ITTcert
BY ORSYS

Course : Microsoft 365 Administrator (Microsoft MS-102)

Official MS-102 course, exam preparation

Practical course - 5d - 35h00 - Ref. MGJ
Price : 3280 € E.T.

★★★★½ **4,5 / 5**

With this training course, you'll learn how to manage a Microsoft 365 environment: tenant configuration, user management, licenses and administrative roles. You'll learn how to configure Office client connectivity and manage application installations. You'll then discover how to synchronize identities with Azure AD Connect, manage passwords and multi-factor authentication. Finally, you'll explore Microsoft 365's security and compliance tools, including data loss prevention and internal risk management.

Teaching objectives

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

- ✔ Configure and manage a Microsoft 365 tenant.
- ✔ Synchronize identities with Azure Active Directory.
- ✔ Manage users, groups, roles and licenses.
- ✔ Implement security (MFA, protection against threats).
- ✔ Manage compliance (DLP, confidentiality labels, archiving).
- ✔ Monitor and analyze the health and security of the Microsoft 365 environment.

Intended audience
IT professionals wishing to become Microsoft 365 administrators, who have already completed at least one Microsoft 365 industry certification.

Prerequisites
Have a good understanding of Microsoft 365 services, general IT administration, as well as notions of networking, identity, security and device management.

Practical details

Teaching methods

Animation de la formation en français. Support de cours officiel Microsoft au format numérique et en anglais. Bonne compréhension de l'anglais à l'écrit.

Course schedule

(1) Configure your Microsoft 365 tenant

- Configure your Microsoft 365 experience.
- Manage users, licenses, guests and contacts.
- Managing groups in Microsoft 365.
- Add a custom domain in Microsoft 365.
- Configure customer connectivity to Microsoft 365.

(2) Managing your Microsoft 365 tenant

- Manage authorizations, roles and role groups.
- Monitor the tenant's health and services.
- Deploy Microsoft 365 Apps for enterprise.
- Analyze workstation data with Microsoft Viva Insights.

(3) Set up identity synchronization

- Explore identity synchronization.
- Prepare identity synchronization with Microsoft 365.
- Implement directory synchronization tools.
- Manage synchronized identities.

(4) Exploring security indicators in Microsoft 365 Defender

- Examine threat vectors and data breaches
- Explore the Zero Trust model
- Managing secure user access in Microsoft 365
- Explore security solutions in Microsoft Defender XDR
- Examine the Microsoft Secure Score
- Examine Privileged Identity Management (PIM) in Microsoft Entra
- Examine identity protection with Microsoft Entra ID Protection

(5) Managing security services in Microsoft 365 Defender XDR

- Examine e-mail protection with Exchange Online Protection.
- Strengthen email protection with Defender for Office 365.
- Manage Safe Attachments functionality.
- Manage Safe Links functionality.

Options

Certification : 200 € HT

La réussite de l'examen MS-102 permet d'obtenir la certification Microsoft 365 Certified: Administrator Expert. Pour devenir Microsoft 365 Certified: Administrator Expert, vous devez obtenir au moins l'un des examens suivants : "Endpoint Administrator Associate", "Messaging Administrator Associate", "Teams Administrator Associate", "Identity and Access Administrator Associate, "Information Protection et Compliance Administrator Associate".
Comment passer votre examen ?

The certification option comes in the form of a voucher and practice tests that will allow you to practise and take the exam at the end of the training course.

Dates and locations

REMOTE CLASS
2026 : 30 Mar., 18 May, 12 Oct., 16 Nov.

PARIS LA DÉFENSE
2026 : 30 Mar., 18 May, 12 Oct., 16 Nov.

LYON
2026 : 30 Mar., 12 Oct.