

ENABLING AND MANAGING OFFICE 365 (MOC 20347A) - MICROSOFT OFFICE 365

ZERTIFIZIERUNG

**MAX. TEILNEHMERZAHL**

Die Teilnehmerzahl beträgt maximal 8 Personen.

**DIE NÄCHSTEN TERMINE**

04.12.2017 - 08.12.2017

**DAUER**

5 Tage

**ANSPRECHPARTNER**

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**PREIS**

2.390,00 Euro (exkl. MwSt)

2.844,10 Euro (inkl. MwSt)

KURSBESCHREIBUNG

This course provides students with the knowledge and skills required to evaluate, plan, deploy, and operate Microsoft Office 365 services, including its identities, dependencies, requirements, and supporting technologies. Students also will learn how to set up an Office 365 tenant including federation with existing user identities, and sustain an Office 365 tenant and its users.

LERNZIELE

After completing this course, students will be able to:

- Plan an Office 365 deployment, configure the Office 365 tenant, and plan a pilot deployment.
- Manage Office 365 users, groups, and licenses, and configure delegated administration.
- Plan and configure client connectivity to Office 365.
- Plan and configure directory synchronization between Microsoft Azure Active Directory (Azure AD) and on-premises AD DS.
- Plan and implement the Office 365 ProPlus deployment.

20347 Enabling And Managing Office 365 Learn It

Brian Culp



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Microsoft 365 Business for Admins For Dummies Jennifer Reed,2019-02-20 Learn streamlined management and maintenance capabilities for Microsoft 365 Business If you want to make it easy for your teams to work together using the latest productivity solutions with built in security while saving thousands of dollars in implementing the solution you ve picked the right book Inside you ll gain an understanding of Microsoft 365 Business a complete integrated solution for business productivity and security powered by Office 365 and Windows 10 You ll also learn how this cloud based solution can help grow your business while protecting company data from potential threats using the same security management tools large enterprises use Microsoft 365 Business For Admins For Dummies provides business owners IT teams and even end users an understanding of the capabilities of Microsoft 365 Business an integrated platform and security solution built with the latest features to enable today s modern workforce and empower businesses to achieve their goals De mystifies the complexities of the bundled solution to help you avoid common deployment pitfalls Includes the latest information about the services included in Microsoft 365 Business Enhance team collaboration with intelligent tools Manage company owned or bring your own device BYOD devices from one portal Step through a guided tour for running a successful deployment Get the guidance you need to deploy Microsoft 365 Business and start driving productivity in your organization while taking advantage of the built in security features in the solution to grow and protect your business today Exam Ref 70-347 Enabling Office 365 Services Orin Thomas,2018-01-22 Prepare for Microsoft Exam 70 347 and help demonstrate your real world mastery of the skills needed to help securely and efficiently provide Microsoft Office 365 services in any environment Designed for experienced IT pros ready to advance their status Exam Ref focuses on the critical thinking and decision making acumen needed for success at the MCSA level Focus on the expertise measured by these objectives Manage clients and end user devices Provision Microsoft SharePoint Online site collections Configure Microsoft Exchange Online and Skype for Business for end users Plan for Exchange Online and Skype for Business This Microsoft Exam Ref Organizes its coverage by exam objectives Features strategic what if scenarios to challenge you Provides exam preparation tips written by a top trainer consultant and sysadmin Assumes you have experience with the Office 365 Admin Center and an understanding of Exchange Online Skype for Business SharePoint Online Office 365 ProPlus and Microsoft Azure Active Directory Essential PowerShell for Office 365 Vlad Catrinescu,2018-04-04 Take your Office 365 skills to the next level Master PowerShell for Office 365 to stay competitive in today s world of highly sought after cloud management skills With expert guidance IT pros will learn how to leverage the muscle of PowerShell to automate many advanced administrative tasks not otherwise accessible in the Office 365 Admin Center You will discover how to unlock configuration options and automate tasks in order to free up valuable time and resources This book is your companion to administering Office 365 with PowerShell You will learn time saving techniques such as how to streamline administrative tasks and how to manage users licenses and Office

