

MICROSOFT 365 CERTIFIED TEAMS ADMINISTRATOR ASSOCIATE (MS-700) PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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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

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- 1. What action should be taken to enable chat functionalities for users from a partner company in Teams?**
 - A. Increase global permissions for all users
 - B. Add the partner's domain at Azure Active Directory
 - C. Set up guest access via the Microsoft Teams admin center
 - D. All of the above
- 2. What action should be prioritized when planning for guest user access in Teams?**
 - A. Outlining a guest access policy
 - B. Creating additional Teams for guests
 - C. Inviting guest users manually
 - D. Limiting guest user functionalities
- 3. Which feature allows users from a specific email domain to collaborate within Teams?**
 - A. Private channel creation
 - B. Guest access settings
 - C. Team membership management
 - D. Meeting scheduling options
- 4. What is the result of modifying the External sharing settings in the Microsoft Teams admin center regarding guest camera usage?**
 - A. Yes
 - B. No
 - C. Changes only affect new guests
 - D. Changes are not applicable if users have already been invited
- 5. Which configuration must be made to enable Teams guest access effectively?**
 - A. Allow certain external domains
 - B. Configure internal permissions only
 - C. Set global access policies
 - D. Incorporate user groups

- 6. To enable guest users to access files and Microsoft OneNote in Teams, which service's external sharing settings need to be configured?**
- A. Microsoft Teams
 - B. Microsoft SharePoint Online
 - C. Microsoft OneDrive for Business
 - D. Microsoft Yammer
- 7. What policy is recommended to manage emergency number dialing to ensure compliance?**
- A. Emergency policies
 - B. Auto attendant settings
 - C. Phone system policies
 - D. Caller ID policies
- 8. What solution is best suited to host Microsoft Teams live events for large groups while minimizing bandwidth?**
- A. Implementing a Session Border Controller
 - B. Using a third-party encoder
 - C. Engaging an eCDN provider
 - D. Utilizing Cloud Video Interop
- 9. What is a key recommendation for managing guest access in Microsoft Teams?**
- A. Modify External collaboration settings to include specific domains
 - B. Modify Office 365 groups settings
 - C. Add domains to the Allowed list of domains
 - D. Turn off org-wide guest access
- 10. After purchasing App1 from the Microsoft Teams Store, what actions should you take to add it for a specific group of users?**
- A. Modify Network settings in Meeting settings
 - B. Create a new app setup policy
 - C. Modify global app setup policy
 - D. Edit assigned policies for individual users

Answers

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

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Explanations

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1. What action should be taken to enable chat functionalities for users from a partner company in Teams?

- A. Increase global permissions for all users
- B. Add the partner's domain at Azure Active Directory
- C. Set up guest access via the Microsoft Teams admin center
- D. All of the above**

To enable chat functionalities for users from a partner company in Microsoft Teams, setting up guest access via the Microsoft Teams admin center is essential. This process allows external users, such as those from partner organizations, to participate in Teams channels, chats, and meetings, allowing for seamless collaboration. Adding the partner's domain to Azure Active Directory ensures that those users can be recognized and authenticated when they attempt to access Teams. This step is crucial for maintaining security and ensuring that only authorized users can enter the environment. Increasing global permissions for all users, while not strictly necessary for enabling chat with just partner users, can support various functionalities across your organization, which might include improved collaboration and communication, especially when it pertains to interactions that could benefit from enhanced permissions. By recognizing and implementing these actions collectively, the proper infrastructure is established to allow for efficient external collaboration through Microsoft Teams, thus making the correct answer a comprehensive approach.

2. What action should be prioritized when planning for guest user access in Teams?

- A. Outlining a guest access policy**
- B. Creating additional Teams for guests
- C. Inviting guest users manually
- D. Limiting guest user functionalities

Outlining a guest access policy is crucial when planning for guest user access in Teams. This policy establishes the framework for how guest users will interact within the Teams environment, detailing permissions, access rights, and acceptable usage. Having a clear policy helps to ensure security and compliance as it sets boundaries on what guests can or cannot do, thereby protecting sensitive information and maintaining control over the team's collaboration space. Creating additional Teams for guests, inviting guest users manually, or limiting guest user functionalities are actions that can be carried out after a comprehensive guest access policy is established. While these actions might be necessary elements of managing guest access, they cannot replace the foundational need for a well-defined policy that governs guest access in a structured and consistent manner. Prioritizing the policy first allows for informed decisions on subsequent actions related to guest management.

