



M365 Admin Training Part 1

What we'll cover today

- Why, What and Who
- Overview of the Admin Centre
- Different Admin account permissions
- User account admin tasks – reset passwords, blocking sign-in, licence allocation, mailbox access
- MFA implementation

What we'll cover in future sessions

- Licences and Billing
- SharePoint admin – restructuring / creating new top level folders and overriding permission inheritance
- Setting up new users including adding to groups – determining SharePoint access, adding to distribution lists etc

Admin Centre Demo



Thank you for taking part today

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