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# Microsoft Office 365 Administration Inside Out Inside Out Microsoft

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Microsoft SharePoint 2013 Inside Out  
Microsoft Office 2013/365 and Beyond  
Exam Ref MS-100 Microsoft 365 Identity and  
Services  
Office 365 from Scratch  
Getting Started with PowerShell  
Office 365 For Dummies  
Office 365 Essentials  
Microsoft Office 365 – Exchange Online  
Implementation and Migration  
Essential PowerShell for Office 365  
Microsoft Office 365 Administration Inside Out  
(Includes Current Book Service), Second Edition  
Exam Ref 70-346 Managing Office 365 Identities  
and Requirements  
Office 365 in Business  
Microsoft Office 365 Administration Inside Out  
Mastering Office 365 Administration  
Microsoft SharePoint 2013 Administration Inside  
Out  
Microsoft 365 Security Administration: MS-500  
Exam Guide

Agile Office 365  
Securing Office 365  
Microsoft Exchange Server 2013 Inside Out  
Connectivity, Clients, and UM  
Programming Microsoft Office 365 (includes  
Current Book Service)  
Office 365 User Guide  
Microsoft 365 Business for Admins For Dummies  
Microsoft 365 For Dummies  
Microsoft Windows Server Administration  
Essentials  
Microsoft 365 and SharePoint Online Cookbook  
Microsoft Office 365 Administration Inside Out  
Mastering Microsoft Teams  
Office 365 & Exchange Online  
Understanding Microsoft Teams Administration  
Microsoft Office 365 Administration Cookbook  
Office 365 All-in-One For Dummies  
SharePoint 2013  
PowerShell for Office 365  
Microsoft Office 365 Administration Inside Out  
Office 365: Migrating and Managing Your  
Business in the Cloud  
From IT Pro to Cloud Pro Microsoft Office 365 and  
SharePoint Online  
Microsoft SharePoint Online for Office 365  
Mastering Microsoft Exchange Server 2016  
Microsoft Office 365 Administration Inside Out  
(Includes Current Book Service)

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Office 365  
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## **LANE SANTOS**

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Microsoft SharePoint  
2013 Inside Out John  
Wiley & Sons  
Microsoft Office  
2013/365 and Beyond  
is divided into five  
sections with 16  
chapters that  
progressively introduce  
you to computer  
concepts from the  
moment you hit the  
power button all the  
way through to using a  
variety of productivity  
software applications  
available in Microsoft  
Office 2013 and  
Microsoft Office for Mac  
2011. The focus of this  
text is to provide  
readers with the skills  
needed to discuss  
essential computer  
concepts, navigate and  
conduct basic tasks

using an operating  
system, and develop  
files using basic  
productivity  
applications. The  
companion disc  
includes all of the files  
needed to complete  
the chapter exercises  
within the text. You will  
also find video  
tutorials, a repository  
of high-resolution  
images from the  
chapters, and samples  
of completed projects  
for comparison.  
Features: \* Designed to  
address the Windows  
operating system and  
the 2013 Microsoft  
Office application suite  
\* Integrates the use of  
both MacOS and  
OpenOffice into the  
text to describe the  
respective concepts in  
Windows and Microsoft  
Office (MS Outlook,  
Word, PowerPoint &  
Excel) \* Includes a  
dynamic 4-color design

with supplementary video tutorials to enhance the learning process \* Discusses common computer applications, including Adobe Reader (for reading PDF files) and Microsoft OneNote for Windows (for managing files). Additional productivity tools like OpenOffice.org are presented \* Includes a comprehensive DVD with sample tutorial videos, project files from the text, figures, Excel functions and formulas, and MS Office shortcuts \* Numerous instructor supplements and companion Web site available upon adoption  
Microsoft Office 2013/365 and Beyond  
 Apress  
 Prepare for Microsoft Exam MS-100—and help

