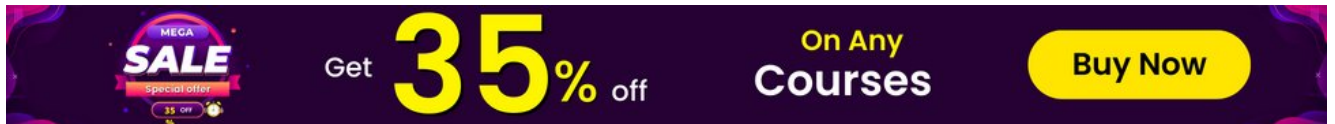


## MS-700 Managing Microsoft Teams Administrator Associate Exam Study Guide

June 18, 2023 by [Sonali Jain](#)



★★★★★ 5/5 - (30 votes)

Are you interested in becoming a Microsoft 365 Teams Administrator Associate? If so, the MS-700 certification is the ideal choice for you. This certification validates your skills and knowledge in effectively managing and administering Microsoft Teams environments to promote collaboration and productivity.

In this comprehensive article, we will explore the MS-700 certification in detail, covering all the essential aspects you need to know. We will provide an overview of the certification, discuss the prerequisites for taking the exam, explain the exam retake policy, highlight the key benefits of

obtaining this certification, and much more. By the end of this article, you will have a clear understanding of the MS-700 certification and its significance in your professional journey as a Microsoft 365 Teams Administrator Associate.

So, let's dive in and explore the exciting world of MS-700 certification!

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## MS-700 Certification Overview?

The MS-700 certification is specifically designed to validate your expertise as a Microsoft 365 Teams Administrator Associate. As organizations increasingly rely on Microsoft Teams for communication and collaboration, the demand for skilled professionals who can effectively manage and administer Teams environments has grown significantly.

This certification equips you with the necessary skills to deploy, configure, and manage Teams, ensuring a seamless and productive digital workspace for your organization. You will learn how to optimize Teams

settings, manage user access and security, handle messaging and calling functionalities, and troubleshoot common issues that may arise.

By obtaining the MS-700 certification, you demonstrate your proficiency in implementing and maintaining Microsoft Teams environments, making you a valuable asset to organizations looking to leverage this powerful collaboration platform.



Are you new to Azure Cloud? Do check out our blog post on the [Microsoft Certification Roadmap 2023](#) and choose the best certification for you.

Unlock your full potential for the MS-700 Managing Microsoft Teams Exam Practice Test with our recommended practice test. Enroll Now and gain an edge over the competition!

Enroll Now

Enroll Now

## Who Is Microsoft 365 Teams Administrator Associate?

A Microsoft 365 Teams Administrator Associate is a professional responsible for managing and supporting Microsoft Teams within an organization. This role involves tasks such as deploying Teams, configuring collaboration settings, managing user access and permissions, monitoring performance, and troubleshooting issues.

As a Microsoft 365 Teams Administrator Associate, you are proficient in leveraging the features and capabilities of Teams to enhance communication and collaboration among team members. You play a crucial role in ensuring a smooth and efficient digital workspace, enabling teams to collaborate effectively, irrespective of their physical locations.

With the MS-700 certification, you gain the necessary skills and knowledge to excel in this role, demonstrating your ability to administer Microsoft Teams and drive productivity within your organization.

**Also Check:** [MS-203 Exam Study Guide](#)

## Who This Certification Is For?

The MS-700 certification is specifically designed for individuals who are interested in becoming Microsoft 365 Teams Administrator Associates. This certification is suitable for a range of professionals, including:

- 1. IT Professionals:** If you are an IT professional working in the field of collaboration and communication technologies, the MS-700 certification can expand your skill set and enhance your career prospects. It validates your expertise in managing Microsoft Teams environments, which is increasingly sought after in today's digital workplace.
- 2. System Administrators:** System administrators responsible for managing and maintaining various aspects of an organization's IT infrastructure can benefit from the MS-700 certification. By gaining knowledge in Microsoft Teams administration, you can effectively support collaboration efforts and ensure a secure and efficient digital workspace.
- 3. Collaboration Specialists:** If you specialize in collaboration and teamwork solutions, the MS-700 certification is a valuable addition to your

credentials. It showcases your proficiency in configuring and optimizing Microsoft Teams to facilitate seamless communication and collaboration among team members.

**4. IT Managers and Consultants:** IT managers and consultants who oversee technology implementation and strategic decision-making can leverage the MS-700 certification to enhance their understanding of Microsoft Teams and guide organizations in adopting and managing Teams effectively.

Regardless of your specific background, if you have an interest in Microsoft Teams administration and are looking to advance your career in the realm of collaboration and communication, the MS-700 certification is well-suited for you.

**Also Read: AZ-900 Exam Study Guide**

## Benefits of MS-700 Certification

The MS-700 certification offers numerous benefits for professionals seeking to advance their careers in Microsoft Teams administration. Here are some compelling reasons why you should consider pursuing the MS-700 certification:

**1. Enhanced Skills and Knowledge:** The certification provides comprehensive training on managing and administering Microsoft Teams environments. You will gain in-depth knowledge of Teams functionalities, best practices for configuration and optimization, and troubleshooting techniques. This expertise will empower you to effectively support and enhance collaboration within your organization.

