

# Microsoft 365 Certified Teams Administrator Associate (MS-700) Practice Exam (Sample)

## Study Guide



**Everything you need from our exam experts!**

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# Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

**Remember:** successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

# How to Use This Guide

**This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:**

## **1. Start with a Diagnostic Review**

**Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.**

## **2. Study in Short, Focused Sessions**

**Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations.**

## **3. Learn from the Explanations**

**After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.**

## **4. Track Your Progress**

**Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.**

## **5. Simulate the Real Exam**

**Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.**

## **6. Repeat and Review**

**Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.**

**There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!**

## Questions

- 1. How can an administrator monitor user activity levels in Microsoft Teams?**
  - A. Office 365 usage reports**
  - B. PowerShell scripts**
  - C. Azure AD sign-in logs**
  - D. Compliance center alerts**
- 2. How can you locate, group, and filter 300 Microsoft Teams-certified IP phones based on keywords?**
  - A. Device tags**
  - B. Reporting labels**
  - C. A configuration profile**
  - D. A label policy**
- 3. What does the Teams upgrade policy influence in an organizations Teams environment?**
  - A. The app setup for user roles**
  - B. The interactions between Microsoft Teams and Skype for Business**
  - C. The permissions for external users in Teams**
  - D. The visibility of channels in a team**
- 4. In Teams, how can you allow device access before meetings for guest users?**
  - A. Change meeting policies in Teams admin**
  - B. Explore Teams settings in user profiles**
  - C. Modify External sharing settings**
  - D. Update privacy policies in Microsoft Teams**
- 5. To ensure a streamlined configuration, how can unique greeting messages be applied to each office under Phone System deployment?**
  - A. Create a single auto attendant for all offices**
  - B. Create multiple call queues**
  - C. Create separate auto attendants for each office**
  - D. Create a unified calling policy for all offices**

- 6. To grant a user the ability to view reports on Microsoft Teams activities without editing capabilities, which role should be assigned?**
- A. Teams Service Administrator**
  - B. Message Center reader**
  - C. Teams Communications Support Specialist**
  - D. Reports reader**
- 7. Which configuration should be performed to meet policy requirements for Microsoft Teams phones regarding screen savers?**
- A. Configure the Teams settings under Org-wide settings in Microsoft Teams admin center**
  - B. Configure a Teams App Setup policy in the Microsoft Teams admin center**
  - C. Deploy a configuration profile in the Microsoft Teams admin center**
  - D. Configure a Teams policy in the Microsoft Teams admin center**
- 8. Which feature helps to delete all unused teams after a designated period?**
- A. A Microsoft 365 group expiration policy**
  - B. Access reviews in Azure Active Directory**
  - C. Azure Active Directory Privileged Identity Management**
  - D. Entitlement management in Azure Active Directory**
- 9. What action should you configure to restrict user communication to five supplier companies?**
- A. The External access settings.**
  - B. The Guest access settings.**
  - C. A Messaging policy.**
  - D. The Org-wide Teams settings.**



**10. What is the correct action to take to create a team from scratch?**

- A. Select the option to Build a team from scratch**
- B. Directly modify the existing team settings**
- C. Utilize the Teams mobile app for creation**
- D. Import settings from another existing team**

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## **Answers**

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1. A
2. A
3. B
4. A
5. C
6. D
7. C
8. A
9. A
10. A

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## **Explanations**

## 1. How can an administrator monitor user activity levels in Microsoft Teams?

- A. Office 365 usage reports**
- B. PowerShell scripts**
- C. Azure AD sign-in logs**
- D. Compliance center alerts**

Monitoring user activity levels in Microsoft Teams can be effectively accomplished through Office 365 usage reports. These reports provide detailed insights into user engagement across various applications in the Microsoft 365 suite, including Teams. Specifically, administrators can use the Teams usage report to view metrics such as the number of users, messages sent, and meetings held over a given period. This information is crucial for understanding how actively the application is being used within the organization and can help inform decisions on training, resource allocation, or capacity planning. Utilizing the Office 365 usage reports allows administrators to gather data in a user-friendly interface, making it accessible for performance tracking and analysis. Moreover, the reports can be customized and exported for further in-depth analysis, enhancing the administrator's capability to monitor and evaluate user activity levels effectively. While other options may provide some level of monitoring, they do not focus specifically on user activity within Teams. PowerShell scripts can be used to gather various data points, but they require more technical expertise and do not provide the same level of user engagement analytics. Azure AD sign-in logs track user authentication events but do not provide insights into usage patterns inside Teams itself. Compliance center alerts would focus more on compliance and governance issues rather than direct monitoring of user activity levels.

