

# Microsoft 365 Basics (Microsoft MS-900) official course MS-900T01, exam preparation

Hands-on course of 1 day - 7h

Ref.: MVP - Price 2024: CHF880 (excl. taxes)

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

Distinguish between the different types of cloud services

Compare Office 365 and Microsoft 365

Measure the consequences of Microsoft 365 on the company's structure

Describe the data protection measures in Microsoft 365

Understand the financial aspects of cloud services

## TEACHING METHODS

Training delivered in French. Official Microsoft course materials (digital MOC) in English.

## HANDS-ON WORK

Combination of presentations and hands-on work.

## CERTIFICATION

This course prepares students for the MS-900 exam.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@ORSYS.fr to review your request and its feasibility.

## THE PROGRAMME

last updated: 06/2022

### 1) Cloud concepts

- Principles of cloud computing. Financial impacts.
- Services available on the Microsoft Azure cloud. Two "packages of services": Office 365 and Microsoft 365.
- Migrating to cloud services. Total migration. Gradual migration.
- The technical foundations of the cloud: private cloud, public cloud, hybrid cloud.
- The different types of cloud services (IaaS, PaaS, SaaS).

*Exercise* : Determining the appropriate cloud model for detailed undertakings (paper lab).

### 2) Microsoft 365: Basic Services

- Details of the basic services of the Microsoft 365 package: Exchange, SharePoint, Teams, Skype for Business, etc.
- Comparisons between on-premises Microsoft Services and cloud services in Microsoft 365.
- Unified and secure management of different login devices with Microsoft 365.
- Teamwork with Microsoft 365. Skype for Business Online versus Teams.
- Additional services for Microsoft 365: Yammer, Project Online, Project, Visio, Dynamics 365, etc.

*Hands-on work* : Activating and configuring a Microsoft 365 client. Explore the Microsoft 365 user and administrator portal. Configuring new user and group accounts.

### 3) Security, compliance, privacy and trust with Microsoft 365

- Fundamentals of organizational security.
- Security features in Microsoft 365.
- Microsoft 365 against major threats. Access and identity management.
- Device and data protection in Microsoft 365.
- Microsoft 365 compliance with key security standards.

*Hands-on work* : Managing users and devices in Azure Active Directory. Assessing identity protection. Exploring compliance tools.

#### 4) Pricing and support with Microsoft 365

- Microsoft 365 subscriptions, licenses and billing. M365 Enterprise, M365 Business, M365 Education, etc.
- Support options, service levels for a Microsoft 365 subscription.
- Managing your subscriptions, licenses and invoices with M365.

*Hands-on work : Managing subscriptions, licenses and support in M365. Exploring interfaces for billing and subscriptions. Adding trial licenses. Considering support options.*

## DATES

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Contact us