**2. Career Advancement:** As the demand for Microsoft Teams administrators continues to grow, holding the MS-700 certification can

significantly enhance your career prospects. It demonstrates your specialized skills and makes you a sought-after candidate for roles related to Microsoft Teams administration. You can pursue various career paths, such as becoming a Teams Administrator, Collaboration Specialist, or IT Manager, with increased job opportunities and higher earning potential.

**3. Organizational Productivity:** By obtaining the MS-700 certification, you will be equipped to drive organizational productivity through efficient and effective use of Microsoft Teams. You will have the expertise to configure Teams settings, manage user access and permissions, troubleshoot issues, and optimize collaboration features. This will result in improved communication, streamlined teamwork, and enhanced productivity across the organization.

**4. Professional Validation:** The MS-700 certification is a recognized credential in the industry, validating your expertise as a Microsoft Teams Administrator Associate. It provides professional validation and credibility, establishing you as a competent professional in the field. This recognition can lead to increased respect from peers, colleagues, and employers.

**5. Continuous Learning and Growth:** The MS-700 certification is not only a one-time achievement but also an opportunity for continuous learning and growth. As a certified Microsoft 365 Teams Administrator Associate, you will have access to ongoing updates, resources, and communities to stay updated with the latest developments in Microsoft Teams. This ensures that your skills remain relevant and valuable in an ever-evolving digital landscape.

By earning the MS-700 certification, you position yourself as a proficient Microsoft Teams administrator, opening doors to exciting career opportunities and enabling you to make a significant impact within your organization.

**Check Out:** [DP-900 Exam Study Guide](#)

## MS-700 Exam Details

**Also Read:** [AZ-500 Exam Study Guide](#)

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## MS-700 Exam Skills Measured

## How to Register for MS-700 Certification Exam

You can register for the Managing Microsoft Teams Administrator Associate Exam (MS-700) by going to the [Official Microsoft Page](#).

### Schedule exam

**Exam MS-700: Managing Microsoft Teams**

**Languages:** English, Japanese, Chinese (Simplified), Korean, German, French, Spanish, Portuguese (Brazil), Chinese (Traditional), Italian  
**Retirement date:** none

This exam measures your ability to accomplish the following technical tasks: configure and manage a Teams environment; manage teams, channels, chats, and apps; manage meetings and calling; and monitor, report on, and troubleshoot Teams.

[Schedule exam >](#)

United States

**\$165 USD\***

Price based on the country or region in which the exam is proctored.

## Prerequisite for MS-700 Certification

Before pursuing the MS-700 certification, it is important to understand the prerequisites and recommended skills for this certification. While there are no strict prerequisites, having a foundational understanding of Microsoft 365 and Teams concepts will greatly benefit your learning experience and increase your chances of success in the certification exam.

To make the most out of the MS-700 certification journey, it is recommended to have knowledge and experience in the following areas:



**1. Microsoft 365 Fundamentals:** Familiarity with the basics of Microsoft 365, including its core services and components, will provide a solid foundation for understanding the context and capabilities of Microsoft Teams.

**2. Teams Overview:** Prior exposure to Microsoft Teams and its key features, such as chat, meetings, channels, and apps, will give you a head start in comprehending the intricacies of Teams administration.

**3. Collaboration Concepts:** Understanding the principles of collaboration and teamwork, as well as common industry practices, will help you grasp the objectives and importance of effective Microsoft Teams administration.

**4. Communication Technologies:** A basic understanding of communication technologies like Instant Messaging (IM), Voice over IP (VoIP), and video conferencing will aid in comprehending the communication capabilities of Teams and how they can be configured and managed.

While these prerequisites are not mandatory, they provide a strong foundation that can accelerate your learning and ensure a smoother transition into the MS-700 certification journey. It is always beneficial to familiarize yourself with these concepts before diving into the specific administration aspects of Microsoft Teams.

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By acquiring the recommended knowledge and skills, you set yourself up for success in the MS-700 certification, enabling you to confidently navigate the learning materials, grasp the concepts, and apply your knowledge effectively as a Microsoft 365 Teams Administrator Associate.



## Configure and manage a Teams environment

### Plan and configure network settings for Teams

- Calculate network bandwidth capacity for Teams voice, video, meetings, and live events
- Analyze network impact by using Network planner
  - [Use the Network planner for Microsoft Teams](#)
- Specify network ports and protocols used by Teams
- Specify optimal network architecture for Teams
- Assess network readiness and connectivity by using the Microsoft Teams Network Assessment Tool and Microsoft 365 network connectivity test tool

### Manage security and compliance settings for Teams

- Identify licensing requirements for security and compliance features
- Specify security and compliance alert policies for Teams
- Choose appropriate Teams administrator roles
- Plan and configure Enhanced encryption policies
  - [Use end-to-end encryption for one-to-one Microsoft Teams calls](#)
- Plan and configure threat policies in Microsoft 365 Defender
- Plan and configure retention policies
  - [Create and configure retention policies](#)
- Plan and configure sensitivity labels and policies
  - [Learn about sensitivity labels](#)
  - [Get started with sensitivity labels](#)
- Plan and configure data loss prevention (DLP) policies
  - [Learn about data loss prevention](#)
- Plan Conditional Access for Teams
  - [What is Conditional Access?](#)
- Plan and configure information barrier (IB) policies

- [Get started with information barriers](#)
- Identify appropriate use cases for communication compliance and insider risk management

## **Plan and implement governance and lifecycle management**

- Identify licensing requirements for advanced lifecycle management of teams
- Identify where Teams stores content
- Plan and manage update policies, including Public Preview, Office Insider, and Targeted release
- Create and manage policy pac