

# MS-102: Microsoft 365 Administrator

Administer a secure, compliant Microsoft 365 tenant end to end and prepare for the MS-102 Microsoft 365 Administrator exam.

**DURATION**

5 days · 40 hours

**LEVEL**

Advanced

**CURRICULUM**

15 modules · 13 labs

**DELIVERY**Live online, Onsite,  
Corporate

## Course overview

A Microsoft 365 administrator keeps an organisation's email, files, meetings and identities running and protected. That means setting up the tenant correctly, synchronising identities, controlling access, responding to threats and meeting compliance obligations. This five-day course builds those responsibilities into a single lab tenant that you configure from the ground up.

Days one and two cover tenant deployment and identity: domains, licensing, admin roles, service health, Microsoft Entra Connect synchronisation, authentication methods, Conditional Access and Privileged Identity Management. Day three focuses on security with Microsoft Defender XDR — Defender for Office 365, Defender for Endpoint, Defender for Identity and Defender for Cloud Apps — and how incidents are investigated across them.

Day four turns to compliance with Microsoft Purview: sensitivity labels, data loss prevention, retention, eDiscovery and insider risk. Day five brings it together with secure score, reporting, Copilot readiness and exam preparation.

The MS-102 exam is scheduled to retire on 30 November 2026, and a successor exam has been reported but not yet confirmed. The administration skills in this course remain essential either way; we will align future batches to the successor once Microsoft confirms it.

The course is aligned to the MS-102 skills outline. Check Microsoft Learn for the current exam status before booking.

### Highlights

- 40 hours of live, hands-on sessions
- Tenant set-up, identity sync and access management labs
- Microsoft Defender XDR threat protection in practice
- Microsoft Purview compliance: labels, DLP and retention
- Exam retiring 30 November 2026 — successor guidance included

### What's included

- Full lab tenant configured by each learner
- Hybrid identity with Microsoft Entra Connect
- Conditional Access and PIM labs
- Defender XDR incident investigation exercises
- Purview labels, DLP and retention policies
- Secure score and reporting review
- 30 days of post-training doubt support

## Who this course is for

### Who should attend

- Microsoft 365 and messaging administrators
- IT administrators responsible for identity and security
- Security and compliance engineers working in Microsoft 365
- Consultants who deploy Microsoft 365 for clients

### Prerequisites

- Experience administering Microsoft 365 workloads such as Exchange, Teams or SharePoint
- Understanding of identity, networking and DNS basics
- Familiarity with PowerShell

## Detailed curriculum — 5 days, 40 hours, 15 modules, 13 hands-on labs

### Day 1 Deploying and Managing a Tenant

8 hours

#### 1.1 Tenant set-up

- Custom domains and DNS records
- Licences and subscriptions
- Organisation settings
- Service health and message centre

**LAB** Add a custom domain and configure organisation settings · 45 min

#### 1.2 Users, groups and roles

- User and group management
- Admin roles and least privilege
- Microsoft 365 groups vs security groups
- Administrative units

**LAB** Delegate administration with roles and administrative units · 45 min

#### 1.3 Managing with PowerShell

- Microsoft Graph PowerShell
- Reporting with scripts
- Bulk operations

**LAB** Bulk-create users and assign licences with PowerShell · 40 min

### Day 2 Identity and Access

8 hours

#### 2.1 Hybrid identity

- Microsoft Entra Connect and Cloud Sync
- Synchronisation troubleshooting
- Password hash sync and pass-through authentication

**LAB** Synchronise an on-premises directory · 50 min

#### 2.2 Authentication

- Authentication methods and MFA
- Self-service password reset
- Passwordless and phishing-resistant methods
- Identity Protection

**LAB** Roll out MFA and self-service password reset · 40 min

#### 2.3 Access management

- Conditional Access policies
- Access reviews
- Privileged Identity Management
- Guest access

**LAB** Configure Conditional Access and PIM · 50 min

### Day 3 Security with Microsoft Defender XDR

8 hours

#### 3.1 Defender for Office 365

- Anti-phishing, Safe Links and Safe Attachments
- Threat Explorer
- Attack simulation training

**LAB** Configure email protections and run an attack simulation · 50 min

### 3.2 Defender for Endpoint and Identity

- Device onboarding
- Defender for Identity sensors and alerts
- Vulnerability management

