COURSE TABLE OF CONTENTS

Zoho Admin Panel and User Administration

OEM: Zoho Corporation • Duration: 3 Days (24 hrs)

COURSE MODULES & TOPICS

Module 1: Zoho Administration Fundamentals

- Zoho ecosystem overview
- Zoho Directory introduction
- Organization administration basics
- Administrative architecture
- Administrator responsibilities

Module 2: Organization Setup and Configuration

- Organization registration
- Domain configuration
- Organization profile setup
- Subscription management
- Portal settings
- Administrative preferences

Module 3: User Lifecycle Management

- User provisioning
- Adding and editing user accounts
- Bulk user imports
- User activation and deactivation
- User deletion
- User lifecycle processes

Module 4: Roles, Profiles and Permissions

- Administrative roles
- Custom roles creation
- Permission management
- Role-based access control
- Access privileges
- Segregation of duties

Module 5: Groups, Departments and Application Management

- User groups management
- Departments setup
- Application assignment
- Application access configuration
- User synchronization

Module 6: Identity and Security Administration

- Authentication methods
- Multi-factor authentication (MFA)
- Password policies

- Single sign-on (SSO) concepts
- Session management
- IP restrictions
- Security policies

Module 7: Monitoring, Auditing and Compliance

- Audit logs
- Login activity monitoring
- User activity monitoring
- Access reviews
- Security governance
- Compliance considerations

Module 8: Advanced Administration and Practical Lab

- User onboarding and offboarding
- Bulk user management
- Troubleshooting administration issues
- Access reviews
- Security configuration and assessment