email protection in Microsoft 365
- Enhance your email protection using Microsoft Defender for Office 365
- Manage Safe Attachments
- Manage Safe Links

Implement threat protection by using Microsoft Defender XDR

This learning path examines how to manage the Microsoft 365 threat intelligence features that provide organizations with insight and protection against the internal and external cyber-attacks that threaten their tenants.

- Explore threat intelligence in Microsoft Defender XDR
- Implement app protection by using Microsoft Defender for Cloud Apps
- Implement endpoint protection by using Microsoft Defender for Endpoint
- Implement threat protection by using Microsoft Defender for Office 365

Explore data governance in Microsoft 365

This learning path introduces you to the data governance features of Microsoft 365, which serve regulatory compliance, can facilitate eDiscovery, and are part of a business strategy to protect the integrity of the data estate.

- Examine data governance solutions in Microsoft Purview
- Explore data management practices in Microsoft 365
- Explore retention in Microsoft 365

Implement compliance in Microsoft 365

This learning path provides instruction on implementing the Microsoft 365 data governance features, including how to calculate your compliance readiness, implement compliance solutions, and create information barriers, DLP policies, and policy tips.

- Explore compliance in Microsoft 365
- Implement Microsoft Purview Insider Risk Management
- Implement Microsoft Purview Information Barriers
- Explore Microsoft Purview Data Loss Prevention
- Implement Microsoft Purview Data Loss Prevention

Manage compliance in Microsoft 365

This learning path provides instruction on managing the Microsoft 365 data governance features, including how to implement retention in email, sensitivity labels, and Windows Information Protection, and how to troubleshoot data loss prevention issues.

- Implement data classification of sensitive information
- Explore sensitivity labels
- Implement sensitivity labels