

KOENIG SOLUTIONS • COURSE OUTLINE

Administering Microsoft 365 with SharePoint and OneDrive Integration

Learn to administer Microsoft 365 tenants, identity, security, compliance, and SharePoint and OneDrive collaboration environments.

48 Hours

DURATION

10

MODULES

51

TOPICS

17

LAB EXERCISES

COURSE OVERVIEW

This 48-hour in-depth course is designed to equip IT professionals with the knowledge and practical skills required to effectively manage Microsoft 365 tenants, implement identity and access solutions, enforce security policies, and administer collaboration tools like SharePoint and OneDrive. The course offers a blend of conceptual understanding and hands-on labs aligned with MS-102 objectives. It extends into advanced SharePoint and OneDrive administration, exploring identity synchronization, compliance, governance, threat protection with Microsoft Defender XDR, and collaboration environment configuration to support a secure and efficient digital workplace.

WHO THIS COURSE IS FOR

Microsoft 365 Administrators

IT Administrators

Identity and Access Administrators

Security Administrators

Compliance Administrators

SharePoint Administrators

PREREQUISITES

Participants should have:

- A basic understanding of Microsoft 365 workloads.
- Familiarity with general IT practices and technologies including networking, Active Directory, and PowerShell.
- Experience with Windows Server administration (beneficial but not mandatory).
- Prior exposure to cloud services or Office 365 for context.

What You Will Learn

- Configure a Microsoft 365 tenant, users, groups, and domains
- Manage tenant health, licensing, and Microsoft 365 Apps deployment
- Implement identity synchronization and manage synchronized identities
- Manage secure user access using Zero Trust and Entra ID Protection
- Configure Defender for Office 365 protections such as Safe Links
- Implement threat protection across endpoints, apps, and email
- Apply data governance, retention, and Purview compliance controls
- Configure and manage SharePoint and OneDrive sites and sharing

COURSE SYLLABUS

10 Modules, 51 Topics

01

3 Lab Exercises

Configure Your Microsoft 365 Tenant

TOPICS

- Configure your Microsoft 365 experience
- Manage users, licenses, and mail contacts in Microsoft 365
- Manage groups in Microsoft 365
- Add a custom domain in Microsoft 365
- Configure client connectivity to Microsoft 365

02

3 Lab Exercises

Manage Your Microsoft 365 Tenant

TOPICS

- Manage permissions, roles, and role groups in Microsoft 365
- Manage tenant health and services in Microsoft 365
- Deploy Microsoft 365 Apps for enterprise
- Analyze your Microsoft 365 workplace data using Microsoft Viva Insights

03**2 Lab Exercises**

Implement Identity Synchronization

TOPICS

- Explore identity synchronization
- Prepare for identity synchronization to Microsoft 365
- Implement directory synchronization tools
- Manage synchronized identities

04**2 Lab Exercises**

Manage Identity and Access in Microsoft 365

TOPICS

- Examine threat vectors and data breaches
- Explore the Zero Trust security model
- Manage secure user access in Microsoft 365
- Explore security solutions in Microsoft Defender XDR
- Examine Microsoft Secure Score
- Examine Privileged Identity Management
- Examine Microsoft Entra ID Protection

05**2 Lab Exercises**

Manage Your Security Services in Microsoft Defender XDR

TOPICS

- Examine email protection in Microsoft 365
- Enhance your email protection using Microsoft Defender for Office 365
- Manage Safe Attachments
- Manage Safe Links

06**2 Lab Exercises**

Implement Threat Protection Using Microsoft Defender XDR

TOPICS

- Explore threat intelligence in Microsoft Defender XDR
- Implement app protection using Microsoft Defender for Cloud Apps
- Implement endpoint protection using Microsoft Defender for Endpoint
- Implement threat protection using Microsoft Defender for Office 365

07**Lab Exercise**

Explore Data Governance in Microsoft 365

TOPICS

- Examine data governance solutions in Microsoft Purview
- Explore data management practices in Microsoft 365
- Explore retention in Microsoft 365

08**Lab Exercise**

Implement Compliance in Microsoft 365

TOPICS

- Explore compliance in Microsoft 365
- Implement Microsoft Purview Insider Risk Management
- Implement Microsoft Purview Information Barriers
- Explore Microsoft Purview Data Loss Prevention
- Implement Microsoft Purview Data Loss Prevention

09**Lab Exercise**

Manage Compliance in Microsoft 365

TOPICS

- Implement data classification of sensitive information
- Explore sensitivity labels
- Implement sensitivity labels

10

SharePoint and OneDrive Administration Management

TOPICS

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|---|--|
| ■ Overview of SharePoint in Microsoft 365 | ■ Manage SharePoint site permissions |
| ■ Configure SharePoint sites | ■ Manage sharing in SharePoint and OneDrive |
| ■ Manage SharePoint sites | ■ Manage security in SharePoint and OneDrive |
| ■ Overview of OneDrive in Microsoft 365 | ■ Plan and configure Managed Metadata |
| ■ Deploy OneDrive | ■ Overview of search in SharePoint |
| ■ Manage OneDrive | ■ Overview of Microsoft search |

Practise What You Learn

#	MODULE	ACTIVITY
01	Configure Your Microsoft 365 Tenant	■ Lab 1-Exercise 1: Initialize your Microsoft 365 tenant ■ Lab 1-Exercise 2: Manage users and groups ■ Lab 1-Exercise 3: Add a custom domain
02	Manage Your Microsoft 365 Tenant	■ Lab 2-Exercise 1: Manage administration delegation ■ Lab 2-Exercise 2: Monitor and troubleshoot Microsoft 365 ■ Lab 2-Exercise 3: Install Microsoft 365 apps for enterprise
03	Implement Identity Synchronization	■ Lab 3-Exercise 1: Prepare for identity synchronization ■ Lab 3-Exercise 2: Implement identity synchronization
04	Manage Identity and Access in Microsoft 365	■ Lab 4-Exercise 1: Manage secure user access ■ Lab 4-Exercises 2-4: Implement Privileged Identity Management
05	Manage Your Security Services in Microsoft Defender XDR	■ Lab 5-Exercise 1: Implement a Safe Attachments policy ■ Lab 5-Exercise 2: Implement a Safe Links policy
06	Implement Threat Protection Using Microsoft Defender XDR	■ Lab 6-Exercises 1-4: Implement Threat Intelligence ■ Lab 6-Exercises 5-6: Implement Threat Intelligence
07	Explore Data Governance in Microsoft 365	Lab 7-Exercise 1: Implement Data Governance
08	Implement Compliance in Microsoft 365	Lab 8: Implement DLP Policies
09	Manage Compliance in Microsoft 365	Lab 9-Exercise 1: Implement sensitivity labels

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

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

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