



Training Program

Microsoft Office 365 Admin Certification Training



1.2 Million
Learners



1-1 Personalized
Mentorship



60% Average
Salary Hike

About Program



Learning Format

Online / Offline



Trainer

Industry Professionals



Career Services

By Croma Campus

Our course content has been specifically designed to turn you into a skilled professional in this industry. As a part of your certification training, you will receive enough study material and recorded video sessions that will help you cover all the latest trends and features in this course. The training session will comprise important sections, features, advantages, and scope of the technology in the coming years. Moreover, our qualified trainers will help you imbibe all the required skills, and information in a much better manner to help you in you becoming an expert in this technology. Post the completion of your course, you will receive a training certificate recognized world-wide.

What Make Us **Tick**



Career-oriented Sessions

Attend 25+ career-oriented sessions by industry mentors and prepare your career trajectory



Mock Interview Preparation

Prepare with mock interviews including most asked questions by top employers



Dedicated Job Portal Access

Get exclusive access to 100s of job postings per month on Croma Campus Intellipaat's job portal



Profile Building

Craft a resume and LinkedIn profile and make an impression on top employers



1:1 Mentoring Sessions

Get 1:1 guidance at every step in your career transition to respective Technology



Guaranteed interviews

Get job interviews with 400+ hiring partners including promising startups and top MNCs

MS030-T-00A: Office 365 Administrator Training Curriculum

✓ Planning and Provisioning Office 365

This module reviews the features of Office 365 and identifies recent improvements to the service, and describes the process of provisioning an Office 365 tenant. This module also identifies the challenges in deploying Office 365 and the benefits of the Microsoft FastTrack for Office 365 approach, as compared to the traditional plan, prepare, and migrate deployment process.

- **Lessons**

- Overview of Office 365
- Provisioning an Office 365 tenant
- Planning a pilot deployment

- **Provisioning Office 365**

- Configuring an Office 365 Tenant
- Configuring a custom Domain
- Exploring the Office 365 Administrator Interfaces

- **After completing this module, students will be able to**

- Describe the features and benefits of Office 365.
- Provision new tenant accounts.
- Plan a pilot deployment of Office 365.

✓ Managing Office 365 Users and Groups

This module explains how to manage users, groups, and licenses, and configure administrative access by using the Office 365 console and the Windows PowerShell command-line interface. This module also explains how to manage user passwords and configure multi-factor authentication.

- **Lessons**

- Managing user accounts and licenses
- Managing passwords and authentication
- Managing security groups in Office 365
- Managing Office 365 users and groups with Windows PowerShell

- **Managing Office 365 Users and Passwords**

- Managing Office 365 users and licenses by using the Microsoft 365 admin center
- Managing Office 365 password policies

- **Managing Office 365 Groups and Administration**

- Managing Office 365 groups
- Managing Office 365 users and groups by using Windows PowerShell
- Configuring service administrators

- **After completing this module, students will be able to:**

- Manage user accounts and licenses by using the Microsoft 365 admin center.
- Manage passwords and authentication.
- Manage security and distribution groups by using the Microsoft 365 admin center.
- Manage Office 365 users and groups by using Windows PowerShell.
- Configure administrative access.

- ✓ **Configuring Client Connectivity to Microsoft Office 365**

This module covers the different types of client software that you can use to connect to Office 365. It also explains the infrastructure requirements that the clients need to connect to Office 365, in addition to how to configure different types of Office 365 clients.

- **Lessons**

- Planning for Office 365 clients
- Planning connectivity for Office 365 clients
- Configuring connectivity for Office 365 clients

- **Configuring client connectivity to Office 365**

- Configuring DNS records for Office 365 clients
- Running the Office 365 connectivity analyzer tools
- Connecting Office apps

- **After completing this module, students will be able to**

- Plan for the deployment of Office 365 clients.
- Plan for, and troubleshoot, connectivity for Office 365 clients.
- Configure connectivity for Office 365 clients.

- ✓ **Planning and configuring directory synchronization**

This module explains how to plan, prepare, and implement directory synchronization as a methodology for user and group management in an Office 365 deployment. It explains how to prepare an on-premises environment, and install and configure directory synchronization.

It also explains how to manage Office 365 identities after you enable directory synchronization.

