

# Managing Microsoft Teams

# Exam Ref MS-700



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#### Skill 1.1: Upgrade from Skype for Business to Microsoft Teams

Choose an appropriate upgrade path and coexistence mode to meet specific requirements

Plan and troubleshoot meeting migration

Configure Microsoft Teams upgrade notification and meeting app preferences

Configure coexistence mode for the organization and per-user

Use Teams Advisor to assess and identify steps to roll out Microsoft Teams

#### Skill 1.2: Plan and configure network settings for Microsoft Teams

Plan for successful network deployment by using Network Planner



Calculate network bandwidth capacity for Microsoft Teams voice, video, meetings, and live events

Assess network readiness by using Network Testing Companion

Configure network ports and protocols used by the Microsoft Teams client application

Configure media optimizations by using QoS

### Skill 1.3: Implement governance and lifecycle management for Microsoft Teams

Create and manage team templates

Set up policies for Microsoft 365 group creation

Configure Microsoft 365 groups, expiration policy, and naming policy

Archive, unarchive, delete, and restore a team

Configure and manage update policies

#### Skill 1.4: Configure and manage guest access

Configure guest users for Microsoft Teams

Configure guest permissions for a team

Configure meeting and live events experiences for guests

Configure messaging and calling options for guests

Remove guests

Manage Azure AD access review for guests

Configure guest access from Azure AD portal

#### Skill 1.5: Manage security and compliance

Assign Microsoft Teams Admin roles

Create and manage compliance features, including retention policies, sensitivity labels, and data loss prevention (DLP) policies

Create security and compliance alerts for Microsoft Teams

Create an information barrier policy

#### Skill 1.6: Deploy and manage Microsoft Teams endpoints

Deploy Microsoft Teams clients to devices, including Windows, VDI (Virtual Desktop), Windows Virtual Desktop (WVD), MacOS, and mobile devices

Manage configuration profiles



Manage Microsoft Teams device tags

Manage device settings and firmware

Configure Microsoft Teams Rooms

#### Skill 1.7: Monitor and analyze service usage

Interpret Microsoft Teams usage reports

Interpret Microsoft 365 usage reports

Optimize call quality by using Call Analytics

Analyze organization-wide call quality by using Call Quality Dashboard

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Manage email integration

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Manage cloud file storage options for collaboration

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Create and manage meeting policies

Configure settings for live events

Create and manage policies for live events

Configure conference bridge settings

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Recommend a PSTN connectivity solution based on specific business requirements

Order phone numbers

Manage service numbers

Add, change, or remove an emergency address for your organization

Assign, change, or remove a phone number for a user

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Manage org-wide teams

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