



MICROSOFT TEAMS

Teams for Administrators (TEM003)

Workplace Learning Pathway



COURSE CONTENTS

OFFICE 365 ADMIN CENTRES

- About administrator accounts
- Tour of the admin centres
- Azure Active Directory

OFFICE 365 ADMIN CENTRE

- Site regional settings
- Understanding licences & plans
- Office 365 Settings

USERS

- Working with users
- User details
- Organisation chart settings
- Teams Organisation tab
- Multi factor authentication
- Contacts & Guest accounts

GROUPS

- About Groups
- Group types
- Classic/Legacy approach
- Modern Office 365 Groups
- 20 ways to creating Groups
- Who can create groups?
- Group ownership
- Group membership
- Private, Public & Org Groups
- Deleting Groups

OFFICE 365 APPS

- What happens when you create an Office 365 Group?
- The group mailbox
- The group calendar
- The group OneNote
- The group Wiki
- The group SharePoint site
- O365 Planner/Tasks

CREATING O365 GROUPS

- From Exchange Admin Centre
- From SP Admin Centre
- From Teams Admin Centre
- From Teams App
- From SharePoint web page
- From Outlook/Outlook Online
- From Planner App

THE EXCHANGE ADMIN CENTRE

- Groups vs Shared mailboxes vs Alias
- Exploring groups
- Group settings
- Subscribe new members
- Outside people can send to the address
- Contacts (guests)
- Converting distribution groups to O365 Groups

THE SHAREPOINT ADMIN CENTRE

- Types of SharePoint site
- Active Sites view
- Office 365 Groups or SharePoint Team Sites
- Permissions and owners
- Site creation settings
- Default time zone
- Sharing policy settings
- Individual site sharing policy

HEIRARCHY AND FILE PLANS

- What is a File Plan?
- Site Collections vs Site
- Traditional (classic) SharePoint topology
- Sites & subsites
- Modern SharePoint topology
- Flat not deep file plans
- Libraries, folders & metadata
- Hub sites, themes & navigation

TEAMS ADMIN CENTRE

- Manage Teams & Channels
- Manage ownership
- Teams global policies
- Meeting global policies
- Messaging global policies
- Apps policies
- Org-wide settings
- Allowing external access
- Allowing guest access
- Analytics & reports

GUESTS

- About guests
- Add guests to the team
- The guest invitation process
- Guest permissions & access

AZURE ACTIVE DIRECTORY

- Managing guests
- Resending guest invitations
- Blocking guest access

SECURITY & COMPLIANCE

- Auditing Teams activity
- Using e-Discovery
- Using Legal Hold

MICROSOFT TEAMS FOR ADMINISTRATORS

COURSE LENGTH

Recommended course duration is 1 day, typically 8:30am – 4:30pm.

AIM

This course has been designed to allow participants to gain:

- an understanding of Office 365 administration
- proficiency to deploy Office 365 and Teams in the organisation
- confidence with the settings and configuration of the Microsoft Teams software
- skills to complete routine administrative tasks

TARGET AUDIENCE

This course is a technical course and assumes prior knowledge of Microsoft Teams and SharePoint. It is suitable for participants who want to:

- deploy and manage Teams within their organisation
- manage usage, security and compliance
- control external (guest) access and permissions
- design effective and secure information repositories

OUTCOMES

By the end of this session you should be able to:

- confidently navigate between all the Office Admin Centres
- purchase and apply appropriate licences to users
- manage users, groups and guests
- set organisation-wide policies and settings
- design an information hierarchy (file plan) based on “modern” SharePoint design

ABOUT US

Intelliteq is a Microsoft Partner with accredited Microsoft Office trainers. We work with you to identify where problems exist. We investigate where business improvements can be made. We work with your staff to deliver effective training and assessment.

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www.intelliteq.com.au | info@intelliteq.com.au | 0418 748 398 | PO Box 474, Edge Hill, Qld 4870