

Microsoft 365 Administrator Essentials

Course code: MOC MS-102

This course covers the following key elements of Microsoft 365 administration: Microsoft 365 tenant management, Microsoft 365 identity synchronization, and Microsoft 365 security and compliance

Affiliate	Duration	Course price	ITB
Praha	5	34 500 Kč	50
Brno	5	34 500 Kč	50
Bratislava	5	1 560 €	50

The prices are without VAT.

Course terms

Date	Duration	Course price	Type	Course language	Location
07.09.2026	5	34 500 Kč	Presence	CZ/SK	GOPAS Brno
07.09.2026	5	34 500 Kč	Presence	CZ/SK	GOPAS Praha
05.10.2026	5	1 560 €	Presence	CZ/SK	GOPAS Bratislava
19.10.2026	5	34 500 Kč	Presence	CZ/SK	GOPAS Praha
16.11.2026	5	1 560 €	Online	CZ/SK	Online
16.11.2026	5	34 500 Kč	Online	CZ/SK	Online
14.12.2026	5	34 500 Kč	Presence	CZ/SK	GOPAS Brno

The prices are without VAT.

Prerequisites

Knowledge in extent of the courses which are listed in the bellow sections **Previous Courses** and **Related Courses**

Good understanding of TCP/IP and DNS technologies

Course outline

Configure your Microsoft 365 experience

Manage users, licenses, and mail contacts in Microsoft 365

Manage groups in Microsoft 365

Add a custom domain in Microsoft 365

Configure client connectivity to Microsoft 365

Configure administrative roles in Microsoft 365

Manage tenant health and services in Microsoft 365

Deploy Microsoft 365 Apps for enterprise

Analyze your Microsoft 365 workplace data using Microsoft Viva Insights

Explore identity synchronization

Prepare for identity synchronization to Microsoft 365

Implement directory synchronization tools

Manage synchronized identities

Manage secure user access in Microsoft 365

Examine threat vectors and data breaches

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- Explore the Zero Trust security model
- Explore security solutions in Microsoft 365 Defender
- Examine Microsoft Secure Score
- Examine Privileged Identity Management
- Examine Azure Identity Protection
- Examine Exchange Online Protection
- Examine Microsoft Defender for Office 365
- Manage Safe Attachments
- Manage Safe Links
- Explore threat intelligence in Microsoft 365 Defender
- Implement app protection by using Microsoft Defender for Cloud Apps
- Implement endpoint protection by using Microsoft Defender for Endpoint
- Implement threat protection by using Microsoft Defender for Office 365

Preparation for Microsoft certification

Most Microsoft certification exams do not require students to attend an official MOC course in order to pass the exam.

This applies to all certifications except for MCM

Official Microsoft MOC courses as well as our own GOC courses are good ways of preparation for Microsoft certifications such as MCP, MTA, MCSA, MCSE or MCM

This does not mean that official MOC courses would serve as the only necessary preparation. The primary goal of an MOC course is to provide for sufficient theoretical knowledge and practical experience to effectively work with the related product

MOC courses usually cover most of the topics required by their respective certification exams, but often do not give every topic the same amount of time and emphasis as may be required to completely pass the exam

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