Course : Exchange Online, implementation and administration

Practical course - 2d - 14h00 - Ref. EXH
Price : 1400 CHF E.T.

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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

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.

(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.