365 services Expert and MVP Vlad Catrinescu introduces each chapter with an overview and basic fundamentals such as how to connect to your required service in Office 365 so that you have a solid foundation for success Benefit from learning the theory behind PowerShell for Office 365 and put your knowledge to practice with numerous hands on code examples What You ll Learn Manage users in bulk Export data such as user lists and groups Create and manage Office 365 groups Manage Exchange online distribution lists mailboxes and contacts Configure Skype for Business settings Perform compliance searches directly from PowerShell Who This Book Is For Any IT pro who needs to manage Office 365 or one of its services such as Exchange SharePoint or Skype for Business Readers should have a basic knowledge of PowerShell and the Office 365 service they want to manage Efficiency Best Practices for Microsoft 365 Dr. Nitin Paranjape,2021-12-22 A practical guide to working with Microsoft 365 apps such as Office Teams Excel and Power BI for automating tasks and managing projects effectively Key Features Learn how to save time while using M365 apps from Microsoft productivity expert Dr Nitin Paranjape Discover smarter ways to work with over 20 M365 apps to enhance your efficiency Use Microsoft 365 tools to automate repetitive tasks without coding Book Description Efficiency Best Practices for Microsoft 365 covers the entire range of over 25 desktop and mobile applications on the Microsoft 365 platform This book will provide simple immediately usable and authoritative guidance to help you save at least 20 minutes every day advance in your career and achieve business growth You ll start by covering components and tasks such as creating and storing files and then move on to data management and data analysis As you progress through the chapters you ll learn how to manage monitor and execute your tasks efficiently focusing on creating a master task list linking notes to meetings and more The book also guides you through handling projects involving many people and external contractors agencies you ll explore effective email communication meeting management and open collaboration across the organization You ll also learn how to automate different repetitive tasks quickly and easily even if you re not a programmer transforming the way you import clean and analyze data By the end of this Microsoft 365 book you ll have gained the skills you need to improve efficiency with the help of expert tips and techniques for using M365 apps What you will learn Understand how different MS 365 tools such as Office desktop Teams Power BI Lists and OneDrive can increase work efficiency Identify time consuming processes and understand how to work through them more efficiently Create professional documents quickly with minimal effort Work across multiple teams meetings and projects without email overload Automate mundane repetitive and time consuming manual work Manage work delegation execution and project management Who this book is for If you use Microsoft 365 including MS Office 365 on a regular basis and want to learn about the features that can help improve your efficiency this book is for you You do not require any specialized knowledge to get started *Microsoft Office 365 Administration Cookbook* Nate Chamberlain,2020-09-11 Make the most out of your investment in Office 365 apps and services with this Microsoft Office cookbook Key Features Learn how to manage and secure the entire Office 365 stack in addition to specific services Delve

into newer and frequently shifting areas such as Power Platform Microsoft Teams and Microsoft Search administration Discover carefully selected techniques that cover a range of administrative tasks of varying difficulty levels Book Description Organizations across the world have switched to Office 365 to boost workplace productivity However to maximize investment in Office 365 you need to know how to efficiently administer Office 365 solutions Microsoft Office 365 Administration Cookbook is packed with recipes to guide you through common and not so common administrative tasks throughout Office 365 Whether you re administering a single app such as SharePoint or organization wide Security Compliance across Office 365 this cookbook offers a variety of recipes that you ll want to have to hand The book begins by covering essential setup and administration tasks You ll learn how to manage permissions for users and user groups along with automating routine admin tasks using PowerShell You ll then progress through to managing core Office 365 services such as Exchange Online OneDrive SharePoint Online and Azure Active Directory AD This book also features recipes that ll help you to manage newer services such as Microsoft Search Power Platform and Microsoft Teams In the final chapters you ll delve into monitoring reporting and securing your Office 365 services By the end of this book you ll have learned about managing individual Office 365 services along with monitoring securing and optimizing your entire Office 365 deployment efficiently What you will learn Get to grips with basic Office 365 setup and routine administration tasks Manage Office 365 identities and groups efficiently and securely Harness the capabilities of PowerShell to automate common administrative tasks Configure and manage core Office 365 services such as Exchange Online SharePoint and OneDrive Configure and administer fast evolving services such as Microsoft Search Power Platform Microsoft Teams and Azure AD Get up and running with advanced threat protection features provided by the Microsoft 365 Security Compliance Center Protect your organization s sensitive data with Office 365 Data Loss Prevention Monitor activities and behaviors across all Office 365 services Who this book is for This book is for newer Office 365 administrators and IT pros alike and comes with recipes of varying difficulty levels along with step by step guidance Whether you are new to Office 365 administration or just seeking new ideas this cookbook contains recipes to enhance your organization s app and service management and productivity

