# Manage Microsoft Teams (MS-700) Training

Duration: **4 Day**

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## Overview

The Managing Microsoft Teams course is designed for persons who are aspiring to the Microsoft 365 Teams Admin role. A Microsoft Teams administrator plans, deploys, configures, and manages Microsoft Teams to focus on efficient and effective collaboration and communication in a Microsoft 365 environment.

In this course, you will learn about various Teams management tools, security and compliance feature for Teams, network requirement for Teams deployment as well as different Teams settings and policies for managing collaboration and communication experience in Teams.

A Microsoft Teams administrator must be able to plan, deploy, and manage teams, chat, apps, channels, meetings, audio/video conferencing, live events, calling, and Teams certified devices. A Microsoft Teams administrator has experience integrating Microsoft Teams with SharePoint, OneDrive, Exchange, Microsoft 365 groups, and other Microsoft, third-party, and custom apps. A Microsoft Teams administrator understands and collaborates with other workloads and roles, such as network, Voice, identity, access, devices, licensing, security, compliance, information management, and user adoption.

This course helps to prepare the student for the Microsoft exam MS-700: Managing Microsoft Teams.

**Accessing your courseware and registering attendance with Microsoft**

To access your Official Curriculum (MOC) course materials you will need a Microsoft.com/Learn account. In Learn you will also be able to register your completion of the event and receive your achievement badge. You will be issued with a unique code during your event.

## Prerequisites

**Important** This course may require the use of Multifactor Authentication (MFA). Please read this page and download the Microsoft Authenticator app (or similar app) prior to attending the course:

https://www.qa.com/resources/faqs/mfa-requirements/

Please see the below Microsoft article for further information on reasons for the MFA requirement:

https://learn.microsoft.com/en-us/entra/identity/authentication/concept-mandatory-multifactor-authentication

- A proficient understanding of basic functional experience with Microsoft 365 services.
- A proficient understanding of general IT practices, including using PowerShell.

**Target Audience**

- Microsoft Teams administrators

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## What You Will Learn

At the end of the course, students should be able to:

- Understand what Microsoft Teams is and how the components work together
- Implement governance, security and compliance for Microsoft Teams
- Prepare an organization’s environment for a Microsoft Teams deployment
- Deploy and manage teams
- Manage collaboration in Microsoft Teams
- Manage and troubleshoot communication in Microsoft Team