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

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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https://microsoft365certifiedteamsadministratorassociate-ms700.examzify.com

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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.

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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!

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Questions

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1. In a Microsoft 365 subscription, which of the following must be set to allow guest access in Teams?

A. External sharing permissions

B. Sharing policies

C. Guest access settings

D. Global Teams settings

2. What main purpose does the Teams upgrade policy serve?

A. To control user access to meetings only

B. To define coexistence and collaboration settings between Skype and Teams

C. To limit team creation capabilities

D. To manage guest users only

3. If a user needs to be able to post messages in Teams channels while using Skype for Business, what upgrade policy should apply?

A. SfBOnly

B. SfBWithTeamsCollab

C. SfBWithTeamsCollabAndMeetings

D. UpgradeToTeams

4. To restrict contractors from creating or updating channels in Microsoft Teams, which actions would you implement?

A. Run the Get-AzureADGroup and Set-AzureADGroup PowerShell cmdlets.

B. Configure the Guest Access settings in the Microsoft Teams admin center.

C. Modify the default Meeting policy.

D. Run the Get-Team and Set-Team PowerShell cmdlets.

5. If a team cannot create channels, which action would likely work to resolve this issue?

A. Reassign channel owners

B. Change member settings

C. Unarchive the team

D. Change team privacy settings

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6. What action should be taken to minimize administrative effort when creating teams for each group?

A. Migrate the group to an Office 365 group

B. Recreate the group as an Office 365 group

C. Change the group to a security group

D. Change the group to a global group

7. Which policy must be modified to allow guests to create or update channels in a team?

A. Guest access settings

B. Messaging policy

C. Channel moderation preferences

D. Team permissions policy

8. In which scenario should the Teams only coexistence mode be implemented?

A. For HR department users only

B. For all department users

C. For IT department users only

D. For the sales department users only

9. What must be created to ensure compliance for data retention in Microsoft Teams?

A. A regulatory maintenance policy

B. An organizational policy framework

C. A comprehensive data retention policy

D. A cloud security policy

10. What is the purpose of the "Hide team" option for a team in Microsoft Teams?

A. To remove it from the organization

B. To limit visibility in the suggested teams list

C. To prevent members from chatting

D. To block new members from joining

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Answers

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

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Explanations

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1. In a Microsoft 365 subscription, which of the following must be set to allow guest access in Teams?

A. External sharing permissions

B. Sharing policies

C. Guest access settings

D. Global Teams settings

To enable guest access in Microsoft Teams, it is essential to adjust the guest access settings specifically. These settings govern what guests can do within Teams, including whether they can participate in channels, engage in chats, and access files. By configuring these settings, administrators have control over the level of interaction that guests have with team members, thereby ensuring a secure and compliant sharing environment. While external sharing permissions, sharing policies, and global Teams settings play roles in managing the overall security and sharing capabilities across the Microsoft 365 environment, they do not directly configure guest access. External sharing permissions focus on allowing or restricting external users from accessing specific SharePoint or OneDrive content. Sharing policies pertain to how content is shared across Microsoft 365 services, and global Teams settings deal with broader Teams functionalities but do not specifically handle guest access rights in Teams. Thus, the guest access settings are explicitly designed for the purpose of controlling how guest users interact within Teams, making them the correct choice for enabling guest access.

2. What main purpose does the Teams upgrade policy serve?

A. To control user access to meetings only

B. To define coexistence and collaboration settings between Skype and Teams

C. To limit team creation capabilities

D. To manage guest users only

The main purpose of the Teams upgrade policy is to define coexistence and collaboration settings between Skype for Business and Microsoft Teams. This is crucial for organizations that are transitioning from Skype for Business to Teams, as it ensures that users can effectively collaborate and communicate across both platforms during the migration period. By establishing a clear upgrade policy, IT administrators can manage how users interact with both platforms, determining whether they should use either Skype for Business or Teams for conversations, meetings, and other collaborative tasks. This helps to create a seamless experience for users, allowing them to work smoothly regardless of which platform they are using. Additionally, this policy allows administrators to configure settings such as whether users are allowed to use Teams and Skype alongside each other, as well as how they can switch between the two, which impacts overall productivity during the transition phase. The other options do not encompass the primary focus of the Teams upgrade policy. For example, while controlling user access to meetings, limiting team creation capabilities, or managing guest users are all important features, they are not the central aim of the Teams upgrade policy, which revolves around managing the coexistence of Skype for Business and Teams.

