

# Course : Exchange Online, implementation and administration

*Practical course - 2d - 14h00 - Ref. EXH*

*Price : 1190 € E.T.*

★★★★☆ 4,4 / 5

This training course will teach you how to administer Microsoft Exchange Online. You'll learn how to manage mailboxes and addresses, store and archive data, and secure your messaging solution.

## Teaching objectives

**At the end of the training, the participant will be able to:**

- ✓ Configuring Exchange Online
- ✓ Perform routine administrative tasks
- ✓ Managing mobiles
- ✓ Set up message tracking and archiving

## Intended audience

Systems administrators, systems engineers, operators and integrators.

## Prerequisites

No special knowledge required.

## Practical details

### Hands-on work

The course alternates between presentation of concepts and practical work.

### Teaching methods

30% lessons and 70% practice with exercises. Personalized follow-up and correction.

## Course schedule

### PARTICIPANTS

Systems administrators, systems engineers, operators and integrators.

### PREREQUISITES

No special knowledge required.

### 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.

## 1 Presentation and news

- Exchange evolution. Office 365 plans and license types.
- Discover Exchange Online's new features.
- Exchange Administration Center (EAC). PowerShell.
- Exchange role definition.

### Hands-on work

Operate the Exchange Administration Center (EAC).

## 2 Mailbox administration

- Understanding mailboxes. Parameters. Limits.
- Manage roles and authorizations.
- Handling mailboxes.
- The different types of mailboxes.
- Understand lists and address books.
- Discover and manage groups.
- Handling groups.

### Hands-on work

Create, activate, connect or delete a mailbox. Create a group.

## 3 Managing compliance

- Set up message tracking and archiving.
- e-Discovery. Conservation.
- Data loss prevention.
- Messaging record management (MRM).

### Hands-on work

Set up message tracking and archiving. Create a retention strategy.

## 4 Transport service

- Introduction to message transport.
- Configure transport rules.
- Anti-spam. Anti-spam rules.
- Safety reports.

### Hands-on work

Configure transport rules. Configure anti-spam.

## 5 Mobile devices

- Control of mobile devices and peripherals.
- Define mobile strategies.
- Cell phone quarantine.

## 6 Public files

- Role and interest of public records.
- Public folder trees.
- Feeding public files. Access.
- Public folder rights. Use cases.

### Hands-on work

Create a public folder tree. Assign different rights to public folders.

### 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.

## 7 Troubleshooting Exchange Online

- Exchange health status. Troubleshooting tools.
- Audit. Monitor and track messages.
- Messaging connectivity. Alerts.
- Queues. Monitoring.

### Hands-on work

Handle troubleshooting tools.

## Dates and locations

### REMOTE CLASS

2026 : 30 Mar., 25 June, 8 Oct., 23 Nov.

### PARIS LA DÉFENSE

2026 : 30 Mar., 25 June, 8 Oct., 23 Nov.