

SPO admin with PowerShell

Module 1: Introduction to Office 365 and SharePoint Online

Lessons

- Introduction to the Office 365 Administration Centre
- 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: 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
- After completing this module, students will be able to:
- Describe the key components of SharePoint Online
- Navigate Office 365 and SharePoint admin centres
- Understand identity management
- Understand how to manage the environment in PowerShell
- Understand hybrid scenarios

Module 2: Working with Site Collections

Lessons

- Introduction to classic 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

Lab : 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 a site collection
- Create a site and deploy content for later labs
- After completing this module, students will be able to:
- Understand Site Collections
- Manage and delegate site collections
- Configure external sharing
- Delete and Restore site collections
- Manage site collections with PowerShell

Module 3: Managing User Profiles

Lessons

- 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 cleanup

Lab : 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
- After completing this module, students will be able to:
- Understand the profile service in SharePoint Online
- Create a custom property mapped to a metadata term
- Define profile policies and security control
- Create and manage audiences
- Define management of my sites when a users my site is deleted

Module 4: Working with Data Connections

Lessons

- 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 : 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
- After completing this module, students will be able to:
- Describe the key features of data connection options in SharePoint Online
- Learn about using PowerApps, Flow and Power Bi
- An Overview of the business connectivity services
- Introduction to the Secure Store Service
- Understand the architecture of BCS and Secure store
- Learn how to build XML definition files for use in the BCS service
- Configure Single sign on credentials to external data sources
- Build external content types
- Create external lists

Module 5: Managing the Term store

Lessons

- 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 : 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
- After completing this module, students will be able to:
- Understand the value of the term store in SharePoint data and lifecycle management
- Use terms to enable better search and findability
- Build term stores and terms
- Manage terms through synonyms and pinning
- Create terms via PowerShell
- Delegate administration rights
- Add terms to content and profiles

Module 6: Configuring Search

Lessons

- 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: Managing and configuring the Search Service

- Create a query in modern and classic
- Create a new result source
- Export the search configuration
- After completing this module, students will be able to:
- Understand the search service for classic and modern templates
- Configure managed properties and extend the search schema
- Define Authoritative pages
- Understand result sources
- Configure new result sources
- Apply result sources to search queries
- Understand query rules
- Promote results through query rules
- Removing search results from the index
- Export search configurations
- Import Search configurations

Module 7: Configuring Apps

Lessons

- 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 : 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
- After completing this module, students will be able to:
- Understand how apps work in SharePoint Online
- Learn the differences between store apps and catalog apps
- Build the app catalog site collection
- Deploy apps to the catalog
- Add apps to SharePoint sites
- Understand the difference between Azure Apps and SharePoint apps
- Deploy an Azure app
- Understand licensing
- Configure access to the online store marketplace
- Monitoring and managing app usage

Module 8: Enterprise Content Management in SharePoint Online

Lessons

- 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 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
- Working with classification and data governance

Lab : Configuring ECM in SharePoint Online

- Configure In-Place Records Management
- Create a Records Center
- Create an eDiscovery case
- Configure DLP
- After completing this module, students will be able to:
- Understand the components of ECM in SharePoint Online
- Configure In-Place records management
- Build a records center
- Send data to a records center based on property values
- Discover the security and compliancy center
- Build eDiscovery cases
- Discover data based on compliancy requirements
- Understand Data Loss Prevention (DLP)
- Understand governance and data labels
- Build DLP queries and policies

Module 9: Manage options for SharePoint Online

Lessons

- 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

Lab : Configure Options for SharePoint Online

- Configure OneDrive options
- Define Site creation options
- Configure Information Rights Management
- After completing this module, students will be able to:
- Understand the options available for SharePoint Online in Office 365
- Configure feature options for OneDrive
- Understand the differences between Yammer and Newsfeed options
- Understand Information Rights Management (IRM)
- Configure Information Rights Management
- Enable IRM on SharePoint libraries
- Apply IRM policies to items in SharePoint
- Define site classification options
- Understand the option for enabling early release features
- Enable early release features
- Understand Access control options.

Module 10: Administering SharePoint Online with PowerShell

Lessons

- Overview
- Administering Users and Groups
- Administering Sites
- Review

Lab : Administering SharePoint Servers with PowerShell

- After completing this module, students will be able to:
- Administering Users and Groups
- Administering Sites

Module 11: Maintaining SharePoint Servers with PowerShell

Lessons

- Overview
- Learning about Scripts
- Understanding Automation
- Review

Lab : Maintaining SharePoint Servers with PowerShell

- After completing this module, students will be able to:
- Write a scrip
- Use Automation using PowerShell