

# 55238 SharePoint Online for Administrators

Duration: 3 Day(s)

## Overview

This course will introduce the audience to SharePoint Online Administration in Office 365 and explain and demonstrate the configuration options for SharePoint Online.

## Who Should Attend

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

## Course Objectives

After completing this course, students will gain the skills to: 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 connectivity 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 data loss prevention. Configure additional options and features in SharePoint Online such as Information Rights Management.

## Course Outline

### 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

### 2 - WORKING WITH SITE COLLECTIONS

- Understand the topology of site collections
- 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

### 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

### 4 - MANAGE BUSINESS CONNECTIVITY SERVICES

- 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

### 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

## 6 - CONFIGURING SEARCH

- An Introduction to the search service
- 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
- Managing and configuring the Search Service

## 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

## 8 - ENTERPRISE CONTENT MANAGEMENT IN SHAREPOINT ONLINE

- An Introduction to ECM in SharePoint Online
- Components of ECM
- Understanding In-Place records management
- Configure In-Place records management
- Understanding the records center
- Build and configure a records center
- Understanding the compliancy policy center
- Build a compliancy policy center and configure policies
- Discover the security and compliancy center
- Configure an eDiscovery center
- Build an eDiscovery case
- Understand data loss prevention

- Build a data loss prevention policy and query
- Lab 1: Configuring ECM in SharePoint Online

## 9 - MANAGE OPTIONS FOR SHAREPOINT ONLINE

- Configure OneDrive features
- Understand list and library experience
- Configure classic versus new experience
- 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
- Lab 1: Configure options for SharePoint Online