demonstrate your real-world mastery of skills and knowledge needed to effectively design, deploy, manage, and secure Microsoft 365 services. Designed for experienced IT professionals, Exam Ref focuses on critical thinking and decision-making acumen needed for success at the Microsoft Certified Expert level. Focus on the expertise measured by these objectives: Design and implement Microsoft 365 services Manage user identity and roles Manage access and authentication Plan Office 365 workloads and applications This Microsoft Exam Ref: Organizes its coverage by exam objectives Features strategic, what-if scenarios to challenge you Assumes you have working

knowledge of Microsoft 365 workloads, networking, server administration, and IT fundamentals; and have administered at least one Microsoft 365 workload About the Exam Exam MS-100 focuses on knowledge needed to manage domains; plan a Microsoft 365 implementation; set up and manage Microsoft 365 tenancy and subscriptions; plan user and data migration; design identity strategy; plan and manage identity synchronization with Azure AD Connect; manage Azure AD identities and user roles; manage authentication; implement MFA; configure application access; implement access for external users of Microsoft 365

workloads; and plan Office 365 workload and applications deployment. About Microsoft Certification Passing this exam and Exam MS-101 Microsoft 365 Mobility and Security (and earning one Microsoft 365 workload administrator certification or the MCSE Productivity certification) fulfills your requirements for the Microsoft 365 Certified Enterprise Administrator Expert certification credential. This demonstrates your ability to evaluate, plan, migrate, deploy, and manage Microsoft 365 services. [Exam Ref MS-100 Microsoft 365 Identity and Services](#) Packt Publishing Ltd Leverage Office 365 to increase your organization's efficiency Key Features

Perform common to advanced-level management and administrative tasks for your organization with Office 365 Become an Office 365 generalist who can work with the entire stack—not just specific products An advanced-level guide that will teach you to implement enterprise-level services into your organization, no matter the size of the business Book Description In today's world, every organization aims to migrate to the cloud in order to become more efficient by making full use of the latest technologies. Office 365 is your one-stop solution to making your organization reliable, scalable, and fast. This book will start with an overview of Office 365 components, and help you learn how to use

the administration portal, and perform basic administration. It then goes on to cover common management tasks, such as managing users, admin roles, groups, securing Office 365, and enforcing compliance. In the next set of chapters, you will learn about topics including managing Skype for Business Online, Yammer, OneDrive for Business, and Microsoft Teams. In the final section of the book, you will learn how to carry out reporting and monitor Office 365 service health. By the end of this book, you will be able to implement enterprise-level services with Office 365 based on your organization's needs. What you will learn Understand the vast Office 365 feature

set Understand how workloads and applications interact and integrate with each other Connect PowerShell to various Office 365 services and perform tasks Manage Skype for Business Online Get support and monitor Office 365 service health Manage and administer identities and groups efficiently Who this book is for This book targets architects, sys admins, engineers, and administrators who are working with Office 365 and are responsible for configuring, implementing, and managing Office 365 in their organization. A prior knowledge of Office 365 and Exchange servers is mandatory.  
*Office 365 from Scratch* Packt Publishing Ltd

Explore solutions, best practices, tips, and workarounds to plan, design, customize, implement, and manage Microsoft Teams in any environment. The book starts with an overview of Microsoft Teams where you will go through the teams architecture, teams/channels, audio/video meetings, and the phone system. It further dives into deployment and management of teams, clients, guests and external access, and live events, followed by network assessment and bandwidth planning for Teams. Here, you will learn about deployment of quality of service and how to configure your phone systems using direct routing and calling plans. Moving

forward, you will learn Microsoft Teams administration and policy management along with the migration process of Skype for Business on-prem to Microsoft Teams. Towards the end, you will learn troubleshooting techniques in Teams for call quality issues and connectivity challenges. After reading *Understanding Microsoft Teams Administration*, you will be able to effectively configure, customize, and manage the Teams experience using the Teams admin portal and other tools and techniques. *What You Will Learn*

Understand the Microsoft Teams architecture including the different components involved

Enable and manage

external and guest access for Teams users

Manage Teams and channels with a private channel

Implement quality of service for audio/video calls and meetings

Establish Office 365 data classifications, loss prevention plans, and governance

Manage resource types, licensing, service health reporting, and support

Work with Microsoft Teams room and live event management

Implement and manage messaging, calling policies, and settings

*Who This Book Is For*

Administrators and technical consultants working on Teams.