## 2. How can you locate, group, and filter 300 Microsoft Teams-certified IP phones based on keywords?

- A. Device tags**
- B. Reporting labels**
- C. A configuration profile**
- D. A label policy**

Using device tags is an effective method for locating, grouping, and filtering Microsoft Teams-certified IP phones based on specific keywords. Device tags allow administrators to classify devices in a way that is meaningful to their organization, making it easier to manage large inventories of hardware. By applying relevant tags—such as location, department, or other organizational units—administrators can quickly filter and view devices that meet certain criteria. Device tags are especially beneficial when dealing with a sizable number of devices, like the 300 IP phones mentioned. They enable streamlined search processes, assist in reporting, and enhance visibility into device management, which is critical for providing support and ensuring compliance with organizational policies. In contrast to device tags, reporting labels and label policies serve different functions within the Teams environment and are primarily focused on managing content access and compliance rather than hardware inventory. A configuration profile is related to device settings and deployment but does not offer the same level of operational efficiency in tracking and reporting on devices. Thus, utilizing device tags offers the most relevant and practical approach for managing and organizing the inventory of IP phones in this scenario.

**3. What does the Teams upgrade policy influence in an organizations Teams environment?**

- A. The app setup for user roles**
- B. The interactions between Microsoft Teams and Skype for Business**
- C. The permissions for external users in Teams**
- D. The visibility of channels in a team**

The Teams upgrade policy primarily influences the interactions between Microsoft Teams and Skype for Business within an organization's environment. This policy is critical during the transition period when organizations are adopting Teams while still using Skype for Business. By configuring the upgrade policy, administrators can specify how users will coexist between the two platforms, whether users can start or join meetings in Skype for Business, and how features from both applications will be accessible to users during the transition. As organizations migrate to Teams, managing these interactions is essential to ensure a smooth user experience and help avoid confusion. For instance, organizations may want to enforce that users gradually move to Teams for chat and meetings while still maintaining some functionality in Skype for Business, depending on their readiness and operational needs. Therefore, the upgrade policy serves as a bridge in managing and coordinating these experiences between the two platforms.

**4. In Teams, how can you allow device access before meetings for guest users?**

- A. Change meeting policies in Teams admin**
- B. Explore Teams settings in user profiles**
- C. Modify External sharing settings**
- D. Update privacy policies in Microsoft Teams**

Allowing device access for guest users before meetings in Microsoft Teams is primarily managed through meeting policies defined within the Teams admin center. Meeting policies enable administrators to control various features and settings that affect the meeting experience for both internal users and guests. When you change meeting policies, you can determine whether guests can bypass the lobby, use their devices, share their screen, and other functionalities essential for a seamless meeting experience. Specifically, there are settings that allow guests to join meetings without constraints on their devices, ensuring that they can participate effectively. Modifying external sharing settings pertains more to collaboration outside of Teams, such as sharing files with users who do not have a Teams account rather than directly impacting how guests access meetings. Exploring Teams settings in user profiles or updating privacy policies do not directly influence the ability of guest users to access meetings prior to their start. These elements are important in broader security and functionality contexts but do not specifically address meeting access for guest users.

**5. To ensure a streamlined configuration, how can unique greeting messages be applied to each office under Phone System deployment?**

- A. Create a single auto attendant for all offices**
- B. Create multiple call queues**
- C. Create separate auto attendants for each office**
- D. Create a unified calling policy for all offices**

Creating separate auto attendants for each office is the most effective method for applying unique greeting messages under Phone System deployment. Each auto attendant can be designed to reflect the specific needs, branding, and operational hours of its respective office. This level of customization allows organizations to provide tailored information and options to callers, improving user experience and ensuring that messages resonate with the local context of each office. In contrast, a single auto attendant for all offices would result in a uniform greeting message and options, which would not address the distinctiveness of operations or branding required in different locations. Similarly, while multiple call queues may help manage incoming calls, they do not directly allow for unique greeting messages to be assigned to different offices. A unified calling policy would apply consistent rules across all offices, but it wouldn't facilitate the individual customization of greeting messages. Thus, having separate auto attendants provides the necessary flexibility and personalization for each office's unique identity and requirements.

**6. To grant a user the ability to view reports on Microsoft Teams activities without editing capabilities, which role should be assigned?**

- A. Teams Service Administrator**
- B. Message Center reader**
- C. Teams Communications Support Specialist**
- D. Reports reader**

Assigning the Reports reader role is the optimal choice for granting a user the ability to view reports on Microsoft Teams activities without providing editing capabilities. This role is specifically designed for individuals who need access to view analytics and reports related to Teams without having permissions to make changes to configurations or settings. The Reports reader can access a variety of reports that offer insights into user activity, meetings, and app usage within Teams. This is essential for organizations that want to monitor usage and performance based on data-driven insights while maintaining a level of security by restricting modification capabilities. In contrast, other roles such as the Teams Service Administrator and Teams Communications Support Specialist carry broader permissions that include managing settings and configurations, which are not necessary for simply viewing reports. The Message Center reader role focuses on notifications about service changes and may not provide the specific report access needed for Microsoft Teams activities. Therefore, the Reports reader role aligns perfectly with the requirement to view reports without editing capability.

