



55238: SharePoint® Online for Administrators

Duration: 3 Days

Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

This course will introduce participants to the SharePoint Online Administration in Office 365®. It will explain and demonstrate the configuration options for SharePoint Online. The course is appropriate for. The course will also help participants understand the differences between SharePoint on-premises and SharePoint Online.

Target Audience

This course is intended for:

- Existing and new Administrators who need to set up, configure, and manage SharePoint Online as part of their Office 365 Administration.

Prerequisites

To attend this course, candidates must have completed the following courses or have equivalent knowledge and/or experience:

- 55035: *Microsoft SharePoint Server 2013 for the Site Owner/Power User*
- 55234: *SharePoint 2016 Site Collections and Site Owner Administration*
- 55215: *SharePoint Online Power User*
- 55251: *SharePoint 2016 Site Owner*.

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Understand the architecture of SharePoint Online.
- Understand all the components in SharePoint Online.
- Configure the components of SharePoint Online.
- Configure 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, Security and Compliance.
- Configure additional options and features in SharePoint Online such as Information Rights Management.



Course Topics

Module 1: Introduction to Office 365 and SharePoint Online

- Introduction to the Office 365 Administration Centre
- 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

Module 2: Working with Site Collections

- Introduction to Classical and Modern Admin Centres
- 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

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 Centre Locations
- Defining Read Access Permission Levels
- Configuring Newsfeed Options
- Setup Email Notifications
- Configure My Site Clean-up

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



Course Topics *Continued*

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 a CSV
- Creating Terms in the UI
- Creating Terms via PowerShell and CSOM
- Manage Terms with Synonyms and Pinning
- Configure Delegated Administration

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

Module 7: Configuring Apps

- An Introduction to Apps
- Understanding the App Catalogue
- Building the App Catalogue
- Adding Apps to the Catalogue
- Add Apps to your SharePoint Sites
- Adding Apps via the Marketplace Store
- Manage App Licensing
- Configure Store Access Settings
- Monitoring App Usage

Module 8: Enterprise Content Management (ECM) in SharePoint Online

- An Introduction to ECM in SharePoint Online
- Components of ECM
- Office 365 versus Classic Compliance
- Understanding In-Place Records Management
- Configure In-Place Records Management
- Understanding the Records Centre
- Build and Configure a Records Centre
- Understanding the Compliance Policy Centre
- Build a Compliance Policy Centre and Configure Policies
- Discover the Security and Compliance Centre
- Configure an eDiscovery Centre
- Build an eDiscovery Case
- Understand Data Loss Prevention
- Build a Data Loss Prevention Policy and Query
- Working with Classification and Data Governance

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 the Office 365 Tenant
- Manage Access Control

LABS INCLUDED