*Getting Started with PowerShell*

Microsoft Press

*Conquer Microsoft Office 365*



administration—from the inside out! Dive into Office 365 administration—and really put your systems expertise to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. Discover how the experts tackle deployment, configuration, and management—and challenge yourself to new levels of mastery. Simplify enterprise deployment with planning tools and tasks Automate Office 365 processes with Windows PowerShell Manage user identity with Active Directory and Single Sign-On Monitor and maintain the health of Office 365 with Microsoft System Center Implement

Microsoft Exchange Online, SharePoint Online, and Lync Online Control variables in an Exchange Server hybrid implementation Customize and deploy Office 365 Professional Plus Explore real-world scenarios and apply insider management tips For Intermediate to Advanced IT Professionals *Office 365 For Dummies* Pearson Education Work with the powerful subscription software, Office 365 to increase your organization's efficiency by managing file sharing, email exchange and much more. Key Features Become well versed with Office 365 and leverage its capabilities for your business Speed up your workflow and

effectively collaborate using Office Web Apps Learn to set audio and web conferences and seamlessly access your workspace Book Description Microsoft Office 365 combines the popular Office suite with next-generation cloud computing capabilities. With this user guide, you'll be able to implement its software features for effective business communication and collaboration. This book begins by providing you with a quick introduction to the user interface (UI) and the most commonly used features of Office 365. After covering the core aspects of this suite, you'll learn how to perform various email functions via Exchange. Next, you will learn how to

communicate using Skype for Business and Microsoft Teams. To boost your productivity, this book will help you learn everything from using instant messaging to conducting audio and web conferences, and even accessing business information from any location. In the final chapters, you will learn to work in a systematic style using file management and collaboration with OneDrive for Business using SharePoint. By the end of this book, you'll be equipped with the knowledge you need to take full advantage of Office 365 and level up your organization's productivity. What you will learn Understand the UI of Office 365 Perform a variety of email functions

through Exchange Communicate using Skype for Business and Microsoft Teams Explore file management using OneDrive for Business Collaborate using SharePoint Understand how to leverage Office 365 in your daily tasks Who this book is for If you are an IT professional who wants to upgrade your traditional Office suite, this book is for you. Users looking to learn, configure, manage, and maintain an Office 365 environment in their organization will also find this book useful. Some understanding of Microsoft Office Suite and cloud computing basics will be beneficial.  
*Office 365 Essentials*  
Apress  
Leverage Office 365 to

increase your organization's efficiency by managing users, domains, licenses, and much more in your organization with most powerful subscription software. Key Features Get acquainted with the basics of Office 365 Configure and manage workloads efficiently using Office 365 A comprehensive guide covering every aspect of planning, and managing this multifaceted collaboration system. Book Description Office 365 is suite of advanced collaboration tools used by many well known organizations and their system administrators. This book starts with an introduction to Office 365 and its basic fundamentals. Then we move towards

workload management and deployment. You will delve into identities, authentications, and managing office 365. We also cover concepts such as collaboration with Microsoft teams and tools such as Delve and Skype for collaboration. Towards the end of the book, you'll master monitoring and security concepts. By the end of this book, you will have hands-on experience working with Office 365 and its collaboration tools and services What you will learn Learn how to implement Office 365 from scratch and how to use best practices to be a successful Office 365 professional Understand Microsoft productivity services to take your organization or business to the next

level by increasing productivity. Learn how workloads and applications interact and integrate with each other Learn to manage Skype for Business Online Get support and monitor service health with Office 365 Manage and administer identities and groups efficiently Who this book is for If you are working as a system administration or an IT professional and are keen to learn the fundamentals of Office 365, then this book is for you. No prior knowledge of office 365 is necessary. *Microsoft Office 365 - Exchange Online Implementation and Migration* Apress Amp up your collaboration skills and rock the modern workplace by harnessing the power

of Microsoft 365 with this one-stop guide to the world's leading productivity platform. The Microsoft 365 productivity solution for the workplace is a cloud-based service with many features for effective and secure collaboration virtually or in person. Whether you start your day with meetings in Teams, respond to Outlook emails, create documents with Office apps, or even automate your work with artificial intelligence, Microsoft 365 has you covered. But first, you must unlock the potential of this powerful solution to showcase your ability to keep up with the modern workplace and make an impact in your organization. To do that, you need Microsoft 365 For

