



MICROSOFT TRAINING

Microsoft 365 Admin Course

Learn to deploy, configure, and manage Microsoft 365 services efficiently. Become a skilled M365 administrator.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

The Microsoft 365 Admin Course is an essential program designed for IT professionals aiming to master the intricacies of managing a Microsoft 365 environment. This intermediate-level course dives deep into the administrative consoles, equipping you with the practical skills needed to configure, maintain, and troubleshoot various Microsoft 365 services. You will gain proficiency in core technologies such as user and group management, Exchange Online administration, SharePoint Online, OneDrive for Business, and Microsoft Teams, ensuring your organization leverages the full potential of its cloud investment. This course also touches upon fundamental security and compliance features, preparing you to secure and manage your digital workspace effectively. By completing this 2-hour intensive course, you will significantly enhance your ability to streamline operations, improve user experience, and ensure robust security within your Microsoft 365 tenant. The hands-on approach focuses on real-world scenarios, enabling you to confidently tackle daily administrative challenges and contribute directly to your organization's digital transformation initiatives. Ultimately, this course empowers you to become a more valuable asset in any IT department, capable of driving efficiency and innovation through expert cloud administration. The professional benefits extend beyond technical mastery, fostering problem-solving skills and a strategic understanding of cloud service delivery. Participants will be better positioned for career growth in roles that demand strong cloud platform management capabilities.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Introduction to Microsoft 365 Administration

- Overview of the Microsoft 365 ecosystem
- Navigating the Microsoft 365 Admin Center
- Understanding subscription types and licensing models
- Initial tenant setup and basic configurations

02 Module 2: User and Group Management

- Creating and managing user accounts in Microsoft 365
- Implementing password policies and Multi-Factor Authentication (MFA)
- Managing security groups, distribution groups, and Microsoft 365 groups
- Guest user management and collaboration settings

03 Module 3: Exchange Online Administration Essentials

- Mailbox creation, modification, and deletion
- Configuring mail flow rules and anti-spam policies
- Managing shared mailboxes, resource mailboxes, and public folders
- Basic email compliance and retention policies

04 Module 4: SharePoint Online & OneDrive for Business Management

- Creating and administering SharePoint Online site collections
- Managing site permissions and access control
- Configuring external sharing settings for SharePoint and OneDrive
- Administering OneDrive for Business user accounts and storage

Module 5: Microsoft Teams Administration

- 05**
- Implementing Teams policies and settings
 - Managing teams, channels, and member access
 - Configuring guest access and external collaboration in Teams
 - Setting up meeting, calling, and live event policies
- 06** **Module 6: Security, Compliance & Monitoring Basics**
- Introduction to Microsoft 365 Defender services
 - Overview of Data Loss Prevention (DLP) policies
 - Navigating the Microsoft Purview Compliance Portal
 - Reviewing activity reports and audit logs for monitoring

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Microsoft 365 Administrator**
- > **Cloud Support Specialist**
- > **IT Systems Administrator (with a focus on cloud services)**

FREQUENTLY ASKED QUESTIONS

Q: What specific hands-on administrative tasks will I be proficient in after completing this Microsoft 365 Admin Course?

Upon completion, you will be able to confidently perform tasks such as creating and managing user accounts, setting up secure mail flow rules in Exchange Online, configuring sharing policies for SharePoint and OneDrive, managing Teams policies for meetings and messaging, and monitoring basic security reports. You'll gain practical experience in the various Microsoft 365 admin centers to effectively manage cloud services for an organization.

Q: Are there any recommended prerequisites or prior technical knowledge required to get the most out of this Intermediate-level Microsoft 365 Admin course?

While this is an intermediate course, a basic understanding of computer networking concepts, experience with Windows operating systems, and familiarity with cloud computing fundamentals will be highly beneficial. No prior experience with Microsoft 365 administration is strictly required, but a general IT background will help you grasp the concepts more quickly and deeply.

Q: How does this course prepare me for official Microsoft 365 administrator certifications, and which ones does it align with?

This Microsoft 365 Admin Course provides a foundational and practical skillset that directly aligns with core objectives of official Microsoft certifications such as the 'Microsoft 365 Certified: Administrator Expert' (which requires passing exams like MS-100 and MS-101, along with a prerequisite associate certification). While this 2-hour course does not cover all exam objectives in depth, it builds a strong operational knowledge base crucial for further specialized study towards those certifications.

ABOUT COMPUTER PRIDE



East Africa's Premier IT Training Center

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

Professionals Trained

50+

Vendor Certifications

READY TO ENROL?

Take the next step in your technology career.

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