




Microsoft 365 training and certifications

aka.ms/M365TrainCertDeck



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This guide is designed to outline the training and certification options that can help you achieve your personal and professional goals.

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> Microsoft 365: Enable Hybrid Work with Microsoft Teams

> Microsoft 365: Introduction to Microsoft Viva

> Microsoft 365: Manage Your Frontline Workforce

> Microsoft 365: Managing Windows and Surface Devices

> Microsoft 365: Microsoft Teams Phone

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Microsoft 365 certifications

Help advance your career, earn recognition, and validate your technical knowledge and abilities in current and future industry job roles with Microsoft 365 certifications. Visit the [certifications page](#) to get started.



Microsoft 365 Certified Fundamentals

Demonstrate that you understand the options available in Microsoft 365 and the benefits of adopting cloud services, the Software as a Service (SaaS) cloud model and implementing Microsoft 365 cloud service.

Microsoft 365 Certified Administrator Expert

Microsoft 365 Administrators deploy and manage Microsoft 365. They also handle the implementation and administration of Microsoft 365 tenant-level settings in both cloud and hybrid environments.

Microsoft 365 Certified Collaboration Communications Systems Engineer Associate

Microsoft 365 Collaboration Communications Systems Engineers plan, deploy, configure, maintain, and troubleshoot Microsoft Teams Phone, meetings, and personal and shared space devices, including Teams Rooms and Microsoft Surface Hub.

Microsoft 365 Certified Messaging Administrator Associate

Microsoft 365 Messaging Administrators deploy, configure, manage, troubleshoot, and monitor recipients, permissions, mail protection, mail flow, and public folders in hybrid and cloud enterprise environments.

Microsoft 365 Certified Endpoint Administrator Associate

Microsoft 365 Endpoint Administrators deploy, configure, protect, manage, and monitor devices and client applications in a Microsoft 365 environment.

Microsoft 365 Certified Teams Administrator Associate

Microsoft Teams Administrators configure, deploy, and manage Office 365 workloads for Teams that focus on efficient and effective collaboration and communication in an enterprise environment.

Microsoft 365 certifications

Fundamentals and Role-based, Associate

Open doors to new career possibilities. Choose the certification that's right for you, based on the recommended skills, knowledge, and experience for each exam.

Microsoft 365 Certified: Fundamentals Exam MS-900	Microsoft 365 Endpoint Administrator Associate Exam MD-102	Microsoft 365 Messaging Administrator Exam MS-203
<p>Demonstrate that you understand the options available in Microsoft 365 and the benefits of adopting cloud services, the Software as a Service (SaaS) cloud model and implementing Microsoft 365 cloud service.</p>	<p>Endpoint administrators collaborate with architects, Microsoft 365 administrators, security administrators, and other workload administrators to plan and implement a modern workplace strategy that meets the business needs of an organization.</p>	<p>Microsoft 365 Messaging Administrators deploy, configure, manage, troubleshoot, and monitor recipients, permissions, mail protection, mail flow, and public folders in hybrid and cloud enterprise environments.</p>
<ul style="list-style-type: none">• Describe cloud concepts• Describe Microsoft 365 apps and services• Describe security, compliance, privacy, and trust in Microsoft• Describe Microsoft 365 pricing, licensing, and support	<ul style="list-style-type: none">• Deploy Windows client• Manage identity and compliance• Manage, maintain, and protect devices• Manage applications	<ul style="list-style-type: none">• Manage Microsoft Exchange Online settings and resources• Plan and manage the mail transport architecture• Secure the messaging environment

Microsoft 365 certifications

Role-based, Associate, Expert

Microsoft 365 Teams Administrator Exam MS-700	Microsoft 365 Collaboration Communications Systems Engineer Exam MS-721	Microsoft 365 Administrator Exam MS-102
<p>Microsoft Teams Administrators configure, deploy, and manage Office 365 workloads for Teams that focus on efficient and effective collaboration and communication in an enterprise environment.</p>	<p>Collaboration communications systems engineers have a fundamental understanding of networking, telecommunications, audio/visual and meeting room technologies, and identity and access management.</p>	<p>Microsoft 365 Enterprise Administrators evaluate, plan, migrate, deploy, and manage Microsoft 365 services.</p>
<ul style="list-style-type: none">• Configure and manage a Teams environment• Manage teams, channels, chats, and apps• Manage meetings and calling• Monitor, report on, and troubleshoot Teams	<ul style="list-style-type: none">• Plan and design collaboration communications systems• Configure and manage Teams meetings and events• Configure and manage Teams Phone• Configure and manage Teams Rooms and devices	<ul style="list-style-type: none">• Design and implement Microsoft 365 services• Manage user identity and roles• Manage access and authentication• Plan Office 365 workloads and applications• Implement modern device services• Implement Microsoft 365 security and threat management• Manage Microsoft 365 governance and compliance

The journey to Microsoft 365 Certified: Fundamentals

Get started at
[aka.ms/M365Certs Fundamentals](https://aka.ms/M365Certs_Fundamentals)



Start here

Decide if this is the right certification for you

Get trained

Build confidence

Get recognized

Continue to grow

This certification is a good fit if:

- You're a business user, administrator, or IT professional.