- **Lessons**
 - Planning and preparing for directory synchronization
 - Implementing directory synchronization by using Azure AD Connect
 - Managing Office 365 identities with directory synchronization
- **Configuring directory synchronization**
 - Preparing for directory synchronization
 - Configuring directory synchronization
 - Managing Active Directory users and groups
- **After completing this module, students will be able to:**
 - Plan and prepare for directory synchronization.
 - Implement directory synchronization by using Microsoft Azure Active Directory Connect (AD Connect).
 - Manage Office 365 identities with directory synchronization

✓ **Planning and deploying Office 365 ProPlus**

This module explains how to plan for a client deployment and ensure that users receive the tools that they need to interact with Office 365 effectively. It also explains the planning process, how to make Office 365 ProPlus directly available to end users, and how to deploy it as a managed package. Finally, it describes how to set up Office telemetry so that administrators can track how users are interacting with Microsoft Office

- **Lesson**
 - Overview of Office 365 ProPlus
 - Planning and managing user-driven Office 365 ProPlus deployments
 - Planning and managing centralized deployments of Office 365 ProPlus
 - Office Telemetry and reporting
- **Managing Office 365 ProPlus installations**
 - Preparing an Office 365 ProPlus managed installation
 - Preparing an Office 365 ProPlus managed installation
 - Managing centralized Office 365 ProPlus installations
- **After completing this module, students will be able to:**
 - Describe Office 365 ProPlus.
 - Plan and manage user-driven Office 365 ProPlus deployments.

- Plan and manage centralized deployments for Office 365 ProPlus.
- Describe Office Telemetry and reporting.

✔ **Planning and managing Exchange Online recipients and permissions**

This module describes Exchange Online, and explains how to create and manage recipient objects, and how to manage and delegate Exchange security.

- **Lessons**
 - Overview of Exchange Online
 - Managing Exchange Online recipients
 - Planning and configuring Exchange Online permissions
- **Managing Exchange Online recipients and permissions**
 - Configuring Exchange Online recipients
 - Configuring role-based access control
- **After completing this module, students will be able to:**
 - Describe Exchange Online.
 - Manage Exchange Online recipients
 - Plan and configure delegated administration.

✔ **Planning and configuring Exchange Online services**

This module explains how to plan for and configure email flow, in addition to antimalware and anti-spam settings in Office 365. It also explains how to plan and configure policies for Exchange clients. Additionally, it describes how to plan and configure a migration to Exchange Online.

- **Lessons**
 - Planning and configuring email flow in Office 365
 - Planning and configuring email protection in Office 365
 - Planning and configuring client access policies
 - Migrating to Exchange Online
- **Configuring message transport in Exchange Online**
 - Configuring message transport settings
- **Configuring email protection and client policies**
 - Configuring email protection
 - Configuring client access policies

- **After completing this module, students will be able to:**
 - Plan and configure email flow in Office 365.
 - Plan and configure anti-malware and anti-spam settings in Office 365
 - Plan and configure policies for Exchange clients.
 - Plan and configure a migration to Exchange Online.

✔ **Planning and deploying Microsoft Teams**

This module explains how to plan and configure Teams. It explains how to configure Teams user settings and clients, and plan for voice integration. It also explains how to transition from Skype for Business to Teams and how Teams integrates with other Office 365 services.

• **Lessons**

- Teams Explained
- Deploying Teams
- Authentication and Access
- Transitioning Skype For Business to Microsoft Teams
- Management and Reporting

• **Teams Overview**

- Manage Meeting Settings
- Manage Messaging Policies
- Manage Voice Settings
- Manage Org-Wide Settings

• **After completing this module, students will be able to:**

- Plan and Configure Teams
- Configure team's user settings and channels
- Manage Voice integration
- Configure Organization wide settings in teams

✔ **Planning and configuring SharePoint Online**

This module describes how to configure SharePoint Online services. It explains how to plan and configure SharePoint site collections and external user sharing. It also provides a brief overview of additional portals, such as the video portal.

• **Lessons**

- Configuring SharePoint Online services
- Planning and configuring SharePoint Online site collections
- Planning and configuring external user sharing

- **Configuring SharePoint Online**
 - Configuring SharePoint Online settings
 - Creating and configuring SharePoint Online site collections
 - Configuring and verifying external user sharing
- **After completing this module, students will be able to:**
 - Configure SharePoint Online services.
 - Plan and configure SharePoint Online site collections.
 - Plan and configure external user sharing.

