**COURSE INFORMATION**

**Course Title:** Course 20347A: Enabling and Managing Office 365 in Core Solutions of SharePoint Server 2012

**Training Venue:** New Horizons Training Center

**Location:** No. 6, Babatola Close, Off Obafemi Awolowo Way, Ikeja Lagos

**Date:** 8th – 12th April 2019

**TRAINING OVERVIEW**

This instructor-led training targets the needs of IT professionals who take part in evaluating, planning, deploying, and operating Office 365 services, including its identities, dependencies, requirements, and supporting technologies. This course focuses on skills required to set up an Office 365 tenant, including federation with existing user identities, and skills required to sustain an Office 365 tenant and its users.

**Day One**

**Overview:**

The first day of this training was used to discuss **Module 1: Planning and provisioning an Office 365** and take the Lab exercises for this module.

**Virtual Machines Set up:**

With the instructor’s guidance, the participants were able to configure 4 virtual machines to set up 2 servers and 2 client workstations using Hyper-V application.

**Module 1 Lab: Planning and provisioning an Office 365**

In this module, participants were taught how to create an Office 365 tenant account and link it to a Domain by configuring the DNS records for the office 365 account.

**Day Two**

**Overview:**

Three modules were covered by the instructor on the second day of the training. However, the participants were able to complete the lab session for Module 2 and 3. The modules covered were;

* Module 2: Managing Office 365 users and groups
* Module 3: Configuring Client Connectivity to Microsoft Office 365
* Module 4: Planning and Configuring Directory Synchronization

**Module 2 Lab: Managing Office 365 users and groups**

The lab session for this module was divided into two parts namely Lab A and Lab B.

**Lab A:** How to manage Office 365 users, licenses and passwords by using the Office 365 admin center.

**Lab B:** How to manage Office 365 groups and administration using both the Office 365 admin center and Windows PowerShell.

**Module 3 Lab: Configuring Client Connectivity to Office 365**

In this lab session, participate learnt how to:

* Configure DNS records for Office 365 clients.
* Run Office 365 connectivity analyzer tools to troubleshoot the connectivity to Office 365.
* Configure and verify client connectivity.
* Enable and configure mobile device management in Office 365.

**Day Three**

**Overview:**

Two modules and labs were covered by the instructor.

**Module 4 Lab: Planning and Configuring Directory Synchronization**

The participants learned to configure directory synchronization so that user and group accounts will be synchronized for the on-premise AD DS domain rather than managing all user and group accounts in Office 365.

**Module 5 Lab: Planning and deploying Office 365 ProPlus**

This module elaborated on the various ways Office 365 ProPlus can be deployed. Specifically, the training focused on:

* How to prepare an Office 365 ProPlus managed installations.
* How to manage user-driven Office 365 ProPlus installations by activating user rights and licenses to install Office 365 ProPlus from the portal.
* How to manage centralized Office 365 ProPlus installations through the configuration of Group Policy Object (GPO) to distribute the custom installation.

**Day Four**

**Overview:**

Participants were led through the lecture and lab sessions for Module 6, 7 & 8.

**Module 6 & 7 Lab: Configuring Microsoft Exchange Online**

The lab session for these modules were centered around configuring and managing Microsoft Exchange Online Services using the Exchange Online admin center.

**Module 8 Lab: Configuring Skype for Business Online**

We were taught to configure Skype for Business Online organizational settings, configure Skype for Business Online user settings and Configure a Skype Meeting Broadcast.

**Day Five**

**Overview:**

The following modules were discussed in depth:

* Module 9: Planning and configuring SharePoint Online
* Module 10: Planning and configuring an Office 365 Collaboration Solution
* Module 11: Planning and configuring Rights Management and Compliance
* Module 12: Monitoring and troubleshooting Microsoft Office 365
* Module 13: Planning and configuring identity federation

**Module 9 Lab: Configuring SharePoint Online**

How to configure SharePoint Online settings, create and configure SharePoint Online site collections as well as configure and verify external user sharing.

**Module 10 Lab: Planning and Configuring an Office 365 collaboration solution**

How to configure various Office 365 collaboration services through their various admin center.

**Module 11 Lab: Configuring Rights Management and Compliance**

How to configure and activate Rights Management and Compliance features in the various Office 365 services using the Compliance Manager Portal.

**Module 12 Lab: Monitoring and Troubleshooting Office 365**

How to analyze mail flow using Microsoft Remote Connectivity Analyzer and Support and Recovery Assistant for Office 365 as well as view Office 365 Usage, Security and Compliance reports.

**Module 13 Lab: Planning and Configuring Identity Federation**

How to install and configure AD FS and Web Application Proxy via Azure AD Connect as well as verify that Single-Sign-On (SSO) is working.

**CONCLUSION**

This training has helped bridge the skills gap in the management of the Microsoft Office 365 solution deployed within the secretariat. This has enhanced my knowledge of Microsoft Office 365 solution and provided a solid foundation for me to continue to develop my skill in this area.

**Personal Takeaways from the Training**

1. Exposure to best in class, instructor-led training
2. Hands-on approach learning through the lab activities
3. Access to Microsoft Office 365 manual and lab materials for further practice and preparation for the certification examination
4. Networking opportunities with fellow professionals
5. Phone and Email support from the instructor
6. Award of Certificate of Completion from the training center attached to this report.