

Office 365 Groups Administration

WorkshopPLUS

Duration: 2 days | **Focus Area:** Office 365 | **Difficulty:** 300

Gain a deep knowledge and understanding of its connection with specific workloads, how to **Deploy**, **Govern** and **Manage** Office 365 Groups. Office 365 Groups for customers experienced with managing on-premises technologies is very challenging as many of the workloads are connected and enabled in their tenant by default with self-service creation access for all users.

Office 365 Groups is one of the foundational pieces of the Office 365 collaboration toolkit that ties together SharePoint, Exchange, Teams, Planner, PowerBI, etc. A group is created with a shared inbox for conversations, a shared calendar, a place to take notes with OneNote, Planner to manage tasks, and the option to connect to the hub for teamwork in Microsoft Teams.

♦ OUTCOMES ♦

01 SKILLS

Gain a deeper understanding of the impact of Office 365 Groups and its connection with specific workloads like SharePoint, Exchange, Teams, Planner, PowerBI, etc.

02 BEST PRACTICES

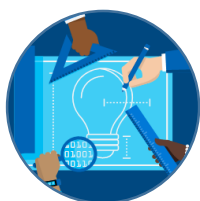
Understand the best practices to deploy, govern and manage Office 365 Groups in your organizations

03 WAY FORWARD

Overview and documentation around the various Office 365 Groups Administration capabilities for a successful implementation

♦ CAPABILITIES ♦

Hands-on, interactive learning with expert instructors in a classroom environment.



OUR EXPERTISE

Learn from industry experts that help enterprise customers solve their most challenging problems.



HANDS ON

Practice the concepts you learned in the classroom by engaging in hours of hands-on lab exercises.



IN-DEPTH LEARNING

Deep technical training that equips you to overcome challenging problems in the real world.

Duration: 2 days

START

DAY 1

DAY 2

End

Overview of Office 365 Groups

Teamwork Today!
What is Office 365 Groups?
Office 365 Groups Family Tree
SharePoint & Groups
Teams & Groups
Upgrade from traditional collaboration tools

Deploy

Group Creation Policies
Send As or Send on Behalf
Sensitive Groups
(Hidden Membership, Hidden GAL)
Dynamic Memberships, Multi-Domain support
Mail Tips, Restrict Senders, Internal Only
Limitations
Office 365 groups with on-premises
Deploy External Guest Access
Best Practices - Scenarios for deployment

Govern

Azure Group Naming Policies
Group Classification, Usage Guidelines
Govern Access – Azure AD Access Reviews
Self-Service Govern and Control (IT-Led)
Best Practices - Policy Enforcement
(e.g. External Access removed for HBI Groups)
Policies for Guest Access
Best Practices - Compliance
(Retention, Audit, eDiscovery)

Manage

Expiration Policy
Soft Delete and Restore
Groups Activity and Audit Log
Useful PowerShell scripts to Manage Groups
Reporting, PowerShell, Microsoft Graph
Feature & Licensing Availability

STATS

1000+

**COURSES
COMPLETED**

99%

**CUSTOMER
SATISFACTION**



**AVAILABLE
WORLDWIDE**

ADDITIONAL
DETAILS

Objectives

After attending this Workshop, students will:

- Gain deep knowledge and understanding of Office 365 Groups and its connection with specific workloads
- Understand the best practices to Deploy, Govern and Manage Office 365 Groups

Audience Profile

- Office 365 Global Administrators
- SharePoint & Exchange Administrators
- Active Directory Administrators
- IT Administrators
- Project Managers and Support Managers

NEXT STEPS: If you are interested in this workshop for your organization, contact your Microsoft Account Representative.