

# Microsoft 365 Certified: Teams Administrator Associate (MS-700)

This associate-level MS-700 training course equips Microsoft Teams administrators with hands-on skills to plan, configure, and manage Teams environments. You'll master network planning using Network Planner, implement security, compliance, and governance policies, and manage teams, channels, chats, apps, meetings, calling, and external collaboration. Dive into monitoring, reporting, and troubleshooting with PowerShell and Teams admin tools. Benefit from exam-focused training and real-world scenarios led by IT pros.

[CBT Nuggets course material](#) →

## WEEK 1

### Plan network settings for Teams

Calculate Network Bandwidth Capacity for Teams Voice, Video, Meetings, and Events  
Analyze Network Impact by Using Network Planner  
Validation

### QoS and Microsoft Tools

Quality of Service  
Microsoft Teams Network Assessment Tool  
Microsoft 365 Network Connectivity Test Tool  
Validation

### Microsoft Security and Compliance Features

Identify Licensing Requirements for Security and Compliance Features  
Specify Security and Compliance Alert Policies for Teams  
Microsoft Purview Audit Logs  
Choose Appropriate Teams Administrator Roles  
Validation

### Microsoft Threat and Retention Policies

Plan and Configure Threat Policies in Microsoft Defender XDR  
Retention Policies

## WEEK 2

Configure a Retention Policy  
Validation

## Microsoft Purview Sensitivity Labeling

Sensitivity Labeling

Create Sensitivity Labels

Enable Sensitivity Labels for Containers

Publishing Sensitivity Labels

Sensitivity Labels Demo

Validation

## Data Loss Prevention and Conditional Access

Specify Data Loss Prevention (DLP) Policies

Data Loss Prevention (DLP) Policies Demo

Specify Conditional Access Policies for Teams

Conditional Access Policies Demo

Specify Information Barrier (IB) Policies

Information Barrier (IB) Policies Demo

Identify Appropriate Use Cases for Communication Compliance and Insider Risk Management

Validation

## Plan and Manage Team Policies

Identify Licensing Requirements for Lifecycle Management of Teams

Identify Where Teams Stores Content

Plan and Manage Update Policies

Create and Manage Policy Packages in Teams

Plan and Configure Policy Assignment for Users and Groups

Validation

## Managing Microsoft 365 Groups and Teams

Configure Settings for Microsoft 365 Group Creation

Delegating Microsoft 365 Group Creation Rights

Configure an Expiration Policy for Microsoft 365 Groups

Configure a Naming Policy for Microsoft 365 Groups, Including Blocked Words

Archive, Delete, or Unarchive One or More Teams

Restore or Troubleshoot the Deletion of a Microsoft 365 Group

Validation

## Entra Access Reviews, PowerShell & Microsoft Graph

Identify When to Use Microsoft Entra Access Reviews for Teams and Groups

Perform Operations for Teams by Using PowerShell and Microsoft Graph

Perform Operations

Perform Operations

Perform Operations

Validation

## Configure and Manage External Collaboration

Identify Licensing Requirements for External Collaboration

Configure SharePoint Online and OneDrive External Sharing Settings

Configure External Access in the Microsoft Teams Admin Center

Configure External Collaboration Settings in Microsoft Entra ID for Guest Access

Configure Guest Access and Sharing

Validation

## Additional External Collaboration Options

Control Guest Access to a Specific Team by Using Microsoft Purview

Control Guest Access to a Specific Team by Using Microsoft Entra ID

Remove Guests from Teams, Including from a Team or a Tenant

Configure Shared Channels for External Access

Configure and Manage B2B Direct Connect Cross-Tenant Access Settings in Microsoft Entra ID for Shared Channels

Configure a Multitenant Organization (MTO)

Validation

### **Licensing Teams Accounts and Devices**

Identify Licensing Requirements for Teams Phone Accounts and Resource Accounts

Identify Licensing Requirements for Teams Devices

Identify Licensing Requirements for Teams Devices (Teams Rooms)

Manage Configuration Profiles for Teams Devices

Configure Accounts and Systems for Microsoft Teams Rooms

Validation

### **Managing Teams Devices and Teams Rooms**

AOSP (Android Open Source Project) Device Management

Manage Device Settings and Firmware (Phones)

