

Microsoft 365 Messaging Administration

4-Day Course Schedule — Table of Contents

Based on official course agenda (8 Learning Paths · 32 Hours · 10 Lab Exercises)

Course Summary

Course	Duration	Learning Paths	Lab Exercises
MS-203: Microsoft 365 Messaging + SharePoint Site Management	4 Days / 32 Hours	8 Learning Paths	10 Lab Exercises

Course Hours at a Glance

Day	Learning Paths Covered	Modules	Labs	Total
Day 1	LP1: Plan and manage mail flow · LP2: Manage message security	4 modules	Labs 1, 2, 3	8 hrs
Day 2	LP3: Manage compliance · LP4: Manage messaging environment	7 modules	Lab 4	8 hrs
Day 3	LP5: Role-based permissions · LP6: Recipients & resources	7 modules	Labs 5, 6	8 hrs
Day 4	LP7: Plan and manage sites · LP8: Apps & file/library management	9 modules	Labs 7, 8	8 hrs
TOTAL	8 Learning Paths	27 modules	10 exercises	32 hrs

Day 1: Mail Flow & Message Security · 8 Hours

Learning Path 1: Plan and manage mail flow in Microsoft 365 · Learning Path 2: Manage message security in Microsoft 365

Time Slot	Module / Topic	Topics Covered	Lab
DAY 1 — MORNING (8:00 AM – 12:00 PM · 4 hrs) — Learning Path 1			
8:00 – 8:30	Course Introduction	Welcome, objectives & lab environment setup	—
8:30 – 10:00	Manage mail flow	Manage mail flow	—
	<i>Break</i>		
10:15 – 11:00	Troubleshoot mail flow	Troubleshoot mail flow	—
11:00 – 11:30	Lab 1 – Exercise 1	Create Connectors	Lab 1 – Ex 1: Create Connectors
11:30 – 12:00	Manage mail flow rules	Manage mail flow rules	—
DAY 1 — AFTERNOON (1:00 PM – 5:00 PM · 4 hrs) — Learning Path 2			
1:00 – 1:30	Lab 2 – Exercise 1	Create Mail Flow Rules	Lab 2 – Ex 1: Create Mail Flow Rules
1:30 – 2:30	Plan for message security	Plan for message security	—
	<i>Break (2:30 – 2:45)</i>		
2:45 – 3:45	Manage anti-malware and anti-spam policies	Manage anti-malware and anti-spam policies	—
3:45 – 4:15	Lab 3 – Exercise 1	Create Hygiene Filters	Lab 3 – Ex 1: Create Hygiene Filters
4:15 – 5:00	Explore threat protection in Microsoft 365 Defender	Explore threat protection in Microsoft 365 Defender	—

Day 2: Compliance & Messaging Environment · 8 Hours

Learning Path 3: Manage compliance in Microsoft 365 · Learning Path 4: Manage your Microsoft 365 messaging environment

Time Slot	Module / Topic	Topics Covered	Lab
DAY 2 — MORNING (8:00 AM – 12:00 PM · 4 hrs) — Learning Path 3			
8:00 – 8:15	Day 2 Recap	Quick review of Day 1 topics	—
8:15 – 9:15	Explore messaging compliance in Microsoft 365	Explore messaging compliance in Microsoft 365	—
9:15 – 10:15	Explore messaging compliance in Exchange	Explore messaging compliance in Exchange	—
	<i>Break</i>		
10:30 – 11:15	Manage Exchange Online archiving and auditing	Manage Exchange Online archiving and auditing	—
11:15 – 12:00	Manage Content Search	Manage Content Search	—
DAY 2 — AFTERNOON (1:00 PM – 5:00 PM · 4 hrs) — Learning Path 4			
1:00 – 1:30	Lab 4 – Exercise 1	Manage Message Compliance	Lab 4 – Ex 1: Manage Message Compliance
1:30 – 2:30	Manage authentication for messaging	Manage authentication for messaging	—
	<i>Break (2:30 – 2:45)</i>		
2:45 – 3:45	Configure organizational settings	Configure organizational settings	—
3:45 – 5:00	Configure organizational sharing	Configure organizational sharing	—

Day 3: Role-Based Permissions & Recipient Management · 8 Hours

Learning Path 5: Manage role-based permissions in Microsoft 365 · Learning Path 6: Manage recipient objects and resources in Microsoft 365

Time Slot	Module / Topic	Topics Covered	Lab
DAY 3 — MORNING (8:00 AM – 12:00 PM · 4 hrs) — Learning Path 5			
8:00 – 8:15	Day 3 Recap	Quick review of Day 2 topics	—

