

KOENIG SOLUTIONS • COURSE OUTLINE

MS-040T00: Manage SharePoint and OneDrive in Microsoft 365

Learn to plan, configure and manage SharePoint sites, OneDrive, sharing, security, user profiles, metadata and search in Microsoft 365.

6

MODULES

39

TOPICS

COURSE OVERVIEW

This course covers planning and configuring SharePoint sites and managing their lifecycle through SharePoint Admin Center, followed by deploying and managing OneDrive for users. It then addresses sharing, permissions and security controls across SharePoint and OneDrive, along with monitoring usage through Microsoft 365 Admin Center. Later modules cover managing user profiles and custom apps through the App Catalog, configuring managed metadata and Business Connectivity Services, and planning and configuring the SharePoint search experience.

WHO THIS COURSE IS FOR

SharePoint Administrators

Microsoft 365 Administrators

OneDrive Administrators

IT Support Staff

Collaboration Administrators

LEARNING OBJECTIVES

- Create and configure SharePoint sites and hub sites
- Manage SharePoint site storage limits and lifecycle
- Deploy OneDrive and manage users' storage limits
- Configure data retention and sync client settings in OneDrive
- Describe external sharing and access control in SharePoint and OneDrive
- Explain how to manage user profiles and audiences
- Describe how to use the App Catalog for custom apps
- Explain managed metadata, BCS and search configuration

6 Modules, 39 Topics

01

Plan and Configure SharePoint Sites

This module is all about planning, configuring, and managing SharePoint sites. It discusses how SharePoint administrators use SharePoint Admin Center to manage the lifecycle of SharePoint sites in your organization.

LESSONS

- Overview of SharePoint in Microsoft 365
- Configure SharePoint sites
- Manage SharePoint sites

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO:

- 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

02

Configure and Manage OneDrive

This module explains how to plan the deployment of OneDrive. It discusses different approaches to deploy OneDrive based on different scenarios. It also introduces the capabilities to manage content in OneDrive.

LESSONS

- Overview of OneDrive in Microsoft 365
- Deploy OneDrive
- Manage OneDrive

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO:

- 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

03

Sharing and Security in SharePoint and OneDrive

This module is focused on sharing, security, and monitoring in Microsoft SharePoint and OneDrive. Specifically, we discuss planning and managing external sharing as well as access control in SharePoint and OneDrive. It also discusses how to use Microsoft 365 Admin Center to monitor the activities in Microsoft SharePoint and OneDrive.

LESSONS

- Manage SharePoint site permissions
- Manage sharing in SharePoint and OneDrive
- Manage security in SharePoint and OneDrive

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO:

- 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

04

Manage User Profiles and Apps

This module is about user profile and customization in Microsoft SharePoint. It discusses manage User Profiles in Microsoft SharePoint. It also describes how to use the App Catalog to make custom business apps available for your SharePoint in Microsoft 365.

LESSONS

- Manage user profiles
- Manage apps

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO:

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

05

Plan and Configure Managed Metadata and Business Connectivity Services

This module is about the Managed Metadata and Business Connectivity Services. It introduces the concepts of managed metadata as well as the process to import term sets. It also describes how to manage Business Connectivity Services and create an external list.

LESSONS

- Plan and configure Managed Metadata
- Plan and configure Business Connectivity Services

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO:

- 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

06

Plan and Configure Search

This module is about SharePoint search service. It provides details on planning and configuring SharePoint search, including the difference between the classic and modern search experience. It also discusses how to customize search experience with different settings.

LESSONS

- Plan search
- Configure search

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO:

- 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

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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