

Microsoft 365 Certified: Messaging Administrator Associate – Skills Measured

Manage modern messaging infrastructure

Manage databases

- plan mailbox database requirements
- create mailbox databases
- configure mailbox databases
- troubleshoot mailbox databases

Manage Database Availability Groups (DAGs)

- plan DAG settings and members
- create a DAG
- manage DAG members
- deploy and manage site resilience
- test a database and datacenter failover scenario
- troubleshoot DAG problems
- evaluate Exchange services health

Manage and implement client access

- plan namespaces
- plan high availability for client access
- configure virtual directories and URLs
- configure client access policies
- configure client access rules
- configure Autodiscover for Exchange
- troubleshoot client access connectivity problems
- manage Exchange certificates lifecycle

Manage disaster recovery

- plan backup and recovery strategy
- implement and perform backups
- restore servers, databases, and mailboxes

Manage messaging infrastructure lifecycle

- plan Exchange Server installation
- prepare Active Directory (AD) for Exchange
- install and update Exchange services

Manage mail flow topology

Plan the transport pipeline

- plan transport architecture
- design for multi-site mail flow
- plan a high availability mail flow solution

Manage connectors

- plan connectors
- create Send and Receive connectors
- configure connectors

Manage mail flow

- manage transport rules
- manage domains
- manage hybrid mail flow
- implement a multi-site mail flow

Troubleshoot mail flow problems

- validate inbound and outbound mail flow
- examine message trace
- configure message tracking
- analyze message headers with the remote connectivity analyzer
- handle Non-Deliverable Reports (NDRs)
- investigate transport logs
- monitor mail flow

Manage recipients and devices

Manage recipient resources

- manage archive mailboxes
- manage resource mailboxes
- manage distribution and security groups
- manage mailboxes
- manage mailbox permissions

- configure mailbox policies
- manage shared mailboxes
- evaluate license options

Manage mobile devices

- configure mobile device mailbox policies
- configure and manage Outlook mobile
- manage mobile device access

Plan and implement a hybrid configuration and migration

Plan a hybrid environment

- evaluate federation in hybrid coexistence
- evaluate hybrid free/busy access
- decide between Exchange Classic Hybrid and Exchange Modern Hybrid

Deploy a hybrid environment

- deploy and verify OAuth for a hybrid deployment
- install and configure Edge server role
- configure hybrid mail flow
- configure federation in hybrid coexistence
- configure Organization Configuration Transfer (OCT)
- deploy the Exchange Hybrid Agent to one or more Exchange servers
- implement advanced hybrid functionality, including On-premises, OneDrive access, and Outlook mobile support

Plan and implement migration

- manage mailbox migration request batches
- troubleshoot mailbox migration
- evaluate migration types
- configure migration endpoints in Microsoft 365

Manage public folders

- troubleshoot public folder coexistence
- move content between public folder mailboxes
- create additional public folder mailboxes
- implement public folder Top Level Hierarchy (TLH)
- implement mail-enabled public folders
- plan and configure public folders

- manage hold and discovery for public folders
- plan a public folder migration to Microsoft 365

Secure the messaging environment

Manage role-based permissions

- manage role groups
- assign user accounts to admin roles
- manage user roles
- manage a delegated Role-based Access Control (RBAC) setup
- plan RBAC roles for eDiscovery

Manage message hygiene

- plan for message hygiene
- manage connection filters
- configure malware filters
- configure spam filters
- monitor action center
- monitor quarantined items
- manage protection for phishing
- plan and configure Spam Confidence Levels (SCL)

Manage Advanced Threat Protection (ATP) for messaging

- configure and manage ATP safe attachments
- configure and manage ATP safe links
- configure and manage ATP anti-phishing
- manage ATP anti-spam
- monitor Threat Protection Status

Manage compliance

- configure retention policies
- configure data loss prevention policies
- review and analyze audit logs
- manage journal rules
- manage content search
- manage litigation hold

Manage organizational settings

Configure organizational settings

- configure sharing
- configure workload management
- manage email address policies

Plan address lists

- manage Global Address List (GAL)
- manage Offline Address Book (OAB)
- manage address book policies