Manage Device Settings and Firmware (Teams Rooms)

Bonus

Manage Teams Device Tags

Provision and Configure Remote Sign-In for New Devices

Plan and Configure Teams for VDI

Validation

### **Create and Manage Teams**

Plan for a Teams Rollout by Using Advisor for Teams

Create a Team by Using the Microsoft Teams Admin Center, Teams Client, the Teams PowerShell Module, or Microsoft Graph

Create a Team from an Existing Microsoft 365 Group, SharePoint Site, or Team

Create a Team from a Template

Create and Manage Templates and Template Policies for Teams

Validation

### **Managing Additional Team Settings**

Manage the Membership and Roles for a Team

Manage a Team in the Microsoft Teams Admin Center

Manage Teams Environment Settings

Configure Privacy and Sensitivity Settings for a Team

Create and Manage Frontline Teams and Experiences

Validation

### **Manage Channels and Chats**

Recommend Channel Types, Including Standard, Private, and Shared

Add, Edit, and Remove Channels

Manage Channel Settings

Create and Manage Channel Policies

Manage Private and Shared Channel Membership

Create and Manage Messaging Policies

Validation

### **Managing Team Apps**

Manage Org-Wide App Settings in the Microsoft Teams Admin Center

Create and Manage App Assignments and App Setup Policies

Manage Permissions and Consent for Apps, Including Blocking Apps

Recommend appropriate extensibility options, including apps, connectors, tabs, m

Manage Purchasing of Apps in the Teams App Store

Customize the Appearance of the Teams App Store

Upload an App to Teams

Validation

### **Configure Meeting Settings and Meeting Templates**

Recommend Meeting Types Based On Business Requirements, Including Virtual App

Teams Premium

Teams Client Meeting Options

Configure Meeting Settings, Including For Microsoft 365 Copilot

Create and Manage Meeting Templates and Template Policies

Validation

## **Configure Meeting Policies, Webinars and Townhalls**

Create and Manage Meeting Policies

Create and Manage Meeting Customization Policies

Create and Manage Event Settings and Policies

Configure and Manage Teams Webinars

Configure and Manage Teams Town Halls

Validation

## **Phone Numbers and Voice Settings**

Provision and Manage Phone Numbers for Users, Services, and Conferencing Bridges

Assign, Change, or Remove a Phone Number for a User or a Resource Account

Manage Voice Settings and Policies for Users

Outbound Calling vs Audio Conferencing Settings

Validation

## **Voicemail Policies and Auto Attendants**

Create and Manage Voicemail Policies

Voicemail Policy Demo

Create and Manage Voicemail Policies in PowerShell

Manage Auto-Attendants

Auto-Attendant Demo

Does an Auto Attendant Need a Resource Account?

Validation

## **Call Queues and Calling Policies**

Manage Call Queues

Call Queue Demo

How Authorized Users Manage Auto Attendants and Call Queues

Create and Manage Calling Policies

Calling Policy Demo

Create and Manage Calling Policies via PowerShell

Enterprise Voice Option

Validation

## **Monitor and Report on Teams**

Monitor and Report on Voice and Meeting Quality

Monitor and Report on Voice and Meeting Quality (Call Quality Dashboard)

Monitor and Report on Voice and Meeting Quality (Call Analytics)

Monitor and Report on Voice and Meeting Quality (Real-Time Analytics)

Configure Alert Rules

Report on Teams Usage, Including Team Activity, App Usage, Active Users, Per-Meeting

Monitor and report on the creation and deletion of teams

Monitor and report on guest access

Monitor the Microsoft 365 network connectivity test tool

Manage feedback, including policies

Validation

## **Troubleshoot Audio, Video, and Client Issues**

Collect Client-Side Logs

Clear the Teams Client Cache

Troubleshoot Issues by Using Self-Help Diagnostics for Teams

Troubleshoot Teams Client Installation and Update Issues

Troubleshoot Sign-In Issues to Teams

Troubleshoot Microsoft 365 Copilot and AI Experiences in Teams

Troubleshoot Issues with Joining Meetings and Accessing Features in Meetings

Thank you!

Validation