Dummies! This book walks you through the steps to get your work done anytime, anywhere, on any device, with Microsoft Teams as the central hub. Discover how to chat online in real time; conduct online meetings; co-author documents in the cloud; develop no-code applications; and even prioritize your well-being. The insights and step-by-step guidance in Microsoft 365 For Dummies will help you stay connected and engaged with your colleagues. Level up your teamwork game with the latest meeting and collaboration best practices from Microsoft Teams. Stretch your use of Office apps (Word, Excel, PowerPoint, Outlook, and OneNote) by infusing artificial

intelligence into your everyday tasks. Save time (and look really smart) by automating your work with the Power Platform apps. Take a break from work and focus on your health and well-being at home or in the office. Whether you're a Microsoft 365 newbie or a superuser looking for details on what's new, *Microsoft 365 For Dummies* is the friendly and authoritative how-to book you need. Discover the benefits of cloud technology today!

[Essential PowerShell for Office 365](#) Packt Publishing Ltd

Take your Office 365 skills to the next level. Master PowerShell for Office 365 to stay competitive in today's world of highly sought after cloud

management skills. With expert guidance, IT pros will learn how to leverage the muscle of PowerShell to automate many advanced administrative tasks not otherwise accessible in the Office 365 Admin Center. You will discover how to unlock configuration options and automate tasks in order to free up valuable time and resources. This book is your companion to administering Office 365 with PowerShell. You will learn time-saving techniques such as how to streamline administrative tasks, and how to manage users, licenses, and Office 365 services. Expert and MVP Vlad Catrinescu introduces each chapter with an overview and basic fundamentals, such as

how to connect to your required service in Office 365, so that you have a solid foundation for success. Benefit from learning the theory behind PowerShell for Office 365 and put your knowledge to practice with numerous hands-on code examples.

**What You'll Learn**

- Manage users in bulk
- Export data such as user lists and groups
- Create and manage Office 365 groups
- Manage Exchange online distribution lists, mailboxes, and contacts
- Configure Skype for Business settings
- Perform compliance searches directly from PowerShell

**Who This Book Is For** Any IT pro who needs to manage Office 365 or one of its services such as Exchange, SharePoint,

or Skype for Business. Readers should have a basic knowledge of PowerShell and the Office 365 service they want to manage.

Microsoft Office 365 Administration Inside Out (Includes Current Book Service), Second Edition John Wiley & Sons

Provides information on best practices and strategies for SharePoint implementation, including integrating SharePoint with external data sources, governance strategies, planning for disaster recovery, records management, and security.

*Exam Ref 70-346 Managing Office 365 Identities and Requirements* Pearson Education

The deepest reference on Microsoft's

productivity service Office 365 offers the same productivity power as past versions of Microsoft Office along with tools designed to boost collaboration in the workplace and instant access to the latest Office updates without buying a whole new software package. It's an ideal solution for both the office and home use. The author of the bestselling Office All-in-One For Dummies shares his advice on how to navigate the nuts and bolts of getting things done with Office 365. Look inside for step-by-step instructions on Excel, Outlook, Word, PowerPoint, Access, and OneNote along with a dive into the cloud services that come with Office 365. Access Office 365

