

KOENIG SOLUTIONS · COURSE OUTLINE

SharePoint Online Management and Administration (55370AC)

Learn to configure, manage and secure SharePoint Online, from site collections and Teams integration to Viva apps and compliance.

12

MODULES

96

TOPICS

47

HANDS-ON ACTIVITIES

COURSE OVERVIEW

This course covers the administration of SharePoint Online within Office 365, starting with tenant setup, core services and PowerShell management. It then addresses sharing policies, access controls, site collections and site-level configuration including navigation, apps, pages and permissions. Further modules examine SharePoint's integration with Microsoft Teams, Viva Connections, user profiles, managed metadata, content types, Microsoft Search and Viva Topics. The course closes with security and compliance features in Office 365 and techniques for troubleshooting and monitoring SharePoint Online.

WHO THIS COURSE IS FOR

SharePoint Administrators

Office 365 Administrators

IT Administrators

Systems Administrators

Microsoft Teams Administrators

LEARNING OBJECTIVES

- Provision an Office 365 tenant and manage it with PowerShell
- Configure sharing and access controls for SharePoint and OneDrive
- Create and manage site collections, including hub sites
- Customise site apps, pages, navigation and permissions
- Manage SharePoint sites and collections used by Microsoft Teams
- Configure and customise Viva Connections and Viva Topics
- Apply managed metadata and content types across lists and libraries
- Configure security, compliance and troubleshoot SharePoint Online

12 Modules, 96 Topics

01

4 Activities

Introduction to Office 365 and SharePoint Online

In this module, you will set up an Office 365 tenant for personal development purposes. This module covers the foundational topics upon which the course is based including an overview of the core services of Office 365 and how to access the Office 365 administration portals.

LESSONS

- Create an Office 365 Tenant for Personal Skills Development
- Overview of Office 365
- Overview of SharePoint Online
- Accessing Administration Portals in Office 365
- Managing SharePoint Online with PowerShell

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO:

- Describe the features and benefits of Office 365
- Provision a New Tenant
- Create Cloud Only User Accounts
- Navigate Office 365 and SharePoint Administration Portals
- Install PowerShell Modules and Connect to Office 365

02

3 Activities

2 Activities

Configuring SharePoint Policies Settings

This module looks at SharePoint Policies and settings to control external access and sharing, access controls, as well as SharePoint and OneDrive defaults.

LESSONS

- External Access in Office 365
- SharePoint Access Controls
- SharePoint Settings
- OneDrive Settings

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO:

- Plan and Configure External Sharing in Office 365
- Manage Sharing Policies in SharePoint Online
- Configure SharePoint and OneDrive Settings
- Configure SharePoint Access Controls

Working with Site Collections

This module describes the SharePoint architecture of sites and site collections including how to create and manage them. You will learn how to configure settings and external sharing on a site collection basis.

LESSONS

- Creating Site Collections
- Using with Site Templates
- Define Site Collection Administrators and Site Owners
- Configure External Sharing Settings at Site Collection Level
- Delete and Restore Site Collections
- Working with Hub Sites
- Managing Site Collections with PowerShell

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO:

- Create and Manage Site Collections
- Control External Sharing at Site Collection Level
- Declare, Use and Delete Hub Sites
- Delete and Restore Sites

Working with Sites

In this module, you will learn how to customise individual sites, managing site navigation, creating and customising apps including columns and views as well as creating and managing pages including news pages. Also included in this module is granting access to the site and managing site permissions.

LESSONS

Apps, Lists and Libraries · Pages and News · Site Permissions · Navigation

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO:

Add Apps to a Site · Customise Apps including Columns and Views · Manage Site Permissions · Customise Site Navigation

SharePoint and Microsoft Teams

This module considers the relationship between SharePoint and Microsoft Teams, including the role of the SharePoint Administrator in managing Microsoft Teams. You will learn how SharePoint provides the files experience in Microsoft Teams.

LESSONS

- What is Microsoft Teams
- How Microsoft Teams integrates with SharePoint Online
- Permissions with Microsoft Teams
- Private and Shared Channels

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO:

- Manage SharePoint Sites Associated with Microsoft Teams
- Manage SharePoint Site Collections Associated with Microsoft Teams

Viva Connections

This module introduces Viva Connections to extend the SharePoint Intranet into Microsoft Teams. You will learn how to configure Viva Connections and customise the user experience in Viva Connections.

LESSONS

- Home Site
- Global Navigation
- Viva Connections Dashboard
- Adaptive Cards
- Deploy the Viva Connections App

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO:

- Configure SharePoint Intranet for Viva Connections
- Customise Viva Connections Home Site and Dashboard
- Deploy Viva Connections App

User Profiles

In this module, you will learn how to manage user profiles from SharePoint Admin Center and how these profiles relate to the Microsoft 365 user profile.

LESSONS

User Profiles in SharePoint Online · Using Delve to customise a profile

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO:

Create and Customise User Profile Fields · Update a Profile using Delve

Managed Metadata and Content Types

In this module, you will learn how to use the Term Store to create and manage taxonomy and deploy managed metadata in SharePoint sites. You will also learn how to create content types to deploy templates for items lists & libraries.

LESSONS

- Site Columns
- Using the Term Store
- Managed Metadata Columns
- Site Content Types and Tenant Content Types
- Content Types for Lists
- Content Types for Libraries

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO:

- Create and Use Site Columns
- Customise and Deploy Managed Metadata
- Create and Use Content Types with Lists and Libraries

Microsoft Search

In this module, you will learn how to deploy, use and customise Microsoft Search including integration with Bing Search.

