Microsoft

Office 365 SharePoint Online: Administration and Configuration

Workshop*PLUS*

Target Audience

The prerequisites that help students achieve the most value from this WorkshopPLUS are:

 • *Experience performing SharePoint Server administration on-premises*

 • *Strong understanding of SharePoint features and technology*

To ensure the high-quality knowledge transfer expected by students of this three-day Workshop, the class size is limited to a maximum of 16 students who meet the following criteria:

- *Currently working as on-premises SharePoint administrators*

- *Microsoft Certified IT Professionals (MCITP) for SharePoint*

- *Microsoft Certified System Engineers (MCSE), or those with similar experience*

Overview

The Office 365 SharePoint Online: Administration and Configuration Workshop is a three-day course that teaches you how to manage and support Microsoft Office 365 SharePoint Online. The key areas of focus include:

- Office 365 and SharePoint Online features, and platform capabilities

- Office 365 SharePoint Online multi-tenant offering

This Workshop contains level 200 – 300 content. Review the Target Audience information and contact your Microsoft Services representative to ensure that this Workshop is appropriate to the student's experience and technical expertise.

Key Features and Benefits

Each group of modules is organized by scenario and is designed to provide students with expertise, tools, and hands-on experience to understand and work with specific SharePoint Online services, and SharePoint Online client workloads.

Technical Highlights

After completing this course, you will understand the following:

- Office 365 services

- Microsoft Online Users and Groups

- SharePoint Online features and capabilities

- SharePoint Online service applications

- SharePoint Online administration

Syllabus

This Workshop runs for three full days. Students should anticipate consistent start and end times for each day. Early departure on any day is not recommended.

Module 1: Introduction to Office 365

This module will:

- Provide an overview of the service
- Cover the Office 365 subscription plans
- Show how to sign up for Office 365 for Enterprises
- Introduce the Office 365 Management Interface
- Introduce User, Groups and Domains in Office 365

Module 2: Introduction to SharePoint Online

This module will:

- Cover the SharePoint Online Service description
- Introduce SharePoint Online Plans and service details
- Cover the supported client versions
- Explain system requirements for SharePoint Online
- Introduce what's new in SharePoint Online.

Module 3: Office 365 SharePoint Online Admin Center

This module will:

- Introduce the SharePoint admin center
- Provide an overview of all the SharePoint Online service applications, features, and settings used for SharePoint Online administration.

Module 4: SharePoint Online Management Shell

This module will:

- Cover the use of the SharePoint Online Management Shell PowerShell module.
- Introduce typical management scenarios in which the SharePoint Online Management Shell can be used to configure and obtain information from a SharePoint Online tenant.

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Syllabus (continued)

Module 5: Site Collection Administration

This module will:
- Provide an understanding of the different levels of administration — tenant, site collection, and site
- Discuss site governance, site templates, storage and resource allocations and quotas, managing user access, security, and external user sharing.

Module 6: Social

This module will:

- Explain important concepts of User Profile Management, Social features and My Sites.
- Introduces the use of Microsoft OneDrive for Business for synchronizing content between a user's My Site and their PC.
- Cover the concepts related to the Enterprise version of Yammer and Stream.

Module 7: What is Records Management

This module will:

- Covers using Record Center, and Information Rights Management, as part of a data loss prevention solution.

Module 8: Add-ins

This module will:

- Introduce the new Add-in model in SharePoint Online.
- Provide information on how to provision and use an App Catalog within a SharePoint Online tenant.
- Cover the concepts of the SharePoint Apps Store, SharePoint-hosted Add-ins, and Remote-hosted Add-ins.

Module 9: Search

This module will:

- Introduce search settings and features that are available in SharePoint Online such as Search Dictionaries, Authoritative Pages, Result Sources, and Query rules.

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