

# MS-700T00-A: Managing Microsoft Teams

**Course Duration: 32 Hours (4 Days)**

## Overview

The MS-700T00-A: Managing Microsoft Teams course is designed to impart skills necessary for configuring, deploying, and managing Office 365 workloads for Microsoft Teams that focus on efficient and effective collaboration and communication in an enterprise environment. Through this course, learners will gain a comprehensive understanding of Microsoft Teams, including an overview of its capabilities, information on security and compliance features, and best practices for managing and governing Teams. By delving into the modules, participants will learn how to implement governance policies, secure communications, and ensure compliance across Teams workloads. The course also covers environmental preparation, such as upgrading from Skype for Business to Microsoft Teams, configuring network settings, and Managing Teams endpoints. Practical lessons and hands-on labs will equip learners with knowledge on deploying and managing teams, managing external access, collaboration settings, app policies, and communication features including live events, meeting experiences, and phone system management. This training will help IT professionals effectively manage and troubleshoot Microsoft Teams, ensuring a seamless operation within their organizations.

## Audience Profile

The MS-700T00-A course is designed for IT professionals who manage and deploy Microsoft Teams in their organization.

- IT Administrators
- Teamwork Administrators
- Compliance Officers
- Security Managers
- Network Engineers
- Systems Architects
- IT Support Specialists
- IT Managers and Directors
- Microsoft 365 Certified: Teams Administrator Associates
- Professionals upgrading from Skype for Business to Microsoft Teams
- Technical Consultants involved in Teams deployment
- Helpdesk Managers looking to understand Teams issues and resolutions
- Professionals interested in governance, security, and compliance of collaboration tools

## Course Syllabus



## **Learning Path 1: Get Started with managing Microsoft Teams**

### **Modules:**

- Explore Microsoft Teams
- Plan and deploy Microsoft Teams
- Implement lifecycle management and governance for Microsoft Teams
- Monitor your Microsoft Teams environment

## **Learning Path 2: Prepare the environment for a Microsoft Teams Deployment**

### **Modules:**

- Manage access for external users
- Implement security for Microsoft Teams
- Implement compliance for Microsoft Teams
- Plan and configure network settings for Microsoft Teams

## **Learning Path 3: Manage chat, teams, channels, and apps in Microsoft Teams**

### **Modules:**

- Create and manage teams
- Manage collaboration experiences for chat and channels

## **Learning Path 4: Manage meetings and calling in Microsoft Teams**

### **Modules:**

- Introduction to Teams meetings and calling
- Manage meetings and events experiences
- Plan for Microsoft Teams Rooms and Surface Hub
- Configure, deploy, and manage Teams devices
- Plan for Teams Phone
- Configure Teams Phone
- Configure and manage voice users
- Configure Auto Attendants and Call Queue
- Troubleshoot audio, video, and client issues

## **Labs**



The labs must be completed within the lab environment provided by your lab hosting provider. Detailed, step-by-step instructions are provided for each lab and presented as part of the UI experience within your lab environment.

At the time the courses were released, the lab instruction had been thoroughly tested and the lab steps were 100% accurate. However, given the nature of Microsoft's cloud products and the fact that Microsoft releases UI updates on a regular basis, it's possible that at some point in time, the UI for a given feature may change so that it no longer matches the lab instruction.

If students encounter lab steps that don't accurately reflect the UI, they'll have to work through the UI to determine what needs to be done. Typically, UI changes are quite subtle, so hopefully you don't find yourself in a situation where a feature was completely overhauled.

However, if you do run into major UI changes, challenge your students to work through it, and only offer help if they definitely need it. Product UI changes will be part of their daily life in today's cloud-centric world. As IT/Pros, they must learn how to work through such situations.