

**Computer Systems Analyst / Office 365 Administrator Associate Program**

Enabling Office 365 Services - 599-O365B

**Subject Description:**

Enabling Office 365 Services: This course describes Exchange Online and explains how to create and manage recipient objects and how to manage and delegate Exchange security and how to plan and configure Exchange Online services. It also explains how to plan and configure anti-malware and anti-spam settings in Office 365. Course describes how to plan and implement the Skype for Business Online deployment. This course also describes how to plan voice integration with Skype for Business Online and describes the administrative features available within SharePoint Online and the most common configuration tasks for any administrator who starts using SharePoint Online.

This course also describes the concept of site collections and the different sharing options within SharePoint Online. A brief overview of additional portals, such as the video portal, are also provided. This course describes how to plan and implement a SharePoint collaboration solution, and how to enable Yammer Enterprise services within Office 365 and OneDrive for Business, and Office 365 groups. This course also describes the compliance features in Office 365 and explains how to manage them. In addition, it describes how to plan and configure Microsoft Azure Rights Management (Azure RMS). Additionally, it discusses the security features in Office 365, how to monitor and review Office 365 services, and troubleshoot Office 365 issues and plan, implement identity federation between on-premises AD DS and Azure AD.

**Subject Hours:**

100 Contact Hours (50 hours lecture, 50 hours lab)

**Performance Objectives:**

After completing this course, students will be able to:

- Plan and manage Exchange Online recipients and permissions.
- Plan and configure Exchange Online services.
- Plan and implement the Skype for Business Online deployment.
- Plan and configure SharePoint Online.
- Plan and configure an Office 365 collaboration solution that includes Yammer Enterprise, OneDrive for Business, and Office 365 groups.
- Plan and configure the integration between Office 365 and Azure RMS, and configure compliance features in Office 365.
- Monitor and review Office 365 services, and troubleshoot Office 365 issues.

**Prerequisites:**

Students must meet the following

- Completion of Texas Premier Technology Institute, Inc. admissions and enrolment procedures.
- Completion of 583-O365A Managing Office 365 Identities and Requirements
- Experience administering the Windows Server operating system, including Windows Server 2012, or later and Exchange 2010, or later.

- Experience working with AD DS.
- Experience working with name resolution, including DNS.
- Experience working with certificates, including public key infrastructure (PKI) certificates.
- Experience working with Windows PowerShell.
- Experience working with Exchange Server 2013 or later

Or, completed one of the following **Texas Premier Technology Institute Programs:**

- Network Systems Administrator Associate Program
- IT Security Administrator Associate Program

**Required Textbooks:**

Microsoft Office Inside Out: 2016 Edition  
by Carl Siechert

**Instructional Methods:**

Lab, E-Learning, and Classroom Instruction

**Maximum Student: Instructor Ratio:**

16:1

**Content Outline:**

Planning and deploying Skype for Business Online  
 Planning and configuring SharePoint Online  
 Planning and configuring a Office 365 collaboration solution  
 Planning and configuring rights management and compliance  
 Monitoring and troubleshooting Microsoft Office 365

**Basis of Grades:**

Test/Quizzes	25%
Final Exam	25%
Class/Homework Assignments	25%
Lab Assignments	25%