LESSONS

- What is Microsoft Search
- Configure Integrations
- Configure Answers
- Review Insights and Usage Statistics

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO:

- Configure Microsoft Search Integrations with Bing and Office 365 Features
- Create Custom Answers

Viva Topics

In this module, you will learn how to deploy, use and customise Viva Topics including integration with Managed Metadata.

LESSONS

What is Viva Topics · Configure Viva Topics · Manage Topics and Topic Pages · Integrate with Managed Metadata

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO:

Configure and Deploy Viva Topics · Create and Manage Topic Pages · Create Topics from SharePoint Taxonomy

Security and Compliance in Office 365

This module introduces the Security and Compliance features in Office 365. Whilst Microsoft 365 plans includes extended security and compliance features, this module will focus on those products available in the core plans without the extended licensing.

LESSONS

- Overview of Security and Compliance Features in Office 365
- Extending Security and compliance Features with Additional Licences
- Using the Microsoft Defender Portal and Secure Score
- Using the Office 365 Compliance Portal and Compliance Score
- Plan and Configure Retention Labels and Policies
- Plan and Configure Data Loss Prevention Policies
- Create and Assign Sensitivity Labels
- Configure Safe Attachments and Safe Links Policies
- Plan and Configure Multi Factor Authentication

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO:

- Describe the Security and Compliance Features in Office 365
- Review Licence Requirements for Security and Compliance Features in Microsoft 365
- Configure Information Protection in Office 365
- Configure Information Governance in Office 365

Troubleshooting SharePoint Online

This module looks at techniques for troubleshooting issues with SharePoint Online. You will also learn about the reporting and monitoring tools and features available.

LESSONS

- Monitor Office 365 Service Health
- Troubleshoot Office 365 Connectivity and Service Issues
- Troubleshooting SharePoint Online
- Reporting and Monitoring SharePoint Online Usage

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO:

- Monitor Office 365 Service Health
- Troubleshoot Office 365 Connectivity and Service Issues

Practise What You Learn

#	MODULE	ACTIVITY
01	Introduction to Office 365 and SharePoint Online	LAB 1: PROVISIONING OFFICE 365 ■ Configure an Office 365 Developer Tenant ■ Configure PowerShell for Office 365 and SharePoint Online ■ Create Test Users ■ Create SharePoint Site
02	Configuring SharePoint Policies Settings	LAB 1: CONFIGURING EXTERNAL ACCESS FOR OFFICE 365 ■ Configure Azure AD External Access Settings ■ Configure Microsoft 365 External Access Settings ■ Configure SharePoint Sharing Policies LAB 2: CONFIGURING SHAREPOINT AND ONEDRIVE SETTINGS ■ Configure SharePoint Settings ■ Configure OneDrive Settings
03	Working with Site Collections	LAB 1: CREATING AND MANAGING SITE COLLECTIONS ■ Create Site Collections ■ Configure Site Collections ■ Delete and Restore Site Collections LAB 2: WORKING WITH HUB SITES ■ Declare a Hub Site ■ Associate with a Hub Site ■ Delete a Hub Site
04	Working with Sites	LAB 1: CUSTOMIZE A TEAM SITE ■ Create and Customise Apps ■ Working with Pages ■ Manage Site Navigation ■ Manage Site Permissions LAB 2: CUSTOMIZE A COMMUNICATION SITE ■ Create and Customise Apps ■ Working with Pages ■ Manage Site Navigation ■ Manage Site Permissions
05	SharePoint and Microsoft Teams	LAB 1: PLANNING AND MANAGING SHAREPOINT FOR MICROSOFT TEAMS ■ Navigate between Teams and SharePoint ■ Managing SharePoint Site Permissions in a Teams site ■ Managing Teams Site Collections
06	Viva Connections	LAB 1: DEPLOYING VIVA CONNECTIONS ■ Configure Viva Connections ■ Customise the Home Site ■ Deploy Viva Connections App

#	MODULE	ACTIVITY
07	User Profiles	LAB 1: MANAGING USER PROFILES ■ Customise User Profile Fields ■ Update a Profile using Delve
08	Managed Metadata and Content Types	LAB 1: USING MANAGED METADATA AND CONTENT TYPES ■ Create Site Columns ■ Customise Taxonomy in the Term Store ■ Create and Use Managed Metadata Columns ■ Create and Deploy Content Types
09	Microsoft Search	LAB 1: WORKING WITH MICROSOFT SEARCH ■ Configure Integrations ■ Create Custom Answers ■ Review Usage Statistics
10	Viva Topics	LAB 1: WORKING WITH VIVA TOPICS ■ Deploy Viva Topics ■ Manage Topics Pages ■ Create Topics from Managed Metadata
11	Security and Compliance in Office 365	LAB 1: CONFIGURE SECURITY AND COMPLIANCE IN OFFICE 365 ■ Review Secure Score ■ Configure Threat Protection ■ Configure Sensitivity Labels ■ Configure Retention for Microsoft Teams ■ Configure Multi Factor Authentication
12	Troubleshooting SharePoint Online	Lab 1: Troubleshoot SharePoint Online: Troubleshoot SharePoint Online

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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Fly-Me-A-Trainer (FMAT)

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