

KOENIG SOLUTIONS · COURSE OUTLINE

Manage SharePoint, OneDrive, and ShareGate in Microsoft 365

Learn to plan, configure and secure SharePoint and OneDrive, and manage migrations and content with ShareGate.

4 Days

32 HOURS

10

MODULES

69

TOPICS

COURSE OVERVIEW

The “Manage SharePoint, OneDrive, and ShareGate in Microsoft 365” course is a comprehensive training program designed to equip learners with the knowledge to effectively plan, configure, and manage SharePoint and OneDrive in the Microsoft 365 environment. Utilizing a structured approach through its modules, the course covers essential aspects from Site planning and User profile management to security and Content management. Learners will delve into ShareGate training, exploring its robust features for migration, including Sharegate tenant to tenant migration, reporting, and Environment management. The course outlines best practices for migrations, the use of ShareGate’s inventory feature for planning, and how to utilize incremental copy for smooth data transfer. By the end of the course, participants will have a thorough understanding of managing and optimizing SharePoint and OneDrive for business efficiency and security, making it an invaluable resource for IT professionals and administrators.

WHO THIS COURSE IS FOR

The Manage SharePoint, OneDrive, and ShareGate in Microsoft 365 course is designed for IT professionals responsible for managing cloud and hybrid environments.

SharePoint Administrators

IT Managers

Information Systems Managers

Cloud Solutions Architects

Systems Engineers

IT Operations Specialists

OneDrive for Business Administrators

Content Managers

Compliance Managers

Data Governance Coordinators

Security Analysts

Business Analysts

Technical Support Staff

SharePoint Developers (interested in administrative features)

Microsoft 365 Managed Service Providers (MSPs)

Migration Specialists

Collaboration Tools Specialists

Infrastructure Architects who focus on Microsoft 365 environments

What You Will Learn

- Configure and manage SharePoint sites and hub sites
- Deploy and manage OneDrive including storage and retention
- Manage sharing, permissions and security in SharePoint and OneDrive
- Configure user profiles, audiences and the App Catalog
- Plan and configure Managed Metadata and Business Connectivity Services
- Plan and configure search schema, query rules and result sources
- Plan and execute migrations to SharePoint and Office 365 with ShareGate
- Report on security, usage and permissions using ShareGate

COURSE SYLLABUS

10 Modules, 69 Topics

01

Plan and Configure SharePoint Sites

TOPICS

- 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

02

Configure and Manage OneDrive

TOPICS

- 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

03

Sharing and Security in SharePoint and OneDrive

TOPICS

- 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

04

Manage User Profiles and Apps

TOPICS

- 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

05

Plan and Configure Managed Metadata and Business Connectivity Services

TOPICS

- 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

06

Plan and Configure Search

TOPICS

- 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

07

Migration

TOPICS

- 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?

08

Reporting

TOPICS

- 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

09

Security

TOPICS

- 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?

Content Management

TOPICS

- 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

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.

FLEXIBLE DELIVERY

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