Make sense of common Office tasks Use Excel, Word, outlook, PowerPoint and more Take advantage of 365 online services If you're a home or business user interested in having a complete reference on the suite, this book has you covered. *Office 365 in Business* Microsoft Press Discover the Office option every business can afford Now your business can benefit from sophisticated communication and collaboration services fully integrated with Microsoft Office products. Once limited to companies large enough to afford data centers and the expensive IT staff to support them, these services can now be yours, and this book shows you how. Each



chapter begins with a common business problem you've most likely faced, followed by the Office 365 solution. You'll learn to share documents, secure your communications, manage and share calendars and tasks, conduct video meetings, and give your business the edge it deserves. Teaches you how your business, large or small, can benefit from Office 365 Explains how to take advantage of Exchange Online, Lync Online, and SharePoint Online Shows you what makes Office 365 so affordable and why it doesn't require an IT staff Highlights what constitutes successful collaboration and how to facilitate it Explores specific Office 365 solutions for familiar

business issues Addresses how to conduct video conferences, schedule meetings, set up discussions, and make remote PowerPoint presentations with Office 365 With this book, you'll discover how Office 365 can benefit your business every day of the year! **Microsoft Office 365 Administration Inside Out** Microsoft Office 365 Administration Inside Out Everything you need to get productive in the Cloud with Office 365 With 70 million users worldwide, Microsoft Office 365 combines the familiar Office desktop suite with cloud-based versions of Microsoft's next-generation communications and collaboration services.

It offers many benefits including security, reliability, compatibility with other products, over-the-air updates in the cloud that don't require anything from the user, single sign on for access to everything right away, and so much more.

Office 365 For Dummies offers a basic overview of cloud computing and goes on to cover Microsoft cloud solutions and the Office 365 product in a language you can understand. This includes an introduction to each component which leads into topics around using each feature in each application. Get up to speed on instant messaging Use audio, video, and web conferencing Get seamless access to the Office suite with Office

Web apps Access information anywhere, anytime Office 365 is the key to office productivity — and now you can put it to use for you!

Mastering Office 365 Administration John Wiley & Sons

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Modernize your IT skills for the new world of cloud computing! Whether you are an IT administrator, developer, or architect, cloud technologies are transforming your role. This guide brings together the knowledge you need to transition smoothly to Microsoft Office 365 cloud-only and hybrid

environments. Microsoft MVP Ben Curry and leading cloud architect Brian Laws present specific, up-to-date guidance on administering key cloud technologies, including Microsoft Office 365, SharePoint Online, Azure AD, and OneDrive for Business. Microsoft cloud technology experts Ben Curry and Brian Laws show you how to: Anticipate and respond to the ways cloud technologies change your responsibilities, such as scripting key management tasks via Windows PowerShell Understand today's new mix of essential "Cloud Pro" skills related to infrastructure, scripting, security, and networking Master modern cloud administration for

Office 365 cloud and hybrid environments to deliver content and services, any time, on any device, from anywhere, and across organizational boundaries Administer and configure SharePoint Online, including services, site collections, and hybrid features Help secure client devices via Mobile Device Management for Office 365 Centrally manage user profiles, groups, apps, and social features Bridge Office 365 and on-premises environments to share identities and data Enforce governance, security, and compliance

**Microsoft SharePoint 2013 Administration Inside Out** John Wiley & Sons  
"This video covers common

administrative tasks for Office 365. It is designed to be completely hands on and covers the major Office 365 applications, such as Exchange and SharePoint, in addition to some of the newer applications, such as Stream, Planner, and Power BI, that might not be quite as familiar to administrators. Administrators will learn how to manage and configure the various Office 365 applications and also learn about compliance-related features such as eDiscovery. The videos are presented by long-time tech author and 16-time Microsoft MVP, Brien Posey."--  
Resource description page.

**Microsoft 365  
Security  
Administration:**

**MS-500 Exam Guide**

Pearson Education  
Conquer Microsoft  
SharePoint 2013  
administration--from  
the inside out! Dive  
into SharePoint 2013  
administration--and  
really put your systems  
expertise to work! This  
supremely organized  
reference packs  
hundreds of timesaving  
solutions,  
troubleshooting tips,  
and workarounds.  
Discover how the  
experts deploy,  
configure, and manage  
SharePoint--and  
challenge yourself to  
new levels of mastery.  
Automate the  
installation and  
configuration of  
SharePoint 2013  
Effectively manage  
SharePoint apps and  
custom solutions  
Optimize farms, web  
apps, content  
databases, and site

collections Use methods to help users attain productive search experiences Configure business intelligence features in SharePoint 2013 Dive deep into SharePoint security practices and architecture Add SharePoint Online to your existing SharePoint environment Manage User Profiles and the SharePoint social experience Monitor and troubleshoot SharePoint with insider tips For Intermediate to Advanced IT Professionals  
**Agile Office 365**  
Packt Publishing Ltd  
With a focus on connectivity, clients, and unified messaging, this book delivers the ultimate, in-depth reference to IT professionals planning and managing an