Mastering Office 365 Administration Thomas Carpe, Nikkia Carter, Alara Rogers, 2018-05-22 Leverage Office 365 to increase your organization s efficiency Key Features Perform common to advanced level management and administrative tasks for your organization with Office 365 Become an Office 365 generalist who can work with the entire stack not just specific products An advanced level guide that will teach you to implement enterprise level services into your organization no matter the size of the business Book Description In today s world every organization aims to migrate to the cloud in order to become more efficient by making full use of the latest technologies Office 365 is your one stop solution to making your organization reliable scalable and fast This book will start with an overview of Office 365 components and help you learn how to use the administration portal and perform basic administration It then goes on to cover common management tasks such

as managing users admin roles groups securing Office 365 and enforcing compliance In the next set of chapters you will learn about topics including managing Skype for Business Online Yammer OneDrive for Business and Microsoft Teams In the final section of the book you will learn how to carry out reporting and monitor Office 365 service health By the end of this book you will be able to implement enterprise level services with Office 365 based on your organization s needs What you will learn Understand the vast Office 365 feature set Understand how workloads and applications interact and integrate with each other Connect PowerShell to various Office 365 services and perform tasks Manage Skype for Business Online Get support and monitor Office 365 service health Manage and administer identities and groups efficiently Who this book is for This book targets architects sys admins engineers and administrators who are working with Office 365 and are responsible for configuring implementing and managing Office 365 in their organization A prior knowledge of Office 365 and Exchange servers is mandatory *Office 365 For Dummies* Rosemarie Withee, Ken Withee, Jennifer Reed, 2018-10-25 Everything you need to get productive in the Cloud with Office 365 With 70 million users worldwide Microsoft Office 365 combines the familiar Office desktop suite with cloud based versions of Microsoft s next generation communications and collaboration services It offers many benefits including security reliability compatibility with other products over the air updates in the cloud that don t require anything from the user single sign on for access to everything right away and so much more Office 365 For Dummies offers a basic overview of cloud computing and goes on to cover Microsoft cloud solutions and the Office 365 product in a language you can understand This includes an introduction to each component which leads into topics around using each feature in each application Get up to speed on instant messaging Use audio video and web conferencing Get seamless access to the Office suite with Office Web apps Access information anywhere anytime Office 365 is the key to office productivity and now you can put it to use for you **Office 365 Essentials** Nuno Árias Silva, 2018-05-24 Leverage Office 365 to increase your organization s efficiency by managing users domains licenses and much more in your organization with most powerful subscription software Key Features Get acquainted with the basics of Office 365 Configure and manage workloads efficiently using Office 365 A comprehensive guide covering every aspect of planning and managing this multifaceted collaboration system Book Description Office 365 is suite of advanced collaboration tools used by many well known organizations and their system administrators This book starts with an introduction to Office 365 and its basic fundamentals Then we move towards workload management and deployment You will delve into identities authentications and managing office 365 We also cover concepts such as collaboration with Microsoft teams and tools such as Delve and Skype for collaboration Towards the end of the book you ll master monitoring and security concepts By the end of this book you will have hands on experience working with Office 365 and its collaboration tools and services What you will learn Learn how to implement Office 365 from scratch and how to use best practices to be a successful Office 365 professional Understand Microsoft productivity services to take your organization or business to the next level by increasing productivity

