

SharePoint Online Administrator

This course will introduce the audience to SharePoint Online Administration in Microsoft 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 Microsoft 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.

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

Required Prerequisites

- Understanding of cloud computing concepts (IaaS, PaaS, SaaS).
- Basic knowledge of Microsoft 365 Administration Center
- Awareness of Microsoft 365 security, compliance, and governance
- Familiarity with SharePoint Online UI, site collections, and permissions
- Basic understanding of document libraries, lists, metadata, and versioning

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Module 1: Introduction to Microsoft 365 and SharePoint Online

- Introduction to the Microsoft 365 Administration Center
- Configure Reporting
- Accessing SharePoint management tools
- Accessing security and compliancy
- Managing Microsoft 365 and SharePoint Online with PowerShell
- Comparing On Premises SharePoint with SharePoint Online
- User identity in Microsoft 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

Labs:

- Create a new Outlook.com account
- Create a new Microsoft 365 Trial
- Install Azure Active Directory PowerShell
- Install SharePoint Online Management Shell
- Create test users
- Install Office Apps for Enterprise 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

Labs:

- 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: Working with Managed Metadata

- 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

Labs:

- 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 Power Apps, Power Automate and Power BI
- 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

Labs:

- Create a new app in Power Apps
- Create a new flow in Power Automate
- Create a new report in Power BI
- 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

Labs:

- 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

Labs:

- 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

Labs:

- Create and configure an app catalog
- Add an Microsoft 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
- Microsoft 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

Labs:

- 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
- Understand Information Rights Management
- Configure Information Rights Management
- Define site classification options
- Understand early release options for Microsoft 365
- Configure Early release options for your Microsoft 365 tenant
- Manage Access Control

Labs:

- Configure OneDrive options
- Define Site creation options
- Configure Information Rights Management