Manage SharePoint, OneDrive, and ShareGate in Microsoft 365

Course Content:

Module 1: Plan and Configure SharePoint Sites

- Overview of SharePoint in Microsoft 365
- Configure SharePoint sites
- Manage SharePoint sites
- Create SharePoint sites.
- Manage SharePoint site storage limits.
- Create and configure SharePoint hub sites.
- Describe how to use SharePoint Admin Center to manage SharePoint sites.

Module 2: Configure and Manage OneDrive

- Overview of OneDrive in Microsoft 365
- Deploy OneDrive
- Manage OneDrive
- Manage users' storage limits.
- Configure data retention in OneDrive.
- Use Group Policy to control OneDrive sync client settings.
- Describe different methods to deploy OneDrive.
- Describe how to use OneDrive Admin Center to manage OneDrive.

Module 3: Sharing and Security in SharePoint and OneDrive

- Manage SharePoint site permissions
- Manage sharing in SharePoint and OneDrive
- Manage security in SharePoint and OneDrive
- Describe the external sharing in Microsoft SharePoint and OneDrive.
- Describe the options to manage device access to Microsoft SharePoint and OneDrive.
- View Microsoft 365 reports that measure SharePoint and OneDrive usage.

Module 4: Manage User Profiles and Apps

- Manage user profiles
- Manage apps
- Describe how to configure user profile properties.
- Describe how to manage audiences
- Describe how to use the App Catalog to manage custom apps.

Module 5: Plan and Configure Managed Metadata and Business Connectivity Services

- Plan and configure Managed Metadata
- Plan and configure Business Connectivity Services
- Describe the functions of the Managed Metadata.
- Create and manage term groups, term sets, and terms.
- Explain the key components of a BDC model.
- Describe the high-level architecture of BCS.
- Explain the purpose of the Secure Store Service.

Module 6: Plan and Configure Search

- Plan search
- Configure search
- Describe the difference between modern and classic search experiences.
- Describe how to manage the search schema.
- Explain the use and deployment of query rules.
- Explain the use and deployment of result source

ShareGate Fundamentals:

Module 7: Migration

- Know about ShareGate
- Why ShareGate?
- Best migration practices
- Migrate to SharePoint & Office 365 with ShareGate
- Prepare and Plan Your Migration with ShareGate Inventory Feature
- Copy Your Environment's Structure with or without the Content
- Easily Copy or Migrate SharePoint and Office 365 Content
- Map Permissions and Metadata of Users or Groups with ShareGate
- Leverage the ShareGate Incremental Copy Feature When Migrating
- How to Import Documents and Metadata from a File System?

Module 8: Reporting

- Using ShareGate Reporting Feature
- How to Report on Security and Usage
- Report on SharePoint and Office 365 with ShareGate
- Manage Permissions with ShareGate Permission Matrix Report
- Office 365 & SharePoint Audit Reports

Module 9: Security

- How to Secure Your SharePoint & Office 365 Environments?
- Manage External Sharing Activity & Anonymous Guest Link in Office 365

- Manage Your SharePoint Environment Permissions
- How to Edit Office 365 Groups Membership?
- How to Deal with Office 365 Orphaned Users with ShareGate?

Module 10: Content Management

- Content Management using Share Gate
- How to Reorganize Your Content and Structure?
- Manage SharePoint & Office 365 Environments with the ShareGate Explorer
- Manage Large Amounts of Metadata with Bulk Edit Content
- How to Download your SharePoint & Office 365 Content?
- How to Mass Edit your SharePoint Settings?
- Manage Never Checked-In and Checked-Out Files in SharePoint
- How to Clean the Version History of your Documents?
- Reorganize your SharePoint Sites Hierarchy
- Replace a Folder Structure with Metadata