✓ **Planning and configuring an Office 365 collaboration solution**

This module describes how to enable and configure Yammer Enterprise. It also explains how to configure OneDrive for Business and Office 365 groups.

- **Lessons**
 - Planning and managing Yammer Enterprise
 - Planning and configuring OneDrive for Business
 - Configuring Office 365 groups
- **Planning and configuring an Office 365 collaboration solution**
 - Configuring Yammer Enterprise
 - Configuring OneDrive for Business
 - Configuring Office 365 groups
- **After completing this module, students will be able to:**
 - Configuring Yammer Enterprise
 - Configuring OneDrive for Business
 - Configuring Office 365 groups

✓ **Planning and configuring security and compliance in Office 365**

This module describes the compliance features in Office 365 and how to manage them. It explains how to plan and configure Azure Information Protection. Additionally, it explains the security features in Office 365.

- **Lessons**
 - Overview of the compliance features in Office 365
 - Planning and configuring Azure Information Protection in Office 365
 - Managing the compliance features in Office 365
- **Configuring Rights Management and compliance**
 - Configuring Rights Management in Office 365
 - Configuring compliance features

- **After completing this module, students will be able to:**
 - Describe the compliance features in Office 365.
 - Configure Azure Information Protection in Office 365.
 - Manage the compliance features in Office 365

✔ **Monitoring and troubleshooting Microsoft Office 365**

This module explains how to troubleshoot issues with Office 365 connectivity and services, and how to monitor Office 365 service health.

• **Lessons**

- Troubleshooting Office 365
- Monitoring Office 365 service health

• **Monitoring and troubleshooting Office 365**

- Monitoring Office 365
- Monitoring service health and analysing reports

• **After completing this module, students will be able to**

- Troubleshoot Office 365 connectivity and service issues
- Monitor Office 365 service health.

e-Learning through LMS

Learning Management System

Our LMS (LearnPitch) is for the administration, documentation, tracking, reporting, automation, and delivery of educational courses, training programs, or learning and development programs.

Our LMS has been designed to identify training and learning gaps, using analytical data and reporting to keep you up with the class activities.

Key Features Learning Management System



Live Sessions with Class recordings



Get study material with Assignments.



Track your curriculum covered.



Track your class wise attendance



Share your feedback for Trainer & Training



Get your Training Certificate from LMS



Training Certification

Earn Your Certificate

Your certificate and skills are vital to the extent of jump-starting your career and giving you a chance to compete in a global space.



Croma Campus! Reviews



“The most rewarding part of my experience has been achieving a prestigious certification in the subject that I love. Moreover, the training offered out by the specialists are of world-class and prepares out the students for corporate world. For me Croma Campus means a lot.”

“*By The Students For The Students,*”

Your Success Is **Our Story**



Bharat

“I am fully satisfied with the excellent training services received by the expert staff at Croma Campus. I want to thank Croma Campus for providing me with the most innovative and affordable training services for learning all the software testing procedures and guidelines.”



Ankit

“It was a lifetime experience for me to get trained by IT Experts of Croma Campus. What I liked most about the training was the consistent high-quality education, which was friendly and co-active. The placement department was also proactive, they keep me updated regarding new job opportunities and provide the grooming session to crack the interview. At last, I would like to thank all faculty members of Croma Campus for their immense help and support.”



Nitesh

“Without any second thought, I will give Croma Campus 10/10. Their placement department is highly proactive. I remember they started scheduling interviews for me from the very next day when I told them my course has been completed. These people are doing a phenomenal job and I highly recommend Croma Campus to everyone.”



Shams Khan

“Croma Campus is doing a phenomenal job in the IT training industry. The reason why I decided to join their training program was that they provide quality training at very a nominal price. Plus, the online training mode was also a factor due to which I decided to join the training program of Croma Campus as I didn't want to attend physical classes.”



Meet Our Team



Sales Team

Our Sales team is highly passionate, emphatic, positive attitude, great listening skills, ability to deliver quick solutions, and they are multitasker too. Our team always remains up-to-date about all the latest technologies and market trends. With effective communication skills, they always work to deliver the right information to customers when it is needed.

