



55238 SharePoint Online for Administrators

Summary

Length: 24 hours Level: Experienced

This course will introduce the audience to SharePoint Online Administration in Office 365 and explain and demonstrate the configuration options for SharePoint Online. The course is appropriate for existing SharePoint on-premises administrators and new administrators to Office 365 who need to understand how to correctly setup SharePoint Online for their company. The course will also help SharePoint on-premise administrators understand the differences between SharePoint on-premises and SharePoint Online.

Learning Objectives

After completing this course, you will be able to:

Understand the architecture of SharePoint Online

Have knowledge of all the components in SharePoint Online

Have hands on experience configuring the components of SharePoint Online

Have hands on experience configuring the options

Work with Site Collections and storage options

Manage user profiles and social profiling

Understand and configure data connections in SharePoint Online

Build a taxonomy structure

Understand and configure Search in SharePoint Online

Configure and deploy apps

Understand and define Enterprise content management and Security and Compliance.

Configure additional options and features in SharePoint Online such as Information Rights Management

Course Outline

1. MODULE 1: INTRODUCTION TO OFFICE 365 AND SHAREPOINT ONLINE

Introduction to the Office 365 Administration Center

Configure Reporting

Accessing SharePoint management tools

Accessing security and compliance

Managing Office 365 and SharePoint Online with PowerShell

Comparing On Premises SharePoint with SharePoint Online

User identity in Office 365 and SharePoint Online

Managing user domains

Building Hybrid scenarios

OneDrive and Sites redirection

Yammer redirection

Understand hybrid search

Hybrid business data connectivity

Hybrid taxonomy

2. MODULE 2: WORKING WITH SITE COLLECTIONS

Introduction to classic and modern admin centers

Creating Site Collections

Defining ownership and security for site collections

Configuring Storage

Configure External Access to site collections

Recovering site collections

Configure external sharing

Managing site collections with PowerShell

3. MODULE 3: MANAGING USER PROFILES

Overview of the profile service

Defining profile properties

Map profile properties to a term store

Creating custom profile properties

Managing audiences

Creating audiences

Managing user profile policies

Configure trusted my site host locations

Configure preferred search center locations

Defining read access permission levels

Configuring newsfeed options

Setup email notifications

Configure my site cleanup

4. MODULE 4: WORKING WITH DATA CONNECTIONS

Introduction to Data Connections

Overview of PowerApps, Flow and PowerBI

Overview of the business connectivity service

Introduction to BDC definition files

Creating BDC definition files

- Introduction to the secure store service
- Configuring the secure store service
- Creating secure store target application settings
- Configure connections to cloud services
- Configure connections to on-premises services
- Tools to build data connections
- Creating external content types
- Building external lists using external data

5. MODULE 5: MANAGING THE TERM STORE

- Overview of the term store
- Understanding terms and life cycle management
- Creating term groups
- Creating the term store
- Creating Term Sets in the UI
- Creating Term Sets via importing via a CSV
- Creating terms in the UI
- Creating terms via PowerShell and CSOM
- Manage terms with synonyms and pinning
- Configure delegated administration

6. MODULE 6: CONFIGURING SEARCH

- An Introduction to the search service
- Classic versus Modern search experience
- Understanding Managed Properties
- Create Managed Properties
- Manage Authoritative pages
- Understand Result sources
- Create and configure result sources
- Understand Query rules
- Promoting results through query rules
- Remove search results from the index
- Exporting search configurations

Importing search configurations

7. MODULE 7: CONFIGURING APPS

An Introduction to Apps

Understanding the App Catalog

Building the App Catalog

Adding Apps to the catalog

Add Apps to your SharePoint sites

Adding Apps via the marketplace store

Manage App licensing

Configure store access settings

Monitoring app usage

8. MODULE 8: ENTERPRISE CONTENT MANAGEMENT IN SHAREPOINT ONLINE

An Introduction to ECM in SharePoint Online

Components of ECM

Office 365 versus classic compliancy

Understanding In-Place records management

Configure In-Place records management

Understanding the records center

Build and configure a records center

Understanding the compliance policy center

Build a compliance policy center and configure policies

Discover the security and compliance center

Configure an eDiscovery center

Build an eDiscovery case

Understand data loss prevention

Build a data loss prevention policy and query

Working with classification and data governance

9. MODULE 9: MANAGE OPTIONS FOR SHAREPOINT ONLINE

Configure OneDrive features

Configure use of Yammer or Newsfeeds

Understand Information Rights Management

Configure Information Rights Management

Define site classification options

Understand early release options for Office 365

Configure Early release options for your Office 365 tenant

Manage Access Control

Audience

This course is designed for Administrators who need to setup, configure and manage SharePoint Online as part of their Office 365 Administration.

Prerequisites

No previous knowledge is required to attend this course.