



Training Contents for Microsoft 365 Enterprise Administration

Skills measured

The English language version of this exam was updated on January 30, 2025.
Review the study guide linked in the preceding "Tip" box for details about the skills measured and upcoming changes.

Deploy and manage a Microsoft 365 tenant (10-15%)

Implement and manage Microsoft Entra identity and access (25-30%)

Manage security and threats by using Microsoft Defender XDR (35-40%)

Manage compliance by using Microsoft Purview (15-20%)

Microsoft 365 Enterprise Administration Course Outline

Contents	Training Details	Time Duration
Plan Your Tenant in Microsoft 365	<ul style="list-style-type: none"> ➤ Determine which Microsoft 365 subscription offerings best suit your organization's requirements. ➤ Identify which Microsoft 365 component services satisfy your organizational needs. ➤ Identify the steps to successfully create a tenant for Microsoft 365. 	1 Hour
Manage User Accounts & Licenses and Groups in Microsoft 365	<ul style="list-style-type: none"> ➤ Create user accounts and licenses in Microsoft 365. ➤ Recover deleted user accounts in Microsoft 365. ➤ Perform bulk user maintenance in Azure Active Directory. ➤ Create and manage groups using the Microsoft 365 admin center and Windows PowerShell. ➤ Enable multifactor authentication. ➤ Create and manage groups in Exchange Online and SharePoint Online. 	6 Hours
Add a Custom Domain in Microsoft 365	<ul style="list-style-type: none"> ➤ Plan the DNS zones used in a custom domain. ➤ Plan the DNS record requirements for a custom domain. ➤ Add a custom domain to your Microsoft 365 deployment. 	30 Minutes
Configure Administrative Roles in Microsoft 365	<ul style="list-style-type: none"> ➤ Describe the Azure RBAC permission model used in Microsoft 365. ➤ Describe the most common Microsoft 365 admin roles. ➤ Delegate admin roles to partners. ➤ Manage permissions using administrative units in Azure Active Directory. 	1 Hour

Explore Exchange Online as a Microsoft 365 Enterprise Administrator	<ul style="list-style-type: none"> ➤ Describe how mail flows through a Microsoft 365 deployment. ➤ Describe the most common recipient types that are available in Exchange Online ➤ Mailbox behavior analysis ➤ User mailbox backup & recovery ➤ Manage anti-malware and anti-spam policies in Exchange Online ➤ Describe migration and coexistence strategies and understand the differences between them. ➤ Select the right mail migration strategy for your organization. ➤ Determine when you want to change the DNS MX record for a domain in a Microsoft 365 migration to point to Exchange Online 	<p style="text-align: center;">10 Hours</p>
Configure Client Connectivity to Microsoft 365	<ul style="list-style-type: none"> ➤ Describe how Outlook uses Autodiscover to connect an Outlook client to Exchange Online. ➤ Describe the connectivity protocols that enable Outlook to connect to Microsoft 365. ➤ Identify the tools that can help you troubleshoot connectivity issues in Microsoft 365 deployments. 	<p style="text-align: center;">30 Minutes</p>
Explore Microsoft Teams as a Microsoft 365 Enterprise Administrator	<ul style="list-style-type: none"> ➤ Provide Teams access by managing user licenses in the Microsoft 365 admin center. ➤ External user access in Microsoft Teams ➤ Describe audio conferencing functionality. ➤ Manage user settings for audio & video conferencing. ➤ Manage your organizational settings in Microsoft Teams 	<p style="text-align: center;">3 Hours</p>
Explore Microsoft OneDrive as a Microsoft 365 Enterprise Administrator	<ul style="list-style-type: none"> ➤ Manage File Storage & File Sharing ➤ Offline Access & Mobile Access ➤ Integration with Other Microsoft Products ➤ Automatic Backup & Security ➤ Synchronization with local drive 	<p style="text-align: center;">2 Hours</p>

Explore SharePoint Online as a Microsoft 365 Enterprise Administrator	<ul style="list-style-type: none"> ➤ Determine the permission levels that your organization should use in SharePoint Online ➤ Create internal site for SharePoint Online ➤ Document management & Project management ➤ Describe the different options that provide anti-malware protection in SharePoint Online 	3 Hours
Examine Exchange Online Protection, Manage Safe Attachments & Safe Links	<ul style="list-style-type: none"> ➤ List several mechanisms used by Exchange Online Protection to filter spam and malware. ➤ Describe other protection against phishing and spoofing. ➤ Create a Safe Attachments policy. ➤ Create and modify a Safe Links policy using Microsoft 365 Defender 	4 Hours
Enterprise Mobility & Security	<ul style="list-style-type: none"> ➤ Compare the basic features in Microsoft Intune and Basic Mobility and Security ➤ Describe the policy settings for mobile devices in Microsoft Intune and Basic Mobility and Security ➤ Activate and deploy MDM services in Microsoft 365 ➤ Protect company data by using app protection policies. ➤ Implement app configuration policies in Intune to eliminate app setup problems. ➤ Assess your app requirements and add apps into Intune. 	6 Hours
Manage Microsoft 365 eDiscovery	<ul style="list-style-type: none"> ➤ Create an eDiscovery case. ➤ Create an eDiscovery hold for an eDiscovery case. ➤ Search for content in a case and then export that content. ➤ Close, reopen, and delete a case. 	2 Hours
Create Apps, Data Analysis and Task Automation as a Microsoft 365 Enterprise Administrator	<ul style="list-style-type: none"> ➤ Describe Power Apps functionality, including its business impact and primary components. ➤ Describe what Power Automate is and how it is used by organizations. ➤ Describe what Power BI is and how it's used by organizations. 	5 Hours

Thank You