Learn how workloads and applications interact and integrate with each other Learn to manage Skype for Business Online Get support and monitor service health with Office 365 Manage and administer identities and groups efficiently Who this book is for If you are working as a system administration or an IT professional and are keen to learn the fundamentals of Office 365 then this book is for you No prior knowledge of office 365 is necessary **Office 365 & Exchange Online: Essentials for Administration** William Stanek,2016-01-09 Expert advice for Office 365 and Exchange Online right at your fingertips Practical and precise this hands on guide with ready answers is designed for architects administrators engineers and others working with Office 365 and Exchange Online If you re an IT Pro responsible for configuring managing and maintaining Office 365 and Exchange Online start with this well organized and authoritative resource Inside you ll find expert insights tips tricks and workarounds that will show you how to master Office 365 and Exchange Online in the shortest amount of time possible During the course of reading this book you will master a number of complex topics techniques commands and functions Topics include establishing remote sessions with Office 365 and Exchange Online creating and licensing user accounts adding mailboxes to accounts connecting to Office 365 Exchange Online and Windows Azure using PowerShell creating and using contacts adding equipment room and other special purpose mailboxes managing delivery permissions and storage managing groups for sharing and collaboration configuring mail support for Outlook and Outlook Web App customizing Office 365 and Exchange Online security and many more topics essential for administration Not only will this informative training manual help you become familiar with many new ideas it ll help you master Office 365 and Exchange Online essentials in the shortest amount of time possible After completing your Office 365 and Exchange Online journey with this in depth guide you will be ready to support Office 365 and Exchange Online regardless of whether you want to work with the graphical interface of Windows PowerShell As you will soon learn Office 365 is versatile flexible and highly customizable allowing you to personalize the product to meet your needs The focused information you need to solve problems and get the job done **Microsoft Office 365 - Exchange Online Implementation and Migration** Ian Waters,David Greve,Loryan Strant,2016-08-30 Plan and execute a successful Office 365 Exchange Online migration with ease About This Book This book gives you the most up to date and accurate information available today on online migration with Microsoft Office 365 Discover the very best migration path for your small or enterprise network and avoid costly mistakes Learn from seasoned professionals who migrate small businesses to multinational companies from around the world on a daily basis Who This Book Is For If you are an appointed IT person or an IT administrator who is part of a large internal team in your organization then this book is for you If you are a small business owner manager or consultant this book will also help you Knowledge of Office 365 is not required However experience with Exchange Server and mail clients and role and delegation concepts is required What You Will Learn Sign up for an Office 365 account and configure your e mail domains Migrate mailboxes from Exchange server Google and any other POP3 or IMAP based system in to Office 365 Configure a hybrid configuration by