Exchange Server 2013 deployment. Guided by Paul Robichaux, a Microsoft MVP and popular author, you will: Understand how Exchange Server 2013 works with previous versions Gain expert insights into supporting clients, mobile devices, and UM Take a deep dive into front-end servers; certificate and namespace management; transport rules; load balancing; client management, including Microsoft Outlook, Outlook Web App (OWA), and POP3/IMAP4; mobile devices; anti-malware and anti-spam features; Unified Messaging; Microsoft Lync; Office 365; Exchange Online.  
*Securing Office 365*  
John Wiley & Sons  
Written for the IT

professional and business owner, this book provides the business and technical insight necessary to migrate your business to the cloud using Microsoft Office 365. This is a practical look at cloud migration and the use of different technologies to support that migration. Numerous examples of cloud migration with technical migration details are included. Cloud technology is a tremendous opportunity for an organization to reduce IT costs, and to improve productivity with increased access, simpler administration and improved services. Those businesses that embrace the advantages of the cloud will receive huge rewards in productivity and lower total cost of

ownership over those businesses that choose to ignore it. The challenge for those charged with implementing Microsoft Office 365 is to leverage these advantages with the minimal disruption of their organization. This book provides practical help in moving your business to the Cloud and covers the planning, migration and the follow on management of the Office 365 Cloud services.

*Microsoft Exchange Server 2013 Inside Out Connectivity, Clients, and UM* Packt Publishing Ltd  
Learn the art of leveraging PowerShell to automate Office 365 repetitive tasks About This Book Master the fundamentals of PowerShell to

automate Office 365 tasks. Easily administer scenarios such as user management, reporting, cloud services, and many more. A fast-paced guide that leverages PowerShell commands to increase your productivity. Who This Book Is For The book is aimed at sys admins who are administering office 365 tasks and looking forward to automate the manual tasks. They have no knowledge about PowerShell however basic understanding of PowerShell would be advantageous. What You Will Learn Understand the benefits of scripting and automation and get started using Powershell with Office 365 Explore various PowerShell packages and permissions

required to manage Office 365 through PowerShell Create, manage, and remove Office 365 accounts and licenses using PowerShell and the Azure AD Learn about using powershell on other platforms and how to use Office 365 APIs through remoting Work with Exchange Online and SharePoint Online using PowerShell Automate your tasks and build easy-to-read reports using PowerShell In Detail While most common administrative tasks are available via the Office 365 admin center, many IT professionals are unaware of the real power that is available to them below the surface. This book aims to educate readers on how learning

PowerShell for Office 365 can simplify repetitive and complex administrative tasks, and enable greater control than is available on the surface. The book starts by teaching readers how to access Office 365 through PowerShell and then explains the PowerShell fundamentals required for automating Office 365 tasks. You will then walk through common administrative cmdlets to manage accounts, licensing, and other scenarios such as automating the importing of multiple users, assigning licenses in Office 365, distribution groups, passwords, and so on. Using practical examples, you will learn to enhance your

current functionality by working with Exchange Online, and SharePoint Online using PowerShell. Finally, the book will help you effectively manage complex and repetitive tasks (such as license and account management) and build productive reports. By the end of the book, you will have automated major repetitive tasks in Office 365 using PowerShell. Style and approach This step by step guide focuses on teaching the fundamentals of working with PowerShell for Office 365. It covers practical usage examples such as managing user accounts, licensing, and administering common Office 365 services. You will be able to leverage the



processes laid out in the book so that you can move forward and explore other less common administrative tasks or functions.

*Programming Microsoft Office 365 (includes*

*Current Book Service)*

Apress

Hands-on guide

designed for architects, administrators,

engineers and others

working with Office 365

and Exchange Online.