3. Which feature allows users from a specific email domain to collaborate within Teams?

- A. Private channel creation
- B. Guest access settings**
- C. Team membership management
- D. Meeting scheduling options

The feature that allows users from a specific email domain to collaborate within Teams is guest access settings. Guest access enables users outside of your organization, such as those from specific email domains, to join teams and collaborate effectively. This feature allows organizations to extend their Teams environment to external partners, clients, or any user from allowed domains, providing them access to channels, files, and meetings while retaining control over what those guests can do. Using guest access, administrators can specify permissions for these external users, allowing them to participate in chat, attend meetings, collaborate on files, and access apps within Teams. This fosters better collaboration, especially for businesses that work closely with external stakeholders. While private channel creation, team membership management, and meeting scheduling options are essential functionalities within Teams, they do not specifically facilitate collaboration with users from other email domains in the same way that guest access does. Private channels restrict visibility to invited members, team membership management handles internal member roles, and meeting scheduling primarily addresses how meetings are organized within the existing Teams framework. Therefore, guest access settings are crucial for extending collaboration beyond the confines of the organization.

4. What is the result of modifying the External sharing settings in the Microsoft Teams admin center regarding guest camera usage?

- A. Yes
- B. No**
- C. Changes only affect new guests
- D. Changes are not applicable if users have already been invited

Modifying the External sharing settings in the Microsoft Teams admin center directly affects how guests can interact with Teams, including their ability to use features such as the camera during meetings. When these settings are adjusted to restrict or allow camera usage for guests, this policy will apply to all guests regardless of whether they have been previously invited or not. Choosing "No" indicates that, under the configured policies of the External sharing settings, guests are not allowed to utilize their cameras in meetings. This is significant, as organizations may choose to implement such restrictions for various reasons, including security concerns or company policies regarding external communications. Understanding this aspect is crucial for Teams Administrators, as it allows them to effectively manage guest interactions in meetings and ensures compliance with organizational policies. Additionally, recognizing that these settings apply universally to all guests and not just to new ones or those who have been invited after the changes is essential for proactive management and communication within a team environment.

5. Which configuration must be made to enable Teams guest access effectively?

- A. Allow certain external domains**
- B. Configure internal permissions only
- C. Set global access policies
- D. Incorporate user groups

Enabling guest access in Microsoft Teams requires configuring the settings to define how external users can interact with teams and channels. Allowing certain external domains is crucial as it specifies which outside organizations or users can be invited as guests. This means that you can have control over who has the ability to collaborate with your teams, ensuring a secure and manageable environment. By adding specific external domains, it becomes possible to create partnerships and facilitate collaboration with selected partners while keeping security protocols in place. This setup fosters a controlled collaborative space where you can maintain the integrity of your organization's data and communications. While configuring internal permissions and setting global access policies are important for general security configurations and access governance, they do not specifically address the enabling of guest access, as they primarily deal with internal users and permissions. Incorporating user groups, while useful for managing permissions and roles within the organization, doesn't directly relate to enabling guests from external sources. Thus, allowing external domains is the clear requirement for facilitating effective guest access in Microsoft Teams.

6. To enable guest users to access files and Microsoft OneNote in Teams, which service's external sharing settings need to be configured?

- A. Microsoft Teams
- B. Microsoft SharePoint Online**
- C. Microsoft OneDrive for Business
- D. Microsoft Yammer

Enabling guest users to access files and Microsoft OneNote within Teams requires configuring the external sharing settings of Microsoft SharePoint Online. This is because, in a Microsoft Teams environment, the files shared within channels are actually stored in SharePoint associated with the team. When a guest user accesses a team in Microsoft Teams, they are also accessing the SharePoint site that underpins that team, which is responsible for file storage. Specifically, guest permissions are controlled through SharePoint's external sharing settings. If file sharing is not allowed in SharePoint for guests, then even if a guest is added to a Microsoft Teams channel, they will not be able to access any files or notebooks associated with that channel. Therefore, correctly setting up the external sharing permissions in SharePoint is crucial to ensure that guest users have access to the necessary content in Teams. Other services, such as Microsoft Teams or OneDrive for Business, do play roles in the overall experience but do not directly manage the permissions for file access shared through Teams since those files reside in SharePoint. Yammer operates independently of Teams' file-sharing mechanisms as it is focused on enterprise social networking rather than document collaboration.

