

Course : Managing Microsoft Teams (Microsoft MS-700)

Official MS-700T00 course, exam preparation

Practical course - 4d - 28h00 - Ref. MTF

Price : 2730 € E.T.

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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.

Teaching objectives

At the end of the training, the participant 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

Intended audience

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.

Practical details

Teaching methods

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

Course schedule

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 who lead the training courses are specialists in the subjects covered. They are approved by the publisher and certified for the course. They have also been validated by our teaching teams in terms of both professional knowledge and teaching skills for each course they teach. They have at least three to ten years of experience in their field and hold or have held positions of responsibility in companies.

ASSESSMENT TERMS

Assessment of targeted skills prior to training.
Assessment by the participant, at the end of the training course, of the skills acquired during the training course.

Validation by the trainer of the participant's learning outcomes, specifying the tools used: multiple-choice questions, role-playing exercises, etc.

At the end of each training course, ITTCERT provides participants with a course evaluation questionnaire, which is then analysed by our teaching teams. Participants also complete an official evaluation of the publisher.

An attendance sheet for each half-day of attendance is provided at the end of the training course, along with a certificate of completion if the participant has attended the entire session.

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.

Options

Certification : 200 € HT

Successful completion of the exam leads to certification "Microsoft 365

Certified: Teams 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 : 16 June, 8 Dec.

PARIS LA DÉFENSE

2026 : 16 June, 8 Dec.

TEACHING AIDS AND TECHNICAL RESOURCES

The teaching resources used are the publisher's official materials and practical exercises.

TERMS AND DEADLINES

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

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you have specific accessibility requirements? Contact Ms FOSSE, disability advisor, at the following address: psh-accueil@orsys.fr so that we can assess your request and its feasibility.