using Azure AD Connect to synchronize your on premises Active Directory with Office 365 Deploy Active Directory Federation Services AD FS to enable Single sign on and streamline the login process for your users Set up a hybrid Exchange configuration and host mailboxes locally or in the cloud and move mailboxes between the two with ease Configure a public folder hybrid and share existing on premises public folders with users hosted in Exchange online Setup a hybrid Skype for Business SFB configuration and move users into SFB online Configure a SharePoint configuration allowing users to create and search content hosted on an existing SharePoint server as well as in SharePoint online In Detail Organizations are migrating to the cloud to save money become more efficient and empower their users with the latest technology Office 365 delivers all of this in a reliable fast and ever expanding way keeping you ahead of the competition As the IT administrator of your network you need to make the transition as painless as possible for your users Learn everything you need to know and exactly what to do to ensure your Office 365 Exchange online migration is a success This guide gives you everything you need to develop a successful migration plan to move from Exchange Google POP3 and IMAP systems to Office 365 with ease We start by providing an overview of the Office 365 plans available and how to make a decision on what plan fits your organization We then dive into topics such as the Office 365 Admin Portal integration options for professionals and small businesses integration options for enterprises preparing for a simple migration performing a simple migration and preparing for a hybrid deployment Later in the book we look at migration options for Skype for Business and SharePoint to further help you leverage the latest collaborative working technologies within your organization Style and approach This is a detailed yet easy to follow step by step guide to planning and executing a successful migration to Office 365 Office 365: Implement Networking and Security Brian Culp,2016 *Agile Office 365* Haniel Croitoru,2018-11-02 Plan deploy and run Office 365 using an agile project management approach This soup to nuts guide teaches you how to apply agile techniques in order to make your Office 365 implementation a success even as the Microsoft Office 365 platform continues to evolve and introduce new features The author s approach to teaching time and resource saving concepts mirrors the process a team might typically encounter in delivering software projects Learning begins with an overview of Office 365 and Agile From there you delve into topics correlating to product conception execution and deployment The book wraps up with a comprehensive discussion on how Office 365 straight out of the box can be used as a tool to manage Office 365 deployments and other types of projects What You ll Learn Understand what Office 365 is and why it is the world s most popular online business app Adapt your delivery process to work with Office 365 and its regular update schedule Recognize potential risk areas and develop mitigation strategies Discover the tools that are available to make your life easier Manage the transition from deployment to operations Follow end to end guidance packed with useful case studies and tools to make your job easier Who This Book Is For Project managers business analysts IT managers and other team members involved in managing Office 365 in order to deliver solutions for their organization While not required a basic understanding of Agile methodologies and Office 365 is

useful [Exam Ref 70-346 Managing Office 365 Identities and Requirements](#) Orin Thomas,2017-08-30 Prepare for Microsoft Exam 70 346 and demonstrate your real world mastery of the skills needed to provision manage monitor and troubleshoot Microsoft Office 365 identities and cloud services Designed for experienced IT pros ready to advance their status this Exam Ref focuses on the critical thinking and decision making acumen needed for success at the MCSA level The new Second Edition reflects all updated exam topics released by Microsoft through mid 2017 It covers the expertise measured by the following objectives Provision Office 365 Plan and implement networking and security in Office 365 Manage cloud identities Implement and manage identities by using DirSync Implement and manage Federated Identities single sign on Monitor and troubleshoot Office 365 availability and usage Microsoft Exam Ref publications stand apart from third party study guides because they Provide guidance from Microsoft the creator of Microsoft certification exams Target IT professional level exam candidates with content focused on their needs not one size fits all content Streamline study by organizing material according to the exam s objective domain OD covering one functional group and its objectives in each chapter Feature Thought Experiments to guide candidates through a set of what if scenarios and prepare them more effectively for Pro level style exam questions Explore big picture thinking around the planning and design aspects of the IT pro s job role See full details about Exam 70 346 at microsoft.com/learning *Looseleaf for Microsoft Office 365: A Skills Approach, 2019 Edition* Inc. Triad Interactive,2019-09-04 Overview Microsoft Office Skills on Demand Microsoft Office 365 2019 A Skills Approach provides a unique approach to learning Office Suite by isolating skills for customized learning Authored by the platform developers of SIMnet McGraw Hill Education s online training and assessment program this textbook has 1 1 content with SIMnet activities and content As a result students have access to specific isolated skills which promotes customized learning and makes Microsoft Office 365 2019 A Skills Approach the most flexible book on the market Additionally the approach uses consolidated instruction with fewer steps to explain each skill resulting in agile learning for today s busy students Microsoft Office 365 2019 A Skills Approach also offers projects to allow students to practice their skills and receive immediate feedback via auto grading within SIMnet serving the diverse needs of students and accommodating individual learning styles