Product Team

Our product team is highly functional and collaborative working together to achieve the common outcome of designing exceptional digital experiences. Each of our members is a contributor to help us achieve success in long-run. Sitting at the high-end of technology and innovation, team helps to deliver high-end customer experiences and always comes out with a big idea as a game-changing plan.



Marketing Team

Our Marketing team works as gladiators and helps us to achieve business success in all possible ways. They are included in almost everything either it is building a brand, creating brand awareness, promoting products or services, delivering trailblazing customer experiences or increasing engagement at public forums. They are the true backbone of the Company.

Content Team

Our content team is responsible for ideation, creation, optimization, and distribution of content throughout the company. The team always starts its work with a strategy, how to create high-quality contents, and how to promote or share the content. Our in-house content team help us to produce all types of contents either they are educational content pieces, marketing content, SEO content, or any other forms too.



Customer Access Team

This is the team that has actually been taken up us from reactive state to a pro-active state. The team utilizes high-valued solutions to satisfy customers in all possible ways. It is truly said that no company can succeed if your customers are not satisfied. And our customer success team is dedicatedly working to keep all the customers satisfied and we always consider our customer feedback on priority.

HR Team

Our HR team is committed to provide high-end solutions to employees as they require. Our HR team has the right skills and knowledge to make sure that the HR department can always be legally and strategically successful. They know how to keep employees motivated all the time with the best HR policies and fun activities too from time to time.

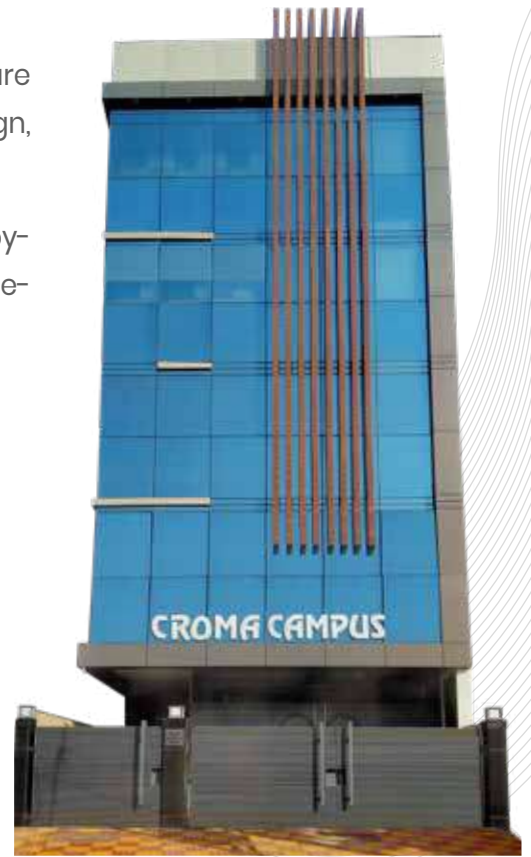


Glimpse Of Our Office

Look **Who We are**

Our office's infrastructure comprises all the necessary software and network resources that are required to deliver IT & Design, Human Resources, Digital Marketing, and training services.

We are well-equipped with bright designed work bays for employees and managers having separate cabins with spacious cafeteria and training classrooms.



About Cromacampus

“ Our Mission is to Build Nation through Education & Beyond Limitation. ”

Croma Campus Training & Development Private Limited is an education platform providing rigorous industry-relevant programs designed and delivered in collaboration with world-class faculty, industry & Infrastructure. In the past 12 years we have trained 18000+ candidates and out of which we are able to place 12000+ professionals in various industries successfully.

We Are Affiliated With Different Partners



follow us on:



[cromacampus/facebook](https://www.facebook.com/cromacampus/)



[cromacampus/pinterest](https://www.pinterest.com/cromacampus/)



[cromacampus/instagram](https://www.instagram.com/cromacampus/)



[cromacampus/linkedin](https://www.linkedin.com/company/cromacampus/)



[cromacampus/twitter](https://twitter.com/cromacampus/)



[cromacampus/youtube](https://www.youtube.com/c/cromacampus/)

REACH US:

Croma Campus Training & Development (P) Ltd.

📍 G-21, Block G, Sector 3, Noida, Uttar Pradesh - 201301

☎ +91-9711-5269-42 | 📞 +91-0120-4155255

✉ helpdesk@cromacampus.com | 🌐 www.cromacampus.com