Time Slot	Module / Topic	Topics Covered	Lab
8:15 – 9:15	Manage administrator roles	Manage administrator roles	—
9:15 – 10:15	Manage user roles	Manage user roles	—
	<i>Break</i>		
10:30 – 11:15	Analyze role-based permissions	Analyze role-based permissions	—
11:15 – 12:00	Lab 5 – Exercise 1	Manage Roles and Permission Policies	Lab 5 – Ex 1: Manage Roles and Permission Policies
DAY 3 — AFTERNOON (1:00 PM – 5:00 PM · 4 hrs) — Learning Path 6			
1:00 – 2:00	Explore the different types of Exchange recipients	Explore the different types of Exchange recipients	—
2:00 – 2:45	Create and manage Exchange recipients	Create and manage Exchange recipients	—
	<i>Break (2:45 – 3:00)</i>		
3:00 – 3:20	Lab 6 – Exercise 1	Create and Manage Public Folders	Lab 6 – Ex 1: Create and Manage Public Folders
3:20 – 3:40	Lab 6 – Exercise 2	Create Exchange Recipients	Lab 6 – Ex 2: Create Exchange Recipients
3:40 – 4:00	Lab 6 – Exercise 3	Create groups	Lab 6 – Ex 3: Create groups
4:00 – 5:00	Manage email addresses, lists, and resources	Manage email addresses, lists, and resources	—

Day 4: SharePoint Site Planning & App/File Management · 8 Hours (NEW)

Learning Path 7: Plan and manage sites in SharePoint · Learning Path 8: Manage apps and files in SharePoint

Content sourced from: “Planning your sites” reference document.

Time Slot	Module / Topic	Topics Covered	Lab
DAY 4 — MORNING (8:00 AM – 12:00 PM · 4 hrs) — Learning Path 7			
8:00 – 8:15	Day 4 Recap	Quick review of Day 3 topics	—
8:15 – 9:00	Planning your sites	Site templates · Web addresses · Apply a theme	—
9:00 – 9:45	Create and manage subsites	Create a new site · Create new subsites · Delete subsites · Site collections	—
	<i>Break</i>		
10:00 – 10:45	Building your navigation	Building your navigation · Team site navigation	—
10:45 – 12:00	Lab 7 – Exercise 1	Create and Configure a New Site	Lab 7 – Ex 1: Create and Configure a New Site
DAY 4 — AFTERNOON (1:00 PM – 5:00 PM · 4 hrs) — Learning Path 8			
1:00 – 1:45	An introduction to apps	Marketplace apps · Adding apps to a site · Managing app settings	—
1:45 – 2:30	Co-authoring and file properties	Co-authoring · Check In – Out · Edit and view file properties	—
	<i>Break (2:30 – 2:45)</i>		
2:45 – 3:30	Columns and views	Create and manage columns · Quick edit view · Public and personal views · File commands	—
3:30 – 4:00	Content management	Copy link and Share · Content approval · Folders · Document sets · Major and minor versioning · The recycle bin · Alerts	—
4:00 – 4:30	Working with files in a library	Working with files in a library · OneDrive sync · Create, Upload and edit files · Working with classic lists	—
4:30 – 5:00	Lab 8 – Exercise 1	Manage Files, Sharing and Versioning	Lab 8 – Ex 1: Manage Files, Sharing and Versioning

Appendix: Lab Exercises

All lab titles for Days 1–3 are taken verbatim from the course agenda. Day 4 lab titles are newly created to consolidate the SharePoint site-planning and file/app-management topics.

Lab Exercise	Title	Day	LP	Time	Source
Lab 1 Exercise 1	Create Connectors	Day 1	LP 1	~30 min	Course agenda
Lab 2 Exercise 1	Create Mail Flow Rules	Day 1	LP 1	~30 min	Course agenda
Lab 3 Exercise 1	Create Hygiene Filters	Day 1	LP 2	~30 min	Course agenda
Lab 4 Exercise 1	Manage Message Compliance	Day 2	LP 3	~30 min	Course agenda
Lab 5 Exercise 1	Manage Roles and Permission Policies	Day 3	LP 5	~45 min	Course agenda
Lab 6 Exercise 1	Create and Manage Public Folders	Day 3	LP 6	~20 min	Course agenda
Lab 6 Exercise 2	Create Exchange Recipients	Day 3	LP 6	~20 min	Course agenda
Lab 6 Exercise 3	Create groups	Day 3	LP 6	~20 min	Course agenda
Lab 7 Exercise 1	Create and Configure a New Site	Day 4	LP 7	~1 hr 15 min	Planning your sites.docx
Lab 8 Exercise 1	Manage Files, Sharing and Versioning	Day 4	LP 8	~30 min	Planning your sites.docx