7. What policy is recommended to manage emergency number dialing to ensure compliance?

- A. Emergency policies**
- B. Auto attendant settings
- C. Phone system policies
- D. Caller ID policies

Implementing emergency policies is essential for ensuring compliance with regulations and best practices surrounding emergency dialing in a communication environment like Microsoft Teams. Emergency policies specifically address how users can access emergency services, including which phone numbers can be dialed and under what conditions. These policies are crucial to provide consistent handling of emergency calls, ensuring that users are able to reach authorities in a timely manner. In addition, emergency policies allow organizations to customize settings such as location information, which is vital for dispatchers during an emergency. This ensures that when a user dials an emergency number, their location is sent along with the call, which can significantly enhance response times. Other choices do contribute to the overall settings of a phone system but do not address the specific compliance needs related to emergency dialing in the same focused way as emergency policies do. For instance, auto attendant settings primarily help route calls to the right department or individual but do not influence emergency call handling. Phone system policies and caller ID policies also play significant roles in call management and identification, respectively, but they do not specifically cater to the regulatory requirements associated with emergency calling.

8. What solution is best suited to host Microsoft Teams live events for large groups while minimizing bandwidth?

- A. Implementing a Session Border Controller
- B. Using a third-party encoder
- C. Engaging an eCDN provider**
- D. Utilizing Cloud Video Interop

Engaging an eCDN (Enterprise Content Delivery Network) provider is the best solution for hosting Microsoft Teams live events for large groups while minimizing bandwidth usage. eCDN technology optimizes the delivery of video content over the internet, thereby reducing strain on typical network resources during events with high viewer attendance. When using an eCDN, the video stream is distributed more efficiently across a corporate network, allowing for multiple users to access the stream without significantly impacting bandwidth. This is particularly beneficial for organizations with large numbers of attendees, as it can prevent issues like buffering or poor quality due to congestion. Additionally, eCDNs can deliver content quickly and reliably to users, ensuring a better overall experience during live events. Other options, such as implementing a Session Border Controller or utilizing Cloud Video Interop, do not specifically address bandwidth optimization for large events directly. A third-party encoder may enhance video quality or facilitate streaming to various platforms, but it also typically consumes considerable bandwidth without the optimization benefits of an eCDN.

9. What is a key recommendation for managing guest access in Microsoft Teams?

- A. Modify External collaboration settings to include specific domains**
- B. Modify Office 365 groups settings
- C. Add domains to the Allowed list of domains
- D. Turn off org-wide guest access

Managing guest access in Microsoft Teams is vital to ensuring security and collaboration efficiency. Modifying external collaboration settings to include specific domains is a key recommendation as it allows organizations to customize which external partners can join Teams. By doing this, administrators can maintain a controlled environment where only trusted organizations are allowed access, enhancing security while still enabling necessary collaboration. This strategy helps businesses protect sensitive data by limiting interactions to only those affiliates or partners deemed legitimate and secure, thereby reducing the risk of unauthorized access. It also allows for greater flexibility in collaboration with specific partners without broadly allowing access to all external users or domains. While modifying Office 365 groups settings and adding domains to the Allowed list can contribute to managing guest access, they do not provide the same level of specificity or control over external collaboration. Turning off org-wide guest access would drastically limit collaboration opportunities, which is counterproductive if guest interactions are needed for business operations.

10. After purchasing App1 from the Microsoft Teams Store, what actions should you take to add it for a specific group of users?

- A. Modify Network settings in Meeting settings
- B. Create a new app setup policy**
- C. Modify global app setup policy
- D. Edit assigned policies for individual users

Choosing to create a new app setup policy is the most effective way to add an app for a specific group of users in Microsoft Teams after purchasing it from the Teams Store. This method allows you to define which apps are available and in what order they appear to selected users, making it easy to tailor the Teams experience to the needs of different teams or departments within an organization. By developing a new app setup policy, you can specifically target the users who will benefit from App1, ensuring that the app is indeed part of their Teams environment. This targeted approach is advantageous because it avoids unnecessary clutter for users who do not need the app, enhances usability, and ensures that users have the tools that best support their work. In contrast, modifying network settings in meeting settings does not relate to app distribution and is irrelevant for adding apps. Adjusting a global app setup policy would affect all users within the organization, which contradicts the goal of promoting the app to only a specific group. Editing assigned policies for individual users could be a viable approach but would be more cumbersome than implementing a targeted app setup policy, especially if multiple users are involved. Creating a new app setup policy streamlines the process and provides more control over app distribution.

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.

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

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

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