

# Office 365 Administration Basics

## Course Overview

This course is an introduction to the basics of Office 365 administration.

<b><u>Course Introduction</u></b>	4m
Course Introduction	
<b><u>Module 01 - Getting Your Domain Ready</u></b>	51m
Getting Your Domain Ready	
Key Terms	
Using the onmicrosoft.com Domain	
Basic Steps to Host a Domain Name	
Demo - Getting Domain Ready	
Licenses	
Demo - Licenses	
External Sharing	
Service Settings	
Reports	
Demo - Reports	
Checking Service Health	
Demo - Checking Service Health	
Checking and Logging Service Requests	
Demo - Checking and Logging Service Requests	
Module 01 Review	
<b><u>Module 02 - Creating and Supporting Users and Groups</u></b>	44m
Creating and Supporting Users and Groups	
Creating Users in Office 365	
Demo - Creating Users in Office 365	
Demo - Password Policies	
Creating Distribution Groups	
Demo - Creating Distribution Groups and Mail Contacts	
Importing 365 Users	
Demo - Importing 365 Users	
Resetting User Passwords	
Demo - Resetting User Passwords	
Module 02 Review	
<b><u>Module 03 - Administrating Mailboxes, Contacts, Policies and More</u></b>	1h 24m
Administrating Mailboxes, Contacts, Policies and More	
Managing Users	
Creating Special Mailboxes for Calendars	
Demo - Creating User Resource Mailboxes	
Demo - Creating Shared User Mailboxes	
Migrating Mail to Office 365	

Importing Data Over  
Demo - Importing User Contacts  
Password Policies  
Managing Spam and Malware  
Checking Service Settings  
Demo - Email Protection Settings  
Managing Mail Flow  
Demo - Mail Flow  
Managing Lync Users  
Demo - Managing Lync Users  
Monitoring Services and Planned Maintenance  
Demo - Monitoring Services and Planned Maintenance  
Client Software  
Demo - Microsoft Office Install  
Module 03 Review  
Course Closure

**Total Duration: 3h 3m**