

SharePoint Online Admin: PowerShell & Term Store

Learn to administer SharePoint Online using PowerShell, managing site collections, the term store, search, apps and content management.

11

MODULES

110

TOPICS

53

HANDS-ON LABS

COURSE OVERVIEW

This course covers administering Office 365 and SharePoint Online, including the admin centre, hybrid scenarios and PowerShell management. It addresses working with site collections, user profiles, data connections and the term store, along with configuring search, apps and enterprise content management. It also covers managing options such as OneDrive, Yammer, information rights management and access control, finishing with administering and maintaining SharePoint servers through PowerShell scripts and automation.

WHO THIS COURSE IS FOR

SharePoint Administrators

Office 365 Administrators

IT Professionals

System Administrators

LEARNING OBJECTIVES

- Configure Office 365 administration and reporting settings
- Manage site collections including storage and external sharing
- Configure user profiles, audiences and profile policies
- Build data connections using BDC, secure store and external lists
- Create and manage term groups, term sets and terms
- Configure search, managed properties and result sources
- Build an app catalog and manage app licensing
- Configure records management, eDiscovery and data loss prevention

11 Modules, 110 Topics

01

7 Labs

Introduction to Office 365 and SharePoint Online

TOPICS

- 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

02

8 Labs

Working with Site Collections

TOPICS

- 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

03

5 Labs

Managing User Profiles

TOPICS

- 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

04**7 Labs**

Working with Data Connections

TOPICS

- 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

05**5 Labs**

Managing the Term Store

TOPICS

- 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

06**4 Labs**

Configuring Search

TOPICS

- 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

07

6 Labs

Configuring Apps

TOPICS

- 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

08

5 Labs

Enterprise Content Management in SharePoint Online

TOPICS

- 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

09

4 Labs

Manage Options for SharePoint Online

TOPICS

- 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

10

Lab

Administering SharePoint Online with PowerShell

TOPICS

Overview · Administering Users and Groups · Administering Sites · Review

11

Lab

Maintaining SharePoint Servers with PowerShell

TOPICS

Overview · Learning about Scripts · Understanding Automation · Review

Practise What You Learn

#	MODULE	ACTIVITY
01	Introduction to Office 365 and SharePoint Online	■ 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
02	Working with Site Collections	■ 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
03	Managing User Profiles	■ 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
04	Working with Data Connections	■ 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
05	Managing the Term Store	■ 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
06	Configuring Search	■ Managing and configuring the Search Service ■ Create a query in modern and classic ■ Create a new result source ■ Export the search configuration

#	MODULE	ACTIVITY
07	Configuring Apps	■ 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
08	Enterprise Content Management in SharePoint Online	■ Configuring ECM in SharePoint Online ■ Configure In-Place Records Management ■ Create a Records Center ■ Create an eDiscovery case ■ Configure DLP
09	Manage Options for SharePoint Online	■ Configure Options for SharePoint Online ■ Configure OneDrive options ■ Define Site creation options ■ Configure Information Rights Management
10	Administering SharePoint Online with PowerShell	Administering SharePoint Servers with PowerShell
11	Maintaining SharePoint Servers with PowerShell	Maintaining SharePoint Servers with PowerShell

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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info@koenig-solutions.com