**LAB** Onboard a device and review vulnerabilities · 40 min

### 3.3 Incidents and cloud apps

- Defender for Cloud Apps
- Automated investigation and response
- Incident queue and investigation
- Secure score

**LAB** Investigate a multi-stage incident in Defender XDR · 50 min

## Day 4 Compliance with Microsoft Purview

8 hours

### 4.1 Information protection

- Sensitive information types
- Label policies
- Sensitivity labels and auto-labelling

**LAB** Publish sensitivity labels with auto-labelling · 45 min

### 4.2 Data loss prevention

- DLP policies for Exchange, SharePoint, OneDrive and Teams
- Policy tips and alerts
- Endpoint DLP

**LAB** Create and test a DLP policy · 45 min

### 4.3 Retention and investigation

- Retention policies and labels
- eDiscovery
- Audit
- Insider risk management overview

**LAB** Configure retention and run an eDiscovery search · 40 min

## Day 5 Operations, Copilot Readiness and Exam Readiness

8 hours

### 5.1 Monitoring and reporting

- Usage and adoption reports
- Compliance Manager
- Alert policies

**LAB** Build a tenant health and security report · 40 min

### 5.2 Copilot readiness

- Oversharing reviews
- Data protection for AI
- Copilot admin controls

### 5.3 Exam and successor guidance

- Exam structure and case studies
- Practice questions with review
- Planning around the 30 November 2026 retirement

## Skills and tools

### Skills you will build

Microsoft 365 administration

Microsoft Entra ID

Entra Connect

Conditional Access

Privileged Identity Management

Microsoft Defender XDR

Defender for Office 365

Defender for Endpoint

Microsoft Purview

Sensitivity labels

DLP

Retention

eDiscovery

Microsoft Graph PowerShell

### Tools used in class

Microsoft 365 admin center

Microsoft Entra admin center

Microsoft Defender portal

Microsoft Purview portal

Microsoft Graph PowerShell

Microsoft Entra Connect

## Certification exam

This course is aligned to the exam below and prepares you for it. The exam itself is booked and taken with the vendor.

|               |                                                                                                                                                         |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Exam          | Microsoft 365 Certified: Administrator Expert                                                                                                           |
| Exam code     | MS-102                                                                                                                                                  |
| Duration      | 100 minutes                                                                                                                                             |
| Passing score | 700 / 1000 (scaled)                                                                                                                                     |
| Format        | Multiple choice, Multiple response, Drag and drop, Case study                                                                                           |
| Delivery      | Online proctored, Test centre                                                                                                                           |
| Validity      | 1 year (free online renewal assessment)                                                                                                                 |
| Official page | <a href="https://learn.microsoft.com/credentials/certifications/exams/ms-102/">https://learn.microsoft.com/credentials/certifications/exams/ms-102/</a> |

Exam skill areas covered

Manage compliance, Microsoft 365 tenant, identity and access, Microsoft Defender XDR

Exam details are pending verification. Confirm the current exam code, format and fee on the official vendor page before booking.

## Frequently asked questions

### MS-102 retires on 30 November 2026. Should I still take this course?

If you can book the exam before that date, yes. Otherwise the skills still apply, and we will guide you to the successor exam once Microsoft confirms it.

### Does the expert certification need a prerequisite?

Yes, Microsoft requires an associate-level prerequisite for the Administrator Expert certification. Check Microsoft Learn for the current list.

**Will I get my own tenant?**

Yes. Each learner works in a lab tenant, and access details are shared before Day 1.

**Do you run weekend batches?**

Yes. Weekend batches cover the same 40 hours across consecutive Saturdays and Sundays, with timings in IST that also suit learners in the Gulf.

**Can you run a private batch for our team?**

Yes. We run private online or onsite batches for corporate teams, and we can weight the labs towards your tenant's security and compliance needs. Request a corporate quote with your team size and preferred dates.

**Book a batch or talk to an advisor**

Course page: [aceskillsconsulting.com/course/ms-102-microsoft-365-administrator](https://aceskillsconsulting.com/course/ms-102-microsoft-365-administrator) · Email: [info@aceskillsconsulting.com](mailto:info@aceskillsconsulting.com)

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