BOOST
THE LEADING TRAINING PROVIDER

Information Technology

Managing Microsoft Teams

Course Introduction

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

This training course is designed to provide participants with a clear overview of managing Microsoft Teams and allow them to manage live event and meetings experiences, manage phone numbers or Phone System for Microsoft Teams and troubleshoot audio, video, and client issues. This course covers six main topics - Microsoft Teams overview, implementing governance, security and compliance for Microsoft Teams, preparing the environment for a Microsoft Teams deployment, deploying and managing teams, managing collaboration and managing communication in Microsoft Teams.

Target Audience

- Cloud Computing Engineer
- Computer Network Specialist
- Computer Support Specialist
- Database Administrator
- Information Technology Analyst
- Information Technology Leadership
- Information Security Specialist
- Software/Application Developer
- Web Developer
- Technology sales consultant

Learning Objectives

- Gain a comprehensive understanding of managing Microsoft Teams and how its components work together.
- Implement Governance, Security and Compliance for Microsoft Teams
- Prepare an organizations environment for a Microsoft Teams deployment
- Learn how to deploy and manage teams.
- Identify ways of managing collaboration in Microsoft Teams and working with channels.
- Techniques to manage and troubleshoot communication in Microsoft Teams

Course Outline

- **Day 01**

  MICROSOFT TEAMS OVERVIEW

  - Overview of Microsoft Teams
  - Overview of security and compliance in Microsoft Teams
  - Overview of managing Microsoft Teams o Prepare team roles and licenses
  - Create new team
  - IMPLEMENTING MICROSOFT TEAMS GOVERNANCE, SECURITY AND COMPLIANCE
  - Implement Governance and Lifecycle Management for Microsoft Teams
  - Implementing Security for Microsoft Teams
  - Implementing Compliance for Microsoft Teams

- **Day 02**

  PREPARING THE ENVIRONMENT FOR A MICROSOFT TEAMS DEPLOYMENT

  - Upgrade from Skype for Business to Microsoft Teams
  - Plan and configure network settings for Microsoft Teams
  - Deploy and Manage Microsoft Teams endpoints
  - Environment preparation for Teams
  - Calculate networking capabilities

- Evaluate configuration profiles
- Provide team resources
- DEPLOYING AND MANAGING TEAMS
- Create and manage teams
- Manage team resources
- Manage sharing and access
- Manage membership
- Manage access for external users

• Day 03

MANAGING COLLABORATION IN MICROSOFT TEAMS

- Manage chat and collaboration experiences
- Configure channel and message policies
- Manage settings for Teams apps
- WORKING WITH CHANNELS
- Channels and Teams
- Private Channels
- Hide, Show, and Pin Channels
- Channel Moderation
- Teams and Outlook

• Day 04

APPS, SHIFTS AND WIKI

- Mobile Apps
- Shifts - Creating Schedules
- Shifts - Assignments and Requests
- Using a Wiki
- Adding Apps to Channels

MANAGING COMMUNICATION IN MICROSOFT TEAMS

- Manage Live event and meetings experiences o Configure meeting policies
- Manage phone numbers
- Manage Phone System for Microsoft Teams
- Troubleshot audio, video, and client issues

• Day 05

EXTRAS AND BEST PRACTICES

- Connectors
- Whiteboard

- Behind the Scenes
- Best Practices - Teams and Channels
- Best Practices - Notifications and Chat
- Best Practices - Files

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 16, 2025	June 20, 2025	5 days	4250.00 $	UAE - Abu Dhabi
Aug. 11, 2025	Aug. 15, 2025	5 days	4950.00 $	Indonsia - Jakarta
Dec. 22, 2025	Dec. 26, 2025	5 days	4250.00 $	UAE - Dubai