

MICROSOFT 365 FUNDAMENTALS



8 AUGUST 2024 | 9.00 AM - 5.00PM

8 CPD HOURS



Course Overview:

This course provides foundational knowledge on the considerations and benefits of adopting cloud services and the Software as a Service (SaaS) cloud model, with a specific focus on Microsoft 365 cloud service offerings. You will begin by learning about cloud fundamentals, including an overview of cloud computing and specifically Microsoft cloud services. You will be introduced to Microsoft Azure, and you will examine the differences between Microsoft 365 and Office 365. You will then perform an in-depth review of Microsoft 365, including a comparison of Microsoft on-premises services versus Microsoft 365 cloud services, a review of enterprise mobility in Microsoft 365, and an analysis of how Microsoft 365 services provide collaboration. The course then analyzes how security, compliance, privacy, and trust are handled in Microsoft 365, and it concludes with a review of Microsoft 365 subscriptions, licenses, billing, and support.

AARON VIMAL SAMUEL

Aaron Vimal Samuel, a Malaysian professional, possesses a comprehensive skill set and a wealth of experience in the realms of business information technology and training. With a Diploma in Business Information Technology and an impressive array of certifications from Microsoft, including Dynamics 365 and Azure specializations, Aaron has honed his expertise to excel in the IT domain.

Course Outlines

Module 1: Cloud Concepts

- Principles of cloud computing
- Microsoft cloud services
- Migrating to cloud services

Lab : Cloud Fundamentals

- **Exercise 1:** Determine the appropriate cloud model (paper-based lab)

Module 2: Core Microsoft 365 Services

- Microsoft 365 core services
- Microsoft on-premise services and cloud services in Microsoft 365
- Unified endpoint management in Microsoft 365
- Teamwork in Microsoft 365

Lab : Enabling and configuring a Microsoft 365 tenant

- Exercise 1: Activating and configuring a Microsoft 365 tenant
- Exercise 2: Exploring the Microsoft 365 user and admin portal
- Exercise 3: Configuring new user and group accounts

Module 3: Security, Compliance, Privacy and Trust in Microsoft 365

- Organisational Security Fundamentals
- Security features in Microsoft 365
- Identity and Access Management
- Device and data protection in Microsoft 365
- Compliance in Microsoft 365

Lab : Security in Microsoft 365

- Exercise 1: Managing users and devices in AzureActive Directory
- Exercise 2: Evaluate Identity Protection
- Exercise 3: Explore tools for compliance

Module 4: Microsoft 365 pricing and support

- Microsoft 365 Subscriptions, licenses, and billing
- Support in Microsoft 365

Lab : Managing subscriptions, licensing and support in M365

- Exercise 1: Explore interfaces for billing andsubscriptions
- Exercise 2: Add trial licenses to the tenant
- Exercise 3: Review support options

Target Audience

IT professionals



WEBINAR FEE

Category	Normal Fee per person (RM)
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Non member	906

Fee includes course materials in digital form and e-certificate.

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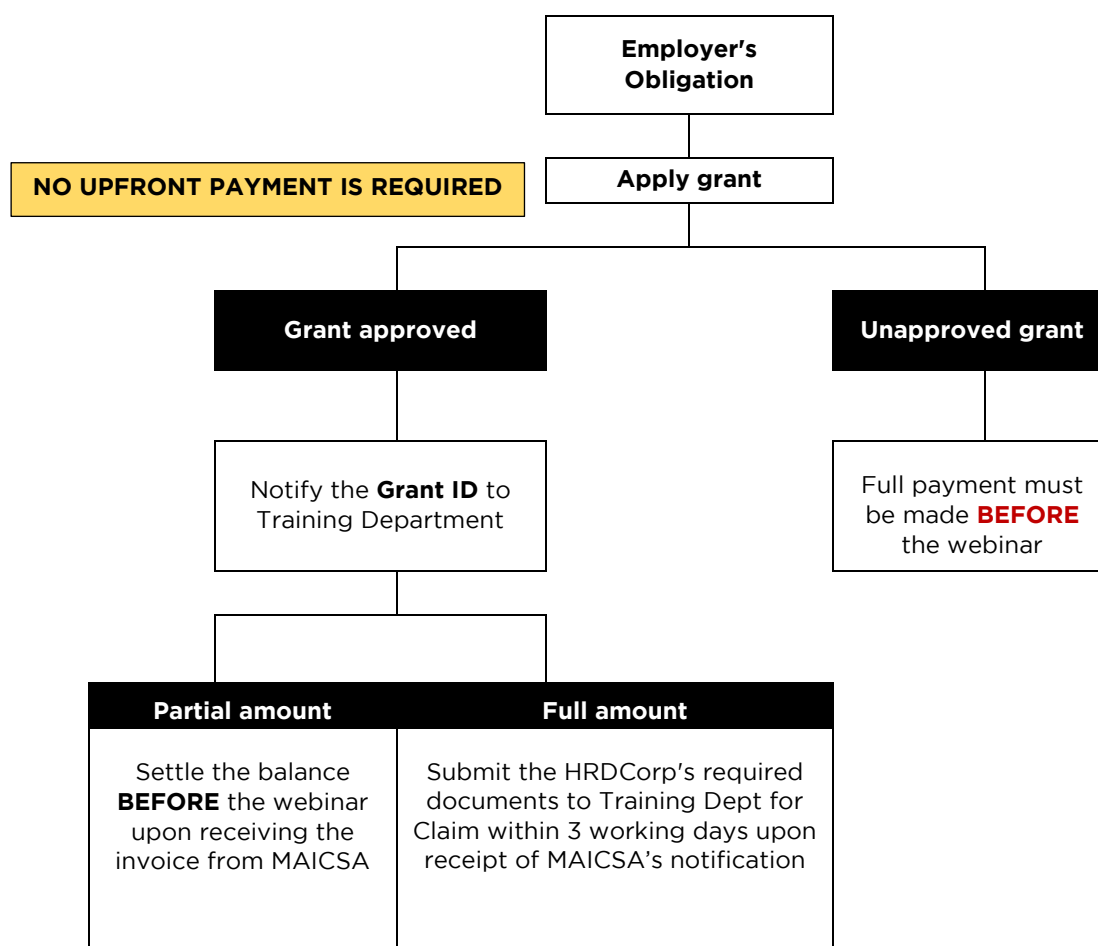
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