

Workshop PLUS

Target Audience:

This course is targeted at IT Administrators that need to learn:

 How to administer and configure Exchange
 Online as part of the Office 365 for Enterprise.

This course also covers the Exchange Online Hybrid Deployment scenario, where IT Administrators will learn the following through handson lab exercises:

- Setup of Single Sign-On
- Active Directory Synchronization
- Exchange 2013 Hybrid configuration

Overview

The Office 365 Exchange Online: Administration and Configuration can be delivered with a three or four day option. The WorkshopPLUS course is designed to cover all concepts of administering the Exchange Online service updated for the latest version, including the Office 365 related components. It also covers the steps required to configure Exchange 2013 Hybrid Coexistence using Single Sign-On with Active Directory Federation Services and Active Directory Synchronization. The course can be delivered in two different modalities.

1. Online Administration Only (three days)

This option is targeted at customers:

 Who do not need or plan to configure any coexistence with their onpremises environment.

or

Who have already migrated to Office 365 and need to familiarize with the administration of the new version of the Exchange Online 2013. This option includes Modules 1 through 15 only.

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2. Full course (four days)

This option is targeted to customers that wish to familiarize themselves with the administration of the new version of the Exchange Online 2013 as well as the Exchange 2013 Hybrid Coexistence. This option includes all modules.

Key Features and Benefits

Each group of modules is organized by scenario and is designed to provide participants with in-depth expertise, tools and hands-on experience.

Technical Highlights

After completing this course, you will be able to:

- Familiarize yourself with administration of Office 365 Admin Center using both the portal as well as PowerShell.
- Understand how to perform innumerous administration tasks in Exchange Online using both the Exchange Admin Center as well as Remote PowerShell.
- · Install and configure Active Directory Federation Services.
- Install and configure Active Directory Synchronization.
- Configure Exchange 2013 Hybrid deployment and explore the coexistence features.
- Troubleshoot the most common configuration issues.

Syllabus

Hardware Requirements:

Minimum requirements per student: An Intel Core-i5 based PC with the following specifications:

- 4-GB RAM
- 128-GB HDD
- Windows 7 SP1 or later
- Office 2013
 Professional Plus
- Internet access with at least 1 Mbps per student

This workshop runs for **three** or **four** full days depending on the delivery option. Students should anticipate consistent start and end times for each day. Early departure on any day is not recommended. There is a hands-on lab associated with each of the following modules.

Module 1: Introduction to Office 365: This module discusses:

- · The overview of the service.
- The subscription plans.
- · How to sign up for Office 365 for Enterprises.

Module 2: Office 365 Management Interface: This module covers the Office 365 Admin Center as well as the Windows Azure Active Directory module for Windows PowerShell, used to manage Office 365.

Module 3: User, Groups and Domains: This module covers management tasks associated with users, groups and domains via both the Office 365 Admin Center as well as Windows PowerShell.

Module 4: Diagnostic and Migration Readiness Tools: This module covers the tools used for diagnostics as well as readiness assessments of the on-premises environment. Students will learn how to use the Microsoft Online Services Diagnostics and Logging (MOSDAL) tool and review the reports.

Module 5: Recipients: This module covers the administration of mailboxes, groups, resources, contacts, and shared mailboxes using both the Exchange Admin Center as well as the Remote PowerShell.

Module 6: Permissions: This module covers the concepts and administration of admin roles, user roles and Outlook Web Access (OWA) policies via both the Exchange Admin Center as well as the Remote PowerShell.

Module 7: Compliance Management: This module covers the concepts and administration of the Compliance Management features, including Inplace eDiscovery and hold, auditing, data loss prevention, retention policies, retention tags, journal rules via both the Exchange Admin Center as well as the Remote PowerShell.

Module 8: Organization Sharing: This module covers the concepts and administration tasks related to Free/Busy sharing and calendar sharing with other organizations.



Syllabus (Cont)

Module 9: Exchange Online Protection: This module covers the concepts and administration tasks related to anti-spam and anti-malware, connection filter, content filter, outbound spam and quarantine.

Module 10: Mail Flow: This module covers the concepts and administration tasks related to Transport rules, delivery reports, message trace, accepted domains and connectors.

Mobile 11: Mobile Devices: This module covers the concepts and administration tasks related to Mobile device access and mobile device mailbox policies in Exchange Online.

Module 12: Public Folders: This module covers the concepts and administration tasks related to Public Folders and Public Folder Mailboxes in Exchange Online.

Module 13: Unified Messaging: This module covers the concepts and administration tasks related to Unified Messaging dial plans and Unified Messaging IP gateways in Exchange Online.

Module 14: Office 365 Rights Management Services (RMS): This module covers the concepts and administration tasks related to the RMS in Office 365.

Module 15: Mailbox Moves (Email Migration): This module covers the concepts and administration tasks related to the different options for migrating mailboxes to Exchange Online, including Internet Message Access Protocol (IMAP), cutover and staged migrations.

Module 16: Single Sign-On: This module covers the concepts and administration tasks related to the Single Sign-On (SSO) functionality of Office 365, including Domain Federation via Active Directory Federation Services (AD FS).

Module 17: Active Directory Synchronization: This module covers the concepts and administration tasks related to Active Directory Synchronization in Office 365 as part of the Single Sign-On and Hybrid requirements

Module 18: Exchange Hybrid Coexistence: This module covers the concepts and administration tasks related to the Exchange 2013 Hybrid configuration, including legacy coexistence with Exchange Server 2010 and Exchange Server 2007 on-premises.