OR

- You want to understand the capabilities of Microsoft 365 and how to build basic solutions, deploy cloud services in your organization, or are simply looking to acquire foundational-level knowledge on the considerations and benefits of adopting cloud services in general and the software as a service (SaaS) cloud model specifically.

Not right for you?

[Browse all Microsoft 365 certifications](#)

Skills outline guides

- > [MS-900](#)

Self-paced training

- > [Microsoft Learn](#)

Instructor-led training

- > [Course MS-900T01-A: Microsoft 365 Fundamentals \(1 day\)](#)

Virtual events

- > [Microsoft Virtual Training Days](#)

Additional resources

[Microsoft Docs](#)

Take a practice exam

- > [Practice Assessment on Microsoft Learn MS-900](#)

Skills measured:

- Describe cloud concepts
- Describe Microsoft 365 apps and services
- Describe security, compliance, privacy, and trust in Microsoft
- Describe Microsoft 365 pricing, licensing, and support

- > Pass [Exam MS-900](#) to earn this certification.



Microsoft 365 Certified:
[Fundamentals](#)

Prove that you understand the options available in Microsoft 365, the benefits of adopting cloud services, the benefits of the software as a service (SaaS) cloud model, and how to implement Microsoft 365 cloud services.

Products featured

- Microsoft 365

Explore these certifications next

Next level up (Associate)

- [Microsoft 365 Messaging Administrator Associate](#)
- [Microsoft 365 Modern Desktop Administrator](#)
- [Microsoft 365 Security Administrator](#)
- [Microsoft 365 Teams Administrator](#)

The journey to Microsoft 365 Certified: Administrator Expert

Get started at
aka.ms/M365Certs_AdministratorExpert



Start here

Decide if this is the right certification for you

Get trained

Build confidence

Get recognized

This certification is a good fit if:

- You aspire to the Microsoft 365 administrator role and have completed one of the Microsoft 365 role-based administrator certification paths.

OR

- You have functional experience with all Microsoft 365 workloads and Azure Active Directory, part of Microsoft Entra, and have administered at least one of these.
- You also have a working knowledge of networking, server administration, DNS, and PowerShell.

Not right for you?

[Browse all Microsoft 365 certifications](#)

Skills outline guide

- > [MS-102](#)

Self-paced training

- > [Microsoft Learn](#)

Instructor-led training

- > [Course MS-102: Microsoft 365 Administrator](#)

Additional resources

[Microsoft Docs](#)

Exam preparation

- > [Exam Readiness Zone](#)

Skills measured:

- Deploy and manage a Microsoft 365 tenant
- Implement and manage identity and access in Azure AD
- Manage security and threats by using Microsoft 365 Defender
- Manage compliance by using Microsoft Purview

- > Pass [Exam MS-102](#) to earn this certification.



Microsoft 365 Certified:
[Administrator Expert](#)

Microsoft 365 administrators function as the integrating hub for all Microsoft 365 workloads. They coordinate across multiple Microsoft 365 workloads, and they work with architects and other administrators responsible for workloads, infrastructure, identity, security, compliance, endpoints, and applications.

Products featured

- Microsoft 365

The journey to Microsoft 365 Certified:

Collaboration Communications Systems Engineer Associate

Get started at aka.ms/CollaborationCommunicationsEngineer



Start here

Decide if this is the right certification for you

Get trained

Build confidence

Get recognized

This certification is a good fit if:

- You're responsible for planning, deploying, configuring, maintaining, and troubleshooting Microsoft Teams Phone, meetings, and personal and shared space devices, including Teams Rooms and Microsoft Surface Hub.

Skills outline guide

- > [MS-721](#)

Self-paced training

- > [Microsoft Learn](#)

Instructor-led training

- > [Course MS-721: Collaboration Communications Systems Engineer](#)

Exam preparation

- > [Exam Readiness Zone](#)

Skills measured:

- Plan and design collaboration communications systems
- Configure and manage Teams meetings and events
- Configure and manage Teams Phone
- Configure and manage Teams Rooms and devices

- > Pass [Exam MS-721](#) to earn this certification.



Microsoft 365 Certified:
[Collaboration Communications Systems Engineer Associate](#)

Collaboration communications systems engineers have a fundamental understanding of networking, telecommunications, audio/visual and meeting room technologies, and identity and access management.

Not right for you?

[Browse all Microsoft 365 certifications](#)

Additional resources

[Microsoft Docs](#)

Products featured

- Microsoft 365

The journey to Microsoft 365 Certified: Messaging Administrator Associate

Get started at
aka.ms/M365Certs_MessagingAdmin



Start here

Decide if this is the right certification for you

Get trained

This certification is a good fit if:

- You're an administrator or an IT professional.