Beginning Microsoft 365 Collaboration Apps Ralph Mercurio,Brian Merrill,2021-08-18 Start making the most of the latest collaboration tools in Office 365 including Teams SharePoint Power Apps Power BI Groups Office Yammer Planner Stream Forms and more Integrate these collaboration tools into your team s projects to boost productivity engagement innovation and enjoyment at work This book walks you through the features teaching you how to choose the right tools for your situation While technologies for collaboration are more advanced than ever before there also are more of them Microsoft Office 365 Collaboration Apps will help you make sense of what is available and how it can help you and your team be more productive This fully updated and expanded new edition contains new chapters covering Power BI Power Apps Yammer introduction to governance and Forms What You Will Learn Know the collaboration features available across Office 365 and how to choose

the ones that are right for you and your colleagues in any given situation Understand the software as a service SaaS model and how it enables users to be more productive and effective Discover how multi device usability and real time cloud synchronization can help your team collaborate any time anywhere across the apps Find out how Planner can help you manage projects and tasks even without a project manager Explore Microsoft Power Automate to connect applications and services and create code less workflows Study features that are not documented and alter the way Office 365 applications allow users to collaborate and use them Who This Book is For Office 365 business users with a limited technical background You should be familiar with the Microsoft Office suite products such as Word and Outlook and work in a team environment

Office 365: Manage Cloud Identities Brian Culp,2017 **Office 365 with SharePoint Online Cookbook Solutions**

Alex Pollard,2023-06-16 Unlock the full potential of Microsoft 365 workloads with our practical guide KEY FEATURES Learn how to create a new Office 365 tenant from scratch Discover ways to migrate users from other platforms to Microsoft 365 Learn how to use scripting languages and out of the box tools to automate business processes set up security and manage users in Microsoft 365 DESCRIPTION Microsoft 365 provides tools for managing organizational tasks like content management communication report creation and business automation processes With this book you ll get to grips with enabling workspace collaboration using Microsoft SharePoint Online Teams and the Power Platform This comprehensive guide not only provides instructions for implementing Microsoft 365 apps but also incorporates valuable insights from an experienced Microsoft consultant who has a vast experience of working with the Microsoft business suite The book covers recipes for implementing SharePoint Online for various content management tasks You will then learn how to create sites for your organization and enhance collaboration across the business Moving on you will discover ways to boost your productivity using Microsoft Teams Power Platform Planner Delve and M365 Groups You will also learn how to use the Power Platform to make the most of Power Apps Power Automate Power BI and Power Virtual Agents Lastly you will learn how to build custom Teams and SharePoint solutions By the end of the book you will have the necessary skills to utilize Microsoft 365 and SharePoint Online effectively in order to increase business productivity WHAT YOU WILL LEARN Get familiar with the Power Platform and its various apps Explore SharePoint s content management and collaboration features Get an overview of the Microsoft 365 admin center Understand the security and compliance policies for Microsoft 365 Learn how to manage Microsoft 365 services with PowerShell WHO THIS BOOK IS FOR This book is for business professionals IT administrators enterprise developers and architects and anyone who wants to plan deploy and manage Microsoft 365 Apps in their enterprise environments TABLE OF CONTENTS 1 Outline of Microsoft 365 2 Prologue to SharePoint Online 3 Working with Present day Destinations in SharePoint Online 4 Working with Records in SharePoint Online 5 Working with Archive Libraries in SharePoint Online 6 OneDrive for Business 7 Search in Microsoft 365 8 Microsoft Groups 9 Microsoft Teams 10 Power Platform and Citizen Development 11 Stream 12 PowerApps 13 Power Automate 14 Power BI 15 Office 365 Admin

