MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

Generated: 18-Nov-2026

Course Profile Document

ICT and Security Management

MS-500T00 - Microsoft 365 Security Administration

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD3015	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

In this course you will learn how to secure user access to your organization’s resources. The course covers user password protection, multi-factor authentication, how to enable Azure Identity Protection, how to setup and use Azure AD Connect, and introduces you to conditional access in Microsoft 365. You will learn about threat protection technologies that help protect your Microsoft 365 environment. Specifically, you will learn about threat vectors and Microsoft’s security solutions to mitigate threats. You will learn about Secure Score, Exchange Online protection, Azure Advanced Threat Protection, Windows Defender Advanced Threat Protection, and threat management. In the course you will learn about information protection technologies that help secure your Microsoft 365 environment.

The course discusses information rights managed content, message encryption, as well as labels, policies and rules that support data loss prevention and information protection. Lastly, you will learn about archiving and retention in Microsoft 365 as well as data governance and how to conduct content searches and investigations. This course covers data retention policies and tags, in-place records management for SharePoint, email retention, and how to conduct content searches that support eDiscovery investigations.

Course Outcomes

- Explain and manage Azure Identity Protection.
- Plan and implement Azure AD Connect.
- Manage synchronized user identities.
- Explain and use conditional access.
- Describe cyber-attack threat vectors.
- Explain security solutions for Microsoft 365.
- Use Microsoft Secure Score to evaluate and improve your security posture.
- Configure various advanced threat protection services for Microsoft 365.
- Plan for and deploy secure mobile devices.
- Implement information rights management.
- Secure messages in Office 365.
- Configure Data Loss Prevention policies.
- Deploy and manage Cloud App Security.
- Implement Windows information protection for devices.
- Plan and deploy a data archiving and retention system.
- Create and manage an eDiscovery investigation.
- Manage GDPR data subject requests.
- Explain and use sensitivity labels.

Course Outline / Curriculum

1 - USER AND GROUP MANAGEMENT

- Identity and Access Management concepts
- The Zero Trust model
- Plan your identity and authentication solution
- User accounts and roles
- Password Management

2 - IDENTITY SYNCHRONIZATION AND PROTECTION

- Plan directory synchronization
- Configure and manage synchronized identities
- Azure AD Identity Protection

3 - IDENTITY AND ACCESS MANAGEMENT

- Application Management
- Identity Governance
- Manage device access
- Role Based Access Control (RBAC)
- Solutions for external access
- Privileged Identity Management

4 - SECURITY IN MICROSOFT 365

- Threat vectors and data breaches
- Security strategy and principles
- Microsoft security solutions
- Secure Score

5 - THREAT PROTECTION

- Exchange Online Protection (EOP)
- Microsoft Defender for Office 365
- Manage Safe Attachments
- Manage Safe Links
- Microsoft Defender for Identity

6 - THREAT MANAGEMENT

- Security dashboard
- Threat investigation and response
- Azure Sentinel
- Advanced Threat Analytics

7 - MICROSOFT CLOUD APPLICATION SECURITY

- Deploy Cloud Application Security
- Use cloud application security information

8 - MOBILITY

- Mobile Application Management (MAM)
- Mobile Device Management (MDM)
- Deploy mobile device services
- Enroll devices to Mobile Device Management

9 - INFORMATION PROTECTION AND GOVERNANCE

- Information protection concepts
- Governance and Records Management
- Sensitivity labels
- Archiving in Microsoft 365
- Retention in Microsoft 365
- Retention policies in the Microsoft 365 Compliance Center
- Archiving and retention in Exchange
- In-place records management in SharePoint

10 - RIGHTS MANAGEMENT AND ENCRYPTION

- Information Rights Management (IRM)
- Secure Multipurpose Internet Mail Extension (S-MIME)
- Office 365 Message Encryption

11 - DATA LOSS PREVENTION

- Data loss prevention fundamentals
- Create a DLP policy
- Customize a DLP policy
- Create a DLP policy to protect documents
- Policy tips

12 - COMPLIANCE MANAGEMENT

- Compliance center

13 - INSIDER RISK MANAGEMENT

- Insider Risk
- Privileged Access
- Information barriers
- Building ethical walls in Exchange Online

14 - DISCOVER AND RESPOND

- Content Search
- Audit Log Investigations
- Advanced eDiscovery

Target Audience

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	MS-500T00 - Microsoft 365 Security Administration
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____