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3. If a user needs to be able to post messages in Teams channels while using Skype for Business, what upgrade policy should apply?

A. SfBOnly

B. SfBWithTeamsCollab

C. SfBWithTeamsCollabAndMeetings

D. UpgradeToTeams

To enable a user to post messages in Teams channels while still using Skype for Business, the appropriate upgrade policy is one that allows collaboration through Teams while the user continues to operate within Skype for Business. The "SfBWithTeamsCollab" policy is specifically designed for scenarios where users need to engage in collaboration aspects of Microsoft Teams while still using Skype for Business for their communications. This policy permits access to Teams channels and allows users to post messages there, facilitating a smooth transition between the two platforms without forcing the user fully onto Teams. By opting for this policy, the user retains all the communication functionalities of Skype for Business (like instant messaging and presence) while simultaneously having access to the collaborative features of Microsoft Teams, such as posting messages in channels. This setup supports organizations in gradually transitioning users to Teams without causing interruptions in their day-to-day communication workflows. In contrast, options like "SfBOnly" strictly limit users to Skype for Business, without any access to Teams collaboration features. Meanwhile, "SfBWithTeamsCollabAndMeetings" provides access to Teams for both collaboration and meetings, which may be more than what is required for simply posting messages. The "UpgradeToTeams" approach indicates a full move to Teams, which

4. To restrict contractors from creating or updating channels in Microsoft Teams, which actions would you implement?

A. Run the Get-AzureADGroup and Set-AzureADGroup PowerShell cmdlets.

B. Configure the Guest Access settings in the Microsoft Teams admin center.

C. Modify the default Meeting policy.

D. Run the Get-Team and Set-Team PowerShell cmdlets.

To effectively restrict contractors from creating or updating channels in Microsoft Teams, modifying the Guest Access settings in the Microsoft Teams admin center is the appropriate action. Guests, which often include contractors, have specific permissions that can be managed through these settings. By configuring the Guest Access options, administrators can limit what guests are allowed to do within Teams. In this context, disabling the ability for guests to create or update channels prevents contractors from having the same level of collaborative influence as full members. This option ensures that governance and control over channel creation and modification remain with internal team members, thereby maintaining a structured and secure team environment. While the other options involve PowerShell cmdlets or policies, they do not directly address the specific need to manage guest permissions related to channel management within Teams. Modifying the Meeting policy, for example, pertains to scheduling and joining meetings rather than channel management. Therefore, focusing on the Guest Access settings is the best approach for this requirement.

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5. If a team cannot create channels, which action would likely work to resolve this issue?

A. Reassign channel owners

B. Change member settings

C. Unarchive the team

D. Change team privacy settings

When a team cannot create channels, unarchiving the team is often an effective solution because archived teams have certain functionality restricted. When a team is archived, members cannot add, modify, or delete channels, as the team's activity is frozen to preserve its state before archiving. By unarchiving the team, the team becomes active again, and members regain the ability to create channels and engage in regular team activities. The other possible actions do not address the fundamental issue of the team's status. Reassigning channel owners or changing member settings may adjust permissions or organizational roles but will not directly affect the team's archived status. Similarly, changing team privacy settings does not resolve the inability to create channels if the team remains archived.

6. What action should be taken to minimize administrative effort when creating teams for each group?

A. Migrate the group to an Office 365 group

B. Recreate the group as an Office 365 group

C. Change the group to a security group

D. Change the group to a global group

To minimize administrative effort when creating teams for each group, migrating the group to an Office 365 group is the most effective action. Office 365 groups are inherently connected to Microsoft Teams, providing a streamlined process for collaboration. When a group is migrated to an Office 365 group, it automatically provides members with a shared workspace that includes a shared calendar, document library, and other collaborative tools integrated within Microsoft 365, reducing the need for additional setup. This approach not only simplifies the creation of teams but also ensures that any existing members and permissions are retained during the migration process. By utilizing Office 365 groups, administrators can leverage the built-in capabilities of Teams, fostering an environment where collaboration can flourish with minimal manual intervention. In contrast, recreating the group as an Office 365 group would require starting from scratch, which could lead to potential inconsistencies and additional administrative work. Changing a group to a security group or a global group does not directly facilitate the creation of a team in Microsoft Teams, as these types of groups serve different purposes within the Microsoft 365 suite and are not designed to encompass the collaborative features needed for Teams.