OR

- You're responsible for activities including deploying, configuring, managing, troubleshooting, and monitoring recipients, permissions, mail protection, mail flow, and public folders in hybrid and cloud enterprise environments; managing hygiene, messaging infrastructure, hybrid configuration, migration, transport, mailboxes, and client access; implementing a secure hybrid or cloud-only topology that meets the business needs of an enterprise.

Not right for you?

[Browse all Microsoft 365 certifications](#)

Skills outline guides

- > [MS-203](#)

Self-paced training

- > [Microsoft Learn](#)

Instructor-led training

- > [Course MS-203T00-A: Microsoft 365 Messaging \(5 days\)](#)

Virtual events

- > [Microsoft Virtual Training Days](#)

Additional resources

[Microsoft 365 Developer Program](#)

Build confidence

Take a practice exam

- > [Microsoft Official Practice Test MS-203](#)

Skills measured:

- Manage Microsoft Exchange Online settings and resources
- Plan and manage the mail transport architecture
- Secure the messaging environment

Get recognized

- > Pass [Exam MS-203](#) to earn this certification.



Microsoft 365 Certified:
[Messaging Administrator Associate](#)

Microsoft 365 Messaging Administrators deploy, configure, manage, troubleshoot, and monitor recipients, permissions, mail protection, mail flow, and public folders in hybrid and cloud enterprise environments.

Products featured

- Microsoft 365

Continue to grow

Explore these certifications next

Other tracks (Associate)

- [Microsoft 365 Modern Desktop Administrator Associate](#)
- [Microsoft 365 Security Administrator Associate](#)
- [Microsoft 365 Teams Administrator Associate](#)

Next level (Expert)

- [Microsoft 365 Enterprise Administrator Expert](#)

The journey to Microsoft 365 Certified: Endpoint Administrator Associate

Get started at
aka.ms/M365Certs_EndpointAdministrator



Start here

Decide if this is the right certification for you

Get trained

Build confidence

Get recognized

This certification is a good fit if:

- You're an administrator or an IT professional.

OR

- You have experience with Azure Active Directory and Microsoft 365 technologies, including Intune, along with strong skills and experience in deploying, configuring, and maintaining Windows client and non-Windows devices.

Skills outline guide

- > [MD-102](#)

Self-paced training

- > [Microsoft Learn](#)

Instructor-led training

- > [Course MD-102: Microsoft 365 Endpoint Administrator](#)

Exam preparation

- > [Exam Readiness Zone](#)

Skills measured:

- Deploy Windows client
- Manage identity and compliance
- Manage, maintain, and protect devices
- Manage applications

- > Pass [Exam MD-102](#) to earn this certification.



Microsoft 365 Certified:
[Endpoint Administrator Associate](#)

Endpoint administrators collaborate with architects, Microsoft 365 administrators, security administrators, and other workload administrators to plan and implement a modern workplace strategy that meets the business needs of an organization.

Not right for you?

[Browse all Microsoft 365 certifications](#)

Additional resources

[Microsoft Docs](#)

Products featured

- Microsoft 365

The journey to Microsoft 365 Certified: Teams Administrator Associate

Get started at
aka.ms/M365Certs_TeamsAdmin



Start here

Decide if this is the right certification for you

Get trained

Build confidence

Get recognized

Continue to grow

This certification is a good fit if:

- You're an administrator or an IT professional.

OR

- You're responsible for activities including planning, deploying, and managing Microsoft Teams chat, apps, channels, meetings, audio conferencing, live events, and calling; you collaborate with telephony engineers to integrate advanced voice features into Microsoft Teams.

Not right for you?

[Browse all Microsoft 365 certifications](#)

Skills outline guides

- > [MS-700](#)

Self-paced training

- > [Microsoft Learn](#)

Instructor-led training

- > [Course MS-700T00-A: Managing Microsoft Teams \(4 days\)](#)

Virtual events

- > [Microsoft Virtual Training Days](#)

Additional resources

[Microsoft 365 Developer Program](#)

Take a practice exam

- > [Practice Assessment on Microsoft Learn MS-700](#)

Skills measured:

- Configure and manage a Teams environment
- Manage teams, channels, chats, and apps
- Manage meetings and calling
- Monitor, report on, and troubleshoot Teams

- > Pass [Exam MS-700](#) to earn this certification.



Microsoft 365 Certified:
[Teams Administrator Associate](#)

Microsoft Teams Administrators configure, deploy, and manage Office 365 workloads for Microsoft Teams that focus on efficient and effective collaboration and communication in an enterprise environment. Microsoft Teams Administrators must be able to plan, deploy, and manage Teams: chat, apps, channels, meetings, audio conferences, live events, and calls.

Products featured

- Microsoft 365
- Microsoft Teams

Explore these certifications next

Next level (Expert)

- [Microsoft 365 Certified: Teams Voice Engineer Expert](#)

Resources



› Microsoft Learn
Microsoft.com/Learn

› Practice Assessments on
Microsoft Learn
<https://aka.ms/practiceassessments>

› Certification poster
aka.ms/TrainCertPoster

› Learning Partners
aka.ms/LearningPartners

› Microsoft Learn Support
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Microsoft Learn

Spark possibility