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Mastering Microsoft Teams Melissa Hubbard, Matthew J. Bailey, 2018-08-20 Do you need to learn how to use Microsoft Teams Are you questioning how to drive user adoption govern content and manage access for your Teams deployment Either way Mastering Microsoft Teams is your one stop shop to learning everything you need to know to find success with Microsoft Teams Microsoft s new chat based collaboration software has many rich features that enable teams to be more efficient and save valuable time and resources However as with all software there is a learning curve and pitfalls that should be avoided Begin by learning the core components and use cases for Teams From there the authors guide you through ideas to create governance and adoption plans that make sense for your organization or customer Wrap up with an understanding of features and services in progress and a road map to the future of the product What You ll Learn Implement use and manage Microsoft Teams Understand how Teams drives productivity and engagement by combining the functionality of Microsoft Groups SharePoint OneDrive Outlook and other services in one location Govern explain and use Teams in your organization Know the pitfalls to avoid that may create challenges in your usage of Teams Become familiar with the functionality and components of Teams via walkthroughs including opportunities for automating business processes in Teams Who This Book Is For Anyone who wants to learn Microsoft Teams To get the most out of the book a basic understanding of Office 365 and a subscription including a Microsoft Teams license is useful

IT Pro Solutions William R. Stanek, 2016 Expert advice for Office 365 and Exchange Online right at your fingertips Practical and precise this hands on guide with ready answers is designed for architects administrators engineers and others working with Office 365 and Exchange Online If you re an IT Pro responsible for configuring managing and maintaining Office 365 and Exchange Online start with this well organized and authoritative resource Inside you ll find expert insights tips tricks and workarounds that will show you how to master Office 365 and Exchange Online in the shortest amount of time possible During the course of reading this book you will master a number of complex topics techniques commands and functions Topics include establishing remote sessions with Office 365 and Exchange Online creating and licensing user accounts adding mailboxes to accounts connecting to Office 365 Exchange Online and Windows Azure using PowerShell creating and using contacts adding equipment room and other special purpose mailboxes managing delivery permissions and storage managing groups for sharing and collaboration configuring mail support for Outlook and Outlook Web App customizing Office 365 and Exchange Online security and many more topics essential for administration Not only will this informative training manual help you become familiar with many new ideas it ll help you master Office 365 and Exchange Online essentials in the shortest amount of time possible After completing your Office 365 and Exchange Online journey with this in depth guide you will be ready to support Office 365 and Exchange Online regardless of whether you want to work with the graphical interface of Windows PowerShell As you will soon learn Office 365 is versatile flexible and highly

customizable allowing you to personalize the product to meet your needs The focused information you need to solve problems and get the job done *Hands-On Microsoft Teams* João Ferreira,2021-12-15 A comprehensive guide to Teams for users and administrators filled with real world scenarios and best practices Key FeaturesUpdated with new chapters on Teams templates the special editions of Teams and Microsoft Viva Customize Teams for increased efficiency collaborate with best practices and use advanced Teams functionalities to your advantageExtend Teams through integration with Microsoft services such as PowerShell SharePoint Power Apps and Power AutomateBook Description Microsoft Teams is a permanent fixture in the modern workplace but many of its productivity boosting features go unnoticed or unused Hands On Microsoft Teams shows you how to use Teams to its full potential through easy to follow practical tutorials This guide to mastering Teams explores the platform in comprehensive detail and how it interacts with the rest of the Microsoft ecosystem to help you work efficiently and manage your resources You ll get to grips with core functionality like setting up and managing teams channels chats tabs and meetings You ll also learn to get the best out of Teams by adding custom apps integrating with Microsoft 365 using PowerShell automation and exploring useful settings you didn t know existed Along the way you ll be shown various real world scenarios and how to implement solutions for them in Teams that will increase your productivity Whether you re an administrator manager or team member by the end of this book you ll be confident in using everything Microsoft Teams has to offer What you will learnPerform scheduling and manage meetings live events and webinarsCreate and manage Microsoft Teams templates to streamline company processesDeal with permissions and security issues in managing private and public teams and channelsExtend Microsoft Teams using custom apps Microsoft 365 and PowerShell automationBuild your own Teams app with the Developer Portal without writing any codeDeploy helpful chatbots using QnA Maker and Power Virtual AgentsExplore Teams use cases for education frontline work and personal lifeBring together knowledge learning resources and insights with the new employee experience platform Microsoft VivaWho this book is for This Microsoft Teams book is for users who want to get a better handle on Teams managers looking to improve the way their teams are working and Microsoft 365 administrators who want to implement Teams effectively

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