

55238: SharePoint Online for Administrators (3 Days)

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.

Skills Gained

- Understand the architecture of SharePoint Online
- Have knowledge of all the components in SharePoint Online
- Have on 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 Compliancy.
- Configure additional options and features in SharePoint Online such as Information Rights Management

Who Can Benefit

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.

Course Outline

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 compliancy
- 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
- Lab 1: Configuring the Office 365 environment
- Create a new Outlook.com account
- Create a new Office 365 Trial
- Install Azure Active Directory PowerShell
- Install SharePoint Online Management Shell
- Create test users
- Install Office 2016 on to your client

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
- Lab 1: Managing Site Collections
- Create a new site collection using the UI
- Create a new Modern site collection
- Create a new site collection using PowerShell
- Configure Storage Quotas
- Configure external sharing
- Restore site collections
- Create a site and deploy content for later labs

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
- Lab 1: Managing the User Profile service
- Create a new custom user profile property
- Create a custom property mapped to a metadata term
- Create an Audience using profile properties and target content
- Configure My Site cleanup accounts

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
- Lab 1: Managing the business data connectivity service
- Create a new PowerApps form
- Create a new Flow
- Create a new secure store application
- Create a new BCS BDC connection
- Create an external content type
- Create a new external list to leverage the external data

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
- Lab 1: Creating and Managing the Term Store
- Create a Term Group and Term Set
- Manage Terms with 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
- Lab 1: Managing and configuring the Search Service
- Create a query in modern and classic
- Create a new result source
- Export the search configuration

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
 - Lab 1: Configuring Apps
- Create and configure an app catalog
- Add an Office 365 store app
- Add an app via the app catalog
- Add an Azure app
- Monitor and Manage app usage

Module 8: Enterprise Content Management 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 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
 - Lab 1: Configuring ECM in SharePoint Online
- Configure In-Place Records Management
- Create a Records Center
- Create an eDiscovery case
- Configure DLP

Module 9: Manage options for SharePoint Online

- Configure OneDrive features
- Configure use of Yammer or Newsfeeds
- 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
 - Lab 1: Configure options for SharePoint Online
- Configure OneDrive options
- Define Site creation options
- Configure Information Rights Management