

Managing Microsoft Teams (Microsoft MS-700)

Official MS-700T00 course, exam preparation

Hands-on course of 4 days - 28h

Ref.: MTF - Price 2026: CHF2 730 (excl. taxes)

With this training course, you'll be able to manage Microsoft Teams efficiently and securely. You'll learn how to plan, deploy, configure and administer Microsoft Teams. You'll learn about Teams management tools, network requirements for proper installation, and security and compliance features. You'll also learn how to configure settings and policies to enhance collaboration and communication in a Microsoft 365 environment.

EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

Understanding the role of a Microsoft Teams administrator

How to plan and deploy Microsoft Teams in a Microsoft 365 environment

Configure settings, strategies and authorizations

Manage teams, channels, chats, meetings and calls

Ensure device safety, compliance and management

Integrate Teams with other services such as SharePoint, OneDrive and Exchange

TEACHING METHODS

Training in French. Official course material in digital format and in English. Good understanding of written English.

CERTIFICATION

Successful completion of the exam leads to certification "Microsoft 365 Certified: Teams Administrator Associate".

PARTICIPANTS

Anyone wishing to manage Microsoft Teams or take the Admin Teams certification, with a good knowledge of the Microsoft 365 environment.

PREREQUISITES

A good knowledge of Microsoft 365 services, PowerShell basics and ideally practical experience in Microsoft 365 administration are recommended.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@ORSYS.fr to review your request and its feasibility.

THE PROGRAMME

last updated: 11/2025

1) Getting started with Microsoft Teams

- Explore Microsoft Teams.
- Plan and deploy Microsoft Teams.
- Implement lifecycle management and governance for Microsoft Teams.
- Monitor your Microsoft Teams environment.

2) Preparing the environment for Microsoft Teams deployment

- Manage access to external users.
- Implementing security for Microsoft Teams.
- Implement compliance for Microsoft Teams.
- Plan and configure network settings for Microsoft Teams.

3) Manage discussions, teams, channels and applications in MS Teams

- Create and manage teams.
- Manage collaboration experiences for discussions and channels.
- Manage applications for Microsoft Teams.

4) Managing meetings and calls in Microsoft Teams

- Introduction to meetings and calls in Teams.
- Manage meeting and event experiences.

- Plan Microsoft Teams Rooms and shared rooms.
- Configure, deploy and manage Teams devices.
- Plan Teams Phone.
- Configure and deploy Teams Phone.
- Configure and manage voice users.
- Configure answering machines and call queues.
- Troubleshoot audio, video and customer problems.

DATES

Contact us