**7. Which configuration should be performed to meet policy requirements for Microsoft Teams phones regarding screen savers?**

- A. Configure the Teams settings under Org-wide settings in Microsoft Teams admin center**
- B. Configure a Teams App Setup policy in the Microsoft Teams admin center**
- C. Deploy a configuration profile in the Microsoft Teams admin center**
- D. Configure a Teams policy in the Microsoft Teams admin center**

To meet policy requirements for Microsoft Teams phones specifically regarding screen savers, deploying a configuration profile in the Microsoft Teams admin center is the appropriate action. Configuration profiles are used to set various device management settings for Teams devices, including screen saver configurations, which helps ensure that the devices comply with organizational policies. Configuration profiles allow administrators to define settings for user devices, ensuring that all connected Teams phones operate within the guidelines established for their use, such as the duration of inactivity before a screen saver activates or which screen savers are permissible. Other options, while relevant to Teams administration, do not apply specifically to device management settings for screen savers. For instance, Org-wide settings pertain to overall Teams functionality rather than specific device configurations, Teams App Setup policies dictate how apps are arranged for users rather than device settings, and standard Teams policies typically focus on features and usage within the application rather than hardware device settings like screen savers. Hence, the deployment of a configuration profile is the most suitable choice for addressing the specific needs related to screen savers on Teams phones.

**8. Which feature helps to delete all unused teams after a designated period?**

- A. A Microsoft 365 group expiration policy**
- B. Access reviews in Azure Active Directory**
- C. Azure Active Directory Privileged Identity Management**
- D. Entitlement management in Azure Active Directory**

The feature that helps delete all unused teams after a designated period is a Microsoft 365 group expiration policy. This policy allows administrators to manage the lifecycle of Microsoft 365 groups, including Teams that are associated with those groups. By setting an expiration policy, organizations can automatically delete groups that have not been used for a certain amount of time, ensuring that unused resources do not clutter the environment or consume unnecessary licenses. This mechanism is particularly useful for keeping the Teams environment clean and manageable, allowing organizations to ensure that only active and relevant teams remain in their Microsoft 365 tenant. Admins can specify the expiration period, notifications for users, and processes for renewal, thus maintaining effective governance over how groups and their associated Teams are utilized. The other options listed relate to different functionalities within Azure Active Directory but do not specifically address the management of Microsoft 365 Teams or group expiration. Access reviews, for example, focus on evaluating whether users should retain their access rights. Privileged Identity Management deals with managing and monitoring privileged access to resources, while entitlement management relates to provisioning and administering access to resources rather than deleting unused groups or Teams.



**9. What action should you configure to restrict user communication to five supplier companies?**

**A. The External access settings.**

**B. The Guest access settings.**

**C. A Messaging policy.**

**D. The Org-wide Teams settings.**

Configuring the External access settings is the correct action to restrict user communication specifically to five supplier companies. External access in Microsoft Teams allows users to communicate with people outside their organization. By defining the external access settings, you can specify which external domains or users are permitted to engage in communication with your users. This targeted approach enables you to effectively manage who can connect with your organization, ensuring that only the designated five supplier companies are allowed. The other choices address different aspects of Teams' communication features. Guest access settings enable external users to participate in teams and channels but do not restrict communication just to specified companies. A messaging policy allows for the customization of messaging capabilities but does not specifically manage external communications. Org-wide Teams settings pertain to general settings applicable to the entire organization but are not focused on restricting communication to specific external entities. Thus, relying on the External access settings is the most suitable option for achieving the stated goal.

**10. What is the correct action to take to create a team from scratch?**

**A. Select the option to Build a team from scratch**

**B. Directly modify the existing team settings**

**C. Utilize the Teams mobile app for creation**

**D. Import settings from another existing team**

To create a team from scratch, the appropriate action is to select the option to build a team from scratch. This option allows you to start with a clean slate, giving you complete control over the team's structure, members, channels, and settings. Building from scratch is particularly useful when you want to tailor the team specifically to meet unique needs or requirements without being limited by the configurations of existing teams. Modifying existing team settings would not facilitate creating a new team, as it only alters an already established team rather than allowing for the formation of a new one. While utilizing the Teams mobile app for creation is possible, it does not specifically reference the action of starting a team from scratch, and the process remains basically the same across different platforms. Likewise, importing settings from another team may save time when replicating an established setup, but it contradicts the idea of creating a team from a blank canvas. Hence, selecting the option to build the team from scratch is the most appropriate and effective action to take.

## Next Steps

**Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.**

**As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.**

**If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at [hello@examzify.com](mailto:hello@examzify.com).**

**Or visit your dedicated course page for more study tools and resources:**

**<https://microsoft365certifiedteamsadministratorassociate-ms700.examzify.com>**

**We wish you the very best on your exam journey. You've got this!**