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7. Which policy must be modified to allow guests to create or update channels in a team?

A. Guest access settings

B. Messaging policy

C. Channel moderation preferences

D. Team permissions policy

The ability for guests to create or update channels in a Microsoft Teams environment is governed specifically by team permissions. When configuring settings related to teams, administrators can control what users and guests are allowed to do within the team structure, including whether they can create or modify channels. When modifying team permissions, administrators can specifically enable or restrict options for guests, thus allowing them to have more control and capability within the team. This is crucial for environments where collaboration with external partners or stakeholders is necessary and enhancing guest capabilities can lead to a more effective teamwork dynamic. While channel moderation preferences determine how channels are managed and may restrict posting or other activities, they do not directly control the ability of guests to create or update channels. Other options, such as guest access settings, primarily relate to overall permissions rather than the specific functionality of channel management. Therefore, to enable guests to create or update channels, adjustments must be made in the team permissions policy, making it the correct choice in this context.

8. In which scenario should the Teams only coexistence mode be implemented?

A. For HR department users only

B. For all department users

C. For IT department users only

D. For the sales department users only

The Teams only coexistence mode is designed for scenarios where organizations want to fully transition to Microsoft Teams as their primary communication and collaboration tool without relying on Skype for Business. This mode is particularly advantageous when users require a complete and unified experience in Teams. Implementing this mode for IT department users makes sense as they typically lead technology adoption and integration in an organization. Being early adopters, IT staff can provide valuable feedback, help troubleshoot issues, and support other departments in their transition by showcasing effective use of Teams. Their understanding of technology can also facilitate smoother management and deployment of Teams features, ensuring that all functionality is effectively utilized. In contrast, the other user groups mentioned in the options may not have the same level of technological expertise or readiness for a full transition to Teams. HR, sales, and users across all departments may benefit from a more gradual approach to adopting Teams, especially if they have existing workflows that depend on Skype for Business or if they require further training on the new platform. Therefore, designating the IT department for the Teams only mode allows for a controlled and feedback-driven implementation strategy that can inform broader organizational adoption.

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9. What must be created to ensure compliance for data retention in Microsoft Teams?

A. A regulatory maintenance policy

B. An organizational policy framework

C. A comprehensive data retention policy

D. A cloud security policy

Creating a comprehensive data retention policy is essential for ensuring compliance in Microsoft Teams because it outlines how long data should be kept, how it should be managed, and the procedures for disposing of it once it's no longer needed. This policy plays a crucial role in adhering to legal and regulatory requirements, as well as company standards related to data management. This comprehensive data retention policy takes into consideration the types of data generated within Teams – which may include messages, files, and other collaborative content – and ensures that such data is retained for the necessary time frame to meet compliance obligations. By establishing clear guidelines on retention schedules and data management, organizations can effectively mitigate risks related to data loss, unauthorized access, or non-compliance penalties. While other options, like a regulatory maintenance policy or an organizational policy framework, could support overall compliance efforts, they do not specifically focus on the retention of data itself. A cloud security policy addresses data security measures but does not directly tackle retention schedules and compliance requirements related to data life cycles within Teams. Hence, the comprehensive data retention policy is central to ensuring that all data processed in Microsoft Teams is handled in accordance with regulatory requirements.

10. What is the purpose of the "Hide team" option for a team in Microsoft Teams?

A. To remove it from the organization

B. To limit visibility in the suggested teams list

C. To prevent members from chatting

D. To block new members from joining

The purpose of the "Hide team" option in Microsoft Teams is to limit visibility in the suggested teams list. When a team is hidden, it does not appear in the list of teams that individuals can see or join when browsing for teams to collaborate in. This feature is particularly useful for decluttering the user's Teams interface and allowing them to focus only on the teams they are actively participating in. By hiding a team, users can manage their teams better without completely removing them or losing access to them, as they can still interact with the hidden team if they choose to do so.

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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:

https://microsoft365certifiedteamsadministratorassociate-ms700.examzify.com

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

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