MS-102 · CHEAT SHEET · CERTIFYDECK

Microsoft 365 Administrator

Dominios, pesos oficiales y habilidades clave del temario de MS-102, para repasar antes del examen.

Nivel: Advanced (Expert) Nota de corte: 700/1000 Fuente: guía de estudio oficial de Microsoft Learn

1. Deploy Microsoft 365

25–30%

Configure your Microsoft 365 experience

- Configure your organization's tenant, including organizational profile and settings
- Manage domains and DNS records for a tenant
- Monitor service health and plan for service incidents

Manage users, licenses, and mail contacts

- Create and manage users individually and in bulk
- Import users using a bulk file and manage user properties
- Assign and manage Microsoft 365 licenses, including group-based licensing
- Manage mail contacts and mail-enabled security groups

Manage groups

- Create and manage Microsoft 365 groups, security groups, and distribution groups
- Configure group naming policies and expiration policies
- Manage dynamic membership rules for groups

2. Manage Microsoft Entra identities and roles for Microsoft 365

25–30%

Manage roles in Microsoft 365

- Assign and manage Microsoft 365 admin roles, including custom roles
- Delegate administration using administrative units
- Plan and configure Privileged Identity Management for Microsoft 365 roles

Manage tenant-level identity settings

- Configure and manage external collaboration settings (B2B)
- Configure self-service password reset and multifactor authentication for the tenant
- Plan and implement conditional access policies at the tenant level

3. Manage security and threats using Microsoft 365 Defender

25–30%

Implement and manage threat protection

- Configure anti-phishing, anti-spam, and anti-malware policies in Defender for Office 365
- Configure Safe Attachments and Safe Links policies
- Investigate and respond to threats using Microsoft 365 Defender incidents

Implement and manage device compliance

- Plan and implement device enrollment using Microsoft Intune
- Configure device compliance policies and conditional access integration
- Configure app protection policies for managed and unmanaged devices

Monitor and investigate security posture

- Monitor Microsoft Secure Score recommendations
- Configure alert policies and review audit logs in the compliance center
- Investigate and remediate security incidents using Microsoft 365 Defender

4. Manage compliance in Microsoft 365

15–20%

Implement and manage sensitivity and retention labels

- Plan and create sensitivity labels and label policies
- Configure retention labels and retention label policies
- Configure and monitor label analytics and auto-labeling

Implement and manage Data Loss Prevention

- Plan and create Data Loss Prevention (DLP) policies
- Configure DLP policy rules, conditions, and actions
- Monitor DLP policy matches and configure alerts

Manage compliance using Microsoft Purview

- Configure and run content searches and eDiscovery cases
- Configure insider risk management policies
- Configure communication compliance policies